WebOPSS Field User Guide

Web-based Operations Safety System

Version 3.1

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3.1	Susan Jacobs	Updated procedures in *Authorizing Document Management.*	6/12/2012

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1. Introduction

WebOPSS (Web-based Operations Safety System) is the next generation of application automation used by the Flight Standards Service (AFS) to collect data on operator activities, disseminate FAA policy to the operator and inspector communities, and generate and manage Authorizing Documents on behalf of the operator. The system is also a repository containing some of the most up-to-date data about the airline industry.

1.1 WebOPSS Functions

The WebOPSS system has four primary functions:

- To generate regulatory and policy templates used to create operator-specific Authorizing Documents
- To generate and manage operator-specific Authorizing Documents
- To aid in the collection of non-regulatory, operator-specific data
- To provide a reporting capability on data and metadata elements contained within the system.

1.2 About this User Guide

This *WebOPSS Field User Guide* provides information on the use of each application function within the Web Enabled Business Operations Safety System (WebOPSS) that a Certificate Holding District Office (CHDO) needs to use in order to fulfill the functions listed in "1.1 WebOPSS Functions" section. The processes in this guide are directed primarily towards field users, Aviation Safety Inspectors (ASI), Aviation Safety Assistants (ASA), and Aviation Safety Technicians (AST). For more specific administrative functions, System administrators, AFS SMEs, and AFS HQ Administrators will want to refer to the *WebOPSS HQ User Guide*.

For the purpose of this document, the following terminology will be used:

- **User:** this term will be used to identify any person accessing the WebOPSS system. Users are made up of all FAA Field, ASI, ASA, AST, and Administration individuals.
- **Designator**: this term will be used to identify Certificate Holders/operators.
- **Authorizing Documents**: this term will be used in reference to OpSpecs, MSpecs, TSpecs, LOAs, and Waivers. (For more information on Authorizing Documents, see Chapter "5 Authorizing Documents Management" on page 96.)

While it is not necessary to read this guide from beginning to end, it has been structured to introduce simple concepts and building block processes early and proceed to more complex procedures. Therefore, it may be helpful to read the introduction and scan preceding sections before attempting the operations of later sections.

1.2.1 Field Guide User Capabilities

WebOPSS is designed as a roles-based system, meaning that a variety of standard Roles exist that have certain Permissions associated with each of them. Though the name of the specific roles available are not relevant for the purpose of this document, there are generic actions associated with the different user levels in the system:

- **Field users:** have a wide range of capabilities in WebOPSS. They essentially have full access to all CHDO functionality, but cannot Issue Authorizing Documents or change Inspectors.
- **ASI users:** have full access to all CHDO functionality.
- **ASA and AST users:** have a similar range of capabilities as the Field user, but cannot sign or issue Authorizing Documents.

2. Using WebOPSS

This section describes the system requirements for running WebOPSS, login and logout procedures, and an introduction to the interface.

2.1 WebOPSS System Requirements

WebOPSS is a Web application completely compatible with Internet Explorer Version 8 or higher. While WebOPSS may operate to some extent with other versions of Internet Explorer and other browsers, it is only guaranteed to work with Internet Explorer Version 8. The following is the minimum recommended system configuration for a workstation running WebOPSS in an Internet Explorer Version 8 browser:

- PC with 1.5 gigahertz or higher processor clock speed recommended; 1 GHz minimum required (single or dual processor system); Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended
- 128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported; may limit performance and some features)
- 1.5 gigabytes (GB) of available hard disk space
- Super VGA (800 x 600) or higher-resolution video adapter and monitor
- Keyboard and Microsoft Mouse or compatible pointing device

For Field Users, WebOPSS is now compatible with Internet Explorer 9.

It is recommended that Compatibility View be turned ON if using IE 9 to view WebOPSS. Some pages may not display correctly if Compatibility View is OFF.

To turn Compatibility View on in IE 9, click the Compatibility View button in the address bar to make the icon change from an outline  to a solid color .

2.2 Accessing WebOPSS

WebOPSS is a web application, meaning all capabilities are available through a web browser. While most of the capabilities of the system will work on any browser, the system is only tested for compatibility with Internet Explorer.

To access WebOPSS, you will need either an active FAA domain account or a WebOPSS account. To request a WebOPSS account, contact the WebOPSS Technical Support at AFS-WebOPSS@faa.gov.

To Access WebOPSS:

1. In the Internet Explorer address bar, type "http://webopss.avs.faa.gov" and press **Enter** on the computer keyboard. The FAA Log in screen appears:

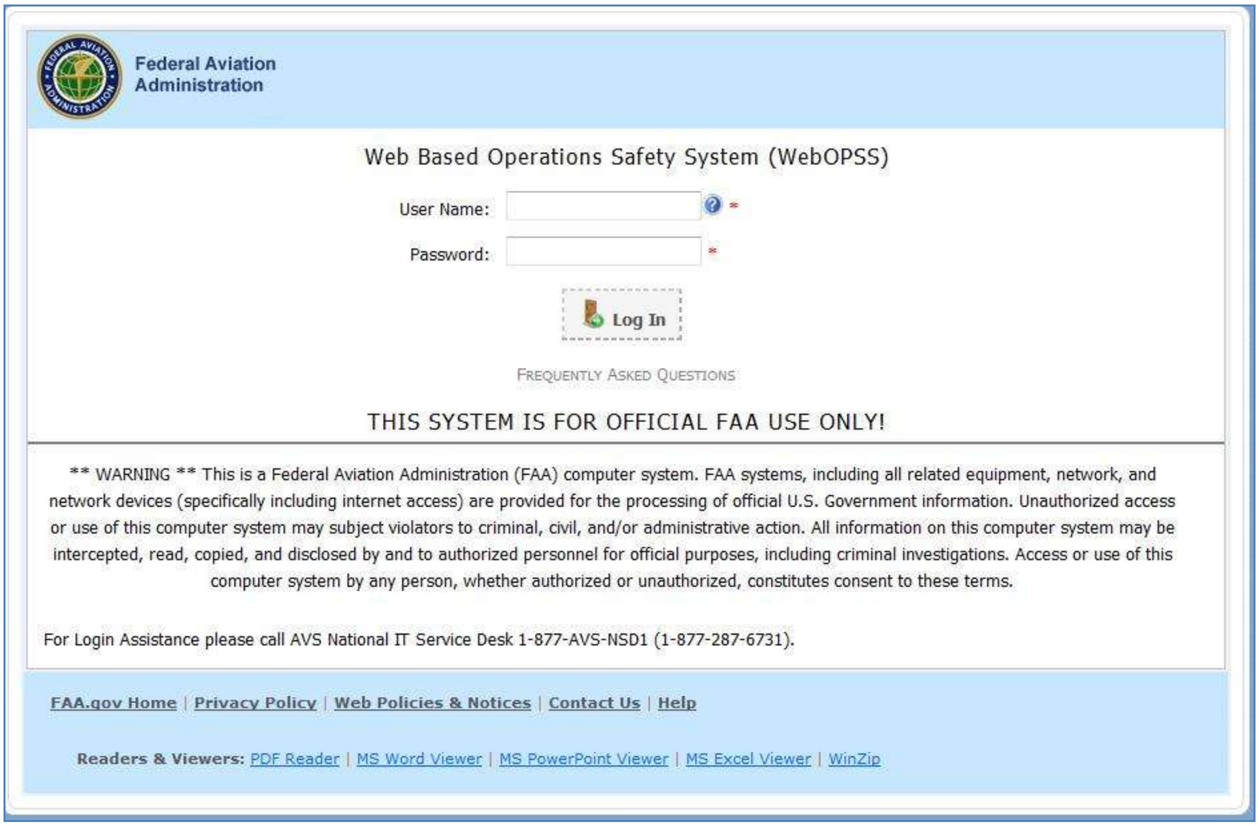


Figure 2.1: FAA Log In

2. In the **User Name** text box, type in the user name provided by the WebOPSS administrator.
3. In the **Password** text box, type in the password provided by the WebOPSS administrator.
4. Click **Log In**. The WebOPSS home page appears:

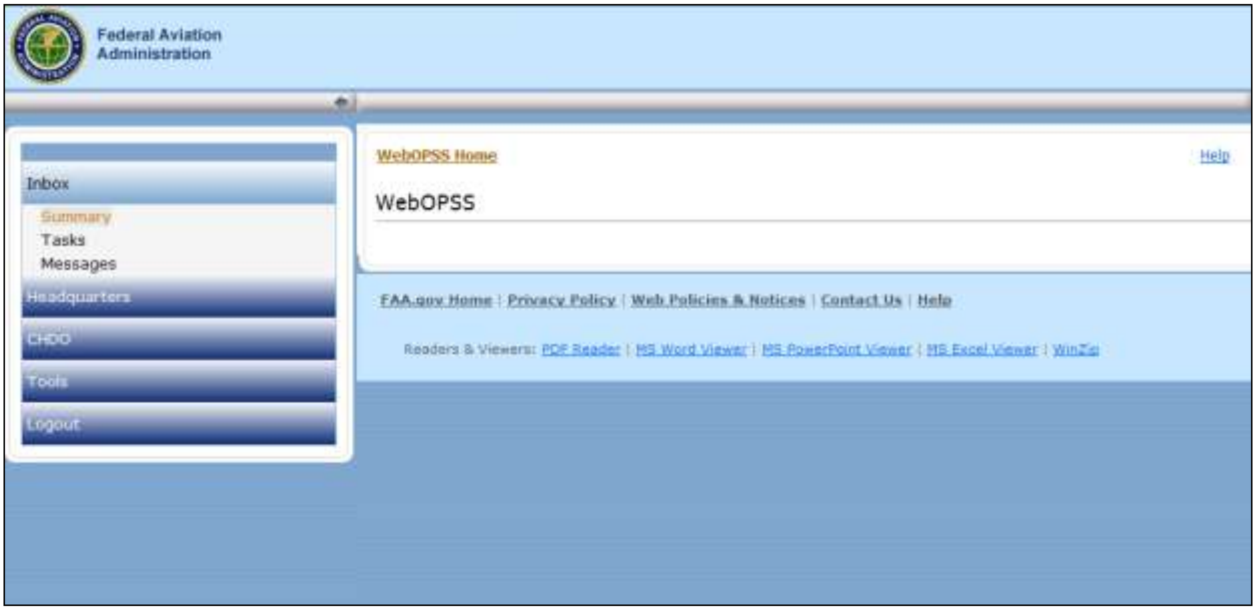


Figure 2.2: WebOPSS Home Page

2.3 Screen Navigation and Common Practices

2.3.1 Standard Web Navigation

WebOPSS is a web-based application, meaning that it is accessed via the internet. This allows for users to access the system wherever they are, provided they have internet access. To open WebOPSS, users must first open their web browser, a software program designed to allow people to access the internet; Internet Explorer, Netscape Navigator, or Firefox are some examples of popular internet browsers. Once the browser is opened, in a screen called a "window," users can access WebOPSS by typing the appropriate URL. The URL is the specific address of a web page and is entered in the address bar of the browser—in the figure below, the URL is "http://www.faa.gov/:"

Figure 2.3: Internet Explorer Browser Window Address Bar

2.3.2 The WebOPSS Environment

Once you have logged into the system, the WebOPSS home page appears:

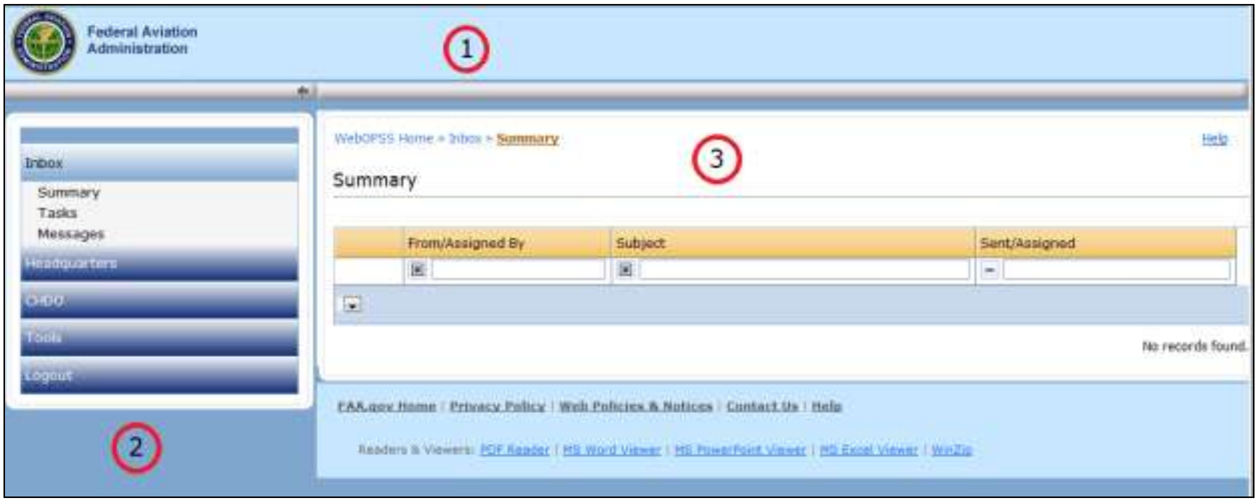


Figure 2.4: WebOPSS Layout

While the contents of this page may vary depending on the privileges the user has been granted in the system, upon first presentation, the same three general areas appear. These areas are:

1. **The Header:** this area contains the FAA logo.
2. **The Left Navigation:** this area contains all the menu options to initiate the various WebOPSS operations.
3. **The Content Area:** this area changes the controls displayed depending on the operation selected and displays the breadcrumb path (the **WebOPSS Home** link in the figure above) and a link to context-sensitive Help topics.

2.3.3 Hyperlinks

Hyperlinks (also called simply "links") are commonly used throughout the WebOPSS system. Hyperlinks are blue, underlined words or phrases that serve as a navigation element to another section of the WebOPSS system. By clicking on the hyperlink, users quickly access other relevant areas of the system. Once used, the hyperlink color changes from blue to brown to help users identify which links have been previously-accessed. However, hyperlinks have unlimited reference usage and can be used at any time they are present.

For example, by clicking on the **Help** hyperlink, users are instantly able to access context-sensitive information relating to the area of WebOPSS that is being currently accessed:

Figure 2.5: Hyperlink

2.3.4 Breadcrumbs

The WebOPSS breadcrumb consists of hyperlinks that appear horizontally across the top of the content area below the header. This provides links back to each previous topic or subtopic page that the user navigated through in order to get to the current page. Breadcrumbs are a handy "shortcut" that users can use to get back to previously-visited pages:

Figure 2.6: Breadcrumb Path

2.3.5 Common Controls

Users will encounter many action buttons throughout the WebOPSS system. While some buttons are area-specific depending on where the user is in the system, there are several common buttons that they will encounter:

- **Add:** this option allows the user to add a new item to a page/table.
- **Edit:** this option allows the user to edit, or change, an existing item or data in a page/table.
- **Delete:** this option allows users to permanently remove an existing item or data in a page/table.
- **Export:** this option allows users to access a table's contents in a non-web-related manner, such as in a spreadsheet using Microsoft Excel or in a document using Microsoft Word. Once accessed, the data can be printed or saved to a specific location on the user's local computer.
- **Back:** this option allows users to return to the previous screen viewed or the main "home" page for the selected area.
- **Save:** this option allows users to save any data that has been entered or modified in a form or table.

In addition to action buttons, users also encounter a number of user interface widgets that require user input. There are several common interface items in WebOPSS:

- **Radio Buttons:** these appear as small, round circles next to a text option. These are designed so that users may only select one option out of the list available:

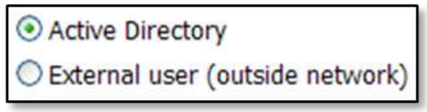


Figure 2.7: Radio Buttons

- **Check Boxes:** these appear as small, square boxes next to a text option. These are designed so that users may select several options out of the list available:

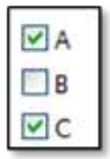


Figure 2.8: Check Boxes

- **Dropdown Lists:** these appear as rectangular boxes with an arrow at one end. When users click the arrow, the dropdown menu extends to display the options available:

Figure 2.9: Dropdown List

- **Regular Text Fields:** these appear as rectangular boxes of varying sizes that users can enter editable text into. When users click inside the box, a blinking cursor appears and text can be entered:

Figure 2.10: Text Field

NOTE: Red asterisks behind any text field in WebOPSS indicates that the field is a required field (as shown in the figure above). Required fields must have data entered in them before the user is allowed to Save or move on to another page.

2.3.6 Status Icons and Warnings

In certain tables, a red status icon indicates that the referenced data is obsolete and should be changed as soon as possible. A green check indicates that no action is necessary.

Figure 2.11: Status Icons

2.3.7 Using the Search Filter

One of the common actions that WebOPSS users will encounter is searching for an item. In most of the WebOPSS search filters throughout the system, users can not only enter specific information to search for, but can also select a button at the top of most table columns to select the search parameters.

To Select the Search Criteria:

1. Click the button at the top of the table column (usually either  or ). The search criteria drop-down list appears:

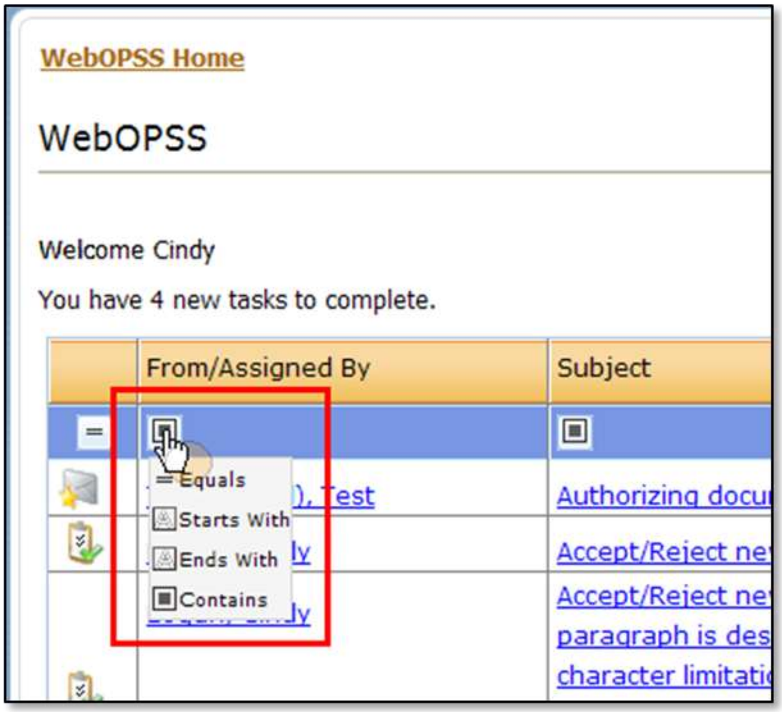


Figure 2.12: Select Search Criteria

2. Select one of the following search criteria:
   - **Equals (** **)**: this means that the filter will search for all entries containing only the search text.
   - **Starts With (** **)**: this means that the filter will search for all entries that start with the search text.
   - **Ends With (** **)**: this means that the filter will search for all entries that end with the search text.
   - **Contains (** **)**: this means that the filter will search for all entries that contain all or part of the search text.

To Enter Search Text:

1. Double-click in the blank area to the right of the search criteria button, once the desired search criteria is selected:

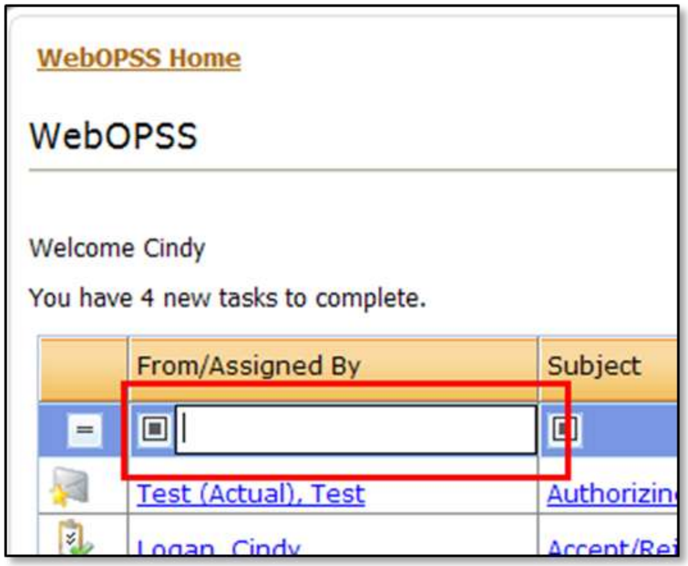


Figure 2.13: Enter Search Text

2. Enter the search text in any of the search fields above a column, and press **Enter** on the computer keyboard. The search results appear in the table below the search field.

HINT: While viewing table information, the first click on any column heading displays the records in ascending (0-9, A-Z) order and the second click on any column heading reverses the order (Z-A, 9-0).

2.3.8 Context-Sensitive Help (CSH)

To provide users with immediate help while using WebOPSS, context-sensitive help is provided. Using CSH allows users to get immediate help without having to take the time to hunt through a 100+ page manual to find the applicable information. No matter where users are in the system, the **Help** hyperlink always exists in the upper right corner of the content area:

Figure 2.14: Context-sensitive Help Link

By clicking on the **Help** hyperlink, users are instantly able to access context-sensitive information relating to the area of WebOPSS that is being currently accessed:

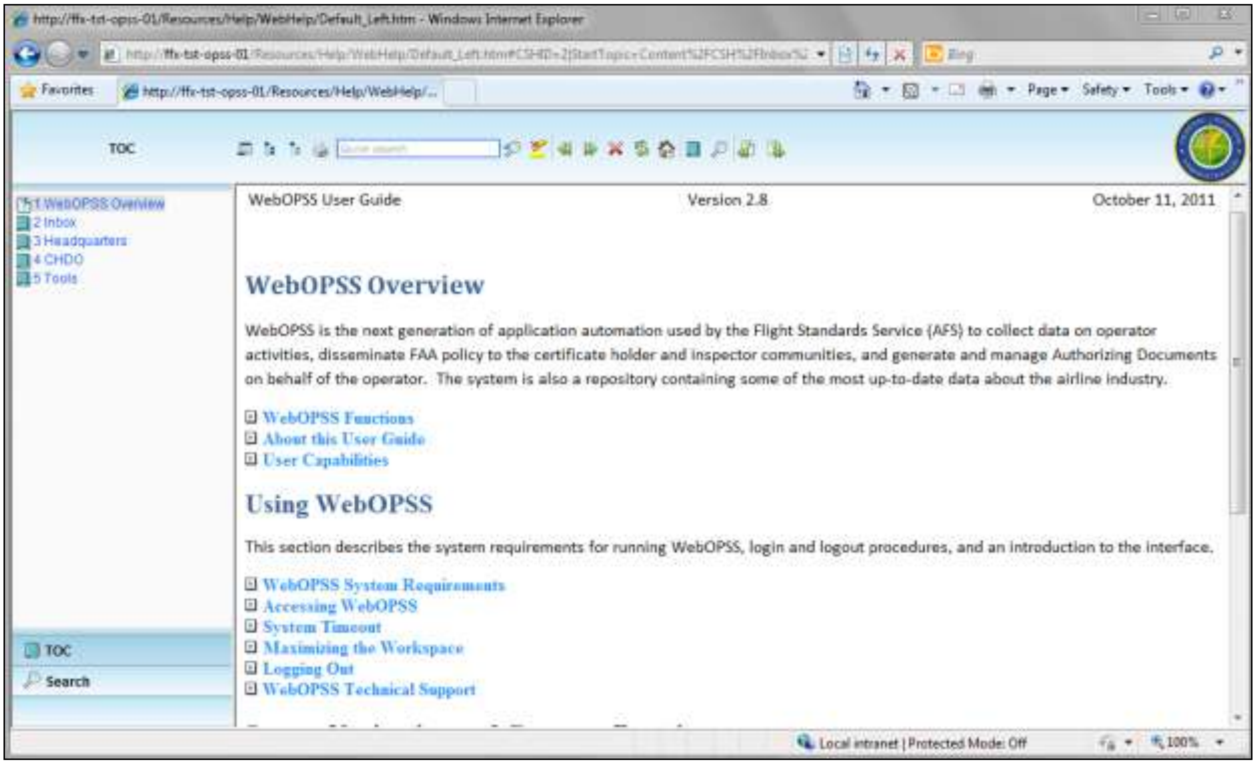


Figure 2.15: Context-sensitive Help

For example, if users are working in the Operator—Address area of WebOPSS and wish for instant information on how to add an Address, they can click the CSH **Help** link and the CSH opens to the Operator—Address information without any other navigation required by the users.

2.4 System Timeout

The current WebOPSS timeout setting is approximately 90 minutes. If a user is inactive within WebOPSS for a period of time, the first thing to do prior to resuming work is refresh (F5). This will prevent the loss of any data prior to the next action, which will trigger a Timeout message. It is recommended that users save their work at regular intervals, prior to any periods of inactivity and prior to stepping away from their workstation.

2.5 Maximizing the Workspace

You can maximize the content area by minimizing the header and left navigation. Though this will hide both of these, they may be redisplayed at any time. Once hidden, they will remain so for the remainder of the session or until the user chooses otherwise.

To Hide the Left Navigation:

- To hide the left navigation, click the arrow icon () at the top of the left navigation area.

Figure 2.16: Collapsing Left Navigation

To Display the Left Navigation:

- To display the left navigation, click the arrow icon ( ) at the top left corner of the page.

2.6 Logging Out

To logout, click the **Logout** tab in the left navigation area.

2.7 WebOPSS Technical Support

If you have questions or require assistance with WebOPSS, technical support is available. For phone help, call (877) 287-6731. To email WebOPSS Technical Support, contact AFS-WebOPSS@faa.gov.

3. Inbox

The WebOPSS system introduces the concept of an Inbox similar to the physical inbox that sits on one's work desk. The WebOPSS Inbox stores and lists all notifications that a user has been sent in the form of messages and tasks assigned to the user. Notifications in the WebOPSS Inbox system can also include system-wide messages to inform the user community of an upcoming system upgrade, policy change, or any other general FAA information.

The new features used to enhance two-way communication between the program office, field, and industry users are:

- Summary (will contain Messages and Tasks)
- Tasks
- Messages

3.1 WebOPSS Home Tasks

Upon login, the WebOPSS Home page will display any available new task information, including all tasks and messages received, with icons indicating the different status of the item (i.e., the icon for a completed task will be different from that of a new message):

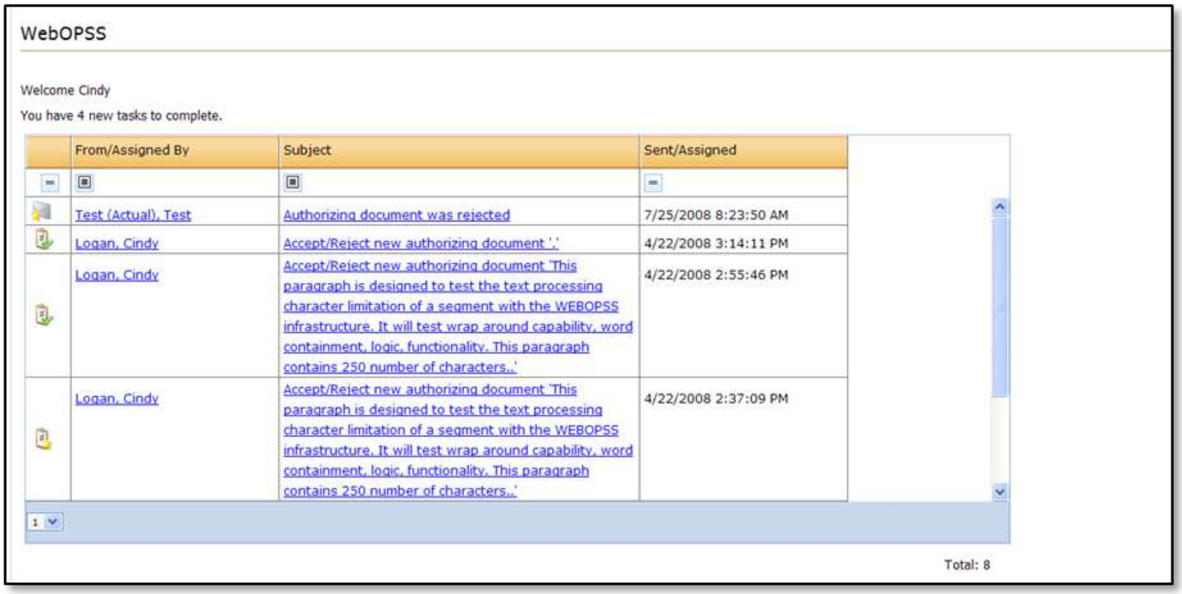


Figure 3.1: Home Page Tasks

The list that may appear immediately upon login contains the same information that can be accessed by clicking on **Summary** from the navigation bar (see below). This information will remain accessible at any time during the user's WebOPSS session by clicking on the **Home** link in the breadcrumb path.

There are five icons that may appear in the tables for user Summary, Tasks, and Messages:

- : the plain envelope icon indicates a Message that has already been read.
- : the envelope with a star icon indicates a new Message.
- : the clipboard with a star icon indicates a new Task.
- : the plain clipboard icon indicates a Task that has already been viewed but not completed.
- : the clipboard with a checkmark icon indicates a completed Task.

3.2 Summary

Different screens will display depending on the type of item the user wishes to view. For more information, refer to the corresponding sections below.

To View a Summary of Messages and Tasks:

1. In the left navigation area, under **Inbox**, click **Summary**. The Summary page appears:

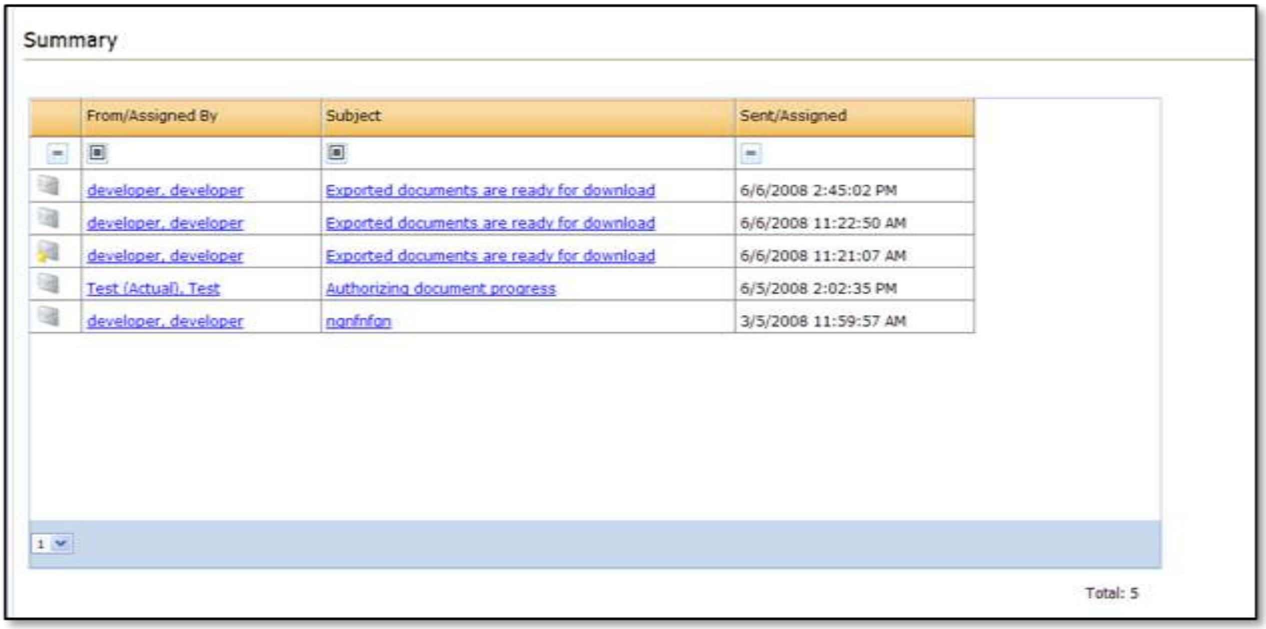


Figure 3.2: Summary Table

2. To view a particular message, click the text of the desired message in either the **Subject** column or the **From/Assigned By** column.
3. To view additional details for a Task, click on the row of the task. Task details appear to the right of the Summary table:

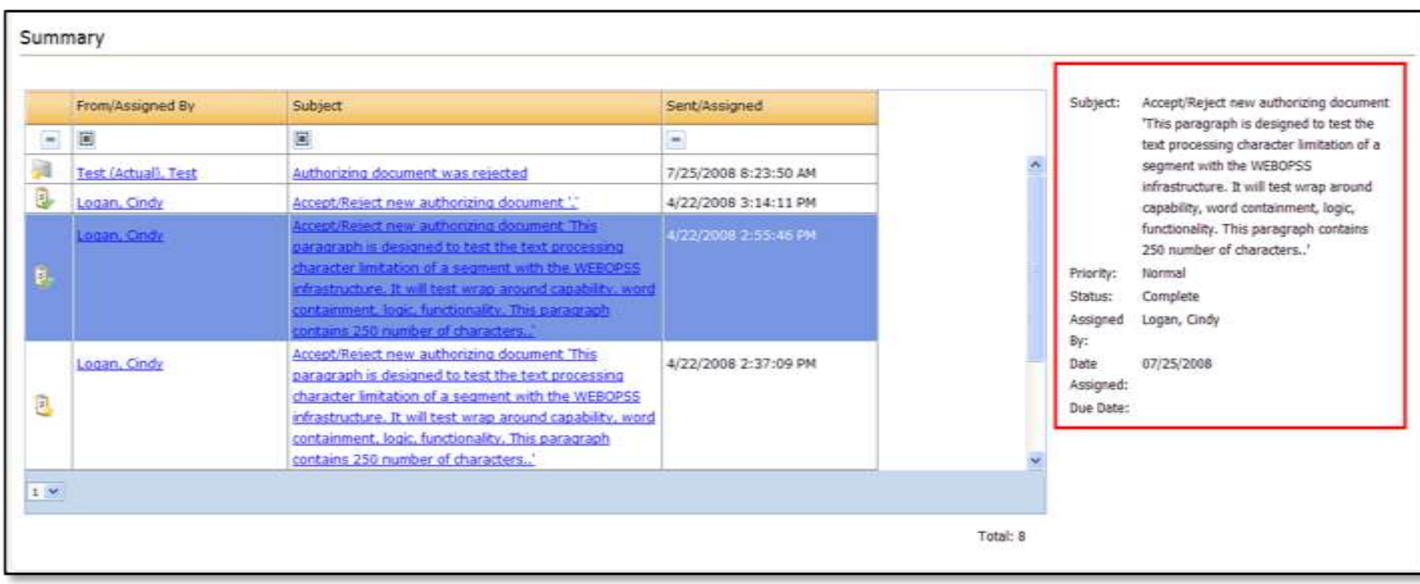


Figure 3.3: Task Details

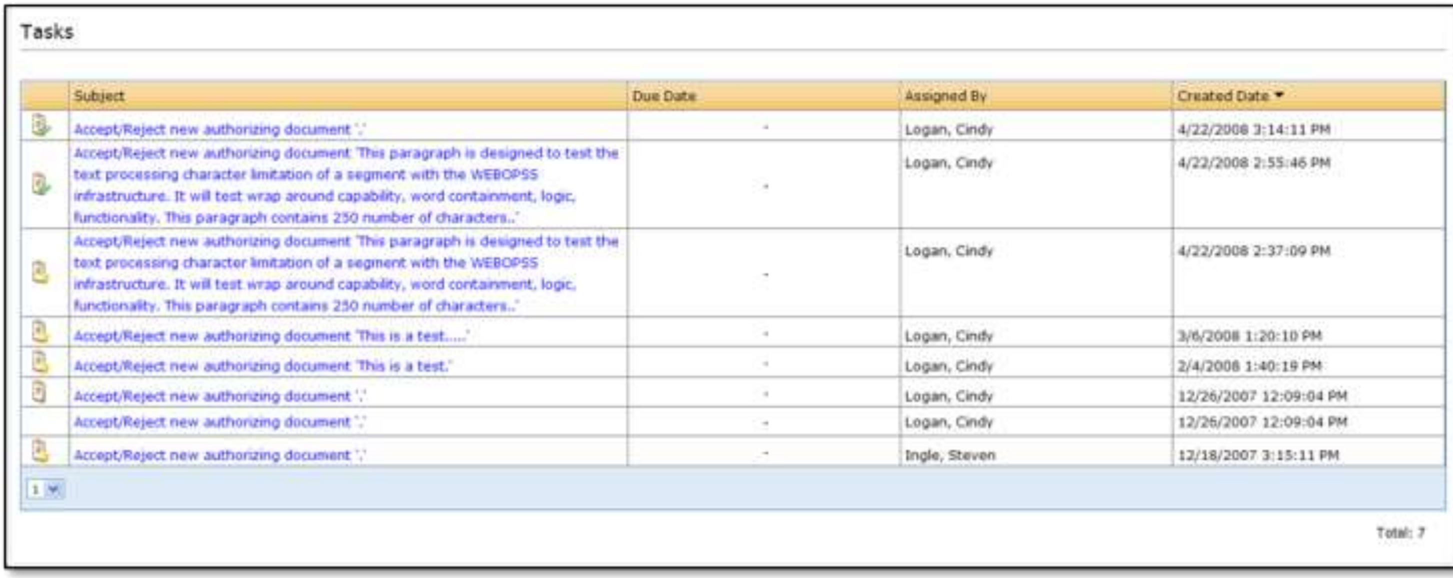
NOTE: Task details can also be viewed from the WebOPSS Home page summary table.

3.3 Tasks

Workflow is the implementation, by the system, of the business rules established by the HQ user. WebOPSS supports workflow around new policy and authorizing document processes. Automated workflow can generate tasks for system users, improving the integration of inter- and intra-organizational communication and tasking.

To Accept or Reject a Received Task:

1. In the left navigation area, under **Inbox**, click **Tasks**. The Task Management page appears:



Tasks

	Subject	Due Date	Assigned By	Created Date
	Accept/Reject new authorizing document '.'	-	Logan, Cindy	4/22/2008 3:14:11 PM
	Accept/Reject new authorizing document 'This paragraph is designed to test the text processing character limitation of a segment with the WEBOPSS infrastructure. It will test wrap around capability, word containment, logic, functionality. This paragraph contains 250 number of characters..'	-	Logan, Cindy	4/22/2008 2:55:46 PM
	Accept/Reject new authorizing document 'This paragraph is designed to test the text processing character limitation of a segment with the WEBOPSS infrastructure. It will test wrap around capability, word containment, logic, functionality. This paragraph contains 250 number of characters..'	-	Logan, Cindy	4/22/2008 2:37:09 PM
	Accept/Reject new authorizing document 'This is a test.....'	-	Logan, Cindy	3/6/2008 1:20:10 PM
	Accept/Reject new authorizing document 'This is a test.'	-	Logan, Cindy	2/4/2008 1:40:19 PM
	Accept/Reject new authorizing document '.'	-	Logan, Cindy	12/26/2007 12:09:04 PM
	Accept/Reject new authorizing document '.'	-	Logan, Cindy	12/26/2007 12:09:04 PM
	Accept/Reject new authorizing document '.'	-	Ingle, Steven	12/18/2007 3:15:11 PM

Total: 7

Figure 3.4: Task Management Table

2. Click the text of the **Subject** of the desired task.
3. If the task has been completed, the Poll screen will appear displaying the voting results:

Figure 3.5: Poll Results for a Completed Task

4. If the task has not been completed (i.e., it is a new or previously-viewed task), the Poll screen will appear displaying the option to vote on the task:

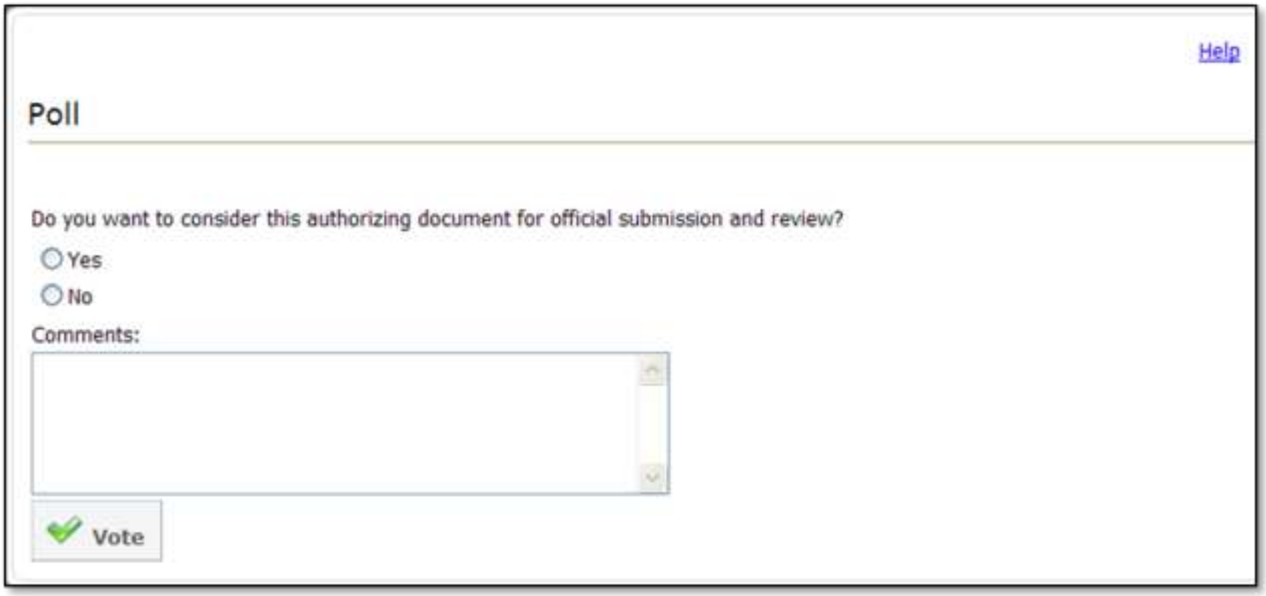


Figure 3.6: Vote on a New or Previously-viewed Task

5. To vote on the task, do the following:
    a. Select **Yes** or **No**.
    b. If desired, enter any comments in the **Comments** text field.

NOTE: Comments are mandatory for a negative response.

6. Click **Vote**. The Poll results are displayed with options to either go **Back**, to change the vote, or **Continue** to the rest of the Task workflow.
7. To view the Task Workflow, click **Continue**. The Command Control screen appears:

Figure 3.7: Task Workflow

To Add a Task:

1. In the left navigation area, under **Inbox**, click **Tasks**. The Task Management page appears.
2. Click **Add**. The New Task form appears.
3. To autopopulate the recipient's name, click **To**. The Directory/Address Book form appears:

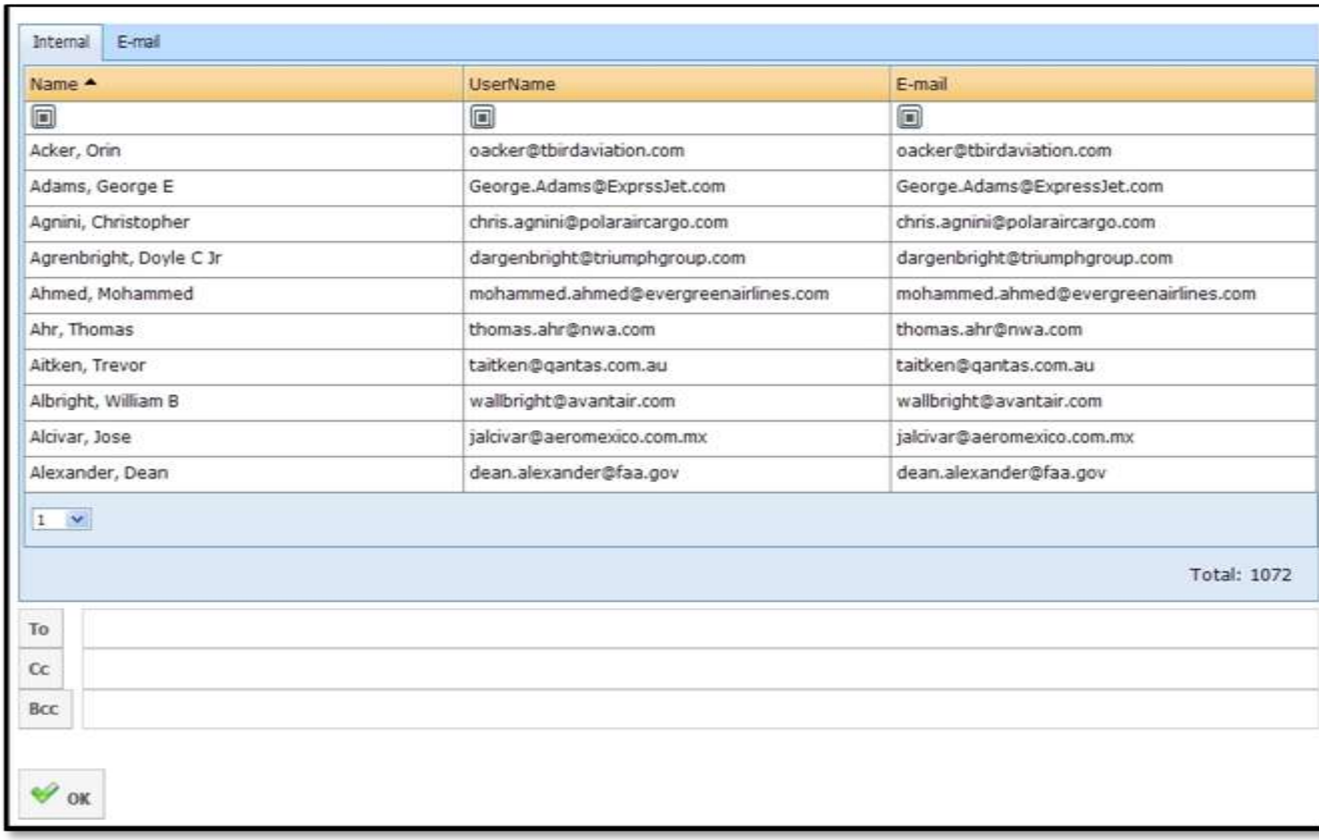


Figure 3.8: Directory/Address Book

NOTE: There are two tabs available for search in this window.

4. Do one of the following:
   - Use the **Internal** tab to select the recipient if the recipient is an internal member of the FAA.
   - Use the **Email** tab to enter the recipient's email address if there is an external address for the recipient.

HINT: The Directory/Address Book automatically defaults to show the **Internal** tab upon initial access.

5. If using the **Internal** tab, select the recipient and click **To**, **Cc**, or **Bcc**, as desired.
6. If using the **Email** tab, enter the recipient email and click **To**, **Cc**, or **Bcc**, as desired.
7. Click **OK**. The recipient will appear in the list of recipients.
8. Enter the topic of the message in the **Subject** text box.
9. Enter the body of the message in the large text box.
10. Click **Assign**.

3.4 Messages

This folder contains typical email messages. Users can add and send a message or view received messages.

To View Received Messages:

1. In the left navigation area, under **Inbox**, click **Messages**. The Messages page appears:

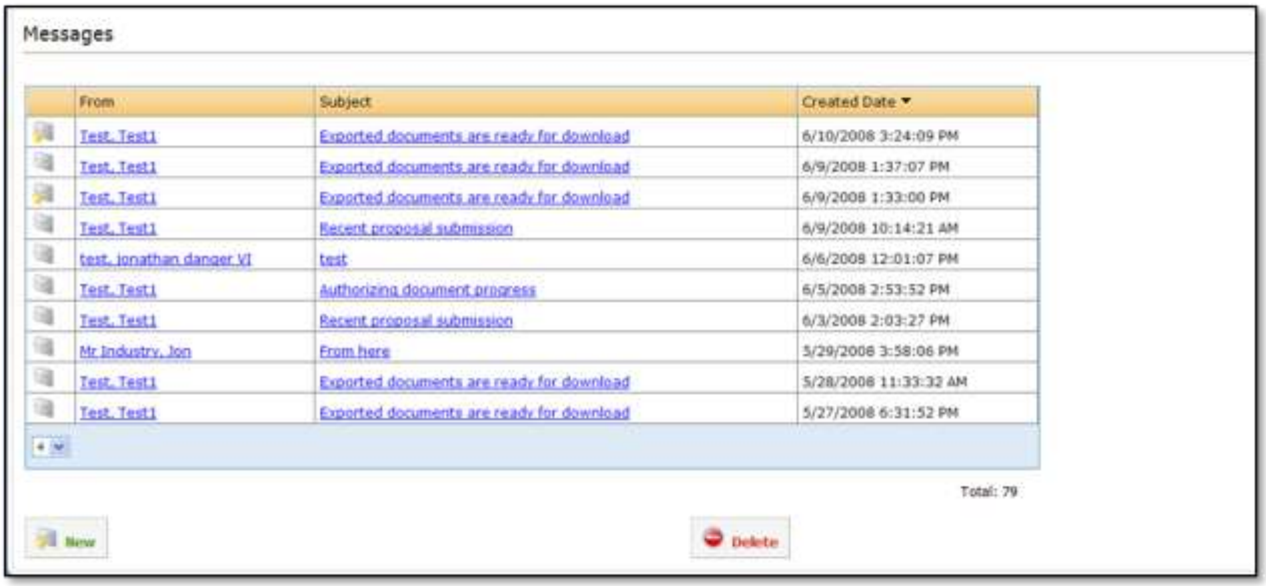


Figure 3.9: Messages Table

2. To view a particular message, click the text of the desired message in either the **Subject** column or the **From column**.

To Add and Send a Message:

1. In the left navigation area, under **Inbox**, click **Messages**. The Messages page appears.
2. To add and send a message, click **New**. The New Message form appears:

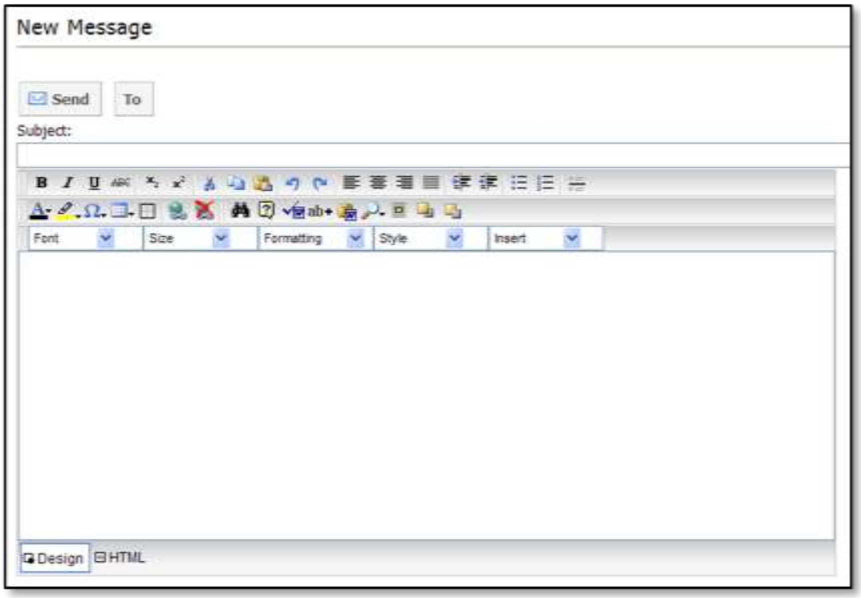


Figure 3.10: New Message

3. To autopopulate the recipient's name, click **To**. The New Message screen changes and a Directory/Address Book table appears:

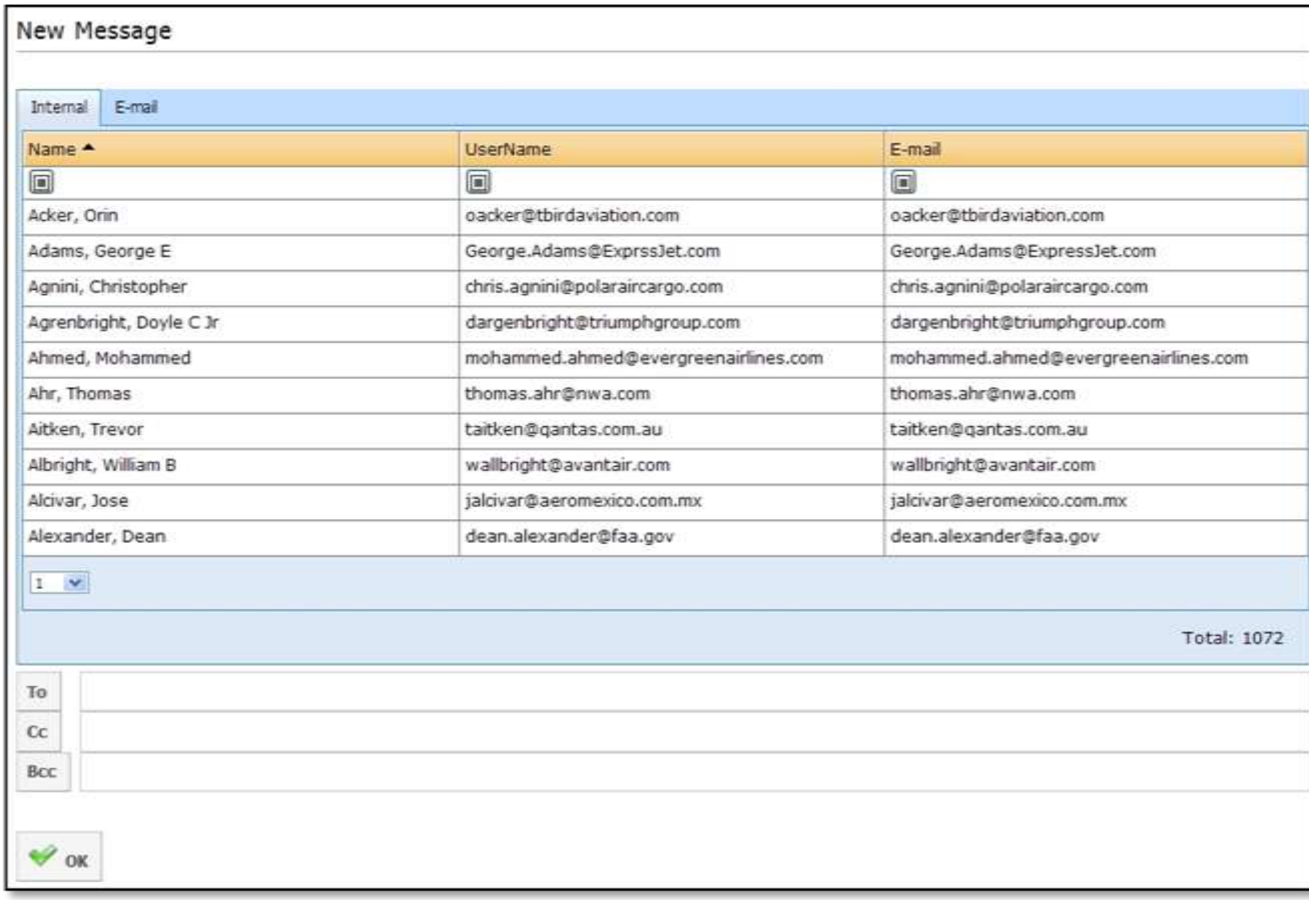


Figure 3.11: Directory/Address Book

NOTE: There are two tabs available for search in this window.

4. Do one of the following:
   - Use the **Internal** tab to select the recipient if the recipient is an internal member of the FAA.
   - Use the **Email** tab to enter the recipient's email address if there is an external address for the recipient.

HINT: The Directory/Address Book automatically defaults to show the **Internal** tab upon initial access.

5. If using the **Internal** tab, select the recipient and click **To**, **Cc**, or **Bcc**, as desired.
6. If using the **Email** tab, enter the recipient email and click **To**, **Cc**, or **Bcc**, as desired.
7. Click **OK**. The recipient will appear in the list of recipients.
8. Enter the topic of the message in the **Subject** text box.
9. Enter the body of the message in the large text box.
10. Click **Send**.

4. Data Management

4.1 Operators

Users with the appropriate roles and permissions can manage operator data. This information is accessed through the **Maintain** and **My Operators** subheadings.

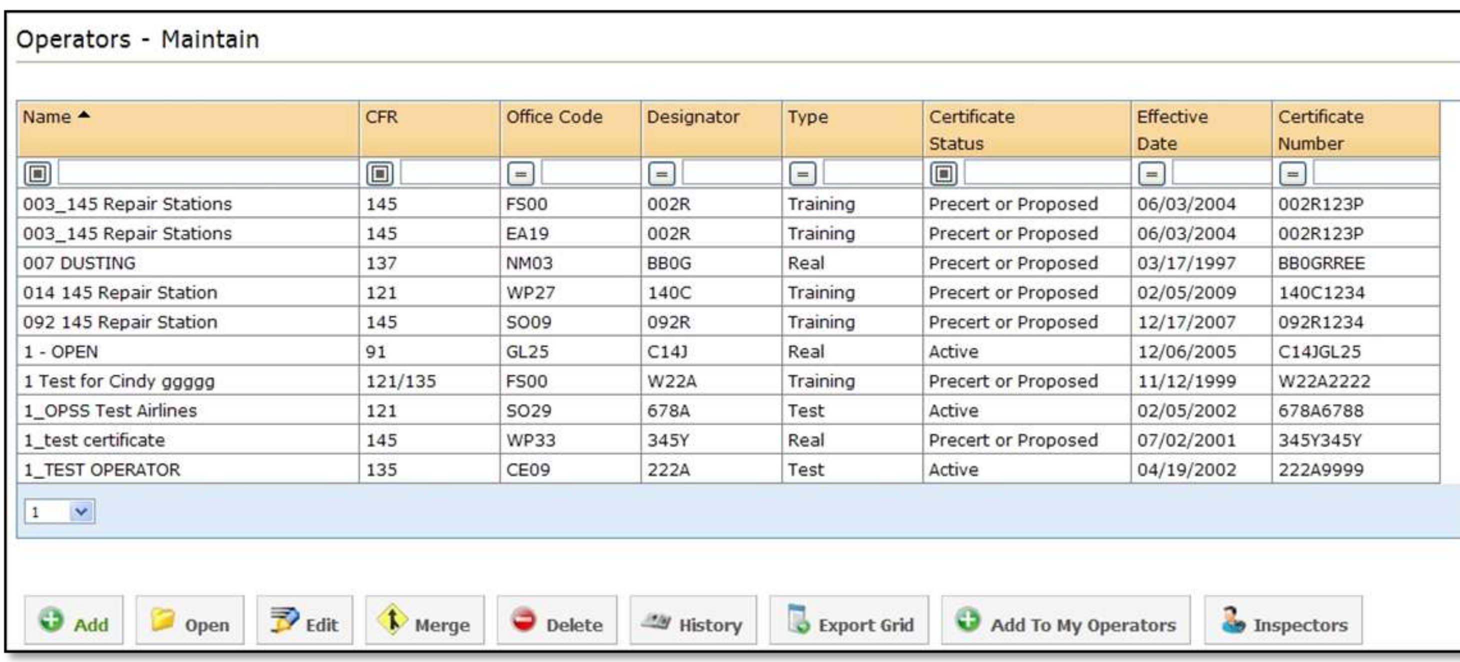
4.1.1 Maintain Operators

Within WebOPSS, users will go to the **Operators > Maintain** area to view a certificate for any operator assigned to their offices. Non-field users will be shown a list of all the operators associated with their assigned regional offices. However, for field users the system displays the operators assigned to the login user.

The **Maintain Operators** area in WebOPSS is where the bulk of operator management will probably take place. It is the area for more common tasks, such as adding and editing operators and related information. Additionally, authorized users can also deleting test operators within the authorized user's CHDO and view the historical information of operators from the database.

To Add an Operator:

1. In the left navigation area, **CHDO > Operators**, click **Maintain**. The Operator—Maintain table appears:



Operators - Maintain

Name	CFR	Office Code	Designator	Type	Certificate Status	Effective Date	Certificate Number
003_145 Repair Stations	145	FS00	002R	Training	Precert or Proposed	06/03/2004	002R123P
003_145 Repair Stations	145	EA19	002R	Training	Precert or Proposed	06/03/2004	002R123P
007 DUSTING	137	NM03	BB0G	Real	Precert or Proposed	03/17/1997	BB0GRREE
014 145 Repair Station	121	WP27	140C	Training	Precert or Proposed	02/05/2009	140C1234
092 145 Repair Station	145	SO09	092R	Training	Precert or Proposed	12/17/2007	092R1234
1 - OPEN	91	GL25	C14J	Real	Active	12/06/2005	C14JGL25
1 Test for Cindy ggggg	121/135	FS00	W22A	Training	Precert or Proposed	11/12/1999	W22A2222
1_OPSS Test Airlines	121	SO29	678A	Test	Active	02/05/2002	678A6788
1_test certificate	145	WP33	345Y	Real	Precert or Proposed	07/02/2001	345Y345Y
1_TEST OPERATOR	135	CE09	222A	Test	Active	04/19/2002	222A9999

Figure 4.1: Maintain Operators Table

2. Click **Add**. The Add Operator wizard appears:

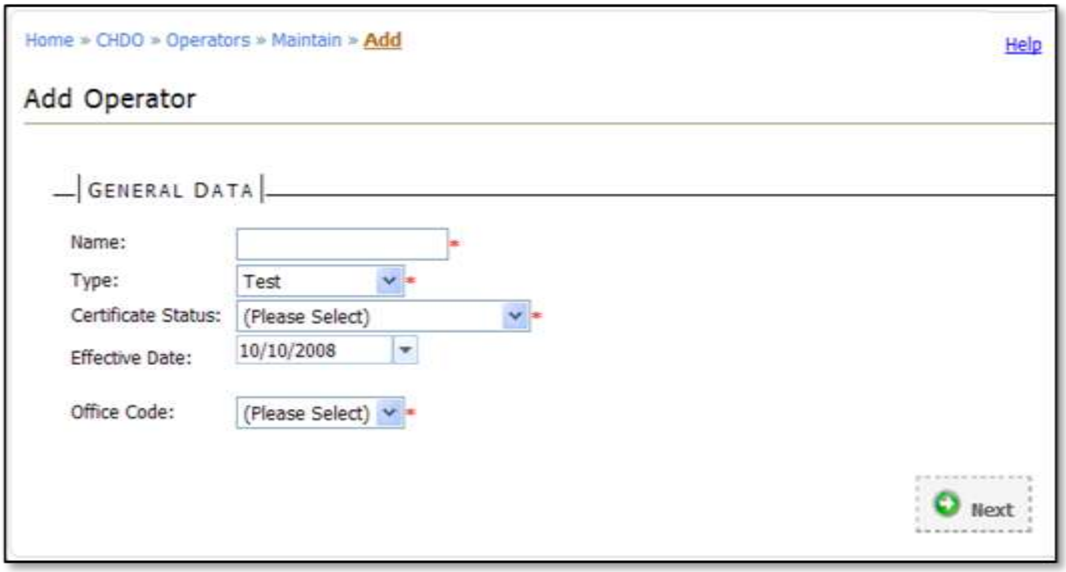


Figure 4.2: Add Operator—General Data

3. In the **Name** text box, insert the name of the new operator.
4. Select the **Type** of user from the drop-down menu.
5. Select the operator's **Certificate Status** from the drop-down menu.
6. In the **Effective Date** field, click in the text field to choose a date from the calendar that appears.
7. Select the operator's **Office Code** from the drop-down menu.
8. Click **Next**. The **Designator Code** section appears:

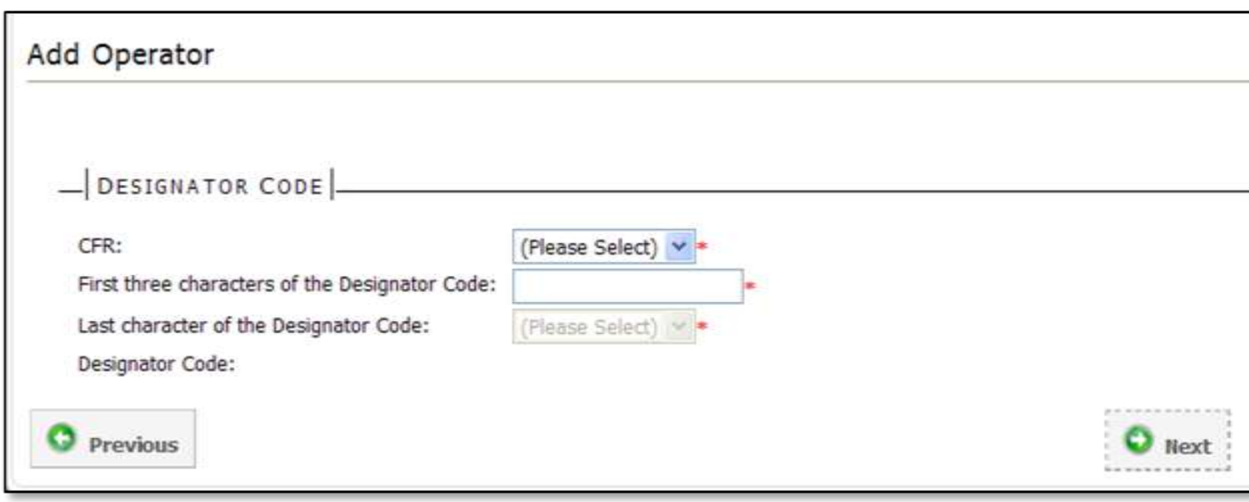


Figure 4.3: Add Operator—Designator Code

9. Select the **CFR** from the drop-down menu.

10. In the **First three characters of the Designator Code** text field, enter the appropriate information. The letters will appear in the **Designator Code** section on the last field as they are typed.
11. Select the **Last character of the Designator Code** from the drop-down menu. This letter will also appear at the end of the **Designator Code** on the last field.
12. Click **Next**. The Certificate Number section appears.
13. Enter the **Last four characters of Certificate Number** in the text field. These numbers will appear in the **Certificate Number** field below as they are typed.
14. Click **Finish**. The Edit Operator screen appears:

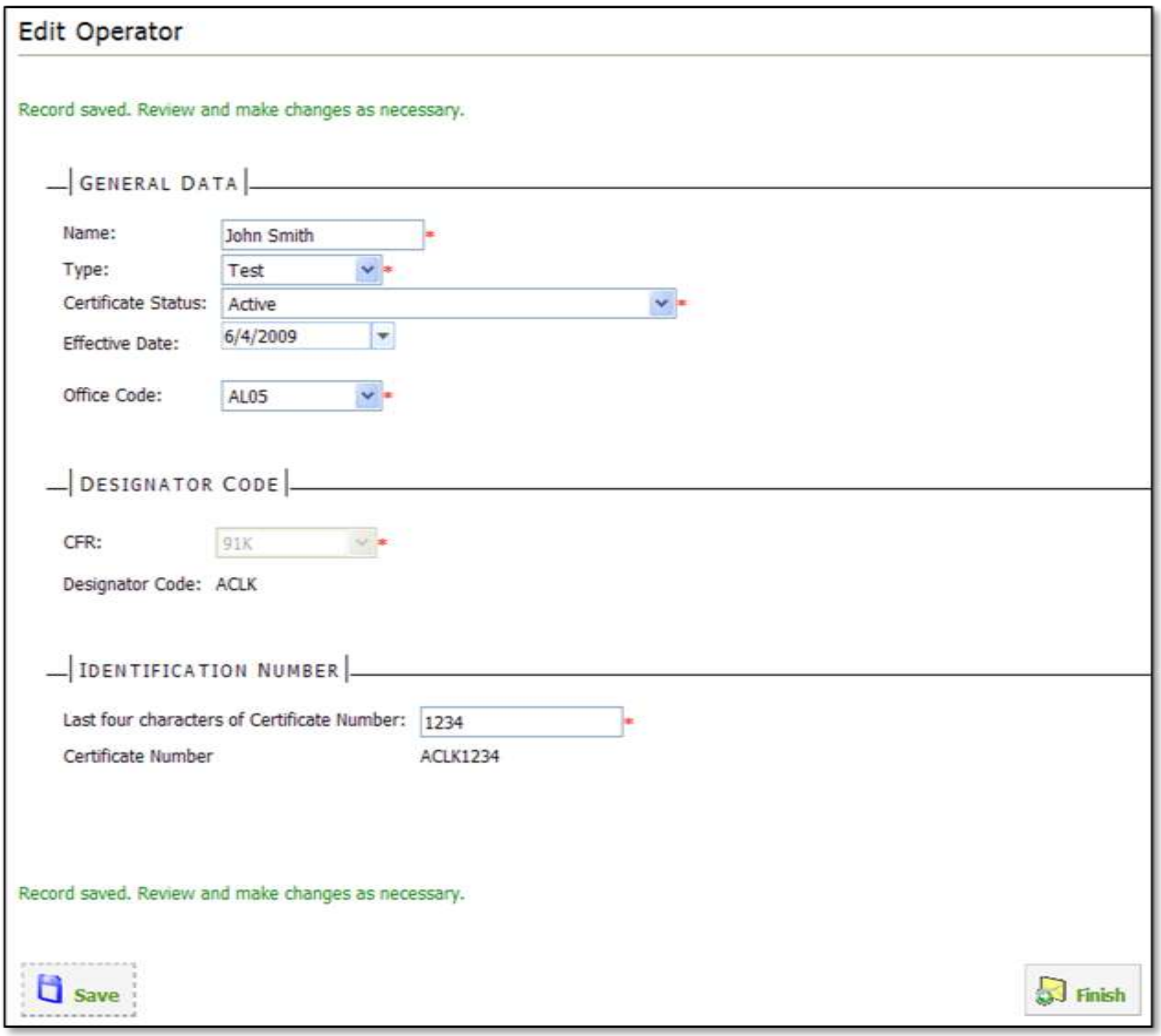


Figure 4.4: Edit Operator

15. Click **Save** to return to the Operator—Maintain table.

To Open an Operator:

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Maintain table appears.
2. Select the desired row.
3. Click **Open**. The Authorizing Documents screen appears under the selected operator.

HINT: For more information on authorizing documents, see "5 Authorizing Documents Management" chapter on page 96.

To Edit Operator Information:

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Maintain table appears.
2. Select an operator from the operator list.
3. Click **Edit**. The Edit Operator form appears.
4. Modify the operator properties as needed.

NOTE: The information in the "Designator Code" section cannot be changed.

5. When finished, click **Save** to return to the Operator—Maintain table.

To Merge Operators:

NOTE: When users merge operators, selected data from each is assimilated from one "Source" operator to a different "Destination" operator. Merge functionality is permission-based, so if a user does not have permission for this action, the **Merge** button will not be available.

Because merge functionality can be complex and may have some data-specific actions, example scenarios are presented for each data row (e.g., Addresses, Aircraft, DBAs, etc.) below.

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Data table appears.
2. Select an operator from the operator list.

HINT: The selected operator will be used as the **Source Designator**. If users do not first select an operator from the operator list and instead simply click **Merge**, they will have to input a valid designator code in the **Source Designator** text field. If an operator is selected from the operator list first, the **Source Designator** CFR and Name data will preload on the Merge Operators page, which indicates that a valid operator was entered.

3. Click **Merge**. The Merge Operators page appears:

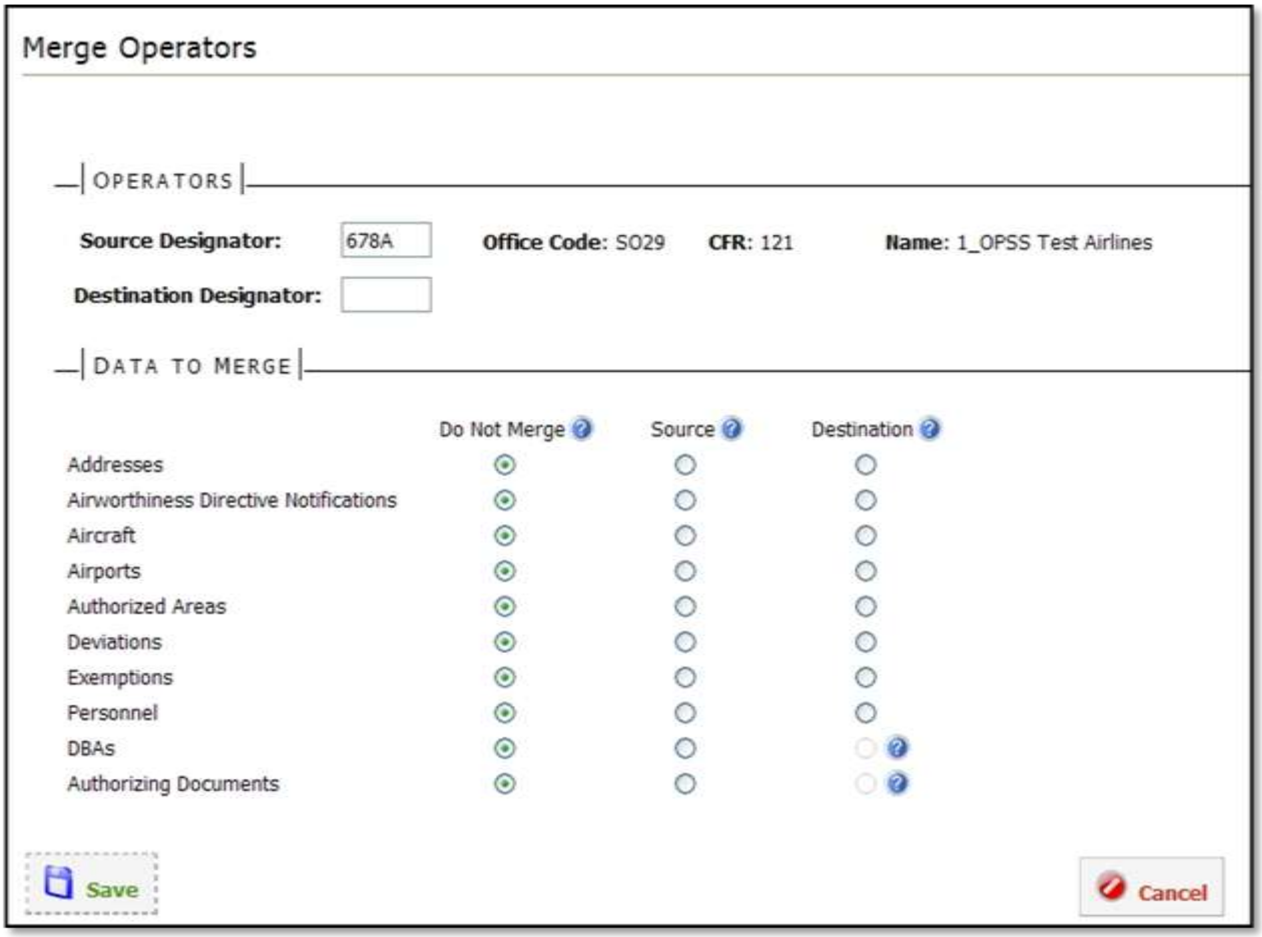


Figure 4.5: Merge Operators

4. Enter the **Destination Designator** code in the text field.

HINT: Only two different operators that have the same CFR can merge data.

5. As desired, do any of the following to select the desired **Source** or **Destination** radio buttons next to the appropriate data row:

NOTE: Only one radio button per row can be selected at a time. The **Do Not Merge** option is chosen for all data rows by default. When users select **Do Not Merge** for a data row, the system does not change that data for either the source or the destination—that data stays the same as it was before the merge.

Whether users merge by selecting **Source** or by selecting **Destination**, the functionality of the merge action will always happen from source to destination. No changes will ever occur for the source data; only the destination data will change.

If the **Source** radio button is selected to merge, and there is data in the Source that does not exist under the Destination operator, then the Source data will be copied over to Destination. If Destination has data that does not exist under Source, then nothing happens to the Destination data. If a conflict exists, then the Source information will overwrite the Destination information.

If the **Destination** radio button is selected, and an element in it (e.g., an Address Type under the "Addresses" data row) exists under Source but <u>does not exist under Destination</u>, then the Source data is copied over to Destination. If the Destination has an element that <u>does not exist under Source</u> then nothing happens to the Destination element. If a conflict exists for an element (e.g., for "Addresses," the Address Type "**Primary**" exists for both Source <u>and</u> Destination, but the **Primary Address** is different for both), then the Destination address is <u>not</u> overwritten by the Source address.

- Select an option for **Addresses**.

HINT: The basic functionality of the Addresses merger is that if Source and Destination addresses have the same **Address Type**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

Example Scenario:
The Source has Primary (Different than Destination), Within US, and Training. The Destination has Primary and Agent for Service.

If **Source** were selected:
After the merge, Destination will have the following: Primary (copied over from Source), Within the US (copied over from Source), Training (copied over from Source), and Agent for Service (left over from Destination and is not deleted).

If **Destination** were selected:
After the merge, Destination will have the following: Primary (not copied over from Source), Within the US (copied over from Source), Training (copied over from Source), and Agent for Service (left over from Destination and is not deleted).

- Select an option for **Airworthiness Directive Notifications**.

HINT: The basic functionality of the AD Notification merger is that if Source and Destination have the same **International/Domestic** addresses, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same. If Courtesy Copy (Cc) for Source and Destination have the same **Person/Organization Name**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

For the AD Notification Addresses functionality, if Source and Destination have the same **Primary Address**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same. Likewise, if the Source and Destination **Alternate Addresses** are the same, the Source data will overwrite the Destination data.

<u>Example Scenario:</u>
The user attempts to merge the AD Notification addresses of two operators that have different Courtesy Copy (Cc) Person/Organization name listed. The Source has Jeremy, Stephen, and Cindy. The Destination has Jeremy and Brittany.

<u>If **Source** were selected:</u>
After the merge, Destination will have the following: Jeremy (<u>not</u> copied over from Source), Stephen (copied over from Source), Cindy (copied over from Source), and Brittany (left over from Destination and is not deleted).

- Select an option for **Aircraft**.

HINT: The basic functionality of the Aircraft merger is that if Source and Destination aircraft have the same **Registration Number**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

Example Scenario:
The user attempts to merge the aircraft of two operators. The Source aircraft has MMS "Airbus-B-003," Reg. No. "R-1000," and Serial No. "S-1000." The Destination aircraft has MMS "Boeing-A-001," Reg. No. "R-1000," and Serial No. "S-1000."

If **Source** were selected:
Since the registration numbers are the same, the Source Aircraft will overwrite the Destination aircraft. One way to test that Destination aircraft was overwritten is to set both aircrafts with different Type Sec 119, Aircraft Seats, Kind of Operation, etc.

If **Destination** were selected:
The Source aircraft is not copied over to Destination; the Destination data remains the same.

- Select an option for **Airports**.

HINT: The basic functionality of the Airports merger is that if Source and Destination airports have the same **Assigned Airports**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

Example Scenario:
The user attempts to merge the Assigned Airports lists of two operators. The Source has Acapulco (with different Airport Authorizations, Provisional Airports, and Runway Categories than Destination), Kansas City International, and Johannesburg International. The Destination has Acapulco and St. Croix/Henry E. Rohlsen. (The Available Airports list will always be the same, regardless of the Source or Destination operator.)

If **Source** were selected:
After the merge, Destination will have the following: Acapulco (copied over from Source), Kansas City International (copied over from Source), Johannesburg International (copied over from Source), and St. Croix/Henry E. Rohlsen (left over from Destination and is not deleted).

If **Destination** were selected:
After the merge, Destination will have the following: Acapulco (not copied over from Source), Kansas City International (copied over from Source), Johannesburg International (copied over from Source), and St. Croix/Henry E. Rohlsen (left over from Destination and is not deleted).

- Select an option for **Authorized Areas**.

HINT: The basic functionality of the Authorized Areas merger is that if Source and Destination Authorized Areas have the same **Area**, **Notes**, and **Reference Documents**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.
Select an option for **Deviations**.

HINT: The basic functionality of the Deviations merger is that if Source and Destination deviations have the same **Deviation Authorities and Deviation Forms**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

Example Scenario:
The user attempts to merge the Assigned Deviations lists of two operators. The Source has Deviation Authority "119.67(e)" / Deviation From "119.67(a)(1)," Deviation Authority "119.3" / Deviation From "119.21(a)(1)," and Deviation Authority "121.339(a)" / Deviation From "121.339(c)." The Destination has Deviation Authority "119.67(e)" / Deviation From "119.67(a)(1) and Deviation Authority "121.310(f)(3)(iv)" / Deviation From "121.310(f)(3)(iii)." (The Available Deviations list will always be the same, regardless of the Source or Destination operator.)

If **Source** were selected:
After the merge, Destination will have the following: Deviation Authority "119.67(e)" / Deviation From "119.67(a)(1)" (copied over from Source), Deviation Authority "119.3" / Deviation From "119.21(a)(1)" (copied over from Source), Deviation Authority "121.339(a)" / Deviation From "121.339(c) (copied over from Source), and Deviation Authority "121.310(f)(3)(iv)" / Deviation From "121.310(f)(3)(iii) (left over from Destination and is not deleted).

If **Destination** were selected:
After the merge, Destination will have the following: Deviation Authority "119.67(e)" / Deviation From "119.67(a)(1)" (not copied over from Source), Deviation Authority "119.3" / Deviation From "119.21(a)(1)" (copied over from Source), Deviation Authority "121.339(a)" / Deviation From "121.339(c) (copied over from Source), and Deviation Authority "121.310(f)(3)(iv)" / Deviation From "121.310(f)(3)(iii) (left over from Destination and is not deleted).

- Select an option for **Exemptions**.

HINT: The basic functionality of the Exemptions merger is that if Source and Destination exemptions have the same **Exemption Number** assigned, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

Example Scenario:
The user attempts to merge the Assigned Exemptions lists of two operators. The Source has Exemption Numbers 5318, 396, and 444. The Destination has Exemption Numbers 5318 and 7020." (The Available Exemptions list will always be the same, regardless of the Source or Destination operator.)

If **Source** were selected:
After the merge, Destination will have the following: Exemption No. 5318 (copied over from Source, including Remarks), Exemption No. 396 (copied over from Source), Exemption No. 444 (copied over from Source), and Exemption No. 7020 (left over from Destination and is not deleted).

If **Destination** were selected:
After the merge, Destination will have the following: Exemption No. 5318 (not copied over from Source), Exemption No. 396 (copied over from Source), Exemption No. 444 (copied over from Source), and Exemption No. 7020 (left over from Destination and is not deleted).

- Select an option for **Personnel**.

HINT: The basic functionality of the Personnel merger is that if Source and Destination airports have the same **Agent of Service**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

For personnel that are not Agents of Service, if Source and Destination have personnel with same **First Name**, **Last Name**, and **FAA Recognized Title**, but have different **Authorization to Sign Part(s) [X]**, then the Source personnel will overwrite Destination designator.

Example Scenario:
The Source has Jeremy Smith (Agent for Service, Authorized to sign Parts A, C, and D), Robin Akers (Chief Pilot, Authorized to sign for Part Z), and Todd Richards (Dr. of Safety, Authorized to sign for Parts A, B, C, and E). The Destination has Jeremy Smith (Agent for Service, Authorized to sign Parts B, C, and E) and Cindy Beech (Chief Pilot, Authorized to sign for Parts D and T).

If **Source** were selected:
After the merge, Destination will have the following: Jeremy Smith (copied over from Source), Robin Akers (copied over from Source), Todd Richards (copied over from Source), and Cindy Beech (left over from Destination and is not deleted).

If **Destination** were selected:
After the merge, Destination will have the following: Jeremy Smith (not copied over from Source), Robin Akers (copied over from Source), Todd Richards (copied over from Source), and Cindy Beech (left over from Destination and is not deleted).

- Select an option for **DBAs**.

HINT: The basic functionality of the DBAs merger is that if Source and Destination DBAs have the same **Name**, then Source data will overwrite Destination data when Source is selected; likewise, when Destination is selected, the Destination data will remain the same.

Example Scenario:
The Source has Delta, Anthony, and Northwest Airlines. The Destination has Delta and Virgin America.

If **Source** were selected:
After the merge, Destination will have the following: Delta (not copied over from Source), Anthony (copied over from Source), Northwest Airlines (copied over from Source), and Virgin America (left over from Destination and is not deleted).

For the DBA merger only, the system only has one field to check. As a result, because a **Destination** radio button would be redundant in this case, it has been disabled.

- Select an option for **Authorizing Documents**.

HINT: All "Draft" and "Draft in Processes" documents are copied over from Source to Destination; Industry Signed, FAA Signed, and Ind. & FAA Signed docs are not copied over to Destination. All Source compliance date documents are copied over to Destination.

Example Scenario:
The user attempts to merge the authorizing documents of two operators. The Source has A001 Copy 31, A001 Copy 32, and A001 Copy 33. The Destination has A001 documents up to Copy 41.

If **Source** were selected:
After the merge, the Destination will have the following: A001 Copy 29 (from Source) will become Copy 42 (the highest Destination Copy number + 1), A001 Copy 30 (from Source) will become Copy 43, and A001 Copy 31 (from Source) will become Copy 44.

Merging Authorizing Documents for Source first clears the **Workspace** and then copies over the Source documents; this means that Source data always overwrites Destination data. As a result, the **Destination** radio button has been disabled.

6. Click **Save**. A confirmation box appears.
7. Click **Yes**. Once the merge has successfully completed, a confirmation message, titled "Merge Operator Data," will appear under the **Inbox > Messages** path in the left navigation area.

To Delete an Operator:

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Data table appears.
2. Select an operator from the operator list.
3. If deleting a test operator, do the following:

   HINT: It may help to first search for "test" under the **Type** column to find all test operators.

   a. Select the row of the desired test operator.
   b. Click **Delete**. A confirmation box appears.
4. If deleting a real operator, do the following:

   HINT: It may help to first search for "real" under the **Type** column to find all real operators.

   a. Select the row of the desired real operator.
   b. Click **Delete**. A confirmation box appears:

Figure 4.6: Delete a Real Operator

   c. If desired, check the box next to "**Don't preserve issued and archived authorizing documents**."

NOTE: The checkbox next to "**Don't preserve issued and archived authorizing documents**" allows the user to perform either a "hard delete" or "soft delete."

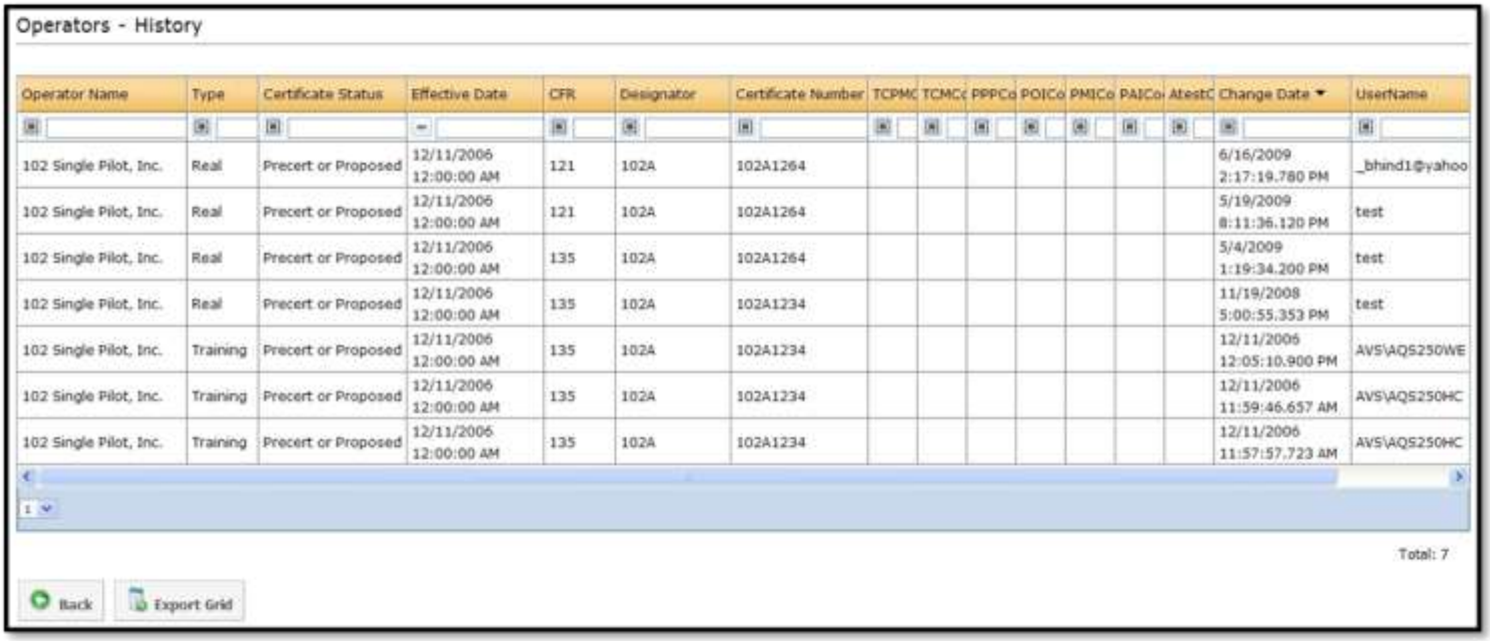
A hard delete is performed when the box is checked. With a hard delete, **1)** all users and inspectors are disassociated from the operator (though no logins will be deleted), **2)** the designator can be reused for a new operator, and **3)** the operator is removed from all CHDO Operator and Inspector/ASA Maintenance pages, and **4)** all documents and operator data are permanently removed from the system. Hard deletes are most commonly used in cases where an operator was created by mistake.

A soft delete is performed when the box is not checked. With a soft delete, **1)** all users and inspectors are disassociated from the operator (though no logins will be deleted), **2)** the designator can be reused for a new operator, and **3)** the operator is removed from all CHDO Operator and Inspector/ASA Maintenance pages, **4)** the operator's certificate status is changed to "Deleted," **5)** all of the operator's Issued documents are moved to Archive and will be accessible via reporting tools, and **6)** all of the operator's data is permanently removed from the system. Soft deletes are most commonly used when an operator is no longer in business for a given period.

5. Click **Yes**. The operator is removed from the Operator—Data table.

To View Operator History:

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Maintain table appears.
2. Select the desired operator from the operator list.
3. Click **History**. The History table appears:


Operators - History

Operator Name	Type	Certificate Status	Effective Date	CFR	Designator	Certificate Number	TCPMC	TCMCc	PPPCo	POICo	PMICo	PAICo	AtestC	Change Date	UserName
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	121	102A	102A1264								6/16/2009 2:17:19.780 PM	_bhind1@yahoo
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	121	102A	102A1264								5/19/2009 8:11:36.120 PM	test
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1264								5/4/2009 1:19:34.200 PM	test
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								11/19/2008 5:00:55.353 PM	test
102 Single Pilot, Inc.	Training	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								12/11/2006 12:05:10.900 PM	AVS\AQS250WE
102 Single Pilot, Inc.	Training	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								12/11/2006 11:59:46.657 AM	AVS\AQS250HC
102 Single Pilot, Inc.	Training	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								12/11/2006 11:57:57.723 AM	AVS\AQS250HC

Total: 7

Back Export Grid

Figure 4.7: Operator History

HINT: The History page sorts by the descending **Change Date** so the last History addition is shown as the first entry in the table.

4. To export operator historical data, do the following:
   a. Click **Export Grid**. The File Download box appears.
   b. To open a Microsoft Excel file containing all of the operator history data, click **Open**.
   c. To choose a file location on a local computer in order to open the Excel file containing all of the operator history data later, click **Save**.
5. Click **Back** to return to the Operator–Maintain table.

To Export Operator Data:

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Maintain table appears.
2. Click **Export Grid**. The File Download box appears.
3. To open a Microsoft Excel file containing all of the operator history data, click **Open**.
4. To choose a file location on a local computer to open the Excel file containing all of the operator history data later, click **Save**.

To Add to My Operators:

HINT: For more information on **My Operators**, see “4.1.2 My Operators” section below.

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Maintain table appears.

2. Select the desired row.
3. Click **Add to My Operators**. A confirmation message appears at the top of the Operator—Maintain screen:

Figure 4.8: Add to My Operators

To View an Operator's Principal Inspectors:

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operator—Maintain table appears.
2. Select the desired row.
3. Click **Inspectors**. The Principal Inspectors page appears:

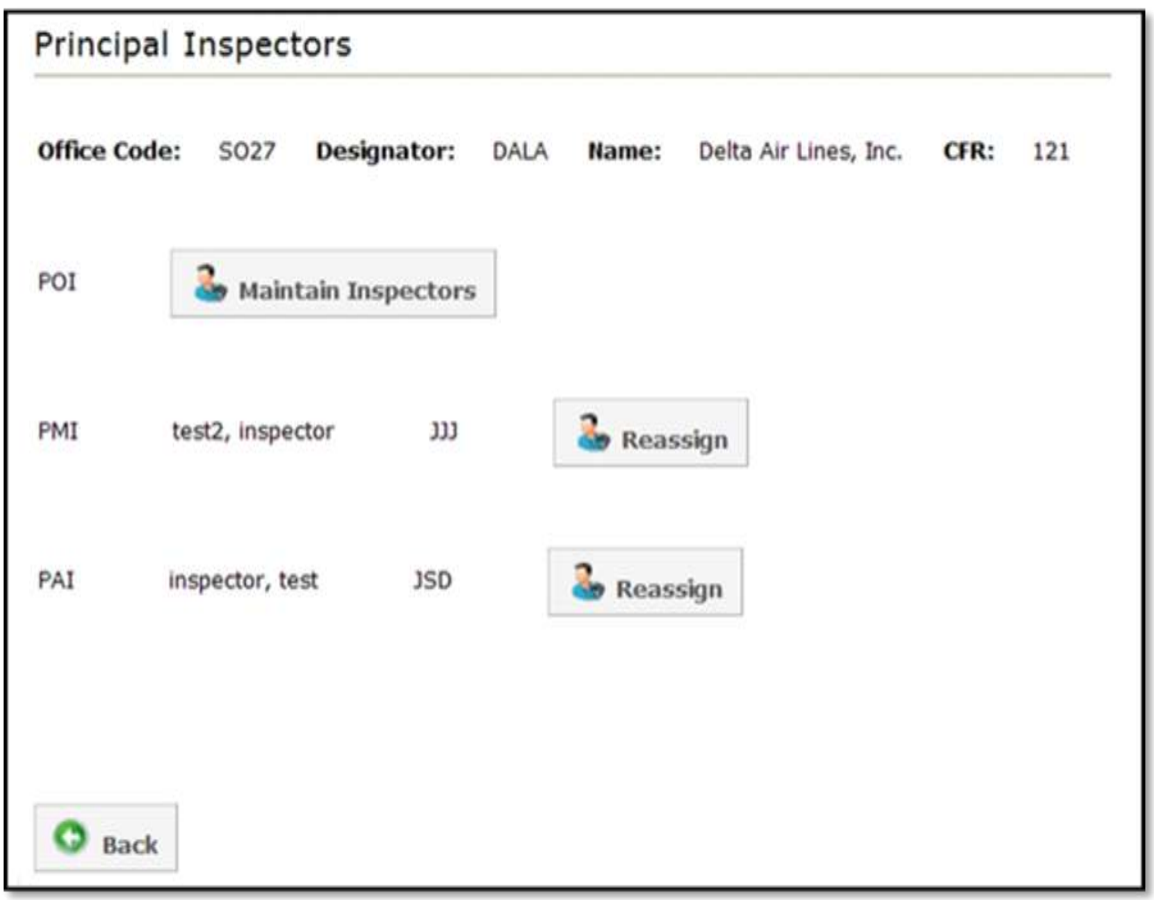


Figure 4.9: Operator Principal Inspectors

HINT: The Principal Inspectors page is designed in an invisible table format with "rows" and "columns:" each "row" shows the type of inspector available for the selected operator. The two "columns," indicate whether or not an inspector is assigned to the listed inspector types. If no inspector is currently assigned, the **Maintain Inspectors** button appears, in the first "column," next to the unassigned inspector types. If an inspector is currently assigned, the inspector's name and inspector code is listed and the **Reassign** button appears, in the second "column," next to the assigned inspector type.

4. To assign a new inspector, click **Maintain Inspectors** next to the desired inspector type. The Inspectors page appears.
5. To reassign an existing inspector, click **Reassign** next to the desired inspector name. The Reassign Inspectors page appears.
6. Follow the directions listed under "**To Reassign an Inspector**" in the "4.3 Inspectors" chapter on page 92.

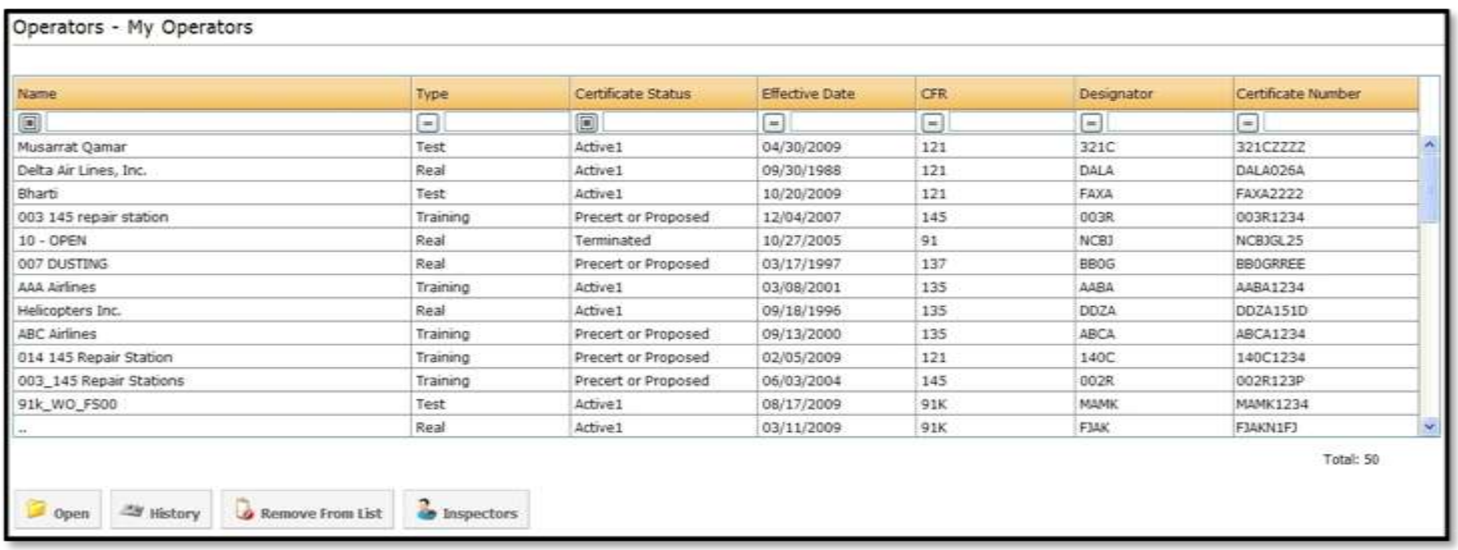
4.1.2 My Operators

WebOPSS supports the ability to help users easily gain access the operators they view most. The **Operators > My Operators** area displays the a user's "Operator Top 50," meaning that the 50 most recently accessed operators are displayed.

NOTE: Users can view operators here, but cannot edit their information—all operator information displayed is "Read Only."

To Open an Operator:

1. In the left navigation area, under **CHDO > Operators**, click **My Operators**. The My Operators table appears:


Operators - My Operators

Name	Type	Certificate Status	Effective Date	CFR	Designator	Certificate Number
Musarrat Qamar	Test	Active1	04/30/2009	121	321C	321CZZZZ
Delta Air Lines, Inc.	Real	Active1	09/30/1988	121	DALA	DALA026A
Bharti	Test	Active1	10/20/2009	121	FAXA	FAXA2222
003 145 repair station	Training	Precert or Proposed	12/04/2007	145	003R	003R1234
10 - OPEN	Real	Terminated	10/27/2005	91	NCBJ	NCBJGL25
007 DUSTING	Real	Precert or Proposed	03/17/1997	137	BB0G	BB0GRREE
AAA Airlines	Training	Active1	03/08/2001	135	AABA	AABA1234
Helicopters Inc.	Real	Active1	09/18/1996	135	DDZA	DDZA151D
ABC Airlines	Training	Precert or Proposed	09/13/2000	135	ABCA	ABCA1234
014 145 Repair Station	Training	Precert or Proposed	02/05/2009	121	140C	140C1234
003_145 Repair Stations	Training	Precert or Proposed	06/03/2004	145	002R	002R123P
91k_WO_FS00	Test	Active1	08/17/2009	91K	MAMK	MAMK1234
..	Real	Active1	03/11/2009	91K	FJAK	FJAKN1FJ

Total: 50

Open History Remove From List Inspectors

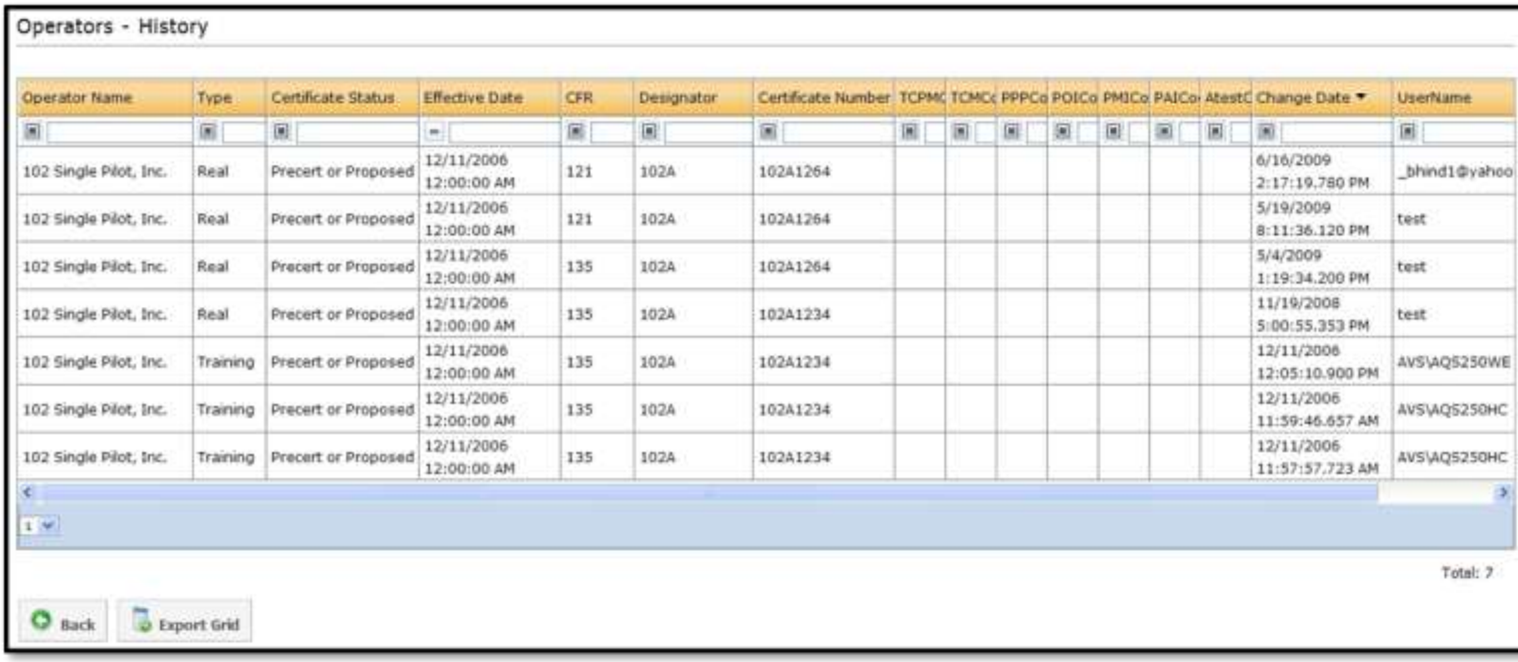
Figure 4.10: My Operators

2. Select the desired row.
3. Click **Open**. The Authorizing Documents screen appears under the selected operator.

HINT: For more information on authorizing documents, see Chapter "5 Authorizing Documents Management" on page 96.

To View My Operator History:

1. In the left navigation area, under **CHDO > Operators**, click **My Operators**. The My Operators table appears.
2. Select the desired operator from the operator list.
3. Click **History**. The History table appears:


Operators - History

Operator Name	Type	Certificate Status	Effective Date	CFR	Designator	Certificate Number	TCPMC	TCMCc	PPPCo	POICo	PMICo	PAICo	AtestC	Change Date	UserName
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	121	102A	102A1264								6/16/2009 2:17:19.780 PM	_bhind1@yahoo
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	121	102A	102A1264								5/19/2009 8:11:36.120 PM	test
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1264								5/4/2009 1:19:34.200 PM	test
102 Single Pilot, Inc.	Real	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								11/19/2008 5:00:55.353 PM	test
102 Single Pilot, Inc.	Training	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								12/11/2006 12:05:10.900 PM	AVS\AQ5250WE
102 Single Pilot, Inc.	Training	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								12/11/2006 11:59:46.657 AM	AVS\AQ5250HC
102 Single Pilot, Inc.	Training	Precert or Proposed	12/11/2006 12:00:00 AM	135	102A	102A1234								12/11/2006 11:57:57.723 AM	AVS\AQ5250HC

Total: 7

Back Export Grid

Figure 4.11: Operator History

HINT: The History page sorts by the descending **Change Date** so the last History addition is shown as the first entry in the table.

4. To export operator historical data, do the following:
   a. Click **Export Grid**. The File Download box appears.
   b. To open a Microsoft Excel file containing all of the operator history data, click **Open**.
   c. To choose a file location on a local computer in order to open the Excel file containing all of the operator history data later, click **Save**.
5. Click **Back** to return to the My Operators table.

To Remove an Operator from My Operators:

1. In the left navigation area, under **CHDO > Operators**, click **My Operators**. The My Operators table appears.
2. Select the desired operator from the operator list.
3. Click **Remove From List**. The operator is removed from the My Operators table.

To View an Operator's Principal Inspectors:

1. In the left navigation area, under **CHDO > Operators**, click **My Operators**. The My Operators table appears.
2. Select the desired row.
3. Click **Inspectors**. The Principal Inspectors page appears:

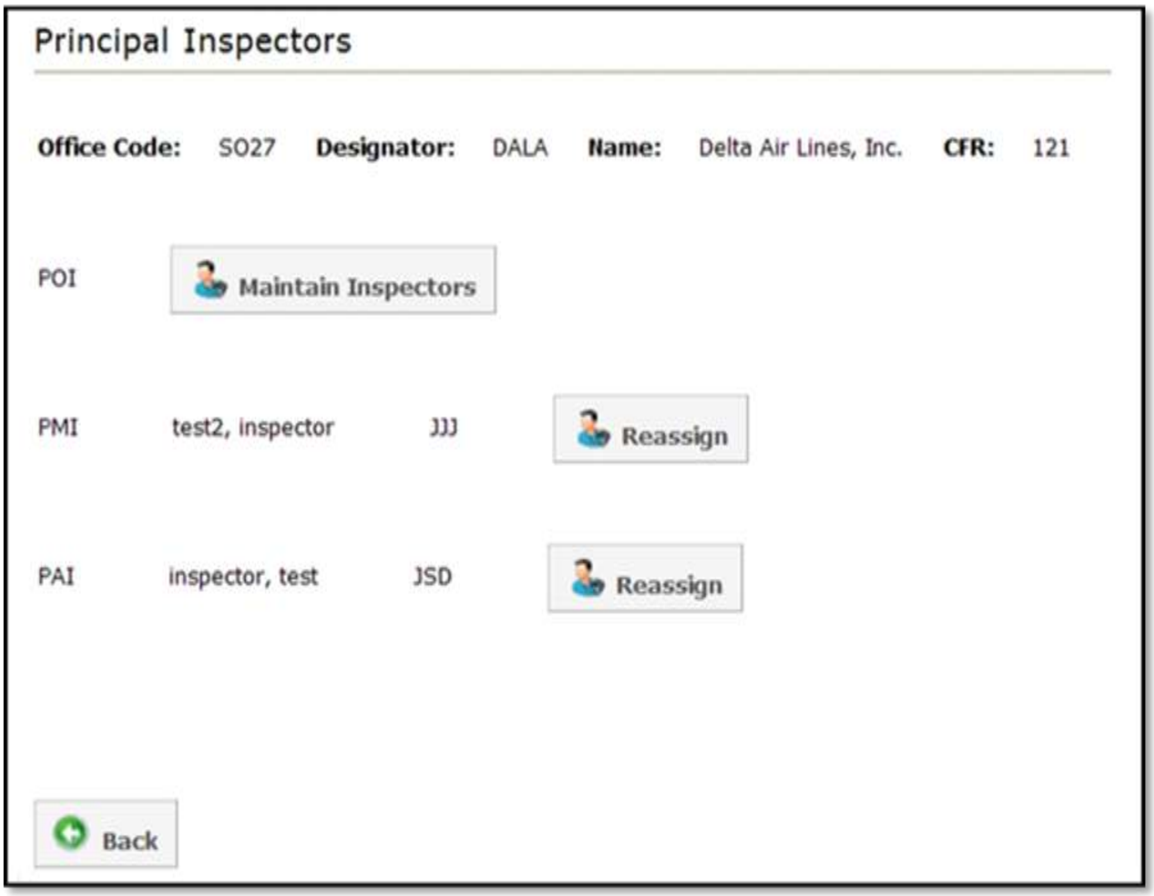


Figure 4.12: Operator Principal Inspectors

HINT: The Principal Inspectors page is designed in an invisible table format with "rows" and "columns:" each "row" shows the type of inspector available for the selected operator. The two "columns," indicate whether or not an inspector is assigned to the listed inspector types. If no inspector is currently assigned, the **Maintain Inspectors** button appears, in the first "column," next to the unassigned inspector types. If an inspector is currently assigned, the inspector's name and inspector code is listed and the **Reassign** button appears, in the second "column," next to the assigned inspector type.

4. To assign a new inspector, click **Maintain Inspectors** next to the desired inspector type. The Inspectors page appears.
5. To reassign an existing inspector, click **Reassign** next to the desired inspector name. The Reassign Inspectors page appears.
6. Follow the directions listed under "**To Reassign an Inspector**" in the "4.3 Inspectors" chapter on page 92.

4.2 Operator Data

One of the purposes of WebOPSS is the storage and organization of operator data. While users can access and modify much of this information, some of the actions are permission-based and not available to all users. The information on the CHDO level includes addresses, aircraft, airports, Authorized Areas, deviations, exemptions, insurance, personnel, and DBAs. Prior to editing any data pertinent to an operator, the user needs to identify with which Operator they wish to work. An operator <u>must</u> be selected before a user can access operator data. Once an operator is selected, WebOPSS will display attributes for that operator (for example, Address, Aircraft, Airport) until the operator is changed. At any time, users can change the desired operator by clicking on the **Change Operator** hyperlink.

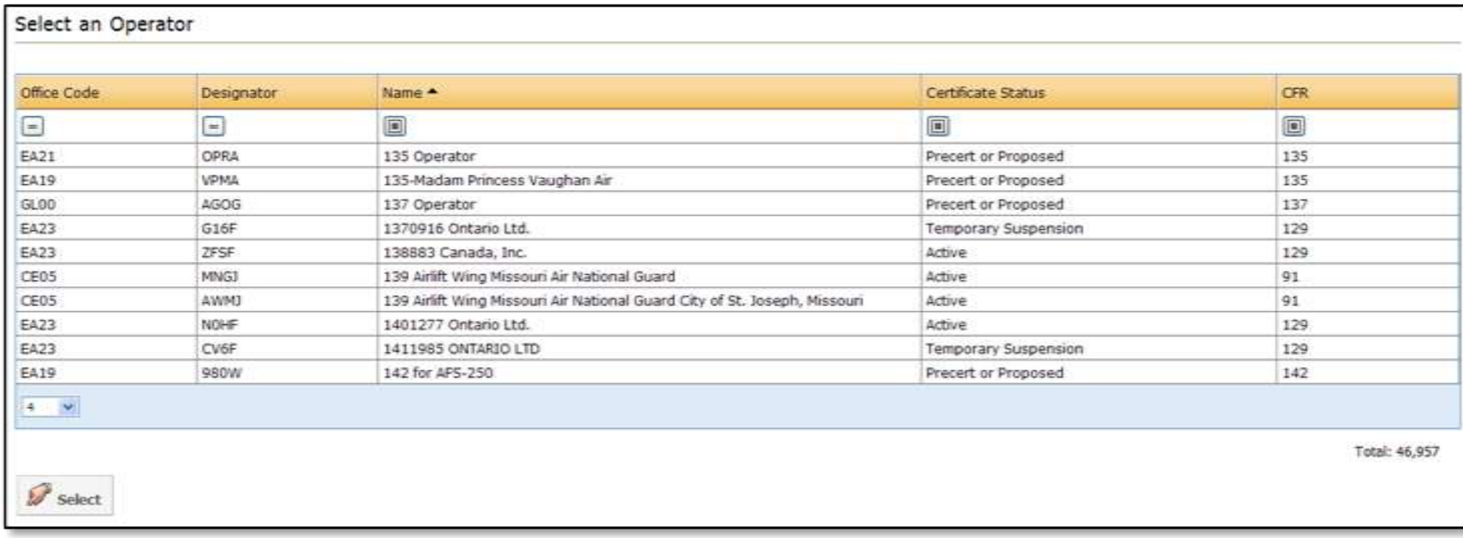
NOTE: If a user signs on as a particular operator, all CHDO information viewed will be specific to the selected operator, until either the Log In session times out—after which the user will be prompted to reselect the operator—,or the user chooses to change the operator (to change operators, see "**To Change an Operator**" section below).

To Select an Operator:

1. In the left navigation area, under **CHDO > Operators > Maintain Operator Data**, click one of the following:
   - Addresses
   - Airworthiness Directive Notification
   - Aircraft
   - Airports
   - Authorized Areas
   - Deviations
   - Exemptions
   - Insurance

- Personnel
- DBAs

2. The Select an Operator table appears:



Select an Operator

Office Code	Designator	Name ▲	Certificate Status	CFR
EA21	OPRA	135 Operator	Precert or Proposed	135
EA19	VPMA	135-Madam Princess Vaughan Air	Precert or Proposed	135
GL00	AGOG	137 Operator	Precert or Proposed	137
EA23	G16F	1370916 Ontario Ltd.	Temporary Suspension	129
EA23	ZFSF	138883 Canada, Inc.	Active	129
CE05	MNGJ	139 Airlift Wing Missouri Air National Guard	Active	91
CE05	AWMJ	139 Airlift Wing Missouri Air National Guard City of St. Joseph, Missouri	Active	91
EA23	N0HF	1401277 Ontario Ltd.	Active	129
EA23	CV6F	1411985 ONTARIO LTD	Temporary Suspension	129
EA19	980W	142 for AFS-250	Precert or Proposed	142

Total: 46,957

Select

Figure 4.13: Select an Operator

3. Select the search parameters and enter the search text in any of the search fields above the columns.
4. Click **Enter**.
5. Select the row of the desired operator.
6. Click **Select**. The page to manage the attribute (for example, Address, Aircraft, Airport) of the selected Operator appears.

To Change an Operator:

1. In the Content area, on the same line which displays the current operator, click on the **Change Operator** hyperlink:

Figure 4.14: Change Operator Hyperlink

2. Follow steps listed in "To Select an Operator" section above.

NOTE: Once an operator is selected, WebOPSS will display attributes for that operator (for example, Address, Aircraft, Airport) until the operator is changed.

4.2.1 Addresses

Anyone who has the permission to add, edit, or delete an operator's address may do so.

To Add an Operator Address:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Addresses**. The Operator—Addresses page appears:

Operator - Addresses

Office Code: SO27 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 Change Operator

Address Type	Street(line 1)	Street(line 2)	City	Country	State/Province	Postal Code
Agent For Service	Delta Air Lines, Inc., Department #981	P.O. Box 20706	Atlanta	United States	Georgia	30320-6001
Mailing	1010 Delta Blvd.		Atlanta test	United States	Georgia	30320
Primary Business	Hartsfield Atlanta International Airport		Atlanta	United States	Georgia	30320
Training Site	sdfsdf wqeqwe		asdfasdfasdf	United States	Alabama	11121
Within the US	Hartsfield Atlanta International Airport		Atlanta	United States	Georgia	30320

Total: 5

Add Edit Delete Copy

Figure 4.15: Operator Addresses

2. Click **Add**. The Add Address form appears:

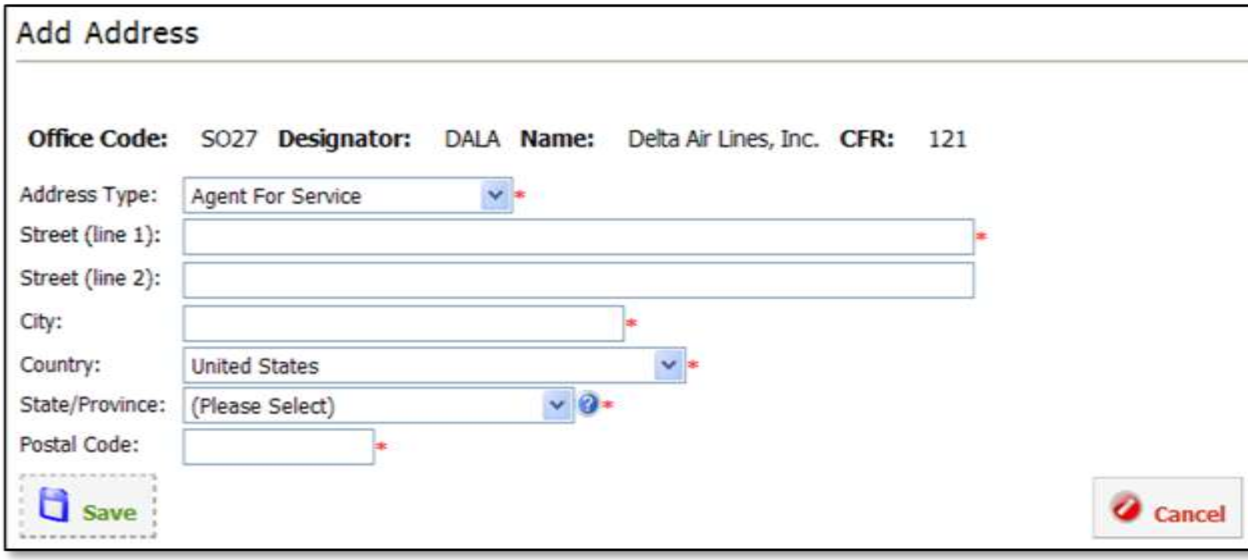


Figure 4.16: Add Operator Address

3. Enter the appropriate address information.
4. Click **Save**. The Operator Addresses table changes to reflect the addition.

To Edit an Operator Address:

NOTE: When the screen appears, the **Edit, Delete,** and **Copy** buttons will appear grayed out (inaccessible). They will become accessible once a row in the table is selected.

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Addresses**. The Operator—Addresses page appears.
2. Select the row of the desired operator address.
3. Click **Edit**. The Edit Address form appears.
4. Enter the desired address information.
5. Click **Save**. The Operator—Addresses table appears with a list of all addresses in the database for the selected operator.

To Delete an Operator Address:

NOTE: When the screen appears, the **Edit, Delete,** and **Copy** buttons will appear grayed out (inaccessible). They will become accessible once a row in the table is selected.

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Addresses**. The Operator—Addresses page appears.
2. Select the row of the desired operator address.
3. Click **Delete**. A confirmation window appears.
4. Click **Yes**. The address is removed from the Operator—Addresses table.

To Copy an Operator Address:

NOTE: When the screen appears, the **Edit, Delete,** and **Copy** buttons will appear grayed out (inaccessible). They will become accessible once a row in the table is selected.

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Addresses**. The Operator—Addresses page appears.
2. Select the row of the desired operator address.
3. Click **Copy**. The screen will update itself to automatically open the copied address.
4. Select the new **Address Type**.

   HINT: There can only be one address type per operator.

5. Click **Save**. The Operator-Addresses table changes to reflect the addition.

4.2.2 Airworthiness Directive Notification (AD Notification)

WebOPSS supports the ability to add, edit, or delete airworthiness directive notifications. Users may also add and modify AD notification addresses associated with the notifications.

To Add an AD Notification:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airworthiness Directive Notification**. The AD Notification page appears:

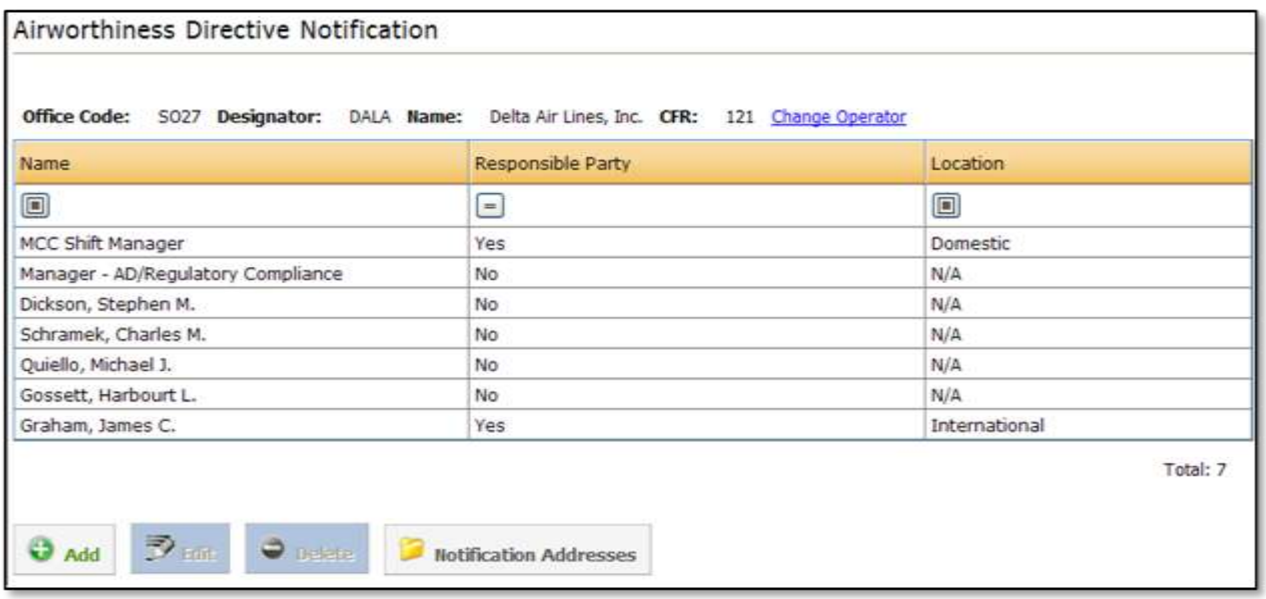


Figure 4.17: Airworthiness Directive Notification

2. Click **Add**. The Add Airworthiness Directive Notification form appears:

Figure 4.18: Add Airworthiness Directive Notification

3. Select the circle indicating that the party is either the "**Responsible Party**" or a "**Courtesy Copy**."
4. Enter the name and contact information for the **Responsible Party**.

HINT: The **Person/Organization** text field allows up to 65 characters.

---

5. If the user is located outside the United States or its holdings (for example, Puerto Rico), check the **International** box.
6. Enter the address information.
7. Click **Save**. The AD Notification table changes to reflect the addition.

To Edit an AD Notification:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airworthiness Directive Notification**. The AD Notification page appears.
2. Select the row of the desired AD Notification.

NOTE: When the screen appears, the **Edit** and **Delete** buttons are grayed out (inaccessible). They will become accessible once a row in the table is selected.

---

3. Click **Edit**. The Edit Airworthiness Directive Notification form appears.
4. Make the appropriate changes.
5. Click **Save**. The AD Notification table appears with a list of all AD Notifications in the database for the selected operator.

To Delete an AD Notification:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airworthiness Directive Notification**. The AD Notification page appears.
2. Select the row of the desired AD Notification.

> **NOTE:** When the screen appears, the **Edit** and **Delete** buttons are grayed out (inaccessible). They will become accessible once a row in the table is selected.

3. Click **Delete**. A confirmation box appears.
4. Click **Yes**. The notification is removed from the AD Notification table.

To Add an AD Notification Address:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airworthiness Directive Notification**. The AD Notification page appears.
2. Click **Notification Addresses**. The AD Notification Addresses table appears:

Figure 4.19: AD Notification Addresses

3. Click **Add**. The AD Notification Addresses table will change to display dropdown menus and text boxes:

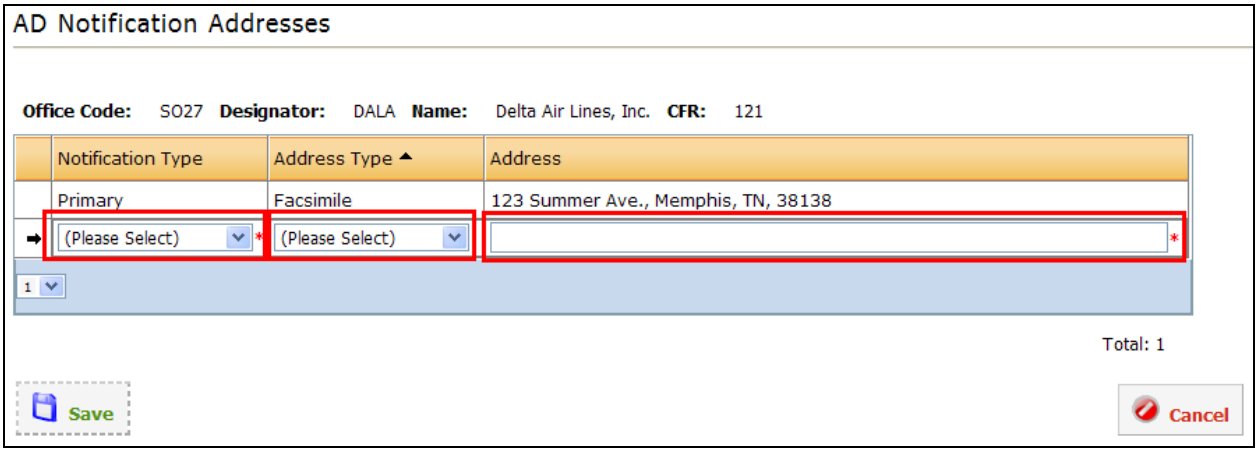


Figure 4.20: Add AD Notification Address

4. Select or enter the desired information.
5. Click **Save**. The AD Notification Addresses table changes to reflect the addition.
6. To return to the AD Notification table, click **Back**.

To Edit an AD Notification Address:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airworthiness Directive Notification**. The AD Notification page appears.
2. Click **Notification Addresses**. The AD Notification Addresses table appears.
3. Select the row of the desired address.
4. Click **Edit**.
5. Enter the desired text in the appropriate text fields.
6. Click **Save**. The changes appear on the AD Notification Addresses table.
7. To return to the AD Notification table, click **Back**.

To Delete an AD Notification Address:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airworthiness Directive Notification**. The AD Notification page appears.
2. Click **Notification Addresses**. The AD Notification Addresses table appears.
3. Select the row of the desired address.
4. Click **Delete**. A confirmation window appears.
5. Click **Yes**. The address is removed from the AD Notification Addresses table.
6. To return to the AD Notification table, click **Back**.

4.2.3 Aircraft

WebOPSS supports the ability to add, edit, delete, or export an operator's aircraft information.

To Add an Aircraft for an Operator:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Aircraft**. The Operator—Aircraft page appears:

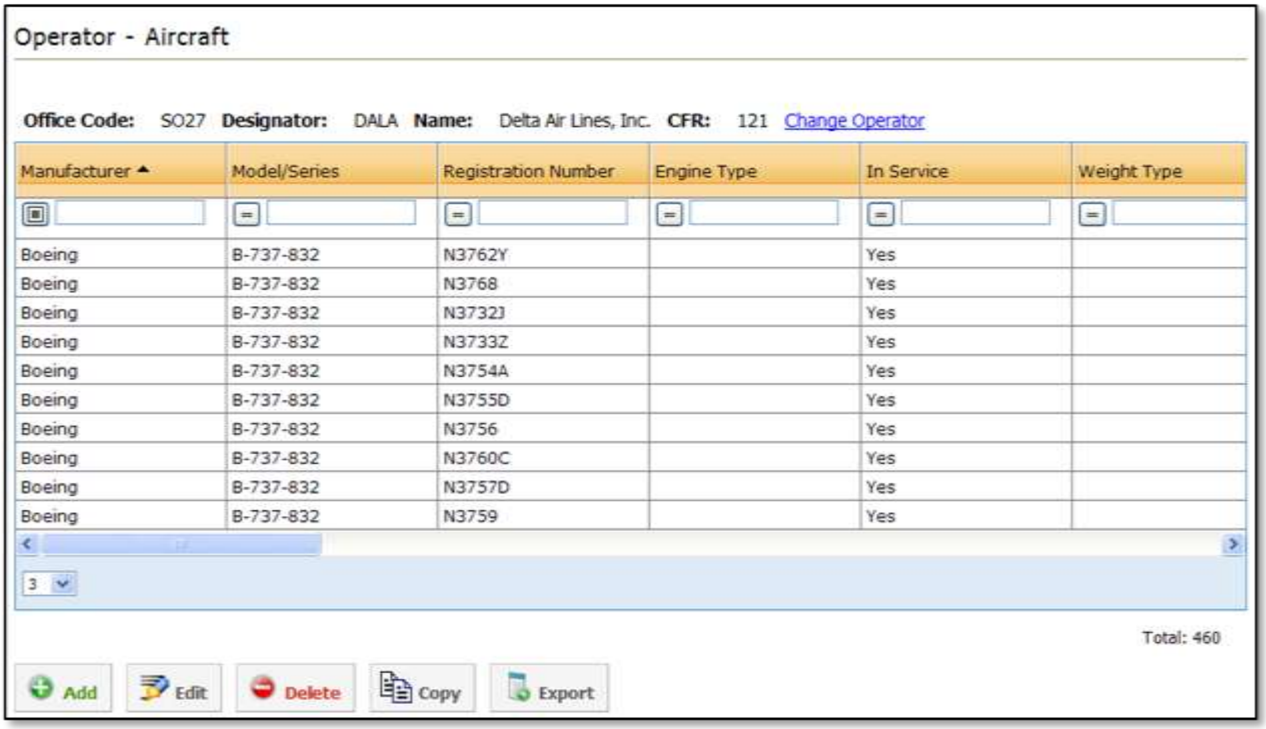


Figure 4.21: Operator—Aircraft

2. Click **Add**. The Add Aircraft page appears:

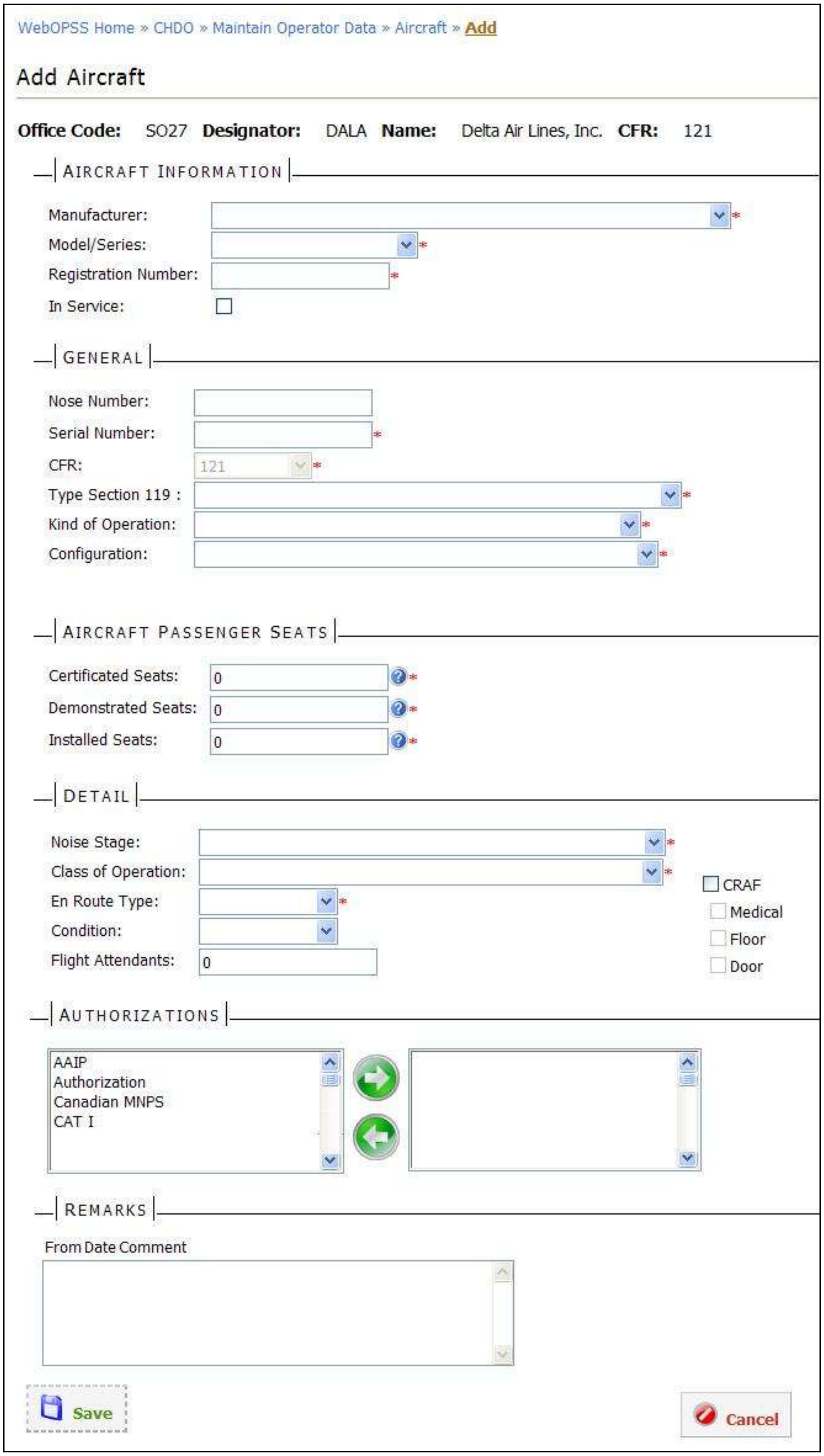


Figure 4.22: Add Aircraft

3. Complete the Aircraft Information section as follows:
   a. Select the **Manufacturer** from the drop-down list.
   b. Select the **Model/Series** from the drop-down list.
   c. Enter the **Registration Number** in the text field.
   d. Check or uncheck the **In Service** box as appropriate.

4. Complete the General section as follows:
   a. If desired, enter the **Nose Number** in the text field.
   b. Enter the **Serial Number** in the text field.

   NOTE: The **CFR** dropdown menu will default to the operator's CFR and will be grayed out (inaccessible) for change.

   c. Select the **Type Section 119** from the drop-down list.
   d. Select the **Kind of Operation** from the drop-down list.
   e. Select the **Configuration** from the drop-down list.

NOTE: When an operator selects "All Cargo" configuration, the text fields to the seat (Certificated, Demonstrated, and Installed Seats) fields on the next page may be grayed out (inaccessible). If accessible, users can enter "N/A."

5. Complete the Aircraft Passenger Seats section as follows:
   a. Enter the **Certificated Seats** in the text field.

      HINT: Certificated Seats indicates the maximum number of seats as listed on the aircraft Type Certificate, not the supplemental Type Certificate; in other words, what an airplane is certified for. It is required for all air operators (i.e., 91, 91K, 121, 135, 125, 125M, 129, 129.14, 133, 137), and must be entered as any numerical value ranging 0-9,999—0 is the default value, and "N/A" is not allowed. No other seat numbers can be higher than Certificated Seats.

   b. Enter the **Demonstrated Seats** in the text field.

      HINT: Demonstrated Seats indicates the maximum number of seats demonstrated in emergency evacuation. It is only applicable to and required for Part 121, 121/135, 125 and 125M operators—for all other operators, this field will be disabled (grayed out) and defaulted to "N/A." Demonstrated Seat values may be entered as "N/A" for Part 125 & 125M if they also have a deviation from the demonstration requirement. Additionally, if Installed/Approved Seats has selected "Cargo Only," then Demonstrated is "N/A." In all other cases, the Demonstrated Seat value should be entered as any numerical value ranging 0-9,999, though 0 is the default value. It can be higher than the number of Installed Seats but cannot be higher than Certificated Seats.

c. Enter the **Installed Seats** in the text field.

HINT: Installed Seats indicates the actual number of seats installed or approved for installation in the aircraft. It is required for 121, 125, 125M, 135, 91K operators. Installed Seat values can be entered as any numerical value ranging 0-9,999, though 0 is the default value. Installed Seats can be higher than Demonstrated Seats (if applicable) but cannot be higher than Certificated Seats.

6. Complete the Detail section as follows:
   a. Select the **Noise Stage** from the drop-down list.
   b. Select the **Class of Operation** from the drop-down list.
   c. Select the **En Route Type** from the drop-down list.
   d. If applicable, select the **Condition** from the drop-down list.
   e. If applicable, enter the number of flight attendants in the **Flight Attendants** text field.
   f. If applicable, select the **Civil Reserve Air Fleet (CRAF**) check box.
   g. If applicable, further define the type of CRAF by selecting the **Medical** check box.
   h. If applicable, further define the type of CRAF by selecting the **Floor** check box.
   i. If applicable, further define the type of CRAF by selecting the **Door** check box.

7. Complete the Authorizations section as follows:
   a. In the **Authorizations** list, click on the row of the desired authorization(s) to assign to the aircraft.

   HINT: To select multiple authorizations, hold down the **CTRL** key while clicking to select multiple authorizations.

   b. Click on the right arrow icon (>) when all authorizations have been selected. The selected authorizations appear in the right window.

8. Complete the Remarks section by entering any necessary **Remarks** in the text field.

9. Click **Save**.

   If there are validation errors, an error report appears at the top of the form. Correct the errors and click **Save** again.

   If there are no validation errors, the following dialog appears:

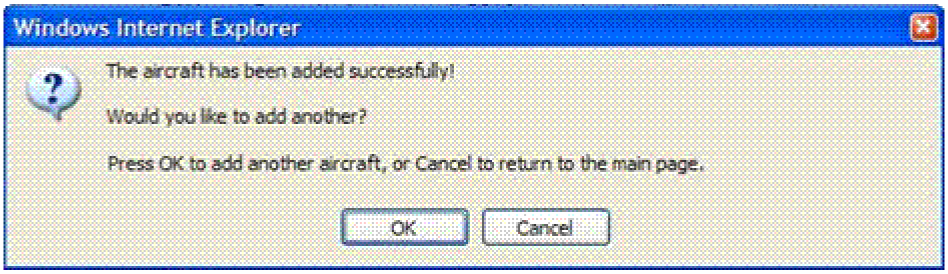


Figure 4.23: Added Aircraft Successfully

10. To enter additional aircraft, click **OK**, and enter information for another aircraft, starting from step 2. Otherwise, click **Cancel** to return to the Main Menu.

To Edit an Aircraft for an Operator:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Aircraft**. The Operator—Aircraft page appears.
2. Select the row of the desired operator aircraft.
3. Click **Edit**. The Edit Aircraft form appears:

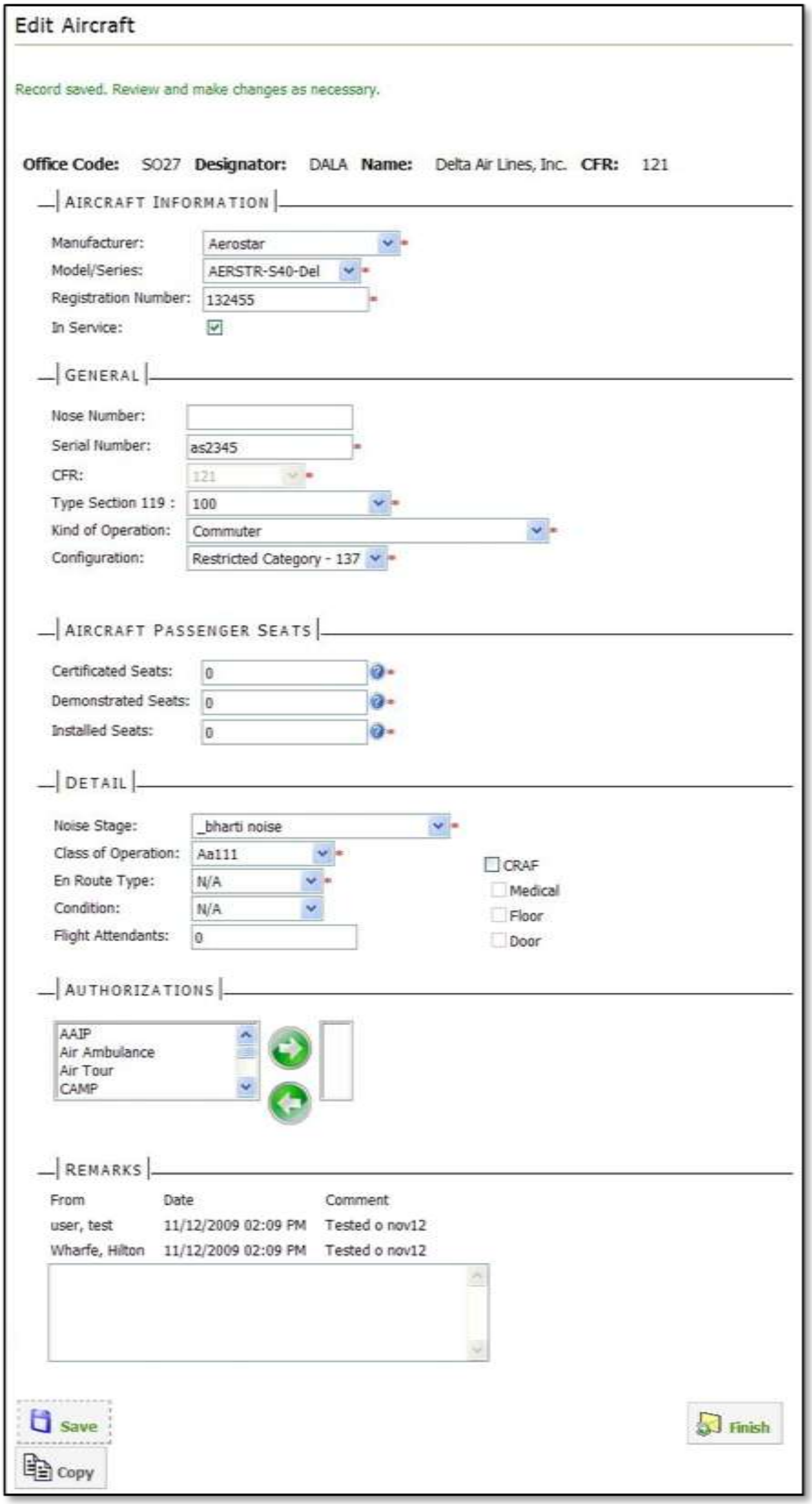

Edit Aircraft
Record saved. Review and make changes as necessary.
Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121
AIRCRAFT INFORMATION
Manufacturer: Aerostar
Model/Series: AERSTR-S40-Del
Registration Number: 132455
In Service:
GENERAL
Nose Number:
Serial Number: as2345
CFR: 121
Type Section 119 : 100
Kind of Operation: Commuter
Configuration: Restricted Category - 137
AIRCRAFT PASSENGER SEATS
Certificated Seats: 0
Demonstrated Seats: 0
Installed Seats: 0
DETAIL
Noise Stage: _bharti noise
Class of Operation: Aa111
En Route Type: N/A
Condition: N/A
Flight Attendants: 0
CRAF
Medical
Floor
Door
AUTHORIZATIONS
AAIP
Air Ambulance
Air Tour
CAMP
REMARKS
From Date Comment
user, test 11/12/2009 02:09 PM Tested o nov12
Wharfe, Hilton 11/12/2009 02:09 PM Tested o nov12
Save
Finish
Copy

Figure 4.24: Edit Aircraft

4. Make the desired changes.
5. Click **Save**. The Operator—Aircraft screen appears with a list of all aircraft in the database for the operator.

To Bulk Edit Aircraft:

1. In the left navigation area, under **CHDO > Manage Operator Data**, click **Aircraft**. The Operator—Aircraft page appears.
2. Select the rows of the desired operator aircraft by holding down the **CTRL** key and clicking the desired rows.

HINT: If no rows are specifically selected by the user, the system will assume all available aircraft are intended for bulk edit.

---

3. Click **Bulk Edit**. A confirmation box appears:

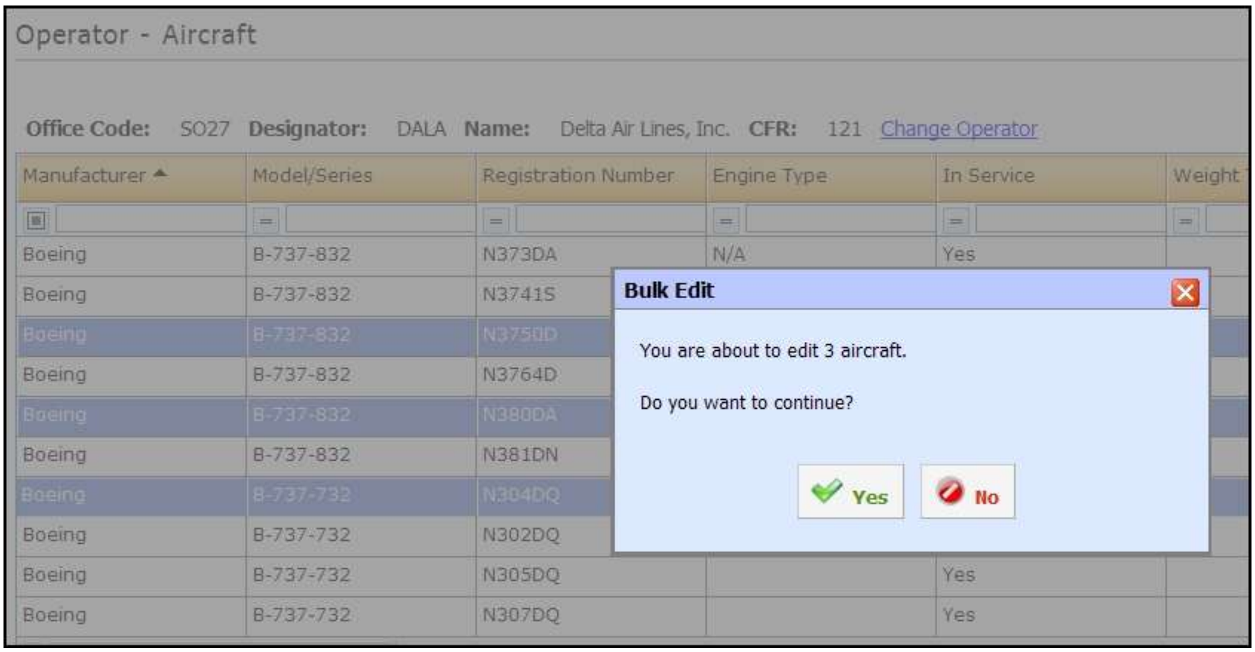


Figure 4.25: Bulk Edit Confirmation Box

4. Click **Yes**. The Edit Aircraft page appears:

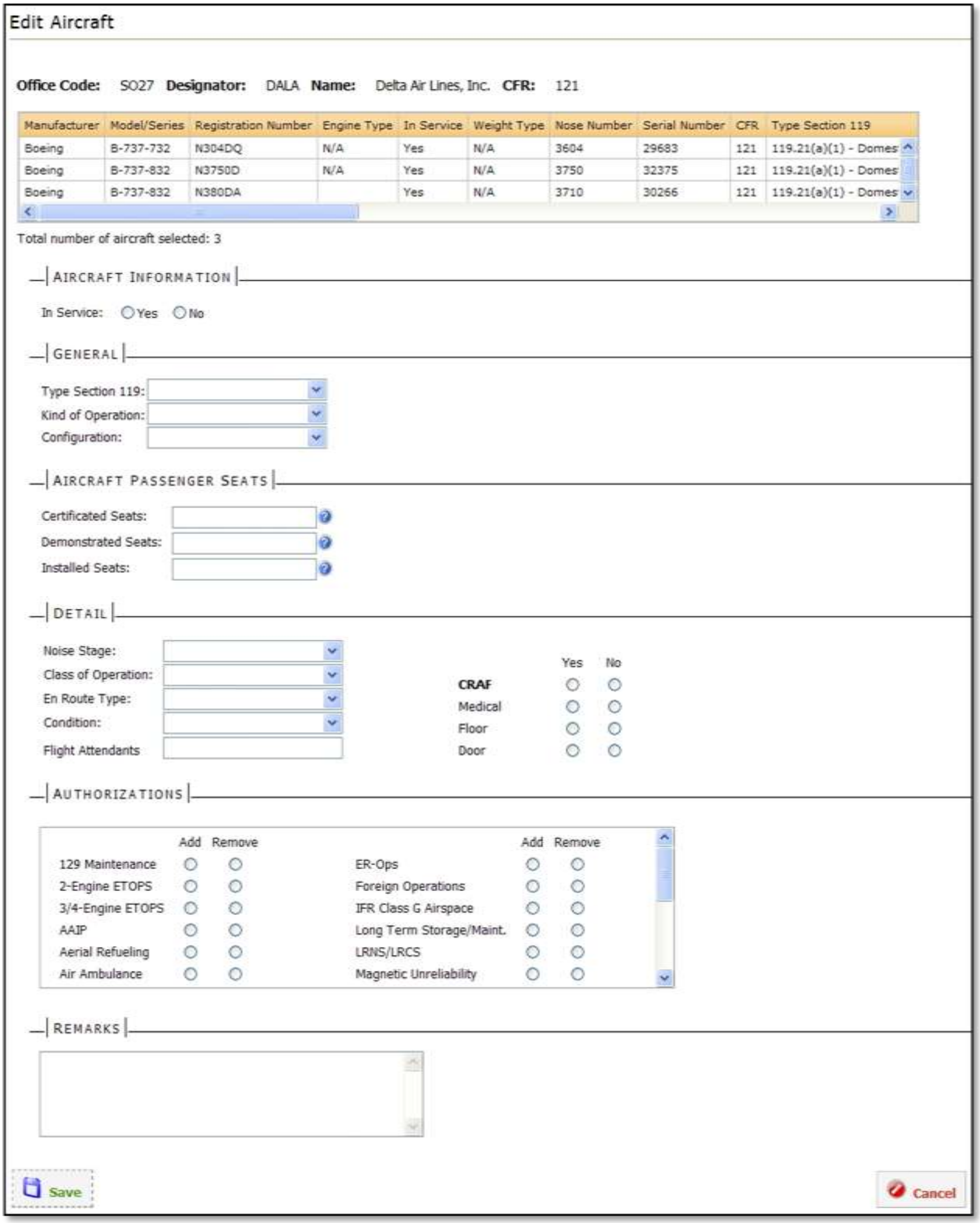


Figure 4.26: Bulk Edit Aircraft

NOTE: The **Manufacturer**, **Model/Series**, **Registration**, **Nose Number**, **Serial Number**, and **CFR** fields are not editable during a bulk edit. When editing aircraft with different CFR, users will not be able to modify **Type Section 119**, **Kind of Operation**, and **Authorization**.

5. Make the desired changes.

NOTE: For **Demonstrated Seats**, the field is currently enabled for 121, 125 and 125M aircraft only. Since 121/135 operators are allowed to maintain 121 and 135 aircraft, when the user is editing a set of 121, and 135 aircraft, the field will be enabled and the system will apply modifications made to this field for the 121 aircraft only. For all other scenarios the current business rule will be followed (it will be enabled for 121, 125 and 125M aircraft only). This also applies for 129 operators.

6. Under "Detail," do one of the following, if applicable:

HINT: To select a radio button option, click the circle next to the desired option; a green dot in the circle indicates selected options. To deselect an option, click the circle again for the green dot disappears.

- If no **CRAF** are to be applied, click the "**No**" option next to **CRAF.**

HINT: Clicking the "**No**" option next to **CRAF** selects the "**No**" option for all **CRAF** options.

- If **CRAF** are to be applied, select "Yes" for the desired options:

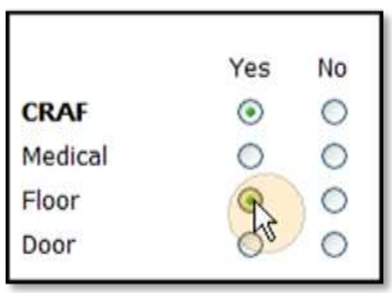


Figure 4.27: Default CRAF Selection

HINT: Clicking "**Yes**" for any of the **CRAF** options selects the "**Yes**" option next to **CRAF** by default.

7. Under "Authorizations," select the radio button for the desired authorization.

HINT: If users leave any authorization blank (i.e., do not select <u>either</u> "**Add**" or "**Remove**"), no change is made to the aircraft for that authorization.

8. Click **Save**. A confirmation box appears.
9. Click **Yes**. The changes appear in the Operator—Aircraft table.

To Delete an Operator Aircraft:

1. In the left navigation area, under **CHDO > Manage Operator Data**, click **Aircraft**. The Operator—Aircraft page appears.
2. Select the row of the desired operator aircraft.
3. Click **Delete**. A confirmation box appears.

NOTE: If the deleted aircraft is the last MMS for a particular operator, the confirmation message that appears notifies the user that the MMS has Other Airport Data associated with it; if the user confirms deletion of the aircraft, the system not only deletes the aircraft, but also the authorization, runway, and any other associated data.

4. Click **Yes**. The aircraft is removed from the Operator—Aircraft table.

To Copy an Operator Aircraft:

1. In the left navigation area, under **CHDO > Manage Operator Data**, click **Aircraft**. The Operator—Aircraft page appears.
2. Select the row of the desired operator aircraft.
3. Do one of the following:
    - Click **Edit** to open the Edit Aircraft page, and then click **Copy** at the bottom of the form. The Copy Aircraft screen appears containing the copied aircraft information.
    - Click **Copy**. The Copy Aircraft screen appears containing the copied aircraft information.
4. Select the new **Registration Number**.

HINT: The registration number must be unique per operator.

5. Select the new **Serial Number**.

HINT: The serial number must be unique per operator by Make/Model/Series.

6. If desired, modify any other data in the appropriate fields.
7. Click **Save**. The Operator—Aircraft table changes to reflect the addition.

To Export an Operator's Aircraft Data:

1. In the left navigation area, under **CHDO > Manage Operator Data**, click **Aircraft**. The Operator—Aircraft page appears.
2. Click **Export**. The File Download box appears.
3. Do one of the following:
    - Click **Open** to open a Microsoft Excel file containing all of the Aircraft list data.

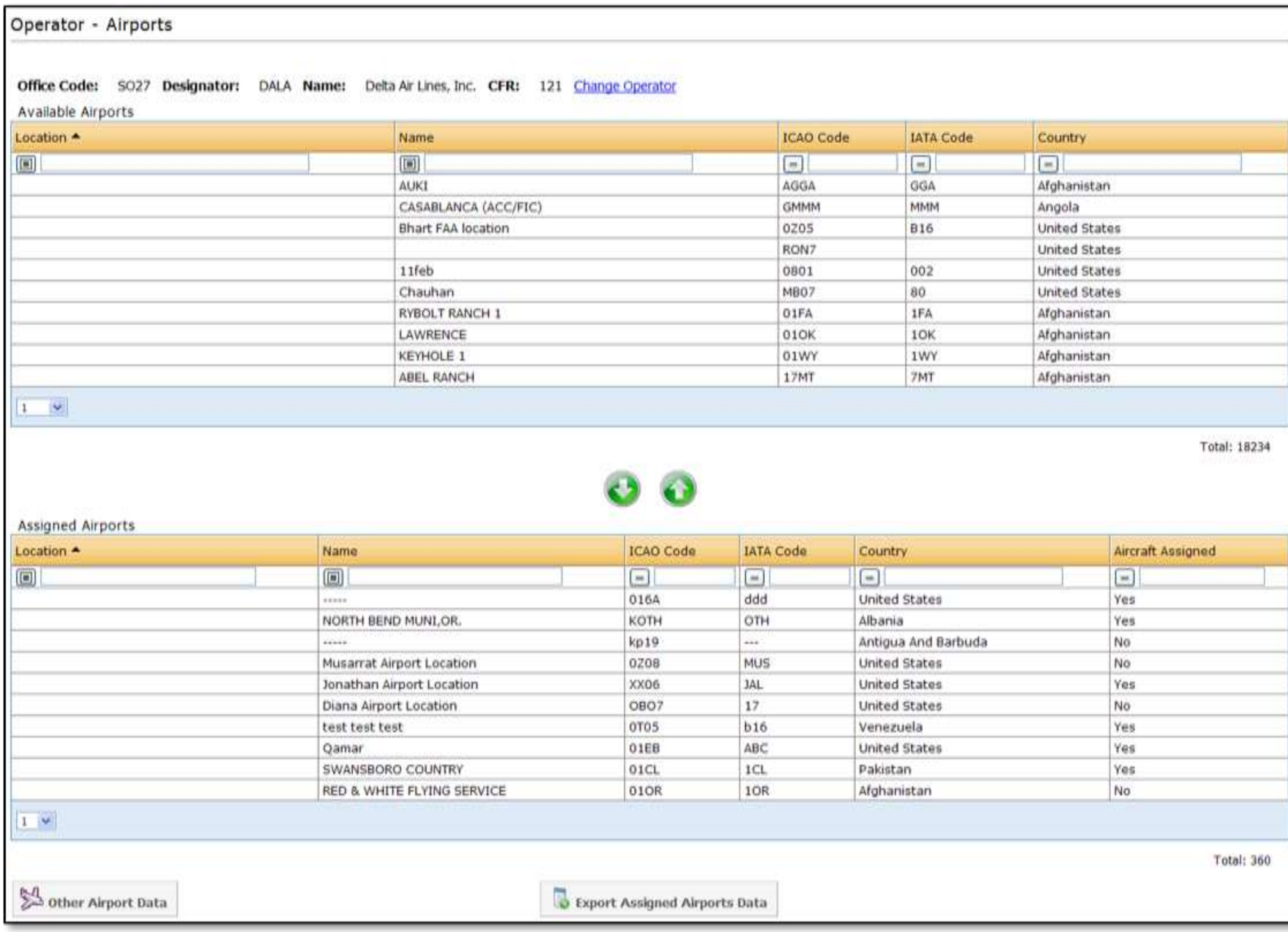
- Click **Save**. The user can save a file location on a local computer, then open the Excel file containing all of the Aircraft list data.

4.2.4 Airports

WebOPSS supports the ability for any authorized WebOPSS user to add, edit, delete, or export an operator's airport information. When manipulating airport information, the user will see two lists: the **Available Airport** list and the **Assigned Airport** list. To assign an airport to an operator, select it, and use the arrows between the lists to move it back or forth. The user must select an airport from the **Assigned Airport** list to add, edit, or delete Other Airport Data.

To Add Additional Airport Data:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airports**. The Operator—Airports page appears:



Location	Name	ICAO Code	IATA Code	Country
	AUKI	AGGA	GGA	Afghanistan
	CASABLANCA (ACC/FIC)	GMMM	MMM	Angola
	Bhart FAA location	0Z05	B16	United States
		RON7		United States
	11feb	0801	002	United States
	Chauhan	MB07	80	United States
	RYBOLT RANCH 1	01FA	1FA	Afghanistan
	LAWRENCE	01OK	1OK	Afghanistan
	KEYHOLE 1	01WY	1WY	Afghanistan
	ABEL RANCH	17MT	7MT	Afghanistan

Location	Name	ICAO Code	IATA Code	Country	Aircraft Assigned
	-----	016A	ddd	United States	Yes
	NORTH BEND MUNI,OR.	KOTH	OTH	Albania	Yes
	-----	kp19	---	Antigua And Barbuda	No
	Musarrat Airport Location	0Z08	MUS	United States	No
	Jonathan Airport Location	XX06	JAL	United States	Yes
	Diana Airport Location	OBO7	17	United States	No
	test test test	0T05	b16	Venezuela	Yes
	Qamar	01EB	ABC	United States	Yes
	SWANSBORO COUNTRY	01CL	1CL	Pakistan	Yes
	RED & WHITE FLYING SERVICE	01OR	1OR	Afghanistan	No

Figure 4.28: Operator—Airports

2. Select an operator airport from the **Assigned Airports** list.
3. Click **Other Airport Data**. The Other Airport Data page appears:

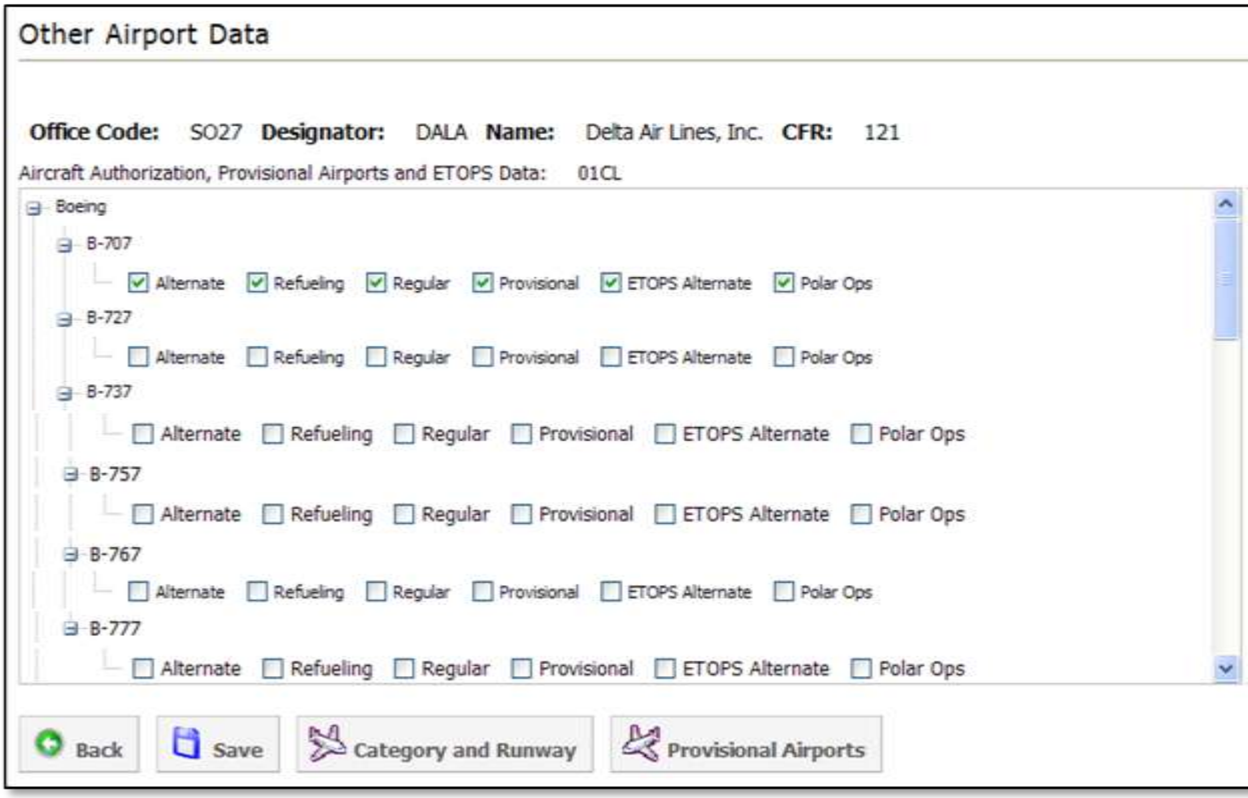


Figure 4.29: Other Airport Data

4. Click **Category and Runway**. A Category and Runway Data table appears:

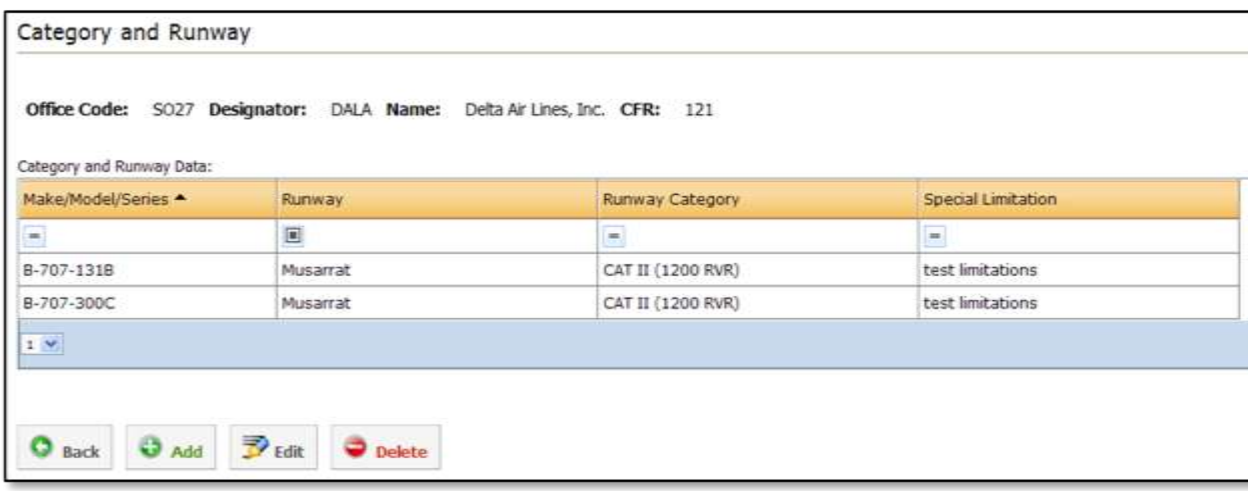


Figure 4.30: Other Airport Data—Category and Runway Data

NOTE: At least one aircraft provision must be selected on the Other Airport Data page. Otherwise the **Add**, **Edit**, and **Delete** buttons will appear grayed out (inaccessible).

5. Click **Add**. The Category and Runway Data table changes and aircraft options appear:

Figure 4.31: Adding Category and Runway Data

6. Click the desired aircraft in the **Make/Model/Series** column.
7. Select the **Runway** from the drop-down menu.
8. Select the **Runway Category** from the drop-down menu.
9. If desired, enter any **Special Limitations** in the text box.
10. Click **Save**. The Category and Runway Data table changes to reflect the addition.

To Edit Airport Aircraft:

1. In the left navigation area, under **CHDO > Manage Operator Data**, click **Airports**. The Operator—Airport page appears.
2. Select an operator airport from the **Assigned Airports** list.
3. Click **Other Airport Data**. The Other Airport Data page appears.
4. Check or uncheck the appropriate boxes to assign provisions to the desired aircraft.
5. Click **Save**. The changes appear on the Other Airport Data page

HINT: Users can modify the provisions for multiple aircraft before clicking **Save**.

To Edit Additional Airport Data:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airports**. The Operator—Airport screen appears.
2. Select an operator airport from the **Assigned Airports** list.

3. Click **Other Airport Data**. The Other Airport Data page appears.
4. Click **Category and Runway**. A Category and Runway Data table appears.
5. Select the data row to be edited.
6. Click **Edit**. The Category and Runway Data table changes and aircraft options appear.
7. Make the appropriate changes.
8. Click **Save**. The changes appear on the Category and Runway Data table.

To Delete Additional Airport Data:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Airports**. The Operator—Airport screen appears.
2. Select an operator airport from the **Assigned Airport** list.
3. Click **Other Airport Data**. The Other Airport Data page appears.
4. Click **Category and Runway**. A Category and Runway Data table appears.
5. Select the data row to be deleted.
6. Click **Delete**. A confirmation box appears.
7. Click **Yes**. The airport data is removed from the Category and Runway Data table.

4.2.5 Authorized Areas

Below is a high-level graphic depicting the Authorized Area process.

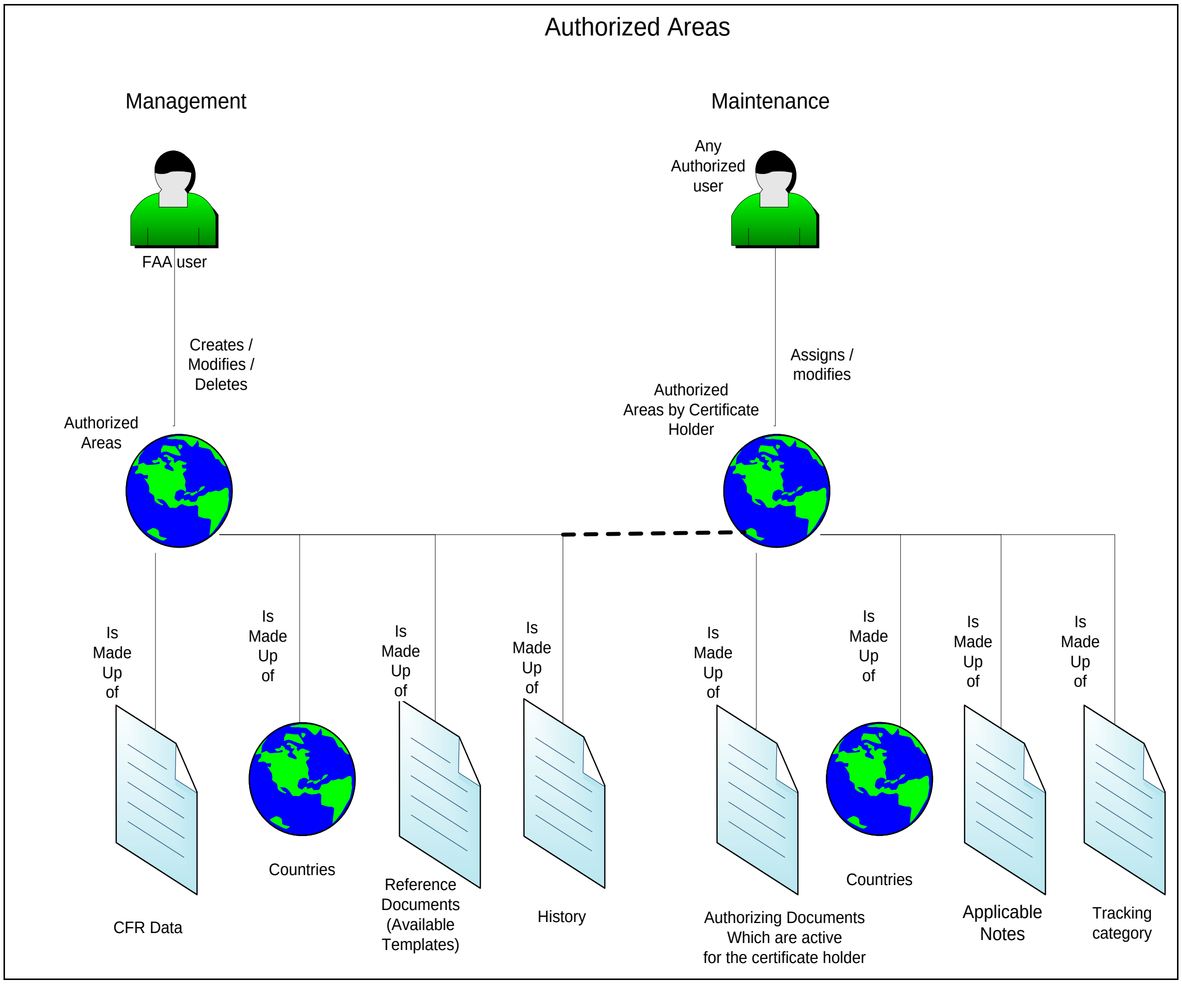


Figure 4.32: Authorized Area Process

An Authorized Area is a geographical area defined by Headquarters. Certain documents may be associated with a specific Authorized Area. A Certificate Holder assigns an Authorized Area and describes its operations in that area. WebOPSS supports the ability for any authorized user to assign or remove Authorized Areas and to add or delete associated reference documents in an operator's list of Authorized Areas.

To assign an Authorized Area to an operator, select it from the **Available Authorized Areas** list and click the down arrow () between the lists to move it to the **Assigned Authorized Areas** list. Any authorized WebOPSS user can also specify whether a territory should be included or excluded in a group, identify territories which they are allowed to fly over, select tracking categories and add, edit, delete, or assign notes. When assigning an entire Authorized Area, it is not necessary to select (include) the specific areas within that selection. Specific selections need only be made where a defined area is to be Excluded or a territory is to be marked as Overflight.

WebOPSS also allows Reference Documents to be attached to each Authorized Area. Whenever the user selects an Authorized Area from either the Available Authorized Areas or Assigned Authorized Areas lists, a list of Reference Documents associated with that Authorized Area appears at the bottom of the screen.

To Add/Remove Territories:
See "4.2.6 Territories" section on page 72.

To Add Territory Notes:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas page appears:

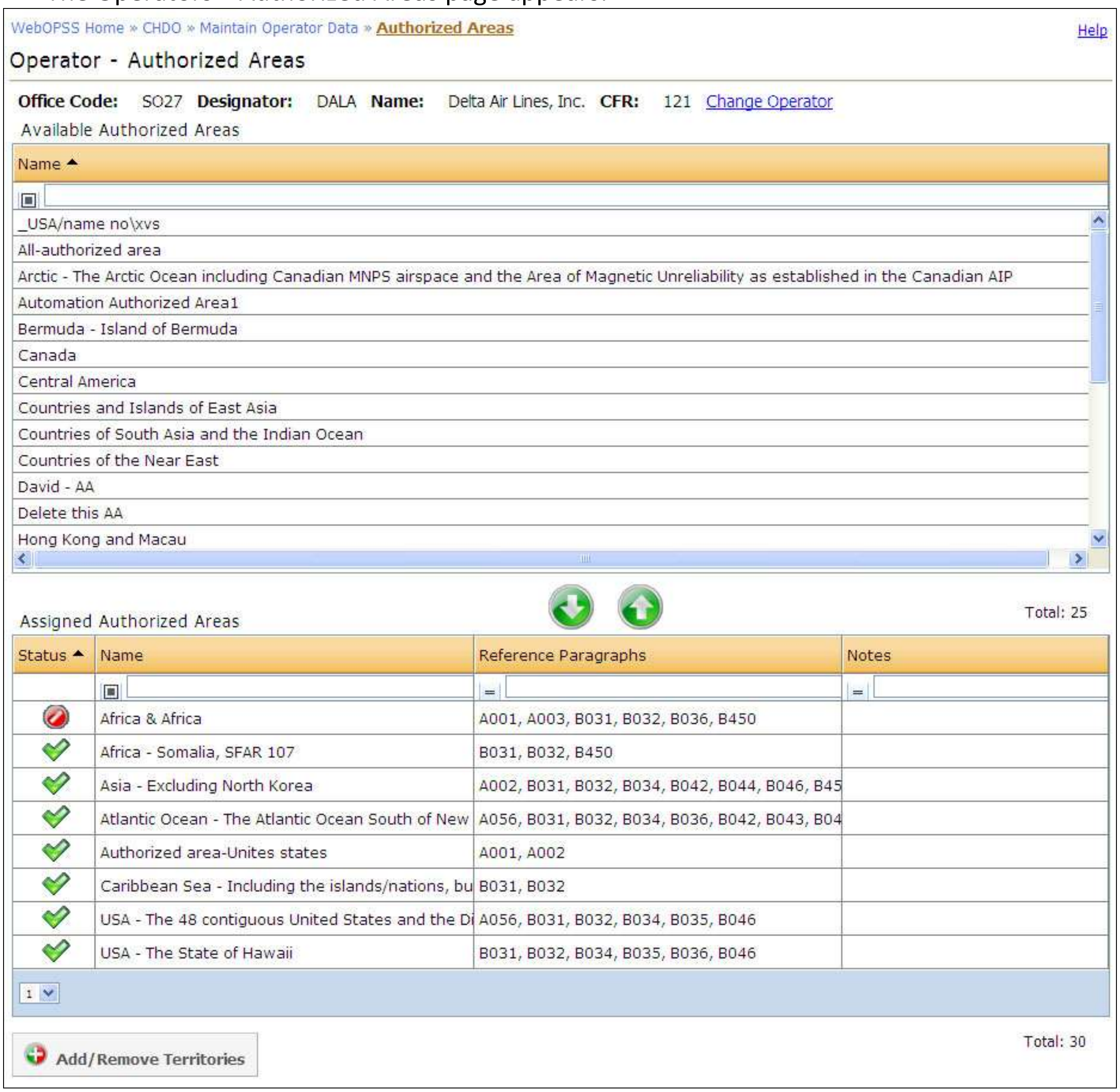


Figure 4.33: Authorized Areas

Note: If any previously assigned Authorized Area has been inactivated by Headquarters, a red inactive icon appears in the **Status** column. You are prompted to remove the inactive area(s) from Assigned Authorized Areas and reissue any associated authorizing documents.

2. Select an Authorized Area from the **Assigned Authorized Areas** table.

   HINT: If the desired Authorized Area is not in the **Assigned Authorized Areas** table, users may have to search for and select the desired area in the **Available Authorized Areas** table, and then click the down arrow ( ) to move the desired area to the **Assigned Authorized Areas** table.

3. Click **Add/Remove Territories**. The Assign Territories page appears:

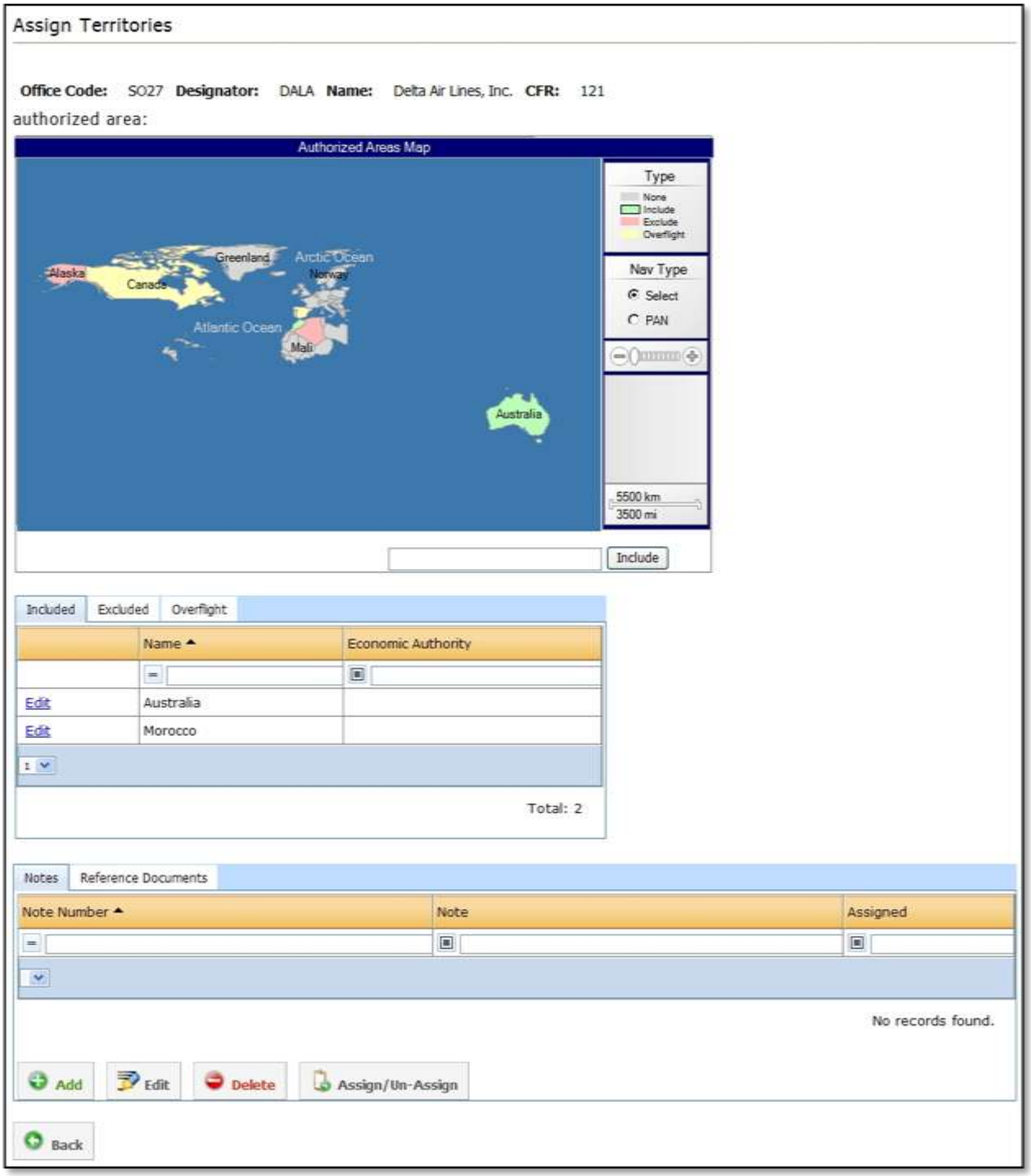


Figure 4.34: Assign Territories

NOTE: In the Notes and Reference Documents table at the bottom of the page, the default display is the **Notes** tab. The **Reference Documents** tab must be manually opened.

4. Click **Add**. The Notes and Reference Documents table changes and a notes text area appears:

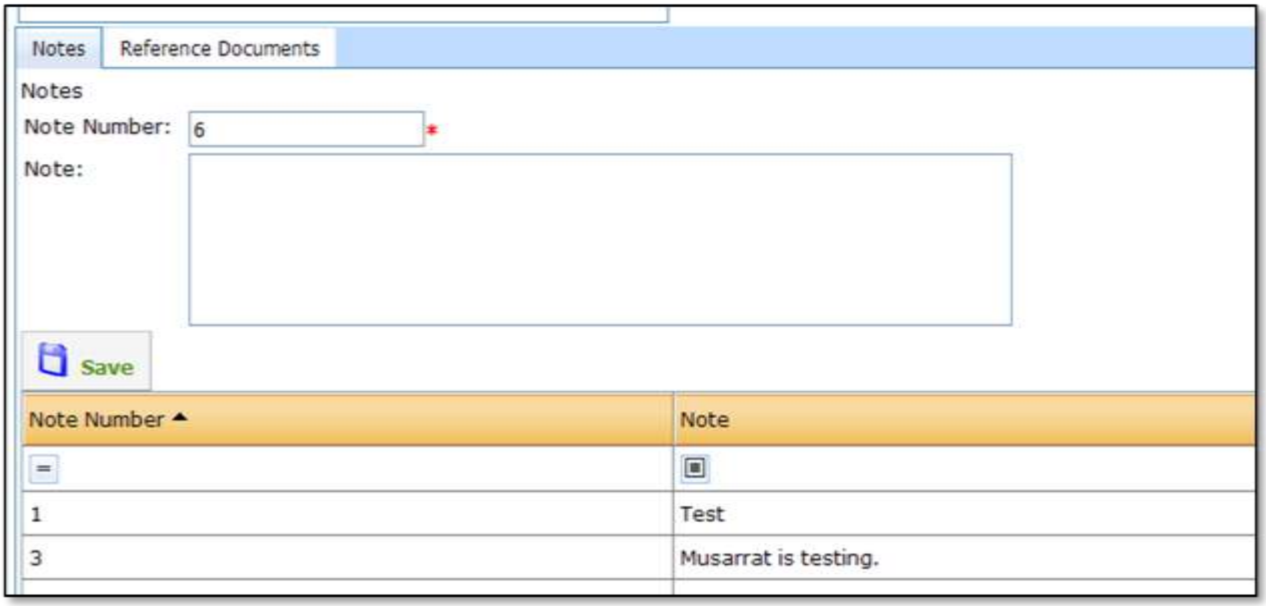


Figure 4.35: Add Authorized Area Note

5. Enter the desired **Note** information in the text field.

NOTE: The system automatically adds the correct **Note Number** to any new note.

6. Click **Save**. The Notes table changes to reflect the addition.

To Edit Notes:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas page appears.
2. Select an Authorized Area from the **Assigned Authorized Areas** list.
3. Click **Add/Remove Territories**. The Assign Territories page appears.
4. Select the desired note in the Notes and Reference Documents table at the bottom of the page.
5. Click **Edit**. The Notes and Reference Documents table changes and the notes text area appears.
6. Make the appropriate changes.
7. Click **Save**. The changes appear on the Notes table.

To Delete Notes:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas page appears.
2. Select an Authorized Area from the **Assigned Authorized Areas** table.

3. Click **Add/Remove Territories**. The Assign Territories page appears.
4. Select the desired note in the **Notes** table at the bottom of the page.

NOTE: Only notes that are not assigned to any territory can be deleted. However, users must remember that the Notes table will show all notes entered for all the assigned territories; i.e. though note #11 may not be assigned to the "Japan" Authorized Area, it will appear in the "Japan" Note table with a "No" under the "Assigned" column. Before deleting a note, users must verify, on the Operators—Authorized Areas page under the "Notes" column in the **Assigned Authorized Areas** table, that the desired note to be deleted is not listed for any other Assigned Authorized Area.

---

5. Click **Delete**. A confirmation window appears.
6. Click **Yes**. The note is removed from the Notes table.

To Assign Notes:
1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas page appears.
2. Select an Authorized Area from the **Assigned Authorized Areas** table.
3. Click **Add/Remove Territories**. The Assign Territories page appears.
4. Select the desired note in the Notes and Reference Documents table at the bottom of the page.
5. Click **Assign**. The Notes table changes to display "Yes" in the "**Assigned**" column for the selected note.

To Add Reference Documents (pertaining to a selected Authorized Area):
1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas page appears.
2. Select an Authorized Area from the **Assigned Authorized Areas** table.
3. Click **Add/Remove Territories**. The Assign Territories page appears.
4. Open the **Reference Documents** tab in the table at the bottom of the page:

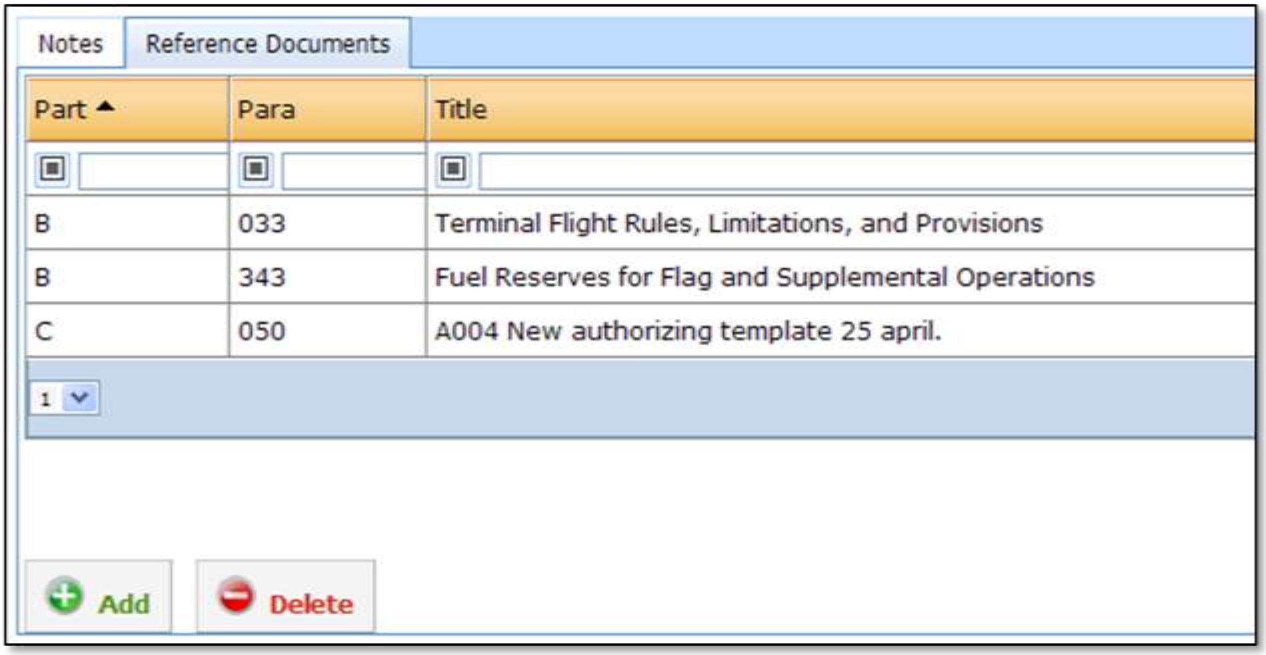


Figure 4.36: Reference Documents

5. Click **Add**. The Add Reference Documents form appears:

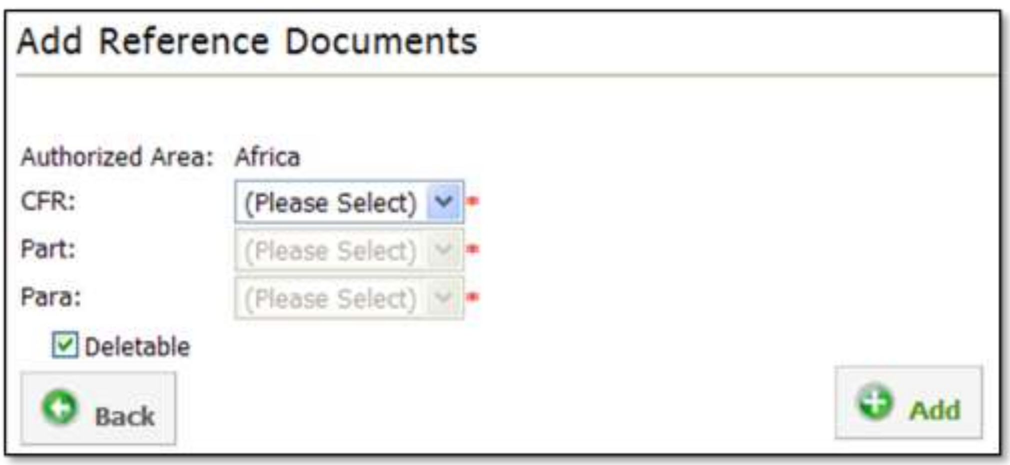


Figure 4.37: Add Reference Documents

6. Select the **CFR** from the drop-down menu.

NOTE: When the screen appears, all but one of the drop-down menus is grayed out (inaccessible). The rest of them will become accessible as valid options are selected.

---

7. Select the **Part** from the drop-down menu.
8. Select the **Para** from the drop-down menu.

9. Click **Add**. The new Reference Document is automatically saved and the screen resets to allow for another to be added.
10. To view the Reference Document just created, do one of the following:
    - Click **Authorized Areas** in the breadcrumb path at the top of the screen, then select the same Authorized Area selected in Step 2 above.
    - Click **Back**, then select the same Authorized Area selected in Step 2 above.
    - Follow steps listed in "**To Add Reference Documents (pertaining to a selected Authorized Area)**" section above.

To Delete Reference Documents:
1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas screen appears.
2. Select an Authorized Area from the **Assigned Authorized Areas** list.
3. Click **Add/Remove Territories**. The Assign Territories page appears.
4. Open the **Reference Documents** tab in the table at the bottom of the page
5. Click **Delete**. A confirmation box appears.
6. Click **Yes**. The reference document is removed from the Reference Documents
7. table.

NOTE: Some reference documents may not be deletable if the "Deletable" box is not checked by HQ. For more information on HQ Authorized Areas, see the *WebOPSS HQ User Guide.*

4.2.6 Territories

The Certificate Holder may assign and modify the general Authorized Area to more specifically describe its qualities in that area. Any authorized WebOPSS user can:
- Specify whether a territory should be included or excluded in a group
- Identify territories that are allowable to fly over
- Select tracking categories
- Add, edit, delete, or assign notes

When manipulating operator territories, the user will see two lists: **Available Authorized Areas** and **Assigned Authorized Areas**. If there are no Assigned Authorized Areas, the user must select a deviation from Available Authorized Areas before being able to find and modify it under Assigned Authorized Areas. To assign an Authorized Area to an operator, select it from the **Available Authorized Areas** table and click the down arrow ( ) between the lists to move it to the **Assigned Authorized Areas** table.

To Assign Territories:
1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas page appears:

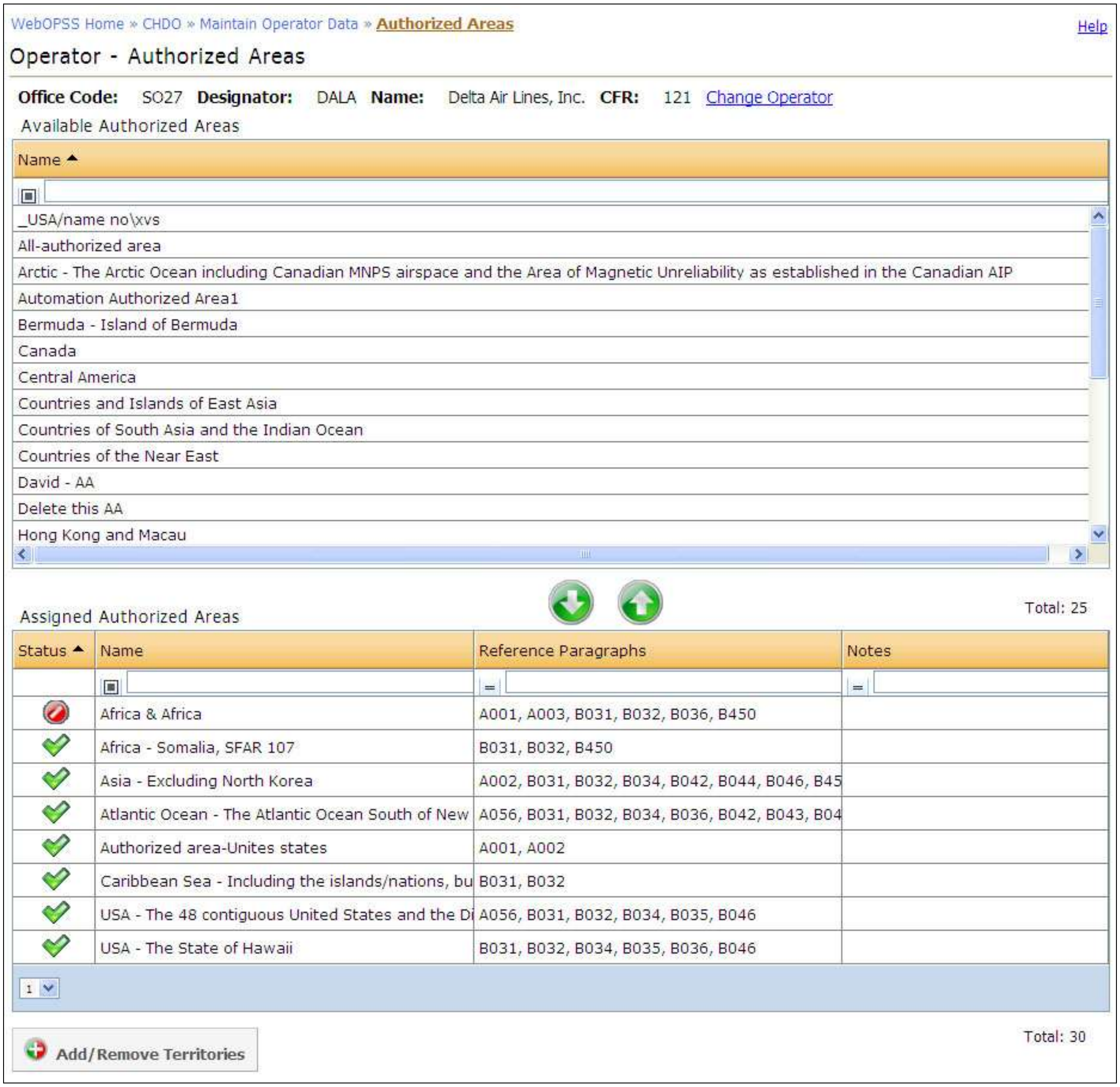


Figure 4.38: Authorized Areas

2. Select an Authorized Area from the **Assigned Authorized Areas** table.
3. Click **Add/Remove Territories**. The Assign Territories page appears:

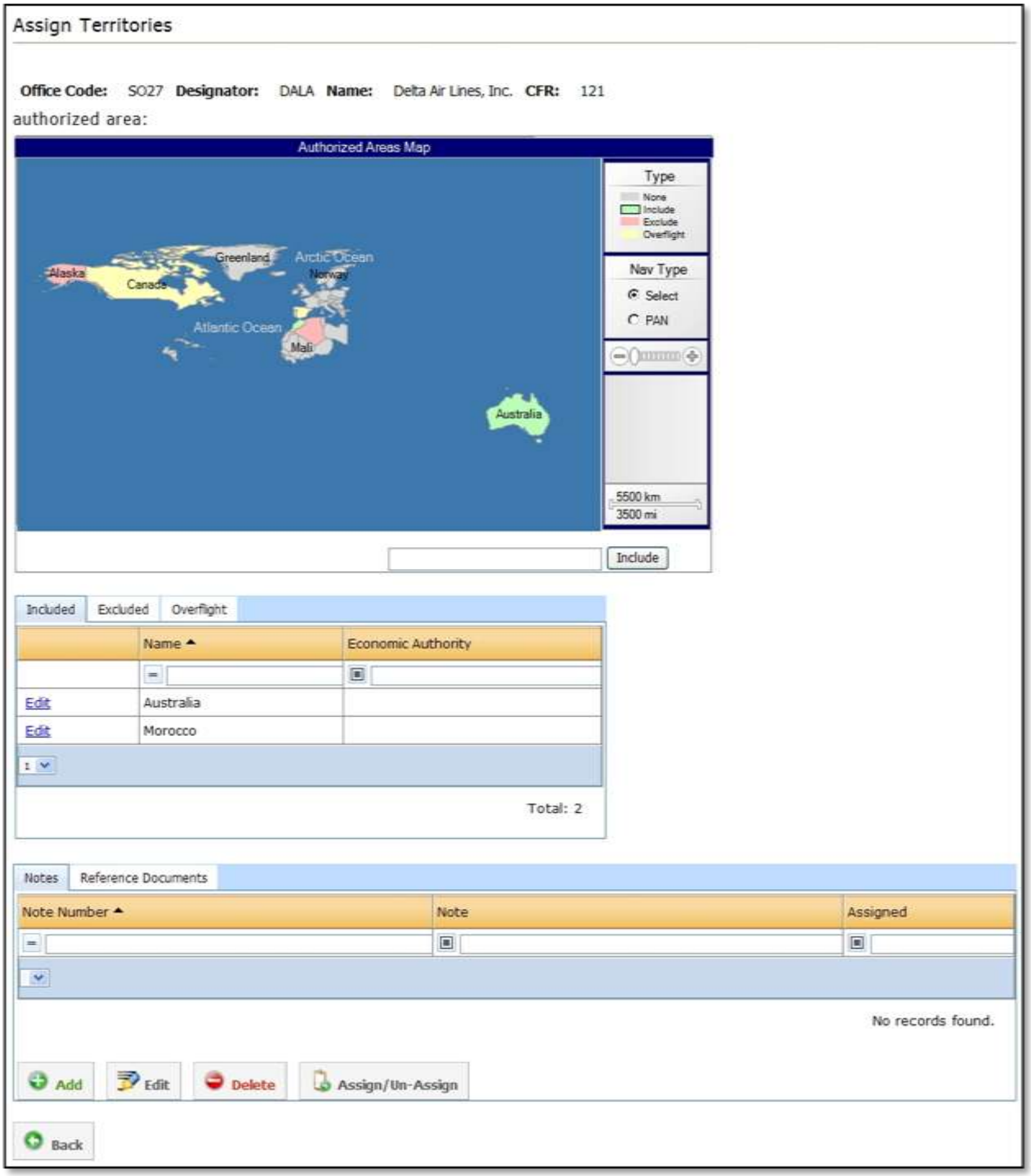


Figure 4.39: Assign Territories

4. Under **Nav Type** on the right side of the map, do one of the following :
    - If the map is at the desired position for territory selection, leave the default selection of "**Select**" as is.

HINT: The "**Select**" option allows users to select a country/ocean on the map.

- To move the direction of the map view, click on the circle next to "**PAN**," then click and drag the map to the desired position:

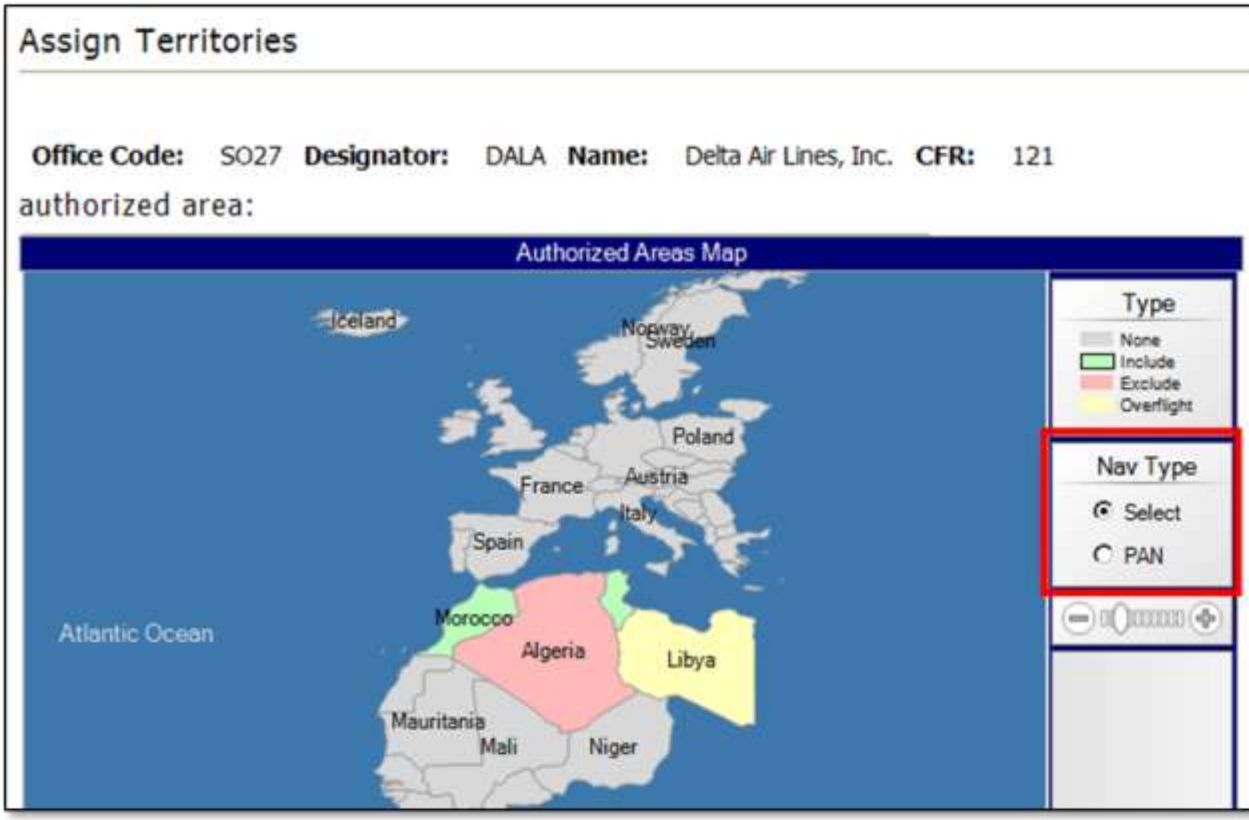


Figure 4.40: Map Functionality

5. Use the **Detail Level** buttons (+/-) below the directional arrows to increase or decrease the detail of the map image.
6. To identify the territory types, do any of the following:
   a. To include a country, click **Include** and click on a country:

Figure 4.41: Include a Country

b. To exclude a country, click **Exclude** and click on a country:

Figure 4.42: Exclude a Country

c. To designate overflight for a country, click **Overflight** and click on a country:

Figure 4.43: Overflight a Country

NOTE: The **Overflight** option indicates those countries for whom it is only acceptable to fly over but not stop on.

d. Select either **Include**, **Exclude**, or **Overflight**, and enter the name of the desired country/ocean in the text field below the map:

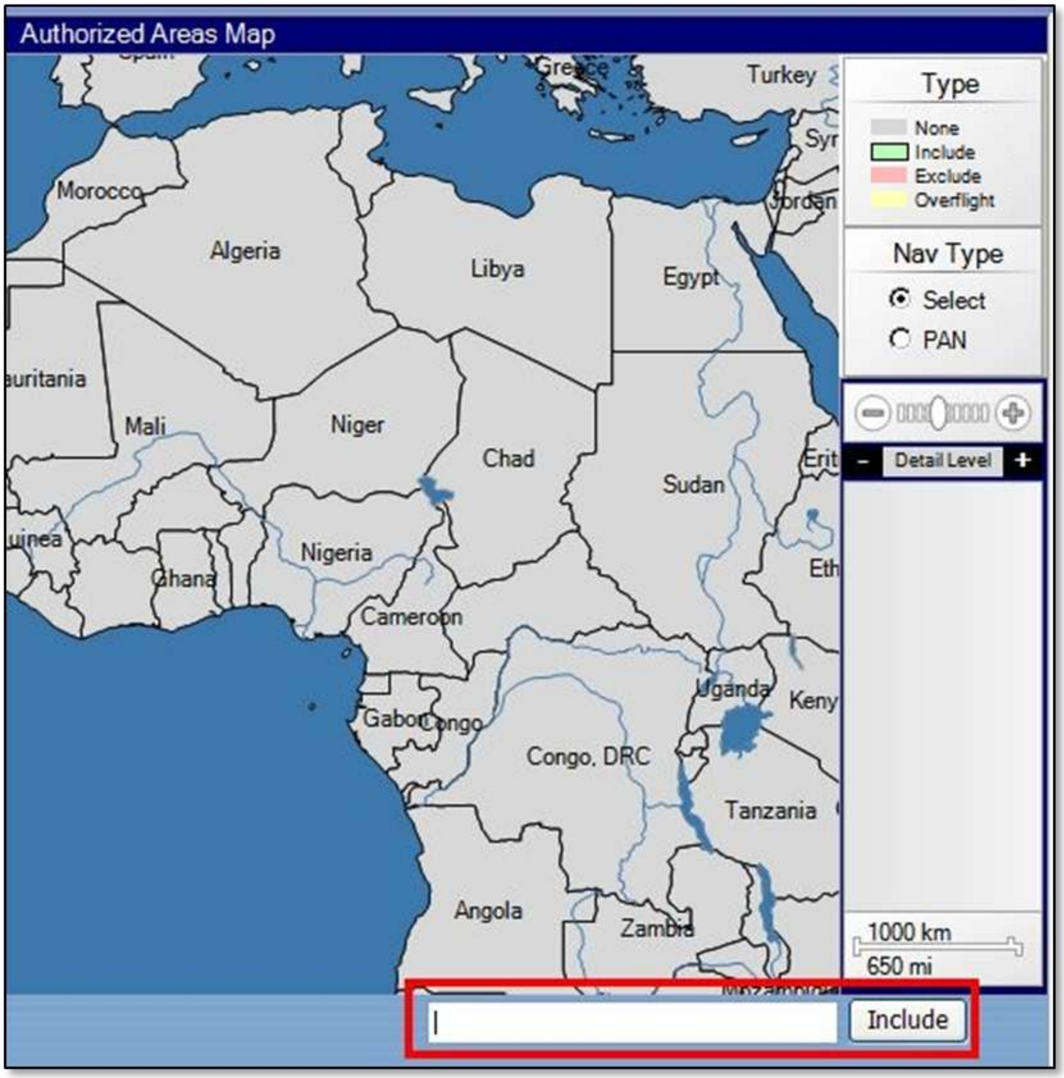


Figure 4.44: Selecting a Country for Include, Exclude, or Context

e. Select either **Include**, **Exclude**, or **Overflight**, and click and drag over the countries to be selected:

Figure 4.45: Highlighting Countries for Include, Exclude, or Overflight

7. The map screen updates to show the highlighted country, and the country appears under the corresponding tab on the table below the map.
8. Under the Tracking Categories, do any of the following:
   a. Select either **IFR/VFR** or **VFR Only**.

HINT: Selecting **IFR/VFR** includes both instrument flight rules and visual flight rules. **VFR Only** indicates that the area is only authorized for the visual flight rules.

   b. Check **Turbo Jet** and/or **Prop**.

To Edit Territories:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas screen appears.
2. Select an Authorized Area from the **Assigned Authorized Areas** list.
3. Click **Add/Remove Territories**. The Assign Territories page appears.
4. In the Territory table under the map, select the desired territory type tab:

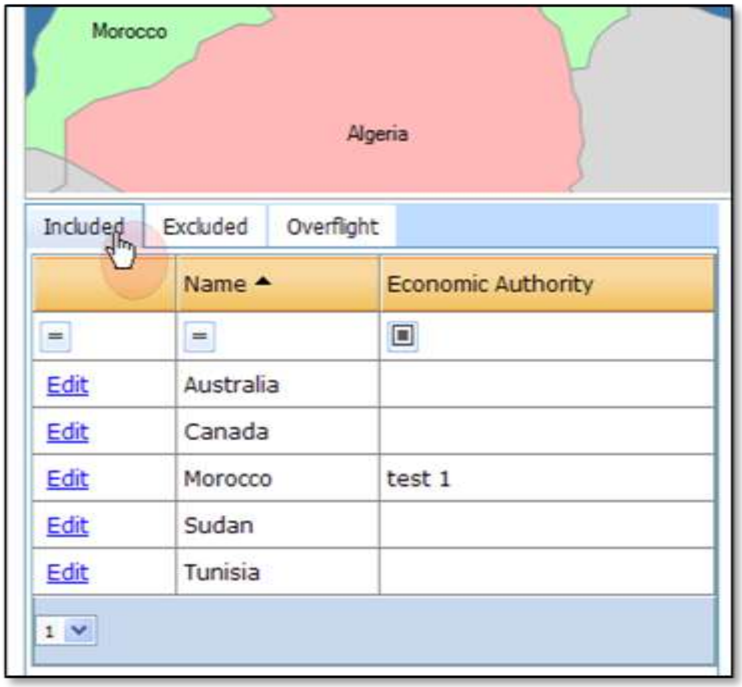


Figure 4.46: Territory Table

5. Click the **Edit** hyperlink. The Territories table changes and a text box appears under the "**Economic Authority**" column:

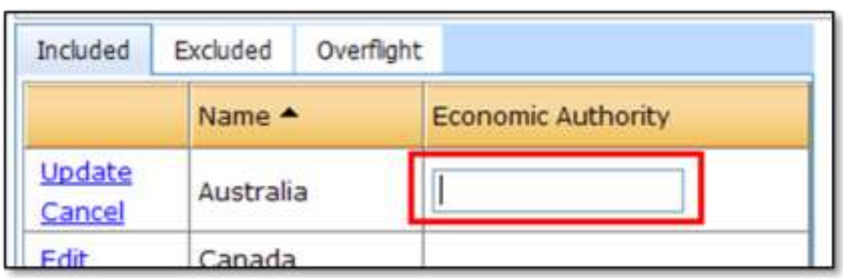


Figure 4.47: Edit Territory

6. Make the appropriate updates to the **Economic Authority**.
7. Click **Update** hyperlink. The changes appear in the Territories table.

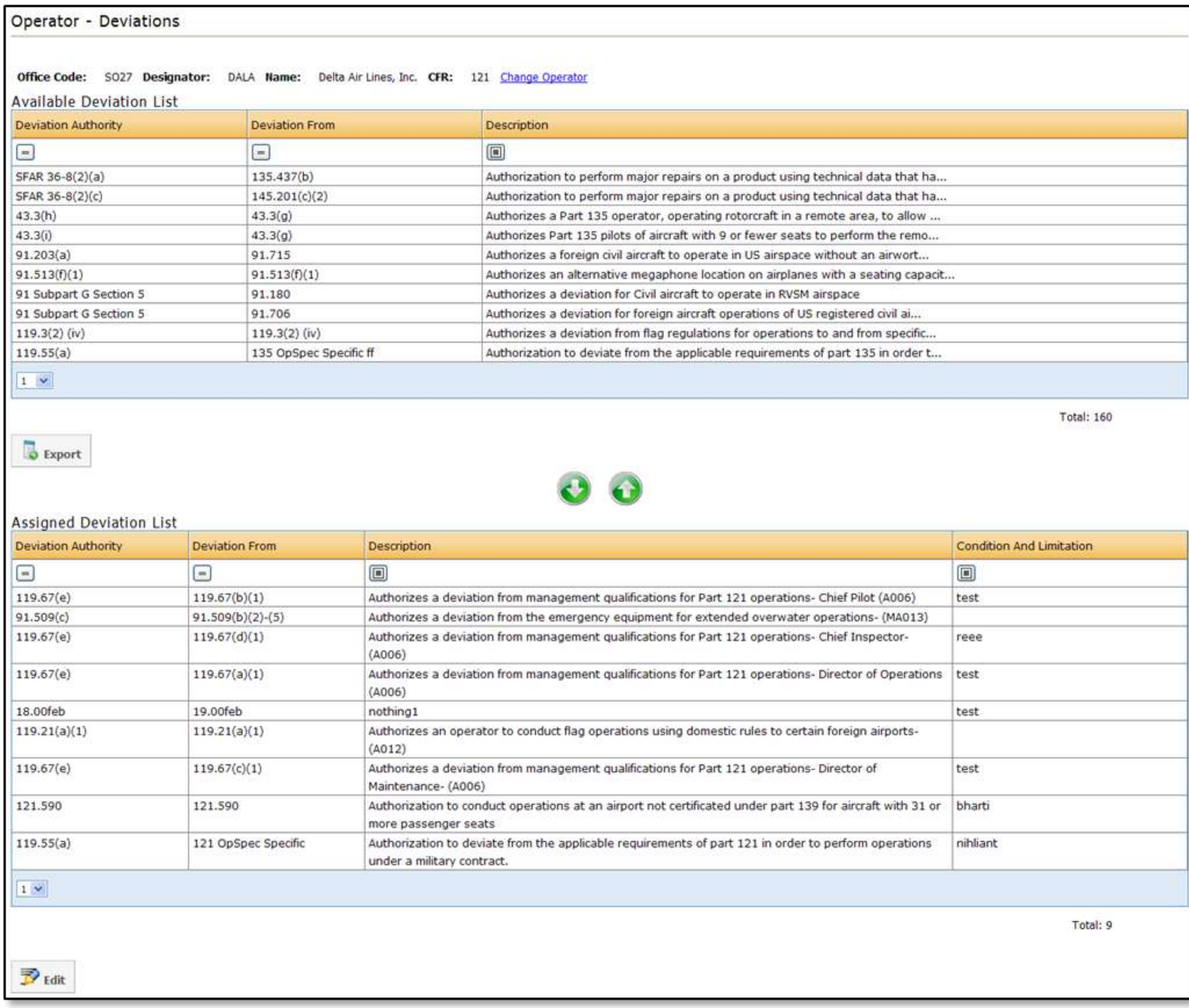
4.2.7 Deviations

Operator Deviations are authorizations that allow for a change to, or "deviation" from, existing procedures or standards. Within WebOPSS, they identify the deviation authority, the procedure being changed, and a description of the change itself. WebOPSS supports the ability for any authorized user to assign and edit an operator's list of deviations.

When manipulating operator deviations, the user will see two lists: the Available Deviation List and the Assigned Deviation List. If there are no Assigned Deviations, the user must select a deviation from Available Deviations before being able to find and modify it under Assigned Deviations. To assign an deviation to an operator, select it from the **Available Deviation List** and click the down arrow ( ) between the lists to move it to the **Assigned Deviation List**.

To Edit a Deviation:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Deviations**. The Operators—Deviations page appears:



Operator - Deviations

Office Code: SO27 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 Change Operator

Available Deviation List

Deviation Authority	Deviation From	Description
SFAR 36-8(2)(a)	135.437(b)	Authorization to perform major repairs on a product using technical data that ha...
SFAR 36-8(2)(c)	145.201(c)(2)	Authorization to perform major repairs on a product using technical data that ha...
43.3(h)	43.3(g)	Authorizes a Part 135 operator, operating rotorcraft in a remote area, to allow ...
43.3(i)	43.3(g)	Authorizes Part 135 pilots of aircraft with 9 or fewer seats to perform the remo...
91.203(a)	91.715	Authorizes a foreign civil aircraft to operate in US airspace without an airwort...
91.513(f)(1)	91.513(f)(1)	Authorizes an alternative megaphone location on airplanes with a seating capacit...
91 Subpart G Section 5	91.180	Authorizes a deviation for Civil aircraft to operate in RVSM airspace
91 Subpart G Section 5	91.706	Authorizes a deviation for foreign aircraft operations of US registered civil ai...
119.3(2) (iv)	119.3(2) (iv)	Authorizes a deviation from flag regulations for operations to and from specific...
119.55(a)	135 OpSpec Specific ff	Authorization to deviate from the applicable requirements of part 135 in order t...

Total: 160

Export

Assigned Deviation List

Deviation Authority	Deviation From	Description	Condition And Limitation
119.67(e)	119.67(b)(1)	Authorizes a deviation from management qualifications for Part 121 operations- Chief Pilot (A006)	test
91.509(c)	91.509(b)(2)-(5)	Authorizes a deviation from the emergency equipment for extended overwater operations- (MA013)	
119.67(e)	119.67(d)(1)	Authorizes a deviation from management qualifications for Part 121 operations- Chief Inspector- (A006)	reee
119.67(e)	119.67(a)(1)	Authorizes a deviation from management qualifications for Part 121 operations- Director of Operations (A006)	test
18.00feb	19.00feb	nothing1	test
119.21(a)(1)	119.21(a)(1)	Authorizes an operator to conduct flag operations using domestic rules to certain foreign airports- (A012)	
119.67(e)	119.67(c)(1)	Authorizes a deviation from management qualifications for Part 121 operations- Director of Maintenance- (A006)	test
121.590	121.590	Authorization to conduct operations at an airport not certificated under part 139 for aircraft with 31 or more passenger seats	bharti
119.55(a)	121 OpSpec Specific	Authorization to deviate from the applicable requirements of part 121 in order to perform operations under a military contract.	nihliant

Total: 9

Edit

Figure 4.48: Operator—Deviations

2. Select the desired deviation from the **Assigned Deviations List**.
3. Click **Edit**. The Conditions and Limitations box appears.

HINT: The **Conditions and Limitations** text box allows up to 2,000 characters.

4. Enter the desired conditions and limitations that apply.
5. Click **OK**. The **Assigned Deviations List** changes to reflect the addition.

To Export an Assigned Deviation:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Deviations**. The Operators—Deviations page appears.
2. Select the desired deviation from the **Available Deviation List**.
3. Click **Export**. The File Download box appears.
4. Do one of the following:
    - To open a Microsoft Excel file containing all of the operator history data, click **Open**.
    - To choose a file location on a local computer in order to open the Excel file containing all of the operator history data later, click **Save.**

4.2.8 DBAs

The WebOPSS system organizes DBA information and allows for authorized users to manipulate the data by adding, editing, and deleting information.

To Add a DBA:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **DBAs**. The Operators—DBAs page appears:

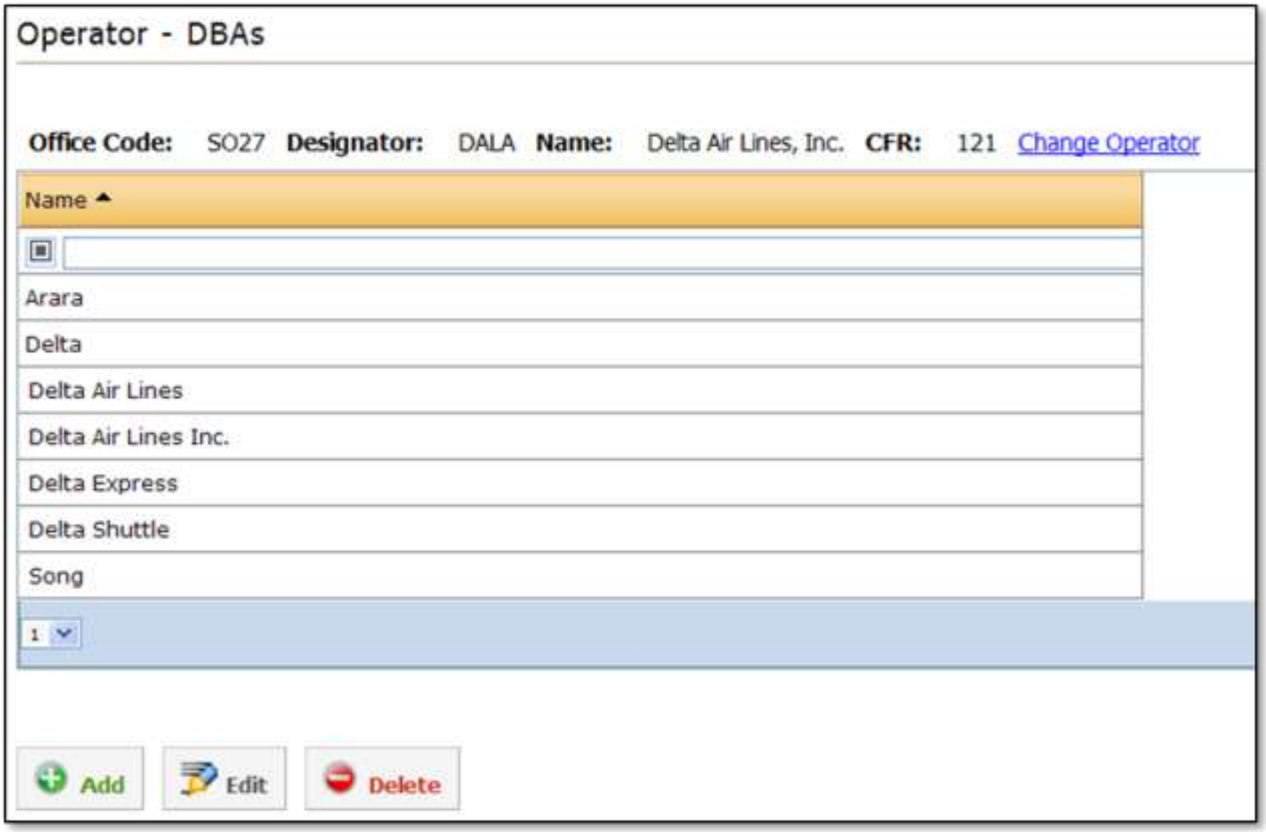


Figure 4.49: Operator—DBAs

2. Click **Add**. The Operator—DBAs table changes and a text box appears:

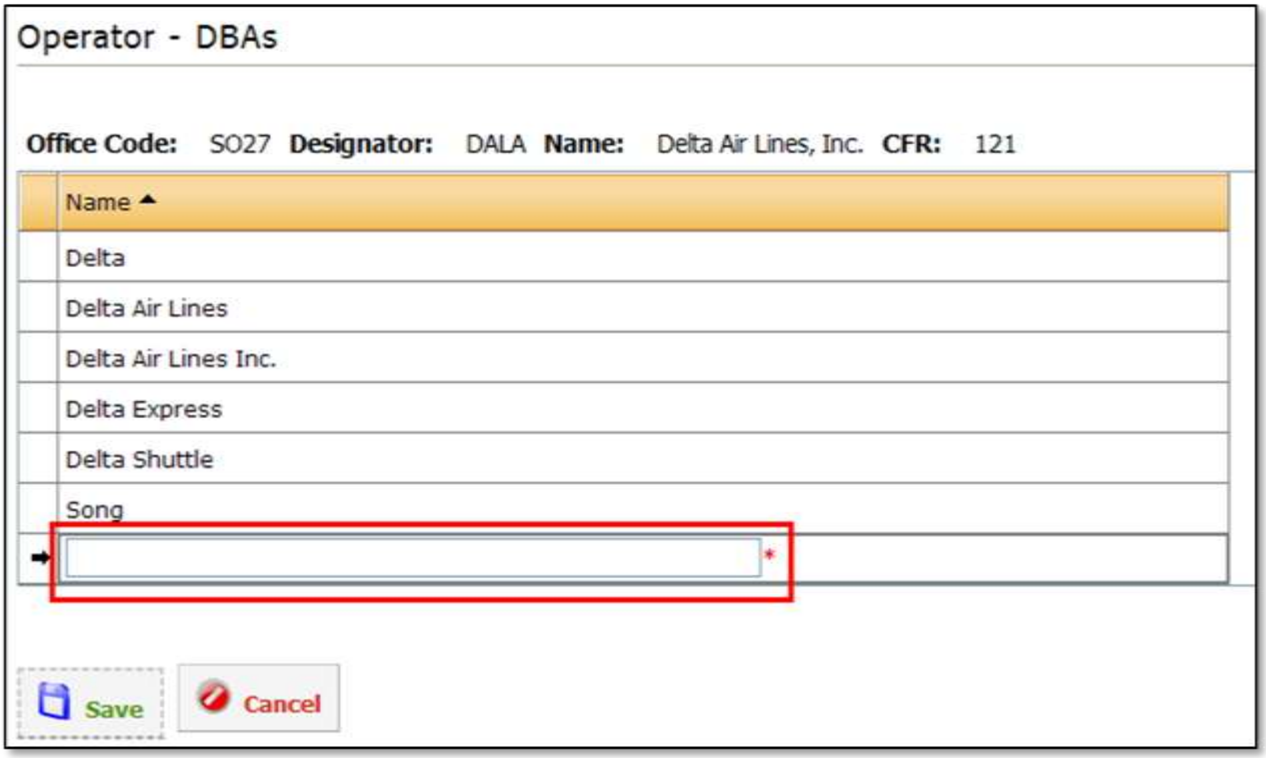


Figure 4.50: Adding a DBA

3. Enter the name of the new DBA.
4. Click **Save**. The Operators—DBAs table changes to reflect the addition.

To Edit an Existing DBA:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **DBAs**. The Operators—DBAs page appears.
2. Select the desired DBA.
3. Click **Edit**. The Operator—DBAs table changes and an editable text box appears.
4. Modify the DBA as needed.
5. Click **Save**. The changes appear on the Operators—DBAs table.

To Delete a DBA File:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **DBAs**. The Operators—DBAs page appears.
2. Select the desired DBA.
3. Click **Delete**. A confirmation box appears.
4. Click **Yes**. The DBA is removed from the Operators—DBAs table.

4.2.9 Exemptions

Authorized users manage exemption assignments to a specific operator. If an operator is affected by a regulation in Title 14 of the Code of Federal Regulations (14 CFR), they may petition for an exemption from any rule issued by FAA under its statutory authority.

When manipulating operator exemptions, the user will see two lists: the **Available Exemptions** list and the **Assigned Exemptions** list. If there are no Assigned Exemptions, the user must select an exemption from Available Exemptions before being able to find and modify it under Assigned Exemptions. To assign an exemption to an operator, select it from the **Available Exemptions** list and click the down arrow () between the lists to move it to the **Assigned Exemptions** list.

On the Operator Exemptions screen, there is no difference between searching and filtering. There are three different ways to initiate the same searching/filtering operation:

1. Use the controls and fields at the top of the screen, in the rectangle containing the **Search** button. Then click **Search**.

4.2.10 Type text in the filtering row (first row) of the appropriate exemption list. Then click outside the field where you typed. (For more information on how to use filters, see the “Status Icons and Warnings

In certain tables, a red status icon indicates that the referenced data is obsolete and should be changed as soon as possible. A green check indicates that no action is necessary.

Figure 2.11: Status Icons

2. Using the Search Filter” section.)
3. Use a combination of search fields and filters. **Note:** If you have typed text in both **Description** fields (in the Search rectangle and in the filtering row), the text in the filtering row is used, and the text in the Search rectangle is ignored.

To Search Using the Search Filter at the Top of the Screen:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Exemptions**. The Operator—Exemptions page appears:

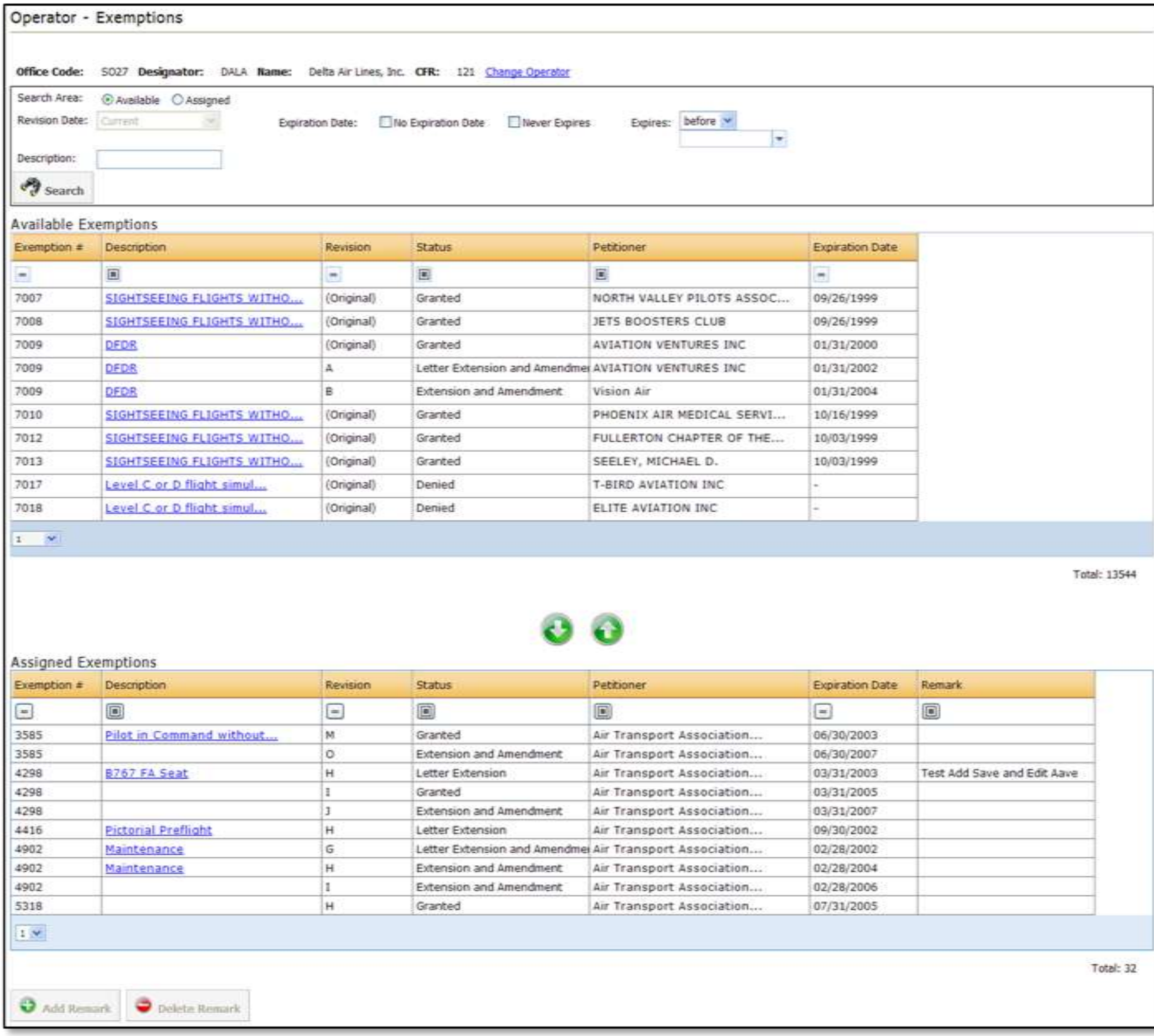


Figure 4.51: Operator—Exemptions

2. Next to "Search Area," click the circle indicating whether the desired exemption is in the **Available** or **Assigned Exemptions** lists.
3. For the **Expiration Date**, do one of the following:

- If the exemption has an expiration date, uncheck either **No Expiration Date** or **Never Expires**.

NOTE: The **No Expiration Date** and **Never Expires** checkboxes appear checked by default.

- If the exemption **Expires before**, **on**, or **after** a certain date, use the drop-down to indicate the condition, and then click in the empty text field below to choose a date from the calendar that appears.

4. Enter the **Description** in the text field. The search field is not case-sensitive.
5. Click **Search**. The exemption searched for should appear in its respective list.

To Add an Exemption Remark:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Exemptions**. The Operator—Exemptions page appears.
2. Select the desired exemption from the **Assigned Exemptions** table.
3. Click **Add Remark**. The Exemption Remark window appears.

HINT: The Exemptions Remark text field allows up to 4,000 characters.

4. Enter the desired remark text in the text field.
5. Click **Save**. The **Assigned Exemptions** table changes to reflect the addition.

To Edit an Exemption Remark:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Exemptions**. The Operator—Exemptions page appears:
2. Select the desired exemption from the **Assigned Exemptions** table.

NOTE: When the Operator—Exemptions page first opens, there is only the **Add** and **Delete Remark** buttons. The **Edit Remark** button will replace the **Add Remark** button when an exemption is selected from the **Assigned Exemptions** table that contains the remark text.

3. Click **Edit Remark**. The Exemption Remark window appears.
4. Enter the desired remark text in the text field.
5. Click **Save**. The changes appear in the **Assigned Exemptions** table.

To Delete an Exemption Remark:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Exemptions**. The Operator—Exemptions page appears.
2. Select the desired exemption from the **Assigned Exemptions** table.

NOTE: When the Operator—Exemptions page first opens, the **Delete Remark** button is grayed out (inaccessible). It will become accessible when an exemption is selected from the Assigned Exemption list that contains Remark text.

3. Click **Delete Remark**. The remark is removed from the **Assigned Exemptions** table.

4.2.11 Insurance

WebOPSS supports the ability to organize insurance information in a table that an authorized user may view, but not manipulate. The user is able to see the particulars of each insurance policy and whether or not any aircraft are associated with that policy.

To View the Insurance List:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Insurance**. The Insurance Data table appears:

Operator – Insurance

Office Code: SO27 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 Change Operator

Policy Number	Status	Insurance Co	Aircraft Type	Blanket	Separate Coverage
[Multiple Policies]	Approved (Active)	[Multiple Insurers]	Large Aircraft	True	False
SIHL1-8531 & SIHL1-8532	Cancelled	United States Aircraft Insurance Group#1	Large Aircraft	True	False

Figure 4.52: Operator—Insurance

HINT: The Insurance policies listed are based on most recent **Status** updates, so the historical data of each policy is not shown (i.e. when the policy is “Pending Review” or “Terminated,” etc.) Such information may appear—though not always—in the “Status Comments” section of the popup window seen when users click on the policy link.

2. Click on the desired hyperlink in the “**Policy Number**” column to view any aircraft associated with that policy as well as any policy status comments. The Associated Aircraft window appears displaying the aircraft information.

4.2.12 Personnel

WebOPSS supports the ability to add, edit, and delete Operator Personnel.

To Add Operator Personnel:

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Personnel**. The Operator—Personnel page appears:

Operator – Personnel

Office Code: S027 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 Change Operator

Name	FAA Recognized Position Title	Equivalent Position Title	Management personnel	Designated person	Agent for service
Graham, James C.	(Not Applicable)	Director Flight Operations and Chief Pilot	No	Yes	No
Dickson, Stephen M.	(Not Applicable)	Senior Vice President - Flight Operations	No	Yes	No
Schramek, Charles M.	(Not Applicable)	System Manager Quality Assurance & Compliance	No	Yes	No
Quiello, Michael J.	Director of Safety	Vice President Corporate Safety, Security and Compliance	Yes	No	No
Gossett, Harbourt L.	Dir. of Maintenance, Part 121	Director Line Maintenance and MCC	Yes	No	No
Graham, James C.	Chief Pilot, Part 121	Director Flight Operations and Chief Pilot	Yes	No	No
Dickson, Stephen M.	Dir. of Operations, Part 121	Senior Vice President - Flight Operations	Yes	No	No
Stape, David A.	(Not Applicable)	Manager, Regulatory Compliance	No	Yes	No
Anderson, Richard H.	(Not Applicable)	C.E.O.	No	Yes	No
McClain, James Scott	Agent for Service	Director - Assistant General Counsel	No	No	Yes
Ginn, Henry "Mark"	Chief Inspector	General Manager - Quality Control	Yes	No	No
AdS, sdASDaw	Agent for Service	TESTER	No	No	No

Total: 13

Add Edit Delete

Figure 4.53: Operator—Personnel

2. Click **Add**. The Add Personnel table appears:

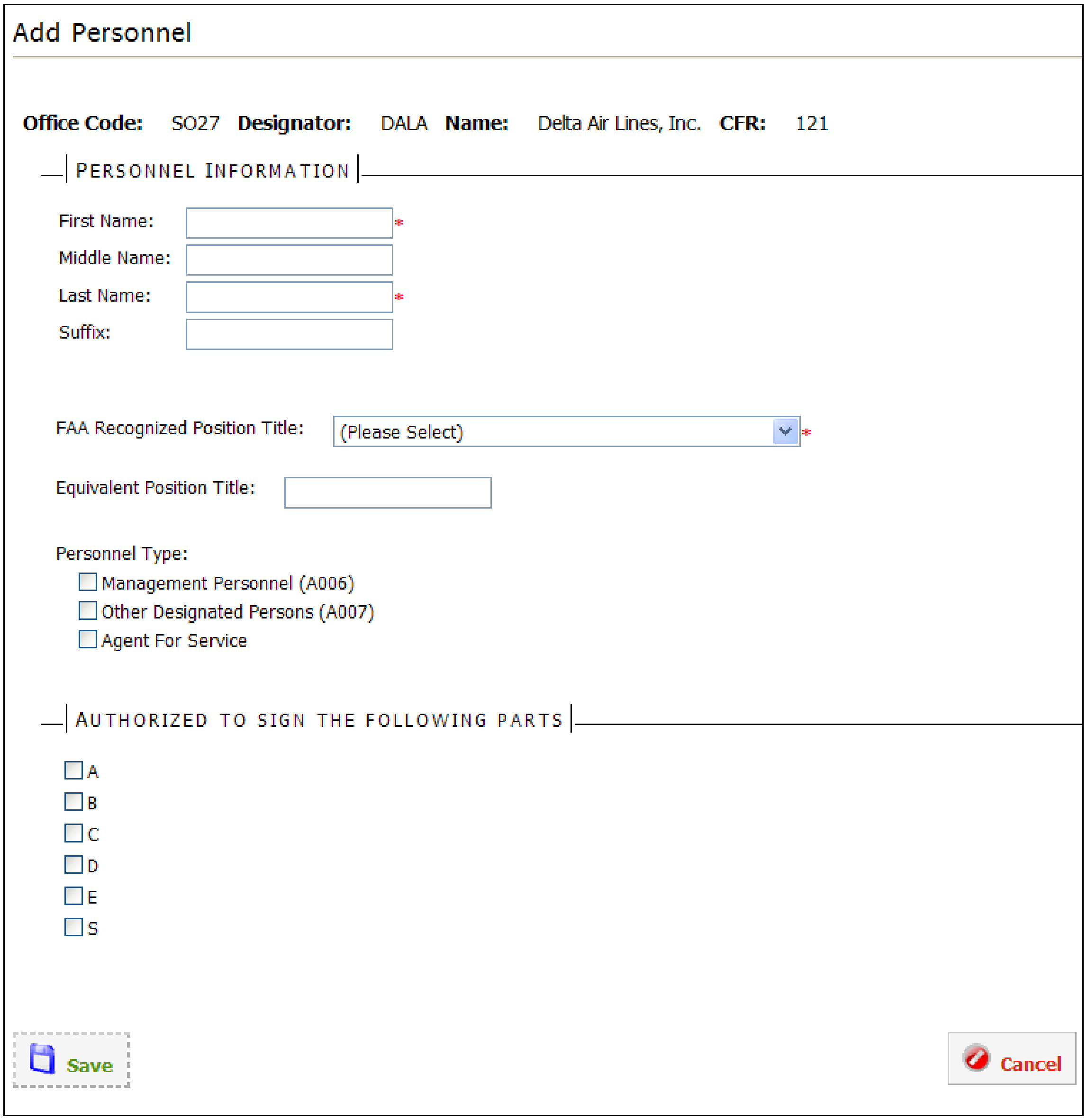


Figure 4.54: Adding Personnel

3. Enter the **First Name** in the text field.
4. If desired, enter the **Middle Name** or middle initial in the text field.
5. Enter the **Last Name** in the text field.
6. If desired, enter a **Suffix** in the text field.
7. Select an **FAA Recognized Position Title** from the drop-down menu.
8. If desired, enter the **Equivalent Position Title** in the text field.
9. If applicable, under the "Personnel Type" section select the boxes next to **Management Personnel**, **Other Designated Persons**, and/or **Agent for Service**.
10. If applicable, under the "Authorized to Sign the Following Parts" section, select the boxes next to the appropriate Part letters.

11. Click **Save**. The Operator—Personnel page changes to reflect the new addition.

To Edit Operator Personnel:

NOTE: When the screen appears, the "**Edit,**" "**Delete,**" and "**Copy**" buttons will appear grayed out (inaccessible). They will become accessible once a row in the table is selected.

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Personnel**. The Operator—Personnel page appears.
2. Select the row of the desired personnel.
3. Click **Edit**. The Edit Personnel form appears.
4. Make the necessary changes to the operator personnel.
5. Click **Save**. The changes appear on the Operator—Personnel table.

To Delete Operator Personnel:

NOTE: When the screen appears, the "**Edit,**" "**Delete,**" and "**Copy**" buttons will appear grayed out (inaccessible). They will become accessible once a row in the table is selected.

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Personnel**. The Operator—Personnel page appears.
2. Select the row of the desired personnel.
3. Click **Delete**. A confirmation box appears.
4. Click **Yes**. The personnel name is removed from the Operator—Personnel table.

To Copy Operator Personnel:

NOTE: When the screen appears, the "**Edit,** " "**Delete,**" and "**Copy**" buttons will appear grayed out (inaccessible). They will become accessible once a row in the table is selected.

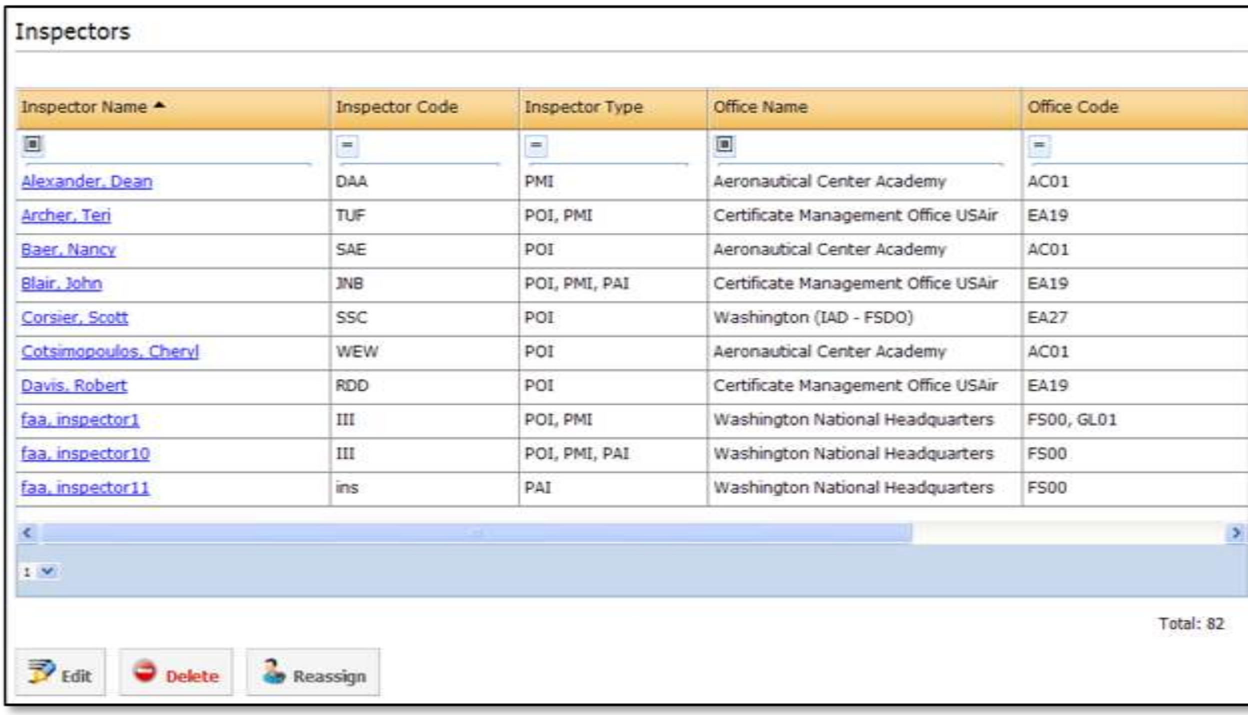
1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Personnel**. The Operator—Personnel page appears.
2. Select the row of the desired personnel.
3. Click **Copy**. The Copy Personnel page appears.
4. Enter the new personnel name into the **First**, **Middle**, and **Last Name** text fields.
5. Click **Save**. The Operator-Personnel table changes to reflect the addition.

4.3 Inspectors

While WebOPSS roles are assigned at the office level, any user with permission can edit the Inspector information. For example, managers may edit the Inspector information of those inspectors assigned to their office. The sections that appear within the Edit User form will vary according to the roles-based security permissions designated to each user. To see more detailed information on assigning roles or for an explanation of the level of access and permissions available for a particular role see *WebOPSS HQ User Guide*.

To Edit an Inspector:

1. In the left navigation area, under **CHDO**, click **Maintain Inspectors**. The Inspectors page appears:


Inspectors

Inspector Name	Inspector Code	Inspector Type	Office Name	Office Code
Alexander, Dean	DAA	PMI	Aeronautical Center Academy	AC01
Archer, Teri	TUF	POI, PMI	Certificate Management Office USAir	EA19
Baer, Nancy	SAE	POI	Aeronautical Center Academy	AC01
Blair, John	JNB	POI, PMI, PAI	Certificate Management Office USAir	EA19
Corsier, Scott	SSC	POI	Washington (IAD - FSDO)	EA27
Cotsimopoulos, Cheryl	WEW	POI	Aeronautical Center Academy	AC01
Davis, Robert	RDD	POI	Certificate Management Office USAir	EA19
faa, inspector1	III	POI, PMI	Washington National Headquarters	FS00, GL01
faa, inspector10	III	POI, PMI, PAI	Washington National Headquarters	FS00
faa, inspector11	ins	PAI	Washington National Headquarters	FS00

Total: 82

Edit Delete Reassign

Figure 4.55: Inspectors

2. Do one of the following:
   - Select the row of the desired Inspector, then click **Edit**. The Edit User form appears.
   - Click the hyperlink in the “Inspector Name” column. The Edit User form appears:

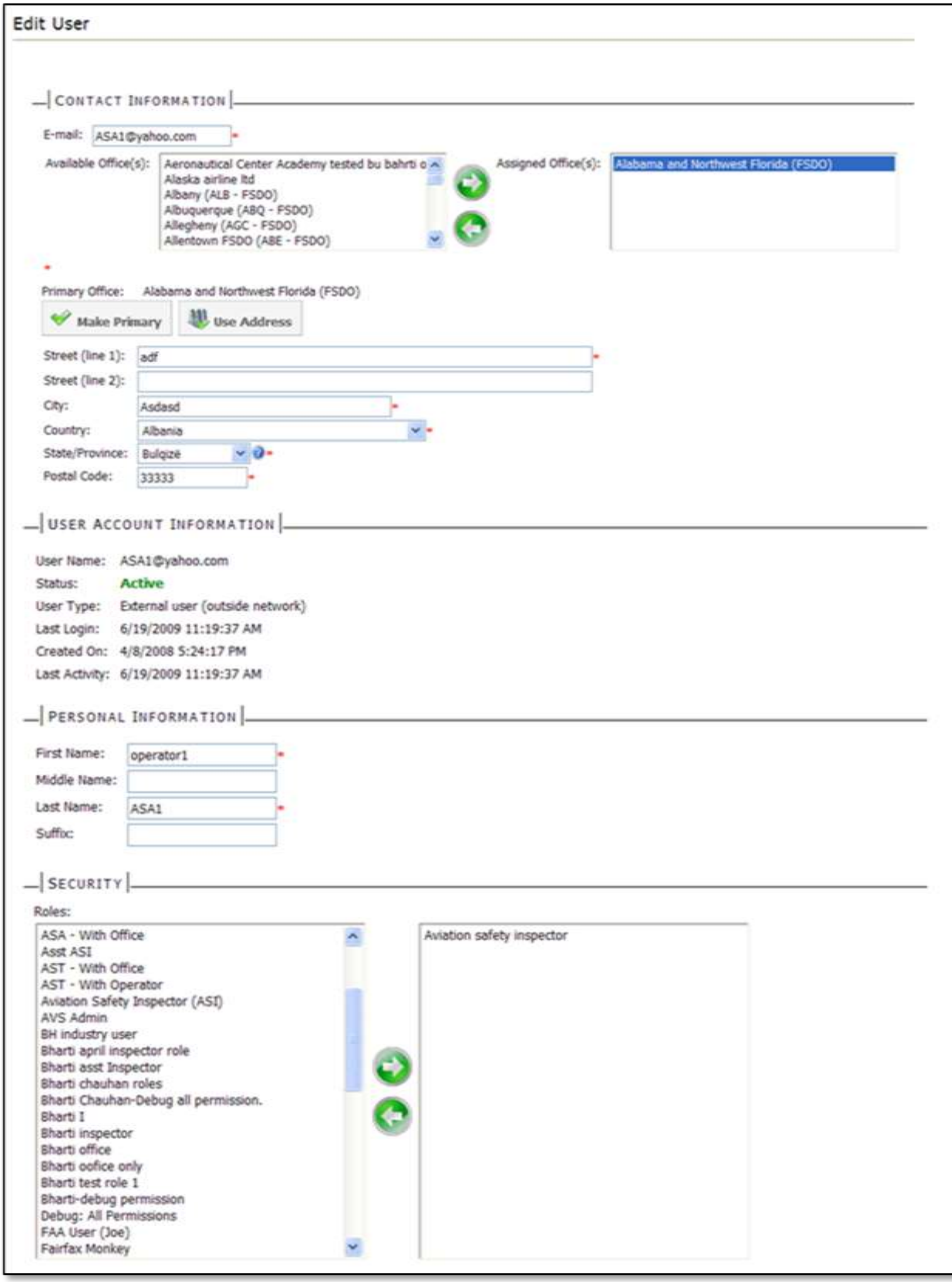
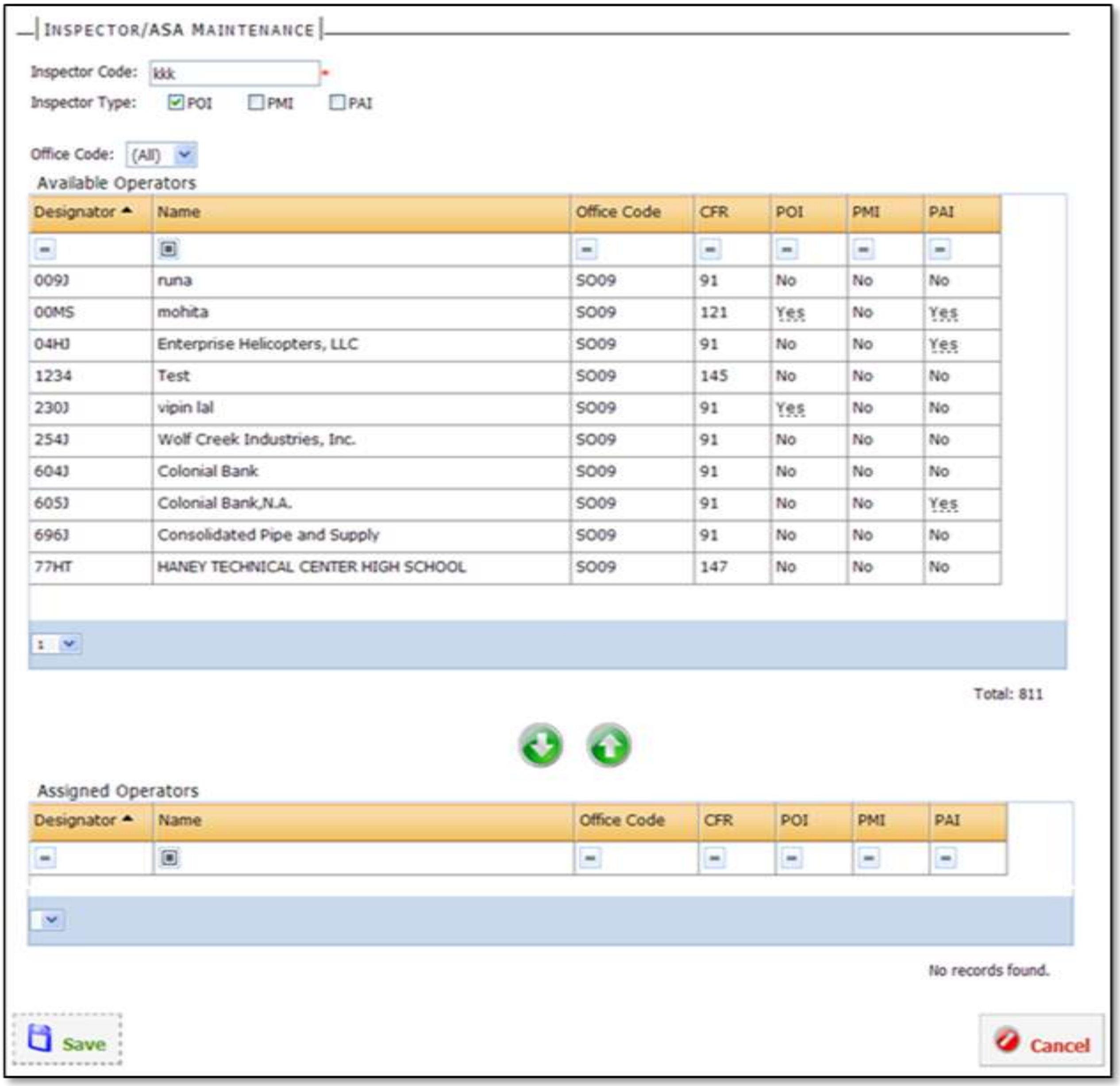

Edit User
CONTACT INFORMATION
E-mail: ASA1@yahoo.com
Available Office(s):
Aeronautical Center Academy tested bu bahrti o
Alaska airline ltd
Albany (ALB - FSDO)
Albuquerque (ABQ - FSDO)
Allegheny (AGC - FSDO)
Allentown FSDO (ABE - FSDO)
Assigned Office(s):
Alabama and Northwest Florida (FSDO)
Primary Office: Alabama and Northwest Florida (FSDO)
Make Primary
Use Address
Street (line 1): adf
Street (line 2):
City: Asdasd
Country: Albania
State/Province: Bulqizë
Postal Code: 33333
USER ACCOUNT INFORMATION
User Name: ASA1@yahoo.com
Status: Active
User Type: External user (outside network)
Last Login: 6/19/2009 11:19:37 AM
Created On: 4/8/2008 5:24:17 PM
Last Activity: 6/19/2009 11:19:37 AM
PERSONAL INFORMATION
First Name: operator1
Middle Name:
Last Name: ASA1
Suffix:
SECURITY
Roles:
ASA - With Office
Asst ASI
AST - With Office
AST - With Operator
Aviation Safety Inspector (ASI)
AVS Admin
BH industry user
Bharti april inspector role
Bharti asst Inspector
Bharti chauhan roles
Bharti Chauhan-Debug all permission.
Bharti I
Bharti inspector
Bharti office
Bharti ooffice only
Bharti test role 1
Bharti-debug permission
Debug: All Permissions
FAA User (Joe)
Fairfax Monkey
Aviation safety inspector

Figure 4.56: Edit User (top half)



INSPECTOR/ASA MAINTENANCE

Inspector Code: kkk *

Inspector Type: ☑ POI ☐ PMI ☐ PAI

Office Code: (All)

Available Operators

Designator	Name	Office Code	CFR	POI	PMI	PAI
009J	runa	SO09	91	No	No	No
00MS	mohita	SO09	121	Yes	No	Yes
04HJ	Enterprise Helicopters, LLC	SO09	91	No	No	Yes
1234	Test	SO09	145	No	No	No
230J	vipin lal	SO09	91	Yes	No	No
254J	Wolf Creek Industries, Inc.	SO09	91	No	No	No
604J	Colonial Bank	SO09	91	No	No	No
605J	Colonial Bank,N.A.	SO09	91	No	No	Yes
696J	Consolidated Pipe and Supply	SO09	91	No	No	No
77HT	HANEY TECHNICAL CENTER HIGH SCHOOL	SO09	147	No	No	No

1

Total: 811

Assigned Operators

Designator	Name	Office Code	CFR	POI	PMI	PAI

No records found.

Save

Cancel

Figure 4.57: Edit User (bottom half)

3. Make the appropriate changes.
4. Click **Save**. The changes appear in the Inspectors table.

NOTE: Only certain roles will have the permission to Edit an Inspector.

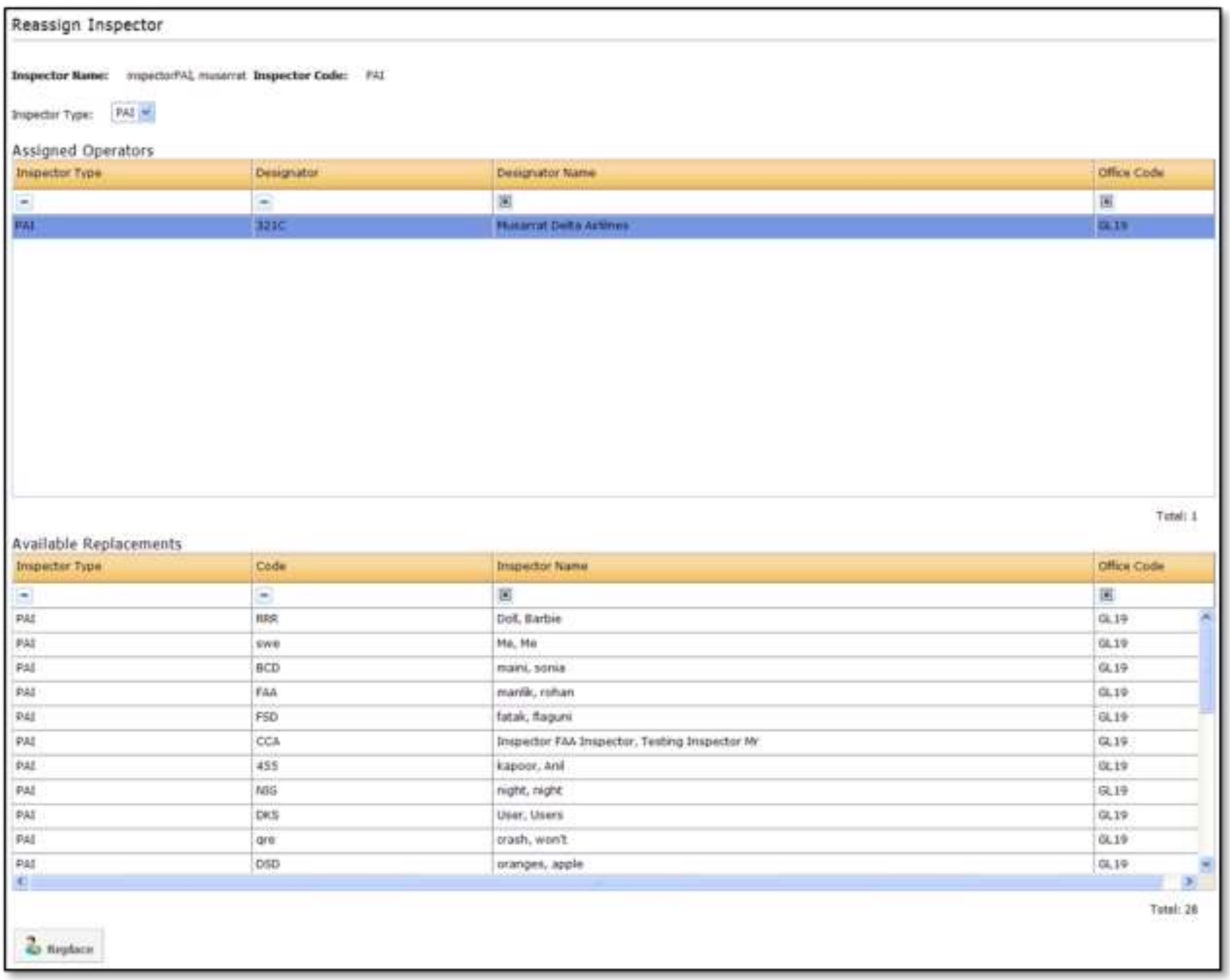
To Delete an Inspector:

1. In the left navigation area, under **CHDO**, click **Maintain Inspectors**. The Inspectors page appears.
2. Select the row of the desired Inspector.
3. Click **Delete**. A confirmation box appears.
4. Click **Yes**. The Inspector is removed from the Inspectors table.

NOTE: Only certain roles will have the permission to Delete an Inspector.

To Reassign an Inspector:

1. In the left navigation area, under **CHDO**, click **Maintain Inspectors**. The Inspectors page appears.
2. Select the row of the desired Inspector.
3. Click **Reassign**. The Reassign Inspector form appears:


Reassign Inspector

Inspector Name: inspectorPAI, musarrat **Inspector Code:** PAI

Inspector Type: PAI

Assigned Operators

Inspector Type	Designator	Designator Name	Office Code
PAI	321C	Musarrat Delta Airlines	GL19

Total: 1

Available Replacements

Inspecter Type	Code	Inspector Name	Office Code
PAI	RRR	Doll, Barbie	GL19
PAI	swe	Me, Me	GL19
PAI	BCD	maini, sonia	GL19
PAI	FAA	manik, rohan	GL19
PAI	FSD	fatak, flaguni	GL19
PAI	CCA	Inspector FAA Inspector, Testing Inspector Mr	GL19
PAI	455	kapoor, Anil	GL19
PAI	NSG	night, night	GL19
PAI	DKS	User, Users	GL19
PAI	gre	crash, won't	GL19
PAI	DSD	oranges, apple	GL19

Total: 28

Replace

Figure 4.58: Reassigning an Inspector

4. Select a designator in the **Assigned Operators** table.
5. Select a designator in the **Available Replacements** table.
6. Click **Replace**. A confirmation box appears.
7. Click **Yes**. The selected Assigned Operator has been removed from the Inspectors table.

NOTE: Reassigning inspectors does not delete the operator, but instead reassigns operators from one inspector to another.

5. Authorizing Documents Management

Below is a high-level graphic depicting the authorizing document process.

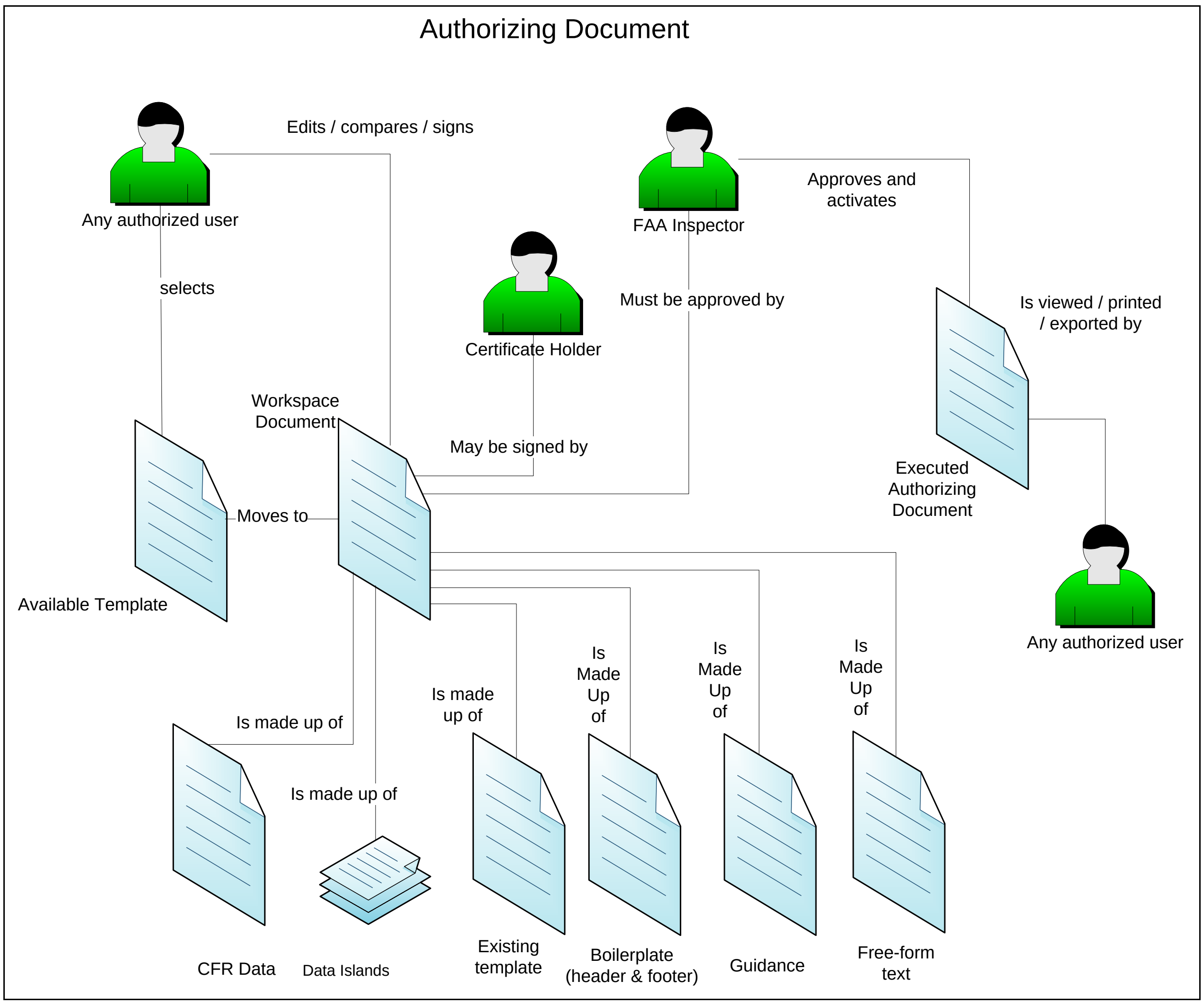


Figure 5.1: Authorizing Documents Process

The documents created and issued by the FAA through WebOPSS are collectively referred to as "Authorizing Documents." These documents include but are not limited to the following:

- **Operations Specifications (OpSpec)**, which are used to issue specific operations allowed to operators.
- **Management Specifications (MSpec)**, which are issued to Program Managers who conduct fractional ownership operations under 14 CFR 0 91 K (14CFR 091K).
- **Letters of Authorization (LOA)**, which are used to issue certain authorizations to 14CFR 091 operations.
- **Letters of Deviation Authority (LODA)**, which are statements of conformance and limitations that applicants for deviations must give the FAA, as specified in 14 CFR § 21.605(a)(1).
- **Waivers**, which constitute relief from the specific regulations stated, to the degree and for the period of time specified in the certificate (Waivers do not waive any state law or local ordinance).

Authorizing Documents are a collection of signed, legal documents used to administer Safety Standards and define the Provisions and Limitations within which an Air Operator or Agency may conduct business operations. An authorizing document is considered a legal contractual agreement between the FAA and the Industry customer.

While the authorizing documents have different names and serve different purposes, the process of their creation is generally the same:

1. The system displays the available templates. (For more information, see "Templates" in the *WebOPSS HQ User Guide.)*
2. A user (whether from the FAA or Industry) selects a template.
3. The user specifies the data necessary to complete the document.
4. The user digitally signs the document.
5. WebOPSS validates the specifications and routes the document to the appropriate FAA personnel for approval.
6. If necessary, the FAA user returns the document for further clarification. Otherwise, the FAA user digitally signs the document.
7. The FAA user activates the document.
8. WebOPSS notifies the originator that the document has been signed/activated.

5.1 Authorizing Documents

The Authorizing Documents section allows the user to manage the document that were created in the Template Library (for more information on the Template Library, see the *WebOPSS HQ User Guide)*. The Authorizing Documents page has four tabs from which the user can access and modify authorizing document information:

- Available
- Workspace
- Issued
- Archived

NOTE: In the Authorizing Documents section, the default display is the **Issued** Tab. The other three tabs must be manually opened.

Both the **Available** and **Issued** tabs offer Control icons that indicate whether or not the document may have certain limiting conditions that might restrict it from being moved or issued:

- **Stop ( ):** This icon appears in the "Control" column when a mandatory document revision in Available does not match up to the Issued revision. In other words, a new mandatory version of this document has been created since the older version was processed to Issued. This icon is only seen in Issued.
- **Go ( ):** This icon appears in the "Control" column when the Available and Issued revisions match. When seen under Available, this means that the template can be safely moved to Workspace. When seen in Issued, this means that the most current version of the document exists in that tab.
- **Yield ( ):** This icon appears in the "Control" column when a non-mandatory document revision in Available does not match up to the Issued revision. In other words, a new non-mandatory version of this template has been created since the older version was processed to Issued. This icon is only seen in Issued.
- **Expires ( ):** This icon appears in the "Control" column when a document has an expiration date. By hovering the mouse over this icon, in both Available and Issued, users can see the specific expiration date.
- **Decommissioned ( ):** This icon appears in the "Control" column when a document has been decommissioned. This icon is only seen in Issued.

While some of the document tabs offer functions specific to the types of document displayed in each, there are five functions, explained below, that are common to all of the tabs.

To View a Document:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears:

Figure 5.2: Authorizing Documents

2. Do one of the following to open a document:
   - Under any tab, select the row of the desired document and click **View**. A separate window opens displaying the document information.
   - Under the **Available**, **Issued**, or **Archived** tabs, click on the hyperlink of the desired document in the "**Title**" column. A separate window opens displaying the document information.

NOTE: There is only a **Close Window** button in the document window because from this View, none of the documents are editable. Once the template is moved to Workspace, the document will become editable, and the status will be "Draft."

To Review a Document:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Click **Review**. The Paragraph Review window appears:

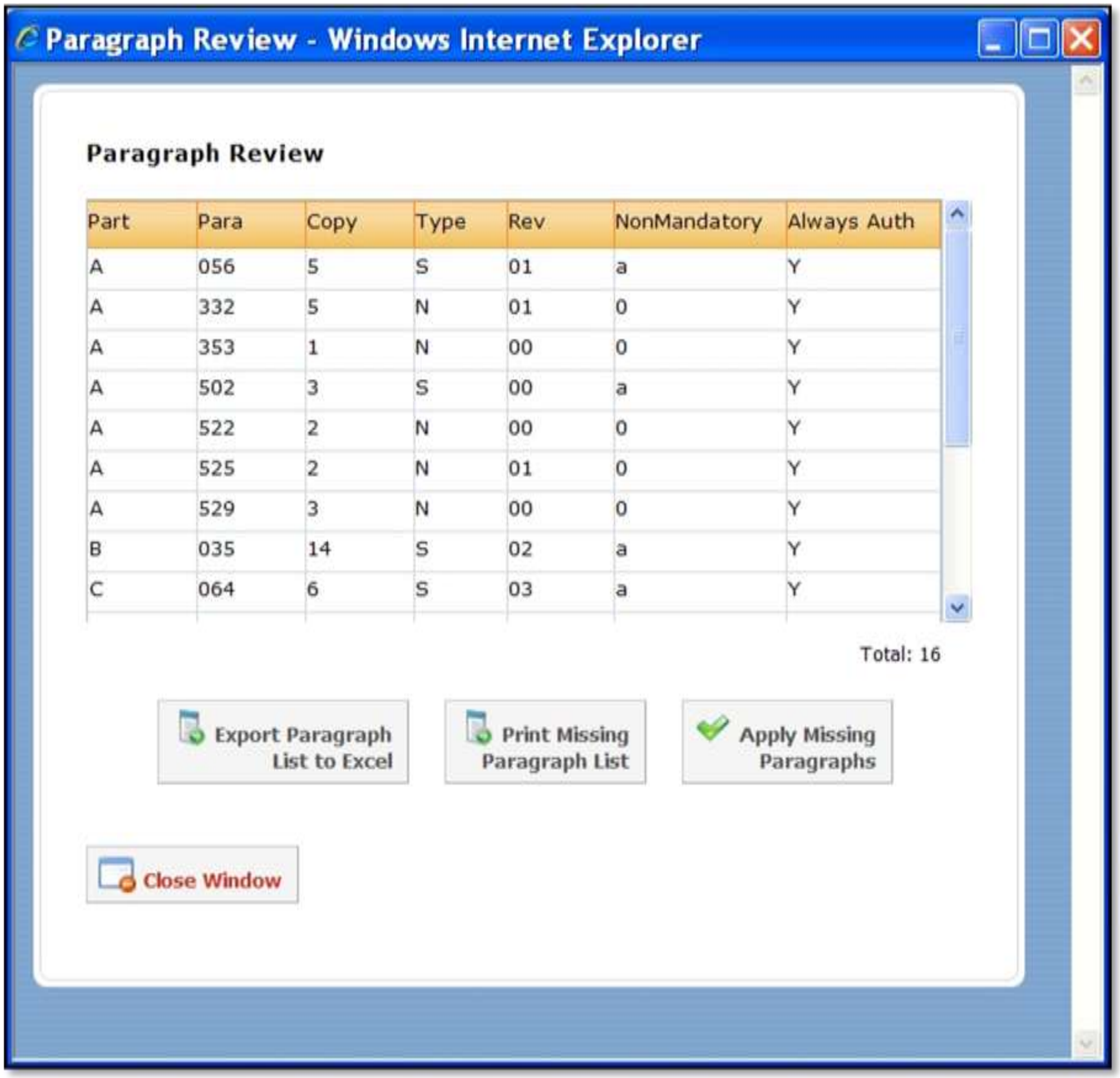


Figure 5.3: Paragraph Review Window

3. To export the paragraph review list, do the following:
    a. Click **Export Paragraph List to Excel**.
    b. Click **Open** to open a Microsoft Excel document of the paragraph review list.
    c. Click **Save**. The user can select a file location on a local computer, then open the Excel document of the paragraph review list.
4. To print the paragraph review list, do the following:
    a. Click **Print Missing Paragraph List.**
    b. Select the desired printer/print options.
    c. Click **Print**.
5. To update the Authorizing Document Workspace with the missing paragraphs, click **Apply Missing Paragraphs**. A confirmation window appears.
6. Click **OK.**

To Export/Print a Document(s):

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. If a specific document is desired, open the appropriate tab and select the desired document row.

NOTE: Users can only print up to 20 documents at a time. This may limit the document selections chosen if the user's intention is to print them.

---

3. Under any of the tabs, click **Export/Print**. The Export/Print Options window appears:

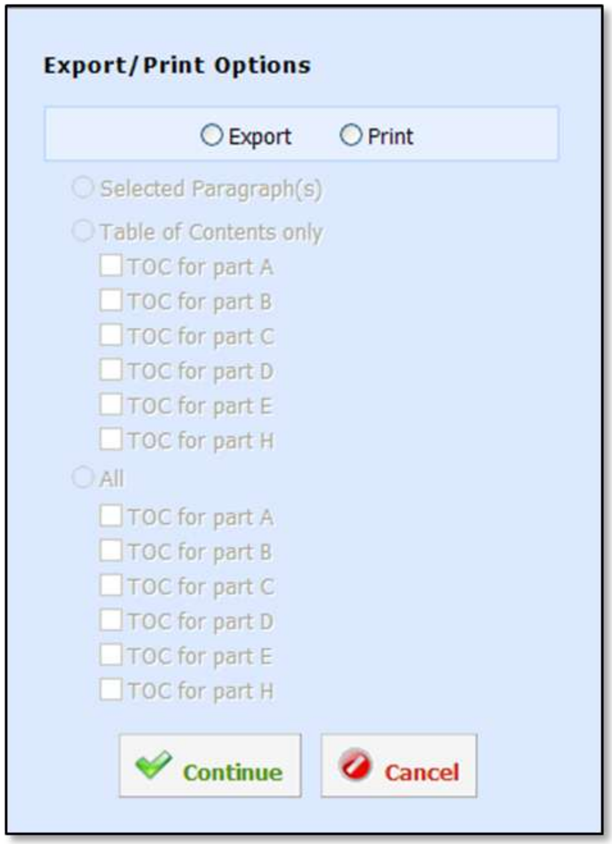


Figure 5.4: Export/Print Options

NOTE: If users click **Export/Print** without selecting a specific document, the options will apply to all of the documents in the current tab table.

4. To export, select the circle next to "**Export**."
5. To print, select the circle next to "**Print**."

NOTE: The selectable options in the window will be grayed out (inaccessible) until either "**Export**" or "**Print**" is selected.

6. Select one of the following export/print options:
   - **Selected Paragraph(s)**: This option displays only the document text and table contents for a single selected document.
   - **Table of Contents only:** This option displays only the table of contents for multiple documents. When this option is selected, users can select which Parts to view the table of contents (TOC) for.

   HINT: Multiple TOC Part checkboxes can be selected for either "**Table of Contents only**" or "**All**."

- **All:** This option displays both the TOC and text/table contents for multiple paragraphs. When this option is selected, users can select which Parts to view the full contents for.

7. Click **Continue**.
8. If the "Export" option was selected, the export options are displayed in PDF format.
9. If the "Print" option was selected, the Print Documents window appears:

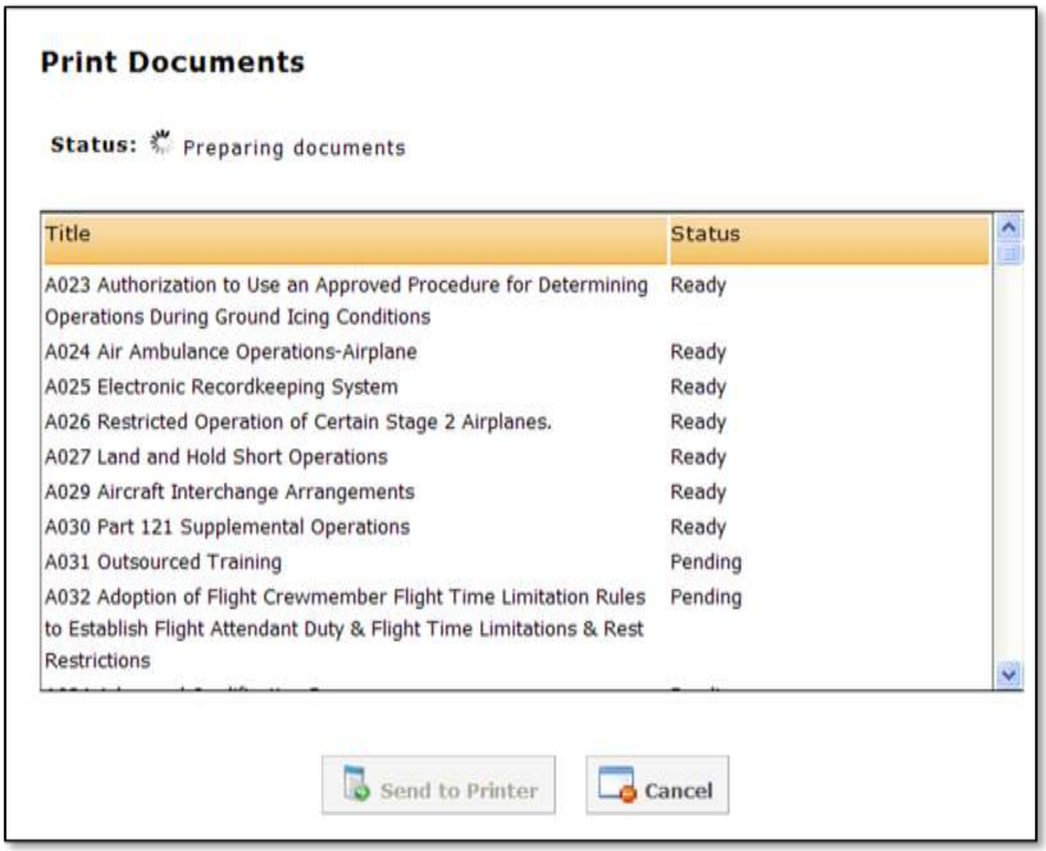


Figure 5.5: Printing Documents

10. Click **Send to Printer** to print the documents.

NOTE: The **Send to Printer** button will be grayed out (inaccessible) until all of the documents in the queue list "Ready" in the "**Status**" column.

To Compare Documents:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Under any tab, select the row of the desired document.
3. Click **Compare**. The Compare Wizard appears:

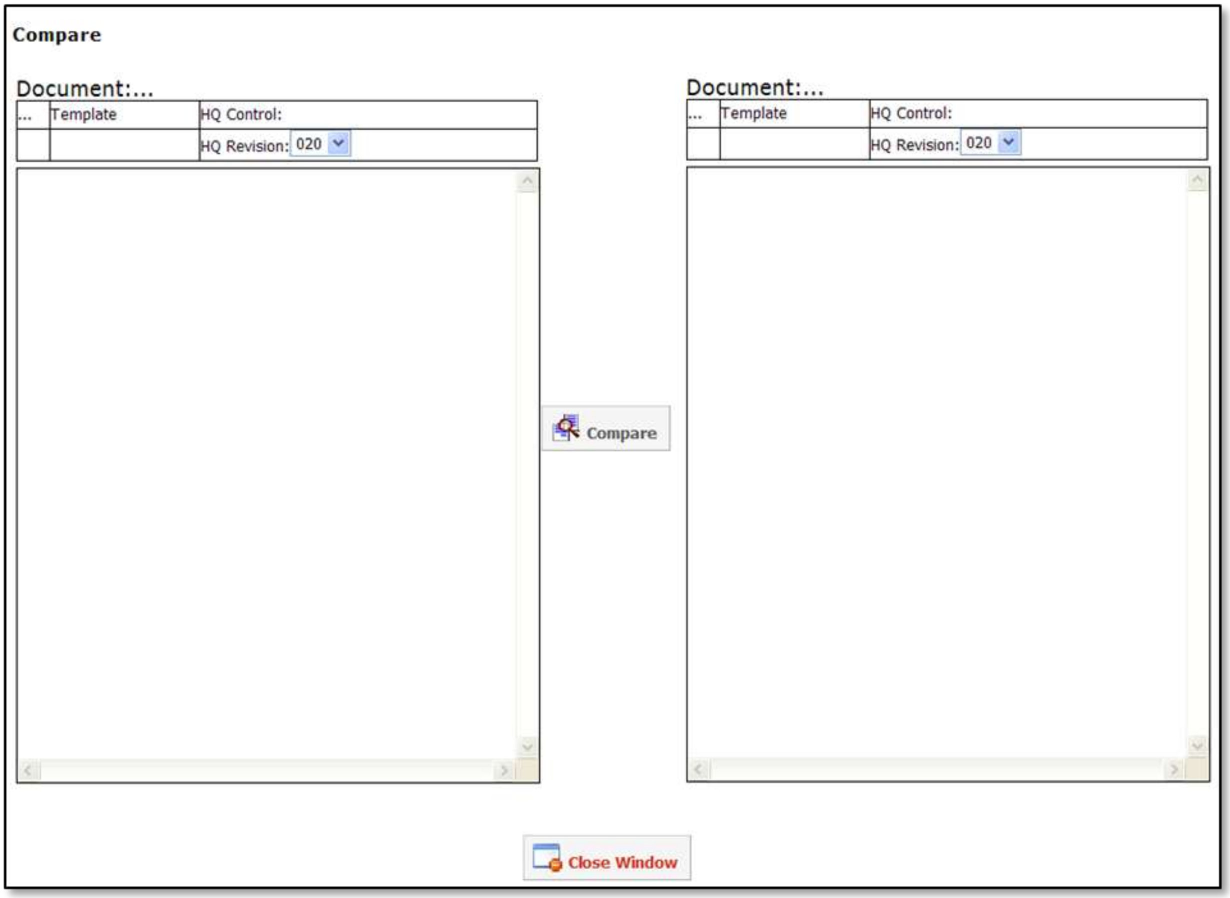


Figure 5.6: Compare Wizard

4. Select the different HQ Versions from the drop-down menus on each document field.

HINT: If the same HQ Version is selected for both document fields, the system will display the same version in each field.

5. Click **Compare**. The different versions of the documents appear in the document fields.

To View Document History:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Under any tab, select the row of the desired document.
3. Click **History**. The History window appears:

Figure 5.7: Paragraph History

To View Paragraph Guidance:
See "5.2 Guidance" section on page 126.

To View Paragraph Impacts:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Under any tab, select the row of the desired document.
3. Click **Impacts**. The Impacts window appears:

Figure 5.8: Paragraph Impacts

To Resolve Non-Compliant Insurance:

NOTE: If an operator contains any insurance that is in a non-compliant state, users will see a blinking notification at the top of the Authorizing Document page, above the operator information, regardless of which tab is selected.

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Click on the blinking **Insurance in a Non-Compliant State** link:

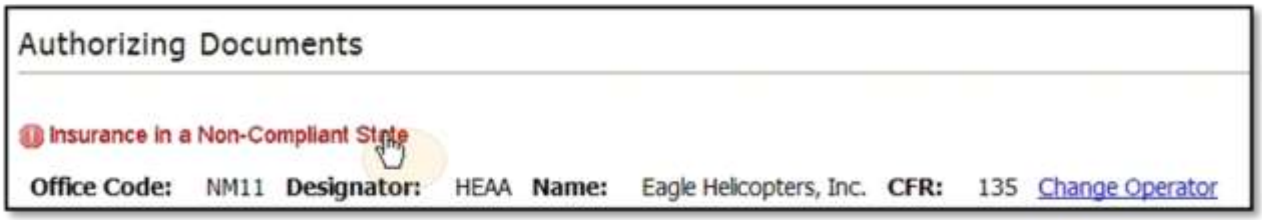


Figure 5.9: Non-Compliant Insurance Link

3. A separate window appears displaying the Operator—Insurance page.

HINT: Inspector users are directed to this page so that they can view cancelled policies, associated aircraft, and policy comments.

5.1.1 Available

The table in the Available tab lists all documents that have a status of available for the CFR of the selected operator, displayed in descending order by Part and Para. While all four tabs list the document version under the Revision (Rev) columns for each respective tab, the Available list also displays whether or not the document exists in the **Workspace** or **Issued** tabs, and if it does, which version exists there.

To Move a Document to Workspace:

NOTE: The system will not move a document with the same version to Workspace if that same version already exists.

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Open the **Available** tab:

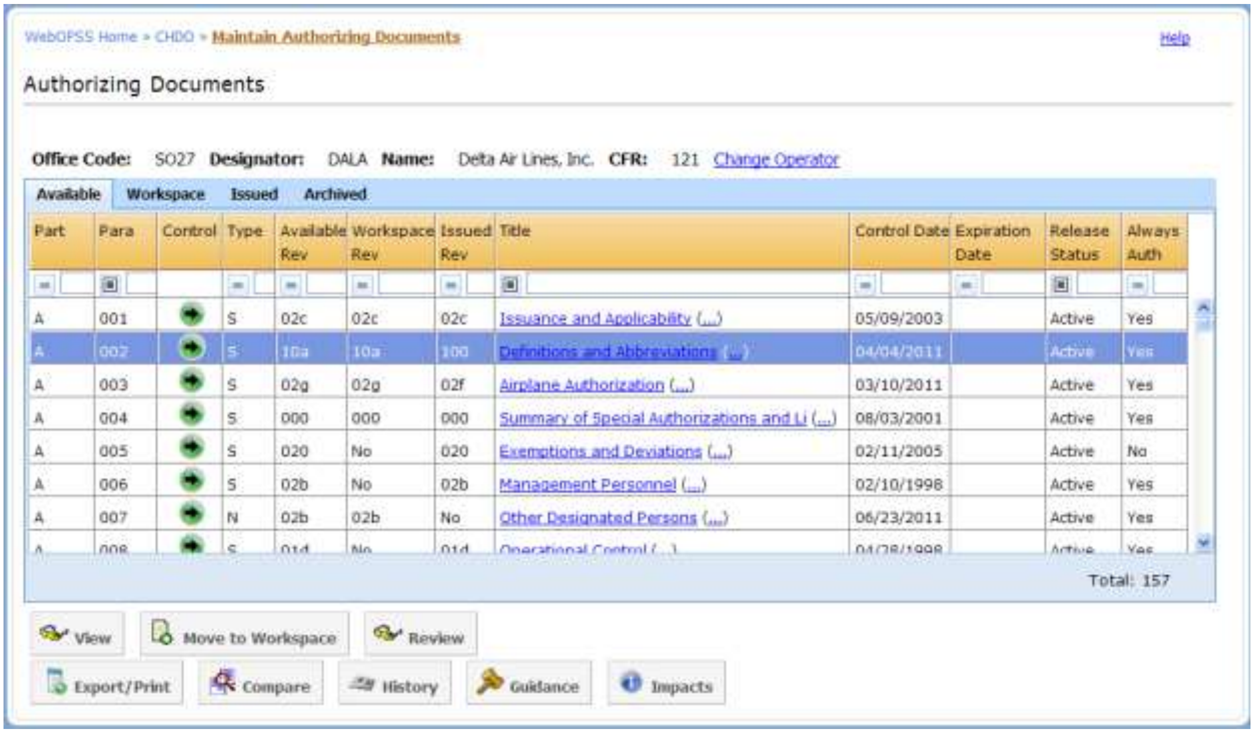


Figure 5.10: Authorizing Documents—Available Tab

3. Select the row of the desired document.

HINT: Users can select multiple documents by holding down the **CTRL** key and clicking the desired rows.

---

4. Click **Move to Workspace**.
5. If the move was immediately successful, do the following:
   a. A confirmation IE window appears:

Figure 5.11: Move to Workspace Confirmation

   b. Click **OK**. The **Workspace** tab automatically opens.

HINT: Users may be asked to make the document Always Authorized on the A004. Authorizing a document in this way should be done as applicable.

6. If the document was not moved to the Workspace, the Replace Duplicate window opens:

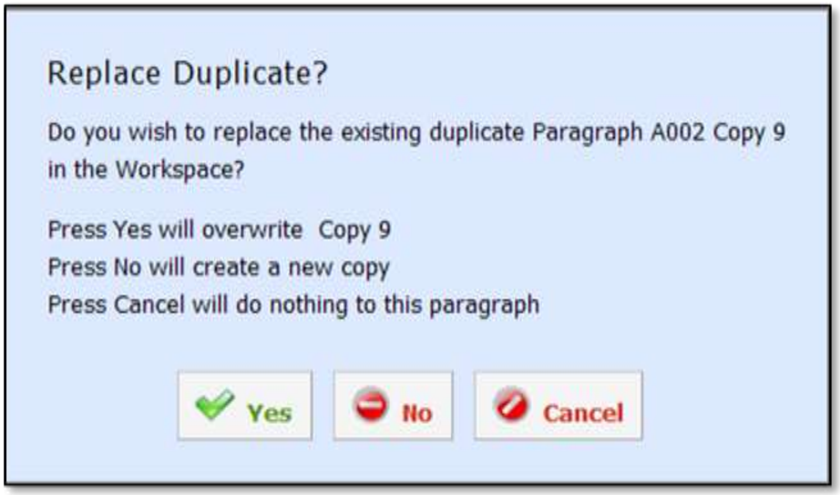


Figure 5.12: Replace Workspace Copy

NOTE: This message will not appear when users attempt to move documents with an invalid status to the Workspace (i.e. Archived old or decommissioned revisions).

7. Click **Yes**. A confirmation window appears.
8. Click **OK**. The Workspace tab automatically opens.

NOTE: All documents are listed with a default "Draft" status after being moved to the **Workspace** tab.

Alternately, the user may wish to Synchronize the documents:

To Synchronize the Workspace:

HINT: Synchronizing the Workspace is, essentially, a gathering of document from across all areas of the Authorizing Documents page. By default, this action will move all of the "Always Authorized" documents in Available to Workspace. Depending on what synchronizing options users select, document from other tabs can be moved to the Workspace for any necessary editing.

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents table appears.
2. Open the **Workspace** tab.

3. Click **Synchronize**. The Populate Workspace window appears:

Figure 5.13: Populate Workspace

NOTE: By default, the "**Populate the workspace grid with all of the always authorized paragraphs?**" box is always checked.

---

4. If desired, do the following:
   a. Check the box next to "**Do you want to synchronize with your Active A004?**"

   HINT: If this option is selected, all of the documents listed as "Always Authorized" in the Issued A004 template are moved to the Workspace.

   ---

   b. Check the box next to "**If applicable, do you want to replace documents with new non-mandatory authorizing documents?"**

   HINT: If this option is selected, any document in the **Workspace** tab that is a revision or non-mandatory will be over-written by the newer Non-Mandatory version from the **Available** tab.

   ---

5. Click **Continue**. If the box in 4b (above) was checked: if document in the **Workspace** tab is a revision or non-mandatory, that version will be over-written by the newer Non-Mandatory version from the **Available** tab.

5.1.2 Workspace

When a template is moved to Workspace, the template does not relocate within the system; instead, it is "copied" to the Workspace area, and is now considered a "document." The original template still resides in the **Available** tab of the Paragraphs page. Under the **Workspace** tab, a user can also view whether or not a document also exists under the **Active** tab, and if it does, which revision exists there.

Workspace Document Stages

There are several stages that a document must go through during processing. The "**Status**" column in the Workspace lists where each document stands in this process:

- **Draft**: This reflects a document that has been moved to the Workspace, but not yet edited.
- **Draft: In Process**: This reflects a document that has been edited/reviewed and the changes made have been saved.
- **FAA Signed**: This reflects that a document has been signed by an FAA Inspector.
- **Industry Signed**: This reflects that a document has been signed by an industry user.
- **FAA & Industry Signed**: This reflects that a template has been signed by both an FAA Inspector and an industry user when both were present at the same time in the same location. Unlike other templates with "…Signed" statuses, this designation allows for two signatures and will show two signature blocks on the printed document.

HINT: Documents with status listings of "Draft in Process" or "…Signed" can be redrafted.

Workspace Functionality

When editing a document in a Workspace, the following icons and buttons may appear:

- **Help text** icons () exist to provide extra information to the user to mention what information is required in a specific table column or what action is required by the user for a data entry control (such as text boxes, labels, etc.); the icons always appear directly next to the item they provide help for. Hovering the mouse over the icon displays the message "Click for help," and clicking on the icon opens a popup window containing the actual help text:

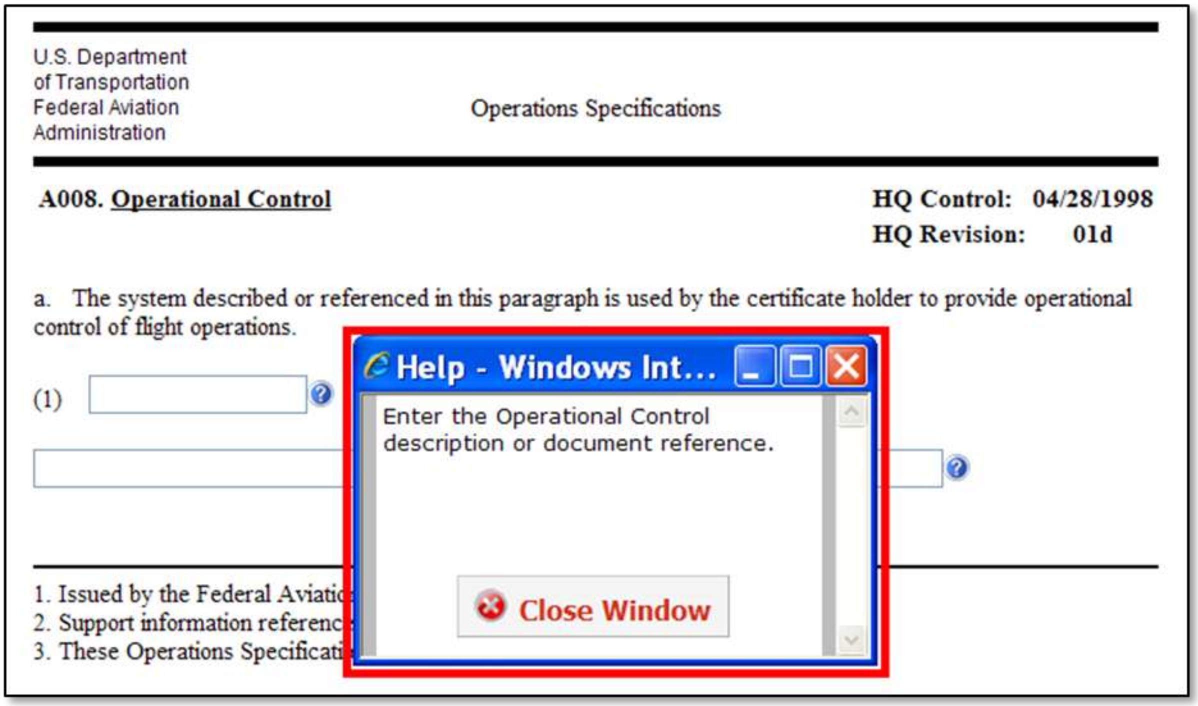


Figure 5.14: Help Text

- **Appending table rows** is done using the green plus button ( ) at the bottom of tables. Once users click on the green plus button, a new row is appended to the end of the table:

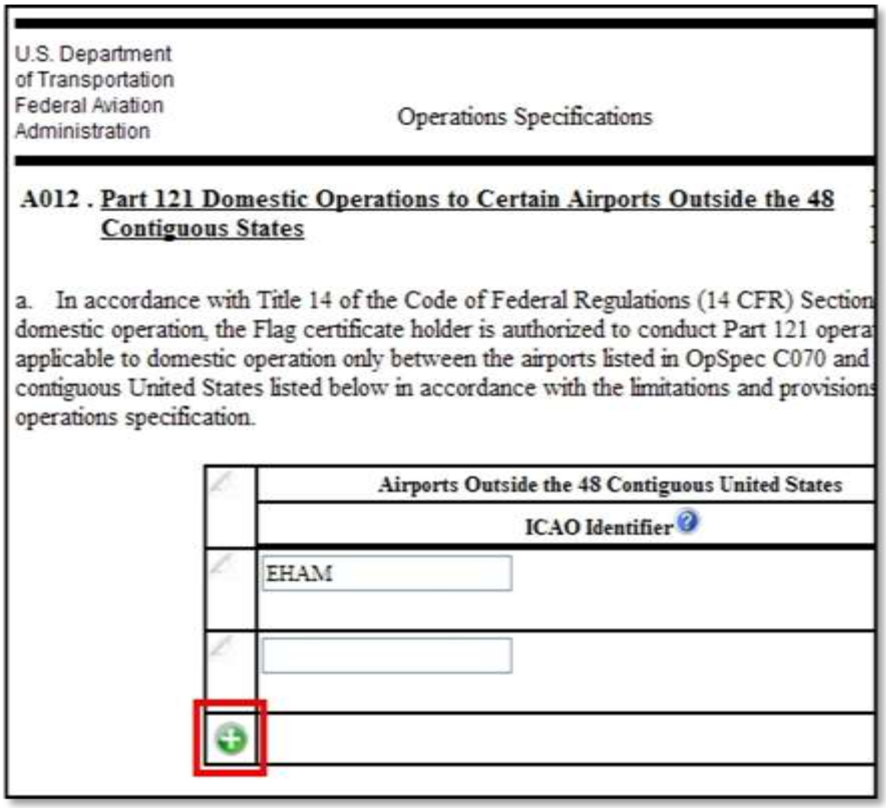


Figure 5.15: Adding Table Rows

- **Insert, Delete, and Sort Table Row** is available by moving the cursor over the page flip icon . By hovering the mouse over the page flip icon, a pop-up menu appears, as indicated in the following figure.

Figure 5.16: Table Row Operations

Users can select **Insert Row Before/After**, **Delete Row** (though the system will always keep at least one row), **Sort Ascending/Descending**, **Show/Hide Sort Order** (which hides/displays dropdowns in each header column that allow the user to see or modify the column sort order for the table). The system will ensure that two columns do not have the same sort order. When the user changes the sort order, the system will always maintain a sequential sort order by incrementing or decrementing the sort order for the conflicting columns as necessary.

- **Combo boxes** are data entry controls that look like simple dropdown menus, but actually provide the functionality of <u>both</u> a text field and a dropdown. Users should use the help text to identify these, since the help text verbiage will mention that users should "Enter…, or select…"; as an example, a help entry might read "Enter approved methods for obtaining and disseminating weather data. If EWINS is authorized, select N/A." To enter text in a combo box, users simply click in the text area and begin typing; to select an option, users should click the down arrow and select the desired option (often "N/A"):

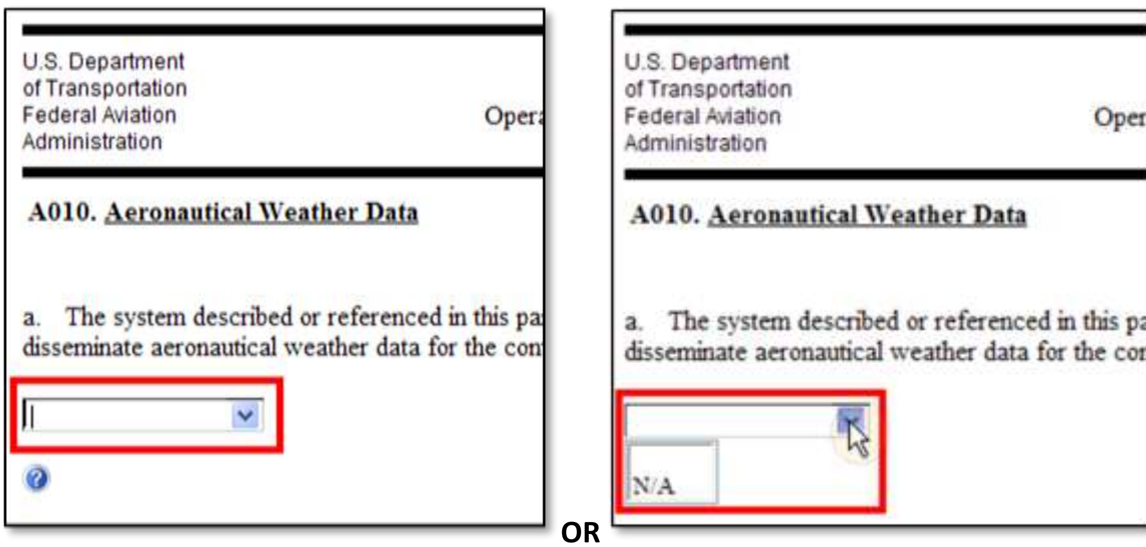
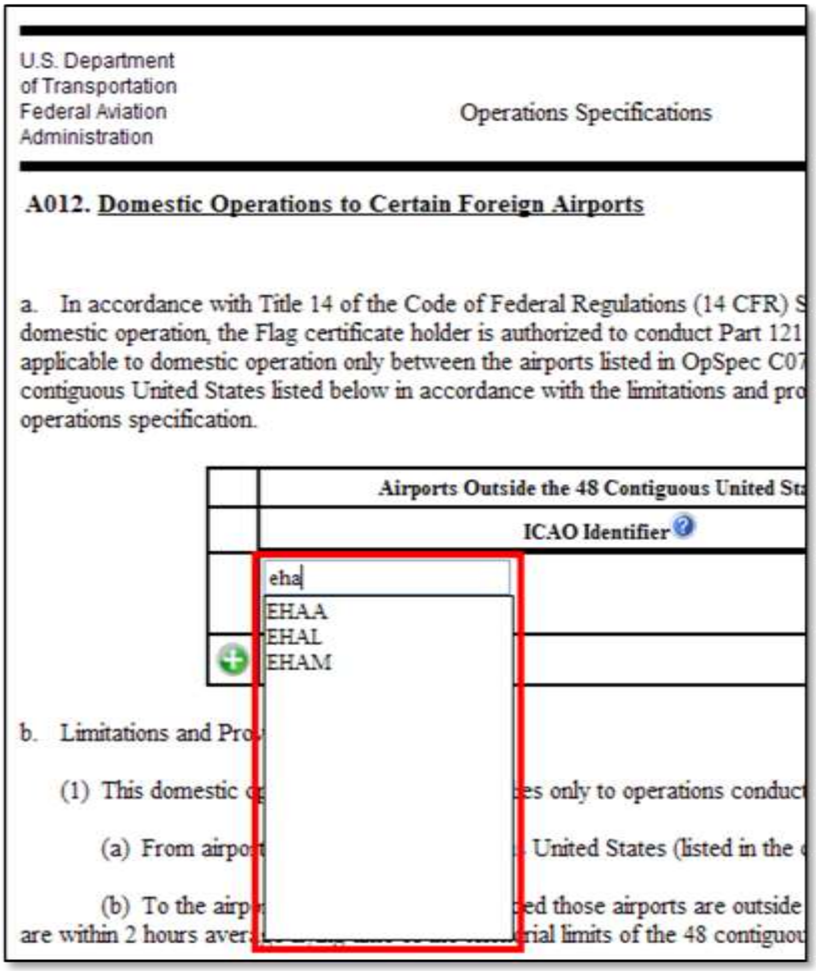


Figure 5.17: Combo Box Functionality

- **Text (AJAX)** are data entry controls that look like simple text boxes, but actually provide the functionality of <u>both</u> a regular text field and a text-search function. This is used most often with lists of aircraft/runways. Users should use the help text to identify these, since the help text verbiage will mention that users should "Begin typing the first few letters…, then select…or enter value"; as an example, a help entry might read "Begin typing the first few letters of the Airport (ICAO), then select. If selection is not available, enter value." To enter text in a Text (AJAX), users simply click in the text area and begin typing; to search for options, users should click in the text area and type the first 3 letters of their desired option, and any matching selections will appear in a dropdown menu:


U.S. Department of Transportation Federal Aviation Administration

Operations Specifications

A012. Domestic Operations to Certain Foreign Airports

a. In accordance with Title 14 of the Code of Federal Regulations (14 CFR) S
domestic operation, the Flag certificate holder is authorized to conduct Part 121
applicable to domestic operation only between the airports listed in OpSpec C07
contiguous United States listed below in accordance with the limitations and pro
operations specification.

	Airports Outside the 48 Contiguous United St
	ICAO Identifier
	eha
	EHAA EHAL EHAM

b. Limitations and Pro

(1) This domestic ... es only to operations conduct

(a) From airpo ... United States (listed in the

(b) To the airp ... ed those airports are outside
are within 2 hours aver ... rial limits of the 48 contiguou

Figure 5.18: Text (AJAX) Functionality

- Links to **Data Forms** pages are indicated by the green plus with page icon ( ) at the bottom of tables. Data Forms pages allow users to access other areas of WebOPSS that contain operator data within the context of the document being edited and without leaving the Authorizing Documents section. Data Forms links only appear at the bottom of tables that pre-fill with operator data; in other words, a link to a Data Forms page will not appear at the bottom of a table in which all the columns must be completed by the user, such as with text fields and dropdowns. Users will only access the Data Forms page in a document if they need to add, edit, or remove the data from a pre-filled table. To do so, users simply click on the Data Forms icon and make the necessary changes on the Data Forms page. Once the new data is entered, users can click **Refresh and Close** for the new data to be displayed in the document:

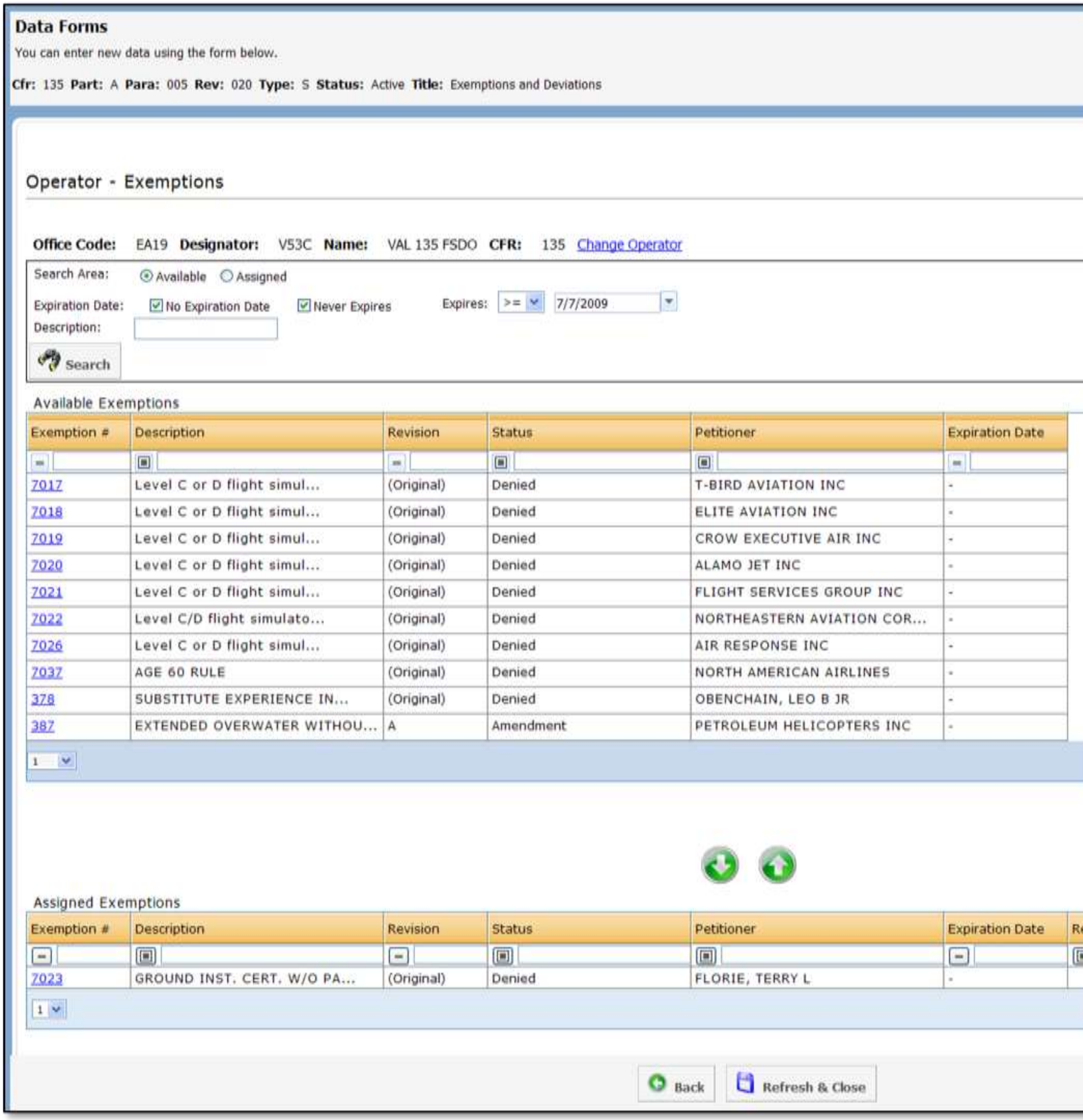


Figure 5.19: Data Forms Page

- **Labels** are indicated by the pencil icon ( ). These data entry controls are data that automatically display when there is data entered, but show nothing when there is no data to enter. Most of the help text verbiage for labels will mention that users should "LOAD from database…"; as an example, a help entry might read "Agent for Service - LOAD name and address from database." To change a label's data, users click on the pencil icon, and will be taken to a Data Forms page to enter the correct information.

Once the new data is entered, users can click **Refresh and Close** for the new data to be displayed in the document:

Figure 5.20: Label Control

To Edit a Document:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Open the **Workspace** tab:

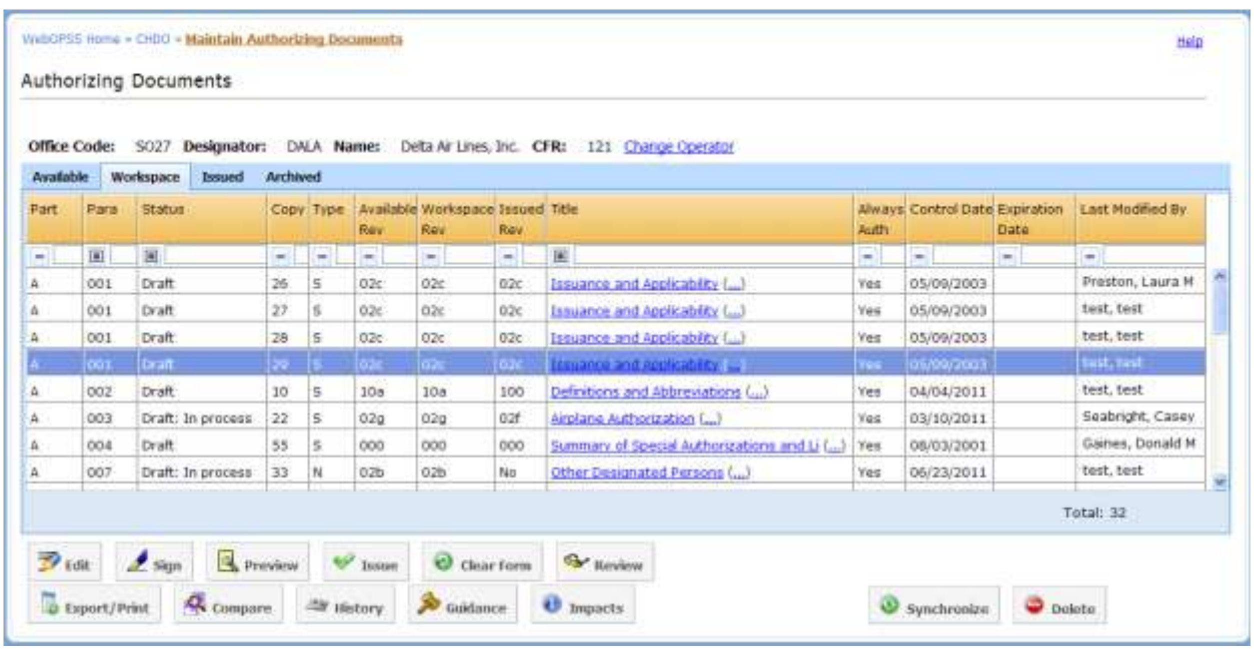


Figure 5.21: Authorizing Documents—Workspace Tab

3. Select the row of the desired document.
4. Click **Edit**. A separate window opens displaying the document information.
5. Click **From Active**. Clicking **From Active** pulls the data stored in the Issued document into the current document being edited.

NOTE: The **From Active** button will only appear for documents that already have a version that has been previously Issued.

---

6. Make the necessary changes to the document.
7. Click either **Save and Close** or **Apply**.

HINT: There are two ways to save changes to the document once it has been edited. Clicking **Save and Close** will save the information and close the window containing the document information. Clicking **Apply** will save the information but keep the window open for further changes.

---

8. If **Save and Close** is clicked, do the following:
    a. A pop-up window appears to verify a successful action.
    b. Click **OK**.
9. If **Apply** is clicked, do the following:
    a. Make the necessary edits to the rest of the document.
    b. Close the window by clicking either **Close Window** at the bottom of the screen or the red X at the upper right corner of the window ( ).

HINT: There is no need to reselect the recently changed document, since it remains selected after the document information window is closed. Also, the document status is changed from “Draft” to “Draft: In process.” However this will only be visible once the browser is refreshed either by clicking the browser refresh button ( ) or selecting F5.

To Sign a Document:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents table appears.
2. Open the **Workspace** tab.
3. Select the row of the desired document.

HINT: To select multiple items, hold down the **CTRL** key while clicking the rows of the desired documents.

---

4. Click **Sign**.

NOTE: Depending on the role of the current user, different options may appear on the Sign Executed Document page.

5. If the current user is an Inspector, the Sign Executed Document screen appears:

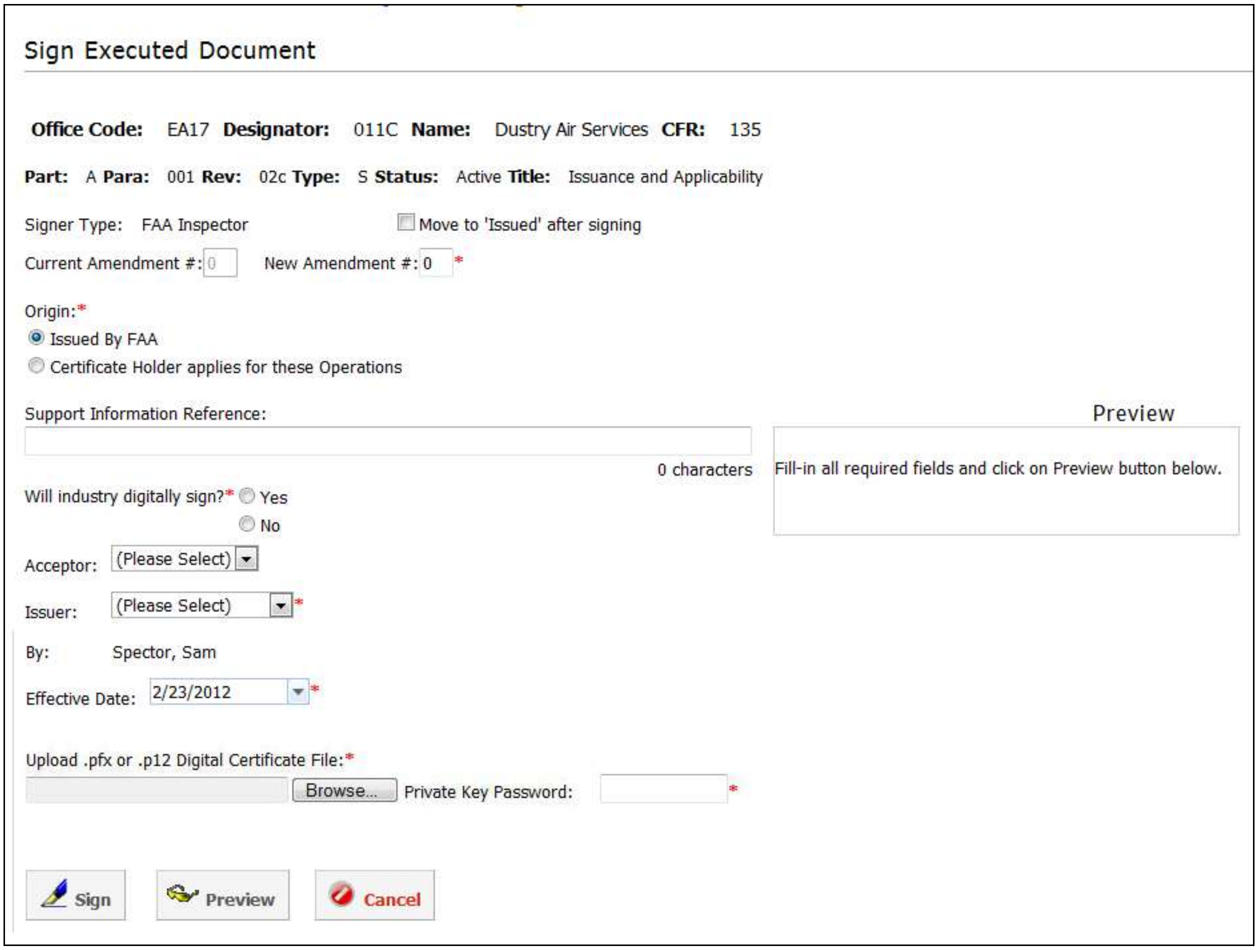


Figure 5.22: Sign Executed Document—Inspector Page

6. If the current user is a field user, the Sign Executed Document screen appears:

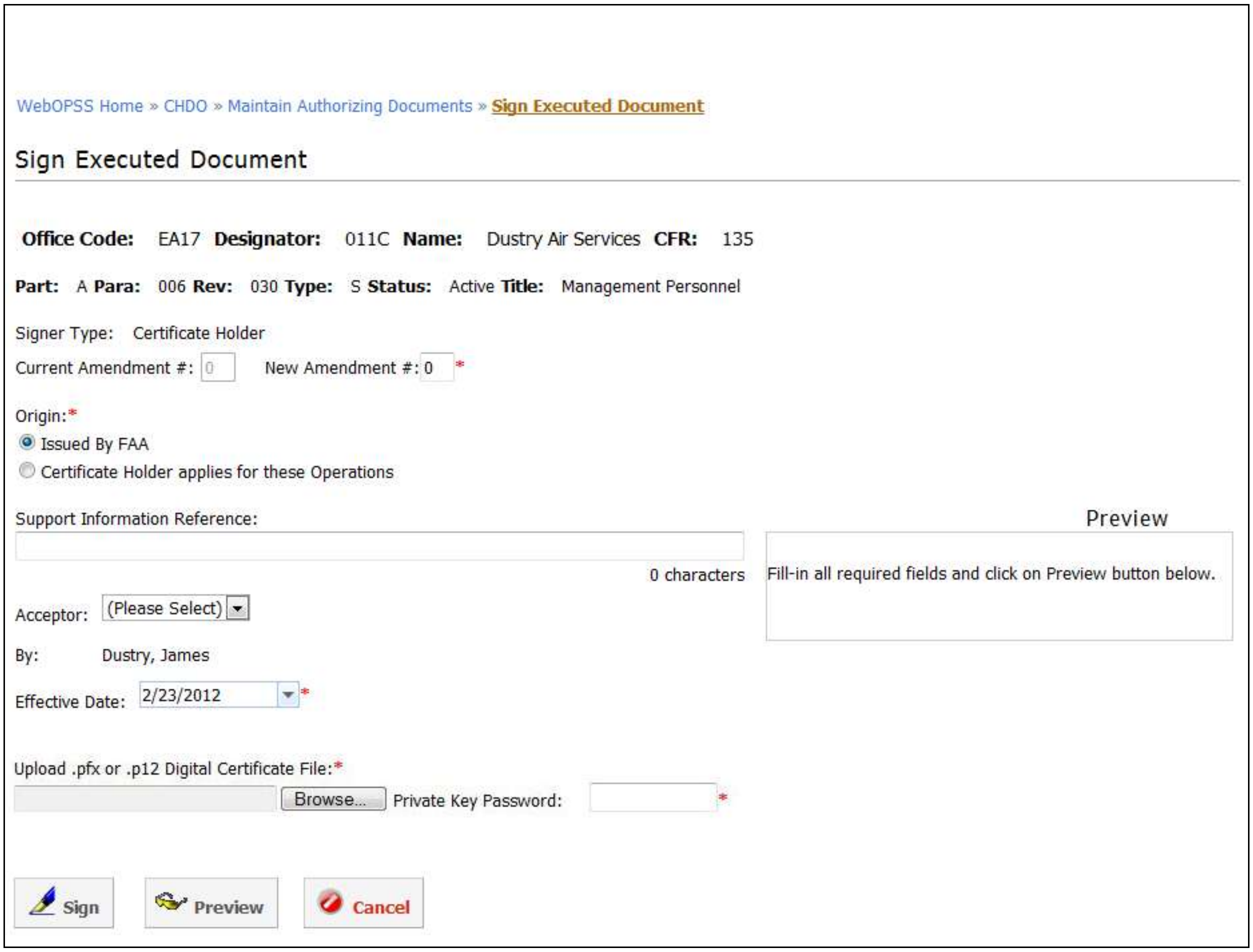


Figure 5.23: Sign Executed Document—Field User Page

NOTE: A signed authorizing document is referred to as an "executed" authorizing document.

7. The page will display Office Code, Designator, Name, and CFR, as well as the document Part, Para, Rev, Type, Status, and Title.
8. "Signer Type" is automatically filled in with the current user's role. The two most common signer types will be **FAA Inspector** or industry **Certificate Holder**.
9. If the current user is an Inspector and if desired, check the **Move to 'Issued' after signing** box.
10. If desired, change the **New Amendment #** in the text field.

HINT: Changing the amendment number is a role-based permission. For some users without the appropriate permission, the **New Amendment #** text field may be grayed out (inaccessible).

11. Under the "Origin" section, select either **Issued by FAA** or **Certificate Holder applies for these Operations**.

12. If desired, enter support information in the **Support Information Reference** text field.

HINT: Support information can be entered by either party.

13. If the user is an Inspector, select the radio button next to **Will industry digitally sign?**
14. If desired, select the **Acceptor** from the dropdown list. If the answer to **Will industry digitally sign?** in the previous step was **No**, then selecting an **Acceptor** becomes required.

HINT: Selecting acceptor name means that the current user is signing on behalf of the selected user.

15. If the current user is an Inspector, select the **Issuer** from the dropdown list.
16. If the current user is an Inspector, click in the **Effective Date** text field to choose a date from the calendar that appears.
16. To **Upload .pfx or .p12 Digital Certificate File**, click the **Browse** button.
17. Find and select the digital certificate file.

NOTE: Users must supply a valid digital certificate. Invalid certificates are considered to be those which have expired since the date of issuance or which have been revoked (e.g. the user issued the certificate has since left the company). If users are unable to successfully sign with a digital certificate, go to **Tools > Getting Help** in the left navigation bar for Digital Certificate Support.

18. Click **Open**.
19. Enter the password for the digital certificate file in the **Private Key Password** field.
20. If desired, select the **Preview** button. The digital signature as it will appear on the document in displayed in a Preview pane to the right of the Support Information Reference field.

NOTE: If too much Support Information has been entered making the signature no longer fit the space available on the document, yellow highlight will appear on the text which does not fit. A message will also appear at the top of the screen letting the user know how many characters of Support Information will need to be removed before proceeding.

Make any necessary changes and Click **Preview** button again to refresh the signature.

21. Click **Sign**.

IMPORTANT NOTE: Because the format of the digital signature was changed in the March, 2012 release, already-signed documents which are sitting in the Workspace in **CHDO->Maintain Authorizing Documents** may have to be edited again and re-signed.

You will know if the document has to be re-signed by looking at its Status in Workspace.

If the Status says…	And…	Do you get a Warning Message when you click the Sign button?	Recommended Action:
FAA Signed	Industry is NOT going to digitally Sign and there are NO more changes or edits required	not applicable	Okay to Issue as-is.
FAA Signed	Industry needs to digitally Sign	YES	Click Edit to take document back to Draft and then Sign again.
Industry Signed	FAA needs to digitally Sign	YES	Click Edit to take document back to Draft and then Sign again.
FAA & Industry Signed	No more changes or edits required	not applicable	Okay to Issue as-is.
Draft: In Process	--	NO	Proceed as usual.
Draft	--	not applicable	Proceed as usual.

Multi-signing documents: If you select multiple documents at one time and click Sign, you may see a popup warning message because the documents may not all have the same Status. Note the Part/Para numbers of the documents you see in the warning popup message, and follow the chart above for action on each document individually.

Eventually all documents in the Workspace will be signed with the new signature format and there will be no more documents with the old signature format. You will no longer see a warning message on clicking the Sign button.

To Preview a Document:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents page appears.
2. Open the **Workspace** tab.
3. Select the row of the desired document.
4. Click **Preview**. A separate window opens displaying the document information in PDF format.

5. Close the document information window by either clicking the **Close Window** button at the bottom of the screen or the red X at the upper right corner of the window ().

To Issue a Document:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents table appears.
2. Open the **Workspace** tab.
3. Select the row of the desired document.

HINT: The selected document must meet two criteria before being Issued: 1) it must be authorized in the active A004, and 2) it must have a status of either “FAA Signed,” “Industry Signed,” or “FAA & Industry Signed.”

---

4. Click **Issue**. A confirmation box appears.
5. Click **Yes**. A pop-up window appears to verify a successful action.

To Reload a Document:

HINT: Clicking **Reload** while a document is highlighted clears all of the editable data from the template and sets it back to its original state before changes were made. This is similar to deleting a document from the **Workspace** tab, then moving the same document from the **Available** tab to the **Workspace** tab again. Additionally, the document status is changed from “Draft: In process” to “Draft.”

---

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents screen appears.
2. Open the **Workspace** tab.
3. Select the row of the desired document.
4. Click the **Reload** button. A pop-up window appears to verify a successful action.
5. Click **OK**.

To Delete a Document:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents table appears.
2. Open the **Workspace** tab.
3. Select the row of the desired document.
4. Click **Delete**. A pop-up window appears to verify a successful action.
5. Click **OK**. The document has been removed from the workspace.

5.1.3 Issued

The table in the **Issued** tab lists all active documents. When a document is activated in the **Workspace** tab, the version number is altered to display the newest version, and the old version of the document is moved to the **Archive** tab.

NOTE: When users export a document from this tab, the Effective Date appears when users export the TOC only.

Issued Document Stages

The "**Status**" column here contains different statuses than in the Workspace, though the meanings are the same in both:

Workspace Status	Issued Status	Meaning
"Industry Signed"	---N/A---	---N/A---
"FAA Signed"	"**Active—FAA**"	This reflects that a document has been signed by an FAA Inspector.
"FAA & Ind. Signed"	"**Active—FAA & Ind.**"	This reflects that a template has been signed by both an FAA Inspector and an industry user when both were present at the same time in the same location. This designation allows for two signatures and will show two signature blocks on the printed document.

To Archive a Document:

NOTE: Archiving a document is a role-based permission. For some industry users without the appropriate permission, the **Archive** button may be hidden; inspectors and select field users should have access.

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents table appears.
2. Open the **Issued** tab:

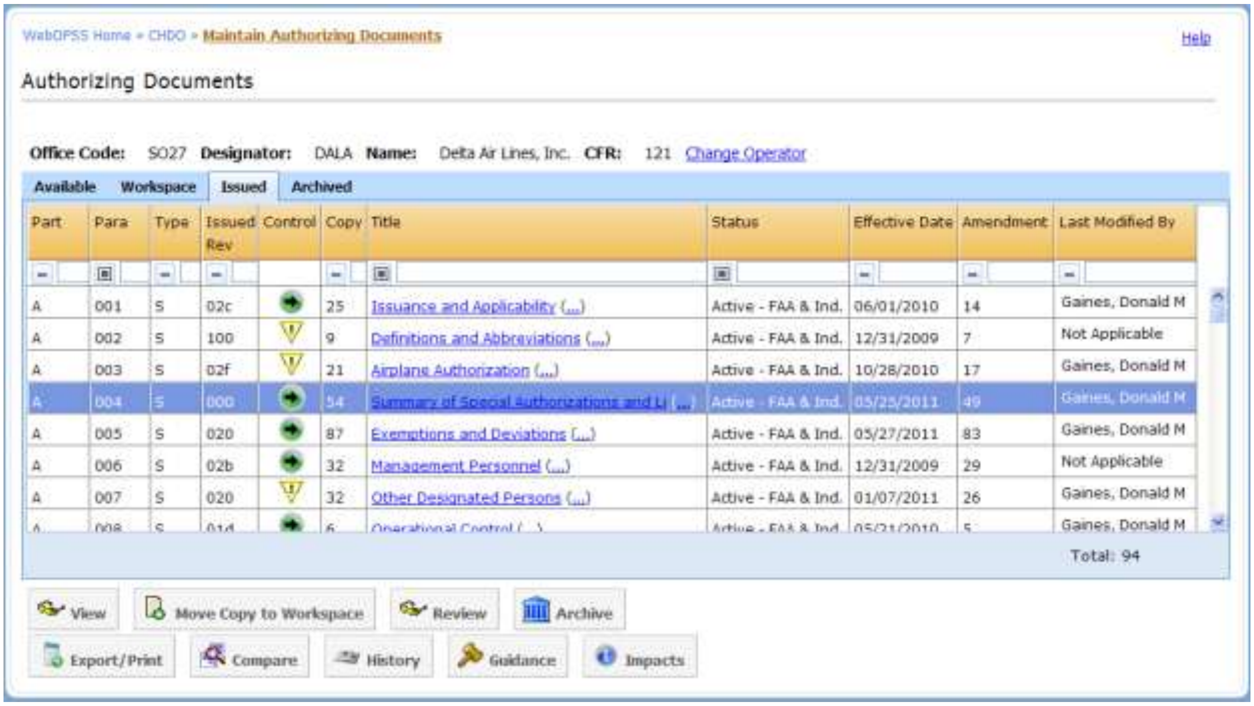


Figure 5.24: Authorizing Documents—Issued Tab

3. Select the row of the desired document.
4. Click **Archive**. A confirmation window opens to verify the action.
5. Click **OK**. A pop-up window appears to verify a successful action.

To Move a Copy of a Document back to the Workspace:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents table appears.
2. Open the **Issued** tab.
3. Select the row of the desired document.
4. Click **Move Copy to Workspace**.
5. If the document cannot be copied, a window appears indicating why:

Figure 5.25: Move to Workspace Confirmation

HINT: The document may also be unable to be moved to Workspace if it was decommissioned.

6. Click **OK**.
7. If the document can be copied, a confirmation window appears:

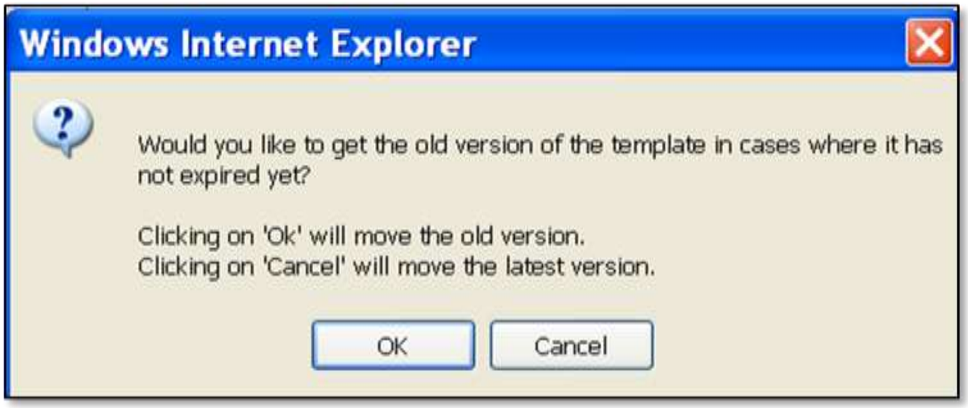


Figure 5.26: Copy to Workspace Options

8. Do one of the following:
   - Click **OK** to copy the old version of the document if it has not expired.
   - Click **Cancel** to copy the latest version of the document.
9. If the document was not moved to the Workspace, the **Replace Duplicate** window opens:

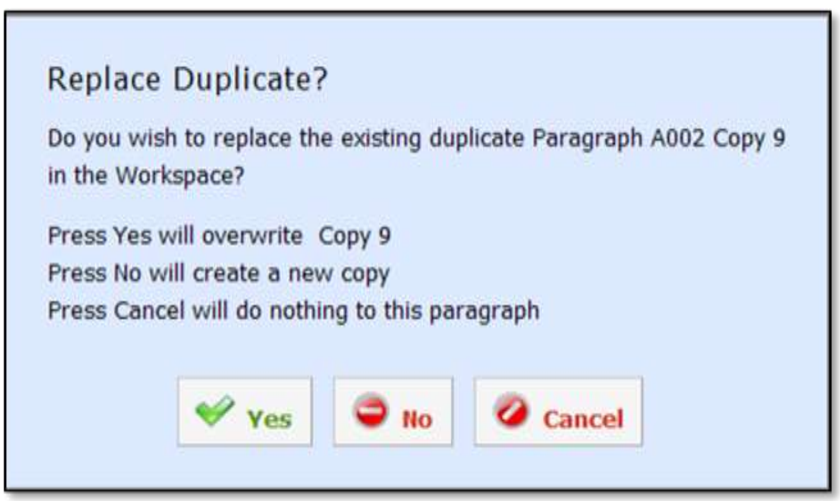


Figure 5.27: Replace Workspace Copy

10. Click **Yes**. A confirmation window appears.
11. Click **OK**. The **Workspace** tab automatically opens.

NOTE: All document are listed with a default "Draft" status after being moved to the **Workspace** tab.

5.1.4 Archived

The table in Archived lists all archived documents. Archived documents are the older versions of a document for which a new version has been created. When a document is activated in the Workspace, the version number is altered to display the newest version, and the old version of the document is moved to Archived.

5.2 Guidance

Below is a high-level graphic depicting the guidance process.

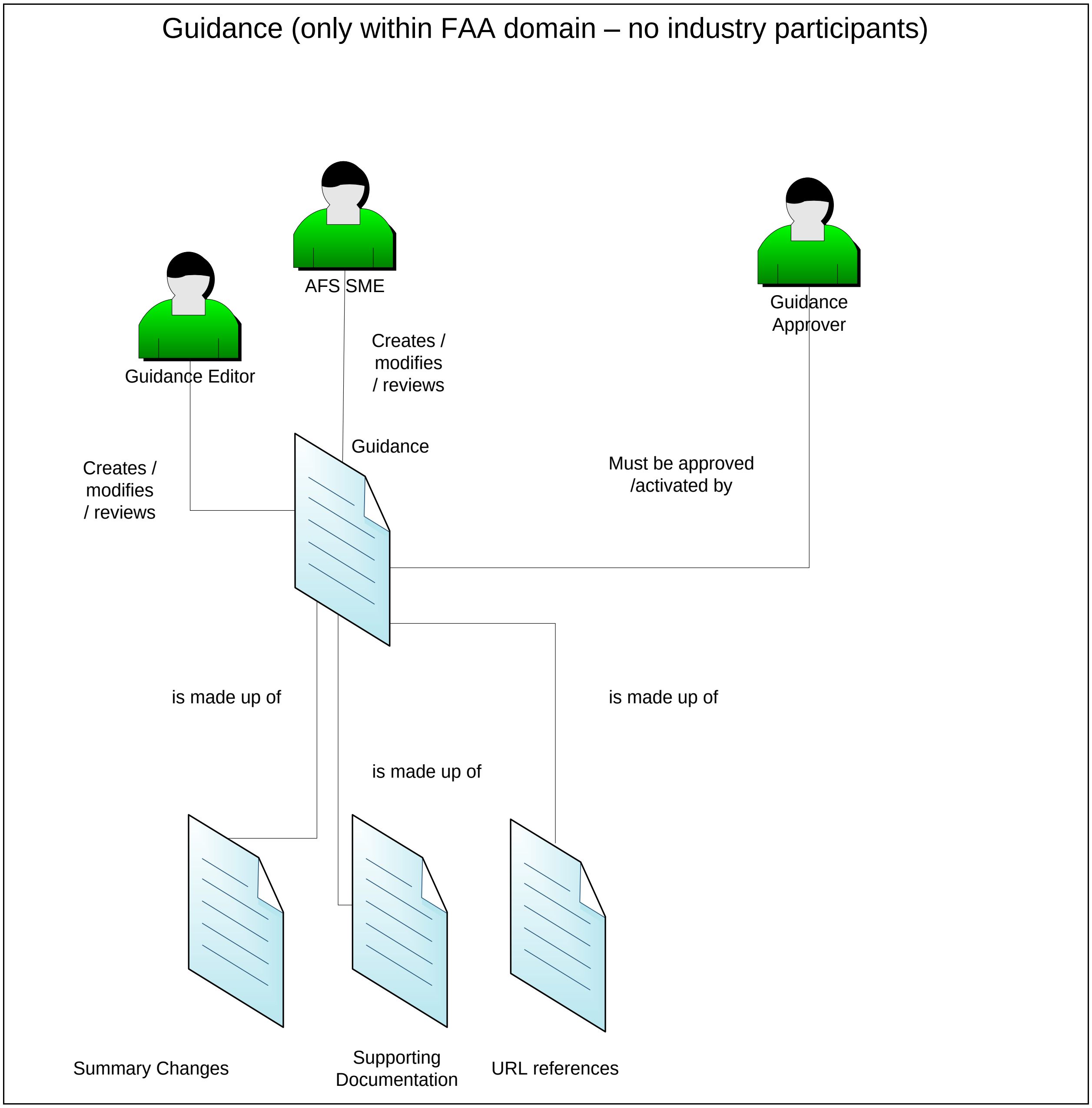


Figure 5.28: Guidance Process

WebOPSS allows guidance to be associated with each proposal or authorizing document template. Guidance, which falls under the FAA domain, serves as a reference when creating proposals and authorizing documents. When working with available templates and authorizing documents, guidance is available for each document. Guidance may be any file type as well as a hyperlinked document.

To View Paragraph Guidance:

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. The Authorizing Documents form appears:

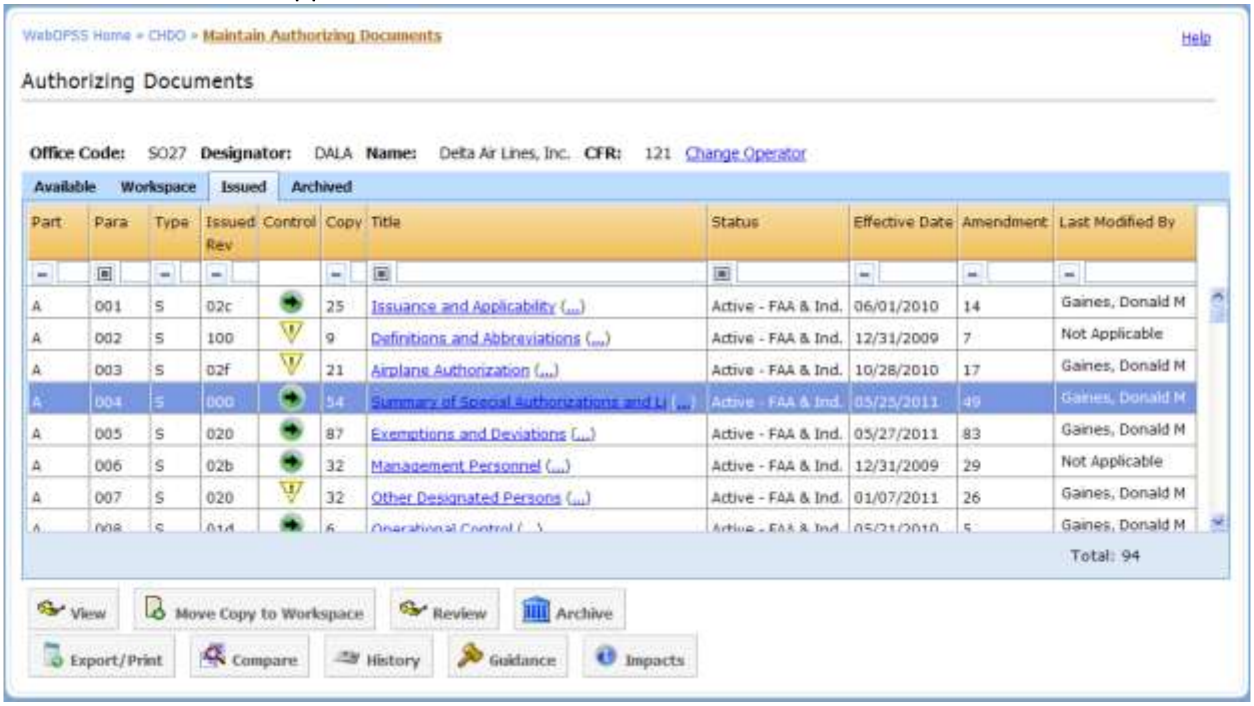


Figure 5.29: Authorizing Documents

2. Select the row of the desired document.
3. Click **Guidance**. The Guidance window appears with Guidance documents associated with that document:

Figure 5.30: Guidance Window

4. Under the "**Media Type**" column, click the **File** hyperlink to view the document. The File Dialog box appears.
5. Do one of the following:
   - Click **Open** to open a Microsoft Word document of the Guidance attachment.
   - Click **Save**. The user can select a file location on a local computer, then open the Word document of the Guidance attached to that document.

Note: For questions regarding the contents of a Guidance document, refer to the person or department(s) listed under the Subject Matter Expert and Branch columns.

6. User Management

WebOPSS allows for authorized users to manage the information of operators within their range of influence. For example, on the field level, authorized managers can view only the operators who report to them. However, any user can edit their own Basic User Account information within the system.

6.1 Users

WebOPSS supports two types of user designation: Active Directory Users and External users. Active Directory users are created and managed on the Headquarters level. (For more information about Active Directory users, see the *WebOPSS HQ User Guide*.) This guide will deal primarily with external users, which are those users who are accessing WebOPSS over the internet. These are typically industry users, but may be FAA users without access to the FAA domain.

6.1.1 Searching for Users

In most of the WebOPSS search filters throughout the system, users can not only enter specific information to search for, but can also select a button at the top of most table columns to select the search parameters.

To Select the Search Criteria:

1. Click the button at the top of the table column (usually either or). The search criteria drop-down list appears:

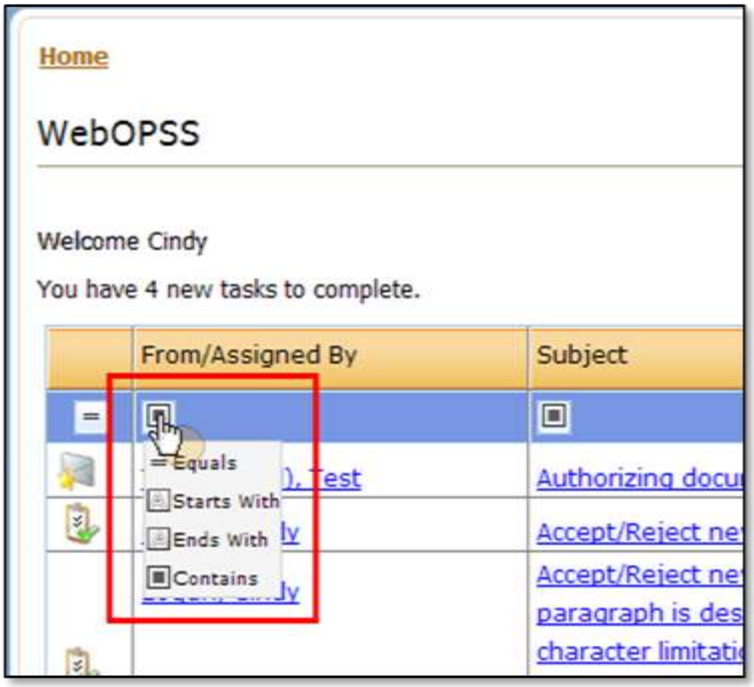


Figure 6.1: Select Search Criteria

2. Select one of the following search criteria:
   - **Equals (** **)**: this means that the filter will search for all entries containing only the search text.
   - **Starts With (** **)**: this means that the filter will search for all entries that start with the search text.
   - **Ends With (** **)**: this means that the filter will search for all entries that end with the search text.
   - **Contains (** **)**: this means that the filter will search for all entries that contain all or part of the search text.

To Enter Search Text:

1. Double-click in the blank area to the right of the search criteria button, once the desired search criteria is selected:

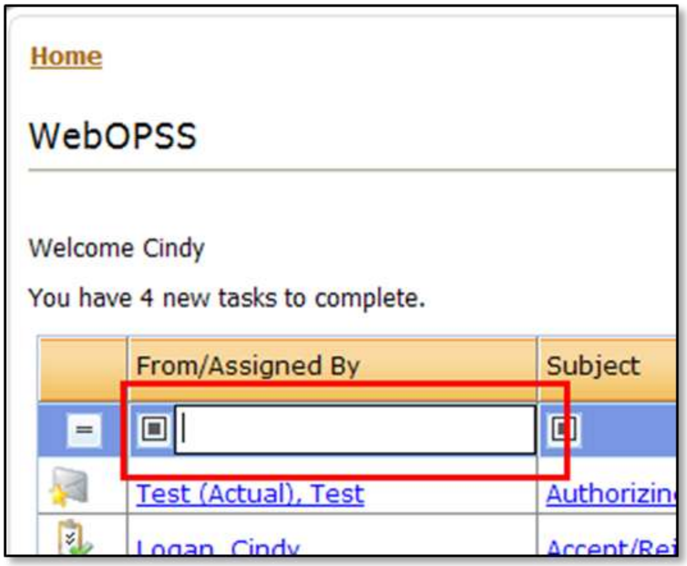


Figure 6.2: Enter Search Criteria

2. Enter the search text in any of the search fields above a column, and press **Enter** on the computer keyboard. The search results appear in the table below the search field.

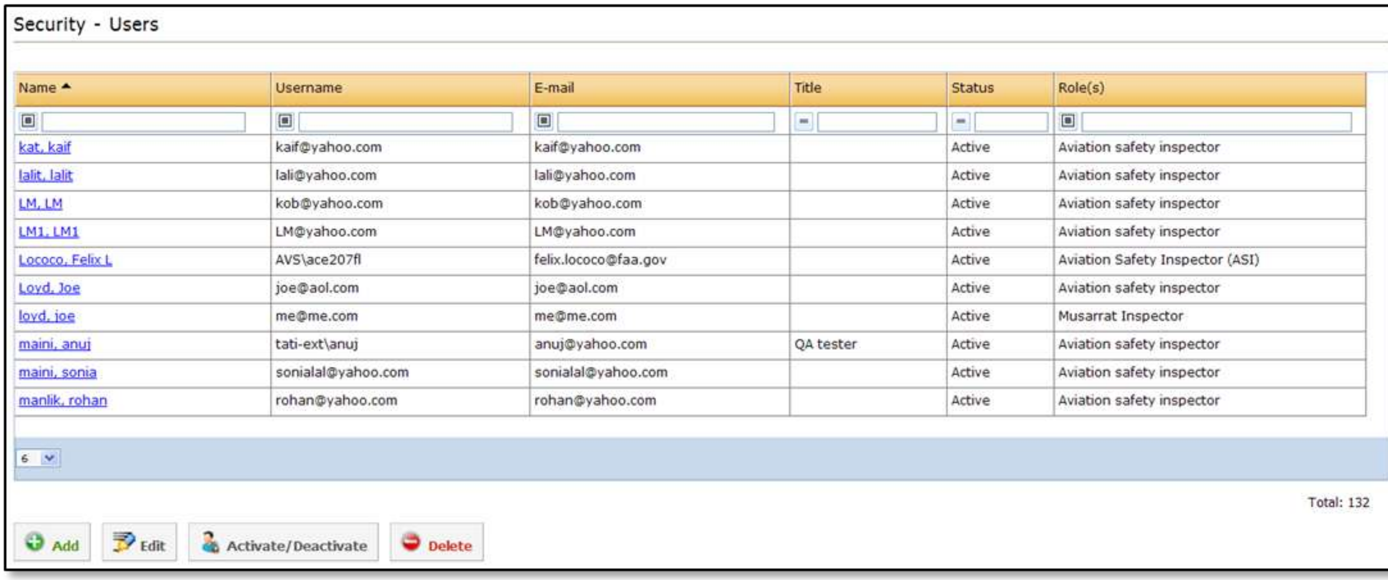
HINT: While viewing user information, the first click on any column heading displays the records in ascending (0-9, A-Z) order and the second click on any column heading reverses the order (Z-A, 9-0).

6.2 Editing User Account Information

All users can edit the Personal and Contact information in their own Basic User Account. However, only authorized users can change a user's security role or Active/Inactive Status. The sections that appear within the Edit User form will vary according to the roles-based security permissions designated by headquarters staff to each user. To see more detailed information on modifying user accounts or for an explanation of the level of access and permissions available for a particular role see *WebOPSS HQ User Guide*.

To Edit a User Account:

1. In the left navigation area, under **CHDO**, click **Users**. The Security—Users table appears:


Security - Users

Name	Username	E-mail	Title	Status	Role(s)
kat, kaif	kaif@yahoo.com	kaif@yahoo.com		Active	Aviation safety inspector
lalit, lalit	lali@yahoo.com	lali@yahoo.com		Active	Aviation safety inspector
LM, LM	kob@yahoo.com	kob@yahoo.com		Active	Aviation safety inspector
LM1, LM1	LM@yahoo.com	LM@yahoo.com		Active	Aviation safety inspector
Lococo, Felix L	AVS\ace207fl	felix.lococo@faa.gov		Active	Aviation Safety Inspector (ASI)
Loyd, Joe	joe@aol.com	joe@aol.com		Active	Aviation safety inspector
loyd, joe	me@me.com	me@me.com		Active	Musarrat Inspector
maini, anuj	tati-ext\anuj	anuj@yahoo.com	QA tester	Active	Aviation safety inspector
maini, sonia	sonialal@yahoo.com	sonialal@yahoo.com		Active	Aviation safety inspector
manlik, rohan	rohan@yahoo.com	rohan@yahoo.com		Active	Aviation safety inspector

Figure 6.3: Security—Users

2. Do one of the following:
    - Click the hyperlink of the desired user in the **Name** column. The Edit User form appears.
    - Select the row of the desired user, and click **Edit**. The Edit User form appears:

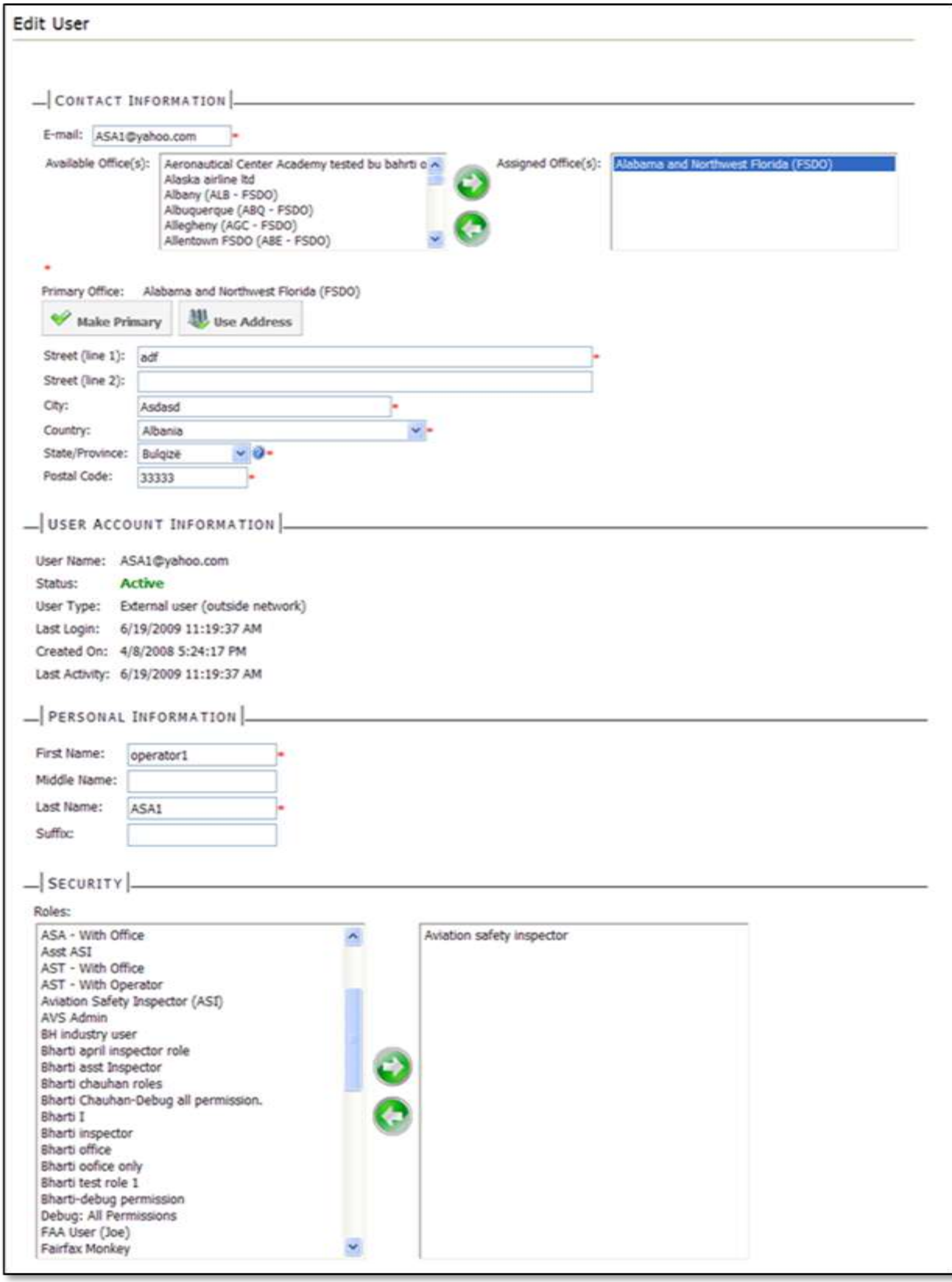

Edit User
CONTACT INFORMATION
E-mail: ASA1@yahoo.com
Available Office(s):
Aeronautical Center Academy tested bu bahrti o
Alaska airline ltd
Albany (ALB - FSDO)
Albuquerque (ABQ - FSDO)
Allegheny (AGC - FSDO)
Allentown FSDO (ABE - FSDO)
Assigned Office(s):
Alabama and Northwest Florida (FSDO)
Primary Office: Alabama and Northwest Florida (FSDO)
Make Primary
Use Address
Street (line 1): adf
Street (line 2):
City: Asdasd
Country: Albania
State/Province: Bulqizë
Postal Code: 33333
USER ACCOUNT INFORMATION
User Name: ASA1@yahoo.com
Status: Active
User Type: External user (outside network)
Last Login: 6/19/2009 11:19:37 AM
Created On: 4/8/2008 5:24:17 PM
Last Activity: 6/19/2009 11:19:37 AM
PERSONAL INFORMATION
First Name: operator1
Middle Name:
Last Name: ASA1
Suffix:
SECURITY
Roles:
ASA - With Office
Asst ASI
AST - With Office
AST - With Operator
Aviation Safety Inspector (ASI)
AVS Admin
BH industry user
Bharti april inspector role
Bharti asst Inspector
Bharti chauhan roles
Bharti Chauhan-Debug all permission.
Bharti I
Bharti inspector
Bharti office
Bharti oofice only
Bharti test role 1
Bharti-debug permission
Debug: All Permissions
FAA User (Joe)
Fairfax Monkey
Aviation safety inspector

Figure 6.4: Edit User (top half)

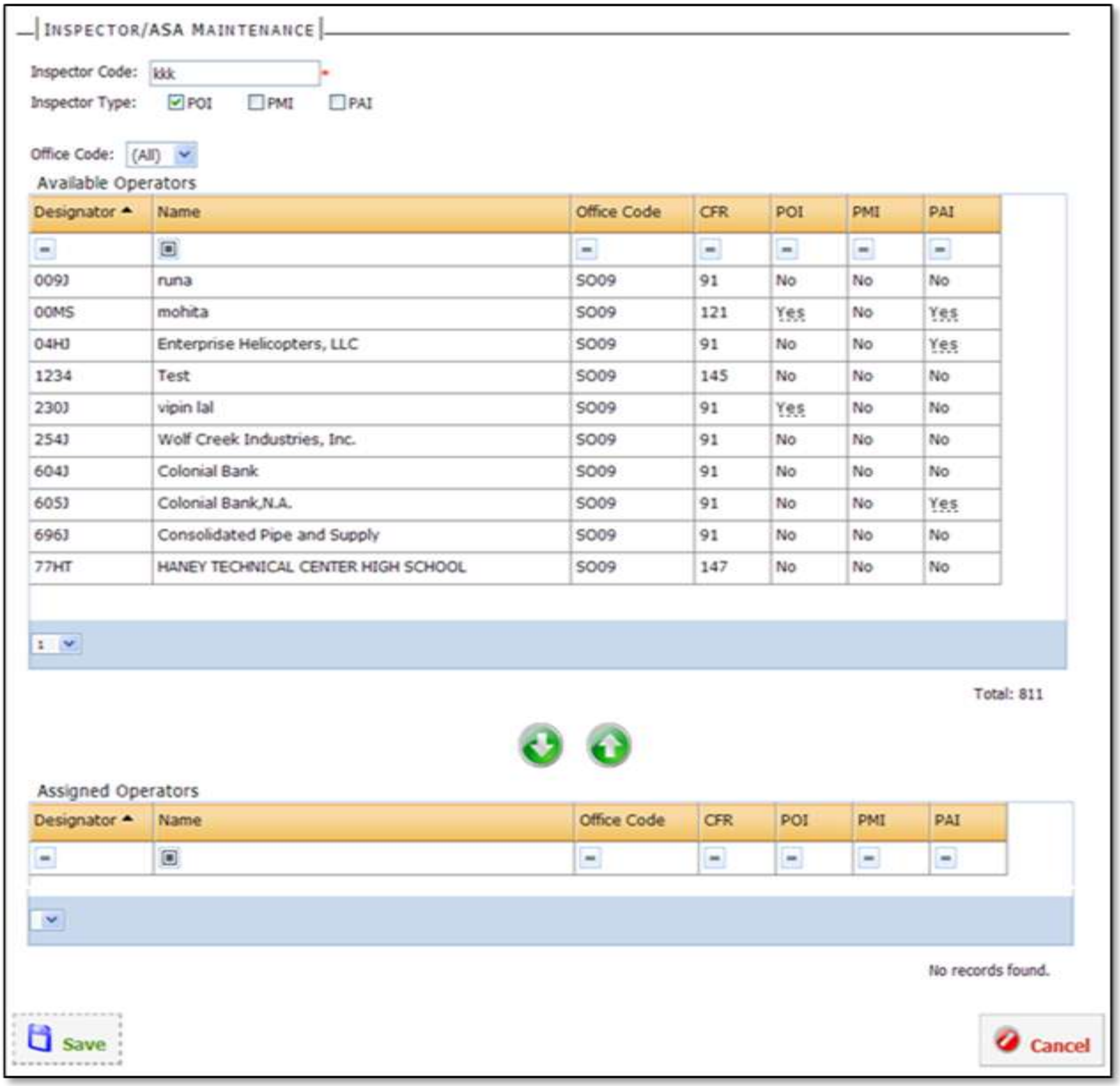


Figure 6.5: Edit User (bottom half)

3. Make the desired changes.
4. Click **Save**. The changes appear on the Security—Users table.

7. Reports

WebOPSS supports the ability for any authorized user to generate a system report based on unique selection parameters.

7.1 Standard Reports

NOTE: **Standard** reports display a set of canned reports.

To View a Standard Report:

1. In the left navigation area, under **Tools**, click **Reports**.
2. Click **Standard**. The Report Server page appears:

Figure 7.1: Report Viewing Options

3. Click the appropriate name for the desired report option. The Report option page appears:

Figure 7.2: Reports—Insurance Viewer

4. Enter the search parameters for the desired report.
5. In the figure above, the Insurance Viewer is shown. To fill out the search parameters for this viewer, for example, the user would do the following:
   a. Select the **Operator Type** from the drop-down menu:

Figure 7.3: Reports—dropdown menu selections

NOTE: The dropdown menu selections are checkboxes. Once the user selects the desired option(s), all of the selections will appear in the dropdown menu text.

- b. Select the **Certificate Status** from the drop-down menu.
- c. Enter the **Insurance Operator Name** in the text field.
- d. Select the **CFR** from the dropdown list.
- e. Enter the **Designator** and the **Operator Name** in the text fields.
- f. Select a **Region** and/or **Office** from the dropdown menus.

6. Click **View Report**. The desired report table appears below the search area:

Reports - Insurance Viewer

Operator Type: Real, Test, Training
Designator: k5ba
Certificate Status: _fairfax, 2009 deactivated, Acti
Operator Name:
Insurance Operator Name:
Region: Central (NE, IA, KS, MO)
CFR: _121 - _bharti chauhan CFR, 0
Office: CE01: Des Moines (DSM - FSD
View Report

1 of 1 100% Find | Next Select a format Export

Federal Aviation Administration

CHDO	Designator	CFR	Operator Name	Insurance Operator Name	Policy Number	Insurance Status	Effective Date	FAAContact
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-632022	Approved (Active)	4/1/2003	AFS-430 , Flight Technology Requirements
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-632022	Cancelled	4/1/2003	AFS-430 , Flight Technology Requirements
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-649922	Approved (Active)	4/1/2004	AFS-430 , Flight Technology Requirements
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-649922	Cancelled	4/1/2004	AFS-430 , Flight Technology Requirements
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-677222	Approved (Active)	4/1/2006	AFS-430 , Flight Technology Requirements
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-677222	Cancelled	4/1/2006	AFS-430 , Flight Technology Requirements
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-279272	In Progress	4/1/1998	AFS-540 , Safety and Analysis Branch
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-279272	Approved (Active)	4/1/1998	AFS-540 , Safety and Analysis Branch
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-279272	Cancelled	4/1/1998	AFS-540 , Safety and Analysis Branch
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-613844	Approved (Active)	4/1/2002	AFS-540 , Safety and Analysis Branch
CE05	K5BA	135	Kaleidoscope Charter Services, Corp.	Kaleidoscope Charter Services Corporation	360AC-613844	Cancelled	4/1/2002	AFS-540 , Safety and Analysis Branch

Insurance Viewer

7/6/2009 2:06 PM A Product of WebOPSS 1 of 1

Figure 7.4: Viewing a Report

7. To export the report, do the following:
    a. Select the file type from the drop-down menu directly under the search area:

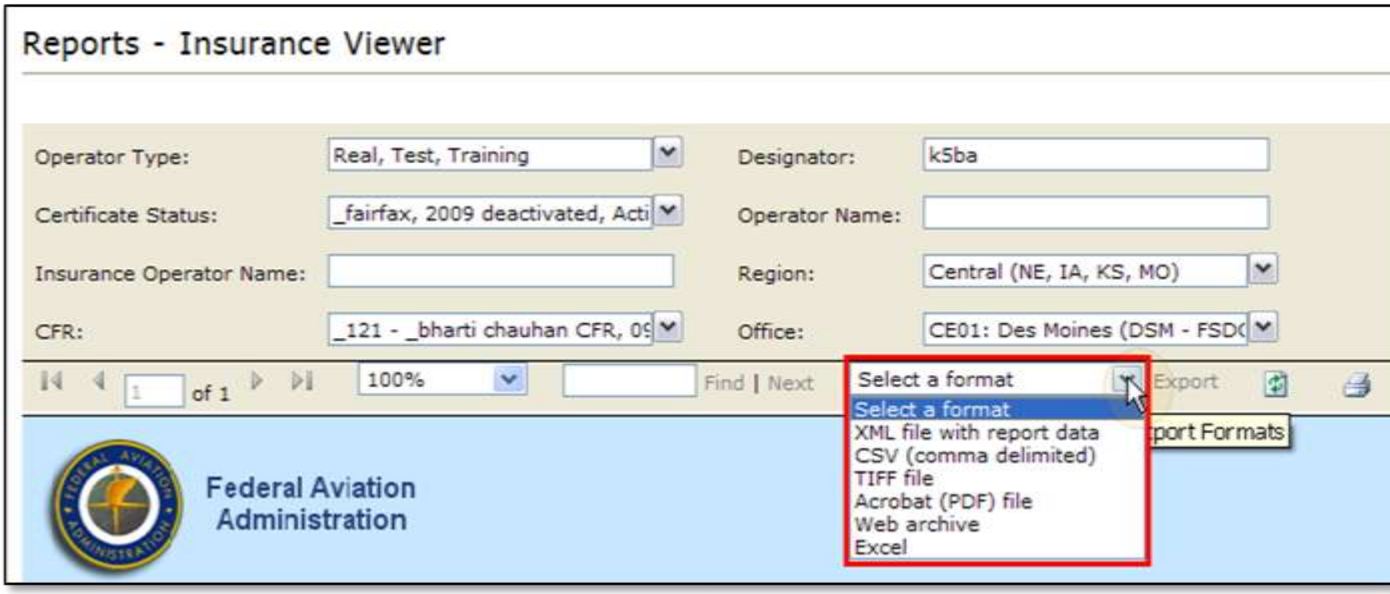


Figure 7.5: Exporting a Report

b. Click **Export**. The File Dialog box appears.
c. To open the report in the selected file type, click **Open.**
d. To select a file location on a local computer in order to open the report later, click **Save**.

7.2 Custom Reports

Custom reports display a set of customizable reports. Because they are set at an HQ level, access to them is permission-based, and they are only available to authorized users. For more information on HQ Custom reports, see the *WebOPSS HQ User Guide*.

8. Tools

WebOPSS offers various help aids for users that support the following functions:

- **Getting Help**: offers FAA Point of Contact, direction for User Guide help, and Digital Certificate Support contact.
- **About**: offers information about the current WebOPSS build and lists the current user's username and role.
- **FAQ**: offers Frequently Asked Questions and their answers.
- **WebOPSS Transition CBT:** offers interactive computer based training on basic WebOPSS functions in the transition from OPSS to WebOPSS.
- **CHDO User Manual**: generates a PDF version of this document.
- **HQ User Manual**: generates a PDF version of the WebOPSS Headquarters User Manual.
- **Feedback**: offers the opportunity for user feedback.
- **Release notes**: generates a Word document containing the latest build release notes.

To Start WebOPSS Transition CBT:

1. In the left navigation area, under **Tools**, click **WebOPSS Transition CBT**. The eLMS Notice appears:

Figure 8.1: WebOPSS CBT eLMS Notice

2. Click **Click here to continue**. The CBT Lesson Menu appears:

Figure 8.2: WebOPSS CBT Lesson Menu

3. Click on the link for the desired lesson. The lesson will appear in a new IE window:

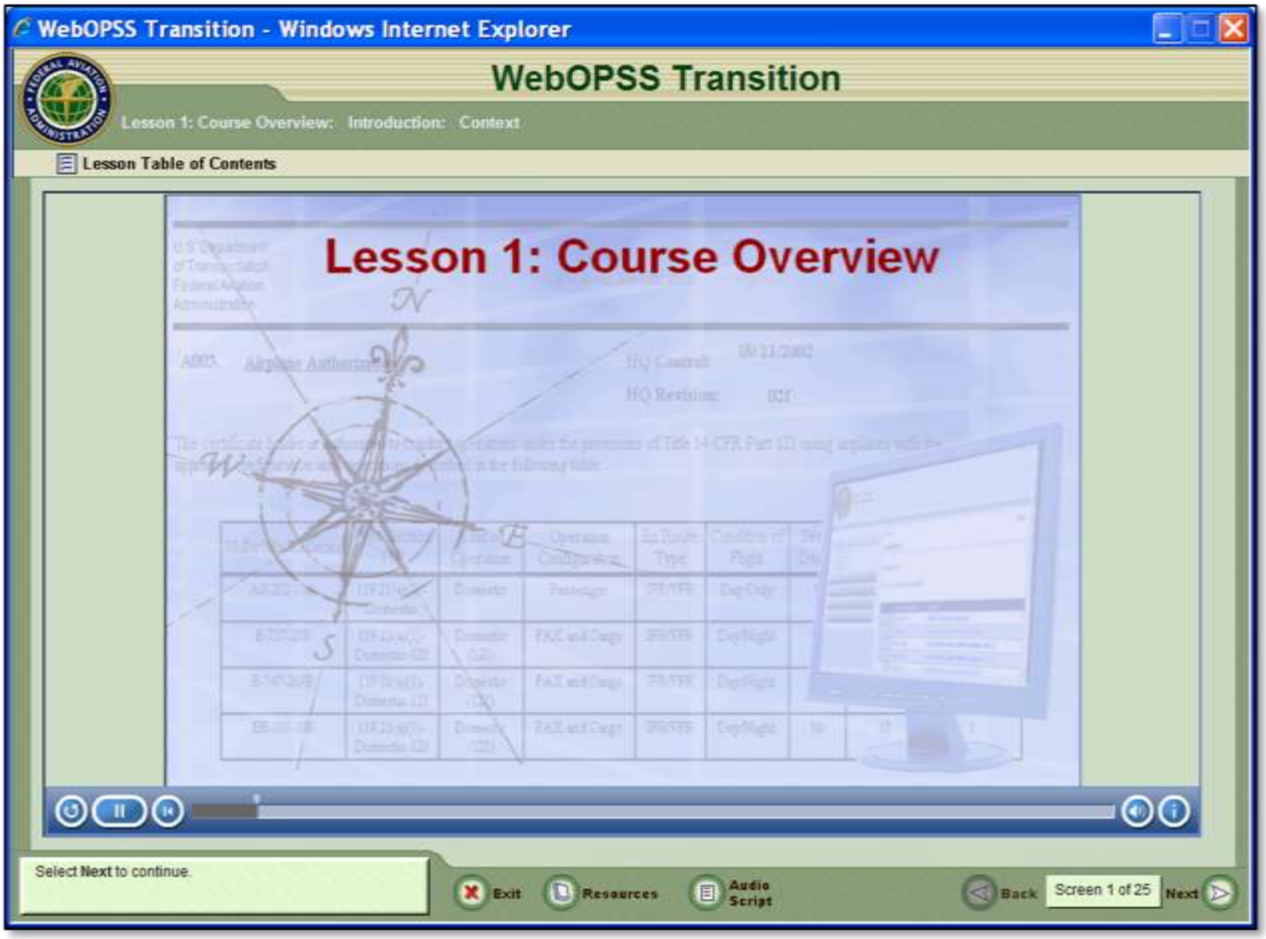


Figure 8.3: WebOPSS CBT Lesson

4. Follow on-screen instruction to proceed.

To View FAQs:

1. In the left navigation area, under **Tools**, click **FAQ**. The Frequently Asked Questions page appears:

Frequently Asked Questions

1. What are the WebOPSS System Requirements?

The current WebOPSS is a web application completely compatible with Internet Explorer Version 6 or higher. While WebOPSS may operate to some extent with other versions of Internet Explorer and other browsers, it is only guaranteed to work with Internet Explorer Version 6. The following is the minimum recommended system configuration for a workstation running WebOPSS in an Internet Explorer Version 6 browser with an internet connection:

PC with 1.5 gigahertz or higher processor clock speed recommended; 1 GHz minimum required (single or dual processor system); Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family, or compatible processor recommended
128 megabytes (MB) of RAM or higher recommended (64 MB minimum supported; may limit performance and some features)
1.5 gigabytes (GB) of available hard disk space

Super VGA (800 x 600) or higher-resolution video adapter and monitor
Keyboard and Microsoft Mouse or compatible pointing device

The following is the minimum required software:
Adobe Reader 7.x or higher

2. What are the recommended settings for pop-ups when using WebOPSS?

When using WebOPSS, the pop-up blocker needs to be off. To ensure it is, in your browser window, select Tools, Pop-up Blocker, Turn Off Pop-up Blocker and add http://webopss.teamaskin.net to the list of "Allowed sites:" under Pop-up Blocker Settings.

Figure 8.4: Frequently Asked Questions

2. To return to the WebOPSS Home page, click **Back**.

To View CHDO User Manual:

1. In the left navigation area, under **Tools**, click **CHDO—User Manual**. A window appears displaying this Field User Guide as a PDF file.
2. To navigate the PDF, do one of the following:
   - Go to the Table of Contents page and click on the desired topic.
   - Click the page icon in the left navigation bar ( ) to go to a desired page.
   - Click the binoculars icon in the left navigation bar ( ) to search for desired terms.

To View HQ User Manual:

1. In the left navigation area, under **Tools**, click **HQ—User Manual**. A window appears displaying the HQ User Guide as a PDF file.
2. To navigate the PDF, do one of the following:
   - Go to the Table of Contents page and click on the desired topic.
   - Click the page icon in the left navigation bar ( ) to go to a desired page.
   - Click the binoculars icon in the left navigation bar ( ) to search for desired terms.

To Offer Feedback:

1. In the left navigation area, under **Tools**, click **Feedback**. The Help—Feedback form appears:

Figure 8.5: Feedback

2. Enter the desired **Feedback** in the text field.
3. Click **Submit**. A confirmation message is displayed on the Feedback page.

To View Release Notes:

1. In the left navigation area, under **Tools**, click **Release Notes**. The File Download box appears.
2. Do one of the following:
    - Click **Open** to open a Microsoft Word file containing all of the Release note data.
    - Click **Save**. The user can save a file location on a local computer, then open the Word file containing all of the Release Note data.

For any questions regarding the information contained in this *WebOPSS Field User Guide*, please contact the WebOPSS Technical Support at (877) 287-6731 or email AFS-WebOPSS@faa.gov.