



Department of Transportation  
Federal Aviation Administration  
Aviation Safety  
Air Transportation Division (AFS-200)  
Technical Programs Branch (AFS-260)

# WebOPSS CHDO User Guide

---

*Web-based Operations Safety System*

Version 3.2.1

October 14, 2015

## Revision History

Version	Author	Description of Version	Date
1.0	Lynn Anslow	Initial Partial Draft	10/01/2007
1.1	Helga Schoeman	Completed sections: 1.1-2.5, 4.1-4.1.2, 4.1.4-4.1.5, 7.1-7.7 Drafted sections: 3.1-3.5 and 4.1.3	10/30/2007
1.2	Danielle Davis	Redrafted sections: 1.1-5.5	11/07/2007
1.2	Danielle Davis	Completed sections: 4.1.7 - 4.1.9, 4.1.11, 4.1.5	11/14/2007
1.3	Danielle Davis	Drafted sections: 4.1.9, 4.2 Completed sections: 5.2.1, 5.2.2, 5.2.3, 5.2.4	11/28/2007
1.4	Helga Schoeman	Drafted sections: 2.4 - 3.7	12/2/2007
1.5	Danielle Davis	Added screenshots	12/4/2007
1.6	Danielle Davis	Updated navigation directions Updated screenshots	1/3/2008
1.6	Danielle Davis	Updated Reports section	1/7/2008
1.7	Danielle Davis	Updated Discussions and Reports sections	1/11/2008
1.8	Danielle Davis	Added Help section	1/16/2008
1.9	Danielle Davis	Updated 4.1.1-4.1.3	2/12/2008
2.0	Danielle Davis	Updated document sections/screenshots	10/7/2008
2.1	Danielle Davis	Updated Tools; Maintain Operators; Deviations; Exemptions; Aircraft; Auth. Documents—Available, Workspace, Issued; Auth. Areas; Air.Dir. Notif. functionality	1/14/2010
2.2	Danielle Davis	Updated functionality	1/19/2010
2.3	Danielle Davis	Added "Merge" functionality under 4.1.1 Maintain Operators, updated Maintain Operators screenshot	3/22/2010
2.4	Jim Fradkin	Modified Maintain Operators (Merge) 4.1.1, Adding Aircraft by Operator in section 4.2.3, Authorized Areas 4.25, Authorizing Documents Workspace section 5.1.2, Issued section 5.1.3, Guidance 5.2	7/12/2010
2.5	Jim Fradkin	Minor updates to references to CTRL key	2/15/2011
2.7	Jim Fradkin	Added section 2.3.6 Status icons: Active/Inactive icons.	6/21/2011
2.8	Susan Jacobs	Updated figures in section 5.1, updated procedures in <i>Authorizing Document Management</i> , Added Section name in header for easier navigation of document.	10/11/2011
2.9	Susan Jacobs	Updated figures in sections 5.1, updated procedures in <i>Authorizing Document Management</i> .	2/29/2012
3.0	Susan Jacobs	Updated figures in sections 5.1, updated procedures in <i>Authorizing Document Management</i> .	4/9/2012

---

Version	Author	Description of Version	Date
3.1	Susan Jacobs	Updated procedures in <i>Authorizing Document Management</i> .	6/12/2012
3.2	Monica Grusche	Corrected system descriptions, removed FAA policy information,	11/25/2013
3.2.1	Feng Gao	Updated NSD contact information	10/14/2015

# Table of Contents

<b>1. INTRODUCTION.....</b>	<b>6</b>
1.1 WEBOPSS FUNCTIONS .....	6
1.2 ABOUT THIS USER GUIDE .....	6
1.2.1 CHDO Guide User Capabilities .....	7
<b>2. USING WEBOPSS.....</b>	<b>8</b>
2.1 WEBOPSS SYSTEM REQUIREMENTS .....	8
2.2 ACCESSING WEBOPSS .....	8
2.3 SCREEN NAVIGATION AND COMMON PRACTICES .....	10
2.3.1 Standard Web Navigation .....	10
2.3.2 The WebOPSS Environment.....	10
2.3.3 Hyperlinks .....	11
2.3.4 Breadcrumbs .....	12
2.3.5 Common Controls .....	12
2.3.6 Status Icons and Warnings.....	13
2.3.7 Using the Search Filter .....	14
2.3.8 Context-Sensitive Help (CSH).....	16
2.4 SYSTEM TIMEOUT .....	17
2.5 MAXIMIZING THE WORKSPACE .....	17
2.6 LOGGING OUT .....	18
2.7 WEBOPSS TECHNICAL SUPPORT.....	18
<b>3. INBOX.....</b>	<b>19</b>
3.1 WEBOPSS HOME TASKS .....	19
3.2 SUMMARY .....	20
3.3 TASKS.....	21
3.4 MESSAGES.....	25
<b>4. DATA MANAGEMENT .....</b>	<b>28</b>
4.1 OPERATORS.....	28
4.1.1 Maintain Operators.....	28
4.1.2 My Operators .....	36
4.2 OPERATOR DATA .....	39
4.2.1 Addresses.....	41
4.2.2 Airworthiness Directive Notification (AD Notification) .....	43
4.2.3 Aircraft.....	46
4.2.4 Airports .....	56
4.2.5 Authorized Areas.....	60
4.2.6 Territories .....	67
4.2.7 Deviations .....	75
4.2.8 Exemptions .....	77
4.2.9 Insurance.....	79
4.2.10 Personnel.....	80
4.2.11 DBAs .....	83
4.3 INSPECTORS.....	86

---

- 5. AUTHORIZING DOCUMENTS MANAGEMENT..... 92**
  - 5.1 AUTHORIZING DOCUMENTS..... 93
    - 5.1.1 Available ..... 101
    - 5.1.2 Workspace ..... 105
    - 5.1.3 Issued..... 117
    - 5.1.4 Archived ..... 120
  - 5.2 GUIDANCE..... 121
- 6. USER MANAGEMENT ..... 123**
  - 6.1 USERS..... 123
    - 6.1.1 Searching for Users..... 123
  - 6.2 EDITING USER ACCOUNT INFORMATION ..... 124
- 7. REPORTS..... 128**
  - 7.1 STANDARD REPORTS..... 128
  - 7.2 CUSTOM REPORTS..... 132
- 8. TOOLS ..... 133**

# 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:

- Distribute regulatory and aviation policy requirements to the aviation community in real time;
- List the terms, conditions and limitations under which an air operators and air agencies can operate and issuing these in the form of legal documents known as Operations Specifications (OpSpecs), Management Specifications (MSpecs), Training Specifications, Waivers, or Letters of Agreement (LOAs);
- Allow the FAA to monitor air operator and air agency compliance with safety, operations, and economic authority policies, procedures, and regulations; and
- Provide information retrieval and decision support components to help meet the FAA's oversight requirements for aviation safety.

## 1.2 About this User Guide

This *WebOPSS CHDO User Guide* provides information on the use of each application function within the Web-based 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, including: Aviation Safety Inspectors (ASI), Aviation Safety Assistants (ASA), Aviation Safety Technicians (AST), and aviation industry users.

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.
- **Operator:** this term will be used to refer to all air operators and certificate holders.\*
- **Designator:** this is the term for the unique code for each operator in the system and is made up of the first 4 letters/digits of the operator's certificate ID.

## **2. Authorizing Documents: this term will be used in Training Specs, LOAs, and Waivers. (For more Documents, see Chapter "1**

- Authorizing Documents Management” on page 92.)

**\*NOTE:** The term “operator” applies to a general aviation operator/company conducting 14 CFR part 91 operations, a program manager conducting 91K fractional ownership operations; an air carrier certificate holder conducting part 121 or 135 operations; a certificate holder or an LODA holder conducting part 125 operations; a rotorcraft external-load certificate holder conducting part 133 operations; an agricultural aircraft operator conducting part 137 operations; and/or a foreign air carrier or foreign person conducting part 129 operations, as applicable.

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.

### 2.1.1 CHDO 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:

- **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.
- **Reports users:** have access to WebOPSS reporting. CHDO Users will have access to all Standard Reports; ASI Users will have access to view report information on all Operators while Operators will be able to view report information about themselves. A subset of CHDO Users who have the Reporting role will be able to view Custom Reports dashboard containing ad hoc and custom reports.
- **Industry users:** have access to their own specific operator(s) in CHDO; can edit Operator data and draft, but not issue Authorizing Documents.

## 3. Using WebOPSS

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

### 3.1 WebOPSS System Requirements

WebOPSS is a Web application compatible with Internet Explorer Versions (IE) 6 through 9. While WebOPSS may operate to some extent with other versions of IE and other browsers, it is only guaranteed to work with IE 9. 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. Recommended screen setting is 1024 x 768 or better resolution.
- Keyboard and Microsoft Mouse or compatible pointing device

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 .

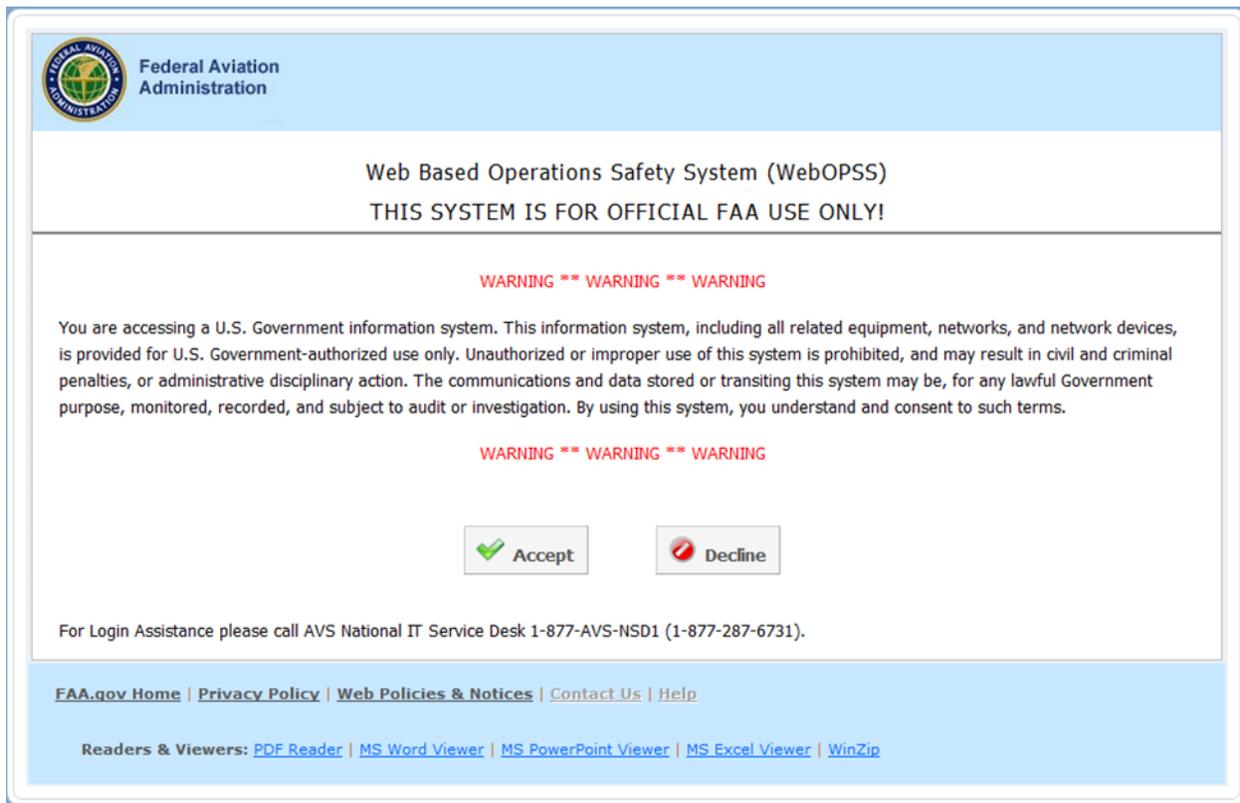
### 3.2 Accessing WebOPSS

WebOPSS is a web application, meaning all capabilities are available through a web browser. As mentioned in Section 2.1 above, while some of the capabilities of the system may work with other browsers, the system is only tested and supported for compatibility with Internet Explorer.

To access WebOPSS, you will need either an active FAA domain account and a WebOPSS account. To request a WebOPSS account, contact the WebOPSS Technical Support at [AFS-WebOPSS@faa.gov](mailto:AFS-WebOPSS@faa.gov).

#### **To Access WebOPSS from within the FAA Network:**

1. In the Internet Explorer address bar, type “<https://webopss.faa.gov>” or “[webopss.faa.gov](https://webopss.faa.gov)” and press **Enter** on the computer keyboard. WebOPSS uses your FAA username and password. If you are logged in to the FAA network, you will not need to login to WebOPSS separately. The For Official FAA Use Only screen appears:



2. Click **Accept**. The WebOPSS home page appears.

### To Access WebOPSS from outside the FAA Network:

1. In the Internet Explorer address bar, type “https://webopss.faa.gov/” or “webopss.faa.gov” and press Enter on the computer keyboard.
2. In the **User Name** text box, type in the domain, e.g., EXC\ or FAA\, followed by your user name provided by the WebOPSS administrator.
3. In the **Password** text box, type in the password provided by the WebOPSS administrator.
4. Click **Accept**. The WebOPSS home page appears:

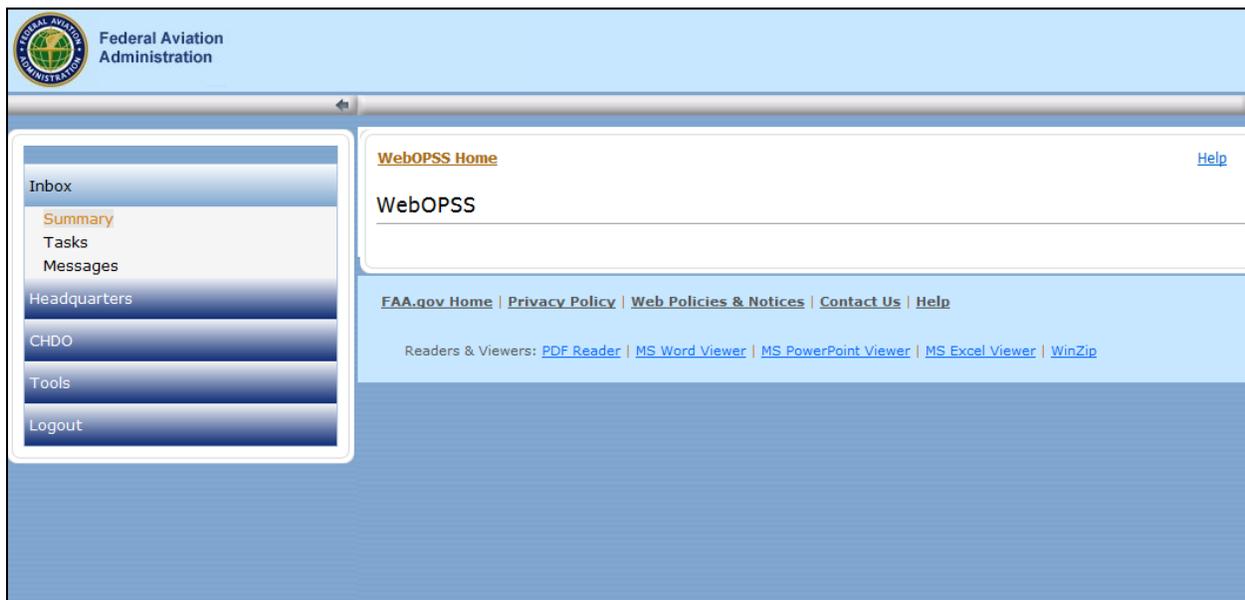


Figure 3.2: WebOPSS Home Page

### 3.3 Screen Navigation and Common Practices

#### 3.3.1 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 3.3: Internet Explorer Browser Window Address Bar

#### 3.3.2 The WebOPSS Environment

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

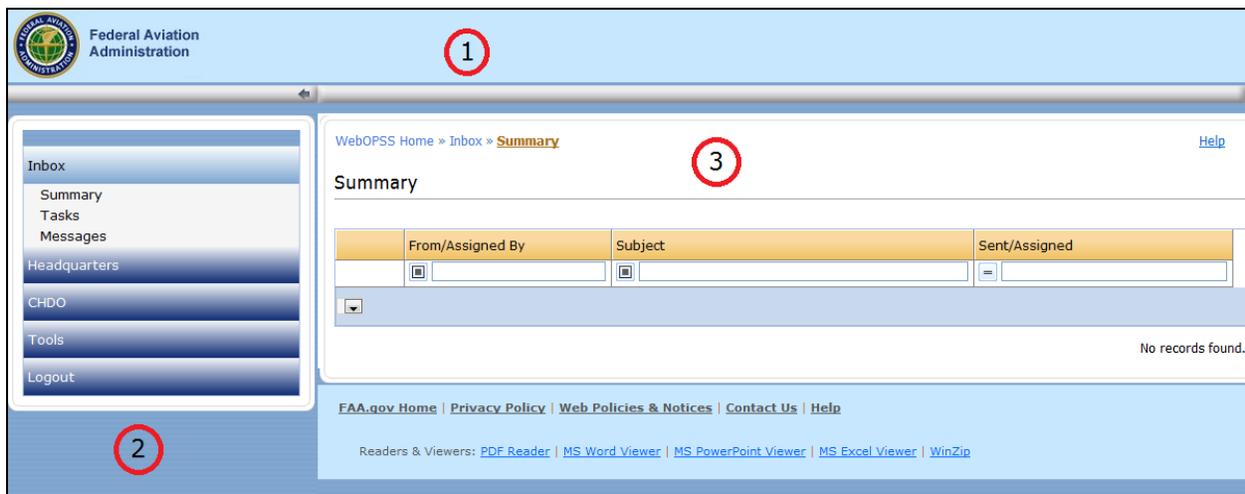


Figure 3.4: WebOPSS Layout

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.

### 3.3.3 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 3.5: Hyperlink

### 3.3.4 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 3.6: Breadcrumb Path

### 3.3.5 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:

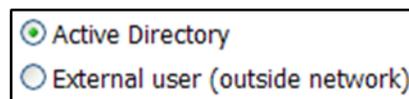


Figure 3.7: Radio Buttons

- **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:

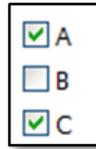


Figure 3.8: Check Boxes

- **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:

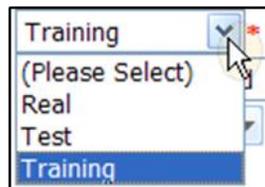


Figure 3.9: Dropdown List

- **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 3.10: 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.

---

### 3.3.6 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 3.11: Status Icons

### 3.3.7 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:

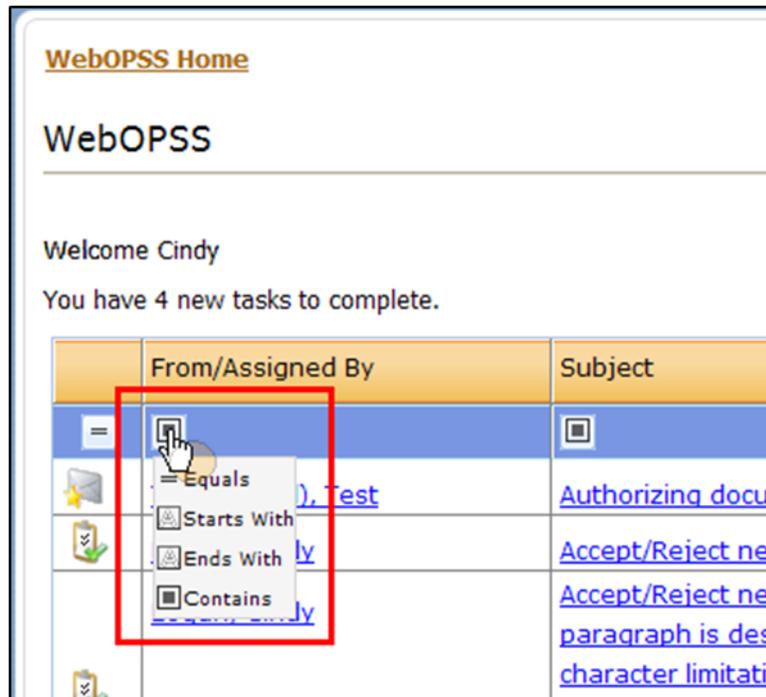


Figure 3.12: Select Search Criteria

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:

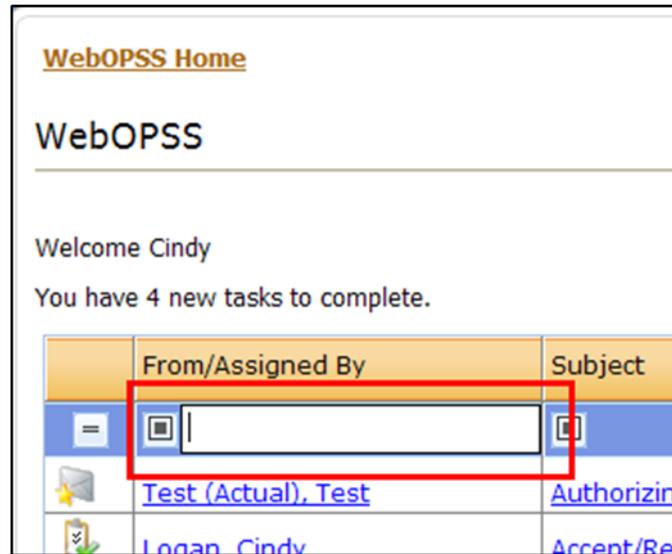


Figure 3.13: Enter Search Text

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).

---

### 3.3.8 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 3.14: 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:

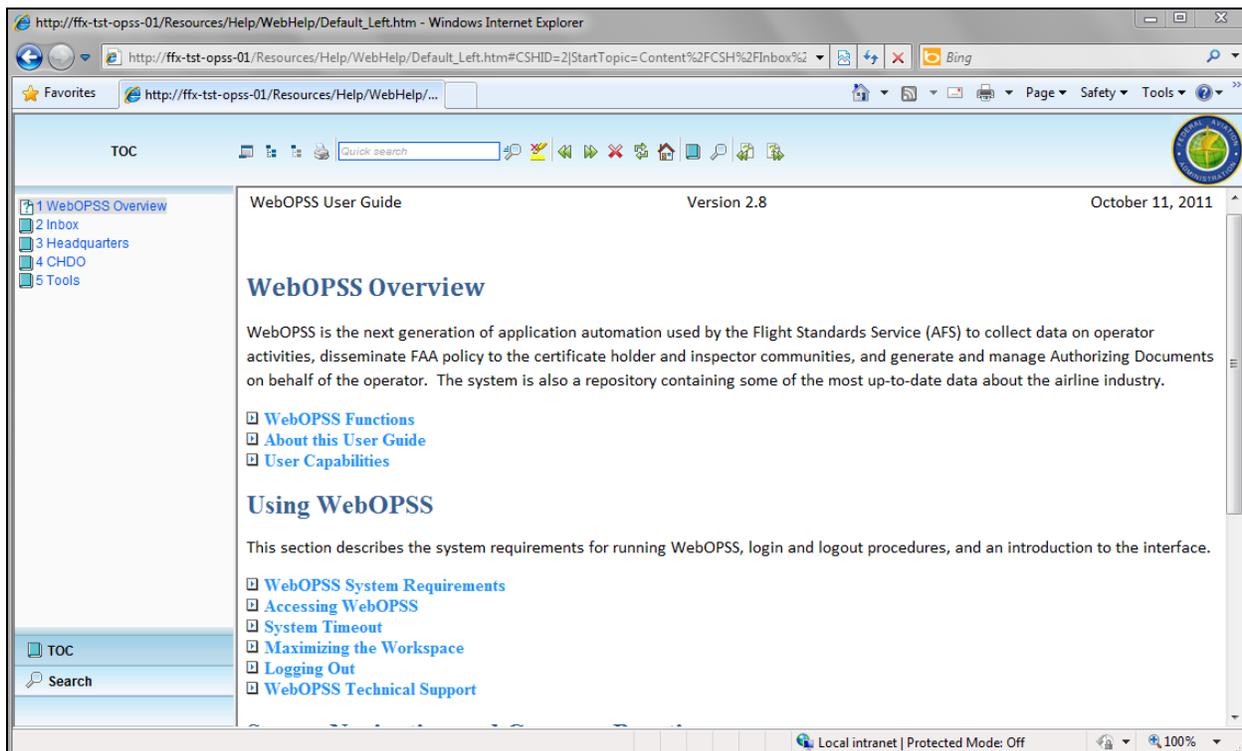


Figure 3.15: Context-sensitive Help

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.

### 3.4 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.

### 3.5 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 3.16: 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.

### 3.6 Logging Out

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

### 3.7 WebOPSS Technical Support

If you have questions or require assistance with WebOPSS, technical support is available. For phone help, call (844) 322-6948. To email WebOPSS Technical Support, contact [AFS-WebOPSS@faa.gov](mailto:AFS-WebOPSS@faa.gov).

## 4. 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

### 4.1 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):

	From/Assigned By	Subject	Sent/Assigned
	Test (Actual), Test	Authorizing document was rejected	7/25/2008 8:23:50 AM
	Logan, Cindy	Accept/Reject new authorizing document..'	4/22/2008 3:14:11 PM
	Logan, Cindy	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..'	4/22/2008 2:55:46 PM
	Logan, Cindy	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..'	4/22/2008 2:37:09 PM

Total: 8

Figure 4.1: 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:

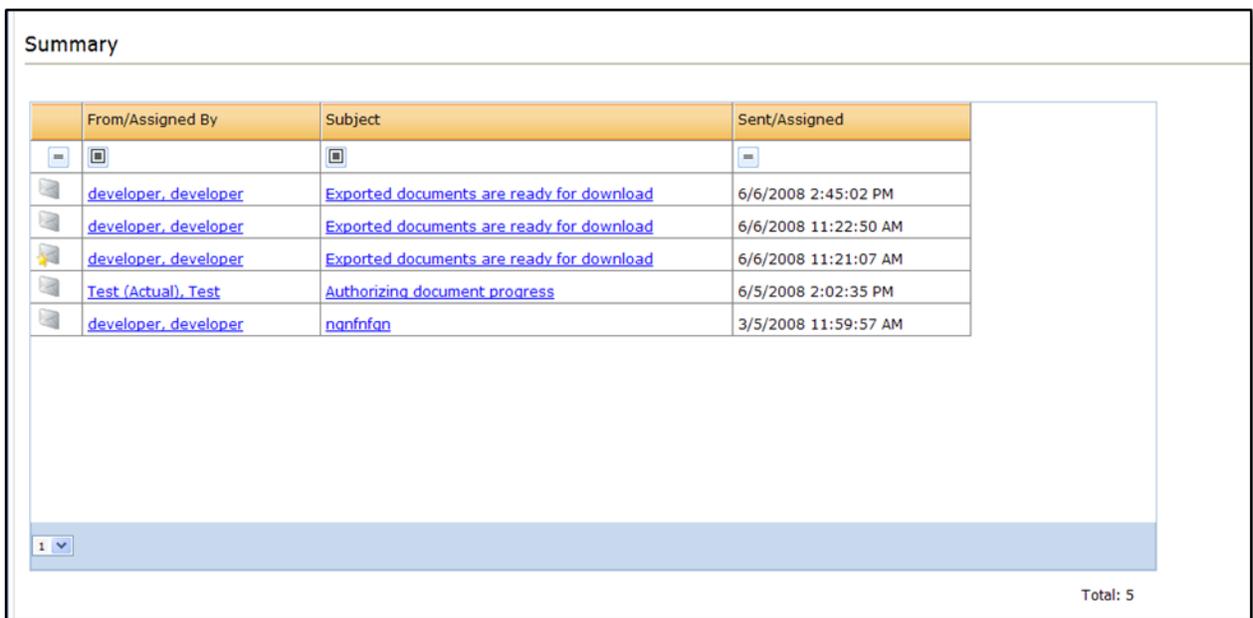
-  : the plain envelope icon indicates a Message that has already been read.
-  : the envelope with a star icon indicates a new Message.
-  : the clipboard with a star icon indicates a new Task.
-  : the plain clipboard icon indicates a Task that has already been viewed but not completed.
-  : the clipboard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

## 4.2 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:



	From/Assigned By	Subject	Sent/Assigned
			
	<a href="#">developer, developer</a>	<a href="#">Exported documents are ready for download</a>	6/6/2008 2:45:02 PM
	<a href="#">developer, developer</a>	<a href="#">Exported documents are ready for download</a>	6/6/2008 11:22:50 AM
	<a href="#">developer, developer</a>	<a href="#">Exported documents are ready for download</a>	6/6/2008 11:21:07 AM
	<a href="#">Test (Actual), Test</a>	<a href="#">Authorizing document progress</a>	6/5/2008 2:02:35 PM
	<a href="#">developer, developer</a>	<a href="#">nanfnfan</a>	3/5/2008 11:59:57 AM

1  Total: 5

Figure 4.2: 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:

Summary

From/Assigned By	Subject	Sent/Assigned
Test (Actual), Test	Authorizing document was rejected	7/25/2008 8:23:50 AM
Logan, Cindy	Accept/Reject new authorizing document ''	4/22/2008 3:14:11 PM
Logan, Cindy	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.'	4/22/2008 2:55:46 PM
Logan, Cindy	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.'	4/22/2008 2:37:09 PM

Subject: 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.'

Priority: Normal

Status: Complete

Assigned: Logan, Cindy

By:

Date: 07/25/2008

Assigned:

Due Date:

Total: 8

Figure 4.3: Task Details

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

### 4.3 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 4.4: 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:

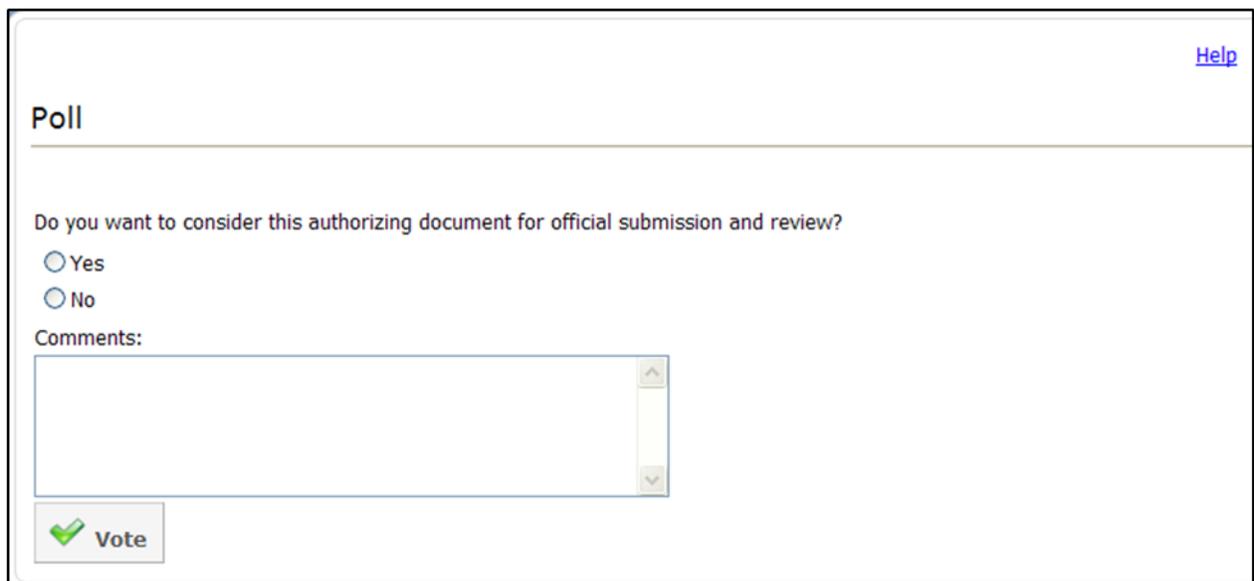


The screenshot shows a poll interface with a 'Help' link in the top right corner. The poll title is 'Poll'. Below the title is a horizontal line. The poll question is 'As a member of the working group, should we approve this Proposal?'. The results are displayed as follows:

Yes	1
No	0

Figure 4.5: 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:



The screenshot shows a poll interface with a 'Help' link in the top right corner. The poll title is 'Poll'. Below the title is a horizontal line. The poll question is 'Do you want to consider this authorizing document for official submission and review?'. There are two radio button options: 'Yes' and 'No'. Below the options is a 'Comments:' label and a text input field with a vertical scrollbar. At the bottom left, there is a 'Vote' button with a green checkmark icon.

Figure 4.6: 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:



The screenshot displays the 'Command and Control' interface. At the top, it shows the task title 'OpSpec - This is a test....'. Below this, it lists assignment details: 'Assigned By: Logen, Cindy', 'Assigned Date: 02/05/2008', 'Completed Date: 10/10/2008', and 'Last Activity: ...'. A blue link 'View This is a test.... (opens in a new window)' is provided. The main content area has tabs for 'Tasking', 'Resources', and 'History'. Under 'Tasking', there are sub-tabs for 'My Tasks' and 'All Tasks'. The 'My Tasks' tab is active, showing 'You have 0 outstanding tasks related to "This is a test....".' and 'You have completed the following tasks related to "This is a test....":' followed by a list item: 'Accept/Reject new authorizing document "This is a test...."'. At the bottom, the 'Current State' is shown as 'Change To:' with a dropdown menu and a 'Process' button.

Figure 4.7: 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:

Internal		E-mail	
Name ▲	UserName	E-mail	
			
Acker, Orin	oacker@tbirdaviation.com	oacker@tbirdaviation.com	
Adams, George E	George.Adams@ExprssJet.com	George.Adams@ExpressJet.com	
Agnini, Christopher	chris.agnini@polaraircargo.com	chris.agnini@polaraircargo.com	
Agrenbright, Doyle C Jr	dargenbright@triumphgroup.com	dargenbright@triumphgroup.com	
Ahmed, Mohammed	mohammed.ahmed@evergreenairlines.com	mohammed.ahmed@evergreenairlines.com	
Ahr, Thomas	thomas.ahr@nwa.com	thomas.ahr@nwa.com	
Aitken, Trevor	taitken@qantas.com.au	taitken@qantas.com.au	
Albright, William B	wallbright@avantair.com	wallbright@avantair.com	
Alcivar, Jose	jalcivar@aeromexico.com.mx	jalcivar@aeromexico.com.mx	
Alexander, Dean	dean.alexander@faa.gov	dean.alexander@faa.gov	
1 ▼			Total: 1072
To			
Cc			
Bcc			
			

Figure 4.8: 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**.

## 4.4 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:

The screenshot shows a web interface for viewing messages. At the top, the word 'Messages' is displayed. Below it is a table with three columns: 'From', 'Subject', and 'Created Date'. The table contains ten rows of message data. Below the table, there is a small dropdown menu showing the number '4'. At the bottom of the interface, there are two buttons: 'New' (with a star icon) and 'Delete' (with a trash can icon). To the right of the buttons, it says 'Total: 79'.

From	Subject	Created Date
<a href="#">Test_Test1</a>	<a href="#">Exported documents are ready for download</a>	6/10/2008 3:24:09 PM
<a href="#">Test_Test1</a>	<a href="#">Exported documents are ready for download</a>	6/9/2008 1:37:07 PM
<a href="#">Test_Test1</a>	<a href="#">Exported documents are ready for download</a>	6/9/2008 1:33:00 PM
<a href="#">Test_Test1</a>	<a href="#">Recent proposal submission</a>	6/9/2008 10:14:21 AM
<a href="#">test_ionathan_danger VI</a>	<a href="#">test</a>	6/6/2008 12:01:07 PM
<a href="#">Test_Test1</a>	<a href="#">Authorizing document progress</a>	6/5/2008 2:53:52 PM
<a href="#">Test_Test1</a>	<a href="#">Recent proposal submission</a>	6/3/2008 2:03:27 PM
<a href="#">Mr Industry, Jon</a>	<a href="#">From here</a>	5/29/2008 3:58:06 PM
<a href="#">Test_Test1</a>	<a href="#">Exported documents are ready for download</a>	5/28/2008 11:33:32 AM
<a href="#">Test_Test1</a>	<a href="#">Exported documents are ready for download</a>	5/27/2008 6:31:52 PM

Total: 79

Figure 4.9: 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:

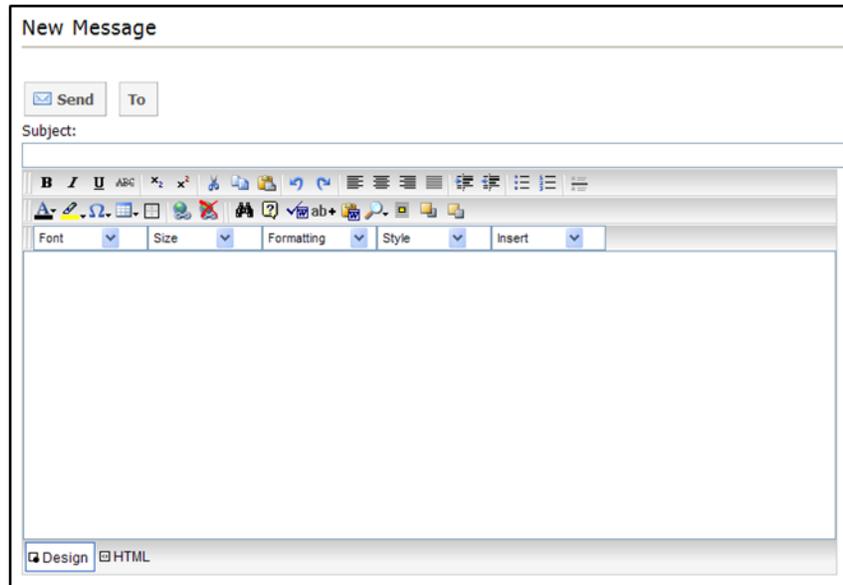


Figure 4.10: New Message

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

**New Message**

Internal | E-mail

Name ^	UserName	E-mail
Acker, Orin	oacker@tbirdaviation.com	oacker@tbirdaviation.com
Adams, George E	George.Adams@ExprssJet.com	George.Adams@ExpressJet.com
Agnini, Christopher	chris.agnini@polaraircargo.com	chris.agnini@polaraircargo.com
Agrenbright, Doyle C Jr	dargenbright@triumphgroup.com	dargenbright@triumphgroup.com
Ahmed, Mohammed	mohammed.ahmed@evergreenairlines.com	mohammed.ahmed@evergreenairlines.com
Ahr, Thomas	thomas.ahr@nwa.com	thomas.ahr@nwa.com
Aitken, Trevor	taitken@qantas.com.au	taitken@qantas.com.au
Albright, William B	wallbright@avantair.com	wallbright@avantair.com
Alcivar, Jose	jalcivar@aeromexico.com.mx	jalcivar@aeromexico.com.mx
Alexander, Dean	dean.alexander@faa.gov	dean.alexander@faa.gov

1

Total: 1072

To

Cc

Bcc

OK

Figure 4.11: 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**.

## 5. Data Management

### 5.1 Operators

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

#### 5.1.1 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 summary operator data, e.g., name, status, certificate number, are managed. It is also the area where users would add test operators and certain non-certificated operators and view the historical information of operator data changes. Additionally, authorized users can also delete test operators within the authorized user's CHDO.

#### To Add an Operator:

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

Name ^	CFR	Office Code	Designator	Type	Certificate Status	Effective Date	Certificate Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

1











Figure 5.1: Maintain Operators Table

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

Home » CHDO » Operators » Maintain » **Add** [Help](#)

### Add Operator

—| GENERAL DATA |

Name:  \*

Type:  \*

Certificate Status:  \*

Effective Date:  \*

Office Code:  \*

Figure 5.2: 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:

### Add Operator

—| DESIGNATOR CODE |

CFR:  \*

First three characters of the Designator Code:  \*

Last character of the Designator Code:  \*

Designator Code:

Figure 5.3: 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. Designator codes must be unique.

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.

---

**HINT:** The system will suggest available Designator codes. Type one or two characters in the box then click on the down arrow to see a list of available codes beginning with the character(s) entered.

---

12. Click **Next**. The Certificate Number section appears. (NOTE: If you have entered an unavailable code, you will receive a message that: **A record with same Designator Code already exists.**)
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:

### Edit Operator

Record saved. Review and make changes as necessary.

---

**GENERAL DATA**

Name:  \*

Type:  \*

Certificate Status:  \*

Effective Date:

Office Code:  \*

---

**DESIGNATOR CODE**

CFR:  \*

Designator Code: ACLK

---

**IDENTIFICATION NUMBER**

Last four characters of Certificate Number:  \*

Certificate Number: ACLK1234

Record saved. Review and make changes as necessary.

 Save

 Finish

Figure 5.4: 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 Operators - Maintain table appears.
2. Select the desired row.
3. Click **Open**. The Authorizing Documents screen appears for the selected operator.

---

**HINT:** For more information on authorizing documents, see “1

---

---

Authorizing Documents Management” chapter on page 92.

---

**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 Delete an Operator (Test Operators and Authorized Users ONLY):**

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operators Maintain 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 5.5: 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\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 5.6: 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 Operators - 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 “5.1.2 My Operators” section below.

1. In the left navigation area, under **CHDO > Operators**, click **Maintain**. The Operators - Maintain table appears.
2. Select the desired row.

3. Click **Add to My Operators**. A confirmation message appears at the top of the Operators - Maintain screen:



Figure 5.7: Add to My Operators

**To View an Operator's Principal Inspectors:**

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

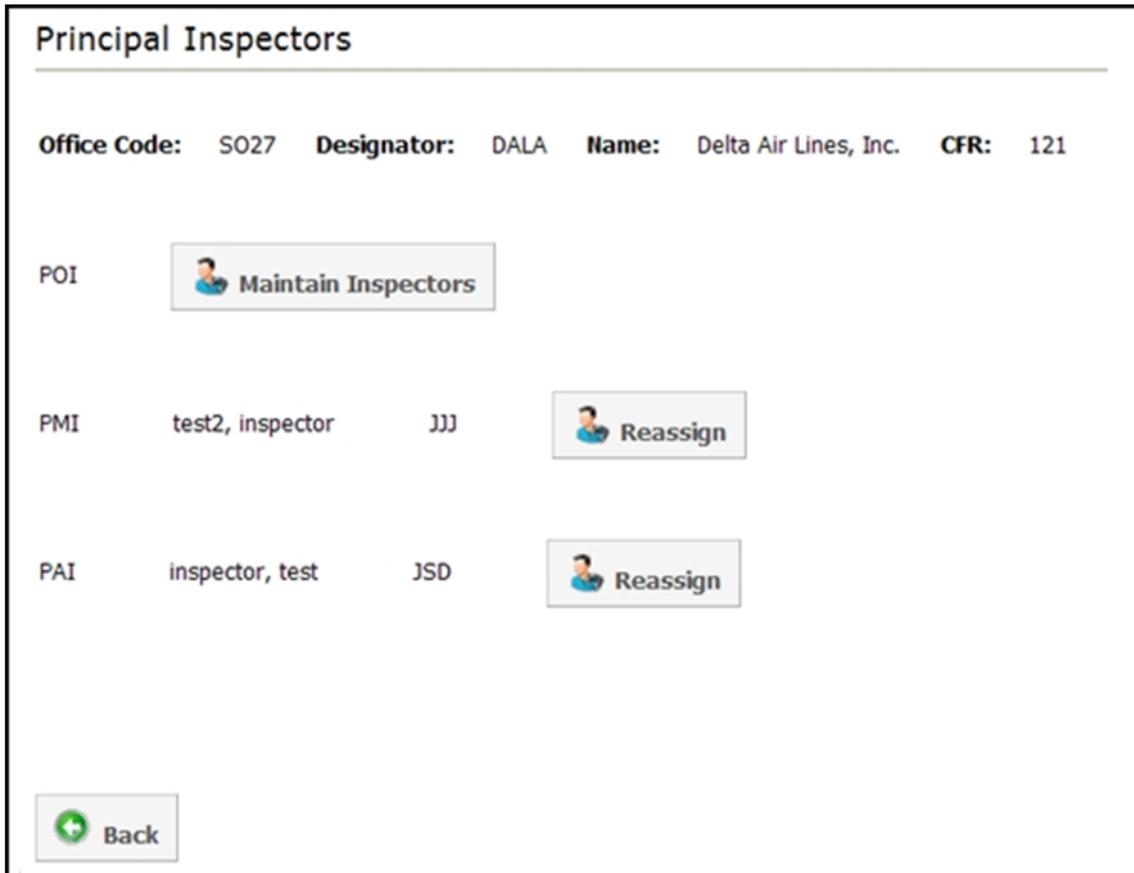


Figure 5.8: Operator Principal Inspectors

**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.

- To assign a new inspector, click **Maintain Inspectors** next to the desired inspector type. The Inspectors page appears.
- To reassign an existing inspector, click **Reassign** next to the desired inspector name. The Reassign Inspectors page appears.
- Follow the directions listed under “**To Reassign an Inspector**” in section 5.3 Inspectors

### 5.1.2 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:

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

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 5.9: 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 “1”

---

---

Authorizing Documents Management” on page 92.

---

### 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:

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	AVSVAQS250WE
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	AVSVAQS250HC
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	AVSVAQS250HC

Total: 7

Back    Export Grid

Figure 5.10: 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:

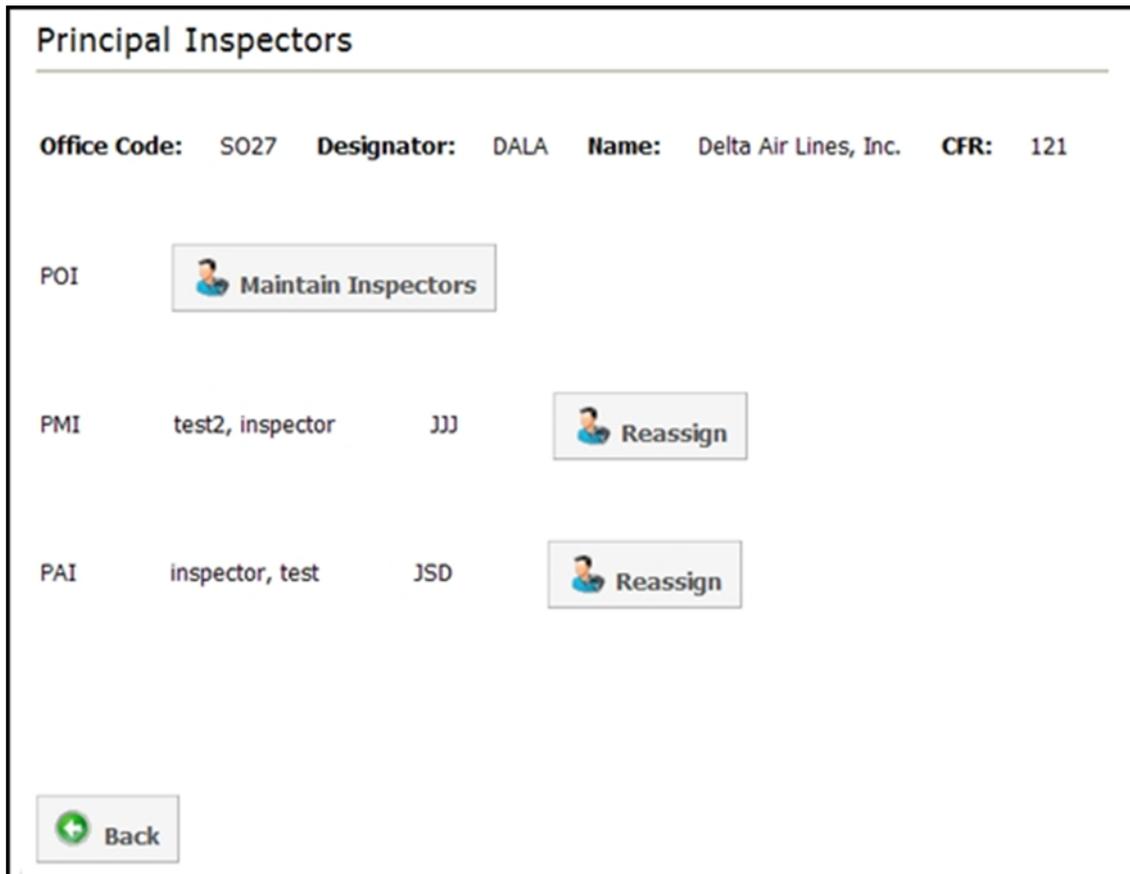


Figure 5.11: Operator Principal Inspectors

**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 section 5.3.

## 5.2 Operator Data

WebOPSS stores some core information about the operator centrally to be used in one or many authorizing documents. The information on the CHDO level includes addresses, aircraft, airports, authorized areas, deviations, exemptions, insurance (read only), 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 must 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 a different operator is selected. If users have access to multiple operators, they can change the desired operator at any time by clicking on the **Change Operator** hyperlink.

---

**NOTE:** If a user opens or selects 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

4

Total: 46,957

Select

Figure 5.12: 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:

Operator - Addresses

---

Office Code: EA19 Designator: VPMA Name: 135-Madam Princess Vaughan Air CFR: 135 [Change Operator](#)

Figure 5.13: 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.

---

### 5.2.1 Addresses

Users with the appropriate permission can add, edit, or delete an operator’s address in the **Maintain Operator Data > Address** section of CHDO.

### 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 wqeque		asdfsdfasdf	United States	Alabama	11121
Within the US	Hartsfield Atlanta International Airport		Atlanta	United States	Georgia	30320

Total: 5






Figure 5.14: Operator Addresses

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

Add Address

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

Address Type:  \*

Street (line 1):  \*

Street (line 2):

City:  \*

Country:  \*

State/Province:  ? \*

Postal Code:  \*




Figure 5.15: Add Operator Address

3. Select the appropriate Address Type and enter the corresponding 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 of each type per operator.

---

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

## 5.2.2 Airworthiness Directive Notification (AD Notification)

WebOPSS supports the ability to add, edit, or delete operator contact information for 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:

**Airworthiness Directive Notification**

**Office Code:** SO27 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 [Change Operator](#)

Name	Responsible Party	Location
MCC Shift Manager	Yes	Domestic
Manager - AD/Regulatory Compliance	No	N/A
Dickson, Stephen M.	No	N/A
Schramek, Charles M.	No	N/A
Quiello, Michael J.	No	N/A
Gossett, Harbourt L.	No	N/A
Graham, James C.	Yes	International

Total: 7

Add
 Edit
 Delete
 Notification Addresses

Figure 5.16: Airworthiness Directive Notification

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

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

Party:

Responsible Party  
 Courtesy Copy

Person/Organization: \*

Phone Number:  ?\*

E-mail Address:

International:

Street (line 1): \*

Street (line 2):

City: \*

Country: \*

State/Province:  ?\*

Postal Code: \*

Figure 5.17: 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:** There can be only one **Responsible Party** per operator. 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:

**AD Notification Addresses**

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

Notification Type	Address Type ▲	Address
=	=	☐
Primary	Facsimile	123 Summer Ave., Memphis, TN, 38138

1 ▼
Total: 1

Back
 Add
 Edit
 Delete

Figure 5.18: AD Notification Addresses

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

**AD Notification Addresses**

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

Notification Type	Address Type ▲	Address
Primary	Facsimile	123 Summer Ave., Memphis, TN, 38138
→ (Please Select) ▼*	(Please Select) ▼*	* * *

1 ▼

Total: 1

Figure 5.19: 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**.

### 5.2.3 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:

**Operator - Aircraft**

**Office Code:** SO27 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 [Change Operator](#)

Manufacturer ▲	Model/Series	Registration Number	Engine Type	In Service	Weight Type
<input type="text"/>					
Boeing	B-737-832	N3762Y		Yes	
Boeing	B-737-832	N3768		Yes	
Boeing	B-737-832	N3732J		Yes	
Boeing	B-737-832	N3733Z		Yes	
Boeing	B-737-832	N3754A		Yes	
Boeing	B-737-832	N3755D		Yes	
Boeing	B-737-832	N3756		Yes	
Boeing	B-737-832	N3760C		Yes	
Boeing	B-737-832	N3757D		Yes	
Boeing	B-737-832	N3759		Yes	

3

Total: 460

 Add
  Edit
  Delete
  Copy
  Export

Figure 5.20: Operator—Aircraft

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

WebOPSS Home » CHDO » Maintain Operator Data » Aircraft » [Add](#)

### Add Aircraft

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

---

—| AIRCRAFT INFORMATION |—

Manufacturer: \*

Model/Series: \*

Registration Number: \*

In Service:

---

—| GENERAL |—

Nose Number:

Serial Number: \*

CFR: \*

Type Section 119 : \*

Kind of Operation: \*

Configuration: \*

---

—| AIRCRAFT PASSENGER SEATS |—

Certificated Seats:  ?\*

Demonstrated Seats:  ?\*

Installed Seats:  ?\*

---

—| DETAIL |—

Noise Stage: \*

Class of Operation: \*

En Route Type: \*

Condition:

Flight Attendants:

CRAF  
 Medical  
 Floor  
 Door

---

—| AUTHORIZATIONS |—

AAIP  
Authorization  
Canadian MNPS  
CAT I

→  
←

---

—| REMARKS |—

From Date Comment

Figure 5.21: 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.

---

**NOTE:** The **Model/Series** dropdown menu will not be available until a **Manufacturer** has been selected.

---

- c. Enter the **Registration Number** in the text field.
  - d. Check (default value) 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:** In most cases, the **CFR** dropdown menu will default to the operator's CFR and will be grayed out (inaccessible) for change. An exception is in the case of a split 121/135 operator, for which either "121" or "135" must be selected for the aircraft CFR.

---

- c. Select the **Type Section 119** for the aircraft operation 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.
5. Complete the Aircraft Passenger Seats section as follows:
  - a. Enter the Certificated Seats in the text field.
  - b. Enter the Demonstrated Seats in the text field.
  - c. Enter the Installed Seats in the text field.
  - d. Complete the Detail section as follows:
    - e. Select the Noise Stage from the drop-down list.
    - f. Select the Class of Operation from the drop-down list.
    - g. Select the En Route Type from the drop-down list.
    - h. Select the Condition from the drop-down list.
    - i. If applicable, enter the number of flight attendants in the Flight Attendants text field.
    - j. If applicable, select the Civil Reserve Air Fleet (CRAF) check box.
    - k. If applicable, further define the type of CRAF modification by selecting the Medical check box.
    - l. If applicable, further define the type of CRAF modification by selecting the Floor check box.
    - m. If applicable, further define the type of CRAF modification by selecting the Door check box.
6. 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.

---

- a. Click on the right arrow icon (➡) when all authorizations have been selected. The selected authorizations appear in the right window.
- b. Complete the Remarks section by entering any necessary Remarks in the text field.
- c. Click **Save**.
- d. If there are validation errors, an error message(s) appear at the top of the form. Correct the errors and click **Save** again.

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

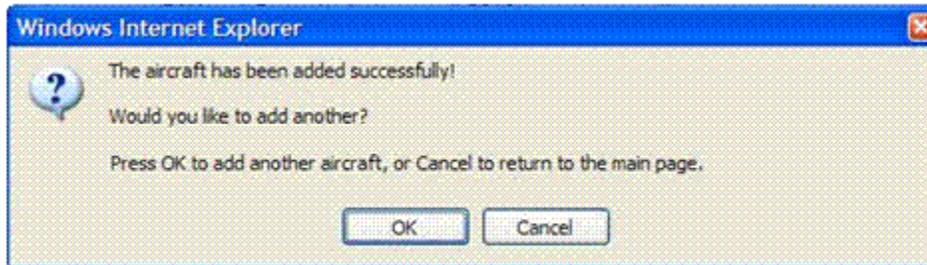


Figure 5.22: Added Aircraft Successfully

- e. To enter additional aircraft, click **OK**, and enter information for another aircraft, starting from step 2. Otherwise, click **Cancel** to return to the Operator – Aircraft page.

#### 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  Copy  Finish

Figure 5.23: 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:

**Bulk Edit** allows multiple aircraft to be edited and the same changes applied to all selected aircraft at one time.

1. In the left navigation area, under **CHDO > Maintain 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:

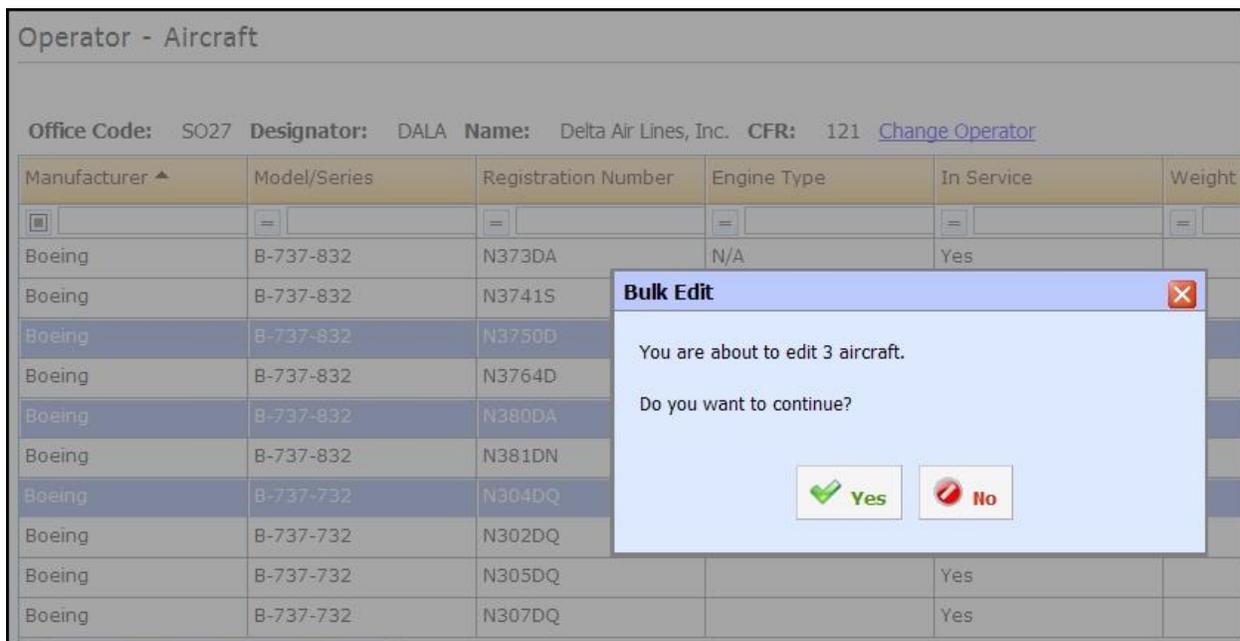


Figure 5.24: Bulk Edit Confirmation Box

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

### Edit Aircraft

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

Manufacturer	Model/Series	Registration Number	Engine Type	In Service	Weight Type	Nose Number	Serial Number	CFR	Type Section 119
Boeing	B-737-732	N304DQ	N/A	Yes	N/A	3604	29683	121	119.21(a)(1) - Domes
Boeing	B-737-832	N3750D	N/A	Yes	N/A	3750	32375	121	119.21(a)(1) - Domes
Boeing	B-737-832	N380DA		Yes	N/A	3710	30266	121	119.21(a)(1) - Domes

Total number of aircraft selected: 3

— AIRCRAFT INFORMATION —

In Service:  Yes  No

— GENERAL —

Type Section 119:

Kind of Operation:

Configuration:

— AIRCRAFT PASSENGER SEATS —

Certificated Seats:  ?

Demonstrated Seats:  ?

Installed Seats:  ?

— DETAIL —

Noise Stage:

Class of Operation:

En Route Type:

Condition:

Flight Attendants

	Yes	No
<b>CRAF</b>	<input type="radio"/>	<input type="radio"/>
Medical	<input type="radio"/>	<input type="radio"/>
Floor	<input type="radio"/>	<input type="radio"/>
Door	<input type="radio"/>	<input type="radio"/>

— AUTHORIZATIONS —

	Add	Remove		Add	Remove
129 Maintenance	<input type="radio"/>	<input type="radio"/>	ER-Ops	<input type="radio"/>	<input type="radio"/>
2-Engine ETOPS	<input type="radio"/>	<input type="radio"/>	Foreign Operations	<input type="radio"/>	<input type="radio"/>
3/4-Engine ETOPS	<input type="radio"/>	<input type="radio"/>	IFR Class G Airspace	<input type="radio"/>	<input type="radio"/>
AAIP	<input type="radio"/>	<input type="radio"/>	Long Term Storage/Maint.	<input type="radio"/>	<input type="radio"/>
Aerial Refueling	<input type="radio"/>	<input type="radio"/>	LRNS/LRCS	<input type="radio"/>	<input type="radio"/>
Air Ambulance	<input type="radio"/>	<input type="radio"/>	Magnetic Unreliability	<input type="radio"/>	<input type="radio"/>

— REMARKS —

Save
 Cancel

Figure 5.25: Bulk Edit Aircraft

5. Make the desired changes to any available fields on the Bulk Edit Aircraft page. Changes will be applied only to fields where the data has been selected or entered. Fields remaining blank will keep the original data for the aircraft being edited. Note some special instructions for Bulk Edit Aircraft below.

---

**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.**

---



---

**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.

---

- The **Demonstrated Seats** field is enabled for 121, 125 and 125M aircraft only. Since 121/135 operators maintain 121 and 135 aircraft, when the user is editing a set of 121 and 135 aircraft, the **Demonstrated Seats** field will be enabled and the system will apply modifications made to this field for the 121 aircraft only. For all other scenarios the **Demonstrated Seats** field will be enabled for 121, 125 and 125M aircraft only.

6. If **CRAF** are to be applied, select “Yes” for the desired options:

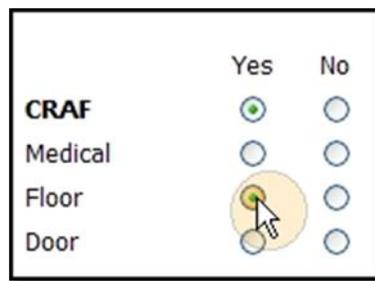


Figure 5.26: Default CRAF Selection

---

**HINT:** Clicking “Yes” for any of the **CRAF** options automatically selects the “Yes” option next to **CRAF**.

---

7. If no **CRAF** are to be applied, click the “No” option next to **CRAF**.

---

**HINT:** When editing the CRAF values for the selected aircraft under “DETAIL,” clicking the “No” option next to **CRAF** selects the “No” option for all **CRAF** options, Medical, Door, and Floor.

---

8. If aircraft authorizations are to be Added or Removed for the selected aircraft, under the “**AUTHORIZATIONS**” section, select the radio button(s) for the desired authorization(s).

---

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

---

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

#### To Delete an Operator Aircraft:

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. Only one aircraft may be deleted at a time.
3. Click **Delete**. A confirmation box appears.

---

**NOTE:** If the deleted aircraft is the last of a particular MMS for an operator and the MMS also has Airport use data assigned to it under **Maintain Operator Data – Airports**, the **Other Airport Data** for the MMS will also be deleted. A confirmation message appears to notify 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 from **Other Airport 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 > Maintain Operator Data**, click **Aircraft**. The **Operator—Aircraft** page appears.
2. Select the row of the desired operator aircraft.
3. Do one of the following:
  - a. 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.
  - b. Click **Copy**. The Copy Aircraft screen appears containing the copied aircraft information.
4. Enter the new **Registration Number**.

---

**HINT:** The registration number must be unique per operator.

---

5. Enter 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 > Maintain Operator Data**, click **Aircraft**. The **Operator—Aircraft** page appears.

2. Click **Export**. The File Download box appears.

---

**HINT:** All Operator Aircraft will be exported. Individual row selection(s) are ignored.

---

3. Do one of the following:
  - a. Click **Open** to open a Microsoft Excel file containing all of the Aircraft list data.
  - b. 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.

## 5.2.4 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 Available and Assigned Airport lists. 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:

Operator - Airports

Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121 [Change Operator](#)

Available Airports

Location ▲	Name	ICAO Code	IATA Code	Country
<input type="text"/>				
	AUKI	AGGA	GGA	Afghanistan
	CASABLANCA (ACC/FIC)	GMMM	MMM	Angola
	Bhart FAA location	OZ05	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

1 ▼

Total: 18234

↓ ↑

Assigned Airports

Location ▲	Name	ICAO Code	IATA Code	Country	Aircraft Assigned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	-----	016A	ddd	United States	Yes
	NORTH BEND MUNI,OR.	KOTH	OTH	Albania	Yes
	-----	kp19	---	Antigua And Barbuda	No
	Musarrat Airport Location	OZ08	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

1 ▼

Total: 360

Other Airport Data Export Assigned Airports Data

Figure 5.27: Operator—Airports

- If the desired airport does not appear in the **Assigned Airports** list, find it first in the **Available Airports** list, select the row, and select the down arrow (↓) to move it to the **Assigned Airports** list.
- Select an operator airport from the **Assigned Airports** list.

---

**HINT: Available Airports** and **Assigned Airports** lists appear on multiple pages in groups of ten. If you do not see the airport you are looking for, it may be on another page. Use the down arrow to the right of the page number (1 ▼) under the grid to change the page.

---

- Click **Other Airport Data**. The Other Airport Data page appears:

### Other Airport Data

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

Aircraft Authorization, Provisional Airports and ETOPS Data: 01CL

Boeing

- B-707
  - Alternate  Refueling  Regular  Provisional  ETOPS Alternate  Polar Ops
- B-727
  - Alternate  Refueling  Regular  Provisional  ETOPS Alternate  Polar Ops
- B-737
  - Alternate  Refueling  Regular  Provisional  ETOPS Alternate  Polar Ops
- B-757
  - Alternate  Refueling  Regular  Provisional  ETOPS Alternate  Polar Ops
- B-767
  - Alternate  Refueling  Regular  Provisional  ETOPS Alternate  Polar Ops
- B-777
  - Alternate  Refueling  Regular  Provisional  ETOPS Alternate  Polar Ops

Back
 Save
 Category and Runway
 Provisional Airports

Figure 5.28: Other Airport Data

**To Edit Airport Aircraft:**

1. In the left navigation area, under **CHDO > Maintain 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.
8. Click **Category and Runway**. A Category and Runway Data table appears:

**Category and Runway**

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

Category and Runway Data:

Make/Model/Series ▲	Runway	Runway Category	Special Limitation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B-707-131B	Musarrat	CAT II (1200 RVR)	test limitations
B-707-300C	Musarrat	CAT II (1200 RVR)	test limitations

1 ▼

Figure 5.29: 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).

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

**Category and Runway**

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

Category and Runway Data:

Make/Model/Series ▲	Runway	Runway Category	Special Limitation
B-707-131B	Musarrat	CAT II (1200 RVR)	test limitations
B-707-300C	Musarrat	CAT II (1200 RVR)	test limitations
→ B-707-131B B-707-300C *	(Please Select) ▼ *	(Please Select) ▼ *	

1 ▼

Total: 2

 Save  Cancel

Figure 5.30: Adding Category and Runway Data

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

### 5.2.5 Authorized Areas

An Authorized Area is a geographically bounded area of navigation defined by Headquarters. Certain documents may be associated with a specific Authorized Area. An authorized user assigns an Authorized Area to an operator 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 notes and 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, and add, edit, delete, or assign notes and reference documents. 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 default Reference Documents associated with that Authorized Area appears on the Reference Documents tab at the bottom of the screen.

### To Add/Remove Territories:

See “5.2.6 Territories” section on page 67.

### To Add Territory Notes:

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

WebOPSS Home » CHDO » Maintain Operator Data » [Authorized Areas](#) [Help](#)

### Operator - Authorized Areas

**Office Code:** SO27 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 [Change Operator](#)

Available Authorized Areas

Name ▲
<input type="checkbox"/>
_USA/name no\svs
All-authorized area
Arctic - The Arctic Ocean including Canadian MNPS airspace and the Area of Magnetic Unreliability as established in the Canadian AIP
Automation Authorized Area1
Bermuda - Island of Bermuda
Canada
Central America
Countries and Islands of East Asia
Countries of South Asia and the Indian Ocean
Countries of the Near East
David - AA
Delete this AA
Hong Kong and Macau



Total: 25

Status ▲	Name	Reference Paragraphs	Notes
<input type="checkbox"/>		=	=
	Africa & Africa	A001, A003, B031, B032, B036, B450	
	Africa - Somalia, SFAR 107	B031, B032, B450	
	Asia - Excluding North Korea	A002, B031, B032, B034, B042, B044, B046, B45	
	Atlantic Ocean - The Atlantic Ocean South of New	A056, B031, B032, B034, B036, B042, B043, B04	
	Authorized area-Unites states	A001, A002	
	Caribbean Sea - Including the islands/nations, bu	B031, B032	
	USA - The 48 contiguous United States and the D	A056, B031, B032, B034, B035, B046	
	USA - The State of Hawaii	B031, B032, B034, B035, B036, B046	

1 ▼

 Total: 30

Figure 5.31: 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 Add/Remove Territories page appears:

### Add/Remove Territories

**Office Code:** FS20 **Designator:** WOTA **Name:** 121\_WO\_FS00 **CFR:** 121  
 Caribbean Sea - Including the islands/nations and the Havana FIR:

Authorized Areas Map

**Type**

- None
- Include
- Exclude
- Overflight

**Nav Type**

Select

PAN

◀ 00000000 ▶

450 km  
250 mi

Included   Excluded   Overflight

Name ▲

Cuba

Total: 1

Notes   Reference Documents

Note Number ▲	Note	Assigned
1	B757-300 (PW2040) ETOPS area approved.	No
2	Overflight of Iraq above FL 200 only.	No
3	Temporary authorization to conduct ETOPS validation flights in accordance with B342 in Indian Ocean. Authorization limited to validation flights conducted with A-330-243 with RB772B-60 engines only.	No

Total: 3

Figure 5.32: Add/Remove 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.

- Click **Add**. The Notes and Reference Documents table changes and a notes text area appears **above** the Notes grid:

Note Number ▲	Note
1	Test
3	Musarrat is testing.

Figure 5.33: Add Authorized Area Note

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

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

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

#### To Edit Notes:

- In the left navigation area, under **CHDO > Maintain Operator Data**, click **Authorized Areas**. The Operators—Authorized Areas page appears.
- Select an Authorized Area from the **Assigned Authorized Areas** list.
- Click **Add/Remove Territories**. The Add/Remove Territories page appears.
- Select the desired note in the Notes and Reference Documents table at the bottom of the page.
- Click **Edit**. The Notes and Reference Documents table changes and the notes text area appears **above** the Notes grid.
- Make the appropriate changes.
- 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 Add/Remove 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 Authorized Area can be deleted. However, users must remember that the Notes table will show all notes entered for all the assigned areas; e.g., 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 Assigned Authorized Area. If an assigned note is selected for deletion, the following error message will appear above the Notes tab: **“Assigned Notes cannot be deleted.”**

---

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 Add/Remove Territories page appears.
4. Select the desired note in the Notes table at the bottom of the page.
5. Click **Assign/Un-Assign**. The Notes table changes to display “Yes” in the **“Assigned”** column for the selected note.

---

**NOTE:** The **Assign/Un-Assign** button is a toggle feature. Using the Assign/Un-Assign button will change the selected note to the opposite of its current state, i.e., from “No” to “Yes” or from “Yes” to “No.”

---

**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 Add/Remove Territories page appears.
4. Select the **Reference Documents** tab above the table at the bottom of the page:

Notes			Reference Documents		
Part ^	Para	Title			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
B	033	Terminal Flight Rules, Limitations, and Provisions			
B	343	Fuel Reserves for Flag and Supplemental Operations			
C	050	A004 New authorizing template 25 april.			
1 ▾					
<input type="button" value="Add"/> <input type="button" value="Delete"/>					

Figure 5.34: Reference Documents

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

WebOPSS Home » CHDO » Maintain Operator Data » Authorized Areas » Add/Remove Territories » [Add](#)

## Add Reference Documents

Authorized Area: Indian Ocean - Including the islands/nations

CFR:  \*

Part:  \*

Para:  \*

Figure 5.35: Add Reference Documents

- 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.

---

- Select the **Part** from the drop-down menu.
- 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 CFR/Part/Para to be added.
10. Click **Back** to return to the Add/Remove Territories page.
11. To view the Reference Document just created, do one of the following:
  - a. Click **Authorized Areas** in the breadcrumb path at the top of the screen, then select the same Authorized Area selected in Step 2 above.
  - b. Click **Back**, then select the same Authorized Area selected in Step 2 above.
  - c. 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 Add/Remove Territories page appears.
4. Select the **Reference Documents** tab in the table at the bottom of the page.
5. Select the desired Reference Document to be removed from the list.
6. Click **Delete**. A confirmation box appears.
7. Click **Yes**. The reference document is removed from the Reference Documents
8. table.

---

**NOTE:** Some reference documents have been designated by HQ as required for the area and may not be deleted. If a user attempts to delete a required reference document, the following error message will appear above the Reference Documents tab: “**You cannot delete this reference document.**”

---

### 5.2.6 Territories

An Authorized Area may further be defined by an operator’s authorized use of Territories within the area.. An authorized WebOPSS user can:

- Specify whether a territory should be included or excluded in a group
- Identify territories that are allowable to fly over
- Add, edit, delete, or assign notes

To manipulate operator territories, the operator must first have the desired area assigned in the **Assigned Authorized Areas** table. If there are no Assigned Authorized Areas or the desired area is not assigned, the user must first assign it to the operator. 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:



**Add/Remove Territories**

**Office Code:** FS20 **Designator:** WOTA **Name:** 121\_WO\_FS00 **CFR:** 121  
**Caribbean Sea - Including the islands/nations and the Havana FIR:**

Authorized Areas Map

**Type**

- None
- Include
- Exclude
- Overflight

**Nav Type**

Select

PAN

( - ) 0000000 ( + )

450 km  
250 mi

Included   Excluded   Overflight

Name ▲

Cuba

Total: 1

Notes   Reference Documents

Note Number ▲	Note	Assigned
1	B757-300 (PW2040) ETOPS area approved.	No
2	Overflight of Iraq above FL 200 only.	No
3	Temporary authorization to conduct ETOPS validation flights in accordance with 8342 in Indian Ocean. Authorization limited to validation flights conducted with A-330-243 with RB772B-60 engines only.	No

Total: 3

Figure 5.37: Assign Territories

4. Under **Nav Type** on the right side of the map, do one of the following :
  - a. 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 for inclusion, exclusion, or overflight or to return to the default state of None under the **Type**.

---

- b. 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:

---

**HINT:** You cannot select a territory for inclusion on the map for inclusion, exclusion, or overflight when the map Nav Type is in PAN mode.

---

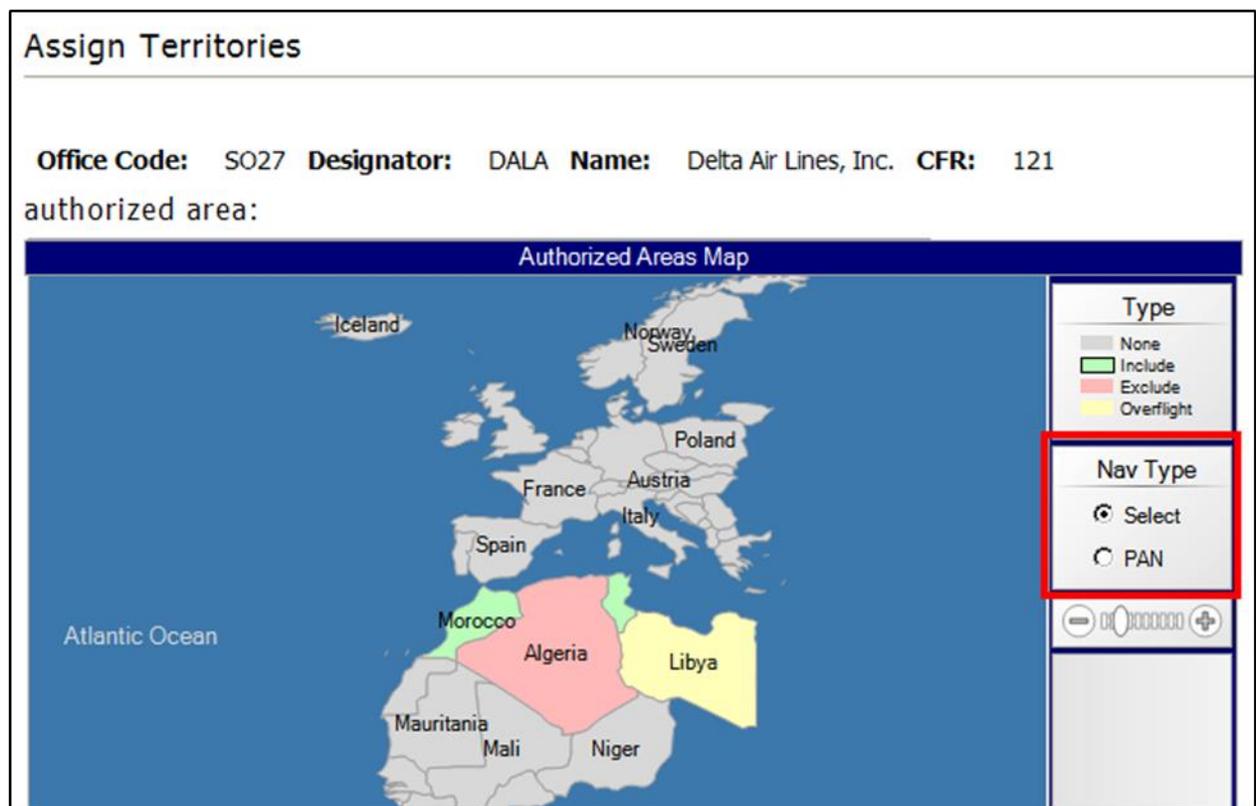


Figure 5.38: Map Functionality

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:

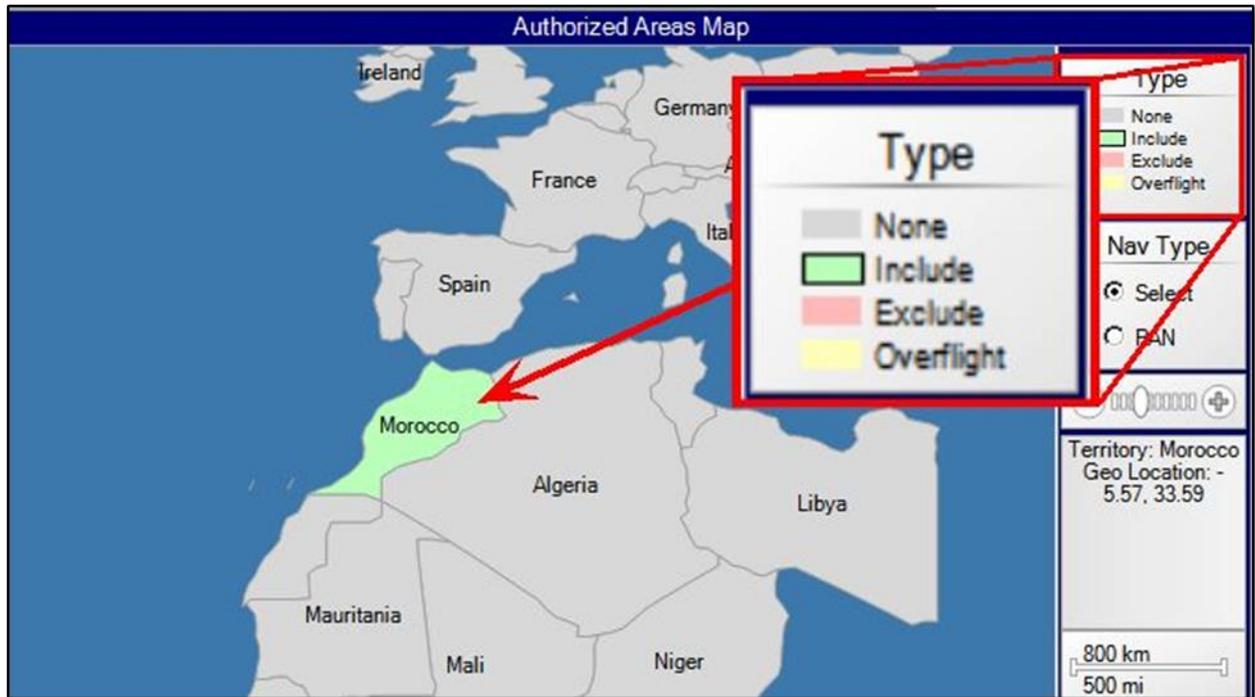


Figure 5.39: Include a Country

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

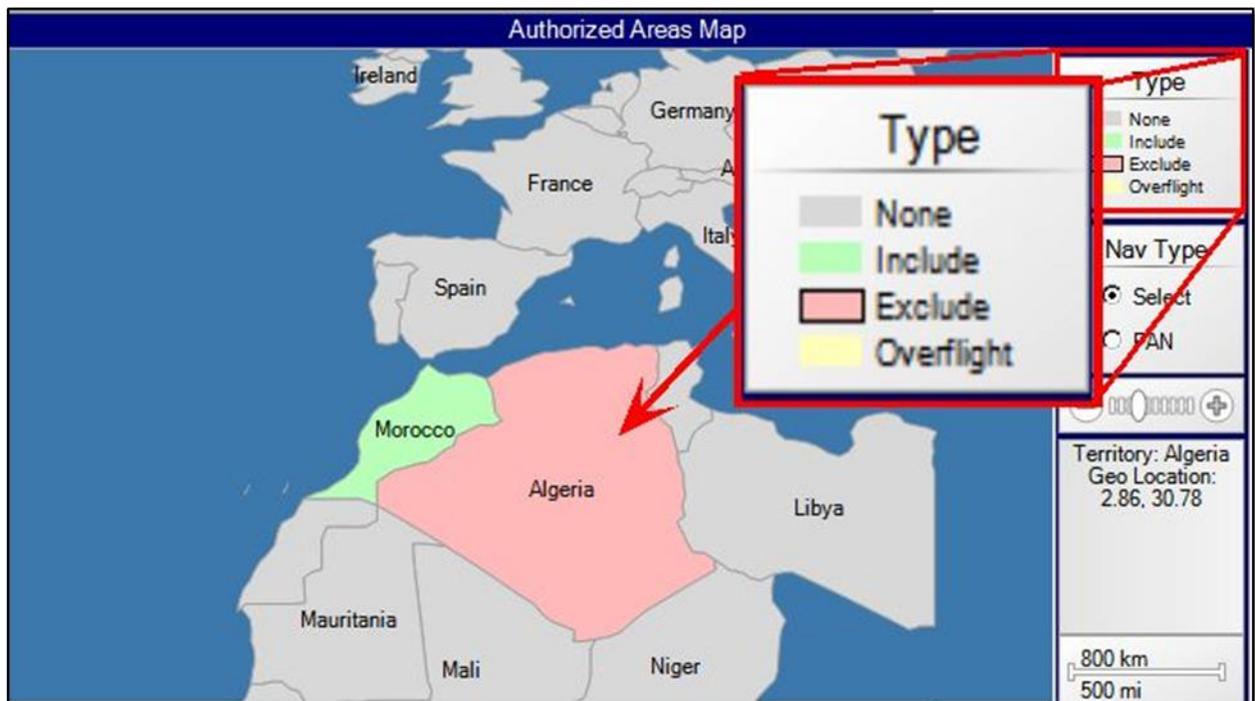


Figure 5.40: Exclude a Country

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

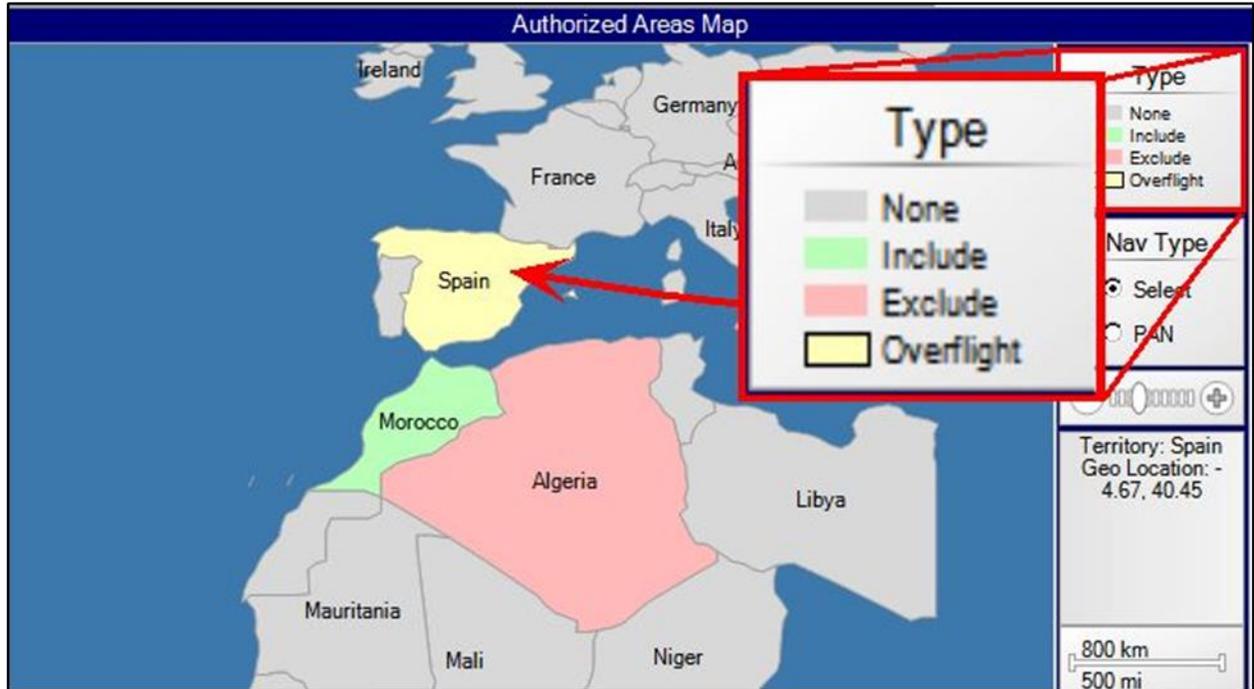


Figure 5.41: Overflight a Country

---

**NOTE:** The **Overflight** option indicates those countries for which the operator is only authorized to fly over but not to land.

---

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

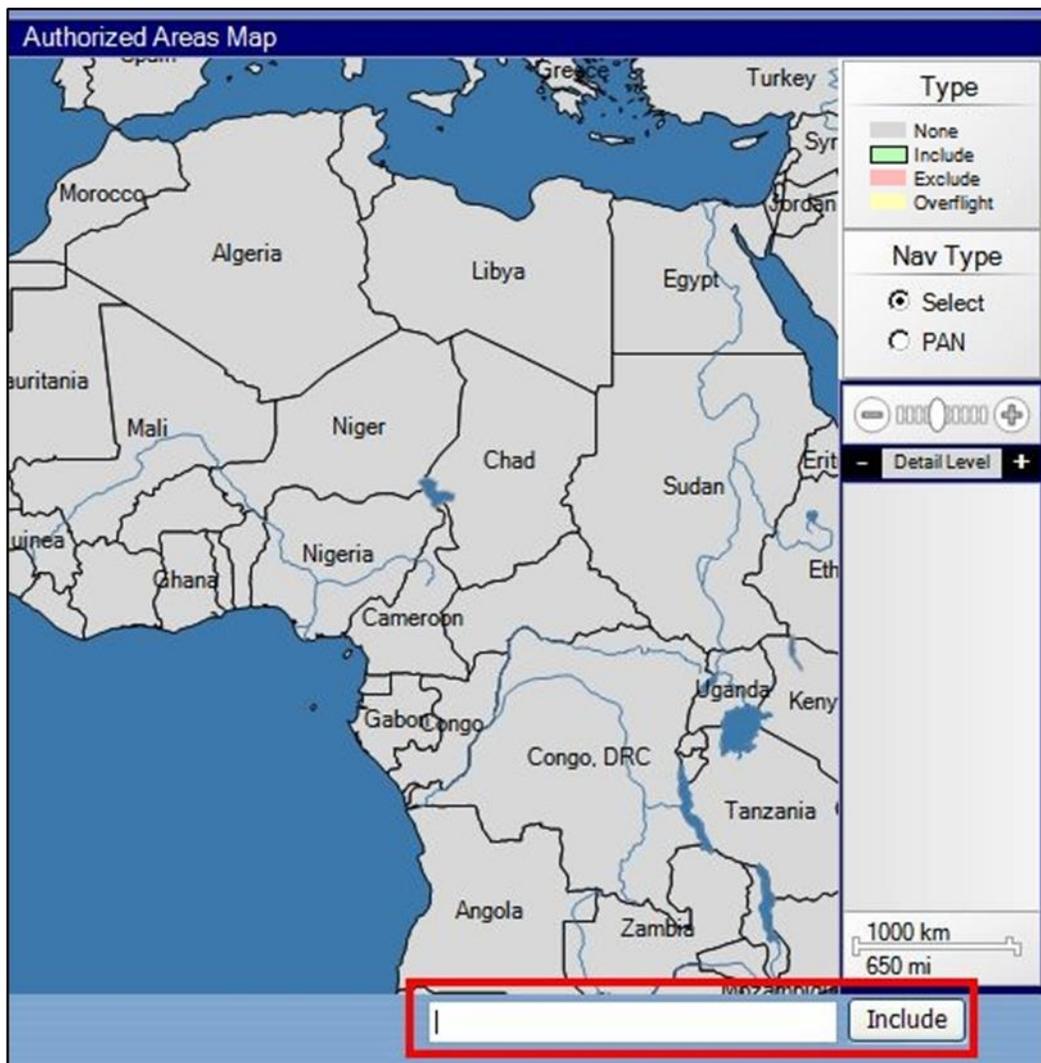


Figure 5.42: Selecting a Country for Include, Exclude, or Context

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



Figure 5.43: 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.

#### 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 Add/Remove Territories page appears.
4. In the Territory table under the map, select the desired territory type tab:

Included Excluded Overflight		
	Name ▲	Economic Authority
<a href="#">Edit</a>	Australia	
<a href="#">Edit</a>	Canada	
<a href="#">Edit</a>	Morocco	test 1
<a href="#">Edit</a>	Sudan	
<a href="#">Edit</a>	Tunisia	

Figure 5.44: Territory Table

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

Included Excluded Overflight		
	Name ▲	Economic Authority
<a href="#">Update</a> <a href="#">Cancel</a>	Australia	<input type="text"/>
<a href="#">Edit</a>	Canada	

Figure 5.45: Edit Territory

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

### 5.2.7 Deviations

Operator Deviations are authorizations that allow for a change to, or “deviation” from, existing procedures or standards. Within WebOPSS, available deviations are managed by Headquarters which identifies the regulatory authority allowing for the deviation, the section of the regulations being deviated from, and a brief description of the deviation. WebOPSS supports the ability for any authorized user to assign a deviation to an Operator and add or edit conditions and limitations to an operator’s list of assigned deviations.

When manipulating operator deviations, the user will see two lists: the Available Deviation List and the Assigned Deviation List. To assign a 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**. The user will be prompted to add any Conditions and Limitations for the deviation when assigning it to the operator.

### To Edit the Conditions and Limitations of a Deviation:

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

**Operator - Deviations**

Office Code: S027 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...

1 

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

1 

Total: 9

 Edit

Figure 5.46: 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 applicable conditions and limitations.
5. Click **OK**. The **Assigned Deviations List** changes to reflect the addition.

#### **To Export the list of Available Deviations:**

1. In the left navigation area, under **CHDO > Maintain Operator Data**, click **Deviations**. The **Operators—Deviations** page appears.
2. Enter any desired filter criteria to customize the export. Type text in the filtering row (first row) in the **Available Deviations** list. Then click outside the field where you typed.
3. Click **Export** under the **Available Deviations** list. The File Download box appears.
4. Do one of the following:
  - To open a Microsoft Excel file containing all of the Available Deviations, click **Open**.
  - To choose a file location on a local computer in order to save the Excel file containing all of the Available Deviations, click **Save**.

### 5.2.8 Exemptions

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. If an operator is granted exemption authority through the rulemaking process, the grant of exemption will be added to the list of Available Exemptions in WebOPSS by Headquarters. The operator must document the use of the exemption to include any specific conditions and limitations through their authorizing documents. WebOPSS allows authorized users to manage exemption assignments to a specific operator.

When manipulating operator exemptions, the user will see two lists: the **Available Exemptions** list and the **Assigned Exemptions** list. 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 are multiple options for searching and filtering to locate the desired exemption:

1. Use the controls and fields at the top of the screen, in the rectangle containing the **Search** button. Then click **Search**.
2. Type text in the filtering row (first row) of the appropriate exemption list. Then click outside the field where you typed.

#### **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:

**Operator - Exemptions**

Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121 [Change Operator](#)

Search Area:  Available  Assigned

Revision Date: Current Expiration Date:  No Expiration Date  Never Expires Expires: before

Description:

Search

**Available Exemptions**

Exemption #	Description	Revision	Status	Petitioner	Expiration Date
7007	<a href="#">SIGHTSEEING FLIGHTS WITHO...</a>	(Original)	Granted	NORTH VALLEY PILOTS ASSOC...	09/26/1999
7008	<a href="#">SIGHTSEEING FLIGHTS WITHO...</a>	(Original)	Granted	JETS BOOSTERS CLUB	09/26/1999
7009	<a href="#">DFDR</a>	(Original)	Granted	AVIATION VENTURES INC	01/31/2000
7009	<a href="#">DFDR</a>	A	Letter Extension and Amendme	AVIATION VENTURES INC	01/31/2002
7009	<a href="#">DFDR</a>	B	Extension and Amendment	Vision Air	01/31/2004
7010	<a href="#">SIGHTSEEING FLIGHTS WITHO...</a>	(Original)	Granted	PHOENIX AIR MEDICAL SERVI...	10/16/1999
7012	<a href="#">SIGHTSEEING FLIGHTS WITHO...</a>	(Original)	Granted	FULLERTON CHAPTER OF THE...	10/03/1999
7013	<a href="#">SIGHTSEEING FLIGHTS WITHO...</a>	(Original)	Granted	SEELEY, MICHAEL D.	10/03/1999
7017	<a href="#">Level C or D flight simul...</a>	(Original)	Denied	T-BIRD AVIATION INC	-
7018	<a href="#">Level C or D flight simul...</a>	(Original)	Denied	ELITE AVIATION INC	-

1 Total: 13544

**Assigned Exemptions**

Exemption #	Description	Revision	Status	Petitioner	Expiration Date	Remark
3585	<a href="#">Pilot in Command without...</a>	M	Granted	Air Transport Association...	06/30/2003	
3585		O	Extension and Amendment	Air Transport Association...	06/30/2007	
4298	<a href="#">B767 FA Seat</a>	H	Letter Extension	Air Transport Association...	03/31/2003	Test Add Save and Edit Aave
4298		I	Granted	Air Transport Association...	03/31/2005	
4298		J	Extension and Amendment	Air Transport Association...	03/31/2007	
4416	<a href="#">Pictorial Preflight</a>	H	Letter Extension	Air Transport Association...	09/30/2002	
4902	<a href="#">Maintenance</a>	G	Letter Extension and Amendme	Air Transport Association...	02/28/2002	
4902	<a href="#">Maintenance</a>	H	Extension and Amendment	Air Transport Association...	02/28/2004	
4902		I	Extension and Amendment	Air Transport Association...	02/28/2006	
5318		H	Granted	Air Transport Association...	07/31/2005	

1 Total: 32

Add Remark Delete Remark

Figure 5.47: Operator—Exemptions

- Next to “Search Area,” click the circle indicating whether the desired exemption is in the **Available** or **Assigned Exemptions** lists.
- 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.
3. Click **Edit Remark**. The Exemption Remark window appears.

---

**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.

---

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.

## 5.2.9 Insurance

WebOPSS supports the ability to display aircraft accident liability insurance and air taxi and commuter air carrier exemption information. Authorized CHDO users are able to see the particulars of each insurance policy and whether or not any aircraft are associated with that policy. Insurance information cannot be manipulated from within WebOPSS CHDO.

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">[Multiple Policies]</a>	Approved (Active)	<a href="#">[Multiple Insurers]</a>	Large Aircraft	True	False
<a href="#">SIHL1-8531 &amp; SIHL1-8532</a>	Cancelled	United States Aircraft Insurance Group#1	Large Aircraft	True	False

Figure 5.48: Operator—Insurance

---

**HINT:** The Insurance policy information displayed is based on most recent **Status** update to each policy; the historical data of each policy is not shown (e.g., previous coverage levels, aircraft covered).

---

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.

**5.2.10 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

Figure 5.49: Operator—Personnel

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

### Add Personnel

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

---

—| PERSONNEL INFORMATION |—

First Name: \*

Middle Name:

Last Name: \*

Suffix:

FAA Recognized Position Title: \*

Equivalent Position Title:

Personnel Type:

Management Personnel (A006)

Other Designated Persons (A007)

Agent For Service

---

—| AUTHORIZED TO SIGN THE FOLLOWING PARTS |—

A

B

C

D

E

S

 Save

 Cancel

Figure 5.50: 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.

## 5.2.11 DBAs

The WebOPSS system organizes Doing Business As (DBA) names and allows authorized users to add, edit, and delete DBAs from the list of authorized DBA names for an operator.

**To Add a DBA:**

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

### Operator - DBAs

**Office Code:** SO27 **Designator:** DALA **Name:** Delta Air Lines, Inc. **CFR:** 121 [Change Operator](#)

Name ▲
<input type="checkbox"/>
Arara
Delta
Delta Air Lines
Delta Air Lines Inc.
Delta Express
Delta Shuttle
Song

1 ▼

 **Add**  **Edit**  **Delete**

Figure 5.51: Operator—DBAs

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

**Operator - DBAs**

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

Name ▲
Delta
Delta Air Lines
Delta Air Lines Inc.
Delta Express
Delta Shuttle
Song
<input type="text"/>

→  \*

Figure 5.52: 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.

## 5.3 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 Edit an Inspector's Contact, Office, and Personal information:

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

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

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

Total: 82





Figure 5.53: Inspectors

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

### Edit User

---

**CONTACT INFORMATION**

E-mail:

Available Office(s):   
 Alaska airline ltd  
 Albany (ALB - FSDO)  
 Albuquerque (ABQ - FSDO)  
 Allegheny (AGC - FSDO)  
 Allentown FSDO (ABE - FSDO)

Assigned Office(s):

Primary Office: Alabama and Northwest Florida (FSDO)

Make Primary  Use Address

Street (line 1):

Street (line 2):

City:

Country:

State/Province:

Postal Code:

---

**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:

Middle Name:

Last Name:

Suffix:

---

**SECURITY**

Roles:

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

Figure 5.54: Edit User (top half)

3. Make the appropriate changes.
  - a. To edit the Assigned Office(s), highlight the desired office in either the Available Office(s) or Assigned Office(s) list and use the arrow keys to assign() or remove () an office from the assigned list.
  - b. To designate an Assigned Office as the Primary Office, select it in the Assigned Office list and click Make Primary.
  - c. To use the Address of an Assigned Office as the user's address, select the office in the Assigned Office list and click Use Address.
4. Click **Save**. The changes appear in the Inspectors table.

**To Edit an Inspector's OperatorAssignment(s):**

1. In the left navigation area, under **CHDO**, click **Maintain Inspectors**.
2. Do one of the following to **Edit** an Inspector:
  - a. Select the row of the desired Inspector, then click **Edit**. The Edit User form appears.
  - b. Click the hyperlink in the "Inspector Name" column. The Edit User form appears. Scroll to the "INSPECTOR/ASA MAINTENANCE" area at the bottom of the form:

INSPECTOR/ASA MAINTENANCE

Inspector Code: MGE\*

Inspector Type:  AWOPM  MGR  PAI  PMI  POI  TCPM

Office Code: (All)

Available Operators

Designator	Name	Office Code	CFR	AWOPM	MGR	PAI	PMI	POI	TCPM
002R	003_145 Repair Stations	TEST	145	No	No	Yes	Yes	No	No
052C	C052Test	TEST	121	No	No	No	No	No	No
061Q	CFR 61 Test Operator	TEST	61	No	No	No	No	No	No
113A	113 Single Pilot	TEST	135	No	No	Yes	Yes	Yes	No
120A	121 Sample Templates	FS20	121	No	No	No	No	No	No
128F	foreign	TEST	129	No	No	Yes	Yes	Yes	No
141V	141 - Test Operator	TEST	141	No	No	No	Yes	No	No
142W	VAL142PRO_06051998	FS00	142	No	No	No	No	No	No
147T	Test 147	TEST	147	No	No	No	No	No	No
1Z2A	1X2 Single Pilot Inc.	TEST	135	No	No	No	No	No	No

Total: 115

Assigned Operators

Designator	Name	Office Code	CFR	AWOPM	MGR	PAI	PMI	POI	TCPM
137G	VAL 137 FSDO	FS20	137	<input type="checkbox"/> No	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
345C	VAL 121C certificate	FS20	121	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
PILS	VAL 141 FSDO	FS20	141	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
V12A	VAL 121 FSDO	FS20	121	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
V145	VAL 145 FSDO	FS20	145	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
V19K	VAL 091K FSDO	FS20	91K	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
V23C	VAL 121/135 FSDO	FS20	121/135	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
V24F	VAL 129.14 FSDO	FS20	129.14	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
V25M	VAL 125M FSDO	FS20	125M	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
V33L	VAL 133 FSDO	FS20	133	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

Total: 17

Save Cancel

Figure 5.55: Edit User (bottom half) | INSPECTOR/ASA MAINTENANCE |

3. Check or uncheck the boxes for **Inspector Type** (e.g., POI), as appropriate.
4. To add an operator to the Inspector's **Assigned Operators**, highlight the desired operator in the Available Operators and use the down arrow (↓) to move it to Assigned Operators.
5. To remove an operator from the Inspector's **Assigned Operators**, highlight the desired operator in Assigned Operators and use the up arrow (↑) to remove it from the list.
6. To assign/un-assign the Inspector as the Principal Inspector of a particular Inspector Type (e.g., POI, PMI, PAI) for an Assigned Operator, in Assigned Operators, check the box in the column of the desired Inspector Type and in the row of the desired operator (e.g., POI for VAL 121 FSDO airline).

---

**HINT:** The Inspector must have the desired box checked for **Inspector Type** to be assigned as that Inspector Type for an Assigned Operator.

---

**NOTE:** Each of the Inspector Type columns in the Assigned Operators list contains two pieces of information:

- A checkbox indicating whether the Inspector/User being Edited is assigned as the Inspector Type for the operator, and
  - Either a “Yes” or a “No” indicating whether the operator already has another user assigned as the principal Inspector Type for the operator.
- 

**HINT:** Checking a box that has “No” next to it will not automatically change the “No” to a “Yes.” The Inspector is not assigned as the Principle Inspector Type until the changes to Edit User are saved.

---

7. Click **Save**.

#### **To Delete an Inspector:**

---

**HINT:** Deleting an inspector will delete the user from WebOPSS. To remove an Office assignment from an inspector with more than one **Office Code** assigned, **Edit** the Inspector and **Remove** the office from the user’s **Assigned Office(s)** list. Refer to the instructions to **To Edit an Inspector’s Contact, Office, and Personal information**, above, in this section.

---

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 WebOPSS.
- 

**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 desired **Inspector Type** if the Inspector is assigned to more than one.
  3. Select the row of the desired Inspector.
- 

**HINT:** Do not click on the Inspector Name link. Click elsewhere within the row to highlight it.

---

4. 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**

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

Total: 28

 Replace

Figure 5.56: Reassigning an Inspector

5. Select an operator in the **Assigned Operators** table.
6. Select an Inspector in the **Available Replacements** table.
7. Click **Replace**. A confirmation box appears.
8. Click **Yes**. The selected operator has been removed from the Inspector's Assigned Operators list.

## 6. Authorizing Documents Management

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

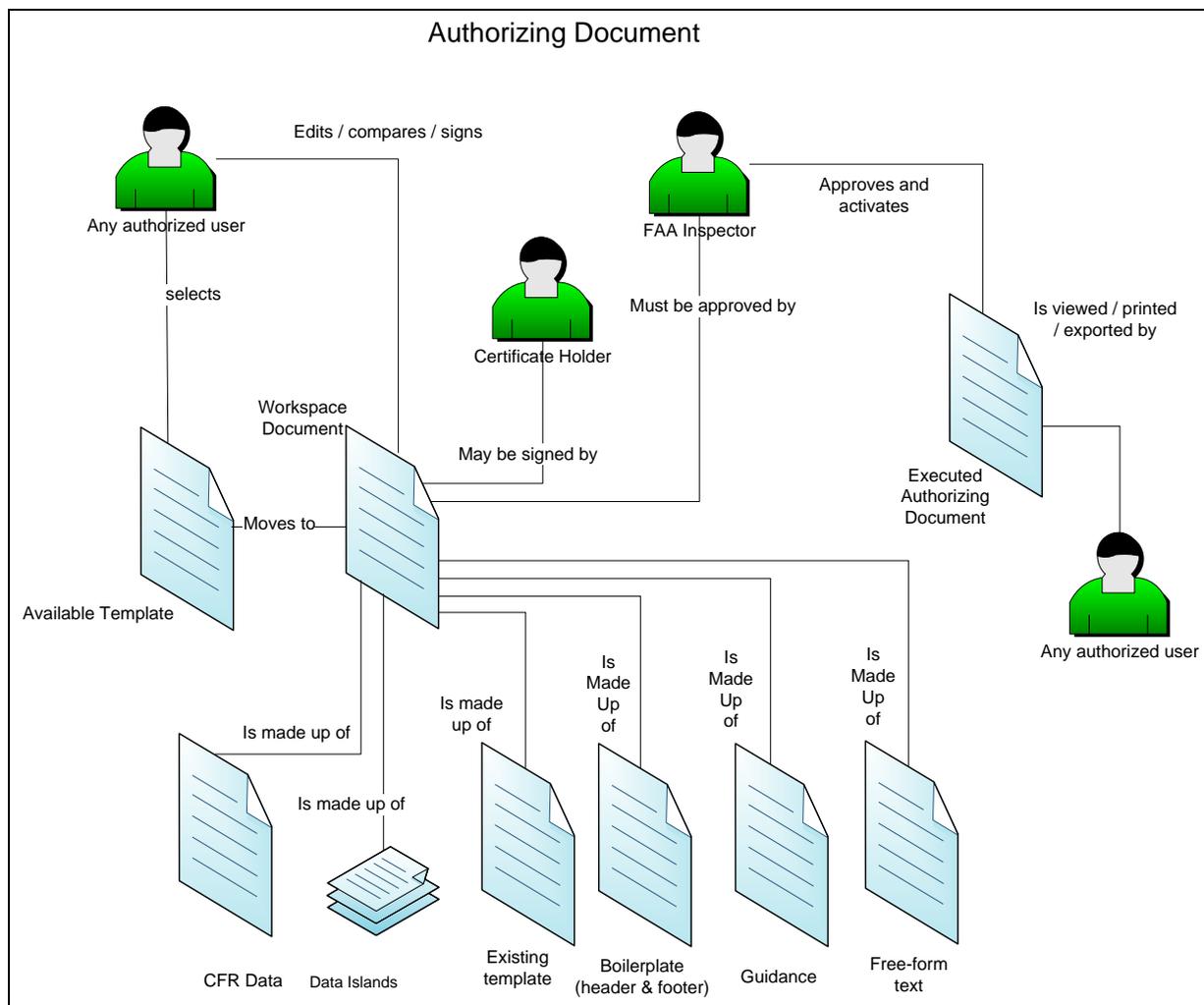


Figure 6.1: Authorizing Documents Process

The documents created and issued by the FAA through WebOPSS are collectively referred to as “Authorizing Documents.” Authorizing Documents maintained in WebOPSS are the legal documents by which the FAA authorizes air carriers and air agencies to operate and delineates their operational requirements, conditions, and limitations. Each authorizing document forms a legal contract between the FAA and the operator. These documents include, but are not limited to, the following:

- **Operations Specifications (OpSpec)** — issued to certificate holders under multiple CFR Parts, including those identified in Title 14 of the Code of Federal Regulations (14 CFR) Part 119.
- **Management Specifications (MSpec)** — issued to Program Managers who conduct fractional ownership operations under 14 CFR Part 91, Subpart K.

- **Training Specifications (Training Specs)** — issued to training centers and schools under multiple CFR Parts.
- **Letters of Authorization (LOA)** — issued for certain authorizations under 14 CFR Part 91 and other CFR Parts.

While the authorizing documents have different names and serve different purposes, they follow the same general process in WebOPSS:

1. The system displays the available templates.
2. A user (whether from the FAA or Industry) selects a template and makes a draft of it in Workspace. It is now known as a Document.
3. The user specifies the data necessary to complete the document.
4. The FAA user digitally signs the document. The Industry counterpart may also sign the document digitally or manually.
5. The FAA user activates the document.

## 6.1 Authorizing Documents

The Authorizing Documents section allows the user to manage the documents issued to an operator based on a set of templates created by Headquarters. The Authorizing Documents page has four tabs from which the user can access and modify authorizing document information for an operator:

- 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 a column with Control icons that indicate the status of the template on which the document is based, which might restrict it from being moved or issued:

- **Stop** (  ): This icon appears in the “Control” column when the template on which a document was based has been superseded by a mandatory revision; or when the template for the CFR/Part/Para has a newer version resulting from a mandatory revision.
- **Go** (  ): This icon appears in the “Control” column when the template revision is current. When seen under Available, this means that the template can be safely moved to Workspace. When seen in Issued, this means that the Issued document is the most current version of the document.
- **Yield** (  ): This icon appears in the “Control” column when the template on which a document was based has been superseded by a non-mandatory revision; or when the template for the CFR/Part/Para has a newer version resulting from a non-mandatory revision.

- **Expires** (

While some of the Authorizing Document tabs offer functions specific to the document interactions 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:

Authorizing Documents

Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121 [Change Operator](#)

Available Workspace Issued Archived

Part	Para	Type	Issued Rev	Control	Copy	Title	Status	Effective Date	Amendment
A	001	S	31i		18	<a href="#">Issuance a (...)</a>	Active	01/15/2009	9
A	002	S	100		10	<a href="#">Definition (...)</a>	Active	01/27/2009	8
A	003	S	12a		18	<a href="#">Issuance a (...)</a>	Active	03/18/2009	5
A	004	S	000		43	<a href="#">New A004 w (...)</a>	Active	05/18/2009	38
A	006	S	100		29	<a href="#">Management (...)</a>	Active	01/13/2009	26
A	007	S	070		31	<a href="#">Other Desi (...)</a>	Active	03/02/2009	25
A	008	S	01d		5	<a href="#">Operationa (...)</a>	Active	01/15/2009	4
A	008	S	01d		4	<a href="#">Operationa (...)</a>	Active - FAA & Ind	09/21/2005	3

View Archive Move Copy to Workspace Review

Export/Print Compare History Guidance Impacts

Figure 6.2: Authorizing Documents

2. Do one of the following to view a read-only version of the document:
  - a. Under any tab, select the row of the desired document and click **View**. A separate window opens displaying the document content.
  - b. 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 content.

**NOTE:** To close the document view, use the Close Window button (X) in the upper right-hand corner of the window.

### To Review a Set of Authorizing Documents for Currency:

**NOTE:** **Review** generates a report of the currency of an operator's Authorizing Documents compared to the most recent template revisions for the operator's 14 CFR Part and any optional authorizations authorized in the operator's A004.

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

**Paragraph Review**

Part	Para	Copy	Type	Rev	NonMandatory	Always Auth
A	056	5	S	01	a	Y
A	332	5	N	01	0	Y
A	353	1	N	00	0	Y
A	502	3	S	00	a	Y
A	522	2	N	00	0	Y
A	525	2	N	01	0	Y
A	529	3	N	00	0	Y
B	035	14	S	02	a	Y
C	064	6	S	03	a	Y

Total: 16

Export Paragraph List to Excel    Print Missing Paragraph List    Apply Missing Paragraphs

Close Window

Figure 6.3: 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. Hold down the <Ctrl> key to select multiple documents or the <Shift> key to select a range of documents.

---

**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 6.4: 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:
  - a. **Selected Paragraph(s):** This option displays only the document text and table contents for a single selected document.
  - b. **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.**”

---

- c. **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:

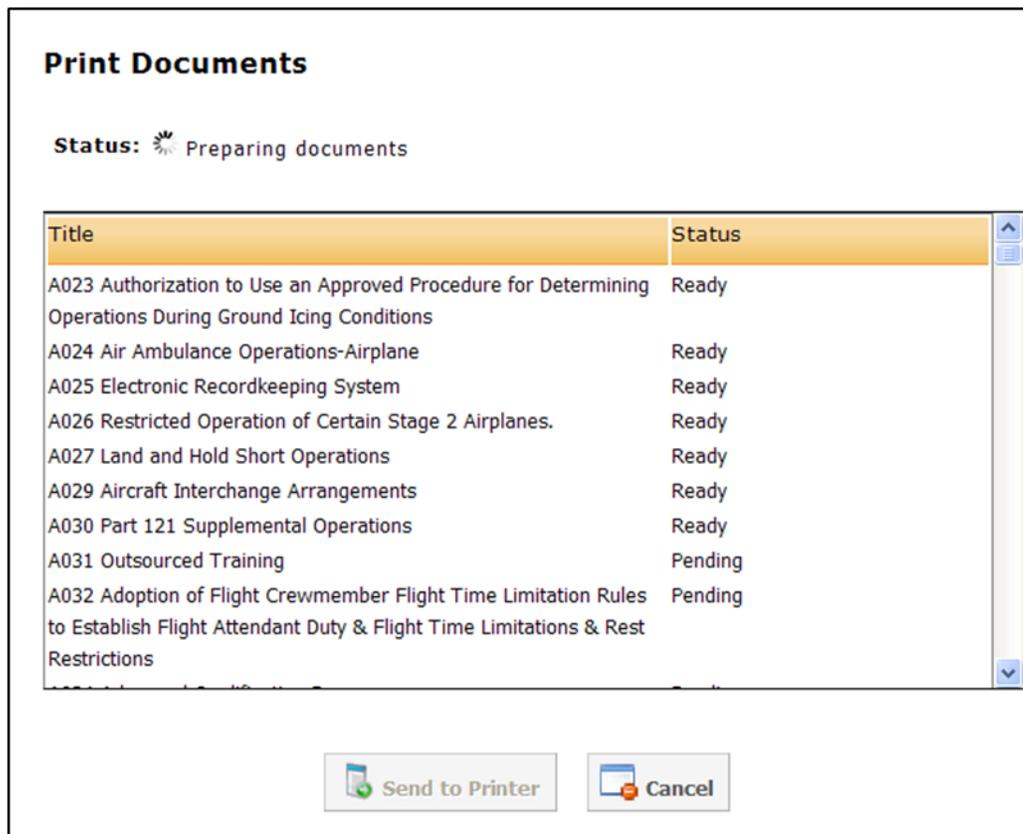


Figure 6.5: Printing Documents

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:

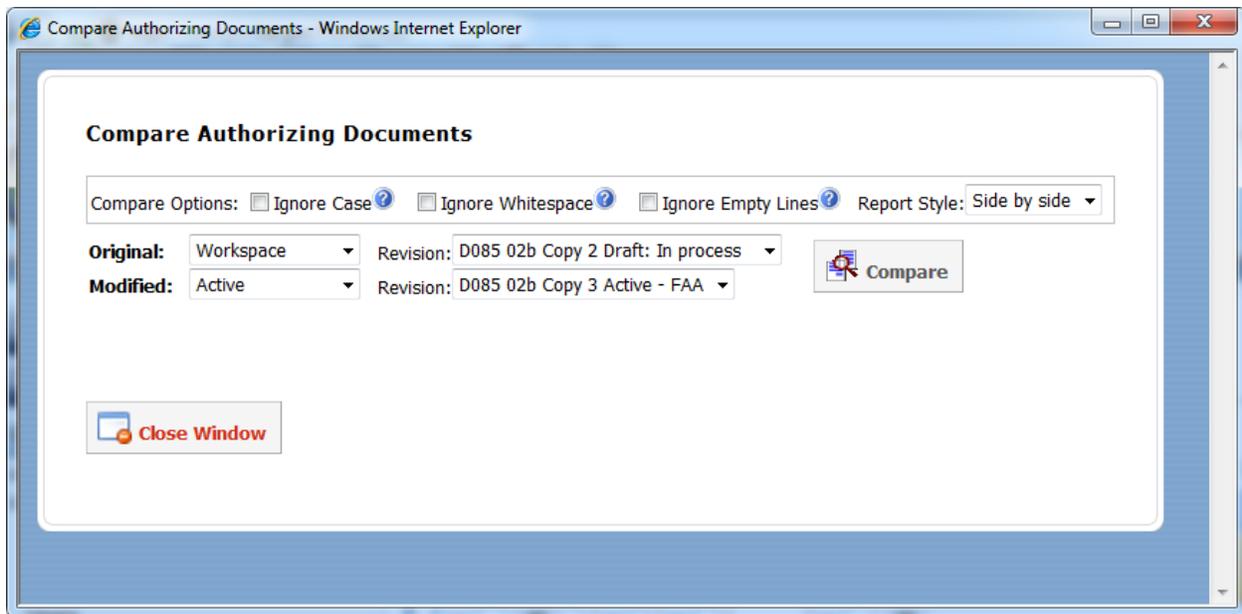


Figure 6.6: Compare Wizard

4. Select the Authorizing Documents tab (i.e., Available, Workspace, Issued, or Archived) and the document under Revision for the **Original** and **Modified** drop-down menus of the desired documents for comparison.
5. Click **Compare**. The different versions of the documents appear along with a summary of the results.

#### 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:

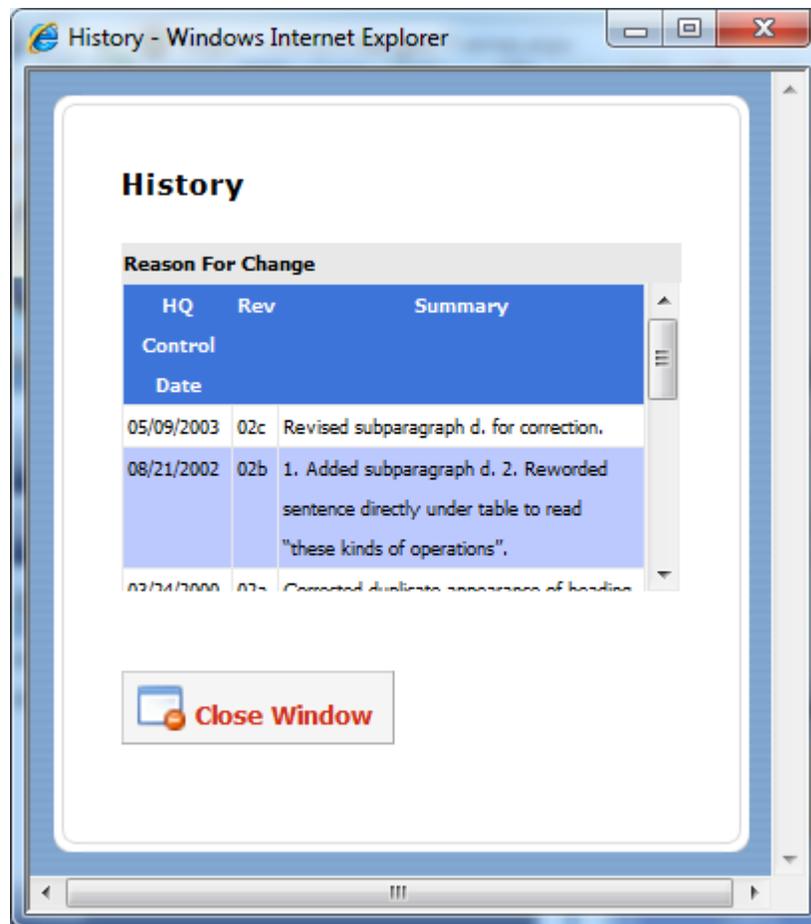


Figure 6.7: Paragraph History

**To View Paragraph Guidance:**

See "6.2 Guidance" section on page 121.

**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:



Part	Paragraph	Title
B	029	Driftdown or Fuel Dumping for CFR Terrain Clearance Requirements

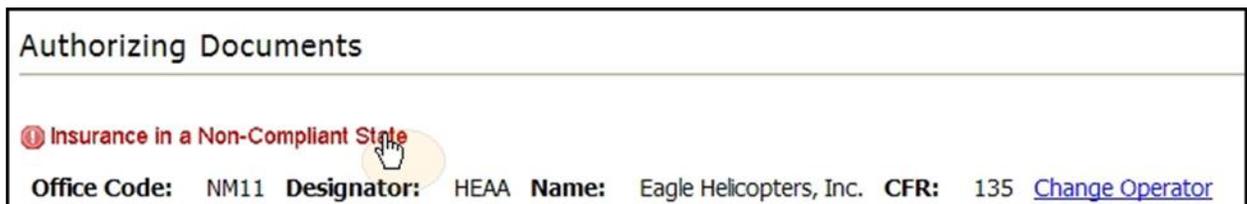
Close Window

Figure 6.8: 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:



Authorizing Documents

Insurance in a Non-Compliant State

Office Code: NM11 Designator: HEAA Name: Eagle Helicopters, Inc. CFR: 135 [Change Operator](#)

Figure 6.9: 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.

#### 6.1.1 Available

The table in the Available tab lists all existing templates for the CFR of the selected operator, displayed in descending order by Part and Para. The Active and Pending Archive templates are displayed by default. While all four tabs list the template version on which a document is based 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 template revision of the respective document 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:

WebOPSS Home » CHDO » **Maintain Authorizing Documents** [Help](#)

Authorizing Documents

Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121 [Change Operator](#)

Available												
Part	Para	Control	Type	Available Rev	Workspace Rev	Issued Rev	Title	Control Date	Expiration Date	Release Status	Always Auth	
A	001	02c	S	02c	02c	02c	<a href="#">Issuance and Applicability (...)</a>	05/09/2003		Active	Yes	
A	002	10a	S	10a	10a	100	<a href="#">Definitions and Abbreviations (...)</a>	04/04/2011		Active	Yes	
A	003	02g	S	02g	02g	02f	<a href="#">Airplane Authorization (...)</a>	03/10/2011		Active	Yes	
A	004	000	S	000	000	000	<a href="#">Summary of Special Authorizations and Li (...)</a>	08/03/2001		Active	Yes	
A	005	020	S	020	No	020	<a href="#">Exemptions and Deviations (...)</a>	02/11/2005		Active	No	
A	006	02b	S	02b	No	02b	<a href="#">Management Personnel (...)</a>	02/10/1998		Active	Yes	
A	007	02b	N	02b	02b	No	<a href="#">Other Designated Persons (...)</a>	06/23/2011		Active	Yes	
A	008	01d	S	01d	No	01d	<a href="#">Operational Control (...)</a>	01/28/1988		Active	Yes	

Total: 157

[View](#)
[Move to Workspace](#)
[Review](#)
  
[Export/Print](#)
[Compare](#)
[History](#)
[Guidance](#)
[Impacts](#)

Figure 6.10: 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 6.11: Move to Workspace Confirmation

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

---

**HINT: For optional templates**, users will be asked if they want to authorize the document in the draft A004 in the Workspace, if it has not already been authorized. In most cases, users will want to click OK to this message. The A004 is a “gatekeeper” for optional templates and must be updated and re-issued whenever a new optional template is drafted or an existing issued one is being retired. The system will provide messages to help prompt you when the A004 should be updated.

---

6. If there is an existing draft copy of the same Part/Part in the Workspace, the Replace Duplicate window opens:

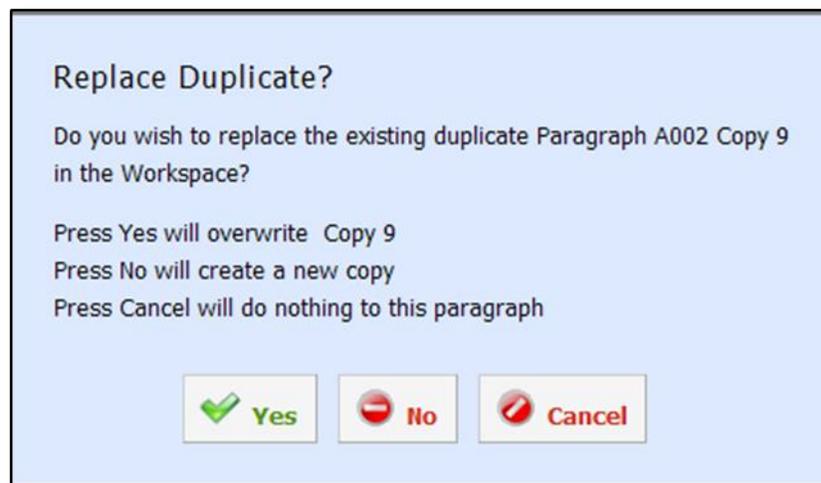


Figure 6.12: Replace Workspace Copy

7. Click **Yes** to replace a copy in the Workspace. Click **No** to add a new draft copy of the Part/Para to the Workspace. 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:

**Populate Workspace**

1. Populate the workspace grid with all of the always authorized paragraphs?  Yes
2. Do you want to synchronize with your issued A004?  Yes
3. If applicable, do you want to replace documents with new non mandatory authorizing documents?  Yes

Figure 6.13: 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 “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.

### 6.1.2 Workspace

When a template is moved to Workspace, the template does not relocate within the system; instead, a version of the template form is “copied” to the Workspace area, and is now available for editing and adding operator-specific conditions and limitations. When the template form is populated it is considered a “document.” The original template still resides in the **Available** tab of the Authorizing Documents 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 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 document has been signed by both an FAA Inspector This designation will show two signatures on the printed document.

---

**HINT:** Any documents in the Workspace, including those that have been signed, can be redrafted. The signatures will be removed from any signed documents if edited, but any saved data remains. A warning message will appear.

---

#### 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:

U.S. Department  
of Transportation  
Federal Aviation  
Administration

Operations Specifications

---

**A008. Operational Control** **HQ Control: 04/28/1998**  
**HQ Revision: 01d**

a. The system described or referenced in this paragraph is used by the certificate holder to provide operational control of flight operations.

(1)  ?

?

**Help - Windows Int...** [min] [max] [close]

Enter the Operational Control description or document reference.

 **Close Window**

1. Issued by the Federal Aviation  
2. Support information reference  
3. These Operations Specifications

Figure 6.14: 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:

U.S. Department of Transportation  
Federal Aviation Administration

Operations Specifications

**A012 . Part 121 Domestic Operations to Certain Airports Outside the 48 Contiguous States**

a. In accordance with Title 14 of the Code of Federal Regulations (14 CFR) Section domestic operation, the Flag certificate holder is authorized to conduct Part 121 operation applicable to domestic operation only between the airports listed in OpSpec C070 and contiguous United States listed below in accordance with the limitations and provisions operations specification.

Airports Outside the 48 Contiguous United States	
ICAO Identifier	
	EHAM

Figure 6.15: 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.

**Table 2 – Personnel Designated to Receive SAFOs and/or INFOs**

	Name	Email Address	Telephone No.	Type of Information to Receive
	John Doe1	johndoe@hotmail.co	202 555-1212	Both OPS/AW
	Jane Doe1	janed1@gmail.com	714 726-3415	AW
	Alex Doe1	alex@aol.com	212 451-0093	OPS

- Insert Row Before
- Insert Row After
- Delete Row
- Sort Ascending
- Sort Descending
- Show Sort Order

Figure 6.16: 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.

---

**NOTE:** The Insert, Delete, and Sort Table Row functionality is not available for tables with data loaded from **Maintain Operator Data**.

---

- **Combo boxes** are data entry controls that look like simple dropdown menus, but actually provide the functionality of both 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”):

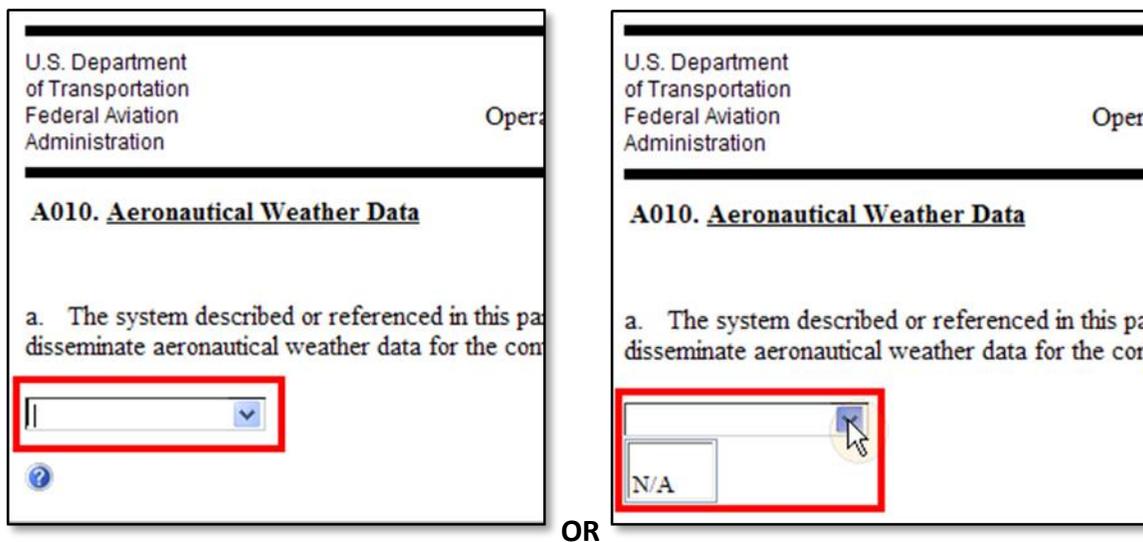


Figure 6.17: Combo Box Functionality

- **Text (AJAX)** are data entry controls that look like simple text boxes, but actually provide the functionality of both a regular text field and a text-search function. This is used most often with lists of airports. 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.” 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	
<b>A012. Domestic Operations to Certain Foreign Airports</b>			
a. In accordance with Title 14 of the Code of Federal Regulations (14 CFR) § 121.161, for the purpose of this domestic operation, the Flag certificate holder is authorized to conduct Part 121 operations applicable to domestic operation only between the airports listed in OpSpec C07 and the contiguous United States listed below in accordance with the limitations and procedures of the operations specification.			
		Airports Outside the 48 Contiguous United States	
		ICAO Identifier 	
		eha	
		EHAA	
		EHAL	
		EHAM	
b. Limitations and Procedures			
(1) This domestic operation is authorized only to operations conducted between the contiguous United States and the airports listed below.			
(a) From airports in the contiguous United States (listed in the operations specification).			
(b) To the airports listed below, provided those airports are outside the contiguous United States and are within 2 hours average flight time of the 48 contiguous United States.			

Figure 6.18: Text (AJAX) Functionality

- Links to **Maintain Operator Data** pages are indicated by the green plus with the “Add new data” page icon () at the bottom of tables. The Data page icon allows users to access other areas of WebOPSS, primarily **Maintain Operator Data**, that contain operator data within the context of the document being edited and without leaving the Authorizing Documents section. Data page icons only appear at the bottom of tables that pre-fill with operator data; in other words, a Data page icon will not appear at the bottom of a table in which all the columns must be completed within the document, such as with text fields and dropdowns. Users will only see the Data page icon 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 page icon and make the necessary changes on the linked page. Once the new data is entered, users must click **Save** and click **Refresh and Close** for the new data to be displayed in the document:

### Data Forms

You can enter new data using the form below.

**Cfr:** 135 **Part:** A **Para:** 005 **Rev:** 020 **Type:** S **Status:** Active **Title:** Exemptions and Deviations

---

### Operator - Exemptions

**Office Code:** EA19 **Designator:** V53C **Name:** VAL 135 FSDO **CFR:** 135 [Change Operator](#)

Search Area:  Available  Assigned

Expiration Date:  No Expiration Date  Never Expires Expires:

Description:

 Search

---

#### Available Exemptions

Exemption #	Description	Revision	Status	Petitioner	Expiration Date
<a href="#">7017</a>	Level C or D flight simul...	(Original)	Denied	T-BIRD AVIATION INC	-
<a href="#">7018</a>	Level C or D flight simul...	(Original)	Denied	ELITE AVIATION INC	-
<a href="#">7019</a>	Level C or D flight simul...	(Original)	Denied	CROW EXECUTIVE AIR INC	-
<a href="#">7020</a>	Level C or D flight simul...	(Original)	Denied	ALAMO JET INC	-
<a href="#">7021</a>	Level C or D flight simul...	(Original)	Denied	FLIGHT SERVICES GROUP INC	-
<a href="#">7022</a>	Level C/D flight simulato...	(Original)	Denied	NORTHEASTERN AVIATION COR...	-
<a href="#">7026</a>	Level C or D flight simul...	(Original)	Denied	AIR RESPONSE INC	-
<a href="#">7037</a>	AGE 60 RULE	(Original)	Denied	NORTH AMERICAN AIRLINES	-
<a href="#">378</a>	SUBSTITUTE EXPERIENCE IN...	(Original)	Denied	OBENCHAIN, LEO B JR	-
<a href="#">387</a>	EXTENDED OVERWATER WITHOU...	A	Amendment	PETROLEUM HELICOPTERS INC	-

1




#### Assigned Exemptions

Exemption #	Description	Revision	Status	Petitioner	Expiration Date	Re
<a href="#">7023</a>	GROUND INST. CERT. W/O PA...	(Original)	Denied	FLORIE, TERRY L	-	

1




Figure 6.19: Data Forms Page

**HINT:** You may need to Scroll Down! to see the Save button and/or the **Refresh & Close** button.

- **Labels** are indicated by the pencil icon (). These data controls are used to automatically display (populate) data that has been entered in to the database via CHDO→Maintain Operator Data. The pencil icon behaves, similar to the Data page icon

for a table, in that when users click on the pencil icon, they will be taken to a Maintain Operator Data page to edit the information. Once the new data is entered, users must **Save** and then click **Refresh and Close** for the new data to be displayed in the document:

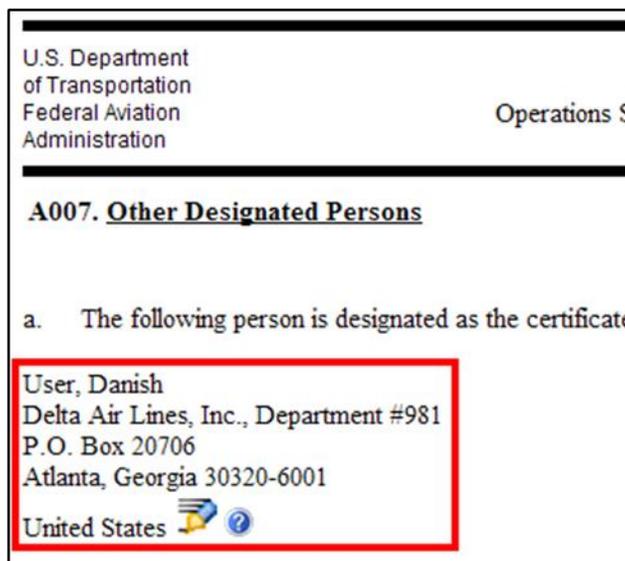


Figure 6.20: Label Control

---

**HINT:** You may need to Scroll Down! to see the **Save** and/or **Refresh & Close** button.

---

#### 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:

WebOPSS Home » CHDO » [Maintain Authorizing Documents](#) [Help](#)

**Authorizing Documents**

Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121 [Change Operator](#)

Available Workspace Issued Archived

Part	Para	Status	Copy	Type	Available Rev	Workspace Rev	Issued Rev	Title	Always Auth	Control Date	Expiration Date	Last Modified By
A	001	Draft	26	S	02c	02c	02c	<a href="#">Issuance and Applicability (...)</a>	Yes	05/09/2003		Preston, Laura M
A	001	Draft	27	S	02c	02c	02c	<a href="#">Issuance and Applicability (...)</a>	Yes	05/09/2003		test, test
A	001	Draft	28	S	02c	02c	02c	<a href="#">Issuance and Applicability (...)</a>	Yes	05/09/2003		test, test
A	001	Draft	29	S	02c	02c	02c	<a href="#">Issuance and Applicability (...)</a>	Yes	05/09/2003		test, test
A	002	Draft	10	S	10a	10a	100	<a href="#">Definitions and Abbreviations (...)</a>	Yes	04/04/2011		test, test
A	003	Draft: In process	22	S	02g	02g	02f	<a href="#">Airplane Authorization (...)</a>	Yes	03/10/2011		Seabright, Casey
A	004	Draft	55	S	000	000	000	<a href="#">Summary of Special Authorizations and Li (...)</a>	Yes	08/03/2001		Gaines, Donald M
A	007	Draft: In process	33	N	02b	02b	No	<a href="#">Other Designated Persons (...)</a>	Yes	06/23/2011		test, test

Total: 32

[Edit](#) [Sign](#) [Preview](#) [Issue](#) [Clear Form](#) [Review](#)  
[Export/Print](#) [Compare](#) [History](#) [Guidance](#) [Impacts](#) [Synchronize](#) [Delete](#)

Figure 6.21: Authorizing Documents—Workspace Tab

3. Select the row of the desired document.

**NOTE:** Selecting the link under the Title column will open the document in view only mode.

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 an Active version of the document in the **Issued** tab. The From Active functionality might not always work, specifically in the case of tables where a column has been added, removed or the intent of one or more of the columns has changed. It might also not be desirable to load data from the active (issued) document if the policy and/or regulations concerning that data have changed. Enter or edit the appropriate information in the document.

6. 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.

7. If **Save and Close** is clicked, do the following:
  - a. A pop-up window appears to verify a successful action.
  - b. Click **OK**.
8. If **Apply** is clicked, do the following:

- a. Continue editing 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. The document status is changed from “Draft” to “Draft: In process” once data has been saved using Apply or Save and Close.

---

### 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. A maximum of 10 documents can be signed at one time.

---

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:

### Sign Executed Document

**Office Code:** EA17 **Designator:** 011C **Name:** Dustry Air Services **CFR:** 135

**Part:** A **Para:** 001 **Rev:** 02c **Type:** S **Status:** Active **Title:** Issuance and Applicability

Signer Type: FAA Inspector  Move to 'Issued' after signing

Current Amendment #:  New Amendment #:

Origin:\*

Issued By FAA

Certificate Holder applies for these Operations

Support Information Reference:  0 characters

**Preview**

Fill-in all required fields and click on Preview button below.

Will industry digitally sign? \*  Yes  
 No

Acceptor:

Issuer:

By: Spector, Sam

Effective Date:

Upload .pfx or .p12 Digital Certificate File:\*

Private Key Password:

Figure 6.22: Sign Executed Document—Inspector Page

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

WebOPSS Home » CHDO » Maintain Authorizing Documents » [Sign Executed Document](#)

## Sign Executed Document

**Office Code:** EA17 **Designator:** 011C **Name:** Dustry Air Services **CFR:** 135

**Part:** A **Para:** 006 **Rev:** 030 **Type:** S **Status:** Active **Title:** Management Personnel

Signer Type: Certificate Holder

Current Amendment #:  New Amendment #: \*

Origin:\*

Issued By FAA

Certificate Holder applies for these Operations

Support Information Reference:  0 characters

Preview

Fill-in all required fields and click on Preview button below.

Acceptor:

By: Dustry, James

Effective Date: \*

Upload .pfx or .p12 Digital Certificate File:\*

Private Key Password: \*

Figure 6.23: Sign Executed Document—Field User Page

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:** The Amendment number auto-increments to the next sequential number based on the Issued document. 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. The **Acceptor** name and title will then display on a signature line for manually signing the document.
15. For FAA only, select the **Issuer** from the dropdown list of Principal Inspectors for the operator.
16. For FAA only, 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 is 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**.

#### **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, if applicable, and 2) it must have been signed by an FAA Inspector and have a status of either “FAA 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 Clear a Document:

---

**HINT:** Clicking **Clear Form** while a document is highlighted clears all of the editable data from the document and sets it back to its original state before changes were made. Any data loaded from Maintain Operator Data will be reset to match the Maintain Operator Data values. 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 **Clear Form** 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.

### 6.1.3 Issued

The **Issued** tab displays all active documents. When a document is issued from the **Workspace** tab, the document is moved to the Issued tab. A previously active document of the same Part/Para, if applicable, is moved to the **Archive** tab.

## Issued Document Stages

The table below shows the progression of the document status from **Workspace** to **Issued**:

Workspace Status	Issued Status	Meaning
"Industry Signed"	N/A	This reflects that a document has been signed by the Operator.
"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 document has been signed by both an FAA Inspector and an industry user. This designation will show two digital signatures on the document.

## To Archive a Document:

**NOTE:** Archiving a document is a role-based permission available to FAA only. Industry users and others without the appropriate permission will not see the **Archive** button. Using the Archive button completely removes the document Part/Para from the Issued documents for the operator. If the Part/Para is not Always Authorized, the A004 may also need to be reissued.

1. In the left navigation under **CHDO**, click **Maintain Authorizing Documents**. Authorizing Documents page always opens to display the Issued tab.

WebOPSS Home » CHDO » [Maintain Authorizing Documents](#) [Help](#)

Authorizing Documents

Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121 [Change Operator](#)

Part	Para	Type	Issued Rev	Control	Copy	Title	Status	Effective Date	Amendment	Last Modified By
A	001	S	02c		25	<a href="#">Issuance and Applicability (...)</a>	Active - FAA & Ind.	06/01/2010	14	Gaines, Donald M
A	002	S	100		9	<a href="#">Definitions and Abbreviations (...)</a>	Active - FAA & Ind.	12/31/2009	7	Not Applicable
A	003	S	02f		21	<a href="#">Airplane Authorization (...)</a>	Active - FAA & Ind.	10/28/2010	17	Gaines, Donald M
A	004	S	000		54	<a href="#">Summary of Special Authorizations and Li (...)</a>	Active - FAA & Ind.	05/25/2011	49	Gaines, Donald M
A	005	S	020		87	<a href="#">Exemptions and Deviations (...)</a>	Active - FAA & Ind.	05/27/2011	83	Gaines, Donald M
A	006	S	02b		32	<a href="#">Management Personnel (...)</a>	Active - FAA & Ind.	12/31/2009	29	Not Applicable
A	007	S	020		32	<a href="#">Other Designated Persons (...)</a>	Active - FAA & Ind.	01/07/2011	26	Gaines, Donald M
A	008	S	01d		6	<a href="#">Operational Control (...)</a>	Active - FAA & Ind.	05/21/2010	5	Gaines, Donald M

Total: 94

[View](#)
[Move Copy to Workspace](#)
[Review](#)
[Archive](#)

[Export/Print](#)
[Compare](#)
[History](#)
[Guidance](#)
[Impacts](#)

Figure 6.24: Authorizing Documents—Issued Tab

2. Select the row of the desired document.

3. Click **Archive**. A confirmation window opens to verify the action.
4. Click **OK**. A pop-up window appears to verify a successful action.

#### To Move a Copy of an Issued Document Template 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**.

---

**NOTE:** Be aware that using the **Move Copy to Workspace** from the **Issued** tab will move a copy of the most recent issued template revision to the **Workspace**, even if the issued document is based on an old version of a template, that is, the template has undergone a revision since the selected document was issued. Verify that you are using the most recently released version of the template located on the Available tab.

---

5. If no active template version of the version for the document exists, i.e., the template for the CFR/Part/Para has been decommissioned, the document cannot be copied. A window appears indicating the template has been decommissioned:

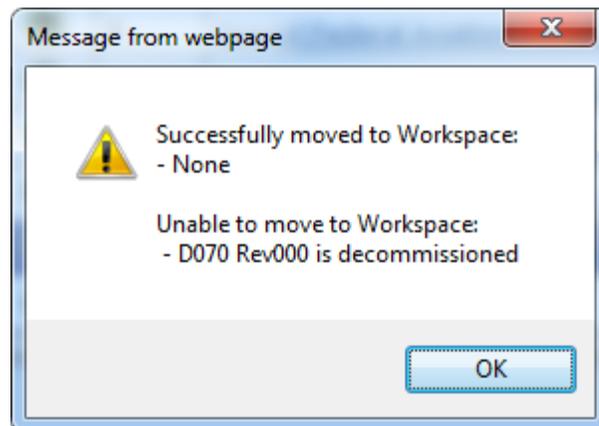


Figure 6.25: Move to Workspace Confirmation

6. Click **OK**.
7. If the move is successful, a confirmation window appears:

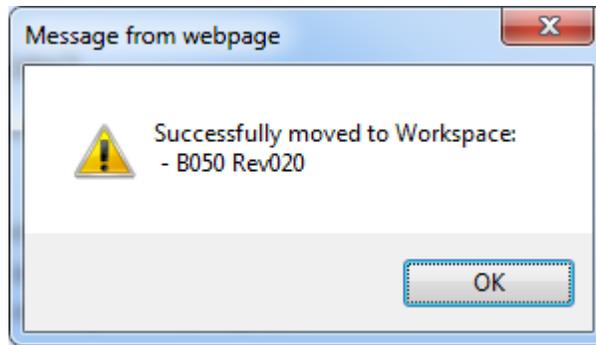


Figure 6.26: Copy to Workspace Options

8. If there is an existing copy of the same Part/Para in the Workspace, the **Replace Duplicate** window opens:

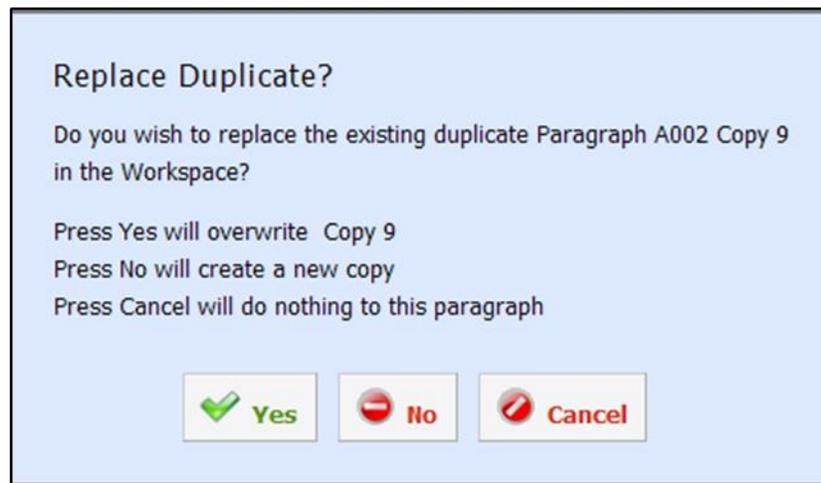


Figure 6.27: Replace Workspace Copy

10. Click **Yes** to replace a copy in the Workspace. Click **No** to add a new draft copy of the Part/Para to the Workspace. A confirmation window appears.
11. Click **OK**. The **Workspace** tab automatically opens.

---

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

---

#### 6.1.4 Archived

The table in Archived lists all archived documents. Archived documents are the previously issued versions of a document. Documents may be archived when replaced by a newly issued Part/Para in the Issued tab or when manually archived using the Archive button from the Issued tab.

## 6.2 Guidance

WebOPSS allows guidance to be associated with each authorizing document template. Guidance serves as a context-specific reference when processing authorizing documents. Guidance is available associated with each template. In many cases, guidance documents are hyperlinked directly to the source document published elsewhere, frequently in the Flight Standards Information Management System. Guidance may also be a document uploaded into WebOPSS.

### To View Guidance associated with a template:

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

WebOPSS Home » CHDO » [Maintain Authorizing Documents](#) [Help](#)

Authorizing Documents

Office Code: SO27 Designator: DALA Name: Delta Air Lines, Inc. CFR: 121 [Change Operator](#)

Available Workspace Issued Archived										
Part	Para	Type	Issued Rev	Control	Copy	Title	Status	Effective Date	Amendment	Last Modified By
A	001	S	02c	🟢	25	<a href="#">Issuance and Applicability (...)</a>	Active - FAA & Ind.	06/01/2010	14	Gaines, Donald M
A	002	S	100	⚠️	9	<a href="#">Definitions and Abbreviations (...)</a>	Active - FAA & Ind.	12/31/2009	7	Not Applicable
A	003	S	02f	⚠️	21	<a href="#">Airplane Authorization (...)</a>	Active - FAA & Ind.	10/28/2010	17	Gaines, Donald M
A	004	S	000	🟢	54	<a href="#">Summary of Special Authorizations and Li (...)</a>	Active - FAA & Ind.	05/25/2011	49	Gaines, Donald M
A	005	S	020	🟢	87	<a href="#">Exemptions and Deviations (...)</a>	Active - FAA & Ind.	05/27/2011	83	Gaines, Donald M
A	006	S	02b	🟢	32	<a href="#">Management Personnel (...)</a>	Active - FAA & Ind.	12/31/2009	29	Not Applicable
A	007	S	020	⚠️	32	<a href="#">Other Designated Persons (...)</a>	Active - FAA & Ind.	01/07/2011	26	Gaines, Donald M
A	008	S	01d	🟢	6	<a href="#">Operational Control (...)</a>	Active - FAA & Ind.	05/21/2010	5	Gaines, Donald M

Total: 94

[View](#) [Move Copy to Workspace](#) [Review](#) [Archive](#)  
[Export/Print](#) [Compare](#) [History](#) [Guidance](#) [Impacts](#)

Figure 6.28: Authorizing Documents

**NOTE:** Guidance may be viewed from ANY **Authorizing Documents** tab, Available , Workspace, Issued or Archived.

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

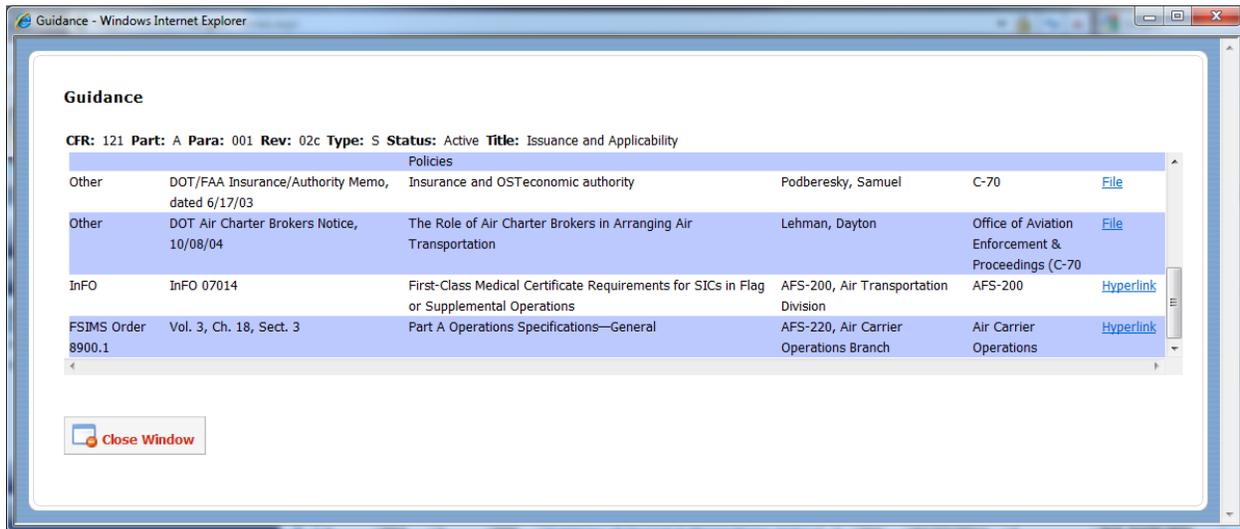


Figure 6.29: Guidance Window

4. Under the “**Media Type**” column, click the **Hyperlink** or **File** link to view the document. If the link is to a File, the File Download dialog box appears.
5. Do one of the following:
  - Click **Open** to open the Guidance document.
  - Click **Save** to save the file locally.

## 7. User Management

WebOPSS allows for authorized users to manage the information of operators under their area of responsibility. For example, on the field level, authorized users can manage users within the local office. However, any user can edit their own User Account information within the system.

### 7.1 Users

In the Users area of WebOPSS, authorized users can see and manage some user account information for the users assigned to their local office. User management for Inspectors can also be handled through **Maintain Inspectors**. Refer to Section 5.3 Inspectors for additional information.

#### 7.1.1 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:

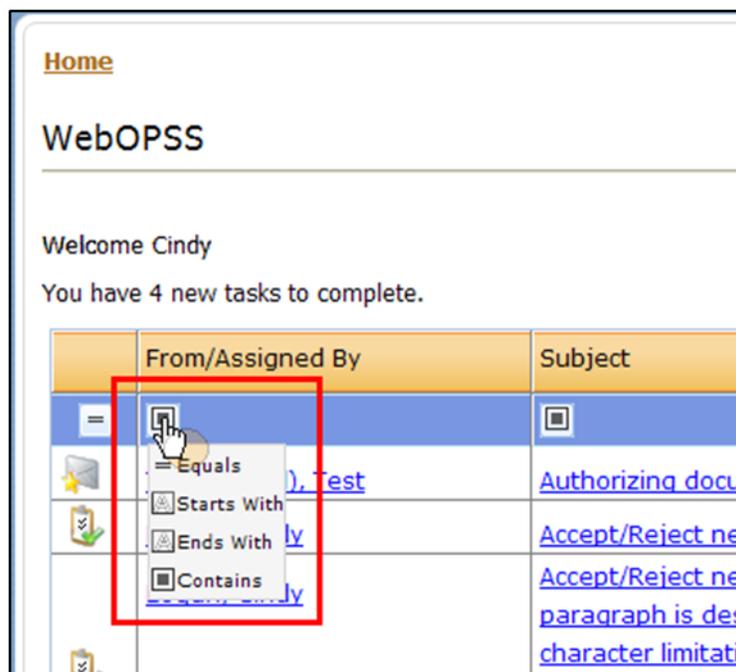


Figure 7.1: Select Search Criteria

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** ( [A]): this means that the filter will search for all entries that start with the search text.
- **Ends With** ( [Z]): this means that the filter will search for all entries that end with the search text.
- **Contains** ( [C]): 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:

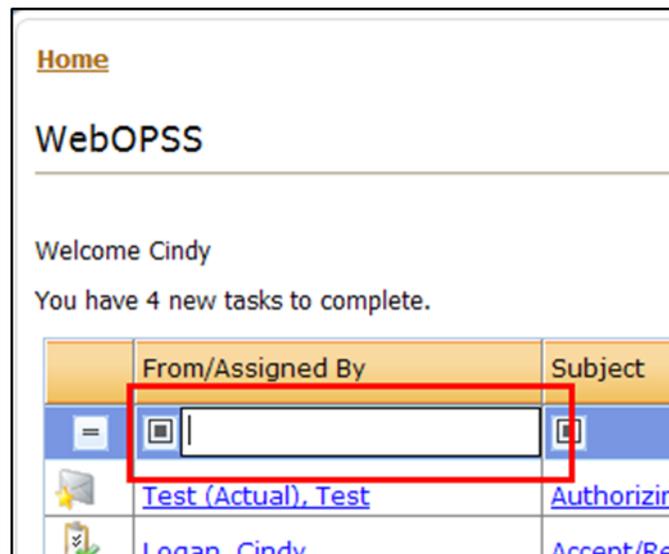


Figure 7.2: Enter Search Criteria

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).

## 7.2 Editing User Account Information

All users can edit the Personal and Contact information in their own User Account. 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 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)
<a href="#">kat_kaif</a>	kaif@yahoo.com	kaif@yahoo.com		Active	Aviation safety inspector
<a href="#">lalit_lalit</a>	lali@yahoo.com	lali@yahoo.com		Active	Aviation safety inspector
<a href="#">LM_LM</a>	kob@yahoo.com	kob@yahoo.com		Active	Aviation safety inspector
<a href="#">LM1_LM1</a>	LM@yahoo.com	LM@yahoo.com		Active	Aviation safety inspector
<a href="#">Lococo_Felix L</a>	AVS\ace207fl	felix.lococo@faa.gov		Active	Aviation Safety Inspector (ASI)
<a href="#">Loyd_Joe</a>	joe@aol.com	joe@aol.com		Active	Aviation safety inspector
<a href="#">loyd_jeo</a>	me@me.com	me@me.com		Active	Musarrat Inspector
<a href="#">maini_anuj</a>	tati-ext\anuj	anuj@yahoo.com	QA tester	Active	Aviation safety inspector
<a href="#">maini_sonia</a>	sonialal@yahoo.com	sonialal@yahoo.com		Active	Aviation safety inspector
<a href="#">manlik_rohan</a>	rohan@yahoo.com	rohan@yahoo.com		Active	Aviation safety inspector

6

Total: 132






Figure 7.3: 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:

Available Office(s):  
  
Alaska airline ltd  
Albany (ALB - FSDO)  
Albuquerque (ABQ - FSDO)  
Allegheny (AGC - FSDO)  
Allentown FSDO (ABE - FSDO)

Assigned Office(s):

Primary Office: Alabama and Northwest Florida (FSDO)

Street (line 1):   
Street (line 2):   
City:   
Country:   
State/Province:   
Postal Code:

---

#### 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:   
Middle Name:   
Last Name:   
Suffix:

---

#### SECURITY

Roles:

<input type="text" value="ASA - With Office"/> <input type="text" value="Asst ASI"/> <input type="text" value="AST - With Office"/> <input type="text" value="AST - With Operator"/> <input type="text" value="Aviation Safety Inspector (ASI)"/> <input type="text" value="AVS Admin"/> <input type="text" value="BH industry user"/> <input type="text" value="Bharti april inspector role"/> <input type="text" value="Bharti asst Inspector"/> <input type="text" value="Bharti chauhan roles"/> <input type="text" value="Bharti Chauhan-Debug all permission."/> <input type="text" value="Bharti I"/> <input type="text" value="Bharti inspector"/> <input type="text" value="Bharti office"/> <input type="text" value="Bharti ooffice only"/> <input type="text" value="Bharti test role 1"/> <input type="text" value="Bharti-debug permission"/> <input type="text" value="Debug: All Permissions"/> <input type="text" value="FAA User (Joe)"/> <input type="text" value="Fairfax Monkey"/>	<input type="text" value="Aviation safety inspector"/>
--	--

Figure 7.4: Edit User (top half)

INSPECTOR/ASA MAINTENANCE

Inspector Code:

Inspector Type:  POI  PMI  PAI

Office Code:

Available Operators

Designator	Name	Office Code	CFR	POI	PMI	PAI
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
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
<input type="text" value=""/>						

No records found.

Figure 7.5: Edit User (bottom half)

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

## 8. Reports

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

### 8.1 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 8.1: Report Viewing Options

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

Figure 8.2: Reports—Insurance Viewer

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

Figure 8.3: 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. If desired, restrict the report results by selecting the **Part** and **Para** from the drop-down menus.

---

**HINT:** Both the Part and Para drop-down lists default to all values. To select only a single item or few items within the list, first click the “(Select All)” checkbox to deselect all values, then selection the desired item(s) from the list.

---

- c. If desired, enter a **Designator** code in the text field.

---

**HINT:** All reports have default criteria selected for one or more fields based on the most common use of the report. For example, in the **National Paragraph Viewer** and several other Standard Reports, the **Operator Type** defaults to “Real” and **Certificate Status** to “Active.” The default values for the **National Paragraph Viewer** are designed to retrieve all active documents for all active operators of the CFR(s) entered. The selections may be changed from the default, but are offered to expedite configuring the report.

All drop-down lists require at least one selection in order to run the report but may not have a default value. In the **National Paragraph Viewer**, **CFR** does not have a default value, but a CFR must be selected to run the report. Text fields, most often for **Designator** code, may be left blank. To restrict the report results based on a text field, enter all or part of its value. For example, in the **Operator Name Search**, entering “american” for the Operator Name and “121” for CFR may find “American Airlines, Inc.,” “North American Airlines,” and “American Eagle Airlines, Inc.”

---

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

## Reports - National Paragraph Viewer

Operator Type: Real    Designator:

CFR: 121 - Domestic, Flag & Supplem    Certificate Status: Active

Part: A    Authorization: Required, Not Required

Para: 001    Template Status: Active, Archived, Archived - Dec

Region: AC: Mike Monroney Aeronautica    Document Status: Active, Active - FAA, Active - FA

Office: AC01: Aeronautical Center Acad

[View Report](#)

---

1 of 2    100%    Find | Next    Select a format    Export



**Federal Aviation Administration**

CHDO	Designator	Name	CFR	Part Para	Rev / Noman	Amdt	Effective Date	Title	Auth	Template Status	Document Status
AL07	ERAA	Era Aviation, Inc	121	A001	02c	0	9/13/2012	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA
AL07	LR7A	Lynden Air Cargo, LLC	121	A001	02c	6	8/26/2005	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
AL07	NACA	NORTHERN AIR CARGO INC	121	A001	02c	8	11/1/2007	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
GL31	RYNA	Ryan International Airlines Inc	121	A001	02c	22	8/13/2007	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
GL33	CALA	United Airlines, Inc.	121	A001	02c	33	3/31/2013	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
NM02	ASAA	Alaska Airlines, Inc.	121	A001	02c	9	2/4/2011	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
NM03	GLBA	Great Lakes Aviation, Ltd.	121	A001	02c	15	10/28/2004	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
NM06	SWIA	SkyWest Airlines, Inc.	121	A001	02c	14	9/13/2012	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
NM19	EIAA	Evergreen International Airlines Inc	121	A001	02c	1	2/19/2004	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.
NM19	QXEA	Horizon Air Industries, Inc.	121	A001	02c	2	5/2/2011	<a href="#">Issuance and Applicability</a>	Required	Active	Active - FAA & Ind.

**National Paragraph Viewer**

7/29/2013 3:20 PM    A Product of WebOPSS    1 of 2

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

The screenshot shows the 'Reports - National Paragraph Viewer' interface. It features a search filter section with the following fields:

- Operator Type: Real
- Designator: (empty)
- CFR: 121 - Domestic, Flag & Supplem
- Certificate Status: Active
- Part: A
- Authorization: Required, Not Required
- Para: 001
- Template Status: Active, Archived, Archived - Dec
- Region: AC: Mike Monroney Aeronautica
- Document Status: Active, Active - FAA, Active - FA
- Office: AC01: Aeronautical Center Acad

Below the filters is a navigation bar with '1 of 2' pages, a '100%' zoom level, and 'Find | Next' buttons. To the right is an 'Export' button and a 'Select a format' dropdown menu. The dropdown menu is open, showing the following options:

- Select a format
- XML file with report data
- CSV (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel

The FAA logo and 'Federal Aviation Administration' text are visible in the bottom left corner of the interface.

Figure 8.5: Exporting a Report

- b. Click on the gray text for **Export** to the right of the “Select a format” drop-down. 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**.

## 8.2 Custom Reports

Custom reports display a set of tailored reports created for a particular use. However, other FAA users may also find them useful. Custom reports are only available to users from within the FAA network with specific Reporting permissions; you must be logged in to the FAA network to see Custom Reports.

## 9. 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:



The image shows a red and purple gradient notice box. At the top, the word "Notice!" is written in large yellow font. Below it, "For FAA Personnel" is written in blue, underlined font. On the left side, there is a yellow triangular warning icon with a black exclamation mark. To the right of the icon, the text reads: "This WebOPSS Transition course is identical to the one available in eLMS." followed by "If you require a record of completion for taking this course in your eLMS Learning History, you must launch this course from eLMS. The course number is **FAA27100071**." and "Taking this course from this location will **NOT** register completion in eLMS." At the bottom center, there is a white rectangular button with the text "Click here to continue" in black.

Figure 9.1: WebOPSS CBT eLMS Notice

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

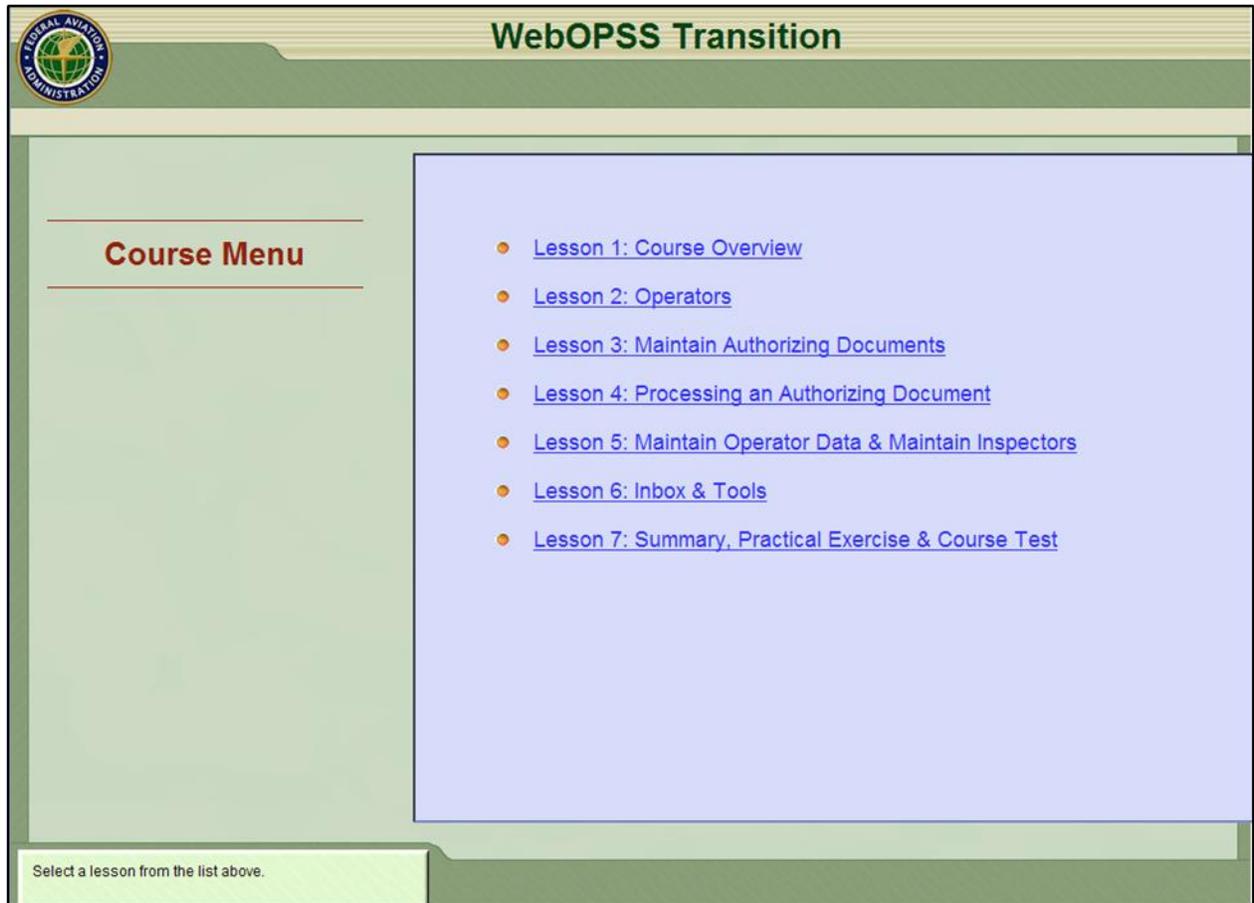


Figure 9.2: WebOPSS CBT Lesson Menu

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

WebOPSS Transition - Windows Internet Explorer

WebOPSS Transition

Lesson 1: Course Overview: Introduction: Context

Lesson Table of Contents

U.S. Department of Transportation  
Federal Aviation Administration

## Lesson 1: Course Overview

A003. Airplane Authorization      HQ Control: 09/11/2002  
HQ Revision: 02f

The certificate holder is authorized to conduct operations under the provisions of Title 14 CFR, Part 121 using airplanes with the appropriate configuration and equipment as listed in the following table.

Make/Model	Series	Air Section	Air Operation	Operation Configuration	En Route Type	Condition of Flight	Seats
AS-300-15	119.21(a)(1)-Domestic	Domestic	Passenger	IFR/VFR	Day/Only		
B-737-200	119.21(a)(1)-Domestic-121	Domestic (121)	FAX and Cargo	IFR/VFR	Day/Night		
B-747-200B	119.21(a)(1)-Domestic-121	Domestic (121)	FAX and Cargo	IFR/VFR	Day/Night		
EE-100-100	119.21(a)(1)-Domestic-121	Domestic (121)	FAX and Cargo	IFR/VFR	Day/Night	10	10

Select Next to continue.

Exit Resources Audio Script Back Screen 1 of 25 Next

Figure 9.3: 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 9.4: 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 CHDO 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 9.5: 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 CHDO User Guide*, please contact the WebOPSS Technical Support at (844) 322-6948 or email [AFS-WebOPSS@faa.gov](mailto:AFS-WebOPSS@faa.gov).