

HUB Manager Portal User Guide

The purpose of this user guide is to give the Hub Manager (HM) the guidance on how to input data in their Hub page. Although there will be standardized entries into the Portal. It will be up to the HM on how he/she wants to operate their assigned Hub/s.

Being a VSA HM means your held to a higher standard than that of our regular members. You represent VSA to the members and help guide their success. When a new pilot joins; you will most likely be the first one that contacts them. The VSA HM Portal has been set up and built for you to succeed in your Hub. All your duties will be carried out via the HM Portal.

Remember, sometimes HM's need some help to. It is never bad to reach out to another HM and ask for some help. Never be afraid to ask someone like Steve, Charlie, or Russell for some help on something you do not understand. We are all here together making the flight sim community better across the board.

We understand like with every member of VSA that life sometimes happens. In the event of an emergency and you need to step away please inform us. All we ask is that you do not go ghost and leave your Hub.

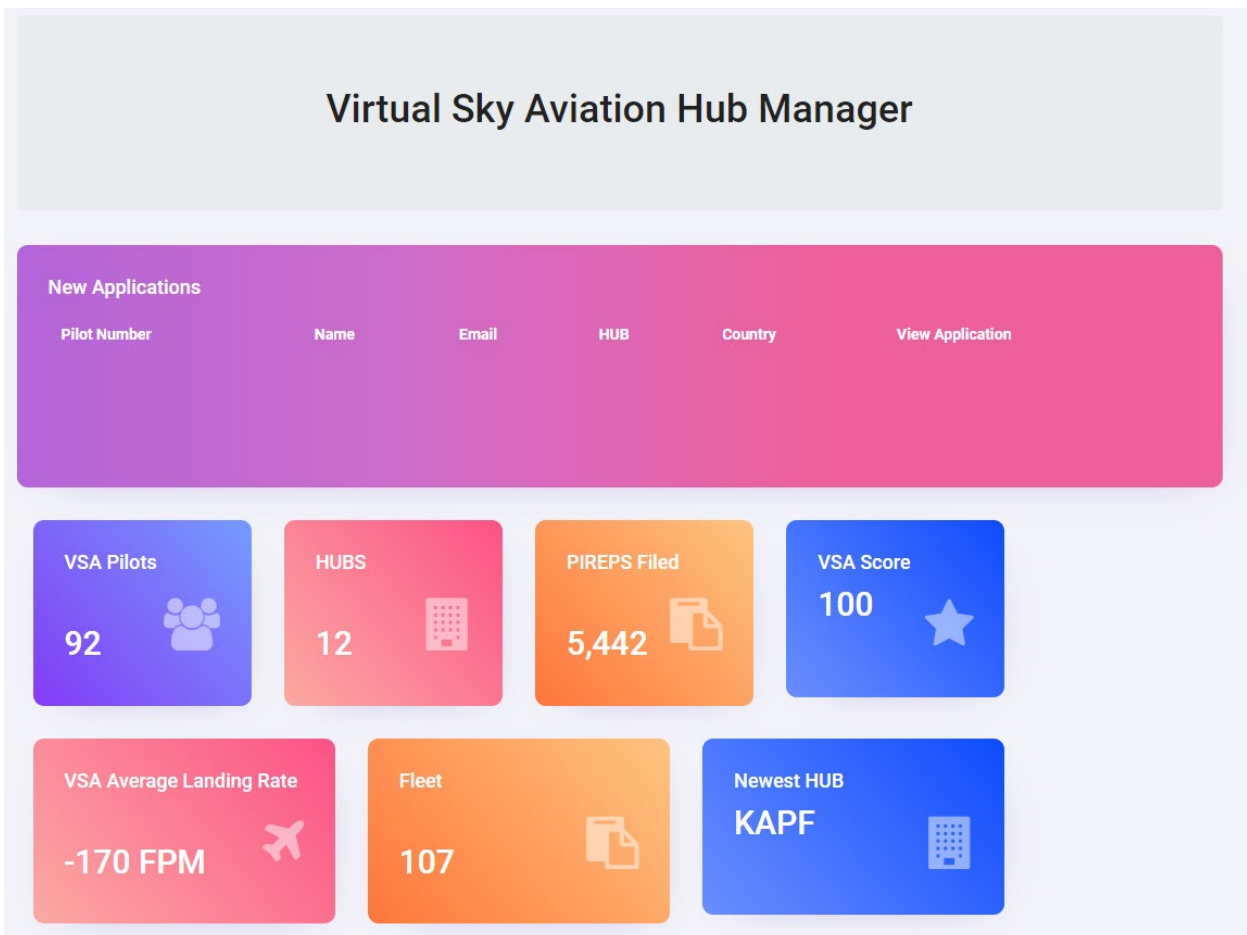
Please use this guide to get more familiar with the HM Portal and all it can offer you as a VSA HM. If you have any ideas to make it better, please let us know.

VSA Stats Page

After you register with the HM Portal you will have to apply for a HM position. Once approved you will be assigned the Hub/s that you will then begin controlling.

Once you log into the HM Portal after being assigned Hub/s; you will be greeted with the VSA Stats page. This page provides an overview of VSA.

If you see a new pilot populating in new applications please notify the CEO, COO, OPNS, or the Senior HM. They are the only ones with access to hire new pilots. After a new pilot is hired and assigned to your Hub the hiring authority will email you to let you know. It will be your responsibility to make contact via email or Discord. Think about drafting a custom welcome letter to welcome your new member.



This page will display all the VSA HM Portal stats information. No editing, creating, or deleting will be in this page. This is just for informational purposes only.

Many of the pages will only be available to display data. This will come in handy when filling out your monthly Hub reports.

Operations Pages

The operations tab consists of pages for everyday operations in VSA. You have different pages to reference data on and even look up.

The screenshot shows the 'Operations' dropdown menu open, listing: Overview, LOA, Suspended Pilots, Terminations, Downloads, and Pending Applications. The main content area is titled 'Virtual Sky Aviation Operational Overview' and displays a grid of airport statistics for KATL, KMSP, KDFW, and KSEA.

Hub	Total Pilots	LOA	Suspended Pilots	Active Pilots
KATL (Atlanta Hartsfield)	12	2	1	6
KMSP (Minnapolis St. Paul)	7	1	0	6
KDFW (Dallas - Fort Worth)	4	0	0	4
KSEA (Seattle-Tacoma)	6	1	0	5

Messages

This is the internal messages inside the HM Portal. Check these from time to time as you may get an important announcement.

VSA Stats Operations ▾ Messages HM Application HUBS ▾ Reports ▾

Test Unread

VSA36 Test 🕒 Wednesday 12:52 PM

✔ Read

VSA395 Got it. 🕒 Friday 10:20 AM

VSA36 Awesome. 🕒 Today, 4:30 PM

✘ Delivered

Quick Reply

Click here or press Alt + R to focus on this box OR press Shift + R to open the expanded reply pane!

Reply

© 2021 Virtual Sky Aviation

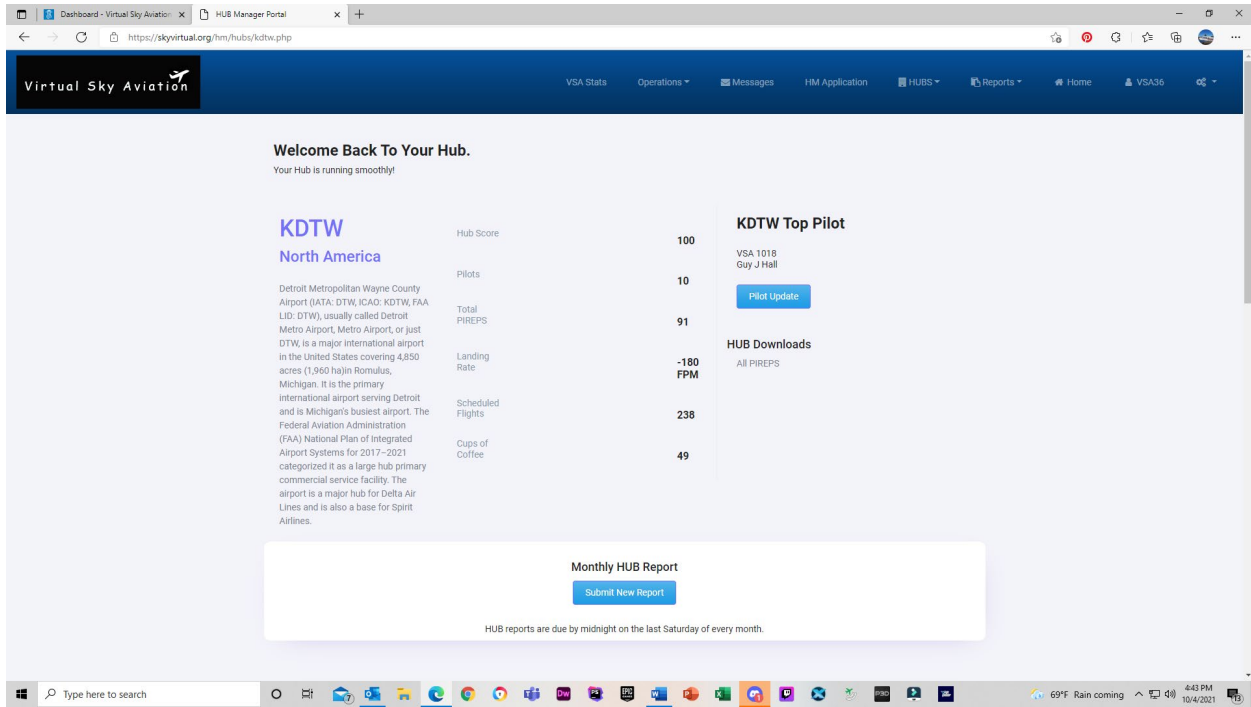
Majority of your information from VSA will come from these said pages. All information derived is collected live from the VSA Database and displayed in the Portal.

Remember, you keep your Hub updated as often as practical. Most information will update automatically and some information the HM will have to input and keep track of. The use of the HM Portal is very easy and very easy to learn.

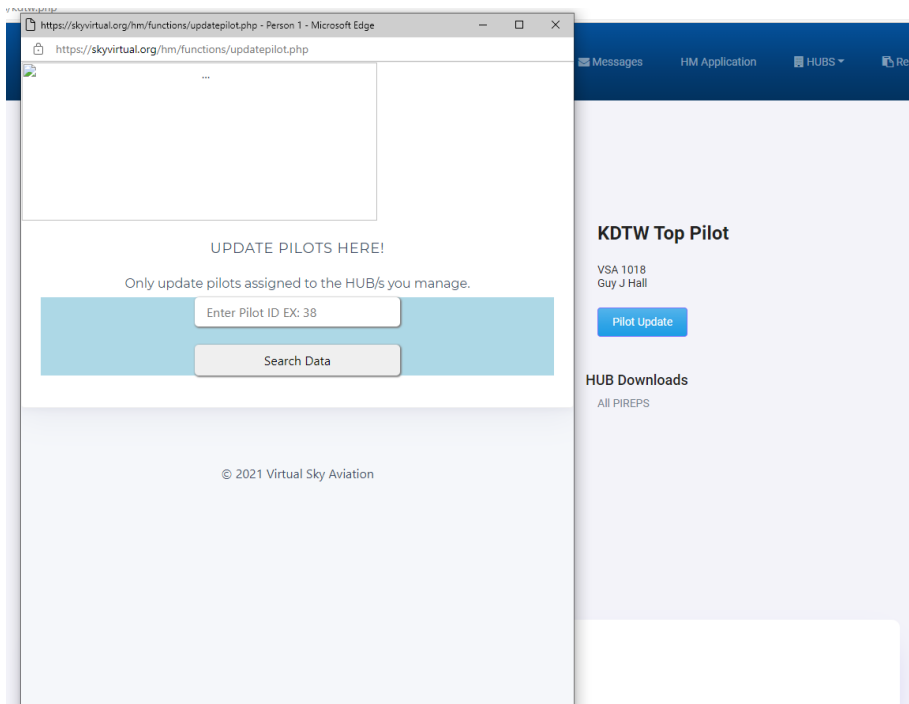
Hub Page

The Hub page is where you will spend the bulk of your time. Going through pilot information and making sure all your pilots are within tolerance.

HM Portal User Guide



This will display your over Hub stats in one snapshot.



This is where you will update your pilot's information. You will have to search your pilots by their **VSA Pilot ID (xxxx)**. Their information will open in the window. When you are done updating you will select save data at the bottom.

North America

Detroit Metropolitan Wayne County Airport (IATA: DTW, ICAO: KDTW, FAA LID: DTW), usually called Detroit Metro Airport, Metro Airport, or just DTW, is a major international airport in the United States covering 4,850 acres (1,960 hain Romulus, Michigan. It is the primary international airport serving Detroit and is Michigan's busiest airport. The Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems for 2017–2021 categorized it as a large hub primary commercial service facility. The airport is a major hub for Delta Air Lines and is also a base for Spirit Airlines.

KDTW Pilot Information

Pilot ID	Name
1018	Guy J Hall

KDTW HUB Report

Report Date *
mm/dd/yyyy

HUB *

Warning Emails Sent *

Pilots On LOA *

Suspended Pilots *

Pilot Terminations *

Requests / Issues

HUB Top Pilot *

Signature *

Status
Active

You will be required to submit a Hub report by the last Saturday of every month. This will be all your Hub information filled in the boxes.

The last two tables display all your pilot's information. This will be very helpful when determining if a pilot has not submitted a PIREP in over 30 Days.

Incident Reports

An incident report is when there has been an incident involving a pilot for disciplinary actions. Please refer to the VSA SOP for disciplinary criteria. If an HM takes disciplinary actions against a member it will be documented in the incident report via the HM portal. Only the CEO, COO, or OPNS Manager may review and approve incident reports.

This does not deny your decision to place a pilot on suspension. The decision to place a pilot on suspension is solely up to the HM. However, an incident report will be generated to document the suspension.

This applies to Discord and all VSA owned websites. If it is an infraction, then we must document the nature of the situation. Only members of VSA who can view incident reports are the CEO, COO, Senior HM, and OPNS Manager.

Pilot Reports

Search all active pilots in the VSA database.

PIREP Reports

Search all PIREPS submitted by all pilots.

Account

Update Bio, profile image, and change password here. You may also see any HUB badges that you earn in this area as well.

This user guide is a brief overview of how the HM Portal operates and where to find information. If ever in doubt, please notify the Senior HM or another Staff Member for guidance.

Thank you for supporting VSA.