

Flight Schedule Pro Tips

Welcome to Brampton Flight Centre's online reservation system with www.FlightSchedulePro.com. This tip sheet outlines the different ways to make aircraft and flight instructor reservations. Follow these simple steps below to make reservations in Flight Schedule Pro. Please remember that TODAY is not available online. You can make or change bookings for TODAY by calling the Front Desk Dispatchers at ext. 0.

Q: How do I make a reservation?

1. Click the calendar icon named "Schedule" near the top of the screen. This will provide you with a drop down menu to select a day schedule, week schedule, month schedule or your custom view. It will load your Customized View if you have set this as a default. (See Tip#3)
2. Use the arrow icons to scroll to the preferred day that you want to make your booking. To make a reservation on the day view or week view, click an available time on the schedule that corresponds with the start time of the aircraft and/or instructor you want to make a reservation with.
3. This will bring you to the main reservation window. Fill in the necessary information and click "Save" when complete. A green banner telling you "Your reservation has been made" will appear.
4. The aircraft registrations, you see during bookings, or in e-mail notifications, do not necessarily correspond to the exact aircraft you'll be dispatched. Dispatchers take into account a plethora of factors while deciding which aircraft will best meet the needs for an efficient operation.

Q: How do I make a standby reservation?

1. To create a standby reservation, make sure to check the *Standby?* option in the main reservation window. Fill in the necessary information and click "Save" when complete. A green banner telling you "Your reservation has been made" will appear.
**Please note: instead of selecting a specific aircraft slot (e.g. CESSNA 172R C-GZGB), you can select the aircraft type (e.g. CESSNA 172R) this way the system can put you in any open slot of your desired aircraft type.

Q: How to make recurring reservations?

1. In the main reservation window, fill in the necessary information and select the *Recurring?* option.
2. Fill in the days of the week you will like to reserve and select the end date for the reservation.
3. Once completed, click "Save" and green banner telling you "Your reservation has been made" will appear.

Q: How do I make a custom view?

Now you can make custom scheduling views and select which view loads first when you go to the scheduling pages. To make a custom view, do the following:

1. Login and click the calendar icon named "Schedule" near the top of the screen. This will provide you with a drop down menu to select "Custom views."
2. Now click "New Custom View" at the top right corner of this page.
3. Name the view and select which resources you want included in the view.
4. Save the new view.

If you did not make the view your default view, you can still access it by selecting it in the drop-down menu at the top of each scheduling view. You can make as many views as you like.