AVISTRATA
AVIATION BUSINESS PLATFORM

Door Displays & Events

Clock in and out, classes and events at the door

November 13, 2026 · Avistrata

PREPARED FOR

Admins, training managers, event hosts, and everyone who clocks in or checks in

Hangars, shops, flight schools and offices on Avistrata

FROM

Leesburg Aviation LLC

1001 Sycolin Rd, Leesburg, VA 20175
703.520.5040 · avistrata.com

At a glance

A **door display** is an iPad, tablet or TV at a door, gate or lunch room. It shows a **QR code that changes every 30 seconds**, and nobody is signed in on it. People scan the code with their own phone and confirm with their **signing PIN** to **clock in or out** (sent on to Dayforce), to **sign in to a class**, or to **check in and out of an event**. Guests without an account check in to an event with their name and company. You run every screen from the website: the **exit code**, a **message**, **opening hours**, and which door each screen belongs to.

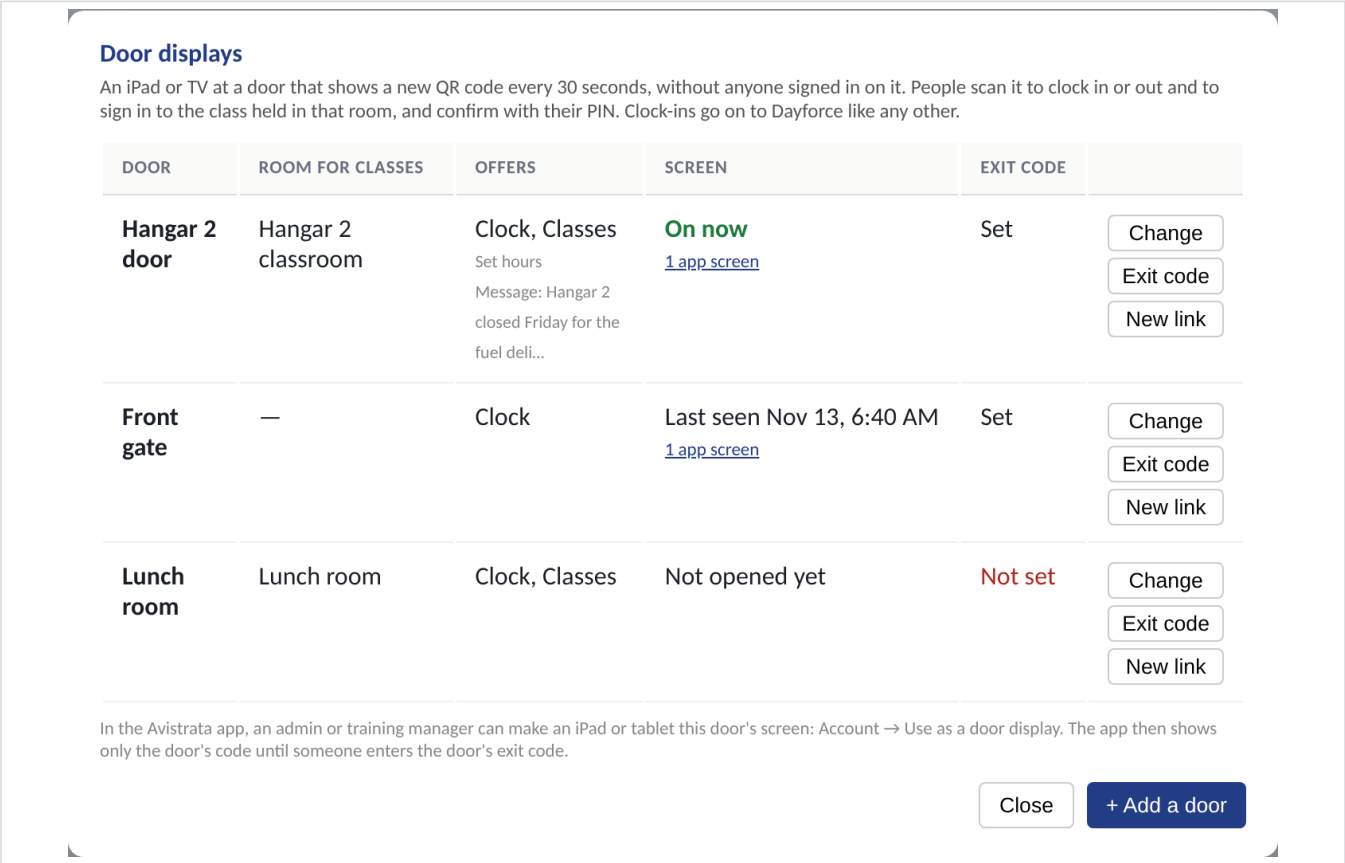
1. Before you start

- Door displays and events are set up by **admins and training managers**: the Training, Director of Operations, Chief Pilot and Director of Maintenance roles.
- Everyone who clocks in or checks in at a door needs a **signing PIN**, the same 4 to 8 digit PIN used to sign task cards. Each person sets it in **My Preferences** → **Signing**.
- Clocking in at a door works for people the **shift clock** is switched on for, as it does in the app.
- For an app screen, use Avistrata **1.6.0 (build 128)** or later on iPad or iPhone, or **version 72** or later on Android. Any iPad, tablet or TV with a web browser can also show the door through a link.

2. Add a door or gate

1. Go to **Training** → **Classes** and click **Door displays**, then **+ Add a door**.
2. Enter the **name on the screen**, for example *Hangar 2 door*, *Front gate* or *Lunch room*.
3. Enter the **room for classes**: the same room or place you give classes. A class in that room shows on the screen from 30 minutes before it starts. Leave it empty for a gate with no classes.
4. Tick what this door offers: **clock in and out**, **sign in to classes**, or both.
5. Click **Add and get the link**. The link is for a browser screen (section 6B); for an app screen you don't need it.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



Door displays: each door, what it offers, whether a screen is on now, and its exit code.

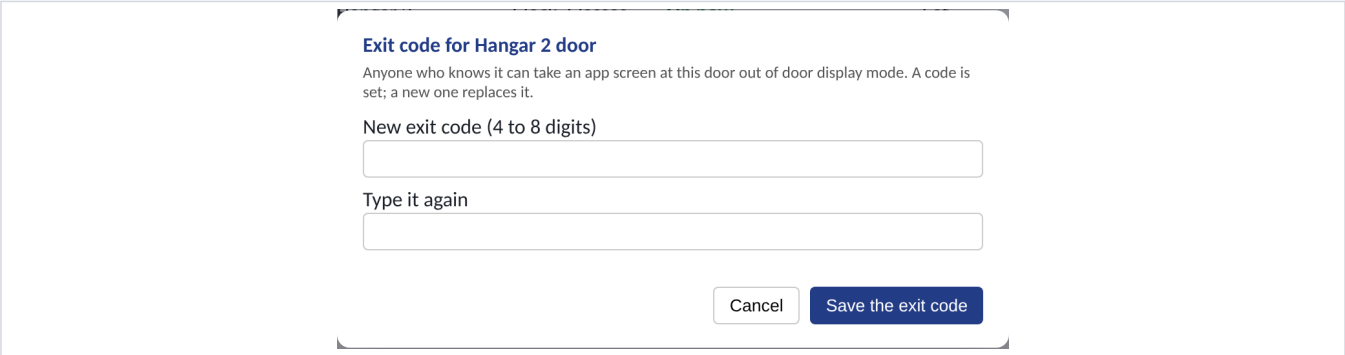
The list shows each door's room, what it offers, any opening hours or message, when its screen was last on (**On now** means within the last 2 minutes) and how many app screens are paired to it.

3. Set the exit code

The **exit code** takes an app screen out of door display mode. Each door has its own. Set it before you pair a screen: a door without an exit code can't have app screens.

1 In Door displays, click **Exit code** on the door.

2 Type a 4 to 8 digit code twice and click **Save the exit code**.



The exit code for one door.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040

Change it any time, from anywhere

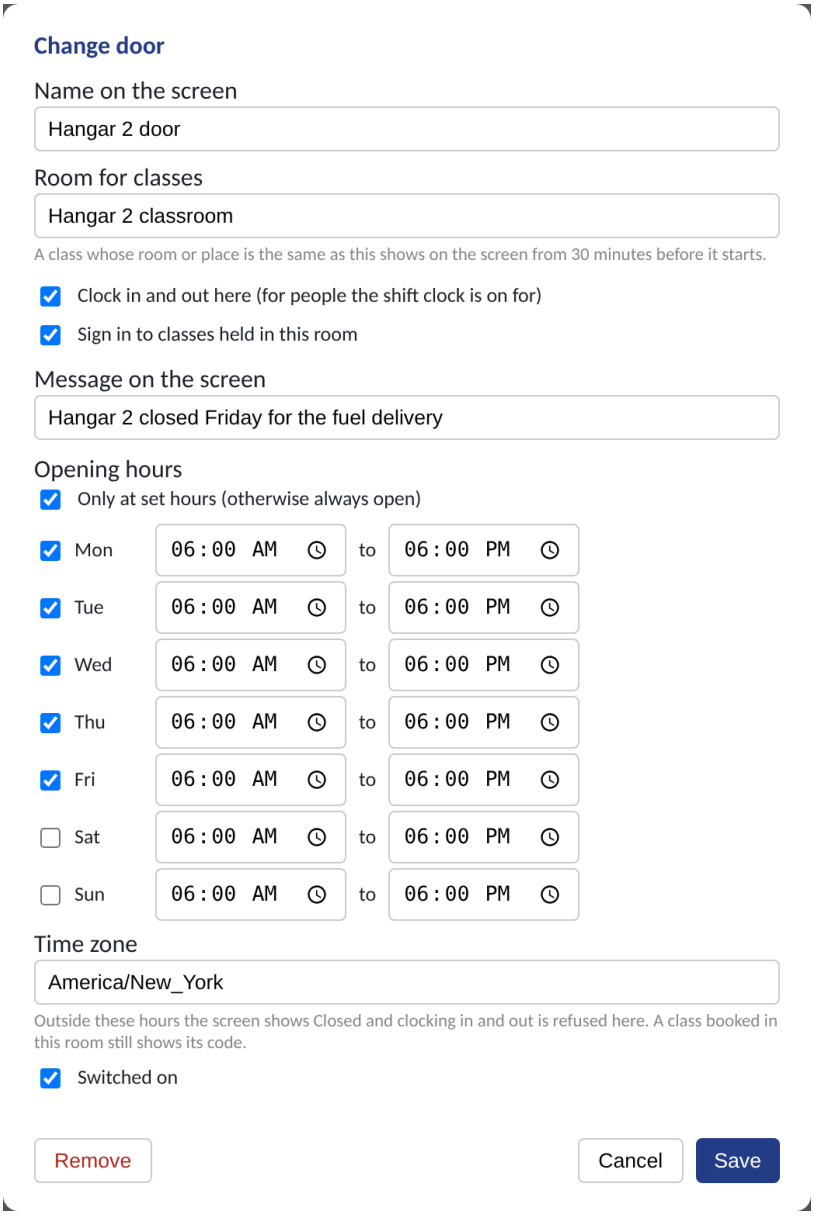
Screens at that door use a new exit code within 30 seconds. Only a scrambled copy of the code is kept, so nobody can read it back, including Avistrata. The screen checks it itself, so the exit code still works when the screen is offline.

4. A message and opening hours

Click **Change** on a door to set:

- **Message on the screen**: one line under the door name, for example *Hangar 2 closed Friday for the fuel delivery*. Clear the box to remove it.
- **Opening hours**: tick **Only at set hours**, tick each day the door is open and give the from and to times, then pick the **time zone**. Days left unticked are closed. Without set hours, the door is always open.
- **Switched on**: untick to switch the door off. Its screens show *This door display is switched off* until you switch it on again.

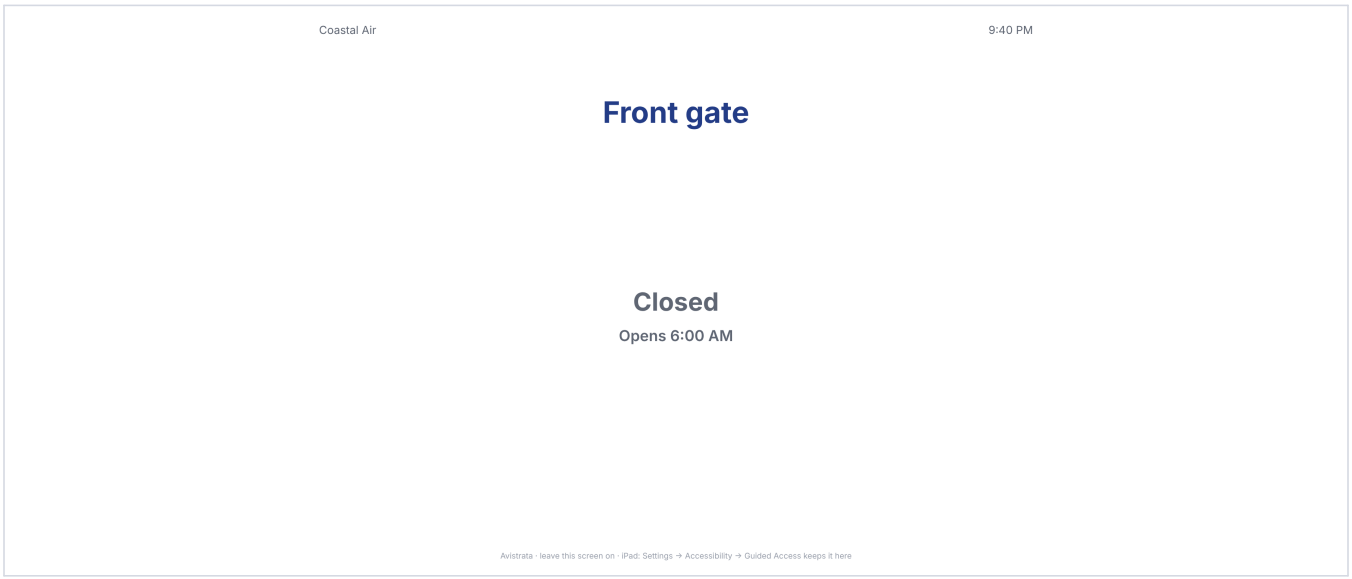
© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



A door's name, room, what it offers, message, opening hours and time zone.

Outside opening hours the screen shows **Closed** and when the door opens next, with no code. Clocking in and out at that door is refused, even with an old code. If a class or event is booked in that room, its code still shows, for that class or event only.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



Outside opening hours.

Changes reach the screens in 30 seconds

Every screen asks for a new code every 30 seconds, and picks up the door name, message, hours, exit code and switched-off state at the same time. Nobody needs to go to the screen.

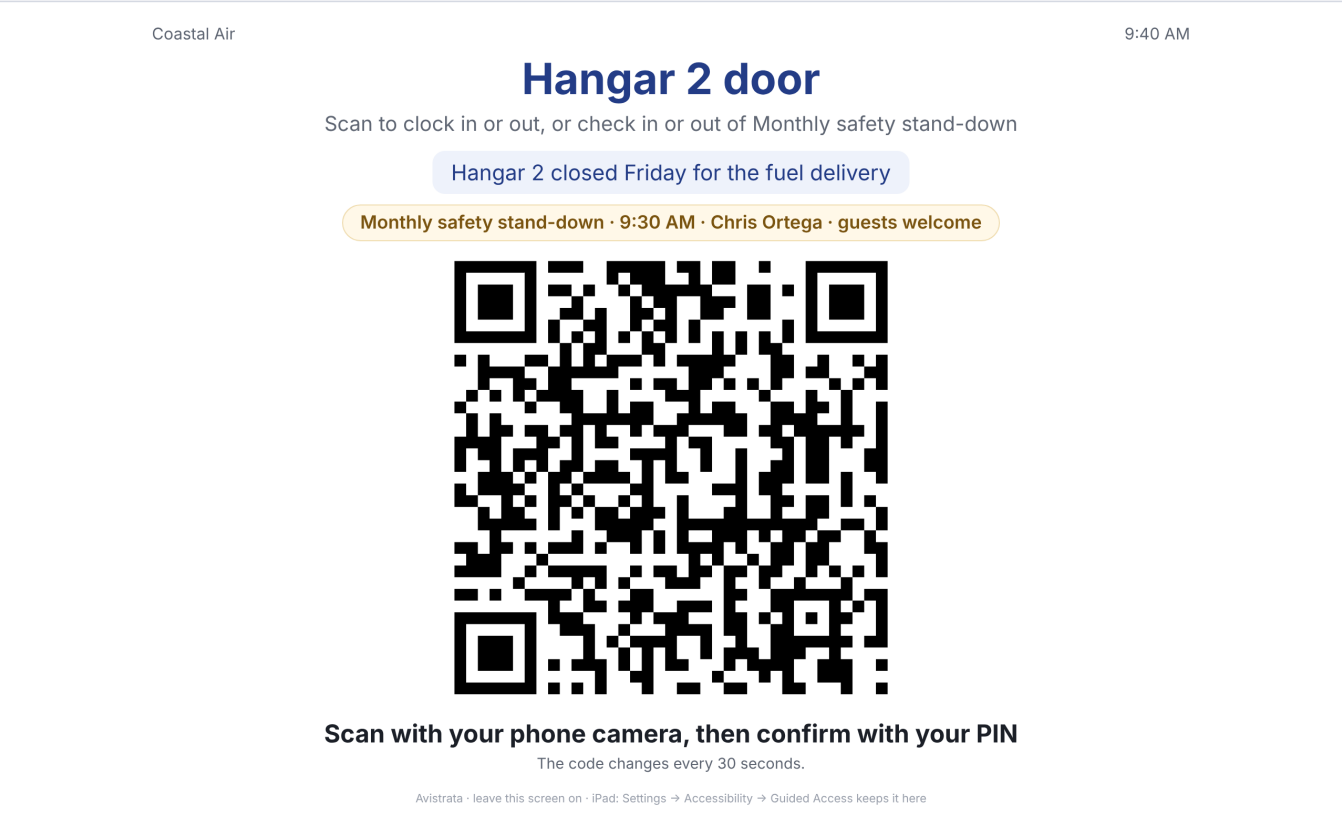
Dayforce codes

Under **Dayforce codes** on a door, class or event, enter the Dayforce **job**, **docket** (charge code) and **pay code** the time is booked to. Clocking in at the door books the shift to the door's codes. Signing in to a class or checking in to an event that has codes switches the shift to them: the time so far ends and the rest is booked to the class or event. Checking out of the event switches back to the door's codes, and at any door, **Switch my time to** the door does the same. Each piece goes to Dayforce as its own punch with its codes. Leave the codes blank for your organization's usual.

5. What people see on the screen

The door name, a message if there is one, what you can do here, the class or event in the room, and the code. The code changes every 30 seconds, so a photo of it sent to someone who isn't at the door stops working.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



A door screen during an event that welcomes guests.

6. Put a screen at the door

A. The Avistrata app (recommended). The app becomes the door's screen and shows nothing else.

1. On the iPad or tablet, sign in to Avistrata as an admin or training manager.
2. Go to **Account** → **Use as a door display**.
3. Pick the door or gate, give the screen a name (for example *iPad at Hangar 2*) and tap **Pair**, then **Pair and sign me out**.
4. You're signed out and the screen shows the door's code. It stays that way after a restart or power cut.
5. Mount the device and plug it in. The screen stays on by itself.

- **Android** pins itself to Avistrata. The first time, Android asks to allow pinning: tap **Got it**. On a company-managed tablet it pins without asking.
- **iPad**: turn on **Guided Access** (Settings → Accessibility → Guided Access), then triple-click the top or Home button on the door screen to lock the iPad to Avistrata. On a company-managed (supervised) iPad, Avistrata locks itself.

B. A web browser (TV or any tablet). Click **New link** on the door, then scan the code on your screen with the device's camera, or copy the link into its browser, and leave the page open. On an iPad, add it to the Home Screen and use Guided Access. The link is shown only once: anyone with it can show this door's code, so keep it private. A new link stops the old one at once.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040

7. Leave door display mode

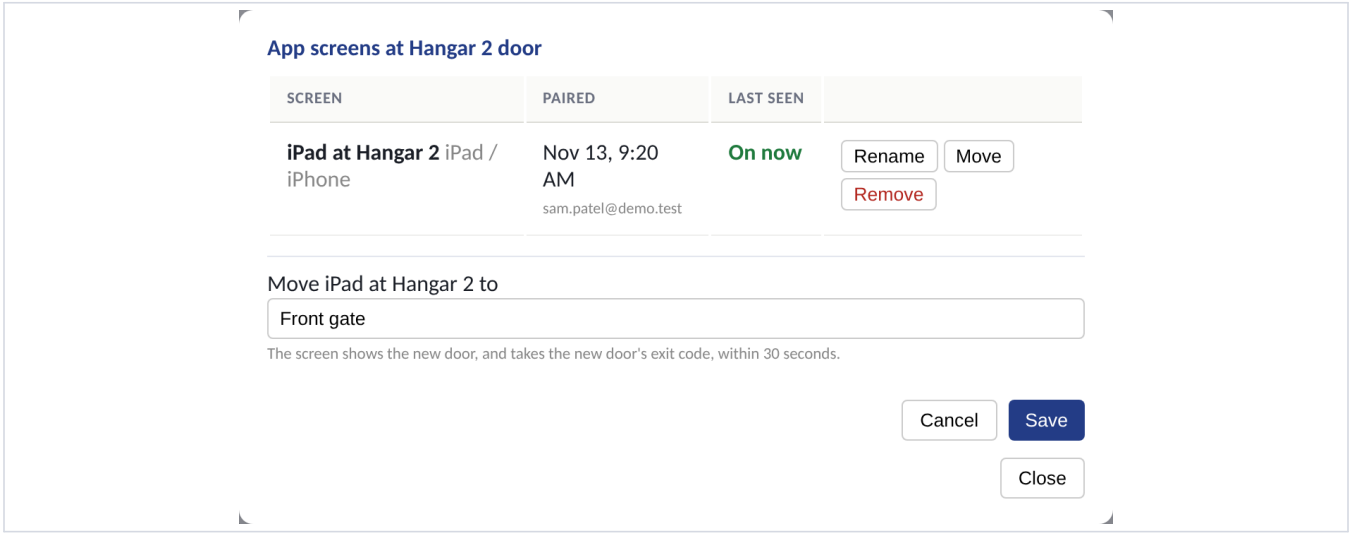
1. Tap the small **lock** in the bottom corner of the screen.
2. Enter the door's **exit code** and tap **Leave**.

The app goes back to the sign-in screen. Five wrong codes lock the exit for a minute. On an iPad in Guided Access, triple-click and enter the Guided Access passcode as well. If a screen was **removed** on the website (section 8), it shows *This screen was removed from its door* and a **Leave door display mode** button that needs no code.

8. Manage screens from the website

In Door displays, click **1 app screen** (or however many) under a door. For each screen you see its name, when and by whom it was paired, and when it was last on.

- **Rename**: change the screen's name in the list.
- **Move**: give the screen to another door or gate. Within 30 seconds it shows that door and takes that door's exit code. No need to go there.
- **Remove**: the screen stops showing a code within 30 seconds, and can then leave door display mode without the exit code. Use this for a lost or stolen device.



The app screens at a door: rename, move to another door, or remove.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040

9. Clock in and out at the door

1. Scan the code on the screen with your phone's **camera**, or tap **Scan door** on the shift clock (or **Scan the code at the door** in My Training) in the Avistrata app.
2. If you're asked to, sign in to Avistrata.
3. Pick **Clock in** or **Clock out**. If a class is starting in the room, you can **Clock in and sign in to the class** in one go.
4. Check your name, enter your **signing PIN** and confirm.

The punch goes to the shift clock with the door's name (*At Hangar 2 door*) and on to Dayforce as usual. Each person can only clock themselves in: the PIN is checked against the person who is signed in.

> **Tip**
>
> The code is good for 60 seconds after it appears. If you get *That code has expired*, scan the screen again.

10. Classes at the door

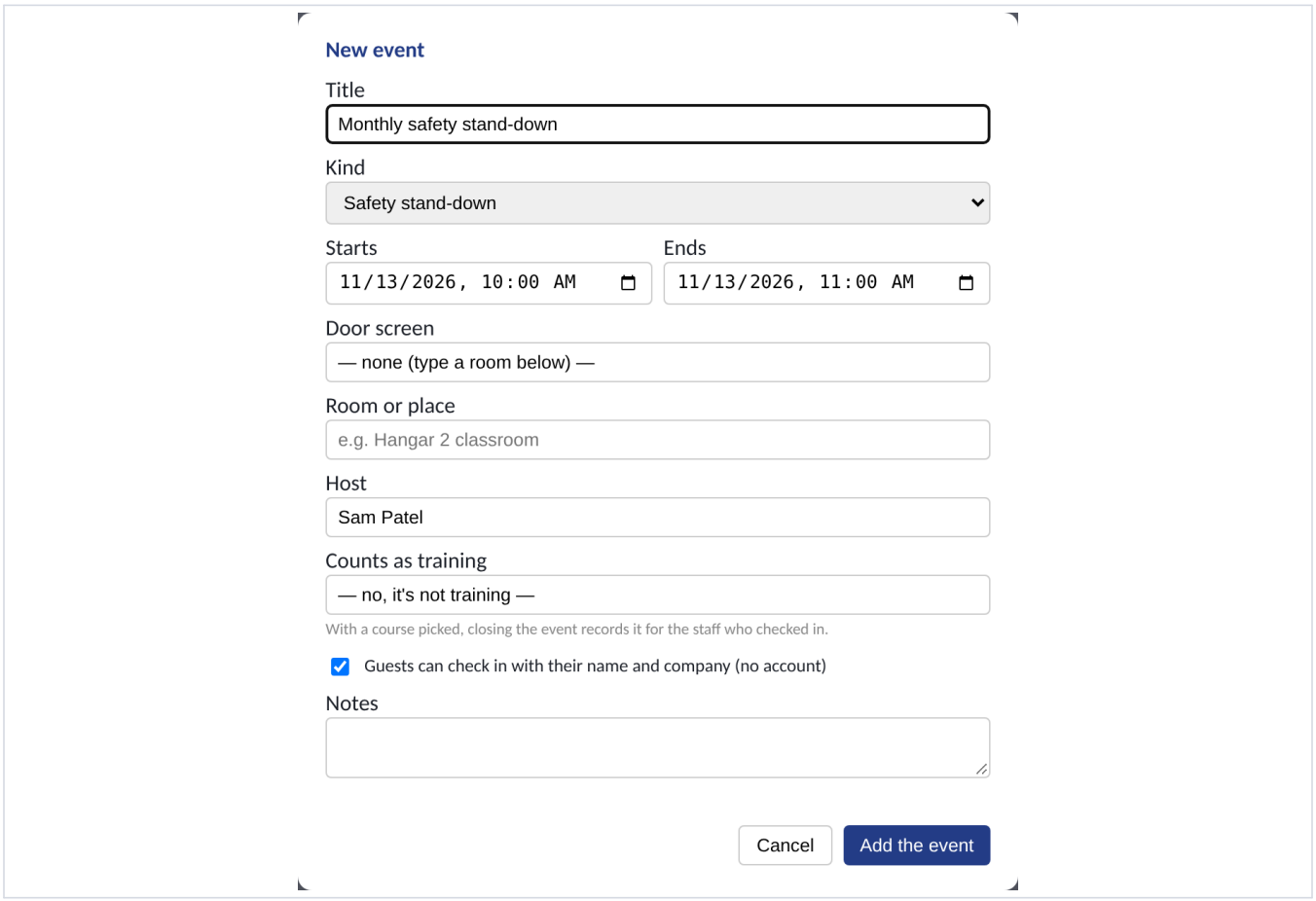
When a class is booked in the door's room, the screen shows the course, start time and instructor from 30 minutes before. Scan and pick **Sign in to the class**. Someone who isn't on the class is added as a walk-in if there's a seat. Running classes is covered in the *Training Classes* guide.

11. Set up an event

Events are meetings, safety stand-downs, customer days and inspections: anything where you want to know who was there and for how long. They're **not training** unless you say so.

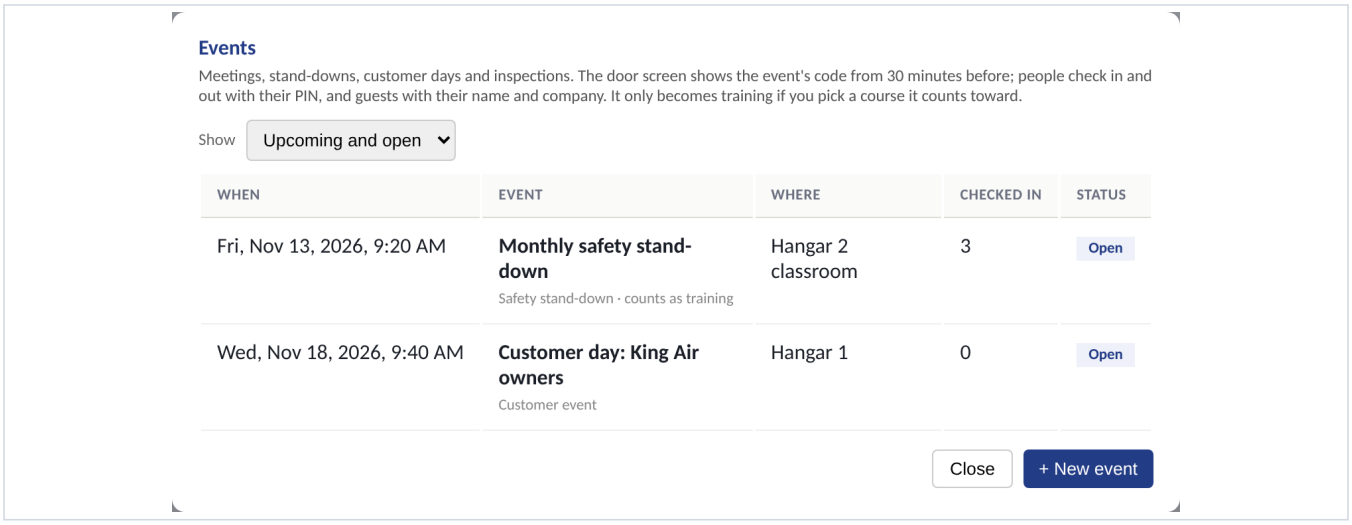
1. Go to **Training** → **Classes**, click **Events**, then **+ New event**.
2. Enter the **title** and pick the **kind**: Meeting, Safety stand-down, Customer event, Inspection or Other.
3. Set when it **starts** and **ends**.
4. Pick the **door screen** people will check in at, or type the **room or place** (a door whose room is the same shows it).
5. Enter the **host**.
6. **Counts as training**: leave it at *no*, or pick a course, for example a stand-down that counts toward SMS recurrent training.
7. Tick **Guests can check in** if people without an account (customers, an inspector, contractors) will come.
8. Click **Add the event**.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



A new event.

From 30 minutes before the start until 15 minutes after the end, the door screen shows the event and its code, even outside the door's opening hours.



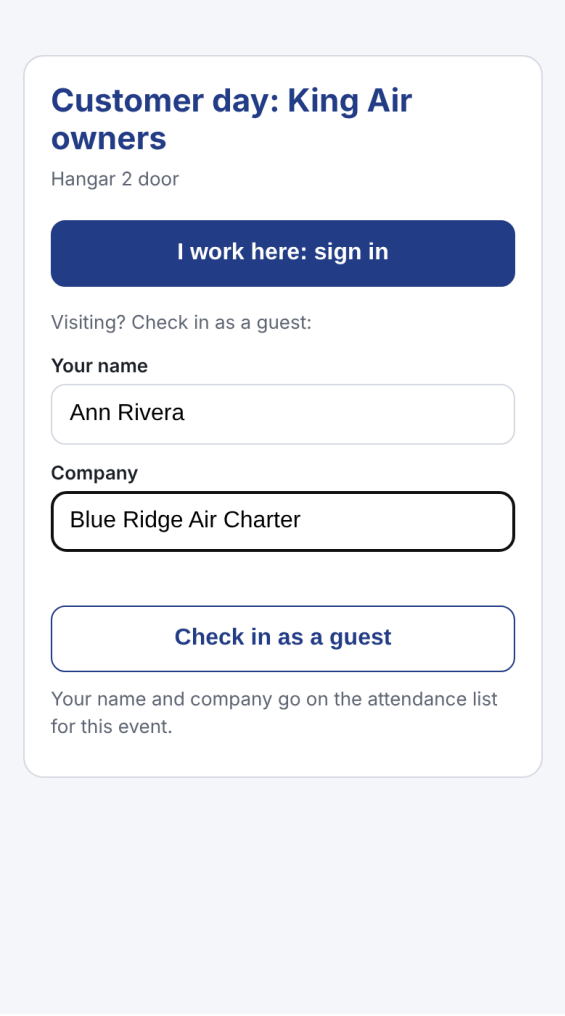
Events: what's coming up, where, and how many have checked in.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040

12. Check in and out of an event

Staff: scan the code with your phone's camera or the app, pick **Check in to** the event and confirm with your PIN. When you leave, scan again and pick **Check out of** the event. You don't need to be invited: anyone in your organization who checks in is added.

Guests: scan the code with the phone's camera. The page that opens shows the event. Type your **name** and **company** and tap **Check in as a guest**; no account or app is needed. To check out, scan the code again with the same phone and tap **Check out**.



A guest checking in on their own phone.

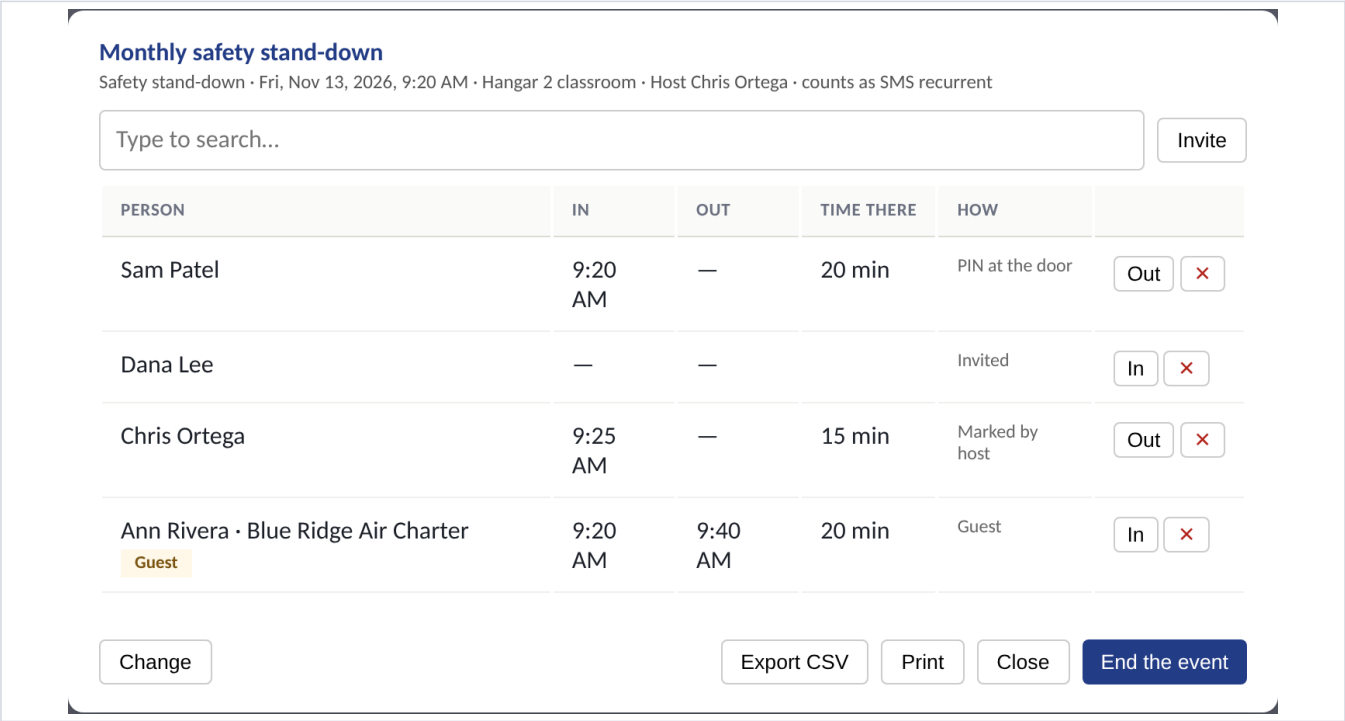
Staff-only events

Untick **Guests can check in** and the guest form is not offered. Staff tap **I work here: sign in** and check in with their PIN.

13. Run the event

Click an event in the list to see everyone on it: when they checked in and out, how long they were there, and how they checked in (PIN at the door, marked by the host, or guest).

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040



An event in progress.

- **Invite**: search for people and click **Invite**. They show as *Invited* until they check in, so you can see who hasn't come.
- **In / Out**: mark someone in or out by hand, for example someone who forgot their phone. The list shows *Marked by host*.
- **Remove** (the red x): take someone off the event.
- **Export CSV** or **Print** the attendance list for the minutes, the SMS file or the customer.
- **Change**: edit the event. **Cancel the event** (in Change) stops its code from showing.

14. End the event

Click **End the event**. Anyone still checked in is checked out at the event's end time. If the event counts as training, each staff member who checked in gets a training record for that course, with the date, the hours from the start and end times and the host as instructor. The list shows **Training recorded** next to them. Guests never get training records.

Status	What it means
Open	Upcoming or under way; people can check in and out
Ended	Closed; attendance is final and any training is recorded
Cancelled	Called off; the code no longer shows

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040

15. If something isn't working

What you see	What to do
No **Use as a door display** in Account	Only admins and training managers see it, and only when at least one door exists.
A door is greyed out when pairing	It has no exit code yet. Set one on the website (section 3).
That code has expired	Scan the screen again. Each code works for 60 seconds.
No connection. Trying again… on the screen	The screen lost its network. It tries again every 10 seconds; check the Wi-Fi.
This screen was removed from its door	Someone removed it on the website. Tap Leave, then pair it again if it should stay.
…is closed for clocking in and out	Outside the door's opening hours. Change the hours (section 4) or use the app's shift clock.
Forgot the exit code	Set a new one on the website, wait 30 seconds, then use the new code. Or remove the screen.
A punch didn't reach Dayforce	It's on the shift clock in Avistrata; Dayforce gets it with the next sync, as for any other punch.

Who can do what

Nobody is signed in on a door screen, and it can only show its own door's code. Every clock-in, class sign-in and staff check-in is confirmed with that person's own PIN. Only admins and training managers set up doors, exit codes, screens and events.

Questions? Call Avistrata support at **703.520.5040** or visit avistrata.com.

© 2026 Leesburg Aviation LLC. All rights reserved. · Avistrata · 703.520.5040