

# Pilot Logbook — User Guide

Version 1.0 · For iOS

This guide walks you through installing Aerolog, importing your roster, logging and reviewing flights, exporting your logbook, and managing your account. Keep it handy — most day-to-day questions are answered in the FAQ at the end.

## 1. Getting started

### Install Aerolog

- Download Aerolog from the App Store on iPhone or iPad.
- Open the app and create an account with your email address.
- Set your home base (ICAO code) and your primary role (Captain, First Officer, Student, etc.).

### The home screen

The Home tab is your dashboard. It shows total hours logged, a breakdown by role, sector count, night and IFR time, and any flights waiting to be reviewed. The + button in the top right adds a new flight manually.

## 2. Importing your roster (iCal)

Aerolog can subscribe to your airline's roster feed and stage new duties as pending flights.

- In the app, go to Settings → Roster sync.
- Paste your airline's iCal feed URL and tap Connect.
- New duties appear on the Home screen under "flights pending review".
- The feed re-syncs automatically in the background; you can force a refresh from the same screen.

If your airline does not publish an iCal feed, you can enter flights manually or import a CSV — see section 6.

## 3. Logging a flight manually

- Tap the + button on the Home screen.
- Enter date, aircraft registration and type, departure and arrival airports (ICAO), and block off / on times in UTC.
- Assign your role (PIC, SIC, Student, Instructor) and add any crew names.
- Add remarks, approaches, or landings as needed.

- Tap Save. The flight is added to your logbook and your totals update immediately.

## 4. Reviewing pending flights

Flights imported from a roster or third-party source are staged as pending so you can confirm accuracy before they count toward your totals.

- Tap the amber "flights pending review" banner on the Home screen.
- Open each flight, verify the aircraft registration, block times, and crew.
- Adjust night and IFR time if needed, then tap Approve.
- Approved flights move into your permanent logbook.

## 5. How totals are calculated

### Night time

Night time is computed from the great-circle route between departure and arrival, using civil twilight tables at each point along the track. You can override the calculated value on any flight.

### IFR time

IFR time is entered manually or inferred from filed flight rules when available. Aerolog never assumes IFR from IMC alone.

### Sector count and hours

Only approved, flown flights count toward the totals shown on the Home screen. Roster entries that have not been reviewed are shown separately as "upcoming".

## 6. Exporting and backing up your logbook

Go to Settings → Export to produce:

- CSV — a spreadsheet-friendly export of every flight.
- PDF — a formatted logbook suitable for authority inspection.
- JSON backup — a full backup you can re-import on another device.

We recommend exporting a JSON backup at least once a month and storing it somewhere safe (iCloud Drive, Dropbox, etc.).

## 7. Account and data management

### Change your email or password

Settings → Account → Sign-in details.

### Delete your account and data

Settings → Account → Delete account. This permanently removes your logbook, roster subscriptions, and profile from our servers within 30 days. You can also email [Support@aerolog.app](mailto:Support@aerolog.app) and we will process the request for you.

### Privacy

Your logbook belongs to you. We only store what is needed to sync your roster and back up your flights. We never sell your data.

## 8. Frequently asked questions

### Why is a flight showing the wrong night time?

Night time is calculated from the great-circle route. If your actual routing was very different (long diversion, holding), open the flight and adjust the night value manually.

### My roster feed stopped syncing.

Some airlines rotate iCal URLs periodically. Grab the fresh URL from your crew portal and re-paste it under Settings → Roster sync.

### Can I share my logbook with an examiner?

Yes — export a PDF from Settings → Export and email or AirDrop it. The PDF is formatted for authority inspection.

### The app is crashing.

Email [Support@aerolog.app](mailto:Support@aerolog.app) with your app version (Settings → About), iOS version, device model, and a short description of what you were doing. Screenshots help.

## Support

Email **Support@aerolog.app**. We answer most questions within two business days.

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