

RallyPoint User's Guide

This guide serves to ease the process of learning RallyPoint, whether you have used the legacy version of Fortress or not. If you have suggestions on how to improve the User's Guide or the RallyPoint application, please email rallypoint@cafhq.org.

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Introduction to RallyPoint

What is RallyPoint?

RallyPoint is a web application used by the Commemorative Air Force (CAF) to maintain the operational and maintenance history of all CAF aircraft. It replaces an older program named Fortress, which was introduced around 2005. The intended audience of RallyPoint is all CAF pilots, Operations Officers, Maintenance Officers, and HQ Operations staff.

Accessing RallyPoint

RallyPoint access is by invitation only. Once invited, you will receive a welcome message that includes your login credentials. When you have a RallyPoint account, you can access RallyPoint here: <https://rallypoint.cafoperations.org>

You can log in with your user email address and password. Should you lose your password, you can reset it using the “Forgot Password” button on the login page.

Supported Devices

RallyPoint is designed to work on all modern browsers, and is designed to work on desktop and laptop computers (Windows, OS/X, Linux), tablets, and smartphones (including iPhones, iPads and Android devices). It is implemented with responsive HTML, so some table columns may be hidden on smaller devices, and the layout of pages will change based on available screen width. RallyPoint requires a browser with Javascript enabled.

Users and Roles

RallyPoint supports having multiple roles for the same user, so creating multiple users for the same person is not necessary. The current roles are:

- Pilot: any CAF member with at least one transition letter or pilot rating
- Maintainer: any CAF member who has been added by a Unit Maintenance Admin
- Unit Operations Admin: any Unit Operations Officer, Unit Leader, or someone who assists him/her in maintaining their Unit operations in RallyPoint

- Unit Maintenance Admin: any Unit Maintenance Officer, or someone who assists him/her in maintaining their Unit maintenance tracking in RallyPoint.

It is no longer necessary to switch roles to access different privileges if one user holds multiple roles. The dashboard page has a dropdown that allows you to select different summary views if you have multiple assigned roles.

New Concepts

There are some concepts in the new version of RallyPoint that differ from Fortress (the CAF's predecessor to RallyPoint)

Assigned Pilots

A complaint about the old version of Fortress was that the list of pilots affiliated with an aircraft or CAF Unit included people who had not flown that aircraft in several years and were no longer affiliated with it. RallyPoint allows explicit control over the list of assigned pilots per aircraft. Being an assigned pilot does several things.

- Allows that pilot to see the detailed maintenance status of the aircraft
- Allows that pilot to see the list of flights on the aircraft (only a summary of flights is seen by other users)
- Allows that pilot to log a new flight on the aircraft
- Allows that pilot to dispatch a flight on the aircraft
- Displays the pilot's currency status for the Unit Operations Admin

Block Time and Flight Time

The old version of Fortress only allowed recording a single time per flight. Broadly speaking, pilots tend to want to track block time (the time from first movement to last movement of the aircraft). Maintenance usually wants to track flight time, since inspection programs, 100 hour inspections, and other hour-based inspections tend to use that for time tracking. To avoid the battle of which time to track in RallyPoint, we can now track both.

Archived and Inactive Status

Units and aircraft can all be marked as archived by a system administrator. This will prevent those items from appearing in the directory lists and in most form dropdowns, however, existing flights can still refer to them.

Pilots can be marked as inactive by himself/herself, or by a system administrator. This will prevent that pilot from showing in pilot status reports and dropdowns for logging flights, and

serves as the pilot's intent to fly with the CAF in the near future. The pilot can mark themselves active when he/she chooses to fly with the CAF again.

Pilot Ratings can be marked as inactive by the pilot himself/herself, or by a system administrator. This will prevent that pilot from being notified of currency requirements for the given aircraft type, and serves as the pilot's intent to fly that type in the near future. The pilot can reactivate the pilot rating when he/she chooses to fly that type again.

Flights can be marked as deleted by a Unit Operations Administrator. These flights will no longer appear in reports, aircraft flight logs, etc. Unit Operations Administrators can view deleted flights on an aircraft and undelete them, if the deletion was made by mistake.

Monthly Operations Reports

In RallyPoint, there is a summary report that needs to be filed by the Operations Officer of each unit (or someone he/she designates). This report simply summarizes the flying for the month and gives the Operations Officer a chance to validate that all flights have been properly entered. Filing the report enables the HQ Operations team to know if Units are keeping up with entering flights. In Fortress, this was done by entering a special flight for an aircraft that indicated that aircraft had not flown for the month. The new system is simpler for Units with multiple aircraft, since only one report needs to be filed for the Unit.

Common Tasks - Pilots

Dispatching a Flight

Note: In order to dispatch a flight on an aircraft, you must be a pilot assigned to that aircraft or a Unit Operations Administrator or Unit Maintenance Administrator for the Unit operating that aircraft.

Dispatching a flight allows the pilot (or Operations Administrator) to check that all pilot and aircraft items are up-to-date. It should be done, at a minimum, before each day of flying for a given aircraft + pilot combination. Dispatching is better than just checking "green status" on the aircraft and pilot because it can detect issues based on the specific aircraft and type of flight.

To start the dispatch process, select Dispatch and the specific aircraft from the Dashboard page.

Steps:

1. Enter the flight date using the date selection widget

2. Choose the flight purpose from the dropdown menu
3. Choose the first pilot from the dropdown (or search by name or Colonel Number)
4. Choose the first pilot's role from the dropdown
5. Choose the second pilot (if applicable)
6. Choose the second pilot's role (if applicable)
7. Click the Check Dispatch button

If there are any errors detected, such as an aircraft or pilot currency item, etc, it will be noted.

Logging a Flight

Note: In order to create a flight on an aircraft, you must be a pilot assigned to that aircraft or a Unit Operations Administrator or Unit Maintenance Administrator for the Unit operating that aircraft.

When creating a flight, you must specify an aircraft, the date of the flight, the purpose of the flight, departure and destination airports, block time, flight time, and pilot(s) for the flight.

There are several ways to start the processing of logging a flight, including from the quick links on the dashboard page, recent flights on the dashboard page, an aircraft detail page, a pilot's flight log, etc.

In most cases, the aircraft will have already been chosen by the link that took you to the flight form. In a few cases, you will have an intermediate page that allows you to select an aircraft.

Steps:

1. Enter the flight date using the date selection widget
2. Choose the flight purpose from the dropdown menu
3. Enter the Departure Location (ICAO airport code, or FAA identifier if no ICAO code exists).
4. Enter the Destination Location (ICAO airport code, or FAA identifier if no ICAO code exists).
5. Enter the block time for the flight (time of engine operation / first movement)
6. Enter the flight time for the flight (time in the air)
7. Choose the first pilot from the dropdown (or search by name or Colonel Number)
8. Choose the first pilot's role from the dropdown
9. Enter the number of landings made by the first pilot
10. Choose the second pilot (if applicable)
11. Choose the second pilot's role (if applicable)
12. Enter the number of landings made by the second pilot (if applicable)
13. Choose the MCRP Exemption (if applicable)

14. Enter any desired remarks

Notes / Standardization:

- If the flight starts and ends at the same location, enter the same location twice, not Local, etc.
- Multiple flights can be combined when appropriate, but should only be on one day, with all other inputs being identical. If a flight was flown by one PIC for some of the time, then a different PIC, enter that as multiple flights.

Updating Pilot Currency Items

RallyPoint tracks a number of pilot currency items. Some of these apply to all aircraft types a pilot might fly if he/she flies multiple CAF aircraft types - these are called General items. Other items apply to specific types, such as the ground school and type-specific 602 checkride. Certain items can only be updated automatically, or by a HQ administrator, but others can be updated by the pilot. These include:

- FAA Flight Review
- FAA Medical
- CRM Ground School
- Type-specific Ground Schools

To update a currency date, follow these steps:

1. Click the "Update" button next to the currency item to be updated
2. Enter the new Sign-off date with the date the currency item was satisfied
3. RallyPoint will automatically fill in the new currency due date. This can be overridden in some cases, if needed.
4. Click Save

Common Tasks - Operations Administrators

Dispatching a Flight

See the Dispatching a Flight entry under Common Pilot tasks

Logging a Flight

See the Logging a Flight entry under Common Pilot tasks

Submitting a Monthly Operations Report

Within 30 days of the end of each calendar month, the Operations Officer (or a delegated Operations Administrator) should submit the Unit's Monthly Operation Report. Among other things, this is a verification that the flying data for the Unit's aircraft have been entered and verified in RallyPoint.

Common Tasks - Maintenance Administrators

Adding a new Custom Maintenance Item

Units can add their own custom maintenance items over and above the built-in default items in RallyPoint. Units have used this for type-specific AD compliance checking, oil changes, etc.

To add a custom maintenance item, follow these steps:

1. Click the "Configure Items" button on the Maintenance Status Details page in the Custom Maintenance Items section.
2. Click the "Add Maintenance Item" button on the next page next to Custom Maintenance Items.
3. Enter the name of the item to be added (e.g., Oil Change)
4. Enter the interval type (either Flight Hours or Calendar Months)
5. Enter the interval quantity
6. For an optional item, you can click the Optional checkbox. Note: an optional item will not turn the aircraft status red when the item is overdue.
7. Click Save

Please note that once the item is created, it will initially be "overdue", since it has never been signed off. You can then sign off the new item as documented in "Signing Off an Aircraft Maintenance Item" below.

Signing Off an Aircraft Maintenance Item

When one of the tracked maintenance items for an aircraft is completed, it should be signed off in RallyPoint, which will keep pilots and other Unit administrators updated with the current aircraft status.

To update a maintenance item, follow these steps:

1. Click the “Update” button next to the currency item to be updated
2. Enter the new Sign-off date with the date the currency item was satisfied
3. RallyPoint will automatically fill in the new currency due date. This can be overridden in some cases, if needed.
4. Click Save

Adding a New Maintainer

Because CAF maintainers do not go through an application process with CAF HQ like pilots, RallyPoint allows Unit Maintenance administrators to add new Maintainers. To add a new Maintainer to your Unit, you must be a Unit Maintenance Administrator.

To add a new Maintainer to your Unit, follow these steps:

1. Go to your Unit’s main page
2. Click “Create Maintainer”
3. Add the name, Colonel Number, email address, etc. for your Maintainer
4. Click “Create Maintainer”

If there is no RallyPoint account for that person, one will be created and he/she will receive an invite.

Main RallyPoint Pages

Dashboard Page

The home page in RallyPoint is the Dashboard, which gives quick access to the most heavily used items in the application. The items shown on the Dashboard vary by role. If a user has multiple roles, they can select one set of reports to see at a time.

Pilots will see:

- A summary of their flights, hours, and landings for the past 30, 90, and 365 days *
- A list of recent flights logged *
- A list of the aircraft to which the pilot is assigned, along with a maintenance status summary for each aircraft
- A list of all of the CAF aircraft type ratings the pilot holds, and the currency summary for each aircraft type.
- A summary of flying broken down by CAF Unit

* Note, number of landings on the pilot dashboard shows only the landings logged by that pilot, in the case of flights with multiple pilots.

Unit Operations Admins and Unit Maintenance Admins will see:

- A summary of flights for all Unit-assigned aircraft for the past 30, 90, and 365 days
- A list of recent flights logged for all Unit-assigned aircraft
- A list of all Unit-assigned aircraft, along with a maintenance status summary for each aircraft
- A summary of flying broken down by CAF Unit

Aircraft Page

The Aircraft page shows a list of all current CAF aircraft, including their flying status, Unit assignment, and current ride program. Viewing the details of an aircraft will show a flying summary for the past 30, 90, and 365 days, as well as a list of all pilots assigned to that aircraft.

Unit Operations Admins can see a detailed list of flights for an aircraft assigned to their Unit. They can also see the detailed maintenance status of those aircraft.

Unit Maintenance Admins can see a detailed list of flights for aircraft assigned to their Unit. They can also see the detailed maintenance status of those aircraft, sign off maintenance items, and add/modify new maintenance items to track.

Pilots assigned to an aircraft can see a detailed list of flights for that aircraft. They can also see the detailed maintenance status of those aircraft.

Units Page

The Units page shows a list of all current CAF units, including their location, Unit Leader, Unit Operations Officer, and Unit Maintenance Officer. Viewing the details of a Unit shows contact information for Unit officers, a list of Unit Operations Admins, and a list of aircraft assigned to the Unit.

Unit Leader, Unit Operations Officer, Unit Maintenance Officer

Unit Leaders, Operations Officers, and Maintenance Officers can edit the unit for which they are an officer, including managing the list of Unit Operations Admins and Unit Maintenance Admins.

Pilots Page

The Pilots page shows a list of all current CAF pilots, including their name, email address, phone, and Colonel number. Viewing the details of a pilot will also show a list of aircraft to which they are assigned.

Flight Create/Edit Page

The Flight Create/Edit Page is accessed via the Dashboard or Aircraft Pages. It allows creating new flights and editing existing flights.

Flight Details Page

The Flight Details page can be accessed via the “view” icon next to a flight in a list of flights associated with an aircraft or pilot. **Unit Operations Admins** can edit and delete flights from the Flight Details page. A **pilot** can edit the flight if they are one of the pilots associated with the flight.

Profile Page

The Profile page enables the user to modify their email address for contact purposes (note - this is different from the email used for login purposes), phone number, and password. To change the email address used for login, please email rallypoint@cafhq.org.

Common Tasks

Logging a Flight

There are several ways to start the processing of logging a flight, including from the quick links on the dashboard page, recent flights on the dashboard page, an aircraft detail page, a pilot’s flight log, etc.

In most cases, the aircraft will have already been chosen by the link that took you to the flight form. In a few cases, you will have an intermediate page that allows you to select an aircraft.

Steps:

1. Enter the flight date using the date selection widget
2. Choose the flight purpose from the dropdown menu
3. Enter the Departure Location (ICAO airport code, or FAA identifier if no ICAO code exists).
4. Enter the Destination Location (ICAO airport code, or FAA identifier if no ICAO code exists).

5. Enter the block time for the flight (time of engine operation / first movement)
6. Enter the flight time for the flight (time in the air)
7. Choose the first pilot from the dropdown (or search by name or Colonel Number)
8. Choose the first pilot's role from the dropdown
9. Enter the number of landings made by the first pilot
10. Enter the second pilot (if applicable)
11. Choose the second pilot's role (if applicable)
12. Enter the number of landings made by the second pilot (if applicable)
13. Choose the MCRP Exemption (if applicable)
14. Enter any desired remarks

Notes / Standardization:

- If the flight starts and ends at the same location, enter the same location twice, not Local, etc.
- Multiple flights can be combined when appropriate, but should only be on one day, with all other inputs being identical. If a flight was flown by one PIC for some of the time, then a different PIC, enter that as multiple flights.