

# Pilot Flight Record



## And Log Book



## Automated Excel 2000 Spreadsheet

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© 2002 John Achor, Michael T. Austen-Davies, Les Hornby and Norbert Plate, Instructions

## DC-3 Airways (DCA) \*\* Excel 2000 Pilot Log

When you enter the route ID and the takeoff and landing times into this spreadsheet, everything you need for a PIREP report to DC-3 Airways is calculated for you. There are four additional columns that define other details of your flight.

**\*\* Caveat:** DC-3 Airways (DCA) is helping us make this Pilot Log Excel spreadsheet available to members, however it's best if you contact the individuals listed in the Support Section below with questions. Queries and questions may also be posted on the DCA Forum.

**Proviso:** the authors offer this Excel spreadsheet to members of DCA who would like to maintain a Pilot Log spreadsheet and have many of the entries handled automatically. If you read this document, you should not have any problems and your reports to DCA will be correct. If you don't follow the guidelines, you are responsible for the results.

The spreadsheet is offered, “as is” without any actual or implied warranty. The authors will respond to queries regarding bugs or other similar spreadsheet errors (see the Support section below). They are not equipped to conduct a training course in spreadsheets or Excel. Those with a reasonable background in Excel should be able to use this spreadsheet.

**Read this entire document before you submit any questions.**

QUICK START - Open the spreadsheet, Select "Enable Macros" and use CTRL + a to view an 8 step setup procedure. It's not a substitute for reading this manual!

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### DOWNLOADING

The download ZIP file “PilotLog9.zip” (where “N” is the current version) contains this document in a Word version “DCA-Pilot Log-Description.doc” and a PDF version “PilotLog.pdf”, as well as the Excel spreadsheet “DCA Pilot Log-Basic-n.xls”.\*\* A text file, “PilotLogREADME.txt” is also included for basic reference.

\*\* The "n" stands for the most current version, which is now ~~Version 6, dated 10-Aug-02~~ ~~Version 7, dated February 4, 2003.~~ ~~Version 8, 13-Aug 2003.~~ Version 9, November 30, 2003

Extract the files to a directory of your choice. Print and READ the description (this document) in either Word or Acrobat Reader. Move the spreadsheet to your default spreadsheet folder

## **INSTALL, LAYOUT & CONVERSION**

NOTE: Refer to the "PilotLogREADME.txt" file for a description of the files included and where to Unzip them.

### **1. Installation - Use and ReUse**

Open the spreadsheet "DCA Pilot Log-Basic(n).xls" \*\* and accept "Enable Macros." Save it to a new name. Menu: File | Save As... and use a new name. In our example, your last name is Smith, so I would suggest "DCA Pilot Log-Smith-1.xls" as the name.

\*\* The "n" stands for the most current version, which is now ~~Version 6, dated 10-Aug-02~~ ~~Version 7, dated February 4, 2003.~~ ~~Version 8, 13-Aug 2003.~~ Version 9, November 30, 2003

When this Log is full, complete the instructions in paragraph 4. (When it's full ...) below.

#### **Caution:**

- Do NOT insert or delete -- rows or columns.
- Do NOT copy/paste, move or "drag and drop" entries in the data entry area.
- Do NOT unlock and alter formula cells

### **2. General**

The spreadsheet has Protection turned On. Only those cells where data should be entered are accessible (Unlocked). You are not able to make entries to cells where formulas and descriptions are located. The warning below is repeated in cell L1 of the spreadsheet.

**READ THE DOCUMENTATION FIRST!**

Columns H, I, J, M, O & O contain formulas from Row 9  
down to Row 500 - DO NOT DISTURB

Delete the sample entry in Row 9 and enter your last  
name in cell D2 and your Pilot Number in cell I2

Print\_Area set: Col A thru L to Row 500

Row 8 is a Title row (repeated each page)

Entire columns are formatted to accommodate and display the data in the correct manner. Specific cells may have a different format if needed.

Formulas are constructed so that the values or errors are not displayed until valid data is entered for a specific row. The formulas are there even though they do not show.

The Print\_Area is set for columns A through L and down through Row 500 and is set for landscape printing. Use CAUTION printing. See the warning in the Printing Section. Margins are set to: Top/Bottom - 0.75, Right/Left - 0.40 inches.

In the information section, there is a “Minutes to tenths” conversion table. This is an approximation for your pencil notes. Excel will make the actual conversion and it will probably vary from the table.

### **3. Layout**

The first line (Row 9) is a sample entry -- the sample entries there will be erased later (do NOT delete this row). Look over the spreadsheet and examine the various entries (we’ll cover each in detail later). I have entered “32” minutes in the minutes column (G). Make that cell (H9) active and enter a different figure -- note that the Tenths column (I9) and the Total Time (J9) are recalculated. **Cell H9 is the only cell in the Minutes column that does not contain a formula.** It is used in the Conversion process explained in paragraph 4, immediately below.

Scroll to the right, if needed, to view the PIREP column (M). Change the minutes in H9 again and watch the PIREP update to reflect the latest changes.

Version 6 (August 10, 2002) **with the Modification added**, and Version 7 (February 4, 2003) – both show the “Total Flying Time” and your DCA “Rank” as automated entries in the heading section. (added February 4, 2003). Version 8, 13 Aug 2003 adds new pilot rankings. (added 13Aug2003) Version 9 (November 30, 2003) corrects formula errors and includes all updates.

### **4. Convert to the new Pilot Log**

**A.** If you have no previous flying time, make your first entry in Row 9. Enter all the data (Columns A through H) including the Minutes column. In this case, you will send this PIREP to DCA. Ignore the paragraphs below.

**B.** The only figure you need from your old log is your latest Total Flying Time with DCA figure, in hours and tenths. Now you can retire that old log.

**C.** In the new spreadsheet, enter your own identification. Type your Last Name into cell D2. Type your three digit DCA Pilot number into cell I2.

**D.** Prepare the new Pilot Log (e.g., "DCA Pilot Log-Smith-1.xls"): Erase the sample entries in cells -- A9, B9, C9, D9, E9, F9, G9, H9, K9 and L9 (Do NOT delete Row 9). If you tried to erase I9 or J9, the protection should have warned you that the cells are locked.

**E.** Make your first entry: Assume the current date is June 29, 2002. In cell C9 (Departure Airport), enter "29-Jun-02" without the quote marks. C9 should now display: 29-Jun-02. Enter the word "Convert" in B9 (Arrival Airport) to remind you that this was your first entry.

**F.** Move to cell H9, the Minutes column. Compute your total flying time **in minutes**. Assume the figure you pulled from your old log was 106.4 (total in hours and tenths). Compute total minutes by multiplying your figure (hours and tenths) times 60. The calculation would be: 106.4 times 60 equals 6384. Enter that figure (6384) in H9. **Do NOT email the PIREP in M9** to DCA -- it would double your flying time with them.

**Note:** If you do not have any previous flying time, follow the instructions above and enter a zero (0) in H9.

**G.** Save the spreadsheet. You're ready to go flying so you can add more entries in row 10 and below.

**When it's full ...** the spreadsheet is good for entries down through Row 500. When you've flown that many, move to a new Pilot Log. Open the original file, "DCA Pilot Log-Basic(n).xls" and resave it again. This time (if your name is still "Smith" ☺), use "DCA Pilot Log-Smith-2.xls" as the new name. Be sure to make it the "...Smith-2" version or you'll overwrite your previous log. --- Now complete sub steps A through F above in this section.

## **INDIVIDUAL ENTRIES**

By following the basic rules here, data should display properly. Note the information you enter in Column B is required for PIREPs. The other columns (A, C, D and E) are for your own information. Data in columns H, I and J are needed for PIREPs, but these are automatically calculated fields.

**Column A - Type / Model Aircraft**

Enter the plane's tail number or identifier. I use "DDZ" for the DC-3 Dutch Dakota, "1776" for the DCA Company N1776 plane and "R4D 819" for the R4D created by the RCS Panel group (all without the quote marks).

**Column B - Flight / Route Number**

This is the route number assigned by DCA for approved routes. Note the sample entry was for 1021. Most legs will be a 4-digit number in the 1000 or 2000 series -- the European flights are an exception. Charter flights have their own special route numbers assigned e.g., "AFR-001" or "324-06-01".

**Column C - Departure Airport**

Enter the name or ICAO identifier (your choice or both) for the departure airport.

**Column D - Arrival Airport**

Enter the name or ICAO identifier (your choice or both) for the arrival airport.

**Column E - Flight Date (format: MM/DD/YY or DD MMM YY)**

Assume the date is July 15, 2002. Enter the date as: MM/DD/YY (06/15/02 using the slashes), or as: DD-MMM-YY (15-jul-02 using the hyphens), or as: DD MMM YY (15 jul 02 using spaces between the parts). All of these entries will display as: 15-Jul-02.

**Column F - Takeoff Time (in format: HH:MM)**

Enter the time you took off using the HH:MM format. **Use a 24-hour clock.** It can be in either local or Zulu (GMT) as long as you are consistent for a given flight. Examples:

10 a.m. is entered as: 10:00

9:23 p.m. is entered as: 21:23

**NOTE:** for 00:01 through 09:59, the leading 0 (zero) will be dropped, but it does not affect flying time.

**Column G - Landing Time (in format: HH:MM)**

Enter your landing time using the HH:MM format. **Use a 24-hour clock.** It can be in either local or Zulu (GMT) as long as you are consistent for a given flight. Examples:

10 a.m. is entered as: 10:00

9:23 p.m. is entered as: 21:23

**NOTE:** for 00:01 through 09:59, the leading 0 (zero) will be dropped, but it does not affect flying time.

NOTE: If the format specified for Columns F and G is not used, the results may vary or be really weird. Example: that's a colon ( :) between the "HH" and "MM" parts of the entry -- other punctuation marks will NOT work.

### **Column H - Minutes**

This is an automatically calculated field and is the total time for the flight in **minutes**. Example: you flew 2 hours and 23 minutes. The entry would be display: 143 (2 time 60, plus 23).

### **Column I - Tenths**

Automatically calculated. Converts your Minutes flown for this flight to hours and tenths.

### **Column J - Total Time**

Automatically calculated. Adds your current flight time to the your previous total time and displays hours and tenths.

### **Column K - Remarks**

Enter any comments you'd like to make e.g., VFR, IFR, Hairy approach, Night flight, etc. The Remarks cells are formatted to word wrap, so you can exceed the width of the column (the cell will expand vertically).

### **Column L - PIREP Submitted**

This is a personal reminder that you have sent this particular flight to DCA for flight credit. Enter dates using any of the formats described in Column F (Takeoff Time) or Column G (Landing Time). The date will be display in the DD/MMM format, e.g., for July 29, 2002 it would be: 29-Jun.

### **Column M - PIREP Information**

Automatically calculated. These formulas gather information from cells D2, I2 and columns B, H, I and J of the current row. It puts the data in the proper format for submission to DCA for credit. More about submissions in the PIPEP Section below.

## **PRINTING**

**CAUTION:** Do NOT print using the Print Icon in the tool bar. The current Print\_Area is set for columns A through L and down through **Row 500**. It is also set for landscape printing on 8 1/2 x 11 inch paper. The Print Icon default is to print **ALL** pages -- you'll get about 14 pages, mostly blank.

Use the menu: File | Print. In the Print dialog box, "Print Range" section, click on the radio button for "Page(s)" -- then enter the page numbers you want in the "From:" and "To:" text entry points.

Once a printed page is full, I typically do not reprint it. Ex: page one is full, I have a printed copy of it and I'm working on page 2. In the "Print Range" section, I would enter a "2" (without quotes) in both the "From:" and "To:" text entry boxes. If I needed both pages 3 and 4, type "3" into the "From:" text entry box and a "4" in the "To:" text entry box.

## **PIREP SUBMISSION**

**1.** I've been keeping my flying time in an Excel spreadsheet for over a year. It had not even occurred to me to automate the PIREPs until Les Hornby shared his spreadsheet with me. That formula has been incorporated into the Pilot Log spreadsheet and that in itself made this project worthwhile.

**2.** Column L contains the PIREP formulas. It pulls information from cells D2 and I2 and data in columns B, H, I and J in the appropriate row to calculate the PIREP.

**3.** Submitting a PIREP: Open your current Pilot Log spreadsheet and size the window to fit the top or bottom half the monitor screen. I'll assume you are using Outlook Express. If not, modify these instructions to fit your mail program. Open Outlook Express and size its window to fit the other half of the screen.

**4.** In the Pilot Log spreadsheet, scroll to the right so you can see all or most of Column M. Locate the correct row for the PIREP you want to email. Right click on the PIREP entry cell (Column M) and select (left click) "Copy" from the pop-up menu.

**5.** Make Outlook Express the active window. In Outlook Express, click on the "New Mail" icon in the tool bar. The "New Message" window appears. Click on the "To:" icon and enter the correct address for sending a PIREP to DCA. Click into the "Subject:" text entry point and right click. From the pop-up menu, left click on "Paste."

**6.** I usually have two or more PIREPs to send. Rather than clicking on "Send" in the toolbar of the "New Message" window, I save them for later transmission. From the menu, choose: File | Send Later, and click on [OK]. That PIREP is sent to your "Outbox" folder. Repeat the steps in paragraphs 4 and 5 immediately above until all PIREPs have been created in Outlook Express.

7. When I've completed all the PIREPs for that session, I go to my "Outbox" folder. I scan down the list of message subjects and verify that they are correct -- then I send them.

**8. REMINDER:** The PIREP formula does NOT contain the "C" for a comment. If you want to send a PIREP flight comment, you'll have to manually enter the comma ( , ) and the "C" (without the quote marks) into the subject line. Then you will need to go to the actual message window and add your comments.

9. Enter the date sent in column K, the "PIREP Submitted" cell in the Pilot Log spreadsheet. Enter the date using any of the formats described in Column F (Takeoff Time) or Column G (Landing Time). The date will be display in the DD/MMM format, e.g., for July 29, 2002 it would be: 29-Jun.

**Author's Note:** When you send mail, a copy of your PIREP is placed into your "Sent Items" folder in Outlook Express. I created a new folder titled "PIREP" under "Local Folders." I move all PIREPs that I send from the "Sent Items" folder to my "PIREP" folder. I've been known to make mistakes. The Internet has been known to lose email out there in the ether. And if you clean out your "Sent Items" folder frequently, you may not have the PIREP information. When you are sure the club's web site has the information, you can delete the old ones from the "PIREP" folder.

## SUPPORT CONTACTS

**Read this entire document before you send an email.**

Review the **Proviso** above (third paragraph of this document) before you send email.

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## **LEGAL STUFF**

Legal Stuff: The copyright for the spreadsheet and all documentation belongs to the authors and the product is offered as freeware. The spreadsheet and documentation may be freely distributed as long as the original ZIP file is passed on intact, and without any changes to the copyright notice, the spreadsheet or the documentation.

## **CREDITS**

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