Pilot Online Database Manual

PREAMBLE

ASRA members can now enter information directly into their own record using their personal log on details.

The following section explains the procedures for making changes to your own records.

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# ACCESSING ASRA RESOURCES & LOGGING ON

Any web browser should work. Displayed layout will vary between devices. Access is through the

ASRA website home page www.asra.org.au by selecting the top menu [≡] option, then "MEMBER ZONE v". Selecting the "v" option will now make 4 options available.

1. Access to the membership and gyroplane database.
2. Access/download to all forms used by ASRA.
3. Access/download to all ASRA documents and training material.
4. Access to CASA information pertaining to gyroplanes.

Select the link you require.
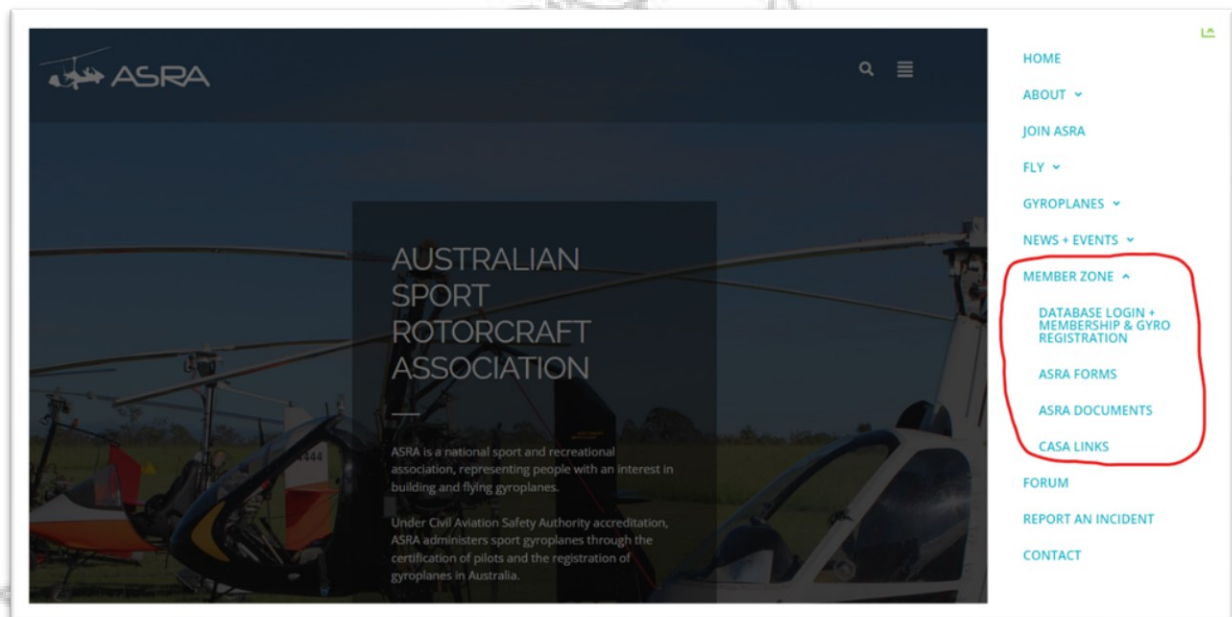
Select MEMBER DATABASE LOGIN
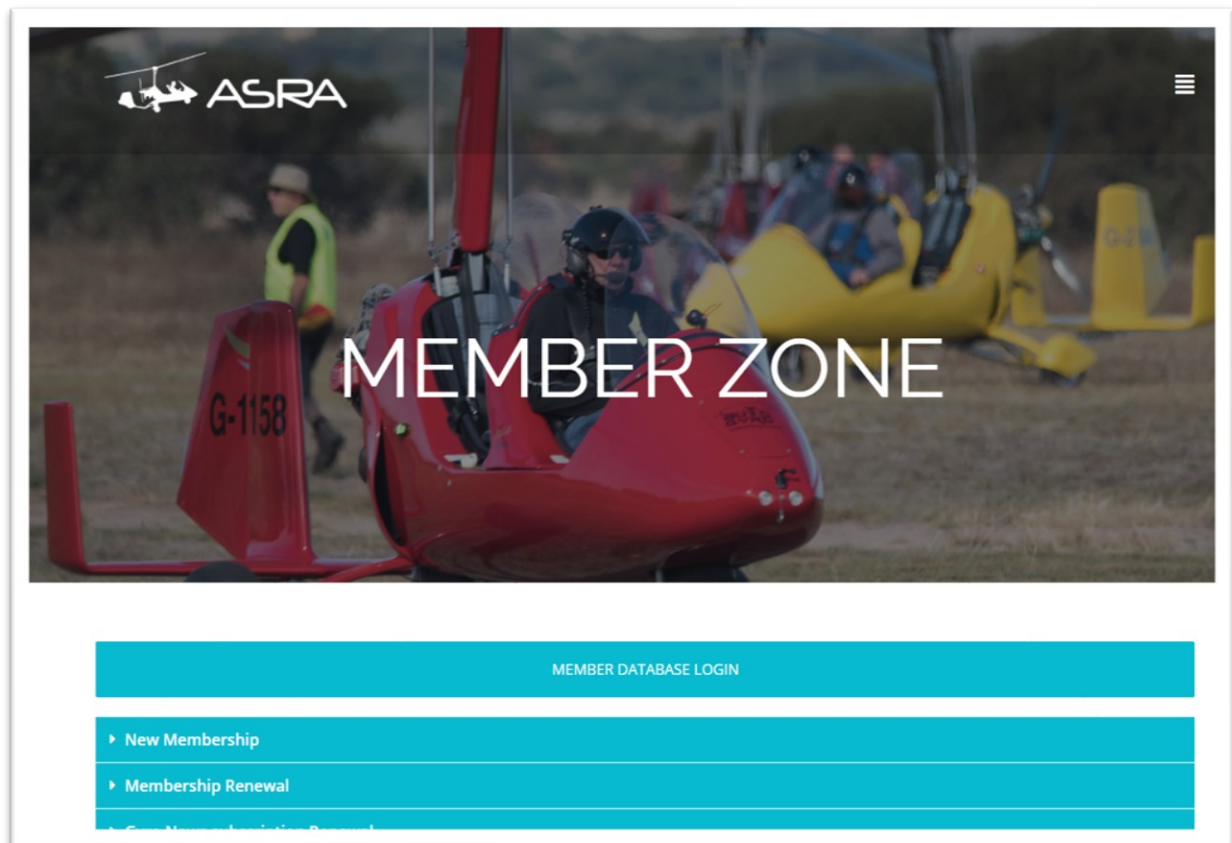
You will be taken to the Membership Database log in page. Your need to select MEMBER DATABASE LOGIN. Enter your personal log on details issued to you. An option for Forgotten your password? is available below the Log in button.
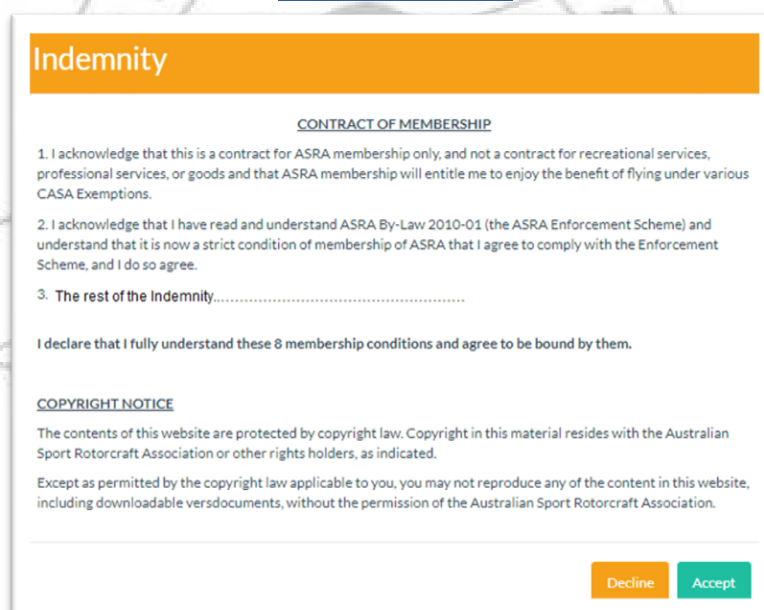
Using the forgotten password feature requires the ASRA member to enter his username (usually their email address unless changed by the registrar) and their Surname then selecting Reset Password.

All personnel will be presented with the Indemnity and Notifications page that follows.

INDEMNITY

You must accept the Contract of Membership to proceed further.

NOTIFICATIONS

Here you are given a summary of your membership and gyro registration status. If your membership, medical or BFR status is overdue, it will appear here. An administration note will appear at the bottom of the page if there is any message that ASRA members need to be advised of. This page can be viewed at any time by selecting the Notifications option on the top menu once inside the database.

Selecting 'M**y Details'** on the top menu will take you to your own personal file and options available.

DATABASE MAIN MENU

At the top of the webpage are menu options.

ASRA   Change Password   My Details   Notifications   People   Gyros   Admin ▾   ASRA Minutes   Logout

Change Password – Allows the logged in user to change his/her password.

My Details – Allows access to your personal file and records held on the system.

Notifications – Allows access to your Notification page.

People – Allows access to all people records held on the system (Instructor & Technical Advisor only).

Gyros – Allows access to all gyroplane records held on the system (Technical Advisor only).

Admin – Allows access to the People admin functions. (Instructor & Technical Advisor only).

ASRA Minutes – Allows ASRA members to download the latest minutes.

Logout – Exits the database.
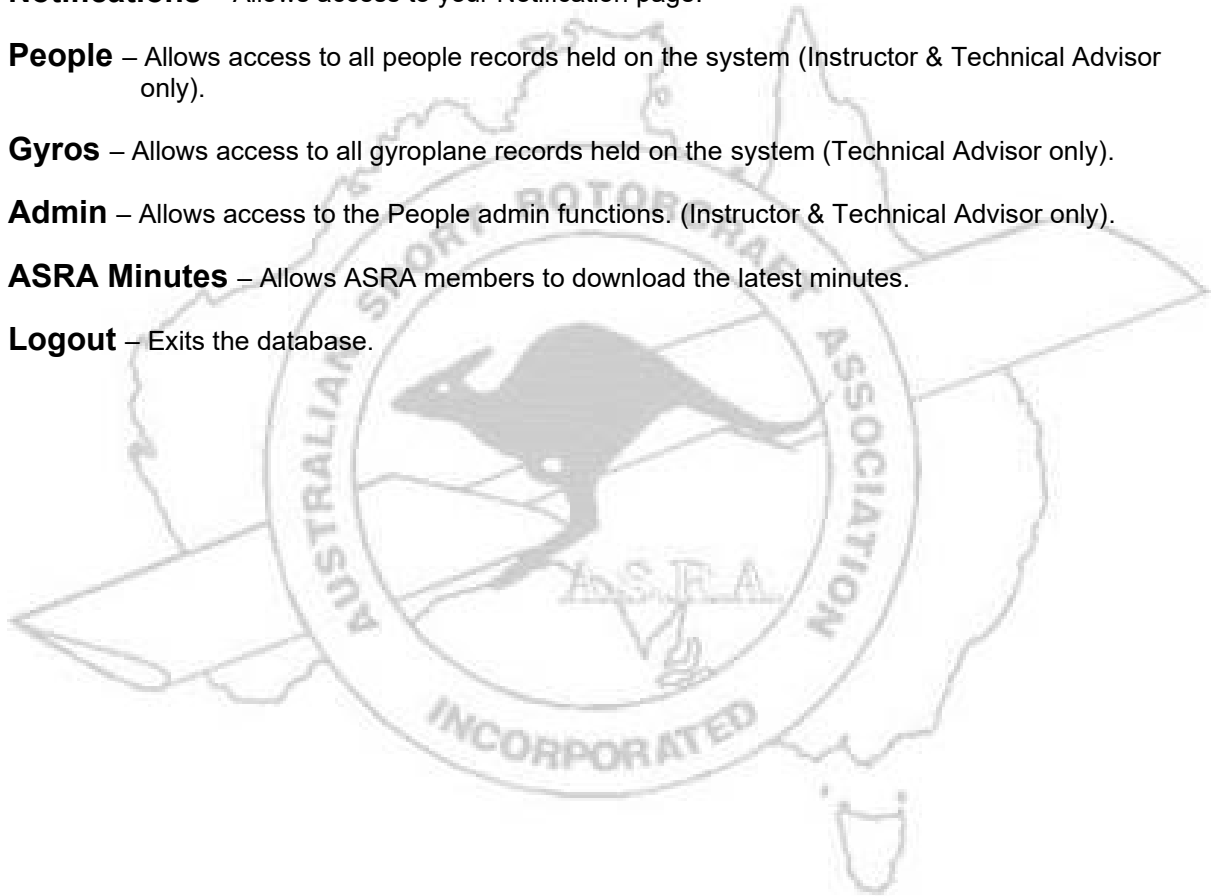
My Details

Personal Details

The Personal Details page will display the member's personal and postal information. You can change any information on this page.

The Save button must be selected to save all changes made. If the Save button is greyed out, an incorrect selection or a red field/red text has not been selected or filled in. Selecting another menu option from the left-hand side will not save any changes.

Membership Details

The membership details page displays membership number, option tick box if the member does not wish their details to be provided to other members, indemnity status, question about other aviation organisations and next of kin details. You can change any information on this page. Fields requiring information will have a red border.

Medical

(Ops manual section 2.01 para 10)

The medical page allows the digital signing of the F011A solo medical and the upload of the F011B, CASA, F010 and other medicals. With the exception of the F011A, all other medicals must have been previously scanned and saved to your PC so they can be uploaded to the website. The medicals can be saved in most file formats.
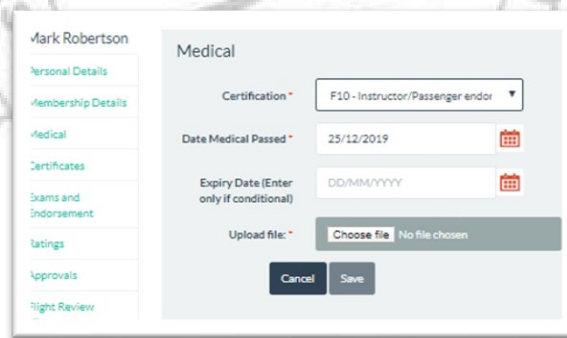
Other medicals can be uploaded for the member by the Registrar if they wish. The procedure is outlined below.

Uploading a medical.

Scan and save the respective medical to a folder on your PC. Make a note of the date the medical was passed. In respect to a CASA medical note the <u>date of expiry</u>.

Select Add Medical.

From the drop-down box select the medical you wish to upload. All medicals with the exception of the F011A will allow you to choose the file that you have saved to your PC. Enter the Date the medical was passed.

With CASA medicals the date last passed and the date of expiry may not be a 2-year interval. With respect to CASA medicals and any medical with a conditional expiry date, ignore the "Date Medical Passed" field and enter the date of expiry into the "Expiry Date" field. This ensures the database will issue a medical reminder email at the correct time.

Select the Choose File button and locate the file on your PC. Once selected, the file name will appear next to the button and the file uploading will proceed. Select View to view the uploaded file. Select Save to add the medical to the file. Once completed you will be returned to the medical list. The uploaded medical will now appear on the list. Check dates for accuracy.

Selecting 'Other' from the drop-down list will allow you to enter other Aviation Organisations medicals which are acceptable to ASRA. A list of Aviation Organisations whose medicals are acceptable to ASRA can be found in the Operations Manual or obtained from the Operations Manager.

To view any medical, 'click' on the file name required and it will appear with the options available.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any medical.

Certificates

This page displays the student and pilot certificates held. Only 1 Certificate can be active at any time. If the certificate is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, certificates that are current/active, the active tick box will be marked with ✔.

A read only section appears below for any specific Notes added to your file.

Exams and Endorsements

This page displays the endorsements and exams held. If the endorsement is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, endorsements that are current/active, the active tick box will be marked with ✔. The exam result for any theory test is also displayed here.

A read only section appears below for any specific Notes added to your file.

Ratings (Instructor Only)

This page displays the ratings held. Only 1 Gyroplane Instructor rating and/or 1 Gyroglider Instructor rating can be active at any time. If the Rating is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, Ratings that are current/active, the active tick box will be marked with ✔. A read only section appears below for any specific Notes added to your file.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any Rating.

Approvals (Instructor & TA Only)

This page displays the Approvals held. If the Approval is not current/withdrawn/inactive, the active tick box will be marked with **X**. Conversely, Approvals that are current/active, the active tick box will be marked with ✔. A read only section appears below for any specific Notes added to your file.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any Approval

Flight Review History

This page displays the members Flight Review history issued by Instructors. A read only section appears below for any specific Notes added to your file.

An automatic email is sent to the member 30 days prior to, and on the date of expiry of any Flight Review
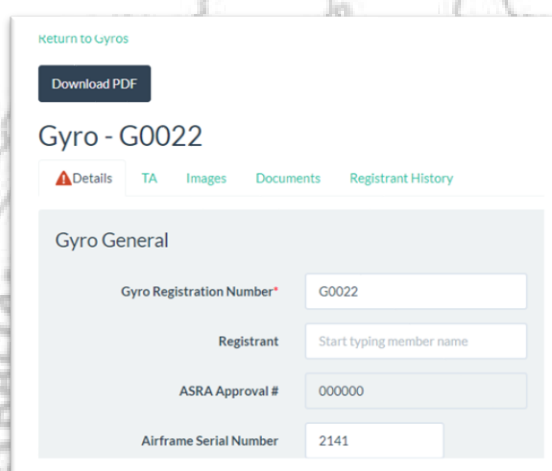
Gyroplanes

This page displays the details of the gyros registered to the member.

Selecting a Gyro will take you to the respective details page. Scroll down to see more information.

New menu options appear at the top of the page. A ⚠ symbol against a menu means that the particular page has missing details and therefore incomplete.

Selecting **Details** shows the complete details of the gyro.

Selecting **TA** displays the TA inspections of the respective gyro. This can also include any other procedure e.g. Recommendation for grounding etc.

Selecting **Images** displays the photos of the respective gyro. These should be side on photos clearly showing the registration number.

Selecting **Documents** displays the documents specific to the gyro. e.g. NDI inspection of the hub bar etc.

Selecting **Manuals** takes you to the manuals section of the gyro file. This read only section will only appear if the gyro is a Compliant machine. All documentation specific to the ASRA Approval Number will appear here.

A `Download PDF` button will download the complete gyro details and photo to your PC.

*** Only a TA or admin can edit the gyroplane file.

Gyroplane Flight Hours

This page displays/allows the input of the flight hours for the period selected.

Select Add Flight Hours to enter the hours flown. Select the Flight Period required from the drop-down box. Enter the hours against each field as required. Selecting Save will save the record and Cancel exits back to the flight hours list without saving.

NOTE: Entering of the hours should be done when renewing ASRA membership. Creating and editing of the flight hours can be done up until the end of June. If the member has not entered data for the current flight hours period, he will receive a reminder pop up message whenever logging onto their respective file.

Pilot Training

The ASRA training syllabus is made up of modules. Each module is made up of 1 or more categories. The categories are required to be digitally signed by the member and their instructor as they progress through the various stages of training. An explanation of the module list page below follows.

Figure 1.

Figure 1 above displays the modules within the training syllabus. Scroll down to see all modules. The columns listed are Module Name, Member Complete, Instructor Complete and the last edited date. When all categories within a module are digitally signed by the member or instructor, the respective "Complete" column is "ticked" to show that the module has been completed. The Download PDF button allows the viewing/printing of all the ASRA Training Syllabus.

Each module can be opened by selecting the row of the module required. Principles of Flight module has been opened as Figure 2 below. In this example the member has signed the category "An understanding of the following terms" on the 25Aug2023. The other categories within the module are still to be signed. The instructor has also signed the first category on the same day.

Pressing the + Show button opens the instructor comment box (below the category) so that the member can view the comments made. The member must sign a category before an instructor can sign his entry. As figure 2 only shows a partial completion of the module, figure 1 therefore, only shows a date last edited against the module and not a completed tick.

Pressing Back takes the member back to the module list page.

Figure 2.

A member only has to "tick" the appropriate category once satisfied with the training received in that category. A mark will appear as ☑. The member can tick as many categories as appropriate. You must then scroll to the bottom of the page and press the Save button to make the changes permanent. Press Cancel to not save any changes.

Figure 3.

Documents and Private Documents and Exam Results

The Documents page displays the uploaded members files. All documents must have been previously scanned and saved to your PC so they can be uploaded to the website. The documents can be saved in most file formats.

The difference between Documents and Private Documents is outlined below.

DOCUMENTS

This menu is used to upload files such as overseas medicals, documentary evidence of previous flying experience, Certification Statement from the Pilot Training Booklet etc. These files can be uploaded and downloaded by the member or an Instructor+. These documents are viewable by the member and/or Instructors.

PRIVATE DOCUMENTS and EXAM RESULTS

This menu is used to upload files such as exam results and confidential information e.g. Disciplinary enforcement action. Only Instructors+ can upload files but cannot read them. Only the ASRA Board members can read/download files from this area.

Authorise Solo Under Supervision

Once a Solo has been authorised the record will be displayed and its status.

Payments

This page displays the historical payments that have been made. Payments are marked as to their status. Created means that the invoice has been created and emailed to the member but payment is yet to be made. Paid means the payment has been processed successfully.

A number of other options are available.

Pay allows the member to make a payment via credit card.

View allows the view/printing of the paid invoice.

When selecting Pay you will be presented with credit/debit card input screen. All payments are made through a secure connection. No credit/debit card details are kept by ASRA.

Credit/Debit Card Payments

*** Only Visa, Mastercard and American Express are accepted.

Selecting Pay with Credit/Debit Card will take you to the details page where you fill in your payment details. The details page shows you what the payment is for, the amount and the postal address for the delivery of goods etc. Once the details are entered select Make Payment. Only successful payments will be accepted. If there are any errors you will be advised when submitting the payment.

ASRA Minutes

Shows the historical ASRA minutes from previous meetings. You can download the minutes by selecting the respective file.

Logout (your username)

Allows the user to exit the DB.