

## Using the Image Aircraft Booking System

Access web site [www.imageaircraft.portfairy.town](http://www.imageaircraft.portfairy.town) and enter your USERNAME

and PASSWORD and then click on **Login**.

You will see a calendar spanning 3 months. Each square represents 1 day and will be coloured green if the aircraft is free all day, orange if the aircraft is only booked for some of the day and red if the aircraft is booked all day.

Click on an available day to make your booking.

You will see a table of 1hr blocks from 06:00 to 22:00 for that day.

Any block coloured green is available to place your booking.

Click on the drop down box labelled **From** that shows **06:00** and select your start time.

Then click on the **To** drop down box that shows **07:00** and select your finish time.

If your finish time is on a future day, click on the date drop down box and select the finish date.

There are options to request the Tie Down Kit, EPIRB or First Aid Kit.

Click in the box as required.

There is also a box where you can enter any text in free form to send a message to the line manager.

When completed, click on **Submit Booking**.

A summary of your booking will appear and will also be sent to the Line Manager.

Click on **Return To Bookings** which will take you back to the 3 month calendar.

Your booking date will now be coloured orange (Part of the day) or red (Booked all day)

If you now click on the date of your booking, you will see the day split up into 1 hr blocks. Your booking will be coloured blue, and any other bookings will be coloured red.

Available slots for bookings will be coloured green

**CANCELLING A BOOKING.** Please try to cancel before the booking is due as others may wish to fly at that time.

Any booking may be cancelled after you have logged in.

At the 3 month calendar screen, click on **View Bookings**

You will see a table of past and present bookings.

Current bookings will have a box in the cancel column; click in this box for the booking you wish to cancel and then click on **Cancel Bookings**.

Known problem.

Occasionally, the booking system will not accept a booking spanning 2 months and sometimes even multiple day bookings.

The work around is to break the booking into single months or single days.

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