# LOGBOOK INVENTORY

**Document all logbooks being presented at an interview using a Logbook Inventory table. This saves the interviewer from having to figure out what you are bringing. This also directs them away from your paper logbooks, encouraging them to focus on your comprehensive digital logbook binder.**

**Instructions:**

- **If you have not already done so, consider transcribing your paper logbooks line-by-line into digital format. If this is not feasible, your second best option is to create "bulk entries" in your electronic logbook, carrying over time from your paper logs as large blocks. The benefit is that your electronic logbook and any summary reports will have cumulative totals. In either case you can add the word "Cumulative" in the notes column.**
- **Inventory your logbooks (paper and digital) and construct a *Logbook Inventory* table (*template on next page*).**
- **Label each of your paper logbooks with your Name, Title (call it Logbook 1, etc.) and the date range. For this you can use a label maker or print on a sheet of address labels (check out Avery brand labels; you can use their on-line template system to create your labels)**
- **Insert your paper logbooks into the plastic "Paper Logbook Pocket" we provide or purchase something similar from Amazon or another supplier.**
- **Fill out the *Logbook Inventory* table. Customize and add/remove rows as needed.**
  - **To delete a row from the table, click on the row to delete. Right click and choose "Delete Cells" then "Delete Entire Row."**
  - **To insert a row, click at the far right of the table and press ENTER. Another row will be added below your cursor position. Alternatively, you can right click, select "Insert," then "Insert Rows Below").**
- **Customize the sample text below the table to suit your situation.**
- **BEFORE PRINTING: Remember to DELETE all instructions, yellow notes, and the copyright notice.**
- **Print the *Logbook Inventory* table and insert it in the paper logbook pocket, as a cover sheet. NOTE: Our plastic logbook pocket is for containing paper logbooks only. If you have too many logbooks or they are too large to fit, consider finding a similar but larger container to keep them together.**
- **FOR MISSING/STOLEN/DESTROYED LOGBOOKS:**
  - **Prepare a *Missing Logbook Affidavit* and insert it in place of the missing logbook. For a downloadable Affidavit, go to the "*Interview Resources*" page at www.prosoftbinders.com. Detail how and when the loss occurred and the steps you have taken to reconstruct the time. Attach any documentation such as police reports for theft, insurance claims for fire/flood, FAA documents, etc.**
  - **In the "Notes" column on the *Logbook Inventory*, add (as appropriate) "Logbook [Lost][Stolen][Destroyed][Damaged] -- See Missing Logbook Affidavit for details."**
  - **Place the Affidavit in your Logbook Pocket in lieu of the original document.**

Copyright 2023. All Rights Reserved.
Prosoft Associates, LLC

| [PILOT NAME]<br>LOGBOOK INVENTORY | | | |
|---|---|---|---|
| **Logbooks Presented at Interview** | **Format** | **Date Range** | **Notes** |
| Logbook #1 | Paper | [Date] to [Date] | General Aviation |
| Logbook #2 | Paper | [Date] to [Date] | CFI (instruction time) |
| Logbook #3 (Electronic Logbook Binder) | Digital - Printed | [Date] to Present | Cumulative |

***ALTERNATIVE 1: INCLUDE THE STATEMENT BELOW IF ALL YOUR PAPER LOGBOOKS HAVE BEEN MANUALLY TRANSCRIBED, FLIGHT-BY-FLIGHT:***

***NOTE TO REVIEW PANEL: All flight time contained in my paper logbooks has been transcribed, with each flight having been incorporated into my Electronic Logbook. All time in my logbook and summaries is complete and cumulative.***

***OPTIONAL: For your convenience, copies of my certificates and endorsements can be found under the "Endorsements/Certificates" section in my Electronic Logbook Binder.***

***ALTERNATIVE 2: INCLUDE THE STATEMENT BELOW IF PAPER LOGBOOK FLIGHTS HAVE BEEN "CARRIED OVER: TO YOUR ELECTRONIC LOGBOOK AS "BULK ENTRIES" (for assistance with creating bulk entries, see "Creating Bulk Entries" on the Interview Resources page):***

***NOTE TO REVIEW PANEL: All flight time from my paper logbooks has been carried over into my electronic logbook through the use of "Bulk entries." My flight totals as shown in the Summaries section of the Electronic Logbook Binder are cumulative.***

***OPTIONAL: For your convenience, copies of my certificates and endorsements can be found under the "Endorsements/Certificates" section in my Electronic Logbook Binder.***

***LEGAL NOTICE: This is copyrighted material, for use by our customers in preparing for interviews. It may not be duplicated or used, in whole or in part, by others without the express written permission of the copyright holder, Prosoft Associates, LLC.***

Copyright 2023. All Rights Reserved.
Prosoft Associates, LLC