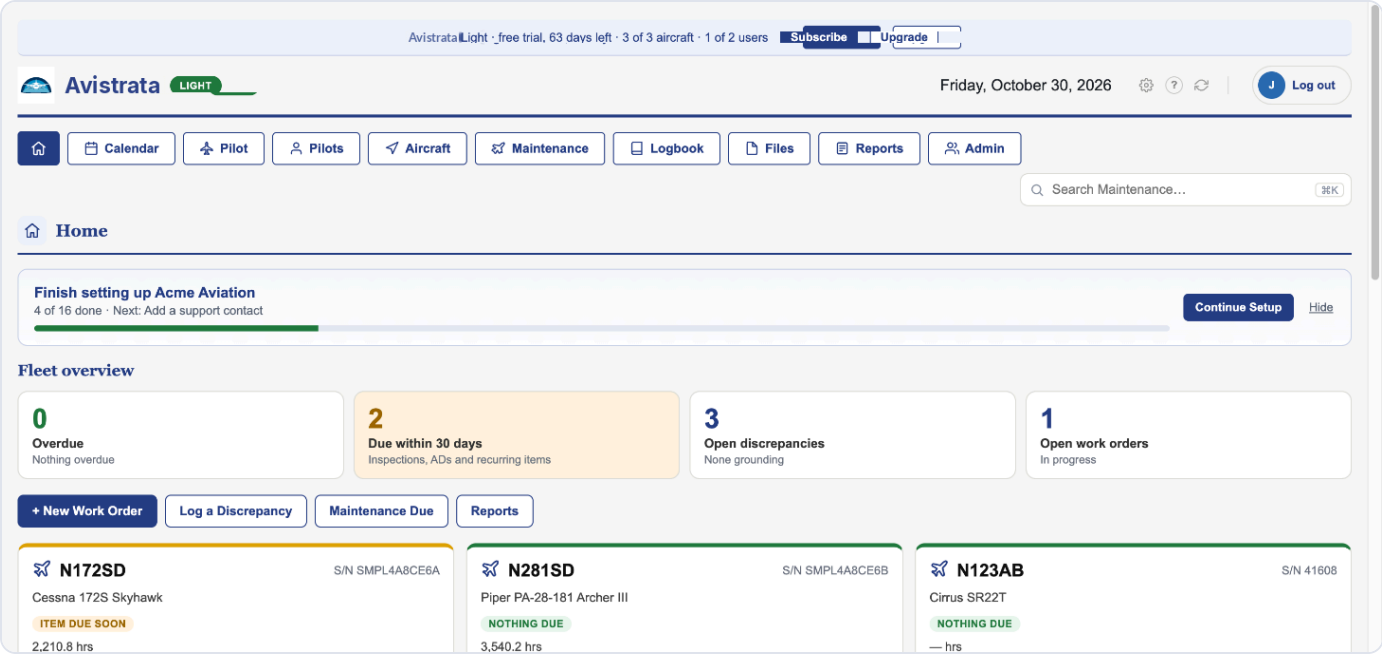
AVISTRATA
AVIATION BUSINESS PLATFORM

Getting Started and User Guide

Avistrata Light: maintenance tracking for up to three aircraft

Set up your aircraft, maintenance and team in under an hour, then use this guide as your reference for everyday work: what's due, discrepancies, work orders, task cards, the electronic logbook, flights and reports.



Avistrata 2.2 · October 2026
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© 2026 Leesburg Aviation LLC. All rights reserved. Screenshots show fictional sample data.

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Who this guide is for. Aircraft owners, small flight departments and their mechanics or IAs using Avistrata Light. Part 1 is for the person who signs up (the organization's administrator). Part 2 is for everyone who uses the app day to day.

PART 1 · GETTING STARTED

1 What's in Avistrata Light

Avistrata Light keeps the maintenance records for a small fleet in one place: what each aircraft needs and when, the work done on it, who signed it off, and the flights that add up the hours.

Aircraft	Up to 3
Users	Up to 2 (for example you and your mechanic or IA)
Locations	One location with one hangar
Maintenance	Aircraft records, Maintenance Due (inspections, ADs, recurring and life items), AD / SB matching, discrepancy log and MEL deferrals, work orders, task cards, electronic logbook with PIN sign-off, weight and balance, documents
Flying	Pilot workspace: bookings, post-flight check-in (hours, landings, squawks), trip planner, airports and weather, currency and medical, personal logbook with ForeFlight import
Everything else	Calendar, Files, ready-made and custom Reports, Admin
AI document reading	25 pages a month (for example drafting logbook entries from a scanned document, or reading bulletins sent to your bulletin address)
Price	14-day free trial, no credit card needed. Then $275 a year.

Light leaves out the full Avistrata's Flight Ops (dispatch, releases, FRATs), Billing, Hangar planning, Stores, Quality and Training. If you need them later, upgrading keeps all your data where it is (section 25).

2 Before you start

Have these to hand. None of it has to be perfect on day one; you can add and correct as you go.

☐ Your company logo (PNG or JPG). It goes on work orders, task cards and reports.
☐ For each aircraft: tail number, serial number, make and model, and current airframe hours (Hobbs, tach and total time if you track them).
☐ What's coming due: the last-done date or hours for the annual and 100-hour inspections, recurring ADs, ELT, transponder and pitot-static checks, oil changes and anything else you track.
☐ Your second user's email address, if you have one.

3 Start your free trial

1. Go to **mrolight.com** (or **avistrata.com** and choose Start free trial).
2. Choose **Avistrata Light**, then enter your organization name, your email and a password.
3. Optional: tick **Load sample data** to get practice aircraft and records to try things on (you can remove them with one click later, see section 26), and enter a **discount code** if you have one.
4. Click **Start Trial**, then confirm your email from the message we send you.
5. Sign in at **mrolight.com**. As the person who started the trial, you're the organization's administrator.

You'll also get a welcome email with this guide attached.

4 Find your way around

The plan bar and the header



Administrators see the plan bar at the very top: days left in the trial, aircraft and users in use, and the Subscribe and Upgrade buttons.

On the right of the header: **My Preferences** (gear), **Help** (?), **Refresh** and **Log out**.

The top menu

Menu	What it's for
Home	Fleet overview: what's overdue or due soon, open discrepancies and work orders, one card per aircraft.
Calendar	Bookings, maintenance coming due, work orders and time off on one calendar.
Pilot	The pilot workspace: book and check in flights, trip planning, weather, currency, logbook.
Pilots	Find a pilot who's checked out and free for a given aircraft and time.
Aircraft	Your aircraft and everything about each one.
Maintenance	Discrepancy Log, Maintenance Due, AD / SB, Logbook, Work Orders and Task Cards, as tabs.
Logbook	Your personal flight logbook.
Files	Shared documents in folders.
Reports	Ready-made and custom reports, and reports by email.
Admin	Users, organization setup, sign-in history, change history, integrations, your data (administrators).

Search: the search box under the menu (or ⌘K / Ctrl+K) finds aircraft, work orders, task cards and screens.

5 Set up your organization and logo

Home shows a **Finish setting up** bar with your progress. Click **Continue Setup** and it takes you to the next step. You can also open it from **Admin → Organization Setup**.

1. Upload your **logo** and check your organization's name. The logo goes on work orders, task cards and reports.
2. Add your **location** (your home airport or hangar) and a **support contact**, so your users know who to call.
3. Save. Each finished step ticks itself off. Click **Hide** to put the bar away.

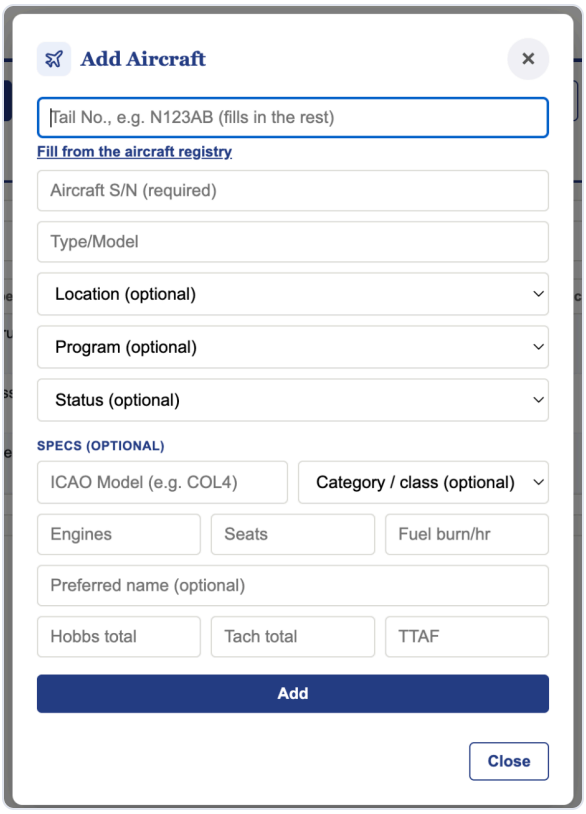
6 Add your aircraft

Go to **Aircraft → + Add Aircraft**.

1. Type the **tail number**. For US aircraft, **Fill from the aircraft registry** fills in the serial number, make and model from the FAA registry.
2. Check the **serial number** (required) and **type / model**.
3. Under Specs, enter the current **Hobbs**, **tach** and **total time (TTAF)**. Maintenance Due counts forward from these, so make them accurate.
4. Click **Add**.

Then open the aircraft (**Manage →**) to add its engines and propellers, documents (registration, airworthiness certificate, insurance), POH, weight and balance, and its type certificate holder and model, which AD matching uses (section 15).

> **Light includes 3 aircraft.** When three are set up, adding another opens the Upgrade window. A sold aircraft can be marked inactive (untick **Active in fleet**) to keep its records.



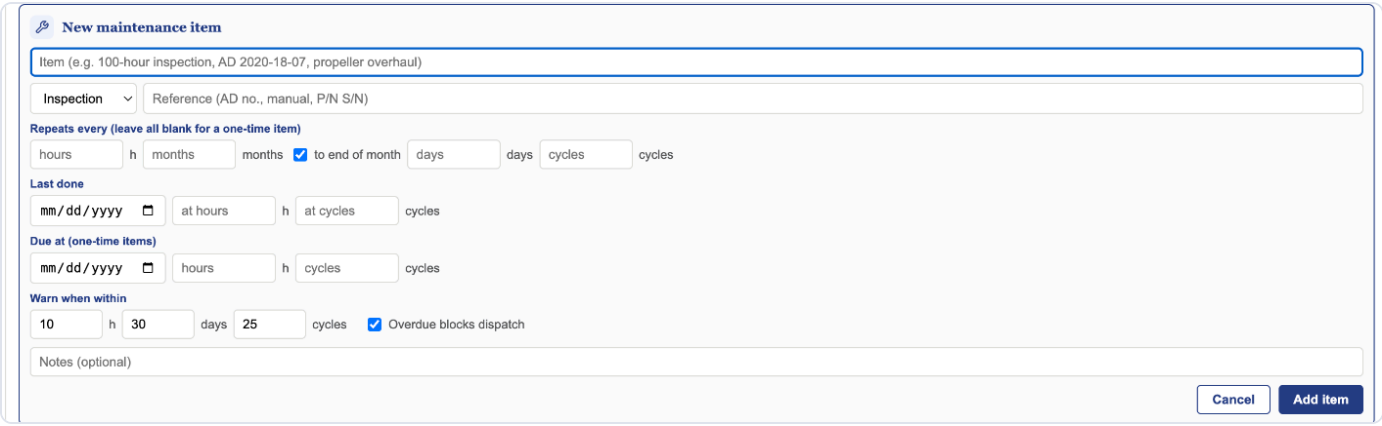
Add Aircraft. The tail number fills the rest from the registry.

7 Set up Maintenance Due

Maintenance Due is the heart of Avistrata Light: every inspection, AD, component and service item, with its interval and when it was last done. Avistrata works out when each one is next due and warns you before it is.

Go to **Maintenance → Maintenance Due** and click an aircraft to open it. There are four ways to add items:

- **Add standard items**: the regulatory and common items for the aircraft (annual, 100-hour, ELT, transponder, pitot-static and so on) in one go. They come ticked; untick any that don't apply, then fill in the last-done dates.
- **Start from a common item**: pick one from the list and adjust it.
- **+ Add item**: anything else, such as a recurring AD or an oil change.
- **Import from Excel**: if you already keep a due list in a spreadsheet.



A new maintenance item.

Field	What to enter
Item and type	The name (for example "100-hour inspection" or "AD 2020-18-07"), the type (inspection, AD, component, servicing) and a reference such as the AD number, manual or part and serial number.
Repeats every	Hours, months, days and/or cycles. Whichever comes first applies. "To end of month" rounds calendar items to the end of the month, as the annual is. Leave all blank for a one-time item.
Last done	The date, and the hours and cycles at that time.
Due at	For one-time items only: the date, hours or cycles it's due.
Warn when within	When it turns "due soon" (10 hours, 30 days and 25 cycles unless you change it).
Overdue blocks dispatch	Stops bookings and check-outs of the aircraft while the item is overdue, until it's signed off.

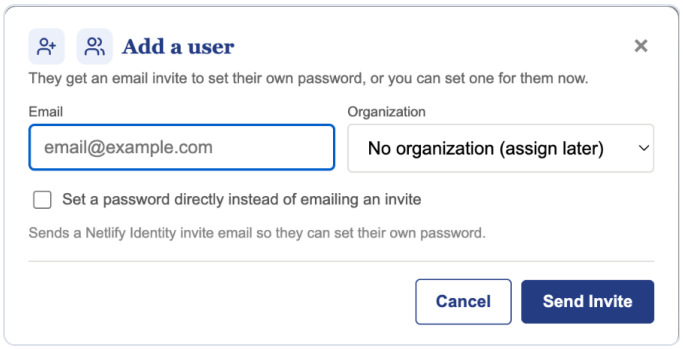
8 Invite your second user

Go to **Admin → User Management → + Add user**.

1. Enter their **email**.
2. Under **Organization**, choose your organization.
3. Click **Send Invite**. They get an email to set their own password. Or tick **Set a password directly** to set one for them now.

Then click their name in the list to set their role, for example Org Admin for a co-owner, or the sign-off rights your mechanic or IA needs.

> **Light includes 2 users.** Removing a user frees the seat for someone else.



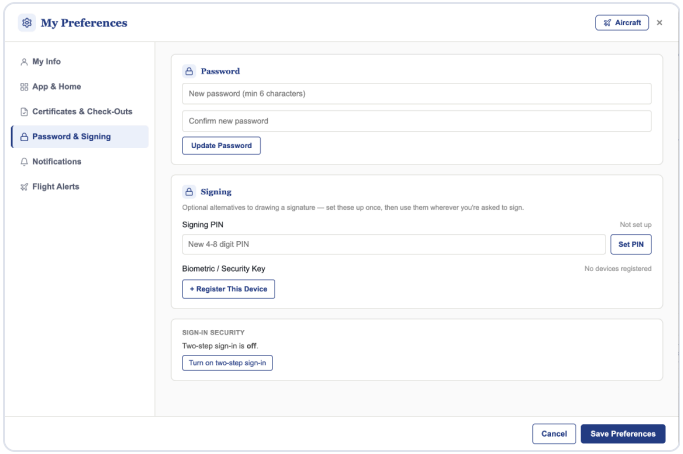
Add a user.

9 Set your signing PIN and two-step sign-in

Click the **gear** at the top right to open **My Preferences → Password & Signing**.

- **Signing PIN**: a 4 to 8 digit PIN you use to sign off work, task cards and logbook entries. Enter it and click **Set PIN**.
- **Biometric / Security Key**: **Register This Device** to sign with your fingerprint, face or a security key instead.
- **Two-step sign-in**: we recommend turning it on. It asks for a code from an authenticator app, a text message or an email when you sign in.

Each person sets their own PIN. Nobody else, including an administrator, can see or set it.



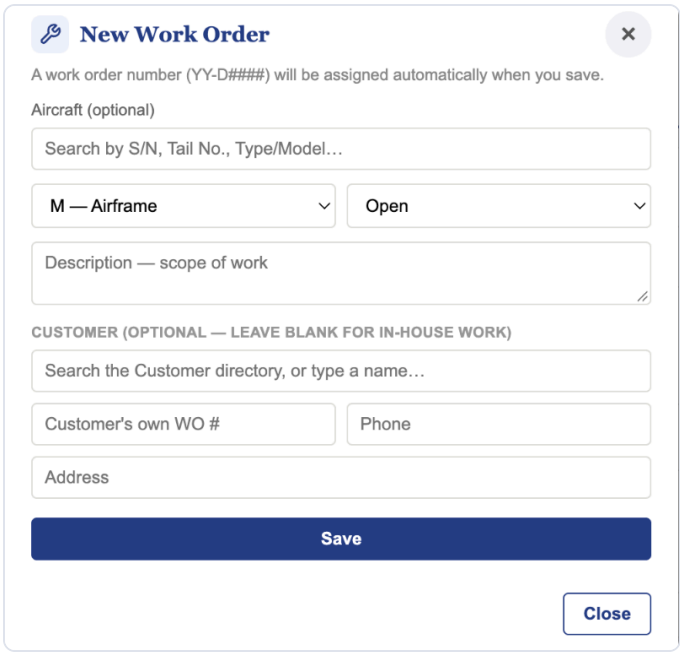
My Preferences → Password & Signing.

10 Open your first work order

Click **+ New Work Order** on Home, or go to **Maintenance → Work Orders → + New Work Order**.

1. Choose **Start Empty** (or **From a Template** once you've saved one).
2. Pick the **aircraft** and describe the **scope of work**, for example "Annual inspection and squawks".
3. Leave the customer blank for your own aircraft.
4. Click **Save**. The work order number (YY-D####) is assigned automatically.
5. Add **task cards** for each job, record the work and sign it off (section 17).

> **That's setup done.** From here on, Part 2 explains each screen in detail.

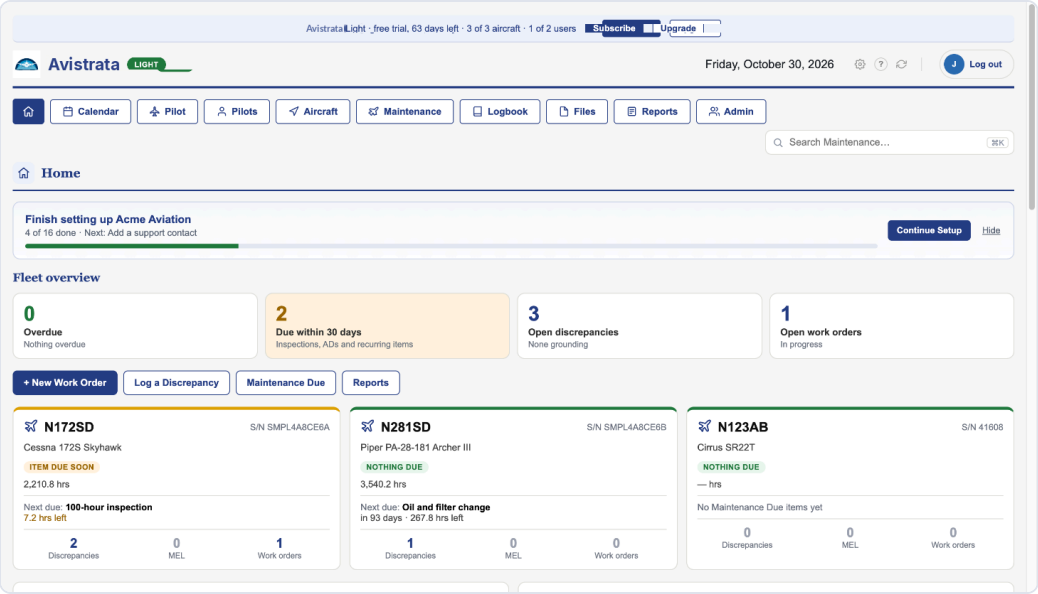


New Work Order.

PART 2 · USER GUIDE

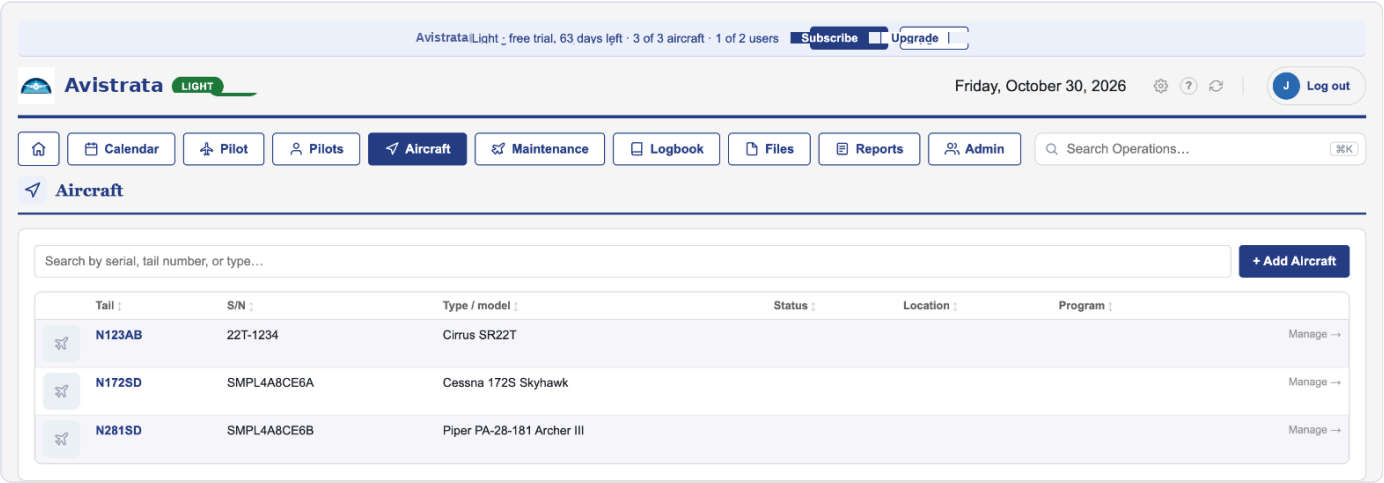
11 Home

Home is the fleet at a glance. Everyone in your organization sees it.

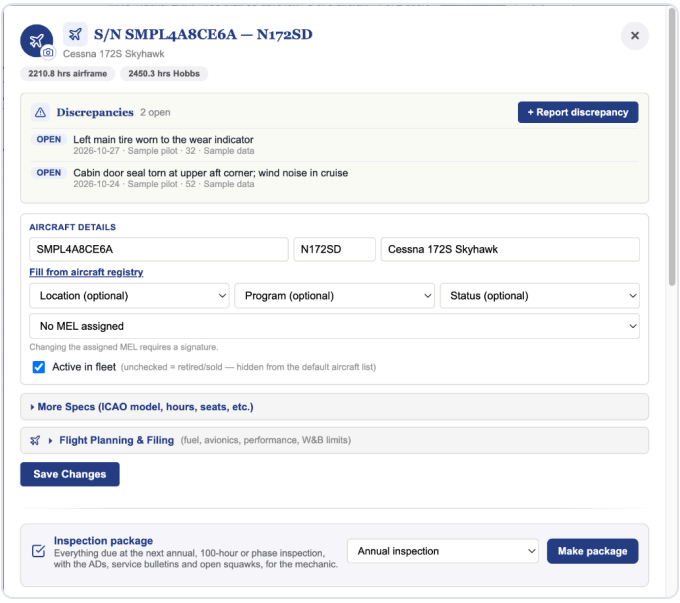


- **Fleet overview tiles**: overdue items, items due within 30 days, open discrepancies (and how many ground an aircraft) and open work orders. Click a tile to go to the list behind it.
- **Quick actions**: + New Work Order, Log a Discrepancy, Maintenance Due and Reports.
- **One card per aircraft**: its status (Item due soon, Overdue, Nothing due), current hours, the next item coming due, and its open discrepancies, MEL deferrals and work orders. The colored line on top of each card matches its status.
- **Coming due** across the fleet, overdue first, and **Open work orders**.

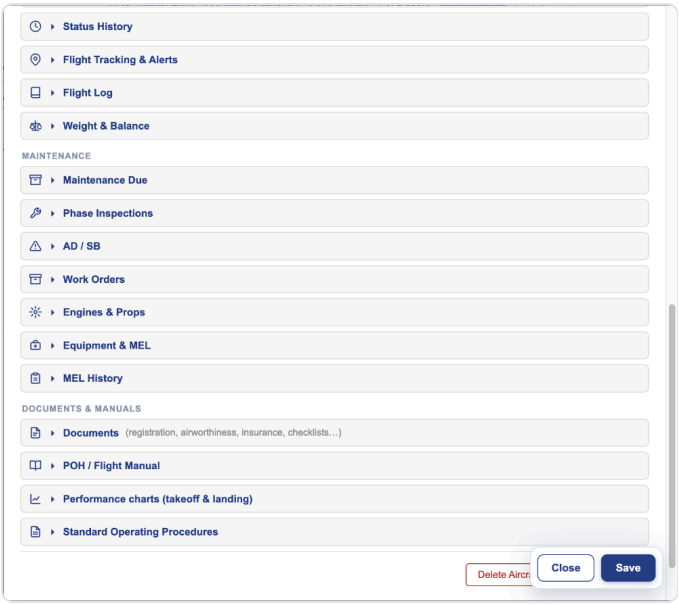
12 Aircraft



Click an aircraft (or **Manage →**) to open it. The top shows its open discrepancies (with **+ Report discrepancy**), its details, and its hours. **Inspection package** builds one printable package for the next annual, 100-hour or phase inspection: everything due, the ADs, service bulletins and open squawks, for the mechanic.



The top of an aircraft.

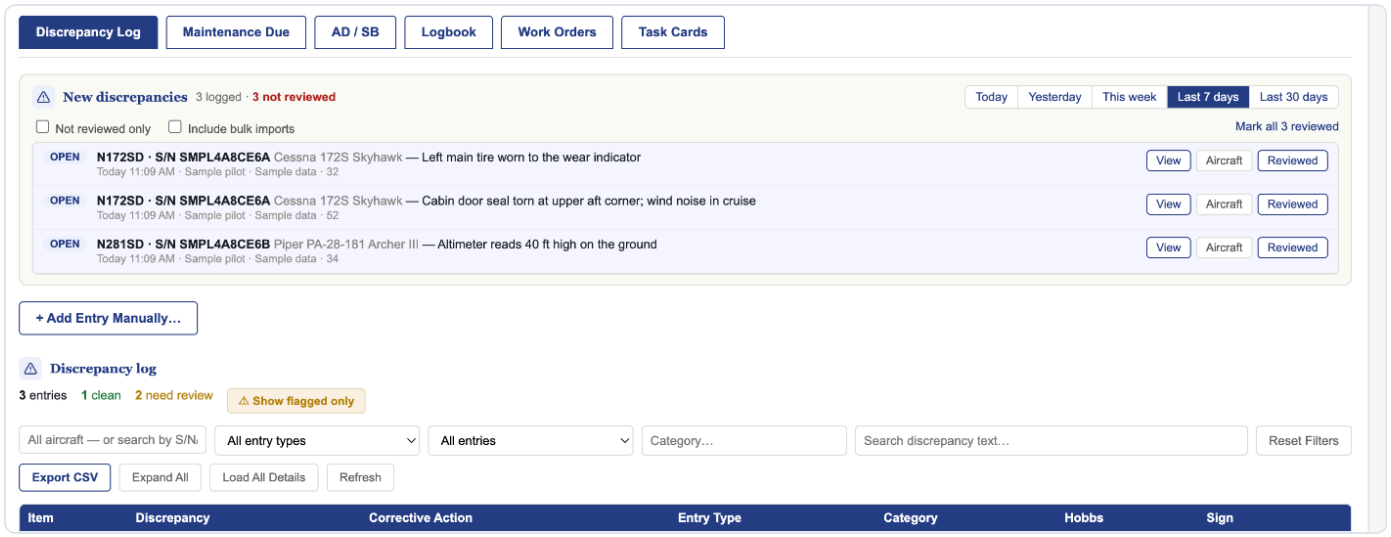


Records & Tracking, further down.

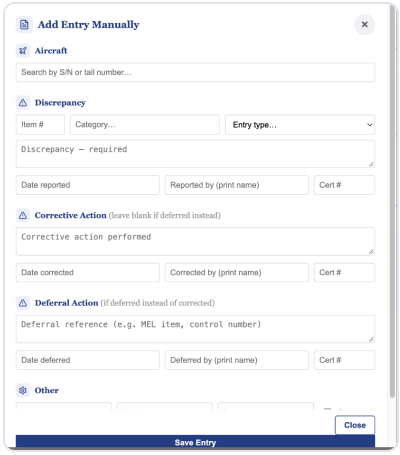
Records & Tracking holds everything about the aircraft: availability, status history, flight tracking, flight log, weight and balance, Maintenance Due, phase inspections, AD / SB, work orders, engines and propellers, equipment and MEL, and documents and manuals (registration, airworthiness, insurance, POH, performance charts, procedures).

13 Discrepancy Log

Maintenance → Discrepancy Log lists every squawk on every aircraft, with what was done about it.

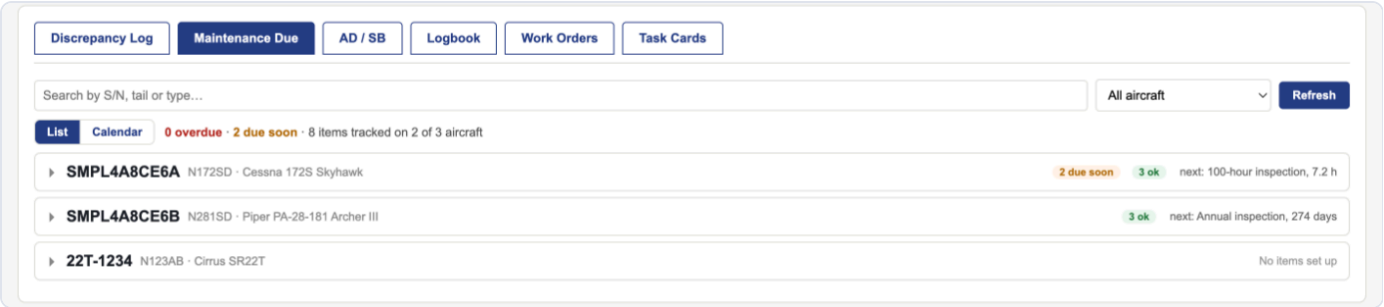


- **New discrepancies** at the top shows what was logged recently (today, this week, last 7 or 30 days). Click **Reviewed** once you've looked at each one, or **Mark all reviewed**.
- Discrepancies come from pilots at check-in (section 19), from **Log a Discrepancy** on Home, from **+ Report discrepancy** on an aircraft, or from **+ Add Entry Manually** here.
- Each one is closed with a **corrective action**, or **deferred** (for example under your MEL) with a reference. A grounding discrepancy blocks the aircraft until it has a corrective action.
- Filter by aircraft, type, category or text, and **Export CSV** for your records.



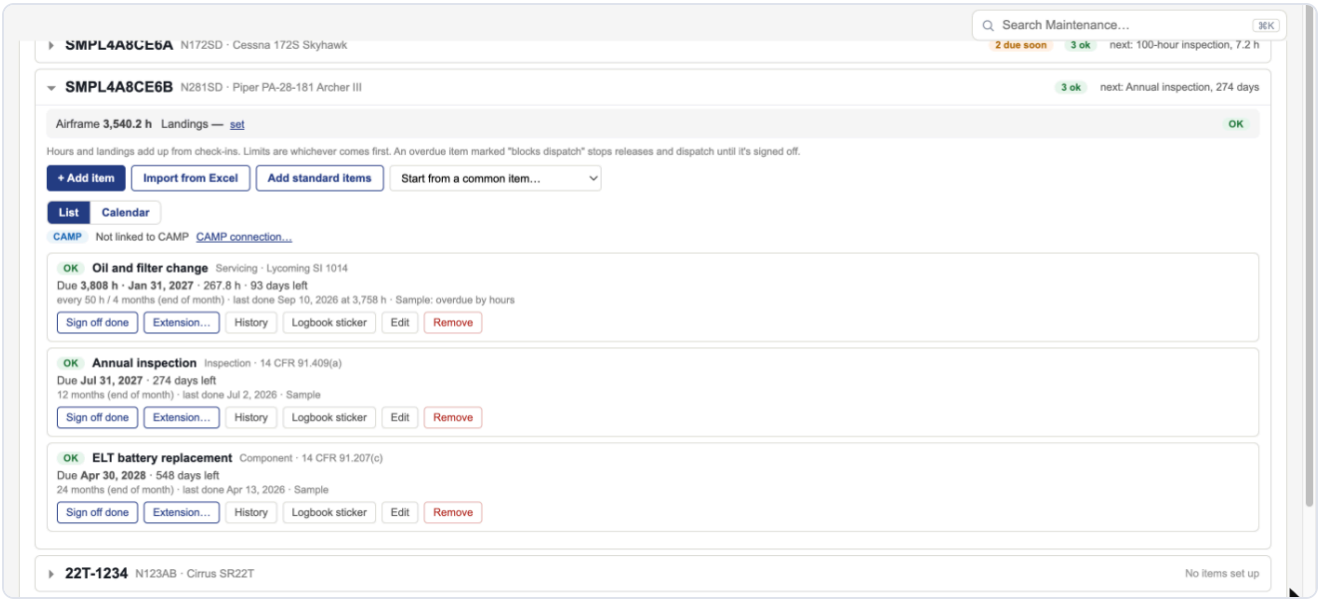
Add Entry Manually: the discrepancy, then either the corrective action or the deferral.

14 Maintenance Due



Every aircraft with its counts: overdue, due soon and OK, and what's next.

Open an aircraft to see its items. Each item shows when it's next due (date, hours or both, whichever comes first) and how much is left.



Button	What it does
Sign off done	Records that the item was done (date, hours, who) and moves the next due date forward.
Extension…	Records an approved extension or exemption, with the reason and new limit.
History	Every time the item was done or changed.
Logbook sticker	Prints a 6 × 4 sticker for the paper logbook, or signs the entry into the electronic logbook.
Edit / Remove	Change the interval or details, or delete the item.

Switch between **List** and **Calendar** to see what falls due when. Status colors: **red** overdue, **amber** due soon, **green** OK. Hours and landings add up from flight check-ins, so keep them current.

15 ADs and service bulletins

Maintenance → AD / SB matches airworthiness directives to your aircraft, engines and propellers.

- **AD library.** Avistrata reads US ADs from the Federal Register (from 1994), plus EASA, Transport Canada and ANAC ADs, and checks for new ones every day. **Check for ADs now** runs it straight away.
- **Set up your aircraft first.** ADs are matched by type certificate holder and model. If an aircraft doesn't have them yet, the screen says so and **Set up aircraft** takes you there. Add your engines and propellers too.
- **Review each match.** Mark it **Applies**, **Not applicable** (with the reason) or **Complied** (date, hours and method). A recurring AD can go straight onto Maintenance Due, where it's tracked like any other item.
- **Bulletins by email.** Your organization gets a private email address. Forward or subscribe manufacturer service bulletins and letters to it; AI reads each one (including PDF attachments), matches it to your aircraft and puts the matches here to review. This uses your AI pages.

16 Electronic logbook

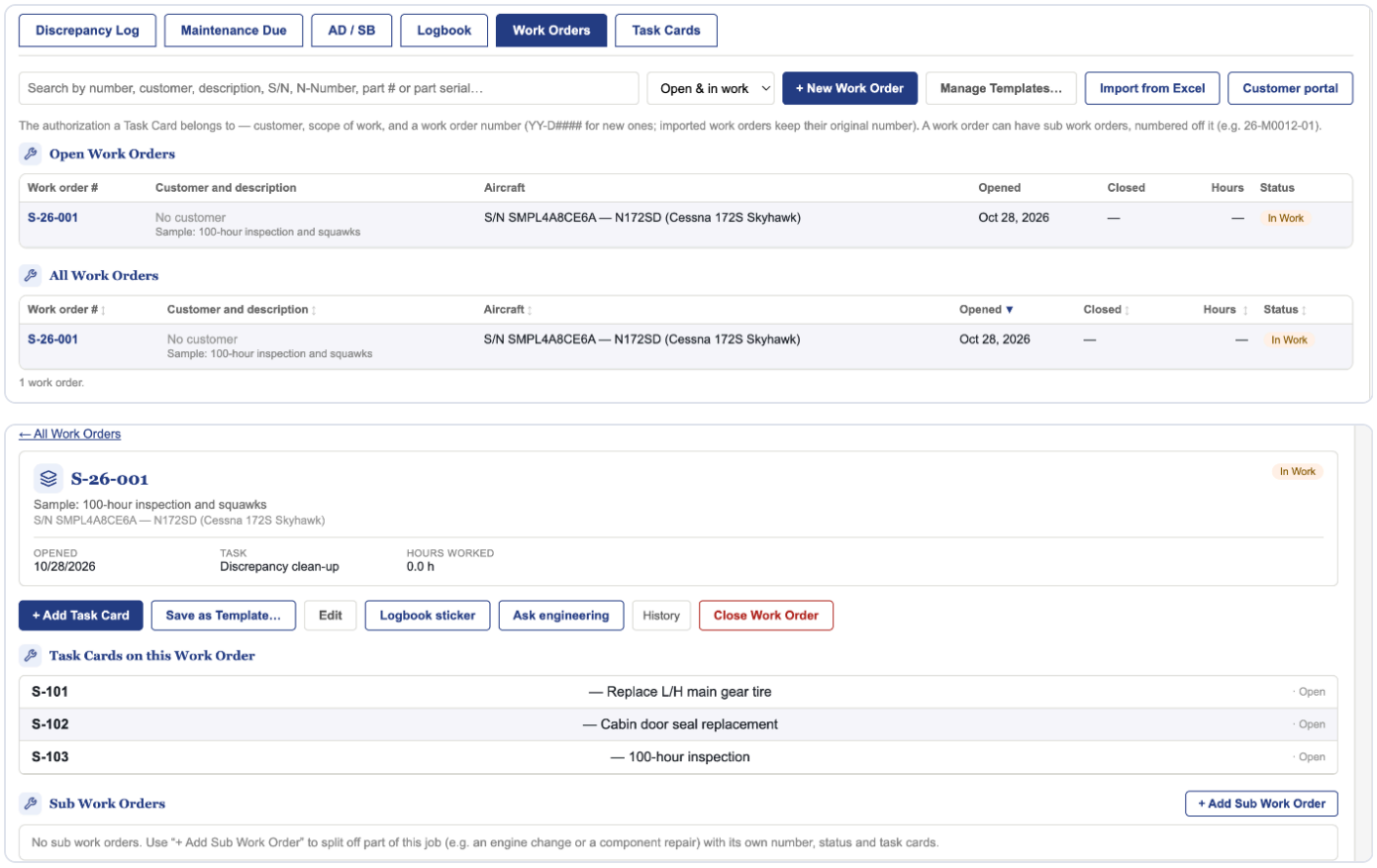


Maintenance → Logbook keeps the aircraft's maintenance record entries, signed with your PIN (14 CFR 43.9; inspections 43.11; AD compliance 91.417).

- **+ New entry** to write one, or sign entries from a task card, a work order or a Maintenance Due sign-off (**Logbook sticker → Sign electronically**).
- Signed entries are **numbered and sealed** and can't be changed: to correct one, void it with a reason and sign a correcting entry. **Check seals** confirms none has been altered.
- **Draft from a document (AI)** drafts an entry from a scanned page for you to check and sign.
- **Logbook PDF** and **CSV** export the logbook; print the 6 × 4 sticker for the paper logbook from any signed entry.

17 Work orders and task cards

A **work order** is the job (for example "Annual inspection and squawks" on one aircraft). Each piece of work in it is a **task card**.

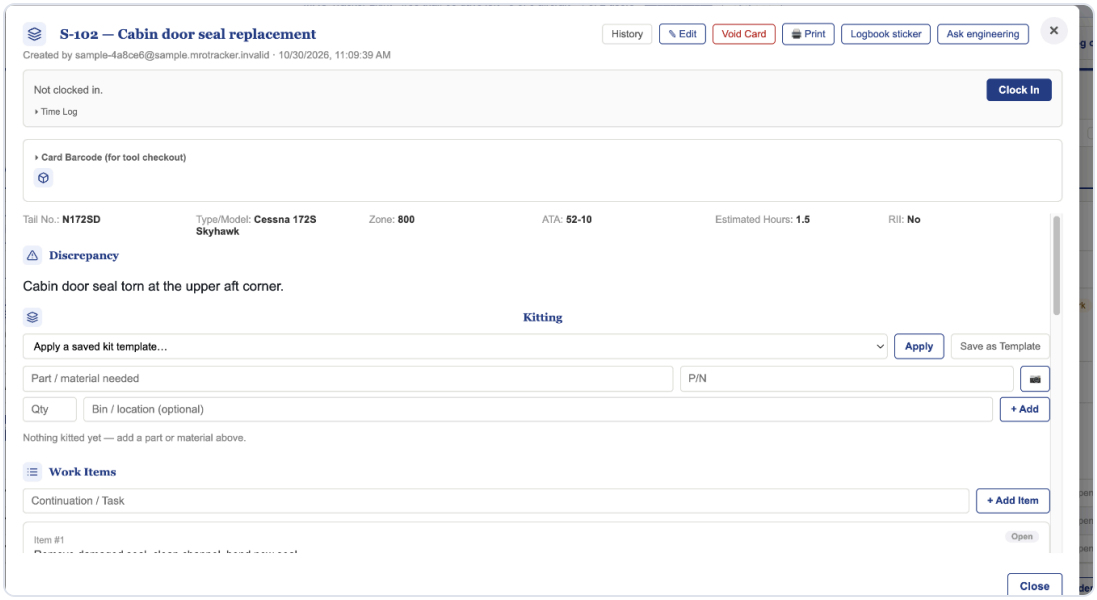


A work order with its task cards.

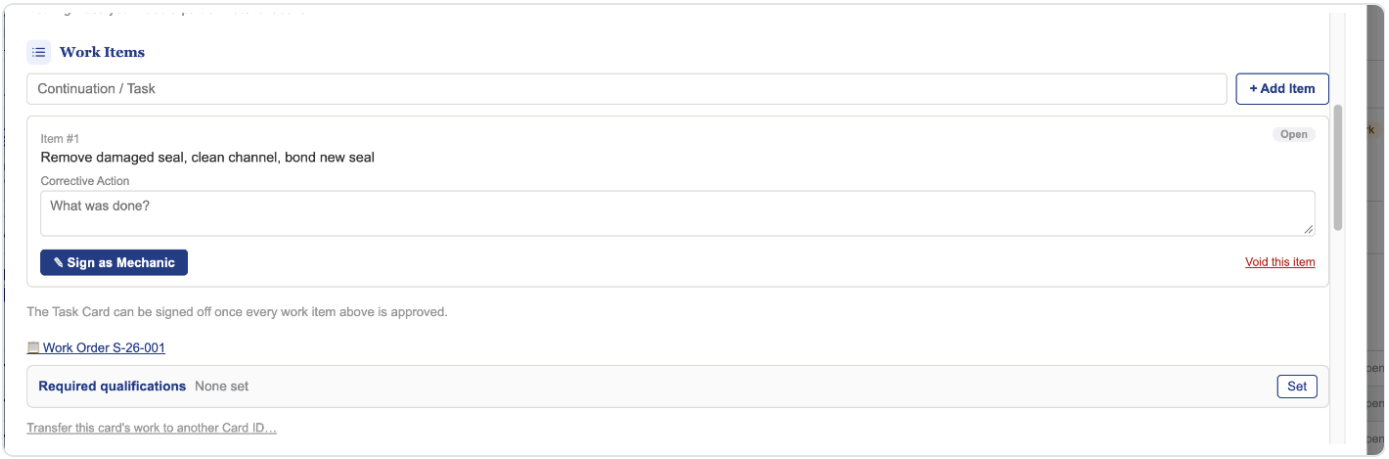
On the work order

- **+ Add Task Card** for each job. **Save as Template** keeps the work order and its cards for next time (for example your annual).
- **Logbook sticker** prints or signs the logbook entry for the whole job. **History** shows every change.
- **+ Add Sub Work Order** splits off part of the job, such as a component repair, with its own number.
- **Close Work Order** when every task card is signed off.

On a task card

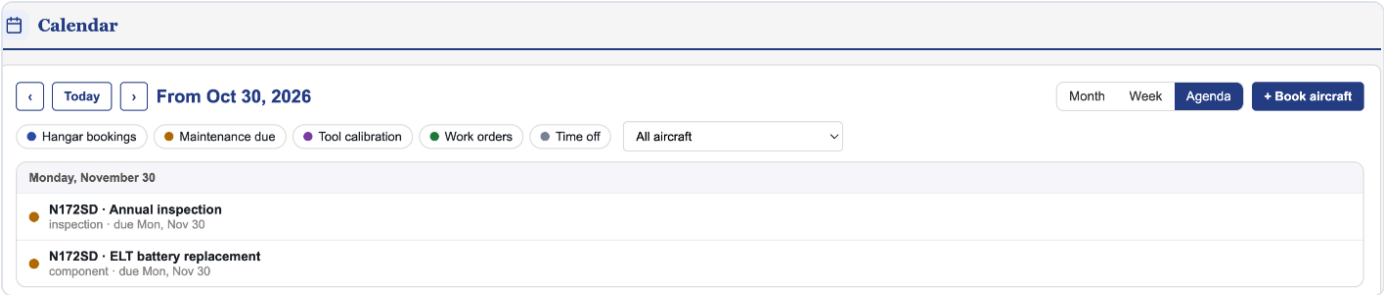


- **Clock In / Clock Out** records labor time; the **Time Log** shows it.
- The card shows the aircraft, zone, ATA chapter, estimated hours and whether it's an RII item, and the **discrepancy** being worked.
- **Kitting**: the parts and materials needed, with part numbers and quantities. Save a set as a kit template to reuse.
- **Work Items**: each step. Enter the **corrective action** (what was done) and **Sign as Mechanic** with your PIN. The task card can be signed off once every work item is approved.
- **Parts**: record the parts installed and removed, with serial numbers.
- **Print** the card or save it as a PDF for the aircraft records.



A work item ready to sign.

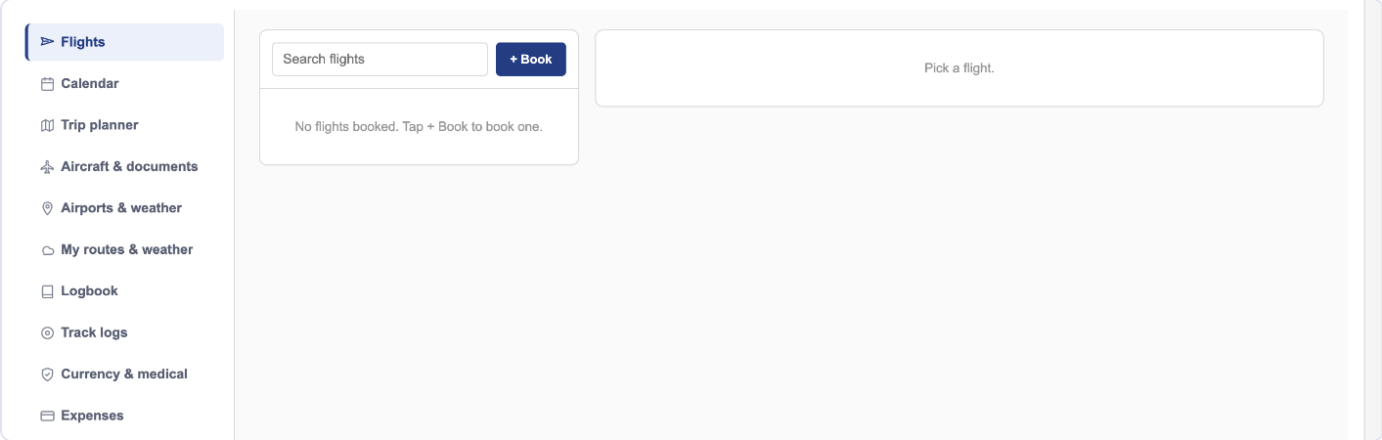
18 Calendar



The Calendar shows bookings, maintenance coming due, tool calibrations, work orders and time off together. Switch between **Month**, **Week** and **Agenda**, filter by aircraft, and click a colored chip to show or hide that kind of event. **+ Book aircraft** books a flight.

19 Pilot workspace, bookings and check-in

Click **Pilot** in the top menu. The menu on the left has everything a pilot needs.

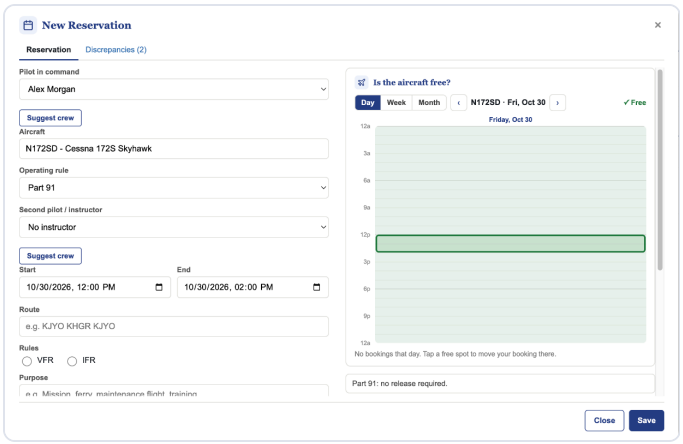


Section	What it's for
Flights	Your bookings. **+ Book** to book an aircraft; pick a flight to check out, check in or cancel.
Calendar	When each aircraft is free.
Trip planner	Plan a route with a nav log, map and vertical profile, and save it with the booking.
Aircraft & documents	The aircraft's documents, POH and checklists, and its open discrepancies.
Airports & weather, My routes	METARs, TAFs and airport information for your airports and routes.
Logbook, Track logs	Your flights and their recorded tracks.
Currency & medical	Your medical, flight review and currency, with their expiry dates.
Expenses	Fuel and other costs for a flight.

Book a flight

1. **Pilot → Flights → + Book** (or **+ Book aircraft** on the Calendar).
2. Choose the pilot, aircraft, operating rule (Part 91), start and end, route and purpose.
3. The panel on the right shows whether the aircraft is free. The **Discrepancies** tab shows its open squawks.
4. Click **Save**.

An aircraft that's grounded, or has an overdue item marked "blocks dispatch", can't be booked out until it's signed off.



Booking a flight.

Check in after the flight

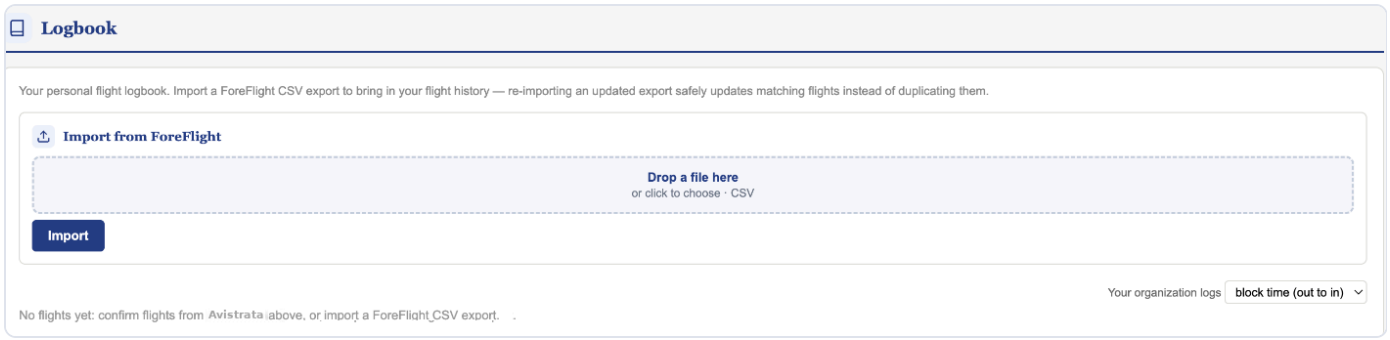
Open the flight and click **Check in**. Enter the Hobbs and tach (out and in), flight time, landings, route, fuel and oil added, and any **squawks**. When you check in:

- the aircraft's Hobbs, tach and airframe hours go up, so Maintenance Due stays current,
- the flight goes into the aircraft's flight log and your logbook,
- each squawk goes into the Discrepancy Log (a grounding squawk blocks the next flight).

> **On your phone:** open mrolight.com in your phone's browser and add it to your home screen (Help → Web App on iPhone / Android Home Screen), so checking in after a flight takes a minute.

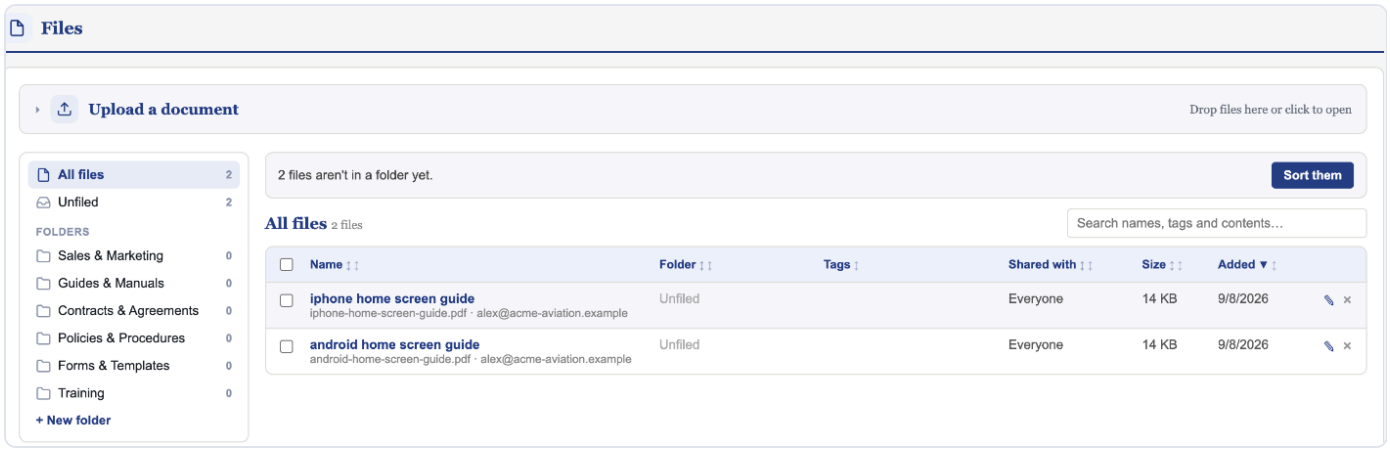
20 Pilots and your flight logbook

Pilots finds a pilot who's checked out on an airframe type, at a location, and free at a given time, and can check the aircraft's availability at the same time.



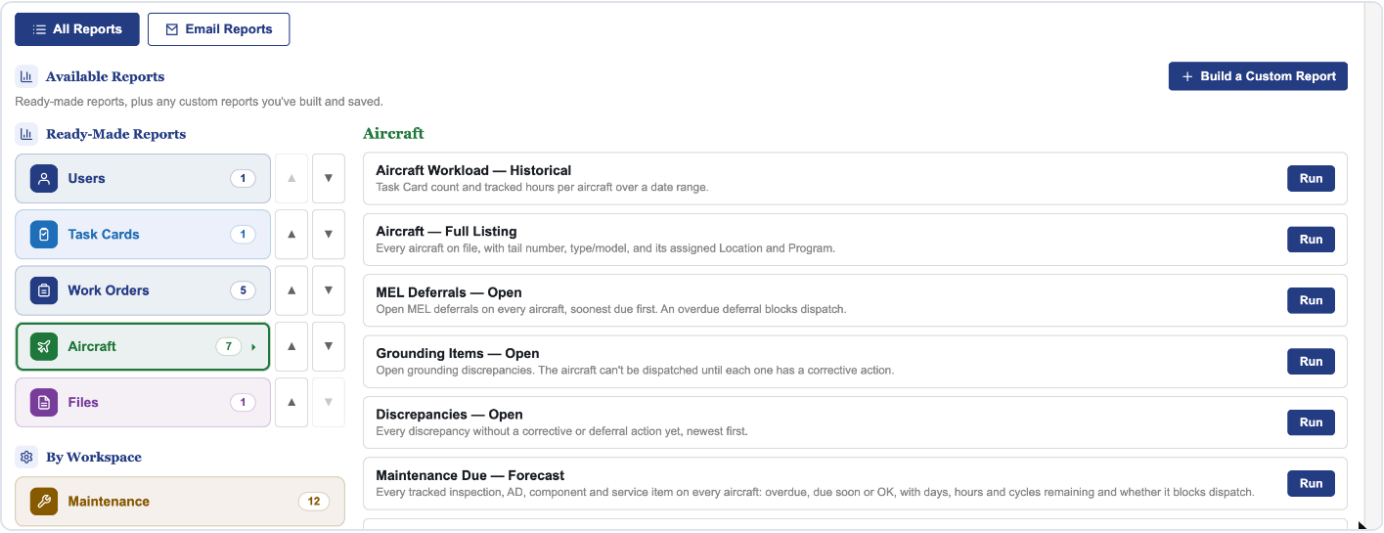
Logbook is your personal flight logbook. Flights you check in are added for you. To bring in your history, export your logbook from ForeFlight as CSV and drop the file in **Import from ForeFlight**. Importing an updated export again updates matching flights instead of duplicating them.

21 Files



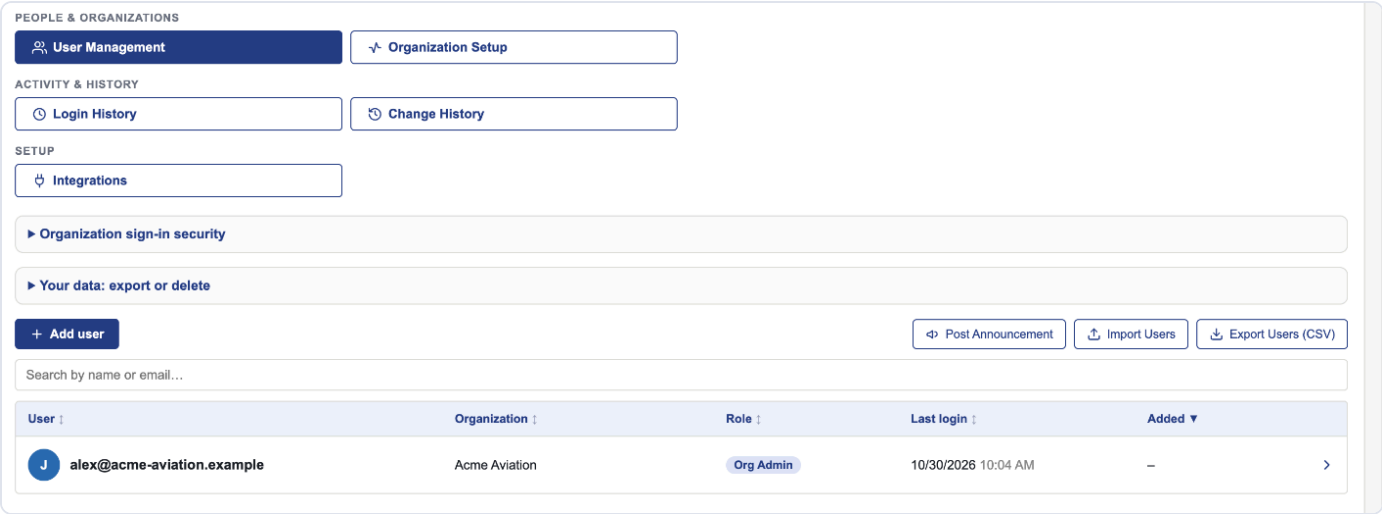
Files keeps shared documents in folders (manuals, policies, forms, contracts). Drop files on **Upload a document**, then **Sort them** into folders, add tags and choose who they're shared with. Search looks inside the documents too. Aircraft-specific documents belong on the aircraft itself (section 12).

22 Reports



- **Ready-made reports** are grouped by subject (Users, Task Cards, Work Orders, Aircraft, Files) and by workspace. Click **Run**, then print, save as PDF or export.
- Useful ones for owners: **Maintenance Due — Forecast** (everything tracked, with days, hours and cycles left), **Discrepancies — Open**, **Grounding Items — Open**, **MEL Deferrals — Open** and **Aircraft Workload — Historical**.
- **Build a Custom Report** picks the fields and filters you want and saves it.
- **Email Reports** sends a report to you or your mechanic on a schedule, for example the Maintenance Due forecast every Monday morning.

23 Admin



Admin section	What it's for
User Management	Add users, set their roles, reset a password, remove a user. Post an announcement to everyone, or import and export users.
Organization Setup	Name, logo, location, support contact and the setup checklist.
Login History, Change History	Who signed in, and who changed what and when.
Integrations	Connections to other services, such as importing flights or flight data.
Organization sign-in security	Require two-step sign-in for everyone in your organization.
Your data: export or delete	Download all your organization's data, or delete it.

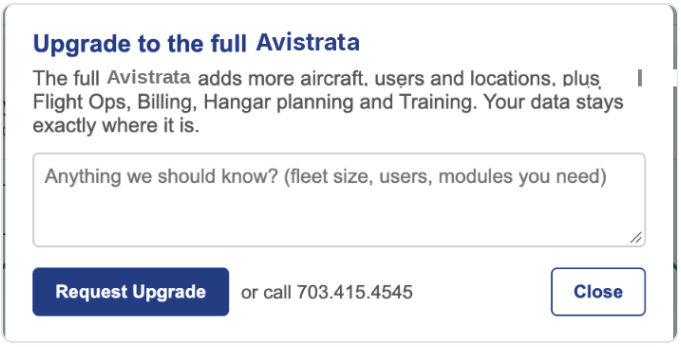
24 Subscribing

- Click **Subscribe** in the plan bar at any time during the trial, choose yearly billing ($275 a year) and pay securely through Stripe. A discount code you signed up with is applied at checkout.
- After that, the button becomes **Manage Subscription**, where you update your card, download invoices or cancel.
- If the trial ends, or a subscription is canceled, **nothing is deleted**: the app becomes read-only, so you can still view, print and export everything. Subscribe to carry on where you left off.

25 Plan limits and upgrading

A fourth aircraft, a third user, a second location or a second hangar isn't possible on Light. When you try, Avistrata opens the **Upgrade** window (it's also in the plan bar).

- Click **Request Upgrade** and tell us what you need, or call 703.520.5040 .
- The full Avistrata adds more aircraft, users and locations, plus Flight Ops, Billing, Hangar planning, Stores and Training.
- Upgrading keeps all your data where it is. There's nothing to move or re-enter.



The Upgrade window.

AI document reading is limited to 25 pages a month on Light. The count starts again each month.

26 Sample data

If you loaded sample data at sign-up, Home says **You're looking at sample data**. Try anything on it. When you're ready to enter your own, click **Remove sample data**: it deletes exactly the sample records and nothing you added yourself (except anything you added *on* a sample aircraft, which goes with it). The sample aircraft count toward your 3, so remove them before adding your own if you need the room.

27 Your data and security

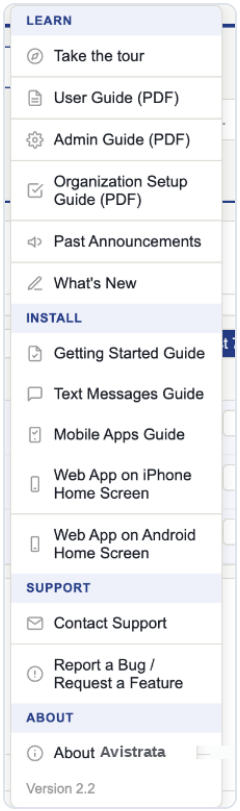
- Your organization's records are kept separate from every other customer's by rules enforced in the database itself.
- Everything is encrypted in transit and at rest, and files open only through short-lived private links.
- Sign-offs are verified on our servers by PIN or device biometrics, and recorded so each one can be traced. Signed logbook entries are sealed.
- Two-step sign-in is available to everyone, and an administrator can require it for the whole organization.
- You can export all your data at any time (Admin → Your data).

28 Getting help

The **?** at the top right opens Help:

- **Take the tour** walks you through the screens.
- The user, admin and setup guides, plus guides for text messages and for putting the web app on your phone's home screen.
- **What's New** and **Past Announcements**.
- **Contact Support** and **Report a Bug / Request a Feature** go straight to us.

Or call Leesburg Aviation at 703.520.5040 , or email support@avistrata.com . We're happy to help you enter your first aircraft and maintenance items, or walk your mechanic through the app.



29 Quick reference

I want to...	Go to
See what's due across the fleet	Home, or Maintenance → Maintenance Due
Add an inspection, AD or recurring item	Maintenance → Maintenance Due → the aircraft → + Add item
Sign off an inspection that's been done	Maintenance Due → the item → Sign off done
Log a squawk	Home → Log a Discrepancy, or at flight check-in
Defer a squawk under the MEL	Discrepancy Log → the entry → Deferral Action
Check which ADs apply	Maintenance → AD / SB
Start a job	Home → + New Work Order
Record and sign off work	The work order → task card → Work Items → Sign as Mechanic
Write or sign a logbook entry	Maintenance → Logbook → + New entry
Print the inspection package for the mechanic	Aircraft → the aircraft → Inspection package
Book a flight	Pilot → Flights → + Book
Record hours after a flight	Pilot → Flights → the flight → Check in
Import my ForeFlight logbook	Logbook → Import from ForeFlight
Get the due list emailed every week	Reports → Email Reports
Add a user	Admin → User Management → + Add user
Set my signing PIN	Gear (My Preferences) → Password & Signing
Turn on two-step sign-in	Gear (My Preferences) → Password & Signing
Subscribe or update my card	The plan bar → Subscribe / Manage Subscription
Add a fourth aircraft or third user	The plan bar → Upgrade
Export everything	Admin → Your data: export or delete

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ForeFlight and Stripe are trademarks of their respective owners, used here only to describe compatibility. Screenshots show fictional sample data.