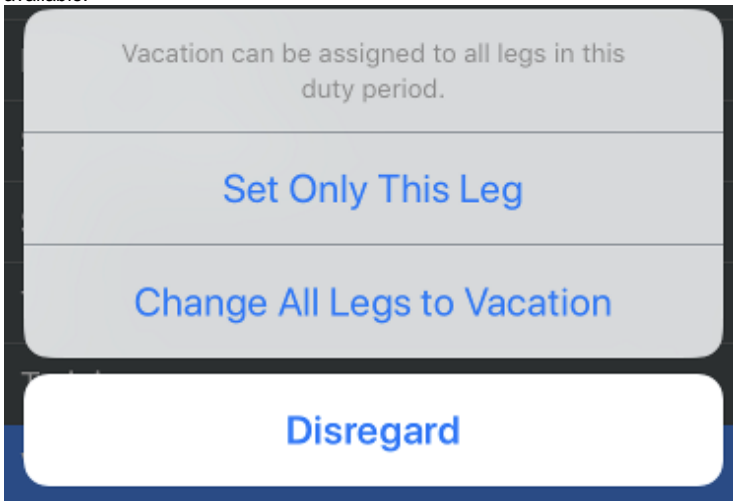# Updating Entries

Overview

Once you have your schedule preloaded into APDL you can begin updating those entries with actual times and additional details. Updating entries will be the vast majority of your interaction with APDL.

With preloaded entries in APDL, some of the fields are already filled with the appropriate information. This makes updating your entries very quick and easy since you only need to enter the remaining information in order to close out the flight. With the appropriate defaults set in settings, this process becomes even easier by reducing the number of fields remaining to be filled manually.

Entries are updated on the Leg View. When you are ready to update an entry, navigate to the Leg View using your preferred method.

1. Select the appropriate Payroll category if necessary. For example, if this was a deadhead leg, select deadhead as the payroll category. When changing to certain payroll categories, you are able to set all entries in a duty period. You will see a pop up prompting you about this when it is available.

2. Tap the Aircraft field to choose the aircraft from the APDL database. Tap the "+" icon at the top right to add a new aircraft if necessary.
3. Enter OOOI times. Tap the "Out" row to open the time editor. Tap any other row to close the time editor and enter another time. Tapping the active row will also close the time editor. If enabled, AutoFill will automatically enter OOOI times after a preset delay from the scheduled In time. This allows you to enter times manually prior to them being AutoFilled, yet keeps your flights up to date if you fall behind or forget to update the entries. AutoFill can be manually triggered prior to the time delay by tapping the "AutoFill Now" button. This may result in incomplete data as it does take some time for the cloud resources to be updated with actual OOOI times.
4. Select the appropriate Regulation if necessary.
5. Choose the appropriate position.
6. Enter night if desired. APDL is capable of auto calculating night time if enabled in settings.
7. Enter instrument if desired. APDL displays the duration of flight time for quick entry if the entire flight was in instrument conditions.
8. Enter the type of approach flown, if appropriate.
9. Enter Crewmembers if desired. Default crewmembers will be entered automatically. If Auto Forward is enabled, crewmembers will automatically be forwarded to the next flight. This can be manually edited if crewmembers change between flights.
10. Enter any notes if desired.

> ⚠️ **Note**
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> Off and On times are not required to be entered in order to close out a flight. However, NC Software recommends entering Off and On times so APDL can determine flight time for increased accuracy with Auto Night and Instrument values. Entering Instrument time greater than flight time is not allowed.

See the Leg View page for more details.