

FlightDeck 135

User Manual

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Comprehensive operations platform for FAR Part 135 air carriers

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SECTION 1

Getting Started

1.1 Welcome to FlightDeck 135

FlightDeck 135 is a purpose-built operations platform for FAR Part 135 air carriers — charter, cargo, corporate, and air-medical operators. It brings dispatch, crew management, duty tracking, fleet records, training, safety reporting, documents, and messaging into a single, mobile-first workspace so your whole operation runs from one place.

Multi-tenant and private. Every operator organization runs in its own isolated instance. Your crew, aircraft, and records are never shared with another operator.

Mobile-first Progressive Web App. FlightDeck installs to the home screen of any iPhone, iPad, or Android device and works like a native app — offline-tolerant, push-enabled, and fast. There is nothing to download from an app store.

Compliance-grade duty tracking. A built-in rules engine continuously enforces the FAR 135.267 flight-time and rest limits, warns crews before they run out of legality, and produces audit-ready PDF duty logs for the FAA.

Fleet and dispatch in one flow. Aircraft weight-and-balance envelopes feed directly into the Release Form wizard, so dispatch, FRAT risk scoring, and dual-signature sign-off happen without re-keying data.

This manual walks every role — chief pilots, line pilots, and dispatchers — through daily workflows, then provides a complete feature reference. Whether you are logging in for the first time or exporting a duty audit, you will find the steps here.

Who this manual is for

New crew members can read Section 1 and their role guide in Section 2 to get productive on day one. Chief pilots and administrators should also review the Feature Reference in Section 3.

1.2 First-Time Login

Getting into FlightDeck for the first time takes about a minute.

- Open a web browser and visit **app.flightdeck135.com**.
- Enter the **email address** your chief pilot provided when they added you to the roster.

- Enter the **temporary password** you received.
- After your first login, open **Profile › Change Password** and set your own private password.

Important: password resets

Do not click “Forgot password?” — that self-service flow does not exist yet. If you are locked out or need a reset, contact your chief pilot, who can issue a new temporary password.

1.3 Installing FlightDeck as an App on Your Phone

FlightDeck is a Progressive Web App (PWA). Installing it to your home screen gives you a full-screen, app-like experience and enables push notifications.

iPhone / iPad (Safari)

- Open **app.flightdeck135.com** in **Safari** (not Chrome — Add to Home Screen requires Safari on iOS).
- Tap the **Share** button (the square with an upward arrow).
- Scroll down and tap **“Add to Home Screen.”**
- Tap **Add** in the top-right corner.
- Find the FlightDeck icon on your home screen and tap it to launch.

Android (Chrome)

- Open **app.flightdeck135.com** in **Chrome**.
- Tap the **three-dot menu** in the top-right corner.
- Tap **“Install app”** or **“Add to Home Screen.”**
- Confirm to place the icon on your home screen.

[Screenshot: Add to Home Screen prompt on iOS Safari]

1.4 Enrolling Biometric Login (Face ID / Touch ID)

After you have installed the app and logged in once, you can enroll your device for instant biometric sign-in using a passkey — Face ID, Touch ID, or Windows Hello.

- Go to **Profile > Sign-in devices**.
- Tap **“Enroll this device.”**
- Follow the prompts to enable **Face ID**, **Touch ID**, or **Windows Hello**.
- Next time you open the app, sign in instantly with your biometric — no password required.

One device at a time

Enroll each phone, tablet, or computer you use separately. Enrolling on your phone does not enroll your iPad. You can manage all enrolled devices from the same Sign-in devices screen.

1.5 Enabling Push Notifications

Push notifications deliver lock-screen alerts when someone messages you or a chief pilot requires your acknowledgment on an important post.

- Go to **Messages**.
- When prompted, tap **"Allow"** to enable push notifications.
- You will now receive lock-screen alerts for new direct messages, channel mentions, and acknowledge-required posts.

Notifications require the installed app on iOS

On iPhone and iPad, push notifications only work when FlightDeck is installed to your home screen (see Section 1.3). If you did not see the Allow prompt, check your device notification settings for FlightDeck, or reinstall the app.

1.6 The Home Dashboard

Home is your action-oriented starting point every time you open FlightDeck. It surfaces exactly what needs your attention and gives you one-tap shortcuts to the tasks you do most.

What Needs You Now

A prioritized panel of items waiting on you:

- Pending release forms awaiting your signature
- Unread acknowledge-required messages
- Certificates or medicals that are expiring soon
- Duty-limit warnings when you are approaching a legality threshold

Today's Operation

A live snapshot of your current status:

- Your current base and the current Zulu (UTC) time
- Your duty status (on/off duty, legal or rest required)
- The aircraft you are flying and any trips assigned to you

Quick Actions

One-tap shortcuts to **Log a duty event**, **Start a release**, and **Open messages**.

Fleet-wide status (chief pilots only)

Chief pilots see an additional card showing every pilot's current duty state at a glance, grouped by legality so problems jump out immediately.

Cmd+K global search

Press **CmdK** on your keyboard, or tap the **Search** chip in the top bar, to search instantly across pilots, aircraft, trips, messages, and documents from anywhere in the app.

[Screenshot: Home dashboard with What Needs You Now and Today's Operation]

SECTION 2

Role Guides

FlightDeck adapts to your role. Chief pilots get administrative controls and fleet-wide visibility; line pilots get a streamlined daily flow focused on duty and dispatch; dispatchers coordinate trips and flight following. This section walks each role through a typical day.

2.1 Chief Pilot Guide

As chief pilot you own the operation's compliance, crew, and fleet. FlightDeck is built to keep the whole picture in front of you and to make routine administration fast.

Start your day on Home

- Open the **Fleet-wide status** card and scan for any pilot flagged with a legality issue — rest required, or approaching a flight-time limit.
- Review **"What Needs You Now"** for release forms awaiting your signature and acknowledge-required posts you have not yet cleared.

Onboard and manage crew

- Add a new pilot via **Crew > Invite**. They receive a temporary password and log in at app.flightdeck135.com.
- Open any pilot's **Detail** page to edit their Identity, Certs & Medicals, Qualifications, Employment, and Documents. Pilots see these tabs read-only.
- Use the chief-only **Home preview** tab on a pilot's Detail page to see their home dashboard exactly as they see it — useful for troubleshooting.

Manage the fleet

- Work in the **Fleet** module to add aircraft, update ops status (In Service / Maintenance / AOG), and log inspection due dates.
- Only **In Service** aircraft can be assigned to new trips, so keeping ops status current prevents dispatch errors.

Communicate with the crew

- Post announcements in **#general** via Messages.
- Mark critical posts as **"Require acknowledgment"** so you can see exactly who has and has not read them.

Move fast with Cmd+K

- Press **CmdK** to jump straight to any pilot, aircraft, or trip without navigating menus.

Onboard new operators (platform admins)

- If you are a platform administrator, open the **Platform Console** to create a new operator organization, invite its chief pilot, and set its subscription tier.

Export duty logs for FAA audits

- Go to **Duty > Export PDF**, choose the pilot(s) and a date range, and generate an audit-ready log. The export includes a Reg column breaking out Part 135 vs Part 91 time.

Chief tip: lock daily duty entries

After reviewing a pilot's duty for the day, sign off to **lock** those entries from further edits. Locked days form a clean, tamper-evident record for audits.

[Screenshot: Fleet-wide status card on the chief Home dashboard]

2.2 Line Pilot Guide

As a line pilot, your daily flow in FlightDeck is quick and consistent: check Home, log duty as you go, complete the release for each trip, and acknowledge anything the chief needs.

Open the app and check Home

- Review **"What Needs You Now"** for signatures, acknowledgments, or expiring certs.
- Confirm **Today's Operation** shows the correct base, aircraft, and trips.

Go on duty

- Tap **Quick Actions > Log duty event > On Duty** and confirm the time.

Log each flight as you fly it

For every flight event, record the four block/flight times and select the applicable regulation:

- **Block Out** at engine start
- **Take Off** at wheels up
- **Landing** at wheels down
- **Block In** at engine stop
- Select **Part 91** or **Part 135** for each flight event so limits apply correctly.

Complete the Release Form

Work through the 4-step wizard for each trip:

- **Step 1 — Trip basics:** trip number, tail, route, crew
- **Step 2 — Weather & fuel:** auto-fills from the selected aircraft
- **Step 3 — Risk (FRAT):** answer the risk-assessment questions
- **Step 4 — Sign & dispatch:** review, capture your signature, dispatch

Go off duty

- At the end of your day, tap **Log duty event > Off Duty**.

Stay current on messages

- Check **Messages** for chief announcements and **acknowledge** any required posts.

Watch your legality

- Open your **Duty** page anytime to see your **LEGAL TO FLY / REST REQUIRED** status and how many hours you have remaining.

Save Draft and resume

Every step of the Release Form can be saved as a draft. If you are interrupted, tap Save Draft and pick up exactly where you left off later.

[Screenshot: Duty page in Simple mode with LEGAL TO FLY pill and 6 event buttons]

2.3 Dispatcher Guide

Dispatchers keep the operation moving — tracking active trips, following aircraft in flight, and coordinating with crews.

Work the Dispatch board

- Open **Dispatch** to see all active trips with the aircraft assigned, crew, and status.
- Assist the chief with **release form dispatch signatures** as trips are cleared.

Follow aircraft in flight

- Open the **Flight Following** tab for a grid of every aircraft in the fleet.
- Click any tail's **"Track on FlightAware"** link to open live position tracking in a new tab.
- Click the **"Fleet Map"** button to open the FlightAware fleet view — the whole operator on one map.
- Use the **airport activity chips** per base to see arrivals and departures at a glance.

Coordinate with crews

- Use **Messages** to reach pilots directly or post to a channel — with read receipts so you know it landed.

Fleet Map by tier

On the Standard tier, Flight Following links out to FlightAware at no recurring cost. Enterprise operators get a custom-branded live map with real-time aircraft positions embedded in FlightDeck.

[Screenshot: Flight Following grid with Fleet Map button and per-tail tracking links]

SECTION 3

Feature Reference

This section documents every module in detail. Screenshots will be added in a future revision; placeholders mark where each will appear.

3.1 Duty Tracking + FAR 135.267 Compliance

The Duty module is FlightDeck's compliance backbone. It records duty and flight events, continuously evaluates them against FAR 135.267 limits, and generates audit-ready logs.

Simple mode vs Detailed mode

Toggle between two views. **Simple mode** is optimized for the flight line: a large **LEGAL TO FLY / REST REQUIRED** pill, six event buttons, and a 24-hour flight-time bar. **Detailed mode** adds four rolling-total metric tiles, a quick-log row, a structured entry form, a day-grouped log with lock/edit/delete, a chief "All pilots" tab, and PDF audit export.

The six event types

- **On Duty** — begins your duty day (starts the 14-hour duty clock)
- **Off Duty** — ends your duty day and begins the rest period
- **Block Out** — engine start
- **Take Off** — wheels up
- **Landing** — wheels down
- **Block In** — engine stop

Part 91 vs Part 135 regulation selector

Each flight event is tagged as Part 135 or Part 91. This distinction is critical:

- **Part 135** flight time **counts against** the 135.267 flight-time limits.
- **Part 91** flight time does **not** count against flight-time limits, but it **does** count against the 14-hour duty day.

The four metric tiles

In Detailed mode, four tiles show your rolling Part 135 flight-time totals: **24-hour**, **7-day**, **30-day**, and **365-day**. Each tile changes color as you approach its limit — **amber at 80%**, **red at 95%**, and a **hard block at 100%**.

Legality indicator

A prominent pill shows **LEGAL TO FLY** (green) or **REST REQUIRED** (red), with a live countdown to your next legality change.

Chief lock

A chief pilot can sign off on a pilot's daily duty entries, which locks those entries from further edits and forms a tamper-evident record.

PDF audit export

Chief-only. Choose any date range and one or more pilots to generate an audit log. The export includes a **Reg** column with the Part 135 / Part 91 breakdown for every flight.

The rules engine, always on

FlightDeck auto-enforces the core 135.267 limits: **8 hr / 24 hr** flight time, **500 hr / quarter**, **800 hr / 2 quarters**, **1,200 hr / year**, and a **10-hour rest** requirement. You cannot log past a hard limit.

[Screenshot: Duty page in Detailed mode with four metric tiles]

3.2 Fleet Management

The Fleet module is the single source of truth for every aircraft — its performance data, weight-and-balance envelope, operational status, and inspection schedule.

The 4-tab aircraft form

- **Identity** — tail number, make/model, serial, year, base
- **Performance** — speeds, fuel burn, and performance figures
- **W&B** — station arms, envelope points, and maximum takeoff weight (MTOW)
- **Ops Status** — current operational state and inspection due dates

Weight-and-balance envelope

Enter each aircraft's station arms and envelope points **once**. From then on, the data auto-populates the Release Form and the standalone W&B calculator — no re-keying.

Ops status

- **In Service** — available; only these aircraft can be assigned to new trips
- **Maintenance** — temporarily out for scheduled work
- **AOG** — aircraft on ground, unavailable

Inspection tracking

Track the next **100-hour** due (by airframe hours), next **annual**, and next **phase** inspection. Upcoming due dates surface as expiring items on Home.

Bulk CSV import

Onboarding a whole fleet at once? A chief downloads the CSV template, fills in the fleet data, and uploads it to create every aircraft in a single step. All 13 Bighorn tails were seeded this way.

Keep ops status current

Because only In Service aircraft appear in the trip-assignment picker, updating status the moment an aircraft goes to Maintenance or AOG prevents accidental dispatch.

[Screenshot: Fleet aircraft table and 4-tab edit form]

3.3 Release Form (4-Step Wizard)

The Release Form is the dispatch record for every trip. Its 4-step wizard walks the crew from trip setup through risk scoring to a signed, dispatched release.

Step 1 — Trip basics

- Enter the trip number, select the tail, define the route, and assign crew.

Step 2 — Weather, fuel & W&B;

- Weather, fuel, and weight-and-balance fields **auto-fill** from the selected aircraft's envelope data — review and adjust as needed.

Step 3 — FRAT scoring

- Answer the Flight Risk Assessment Tool (FRAT) questions. The tool computes a risk score that flags trips needing chief review.

Step 4 — Sign & dispatch

- Review the full release, capture the signature(s), and tap **Dispatch**. Part 135 releases use dual signatures — chief and pilot.

Drafts and export

- **Save Draft** is available on every step; resume later from where you left off.
- After signing, **export the release to PDF** for your records or to share.

Data flows in automatically

Because the aircraft W&B envelope is stored once in Fleet, Step 2 pre-fills weight-and-balance figures — reducing transcription errors on every release.

[Screenshot: Release Form wizard — Step 3 FRAT scoring]

3.4 Messages

Messages is FlightDeck's built-in, real-time communication hub — channels for the whole crew and direct messages between individuals, all delivered instantly with read receipts.

Channels

- **#general** and any custom channels the chief creates. Chiefs post; pilots read and reply.

Direct messages

- Anyone in the org can DM anyone else. Tap the “+ **New message**” button to start a DM.

Real-time delivery

- Messages arrive instantly via live sync, with typing indicators and read receipts.

File attachments

- Attach PDFs and photos. Tap the **paperclip** > **Take Photo** to attach a picture directly from your camera.

Acknowledgment tracking

- A chief can **require acknowledgment** on important posts. A dashboard shows exactly who has and has not acknowledged — closing the loop on critical communications.

Push notifications

- With push enabled (Section 1.5), you get lock-screen alerts for new messages and acknowledge-required posts.

Require ACK for anything safety-critical

NOTAMs, SOP changes, and safety bulletins are ideal candidates for the “Require acknowledgment” option — you will have a clear record of who has read them.

[Screenshot: Messages channel view with acknowledgment tracking]

3.5 Weight & Balance (W&B)

The standalone Weight & Balance calculator lets you run a quick W&B check for any aircraft using its stored envelope data — no need to open a full Release Form.

- Select an aircraft; its station arms and envelope load automatically from Fleet.
- Enter **fuel**, **passengers**, and **cargo**. The calculator computes total weight and center of gravity (CG).
- A red **MTOW guardrail** appears if the loaded weight exceeds maximum takeoff weight.
- The envelope check displays the CG position relative to the aircraft's approved envelope.

One envelope, everywhere

The same envelope data stored in Fleet drives this calculator and the Release Form, so results are always consistent across the platform.

[Screenshot: Weight & Balance calculator with CG envelope plot]

3.6 Training Hub

The Training Hub tracks each pilot's training records and currency so nothing lapses.

Training records per pilot

- Last recurrent, last IPC (instrument proficiency check), last checkride, and last line check.

Currency tracking

- Currency status per aircraft type, so you can see at a glance who is current on what.

Endorsement records

- A record of endorsements held by each pilot.

Expiring items surface on Home

Approaching training or currency deadlines appear in the “What Needs You Now” panel so crews and chiefs can act before anything expires.

[Screenshot: Training Hub currency matrix by pilot and type]

3.7 Flight Following

Flight Following gives dispatchers and chiefs live visibility into where the fleet is flying, powered by FlightAware.

- A **grid of every aircraft** in the fleet, filterable by status.
- A **“Track on FlightAware >”** button per tail opens live position tracking in a new tab.
- The primary **“Fleet Map”** CTA opens the FlightAware fleet view — the whole operator on one map (operator ident **BHR** for Bighorn).
- **Airport activity chips** per base show current arrivals and departures.

Cost by tier

- **Standard tier:** links out to FlightAware with no recurring cost.
- **Enterprise tier:** a custom-branded live map with real-time positions embedded in FlightDeck.

Opens in a new tab

FlightAware tracking opens in a separate browser tab so you keep your FlightDeck session open alongside live tracking.

[Screenshot: Flight Following grid with per-tail FlightAware links]

3.8 Safety / SMS

The Safety module is FlightDeck's Safety Management System (SMS) — a channel for reporting hazards and a dashboard for spotting trends.

- **Report** a hazard, near-miss, or safety concern directly from the app.
- The **chief triages** incoming reports, tracking each to resolution.
- A **safety trends dashboard** visualizes recurring issues over time.

Speak up early

A strong reporting culture depends on low friction. FlightDeck keeps hazard reporting to a few taps so crews report concerns before they become incidents.

[Screenshot: Safety report form and trends dashboard]

3.9 Documents

The Documents module is your operator's central library for controlled documents.

- Store **SOPs, manuals, and forms** uploaded per operator.
- The **chief manages** the library; everyone in the org can view.
- **Version history** keeps a record of revisions so the current controlled copy is always clear.

Pair with Messages ACK

When you upload a revised SOP, post it in #general with "Require acknowledgment" so you can prove the crew has reviewed the new revision.

[Screenshot: Documents library with version history]

3.10 Profile & Personal Settings

Your Profile holds your personal information, qualifications, and account security settings. Chiefs can edit any pilot's profile; pilots can view their own and manage their own security.

Identity

- Name, contact information, date of birth, and emergency contact.

Certs & Medicals

- ATP, Commercial, and CFI numbers; medical class and expiration; passport, HAZMAT, and TSA training.

Qualifications

- Type ratings, aircraft currencies, and endorsements.

Employment

- Base, hire date, seniority, and uniform sizing.

Documents

- Your certificate scans.

Change Password

- Enter current, new, and confirm — with a live password-strength meter. Set your own private password here after first login.

Sign-in devices

- Enroll passkeys for biometric login (see Section 1.4) and manage your enrolled devices.

Keep your certs current

Expiring certificates and medicals appear in “What Needs You Now” on Home. Update renewal dates promptly so the reminders stay accurate.

[Screenshot: Profile — Certs & Medicals tab]

SECTION 4

Support

4.1 Getting Help

However you need a hand, here is where to turn.

Password resets

- Contact your **chief pilot**, who can issue a new temporary password. Self-service password reset is coming in a future release.

Technical issues

- Email **support@flightdeck135.com** with a description of the problem and, if possible, a screenshot.

Enterprise customers

- Reach the team in your **dedicated Slack channel** for priority support.

Before you report an issue

Try closing and reopening the app, and confirm you are on the current version. If a problem persists, note the exact steps to reproduce it so support can resolve it faster.

4.2 Version History

FlightDeck 135 ships continuously. The platform is currently at **v13.1**; this manual documents the platform as of that release. A brief changelog of major milestones:

Release	Highlights
v13 / v13.1	Action-oriented Home dashboard, Simple/Detailed Duty modes, Cmd+K global search, release dra
v12.2 / v12.3	Flight Following with FlightAware fleet map and per-tail tracking
v11	Crew roster and Pilot Detail tabs (Identity, Certs, Quals, Employment, Documents)
v10	Duty tracking with FAR 135.267 rules engine and PDF audit export
v9	Fleet management: 4-tab aircraft form, W&B envelopes, bulk CSV import
v7	Messages: channels, DMs, real-time delivery, attachments, ACK tracking

v6

Core platform: dispatch, release form, FRAT, W&B calculator

Always improving

This manual is a living document and will be updated with every release. For the latest PDF, visit **flightdeck135.com/resources**.

APPENDIX A

Keyboard Shortcuts & Quick Reference

FlightDeck is faster with the keyboard. These shortcuts work anywhere in the web app on a desktop or laptop.

Action	Shortcut
Open global search	Cmd-K (Ctrl-K on Windows)
Close a dialog or search	Esc
Navigate search results	↑ / ↓ arrow keys
Open the highlighted result	Enter
Submit a form / message	Cmd-Enter

Where things live

A quick map of which module owns each common task, so you always know where to go.

I need to...	Go to
Log a duty or flight event	Duty (or Home > Quick Actions)
Dispatch a trip	Dispatch > Release Form wizard
Check who is legal to fly	Home > Fleet-wide status (chief) / Duty
Add or update an aircraft	Fleet
Run a weight & balance check	W&B calculator
Message the crew	Messages
Report a hazard	Safety
Find an SOP or manual	Documents
Change my password	Profile > Change Password
Enroll Face ID / Touch ID	Profile > Sign-in devices
Export a duty audit PDF	Duty > Export PDF (chief)

APPENDIX B

Glossary

Common terms used throughout FlightDeck 135 and this manual.

AOG — Aircraft On Ground — an aircraft that is unavailable for service.

ATP — Airline Transport Pilot certificate.

CG — Center of Gravity — the balance point of a loaded aircraft, checked against the W&B envelope.

Duty day — The period from On Duty to Off Duty. FAR 135.267 caps the scheduled duty day at 14 hours.

FAR 135.267 — The federal regulation governing flight-time and rest limits for unscheduled Part 135 operations.

FRAT — Flight Risk Assessment Tool — a scored questionnaire that quantifies the risk of a planned flight.

IPC — Instrument Proficiency Check.

MTOW — Maximum Takeoff Weight — the aircraft's certificated weight limit for takeoff.

Multi-tenant — An architecture where each operator runs in its own isolated instance; data is never shared across operators.

Part 91 — General operating rules. Part 91 flight time does not count against 135.267 flight limits but does count toward the duty day.

Part 135 — Commuter and on-demand operating rules. Part 135 flight time counts against the 135.267 flight-time limits.

Passkey — A device-bound credential used for biometric sign-in (Face ID, Touch ID, Windows Hello) in place of a password.

PWA — Progressive Web App — a website that installs to the home screen and behaves like a native app.

Release Form — The dispatch record authorizing a trip, completed via the 4-step wizard and dual-signed for Part 135.

SMS — Safety Management System — the structured process for reporting and tracking hazards and safety trends.

W&B — Weight & Balance — the calculation ensuring a loaded aircraft is within weight and CG limits.

Zulu — Coordinated Universal Time (UTC), the standard time reference shown across the platform.

Questions about a term?

If something in this manual is unclear, email support@flightdeck135.com and we will clarify it — and improve the manual for everyone.

FlightDeck 135

Built for Part 135 operators

flightdeck135.com