



Getting Started with MRO Tracker Light

Set up your aircraft, maintenance and team in under an hour



Leesburg Aviation, LLC • 1001 Sycolin Rd, Leesburg, VA 20175
www.LeesburgAviation.com • 703.415.4545

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Welcome

MRO Tracker Light keeps the maintenance records for a small fleet in one place: what each aircraft needs and when, the work done on it, and who signed it off. This guide takes you from sign-up to your first signed work order. Most people finish in under an hour.

Your plan	Included
Aircraft	Up to 3
Users	Up to 2 (for example you and your mechanic or IA)
Locations	One location, with one hangar
Module	Maintenance: aircraft, Maintenance Due, ADs, work orders, task cards, discrepancies and MEL, weight and balance, records, tools and stock
AI document reading	25 pages a month (scanning task cards, AD sheets, certificates and records)
Trial	14 days free, no credit card needed

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, make and model, serial number, year, and current airframe hours and cycles (and engine and propeller times if you track them).
- **What's coming due:** the last-done date or time for annual and 100-hour inspections, recurring ADs, ELT, transponder and pitot-static checks, and anything else you track.
- **Your second user's email address**, if you have one.

Step 1: Start your free trial

- Go to dailytasklog.com and click **Start a free trial**.
- Choose **MRO Tracker Light**, then enter your organization name, your email and a password.
- Click **Start Trial**, then confirm your email from the message we send you.
- Log in. You are the administrator of your organization.

At the top of the app you'll see a blue bar showing your plan, the days left in your trial and what's in use. Only administrators see it.

Step 2: Follow the checklist on Home

Home shows a **Getting started with MRO Tracker Light** checklist. Each step has a button that takes you to the right screen, and it ticks itself off once the work is done. You can close it with **Hide** at any time.

#	Step	Where	Tips
1	Add your company logo	Open Company Details	Upload the logo, check the organization name, then Save.
2	Add your aircraft (up to 3)	Aircraft → + Add Aircraft	Enter the current hours and cycles accurately: Maintenance Due counts forward from them.



#	Step	Where	Tips
3	Set up Maintenance Due	Maintenance → Maintenance Due	Add each inspection or recurring item with its interval and when it was last done. MRO Tracker works out the next due date or time and warns you before it's due.
4	Invite your second user	Admin → Users → Send Invite	They get an email to set their own password. Give them the roles they need, such as Task Card QC or Approval for an IA.
5	Set your signing PIN	My Preferences (top right)	A 4 to 8 digit PIN you'll use to sign off work. You can also use your device's fingerprint or face sign-in.
6	Open your first work order	Work Orders	Pick the aircraft, describe the work, add parts and labor, and sign it off when it's done.

Everyday use

- **Home** shows what's due, open work and your tasks.
- **Maintenance Due** shows every item by aircraft, colored by how soon it's due. Update hours and cycles after flights so it stays accurate.
- **Discrepancies** are logged against the aircraft and can be deferred under your MEL or turned into work order items.
- **Work orders and task cards** record the work, parts, labor and sign-offs; print them or save them as PDF for the aircraft records.
- **AI reading** can scan a paper task card or an AD compliance sheet into the app. You always review the result before it's saved.
- **Help:** the ? at the top right has the tour and the User Guide (PDF).

Subscribing

- Click **Subscribe** in the blue bar at any time during the trial, choose **Monthly** or **Yearly**, and pay securely through Stripe.
- After that, the button becomes **Manage Subscription**, where you can 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 continue where you left off.

When you outgrow Light

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

- Click **Request Upgrade** and tell us what you need, or call 703.415.4545.
- The full MRO Tracker adds more aircraft, users and locations, plus Flight Ops, Billing, Hangar planning and Training.
- Upgrading keeps all your data exactly where it is. There's nothing to move or re-enter.

Your data and security

- Your organization's records are kept separate from every other customer's by rules enforced in the database itself.



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- Everything is encrypted in transit and at rest, and files are opened 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.
 - Ask us for the MRO Tracker Security Overview if your team would like more detail.

Need help?

Call Leesburg Aviation at 703.415.4545. We're happy to help you enter your first aircraft and maintenance items, or to walk your mechanic through the app.