

Adding New Aircraft

Reference	Revision	Date
TL-UGD-AC-001	1.0	12th Apr 2023

Overview

This guide shows anyone with an admin role how to add new aircraft. There are two options available when adding new aircraft; Copy config settings from another existing aircraft for the operator or create an aircraft with standard TrustFlight settings.

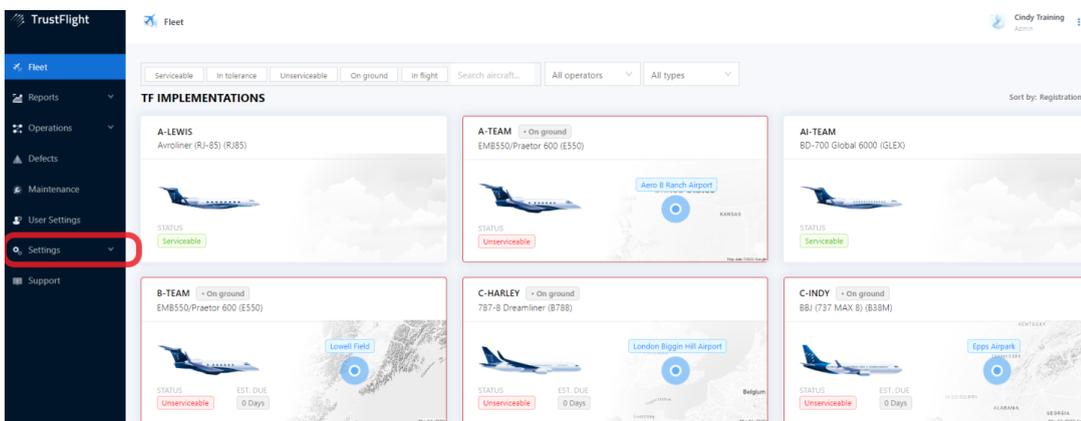
Adding a new aircraft

To add a new aircraft to your organisation, you will need the details below ready for when you are required to fill them out;

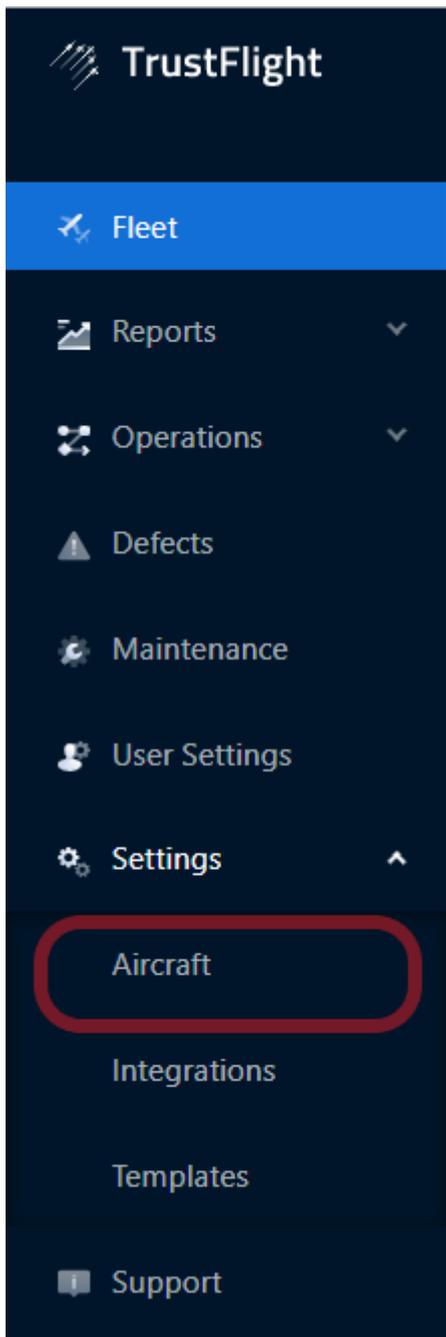
- Aircraft Reg
- ICAO Type (e.g. E550)
- Year of Manufacture
- Aircraft Serial No.

If any of these details are not fully known, you can use an online aircraft database to acquire them. You will also be asked to fill out the maximum fuel capacity (usable), current hours/cycles and whether the aircraft has an APU, so also have this information ready.

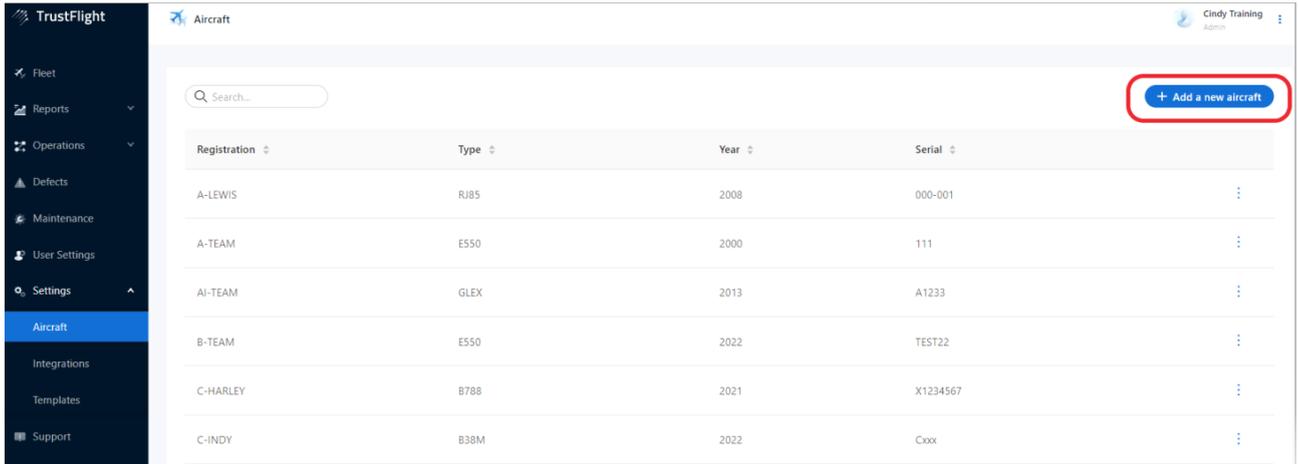
1. From the main dashboard, click on Settings



2. The menu will then expand. Click on Aircraft.



3. Here you can see the list of existing aircraft for your organisation. Click on + Add a New Aircraft in the top right to begin the process.



Step 1/3: Aircraft Details

This first step contains the aircraft information.

1a) First, add the registration. Include the country code and any hyphens.



Registration:

1b) Next, specify the aircraft type. You can type anything in this field to begin a search of the type from TrustFlight's database. The best place to start would be the ICAO identification. In this case we're looking for the ICAO type E550, which is a Legacy 500.

1c) Copy settings from existing aircraft

- Selecting **No** will bypass the next step and take you to step 1e.
- Selecting **YES** enables the ability to select an aircraft to copy settings from an existing aircraft in your fleet (The new aircraft will have the same application settings as the existing one, including custom fields, fuel and oil units, and maintenance settings.)

1 Details ————— 2 Log Settings ————— 3 Starting Totals

Registration:

Type:

Copy settings from existing aircraft?

1d) Select the aircraft from fleet to copy settings from

1 Details ————— 2 Log Settings ————— 3 Starting Totals

Registration:

Type:

Copy settings from existing aircraft?

Copy settings from aircraft:

1e) If you have access to multiple operators accounts, **Select** the correct operator for the new aircraft, otherwise if you have single operator access, this will be selected by default.

1 Details ————— 2 Log Settings ————— 3 Starting Totals

Registration:

Type:

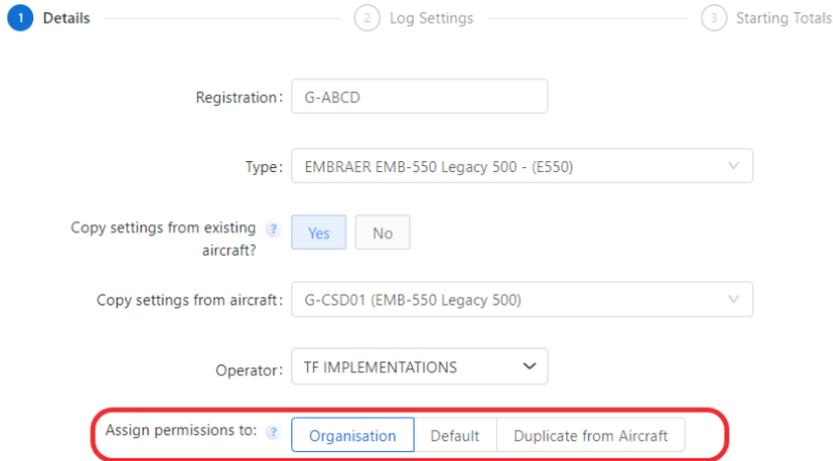
Copy settings from existing aircraft?

Copy settings from aircraft:

Operator:

1f) Assign permissions over the newly created aircraft. These will be granted to users based on the option selected here:

- **Select Organisation:** The aircraft will be available to all users within the organisation.
- **Select Default:** Only administrators within the organisation will be granted access to the new aircraft.
- **Select Duplicate from Aircraft:** This will assign permissions to the same set of users that have access to the selected, existing, aircraft.

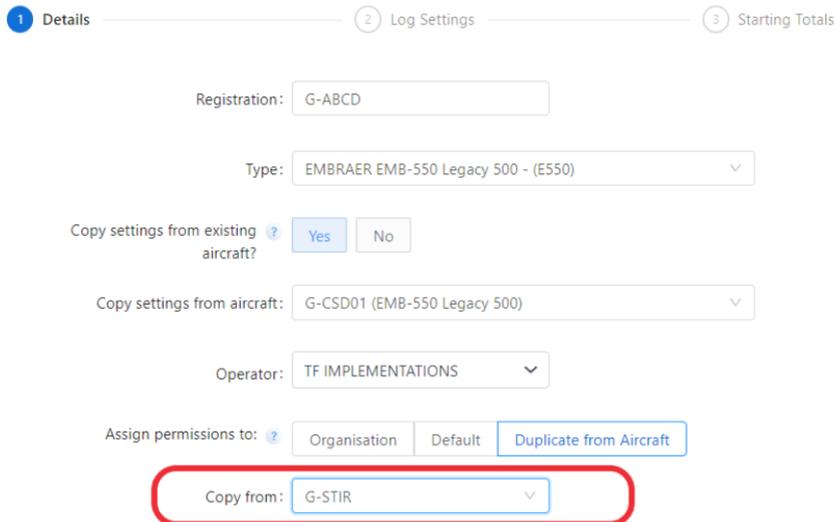


The screenshot shows a form with three steps: 1 Details, 2 Log Settings, and 3 Starting Totals. The 'Details' step is active. The form contains the following fields:

- Registration: G-ABCD
- Type: EMBRAER EMB-550 Legacy 500 - (E550)
- Copy settings from existing aircraft? Yes No
- Copy settings from aircraft: G-CSD01 (EMB-550 Legacy 500)
- Operator: TF IMPLEMENTATIONS
- Assign permissions to: Organisation Default Duplicate from Aircraft

The 'Assign permissions to' section is highlighted with a red box, and the 'Organisation' button is selected.

1g) **Copy From** if you selected **Duplicate from Aircraft** you will need to select an existing aircraft to copy user permission from.



The screenshot shows the same form as above, but with the 'Duplicate from Aircraft' button selected in the 'Assign permissions to' section. The 'Copy from' field is highlighted with a red box and contains the value 'G-STIR'.

The 'Details' step is active. The form contains the following fields:

- Registration: G-ABCD
- Type: EMBRAER EMB-550 Legacy 500 - (E550)
- Copy settings from existing aircraft? Yes No
- Copy settings from aircraft: G-CSD01 (EMB-550 Legacy 500)
- Operator: TF IMPLEMENTATIONS
- Assign permissions to: Organisation Default Duplicate from Aircraft
- Copy from: G-STIR

1h) Add the year of aircraft manufacture.

Assign permissions to: ?

Year:

1i) Enter the aircraft serial number. Depending on the manufacturer this can be numerous different formats. Try to include hyphens or any other characters to ensure it is identical to the format seen on the aircraft paperwork. Make sure you've checked all the details are correct before continuing as you cannot return to this page.

Click **Submit details**.

Serial No.:

Step 2/3: Log Settings

In this step, you will be able to add specific details regarding the logging of certain items and starting hours/cycles.

2a) First, specify what primary fuel unit the aircraft works in. This will be used for logging uplifts and arrival fuel figures and can be Kilograms, Pounds, Litres or US Gallons.

Fuel Unit: kg lb ltr usg

Fuel Capacity: kg

Oil Unit: qt ml

APU: ▾

[Continue](#)

2b) Next specify the total usable fuel for the aircraft. This will be in the same unit you specified in 2a).

Fuel Capacity: kg

2c) Much like the fuel unit, you need to set the unit used for oil values and uplifts on this aircraft. This is usually in Quarts or Millilitres.

Oil Unit: qt ml

2d) If the aircraft has APU installed select either Totalled or Cumulative. If no APU then select not installed.

Click **Continue**.

APU: ▾

[Continue](#)

Step 3/3: Starting Totals

Now you can customise the starting hours and cycles for the eTechLog to begin from.

3a) Begin by adding the hours and landings/cycles. This should be recorded from the last known figures of the aircraft. If they are not known, you can update these details at a later date. See [Adjusting Aircraft Hours and Cycles here](#) for more details.

✓ Details ————— ✓ Log Settings ————— 3 Starting Totals

A/C Hours: hrs mins

A/C Landings:

3b) Now you can specify the number at which the Sector Records Page (Tech Log Page) begins numbering from. Usually this is aligned to the physical version to make a parallel trial easier to follow between them. If you have a specialised requirement for numbering (for example book and page numbers) please contact us at support@trustflight.com

Start SRP No.:

3c) Again, as before, ensure all details are correct before clicking **Continue**. The process is now complete and you will see a new aircraft within your organisation's dashboard.

Start SRP No.:

Continue

Note: Starting totals and Log settings can also be modified once the aircraft has been created.