



Instruction Manual Yellowbird Booking System

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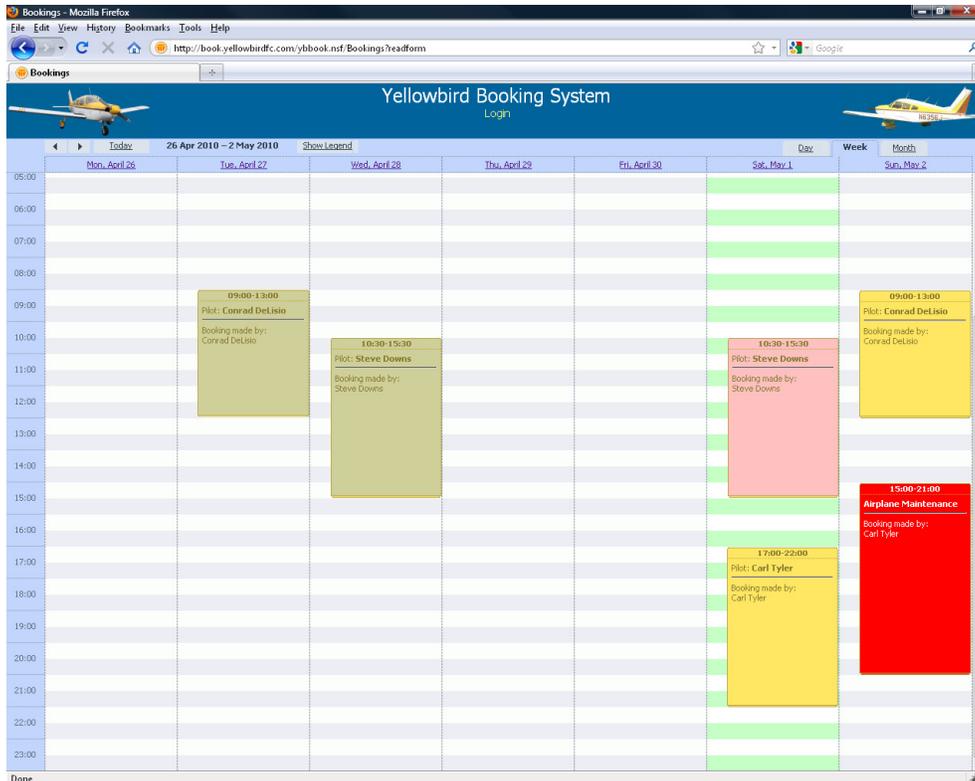
Accessing the Yellowbird Booking System

The Yellowbird booking system can be accessed from the **Schedule** link on the <http://www.yellowbirdfc.com> web site.



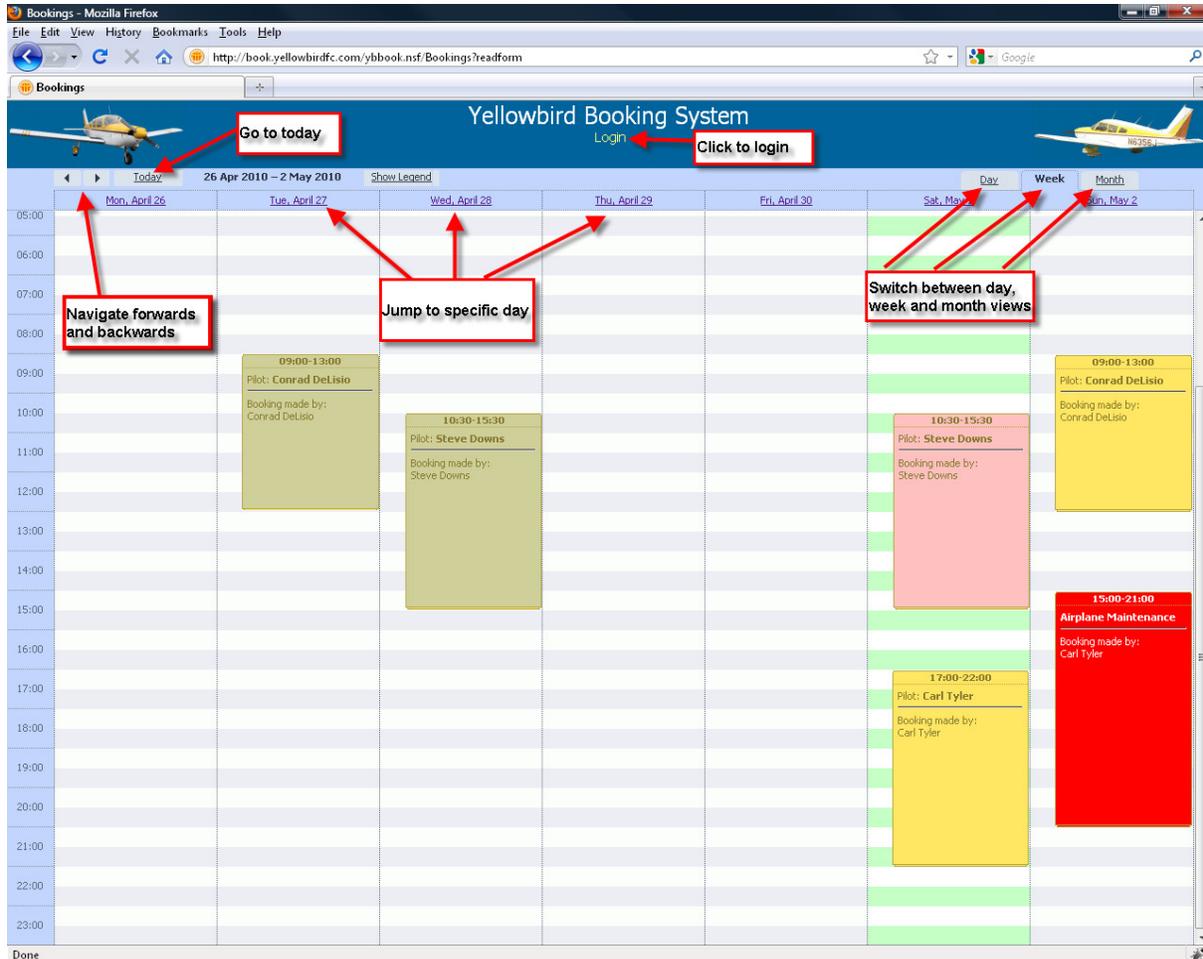
Or alternatively, you can go direct to the booking system by typing <http://book.yellowbirdfc.com> into your web browser.

When you access the booking system you will be presented with the bookings for the current week.



Navigating the Booking System

There are various ways to navigate the booking system which are outlined in the diagram below.



1. To login to the system, click the **Login** text located towards the top of the page.



- When prompted, enter your user name and password and click **Sign In**.



- This will return you to the scheduling system. You will now be logged in however, as indicated by the text shown towards the top of the screen.



- If you successfully logged in to the system, you will see the addition of a logout button in the top right of the screen.



- Click the logout button to logout from the system.

Edit member details

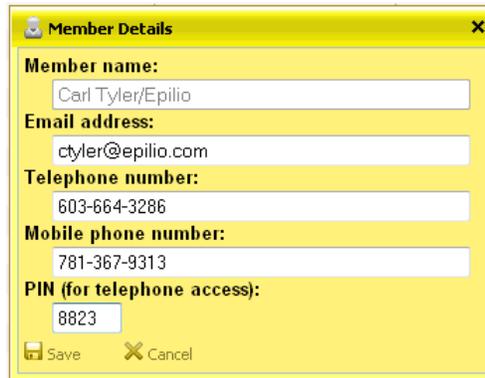
If you have logged into the system, you can set your personal contact details, and telephone access PIN code. These are settings are used by the system to save you having to re-enter details over and over, and as your security code for Yellowbird telephone access.

To access your member details

1. Login to the system
2. Click the small person next to the text that says **Logged in as**



3. The member details screen is shown

A screenshot of a "Member Details" form window. The form has a yellow background and a title bar with a close button. It contains the following fields:

- Member name:** Carl Tyler/Epilio
- Email address:** ctyler@epilio.com
- Telephone number:** 603-664-3286
- Mobile phone number:** 781-367-9313
- PIN (for telephone access):** 8823

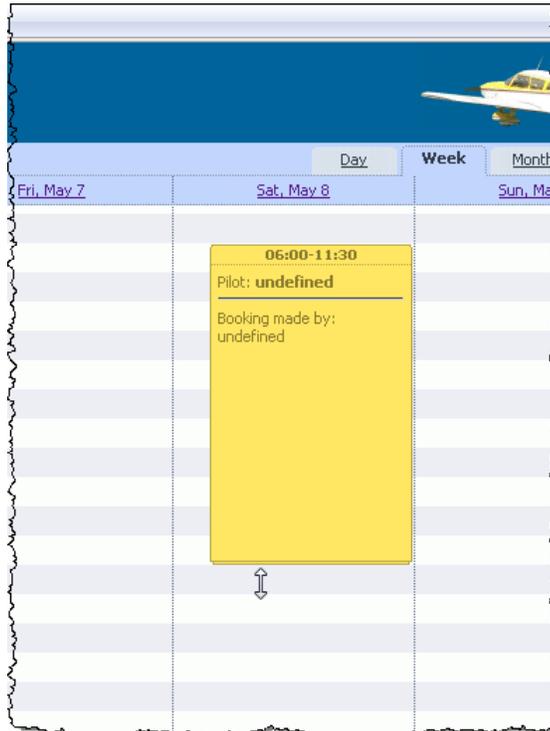
At the bottom, there are "Save" and "Cancel" buttons.

4. Check the details are correct and click **Save**

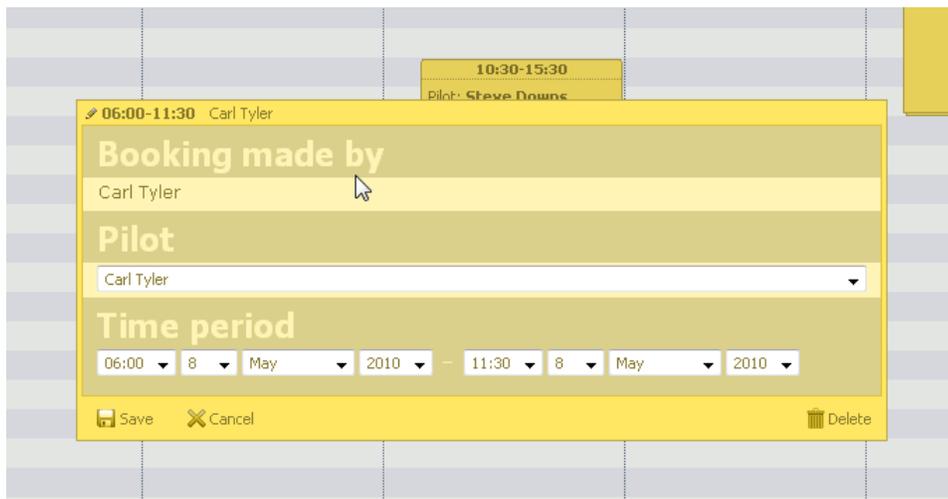
Making a booking

To make a booking perform the following steps.

1. Login to the system
2. Navigate to the day you wish to book the plane.
3. Click and hold down the left mouse button at the time on the day you wish to start the booking.



4. Whilst holding down the left mouse button, drag the mouse down to the time you wish to end the booking
5. Release the mouse button when you have the correct end time.
6. When you release the mouse button the booking details are shown

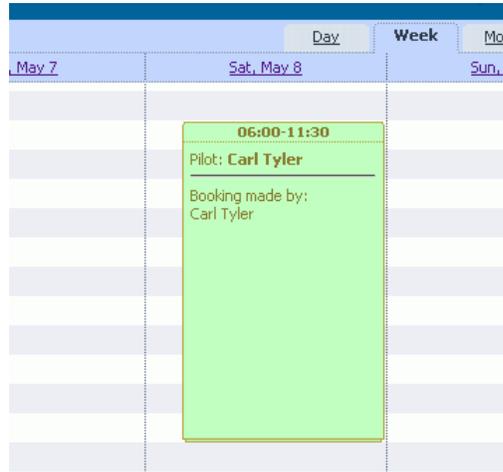


7. If any details on the booking are incorrect you may correct them using this screen.

Note: The following restrictions apply to bookings

- Bookings cannot span midnight
- Bookings cannot go across multiple days
- Bookings cannot be made in the past
- A bookings start time cannot be before the current time and date

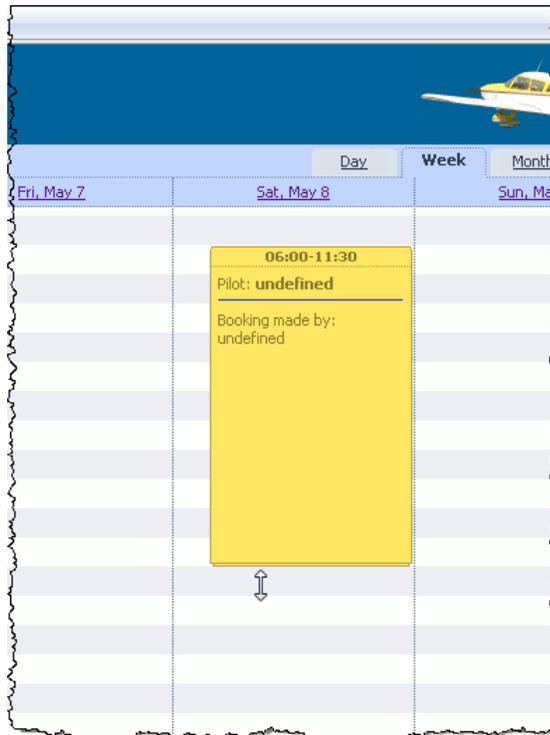
8. If you are happy with the booking details click **Save**



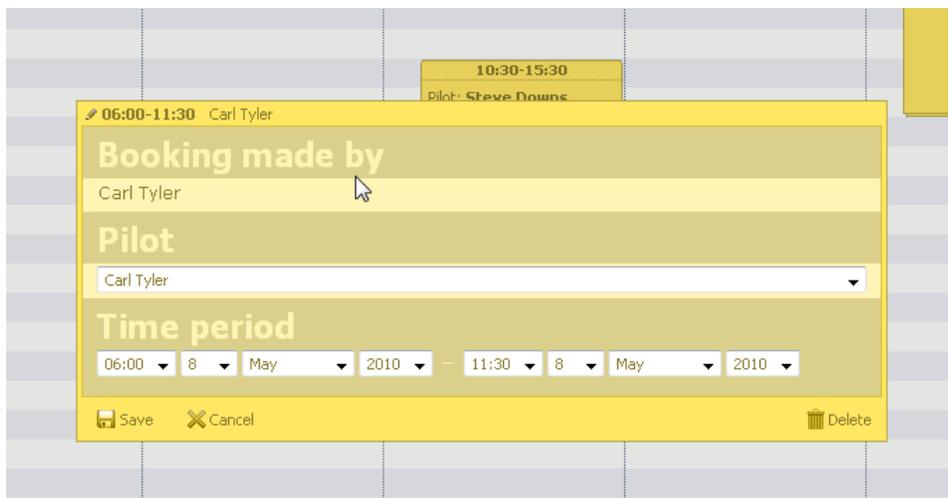
Booking the plane for another member

The system allows members to book the plane for other members, to make a booking for another member perform the following steps.

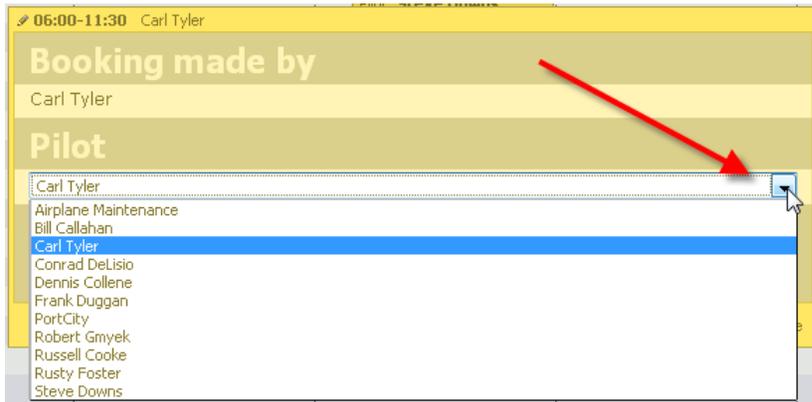
1. Login to the system
2. Navigate to the day you wish to book the plane for the other member.
3. Click and hold down the left mouse button at the time on the day you wish to start the booking.



4. Whilst holding down the left mouse button, drag the mouse down to the time you wish to end the booking
5. Release the mouse button when you have the correct end time.
6. When you release the mouse button the booking details are shown



- 7. If any details on the booking are incorrect you may correct them using this screen.
- 8. Click the drop down arrow under the Pilot section



- 9. Select the name of the person you are booking the plane for, confirm the other details are correct and click **Save**



Note: Only the person that made the booking, the pilot or Port City can delete a reservation.

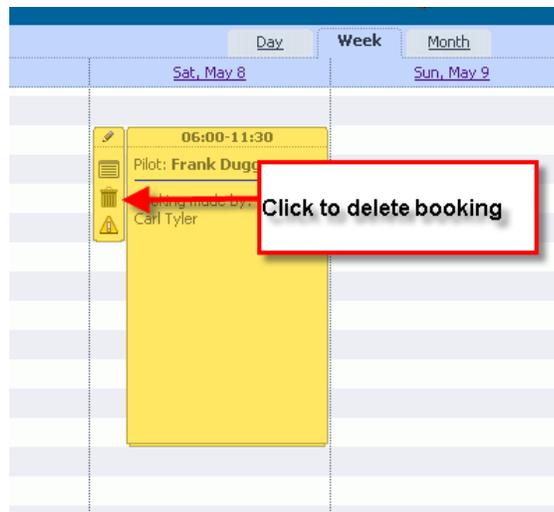
Deleting a booking

To delete a booking perform the following steps

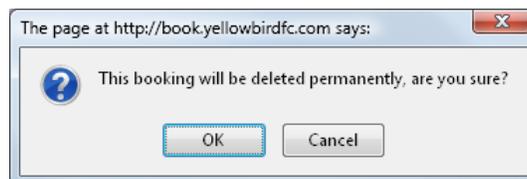
1. Login to the system
2. Navigate to the booking you wish to delete
3. Click the left mouse button on the booking
4. A new toolbar appears to the left of the booking



5. Click the delete action button to remove the booking from the system



6. When prompted click OK to delete the Booking.



Note: Only the person that made the booking, the pilot or Port City can delete a reservation. You cannot delete a booking which has a start date in the past.

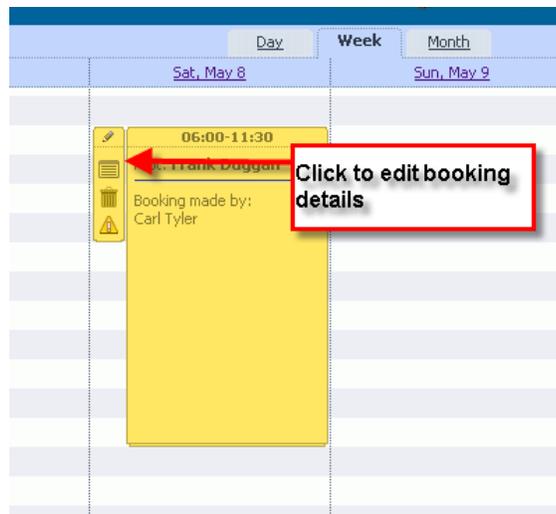
Changing an existing booking

To change an existing booking perform the following steps:

1. Login to the system
2. Navigate to the booking you wish to change
3. Click the left mouse button on the booking
4. A new toolbar appears to the left of the booking



5. Click the Details action button to see the booking details



6. Change the date and time as you wish, click **Save**

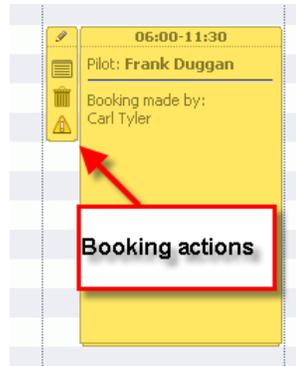
A screenshot of the booking details form. The form is yellow and contains the following text: "07:00-14:30 Carl Tyler", "Booking made by Carl Tyler", "Pilot Carl Tyler", and "Time period 07:00 8 May 2010 - 14:30 8 May 2010". At the bottom of the form are three buttons: "Save", "Cancel", and "Delete".

Note: Only the person that made the booking, the pilot or Port City can change a reservation.

Being notified of changes and deletions to a booking

The Yellowbird booking systems has a mechanism to automatically notify interested pilots via E-Mail to Telephone Text Messaging system of any changes to a specific booking. To setup a notification for a booking perform the following steps:

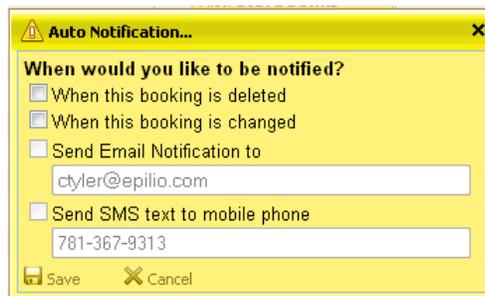
1. Login to the system
2. Navigate to the booking you wish to monitor
3. Click the left mouse button on the booking
4. A new toolbar appears to the left of the booking



5. Click the Notification Options button



6. Set the options for when and how you would like to be notified



7. Click **Save**

Removing notifications for a booking

If you had previously setup a notification for a booking and want to remove it perform the following steps:

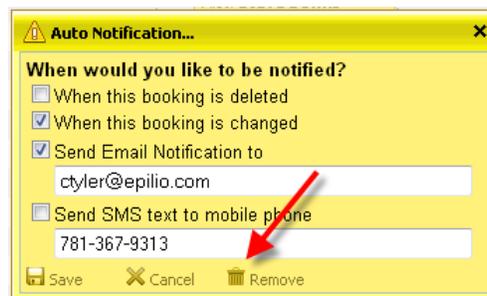
1. Login to the system
2. Navigate to the booking you had setup a notification for
3. Click the left mouse button on the booking
4. A new toolbar appears to the left of the booking



5. Click the Notification Options button



6. Click the **Remove** button



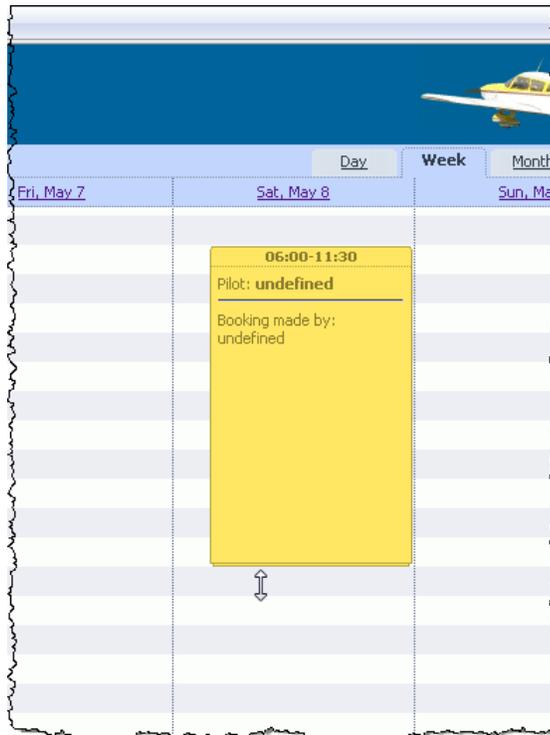
7. Click **OK** to confirm removal of the notification



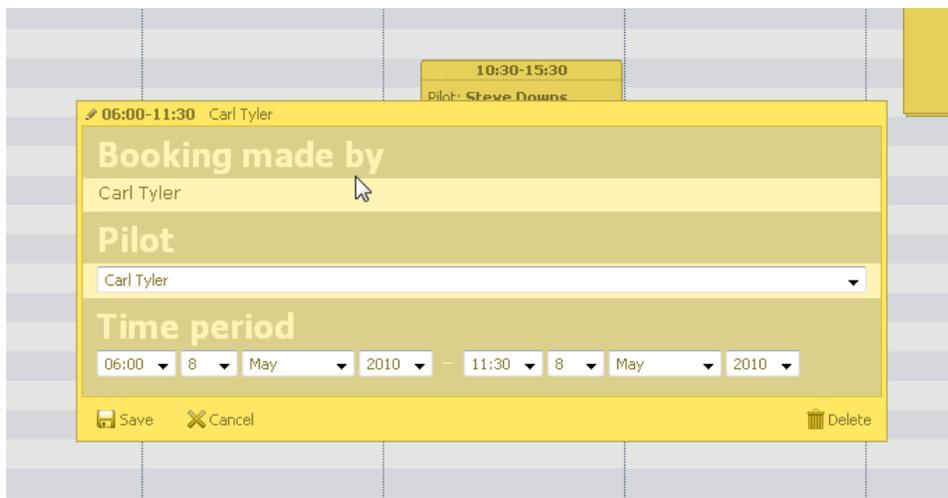
Booking the plane for maintenance

There are times the plane will need to be booked for maintenance. To mark the plane as being unavailable due to maintenance perform the following steps.

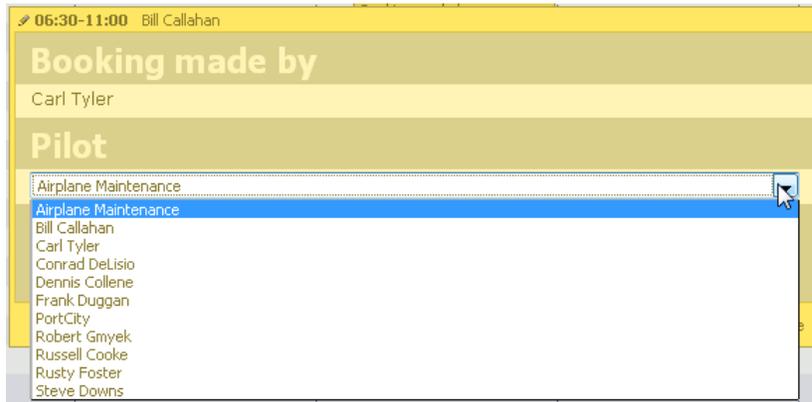
1. Login to the system
2. Navigate to the day you wish to mark the plane as being unavailable.
3. Click and hold down the left mouse button at the time on the day you wish to start the booking.



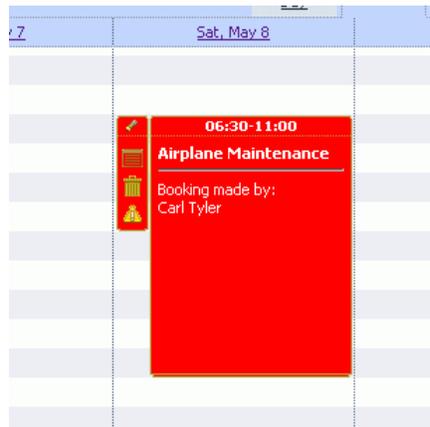
4. Whilst holding down the left mouse button, drag the mouse down to the time you wish to end the booking
5. Release the mouse button when you have the correct end time.
6. When you release the mouse button the booking details are shown



- 7. If any details on the booking are incorrect you may correct them using this screen.
- 8. Click the drop down arrow under the Pilot section



- 9. Select the name "**Aircraft Maintenance**", confirm the times and details are correct and click **Save**



- 10. Airplane Maintenance is indicated by a red background on a booking.

Accessing the booking system with a telephone

The Yellowbird booking system can be accessed using a regular telephony by dialing **603-821-0114**. When you call the number you will be presented with the following options:

- Press **1** for today's schedule
- Press **2** to book the plane
- Press **3** to hear tomorrow's schedule
- Press **4** to hear bookings for a specific date
- Press **5** to hear the Pease ATIS

Option 1 - Today's Schedule

Selecting option 1, will read out all bookings for today between 12AM and Midnight.

Option 2 - Book the Plane

Selecting option 2, will prompt you for your telephone access PIN code. Your PIN code is 4 digit numerical code, you can set your PIN through the member details on the Yellowbird web booking site. After entering your PIN you will hear the following prompts:

Enter the date of the booking

This is a four digit number, the first two numbers are the month, the last two numbers are the day. Examples:

February 20 : 0220
March 13: 0313
October 20: 1020
December 24: 1224

Enter the time of the booking

The booking is entered as four numbers, the first two being the start hour and the last two being the end hour, the number range is 00 to 24. Examples:

Midnight to 10am: 0010
3PM to 8PM: 1520
12PM to 5PM: 1217
9PM to Midnight: 2124
7AM to 7PM: 0719

Option 3 - Hear tomorrow's schedule

Selecting option 3, will read out all bookings for tomorrow between 12AM and Midnight.

Option 4 - Hear bookings for a specific date.

Selecting option 4, prompts for a date, which the system will look up and read out the bookings for.

The date to lookup is entered as a four digit number, the first two numbers are the month, the last two numbers are the day. Examples:

February 20 : 0220

March 13: 0313

October 20: 1020

December 24: 1224

Option 5 - to hear Pease ATIS

Selecting option 5 will connect your phone to the Pease ATIS

Cheat Sheet

Yellowbird Website

[Http://www.yellowbirdfc.com](http://www.yellowbirdfc.com)

Yellowbird Booking System

[Http://book.yellowbirdfc.com](http://book.yellowbirdfc.com)

Yellowbird iPhone Access

[Http://m.yellowbirdfc.com](http://m.yellowbirdfc.com)

Yellowbird Telephone Access

603-821-0114