

## **WELCOME TO THE FLIGHT HOUR REPORT FOR SUPPORT PLUS**



### **Enhanced Flight Hour Report**

- Easy to use
- Less data to enter
- View last 12 months of reported data

[Click here for more information](#)

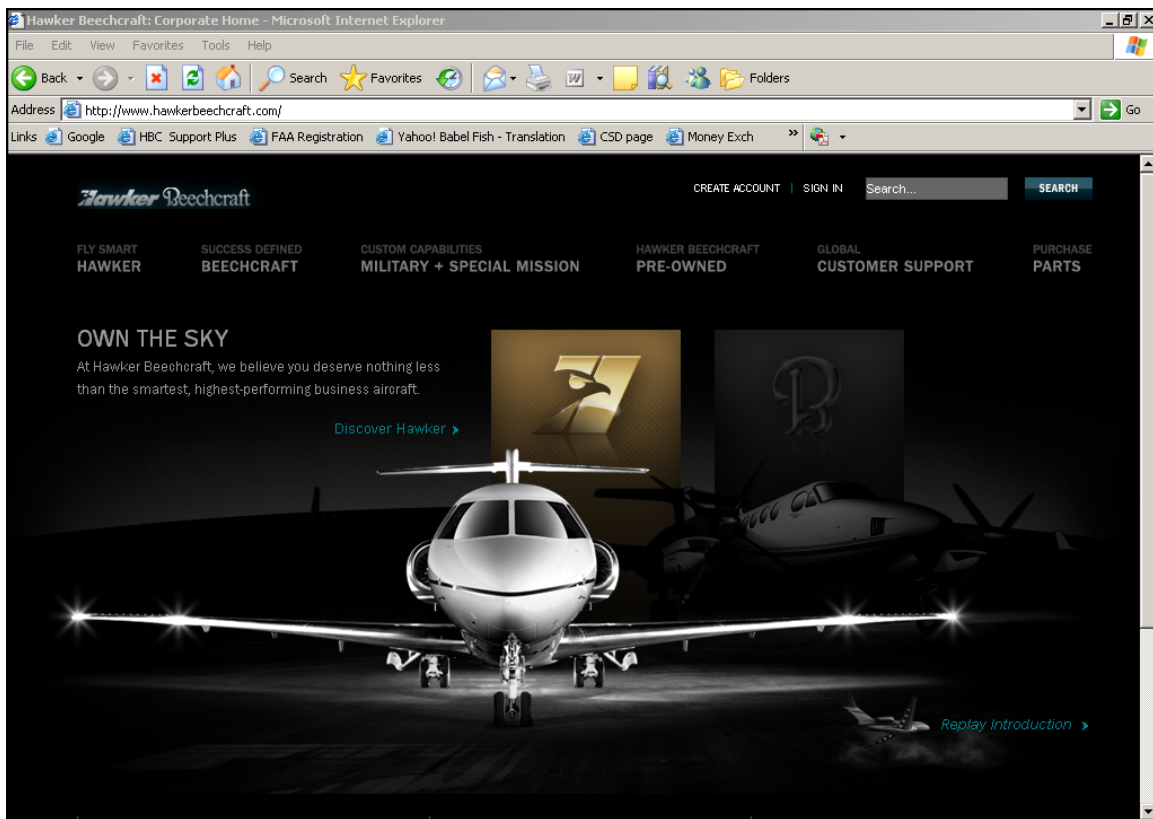


If you are **new** to our website and do not have a log-in, go to the next page to follow the instruction steps.



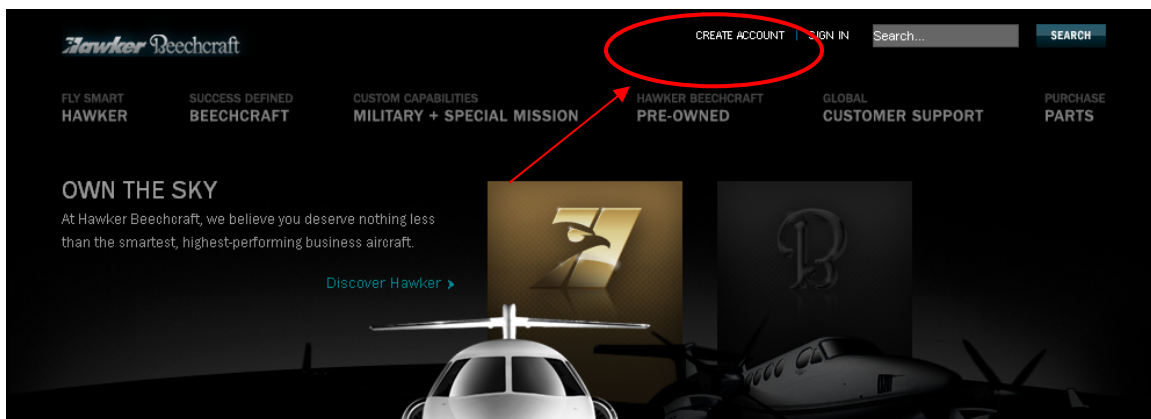
If you already have logged on to any part of the Hawker Beechcraft website or **have previously set up a username and password**, proceed to page 5.

Go to: [www.hawkerbeechcraft.com](http://www.hawkerbeechcraft.com)



## NEW USERS- Creating an Account

As a first time user, you are required to set up a User Profile. Please click on “Create Account” at the top left hand corner of the webpage and complete the on-line form.



### CREATE USER PROFILE

**Sign-Up for Your New Account**

*\* Required*

**Name**

*\*First\*Last*

**Company**

**Address**

*\*Street Address*

**Please enter a unique Username and Password for this account.**

*\* Username:*

Passwords must contain at least 7 characters and include at least one numeric character.

*\* Password:*

*\* Confirm Password:*

*\* E-mail Address:*

*\* Security Question:*

*\* Security Answer:*

You will be able to select your own username and password. Your password must contain at least seven characters and include at least one numeric character.

**Select the features you would like to add to your profile:**

**Features**

Parts Sales (Order Parts) and Warranty:

Supplier Integration Tool:

Supplier Rating System:

Product Classification:

Electronic Requests for Tool Transfers:

Submit Supplier Variation Request:

View Quality Notification:

Answer Corrective Action:

eProcurement - Document/Order Processing & Material Availability:

eProcurement - Shipping/ASN Creation:

eProcurement - Receiving Clerk:

Support Plus - Report Flight Hours:

SCM Accounts Payable:

**Support Plus - Report Flight Hours**

Please provide the following information.

Aircraft Serial Number(s):

I am the:

Select  
Owner  
Operator  
Other

Be sure to select "Support Plus – Report Flight Hours" under the **Features** column. Once selected, you will see a place to enter the Aircraft Serial Number(s) of the aircraft(s) enrolled in Support Plus along with your connection to the aircraft.



Once you have completed the user profile screen, click on “**Sign-Up!**”

The Support Plus administration will verify the information provided and notify you by e-mail the status of your access request. **Until this notification is received, the web site will recognize your login, but your accessibility to report Support Plus flight hour reports will be limited.**



**Access to the new web-form will not be immediate, please allow up to 24 hours for notification before contacting Support Plus administration at 316.676.6995 (phone).**



You will receive an additional e-mail from Support Plus administration once aircraft(s) have been assigned to your username.

**After** notification of your completed web account and granted access to the on-line Support Plus flight hour form, you will need to log into the website each time to submit your monthly flight hours.



**Go to Page 7 to continue with instructions.**

## IF YOU HAVE A USERNAME AND PASSWORD- How to request access to the new form.

Go to [www.hawkerbeechcraft.com](http://www.hawkerbeechcraft.com)

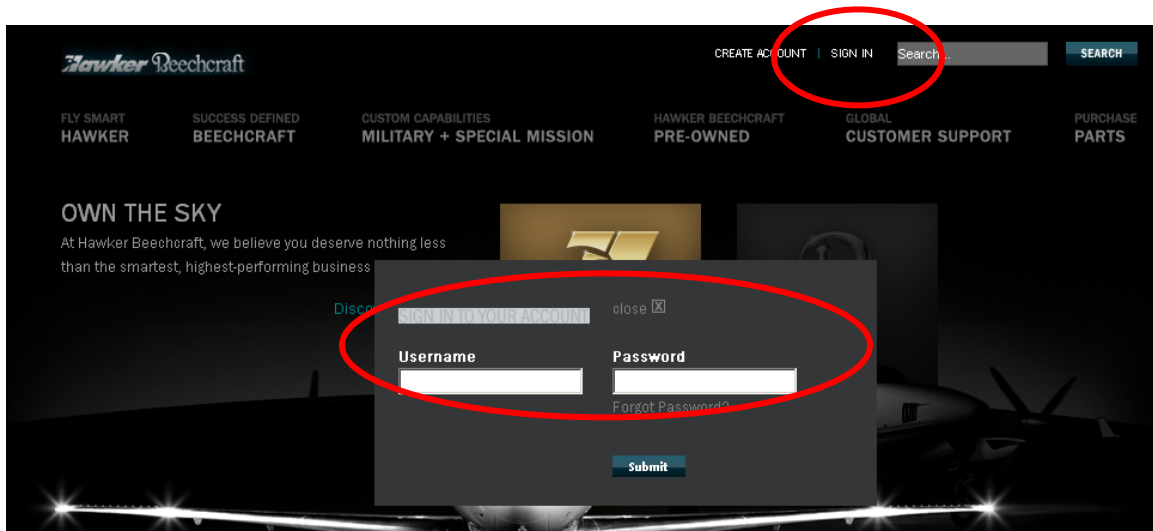


If you forgot your Username, please call us to verify this information, **316.676.6995** or **316.676.0448**

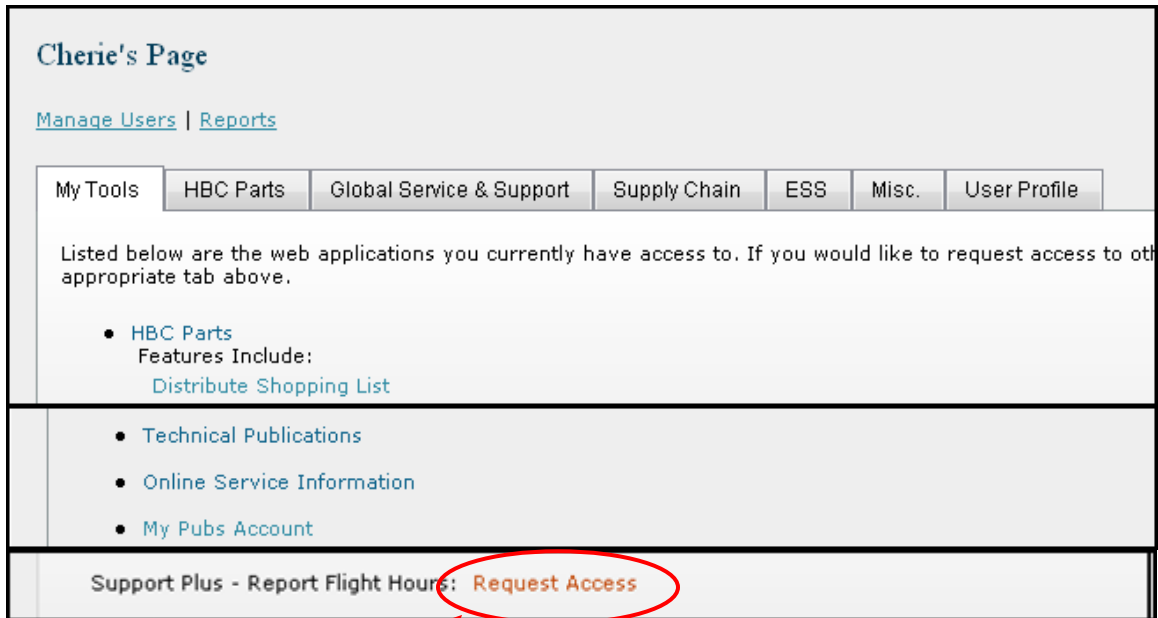
If you know your Username but not your password, enter the Username and click on **"Forgot Password?"** Follow the prompts to have your password sent via email.

### SIGN INTO THE WEBSITE AT THE TOP OF THE PAGE.

Click on "Sign In." Enter your Username and Password in the pop up box and hit the "Submit" button



Once you are signed in, you will see your page and the web applications you currently have access to. Click on the “Request Access” next to Support Plus-Report Flight Hours



**Cherie's Page**

[Manage Users](#) | [Reports](#)

My Tools | HBC Parts | Global Service & Support | Supply Chain | ESS | Misc. | User Profile

Listed below are the web applications you currently have access to. If you would like to request access to other appropriate tab above.

- [HBC Parts](#)  
Features Include:  
[Distribute Shopping List](#)
- [Technical Publications](#)
- [Online Service Information](#)
- [My Pubs Account](#)

Support Plus - Report Flight Hours: **Request Access**

The Support Plus administration will verify the information provided and notify you by e-mail the status of your access request. **Until this notification is received, the web site will recognize your login, but your accessibility to report Support Plus flight hour reports will be limited.**



**Access to the new web-form will not be immediate, please allow up to 24 hours for notification before contacting Support Plus administration at 316.676.6995 (phone).**



You will receive an additional e-mail from Support Plus administration once aircraft(s) have been assigned to your username.

**After** notification of your completed web account and granted access to the on-line Support Plus flight hour form, *you will need to log into the website each time to submit your monthly flight hours.*

## Logging in and using the new form

**GO TO THE FOLLOWING LINK TO REPORT FLIGHT HOURS:** (hint: save this link for future use)

[https://www.hawkerbeechcraft.com/customer\\_support/support\\_plus/flight\\_hour\\_report\\_hbc/](https://www.hawkerbeechcraft.com/customer_support/support_plus/flight_hour_report_hbc/)

You will see the login screen



Enter your Username and Password and click on “**Sign On**” to get to the flight hour report.



If you forgot your Username, please call us to verify this information, **316.676.6995 or 316.676.0448**

If you know your Username but not your password, enter the Username and click on “**Forgot Password?**” Follow the prompts to have your password sent via email.

# REPORT FLIGHT HOUR FORM

1. You should have an aircraft serial number assigned to your login. You will first select the aircraft serial number you wish to report. *(you can only report 1 aircraft at a time)* If you only have one aircraft assigned to your login then it will automatically be selected.

## Report Flight Hours

Items marked with an asterisk are required.

- \* This must be received within 6 days of the end of each month even if no hours flown.
- \* If New Aircraft Serial Number is entered, you must re-enter all required information.

### Aircraft Serial Number

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Select Existing Aircraft:  OR  OR

OR  OR

Remove

Prefix:  Serial Number:

If you need to **ADD** an aircraft serial number to your login, you will use the dropdown box to select the aircraft model. Once you select the model the appropriate prefix will fill in automatically. You will need to enter the serial number digits. **(Please do not use a hyphen “-“ or a leading zero in the serial number.)**

### Aircraft Serial Number

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Select Existing Aircraft:  OR  OR

OR

Remove

If you need to **REMOVE** an aircraft serial number from your login, you will use the dropdown box to select the aircraft model and click on the "REMOVE" button. Support Plus administration will be contacting you for additional information.

**Aircraft Serial Number**

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Select Existing Aircraft:  OR Add New Aircraft:

Prefix:  Serial Number:

Select Aircraft to Remove:  (dropdown menu open showing: FL-111, RG-3211, RK-217)

**Aircraft Serial Number**

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Select Existing Aircraft:  OR Add New Aircraft:

Prefix:  Serial Number:

Select Aircraft to Remove:

2. The next portion of the flight hour report will pull from your user profile.

You will need to input a name in the “**Reported By**” field and select the “**Month End Hrs**” Select the reporting month from the dropdown list and type in the year (YYYY format). **Make sure you are selecting the month that you are reporting hours for and not necessarily the current month. For example: It is March 3<sup>d</sup> and you are reporting February’s hours, please select Feb - 2 (February).**

**\*\*\*If you need to report more than one month at a time, please report OLDEST to NEWEST\*\*\***

Date Of Report  
8/27/2010

Company  
John Ryan's Aircraft World

Phone Number  
555-111-2222

**Reported By\***  
John

**Month End Hrs\***  
Month Year (YYYY)

Jan - 1  
Feb - 2  
Mar - 3  
Apr - 4  
May - 5  
Jun - 6  
Jul - 7

oldest to newest date.

**Last 12 Reported Dates**

If you wish to change any of the above data, please click here.

**Once you have started reporting** using this form you will see the last 12 months reported date and hours. It will show the reported month, year, and ending hours reported for that month.

Date Of Report  
8/27/2010

Company  
John Ryan's Aircraft World

Phone Number  
555-111-2222

**Reported By\***  
[Empty]

**Month End Hrs\***  
Month Year (YYYY)

Month Year (YYYY)

**Last 12 Reported Dates**

Month	Year	End Hours
6	2010	321
7	2010	350

Please report oldest to newest date.

Fax  
[Empty]

3. You will need to report the **total aircraft hours and landings/cycles** (not just the hours flown in that month).

If there are no Month Start Hours or Landings automatically filled in, you will need to enter them along with the Month Ending Hours and Landings.

**If no hours were flown** please submit the same Month Start Hours/Landings and Month End Hours/Landings.

Company

Reported By\*

Email

Phone Number

Month End Hrs\*  
Month:  Year (YYYY):

Fax

**Last 12 Reported Dates**

Month	Year	End Hours
6	2010	321
7	2010	350

Please report oldest to newest date.

If you wish to change any of the above default information please click here.

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**Aircraft Utilization**

Month Start Hours \*

Month End Hours \*  
 Hours Flown - Month: 5

Month Start Landing \*

Month End Landing \*  
 Landings - Month: 2

Minutes to Tenths  
Conversion Table

Minutes	Tenths	Minutes	Tenths
0 - 2	0	33 - 38	.6
3 - 8	.1	39 - 44	.7
9 - 14	.2	45 - 50	.8
15 - 20	.3	51 - 56	.9
21 - 26	.4	57 - 60	1.0
27 - 32	.5		

The hours and landings will be calculated off to the right to show the number of hours flown and landings made during the reported month.

Once you have submitted the hours, the last reported months' ending hours/landings will appear as the next months' start hours/landings. **(it is very important you report oldest to newest when reporting for more than one month)**

4. The last step is to enter any notes, questions or special requests in the box provided and hit **“SUBMIT”**.

Please fill in your questions or specific request

Once you hit **SUBMIT** you will receive a copy of the report to the email address in your profile.

Report Flight Hours

Thank You!

Your flight hours have been recorded.  
Click the button to return to Report Flight Hours.

If you need to report another aircraft's hours or another month, you can click on the **“BACK”** button to return to the Flight Hour Report Form.



**IF YOU HAVE ANY QUESTIONS, PLEASE CALL SUPPORT PLUS ADMINISTRATION AT **316.676.6995** OR **316.676.0448**.**