

**CAE**

# Check-In

Post Check-In

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To learn more about Post Check-In, refer to the content below.

The screenshot shows a user profile for Raymond Luciano. The check-in status is 'CHECKED IN' and the status is 'OUT'. The status time is Jan 6, 2023, and the TSA status is 'Not required'. Below this, there are several expandable sections: Training Details, Client Information, Export Control, Required Documents, Qr Code, and Step Override. At the bottom, there are two buttons: 'Print Badge' and 'Print Schedule'. A green circle with the number '1' is positioned above the 'Print Badge' button, indicating the starting point for the next step.

The screenshot shows a printed badge for Raymond Luciano. The badge contains the following information: Name: Raymond Luciano, Company: JET SELECT, LLC, and Dates: Jan 07, 2023 - Jan 07, 2023. On the right side, there is a QR code, the AIRSIDE logo, and the text 'Join the Airside Pilot community at AIRSIDE.AERO'. Below the QR code, the Wi-Fi password is listed as 'A1br8ke'.

## 1 Starting Point

After a client has been checked in, you will have the option to print their schedule and badge. The badge will look like the screenshot on the right.

The QR Code is only active for the time they are in the building. To extend the time that it is active, click the QR Dropdown and click Extend Expiration.

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The screenshot displays the 'Check-in Dashboard' interface. On the left, a table lists clients with columns for First Name, Last Name, Customer, Check-in Status, Start Date, and Export Controls. The client James Whittaker is highlighted, with a status of 'CHECKED IN'. On the right, a detailed view for James Whittaker is shown, including fields for Check-in status (CHECKED IN), Status (OUT), Status Time (Jan 25, 2023), and TSA Status (Not required). Below this, the 'Client Information' section is expanded, showing fields for First Name (James), Middle Name (Jack), Last Name (Whittaker), Date of Birth (Mar 20, 1989), Email Address (jimmywhittaker89@yahoo.com), Mobile Phone (973-919-5810), and Hotel (LOCAL). A red circle with the number '2' highlights the 'VIEW AND MODIFY' link in the Client Information section.

First Name	Last Name	Customer	Check-in Status	Start Date	Export Controls
Aaron	Hawkins	Columbia Jet Center	CHECK-IN IN PROCESS	Jan 25, 2023	Approved
Adrienne	Carpenter		CHECKED IN	Jan 25, 2023	Approved
James	Whittaker	HeliFlite Shares, LLC	CHECKED IN	Jan 25, 2023	Approved

**Client Information**

VIEW AND MODIFY

First Name \*  
James

Middle Name (optional)  
Jack

Last Name \*  
Whittaker

Date Of Birth (optional)  
Mar 20, 1989

Email Address (optional)  
jimmywhittaker89@yahoo.com

Mobile Phone (optional)  
973-919-5810

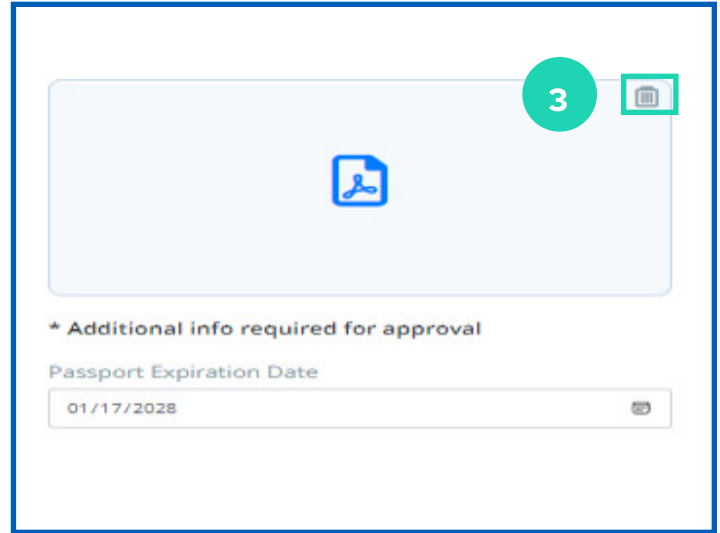
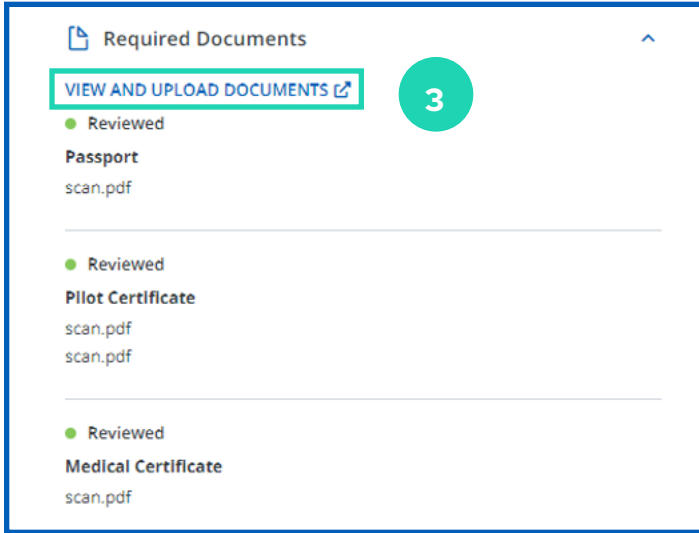
Hotel (optional)  
LOCAL

## 2 Edit Client Information

After a client has been checked in, you can edit their information by selecting the Client Information Dropdown and clicking "VIEW AND MODIFY".

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Check-In Status	Start Date	Export Control	TSA	Documents
CHECKED IN	Jan 18, 2023	Approved	Not Required	Reviewed
CHECKED IN	Jan 18, 2023	Approved	Not Required	Reviewed
CHECKED IN	Jan 18, 2023	Approved	Not Required	Reviewed
CHECKED IN	Jan 18, 2023	Approved	Not Required	Reviewed
CHECKED IN	Jan 18, 2023	Approved	Not Required	Reconcile

## 3 Edit Required Documents

Just as you can edit Client Information, you can View and Edit the Documents that are uploaded after the client has checked in.

To do this, click “**VIEW AND UPLOAD DOCUMENTS**”.

From there, click on the trash can icon above the document you want to delete, and it will remove it from the reservation.

## 4 Approved Check-In

At the completion of the check-in process, you should see **CHECKED IN** under Check-In Status, **Approved** for Export Control, and **Reviewed** for documents.

If you see **Reconcile** under documents, this means not all uploaded documents have been reviewed.