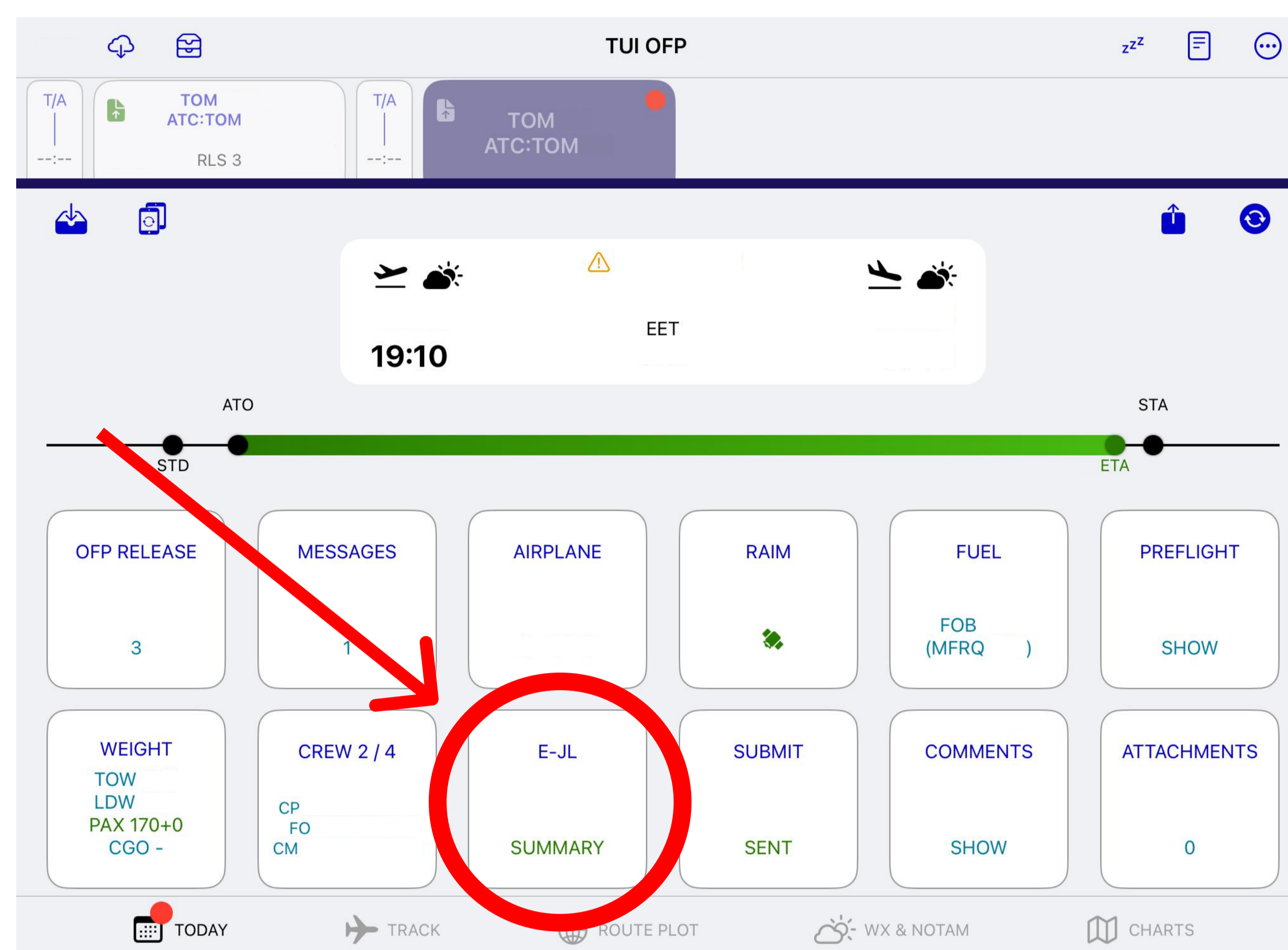


## User Guides – TUI OFF Logbook Importing (iPhone)

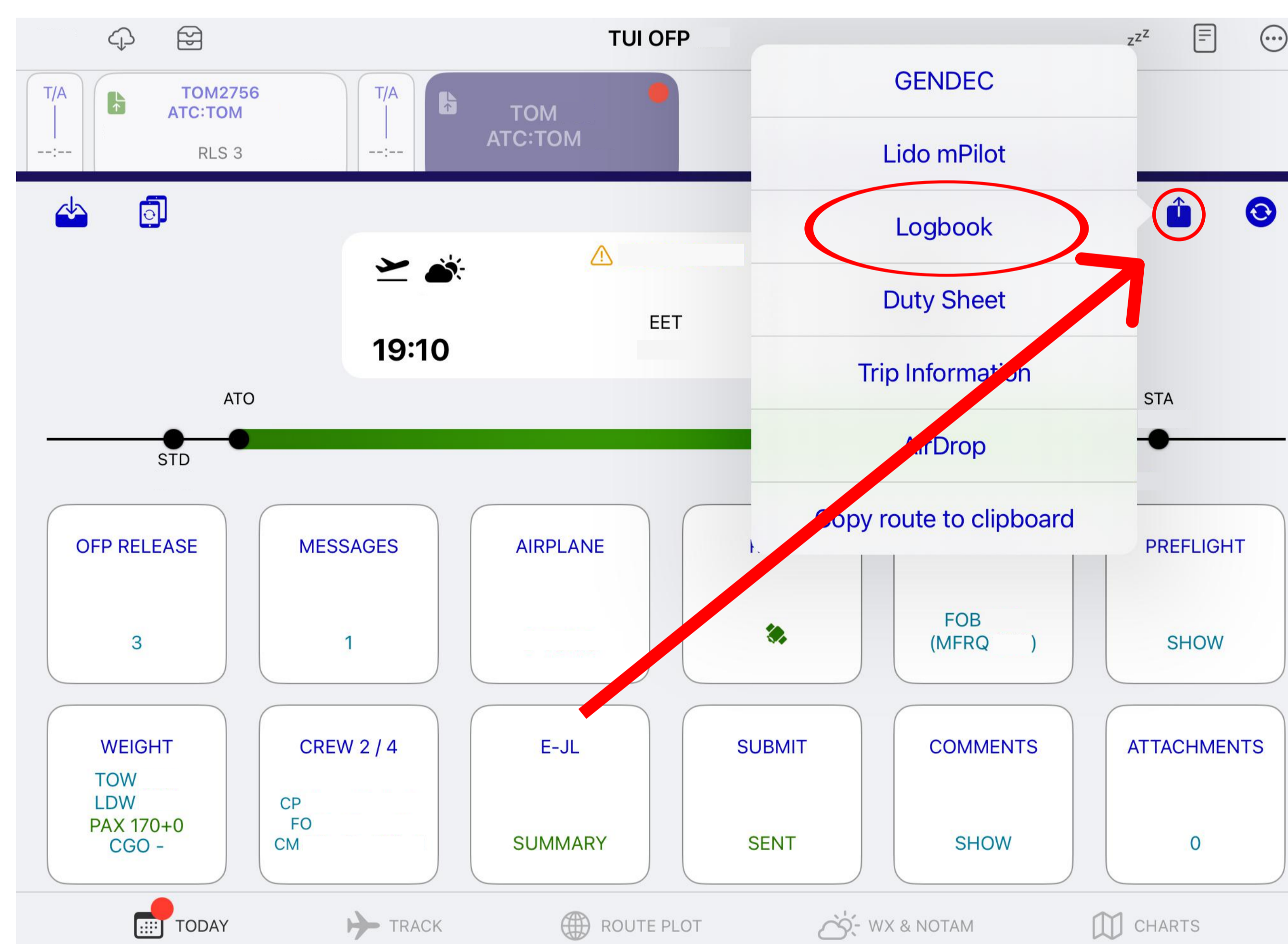
- Please ensure that the OFF file is completed including all OOOI times, fuel and pax data. If these sections are not complete, the data **will not import**.

A short video can be found [here](#) to help demonstrate this process in real time. If you have any questions, please email us at [support@completeaviation.co.uk](mailto:support@completeaviation.co.uk)

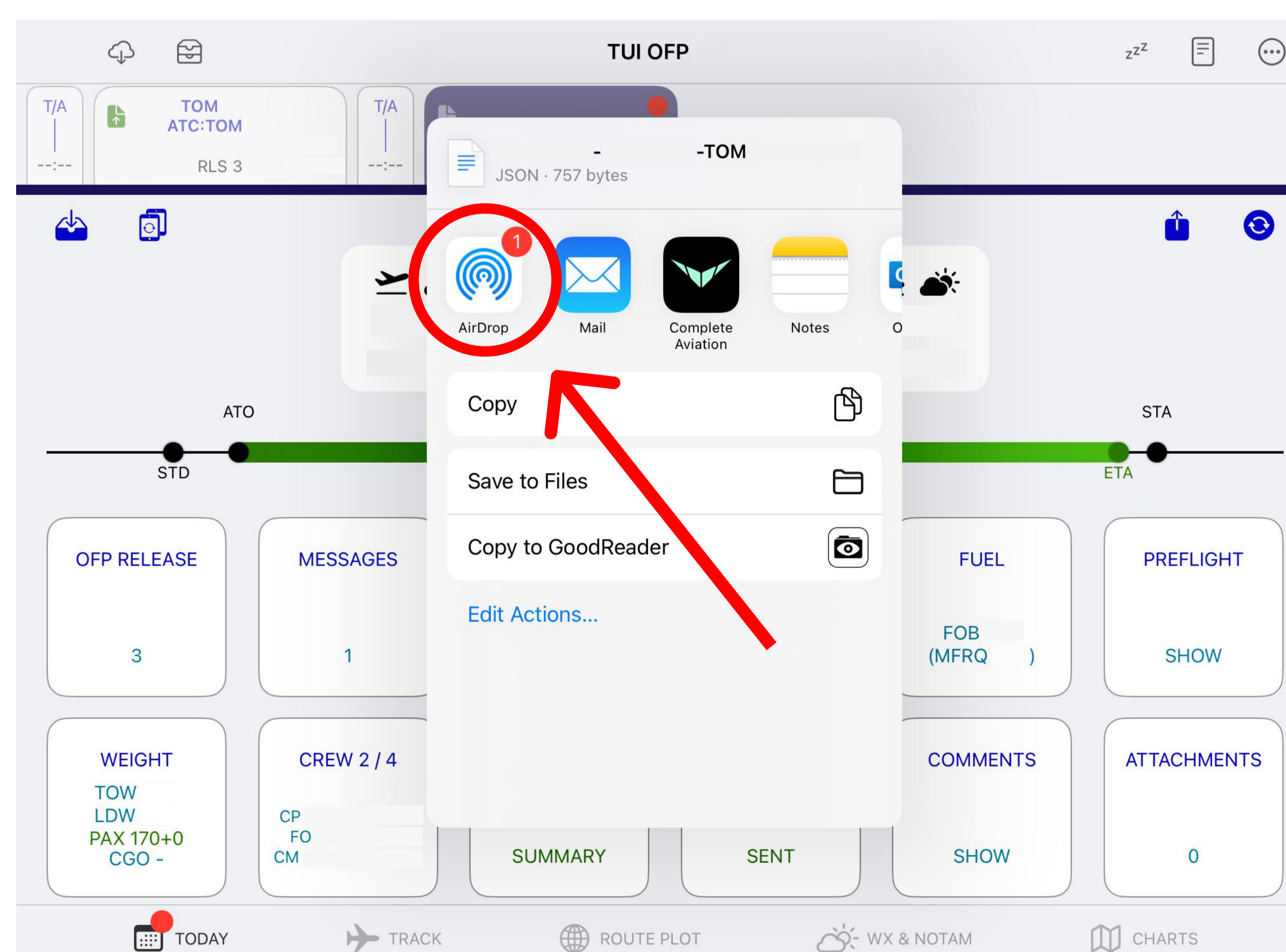
1. Ensure the E-JL summary section is completed until the word 'SUMMARY' appears in green. If the summary section isn't green, the import will not function.



2. Now select the share icon which is displayed on the top right of the screen and tap 'Logbook'



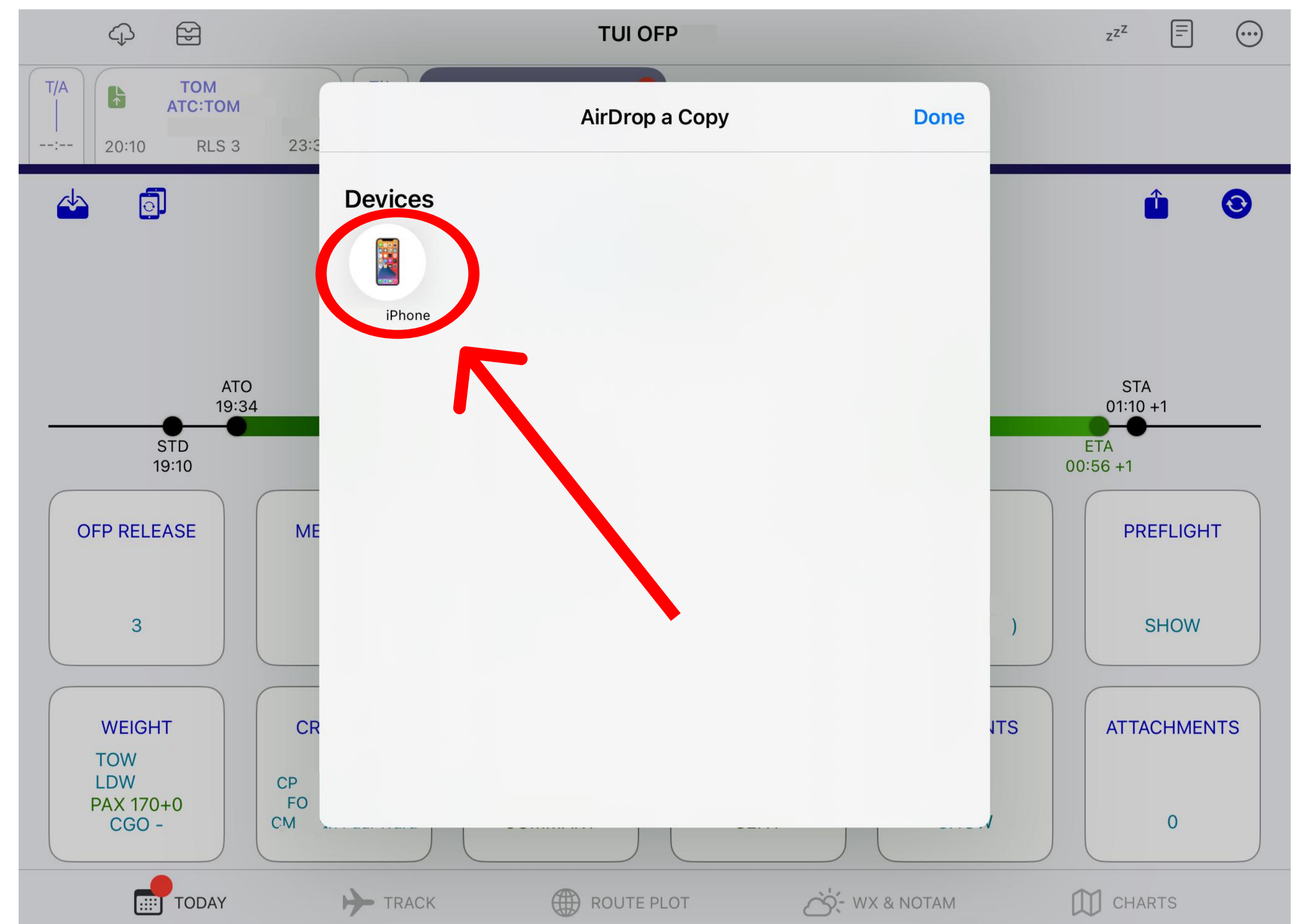
3. Then select 'AirDrop' from the pop-up menu



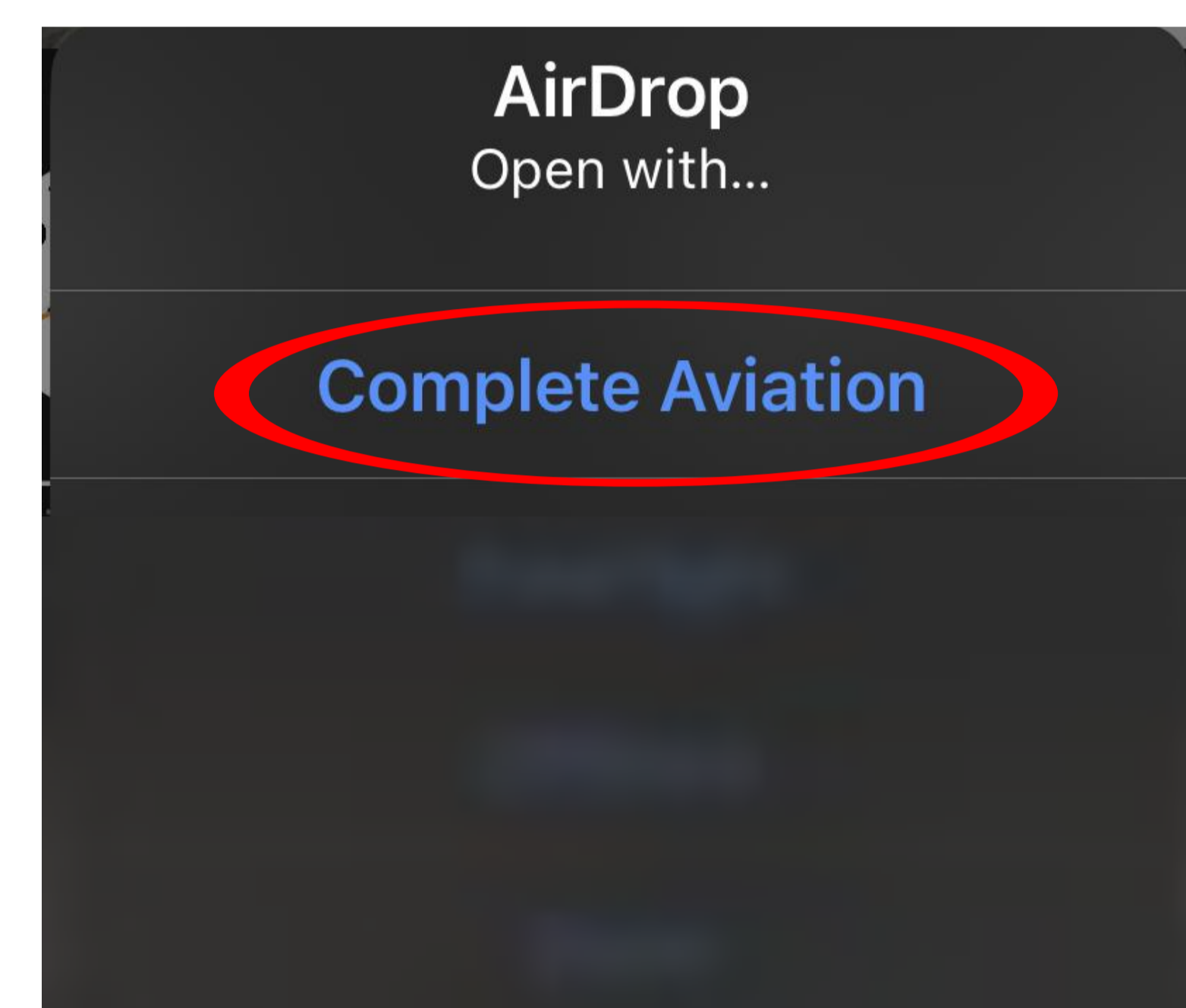


4. Locate the device from the list with Complete Aviation installed and tap to send.

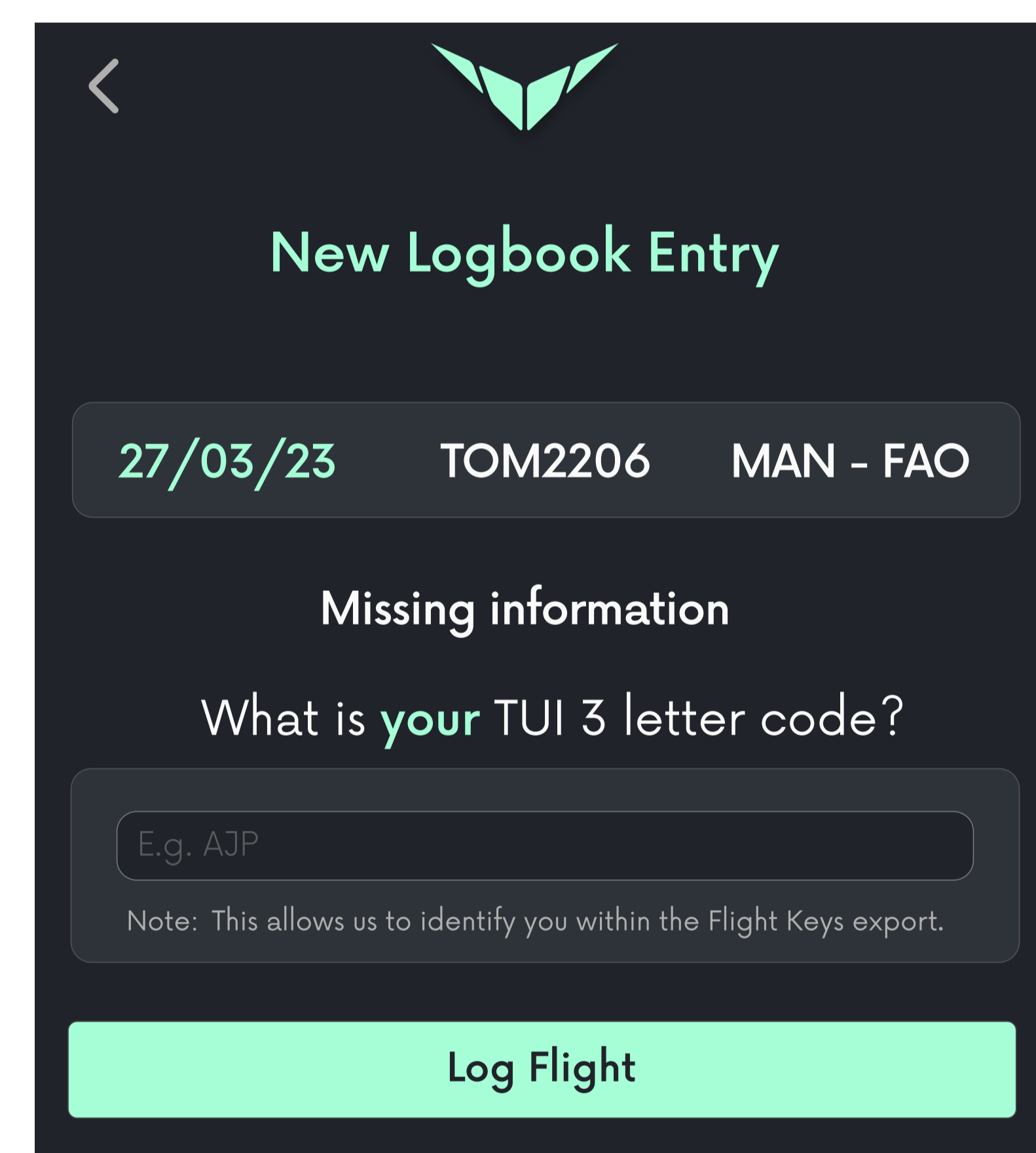
If both devices aren't connected to the same iCloud account, ensure the receiving device has AirDrop turned ON and set to 'Everyone for 10 minutes'.



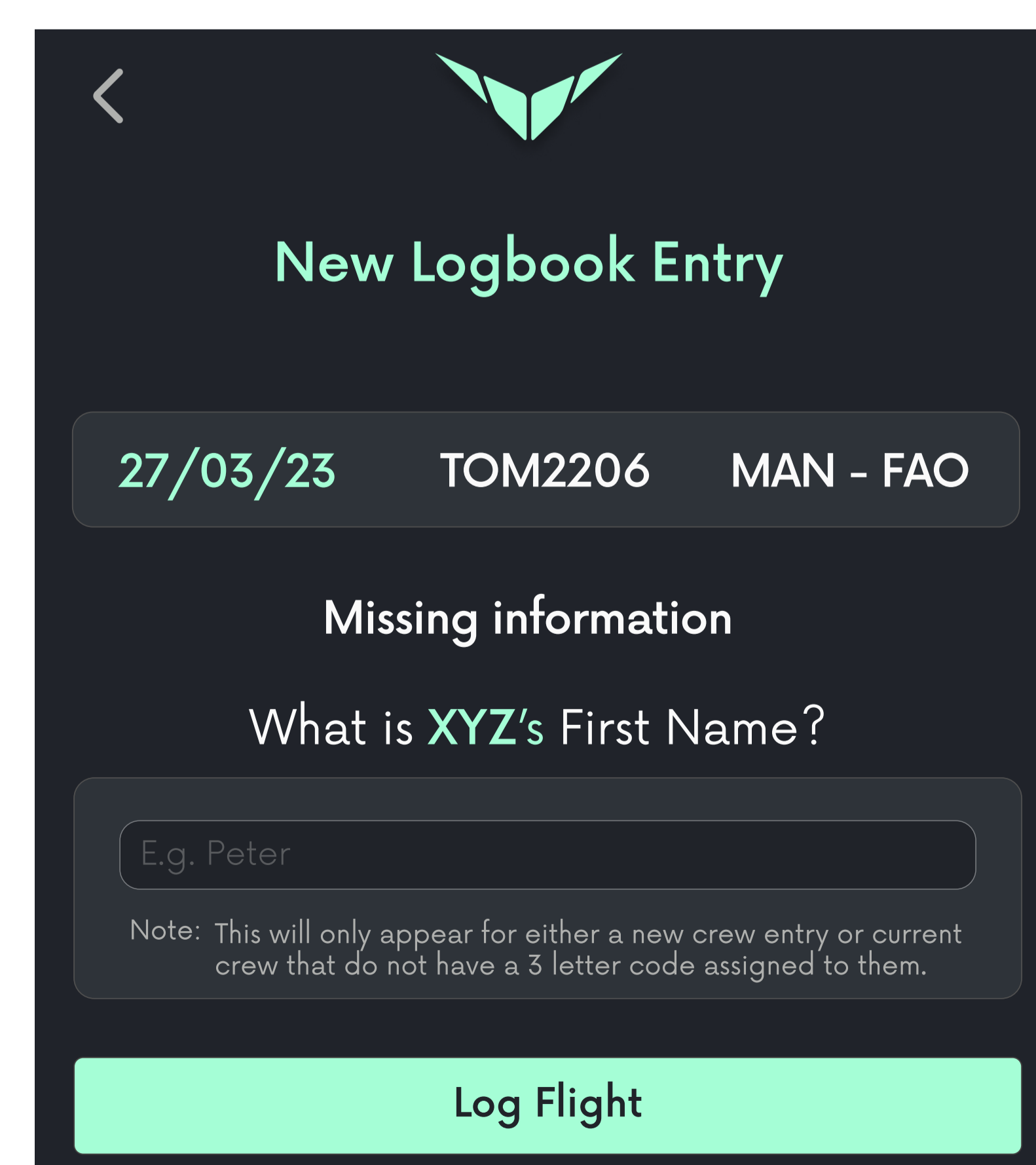
5. A pop-up will emerge on your mobile device. Choose 'Complete Aviation' from the list, and the OFP file will be imported to the app automatically.



6. After uploading the file, it will request your 3-letter code. This initial linkage of your name with exported data requires the code. If your profile already contains your 3-letter code, this step won't appear.



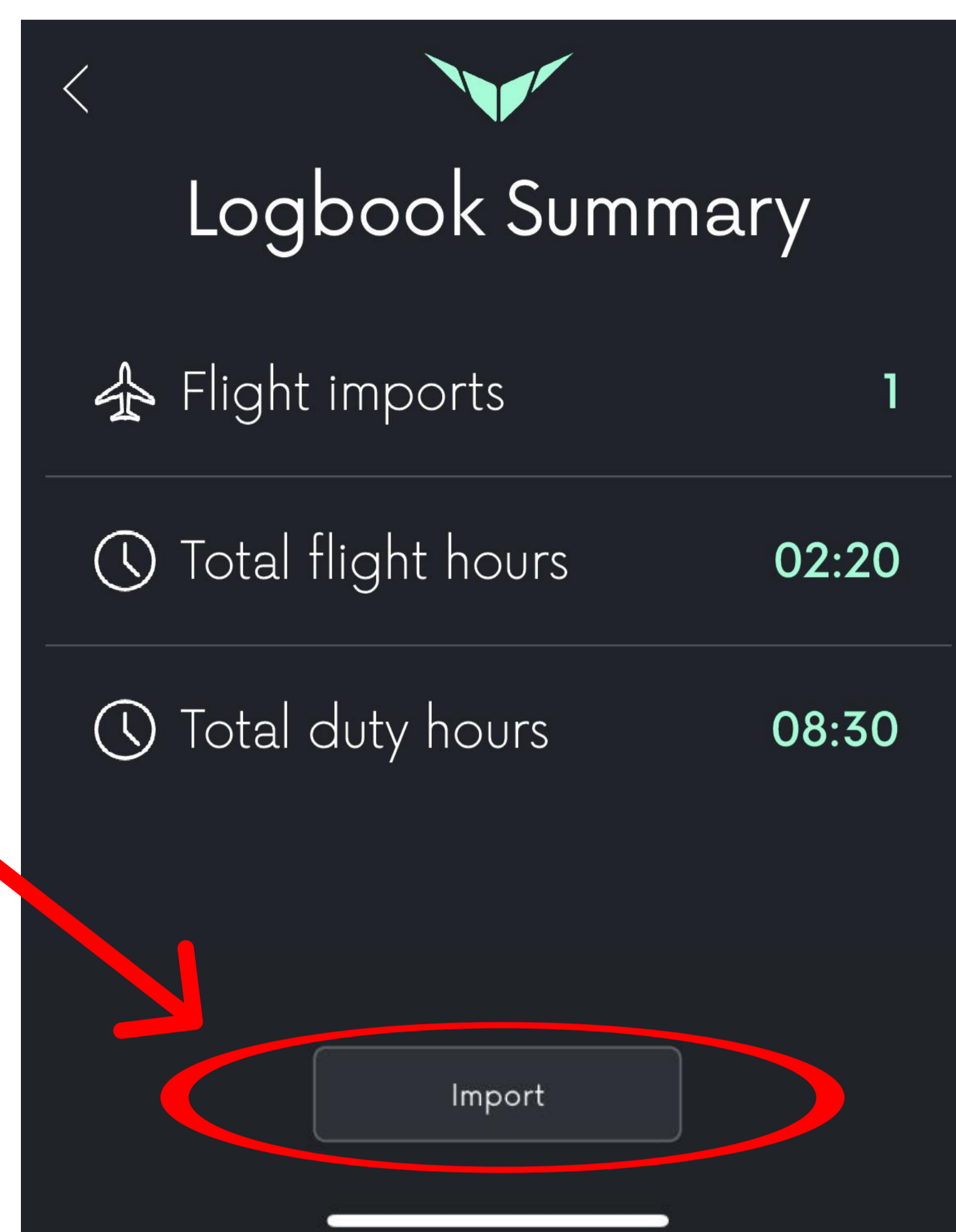
7. The app will prompt for your colleague's first name. Due to GDPR regulations, only last names and 3-letter codes are provided, not first names. This step is bypassed if you've logged a flight with the colleague or have their 3-letter code in your logbook profile.





8. A concise import log summary will display. Click on the 'Import' button to directly upload the flight to your logbook.

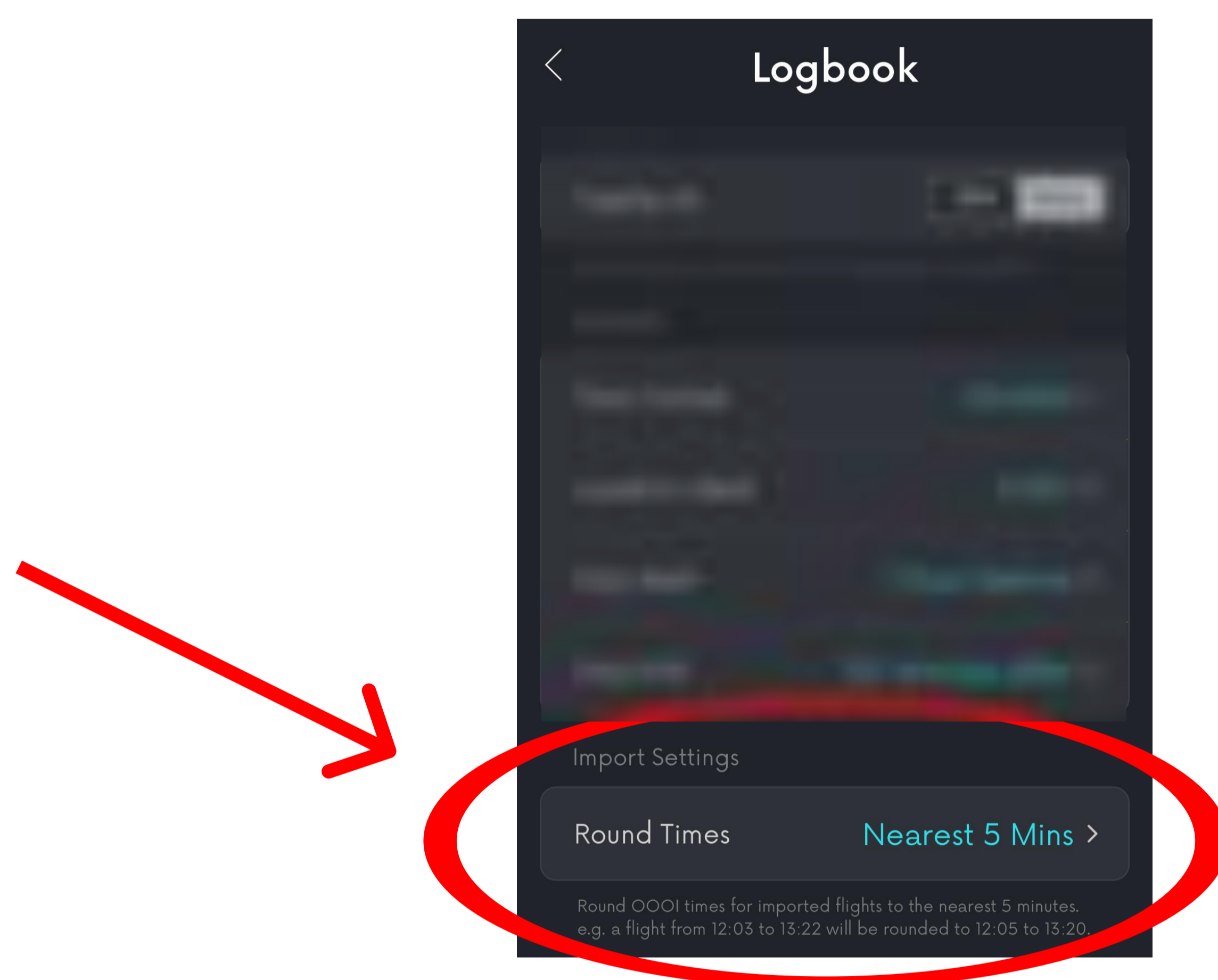
Feel free to proceed to the following page to explore our additional features for TUI OFF logbook import.



## Additional features and settings

### **Prefer to have your times rounded to the nearest 5 minutes automatically?**

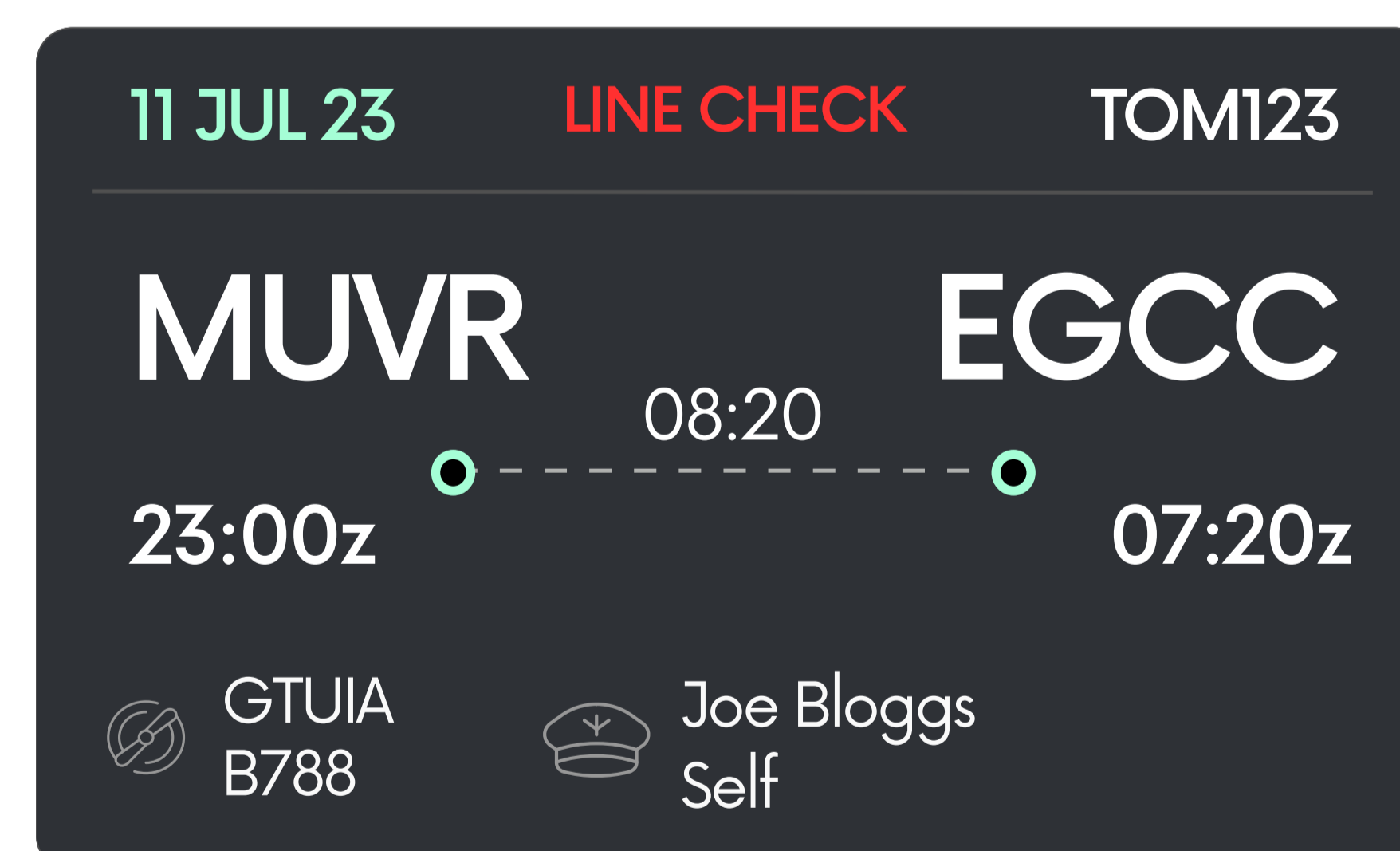
Navigate to the settings page, proceed to Logbook, and scroll down to locate Import Settings. Choose 'Round Times' and set it to 'Nearest 5 Mins'. Consequently, all OFP-imported times will be rounded to the closest 5-minute interval.



### **Have you got a line check coming up?**

If you subscribe to our *PRO* version with an imported live roster, Complete Aviation incorporates intelligent logic to detect trainers/checkers in the data and record flights accurately. Upcoming features will monitor expirations, providing warnings as they draw near.

If you use *Logbook+* subscription, don't fret; flights will import, though a few extra steps will be needed for the same logged data.



Continues on next page...


### Automatic duty calculation.

Complete Aviation employs both rostered and logbook data to automatically populate your duty time, enabling you to accurately monitor all your hours with confidence.

Duty		
ON DUTY	OFF DUTY	TOTAL
05:25 <sup>z</sup>	13:55 <sup>z</sup>	08:30

### Passenger and fuel burn totals

Passenger and fuel burn figures automatically log when importing from TUI OFF. This can also be logged or edited during a manual flight logging process.

	AIRCRAFT TYPE	B738	
	AIRCRAFT REG	G-TAWX	
PAX	186	FUEL BURN	6,000 kgs