



How to edit an existing reservation for Fly Time Aviation

Date: 01/15/2024

Overview & Purpose

This lesson will walk you through the Fly Time Aviation procedures for editing an existing reservation for Fly Time Aviation.

Activity

There are multiple ways to edit a reservation.

From Schedule Tab

1. Log into FSP. From the Schedule tab on the left-hand menu, select the reservation you wish to edit.
2. Make desired edits and select Continue at the bottom.
3. The Review & Book window allows you to see any upcoming maintenance reminders, open squawks, or errors that might prevent you from flying.
4. If you wish to edit the reservation, select the back arrow in the upper left-hand corner.
5. If satisfied, proceed with the Book or Book & Notify option at the bottom.

From Home Tab

1. From the Home tab on the left-hand menu, find the reservation you wish to edit under My Upcoming Reservations.
2. Make desired edits and select Continue at the bottom.
3. The Review & Book window allows you to see any upcoming maintenance reminders, open squawks, or errors that might prevent you from flying.
4. If you wish to edit the reservation, select the back arrow in the upper left-hand corner.
5. If satisfied, proceed with the Book or Book & Notify option at the bottom.

