1 Changes and Updates

NOP PROTECTED PORTAL

Document Version: 21.5
Online Revision Version: 119
Last Update: 23/1/2018

NOP User Manual Feedback

Please feel free to send us your feedback on the NOP User Manual - NOT on the Portal itself - to nop.office@eurocontrol.int:

1. Did the Online Help (as a whole, or for the specific topic you were looking for) prove to be helpful enough - In short, do you find it useful?
2. Was the information complete enough for your purpose?
3. If you do not mind, it would help us to know if you are one of the following: AO / FMP / Other (you may wish to specify)
4. You can freely add some more comments / information / suggestion!

... Thank you for your feedback!

Portal Assistance

If you have an urgent Operational request in relation to a flight, please follow the procedure in place to reach the Network Manager Operations Center NMOC - http://www.eurocontrol.int/articles/network-management-contacts#realtimeoperationalsupport

If you experience login or other technical urgent problems please contact our Technical helpdesk (CSO) - http://www.eurocontrol.int/articles/network-management-contacts

To provide non-urgent feedback on your user experience or any question in relation to the NOP Portal please send an email to NOP Portal Support - nop.office@eurocontrol.int

The online HTML version of the NOP Help will be maintained and kept up to date on a regular basis. The pdf manual, on the contrary, will only be generated on more important revisions.

As a result, the pdf version (and the material printed from it) can be potentially outdated by the time you wish to use it.

Whenever in doubt, please always refer to the online version for the most recent information.

Version History

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2 The NOP Portal

2.1 Purpose

What is the purpose of the NOP?
The NOP (Network Operations Portal) aims at facilitating the NM Users’ access to all kinds of dynamic data and operational information in a consolidated way. Information is displayed according to the ATFCM phases: Strategic, Pre-tactical, Tactical, & Post Operations.
The ultimate goal is to facilitate decision making for all ATFCM actors by sharing the most up to date view on the Network Operations situation along the ATFCM cycle (plans, events, scenarios, real-time information on flights and measures, etc.).

Objectives
The NOP achieves the following objectives, as defined in the DMEAN Concept of Operations:
1. Reflect the ASM / ATFCM decision status at the time they have been taken;
2. Enable a common understanding of the Network situation;
3. Present potential disturbances that could impact the Network and that could therefore require appropriate actions for risk mitigation;
4. Assist Airspace Users to take their operational decisions
5. Assist Planners to build their local ATM plans and adjust them along the ATFCM phases, in full mutual coordination.

All in all, the NOP is the enabler of the operational CDM processes supporting ATM in Europe.

Content management
The NOP is updated dynamically according to operational needs. This means that the frequency of updates may be seasonal, daily, or ad-hoc in real-time depending on the nature of the information. The publication cycle of the operational information follows the principles described in the Network Operations Handbook / ATFCM User Manual.
The NOP content is managed by a NOP office team for general and strategic information during office hours and by the NM operations teams on duty for the pre-tactical and tactical information.

2.2 Technical Prerequisites

Operating System
Windows versions other than Windows 7 are no longer supported.

Browser
The following browsers are supported in NM21.0
- Firefox 52 ESR (Extended Support Release).
- Internet Explorer 11.

In addition, NM applications are still supported on Firefox 45 ESR on best effort basis.

The ideal display size would be 1600x1200.

Some applications (including Headline News) require Firefox to get the full AUTHORIZ function (Internet Explorer not supported). Other types/versions of browsers might encounter functionality and/or performance issues.

Some components (the Calendar, the Interactive Map, ATFCM Situation Data) also need a recent Flash plugin installed (minimum 10) - check your current configuration on http://helpx.adobe.com/flash-player/kb/find-version-flash-player.html.

You can also get the most recent version from http://get.adobe.com/fr/flashplayer/.

Note: administrator privileges may be required to carry out the installation.

In addition, your browser should be configured to run JavaScript. This is usually the case by default - but some users or organisations disable it, in which case we suggest to get in touch with your IT service.

Specific Settings

2.2.1 Pop-us

By default and as a safety feature, browsers forbid scripts to raise windows and, subsequently, the Portal feature of bringing windows to the front cannot work.

To overwrite this safety measure, make sure that pop-ups are set to be allowed for pages opened by the NOP.

Specific Applications
Some specific applications are supported on a smaller range or browsers, due to their requirements on functionality:

- CSST on Firefox
- e-Helpdesk and Counts on HTML5 featured browsers
- Interactive and Static Map on HTML5 featured browsers
- WIND file upload on Internet Explorer

### 2.3 Accessing the NOP

The public version of the NOP contains information to assist parties involved in ATM operations. However, some elements which are subject to a service agreement are only accessible from the Protected NOP (Section 2.4).

#### Access to the Portal

The NOP is accessible from the Network Manager website: [http://www.eurocontrol.int/network-manager](http://www.eurocontrol.int/network-manager).

Use the highlighted button to access the Protected NOP:

To access the Public NOP, use this other link:

**Network Manager quicklinks**

- Network Manager contacts
- NOP public portal
- Measuring performance
- Training
- NM Calendar

A large number of URLs have been updated since NM 18.0 (replacing `cfmu.eurocontrol.int` with `nm.eurocontrol.int`). In case you have bookmarked some links to the NOP, please make sure they properly reflect the new addresses.

### 2.4 Login to the Protected Portal

The NOP Protected Portal contains information for clients involved in ATM operations and is only available after acceptance of the NM Terms and Conditions. It is accessed via RSA SecureID - users need to log in via their Token.

**Note to first time users of the NOP**

The NM has by default allocated access to all token users.

The same UserID and Password as for the other applications shall be used when logging in to the Portal.

1. **The login screen**

This button opens the login page to the NM Protected Applications:
2. Alert Messages

However, depending on your system's configuration, you may get the alert message below (the look and wording may differ from one browser make and version to another):

Message shown by Internet Explorer:

There is a problem with this website’s security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

- [x] Click here to close this webpage.
- [ ] Continue to this website (not recommended).
- [ ] More Information

Message shown by Firefox:
It is perfectly safe to continue and open the website - this is a known issue and will be resolved in the future so that windows will not show anymore.

Another message is then likely to pop up (Internet Explorer):

3. Filling in the login form
Insert your UserID (e.g. p0abc, r1ab0, etc - in lower case) in the UserName field, along with the password generated by your token in the Passcode (RSA SecurID) field. If the login fails, it is strongly recommended to clear your Browser cache (for Internet Explorer, in Tools > Internet Options > Delete Temporary Internet Files) before attempting to login again.

4. Role and Domain Selection
You should now see the CFMU Login Page. Depending on your authentication level, the procedure will be slightly different but driving to the same concept: entering your UserName in the first field, then typing in your Passcode (or Password) in the relevant field.

In case your UserName is associated to a single role, you will not see this and will go directly to the Portal.

In case you can have access to several roles, next comes a screen prompting you to select a Role and a Domain. The proposed options may vary according to your access rights - all you need is to select the one that applies to you and/or to the task you wish to perform with the Portal.
When you have selected the Role and Domain, click on the Go button to get directed to the Portal Main page.

The NOP Main page

When successful, you should be able to view the portal main view, set by default to the Tactical phase.

IMPORTANT: About shared working position / User ID

In cases where you share a working position and/or a User ID with other staff, please take the following actions:

- **case 1:** different IDs on same computer: please do logout when you leave position, and login when you start a session, to make sure you will be using your own customised settings.
- **case 2:** different users on the same ID: please do review the customisations done by the previous user to make sure they suit your purpose and working preferences.

**Caution:** Inheriting someone else's customisation settings can potentially lead to security issues.

2.4.1 Token

Although Hardware token do exist, only Software token will be presented here.

In order to get access to the Protected Portal, you will need to get the necessary credentials. The most typical way is currently by means of a Token.

A Token is a piece of software made available to a user and installed on one single identified computer.
If you do not already have one, you can ask (Section 8.1) the NM Customer Support.

2.5 Global Layout (Main View)

The NOP layout consists in a Header (that manages the navigation) and 5 main areas, which correspond to the ATFCM phases:

- Strategic
- Pre-tactical
- Tactical
- Post-Operations
- Resources (general reference information, not specifically related to any ATFCM phase).

More information of the ATFCM phases in the Timeline Navigation Concept (Section 3.1).

HMI Customisation

When opened for the first time, the NOP presents by default, all the currently available Portlets in their respective 'expanded mode'. This results in a very large amount of information, likely to make the Portal somewhat confusing to use.

The Portal Customisation enables you to store your preferences on how some sections of the portal will behave or look like, to best fit your working habits or areas of interest - and significantly reduce the size of the pages. The Portlets can be defined to be visible or invisible on the Portal Main View, resulting in a user-defined layout only displaying the selected items - and presenting them in a compact and practical way.

Please refer to the Customise the NOP (Section 5.1.6) section to learn how to optimise the NOP layout.

The NOP layout is globally consistent across all the pages to facilitate users’ navigation. For instance, News and Calendar are always displayed at the top right, ATFCM Messages at the top left, the main information of the period at the top centre, the ATM functions at the middle right, and the collaboration functions at the bottom centre - on the other hand, ACC Info and Airport Info are located differently in Strategic and Post-Operations.

The overall layout is summarised below, as it appears when all Portlet are expanded and visible:
Note: this is the default layout - you may determine what you see and adapt the information displayed to your specific needs by means of the Customisation (Section 2.5.1) feature...

Each Portal main page is made of Portlets: individual content boxes each with its own title bar displaying text, images, links or data dynamically fed by the NM Operational back-end Applications (ETFMS, IFPS, DWH,...) or by the Portal content editors.

Each portlet can be collapsed or expanded by means of or buttons in the Portlet title bar. Your setup will be saved within your browser settings, and restored if you use the same browser for another session (even after reboot).

The layout settings will later be part of the Users Preferences (Section 5), allowing the layout settings to be restored on any browser and computer where you will log in.

In a similar way, the button will open a Contextual Help (Section 7.2.3) window.

2.5.1 HMI Customisation

The NOP provides some ways to customise how the data is presented in the Portal. The Portlets can be defined to be visible or invisible on the Portal Main View, resulting in a user-defined layout only displaying the selected items - and presenting them in a compact and practical way.

Please refer to the Portal Customisation (Section 5) section to get information on how to achieve this.

2.6 Printing from the Portal

A. Printing from the Main View

This may differ from each make and version, but is basically obtained under the "File..." and then "Print ..." function of your browser. Consider having a look at the additional setting capabilities of your configuration to select more appropriate (combination of) settings where relevant:

- the Properties linked with your printer and printer’s driver
- the Page Setup linked with your browser

B. Printing from a Detached (Section 7.4) View

Since no toolbar is present in the detached view, you will need to hit the <Ctrl> and the <P> keys of your keyboard to invoke the print dialog box.

You can beforehand specify the display mode of the detached view, using the Display toggle button located in the header, right after the right Set button.

- This is the setting by default - the Screen mode. The header is kept visible at all times, and the vertical scrolling only affects the data tables. Click on the icon to toggle in the Print mode.
The Print mode is used when you want to keep the header and the data together in one piece - typically for sending the whole content of a page to a printer. Click on the icon to toggle in the Screen mode.

Consider having a look at the additional setting capabilities of your configuration to select more appropriate (combination of) settings where relevant:

- the Properties linked with your printer and printer’s driver
- the Page Setup linked with your browser (more specifically the orientation of the paper: Portrait or Landscape)
3 The NOP Header

3.1 Timeline Navigation Concept

This is the Header of the NOP, from which you can navigate across the different areas of the Portal.

The Timeline features 4 different Phases tabs, based on the ATFCM cycle: Post-Operations, Tactical, PreTactical and Strategic.

Each covers a specific time span, as outlined below (D being the current date):

- **Post-Operations**: D+1 at 00:00 onwards
- **Tactical**: D (00:00 to 24:00 UTC)
- **PreTactical**: D-6 to D-1 inclusive
- **Strategic**: D-12 months to D-7 days inclusive

These tabs allow you to navigate from one Phase to another. In addition, the selected tab rises to provide a visual indication of where you stand in the ATFCM cycle.

A fifth tab is featured as well, opening the Resources page containing reference material not linked to time.

**Navigate in Time**

The Portal opens by default with the Tactical phase selected.

A first way to change from one phase to another, and see the Portal content from a different time perspective, is by means of the Date Picker, to be found in the Target Date pane as shown in the red box below.

Clicking on the icon opens the Date Picker.

The Date Pickers behaves as you may expect from its layout:

1. the left and right single arrows going one month back or forth, the left and right double arrows going one year back or forth, and the square recalling the current date;
2. the number of the week;
3. the list to jump to a selected week in the year.

Once a date is clicked, the Date Picker vanishes and the Date field (with the pale green background) is updated with the selected value - in this example, July 31st, 2013.
Note: in some circumstances, the choice in dates is limited and the Date Picker will only allow you to select the suitable ones - in this example, you could only opt for September 3rd or September 4th:

Please be aware that the Target Date has not been changed yet. You need to first click on the blinking Set button to change it to the selected value.

Note that you can also type the next target date directly into the field, following the DD/MM/YYYY format (and confirm with the Set button).

3.2 Header Buttons

Depending on the user role and profile, a number of buttons are available to provide additional functionalities to the Header.

These buttons are reserved to specific roles. You may therefore not see them when you login to the Portal - this is simply because you will probably not need them.

However, if you think that your profile is misconfigured and that you should be able to access, please contact the NM Customer Support (CSO Tel: + 32 2 745 1997).

From right to left:

- **HELP**: opens the Global Help pages (All users)
- **CUSTOMISATION**: opens the Customisation Editor (All authenticated users)
- **ADMINISTRATION**: gives access to the Delegated Access Administration (AO Administrators)
- **VERSION**: shows the current version of the Portal (Developers)
- **WIND**: opens the NOP content editor (Contributors)
- **VIEW**: shows the Publishing workflow (Contributors)
- **SIMULATIONS**: opens the Simulations workspace (Restricted by profile)

3.2.1 Help
A global Help function is made available from the header:

Clicking on the HELP button opens a pop up window, giving access to a comprehensive Help package. A complete navigation system allows the user to search, browse, bookmark and print any page within the Help system.

The Help window opens by default on the Changes and Updates page:

Contextual Help (Section 7.2.3) is also available from each Portlet, which directly opens the relevant Help page.

### 3.2.2 CUSTOMISATION

Clicking on the CUSTOMISATION button will open the Customisation Settings, as shown below:

The Customisation Editor is further described in the Portal Customisation (Section 5) section.

### 3.2.3 ADMINISTRATION

The ADMINISTRATION button, and the attached DAA application, are aimed at AO Administrators. You may therefore not be able to see nor use these features. However, if you think that your profile is misconfigured and that you that you should be able to access the DAA, please contact the NM Customer Support (CSO Tel: + 32 2 745 1997).

Clicking on the ADMINISTRATION button will open the Delegated Access Administration window, as shown below:
The DAA concept is further described in the DAA - Delegated Access Administration (Section 6) section.

### 3.2.4 WIND

If you are a NOP Contributor, and have access to the WIND (Web Interface for NOP Data), please be aware that a WIND User Manual is available - you can get it from the NOP Office.

### 3.2.5 NOP Event Monitor

The NOP Event Monitor button (not present on the Public Portal) opens a Detached View featuring two panels: Filtering Configuration and Event List.

The first one lets you filter any of the following types of NOP Events for which you want to be notified:

- AIM
- ANM
- Crisis
- Crisis Type
- Daily Plan
- EAUP
- Forecast / Danger Area
- Headline News
- Report
- Simulation

**Event selection**

You may individually check the desired items - and/or use the Set all button to select all items in one go.

Conversely, you can individually uncheck items - or use the Reset all button to unselect all items in one go.

The second panel lists all matching published or updated entries:
3.3 Searching the Portal

The Search function is located in the top right corner of the Header in the Main View.

Type in your query in the light green text field and click on the SEARCH button to open a Search Detached View listing all the found matches. The query is case insensitive, and you can type in one or several words, each separated by a space.

You can also directly click on the SEARCH button to open the Detached View and launch your query from there.

3.3.1 Search Text

Definitions

In order to make the best use of the Search function, here are a few definitions as how the Portal considers your queries:

3.3.1.1 Text

A Text is a sequence of one or more Items, separated by a space. Example:

"a collection of words" +single_word -another_single_word one_last_word

3.3.1.2 Item

An Item is a group consisting of an (optional) sign in front of a Term. Example:

+single_word or -"first_word second_word"

3.3.1.3 Term

A Term is a single word, or a collection of words within opening and closing double quotes. The quotes are telling the system that the space between the words is not to be interpreted as a separator - ore more simply, that the text string between the quotes is the entity for which you are searching a match. Example:

"first_word second_word third_word"

Searching for Text

If an unsigned term matches a keyword with a Damerau-Levenstein distance of at the most 2, the application considers this term as a match (effectively, the search algorithm allows the user up to 2 spelling mistakes) and, depending on the result of the matching process of signed terms, the document will be added to the search result.
Refining the Search

Additional features allow you refine your search:

- the "+" sign right in front of the term: the related term must match a keyword in exactly the same spelling, except letter casing
- the "-" sign: if a keyword exists that matches the related term then the whole document is removed from the set of matching documents

3.3.2 Search Results

The Portal Search Detached View lists all the entries matching the searched term(s).

If the search was initiated from the NOP header, the results are displayed in a new search window. If the search was initiated from the search window, the search window is refreshed with the results.

A color coding tells you the quality of the found match:

- a partial match is indicated with an orange bullet:
- a full match is indicated with a green bullet:

See below an example with the query 'EBBR EDDY':

This tells you that 103 matches were found in 3 locations: Daily Plan (over 50 results), Headline News (over 50 results), and Prevalidation Exercise (one result).

Notice the two green expand boxes , indicating that they contain one or more full match.

The fully expanded view looks like this:

Drilling down information

Move your mouse over a result bullet to reveal the matching keyword(s) and scoring:
In a similar fashion, move your mouse over a title (light blue link) to get its summary, providing there is something to show. As a matter of fact, the tooltip is not available in all FCUs.

Simply click one the selected entry to open its corresponding item.

In this example, clicking on the highlighted entry *Applicable: 05/08/2012 (last update: 04/08/2012)* will open the corresponding Daily Plan detached view depicted below:
3.4 Logout

The **Logout** function is located in the top right corner of the Header. It is part of the User Credentials module, showing the user ID with which you have logged on the Portal.

This is for display only, you cannot directly edit the content of this field.

The only possible action here is to click on the **LOGOUT** button, which will terminate your Portal session in a clean and secure way, close the Portal window and bring you to the **Network Manager** section of the Eurocontrol website.
4. The NOP Desktop

**Important:** The **NOP Desktop** was reserved to certain user profiles during the previous STAM live trial. It has been disabled for now and is currently not available from the OPS NOP Portal.

4.1 Airspace / OTMVs

The **Airspace** Application is in many ways similar to what can be found from the NOP Portal. One of the significant addition is the possibility to manage **OTMVs** (Occupancy Traffic Monitoring Values).

**Creating an OTMV**

4.1.1 **From the Airspace Application**

First of all, define a Workspace ("Working with Workspaces" in the on-line documentation) and select the **Airspace** application from the Applications tab, to open the OTMV window. For this example, we have queried the **Traffic Volume** for LFFTE.

Locate and open the **OTMV** tab:

![OTMV Window]

Note: the OTMV tab will only be visible to FMP roles.

Next click on the **New** tab to open the OTMV editor:

![New OTMV Tab]

Now click on the the **Create** button:

![Create OTMV]

A blank line is created in the table:
In the following example we have set the following parameters:

- **Count duration** = 10
- **WEF** = 15:00 (note that the time must be set in the future)
- **TIL** = 18:00
- **Peak** = 8
- **Sustained** = 6
- **Occurrence** = 15
- **Elapse** = 15

Which results in the following update (note the creation of the tab labelled 10 as a result of the Count duration selection):

Click on the **Save** button - the editor closes and entry is now saved and the Query Result light green area also reflects the update:

**Note**: using the Apply command will produce the same result as Save, but will not close the editor.

### 4.1.2 From the Traffic Counts window

Here follow the steps involved in the creation of an OTMV (Occupancy Traffic Monitoring Values) from the Traffic Counts application.

First of all, define a Workspace (‘Working with Workspaces’ in the on-line documentation) and select the Traffic Counts application from the Applications tab, make sure the Chart tab is selected, and click on the OTMVs button:

This action opens an Airspace window, where you will be able to proceed as above described.

**Editing an OTMV**
Click on the Edit button to launch the editor and get the following possibilities:

- make changes to the set parameters
- delete an entry (click on the Close red cross)
- create another entry

**Attention**: The modification of an OTMV is only possible if the period is not exceeded.

**Checking the Counts**

1° Open a Traffic Counts window and recall the created OTMV:

2° see that the peak OTMV and sustained OTMV are indeed reflecting the settings:
4.2 Flight List

The Flight list can be obtained by different means:

- The Flight list of the Traffic Volume:
  - Via the Flights tab from the Traffic Counts window
- The Flight list of the Hotspot:
  - Via the Chart from the Counts window (select Traffic counts 2)
  - Via the Hotspot tab
Query Area

Result Area

The Flights matching the query are listed in a table similar to this:

<table>
<thead>
<tr>
<th>Entry</th>
<th>Exit</th>
<th>Flt ID</th>
<th>Type</th>
<th>Flight Number</th>
<th>Origin</th>
<th>Flight from</th>
<th>Flight to</th>
<th>Flight Type</th>
<th>Time</th>
<th>Duration</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Most of the columns are the same as the ones found in the Flight List Portlet form the NOP Portal. This NOP Desktop version features 6 new parameters:

- **EXIT**: the time of the Reference Location of the Traffic Volume.
- **#H**: the number of hotspots the flight is entering. Click on the link to open a table listing the hotspot(s) description(s):

<table>
<thead>
<tr>
<th>Exit Time</th>
<th>Hotspot Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02:00</td>
<td>Hotspot 1 description</td>
</tr>
<tr>
<td>02:10</td>
<td>Hotspot 2 description</td>
</tr>
</tbody>
</table>

- **LS**: the occupancy load state in which the flight is counted. If the flight is counted in the Peak, the letter P is displayed in the column- and if the flight is counted in the Sustained, the letter S appears instead.

- **MEA+**: the most penalising STAM measure.

- **MK (Measure Kind)**: the specification of the M-CDM ATFCM measure(s) affecting the flight. They are presented with the initial of each kind of measure: d = delay, r = re-routing and m = M-CDM only. A lower case indicates a single measure of that kind, while an uppercase indicates multiple measures of that kind. Note also that these letters can be combined (i.e. Dr would stand for several delay measures and one re-routing measure).

- **M-CDM**: the M-CDM state of the measure affecting the flight. The possible values are:
  1. Draft = draft
  2. Prop = proposed
  3. Interrupt = interrupted (because a CNL, DLA or CHG message has been received, or because the system was not able to find a new route for the concerned flight)
  4. Coord = coordinated
  5. For Impl = for implementation

Flight List Window - the AO Perspective

This is how the Flight List window appears on the NOP Desktop - note that the Aircraft Operator tab has been selected:
4.2.1

For this example, we have launched a query with the following parameters:

- **Operator**: AFR
- **Traffic Type**: Traffic Load
- **WEF**: 1200
- **UNT**: 1300

The Result area lists 46 matching flights:

Other Functionalities
4.2.2 Proposal Flight

Times showed in red and followed by the letter lowercase p in the IOBT column indicate the existence of a proposal flight for the currently displayed normal flight.

**Note:** the uppercase letter P will be displayed after the IOBT when a flight is still a Proposal that needs to be confirmed.

Click on the callsign link (in the ARCID column) highlighted above to open the Flight details:
The actual route is displayed (as highlighted in the above graphic).

Note the presence of a Proposal exists - Show Proposal link near the top of the window:

Select the link to display the proposed route...

Note how the Proposal exists - Show Proposal link has turned into a Proposal - Show Normal link:

Select the link to restore the actual route as initially presented:

Operational Log

A Proposal Route may also be presented from the Operational Log tab - locate the arrow in front of the HI REROUTE line...

... and click to expand the content:
4.3 M-CDM Tool

**Important**: The M-CDM Tool Portlet was reserved to certain user profiles during the previous STAM live trial. It has been disabled for now and is currently not available from the OPS NOP Portal.

4.4 Traffic Counts (2)

**Important**: Traffic Counts is part of the M-CDM Tool. The M-CDM Tool Portlet was reserved to certain user profiles during the previous STAM live trial. It has been disabled for now and is currently not available from the OPS NOP Portal.
IMPORTANT: About shared working position / User ID

In cases where you share a working position and/or an User ID with other staff, please take the following actions:

- case 1: different IDs on same computer: please do logout when you leave position, and login when you start a session, to make sure you will be using your own customised settings.
- case 2: different users on the same ID: please do review the customisations done by the previous user to make sure they suit your purpose and working preferences.

Caution: Inheriting someone else’s customisation settings can potentially lead to security issues.

When opened for the first time, the NOP presents by default, all the currently available Portlets in their respective ‘expanded mode’. This results in a very large amount of information, likely to make the Portal somewhat confusing to use.

The Portal Customisation enables you to store your preferences on how some sections of the portal will behave or look like, to best fit your working habits or areas of interest - and significantly reduce the size of the pages. The Portlets can be defined to be visible or invisible on the Portal Main View, resulting in a user-defined layout only displaying the selected items - and presenting them in a compact and practical way.

Please refer to the Customise the NOP (Section 5.1.6) section to learn how to optimise the NOP layout.

Note: Portal customisation is only available to authenticated users having access to the customisation editor - you may therefore not see the buttons described in this section.

The NOP presents two accesses to the customisation process, from the header of the NOP Main View and from the header of the Detached Views of all customisable applications.

Customisation from the NOP Header

The first method for accessing the Customisation Editor is from the CUSTOMISATION button located in the NOP Header (Main View):

Customisation from a Detached View

The header of all customisable Detached Views features a Customisation button, located next to the Set and Printing Mode buttons:

Both these actions result in opening the Customisation Editor:

You may now opt for one of the following actions:

- Select an Application to customise from the pull-down menu, which lists in alphabetical order all applications currently available for customisation:
  - E_HELPDESK (Section 5.1.2) (E-Helpdesk Portlet)
  - FLIGHTS (Section 5.1.3) (Flight Portlet)
  - IFPUV (Section 5.1.4) (Flight Portlet)
  - MEASURES (Section 5.1.4) (Measures Portlet)
  - NOP (Section 5.1.6) (NOP main page)
  - TRAFFIC_COUNTS (Section 5.1.7) (Traffic Counts Portlet)
- Customise Subscriptions to one or more information services, currently:
  - AIM
  - Network Headline News and Initial Network Plan
  - EAUP
5.1 Applications

5.1.1 Common Features

We will be using the example of the **Flights** to highlight the feature common to all HMI customisation processes.

**Screen organisation**

An **Application Customisation** screen is divided in three parts:

1. The Buttons Bar
2. The Navigation Tree
3. The Edit Panel

1. **The Buttons Bar**

Four buttons and a check box are available here - this is where you perform the various actions in relation with the customisation process.

5.1.1.1 **Customise** - Button

By default, when you first open the Editor, the **Customise** button is active and the remaining three buttons are disabled:

![Customise Button]

You need to click on the **Customise** button to unlock the editable fields and start making your changes. By doing so, the status of buttons changes:

![Customise Button Status]

**Customise** gets disabled, while **Save** and **Cancel** are now active.

5.1.1.2 **Drop Customisation** - Button

The **Drop Customisation** function is only available after having modified and changed the settings by means of the **Save** button. Use it to remove all your changes and restore the defaults settings.

![Drop Customisation Button]

**Note**: the **Customise** button in now again active, allowing to make further changes to your current setup - in the same session or anytime later in another session.

5.1.1.3 **Save** - Button
The **Save** function allows you to persist your changes on the NOP server - making your new settings available for the next login.

![Save function controls]

This means that you have to quit the application and relaunch it in order to see your changes.

**5.1.1.4  Cancel - Button**

The **Cancel** button is used to undo all changes made within a given session since the last **Save**.

![Cancel button controls]

**Note**: closing the Editor window yields the same result.

**5.1.1.5  Show Only modified object - Check box**

This box filters the elements displayed in the **Edit panel** to show only those which were modified. This feature is specially useful when the root level (the first level available) is selected in the **Navigation Tree**.

**5.1.1.6  Customise Application - Select**

This allows you to customise another application from within the **Customisation Editor**, without the need to close the window and return to the Main View.

2. **The Navigation Tree**

The navigation tree presents the different levels (or nodes) which you can individually access to make changes to the application settings.

The **Root level** (the first level) acts as a files folder - simply click on the arrow on the left of the application name (in this case, **FLIGHTS**) to expand or collapse it and as a result, show or hide its content.

Next, click on the node at which level you want to make changes, to load its content in the **Edit Panel**.

The editor keeps track of your unsaved changes, and highlights the modified nodes in a light pink box. In this example, you can see that **ARCID**, **AIRSPACE** and **POINT** were modified.

Lastly, the currently selected node (**HOTSPOT** in this case) is shown against a blue background.

**The Edit Panel**
The Edit Panel comprises two tabs: the Edit tab and the Default tab.

5.1.1.7 Edit Tab

The Edit tab is where you can make changes to the settings. The editable parameters are displayed in black. They are presented in various ways, depending on their nature:

- check boxes
- pull-down lists
- radio buttons
- text fields
- ...

Some components, most often from rows in tables, do present parameters which are not editable - these are displayed in grey.

**Note:** tables are considered as one single editable object.

**Sorting in tables**

You can also sort the tables to best accommodate your working method: simply click on a column header to have the rows sorted by ascending or descending order. The example below shows the content of a table sorted by **Id - Descending** (see how the orange triangle is pointing down). Click again on the column header to change the ordering method (descending to ascending, and conversely).

**Note:** this sorting is for editing only, and has no impact on how the corresponding table will be displayed on the Portal.

5.1.1.8 Default Tab

The Default tab shows the values set by default for the selected element. This can be helpful when you do not remember where you made changes, or to manually restore individual parameters to their default value.

The Drop Customisation function (see above) restores the elements to the values set in the Default tab - undoing all changes in the process.

5.1.1.9 The Paging System
One of the features present on a number of Detached Views is the Slide Bar, part of the NOP Paging system.

In effect, a page slider appears under the Query area, in a light green box, when the query returns a number of matches too big to fit on a single screen.

This is how it looks like:

![Slide Bar](image)

You can customise how the slider will behave with these three parameters:

- **Is Paging configurable?**
- **Page Size**
- **Page Threshold**

![Configuration Options](image)

**Is Paging configurable?**

Set it to **Yes** to enable the Paging configuration and reveal the **Page Size** and **Page Threshold** parameters. The default value is **Yes**.

**Page Size**

The number of table rows you want to see displayed per page. The default value is **25**.

**Page Threshold**

The number of rows to reach before the data starts to be split in pages as defined by the **Page Size** parameter. The default value is **100**.

### 5.1.2 Customise the E-Helpdesk

Depending on whether you assume an **AO** or **CFMU** role, certain fields reserved to your activity will not displayed in the E-Helpdesk application.

As a result, only the common denominator of the columns displayed in both roles can be customisable (except for Type and Details which should always be displayed).

These columns are:

- **ARCID**
- **Adep**
- **ADES**
- **EOBT**
- **REGUL+**
- **State**
- **ANU**
- **Submitted**
- **Last Response**
- **General Interest**
They are shared by AO CURRENT, AO ARCHIVE, CFMU CURRENT and CFMU ARCHIVE.

The RULES MASTER DATA table is different, and presents the following fields:

<table>
<thead>
<tr>
<th>Id</th>
<th>Header</th>
<th>Initial Sorting Level</th>
<th>Initial Sorting Direction</th>
<th>Show ?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule Name</td>
<td>Name</td>
<td>0</td>
<td>ASCENDING</td>
<td></td>
</tr>
<tr>
<td>Rule Regulation Id</td>
<td>REGUL+</td>
<td>0</td>
<td>ASCENDING</td>
<td></td>
</tr>
<tr>
<td>Rule Request Types</td>
<td>Request Types</td>
<td>0</td>
<td>ASCENDING</td>
<td></td>
</tr>
<tr>
<td>Rule Applied Till</td>
<td>Applied Till</td>
<td>0</td>
<td>ASCENDING</td>
<td></td>
</tr>
<tr>
<td>Rule Status</td>
<td>Status</td>
<td>0</td>
<td>ASCENDING</td>
<td></td>
</tr>
<tr>
<td>Rule Submitter</td>
<td>Submitter</td>
<td>0</td>
<td>ASCENDING</td>
<td></td>
</tr>
<tr>
<td>Rule Last Updated Time</td>
<td>Last Updated</td>
<td>0</td>
<td>ASCENDING</td>
<td></td>
</tr>
</tbody>
</table>

5.1.3 Customise the Flights Application

The FLIGHTS Navigation Tree

The Navigation Tree comprises the following elements:

- ARCID
- AERODROME
- AERODROME SET
- AIRCRAFT OPERATOR
- AIRSPACE
- POINT
- REGULATION
- TRAFFIC VOLUME
- HOTSPOT

Click on each element to get its corresponding Edit panel.

Note: while the ARCID Edit panel shows a clearly specific table for customisation, the other elements may be less straightforward at first - when no customisation has yet been put in place. In fact, you can choose a different subset of the columns for each of the elements.

The FLIGHTS Edit panels

All of the FLIGHTS customisation data is presented in tables, with headers common to all of the nodes:

- Id - The Id, or label, of the parameter (not editable)
- Header - the text in the column header (not editable)
Saving the changes

Remember to click on the Save button to save the changes. You can check the Common Features (Section 5.1.1) section for additional help on the customisation process.

5.1.4 Customise IFPUV

The IFPUV Navigation Tree

The Navigation Tree comprises the following elements:

- ORIGINAL
- PROPOSED ROUTE
- GENERAL > COLOR

Click on each element to get its corresponding Edit panel - and on the Customise button to enable editing.

ORIGINAL ROUTE & PROPOSED ROUTE Data Tables

Both tables present the following elements:

- Id - The Id, or label, of the parameter (not editable)
- Header - the text in the column header (not editable)
- Initial Sorting Level - allows to initialise a table with a default sorting - Editable
- Initial Sorting Direction - Editable: select between ASCENDING and DESCENDING
- Show? - unchecked parameter will not appear in the Portal - Editable

COLOR

<table>
<thead>
<tr>
<th>Ifpuv Route Better Than Colour</th>
<th>#0f98b4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ifpuv Route Original Colour</td>
<td>#39ceff</td>
</tr>
<tr>
<td>Ifpuv Route Worse Than Colour</td>
<td>#ff0000</td>
</tr>
<tr>
<td>Ifpuv Route Equal To Colour</td>
<td>#008000</td>
</tr>
</tbody>
</table>

This is where you can specify custom colors for the following parameters:

- Ifpuv Route Better Than
- Ifpuv Route Original
- Ifpuv Route Worse Than
- Ifpuv Route Equal To

Click on a color field to open the color editor.
5.1.5 Customise Measures

The MEASURES Navigation Tree

The Navigation Tree comprises the following elements:

- REGULATION LIST
- REGULATION DETAILS > SUB PERIODS
- REGULATION DETAILS > SUPPLEMENTARY PERIODS
- REGULATION DELAYS
- REROUTING LIST
- REGULATION

Click on each element to get its corresponding Edit panel - and on the Customise button to enable editing.

Data Tables

All of the MEASURES customisation data is mostly presented in tables, with headers common to all of the nodes:

- Id - The Id, or label, of the parameter (not editable)
- Header - the text in the column header (not editable)
- Initial Sorting Level - allows to initialise a table with a default sorting - Editable
- Initial Sorting Direction - Editable: select between ASCENDING and DESCENDING
- Show ? - unchecked parameter will not appear in the Portal - Editable

Page Size & Page Threshold

In addition, all nodes feature the Page Size / Page threshold parameters, except REGULATION:

```
| Page Size | 25
| Page threshold | 100
```

Saving the changes

Remember to click on the Save button to save the changes. You can check the Common Features (Section 5.1.1) section for additional help on the customisation process.

5.1.6 Customise the NOP

Overview

The NOP Main view, with all its Portlets and applications visible and maximized, results in a vast amount of information displayed on a very large page which can prove unpractical to use in certain context, and will in most cases require some extensive vertical scrolling.

You can avoid this by hiding all applications which are not relevant to your activities, and minimizing the ones that you do not use on a regular basis.

This is the Main View in Tactical phase, fully deployed on the left and with a number of applications removed and other minimized on the right.
Customisation

The customisable elements are grouped in 5 ‘phase’ tabs, in the same way they appear on the Portal Main View:

- Resources
- Post-Operations
- Tactical
- PreTactical
- Strategic

Similarly, the Portlet (Application) names are listed in three columns, matching the actual layout of the NOP main page.

5.1.6.1 Main Page Layout

**Note:** Since customisation is related to a User, and not to a Role, the list of Portlets displayed in the NOP customisation editor is extensive and includes them all. As a result, you may likely see items in the editor which would not be visible to you in the Main View (or would be, under a different role). Please refer to the Login to the Portal (Section 2.4) section for more information on Roles.

From each of the tabs, you can modify the Main page Layout attributes and establish, for each of the listed applications, which will be visible (checking or unchecking the corresponding field in the Is Visible column) and which will be minimized by default (checking or unchecking the corresponding field in the Minimized column).

While an invisible Portlet can not be made visible again from the NOP Main View, you can change the minimize/maximized status of any Portlet using the or button located in the Title bar, to respectively reveal or hide its content. However, changes made outside of the Customisation Editor are considered temporary and will not be saved in the configuration data.

**Caution:** Please note that you can not change the order of the portlets, nor can you change their location in the layout. This is only about hiding or showing elements in a fixed grid.

In the example below, we have highlighted three changes:

1. The ‘Reserve’ Portlets, in the first column of the Resources tab, have been unchecked from the Is Visible column - they will therefore not appear on the Portal Main View;
2. A number of Portlets from the third column have been set to be minimized on the Portal Main View;
3. The Application Name column has been changed to display the listed elements sorted by name (ascending alphanumeric) - this is for the user’s convenience only and will have no change on the Portal Main View.
5.1.6.2 Tabs Order Display

This second section allows you to change the tabs display order.

The **Time** option sorts the Phase tabs from the past (on the left side) to the far future (on the right side) - as shown below:

On the other hand, the **Workflow** option reflects the logical sequence in an operational perspective: planning ahead (Strategic), refining the plan (PreTactical), operating (Tactical) and finally assessing results (Post-Operations).

**Saving the changes**

Lastly, click on the **Save** button to save the changes. You can check the **Common Features (Section 5.1.1)** section for additional help on the customisation process.

5.1.7 Customise the Traffic Counts Application

**The TRAFFIC COUNTS Navigation Tree**

The Traffic Counts comprises the following elements:

- QUERY, composed of OCCUPANCY, ENTRY and GENERAL
- RESULT, composed of CHART (incl. COLOUR), REGULATION and HOTSPOTS

Click on each element to get its corresponding Edit panel.

**Tip**: click on the appropriate node to reduce the number of elements displayed in the Edit Panel: TRAFFIC COUNTS displays the full content; QUERY displays the content of OCCUPANCY, ENTRY and GENERAL in an aggregated way; and so does RESULT, for the content of CHART, REGULATION and HOTSPOTS.

**The TRAFFIC COUNTS Edit panels**

The Traffic Counts customisation data is presented in a variety of methods, depending of its nature.

5.1.7.1 **QUERY > OCCUPANCY**
This component features three numerical fields available for edition:

- Default Occupancy Duration
- Occupancy Initial Display Shift
- Occupancy Initial Display Elapse

5.1.7.2 QUERY > ENTRY

This component features two numerical fields available for edition:

- Entry Initial Display Shift
- Entry Initial Display Elapse

5.1.7.3 QUERY > GENERAL

This component features five editable fields:

- Period Type Archive (Radio button) : 0000 to 0000 / WEF to 0000 / WEF to UNT
- Period Type Tact (Radio button) : 0000 to 0000 / WEF to 0000 / WEF to UNT
- Polling Timer Trigger (Numerical field)
- Query Over Midnight (Radio button) : Yes / No
- Period Type Predict (Radio button) : 0000 to 0000 / WEF to 0000 / WEF to UNT

5.1.7.4 RESULT > CHART

The Chart Piling Up Order parameter allows you to arrange the order of the following elements:

- ATC activated
- TACT Activated with no FSA expected
- RPL
- PF D
- IFPL
- TACT Activated with FSA expected
- Suspended

Click on a Up arrow to move the corresponding row upwards - and on a Down arrow to move it downwards.

5.1.7.5 RESULT > CHART > COLOUR
This is where you can change the colors appearing in the Traffic Counts charts, by means of a simple color picker:

5.1.7.6 RESULT > REGULATION

This component features four items:

- **Is Paging configurable?** (radio button) : Yes / No
- **Page Size** (numerical)
- **Page threshold** (numerical)
- **Regulation Table** (table) : Initial Sorting Direction / Show ?
  - Regulation Id
  - Cancel
  - Wef
  - Unit
  - Rate
  - Delay Time
  - Flight List

<table>
<thead>
<tr>
<th>Id</th>
<th>Header</th>
<th>Initial Sorting Level</th>
<th>Initial Sorting Direction</th>
<th>Show ?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation Id</td>
<td>Reg Id</td>
<td>0</td>
<td>ASCENDING</td>
<td>✔</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel</td>
<td>0</td>
<td>ASCENDING</td>
<td>✔</td>
</tr>
<tr>
<td>Wef</td>
<td>Wef</td>
<td>0</td>
<td>ASCENDING</td>
<td>✔</td>
</tr>
<tr>
<td>Unit</td>
<td>Unit</td>
<td>0</td>
<td>ASCENDING</td>
<td>✔</td>
</tr>
<tr>
<td>Rate</td>
<td>Rate</td>
<td>0</td>
<td>ASCENDING</td>
<td>✔</td>
</tr>
<tr>
<td>Delay Time</td>
<td>delay</td>
<td>0</td>
<td>ASCENDING</td>
<td>✔</td>
</tr>
<tr>
<td>Flight List</td>
<td>flight list</td>
<td>0</td>
<td>ASCENDING</td>
<td>✔</td>
</tr>
</tbody>
</table>
5.1.7.7 RESULT > HOTSPOTS

This last component also features four editable items:

- Is paging configurable? (radio button) : Yes / No
- Page Size (numerical)
- Page Threshold (numerical)
- HotspotsTable (table) : Initial Sorting Direction / Show ?
  - Duration (not editable)
  - Applicability (not editable)
  - Severity (not editable)
  - State (not editable)
  - Remark
  - Hotspot Flight List Link (not editable)

Saving the changes

Lastly, click on the Save button to save the changes. You can check the Common Features (Section 5.1.1) section for additional help on the customisation process.

5.2 Subscriptions

The Subscriptions Editor gathers in a single location the various E-mail Notification Subscriptions you may wish to activate or deactivate:

Subscribe to the HEADLINE_NEWS stream to get notified each time a Major update is published - please refer to this section (Section 8.31) for more information on the Headline News.

Create a subscription

The first time you use the features, the initial step consists in specifying the email address where you want the notifications to be sent:

1. Click on the Edit button to make the Email Address field editable
2. Enter a valid email address.

Next will come the selection of information stream(s) to which you want to subscribe:

3. Mark the check boxes corresponding to your selection
4. Click on the Save button.
Saved changes are reflected in the **Last updated** time stamp:

The address and subscriptions parameters can be modified / updated at any time - similarly using the **Edit** button.

**Attention:** The subscription to NOP Email notifications does not yet support multiple recipients. The suggested workaround is to create a mailing or distribution list on your domain, containing the list of all intended recipients - then use that as notification email in the Email Notifications Subscription.

### Disabling Subscriptions

At any given time, you may disable subscriptions:

1. If not already in Edit mode, click on the **Edit** button
2. Click on the check box corresponding to the active subscription you wish to cancel
3. Save the changes.

### Monitoring Emails

After having customised your settings, you will start receiving emails, as in the below example:

**Ukraine situation - UPDATE 17/07 1620 UTC**

**Update published: 30/10/2014 08:20**

---

**Advice from EUROCONTROL Network Manager**

Further to the [ICAO circular](http://www.eurocontrol.int) EMD 14-0043 (EDE) (FDL/CLP) issued on 32 April 2016, raising safety concerns in Simferopol FIR due to the 1030 UTC (UKRAINE) airspace being closed, the Network Manager strongly advises airspace users to avoid the airspace (indicatively shown in the attached diagram).

However, NNW has no legal authority to reject flight plans unless the ATC routes are formally closed by NOTAMS from the competent authority.

**Based on the** [NOTAM A1302/16](http://www.eurocontrol.int) **published by the Ukrainian authorities, the routes depicted in the attached map are not available for flight plans.**

The EASA Safety Information Bulletin (SIB) is available at the following link: [link](http://www.eurocontrol.int)
Attention: automated emails can be considered as spam by your email provider or email software - please make sure you will be able to receive the notifications. In some cases you may need to adapt your incoming emails settings...
The **ADMINISTRATION** button, and the attached DAA application, are aimed at AO Administrators. You may therefore not be able to see nor use these features. However, if you think that your profile is misconfigured and that you that you should be able to access the DAA, please contact the **NM Customer Support** (CSO Tel: + 32 2 745 1997).

The **Delegated Access Administration** application allows Aircraft Operators to specify which users can perform an action in NM systems (essentially via B2B and NOP Portal) on their flights.

Click on the **ADMINISTRATION** button located in the NOP Header:

![Navigation bar with ADMINISTRATION button highlighted](image)

This opens the **Delegated Access Administration** window:

![Delegated Access Administration window](image)

**Attention:** Leaving the ‘No delegation defined’ parameter checked ‘on’ (the default setting) will result in any organisation being able to perform any changes on your Flights.

**Screen layout**

![Screen layout diagram](image)

**6.1 Organisation Panel**

The Organisation panel combines the various elements at organisation level:

- **My ANU**: text field displaying the ANU of the organisation associated to your user profile
- **Edit, Save and Cancel** buttons:
  - **Edit** - enables you to edit the settings for the organisation selected in the table;
  - **Save** - saves the changes made to the settings;
  - **Cancel** - discards any changes and closes the editor.
- **Add ANU**: text field to enter the ANU of an organisation to which you want to delegate privileges.
- **Delete** button: removes the selected organisation from the list.
- **Organisations Table**: lists all organisations for which delegations have been specified.
6.2 Delegation Panel

Where you manage the privileges you delegate to the organisation selected from the above list.

- **Expand All / Collapse All** buttons: respectively expands or collapses the **Use Case** folders - there is only one at present (**Flight Management**), but more are expected to be implemented in future releases.
- **Select All / Unselect All** buttons: respectively selects or unselects all the **Use Case** items.
- **Delegations Table**
  - **Use Case / Description**: the type and description of delegation
  - **Delegated** check box: used to select the Use Case(s) you want to delegate to the selected organisation.

The Delegated Access Administration application currently allows you to delegate the following capacities:

- Cancel a flight
- Delay a flight
- Update a flight
- File a flight plan
- Send an RQP message

⚠️ You will first need to uncheck the 'No delegation defined' box to be able to create and/or manage delegations.

Adding a delegation

Type in the ANU of the organisation to which you want to delegate capacities in the **Add ANU** field:

![Delegated Access Administration](image)

Note the autotype feature, suggesting you matching results as you fill in the field.

When an ANU is selected (**BAWOC0C** in this example), a selection panel opens, featuring a buttons bar and a table of settings:

![Delegated Access Administration](image)

To associate Use Cases to an organisation:

1. Mark them as **Delegated**
2. **Save** the changes:
Managing Delegations

In addition to the creation of delegation profiles, you may also perform the following actions:

- Edit
- Delete
- De-activate

6.3 Edit

You can modify the DAA settings at any given time:

1. select the concerned Organisation;
2. click on the Edit button;
3. modify the settings;
4. click on the Save button.

6.4 Delete

Organisations can be removed from the Organisations Table:

1. select the concerned Organisation
2. click on the Delete button

6.5 De-activate

You may also wish to suspend all delegated privileges for any length of time:

1. set the No delegation defined check box to 'On'

This operation will de-activate all the delegations you have specified.

They will however not be removed from the system, and you can restore them at will.

To do so, simply uncheck the No delegation defined parameter and recover the last saved situation.
Portlets and Views

7.1 Portlet Availability

It is of importance to understand that not all Portlets are available in every ATFCM Phase. Whenever irrelevant, they simply do not appear on the screen.

This is the case for the RAD portlet, not showing in Post-Operations. In a similar way, NMIR will not appear in Strategic.

It may also happen that a Portlet is present (showing the border and title bar), but displays no content.

In this case, a message will tell the reason for the absence of data, as for instance (the exact wording may vary between Portlets, but the overall meaning will be the same):

- **The [name of the Portlet, for instance "Network Daily Plan"] is currently not yet available**: this means that the data is not available yet for the context (day and/or time) in which it is requested.
- **You are not authorized to see [name of the Portlet, for instance "Flights"]**: this means that your profile does not grant you access to some restricted information - see table below.
- **Data is no longer available**: this means that the requested data is no longer accessible from the Portal.

This list is not exhaustive, but as a general rule the displayed message will be such as to make clear the cause of the data unavailability.

Availability table

This table lists the Portlets or specific functions whose access is reserved to authenticated users (in other words, reserved to the Protected Portal):

<table>
<thead>
<tr>
<th>Portlet</th>
<th>Restricted Access</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC3</td>
<td></td>
<td>Profile based</td>
</tr>
<tr>
<td>ATM: Subscribe function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airspace Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATFCM Network Situation: Interactive Map</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATFCM Network Situation Data:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slot Window Compliance and Suspended Flights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATFCM Network Situation Data:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASD Detached View - Show Regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASTAR</td>
<td></td>
<td>Profile based</td>
</tr>
<tr>
<td>Crisis Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSST</td>
<td></td>
<td>Profile based</td>
</tr>
<tr>
<td>EC/SAFA ALARMING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Helpdesk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight Planning: Route Catalogue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Network Plan: Network Interactive Map</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCDM Tool</td>
<td></td>
<td>Profile based</td>
</tr>
<tr>
<td>Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Events: Create and Subscribe functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Headline News:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscribe function</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOP-Showcase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Counts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.2 Portlets General Features

7.2.1 Portlet Definition
A portlet is a window portion providing a synthetic piece of content on a portal page. This content may be static, or dynamic – with interfaces for dialogue with the user, and with data/graphical information/transactions provided by back-end applications.

NOP Portlets are configurable within the portal, and give access to more detailed information: tools and applications, news, reference material, web pages....

In the Portal, the Portlets are grouped by nature and usage, as explained in the Global Layout (Section 2.5) section.

There are two buttons in the Title bar, one collapsing or expanding the portlet to respectively reveal or hide its content, and the other to call a Contextual help (Section 7.2.3) window.

A portlet will typically show a very synthetic rendering of the data, and whenever relevant present some basic navigation, filtering or querying mechanism to facilitate the retrieval of more detailed information.

This information is presented through pop up windows: Detached Lists (Section 7.3) or Detached Views (Section 7.4), depending on the content.

Several detached views can be left open at a time, for comparison purposes or for later reference.

### 7.2.2 Portlets Scope

Every Portlet does not show on all pages. Depending on its scope, it will be displayed according to the ATFCM Phase in which the Header is set.

However, this is a configurable setting, and the presence or absence of a given Portlet in a given ATFCM Phase may evolve over time.

For every Portlet individually described in the section Portlets from A to Z, a Typical Scope table summarises where you will most likely be able to see it. Here is such a table, indicating that the corresponding Portlet is present in all 5 phases:

- RES for Resources
- POS for Post-Operations
- TAC for Tactical
- PRE for Pre-Tactical
- STR for Strategic

Some are present in one phase only, and most are present in 2 or 3 phases simultaneously.

This is however purely indicative.

### 7.2.3 Contextual Help

Each portlet has its own contextual Help page, which can be opened at any time by clicking on the Help button located in the title bar.
Each Help page provides, whenever relevant, links to other concepts of interest, in the form of **See also** links as shown below, taken from the **ATFCM Events** page.

In addition to the aforementioned features, the whole navigation system (Table of Content, menu buttons and toolbar) is a complementary means of finding relevant information.
7.3 Detached Lists

A Detached List is a NOP window which opens when you click on the more link from a 'list' Portlet - typically a short table presenting the first items of a series:

This new window will list ALL items corresponding to the query:

Clicking on one of them (in this example, TAXI TIME LEMD) will then open the corresponding Detached View:
Detached Views come in different sizes and layouts - depending on their content - but all having the same purpose:

- provide additional information to what was summarized on the parent Portlet
- allow to further dig in the data by means of elaborate querying.

Detached Views appear under the same NOP header reminding that they are issued from the Portal - be it on your screen or when printed. The header may also display the name of their portlet of origin when relevant.

A Target Date selector is sometimes also present in the header, to modify the dates for which queries can be launched.

Navigation tabs and query areas typically reside at the top of the window, whereas the body content can be of various nature:

- messages
- lists
- links
- etc.

Whenever relevant, one -or more- query areas allow further filtering or sorting operations on the current query result, or the launch of new queries within the same context.

### 7.4.1 Querying from a Detached View

A number of Detached Views allow you to launch queries without the need to close the window and/or return to the Main View.

Some are very simple (like ANM), some more complex (like Airspaces in the Airspace Data Portlet).

When first opened from the Portlet, the ANM Detached View lists the ANMs for a given query (by default, for the currently set Target Date).
Overview

- The **Target Date** query field enables you to search for AIMs for a specific day - simply type in the new Target Date as `dd/mm/yyyy` (or use the **Date Picker** to the left of the date field) then click on the **Set** button.
- The filters **Type**, **FMP** and **Sort By** allow you to narrow down the query, which you launch with the **Go** button.
- A **Timestamp** is generated on each query, as shown against the green background in the example above. It also indicates how many matches are found and listed. This area may also contain a paging slider - see here for more details in the **Paging** (Section 7.4.2) section.
- The matching results are listed in the bottom part of the screen.

7.4.2 Paging

One of the features present on a number of Detached Views is the Slide Bar, part of the NOP **Paging system**.

In effect, a page slider appears under the Query area, in a light green box, when the query returns a list of matches too long to fit on a single screen.

This is how it looks like for a query having returned 611 matches, spread across 25 pages:

![Page Slider Example]

Simply move the pointer along the scale to display the relevant page. To help you select the right page, a tooltip appears as you mouse over the different markers, indicating the range (first and last item displayed).

**Note:** The Paging may be configurable, depending on where it appears. Get more details on HMI configuration in the **Setting Preferences** (Section 5) section.

7.4.3 Printing mode

A **Display** toggle switch is present in the header of a **Detached View** displaying large tables (like i.e. in Flights, Airspace Data, ...)

This button switches between the **Screen** mode (set by default) to the **Print** mode - simply click on it to change mode.

**Screen Mode**

The vertical scrolling only affects the data tables. This allows the query area and the table headers to be visible at all times, for an easier on-screen usage and reading.
This setting is however ill-suited for printing, since it only prints what is visible in the window - and in some cases only one of the frames (the header OR the table).

Print Mode

This mode is used when you want to keep the header and the data together in one piece - typically for sending the whole content of a page to a printer.

See how the scroll bar on the left of the image now encompasses the whole window:

7.4.4 Color overlays and (Error) Messages

When a query can not be performed, the Detached View window freezes and is shaded with a light red transparent overlay indicating that an error was encountered.

A pale yellow Alert box also appears, detailing the cause of the error, and if possible providing information on how to solve the problem.

You need to click on the OK button to close the Alert box, unfreeze the window and resume working.
In the above example, the query was launched with no data in the **Airspace** search field - while it is a mandatory field which must contain at least 1 alphabetic or numeric character.

**Loading data - Waiting time**

Some queries can put a significantly heavy load on the Portal server, requiring some time to be processed and displayed back in your browser.

To provide a strong visual clue that your computer is indeed waiting for a response from the server and not simply frozen, the classical hourglass pointer has been replaced with a light indigo transparent overlay, telling you that your query is being processed:

For some queries requesting even more computing time, the blue overlay turns gray and comes along with a message indicating the process status:

### 7.5 Using Wildcards

A wildcard is a special character or symbol (\* in the case of the NOP) that stands for one or more characters and is used in text string matching. This enables you to select multiple files with a single specification.

**A few examples for ICAO codes:**

- **EBB\*** returns EBBC, EBBE, EBBH, EBBL, EBBR, ...

- **\*BX** returns CYBX, EBBX, EDBX, LFBX, LTBX, ...
*BB* returns EBB, EBEB, EBBH, EBBL, EBBR, ...

and also DABB, DBBB, ... and many more other combinations with a trailing or potentially starting (if such a combination would exist in the ICAO context) 'BB' letter group.

Note: the * symbol can stand for zero, one or several characters.
This section lists all NOP Portlets in alphabetical order.

When opened for the first time, the NOP presents by default, all the currently available Portlets in their respective 'expanded mode'. This results in a very large amount of information, likely to make the Portal somewhat confusing to use.

The Portal Customisation enables you to store your preferences on how some sections of the portal will behave or look like, to best fit your working habits or areas of interest - and significantly reduce the size of the pages. The Portlets can be defined to be visible or invisible on the Portal Main View, resulting in a user-defined layout only displaying the selected items - and presenting them in a compact and practical way.

Please refer to the Customise the NOP (Section 5.1.6) section to learn how to optimise the NOP layout.

8.1 Access Requests

Typical Scope: RES

This Portlet has been designed for requesting the subscription to a Network Manager Service. It covers in particular the subscription to a NM Operational Application, such as:

- NOP
- NMIR
- CCMS-Web
- the portfolio of CHMI applications
- etc.

8.2 ACC3

Typical Scope: RES

The ACC3 Portlet provides a B2B application restricted to a number of registered users.

8.3 ACC Info

Typical Scope: STR

This Portlet allows you to view all the details for the queried ACC. An autosuggest mechanism will propose you, in a range gradually narrowing as you type in, all matching ACCs identified in the ACC plan whose display period include the current portal UTC date:
The **ACC Detached View** displays the ACC info for the selected ACC.

### LFFF 2013 - PARIS ALL ACC - FRANCE

#### Overview and operational contacts

**Operational Contacts**
1. NOP Focal Point: Andre Vignoles andre.vignoles@aviation-civile.gouv.fr
2. FFR: Dominique Meyze dominique.meyze@aviation-civile.gouv.fr
3. CNMU contact: OPS Support at cnmu.cps.support@eurocontrol.int

**Planned Capacity**
- Improved Airspace Management and ATFCM Procedures.
- Staff redeployment / Flexible rostering.
- Improvement of profiles for LFPG arrivals from the south-west (BBP/BP 2013 (TPAKUZ)
- AP 2013 (transfer)

Max sectors: 21 UCESO.

#### Additional Information

#### Projects

<table>
<thead>
<tr>
<th>LFFF - PARIS ACC</th>
<th>Target Delay per Flight (min)</th>
<th>Forecast Delay per Flight (min)</th>
<th>Actual Average En-Route Delay per Flight (min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Summer</td>
<td>0.35</td>
<td>0.09</td>
<td>0.30</td>
</tr>
<tr>
<td>2013 Summer</td>
<td>0.27</td>
<td>0.27</td>
<td>see below</td>
</tr>
<tr>
<td>2013 Annual</td>
<td>0.23</td>
<td>0.14</td>
<td>see below</td>
</tr>
</tbody>
</table>

#### Actual Traffic and Follow Up

| LFFF-PARIS ALL ACC | JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUC | SEP | OCT | NOV | DEC | Average STD | Average TID |
|--------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|-------------|
| Daily Average traffic | 3275 | 2622 | 2508 | 3172 | 3284 | 3343 | 3141 | 0   | 0   | 0   | 0   | 0   | 2563         | 3126         |
| Observed traffic increase (in %) | -7.2% | -6.5% | -6.7% | -1.5% | -2.3% | -2.5% | -3.6% | 0.0% | 0.0% | 0.0% | 0.1% | 0.1% | -3.8% | -4.7%       |
| Observed average ATFM delay (in min.) | 0.34 | 0.22 | 0.21 | 0.05 | 0.30 | 0.30 | 0.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.22 | 0.24        |
| Observed average ATFM delay (in min.) - excluding weather & industrial action | 0.08 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00        |

#### ATFCM Events

- Axis Management
- Special Events
- Military Events
  - Contingency & Critical Events

#### ATFCM Events

- Axis Management
- Special Events
- Military Events
  - Contingency & Critical Events

#### Axis Management

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Event</th>
<th>Accs</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/12/2012 10:30 - 04/04/2013 23:59</td>
<td>SKI Season 2012-2013</td>
<td>EDMM, EDUJ, EDYY, EOTT, LFBB, LFMM...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Event</th>
<th>Accs</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/05/2013 00:01 - 05/09/2013 23:59</td>
<td>South West Axis 2013</td>
<td>EDVV, EGTT, EISN, GCCC, LECB, LECS...</td>
</tr>
</tbody>
</table>
8.4 AIM

Typical Scope: POS TAC FRE STR

NM Operations send an $AIM$ (Air Traffic Flow and Capacity Management Information Message) to inform the Aviation community whenever they consider it relevant. These AIMs are also accessible through an AFTN address, via the CHMI Applications.

A simple table lists the most recent valid AIMs for the selected Target Date, giving as title a short Description of the message along with its Released on date and time.

Two links are also provided at the bottom of the Portlet:

- **Subscribe**: opens the Subscription Editor (Section 5.2), when you can specify to which stream of information you wish to subscribe.
- **More**: opens a Detached View (Section 8.4.1) listing all AIMs valid for the selected Target Date.

**Highlights**

Newly released AIM messages are displayed against a colored background, to draw the attention of the user.

This highlight disappears when one of the actions below are performed:

- You manually refresh the Portal - and as a result reset the 15 min. timer
- You open the highlighted message (or any other message displayed in the Portlet).

**Opening an AIM**

The light blue color of the AIM titles indicate a hyperlink opening a Detached View with the full AIM content, as shown in the example below.
8.4.1 AIM List

### Query
- **Current and Future AIMs**: check this one to display the full list of AIM messages with a validity period covering the selected target date or any later - and uncheck it to display the full list of AIM messages with a validity period covering the selected target date only (unchecked by default).

### Result
- **Valid From**: Date from which the AIM message is valid.
- **Until**: Date until which the AIM message is valid. **UFN** may be displayed to represent 'until further notice'.
- **Description**: Short description of the AIM message. The provided link opens the corresponding AIM Details window.
- **Released On**: Release day and time of the AIM message.

8.5 Airport Info

Typical Scope: POS STR
The Airport Info Portlet currently prompts you to open a couple of links presented in the Planning of Network Changes Portlet:

1. **Local Airport Plans and Events (2014-2019)** (Information provided by the major European airports in Q3 2013):
   - The Transition Plan Roadmap can be accessed [here](https://www.eurocontrol.int/airport_corner_public/).

2. **Public Airport Corner** website (non confidential information reported by Airports via the NM Airport Corner):
   - The airports are currently reviewing and updating their information in the Airport Corner. Most up-to-date information will be available in November.
   - To access non-confidential information from a specific airport, please select from the list below (via airportname or ICAO code).

### EUROPEAN NETWORK OPERATIONS PLAN 2014-2019

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alicante</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neuroplast survey survey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amsterdam/7 Channel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nuclear guarantee summit</td>
<td></td>
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<tr>
<td><strong>Barcelona</strong></td>
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</tr>
<tr>
<td>Change of nomenclature of new airport survey (Catalonia)</td>
<td></td>
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</tr>
<tr>
<td><strong>Barren Hestan</strong></td>
<td></td>
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</tr>
<tr>
<td>Building a new terminal</td>
<td></td>
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<tr>
<td><strong>Brest</strong></td>
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<tr>
<td><strong>Dusseldorf</strong></td>
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<tr>
<td><strong>Eindhoven</strong></td>
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<tr>
<td><strong>Erfurt  EFD / EDDC</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Frankfurt/M</strong></td>
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<tr>
<td><strong>Heraklion</strong></td>
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<tr>
<td><strong>Larnaca</strong></td>
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<tr>
<td><strong>Leipzig / Halle</strong></td>
<td></td>
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<tr>
<td><strong>London Heathrow</strong></td>
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<tr>
<td><strong>London Stansted</strong></td>
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<tr>
<td><strong>Malaga</strong></td>
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<tr>
<td><strong>Nuremberg</strong></td>
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<tr>
<td><strong>Pisa</strong></td>
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<tr>
<td><strong>Rome/Fiumicino</strong></td>
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<tr>
<td><strong>Rotterdam</strong></td>
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<tr>
<td><strong>Salzburg</strong></td>
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<tr>
<td><strong>Schiphol</strong></td>
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<tr>
<td><strong>Sofia</strong></td>
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</tr>
<tr>
<td><strong>Stuttgart</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Toulouse</strong></td>
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</tr>
<tr>
<td><strong>Utrecht</strong></td>
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<tr>
<td><strong>Wiener Flughafen</strong></td>
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<tr>
<td><strong>Xiamen</strong></td>
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<td></td>
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<tr>
<td><strong>Zurich</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
The **Airspace Data** Portlet is meant to execute queries related to Airspace Data (previously called Environment Data).

The Portlet is divided in four tabs, each one featuring a simple querying interface for:

- Airspace
- Traffic Volume
- Aerodrome
- Route

Any query in one of these tabs will open the same Detached View, however already opened on the appropriate Main tab and Secondary tab, and with the retrieved matching data displayed under a much more elaborate querying panel.

Lastly, the **AUA OTMVs** link at the bottom of the Portlet opens the **Airspace OTMV List (Section 8.6.6)** Detached View.

Go to the topic of your choice to learn more: **Airspace (Section 8.6.1)** | **Traffic Volume (Section 8.6.2)** | **Aerodrome (Section 8.6.3)** | **Route (Section 8.6.4)**

### 8.6.1 Airspace Data - Airspace

The **Airspace** tab searches for the availability details of the designated airspace for the selected Target Date.

Note that the single **Airspace Id (*)** field accepts wildcards.

Please refer to the **Using Wildcards (Section 7.5)** section for more information.

### 8.6.2 Airspace Data - Traffic Volume

The **Traffic Volume** retrieves the list of traffic volumes associated with an FMP (Traffic Volume Set) or a given location (Airspace, Aerodrome, Aerodrome Set, Point, Traffic Volume Set or Traffic Volume) for the selected Target Date.

#### 8.6.2.1 1. Traffic Volume per Airspace

The query displays the following:

- **Where**: the selected filter (Airspace in this case)
- **Is**: field to enter the Airspace identifier (empty by default)
8.6.2.2 2. Traffic Volume per Aerodrome

The query displays the following:
- **Where**: the selected filter (Aerodrome in this case)
- **Is**: Aerodrome identifier (empty by default)
- **Category**: A drop-down list containing:
  a) Global.
  b) Departure.
  c) Arrival.
  By default, Global is set.

8.6.2.3 3. Traffic Volume per Aerodrome Set

The query displays the following:
- **Where**: the selected filter (Aerodrome Set in this case)
- **Is**: Aerodrome Set identifier (empty by default)
- **Category**: A drop-down list containing:
  a) Arrival.
  b) Departure.
  c) Global.
  By default, Global is set.

8.6.2.4 4. Traffic Volume per Point

The query displays the following:
- **Where**: the selected filter (Point in this case)
- **Is**: Point identifier (empty by default)

8.6.2.5 5. Traffic Volume Set

The query displays the following:
- **Where**: the selected filter (Traffic Volume Set in this case)
- **Is**: This field supports a drop-down list containing the system known traffic volume sets.
- The **Display Traffic Volume Set List** link opens a Detached View with all the system known traffic volume sets.

8.6.2.6 6. Traffic Volume

The query displays the following:
- **Where**: the selected filter (Traffic Volume in this case)
- **Is**: Traffic Volume identifier (empty by default)
Irrespectively of the selected filter(s), click on the Go button to launch the query and open the Airspace Detached View.

You can alternatively press the Enter key to launch the query

8.6.3 Airspace Data - Aerodrome

Querying from the Portlet with the Aerodrome option selected from the pull-down menu lists the aerodromes that are grouped in the selected aerodrome set for the selected Target Date. Similarly, selected Aerodrome Sets lists the set of aerodrome for the selected Target Date.

The query displays the following:
- **Where**: the selected filter (Aerodrome or Aerodrome Set)
- **Is**: Identification of the Aerodrome / Aerodrome Set for which you want to retrieve data.

Lastly, a Display Aerodrome Set List link appears when the query filter Aerodrome is selected:

Irrespectively of the selected filter(s), click on the Go button to launch the query and open the Airspace Detached View.

8.6.4 Airspace Data - Route

The Air Routes tab searches for the availability details of the designated Air Route for the selected Target Date.

The query displays the following:
- **Air Route**: Identification of the air route.
- **(From Point)**: First point on the route to be displayed (optional group with To point).
- **(To Point)**: Last point on the route to be displayed (optional group with From Point).
- **The Query Route Catalogue link acts as a shortcut to open the Airspace Query Detached View with the Route Catalogue tab already selected**:

8.6.5 Querying Airspace Data from within the Detached View

You do not need to come back to the Portlet to work with Airspace Data.
The Navigation and Query panel provide all the necessary elements to make all the queries, as shown on the image below:

Access Structure

The tree below summarizes the various searching possibilities offered by this View (the first bullet level representing the primary tab, the second bullet level being either a secondary tab or a pull-down menu).

- Airspace
  - Traffic Volume
    - Airspace
    - Aerodrome
    - Aerodrome Set
    - Point
    - Traffic Volume Set
    - Traffic Volume
- Traffic Volume Set
- Aerodrome
  - Aerodrome List
  - Aerodrome Details
- Aerodrome Set
- ATS Route
- Route Catalogue

Query Workflow

Regardless of the selected tab(s), all Airspaces detached views are constructed in the same way:

1. **Query Panel**
   
   On the top of the window, the Query panel gathers all necessary navigation elements and query mechanisms to access the Airspace data.

2. **Result Summary**
   
   Time stamp and number of items matching the query.

3. **Display Panel**
   
   This is where the query results will be listed, typically in a table format.

8.6.5.1 Mandatory Fields / Optional Fields

All fields in a Query panel are mandatory, except when their name is between brackets. On the example below, the fields **ADEP**, **ADES**, **IOBD** and **IOBT** and mandatory, while **(EET)** is optional.
8.6.5.2 Time Stamp

All result lists are marked with the date and time at which the corresponding query was made, as well as the number of matching entries (which can be 0 in some cases).

The **time stamp** is rendered against a pale green bar separating the Query area from the Result area:

![Timestamp Example]

**Submitting a Query**

Once all required fields have been filled in, you can launch the Query either by clicking on the **Go** button or pressing the **Enter** key on your keyboard.

8.6.5.3 Airspaces

The **Airspace** page displays the list of Airspaces matching the selection criteria for the selected Target Date.

**Query**

- **Airspace Id (*)**: Airspace identifier. By default, this field is empty. Note the possibility to use wildcards.
- **Type(s)**: These optional settings let you check the desired parameters to be included in the query and narrow down the number of matches found:

![Type Selection]

- **SECTOR**
- **IR**
- **ERSA**
- **AOI**
- **CRSA**
- **NAS**
- **AUA**
- **CLUSTER**
- **AOP**
- **AUAG**
- **AREA**
- **REGION**

An additional **ALL** option is provided, allowing you to set with a single command all the types to respectively checked / unchecked state.

Some of these primary parameters from the **Type(s)** collection give access to a set of secondary parameters:
NETWORK MANAGER - NOP User Guide

- SECTOR: ES, CS
- CRSAS: D, R, P, TRA, TSA, RCA, MRA, MTA, CBA
- IR: FIR, UIR, UIR_P, FIR_P, OTA, FIR_N
- AUA: ATZ, CTA, CTR, HTZ, OCA, TMA, UTA
- AREA: CFMU, RVSM

Result
The matching results are presented in a table, with the following column headers:

- **CFMU Id**: Identification of the Airspace.
- **Type**: Type of Airspace (abbreviated code).
- **OTMV**: When the Airspace is of Type AUA or Cluster, the OTMV column implements a link to open the Airspace OTMV List for the corresponding ID and Target date.
- **Impacted**: Indicates if the airspace is impacted by the selected EVITA objects (i.e. results of the Compute Impacted Airspaces function).

Additional Functions
Three additional buttons do appear on top of the Query Result table:

- **Compute Impacted Airspaces**
- **Plot Evita**
- **Selector**

![Compute Impacted Airspaces](image1)

**Note:** See how the initial letter is underlined - hitting the <ctrl> key + the letter is a shortcut to clicking on the corresponding button.

8.6.5.3.1 Compute Impacted Airspaces
Click on the Compute Impacted Airspaces button to populate the Impacted column (if matches are found).

Note that the NOP cannot compute impact for more than 100 airspaces:

8.6.5.3.2 Plot Evita
Click on the Plot Evita button to open a Map window:

1. Select a number of Airspaces to enable the Plot Evita button (disabled by default) then 2. click on it to open a Map window:
The corresponding Airspaces are drawn on the Map, along with the Evita data (if any - and none was available for the selected example). This is how a typical Evita Map would look like:

8.6.5.3.3 Selector

The Selector button opens another EVITA window - the EVITA Selector:
8.6.5.4 Traffic Volume

The Traffic Volume List page displays the list of traffic volumes associated with an FMP (traffic volume set) or a given location (airspace, aerodrome, set of aerodromes or point) for the selected Target Date.

**Query**

8.6.5.4.1 When Invoked for an Airspace

<table>
<thead>
<tr>
<th>Airspaces</th>
<th>Traffic Volume</th>
<th>Traffic Volume Set</th>
<th>Aerodrome</th>
<th>Aerodrome Set</th>
<th>AT3 Route</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Where</strong></td>
<td>Airspace</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is: EBBUEHS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Is**: Airspace identifier. By default, this field is empty.

8.6.5.4.2 When Invoked for an Aerodrome

<table>
<thead>
<tr>
<th>Airspaces</th>
<th>Traffic Volume</th>
<th>Traffic Volume Set</th>
<th>Aerodrome</th>
<th>Aerodrome Set</th>
<th>AT3 Route</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Where</strong></td>
<td>Aerodrome</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is: LFPG</td>
<td>Category: Global</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Is**: Aerodrome identification. By default, this field is empty.
- **Category**: A drop-down list containing:
  a) Global - set by default
  b) Departure.
  c) Arrival.

8.6.5.4.3 When Invoked for an Aerodrome Set

<table>
<thead>
<tr>
<th>Airspaces</th>
<th>Traffic Volume</th>
<th>Traffic Volume Set</th>
<th>Aerodrome</th>
<th>Aerodrome Set</th>
<th>AT3 Route</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Where</strong></td>
<td>Aerodrome Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is: EDFTMA</td>
<td>Category: Global</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Note: check the Case Studies (on-line documentation) section to get more information on the EVITA application (flash movie).
8.6.5.4.4 When Invoked for a Point

- **Is**: Aerodrome Set identification. By default, this field is empty.
- **Category**: A drop-down list containing:
  a) Global - set by default
  b) Departure.
  c) Arrival.

### Table

<table>
<thead>
<tr>
<th>Airspaces</th>
<th>Traffic Volume</th>
<th>Traffic Volume Set</th>
<th>Aerodrome</th>
<th>Aerodrome Set</th>
<th>ATS Route</th>
</tr>
</thead>
</table>

8.6.5.4.5 When Invoked for a Traffic Volume Set

- **Is**: Significant point identifier. By default, this field is empty.

### Table

<table>
<thead>
<tr>
<th>Airspaces</th>
<th>Traffic Volume</th>
<th>Traffic Volume Set</th>
<th>Aerodrome</th>
<th>Aerodrome Set</th>
<th>ATS Route</th>
</tr>
</thead>
</table>

8.6.5.4.6 When Invoked for a Traffic Volume

- **Is**: Traffic Volume Set identifier. By default, this field is empty.

### Table

<table>
<thead>
<tr>
<th>Airspaces</th>
<th>Traffic Volume</th>
<th>Traffic Volume Set</th>
<th>Aerodrome</th>
<th>Aerodrome Set</th>
<th>ATS Route</th>
</tr>
</thead>
</table>

8.6.5.4.7 Info and Flows

The **Info and Flows** table is always present:

### Table

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Reference Location</th>
<th>Flows</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGG1GLUW</td>
<td>EGTT: SECTOR D1 (LONDON UPPER WEST)</td>
<td>ASEGTT1GLUW</td>
<td></td>
</tr>
</tbody>
</table>

**Result**

For each traffic volume matching the submitted query, the traffic volume list displays the following details:

8.6.5.4.7 Info and Flows

The **Info and Flows** table is always present:

### Table

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Reference Location</th>
<th>Flows</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGG1GLUW</td>
<td>EGTT: SECTOR D1 (LONDON UPPER WEST)</td>
<td>ASEGTT1GLUW</td>
<td></td>
</tr>
</tbody>
</table>

- **ID**: Traffic volume identifier.
- **Name**: Traffic Volume name.
- **Reference Location**: Reference location type and identifier related to the traffic volume.
- **Flows**: Related flows (1 per line) with the role if any.

The traffic volume list is sorted in ascending alphanumeric order of ID. Click on the title of a column to sort its content (ascending or descending).

8.6.5.4.8 OTMV

An additional **OTMV** tab is only present when querying for a Traffic Volume identifier which is defined on an airspace reference location.

In such a case, the table presents the following data:

- **WEF**
- **UNT**
- **Peak**
- **Sustained**
- **Occur**
- **Elapse**
8.6.5.5 Traffic Volume Set

The Traffic Volume Set List page lists the FMPs (traffic volume sets) defined on the selected Target Date.

Query
There is no query field present to type specific data. Clicking on the Go button retrieves all Traffic Sets for the set Target Date.

Result
- **Set Id**: Identification of the FMPs (traffic volume sets).
- **Flows**: Description of the FMPs (traffic volume sets).

The Set ID field provides a link to access the Traffic Volume List page for that set.

8.6.5.6 Aerodrome

The Aerodrome tab displays the Aerodrome List associated with an Aerodrome set or matching an aerodrome wildcard identifier (*), and the corresponding Aerodrome Details for a selected aerodrome.

Aerodrome List

The Aerodrome List tab lists the aerodromes that are grouped in the selected aerodrome set for the selected Target Date.
On access of the Aerodrome List page from the Aerodrome Sets List tab, the results of the default query are automatically displayed (i.e. the Go button does not have to be clicked by the user to submit the default query).

**Query**

- **Query By:** The query can be launched for an Aerodrome or an Aerodrome Set.
  - Aerodrome (*): Identification of the Aerodrome (note the possible usage of wildcards).
  - Aerodrome Set: Identification of the aerodrome set. If the Aerodrome List page is accessed from the Portlet, by default, this field is empty.
  
  If the Aerodrome List tab is accessed from the Aerodrome Sets List tab, by default, this field is set to the aerodrome set name for which this tab was invoked.

**Results**

- **ID:** ICAO code of the aerodrome. The ID field provides a link to access the Aerodrome Details tab for the selected Aerodrome.
- **Aerodrome Name:** Name of the aerodrome.
- **Impacted:** Indicates if the aerodrome is impacted by the selected EVITA objects (i.e. results of the Compute Impacted Aerodromes function).

By default, the aerodrome list is sorted by ID, in ascending alphanumeric order. Simply click on the name of a column to modify the sorting order.

The Compute Impacted Aerodromes, Plot Evita and Selector buttons functions in the same way as for the Airspaces (Section 8.6.5.3) tab.

**Aerodrome Details**

The Aerodrome Details page lists the detailed data for the selected aerodrome for the selected Target Date.

On access of the Aerodrome Details tab from the Aerodrome List tab, the results of the default query are automatically displayed (i.e. the Go button does not have to be clicked by the user to submit the default query).

The time stamp shows when the information was retrieved from the back-end system as well as the number or entries retrieved.

**Query**

- **Aerodrome:** ICAO identification of the aerodrome.
  
  If the Aerodrome Details page is accessed from the Aerodrome List tab, by default, this field is set to the aerodrome name for which this tab was invoked.

**Results**

Located above the results table, the IATA field displays the IATA code for the selected aerodrome.

- **WEF:** Start date and time (dd-hh:mm format) for the period.
- **UNT:** End date and time (dd-hh:mm format) for the period
- **DEP:** Departure runway.
- **Taxi:** Taxi time for the departure runway.
- **TIS:** Time to insert in sequence.
- **TRS:** Time to remove from sequence.
- **ARR:** Arrival runway.
- **Taxi:** Taxi time for the arrival runway.

**Update (restricted to certain FMP profiles)**

Depending on the credentials associated to your profile, you may get an additional Update button right above the Results table:

Click on the Update button (or hit together the Ctrl+alt+U keys) to open the Edition Area:
8.6.5.6.1 Edition Commands

**Add Period**: use this command to create a new row in the table, then make the required changes in each of the editable cells:

<table>
<thead>
<tr>
<th>WEF</th>
<th>UNT</th>
<th>DEP</th>
<th>Taxi</th>
<th>TIS</th>
<th>TRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-17:26</td>
<td>17-17:56</td>
<td>22</td>
<td>5</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

- If a period has expired (i.e. the UNT of the period is before the current UTC time), all the fields of the period are shown as read-only.
- If a period has started but not yet expired, (i.e. current UTC time is between the WEF and UNT), except for the UNT field, all the other fields of the period are shown as read-only.
- If a period has not yet started (i.e. the WEF is after the current UTC time), the following are displayed as read-only: TIS, TRS, Arrival Taxi Time.
- If either or both the Dep and the Departure Taxi Time fields are set to a value other than that defined in the Environment database at the start time of the period, they are displayed in Tactical Update Colour.
- If the Arr field is set to a value other than that defined in the Environment database at the start time of the period, it is displayed in Tactical Update Colour.

(3) If either or both the Dep and the departure Taxi time fields are set to a value other than that defined in the Environment database at the start time of the period, they are displayed in Tactical Update Colour.

(4) If the Arr field is set to a value other than that defined in the Environment database at the start time of the period, it is displayed in Tactical Update Colour.

**Delete Period**: deletes the selected (highlighted) row:

<table>
<thead>
<tr>
<th>WEF</th>
<th>UNT</th>
<th>DEP</th>
<th>Taxi</th>
<th>TIS</th>
<th>TRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-17:26</td>
<td>17-17:56</td>
<td>22</td>
<td>5</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>17-17:56</td>
<td>17-18:26</td>
<td>04</td>
<td>5</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

The **Delete Period** button is only enabled if the WEF of the currently selected period, if present, is later than the current UTC time; or if the selected period has been added in the current window session (i.e. not already submitted into the system)

**Send**: commits the created periods to the system:
8.6.5.7 Aerodrome Set

The Aerodrome Sets List tab lists the set of aerodromes for the selected date. On access of the Aerodrome Sets List panel, the results of the default query are blank - you need to click the Go button to submit the default query.

The time stamp shows when the information was retrieved from the back-end system as well as the number or entries retrieved.

For each aerodrome set matching the submitted query, the Aerodrome Sets List displays the following details:

- **Set Id**: Identification of the set of aerodromes.
- **Aerodrome Set Name**: Name of the set of aerodromes.

The aerodrome sets list can be sorted by ID or Name, in ascending or descending alphanumeric order.

The ID field provides a link to access the Aerodromes List (Section 8.6.5.6) page (list of aerodromes in that set).

8.6.5.8 ATS Route

The ATS Routes page tab displays the availability details of the selected Air Route for the selected Target Date.

Within the main tab, two secondary tabs display the air route (portion) in the opposite Downstream / Upstream directions:

1. **CDR Downstream**
2. CDR Upstream

The ATS Routes tab shows the availability details of the selected ATS Route for the selected Target Date.

Query

- **for Air Route**: Identification of the air route. By default, this field is empty.
- **(From Point)**: First point on the route to be displayed (optional group with **To Point**). By default, this field is empty.
- **(To)**: Last point on the route to be displayed (optional group with **From Point**). By default, this field is empty.

![Warning Graphic]
If both From Point and To point are provided, they must be different from each other.

Results

For each point along the route, the air routes list displays the following details:

- **Point ID**: Identification of the point.
- **FL Low/High**: The range of available flight levels, from the lowest to the highest.
- **FL Series**: Flight level series.
- **Category**: The CDR category.

Point ID, FL Low/High and FL Ser delimit a route portion in three dimensions. For each route portion, a CDR category is defined for the associated Weekly Applicability.

Possible values are:

1. **ATS**: when ATS route is always plannable.
2. **1**: for permanently plannable conditional route. Closure is published in AUP part ‘B’ and CRAM.
3. **2**: for non permanently plannable conditional route. Opening can be published in a CRAM.
4. **3**: for non plannable conditional route used only at short notice on ATC instructions.
5. **Not Available**: for non plannable conditional route.

**Weekly Applicability**: The weekly applicability, when relevant. Use the followig format: **start day hhmm – end day hhmm** (ex: "Monday 0000 – Monday 0000").

8.6.5.9 Route Catalogue
The Route Catalogue page lists all routes that match the provided city pair from the route catalogue for the selected Target Date.

Query

- **ADEP**: ICAO Identification of the departure aerodrome. By default, this field is empty.
- **ADES**: ICAO Identification of the destination aerodrome. By default, this field is empty.
- **IOBD**: Initial Off-Block Date. This field supports a drop-down list containing the dates of Today and Tomorrow. By default, this field is set to Today.
- **IOBT**: Initial Off-Block Time. By default, this is set to 0000 (in hhmm format - must be equal to or between 0000 and 2359)
- **(EET)**: Estimated Elapse Time (optional). By default, this field is empty. If not, the input must be an integer value equal to or between 0 and 9999 minutes.

Results

- **Route ID**: Identifier of the route (ADEP / ADES / sequence number)
- **CDR**: Conditional route category. Possible values are:
  1. **ATS**: when the ATS route is still planable.
  2. **1**: for permanently plannable conditional route. Closure is published in NOTAM and AUP/UUP.
  3. **2**: for non permanently plannable conditional route. Opening can be published in AUP/UUP.
  4. **N**: for non plannable conditional route - used only at short notice on ATC instructions.
  5. **Not Available**: for non plannable conditional route.
- **NM**: Distance in nautical miles
- **Route Details**: Detailed description of the route/path, not including ADEP and ADES.

The route list can be sorted by any one of the following fields: Route ID, CDR, NM, Route Details.

### 8.6.6 Airspace OTMV List

The Airspace OTMV List Detached View provides an overview of current and future Permanent and Temporary OTMV definitions for the selected area of responsibility of an FMP Manager (i.e. a non clustered AUA or a Cluster), displaying a list of traffic volumes defined on an airspace reference location for an ATC Unit Airspace (AUA) or a AUA cluster and a selected date.
Query

- **Applicability Date**: Date to be used for selecting the OTMV definition for the list of traffic volumes. By default, this field is set to the Target date selected in the invoking window.
- **Time**: Time of the day for selecting the OTMV definition to be displayed for each traffic volume. By default, this is set to the current UTC time.
- **Airspace (AUA or Cluster)**: Identification of the ATC Unit Airspace (AUA) or AUA cluster.

Result

- **TV**: The Traffic Volume identifier.
- **AS Ref Loc**: The identifier of the Airspace Reference Location on which the Traffic Volume is defined.
- **Duration**: The occupancy count Duration value associated with the attached OTMV definition, when a definition is present.
- **Applicability**: The applicability time period (hh:mm – hh:mm) of the attached OTMV definition for the Applicability Date selected in the query, when a definition is present. Otherwise the OTMV keyword is displayed to always allow for the implementation of the link described in 5.1.4.2.
- **Peak OTMV**: The Peak OTMV threshold parameter, when defined.
- **Sustained OTMV**: The Sustained OTMV threshold parameter, when defined.
- **Occur**: The Sustained Occurrence parameter, when defined.
- **Elapse**: The Sustained Elapse parameter, when defined.

### 8.7 Airspace Structure

Typical Scope: STR

The **Airspace Structure** Portlet presents some elements formerly carried by the seasonal Network Operations Plan.
The ANM (ATFCM Notification Message) is a message issued by the NM Operations to notify all concerned in the Aviation community of any ATFCM regulations. The ANMs resulting from the ATFCM Daily Plan are sent the day before the day of operations upon finalisation and release of the plan around 16.00/17.00 UTC summer/winter time.

When the data is not yet available, this is what is shown on the NOP:

Each ANM has an associated released date/time stamp. When the Portlet is refreshed - and if the ANM has a newer date/time stamp than the former one - the "new" item is displayed against a colored background, to draw the attention of the user:

Note: Clicking on the link returns the Portlet to its normal status (the color background is removed).

Clicking on the highlighted link opens the ANM List window depicted below, listing all regulations matching the default query - which means all regulations for the selected Day of Operation, with no filter applied, and sorted by FMP Identifier and Regulation Number.

ANM Query
The Query area at the top of the window features 3 filtering and sorting options:

Type: (select)
- All
- Active

FMP: (text)
Enter the exact name of the searched FMP (wildcards are not effective here)

**Sort by:** (select)
- FMP Identifier and Regulation Number
- Regulation Number
- Regulation Identifier
- Released Time and Regulation Identifier

### 8.9 ATFCM Network Situation Data

#### Typical Scope: POS TAC

The ATFCM Situation Data Portlet is complementary to the Map displayed right above it, in the ATFCM Network Situation Portlet. It provides high level indicators at Network level on the real time status of:

- traffic
- delays
- delay causes
- slot windows compliance
- suspended flights.

The indicators are refreshed every 10 minutes by the ETFMS system. Every hour, a screenshot of the indicators is taken and archived. This allows displaying the evolution of the ATFCM Situation over the day.

By clicking on the More button, a detached view appears which provides:

- Customisable graphical representations of the indicators,
8.9.1 The ATFCM Situation Data Detached View

The ATFCM Situation Data Detached View comprises the 5 same sections as the Portlet, only to provide more details on their respective scope:

1. **Flights** are rendered in a graphical way, allowing you to switch between pie chart and bar graph modes.
2. The same applies for **Slot Window Compliance**.
3. The **Delays in minutes** and the **Suspended Flights**, similar to the one provided in the Portlet.
4. And finally the **Delay Causes**. The Delay Causes table contains all the regulations for the Target Day. You can click anywhere in the column headers to sort the data as you need (ascending or descending).

---

**Show Regulations**

The **Show regulations** button reveals a secondary table listing all associated regulations:
8.10 ATFCM Measures (Scenarios)

Typical Scope:  **TAC  PRE  STR**

The ATFCM Measures (Scenarios) Portlet provides the Scenario List link, which opens the ATFCM Scenarios List (Section 8.10.1) Detached View.

8.10.1 ATFCM Scenarios List

The ATFCM Scenarios List feature two tabs:

- Online Scenarios
- Archived Scenarios

The Online Scenarios tab is selected by default.

Online Scenarios

8.10.1.1 Query area

- **Origin:** Where the flow of the traffic to which the scenario applies, is coming from.
- **Area:** The specific airspace(s)/point(s) of congestion alleviated by the application of the scenario.
- **Destination:** Where the flow of the traffic to which the scenario applies, is going to.

**Note:** The **Origin**, **Destination** and **Area** text fields may contain the following elements:
• Status: allows you to filter the query by status. Possible values can be:
  a) (All) (by default)
  b) Only Active
  c) Non-Draft
  d) Only Draft

• Network Special Events: Drop-down list of events valid for the selected Target Date.

• Scenario ID: the Scenario name. This parameter is made optional by the presence of the keyword (All) at the top of the list. The list is then filled in with the Name of all Network events corresponding to the current mode (online / archived) and the NOP Portal context (ATFCM phase and Target Date selection).

• Types: Type(s) of scenarios - select one or more:
  Possible values can be:
  a) (All)
  b) AR - Alternative Route scenario.
  c) EU
  d) FL - Flight Level scenario
  e) NM
  f) PR - Preferred Routing scenario.
  g) RR - Re-Route scenario.

Note that the Target Date can also be changed in the header of the detached view, to any other date in the future or in the past.

### Archived Scenarios

Selecting the Archived Scenarios brings a new query area, very similar to the one in use for the Online Scenarios - except for the Status filter.

### Result

#### 8.10.1.2 Content of the Result area

• Status: the possible values are:
  a) D for Draft
b) \textbf{P} for Published

c) \textbf{A} for Active or Active and Published

- \textit{Scenario ID}: the identifier of the scenario (ex: LAPW283) - which further links to the corresponding \textbf{Detailed Scenario} window.
- \textit{Origin}: list of Origins
- \textit{On-load Areas}: list of On-load Areas
- \textit{Off-load Areas}: list of Off-load Areas
- \textit{Destination}: list of Destinations
- \textit{Types}: type of scenario (PR, AR, FL, ...)

Finally, clicking on one of the Scenarios identifier (in blue in the Title column) opens a \textbf{Scenarios Detail (Section 8.10.2)} window.

### 8.10.2 Consulting a Scenario Details

\textbf{Scenario Details} can come with or without a picture, as shown on the two examples below.

**Definitions of the field labels**

- **Identifier**: The Scenario name (in the blue header)
- **Origin**: Where the flow of the traffic to which the scenario applies, is coming from.
- **Destination**: Where the flow of the traffic to which the scenario applies, is going to.
- **Types:**
AR - Alternative Route scenario: A route (usually non-RAD compatible) opened to alleviate congestion in an area. Due to the non-standard nature of the route, this flow is usually regulated when available.
FL - Flight Level Cap scenario: the flow of traffic is level-capped (for a portion of its route) to take it out of a congested area.
PR - Preferred Routing scenario: a suggested route which the concerned ACCs on a particular axis would prefer the flow to follow. This field can be empty.
RR - Re-Route scenario: the flow of traffic is forced to refile geographically to avoid a congested area.

- Refile: Specific condition(s) to which the of traffic is required to comply.
- Suggested Alternative Routes: Proposed profiles for the Aircraft Operators to consider when selecting a route in order to comply with the Condition(s)
- Comments: Used to provide additional information relating to the scenario. For example: RAD restrictions which will be ignored by IFPS to allow compliance with the Condition(s) or Refile fields.
- Location (Area): The specific airspace(s)/point(s) of congestion alleviated by the application of the scenario.
- On-load Areas: The key airspaces which may expect to receive additional traffic as a result of the application of the scenario.
- Off-load Areas: The key airspaces which may expect to receive less traffic as a result of the application of the scenario.
- Applicability: If the availability of the scenario for the ATFCM use is limited to a specific period they are listed here. For example: weekend only during the ski season.
- Status: can be either Published, Agreed or Active
  - Published: Used to indicate if the scenario is in 'draft' mode or has been 'published' for operational use.
  - Agreed: The specific periods (dates + hours) for which the concerned FMPs and Network Operations Division have agreed to apply the scenario.
  - Active: The actual specific periods (dates + hours) for which the scenario is/was applied, derived from the ETFMS.

Explanations of the map labels
Map labels contain information from the scenario definition and are used to highlight on the map items of specific interest or which are worthy of particular care and attention.

8.11 Axis Management

Typical Scope:  

Axis Management is a CDM process which optimises seasonal flows of traffic across the European Network. The process starts in advance and has as an output ATFCM Measures (e.g., re-routings, FL capping or alternative routings) that would be further consolidated and applied on the day of operations. This output is discussed and agreed through dedicated CDM conferences (either via a meeting or an e-conference) and there is a monitoring process to fine-tune the event management as well.

The Axis Management Portlet presents a short list of links to Network Events (Section 8.30.1) dedicated to Axes.

Each entry comprises three components:
- The Title of the event, serving as link to open the corresponding Network Events Detail Detached View (illustrated below)
- The Estimated Period for which the event is valid,
- an update link opening the Axis Plan Detached View for the current week (illustrated below).

Axis Plan

The Axis Plan window provides the following elements:
- Axis Details : a link to the corresponding Axis Details Network Event,
- : a date picker to easily navigate between weeks
A list of updates for each date of the week

Note: the updates features is presently rarely used - this explains the 'No update available at the moment' and 'no updates' mentions on the Axis Plan window.

Example of a Network Event Detail:

SPECIAL Event
SKI Season 2015-2016
General Information
Summary

Type: SPECIAL
Sub Types: AXIS_MANAGEMENT
Status: CONFIRMED
Estimated Period: 19/12/2015 00:00-30/03/2016 23:59
Confirmed Period: 19/12/2015 00:00-30/03/2016 23:59
Locations:
- LFMM - MARSEILLE ACC (ACC), LFBB - BREST U/ACC (ACC), LFF - PARIS ALL ACC (ACC), LFEE - REIMS U/ACC (ACC), LFBB - BORDEAUX ALL ACC (ACC), LOVV - WIEN ACC (ACC), LIRR - ROMA ACC (ACC), LIPP -

Axis Management - link

The Axis Management link located at the bottom of the Portlet opens the Axis Management component:

- **Download**: to open or save the AXES .xlsx document
- **Upload**: allows an authorized user to upload AXES documents to the system
- **Close**: cancels the process and closes the window.

8.12 Axis Weekly Management

Typical Scope: PRE
The Axis Weekly Management Portlet provides, when available, links to various documents (in PDF format) - see the example of the SKI Axis Statistics for Week 6 (13-14 February 2016):

"Also available are links to Join the WebEx meeting, and the Portlet can also provide links to past conference recordings."

8.13 CASTAR

Typical Scope: STR

The CASTAR Portlet essentially provides a Go button to launch the CASTAR application.

CASTAR stands for Computer Aided Synchronization Tool for Airspace Repositories and serves to automate data comparison between EAD SDO and CACD.

It is currently under development.

8.14 Contingency

Typical Scope: TAC
The Contingency Portlet belongs to the ATFM Information Messages group, as well as the AIM, the ANM and the CRAM Portlets. Its purpose is to display in a very compact way the status of the NM operations. The possible status can be:

- NORMAL
- CONTINGENCY

This Portlet also provides a link to the NM Contingency Plan.

8.15 Crisis Management

Typical Scope: TAC

Closures and warnings
The information provided is based on the latest NOTAMs and EASA Safety Information Bulletins (SBs) published in relation to conflict zones.

MAP LIST

The referenced documents in above LIST can be found below:
- Azerbaijan A0024/14, Egypt EASA 2014-30R1;
- Iraq EASA 2014-24, A0034/14A02;
- Israel EASA 2014-22R1;
- Libya General Information, EASA 2014-23, A0903/14;
- Syria EASA 2014-25, A0036/14A02;

Teleconferences
In the event of crisis, teleconferences are accessed by phone number +32 2 401 54 26. Relevant PIN CODE will be available via Headline News or below.

PINCODE: ...

Special AIREPs for Volcanic Ash
Should the crisis relate to volcanic ash, a list of special AIREPs forwarded to NM can be found below.

AIREPs

The Crisis Management Portlet provides links to a collection of documents in relation to the following areas:

- Closures and warnings
- Teleconferences
- Special AIREPs for Volcanic Ash

8.16 CSST
Typical Scope: RES

Access to the CSST Portlet is restricted by security profile. This section may therefore not concern you.

CSST is all about de-conflicting flight schedules. A flight schedule describes the flights that an aircraft operator intends to implement in a season.

Accessing the CSST

The application offers the best user experience with FIREFOX. Other browsers are not supported, but may be usable with some degradation in performance.

The URL to the CSST is

https://www.nm.eurocontrol.int/PORTALCSST/gateway/spec/index.html

Enter your UserName and Passcode.

Go next to the Resource Tab.

This is how the CSST Portlet looks like:

Lastly, click on the Connect button to access the CSST.

You may be prompted to Reconnect or Cancel - in cases where a session was previously opened and left unclosed.

When successfully (re)connected, this is what the Portlet looks like, allowing you the following actions:

- Disconnect
- Setup Management (Section 8.16.2)
- View Management (Section 8.16.3)

8.16.1 Typical (simplified) Workflow
8.16.2 Setup Management

The functions described below are available only to users with the role of AO.

The Setup Management area allows you to override or add preferences outside those of the global reference setups.

View set ups are specific to a view and will override or supplement any AO Set ups which may have been set in the Set Up Management area.

View Set Ups are divided into two areas, BUILD (Section 8.16.2.2) and DECONFLICT (Section 8.16.2.4):

- BUILD setups include Call Sign Maps and Leading Zero policy.
- DECONFLICT setups include modification of the reference buffer times and creation or deactivation of similarity rules.
Setups are defined as GLOBAL or AO. You can thus elect to override the (CSMC) GLOBAL Setups thus allowing you to use your own preferences.

Accessing the CSS Setup

The CSS Setup component can be accessed directly from the Portlet on the Main page, with the Setup Management link.

It can also be accessed via the Workflow window - by means of the Setup button.

Depending on the route you have followed, the content of the may vary - for instance, when you invoque the component from the Workflow window for a given View, with the addition of the View Setups panel in the BUILD tab...

The Setup workflow comprises four tabs: SEASONS, BUILD, PREPARE and DECONFLICT.

8.16.2.1 SEASONS

The SEASONS tab lists available IATA seasons appears, along with four buttons:

1. Create Season

The sequence of actions to create a Season is the following:

- Click on the Create Season button
- Enter the new season ID and click on the Create CSS Season button:

![Create CSS Season Form]

- Select in the list (see S13 example below)
You must enter all non-optional settings before a season can be opened.

2. **Open**: Opens a closed IATA season (button greyed you for already opened seasons)
3. **Close**: Closes an opened IATA season (button greyed you for already closed seasons)
4. **Import**: Imports and copy all the existing global setups of the the source IATA season to the target IATA season.

Select a Season Id in the list and then open the **BUILD (Section 8.16.2.2)** tab to proceed with the setup workflow.

### 8.16.2.2 BUILD

Once in the **Setup Management** mode (accessed from the CSST portlet, as explained here (Section 8.16)), the first step is to select from the **SEASONS** tab the IATA season for which the setups are to be applied and click on the **BUILD** tab:

This opens the BUILD tab, featuring the **Global Setups** and **AO Setups** sections:

A third section **View Setups** is also available, when the **CSS Edit Setup** window has been opened from the **Setups** button featured in the **Workflow** window for a given **View**:
The SEASONS tab is not available in this case.

Global Setups

The Global Setups are managed by CSMC for the selected season. They comprise Environment Data, profile catalogues and the global Detection rules and buffer times.

The CSST similarity detection results are known as Reference Detection conflicts.

AO Setups

Expand the AO Setups section to reveal the 6 options available:

- ATC AO Designator
- Leading zeroes policy
- CFN Suffix policy
- Call Sign Maps

8.16.2.2.1 ATC AO Designator

The ATC AO Designator is used to override the normal mapped ICAO 3 letter code which will appear in the CSST workflow and output. Simply enter the code in the AO field and click on the Save button.

Individual Views can however ignore this when override is ticked (default).

8.16.2.2 Leading zeroes policy

This is where you determine the policy on using leading zero’s in the Flight Id by indicating the minimum length of the Flight Id (1-4).

Example: CFN 0009 becomes Flight ID 09 if leading zero policy ‘2’ is ticked. If the user does not want to use leading zeroes at all then ‘1’ should be ticked.

Here again, do not forget to save your settings.
8.16.2.2.3 CFN Suffix Policy

This setting determines whether or not CSST will use the CFN suffix in the Flight ID.

**Example:** if CFN 91 has suffix ‘P’ in the SSIM schedule, CSST will initialize 91 as Flight ID 91P.

The possible values are:

- IGNORE
- USE IF POSSIBLE (by default)
- USE BY FORCE

Do not forget to save any changes made to the default setting.

8.16.2.2.4 Call sign Maps

This last setting allows you to upload Call Sign Maps and to designate one to be the active Call Sign Map, allowing the Tool to map predetermined Flight IDs during the initialization.

This will be applied to all Views for that season, unless Override is used in View Setups.

8.16.2.2.5 ATC AO designator

Used to override the normal mapped ICAO 3 letter code which will appear in the CSST workflow and output. Enter the code and click on Save. Individual views can however ignore this when override is ticked (default).

8.16.2.2.6 Leading zeroes policy

This is where you determine the policy on using leading zero’s in the Flight Id by indicating the minimum length of the Flight Id (1-4).

**Example:** CFN 0009 becomes Flight ID 09 if leading zero policy ‘2’ is ticked. If the user does not want to use leading zeroes at all then ‘1’
should be ticked.

8.16.2.2.7 CFN Suffix policy

Allows you to **IGNORE**, **USE IF POSSIBLE** or **USE BY FORCE**
The default **USE IF POSSIBLE** will add the suffix to the Flight Id. The **USE BY FORCE** will insert the suffix even if it means truncating the Flight Id.

For normal schedule Detection/De-confliction the suffix is not used.

8.16.2.2.8 Call Sign Maps

This allows the Tool to map pre-determined Flight Id's during the initialisation. Typically this will be the case when the User wishes to use some Flight Id's from a previous season. The User will upload a csv file containing this information.

8.16.2.2.9 Identical CFN resolution

This setup specifies if during deconfliction, all flights with the same CFN will be changed together.

CSST tries to group those flights with the same CFN into a ‘Same ID Set’.

The default setting ensures that if you change a Flight Id then all other occurrences of the same CFN will also be changed to the new Flight Id.

This default setting applies only for flights with the same CFN and same city pair. If you override the default setting (the box ticked) then all same CFN will be changed to the new Flight ID irrespective of the city pair (for example 1012 EGBB-EGLL and 1012 EGLL-ENBO will be grouped together with the same Flight ID).

You also have the opportunity at a later stage to manually add flights or remove flights from a ‘same id set’ during de-confliction. This is done by selecting flights and accessing the Same ID set.

8.16.2.2.10 Initialisation Constraints

These apply to csv and xlsx format schedules. They allow you to dictate whether CSST will use the CFN or Flight ID for initialisation. The default setting is for CSST to use the Flight ID if present in the schedule and not the CFN.

This will ensure that CSST bases the initialisation using the Flight ID from the schedule file and not the CFN.

8.16.2.3 PREPARE

This is what the PREPARE tab looks like:

The Global Setups cover here the **Profile Catalogue** and **Weights** sections.

**Profile Catalogue**
//need input

**Weights**
//need input
8.16.2.4 DECONFLICT

From the Setup Management mode (accessed from the CSST portlet, as explained here (Section 8.16)), the first step is here also to select from the SEASONS tab the IATA season for which the set ups are to be applied the DECONFLICT tab.

This opens the DECONFLICT tab, featuring the Global Setups and AO Setups sections.

A third section View Setups is also available, when the CSS Edit Setup window has been opened from the Setups button featured in the Workflow window for a given View:

The SEASONS tab is not available in this case.

Global Setups

Expand the AO Setups section to reveal the 2 options available:

- Similarity rule implementations
- CSMC Similarity Rules
- Reference buffer time (in minutes)
- Buffer times (in minutes)

This last tab, again under Global Setups, gathers four sections:

8.16.2.4.1 Similarity rule implementations
8.16.2.4.2 CSMC Similarity Rules

### Similarity rules level 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Commercial</th>
<th>Weight</th>
<th>Pre-Seasonal</th>
<th>Weight</th>
<th>Ad-hoc</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZG9</td>
<td>TRIPLE REPERITON</td>
<td>ACTIVE</td>
<td>0.70</td>
<td>ACTIVE</td>
<td>0.70</td>
<td>INACTIVE</td>
<td>0.70</td>
</tr>
<tr>
<td>ZL0</td>
<td>ACCEPTABLE ATC FLIGHT ID FORMATS</td>
<td>ACTIVE</td>
<td>0.85</td>
<td>ACTIVE</td>
<td>0.85</td>
<td>INACTIVE</td>
<td>0.85</td>
</tr>
<tr>
<td>ZG6</td>
<td>AVOID USE OF 0, I AND S AT END</td>
<td>ACTIVE</td>
<td>0.75</td>
<td>ACTIVE</td>
<td>0.75</td>
<td>INACTIVE</td>
<td>0.75</td>
</tr>
<tr>
<td>ZG1</td>
<td>AVOID USE OF 200-480 AT END</td>
<td>ACTIVE</td>
<td>0.60</td>
<td>ACTIVE</td>
<td>0.60</td>
<td>INACTIVE</td>
<td>0.60</td>
</tr>
</tbody>
</table>

### Similarity rules level 2 (applying to overlapping flights)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Commercial</th>
<th>Weight</th>
<th>Pre-Seasonal</th>
<th>Weight</th>
<th>Ad-hoc</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG65</td>
<td>parallel characters</td>
<td>ACTIVE</td>
<td>0.65</td>
<td>ACTIVE</td>
<td>0.65</td>
<td>INACTIVE</td>
<td>0.65</td>
</tr>
<tr>
<td>AL67</td>
<td>AVOID IDEGICAL BIGRAMMES</td>
<td>ACTIVE</td>
<td>0.85</td>
<td>ACTIVE</td>
<td>0.85</td>
<td>INACTIVE</td>
<td>0.85</td>
</tr>
<tr>
<td>AG61</td>
<td>AVOID IDEGICAL FLIGHT D</td>
<td>ACTIVE</td>
<td>1.00</td>
<td>ACTIVE</td>
<td>1.00</td>
<td>INACTIVE</td>
<td>1.00</td>
</tr>
<tr>
<td>AG63</td>
<td>ANAGRAMS</td>
<td>ACTIVE</td>
<td>0.90</td>
<td>ACTIVE</td>
<td>0.90</td>
<td>INACTIVE</td>
<td>0.90</td>
</tr>
<tr>
<td>AG62</td>
<td>IDENTICAL FINAL DIGITS</td>
<td>ACTIVE</td>
<td>0.85</td>
<td>ACTIVE</td>
<td>0.85</td>
<td>INACTIVE</td>
<td>0.85</td>
</tr>
</tbody>
</table>

### Similarity rules level 2 (applying to all flight pairs)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Commercial</th>
<th>Weight</th>
<th>Pre-Seasonal</th>
<th>Weight</th>
<th>Ad-hoc</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG71</td>
<td>Same Flight ID needs same CFN</td>
<td>ACTIVE</td>
<td>1.00</td>
<td>ACTIVE</td>
<td>1.00</td>
<td>INACTIVE</td>
<td>1.00</td>
</tr>
</tbody>
</table>

8.16.2.4.3 Reference buffer times

8.16.2.4.4 Buffer times
AO Setups

Expand the AO Setups section to reveal the 2 options available:

- Buffer times (in minutes)
- AO Similarity Rules

8.16.2.4.5 Buffer Times

Select Buffer Times to open the editing window.

The default settings can be modified within the minimum and maximum values.

8.16.2.4.6 AO Similarity Rules

Select AO Similarity Rules to display the existing rules.

You can create rules and delete rules that you have created yourself. You cannot however delete rules created by CSMC - but you can deactivate them.
8.16.2.4.7 Creating a Rule

For this example we will use the rule 'COMBINATIONS TO AVOID'. This rule is commonly used to exclude certain digit or letter combinations.

Click on the Create button to open the rules databank, and make your selection:

1. select the COMBINATIONS TO AVOID
2. save your selection with a click on Create selected rule type button.

You can sort the list alphabetically (ascending/descending) by clicking on the header of a column.

Each rule shall however not rely on more that one 'Combination to avoid' field - so you can not combine Exact matches with Starts, for example.

Click on the OK button when you have completed your settings.

You may now click on the Save button - the newly created rule is now added to the list of AO rules. This is now the list of 'Detection' rules which will be applied to all Views created by the user.

Remember that Setups (rules and buffer times) can also be changed in each individual View created - but they will only apply to that specific View.

8.16.2.4.8 Deleting a Rule

A rule can be deleted by clicking on the corresponding red cross, as appearing the left column.

View Setups

Expand the View Setups section to reveal the 2 options available:

- Buffer times (in minutes)
- View Similarity Rules
Please refer to the above AO Setups section for description and usage for these two parameters.

8.16.3 View Management - Query

The View List window opens from the View Management link from the CSST Portlet. It comprises two distinct areas, with a Query area on top of a Display area (only appearing when a query has been launched).

From this window, you can either select an existing View to continue a previous session, or create a new view. This area is where the user creates his workspace for detection and deconfliction regardless of whether the user has made any set up changes in the Set Up Management area.

From here, you may perform the following actions:

- Create a New View (Section 8.16.3.1) with the Create View button and generate your own workspace for detection and deconfliction, regardless of whether you have made any set up changes in the Set Up Management (Section 8.16.2) area.
- Launch a Query (Section 8.16.3.4) with the Go button
- Open the Details (Section 8.16.3.5) Detached View for a selected View with the Details button

These three features are further described in their respective sections.

8.16.3.1 Create New View

This is how the View Details window opens by default when launched from the Create View button:

Enter data

The mandatory fields are

1. Name (the name given to the View)
2. Description
3. Operation Mode (select between COMMERCIAL, PRESEASONAL, ADHOC, MULTIAO) – the default value is PRESEASONAL
4. Season (select the relevant season from the drop-down list)

The optional fields are
1. Description
2. Reference Date
3. Visible to Other Operators
4. Visible to CSMC (Call Sign Management Cell)

Save & Lock
When the relevant fields have been filled in, click on the Save & Lock button to:
- Save the View, and Lock it (to prevent changes from any one other than yourself) in one single command;
- Open the Workflow window for the concerned View.

This process is automated, and results in the opening of the Workflow window, described in the next section (Section 8.16.3.2.1).

8.16.3.2 Workflow(s)

The CSST schedule Workflow principle is based around three main phases:
- BUILD produces an initialised schedule.
  The BUILD phase is in turn divided in three phases, contained respectively in the Assembling Schedule, Initialising Schedule and Checking Schedule tabs.
- PREPARE enriches the schedule with flight profiles and computes the potential overlaps.
- DETECT/DECONFLICT detects conflicts between these flights and enriches the schedule with de-conflicted CFN and ATC flight ids.

You can either use the Go to CONFLICTS button to automate the various steps involved in the process (as described in the Automated Workflow (Section 8.16.3.2.2) section), or manually follow the successive phases - and get opportunities to some customisation (as described in the Manual Workflow (on-line documentation) section).

8.16.3.2.1 Workflow window

Accessing the Workflow window
You can access the Workflow Detached View in different ways:
- From the View Details window (after the Save & Lock command has been applied to a newly created View);
- From the View List window (following the Name link of an already existing View to launch its associated Workflow window).

Attention: the features available from the Workflow window will vary, depending on the context (creation or edition).

Common Features
Both 'New' and 'Edit' share some common components or features:

8.16.3.2.1.1 Go To CONFLICTS Button
Disabled until a Schedule file has been uploaded, this button activates the Automated Workflow (Section 8.16.3.2.2).

8.16.3.2.1.2 State and Substate
The State and Substate values reflect the workflow advancement status:

- **State INITIAL:**
  1. INITIAL_BLANK: sub-state after the view was created or cleared.
  2. UNDER_BUILD: sub-state after any schedule modification, after initialisation and after quality check when the result of quality check does not lead to a complete view state.
  3. BUILD_COMPLETE: sub-state after quality check when the result of quality check leads to a complete view state.

- **State BUILT:**
  1. BUILT_BLANK: sub-state after the INITIAL view state was stepped forward.
  2. PROFILED: sub-state after the schedule was profiled.
  3. OVERLAPS_COMPUTED: sub-state after the potential overlaps were computed.

- **State PREPARED:**
  1. PREPARED_BLANK: sub-state after the BUILT view state was stepped forward, or after the detection setups were modified by the view user in DECONFLICT.
  2. CONFLICTS_DETECTED: sub-state after the first conflict detection and as long as the detection setups were not modified by the view user in DECONFLICT.

### 8.16.3.2.1.3 Buttons Bar

Three action buttons are available on both instances, namely:

- **Setups:** provides a shortcut to the CSS Setup window for the view. The CSS Edit Setup function is further described in the Setup Management (Section 8.16.2) section.
- **Schedule:** opens the CSST Query Schedule window for the view. This function is further described here.
- **Download:** opens a pop-up dialog allowing you to specify the elements to be downloaded from the View:

  ![Download Dialog](image)

  - **Type:** can be one of the following:
    - **Schedule** - Accessible regardless of the view sub-state, downloads all flights in the schedule.
    - **Call Sign Map** - Accessible regardless of the view sub-state, the downloaded file maps ATC call-signs of a schedule to the CFN.
    - **CFN Map** - Only accessible if the view sub-state is strictly beyond PREPARED, the downloaded file maps old CFN of the schedule to the new CFN.
    - **Conflict List** - Only accessible if detection has been completed, the downloaded file contains all conflicts in the schedule (resolved and unresolved). Two additional options are available: According to Reference Detection Settings or According to Detection Settings
  
  - **Format:** can be either **Excel (XLSX)** or **CSV**.

After having successfully created a View, the next step it to upload a Schedule File - as described in the next chapter (Section 8.16.3.2.1.4).

### 8.16.3.2.1.4 Upload Schedule File

Click on the Upload Schedule File button, provide a mandatory Name and Description, and designate the document to be uploaded...
... and conclude with a click on the Upload button.

The file is now available to the system:

The data must be formatted in a specific way, and the files have a correct extension (.ssim, .csv or .xlsx).

Please refer to this section (Section 8.16.3.2.1.1.1) for more information on how to create a proper Schedule file.

Note: You may upload additional files, or remove uploaded files (by means of the red cross next to each item).

8.16.3.2.1.1.1 Writing schedules

A schedule file is basically a simple file containing flight schedule data. It can come in two formats, namely SIMM, XLSX or CSV.

The SIMM format

CSST accepts the IATA Standard Schedule Information Manual (SSIM) format. The key information in the flight detail (line 3) will be used by CSST. File size is currently limited to 20MB and files must have .ssim as file extension.

The CSV format

A properly formatted CSV file will come with a correct header line, and with .csv as file extension. The header is used to determine which columns are present in a csv format schedule. The order of the columns is not important, and there can be additional columns containing information not directly required by CSST. However, in cases where a mandatory column header is found missing, CSST will report it as 'Missing Column Error'.

8.16.3.2.1.1.1 Mandatory column headers

Departure and Arrival aerodromes

Two columns which can be specified as either IATA ADEP and IATA ADES or ICAO ADEP and ICAO ADES or both.

EOBT and ETA

Two columns using time format 00:00 or 0000.

Period of Operation and days of operation

Two cases are possible here:

- three columns: Start of period of operation, End of period of operation and Days of operation;
- two columns: Period of operation (dd-MM-yyyy-dd-MM-yyyy or ddmmmyyy-ddmmmyyy) and Days of operation.

Days of operation always has 7 characters, either blank, dot, underscore or a digit.

AO and CFN

Here also, several options are possible:

- One column: Commercial AO designator+CFN (example KL1234)
- One column: ATC AO designator+CFN (example KLM1234)
- Two columns: Commercial AO designator, CFN (example KL, 1234)
- Two columns: ATC AO designator, CFN (example KLM, 1234)
- Three columns: Commercial AO designator, CFN, ATC AO designator (example KL,1234,KLM)

See below an example of csv schedule using the minimum information required:
CFN Suffix
One column (example: P. Or included inside CFN column - example: 545L)

ATC AO designator
One column (example: SWR)

ATC Flight ID
One column (example: 545L)

ATC AO designator and ATC Flight ID
One column (example: KLM123K)

Aircraft Type
Specified as IATA aircraft type or ICAO aircraft type or both.

No-change indicator
One column
- Set to Y if you do not wish CSST to change the Call Sign.
- Set to N if you allow CSST to change the Call Sign if required during deconfliction.

Change-actions indicator
Call-sign format - Used to fix the format for a particular Flight or 'Flights during deconfliction. Specified as n, nA, nnAA, or nnnn.

Next CFN
One column (example: 4567 or with suffix 4567P)

Next Commercial AO designator
One column (example: U2)

Next ATC AO designator
One column (example: KLM)

Next flight columns
CSST supports next flight (otherwise known as linked flight or onward flight) where the next flight AO designator is different from AO designator (example AF123 next flight BZH125).
In this case CSST will take into account BZH as the AO designator for the next flight.
One column: next CFN (example 1234)
One column: Commercial AO designator of next flight +CFN (example KL123 or KL 1234)
One column: ATC AO designator of next flight +CFN (example KLM123, KLM 1234)

Please refer to the CSST User Manual for further information on the file formats - or contact CSMC (nm.csmc@eurocontrol.int) if your experience problems uploading schedules.

8.16.3.2.1.5 Query Schedule

The Query Schedule function button allows to query details of a flight from the schedule which was uploaded in CSST. You can also delete or modify flights here before initialisation.

Note: wildcards cannot be used in query schedule.
8.16.3.2.2 Automated Workflow

The automated Workflow automatically performs the various steps involved in the deconfliction process.

When all the required Schedule elements have been successfully uploaded (please refer to the Upload Schedule File (Section 8.16.3.2.1.4) for guidance in this action), click on the Go to CONFLICTS button:

Click on the Yes button to proceed:

You will notice intense onscreen activity as the automated workflow activates the successive processes - to finally display the Conflict List window (providing no errors are encountered):

From this point, you can directly go to the Conflict List (Section 8.16.3.3) section - or have a look at the Manual Workflow (on-line documentation) process.

8.16.3.2.3 Manual Workflow

The manual Workflow allows you to manually follow the successive phases at your own pace - and get opportunities to some customisation (as described in the Manual Workflow (on-line documentation) section).
8.16.3.2.3.1 BUILD

**Phase 1 - BUILD**

The **BUILD** phase consists in building the initial schedule from various building blocks, and ensuring that the resulting schedule has the minimal quality required to go to the next workflow use case.

**Assembling Schedule**

The first step - Assembling Schedule - consists in the upload of one or more Schedule File, and the optional specification of custom Settings. If not already done so, please make sure you have correctly uploaded a valid Schedule file (please refer to the Upload Schedule File and Setup Management sections for detailed instructions).

**Initialise Schedule**

When done, go to the Initialising Schedule tab:

The schedule has not yet been initialised - click on the Initialise Schedule to do so.

The Initialisation process will map the Flight ID to the CFN, taking into account any of the Setups. It will also map IATA aerodrome codes and aircraft types into the ICAO equivalent.

In cases where this step is not fully achieved, you will be presented with a list of those flights which have failed Initialisation, inviting you to correct non-initialised individual flights manually - or contact CSMC to update the mapping tables.

**Note:** the Schedule not yet initialised message only appears when you are resuming a suspended workflow.

When done, you will get the following confirmation message:
Checking Schedule

The next step will be to open the Checking Schedule tab:

Quality checking aims to have the schedule in the best state for detection and deconfliction. In particular if the schedule contains days of operation which do not match the period of operation this could affect the ability of CSST to fully deconflict a schedule automatically.

The quality Check area consists of 6 collapsible result sets. Three of these areas must be corrected if necessary before continuing the workflow (1, 4 and 6).

Click on the Check Schedule button to initiate the process:

The check returns variable results, depending on the context. In this example, areas 2 and 3 need attention:

8.16.3.2.3.1.1 Results Sets

The six result sets are collapsible and those sets where possible anomalies have been detected are highlighted in bold:

1. **Sets of flight duplicates**
   Duplicate data detected in the view. For example, same CFN and same Validity periods. You must delete duplicates before continuing with the workflow.

2. **Sets of flights with the same commercial flight designator and overlapping periods of operation**
   Same Airline designator and CFN but with overlapping periods of operation. City Pair could be different.

3. **Flights with the same Call Sign (potential duplicates)**
   Flags up for example different CFNs using the same ATC Call Sign (Ex. 1235 235A / 3356 235A)
   Note however that the check does not take into account different days or periods of operation

4. **Incomplete flights**
   Flights not completely initialized e.g. unknown aerodrome, Aircraft Type, AO.
   This is considered an error and the User cannot continue.
5. FLIGHTS NOT FLYING IN THE IATA SEASON
Flags up flights in the loaded schedule with a period of operation outside the IATA season. The User would then decide if this is a typo error otherwise he may delete them from the original schedule file. The parts outside the season will not be taken into account for detection.

6. FLIGHTS USING FRENCH EXCEPTION BUT NOT ALLOWED
Checks for breaches of the French exception rule (Flight ID format AAnnnAA).
If the AO has an exception to the rule then CSMC will enter the AO as allowed in the CSST rules
This is considered an error and the User cannot continue.

Incomplete flights and Flights using French exception require correction before continuing with the workflow. This can be done by deleting the flights directly from the checking area or from the schedule option in the view. If this is the case then the schedule must be re-initialised.

Other anomalies can also be updated/corrected manually at this stage by clicking on 'update' then re-initialising to refresh any manual changes.

When done, note the double arrow in the BUILD tab, indicating that you can now move to the next phase: PREPARE (Section 8.16.3.2.3.2).

8.16.3.2.3.2 PREPARE

Phase 2 - PREPARE
The PREPARE phases consists in associating an airspace profile to each flight in the schedule, these profiles being derived from the standard profile catalogue that the NM provides to the CSST.

In addition, this use case prepares the next one by computing the potential overlaps on which DECONFLICT will base the work to detect conflicts efficiently.

This is how the PREPARE tab looks like when first opened. Note the 'back' arrow, allowing you to return to the previous phase.

This short phase associates an airspace profile to each flight in the schedule. These profiles are derived from the standard Profile Catalogue maintained by CSMC. The phase also prepares for detection by computing the flight overlaps (potential conflicts).

Click on the Profile button to add city pair to your flights. A status popup will appear, allowing you to monitor (or cancel) the process:

Upon successful completion, a results table is returned, similar to the example below:
As highlighted in the red frame above, your schedule may be fully profiled or partially profiled if city pairs are missing from the profile catalogue.

Missing profiles are indicated as a warning that for these city pairs there will be no airspace overlap calculated. Only a check on aerodrome buffer times will be carried out.

The next DETECT/DECONFLICT (Section 8.16.3.2.3.3) phase is now reachable - click on the arrows in the PREPARE tab.

8.16.3.2.3.3 DETECT - DECONFLICT

Phase 3 - DETECT/DECONFLICT

The DETECT/DECONFLICT phase consists in the detection of conflicts (of the overlapping flights and flight entities).

These conflicts can then be analysed or deconflicted using the manual, semi-manual or automatic deconfliction modes.

This is how the DETECT/DECONFLICT tab looks like when opened. Note the 'back' arrow, allowing you to return to the previous phase.

The typical workflow starts with the Detection process - so click on the Detect button.

Now click on the Conflict List button to open the corresponding window:
In order to avoid redundancies, the Conflict List window is no detailed here. Please refer to the Conflict List (Section 8.16.3.3) section for detailed information.

8.16.3.2.3.3.1 Detection

8.16.3.3 Conflict List

The Conflicts List window primarily lists the conflicts detected as a result of the currently activated View.

The screen is divided in three separate areas:

- **Query Conflicts**: to further refine the Query and return a smaller number of matching flights
- **Conflicts Overview**: summarises the returned data in two distinct tables: Flights with conflicts and Conflicts
- **List Area**: displays a table of flights / conflicts - and provides additional filters and commands to assist in the conflict resolution.

8.16.3.3.1 Query Conflicts

Should you simply wish to view all the detected conflicts, click on the Go button to use the default query (no filter applied):
This will result in opening the **Conflicts Overview** and **List Area** areas, listing all of the detected conflicts.

You may however wish to use the query fields to refine and shorten the list.

To do so, expand the **Query Conflicts** section and fill in the query fields as appropriate.

Here are the different criteria available:

**Flights Criteria**

- Airline
- CFN
- From
- To
- AO
- Flight Id
- ADEP
- ADES
- No-change (can be set to **All**, **Yes** or **No**)
- Conflict-less (can be set to **All**, **Yes** or **No**)
- Reference Criteria > Sum of priorities higher than...
- Detection Criteria > Sum of priorities higher than...

**Flight criteria applied to conflicts**

- Qualifications (can be any combination of the following: UNPROCESSED, RESOLVED, DESELECTED, CHANGE RESTRICTED MANUAL, NO SOLUTION MANUAL, LOW RISK, SAME AIRCRAFT, NO SECTOR IN COMMON, CHANGE RESTRICTED AUTO, NO SOLUTION AUTO)
- Conflict class (can be set to BOTH, ENTITY or FLIGHT - FLIGHT can in turn be set to BOTH, SINGLE AO or CROSS AO)
- Reference Setup Criteria > Overlap location info - an airspace or aerodrome entity, or a wildcard (*)
- Detection Setup Criteria > Overlap location info - an airspace or aerodrome entity, or a wildcard (*)

CSST allows the use of simple **wildcards** (* and ?).

Specify the criteria to be used to filter the query, and click on the **Go** button:

---

**8.16.3.3.2** Conflicts Overview

The **Conflicts Overview** area is part of the **Conflicts List (Section 8.16.3.3)** window, also featuring the **Query Conflicts (Section 8.16.3.3.1)** and **List Area (Section 8.16.3.3.3)** areas.
The Conflicts Overview area displays two tables:

- **Reporting: Flights with conflicts**
- **Reporting: conflicts**

**Reporting: Flights with conflicts**

The first table reports on the number of individual flight IDs involved in conflicts. The reporting is per class (Entity, Flight (single AO and cross AO)). Flights are either Resolved or Unresolved according to Reference or Detection setups.

**Reporting: conflicts**

The second table reports on the number of conflicts created by the flights. The reporting is per qualification. Qualifications are either made by the user or allocated automatically by CSST from schedule information (Unprocessed, Resolved, Same Aircraft, Deselected etc.).

De-selected indicates conflicts taken out by the 'AO Detection' settings. As an example, if the 'Reference Detection' settings give 2000 conflicts due to the Anagrams rule and the AO takes out this rule from his Detection settings, then these 2000 conflicts would appear as 'deselected'.

### 8.16.3.3.3 List Area

The **List Area** area is part of the **Conflicts List** window, also featuring the **Query Conflicts** (Section 8.16.3.3.1) and **Conflicts Overview** (Section 8.16.3.3.2) areas.

The **List Area** area is divided in two tabs:

- **Reference Detection conflicts**: displays flights according to the Reference Detection criteria (CSMC set ups/rules).
- **Detection conflicts**: displays flights according to Detection conflicts criteria (AO setups/rules) - selected by default.

#### 8.16.3.3.3.1 Flights tab
The Flights tab displays Flight displayed as Flights.

Each flight is listed under sortable columns containing keyfield information from the schedule and other information to enable analysis of conflicts.

To reduce the number of lines on the page the list area is defaulted to filter on related flights. So for example AFR001 will only appear once on the left side of the list even though it may be involved in many conflicts.

Each entry of a conflict in the Conflict List contains:

- **AO**: Flight designator (AO ICAO code)
- **CFN**: Commercial Flight Number
- **Flight Id**: initialised from the CFN
- **ADEP**:
- **ADES**:
- **EOBT**:
- **ETA**:
- **CH**: denotes a flight subject to user No Change or format restriction
- **ARCT**: ICAO Aircraft Type if known, otherwise zzzz
- **From**: (The flight valid from period of operation)
- **To**: (The flight valid until period of operation)
- **#Days**: (number of flying days of operation)
- **Days**: Days of operation
- **STD**: The number of flights which are in the same flight id set. If the user changes the flight id all flights in its same id set will also be changed.
- **#C**: The number of conflicts the flight is involved in
- **HCP**: Highest conflict priority
- **Prio**: Sum of priorities according to Detection parameters (average of rules, overlaps, number of conflicts)
- **Refprio**: Sum of priorities according to Reference detection parameters (average of rules, overlaps, number of conflicts)
- **DC**: Number of total Days in conflict for this Flight ID
- **PR**: Indication if flight was profiled

You can already make changes to a flight directly from this list, by hard checking one of the flights. Multiple flights can be selected by selecting multiple selection mode and using the select all button.

Hard checking a flight or multiple flights enables certain function buttons and subsets (Modify ATC Flight Id, Modify ATC Flight Id format, Change actions, Same id set and Overlaps).

Hard checking additionally populates the Conflicts for Selected Flight panel in the lower part of the screen.

**Conflicts for Selected Flight**

This table displays information for the highlighted flight (Flight1) and on the right side information on the flight conflicting with it (Flight 2).

**Specific Columns for Flight 1 table:**
- **CI**: Conflict Class - possible values are **N** (not in conflict), **S** (Single AO), **E** (Entity conflict) and **X** (multi AO)
- **S**: Conflict status - possible values are **R** (Resolved) or **U** (Unresolved)
- **Qual**: Qualification - possible values are **SA** (Same Aircraft), **NSM** (No Solution Manual), **LR** (Low Risk), **CRM** (Change Restricted Manual), **NSA** (No solution automatic) and **CRA** (Change restricted automatic)

You may further examine data with the Conflict sub-set option:

1. Select a flight in the list
2. Click on the **Conflict Subset** button to open a window with all conflicts connected with the selected flight:

This is designed to help in determining which flight to change when deconflicting.

### 8.16.3.3.3.2 Conflicts Pairs tab

Working in the Conflicts Pairs tab gives similar information to the conflicts for selected flights screen.

You may wish to use it when a small number of conflicts are selected according to overlap location using the filter area.

### 8.16.3.3.3 Qualifying and analysing Conflicts

Once a conflict is highlighted in either the flight list, conflicts for selected flight/s or paired conflicts, several action/information buttons are available:

- **Modify ATC flight id**
  Opens the CSST deconfliction window (Manual, Semi manual and automatic deconfliction modes).
- **Modify ATC flight id format**
  Allows you to fix the format of a Flight ID before using the de-confliction modes. The CSST will take the format into account and not change it when proposing solutions. Lower case nn (for numeric values), upper case XX (for Alpha chars).
- **Change action**
  This highlights a special action attributed to a Flight ID. Three letters are attributed in the CH column:
  1. **A** - if you have entered free text which is then visible on querying the Flight ID in the schedule. For example subject overflight Ukraine
  2. **N** - if you have qualified it as **No Change**
  3. **F** - if you have applied the **Modify ATC Flight format** command to the flight

- **Same id set**
  Shows flights with same id from the schedule. All these will be changed if the User changes the one in the Conflict List.
- **Overlaps**
  Identifies other flights which overlap in time and space but are not in conflict. Used to assist in deciding manual solutions.
- **Conflict Details**
Shows the details of the two flights in conflict.

- **Conflict Subset**
  Opens a new Conflict List ONLY with the PAIR selected (flight 1 and flight 2) a subset of the Conflict List depending on the selection - a reduced version of the Conflict List for easier reading.

- **Qualify**
  Select an option: UNPROCESSED, NO SOLUTION MANUAL and CHANGE RESTRICTED MANUAL.

- **Same aircraft**
  Add or remove the flight pair for selected flights.

- **Low risk**
  Add or remove the flight pair for selected flights.

- **Same id set**
  Shows all flights which will be changed if the target flight is changed.

8.16.3.3.4 Detection

The first step here will be to detect possible conflicts, by clicking on the Detect button. A status popup will appear, allowing you to monitor (or cancel) the process:

The Conflict List button is now active. Note also how the Detect button now became Re-Detect:

The second step will be to query the list, by first clicking on the Conflict List button, then on the Go button next to the Query Conflicts section title.

Refining the Query

The default query (no filter applied) will return all conflicts. You can use the query fields to refine and shorten the list.

To do so, expand the Query Conflicts section and fill in the query fields as appropriate. For this example, we have selected the ENTITY Conflict class:
Re-launching the modified query now expands the **Conflicts Overview** and the **List Area** section, listing all flights having conflicts within the query criteria.

Lastly, click on a given flight to return a list of all conflicts matching the selected Flight ID.

8.16.3.3.5 Deconfliction

Deconfliction is carried out from the de-confliction screen. The screen is accessible after detection via two buttons:

- **Modify ATC Flight ID** - accessible in the conflict list once one or several flights have been selected.
Autodeconflict - accessible directly from the view after detection is completed.

Three modes are available in the screen:

1. Manual Solution
3. Automatic

Manual Solution

The Manual Solution mode is to be used for a single flight change.

The Deconfliction function can be invoked from either the Flight List or the Conflict List. To do so, select the desired item in the list and click on the Modify ATC flight list button:

This will bring up the Conflict List (TENTATIVE) window, featuring the Solution Area where you have the option of entering a Manual Flight ID or using the Range to instruct the tool propose solutions.

For this example, we have provided a manual entry (Solution ‘66Y’) and clicked on the Go button:

As a result of this change, the numbers of conflicts is now zero:

The updated entry can now be selected again and saved, by use of the Confirm button:

Semi-Manual

The Semi-Manual mode is engaged when a single flight is selected for deconfliction.

You can toggle between ATC Format and range preferences and Transformation Rule.
In this example, a first way is to opt for the **Range** approach, and enter the values 200A-888Z to specify the range of acceptable proposals. Clicking on the **Go** button returns a maximum of 20 conflict free proposals as below:

The **Transformation Rule** can be used alternatively, to remove first or last characters of the selected string:

After each of the confirmed deconfliction, the **Deconfliction** window will close - and you are requested to manually refresh the **Conflict List** by ticking the **UNPROCESSED** check box and clicking on the **Go** button:
Auto-Deconflict

The Automatic mode uses the same criteria as the Semi-Manual mode, but is engaged when several or all flights are selected. CSST will not propose changes but will modify ATC Flight IDs directly in the schedule. You can elect to automatically deconflict the complete schedule or select a set of flights for automatic deconfliction.

It is not recommended to perform autodeconfliction without assigning some minimum preferences.

You must have achieved all the workflow steps, up to and including Detection, before being able to use the autodeconfliction function. And prior to Detection, make sure that your local rules have been set up (e.g. preferences for letters or combinations to avoid need to be applied to be taken into account during deconfliction).

Once the detection phase is complete, you then have two options:
1. Go to the conflict list to filter those flights to autodeconflict
2. Go directly to the deconfliction screen to autodeconflict all flights

Option 1 - Filtering flights in the conflict list:

Open the filter screen:

This is where you will select conflicts and/or flights to autodeconflict, using the provided filters (CFN, Flight ID, ADEP, ADES, ...)
Note that wildcards (*) can be employed to select a range of flights. For example LF* used in ADEP will display all flights departing from LF aerodromes.
You can also select a range of flight numbers can be selected also: to select all CFN in range 100-199, simply enter 1??-1?? in the query filter.
The example below shows how to retrieve all conflicts concerning flights departing from LFPO:

Clicking on the Go button from the Query Conflicts section will display the flights having conflicts matching the filtering criteria.
Note that you can either hard check individual flights from the list, or use the Multiple Selection Mode check box to select all of the flights for autodeconfliction - and uncheck the flight you do not want to include in the deconfliction.
When this step is completed, you can click on the Modify ATC Flight ID button to launch the process and open the CSST Deconflict window.
8.16.3.3.5.1 CSST Deconflict Window

This is what the CSST Deconflict window looks like:

At this stage, it is possible to directly click on the GO button from the Solution Area section to autodeconflict the flights that were selected. This is however not recommended, unless you happen to have no preference for the proposed Call Sign formats.

You are therefore advised to enter your preferred autodeconfliction formats in the form of priorities.

In the simple example below, you can see how to apply the format \( \text{nnnA} \) to those flights having a \( \text{CFN} \) of length 4 digits (just click in a table cell to switch to the Edit mode and create/edit content):

A more elaborate priority might use Ranges. In this new example, CSST will first try to deconflict using priority 1. If it does not find all solutions it will then use priority 2. For those \( \text{CFN} \) with length 3 it will use priority 3.
Option 2 - Automatic

From the **CSST Deconflict** window, you may also use the autodeconfliction process. You launch it with the **GO** button from the **Solutions Area** section - Autodeconfliction takes into account any rule or format preferences that have been entered at the beginning of the workflow in **AO** or view setups.

Note that CSST does not allow automatic deconfliction using the format nnnAA (French Exception).

CSST may not be able to fully deconflict the complete schedule due to limited solution space or constraints that have been introduced by the user (formats etc).

As a result, once the auto-deconfliction process is terminated there may still be remaining unresolved conflicts. These will be visible in the global flight list with qualification **No Solution Automatic**. You will need to unqualify these if you wish to change them manually.

8.16.3.4 Query / List

![CSSTool View List](image)

1. Set the query parameters (An empty field means 'all')
2. Click on the **Go** button
3. If necessary, use the paging slider to locate the desired item(s) - Please refer to the **Paging (Section 7.4.2)** section for more information on this feature.

**Note:** the paging slider only appears when the number of returned matches is too large to fit on one screen.

4. View the results as presented in the **Display** area.

The results table list all matching views, allowing you to perform one of the following actions:

- Click on one of the Views **Name** link to open the corresponding **Workflow** Detached View;
- Click on the **Details** button to open the **View Details** Detached view for the selected View;
- Lastly, click on the **Create View** button to open a blank View template.

8.16.3.5 View Details

This section covers in detail the **View Details** window, already briefly covered earlier in the **Create New - Edit View (Section 8.16.3.1)** section.
Accessing from the View List window

Select the line for which you want to get details (anywhere on the line except on its Name) and then click the Details button.

There are the details for the BEphil view selected in our example:

Note that the different buttons Edit, Save, Discard, Lock, Override Lock and Unlock are disabled depending on the context.

Editing the details

From this window, click on the Edit button to enter the edit mode, allowing you to make changes to the Name, Description and Visible to Other Operators fields.
See how the **Save** and **Discard** buttons are now active, allowing you to either save the changes, or discard them and return to the initial state.

**Lock, Unlock and Override Lock**

Use **Lock** the view to be able to continue working on it.

Use **Unlock** to allow anyone in AFR to lock it on its own account and work on it.

**Override Lock** is typically used by a Supervisor to override a lock if the user who initially locked it is on holiday (for example).

Use **Unlock** to give write access to any user within your company.

**Override Lock** is typically used by a Supervisor to override a lock if the user who initially locked it is on holiday (for example).

**Discard** button leaves the windows with saving any data - and the **Edit** button returns the entry to edition mode, allowing changes and updates.

### 8.16.4 Using Call Sign maps

Some uploaded schedules may generate too many conflicts when initialising the file, so some companies have compiled **Call Sign Maps**, containing the Flight ID's (Call Signs) to apply against the original CFN from the same file.

This section assumes that you know how to create and edit views. If this is not the case, please refer to the **Create New - Edit View section**.

**Uploading a Map**

From an previously Saved & Locked view, proceed as follows:

1. Open the View Details window

<table>
<thead>
<tr>
<th>Name</th>
<th>Operation Mode</th>
<th>Season</th>
<th>Reference Date</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st test</td>
<td>PRESEASONAL</td>
<td>S11</td>
<td>18/05/2011 21:00</td>
<td>INITIAL</td>
</tr>
<tr>
<td>AE2</td>
<td>PRESEASONAL</td>
<td>S11</td>
<td>27/03/2011 00:00</td>
<td>INITIAL</td>
</tr>
<tr>
<td>aestes11</td>
<td>PRESEASONAL</td>
<td>S11</td>
<td>27/03/2011 00:00</td>
<td>INITIAL</td>
</tr>
<tr>
<td>AE10s11</td>
<td>PRESEASONAL</td>
<td>S11</td>
<td>27/03/2011 00:00</td>
<td>PREPARED</td>
</tr>
<tr>
<td>a11t11</td>
<td>PRESEASONAL</td>
<td>S11</td>
<td>27/03/2011 00:00</td>
<td>INITIAL</td>
</tr>
<tr>
<td>CallSignMp</td>
<td>PRESEASONAL</td>
<td>S11</td>
<td>27/03/2011 00:00</td>
<td>INITIAL</td>
</tr>
<tr>
<td>CONR</td>
<td>PRESEASONAL</td>
<td>S11</td>
<td>27/03/2011 00:00</td>
<td>PREPARED</td>
</tr>
</tbody>
</table>
2. Click on the **Upload Schedule** button

3. Provide a **Name**, a **Description**, and **Browse** your file system to locate the desired file - then click on the **Upload** button

4. Caution: do not go to **Initialising Schedule** yet!

5. Click on the **Setups** button..

6. ... and Open the **View Setups** section, then the **Call Sign Maps** subsection

7. Check the **override** box, then on the **Upload** button

8. A dialog box will pop up: locate the file in your file system, give it a name, and then click on the **Upload** button
9. The newly uploaded map is now listed, as shown below. Check now **override** again, then click on the **Save** button to make the map **Active**

An active map is indicated with a check mark ✅ in the Active column

10. You may now close the **Setup** window and go back to the **Workflow** window to resume and proceed with the initialisation

11. Open the Initialising Schedule tab and click on the **Initialise Schedule** button

The initialisation will use the CFM from the SSIM file, and where it finds one, the Flight ID from the Call Sign map.

12. The successful completion of the process is indicated with the message 'Schedule fully initialised':

### 8.17 Current Network Situation

Typical Scope: POS TAC
The Current Network Situation displays a map of Europe, where certain ACC areas are colour coded to indicate ATFCM delays for these areas.

Four types of delays are displayed, ranging from over 45 minutes to less than 15 minutes.

- < 15 min
- < 30 min
- < 45 min
- >= 45 min

Three links appear at the bottom of the Portlet, namely Interactive Map, Static Map and Static Map (IE7/8).

The Interactive Map link opens a Detached View (Section 8.17.2) displaying a map connected to the operational system, enabling you to extract operational information.

The Static Map (Section 8.17.2) link opens a screenshot of the Network Situation, refreshed on a regular basis. It does however not allow you to launch queries, plot various entities and get realtime details on various elements such as regulation delays, flights, etc - which come with the Interactive Map application presented on the Protected NOP.

The Static Map (IE7/8) (Section 8.17.3) link does the same as the Static Map - to be preferred if you are using Internet Explorer 7 or Internet Explorer 8 (to overcome possible compatibility issues).

When in Tactical phase, the Current Network Situation displays a map of Europe, where certain elements are colour coded to indicate the foreseen ATFCM delays for these elements at the time of consultation.

In the Post-Operations phase, the Current Network Situation map for the selected target date displays the cumulated ATFM delay recorded per ACC over that day (00:00 am to 11:59 pm), displayed with the same color code as in the Tactical phase.

8.17.1 ATFCM Network Situation Interactive Map

This is how the Interactive Map looks like when opened:
Note: a Disclaimer will appear the first time you launch the Map application:

**Disclaimer**

The NOP Portal Interactive Map (IM) should always be used in conjunction with other valid aeronautical sources of information. Any data extracted via the interactive map should be considered as valid for supporting ATM operations but should not be used as a single source for operational purposes. All support matters should be addressed to [nop.office@eurocontrol.int](mailto:nop.office@eurocontrol.int)

From this interface, a vast number of actions and queries can be performed, as summarized here:

- Zoom, pan, move
- Choose the area of the world to be displayed on the screen
- Choose the flight levels
- Choose the time period for the information displayed on the map
- Gather info details on the plotted entities, e.g. FIR, regulation delays, flights, etc.
- Plot the following upon querying by the user, via the map interface
  - Regulation Delays
  - Daily Plan
  - CRAM
  - Flights
  - Airspace Data
8.17.1.1 Flight Level Ruler

A vertical **Level Ruler** is visible by default on the left side of the screen:

This vertical scale graphically displays the flight levels array. You can adjust its upper and lower values by clicking and dragging the upper and lower limit handles respectively.

When you modify a value, the **Apply** button appears, on which you simply click to filter the display according to the new settings.
The Level Ruler is dynamically linked with the Circular Level Ruler (Section 8.17.1.6) - changing the settings on one is reflected on the other.

8.17.1.2 The Map Menu Bar

The Menu Bar contains the main commands.

This is how the Map Menu Bar looks at the top of the Map detached view:

Overview

8.17.1.2.1 Tools

The Tools Menu gives access to a number of tools, namely Location (Section 8.17.1.4), Area (Section 8.17.1.5), Levels (Section 8.17.1.6), Time (Section 8.17.1.7) and Queries (Section 8.17.1.8).

8.17.1.2.2 Clear View

Clears all windows and floating panels from view, granting the maximum of space to display the Map.

8.17.1.2.3 Gather Info

Use the Gather Info tool to draw a rectangular area from which to want to retrieve data.

8.17.1.2.4 Move

Use the Move tool to grab and move the Map.

8.17.1.2.5 Pan

Use the Pan tool to define a translation vector - can be also used to show parts of the Map not currently visible.

8.17.1.2.6 Zoom

Use the Zoom tool to define a rectangular area into which you want to zoom (in or out).

8.17.1.2.7 Settings

Use the Settings tool to access the Map settings. See more of this command in the Settings (Section 8.17.1.9) section.

8.17.1.3 Tools - Common Features

The Tools palettes share a set of common features:

Docked / Floating

Docked: a Map window or component attached to the Menu Bar on top of the Map detached view.
Floating: a Map window or component freely movable and draggable in the main display area.
Title Bar

A Title Bar, besides the title of the object itself (tool, component, ...) features three additional elements:

- the Close button - to close the window
- the Minimize button - to collapse or expand the window
- the Tooltips button - to show / hide the tooltips associated to a window.

Tooltips

Located near the bottom of a window, this is where the tooltip info is displayed when the Tooltips button has been activated.

8.17.1.4 Tools - Location

The Location panel contains the Location Pad and Mode buttons.

The Location Pad features in a very compact interface, a number of powerful functions:

1. Direction Arrows
   You can incrementally Pan the Map by clicking on one of the arrows (Left, Right, Up and Down).
2. Zoom in and out
   You can incrementally Zoom in or out by clicking the zoom buttons.
3. Maximise Map
   Gets a map which fills the window.
4. Reset Map
   Resets the Map to its basic layer of countries.

The buttons in the right part of the panel are the Mode Buttons:
These functions may appear elsewhere in the Map - but their usage is always the same:

1. Use the **Pan** tool to define a translation vector - can be also used to show parts of the Map not currently visible.
2. Use the **Gather Info** tool to draw a rectangular area from which to want to retrieve data.
3. Use the **Zoom** tool to define a rectangular area into which you want to zoom (in or out).
4. Use the **Move** tool to grab and move the Map.

**Note:** The Pan and Zoom functions are also available from the **Menu Bar**.

Click on the link to go to the next topic: **Area (Section 8.17.1.5)**.

### 8.17.1.5 Tools - Area

The **Area** Panel is used to set the area of the Map to be displayed.

You can either drag and stretch the rectangle selector, or directly enter numeric values in the A and B fields.

The **Windows ratio** button keeps the clipping rectangle proportional to the Detached View window.

Click on the link to go to the next topic: **Levels**.

### 8.17.1.6 Tools - Levels

There are many different ways to specify the upper and lower **Flight Level** with the Map. They are briefly outlined below. You can also watch a short demo movie here ('Levels' in the on-line documentation).
This is how the Flights Levels component looks like when first opened - be it docked or floating.

**Setting Levels**

By default, the full range of Flights levels is selected. You can adjust it in three ways:

1. Drag the limit handlers in the circular Levels Selector (from the palette).
2. Click on a predefined set title: UIR, UAS, RVSM, ... (form the circular palette). Clicking on "ALL" will of course reset the values at the maximum range.
3. Drag the limit handlers in the vertical Levels Rulers - read the Levels (on-line documentation) section for more information (left side of the Map).

Finally click on the Apply button to change the values to your new setting - and see how it is synchronized with the vertical Flight Levels Ruler.

**Ruler Scale**

The Flight Levels Ruler Scale sets the granularity on the flight level ruler. Available scales are 1/1, 1/2, 1/5, 1/10, 1/20 and 1/50. The Unit is expressed in tens of feet per tick (1/10 = 100 feet per tick)(colored mark in the ruler).

Here are a few examples:

- Gives the following sequence: ..., 596, 597, 598, ...
- Gives the following sequence: ..., 596, 598, 600, ...
- Gives the following sequence: ..., 575, 580, 585, ...
Note that the scale does not impact the Circular level ruler.

8.17.1.6.1 Ruler Range

The Flight Levels Ruler Range sets the maximum level. The two defined values are FL600 and FL1000. The maximum range is set for both the vertical and circular sliders.

8.17.1.7 Tools - Time

The Time Panel gathers all settings and commands in relation with date and time.
Loop Mode

While in Loop Mode, the display is refreshed every 30 seconds, looping through an H to H+4 cycle.

Click on the Loop button to activate the Loop Mode and change the button to the active state:

Time Ruler

The Time Ruler is a quick visual method to select the time range for which the data is to be displayed on the Map. Check the Show Time Ruler box to activate the Time Ruler:

Please refer to the Using the Time Ruler (Section 8.17.1.7.1) section for more information on this component.

Forecast Filter

Click on the +1, +2, +3 or +4 buttons to set the forecast filter to the Current time + 1 hour, + 2 hours, + 3 hours or + 4 hours respectively.

Setting Date and Time

The classic approach to setting the query period is achieved with this pair of components (Start on the left and Stop on the right):
Date: Click on either the Calendar miniature or on the Show Calendar link to open a Date Picker:

Time: move the clock handles with the mouse, or directly type in the desired values in the Time field: 08 25

Note: you may click on the Current Time button in a component to set the corresponding clock to the current time.

8.17.1.7.1 Using the Time Ruler

The Time Ruler provides an intuitive way to set time periods. The component features a number of elements:

1. The Reference Date and Time cursor - automatically set at the time when the Show Time Ruler option is selected from the Time tool palette.
2. A Command Bar grouping the Apply button (only visible when a change has been made and not yet committed), the Center button (used to center the Reference cursor in the window) and the Clock button (used to show/hide the Clock palette).
3. The Clock palette - similar in looks and functions to what has been described in the Tools - Time (Section 8.17.1.7) section.
4. The Timeline, along with the Y, M, D and H pins (standing for Year, Month, Day and Hour) indicating where one scale change for another.
5. The Period sliders

Example

In the example below, the following actions have been performed:

- Clock palette activated
- Start slider moved to the left and indicating the value 2013/09/15 06:00 - that is, -5 Days from the 2013/09/20 02:30 Reference, as shown in the Delta Popper.
Simply drag the Stop slider to any value along the Timeline (and fine tune the resulting time with the Clock) and click on the Apply button to commit the query period.

Note: a great number of parameters can be customised with the Settings palette

8.17.1.8 Tools - Queries

The Queries panel is used to enter the query parameters of five types: Delays, Daily Plan, Flight and ENV.

Each parameters gets its own setting interface, as detailed below.
Delays

You can select any combination of Delay value: Low, Normal, Medium or High. The Show All Types toggle button selects all four values in one click.

Daily Plan

You can select any combination of Daily Plan type: Headline, Event, ACC, NAT, Weather or Other. The Show All Types toggle button selects all six values in one click.

Flight

This is where you type (or paste) the ARCID of the flight you want to plot on the Map. You can enter more than one, separated with a coma.

The time mode must be set to ABS and encompass the flight’s EOB T.

ENV

This parameter is further broken down in a number of sub-filters, AB (Airblock), AS (Airspace), AD (Aerodrome), AZ (Set of aerodromes), PT (Point), RT (Route), OTS RT (OTS Route) and RS (Restriction).

8.17.1.8.1 Setting the ENV filters

All but two of the filters expect only one value: the parameter ID - or IDs, if separated with a coma. The exceptions are:

AS

In addition to the IDs field, AS allows to further refine the query with the following types: SECTOR, IR, CDA, ERSA, NAS, AUA, AUAG, AREA, REGION, ES, CS, FIR, UIR, CRS A, AOI, AOP, CLUSTER, FIR_P, UIR_P, OTA and FIR_N.

The Show All Types toggle button selects all fourteen types in one click.

RT

In addition to the IDs field, RT allows to further refine the query with the following types: ATS Route, CDR1, CDR2, CDR3 and Not available.

The Show All Types toggle button selects all five types in one click.
8.17.1.8.2 Plotting Flights on the Map

For the time being, it is not yet possible to directly plot a flight from a flight list (the Flights Detached View).

However, a flight can be plotted on the interactive Map:

All you need is following a few simple steps as outlined in the sample below. You can also watch a short demo movie here ('map_flight.swf' in the on-line documentation).

**Plotting a Flight**

1. Click on the Flight List link in the Flights Portlet and run any relevant query in order to get a desired ARCID.
2. Close the Flight Detached View
3. Click on the Interactive Map link in the ATFCM Network Situation Portlet to open a Detached View with the dynamic Map.
4. Check that the (Tools) Time Mode is set to ABS and that the ABS period covers the EOBT of the flight.
5. Click on the Queries button from the Tools palette
6. Select the Flights tool and enter the desired ARCID
7. Then click on Apply to launch the query
8.17.1.8.3 Displaying Regulations from the Map

Regulations can be shown and detailed on the Map with a few simple steps as outlined in the sample below. You can also watch a short demo movie here ('map_regulation.html' in the on-line documentation).

Displaying Regulations

1. Click on the Interactive Map link in the ATFCM Network Situation Portlet to open a Detached View with the dynamic Map.
2. Click on the Gather Info button from the Menu Bar.
3. Position the mouse on the top left corner of the area you wish to explore.
4. Click to set the origin point of the selection rectangle.
5. Move the mouse across the window to draw the selection area
6. Click to set the ending point - a new window will appear with the collected list of data matching the query
7. Make sure the **Delays** filter is set to 'on'
8. Select the desired item in the list
9. Click on the Show details button

### 8.17.1.9 Settings

The **Settings** palette lets you customise a number of display and audio parameters to best fit your working preferences, including:

- Caption size
- Color themes
- Sound alerts
- ...

---

#### Detail

**8.17.1.9.1 Settings**

**Enable ToolTips**

Toggles On or Off the display of the **ToolTip** function (short informational text revealed when you mouse over functions and links) - examples:

- Gather Info (Finger Mode)
- Big Captions
- Keep Window Ratio

**Display Tools Labels**

Toggles On or Off the visibility of the Tools labels - examples:

- **Labels On:**
- **Labels Off:**

---

### 8.17.1.10 Evita Controller
In some cases, and if your profile allows, a supplementary Evita Controller command will be visible:

More information is available in the EVITA Interactive Map (Section 8.22.3) section.

8.17.2 Static Map

The Static Map displays a ‘snapshot’ of the actual Interactive Map (visible to registered users of the Protected Portal).

The More button on the ATFCM Network Situation Portlet has opened the detached view with a full screen view of the map.

Navigation Aid

Navigation aid is provided with a set of ‘pan’ and ‘zoom’ buttons:
The arrows reveal the map in the direction indicated.
The + and - sign zoom respectively in and out. The grid icon resets the zoom factor and map position to their default values.

**Tip:** You can also use the mouse wheel to zoom in and out - or click and hold the left mouse button to pan the map.

**Display Refresh**
While in Loop Mode (when the Loop check box is ticked), the display is refreshed every 30 seconds, looping through an H to H+4 cycle as selected with the Forecast menu.

8.17.3 Static Map (IE7/8)

The More button on the ATFCM Network Situation Portlet has opened the detached view with a full screen view of the map.

The legend explaining the colour codes can be displayed or hidden by means of the Show Legend check box:

A navigator can also be displayed or hidden by means of the Show Navigator check box:
It consists of a miniature version of the complete area which can be shown on the window. The highlighted area in the navigator indicates the part of the map actually displayed in the window.

To scroll the visible part of the map:

1. bring your mouse over the map area - the pointer will turn into a hand
2. click and scroll (up / down) to reveal the desired part of the map.

The Show Legend and Show navigator options are located in the toolbar is provided at the bottom of the map:

While in Loop Mode (when the Loop check box is ticked), the display is refreshed every 30 seconds, looping through an H to H+4 cycle as selected with the Forecast menu:

The toolbar also features a Help button bringing up instructions for moving around in the map:

8.18 EAD

Typical Scope: POS TAC PRE STR
EAD is the world's largest Aeronautical Information System, a centralised reference database of quality-assured aeronautical information. EAD provides access to worldwide NOTAM and related static data, as well as access to AIP information in both PDF and AIXM format for the ECAC region.

The EAD Portlet provides direct links to EAD Basic and EAD Pro:

- **EAD Basic** is the EAD general access for private pilots, general aviation, training schools and any member of the public searching for aeronautical information.
- **EAD Pro** is the database's service for professional, high-volume users such as air operators, airlines, aviation service companies and Aeronautical Information Services (AIS) data providers. EAD Pro is available on a dedicated terminal (ECIT) or through a secure internet connection using SSL technology.

## 8.19 E-Helpdesk

**Typical Scope:**

The purpose of the **E-Helpdesk** is to reduce the amount of telephone calls to the Network Manager Operations Centre Helpdesk for slot improvements, extensions and information.

This should:

- lower the waiting time for the clients in receiving a reply on their requests
- free up telephones for other operational issues

**Roles**

The **E-Helpdesk** Portlet being specific to only a few profiles, it may not be visible to or accessible by most of the users.

Depending on your role (external or internal to the NM) you will get one of the following Portlet content:

- **Client view** (typically, the AO view)

The Open link opens an **E-Helpdesk AO Requests** window, described in this section (Section 8.19.1).

- **NM view** (for NMOC staff)

The Open link opens an **E-Helpdesk CFMU Requests** window, described in this section (Section 8.19.2).

You can alternatively access the E-Helpdesk via the **Flight List (Section 8.19.1.1)** Portlet.
8.19.1 The AO Perspective

The E-Helpdesk AO Requests window features two distinct tabs:

- **Current**: lists, in the MASTER section, all E-Helpdesk requests that:
  1. were submitted less than two hours ago
  2. match the search criteria defined in the QUERY section (by default, all);
  3. and that you are entitled to see.

- **Archive**: to search for requests matching specific query criteria, in all archived or current requests.

The Current Tab

The Current tab is divided in three expandable/collapsible sections:

- QUERY
- MASTER
- DETAILS

QUERY

The Query section, where you can filter the searched Request to a number of criteria, features the following parameters:

- **Submitter**: either a full Token Id (in that case the Token parameter will have to be checked on), or ANU Id.
- **ARCID**: the ICAO aircraft Id
- **ADEP**: ICAO Id of aerodrome of departure
- **ADES**: ICAO Id of aerodrome of destination
- **EOBT Period**: (optional - i.e. supports left-open, right-open and closed periods) start and end time
- **General Interest**: specifies if only general interest requests are to be displayed, or all (unchecked by default)
- **Unable**: specifies if only requests that were responded as "unable" are to be displayed, or all (unchecked by default)
- **Request State**: one of the following values can be selected: Submitted, Under Work, Responded or Recalled.
- **REGUL+**: indicates the most penalising regulation
- **My ANU**: specifies if only requests created by users having the same ANU Id as you should be displayed (unchecked by default)
- **(Request) Type**: a button to display a pop-up where you can select optionally a target Request Type - example:
This selection will result in the criteria being displayed next to the button:

![Type pop-up]

**Note:** click on the Deselect button from the bottom of the Type pop-up to remove the selected Type criteria.

Lastly, the Reset and Go button respectively reinitialise the Query form and launch the specified query.

**MASTER**

The MASTER View, expanded by default, presents a table listing the requests already created by other airlines.

![MASTER view]

The timestamp indicates the last refresh date and time, along with the number of requests currently displayed (n) and the total number of requests regardless of any filtering (m) as n/m.

Three buttons are proposed on top of this table: Refresh, Create and Setup.

- **Refresh:** refreshes the request list according to the last applied Query while keeping the currently selected request if possible (otherwise no more request is selected) and the current list sorting
- **Create:** opens an E-Helpdesk AO Submit (Section 8.19.1.3) window pre-filled with the existing default values (if any)
- **Setup:** opens a pop-up where you can enable a sound alert when responses are incoming:

  ![Sound alert]

**8.19.1.1 Results Table**

The Results Table lists all the requests matching the query criteria:

- **My:** indicates if requests submitter is from same ANU id as you (by means of a check mark icon)
- **Type:** request type name
- **Details:** aircraft icon linking to the corresponding Flight Details window (or Flight List if referring to more than a single flight)
- **ARCID, ADEP, ADES, EOBT, REGUL+, ANU, General Interest:** see above in the Query section
- **CTOT:** computed take off time
- **DLA:** flight delay
- **State:** contains a collection of pictogram indicating the status of the request, Submitted, Unable, Under Work and Responded:
  - The request has been recorded and is now waiting to be handled by NMOC;
  - NMOC is not able to give an answer;
The request has been locked and NMOC currently busy preparing a reply; NMOC has answered. The content of the reply can be found under the DETAILS section:

- **Submitted**: submission date/time
- **Last Response**: response date/time if the request was responded

The DETAILS section displays in read-only mode, the details of the request selected in the Results Table from the MASTER area:

- **Submitter**
- **Submission Time**
- **ARCID**
- **AEP**
- **ADEP**
- **AOBT**
- **CTOT**
- **REGUL**
- **DLA**
- **STATE**
- **TYPE**
- **Request text (Text)**

In cases where a response was provided, the Details also include:

- **Response Time**
- **Responder (token) User ID**
- **Indication if the response if Unable**
- **Indication if the request has been made of General Interest by the responder**

8.19.1.2 Recall

A request submitted by mistake can be recalled, by means of the Recall button available to all flights whose Status is still 'Submitted':

Such a recalled flight cannot be seen anymore by other ANUs - but is still visible (however not editable) by Network Operations.

The Archive tab

Very much like the Current tab, the Archive tab is also divided in three expandable/collapsible sections:

- **QUERY**
- **MASTER**
- **DETAILS**

The MASTER and DETAILS section are similar to the ones described above for the Current Tab chapter.

The QUERY section for the Archive Tab is also very similar to the one present on the Current Tab - with the exception of a number of additional filters allowing to specify Date and Time parameters:

- **From**: indicates the start date of the query period (D-1 selected by default)
- **Until**: indicates the end date of the query period (D+1 selected by default)
- **Between**: indicates the start time of the query period
- **And**: indicates the end time of the query period
8.19.1.3 Creating a New Request - AO Submit

**Note**: the creation of E-Helpdesk requests is reserved to users with the AO profile.

E-Helpdesk requests can be created from two locations:
- from the E-Helpdesk Portlet
- from the Flight List Portlet

**A. From the E-Helpdesk Portlet**

![E-Helpdesk Portlet](image)

To create a new E-Helpdesk request, click first on the Open button from the E-Helpdesk Portlet, and opens the E-Helpdesk AO Request window:

![E-Helpdesk AO Request window](image)

**Create**

Click on the Create button to launch the E-Helpdesk AO Submit window:

![E-Helpdesk AO Submit window](image)

The ARCID, EOBT and TYPE fields are all three mandatory - the other may help you refine your query.

You need to fill in the relevant fields and indicate the type of request. Click on the TYPE field to do so, and navigate in the proposed arborescence down to the desired type and finally click on its label to select it:
The various TYPES proposed are sorted in 5 categories: Request for Improvement, Request for Extension, Rerouting request, Other and Information.

As your request is completed (note that the Request Type has been added too), click on the Submit button to get the Requests list:

### REFRESH
The newly created request should now appear in the list. The list automatically refreshes every 60 seconds. You can bypass this by clicking on the Refresh button and see your submission added to the list:

### SETUP
Lastly, the Setup button allows you to enable or disable the sound alert on responses received.

### B. FROM THE FLIGHT LIST
Go to the Flight List details (different ways may get you there - see the Flight List - Aircraft Operator (Section 8.24.5) section for details), check the desired flight and click on the E-Helpdesk button:
The same E-Helpdesk AO SubmitAO Submit Detached View opens, with all the relevant data already filled in - you will only need to specify the **TYPE** and add some comment in the **Text** field to complete your request:

8.19.2 The NMOC Perspective
The E-Helpdesk AO Requests window features four distinct tabs:

- **Current**
  - lists, in the MASTER section, all E-Helpdesk requests that:
    1. were submitted less than two hours ago
    2. match the search criteria defined in the QUERY section (by default, all);
    3. and that you are entitled to see.

- **Rules**
  - section allows you to query, create and manage specific rules meant to automatically process requests submitted by AO’s

- **Archive**
  - to search for requests matching specific query criteria, in all archived or current requests.

- **Statistics**
  - allows you to select the type (scope) of the report to be computed, and display the various charts and statistical information once a report has been computed.

### 8.19.2.1 Current

The **Current** tab is divided into three expandable/collapsible sections:

- **QUERY**
- **MASTER**
- **DETAILS**

### QUERY

The **QUERY** section, where you can filter the searched Request to a number of criteria, features the following parameters:

- **Submitter**: either a full Token Id (in that case the Token parameter will have to be checked on), or ANU Id.
- **C/M**: Civil, Military or Both
- **A/M**: filters the type of response: Automatic, Manual, or Both
- **ARCID**: the ICAO aircraft Id
- **ADEP**: ICAO Id of aerodrome of departure
- **ADES**: ICAO Id of aerodrome of destination
• **EOBT Period:** (optional - i.e. supports left-open, right-open and closed periods) start and end time
• **General Interest:** specifies if only general interest requests are to be displayed, or all (unchecked by default)
• **Unable:** specifies if only requests that were responded as “unable” are to be displayed, or all (unchecked by default)
• **(untitled) Request State:** one of the following values can be selected: Submitted, Under Work, Responded or Recalled.
• **REGUL+:** indicates the most penalising regulation
• **(Request) Type:** a button to display a pop-up where you can select optionally a target **Request Type** - example:

![Request Types Pop-Up](image)

This selection will result in the criteria being displayed next to the button:

![QUERY](image)

**Note:** click on the **Deselect** button from the bottom of the **Type** pop-up to remove the selected **Type** criteria.

Lastly, the **Reset** and **Go** button respectively reinitialise the **Query** form and launch the specified query.

**MASTER**

The **MASTER** View, expanded by default, presents a table listing the requests already created by other airlines.

![MASTER Table](image)

The timestamp indicates the last refresh date and time, along with the number of requests currently displayed (n) and the total number of requests regardless of any filtering (m) as n/m.

Two buttons are proposed on top of this table: **Refresh** and **Setup**.

- **Refresh:** refreshes the request list according to the last applied Query while keeping the currently selected request if possible (otherwise no more request is selected) and the current list sorting
- **Setup:** opens a pop-up where you can enable/disable sound alerts:
  - **Alarm,**
  - **Warning,**
  - **Incoming request.**

**Note:** an **Edit Request Types** link is also featured to NMOC users, allowing you to create and manage **Request Types** - this function is described in the **E-Helpdesk Administration (Section 8.19.2.1.2)** chapter.
8.19.2.1.1 Results Table

The Results Table lists all the requests matching the query criteria:

- **Type**: request type name
- **Details**: aircraft icon linking to the corresponding Flight Details window (or Flight List if referring to more than a single flight)
- **ARCID, ADEP, ADES, EOBT, REGUL+**: see above in the Query section
- **CTOT**: computed take off time
- **DLA**: flight delay
- **State**: contains a collection of pictogram indicating the status of the request, Submitted, Unable, Under Work and Responded:
  - **Submitted**: The request has been recorded and is now waiting to be handled by NMOC;
  - **Unable**: NMOC is not able to give an answer;
  - **Under Work**: The request has been locked and NMOC currently busy preparing a reply;
  - **Responded**: NMOC has answered. The content of the reply can be found under the DETAILS section:
    - **Protected**: when checked, indicates that the request is protected
    - **Lock Status**: when State is Under Work, indicates that the request is locked, and by whom
    - **Submitted**: submission date/time
    - **Last Response**: response date/time if the request was responded
    - **Internal comment**: an optional comment for internal usage

 DETAILS

The DETAILS section displays the details of the request selected in the Results Table from the MASTER area:

- **Submitter**
- **Submission Time**
- **C/M**
- **A/M**
- **ARCID**
- **ADEP**
- **ADES**
- **EOBT**
- **CTOT**
- **REGUL+**
- **DLA**
- **STATE**
- **TYPE**
- **Request text (Text)**

In cases where a response was provided, the Details also include:

- **Response Time**
- **Responder (token) User ID**
- **Indication if the response if Unable**
- **Indication if the request has been made of General Interest by the responder**

8.19.2.1.2 E-Helpdesk Administration

The E-Helpdesk Administration window essentially features an editor allowing you to manage Requests Types (as they appear in the Types list when an AO creates a New Request (Section 8.19.1.3)).
To make any change(s) in the Request Types list (create new items, modify existing items, organize items or remove items), you will first need to click on the Edit button:

Now in Edition mode, you can Add or Edit Request Type Categories (in the left-hand panel) - or Add or Edit Request Types Definitions (in the right-hand panel):

Managing Categories

8.19.2.1.2.1 Add a Category

To add a new Request Type Category, you might first need to navigate in the menu tree, locate and select the folder in which you want to create the new Category.

In this example, we want to create a new category inside the Request for Improvement folder. If not already expanded, optionally click on the Plus icon to reveal the content of the target folder:
Next click on the Add button from the Category editor panel:

In the pop-up dialog, enter the Name of the Request Type Folder about to be created (Insert New Category in our example):

The folder has been added to the collection and is now visible at the bottom of the list in the right-hand panel:

Using the Up and Down arrows, move the folder to the desired location (in second position for this example):
Next click on the **Save** button to persist your changes:

The (for now yet empty) folder is listed in the menu:

### 8.19.2.1.2.2 Move a Category

While in **Edit** mode: locate and select the parent category in the left-hand panel, next select the item to me moved in the right-hand panel and use the **Up** and **Down** arrows to move the item to the desired position - then **Save** the changes.

### 8.19.2.1.2.3 Edit (the name of) a Category

While in **Edit** mode: locate and select the category in the left-hand panel, next click on the **Edit** button (from the same left-hand panel) and make your changes in the pop-up dialog:

Do not forget to **Save** the changes.

### 8.19.2.1.2.4 Hide a Category

While in **Edit** mode: locate and select the category in the left-hand panel, next click on the **Edit** button (from the same left-hand panel) and check the **Hide** parameter:

Do not forget to **Save** the changes.

*Note*: hidden Categories are marked so by a check mark in the **Hide** column of the right-hand panel:
Managing Definitions

8.19.2.1.2.5 Add a Definition

To add a new Request Type Definition, locate and select the folder in which you want to create the new definition.

Next click on the Add button from the (right-hand) Definition editor panel:

In the pop-up dialog, enter the following elements:

- **Name**: the name of the new Request Type
- **Info**: specify whether the Request type is a Request, a Default Information Message or an Individual Information Message; and provide a text description for the Request Type about to be created.

The new item has been added to the (until then empty) collection and is now listed in the right-hand panel:

Next click on the Save button to persist your changes:

**Note**: This is how a Request type (of type Individual Info Message for this example) is defined in the NMOC environment:
... and this is how the same data is presented to the AO user:

Note that the text that serves as Request Type link to be selected by the AO is the one defined in the **Name** field, and that the text displayed in the pop-up is the one defined in the **Individual Information Message** field.

### 8.19.2.1.2.6 Move a Definition

While in **Edit** mode: locate and select the containing category in the left-hand panel, next select the item to be moved in the right-hand panel and use the **Up** and **Down** arrows to move the item to the desired position - then **Save** the changes.

### 8.19.2.1.2.7 Edit a Definition

While in **Edit** mode: locate and select the containing category in the left-hand panel, next select the item to be edited in the right-hand panel, then click on the **Edit** button (from the right-hand panel) and make your changes (**Name**, **Info** and/or **Description**) in the pop-up dialog:

**Note:** Do not forget to **Save** the changes.

### 8.19.2.1.2.8 Hide a Definition

While in **Edit** mode: locate and select the containing category in the left-hand panel, next select the item to be edited in the right-hand panel, then click on the **Edit** button (from the right-hand panel) and check the **Hide** parameter:

**Note:** Do not forget to **Save** the changes.
8.19.2.2 Rules

The Rules tab is divided in three expandable/collapsible sections:

- QUERY
- MASTER
- DETAILS

QUERY

The Query section, where you can filter the searched Rules to a number of criteria, features the following parameters:

- Name: free text field
- REGUL+: the most penalising regulation
- Status: select between Active, Canceled, Done or All (leave blank)
- Applied Till: (set by default to the current date)
- Submitter: Token Id of the submitter
- All Request Types: check to have rules matching "All Request Types" displayed in the query results
- Selection Request Types: to specify that rules matching a "Selection of Request Types" should be displayed in the query results
- Inclusive: to include rules matching an inclusive selection in the query results
- Exclusive: to include rules matching an exclusive selection in the query results

Lastly, the Reset and Go button respectively reinitialise the Query form and launch the specified query.

MASTER

The MASTER View, expanded by default, presents a table listing the available rules.

A timestamp in the header indicates the last refresh date and time, along with the number of requests currently displayed (n) and the total number of requests regardless of any filtering (m) as n/m.

Three buttons are proposed on top of this table: Refresh and Setup.

- Create: used to create a new Rule - opens the relevant DETAILS (sub)section(s) for edition - see below
8.19.2.2.1 Create a Rule

The Create button opens the DETAILS section in edit mode, with the DESCRIPTION part already expanded:

- **Name**: (mandatory) the name by which the Rule is to be identified
- **REGUL+**: (mandatory) the most penalising regulation linked to the Rule
- **Applied Till**: (mandatory) the end date of the Applicability period (the start date being the initial submission time)
- **Description**: (mandatory) short description of the rule purpose / objective / context - i.e. 'Langen FIR'

Next comes the REQUEST TYPES part:

- **Request Type Group**: (mandatory) a Rule is to be associated to a list of request types (to be selected from the list).

**Note**: the rule can match all request types (select the All option) or only a selection (select the Selection option). Also, a Selection can be inclusive or exclusive (selecting respectively the Including or Excluding option).

The last part is dedicated to the RESPONSE:
8.19.2.2 Results Table

The Results Table lists all the requests matching the query criteria - already described above in the QUERY section.

DETAILS

The DETAILS section is divided in three subsections, where you can manage the content of the Rules, and providing the following descriptive areas: Name, REGUL+, Status, Submitter, Submission Time, Last Update Time, Description, Requests Types and Response.

8.19.2.3 Archive

Very much like the Current tab, the Archive tab is also divided in three expandable/collapsible sections:

- QUERY
- MASTER
- DETAILS
The **MASTER** and **DETAILS** section are similar to the ones described above for the Current Tab chapter.

The **QUERY** section for the Archive Tab is also very similar to the one present on the Current Tab - with the exception of a number of additional filters allowing to specify Date and Time parameters:

- **From:** indicates the start date of the query period (D-1 selected by default)
- **Until:** indicates the end date of the query period (D+1 selected by default)
- **Between:** indicates the start time of the query period
- **And:** indicates the end time of the query period

### 8.19.2.4 Statistics

The **Statistics** tab is divided in two expandable/collapsible sections:

- **QUERY**
- **STATISTICS**

**QUERY**

The **QUERY** section serves essentially to determine the **Scope** of the query: **Daily, Monthly, Yearly** or **Since Ever**.

The subsequent parameters are the following:

- **Daily:** Date
  
  ![Daily Scope](image)

- **Monthly:** Month & Year
  
  ![Monthly Scope](image)

- **Yearly:** Year
  
  ![Yearly Scope](image)

- **Since Ever:** returns all requests logged since the beginning of the service, in 2010.

**STATISTICS**

The **STATISTICS** section displays various charts and figures, depending on the selected scope:

- Requests
- Percentage of all requests
- Evolution of Requests
- Evolution of Response Time
- ...

The data is also available in the form of a printable PDF that you can get from the **Get Printable Document** button:
8.19.3 Step-by-Step Instructions

8.19.3.1 E-Helpdesk - AO Perspective - Step-by-Step

The following instructions focus on the creation of an E-Helpdesk request. Please refer to the complete User Manual for additional information on the E-Helpdesk functions.

The purpose of the E-Helpdesk is to reduce the amount of telephone calls to the Network Manager Operations Centre Helpdesk for slot improvements, extensions and information, in order to:

- lower the waiting time for the clients in receiving a reply on their requests,
- free up telephones for other operational issues.

**Note:** Requests can be created from the E-Helpdesk Portlet, or from the Flight List Portlet.

**Creating a Request from the E-Helpdesk Portlet**

1. **Connect to the Portal**

   You will need to connect to the Protected Portal in order to use the E-Helpdesk. This is the URL to be used:

   https://www.nm.eurocontrol.int/PORTAL/gateway/spec/index.html

   Enter your credentials (UserName and Passcode) on the Login Page:

   ![Login Page](image)

   A new screen appears, prompting you to select the Role and Domain values to be used:

   ![Role and Domain Selection](image)

   Select the appropriate values and click on the Go button.

   From the now available NOP Portal, locate the following Portlet and click on the Open link:

   ![Open Portlet](image)

   This opens a Detached View similar to the one below:
Note the three green sections, each one giving access to a specific view: QUERY, MASTER and DETAILS.

In the MASTER View, expanded by default, a table lists the requests already created by other airlines.

Three buttons are proposed on top of this table: Refresh, Create and Setup.

2. Create

Click on the **Create** button to launch the E-Helpdesk AO Submit Detached View:

```
ARCID | EOBT | ADEP | ADER | TYPE
---|---|---|---|---

Type

Text

Remaining Characters: 300
```

The ARCID, EOBT and TYPE fields are all three mandatory - the other may help you refine your query.

You need to fill in the relevant fields and indicate the type of request. Click on the TYPE field to do so, and navigate in the proposed arborescence down to the desired type and finally click on its label to select it:
As your request is completed (note that the **Type** has been added too), click on the **Submit** button to get the Requests list:

The newly created request should now appear in the list. The list automatically refreshes every 60 seconds. You can bypass this by clicking on the **Refresh** button and see your submission added to the list:

**Recall**

A request submitted by mistake can be recalled, by means of a **Recall** button available to all flights whose **Status** is still 'Submitted'. Such a recalled flight cannot be seen anymore by other ANUs - but is still visible (however not editable) by Network Operations.

When relevant, the Recall button is located in the **Details** section:
B. From the Flight List

Go to the Flight List details (different ways may get you there - see the Flight List - Aircraft Operator (Section 8.24.5) section for details), check the desired flight and click on the E-Helpdesk button:

The same E-Helpdesk AO SubmitAO Submit Detached View opens, with all the relevant data already filled in - you will only need to specify the TYPE and add some comment in the Text field to complete your request:

When done, click on the Submit button to get the Requests list.

8.19.3.2 E-Helpdesk - NMOC Perspective - Step-by-Step
8.19.3.2.1 Answering Requests

The following instructions focus on answering E-Helpdesk requests. Please refer to the complete User Manual for additional information on the E-Helpdesk functions.

1. Connect to the Portal

You will need to connect to the Protected Portal in order to use the E-Helpdesk. This is the URL to be used:

https://www.nm.eurocontrol.int/PORTAL/gateway/spec/index.html

Enter your credentials (UserName and Passcode) on the Login Page:

A new screen appears, prompting you to select the Role and Domain values to be used:

Select the appropriate values and click on the Go button.

From the now available NOP Portal, locate the following Portlet and click on the Open link:

This opens the E-Helpdesk AO Requests window:

2. List Requests
**Note:** this step may be skipped - go to 3. Answer Reqtests if you intend to work on all (unfiletred) requests

In the **Current** tab, start by expanding the **QUERY** section:

*QUERY*

Here you can filter the request according to the following parameters:

- **Submitter**: either a full Token Id (in that case the **Token** parameter will have to be checked on), or ANU Id.
- **C/M**: Civil, Military or Both
- **A/M**: filters the type of response: Automatic, Manual, or Both
- **ARCID**: the ICAO aircraft Id
- **ADEP**: ICAO Id of aerodrome of departure
- **ADES**: ICAO Id of aerodrome of destination
- **EOBT Period**: (optional - i.e. supports left-open, right-open and closed periods) start and end time
- **General Interest**: specifies if only general interest requests are to be displayed, or all (unchecked by default)
- **Unable**: specifies if only requests that were responded as “unable” are to be displayed, or all (unchecked by default)
- **Request State**: one of the following values can be selected: Submitted, Under Work, Responded or Recalled.
- **REGUL+**: indicates the most penalising regulation
- **(Request) Type**: a button to display a pop-up where you can select optionally a target Request Type - example:

This selection will result in the criteria being displayed next to the button:

*QUERY*

Provide the relevant parameters (or leave the **Query** form empty to get all the current requests) then click on the **Go** button.

**Note:** in this context, ‘Current’ means not older that two hours. Should you need to query older requests, please navigate to the **Archive** tab.

The results of the query are listed in the **MASTER** section, in the form of a table:
8.19.3.2.1.1 Details

The Details column contains an airplane-shaped icon for each entry, opening a Detached View with all the relevant Flight Details for the selected flight.

8.19.3.2.1.2 State

The State column contains a collection of pictogram indicating the status of the request, Submitted, Unable, Under Work and Responded:

- **Submitted**: The request has been recorded and is now waiting to be handled by the NM;
- **Unable**: The NM is not able to give an answer;
- **Under Work**: The request has been locked and the NM currently busy preparing a reply;
- **Responded**: The NM has answered. The content of the reply can be found under the DETAILS section:

In addition, submissions of general interest, likely to be useful to the Community (aimed at reducing the number of requests for the same object), are marked by a **bold exclamation mark** - and the whole line is highlighted in strong yellow.

Note the slider right below the MASTER section title: it will come in handy to reach a given page in the case of a query returning a very high number of matches unpractical to display on a single page.

### 3. Answer Requests

**Note**: Incoming requests matching a pre-defined rule gets an automated response - please refer to the Using Rules (on-line documentation) chapter for more information on managing such rules.

These are the typical steps you will follow to answer E-Helpdesk requests:

1. select (click) a request from the list;
2. in the DETAILS section, click on the Lock button (the State of the request becomes Under Work);
3. when relevant, select a predefined response type from the pull-down menu;
4. ... or type in your own text in the Response field - remember that you get the corresponding Flight details by clicking on the icon to help you formulate your answer;
5. optionally type some additional text in the NMOC Comment field;
6. click on the Submit button to send out your answer to the selected request (the State of the request becomes Responded).

**Note**: use the Unlock button to discard your changes and release the request for later edition.
8.20 Enhanced Airport Event Information

Typical Scope:    TAC PRE

**Note:** Access to Enhanced Airport Event Information is restricted to NOP (Protected) Portal Users.

The Enhanced Airport Event Information Portlet contains data provided by airports having identified an event that may have an impact on airport capacity or demand.

The AIRPORT EVENTS LIST link opens the Eurocontrol Public Pre-tactical Airport Corner page:

8.21 European AUP/UUP

Typical Scope:    POS TAC PRE
The European AUP/UUP Portlet lists the EAUPs and their updates:

- **EAUP**: The European Airspace Use Plan
- **EUUP**: The European Updated Airspace Use Plan

💡 Move your mouse over the **Valid WEF** link to get a tooltip message with the date and time of release.

Note that some entries may appear against a blue background. This simply means that they are active, with their validity period compatible with the Portal time setting (Section 3.1).

**Opening a European AUP/UUP**

Click on the **Valid WEF** link of your choice and the EAUP Details Detached view will open - with the **CDR Type 2 Availability** tab selected by default.

You can alternatively click on the **More** link to get a **EAUP List** Detached View with the list of currently valid EAUPs, and open the desired EAUP from there:

---

8.21.1 **EAUP Details - ATS Route and CDR Type 1 Closure**
### 8.21.2 EAUP Details - CDR Type 2 Availability

#### Query
- **Route ID**: The Route Identification
- **RSA ID**: The Area Identification
- **FIR ID**: Indicates the FIR that the available area lies within (either wholly or partially) (4 characters)
- **UIR ID**: Indicates the UIR that the available area lies within (either wholly or partially) (4 characters)
- **WEF**: The Start time (hh:mm)
- **TIL**: The End time (hh:mm)

#### Results
- **Route ID**: The Route Identification
- **Between**: The starting point of the route portion that is impacted by this route statement (2 to 5 characters)
- **And**: The last (ending) point of the route portion that is impacted by this route statement (2 to 5 characters)
- **MMFL**: The minimum flight level of the available area (3 digits or “GND”)
- **MAX FL**: The maximum flight level of the available area (3 digits or “UNL”)
- **WEF**: The start time of the available area (hh:mm)
- **TIL**: The end time (de-allocation) of the available area (hh:mm)
- **FIR**: Indicates the FIR that the available area lies within (either wholly or partially) (4 characters)
- **UIR**: Indicates the UIR that the available area lies within (either wholly or partially) (4 characters)
- **Compare**: A link used to list the Predecessors, allowing you to pick one of them for comparison purposes - details [here](Section 8.21.4).
8.21.3 RSA Allocations

8.21.4 Compare with Predecessors
A Compare link is available at the bottom of each EAUP Detached View. It will however only be meaningful in case of a EUUP.

Clicking on Compare will in effect open an overlay listing the Predecessors, allowing you to pick one of them for comparison purposes, in order to check the changes having occurred between the original EAUP and its updated EUUP version.

Please note that an EUUP can in turn be updated by another EUUP - in which case both will be listed in the Compare overlay. The number of cumulative updates is presently limited to two.

In the example below, the EAUP Details Detached View displays the cumulative updates having been applied to an original EAUP released on 31/03/2016 14:18 and updated by the EUUP released on 31/03/2016 16:45.

The background color indicates the following:
- **White**: no changes
- **Green**: Update
- **Orange**: Original data before update

Note: Comparison information outside the validity period of the latest EUUP is not displayed since it is irrelevant and making the comparison result very difficult to interpret.
Typical Scope:

The European crisis visualisation interactive tool for ATFCM (EVITA) is a visualisation tool that supports decision making in times of crises. **EVITA** is available on the Network Operations Portal (NOP) to all NOP registered users with a token. It gives the possibility for users to identify which flights, aerodromes or airspaces are affected by a specific crisis and assists with re-routings, avoiding affected areas.

**Attention:** EVITA is currently available for training and exercise purposes. During a crisis (e.g. a volcanic eruption) it should be used in conjunction with other official aeronautical sources of information (e.g. NOTAM, SIGMET, etc). **It is not intended to replace any official sources of information but should be used for supporting the decision making process.**

**Login to EVITA**

Although Internet Explorer is supported, we recommend to use **Firefox** for performance reasons.

At login, select the following:

1. **Role:** AO/ANSP
2. **Domain:** Your domain

The EVITA Portlet Icon may come in three versions, depending on whether a crisis is ongoing or not or if an exercise is taking place:

**No ongoing crisis**

**Simulated (Exercise) ongoing**

**Real crisis ongoing**

**EVITA Links**

The EVITA Portlet features a series of links and shortcuts:

- When there is an ongoing crisis, its name (in the case of this example, **TRAINING_EVITA_2011**) directly opens the corresponding **Crisis** (Section 8.22.1) window
- F: a shortcut to the **Forecasts** (Section 8.22.1.2.1) section of a given crisis
- D: a shortcut to the **Danger Areas** (Section 8.22.1.2.2) section of a given crisis
8.22.1 Crises

The Crises Detached View is dedicated to the viewing and management of crisis types and crises, and so features the following tabs: Crisis types (Section 8.22.1.1) and Crises (Section 8.22.1.2).

Note: when opened from a crisis link from EVITA Portlet, the Crises tab is automatically selected.

8.22.1.1 Crisis Types Tab

The Crisis Types tab is divided in two areas:

- List of Crisis Types
- Crisis Types Details (only visible when a Crisis Type has been selected in the List of Crisis Types)
The List of Crisis Types tab lists the existing types of crisis, in the form of a table:

- (unnamed) - contains the 'delete' button, either enabled (✓) or disabled (✗). Use it to delete the corresponding table entry.

  **Note:** the system does not allow the deletion of a Crisis Type which is either *Active* or *Used*.

- **Active**: when checked, indicates that the crisis been set to the Active status and available for assignment to a crisis (see below the Activate & Deactivate functions).
- **Name**: the name given to the crisis.
- **Description**: descriptive text as set in the Description field.
- **Used**: when checked, indicates that the Crisis Type is used by one or more crises.

### 8.22.1.1 Buttons bar

The Crisis Types tab also allows the following actions from the **Buttons Bar**:

- **Refresh**
- **Create**
- **Activate**
- **Deactivate**
- **Selector**

**Refresh**

Use the **Refresh** button to refresh the display after having performed a change in the Crisis Types list, and/or to get the latest updates.

**Create**

Use the **Create** button to open the Crisis Types Details component with a blank template:

In here you will specify the desired **Name** and **Description** - as well as the Concentration Level (using the method described above).

**Activate**

You need to **Activate** a Crisis Type in order to make it available for the creation of a Crisis.

**Deactivate**

De-activated Crisis Types are not available for the creation of a Crisis - they may still be in use in existing crisis.

**Selector**

This last action button launches the EVITA Selector (Section 8.22.2) Detached View.

**Crisis Type Details**

Click on a table row to open the corresponding Crisis Type Details pane - as depicted below for the VOLCANIC_ASH_2014 crisis type:
This provides the following tools and information:

### 8.22.1.1.2 Buttons Bar

Five action buttons are available to you - or disabled, depending on the status of the item you are working with:

- **Edit**: unlocks the content to allow changes and updates
- **Save**: saves changes and locks the content
- **Cancel**: discards any changes made since the last Save operation
- **Apply**: Used to update the crisis without quitting the Edit mode
- **Selector**: opens the EVITA Selector (Section 8.22.2) Detached View

### 8.22.1.1.3 Details

- **Created**: date and time of creation
- **Updated**: date, time and identification of the authority having made the update
- **Name** and **Description**: name and description
- **Active**: Boolean value (YES or NO)
- **Concentration Levels**: a (sortable) table listing the successive concentration levels

The first entry created will start on the creation date and time and end on 31/12/2999 00:00 (equivalent to 'never' - meaning that it will always be valid).

Adding a new entry (either by means of the Create Concentration Levels button of the Clone button) will yield the following result:

- the new item Start date and time will become the End values for the previously created entry,
- the 'infinity' value will become the End value for the newly created entry:

A Concentration Level has two attributes, a **Colour** and a **Name**, which you define when you create it:
8.22.1.2 Crises Tab

### Buttons Bar

- **Refresh**: updates the display after having performed a change in the Crisis list, and/or to get the latest updates.
- **Create**: opens the Crisis Details component with a blank template.
- **Activate**: changes the state of the selected crisis to **Ongoing** - and results in the crisis being listed on the EVITA Portlet.
- **Deactivate**: the opposite operation to **Activate** - changes the state of the selected crisis to **Archived** and results in the crisis being removed from the list published on the EVITA Portlet.
- **Hide**: changes the state of the selected crisis to **Hidden** - and results in the crisis being only visible to the EVITA_CRISIS_MANAGEMENT roles.
- **Unhide**: the opposite operation to **Hide** - reveals the former state of the selected crisis to (**Archived** or **Ongoing**) and results in the crisis being visible to all EVITA users.
- **Plot Crisis**: opens the EVITA Interactive (Section 8.22.3) map to graphically display the selected crisis.
- **Selector**: opens the EVITA Selector (Section 8.22.2) window.

### Table

The List of Crisis tab lists the existing crises, in the form of a table:

- **(unnamed)** - contains the 'delete' button, either enabled (薜) or disabled (薜). Use it to delete the corresponding table entry.

**Note**: the system does not allow the deletion of a Crisis which is either **Ongoing** or **Archived**.

- **Active**: when checked, indicates that the crisis has been set to the Active status and available for assignment to a crisis (see below the Activate & Deactivate functions).
- **Name**: the name given to the crisis.
- **Description**: descriptive text as set in the Description field.
- **Used**: when checked, indicates that the Crisis Type is used by one or more crises.
Crisis Details

Click on a table row to open the corresponding Crisis Details pane - as depicted below for the TRAINING_EVITA_2014 crisis:

| TRAINING_EVITA_2014 | VOLCANIC_ASH_2014 | Ongoing | 16/10/2014 | 11:17 | Simulated crisis with potential VAAC forecasts and NOTAM data for training and familiarization purposes on the EVITA tool.

8.22.1.2.3 Forecasts

Located in the Crisis Details section, in the Buttons Bar, the Forecasts button opens the EVITA Forecast window:

Note: the EVITA Forecast window can also be opened from the Crisis Details window:

STRUCTURE
The **EVITA Forecast** window features the following elements:

**Crisis Details section:**
- A Buttons Bar providing links to other EVITA tools:
  - Plot Crisis: opens the **EVITA Interactive Map** (Section 8.22.3) to graphically display the concerned crisis,
  - Forecasts: opens the **EVITA Forecast** window.
- A Crisis Summary, listing the following parameters: Name, Type, State, Simulated and Created.

**Danger Area Details section:**
- A Buttons Bar: Refresh, Create Forecast, Clone, Plot Forecast and Selector,
- A Latest versions checkbox: to filter the displayed list down to the latest items,
- A Table listing the Forecasts.

**Refresh**
You may need to click on the **Refresh** button every now and then to display the most recent changes and modifications - from you and as well as from other users.

**Create Forecast**
Click on the **Create Forecast** button to reveal the **Forecast Details** section below the **Forecast List** section

<table>
<thead>
<tr>
<th>Forecast Details</th>
<th>Edit</th>
<th>Save</th>
<th>Cancel</th>
<th>Apply</th>
<th>Publish</th>
<th>Plot Forecast</th>
<th>Selector</th>
<th>Create Affected Area</th>
<th>Import Affected Area</th>
<th>Plot Affected Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid from 19/10/2015 to 21/10/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner</td>
<td>Ext. Source</td>
<td>Publisher Name only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fill in the necessary information and click on the **Save** button.

**Note:** you will have to first **Save** a Forecast in order to enable the **Create Affected Area** and **Import Affected Area** buttons.

**Save Forecast**
Click on the **Save** button to update the **Forecast List** table:

<table>
<thead>
<tr>
<th>Forecast List</th>
<th>Refresh</th>
<th>Create Forecast</th>
<th>Clone</th>
<th>Plot Forecast</th>
<th>Selector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest versions only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The newly created item is now added to the list, as a **Draft** (as displayed in the **State** column) ... :

... and in the message bar:
8.22.1.2.3.1 Create Affected Area

Click on the Create Affected Area button to reveal the Affected Area Details section:

Select the Concentration Level from the pull-down menu (this will determine the color in which the area will be plotted on the Map) then click on the Save button to save the forecast and close the editor, on the Apply button to save the forecast without leaving the editor... or on the Cancel button to discard any change.

Once you have clicked on the Save button, the newly created Affected Area in listed in the Area table located on the right of the Forecast Details section:

The tables features 6 columns:

- **Delete Icon**: enabled, in Edit mode, to a selected row
- **Seq**: the sequence number
- **Colour**: the Concentration Level color as defined at the Create Affected Area step
- **Text**: displays the Concentration Level label
- **FL Range**: the Flight Level ranges covered
- **# P**: the number of prisms defining the area

You may now define the area by Flight Level (lower limit and upper limit). To do so, click on the Create Prism button:

This action reveals the Prism Details section, located under the affected Areas Details section:
There are two methods to define an area:

1. Type in the individual Latitude and Longitude of the polygon/shape by clicking under the Lat tab and then enter the first coordinates, then click on the keyboard Tab or Enter key to go to the next coordinate field, and repeat the process until the area is completed.

   **Note:** The polygon must be closed by repeating the first coordinates. Clicking on the Close Polygon button will automatically close the polygon.

2. Copy the coordinates from another source and paste them into the free text area field located to the right of Prism Details section, then click on To Table button to transfer them into the Lat/Long table.

You may then use the Validate Polygon button to check the validity of the polygon and, when correct, on the Save button.

The newly created Prism is now listed in the table:

You may at this point either create additional Prism(s) with the same Create Prism function (an Affected Area may be composed of several prisms), or have it displayed on the Map with the Plot Prism button:
8.22.1.2.3.2 Import Affected Area

Use the Import Affected Area button to validate a file and import the corresponding affected area, on confirmation, to the forecast.

8.22.1.2.3.3 Plot Affected Area

Click on the Plot Area button to display on the Map the corresponding Affected Area, as defined by its prim(s):

Edit Forecast

Listed Forecasts may be modified by their respective authors/owners - simply click in a given table row to load the corresponding data in the Forecast Details editor.
Next click on the **Edit** button to unlock the item and make the necessary changes and modifications.

When the modifications are done, you can click on the **Apply** button to update the Draft document - or the **Save** button to update the Draft document and quit the edit mode.

And click on the **Cancel** button to discard any changes and leave the Edit mode...

### Publish Forecast

Click on the Publish button to have the Forecast visible to other EVITA users:

> The forecast/danger area has been successfully published: it may take a few minutes before other users can see it on the EVITA map

In the **Forecast List** section, the Forecast is now marked as **Published**:

### Delete Forecast

You can only delete Forecasts in **Draft** mode (that is, not yet published).

To do so, click on the red cross at the beginning of the concerned table row:

> In order to delete a **Published** Forecast, click on the **Unpublish** button available in the Forecast Details section (you will need to click on the **Refresh** button to check that the item was in effect correctly discarded).

### Clone Forecast

The **Clone** button is used to create an exact copy of the selected Forecast, that you can then edit and adapt to your needs.

> **Note**: cloning a **Draft** Forecast will result in another Draft, cloning a **Published** Forecast will create a **Draft** copy of the Forecast.

### 8.22.1.2.4 Danger Areas

Located in the **Crisis Details** section, in the **Buttons Bar**, the **Danger Areas** button opens the **EVITA Dangers** window:
Note: the EVITA Danger window can also be opened from the Crisis Details window:

STRUCTURE
The EVITA Dangers window features the following elements:

Crisis Details section:
- A Buttons Bar providing links to other EVITA tools:
  - Plot Crisis: opens the EVITA Interactive Map (Section 8.22.3) to graphically display the concerned crisis,
  - Forecasts: opens the EVITA Forecast (Section 8.22.1.2.1) window.
- A Crisis Summary, listing the following parameters: Name, Type, State, Simulated and Created.

Danger Area Details section:
- A Buttons Bar: Refresh, Create Danger Area, Clone, Plot Danger Area and Selector,
- A Latest versions checkbox: to filter the displayed list down to the latest items,
- A Table listing the Danger Areas.

Refresh
You may need to click on the Refresh button every now and then to display the most recent changes and modifications - from you and as well as from other users.

Create Danger Area
Click on the Create Danger Area button to reveal the Danger Area Details section below the Danger Area List section

Fill in the necessary information and click on the Save button.

Note: you will have to first Save a Danger Area in order to enable the Create Affected Area and Import Affected Area buttons.
Save Danger Area

Click on the Save button to update the Danger Area List table:

The newly created item is now added to the list, as a Draft (as displayed in the State column):

---

8.22.1.2.4.1 Create Affected Area, Import and Plot Affected Area

These features are shared with the Forecasts function - please refer to the Forecasts (Section 8.22.1.2.1) section for detailed information.

Edit Danger Area

Listed Danger Areas may be modified by their respective authors/owners - simply click in a given table row to load the corresponding data in the Danger Area Details editor.

Next click on the Edit button to unlock the item and make the necessary changes and modifications.

When the modifications are done, you can click on the Apply button to update the Draft document - or the Save button to update the Draft document and quit the edit mode.

And click on the Cancel button to discard any changes and leave the Edit mode...

Publish Danger Area

In order to publish a given Danger Area, the following conditions need to be met:

- You must be its the author/owner
- You first have to activate the Edit mode (see Edit AIREP above) to have the Publish button enabled:

Delete Danger Area

You can only delete a Danger Area in Draft mode (that is, not yet published).

To do so, click on the red cross at the beginning of the concerned table row:

In order to delete a Published Danger Area, click on the Unpublish button available in the Danger Area Details section (you will need to click on the Refresh button to check that the item was in effect correctly discarded).

Clone Danger Area

The Clone button is used to create an exact copy of the selected Danger Area, that you can then edit and adapt to your needs.
8.22.1.2.5 AIREP

Located in the Crisis Details section, in the Buttons Bar, the AIREP button opens the EVITA AIREP window:

![EVITA AIREP window](image)

**STRUCTURE**

The EVITA AIREP window features the following elements:

- A **Buttons Bar** providing links to other EVITA tools:
  - **Plot Crisis**: opens the EVITA Interactive Map (Section 8.22.3) to graphically display the concerned crisis,
  - **Danger Areas**: opens the EVITA Dangers (Section 8.22.1.2.4) window,
  - **Forecasts**: opens the EVITA Forecast (Section 8.22.1.2.3) window.

- A **Crisis Summary**, listing the following parameters: Name, Type, State, Simulated and Created.

- An **AIREP List** in the form of a table, topped with two action buttons:
  - **Refresh**: reloads the window to display the latest changes
  - **Create AIREP**: opens the AIREP Details editor (see below).

**Create AIREP**

Click on the **Create AIREP** button to open a blank AIREP Details template:
The Crisis AIREP form is divided into three sections:

1. **Flight Data Entry**: details concerning the flight
2. **AIREP Special - Encounter Observation**
3. **Additional Information**

### 8.22.1.2.5.1 Flight Data Entry

This first (mandatory) section describes the aircraft identifiers and position at the moment of the encounter observation.

The expected data is:

- **ARCID**: Call sign- as prescribed in ICAO Annex 10, Volume II, Chapter 5.
- **ATYP**: Aircraft type - the aircraft designator as specified in ICAO Doc 8643, Aircraft Type Designators or if no such designator has been assigned, or in case of formation flights comprising more than one type, insert ZZZZ and specify in the field 'Additional information'.
- **ADEP**: ICAO four-letter location indicator of the departure aerodrome.
- **ADES**: ICAO four-letter location indicator of the destination aerodrome.
- **ALTITUDE**: Altitude - expressed in Feet (FT) and Flight Level (FL);
- **TEMP**: Temperature - air temperature for the altitude at which the aircraft was at the moment of the encounter observation, expressed in Celsius.
- **COORDINATES**: LAT and LONG coordinates.
- **ENCOUNTER OBSERVED AT**: 
- **COORDINATES LAT**
- **COORDINATES LONG**
- **POV**: Point
- **BEARING**: Bearing
- **ALTITUDE**: Altitude
- **TYPE**: Aircraft type
- **DATE**: Date
- **FL**: Flight Level
- **SPOT WIND**: Spot wind
- **DIRECTION**: Direction
- **KTS**: KTS

### 8.22.1.2.5.2 AIREP Special - Encounter Observation
The second section is also mandatory, and describes the encounter facts:

- **DATE**: Date and UTC Time. The date is the actual date of the encounter observation and is expressed in day (two numeric), month (two numeric) and year (four numeric). UTC time is expressed in hours in two numeric and minutes in two numeric. The time reported must be the actual time of the encounter observation.
- **TYPE**: Select the type of observation from the proposed list (CLOUD, ASH, ERUPTION, SMELL or OTHER).
- **FL**: The altitude of the observed encounter, expressed in Feet (FT) and Flight Level (FL); The altitude is expressed in thousands of feet, by 4 numeric (e.g. 3500) when on QNH. The Flight Level is expressed in feet by 3 numeric (e.g. 250; 320) when on standard pressure altimeter setting.
- **ENCOUNTER OBSERVED AT**: Location of the observed encounter - select one of the following methods:
  - **COORDINATES LAT and LONG**: Latitude is expressed in degrees as 2 numeric and minutes as 2 numeric and seconds as two numeric values between 1-59 (e.g. 4620) and Longitude is presented in degrees as 3 numeric and minutes as 2 numeric values between 1-59, by defining East or West from the pull-down menu (e.g. 07805). Provision of seconds is not obligatory.
  - **POINT, BEARING and NM**: the observed encounter can be located by the name of the closest POINT (2-5 numeric depending of the type of the point – NDB, VOR, five letter name code); the magnetic BEARING (3 numeric); and the distance in nautical miles (NM) from the point (e.g. DUB 180 40 NM; BENAM 150 30NM; LN 090 55NM.).
- **NO ENCOUNTER**.

- **SPOT WIND**: The Spot wind is described by the direction (degrees) and speed (knots). Direction is given in three numeric (e.g. 090) and speed is given in three numeric (e.g. 085).
  - **DIRECTION**: the direction is given in three numeric (e.g. 090)
  - **KTS**: the speed is given in three numeric (e.g. 085).

### 8.22.1.2.5.3 Additional Information

The third and last section groups optional information.

It consists in a free text **ADDITIONAL INFORMATION** field, and a series of pull-down menus covering additional parameters:

- ASH CLOUD DENSITY
- ASH CLOUD COLOR
- ERUPTION
- TURBULENCE
- POSITION ACTIVITY
- OTHER OBSERVED FEATURES
- EFFECT ON AIRCRAFT
- OTHER EFFECTS
Save AIREP

Click on the Save button to close the Editor and return to the Crisis Details window:

The newly created AIREP is now added to the list, as a Draft (as displayed in the AIREP Status column):

Edit AIREP

Listed AIREP may be modified by their respective authors/owners - simply click in a given table row to open the corresponding AIREP Details editor.

Next click on the Edit button to unlock the AIREP and make the necessary changes and modifications.

From this point, you may either re-save the AIREP with the Save button and by so doing, update the Draft document - or click on the Publish button to have the AIREP published on the NOP.

Publish AIREP

In order to publish a given AIREP, the following conditions need to be met:

- You must be its the author/owner
- You first have to activate the Edit mode (see Edit AIREP above) to have the Publish button enabled:

Delete AIREP

You can only delete your own AIREP - as long as it is in Draft mode (that is, not yet published).

To do so, click on the red cross at the beginning of the concerned table row:

In order to delete a Published AIREP, you will first need to re-open it for edition and re-save it.

The Delete operation results in the item AIREP Status being set to Unpublished - and the text rendered in strikethrough style:
The AIREP is no longer visible on the NOP, but still available for future edition. This also tells other users that an AIREP report they may have noticed or read is no longer available.

**Note:** you may need to click on the Refresh button to have the Crisis Details window display the most recent changes and modifications - from you and as well as from other users.

### 8.22.2 EVITA Selector

The EVITA Selector Detached View is used by AOs and ANSPs to determine what elements are to be displayed on the EVITA Interactive Map (Section 8.22.3).

#### Buttons Bar
- **Plot** - launches the EVITA Interactive Map Detached View at the default zoom level and displays the areas as requested by means of the Selector.
- **AUTO-FIT** - same as above, the difference being that the zoom level automatically adapts (reduces or enlarge the Map) in order to have the affected areas fully displayed without having to scroll with the mouse.
- **Refresh** - refreshes the data.
- **Filter Mode /Custom Mode** - Toggles from one mode to the other:
  - **Filter Mode**: de-activates the Filter Pane and changes to Custom Mode, which allows you to use the Selector Pane - as part of the process of displaying forecast and dangers areas on the Map.
  - **Custom Mode**: de-activates the Selector Pane and return to the Filter Mode.

#### Filter

The Filter Pane allows you to set filtering parameters to only return data matching the query criteria

- **Latest Versions / Last Published** - check boxes to be used as appropriate
- **Source** - select from VAAC Toulouse, VAAC London or your own ANU, or get **ALL**
- **FORE/DANG** - allows three values: Forecast, Danger Area and **ALL**
- **Crisis** - select a single crisis from list, or select **ALL**
- **Crisis Type** - select between **VOLCANIC_ASH** or **R_AND_N_EMERGENCIES**, or get **ALL**
- **Crisis state** - select from Hidden, Ongoing, Archived or **ALL**
- **Crisis REAL/SIMUL** - select from REAL, SIMUL or **ALL**
- **Concentration Levels (whenever available)** - select from the proposed entries: the first three colour codes are used to display concentration levels for affected areas (i.e. High, Medium and Low). Next come additional codes used to display Danger areas defined by NOTAM. You may also define your own areas to meet your needs (company no fly zone, met area etc.)...

#### Selector

Use the **Selector** to pick up the elements you want to see plotted on the Map:
... And click on the Plot (or Auto-Fit) button: this is how the yellow 'DANGER' and salmon 'AREA' selected from the DANGER AREAS node of the TRAINING_EVITA_2011 crisis are plotted on the EVITA Interactive Map:

---

**Note:** DANGER AREAS are the areas published by NMOC on behalf of the ANSPs, based on the information provided by the latter. FORECASTS are the affected areas provided by the VAAC units based on ash concentration level and published by NMOC.

Here is another example to illustrate how forecasts are plotted on the Map.

The query:
Attention: the letter ‘S’ indicates a plotted area from a simulated crisis. In the case of a real crisis, no letter will be displayed.

8.22.3 EVITA Interactive Map
The EVITA Interactive Map is based on the regular Interactive Map as used in the ATFCM Network Situation Portlet. Please refer to this section (Section 8.17.1) to get general information on the common Map tools and features (Zoom, Pan, change FL, plot queried data such as Flights, Delays, ...)

The Evita Controller

The Evita Controller button is located in the Buttons Bar (the last one on the right). Use it to alternatively open and close the Evita Controller palette:

This is where the settings specific to EVITA are gathered, to determine what is to be drawn on the Map:

- Flights - Select between All selected flights and Impacted flights only
- Aerodromes - Select between All selected aerodromes and Impacted aerodromes only
- Airspaces - Select between All selected airspaces and Impacted airspaces only
- Show Coordinates - check to have the points coordinates shown on the Map:

- Cleanup - you can either use the Cleanup Flights, Cleanup Aerodromes, Cleanup Airspaces or Cleanup All button

8.22.3.1 Plotting Flights
Here follow the typical steps involved in plotting on the Map selected Flights affected by selected dangers:

1. Open a Map window and make sure it displays some Forecast or Danger area
2. Open the Flight List link from the Flights Portlet:

3. Launch a query - i.e. BAW flight from 1200 to 1300:

4. This returns a list of flights:

5. Next click on the Compute Impacted Flights button:

6. The impacted flights are now checked in the Impacted column:

7. In this example we select a couple of such impacted flights:

8. The next action is to click on the Plot Evita button:

9. The two flights have been plotted on the Map:
10. The same - zoomed in for better detail:

**Note:** lines in Red indicate parts of a flight that are affected - see the two examples below:

You may also wish to see vertically which parts of a flight are affected:

1. Select the **Gather Info** tool:

2. Select a portion of the screen (click - select area - click):
3. This brings the Feature Summary palette, listing the affected flights encountered in the selected area:

   ![Feature Summary Palette](image1)

   - Type: Flight
   - ID: BAW560 (EGLL-LIRF) @ 2014/05/07 11:45 (TL)
   - Flight: S-HTM (EGLL-EGPH) @ 2014/05/07 11:50 (TL)

4. Select a flight (BAW560 for this example) and click on the Show details button (as highlighted in the above graphic). This action opens the Details palette - locate and click on the Vertical view button:

   ![Flight Profile](image2)

   - Valid: 07/05/2014 12:04-07/05/2014 13:56
   - Description: BAW560 (EGLL-LIRF) @ 2014/05/07 11:45 (TL)
   - ARC ID: BAW560
   - ADEP: EGLL
   - ADES: LIRF
   - T/O BDT: 2014/05/07 11:45
   - Traffic Type: TL

5. The Flight Profile opens and shows, in red, the affected parts:
6. This Palette also allows the display of either the Estimated, Calculated or Actual profile - or Select All:

8.22.3.2 Plotting Airspaces

The procedure is very similar to the one used for plotting Flights:

1. Query the Airspaces Detached View to produce the desired airspaces list, and click on the Compute Impacted Airspaces button
2. Select the desired items then click on the Plot Evita button
3. Use the required Map functions to access / display the data in the most convenient way

8.22.3.3 Evita Controller

The Evita Controller command is to be found in the Map Menu Bar (Section 8.17.1.2):
This opens the Evita Controller window:

The Evita Controller gives access to the following settings, in application with the Evita Map:

**Display**
- All selected flights / Impacted flights only (radio buttons)
- All selected aerodromes / Impacted aerodromes only (radio buttons)
- All selected airspaces / Impacted airspaces only (radio buttons)

An additional Show Coordinates check box allows you to plot the coordinates on the Map:
Cleanup

This group or 4 buttons remove elements no longer required to be shown on the Map:
- Cleanup All
- Cleanup Flights
- Cleanup Aerodromes
- Cleanup Airspaces

Legend

The Legend table presents the various Concentration Levels (CL) drawn on the Map, associated with their respective displayed Color, Crisis Type Name and Validity Period (Start-End).

Bottom Buttons

- **Selector**: opens the Evita Selector (Section 8.22.2) Window
- **Plot**: refreshes the Map with the requested changes
- **Rebound**: adjusts the zoom factor to have the entire crisis display fit within the Map window.

8.22.4 Plotting Affected Area and/or Danger Area

Here follow the typical steps required to plot affected areas or danger areas on the Interactive Map:

1. Launch the EVITA Selector (Section 8.22.2)
2. in the Filter Mode, select the various parameters to be part of the query:
   a. Source: the available options are **ALL**, the VAAC's (Toulouse or London) or only the selected ANU (My ANU)
   b. Fore/Dang: **ALL** (Forecast + Danger Area) / **Forecast** only / **Danger Area** only
   c. Crisis: select a specific crisis or opt for **ALL**
   d. Crisis type: the available options are **ALL**, VOLCANIC_ASH, R_AND_N_EMERGENCIES and VOLCANIC_ASH_2014
   e. Crisis state: the available options are **ALL**, Hidden, Ongoing and Archived
   f. Crisis REAL/SIMUL: the available options are **ALL**, REAL and SIMUL
3. Click on the Filter Mode button to switch mode
4. Click on the Refresh button
5. As you are now in Custom Mode, you can further refine the query and indicate what elements will be plotted on the Map, using the + / - expand / collapse buttons to reveal the available items and their respective check boxes to select / unselect them:
The **DANGER AREAS** segment groups the areas published by NMOC on behalf of States, based upon the information they have received (NOTAMs, ...).

The **FORECASTS** segment groups the affected areas provided by the VAAC's (London and Toulouse) based on concentration levels and then published by NMOC.

6. Click on the **Plot** button

### 8.22.5 Displaying Impacted Flights

Here follow the typical steps required to display flights affected by a Crisis:

**From the Flights Portlet**

1. From the Flights (Section 8.24) Portlet, click on the **Flight List** link:

2. In the Aircraft Operator tab, type in the desired ICAO code:

3. Click on the **Go** button to get a first list of flights, then on the **Compute Impacted Flights** button:

4. The impacted flights are marked with a check mark in the Impacted column:

5. Select the desired flights then click on the **Plot Evita** button:
6. In the resulting Map window, zoom in or out until you get the desired detail level:

7. Next draw a selection area with the Gather Info tool to get the corresponding Feature Summary window:

8. Highlight one of the flights found within the selected area and click on the Show Details button:

9. This brings up the Details window summarizing the flight details and providing a Vertical view button:

10. The vertical view is drawn, from which you can set Route and/or Point information:

11. You can make adjustments to the display by means of the following buttons:
... and only show the Points and/or Routes being Estimated and/or Calculated and/or Actual

12. You can also move your mouse over segments and points to get additional information:

Please refer to the Interactive Map (Section 8.17.1) section for general information on the Map functions.

8.22.6 Displaying Impacted Airspace

Here follow the typical steps required to display Airspaces affected by a Crisis:

1. From the Airspace Data (Section 8.6) Portlet, launch a query to return a list of airspaces:

2. In the opened Airspace window, click on the Compute Impacted Airspaces button => all impacted airspaces will be a check mark in the Impacted column.

3. Select the desired impacted airspaces and click on the now active Plot Evita button.

4. The impacted airspaces are drawn on the Map with a red border:
8.22.7 Displaying Impacted Aerodrome

Here follow the typical steps required to display Aerodromes affected by a Crisis:

1. From the **Airspace Data (Section 8.6)** window, **1** click on the **Aerodrome** tab, then **2** enter the parameters for a query (for this example, **Aerodrome = LFE**) and **3** click on the **Go** button:

   ![Airspace Data Screenshot](image)

2. Click on the **Compute Impacted Aerodrome** button => all impacted aerodromes will be a check mark in the **Impacted** column.

3. **1** Select the desired impacted aerodromes and **2** click on the now active **Plot Evita** button:

   ![Impacted Aerodrome Screenshot](image)

4. The impacted aerodromes are drawn are marked in red on the Map (instead of white):

   ![Map Screenshot](image)

   **Note:** The definition of Impacted Aerodrome is ‘vertically up to FL100 and laterally a radius of 40 Nm’. Aerodromes that are close to a contaminated area may also appear in red due to the defined aerodrome buffer set in EVITA.

8.22.8 Uploading and Displaying Areas

8.23 FAQ

Typical Scope: RES POS TAC PRE STR

![FAQ Portlet](image)

The **FAQ** Portlet lists a number of **Topic Categories**. Click any of them to open the corresponding Detached View.
The more link here opens by default the Faq page of the first listed item - Token issues in this case.

Structure of a FAQ page

Technical support and log in issues

Token issues
Technical support and log in issues
Learning on the NOP functionalities
Access to NM Operational Services or data
Flight Planning
Browsers issues and display problems
See all Network operations FAQs

Who do I contact if I have problems accessing the NOP Portal or other Operational services (NOP Portal, CCMS, IMIR, etc)?
Where can I find information on support which is available for the IFPUV?

Where can I find information on support which is available for the IFPUV?
From the Portal main window or the Free or Structured Text windows, users can access Contact and Support information.

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1. The list of Topic Categories.
2. For the selected Category, the list of FAQs.
3. For the selected FAQ, the title of the Question - and the proposed Answer

8.24 Flights

Typical Scope:  

Note: Access to Flights is restricted to NOP (Protected) Portal Users. To read the instructions for subscription please visit the NM Operational services and products page of our website.

The Flights Portlet is meant to execute queries on Flights lists and Flights details.

The Portlet features 3 simplified methods to access the Flights Data:

- An ARCID field and a Go for direct query
- A Flight List shortcut

Any action by one of these methods will open the same Detached View, however already opened on the appropriate Main tab and Secondary tab, and in the case of an ARCID search, with the matching data displayed under a much more elaborate querying panel.

8.24.1 Common Features

Depending on your profile and resulting access rights, the Flights functionality allows:

- Displaying various list of flights for the selected day.
- Displaying detailed flight data for a selected flight.
- Issuing CASA and rerouting (AOWIR) commands for a selected flight

Some of these features may therefore not be available or even visible to you.

This section covers the features present across the various components of the Flights Portlet - and for some, common to all Portlets.
Please refer to this section for more information on the Detached Views (Section 7.4) common functions.

The Flights Portlet provides various means of querying Flight data, presented across a series of distinct tabs:

- ARCID (Section 8.24.2)
- Aerodrome (Section 8.24.3)
- Aerodrome Set (Section 8.24.4)
- Aircraft Operator (Section 8.24.5)
- Airspace (Section 8.24.6)
- Point (Section 8.24.7)
- Regulation (Section 8.24.8)
- Traffic Volume (Section 8.24.9)
- Filing (Section 8.24.10)

All these tabs provide tactical flight plan information (for flight departing within the next 20 hours) - with the exception of the Filing tab, giving access to flight plans up to 5 days ahead.

This is where you specify the query filters and criteria. Once all required fields have been filled in, you can launch the Query either by clicking on the button or pressing the Enter key on your keyboard.

Queries made in the Flights application support the usage of the * wildcard (please refer to the Using Wildcards (Section 7.5) section for more information on this feature) in a text field - providing that some other query field is fully specified.

The letters (prop) may also be appended to the flights count, in cases where the Proposal flights have been set to be included in the query.

Note: In cases where the number of items matching the query gets very large, the resulting list is segmented into several pages - see the Paging (Section 7.4.2) section for more information.
A series of Action Buttons are available to you, their kind, number and availability depending on both your user profile and the status of the selected flight(s).

Here is the full collection:

**Plot Selected Flights**

The Plot Selected Flights button opens the Network Interactive Map (Section 8.17.1) and plots all flights whose checkbox has been ticked on - in the case of our example, the BAW391 flight:

![Network Interactive Map](image)

**Collapse All**

The Collapse All button closes all flight details boxes (see below in the Showing Route(s) paragraph) presented in the Flight List.

**E-Helpdesk**

The E-Helpdesk button (only available if your profile permits to send these messages, typically of you are AO) opens the E-Helpdesk AO Submit for the selected flight.

**Compute Impacted Flights**

The Compute Impacted Flights button triggers the EVITA impact computation, given the objects currently set by means of the EVITA selector (Section 8.22.2). The impacted flights are indicated with a check mark in the Impacted column:

<table>
<thead>
<tr>
<th>Impacted Flights</th>
<th>Plot Evita</th>
<th>Selector</th>
<th>Update</th>
<th>Delay</th>
<th>Cancel</th>
<th>Cancel and Refile</th>
<th>Show Flight Plan</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Plot Evita**

The Plot Evita button opens the NM Interactive Map (Section 8.17.1) and plots all flights whose checkbox has been ticked, together with the selected EVITA objects.
8.24.1.2 Specific Commands

In addition to the above commonly shared buttons, the Buttons Bar may sometimes present commands linked to specific functions: FMP ("FMP Specific Features" in the on-line documentation), AO (Section 8.24.1.5) and Tower (Section 8.24.1.6) are among those...

- Results Table

The matching Flights are listed in a table, and the data displayed across an varying array of columns, depending on the selected Tab, and on your user profile.

8.24.1.3 Sorting Order

Most of these columns are sortable: simply click on a column header to have the rows sorted by ascending or descending order. An orange triangle will appear in the column header, giving visual indication of the currently applied sorting order. Click again on the column header to change the ordering method (descending to ascending, and conversely).

Example (see the ARCID column):
8.24.1.4  Show / Hide Details

Clicking on the Show Details button will expand the flight Details area:

Simply click again on the Hide Details button to collapse the flight route line - or on the Collapse All button to hide all opened flight details.

The Details area may contain the following information, depending on your user profile:

- IOBD
- Last EOBT
- Type
- Last Message
- State
- Flight Type
- Ready State
- Filed ADES
- Most Penalising Regulation
- Proposed CTOT
- Suspension status
- FLS Response by
- Rerouting
- AOWIR Indicator
- CDM discrepancy details
- Provisional Info
- Route
- Tolerance Window

**Note:** In practice, many of the above elements are mutually exclusive.

**Attention:** this Details section is different from the much more elaborate Flight Details (Section 8.24.12) Detached View.

8.24.1.5  A(R)O Specific Features

The Update, Delay, Cancel, Cancel and Refile, Show Flight Plan and Investigate Swap buttons are specific to the AO and ARO roles. They will be visible or not depending on your profile, and enabled or disabled depending on the status of a given Flight.

The Update button is to be used when you want to update an existing Flight Plan.

Select in the List the individual Flight you want to update, then click on the Update button - a pop-up dialog prompts you select the mode of your choice:
Update as free text ICAO: type in or import external data
Update as free text ADEXP: similar to ICAO - but allowing you the full range of features and parameters supported by IFPS
Update structured flight plan: use wizards to edit your FPL.

Please refer to the Flight Plan Management (Section 8.25) section for more information on the Structured Editor (Section 8.25.2) and the Free Text Editor (Section 8.25.1).

The Delay button allows you define a New EOBT, via a pop-up dialog:

Attention: the Delay command sets the New EOBT in the future. Any value lower than the current one will result in the new IOBT being set for the following day.

In cases where you wish to enter a new time earlier than the Current EOBT value, you need to follow the Cancel and Refile process.

Click on the OK button to submit the new value - a confirmation message will pop up:

Note: You may need to refresh the flight list to display the changes.

Select the individual Flight you want to remove from the List, then click on the Cancel button - a warning message prompts you to click on the OK button to continue:

A confirmation message will pop up:

Note: You may need to refresh the flight list to display the changes.

The Cancel and Refile button combines the Cancel Flight and the File Flight Plan processes in a single command.

Select in the List the individual Flight you want to address, then click on the Cancel and Refile button - a warning message prompts you to click on the OK button to continue:

A confirmation message will pop up:
Click on the **YES** button to open the **Structured Editor (Section 8.25.2)** pre-filled with the Flight Plan data from the previous submission.

**Note:** You may need to refresh the flight list to display the changes.

The **Show Flight Plan** button opens the **Flight Plans Details (Section 8.24.12.8)** window, where you can check and modify the flight plan - or request the flight plan - for the selected flight.

The **Investigate Swap** button launches a Slot swapping semi-automated routine - please refer to the **Slot Swapping (Section 8.24.1.1.2)** section for more information on this feature.

### 8.24.1.5.1 Additional Addresses

In most cases, you have the possibility to specify one or more AFTN address of the entity(s) to be notified of the changes made to the Flight Plan, in addition to the addresses already declared in the original FPL.

<table>
<thead>
<tr>
<th>Additional Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Address EUCZJN/FV</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Cancel</td>
</tr>
<tr>
<td>OK</td>
</tr>
<tr>
<td>Cancel</td>
</tr>
</tbody>
</table>

### 8.24.1.1.2 Slot Swapping

The **Slot Swapping** function helps the identification, assessment and request of eligible flights for ATCFM Slot Swapping.

As it is a semi-automated process (with minimal keyboard input), the risk of errors and typos - and as consequence, of rejection by NMOC - is minimized.

**Querying Flights**

Please refer to the **Aircraft Operator (Section 8.24.5)** section of the Flights chapter for general information on the fields and filters belonging to the **Query Area**.

In a typical Slot Swapping context, here are the steps to follow:

1. In the **Operator** field, enter your own operator code - or, if you have agreements other operators within your group, the list of codes separated with a comma - then specify the **WEF** and **UNT** values:

   ![Screen Shot](image1)

2. When you click on the **Go** button (or hit the **Enter** key), all the flights matching the query will be listed in the Results area, and any flights that will be identified as having potential opportunities to be swapped with will have their **ARCID** and **Regulation ID** link displayed in green (instead of blue):

   ![Screen Shot](image2)
3. Select such a flight in the list ...  

4. ... then click on the now enabled Investigate Swap button to get a pop-up dialog:

This dialog brings up the following options:
- improve slot: look to improve the CTOT of the selected flight by swapping with another flight that has the same (most penalising) regulation,
- delay slot by 30 minutes: look to delay the CTOT up to 30min of the selected flight with any other flight that has the same (most penalising) regulation,
- delay slot by 60 minutes: as above, but look to delay the CTOT up to 60min,
- show all candidates: show all Slot Swap opportunities.

5. To continue with this example, we will go for the last option, show all candidates:

6. This options returns all candidates that might be able to swap with the selected flight (BAW143 in this example):

Two tables are presented:
- **Subject Flights**: contains the selected flight you want to work on,
- **Candidate Flights**: contains the potential candidate flight(s) for slot swapping, and indicating:
  - New Delay - the new delay for both flights (if the swap was actioned),
- **New CTOT** - the new Calculated Take Off Time for both flights,
- **New EDLT** - the new Estimated Landing Time for both flights,
- **Swap decide by** - the latest time a swap can be requested to NMOC.

In this example, the current Delay is 19 min. Before you start investigating, the **New Delay** is indicating 0:

7. You will then cycle through flights in the **Candidate Flights** list to check and evaluate what impact they will have on the **New Delay** for the **Selected Flight**:  

**Option 1:** **New Delay** of 8 min

**Option 2:** **New Delay** of 23 min

**Option 3:** **New Delay** of 34 min

**Option 4:** **New Delay** of 25 min
8. You then select the best option you can achieve. In this example, we assume that you will want to swap between BAW143 and BAW139.

9. From this point, rather than having to manually enter the request in the E-Helpdesk Portlet and again risk typos, you can click on the Create E-Helpdesk Request button to open the E-Helpdesk application and automatically create a request based on the data transmitted by the Flights Portlet, including whether the flight is a swap between own operator, or different operators (subject to airline's own agreement):

10. Lastly, after having checked the form, simply click on the Submit button to send the request to the NMOC for impact assessment.

11. When done, you will access the E-Helpdesk in the usual way to monitor and track the progress of your flight.

Please refer to the E-Helpdesk (Section 8.19) section for more information on the request follow-up.

**Note:** Additional information in relation with procedures can be found in the ATFCM Manual.

8.24.1.6 TOWER Specific Features

The DEP and ARR buttons are specific to the TOWER role. They will be visible or not depending on your profile, and enabled or disabled depending on the status of a given Flight.

**DEP**

The DEP button is used to notify the Time of Departure and Date of Departure of the flight:

**ARR**

The ARR button is used to notify the Time of Arrival and Date of Arrival of the flight. The Aerodrome of Arrival can be changed in case the flight has been diverted:

The Additional Addresses link opens a dialog allowing you to specify the additional AFTN address(es) where the Departure or Arrival notification will be sent when the OK button is clicked.
8.24.2 ARCID

The ARCID List tab shows the list of flights with the selected aircraft identification.

Query

- **ARCID**: Aircraft identification. By default, this field is empty - unless when invoked from any of the flight detail pages (including any of the flight message pages), in which case the ARCID is kept from the referring query.
- **ADEP**: Aerodrome of departure (optional). By default, this field is empty.
- **(IOBT)**: Initial Estimated Off-Block Time (hhmm format) (optional). By default, this field is empty.
- **Select on IOBD/T**: A checkbox to indicate if the flight selection must include date and time criteria. By default, this option is unchecked.
- **Proposal**: A checkbox to include the proposed flights in the query. By default, this option is unchecked - unless when opened from another window, in which case it will reflect the Proposal state imposed by that window.

Results

The flights matching the submitted query are listed in a table, featuring the following columns:


You may under some circumstances get less or more columns, depending on your user profile and on the query context.

The Flights Results Tables (Section 8.24.11) section lists all possible results value - please refer to it for detailed information on the ARCID columns.

8.24.3 Aerodrome

The Aerodrome tab shows the detailed information for the flights matching the query.

Query

- **Aerodrome**: Aerodrome identification. By default, this field is empty.
- **Category**: A drop-down list containing:
  - a) Global (set by default)
  - b) Departure
  - c) Arrival
- **(AO)**: Aircraft Operators (optional). By default, this field is empty. In case several operators are listed, they will be separated by a comma (,).
- **Traffic Type**: Type of traffic. This field supports a drop-down list containing:
  - a) Traffic Load (set by default)
  - b) Traffic Demand
  - c) Reg Traffic Demand
- **WEF**: Start time of the query period. By default, this field is set to the current UTC time rounded down to the nearest hour.
- **UNT**: End time of the query period.
- **Compare**: when checked, gives the possibility to compare the current flight list with a flight list based on another type of traffic to spot ‘intruders’.
- **With**: (associated with the Compare filter): This field supports a drop-down list containing (defaults values):
  - TL vs RD
  - TD vs TL
RD vs TD

- **D. Time Threshold**: The absolute threshold value for the difference in time (in minutes) between the displayed flight list and the comparison flight list. A D.Time value is only shown if equal or greater than Abs. D.Time Threshold value.

- **D. Level Threshold**: The absolute threshold value for the difference in flight level between the displayed flight list and the comparison flight list. A D.Level value is only shown if equal or greater than Abs. D.Level Threshold value.

- **D. Pos Threshold**: The threshold value for the difference in position (in Nm) between the displayed flight list and the comparison flight list. A D.Pos value is only shown if equal or greater than the D.Pos Threshold value.

**Proposal**: A checkbox to include the proposed flights in the query. By default, this option is unchecked - unless when opened from another window, in which case it will reflect the Proposal state imposed by that window.

**Show VFR/OAT at Aerodrome**: A checkbox to show FPLs that are operated in IFR with a portion of their flight in VFR or OAT. By default, this option is checked for all except FMP roles.

**Previous Period**: A link to go to the previous query period with the same duration. The start time (WEF) is equal to the actual start time minus interval of the actual query period. The end time (UNT) is equal to the start time of the actual query period (within the Target Date).

**Next Period**: A link to go to the next query period with the same duration. The start time (WEF) is equal to the end time of the actual query period. The end time (UNT) is equal to the actual end time plus interval of the actual query period (within the Target Date).

**Results**

The flights matching the submitted query are listed in a table, featuring the following columns:


You may under some circumstances get less or more columns, depending on your user profile and on the query context.

**8.24.4 Aerodrome Set**

**Query**

- **Aerodrome Set**: Aerodrome set identification. By default, this field is empty.

- All other query parameters are similar to those in application in the Aerodrome (Section 8.24.3) tab.

**Results**

The flights matching the submitted query are listed in a table, featuring the following columns:


You may under some circumstances get less or more columns, depending on your user profile and on the query context.

**8.24.5 Aircraft Operator**
Query

- **Operator**: Operator(s) identification. By default, this field is empty. In case several operators are listed, they will be separated by a comma (,).
- **(Count Type)**: Appended to the Traffic Type, proposes two values: Entry (the default value) or Occupancy. Selecting **Entry** will display the regular WEF and UNT fields as described in the Aerodrome (Section 8.24.3) tab - with the exception of the Show VFR/OAT at Aerodrome check box. Selecting **Occupancy** will discard the WEF and UNT fields and present the following:
  - **At**: Replaces WEF.
  - **Duration**: Select from a drop down list any value ranging from 1 to 20 minutes, in 1 minutes increment.
  - **+/− Steps**: Number of occupancy count steps of one minute (0 to n, always positive) to be added upfront and at the end of the basic count duration period.
- All other query parameters are similar to those in application in the Aerodrome (Section 8.24.3) tab.

Results

The flights matching the submitted query are listed in a table, featuring the following columns:


You may under some circumstances get less or more columns, depending on your user profile and on the query context.

The Flights Results Tables (Section 8.24.11) section lists all possible results value - please refer to it for detailed information on the Aircraft Operator columns.

8.24.6 Airspace

Query

- **Airspace**: Airspace identification. By default, this field is empty.
- **WEF / UNT or Count Type / At / Duration and +/− fields**: similar to those in application in the Aircraft Operator (Section 8.24.5) tab.
- All other query parameters are similar to those in application in the Aerodrome (Section 8.24.3) tab - with the exception of the Show VFR/OAT at Aerodrome check box.

Results

The flights matching the submitted query are listed in a table, featuring the following columns:


You may under some circumstances get less or more columns, depending on your user profile and on the query context.

The Flights Results Tables (Section 8.24.11) section lists all possible results value - please refer to it for detailed information on the Airspace.
8.24.7 Point

Query

- **Point**: Significant point identifier. By default, this field is empty.
- **FL**: Min Minimum flight level. This field supports a drop-down list containing:
  a) Values from 000 to 290 in steps of 5, followed by
  b) Values from 290 to 650 in steps of 10, followed by
  c) unl, for unlimited.
By default, this field is set to 000.
- **Max**: Maximum flight level. This field supports a drop-down list containing:
  a) Values from 000 to 300 in steps of 5, followed by
  b) Values from 310 to 650 in steps of 10, followed by
  c) unl, for unlimited.
By default, this field is set to unl.
- All other query parameters are similar to those in application in the Aerodrome (Section 8.24.3) tab - with the exception of the Show VFR/OAT at Aerodrome check box.

Results

The flights matching the submitted query are listed in a table, featuring the following columns:

- OVER
- EXIT
- STA
- ARCID
- ATYP
- ADEP
- ADES
- D
- RM
- ATT
- ARF
- IOBT
- LV
- U
- E/CTOT
- X
- F
- S
- CL
- A/TTOT
- TOBT
- TSAT
- TT
- Delay
- R
- Opp
- W
- MSG
- REGUL+
- TTO Fix
- ATT
- O
- TI
- EFL
- TO
- Impacted
- CCAMS

You may under some circumstances get less or more columns, depending on your user profile and on the query context.

The Flights Results Tables (Section 8.24.11) section lists all possible results value - please refer to it for detailed information on the Point columns.

8.24.8 Regulation

Query

- **Regulation**: Regulation identifier. By default, this field is empty. If the Regulation tab is accessed from a link on another view, this field is set to the regulation for which this page was invoked.
- **WEF**: Start time of the query period. By default, this field is set to the <current UTC time> rounded down to the nearest hour. If the Regulation tab is accessed from a link on another view, this field is set to the start time of the regulation for which this page was invoked.
- **UNT**: End time of the query period. Possible values can be 00:00 to 23:59. By default, this field is set to the WEF value plus 1 hour.
  If the Regulation tab is accessed from a link on another view, this field is set to the end time of the regulation for which this page was
invoked.
- All other query parameters are similar to those in application in the Aerodrome (Section 8.24.3) tab - with the exception of the Show VFR/OAT at Aerodrome check box.

Results
The flights matching the submitted query are listed in a table, featuring the following columns:


You may under some circumstances get less or more columns, depending on your user profile and on the query context.

The Flights Results Tables (Section 8.24.11) section lists all possible results value - please refer to it for detailed information on the Regulation columns.

8.24.9 Traffic Volume

Query
- Traffic Volume: Traffic volume set identifier. By default, this field is empty.
- (Flow): Flow identifier (optional).
- WEF /UNT or Count Type / At / Duration and +/- fields: similar to those in application in the Aircraft Operator (Section 8.24.5) tab.
- All other query parameters are similar to those in application in the Aerodrome (Section 8.24.3) tab - with the exception of the Show VFR/OAT at Aerodrome check box, which is set to 'uncheck' by default.

Results
The flights matching the submitted query are listed in a table, featuring the following columns:

ENTRY, EXIT, STA, ARCID, ATYP, ADEP, ADES, D, RM, T, ARF, IOBT, U, E/CTOT, X, F, S, CL, A/TTOT, TOBT, TSAT, TT, AT, Delay, R, Opp, W, MSG, REGUL+, TTO Fix, ATT, O, TI, EFL, TM, XFL, TO, Impacted, CCAMS.

You may under some circumstances get less or more columns, depending on your user profile and on the query context.

The Flights Results Tables (Section 8.24.11) section lists all possible results value - please refer to it for detailed information on the Traffic Volume columns.

8.24.10 Filing

The Filing tab allows the retrieval and edition of Flight Plans as they are known to IFPS - the other tabs reflecting the situation based on ETFMS/TACT data.

It therefore allows the access to Flight Plans up to five days before departure time, and not only from the usual 20 hours timespan as provided by the other Flights tabs. It also is the sole NOP tool allowing you to visualise, edit and potentially cancel Flight Plans not yet transferred to TACT.

Note: This tab is only visible to the profiles with the Flight Plan Management role: AO, ARO, and FMP.
Query

- **ARCID**: Aircraft identification. By default, this field is empty.
- **ADEP**: Aerodrome of departure (optional). By default, this field is empty.
- **ADES**: ICAO code of the aerodrome of destination (optional).
- **From** and **Until**: determine the timespan for the query. By default, these fields display the current date.
- **Select Status**: Link to open a dialog offering to filter the results and only display flights matching the selected status.

![Flight Query Options](image)

The Status list by which to filter the query is following:

- FILED
- OFFBLOCKS
- AIRBORNE
- TERMINATED
- CLOSED
- MULTIPLE
- DUPLICATE
- BACKUP
- REFERRED
- DISCARD
- INVALID
- REJECTED
- SUSPENDED
- DELETED
- ETFMSDELETED

You may use wildcards in your query - providing that at least one of the entries (ARCID, ADEP or ADES) is fully specified.

Result

**8.24.10.1 Buttons Bar**

Depending on the status of a flight, various options are proposed:

- Update
- Delay
- Cancel
- Cancel and Refile
- Show Flight Plan

Please refer to the AO Specific Features (Section 8.24.1.5) section for detailed information on these commands.

You may also use the Create Flight Plan button and open the Editor (Section 8.25) of your choice (Free Text or Structured), without having to return to the Main View:

![Flight Plan Editor](image)

As for the Results table, here are the featured columns:

- **IFPLID**: Unique FPL_ID for the valid flight plan. Applicable to flights that are or have been valid.
- **Title**: Title of the FPL message
- **ARCID**
- **ADEP**
- **ADES**
- **EOBT**
- **MAX RFL**: Maximum RFL reached (RFL meaning Request Flight Level)
- **LENGTH**: Flight length in NM (Nautical Miles)
- **DURATION**: Flight duration
- **ADDRESS**: Address of the message originator
- **ANU**: ANU identifier of the message originator (ANU means Air Navigation Unit)
- **FILE_TIME**: Filing time
- **STATUS**: Status of the FPL as understood by IFPS
- **REVEAL STATUS**: Revalidation status of the flight

8.24.11 Flights Results Tables
This page lists and describes all possible values that can be returned by a Flights query. They will however not be present in every Results table - some are furthermore reserved to certain user profiles.

Please refer to the respective Flights tab to know what is visible in the following contexts:

- ARCID (Section 8.24.2)
- Aerodrome (Section 8.24.3)
- Aerodrome Set (Section 8.24.4)
- Aircraft Operator (Section 8.24.5)
- Airspace (Section 8.24.6)
- Point (Section 8.24.7)
- Regulation (Section 8.24.8)
- Traffic Volume (Section 8.24.9)
- Filing (Section 8.24.10)

The flights matching the submitted query are listed in a table, featuring the following columns:

- **Checkbox** to select the flight(s) to which the action buttons will be applied.
- **Toggle arrow** to display (on/off) the flight details box (F15-Route)
- **ENTRY** or **OVER** or **TOT** or **TOT/TA** or **IOBT**
  - The time of entry into the location. This can be:
    - (a) The time of ENTRY into the Airspace, Traffic Volume, Hotspot or Regulation
    - (b) The time OVER the selected Point
    - (c) The Take Off Time (TOT) for the Aircraft Operator
    - (d) The Take Off Time or Time Of Arrival (TOT/TA) for Aerodrome and Aerodrome Set
    - (e) The Initial Off Block Date and Time (IOBT) for ARCID selection
  - Time of entry (except for IOBT) is appended with an indication of the source which can be one of the following:
    - (a) E for Estimated, when based on the estimated flight profile
    - (b) C for Calculated, when based on the calculated flight profile (allocated slot)
    - (c) A for Actual, when based on actual flight profile (after departure)
  - The IOBT is preceded by the day of the IOBD date (dd-hh:mm) because ARCID list may include flights departing on multiple days.
  - When listing possibly proposal traffic, the uppercase letter P is appended after the IOBT when a flight is still a Proposal that needs to be confirmed.
  - When listing normal traffic only, the lowercase letter p is appended after the IOBT to indicate the existence of a proposal flight for the currently displayed normal flight.
- **EXIT**
  - The time of EXIT from the Airspace, Traffic Volume, Hotspot or Regulation.

  **Note:** Not displayed on the ARCID, Aerodrome, Aerodrome Set, Aircraft Operator tabs as these are not selecting flights on a sector.

- **#H**
  - The number of Hotspots in which the flight is caught.
  - When different from zero, this number is implementing a link to the DV:COUNTS:FLIGHT_HOTSPOTS.

  **Note:** Not displayed on the ARCID, Aerodrome, Aerodrome Set, Aircraft Operator tabs as these are not selecting flights on a sector.

  **This column is only shown to COUNTS_HOTSPOT_USER**

- **LS**
  - Displays the worst count Load State for the queried period and location.
  - Either the worst entry load state in which the flight is counted (i.e. based on hourly capacity):
    - (a) L for Low
    - (b) H for High
    - (c) O for Overloaded
  - Or the worst occupancy load state in which the flight is counted (i.e. based on OTMV):
    - (a) P for Peak
    - (b) S for Sustained
  - Occupancy load states are only relevant for regulation, traffic volume and hotspot flight lists.

  **Note:** Not displayed on ARCID and Aircraft Operator tabs as these are not selecting flights on a location (i.e. no capacity thresholds).

- **STA**
  - The status of the flight. Possible values are:
    - (a) LF for Late Filer
    - (b) LU for Late Updater
    - (c) LFU for Late Filer and Updater
    - (d) empty when not applicable.

- **ARCID**
  - Aircraft identification - Opens a Detached View with the flight details (Section 8.24.12.1) for that flight.
  - See also Delay and REGUL+ column for special rendering of ARCID.

- **ATYP**
  - ICAO Aircraft type code
  - Moved after RFL or ARF column on ARCID tab for optimised functional use of the ARCID flight list by target AO users.

- **ADEP**
  - ICAO code of the aerodrome of departure for the flight.

- **ADES**
  - On the ARCID tab:
    - ICAO code of the aerodrome of destination of the highest available model for the flight.
    - For a diverting flight, the new ADES will be displayed in the column with header ADES.

  **On any tab but ARCID:**
  - ICAO code of the aerodrome of destination of the highest available requested model for the flight.
  - For a diverted flight, it displays:
    - (a) the filed ADES when the requested Traffic Type is Traffic Demand or Regulated Traffic Demand.
### Network Manager - NOP User Guide

#### Flight List Selection
- **D**
  - Diversion indicator. The symbol “>” is displayed for a diverted flight.

- **RM**
  - The most recent Registration Mark of the flight. The order, from the most recent to the least is:
    - (a) CDM Registration Mark
    - (b) CDM Provisional Registration Mark
    - (c) IFPS Registration Mark (filed)

  If the CDM Registration Mark of the flight is marked as discrepancy, the registration mark is displayed with the discrepancy colour.

#### Flight Data Types
- **T**
  - Type of flight data. Possible values are:
    - (a) A for ATC Activated
    - (b) I for IFPL
    - (c) P for PFD (Predicted Flight Data)
    - (d) R for RPL
    - (e) M for MFD (Mini Flight Data)

**Note:** Mini Flight Data = flight created by CCAMS when a COR (COde Request) is received and does not correlate with an existing flight plan.

- **RFL** or **ARF**
  - For query by **Aerodrome**, **Aerodrome Set** or **Aircraft Operator**, RFL is the highest Requested Flight Level of the flight.
  - For query by **Point**, **Airspace**, **Traffic Volume** or **Regulation**, RFL is the Requested Flight Level applicable on the portion of the flight route that penetrates the sector.

  The title of the Requested Flight Level column varies depending on the selected Traffic Type:
    - (a) When the Flight List is based on the Traffic Demand or the Regulated Demand, the displayed Requested Flight Level (RFL) corresponds to the Flight Level filed by the AO.
    - (b) When the Flight List is based on the Traffic Load, the displayed Actual Requested Flight Level (ARF) corresponds to the Flight Level possibly adapted by profile recalculation for the active flights, otherwise it is the Flight Level filed by the AO.

- **ATYP**
  - ICAO Aircraft type code.

**Note:** Only displayed here for the ARCID tab. See above for other tabs.

- **IOBT**
  - Initial Estimated Off Block Time (dd-hh:mm format to reflect day of IOBD).

  When listing possibly proposal traffic, the uppercase letter P is appended after the IOBT when a flight is still a Proposal that needs to be confirmed.

  When listing normal traffic only, the lowercase letter p is appended after the IOBT to indicate the existence of a proposal flight for the currently displayed normal flight.

  The presence of a p or P shall be emphasised by a different font rendering of the cell content (ex: red bold)

  Dev note: if using the different response by time values (RRP, SIP, FLS) to identify the presence of a proposal flight, be aware the FLS response by time is not reset (for logging reasons) when the time is past but the proposal is effectively removed. So checking the presence of such FLS response by is not sufficient, this response by time must be in the future.

  Not displayed here on the ARCID tab, IOBT is already displayed earlier as entry time.

- **LV**
  - Last Valid EOBT acceptable for the flight before triggering IFPS errors.

  ValidityPeriodEnd HMM is prefixed with character “<”, “>” or “?” depending respectively on ProfileValidityKind value E, M or N.

  When ValidityPeriodEnd is not available (ProfileValidityKind=N), an empty time is displayed as “.:..” after the “?” prefix character (i.e. ?.?.).

- **U**
  - Suspension status if the flight is currently suspended or the last suspension status if the flight had been previously suspended.

  Possible values are:
    - (a) Empty if the flight is not suspended and has never been suspended
    - (b) ST for SIT Time Out
    - (c) SM for Slot Missed
    - (d) RC for Flight Confirmation Message (FCM) required
    - (e) DC for Delay Threshold exceeded, Flight Confirmation Message (FCM) required
    - (f) TV for RVR
    - (g) NR for Not Reported as airborne
    - (h) RV for FP_Revalidation
    - (i) MS for Manual Suspension
    - (j) AS for Airport Suspension

**Note:** If the flight type is either A, T, r or E [see above], presence of a value in the Suspension status column indicates the last suspension status prior to it becoming active again.

- **E/CTOT**
  - (Estimated | Calculated) Take Off Time.

  The time is followed by E for an estimated time or by C for a calculated time.

  Value is not shown in ATFCM data context (Tactical and Pre-Tactical) if slot is not yet published AND the user is NOT authorised to issue Force CTOT action requests (i.e. Value is always shown in Simulation and Predict data context).

- **X**
  - The number of regulations from which the flight is excluded. **Not displayed on the ARCID tab.**

  X value may be preceded by a “?” when the flight is excluded from one or more regulations defined on the Traffic Volume used for the Flight List selection.

  If the flight was previously excluded from one or more regulations but is no longer, a W will be displayed.
• F
  The Flight Activation Monitoring (FAM) status. Not displayed on the ARCID tab. Possible values for F are (note, case sensitive):
  (a) N for not under FAM yet or never under FAM
  (b) F for currently subject to FAM, if no data received, flight will be shifted soon
  (c) f was subject to FAM but new data received before first shift (airborne, FPL...)
  (d) S for currently shifted by FAM
  (e) s was shifted by FAM, FPL data received when shifted
  (f) a was shifted by FAM, airborne data received when shifted
  (g) U for currently suspended by FAM
  (h) u was suspended by FAM, FPL data received when suspended
  (i) A was suspended by FAM, airborne data received when suspended

• S
  The Ready Status. Possible values for S are:
  (a) I when the flight is in Request For direct Improvement (RFI) mode and the flight is not yet Ready to Depart
  (b) S when the SIP Wanted Message (SWM) mode is on, per opposition to the RFI mode and the flight is not yet Ready to Depart
  (c) R when the flight is READy to depart (REA message received or set by DPI pre-departure processing)

  The Ready to Depart state has priority (overwrites) the RFI/SWM state.

• CL
  CTOT Limit reason: Possible exceptional reason that may affect the CTOT allocation of the flight, if any. Possible values are as described in the tooltip below.

  CTOT Limit followed on subsequent lines for each letter code present in the list:
  t = Forced by Tower
  f = Forced by NMOC
  w = Was Forced by NMOC
  c = Forced by CHAMAN
  s = Forced by STAM
  V = By Violation
  X = By Violation / Zero Rate / RVR

• A/TTOT
  This field comprises of the following elements in sequence:
  ♦ (a) A Take Off Time (TOT) in hh:mm format:
    ♦ 1.1. Effective Actual Take Off Time (ATOT) if available.
    ♦ 1.2. If effective ATOT is not available, dependant on the current CDM Flight Status, the Target Take Off Time (TTOT) provided in the last received DPI message is displayed as follows:
      1.2.1. If CDM Flight Status is e, the latest Early Target Take Off Time received within an Early-DPI (E-DPI) message;
      1.2.2. If the CDM Flight Status is t, the latest Confirmed value of the AO Target Take Off Time received within a Confirmed Target-DPI (T-DPI_t) message;
      1.2.3. If the CDM Flight Status is s, the latest Sequenced Target Take Off Time received within a Sequenced Target-DPI (T-DPI_s) message;
      1.2.4. If the CDM Flight Status is a, the latest ATC Target Take Off Time received within an ATC DPI (A-DPI) message;
    ♦ 1.3. Otherwise a blank string is inserted with the same length as an "hh:mm" string, so that the state letters that may follow are always aligned in the A/TTOT column, even when no TOT time is displayed in front.
  ♦ (b) CDM Flight Status:
    Only displayed if CDM Flight Status is either e, t, s or a
    The CDM Flight Status value is then appended.
  ♦ (c) CDM Discrepancy indicator, If there are CDM Discrepances:
    The letter d is then appended
    The entire entry in the A/TTOT column is displayed in CDM Discrepancy colour.
  ♦ (d) CDM Provisional Information indicator:
    If CDM Flight Status is either e or t, and CDM Provisional Information is present, an asterisk is then appended.
  ♦ (e) CDM Departure Status:
    When the Departure Status is not Ok for a flight and the flight state is not yet ATC activated (A) or Terminated (E):
      ♦ 1.1.1. The background of the A/TTOT cell is coloured using the Departure Status colour.
      ♦ 1.1.2. The string displayed in the A/TTOT cell is appended with an exclamation mark (!).

    If the take off time is the effective ATOT and its value is in the future of the current UTC time and the flight is TACT activated, the entire entry in the A/TTOT column is displayed in italic. Otherwise it is shown in normal font.

• AT
  The Airport Type associated to the Aerodrome of Departure.

• TOTB
  The Target Off-Block Time (hh:mm), if any.

• TSAT
  The Target Start-up Approval Time (hh:mm), if any.

• TT
  Taxi Time (in minutes)

• C-DPI Reason
  The reason associated to the last received Cancel-DPI message, if any.

• Delay
  Delay in minutes.
  A case sensitive letter may possibly be appended to the delay value to indicate following specific delay characteristics:
  1. D when the delay value calculated for the flight is exceeding the delay confirmation threshold of a regulation affecting the flight
  2. a when the delay value of the flight has been adjusted to the clock

  Provisional delays (slot not yet published) are indicated by an asterisk on either side of the value including the possible delay characteristic letter (e.g. *12D*).

  When displaying the flight list, the HMI will clearly identify the flights which are impacted by some delay. In such case, the font of the ARCID and Delay cells is using a set of colours from the user adjustable preference. The colour to be used is identified by the displayed delay value as follows:
  (a) Delay less than 1 minute: black
(b) Delay less than 15 minutes: **blue**
(c) Delay less than 30 colour minutes: **yellow**
(d) Delay less than 45 minutes: **orange**
(e) Delay greater or equal to 45 minutes: **red**

- **R**
  Rerouting indicator composed of a reason and optionally a state.
  The rerouting reason code may be:
  (a) **N** for not rerouted
  (b) **M** for ATFCM rerouting
  (c) **C** for CFMU rerouting (CWIR)
  (d) **A** for auto rerouting (AWIR)
  (e) **O** for AO rerouting (AOWIR)

If the rerouting reason is **N**, there is no state. Otherwise, the rerouting state code may be:
(b) **P** for Produced. There is a valid rerouting going on, waiting to be realised by either an FPL or a CHG.
(b) **E** for Executed. Rerouting has been done.
(c) **T** for Timed Out. No FPL/CHG received on time.
(d) **R** for Rejected. Rerouting proposal has been rejected.
(e) **V** for Revoked. Rerouting proposal has been revoked.
(f) **N** for No match. Message received did not match the proposal. Rerouting has been invalidated.

- **Opp**
  Opportunity indicator. Set to **Y** if an opportunity for the flight exists, blank otherwise.

- **W**
  The "AO What If Reroute" indicator code. Possible values for **W** are:
  (a) **N** for No, cannot be rerouted
  (b) **T** for Try is allowed
  (c) **A** for Apply and Try are allowed.

- **MSG**
  Type of the last message send or receive for the flight.

- **REGUL+**
  Identification of the most penalisng regulation for the flight, and link to the details.

- **O**
  Indication (**Y** for YES, **N** for NO) of the existence of Other regulations besides the one indicated in the **REGUL+** column.

- **MEA+**
  Identification of a penalisng ATFCM measure affecting the flight, if any, and link to details.
  - If **REGUL+** column is currently hidden, the **MEA+** column displays in priority the most penal regulation identified by the backend, if any.
  - If **REGUL+** column is shown, the **MEA+** column displays in priority order (if there are multiple, the measure displayed in **MEA+** column should be different than the one displayed in the **REGUL+** column i.e. second in priority is taken):
    1.1. A regulation affecting the flight with M-CDM required, if any
    1.2. Otherwise, a rerouting with M-CDM, if any
    1.3. Otherwise, an M-CDM only measure linked to the flight

A measure is NOT considered to be displayed in this column when:
- The flight is crossing the measure reference location but is not selected in its cherry picked list.
- The flight has an abandoned M-CDM flight state for that measure.

- **MK**
  The different kind of M-CDM ATFCM measures affecting the flight, if any.
  Presented with the initial of each kind of measure affecting the flight:
  - **D** =delay,
  - **R** =rerouting and
  - **M** =M-CDM only).
  A lowercase (respectively an uppercase) indicates a single (respectively multiple) measure of that kind (Ex: Dr indicates the presence of several delay measures, one rerouting but no M-CDM only measure).
  The initial corresponding to the displayed most penalizing measure (**MEA+**) is differentiated by different font characteristics (underline or bold).

- **M-CDM**
  The worst flight M-CDM state of the different measures affecting the flight, if any.
  Following abbreviated codes are possible and listed from the most worst state to the less worst state :
  (a) **DRAFT**
  (b) **PROP** for Proposed
  (c) **INTRUPT** for Interrupted
  (d) **COORD** for Coordinated
  (e) **FOR IMPL** for For Implementation
  (f) **IMPLTED** for Implented
  (g) **FINISHED**

  Interrupted state shall be emphasised by a different font rendering (ex: red bold).
  Abandoned and Not Required M-CDM states are not considered here (i.e. displayed as blank).
  The displayed state implements a hyperlink to the flight M-CDM details displayed in the M-CDM tool.

- **TTO_Fix**
  Optional Target Time Over Fix Point (TTO_Fix) information linked to the most penalisng regulation.
  To preserve readability and intuitive interpretation of this combined TTO Fix information, the following composing three data elements are concatenated using a fixed length format and separated by a blank character in order for each composing element to be well aligned with the content of the row above and beneath:
  (a) Location identification (point id possibly padded with blank characters to the right in order to obtain a fixed length of 5 characters)
  (b) A blank separator
  (c) Target time over (TTO) in hh:mm format
  (d) A blank separator
  (e) Flight level over the TTO_Fix location (three digits numeric value with leading zeros in order to obtain a fixed length of 3 characters ex: 000, 090, 380)

Following sort sequence applies to this **TTO_Fix** column (initial sort direction being in increasing order):
(a) The most significant sort element is the location identification (alphanumeric order)
(b) Followed by the target time over (time line order taking into account the date and the time)
(c) The least significant sort element is the flight level (numerical order)

- **ATT**
Optional Actual time at Target information resulting from the concatenation of the following two data elements without blank separator:
(a) Actual time at Target (ATT) in hh:mm format
(b) TTO compliance:
   - "+" when the ATT is before the tolerance window around the TTO
   - "-" when the ATT is inside the tolerance window around the TTO
   - "\" when the ATT is after the tolerance window around the TTO

The sort sequence applying to this ATT column is the alphanumeric order on above concatenated string (initial sort direction being in increasing order):

- **TI**
  Indication of flight trend at the reference locations entry point as follows:
  (a) Cruise, indicated as "="
      A cruise indication is shown when the flight vector that includes the entry point (as an end point for trend in) is a cruise vector.
  (b) Climb, indicated as "+"
      A climb indication is shown when the flight vector that includes the entry point is a climb vector.
  (c) Descent, indicated as "\"
      A descent indication is shown when the flight vector that includes the entry point is a descent vector.

  **Note:** The TI column is not displayed for ARCID, Aerodrome, Aerodrome Set or Aircraft Operator queries.

- **EFL**
  The flight level over the entry point of the associated reference location.

  **Note:** The EFL column is not displayed for ARCID, Aerodrome, Aerodrome Set or Aircraft Operator queries.

- **TM**
  Overall indication of flight trend inside the reference location (i.e. between entry and exit points). It is represented as follows:
  (a) Cruise, indicated as "="
      A cruise indication is shown when the comparison between entry (EFL) and exit (XFL) flight levels indicate an overall cruise trend.
  (b) Climb, indicated as "+"
      A climb indication is shown when the comparison between entry (EFL) and exit (XFL) flight levels indicate an overall climb trend.
  (c) Descent, indicated as "\"
      A descent indication is shown when the comparison between entry (EFL) and exit (XFL) flight levels indicate an overall descent trend.

  **Note:** The TM column is not displayed for ARCID, Point, Aerodrome, Aerodrome Set or Aircraft Operator queries.

- **XFL**
  The flight level over the exit point of the associated reference location.

  **Note:** The XFL column is not displayed for ARCID, Point, Aerodrome, Aerodrome Set or Aircraft Operator queries.

- **TO**
  Indication of flight trend at the reference locations exit point as follows:
  (a) Cruise, indicated as "="
      A cruise indication is shown when the flight vector that includes the exit point (as a start point for trend out) is a cruise vector.
  (b) Climb, indicated as "+"
      A climb indication is shown when the flight vector that includes the exit point is a climb vector.
  (c) Descent, indicated as "\"
      A descent indication is shown when the flight vector that includes the exit point is a descent vector.

  **Note:** The TO column is not displayed for ARCID, Aerodrome, Aerodrome Set or Aircraft Operator queries.

- **I**
  Intruder indicator (i.e. between the displayed and the systems comparison flight list)

  The column is only displayed if the **Compare** checkbox was checked in the **Query** area.

  When intruder indicator is NOT blank, the I, **Origin**, **D.Time**, **D.Level** and **D.Pos** values are displayed in Intruder colour (initially red).

  The nature of the intrusion is indicated with the following letters:
  (a) H for a horizontal deviation
  (b) V for a vertical deviation
  (c) M (mixed) for a horizontal and vertical deviation

  **Note:** The I column is not displayed in the **ARCID** tab.

- **Origin**
  Airspace Origin of the deviation for an intruder, if applicable and identified.

- **D.Time**
  The time difference in minutes (max 4 digits) between the flights entry time at the reference location in the displayed flight list and in the comparison flight list.
  Not displayed on the **ARCID** tab.
  The value is preceded by a "+" or a "-" indicating if the entry time in the displayed flight list is later than or before respectively the matched flight in the systems comparison flight list. If the difference is zero, the value is not displayed (blank).
  The column is only displayed if the **Compare** checkbox was checked.
A **D.Time** value is only shown if equal or greater than **Abs. D.Time Threshold** value. **D.Time** value is displayed in **Intruder** colour (initially red) when intruder indicator="I".

**Note:** The **D.Time** column is not displayed in the **ARCID** tab.

- **D.Level**
The flight level difference (3 digits with leading zeros if necessary) between the flights entry flight level at the reference location in the displayed flight list and in the comparison flight list.
The value is preceded by a "+" or a "−" indicating if the entry flight level in the displayed flight list is higher than or lower than respectively the matched flight in the systems comparison flight list. If the difference is zero, the value is not displayed (blank).
The column is only displayed if the **Compare** checkbox was checked.
A **D.Level** value is only shown if equal or greater than **Abs. D.Level Threshold** value.
**D.Level** value is displayed in **Intruder** colour (initially red) when intruder indicator="I".

**Note:** The **D.Level** column is not displayed in the **ARCID** tab.

- **D.Pos**
The distance in nautical miles between the geographical position of the flights entry point into the reference location in the displayed flight list and in the comparison flight list. If the difference is zero, the value is not displayed (blank).
The column is only displayed if the **Compare** checkbox was checked.
A **D.Pos** value is only shown if equal or greater than the **D.Pos Threshold** value.
A value "999" in **D.Pos** indicates a difference in distance greater or equal to 999 nautical miles.
**D.Pos** value is displayed in **Intruder** colour (initially red) when intruder indicator="I".

**Note:** The **D.Pos** column is not displayed in the **ARCID** tab.

- **(column without heading)** Link to Messages tab
The text **Msg** is displayed if:
(a) CASA messages except for the RJT message for the flight can be issued (Proposal flights and flights with Type of flight data status A (ATC activated), P (PFD) and E (terminated) shall not have access to CASA messages)
(b) And if the user profile permits the user to send these messages.

- **Impacted**
Indicate if the flight is impacted by the selected EVITA objects (i.e. results of the **Compute Impacted Flights** command).

- **CCAMS**
SSR code assigned by CCAMS to a flight. Only showed while the code is active for that flight (status selected)

Click on the title of a column to sort its content (ascending or descending).

8.24.12 Flight Details
The Flight Details Detached View gathers in a single location a wealth of information on the selected Flight.

The information is organised and split into a series of distinct tabs:

- Details
- Point Profile: Elapsed Flying Time
- Point Profile: Actual Time
- Airspace Profile: Elapsed Flying Time
- Airspace Profile: Actual Time
- Flight History
- Operational Log
- Alternate Routes
- Restriction Profile: Elapsed Flying Time
- Restriction Profile: Actual Time
- Flight Plan Details
- Messages

Each one is individually described in the next sections.

### 8.24.12.1 Details

The Details tab shows the detailed information for one flight:
1 - Flight Identification

The query for which the Flight Details detached View is generated is reminded on top of the window:

- **ARCID**: Aircraft identification.
- **ADEP**: ICAO code of the aerodrome of departure.
- **IOBD**: Initial Estimated Off-Block Date (Today or Yesterday)
- **IOBT**: Initial Estimated Off-Block Time.
- **ADES**: Aerodrome of Destination.
- **Filed ADES**: only displayed for diverted flights.
- **Proposal (Show Normal)** or **(Proposal exists - Show Proposal)**:
  - The text **Proposal (Show Normal)** is only visible in case the displayed flight is based on a Proposal flight plan. In such case, the text **Show Normal** implements a [Proposal exists - Show Proposal] link to display the flight details view for this normal flight plan.
  - The text **(Proposal exists - Show Proposal)** is only visible in case the displayed flight is based on a Normal flight plan and a Proposal plan exists. This text implements a Proposal [Show Normal] link to display the flight details view for this proposal flight plan.

**Note**: the Flight Identification is present on all the Flight Details windows, regardless of the tab selected.

Result

The Result area is further divided into distinct sections:

2 - General Flight Information

- **AO**: ICAO code of the aircraft operator.
- **OPR AO**: ICAO code of the operating aircraft operator.
- **Last MSG from**: Originator of the last FPL related message.
- **Aircraft Type**: Type of aircraft.
- **Initial RFL**: Initial Requested Flight level.
- **Registration Mark**: Aircraft registration mark.
- **RVR**: Runway visual range.
- **CEQPT**: The list of radio communication, navigation and approach aid equipment types as provided in the flight plan.
- **CCAMS Code**: the CCAMS code, if any.

3 - Timing Information (group header Time)

- **Last EOBT**: Last received Estimated Off-Block date and Time (dd-hh:mm format).
- **ETOT**: Estimated Take-Off Time.
- **CTOT**: Calculated Take-Off Time.
- **ATOT**: Actual Take-Off Time.
- **Last Validity**: Last Valid EOBT acceptable for the flight before triggering IFPS errors. See LV column in DV:Flight List for detailed
display format, tooltip and ICD source data.

- **Prop CTOT**: Eventual ETMS Proposed Calculated Take-Off Time.
- **EET**: Estimated Elapsed Time.
- **Taxi Time**: Taxi Time in minutes.
- **Actual Taxi Time**: Actual Taxi Time in minutes.
- **CTOT Limit**: Possible exceptional reason that may affect the CTOT allocation of the flight, if any. Possible values are:
  - Forced by Tower
  - Forced by NMOC
  - Was Forced by NMOC
  - Slot extension
  - Forced by CHAMAN
  - Forced by STAM
  - Limited by Violation
  - Limited by Violation / Zero Rate / RVR (i.e. Limited by Violation then Zero Rate or RVR)
  - " " (i.e. Blank) when no special CTOT Limit to report.
- **Resp By**: The time by which the Prop CTOT has to be accepted or rejected.
- **ETA**: Estimated Time of Arrival.
- **CTA**: Calculated Time of Arrival.
- **ATA**: Actual Time of Arrival.

### Status Information (group header Status)

- **Flight Type**: Type of flight. (ACT, IFPL, PFD, RPL, TACT, TERM).
- **RFI**: If the flight is in Request For Improvement mode (RFI=Y).
  Or if the flight is in SIP Wanted Message mode (RFI=N).
- **Late Filer**: If the flight is a late filer.
- **REA**: If a REAdy to depart message has been received for this flight.
- **Late Updater**: If the flight is a late updater.
- **TIS**: Time needed to Insert in Sequence.
- **Exempt Flight**: If the flight is exempted from regulation.
- **TRS**: Time needed to Remove from Sequence.

### Airport CDM Information (group header Airport)

- **SID**: The ICAO designator of the departure terminal procedure (SID), if any.
- **No Slot Before**: The No Slot Before Time, if any.
- **C-DPI Reason**: The reason associated to the last received Cancel-DPI message, if any.
  
  **Note 1**: C-DPI reason to be displayed in readable text i.e. insert blank between capitalised words of official values, except acronym in full uppcases and conjunction words in full lowercases (ex: "TOBT Unknown or Expired", Return To Stand, Flight Cancel in AODB ...).

### Provisional Info: The Provisional CDM Information, if any, is grouped in a specific box.

- **ATC Target TOT**: ATC Target Take-off Time (hh:mm format).
- **TW**: The Slot Tolerance Window for a regulated flight or the Departure Tolerance Window for a non regulated flight.
- **TOBT**: The Target Off-Block Time (hh:mm), if any.
- **TSAT**: The Target Start-up Approval Time (hh:mm), if any.
- **Aircraft Type**: The ICAO identifier of the Aircraft Type. It is appended with the warning symbol "(!)", both are displayed in discrepancy colour if different from the field aircraft type.
- **Registration Mark**: The Registration Mark, if any. It is appended with the warning symbol "(!)", both are displayed in discrepancy colour if different from the field registration mark.
- **Departure Status**: if not Ok.

### Route (group header Route)

- **ICAO Field 15 route.**

### Regulation and Rerouting Information (group header Regulation)

- **Rerouting warning message**: The rerouting status and AOWIR possibilities.
The rerouting status is only displayed if applicable. It is composed of a reason and a state.

If the flight has been rerouted, the displayed rerouting reason may be:

- **ATFCM rerouting.**
- **CFMU rerouting (CWIR).**
- **Auto rerouting (AWIR).**
- **AO rerouting (AOWIR).**

When there is a rerouting reason, it is followed by one of these rerouting states:

- **Produced** for a valid rerouting going on, waiting to be realised by either an FPL or a CHG.
- **Executed** when the rerouting has been processed.
- **Timed-out** when no FPL/CHG was received on time.
- **Rejected** for a rerouting proposal that has been rejected.
- **Revoked** for a rerouting proposal has been revoked.
- **No-match** when the message received did not match the proposal. Rerouting has been invalidated.

The AOWIR indicator may be one of the following:

- **Reroute TRY and Apply NOT allowed.**
- **Reroute Try possible.**
- **Reroute TRY and Apply possible.**

- **FLS Resp By:** Time limit for the Confirmation message (FCM) after the issue of a Flight Suspension (FLS).
- **Rerouting Ref:** The reference of the rerouting affecting the flight.
- **Most Penal Reg:** The reference of the most penalising regulation affecting the flight.
- **Regcause:** The code of the cause for the regulation.
- **Delay:** The resulting delay for the flight (between "**" if not yet published).
- **TTO Fix:** Optional Target Time Over Fix Point (TTO_Fix) information linked to the most penalising regulation.

To preserve readability and intuitive interpretation of this combined TTO Fix information, the following composing three data elements are concatenated using a fixed length format and separated by a blank character in order for each composing element to be well aligned with the content of the row above and beneath:

- **Location** identification (point id possibly padded with blank characters to the right in order to obtain a fixed length of 5 characters).
- **Blank** separator characters)
- **Target** time over (TTO) in hh:mm format

To well align the content of the row above and beneath:

- **AAC** time at Target (ATT) in hh:mm format
- **Blank** separator characters
- **Flight level** over the TTO_Fix location (three digits numeric value with leading zeros in order to obtain a fixed length of 3 characters ex: 000, 090, 380)

- **ATT:** Optional Actual time at Target information resulting from the concatenation of the following two data elements without blank separator:
  - (a) Actual time at Target (ATT) in hh:mm format
  - (b) A blank separator

- **TTO compliance:**
  - "/" when the ATT is before the tolerance window around the TTO
  - " " when the ATT is inside the tolerance window around the TTO
  - "/" when the ATT is after the tolerance window around the TTO

- **RRP Resp By:** The time limit to reply to the proposed rerouting.
- **Slot Tol Viol:** The slot tolerance violation in minutes (ATOT vs. CTOT).
- **Last MSG Sent/Received:** Last ATFCM message sent or received for the flight.
- **Originator:** The Originator of the last FPL related message.

**Suspension warning:** Only displayed when Suspension Status is different from Not Suspended.

The possible reasons for a flight currently suspended are:

- a) Flight suspended – SIT Time Out.
- b) Flight suspended – Slot Missed.
- c) Flight suspended – FCM Required.
- d) Flight suspended – RVR.
- e) Flight suspended – Not Reported as Airborne.
- g) Flight suspended – Manual Suspension.
- h) Flight suspended – Airport Suspension.

The possible reasons for a flight previously suspended are:

- a) Flight was suspended – SIT Time Out.
- b) Flight was suspended – Slot Missed.
- c) Flight was suspended – FCM Required.
- d) Flight was suspended – Delay/FCM Required.
- e) Flight was suspended – RVR.
- f) Flight was suspended – Not Reported as Airborne.
- g) Flight was suspended – FP Revalidation.
- h) Flight was suspended – Manual Suspension.
- i) Flight was suspended – Airport Suspension.

**Regulation Table:** List of regulations affecting the flight plan.

1. **Measure:** Regulation identifier - click on one of the links to open the Measure Editor for the selected measure.
2. **Kind:** The abbreviated code of the measure kind.

The possible measure kind initials are:

- a) **D** for Delay.
- b) **RI** for Rerouting Indication and Opportunities.
- c) **RP** for Rerouting Indication and Opportunities with RRP.
- d) **RN** for Rerouting Mandatory after Proposal (RRN).
- e) **RE** for Rerouting Execute without Proposals on Demand or Regulated Demand.
- f) **M** for M-CDM only.

Next comes the hyphen separator character '-' immediately followed by the rerouting result code in case of a rerouting:

- a) **N** for Not Rerouted.
- b) **U** for Uninteresting.
- c) **I** for Interesting.
- d) **O** for Opportunity.
- e) **E** for Executed.

Then comes another hyphen separator character '-' immediately followed by the abbreviated code for the measure subtype:
c) MDI: Minimum Departure Interval,

d) TONB: Take Off Not Before,

e) TONA: Take Off Not After,

f) GDLAY: Ground Delay,

g) GLCAP: Ground Flight Level Capping,

h) GHRER: Ground Horizontal Rerouting,

i) ALCAP: Airborne Flight Level Capping,

j) AHRER: Airborne Horizontal Rerouting,

k) TRAIL: Miles In Trail,

l) TPCHG: Terminal Procedure Change.

m) OTHER.

3. M-CDM: The flight M-CDM state for that measure, if any.

4. FCM: Indication that a Flight Confirmation Message (FCM) is still required. In this case, the keyword Req is displayed.

5. Ref Location: Corresponding list of reference locations on which regulations are defined.

6. Hotspot: The hotspot period (hh:mm-hh:mm), when there is a hotspot associated to the measure definition.

8.24.12.2 Point Profile

The Point Profile: Elapsed Flying Time and Point Profile: Actual Time tabs show the detailed information for the selected flight.

**Elapsed Flying Time** - the table is based on the elapsed flying time since take off:

<table>
<thead>
<tr>
<th>Elapsed Time</th>
<th>Route</th>
<th>Point</th>
<th>FL</th>
<th>Time Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>HELEN SC</td>
<td>EBBR</td>
<td>000</td>
<td>0:10:36</td>
</tr>
<tr>
<td>1</td>
<td>HELEN SC</td>
<td>EBBR</td>
<td>000</td>
<td>0:10:39</td>
</tr>
<tr>
<td>2</td>
<td>HELEN SC</td>
<td>EBBR</td>
<td>000</td>
<td>0:10:49</td>
</tr>
</tbody>
</table>

**Actual Time** - the table is based on the time over the points:

<table>
<thead>
<tr>
<th>Actual Time</th>
<th>Estimated Route</th>
<th>Point</th>
<th>FL</th>
<th>Elapsed Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:06</td>
<td>HELEN SC</td>
<td>EBBR</td>
<td>000</td>
<td>0</td>
</tr>
<tr>
<td>10:07</td>
<td>HELEN SC</td>
<td>EBBR</td>
<td>000</td>
<td>0</td>
</tr>
<tr>
<td>10:09</td>
<td>HELEN SC</td>
<td>EBBR</td>
<td>000</td>
<td>0</td>
</tr>
</tbody>
</table>

A Show Vector Elements check box, checked On by default, allows to include or exclude from the displayed list Vector Elements calculated by the ETFMS system.

**Structure**

Each table is divided in four main sections:

1. **Elapsed Time** or **Time Over** - time elapsed since departure or Time Over, depending on the selected tab

2. **Estimated** - list based on Estimated profile from the flight plan
3. Calculated - list based on Calculated profile when available. Calculated profile is calculated after the ATFCM measures are applied (regulations will modify the times, rerouting may also modify the route).

4. Actual - list based on Actual profile when available. Actual profile is calculated according to the effective departure time.

For each Estimated route point, the list details the following:
- **Route**: The route identifier (Air Route, Departure / Arrival procedure, ...), sometimes replaced by keyword DCT when flying direct.
- **Point**: Point identification using the invisibility notation.
- **FL**: Estimated Flight Level over the point.
- **Time Over or Elapsed Time**: Either the Estimated Time Over (in hh:mm) or the Elapsed Time (in minutes) to the corresponding point.

For each Calculated route point, the list details the following:
- **Route**: The route identifier (Air Route, Departure / Arrival procedure, ...), sometimes replaced by keyword DCT when flying direct.
- **Point**: Point identification using the invisibility notation.
- **FL**: Estimated Flight Level over the point.
- **Time Over or Elapsed Time**: Either the Calculated Time Over (in hh:mm) or the Elapsed Time (in minutes) to the corresponding point.

For each Actual route point, the list details the following:
- **Route**: The route identifier (Air Route, Departure / Arrival procedure, ...), sometimes replaced by keyword Direct when flying direct.
- **Point**: Point identification using the invisibility notation.
- **FL**: Estimated Flight Level over the point.
- **Time Over or Elapsed Time**: Either the Actual Time Over (in hh:mm) or the Elapsed Time (in minutes) to the corresponding point.

**Invisibility Notation**
The invisibility notation uses the basic rule that a '.' (point) indicates invisibility.

The following notation is applied:
- a) when the flight becomes invisible after point PPP, the profile shows 'PPP.'
- b) when the flight is invisible before and after point PPP, the profile shows '.PPP.'
- c) when the flight becomes visible after point PPP, the profile shows '.PPP'
- d) when the flight is visible before, at and after point PPP, the profile shows 'PPP'

The path confirmed by CPR will be indicated in **blue**.

**Note**: The columns are NOT sortable here.

### 8.24.12.3 Airspace Profile

The **Airspace Profile**: Elapsed Flying Time and **Airspace Profile**: Actual Time tabs show the detailed information for the selected flight.

**Elapsed Flying Time** - the table is based on the elapsed flying time since take off to the time of entry of the flight into the airspace:

<table>
<thead>
<tr>
<th>Elapsed Time</th>
<th>Estimated Id</th>
<th>Type</th>
<th>Entry</th>
<th>Exit</th>
<th>Calculated Id</th>
<th>Type</th>
<th>Entry</th>
<th>Exit</th>
<th>Actual Id</th>
<th>Type</th>
<th>Entry</th>
<th>Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>EBBRTA</td>
<td>ES</td>
<td>16:06</td>
<td>16:08</td>
<td>EBBRTA</td>
<td>ES</td>
<td>16:05</td>
<td>16:11</td>
<td>EBBRTA</td>
<td>ES</td>
<td>16:12</td>
<td>16:16</td>
</tr>
<tr>
<td>2</td>
<td>EBDUNWCG</td>
<td>E5</td>
<td>16:10</td>
<td>16:22</td>
<td>EBDUNWCG</td>
<td>E5</td>
<td>16:11</td>
<td>16:25</td>
<td>EBDUNWCG</td>
<td>E5</td>
<td>16:16</td>
<td>16:29</td>
</tr>
<tr>
<td>17</td>
<td>EOTTSA</td>
<td>E5</td>
<td>16:31</td>
<td>16:35</td>
<td>EOTTSA</td>
<td>E5</td>
<td>16:31</td>
<td>16:35</td>
<td>EOTTSA</td>
<td>E5</td>
<td>16:31</td>
<td>16:35</td>
</tr>
</tbody>
</table>

**Actual Time** - the table is based on the time of entry of the flight into the airspace:
A group of pre-defined Airspaces local filtering offers the following mutually exclusive options:

1. **Active ES/CS only** - allows to limit display to the activated Elementary and Collapsed Sector Airspaces only - activated by default.
2. **Display ES only** - allows to limit display to the Elementary Sector Airspaces only (activated or not)
3. **Display All** - allows to display all line entries of the airspace profile (any Airspace Type)

Activated ES/CS airspaces at the moment of the flight are indicated by an asterix in front of the Airspace type.

### Structure

Each table is divided in four main sections:

1. **Elapsed Time** or **Time Over** - time elapsed since departure or Time Over, depending on the selected tab
2. **Estimated** - list based on Estimated profile from the flight plan
3. **Calculated** - list based on Calculated profile when available. Calculated profile is calculated after the ATFCM measures are applied (regulations will modify the times, rerouting may also modify the route).
4. **Actual** - list based on Actual profile when available. Actual profile is calculated according to the effective departure time.

For each airspace type along the route, the **Estimated** list details the following:

- **Id**: Airspace Identification.
- **Type**: Airspace type.
- **Entry**: Either the Estimated Time of Entry (in hh:mm) or the Elapsed Time at Entry (in minutes) of the flight in the airspace.
- **Exit**: Either the Estimated Time of Exit (in hh:mm) or the Elapsed Time at Exit (in minutes) of the flight in the airspace.

For each airspace type along the route, the **Calculated** list details the following:

- **Id**: Airspace Identification
- **Type**: Airspace type
- **Entry**: Either the Calculated Time of Entry (in hh:mm) or the Elapsed Time at Entry (in minutes) of the flight in the airspace.
- **Exit**: Either the Calculated Time of Exit (in hh:mm) or the Elapsed Time at Exit (in minutes) of the flight in the airspace.

For each airspace type along the route, the **Actual** list details the following:

- **Id**: Airspace Identification
- **Type**: Airspace type
- **Entry**: Either the Actual Time of Entry (in hh:mm) or the Elapsed Time at Entry (in minutes) of the flight in the airspace.
- **Exit**: Either the Actual Time of Exit (in hh:mm) or the Elapsed Time at Exit (in minutes) of the flight in the airspace.

The path confirmed by CPR will be indicated in **blue**.

**Note**: The columns are NOT sortable here.

---

8.24.12.4 Restriction Profile
The **Restriction Profile: Elapsed Flying Time** and **Restriction Profile: Actual Time** tabs show the detailed information for the selected flight.

**Elapsed Flying Time** - the table is based on the elapsed flying time since take off to the time of entry or exit of the restriction (i.e. restricted area):

<table>
<thead>
<tr>
<th>Id</th>
<th>FPP</th>
<th>Event</th>
<th>Position</th>
<th>Level</th>
<th>Time</th>
<th>Id</th>
<th>FPP</th>
<th>Event</th>
<th>Position</th>
<th>Level</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>PT</td>
<td>Enter</td>
<td>513909N</td>
<td>000141E</td>
<td>123</td>
<td>10:35</td>
<td>PT</td>
<td>Enter</td>
<td>513909N</td>
<td>000141E</td>
<td>123</td>
</tr>
<tr>
<td>40</td>
<td>PT</td>
<td>Exit</td>
<td>512339N</td>
<td>0002741W</td>
<td>001</td>
<td>10:49</td>
<td>PT</td>
<td>Exit</td>
<td>512339N</td>
<td>0002741W</td>
<td>001</td>
</tr>
</tbody>
</table>

**Actual Time** - the table is based on the time of entry or time of exit of the restriction:

<table>
<thead>
<tr>
<th>Time</th>
<th>Estimated Id</th>
<th>FPP</th>
<th>Event</th>
<th>Position</th>
<th>Level</th>
<th>Time</th>
<th>Calculated Id</th>
<th>FPP</th>
<th>Event</th>
<th>Position</th>
<th>Level</th>
<th>Elapsed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:35</td>
<td>EGTT0683A</td>
<td>PT</td>
<td>Enter</td>
<td>513909N</td>
<td>000141E</td>
<td>123</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:38</td>
<td>EGTT0683A</td>
<td>PT</td>
<td>Enter</td>
<td>513909N</td>
<td>000141E</td>
<td>123</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:46</td>
<td>EGTT0683A</td>
<td>PT</td>
<td>Exit</td>
<td>512339N</td>
<td>0002741W</td>
<td>001</td>
<td>41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:49</td>
<td>EGTT0683A</td>
<td>PT</td>
<td>Exit</td>
<td>512339N</td>
<td>0002741W</td>
<td>001</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A group of pre-defined **Flight Plan Processing** filter offers the following mutually exclusive options via check boxes:

- Profile Tuning (PT)
- Hard/Soft Traffic Flow (HS)
- DCT Limitation (DCT)
- SSR Code Allocation (SSR)

**Structure**

Each table is divided in four main sections:

1. **Elapsed Time** or **Time Over** - time elapsed since departure or Time Over, depending on the selected tab.
2. **Estimated** - list based on Estimated profile from the flight plan.
3. **Calculated** - list based on Calculated profile when available. Calculated profile is calculated after the ATFCM measures are applied (regulations will modify the times, rerouting may also modify the route).
4. **Actual** - list based on Actual profile when available. Actual profile is calculated according to the effective departure time.

For each restriction along the route, the **Estimated, the Calculated and the Actual** lists detail the following:

1. **Id**: Restriction Identification.
2. **FPP**: The Flight Plan Processing action type associated to the Restriction.
3. **Event**: The type of Event:
   a. **Entry** for the time when the flight is entering the Restriction area.
   b. **Exit** for the time when the flight is exiting the Restriction area.
4. **Position**: The coordinated Position for the corresponding Event (Lat/Long in ICAO format).
5. **Level**: The flight level at the corresponding **Position**.

6. **Elapsed Time** or **Time Over**: The complementary time value of the first global column: **Elapsed Time** (n minutes) or **Time Over** (hh:mm)  
   i.e. when the first column displays Time Over, this column displays Elapsed Time and vice versa.

   **Note**: The columns are NOT sortable here.

### 8.24.12.5 Flight History

The **Flight History** tab shows the detailed information for the selected flight.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>at: Date and time (dd-hh:mm format) of the event.</th>
<th>Resulting Status</th>
<th>New OBT: New Off-Block date and Time (dd-hh:mm format) after the event.</th>
<th>EFD: 'E' is displayed if an ETPMS Distribution Message (EFD) has been sent.</th>
<th>FUM: 'F' is displayed if a Flight Update Messages (FUM) has been sent.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFL message</td>
<td>20:02:05</td>
<td>Pld</td>
<td>20:05:55</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Early DR message</td>
<td>20:06:58</td>
<td>Pld</td>
<td>20:09:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATFM rerouting</td>
<td>20:06:57</td>
<td>Pld</td>
<td>20:09:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATFM rerouting</td>
<td>20:07:24</td>
<td>Pld</td>
<td>20:09:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>orous</td>
<td>20:07:24</td>
<td>Pld</td>
<td>20:09:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>orous</td>
<td>20:07:24</td>
<td>Pld</td>
<td>20:09:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>orous</td>
<td>20:07:24</td>
<td>Pld</td>
<td>20:09:55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>orous</td>
<td>20:07:24</td>
<td>Pld</td>
<td>20:09:55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note**: The columns are NOT sortable here.

### 8.24.12.6 Operational Log

The **Operational Log** tab displays a list of operational logs - within the 24 hours ending one minute after the query was executed.

<table>
<thead>
<tr>
<th>Stamp</th>
<th>IACF ID</th>
<th>IIFP ID</th>
<th>Ulog type</th>
<th>Correspondent</th>
</tr>
</thead>
<tbody>
<tr>
<td>0255</td>
<td>40887</td>
<td>AT04456141</td>
<td>M FPL</td>
<td>EOLLEWYR @ ATN</td>
</tr>
<tr>
<td>0256</td>
<td>40887</td>
<td>AA011241</td>
<td>M CPI</td>
<td>EBBRAGX @ ATN</td>
</tr>
<tr>
<td>0657</td>
<td>40887</td>
<td>AT04456141</td>
<td>M HEROUTE</td>
<td>EOLLEWYR @ ATN</td>
</tr>
</tbody>
</table>

**Flight affected by rerouting 21270010, OUTCOME: UNINTERESTING**

Current route:  
Field 15: NO4437210 NELMSC HELMSC UL178 CSO UL600 SUNNM LDGS LORAN LANDA

DEPARTURE_DELAY 000m00s
FLIGHT_TIME 003m22s
ROUTE_LENGTH 211
ROUTE_DISTANCE 201
FUEL 1720 kg
ROUTE_CHARGES 910
PAX 20

For each operational log that satisfied the query submitted (automatic or manual), the list displays the following details:
**Stamp:** The date and time (DD-MM-HH:MM:SS format) when that log entry was recorded.

**TACT ID:** The ETFMS unique identification key for the flight.

**IFPS ID:** The eventual IFPS unique identification key for the flight.

**Oplog Type:** Composed of a classification code and the event kind description. The classification code can be:

- **UD** for Undefined.
- **IM** for Incoming Message.
- **ER** for Erroneous Incoming Message.
- **OM** for Outgoing Message.
- **VI** for Violation.
- **HI** for History.
- **WA** for Warning.
- **PE** for Process Error.
- **EM** for Error Message.
- **EN** for Environment Message.
- **UC** for User Command.
- **TM** for Text Message.

**Correspondent:** Defines the sender of a message (for incoming messages) or first receiver of a message (for outgoing messages), only filled in for an Incoming Message, Erroneous Incoming Message, Outgoing Message or an Error Message.

**Details:** The detailed text of the message. These are revealed when you click on the arrow button. On the above example, the details for the second event have been expanded.

---

8.24.12.7 Alternate Routes

The **Alternate Routes** tab is limited to certain user profiles - you might very well not see it in your detached view of the Flight Details. It gives access to the following functionalities:

1. List of the Alternate Routes for a selected flight
2. The AO What If Reroute (AOWIR) possibilities including:
   a. The Reroute Preparation
   b. The Reroute Request Confirmation
   c. The Reroute Confirmation

The query for which Alternate Routes detached View is generated is reminded on top of the window:

- the aircraft identifier (**ARCID**),
- the ICAO code for the departure aerodrome (**ADEP**),
- the Initial Off Block Date (**IOBD**),
- the Initial Off Block Time (**IOBT**),
- and the ICAO code for the destination aerodrome (**ADES**).
8.24.12.7.1 Current Flight Details

- **Estimated Take Off Time**: Estimated Take Off Time.
- **Calculated Take Off Time**: Calculated Take Off Time.
- **Shift + Delay (MIN)**: Calculated shift plus delay time in minutes - a case sensitive letter may possibly be appended to the delay value to indicate following specific delay characteristics:
  - **D** when the delay value calculated for the flight is exceeding the delay confirmation threshold of a regulation affecting the flight.
  - **A** when the delay value of the flight has been adjusted to the clock.

Provisional delays (slot not yet published) are indicated by an asterisk on either side of the value including the possible delay characteristic letter (e.g. *12D*).

- **Estimated Elapsed Time (MIN)**: Estimated elapsed time in minutes.
- **Most Penalising Regulation**: The reference of the most penalising regulation affecting the flight.
  - If the flight is subject to regulations other than the one identified, the text - Other regulations apply is appended.
- **Aircraft Type**: Type of aircraft.
- **Initial Requested Flight Level**: Requested flight level.
- **Initial Requested Speed**: Cruising speed.
- **Route Length (NM)**: Length of flight path.

8.24.12.7.2 Additional Route Creation

The **Generate** button allows you to dynamically generate alternate routes taking into account entries in Via Point, Via Airspace, Avoid Point and Avoid Airspace.

**Attention**: The **Generate** button is only accessible if your profile so permits:

1. When further AOWIR possibilities are authorised for the displayed flight (Try or Apply are allowed and for the selected flight)
2. For all other cases (no further AOWIR possibilities).

- **Via Point**: List of published points to be overflown. By default, this field is empty.
- **Via Airspace**: List of airspace that must be traversed (in 2D projection). By default, this field is empty.
- **Avoid Point**: List of published points to be avoided. By default, this field is empty.
- **Avoid Airspace**: List of airspace that must be avoided (in 2D projection). By default, this field is empty.

**Note**: the fields described above are only visible when the Generate button is accessible.

The **Add** button allows you to manually enter a route (via the Reroute Preparation page) to the present list of alternate routes.

**Attention**: The **Add** button is only accessible for:

1. A flight which has its **AO What If Reroute** indicator code (W) set to T (Try is allowed) or A (Apply and Try allowed), and
2. A user with the appropriate security profile.

8.24.12.7.3 Buttons Bar

Additional action buttons may be available to you, depending first on your profile, and on the query context:

- **Reroute Prep**: To modify the selected alternate route and/or associated network address before issuing a route evaluation (Try) or a route request (Apply or Apply/File).
  - Only available for a flight which has its **AO What If Reroute** indicator code (W) set to T (Try is allowed) or A (Apply and Try allowed).
- **Try**: To perform a reroute flight plan evaluation including IFPS verification.
  - Only available for a flight which has its **AO What If Reroute** indicator code (W) set to T (Try is allowed) or A (Apply and Try allowed).
- **Apply**: To request for an immediate booking of a slot in ETFMS without filing the new flight plan in IFPS.
  - Only available for a flight which has its **AO What If Reroute** indicator code (W) set to A (Apply and Try allowed), and for which the **Filing Rule** (field 214 of the Flight General ICD message) is either O (Operator is obliged to refile) or F (filing can be done by AO or CFMU).
- **Apply/File**: To request for an immediate booking of a slot in ETFMS and an automatic filing of the new flight plan in IFPS.
  - Only available for a flight which has its **AO What If Reroute** indicator code (W) set to A (Apply and Try allowed), and for which the **Filing Rule** (field 214 of the Flight General ICD message) is F (filing can be done by AO or CFMU).

8.24.12.7.4 List of Alternate Routes

By default, the alternate routes list only displays alternative Standard routes (the CFMU system initially returns all potential alternative Standard routes).

The list of Alternate Routes features three sections:

**Filters**

- **MAX Shift + Delay**: Initially displays the greatest MAX Shift Delay value accepted by ETFMS. Following a reroute evaluation, it displays the last MAX Shift + Delay value queried.
- **Generated**: Check box to include/remove the generated (via the Generate button) alternate routes in the alternate routes list. By default, the check box is unchecked.
- **Manual**: Check box to include/remove the manually added alternate routes in the alternate routes list. By default, the check box is unchecked.
Following a reroute evaluation, the selected alternate route in the alternate routes list remains selected and is appended with the following:

**Result Summary**

The time and number of matches found.

**Routes List**

Prior to a reroute evaluation, for each alternate route, the alternate routes list displays the following elements:

- **radio button**: To indicate selection of the alternate route.
- **Route ID**: This is composed of:
  1. the route origin (aerodrome or point),
  2. the route destination (aerodrome or point), and
  3. the route sequence number. The sequence number shall be preceded by:
     - **G** for Generated routes (e.g. "EGKK LFPG G01"), and
     - **U** for manually entered routes (e.g. "EGKK LFPG U01").
- **Alternate Route**: The description of the rerouted part in ICAO field15 syntax including cruising speed and flight level.
- **Alternate Route Length (NM)**: The length of the proposed alternate route in Nautical Miles.
- **Difference**: The difference in Nautical Miles of the proposed alternate route with the current route.
- **CDR**: The worst CDR applied to this route.
  
*Possible values are:
  1. **ATS**: when the ATS route is always plannable.
  2. **1**: for permanently plannable conditional route. Closure is published in NOTAM and EAUP.
  3. **2**: for non permanently plannable conditional route. Opening can be published in an EAUP.
  4. **3**: for non plannable conditional route. Used only at short notice for ATC instructions.
  5. **Not Available**: for non plannable conditional route.

Following a reroute evaluation, the selected alternate route in the alternate routes list remains selected and is appended with the following elements:

- **reroute evaluation query stamp**: Following a reroute evaluation, this field displays the date and time (dd-hh:mm format) when the reroute evaluation request was processed.
- **reroute evaluation status**: The possible values are:
  1. **Try Ok**: if the last Try on the alternate route was successfully processed by the CFMU system.
  2. **Try Failed**: if the last Try on the alternate route unsuccessful.
- **reroute request error status**: Following an unsuccessful reroute evaluation, the reroute request error status field is displayed immediately after the reroute evaluation query stamp (otherwise it is not displayed). The possible values are:
  1. **NOT AUTHORISED FOR THIS FLIGHT**: <restriction>
  2. **ONLY TRY IS AUTHORISED FOR THIS FLIGHT**: <restriction>
  3. **A SLOT HAS BEEN FORCED FOR THIS FLIGHT**
  4. **FLIGHT ALREADY REROUTED BY**: <why> <state>
  5. **FLIGHT HAS A SIP**
  6. **ALREADY A SIP OR RRP OR RRN OR FLS RESPBY**
  7. **SUSPENDED DUE TO EXCEPTIONAL CONDITION**
  8. **SUSPENDED DUE TO REGULATION**
  9. **BIG (SHIFT) + DELAY ON NEW ROUTE**
  10. **INSUFFICIENT IMPROVEMENT ON NEW ROUTE**
  11. **SAME MOST PENALISING REGULATION AS OLD ROUTE**
  12. **BIG SHIFT ON NEW ROUTE**
  13. **DUE TO SHIFT ON NEW ROUTE: INSUFFICIENT IMPROVEMENT**
  14. **OVERLOAD**
  15. **AOWIR FUNCTION CURRENTLY DISABLED**
  16. **NOT IFPS COMPLIANT**
  17. **<indicator> NOT ALLOWED IN ROUTE**
  where:
  a. `<restriction>` = NOT_RESTRIC TED | FLIGHT_OPTION | STATUS_OF_FLIGHT | SUSPENSION_STATUS | MIN_SHIFT_DELAY | APPLY_TRY_TIME | CLOSE_TO_OBT | ALREADY_REROUTED | ALREADY_PROPOSAL
  b. `<why>` = NOT_REROUTED | ATFM | CWIR | AWIR | AOWIR.
  c. `<state>` = PRODUCED | EXECUTED | TIMED_OUT | REJECTED | REVOKED | NO_MATCH

- **New Take Off Time**: The new Take Of Time, if available.
  After the time, a letter **C** for Calculated indicates that using this new route, the flight is subject to regulation.
- **New Most Penalising Regulation**: The most penalizing regulation, if any.
- **New Route Length (NM)**: The length of the alternate route in Nautical Miles following a reroute evaluation, if available.
  Not displayed if reroute request error status is **NOT IFPS COMPLIANT**.
- **Difference**: The difference in Nautical Miles of the alternate route with the current route following a reroute evaluation.
  Not displayed if reroute request error status is **NOT IFPS COMPLIANT**.
- **New Shift + Delay**: The new Shift + Delay time in minutes, if available.
- **Difference**: The difference compared to the current Shift + Delay.
- **New Estimated Elapsed Time**: The new Estimated Elapsed Time, if available.
- **Difference**: The difference compared to the current Estimated elapsed time.
- **Overloaded Traffic Volume Id**: The new Estimated Elapsed Time, if available.
- **Suspended Status**: Indication if the flight is suspended or not.
  Only displayed if exceptional condition on the route.
- **Worst Shift Time Elapsed**: Only displayed if exceptional condition on the route and if the flight is not suspended.
- **RVR**: Only displayed if exceptional condition on the route.
- **XCD Traffic Volume Id**: Traffic volume where the exceptional condition is applicable.
8.24.12.7.5 Re-Routing Opportunities

This function allows you to identify flights that may benefit from re-filing their flight plans onto more efficient routes and to take advantage of the opportunities to optimise flight planning operations.

Identification

Whenever changes to airspace availability (e.g. after the release of the EAUP) may become beneficial, the NOP execute a search for flights that may benefit from rerouting their filed flight plans.

The parameters used to determine potential gain include:

- Flying time
- Route distance
- ATFM delay

**Caution:** The new route proposed is not a Network Operations recommended route; it is your responsibility to determine the operational acceptance of the route.

Flights identified as possibly benefiting from an opportunity are marked with a 'Y' in the **Opp** column.

You may click on the column header to sort the listed items and have all the flights that are marked 'Y' at the top:

![Re-Routing Opportunities Table]

Searching for Reports

A report is created after the search for opportunities successfully identified a potential re-route. The report is available in the operational log of the flight. To access the operational log, click on the blue link from the ARCID of the flight:

This opens the Flight Details Detached View where you now select the Operational Log tab. The search for opportunities report is available via the ‘HI REROUTE’ **Oplog Type**.

Click on the ➤ arrow symbol on the far left of the row to view the details of the report:
Analyzing a Report

A report contains all the routes that were identified as possible candidates; this includes routes that were regarded as not being suitable (too costly, etc).

The first line of the report shows the opportunity route identification (e.g. GCREEGBG1). This is the alternate route that is regarded as the most interesting. The detailed analysis of this route is present in the report.

The first detailed analysis has the title **Current route**: it is the original route with the relevant values and the **Field_15**.

For the opportunities search, the important values are:

- **DEPARTURE_DELAY**
- **FLYING_TIME**
- **ROUTE_LENGTH**

For each candidate route identified, there is a detailed analysis stored in the report. Each route starts with its **Route_Id** and also has its relevant values shown, and the **Field 15**.

**Delta values** are the result of the value of a given parameter in the original route subtracted from the value of the same parameter in the alternate route.

The potential savings (or costs) are indicated between parenthesis (and highlighted in green in the example below).

As you can see, the original route has a ROUTE_LENGTH of 1604 and the alternate route has a ROUTE_LENGTH of 1574, giving a delta of **(-30)** (30nm shorter route).
Lastly, the Delta Cost is the difference between the Total Cost values of both routes (in the case of this example, 11040 - 11233 = -193).

**Rerouting a Flight (AOWIR)**

**AOWIR** stands for Aircraft Operator What If Reroute - reroutes regulated and non-regulated flights.

Should you wish to reroute a flight, or analyse the possible alternate routes, click on the 'A' that is visible in the W (What-if) column. The rerouting function (AOWIR) is now available for applying a re-route up to 20 hours before EOBT of the flight:

This action opens a new window, listing all alternates as stored in the Network Manager route catalogue databases. In this example, there are 2 Alternate Routes displayed:
Click on the Generate button to search for more alternates - any found matches will be added to the list of alternate routes. In our example, there are now 7 Alternate Routes displayed:
The list of alternate routes displayed should contain the route that was identified as the 'opportunity' or 'interesting'.

If the desired route is not present, you may copy it from the search for re-route Operational Log report.

Next click on the Add button to open the manual re-routing box, paste the route, specify your AFTN or SITA address and then click on the Apply button:

Note for RPL Users: RPL data is visible in the NOP flight list before the individual flight plan has been generated in IFPS.

Any reroute attempt for flights generated from RPL data must be made no more that 20 hours before the EOBT of the flight.

8.24.12.7.5.1 File Reroute Directly To IFPS (CHG Message)

In order to submit a CHG message through IFPS,
1. select the route that you would like to use
2. right-click and select 'Apply / File':
The details of the flight and the selected route now show up. Insert your AFTN/SITA address and click on the OK button to submit the reroute to the Network Manager:

Once the reroute has been filed, a confirmation message is displayed, with a copy of the CHG message that was submitted to IFPS.

8.24.12.8 Flight Plan Details

The Flight Plan Details tab displays a list of operational logs - within the 24 hours ending one minute after the query was executed.

Note: This tab is only visible to the profiles with the Flight Plan Management role: AO, ARO, and FMP.
Flight Plan

8.24.12.8.1 Buttons Bar

Depending on the status of the flight, the following Flight Plan Management actions may be proposed:

- Update
- Delay
- Cancel
- Cancel and Refile

Please refer to the AO Specific Features (Section 8.24.1.5) section for detailed information on these commands.

In addition, a Request Flight Plan button allows you to request the sending of a copy of the Flight Plan to the Originator Address:

The Default address is in effect the AFTN or SITA address associated to your ANU Id...

The format in which the flight plan will be received (ICAO or ADEXP) is determined by the preferences set in ENV for your ANU Id.

8.24.12.8.2 IFPL

The Flight Plan data is also available from the Flight Plan Details tab. You may opt for one of the following formats:

- ICAO
- ADEXP
- Summary

ICAO / ADEXP

The flight Plan data is presented either in the ICAO format, or the more elaborate ADEXP format.
Summary

The Flight Plan data is presented in a structured way:

Flight Plan Details
- **Aircraft Identification**: DLH9VA
- **Number**: 00025102
- **Departure aerodrome**: EDDF
- **Cruising Speed**: N0436
- **Type of Flight**: SCHEDULE
- **Flight Rules**: IFR
- **Wake Turbulence Category**: MEDIUM
- **Aircraft Type**: A319
- **Departure time**: 11:22
- **Level**: F220
- **Total ETA**: 03:32
- **2nd Alternate Aerodrome**: EBLG
- **Other Information**: "WIPDLH-DATVM-DEPZ_EEGD-DESTZ_EEBR-ALTNZ_EBLG-RPP TCAS-PPI A1B1C1D1E151S2-SUR"
- **Supplementary Information**: "Endurance; Survival Equipment; Aircraft color and markings; Remarks; Pilot-in-command"
- **Dinghies**: Number; Capacity; Cover; Color

Flight History
The history of the flight plan is displayed, showing all the messages that have been exchanged on this flight plan, and contains a table with the following columns:

- **Expand/collapse arrows** respectively reveal and hide the details of the selected message (including the ACK messages).
- **Timestamp**
- **Checkpoint**
- **msgIn**: Type of incoming messages
- **msgOut**: Type of outgoing messages
- **Address**: List of addresses.

**Note**: you will need to manually refresh the Flight Details window to have any changes reflected in the Flight History section.

### 8.24.12.9 Messages

The **Messages** tab only appears when the Results table contains flight(s) for which message(s) have been issued - and if your profile allows you the sending of such messages.

This functionality allows you to submit a CASA message from the following message types for the selected flight:

- **REA**: REAdy to depart message
- **RFI**: Request For direct Improvement message
- **SWM**: SIP Wanted Message
- **SPA**: Slop Proposal Acceptance message
- **SRJ**: Slot proposal Rejection message
- **SMM**: Slot Missed Message message
- **RJT**: Rerouting reJecTion message
- **FCM**: Flight Confirmation Message

**Sending Messages**
1. From the message selector drop-down menu, click on the desired message type to submit.
2. When this is done, the Additional Information subpart of the message tab is adapted for the selected message type. Check for possible input(s) in the Additional Information subpart for the selected message type.
3. Click the desired originator address type (if the originator address type is not set to \textit{None}, specify the \textbf{Originator Address}).
4. If the flight details displayed are that of the flight for which the selected individual message is required to be submitted, click the \textit{Submit} button.

The \textit{Submit} and \textit{Reset} buttons are subsequently replaced by a time stamped confirmation message of submission.

\textbf{Attention:} this does not guarantee the subsequent message processing by the system, nor the results.

### 8.24.13 HMI Customisation for Flights

The NOP provides some ways to customise how the data is presented in the \textit{Flights} application, like columns order and sorting, default values, color schemes, etc.

Please refer to the \textit{Header > Header Buttons > Setting Preferences (Section 5)} section to get information on how to achieve this.

### 8.25 Flight Plan Management

\begin{center}
\begin{tabular}{l}
\textbf{Typical Scope:} \\
\textbf{TAC PRE}
\end{tabular}
\end{center}

\begin{center}
\includegraphics[width=\textwidth]{FlightPlanManagement.png}
\end{center}

\begin{center}
\begin{tabular}{l}
\textbf{Note:} Flight Plan submission is only visible to the profiles with the \textbf{Flight Plan Management} role: \textbf{AO}, \textbf{ARO}, and \textbf{FMP}.
\end{tabular}
\end{center}

The \textbf{Flight Plan Management} Portlet gives access to the IFPS Validation system (IFPUV). It is aimed to allow Airspace Users and Aerodrome Reporting Offices to submit their flight plans to a dedicated test system for validation, prior to their submission to the operational system. It may also be used to find an IFPS compliant route. The tool delivers the shortest possible IFPS compliant routes taking into consideration some user defined constraints (e.g. via a point or airspace, avoiding a point or airspace).

The IFPUV contains the current IFPS software and receives copies of updates to the operational environment database, fed by live updates. It is therefore an accurate reflection of the operational system.

The \textbf{Flight Plan Management} Portlet also allows you to submit your flight plans and flight plan updates to the operational IFPS system.

\textbf{Flight Planning Tools}

The Portlet lists the available tools:

- The \textit{Free Text Editor}, \textit{Structured Editor} and \textit{Contact and Support} links provide shortcuts to respectively directly access the IFPUV \textit{Free Text Editor}, \textit{IFPUV Structured Editor} and \textit{Contact & Support} tabs of the IFPUV Detached View.
- The \textit{Route Catalogue} link provides a shortcut to the Route Catalogue tab of the \textit{Airspace} Detached View.
- The \textit{Flight Planning Documentation} link provides a shortcut to additional online documentation.

The main difference between the two editor modes resides in the way to enter the flight plan: one single text field for the \textit{Free Text Editor} against a set of form elements ensuring data quality in the \textit{Structured Editor}.

Lastly, the \textit{Contacts & Support} link opens a tab compiling all the means to get in touch with the NM, access to useful information and documents, and options to report problems.

\textbf{Caution:}

- Flight plans submitted to IFPUV for pre-validation are not stored.
- Manual correction is not possible. The IFPUV response is automatic.
- Flight plan originators are reminded that flight plan \textbf{messages must} be submitted to the...
IFPS to ensure acceptance in the operational system.

- The routes that are proposed by IFPUV are not to be considered as ‘NM recommended routes’. IFPUV is NOT a flight planning system. The responsibility to ensure operational acceptance of the IFPUV proposed routes before filing to IFPS is with the flight plan originator.

8.25.1 Free Text Editor

The Free Text Editor tab allows you to enter a flight plan directly in ADEXP or ICAO format, validate it against IFPUV, request for route proposals, and then submit it.

You may either type in the data, or paste it from an external Flight Plan editing application.

It is divided in four sections:

1. Data Entry
2. Validation Results
3. Proposals
4. Submit Results

Besides the Data Entry (Section 8.25.1.1) area, where you may enter the FPL in free form (as opposed to the structured method), all the other features and tools are common with the Structured Editor (Section 8.25.2).

8.25.1.1 Data Entry

The Editor features the following functions:

8.25.1.1.1 Validate

The Validate button is used to validate the submitted data and get to see the results in the Validation Results (Section 8.25.1.2) section.

8.25.1.1.2 Propose Routes
The **Propose Routes** button is used to get a list of possible routes displayed in the **Proposals (Section 8.25.1.3)** section. This function is restricted by security profile so you may not have access to it.

### 8.25.1.1.3 Submit

The **Submit** button sends the flight plan to the IFPS, and updates the content of the **Submit Results (Section 8.25.1.4)** section.

**Notes:**

1. Flight Plan submission is only visible to the profiles with the **Flight Plan Management** role: AO, ARO, and FMP.
2. At submission step, a check is performed for mixed IFR/VFR flights. If such a case is encountered, a disclaimer message pops up:

   
   It is the responsibility of the flight plan message submitter to address flight plans and associated flight plan messages for the VFR portions of mixed IFR/VFR flights, entering, over flying or departing the IFPS zone (IFZ).

   
   ![Disclaimer Message]

### 8.25.1.1.4 Additional Addresses

The **Additional Addresses** link opens a dialog allowing you to specify the additional AFTN address(es) where the flight plan will be sent by means of the **Submit** button.

**Additional AFTN Addresses**

- **Address**
  - Add
  - Cancel

**OK**  |  **Cancel**

### Data Entry

This is where you will enter the content of the following fields:

- **FPL Data**: Free text area to enter a flight plan in ADEXP or ICAO format. By default, this field is empty.
8.25.1.2 Validation Results

The Validation Results panel is in effect a message area, displaying the IFPUV response to the Validate action:

- If the submitted flight plan is correct, the message is NO ERRORS. The flight plan is therefore considered as being valid:

  ![Validation Results](image)

- If the submitted flight plan is not correct, a message indicating the affected parameter and the nature of the error is displayed:

  ![Validation Results](image)

You can then make the necessary corrections and resubmit the query, until the "NO ERRORS" message is returned.

8.25.1.3 Proposals

Following a click on the Propose button, the Proposals panel is displayed with the following:

- If the query contains errors: a list of errors in the submitted query (not related to the no of errors in the original route)

- If the query is valid and is accepted by the server:
A Plot All Routes button: opens the Interactive Map (Section 8.17.1) to graphically display the flight profile of the original route, as well as all the proposed routes:

- **Original Route**: indicates the original route:
  - **Length** (in Nautical Miles)
  - **Duration** (in hours and minutes)
  - **Route**: the actual route
  - **Select Route**: a SELECT link to automatically paste the corresponding route in the Route field

- **Proposed Routes**: displays in a table form, the following parameters:
  - **Id** (position in the list returned by the server)
  - **Length** (in Nautical Miles)
  - **Diff Length**: the difference in length compared with the original route expressed in Nm and percentage
  - **Duration** (in hours and minutes)
  - **Diff Duration**: the difference in duration compared with the original route expressed in HH:MM and percentage
  - **Route**: the proposed route(s) - or indication of no route being found
  - **Errors**: the number of errors encountered
  - **Select Route**: a SELECT link to automatically paste the corresponding route in the Route field

**Note**: The length difference is displayed in colour red if bigger than +0.5%, in green if smaller than -0.5% and in black if between and included -0.5% and +0.5%.

8.25.1.4 **Submit Results**

The Submit Results panel is another message area, displaying the IFPS response to the Submit action:

**Submission status**: REJECTED

Errors
SYN99: INVALID LONGITUDE DESIGNATOR (EET LONG)
After a valid submission, the ACK message from IFPS is displayed:

8.25.2 Structured Editor

The Structured Editor tab allows you to fill in various fields of a flight plan and then validate it against IFPUV, request for route proposals, and then submit it:

It is divided in four sections:

1. **FPL Data** - itself composed of two subsections:
   a. **FPL Data**
   b. **Proposal Data Entry**
2. **Validation Results**
3. **Proposals**
4. **Submit Results**

**Note:** Flight Plan submission is only visible to the profiles with the Flight Plan Management role: **AO, ARO, and FMP.**

8.25.2.1 Editing Tabs

When first opened, the Editor panel features two tabs, respectively labeled **...1** and **Next FPL:**
The first corresponds to the currently displayed data, and is labeled ...1 by default. As soon as you enter data, the label name changes to reflect the value of the AIRCRAFT ID field:

If need be, you can create additional tabs (and subsequently, additional flight plans) within the same Detached View and navigate between them.

To create a new tab, simply click on the Next FPL tab - in this example, the result will be the creation of a new tab, labeled ...2 by default (until you specify the relevant ARCID):

To delete a tab, click on the corresponding Close red cross:

Which results in:

When opened from one of the Flights List (Section 8.24) windows (e.g. Update in the Flight Plan Details) the Editor is presenting the data corresponding to the selected flight's flight plan:

8.25.2.2 Create / Edit data
Enter or edit the flight plan data - please refer to the FPL Data (Section 8.25.2.7) section for detailed information on the Structured Editor features.

8.25.2.3 Validate
The **Validate** button is used to validate the submitted data and get to see the results in the **Validation Results (Section 8.25.1.2)** section.

### 8.25.2.4 Propose Routes

The **Propose Routes** button is used to get a list of possible routes displayed in the **Proposals (Section 8.25.1.3)** section. This function is restricted by security profile so you may not have access to it.

### 8.25.2.5 Submit

The **Submit** button sends the flight plan to the IFPS, and updates the content of the **Submit Results (Section 8.25.1.4)** section.

**Notes:**

1. Flight Plan submission is only visible to the profiles with the **Flight Plan Management** role: AO, ARO, and FMP.
2. At submission step, a check is performed for mixed IFR/VFR flights. If such a case is encountered, a disclaimer message pops up:

```
It is the responsibility of the flight plan message submitor to address flight plan and associated flight plan messages for the VFR portions of mixed IFR/VFR flights, entering/over flying or departing the IFPS zone (IFFZ).
```

### 8.25.2.6 Additional Addresses

The **Additional Addresses** link opens a dialog allowing you to specify the additional AFTN address(es) where the flight plan will be sent by means of the **Submit** button.

### 8.25.2.7 FPL Data

The **FPL Data** section comprises two expandable/collapsible areas:

- **FPL Data**
- **Proposal Data Entry**
Featuring plain text fields as well as dedicated editing components (wizards), the FPL Data area provides a structured and convenient way to enter or check the flight plan information.

- **DATE OF FLIGHT:** The date of the flight - you may either type in the date, or use the Date Picker.

  ![Date Picker](image)

  Note: you can achieve the same result by editing the value of the DOF indicator in the OTHER INFORMATION field:

- **AIRCRAFT ID:** Aircraft identification. By default, the field is empty.
- **FLIGHT RULES:** Flight rules. In the Flight Assistant mode, a drop-down list allows to select a possible value from:
  a) I for IFR.
  b) V for VFR.
  c) Y for IFR changing to VFR.
  d) Z for VFR changing to IFR.
  e) Empty – the default value.
- **TYPE OF FLIGHT:** Flight type. A drop-down list allows selecting a possible value from:
  a) S for scheduled.
  b) N for non-scheduled.
  c) G for general.
  d) M for military.
  e) X for training.
  f) Empty – the default value.
- **NUMBER:** Number of aircraft, if more than one in case of formation flights. By default, the field is empty.
- **AIRCRAFT TYPE:** the type of Aircraft. By default, the field is empty.
- **WAKE TURBULENCE CAT:** Wake turbulence category indicating maximum certified take-off mass of the aircraft. A drop-down list allows selecting a possible value from:
  a) L for light.
  b) M for medium.
  c) H for heavy.
  d) J for super.
  e) Empty – the default value.
- **EQUIPMENT:** Comprises of the following two fields:
  a) Radio communication, navigation and approach aid equipment.
  b) Surveillance equipment.
  By default, both the fields are empty.

  ![Equipment Fields](image)

  A comprehensive wizard facilitates the specification of the equipment and capabilities parameters - see description below.

- **ADEP:** ICAO code of the aerodrome of departure. By default, the field is empty.
- **EOBT:** Estimated Off-Block time. By default, the field is empty.
- **ROUTE:** Brings together the values of the following parameters (by default, the field is empty):
  1. **CRUISING SPEED:** The true airspeed for the first or the whole cruising portion of the flight.
2. **LEVEL**: Requested cruising level.
3. **ROUTE**: Flight Plan route.
   - **ADES**: ICAO code of the aerodrome of destination. By default, the field is empty.
   - **TOTAL EET**: Total Estimated Elapsed Time (hhmm). By default, the field is empty.
   - **ALTN AERODROME**: ICAO code of the first alternate aerodrome of destination. By default, the field is empty.
   - **2ND ALTN AERODROME**: ICAO code of the second alternate aerodrome of destination. By default, the field is empty.
   - **OTHER INFORMATION**: List of additional indicators, when relevant (as specified by ICAO for Field 18 of the FPL).

**Proposal Data Entry**

- **Via point(s)**: List of published points to be flown. By default, the field is empty.
- **Via airspace(s)**: List of airspaces that must be traversed (in 2D projection). By default, the field is empty.
- **Avoiding point(s)**: List of published points to be avoided. By default, the field is empty.
- **Avoiding airspace(s)**: List of airspaces that must be avoided (in 2D projection). By default, the field is empty.
- **Propose only RAD compliant routes**: When checked, IFPUV only returns routes that are RAD compliant. If not checked, it returns all possible routes. By default, this field is checked.
- **Max number of proposals (1-10)**: Maximum number of proposed routes required from IFPUV, between 1 and 10. By default, this field is set to 5.

**Wizards**

8.25.2.7.1 **EQUIPMENT**

Click on the highlighted orange arrow to open the **EQUIPMENT** wizard - note how the **DE3FGILORVWY** / H values of the text fields are presented in the editor:
Select the desired parameters and click on the **OK** button to exit the wizard and apply the new values to the text fields - or click on the **Cancel** button to discard unwanted changes.

8.25.2.7.2 OTHER INFORMATION

Click on the highlighted **CLICK HERE TO ENTER DATA** link to open the **OTHER INFORMATION** wizard:

The **Other Information** wizard is structured as follows:

- **INDICATOR**: a drop-down menu listing all available indicators (STS, PBN, EUR, NAV, COM, ...)
- **Parameter(s)**: numerical of alphanumerical value, text field(s), tables, etc.
- **Action Buttons**: the standard **OK** and **CANCEL** buttons.
Add Indicator

Example (for the NAV indicator):

1. Select the desired INDICATOR:

   ![Indicator Selection Screenshot]

2. Specify the value(s):

   ![Value Entry Screenshot]

3. Click on the OK button:

   ![OK Button Click]

4. The newly created NAV indicator now shows in the OTHER INFORMATION field:

   ![Completed Indicator]

Edit Indicator

Simply click on the desired indicator to open the corresponding wizard.

Delete Indicator

Click on the trailing x link to remove the corresponding indicator from the OTHER INFORMATION field:

![Delete Indicator Screenshot]

More information on how to work with the OTHER INFORMATION wizard can be found in the IFPUV Users Manual (http://www.eurocontrol.int/sites/default/files/content/documents/nm/network-operations/HANDBOOK/ifps-users-manual-current.pdf) - additional support can be obtained from the Contacts and Support tab:
8.25.2.8 Validation Results

The Validation Results panel is in effect a message area, displaying the IFPUV response to the Validate action:

- If the submitted flight plan is correct, the message is **NO ERRORS**. The flight plan is therefore considered as being valid:

  ![Validation Results: NO ERRORS](image)

- If the submitted flight plan is not correct, a message indicating the affected parameter and the nature of the error is displayed:

  ![Validation Results: Error: SYN99: INVALID LONGITUDE DESIGNATOR (EET LONG)](image)

You can then make the necessary corrections and resubmit the query, until the "NO ERRORS" message is returned.

8.25.2.9 Proposals

Following a click on the Propose button, the Proposals panel is displayed with the following:

- If the query contains errors: a list of errors in the submitted query (not related to the no of errors in the original route)
- If the query is valid and is accepted by the server:
  - A Plot All Routes button: opens the Interactive Map (Section 8.17.1) to graphically display the flight profile of the original route, as well as all the proposed routes:

  ![Proposals Panel](image)
8.25.2.10 Submit Results

The **Submit Results** panel is another message area, displaying the IFPS response to the Submit action:

![Submit Results Panel]

After a valid submission, the **ACK** message from IFPS is displayed:
8.26 Incident Management Tool

Typical Scope: POS TAC PRE STR

The Incident Management Tool Portlet (where “incident” is meant to be “operational incident with a potential to become a disruption or crisis”) essentially provides an Open Dashboard link, opening the Incident Management Tool - Dashboard (Section 8.26.1) window, which in turn lists ongoing incidents together with a short status of activities.

**Note**: Access to the Incident Management Tool Portlet is restricted by profile. This section may therefore not concern you, in which case you will only see the following:

Incident Management Tool

You are not authorised to see IMT

8.26.1 IMT - Dashboard

The Incident Management Tool - Dashboard detached view lists all ongoing incidents, and displays a short status of activities. It initially features a 5-column table:

- (unnamed): maximize/minimize button, to respectively display or hide the list of **Roles** having performed an **Activity** on the incident, along with the corresponding **Activity** performed:

The list is ordered by **Role**: the same **Role** order present in the loaded **Configuration** for that incident - please refer to the Incident Configuration (Section 8.26.3) section for more information.
Note: In cases where no activity has been logged for the incident, an explanatory text is displayed: 'No Activities logged for this Incident'.

- Incident Name: the name of the incident.
- Description: a short descriptive text.
- Occurrence Time: the date and time of the occurrence.
- Operational Phase: the current Operational phase containing the incident. It can be one of the following: NORMAL_OPS, PRE_ALERT, DISRUPTION, CRISIS, or RECOVERY.
- State: the current state of the incident. It can be one of the following: ONGOING or CLOSED.

Sorting Columns
Clink in the desired column header and use the down arrow or up arrow to sort the column content respectively in descending order or ascending order.

Showing/Hiding Columns
From the down arrow appearing to the right of a column header over which passes your mouse pointer, use the Columns menu to select/deselect the titles of the column you want to respectively show or hide from the table:

Note: this menu also provides an alternate column sorting method with the and commands.

Resizing Columns
The width of the columns can be adjusted to your need - move your mouse pointer to the column separator you want to adjust until the pointer changes to the split symbol ... :

... and drag it to the desired location:

Filtering Columns
From the same down arrow, you have access, when relevant, to the Filters option:

You can use this feature to turn On or Off the application of a filter to the concerned column - and specify the filtering parameters. When a filter is activated, the corresponding column header is displayed in italics (Occurrence time in this example):
Filtering parameters

- **Description**: Enter free text;
- **Occurrence time**: choose one of the mutually exclusive options (Before, After and On) and specify the Occurrence time with the date picker;
- **Operational Phase**: select one or more options from the proposed list: NORMAL_OPS, PRE_ALERT, DISRUPTION, CRISIS and RECOVERY;
- **State**: select from the proposed list: ONGOING and/or CLOSED.

Sorting Steps

Click in the desired column header and use the down arrow or up arrow to sort the column content respectively in descending order or ascending order.

Buttons Bar

Three action buttons are also part of the Dashboard layout:

- **Create**: used to create an Incident,
- **Refresh**: refreshes the list of incidents,
- **Open Admin**: opens the Incident Configuration (Section 8.26.3) window.

8.26.2 Incident Reports

An **Incident Report** expresses two concepts:

- **the Incident Description**.

  ✋ **Note**: NM can make it evolve over time - when NM updates it, this evolution is captured within the log of the incident. However, the incident report always displays the latest version of the incident description.

- **the History** of the incident: changes to the incident description, operational phase transitions, facts and activities are kept in a Log table.

The **Incident Report List** view is accessible directly from the Dashboard (Section 8.26.1):

The Incident Report itself is viewable when double-clicking on one of the items on the lines in the Incident list:
This action opens the Incident Management Tool - Details window - where you can, if need be, make additions, changes and corrections:

**Attention:** the User Role that does the modifications has to be selected before the template can be edited.

Please refer to the Create a Incident Report (Section 8.26.2.1) section for information on the Incident Management Tool - Details window content.

### 8.26.2.1 Create an Incident Report

Incidents Reports are created using the Incident Management Tool - Details template:
This window is invoked from the Dashboard, using the Create button:

**Note:** the Create button is only available to users having been assigned at least one Role in the current Configuration - please refer to the Incident Configuration (Section 8.26.3) section for more information.

The Incident Management Tool - Details template comprises three distinct areas:
- a Buttons Bar,
- the Incident Details data fields,
- a series of 6 tabs: Description, Measures taken, EACCC Involvement, Impact, Remarks and Reports.

**The Buttons Bar**

- **Save**: persists the changes in the system and closes the window to return to the Dashboard,
- **Print**: generates a fully editable MS Word .docx version of the current Incident details content and opens Word, from which you can then adjust the text content, and/or use the Print function of the application,
- **Close**: exits the editor without saving the changes.
**Note:** the reports generated by the **Print** command, and if need be edited in accordance with targeted audience(s), may then be uploaded back to the Incident Details, using the **Upload Attachment** widget:

> ![Image](image.png)

**Incident Details**

The **Incident Details** template gets editable as soon as a **User Role** has been selected from the available drop-down list:

> ![Image](image.png)

When done, you may enter data in the following fields:

- **Incident Name**: provide a name for the Incident.
- **Source**: the source of the Incident, e.g. TOM.
- **Time**: the incident occurrence time, in the dd/MM/yyyy HH:mm format - a date picker is provided to assist you.
- **State**: the state of the Incident (CLOSED or ONGOING) - set by default to ONGOING.
- **Operational phase**: the phase associated to the Incident - set by default to PRE_ALERT.
- **Configuration version** (read only): the Configuration (NMICP) version associated to the Incident.

The following input fields are presented via tabs, to keep the form as compact as possible:

> ![Image](image.png)

**Note:** all tabs (as mentioned below) also contain a component to incorporate attachments:

- **Description**: free text describing the incident + attachment(s).
- **Measures taken**: free text + attachment(s).
- **EACCC Involvement**: free text + attachment(s).
- **Impact**: free text + attachment(s).
- **Remarks**: free text + attachment(s).
- **Reports**: free text + attachment(s).
8.26.2.1.1 Log Table

Lastly, at the bottom of the screen lies the Log area:

A couple of Add Fact and Add Activity buttons allow you to respectively add Facts or Activities to the Incident.

The very first log entry is the creation of the incident in the application. Each transition (Creation, Fact or Activity) is then displayed in the log table, along with the following elements:

- **Step id** (applicable for an Activity),
- **When**: Date & Time when the modification occurred,
- **Type**: Type of the log entry action,
- **Why**: "Creation" when the incident was just created, Fact description (if log entry= FACT), the activity name (in reality the Step name) and Activity,
- **Username**: Id of the user having performed the action,
- **Role**: the Role that was taken by the user performing the action.

Double click on an entry to open its Log details component - and edit its content:

8.26.3 Incident Configuration

This is what the Incident Configuration window looks like when first opened:
The Incident Configuration window is divided in two areas:

- **Buttons Bar**
- **Content Panel**

### Buttons Bar

The **Buttons Bar** features 6 buttons... :

- Create
- Open
- Clone
- Save
- Publish
- Return to the Dashboard

... and a text label:

- A label displaying which configuration is the ‘Current’ configuration (or a message stating that none is loaded when applicable as per above example).

#### 8.26.3.1 Create a new Configuration

This is the dialog you get when you click on the **Create** button:

![Create new configuration dialog](image)

The newly created configuration is set by default to a **DRAFT** state. All properties of the configuration (**Users**, **Roles**, **Activities** and their **Steps**) are by default set to empty.

There are 3 different states for a given Configuration:

- **DRAFT** (newly created Configuration, non usable to create new Incidents),
- **CURRENT** (active Configuration, used to create Incidents),
- **PUBLISHED** (non-active, previously CURRENT Configuration, often linked to obsolete, inactive incidents).

#### 8.26.3.2 Open an existing Configuration

This is the dialog you get when you click on the **Open** button:

![Open an existing configuration dialog](image)

The drop down menu lists all previously recorded Configurations, with their corresponding status between brackets:

- **Test_Conf (CURRENT)**
- **ClonedConf (DRAFT)**
- **1.0 (PUBLISHED)**

#### 8.26.3.3 Clone a Configuration

Clicking on the **Clone** button will get you this dialog:

![Clone existing configuration dialog](image)

**Note:** you need to have created or opened a Configuration in order to get access to the Clone function (if not so, the **Clone** button is disabled):
Enter the name for the cloned version, and click on the OK button:

![Clone an existing configuration](image)

**Attention:** Only alphanumeric are allowed, as well as dots, underscores and dashes - and the total number of characters is set to 10.

8.26.3.4  **Save**

The **Save** button instantly save the latest modifications of the Configuration without any dialog.

8.26.3.5  **Publish**

![Publish button is only active for Configurations that are in a DRAFT state.](image)

**Note:** The **Publish** button is only active for Configurations that are in a DRAFT state.

When the **Publish** button is clicked, the selected (DRAFT) Configuration is set to a CURRENT state, and is ready to serve as active configuration for the creation of upcoming incident reports.

**Content Panel**

Once a configuration has been loaded (by means of the **Create** or the **Open** function), the content panel is ready for user interaction:

![Content panel](image)

The section features the following tabs:

- **Users**
- **Roles**
- **Activities**
- **Steps**

8.26.3.6  **Users Tab**

This is where you will manage users - adding and removing individuals from the current incident Configuration:

**Add Users**

Use the four arrows to transfer to the selected users back and forth between the right window (selected users) and the left window (list of users available for selection):

- ![Transfer all the Users from the list to the selection (right window)](image)
- ![Transfer the selected User from the list to the selection (right window)](image)
- ![Remove the selected User from the selection (right window)](image)
- ![Remove all the selected Users from the selection (right window)](image)
The binoculars icon gives you the ability to perform a predictive search on the NOP registered users, and narrows down the result list:

Now click on the OK button to save your selection and assign it to the current Configuration:

Select any user in the list to get its **User Detail** (**User Name**, **Token ID** and assigned **Roles**):
Use the Manage Roles button to open the Roles Editor, and add or remove roles for the selected user:

Note: the Roles available for assignment are managed in the Roles Tab - see below for detail.

From here, you may wish to add more users to the list (with the Add button) or remove selected user(s) with the Remove button.

8.26.3.7 Roles Tab

This is where you manage the various roles.

Use the Add and Remove buttons to respectively add or remove Roles, and the Up and Down button to move selected Role(s) up and own the list.

Note: Only Roles with no Users associated with them can be moved up & down the list or removed. If a Role is still associated with at least one User, the Up & Down buttons are deactivated.

Select a Role in the left pane to get, in the right pane, the list of all Users that possess this Role:
8.26.3.8 Activities Tab

The Activities tab lists the various Activities - automatically listed by increasing alphabetical order.

Use the Add button to create a new Activity ... :

... and the Remove button to delete the selected Activity:
8.26.3.9 Steps Tab

The Steps tab is the place you manage the different steps corresponding to the activities:

The available Steps are listed in a 4-columns table:

- **Step**: the step ID - a non-unique integer ranging from 0 to 2,140,000,000,
- **Activity**: the activity to which the step belongs to (pull-down menu displaying the content managed in the Activities tab) registered for the selected Configuration,
- **Role**: the Role corresponding to the Activity and Step (pull-down menu displaying the content managed in the Roles tab) registered for the selected Configuration,
- **Phase**: the Operational Phase for which the Role + Activity + Step is associated to following the NMICP chart (pull-down menu).

**Managing Steps**

Use the **Add** button to enter a new Step to the list, and the **Remove** button to delete the selected entry.

Click on any cell to edit its content:
Sorting Steps
Clink in the desired column header and use the down arrow or up arrow to sort the column content respectively in descending order or ascending order.

8.27 Initial Network Plan

Typical Scope: POS TAC PRE

The Initial Network Plan Portlet essentially gathers the various components of the Daily plan (presented through the Network (Section 8.27.4), FAB (Section 8.27.5) and FMP (Section 8.27.6) top links), and the resulting compiled Initial Network Plan, in the form of a PDF document distributed by means of the Network Plan (Section 8.27.7) top link.

Note: When the Daily Plan is not yet available (or when the Daily plan exists with an Applicability Date that does not correspond to the NOP Target Date (Section 3.1)) the map is not displayed and the Portlet presents the following elements:

- A picture (if one has been defined) and
- A 'No Daily Plan' Text associated to the selected ATFCM phase.

The Daily Plan is a set of Tactical ATFCM measures (e.g. activation of Routing Scenarios, regulations, etc.) prepared by the NM and other partners (FAB, FMP) concerned during the planning phase.

Published every day around 1600UTC, it is accessible via the NOP and also promulgated via AFTN by means of the ANM and Network News messages.

The Daily Plan may be updated at any time according to the needs.

8.27.1 Map and colors

The Linked Reference Locations are displayed and coloured on the map according to the type of the defined daily plan item to which it applies:

- If a linked reference location has a daily plan item of type Hotspot, it gets the Hotspot Label Colour, even if it has items of other types.
- If a linked reference location has a daily plan item of type Event ('Axis', 'Special', 'Military' or 'Critical'), it gets the Event Label Colour, even if it has items of other types (except Headline).
- If a linked reference location has a daily plan item of type ACC, it gets the ACCs Label Colour, even if it has items of other types (except Headline or Event).
- If a linked reference location has a daily plan item of type NAT, it gets the NAT Label Colour, even if it has items of other types (except Headline, Event or ACC).
- If a linked reference location has a daily plan item of type Weather, it gets the Weather Label Colour, even if it has items of other types (except Headline, Event, ACC or NAT).
- If a linked reference location has a daily plan item of type Other, it gets the Other Label Colour except it has daily plan items of any other type.

So for a linked reference location to be displayed and coloured on the map, at least one daily plan item has to be associated with this linked...
8.27.2  Color code
The map in this portlet indicates with color codes the areas which are affected by a significant ATFCM event at the moment of publication. The top left corner displays color patches - one for each Daily Plan section (Hotspot, Events, ACC’s, NAT, Weather and Other):

![Color code patches]

Note: The Daily Plan uses the same Map component as the ATFCM Network Situation. Please refer to that specific section (Section 8.17.1) to get detailed help, useful information and demo movies on the general Map features.

Accessing the Map
Three additional links do also appear at the bottom of the Portlet, namely Network Interactive Map, Network Static Map and Network Static Map (IE7/8).

Network Interactive Map  Network Static Map  Network Static Map (IE7/8)

The Network Interactive Map links to a Detached View (Section 8.17.2) displaying a map connected to the operational system, enabling you to extract operational information.

The Network Static Map links open static versions of the Map - either for current browsers (Network Static Map (Section 8.27.9)) or older Internet Explorer versions (Network Static map (IE7/8) (Section 8.27.10)).

8.27.3  All
The All shortcut opens a Daily Plan Detached View presenting a set of Tactical ATFCM measures (e.g. activation of Routing Scenarios, regulations, etc.) prepared by the NM and agreed with all partners concerned.

Target Date 21/01/2016
D (Tactical)

Published every day around 1600UTC, the Daily Plan is a set of Tactical ATFCM measures (e.g. activation of Rerouting Scenarios, regulations, etc.) prepared by NM and agreed with all partners concerned during the planning phase.

21/01/2016 21:34:08 - 1 report

<table>
<thead>
<tr>
<th>Unit</th>
<th>Last Update</th>
<th>Last Published</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFNU</td>
<td>20/01/2016 16:03</td>
<td>20/01/2016 16:03</td>
<td>PUBLISHED</td>
</tr>
</tbody>
</table>

The table lists all daily plans from your Unit for the selected Target Date, in four columns:

1. Unit: the ANU id to which the plan applies - this is an hyperlink that leads to opening one of the other areas (Network, FAB or FMP).
2. Last Update: the date time of last update.
3. Last Published: last date time the daily plan was made PUBLISHED; left empty if plan is in state NOT_PUBLISHED
4. State: the Publication state

Notes about date and time:
- If a file is added/removed the last update time is modified to reflect a change in the contents of the daily plan.
- If a file is promoted/demote the last update time is modified to reflect a change in the contents of the daily plan.
- Comments are not considered as daily plan content; therefore adding a comment does not modify the last update time.
The publication state is not considered as daily plan content; therefore modifying the publication state does not modify the last update time. When a daily plan changes from NOT_PUBLISHED to PUBLISHED the last published time is modified. When a daily plan changes from PUBLISHED to UNPUBLISHED the last published time is not changed.

8.27.4 Network

8.27.4.1 Network

The Network shortcut opens a Daily Plan Detached View presenting the different parts of the Network Daily Plan grouped in 6 collapsible sections: Hotspot, Event, ACCs, Nat, Weather and Other.

The Network Daily Plan is a list of daily plan items that contain information about:

- Areas with issues that cause network imbalance, either decrease of capacity or increase of demand; these issues can be anticipated (like a special event or an axis management event) and the plan item can be simply the application of a published scenario; issues can also be unforeseen, such as weather conditions.
- Measures taken to address the problems, namely:
  - Application of published scenarios
  - Ad-hoc measures
  - No measure at all, accept and publish the expected consequences

Certain information items may come along with additional elements such as pictures, documents, links to external resources, etc.

Structure and Presentation

Depending on the type of Daily Plan segment or item block, you may encounter the following elements:

- **Title**
  - If an Event Title is defined, it is displayed.
  - A Daily plan item defined as ACC item has no associated title.
  - The next line contains a comma separated list of the name associated to each ACC identified for the daily plan item - if any. The items are displayed in the same order as they have been introduced by the content contributor(s).
  - Please refer to the corresponding section in the WIND Online Help or User Manual for details on Daily Plan Content Management.
  - Daily plan item defined as Event item has possibly a list of associated Event ACCs.
  - Daily plan item defined as ACC item has only one associated ACC.
- If the Event reference is defined for the daily plan item, the Event reference is then displayed, preceded by the text defined as Event Label. This Event is implemented as a link opening the Event Details window for the corresponding Event.
- The Description text defined for the daily plan item.
- Next comes the Linked Reference Locations associated for the daily plan item.
- On the next line, if defined and if any scenario is to be displayed, the Scenarios Label associated to the daily plan item.
- Then on every subsequent line (one line per scenario):
  - The Title defined for each scenario Reference associated to the daily plan item in the Scenarios list - a link to open the corresponding Scenario Details (Section 8.10.2) window.
  - Information tagged text associated to the scenario in the Scenarios list of the daily plan item.
- If defined, the links defined in the Info Link list with the associated descriptive details (Label, Image, Description).
Lastly, and if any, the **Conclusion** tagged text associated to the daily plan item.

**Note:** the screenshots proposed below are taken from a variety of Target Dates, in order to cover the full scope of content possibilities.

**Hotspot**

List of Pre-tactical headline news reporting very significant unforeseen events that will affect the traffic of that day, such as a strike.

**Event**

The most relevant network events that affect the traffic on that day, grouped by FIR.
The list of ACCs where problems are expected and possibly the measures applied.

<table>
<thead>
<tr>
<th>Accs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGGT</td>
<td>RISK OF FREEZING FOG FOR EGGW AND EGSS. TACTICAL MEASURES POSSIBLE</td>
</tr>
<tr>
<td></td>
<td><strong>Locations</strong>: EGSS, EGGW</td>
</tr>
<tr>
<td></td>
<td><strong>DAILY BRIEF</strong></td>
</tr>
<tr>
<td>EDYY</td>
<td>No pre-tactical measures</td>
</tr>
<tr>
<td></td>
<td><strong>Locations</strong>: DAILY BRIEF</td>
</tr>
<tr>
<td>LFRR</td>
<td>NEW ELECTRONIC ATM SYSTEM (ERATO) IMPLEMENTATION PHASE 2</td>
</tr>
<tr>
<td></td>
<td>23 REGULATIONS APPLIED UNTIL 1100</td>
</tr>
<tr>
<td></td>
<td>THE FOLLOWING SCENARIOS HAVE BEEN APPLIED WITH A DELAY THRESHOLD OF 20 MINUTES.</td>
</tr>
<tr>
<td></td>
<td>FL7RVK.: 0730-1000</td>
</tr>
</tbody>
</table>

Whenever relevant, a **DAILY BRIEF** link opens the corresponding **Pre-Tact Brief** PDF document:

**NAT**

The **NAT** expected problems.
Weather

The Weather section displays the relevant weather conditions.

Other

Lastly, the Other section lists any other information deemed relevant.
Regulation Plan

In cases where the ANM is already released for the selected target date, a Regulation Plan link is provided below the list of information blocks, opening the corresponding ANM window:

Comments

You are able to comment the daily plans - any time between D-6 and D+15 months, even if there is no daily plan for your unit and that day. A comment can be marked as private by the author - using the Private check box illustrated below. In that case access too it is restricted to the users belonging to the same ANU as the author of the comment.
Authorisation Table

8.27.4.2 Comment Daily Plan

Network Daily Plan  Only users of whom the ANU is in the ATFM world of the ANU of the daily plan
FAB Daily Plan     Only if FAB is known and active;
                   only users of whom the ANU is in the ATFM world of the ANU of the daily plan
FMP Daily Plan     Only if FMP is known;
                   only users of whom the ANU is in the ATFM world of the ANU of the daily plan

8.27.4.3 View Daily Plan / Download Daily Plan files

Network Daily Plan  Private comments in the daily plan are only displayed to users of whom the ANU is the same as the ANU of the comment
                   Other comments are only displayed to users of whom the ANU is in the ATFM world of the ANU of the daily plan.
FAB Daily Plan      If FAB/FMP/AMC is known;
                   If daily plan is not PUBLISHED it is only displayed to users of whom the ANU is in the ATFM world of the ANU of the daily plan.
                   Private comments in the daily plan are only displayed to users of whom the ANU is the same as the ANU of the comment.
                   Other comments are only displayed to users of whom the ANU is in the ATFM world of the ANU of the daily plan.

8.27.5 FAB

The FAB tab allows to upload, view and comment the daily plan of a FAB for a given target date. The Display period in this case is from upload date until infinity.

Type in the selected Unit ID and click on the Go button:
The Results area features two sections: **Release Area** and **Working Area**.

**Note**: The authoring capacity is based on profile - this section may therefore not be applicable to you.

**Release Area**
This area shows the files that are publishable, i.e., the files that will be made visible on the NOP when the author clicks on the **Publish** button.

**Working Area**
In the area, authors will upload, delete, promote, demote files - in short, manage the elements later to be released and then eventually published.

### 8.27.6 FMP

The **FMP** tab allows to upload, view and comment the daily plan of a given FMP for a given target date. The Display period in this case is from upload date until infinity.

Type in the selected **Unit ID** and click on the **Go** button:
The Results area features two sections: Release Area and Working Area.

Note: The authoring capacity is based on profile - this section may therefore not be applicable to you.

Release Area

This area shows the files that are publishable, i.e., the files that will be made visible on the NOP when the author clicks on the Publish button.

Working Area

In the area, authors will upload, delete, promote, demote files - in short, manage the elements later to be released and then eventually published.

8.27.7 Initial Network Plan

The Initial Network Plan is a generated PDF document, produced by NM as replacement for the 1600 conference, the Network News and the current pre-tactical NOP information - in waiting for the Dynamic Network Plan project to completed.
Use the **Network Plan** link from the Initial Network Plan Portlet on the Main page to access/download the document.

### 8.27.8 Network Interactive Map
When opened in a Detached View, the Network Interactive Map looks very similar to what you can get from the ATFCM Network Situation (Section 8.17.1) Map - in fact, they both rely on the same Map component.

**Getting the Daily Plan**

A few simple steps will allow you to retrieve all you need in relation with the Daily Plan.

First click on the Gather Info button to draw a selection rectangle around the target area;

click a first time to set a corner of the rectangle, drag the mouse to draw the desired rectangle, and click a second time to set the opposite corner. A red overlay is now showing the selection area (taken from another session, for illustrative purpose):
As soon as you release the mouse button, a list appears, with all the items present in the selected area, according to the filter settings. The Daily Plan filter was the only one activated for this example - see here (Section 8.17.1.8) how to work with queries and filtering.

Select the Daily Plan item (there could be more items available such as Delays, Flights, etc depending on your filter setting) and click on the Show Details button at the bottom of the panel:

This action results in producing a list of affected Reference Locations:
We have selected for you the **EDUHVSOSHY** Airspace - as highlighted below:

Most columns are sortable - just click in the column header to modify the display order (see above).

Clicking on the **Details** button of the selected item opens the Details panel.

This is how it looks like for an Airspace (keeping in mind that similar details panels are available for Aerodrome, points, ...) with the Info details option selected...
In a similar way, you can also examine the Composition and Configuration.

8.27.9 Network Static Map
The Static version of the Daily Plan provides an enlarged view of the annotated map proposed on the Main view - with no other feature than basic ‘panning’ and ‘zooming’ commands described in the Static Map (Section 8.17.2) section of the ATFCM Network Situation Portlet.

8.27.10 Network Static Map (IE7/8)
The Static version of the Daily Plan provides an enlarged view of the annotated map proposed on the Main view - with no other feature than a basic Navigator as described in the Static Map (IE7/8) (Section 8.17.3) section of the ATFCM Network Situation Portlet.

## 8.28 Measures

### Typical Scope:

**TAC**  **PRE**

**Note:** Access to Measures is restricted to NOP (Protected) Users. To read the instructions for subscription please visit the NM Operational services and products page of our website.

The M-CDM Tool Portlet - along with its functionalities - has been disabled for now and is currently not available from the OPS NOP Portal.

As a result, a number of features presented here, that were reserved to certain user profiles during the previous STAM live trial, may not be visible or available to you anymore.

The **Measures** Portlet is meant to execute queries on ATFCM Measures:

1. Displaying list of Delay/Regulation, Rerouting or M-CDM measures for the selected day;
2. Displaying detailed data and delay figures for a selected Delay Regulation.

The Portlet is divided in two tabs, each one featuring a simple querying interface for:

- **Delay/Regulation**
- **Rerouting**

Any query in one of these tabs will open the same Detached View, however already opened on the appropriate Main tab and Secondary tab, and with the retrieved matching data displayed under a much more elaborate querying panel.

Go to the topic of your choice to learn more: Delay/Regulation (Section 8.28.1) | Rerouting (Section 8.28.2)
8.28.1 Delay/Regulation

In the Delay/Regulation tab, the Query pull-down menu proposes three different filters: Regulation List, Regulation Details and Regulation Delays.

Note that the dual Delay/Regulation naming convention is intentionally maintained to preserve common understanding between users of various existing HMIs and operational documentations.

Irrespectively of the selected filter(s), click on the Go button to launch the query and open the Measures Detached View and get the results.

💡 You can alternatively press the Enter key to launch the query

### Regulation List

<table>
<thead>
<tr>
<th>Measures</th>
<th>Delay/Regulation</th>
<th>Rerouting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query</td>
<td>Regulation List</td>
<td>Go</td>
</tr>
<tr>
<td>Traffic Volume Set</td>
<td>(All)</td>
<td></td>
</tr>
<tr>
<td>Active Regulation Only</td>
<td></td>
<td>checked by default</td>
</tr>
</tbody>
</table>

The query displays the following:

- **Query**: the selected filter (Regulation List in this case)
- **Traffic Volume Set**: A drop-down list containing all system known traffic volume sets
- **Active Regulation Only**: When checked, it indicates that only active regulation measures are to be retrieved (checked by default).

### Regulation Details

Access to the Regulation Details is restricted by security profile. This section may therefore not concern you.

### Regulation Delays

- **Query**: the selected filter (Regulation Details in this case)
- **Regulation**: The Regulation identifier (empty by default)

### Regulation Delays

- **Query**: the selected filter (Regulations Delays in this case)
- **Regulation**: The Regulation identifier (empty by default)

8.28.2 Rerouting

In the Rerouting tab, the Traffic Volume Set pull-down menu proposes a list containing all system known traffic volume sets. Make your selection and click on the Go button to launch the query and open the Measures Detached View and get the results.
8.28.3 Querying Measures from within the Detached View

The Navigation and Query panel provide all the necessary elements to make all the queries, as shown on the image below.

Access Structure

The different basic Measures display functionalities are grouped in a single browser using nested tabbed presentation. The tree below summarizes the various searching possibilities offered by this View (the first bullet level representing a primary tab, the second level a secondary tab).

1. Delay/Regulation
   - Regulation List (Section 8.28.3.1)
   - Regulation Details (Section 8.28.3.2)
   - Regulation Delays (Section 8.28.3.3)

2. Rerouting (Section 8.28.4)

Time Stamp

All result lists are marked with the date and time at which the corresponding query was made, as well as the number of matching entries (which can be 0 in some cases).

The time stamp is rendered against a pale green bar separating the Query area from the Result area:

09/10/2017 12:55:03 - 63 regulations

Submitting a Query

Once all required fields have been filled in, you can launch the Query either by clicking on the Go button or pressing the Enter key on your keyboard.

8.28.3.1 Regulation List
The Regulations List page lists the regulation measures for one or all FMPs (traffic volume sets) for the selected Target Date.

Query

- **Traffic Volume Set**: a drop-down list of all system known FMPs. By default, this field is set to the keyword (All).
- **Active Only**: A checkbox. When checked, the following regulation measures are to be retrieved:
  a) active and
  b) those that are planned to be active.
  (i.e. those whose regulation status is either Not Active, Activating, Active or Modifying).
  When unchecked, it indicates that all regulation measures are to be retrieved (i.e. including those whose regulation status is Terminated, Cancelling and Cancelled).
  By default, the checkbox is checked.
- **Include Proposal**: A checkbox. When checked, proposal delay measures are included in the list as follow.
  When Active Only is checked:
  a) Proposal to be Activated
  b) Proposal to be Cancelled
  When Active Only is NOT checked, following are added to above active list:
  c) Proposal Accepted
  d) Proposal Rejected
  By default, the checkbox is unchecked.
  Note that Specific Measure_Proposal_Support authorisation is required.

Result

For each regulation matching the submitted query, the Regulation List displays the following details:

- **Reg ID**: Identification of the regulation measure, and link to the Regulation Details (Section 8.28.3.2) tab for the selected regulation
- **Type**: Abbreviated code of the measure type. Possible values are:
  a) FMPC: FMP Cherry Picked measure
  b) FMPPM: FMP measure
  c) NTWC: Network Cherry Picked measure
  d) NTWM: Network measure
- **Kind**: Abbreviated code of the measure kind. The delay measure kind initial D followed by an hyphen separator character '-' immediately followed by the abbreviated code for the measure sub-type. The possible delay measure sub-types are:
  a) MDI: Minimum departure interval
  b) TONB: Take Off Not Before
  c) TONA: Take Off Not After
  d) GDLAY: Ground Delay
  e) TRAIL: Miles in trail
  f) OTHER
- **Status**: Status of the regulation measure. Possible values are:
  a) Not Active
  b) Activating
  c) Active
  d) Modifying
  e) Terminated
  f) Cancelling
  g) Cancelled
  h) Proposal to be Activated
  i) Proposal to be Cancelled
  j) Proposal Accepted
  k) Proposal Rejected
- **M-CDM**: Current collaboration state of the delay regulation measure, if any. Link to access directly the measure M-CDM details displayed in the M-CDM tool for that regulation of delay kind.
- **Next By**: Next deadline time (hh:mm) based on current M-CDM state.
a) The time to coordinate by, if M-CDM state is Proposed or Draft
b) Otherwise, the time to start implementation by, if M-CDM state is Coordinated
c) Otherwise, the time to implement by, if M-CDM state is For implementation
d) Otherwise blank (i.e. no time displayed)

- Ref Location: Reference location of the traffic volume.
- WEF: Start date and time (dd-hh:mm format) of the regulation.
- UNT: End date and time (dd-hh:mm format) of the regulation.
- LFRS: Indication of the regulation statuses:
  a) L: The link state indicates that the regulation is linked to other regulations to calculate the delays. Set to:
     - A for Automatic Link,
     - M for Manual Link or
     - L when Both Automatic and Manual Links are present.
  b) F: The indication that a Confirmation message is required when a flight is affected by this regulation. Set to F if applicable, otherwise remains empty.
  c) R: The indication that a Runway Visual Range (RVR) is associated to one or more sub-periods. Set to R if applicable, otherwise remains empty.
  d) S: The indication that flights affected by this regulation have to be shifted for one or more sub-periods. Set to S if applicable, otherwise remains empty.
- Reason: Regulation reason. Possible values are:
  a) ACCIDENT/INCIDENT
  b) AERODROME CAPACITY
  c) AERODROME SERVICES
  d) ATC IND ACTION
  e) AIRSPACE MANAGEMENT
  f) OTHER
  g) SPECIAL EVENT
  h) ATC ROUTEINGS
  i) ATC EQUIPMENT
  j) ENVIRONMENT ISSUES
  k) WEATHER
  l) IND ACTION NON-ATC
  m) ATC CAPACITY
- Delay: Link to the Regulation Delays (Section 8.28.3.3) tab for the selected regulation

By default, the regulations list is sorted by WEF in increasing time order (taking into account the date and time), and then for the same WEF, in ascending alphanumeric order of Mea ID. You can modify the sort status and direction of any of the column by simply clicking of its title (with exception to the last delays column).

8.28.3.2 Regulation Details

The Regulation Details tab only contains the Query part. When applicable, the results of the query are displayed in a new instance of the Measure Editor.

Query
- Regulation: Identification of the regulation.

Result
Clicking on the Go button from the Query opens a new Measure Editor Detached View, displaying all available details within the four tabs:
- Definition
- Flight List
- OPLOG Results
The Regulation Details displays the following information:

- **Regulation ID**: Identification of the regulation.
- **Traffic Volume**: Traffic volume affected by the regulation.
- **Status**: Status of the regulation measure. Possible values are:
  a) Not Active.
  b) Activating.
  c) Active.
  d) Modifying.
  e) Terminated.
  f) Cancelling.
  g) Cancelled.
- **Period**: Start and end date and time of the regulation.
- **Exempted**: Indication (Yes/No) if flights affected by this regulation are exempted from other regulations.
- **Reason**: Regulation reason. Possible values are:
  a) ATC CAPACITY
  b) ATC IND ACTION
  c) ATC ROUTEINGS
  d) ATC STAFFING
  e) ATC EQUIPMENT
  f) ACCIDENT/INCIDENT
  g) AERODROME CAPACITY
  h) AERODROME SERVICES
  i) IND ACTION NON-ATC
  j) AIRSPACE MANAGEMENT
  k) SPECIAL EVENT
  l) ENVIRONMENT ISSUES
  m) WEATHER
  n) OTHER
- **Description**: Full text description, if any, of the regulation.
- **Window Width**: The window width related to the regulation.
- **AutoLink**: Indication (Yes/No) if the local delay given by this regulation will be taken into account to compute the delay in other regulations.

For each Supplementary Period of the regulation, the sub periods list displays the following details:

- **Start**: The start date and time (dd-hh:mm format) within the Regulation activity period. This sub-period ends when the next one starts or at the end of the Regulation activity period if no other sub-period follows.
- **End**: The end date and time (dd-hh:mm format).
- **Rate**: The associated rate for the supplementary sub-period.

The Details also provide a direct link to access the Regulation Delays (Section 8.28.3.3) tab for the selected regulation.

8.28.3.3 Regulation Delays
The Regulation Delays tab presents in tabular and graphical forms the regulated traffic demands and delay statistics of the selected regulation measure for the associated regulation period.

**Query**
- **Regulation**: Identification of the regulation.
  - If the Regulation Details page is accessed from the Portlet, by default, this field is empty.
  - If the Regulation Details page is accessed is accessed from either the Regulations List tab or the Regulation Details tab, by default, this field is set to the regulation identification for which this tab was invoked.
- **Proposal**: Allows you to request inclusion of the proposed flight plans in the retrieved delay figures (if not checked, the delay figures are based on the normal flight plans only).

**Result**

The Regulation Delays Table displays the following details for every 20 minute intervals of the regulation duration:
- **Time**: Delay statistics for the duration of the regulation period at 20 minute intervals.
- **Regulated Traffic Demand**: CASA Delayed Regulated Traffic Demand in number of Flights for the time interval.
- **Delayed Traffic**: Delayed Traffic Load in number of Flights for the time interval.
- **Average Delay**: The average delay in minutes for the time interval.
- **Maximum Delay**: The maximum delay in minutes for the time interval.
- **Total Delay**: The total delay in minutes for the time interval.

The Details also provide a direct link to access the Regulation Delays tab for the selected regulation.

Lastly, the Regulation Delays Graphics displays a visual rendering of the following 5 parameters plotted against time:

- a) Regulated Traffic Demand
- b) Delayed Traffic
- c) Average Delay
- d) Maximum Delay
- e) Total Delay

Note that the columns are not sortable in the Regulation Delays result table.
### 8.28.4 Rerouting List

**The Rerouting List function is under development and only available to a restricted number of users.**

The Rerouting List tab lists the rerouting measures applied on one or all FMPs (traffic volume sets) for the selected Target Date.

#### Query

- **Traffic Volume Set**: a drop-down list of all system known FMPs. By default, this field is set to ALL.

#### Result

The Rerouting List displays the following details:

- **Mea ID**: Identification of the rerouting measure reference, and link to the definition tab of the Measure Editor for the selected measure.
- **Type**: Abbreviated code of the measure type. Possible values are:
  - a) **FMPC**: FMP Cherry Picked measure
  - b) **FMPM**: FMP measure
  - c) **NTWC**: Network Cherry Picked measure
  - d) **NTWM**: Network measure
- **Kind**: Abbreviated code of the measure kind. The possible rerouting measure kind initials are:
  - a) **RI** for Rerouting Indication and Opportunities
  - b) **RP** for Rerouting Indication and Opportunities with RRP
  - c) **RN** for Rerouting Mandatory after Proposal (RRN)
  - d) **RE** for Rerouting Execute without Proposals on Demand of Regulated Demand
  
  ... followed by an hyphen separator character ' - ' immediately followed by the abbreviated code for the measure sub-type.
  - The possible delay measure sub-types are:
    - a) **GLCAP**: Ground Flight Level Capping
    - b) **GHRER**: Ground Horizontal Rerouting
    - c) **TRAIL**: Miles In Trail
    - d) **TPCHG**: Terminal Procedure Change
- **Status**: The activity state of the rerouting measure. Possible values are:
  - a) **Activating**
  - b) **Applied**
  - c) **_Cancelling**
  - d) **Cancelled**
- **M-CDM**: Current collaboration state of the rerouting regulation measure, if any. Link to access directly the measure M-CDM details displayed in the M-CDM tool for that regulation of delay kind.
- **Next By**: Next deadline time (hh:mm) based on current M-CDM state:
  - a) The time to coordinate by, if M-CDM state is Proposed or Draft
  - b) Otherwise, the time to implement by, if M-CDM state is Coordinated
  - c) Otherwise, the time to implement by, if M-CDM state is For implementation
  - d) Otherwise blank (i.e. no time displayed)
- **Traf. Vol.**: Traffic volume affected by the rerouting measure.
- **Ref Location**: The reference location of the traffic volume.
- **WEF**: The start time of the rerouting measure, if any.
- **UNT**: The end time of the rerouting measure, if any.
- **New Route**: The new route identification.
- **Description**: The new route description.

By default, the Rerouting List is sorted by WEF in increasing time order (taking into account the date and the time), and then for the same WEF, in ascending alphanumerical order of Rrt. Ref. You can modify the sort status and direction of any of the column by simply clicking of its...
8.29 Network Axis Management

Typical Scope: STR

The Network Axis Management Portlet presents some elements formerly carried by the seasonal Network Operations Plan. It provides information about the AXIS’s, according to the actual season.

Outline

- Focus on the traffic flows in a specified area
- Indication of the participating ANSP’s and ACC’s
- When applicable, information on
  - applied Cherry picking
  - Level capping
  - Re-routing options
  - Scenarios
- Possibility for Tactical Supervisors to publish an AXIS update in cases where there is a significant change in the pretactical plan, or anything important for the concerned traffic flows.

8.30 Network Events

Typical Scope: POS TAC PRE STR

This is the Network Events Portlet (respectively with the Month and the Day tab selected):

It presents all Network Events (Section 8.30.1) available for a given day or period, as the single access point for information provided during the ATM operational phases:

- Strategic information: when and where the event will occur, what are the expected benefits and the expected operational impact;
- Pre-tactical information: what mitigation measures are to be put in place;
- Post-operations information: performance analysis (what performance was recorded in relation to the event? was the operational impact as expected? were the mitigation means effective? What can we do better/different in the future? etc.).
Overview
When launched, the current date is set on the current portal time. The selected day (highlighted day cell) is set on the portal target date. The calendar header shows the current calendar date, and the navigation controls.

- **Current:** Click on the square to set display date to portal simulated time.
- **Previous/Next:** Click on the left/right arrow to go to the previous/next day or month (depending on the View Mode).
- **Major Previous/Next:** Click on the left/right double arrow to go to the previous/next month or year (depending on the View Mode).

Change the View Mode
Change the View Mode by clicking on the tabs right under the header.

- **Month** (Selected by default in all ATFCM phases besides Tactical)
  Click on this tab to display the calendar view showing all the events starting or occurring in the selected month.

- **Day** (Selected by default when in Tactical phase)
  Click on this tab to display the events scheduled for the selected day, including those having started earlier but which are not ended yet...

**Note:** Starting events are displayed on top of the list, and typed in italic - to make them stand out from the Ongoing events.

Checking the Show starting events only button filters down the displayed list of events to the ones starting on the selected day:
The **Select Type** component provides an additional method to filter the displayed events:

Select the desired Events Types from the proposed options (**AIRPORT**, **AIRSPACE_IMPROVEMENT**, **MILITARY** and/or **SPECIAL**) and click on the **OK** button.

The active filters, if any, are indicated at the top of the display area - and the list filtered as requested:

**Viewing Events**

By default, the Calendar displays the events associated to the selected Target Date.

When you are in the **Month** mode, a green symbol (**Event Mark**) indicates that there is an event scheduled for a given day, either starting or ongoing:

Each symbol stands for one given event - the color telling the type of event:

- **28** = Event(s) starting on the day
- **31** = Event(s) ongoing on the day
- **1** = Event(s) starting while others are continuing

The Calendar also highlights **AIRAC** dates with a red dot:

Click on date to jump to the corresponding selection, displayed in **Day** mode. (If you already were in **Day** mode, disregard the above described step.)
Next click on the title of an event to open the corresponding Event Detail Detached View:

**SPECIAL Event**

**EDGG Scenarios**

**General Information**

**Summary**

<table>
<thead>
<tr>
<th>Type:</th>
<th>SPECIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Types:</td>
<td>CONTINGENCY_CRITICAL</td>
</tr>
<tr>
<td>Status:</td>
<td>IMPLEMENTED</td>
</tr>
<tr>
<td>Estimated Period:</td>
<td>07/02/2010 00:00-31/12/1999 00:00</td>
</tr>
</tbody>
</table>

**Note:** Recognized NOP Editors/Contributors (and Administrators) may get additional buttons: Draft …, Delete … and Clone … buttons, respectively allowing to create a Draft copy of, to delete or to clone the selected event.

Detail on these commands are available in the NOP Editors User Manual.

The **NET Functions**

The Calendar Portlet features up to 4 NET functions - this will vary according to your profile and the privileges attached to it.

Typically, the Create and Subscribe functions will be reserved to specific NOP content contributors - you may therefore not be able to see them.

The four commands available to you are located at the bottom of the Portlet - click on a link to get more information on each function:

- Create (Section 8.30.5)
- Subscribe (Section 8.30.6)
- Search (Section 8.30.7)
- List (Section 8.30.8)

### 8.30.1 Concept

The **Network Event** is the root concept of the Network Events Tool (NET) application.

**Note:** The NET event term should not be confused with the event term.

A **NET event** represents a set of activities (international summit, military exercise, ATC re-organisation, aerodrome runway maintenance…) that:

- Is entered by some NET event author in the NOP system
- Impacts or might impact the network

An **event** denotes an occurred activity (AIM publication, flight update, service failure…) that:

- Is detected by the NOP system
- Might interest some network actors
8.30.2 Roles and Responsibilities

The use of the NET requires the definition of new roles and responsibilities for users providing event data to NET, both prior to and post event, in order to define ways of working with the tool and to ensure the integrity of the data displayed.

NET Actors

The following actors are defined in the NET application:

8.30.2.1 Originator

Originator of the event e.g. ANSP, Airport Authority, FMP, Mil Authority, IATA, NM, AXIS team, RNDSG, event organiser or host.
8.30.2.2 Source/Editor
Creator and editor of an event in NET e.g. OPL ERNIP, OPL Strategic Planning, OPL Strategic ATFCM, APC, MILO.

8.30.2.3 Contributor
Contributors to an event in NET e.g. OPL Strategic ATFCM, NMOC/Pre-tactical, NMOC/ENV, NMOC/COM, NMOC Post Ops, PFR-Performance. Contributors are able to change data, add data and delete (soft delete -automatic archive) an event as it progresses through the lifecycle, with respect to their business responsibilities, subject to coordination with the Source/Editor.

8.30.2.4 Data Administrator
Data Administrators have read/write access on ANY EVENT and monitor the resolution of duplicates, data inconsistencies and errors.

NET Roles
There are basically two main roles in this context, READER and AUTHOR. Each is divided in two sub-categories, as described below:

- **READER** - includes
  - The Reader (any Portal User) may view and print published events, query published events, and download the queried data as CSV file;
  - The Subscriber (any Protected Portal authenticated user) has subscribed to get Notifications;

- **AUTHOR** - includes
  - The Author (authenticated and recognized contributor) has the same rights as the Reader and may in addition perform the following actions:
    - View drafts
    - Create events
    - Update events
    - Publish events
    - Delete events
    - Rollback to previous version of an event
  - The Administrator (specific role restricted to a smaller number of individuals, internal or external to Eurocontrol) has the same rights as the Author and gets additional administrative privileges including the possibility to update the responsible data source of an event.

Responsible Data Source
NET supports the visualisation and edition of events that may be created and partially maintained in external data sources (i.e. Airport Corner and ERNIP currently).

To prevent edition conflicts between NET and the external data source of an event, the concept of **Responsible Data Source** has been introduced. The Responsible Data Sources currently introduced in NET are: APC (Airport Corner), ERNIP, WIND (Web Interface for NOP Data), NET. Only the first two remain active (operational) in parallel with NET, while WIND (former ATFCM Events) has been integrated fully and replaced by NET.

An event is always associated to a Responsible Data Source which in turn is the only data source allowed to modify certain data fields of the event. Those protected data fields are marked with (*) in NET Editor. There is no specific identification of those fields in Event Viewer.

Only the ADMINISTRATOR can change the Responsible Data Source of an event in NET.

Field Editability Rules
An event can be modified by AUTHOR only. However depending on the responsible data source, some fields are editable or not, and some other fields are automatically updated by the system.

The following editability levels are defined in NET:

- **SYSTEM**: fields that are updated by the system only and therefore never edited by AUTHOR;
- **RESTRICTED**: fields that are editable by AUTHOR only if responsible data source is NET;
- **DEFAULT**: fields that are always editable by AUTHOR

Field Visibility Rules
Some fields are considered sensitive and as such are only shown to authenticated users.

The following field visibility levels are defined in NET:

- **READER**: fields visible to any READER
- **READER (CFMU)**: fields visible to any READER whose ANU1 is CFMU
- **AUTHOR**: fields visible to AUTHOR only

Depending on your privileges, some fields may therefore be visible to you - or not...

8.30.3 Publication Workflow

Overview
The **Publication Workflow** describes the steps involved in creating and updating event data.

The events presented via the **Network Events** Portlet may come from different sources, internal or external to the NOP.

Events created in the **Network Events** Portlet can be widely edited, with the appropriate right, while events generated on applications...
external to the NOP can be edited on a much more limited basis (the proprietary fields will in this case be set to ‘read only’ mode - and any other change will have to be performed in their respective originating applications).

The edition of events within the NOP are performed with a dedicated editor referred to as NET (for Network Events Tool).

**DRAFT vs VIEW**

Creating or updating an event is a task that is likely to take some time and potentially require the collaboration of several contributors. The NET therefore supports two versions of the same event:

- The **DRAFT** mode corresponds to the event preparation, and is handled by means of the Event Editor. Drafts can be created, viewed and updated by Contributors only.
- The **VIEW** mode corresponds to published events, and is handled by means if the Event Viewer. Published events can be viewed by the Readers (Portal users).

**Workflow**

1. An event first exists as a **Draft**, and displayed/edited through the Event Editor until you decide to publish it. It is created, viewed and updates by users with the **Author** role.
2. It then changes status to **Published**, where the event changes mode to Read Only and displayed through the Event Viewer, becoming visible is to all users with the Reader role.

    ▶ **Note**: Deleting a document will not erase it from the database - it can still be searched by means of the Event Viewer.

3. Editing a document will actually create and open a copy as Draft, ant the two versions may co-exist until the **Draft** version is published and replaces the **Published** Version.

**8.30.3.1 Example of a typical workflow**

The typical event edition workflow consists in the following steps (all performed with the Author role):

1. The event is created as a DRAFT version ...
2. saved as DRAFT ...
3. published ...
4. edited as a DRAFT version ...
5. updated in DRAFT version ...
6. published again ...
7. and eventually deleted.

**Event Edition Ownership**

The concept of **Edition Ownership** has been introduced to allow more than one AUTHOR editing/updating an event at the same time - a useful feature in the context of collaborative event information maintenance:

- To modify an event, the AUTHOR has to own the event edition.
- There is no more than one the AUTHOR owning the event edition at any given time.
- An AUTHOR can acquire the event edition ownership at any time:
  a) if no other AUTHOR is currently editing the event; or
  b) if the new AUTHOR (Author#2) accepts the responsibility to cancel the unsaved work of former AUTHOR (Author#1) that is currently editing the event, knowing that Author#1 is not made aware of the ownership change.

    ▶ **Has the event been saved or not by Author#1, Author#2 can update a current DRAFT and save/publish it,**

- The AUTHOR owning the event edition can update the event.
- The same AUTHOR remains the event owner after the update, and until another author wants to update the event and thus acquires ownership.
- The AUTHOR owning the event edition can publish the event.
- The AUTHOR releases the event edition after the publication.
- The AUTHOR owning the event edition can delete the event.

**8.30.3.2 Example of a typical workflow - with multiple edition ownership:**
8.30.4 Event Lifecycle

An event can be created by the Source/Editor at any time up to and including D.
An event may have a maximum lifecycle span of between D-20 years to D+10 years.

Contributors wishing to change or add data during the lifecycle prior to D, unless otherwise agreed, must coordinate with the Source/Editor. All changes to the event including deletion (event archived) will be recorded by NET and summarised in a history of changes for each event.

Notifications of changes to event data by Contributors will automatically be sent to the Source/Editor.

In addition, you can use the Subscription (Section 8.30.6) feature if you would like to receive notifications (provided in a summary e-mail each day) of changes to events.

8.30.5 Create New Events

**Definition of 'Event'**

These are the various kind of events that can be entered in the NET (Network Events Tool):

- Network Events as defined here (Section 8.30.1).
- Events originating from Agency databases and workflows compliant with the above definition. In this category, the following have been identified: ERNIP events, ATFCM Special Events Airport Corner events, Military Events (MILOs), FMP events, OPL Capacity Planning for En-route and Terminal airspace. The ERNIP and APC databases will provide event information on automatic bases while the remainder will require direct input into NET.
- Events originating from ERNIP and APC databases which cause a change in operations and which may lead to improved network performance i.e. new route structure, new waypoint and new airports.

Events will be captured in a period from D-20 years to D+10 years, D being the first day of operation of the event.

In short, an Event is typically associated with an Event Originator organising one or more Activities over a given area (Location), spanning over a certain Period of time, and causing one or more Impacts on operations. In addition, it can contain a number of mitigation Measures / Scenarios similarly associated with Periods and Locations. The event may also contain various types of data (texts, images, comments, links to other sources, etc.).

Create a new Event

The creation of a new Network Event involves a series of actions, and starts with the completion of all the mandatory parameters (identified with a * sign).

Screen layout

The Network Event Detail Detached View is divided into three distinct areas:
1 - Event Summary Area: containing the essentials (business information)

2 - Event Technical Area: containing additional parameters and displaying technical information. This area also contains the Buttons Bar, used to perform all actions in relation with the Network Events management.

3 - Event Details Area: containing the event details - please refer to the Event Details Area section for details.

The basic parameters

The first step is to enter the following three fundamental mandatory parameters from the pop-up dialogue appearing on top of a blank input form as you click on either the Create New Event link from the Portlet (on the Main View) or from the Create New Event button from the Query Event Detached View:

1. The **Name** of the Event: Alphanumeric uppercase and lowercase characters are allowed (no accentuated characters supported).
2. Its **Estimated Period**
3. And its **Type**: AIRPORT, AIRSPACE_IMPROVEMENT, MILITARY, SPECIAL

Defining a Period

The **Estimated Period** can be defined by the following parameters:

- Date Time / Year / Month / Week / Quarter Interval: simply set the **Starting** and **Ending** values
- AIRAC Effective Date: type in the desired AIRAC Switch
- AIRAC Interval: type in the desired **Starting** and **Ending** AIRAC cycle

**Note:** you may check the Start Period TBD and/or End Period TBD boxes when the start and/or end period is still to be determined:

**AIRPORT** type is automatically assigned to all events imported from Airport Corner database;

**AIRSPACE_IMPROVEMENT** type is automatically assigned to all events imported from ERNIP;

**MILITARY** type is available to characterise military events;

**SPECIAL** type is automatically assigned to all events imported from ATFCM events database.
We have created this test example for you, and gave the name TEST_OH2 to a new AIRPORT event whose estimated period ranges from 30/11/2015 to 31/12/2015:

Completing the mandatory fields

Next comes the completion of the remaining mandatory parameter, namely:

- **Status**: the proposed values are PROPOSED, PLANNED, CONFIRMED, ON_HOLD, IMPLEMENTED, CANCELLED
- **Data Source**: see description below (in the Event Technical Area)

You may now click on the **Save** button from the **Buttons Bar** - or later on when you will have completed more parameters.

Completing the Optional fields

The remaining optional fields from the **Event Summary Area** are:

1. **Subtypes**:

   Depending on the **Type** selected in the previous stage, you can further select among the following Subtypes:

   a. **AIRPORT**:
      
      AIRPORT_TRAFFIC_SWITCH, EVENT, INFRASTRUCTURE_CHANGE, MAINTENANCE, TRAINING, SYSTEM_CHANGE, UPDATE_IMPLEMENTATION, OPERATIONAL_PROCEDURE_CHANGE, TMA_CHANGE, POLITICAL_ENVIRONMENT, EFFICIENCY_ENABLE, CAPACITY_ENABLE, WEATHER, INDUSTRIAL_ACTION, SPECIAL.
      
   b. **AIRSPACE_IMPROVEMENT**:
      
      AIP, AIRSPACE_STRUCTURE, ATC_SECTOR, ATS_ROUTE, ATM_SYSTEM, CDR, CIVIL_MILITARY_AIRSPACE, DCT, FREE_ROUTE_AIRSPACE, NIGHT_ROUTE, PBN, RAD, ROUTE_DESIGNATION, TMA, VERTICAL_FE, S0_MPCPE_S, SPECIAL
      
   c. **MILITARY**:
      
      CRISIS, EXERCISE, REAL_OPERATIONS, SPECIAL
      
   d. **SPECIAL**:
      
      MISCELLANEOUS, TRIAL, PRE_VALIDATION, ATM_SYSTEM, NEW_OPS_ROOM, AXIS_MANAGEMENT, CONTINGENCY_CRITICAL, AIRSPACE_IMPROVEMENTS, AIRPORT, MILITARY.
      
2. **Confirmed Period**: this field is read-only and serves to indicate the confirmed period, when available.

3. **Locations**: this field can contain a number of concerned locations (AERODROME, ACC, SECTOR, COUNTRY, IR, AUA, FAB, AXIS).

   They are identified and displayed with a consistent code(s)-name-type structure:

   - **Country**: ICAO Code - IATA Code (if applicable) - ISO 3 letter code (if applicable) - Location Name(s) - (Country)
   - **Aerodrome**: ICAO code (4 letter) - IATA code (3 letter) - ISO 3 letter code - ISO 2 letter code - Aerodrome Name - (Aerodrome)
   - **ACC**: ICAO code (4 letter) - ACC Name - (location type)
   - **FAB**: FAB 5 letter code - FAB Name - (FAB)
   - **AXIS**: AXIS code - (AXIS)

   The **Autosuggest** function proposes matching names as you type in the letters, sorted alphabetically by ICAO code showing first the ECAC countries/entities, then the rest of the world.
In the following cases, only the event level is described, although the description is applicable at all levels:

- **In Calendar/List (Day)** view the system displays the ICAO codes for each aerodrome in the event list.
- **In Search** view, you can type a string of 3 letters in Location field. The system will list the IATA codes in its background, allowing you to select the needed code. The logic is similar to that applied for 4 letter ICAO code.
- **In List** view, the system displays both, first the ICAO then the IATA codes (in this sequence) for each aerodrome in the list.
- **In Event View Mode** the system displays both, first the ICAO then the IATA codes (in this sequence) for the aerodrome (if applicable), both in Event Title and in Event/activity/impact Location fields.
- **In Daily/Monthly reports**, the system displays both, first the ICAO then the IATA codes (in this sequence) for each aerodrome in the drop-down list.
- **In the Editor**, the system displays both, first the ICAO then the IATA codes (in this sequence) for each aerodrome in the drop-down list.

**Tip:** The Advanced ... link, near the lower right corner of the Locations field, opens a component assisting you in finding the desired location(s):
Next comes the **Event Technical Area**:

1. **Hidden to External Users**: check this box to hide the concerned event from external users
2. **Display in Calendar**: when relevant, select one of the following options:
   a. DO_NOT_DISPLAY
   b. DISPLAY_FIRST_DAY_ONLY (selected by default)
   c. DISPLAY
3. **Data Source**: select one of the following sources: AIRPORT_CORNER, ERNIP, NET (selected by default) and WIND
4. **Publication Status**: displays the current publication status - along with these parameters (user name and organisation + date/time):
   a. Created
   b. Last Edit
   c. Last Update
   d. Last Publish

### The Buttons Bar

<table>
<thead>
<tr>
<th>Save</th>
<th>Delete Draft</th>
<th>Rollback To Last Published</th>
<th>Edit</th>
<th>Update and Publish</th>
<th>Cancel</th>
<th>Subscribe</th>
<th>View Last Published</th>
<th>View Draft</th>
<th>Preview Draft</th>
</tr>
</thead>
</table>

The **Buttons Bar** gathers all the global commands required in the lifecycle of an event. Depending of the status of an event, some of these buttons can be disabled (they appear greyed out), or not visible:

- **Save**: saves and event and switches to VIEW mode (enabled in EDIT mode).
- **Delete Draft**: removes the event from the system and closes the view (enabled in EDIT mode, if no Published version of the event exists).
- **Rollback To Last Published**: cancel all modifications made to an event since last publication (enabled in EDIT mode).
- **Edit**: takes the ownership on the event edition, switches to EDIT mode (enabled in VIEW mode).
- **Update and Publish**: saves and publishes the event, closes the view (enabled in EDIT mode).
- **Cancel**: cancels all modifications since last save, switches to VIEW mode (enabled in EDIT mode).
- **Subscribe**: serves to subscribe to event updates notifications, providing the event is modified and published.
- **View Last Published**: opens the event viewer loaded with the last published version of the event (enabled in VIEW and EDIT mode).
- **View Draft**: (enabled in VIEW and EDIT mode).
- **Preview Draft**: opens the event viewer loaded with the draft version of the event (enabled in VIEW and EDIT mode).

> Please go to the next section to examine the **Event Details Area**.

### 8.30.5.1 Event Detail Area
The *Events Details Area* holds a vast amount of information grouped under a set of six distinct tabs:

- General
- Originator
- Activities
- Originator
- Measures/Scenarios
- Reference Publication
- Performance Analysis

**Note:** in the case of a MILITARY event, an additional *Military Information* tab is proposed - see below for its content.

### General

The *General* tab essentially contains text fields:

1. **Description**: this is where you can enter the Description text for the event (up to 8000 characters).

   Note the presence of a simple editor providing the following functions:
   
   a. **Remove Style**: use this command to remove the style applied to a word or group of words - *insert the mouse cursor within the styled group first then use the command*
   
   b. **Emphasis**: use this command to italicize text (same as 'Italic') - *select the text and apply the style*
   
   c. **Strong Emphasis**: use this command to strengthen text (same as 'Bold') - *select the text and apply the style*

   **Tip:** Selecting a word, then Strong emphasis, and then Entity Name, sets the word both *bold/underlined* (note to do this word by word and not include spaces)

   d. **Entity Name**: use this command to highlight entity names (same as 'Underline') - *select the text and apply the style*
   
   e. **Image**: use this command to place an image in the text (the image needs to be uploaded beforehand - see below the *Resources* tab for more information)
   
   f. **External Link**: use this command to have a word or group of words link to an external URL - *select the text and apply the command*
   
   g. **Internal Link**: use this command to have a word or group of words link to an internal resource element (the file needs to be uploaded beforehand - see below the *Resources* tab for more information) - *select the text and apply the command*
   
   h. **UL**: use this command to create an unordered list (items listed with a bullet)
   
   i. **OL**: use this command to create an ordered list (items listed with a number)
   
   j. **Sanitize**: use this command to check and validate the text area content and make sure it is properly formatted for the intended usage - and does not contain harmful code or characters.

2. **Short Description**: free text area (mandatory) - this is the text displayed under the *Event* name, when listed after a search

3. **Expected Benefits**: free text area

4. **Originator Comments**: free text area

5. **Network Manager Comments**: free text area

6. **Remarks restricted to internal use**:

   a. **Internal/Restricted Originator Remarks**: free text area
   
   b. **Internal/Restricted Network Manager Remarks**: free text area

**Note:** The *Remarks* fields from the General tab, or from any other location within the Network Events realm, will always be restricted and only visible to NM staff (and assimilated). In a similar way, the *Comments* fields from the General tab, or from any other location within the Network Events realm, are visible to all. In both cases, you will need the role 'Reader' associated to your profile.

### 8.30.5.1 Add Attachment

Lastly, the *Add Attachment* function allows you to attach document(s) to the event content description. Click on the 👀 sign and select the item(s) from the uploaded files.
The files need to be first uploaded in the system in order to be available for attachment - see the Resources tab chapter below...

**Originator**

The Originator tab contains the details related to the originating organisation(s):

![Originator tab](image)

Use the button to add a new entry, for which you can provide the following details:

1. **Organisation Type**: Select the appropriate type from the list:
   a. ANSP
   b. AIRPORT
   c. AIRCRAFT_OPERATOR
   d. ACC
   e. NETWORK_MANAGER
   f. INTERNATIONAL_ORGANISATION
   g. OTHER

2. **Organisation Name**

   ![Note](image)

   Matching (and relevant) organisation names are listed as you type in...

3. **ICAO Code**: free text area - automatically filled with data based on the value of the Organisation Name field
4. **Description**: free text area
5. **Other Type Description**: free text area
6. **Organisation Contact**: free text area

Click on the red button of the entry you want to remove from the list

**Activities**

The Activities tab is used to enter the list of activities associated to the event.

8.30.5.1.2 Adding Activities - first step

![List of Activities](image)

Clicking on the button highlighted above will open the following dialogue:

![Create Activity](image)
Enter the Name of the activity and indicate the Period concerned (leave the default inherit period from parent value or Specify a period) then click on the OK button.

This action opens the Activity Details window described next:

8.30.5.1.3 Adding Activities - Details

In addition to the basic parameters described above, an activity comprises a series of optional additional elements.

![Activity Details Window]

One of them is Locations: the values can be inherited from the containing event when the Inherit from event checkbox is ticked (this is set by default). Untick the Inherit From Event checkbox to specify different or additional values.

Then comes a set of three tabs, each containing yet another level of information:

- General information
- Impact
- Milestone

General information
The General information tab is very similar in scope and content to the General tab from the Events Detail Area, one level up.

The is the absence of the Short Description field.

Impact

The Impact tab lists all Impact information related to the event.

Click on the Impacts + link to open the corresponding dialogue:

You will be prompted to select one of the KPA options:

- CAPACITY
- FLIGHT_EFFICIENCY

and specify again the Period of application.

Based on your selection, another edition window will open, featuring specific parameters further described in the Managing Impact (Section 8.30.5.2) section

Milestone

The Milestone tab lists all Milestones set in relation with the event (you can create a milestone for every day contained in the designated Period).

Click on the Milestones button to open the corresponding dialogue:
Enter the requested parameters:

- **Type**: select from the pull-down menu (mandatory)
- **Planned Date**: the date in the *dd/mm/yyyy* format - enter manually or use the date picker (mandatory)
- **Description**: free text area

... and click on the **OK** button.

**Measures / Scenarios**

This tab allows you to specify which scenario(s) are to be associated to an event.

**Reference Publication**

**Performance Data**
The **Performance Data** tab allows you to specify a series of dates for which you provide Post Ops data such as:

- **Direct Capacity Impact Items**: Delay Flight Count, FMP, NM Comments, NM Remarks, and various parameters in relation with the Regulation
- **Indirect Capacity Impact Items**: Delay Flight Count, FMP, NM Comments, NM Remarks, and various parameters in relation with the Regulation
- **Flight efficiency values**: Various figures to be computed in the KPA.

**Resources**

The **Resources** tab is only available once you have first saved an event. You then need to return to the **Edit** mode to start uploading files and make them available for attachment to event entries.

Click on the **Resources** sign, browse your files and select the one to be uploaded:

Next click on the **Ok** button - a confirmation message appears, and your file is added to the list of available resources:

**8.30.5.1.4 Deleting Resource(s)**

Files can be individually or collectively removed from the **Resources** list:

- Click on the red cross in front of an individual resource file name to delete it, or
- Click on the **Remove all** button to delete all items in a single command.

**Attention**: resource names may not contain blank spaces or special characters - and the file size is limited to 10 Mb.

**Military Information**

This tab is only visible for event of **MILITARY** type.

It contains the following parameters:
8.30.5.2 Managing Impact

Creating entries

Once you have selected the type of KPA (CAPACITY or FLIGHT_EFFICIENCY), specified the period of application, and clicked on the OK button from the Create Impact pop-up, the corresponding Impact pop-up.

8.30.5.2.1 CAPACITY

The middle part of the pop-up is dedicated to parameters specific to the CAPACITY KPA:

It contains the following:

- **Capacity Variation(%):** the amount of capacity variation
- **Sector Configuration** and **Traffic Sample Description:** free text areas
- **Impacted Locations:** designate the different locations impacted by the event (by default, this field gets the values specified during the event creation process)
- **Possible Bottleneck Sectors:** designate the relevant sectors

8.30.5.2.2 FLIGHT_EFFICIENCY

The middle part of the pop-up is dedicated to parameters specific to the FLIGHT_EFFICIENCY KPA:
It contains the following:

- **Traffic sample description**: free text area
- **Daily Affected Flight Count, Daily Flown Distance Delta(NM), Daily Flown Duration Delta(MIN), Daily Fuel Consumption Delta(KG), Daily CO2 Emission Delta(KG), Daily NOX Emission Delta(KG)**: to enter the relevant values used for computing the KPA

### 8.30.5.2.3 Common Parameters

The upper part of either type contains these common parameters:

- **Types**: opens a dialogue where you can specify one or more type(s) from the proposed list: `CAPACITY_CHANGE, CIVILIAN_AIRSPACE_RESTRUCTURING, ROUTES_UNAVAILABILITY, FORBIDDEN_OR.RESTRICTED.Areas, DEMAND_CHANGE`
- **Expected Network Impact(*)**: select the appropriate value from the proposed list: `HIGH, MEDIUM, LOW` (mandatory field)
- **Period**: inherit period from parent or specify a period
- **Description**: an optional descriptive text

Lastly, the bottom part of either type contains these common parameters:
Add Attachment

Add Attachment: link to open the component allowing you to attach files (the files need to be uploaded first to the Resources tab).

Actions recommended by NM

Actions recommended NM, Originator Comments, NM Comments, Internal/Restricted Originator Remarks, Internal/Restricted NM Remarks: placeholders for descriptive texts

Note: here as well, the 'Remarks' fields will always be restricted and only visible to NM staff (and assimilated). In a similar way, the 'Comments' fields are visible to all. In both cases, you will need the role 'Reader' associated to your profile.

Viewing / editing entries

Click on the expand arrow to view the text as set in the Description field:

You can also double-click on a row from the table to re-open the Impact editor and view/edit the corresponding entry.

Deleting entries

Simply click on the red cross associated to an entry to delete it:

8.30.6 Notifications
The **Notifications** link from the **Calendar Portlet** opens the **My Notifications Detached View:**

This component centralises your various subscriptions to NM events and reports. When first opened, it will present a blank form, ready for you to edit and fill in:

```
<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>jorre_AXESES</td>
<td>PROPOSED</td>
</tr>
<tr>
<td>SKI Season 2015-2016</td>
<td>CONFIRMED</td>
</tr>
</tbody>
</table>
```

### Buttons Bar

A set of action buttons allow you to manage your subscriptions:

- **Open Admin**: opens a popup allowing you to create/manage email addresses for APC, ERNIP and DDR2 users
- **Edit**: unlocks the settings to allow changes and additions
- **Save**: saves the modifications made to the settings
- **Cancel**: quits the edit mode without saving changes

### Creating Subscriptions

First click on the **Edit** button to activate the input form, then enter the following subscription parameters:

- **User Email Address**: the email address where you want the notifications to be sent to
- **Notify me for daily duplicated events**: Yes / No
- **Notify me for monthly reports**: Yes / No
- **Notify me for daily imported errors**: Yes / No
- **Notify me for airac result reports**: Yes / No
- **Event types to subscribe to**: this links opens a new dialogue where you can specify to which event type(s) you wish to
subscribe (AIRPORT, AIRSPACE_IMPROVEMENT, MILITARY and/or SPECIAL):

This is a selection we have made for this example:

<table>
<thead>
<tr>
<th>Clear All</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRPORT</td>
</tr>
<tr>
<td>✓ AIRSPACE_IMPROVEMENT</td>
</tr>
<tr>
<td>MILITARY</td>
</tr>
<tr>
<td>SPECIAL</td>
</tr>
<tr>
<td>OK</td>
</tr>
<tr>
<td>Cancel</td>
</tr>
</tbody>
</table>

And this is how the above selection is indicated in the subscription form:

Event types to subscribe AIRPORT SPECIAL to (update, delay, postpone,...)

- **Subscribed Events**: Lists the events to which you have requested a subscription from their respective Event Detail (Section 8.30.7.1) windows, by means of the **Subscribe** button - and populate the following table:

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jnrre_AXES</td>
<td>PROPOSED</td>
</tr>
<tr>
<td>SKI Season 2015-2016</td>
<td>CONFIRMED</td>
</tr>
</tbody>
</table>

When the form is completed, click on the **Save** button.

The notification email

The notifications are sent by email, on a daily or monthly basis depending on your settings, and will look like the example below:

**Network Event - daily report from SAT/X - 03/12/2015**

**Tactical date approaches**

**Events starting in 1 day (04/12/2015)**

<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>Name</th>
<th>Period</th>
<th>Location</th>
<th>Description</th>
<th>Network impact</th>
<th>Publications</th>
<th>Measures and scenarios</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPECIAL</td>
<td>Test</td>
<td>04/12/2015 00:00 - 04/13/2015 23:59</td>
<td>COBELGUM</td>
<td>EDGE Scenario 2013</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Events starting in 7 days (10/12/2015)**

<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>Name</th>
<th>Period</th>
<th>Location</th>
<th>Description</th>
<th>Network impact</th>
<th>Publications</th>
<th>Measures and scenarios</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SPECIAL</td>
<td>New DFL implementation</td>
<td>11/12/2015 00:00 - 22/12/2015 23:59</td>
<td>ACC/EDHY</td>
<td>MUAC will implement a new DFL in the Brussels sector at KT305.</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

The generated report may list events starting in 1, 7, 14 and 21 days; updated events; previous month and current month events; and events occurring during the last two or next two AIRAC cycles.

**Managing and Cancelling**

You can modify your settings at will - by means of the **Edit** button.

This will allow you to perform the following actions:

- Modify the **User Email Address**
- Turn 'on' or 'off' the daily and monthly notifications (Yes / No radio button)
- Change, add or remove **Event types**
- Remove an entry from the **Subscribed Events** list - click on the highlighted button:

Again, remember to click on the **Save** button to commit your changes.
8.30.7 Search Events

The Search Events link from the Network Events Portlet opens the Query Event View Detached View:

The Query Area

The Query Area features three command buttons, namely Download as CSV and RTF (used to download a generated file with the results of the query and save it on your computer) in addition to the Search button (used to launch the query).

A number of search parameters are used to define the query:

- **Name Pattern**: allow you to define ‘patterns’ using explicitly declared characters, in combination with the following wildcards:
  - the * wildcard can be used in front, at the end or on both sides of a search string, and will stand for any number of characters
  - the ? wildcard can likewise be used in any position, and will stand for a single character.

  **Example**: ca?a* will return any event that contains in the Name field the word: Casablanca, Canarias, CANAC, … where ? can be any character on the third place in the word and * all the characters that follow on the second ‘a’ on the search fieldType your Note Box content here.

- **Search Rules**:
  - A single word results in an exact match
  - Words separated by spaces return entries matching any one of the listed terms: ‘north east axis’ will return any event that contains the wor ‘north’ OR ‘east’ OR ‘axis’ in the Name field

- **Free Text**: allows a free text search - it will find any data matching (even loosely, in a ‘fuzzy search’ approach suggesting likely matches) the searched terms, in the following fields:
  - the Name field
  - the Short Description field
  - the Description field
  - the Event itself
  - Activity(ies), if any
  - Impact(s), if any

  The * and ? wildcards can be used here as well (see the Name Pattern description above for details).

- **Locations**: the locations(s) concerned by the event
Select Types: opens a dialogue listing the proposed types you can select:
1. AIRPORT
2. AIRSPACE_IMPROVEMENT
3. MILITARY
4. SPECIAL

Note: the Select Types component allows you to fine tune your query down to the sub-type level:

Select KPA: opens a dialogue listing the proposed KPAs you can select:
1. CAPACITY
2. FLIGHT_EFFICIENCY

Select Status: opens a dialogue listing the proposed Statuses you can select:
1. PROPOSED
2. PLANNED
3. CONFIRMED
4. ON_HOLD
5. IMPLEMENTED
6. CANCELLED

Include Events with undefined Period, Include Deleted & Prefer Draft version; check boxes to widen or narrow the scope of the query.

Lastly, the Previous Period and Next Period navigation links will allow you to jump to the previous and next period respectively, using the last date interval used.

The Result Area
The Result Area presents a table listing all entries matching the query criteria - see here an example with a Freetext search for 'EDLL':

The Results Table features 11 columns (all of them sortable with the exception of the first one):
8.30.7.1 Event Detail

The Event Viewer generates a Network Event Detail detached view as depicted below:

---

Buttons Bar

The top of the window features three action buttons:

- Print ...
- Subscribe ...
- Hide empty fields

---

8.30.7.1.1 Print ...

This command launches the Print function of your browser, looking like this (this may however vary depending on your browser type and version):
8.30.7.1.2 Draft ...

Create and opens a Draft version of the event in a Network Event Detail (Section 8.30.5) window, to allow changes and modifications. If you are not the event AUTHOR, the editing features are limited to the following areas:

- Measures / Scenarios
- Performance Data
- Resources

8.30.7.1.3 Subscribe ...

This command opens a dialog prompting you to subscribe to the event:

![Subscribe dialog]

**Note:** please make sure that any previously opened My Notification window has been closed. Failing to do so will not allow the subscription dialog to pop open.

Two choices are possible:

- **Yes**: this action brings you to the My Notifications Detached View, set in Edit mode, and adds the selected event in the list of Subscribed Events:

  ![Subscribed Events]

  Remember to click on the Save button...

- **No**: this also brings you to the My Notifications window - however set in the Read Only mode. You can either review your current subscriptions, close the window... or click on the Edit button to manage your subscriptions (Section 8.30.6).

8.30.7.1.4 Delete...

Discards the event from the system (reserved to ADMINISTRATOR). This command is only active for events that you have created yourself (AUTHOR) - and providing the data source is NET.

8.30.7.1.5 Clone ...

Allows the copy of an existing event to serve as template to create a new one, keeping along most of its content. You will however be prompted to provide the following values:

- Name (mandatory)
- Estimated Period (mandatory)
- Confirmed Period
- Locations
- Status
8.30.7.1.6  Hide empty fields / Show empty fields

Respectively hides or shows all fields for which no data has been provided by the event author.

Event Content

The rest of the window displays the full content of the event, in a structured way:

A. General Information

1. Summary
2. Description and Expected Benefits
3. Originator
4. Measures and Scenarios
5. Reference Publications
6. Remarks and Comments

B. Activities and Impacts

This section lists all activities declared for the event. For each activity the following information is available:

1. General Information
   a. Period
   b. Locations
   c. Description
   d. Comments

2. Impacts: for each declared impact the following information is available:
   a. Period
   b. Extended Network Impact
   c. Types
   d. Description
   e. Attachments
   f. Capacity Variation
   g. Sector Configuration
   h. Traffic Sample Description
   i. Impacted Locations
   j. Possible Bottleneck Sectors
   k. Comments

8.30.8  List

The List link from the Calendar Portlet opens the Query Event View Detached View - as does the Search Events (Section 8.30.7) link.

This specific function will however perform an automatic query for the selected period:
8.31 Network Headline News

This Portlet announces events that have a significant impact on the ATFCM Network – the same way the headlines of a newspaper announce the main events of the day. These events may be foreseen or not, such as industrial action, airspace closure, sporting event, bad weather with significant regional impact, etc.

Portlet Structure

8.31.1 Latest News / Ongoing News Tabs

The Portlet opens by default the Latest News tab - to display the list of Headline News as they are set to be announced, with the newest item on top.

Click on the Ongoing News tab to get a list of the currently ongoing events, effectively affecting the Network.

8.31.2 News List

Each line starts with the Date and Time of the item, formatted as DDMMM hh:mm (two digits for the Day and three letters for the Month, then two digits for the hour followed by two digits for the minutes).

Next comes the title of the Network Headline News - displayed in two colors, depending on the level of criticality:

- **black**: INFO means there is no severity - NORMAL is the lowest severity level - WARNING indicates there could be a medium or high severity level.
- **red**: ALARM is the highest severity level. The news is critical.

Headline news must not be confused with **AIMs** (ATFCM Information messages). Events with minor or local impact on the ATFCM Network may be announced via an AIM while significant events will be announced via both media. It will be let to the NM operations to determine the events that come within the Headline News category.

A summary of the News is revealed when clicking on the expand button, as shown below with the third item.
8.31.3 Links

Four Links are featured at the bottom of the Portlet: Subscribe, Edit, Drafts and more.

Subscribe
The Subscribe link opens the Subscription Editor (Section 5.2), when you can specify for which stream of information you wish to get notified by email subscription.

Drafts
The Drafts link opens the Headline News Edit List window:

Please refer to the Headline News Edit List (Section 8.31.5) section for more information.

Create
The Create link opens the Headline News Editor (Section 8.31.1.5).

More
The more button opens a Detached View listing all Network Headline News, be they Online News or Archive News - by means of their respective tabs:

- The Online News view contains all items which are in Latest or Ongoing state, sorted by publication time (latest on top):
- The Archive News view contains items on any state but Latest or Ongoing, sorted by publication time (latest on top):

Here again, click on the expand button to view the News content.

**Attention:** the Drafts and Create links will only be visible to users granted with the Author role - you may therefore not see them...

### 8.31.4 Creating and Editing Headline News

**Technical prerequisite - IMPORTANT**

Authors must use Firefox for creating and maintaining Headline News. Internet Explorer is NOT supported.

**Creation**

There are three ways to create a new Headline News:

- From the Headline News Portlet on the NOP Main page, with the Create link: [Create]
- From the Headline News Edit List Detached View (the Drafts window), with the Create button:
- From the History Window with the Clone button: [Clone]

When you create an item, you open the Headline News Editor (Section 8.31.1.5) with a blank Headline News template.

When you clone an item, you actually open the Headline News Editor containing a copy of the source item - with the exception of imported resources, if any. In such an event, a TODO notice (in a red label) will be inserted to remind you to upload and place the missing elements:

The Clone button is available from the Headline News Details (Section 8.31.3) window.

**Edition**

- For a Draft version (no yet published): click on the Title link of an item to open the Headline News Editor (Section 8.31.1.5)
for that item

- For a Published version: Click on the Title of an item listed in the Online Events List or in the Archive Events List to open a Details window - and then on the Edit button from the History tab.

![Note: The ability to create and update Headline News is reserved to Authors, as determined by user profile.](image)

Workflow and Versions

8.31.4.1 Draft - initial

- When an item is created, a draft version is automatically generated and appears in the Headline News Edit List window (accessible with the Draft link from the Portlet on the NOP Main page). This draft version will exist until the item is published or the draft deleted.
- The draft version has an owner, which is the only user who can edit the item.
- The user who creates the draft version becomes its owner.
- Any author can take the ownership of the draft version. However they should bypass a warning message.

8.31.4.2 Draft - new

- When a published item is edited, a new draft version is automatically generated and appears in the Headline News Edit List window.
- When all necessary changes have been made and the item Published again, you will be prompted to indicate if the changes you made are Minor (corrections, type, cosmetic modifications) or not - in which case a new version will be created.

8.31.4.3 Publish

- Click on the Publish button to make the item visible on the Portal (to all users by default, or to authenticated visitors of the Protected Portal if the Protected option has been selected).
- This is achieved by means of this dialog:

![Publish dialog](image)

- The Publication time is updated each time an item is published, unless you select the Minor change option as shown above (in which case the publication date remains unchanged).

8.31.4.4 Versions and Updates

As a result, a Minor update will not change the publication time (the one relative to the last Major version will be kept) while a Major update will change the publication time, therefore resulting in having the item higher up in the events list as it is 'newer' - check the Headline News Details (Section 8.31.3) section for more information on the History concept.
8.31.1.5 Headline News Editor

The **Headline News Editor** presents the following features (default view, with the **Editor** tab selected):
1 Global Properties
   - Title: the title of the item.
   - Criticality: used to set the criticality of the item - select one of the options: INFO - NORMAL - WARNING - ALARM.
   - Protected: items with the Protected checkbox set to 'on' are only visible to users of the Protected Portal.

2 Date and Time
   - Start Time: instant when an item becomes visible on the Portal - both under the Latest News tab from the Portlet and under the Online Events List tab from the More window. This value is optional - leaving the default value unchanged will result in the item being displayed as soon as it is published.
   - Ongoing Time: instant when an item becomes Ongoing - and is then listed in the Ongoing News tab from the Portlet. This value is optional.
   - End Time: instant when an item becomes Archived and is only visible under the Archive Events List tab from the More window. This value is optional - leaving the default value unchanged will result in the item remaining visible under the Online Events List tab from the More window.

Note: an item is in the Latest state during the period between its Start and Ongoing times.

3 Buttons Bar
   - Edit: opens a saved version for edition.
   - Save: saves the changes in a draft version.
   - Cancel: close the current window without saving any modification.
   - Publish: displays the item on the Portal (and removes it from the Drafts list)
   - Delete Draft: deletes the opened draft.

4 Tabs
   - Editor: used to write and maintain the text content of an item
   - Resources: used to upload resources (texts, images, ...) to be used within an item. Please refer to the Managing Resources (Section 8.31.1.1.1) section to get more information.

5 Content
   - Free (rich) text area - available for up to 15978 characters.

6 Simple Text Editor
   - Please refer to the Styled Text (Section 8.31.1.1.2) section for more information.
8.31.1.1.1 Managing Resources

This is what the **Headline News Editor** looks like when first opened under the **Resources** Tab:

![Headline News Editor](image)

### Uploading Files

If not yet so, activate the **Edit** mode (click on the **Edit** button).

Click on the **Resources** button to get the following dialog:

![Resources Dialog](image)

Next use the **Browse** button and then navigate within your file system to locate the desired resources to be uploaded, then click on the **Open** button:

![File Selection](image)

**VERY IMPORTANT**: do not use blank spaces or other special characters in the file names. Failing to do so will result in an error:

![Error Message](image)

The returned message will however typically be the following:

![Success Message](image)

... and the uploaded file will be visible in the list, and available to the Editor:

![Uploaded File](image)

Repeat the above described steps to add more material to the **Resources** section:
Deleting Files
In order to prevent broken links in published items, the deletion of resources is not allowed.

8.31.1.1.2 Styled Text

In order to have text looking better - and easier to read - a simple text editor is provided.

To apply a style, select a text string and click on the desired style button.

To remove a style and reset a text to normal (including de-activating a hyperlink), insert the mouse cursor anywhere inside the formatted text and click on the Remove Style button.

Note that the Remove Style button will not suppress inserted images. To delete an image, simply select it with the mouse pointer, and use the Delete method of your choice - as in any text editor.

Styles Summary

- **Strong**: equivalent to **Bold**
- **Emphasis**: equivalent to **Italic**
- **Heading 1**: sets the selected text to the first level of titling
- **Heading 2**: sets the selected text to the second level of titling
- **Internal Link**: creates an hypertext link to a previously uploaded file resource - see the Managing Resources (Section 8.31.1.1) section for more information.
- **External Link**: creates an hypertext link to an external webpage or website.
- **Image**: allows the insertion of previously uploaded images and pictures.
- **Bulleted List**: allows the creation of a bulleted list.
- **Numbered List**: allows the creation of a numbered list.
- **Change**: allows to highlight text changes.

**Note**: nested lists are not supported.

8.31.1.1.2.1 Standard Text Attributes

Use the Strong, Emphasis, Heading 1 and Heading 2, Bulleted List and Numbered List styles fairly much like you would in any text editor.

8.31.1.1.2.2 Internal Link

**IMPORTANT**: Internal Links can not be applied to formatted text (this would result in the link not working in the email notifications).

As a result:
- Do not insert Internal Links in formatted text.
In order to have a text linking to an internal document, the latter should be uploaded beforehand (see how to upload resources in this section ('Headline News - Step-by-Step Authoring Guide' in the on-line documentation)).

Assuming this step has been performed, you may now firstly highlight the part of text meant to serve as hyperlink and then click on the **Internal Link** button:

A Resources windows pops up - from which you select the target item (in the case of this example, the Additional_Resource_Material.pdf file) then click on the **Insert Document Link** button:

The edited text is now turned into a hyperlink, as indicated by its blue color:

---

**8.31.1.2.3** **External Link**

Here as well, highlight the part of text meant to serve as hyperlink, but click on the **External Link** button instead:
8.31.1.2.4 Image

The process to include an image is the following:

1. Indicate the insertion point
2. Click on the **Image** button
3. Make your selection from the list of previously uploaded resources - see the **Managing Resources** (Section 8.31.1.1) section for more information.
4. Click on the **Insert Image** button:

8.31.1.2.5 Change
8.31.5 Headline News Edit List

The Headline News Edit List window is accessed via the Drafts link present at the bottom of the Network Headline News Portlet:

This page Drafts lists all items not yet visible to the general users:
- draft versions
- published versions having not reached their start date yet.

The table comprises a number of columns:
- Published: Indicates the Publication Time - corresponding to the last time the item has been published.
- Start: displays the start of the Latest period
- Ongoing: displays the start of the Ongoing period
- End: displays the start of the Archived period of the item
- Owner: the identifier of the owner (for a draft of the item) - or the word PUBLISHED to indicate an item no longer in draft mode - that is, already published - but having not reached yet the Start date/time.
- Title: displays the title of the item, and provides a link to activate the Headline News Editor (Section 8.31.1.5) window for the item.

The Create button (top right) serves as shortcut to a blank Headline News Editor template, and serves to generate new items.

8.31.6 Headline News Details

The Headline News Details window is accessed via the Portlet or from the more window (where you will click on a Title link):

The Details window comprises two tabs: Details and History:
Details tab

The Details tab is active by default, and shows the detailed content of an item as it is (or would be) published and displayed through the Network Headline News Portlet (example below):

This is also where you will find the Clone and Edit buttons:

8.31.6.1 Clone

Use the clone button to generate an exact copy of an existing Headline News - with the exception of imported resources, if any. In such an event, a TODO notice (in a red label) will be inserted to remind you to upload and place the missing elements:

8.31.6.2 Edit
Use the **Edit** button to open the Headline News Editor for the selected item

**History tab**

The **History** tab lists all changes and updates, Minor or Major, made to an item:

A Minor change is one that does not affect significantly affect the content of an item. It may be changes like:

- typos and corrections
- cosmetic changes
- ...

A Minor change will not modify the **Publication Time**, which will remain the one associated with the last recorded Major update (or the item creation):

<table>
<thead>
<tr>
<th>Publication Time</th>
<th>Published By</th>
<th>Last Update</th>
<th>Major/Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/05/2015 11:02</td>
<td>bu</td>
<td>08/05/2015 11:02</td>
<td>Major</td>
</tr>
<tr>
<td>08/05/2015 10:59</td>
<td>bu</td>
<td>08/05/2015 10:59</td>
<td>Minor</td>
</tr>
<tr>
<td>08/05/2015 10:51</td>
<td>bu</td>
<td>08/05/2015 10:51</td>
<td>Major</td>
</tr>
<tr>
<td>08/05/2015 10:51</td>
<td>bu</td>
<td>08/05/2015 10:51</td>
<td>Major</td>
</tr>
</tbody>
</table>

Line 1 indicates when the item was first published (Publication Time = 08/05/2015 1:51) - and is marked as a Major update (the item did simply not exist before). Note that the Last Update time is the same, as it corresponds to a new item...

Line 2 reflects the situation after a Minor update: the **Publication Time** remains unchanged, while the **Last Update** is changed.

Lines 3 and 4 both relate to Major updates, and therefore present identical **Publication Time** and **last Update**.

As you can see, the most recent items are on top...

---

### 8.32 Network Operations Monitoring and Reporting

**Typical Scope:**

<table>
<thead>
<tr>
<th>Network Operations Monitoring and Reporting</th>
</tr>
</thead>
</table>

Visit the **Network Operations Monitoring & Reporting website** for network Operations, Flight Efficiency and ATFCM Compliance reporting.

- Monthly Network Operations Report for the last two months can be accessed directly here.
- **Monthly Network Operations Report - February 2014**
- The Yearly Network Operations Report 2013 is now available.

See also **All network performance reports**.

The restricted operational reports are available through the EUROCONTROL extranet, OneSky Online for registered users - under **NM ATFCM Statistics**.

New users can request access via the **OneSky Online registration form**.

For public reports, visit the **Network Operations and Monitoring** website.

If you have any questions about the network performance reports or for receiving archived reports (~2 years), send us an e-mail

The **Network Operations Monitoring and Reporting** Portlet gives access to a number of operational reports.

The restricted operational reports are available through the EUROCONTROL extranet, OneSky Online for registered users - under **NM ATFCM Statistics**.

New users can request access via the **OneSky Online registration form**.

For public reports, visit the **Network Operations and Monitoring** website.

If you have any questions about the network performance reports, send us an e-mail

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8.33 Network Operations Weather Assessment

Typical Scope: **TAC**  **PRE**

The **Network Operations Weather Assessment** Portlet provides support to ANSPs and AOs in anticipating, identifying, monitoring and planning for potential severe weather events that may impact ATM capacity.

From the **Tactical** tab, the **Daily Update** link opens a copy of the current **Daily Eurocontrol Network Weather Assessment** PDF document. From the **PreTactical** tab, the **Daily Update** link opens a copy of the previous **Daily Eurocontrol Network Weather Assessment** PDF document.

8.34 NM News

Typical Scope: **RES**

The **NM News** Portlet displays the last 3 of a selection of the most relevant (for the actors involved in Network Operations) news items published on the Network Manager website.

Below a short summary, and aligned to the left, two distinct links perform the following actions:

At the very bottom of the Portlet itself, and aligned to the right, a [More](#) button opens the full list of the selection:
Note the two tabs, Online List and Archive List - the latter giving access to more ancient material.

### 8.35 NM Release Information

**Typical Scope:** RES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/2016</td>
<td>- Network Manager Release Notes and Deployment Information - Editor: 1.4 (planned for implementation 2016/2017)</td>
</tr>
<tr>
<td>02/02/2016</td>
<td>- NM20.0 CPT Instructions are available</td>
</tr>
<tr>
<td>02/12/2015</td>
<td>- Network Manager Release Notes and Deployment Information - Editor: 2.6 (planned for implementation 2015/2016)</td>
</tr>
<tr>
<td>26/11/2014</td>
<td>- Reminder url's for main applications</td>
</tr>
<tr>
<td>12/06/2013</td>
<td>- Send your questions on NM Releases to <a href="mailto:nm.releases@eurocontrol.int">nm.releases@eurocontrol.int</a></td>
</tr>
</tbody>
</table>

The NM Release Information Portlet lists the last changes implemented in the Portal, as well as some insight on future releases and evolution.

Click on the arrow to open the Summary of a given item:
Click on the more link to open another detached view with all issued items, under the Online or Archived tab depending on their date of issue:

8.36 NOP Archive

Typical Scope: POS

8.37 NOP-Showcase

This Portlet is only visible to a restricted number of users, based on Profile. It currently provides shortcuts:

- E-Helpdesk Statistics Detached View
- NM Screen banner text editor

8.38 NOP Updates
8.39 Planning of Network Changes

**Typical Scope:**

| STR |

The Planning of ATM Network Changes Portlet presents the major ATM upgrades and events expected over the next four years, to facilitate the planning and coordination of these events at network level. Updates and additions should be provided to the NOP Office via the nominated NOP focal points per ANSP.

8.40 Portal Assistance

**Typical Scope:**

| RES | POS | TAC | PRE | STR |

In case of problem or questions, contact the NOP Office team via the NOP Assistance Portlet.

This portlet provides ways to report a problem with the Portal usage, or to provide feedback on your user experience.

If you have an urgent Operational request in relation to a flight, please follow the procedure in place to reach the NM OPS Room. If you wish to submit a system improvement request, please submit an Operational User Requirement (OUR).

8.41 Pre-validation exercises
**Pre-validation exercises**: Information on the dates and scope of the on-going or planned pre-validation exercises.

The **Pre-validation exercises** Portlet is currently not activated on the Portal.

---

### 8.42 RAD

Typical Scope: PRE STR

The objective of the RAD Portlet is to facilitate flight planning.

The **RAD Homepage** link opens the RAD website homepage, where you can find all data and information related with the RAD updates:

The **Increment File** and **Additional Documentation** links provide shortcuts to the respective corresponding areas on the RAD website.

Lastly, the RAD Portlet provides a number of links to the current and most recent(s) RAD Updates (like **1310 - 19 September 2013** in the example shown above).
The objective of the SAFA Portlet is to check whether the Flight Plans accepted by IFPS concern aircraft / aircraft operators and/or countries on which ECAC Member States would have decided banning or safety inspections.

The main process is to check continuously the flight plan data coming from IFPS according to some selection criteria. An Alert mail message is sent in case of a match.

**Note**: Managing Alarms (create / delete / ...) is reserved to SAFA Management role - these functions will not be described here.

**Alarm**

The **Alarm** section of the EC/SAFA ALARMING Portlet features a shortcut to search for specific matches, by means of two drop-down lists:

8.43.1 **Alarm level**

Allows you to filter your search by level:

- ALL
- EC_SAFETY_LIST_ALERT
- EC_SAFA_PRIORITY_WARNING
- EC_SAFA_WARNING
- INFORMATION

8.43.2 **Alarm Id**

Allows to select from a list of all currently affected ID's.

It also provides an **Alarm** button opening a blank SAFA Alarm List Detached View - see here (Section 8.43.3) for details.

**Matched Flights**

The **Matched Flights** section of the EC/SAFA ALARMING Portlet features a shortcut to search for specific matches, and provides three filters:

- **Alarm Level** - with the same 5 options as detailed above
- **ADEP**: a text field to specify the ADEP
- **ADES**: the same, for ADES
It also provides a button opening a blank SAFA Matched Flights List Detached View - see here (Section 8.43.4) for details.

Others

Two more buttons are lastly featured at the bottom of the Portlet:

- **Countries** : opens a SAFA Countries Detached View - see here (Section 8.43.5)
- **AO Alerting** : opens a SAFA AO Alerting Detached View - see here (Section 8.43.6)

8.43.3 SAFA Alarm List

The SAFA Alarm List window allows the display of Alarms.

This is how it looks like when invoked from the link features on the Main page Portlet (i.e. a blank template with no parameter selected):

... or from the button (following a query launched on the Main page Portlet):

![Alarm List Window](image)

Query Area

The Alarm Lists with the following parameters:

- **Alarm ID**
- **Level**
- **Country Scope - Lists**
- **Countries**
- **Overflight**
- **AO Alerting**
- **Reception Time (From / To)**

You may also use a Validity Filter to narrow down the displayed item:

- **Past**: lists items with the end of the period being in the past;
- **Current**: lists items with the period containing the Portal Time (Section 3.1);
- **Future**: lists items with the end of the period being in the future.

Results Area

Select the desired item from the list and click on its title to open the corresponding SAFA Alarm Details Detached View:
The **View Matched Flights...** button opens the following **SAFA Matches Flights List** window:

![View Matched Flights...](image)

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Aircraft Reg.</th>
<th>Missing Aircraft Reg.</th>
<th>ATYP</th>
<th>Exemptions Valid From (DD/MM/YYYY)</th>
<th>Valid To (DD/MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The actual data has been intentionally blurred.

### 8.43.4 SAFA Matched Flights List

This is how the **SAFA Matched Flights List** window looks like when invoked from the **Matched Flights** button:

![SAFA Matched Flights List](image)

You may also launch a simple query from the Portlet itself, such as in the example below **ALL** flights matching EBBR as ADEP:

![Simple Query](image)

.. returning the following match (results intentionally blurred):
Querying SAFA Matched Flights List

The SAFA Matched Flights List Detached View allows you to launch more elaborate queries, by means of the following criteria:

- **IFPL Id**: Free text (accepts wild cards)
- **Aircraft Id**: free text (the single * wildcard may be used at the end of the string)
- **Countries Included** (link opening the selection pop-up dialogue shown below)

![Select Countries Pop-Up Dialogue]

- **Alarm Id**
- **Countries** (pull-down menu proposing 5 options: EU_LIST, LEGISLATION_AGREED_LIST, LEGISLATION_NON_AGREED_LIST, NON_EU_LIST, SAFA_LIST)
- **Alarm Level** (ALL, EC_SAFETY_LIST_ALERT, EC_SAFA_PRIORITY_WARNING, EC_SAFA_WARNING, INFORMATION)
- **Flight Type** (SCHEDULED, NON_SCHEDULED, GENERAL, MILITARY, OTHERS)
- **ADEP**: Free text (accepts wild cards)
- **ADES**: Free text (accepts wild cards)
- **OPR**: Free text (accepts wild cards)
- **Aircraft Registration**
- **Aircraft Type**
- **Date of Flight**

### 8.43.5 SAFA Countries

The **SAFA Countries** window displays the country data attributes in a table:
<table>
<thead>
<tr>
<th>Country Name</th>
<th>Country Code</th>
<th>Overflight relevant</th>
<th>Safety List Alert</th>
<th>Priority Warning</th>
<th>Warning</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

- **Country Name**: name of the country
- **Country Code**: two letters ICAO code
- **Overflight relevant**: Yes / No / BOTH
- **Safety List Alert, Priority Warning, Warning and INFORMATION**: email address(es)

### 8.43.6 SAFA AO Alerting

- **EU NEW UPDATE**
- **EU CANCEL**
- **EU CANCEL OUT**
- **NPS NEW UPDATE**
- **NPS CANCEL CNL**
- **NPS CANCEL OUT**

### 8.44 Tele/WebEx conferences

**Typical Scope:**

- **TAC**
8.44.1 Online web conferences
The online web conferences are used for:
- South West axis
- South East axis
- North East axis
- Ski conferences
- Special events (Olympic Games, Football tournaments and finals, etc.)
- Training on CHMI and NOP

8.44.2 Teleconferences
Teleconferences are used for ad-hoc events, like:
- Strikes
- Crisis

Test your PC and browser
Please make sure that your PC and browser are compatible to use WebEx, by following this step-by-step procedure:

**Step 1:** Click on this link to test your PC and browser
**Only** if Step 1 is unsuccessful, please ask your IT department to check the minimum system requirements below, and click here for Step 2: Further technical requirements

Smartphones
Download the free WebEx app for your smartphone
- Webex apps

8.44.3 Teleconferences with Intercall
- Telephone with keypad

8.44.4 Links
Bookmark these links for the different Network Operations WebEx conferences:
- South West axis
- South East axis
- Tactical Briefing
- Ski Axis

WebEx account?
Please note that you do NOT need to have a WebEx account or username to participate in the online web conferences. All you need to do is bookmark the links above and join the session.

Teleconference
The new number for conferences via the telephone: +32 28 91 01 03
- To get access a PIN is required. This will be published via AIM, Headline News or email before a teleconference takes place.
8.45 Training

The Training Portlet provides links to the NM Training website, containing all the training dates and registration information.

8.46 Traffic Counts

Two versions of the Traffic Counts application are currently accessible: Traffic Counts 2 and Traffic Counts. Traffic Counts is the version currently available on the NOP Portal - and also accessible from the NOP Desktop Start menu - this is the one described here. Traffic Counts 2 is the new version, integrated in the STAM Applications suite. Please refer to this section (Section 4.4) for information on the Traffic Counts (2) application.

The Traffic Counts Portlet gives the number of flights for a given Traffic Type. Flights may be selected on different query criteria for given time period and interval. The flights can be selected on:

- The time over the reference location for a traffic Volume and a Point.
- The take off time for the Aircraft Operator, the Departure Aerodrome and Aerodrome Set.
- The arrival time for the Arrival Aerodrome and Aerodrome Set.
- The entry time for the Airspace.

Query Area

The Query Area, when first opened, presents the following parameters:

- Where: shows the last element type used with a query - by default, Traffic Volume.
- Is: based on the "Where" selection, the drop-down box will propose the most recent query data elements you have queried before with success.
- Type: the following Count Types may be available depending on the selected Where criteria:
  - Entry Hour/20 Min: Entry hourly counts are given every 20 minutes step.
  - Entry Hour/10 Min: Entry hourly counts are given every 10 minutes step.
  - Entry Hour: Entry hourly counts are given every 60 minutes step.
  - Entry 20 Min: Entry 20 minutes counts are given every 20 minutes step.
  - Occupancy: Occupancy counts are given at the beginning of every minute.
- WEF time: proposed based on the default query period assignment using your user adjustable preferences.
- UNT time: proposed based on both the selected WEF time and on the default query period assignment.
Traffic Type: The following Traffic Types can be checked or unchecked:
- TL: Traffic Load
- TD: Traffic Demand
- RD: Regulated Demand

Proposal: check this option to include the proposed flights in the retrieved counts. Otherwise the counts will be based on the normal flights only.

When a query has been launched, additional control and navigation elements appear to fine tune the current query:

- Poll: button to activate the Polling mode
- Auto Shift: automatically shift the query period, according to the current time
- Previous period: go to the previous query period
- Shift -10 Min: shift the query period 10 minutes backward
- Next period: go to the next query period
- Shift +10 Min: shift the query period 10 minutes forward

Result Area
Click on the Go button from the Query Area to generate the Chart on the Occupancy Count window, displaying traffic counts, and OTMVs (when existing):

The Result Area features 4 tabs:
1. Chart (by default)
2. Table
3. Regulations
4. Hotspots

The Chart Tab

Presents the data in a Chart mode (as described above):
8.46.1 Tools and commands

In Chart mode, the Display Area features a dedicated Tools bar:

- **Enlarge the scope of the vertical scale**
- **Reduce the scope of the vertical scale**
- **Enlarge the scope of the shown period**
- **Reduce the scope of the shown period**
- **Toggle the Grid visibility (on or off)**
- **Freeze / Unfreeze the shown period for new queries**
- **Move Chart selection to the left**
- **Move Chart selection to the right**
- **Scroll Chart to the left**
- **Scroll Chart to the right**
- **Toggle Traffic Load (on / off)**
- **Toggle Traffic Demand (on / off)**
- **Toggle Regulated Demand (on / off)**
- **Get Info on the selected segment of the Chart:**
8.46.2 Action Buttons

The Chart tab features 3 action buttons:

- Flights
- OTMVs
- Hotspots

... each opening their respective editing environments with the basic set of query parameters already pre filled. They also provide a simple and practical workflow:

1. Select flights and add them to a STAM
2. Create the OTMV
3. Define the Hotspots
4. ...

The Table Tab

Presents the data in a table mode:

The Regulations Tab

The Regulations tab provides the list of regulations applied to the selected Traffic Volume, for the defined period.

It also provides useful shortcuts (in light blue):

- Reg Id: the link opens the Measures Portlet with the Regulation Details tab already selected, and the Regulation ID pre filled ... you only need to click on the Go button to open the Measures Editor and, when authorised, make changes to the selected Measure:
delays: the link opens the Measures Portlet with the Regulation Delays tab already selected:

<table>
<thead>
<tr>
<th>Identifier</th>
<th>LCS12X19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure Type</td>
<td>Network Non-Cherry Pick (Flow, TV,...)</td>
</tr>
<tr>
<td>STAM Kind</td>
<td>Ground Delay</td>
</tr>
<tr>
<td>Hotspot</td>
<td>Traffic Volume</td>
</tr>
<tr>
<td>V(S) (FMP/Delay)</td>
<td>LCCCFP</td>
</tr>
<tr>
<td>Window Width</td>
<td>10</td>
</tr>
<tr>
<td>Update Capacity</td>
<td>Update TV Activation</td>
</tr>
<tr>
<td>TV Description (AIR)</td>
<td>LCC: SECTORS SOUTH-SOUTH COMBINED</td>
</tr>
<tr>
<td>Reason</td>
<td>ATC Capacity</td>
</tr>
<tr>
<td>Description (AIR Remark)</td>
<td>Auto Link NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Periods</th>
<th>Start Time</th>
<th>Normal</th>
<th>Pending</th>
<th>Equip.:Type</th>
<th>Equip.:Rate</th>
<th>XCD</th>
<th>RVF</th>
<th>ECM</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>19:10:40</td>
<td>28</td>
<td>0</td>
<td>None</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19:11:20</td>
<td>30</td>
<td>0</td>
<td>None</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supplementary Rates

- flight list: the link opens the Flight List Portlet, listing all flights impacted by the set regulation:
The Hotspots Tab

The Hotspots tab provides the list of hotspots created in the Traffic Volume. It also gives access to the Hotspot and the Flight List windows (click on the appropriate link).

8.46.3 Select Flights

Select the Flights (checkboxes) and click on the Add flight to... button
A new dialogue pops open, prompting you to specify the intended kind of measure:

From there onwards, please refer to Measure Editor (‘The Measure Editor’ in the on-line documentation) - the screens may look slightly different as they refer to the NOP Desktop (Section 4) version of this feature, but the concept will be the same.

Note: Please refer to this section (‘The Measure Editor’ in the on-line documentation) for more information on the Measure Editor. The screens may look slightly different as they refer to the NOP Desktop (Section 4) version of this feature, but the concept will be the same.

8.46.4 Create OTMV

Get the Airspace Portlet - depending on the path you followed to open it, you may need to (re)specify a query - in this example the Traffic Volume = LFFTE.

Locate and open the OTMV tab:

Note: the OTMV tab will only be visible to FMP roles.
Next click on the New tab to open the OTMV editor, then on the Create button to get a new blank entry line in the table, and specify the desired parameters:

Click on the Save button - the entry is now saved and the Query Result light green area also reflects the update:

Note: More information about how to manage OTMVs can be obtained from this section (Section 4.1) - the screens may look slightly different as they refer to the NOP Desktop (Section 4) version of this feature, but the concept will be the same.

8.46.5 Create Hotspot

From the Hotspot Portlet, click on the New button:

Note: More information about how to manage OTMVs can be obtained from this section (Section 4.1) - the screens may look slightly different as they refer to the NOP Desktop (Section 4) version of this feature, but the concept will be the same.
The **Count duration** selector appears, and well as a blank tab corresponding to the new item in creation:

In this example we have set the **Count duration** value to **10** - as reflected in the new tab. It is now time to click on the **Create** button:

A new blank entry is created in the Hotspot editor, yet missing two important **WEF** and **TIL** values:

These values will be extracted from the **Occupancy Counts** window:
The already existing Hotspot (tab ‘5’ in the above graphic)

The area where the Counts exceed the Peak (and Sustained) values as declared in the associated OTMV - suggesting us to use the 16:00 for the WEF value and 17:10 for the TIL value.

The next step is to determine the Severity, which can be selected from these values:

- LOW
- MEDIUM
- HIGH

The State (status) does also need to be specified, from one of the following values:

- DRAFT: the Hotspot is created, but is not visible on the Traffic Counts window. An orange line below the counts shows the hotspot period
- ACTIVE: the Hotspot is visible on the Traffic Counts window, and is visible to all users. The line below the counts turns to red.
- SOLVED: the implemented STAM measure solved the issue. The Hotspot is no longer visible, and the line below the counts has become green.
- ACCEPTABLE: no STAM measure was required during the Hotspot period. The Hotspot is no longer visible, and the line below the counts is now blue.

The resulting entry is here - with the following values:

<table>
<thead>
<tr>
<th>WEF</th>
<th>TIL</th>
<th>Severity</th>
<th>State</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:00</td>
<td>17:10</td>
<td>MEDIUM</td>
<td>DRAFT</td>
<td></td>
</tr>
</tbody>
</table>

The Remark field has been left empty.

The Hotspot has been effectively created, as reflected in the updated Traffic Counts Portlet:
Action Buttons

The Flights button opens a Flight List Detached View, with the Hotspot tab already selected, and pre filled with the current query parameters:

The Edit button reveals the Hotspot editor, where the following actions may be performed:

Create: creates a new Hotspot (see above)
Save: Saves the changes (be it a change or a creation) and closes the editor
Apply: Saves the changes (be it a change or a creation)
Cancel: terminates the current operation without saving changes

Note: in order to change the State of the Hotspot, you will have to first reopen it with the Edit button, make the changes, then Save it again.

Note: More information about how to manage Hotspots can be obtained from this section ('Create a Hotspot' in the on-line documentation) - the screens may look slightly different as they refer to the NOP Desktop (Section 4) version of this feature, but the concept will be the same.

8.46.6 HMI Customisation for Traffic Counts

The NOP provides some ways to customise how the data is presented in the Traffic Counts application, like columns order and sorting, default values, color schemes, etc.
8.47 All Other Portlets

The other Portlets are simple to use: they are made of a summary text - sometimes illustrated - and most of the times propose organized shortcuts and links to the NM website or the EUROCONTROL website.

AIS Agora: link to the Agora.

Charts: Link to the EUROCONTROL website providing ATM maps

Claims: Link to the CFMU Claim Management System (CCMS)

CODA: Link to the EUROCONTROL CODA website

Contacts: Link to pages of the NM and EUROCONTROL web sites providing various useful contact points

DDR: Link to the DDR interface
NEST: A single simulation tool for network capacity planning and airspace design.


NM Developments: Links to several pages of the NM website describing the Network Operations systems and evolutions – including reference documents in the NM Library.

NM Interactive Reporting: Link to the NMIR application.
**NM Operations overview:** Link to NM web pages providing a high level view of the NM’s main operational processes.

**OneSky Online:** Link to EUROCONTROL’s extranet, OneSky Online.

**SKYbrary:** Electronic repository of safety data related to ATM and aviation safety in general

**Skyview:** Link to the EUROCONTROL Skyview web site.

**Statfor:** Link to the EUROCONTROL Statfor web site.
Air Traffic Statistics and Forecasts

In the EUROCONTROL Agency the statistics, essential to its members and its stakeholders, are produced by the Statistics and Forecast Service, STATFOR.
9 Help

9.1 User Assistance

In case of problem or questions, contact the NOP Office team via the NOP Assistance Portlet.

This portlet provides ways to report a problem with the Portal usage, or to provide feedback on your user experience.

If you have an urgent Operational request in relation to a flight, please follow the procedure in place to reach the NM OPS Room.
If you wish to submit a system improvement request, please submit an Operational User Requirement (OUR).
A

AIM
Air Traffic Flow and Capacity Management - A service that is enhancing ATFM with the objective of managing the balance of demand and capacity by optimising the use of available resources and coordinating adequate responses, in order to enhance the quality of service and the performance of the ATM system.

ATFCM
Aeronautical Information Services

ARO
Air Traffic Services Reporting Office

ATFCM Information Message

AIS
Air Traffic Management - The dynamic, integrated management of air traffic and airspace including air traffic services, airspace management and air traffic flow management — safely, economically and efficiently — through the provision of facilities and seamless services in collaboration with all parties and involving airborne and ground-based functions.

Axis
(Seasonal) Flows of traffic across the European Network.

C

CCMS-Web
Web based Central Claim Management System - The CCMS Web is an independent application where the NM is enabling authenticated clients to access and submit incident reports, user requirements or requests for support in their field of activity.

CDM
Collaborative Decision Making

CFMU
Central Flow Management Unit

CHMI
Collaborative Human Machine Interface - CHMI provides a new graphical interface to the NM operational systems which enables users to display data and graphical information (such as routes, route attributes, airspaces, flight plan tracks, etc.) via map displays. As these maps are updated dynamically, therefore CHMI provides a more user-friendly display of ‘real time’ information.

CRM
Conditional Route Availability Message

D

Daedalus
NM tool to dynamically calculate a route which is valid according to all airspace and flow management constraints known to the NM i.e. Conditional Route Availability Message (CRAM), RAD & ATFCM Notification Message (ANM).

DMEAN
Dynamic Management of European Airspace Network

Docked
Status of a Map window or component, when it is attached to the Menu Bar on top of the Map detached view.

DWH
Data Ware House - The DWH system contains archived data from other NM systems, together with derived performance and quality indicators. It is used to provide an assessment of ATFCM performance and enable corrective action by facilitating comparison of the actual traffic situation with the ATFCM plan, and to assist the CFMU and its users in the preparation of their Strategic, Pre-Tactical and Tactical activities, by providing a forecast flight demand model based on historical data.

E

EFD
ETFMS Flight Data - significant flight data updates sent by ETFMS to ANSP’s in the form of EFD messages.

ETFMS
ETFMS provides the overall traffic situation for the NM area, both current and future, based upon flight plan data updated with current traffic position data, allowing a precise anticipation of the traffic demand. ETFMS brings benefits in the management of both routine traffic situations as well as unusual or ‘exceptional’ conditions.

F

FAAS
Flight Assessment and Alert System (3 letter acronym: FAS) - The NM system hosting the SAFA application.

FCR
File Content Repository - The root folder where all the Portal content are stored
**FCU**  
File Configurable Unit - The smallest content package that can be updated independently. In most cases, it will be a single FCU item - but some items do share common or crossed links and will therefore be grouped within an FCU folder.

**Floating**  
Status of a Map window or component, when it is freely movable and draggable in the main display area.

**FMP**  
Flow Management Position

**FUM**  
Flight Update Messages - aimed at making NM partners aware of the situation of a given flight, in particular regarding the Estimated Landing Time.

---

**IFPS**  
Integrated Initial Flight Plan Processing System.

IFPS fulfills two primary functions:

1. provides a centralised flight planning system for the States within the NM area with the object of rationalising reception, initial processing and distribution of flight plan data to ATC Units.
2. provides Repetitive Flight Plan (RPL) and Filed Flight Plan (FPL) data for use by the OPSD for ATFCM planning, monitoring and slot allocation.

**IMT**  
IMT stands for "Incident Management Tool", where "incident" is meant to be "operational incident with a potential to become a disruption or crisis".

---

**Nav Aid**  
Any visual or electronic device, airborne or on the surface, that provides point-to-point guidance information or position data to aircraft in flight.

**Network Manager Website**  
Available to the general public, without any registration. It contains information relevant to the NM core business, but information of an operational nature, which are accessible from the NOP Portal.

**NMIR**  
NM Interactive Reporting

---

**Portlet**  
Portal Element - Configurable window providing a synthetic piece of static or dynamic content on a portal page.

**Post-Operations**  
One of the 4 ATFCM Phases as used in the Portal. Covers the period from "Day +1" 00:00 onwards

**Pre-Tactical**  
One of the 4 ATFCM Phases as used in the Portal. Covers the period from "Day -6" to "Day -1" inclusive.

**Protected Portal**  
The NOP Protected Portal contains information for clients involved in ATM operations and is only available after acceptance of the NM Terms and Conditions. It is accessed via RSA SecureID (see Token).

**Public Portal**  
Available only after self-registration. The NOP Public Portal contains information to assist the NM clients involved in ATM operations - however, some elements which are subject to a service agreement are only accessible from the NOP Protected Portal.

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**RAD**  
The RAD is a sole-source flight-planning document, which integrates both structural and ATFCM requirements, geographically and vertically. The RAD is updated each AIRAC cycle following a structured standard process of

1. Requirement
2. Validation
3. Publication by the Network Manager in cooperation/coordination with the States and the Aircraft Operators.

---

**Scenario**  
ATFCM measure applied as a result of an ATFCM Event, either planned or unplanned.

**Self-Registered**  
The Self-Registration allows a non-authenticated user to create an account (with userID and static password) to access certain services and data from Network Manager.

**SESAR**  
Single European Sky ATM Research

**Strategic**  
One of the 4 ATFCM Phases as used in the Portal. Covers the period from "Day -12 months" to "Day -7 days" inclusive.
TACTICAL
One of the 4 ATFCM Phases as used in the Portal. Covers the Day currently selected in the header, from 00:00 to 24:00 UTC.

Target Date
The date which has been set in the Portal Header, and therefore for which the queries do apply. The Target Date can also be modified from within the Header of some Detached Views (typically, for all views where you can submit a query).

TIL
Stands for 'Until' - the end date and time of a period.

Token
A software-based one-time password authentication method of protecting network resources, typically used for remote access. It is a small independent program that runs on the PC and that generates every minute a random number called the token code.

UserID
Your UserName or UserID is a login name which has been assigned to your User account by NM. (For example: p0xxx1). The UserName is not case sensitive.

Way Point
A pre-determined geographical position, used for route or approach definition or progress reporting purpose. Two Way Points define a route segment.

WEF
With Effect From - the start date and time of a period.

WIND
Web Interface for NOP Data - This content and workflow management software is used to maintain the content of the Portal (for the static content) and manage the presentation of the content from back-end systems.

WYSIWYG
What You See Is What You Get - A descriptive designation for a form of visual display or graphical user interface (gui) that shows (on the screen) the actual appearance of a document being processed.
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