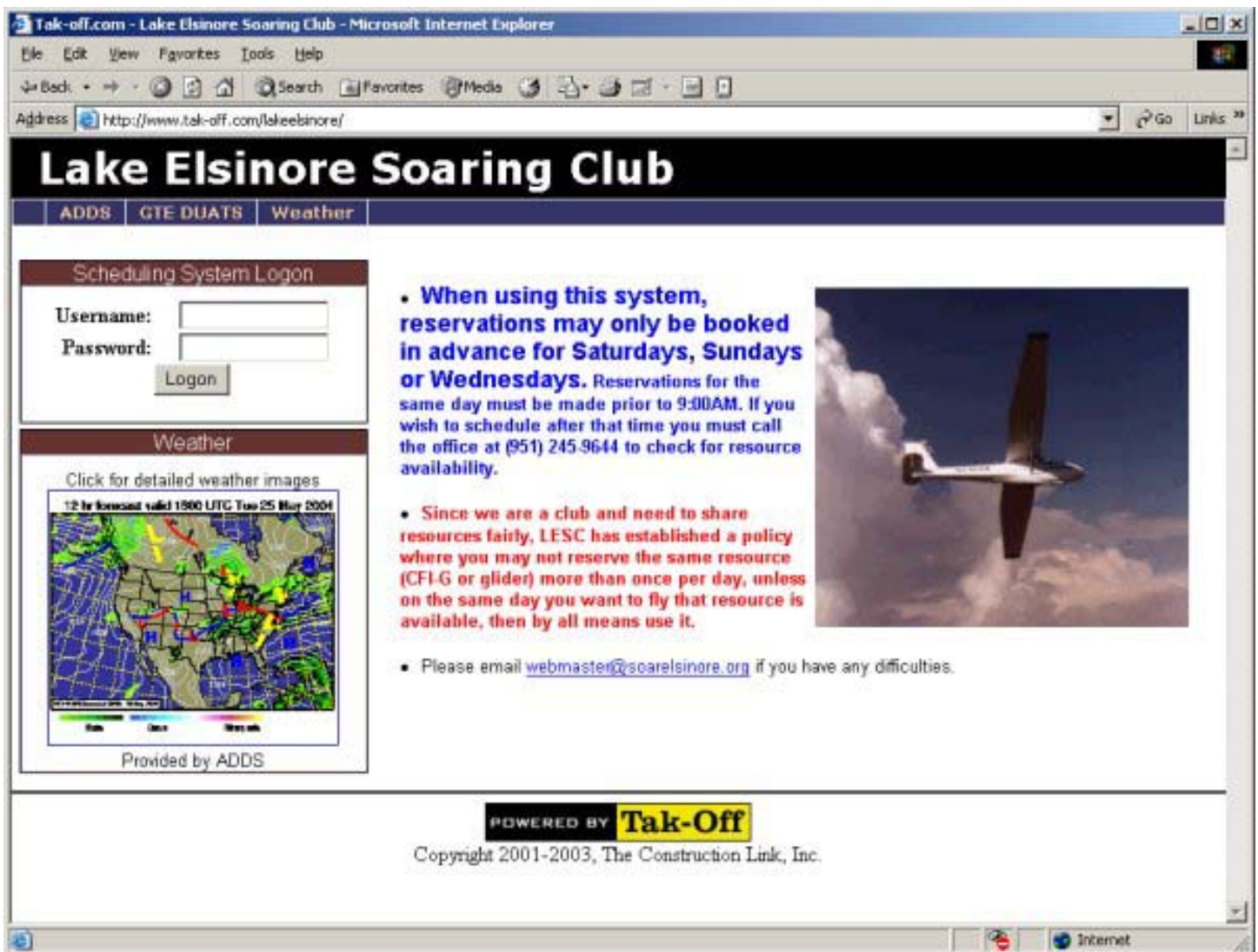


# LESC Online Scheduling

LESC has moved to online scheduling. What this means is that aircraft and instructors will be scheduled via the Internet. Each member will have their own account that they can customize to their own preferences. Each account has a unique username and password that should have been assigned to you.

To logon to the system, click on the Members Section > Schedule menu item, or go directly to [www.tak-off.com/LakeElsinore](http://www.tak-off.com/LakeElsinore).

Since we are a club and need to share our resources. However, we don't want to see those resources sitting around idle either. **LESC has established a policy where you may not reserve the same resource (CFI-G or glider) more than once per day, unless on the same day you want to fly that resource is available, then by all means use it.** As an example, if you have previously reserved the 1-26 and on the day you are going to fly you see that it's available later in the day, it's ok to schedule it then.



The screenshot shows a Microsoft Internet Explorer browser window displaying the website for the Lake Elsinore Soaring Club. The browser's address bar shows the URL <http://www.tak-off.com/lakeelsinore/>. The website has a dark blue header with the club's name and navigation tabs for 'ADDS', 'GTE DUATS', and 'Weather'. Below the header, there is a 'Scheduling System Logon' section with input fields for 'Username:' and 'Password:', and a 'Logon' button. To the right of the login section, there are two bullet points: one in blue text stating that reservations can only be booked in advance for Saturdays, Sundays, or Wednesdays, and another in red text repeating the club's policy on resource reservation. Below the text is a photograph of a glider in flight against a blue sky with clouds. On the left side, there is a 'Weather' section with a link to 'Click for detailed weather images' and a weather map showing a color-coded forecast for the region. At the bottom of the page, there is a 'POWERED BY Tak-Off' logo and a copyright notice for 2001-2003, The Construction Link, Inc.

Enter your Username and case sensitive Password in the appropriate box and click the Logon button.

Lake Elsinore Soaring Club - Scheduling System - Microsoft Internet Explorer

Address: http://www.tak-off.com/LakeElsinore/MainWindow.pl?club\_id=138&club\_pwd=2529f52fcd020061a7229739d2aed3dfbed\_pwd=7e0a653e507960e20c556b9d1b9bd8abd=100145

Home Schedule **Edit Reservations** Members Preferences Help Logoff

Aircraft:  Instructor:

August 2003

Start Time: 10:00 am End Time: 11:30 am

Save Reset

Aircraft Schedule Sun, August 10, 2003 Refresh

	2-33 N55863	2-33 N2488W	2-33 N5790S	Pilatus N10874	1-26 N2707Z	Blank N661GS
10:00 am - 11:30 am	student1	GKnapp	N5790S	N10874	N2707Z	OTS
11:30 am - 1:00 pm	student2	GKnapp	N5790S	N10874	N2707Z	OTS
1:00 pm - 2:30 pm	N55863	GKnapp	N5790S	N10874	RMorgan	OTS
2:30 pm - 4:00 pm	N55863	GKnapp	Rex	HWood	N2707Z	OTS
4:00 pm - 5:30 pm	N55863	GKnapp	N5790S	N10874	N2707Z	OTS

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The Aircraft Schedule will be displayed as shown above and is set as the default view (since everyone will need to schedule aircraft). You may change the view by clicking on the drop down box above the schedule grid and selecting one of the optional views – Custom View, Aircraft Schedule, Instructor Schedule, or Weekly View.

To schedule a glider, click the day you wish to make your reservation on the calendar on the left of the screen. Time slots that have been reserved by other members will be displayed as gray (unavailable) with the member's name. If the aircraft is out of service for any reason, it will be displayed as red with OTS.

Click on an available time slot for the glider you wish to fly.

Lake Elsinore Soaring Club - Scheduling System - Microsoft Internet Explorer

Address: [http://www.tak-off.com/LakeElsinore/MainWindow.pl?club\\_id=138&club\\_pwd=2529f52fcd020061a7229733d2aed3afbed\\_pwd=7e0a653e507960e2cc556b9d1b5bd03abd=100145](http://www.tak-off.com/LakeElsinore/MainWindow.pl?club_id=138&club_pwd=2529f52fcd020061a7229733d2aed3afbed_pwd=7e0a653e507960e2cc556b9d1b5bd03abd=100145)

Home Schedule **Edit Reservations** Members Preferences Help Logoff

Aircraft: N5790S  
Instructor: [dropdown]  
Start Time: 11:30 am  
End Time: 1:00 pm  
Save Reset

Aircraft Schedule Sun, August 10, 2003 [Refresh](#)

	2-33 N55863	2-33 N2488W	2-33 N5790S	Pilatus N10874	1-26 N2707Z	Elanik N661GS
10:00 am - 11:30 am	student1	GKnapp	N5790S	N10874	N2707Z	OTS
11:30 am - 1:00 pm	student2	GKnapp	<b>N5790S</b>	N10874	N2707Z	OTS
1:00 pm - 2:30 pm	N55863	GKnapp	N5790S	N10874	RMorgan	OTS
2:30 pm - 4:00 pm	N55863	GKnapp	Rex	HWood	N2707Z	OTS
4:00 pm - 5:30 pm	N55863	GKnapp	N5790S	N10874	N2707Z	OTS

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javascript:SD(1,2,690,N5790S) Internet

The time slot will then be highlighted in red.

Click the Save button to make the reservation.

Lake Elsinore Soaring Club - Scheduling System - Microsoft Internet Explorer

Address: http://www.tak-off.com/LakeElsinore/MainWindow.pl?club\_id=138&club\_pwd=2529f52fcd00061a7229739d2aed3afbed\_pwd=7e0a653e507960e20c556b6d1b5bd8abd=100145

Home Schedule **Edit Reservations** Members Preferences Help Logoff

Aircraft:  Instructor:

August 2003

Start Time: 10:00 am End Time: 11:30 am

Save Reset

Aircraft Schedule Sun, August 10, 2003 [Refresh](#)

	2-33 N55863	2-33 N2488W	2-33 N5790S	Pilatus N10874	1-26 N2707Z	Blank N661GS
10:00 am - 11:30 am	student1	GKnapp	N5790S	N10874	N2707Z	OTS
11:30 am - 1:00 pm	student2	GKnapp	Member	N10874	N2707Z	OTS
1:00 pm - 2:30 pm	N55863	GKnapp	N5790S	N10874	RMorgan	OTS
2:30 pm - 4:00 pm	N55863	GKnapp	Rex	HWood	N2707Z	OTS
4:00 pm - 5:30 pm	N55863	GKnapp	N5790S	N10874	N2707Z	OTS

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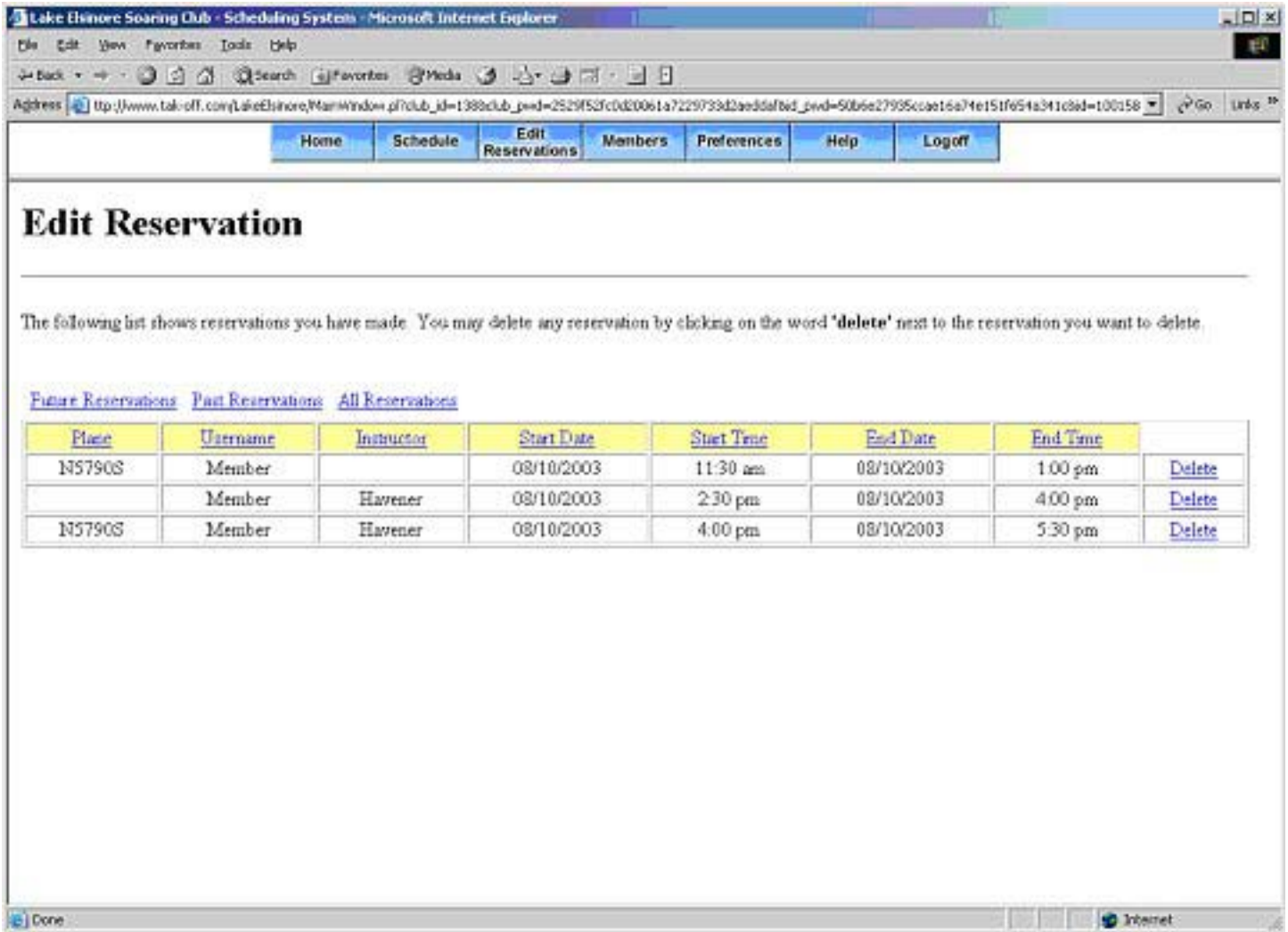
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Done Internet

Your reservation has now been made and is highlighted in yellow. Any reservations you have made will be highlighted in yellow anytime you logon the system.

The system will not allow you to modify or make reservations for anyone other than yourself.

If you wish to delete a reservation, click the Edit Reservation button at the top of the screen.



The Edit reservation screen will be displayed with a list of your reservations. This list can be sorted by clicking on the appropriate link at the top of the list (i.e., Plane or Instructor or?)

Click Delete for the individual reservations you wish to delete.

Now that you've got the basics of scheduling, this system can be customized with your personal preferences. Some features require you to set preferences to work properly. For instance, the Aircraft and Instructor drop down boxes on the schedule page are only populated with the items you set in your Custom View, even if you are viewing a different view such as the Instructor Schedule. Setting these preferences will allow you to reserve a glider and instructor at the same time by selecting them from the drop down box (more on this later).

Click the Preferences button at the top of the screen to set your personal preferences.

[Home](#)
[Schedule](#)
[Edit Reservations](#)
[Members](#)
[Preferences](#)
[Help](#)
[Logout](#)

## Preferences

The following options reflect your personal settings within the Scheduling System. The User Information section contains personal information that will be displayed for Members list. The columns also allow you to choose what aircraft or arrival you want to view for each column in the schedule grid.

### User Information

Username	Member
First Name	J.ESC
Last Name	Member
Home Phone	
Work Phone	
E-Mail Address	
Password	***
Re-enter Password	***

Default View: Aircraft Schedule

### Columns for Custom View

Column 1	<span style="border: 1px solid black; padding: 2px;">N239T2 (1-23)</span>
Column 2	<span style="border: 1px solid black; padding: 2px;">N459K3 (2-32)</span>
Column 3	<span style="border: 1px solid black; padding: 2px;">N2488W (2-33)</span>
Column 4	<span style="border: 1px solid black; padding: 2px;">N4790S (2-33)</span>
Column 5	<span style="border: 1px solid black; padding: 2px;">N481GS (Blank)</span>
Column 6	<span style="border: 1px solid black; padding: 2px;">N4189T4 (Pilot)</span>
Column 7	<span style="border: 1px solid black; padding: 2px;">Bus hours</span>
Column 8	<span style="border: 1px solid black; padding: 2px;">Falls</span>
Column 9	<span style="border: 1px solid black; padding: 2px;">Gas</span>
Column 10	<span style="border: 1px solid black; padding: 2px;">Hangers</span>
Column 11	<span style="border: 1px solid black; padding: 2px;">Inspection</span>
Column 12	<span style="border: 1px solid black; padding: 2px;">Powers</span>
Column 13	<span style="border: 1px solid black; padding: 2px;">Ways</span>
Column 14	<span style="border: 1px solid black; padding: 2px;"></span>
Column 15	<span style="border: 1px solid black; padding: 2px;"></span>

### Medical

Birth Date	<input type="text" value=""/>	(mm/dd/yyyy)
Last Medical Date	<input type="text" value=""/>	(mm/dd/yyyy)
Medical Classification	<span style="border: 1px solid black; padding: 2px;">Private</span>	
<b>Days Overdue</b>	<b>0</b>	

### CFI Flight Review

Aircraft Group	Last Flight Review Date (Format: mm/dd/yyyy)	CFI Name
2-33	<input type="text" value=""/>	<input type="text" value=""/>
1-26	<input type="text" value=""/>	<input type="text" value=""/>
Blank	<input type="text" value=""/>	<input type="text" value=""/>
Private	<input type="text" value=""/>	<input type="text" value=""/>

### Biennial Flight Review (BFR)

Aircraft Group	Last BFR Date (mm/dd/yyyy)	CFI Name
2-33	<input type="text" value=""/>	<input type="text" value=""/>

The User Information section allows you to set or change your Username, First and Last Names (so other will know who made the reservation), Phone Numbers (so we can call you if something changes in the schedule), your Email Address (so notices can be emailed to you) and you Password.

You can select the Default View that will be displayed when you log in the system. Available options are Aircraft Schedule, Instructor Schedule, Weekly View or a Custom View.

You will need to select the items you want to display in you Custom View. Keep in mind, as stated above, that only the items defined in your Custom View will be populated in the Aircraft and Instructor drop down lists on the Schedule page.

Currently LESC isn't using the rest of the information, so providing it is optional.

Once you've defined your Custom View, click on the Schedule button at the top of the page to display the schedule and verify the changes.

Select Custom View from the drop down list over the Schedule grid.

Navigation: Home | Schedule | Edit Reservations | Members | Preferences | Help | Logoff

Aircraft:  Instructor:  Custom View | Sun, August 10, 2003

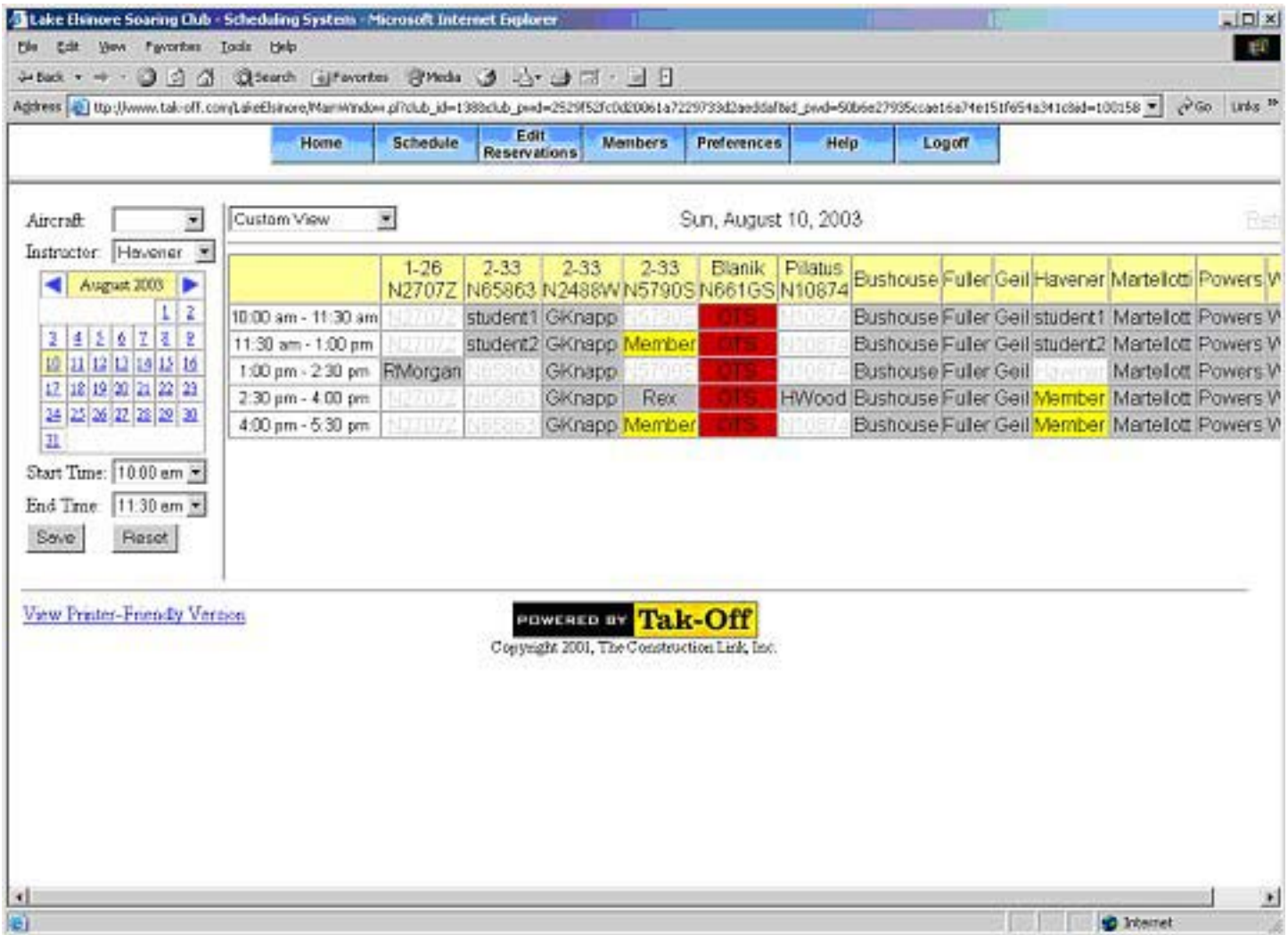
	1-26 N2707Z	2-33 N65863	2-33 N2488W	2-33 N5790S	Blanik N661GS	Pilatus N10874	Bushouse	Fuller	Geil	Havener	Martellott	Powers V
10:00 am - 11:30 am	student1	GKnapp	Member	OTS	OTS	OTS	Bushouse	Fuller	Geil	student1	Martellott	Powers V
11:30 am - 1:00 pm	student2	GKnapp	Member	OTS	OTS	OTS	Bushouse	Fuller	Geil	student2	Martellott	Powers V
1:00 pm - 2:30 pm	RMorgan	GKnapp	OTS	OTS	OTS	OTS	Bushouse	Fuller	Geil		Martellott	Powers V
2:30 pm - 4:00 pm	GKnapp	Rex	OTS	HWood	OTS	OTS	Bushouse	Fuller	Geil	Member	Martellott	Powers V
4:00 pm - 5:30 pm	GKnapp	OTS	OTS	OTS	OTS	OTS	Bushouse	Fuller	Geil		Martellott	Powers V

Start Time: 10:00 am | End Time: 11:30 am | Save | Reset

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You now can schedule gliders and Instructors at the same time by locating a time slot where both the glider and Instructor you wish to schedule are available. You can click on the glider time slot and then select the instructor from the drop down list, or visa versa, click the instructor time slot and select the glider from the drop down list.

Click the Save button to make the reservation.



This is a flexible system with many options. Online Help is available by clicking the Help button at the top of the screen. If you can't find an answer to what you're looking for, email [webmaster@saorelsinore.org](mailto:webmaster@saorelsinore.org) with your questions and or problems.