

Getting Started User Guide

Installing QuDieMGA

Having contacted the CavOK team to request a copy of QuDieMGA Operations you will receive an email with a link to download the software.

Step 1 - Click on the link contained in the email. This will open a Dropbox window containing the installation files. Click the Download icon in the top right hand corner of the screen and select Download as .zip. Save the download onto your PC.

Step 2 - To install QuDieMGA Operations

- Extract the GA Operations folder from the zip onto your PC desktop (or other convenient location).
- Open the folder and run the GA Operations.exe file. Follow the on-screen instructions and select Typical when prompted.

The installation will be located in:

C:\Program Files\QuDieMGA on a 32 bit operating system

Or

C:\Program Files (X86)\QuDieMGA on a 64 bit operating system

If necessary check your computer to identify the installed location.

Shortcuts to open the application will be installed on your Desktop and Start Menu.

The remainder of this Getting Started Guide covers the basic setup of the software and will get you up and running. Further User Guides for Trial Lessons and Members' Accounts are available to download.

To open the system and complete installation:

- **If your PC is running on Windows® Vista or 7**, right click on the QuDieMGA Operations desktop shortcut and click Run as Administrator.
- **If your PC is running on Windows®XP**, you must be logged in as an Administrator user account. Right click on the QuDieMGA Operations desktop shortcut, click Run as and uncheck the box labelled "Protect ..."
- Use the QuDieMGA Operations desktop shortcut to open the system.
- The Installation Configuration screen will be displayed. Select the appropriate Location (see above) and click Install to link the databases.
- If installing as a network workstation, first share the QuDieMGA folder on the server PC as "QuDieMGA". Select Network Drive QuDieMGA, enter the Host PC network name and click Install.
- When installation is complete, click Installation Successful to open the application.

Overview

The Main screen can be configured for:

- FrontDesk – Booking, Entering/Invoicing Flights, Shop Sales supporting functions.
- FuelStation – Entering and Invoicing of Fuel, Oil etc.

- Training – Entering of Training Details, Ground Tests and Student records.
- Engineering – Monitoring of Aircraft Tech Data and Tech Log Data.
- Administration – Audit of Trial Lesson Vouchers, Memberships and Copy Invoices.
- Shop/Inventory – Suppliers and Product Data, Inventory Management.

Set as Default in the lower section will make the current configuration the default.

Minimum Set-up for your first invoice

Aircraft:

- Click Set-up and Analysis on the Main Control screen and enter the password. **As supplied the password is “123”.**
- Click Aircraft Commercial and enter Registration and Type. The Type recorded on this screen is used for pricing purposes only, so to simplify the pricing structure, make sure that aircraft charged at the same price have the same Type entry whether or not they are exactly the same type of aircraft.
- On the lower part of the screen:
 - Enter the number of minutes the system must add (or subtract) to the times entered in the Flight Entry screen for invoicing purposes **and**
 - Enter the Landing, Touch & Go and Approach charges you want the system to automatically apply to each flight. Leave as 0 if no charge is required.
- Click Add Aircraft to enter the next aircraft Type and repeat above procedure.

Pricing:

- Click Rates/Hr.
- Select the Aircraft Type and Standard Membership Category.
- Enter the Standard rates per hour (including vat) for Training (including Instructor) and Private Hire flights for the type of aircraft.
- If you have entered other types of aircraft repeat on further lines for these.
- Close the screen to save entries.
- Close the Aircraft Commercial screen.

Instructors:

- Open the Instructors set-up screen.
- Click Add Instructor. Do not delete or overwrite the pre-installed “instructor” entries i.e. PRIVATE HIRE, DELETE FLIGHT and TEST FLIGHT.
- Enter the Name of an instructor.
- Repeat to add further Instructors.
- Close screen to save entries.

Preferences:

- If invoicing is to be based on tacho’s, Click Preferences and check the box to include Tacho’s in Flight Entry.
- Check any other boxes on the Preferences and Additional Preferences screens to enable the related features.
- Close Set-up and Analysis screen.

You have now entered sufficient information for the system to process a flight invoice.

Before generating any transactions, Quit the system, select Back-up and make a copy of the QuDieMGA Backup file. Re-locate the QuDieMGA Backup file to avoid overwriting by later back-ups.

This will provide a readily accessible copy of the empty Live Data folder to replace trial transactions when Going Live.

Your First Invoice

- On the Main Control screen, select FrontDesk click Flight Log Entry.
- Select the CASH SALE “member” as the Pilot/Student.
- Select P1, Pu/t or P1/S to reflect the Capacity in which the pilot/student is operating.
- Leave the Instructor as PRIVATE HIRE **or** select from the list of names for a training flight.
- Select the Aircraft.
- Enter Tacho Start/Stop only if your invoice is based on these. **See Preferences above.**
- Enter the Start and End Times for the flight. These may be Brakes Off/On or Take-off/Landing. These times will be used to calculate the flight time for invoicing purposes, subject to any entry made for the Aircraft nvoice Time Adjust. **See Aircraft Set-up above.**
- Click Raise Invoice.
- Review displayed invoice details.
- Click required Payment Method.
- Click YES to process without producing a hard copy, PRINT to process and produce a hard copy or NO to return to the invoice screen.
- Note that the flight will have been removed from the Flight Log Entry screen.

On the Set-up and Analysis screen under RECORDS:

- Flight details will be displayed on the Edit Flight Log screen.
- Invoice details will be displayed on the Invoice Records screen.

Moving On

By completing the full set-up process including membership categories, individual members, Over the Counter (OTC) products sold through the shop, Aircraft Tech Logs, Flying Training courses, Instructors remuneration parameters and allocating accounts the capability of the system to streamline administration and provide management information will be fully enabled.

Full details are provided through the HELP facility available on most screens. Take it in easy stages and the process is not as daunting as it may first appear.

If you get stuck or want to talk through the best way to address your specific operating practice, contact *CavOK Ltd*. We look forward to working with you.

We are able to provide on-line help during which we can remotely control your desktop and talk you through setting-up and getting the best from the system. Call us to arrange a convenient time for this.

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