# FAASafety.gov

# Safer Skies Through Education

# Administration Manual

# Federal Aviation Administration

**Draft**

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# 1. Introduction

## 1.1. Purpose

The purpose of FAASafety.gov is to provide users with an educational framework that they can manage to further the mission of ***Safer Skies Through Education***. The AMT Awards Program was developed by the FAA to encourage technicians and employers to receive or promote initial and recurrent maintenance training. The FAA recognizes these technicians and employers by issuing awards for receiving, promoting and fostering initial and recurrent maintenance training. The WINGS program is a recurrent training program that awards the user with a WINGS pin when they take additional education classes throughout the year. These programs are for pilots, mechanics, and other users of the system.

## 1.2. Audience

This manual is intended to be used by Administrators, National FAASTeam Managers (NFM), FAASTeam Program Managers (FPM), Regional FAASTeam Program Managers (RFPM), and FAASTeam Representatives. It is also intended that this manual will be used by others who have been assigned Administrative privileges, such as FAASTeam Training Providers, flight and ground instructors, etc.

## 1.3. System Requirements

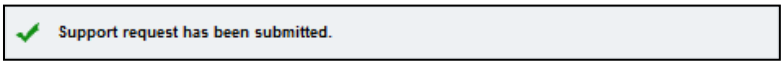
Recommended system requirements:

- A personal computer with broadband internet connectivity.
  - Some features will time out before completion when using dial-up services.
- Microsoft Internet Explorer 8.0 or greater or Mozilla Firefox 3.0 or greater. Not all features have been tested on Google Chrome and Apple Safari, or other, browsers.
  - Internet options set to accept cookies (Internet Options, Privacy tab).
  - Java scripting enabled (Internet Options, Advanced tab).
  - Popup blocker cannot be enabled.
- Acrobat Reader 6.0 or greater, or navigate to http://get.adobe.com/reader/ to download the current version of Adobe Reader.

## 1.4. Help and Contact Information

Many issues regarding use of the site can be resolved by clicking the Page Help link (located above your login ID on each page) to display information about the current page. If you have specific questions about this site that are not addressed in this manual or the help text, please:

- Send an email to support@faasafety.gov
- Select Resources, Support, select a category, and complete the form. When your request has been sent, the following message will display.




- Click on the Contact Us link at the bottom of the page to view the Contact FAASTeam page. Here you can review the FAQ's, click on a hyperlink to navigate to the support page for FAASafety.gov,

DRAFT

click on a hyperlink to a list of FAA contacts, or click on a hyperlink that will provide you with a Flight Standards Service (AFS) customer feedback form to complete.

## 1.5. Navigation and Common Practices

FAASafety is a web-based application, meaning that it is accessed via the internet. Users can gain access to the system wherever they are, provided they have internet access. If you are unable or choose not to log onto the system, the Guest user will allow you to navigate to most web pages.

## 1.6. User Types/Roles

***Administrator***

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASTeam Program Managers (FPMs), Regional FAASTeam Program Managers (RFPMs), National FAASTeam Managers (NFMs), and "super users" are all considered administrators in this context. Super users include the FAASTeam Outreach Program Manager, designated assistant(s), Regional FAASafety.gov Person of Responsibility (POR), and members of the FAASafety.gov development team.

FPMs, RFMs, and NFMs each have geographic areas of responsibility, with an FPM controlling the districts, and RFMs controlling one of eight national Flight Standards (AFS) regions. The NFM has control over the entire nation. The super user will have control over all functionality. In some cases, a Representative user will be able to perform some tasks in the administrative section. A FAASTeam Representative logically belongs below the FPM of a geographic region.

Once an administrator has logged in, they have additional navigation items available in order for them to perform their management functions. Higher levels of administrators will have more functionality available.

The Administrator role is assigned by the FAASTeam Outreach Program Manager. Administrators can add, modify, and delete users on the system and have the ability to add and remove permissions from a given user or role. These users have access to the Quick *WINGS* checklist only if their Administrator account is also their Airman account.

***National FAASTeam Manager (NFM)***

National FAASTeam Managers are assigned specific administrative permissions at FAASafety.gov. They do not have control over all system functionality, as Administrators do. This user has access to the Quick WINGS checklist only if their NFM account is also their Airman account. NFMs are official FAA employees and can include headquarters staff that requires access for reporting or other purposes.

To be assigned a National FAASTeam Manager role, a user must complete a FAASTeam application requesting this role. The application is submitted to an Administrator for review and approval.

***Regional FAASTeam Manager (RFM) and Assistant Regional FAASTeam Manager (ARFM)***

Regional FAASTeam Managers and Assistants have specific administrative permissions at FAASafety.gov. They do not have control over all system functionality. RFMs and ARFMs review pre-accepted SPANS events and Notices for final acceptance before emails and or post cards are sent to the requested geographic and demographic FAASafety.gov user group. ATC and FAA Security users can give final

acceptance for Notices only. This user has access to the Quick WINGS checklist only if their RFM account is also their Airman account. RFMs and ARFMs are official FAA employees.

To be assigned a Regional FAASTeam Manager role, a user must complete a FAASTeam application requesting this role. The application is submitted to an Administrator for review and approval. Because all applications require two approvals, the Administrator must approve this application twice.

***FAASTeam Program Manager (FPM)***

FAASTeam Program Managers have specific administrative permissions at FAASafety.gov. They do not have control over all system functionality. They are responsible to review and pre-accept SPANS events and Notices. After SPANS events and Notices are pre-accepted, they are forwarded to the FPM's designated RFM for final acceptance. This user has access to the Quick WINGS checklist only if their FPM account is also their Airman account. FPMs are official FAA employees.

To be assigned a FAASTeam Program Manager role, a user must complete a FAASTeam application requesting this role. The application is submitted to an RFM for review and pre-approval. After the application is pre-approved, it then goes to the RFM for final approval. After the application is approved, the RFM must assign their geographic area of responsibility based on districts (one or more FSDOs).

***Lead Representative/Representative***

Representatives are volunteers, not FAA employees. Representatives and Lead Representatives are assigned permissions that allow them to create SPANS events and Notices, as well as having access to certain reports. They can access their Quick WINGS checklist only if their Representative account is also their Airman account. In some cases, a Representative will be able to perform certain specified administrative tasks. Representatives must complete online Representative training before being appointed. After appointment, Representatives are required to receive additional training with follow-up training to be received annually.

To become a Representative, a user must complete a FAASTeam application requesting this role. The application is submitted to an FPM for review and approval. The FPM will conduct a background check and pre-approve or deny the application. If the application is pre-approved, it then goes to the RFM for final approval. When a representative is approved, a record is created that includes a training record and service notes showing when they were approved. An application may be denied because of missing or incomplete information, or because there is not at that time a need for a Representative in that area, or because the background check resulted in unfavorable information.

***Air Traffic Control (ATC)***

ATC users have limited permissions. Their job assignment requires that they occasionally send notices to the FAASafety.gov user group. They are similar to a Representative in that they can create a notice but not a SPANS event. All notices sent by this user require approval by their assigned RFM. When a notice is created, the system generates an email chain for this approval before the notice is sent to the appropriate user group(s). ATCs are official FAA employees.

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***Airman***

An Airman is a pilot, mechanic, navigator, parachute rigger, flight engineer, repairman, instructor, or other user that has elected to provide their airman certification number for their FAASafety.gov user account. The certificate number is associated with the account by means of an Airman ID number. When the certificate number is verified with the FAA Airman Registry files, an Airman ID is assigned to their FAASafety.gov account. The Airman user has access to the AMT Awards program and the WINGS program, including the Quick WINGS checklist that lists their activities for a basic phase of WINGS.

***User/Guest User – Anyone with a FAASafety.gov account that does not have an associated Certificate***

A User is someone who is registered at FAASafety.gov that has not provided an airman certificate number or an Airman user that is awaiting certificate validation from the FAA Airman Registry. Also included in this category are users that open FAASafety.gov but do not log in (Guest User). This user is able to navigate to a limited amount of information available on the site.

***Industry Affiliates/Team Members***

Industry Team Members are individuals or companies who have signed a Memorandum of Understanding (MOU) with the FAASTeam to provide a service, product, or something in exchange for our promise to publish their name on the FAASafety.gov website. Team Members provide rewards for FAASafety users when they achieve an AMT or WINGS training level. This role requires a FAASTeam Industry member application to be completed and approved by an NFM or Administrator. When the application is approved, the region must be set to AFS National if it is not the region that was selected by the user on the application. The region must be verified and changed during the approval process when necessary.

Currently the FAASTeam Outreach Program Manager contacts the Industry member about their application and gives them the password so they can complete their application.

***Employer***

An Employer is a user who employs AMTs who participate in the AMT Awards Program. This user completes a short application which is then automatically approved upon submission. This then permits the Employer to participate in the AMT Awards Program as an Employer. See AC65-25 for more details.

***Services Provider***

This role is under development. The Services Provider is intended to be a FAASTeam member and must complete the FAASTeam application to request this role. Currently this role can be assigned but it has no function. Training is not required for this role. The application is processed in the same manner as a Representative application.

***Training Provider***

A Training Provider is a non-FAA individual or organization who provides accredited activities or courses for FAASafety.gov users. Instructors are different, they can give training and credit without being a training provider. A Training Provider must complete an application to be a training provider (Resources, Training Providers).

***Instructor***

An airman who has instructor privileges who has associated their FAASafety.gov account with their airman registry information. This gives them validation privileges.

***FIRC Provider (Coordinator? Another FIRC role?)***
FIRC (Flight Instructor Refresher Clinic)

***External Course Provider***
The External Course Provider is a person that adds a link to external online courses to the FAASafety.gov website. These courses are intended to give credit to a phase of the *WINGS* program or AMT awards program.

### 1.7. Administrative Access

Before attempting to log onto the system, you must register and be given administrative access. Contact your supervisor to be granted permissions for your area of responsibility. When your request for administrative permissions is approved and assigned to your user account, you will be allowed to use the advanced features available on the **Administration** tab.

## 2. FAASafety.gov Login

To launch the FAASafety.gov website, enter the following address in your internet browser address field:

http://www.FAASafety.gov

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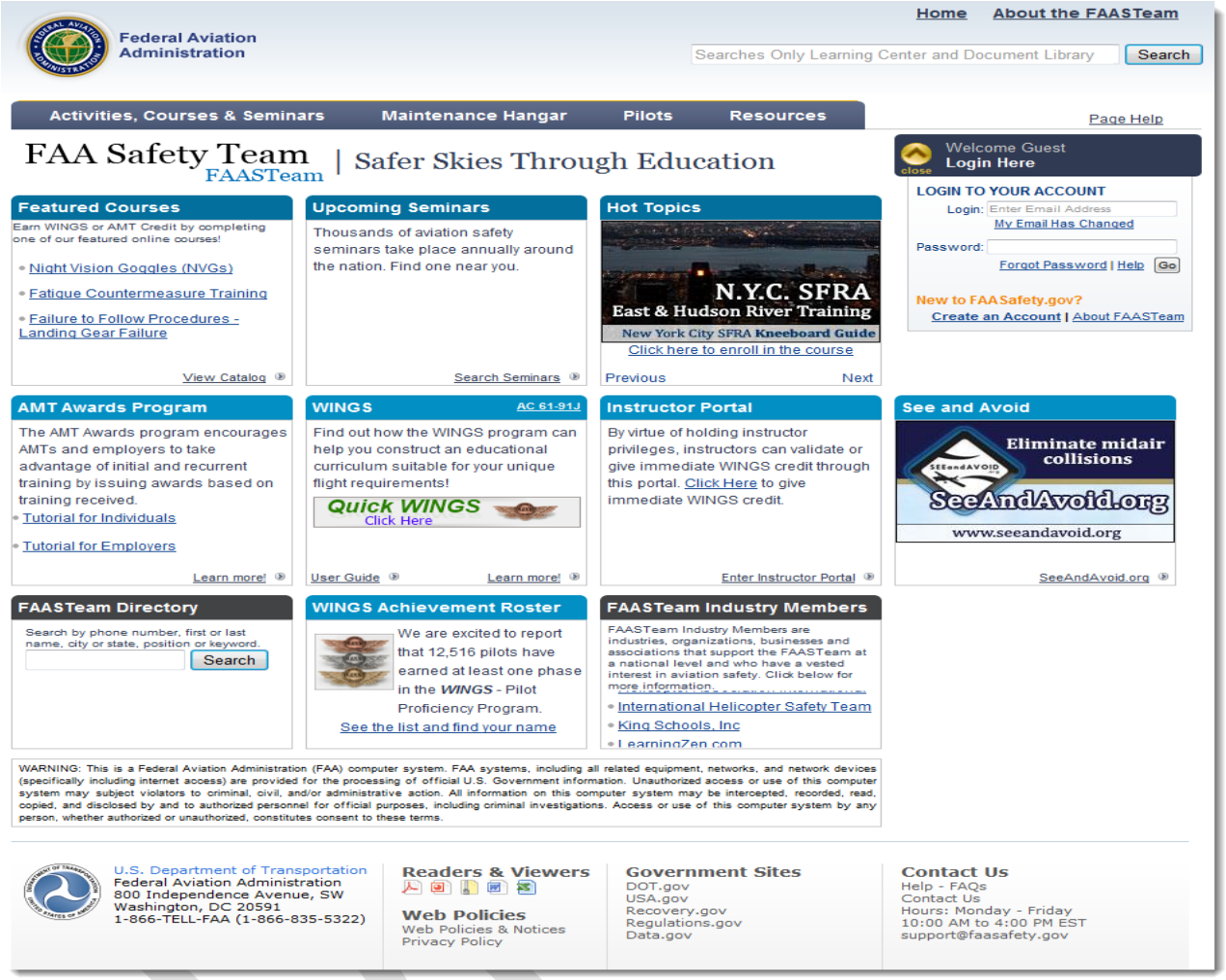
## 2.1. Homepage Login

When the site opens, the Homepage displays courses, seminars, workshops, and other selections to assist you in completing education credits that are used by the WINGS program or AMT Awards program. Also included on the Homepage are links for instructors and other approved users to apply WINGS credits for

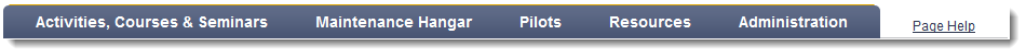



completed activities.

In the header section of any FAASafety.gov web page, you can click the FAA logo and open the FAA.gov website. When you click the Home link in the header section of any FAASafety.gov web page, you return to this page. The About the FAASTeam link opens the About the FAASTeam landing page. Currently the Search area in the header is under construction and is only partially functional.

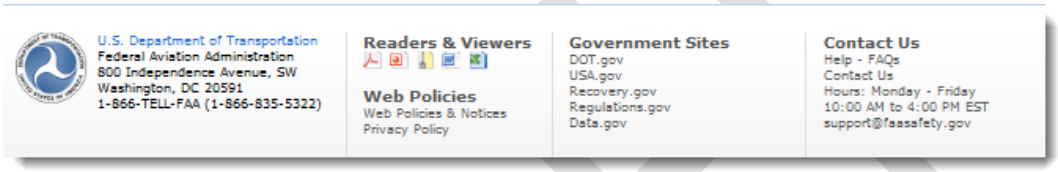
Note: The Home, About the FAASTeam, and Search items found in the header area are normally not allowed with FAA branding. FAASafety requested and received an exception to allow these three items to be included in the header section of FAASafety.gov.

Below the web page header are tabs that you will use to navigate through the site. When you hover your mouse over a tab, a drop-down list displays for selection. Your role and permissions define which tabs display and what selections are included in each drop-down list. When you click on a tab, the selections display in the window along with a brief description of each selection. To the right of the tabs is a Page Help link that provides help about the current web page.



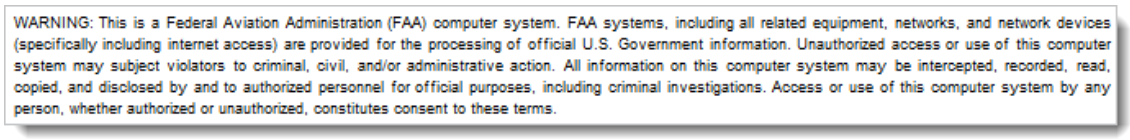

Information displayed in the area between the web page header and footer is based on the current tab and selections.

The footer section contains links to the U.S. Department of Transportation, Readers and Viewers, Government Sites, and Contact information for FAASafety.gov. The first three columns in the footer area are required by the FAA. The fourth column contains contact information specific to FAASafety.gov.



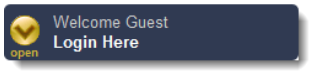

Below the Page Help link near the top right of the screen is the FAASafety Login box. This box displays on most FAASafety.gov web pages allowing users easy access for logging in and logging out of the system. The gold-colored icon with the words Open or Close allow you to display or not display the detail box.

If you are not logged in, the FAA Warning message displays above the footer on the Homepage. When you are logged in this message does not display.




## 2.2. Login Box

At the FAASafety.gov login box, click the open button ( ) or Login Here to open the drop-down dashboard. Enter your email address and password and click Go to login.



If you have forgotten your password, click the Forgot Password link. For more information on recovering your password see the Password Recovery section of this manual.

If you are new to the site and have not created an account at FAASafety.gov, click Create an Account to continue.

Add a brief description of the Security Questions feature?

## 2.3. User Account

When FAASafety.gov opens, a Guest user is provided that can be used to navigate the system prior to login or user account creation. The Guest user has limited functionality on the site. To achieve your level of functionality, you must create a user account. While FAASafety.gov is fully functional for Airman and Non-Airman users, entering your Airman Certificate Number will allow FAASafety.gov to update Airman users with their current ratings and certificates from the FAA Airman Registry to simplify their participation in the WINGS – Pilot Proficiency Program.

An email address and password are required to log onto FAASafety.gov. The email address you provide is not made available to sources outside FAASafety.gov. Email addresses are unique and can only be used by one user.

To create your user account, open FAASafety.gov and select Create an Account at the login dashboard. You will enter your user information on two forms (three if you indicated you hold a current airman certificate). On the first form, enter for your email address and answer the question "Do You Hold a Current Airman Certificate?" We prefer users choose Yes when appropriate. Click Continue to open the second form.

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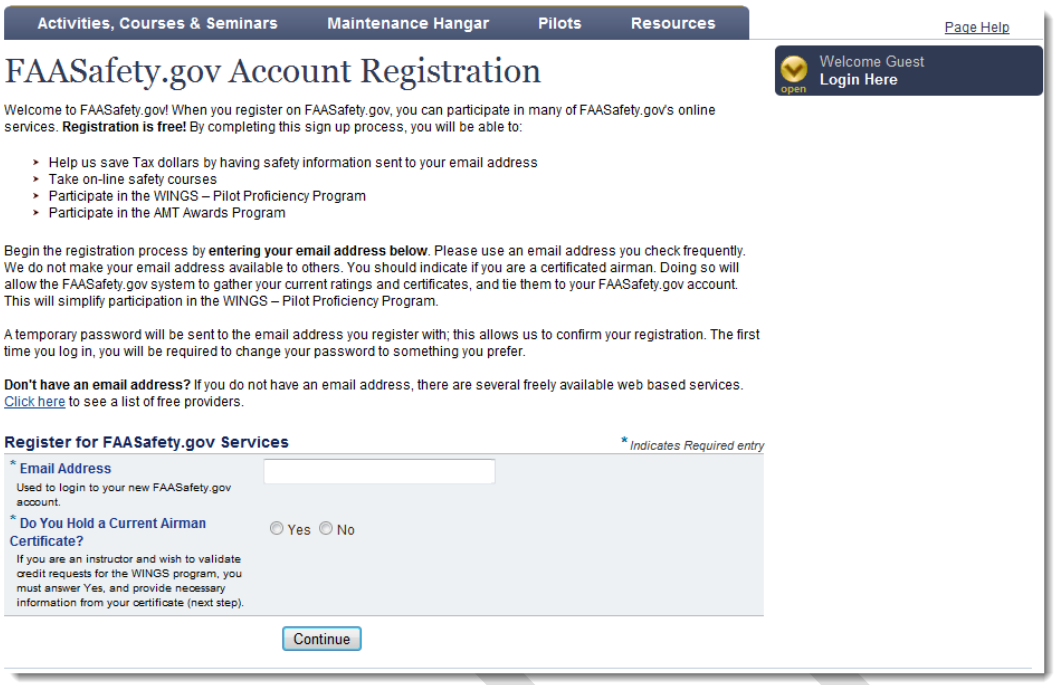
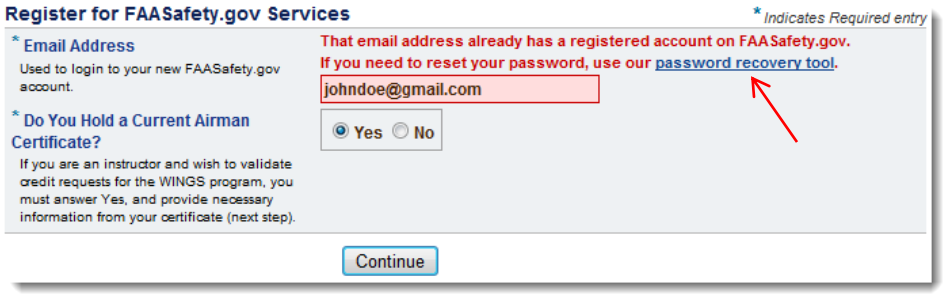



***Note: If you enter an email address that is already saved on a user profile the following message will display.***




***If this is the email you used previously to create an account follow the steps to reset your password by clicking the password recovery tool link.***

When you select Yes at "Do You Hold a Current Airman Certificate?" you will see the following image.

If you selected No at “Do You Hold a Current Airman Certificate?” you will see the following image.

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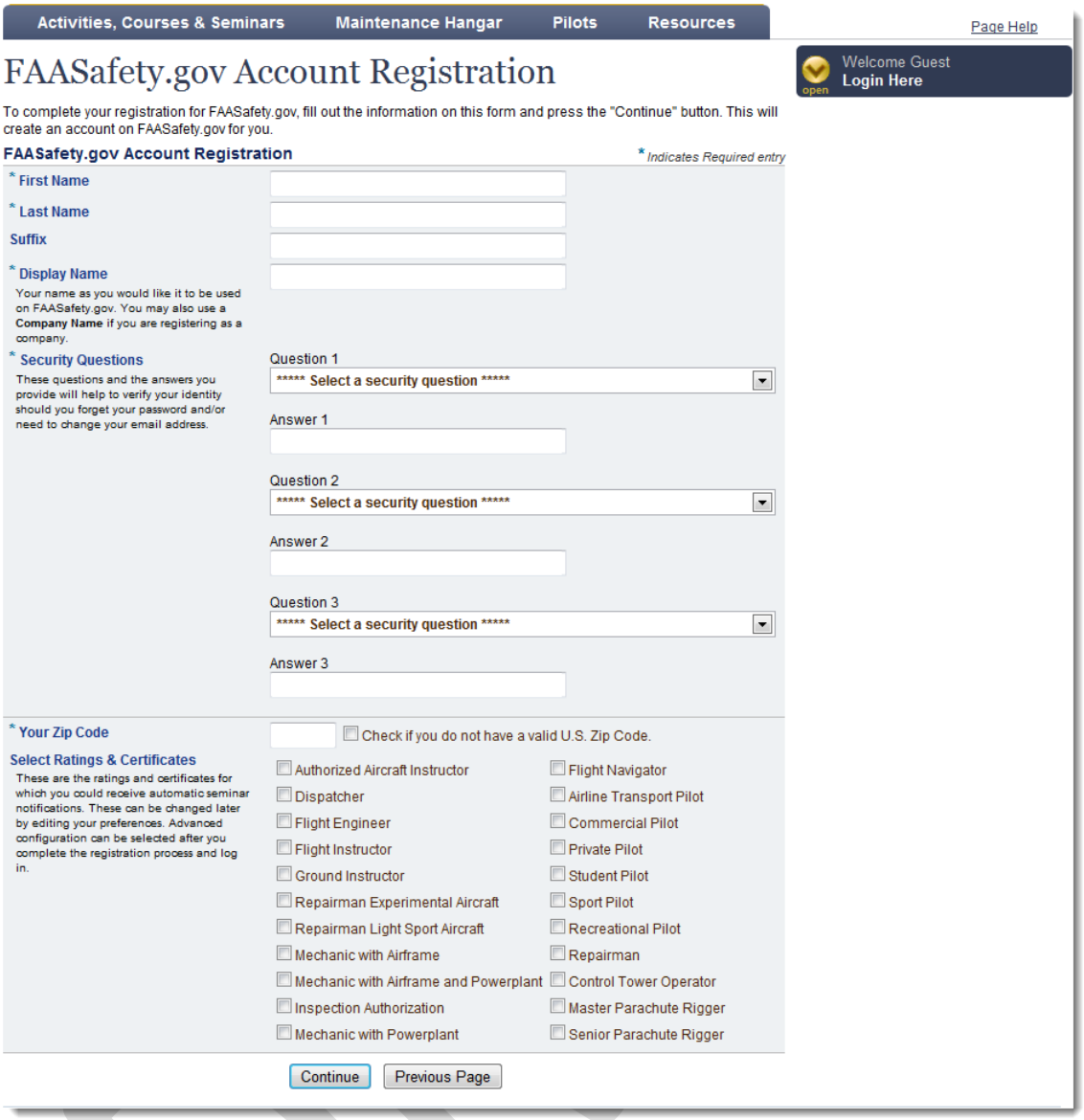



Enter your Last Name and your latest Certificate Number. The name and certificate number are used to match your FAASafety.gov account with your Airman Registry account. If you choose not to enter a certificate number you can use the *clicking here* link in the paragraph at the top of the page or the Previous Page button to return to the prior page and select No to the "Do You Hold a Current Airman Certificate?" question.

Click here for guidance on updating your airman certificate number after you have created your user account.

Your First Name, Last Name, a Display Name, Suffix, Your ZIP Code (or a check in the box if you have an APO or FPO ZIP Code or no valid U.S. ZIP Code), and checkboxes to indicate your interest in topics related to ratings and certificates are entered on the second form. The Select Ratings & Certificates checkboxes are used by the system to generate seminar notifications that will be sent to the email address you provided on the first form. The entry in the Display Name area, if any, is the name that will be printed on completion certificates. Otherwise, the full name will be printed.

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources

Help

Welcome Guest
Login Here

# FAASafety.gov Account Registration

To complete your registration for FAASafety.gov, fill out the information on this form and press the "Continue" button. This will create an account on FAASafety.gov for you.

**FAASafety.gov Account Registration**

* Indicates Required entry

* First Name

* Last Name

Suffix

* Display Name

Your name as you would like it to be used on FAASafety.gov. You may also use a **Company Name** if you are registering as a company.

* Your Zip Code

☐ Check if you do not have a valid U.S. Zip Code.

**Select Ratings & Certificates**

These are the ratings and certificates for which you could receive automatic seminar notifications. These can be changed later by editing your preferences. Advanced configuration can be selected after you complete the registration process and log in.

- ☐ Authorized Aircraft Instructor
- ☐ Dispatcher
- ☐ Flight Engineer
- ☐ Flight Instructor
- ☐ Ground Instructor
- ☐ Repairman Experimental Aircraft
- ☐ Repairman Light Sport Aircraft
- ☐ Mechanic with Airframe
- ☐ Mechanic with Airframe and Powerplant
- ☐ Inspection Authorization
- ☐ Mechanic with Powerplant
- ☐ Flight Navigator
- ☐ Airline Transport Pilot
- ☐ Commercial Pilot
- ☐ Private Pilot
- ☐ Student Pilot
- ☐ Sport Pilot
- ☐ Recreational Pilot
- ☐ Repairman
- ☐ Control Tower Operator
- ☐ Master Parachute Rigger
- ☐ Senior Parachute Rigger

Continue | Previous Page

When you click Continue on the second form, the FAASafety.gov Account Registration form displays indicating that your record was created and a temporary password was assigned and emailed to the email address you provided on the first form.

Activities, Courses, Seminars & Webinars | Maintenance Hangar | Pilots | Resources

Page Help

Welcome Guest
Login Here

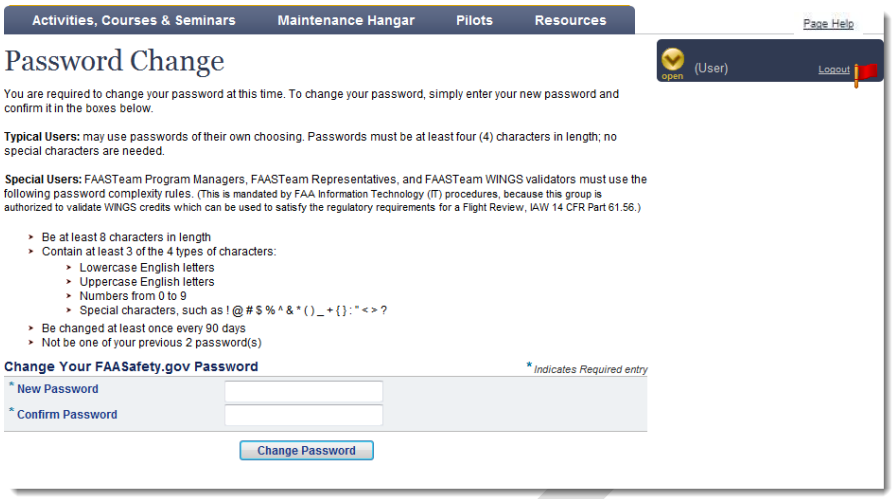
# FAASafety.gov Account Registration

Your initial registration steps have been completed! Your account has been created with the FAASafety.gov system and you have been assigned a **temporary password** to log into our system.

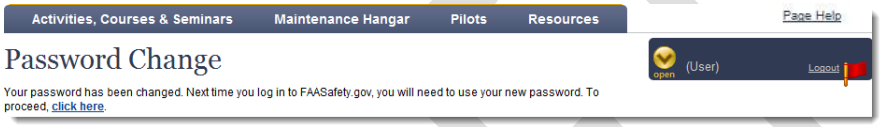
**Please check your email for your password.** After logging in for the first time, you will be directed to your email notification and certificate preferences. Review these items and make changes to your satisfaction in order to create a customized FAASafety.gov experience. You can adjust your preferences at any time. **Be sure to check any spam blocking software to make sure that email will be allowed to you from FAASafety.gov.**

While you are waiting for your password email to arrive, or if you are unable to log on at any time, the Guest User will allow navigation to most web pages.

When you receive the temporary password email, log into the system using your email address and the temporary password provided. When your login is successful, you will be required to change your password. General users must choose a password of at least four characters; this password never needs to be changed. Passwords for administrators and validators must be at least eight characters in length and contain at least three of the following four types of characters: lowercase letters, uppercase letters, numbers, and special characters. This password must be changed every 90 days and cannot be one of your previous two passwords. Enter the new password, confirm the entry, and click Change Password to continue.




The screen will indicate that the password was changed and you must click the *click here* link to continue.

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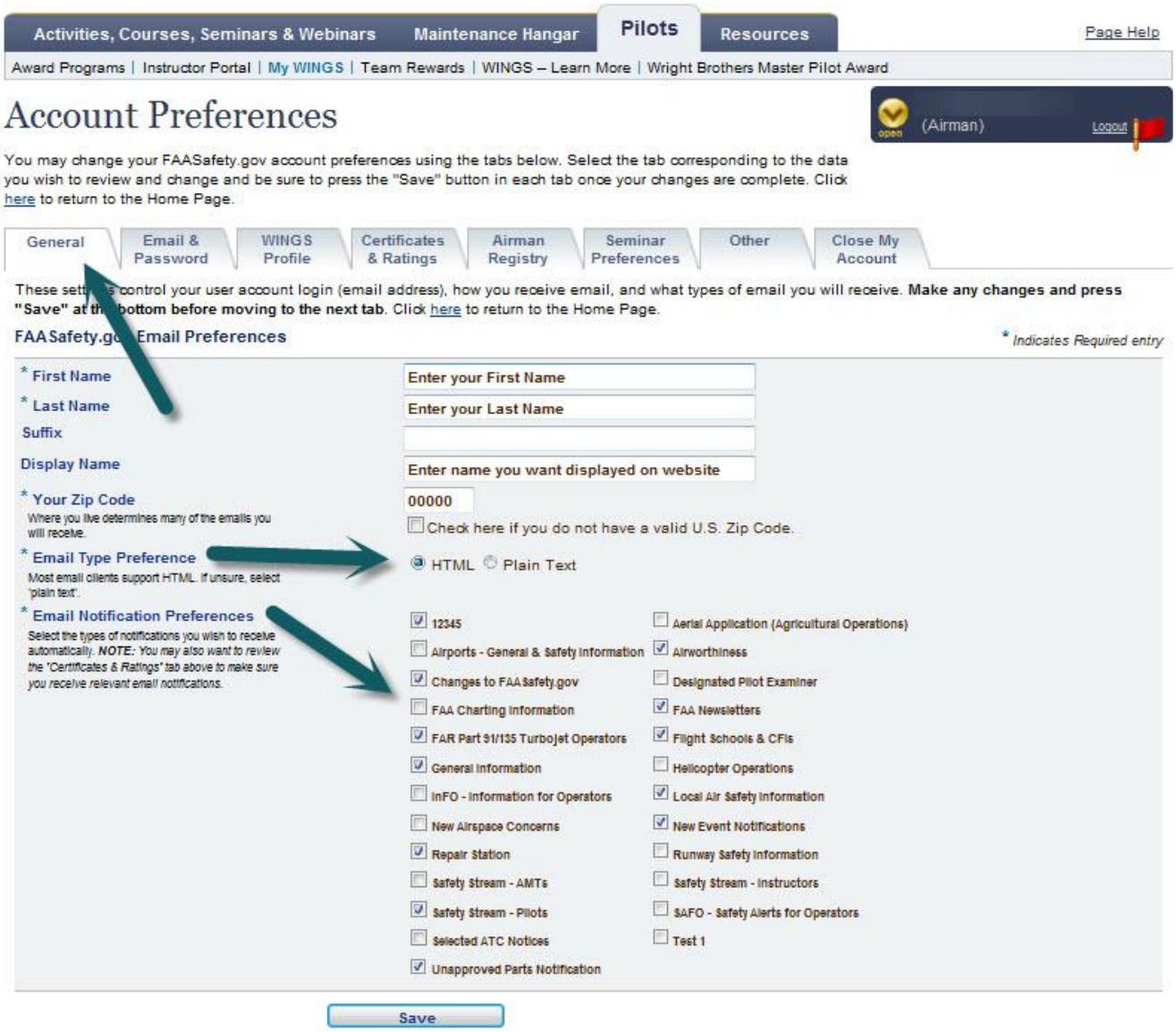
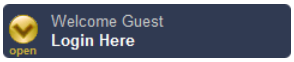
The Account Preferences form displays. Your user information displays on the **General** tab. The lower portion of this form identifies email types and your preferences for email you will receive. The system defaults to the checkboxes shown in the sample screen below.

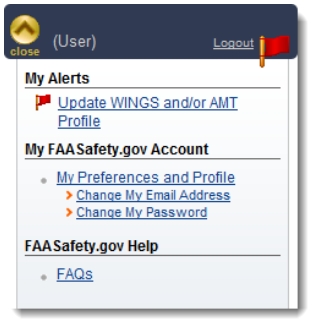



The open/close button determines whether the login title bar or the complete login box displays. Before you enter your email address and password, the title bar will indicate Welcome Guest. The FAASafety system allows anyone to navigate the site as a Guest user. Depending on the role to which you are assigned, or if you are browsing as a Guest user, some web pages and functionality discussed in this manual may not be available.

The login box displays at most screens and allows you to login or logout at any time or to select other items included in the dashboard. To login, enter the email address and password you entered when you created your account. Passwords in this application are case sensitive.

The dashboard in the login box allows you to view your selected preferences and current profile (My Preferences and Profile). Below the My Preferences and Profile section are options to change your email address or password. A link is provided to view FAASafety FAQs at the bottom of the login dashboard.




When a red flag displays in the login box, a My Alerts section is included on the dashboard. Click on the links in the My Alerts section to determine the action required to clear the alert. More information on My Alerts is provided in the following sections of this manual.

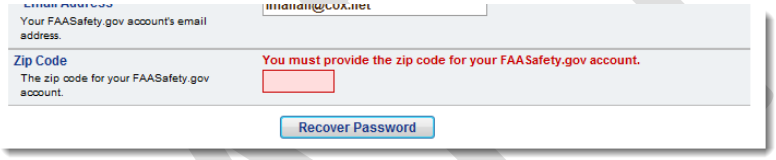
### 2.3.1. Password Recovery

The FAASafety.gov Password Recovery page displays when you click the Forgot Password link on the login box. Enter your email address and the zip code that was saved on your account profile. If you have an airman certificate associated with your account, the zip code must match the zip code on your airman record at the FAA Airman Registry.

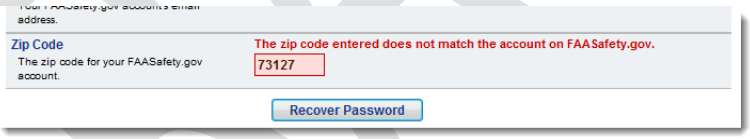
When used, the password recovery tool will open the information displayed in the following image.

If you are an airman, when you click Recover Password, a field will display to enter a zip code. The zip code you enter must match the zip code that is on file at the Airman Registry.

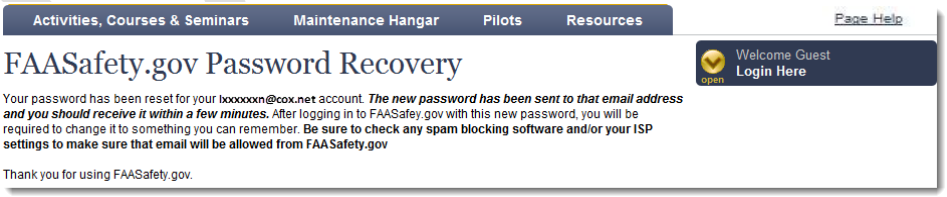
A zip code entry is required. If you do not enter a zip code, an error message displays.

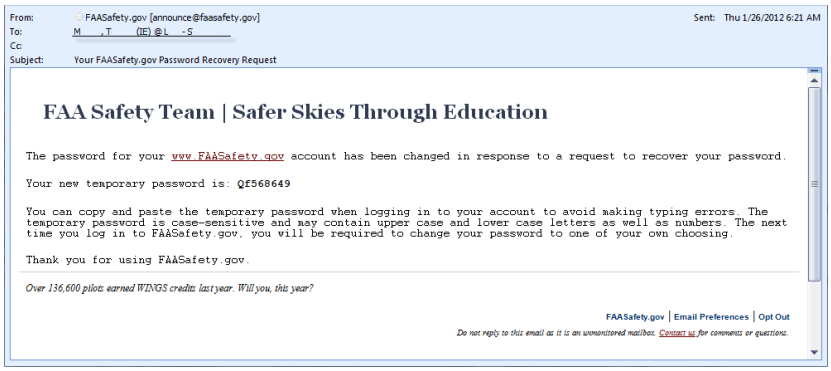



If you enter a zip code that is different than the one saved on your user profile, an error message displays.




When you enter the correct zip code and click Recover Password, the screen refreshes with instructions that your password was reset and an email was sent to your email address containing a temporary password.





From: FAASafety.gov [announce@faasafety.gov] Sent: Thu 1/26/2012 6:21 AM
To: M , T (IE) @ L - S
Cc:
Subject: Your FAASafety.gov Password Recovery Request

**FAA Safety Team | Safer Skies Through Education**

The password for your www.FAASafety.gov account has been changed in response to a request to recover your password.

Your new temporary password is: Qf568649

You can copy and paste the temporary password when logging in to your account to avoid making typing errors. The temporary password is case-sensitive and may contain upper case and lower case letters as well as numbers. The next time you log in to FAASafety.gov, you will be required to change your password to one of your own choosing.

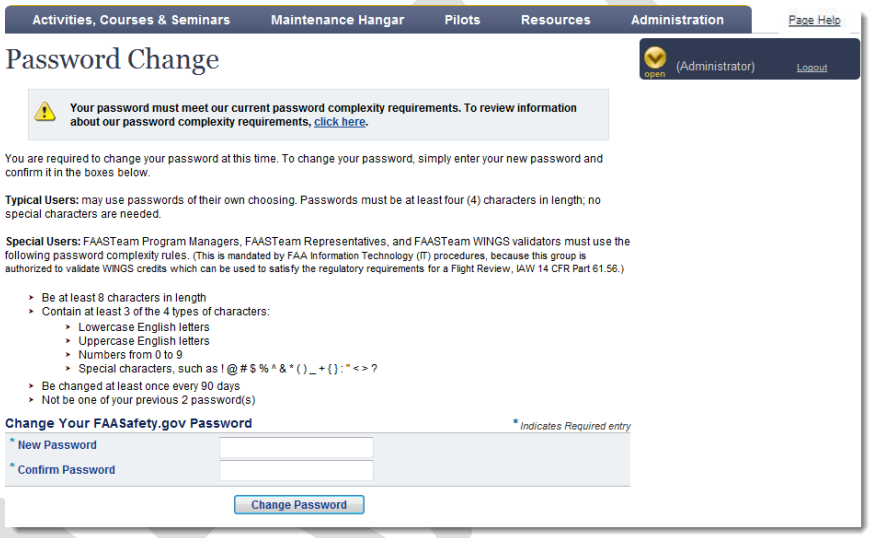
Thank you for using FAASafety.gov.

*Over 136,600 pilots earned WINGS credits last year. Will you, this year?*

FAASafety.gov | Email Preferences | Opt Out

*Do not reply to this email as it is an unmonitored mailbox. Contact us for comments or questions.*

As a new user, you will use the temporary password to log into the system. When your login is successful, the Password Change page will display and require that you reset the temporary password. Create a new password that you will easily remember. Instructions for the format of the password are displayed on the page.



Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Password Change

open (Administrator) Logout

Your password must meet our current password complexity requirements. To review information about our password complexity requirements, click here.

You are required to change your password at this time. To change your password, simply enter your new password and confirm it in the boxes below.

**Typical Users:** may use passwords of their own choosing. Passwords must be at least four (4) characters in length; no special characters are needed.

**Special Users:** FAASTeam Program Managers, FAASTeam Representatives, and FAASTeam WINGS validators must use the following password complexity rules. (This is mandated by FAA Information Technology (IT) procedures, because this group is authorized to validate WINGS credits which can be used to satisfy the regulatory requirements for a Flight Review, IAW 14 CFR Part 61.56.)

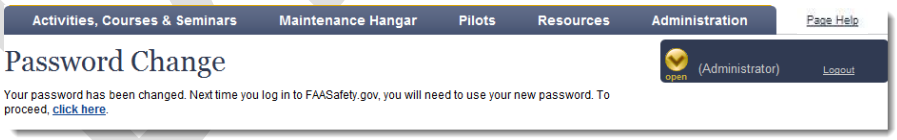
- Be at least 8 characters in length
- Contain at least 3 of the 4 types of characters:
  - Lowercase English letters
  - Uppercase English letters
  - Numbers from 0 to 9
  - Special characters, such as ! @ # $ % ^ & * ( ) _ + { } : " < > ?
- Be changed at least once every 90 days
- Not be one of your previous 2 password(s)

**Change Your FAASafety.gov Password** * Indicates Required entry

* New Password
* Confirm Password

Change Password

When you have successfully entered a new password and confirmed the password on the second field, the page will refresh and display the following message.



Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Password Change

open (Administrator) Logout

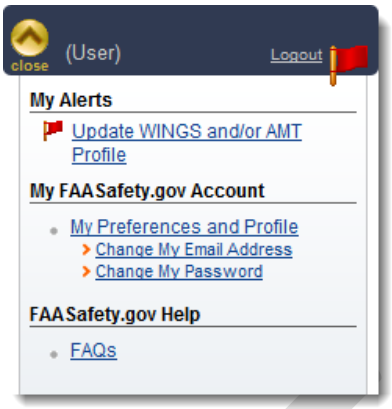
Your password has been changed. Next time you log in to FAASafety.gov, you will need to use your new password. To proceed, click here.

Click the *click here* link to open the FAASafety.gov Homepage.

## 2.4. My Alerts

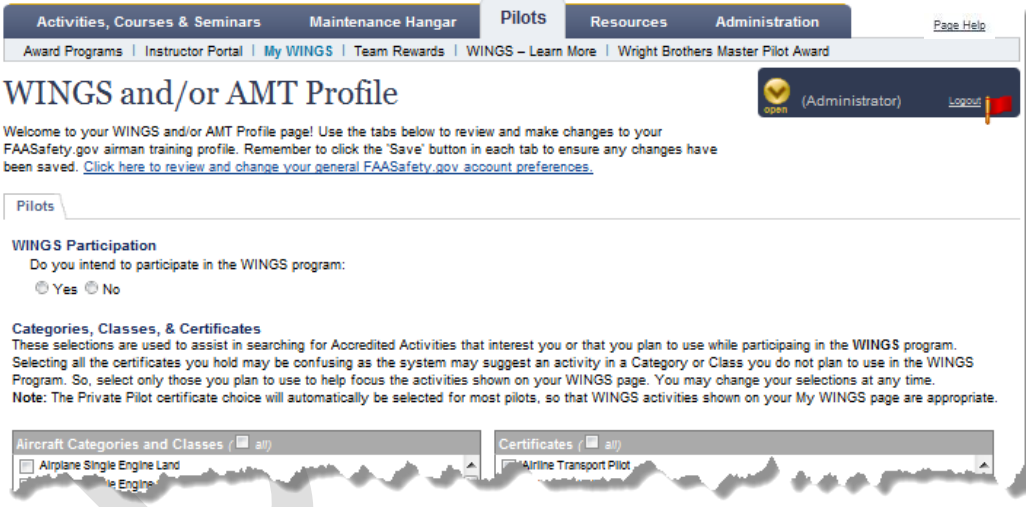
My Alerts identify tasks or items that require attention by the logged in user. Currently there are two alert messages that may appear, Update WINGS and/or AMT Profile and Pending Validation Requests.

## 2.4.1. Update WINGS and/or AMT Profile



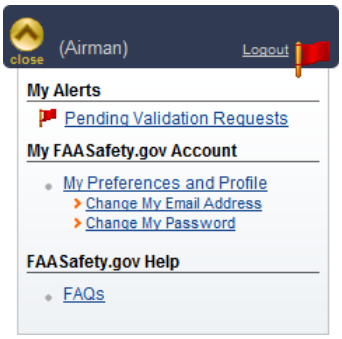

When you login for the first time a red alert flag displays to the right of the Logout link in the login box. When the login dashboard is open, the My Alerts section displays the alert message Update WINGS and/or AMT Profile. This alert displays until you make selections for your user profile. This alert is also switched off when the user clicks on the Quick WINGS link for the first time.

Click on Update WINGS and/or AMT Profile in the My Alerts section of the login dashboard to display your WINGS and/or AMT Profile.




The above profile example has no selection for WINGS Participation. Select Yes or No to answer the question and update your user record. You should select aircraft categories and classes that you will use in the WINGS Program, as well as airman certificate levels appropriate to your level of participation. Remember, only select categories and classes you will use in the WINGS Program; you should not necessarily select all that you have listed on your certificate. When you save the change and navigate to another FAASafety.gov web page, if this selection satisfies the reason for alert, the alert will no longer appear.

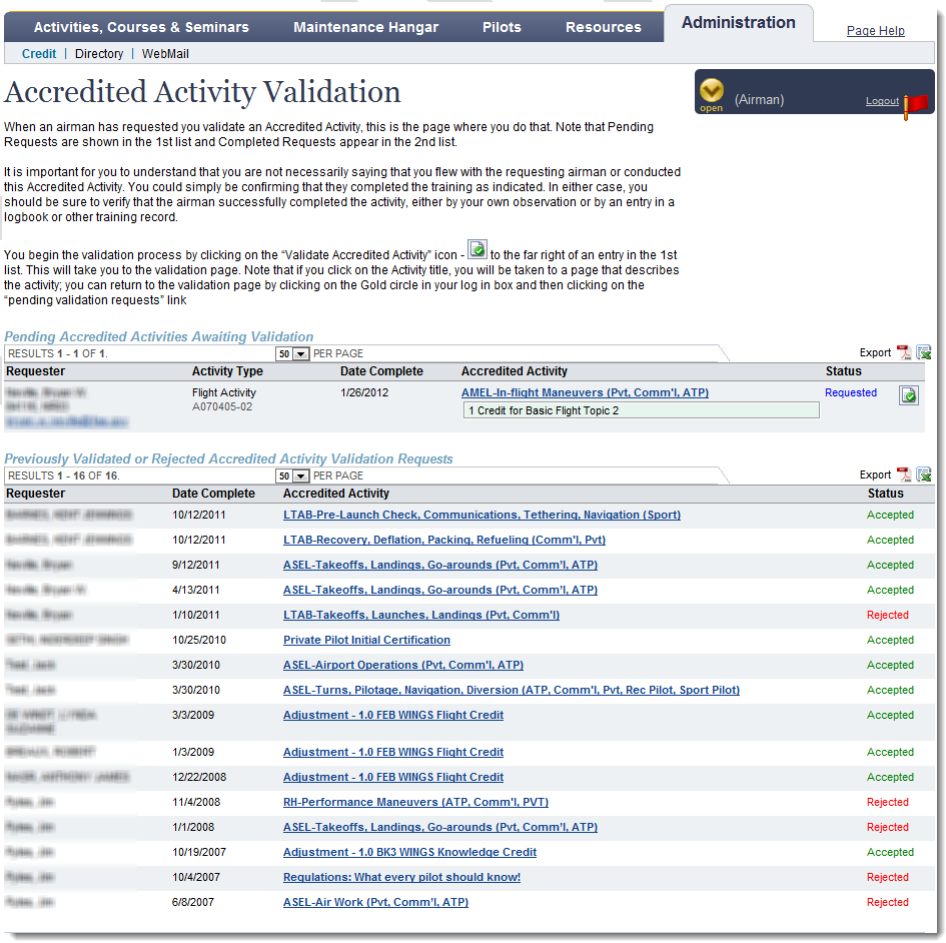
## 2.4.2. Pending Validation Requests




Pending Validation Requests alert an instructor or validator that a user has requested they validate training or instruction in which the instructor or validator has participated.

Normally, an instructor will validate an activity or instruction in which they have participated soon after the event completion. After validation, the user receives an email notifying them that the activity or instruction has been validated. When the instruction or activity has not been validated, the user can initiate a validation request that is sent to a specific instructor or validator. When this occurs and the instructor or validator logs into the system, this alert will appear in his or her login dashboard.

When a validator clicks the Pending Validation Requests alert, a list of pending and previous validations or rejections are displayed.

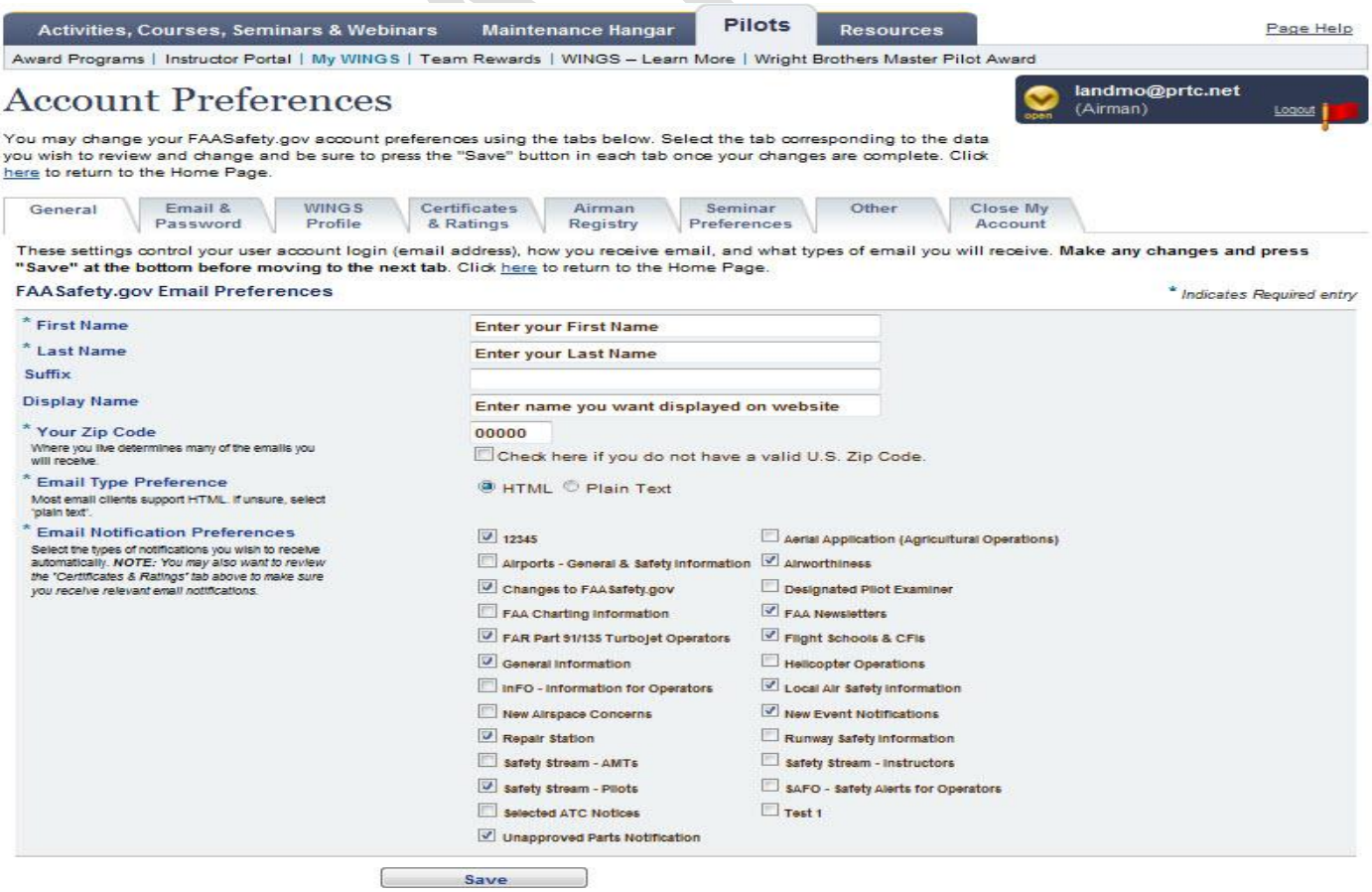


The validation process is discussed in the Administration, Credit; Validate a Credit Request section of this manual.

## 2.5. My FAASafety.gov Account

The **My FAASafety.gov Account** section of the login dashboard provides selections to update your preferences or profile by opening your Account Preferences. When you click Change My Email Address or Change My Password from this section of the dashboard the **Account Preferences** page opens the appropriate tab for the selected change.

### 2.5.1. My Preferences and Profile/Account Preferences

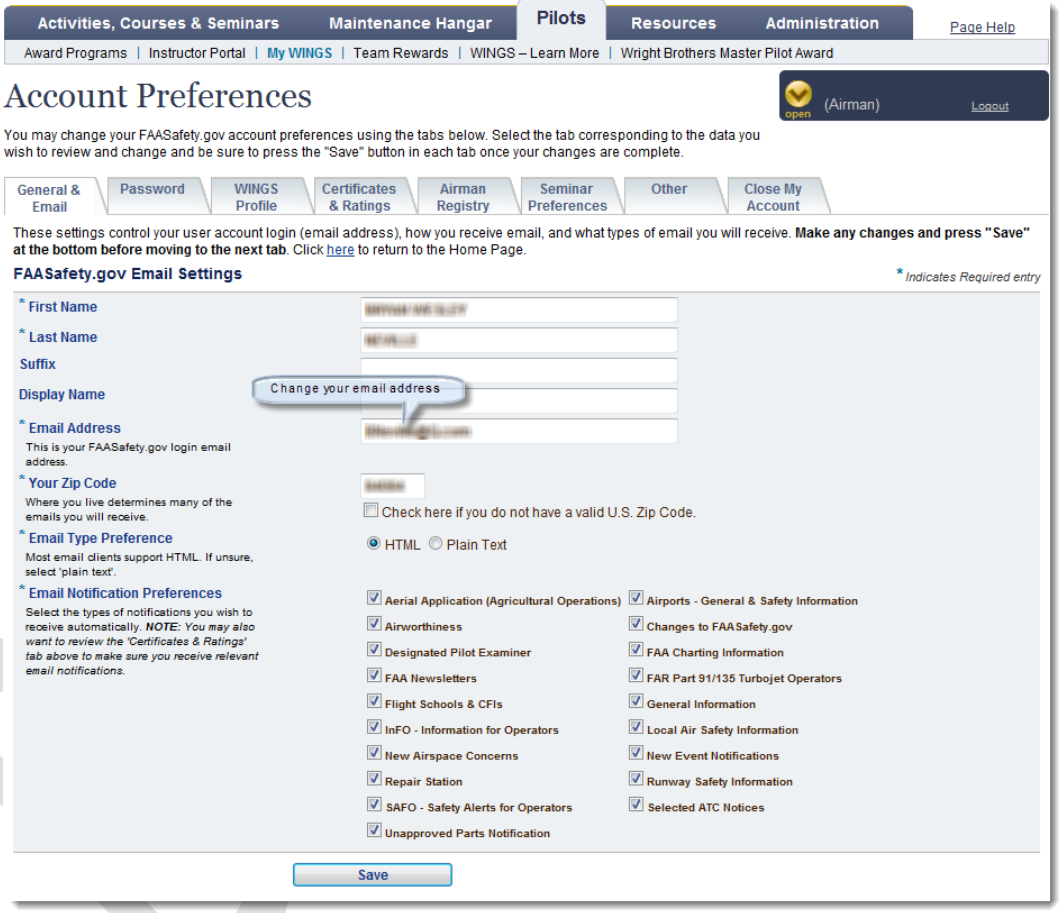



To change your FAASafety.gov account preferences, select the tab corresponding to the data you wish to review and change; be sure to use the Save button to save changes on each tab before moving to

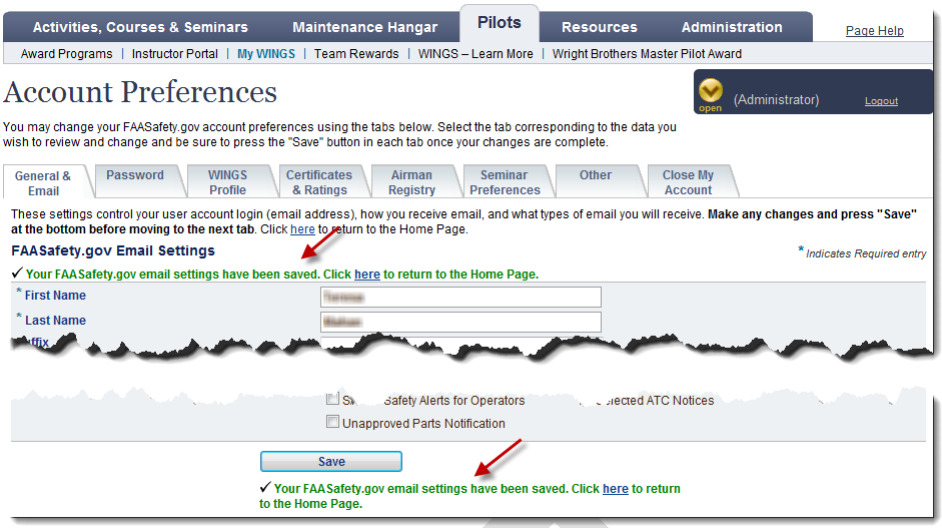
another tab. Tabs display at the **Account Preferences** page based on your user type or role and selections.

### 2.5.1.1. General

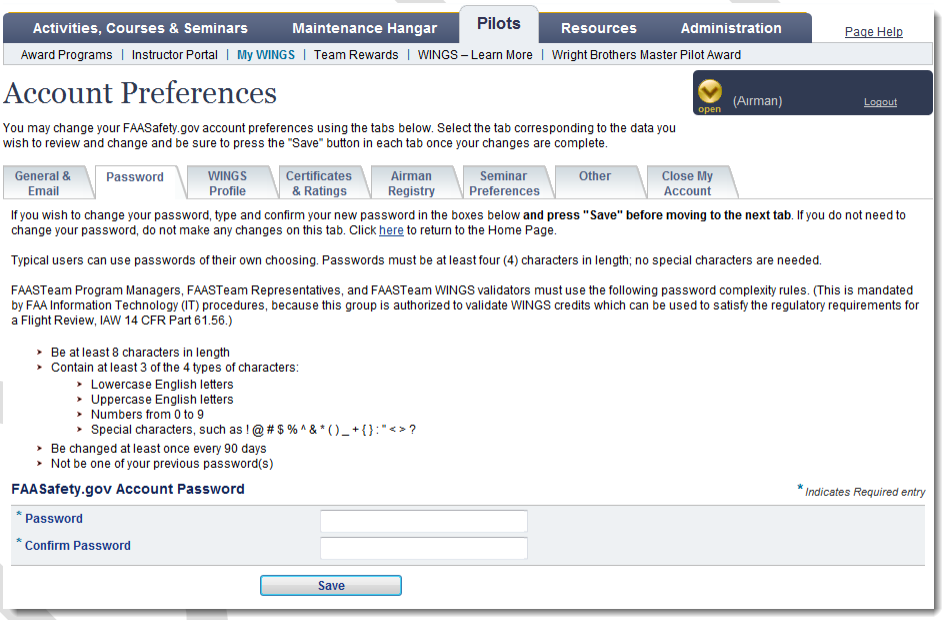
This tab allows you to change your user account login (email address), define how you will receive email (email type), and what types of email you will receive (email notification preferences). In addition, you can change your name, add a display name, and enter or edit your zip code. When the page opens, your user information displays.




To change your email notification preferences, click on the box next to the types of emails you wish to receive. Click the Save button when finished. Messages display above the First Name field and below the Save button confirming that the email notification preferences are saved.




## 2.5.1.2. EMAIL & PASSWORD




The **Email & Password** tab allows you to change your FAASafety.gov email address and password. This tab appears when you click on My Preferences and Profile or Change My Password on the login dashboard.

To change your email address, click on the Email Address field. If an email address exists, delete the old email address and enter the new address. Click the Save button when the correct email address displays. Messages display above the First Name field and below the Save button confirming that the email address was saved.

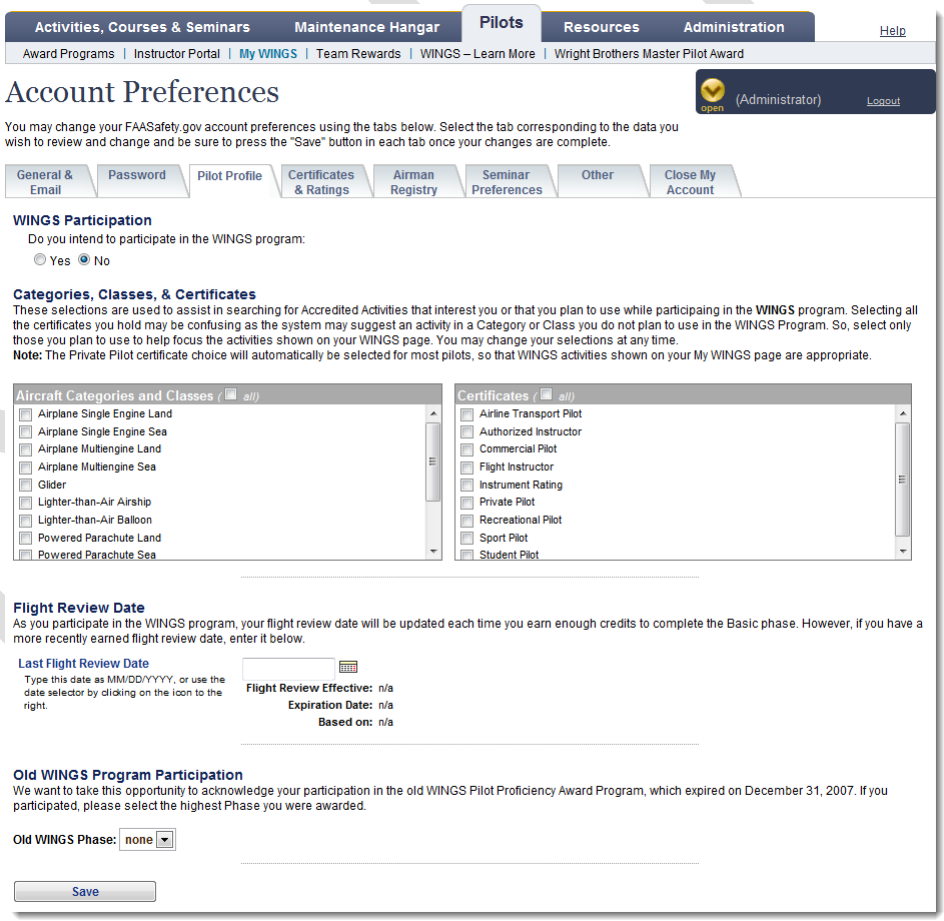
Administrators, National FAASTeam Managers, Regional FAASTeam Managers, FAASTeam Program Managers, FAASTeam Representatives, and FAASTeam WINGS Validators must use the following password complexity rules. (This is mandated by FAA Information Technology (IT)

procedures, because this group is authorized to validate WINGS credits which can be used to satisfy the regulatory requirements for a Flight Review, IAW 14 CFR Part 61.56.)

- Be at least 8 characters in length
- Contain at least 3 of the 4 types of characters below:
  - Lowercase English letters
  - Uppercase English letters
  - Numbers from 0 to 9
  - Special characters, such as ! @ # $ % ^ & * ( ) _ + { } : " < > ?
- Be changed at least once every 90 days
- Not be one of your previous password(s)

Passwords for all other users must be at least four (4) characters in length with no special characters being required.

### 2.5.1.3. PILOT PROFILE




The **Pilot Profile** tab appears for Airman users to identify information for their FAASafety.gov account.

If the Airman has chosen to participate in the WINGS program by selecting Yes at the Do you intend to participate in the WINGS program question, the **WINGS Profile** tab displays in the place of the **Pilot Profile** tab.

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Award Programs | Instructor Portal | My WINGS | Team Rewards | WINGS – Learn More | Wright Brothers Master Pilot Award

# Account Preferences

open (Airman) Logout

You may change your FAASafety.gov account preferences using the tabs below. Select the tab corresponding to the data you wish to review and change and be sure to press the "Save" button in each tab once your changes are complete.

General & Email | Password | WINGS Profile | Certificates & Ratings | Airman Registry | Seminar Preferences | Other | Close My Account

## WINGS Participation

Thank you for choosing to participate in the WINGS program.

## Categories, Classes, & Certificates

These selections are used to assist in searching for Accredited Activities that interest you or that you plan to use while participaing in the **WINGS** program. Selecting all the certificates you hold may be confusing as the system may suggest an activity in a Category or Class you do not plan to use in the WINGS Program. So, select only those you plan to use to help focus the activities shown on your WINGS page. You may change your selections at any time.
**Note:** The Private Pilot certificate choice will automatically be selected for most pilots, so that WINGS activities shown on your My WINGS page are appropriate.

**Aircraft Categories and Classes** ( all)

- [x] Airplane Single Engine Land
- [ ] Airplane Single Engine Sea
- [x] Airplane Multiengine Land
- [ ] Airplane Multiengine Sea
- [ ] Glider
- [ ] Lighter-than-Air Airship
- [x] Lighter-than-Air Balloon
- [ ] Powered Parachute Land
- [ ] Powered Parachute Sea

**Certificates** ( all)

- [x] Airline Transport Pilot
- [ ] Authorized Instructor
- [x] Commercial Pilot
- [x] Flight Instructor
- [x] Instrument Rating
- [x] Private Pilot
- [ ] Recreational Pilot
- [ ] Sport Pilot
- [ ] Student Pilot

## Flight Review Date

As you participate in the WINGS program, your flight review date will be updated each time you earn enough credits to complete the Basic phase. However, if you have a more recently earned flight review date, enter it below.

**Last Flight Review Date**
Type this date as MM/DD/YYYY, or use the date selector by clicking on the icon to the right.

**Flight Review Effective:** 02/10/2012
**Expiration Date:** 02/28/2014
**Based on:** WINGS Phase Earned

## Old WINGS Program Participation

We want to take this opportunity to acknowledge your participation in the old WINGS Pilot Proficiency Award Program, which expired on December 31, 2007. If you participated, please select the highest Phase you were awarded.

**Old WINGS Phase:** 20

Save

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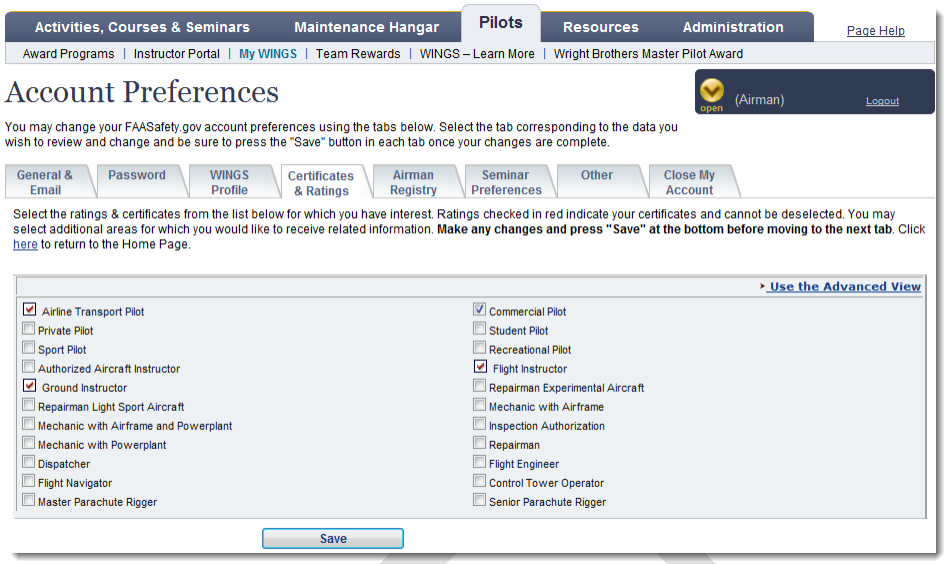
## 2.5.1.4. CERTIFICATES & RATINGS




Select the **Certificates & Ratings** for which you have interest. Ratings checked in red indicate your certificates and cannot be deselected. You may select additional areas for which you would like to receive related information.

When you click the Use the Advanced View link located on the right side above the list, additional selections display sorted by Pilots, Instructors, Mechanics, and Other.

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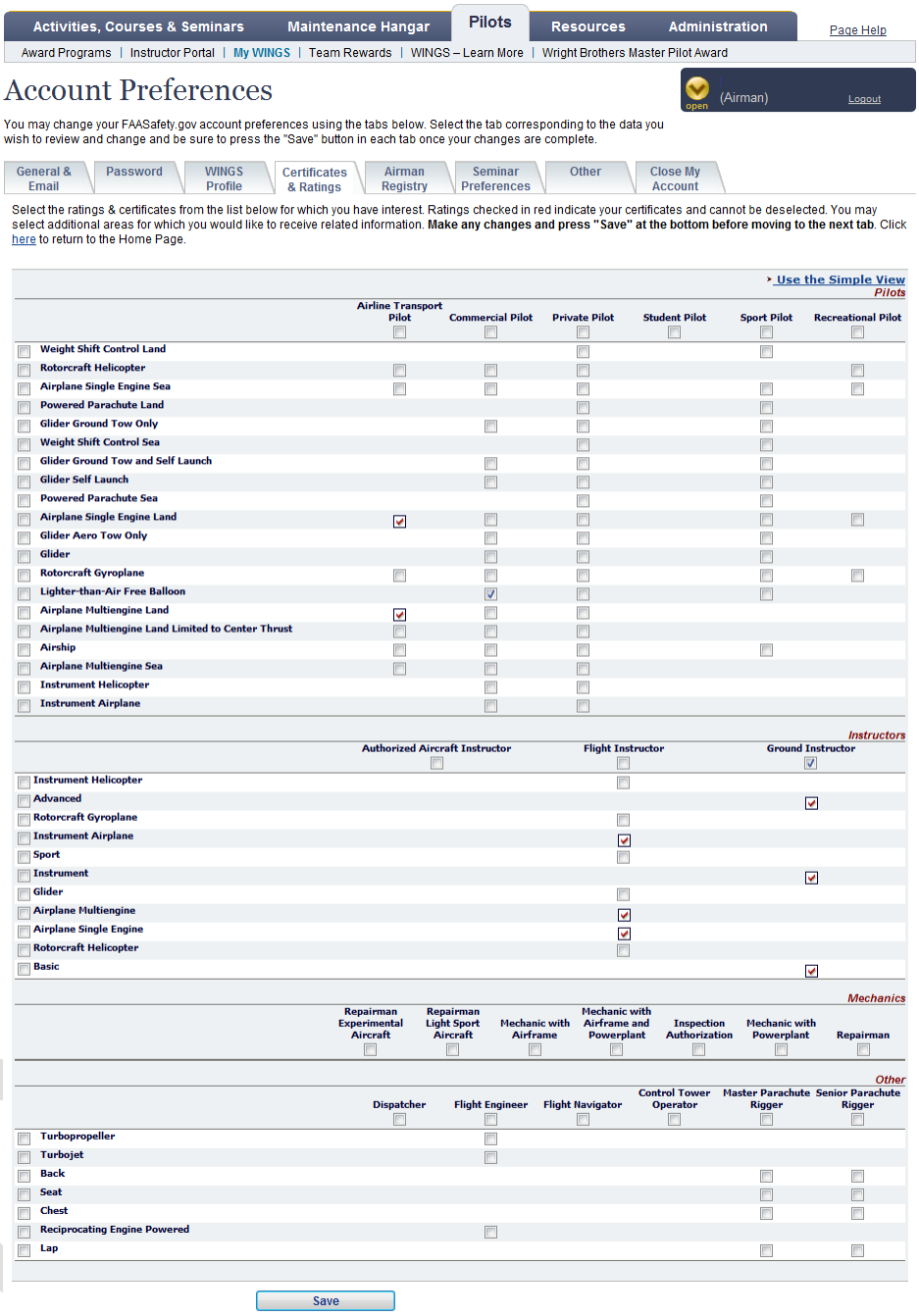
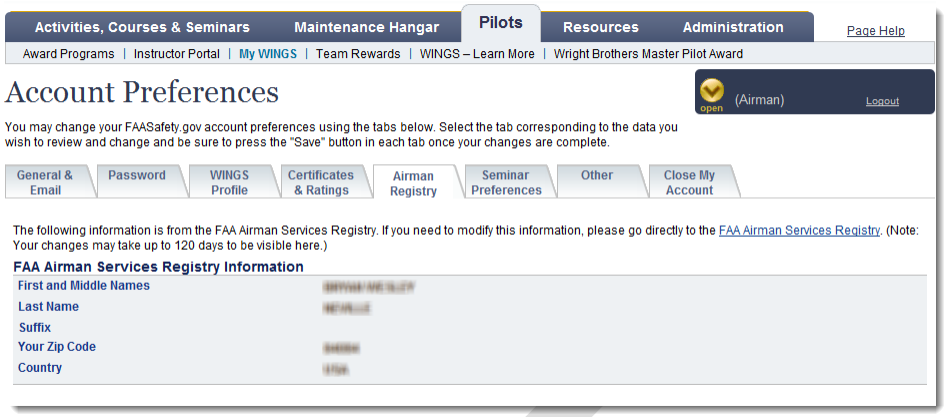



To return to the previous selection list, click the Use the Simple View link located on the right side above the list.

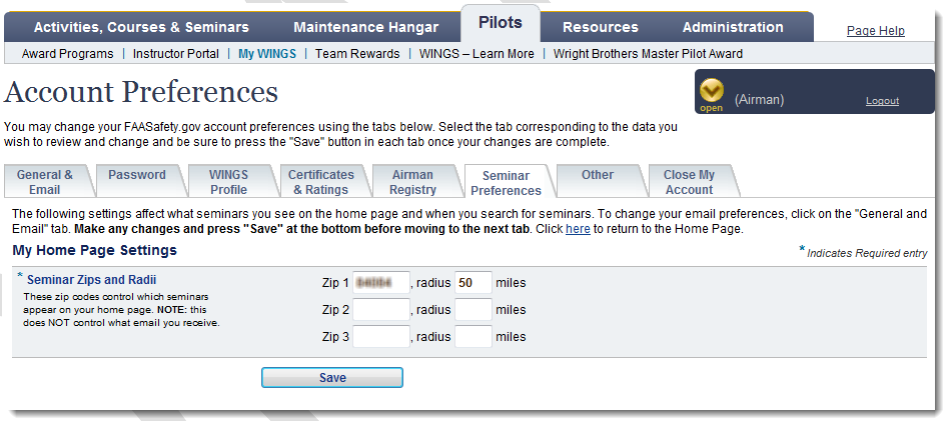
When you have made the appropriate selections, click the Save button to continue.

## 2.5.1.5. AIRMAN REGISTRY



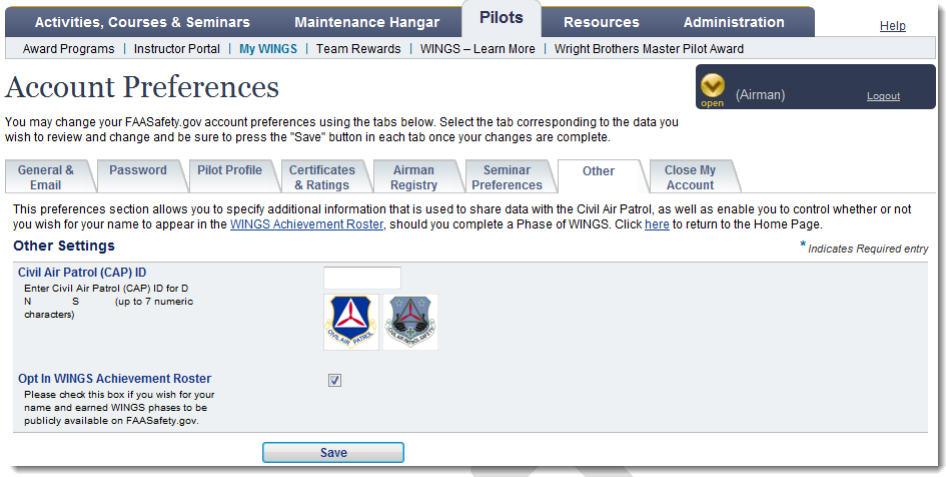

The **Airman Registry** tab displays information that was found at the FAA Airman Registry when your certificate was matched with their data files. Note: The zip code listed on this tab must be used during password recovery.

## 2.5.1.6. SEMINAR PREFERENCES




The **Seminar Preferences** settings are used to determine which seminars automatically display in the **Upcoming Seminars** portal on the Homepage. The **Upcoming Seminars** portal is discussed at the Homepage section of this manual.

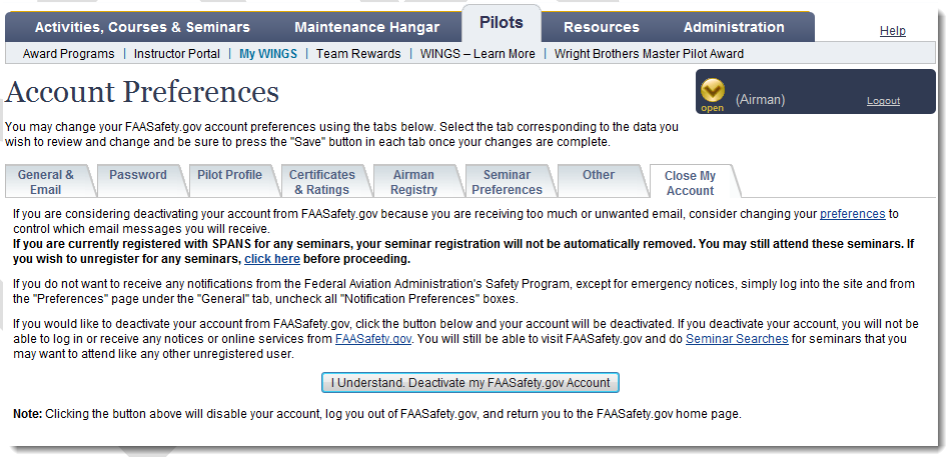
## 2.5.1.7. OTHER




The **Other** tab allows you to specify additional information that is used to share data with the Civil Air Patrol, as well as enable you to control whether or not you wish for your name to appear in the WINGS Achievement Roster, should you complete a Phase of WINGS.

When you create an account a checkmark defaults in the Opt In WINGS Achievement Roster checkbox. If you wish to Opt Out you must remove the check mark.

## 2.5.1.8. CLOSE MY ACCOUNT




The **Close My Account** tab allows you to remove your account from the active user list.

If you are considering deactivating your account from FAASafety.gov because you are receiving too much or unwanted email, consider changing your preferences to control which email messages you will receive.

**If you are currently registered with SPANS for any seminars, your seminar registration will not be automatically removed. You may still attend these seminars. If you wish to unregister for any seminars, click here before proceeding.**

**If you do not want to receive any notifications from the Federal Aviation Administration's Safety Program, except for emergency notices, simply log into the site and from the "Preferences" page under the "General" tab, uncheck all "Notification Preferences" boxes.**

If you would like to deactivate your account from FAASafety.gov, click the button below and your account will be deactivated. If you deactivate your account, you will not be able to log in or receive any notices or online services from FAASafety.gov. You will still be able to visit FAASafety.gov and do Seminar Searches for seminars that you may want to attend like any other unregistered user.

Note: Clicking the deactivate button will disable your account, log you out of FAASafety.gov, and return you to the FAASafety.gov Homepage.

### 2.5.2. Change My Email Address

To change your email address, click this link and follow instructions discussed in section 2.5.1.1 General & Email.

### 2.5.3. Change My Password

To change your password, click this link and follow instructions discussed in section 2.5.1.2 Password.

## 2.6. FAASafety.gov Help / FAQs (Frequently Asked Questions)

When you click on the **FAQ** link on the login dashboard, a list of frequently asked questions displays in a new browser window.

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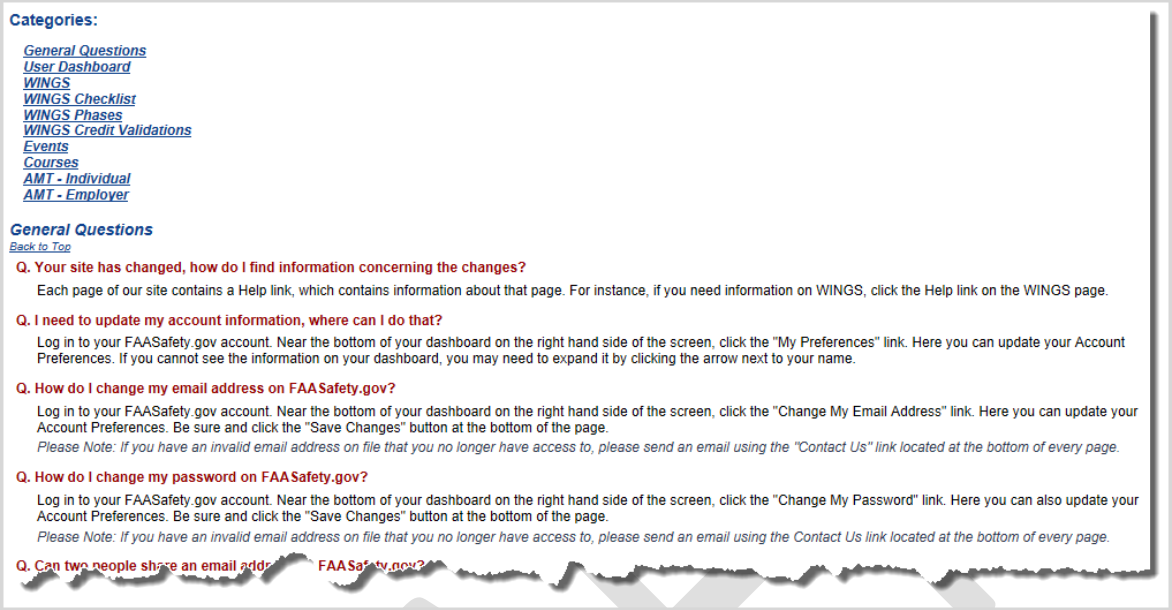
The FAQ page is divided into categories for ease of navigation. When you click on a category link, the selected category and included questions display at the top of the page. Below each category title in the body of the text is a Back to Top link that will return you to the category selections at the top of the list.



**Categories:**

- General Questions
- User Dashboard
- WINGS
- WINGS Checklist
- WINGS Phases
- WINGS Credit Validations
- Events
- Courses
- AMT - Individual
- AMT - Employer

***General Questions***

Back to Top

**Q. Your site has changed, how do I find information concerning the changes?**

Each page of our site contains a Help link, which contains information about that page. For instance, if you need information on WINGS, click the Help link on the WINGS page.

**Q. I need to update my account information, where can I do that?**

Log in to your FAASafety.gov account. Near the bottom of your dashboard on the right hand side of the screen, click the "My Preferences" link. Here you can update your Account Preferences. If you cannot see the information on your dashboard, you may need to expand it by clicking the arrow next to your name.

**Q. How do I change my email address on FAASafety.gov?**

Log in to your FAASafety.gov account. Near the bottom of your dashboard on the right hand side of the screen, click the "Change My Email Address" link. Here you can update your Account Preferences. Be sure and click the "Save Changes" button at the bottom of the page.

*Please Note: If you have an invalid email address on file that you no longer have access to, please send an email using the "Contact Us" link located at the bottom of every page.*

**Q. How do I change my password on FAASafety.gov?**

Log in to your FAASafety.gov account. Near the bottom of your dashboard on the right hand side of the screen, click the "Change My Password" link. Here you can also update your Account Preferences. Be sure and click the "Save Changes" button at the bottom of the page.

*Please Note: If you have an invalid email address on file that you no longer have access to, please send an email using the Contact Us link located at the bottom of every page.*

**Q. Can two people share an email addr FAASafety.gov?**

Use the browser close button to close the FAQ page.

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# 3. Homepage Portals

When FAASafety.gov opens, the Homepage displays. Below the header section of the page are tabs, portals, and the login box and dashboard. Tabs and portals display based on your role. Up to eleven portals can display to help you navigate through the FAASafety site. The following sections discuss each of these portals.

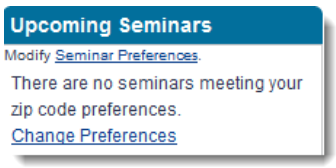
## 3.1. Featured Courses Portal

This portal section provides a short list of courses through which you can obtain credit in the WINGS program and/or AMT Awards program. Three featured courses display on the Homepage, Featured Courses portal. Administrators periodically change the listed courses using the *View All* link found on the Administration, Content, Featured Courses page. When a new course is added, the new course moves to the top of the list and the course on the bottom is dropped from the list. Only the latest three courses display in the Featured Courses portal.

The *View Catalog* link opens the Courses landing page. The Courses page contains a complete list of courses and is the most frequently visited page on the FAASafety.gov website.

## 3.2. Upcoming Seminars

The **Upcoming Seminars** portal displays up to three seminars closest to your zip code and the preferences selected at the **Seminar Preferences** tab on the **Account Preferences** page.




A message displays when there are no seminars matching your zip code and preferences and a link to change your preferences appears. On the preferences page, you can include up to three zip codes and enter a radius for each.

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If you are not logged in and are navigating the site as a Guest user, a descriptive message will display in this portal along with the Search Seminars link.

Because Seminars are open for 15 hours after their start time, (a convenience for users who wish to register for a seminar they just attended) seminars that have just concluded may be shown here.

## 3.3. Hot Topics

The Hot Topics portal displays seminars, events, programs, or courses selected by an Administrator. The list rotates through the list of selected items. Each image is actually two .jpg files with the top .jpg being the picture (Navigating the D.C. SFRA) and the lower image containing the description (Required for FAASafety.gov Online Course). Click on either image to view more information about the displayed item. Below the lower image is an additional textual link to the topic; this is required to ensure Section 508 compliance (Section 508 of the Rehabilitation Act of 1973). You can navigate through the list of items using the Previous and Next links at the bottom of the portal.

## 3.4. AMT Awards Program

The AMT Awards Program portal is used by AMTs and employers that issue rewards. Tutorials are provided for individuals and employers. The Learn more! link opens the **Maintenance Hanger**, About page.

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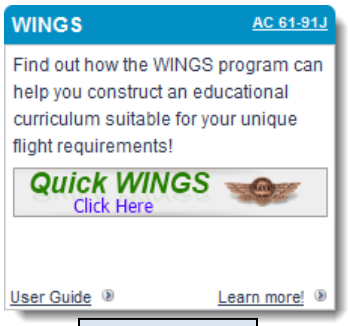
## 3.5. WINGS




Guest User

New User

Active WINGS Participant

The **WINGS** portal is different for the Guest user and a logged in user. The Guest user sees information about the WINGS program while the logged in user sees their WINGS information. The link at the top right corner of the portal will open the Advisory Circular for the WINGS – Pilot Proficiency Program (AC 61-91J).

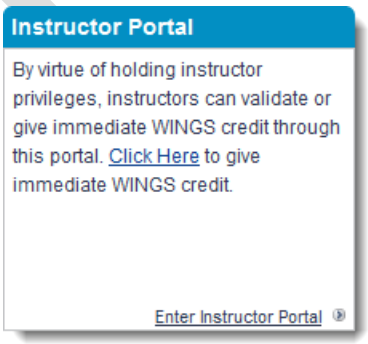
The *Quick WINGS Click Here* link will open your *Quick WINGS* checklist. This checklist will indicate the phase of *WINGS* you are working on and list suggested courses and activities you can take to achieve that WINGS level.

The *User Guide* link on the lower left corner of the portal opens the WINGS Pilot Proficiency Program User's Guide in a new browser window. This guide displays in Adobe Acrobat and requires Adobe Acrobat Reader to open.

The *Learn More* link found at the lower right corner of the portal displays for the Guest user and opens the **Pilots**, **WINGS – Learn More** page.

The *My WINGS* link also found at the lower right corner of the portal displays for logged in users and opens the **Pilots**, **My WINGS** page.

## 3.6. Instructor Portal




The Instructor Portal allows a quick, easy link for instructors to validate training and give WINGS credit. Click Here goes to instructor portal give immediate credit page. When you use the Click Here link, the **Pilots**, **Instructor Portal**, **Activity Validation** page opens allowing you to enter the email address of the WINGS user to whom you will give credit. If you are not logged in as an instructor when you click the Click Here link, you will be required to enter your name and certificate number to continue.

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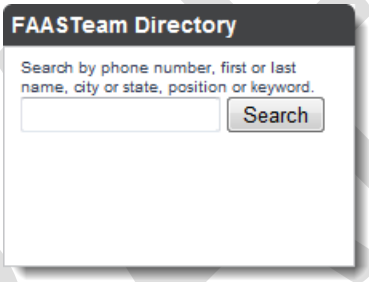
The Enter Instructor Portal link opens the **Pilots**, **Instructor Tools** tab.

## 3.7. See and Avoid

This portal was originally a Hot Topic and operates the way hot topics do at the Hot Topic portal. It is currently under construction and links to the FAA Website SEEandAVOID.org when you click on one of the two images or the link at the bottom of the portal.

## 3.8. The FAASTeam Directory




The **FAASTeam Directory** portal allows you to search for a FAASTeam member from the Homepage. When you enter information in the field and click Search, the entered information acts as a Keyword when records are searched. The **Resources**, **FAASTeam Online Directory** landing page opens and displays information matching your keyword selection. Alternatively, a user can click on the link to display a map of the United States. They then can click on a state to see the FAASTeam leaders in that state.

Three or four portals display based on your user type. FAASTeam Staff need to know how they use the system as well as understanding how the general user uses the site.

### 3.8.1. FAASTeam

***FAASTeam Management***

The FAASTeam Management group includes FAASTeam Program Managers (FPMs), Regional FAASTeam Program Managers (RFPMs), National FAASTeam Managers (NFMs), and their assigned assistants. These users are assigned FAASafety.gov privileges above that of an airman, mechanic, Representative, visitor, or general user.

The following team members have geographic areas of responsibility:

***National FAASTeam Manager (NFM)***

The National FAASTeam Manager has control over the entire nation. This member delegates the management of certain responsibilities to their assistants. NFM's and their assistants are employees of the FAA. These are generally those employees assigned to AFS-850, a branch of AFS-800, the General Aviation and Commercial Division of Flight Standards.

***Regional FAASTeam Manager (RFM)***

The Regional FAASTeam Manager controls one of the eight Flight Standards regions, including the National Resource Center in the Southern Region. Regions include: Alaskan, Central, Eastern, Great Lakes, Northwest Mountain, Southern, Southwest, and Western Pacific. RFMs are responsible for final acceptance of SPANS events and Notices. RFM's and their assistants are employees of the FAA.

***FAASTeam Program Manager (FPM)***

The FAASTeam Program Manager controls one or more districts. There are upwards of 100 FPMs nationally with generally one FPM being responsible for each state or multiple states. Part of their FAASTeam responsibility includes review and pre-approval of SPANS event and Notices. When these are pre-approved they are forwarded to the designated RFM for final approval. FPMs are also responsible for pre-acceptance of FAASTeam Representative applications. FPM's are employees of the FAA.

***Lead Representative/Representative***

FAASTeam Representatives logically belong below the FPM of a geographic region. Representatives are volunteers, not FAA employees, and can create SPANS events. When given permission, they are also able to create notices on a case by case basis.

## 3.9. WINGS Achievement Roster

This portal displays the number of users who have earned a phase of WINGS. This number is updated periodically, but not immediately when a new phase is earned. Users can click on the link to see a list of users who have earned a phase of wings. The number is different based on who you are logged in as; for example, admin sees everyone, but everyone else sees just those who have not opted out of the list. Users opt out on their My Preferences page, under the Other tab.. Users can search for last/first/region/state to refine the list.

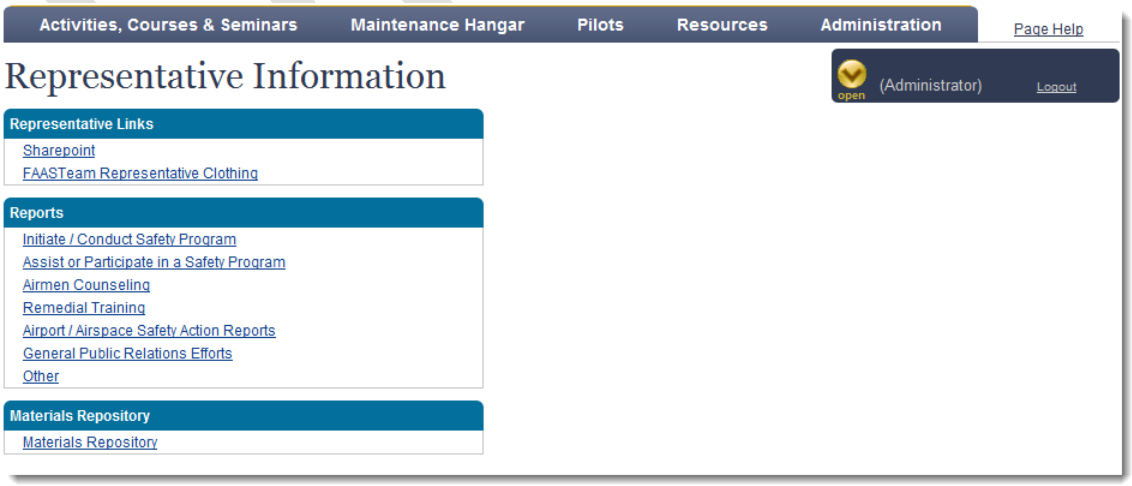
## 3.10. FAASTeam Industry Members

FAASTeam Industry Members support the National FAASTeam and have a vested interest in aviation safety. These members are People, Organizations, Institutions, and Companies that have a Letter of Understanding to provide something for the FAASTeam. In return they are added to the FAASTeam Industry Members list. When you click on a name in the portal, the member list opens to display all the FAASTeam Industry Members. You can click on a member in the list to view their contact information, a note about their expertise, and the link to their website.

## 3.11. FAASTeam Representatives

When you are logged in as a Representative or above you will see the FAASTeam Representatives portal.

### 3.11.1. View Representative Information

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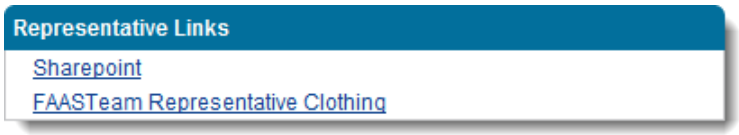
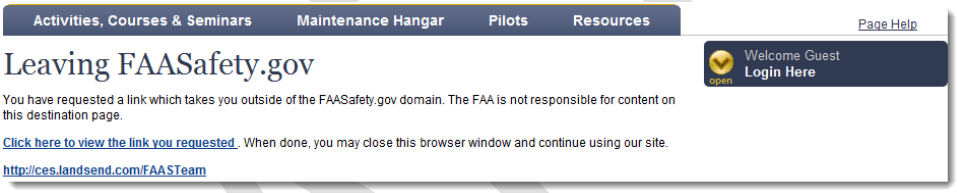
### 3.11.1.1. Representative Links



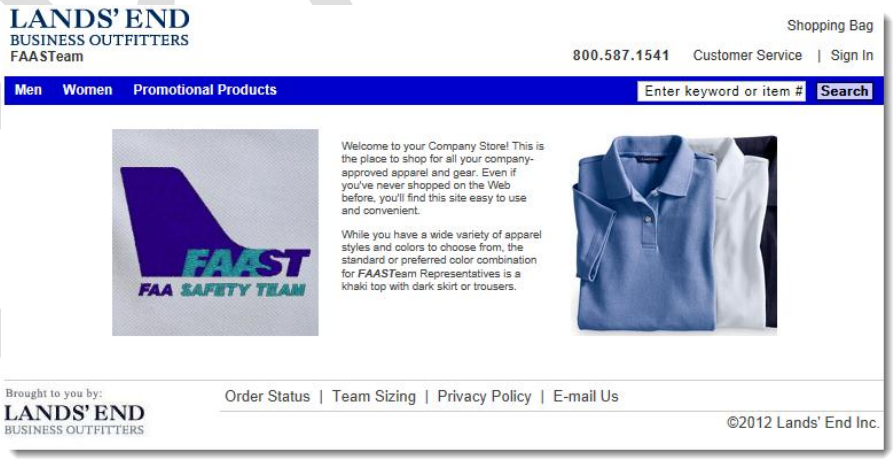

#### 3.11.1.1.1. SharePoint

The SharePoint site requires a separate log in credential and password. Some Regions use this site to host approved seminar presentations, so that Representatives can download them for individual use.

#### 3.11.1.1.2. FAASTeam Representative Clothing

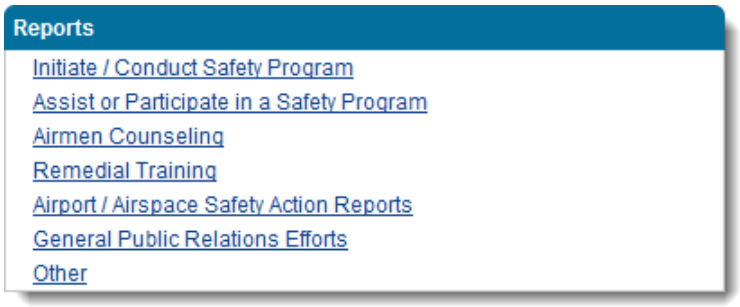



The "Click here to view the link you requested." link opens the Lands' End Business Outfitters FAASTeam page where you can order FAASTeam logo shirts. Both links on this page open the Lands' End webpage.

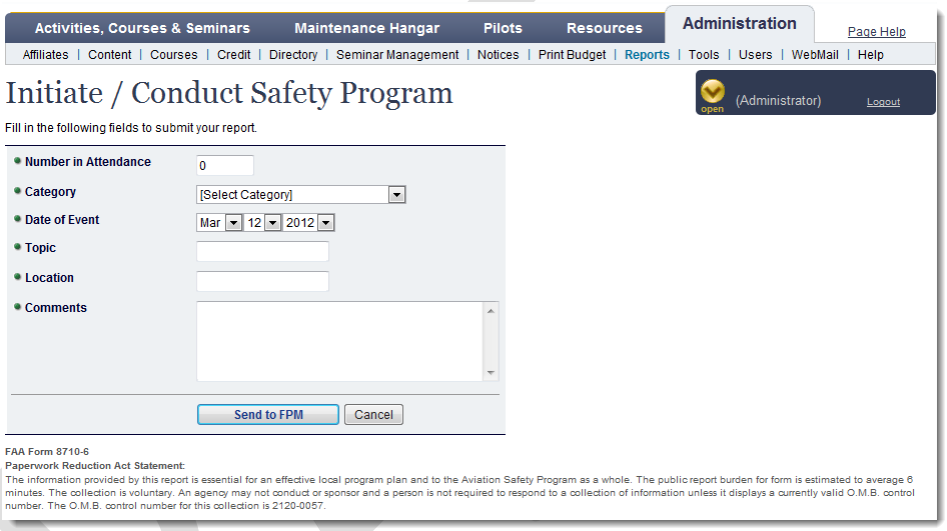



When you are finished browsing the Lands' End webpage, you can close the browser window then open FAASafety.gov in a new browser window.

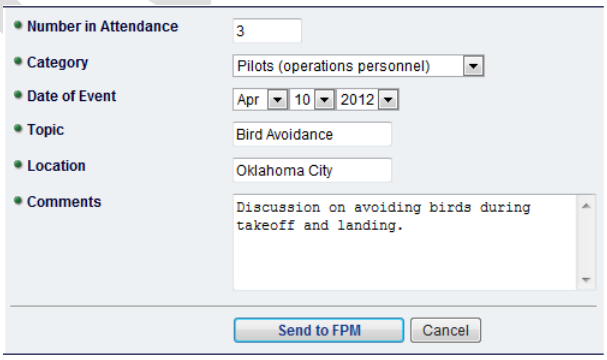
## 3.11.1.2. REPORTS



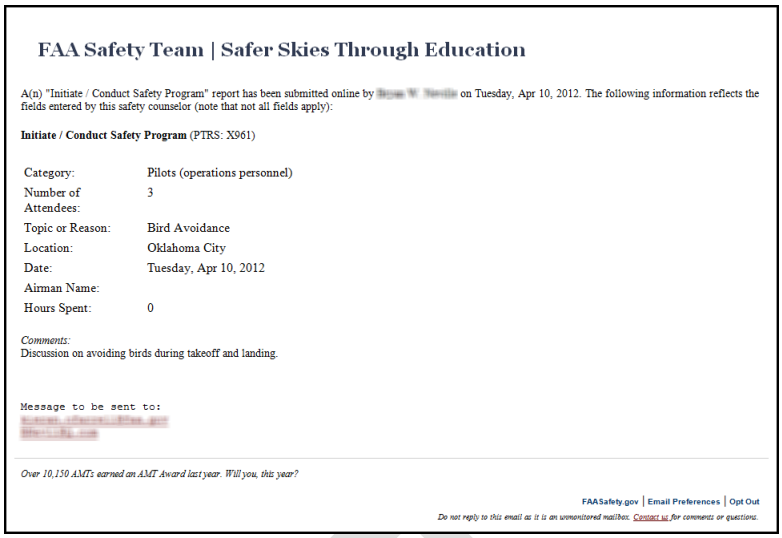

### 3.11.1.2.1. INITIATE/CONDUCT SAFETY PROGRAM




When you initiate or conduct a safety program, you will submit information about the safety program to the FPM. Complete the fields on this page and click Send to FPM.




Reporting information is saved and an email similar to the one below is generated and sent to the FPM. This email form is used for multiple topics. Completed fields based on the email topic (i.e. Initiate/Conduct Safety Program (PTRS:X961)).



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A(n) "Initiate / Conduct Safety Program" report has been submitted online by [redacted] on Tuesday, Apr 10, 2012. The following information reflects the fields entered by this safety counselor (note that not all fields apply):

**Initiate / Conduct Safety Program** (PTRS: X961)

| | |
|---|---|
| Category: | Pilots (operations personnel) |
| Number of Attendees: | 3 |
| Topic or Reason: | Bird Avoidance |
| Location: | Oklahoma City |
| Date: | Tuesday, Apr 10, 2012 |
| Airman Name: | |
| Hours Spent: | 0 |

*Comments:*
Discussion on avoiding birds during takeoff and landing.

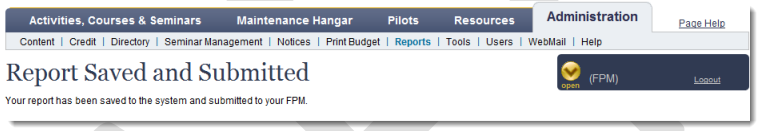
Message to be sent to:
[redacted]

*Over 10,150 AMTs earned an AMT Award last year. Will you, this year?*

FAASafety.gov | Email Preferences | Opt Out

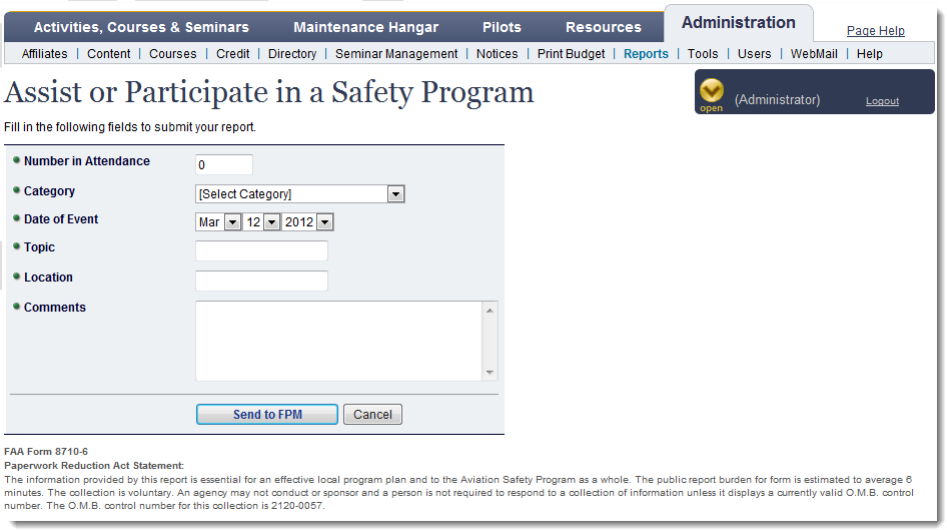
*Do not reply to this email as it is an unmonitored mailbox. Contact us for comments or questions.*

The following confirmation displays when you click Send to FPM.

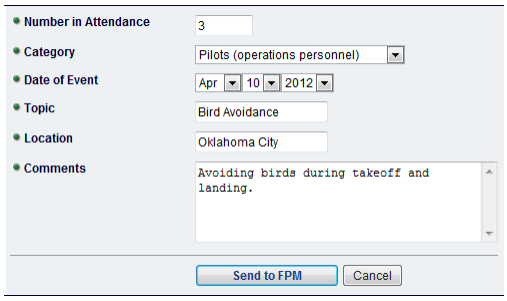



Use the browser back button to return to the Initiate/Conduct Safety Program form. Click the browser back button a second time to return to the Representative Information page, or you can choose another menu item from the top of the page.

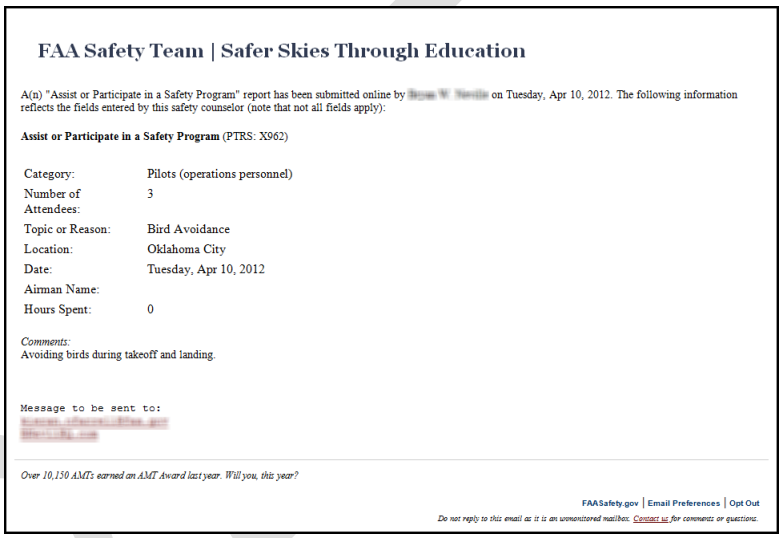
## 3.11.1.2.2. Assist or Participate in a Safety Program




When you assist or participate in a safety program, you will submit information about the safety program to the FPM. Complete the fields on this page and click Send to FPM.




Reporting information is saved and an email similar to the one below is generated and sent to the FPM. This email form is used for multiple topics. Completed fields based on the email topic (i.e. Assist or Participate in a Safety Program (PTRS:X962)).



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A(n) "Assist or Participate in a Safety Program" report has been submitted online by [redacted] on Tuesday, Apr 10, 2012. The following information reflects the fields entered by this safety counselor (note that not all fields apply):

**Assist or Participate in a Safety Program** (PTRS: X962)

| | |
|---|---|
| Category: | Pilots (operations personnel) |
| Number of Attendees: | 3 |
| Topic or Reason: | Bird Avoidance |
| Location: | Oklahoma City |
| Date: | Tuesday, Apr 10, 2012 |
| Airman Name: | |
| Hours Spent: | 0 |

*Comments:*
Avoiding birds during takeoff and landing.

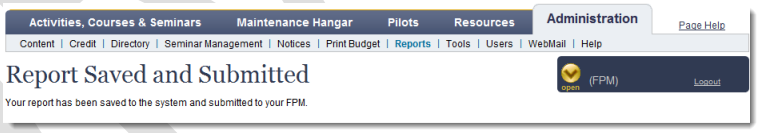
Message to be sent to:
[redacted]

*Over 10,150 AMTs earned an AMT Award last year. Will you, this year?*

FAASafety.gov | Email Preferences | Opt Out

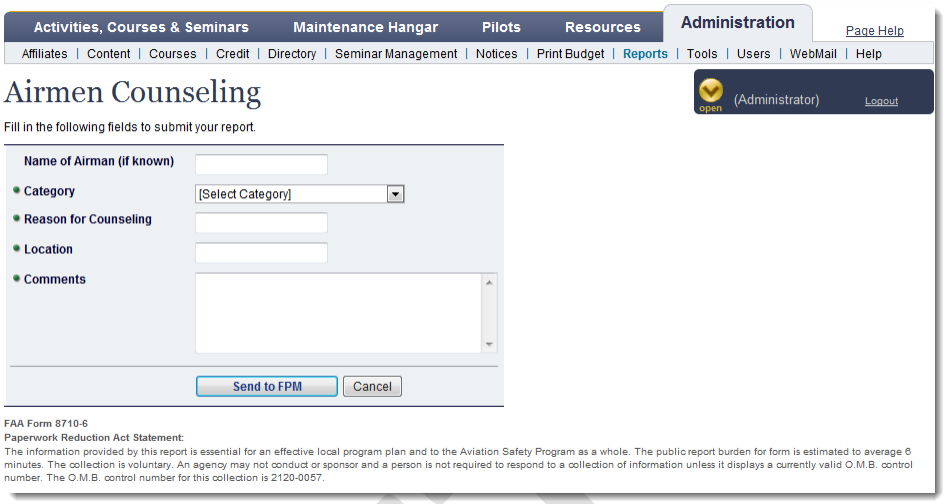
*Do not reply to this email as it is an unmonitored mailbox. Contact us for comments or questions.*

The following confirmation displays when you click Send to FPM.

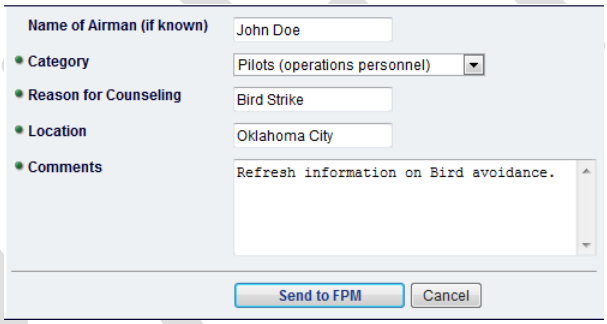



Use the browser back button to return to the Assist or Participate in a Safety Program form. Click the browser back button a second time to return to the Representative Information page, or you can choose another menu item from the top of the page.

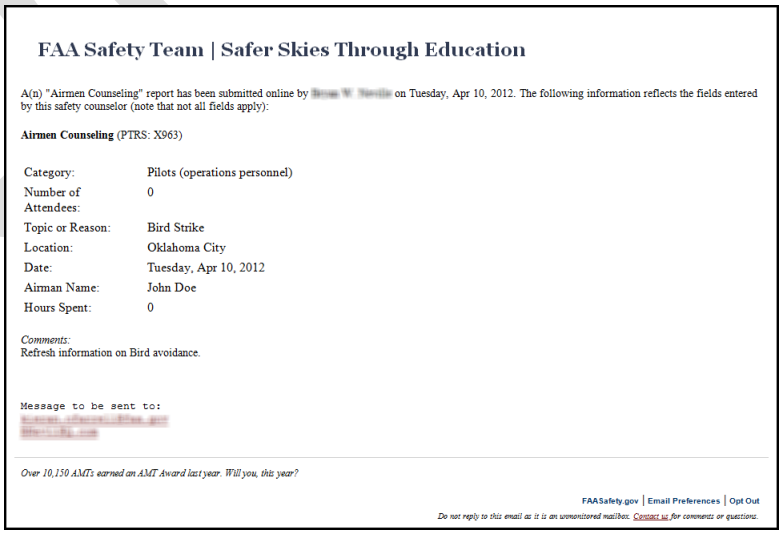
## 3.11.1.2.3. AIRMAN COUNSELING



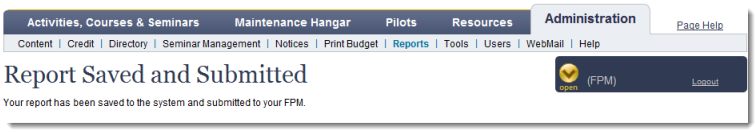

When you counsel an airman, you will submit information about the counseling session to the FPM. Complete the fields on this page and click Send to FPM.




Reporting information is saved and an email similar to the one below is generated and sent to the FPM. Completed fields based on the email topic (i.e. Airman Counseling (PTRS:X963)).

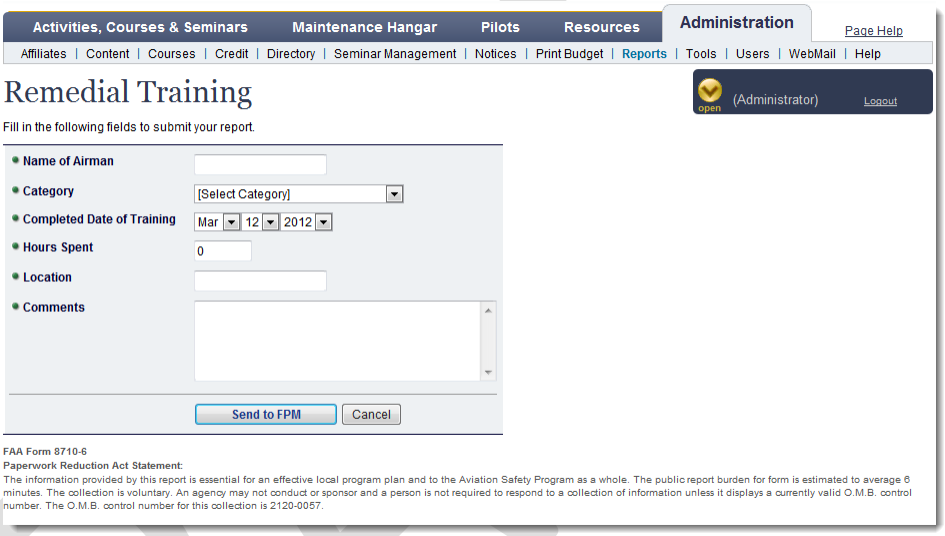



The following confirmation displays when you click Send to FPM.

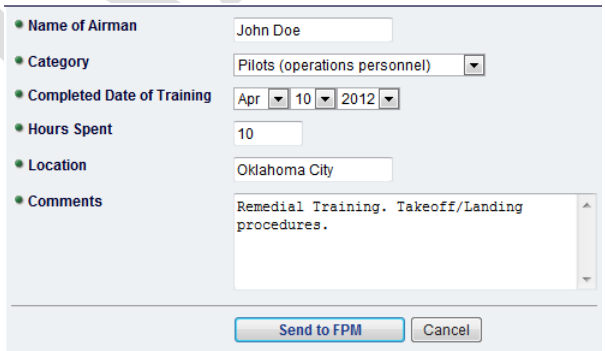



Use the browser back button to return to the Airman Counseling form. Click the browser back button a second time to return to the Representative Information page, or you can choose another menu item from the top of the page.

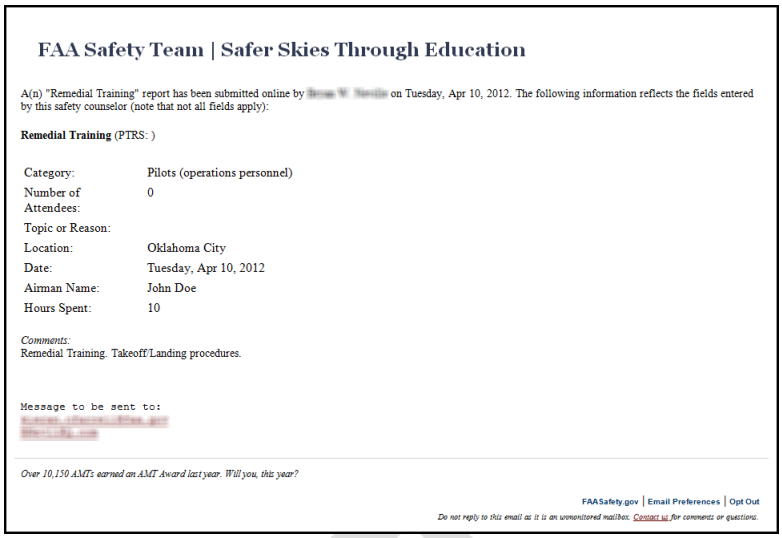
### 3.11.1.2.4. REMEDIAL TRAINING




When you conduct remedial training, you will submit information about the training session to the FPM. Complete the fields on this page and click Send to FPM.




Reporting information is saved and an email similar to the one below is generated and sent to the FPM. Completed fields based on the email topic (i.e. Remedial Training (PTRS: )).



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A(n) "Remedial Training" report has been submitted online by [redacted] on Tuesday, Apr 10, 2012. The following information reflects the fields entered by this safety counselor (note that not all fields apply):

**Remedial Training** (PTRS: )

| | |
|---|---|
| Category: | Pilots (operations personnel) |
| Number of Attendees: | 0 |
| Topic or Reason: | |
| Location: | Oklahoma City |
| Date: | Tuesday, Apr 10, 2012 |
| Airman Name: | John Doe |
| Hours Spent: | 10 |

*Comments:*
Remedial Training. Takeoff/Landing procedures.

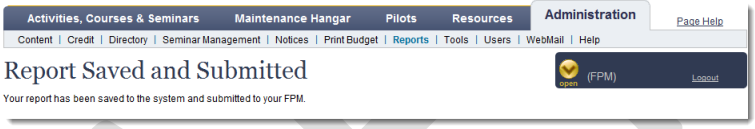
Message to be sent to:
[redacted]

*Over 10,150 AMTs earned an AMT Award last year. Will you, this year?*

FAASafety.gov | Email Preferences | Opt Out

*Do not reply to this email as it is an unmonitored mailbox. Contact us for comments or questions.*

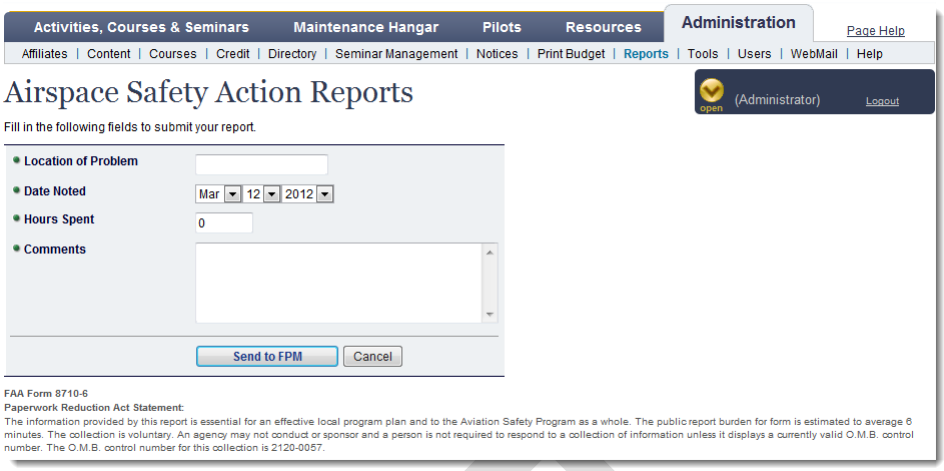
The following confirmation displays when you click Send to FPM.



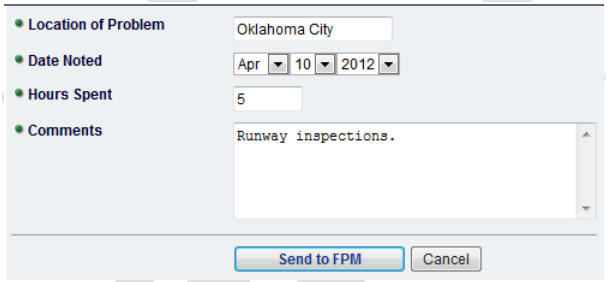

Use the browser back button to return to the Remedial Training form. Click the browser back button a second time to return to the Representative Information page, or you can choose another menu item from the top of the page.

DRAFT

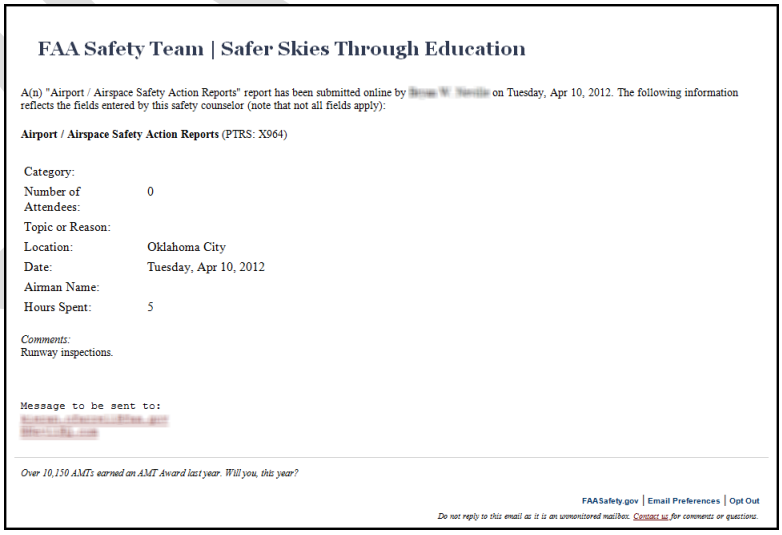
## 3.11.1.2.5. Airport/Airspace Safety Action Reports




When an airspace safety action report is required, you will submit information about the safety action to the FPM. Complete the fields on this page and click Send to FPM.




Reporting information is saved and an email similar to the one below is generated and sent to the FPM. This email form is used for multiple topics. Completed fields based on the email topic (i.e. Airport/Airspace Safety Action Reports (PTRS:X964)).



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A(n) "Airport / Airspace Safety Action Reports" report has been submitted online by [redacted] on Tuesday, Apr 10, 2012. The following information reflects the fields entered by this safety counselor (note that not all fields apply):

**Airport / Airspace Safety Action Reports** (PTRS: X964)

| | |
|---|---|
| Category: | |
| Number of Attendees: | 0 |
| Topic or Reason: | |
| Location: | Oklahoma City |
| Date: | Tuesday, Apr 10, 2012 |
| Airman Name: | |
| Hours Spent: | 5 |

*Comments:*
Runway inspections.

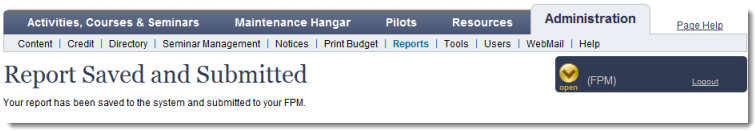
Message to be sent to:
[redacted]

*Over 10,150 AMTs earned an AMT Award last year. Will you, this year?*

FAASafety.gov | Email Preferences | Opt Out

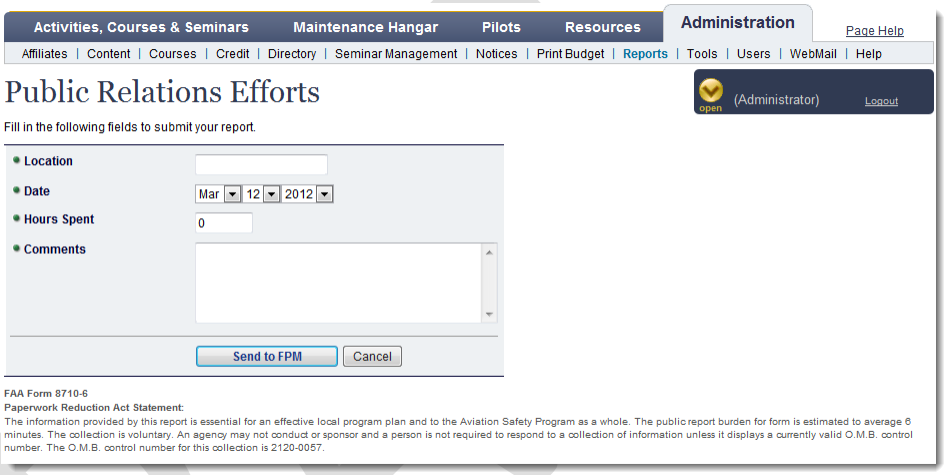
*Do not reply to this email as it is an unmonitored mailbox. Contact us for comments or questions.*

The following confirmation displays when you click Send to FPM.

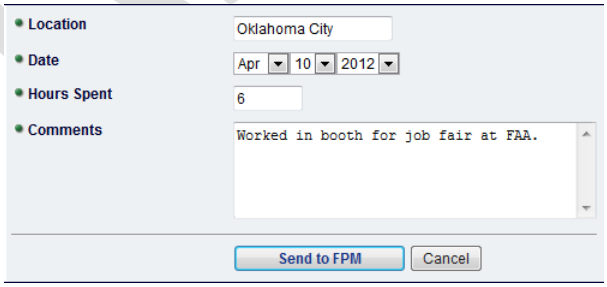



Use the browser back button to return to the Airspace Safety Action Reports form. Click the browser back button a second time to return to the Representative Information page, or you can choose another menu item from the top of the page.

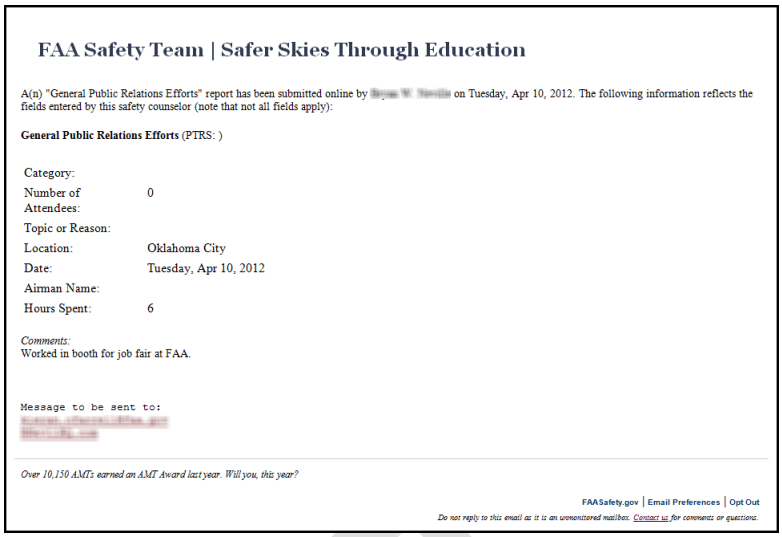
## 3.11.1.2.6. General Public Relations Efforts




When you participate in a public relations effort, you will submit information about the training session to the FPM. Complete the fields on this page and click Send to FPM.




Reporting information is saved and an email similar to the one below is generated and sent to the FPM. Completed fields based on the email topic (i.e. General Public Relations Efforts (PTRS: )).



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A(n) "General Public Relations Efforts" report has been submitted online by [redacted] on Tuesday, Apr 10, 2012. The following information reflects the fields entered by this safety counselor (note that not all fields apply):

**General Public Relations Efforts** (PTRS: )

| | |
|---|---|
| Category: | |
| Number of Attendees: | 0 |
| Topic or Reason: | |
| Location: | Oklahoma City |
| Date: | Tuesday, Apr 10, 2012 |
| Airman Name: | |
| Hours Spent: | 6 |

*Comments:*
Worked in booth for job fair at FAA.

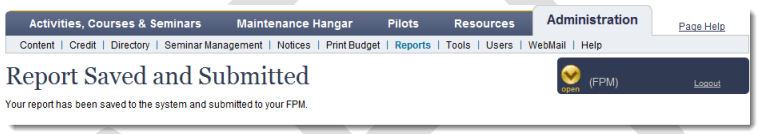
Message to be sent to:
[redacted]

*Over 10,150 AMTs earned an AMT Award last year. Will you, this year?*

FAASafety.gov | Email Preferences | Opt Out

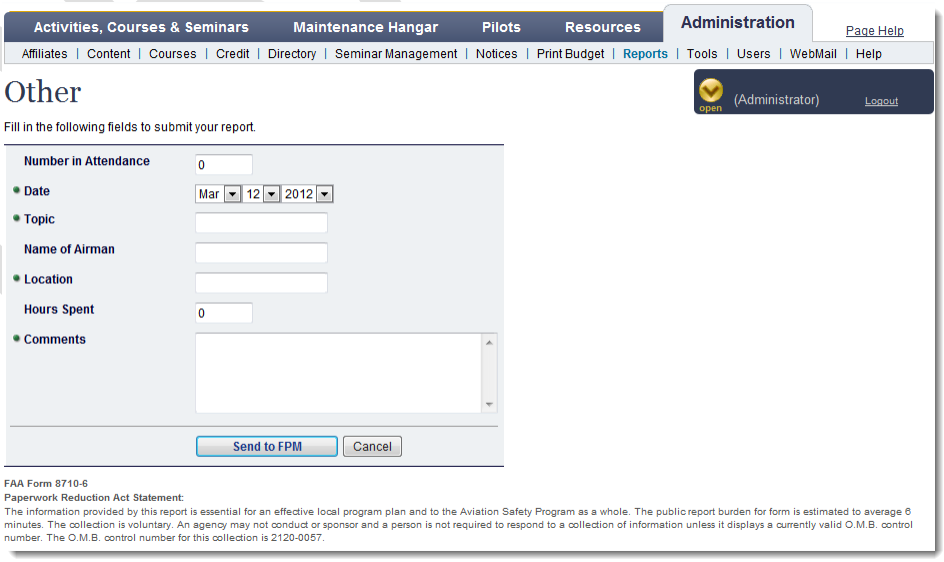
*Do not reply to this email as it is an unmonitored mailbox. Contact us for comments or questions.*

The following confirmation displays when you click Send to FPM.

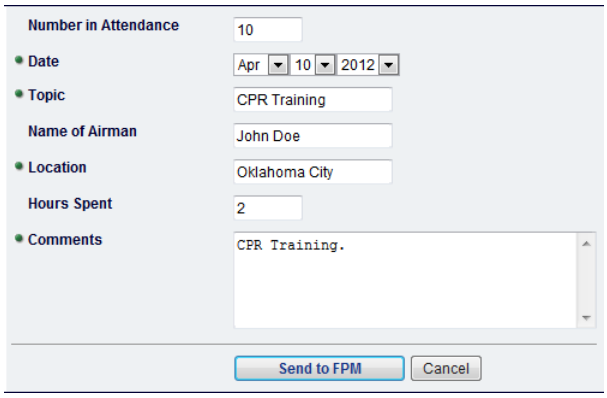



Use the browser back button to return to the Public Relations Efforts form. Click the browser back button a second time to return to the Representative Information page, or you can choose another menu item from the top of the page.

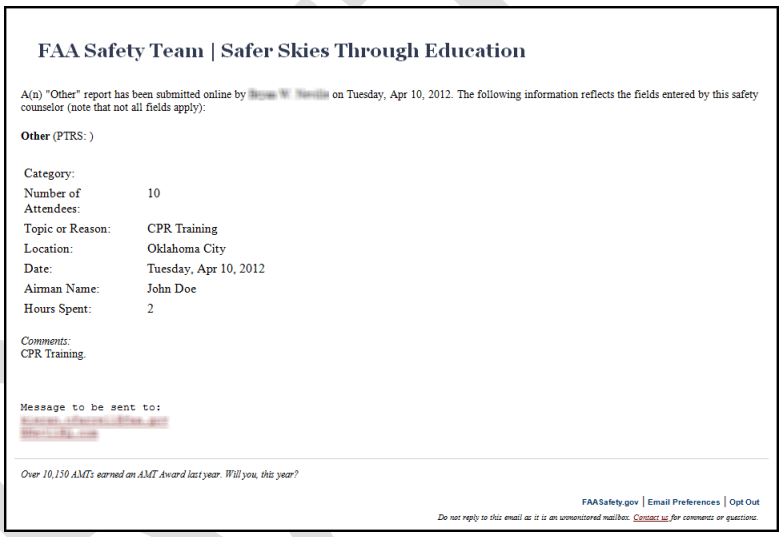
## 3.11.1.2.7. OTHER




When you assist or participate in a program that is not listed, you will submit information about the program to the FPM. Complete the fields on this page and click Send to FPM.




Reporting information is saved and an email similar to the one below is generated and sent to the FPM. This email form is used for multiple topics. Completed fields based on the email topic (i.e. Other (PTRS: )).



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A(n) "Other" report has been submitted online by [redacted] on Tuesday, Apr 10, 2012. The following information reflects the fields entered by this safety counselor (note that not all fields apply):

**Other** (PTRS: )

| | |
|---|---|
| Category: | |
| Number of Attendees: | 10 |
| Topic or Reason: | CPR Training |
| Location: | Oklahoma City |
| Date: | Tuesday, Apr 10, 2012 |
| Airman Name: | John Doe |
| Hours Spent: | 2 |

*Comments:*
CPR Training.

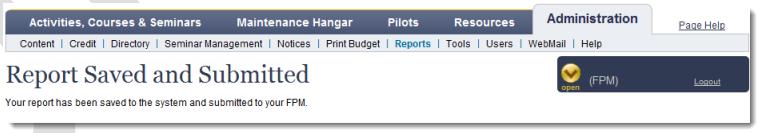
Message to be sent to:
[redacted]

*Over 10,150 AMTs earned an AMT Award last year. Will you, this year?*

FAASafety.gov | Email Preferences | Opt Out

*Do not reply to this email as it is an unmonitored mailbox. Contact us for comments or questions.*

The following confirmation displays when you click Send to FPM.



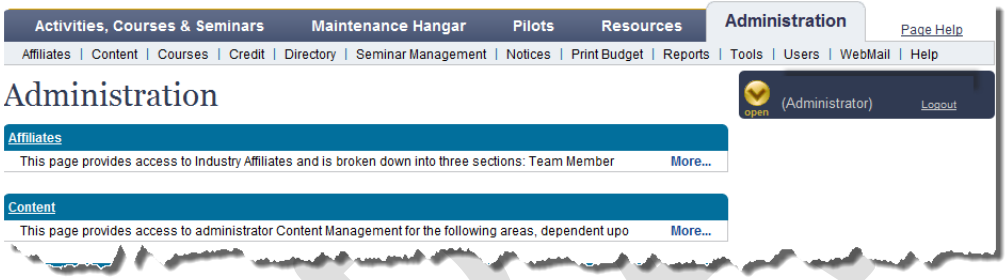

Use the browser back button to return to the Other form. Click the browser back button a second time to return to the Representative Information page, or you can choose another menu item from the top of the page.

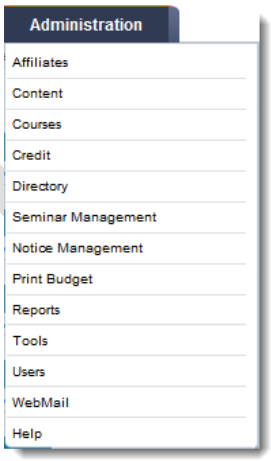
### 3.11.1.3. Materials Repository

## 4. Administration Tab

The **Administration** tab is available for Administrators, NFMs, RFMs, FPMs, ATCs, Lead Representatives, Representatives, and Airmen who have credit validation privileges, such as flight instructors. General Users and Guest users do not see the **Administration** tab.

When you hover your mouse over the **Administration** tab, a drop-down list of tools displays. When you click on the **Administration** tab, the list of tools displays in the window and include a short description of each tool. Tool descriptions can be expanded and contracted for viewing by clicking on the More… and Less… links in the bottom right corner of the tool description.




Administrative tools display based on permissions assigned to each user group. The following images display tools available for each user group. This tab does not display for a User or Guest User. The Administrator and NFM User Manual will introduce each tab based on the Administrator and NFM role assignments.

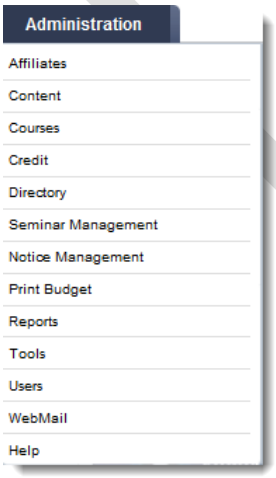



Figure 1 Administrator & NFM Administration Tools

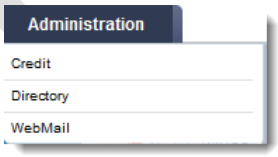



Figure 2 Airman Administration Tools

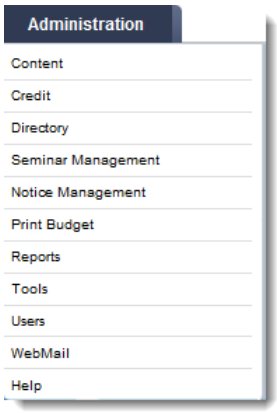



Figure 3 RFM Administration Tools

DRAFT

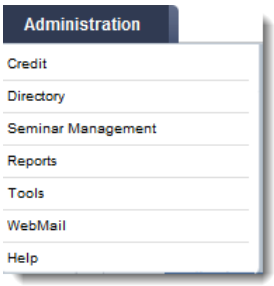



Figure 4 Representative and Lead Representative Administration Tools

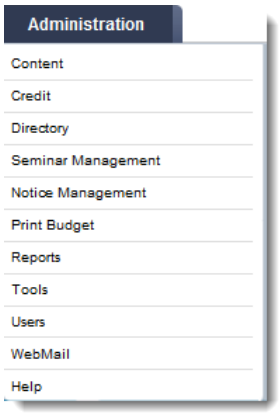



Figure 5 FPM Administration Tools

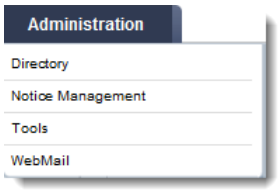
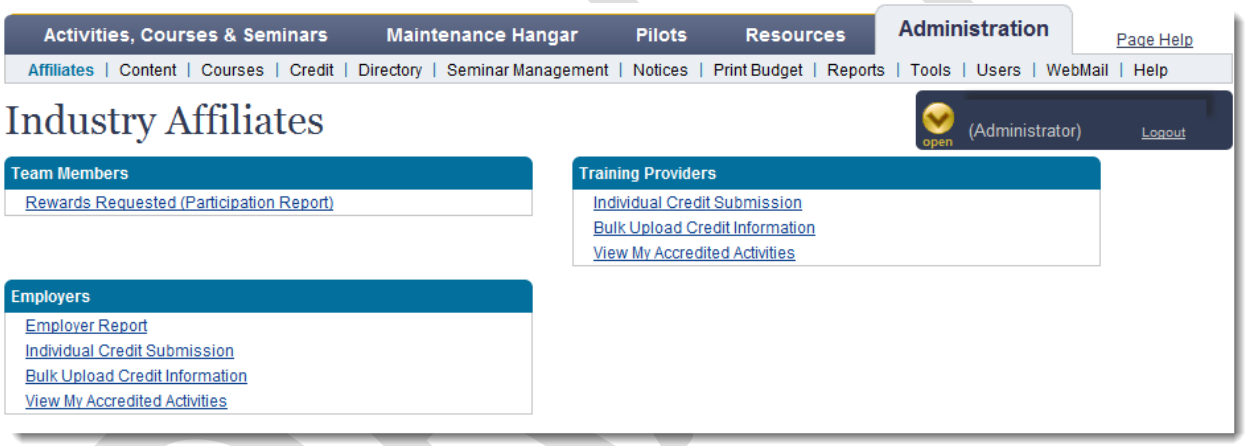



Figure 6 ATC Administration Tools

Just as **Administration** tab selections vary from one group of users to the next, web pages that display for Administration tools can vary from one user group to another.

## 4.1. Affiliates



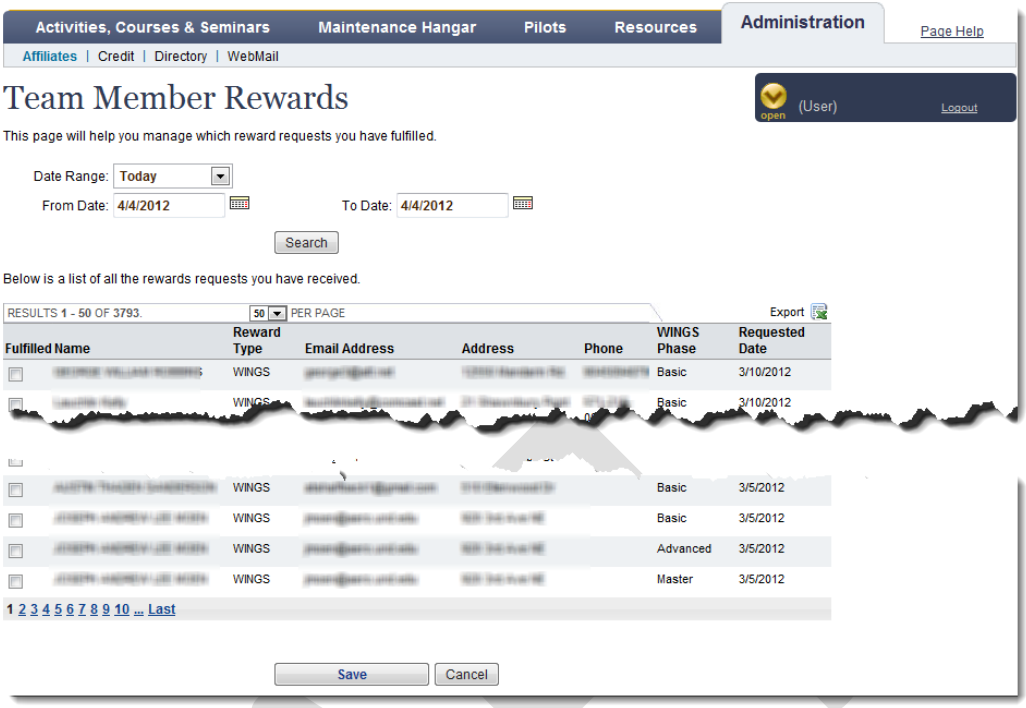

This page provides access to Industry Affiliates and is broken down into three sections: Team Members, Employers, and Training Providers.

The Team Members section allows an Administrator or NFM to view the Rewards Requested (Participation Report) Report. The Employers section includes links to Employer Report and View My Accredited Activities. Within the Training Providers section, there are links to Individual Credit Submission, Bulk Upload Credit Information, and View My Accredited Activities.

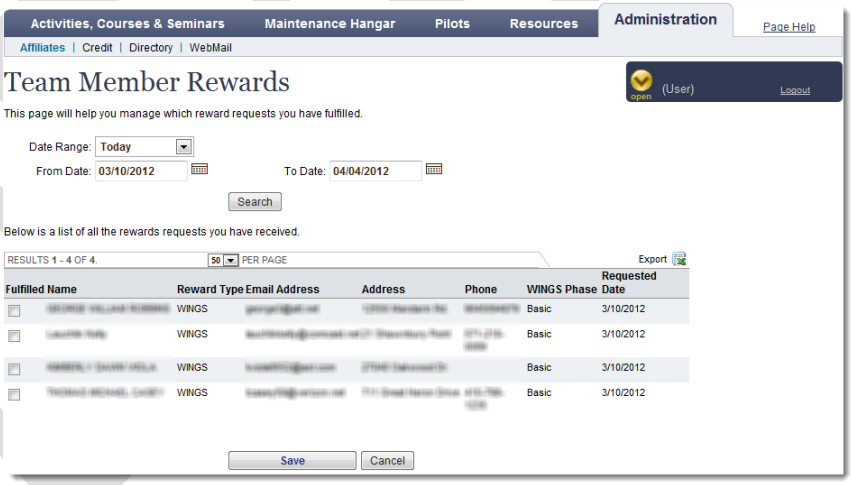
### 4.1.1. Team Members

Team Members are FAASTeam Industry Members who offer unique incentives to pilots and mechanics. Currently there are three Team Members, Avemco, Seaplane Pilots Association, and PAMA. When a team member logs into FAASafety.gov this portal displays a single link, Rewards Requested (Participation Report). To create a new Team Member go to Administration, Credit, Team Members, Create, New.

## 4.1.1.1. Rewards Requested (Participation Report)

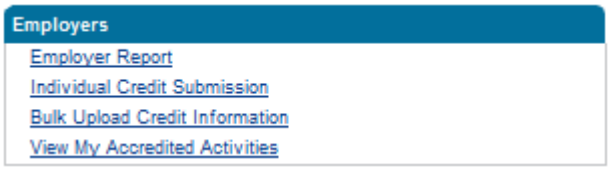



When the rewards window opens, all reward requests are listed in reverse Requested Date order. A date range can be selected and the Search button used to shorten the report list.



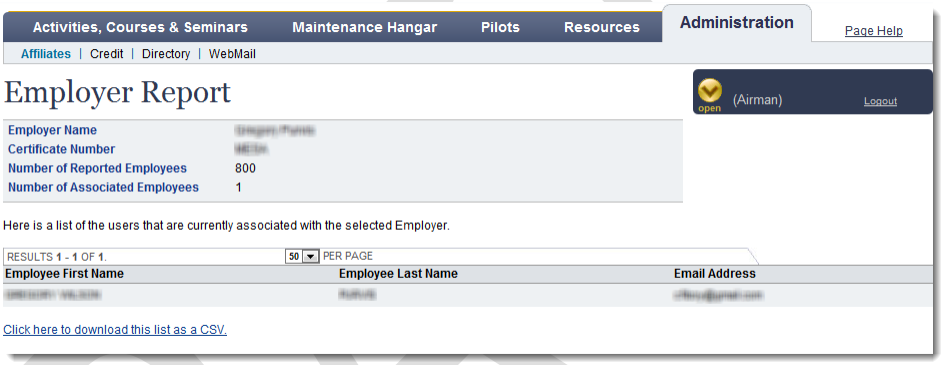

The Export link to the right of the report header will export the ID, Name, Reward Type, Email Address, Phone Number, WINGS phase completed, AMT Phase completed, Request date, Address 2, City, State, and Zip to a .csv file. This file can be used with your spreadsheet to complete reward fulfillments. When rewards have been fulfilled, return to the Team Members Rewards list and click the Fulfilled box to the left of each fulfilled reward. When the Save button is used to save the change, a confirmation message displays. When you return to the Affiliates, Team Members, Rewards Requested (Participation Report), the fulfilled record(s) no longer display on the reward listing.

## 4.1.2. Employers




The Employers section contains links to Employer Report, Individual Credit Submission, Bulk Upload Credit Information, and View My Accredited Activities. Employers do not give credit, therefore the links for Individual Credit Submission and Bulk Upload Credit Information will be removed from this portal.

### 4.1.2.1. Employer Report




This section permits Administrators to View All employers and to Create New employers.

The Export link at the bottom of the employee listing will export the email address, last name, first name, WINGS credit total, and AMT credit total to a .csv file that can be used with your spreadsheet program.

AMT Employers are designated as such when they sign up for the AMT Awards program directory as an AMT Employer.

A mechanic can go to this page and if they click to login as an employer it uses their personal acct as the employer acct, should make them click here to enter an employer address and use that to sign up with.

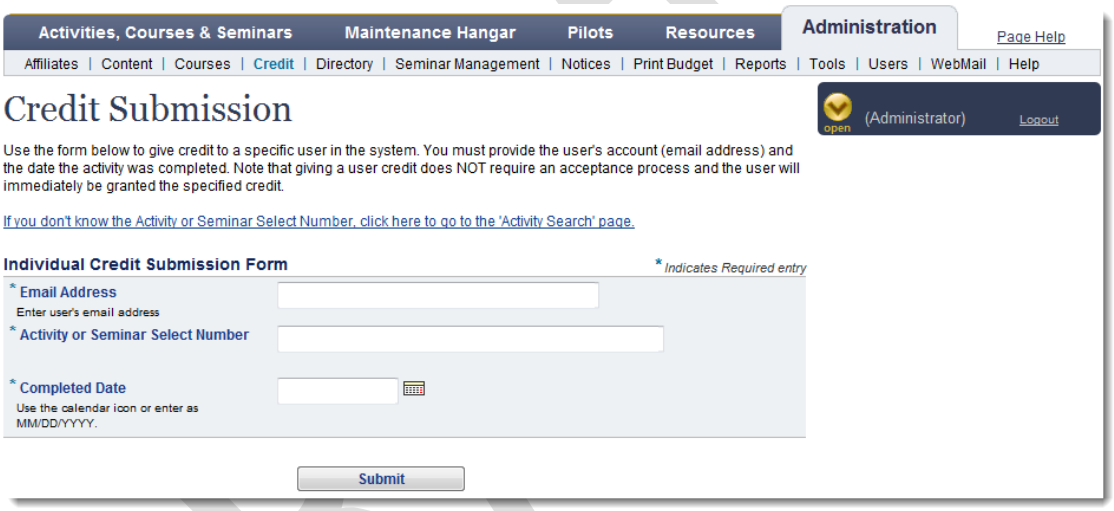
If you are logged in, the first click here logs you out and forces you to enter information at the register page. At the second click here to enroll … you can enroll as an individual or employer. If they are logged in as a mechanic they are logged out so that they can create an employee login to be used as the "click here" person.

This page is currently under construction, there is no way for an employee to associate themselves with an employer. Never developed? Doesn't work?

## 4.1.3. Training Providers

The Training Providers section contains links to Individual Credit Submission, Bulk Upload Credit Information, and View My Accredited Activities.

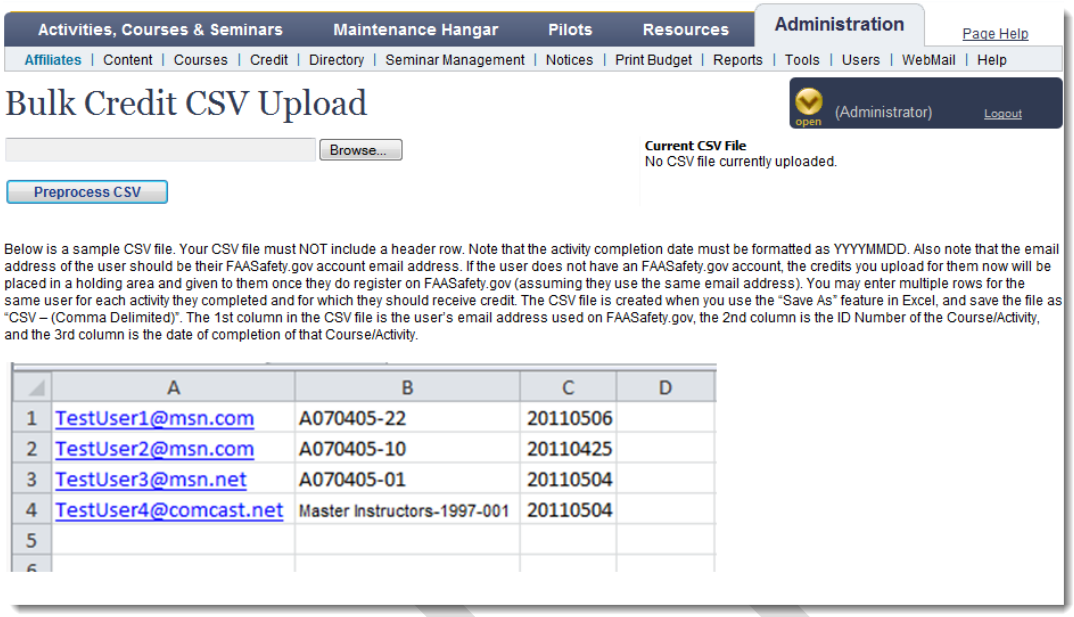
### 4.1.3.1. Individual Credit Submission




Credit items here are exactly the same as the credit page, affiliates, employers, view my accredited activities, and the employer doesn't have accredited activities. Same routine as at credit, gives immediate credit. Allows training provider to enter email address, activity number and completed date, their email address gets credit, doesn't have to have registered for the activity.

Can give credit for any activity but should be limited to their accredited activities.

## 4.1.3.2. Bulk Upload Credit Information




The spreadsheet is created by the raining provider and saved as .csv (comma separated value) file then they select it with the browse button.

Preprocess CSV checks that columns of data are in the correct format and gives credit. When an error is found, the .csv file must be adjusted, reloaded, and processed again. After file is processed, it is ready for submission.

It didn't work for every role they wanted it to work so that if you login as rep and you are also a training provider, it may check to see if you are a rep, link under affiliates and one under credit but they may have a different upload process to verify permissions.

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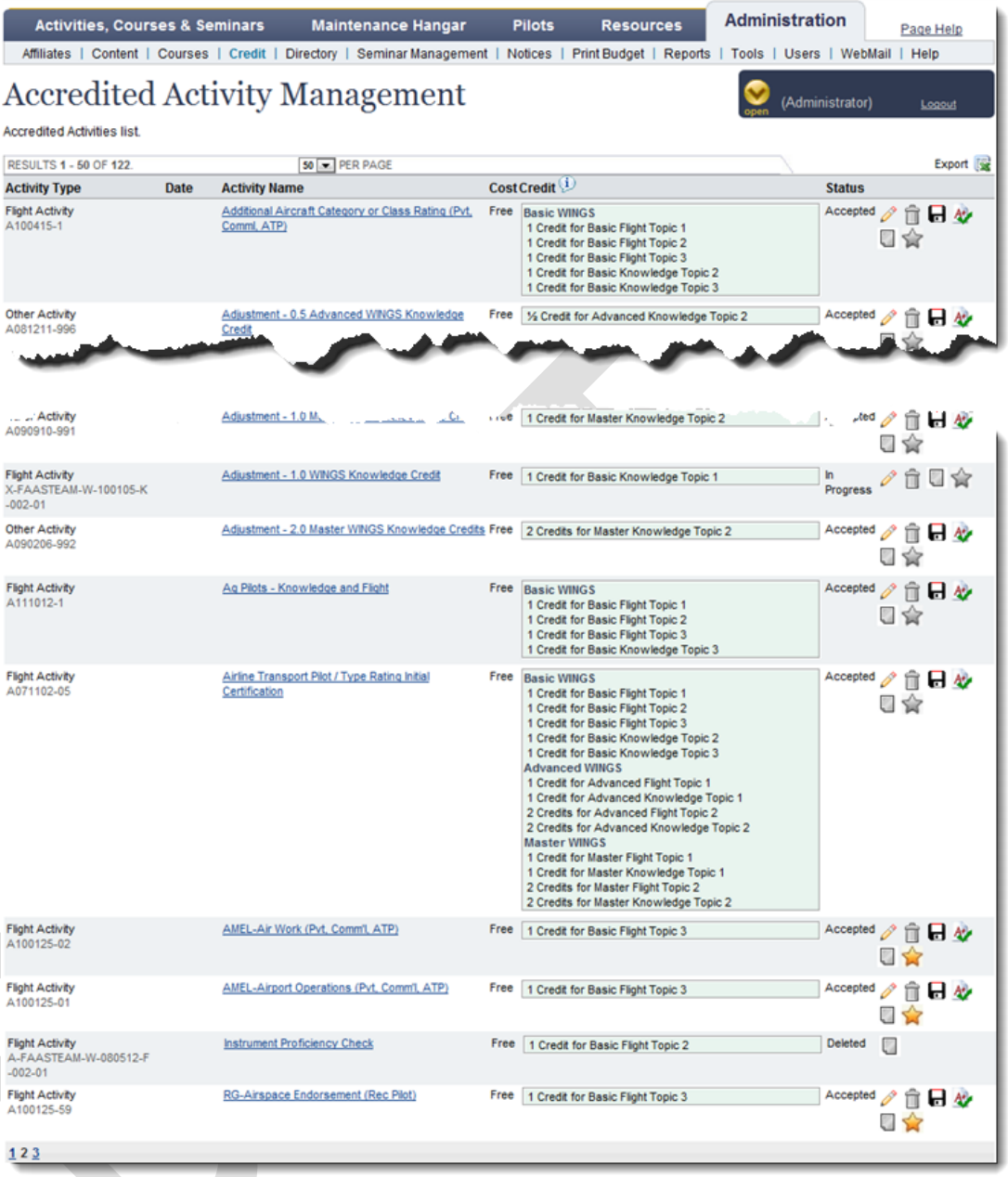
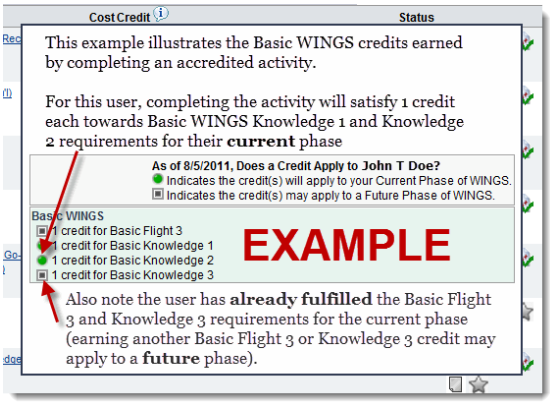
## 4.1.3.3. View My Accredited Activities

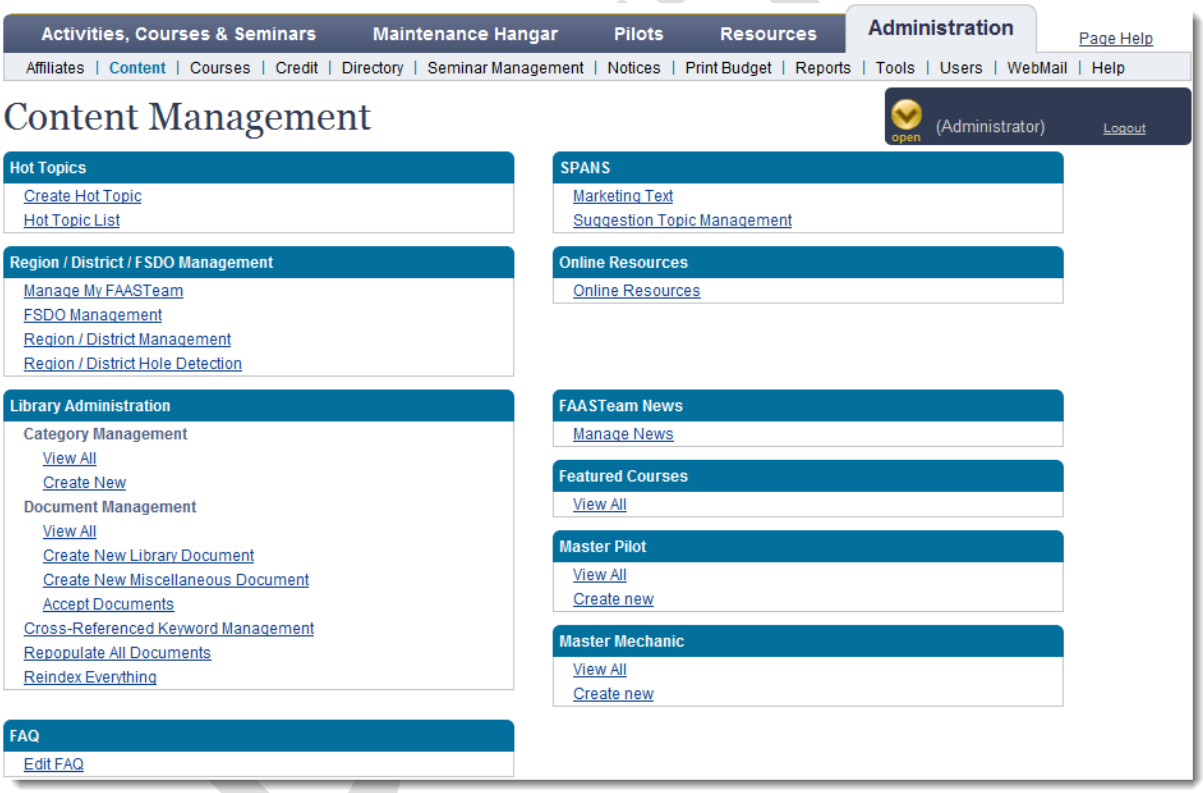



When a training provider is approved by the FAASTeam National Outreach Manager, the provider can create activities. This section will show their created activities.

When you hover the mouse over the Cost Credit column title callout (), the following image displays additional information about the column.




## 4.2. Content

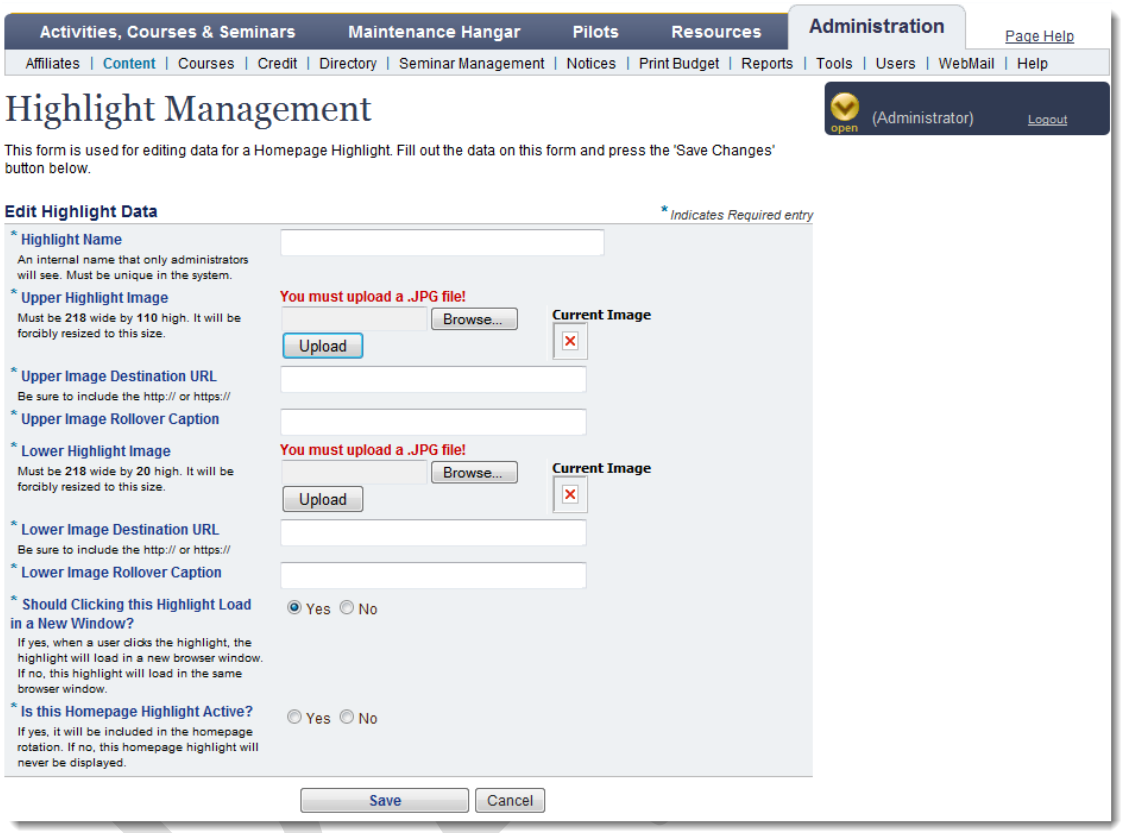



The Content tool provides Administrators and Program Managers (NFM, RFM, and FPM) access to manage the content provided on the FAASafety.gov website.

### 4.2.1. Hot Topics

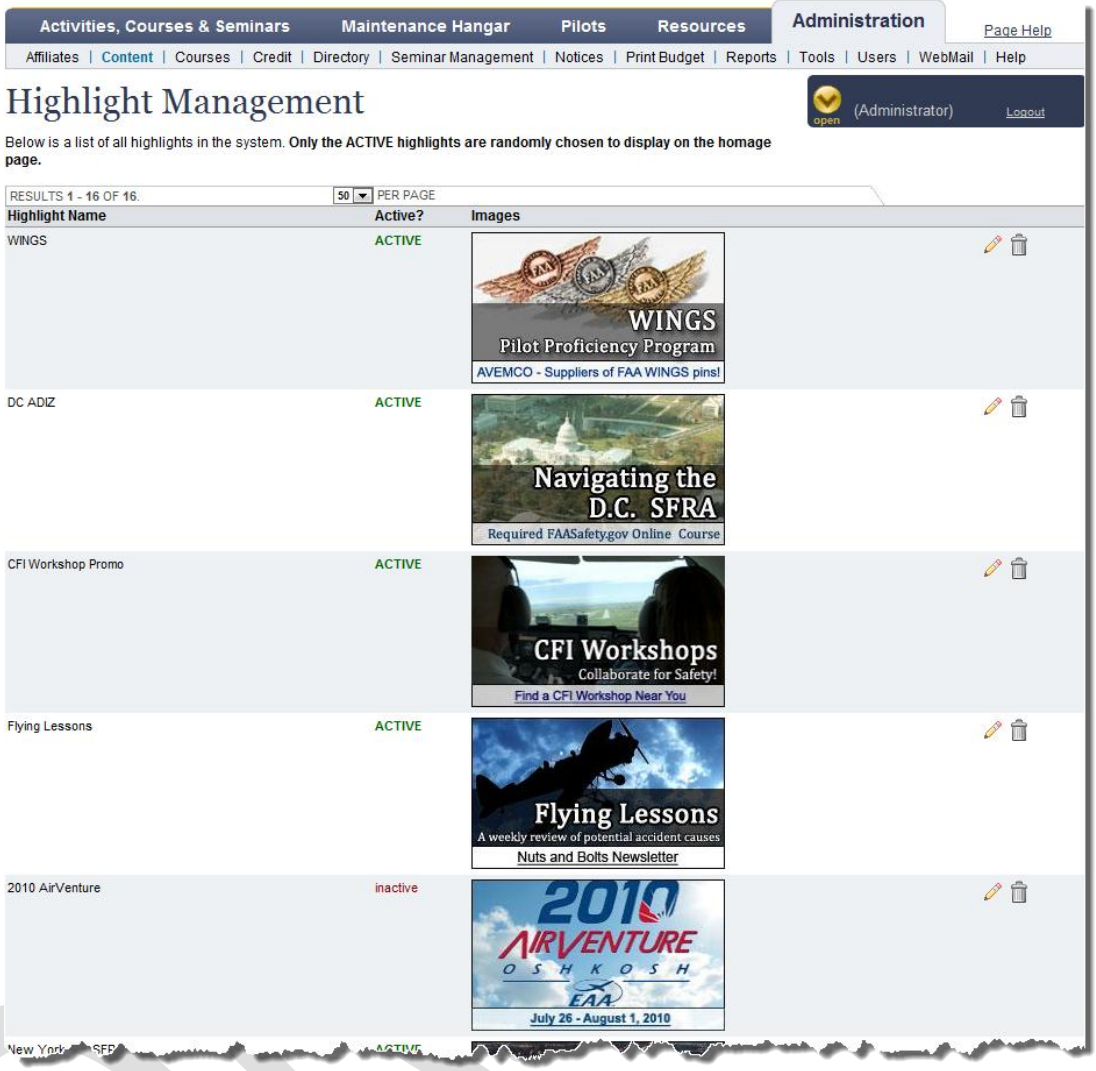
Hot Topics display on the FAASafety.gov Home page. This administrative tool allows you to view, modify, and create topics to display in the Hot Topics Portal.

### 4.2.1.1. CREATE HOT TOPIC



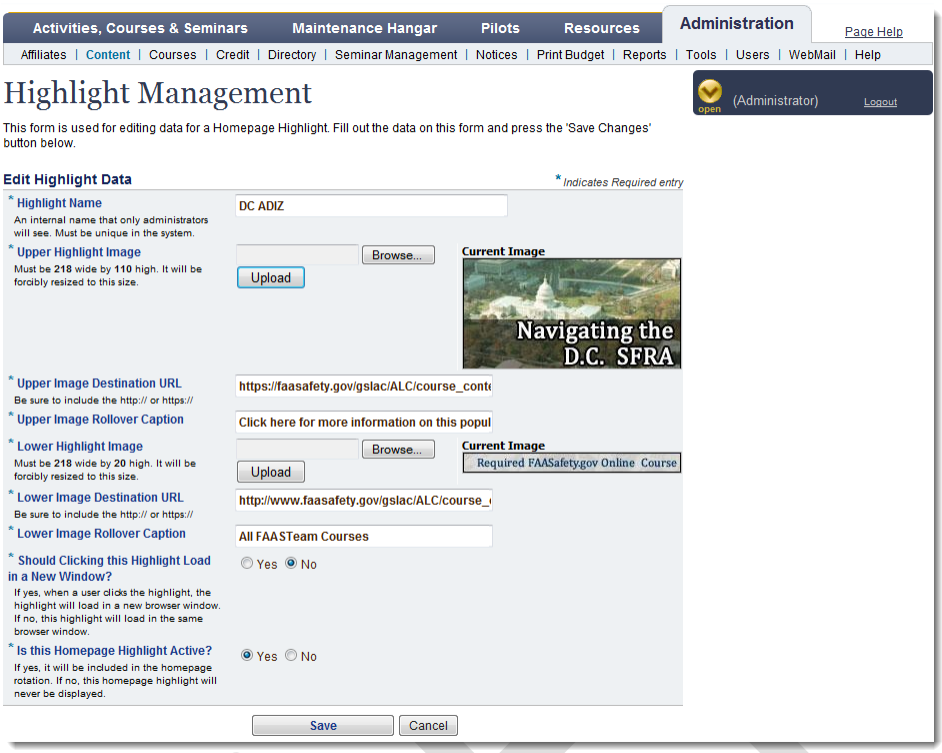

Administrators are allowed to create Hot Topics that will display on the Homepage at the Hot Topics portal.

## 4.2.1.2. HOT TOPIC LIST




This selection will produce a list of all Hot Topics. When the Hot Topic is created, the question "Is this Homepage Highlight Active?" When set to Yes, the "Active?" column will display as Active, when set to No, the column displays Inactive. Inactive topics do not display at the Homepage.

To modify a topic locate the topic in the topic list and click on the pencil ( ) to the right of the topic. The following image displays information that can be modified. When modifications are complete, click the Save button to save the changes and return to the topic list. To return to the topic list without saving changes, click the Cancel button. The message "Your previous action was cancelled and no data was saved." displays when you click Cancel.




Note that the last field allows you to set the topic to Inactive. Inactive topics do not display in the Homepage, Hot Topics portal.

Click the trash can (🗑) to the right of the topic to delete the topic. When you click the trash, the message "This is a permanent action and cannot be undone, nor can the data be recovered." displays. Before clicking the Delete button to confirm the deletion, verify that the topic displayed should be deleted.

If you click the Cancel button, the topic list displays along with the note "Your previous action was cancelled and no data was saved."

## 4.2.2. Region/District/FSDO Management

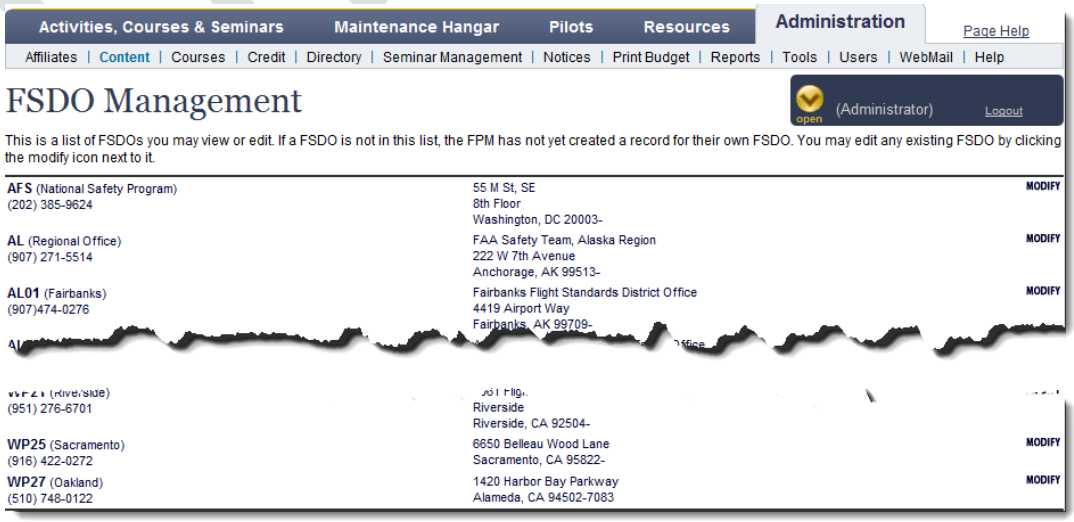
FAASTeam Program Managers can modify the address of the FSDO to which they are attached by clicking on Manage my FAASTeam. Administrators manage information about all Regions and Districts by clicking on FSDO Management.

Administrators use the next two sections, Region/District Management and Region/District Hole Detection, to insure that the proper counties are listed for each FSDO District.

### 4.2.2.1. Manage My FAASTeam

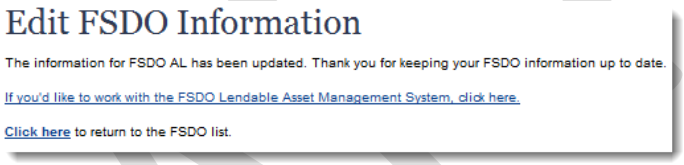
### 4.2.2.2. FSDO Management

A list of FSDOs is provided for viewing or editing. If a FSDO is not in this list, the FPM has not yet created a record for their FSDO. To modify displayed FSDO information, locate the desired FSDO and click Modify.

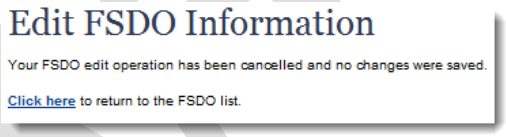



When the FSDO information displays, edit the desired fields and click the Continue button.

The screen refreshes and the fields display the change and a message asking for confirmation of the information to be saved. You must click the Save button to save the changes. When you click Save, a message displays indicating the FSDO record was updated.

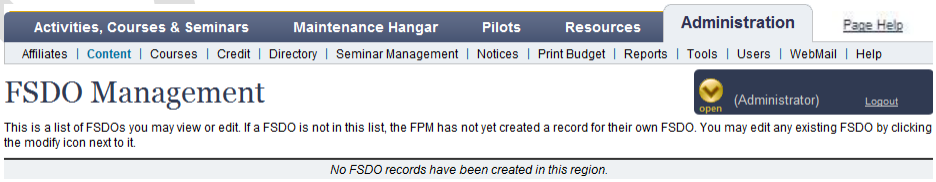



Click the Cancel button to cancel the changes.




When the Cancel button is used, a message displays indicating changes were not saved along with a link "Click here" to return to the FSDO list.

If a FSDO record does not exist in your region, the following information will display.

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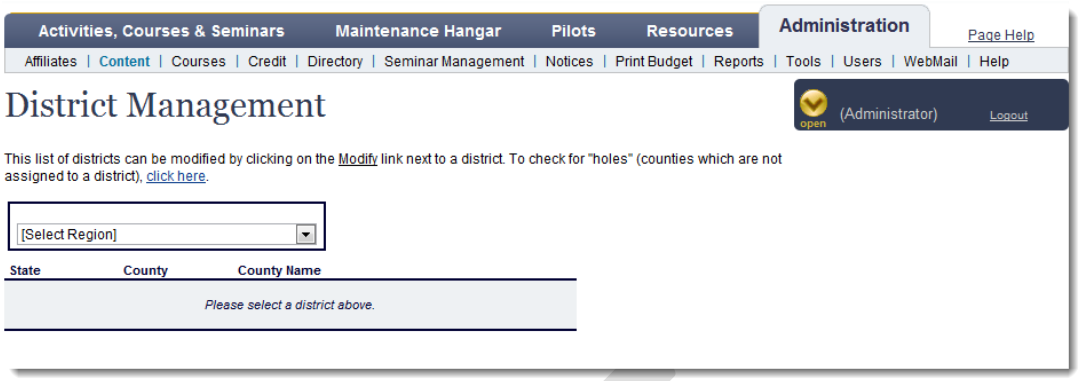
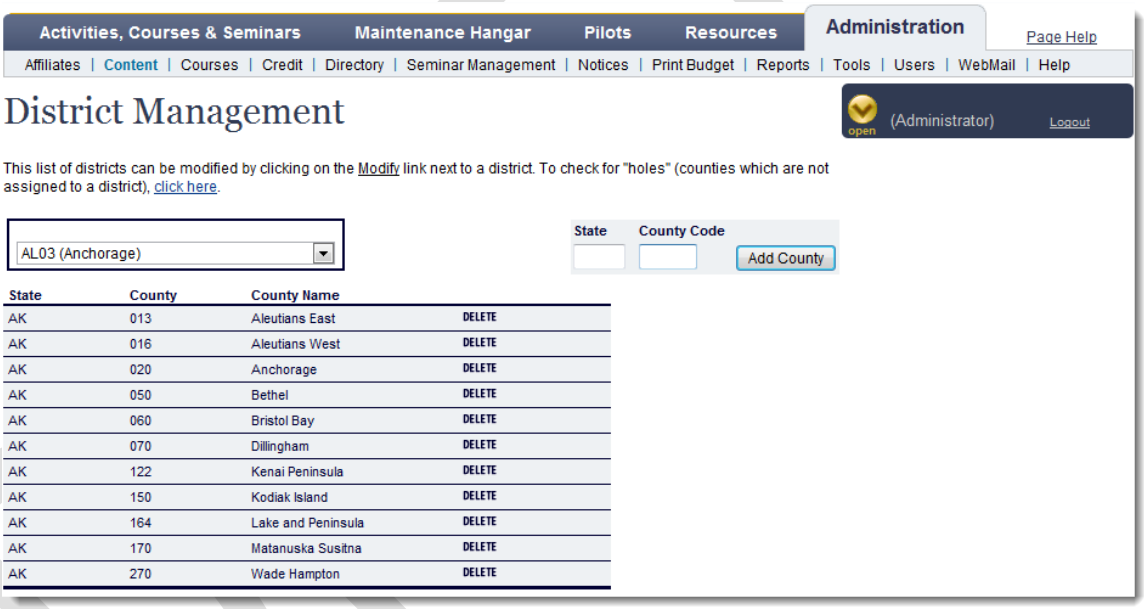
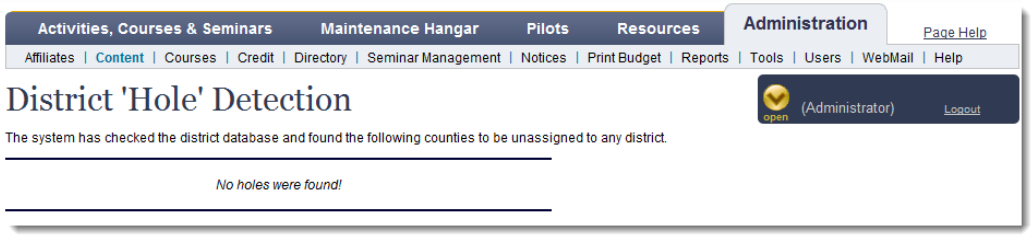
## 4.2.2.3. REGION/DISTRICT MANAGEMENT



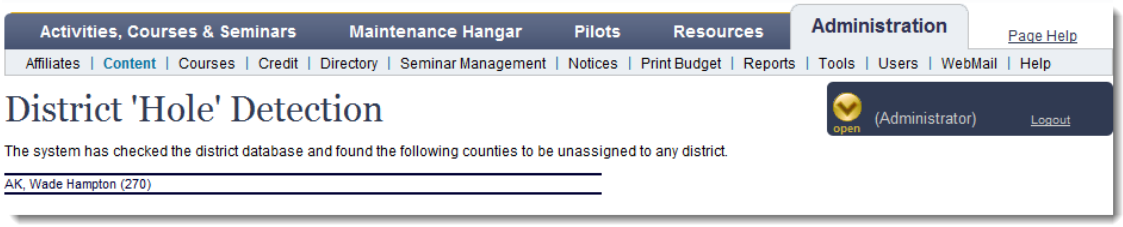

Region/District Management allows you to add or delete Counties for a selected Region. Use the drop down arrow on the Select Region field to select a Region. The State column will display the state for the selected Region. Modify link



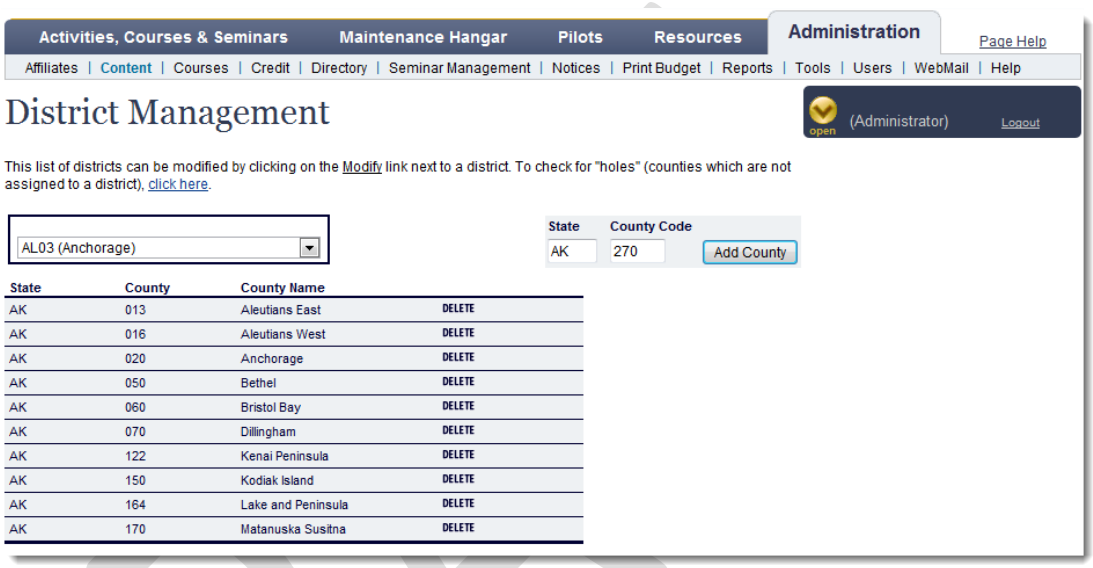

Generally all counties have been assigned, to check for counties not assigned to a district ("holes"), click the *click here* link above the region field. When counties exist that are not assigned to a district, the counties will be listed.



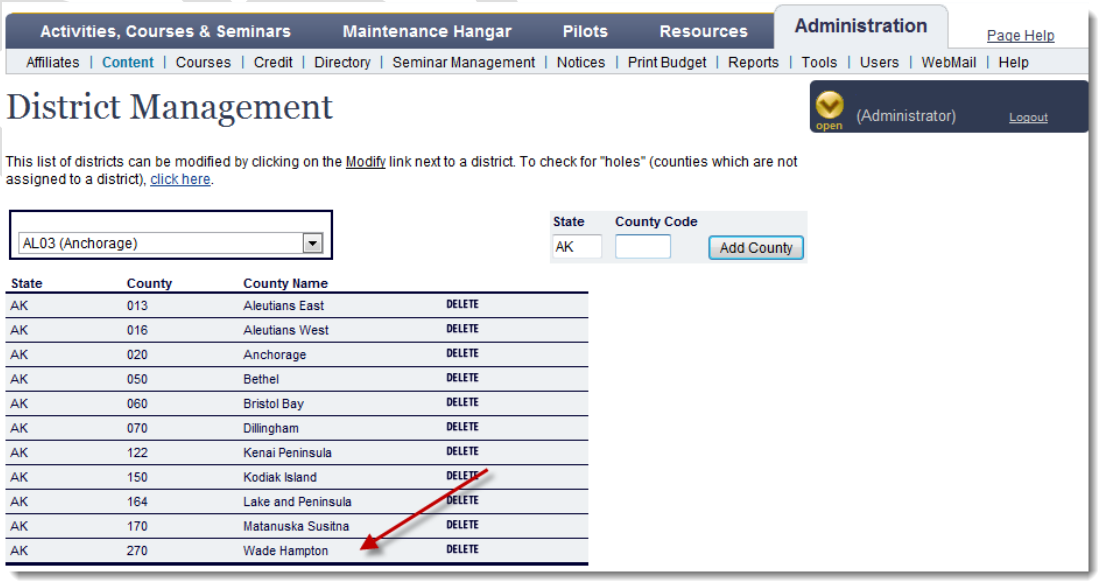

When all counties have been assigned, the message "No holes were found!" displays.




If a county appears on the District 'Hole' Detection list, it can be added to the by using the browser back button to return to the District Management list and entering the County Code next to the State field found to the right of the Region field.



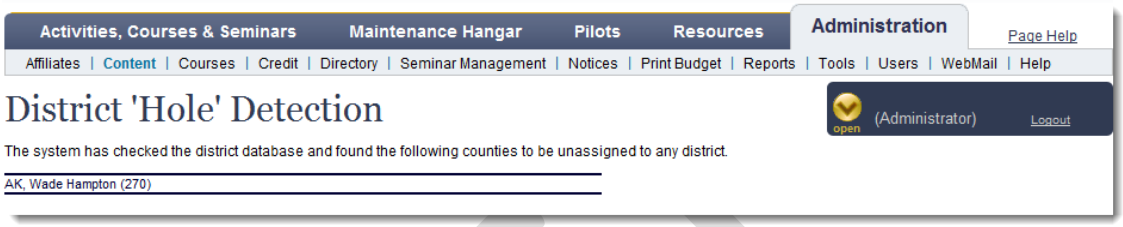

When you click the Add County button, the county appears in the list.



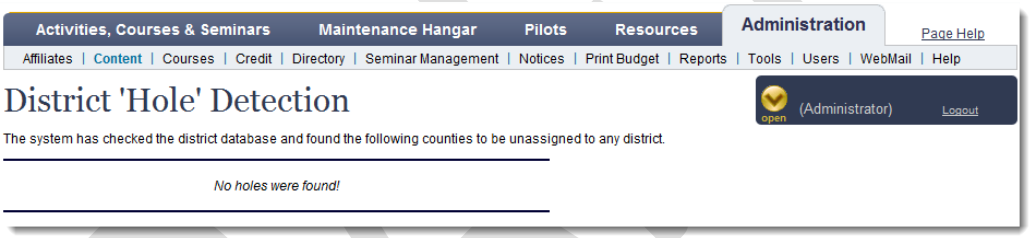

To delete a county, click DELETE to the right of a county to be deleted. CAUTION, when clicking the delete key, the county will be removed from the list and no warning message will appear.

#### 4.2.2.4. Region/District Hole Detection

Region/District Hole Detection is used to identify counties in a state that have not been assigned to a district. When a county is found that has not been assigned to a district, the system will identify that county as a "hole". This selection will display all counties in all states that are not assigned to a district ("holes"). If counties are found on the list, use the Region/District Management selection to assign the counties to a district.




When all counties have been assigned, the message "No holes were found!" displays.



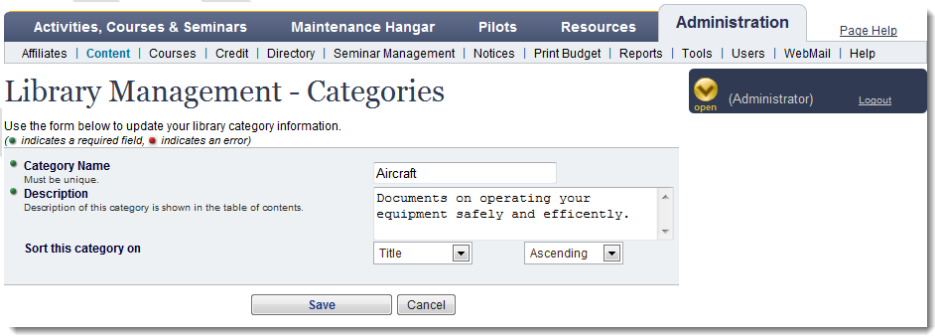

### 4.2.3. Library Administration

Management of the Library Categories and all Library Documents is accomplished with these choices: Category Management – View All or Create New, Document Management – View All, Create New Library Document, Create New Miscellaneous Document, Accept Documents, Cross-Referenced Keyword management, Repopulate All Documents, Re-index Everything.

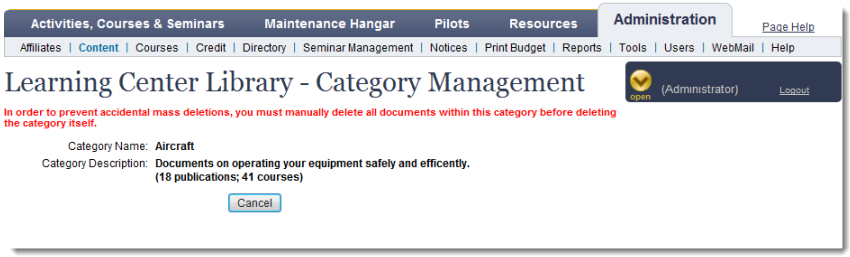
#### 4.2.3.1. Category Management

##### 4.2.3.1.1. View All

To the right of each category are links for Modify and Delete. Click Modify to change the category name, description, and sort order. When changes are made, click the Save button to save the record and return to the category list. Click Cancel to return to the category list without saving changes.

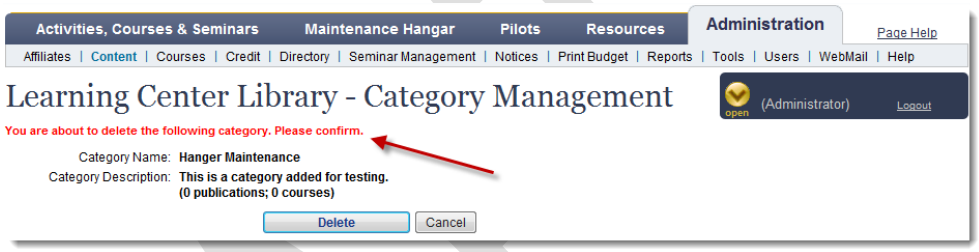



To delete a category, click Delete. Before a category can be deleted, all courses and publications for the selected category must be deleted. If courses or publications exist for the selected category, the following information displays.




The Aircraft category has 18 publications and 41 courses which must be deleted before this category can be deleted. When this message occurs, click Cancel to return to the category list.

To delete a category that has no associated courses or publications (0 publications; 0 courses) click Delete. The following image displays asking you to confirm the deletion.



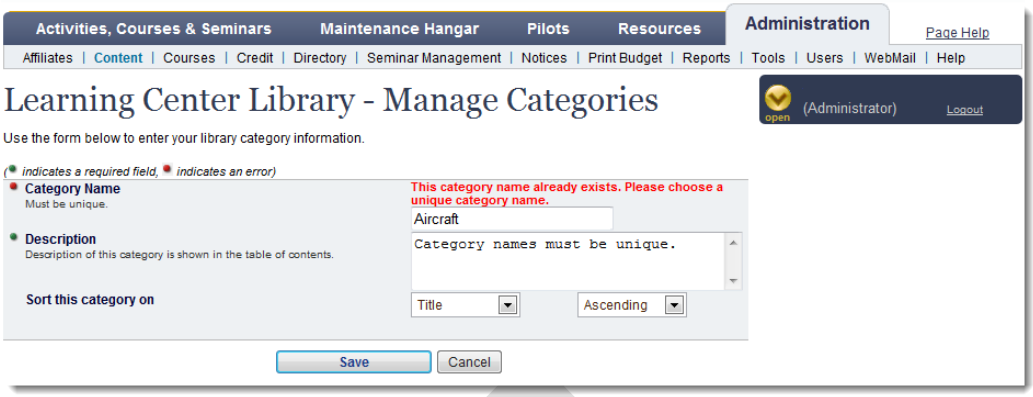

Click Delete at the above message to delete the category. The library list re-displays and the deleted category no longer displays in the list. Click Cancel to return to the list without deleting the category.

To modify or delete individual publications and courses, see the Library Administration, Document Management, View All section in this manual.

#### 4.2.3.1.2. CREATE NEW

When you select Create New you can enter a Category Name and Description and determine a sort order for the new listing. Click Save to return to the category list. The new category displays in the list.

Category names must be unique. If you enter a category name that has already been assigned to the library list, the following message will display.

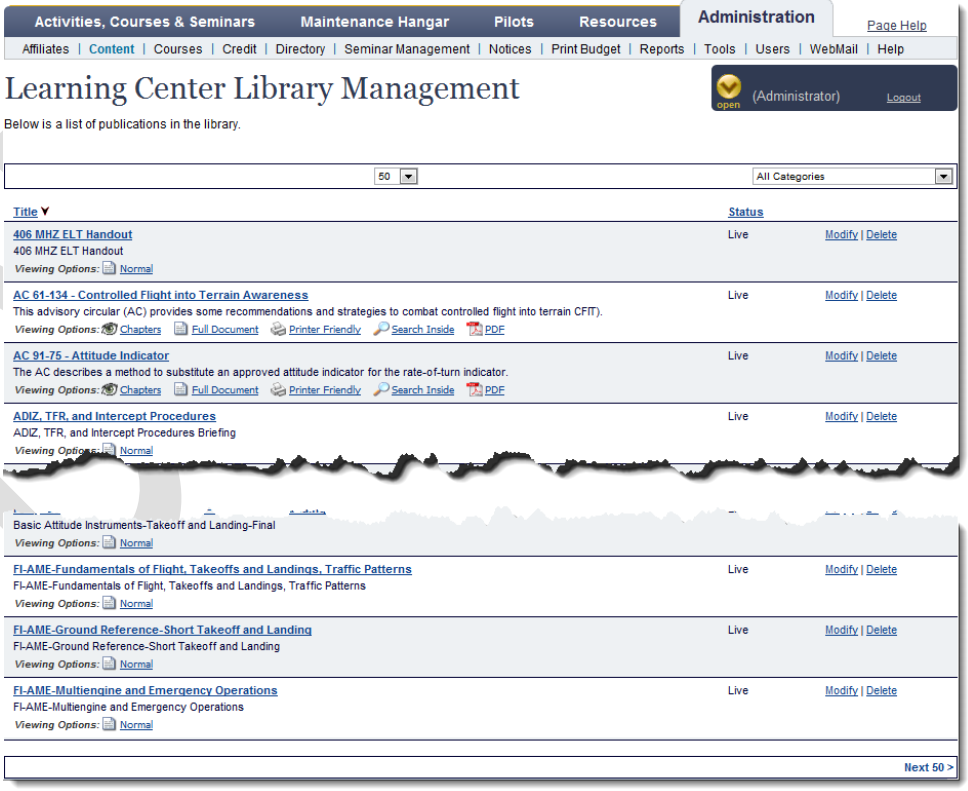



When this happens, click Cancel to return to the library category list.

***

## 4.2.3.2. Document Management

### 4.2.3.2.1. View All




The View All selection displays a list of documents saved at the Library Center. In the middle of the bar located above the list is a drop-down arrow that allows you to change the number of documents that display on each page. A link to open the next page of documents displays below the bottom right corner of the list.

The original list displays sorted by document title and a down arrow (⮟) displays beside the column title indicating the current sort order. Click Title⮟ button to change the sort order and an up arrow (⮝) displays. When you click on Status, that column becomes the sorted column and the arrow indicating the sort order displays beside the Status title. Click Status again to reverse its sorted order.

Click the arrow at the All Categories drop-down box to view a list of categories. When a category is selected, only documents with that category assignment are included in the list.

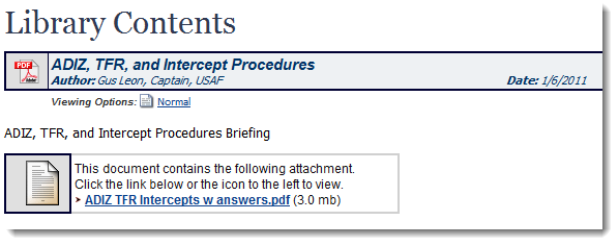
When a list of documents does not exceed the number selected for viewing ( 50 ), no paging links display below the list.

Viewing Option links are based on the document type and display below the document title and description.

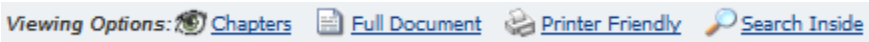
Viewing options differ for documents created at Create New Library Document and Create New Miscellaneous Document.

Documents created at Create New Library Document display a single viewing option.

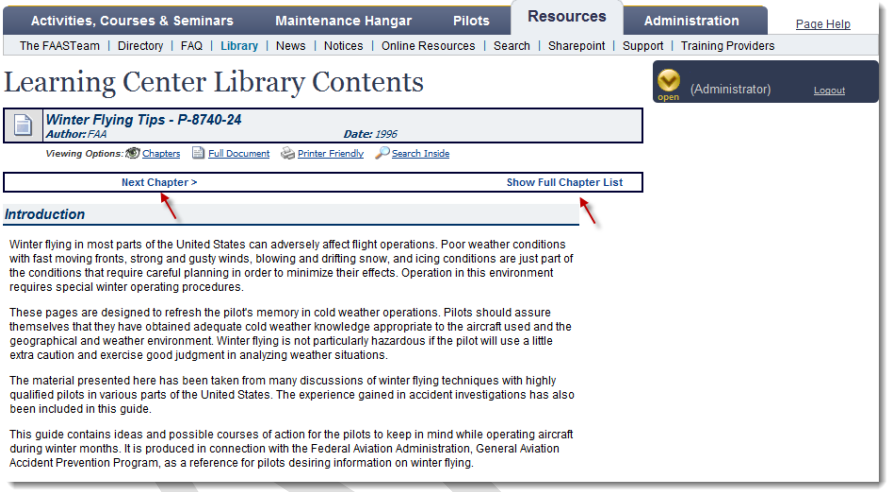
Viewing Options: Normal This option displays the document title, author, date and a link to open the actual document.



Documents created at Create New Miscellaneous Document display the following viewing options.



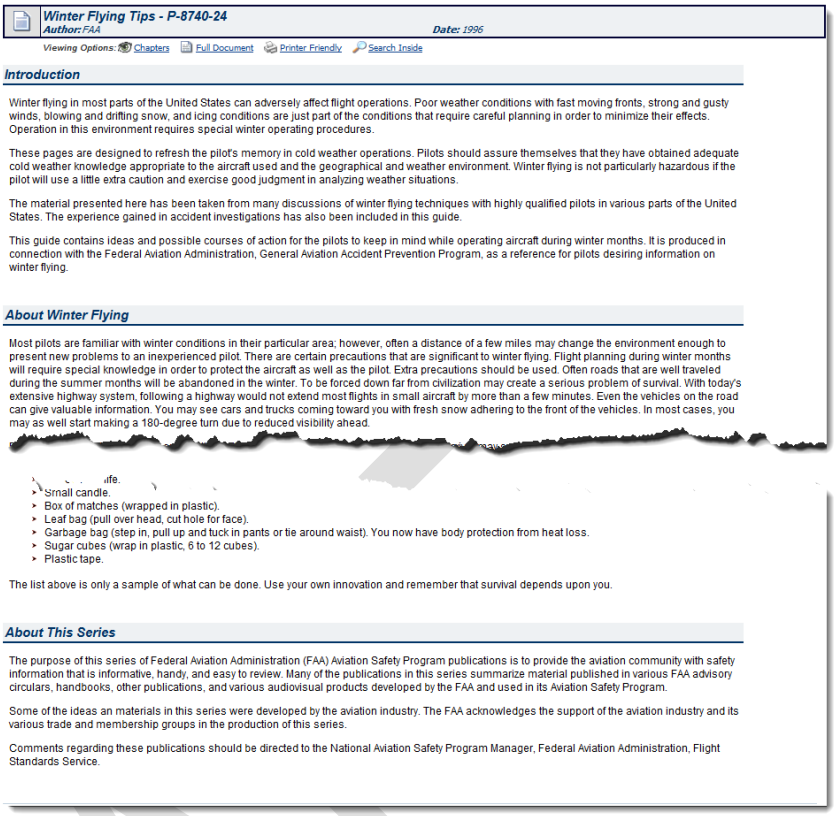

Chapters displays the first chapter of the document at the Learning Center Library Contents page along with links for Next Chapter> and Show Full Chapter List.




When you click on Show Full Chapter List, a list of chapters opens for selection. Click on the desired chapter to move to view the chapter. When viewing a chapter this manner, the *<Previous Chapter* link displays to the left of the *Next Chapter >* link. The *<Previous Chapter* and *Next Chapter >* links allow you to page through chapters for the current document.

Click Hide Chapter List to close the list of document chapters.

Full Document displays the selected document in the Learning Center Library Contents page and allows you to scroll through the entire text. The entire document displays in the browser window and paging options are not included.



**Winter Flying Tips - P-8740-24**
**Author:** FAA **Date:** 1996

Viewing Options: Chapters | Full Document | Printer Friendly | Search Inside

### Introduction

Winter flying in most parts of the United States can adversely affect flight operations. Poor weather conditions with fast moving fronts, strong and gusty winds, blowing and drifting snow, and icing conditions are just part of the conditions that require careful planning in order to minimize their effects. Operation in this environment requires special winter operating procedures.

These pages are designed to refresh the pilot's memory in cold weather operations. Pilots should assure themselves that they have obtained adequate cold weather knowledge appropriate to the aircraft used and the geographical and weather environment. Winter flying is not particularly hazardous if the pilot will use a little extra caution and exercise good judgment in analyzing weather situations.

The material presented here has been taken from many discussions of winter flying techniques with highly qualified pilots in various parts of the United States. The experience gained in accident investigations has also been included in this guide.

This guide contains ideas and possible courses of action for the pilots to keep in mind while operating aircraft during winter months. It is produced in connection with the Federal Aviation Administration, General Aviation Accident Prevention Program, as a reference for pilots desiring information on winter flying.

### About Winter Flying

Most pilots are familiar with winter conditions in their particular area; however, often a distance of a few miles may change the environment enough to present new problems to an inexperienced pilot. There are certain precautions that are significant to winter flying. Flight planning during winter months will require special knowledge in order to protect the aircraft as well as the pilot. Extra precautions should be used. Often roads that are well traveled during the summer months will be abandoned in the winter. To be forced down far from civilization may create a serious problem of survival. With today's extensive highway system, following a highway would not extend most flights in small aircraft by more than a few minutes. Even the vehicles on the road can give valuable information. You may see cars and trucks coming toward you with fresh snow adhering to the front of the vehicles. In most cases, you may as well start making a 180-degree turn due to reduced visibility ahead.

- Small candle.
- Box of matches (wrapped in plastic).
- Leaf bag (pull over head, cut hole for face).
- Garbage bag (step in, pull up and tuck in pants or tie around waist). You now have body protection from heat loss.
- Sugar cubes (wrap in plastic, 6 to 12 cubes).
- Plastic tape.

The list above is only a sample of what can be done. Use your own innovation and remember that survival depends upon you.

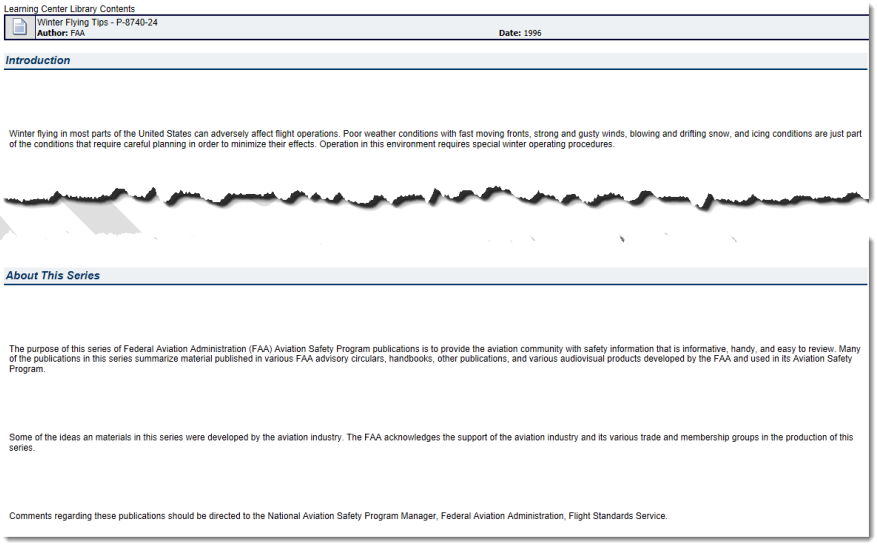
### About This Series

The purpose of this series of Federal Aviation Administration (FAA) Aviation Safety Program publications is to provide the aviation community with safety information that is informative, handy, and easy to review. Many of the publications in this series summarize material published in various FAA advisory circulars, handbooks, other publications, and various audiovisual products developed by the FAA and used in its Aviation Safety Program.

Some of the ideas an materials in this series were developed by the aviation industry. The FAA acknowledges the support of the aviation industry and its various trade and membership groups in the production of this series.

Comments regarding these publications should be directed to the National Aviation Safety Program Manager, Federal Aviation Administration, Flight Standards Service.

Printer Friendly link opens the document in a new browser window in a format to be used for printing.



Learning Center Library Contents

Winter Flying Tips - P-8740-24
**Author:** FAA **Date:** 1996

### Introduction

Winter flying in most parts of the United States can adversely affect flight operations. Poor weather conditions with fast moving fronts, strong and gusty winds, blowing and drifting snow, and icing conditions are just part of the conditions that require careful planning in order to minimize their effects. Operation in this environment requires special winter operating procedures.

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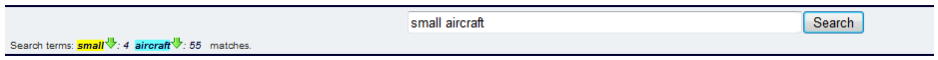
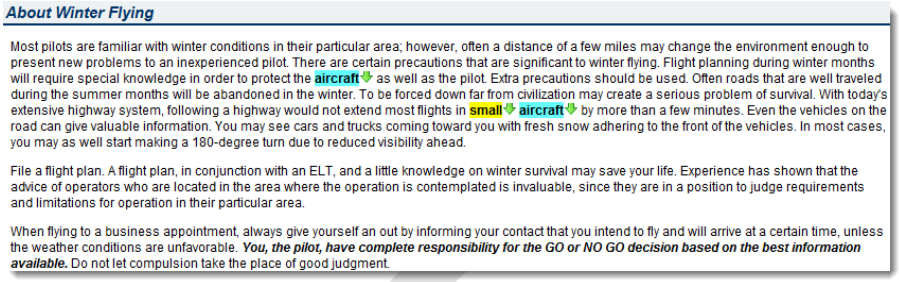
To return to FAASafety.gov, close the new browser window or re-open the FAASafety window.

Search Inside link allows you to search a document for a selection of words. If you enter “small aircraft”, every occurrence of either word, small or aircraft, will be highlighted in the document. The number of found words displays below the search field to the left.




An arrow ( ) beside each word found allows you to immediately move to the next occurrence of a found word.



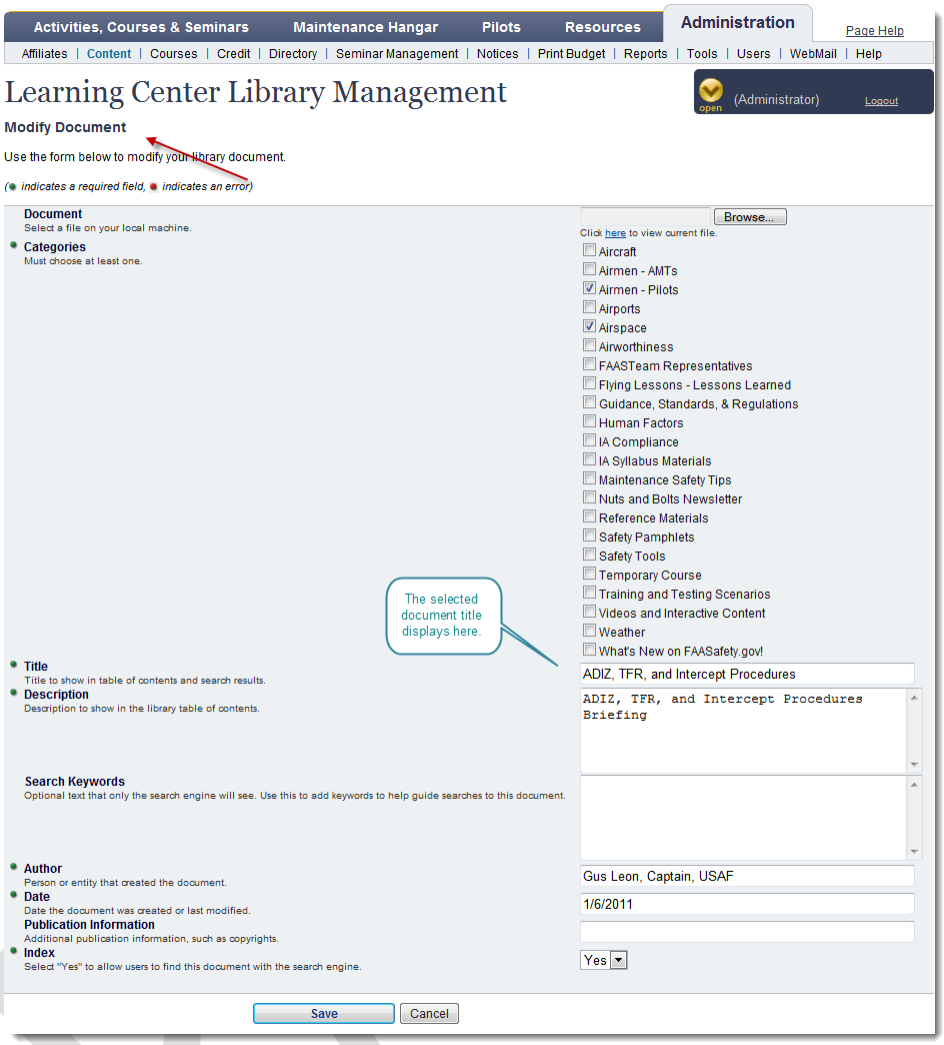

## Modifying a Document

To modify a document, click the *Modify* link to the right of the document Status.

When documents are added to the library, they are created as either a miscellaneous document or a library document. The information that displays at the Modify Document screen is based on the type of document selected. Documents created as Miscellaneous Documents display Modify Document the top of the page and entry fields for the title, description, search keywords, author, date, publication information, and indexing selection.

Modifications can be made to the Document and Categories selections. Changes can also be made at the entry fields for title, description, search keywords, author, date, publication information, and index choice.

DRAFT




When changes are made and the Save button is clicked, the information is saved and the screen refreshes to the document list.

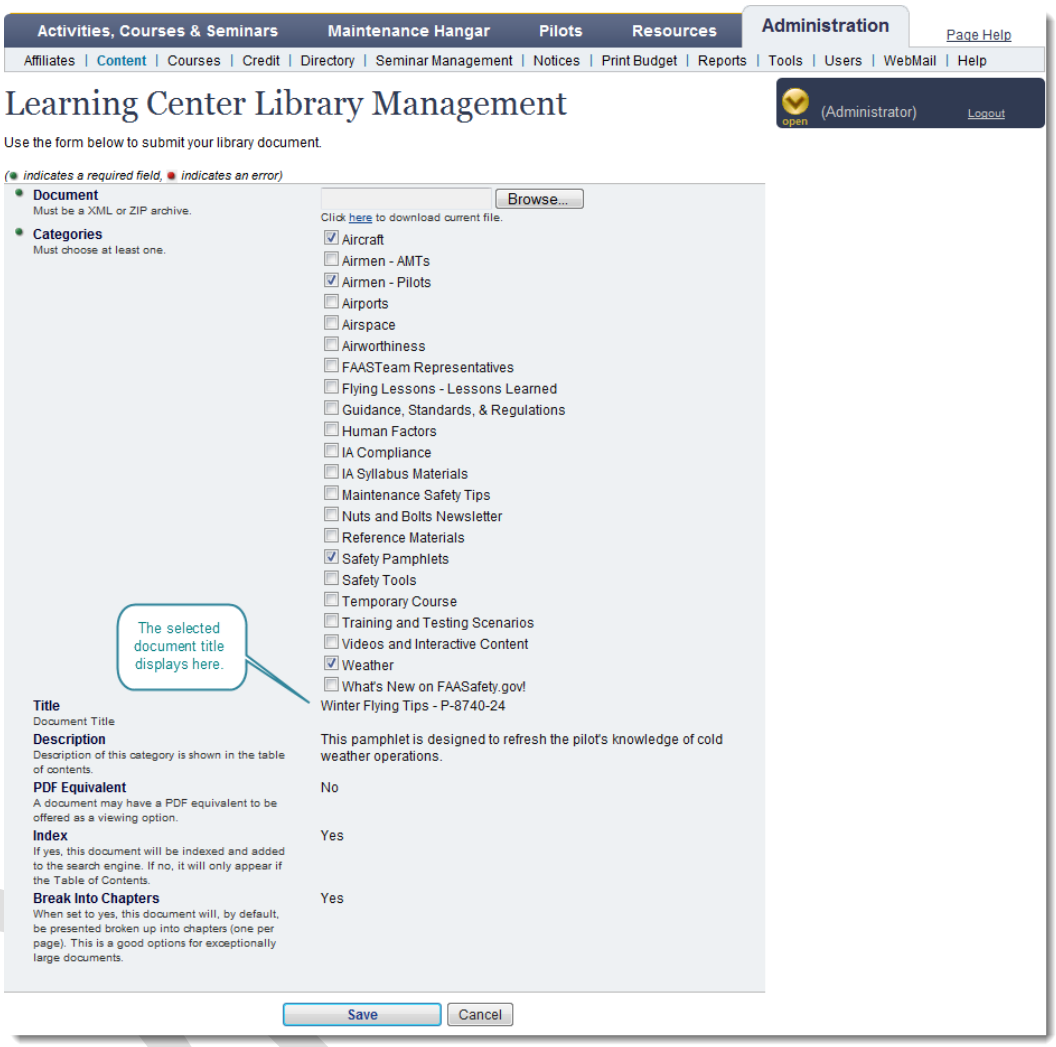
Possible error messages:

Multiple XML files found within archive (meaning? Dup file?)

You must choose at least one category.

The user failed to make a category selection prior to clicking Save.

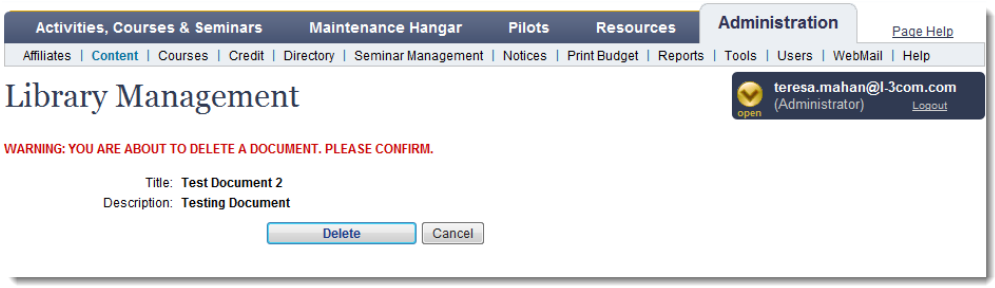
Modify Document and entry fields for title, description, search keywords, author, date, publication information, and indexing selection do not display on documents created as Library Documents. Modifications can be made to the Document and Categories selections only for these documents.




When changes are made and the Save button is clicked, the information is saved and the screen refreshes to the document list.

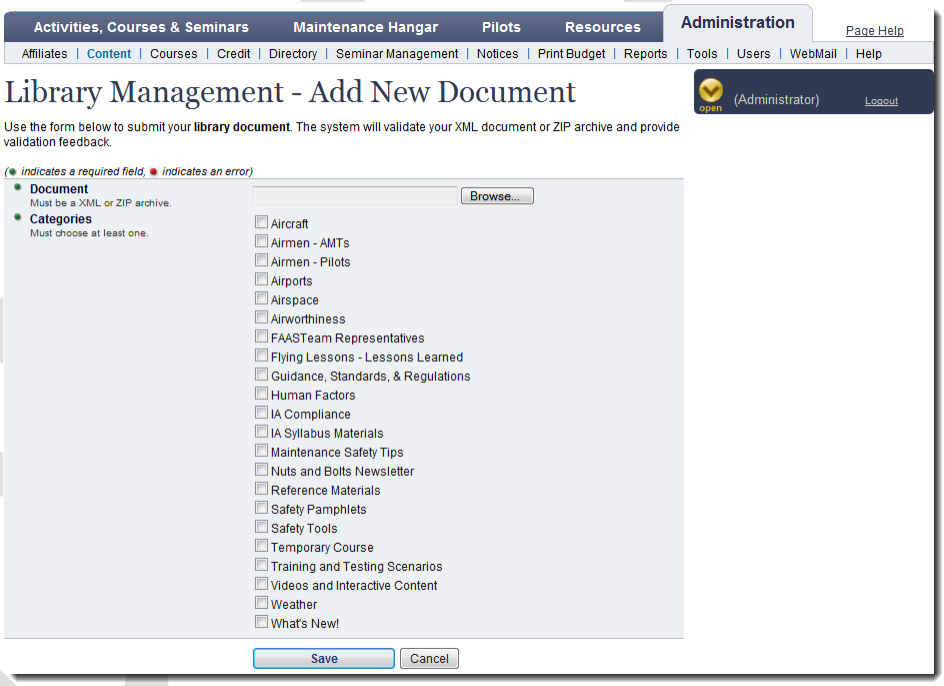
### Deleting a Document

To delete a document, click the *Delete* link to the right of the document Status.




A warning message displays indicating you must click Delete again to confirm deletion. If the document should not be deleted, click Cancel to return to the document list. When you click Delete to confirm the deletion, the screen refreshes to the document list and the deleted document is no longer included in the list.

### 4.2.3.2.2. Create New Library Document




Library Management – Add New Document

Possible error messages:

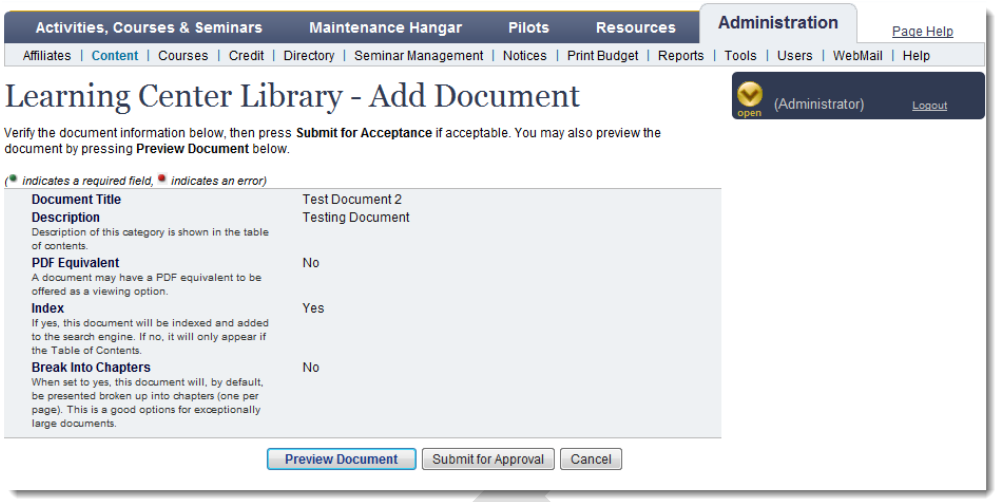
File is not XML or ZIP (at Document field)

## 4.2.3.2.3. Create New Miscellaneous Document

Library Center Library Management

Possible error messages:

Duplicate Document: A document titled *Xxxxxx* already exists.




Preview Document

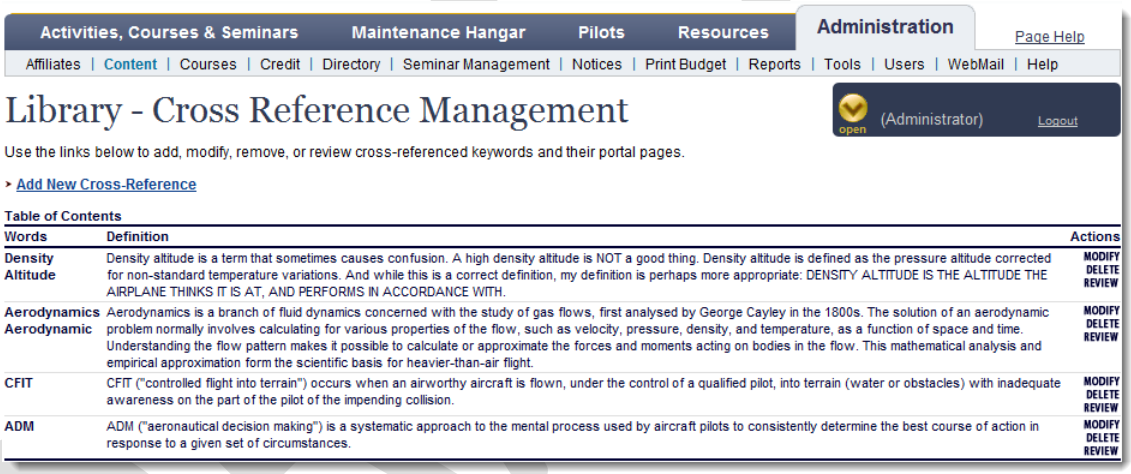
Submit for Approval

DRAFT

### 4.2.3.2.4. Accept Documents

Library Center Library Management

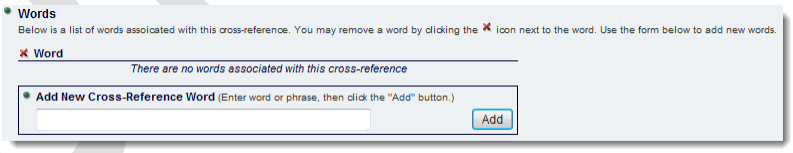
### 4.2.3.3. Cross-Referenced Keyword Management



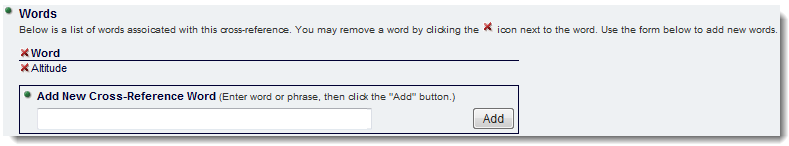

**Add New Cross-Reference**

To add a new library cross-reference click the link at top of page, *Add New Cross-Reference*.

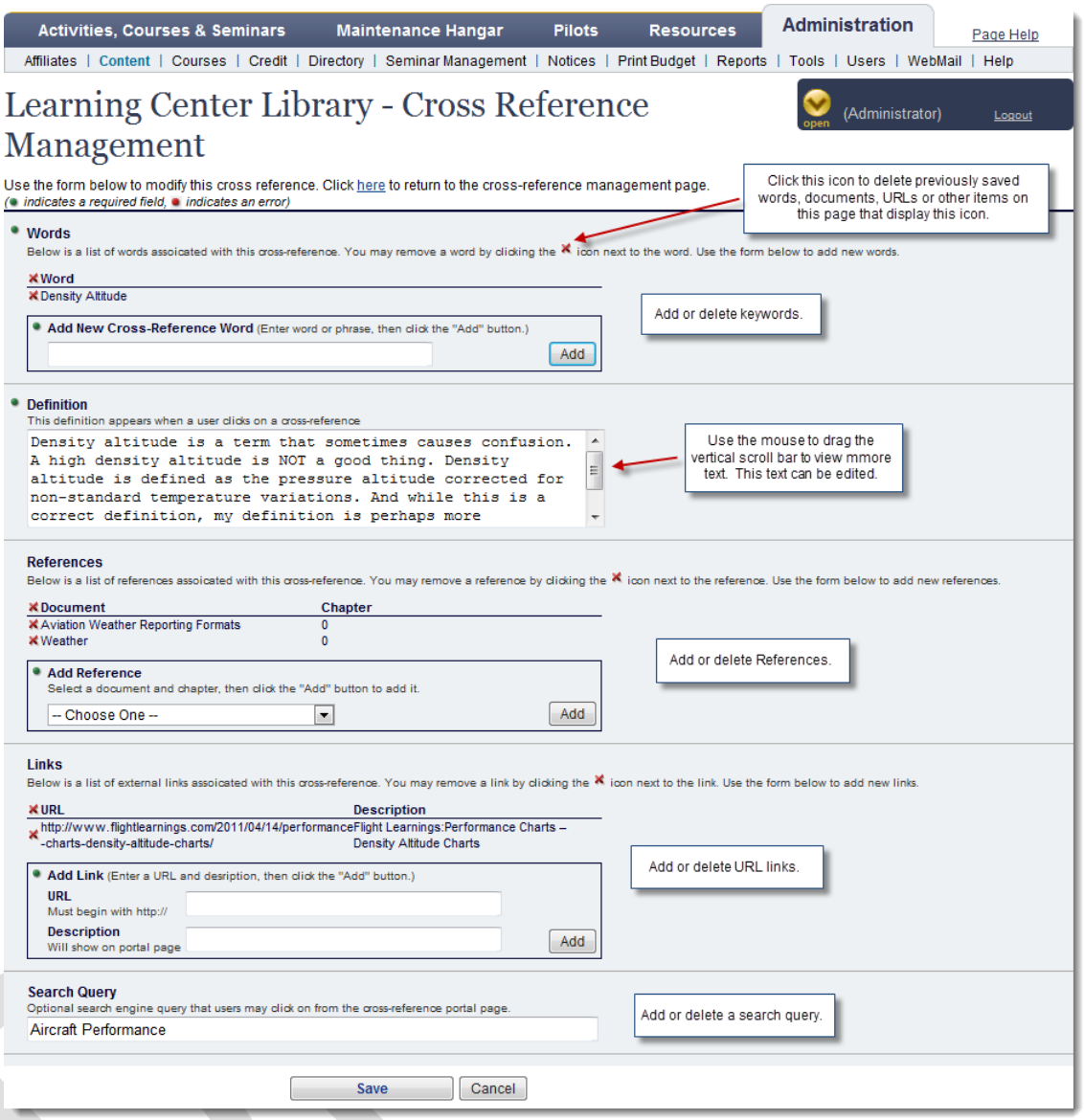
The Library Center Library – Cross Reference Management page displays. The Add mode displays blank data fields. You will add a Word, its Definition, References, and Links. Optional Search Query information can be added at the bottom of the page.



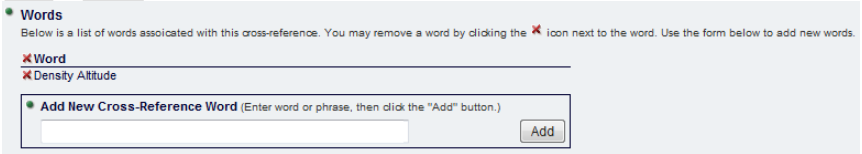

***Words*** – In the Add mode, there are no words associated with the new cross-reference. Enter a new cross-reference word and click Add. When the screen refreshes, the word you just added will appear below the Word indicator. In the example below, the word Altitude was added.



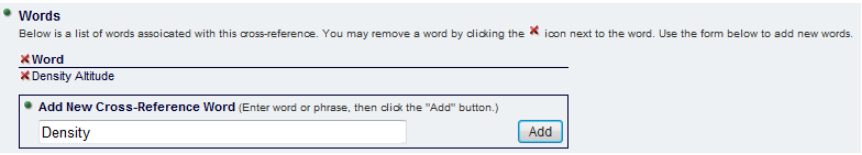

These words are used in searches and designated as Keywords.

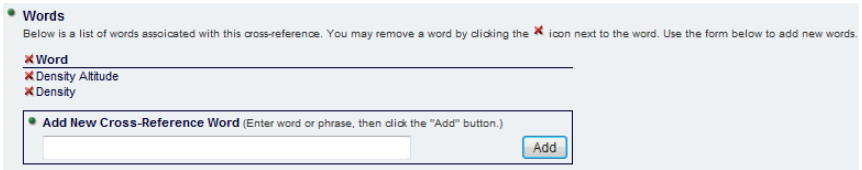



***Words*** – Enter a new cross-reference word at this field and click Add. These words are used in searches and designated as Keywords.



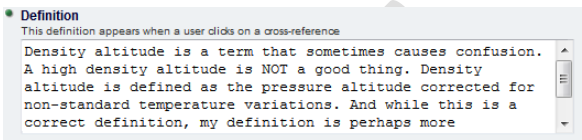

In the following examples, the word Density was added as a new cross-reference/keyword.



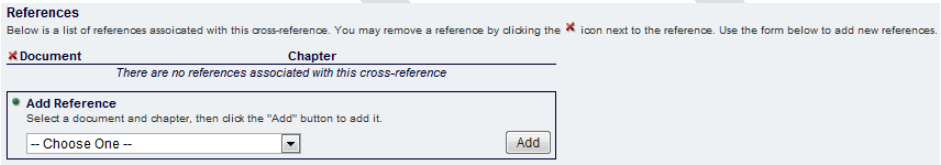



To remove Density from the cross-reference/keyword list, click the (Delete) icon to the left of the word. The screen refreshes and the word no longer displays.

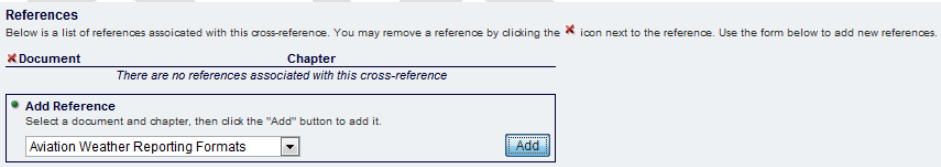
***Definition*** – Enter a definition for the word (in this case, Density Altitude is the cross-reference/keyword).

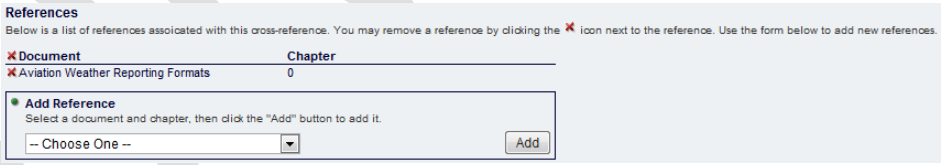



***References*** – Enter references associated with this cross-reference. In the following example, there were no cross-references for the selected topic.



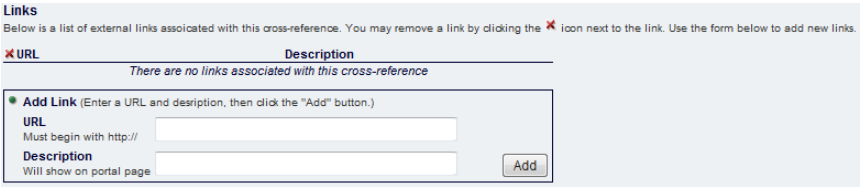

Click the drop-down arrow at the Add Reference box, make a selection, and click Add.

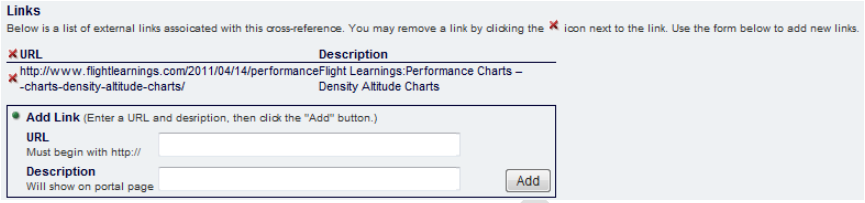



To remove a reference, click the (Delete) icon to the left of the reference. The screen refreshes and the reference no longer displays.

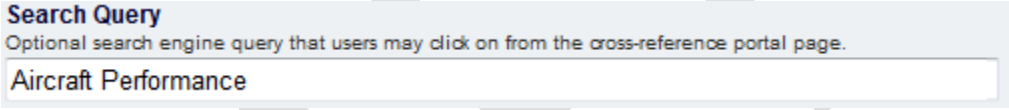
***Links*** – Enter external links associated with this cross-reference and click Add.






To remove a URL, click the (Delete) icon to the left of the URL. The screen refreshes and the URL no longer displays.

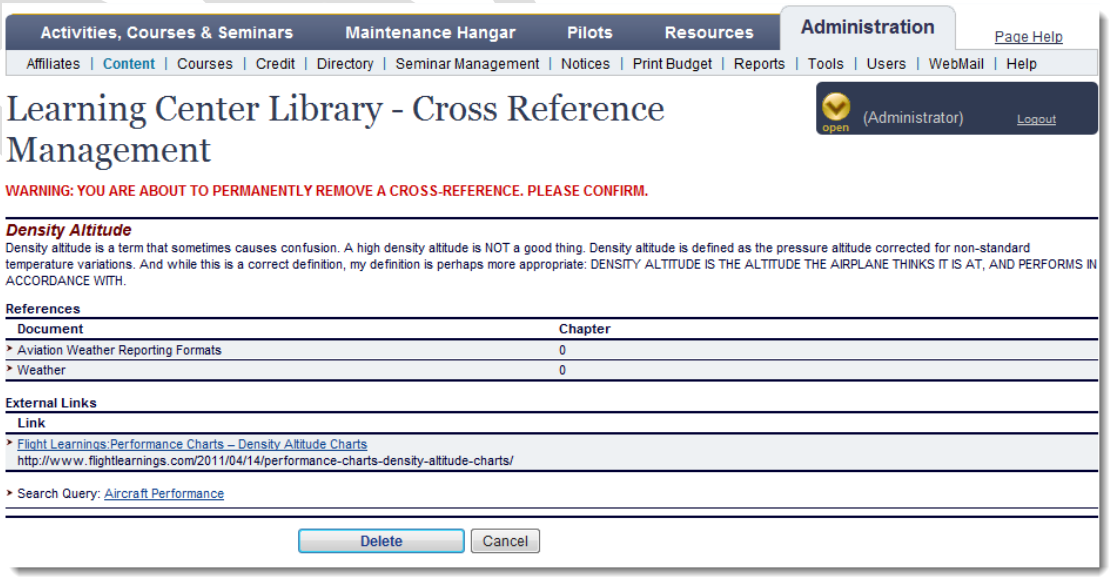
***Search Query*** – Enter an optional search engine query that users may click on from the cross-reference portal page.




When all items are complete, click Save to save the information and return to the Library - Cross Reference Management page. To return to the Library - Cross Reference Management page without saving changes click Cancel.

****

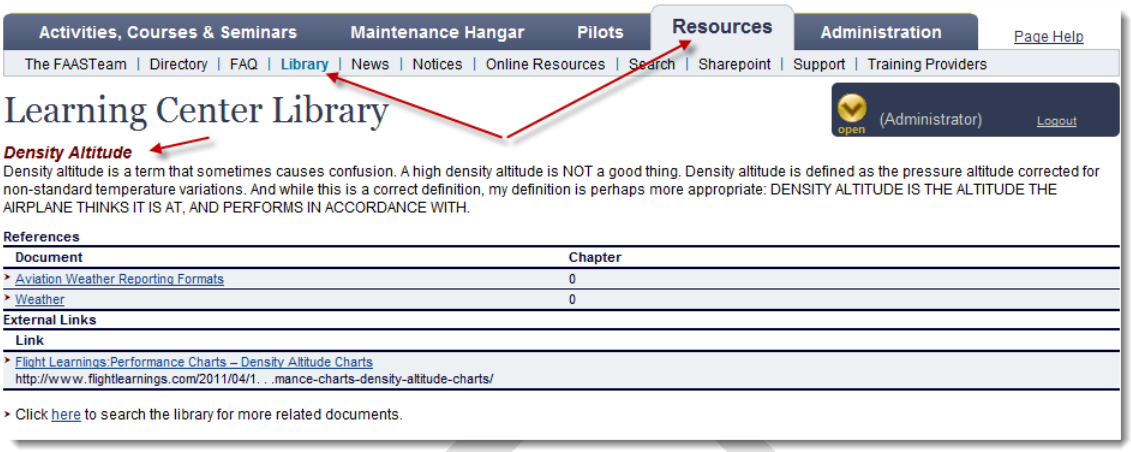
**Delete**




When you click Delete a cross reference, a deletion warning message displays. To confirm the deletion click Delete, to cancel and return to the cross reference list click Cancel.

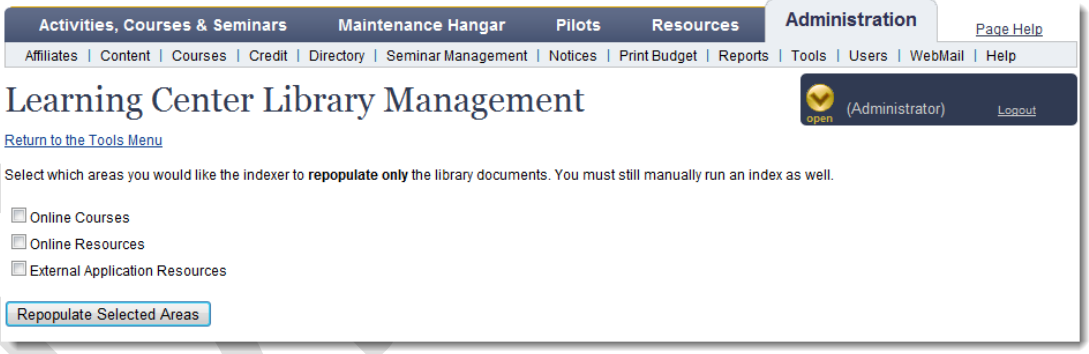
**Review**

When you click Review, the Library selection opens in a new browser window. This page can also be accessed from the **Resources** tab




From here, you can click on all links and review topics associated with the selected cross reference.

## 4.2.3.4. Repopulate All Documents




This page is currently under construction.

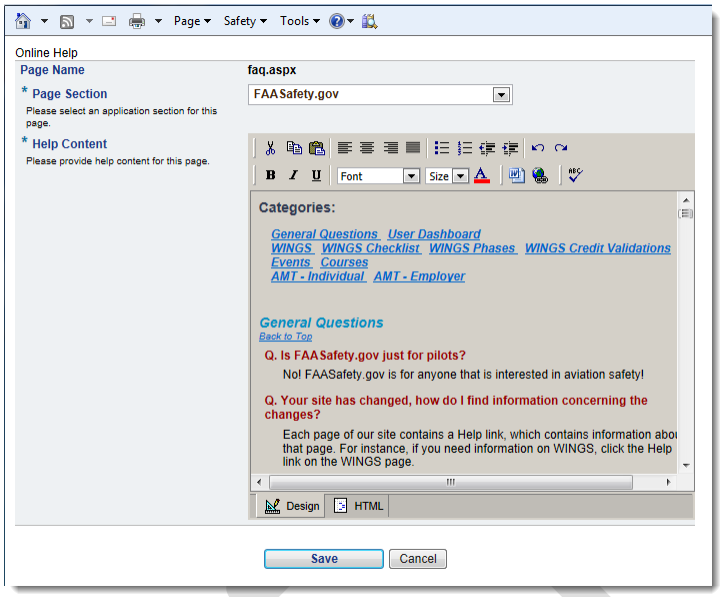
## 4.2.3.5. Reindex Everything

This page is currently under construction.

## 4.2.4. FAQ

Administrators can edit the list of Frequently Asked Questions on this page.

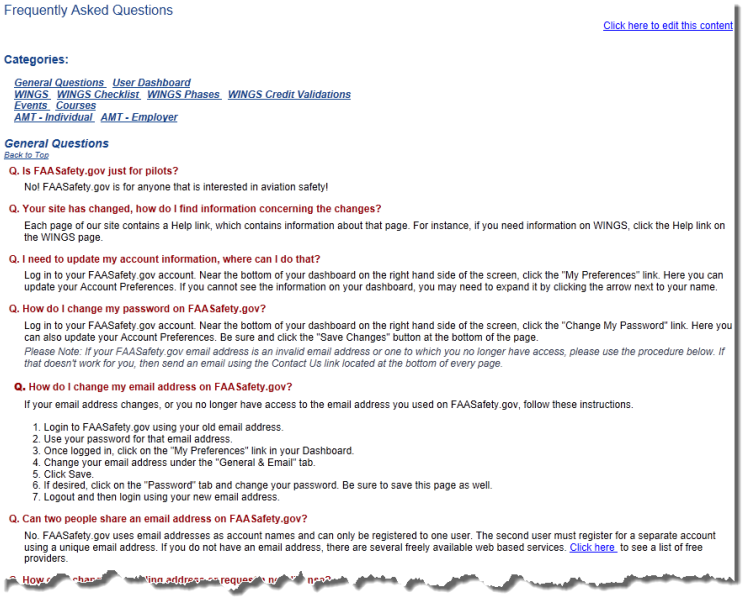
### 4.2.4.1. EDIT FAQ




This option opens a new browser window displaying the Frequently Asked Questions page in a text editor.

Click the Cancel button to ignore changes and close the browser window.

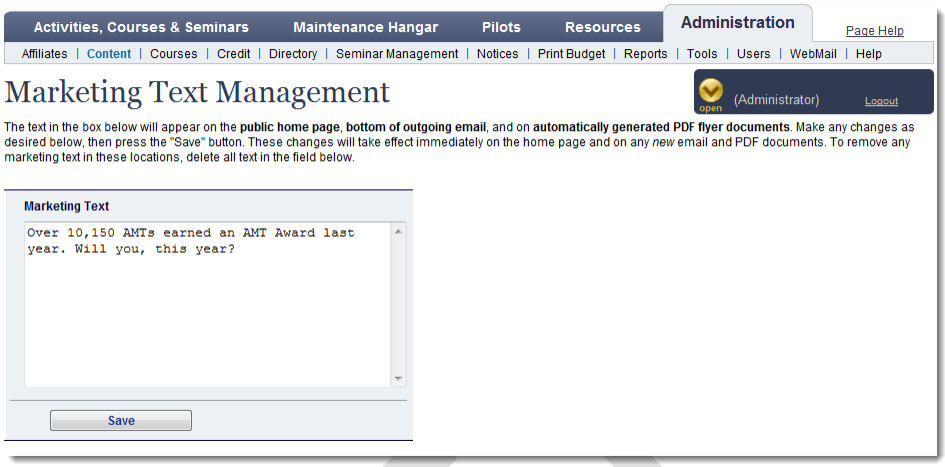
Click *Save* to save your changes and open the FAQ page in the browser window. The link at the top right corner of the page, Click here to edit this content, will re-open the text editor.



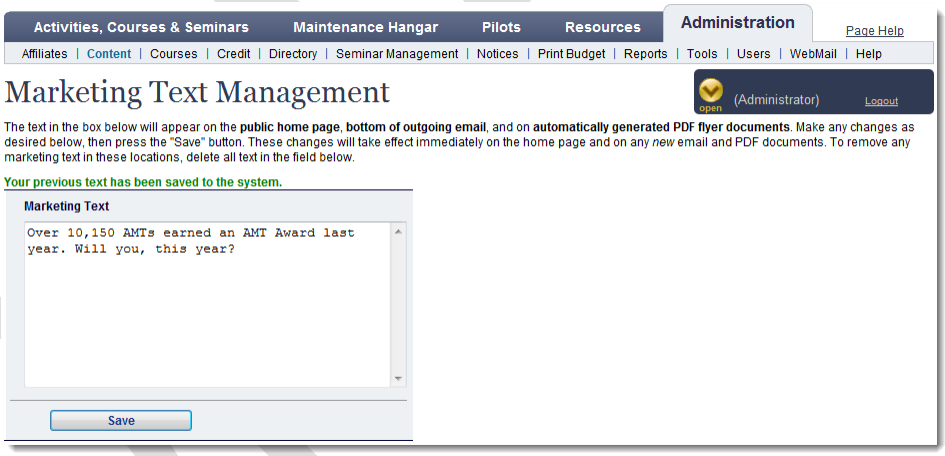

## 4.2.5. SPANS

Marketing Text that displays at the bottom of emails and on postcards is managed here. Suggestion Topic Management is also available on this page.

## 4.2.5.1. MARKETING TEXT



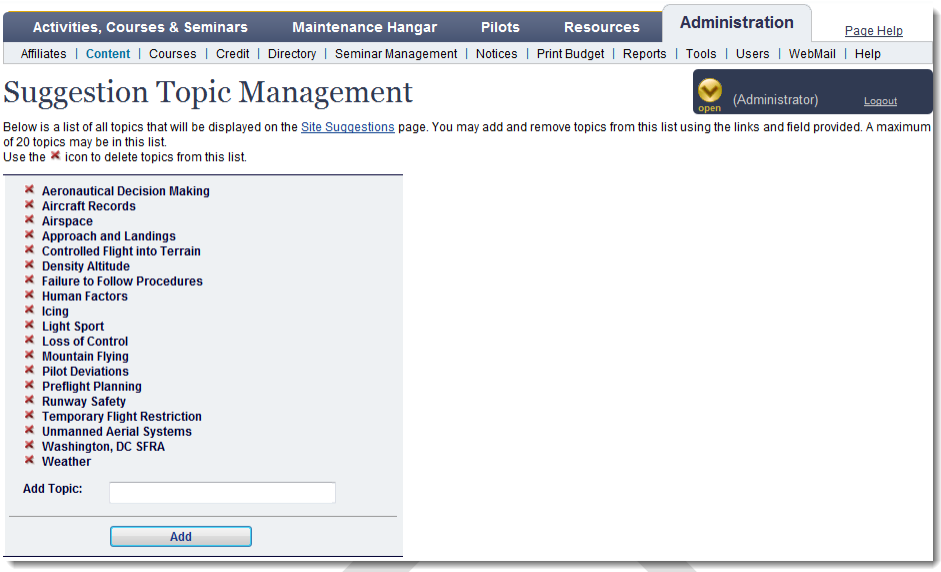

This feature allows you to create text that appears on the public Home page, at the bottom of outgoing emails, and on automatically generated PDF flyer documents. Make any changes as desired below, then press the Save button.



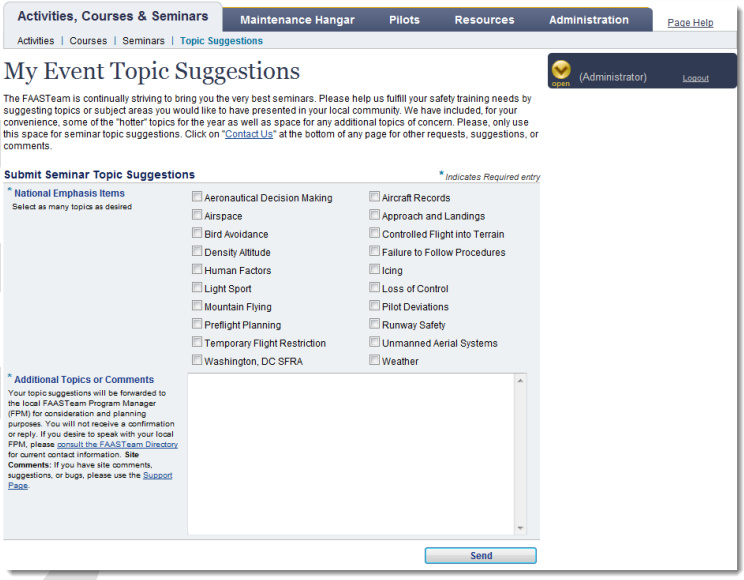

When one clicks the Save button, the window refreshes and the message above displays.

Changes take effect immediately on the Home page and on any new email and PDF documents. To remove all marketing text in these locations, delete all text in the field below.

## 4.2.5.2. SUGGESTION TOPIC MANAGEMENT

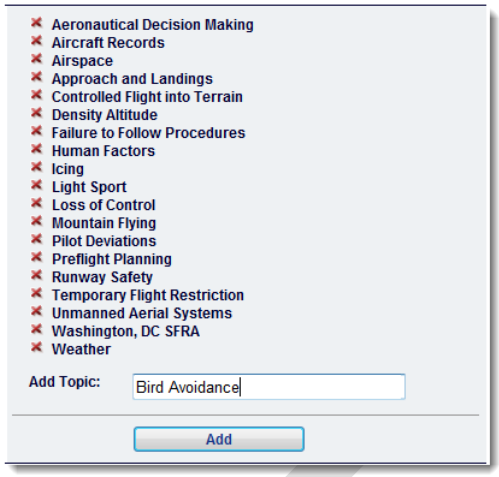



Items included in this list display for category selection on the Activities, Courses & Seminars, Topic Suggestions page (see following image, My Event Topic Suggestions).

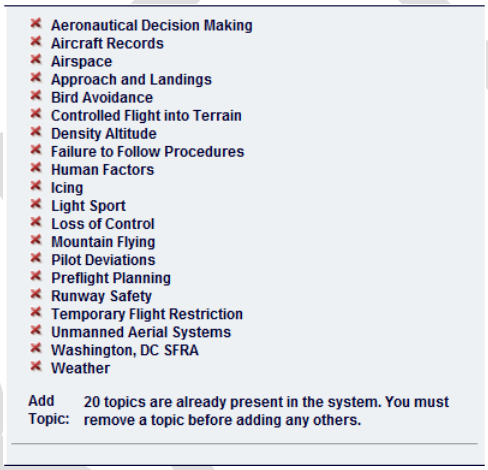



At the My Event Topic Suggestions page users click categories in which they are interested and enter additional topics or comments for consideration.

The Suggestion Topic Management page also allows the user to enter additional topics. To add a topic, enter the new topic at the Add Topic field and click the Add button.




A maximum of 20 topics are allowed. If you reach the maximum number of topics, the message at the bottom of the next image displays.



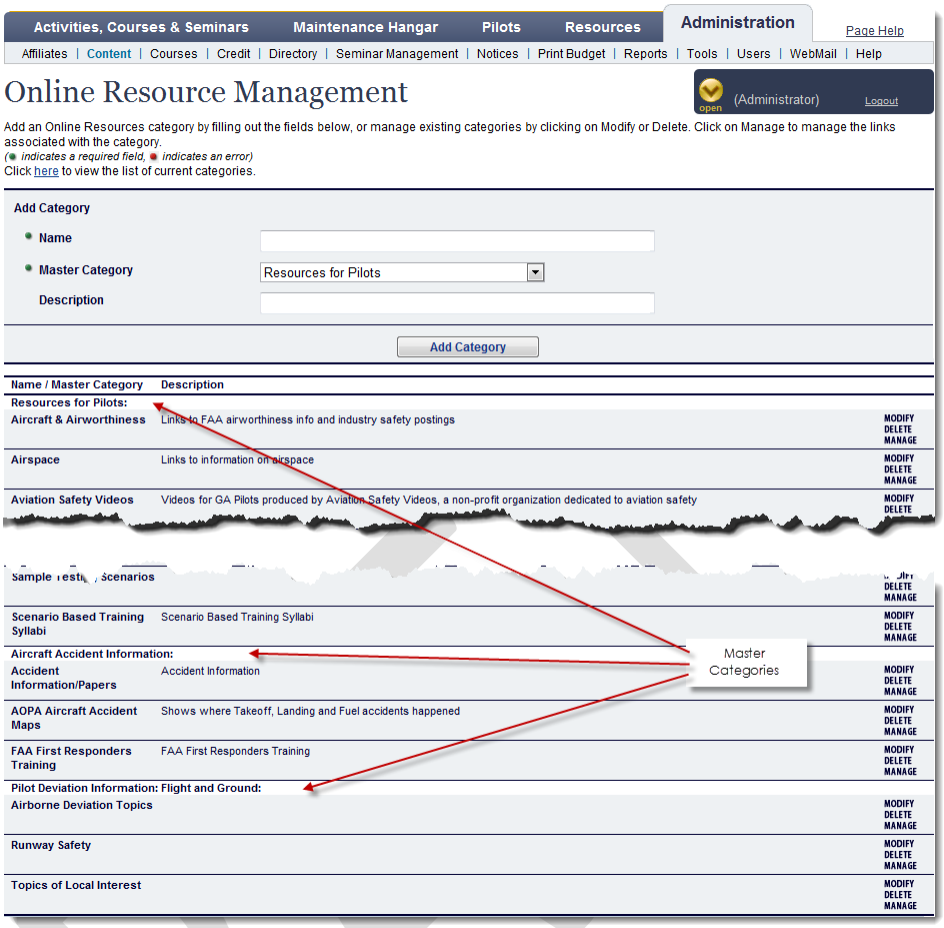

To delete a topic from the list click the ✖ (delete) button to the left of the topic. CAUTION should be used when deleting topics, **the topic will be deleted and no confirmation message will display**.

Topics display in alphabetical order. When you Add or ✖ (delete) a topic, the screen refreshes to display the new topic list.

### 4.2.6. Online Resources

The Online Resource Management page allows you to create and/or manage resources that are available to users at the Resources, Online Resource page.

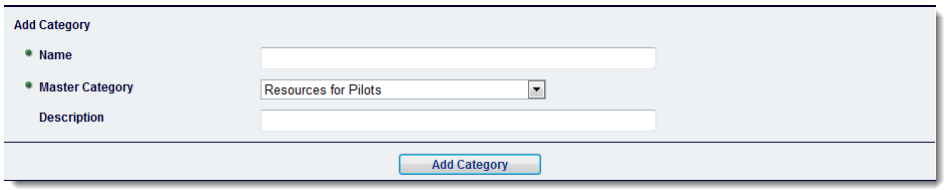
## 4.2.6.1. Online Resource Management



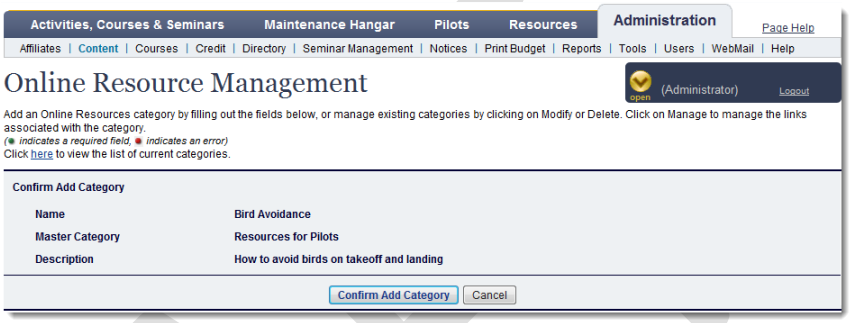

This feature allows administrators to create Online Resource categories. Administrators can add an Online Resources category in the top section of the page or modify and delete existing categories displayed in the table. Master categories are provided for each of the following:

- Resources for Pilots
- Resources for Mechanics
- Resources by Type of Operation
- Training and Testing Scenarios
- Aircraft Accident Information
- Pilot Deviation Information: Flight and Ground

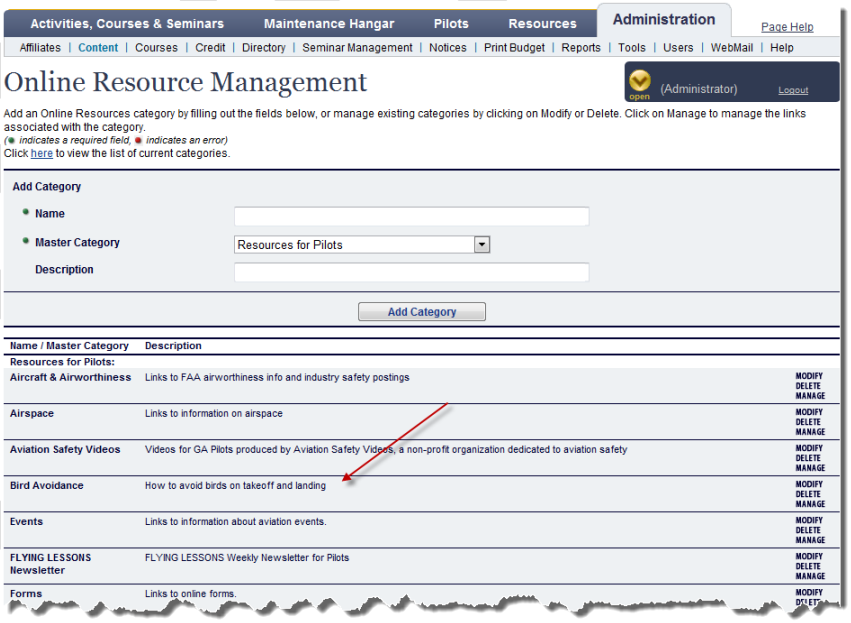
## 4.2.6.1.1. ADD CATEGORY




To add a resource, enter a Name and Description and select a Master Category then click the Add Category button. If you click the Add Category button without entering a resource name, the message "Name cannot be blank." displays.



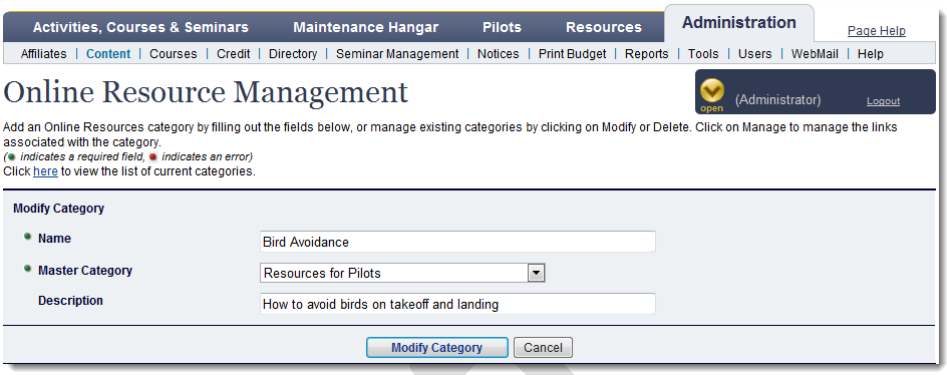

Click Confirm Add Category or Cancel, the screen refreshes to display the resource list.




When you click Confirm Add Category, your category will appear in the list.

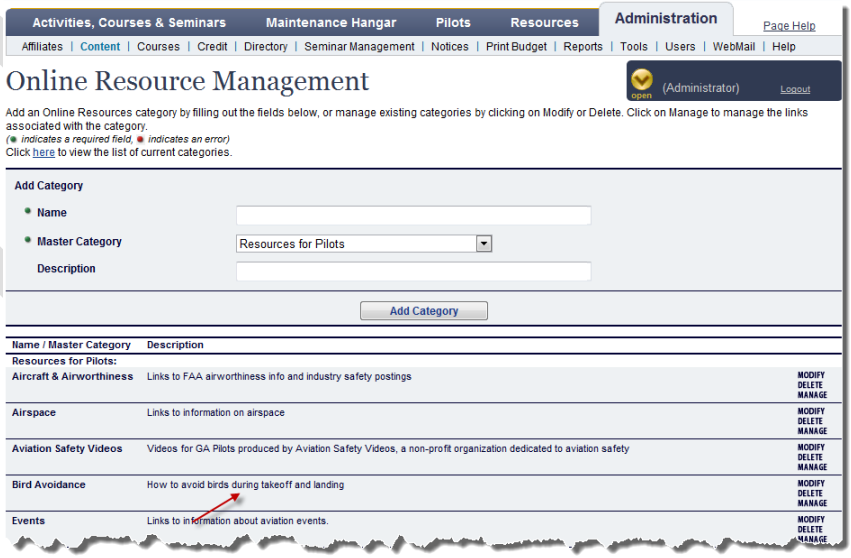
### 4.2.6.1.2. Modify Category

Click Modify to modify a category. Enter the desired changes and click the Modify Category button.



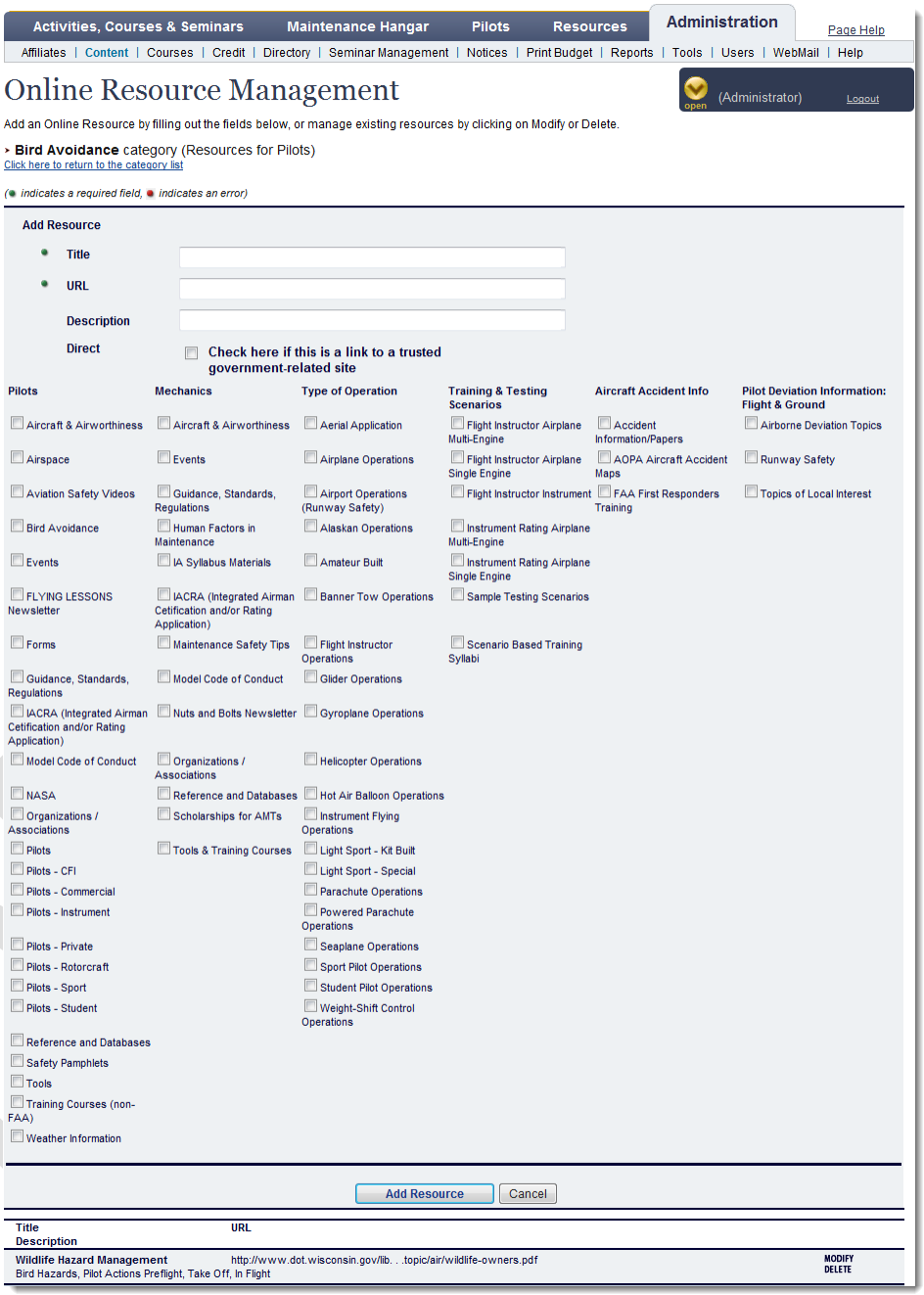

The window refreshes and you are asked to confirm the modifications. Click Confirm Modify Category or Cancel, the screen refreshes to display the resource list.

When you click Confirm Modify Category, your changes display in the list.



## 4.2.6.1.3. MANAGE CATEGORY

Click **Manage** to add, modify, or delete resources for the category. Resources display below the category selection checkboxes.




To add a resource, enter a Title, URL, and Description for the resource. Determine if this is a trusted government-related site, if so, click the Direct checkbox then check the category boxes to which the resource will apply.

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Online Resource Management

open (Administrator) Logout

Add an Online Resource by filling out the fields below, or manage existing resources by clicking on Modify or Delete.

› **Bird Avoidance** category (Resources for Pilots)

Click here to return to the category list

(● indicates a required field, ● indicates an error)

**Add Resource**

● **Title** Wildlife Strike Reporting

● **URL** http://www.faa.gov/airports/airport_safety/media/Trends_wildlife_strik

**Description** ds in Wildlife Strike Reporting, Part 1—Voluntary System 19902008

**Direct** ☑ **Check here if this is a link to a trusted government-related site**

| Pilots | Mechanics | Type of Operation | Training & Testing Scenarios | Aircraft Accident Info | Pilot Deviation Information: Flight & Ground |
|---|---|---|---|---|---|
| ☐ Aircraft & Airworthiness | ☐ Aircraft & Airworthiness | ☐ Aerial Application | ☐ Flight Instructor Airplane Multi-Engine | ☑ Accident Information/Papers | ☐ Airborne Deviation Topics |
| ☐ Airspace | ☐ Events | ☑ Airplane Operations | ☐ Flight Instructor Airplane Single Engine | ☐ AOPA Aircraft Accident Maps | ☐ Runway Safety |
| ☐ Aviation Safety Videos | ☐ Guidance, Standards, Regulations | ☑ Airport Operations (Runway Safety) | ☐ Flight Instructor Instrument | ☐ FAA First Responders Training | ☐ Topics of Local Interest |
| ☑ Bird Avoidance | ☐ Human Factors in Maintenance | ☐ Alaskan Operations | ☐ Instrument Rating Airplane Multi-Engine | | |
| ☐ Events | ☐ IA Syllabus Materials | ☐ Amateur Built | ☐ Instrument Rating Airplane Single Engine | | |
| ☐ FLYING LESSONS Newsletter | ☐ IACRA (Integrated Airman Cetification and/or Rating Application) | ☐ Banner Tow Operations | ☐ Sample Testing Scenarios | | |
| ☐ Forms | ☐ Maintenance Safety Tips | ☐ Flight Instructor Operations | ☐ Scenario Based Training Syllabi | | |
| ☐ Guidance, Standards, Regulations | ☐ Model Code of Conduct | ☐ Glider Operations | | | |
| ☐ IACRA (Integrated Airman Cetification and/or Rating Application) | ☐ Nuts and Bolts Newsletter | ☐ Gyroplane Operations | | | |
| ☐ Model Code of Conduct | ☐ Organizations / Associations | ☐ Helicopter Operations | | | |
| ☐ NASA | ☐ Reference and Databases | ☐ Hot Air Balloon Operations | | | |
| ☐ Organizations / Associations | ☐ Scholarships for AMTs | ☐ Instrument Flying Operations | | | |
| ☑ Pilots | ☐ Tools & Training Courses | ☐ Light Sport - Kit Built | | | |
| ☐ Pilots - CFI | | ☐ Light Sport - Special | | | |
| ☐ Pilots - Commercial | | ☐ Parachute Operations | | | |
| ☐ Pilots - Instrument | | ☐ Powered Parachute Operations | | | |
| ☐ Pilots - Private | | ☐ Seaplane Operations | | | |
| ☐ Pilots - Rotorcraft | | ☐ Sport Pilot Operations | | | |
| ☐ Pilots - Sport | | ☐ Student Pilot Operations | | | |
| ☐ Pilots - Student | | ☐ Weight-Shift Control Operations | | | |
| ☐ Reference and Databases | | | | | |
| ☐ Safety Pamphlets | | | | | |
| ☐ Tools | | | | | |
| ☐ Training Courses (non-FAA) | | | | | |
| ☐ Weather Information | | | | | |

Add Resource | Cancel

| Title / Description | URL | |
|---|---|---|
| **Wildlife Hazard Management**<br>Bird Hazards, Pilot Actions Preflight, Take Off, In Flight | http://www.dot.wisconsin.gov/lib. . .topic/air/wildlife-owners.pdf | MODIFY<br>DELETE |

Click Add Resource to add the resource to the selected categories.

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Online Resource Management

open (Administrator) Logout

Add an Online Resource by filling out the fields below, or manage existing resources by clicking on Modify or Delete.

› **Bird Avoidance** category (Resources for Pilots)

Click here to return to the category list

(● indicates a required field, ● indicates an error)

**Confirm Add Resource**

**Title** Wildlife Strike Reporting

**URL** http://www.faa.gov/airports/airport_safety/media/Trends_wildlife_strike_reporting.pdf

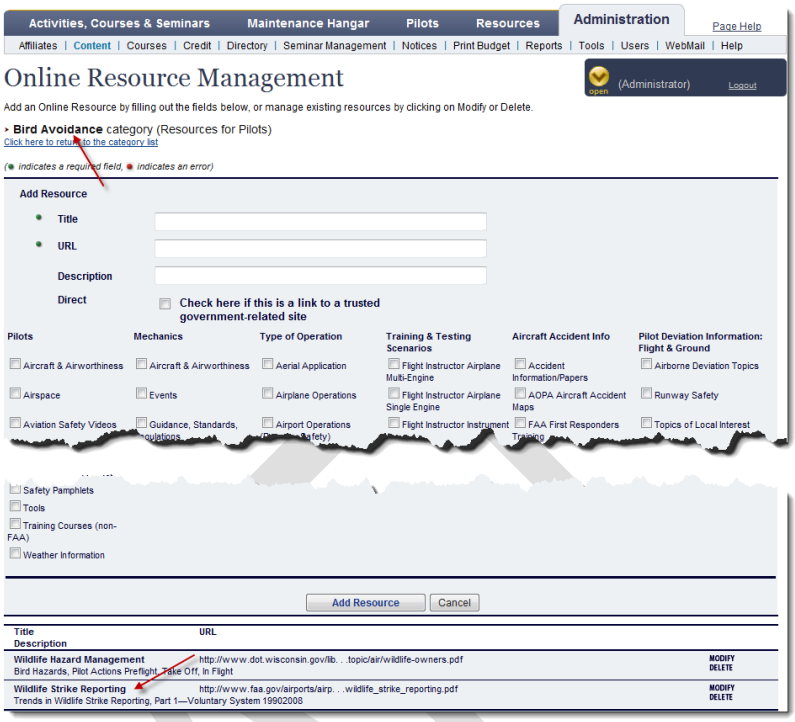
**Description** Trends in Wildlife Strike Reporting, Part 1—Voluntary System 19902008

**Direct** Yes

| Pilots | Mechanics | Type of Operation | Training & Testing Scenarios | Aircraft Accident Info | Pilot Deviation Information: Flight & Ground |
|---|---|---|---|---|---|
| Bird Avoidance<br>Pilots | | Airplane Operations<br>Airport Operations (Runway Safety) | | Accident Information/Papers | |

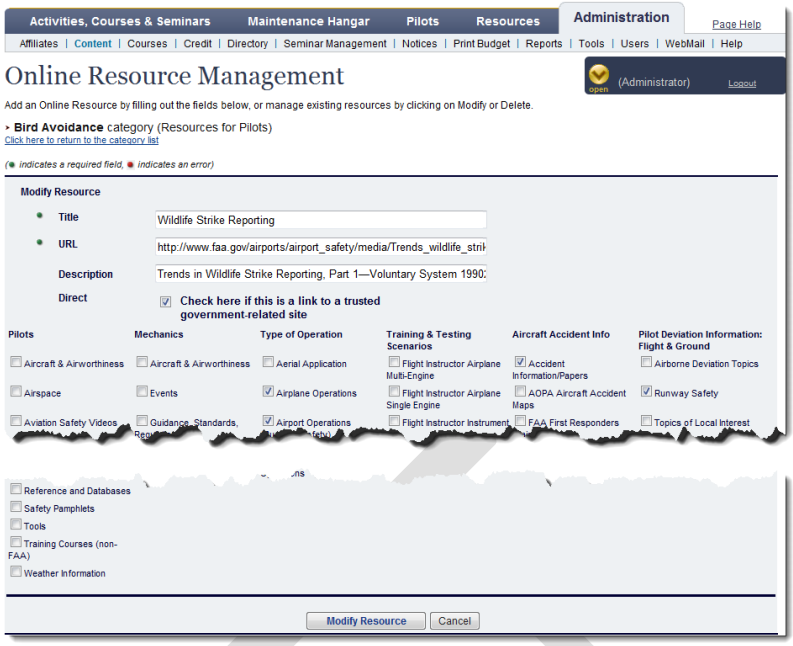
Confirm Add Resource | Cancel

A confirmation window displays. If the information is incorrect, click Cancel to return to the current category at Online Resource Management page. If the information is correct, click Confirm Add Resource to add the resource.

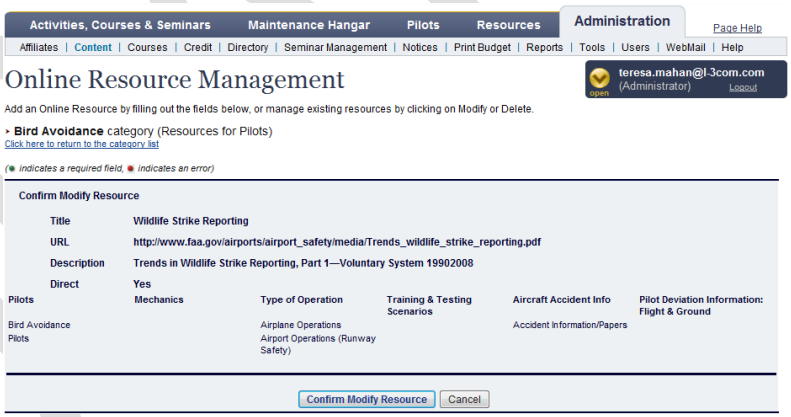



The Online Resource Management page displays with the selected Category (Bird Avoidance) and the added resource (Wildlife Strike Reporting). If you have other resources to add for this category, continue to enter and add them. When you have added all the resources for this category, click the Click here to return to the category list link below the category name.

If a resource is incorrect, click MODIFY (to the right of the resource to be modified). The Online Resource Management page displays for the selected resource. Make any changes necessary and click the Modify Resource button.

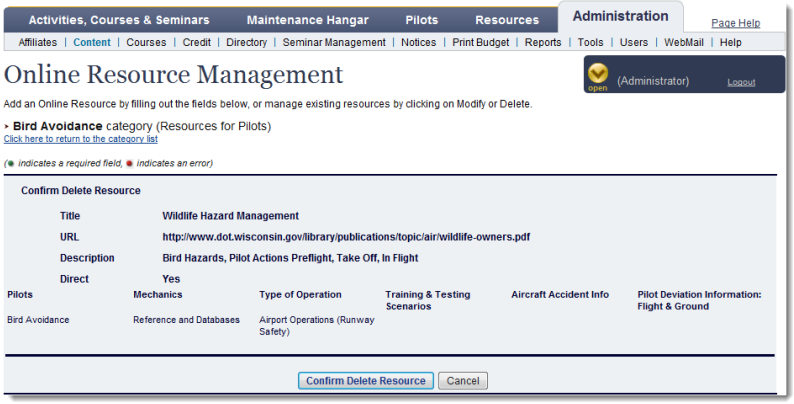



A confirmation window displays. If the information is incorrect, click Cancel to return to the Online Resource Management page. If the information is correct, click Confirm Modify Resource to modify the resource. The Online Resource Management page displays.

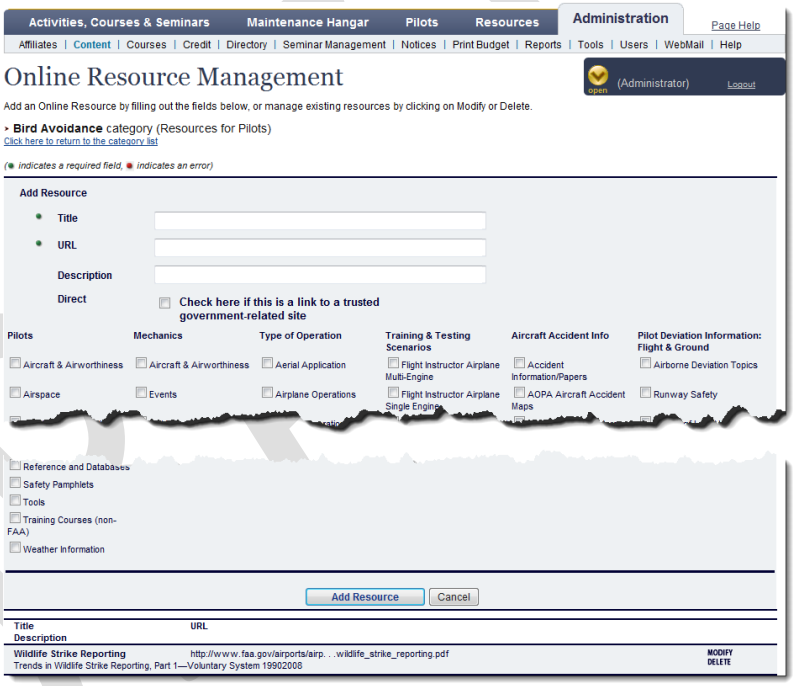



If the information is correct, click Confirm Modify Resource to modify the resource. The Online Resource Management page displays.

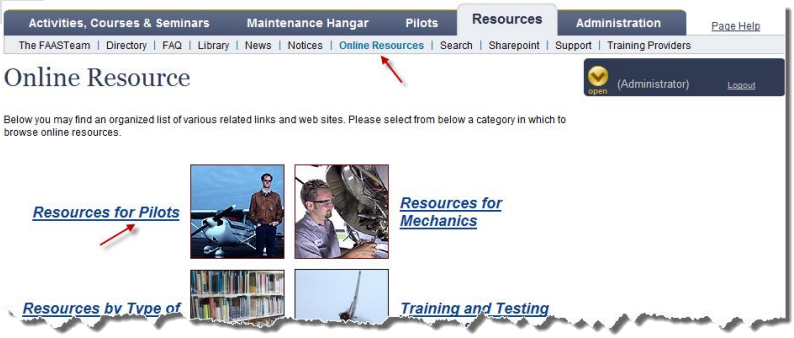
To delete a resource, click DELETE (to the right of the resource to be deleted).



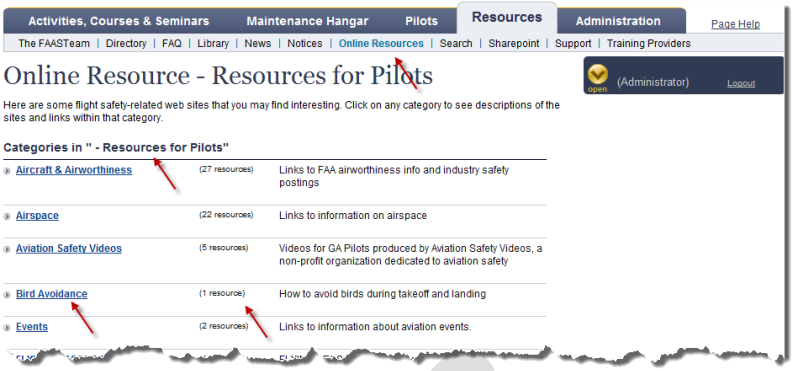

A confirmation window displays. Click Cancel to return to Online Resource Management page without deleting the resource. Click Confirm Delete Resource to delete the resource. The Online Resource Management page displays.




To view the resource, open Resources, Online Resources, and click on the category to which you have added resource. The previous examples is under Resources for Pilots.



The category (Bird Avoidance) and the number of resources (1 resource) displays.

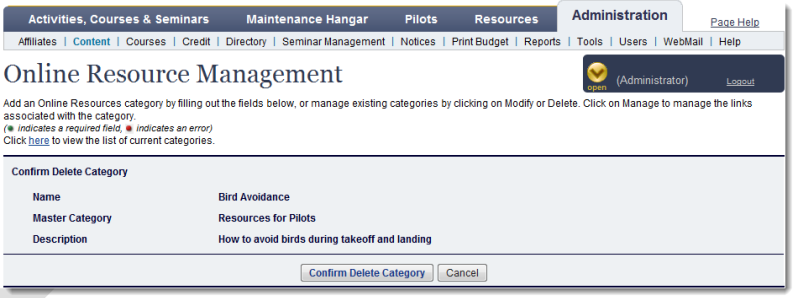



Click on the category (Bird Avoidance) to view resources created for that category.

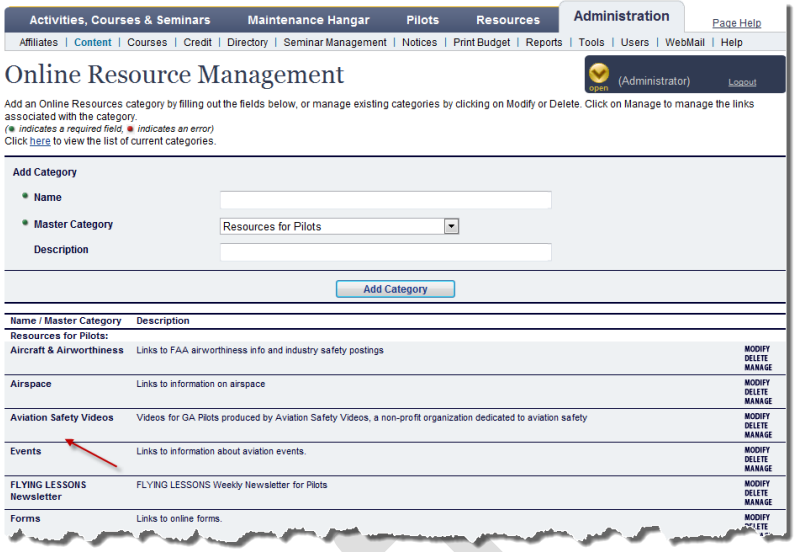
Click on the resource (Wildlife Strike Reporting), to view the resource.

## 4.2.6.1.4. Delete Category

Click Delete to delete a category. A deletion confirmation window displays. Click Cancel to return to the prior Online Resource Management page.




Be sure to verify that the correct category displays for deletion. When you click the Confirm Delete Category button, the category and all its resource references are deleted and no other caution message displays. When you click Confirm Delete Category, the screen refreshes the prior Online Resource Management page where the category no longer displays.


Activities, Courses & Seminars
Maintenance Hangar
Pilots
Resources
Administration
Page Help
Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help
Online Resource Management
(Administrator)
Logout
Add an Online Resources category by filling out the fields below, or manage existing categories by clicking on Modify or Delete. Click on Manage to manage the links associated with the category.
(● indicates a required field, ● indicates an error)
Click here to view the list of current categories.
Add Category
Name
Master Category
Resources for Pilots
Description
Add Category
Name / Master Category
Description
Resources for Pilots:
Aircraft & Airworthiness
Links to FAA airworthiness info and industry safety postings
Airspace
Links to information on airspace
Aviation Safety Videos
Videos for GA Pilots produced by Aviation Safety Videos, a non-profit organization dedicated to aviation safety
Events
Links to information about aviation events.
FLYING LESSONS Newsletter
FLYING LESSONS Weekly Newsletter for Pilots
Forms
Links to online forms.
MODIFY
DELETE
MANAGE

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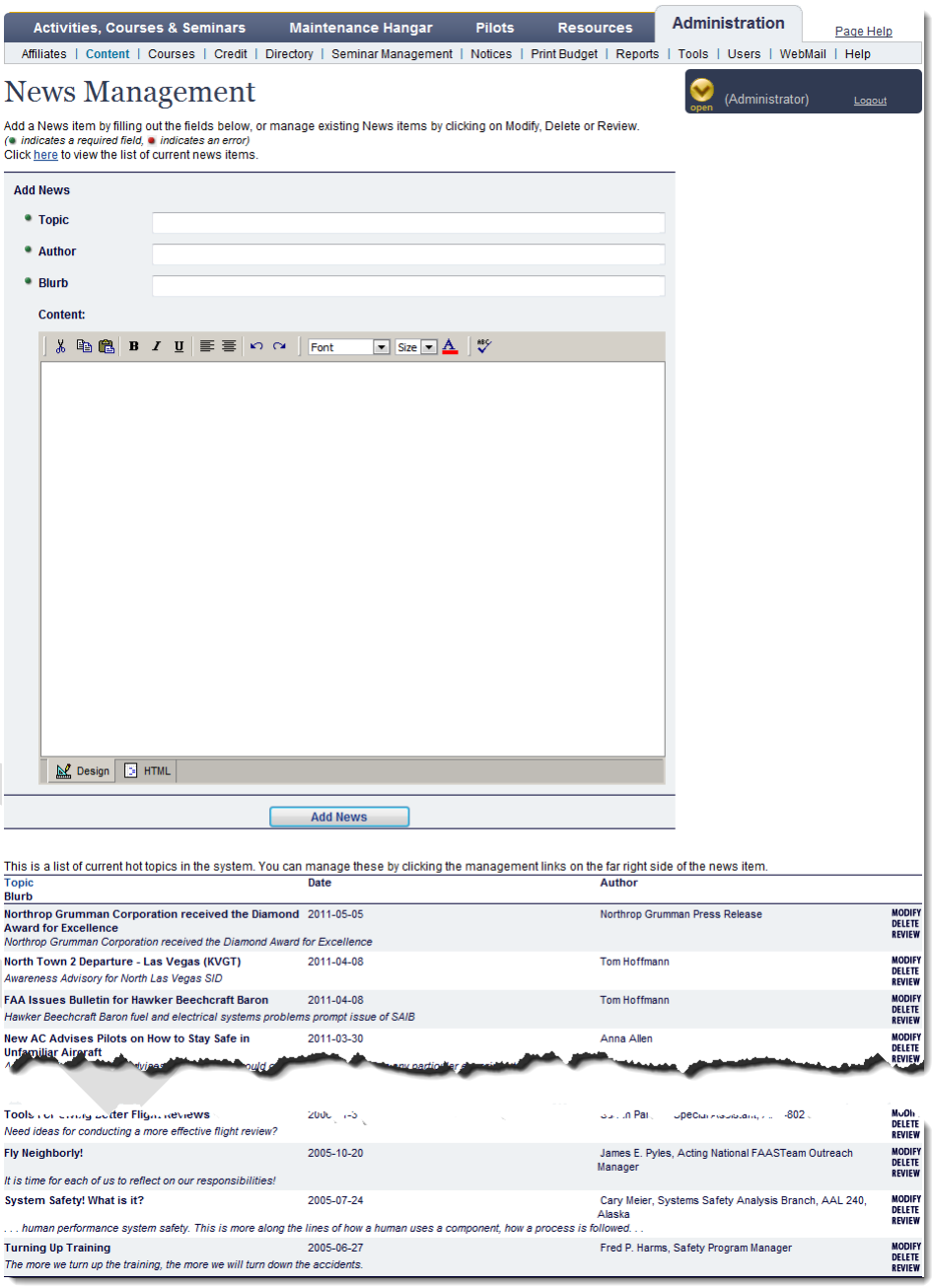
## 4.2.7. FAASTEAM NEWS

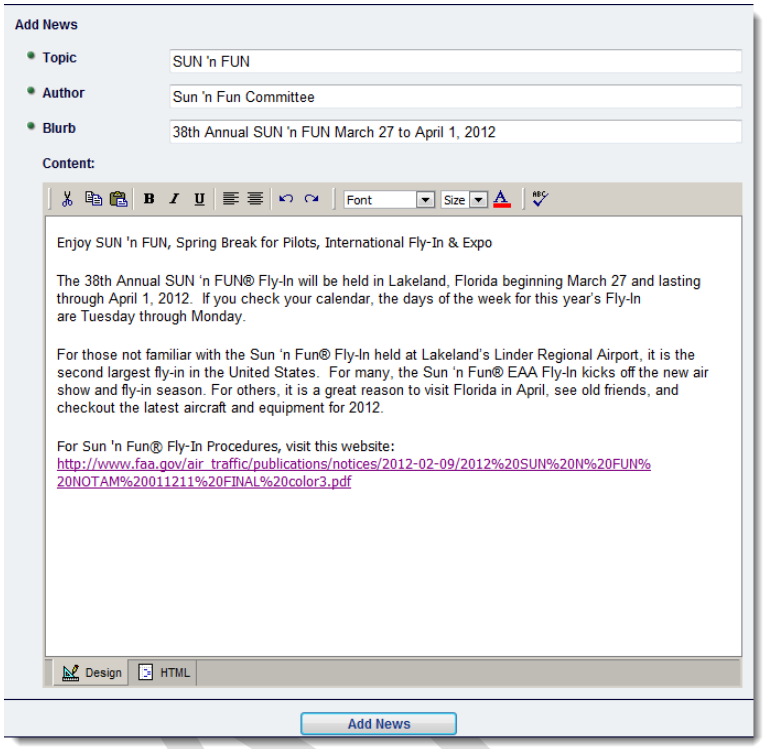
The FAASTeam News feature found at Resources, News is managed here. This list contains links to articles released in relation to aviation safety.

### 4.2.7.1. MANAGE NEWS

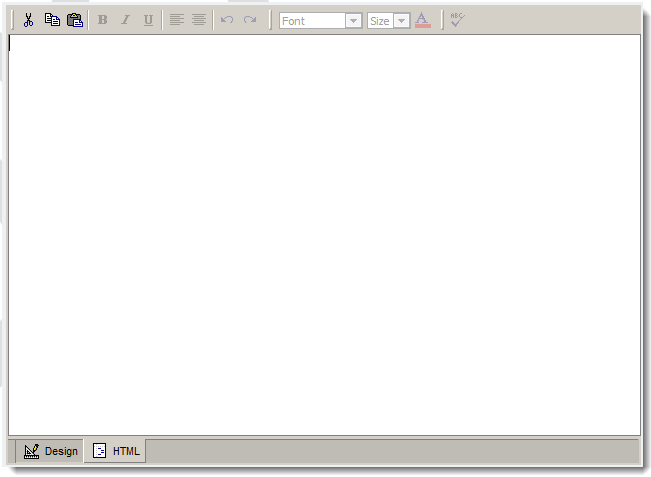



The News Management page is divided into two sections. The top section includes fields where you will add new news items or modify current News items. The lower section displays News Articles listed in date order, newest to oldest, that are managed using the Modify, Delete, and Review links on the far right side of each news item.

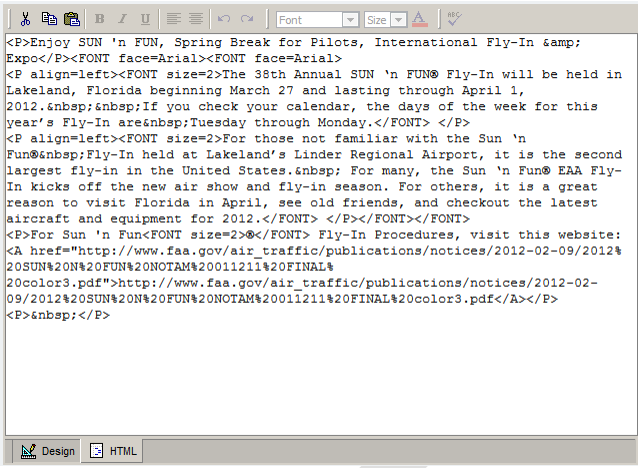
To add a news item, enter a Topic, Author, Blurb, and Content text. The tools above the textbox are used to format the text entered in the Design view of the textbox.



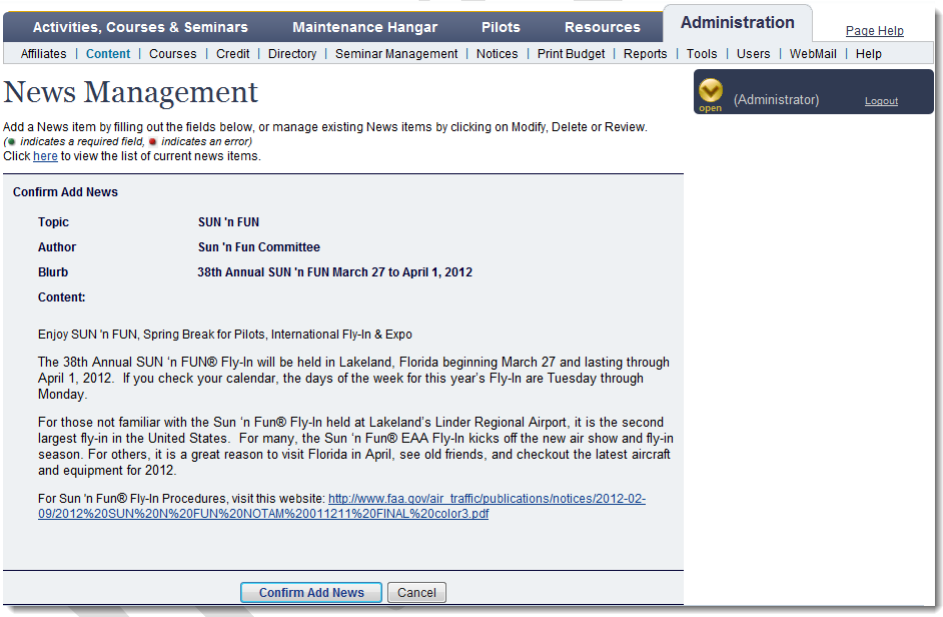

If you are familiar with HTML, you can click the HTML tab below the textbox and enter your content using HTML code. Notice that the formatting tools are dimmed in the HTML textbox view.



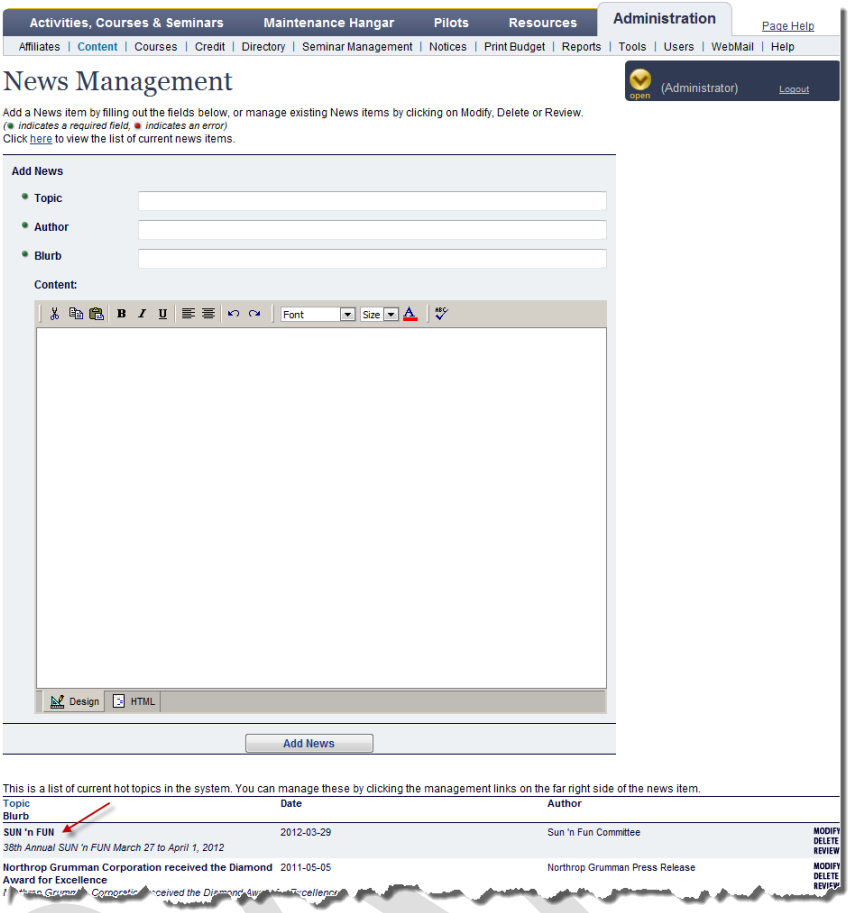

The alternate HTML textbox would be similar to the following example.




Click the Add News button when your news item is complete.




A confirmation screen displays. Verify the information entered. The Cancel button will return to the News Management page and display blank data fields. To save the news item and return to the News Management page, click Confirm Add News.




The most recent news item displays at the top of the list. If several users are adding news items, your item may not be the first in the list but will display in date order near the top.

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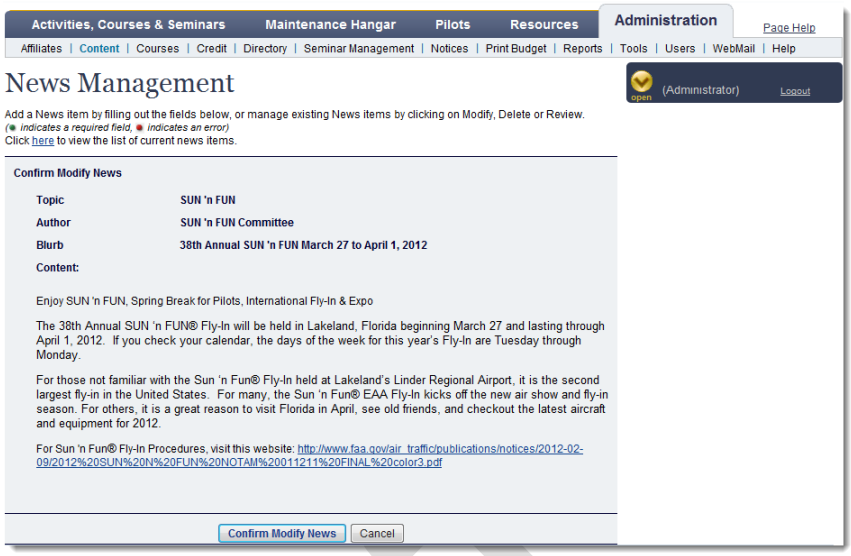
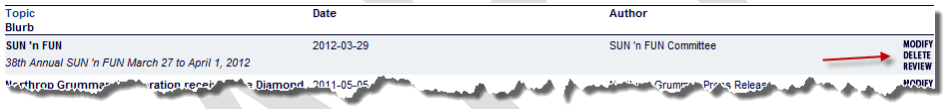
## 4.2.7.1.1. MODIFY

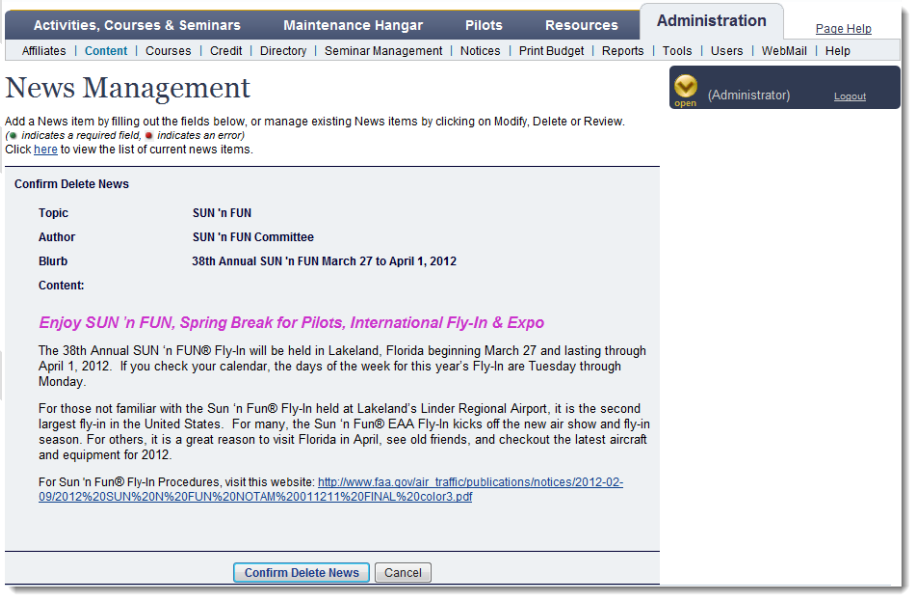
Select an article to modify, make the desired changes, and click the Modify link. A confirmation window displays. If the changes are incorrect, click Cancel to return to the news list without saving changes. If changes are correct, click Confirm Modify News to return to the news list and save your changes



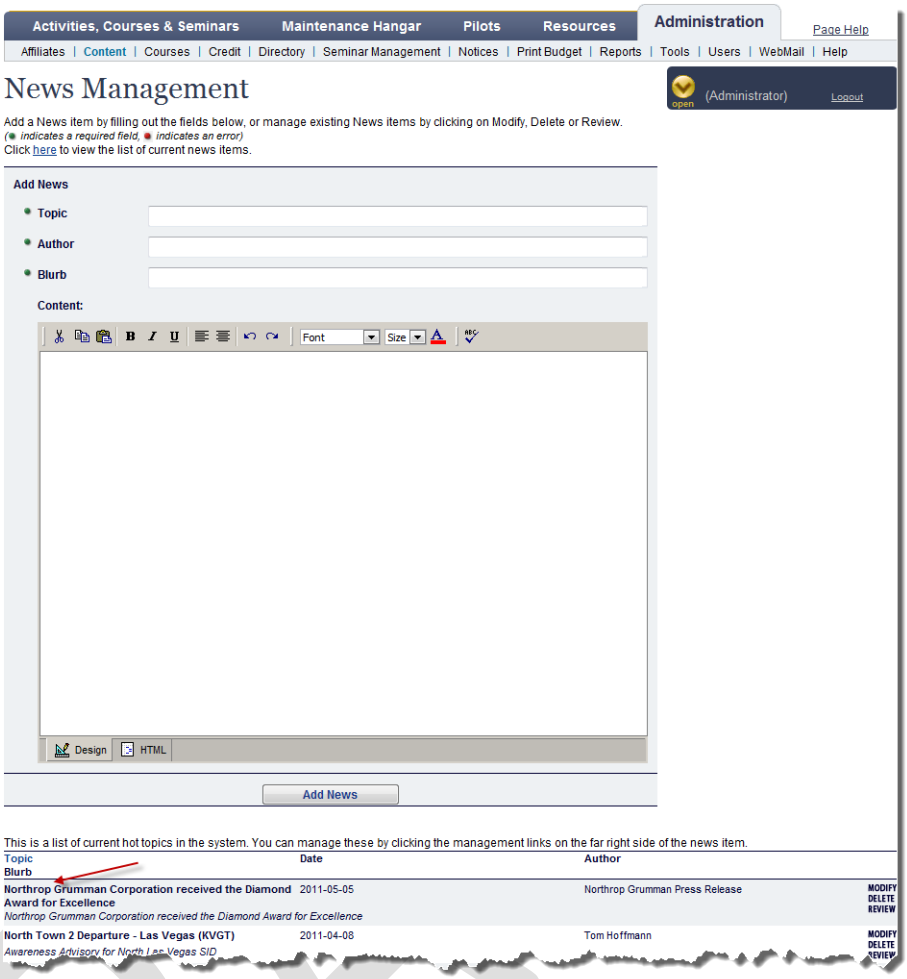

## 4.2.7.1.2. DELETE




To delete a news item, click Delete on the news item line. A confirmation window displays.

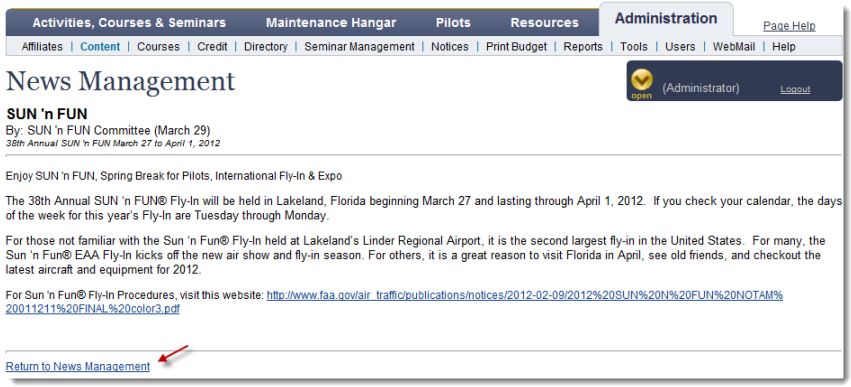



Click Cancel to return to the news list without deleting the news item. Click Confirm Delete News to delete the news item and return to the news list. The news item no longer displays in the news list.




## 4.2.7.1.3. REVIEW

When you click on Review, the selected topic displays. This is an easy way to view news items without moving to the **Resources** tab.

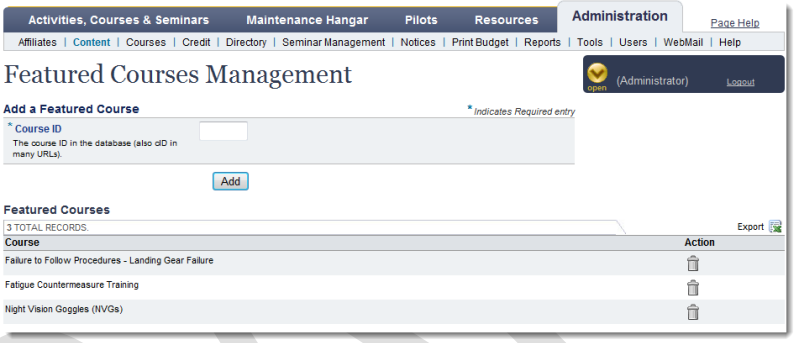


To return to the News Management page click the link at the bottom of the text, *Return to News Management*.

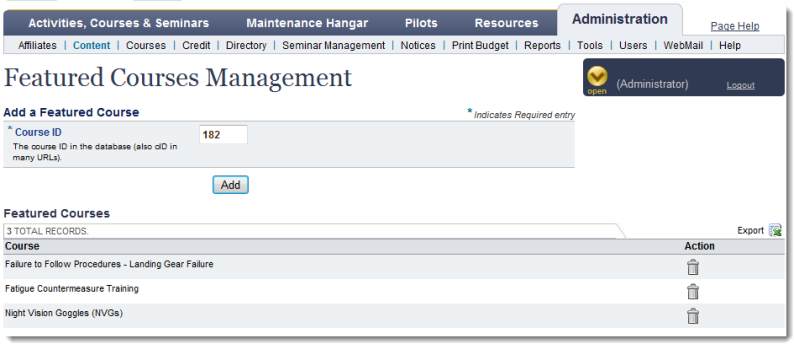
## 4.2.8. Featured Courses

The Homepage Featured Courses portal displays three pre-selected courses. The View All link can be used to select Online Courses that display at the Featured Courses portal on the Homepage. A Course ID is required to enter a course to display. A maximum of three courses can be included in the Featured Courses list.

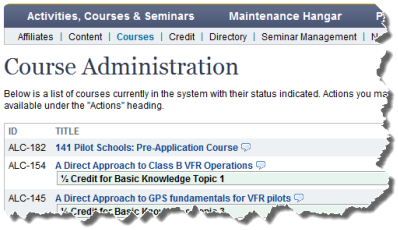
### 4.2.8.1. View All

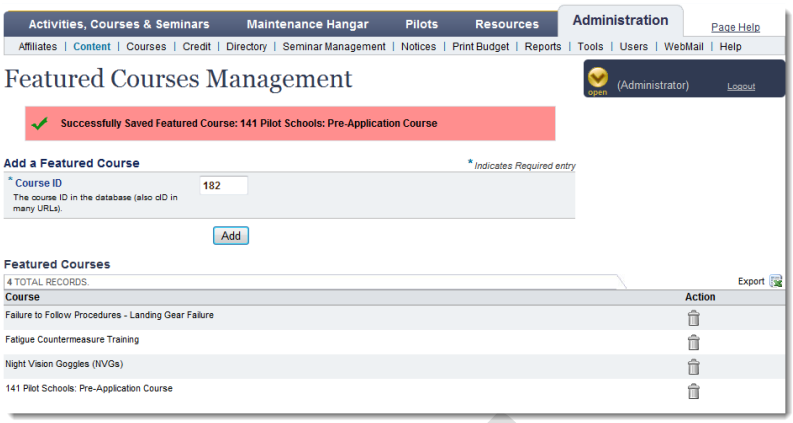



Featured courses display in the Featured Courses portal on the Homepage. The Featured Courses Management page allows you to determine the courses that appear in the portal. Only three courses are allowed. When a new one is added, the oldest automatically drops from the list.



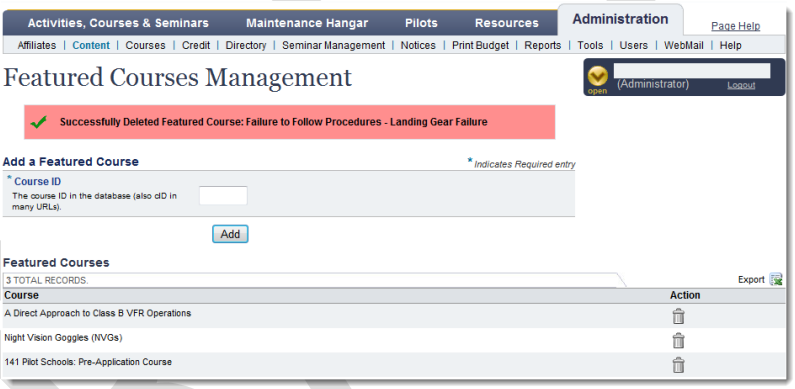

Enter the course ID for the course you wish to add. Omit the ALC- part of the number. Courses and course IDs can be found at **Administration, Courses, View All**.






A message displays indicating the save was successful and the course displays in the list of courses.

To delete a featured course, click the trash can to the right of the desired course. Caution should be used when deleting courses from the list, a confirmation message does not display.




The course is deleted from the list and a deletion message displays.

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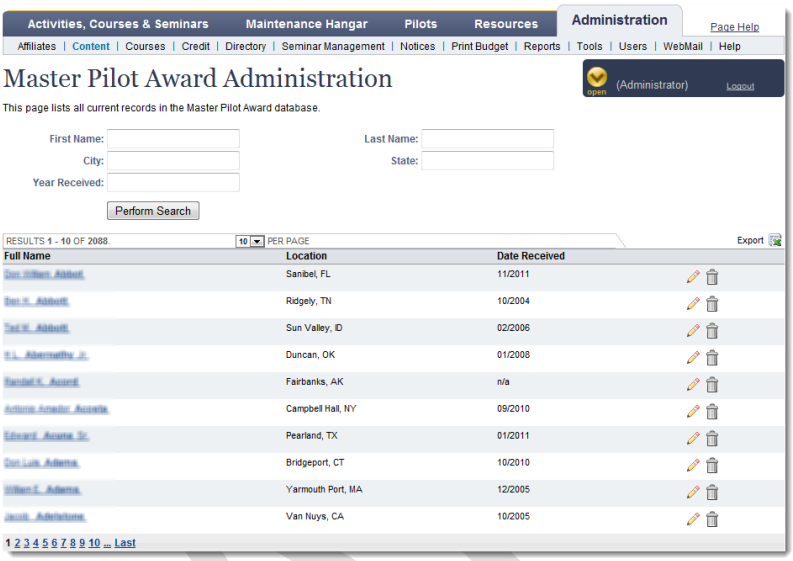
## 4.2.9. Master Pilot

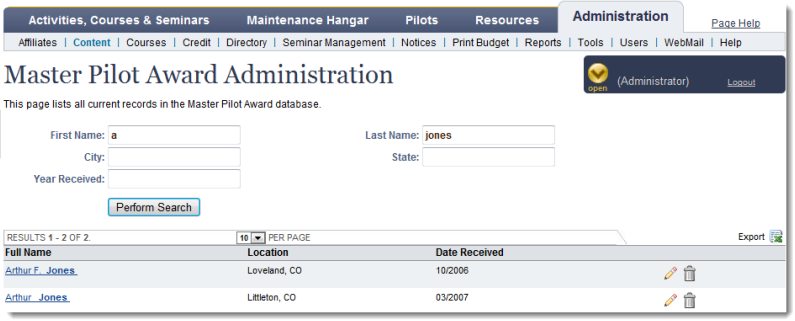
A list of Wright Brothers Master Pilot Award recipients is available for viewing, adding, and editing. This list is located on the **Pilots**, **Wright Brothers Master Pilot Award** tab.

### 4.2.9.1. View All




View All opens a list of recipients of The Wright Brothers "Master Pilot" Award. The list sorts alphabetically by last name, first name, and middle name or initial. The entire list can be re-sorted by clicking on a column title. To reverse a sort, click a column title twice. The Full Name column sorts by last name, first name. The Location column sorts by state and city. The Date Received column sorts by year and month.

Use the fields above the list to search for a recipient. Enter information in one or more fields and click Perform Search to find matching records.

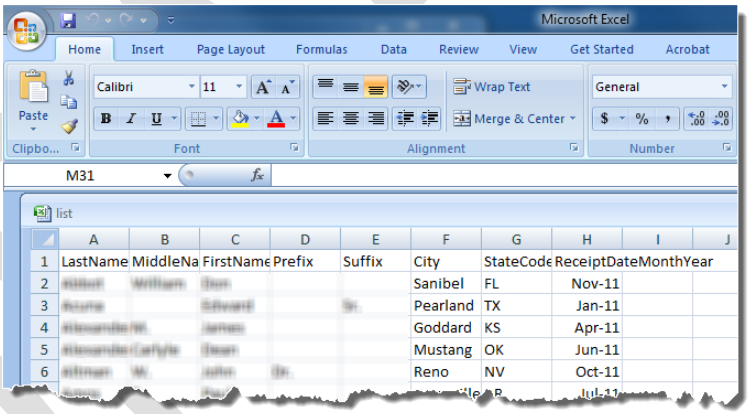



When no matching records are found, the following message displays.

Above the search fields is a link to the **Pilots**, **Awards Programs** tab (Click here to return to the Master Pilot Award information page).

The results line above the list displays the number of found records. To condense the found records, change the information in the search fields and click Perform Search.

To the right of the record results is a drop-down box that allows you to select the number of records that display per page. At the far right you see an Export link. When you click the Export link, your spreadsheet application opens and the recipient information displays in the table.




While the recipient list is displayed at FAASafety.gov, click on a name in the Full Name column to display a copy of the certificate for that recipient.

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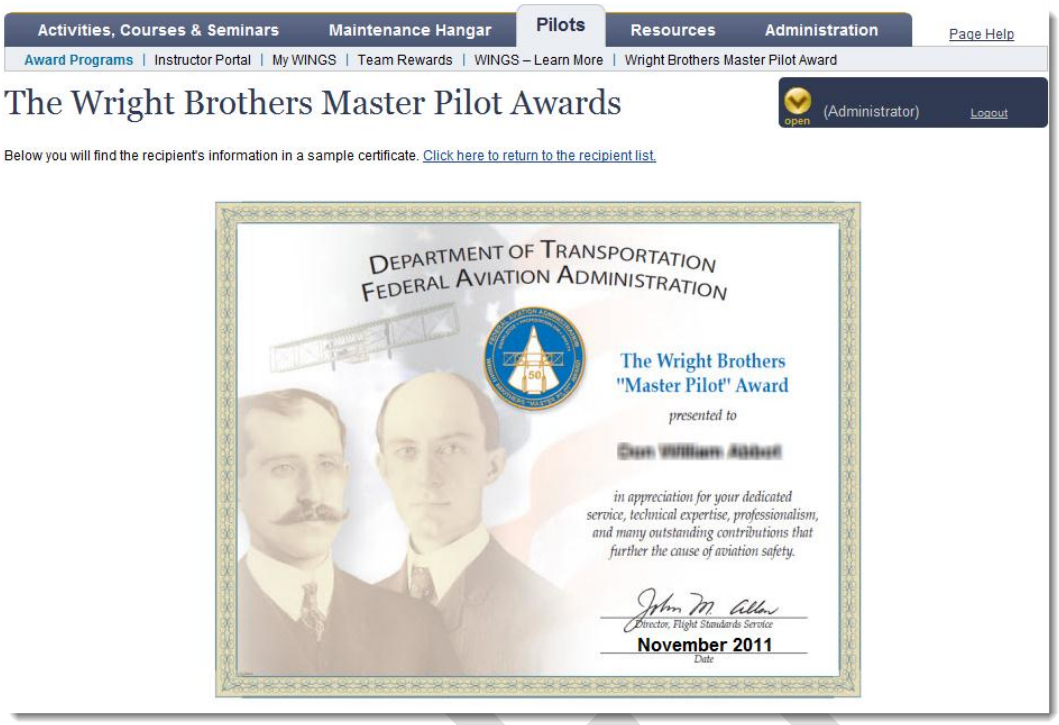
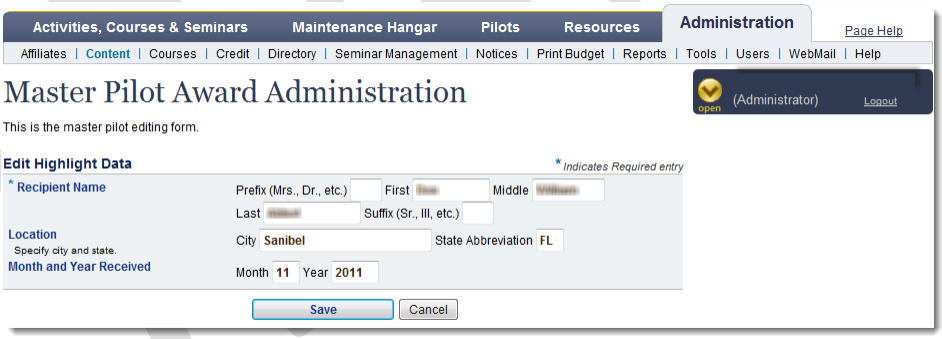
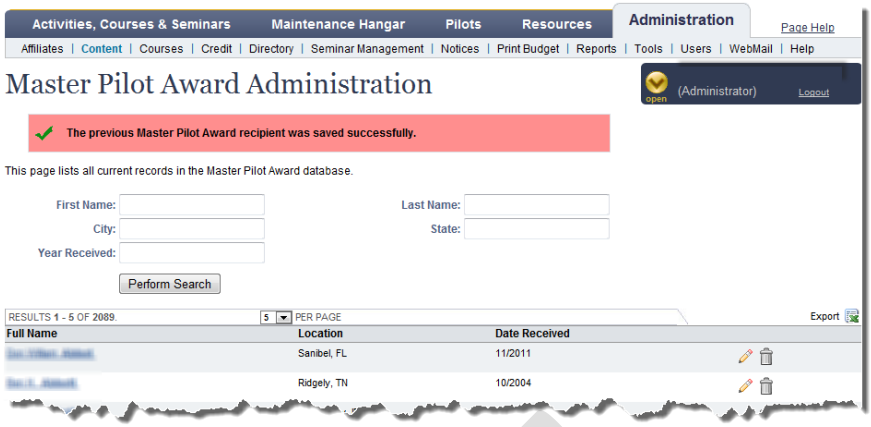



Use the *Click here to return to the recipient list* link or the browser back button to return to the list of recipients.

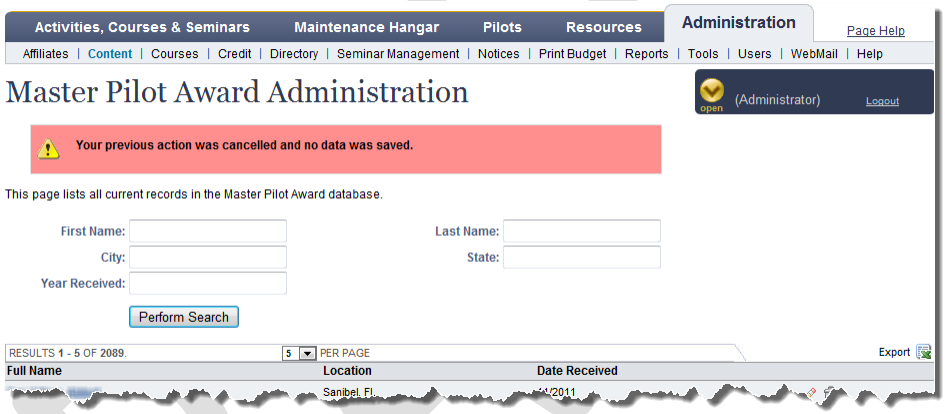
At the recipient list, click the pencil tool (✎) to edit a recipient's displayed information.



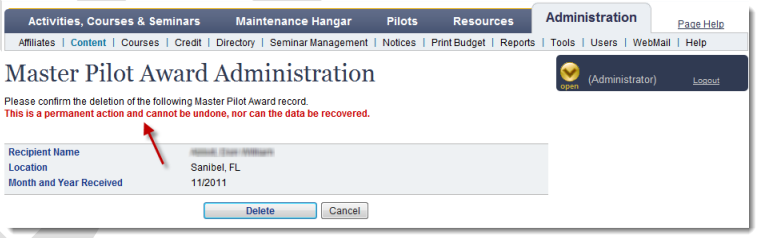

Use the Save button to save your changes, return to the pilot list, and display the following message. Note: If a month is entered with a blank year, or a year is entered with a blank month, the message "The date entered was not able to be interpreted as a valid month and year. Leave blank if month and year are unknown." displays when you click Save. If all information is correct and you click Save, the following message displays.




While the edit window is open, the Cancel button will return to the recipient list and display the following message.

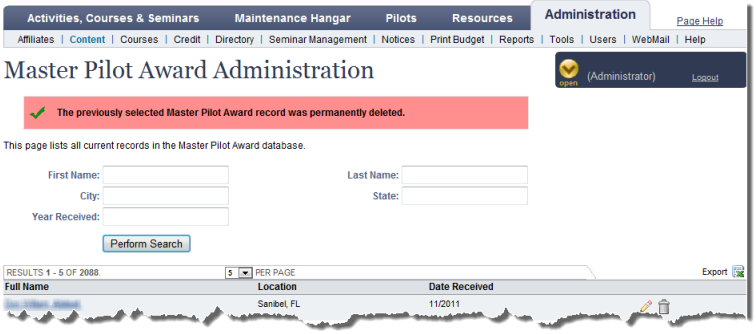



The trash can (🗑) at the far right of the recipient record is used to delete the record. When you click on the trash can the following confirmation message displays in pink highlight.

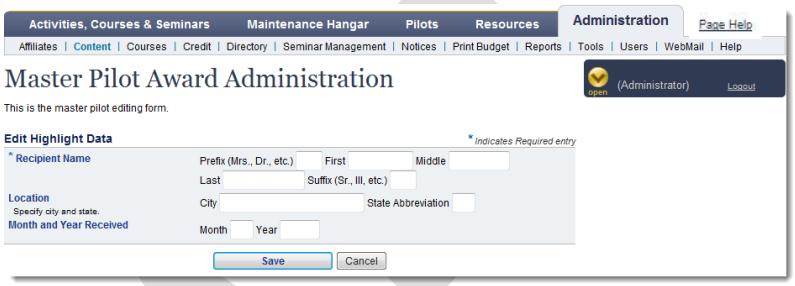



Click Cancel to cancel the deletion and return to the recipient list. The prior action cancellation message displays.

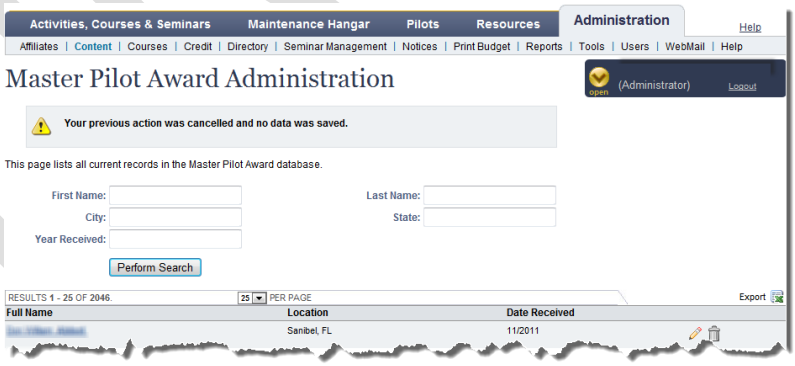
To delete the record click the Delete button. When the Delete button is used, the following confirmation message displays and the record is removed from the recipient list.



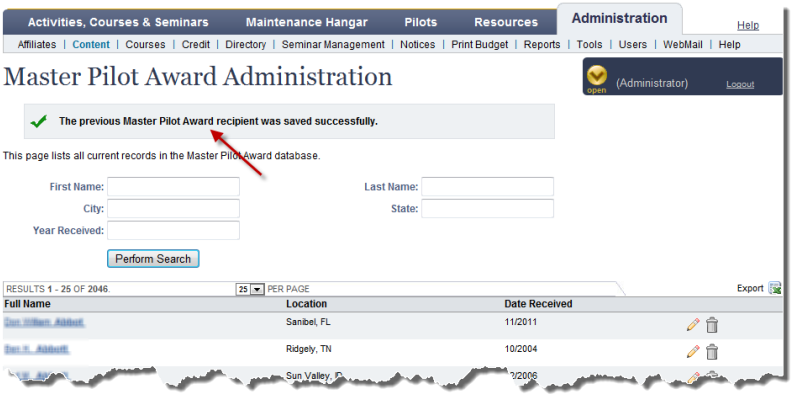

## 4.2.9.2. CREATE NEW




New recipients of the Master Pilot Award are entered on this page. First Name and Last Name are required entry fields. If one of these are left blank, the message "First (or Last) name may not be left blank." displays. When entering the Month and Year Received, both month and year fields must be completed of the message "The date entered was not able to be interpreted as a valid month and year. Leave blank if month and year are unknown." displays. The Cancel button will cancel your entry and open the recipient list for the Master Pilot Award and display the following message.

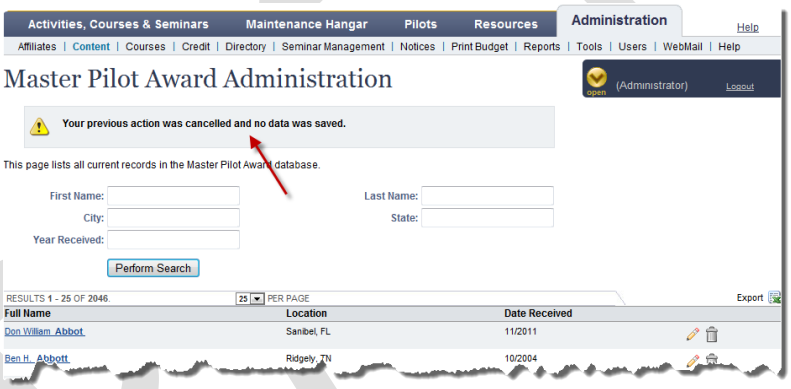



When the Save button is used the recipient list opens to display the following message.




The search fields can be used to find the newly saved record. Care should be taken when adding recipients, duplicate checking is not performed.

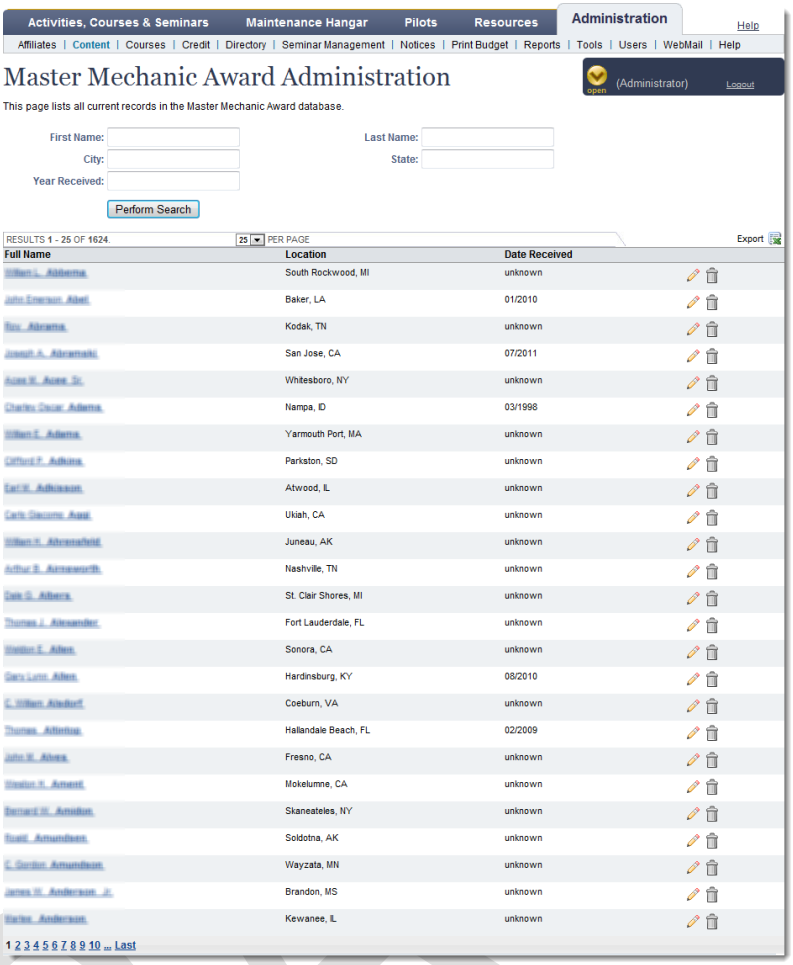
When the Cancel button is used at the Master Pilot Award Administration page, recipient list opens and displays the following message.




## 4.2.10. Master Mechanic

These links, View All and Create New, are used to maintain the Charles Taylor Master Mechanic Award information.

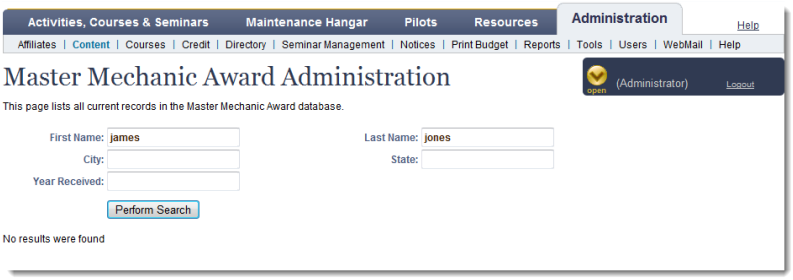
### 4.2.10.1. View All




View All opens a list of recipients of The Charles Taylor "Master Mechanic" Award. The original list sorts alphabetically by last name, first name, and middle name or initial. The entire list can be sorted by clicking on a column title. To reverse a sort, click the column title again. The Full Name column sorts by last name, first name. The Location column sorts by state and city. The Date Received column sorts by year and month.

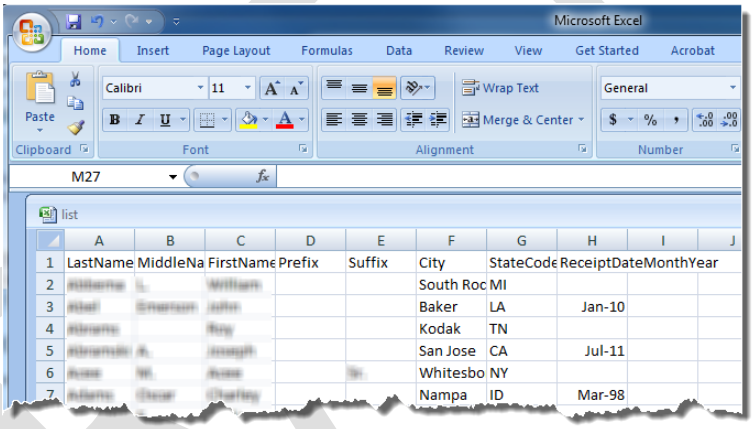
Use the fields above the list to search for a recipient. Enter information in one or more fields and click Perform Search to find matching records.

When no matching records are found, the following message displays.




The results line above the list displays the number of found records. To condense the found records, change the information in the search fields and click Perform Search.

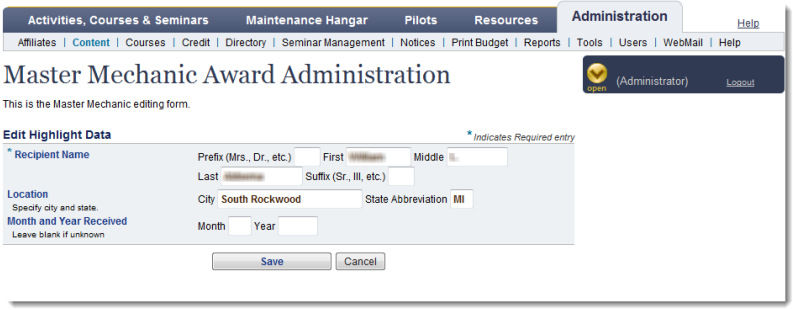
To the right of the record results is a drop-down box that allows you to adjust the number of records that display per page. At the far right you see an Export button. When you click the Export button ( ), your spreadsheet opens and the recipient information displays.



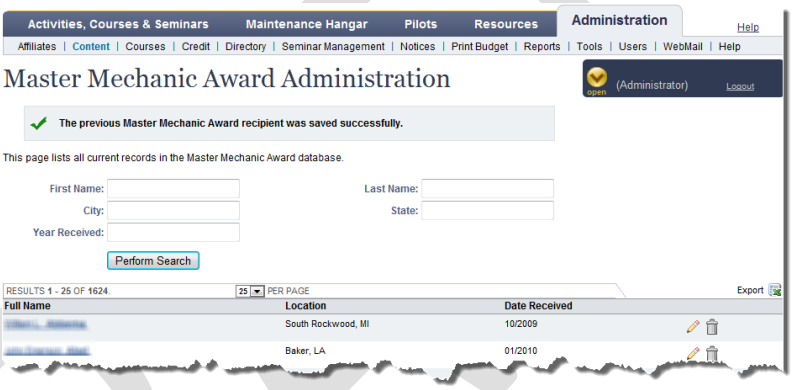

While the recipient list is displayed, click on a name in the Full Name column to display a copy of the certificate for that recipient.

The "Click here to return to the recipient list" link returns to the pilot list.

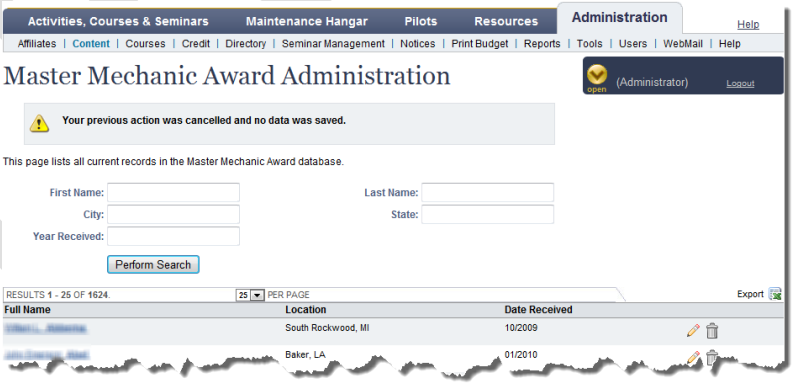
At the recipient list, click the pencil tool ( ) to edit a recipient's displayed information.



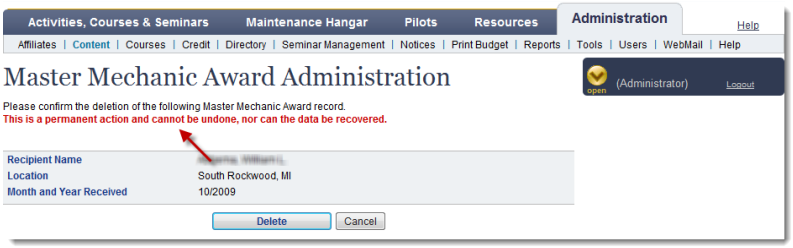

Use the Save button to save your changes, return to the pilot list, and display the following message. Note: If a month is entered with a blank year, or a year is entered with a blank month, the message "The date entered was not able to be interpreted as a valid month and year. Leave blank if month and year are unknown." displays when you click Save.




While the edit window is open, the Cancel button will return to the pilot list and display the following message.

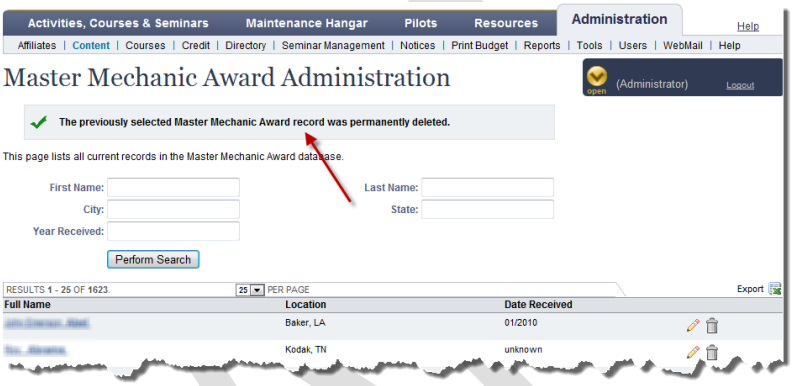



The trash can ( ) at the far right of the recipient record is used to delete the record. When you click on the trash can the following confirmation message displays.



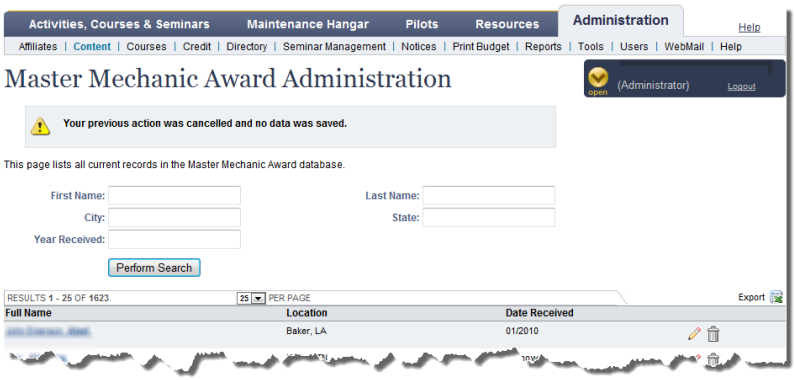

Click the Cancel button to cancel the deletion, return to the recipient list, and display the prior cancellation message.

To delete the record click the Delete button. When the Delete button is used, the following confirmation message displays and the record is removed from the recipient list.

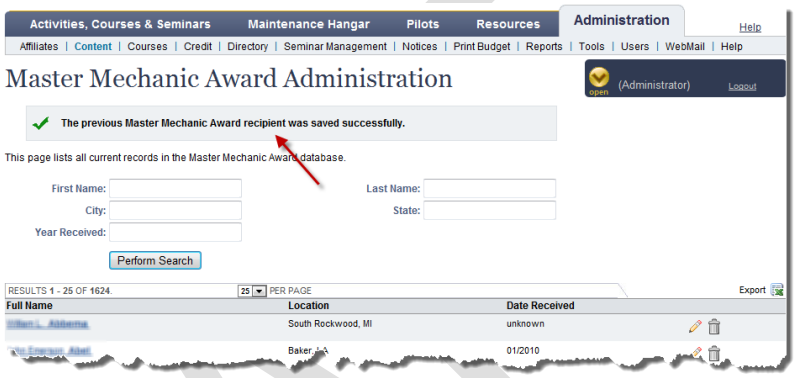



## 4.2.10.2. CREATE NEW

New recipients of the Master Mechanic Award are entered on this page. First Name and Last Name are required entry fields. If one of these are left blank, the message “First (or Last) name may not be left blank.” displays. When entering the Month and Year Received, both month and year fields must be completed of the message “The date entered was not able to be interpreted as a valid month and year. Leave blank if month and year are unknown.” displays. The Cancel button will cancel your entry and open the recipient list for the Master Mechanic Award and display the following message.

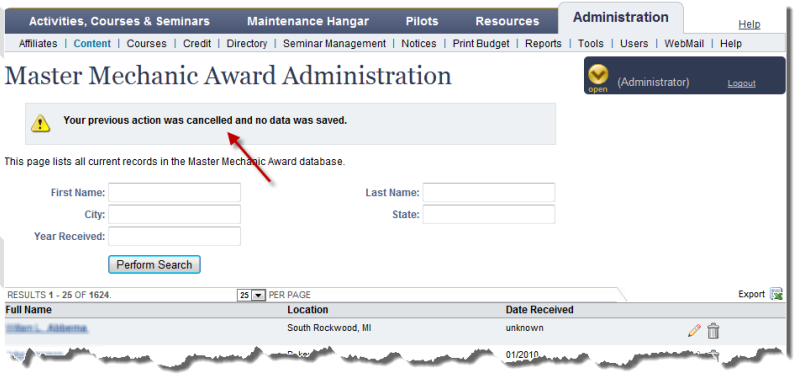



When the Save button is used the recipient list opens to display the following message.




The search fields can be used to find the newly saved record. Care should be taken when adding recipients, duplicate checking is not performed.

When the Cancel button is used at the Master Mechanic Award Administration page, recipient list opens and displays the following message




## 4.3. Course Management

The course management page contains links to Course, Survey/Feedback, Categories and Certificate information.

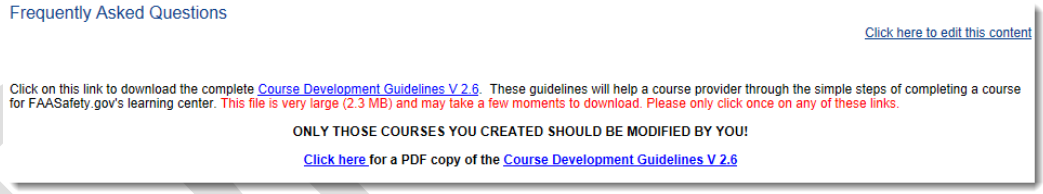
### 4.3.1. Courses

FAASafety.gov online courses are managed using the View All, Create New, and Create New External Course links. Course Author Management allows you to view course authors or add a new course author.

Course statuses include Pending Acceptance, In Progress, Accepted, and Offline. Pending Acceptance indicates the course has been submitted for approval and the approval process is in progress. Accepted indicates the course has been reviewed and accepted and is available to FAASafety.gov users. In Progress indicates the course has been rejected in its current state. Offline indicates the course has been removed from the accepted course list and is no longer available to FAASafety.gov users. Currently, the Offline status will mark the course as offline and there is no way to return the course to the accepted status. This status should not be used until it has been re-designed.

If a course is deleted, statistics for the course are lost. The delete action is not available for courses with an Accepted status. If an accepted course is found to have problems, the Take Offline option can be used to remove a course from the online course list for testing. If you delete a course all statistics associated with the course are lost so we don't delete. Instead, choose the Take Offline action to remove the course from the list of available online courses. While the course status is Offline, the administrator will be able to test the course for errors so they can be fixed and the course can be placed online again.

The Page Help link to the right of the **Administration** tab will open a new browser window with a link to open the current Course Development Guidelines document with information on how to provide course content for FAASafety.gov.

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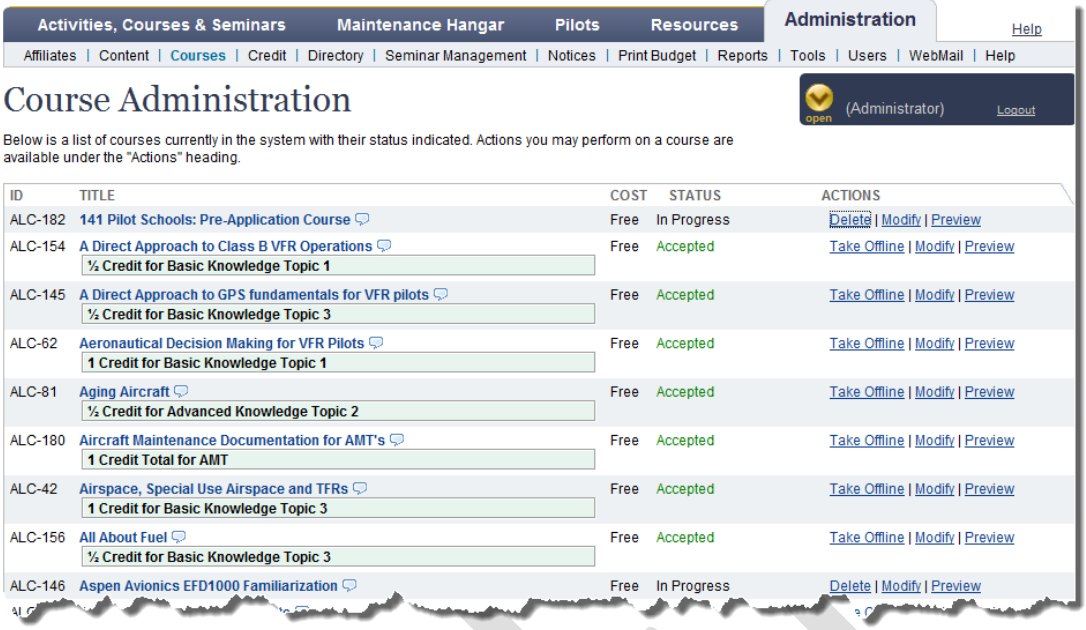
## 4.3.1.1. View All




View All opens the Course Administration page and displays the course ID, title, cost, and status for each course. These items are discussed under Create New in this section. The Actions column is used by the administrator to manage the course. Options that display in the Actions column are based on the course Status.

Course status and associated actions include:

- *Pending Acceptance* – When a new course is submitted, its status is Pending Acceptance. You will review these courses and choose to accept or reject them.
  - *Reject* – When you reject a course the Course Administration – Reject Course page displays. Enter a reason for the rejection in the Reason filed and click Reject. An email is sent to the course author notifying them of the rejection. The rejection reason is included in the email notification. The course Administration page displays with the course status as In Progress.
  - *Accept* – When you accept a course, a confirmation message displays on the screen including the course name. If the correct course name displays, click Accept to accept the course. When a course is accepted, an email is sent to notify the author of its acceptance. The status at the Course Administration page displays Accepted.
  - *Preview* – Preview will open the Course Overview page including description, cost and course (content) overview. Buttons are available for you to enroll in or preview the course. If you click Preview Course, the course will open with a status indicating that you are previewing the course.
- *In Progress* – These courses have been rejected and moved from a Pending Acceptance status to In Progress. Courses that are In Progress can be modified and submitted again for acceptance.

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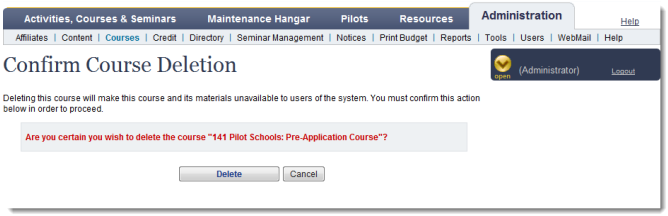
- *Delete* – When you choose to delete a course with a status of In Progress and click Delete at the confirmation message, the course is delete and removed from the list of available courses. Statistics for the course are also removed and cannot be recovered.
- *Modify* – Modify allows you to change anything on the Course Management page. Buttons that display at this page for courses with a status of In Progress include Save In Progress and Cancel. Save In Progress will save changes and remain at the Course Management page. Cancel will ignore changes and return to the Course Administration page.
- *Preview* – Preview will open the Course Overview page including a brief overview of the course and Enroll in Course and Preview Course buttons.

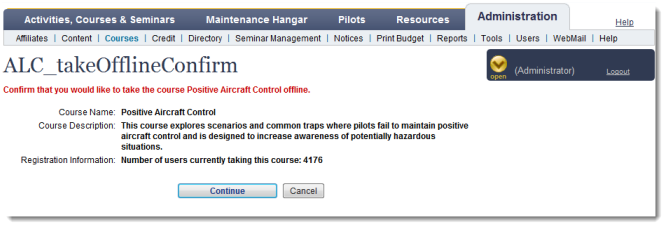
- *Accepted* –Accepted courses are included in the list of available courses.
  - *Take Offline*–**This selection is under development and SHOULD NOT BE USED**. Take Offline will change the Status to Offline. Once a course has been set to Offline, there currently is no way to return it to an In Progress or Accepted status.
  - *Modify*– Modify allows you to change anything on the Course Management page. Buttons that display at this page for courses with a status of In Progress include Save In Progress and Cancel. Save In Progress will save changes and remain at the Course Management page. Cancel will ignore changes and return to the Course Administration page.
  - *Preview* – Preview will open the Course Overview page including description, cost and course (content) overview. Buttons are available for you to enroll in or preview the course. If you click Preview Course, the course will open with a status indicating that you are previewing the course.
- *Offline* – Currently, if a course has this status, you can only preview the course. No other functionality is allowed. This status is created when you click Take Offline for a course with an Accepted status. These options are in development and **SHOULD NOT BE USED.**
  - *Preview*– Preview is the only action available for Offline courses. When selected, Preview will open the Course Overview page including description, cost and course (content) overview. Buttons are available for you to enroll in or preview the course. If you click Preview Course, the course will open with a status indicating that you are previewing the course.

Courses that are submitted for acceptance display the status In Progress. The Delete option allows you to delete an In Progress course. When you click Delete, a message displays asking for deletion confirmation. Care should be taken when choosing to delete a course as its statistics and course information are removed from FAASafety.gov.

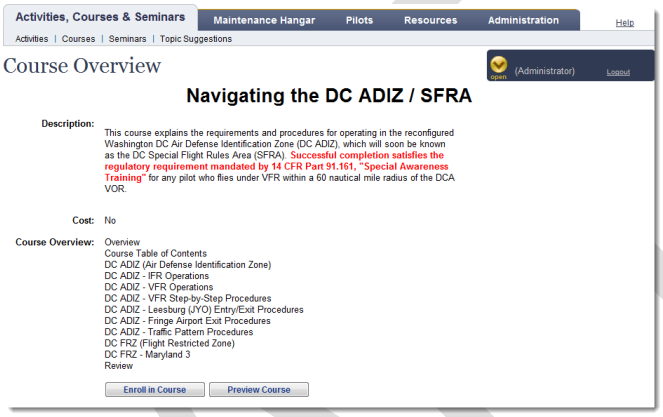



When a course has been approved, the status shows Accepted and the Take Offline option displays in the Actions column. **This option is under development and SHOULD NEVER BE USED**.

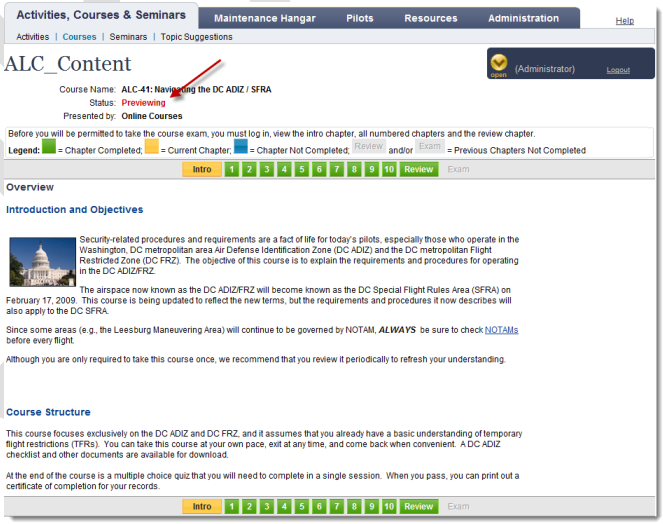
In the future it will be used to temporarily remove the course from the online course listing. When used, a confirmation message displays.




Courses with a status of Offline display a Preview option. This preview is different than the preview offered at courses with a status of In Progress or Accepted.

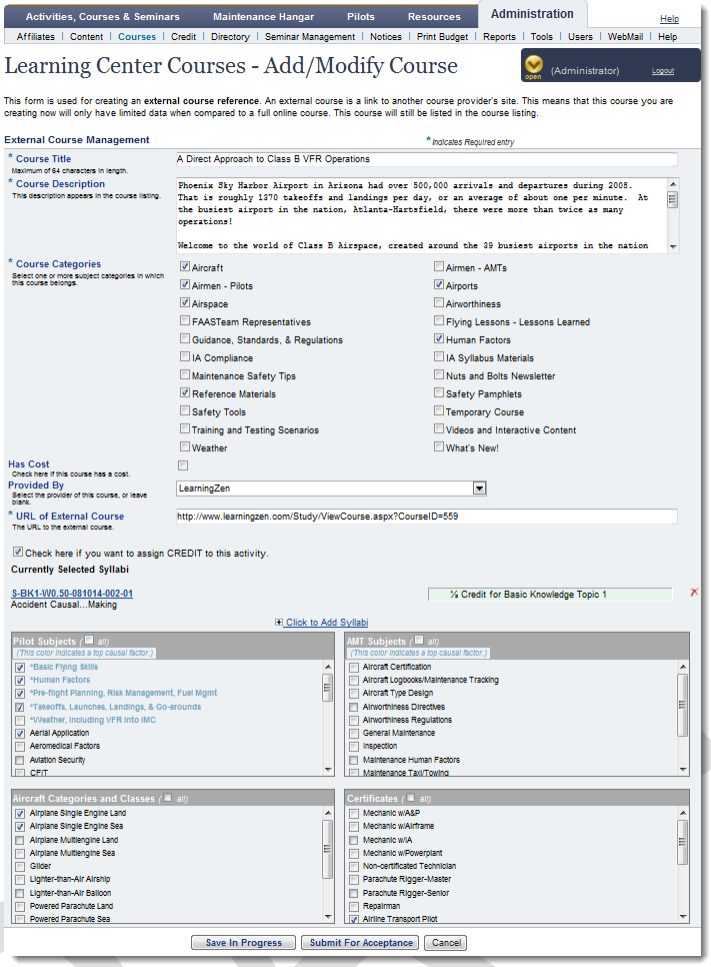



When used, the Course Overview displays. The Preview Course button is used to preview the entire course. When the course opens, the Status will indicate Previewing.

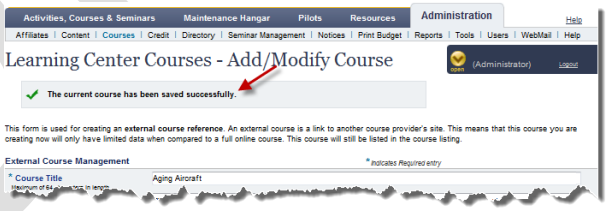



The administrator can use Modify to review the course configuration and description. You are allowed to make changes to the course, save the changes, and submit them for acceptance.

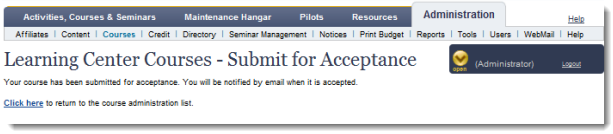
For field information presented on the Learning Center Courses – Add/Modify Course page see the following section, Create New.




When you click Modify on a course with a status of In Progress, three buttons display at the bottom of the page, Save In Progress, Submit For Acceptance, and Cancel. The Save In Progress button performs a quick save function. When the save is complete, a confirmation message will display at the top of the page.

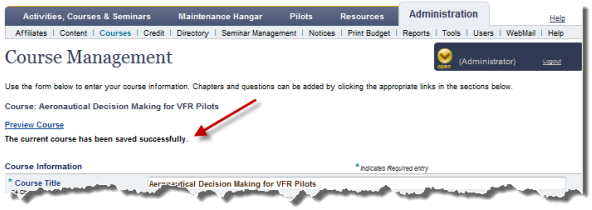



When the Submit for Acceptance button is used, the screen will refresh and a confirmation message will display.




The Click here link at the submission message opens the Course Administration page. While the Learning Center Courses – Add/Modify Course page is open, you can continue to edit the current course or use the Cancel button to return to the list of courses.

If you open the Modify link for a course that has a status of Accepted and click the Save In Progress button, the confirmation message displays below the Preview Course link at the top of the Course Management page. Only two buttons display at the bottom of courses with this status Save In Progress and Cancel.



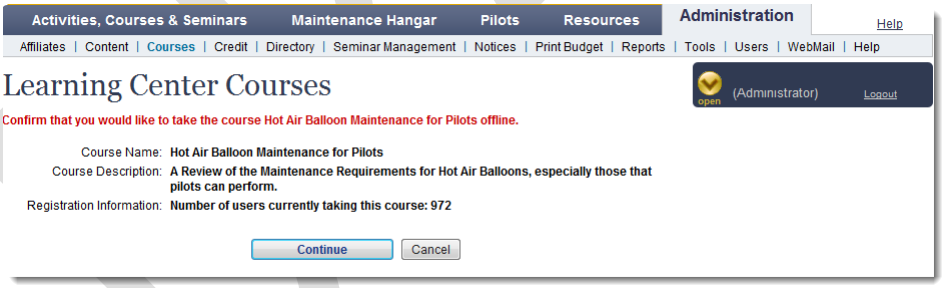

The Cancel button allows you to return to the list of courses without saving changes. Note, previously saved changes cannot be cancelled.

When you click the Submit For Acceptance button, a list displays including courses in the system. The list sorts alphabetically by TITLE. Each course shows the course ID, title, cost, status, and actions. Actions you may perform on a course are available under the "Actions" heading. (see text from the page)

In Progress, delete, modify, preview

Status list includes In Progress, Accepted, and Offline

Take Offline




Provides a list of available courses and allows the administrator to delete, modify, and preview courses in progress and **take offline (Never Use This**), modify and preview courses accepted.

All FAA courses offered by the FAA are free; courses supplied by third parties will require a fee.

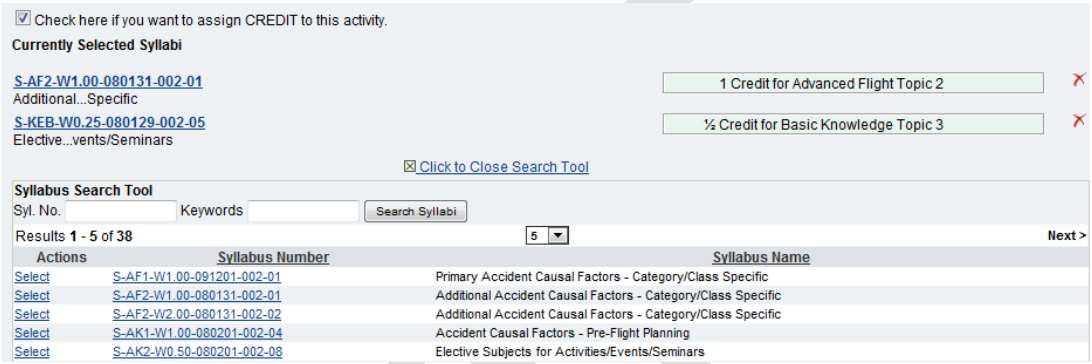
Modify will open the course setup and descriptions page and allow the administrator to make changes to course details. Note that the Course Chapters Intro and Review items have Edit links and the Chapters have both Edit and Delete links.

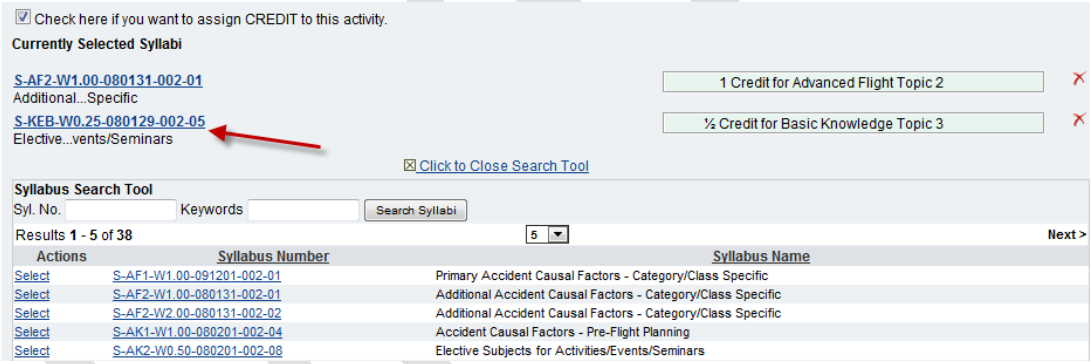
When a check mark has been entered at “Check here if you want to assign CREDIT to this activity.” additional information is provided in the lower section of the page. When you click the + symbol to the left of “Click to Add Syllabi”, you can enter a syllabus number and/or keywords and click Search Syllabi to see view a search results list. When you click Search Syllabi with the Syl. No. and

leave Keyword fields blank, all syllabi will display. The results line will show the number of found records. In the center, you can use the drop down arrow to expand the list to show 5, 10, 25, or 50 records on the screen. The Next>, <Previous Next>, and <Previous buttons allow you to show the next set of records when more records are found than are displayed.

To view a syllabus, click on the syllabus number. To select a syllabus, click on Select to the left of the syllabus number. When selected, the syllabus number, name and credit information display below "Check here if you want to assign CREDIT to this activity." To remove a syllabus, click the red X to the right of the credit information box.

Feedback Form, defaults to Course Rating, why? At the place where you enter new feedback forms it shows 3 available but only shows this one here.



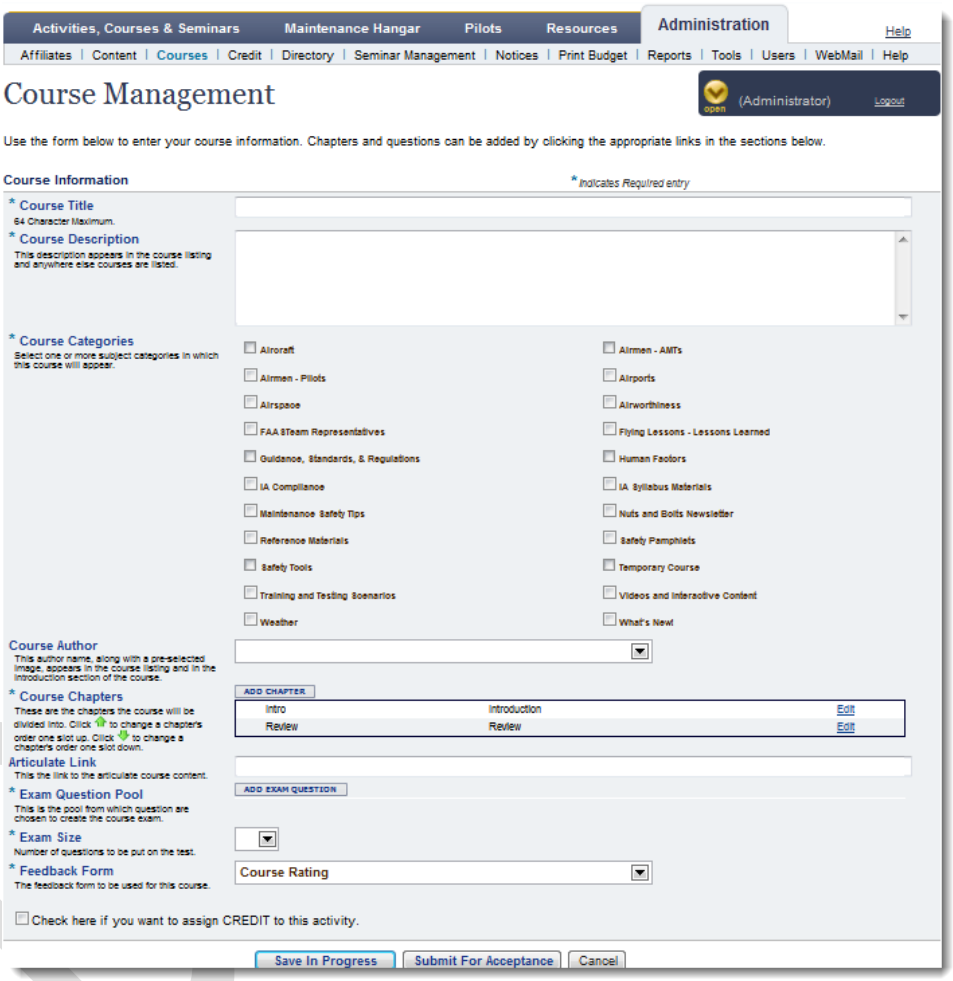

If the selected course has a status of In Progress and the course is an internal course, the Preview Course link will open the Learning Center Courses Content form in a new window showing a status of Previewing. To review the course click the buttons for Intro, 1 (a number for each chapter), Review, and Exam. When you have completed your review, use the browser close button to close the open window. Preview of external courses is not allowed.

Preview opens the course at the Activities, Courses & Seminars Courses page. When you, as administrator, are previewing the course make sure you use the Preview Course button and not the Enroll in Course button displayed on the page.

Delete will make the course unavailable to users. When you click delete, a confirmation message displays. If you clicked delete in error, use the Cancel button to return to the list.

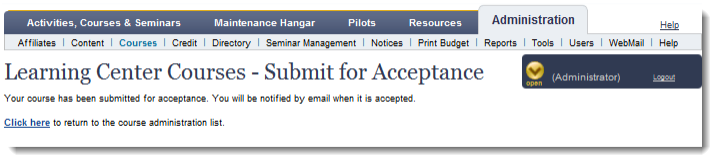
Open, shows the course description, cost and course overview along with another preview button that opens the course. Administrators can review the course prior to accepting the course.

## 4.3.1.2. CREATE NEW



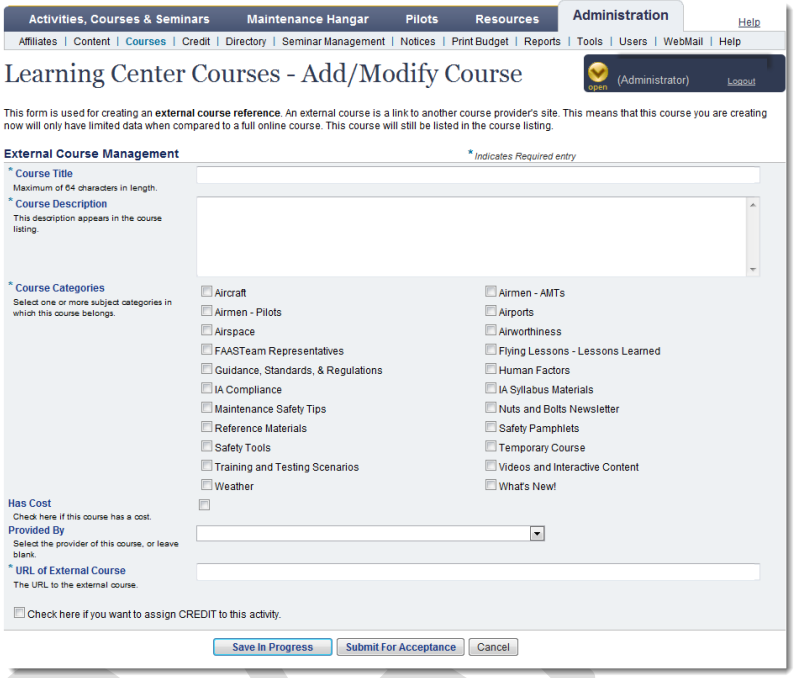

Intro, review, one numbered chapter, exam must be included in each course. Check .pdf for random exam questions, if 20 questions, submit 25 or more.

The Submit For Acceptance button is used to submit the course for acceptance. When this button is used, a message displays indicating you will be notified when the course is accepted. Submitted courses show a status of Pending Acceptance and the Action options include Reject, Accept, and Preview.

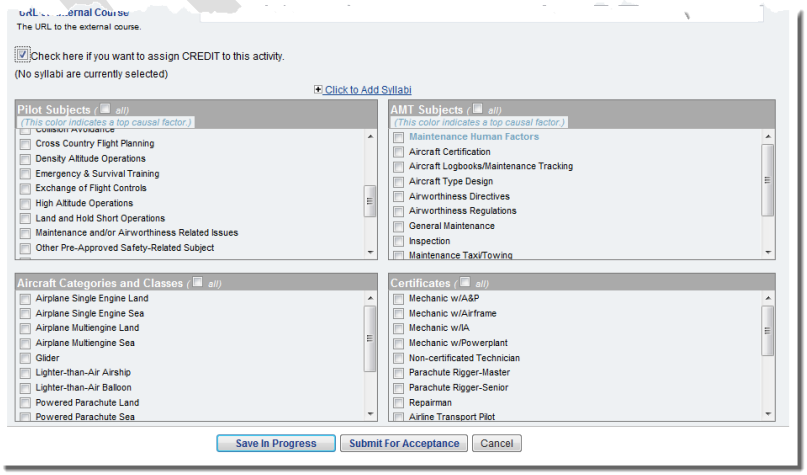


The Save In Progress button allows you to save the course information without submitting it for acceptance. This allows you to return and continue to modify the course.

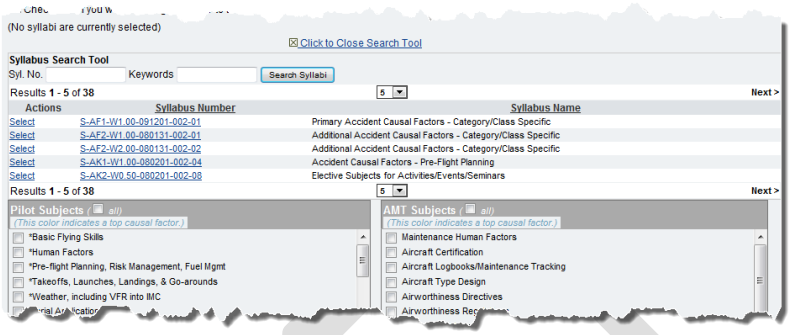
### 4.3.1.3. Create New External Course




When Check here if you want to assign CREDIT to this activity is checked, the following information will display for selection.



The following information displays for selection when you click the plus sign or text at Click to Add Syllabi. Note that the selections displaying in the next example were found using the Search Syllabi button with blank Syl. No. and Keywords fields. Notice the Results show more than are displayed on the page. The Next> button to the right of the syllabi listing will open the next set of found records. When you click Next>, <Previous Next> displays and allows you to search in either direction. The drop-down field at the center top of the list ( 5 ) will allow you to determine the number of records to display in the syllabus section.




## 4.3.1.4. Course Author Management

1. Enhancements/Revisions
   a. **Administer Course Authors**: While the system currently enables the assignment of a Course Author, there needs to be an interface for authorized users to Add new Course Authors, edit existing Course Authors, and "Delete" existing Course Authors
   b. **Administer Course Managers**: May differ from the actual Course Author, Course Manager(s) will oversee the course
      i. Need to be able to assign 1-Many Course Managers to a course (Primary, and alternate managers, and specify contact information for each manager)
      ii. Course Manager information needs to be present when displaying course details in the system
   **c. Course Managers Management of a Course**
      i. A Course Manager should only be able to manage Courses where they are assigned as a Course Manager
      ii. Need to be able to specify number of days that should lapse before an email notification is sent to students
   **d. Administer Course Reviewers:** Subject matter experts that will be responsible for reviewing course content.
      **i.** Need to be able to assign 1-Many Course Reviewers to a course (specify contact information for each Reviewer)
   **e. Reports**: There is a need for several course reports to be developed
      **i.** Course Report for Course Manager
         **1.** View the number of students enrolled, withdrawn, etc. given a reporting time frame, and course
         **2.** Breakdown of Test Scores, Questions and Answers

a. Questions asked/answered per question number (cannot currently determine question number since the questions are randomly generated) for a given course

b. Tally of times a question was asked, with a breakdown of the responses provided.

**f. Course Pre-Requisites**

i. When a course is created, need to enable the Author/Manager? To specify not only pre requisite courses that must be completed, but also specify the sequence in which the pre-requisites must be accomplished

**g. Email Notifications**

i. Provide notice to a student for a course where they enrolled, but have not yet completed, given a number of days specified by the Course Manager before the notice is sent

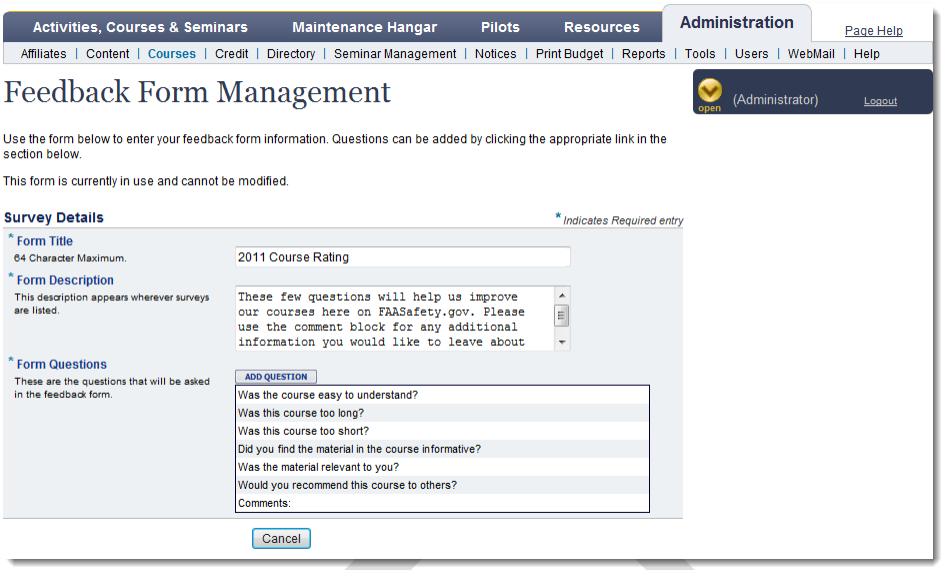
ii. Email report to Course Manager, presenting statistics involving a given course.

## 4.3.2. Survey/Feedback

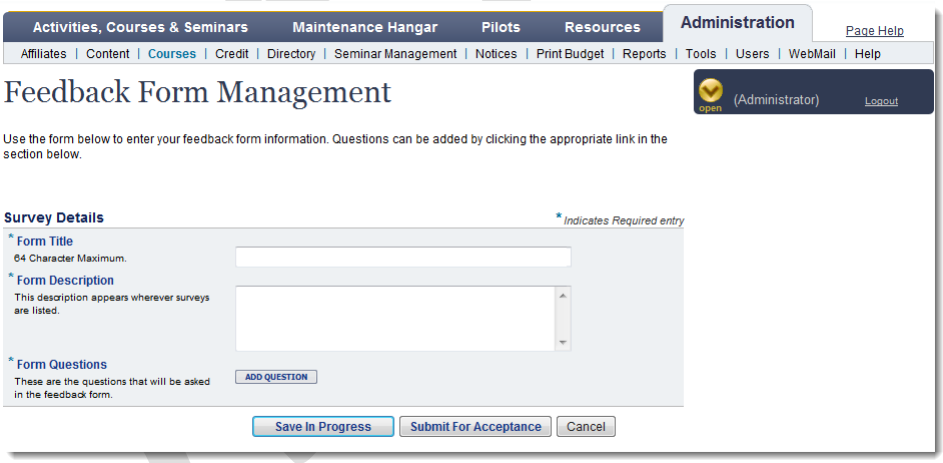
These links are used to manage feedback forms: Links to View All, Create New.

### 4.3.2.1. View All

Manage



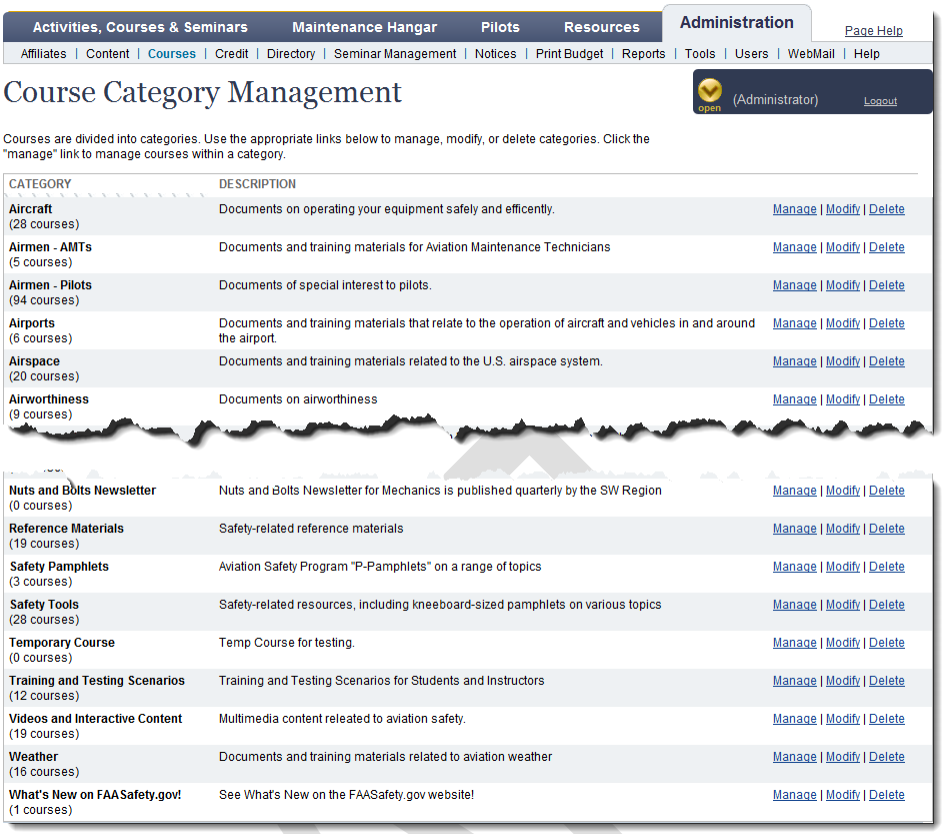

### 4.3.2.2. Create New



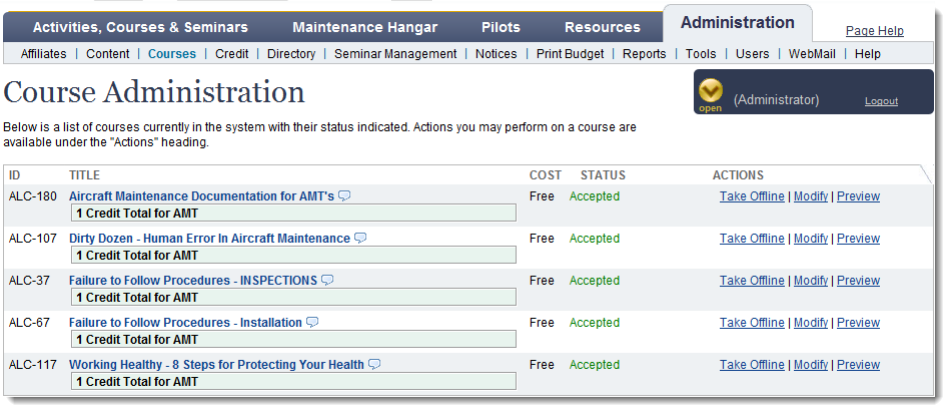

## 4.3.3. Categories

These links, View All and Create New, are used to manage, modify, and delete course categories.

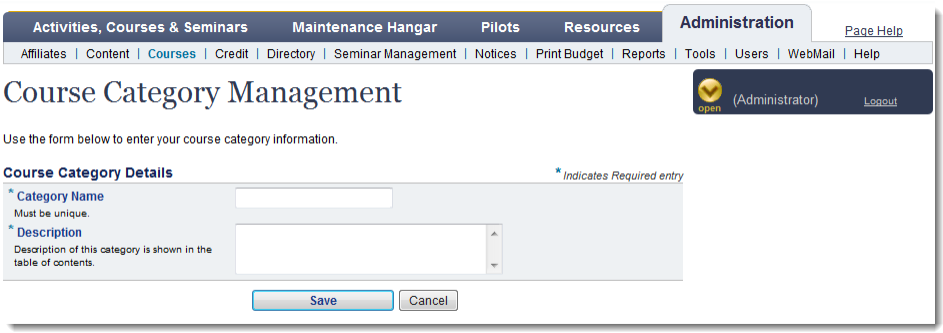
## 4.3.3.1. View All




Manage – When you click Manage for a category all the courses for that category display.



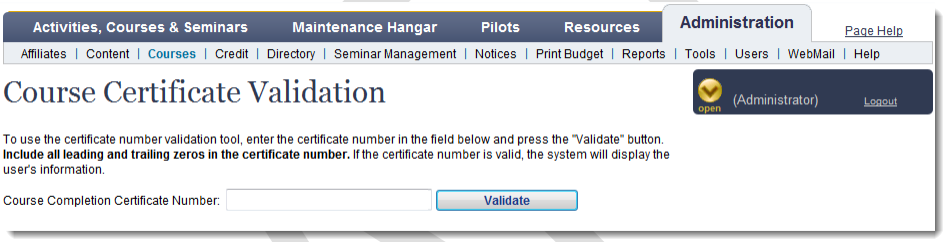
#### 4.3.3.2. CREATE NEW



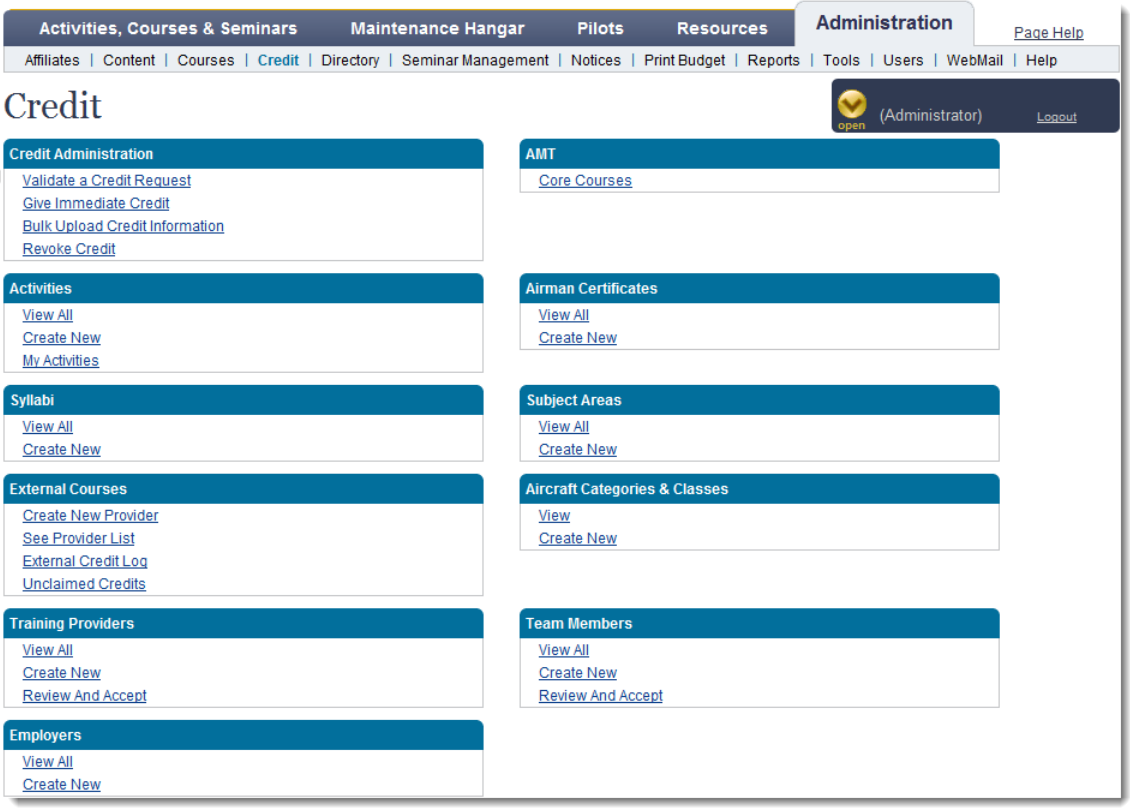

### 4.3.4. CERTIFICATES

This link is used to validate that a particular course completion certificate is valid.

#### 4.3.4.1. VALIDATE




## 4.4. CREDIT



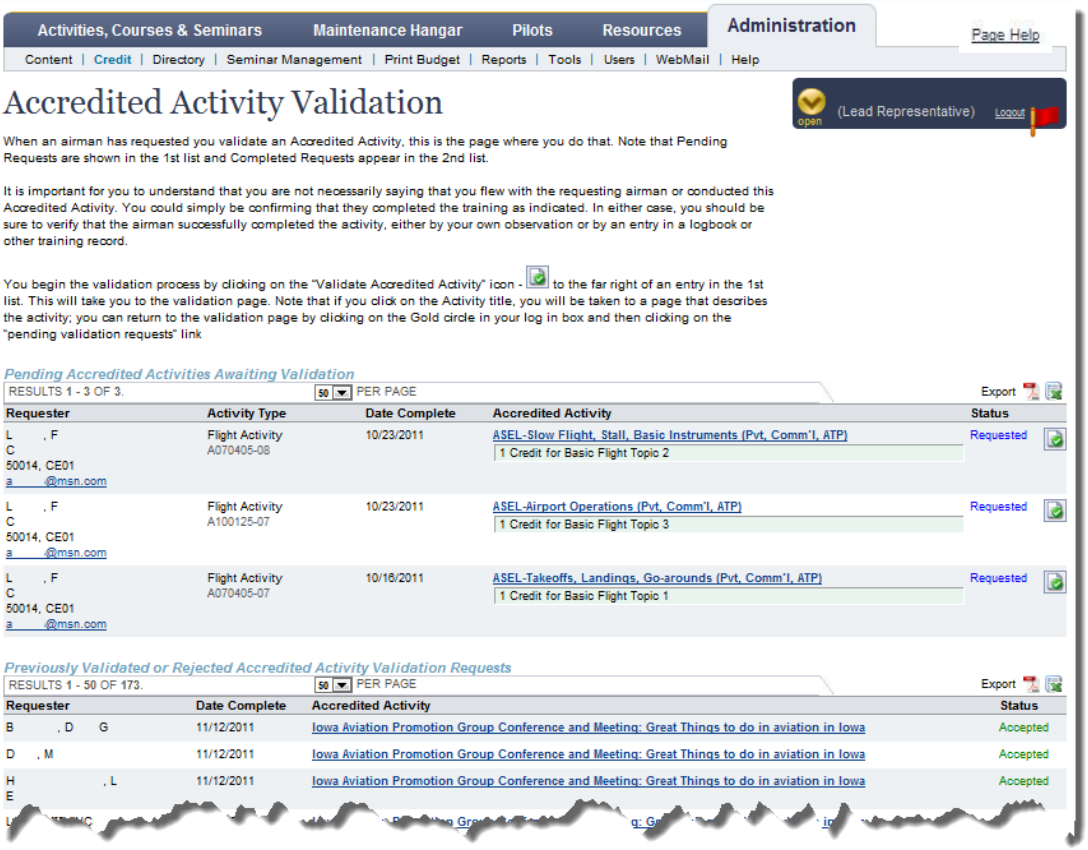
The Credit page contains links to Credit Administration, Activities, Syllabi, and the following Administrator links: External Courses, Employers, Training Providers, AMT, Airman Certificates, Subject Areas, Aircraft Categories & Classes, IA Refresher Course, and Team Members.

Only ATC users do not see this selection on their Administration menu.

## 4.4.1. Credit Administration

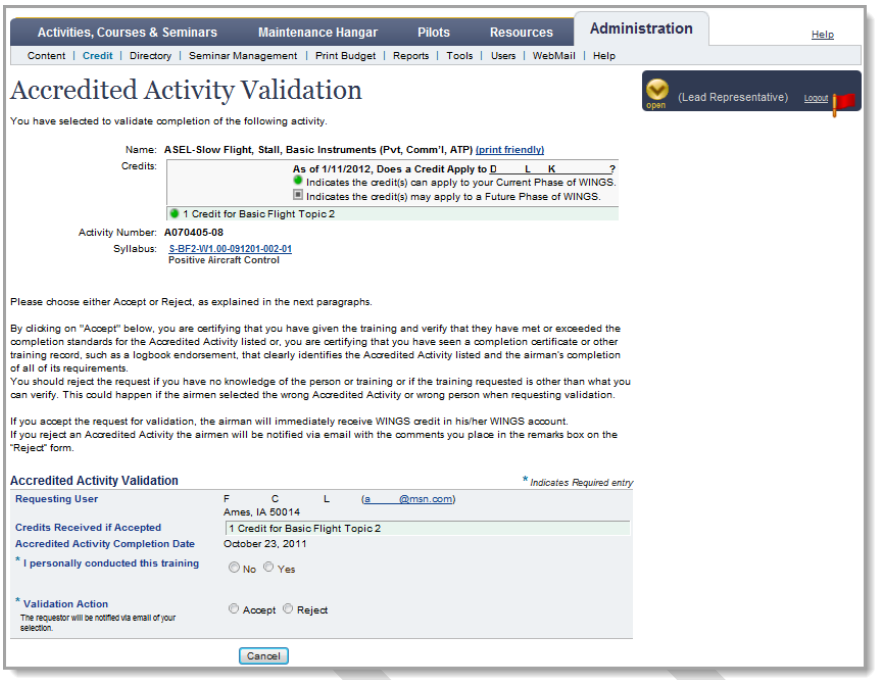
These links, Validate a Credit Request, Give Immediate Credit, and Administrators only - Revoke Credit, are used to manage credit requests. If the activity number is not known, a link to search activities is available on the page.

### 4.4.1.1. Validate a Credit Request

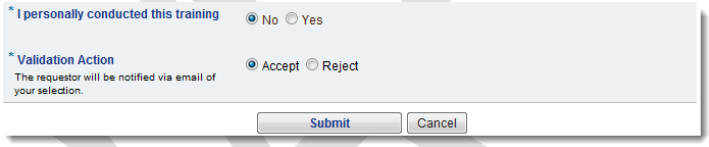



To validate credit, click Administration, Credit, Validate a Credit Request. The Accredited Activity Validation page displays. The page is divided into three sections. The first section describes the page. The second section, Pending Accredited Activities Awaiting Validation displays your validation requests. The third section, Previously Validated or Rejected Accredited Activity Validation Requests displays your accepted and rejected requests.

To begin the validation process, click the icon ( ) to the right of the activity you will validate.



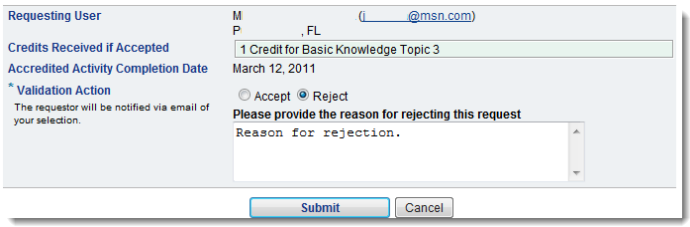

The validation page displays. When you answer the two questions in the Accredited Activity Validation box a Submit button displays.




*Accept* – To accept the validation click the Accept radio button. When the Submit button is used to save the validation the message "The Accredited Activity has been successfully validated and the requesting user has been notified." displays.

When the validation is accepted, you must select Yes or No to indicate if you personally conducted the training.

*Reject* – When the validation is rejected, a textbox opens to enter a rejection reason. Enter a rejection reason and click the Submit button to continue. The message "The Accredited Activity has been rejected and the requesting user has been notified with your rejection message." displays.




Below the acceptance or rejection confirmation message is a Return to Previous Page link. Click this link to return to your validation list. The newly validated item appears at the top of the list showing a status of Accepted or Rejected.

When the Submit button is used, an email is sent to the person requesting the validation including the following information.

The accredited activity A100126-50 has been **VALIDATED** by **D K** (d 24@yahoo.com) on 01/23/2012*. Thank you for participating in the WINGS, Pilot Proficiency Program or the AMT Awards Program.

Requesting User: **G Y** (r 3@yahoo.com)
Accredited Activity Number: **A100126-50**
Accredited Activity Name: **AMES-Slow Flight, Multiengine Operations (ATP, Comm'l, Pvt)**
Accredited Activity Completion Date: **05/06/2011**

* If credit was earned before the user registered on FAASafety.gov, the validation date will be the later of either the date the credit was validated or the date the user registered on FAASafety.gov.

The Cancel button closes the record without saving changes and displays the message "Your credit validation action has been cancelled and no changes were made." The Return to Previous Page link displays your validation list.

When you have completed all your validation requests, the red alert flag will no longer display on your login box.

Note: A print friendly link is provided to the right of the course name. This link opens a printer friendly view of the course content. Use the browser close button to close this browser window.

Accredited Activity Information

Name: **ASEL-Slow Flight, Stall, Basic Instruments (Pvt, Comm'l, ATP)**

Credits:

**As of 1/11/2012, Does a Credit Apply to D L K ?**
Indicates the credit(s) can apply to your Current Phase of WINGS.
Indicates the credit(s) may apply to a Future Phase of WINGS.

1 Credit for Basic Flight Topic 2

Activity Number: **A070405-08**

Syllabus: S-BF2-W1.00-091201-002-01
Positive Aircraft Control

From the Private Pilot Practical Test Standards for Airplane

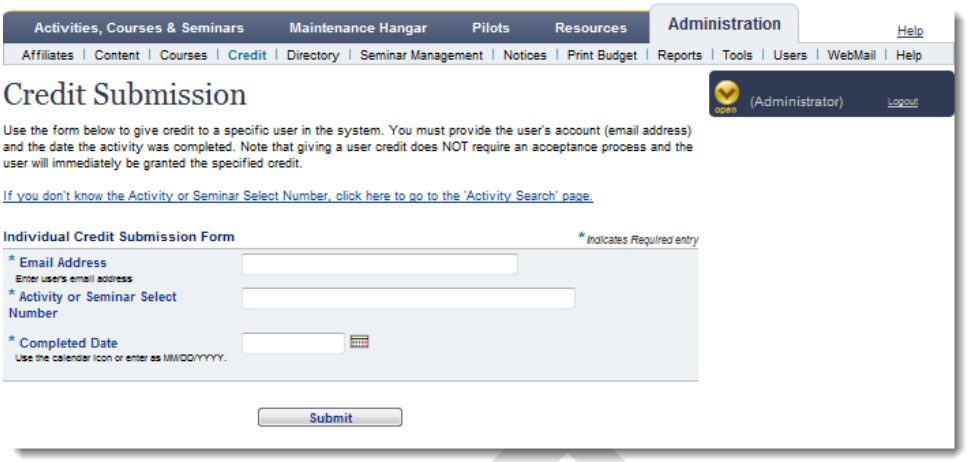
1. Area of Operation VIII, Task A: Maneuvering During Slow Flight
2. Area of Operation VIII, Task B: Power-Off Stalls
3. Area of Operation VIII, Task C: Power-On Stalls
4. Area of Operation IX, Task A: Basic Instrument Maneuvers, Straight-and-Level Flight
5. Area of Operation IX, Task D: Basic Instrument Maneuvers, Turns to Headings
6. Area of Operation IX, Task E: Recovery from Unusual Flight Attitudes

**Note**: The Practical Test Standards for Sport, Recreational, and Private Pilot - Airplane do not authorize the use of FAA-qualified and approved flight simulators or flight training devices in lieu of an appropriate aircraft.

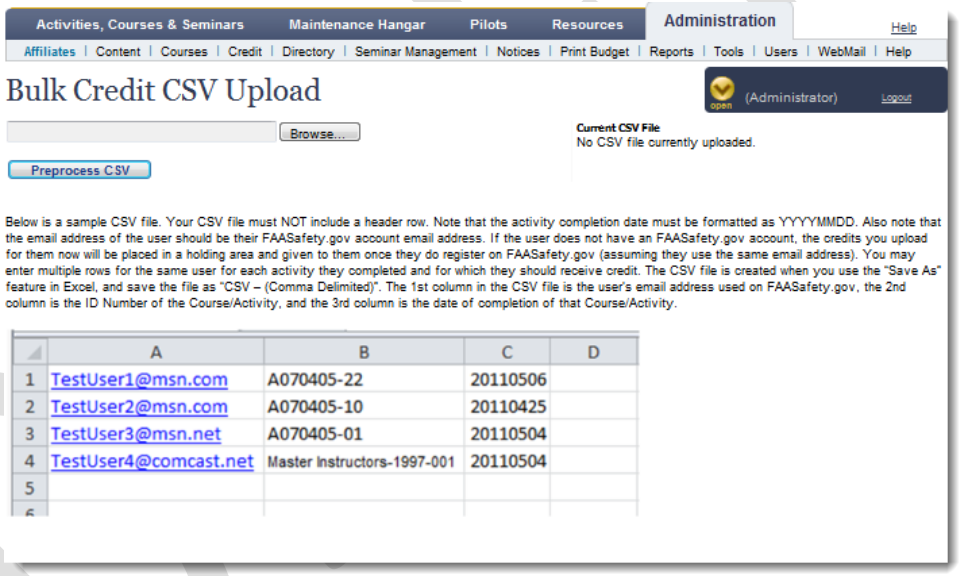
When all items have been validated and you navigate away from this page, the alert is removed from the login box.

For additional information on this topic, refer to the My Alerts, Pending Validation Requests section of this manual.

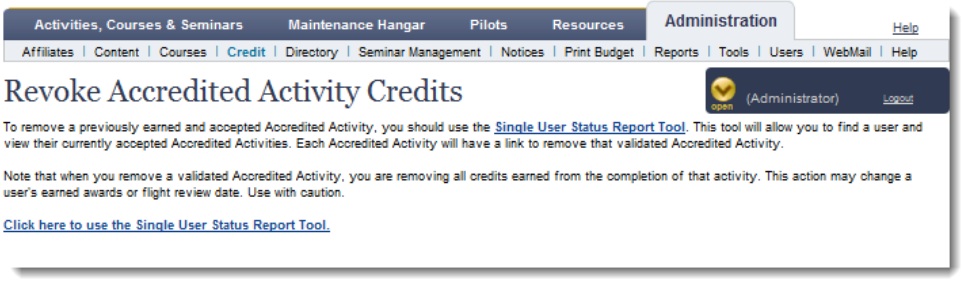
## 4.4.1.2. Give Immediate Credit




## 4.4.1.3. Bulk Upload Credit Information




## 4.4.1.4. Revoke Credit

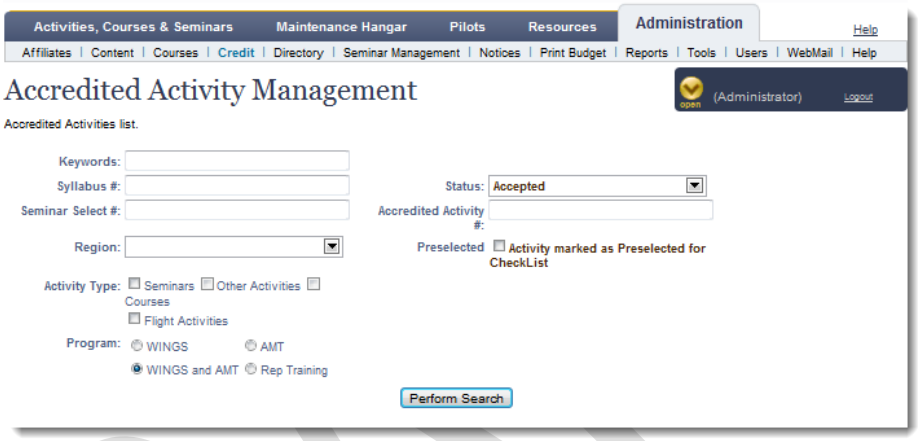


To revoke accredited activity credits, use the Single User Status Report to locate the user. Click either link to open the Single User Status Report page. For more information on revoking credit refer to the Administration, Reports, Single User Report section of this manual.

## 4.4.2. Activities

This area is used to manage all accredited activities. Validators can view all activities and give credit for any activity.

### 4.4.2.1. View All

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## 4.4.2.2. CREATE NEW

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Accredited Activity Management

(Administrator) Logout

This page is used to edit the data for the Accredited Activity. Use the form below to fill in data about this Accredited Activity and press the "Save" button at the bottom when finished.

**Create Accredited Activity** — * Indicates Required entry

* **Activity Number** — Must be unique in the system and less than 45 characters including prefix.
* **Activity Name**
* **Activity Type?** — Flight Activity / Other Activity
* **Activity Zip Code** — Enter the zip code if this is a location-based activity. — or Not a location-based activity.
* **Activity Syllabi** — Select the syllabi that will award credits to users completing this accredited activity. You must select at least one. — (No syllabi are currently selected) — Click to Add Syllabi
* **Activity Has a Cost?** — If yes, a cost indicator icon $ will appear next to these items. — No / Yes
* **Activity Status** — This affects the public viewability of this accredited activity.
  - **In Progress** - Not publicly viewable
  - **Awaiting Acceptance** - Not publicly viewable
  - **Accepted** - Publicly viewable and searchable
  - **Archived** - Publicly viewable, but not usable
  - **Deleted** - No longer available
* **Activity Description** — The description should outline all requirements that must be met in order to obtain the credit specified below. — Font, Size — Design / HTML
* **Activity Categorizations** — These are the categorizations used by the end users to search and find this activity. Please choose accurately for this activity.

**Pilot Subjects** (all) (This color indicates a top causal factor.)
- *Basic Flying Skills
- *Human Factors
- *Pre-flight Planning, Risk Management, Fuel Mgmt
- *Takeoffs, Launches, Landings, & Go-arounds
- *Weather, including VFR into IMC
- Aerial Application
- Aeromedical Factors

**AMT Subjects** (all) (This color indicates a top causal factor.)
- Aircraft Certification
- Aircraft Logbooks/Maintenance Tracking
- Aircraft Type Design
- Airworthiness Directives
- Airworthiness Regulations
- General Maintenance
- Inspection
- Maintenance Human Factors

**Aircraft Categories and Classes** (all)
- Airplane Single Engine Land
- Airplane Single Engine Sea
- Airplane Multiengine Land
- Airplane Multiengine Sea
- Glider
- Lighter-than-Air Airship
- Lighter-than-Air Balloon
- Powered Parachute Land
- Powered Parachute Sea

**Certificates** (all)
- Mechanic w/A&P
- Mechanic w/Airframe
- Mechanic w/IA
- Mechanic w/Powerplant
- Non-certificated Technician
- Parachute Rigger-Master
- Parachute Rigger-Senior
- Repairman
- Airline Transport Pilot

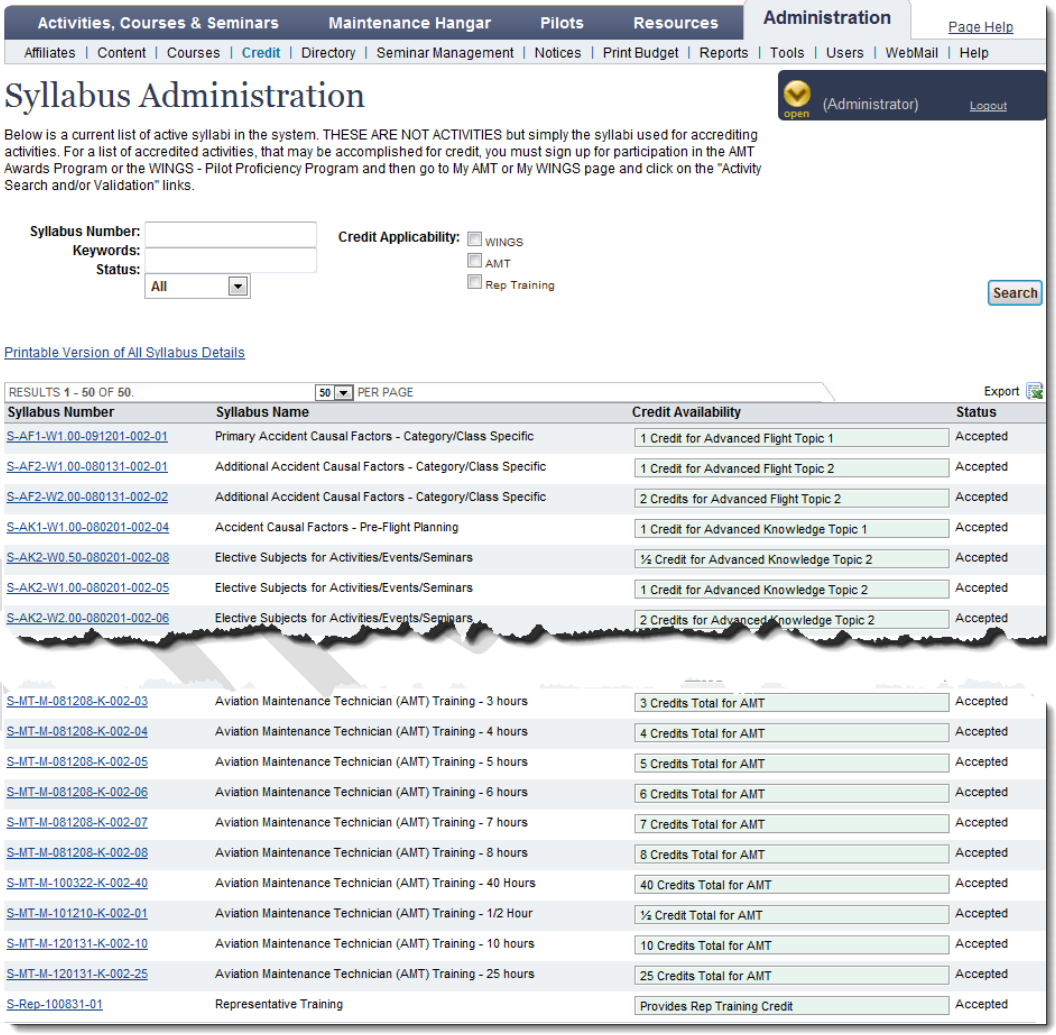
Save Changes | Submit for Acceptance | Cancel

#### 4.4.2.3. My Activities

### 4.4.3. Syllabi

This section gives those with the proper permissions the ability to View All Syllabi and, for Administrators only, the ability to Create New syllabus materials and modify existing syllabi.

#### 4.4.3.1. View All




Displayed is a list of the syllabi that are used to give credit. These syllabi were designed by the FAASTeam. If you are going to create a course or activity and you want to give credit, you can assign one of these syllabi when you create the course or activity.

Click on a Syllabus Number to view information about the syllabus. When the Syllabus description displays, links to *Modify* and *Delete* appear at the top of the list, just below the login box.

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# Syllabus Information

open (Administrator) Logout

Below you will find the information about the syllabus you have selected.

Modify Delete

*Syllabus Number* **S-BF2-W1.00-091201-002-01**

1 Credit for Basic Flight Topic 2

**Positive Aircraft Control**

Activities utilizing this syllabus must include selected tasks as described in the Practical Test Standards (PTS) for the Sport Pilot, Recreational Pilot, or Private Pilot, as appropriate, in the topic of Positive Aircraft Control, determined to be an accident causal factor for a particular category and class of aircraft.

A Sport Pilot must meet the standards in the Sport Pilot PTS, a Recreational Pilot must meet the standards in the Recreational Pilot PTS, and a Private, Commercial, or Airline Transport Pilot must meet the standards in the Private Pilot PTS, for the Category and Class in which the pilot is rated. Pilots demonstrating that level of proficiency and incorporating such skills into their flying habits will have mitigated Positive Aircraft Control as an accident causal factor.

Note: Airmen may use an FAA-qualified and approved flight simulator or flight training device to complete certain flight task requirements when authorized by the applicable Practical Test Standards (PTS). The Practical Test Standards for Sport, Recreational, and Private Pilot - Airplane do not authorize the use of such equipment. We strongly encourage course providers to clearly indicate which of their flight tasks may be accomplished in such equipment in lieu of aircraft.

**ASEL** For Sport Pilots only from the Sport Pilot Practical Test Standards for Airplane, Gyroplane, Glider, and Flight Instructor with Change 1

1. Area of Operation VIII - Task A: Maneuvering During Slow Flight
2. Area of Operation VIII - Task B: Power-Off Stalls
3. Area of Operation VIII - Task C: Power-On Stalls
4. Area of Operation X - Task A: Emergency Approach and Landing
5. Area of Operation IV - Task K: Forward Slip to a Landing

**ASEL** For Recreational Pilots only from the Recreational Pilot Practical Test Standards for Airplane and Rotorcraft

1. Area of Operation V - Task A: Steep Turns
2. Area of Operation VIII - Task A: Maneuvering During Slow Flight
3. Area of Operation VIII - Task B: Power-Off Stalls

4. Area of Operation VI - Task C: Turns Around a Point
5. Area of Operation VIII - Task A: Maneuvering During Slow Flight
6. Area of Operation VIII - Task B: Power-Off Stall
7. Area of Operation VIII - Task C: Whip Stall and Tumble Awareness
8. Area of Operation IX - Task A: Emergency Approach and Landing (Simulated)
9. Area of Operation IX - Task B: Power-off Approach and Accuracy Landing
10. Area of Operation X – Task C: Docking and Mooring

**Weight Shift Control-Sea** For Private Pilots only from the Private Pilot Practical Test Standards for Powered Parachute and Weight Shift Control

1. Area of Operation V - Task A: Constant Altitude Turns
2. Area of Operation V - Task B: Energy Management
3. Area of Operation VI - Task A: Rectangular Course
4. Area of Operation VI - Task B: S-Turns
5. Area of Operation VI - Task C: Turns Around a Point
6. Area of Operation VIII - Task A: Maneuvering During Slow Flight
7. Area of Operation VIII - Task B: Power Off Stalls
8. Area of Operation VIII - Task C: Whip Stall and Tumble Awareness
9. Area of Operation IX - Task A: Emergency Approach and Landing (Simulated)
10. Area of Operation XI – Task C: Docking and Mooring

Note: Pilots successfully completing a practical test are presumed to meet the standards specified on that day. Therefore, appropriate credit is given in the *WINGS* - Pilot Proficiency Program. To receive credit for the completion of a practical test, that test must have been completed on or after May 2, 2007.

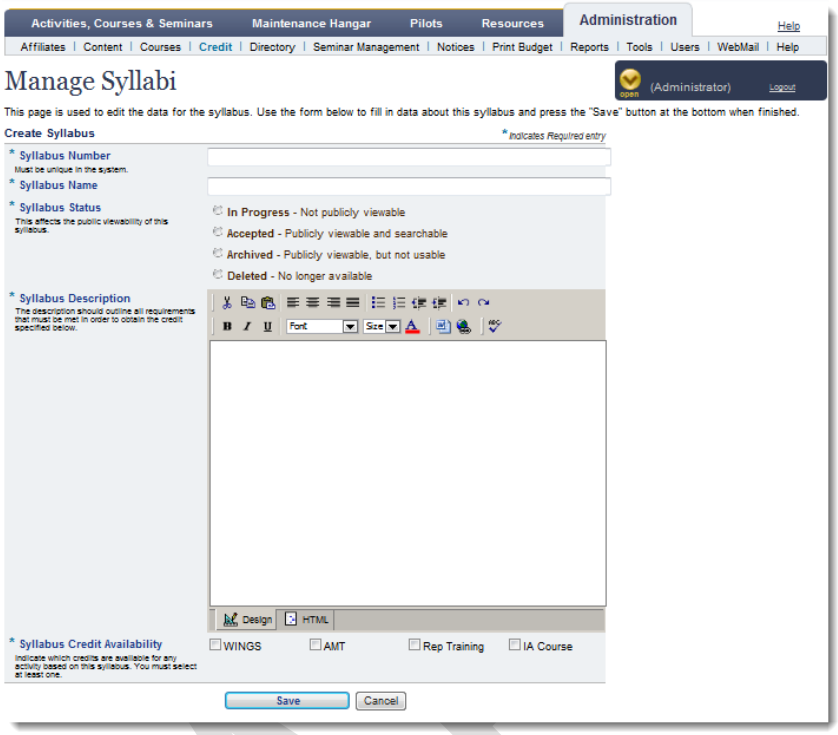
**Questions may be addressed to Support@FAASafety.gov.**

Keyword: Provider; FCB2; BF2

Click here to go back.

To modify the syllabus, click Modify.

### 4.4.3.2. Create New

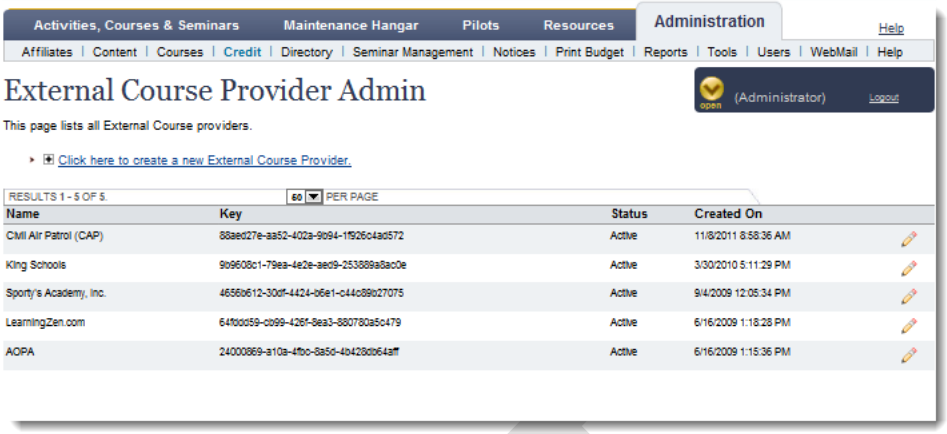



## 4.4.4. External Courses

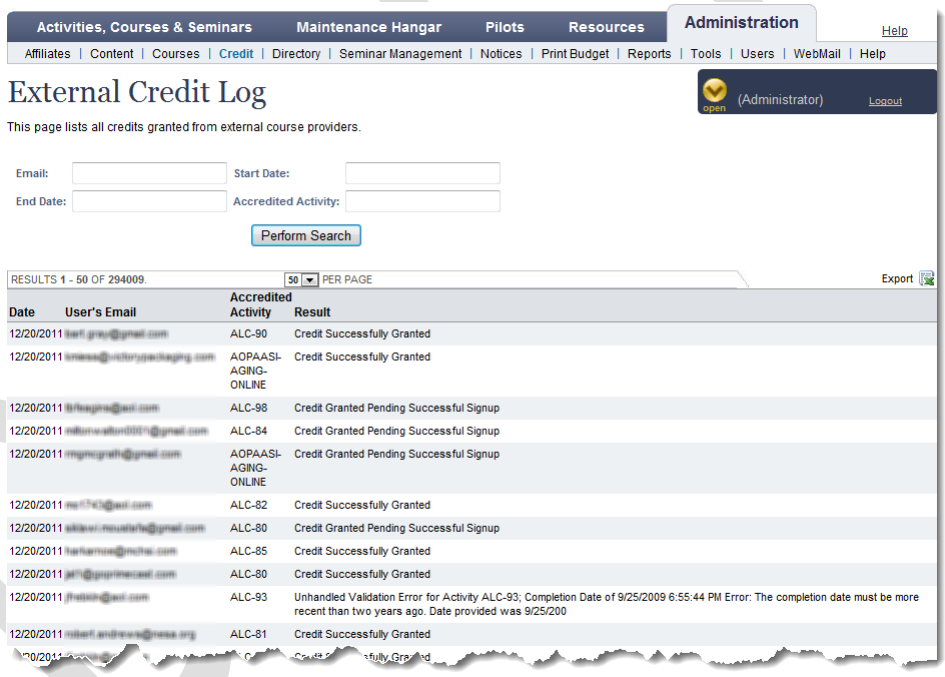
This section permits Administrators to Create New Providers, to see the Provider List, the External Credit Log, and the list of Unclaimed Credits.

### 4.4.4.1. Create New Provider

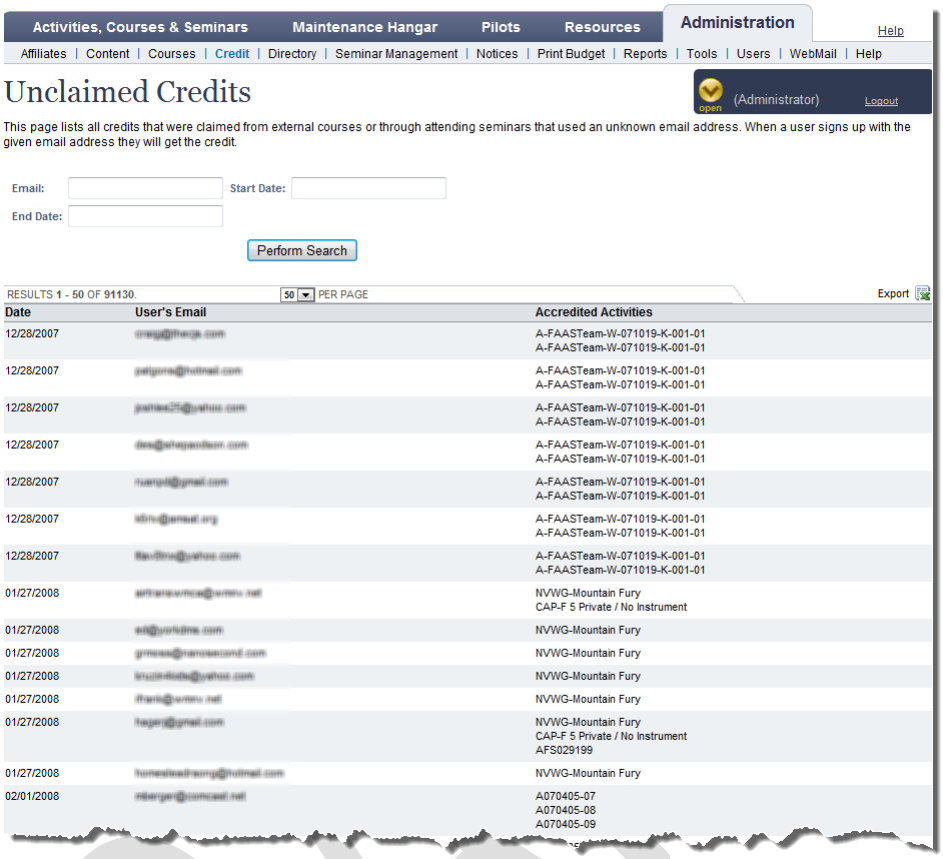
## 4.4.4.2. See Provider List




## 4.4.4.3. External Credit Log



## 4.4.4.4. UNCLAIMED CREDITS



Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Help

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# Unclaimed Credits

open (Administrator) Logout

This page lists all credits that were claimed from external courses or through attending seminars that used an unknown email address. When a user signs up with the given email address they will get the credit.

Email: Start Date:

End Date:

Perform Search

RESULTS 1 - 50 OF 91130. 50 PER PAGE Export

| Date | User's Email | Accredited Activities |
|---|---|---|
| 12/28/2007 | [illegible] | A-FAASTeam-W-071019-K-001-01<br>A-FAASTeam-W-071019-K-001-01 |
| 12/28/2007 | [illegible] | A-FAASTeam-W-071019-K-001-01<br>A-FAASTeam-W-071019-K-001-01 |
| 12/28/2007 | [illegible] | A-FAASTeam-W-071019-K-001-01<br>A-FAASTeam-W-071019-K-001-01 |
| 12/28/2007 | [illegible] | A-FAASTeam-W-071019-K-001-01<br>A-FAASTeam-W-071019-K-001-01 |
| 12/28/2007 | [illegible] | A-FAASTeam-W-071019-K-001-01<br>A-FAASTeam-W-071019-K-001-01 |
| 12/28/2007 | [illegible] | A-FAASTeam-W-071019-K-001-01<br>A-FAASTeam-W-071019-K-001-01 |
| 12/28/2007 | [illegible] | A-FAASTeam-W-071019-K-001-01<br>A-FAASTeam-W-071019-K-001-01 |
| 01/27/2008 | [illegible] | NVWG-Mountain Fury<br>CAP-F 5 Private / No Instrument |
| 01/27/2008 | [illegible] | NVWG-Mountain Fury |
| 01/27/2008 | [illegible] | NVWG-Mountain Fury |
| 01/27/2008 | [illegible] | NVWG-Mountain Fury |
| 01/27/2008 | [illegible] | NVWG-Mountain Fury |
| 01/27/2008 | [illegible] | NVWG-Mountain Fury<br>CAP-F 5 Private / No Instrument<br>AFS029199 |
| 01/27/2008 | [illegible] | NVWG-Mountain Fury |
| 02/01/2008 | [illegible] | A070405-07<br>A070405-08<br>A070405-09 |

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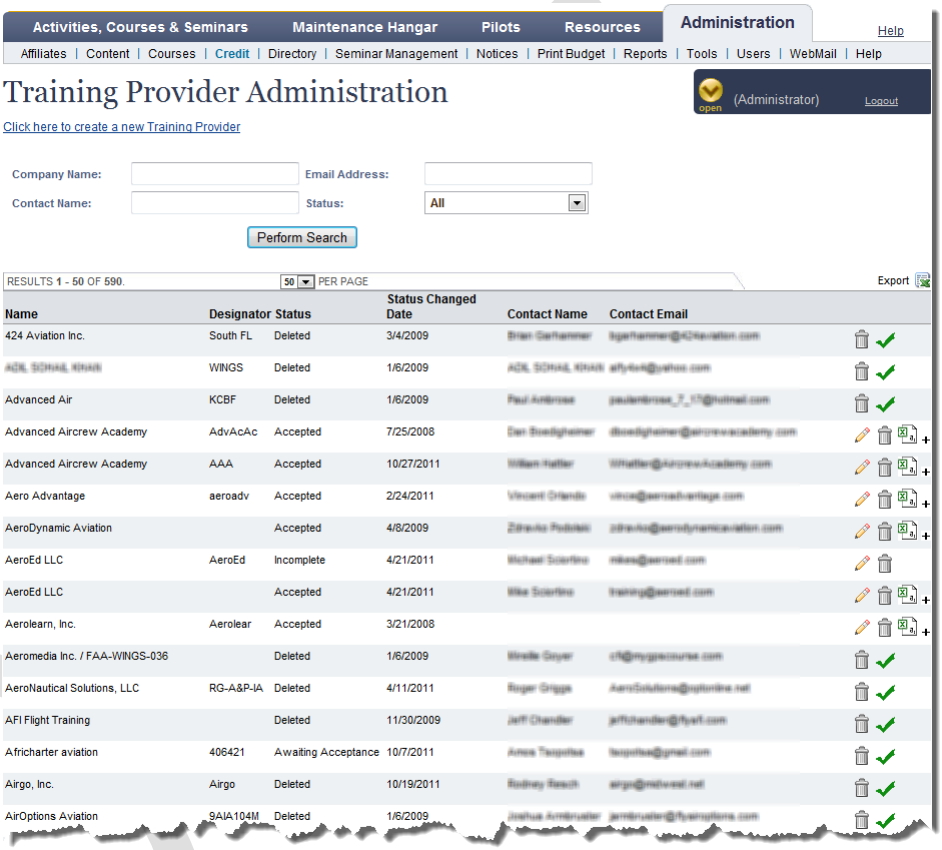
## 4.4.5. Training Providers

### 4.4.5.1. View All



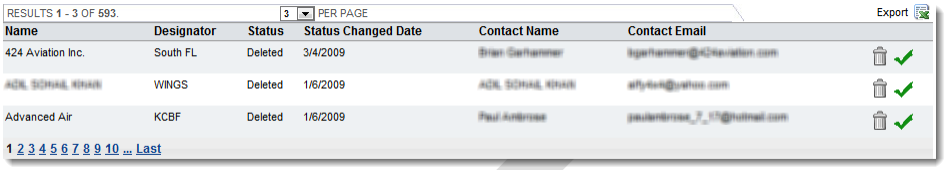

Select View All to view the Training Provider Administration page.

The top section of this page allows you to search for a training provider based on the Company Name, Contact Name, Email Address, and Status. Status selections include All, Accepted, Awaiting Acceptance, Deleted, Inactive, and Incomplete.

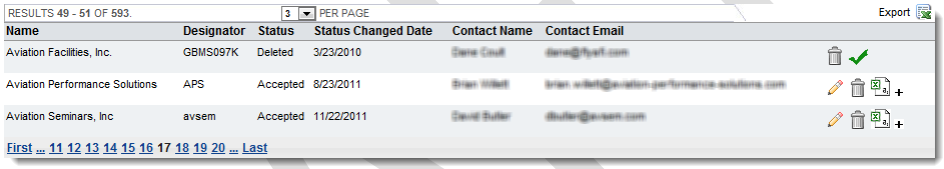
Accepted Status – The application has been accepted.

Awaiting Acceptance – These providers have submitted an application and are required to take a training class to become a Training Provider. When the class is complete, their status will change from Awaiting Acceptance to Accepted. After 120 days with no change to an Awaiting Acceptance status, the FAASafety Administrator will send an email to applicant stating that they have not complied with the training requirements and their application will be deleted.

Training Providers are listed in a table that can be sorted by clicking one of the following column headings; Name, Designator, Contact Name, Contact Email. The number of records being viewed on the page and the number of found records is indicated above the Name column at the top of the table (RESULTS 1 – 50 OF 593). When you move to a new page, the number of current records changes to reflect the current page. To the right of the records found indicator is a drop-down arrow which allows you to select a number of records to view on each page.

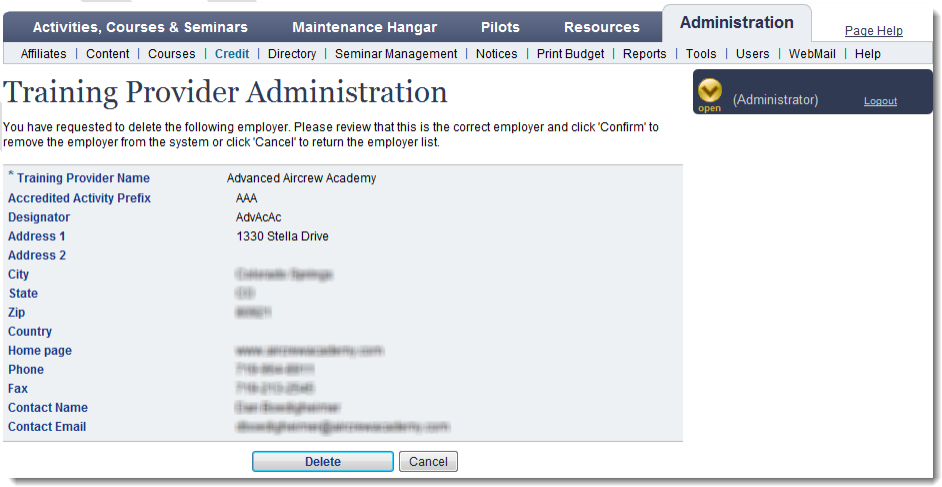



When more records exist than will display on a single page, paging numbers display below the list. Click on a page number to view that page. When you click on the ... (ellipse), the previous or next set of page numbers and the First link display. Click First or Last to view the first or last page of found records.

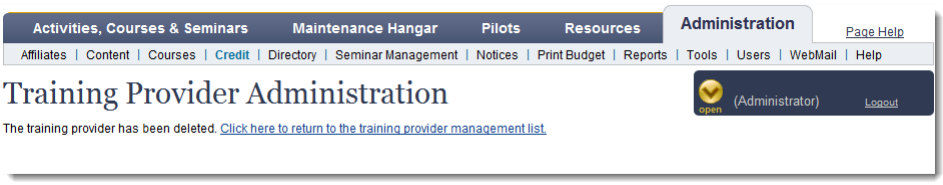



Editing tools display as icons to the right of each Training Provider.

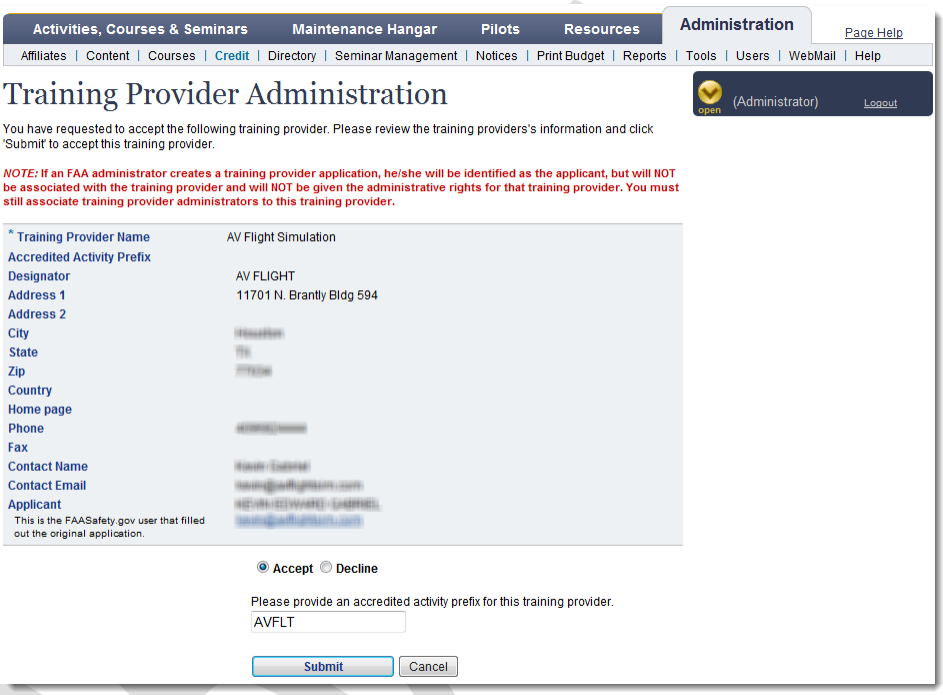
- The trashcan is used to mark a Training Provider as deleted. The actual record is not removed, only marked as deleted. When you click the trashcan information about the selected provider displays. Verify that you have selected the correct provider to delete. Click Delete to mark the record as deleted or Cancel to return to the provider list.



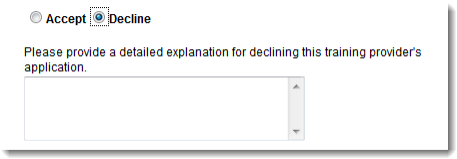

When you click Delete, a message displays indicating the record was marked as deleted. Click the link provided after the message to return to the provider list.




- When the status for a Training Provider is Awaiting Acceptance, the checkmark will allow you to accept or decline the provider application. When you click the checkmark information about the selected provider displays. Verify that you have selected the correct provider to be accepted or declined.



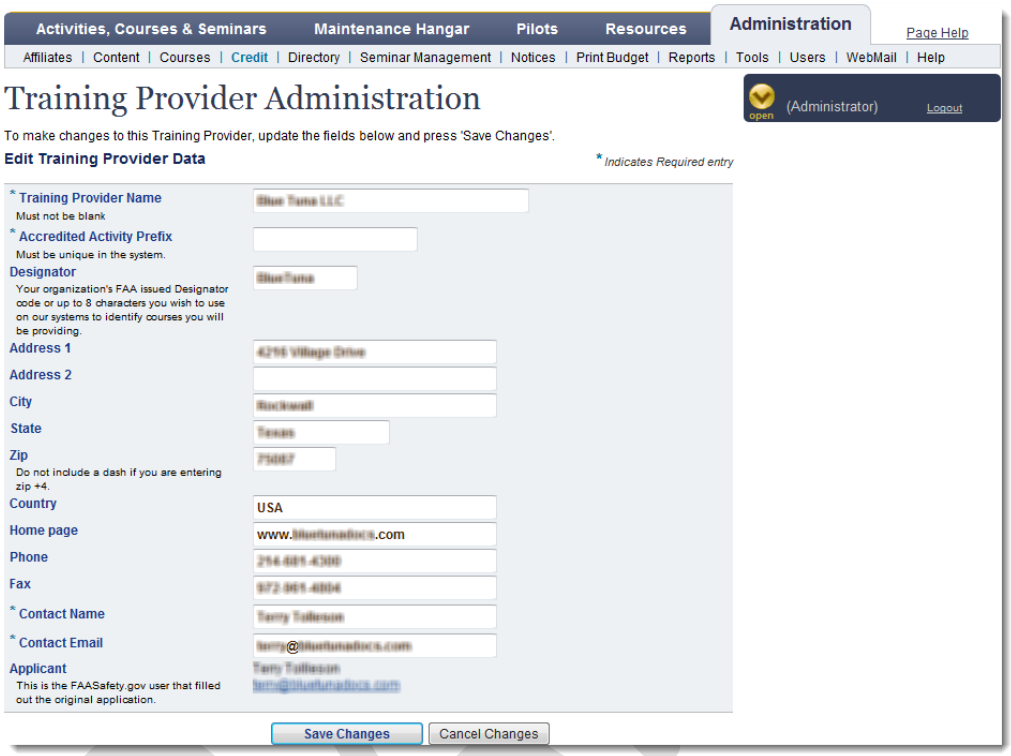

When you click the Accept radio button, a field displays to enter a prefix for the Training Provider. If you click Decline, a textbox opens so that a detailed explanation can be entered for the reason the provider was declined.




When the prefix or explanation has been entered, click Submit to mark the record as Accepted or Declined, or Cancel to return to the provider list.

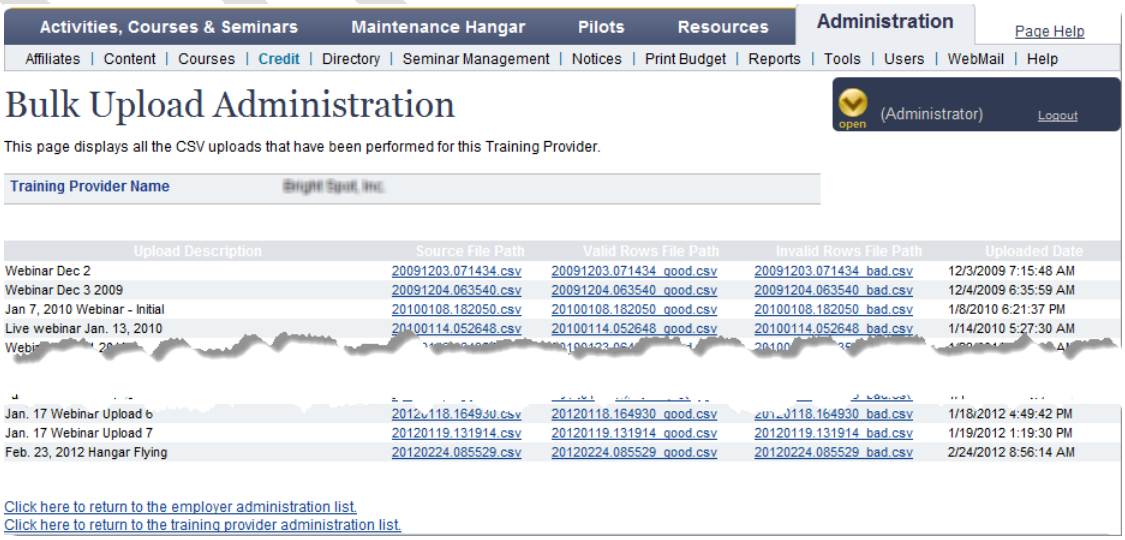
When an application has been declined, the status displays as Incomplete at the Training Provider list and a pencil icon displays allowing editing of the record.

- The pencil allows you to edit Training Providers with a status of Incomplete or Accepted.




When you click the pencil, training provider data displays. If a status is incomplete, you can edit the record and re-submit it

- Training Provider CSV Bulk Upload report. The function allows you to upload the necessary information to give credit for activities completed by your customers. The upload file must contain the person's email address, course ID, and course completion date.




The following describes Bulk Upload files and their contents.

The file that displays in the Source File Path column identifies the original file that was uploaded. Upload files must contain three columns and no headers. The first column contains the email address matching the FAASafety.gov user that completed the activity or course. The second column contains the accredited activity prefix, a dash, and the accredited activity number (i.e. Prefix-HF-111-1). The third column contains the date of the activity or course. This date must be represented as YYYYMMDD. When the system identifies an invalid date, the record is stripped from the "_good" file and saved in a new file with the same filename and the addition of "_bad" at the end. Note, it could be possible that a date is entered that the system thinks is a valid date but is still an incorrect date. An example of an invalid date would be 022612 entered for February 25, 2012 (the correct date entry would be 20120226). Please verify dates before the file is submitted.

20091203.071434 [Read-Only]

| | A | B | C |
|---|---|---|---|
| 1 | reg@cox.net | [redacted]-HF-1111-1 | 20091202 |
| 2 | mikejjrus | [redacted]-HF-1111-1 | 20091202 |
| 3 | flyinbobl@att.net | [redacted]-HF-1111-1 | 20091202 |
| 4 | urehich@gmail.com | [redacted]-HF-1111-1 | 20091202 |
| 5 | doadel | [redacted]-HF-1111-1 | 20091202 |
| 6 | jmcoates@yahoo.com | [redacted]-HF-1111-1 | 20091202 |
| 7 | [redacted] | [redacted] | [redacted] |

The following example shows the file that displays in the Valid Rows File Path column when the upload is complete. Note that the records in the prior example at lines 2 and 5 are not included in the example below. During the upload, when bad data is found, it is stripped from the file and moved to a new file. These two records had incomplete email addresses. The new filename is the same as the original filename with the addition of "_good" at the end. When no errors are found in the original file, this file will match the original file.

20091203.071434_good [Read-Only]

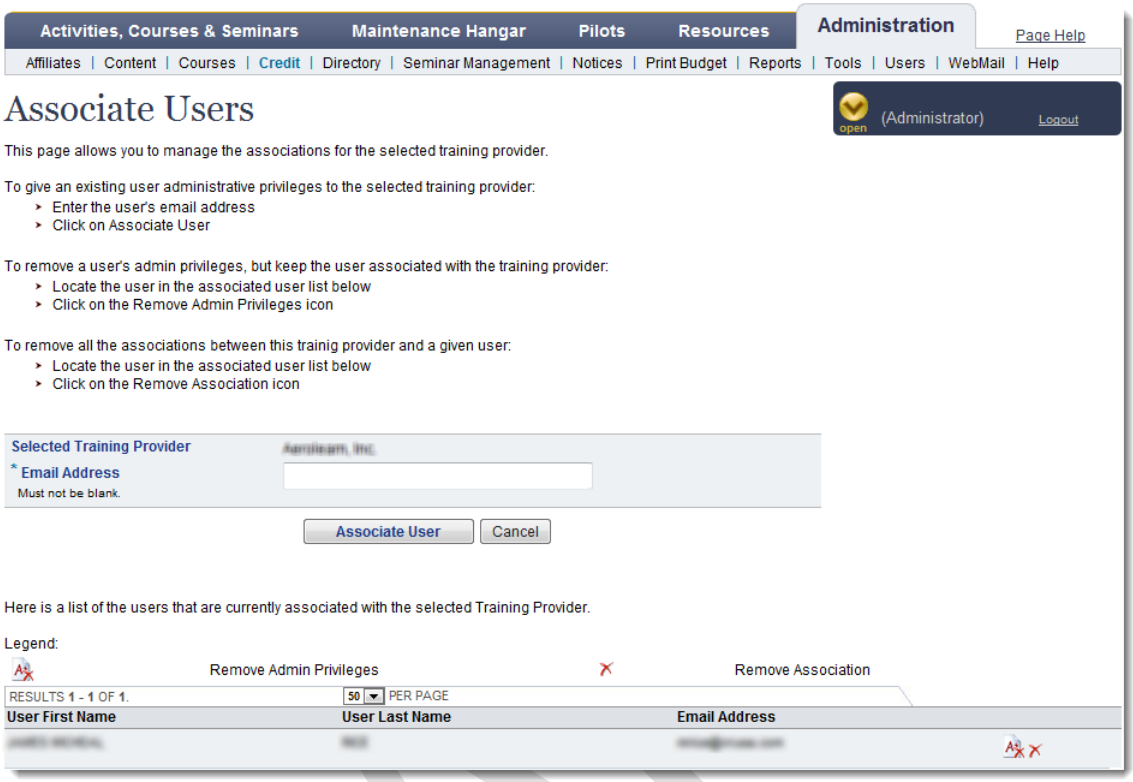
| | A | B | C |
|---|---|---|---|
| 1 | reg@cox.net | [redacted]-HF-1111-1 | 20091202 |
| 2 | flyinbobl@att.net | [redacted]-HF-1111-1 | 20091202 |
| 3 | urehich@gmail.com | [redacted]-HF-1111-1 | 20091202 |
| 4 | jmcoates@yahoo.com | [redacted]-HF-1111-1 | 20091202 |
| 5 | [redacted] | [redacted] | [redacted] |

The next example shows the file that displays in the Invalid Rows File Path column when the upload is complete. This file will contain all the records that were stripped from the "good" file. Note that the filename is the same with an addition of "_bad" at the end. When no errors are found in the original file, this file will contain no records.

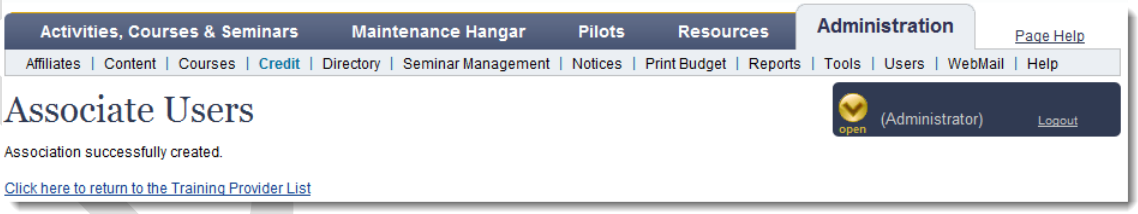
20091203.071434_bad [Read-Only]

| | A | B | C |
|---|---|---|---|
| 1 | mikejjrus | [redacted]-HF-1111-1 | 20091202 |
| 2 | doadel | [redacted]-HF-1111-1 | 20091202 |

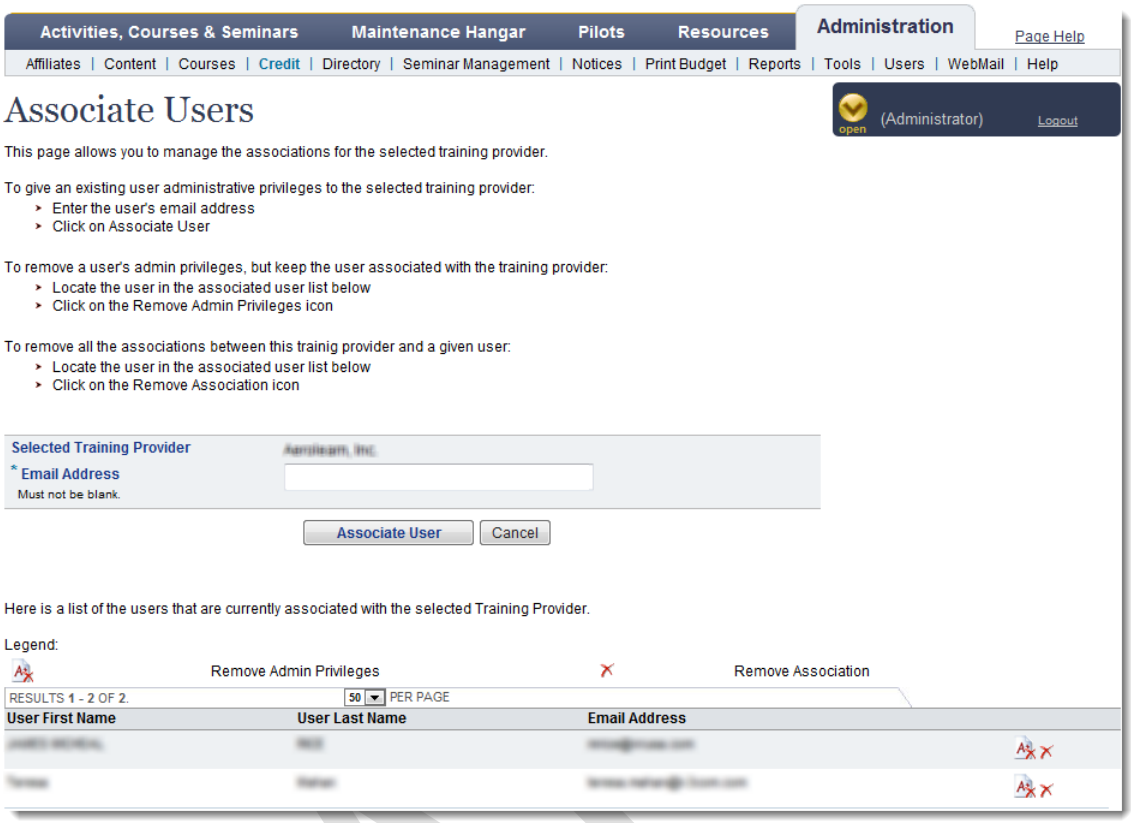
+ - Click the plus symbol to associate users with the Training Provider record. When clicked, the Associate Users page displays.




This page allows you to manage user associations for the selected Training Provider. Enter the email address of the user that will be allowed administrative privileges with the Selected Training Provider. When you enter the email address and click Associate User, the following message displays.



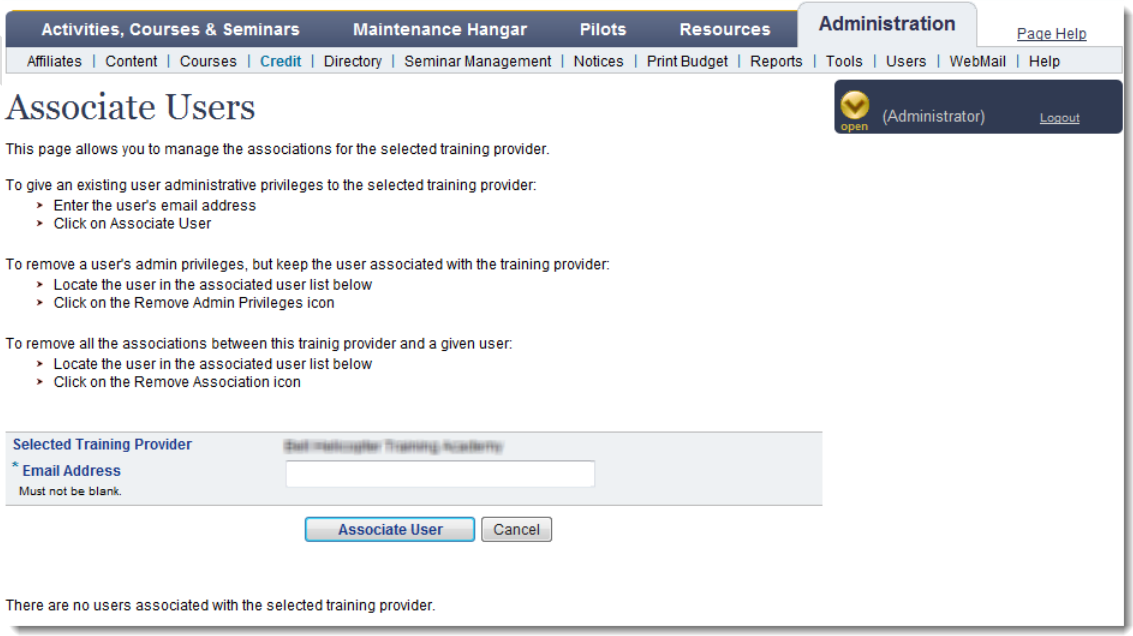

When you click the link to return to the Training Provider list, locate the Training Provider in the list, and click the plus symbol, the user you associated appears in the list at the bottom of the page.



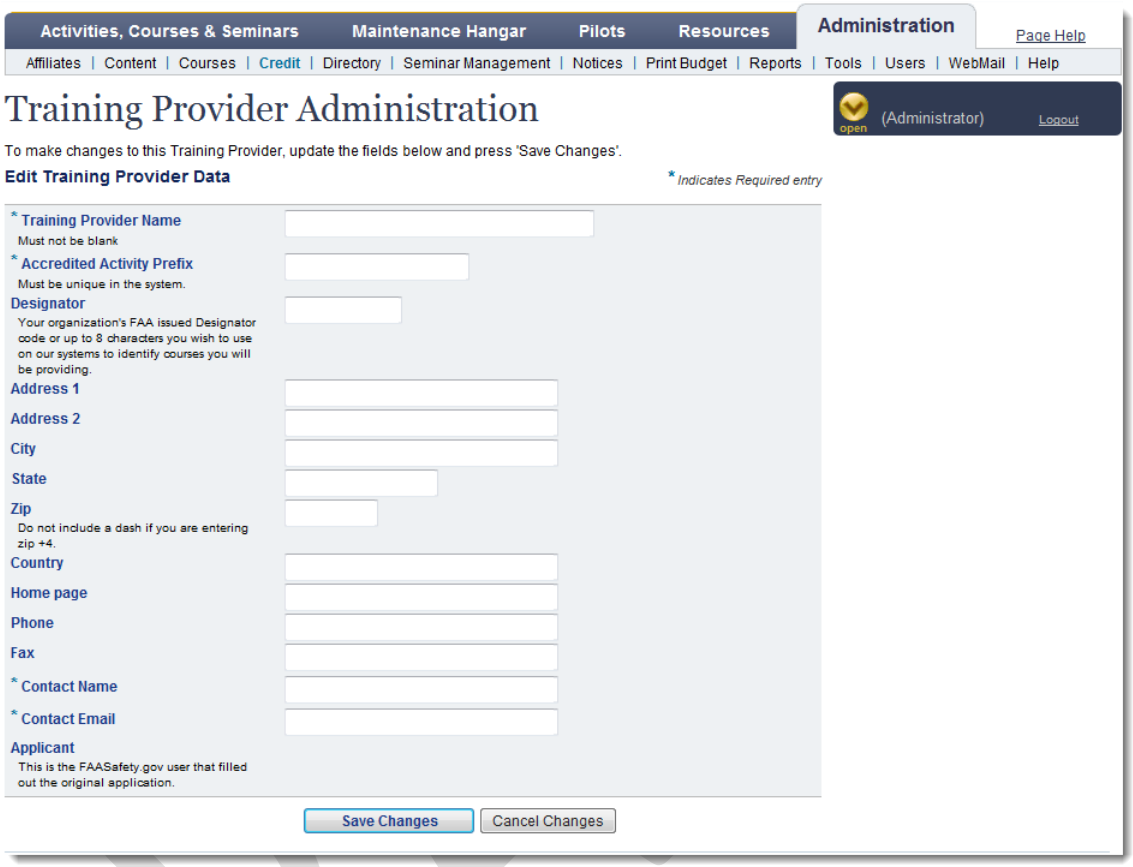

- Click this icon to remove administrative privileges from a user that is associated to the Training Provider.

- Click this icon to remove the user's association with the Training Provider.

When there are no associated users, a message displays indicating there are no associated users for the selected Training Provider.



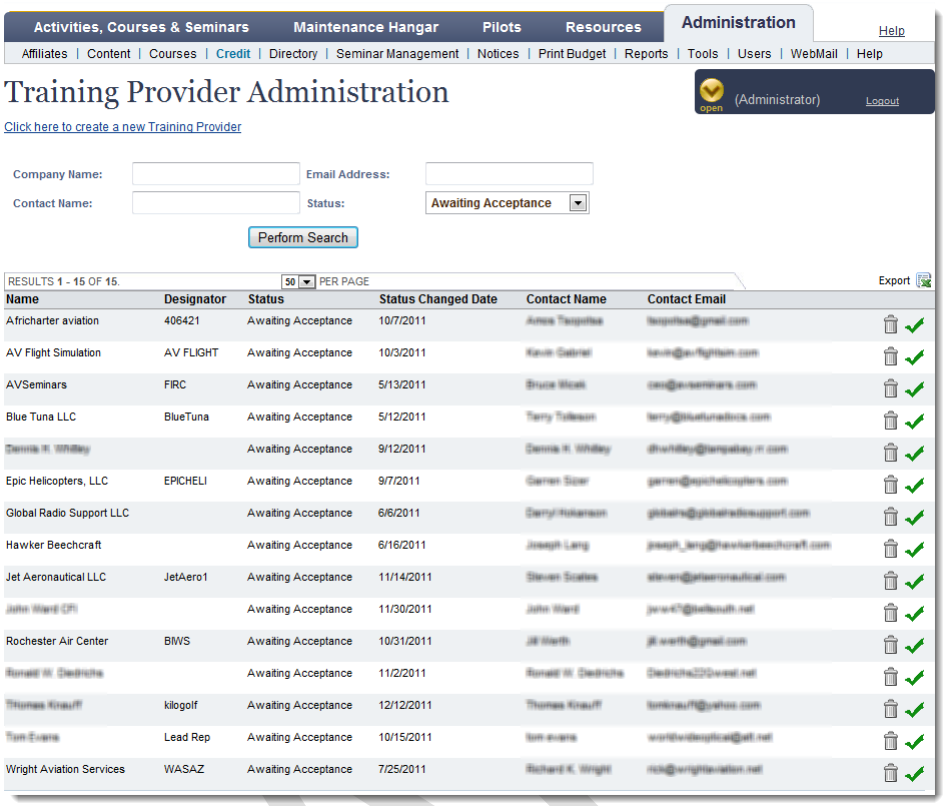
## 4.4.5.2. CREATE NEW



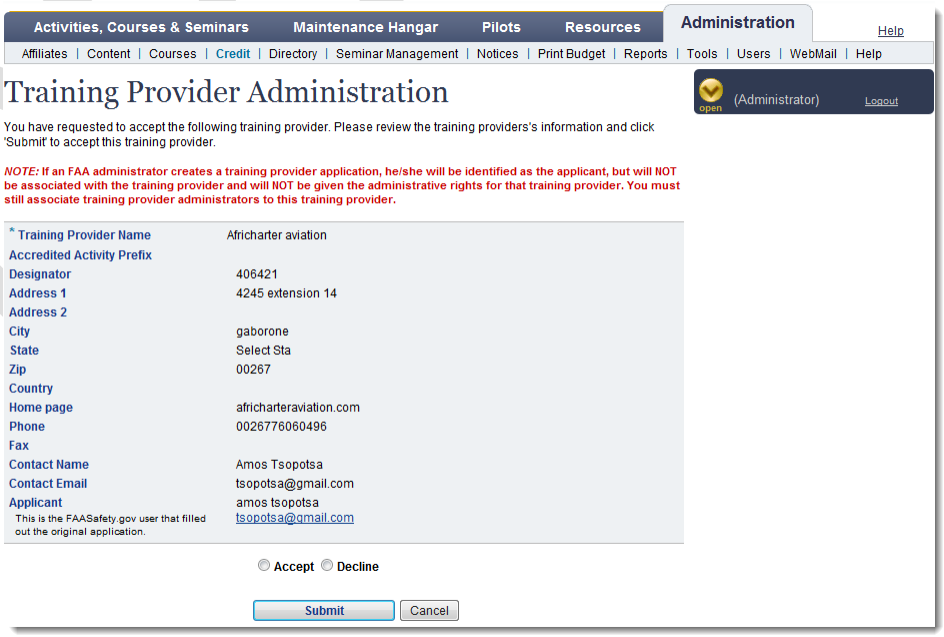

Enter the information for a new Training Provider and click Save Changes. When the save is complete, the following message displays.

***

## 4.4.5.3. Review and Approve/Accept




Click the green edit checkmark to accept the provider. The following confirmation screen displays.

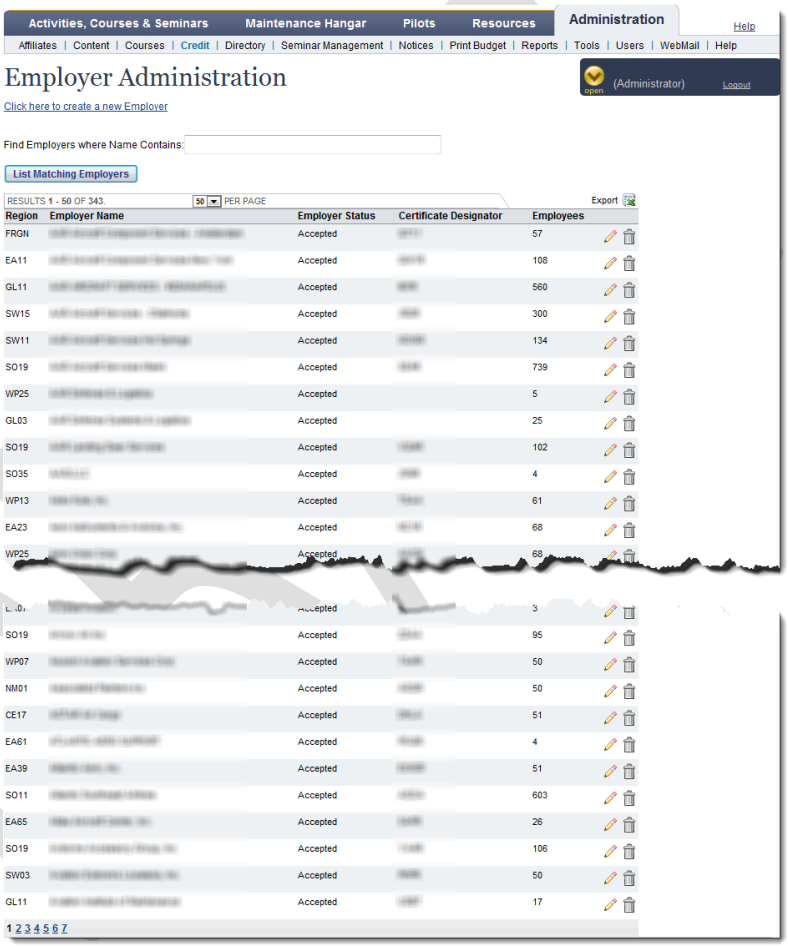



Select Accept or Decline and click the Submit button ***

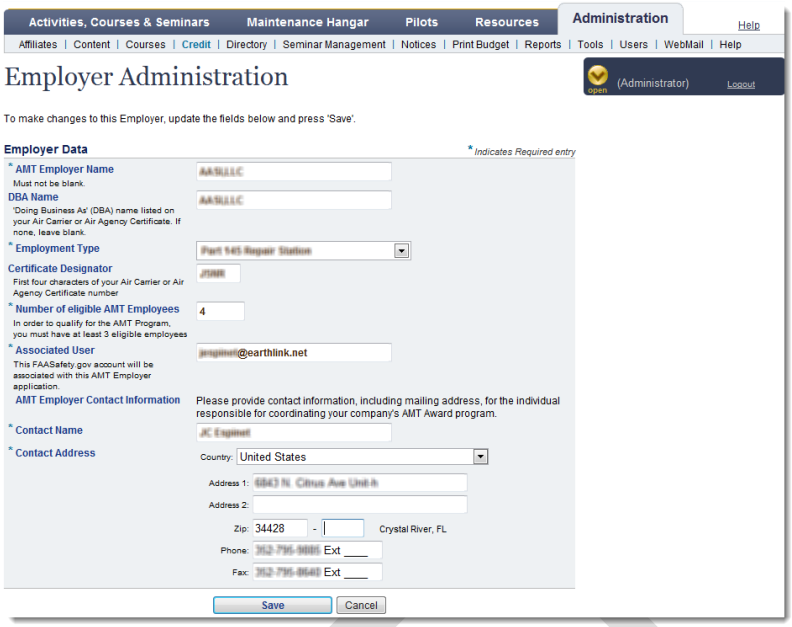
If you click Submit without choosing to accept or decline, the provider will be declined and the following message will display.

## 4.4.6. EMPLOYERS

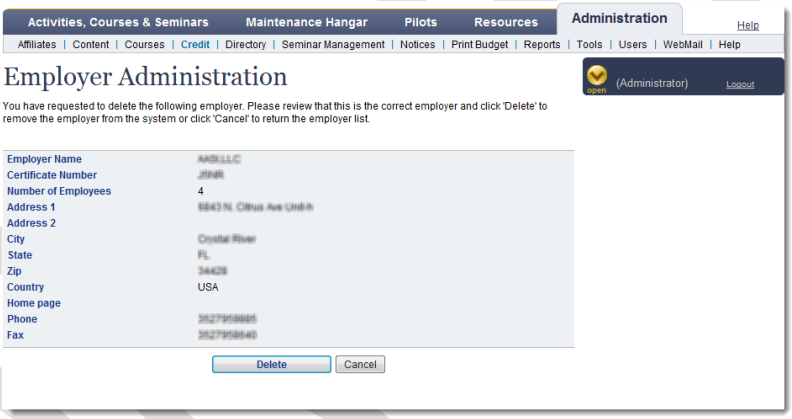
### 4.4.6.1. VIEW ALL

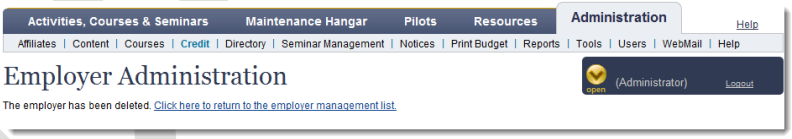



This section permits Administrators to View All employers

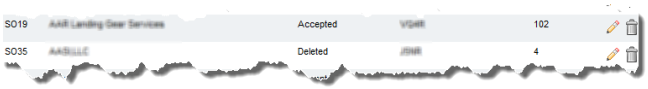



Modify ( )

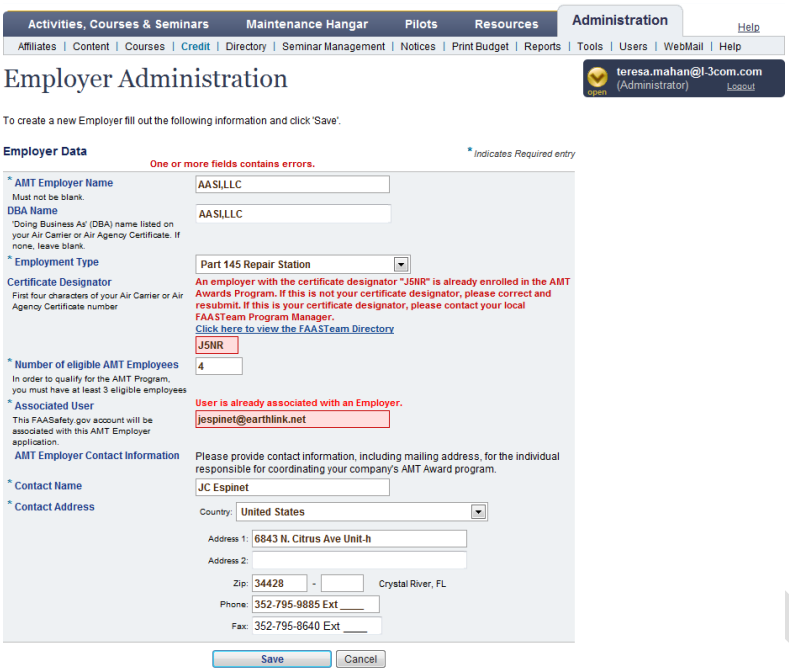


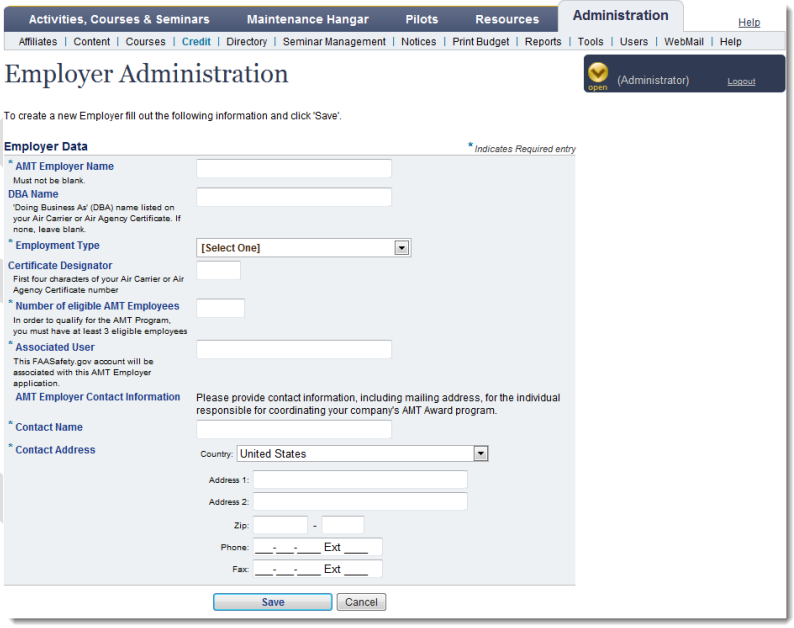

Delete – no caution message, just removed when click delete. Cancel returns to the employer administration list.



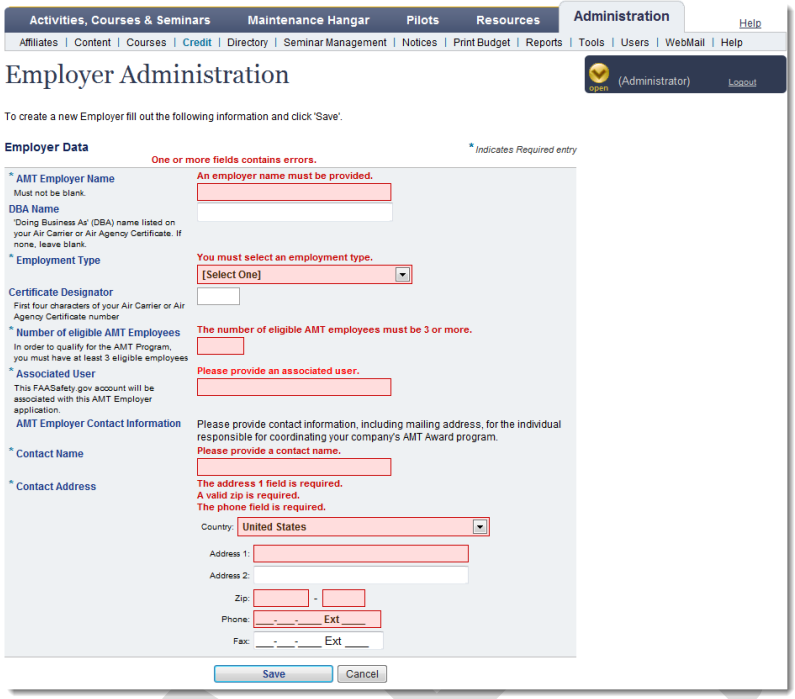

Employer Status now displays Deleted.



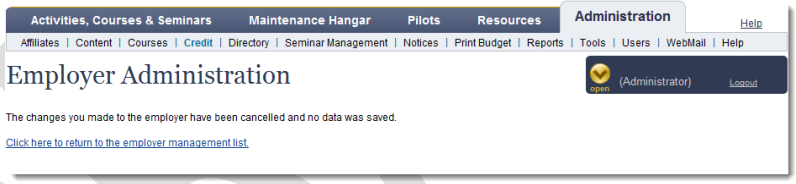

## 4.4.6.2. CREATE NEW



Create New




The messages in the above image display when you fail to enter information at one of the required fields. Required fields must be completed to save the new employer record.

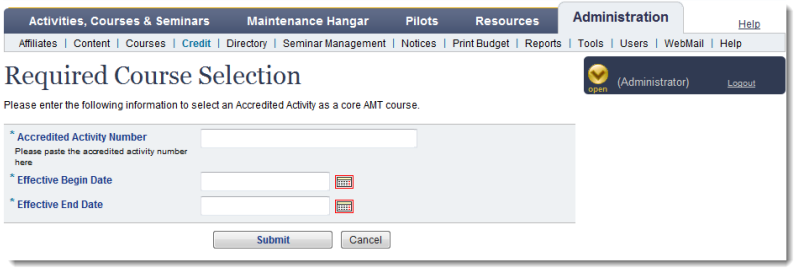



Cancel at create and modify

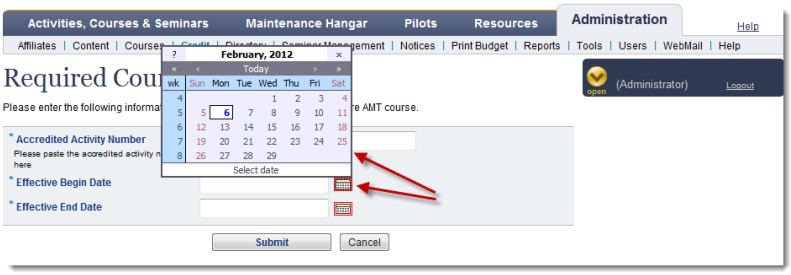
## 4.4.7. AMT

This section permits Administrators to set the Core Courses for the AMT Awards Program.

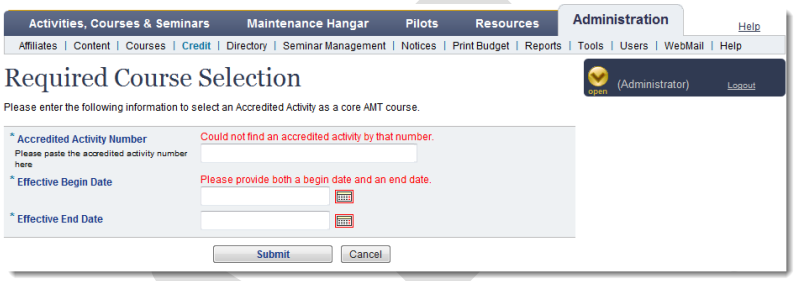
### 4.4.7.1. Core Courses



Enter the required course information and click the Submit button.




You can click the calendar button to the right of a date field to open a calendar for date selection.




The messages in the above image display when you fail to enter information at one of the required fields. Required fields must be completed to save the new employer record.

To return to the Credit page, click the Cancel button.

## 4.4.8. Airman Certificates

This section permits Administrators to View All and to Create New airman certificates to be used in the airman profile and the SPANS creation process.

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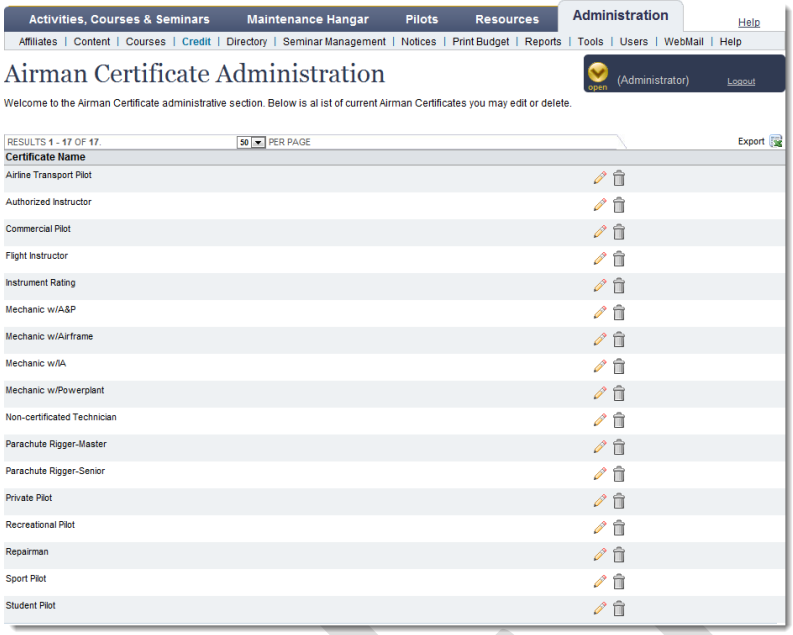
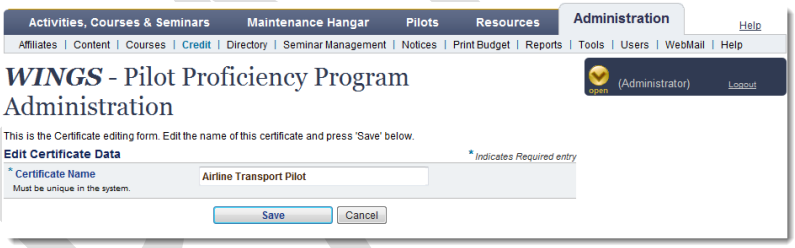
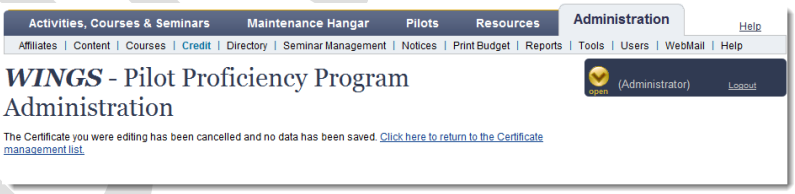
## 4.4.8.1. View All



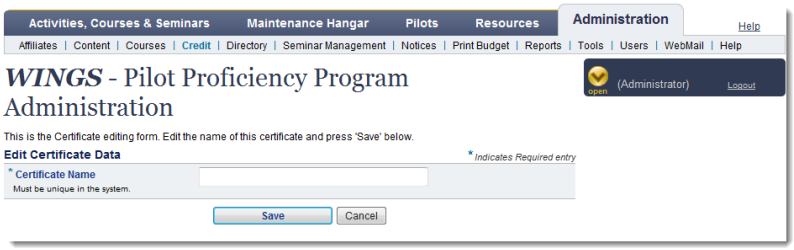



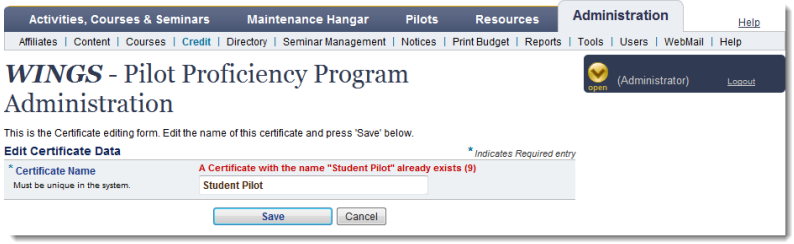

Modify (✏)

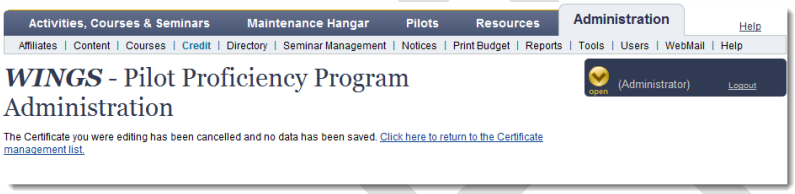



When you click Cancel at the Edit Certificate Data page, the above message displays.

## 4.4.8.2. Create New



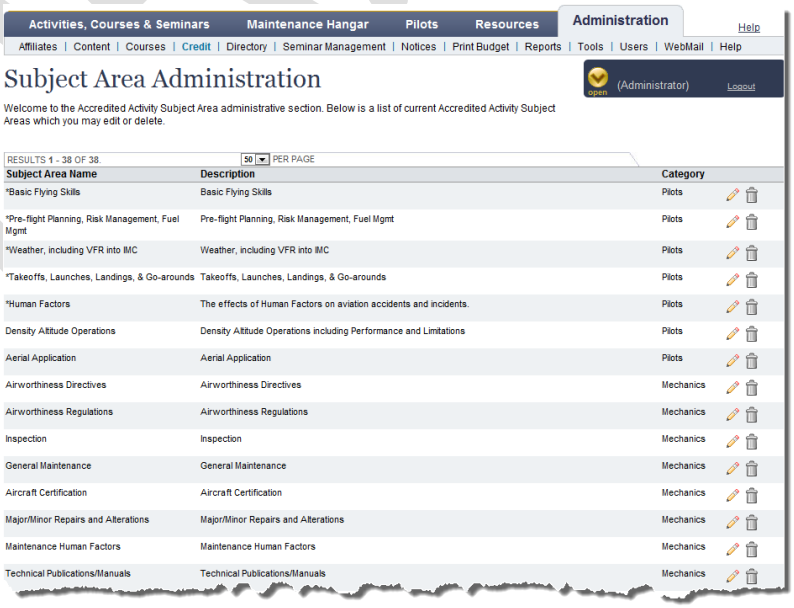


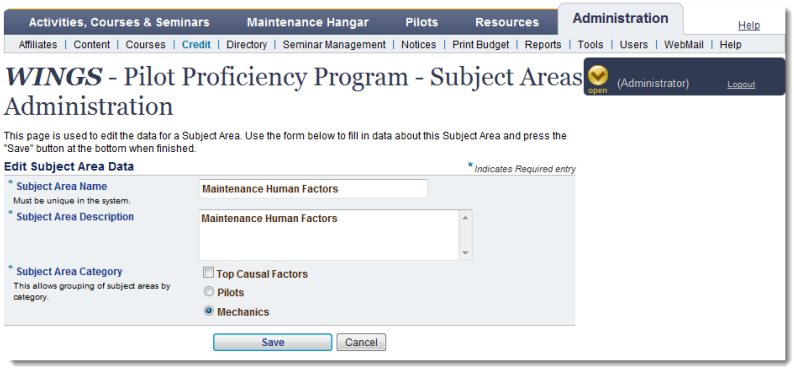




When you click Cancel at the Edit Certificate Data page, the above message displays.

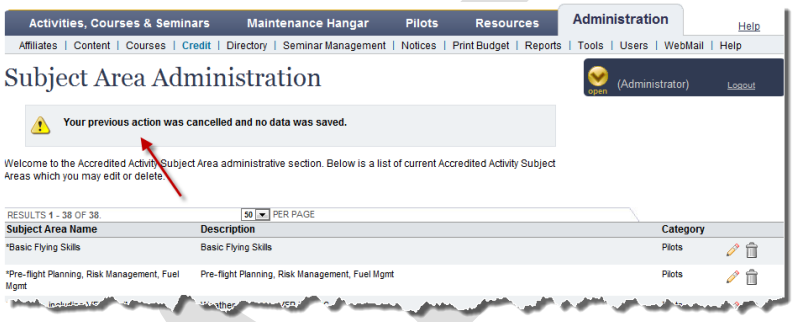
## 4.4.9. Subject Areas

### 4.4.9.1. View All






Modify (✎)




When you click Cancel the message in the image above displays at the top of the Subject Area Administration list.

#### 4.4.9.2. Create New

### 4.4.10. Aircraft Categories & Classes

#### 4.4.10.1. View All

#### 4.4.10.2. Create New

### 4.4.11. Team Members

This section permits Administrators to View All Team Members, Create New Team Members, and to Review and Accept Team Member applications. Team Members are those companies that have agreed to offer an incentive for pilots and mechanics who achieve a Phase of ***WINGS*** or an award in the AMT Awards Programs.

#### 4.4.11.1. View All

#### 4.4.11.2. Create New

#### 4.4.11.3. Review and Approve/Accept

## 4.5. Directory

The Directory page contains links to View all and My Directory information.

### 4.5.1. Directory

The Directory page allows you to view FAASTeam (Individual and Industry) applications in the system.

#### 4.5.1.1. View All

View All opens a list of FAASTeam applicants. Search boxes are provided above the list of applicants so that you can find

#### 4.5.1.2. My Directory Information

## 4.6. Seminar Management

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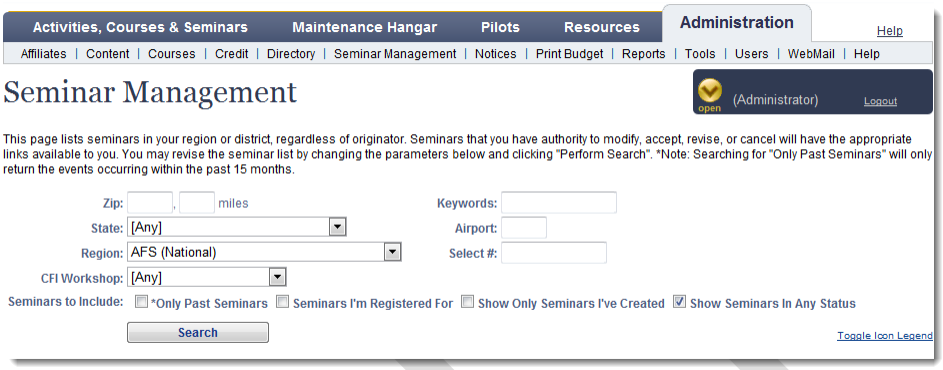
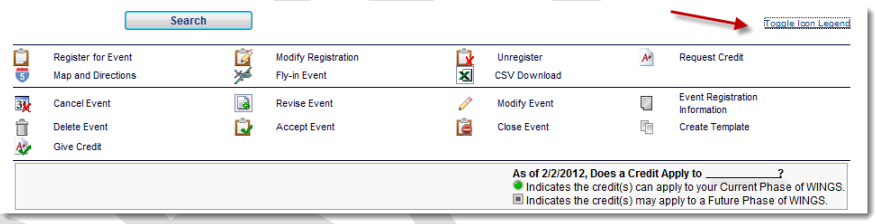
This page contains seminar links to View All, Create New, Accept, and Closeout. Also included is a link to the Event Template Library.

Users that do not see this selection include: ATCs,

## 4.6.1. View All




The region for the logged in user displays by default. Enter the desired selections and click the Search button to view a list of seminars. If you click the Toggle Icon Legend link found on the far right side of the page level with the Search button, the icon legend displays. Click again to close the legend.




DRAFT

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Seminar Management

open (Administrator) Logout

This page lists seminars in your region or district, regardless of originator. Seminars that you have authority to modify, accept, revise, or cancel will have the appropriate links available to you. You may revise the seminar list by changing the parameters below and clicking "Perform Search". *Note: Searching for "Only Past Seminars" will only return the events occurring within the past 15 months.

Zip: , miles — Keywords:

State: [Any] — Airport:

Region: [Any] — Select #:

CFI Workshop: [Any]

Seminars to Include: *Only Past Seminars | Seminars I'm Registered For | Show Only Seminars I've Created | Show Seminars In Any Status

Search — Toggle Icon Legend

RESULTS 1 - 50 OF 106. 50 PER PAGE — Export

| Date | Title and Description | Cost | Location | Distance |
|---|---|---|---|---|
| 2/2/2012<br>7:00 PM<br>EA1140957 | FAASTeam CFI WORKSHOP Module #6<br>**A CFI Interactive and Renewal Workshop**<br>FAASTeam CFI/DPE Workshops provide an opportunity for Flight Instructors, Ground Instructors, Designated...<br>1 Credit for Master Knowledge Topic 2<br>1 emails sent 01/19/2012 | Free | West Harrison, NY<br>28 seats remaining. | 1,423 mi.<br>from 73008 |
| 2/2/2012<br>7:00 PM<br>WP0541319 | The Professional Pilot: A Military Pilot's Point of View PLUS Open discussion<br>**The Tenets of a Professional and Safe Pilot**<br>Mr. Bill Koukourikos plus a open discussion<br>1 Credit for Basic Knowledge Topic 2<br>1 emails sent 01/19/2012 | Free | Costa Mesa, CA<br>67 seats remaining. | 1,180 mi.<br>from 73008 |
| 2/2/2012<br>7:00 PM<br>WP0941683 | iPads in the Cockpit<br>**An open forum on iPads and their applications in...**<br>Join us for a discussion on multiple iPad applications available for use in flight planning and flight...<br>1 Credit for Basic Knowledge Topic 3<br>1 emails sent 01/18/2012 | Free | San Diego, CA<br>155 seats remaining. | 1,141 mi.<br>from 73008 |
| 2/3/2012<br>8:00 AM<br>NM0741625 | FAASTeam CFI Workshop #5<br>**At this Workshop we will discuss: Safety Trends...**<br>This is Workshop Module #5 in a series of 8 modules. This module will cover information about Safety Trends...<br>2 Credits for Advanced Knowledge Topic 2 | Free | Salt Lake City, UT<br>Waiting for RFM Approval | 883 mi.<br>from 73008 |
| 2/4/2012<br>8:00 AM<br>EA1139841 | IA Renewal Seminar<br>**Annual IA Renewal Semiar**<br>This Seminar is conducted in conjunction with PAMA and the Farmingdale FSDO for those IA wishing to renew... | Free | Farmingdale, NY<br>In Progress | 1,436 mi.<br>from 73008 |
| 2/4/2012<br>8:30 AM<br>SO1541653 | Twentieth Annual BALLOON SEMINAR<br>**BALLOON SEMINAR**<br>Learn more about: Ballooning and the FARs, Weather, Aeronautical Decision Making, Pilot and Crew Safety,...<br>1 Credit for Basic Knowledge Topic 2 | Free | Lakeland, FL<br>121 seats remaining. | 1,007 mi.<br>from 73008 |
| | 1 emails sent 02/01/2012 | | | |
| 2/16/2012<br>12:00 AM<br>AFS041922 | | Free | In Progress | mi.<br>from 73008 |
| 2/16/2012<br>7:00 AM<br>GL0341806 | Northern Illinois IA Renewal & Maintenance Seminar<br>**Multiple topics relevant to persons licensed as a...**<br>This 8 hour event will provide full accreditation and recurrent training for your IA renewal. Registration...<br>8 Credits Total for AMT | Free | Itasca, IL<br>0 seats remaining. | 673 mi.<br>from 73008 |
| 2/16/2012<br>7:00 PM<br>NR0341393 | Wanted: Alive!<br>**Reining in the Fatal Accident Rate**<br>The general aviation accident rate is not dropping. Despite advancements in technology, pilots continue to...<br>1 Credit for Basic Knowledge Topic 3 | Free | Colorado Springs, CO<br>See Seminar details for registration info. | 452 mi.<br>from 73008 |
| 2/18/2012<br>8:00 AM<br>EA1141714 | CFI REFRESHER CLINIC (FIRC) at Heritage Flight Academy - Islip, MacArthur Airport<br>**2 Day CFI Renewal Course**<br>The Heritage Flight Academy CFI Refresher Clinic (FIRC) is an FAA Approved 2-day interactive course that...<br>1 Credit for Basic Knowledge Topic 3 | Free | Ronkonkoma, NY<br>Waiting for FPM Approval | 1,455 mi.<br>from 73008 |
| 2/25/2012<br>9:00 AM<br>GL2741861 | Blue Side Up Winter Safety Seminar<br>**Critical Decisions & Critical Actions**<br>Come join us and listen to our dynamic guest speaker from the Civil Aviation Medical Institute (CAMI). Once...<br>1 Credit for Master Knowledge Topic 2 | Free | Sioux Falls, SD<br>84 seats remaining. | 470 mi.<br>from 73008 |
| 2/25/2012<br>10:00 AM<br>SO1541652 | Sun 'n Fun 2012 Volunteer Meeting #2<br>**Sun 'n Fun 2012 Support / Update**<br>Sun 'n Fun Volunteers.. We are requesting that you register at www.faasafety.gov for the Sun 'n Fun volunteer... | Free | Lakeland, FL<br>Waiting for FPM Approval | 1,007 mi.<br>from 73008 |
| 2/27/2012<br>6:30 PM<br>GL1541789 | FAASTeam CFI Workshop Module #6<br>**At this Workshop we will discuss: Take-off /...**<br>This is CFI Workshop Module #6 in a series of 8 modules. This module will cover information about Take-off /...<br>2 Credits for Master Knowledge Topic 2 | Free | South Saint Paul, MN<br>50 seats remaining. | 607 mi.<br>from 73008 |
| 2/28/2012<br>6:00 PM<br>SW3141345 | Takeoff, Approach, and Landing? ARRIVE ALIVE EVERY TIME. Things that go 'bump on the ground'<br>**Common mistakes made time and time again during...**<br>Interactive discussion and presentation on "takeoff, approach and landing operations". Takeoff, Approach, and...<br>Basic WINGS<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Knowledge Topic 2 | Free | Meridian, MS<br>48 seats remaining. | 550 mi.<br>from 73008 |

1 2 3

#### 4.6.1.1. Create New

#### 4.6.1.2. Approve/Accept

#### 4.6.1.3. Closeout

#### 4.6.1.4. Templates

## 4.7. Notices Management

The Notice Management page provides links to Notices and Notice Types. Lead Representatives and Representatives do not see this section.

### 4.7.1. Notices

These features allow administrators to add, modify, and delete notices.

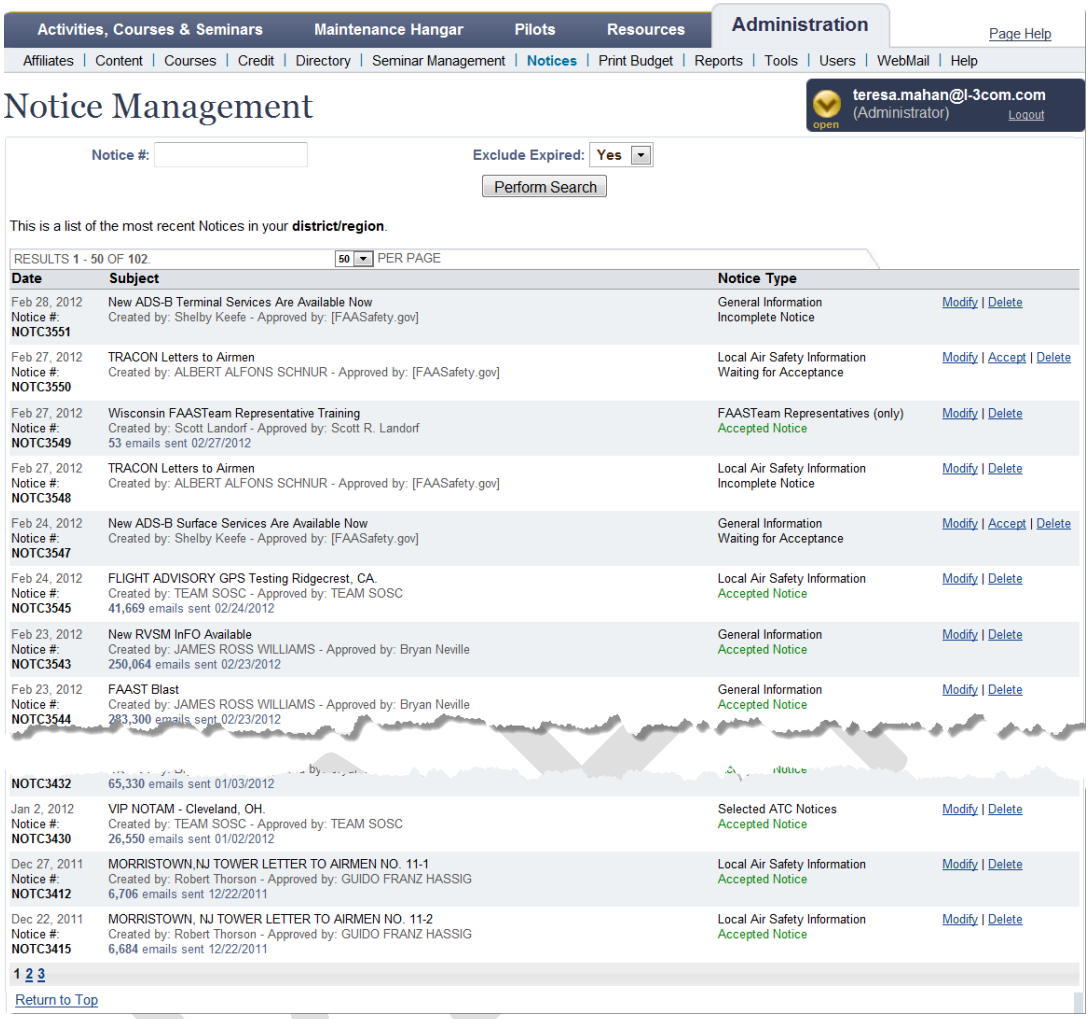
#### 4.7.1.1. View All

The View All selection opens a list of the most recent novices in your district/region. Each notice lists the notice date and number, subject, created by, approved by, type and status, and modify/accept/delete links. Accepted notices include a line in the Subject column indicating the number of and date emails were sent.

Notice types include Accepted Notice, Waiting for Acceptance, Incomplete Notice. While all notices display modify and delete links, the accept link only displays on notices that show Waiting for Acceptance in the Notice Type column.

A search feature displays above the list of notices. You can enter a notice number in the Notice # field and select to exclude expired notices or not. The NOTC (NOTC3000)part of the number is not required, however; the entire number (3000) must be used wild cards and partial entries are not allowed.

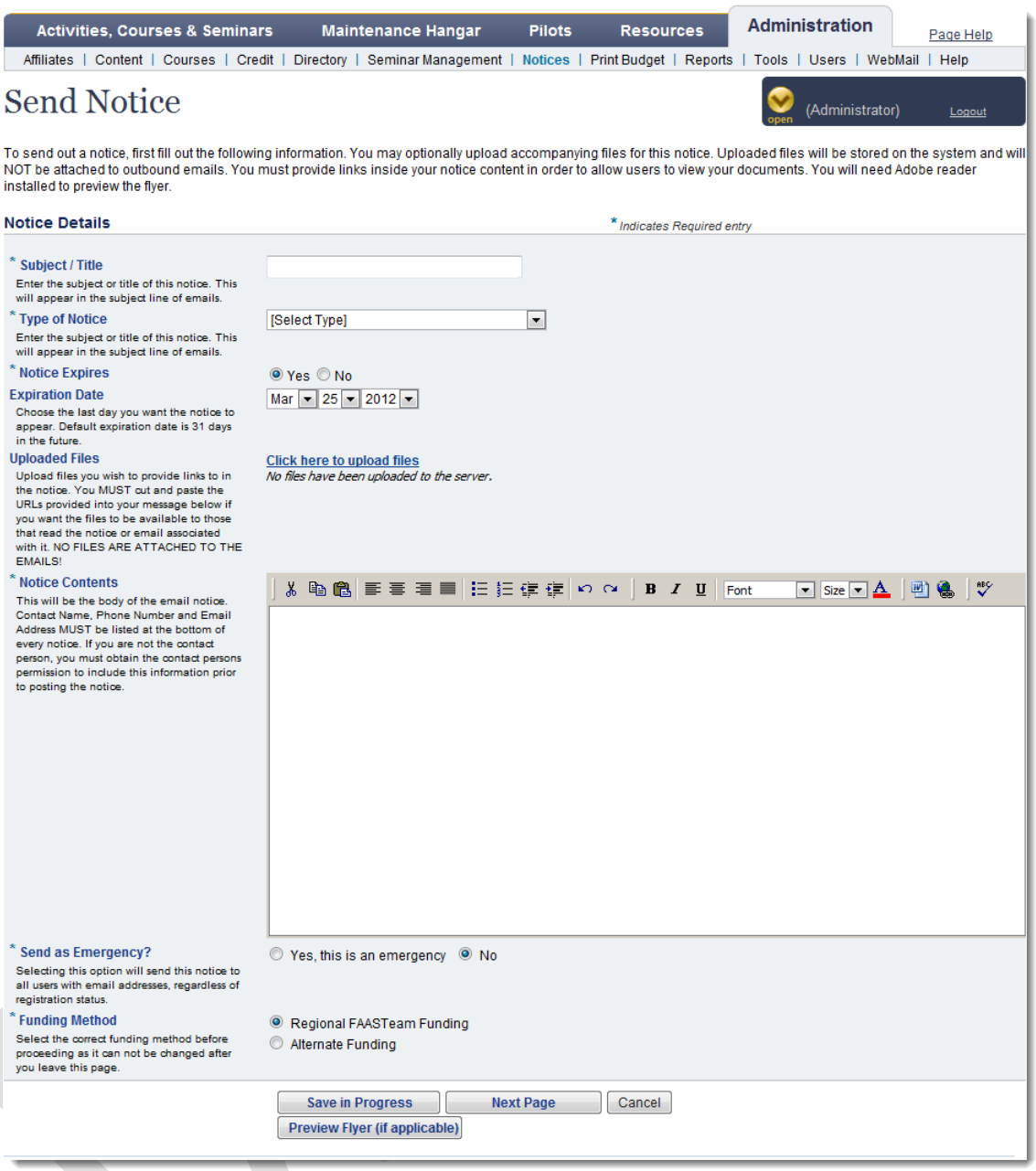
DRAFT




### 4.7.1.2. Create New

Unlike events, notices may not be saved “in-progress”. You must complete the entire notice in one session.

You can send out a notice to registered users of the site.




The Send Notice form uses the same HTML editor as the event creation feature. Please see the "HTML Editor" section for more information on how to use the editor.

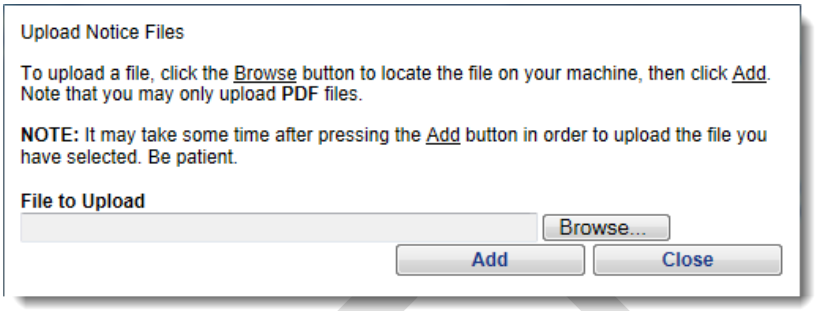
**Subject / Title** – Enter a subject or title for the notice. This information will transfer to the subject line of the email that is sent.

**Type of Notice** - Notice types are set by the National Safety Program Manager. Select a notice type for this notice from the drop down list.

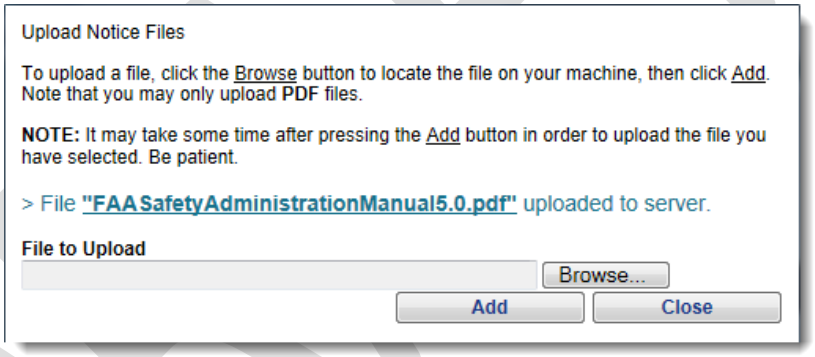
**Notice Expires** - You determine if the notice will expire, if you select Yes you must enter an Expiration Date. The default date is 31 days from the date the notice is created. If you select No, the notice will not expire automatically but can be deleted manually at the proper time.

**Expiration Date** - This field allows you to select on which date the notice will expire and be removed from the system. The notice will expire at 12:00 am on the date which you select. The default date is set 31 days from the date you create the notice.

**Uploaded Files** – Files that will be provided as hyperlinks in the notice must be uploaded to the server. When you clicking "Click here to upload files", a small browser window opens to allow you to select the files you wish to upload from your computer. Note, only .pdf files are allowed.




When a .pdf file is located and the Add button used to add it to the File to Upload field, the following information displays in the new browser window.




Continue to add files until all the files display in file list in the browser window.

Below are links to the uploaded files to the notice contents.

**Notice Contents** - This is the text fields to type in the content of the notice.

**Send as Emergency** - This is selected as a "Yes" or "No". If yes, all registered users will be sent the email notice.

Please check with your supervisor before ever labeling a notice as an emergency.

**Funding Method** -

After completion of the fields, you can then select the "Next", "Cancel", or "Preview Flyer" buttons. If you select the "Next" button you will be taken to a form that will allow you the ability to select the distribution criteria (just like for Events) . Then by clicking on the "Next" Button, the notice will be sent to the distribution list selected. The distribution criteria functions very similar to

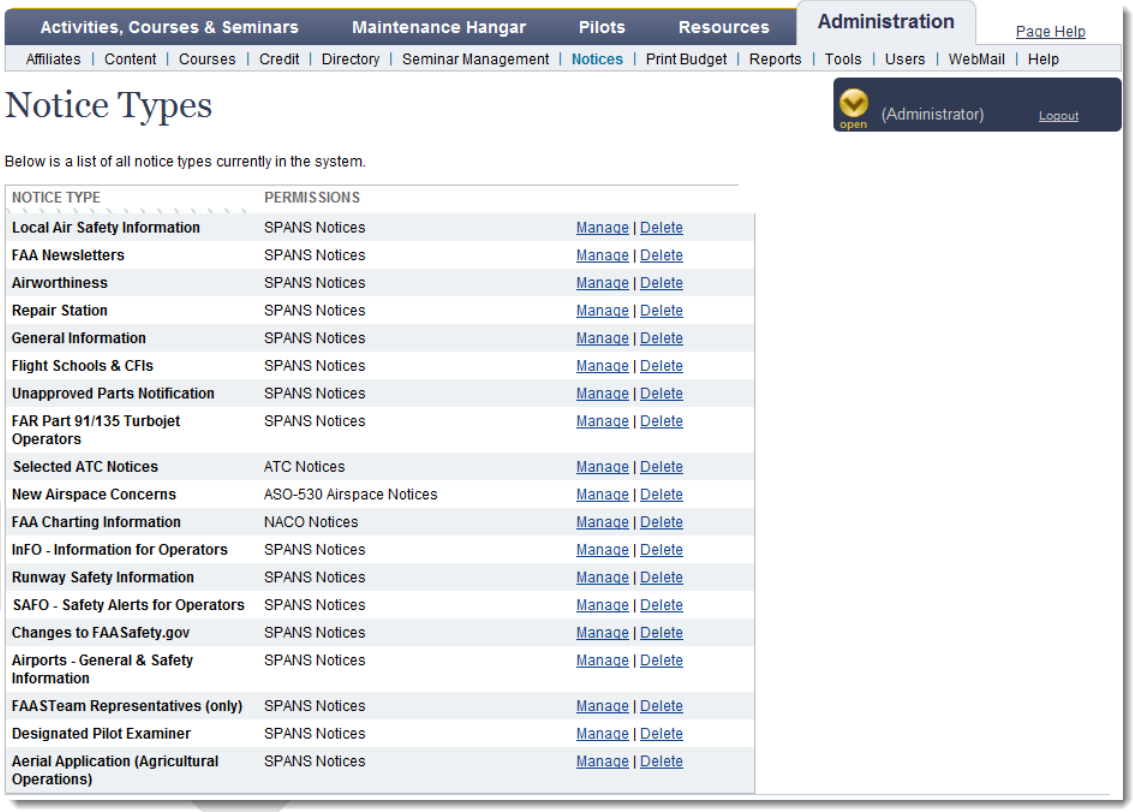
the sending of events to airmen. There are no restrictions on the use of zip codes in the notice section.

Note that selecting criteria for notices will not restrict you to having a minimum of 200 airmen before sending the notice.

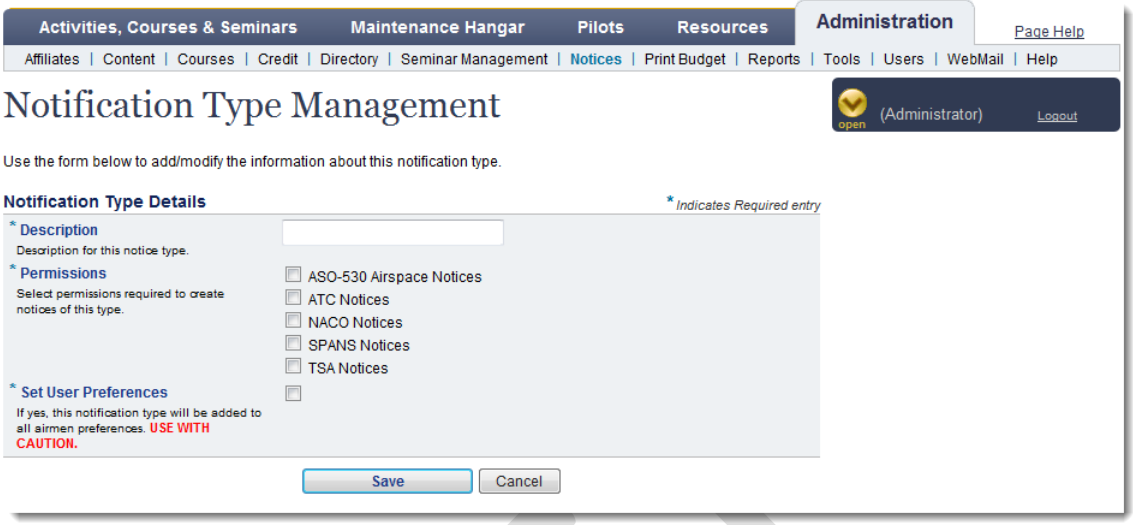
## 4.7.2. Notice Types

This feature allows administrators the ability to manage notice types. It also provides the ability to add a new notice type.

### 4.7.2.1. View All



### 4.7.2.2. Create New



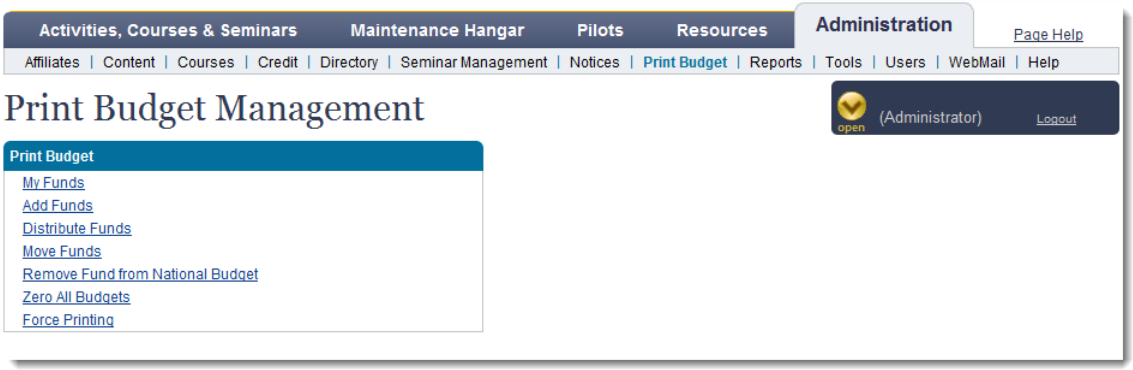

## 4.8. Print Budget

The Print Budget Management options allow the National Safety Program Manager (the NFM) to specify the national mailing budget. It also allows RFM's and FPM's to manage their budgets. The system will automatically maintains and tracks budget costs and funds available on a local, regional, and national scale.

After the NFM adds funds the RFPM will distribute funds to their individual districts. Depending on your permissions you will be able to access the various links below.

Users that do not see this selection include: (Verify if Lead Reps see Print Budget) Representatives, ATCs,

### 4.8.1. Print budget




The options at the Print Budget page allow you to manage the funds allocated to print and send postcards. A processing fee is negotiate with a contracting company each January which includes printing the cards, cutting them, and delivering them to the post office. Postage is paid by headquarters and does not come out of our budget. Since this is based on a calendar year and we operate on a fiscal year the cost per card could change during the budget year.

This page contains links to My Funds (used by Administrators, NFM, RFM, and FPM). Additional links are provided for Administrative functions to add funds, distribute funds, move funds, remove fund from national budget, zero all budgets, and force printing.

An FPM sees the print budget for their area of responsibility and money that has been allocated to them. The RFM sees the print budget for their region and is allowed to move money around within their region. NFMs see the print budget for all regions (check to see if they can move money). Administrators will see the print budget for all regions and can move money from national to regions.

### 4.8.1.1. My Funds

The My Funds page displays a snapshot of print funds as of the current date.

| Current Print Funds for AFS | |
|---|---|
| Available, Unallocated Funds | $5,380.81 |
| Allocated Funds | $939.75 |
| Allocated Funds + Approved Funds | $939.75 |
| Spent Total | $0.00 |
| Actual Balance | $6,320.56 |
| Requested Funds | $0.00 |

Print funds display for your region and fall into four categories:

- Available – Funds ready for distribution to regions.
- Allocated - Funds requested for a particular post card job.
- Approved – Funds or expenditures approved by the RFM.
- Spent – Funds for print hobs that have been sent to the printer and subtracted from the funding balance.

Included in this box are links for Allocated Funds, Allocated Funds + Approved Funds, and Spent Total.

The Allocated Funds link opens the Print Budget, Ledger Report for the funding status type Allocated Only in the selected region (AFS in the prior image). The Allocated Funds + Approved Funds link opens the Print Budget, Ledger Report for funding status types Allocated and Approved in the selected region. The Spent Total link opens the Print Budget, Ledger Report for the funding status type Spent Only in the selected region. For information on this report, see the section on Reports, Print Budget, Ledger Report.

The table displays the distribution of funds based on the date and time noted above the table. Columns include budget, unplanned, allocated, approved, and actual spent plus a column for actual balance. The Budget column includes national, region only, and region and all subs (district budgets). Unplanned Funds are available funds that are neither allocated nor approved. Funds that have been allocated (requested) for seminars and notices but have yet to be approved by the RFM display in the Allocated for Seminars/Notices column. When an allocation request is approved by the RFM, the monies move from the Allocated for Seminars/Notices column to the Approved Funds column. Funds that have been spent since the beginning of the fiscal year (FY) display in the Actual Spent Funds column. The last column, Actual Balance, shows the actual allocation balance for the region and its divisions. This column plus the Actual Spent Funds column equals the total amount that was available and/or spent (16,640.49 + 2,261.91).

| | | | | | |
|---|---|---|---|---|---|
| SO only<br>SO & subs | $941.48<br>$991.93 | $0.00 | $0.00 | ($137.55) | $941.48<br>$991.93 |
| SW only<br>SW & subs | $911.63<br>$1,368.41 | $0.00 | $97.86 | ($371.06) | $911.63<br>$1,466.27 |
| WP only<br>WP & subs | $1,450.06<br>$1,567.88 | $432.18 | $0.00 | $0.00 | $1,450.06<br>$2,000.06 |
| *Totals* | $14,868.23 | $1,674.40 | $97.86 | ($2,261.91) | $16,640.49 |

At times, a region may have more funds allocated than they have available. When this happens, the administrator will determine if there are funds available that can be distributed to that region. Or, at the end of the FY, the administrator may contact a region that hasn't spent their allocation and ask if that allocation can be used for another region. When this happens, the region moves their funds distribution back to their region and the administrator redistributes those funds to other regions.

(12:50 on 2-14MeetingPrintBudget tape)

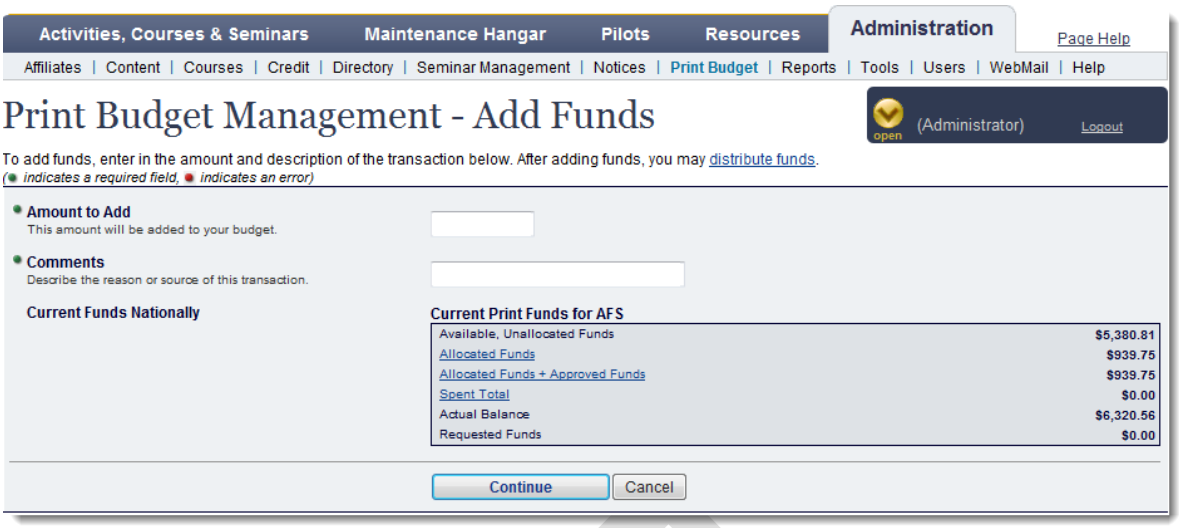
The numbers represented on this page change daily as jobs are processed. The text about the table identifies the date and time the report totals were captured.

The next image shows that the national office (AFS) has $5,380.81 available for allocation to regions as of 2/15/2012 4:42:13 AM. This amount displays in the Unplanned Funds column. Alaska (AL only) shows $300.00 is being held at the regional level, none of which has been allocated to their divisions (AL & subs). The Central region (CE only) has $469.64 remaining for allocation at the regional level. Central also shows that $814.82 (CE & subs) has been allocated to CE divisions. This amount has not been set aside for any special use (Unplanned Funds). It shows that $302.47 has been Allocated for Seminars/Notices. None of the allocated funds have been approved at the time this report was run (Approved Funds $0.00). From the total allocated at the CE region, $102.35 has actually been spent. The Actual Balance column shows the monies being held at the region ($469.64) and the actual balance (814.82 + 302.47 + 0.00 = 1,117.29). Amounts display in the Approved Funds column when allocations have been approved by the RFM. These amounts are included in the Actual Balance for the region and division (CE & subs). The Actual Spent Funds ($102.35) are not used in calculations. This column provides information for the administrator if they need to move funds from one region to another.

This table shows a snapshot of funding in districts/regions below you as of 2/15/2012 4:42:13 AM.

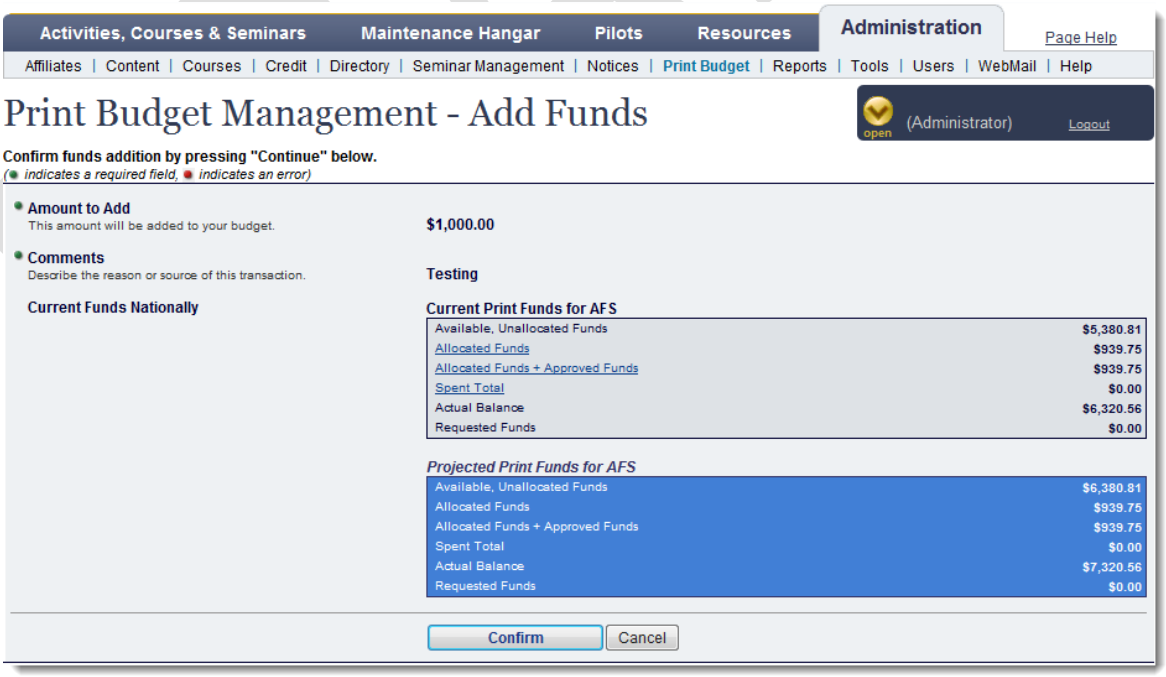
| Budget * | Unplanned Funds | Allocated for Seminars/Notices | Approved Funds | Actual Spent Funds | Actual Balance |
|---|---|---|---|---|---|
| AFS | $5,380.81 | $939.75 | $0.00 | $0.00 | $6,320.56 |
| AL only<br>AL & subs | $300.00<br>$300.00 | $0.00 | $0.00 | $0.00 | $300.00<br>$300.00 |
| CE only<br>CE & subs | $469.64<br>$814.82 | $302.47 | $0.00 | ($102.35) | $469.64<br>$1,117.29 |
| EA only<br>EA & subs | $1,738.18<br>$1,741.98 | $0.00 | $0.00 | ($760.25) | $1,738.18<br>$1,741.98 |

## 4.8.1.2. Add Funds




This page allows you to allocate funds to the regions. In theory you can add the entire amount (i.e. 25,000) for the FY or the amount you will allocate for the current quarter (i.e. 25,000/4=6,250). Remember, amounts must be allocated quarterly and can only include the allocation portion that is approved for distribution for that quarter. When allocating, the total amount can be rounded up (from 6,250 to 6,300) for easier allocation because typically in the last quarter of the FY they all the money that was allocated has not been spent.

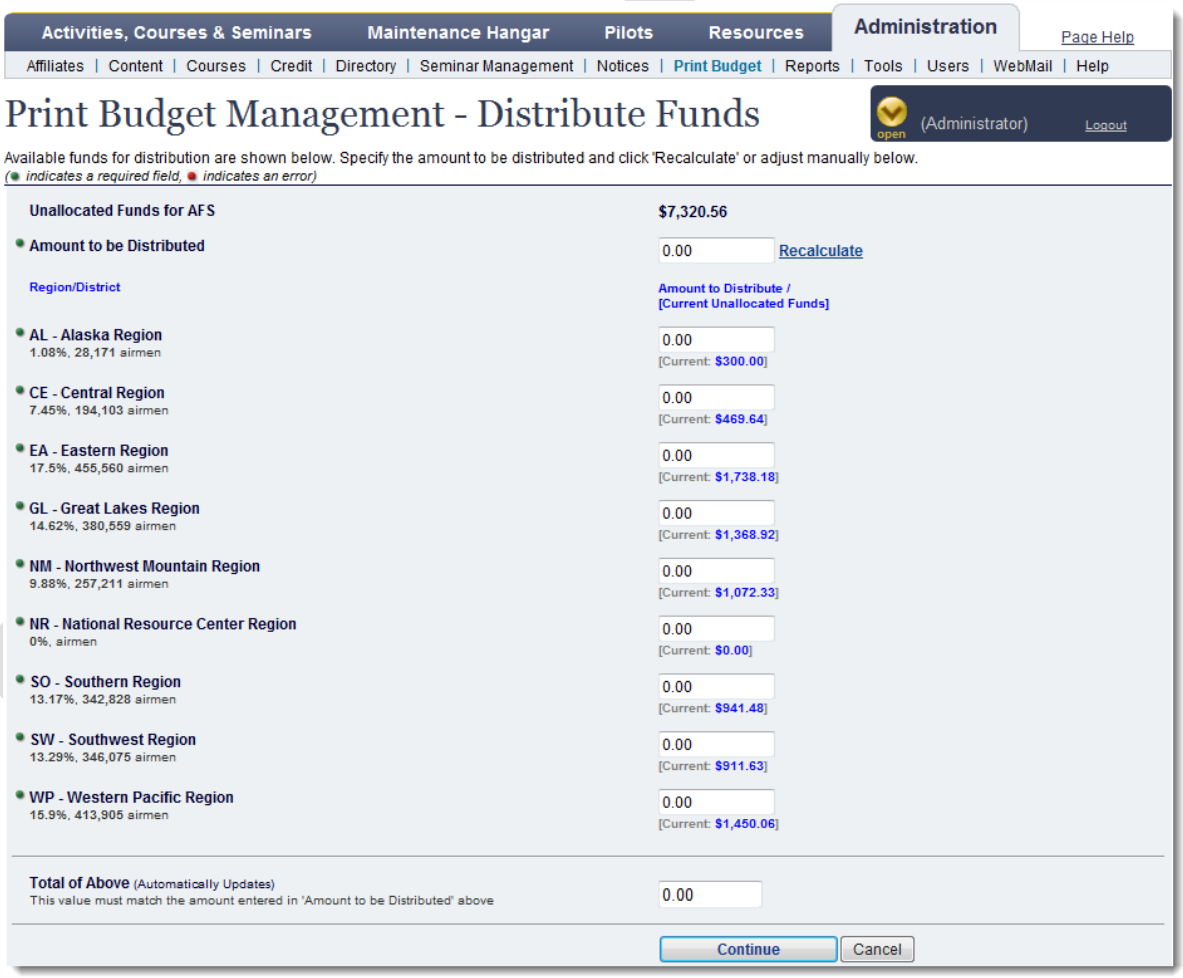
Enter an amount at the Amount to Add field and a comment in the Comments field to add funds and click Continue.




The amount you added, your comments, the Current Print Funds and Projected Print Funds display on the page. If these amounts are correct, click Confirm. If not, click Cancel to return to the Print Budget Management page. When you click Confirm the following message displays for a few

seconds. A link to distribute funds is included in this message. If you do not click on the link in the pre-defined time, the Print Budget Management page displays.

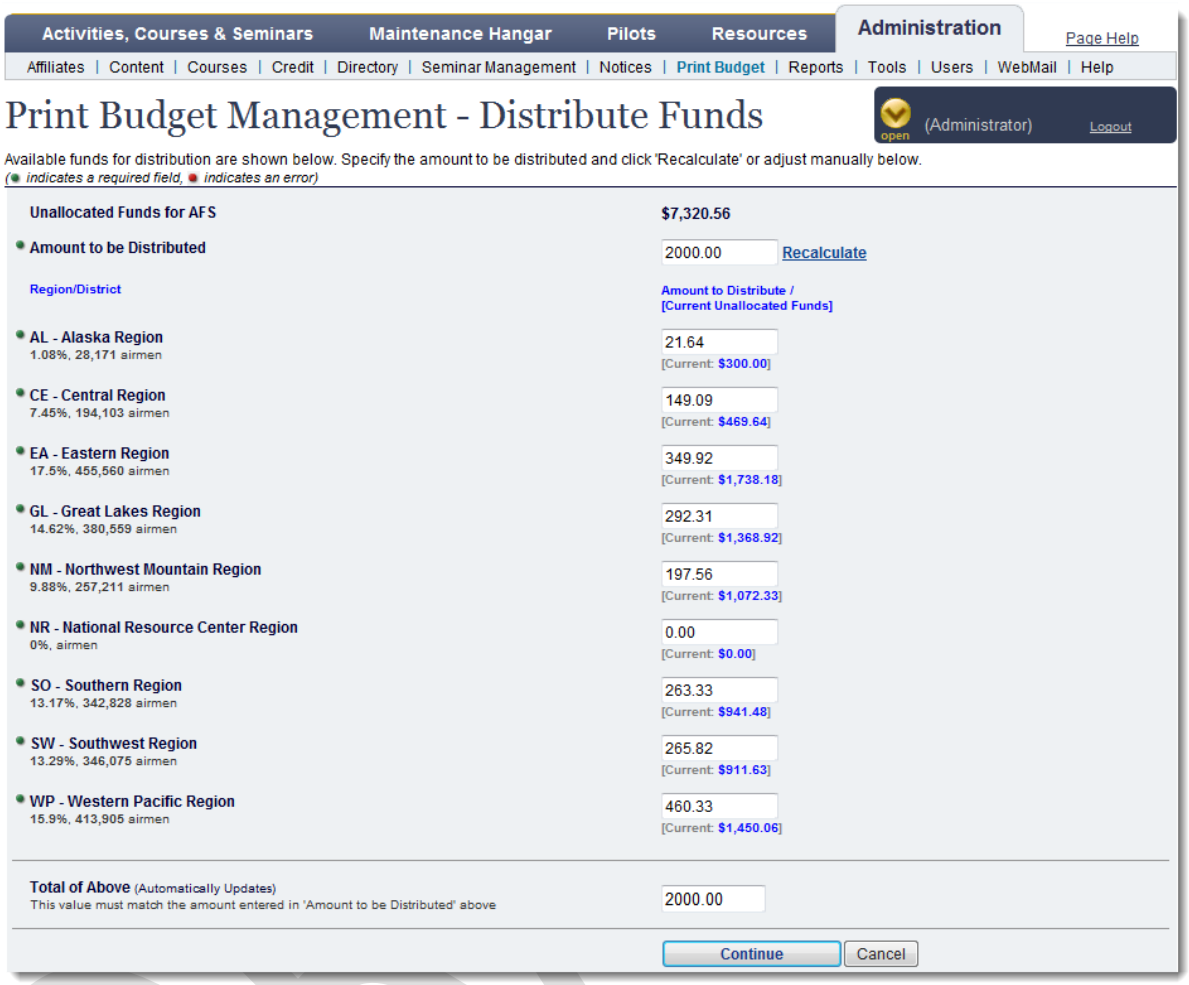
## 4.8.1.3. DISTRIBUTE FUNDS



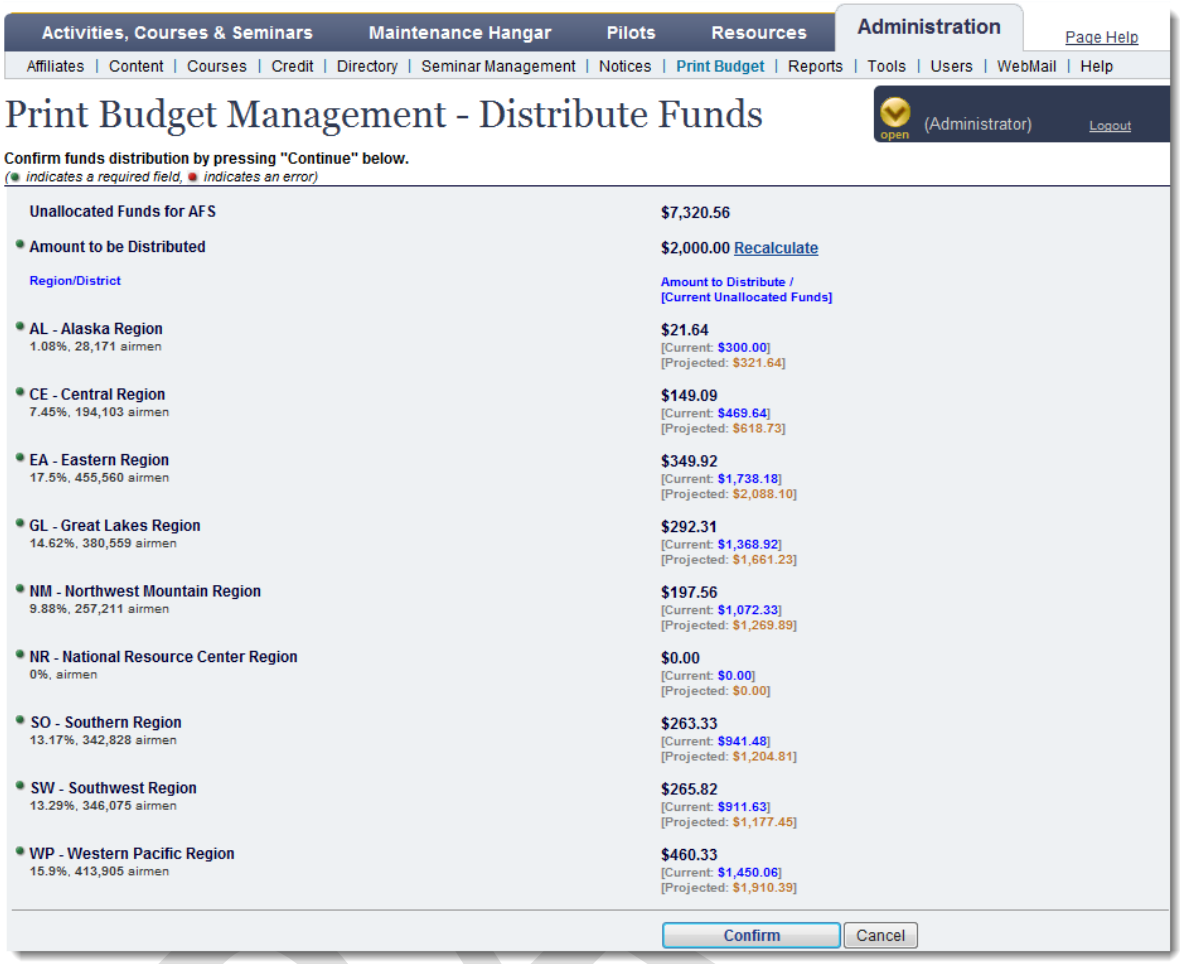

Early in the FAASafety program it was decided that the way to distribute funds for post cards would be in the same ratio as there are airmen in each region. In the above image, you can see the percentage of airmen in each region listed below the region.

Displayed information includes the amount of unallocated funds for AFS, the region/district, the total number and percent of registered airmen for each region/district, the current allocated amount, and total distribution amount.

The numbers illustrated in these examples are not actual number and are for demonstration purposes only.




To distribute funds, enter an Amount to be Distributed in the first field and click Recalculate. The funds are distributed based on region, district, and the percentage of airmen registered in each region. If the distribution amounts should be changed, make the necessary manual adjustments remembering that the total at the bottom must match the amount distributed at the top. Once the distribution is complete, click Continue; clicking Cancel will return you to the Print Budget Management – Distribute Funds page.




When you click Continue after recalculating the distribution you are asked for confirmation. Click Confirm to distribute the funds displayed or Cancel to open the Print Budget Management page.

When you click Confirm the following message displays for a few seconds then the Print Budget Management page displays. View the newly budgeted amounts at the My Funds page.

## 4.8.1.4. Move Funds

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Print Budget Management - Move Funds

teresa.mahan@l-3com.com (Administrator) Logout

Select the source and destination to move funds, then enter the amount and reason below.
(● indicates a required field, ● indicates an error)

| Budget * | Unplanned Funds | Allocated for Seminars/Notices | Approved Funds | Actual Spent Funds | Actual Balance |
|---|---|---|---|---|---|
| AFS | $2,380.81 | $939.75 | $0.00 | $0.00 | $3,320.56 |
| AL only<br>AL & subs | $321.64<br>$321.64 | $0.00 | $0.00 | $0.00 | $321.64<br>$321.64 |
| CE only<br>CE & subs | $618.73<br>$963.91 | $302.47 | $0.00 | ($102.35) | $618.73<br>$1,266.38 |
| EA only<br>EA & subs | $2,088.10<br>$2,091.90 | $0.00 | $0.00 | ($760.25) | $2,088.10<br>$2,091.90 |
| GL only<br>GL & subs | $1,661.23<br>$1,885.73 | $0.00 | $0.00 | ($627.35) | $1,661.23<br>$1,885.73 |
| NM only<br>NM & subs | $1,269.89<br>$1,306.54 | $0.00 | $0.00 | ($263.35) | $1,269.89<br>$1,306.54 |
| NR only<br>NR & subs | $0.00<br>$0.00 | $0.00 | $0.00 | $0.00 | $0.00<br>$0.00 |
| SO only<br>SO & subs | $1,204.81<br>$1,255.26 | $0.00 | $0.00 | ($137.55) | $1,204.81<br>$1,255.26 |
| SW only<br>SW & subs | $1,177.45<br>$1,634.23 | $0.00 | $97.86 | ($371.06) | $1,177.45<br>$1,732.09 |
| WP only<br>WP & subs | $1,910.39<br>$2,028.21 | $432.18 | $0.00 | $0.00 | $1,910.39<br>$2,460.39 |
| Totals | $13,868.23 | $1,674.40 | $97.86 | ($2,261.91) | $15,640.49 |

* 'Sub' budgets are the totals from all district budgets. When moving funds, you may only move unplanned funds from the region budget [shown in bold].

● Transfer Funds From

● Transfer Funds To

● Amount to Transfer

● Comments
Describe the reason for this transaction.

Continue | Cancel

The Move Funds option allows you to transfer funds from one district (region) to another. Only Unallocated funds can be transferred.

Currently each region is contacted and asked how much money they need for their print budget. Once the amounts are known, the administrator manually distributes those amounts if the funds are available. Moving funds this way appears to work better for post cards because some regions use post cards less frequently than others.

When a regional manager is logged in, their region displays in the Transfer Funds From field and their regions are listed in the drop-down list in the Transfer Funds To field. The regional manager will select the appropriate Transfer Funds To location, enter an Amount to Transfer, and enter a Comment to transfer funds within their region.

When the administrator distributes funds from this page, they select [AFS] National at the Transfer Funds From field, the specific region at the Transfer Funds To field, and enter a transfer amount and comment.

A comment example would be "2nd Qtr Allocation".

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Print Budget Management - Move Funds

teresa.mahan@l-3com.com (Administrator) Logout

Select the source and destination to move funds, then enter the amount and reason below.
(● indicates a required field, ● indicates an error)

| Budget * | Unplanned Funds | Allocated for Seminars/Notices | Approved Funds | Actual Spent Funds | Actual Balance |
|---|---|---|---|---|---|
| AFS | $2,380.81 | $939.75 | $0.00 | $0.00 | $3,320.56 |
| AL only<br>AL & subs | $321.64<br>$321.64 | $0.00 | $0.00 | $0.00 | $321.64<br>$321.64 |
| CE only<br>CE & subs | $618.73<br>$963.91 | $302.47 | $0.00 | ($102.35) | $618.73<br>$1,266.38 |
| EA only<br>EA & subs | $2,088.10<br>$2,091.90 | $0.00 | $0.00 | ($760.25) | $2,088.10<br>$2,091.90 |
| GL only<br>GL & subs | $1,661.23<br>$1,885.73 | $0.00 | $0.00 | ($627.35) | $1,661.23<br>$1,885.73 |
| NM only<br>NM & subs | $1,269.89<br>$1,306.54 | $0.00 | $0.00 | ($263.35) | $1,269.89<br>$1,306.54 |
| NR only<br>NR & subs | $0.00<br>$0.00 | $0.00 | $0.00 | $0.00 | $0.00<br>$0.00 |
| SO only<br>SO & subs | $1,204.81<br>$1,255.26 | $0.00 | $0.00 | ($137.55) | $1,204.81<br>$1,255.26 |
| SW only<br>SW & subs | $1,177.45<br>$1,634.23 | $0.00 | $97.86 | ($371.06) | $1,177.45<br>$1,732.09 |
| WP only<br>WP & subs | $1,910.39<br>$2,028.21 | $432.18 | $0.00 | $0.00 | $1,910.39<br>$2,460.39 |
| *Totals* | $13,868.23 | $1,674.40 | $97.86 | ($2,261.91) | $15,640.49 |

* 'Sub' budgets are the totals from all district budgets. When moving funds, you may only move unplanned funds from the region budget [shown in bold].

● Transfer Funds From: [AFS] National

● Transfer Funds To: [AL] Alaska Region

● Amount to Transfer: 1000

● Comments
Describe the reason for this transaction.: Temporary Funds Transfer

Continue | Cancel

In this example, 1,000 is being transferred from [AFS] National to [AL] Alaska Region with a comment of Temporary Funds Transfer. Click Continue to view the current distribution in the table at the top of the form and the entered distribution below the table.

Click Cancel to cancel the distribution and return to the Print Budget Management page.

DRAFT

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Print Budget Management - Move Funds

open (Administrator) Logout

**Confirm funds move by pressing "Continue" below.**

*(● indicates a required field, ● indicates an error)*

| Budget * | Unplanned Funds | Allocated for Seminars/Notices | Approved Funds | Actual Spent Funds | Actual Balance |
|---|---|---|---|---|---|
| AFS | $2,380.81 | $939.75 | $0.00 | $0.00 | $3,320.56 |
| AL only<br>AL & subs | $321.64<br>$321.64 | $0.00 | $0.00 | $0.00 | $321.64<br>$321.64 |
| CE only<br>CE & subs | $618.73<br>$963.91 | $302.47 | $0.00 | ($102.35) | $618.73<br>$1,266.38 |
| EA only<br>EA & subs | $2,088.10<br>$2,091.90 | $0.00 | $0.00 | ($760.25) | $2,088.10<br>$2,091.90 |
| GL only<br>GL & subs | $1,661.23<br>$1,885.73 | $0.00 | $0.00 | ($627.35) | $1,661.23<br>$1,885.73 |
| NM only<br>NM & subs | $1,269.89<br>$1,306.54 | $0.00 | $0.00 | ($263.35) | $1,269.89<br>$1,306.54 |
| NR only<br>NR & subs | $0.00<br>$0.00 | $0.00 | $0.00 | $0.00 | $0.00<br>$0.00 |
| SO only<br>SO & subs | $1,204.81<br>$1,255.26 | $0.00 | $0.00 | ($137.55) | $1,204.81<br>$1,255.26 |
| SW only<br>SW & subs | $1,177.45<br>$1,634.23 | $0.00 | $97.86 | ($371.06) | $1,177.45<br>$1,732.09 |
| WP only<br>WP & subs | $1,910.39<br>$2,028.21 | $432.18 | $0.00 | $0.00 | $1,910.39<br>$2,460.39 |
| *Totals* | $13,868.23 | $1,674.40 | $97.86 | ($2,261.91) | $15,640.49 |

* 'Sub' budgets are the totals from all district budgets. When moving funds, you may only move unplanned funds from the region budget [shown in bold].

● **Transfer Funds From**

**[AFS] National**

*Projected Print Funds for AFS*

| | |
|---|---|
| Available, Unallocated Funds | $1,380.81 |
| Allocated Funds | $939.75 |
| Allocated Funds + Approved Funds | $939.75 |
| Spent Total | $0.00 |
| Actual Balance | $2,320.56 |
| Requested Funds | $0.00 |

● **Transfer Funds To**

**[AL] Alaska Region**

*Projected Print Funds for AL*

| | |
|---|---|
| Available, Unallocated Funds | $1,321.64 |
| Allocated Funds | $0.00 |
| Allocated Funds + Approved Funds | $0.00 |
| Spent Total | $0.00 |
| Actual Balance | $1,321.64 |
| Requested Funds | $0.00 |

● **Amount to Transfer** — **$1,000.00**

● **Comments**
Describe the reason for this transaction. — **Temporary Funds Transfer**

Confirm | Cancel

When you click Continue you are asked for confirmation. Click Confirm to distribute the funds displayed or Cancel to open the Print Budget Management page.

When you click Confirm the following message displays for a few seconds then the Print Budget Management page displays. View the newly budgeted amounts at the My Funds page.

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

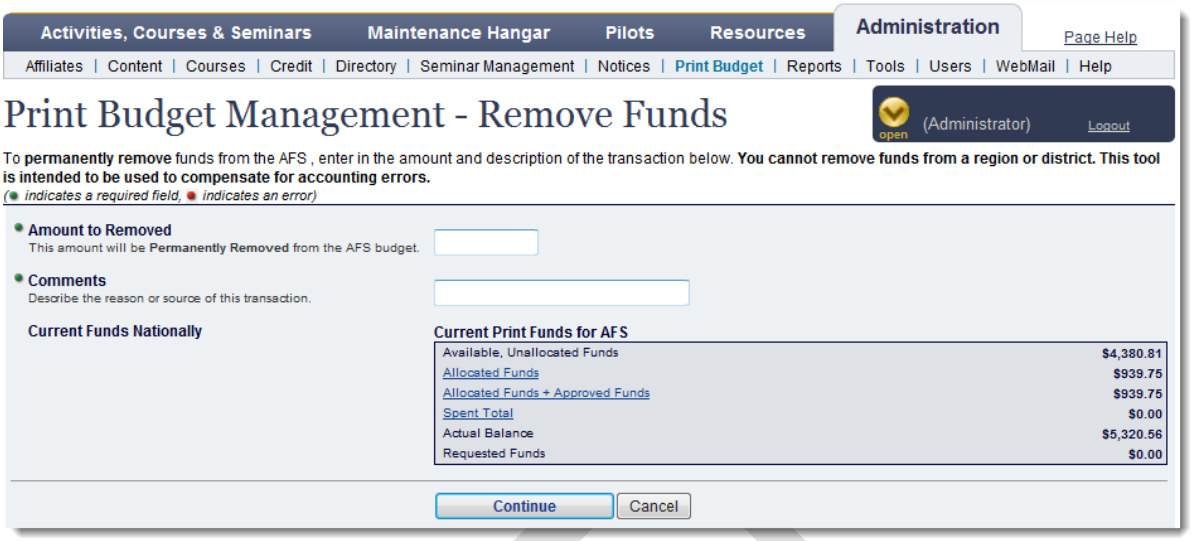
# Print Budget Management - Move Funds

open (Administrator) Logout

Your previous transaction was completed successfully.

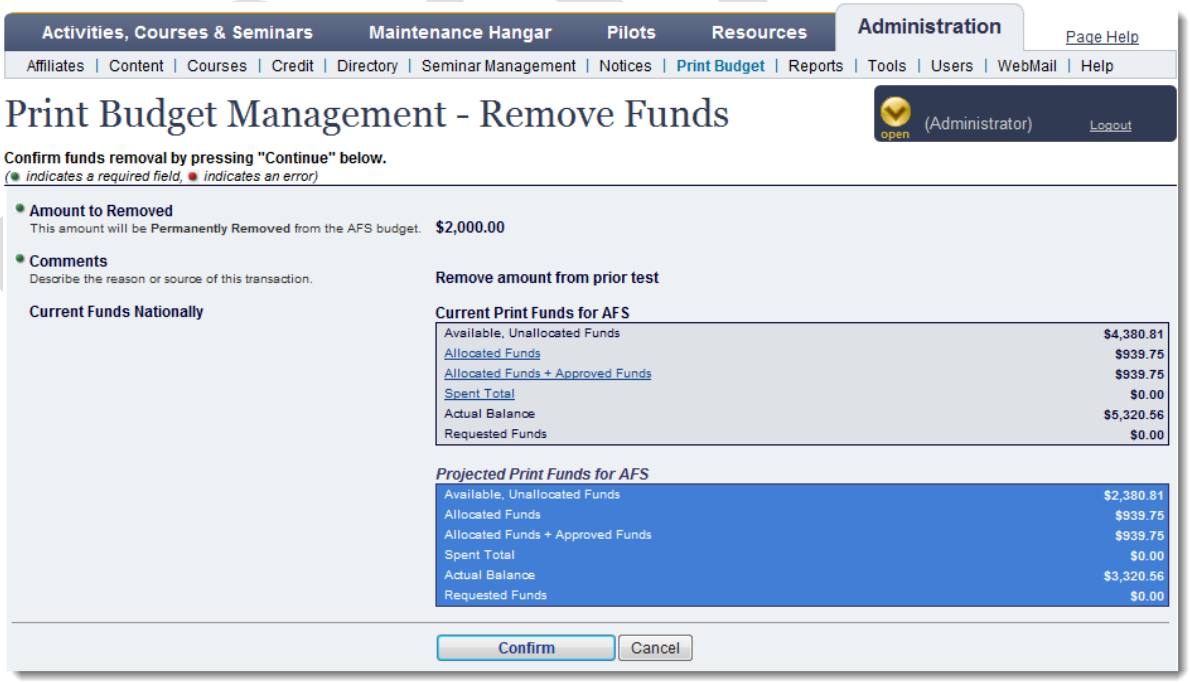
You will be automatically returned to the print budget menu in a few seconds.

## 4.8.1.5. Remove Fund from National Budget



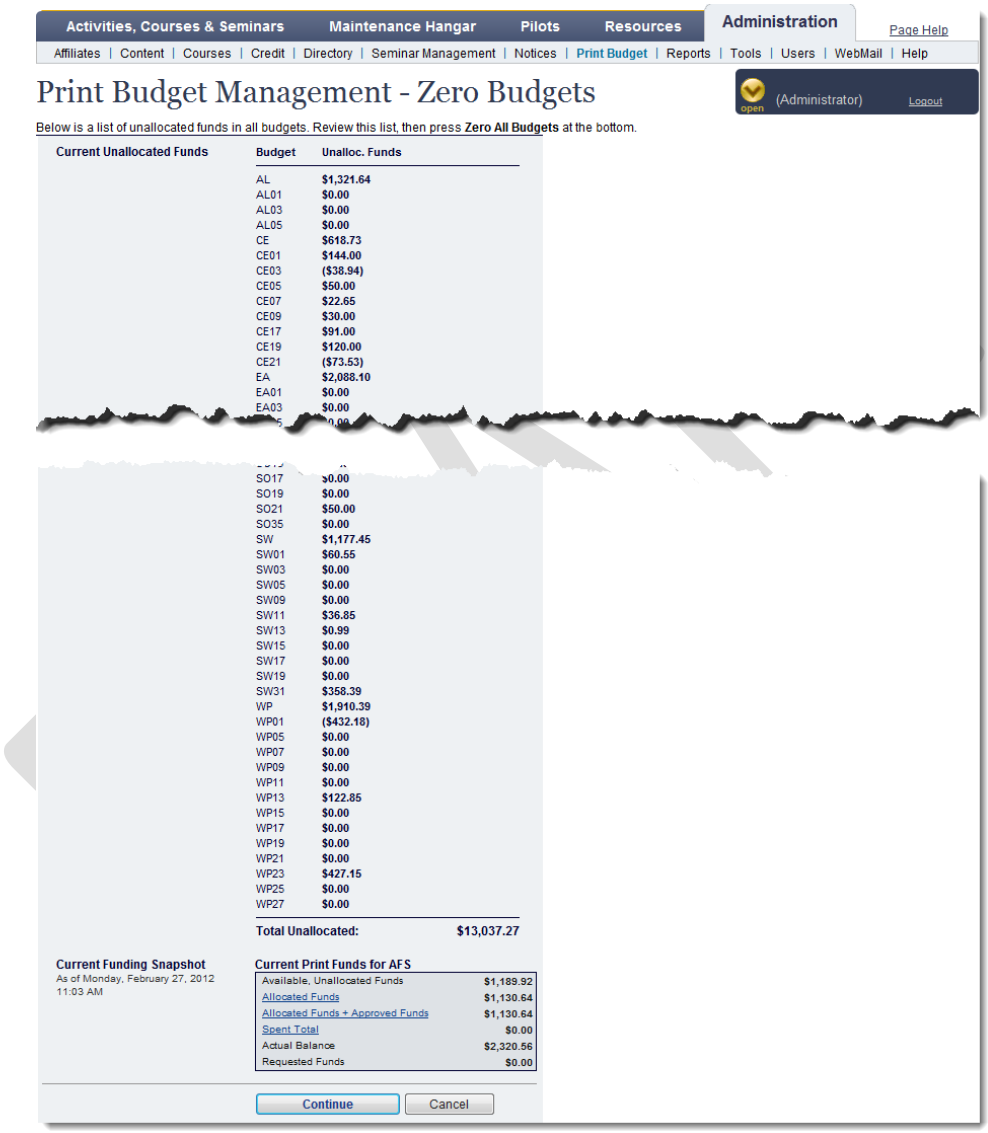

When you have added funds in error, the Remove Funds option allows you to back out those funds prior to their distribution. Funds that have been distributed must be moved back to the National fund before they can be removed.

To remove funds, enter an Amount to Remove along with a comment with the reason for the removal and click Continue. To return to the Print Budget Management page click Cancel.




When you click Continue, the current and projected amounts display. If these amounts are correct, click Confirm to continue or Cancel to return to the Print Budget Management page. If you click Confirm, the following message will display for a few seconds before the Print Budget Management page displays.

## 4.8.1.6. ZERO ALL BUDGETS




At the very end of the FY, this program is used to make sure all fund balances are zero at the start of the new FY. Prior to using the Zero All Budgets option, open the Force Printing option and make sure all jobs that are waiting are sent to print.

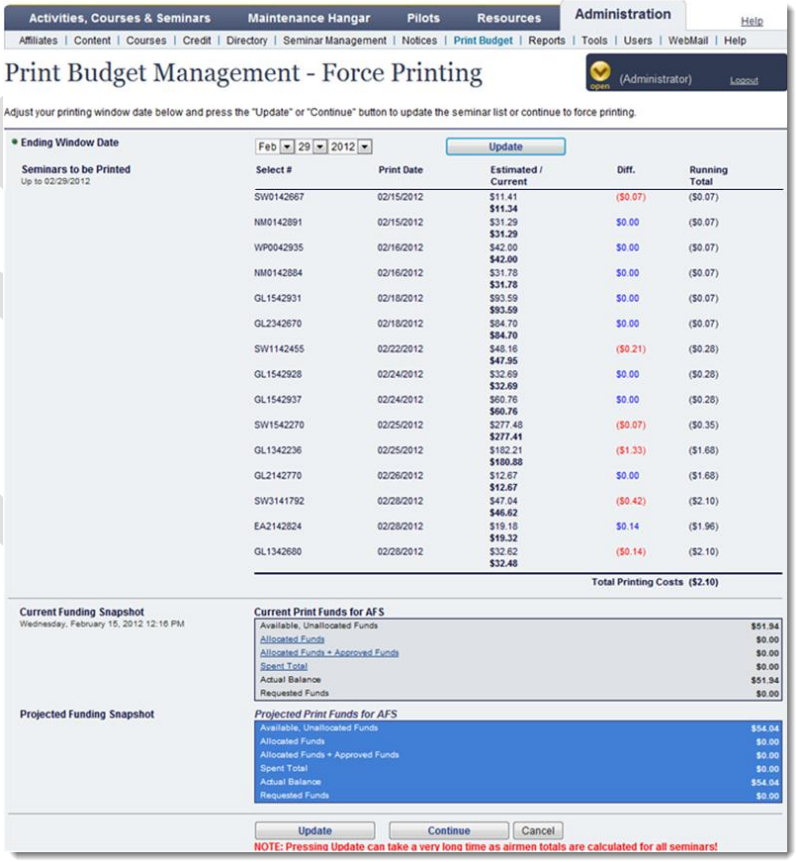
When you select the Zero All Budgets option, a table displays listing each region, their divisions and their Unallocated Funds. Below the table is a summary of the current funding as of the date displayed.

In this list, you can see that CE03 and CE21 have allocated more funds than they had available. CE still has available funds so they can allocate additional funds to CE03 and CE21 to cover those amounts. The regional offices should be processing (Move Funds) these allocations on a regular basis.

If you click continue here, all the budgets will be reset to zero and the funds will move back to AFS (National). This only includes unallocated funds and if anyone shows a negative it would be an unallocated amount.

At the end of the year, the administrator asks each region to move all money allocated to their divisions back to their region. When they have done this, the administrator moves all the regional money back to AFS (National). When this has completed, the national office decides whether to send a national postcard or the money is returned to headquarters. This process is required because headquarters gives us a cutoff date (typically in August but it can happen as early as July) when they have to know what we are going to spend. We ask that post card funds are allocated and approved the money can stay where it is but if it is not approved the money has to be returned.

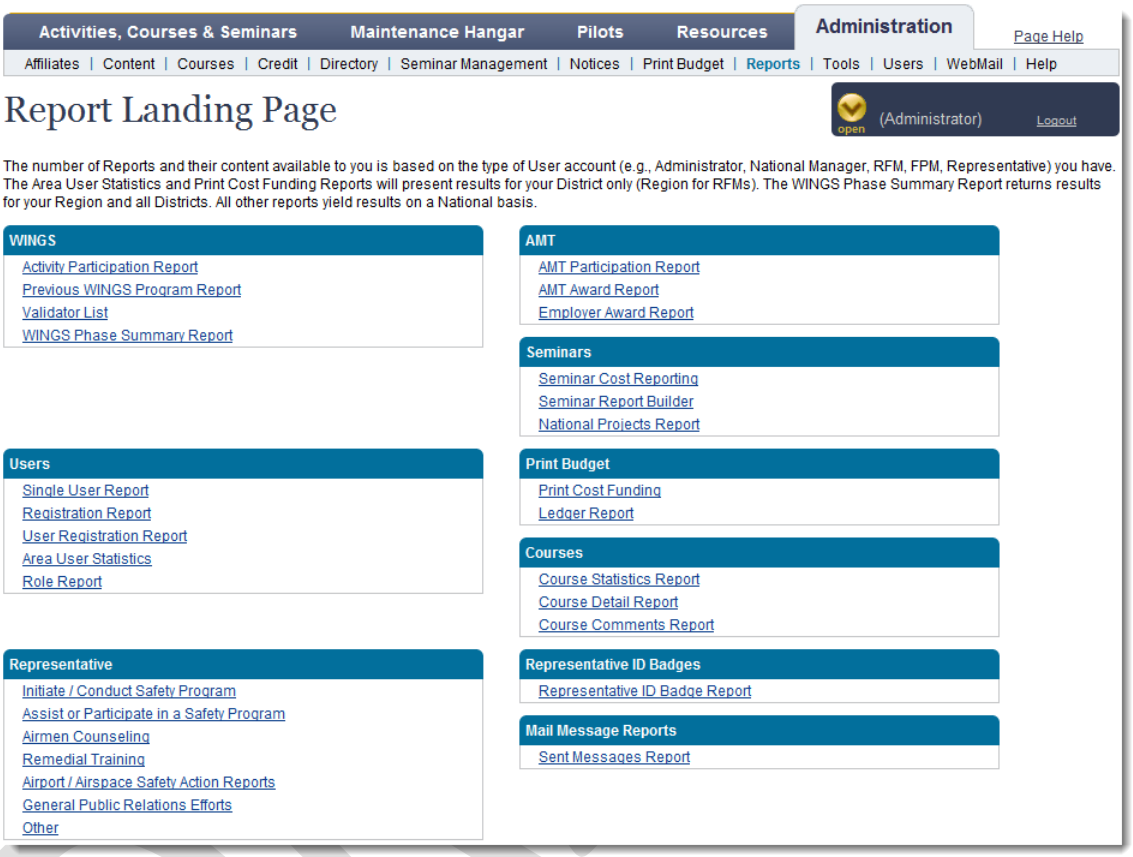
### 4.8.1.7. Force Printing




This is where we force money to be spent. As administrator, at the end of the FY, choose a date of December 31st of the current year. This is requesting the jobs that have approved funding through the end of the year. The screen displays the seminars that are scheduled to be printed before that

date and you can force those jobs to be printed, spend the money, and won't have to return that money to headquarters. We don't know if the jobs actually go to the printer or not. If there is no money, you may have to take the funds back (reallocate them to AFS) and won't have to do this.

## 4.9. REPORTS



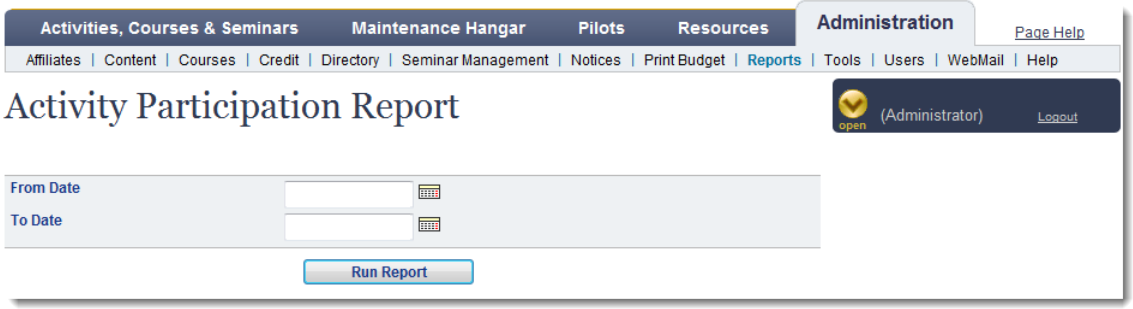

The Report Landing Page contains reports links that Administrators and FPMs can view on: WINGS, Users, AMT, Seminars, Print Budget, and Courses. The Representative link can be viewed by Administrators, FPMs, and Representatives. The following links are available.

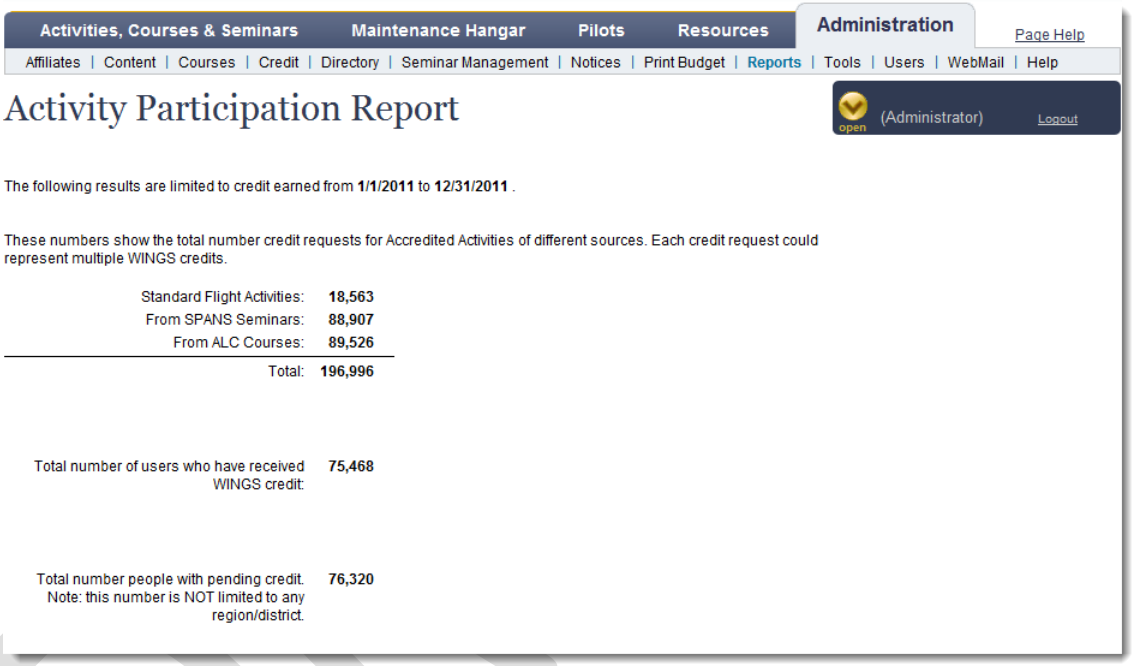
Users that do not see this selection include: ATCs,

### 4.9.1. WINGS

Reports: Activity Participation Report, Previous WINGS Program Report, Validator List, WINGS Phase Summary Report. On the WINGS Phase Summary Report, the word "Current" means the number of pilots whose phase is still current, i.e., within the 12-month validity period. The word "Ever" means the number of pilots who have ever earned a Phase of WINGS, whether it is current or not. This does not include the old paper-based version of WINGS.

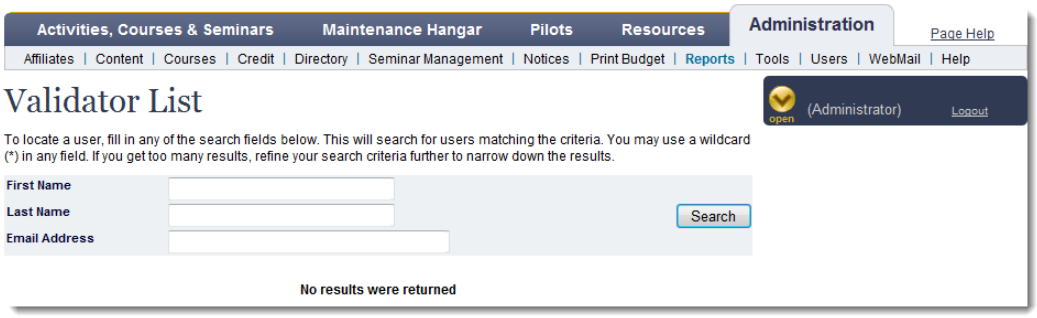
## 4.9.1.1. Activity Participation Report

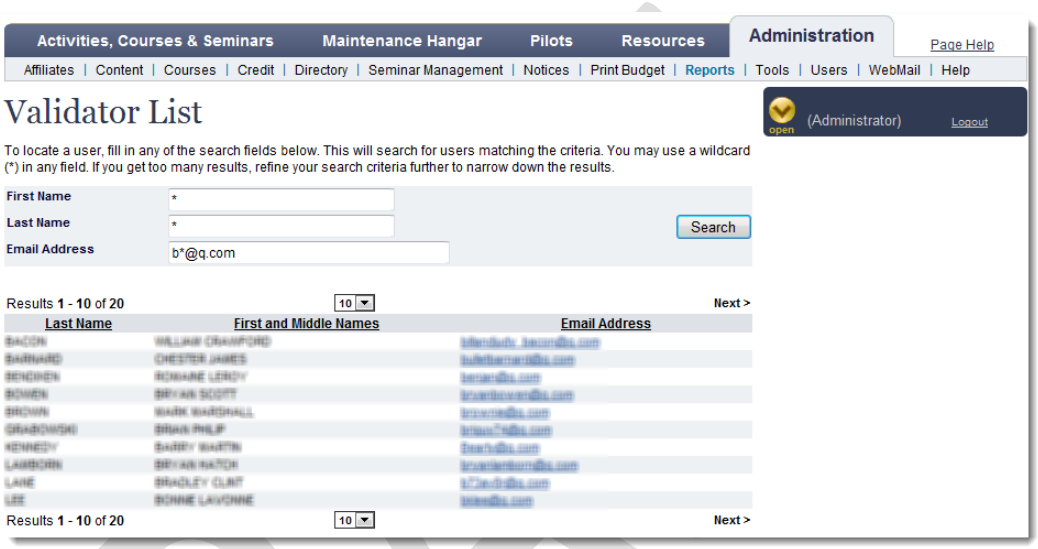


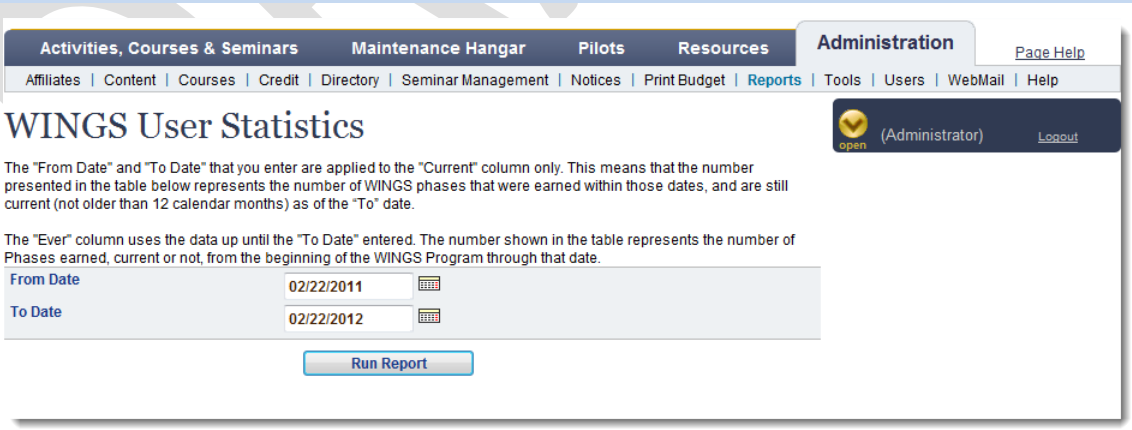

## 4.9.1.2. Previous WINGS Program Report

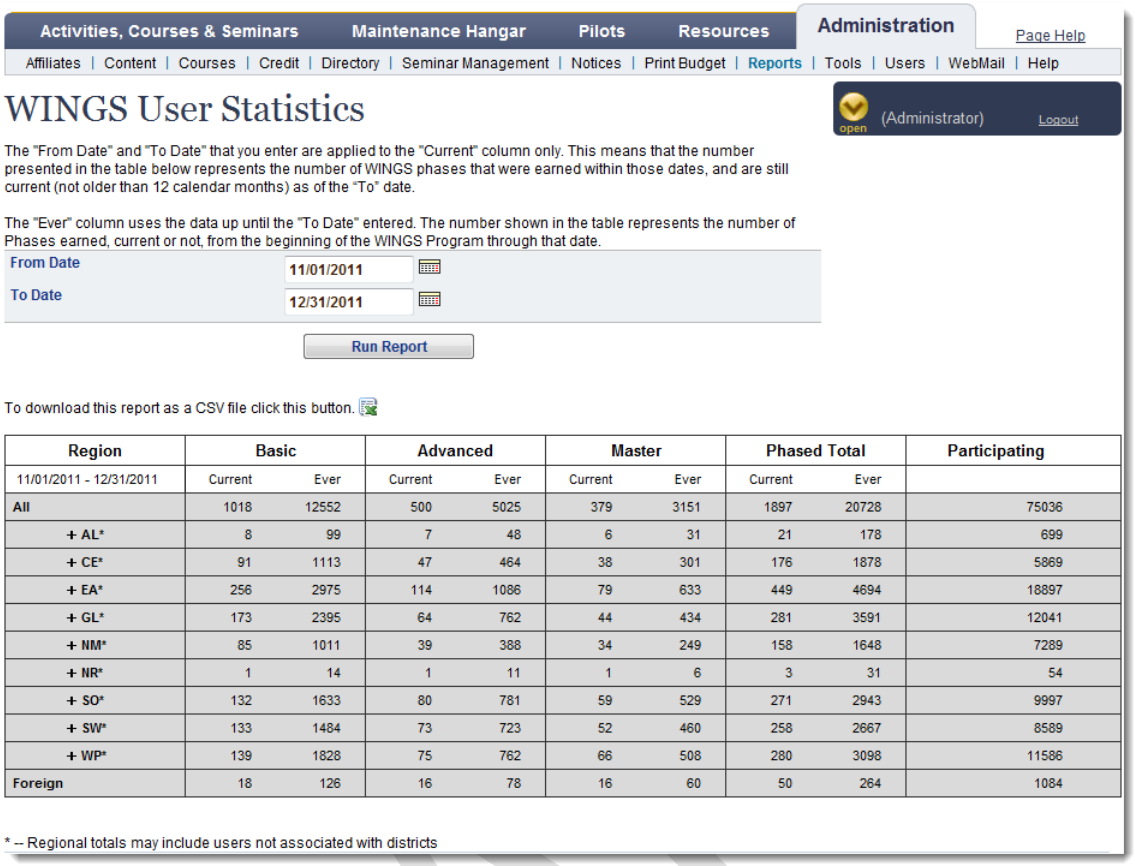
## 4.9.1.3. Validator List




## 4.9.1.4. WINGS Phase Summary Report



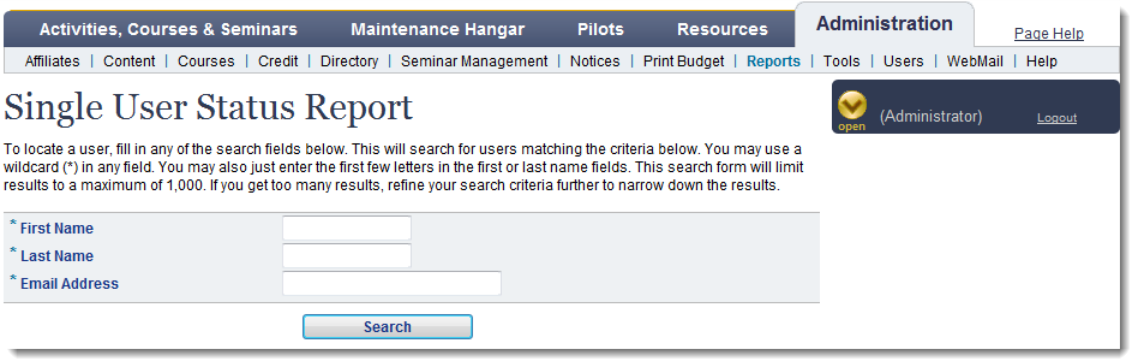



| Region | Basic | | Advanced | | Master | | Phased Total | | Participating |
|---|---|---|---|---|---|---|---|---|---|
| 11/01/2011 - 12/31/2011 | Current | Ever | Current | Ever | Current | Ever | Current | Ever | |
| All | 1018 | 12552 | 500 | 5025 | 379 | 3151 | 1897 | 20728 | 75036 |
| + AL* | 8 | 99 | 7 | 48 | 6 | 31 | 21 | 178 | 699 |
| + CE* | 91 | 1113 | 47 | 464 | 38 | 301 | 176 | 1878 | 5869 |
| + EA* | 256 | 2975 | 114 | 1086 | 79 | 633 | 449 | 4694 | 18897 |
| + GL* | 173 | 2395 | 64 | 762 | 44 | 434 | 281 | 3591 | 12041 |
| + NM* | 85 | 1011 | 39 | 388 | 34 | 249 | 158 | 1648 | 7289 |
| + NR* | 1 | 14 | 1 | 11 | 1 | 6 | 3 | 31 | 54 |
| + SO* | 132 | 1633 | 80 | 781 | 59 | 529 | 271 | 2943 | 9997 |
| + SW* | 133 | 1484 | 73 | 723 | 52 | 460 | 258 | 2667 | 8589 |
| + WP* | 139 | 1828 | 75 | 762 | 66 | 508 | 280 | 3098 | 11586 |
| Foreign | 18 | 126 | 16 | 78 | 16 | 60 | 50 | 264 | 1084 |

## 4.9.2. USERS

Reports: Single User Report, Registration Report, User Registration Report, Area User Statistics, and Role Report.

### 4.9.2.1. SINGLE USER REPORT



Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Single User Status Report

open (Administrator) Logout

To locate a user, fill in any of the search fields below. This will search for users matching the criteria below. You may use a wildcard (*) in any field. You may also just enter the first few letters in the first or last name fields. This search form will limit results to a maximum of 1,000. If you get too many results, refine your search criteria further to narrow down the results.

| | |
|---|---|
| * First Name | joe* |
| * Last Name | jones |
| * Email Address | joe*@*.net |

Search

Results 1 to 3 of 3

| Name | Email Address | Location | User Type | |
|---|---|---|---|---|
| JONES<br>JOE | joe[illegible].net | CE21 (Memphis) | Pilot and/or Mechanic | Credit History |
| JONES<br>JOE | joe[illegible].net | SO09 (Birmingham) | Pilot and/or Mechanic | Credit History |
| Jones<br>Joe | joe[illegible].net | GL11 (Indianapolis) | General User | Credit History |

Results 1 to 3 of 3

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Credit History

open (Administrator) Logout

FAASafety.gov User: JOE [illegible] JONES
Email: joe[illegible].net
*WINGS* Participation: No
Flight Review Date: none
Flight Review Expires: none
Flight Review Date Source: none

Basic WINGS | Advanced WINGS | Master WINGS | WINGS Logbook | Credit Information | AMT | CFI Workshop

You must complete a Phase of WINGS at the Basic Level before you can receive a Phase at a higher Level.

## Basic WINGS - Phase 1

Not Started

Print Your Checklist

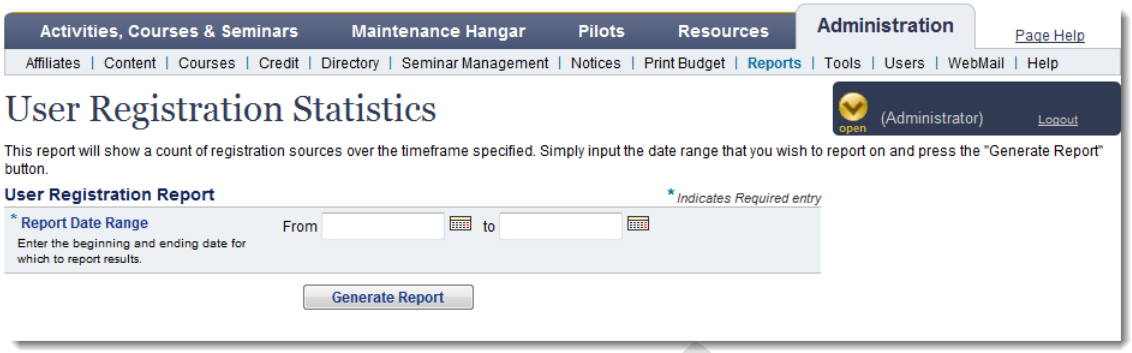
### Knowledge Activities

| TOPIC | TYPE | TITLE | STATUS | MORE |
|---|---|---|---|---|
| Knowledge Topic 1<br>1 Credit | Course<br>ALC-28 | The Art of Aeronautical Decision-Making | | |
| Knowledge Topic 2<br>1 Credit | Course<br>ALC-36 | Positive Aircraft Control | | |
| Knowledge Topic 3<br>1 Credit | Course<br>ALC-25 | Flight Review Prep Guide | | |

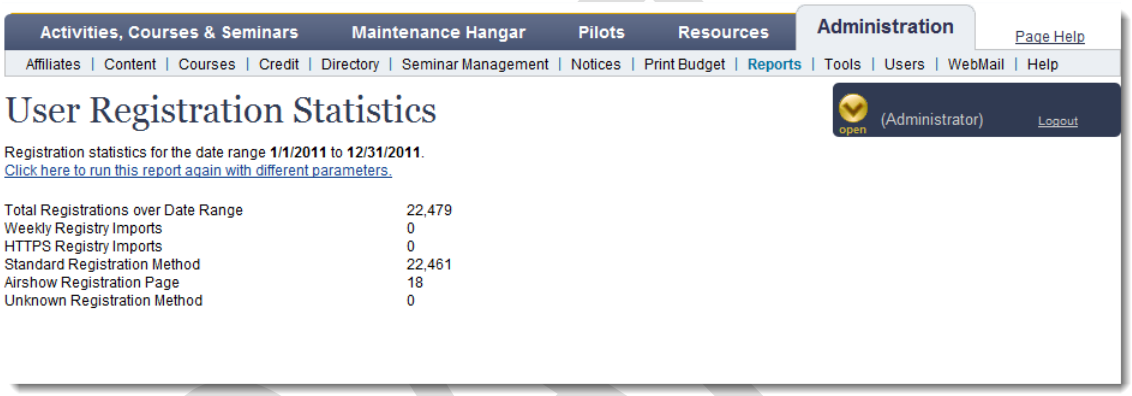
### Flight Activities

| TOPIC | TYPE | TITLE | STATUS | MORE |
|---|---|---|---|---|
| Flight Topic 1<br>1 Credit | Flight<br>A070405-01 | AMEL-Takeoffs, Landings, Basic Instruments (Pvt, Comm'l, ATP) | | |
| Flight Topic 2<br>1 Credit | Flight<br>A070405-02 | AMEL-In-flight Maneuvers (Pvt, Comm'l, ATP) | | |
| Flight Topic 3<br>1 Credit | Flight<br>A100125-01 | AMEL-Airport Operations (Pvt, Comm'l, ATP) | | |

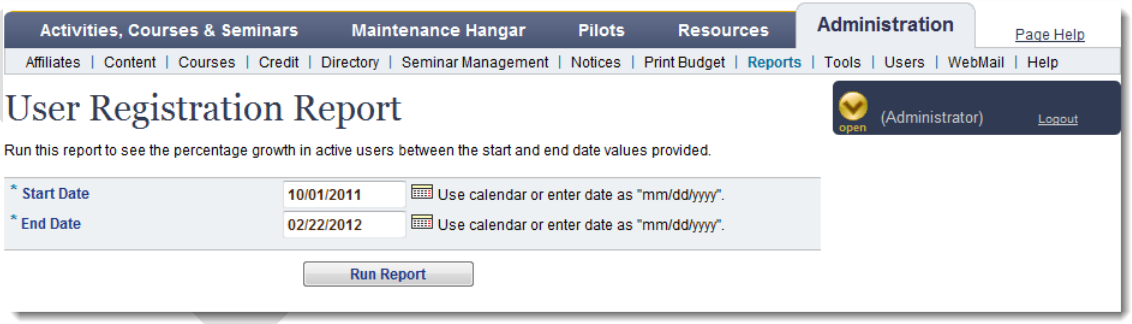
## 4.9.2.2. REGISTRATION REPORT

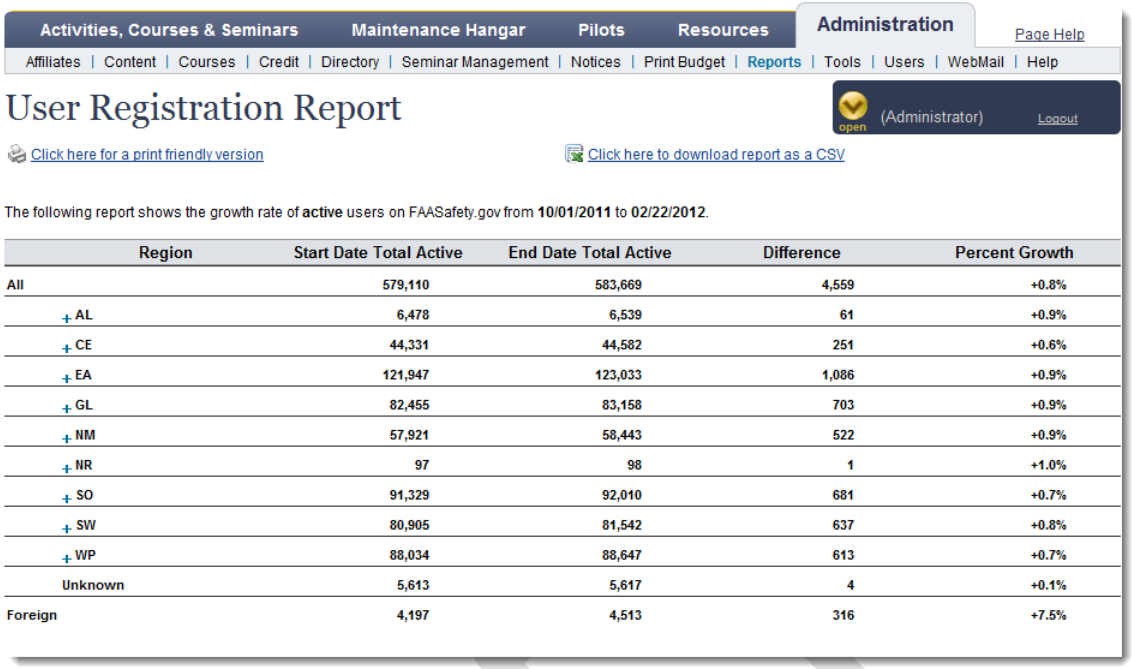



***




## 4.9.2.3. USER REGISTRATION REPORT



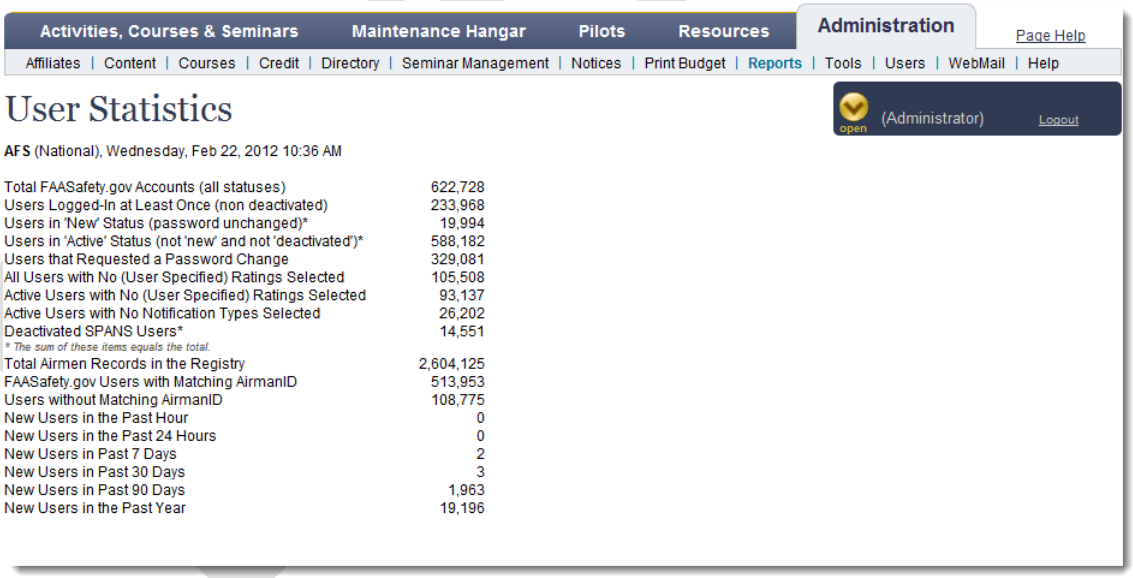



# User Registration Report

The following report shows the growth rate of **active** users on FAASafety.gov from **10/01/2011** to **02/22/2012**.

| Region | Start Date Total Active | End Date Total Active | Difference | Percent Growth |
|---|---|---|---|---|
| All | 579,110 | 583,669 | 4,559 | +0.8% |
| + AL | 6,478 | 6,539 | 61 | +0.9% |
| + CE | 44,331 | 44,582 | 251 | +0.6% |
| + EA | 121,947 | 123,033 | 1,086 | +0.9% |
| + GL | 82,455 | 83,158 | 703 | +0.9% |
| + NM | 57,921 | 58,443 | 522 | +0.9% |
| + NR | 97 | 98 | 1 | +1.0% |
| + SO | 91,329 | 92,010 | 681 | +0.7% |
| + SW | 80,905 | 81,542 | 637 | +0.8% |
| + WP | 88,034 | 88,647 | 613 | +0.7% |
| Unknown | 5,613 | 5,617 | 4 | +0.1% |
| Foreign | 4,197 | 4,513 | 316 | +7.5% |

## 4.9.2.4. AREA USER STATISTICS



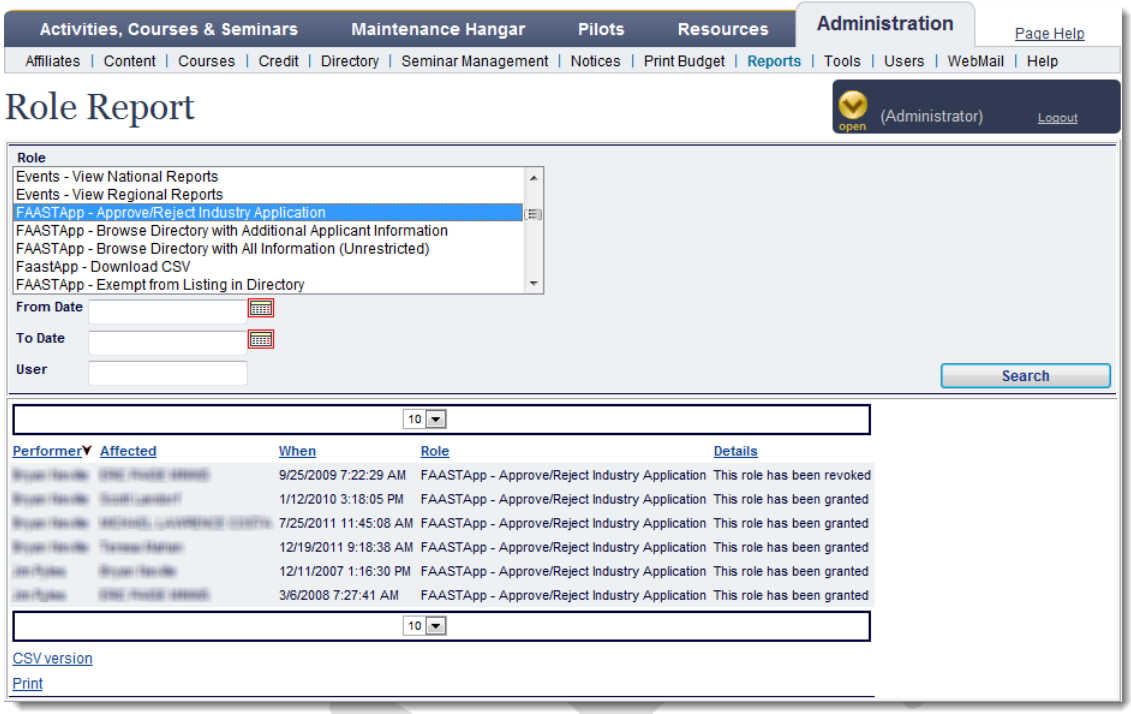

# User Statistics

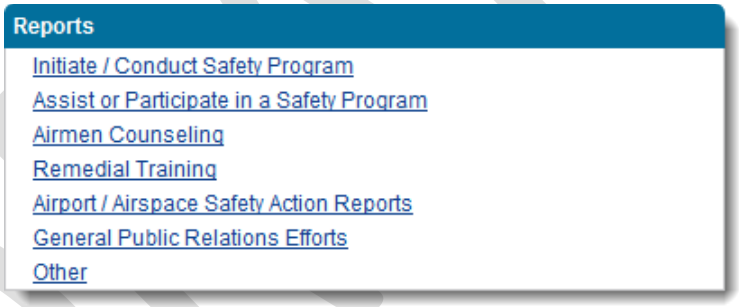
**AFS** (National), Wednesday, Feb 22, 2012 10:36 AM

| | |
|---|---|
| Total FAASafety.gov Accounts (all statuses) | 622,728 |
| Users Logged-In at Least Once (non deactivated) | 233,968 |
| Users in 'New' Status (password unchanged)* | 19,994 |
| Users in 'Active' Status (not 'new' and not 'deactivated')* | 588,182 |
| Users that Requested a Password Change | 329,081 |
| All Users with No (User Specified) Ratings Selected | 105,508 |
| Active Users with No (User Specified) Ratings Selected | 93,137 |
| Active Users with No Notification Types Selected | 26,202 |
| Deactivated SPANS Users* | 14,551 |
| ** The sum of these items equals the total.* | |
| Total Airmen Records in the Registry | 2,604,125 |
| FAASafety.gov Users with Matching AirmanID | 513,953 |
| Users without Matching AirmanID | 108,775 |
| New Users in the Past Hour | 0 |
| New Users in the Past 24 Hours | 0 |
| New Users in Past 7 Days | 2 |
| New Users in Past 30 Days | 3 |
| New Users in Past 90 Days | 1,963 |
| New Users in the Past Year | 19,196 |

Area User Statistics option provides a snap shot of the current use of the FAASafely.gov system.

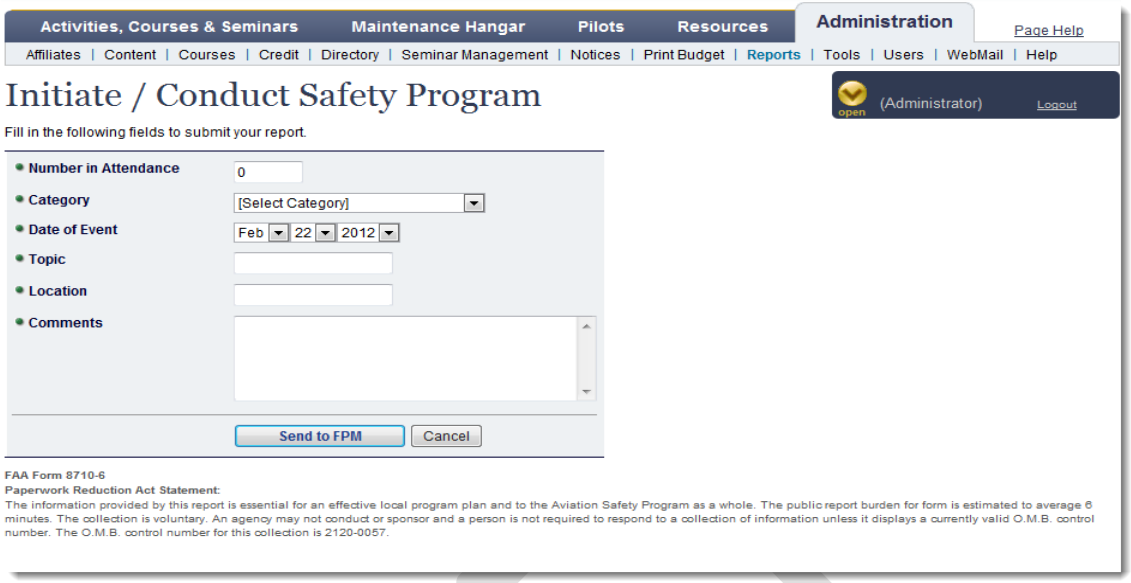
### 4.9.2.5. Role Report



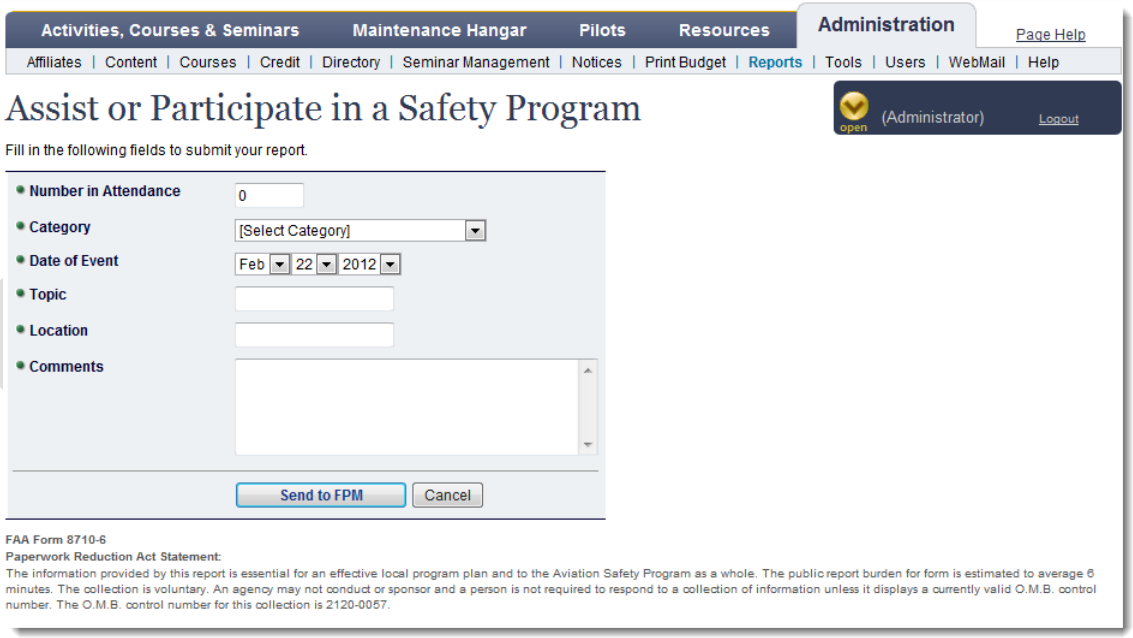




### 4.9.3. Representative

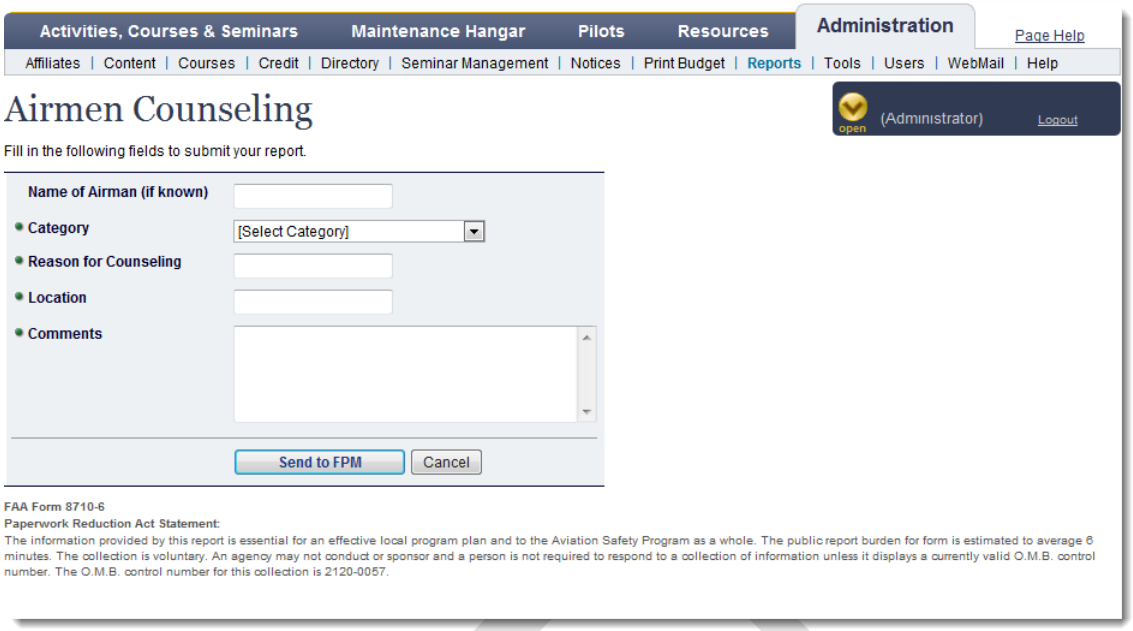
## 4.9.3.1. Initiate / Conduct Safety Program



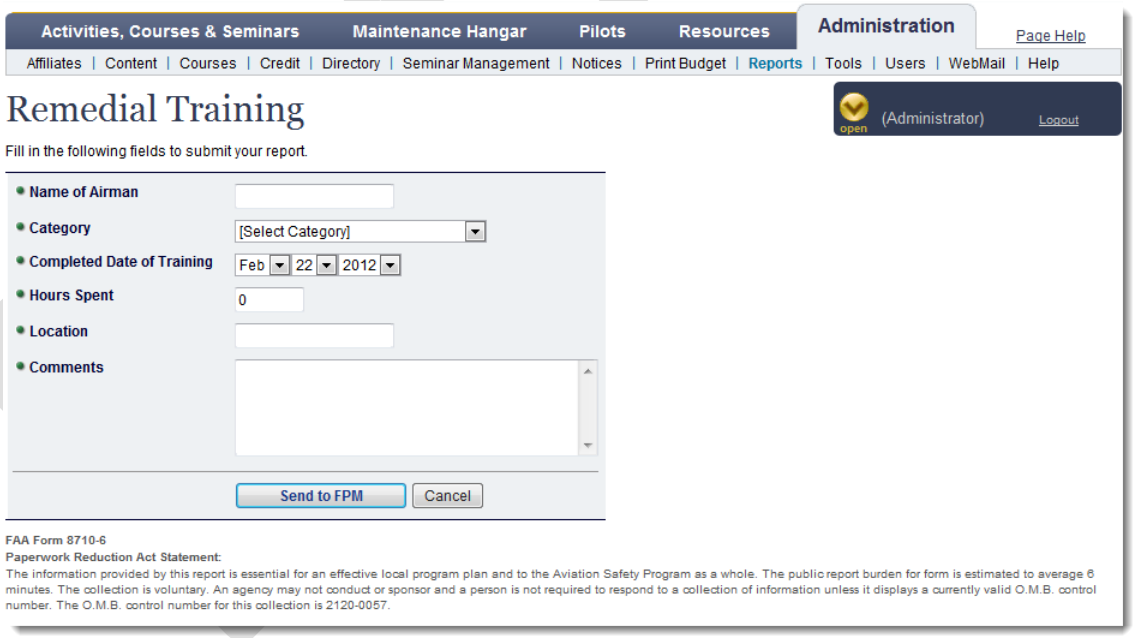

## 4.9.3.2. Assist or Participate in a Safety Program




## 4.9.3.3. Airmen Counseling

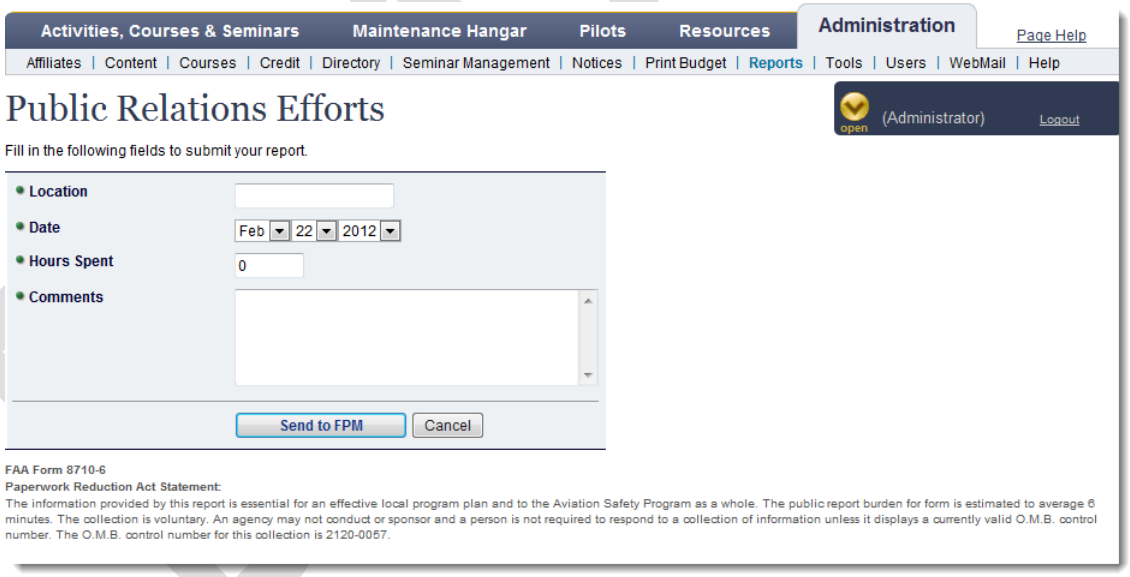



## 4.9.3.4. REMEDIAL TRAINING

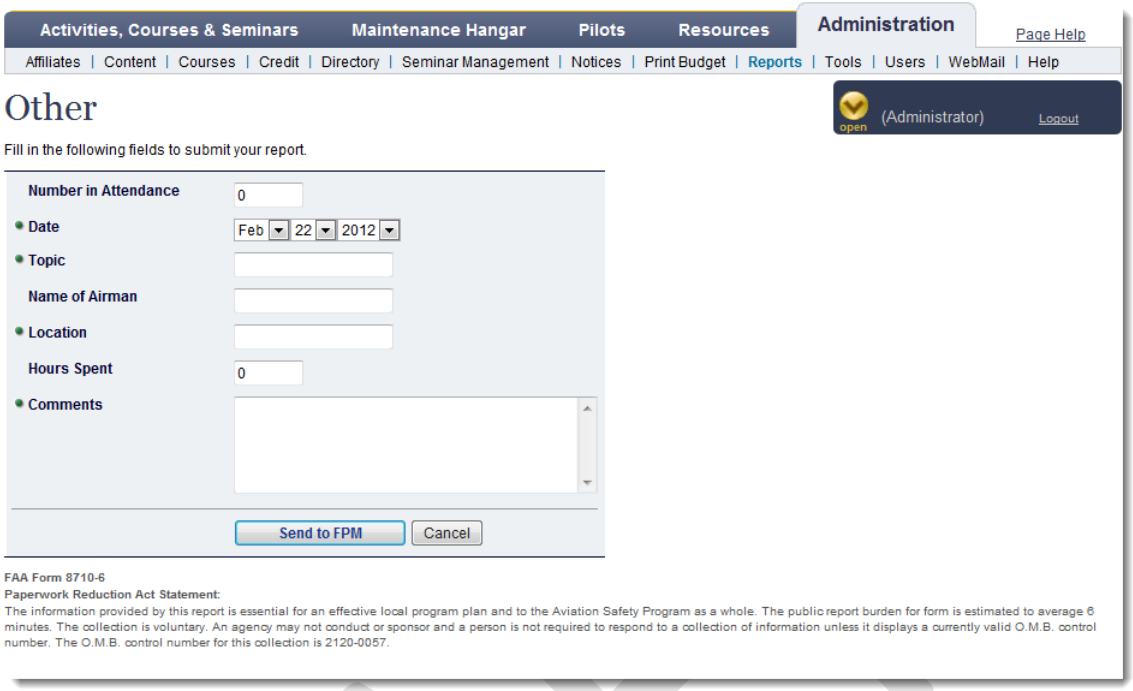


## 4.9.3.5. Airport / Airspace Safety Action Reports

## 4.9.3.6. General Public Relations Efforts



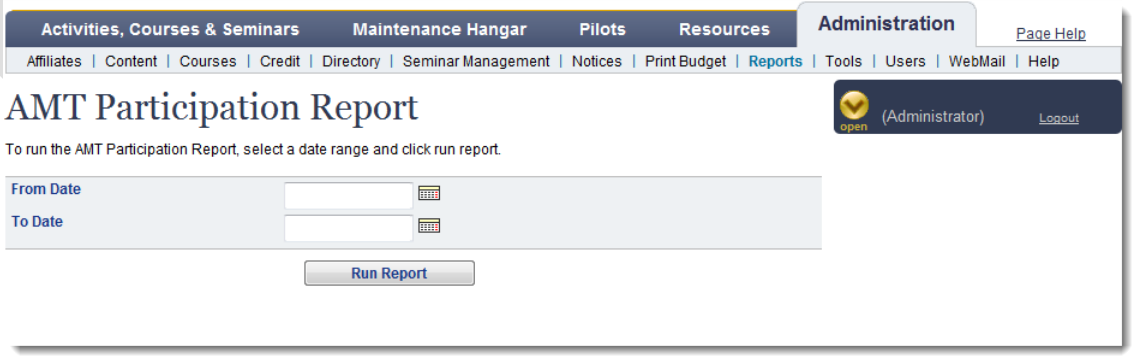
### 4.9.3.7. OTHER




## 4.9.4. AMT

The AMT Participation report and the Employer Awards reports are located here.

### 4.9.4.1. AMT PARTICIPATION REPORT



AMT

AMT Participation Comparison Report **10/29/2011** to **12/31/2011**

| Region/District | Mechanics Registered on 10/29/2011 registered / not registered | Mechanics Registered on 12/31/2011 registered / not registered | Number / % Change (+/-) | Users enrolled in AMT on 10/29/2011 | Users enrolled in AMT on 12/31/2011 | Number / % Change (+/-) | Users with IA rating on 10/29/2011 registered / not registered | Users with IA rating on 12/31/2011 registered / not registered | Number / % Change (+/-) |
|---|---|---|---|---|---|---|---|---|---|
| AFS | 113305 / 287493 | 113958 / 287374 | (653) +0.6% / (-119) 0.0% | 19764 | 21212 | (1448) +7.3% | 13559 / 9081 | 12864 / 8343 | (-695) -5.1 / (-738) -8.1 |
| AL | 1631 / 2835 | 1634 / 2836 | (3) +0.2% / (1) +0.0% | 378 | 396 | (18) +4.8% | 415 / 380 | 403 / 353 | (-12) -2.9 / (-27) -7.1 |
| AL01 | 294 / 640 | 300 / 637 | (6) +2.0% / (-3) -0.5% | 83 | 90 | (7) +8.4% | 86 / 79 | 83 / 71 | (-3) -3.5 / (-8) -10.1 |
| AL03 | 1222 / 1955 | 1218 / 1958 | (-4) -0.3% / (3) +0.2% | 277 | 286 | (9) +3.2% | 294 / 267 | 287 / 250 | (-7) -2.4 / (-17) -6.4 |
| AL05 | 115 / 240 | 116 / 241 | (1) +0.9% / (1) +0.4% | 18 | 20 | (2) +11.1% | 35 / 34 | 33 / 32 | (-2) -5.7 / (-2) -5.9 |
| CE | 8857 / 22452 | 8867 / 22467 | (10) +0.1% / (15) +0.1% | 1851 | 1903 | (52) +2.8% | 1281 / 836 | 1239 / 775 | (-42) -3.3 / (-61) -7.3 |
| CE01 | 577 / 1845 | 578 / 1846 | (1) +0.2% / (1) +0.1% | 41 | 43 | (2) +4.9% | 124 / 110 | 122 / 101 | (-2) -1.6 / (-9) -8.2 |
| WP11 | [illegible] / 896 | [illegible] / 900 | [illegible] / (4) +0.4% | 36 | 40 | [illegible] +11.1% | [illegible] / 63 | [illegible] / 58 | [illegible] / (-5) -7.9 |
| WP13 | 891 / 2068 | 892 / 2056 | (1) +0.1% / (-12) -0.6% | 153 | 179 | (26) +17.0% | 64 / 17 | 59 / 12 | (-5) -7.8 / (-5) -29.4 |
| WP15 | 560 / 2162 | 559 / 2158 | (-1) -0.2% / (-4) -0.2% | 54 | 55 | (1) +1.9% | 74 / 76 | 67 / 66 | (-7) -9.5 / (-10) -13.2 |
| WP17 | 842 / 2381 | 846 / 2376 | (4) +0.5% / (-5) -0.2% | 244 | 271 | (27) +11.1% | 127 / 107 | 117 / 103 | (-10) -7.9 / (-4) -3.7 |
| WP19 | 943 / 1517 | 952 / 1533 | (9) +1.0% / (16) +1.1% | 201 | 202 | (1) +0.5% | 103 / 52 | 86 / 49 | (-17) -16.5 / (-3) -5.8 |
| WP21 | 1229 / 3651 | 1234 / 3633 | (5) +0.4% / (-18) -0.5% | 269 | 292 | (23) +8.6% | 123 / 131 | 118 / 123 | (-5) -4.1 / (-8) -6.1 |
| WP23 | 894 / 5149 | 895 / 5132 | (1) +0.1% / (-17) -0.3% | 36 | 37 | (1) +2.8% | 64 / 51 | 59 / 51 | (-5) -7.8 / (0) +0.0 |
| WP25 | 1434 / 4142 | 1438 / 4115 | (4) +0.3% / (-27) -0.7% | 240 | 245 | (5) +2.1% | 203 / 132 | 198 / 122 | (-5) -2.5 / (-10) -7.6 |
| WP27 | 1358 / 4649 | 1364 / 4639 | (6) +0.4% / (-10) -0.2% | 135 | 139 | (4) +3.0% | 119 / 66 | 100 / 60 | (-19) -16.0 / (-6) -9.1 |
| Foreign | 2183 / 24900 | 2207 / 24930 | (24) +1.1% / (30) +0.1% | 203 | 245 | (42) +20.7% | 97 / 266 | 94 / 252 | (-3) -3.1 / (-14) -5.3 |

This report opens in a new browser window.

## 4.9.4.2. AMT Award Report

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# AMT Award Report

open (Administrator) Logout

This report enables authorized users to generate reports regarding the number of each level of AMT Awards earned by each region/district for the selected year. Use the report controls below to generate the appropriate report before printing or exporting.

Award Year 2011

1 of 3

**FAA Safety Team - FAASTeam | Safer Skies Through Education**

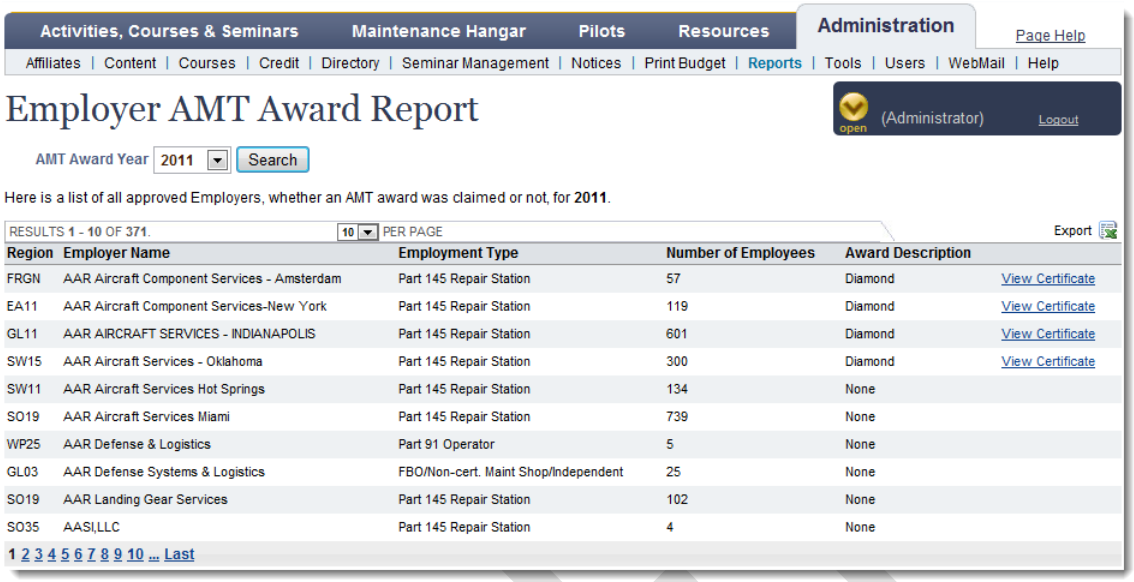
**AMT Awards By Region/District**

This report indicates the number of AMT Awards earned by Region/District for 2011

| Region | 1 - Bronze | 2 - Silver | 3 - Gold | Total |
|---|---|---|---|---|
| AFS | 1 | | | 1 |
| AL01 | 25 | 15 | | 40 |
| AL03 | 44 | 137 | 2 | 183 |
| AL05 | 3 | 11 | | 14 |
| CE01 | [illegible] | [illegible] | [illegible] | [illegible] |
| EA25 | 50 | 40 | [illegible] | [illegible] |
| EA27 | 136 | 65 | 5 | 206 |
| EA39 | 106 | 71 | 3 | 180 |
| EA61 | 18 | 14 | 2 | 34 |
| EA63 | 96 | 105 | 1 | 202 |
| EA65 | 20 | 21 | | 41 |
| EA68 | 62 | 64 | 5 | 131 |
| FRGN | 32 | 55 | 2 | 89 |
| GL03 | 107 | 42 | | 149 |

Produced 3/12/2012 11:32 AM Page 1 of 3

### 4.9.4.3. Employer Award Report

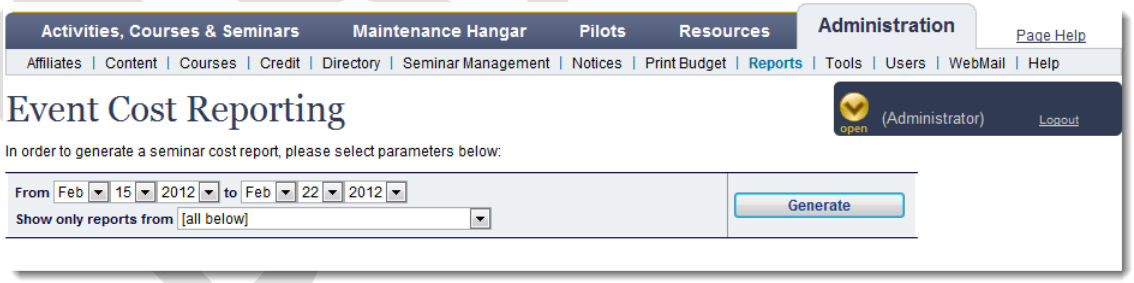



| Region | Employer Name | Employment Type | Number of Employees | Award Description | |
|---|---|---|---|---|---|
| FRGN | AAR Aircraft Component Services - Amsterdam | Part 145 Repair Station | 57 | Diamond | View Certificate |
| EA11 | AAR Aircraft Component Services-New York | Part 145 Repair Station | 119 | Diamond | View Certificate |
| GL11 | AAR AIRCRAFT SERVICES - INDIANAPOLIS | Part 145 Repair Station | 601 | Diamond | View Certificate |
| SW15 | AAR Aircraft Services - Oklahoma | Part 145 Repair Station | 300 | Diamond | View Certificate |
| SW11 | AAR Aircraft Services Hot Springs | Part 145 Repair Station | 134 | None | |
| SO19 | AAR Aircraft Services Miami | Part 145 Repair Station | 739 | None | |
| WP25 | AAR Defense & Logistics | Part 91 Operator | 5 | None | |
| GL03 | AAR Defense Systems & Logistics | FBO/Non-cert. Maint Shop/Independent | 25 | None | |
| SO19 | AAR Landing Gear Services | Part 145 Repair Station | 102 | None | |
| SO35 | AASI,LLC | Part 145 Repair Station | 4 | None | |

## 4.9.5. Seminars

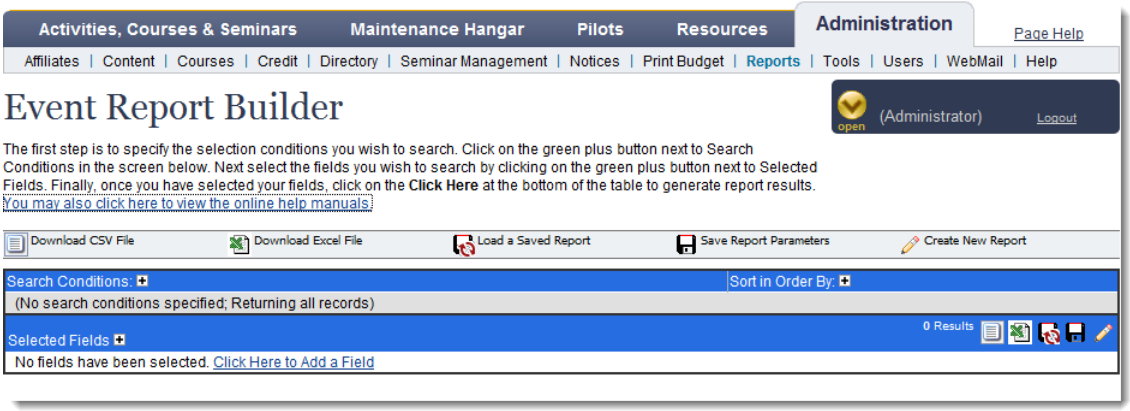
Seminar Cost Reporting, Seminar Report Builder

### 4.9.5.1. Seminar Cost Reporting

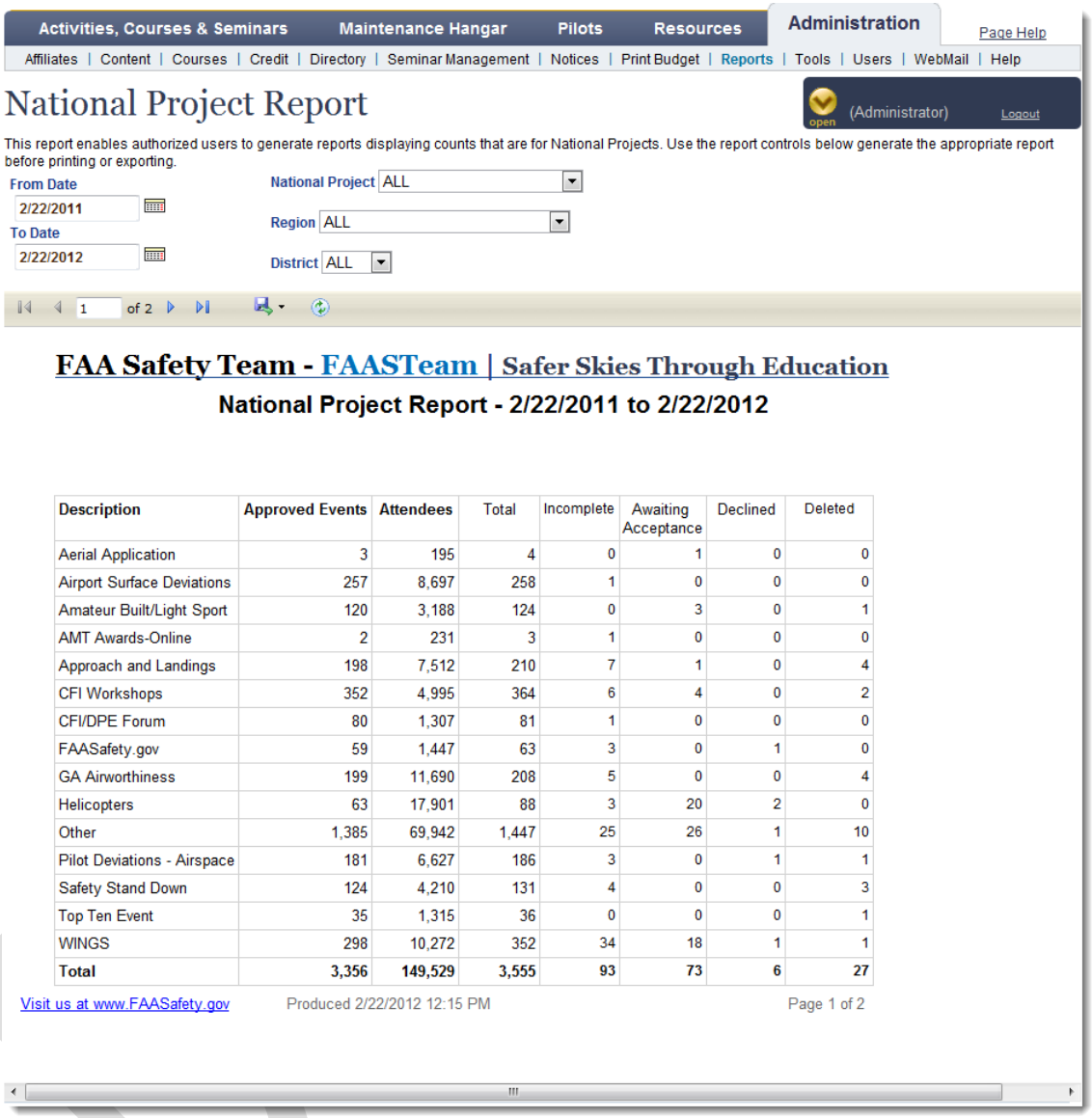


| Event / Event Date | Location | Estimated / Actual Costs | Variance | Attendees / Cost per Person |
|---|---|---|---|---|
| FAASTeam CFI Workshop #5<br>Thu, Dec 1, 2011 | SAT/FSDO<br>San Antonio, 78216<br>**SW17** | $0.00<br>$0.00 | NaN% | 25<br>$0.00 |
| ATC Tower Communications and Airspace (Reservations Required)<br>Thu, Dec 1, 2011 | Top Flight Cafe and Restaurant<br>Stockton, 95206<br>**WP27** | $0.00<br>$0.00 | NaN% | 40<br>$0.00 |
| FAASTeam CFI Workshop #5<br>Thu, Dec 1, 2011 | Smith Reynolds Airport<br>Winston Salem, 27105<br>**EA39** | $0.00<br>$0.00 | NaN% | 22<br>$0.00 |
| Flying the Garmin 430, simulator style<br>Thu, Dec 1, 2011 | Precision Flight LLC<br>Mustang, 73064<br>**SW15** | $0.00<br>$0.00 | NaN% | 3<br>$0.00 |
| FAASTeam CFI Workshop #5<br>Thu, Dec 1, 2011 | Bob Jones University Aviation<br>Greenville, 29607<br>**SO13** | $0.00<br>$0.00 | NaN% | 22<br>$0.00 |
| FAASTeam CFI Workshop #5 - All Pilots Welcome<br>Thu, Dec 1, 2011 | Leading Edge Aviation / South Valley Regional Airport<br>West Jordan, 84084<br>**NM07** | $0.00<br>$0.00 | NaN% | 17<br>$0.00 |
| FAASTeam Flight Instructor Open Forum (All Pilots are Invited to Attend)<br>Thu, Dec 1, 2011 | Boeing Field Main Terminal Building<br>Seattle, 98108<br>**NM01** | $0.00<br>$0.00 | NaN% | 47<br>$0.00 |
| Airmanship2.0 Case Study #5: Professional Approach?<br>Thu, Dec 1, 2011 | Webinar<br>Saint Charles, 60174<br>**GL03** | $0.00<br>$0.00 | NaN% | 1<br>$0.00 |
| FAASTeam CFI Workshop # 5<br>Thu, Dec 1, 2011 | CT. Dept. of Public Safety, Homeland Security Hangar<br>Hartford, 06114<br>**EA63** | $0.00<br>$0.00 | NaN% | 31<br>$0.00 |
| FAASTeam CFI Workshop #5<br>Thu, Dec 1, 2011 | Brookings Public Library<br>Brookings, 57006<br>**GL27** | $0.00<br>$0.00 | NaN% | 6<br>$0.00 |
| FAASTeam Presents 'Landings and Then Some' Open Forum<br>Thu, Dec 1, 2011 | KCRQ County Administration Building<br>Carlsbad, 92011<br>**WP09** | $0.00<br>$0.00 | NaN% | 6<br>$0.00 |
| Runway Incursions and Surface Deviations<br>Thu, Dec 1, 2011 | Solar Turbines, Kearny Mesa Facility<br>San Diego, 92123<br>**WP09** | $0.00<br>$0.00 | NaN% | 34<br>$0.00 |
| Winter Operations!<br>Thu, Dec 1, 2011 | Collegedale Municipal Airport<br>Collegedale, 37315<br>**CE19** | $0.00<br>$0.00 | NaN% | 25<br>$0.00 |
| | **Total Seminars**<br>**Total Cost**<br>**Average Variance**<br>**Average Cost/Person** | **13**<br>**$0.00**<br>**NaN%**<br>**$0.00** | | |

## 4.9.5.2. Seminar/Event Report Builder



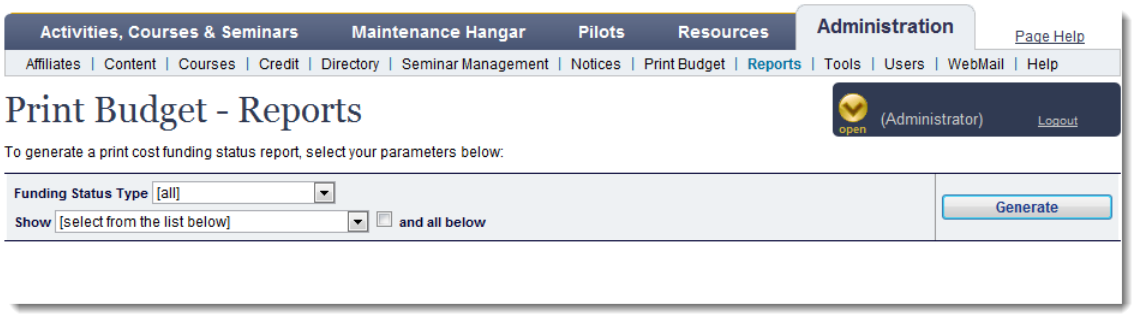
### 4.9.5.3. National Projects Report




| Description | Approved Events | Attendees | Total | Incomplete | Awaiting Acceptance | Declined | Deleted |
|---|---|---|---|---|---|---|---|
| Aerial Application | 3 | 195 | 4 | 0 | 1 | 0 | 0 |
| Airport Surface Deviations | 257 | 8,697 | 258 | 1 | 0 | 0 | 0 |
| Amateur Built/Light Sport | 120 | 3,188 | 124 | 0 | 3 | 0 | 1 |
| AMT Awards-Online | 2 | 231 | 3 | 1 | 0 | 0 | 0 |
| Approach and Landings | 198 | 7,512 | 210 | 7 | 1 | 0 | 4 |
| CFI Workshops | 352 | 4,995 | 364 | 6 | 4 | 0 | 2 |
| CFI/DPE Forum | 80 | 1,307 | 81 | 1 | 0 | 0 | 0 |
| FAASafety.gov | 59 | 1,447 | 63 | 3 | 0 | 1 | 0 |
| GA Airworthiness | 199 | 11,690 | 208 | 5 | 0 | 0 | 4 |
| Helicopters | 63 | 17,901 | 88 | 3 | 20 | 2 | 0 |
| Other | 1,385 | 69,942 | 1,447 | 25 | 26 | 1 | 10 |
| Pilot Deviations - Airspace | 181 | 6,627 | 186 | 3 | 0 | 1 | 1 |
| Safety Stand Down | 124 | 4,210 | 131 | 4 | 0 | 0 | 3 |
| Top Ten Event | 35 | 1,315 | 36 | 0 | 0 | 0 | 1 |
| WINGS | 298 | 10,272 | 352 | 34 | 18 | 1 | 1 |
| **Total** | **3,356** | **149,529** | **3,555** | **93** | **73** | **6** | **27** |

## 4.9.6. Print Budget

### 4.9.6.1. Print Cost Funding




The Print Cost Funding report allows you to view the print cost report. All costs associated with printing based on region or district, by individual event or notice are included in the report. Select a Funding Status Type (All, Allocated Only, Allocated and Approved, Approved Only, Approved and Spent, or Spent Only) and region for the report. When a region is selected and the "and all below" checkbox is checked the report includes the region and all divisions included in the Show drop down list.

DRAFT

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Print Budget - Reports

open (Administrator) Logout

To generate a print cost funding status report, select your parameters below:

**Funding Status Type** [all]

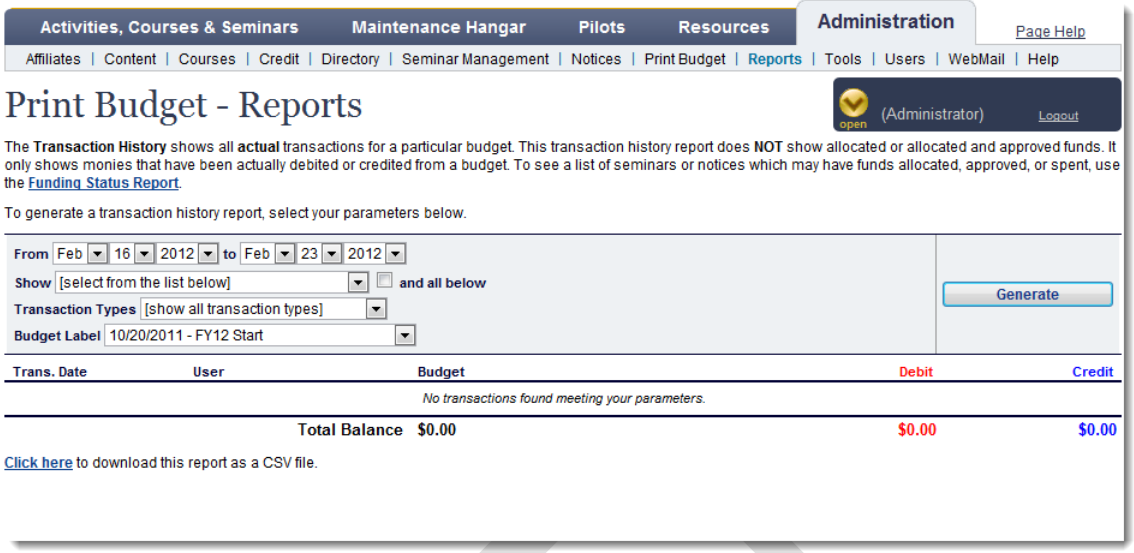
**Show** AFS (National) ☑ **and all below**

Generate

Below are the results of your query.

| | | |
|---|---|---|
| Nov 14, 2011<br>6:30 pm<br>GL1541151 | **Sit Down for Half of a Safety Stand Down**<br>*Topic: Covering 2 of the 4 subjects covered in last April's National Safety Stand Down*<br>Positive Flight Attitude - Approach every flight as if your life depends on it, because it does. Going Beyond Preflight - A proper preflight is crucial. | $59.95 Spent |
| Nov 14, 2011<br>7:00 pm<br>GL1541138 | **Owner/Operator Responsibilities in Aircraft Maintenance**<br>*Topic: Familiarization of your responsibilities for the maintenance of your aircraft*<br>Airworthiness FAA Safety Team Program Manager, Jim Niehoff will explain the aspects of maintaining aircraft that you own and/or operate. | $43.60 Spent |
| Nov 16, 2011<br>6:00 pm<br>EA0741044 | **A Techno Dinosaur Embraces the iPad!**<br>*Topic: Using iPads & Other Devices for Enhanced Situational Awareness*<br>Don't miss this exclusive presentation by the FAA Safety Team with featured speaker Robert Powell. The iPad and other electronic devices are rapidly making their way into the General Aviation cockpit and can serve as valuable tools for situational awareness, even in Instrument Meteorological Conditions (IMC)! The discussion will include flight planning and take-off, enroute, arrival & approach | $56.70 Spent |
| 7:00 pm<br>GL1541797 | A real world discussion of your responsibilities as an airman for the maintenance of your aircraft. Speaker Jim Niehoff guarantees you will learn something and what you learn you will consider valuable. | $50.96 Spent |
| Jan 19, 2012<br>8:00 am<br>WP1341767 | **15th Annual Honolulu Maintenance Mega Conference**<br>*Topic: Aviation Maintenance: Regulations, culture, and performance.*<br>Presentations will include a Director of Maintenance Forum, "Rule Bending", FAA Legal Counsel, OSHA Compliance, and Service Difficulty Reports. A special hour is set aside for HCC Students. 8 hour attendance can be used as basis for IA renewal and all hours attended can be added to your on-line AMT AWARDS for 2012. Register on-line at faasafety.gov or at the door. Conference is free and parking provided at reduced rate. | $171.99 Spent |
| Jan 21, 2012<br>9:00 am<br>WP0141860 | **Helicopter**<br>*Topic: Don't miss this seminar - You'll learn the 5 secrets to Landing a Helicopter job and keeping it safe*<br>Helicopter Association International (HAI) and the FAASTeam bring you: The 5 secrets, the three most effective ways to make the mission safe, and the | $432.18 Allocated |
| Jan 21, 2012<br>9:00 am<br>CE0341790 | **Super Safety Seminar for the 2012 Midwest Aviation Conference and Trade Show (MACTS).**<br>*Topic: MACTS Super Safety Seminar*<br>The Greater St, Louis Flight Instructors Association presents the 2012 Midwest Aviation Conference & Trade Show. We have many exciting programs planned for the entire weekend including an expanded Saturday MACTS Program. | $163.94 Allocated |
| Jan 25, 2012<br>7:00 pm<br>CE0141541 | **Pilot Safety Meeting -- Nebraska Accident review and ADM, Mechanic's Pre-flight Perspective.**<br>*Topic: An accident review of Nebraska accidents and pre-flight like a mechanic.*<br>This safety meeting will cover actual Nebraska aviation accidents and decision making involved in those accidents. Learn how you can make better decisions when it comes to any flight you take. A proper preflight can save your life. Airworthiness inspector Verle Engel will give a mechanics view of a proper preflight. Congratulate airman Dwayne Margritz as he receives the Master Pilot Award! | $178.71 Spent |
| Jan 26, 2012<br>6:00 pm<br>GL1541786 | **FAASTeam CFI Workshop Module #6**<br>*Topic: At this Workshop we will discuss: Take-off / Landings / Low Altitude Maneuvering and Aircraft Operational Limitations.*<br>This is CFI Workshop Module #6 in a series of 8 modules. This module will cover information about Take-off / Landings / Low Altitude Maneuvering and Aircraft Operational Limitations. | $61.46 Spent |
| GL1541789 | *Operational Limitations.*<br>This is CFI Workshop Module #6 in a series of 8 modules. This module will cover information about Take-off / Landings / Low Altitude Maneuvering and Aircraft Operational Limitations. | |
| Feb 28, 2012<br>6:00 pm<br>SW3141345 | **Takeoff, Approach, and Landing? ARRIVE ALIVE EVERY TIME. Things that go 'bump on the ground'**<br>*Topic: Common mistakes made time and time again during the most critical phases of flight.*<br>Interactive discussion and presentation on "takeoff, approach and landing operations". Takeoff, Approach, and Landing presentation. Things that Go "bump on the ground." We thank Meridian Aviation for sponsoring this very important safety event and providing the catered dinner. | $203.84 Spent |
| Apr 3, 2012<br>12:00 am<br>CE2141907 | **2012 Safety Standdown**<br>*Topic: SSD Who Knows?* | $138.53 Allocated |
| Apr 24, 2012<br>6:00 pm<br>SW3141347 | **'Don't Stick your arm in a bag of snakes' VFR to IMC GAs long standing nemesis.**<br>*Topic: Avoid being a statistic like many of our fellow pilots have.*<br>Snacks and refreshments are provided by Burks Aviation, and US Aviation FBO. | $97.86 Approved |

## 4.9.6.2. LEDGER REPORT




The Ledger Report provides the administrator with transactions based on selected dates. The Report defaults to the last seven days from the current date. The administrator can select specific regions or districts as well as download the report as a CSV file.

DRAFT

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Print Budget - Reports

open (Administrator) Logout

The **Transaction History** shows all **actual** transactions for a particular budget. This transaction history report does **NOT** show allocated or allocated and approved funds. It only shows monies that have been actually debited or credited from a budget. To see a list of seminars or notices which may have funds allocated, approved, or spent, use the Funding Status Report.

To generate a transaction history report, select your parameters below.

**From** Dec 1 2011 **to** Jan 1 2012

**Show** AFS (National) ☑ **and all below**

**Transaction Types** [show all transaction types]

**Budget Label** 10/20/2011 - FY12 Start

Generate

| Trans. Date | User | Budget | Debit | Credit |
|---|---|---|---|---|
| 12/02/2011<br>3:05 am<br>**GL1141554** | [redacted] | GL11<br>*Event Printing*<br>Printing costs for GL1141554 "Free Inspection Authorization Renewal Training" | ($18.20) | |
| 12/02/2011<br>4:54 am | [redacted] | EA<br>*Funds Transfer*<br>Move funds from EA to EA27. Comments: IS-C-CFI-4.1 | ($26.65) | |
| 12/02/2011<br>4:54 am | [redacted] | EA27<br>*Funds Transfer*<br>Move funds from EA to EA27. Comments: IS-C-CFI-4.1 | | $26.65 |
| 12/03/2011<br>8:09 am<br>**EA2741642** | [redacted] | AFS<br>*Print Difference Compensation*<br>Difference between airmen counts for mailing | | $0.15 |
| 12/03/2011<br>8:09 am<br>**EA2741642** | [redacted] | EA27<br>*Event Printing*<br>Printing costs for EA2741642 "FAASTeam CFI Workshop #4 (Makeup)" | ($26.65) | |
| 12/07/2011<br>11:14 am | [redacted] | EA<br>*Funds Transfer*<br>Move funds from EA to EA07. Comments: CFI Workshop Postcard Mailing | ($40.15) | |
| 12/07/2011<br>11:14 am | [redacted] | EA07<br>*Funds Transfer*<br>Move funds from EA to EA07. Comments: CFI Workshop Postcard Mailing | | $40.15 |
| 12/09/2011<br>1:16 pm<br>**EA0741669** | [redacted] | AFS<br>*Print Difference Compensation*<br>Difference between airmen counts for mailing | | $0.05 |
| 12/09/2011<br>1:16 pm<br>**EA0741669** | [redacted] | EA07<br>*Event Printing*<br>Printing costs for EA0741669 "FAASTeam CFI Workshop Module #4 Make-Up" | ($40.15) | |
| 12/12/2011<br>3:13 pm | [redacted] | WP27<br>*Funds Transfer*<br>Move funds from WP27 to WP13. Comments: for Jim Hein January SPANS | ($150.00) | |
| 12/12/2011<br>3:13 pm | [redacted] | WP13<br>*Funds Transfer*<br>Move funds from WP27 to WP13. Comments: for Jim Hein January SPANS | | $150.00 |
| 12/12/2011<br>3:32 pm | [redacted] | WP27<br>*Funds Transfer*<br>Move funds from WP27 to WP . Comments: returned from OAK - not used | ($100.00) | |
| 12/12/2011<br>3:32 pm | [redacted] | WP<br>*Funds Transfer*<br>Move funds from WP27 to WP . Comments: returned from OAK - not used | | $100.00 |
| 12/13/2011<br>12:03 pm | [redacted] | SW<br>*Funds Transfer*<br>Move funds from SW to SW01. Comments: Requested by FPM | ($50.00) | |
| 12/13/2011<br>12:03 pm | [redacted] | SW01<br>*Funds Transfer*<br>Move funds from SW to SW01. Comments: Requested by FPM | | $50.00 |
| 12/14/2011<br>7:19 am | [redacted] | WP13<br>*Funds Transfer*<br>Move funds from WP13 to WP23. Comments: HAI Helicopter Conference | ($27.15) | |
| 12/14/2011<br>7:19 am | [redacted] | WP23<br>*Funds Transfer*<br>Move funds from WP13 to WP23. Comments: HAI Helicopter Conference | | $27.15 |
| 12/14/2011<br>7:19 am | [redacted] | GL<br>*Funds Transfer*<br>Move funds from GL to GL15. Comments: JPN | ($156.60) | |
| 12/14/2011<br>7:19 am | [redacted] | GL15<br>*Funds Transfer*<br>Move funds from GL to GL15. Comments: JPN | | $156.60 |
| 12/14/2011<br>7:20 am | [redacted] | WP<br>*Funds Transfer*<br>Move funds from WP to WP23. Comments: HAI Helicopter Conference | ($100.00) | |
| 12/14/2011<br>7:20 am | [redacted] | WP23<br>*Funds Transfer*<br>Move funds from WP to WP23. Comments: HAI Helicopter Conference | | $100.00 |
| 12/14/2011<br>7:21 am | [redacted] | WP19<br>*Funds Transfer*<br>Move funds from WP19 to WP23. Comments: HAI Helicopter Conference | ($300.00) | |
| 12/14/2011<br>7:21 am | [redacted] | WP23<br>*Funds Transfer*<br>Move funds from WP19 to WP23. Comments: HAI Helicopter Conference | | $300.00 |
| 12/14/2011<br>11:53 am | [redacted] | GL<br>*Funds Transfer*<br>Move funds from GL to GL15. Comments: JPN | ($36.40) | |
| 12/14/2011<br>11:53 am | [redacted] | GL15<br>*Funds Transfer*<br>Move funds from GL to GL15. Comments: JPN | | $36.40 |
| 12/14/2011<br>2:14 pm | [redacted] | SO<br>*Funds Transfer*<br>Move funds from SO to SO21. Comments: For Post Cards | ($50.00) | |
| 12/14/2011<br>2:14 pm | [redacted] | SO21<br>*Funds Transfer*<br>Move funds from SO to SO21. Comments: For Post Cards | | $50.00 |
| 12/16/2011<br>7:30 pm<br>**SW1341749** | [redacted] | SW13<br>*Event Printing*<br>Printing costs for SW1341749 "Don't Stick Your Leg in a Bag of Snakes!" | ($38.36) | |
| 12/19/2011<br>10:46 am | [redacted] | AFS<br>*Funds Addition*<br>2nd Quarter 2012 | | $6,300.00 |
| | **Total Balance** | **$6,176.84** | ($1,160.31) | $7,337.15 |

Click here to download this report as a CSV file.

## 4.9.7. Courses

Course Statistics Report, Course Detail Report

### 4.9.7.1. Course Statistics Report

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Affiliates | Content | Courses | Credit | Directory | Seminar Management | Notices | Print Budget | Reports | Tools | Users | WebMail | Help

# Learning Center Courses - Reports

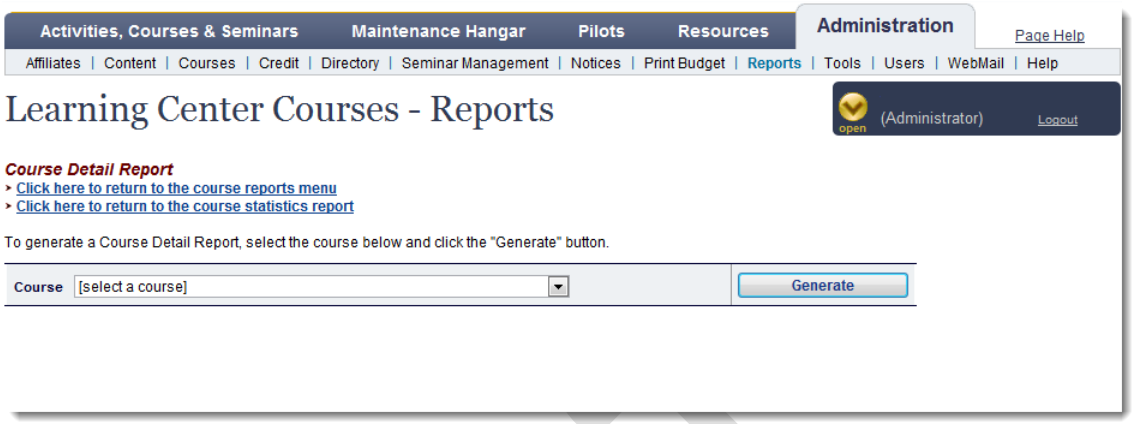
open (Administrator) Logout

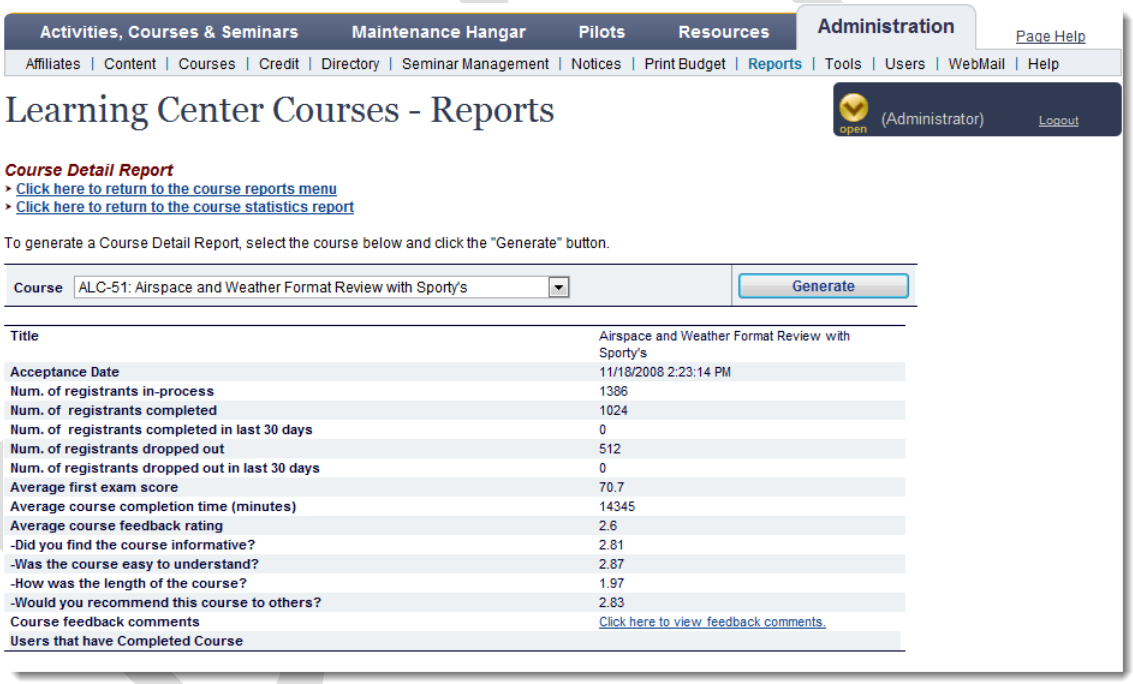
***Course Statistics Report***

› Click here to return to the course reports menu

| Title | Created | Registrations | Complete | In Process | Credit |
|---|---|---|---|---|---|
| Flight Review Prep Guide | 11/26/2005 | 36084 | 25625 | 10459 | 1 Credit for Basic Knowledge Topic 3 |
| The Art of Aeronautical Decision-Making | 12/19/2005 | 31995 | 24374 | 7621 | 1 Credit for Basic Knowledge Topic 1 |
| Multi-Engine Safety Review | 06/19/2006 | 7270 | 5552 | 1718 | 1 Credit for Advanced Knowledge Topic 2 |
| Inflight Icing | 10/12/2006 | 13447 | 10133 | 3314 | 1 Credit for Advanced Knowledge Topic 2 |
| Maneuvering: Approach and Landing | 11/06/2006 | 16021 | 11040 | 4981 | 1 Credit for Advanced Knowledge Topic 1 |
| Normal Approach and Landing | 12/20/2006 | 10186 | 8259 | 1927 | ½ Credit for Basic Knowledge Topic 3 |
| Positive Aircraft Control | 01/29/2007 | 20764 | 15698 | 5066 | 1 Credit for Basic Knowledge Topic 2 |
| Failure to Follow Procedures - INSPECTIONS | 02/13/2007 | 21749 | 18110 | 3639 | 1 Credit Total for AMT |
| Instrument Proficiency Check Review Guide | 03/20/2007 | 11367 | 7549 | 3818 | 1 Credit for Advanced Knowledge Topic 2 |
| Aviate - Navigate - Communicate | 06/14/2007 | 7491 | 5320 | 2171 | 1 Credit for Basic Knowledge Topic 3 |
| Airspace, Special Use Airspace and TFRs | 07/11/2007 | 10371 | 6347 | 4024 | 1 Credit for Basic Knowledge Topic 3 |
| Know Your NOTAMs | 11/13/2007 | 7017 | 5008 | 2009 | ½ Credit for Basic Knowledge Topic 3 |
| Hot Air Balloon Maintenance for Pilots | 02/13/2008 | 1911 | 855 | 1056 | 1 Credit for Basic Knowledge Topic 3 |
| Destin/Eglin AFB FL Part 93 Operations | 04/14/2008 | 5889 | 3207 | 2682 | ½ Credit for Basic Knowledge Topic 3 |
| Hold Short for Runway Safety | 06/09/2008 | 7139 | 5255 | 1884 | ½ Credit for Basic Knowledge Topic 2 |
| Teaching and Performing Pre-Flight Preparations | 08/16/2008 | 5246 | 3726 | 1520 | 1 Credit for Master Knowledge Topic 1 |
| Airspace and Weather Format Review with Sporty's | 09/30/2008 | 2410 | 1024 | 1386 | 1 Credit for Basic Knowledge Topic 3 |
| Instrument Proficiency Check with Sporty's | 11/14/2008 | 1749 | 635 | 1114 | 1 Credit for Master Knowledge Topic 2 |
| Flight Review with Sporty's | 11/17/2008 | 2107 | 834 | 1273 | 1 Credit for Basic Knowledge Topic 3 |
| Washington DC Special Flight Rules Area (SFRA) | 02/04/2009 | 66883 | 33472 | 33411 | ½ Credit for Basic Knowledge Topic 3 |
| Private Pilot Virtual Test Prep - DVD Ground School | 02/25/2009 | 1363 | 330 | 1033 | Basic WINGS<br>½ Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Knowledge Topic 1<br>2 Credits for Advanced Knowledge Topic 2 |
| Communications Trainer: Say Again, Please | 02/25/2009 | 3195 | 1227 | 1968 | Basic WINGS<br>1 Credit for Basic Knowledge Topic 2<br>Advanced WINGS<br>2 Credits for Advanced Knowledge Topic 2 |
| Instrument Procedures Tutorial - Visualizing IFR | 02/27/2009 | 1804 | 581 | 1223 | 2 Credits for Master Knowledge Topic 2 |
| GLEIM - Commercial Pilot Online Ground School | 11/17/2010 | 66 | 11 | 55 | Advanced WINGS<br>1 Credit for Advanced Knowledge Topic 1<br>2 Credits for Advanced Knowledge Topic 2 |
| GLEIM - Flight Instructor Refresher Course | 11/17/2010 | 16 | 0 | 16 | Basic WINGS<br>1 Credit for Basic Knowledge Topic 1<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Knowledge Topic 1<br>2 Credits for Advanced Knowledge Topic 2<br>Master WINGS<br>1 Credit for Master Knowledge Topic 1<br>2 Credits for Master Knowledge Topic 2 |
| GLEIM - Flight/Ground Instructor Online Ground School | 11/17/2010 | 8 | 0 | 8 | Master WINGS<br>1 Credit for Master Knowledge Topic 1<br>2 Credits for Master Knowledge Topic 2 |
| GLEIM - Garmin 530 Training Course | 11/17/2010 | 8 | 0 | 8 | Basic WINGS<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Knowledge Topic 2<br>Master WINGS<br>1 Credit for Master Knowledge Topic 2 |
| GLEIM - Instrument Pilot Online Ground School | 11/17/2010 | 12 | 0 | 12 | Master WINGS<br>1 Credit for Master Knowledge Topic 1<br>2 Credits for Master Knowledge Topic 2 |
| Fatigue Countermeasure Training | 11/22/2010 | 18293 | 14791 | 3502 | Basic WINGS<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Knowledge Topic 2<br>AMT<br>2 Credits Total for AMT |
| Night Vision Goggles (NVGs) | 12/01/2010 | 2444 | 1316 | 1128 | 1 Credit for Master Knowledge Topic 2 |
| NORAD Mission and Procedures | 12/21/2010 | 0 | 0 | 0 | |
| GLEIM - Seaplane Refresher Course | 03/16/2011 | 1 | 1 | 0 | Basic WINGS<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Knowledge Topic 1<br>1 Credit for Advanced Knowledge Topic 2 |
| IA Course Provider Training | 04/26/2011 | 0 | 0 | 0 | |
| Aircraft Maintenance Documentation for AMT's | 09/19/2011 | 218 | 163 | 55 | 1 Credit Total for AMT |
| Vision - To See or Not to See | 09/26/2011 | 0 | 0 | 0 | |
| 141 Pilot Schools: Pre-Application Course | 10/03/2011 | 1 | 0 | 1 | |
| | Totals: | 558950 | 335068 | 223882 | |

## 4.9.7.2. Courses Detail Report



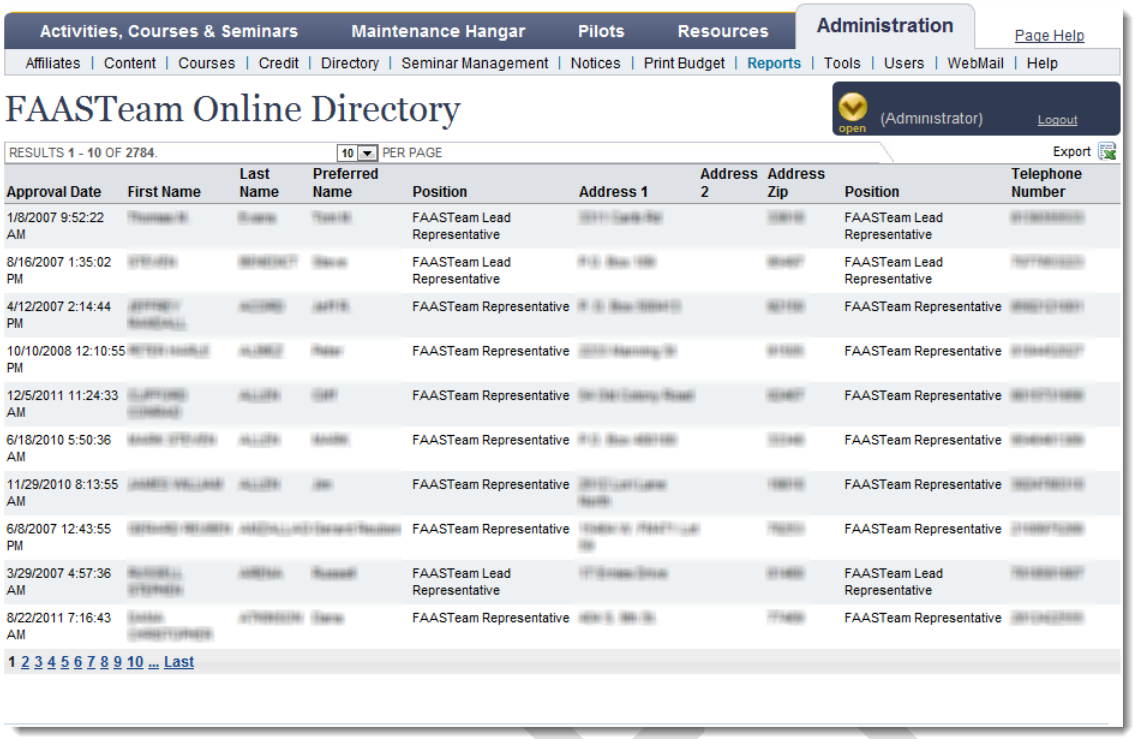




| | |
|---|---|
| Title | Airspace and Weather Format Review with Sporty's |
| Acceptance Date | 11/18/2008 2:23:14 PM |
| Num. of registrants in-process | 1386 |
| Num. of registrants completed | 1024 |
| Num. of registrants completed in last 30 days | 0 |
| Num. of registrants dropped out | 512 |
| Num. of registrants dropped out in last 30 days | 0 |
| Average first exam score | 70.7 |
| Average course completion time (minutes) | 14345 |
| Average course feedback rating | 2.6 |
| -Did you find the course informative? | 2.81 |
| -Was the course easy to understand? | 2.87 |
| -How was the length of the course? | 1.97 |
| -Would you recommend this course to others? | 2.83 |
| Course feedback comments | Click here to view feedback comments. |
| Users that have Completed Course | |

## 4.9.7.3. Courses Comments Report

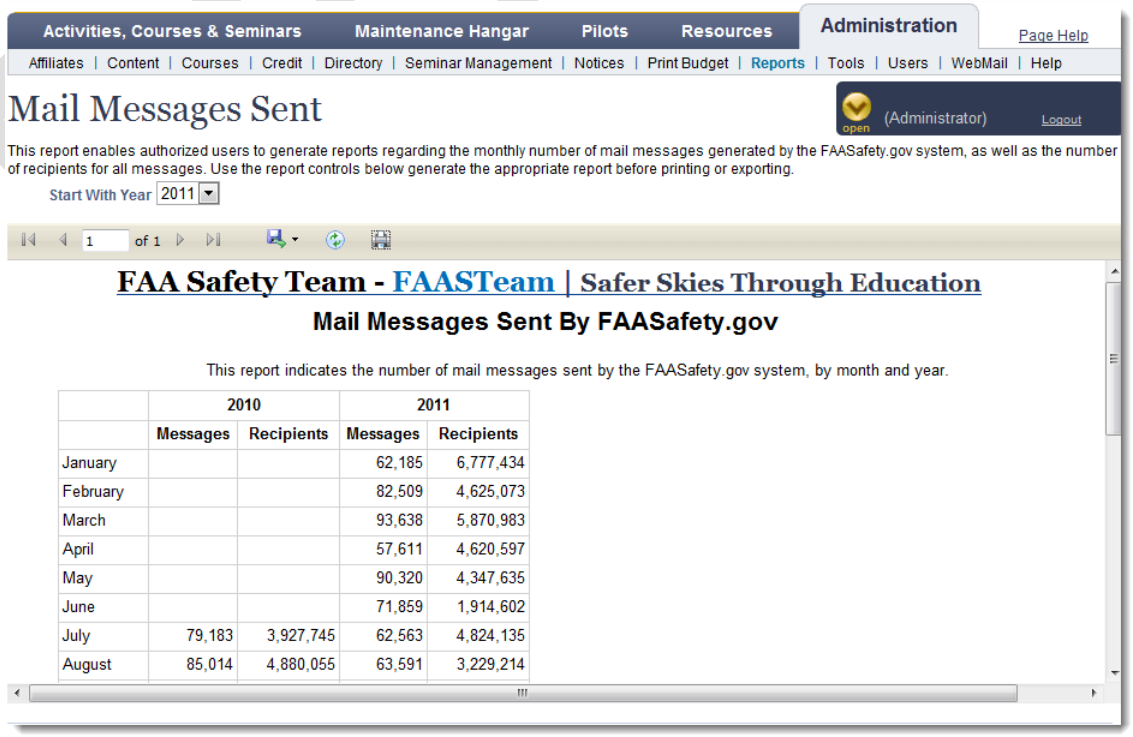
## 4.9.8. Representative ID Badges

### 4.9.8.1. Representative ID Badges Report



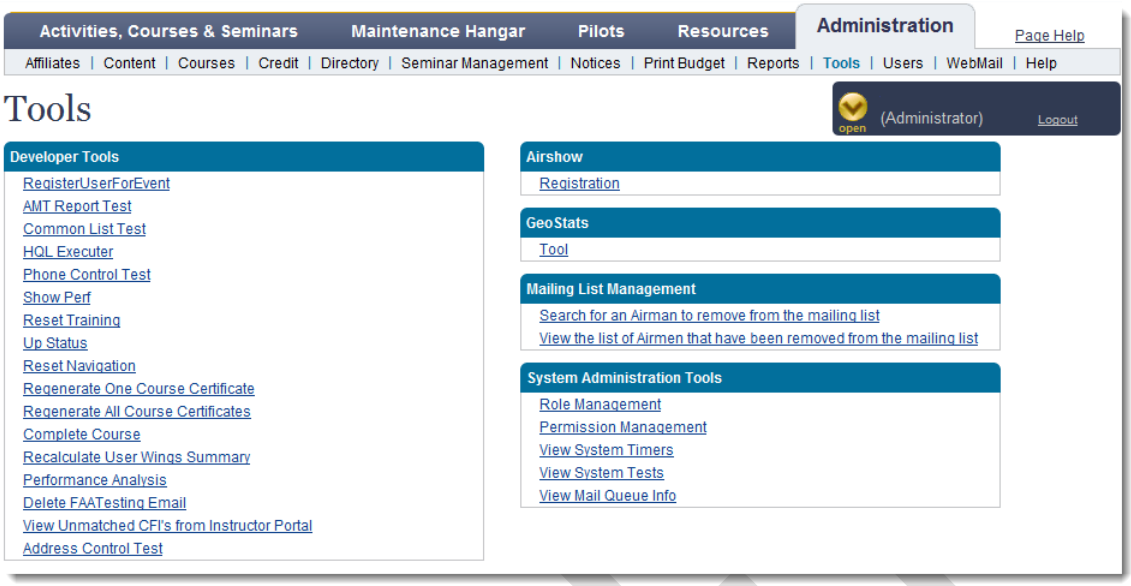

## 4.9.9. Mail Message Reports

### 4.9.9.1. Sent Messages Report




| | 2010 | | 2011 | |
|---|---|---|---|---|
| | Messages | Recipients | Messages | Recipients |
| January | | | 62,185 | 6,777,434 |
| February | | | 82,509 | 4,625,073 |
| March | | | 93,638 | 5,870,983 |
| April | | | 57,611 | 4,620,597 |
| May | | | 90,320 | 4,347,635 |
| June | | | 71,859 | 1,914,602 |
| July | 79,183 | 3,927,745 | 62,563 | 4,824,135 |
| August | 85,014 | 4,880,055 | 63,591 | 3,229,214 |

## 4.10. Tools




For Administrator and developers, this page contains Developer Tools, Airshow, GeoStats, Mailing List Management, and System Administration Tools.

For Representative (and Lead Reps too?) and ATC users, this section contains the GeoStats Tool. This tool can be used to determine the number of users in specific geographic areas using specific demographic criteria.

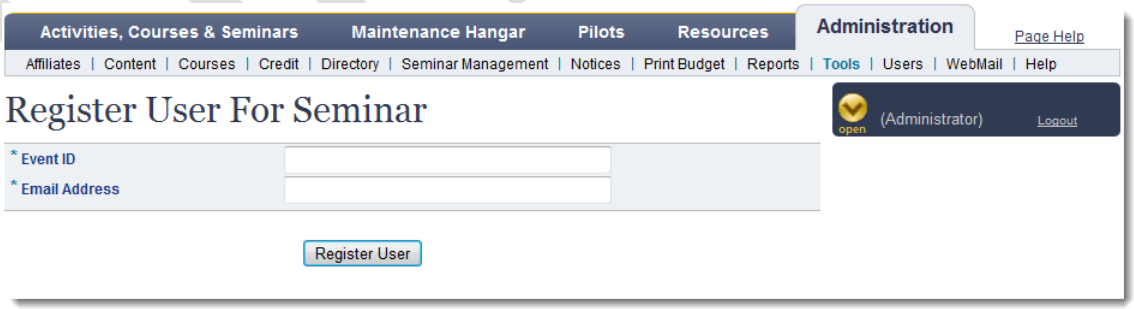
Users that do not see this selection include:

### 4.10.1. Developer Tools

DRAFT

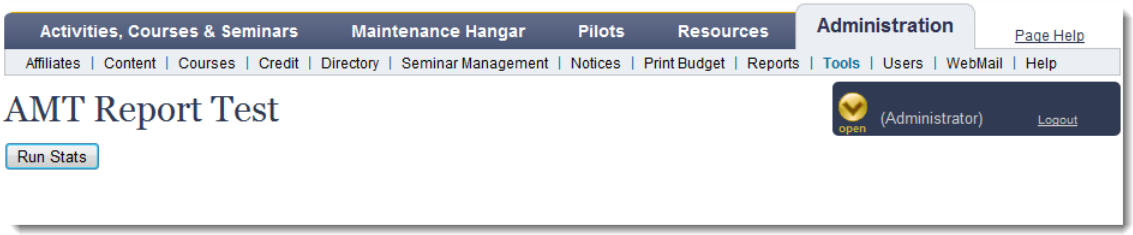
This section is only available to developers and contains many tools they use in testing their work. The tools available include Register User For Seminar, AMT Report Test, Common List Test, HQL Executer, Phone Control Test, Show Pert, Run WINGS Credit Conversion, Reset Training, Up Status, Reset Navigation, Regenerate One Course Certificate, Regenerate All Course Certificates, Complete Course, Recalculate User WINGS Summary, Perform Analysis, Delete FAA Testing Email, and View Unmatched CFI's from Instructor Portal.

#### 4.10.1.1. REGISTER USER FOR EVENT




To register a user for a seminar or event, enter the Event ID and the email address for the user you wish to register.

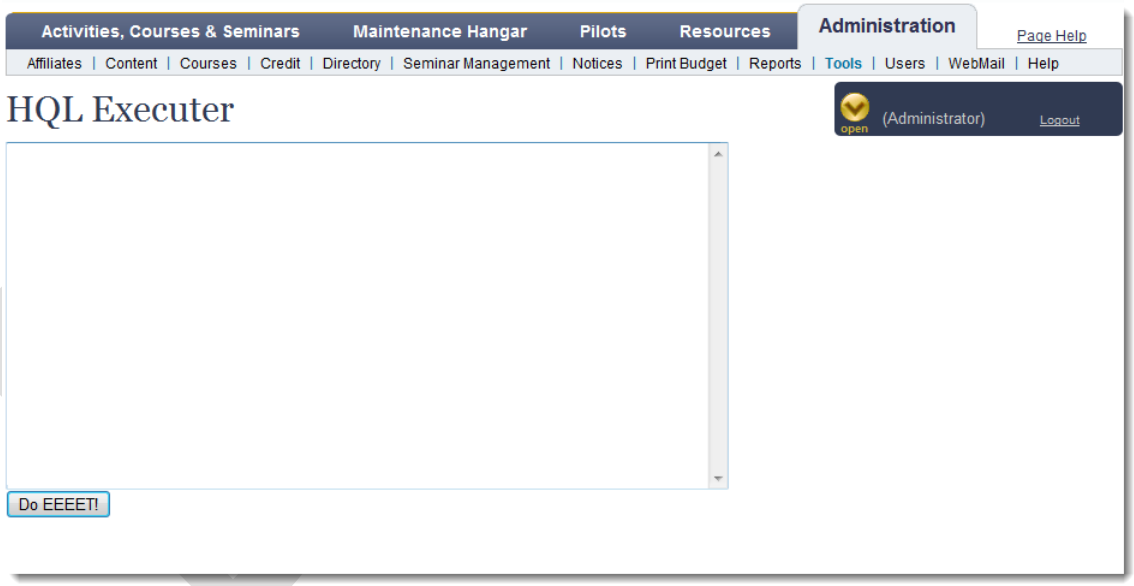
### 4.10.1.2. AMT Report Test




### 4.10.1.3. Common List Test

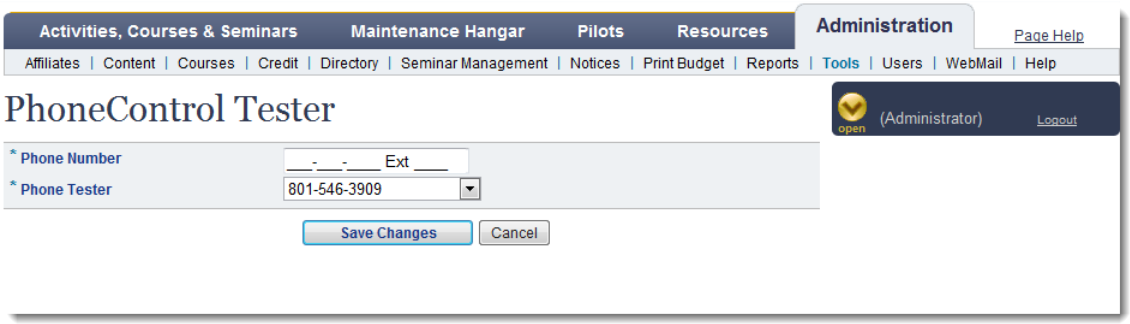
Status includes: In progress, Deleted, Accepted, Waiting Acceptance, Archived.

### 4.10.1.4. HQL Executer

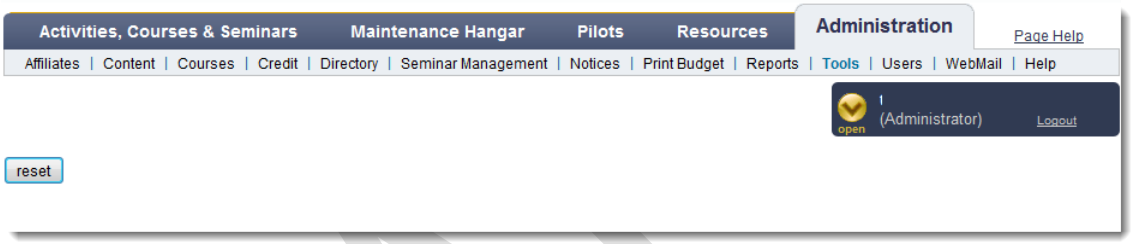



Hibernate Query Language (HQL) Executioner – BRIAN SAYS THIS IS DANGEROUS

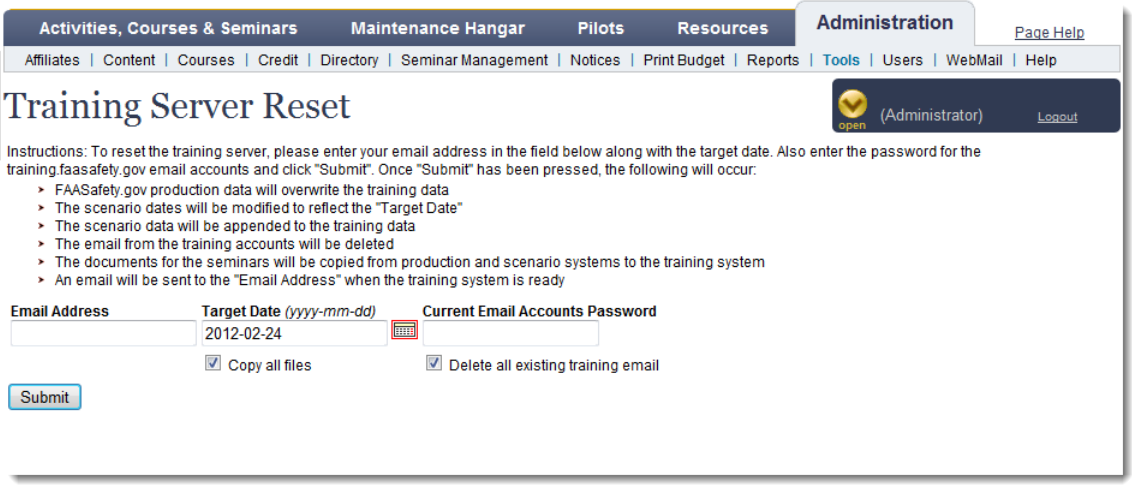
### 4.10.1.5. Phone Control Test




## 4.10.1.6. Show Perf

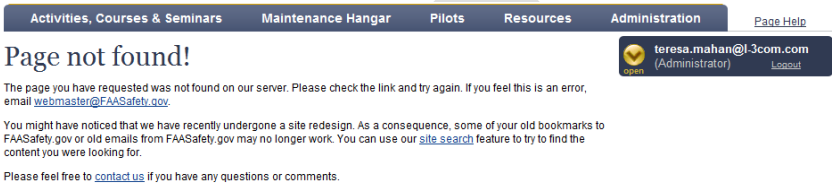



## 4.10.1.7. Reset Training

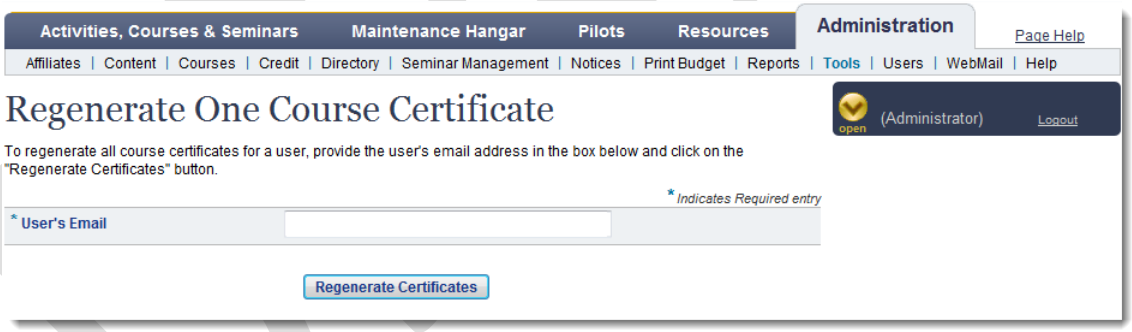



## 4.10.1.8. Up Status

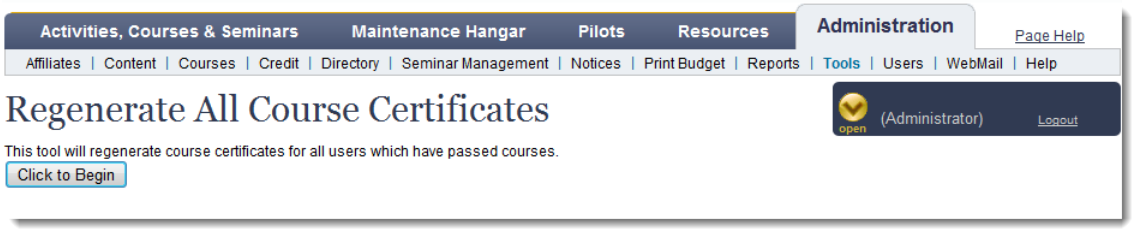
## 4.10.1.9. Reset Navigation



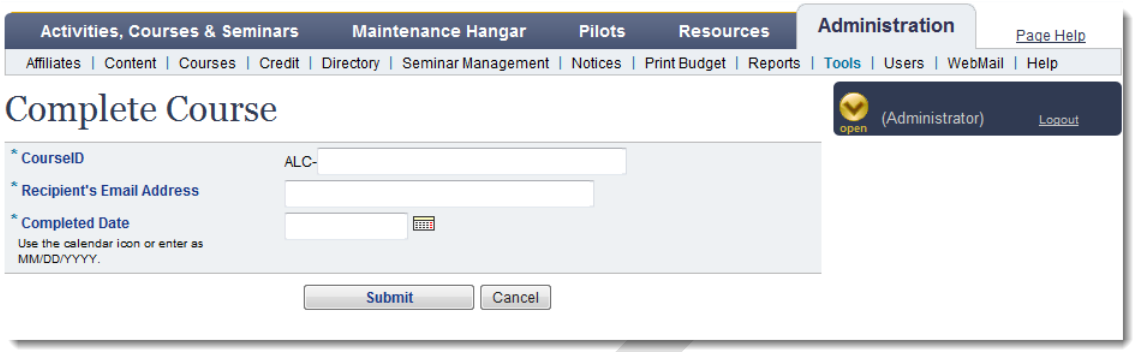

## 4.10.1.10. Regenerate One Course Certificate



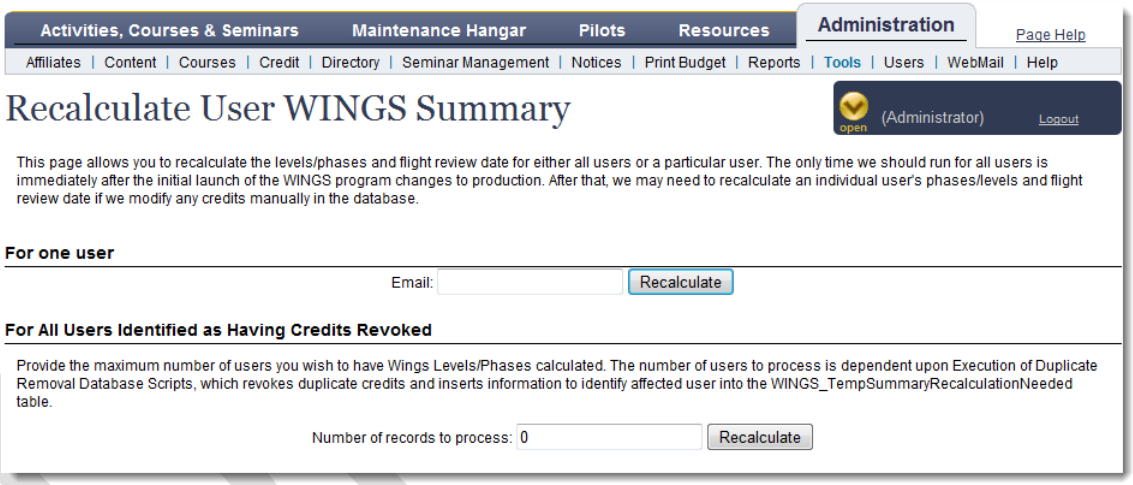

## 4.10.1.11. Regenerate All Course Certificates



## 4.10.1.12. Complete Course

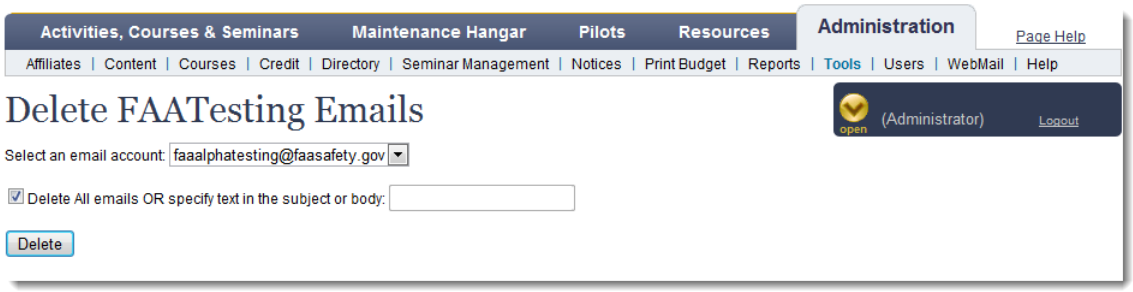



## 4.10.1.13. Recalculate User WINGS Summary

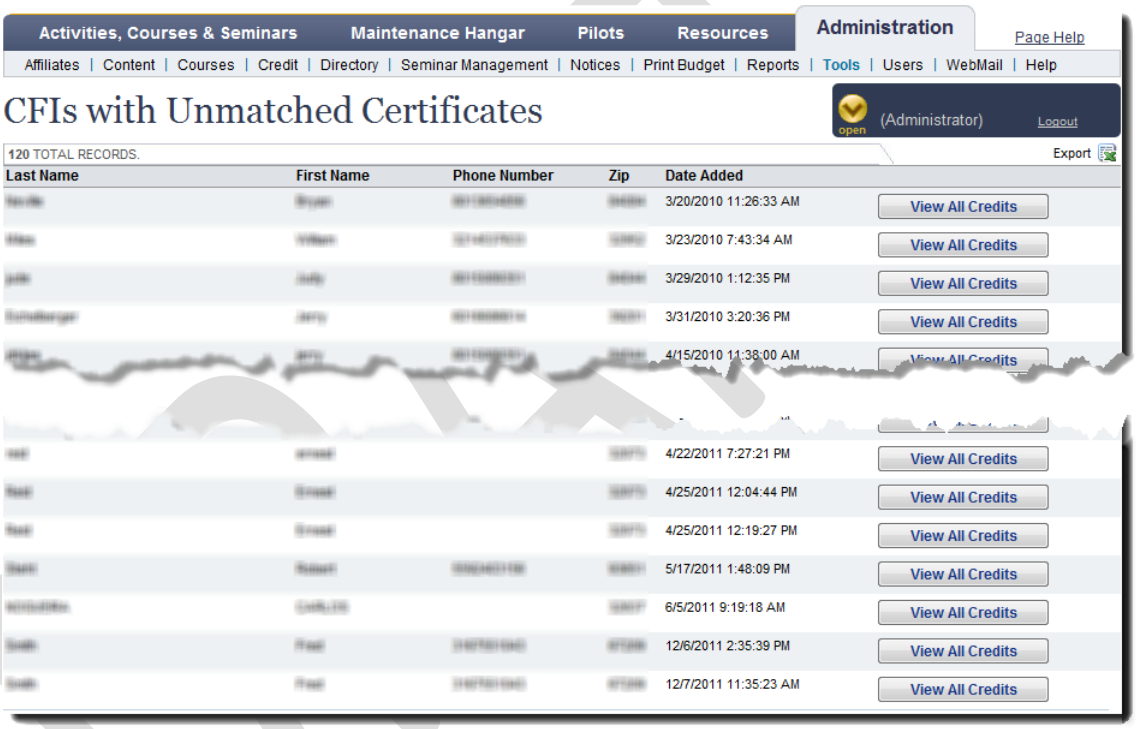



## 4.10.1.14. Performance Analysis

## 4.10.1.15. Delete FAATesting Email

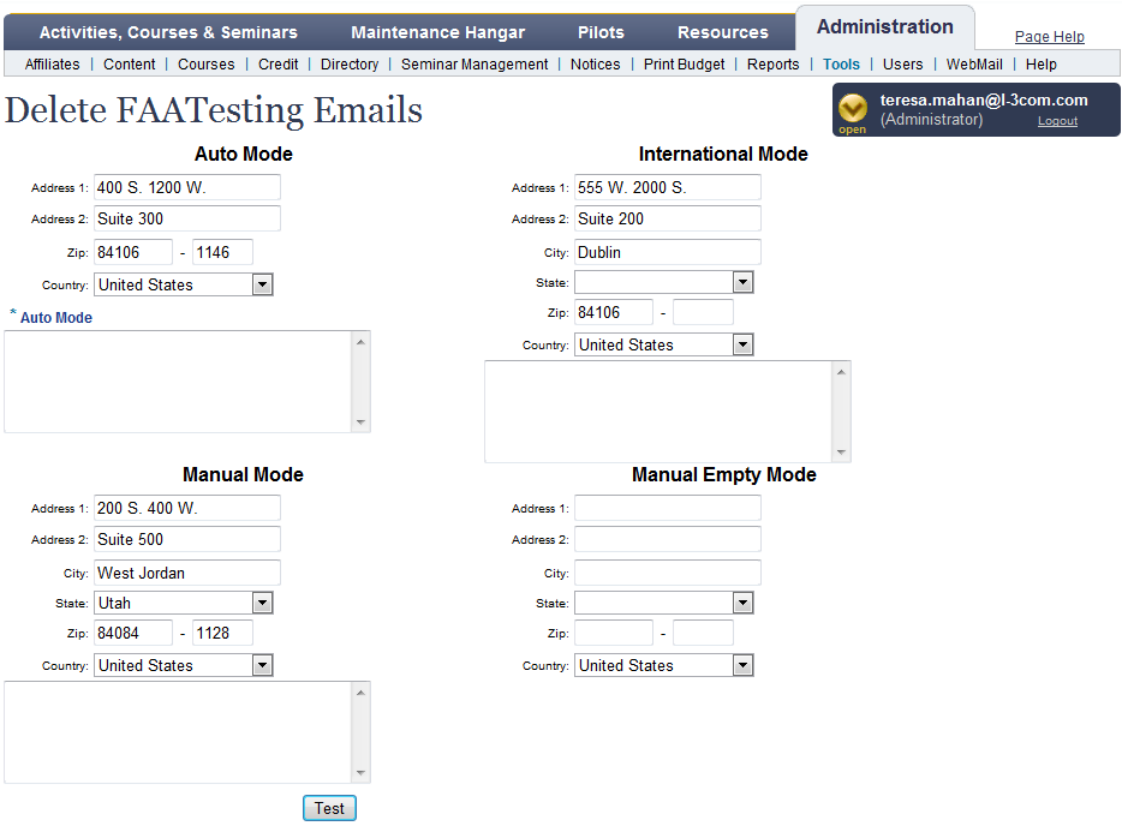



## 4.10.1.16. View Unmatched CFI's from Instructor Portal




This program is in development.

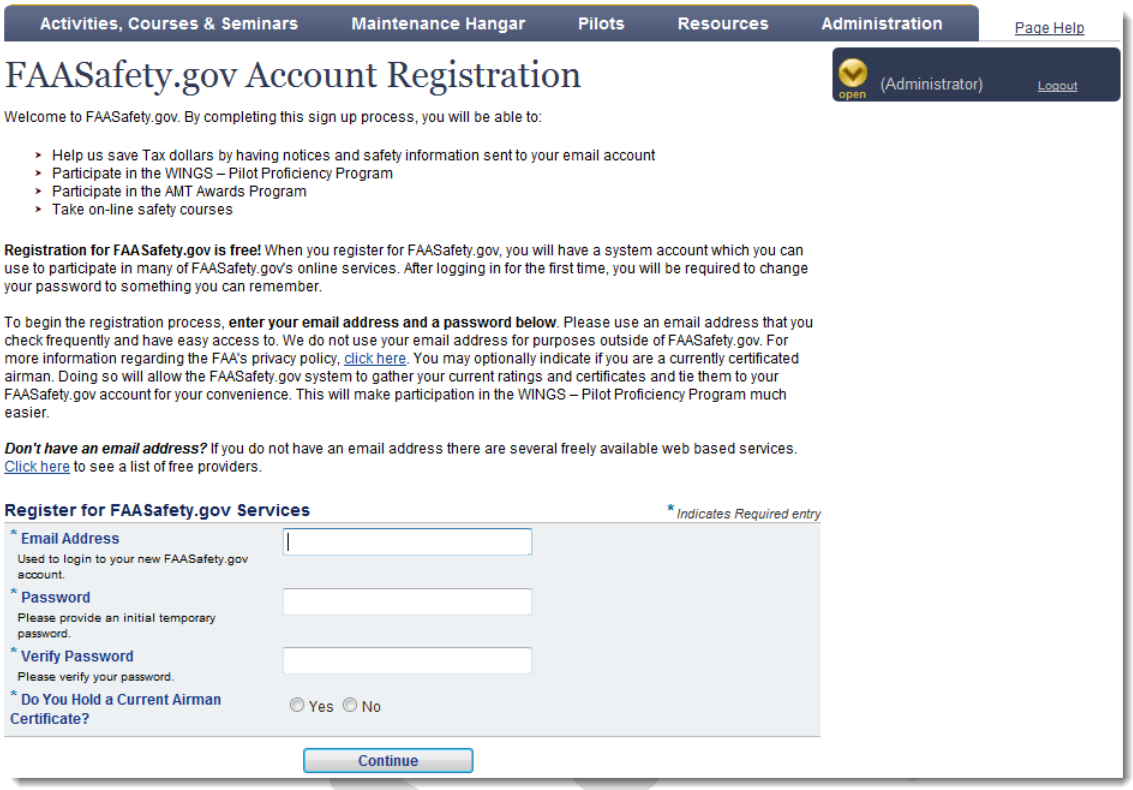
## 4.10.1.17. Address Control Test




## 4.10.2. Airshow

This section contains a link to the AirShow Registration tool. This tool is used to register new users and assign a temporary password without the user having to check their email box for a new password. This is most useful at air show seminars, such as Sun 'n Fun and EAA AirVenture.

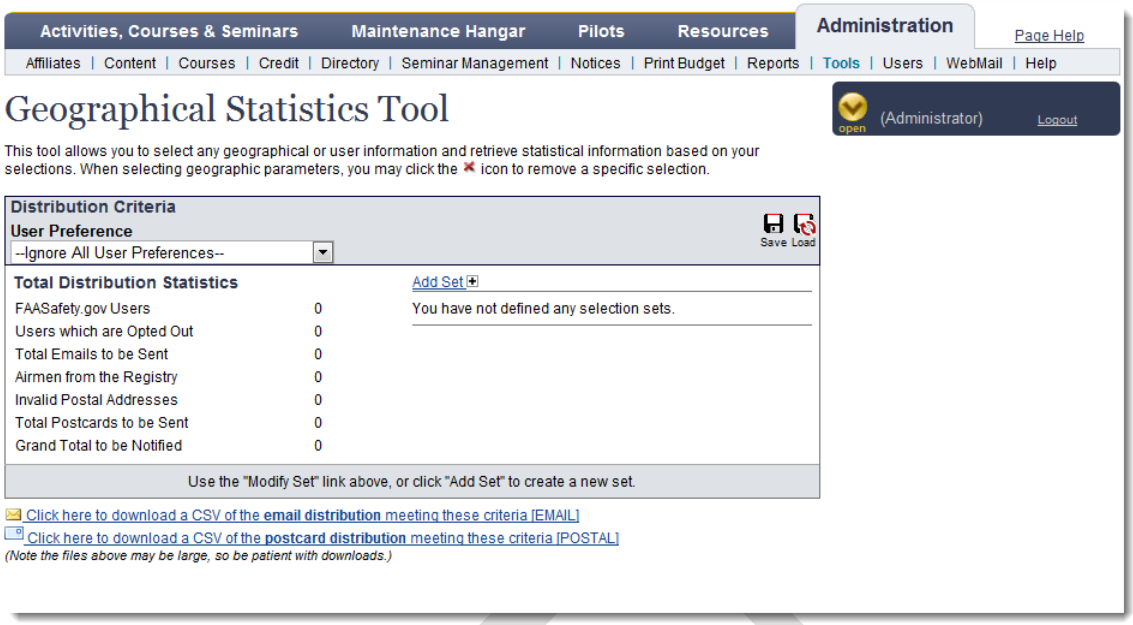
### 4.10.2.1. Registration




## 4.10.3. GeoStats

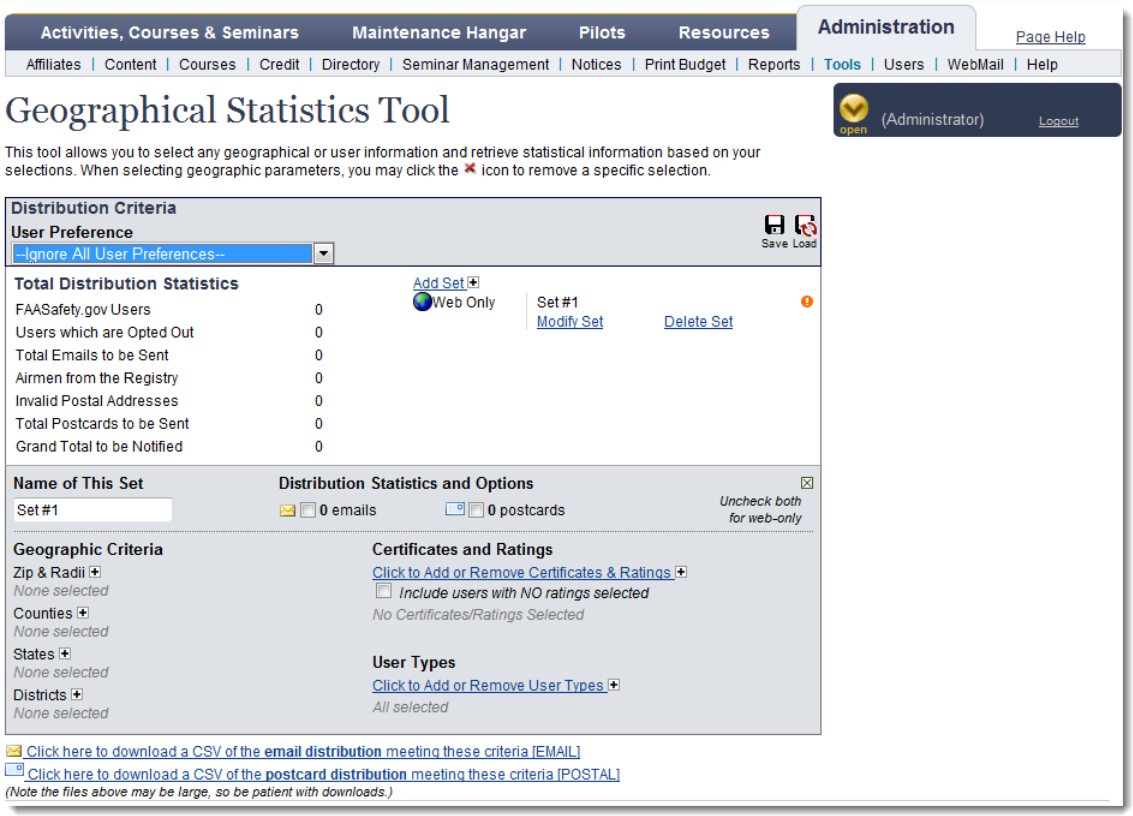
This section contains a link to the GeoStats Tool. This tool can be used to determine the number of users in specific geographic areas using specific demographic criteria.

### 4.10.3.1. Tool



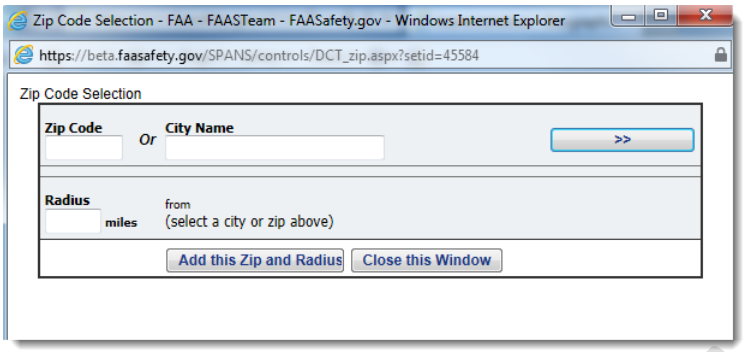

The Geographical Statistics Tool is very much like the "Distribution Criteria Selection" tool that is used when adding a new event. Using this tool you can calculate the number of airmen that fit the specified criteria. This tool is only available to those with permission of RFPM and higher. *Note, only RFM's and higher will have access to the links to download statistics to a CSV file.

When you click the *Add Set +* link,

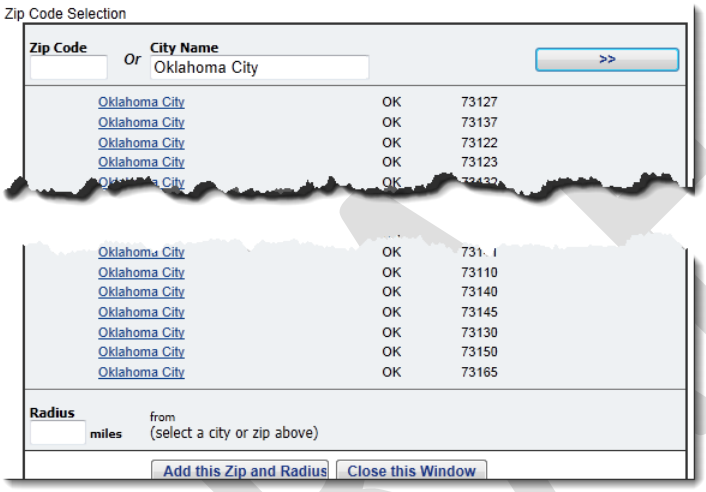



Click on the plus sign () to the right of a field to define field selections.

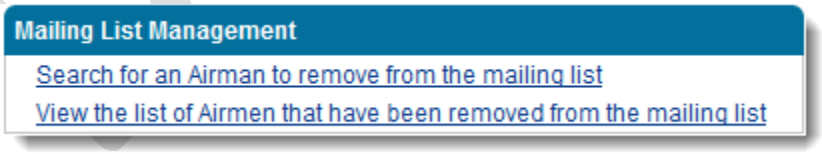
Zip & Radi




Click the >> arrow to select zip codes for a selected city (doesn't appear to add the zip code and radius).

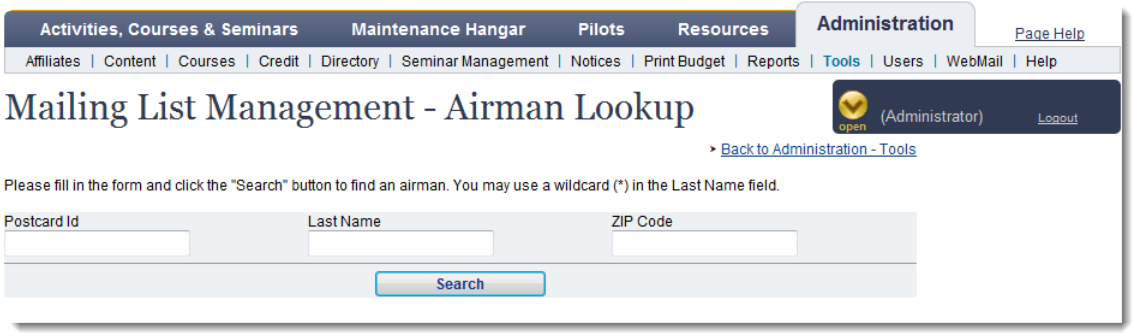



## 4.10.4. Mailing List Management




The Mailing List Management utilities allow you to find and remove airmen records from FAASafety.gov mailing lists. Airmen can be removed due to a returned postcard or when an airman requests that they no longer receive mailings.

## 4.10.4.1. SEARCH FOR AN AIRMAN TO REMOVE FROM THE MAILING LIST

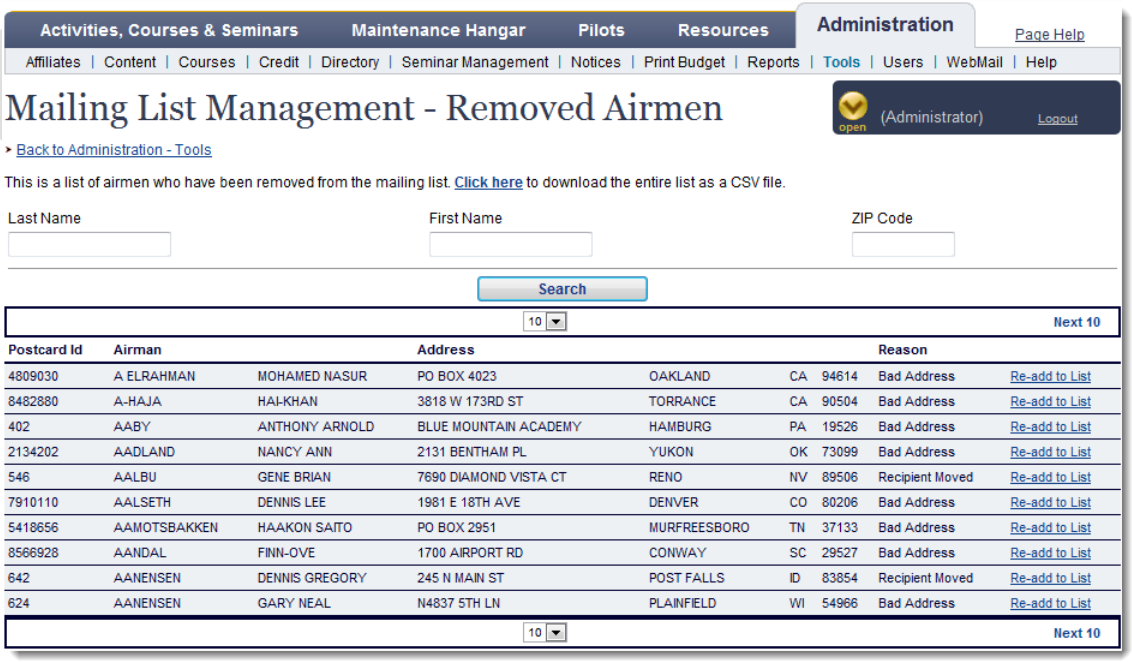



The Search for an Airman to remove from the mailing list option allows you to enter airman information to locate an airman to remove from the mailing lists. You can search by Last Name, Zip Code and Postcard ID. A Postcard ID stamped on each returned postcard and can be entered using a bar code scanner or manually typed in the Postcard Id field.

When you search for airman manually by typing the Postcard Id, the found airman will display. Click Remove to remove the record and select a reason why the airman is being removed. Click Continue to continue.

When you use a bar code scanner you will scan the Postcard Id and the reason and the airman will be removed automatically.

## 4.10.4.2. VIEW THE LIST OF AIRMAN THAT HAVE BEEN REMOVED FROM THE MAILING LIST

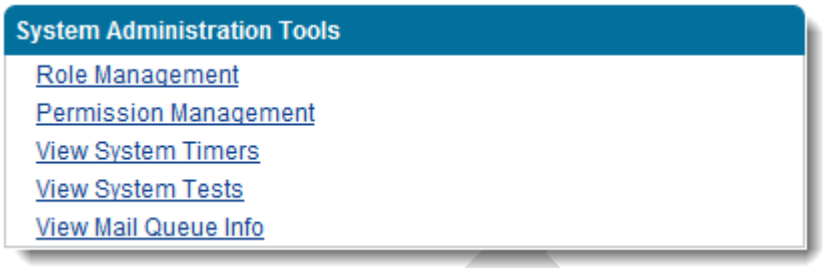



| Postcard Id | Airman | | Address | | | | Reason | |
|---|---|---|---|---|---|---|---|---|
| 4809030 | A ELRAHMAN | MOHAMED NASUR | PO BOX 4023 | OAKLAND | CA | 94614 | Bad Address | Re-add to List |
| 8482880 | A-HAJA | HAI-KHAN | 3818 W 173RD ST | TORRANCE | CA | 90504 | Bad Address | Re-add to List |
| 402 | AABY | ANTHONY ARNOLD | BLUE MOUNTAIN ACADEMY | HAMBURG | PA | 19526 | Bad Address | Re-add to List |
| 2134202 | AADLAND | NANCY ANN | 2131 BENTHAM PL | YUKON | OK | 73099 | Bad Address | Re-add to List |
| 546 | AALBU | GENE BRIAN | 7690 DIAMOND VISTA CT | RENO | NV | 89506 | Recipient Moved | Re-add to List |
| 7910110 | AALSETH | DENNIS LEE | 1981 E 18TH AVE | DENVER | CO | 80206 | Bad Address | Re-add to List |
| 5418656 | AAMOTSBAKKEN | HAAKON SAITO | PO BOX 2951 | MURFREESBORO | TN | 37133 | Bad Address | Re-add to List |
| 8566928 | AANDAL | FINN-OVE | 1700 AIRPORT RD | CONWAY | SC | 29527 | Bad Address | Re-add to List |
| 642 | AANENSEN | DENNIS GREGORY | 245 N MAIN ST | POST FALLS | ID | 83854 | Recipient Moved | Re-add to List |
| 624 | AANENSEN | GARY NEAL | N4837 5TH LN | PLAINFIELD | WI | 54966 | Bad Address | Re-add to List |

This option will display a list of airmen that have been removed from FAASafety.gov mailing lists. Above the list is a *Click here* link that allows you to download the list to a CSV (comma separated

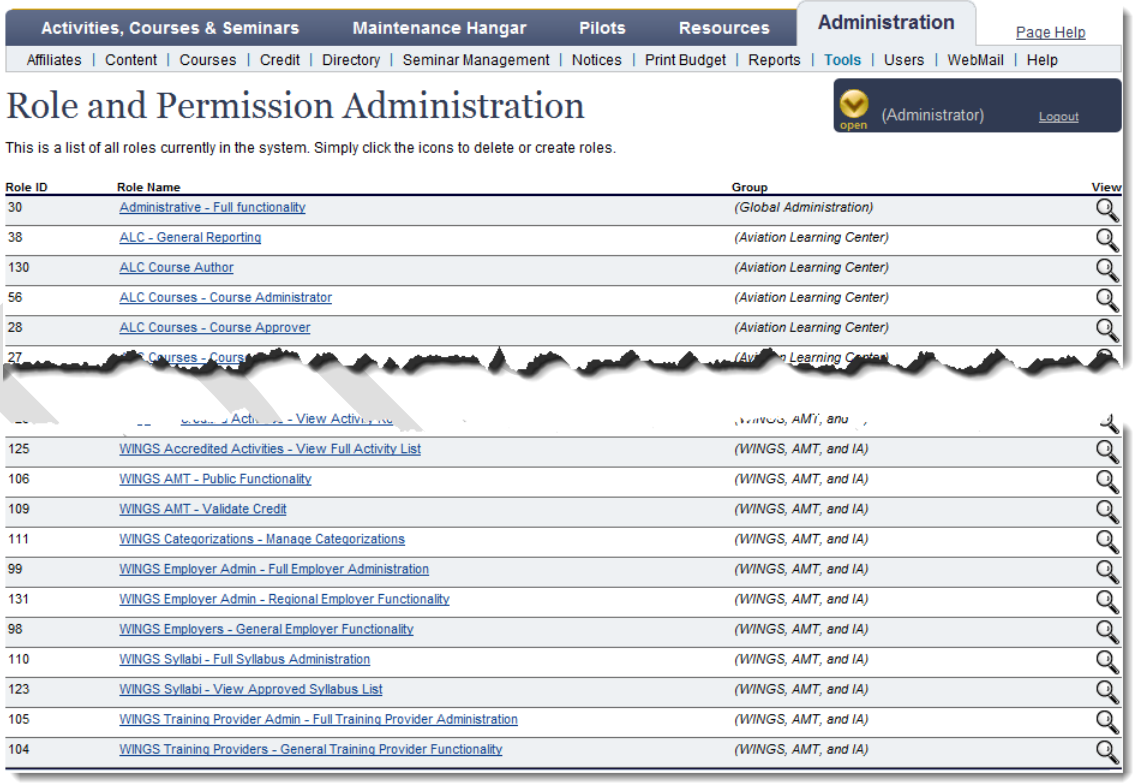
value) file. To reverse the removal action and return the airman to the active mailing list, click Re-add to List in the right column for the desired airman.

## 4.10.5. System Administration Tools

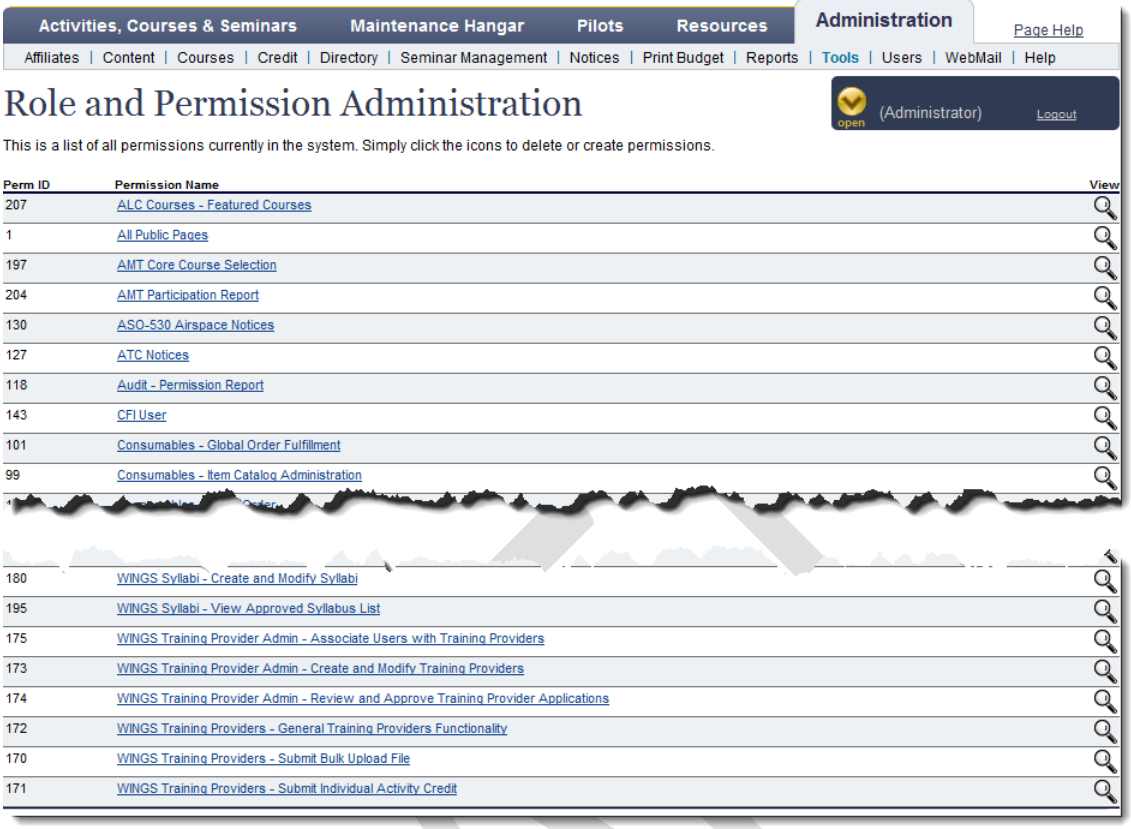



Role Management, Permission Management, View System Timers, View System Tests, View Mail Queue Info.

### 4.10.5.1. Role Management

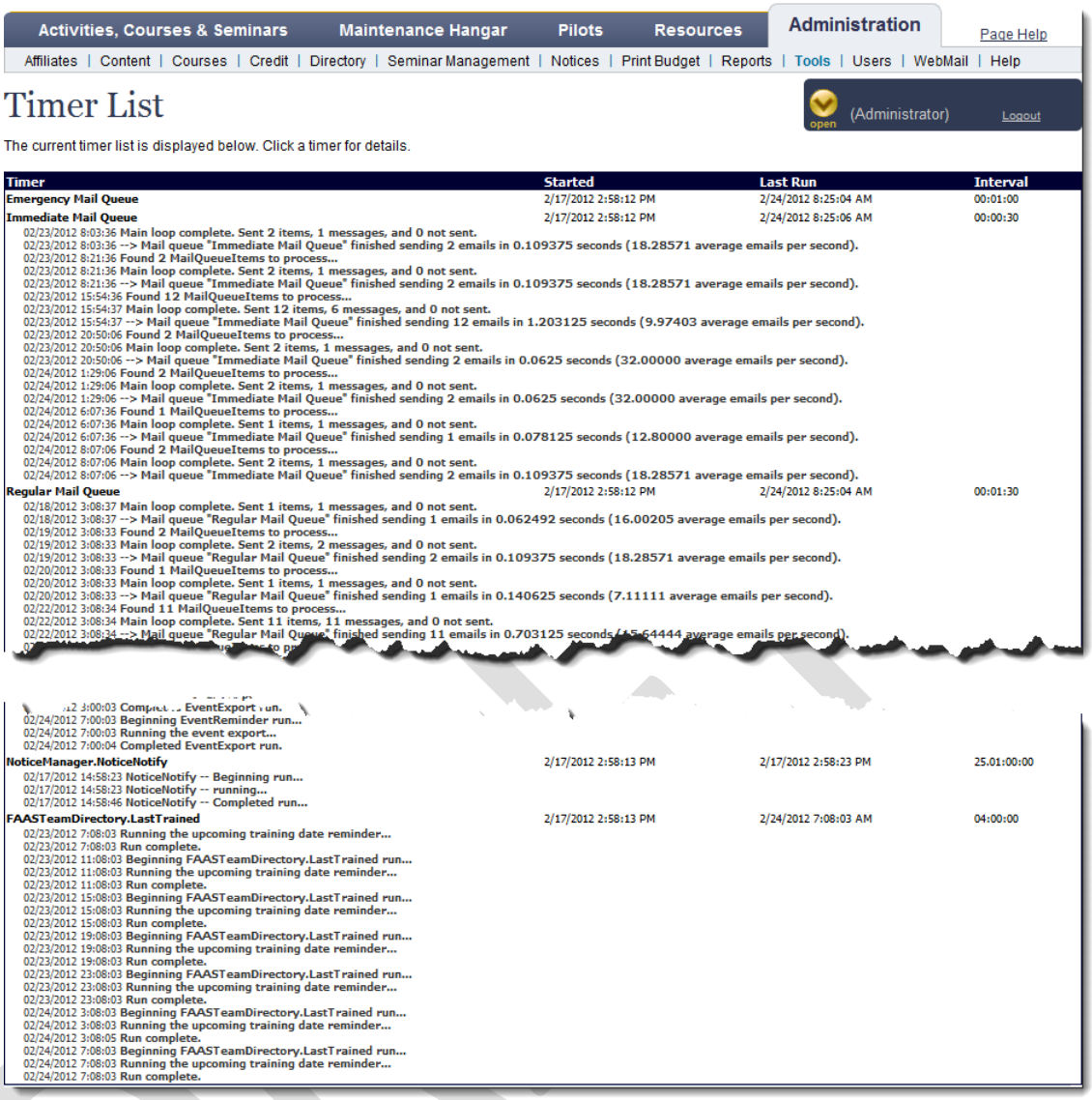


## 4.10.5.2. Permission Management

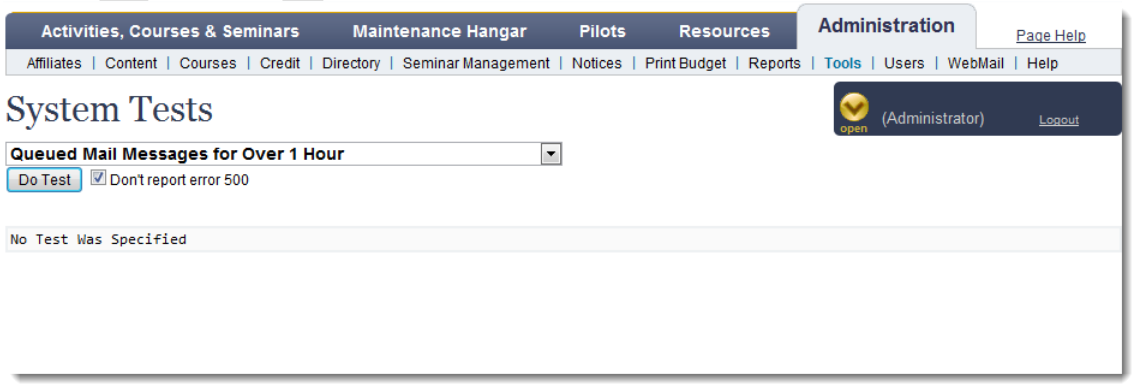


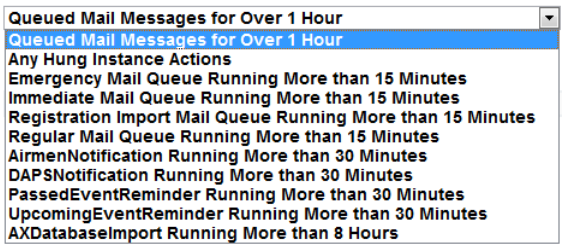

## 4.10.5.3. View System Timers

DRAFT




## 4.10.5.4. View System Tests



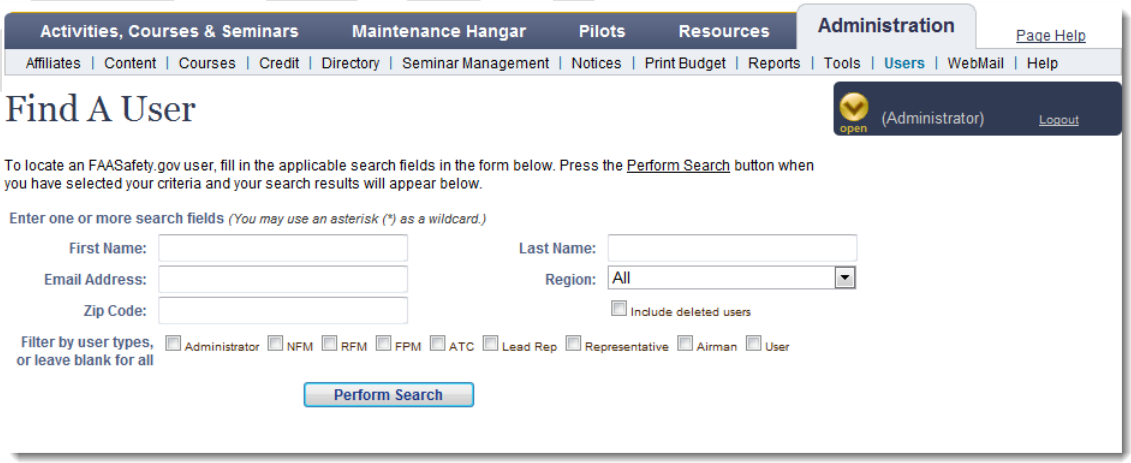



#### 4.10.5.5. View Mail Queue Info

## 4.11. Users

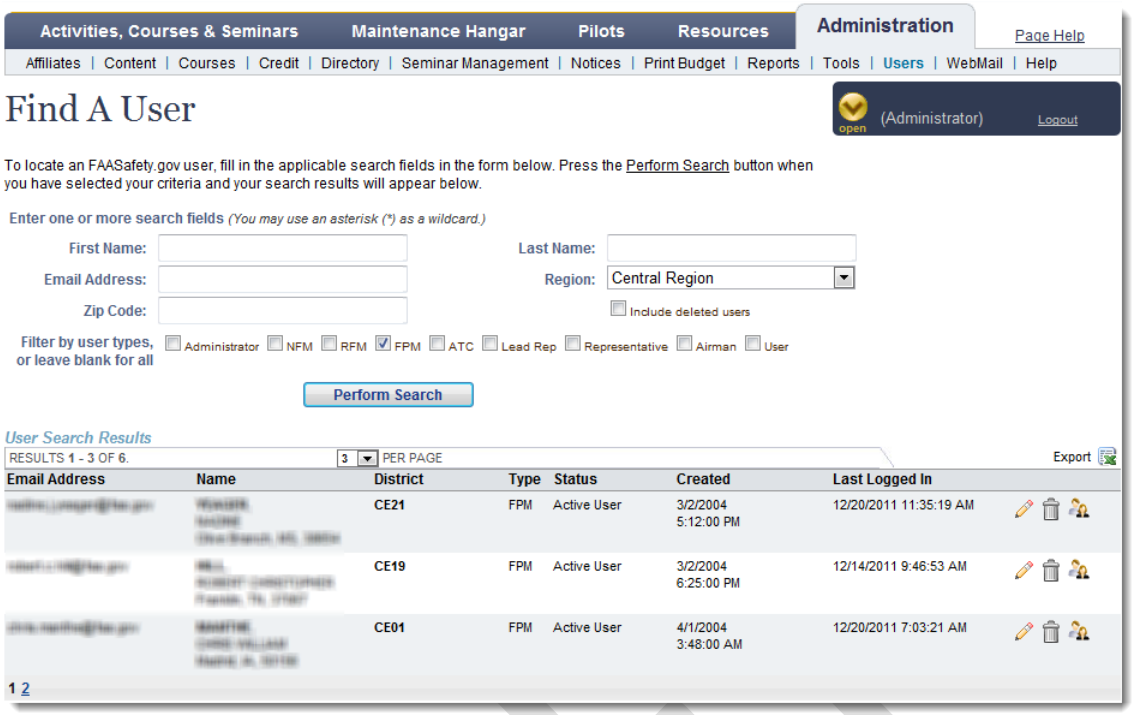
Users that do not see this selection include: ATCs,

### 4.11.1. Find A User



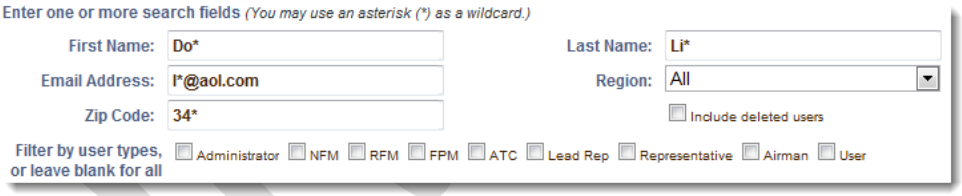

#### 4.11.1.1. Find A User or Group of Users

To find a user or a group of users, enter user information in the search fields. Click the Perform Search button to find matching users. You can search by First Name, Last Name, Email Address, Region, and ZIP Code or filter your search by selecting a Filter type.



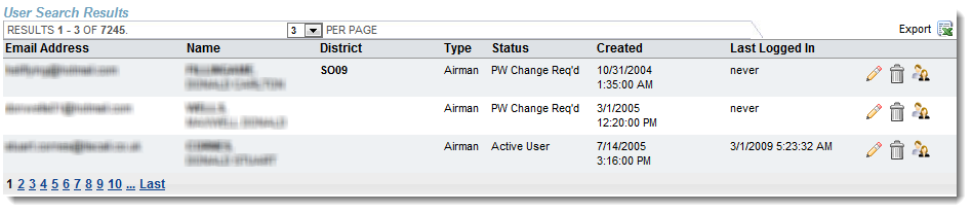

Wildcard searching using an asterisk (*) is enabled on this page. To search for the first name containing “Do” or “do”, enter Do* or do* in the First Name field. The search fields are not case sensitive. You can enter upper or lower case letters or a mixture of both.

Examples for wildcard searches are shown in the following image.




Selecting a user type allows you to locate a specific group of users. User types are listed below the zip code field and can be used in conjunction with any of the other search fields. To select a user type for your search, click the checkbox next to the user type.

Found records display in a list below the entry fields. A results line indicates the number of records found. to the right of the results indication you can select the number of records to view per page. At the far right of the records line is an export feature that allows you to export the found information to a .csv file.

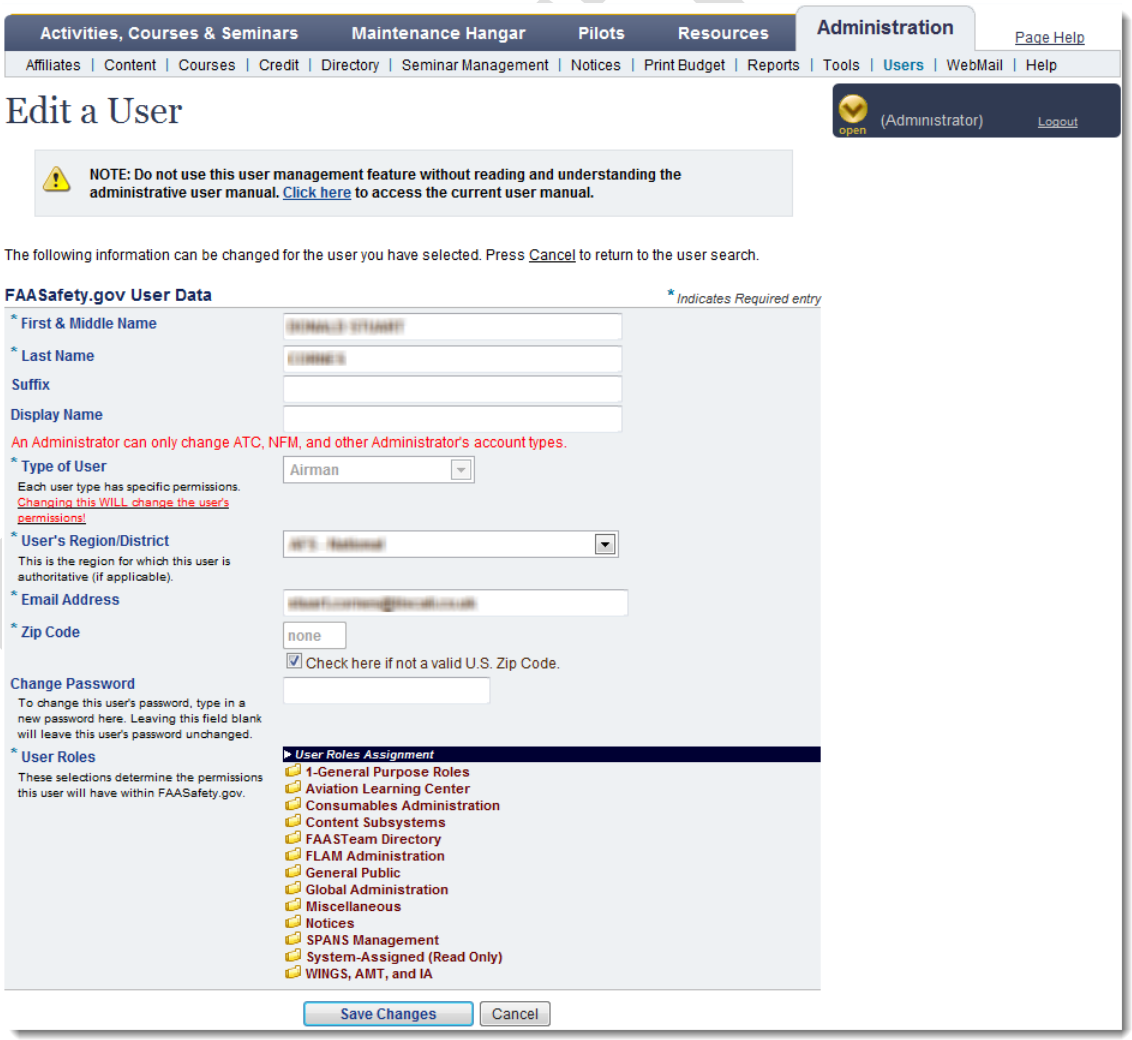


Email Address, Name, city, state, zip code, District, Type, Status, the date and time the record was Created, and the last date and time the user logged into FAASafety.gov display in the search results table.

To the right of each user line are icons that allow you to modify ( ), delete ( ), or merge with another user account ( ). Only Administrators can delete users. If you do not have permission to delete a user, this link will not appear.

### 4.11.1.2. Modify a User

Users register with FAASafety.gov and enter their basic user information. A record is created for the user and an Administrator assigns specific permissions for them based on their user type and system needs. If a user type changes, their record must be modified to reflect their new set of permissions. When you click the modify ( ) icon, the Edit a User page displays.




The top section of the form includes informational fields about he selected user. You can modify these fields for users under your direction.

If you modify the type of user, for instance, if change the user type to FPM, you must then select a district or region that corresponds with that user.

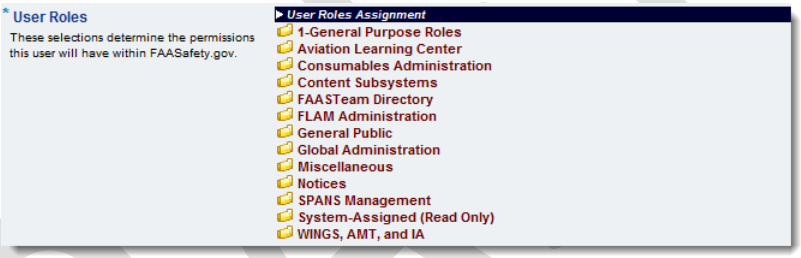
Note: In order for the system to correctly approve events and notices, if you assign a user the permission of an FPM, their role must also be an FPM (the same is true for representatives, etc.) Changing the Type of Use" field does not change that user's permissions. The following section, Permissions/User Roles Assignment, discusses changing a user's roles and permissions.

#### 4.11.1.2.1. Permissions/User Roles Assignment

If you do not know which permissions you need to add for a particular user, please select the default roles (General Purpose Roles) or contact your Administrator or Jim Pyles.

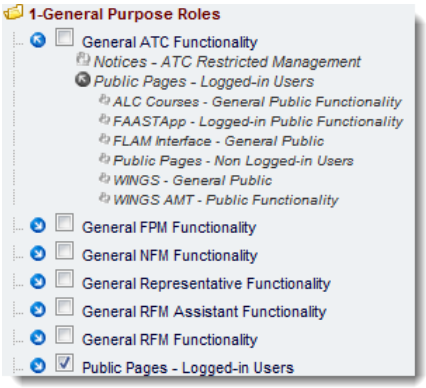
A user's permissions are managed in the Users Roles Assignments section. There are various Roles that a user may be assigned. By clicking on any of the folder icons, you can then view permissions included in each category.

You are only allowed to provide users the same roles/permissions which you are currently assigned (or less).



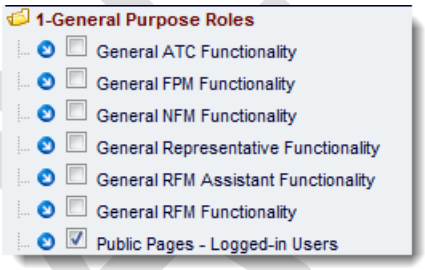

Under each of the roles, if you click the expand feature ( ), you will then see all permission under that particular role as show in the next image example.

Notice that each time you expand one area, there could be more areas that expand. General ATC Functionality expands to show that you can further expand on Public Pages to view permissions. When an area is expanded, the expand arrow changes direction ( ) to indicate the information displayed is expanded.




In the prior examples, before you assign General ATC Functionality to a user, you should expand all the permissions so that you have a clear understanding of system functionality included with that level of permission.

#### 4.11.1.2.2. General Purpose Roles




The General Purpose Roles are roles in which the general managers, for instance Representatives, FPM, RFPM, or NFM, have assigned as their default roles. Use this area if you are assigning a user with the general or typical roles they would have in their position, for instance select FPM if the user you are modifying is an FPM and this user does not need access to anything outside of the normal FPM responsibilities.

Each of the areas below General Purpose Roles are roles that are assigned individually, many of these roles may be assigned to a user by selecting the General Purpose Roles above, for instance RFPM's by default are provide access to user management, reporting, and other areas of the site that can be individually assigned to a user. If you would like to assign additional roles to a particular user you can do this on an individual bases by assigning the roles below.

*Note, the Public Page – Logged-in Users should always be checked by default, if this is not checked, logged in users will not have access to view logged in pages.

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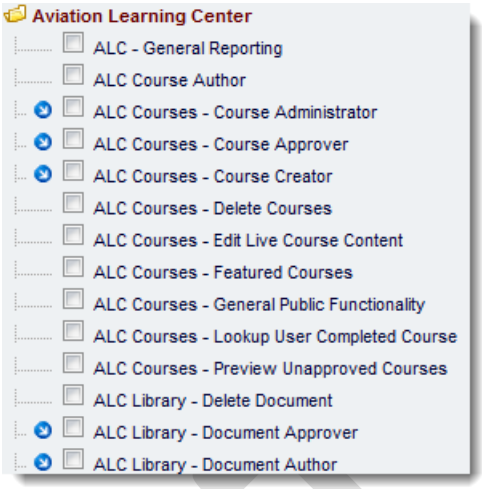
### 4.11.1.2.3. Aviation Learning Center




These roles pertain to the learning center, you can allow access to be a document author or approver in the ALC Library, or you can select the user to be a course creator, approver or administrator in the ALC Course. You can also select the user to have access to ALC general reporting.

*Note, the ALC Courses – General Public Functionality should always be checked by default, if this is not checked, logged in users will not have access to view ALC pages.

### 4.11.1.2.4. Consumables Administration

By selecting this role, you can allow the user to have access to manage the FAASafety.gov consumables.

*Note, the Consumables – Place Order should always be checked by default, if this is not checked, users will not be able to place orders.

### 4.11.1.2.5. Content Subsystems

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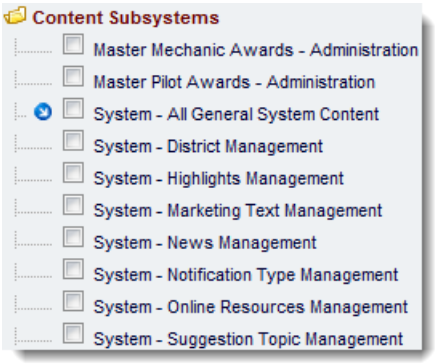


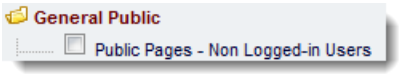

This area pertains to managing content on the FAASafety.gov system such as news items, the highlights section on the home page, hot topics, online resource management, seminar suggestion topic management, and notification type management.

#### 4.11.1.2.6. FAASTeam Directory

#### 4.11.1.2.7. FLAM Administration

This area is for future development and these roles do not pertain to a current section of the site, but have been created for future development of the FAASafety.gov system.

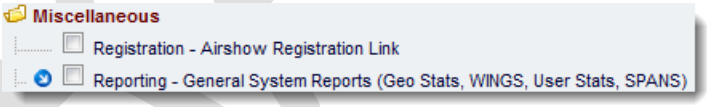
#### 4.11.1.2.8. General Public



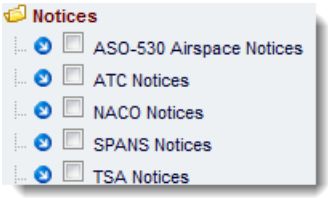

#### 4.11.1.2.9. Global Administration

These roles pertain to the administration of the FAASafety.gov, specifically to providing full administrative functionality as well as access to permission and role management and search engine management.

#### 4.11.1.2.10. Miscellaneous




#### 4.11.1.2.11. Notices




These roles pertain to the administration of the FAASafety.gov, notices. Each of the notice management areas can send notices based on which group they belong to.

#### 4.11.1.2.12. SPANS Management

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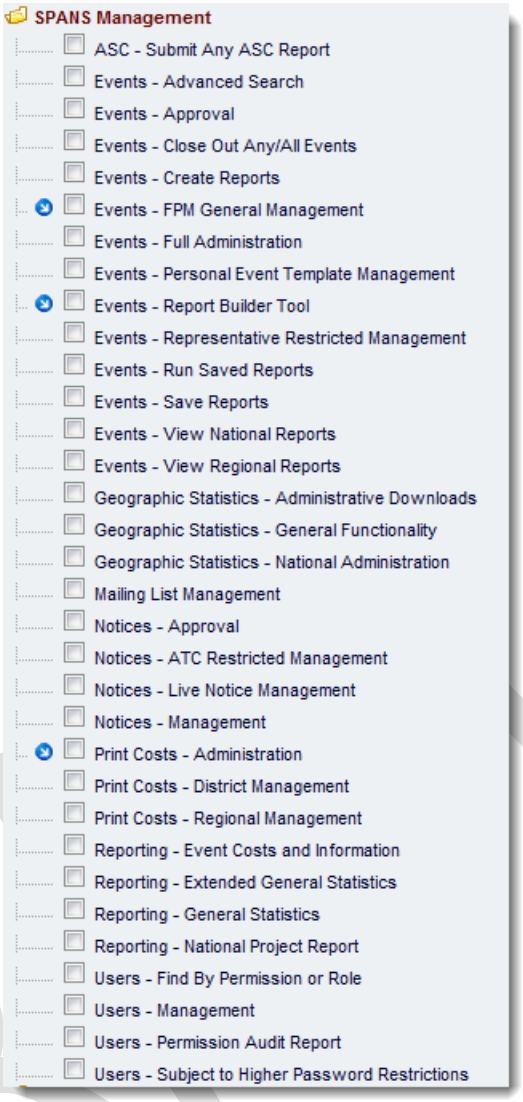
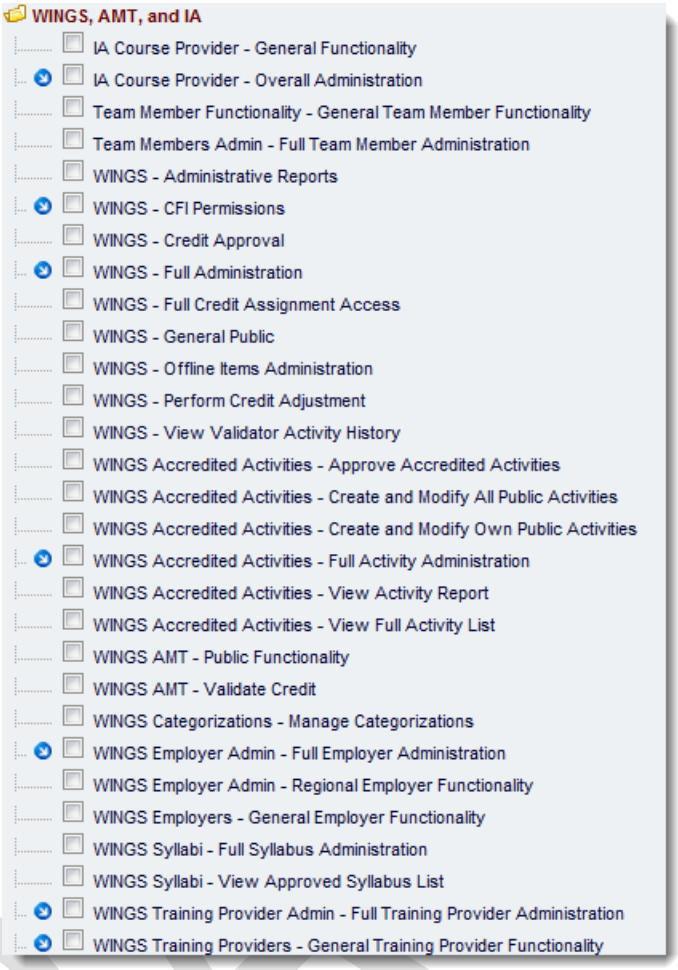


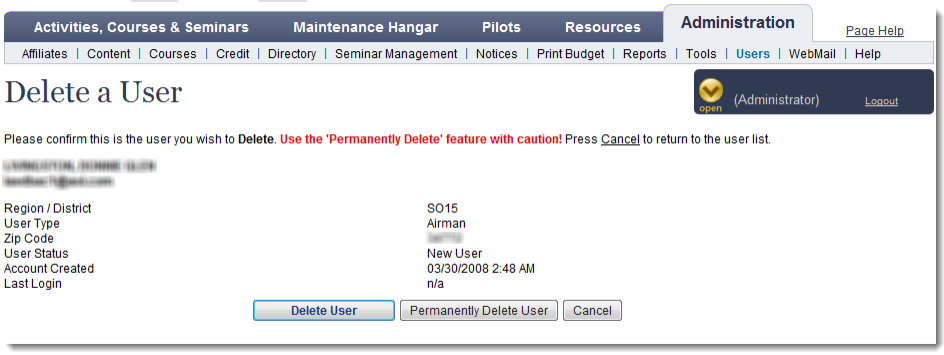

These roles pertain to SPANS management including access to administrative reporting, mailing list management, geographical statistics on user and events, notice management, and other administrative roles on the FAASafety.gov system.

#### 4.11.1.2.13. System-Assigned (Read Only)

#### 4.11.1.2.14. WINGS, AMT, and IA



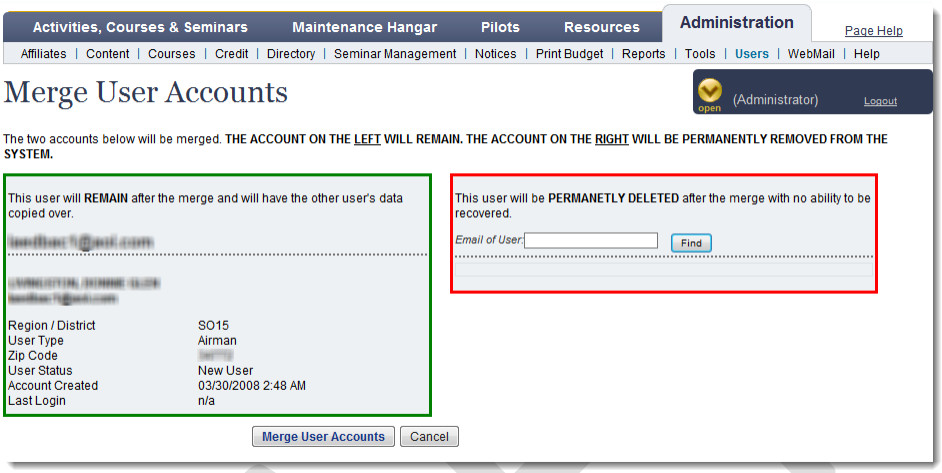

## 4.11.1.3. DELETE A USER



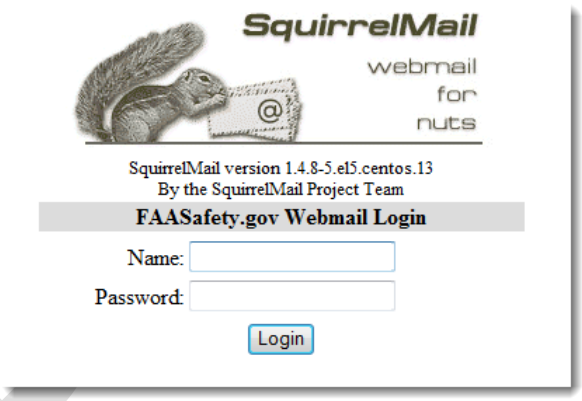

You can delete a user from the site. If you click on the “Delete” link, you will be presented with a page that asked you to confirm the deletion. If you click the “Delete” button, that user will be deleted from the site.

Use the permanently delete feature with caution! Check with a supervisor before ever using the delete function. This feature will delete all events, notices, and event costs that were originated by the selected user. This data cannot be recovered once deleted.

### 4.11.1.4. Merge Two User Accounts




## 4.12. WebMail




https://mail.faasafety.gov/webmail/src/login.php

The WebMail option is used by National FAASafety.gov users to send email from faasafety.gov to mobile devices such as an iPhone. This WebMail allows NFM's and Administrators to send emails about FAASTeam matters from their FAASafety.gov computers without having to open their FAA computer.

To use this functionality, you must set up an account on FAASafety.gov and IMAP (Internet Message Access Protocol) that account in outlook to your webmail account. To communicate on a faasafety.gov he sends iPhone email to their faasafety.gov account on their iPhone or faasafety.gov computer. They set up their iPhones to receive faasafety.gov email.

1-17 Meeting Part2  tape09:19?

## 4.13. Help

This section contains general documents and manuals for the use of Administrators and Representatives. There are five sections available titled, FAASafety.gov, FAASTeam Program Managers, Aviation Learning Center, FAASTeam Directory, and FAASTeam Representatives.

Users that do not see this selection include:  ATCs,

### 4.13.1. Documents and Manuals

#### 4.13.1.1. FAASafety.gov

This section contains a PDF copy of the Full Administrative Manual, the Seminar Management Section, the Notice Management Section, the Print Budget Management Section, the User Management Manual Section, and the Miscellaneous Administration Section.

##### 4.13.1.1.1. Full Administrative Manual

http://faasafety.gov/SPANS/documents/FAASafety.gov_5.0.pdf

##### 4.13.1.1.2. Events Management Section

http://faasafety.gov/SPANS/documents/FAASafety.gov_6.0_Events.pdf

##### 4.13.1.1.3. Notices Management Section

http://faasafety.gov/SPANS/documents/FAASafety.gov_5.0_Notices.pdf

##### 4.13.1.1.4. Print Budget Management Section

http://faasafety.gov/SPANS/documents/FAASafety.gov_5.0_PrintBudget.pdf

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#### 4.13.1.1.5. User Management Manual Section

http://faasafety.gov/SPANS/documents/FAASafety.gov_5.0_Users.pdf

#### 4.13.1.1.6. Miscellaneous Administration Section

http://faasafety.gov/SPANS/documents/FAASafety.gov_5.0_MiscAdmin.pdf

### 4.13.1.2. FAASTeam Program Managers

This section contains a PDF copy of the FAA Safety Team Program Manager's Handbook, Order 8740.1.

#### 4.13.1.2.1. FAA Safety Team Policies and Procedures (Volume 15 in FAA Order 8900.1)

http://fsims.faa.gov/PICResults.aspx?mode=EBookContents

### 4.13.1.3. Aviation Learning Center

This section contains the Administration Manual for the Aviation Learning Center.

#### 4.13.1.3.1. Course Development Guidelines ver. 2.6 (2.3 Mb)

http://faasafety.gov/files/helpcontent/help%20files/mainpage/CourseDevelopmentGuidelines-V2.6.pdf

### 4.13.1.4. FAASTeam Directory

This section contains the User's Manual for the FAASTeam Directory.

#### 4.13.1.4.1. User's Manual 1.0 (0.7Mb)

http://faasafety.gov/spans/documents/FAASTeamDirectory_1.0.pdf

### 4.13.1.5. FAASTeam Representatives

This section contains a link to the FAASTeam Representative Manual and a link to the FAASTeam Representative SharePoint Site.

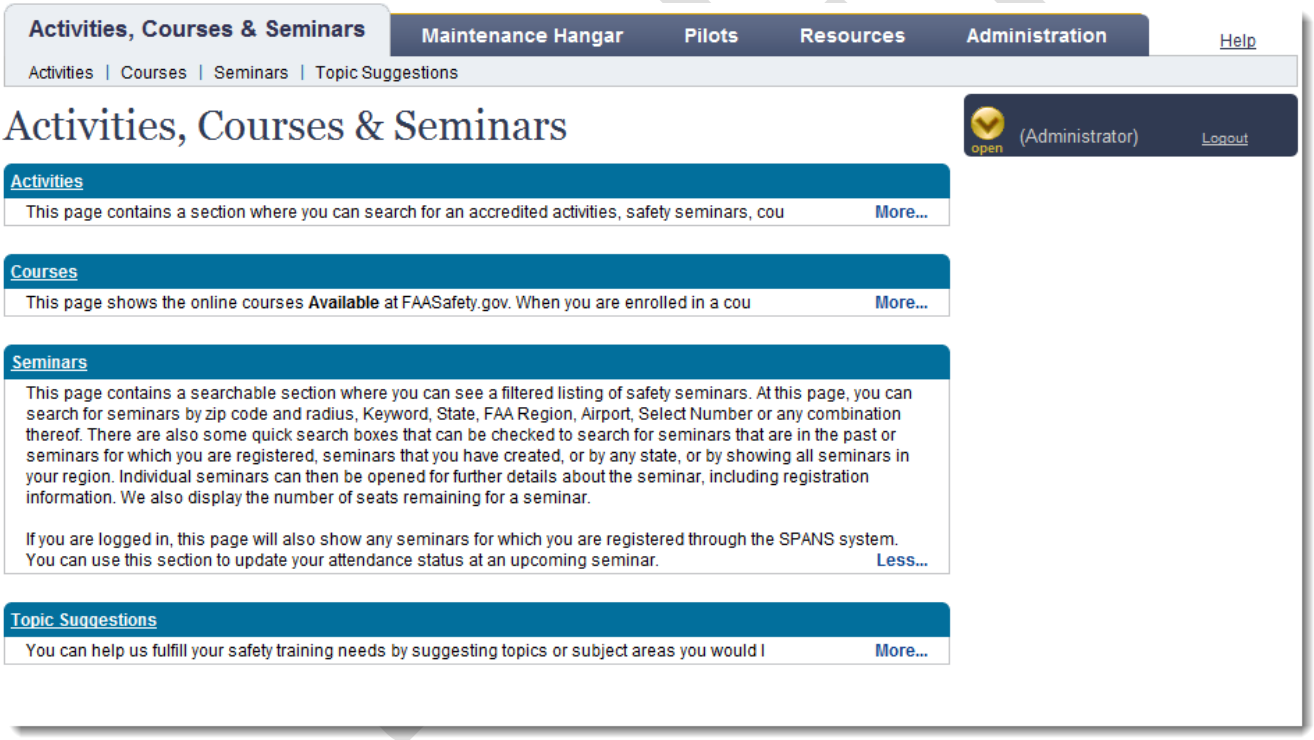
#### 4.13.1.5.1. FAASTeam Representative Manual (0.3Mb)

http://faasafety.gov/SPANS/documents/RepsManual.pdf

#### 4.13.1.5.2. Link to the FAASTeam Representative SharePoint Site

https://avssharepoint.faa.gov/afs/8/faastpr/default.aspx

# 5. Activities, Courses & Seminars Tab

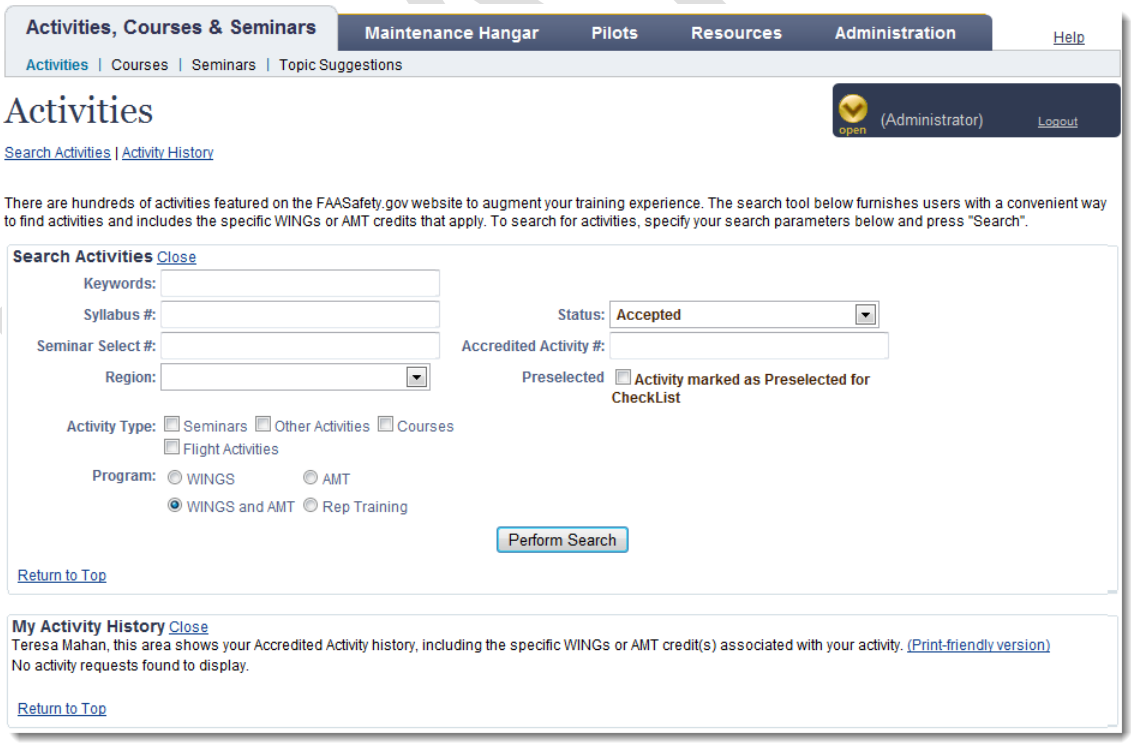



Accredited Activities are Courses, Seminars, and Activities for which a pilot or mechanic can receive credit. When you click on the top tab; each category contained in the section displays on the page. A brief description is included for each category. To the right of the category description is the text. Click the More link to open more of the description textbox (In the prior image the Seminars topic description is expanded.). When the description textbox is expanded, More… is replaced by Less… which is used to return the description textbox to a single line.

It is important to note that everything is ultimately considered to be an Activity. Activities are further classified into:

1. **Flight Topics**
   a. **Flight Activities**: Activities specific to pilots. Pilots complete this type of activity in their aircraft alongside a Certified Flight Instructor (CFI).
   b. **Other Activities**: These activities include special programs, workshops, or other non-flight activities not grouped into another activity source.
2. **Knowledge Topics:** Activities that pilots or mechanics may participate in that demonstrate their proficiency on a particular subject. These can be **courses**, events, or other activities.
   a. **Courses**:
      i. **ALC Courses**: Courses developed and hosted by FAASafety.gov.
      ii. **External Courses**: Courses offered by 3rd parties that FAASafety.gov recognizes as accredited activities (AOPA, LearningZen.com, etc.).
   b. **Seminars/SPANS Events**: Seminars, conferences, and events for which FAASafety.gov users attend and receive credit (Note, not all seminars result in credit).
3. **Inspection Authorization (IA) Courses(Activity Source is IA Course)**:
   a. You will find many similarities between the IA Course functionality and other sources of accredited activities. This is because the IA Course concept is heavily dependent upon much of the code developed to support accredited activities. In fact, an IA Course is considered an accredited activity, with credit only coming from the IA credit bucket (no credit hours) or the AMT Credit bucket. The IA Course Provider requirements had too many deviations to reuse ALL accredited activity development. In some areas, you will find code was "duplicated" from existing accredited activity code, then modified to meet the specific requirements for IA Courses.

## 5.1. Activities




Accredited activities include courses, seminars and activities for which a pilot or mechanic may receive credit.

This page contains a section where you can search for accredited activities, safety seminars, courses, and flight activities that fulfill a requirement in the WINGS or AMT Programs. You can search by keyword or

any combination of words. You also have the ability to categorize the search based on your pilot profile selections. Individual activities can then be opened for further details.

In addition, if you are logged in, your Activity History is displayed on this page. You may click on one of the activities to view that activity for more information. A print-friendly version is available from the History section. The Activity History includes details of the activity completed, activity type, date completed, validator, credit, and current status of that activity.

### 5.1.1. Search Activities (Open/Close)

### 5.1.2. My Activity History (Open/Close)

## 5.2. Courses

Change "To view a description of each course, hover over the course titles below." to "To view a description of each course, hover over the course titles in the Available Courses section below."

This page shows the online courses Available at FAASafety.gov. If you are enrolled in a course, the course will be listed in the In Progress section. When you have completed a course, you will see those courses listed in the Courses Completed section. You may enroll (if logged in) or preview these courses as well as view the eligible course credit. Courses are listed by title and presenter. If there is a 'Cost' involved with taking the course that will be indicated. You may also choose to view the Course Listing by category. Courses provided by the FAASTeam do not need to be completed in a single session, so you can finish them at your own pace. Courses provided by the FAA are free courses. Courses provided by third parties usually have a fee associated with them.

### 5.2.1. Courses In Progress (Open/Close)

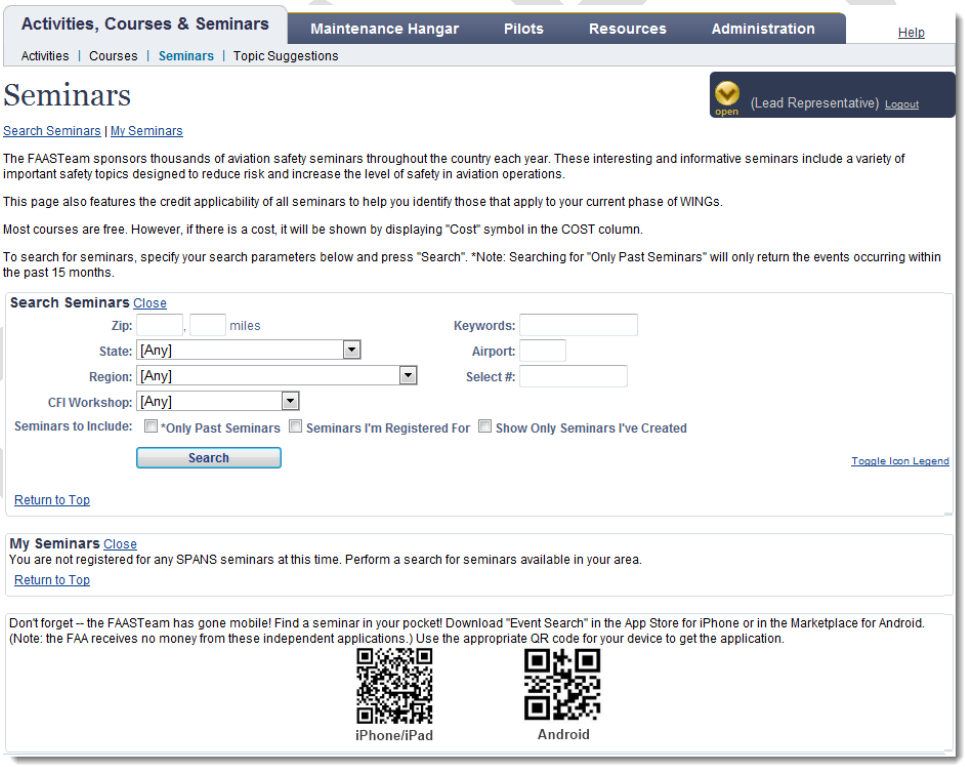
### 5.2.2. Catalog of Available Courses (Open/Close)

### 5.2.3. Courses Completed (Open/Close)

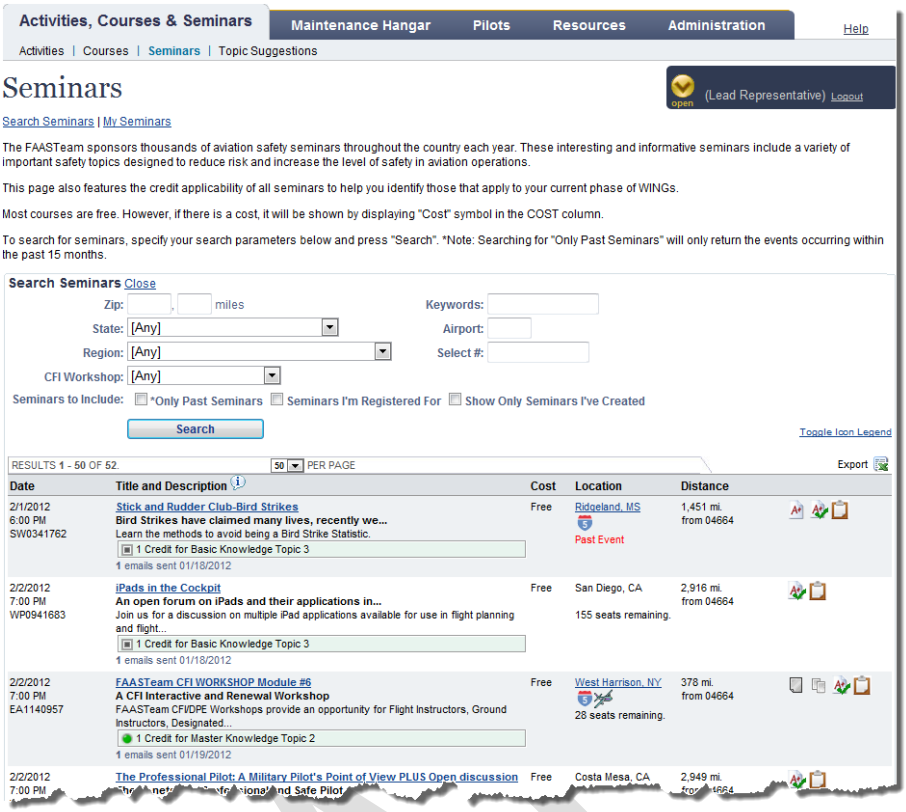
## 5.3. Seminars

This page contains a searchable section where you can see a filtered listing of safety seminars. At this page, you can search for seminars by zip code and radius, Keyword, State, FAA Region, Airport, Select Number or any combination thereof. There are also some quick search boxes that can be checked to search for seminars that are in the past or seminars for which you are registered, seminars that you have created, or by any state, or by showing all seminars in your region. Individual seminars can then be opened for further details about the seminar, including registration information. We also display the number of seats remaining for a seminar.

If you are logged in, this page will also show any seminars for which you are registered through the SPANS system. You can use this section to update your attendance status at an upcoming seminar.

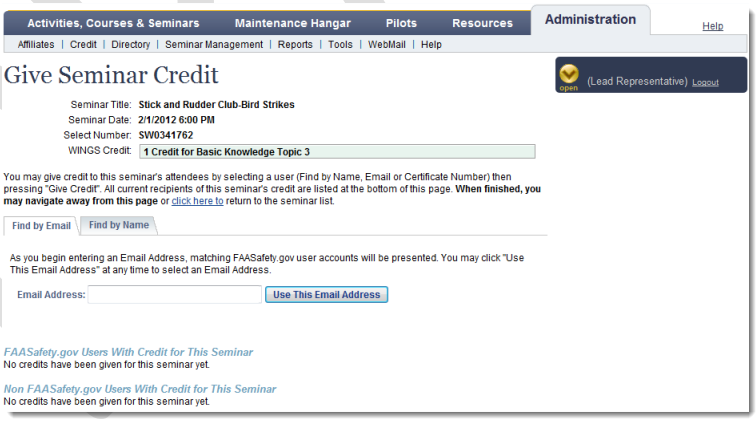



Search for seminars, no selections. Note the Past Event in the list. Sorts by seminar date then what?

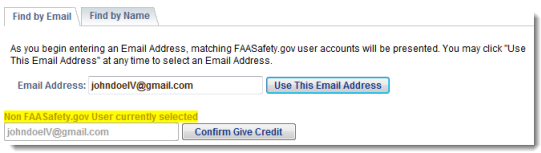



Notations in the Location column include: See Seminar details for registration info, # seats remaining, Past Event, and Give Credit for this seminar A+ with checkmark, find email address:

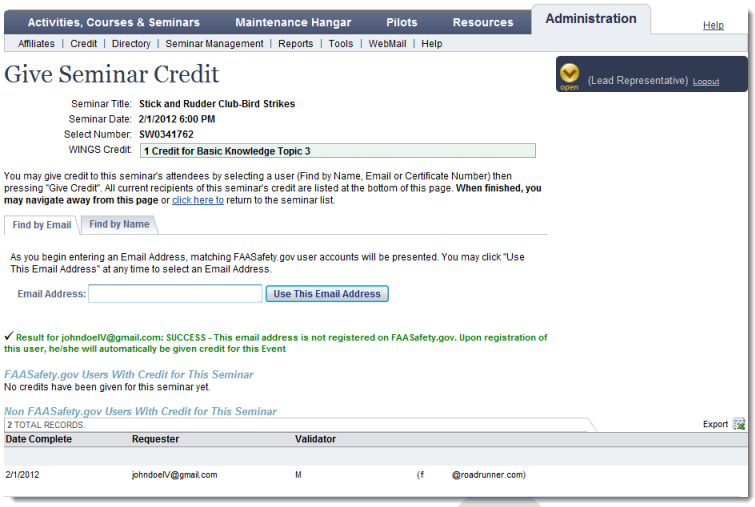
Give Seminar Credit



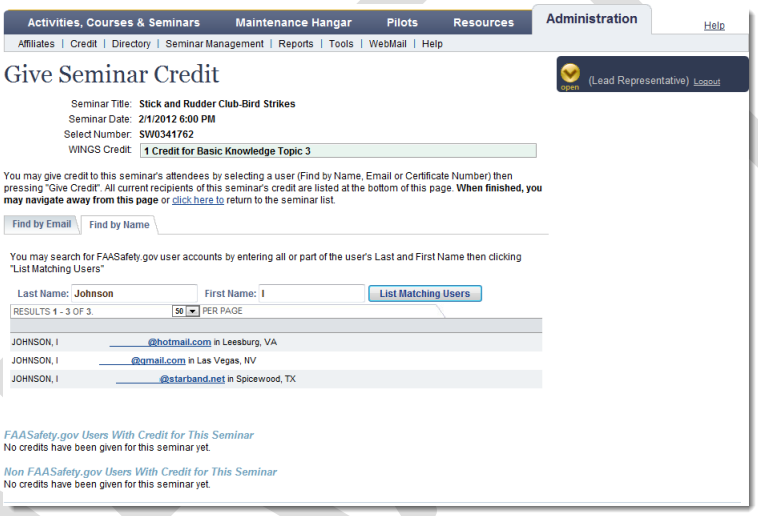

Does not allow wild card searching, if you enter an email address that is not associated with a FAASafety.gov user, the message Non FAASafety.gov User currently selected.




The system will allow credit for the found email address and will apply the credit when the user registers at FAASafety.gov. Instructors may have a list of email addresses they choose to enter or upload for credit.

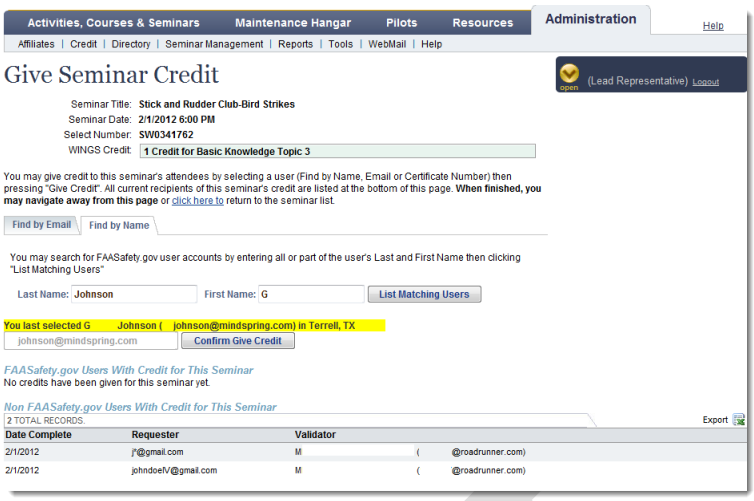



Find name:

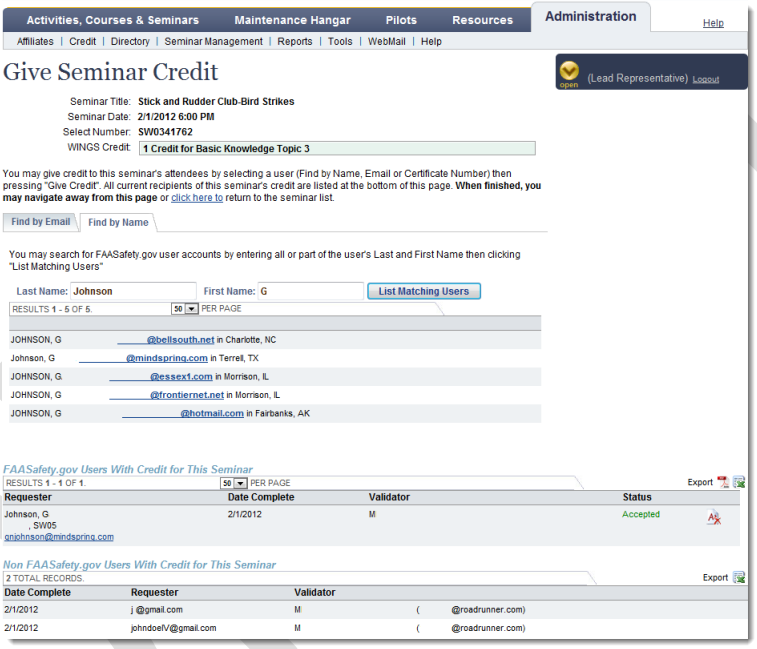



Found records matching the last and first name selection display in the list.

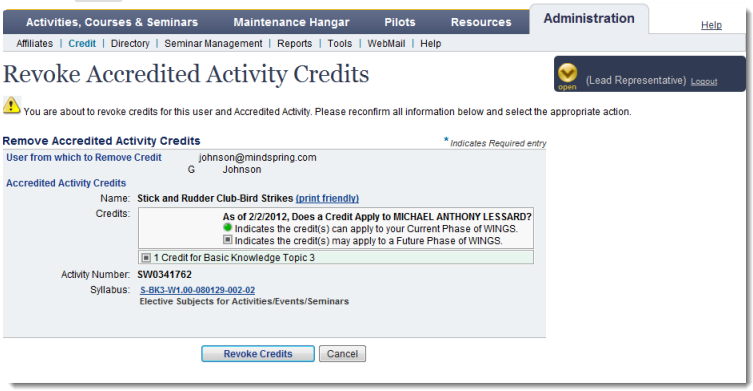
Locate a user to which you will assign credit and click on the email address. The following information displays. The selected user is highlighted in yellow and a Confirm Give Credit button displays to the right of the email address. Click this button to give credit for the selected seminar and user.



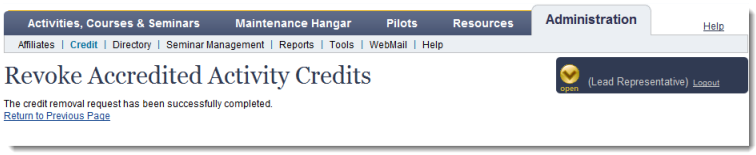

The credit is applied and the following image displays.



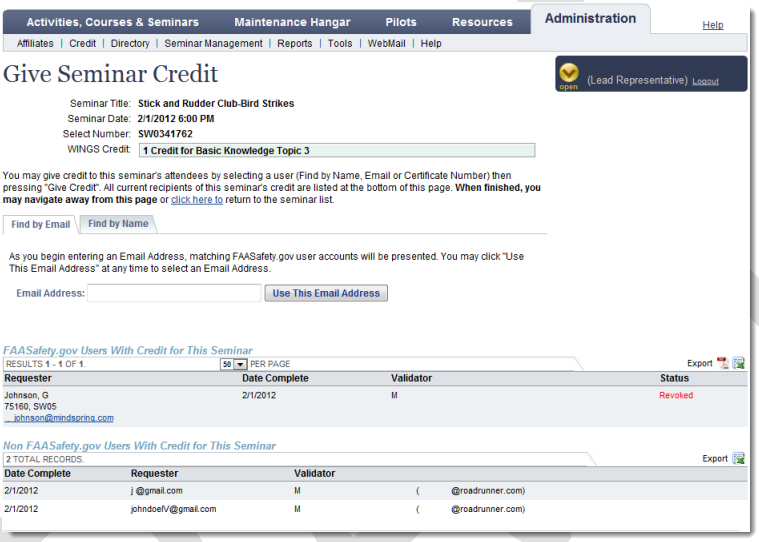

The user displays in the FAASafety.gov Users With Credit for This Seminar list with a status of Accepted. To the right of the status is an icon ( ) that will allow removal the activity and associated credits for the user. To revoke credit, click this icon.



A message displays indicating that you are about to revoke credit and asking for confirmation. To revoke credit for the user and activity, click the Revoke Credits button. A confirmation message displays. Click Return to Previous Page to continue applying credits or navigate to another webpage.




If you click Return to Previous Page, you will see that the FAASafety.gov Users With Credit for This Seminar now shows a Status of Revoked.

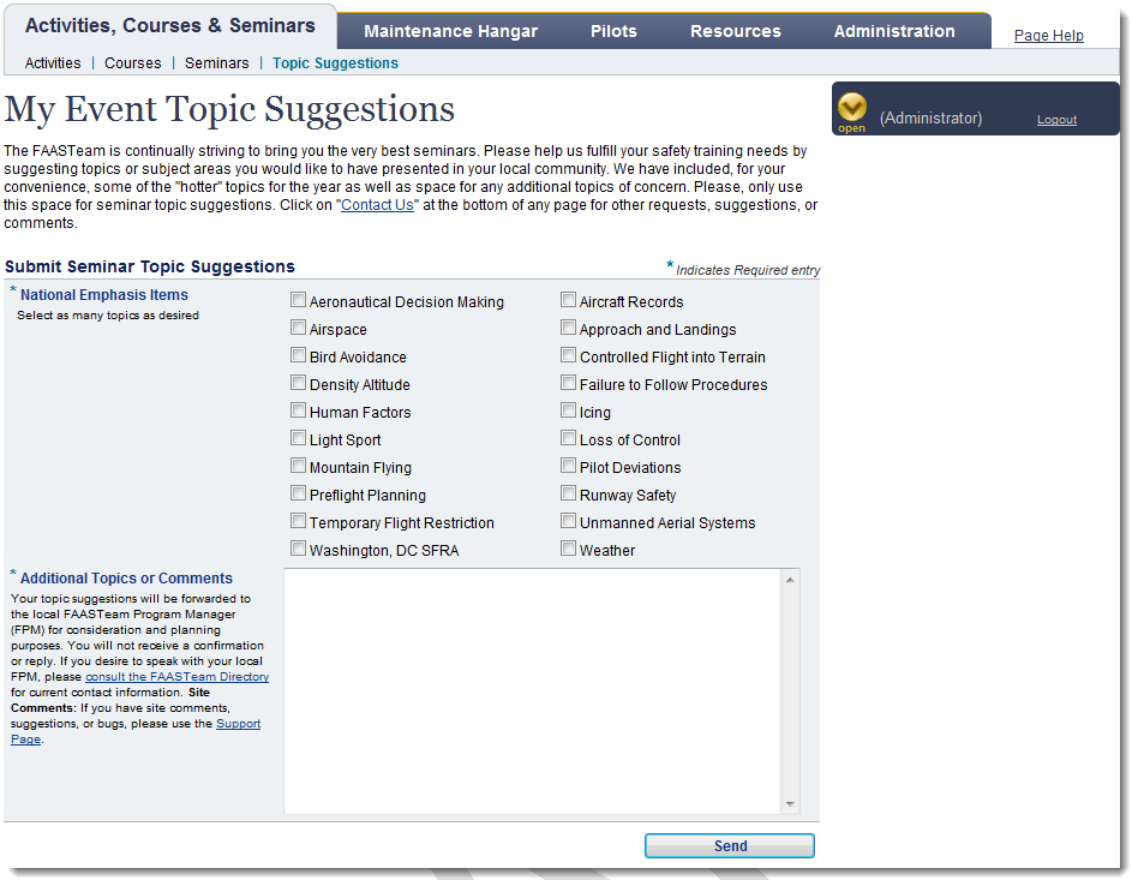



## 5.3.1. Search Seminars (Open/Close)

### 5.3.1.1. Toggle Icon Legend

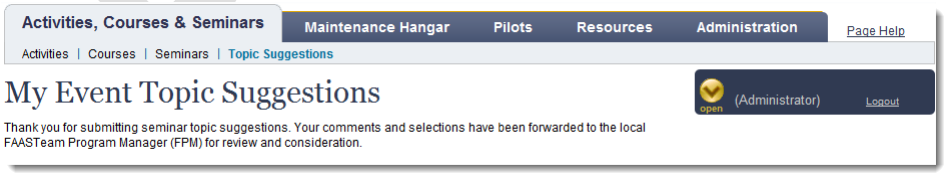
## 5.3.2. My Seminars (Open/Close)

# 5.4. Topic Suggestions




You can help us fulfill your safety training needs by suggesting topics or subject areas you would like to have presented in your local community. The FAASTeam is continually striving to bring you the very best seminars. Included on this page, for your convenience, are some of the "hotter" topics for the year as well as space for any additional topics of concern. This space is for seminar topic suggestions. Your topic suggestions will be forwarded to the local FAASTeam Program Manager (FPM) for consideration and planning purposes. You will not receive a confirmation or reply. If you desire to speak with your local FPM, you may consult the FAASTeam Directory for current contact information. You may also click on "Contact Us" at the bottom of any page for other requests, suggestions, or comments.

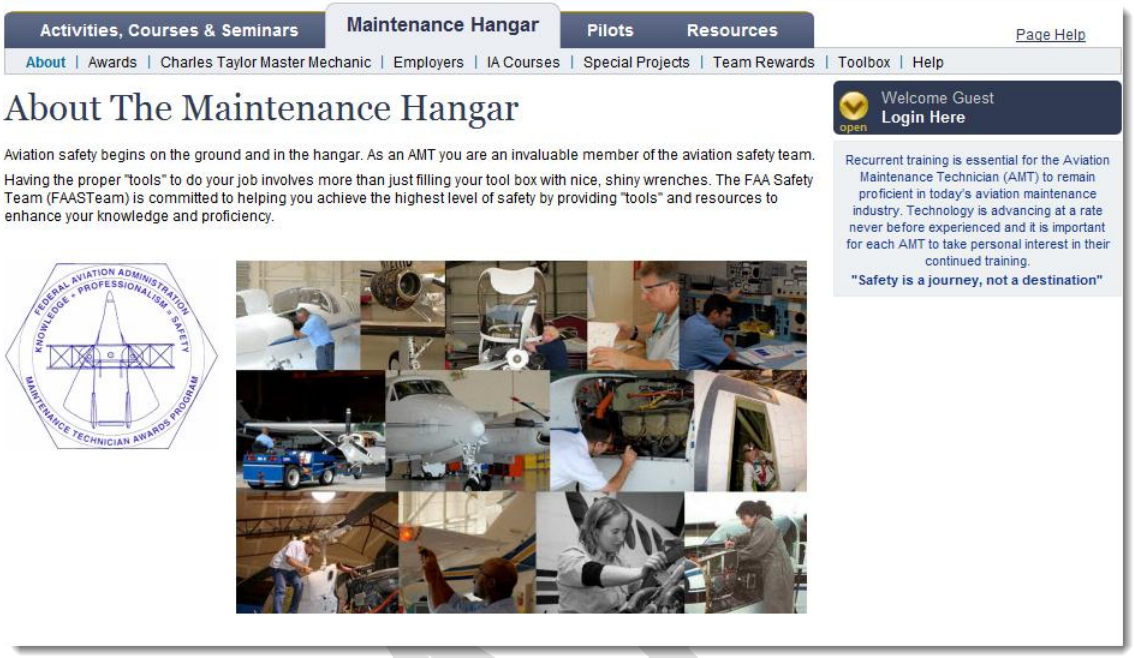
When a seminar topic suggestion has been entered, use the Send button to send the message to the FAASTeam and the message in the next image displays.




If your suggestion is accepted, the topic will be added to topic list for selection.

# 6. Maintenance Hanger Tab

## 6.1. About




This page introduces the Maintenance Hangar and promotes the FAASTeam's commitment to helping you as an Aviation Maintenance Technician (AMT) achieve the highest level of safety by providing tools and resources to enhance your knowledge and proficiency.

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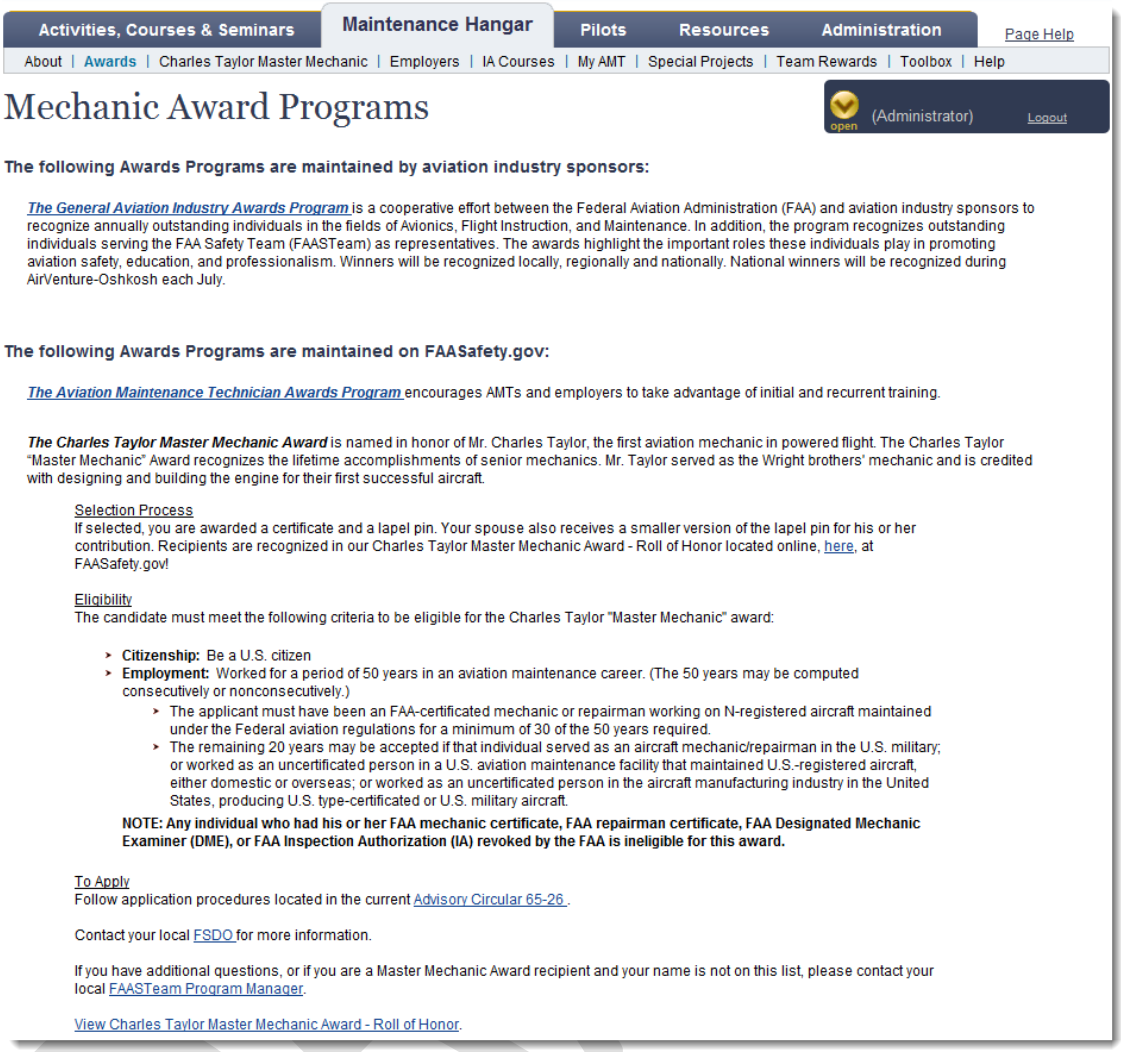
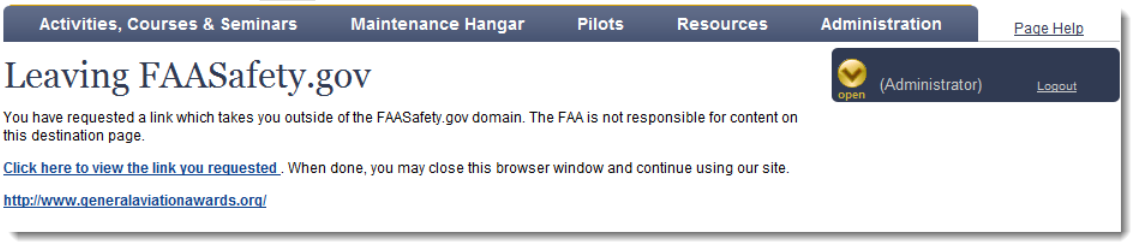
## 6.2. AWARDS




Information on the General Aviation Industry Awards Program is available at this page. You can click the link to see the information on the General Aviation Awards Program, Aviation Maintenance Technician Awards Program, or Charles Taylor Master Mechanic Award. Within these links you will find the details of and information about participating in these programs. When you click *The General Aviation Industry Awards Program* link at the top of the Mechanic Award Programs page displays a message that you are Leaving FAASafety.gov.




Click either link shown in the prior screen example to open The General Aviation Awards external website. If you choose not to navigate to the external website, click another tab to navigate within FAASafety.gov or use the browser back button to return to the prior webpage.

*The Aviation Maintenance Technician Awards Program* link opens the My AMT page. This page is discussed later in this document.

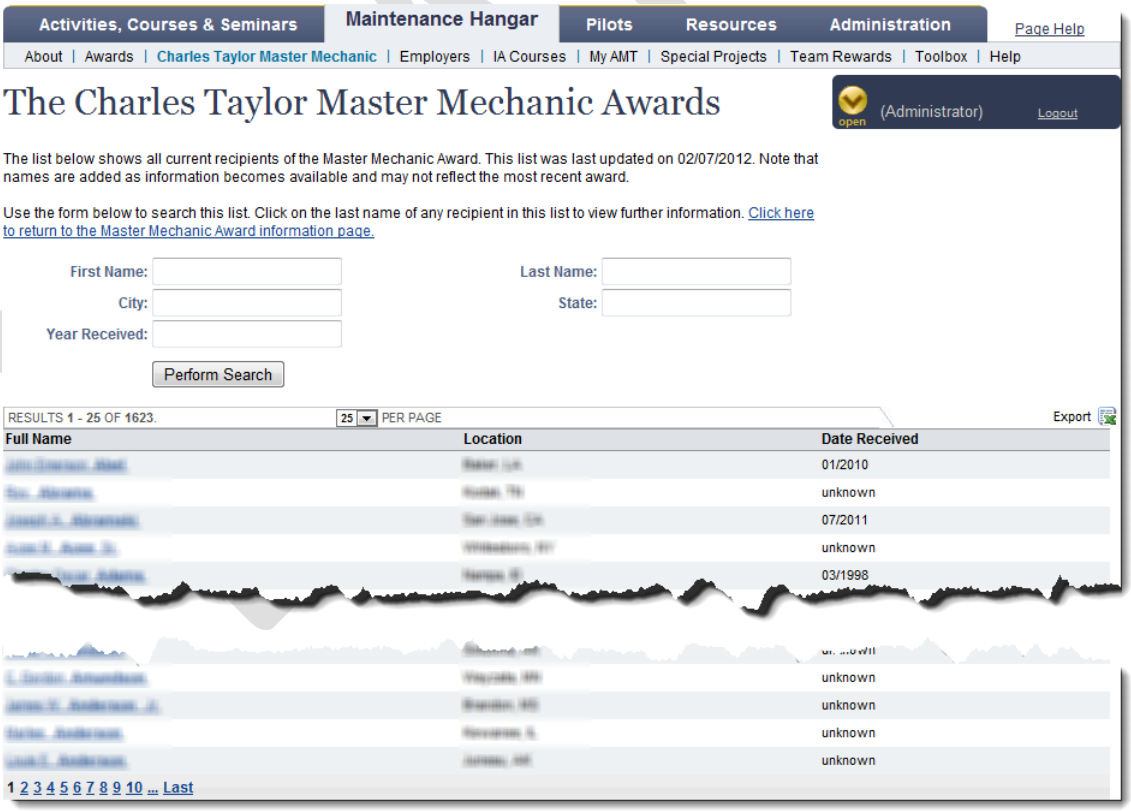
The following additional links are provided on this page:

Advisory Circular 65-26 – This link opens a copy of the Advisory Circular for the Charles Taylor "Master Mechanic" Award in a new browser window. This circular defines the procedures necessary to apply for this award.

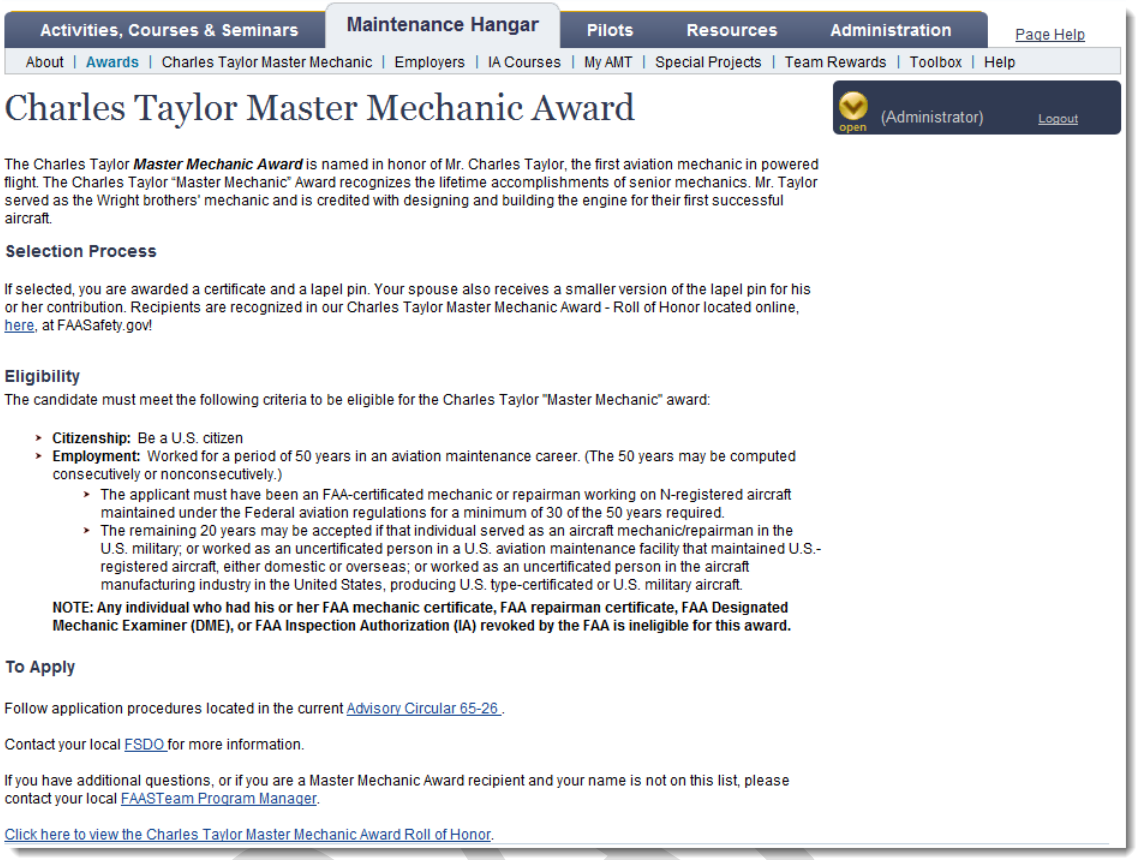
FSDO - This link, found near the bottom of the page, displays the FAA.gov FSDO page in a new browser window. The FSDO page allows you to find contact information for a FSDO by city and state.

FAASTeam Program Manager – When you click this link, the FAASTeam Online Directory page opens in a new browser window. This page is located on the FAASAfety.gov **Resources** tab. Here you can enter search criteria to view FAASTeam members.

View Charles Taylor Master Mechanic Award – Role of Honor – This link is actually provided in two places on this page. The first occurrence is at the Selection Process paragraph "here" hyperlink. The second place is at the bottom of the page. Both links open a list of Charles Taylor Master Mechanic Award recipients. Recipients appear in alphabetical order by last name and a search feature is available to find recipients by name, location, and/or year the award was received.



## 6.3. Charles Taylor Master Mechanic



Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

About | Awards | Charles Taylor Master Mechanic | Employers | IA Courses | My AMT | Special Projects | Team Rewards | Toolbox | Help

open (Administrator) Logout

# Charles Taylor Master Mechanic Award

The Charles Taylor ***Master Mechanic Award*** is named in honor of Mr. Charles Taylor, the first aviation mechanic in powered flight. The Charles Taylor "Master Mechanic" Award recognizes the lifetime accomplishments of senior mechanics. Mr. Taylor served as the Wright brothers' mechanic and is credited with designing and building the engine for their first successful aircraft.

**Selection Process**

If selected, you are awarded a certificate and a lapel pin. Your spouse also receives a smaller version of the lapel pin for his or her contribution. Recipients are recognized in our Charles Taylor Master Mechanic Award - Roll of Honor located online, here, at FAASafety.gov!

**Eligibility**

The candidate must meet the following criteria to be eligible for the Charles Taylor "Master Mechanic" award:

- **Citizenship:** Be a U.S. citizen
- **Employment:** Worked for a period of 50 years in an aviation maintenance career. (The 50 years may be computed consecutively or nonconsecutively.)
  - The applicant must have been an FAA-certificated mechanic or repairman working on N-registered aircraft maintained under the Federal aviation regulations for a minimum of 30 of the 50 years required.
  - The remaining 20 years may be accepted if that individual served as an aircraft mechanic/repairman in the U.S. military; or worked as an uncertificated person in a U.S. aviation maintenance facility that maintained U.S.-registered aircraft, either domestic or overseas; or worked as an uncertificated person in the aircraft manufacturing industry in the United States, producing U.S. type-certificated or U.S. military aircraft.

**NOTE: Any individual who had his or her FAA mechanic certificate, FAA repairman certificate, FAA Designated Mechanic Examiner (DME), or FAA Inspection Authorization (IA) revoked by the FAA is ineligible for this award.**

**To Apply**

Follow application procedures located in the current Advisory Circular 65-26 .

Contact your local FSDO for more information.

If you have additional questions, or if you are a Master Mechanic Award recipient and your name is not on this list, please contact your local FAASTeam Program Manager.

Click here to view the Charles Taylor Master Mechanic Award Roll of Honor.

Click here to see a list that shows all current recipients of the Master Mechanic Award. You can use the form on this page to search the list. You can also click on the last name of any recipient in the list to view further information. To learn more about the Charles Taylor Master Mechanic Award, click on the Award Programs link.

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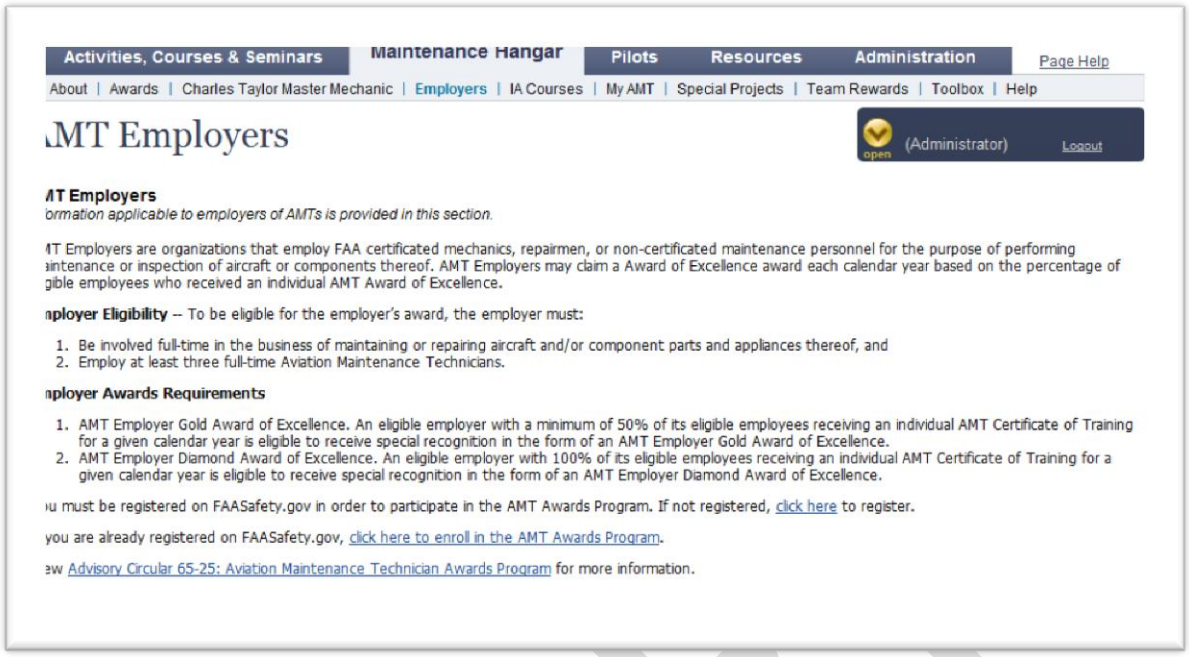
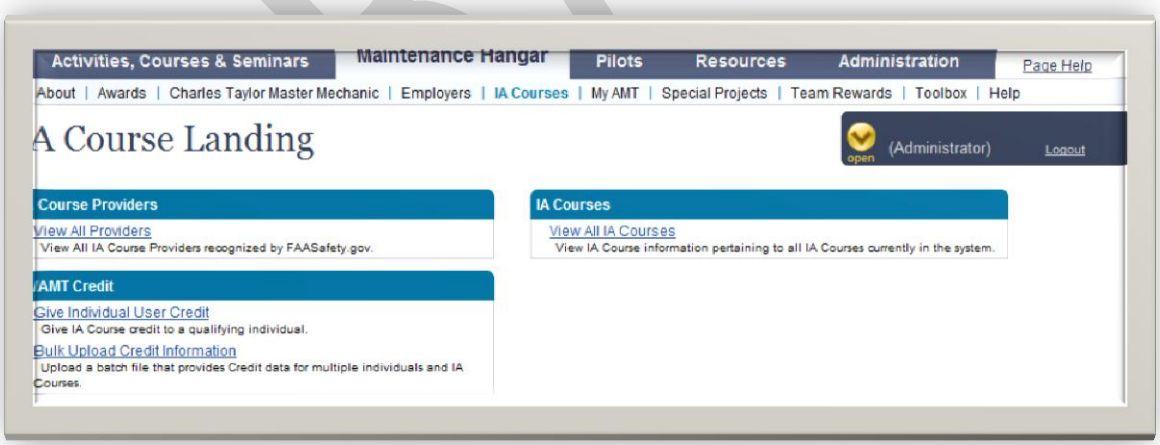
## 6.4. EMPLOYERS




AMT Employers are organizations that employ FAA certificated mechanics, repairmen, or non-certificated maintenance personnel for the purpose of performing maintenance or inspection of aircraft or components thereof. AMT Employers may claim a Award of Excellence award each calendar year based on the percentage of eligible employees who received an individual AMT Award of Excellence.

## 6.5. IA COURSES

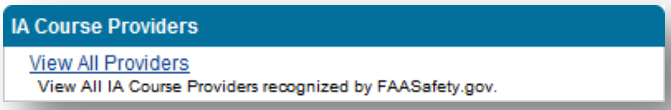



This page shows all current IA Courses that have been approved and course providers. For information on specific locations and dates of training, contact the course Provider by clicking on the provider's name. To view additional details about each record, click on the Provider Name in the list.

The **Seminars** tab found in the **Activities, Courses & Seminars** tab can be useful to search for training in your local area. Administrators can define their search by selecting Show Only Online Courses, Show Only Expired Courses, Show Only Terminated Courses, or Show Only Suspended Courses.

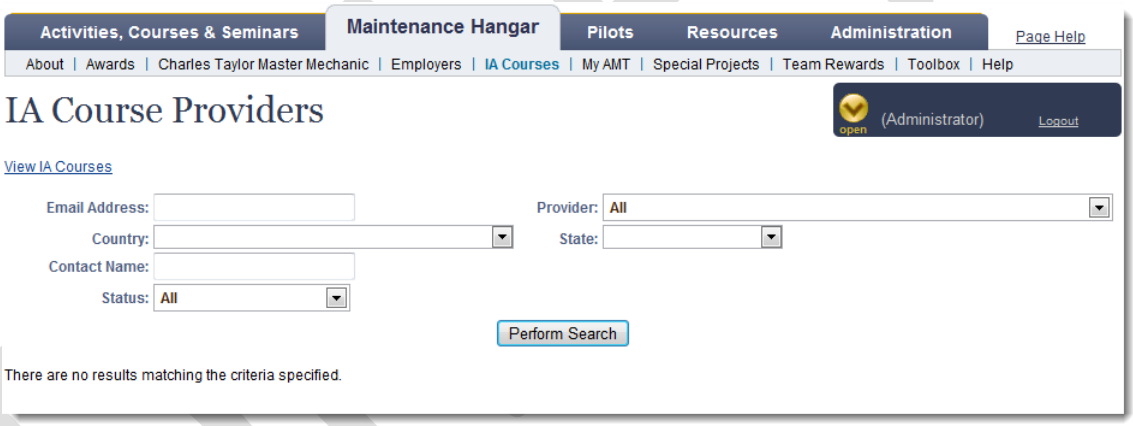
Z:\FAASafetyMaterial\Matt - Local PC\FAASafety\Documentation\IA Course Provider\IA Course Provider Project This document talks about filling out an application to be an IA course provider, don't see that here.

## 6.5.1. IA Course Providers

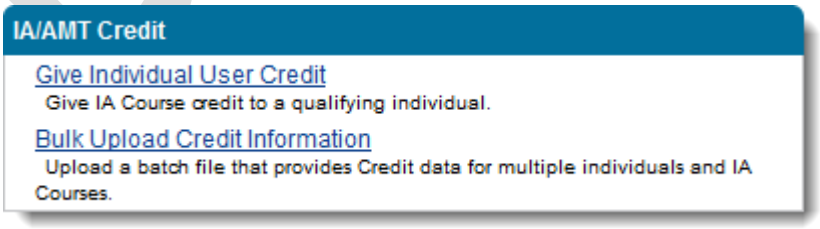



They fill out an application, when approved they receive an email asking them to take IA Provider training. If receive 100% on exam they are accepted and email notifies them they can submit IA Courses for approval. If they return to the application page while they are still pending they are reminded that their app will not be accepted until they successfully pass the Online Training and Exam (taken from the above noted document).

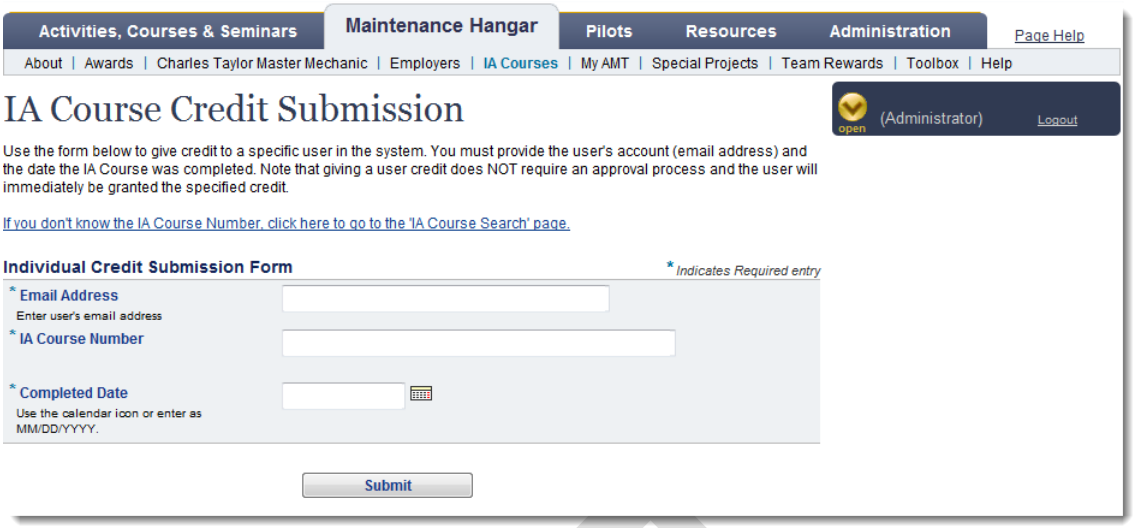
### 6.5.1.1. View All Providers



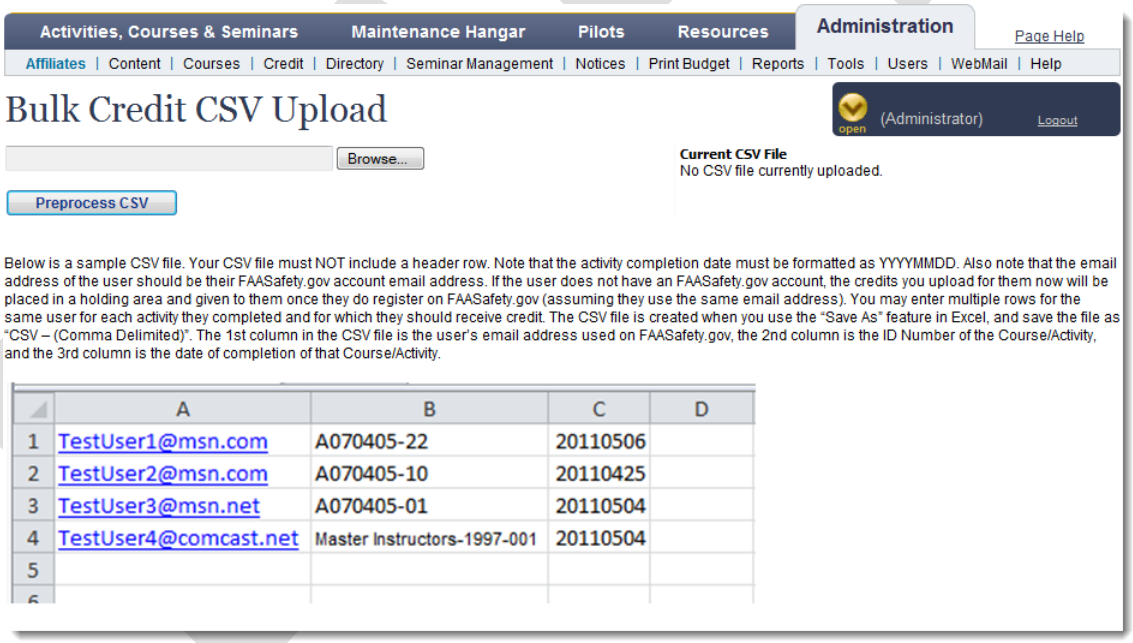

## 6.5.2. IA/AMT Credit



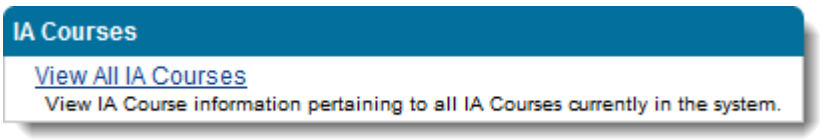

### 6.5.2.1. Give Individual User Credit



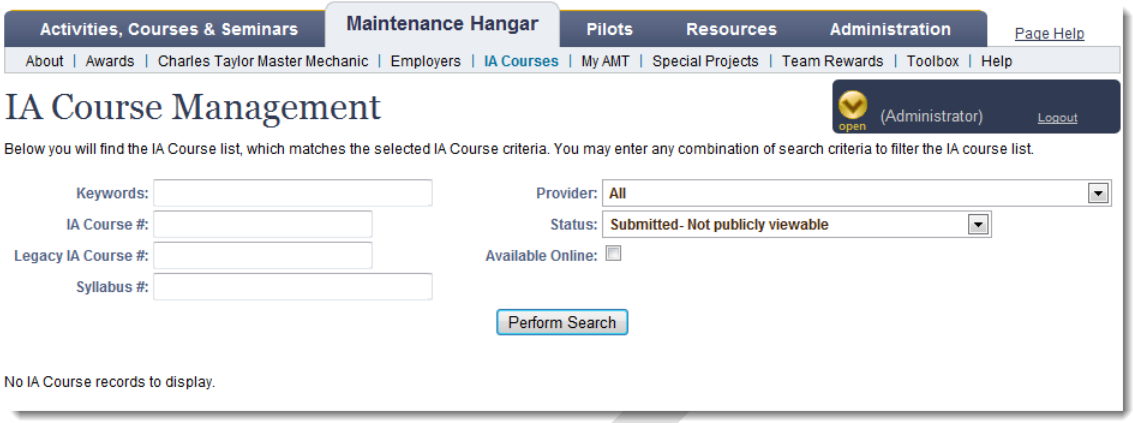

## 6.5.2.2. Bulk Upload Credit Information



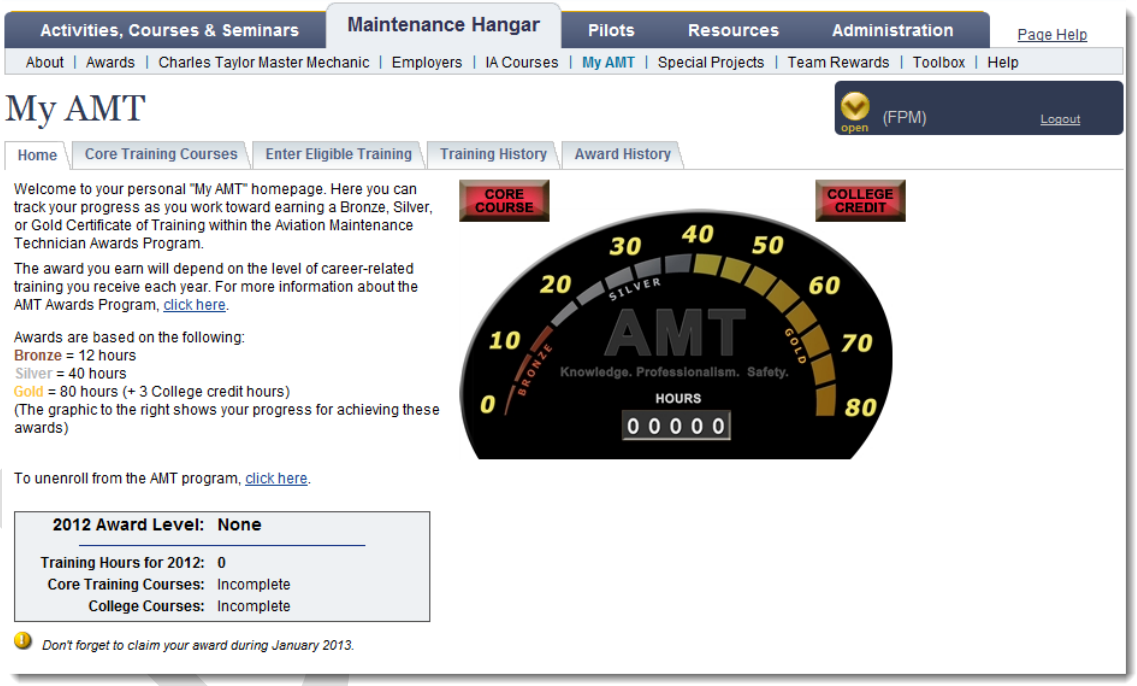

## 6.5.3. IA Courses



### 6.5.3.1. View All IA Courses




## 6.6. My AMT



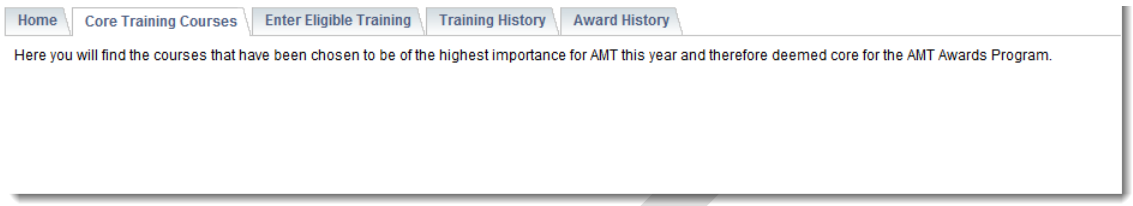

My AMT contains the following tabs; **Home**, **Core Training Courses**, **Enter Eligible Training**, **Training History**, and **Award History**. Click on any of these tabs for additional information on the selected tab.

**Home**

The My AMT page opens with the **Home** tab displayed. Here you can track your progress as you work toward earning a Bronze, Silver, or Gold Certificate of Training within the Aviation Maintenance Technician Awards Program. The award you earn will depend on the level of career-related training you receive each year. You can find links for more information about the AMT Awards Program. Provided also is a link to unenroll from the AMT program. Displayed on this page are your current

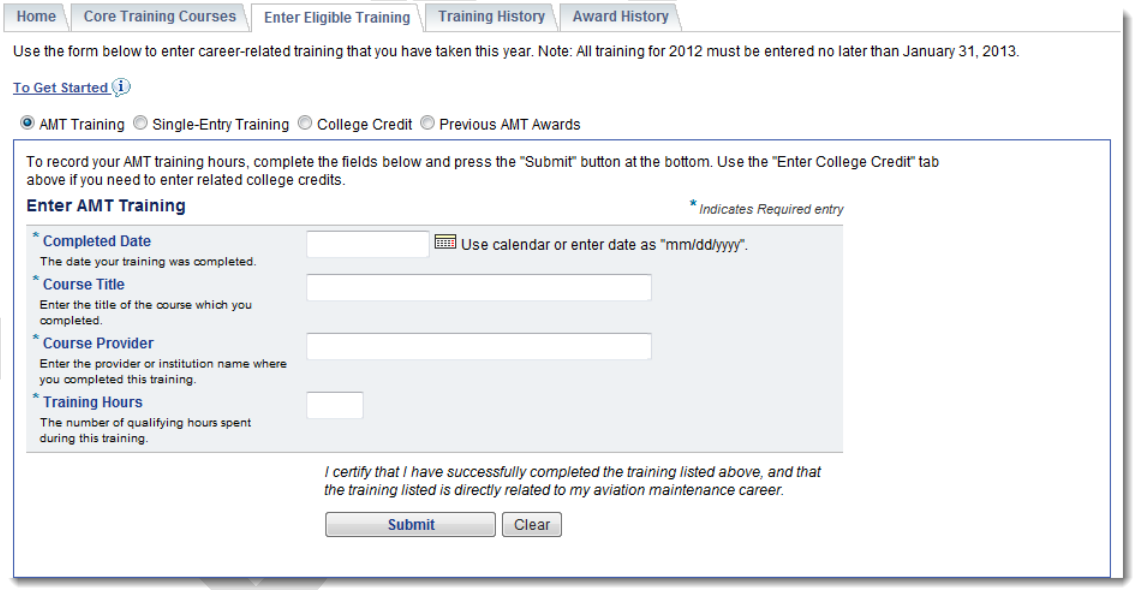
year award level and status of total training hours, Core Training Course status, and College Course status. Also displayed is your status in the form of a tachometer with total hours and course and college status buttons above.

### Core Training Courses




Here you will find the courses that have been chosen to be of the highest importance for AMTs this year, and therefore deemed core for the AMT Awards Program. A link is provided to enroll in the core course with only one click.

### Enter Eligible Training



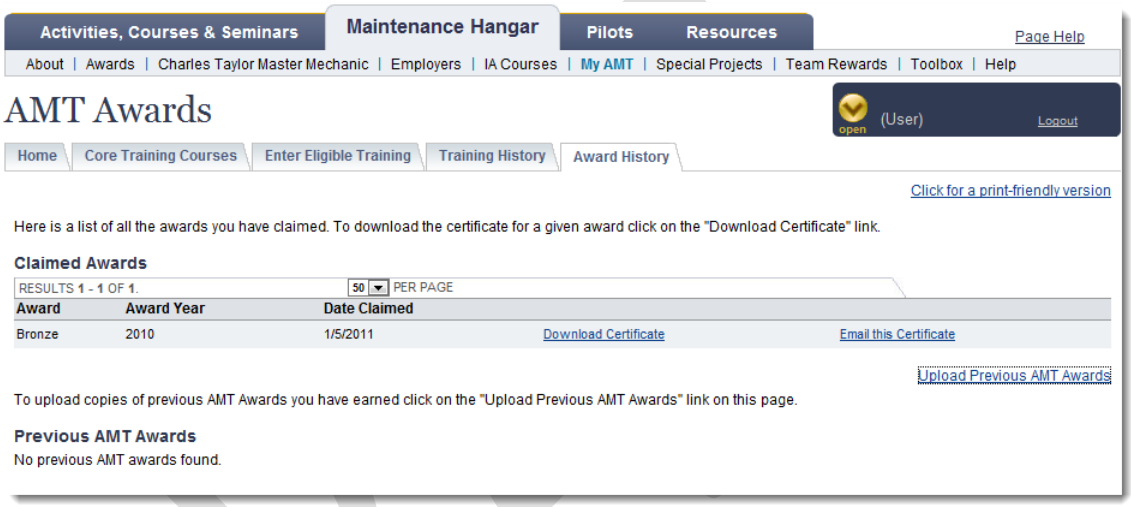

Use the form found on this page to enter career-related training you have taken this year. All training for a calendar year must be entered no later than January 31st of the following year. Additional information about the Bronze, Silver, or Gold award entries displays when you click the *To Get Started* link. You can select to make an AMT Training, Single-Entry Training, College Credit or Previous AMT Award entry. The Single-Entry Training radio button is used by individuals who have received an annual training record from their employer listing each of the eligible AMT training courses completed during the calendar year and the total hours of eligible AMT training received. The Previous AMT Awards radio button can be used to upload a copy of a past AMT award. To record your AMT training hours, complete the fields and click the Submit button at the bottom of the page. Use the **Enter College Credit** tab if you need to enter related college credits. Note: You are certifying that you have

successfully completed the training entered and that it is directly related to your aviation maintenance career.

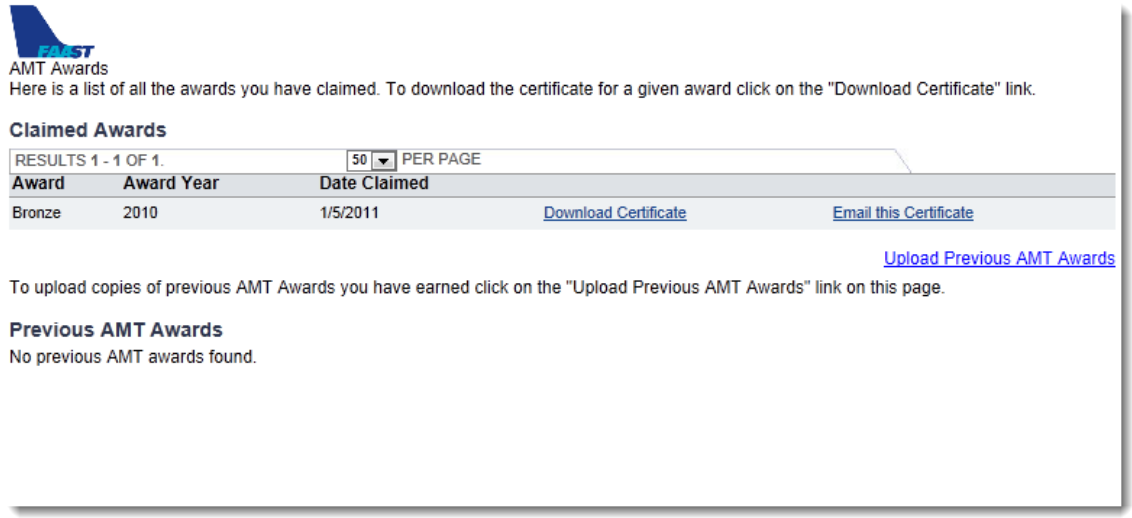
### Training History

On this page, you can select your current or past years training history that was submitted on www.faasafety.gov for an AMT award. This history page will also display the core courses and activities, eligible AMT Training and college credits entered. A link is provided to a print-friendly version of your history.

### Award History




The **Award History** tab lists all the awards you have claimed. The *Click for a print-friendly version* link will display your award history in a format that allows easy printing as shown in the following sample image.




You can download the certificate for a given award by clicking the *Download Certificate* link.

2010

U.S. Department of Transportation
Federal Aviation Administration

Certificate of Training
"Bronze Award"
*presented to*

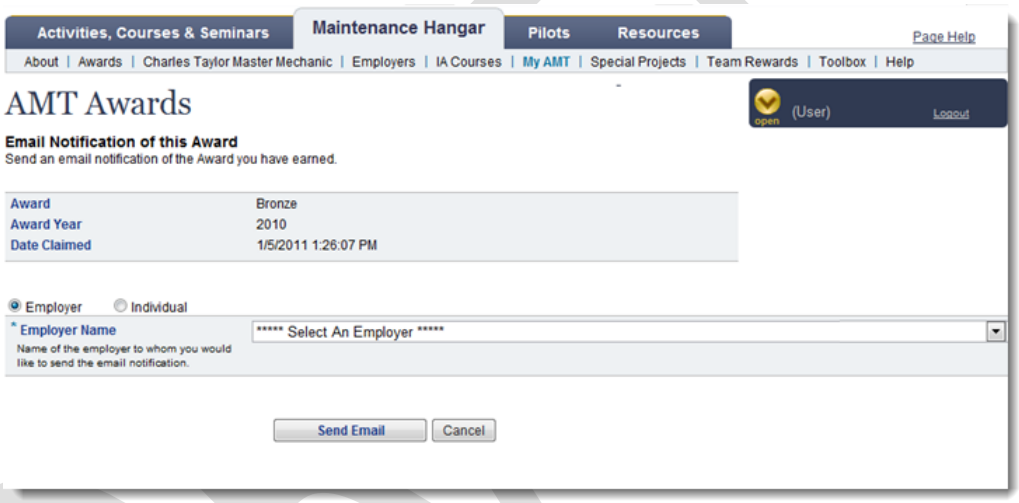
Barry Fleming

*For Participating in the FAA Aviation Maintenance Technician Awards Program.*

*Representative of the Administrator*

1/5/2011
*Date*

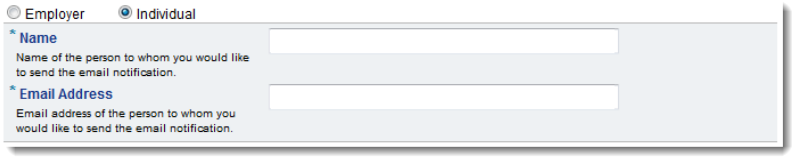
Click the *Email this Certificate* link to email a copy of your AMT award to your employer or to an individual. Your employer will verify your award and submit it for their Employer Award.



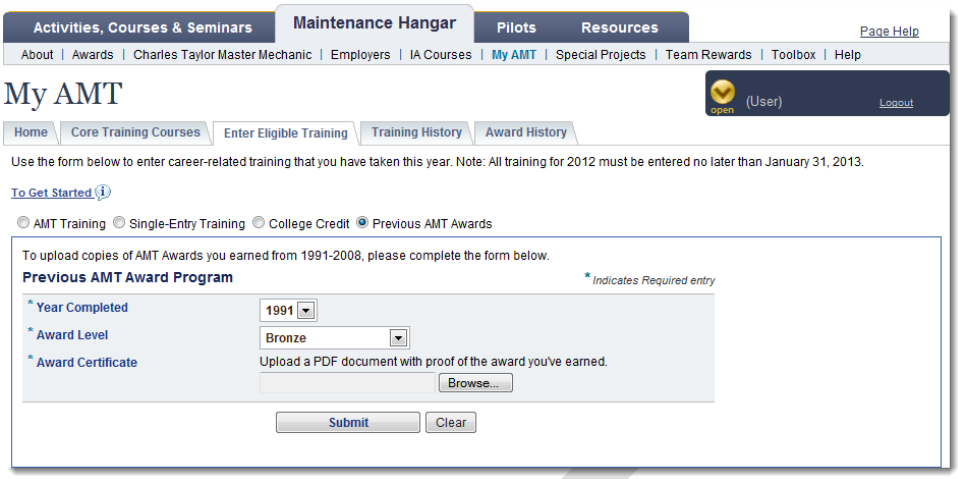

To email your award to your employer, click the Employer radio button and select your employer at the Employer Name drop-down list.

Click the Individual radio button to send an email to an individual email account.

When the information has been entered for either the employer or individual, click the Send Email button to send the email. The Cancel button will return you to the Award History page.




The *Upload Previous AMT Awards* link can be used to upload a copy of a past AMT award. Click the Previous AMT Awards radio button and select the appropriate year, award level, and certificate to upload.




## 6.7. Special Projects

The FAA Safety Team (FAASTeam) has put together maintenance training products that will assist the individual Aviation Maintenance Technician in recognizing risk hazards and situations in their personal life and work environment. The recognition of these risks and the subsequent mitigation or elimination of them will make the technician personally safer and allow them to accomplish their work in a safer, more productive manner. The links at this page will take you to the maintenance related product information.

## 6.8. Team Rewards

FAASTeam Industry Members have discovered the importance of mechanics and technicians like you who have earned an AMT Award. The desire to be a safer and more proficient mechanic or technician is a significant step toward improved aviation safety. FAASTeam Industry Members have joined in the new Team Member Rewards program to reward and recognize this step. Your participation in the voluntary, but highly recommended, William (Bill) O'Brien Aviation Maintenance Technician Awards Program is now more valuable than ever.

## 6.9. Toolbox

Here are some flight safety-related web sites that you may find interesting. Click on any category to see descriptions of the sites and links within that category. These are maintenance related online resources.

## 6.10. Help

This page contains links to help files that will assist you in participating in the Aviation Maintenance Technician Awards Program. By following the links, you can obtain further general information and guidance on the AMT Awards Program or information and guidance for individuals or employers.

# 7. Pilots Tab

## 7.1. Awards Programs

You can locate other Pilot Award Program information on the General Aviation Awards Program and the Wright Brothers Master Pilot Award at this page. Here you can find links to additional information on these programs with all the details needed to make application for one of these prestigious awards. The link to the General Aviation Industry Awards goes to the current industry web site containing that information.

## 7.2. Instructor Portal

When you click on the Click Here link at the Instructor Portal, the Activity Validation – Give Credit page displays the following tabs; **Account Registration with (No email / computer)**, **Instructor Tools**, and **CFI Workshops**. The following sections discuss each of these tabs.

### 7.2.1. Account Registration (No email or computer)

The **Account Registration with (No Email / computer)** tab is used to obtain a special account for an airman without a computer. Anyone with a computer can set up a user who does not have a computer with a special FAASafety.gov account by choosing this tab. This registration process will provide the airman with an account that will allow them to participate in the WINGS Program.

The airman can later convert this special account to a permanent account with an email address. This is accomplished in their Account Preferences, which is accessed through the user dashboard after logging in using the special account information.

We strongly recommend that airmen choose the option to print this special account information so it is readily available when they meet with their instructor.

### 7.2.2. Instructor Tools

The **Instructor Tools** tab provides two links for validating credit, a link to print the checklist, and a link to open the Advisory Circular for the WINGS-Pilot Proficiency Program (AC 61-91J). When you click the link for AC 61-91J, the document opens in a new browser window. When you are finished reviewing the information provided in the document, use the browser close button to close the window.

When you click the first link, *List of Credits Validated*, the CFI Credits Validated page displays. FPMs and above can see any one's records.

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

Award Programs | Instructor Portal | My WINGS | Team Rewards | WINGS – Learn More | Wright Brothers Master Pilot Award

# CFI Credits Validated

open (Lead Representative) Logout

Account Registration (No email / computer) | Instructor Tools | CFI Workshops

Instructors may view and print this validation history to demonstrate their participation in the program. The report also indicates the specific credits that were validated and whether they conducted the activity or validated it for another instructor. Instructors may present this documentation to verify the requirements for Flight Instructor renewal in accordance with AC 61-91J

Display History From: Past 24 Months

Show: All Activity Types

Authorized users also have the ability to view credits validated by a selected validator, searching for Validators by Email, Name or Certificate Number. Please choose the preferred method of finding a particular CFI.

Find by Email | Find by Name | Find by Certificate Number

As you begin entering an Email Address, matching FAASafety.gov user accounts will be presented. You may click "Use This Email Address" at any time to select an Email Address.

Email Address: [ ] Use This Email Address

Instructor Name

*Credit Validation Search Results for [illegible] In The Past 24 Months*

RESULTS 1 - 43 OF 43. 50 PER PAGE Export

| Requester | Activity Type | Date Complete | Accredited Activity | Status |
|---|---|---|---|---|
| [illegible] | Other Activity<br>FlightSafety Int-Initial | 9/3/2011 | FlightSafety Intn'l Initial Course<br>Basic WINGS<br>1 Credit for Basic Flight Topic 1<br>1 Credit for Basic Flight Topic 2<br>1 Credit for Basic Flight Topic 3<br>1 Credit for Basic Knowledge Topic 1<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Flight Topic 1<br>1 Credit for Advanced Knowledge Topic 1<br>2 Credits for Advanced Flight Topic 2<br>2 Credits for Advanced Knowledge Topic 2<br>Master WINGS<br>1 Credit for Master Flight Topic 1<br>1 Credit for Master Knowledge Topic 1<br>2 Credits for Master Flight Topic 2<br>2 Credits for Master Knowledge Topic 2 | Accepted |
| [illegible] | Other Activity<br>FlightSafety Int-Recurrent | 8/23/2011 | FlightSafety Intn'l Recurrent Course<br>Basic WINGS<br>1 Credit for Basic Flight Topic 1<br>1 Credit for Basic Flight Topic 2<br>1 Credit for Basic Flight Topic 3<br>[illegible]<br>Advanced WINGS<br>1 Credit for Advanced Flight Topic 2<br>1 Credit for Advanced Knowledge Topic 1 | Accepted |
| [illegible] | Other Activity<br>FlightSafety Int-Recurrent | 4/21/2010 | FlightSafety Intn'l Recurrent Course<br>No Credits | Revoked |
| [illegible] | Other Activity<br>FlightSafety Int-Recurrent | 4/6/2010 | FlightSafety Intn'l Recurrent Course<br>Basic WINGS<br>1 Credit for Basic Flight Topic 1<br>1 Credit for Basic Flight Topic 2<br>1 Credit for Basic Flight Topic 3<br>1 Credit for Basic Knowledge Topic 1<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Flight Topic 2<br>1 Credit for Advanced Knowledge Topic 1 | Accepted |
| [illegible] | Other Activity<br>FlightSafety Int-Recurrent | 3/19/2010 | FlightSafety Intn'l Recurrent Course<br>Basic WINGS<br>1 Credit for Basic Flight Topic 1<br>1 Credit for Basic Flight Topic 2<br>1 Credit for Basic Flight Topic 3<br>1 Credit for Basic Knowledge Topic 1<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 2<br>1 Credit for Basic Knowledge Topic 3<br>Advanced WINGS<br>1 Credit for Advanced Flight Topic 2<br>1 Credit for Advanced Knowledge Topic 1 | Accepted |

This page defaults to your validation list based the past 24 months of flight activities. When you have no credit validations for flight activities in the past 24 months, a message will display indicating no records were found.

*Credit Validation Search Results for [illegible] In The Past 24 Months*

No Credit Validation records were found using the search criteria supplied.

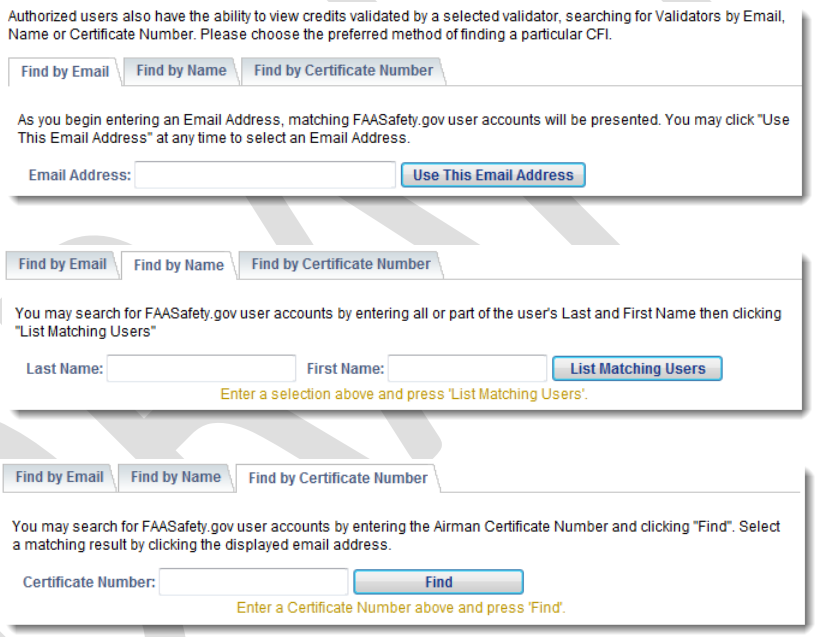
The bar above the table shows the number of found records ( RESULTS 1 - 50 OF 83 ) and allows you to determine the number of records that display per page. When more records are found than will

display on one page, use the drop-down arrow in the middle of the bar ( 50 PER PAGE ) to select a number of records to view per page. Use the export buttons shown to the right of the results line to export the data in the list to an adobe .pdf or .csv spreadsheet file ( Export ).

Use the page numbers below the table ( 1 2 3 4 ) to view additional pages.

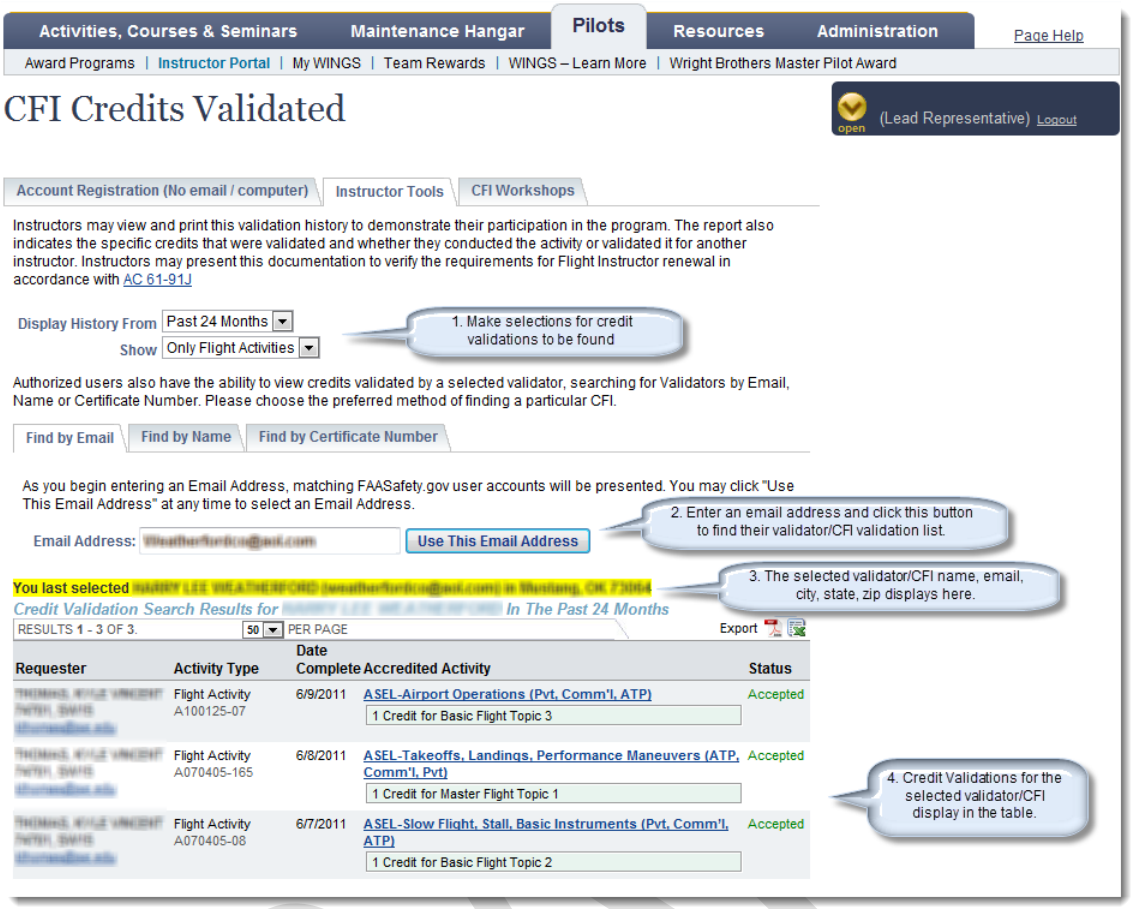
To view a different range of months, click the Display History From drop-down arrow and select the past 3, 6, 12, or 24 months or select All to include all months. You can select to Show All Activity Types or Only Flight Activities from the Show drop-down list. The previous page example above shows selections for the Past 24 Months and All Activity Types.

Below the Display History From and Show fields are tabs for **Find by Email**, **Find by Name**, and **Find by Certificate Number**. As indicated above the tabs, authorized users have the ability to view credits validated by a selected validator or CFI by searching for their email address, first and/or last name, or certificate number.




A note about email addresses. While you are entering an email address the system will try to match your entry with FAASafety.gov email addresses. and presented below the entry field.

The following image shows a selection for a validator/CFI validation list based on an email address for the past 24 months and only flight activities.




See document from matt's hard drive on z: Z:\FAASafetyMaterial\Matt - Local PC\FAASafety\Documentation\CFI Portal\Summary of Credits Validated

Part of that doc is here, part in next section.

### 7.2.2.1. List of Credits Validated

This page presents a list of all credits "Completed" or "Requested Not Validated" by the logged in instructor. Instructors may view and print this validation history to demonstrate their participation in the program. They may present this documentation to substantiate the requirements for Flight Instructor renewal in accordance with AC 61-91J. This report also indicates whether they conducted the activity, or validated it for another instructor.

The highlighted info below was taken from the above noted document:

1. Access (Must be logged in)
    a. An instructor must be logged in to see their own list of Credits Validated (this loads by default).
    b. FPMs and above can see any one's records

c. Assigned the "WINGS - View Validator Activity History" Role/Permission to the following Roles
    1. General RFM Functionality (5)
    2. General RFM Assistant Functionality (127)
    3. General Representative Functionality (3)
    4. General NFM Functionality (6)
    5. General FPM Functionality (4)
    6. Administrative - Full functionality (30)
d. They must supply one of the following search criteria (using the User Picker control)
    1. Email address
    2. Last name
    3. Airman certificate number
e. This is a new feature was added to the User Picker control.
    1. The time period displayed must be at least two years, and a drop down choice of past months could allow for viewing any time period

2. Options discussed with Bryan are:
    a. 3 months
    b. 6 months
    c. 12 months
    d. 24 months (default)
    e. All
        1. Need to be able to filter by the following Activity Types
            a. Flight Activities Only (default)
            b. All
3. The display page shows:
    a. The Validator's full name and Certificate Number, if one was entered
    b. A (sortable) list in rows of all credits validated by that instructor's email address, showing
        i. Activity Number
        ii. Date credit was completed
        iii. Credit validated
        iv. Title of Activity
        v. Name of Pilot whose credit was validated
        vi. Email address of pilot whose credit was validated
4. How do we handle a changed email address?
    a. Activity Status ("Completed" or "Requested Not Validated")
5. Credits that have been requested but not validated can be listed, but only if there is a status column showing, "Requested, Not Validated"
6. The list should be able to go to a PDF document, not a csv file, as an export for printing
7. LANE: Can we provide a feature so that FAA Inspectors (ASI) can use the tool to see the report by entering the instructor's name and certificate number?
    a. We would have to verify the inspector's information.

DRAFT

#### 7.2.2.1.1. Find by Email

#### 7.2.2.1.2. Find by Name

#### 7.2.2.1.3. Find by Certificate Number

### 7.2.2.2. Activity Validation – Give Credit

The *Activity Validation – Give Credit* link provides a feature that flight instructors can use to give immediate credit for flight activities accomplished.

The Give Credit tab in the Instructor Portal is used by a certificated instructor to give an airman credit for their flight activity. Although strongly recommended, the instructor does not need an account on FAASafety.gov to use this system to give credit. The instructor simply provides their name and certificate number, along with a telephone number in case we have a question about the credit being given. Remember that the airman to whom credit is being given must have a standard FAASafety.gov account with an email address or a special FAASafety.gov account created using the procedure above.

Taken from Z:\FAASafetyMaterial\Matt - Local PC\FAASafety\Documentation\L3 Documents\ReleaseNotes\FAASafety-ReleaseItems-2010-12-28: (red parts from the Bryan's review folder replies)

- Revised the code in the system to continue processing User Activity Requests if a validation error is encountered, which will allow the event to close out.
- The Seminar manager can review the list of attendees **(Only those registered on FAASafety.gov can be seen; can we add a list of those email addresses with credit but not registered?)** given credit on the following screen (**the status column is also now displayed on this screen to assist the seminar manager**). The system will no longer allow the manager to give the user credit twice.

### 7.2.2.3. Print Checklist

### 7.2.3. CFI Workshops

This tab provides a means for workshop attendees to view their workshop series completion, if any, view attendance of past workshops, search for and register for a particular workshop, and to seek validation of that attendance if it is not accomplished automatically. Users will also be able to print a graduation certificate after completing all eight workshops. To use this automated recordkeeping system for the FAASTeam CFI Workshop series, CFIs must be a registered user of FAASafety.gov.

#### 7.2.3.1. Show/Hide Instructions link

When the instructions display, sometimes clicking the CFI workshops tab hides the instructions without clicking on the show/hide link.

## 7.3. My WINGS

Z:\FAASafetyMaterial\Matt - Local PC\FAASafety\Documentation\L3 Documents\Courses and Activities - What we see so far

Notes about Activity Checklist:

Hierarchy of Credits as they apply to an Activity Checklist:

- Credit (Credit Definition, plus What phase a given credit is applied towards - Basic 1/2, Advanced, Master)
  - Activity - Course/Seminar/Event (can have 1-Many Syllabi)
- Syllabus – Defines how credit is assigned
- Credit Bucket == Activity Slot to be filled for either Flight or Knowledge area (For example, Basic level requires area to have 3 Activity slots of completed courses where each slot totals 1 or more credits) Open this document – lots of information!!!

This page is designed to help you build and complete an educational curriculum consistent with your unique flight requirements. With just one click, you can register for seminars and enroll in and complete online courses and flight activities through this page. You can earn credits to complete each Phase of ***WINGS***.

This page will also show your participation options for the ***Basic WINGS***, Advanced ***WINGS***, and Master ***WINGS*** as well as a ***WINGS*** logbook that shows your status and Phases earned in each level. You can also print a copy of any previous Phase earned.

You can print this page (we call it your Checklist) so it is available whenever you meet with your instructor.

The WINGS – Pilot Proficiency Program is designed to help you build a program of recurrent training consistent with your distinctive flight requirements. To accomplish each Phase of WINGS, you can attend

safety seminars, take online courses, and demonstrate flight proficiency. You must earn 6 credits to complete a Phase of WINGS - 3 knowledge activity credits and 3 flight activity credits. To ensure you receive a well-rounded learning experience, only selected activities fulfill certain credit requirements. (You can see more details of the WINGS Program by clicking on the blue banner below.)

Although there are Advanced and Master Levels for pilots wishing to demonstrate a higher level of skill and proficiency, most pilots will be satisfied with accomplishments at the Basic Level. While you may earn additional Phases by completing 3 additional knowledge activities and 3 additional flight activities, the program only requires you to complete a Phase once every 12 calendar months.

Pilots may earn a Phase of WINGS using a seaplane, and get a distinctive Sea WINGS pin for that accomplishment. Be sure to modify your WINGS Profile to show you hold a seaplane rating. The system will confirm that you actually hold a Seaplane rating when you request the Sea WINGS pin.

The ***WINGS*** – Pilot Proficiency Program consists of three Levels – Basic, Advanced, and Master. Each Level requires an increased level of proficiency. For example, if a participant completes the Basic Level using Private Pilot standards, then the Advanced Level will consist of Commercial Pilot standards, and the Master Level will consist of ATP and/or CFI standards.

Participants can earn as many Phases in each Level as they wish. Phases are completed by accomplishing three Knowledge and three Flight requirements for each phase. Specific activities can only fill specified requirements in the ***WINGS*** Program.

Each of the elements in the ***WINGS*** program is based on an accident causal factor. Primary accident causal factors are addressed at the Basic Level. Additional accident causal factors are addressed at the Advanced and Master Levels.

In addition, because of the large number of reported runway incursions by General Aviation aircraft, and the real potential for a catastrophic accident, a thorough discussion of the decision-making principles associated with Runway Safety is a required subject (after September 15, 2011) for the Knowledge 1 - Aeronautical Decision Making activity.

**Basic Level:**
- Knowledge 1 - Aeronautical Decision Making
- Knowledge 2 - Performance and Limitations
- Knowledge 3 - Pre-flight Planning, Risk Management, Fuel Management

Alternate Knowledge 3 – Other Subjects (See below)
- Flight 1 - Takeoffs and Landings
- Flight 2 - Positive Aircraft Control
- Flight 3 - Basic Flying Skills

**Advanced Level:**
- Knowledge 1 – Pre-Flight Planning
- Knowledge 2 – Other Subjects
- Knowledge 2 – Other Subjects
- Flight 1 – Category/Class Specific causal factors
- Flight 2 – Category/Class Specific causal factors
- Flight 2 – Category/Class Specific causal factors

**Master Level:**
- Knowledge 1 - Pre-Flight Planning and More

- Knowledge 2 - Other Subjects
- Knowledge 2 - Other Subjects
- Flight 1 - Category/Class Specific causal factors
- Flight 2 - Category/Class Specific causal factors
- Flight 2 - Category/Class Specific causal factors

(Category/Class Specific causal factors were determined after a review of accidents over a 2-year period for that Category and Class of aircraft.)

**The "Other Subjects" referred to above are:**
(The first four subjects are Primary accident causal factors; the other subjects are Additional accident causal factors.)
- Human Factors
- Basic Flying Skills
- Takeoffs, Launches, Landings, & Go-Arounds
- Weather, including VFR into IMC

- Aerial Application
- Aeromedical Factors
- Aviation Security
- Controlled Flight Into Terrain (CFIT)
- Checklist Usage
- Collision Avoidance
- Cross Country Flight Planning, including Pilot age, Dead Reckoning, Navigation Systems, or Charts
- Density Altitude Operations
- Emergency Training, including Egress Training and Land & Water Survival
- Exchange of Flight Controls
- High Altitude Operations
- Land and Hold Short Operations
- Maintenance and/or Airworthiness Related Issues
- Regulations
- Runway Incursion Avoidance
- Special Use Airspace
- Stall/Spin Awareness
- Temporary Flight Restrictions
- Wake Turbulence Avoidance
- Wire Strike Avoidance
- Other Aviation Safety-Related Subjects

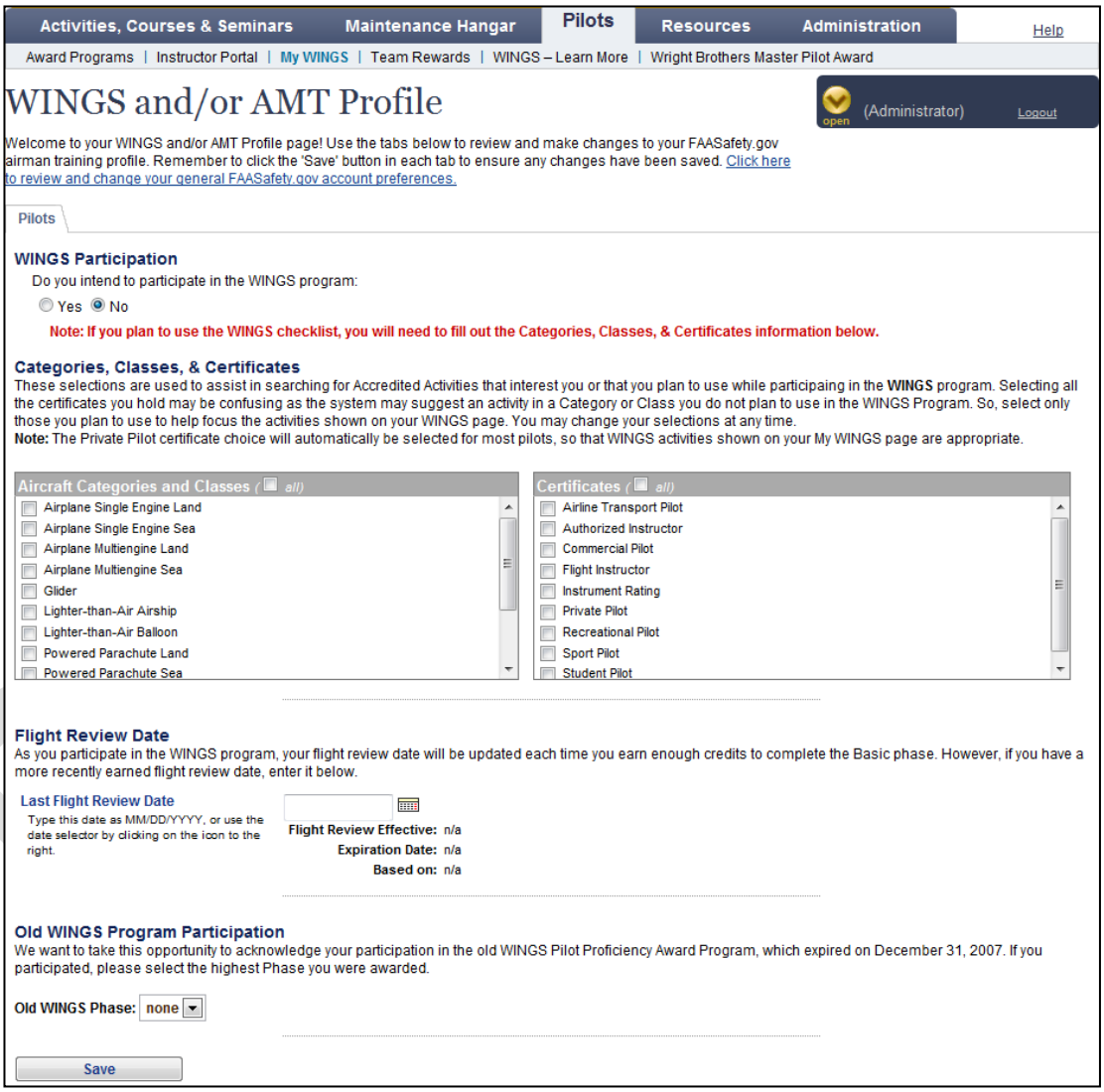
#### 7.3.1.1. My WINGS and/or AMT Profile

Welcome to your WINGS and/or AMT Profile page! Use the tabs below to review and make changes to your FAASafety.gov airman training profile. Remember to click the 'Save' button in each tab to ensure any changes have been saved.

Go to http:/faasafety.gov/Users/pub/Preferences.aspx to review and change your general FAASafety.gov account preferences.

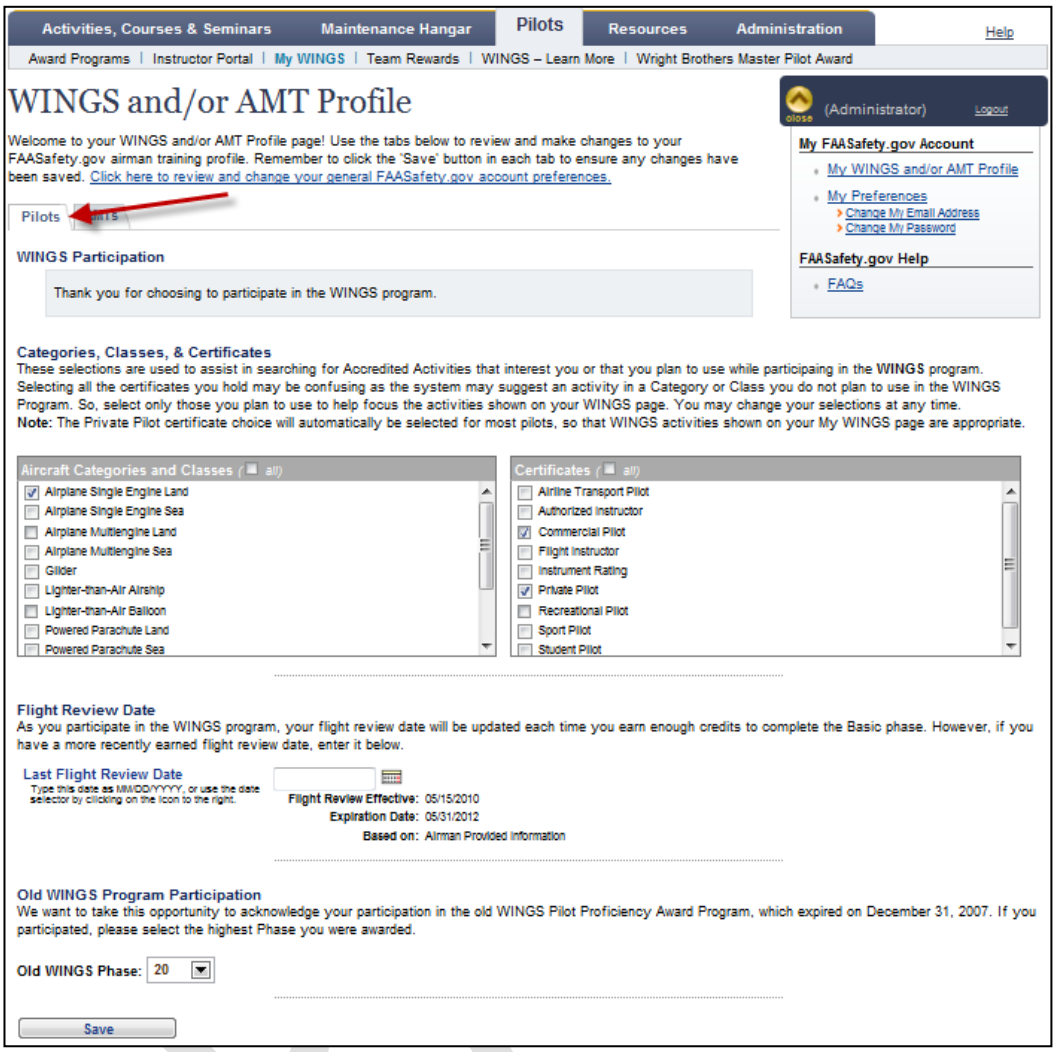
#### 7.3.1.1.1. PILOTS

See section 7.3?? is this a new view?? Pilots tab displays when you go here from the login box, it is different than when you click on the Pilots tab. Here, the My WINGS Pilots tab is highlighted and another tab for Pilots displays.



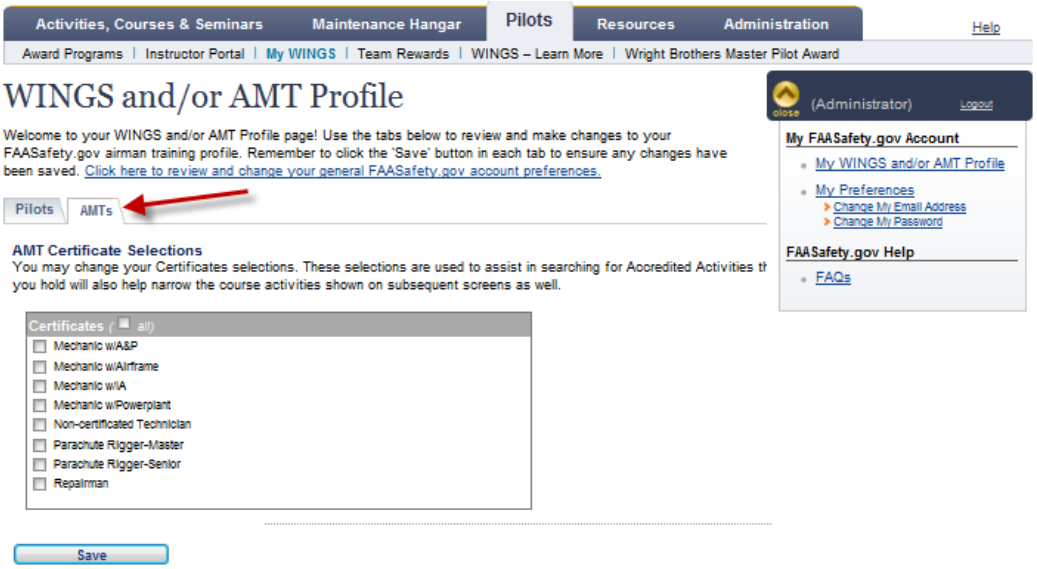

When you click the My WINGS tab again, another screen displays

Activities, Courses & Seminars
Maintenance Hangar
Pilots
Resources
Administration
Help
Award Programs | Instructor Portal | My WINGS | Team Rewards | WINGS – Learn More | Wright Brothers Master Pilot Award
My WINGS
WINGS User's Guide
WINGS Advisory Circular
(Administrator)
Logout
Welcome to your personalized My WINGS Page!
Additional WINGS Information Click Here
Your Categories, Classes, and Certificate information is incomplete on your WINGS Profile. This information is required to use the new WINGS Checklist. Once you have updated your WINGS Profile , come back to My WINGS and your customized WINGS checklist will be available for use.
WINGS - At a Glance
Flight Review Expires:N/A
Phases In Progress
None
Highest Phase Achieved
Basic WINGS: None
Advanced WINGS: None
Master WINGS: None
Claim Reward!
Old WINGS Program: Update or I didn't participate.
WINGS Tools
WINGS Profile
External Credit Review
Help
WINGS
Advanced WINGS
Master WINGS
WINGS Logbook
Knowledge
Flight
WINGS - Phase 1
Phase Started on: 06/06/2009
Knowledge Activites
TYPE
CREDIT
TITLE
STATUS
MORE CHOICES
Course
1.00
The Art of Aeronautical Decision-Making
Search
Event
1.00
Completed on 10/17/2009
Event
1.00
Completed on 6/6/2009
Flight Activities
TYPE
TITLE
STATUS
MORE CHOICES
Flight
Credit Requested (Cancel)
Search
Flight
1.00
ASEL-Slow Flight, Stall, Basic Instruments (Pvt, Comm'l, ATP)
When Complete Request Credit
Search
Flight
1.00
AMEL-Airport Operations (Pvt, Comm'l, ATP)
When Complete Request Credit
Search
SAMPLE
WINGS Credit History Timeline
Because earned WINGS credits are only good for one year, the timeline below will help you track when your current credits expire. Move your mouse over the small rectangle in any month with data to see the details of the credits earned.
Your credit history from January 2011 through January 2012
2011
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
2012




And the above screen has two tabs (Pilots and AMTS), can't figure out where I got that screen…..

### 7.3.1.2. AMTs




## 7.3.2. WINGS User's Guide

## 7.3.3. WINGS Advisory Circular

## 7.3.4. Basic WINGS

Must be logged in as a Pilot to see basic, advance, master, and logbook tabs

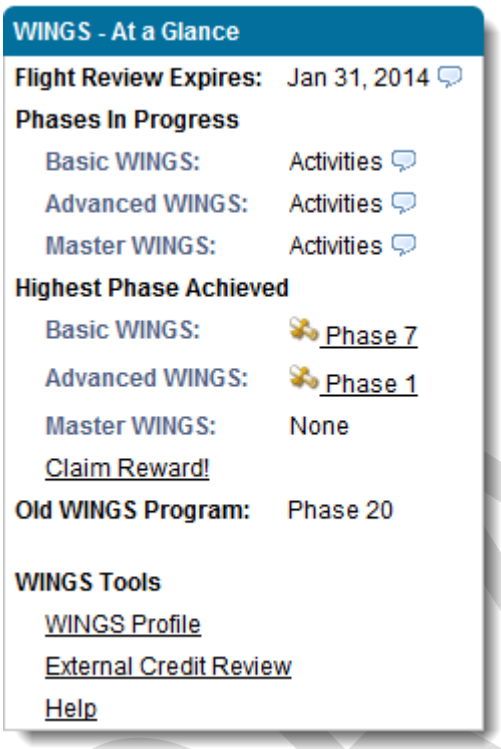
## 7.3.5. Advanced WINGS

## 7.3.6. Master WINGS

## 7.3.7. WINGS Logbook

## 7.3.8. WINGS Credit History Timeline

## 7.3.9. WINGS – at a glance




The flight review expiration date displays at the top of the WINGS – At a Glance dashboard. This date calculates based on the current WINGS level.

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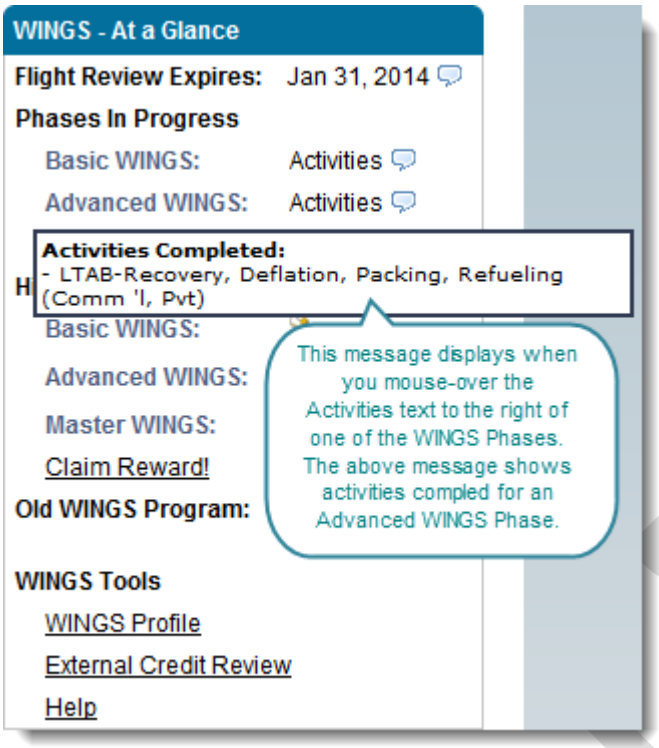
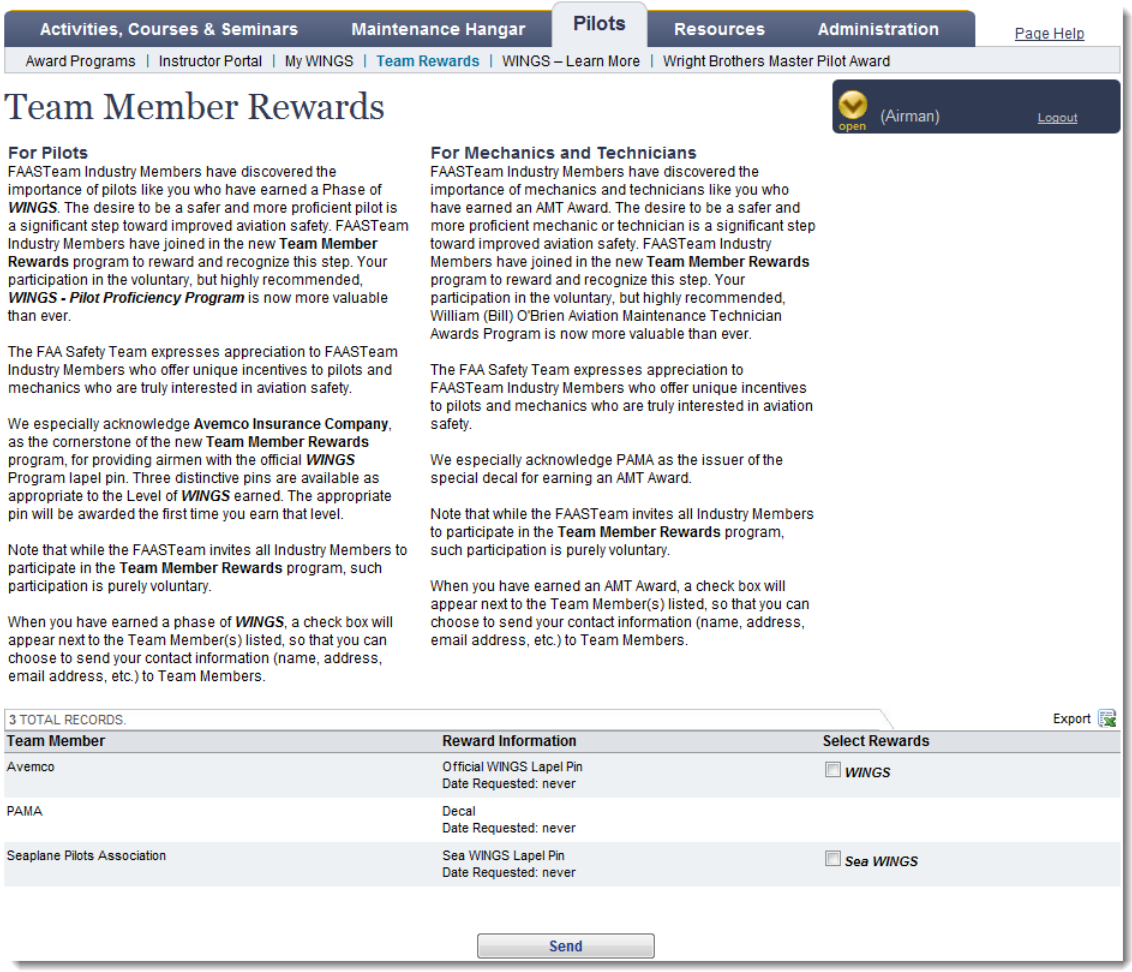
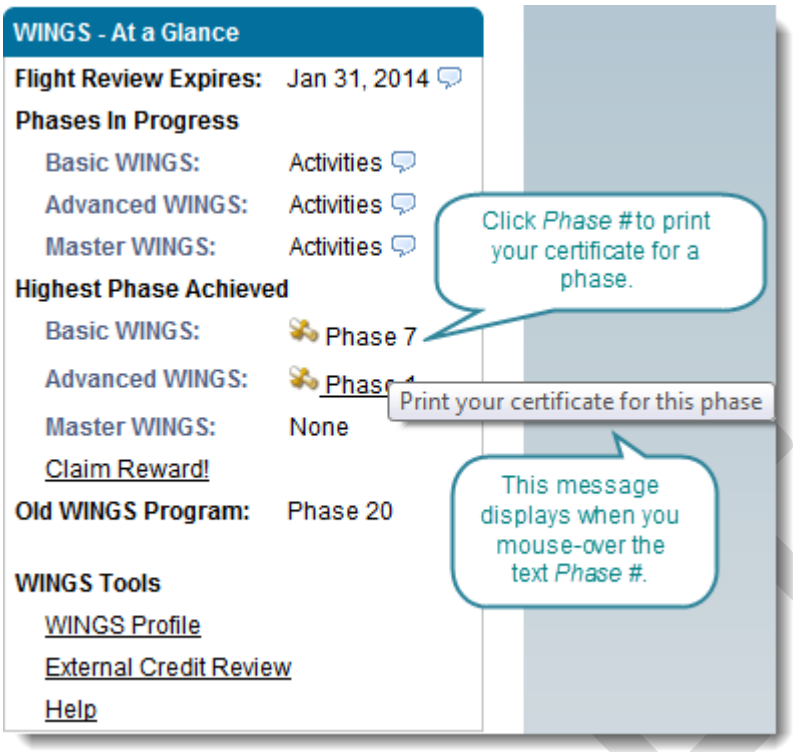



When you click *Claim Reward!* the Team Member Rewards page displays.






From WINGS AT a Glance, click on Basic WINGS: *Phase #* to print certificate. The certificate opens in a new browser window. Your name prints below the *This Certifies* text and the selected WINGS Phase prints below your name.

### 7.3.9.1. Claim Reward!

Claim Reward opens the Pilots, Team Rewards, Team Member Rewards page

http://beta.faasafety.gov/WINGS/pub/vendors/vrl.aspx

#### 7.3.9.2. WINGS Tools

Bottom section of WINGS – At a Glance

##### 7.3.9.2.1. WINGS Profile

Opens Account Preferences (same as on login dashboard, My Preferences and Profile)

##### 7.3.9.2.2. External Credit Review

Opens External Credit Review Authorization (from where? Not linked to tabs and tab sections like My Preferences and Profile page)

http://beta.faasafety.gov/WINGS/pub/access_request.aspx

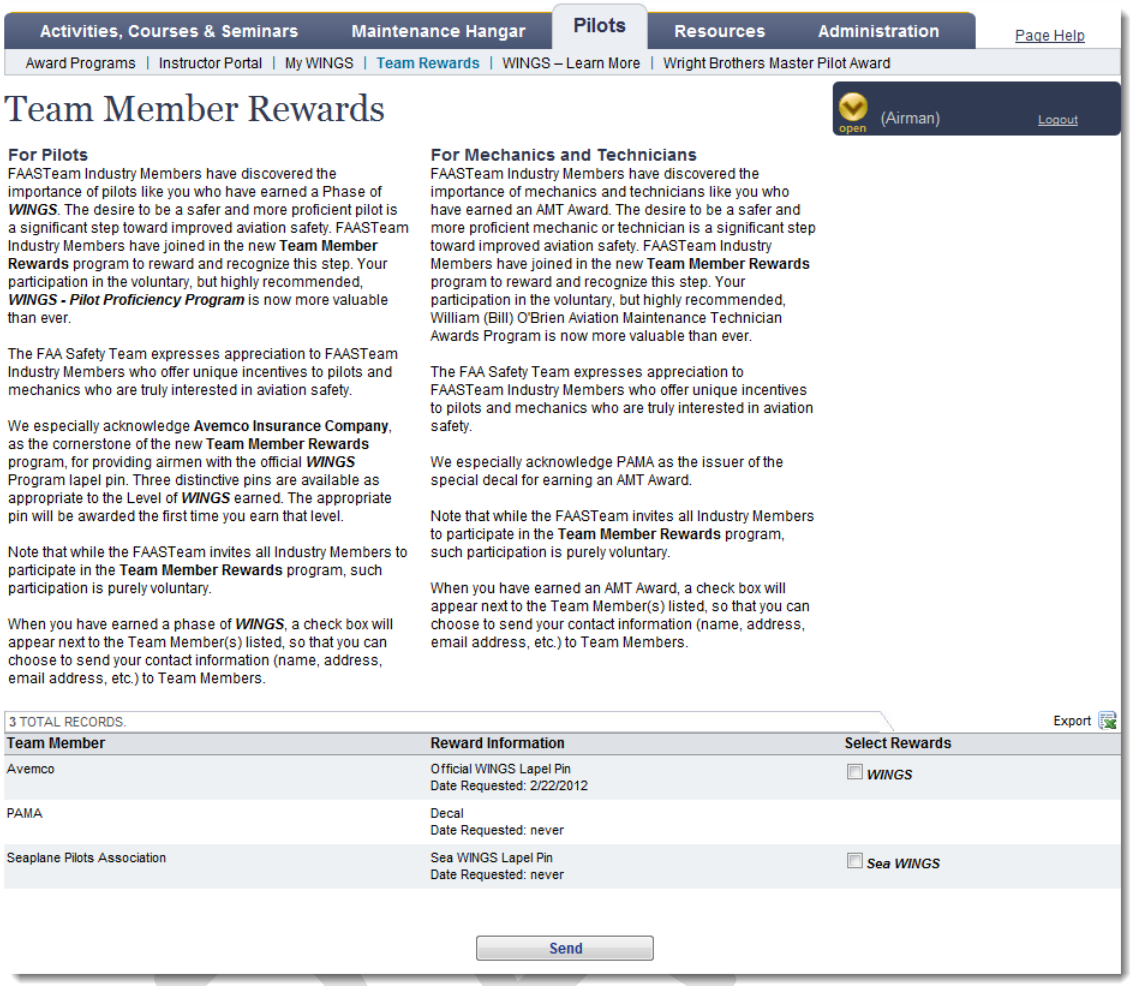
##### 7.3.9.2.3. Help

Opens FAQ on Why Participate in WINGS, The Basics, About your WINGS Checklist and move to WINGS At a Glance summary in a new browser window.

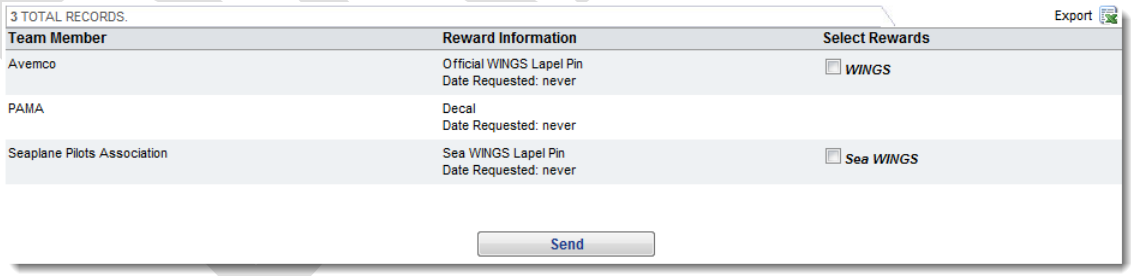
http://beta.faasafety.gov/OnlineHelp/Default.aspx?page=/WINGS/pub/default.aspx

## 7.4. Team Rewards

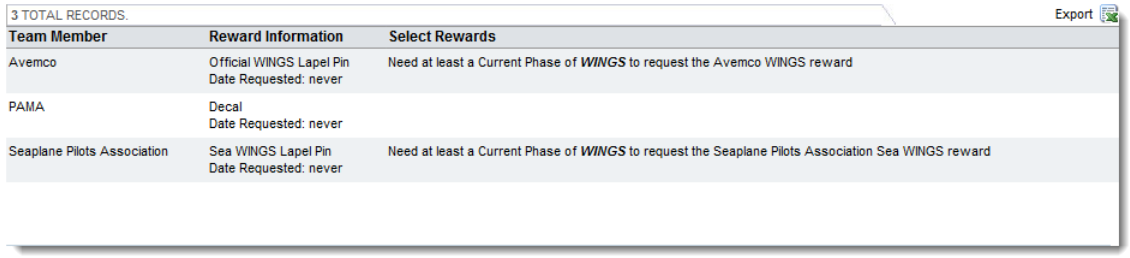
DRAFT



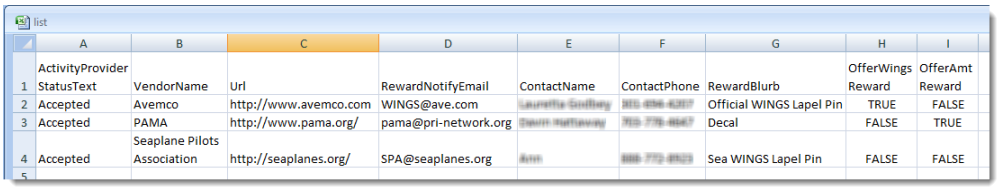

When you have earned a WINGS level or AMT reward, the table at the bottom of the page will include a check box in the Select Rewards column for the Team Member offering the reward.




If you have not completed requirements for a reward, a message in the Select Rewards column will indicate the minimum requirements for the reward and the checkboxes will not display.



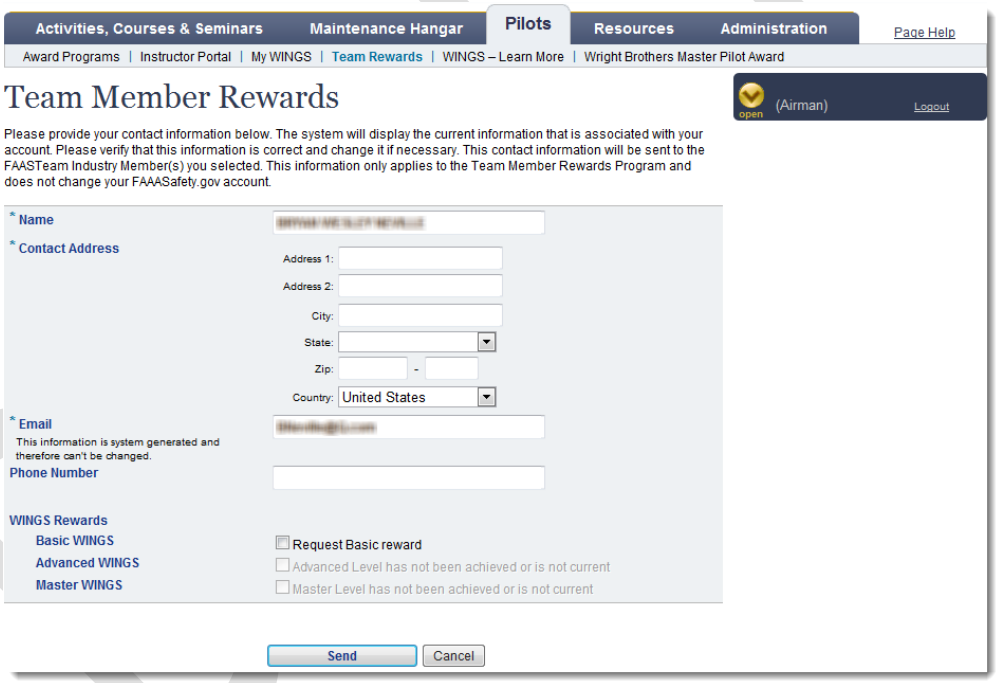
To the right of the Team Member table header is an export link. When the export link is used, a report generates containing a Team Members, their websites, email addresses, contact information, and information about the reward they offer.



| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | ActivityProvider StatusText | VendorName | Url | RewardNotifyEmail | ContactName | ContactPhone | RewardBlurb | OfferWings Reward | OfferAmt Reward |
| 2 | Accepted | Avemco | http://www.avemco.com | WINGS@ave.com | [illegible] | [illegible] | Official WINGS Lapel Pin | TRUE | FALSE |
| 3 | Accepted | PAMA | http://www.pama.org/ | pama@pri-network.org | [illegible] | [illegible] | Decal | FALSE | TRUE |
| 4 | Accepted | Seaplane Pilots Association | http://seaplanes.org/ | SPA@seaplanes.org | [illegible] | [illegible] | Sea WINGS Lapel Pin | FALSE | FALSE |
| 5 | | | | | | | | | |

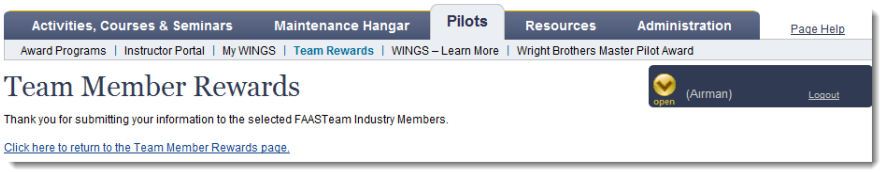
The initial report includes the entire database list. If you choose a different search range it will show that range. You must reopen the report to include all records again. The system sorts by date requested. When you click the checkbox and click Send, a page displays fields for your contact information. At the bottom of the page you will select the reward you wish to claim.

To claim your reward, click the appropriate checkbox and click Send. A page opens for you to enter your contact information. This information will be used by the Team Member to process your reward.




Name and address entries are required. As noted on the page, the email address is system generated and cannot be changed. If the email address is incorrect, click the Open arrow on the login box to open the login dashboard and select Change My Email Address. The Account Preferences page opens at the General tab & Email tab. Make the appropriate changes and click Save. A message will display when the save is complete. Return to the Team Rewards screen and the changed email address will display.

When the information is correct, click Send. The following information displays.




Your address and email information is sent to the selected Team Member to process your reward. Click the link provided on the page to return to Team Member Rewards or make another selection.

If you click Send at the Team Member Rewards page and the system cannot match your certification with the selected reward, a message will display. (Example when Sea ***WINGS*** is checked: *Unfortunately, we are not able to confirm that you are a seaplane-rated pilot at this time; therefore you are not eligible for a SeaWINGS reward. If you believe this is in error, please contact the FAASafety.gov Help. Otherwise, please make another selection.*)

### 7.4.1. Export

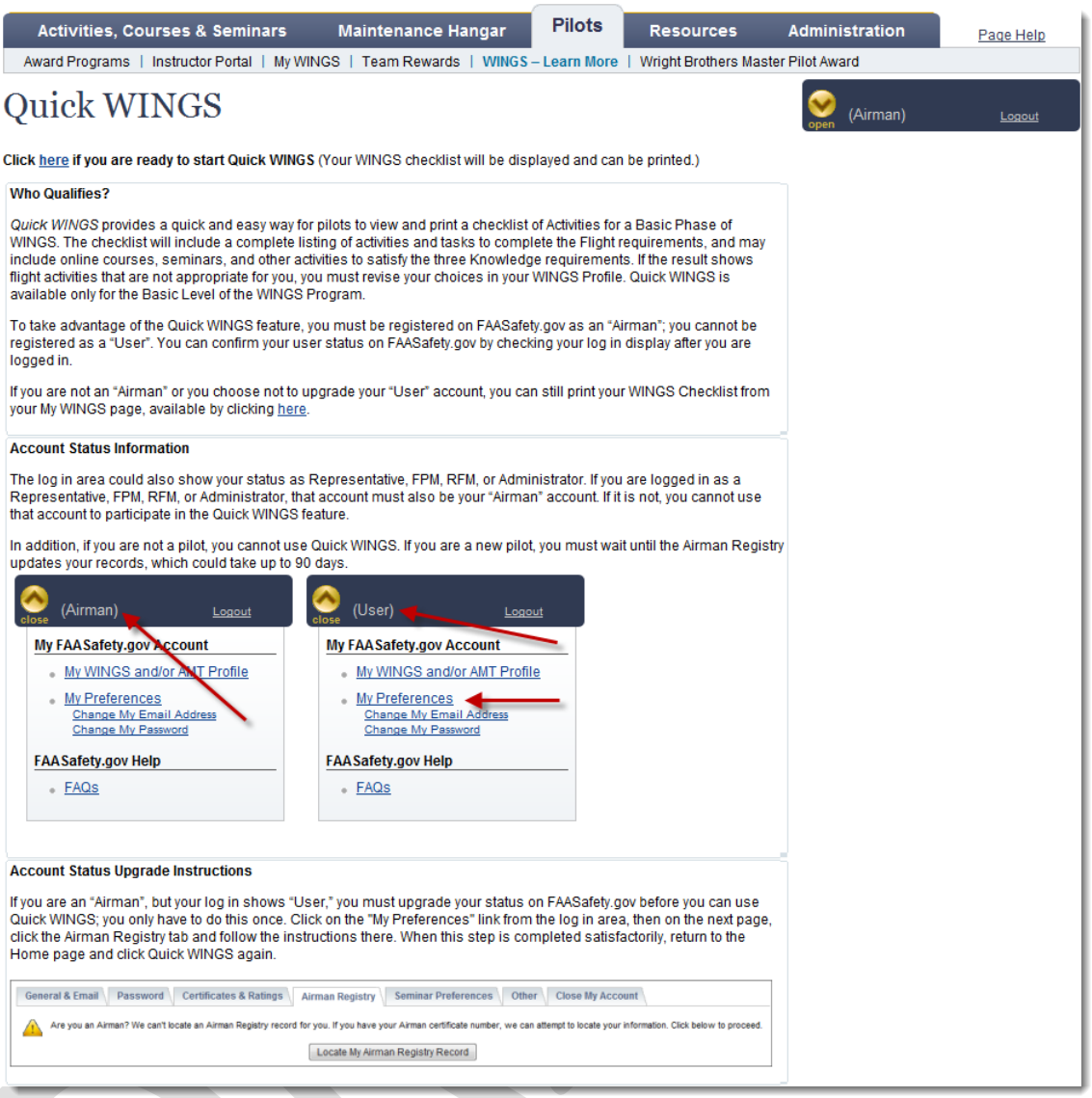
## 7.5. WINGS – Learn More

Learn more about the WINGS Program! This page includes a brief explanation of the WINGS Program, including links to the WINGS Advisory Circular and the WINGS User's Guide.

### 7.5.1. Quick WINGS

**** Needs work

DRAFT




At the top paragraph, click here if you are ready to start Quick WINGS

# WINGS Checklist for

Your name and email address print here

You Are Working on **Basic** - Phase 8

Choose Your Category: Single Engine Land | Multi Engine Land | Single Seaplane | Helicopter | Balloon | Glider | Other

**The *WINGS* program requires that you complete 3 Knowledge credits and 3 Flight credits.**

Your *WINGS* Checklist below shows you what you need to do to complete your Basic - Phase 8.

- Want different Knowledge Activities? Search for others on your *My WINGS* page.
- Flight Activities are not appropriate? Go to your *WINGS Profile* to change them.

Print this WINGS Checklist using your browser print function.

## Complete Your Knowledge Activities

☐ **The Art of Aeronautical Decision-Making** — Course: ALC-28
(Not Yet Completed) Click Here to enroll in this course — 1 Credit for Knowledge Topic 1

This course presents a framework for developing situational awareness, evaluating options, and making safe decisions.

☑ **CFI Workshop #6 Module #6** — Seminar: AL0342237
(Completed on 2/23/2012) — 1 Credit for Knowledge Topic 2

Learn from the FAA expert on how to maximize the usefulness of the FAA Safety.gov web page. Also on the evening's agenda will be a discussion on the subjects of takeoff, landing, low altitude maneuvering and aircraft operational limitations.

Time and Location:
Thursday, February 23, 2012, 06:00 PM
UAA Aviation Complex
2811 Merrill Field Dr.
Auditorium (Room 127)
Anchorage, AK 99501

Contact:
[illegible]

☑ **CFI Workshop #6 Module #6** — Seminar: AL0342237
(Completed on 2/23/2012) — 1 Credit for Knowledge Topic 3

Learn from the FAA expert on how to maximize the usefulness of the FAA Safety.gov web page. Also on the evening's agenda will be a discussion on the subjects of takeoff, landing, low altitude maneuvering and aircraft operational limitations.

Time and Location:
Thursday, February 23, 2012, 06:00 PM
UAA Aviation Complex
2811 Merrill Field Dr.
Auditorium (Room 127)
Anchorage, AK 99501

Contact:
[illegible]

## Complete Your Flight Activities With an Instructor

☐ **ASEL-Takeoffs, Landings, Go-arounds (Pvt, Comm'l, ATP)** — Flight Activity: A070405-07
(Not Yet Completed) — 1 Credit for Flight Topic 1

From the Private Pilot Practical Test Standards for Airplane

1. Area of Operation IV, Task A: Normal and Crosswind Takeoff and Climb
2. Area of Operation IV, Task B: Normal and Crosswind Approach and Landing
3. Area of Operation IV, Task D: Soft-Field Approach and Landing
4. Area of Operation IV, Task F: Short-field Approach and Landing
5. Area of Operation IV, Task L: Go-Around/Rejected Landing

**Note:** The Practical Test Standards for Sport, Recreational, and Private Pilot - Airplane do not authorize the use of FAA-qualified and approved flight simulators or flight training devices in lieu of an appropriate aircraft.

I certify that [illegible], holder of pilot certificate No. _____ , has satisfactorily demonstrated proficiency in the required tasks as outlined in the WINGS - Pilot Proficiency Program, for the activity number as shown above, on _____ (date).

Instructor Printed Name _____ Certificate Number _____

Signature _____ Expiration Date _____

☐ **ASEL-Slow Flight, Stall, Basic Instruments (Pvt, Comm'l, ATP)** — Flight Activity: A070405-08
(Not Yet Completed) — 1 Credit for Flight Topic 2

From the Private Pilot Practical Test Standards for Airplane

1. Area of Operation VIII, Task A: Maneuvering During Slow Flight
2. Area of Operation VIII, Task B: Power-Off Stalls
3. Area of Operation VIII, Task C: Power-On Stalls
4. Area of Operation IX, Task A: Basic Instrument Maneuvers, Straight-and-Level Flight
5. Area of Operation IX, Task D: Basic Instrument Maneuvers, Turns to Headings
6. Area of Operation IX, Task E: Recovery from Unusual Flight Attitudes

**Note:** The Practical Test Standards for Sport, Recreational, and Private Pilot - Airplane do not authorize the use of FAA-qualified and approved flight simulators or flight training devices in lieu of an appropriate aircraft.

I certify that [illegible], holder of pilot certificate No. _____ , has satisfactorily demonstrated proficiency in the required tasks as outlined in the WINGS - Pilot Proficiency Program, for the activity number as shown above, on _____ (date).

Instructor Printed Name _____ Certificate Number _____

Signature _____ Expiration Date _____

☑ **ASEL-Airport Operations (Pvt, Comm'l, ATP)** — Flight Activity: A100125-07
(Completed on 3/13/2012) — 1 Credit for Flight Topic 3

From the Private Pilot Practical Test Standards for Airplane

1. Area of Operation II, Task A: Preflight Inspection
2. Area of Operation II, Task D: Taxiing
3. Area of Operation III, Task A: Radio Communications and ATC Light Signals
4. Area of Operation III, Task B: Traffic Patterns
5. Area of Operation III, Task C: Airport, Runway, and Taxiway Signs, Markings, and Lighting
6. Area of Operation IV, Task E: Short-Field Takeoff and Maximum Performance Climb

**Note:** The Practical Test Standards for Sport, Recreational, and Private Pilot - Airplane do not authorize the use of FAA-qualified and approved flight simulators or flight training devices in lieu of an appropriate aircraft.

I certify that [illegible], holder of pilot certificate No. _____ , has satisfactorily demonstrated proficiency in the required tasks as outlined in the WINGS - Pilot Proficiency Program, for the activity number as shown above, on _____ (date).

Instructor Printed Name _____ Certificate Number _____

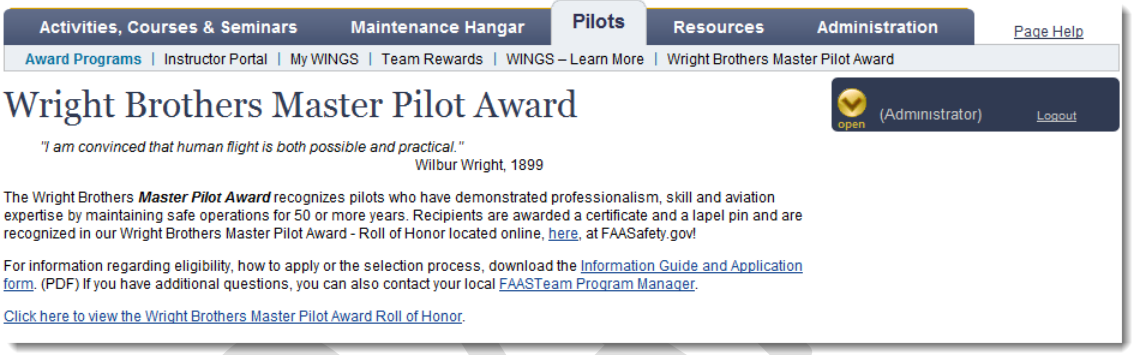
Signature _____ Expiration Date _____

Possible opening messages:

You do not qualify for Quick WINGS for the following reason: No Airman ID is associated with this user account. To use Quick WINGS, you must be logged in to an account that is your "Airman" account. See instructions below.

Congratulations! Since your user account qualifies for the Quick WINGS program, you have been automatically enrolled in the WINGS program (see below for details)

## 7.6. Wright Brothers Master Pilot Award



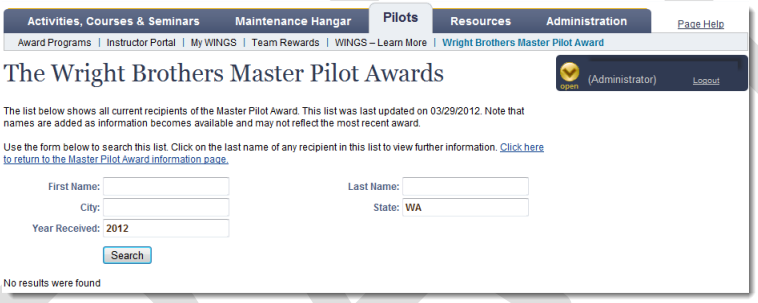

This page provides information about the Wright Brothers Master Pilot Award. What it is, who has received the award, and how you can apply for the award. Two links on this page will open a page to display these recipients. When you click one of these links the following page displays.

The top paragraph indicates the date the list was last updated. The list sorts alphabetically by last name, first name, and middle name or initial. The entire list can be re-sorted by clicking on a column title. To reverse a sort, click a column title twice. The Full Name column sorts by last name, first name, and middle

name or initial. The Location column sorts by state and city. The Date Received column sorts by year and month.

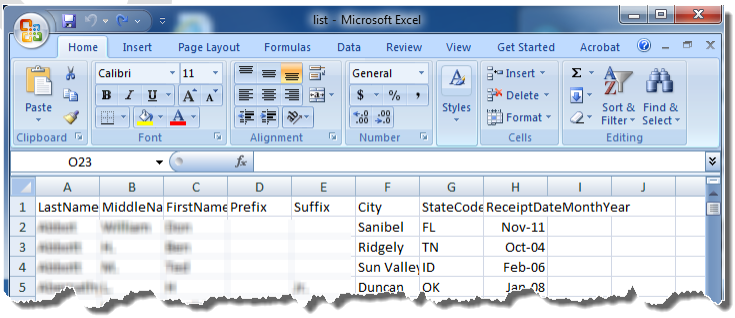
Use the fields above the list to search for a recipient. Enter information in one or more fields and click Perform Search to find matching records.

When no matching records are found, the following message displays.

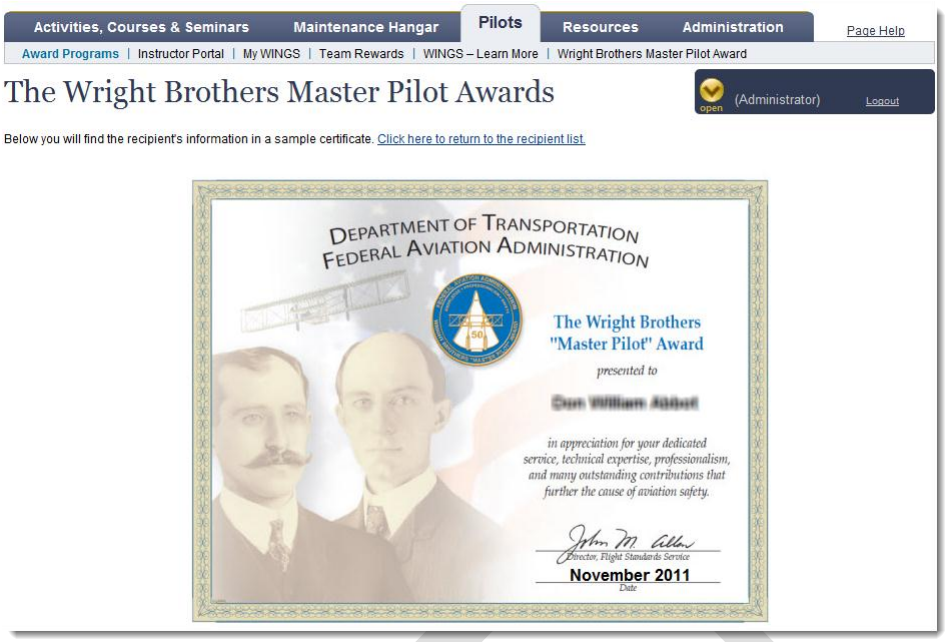



The results line above the list displays the number of found records. To condense the found records, change the information in the search fields and click Search.

To the right of the record results is a drop-down box that allows you to select the number of records that display per page. At the far right you see an Export link. When you click the Export link, your spreadsheet application opens and the recipient information displays in the table.




While the recipient list is displayed at FAASafety.gov, click on a name in the Full Name column to display a copy of the certificate for that recipient.




Use the *Click here to return to the recipient list* link or the browser back button to return to the list of recipients.

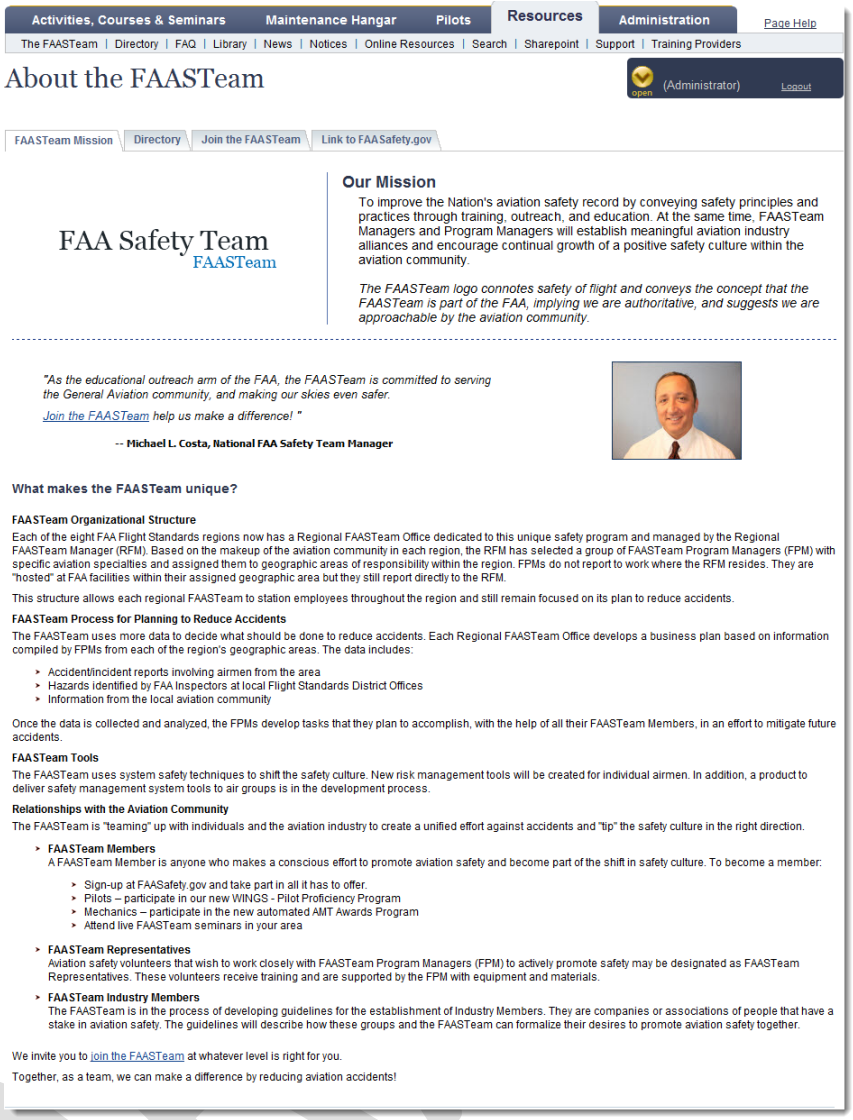
# 8. Resources Tab

## 8.1. About the FAASTeam

This page contains four tabs, FAASTeam Mission, Directory, Join the FAASTeam, and Link to FAASafety.gov. As you click on each of the tabs, the page title changes to reflect the current tab selection.

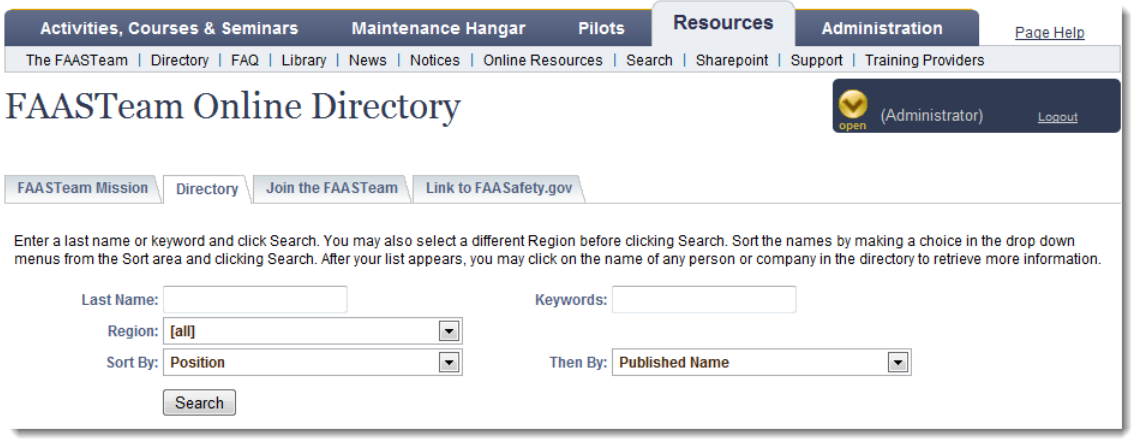
### 8.1.1. FAASTeam Mission Tab

The FAASTeam Mission tab introduces you to the FAASTeam, identifies their mission, and their process for planning to reduce accidents using system safety techniques to shift the safety culture. In addition, the FAASTeam relationship with the aviation community and FAASTeam Members, Representatives, and Industry Members is explained. A link is provided at the bottom of the page to join the FAASTeam. When you click on the link, the Join the FAASTeam tab at the top of this page opens.



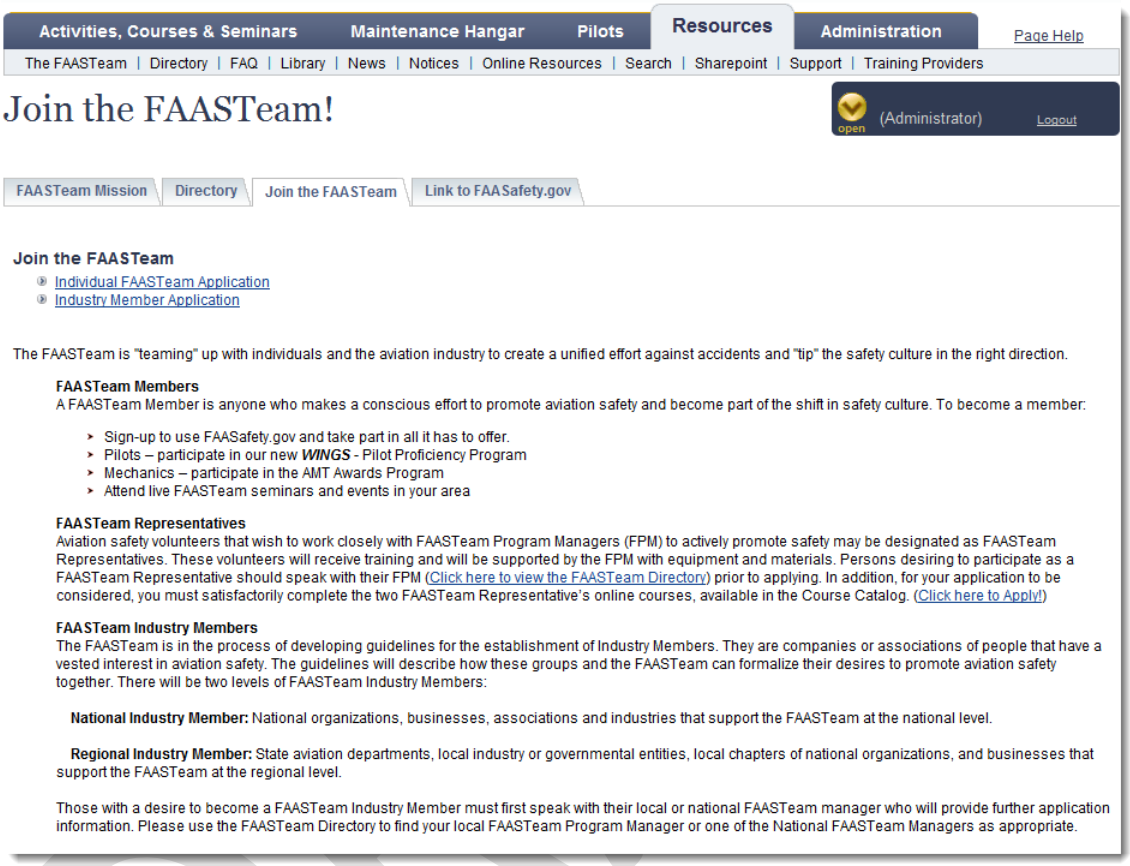

## 8.1.2. Directory

The Directory allows you to search FAASTeam members by name, keyword, and region and determine the sorted order of the results. When records display, click on a name to view more information about that FAASTeam member. See section 8.2 Directory for detailed information about this tab.



## 8.1.3. Join the FAASTeam

Further information and links to join the FAASTeam are available at this page. Individual FAASTeam Application and Industry Member Application links are included. Descriptions display for FAASTeam Members, Representatives, and Industry Members. A link is also provided to view the FAASTeam Directory or open a FAASTeam application.




Your email and user account can only be linked to one FAASTeam application. If you begin an individual application and determine that you should have an Industry Member application, you must delete the individual application before the link to the Industry Member Application will display.

Likewise, if you have begun an Industry Member Application and decide you should have completed the individual application, you must delete the industry member application before the selection for Individual FAASTeam Application will display.

## 8.1.3.1. INDIVIDUAL FAASTEAM APPLICATION

### *FAASTeam Application Tab*

Activities, Courses & Seminars | Maintenance Hangar | Pilots | Resources | Administration | Page Help

The FAASTeam | Directory | FAQ | Library | News | Notices | Online Resources | Search | Sharepoint | Support | Training Providers

**FAASTeam Online Individual Application**

(Administrator) Logout

FAASTeam Mission | Directory | Join the FAASTeam | Link to FAASafety.gov

Welcome to the FAASTeam individual application. This application form can be used to apply for a position with the FAASTeam. For your application to be considered, you must satisfactorily complete the two FAASTeam Representative's online courses, available in the Course Catalog. For more information, click here to view our information page about joining the FAASTeam.

FAASTeam Application | Training Record | Enter Training

( ** marks fields which will be displayed to the public)

**FAASTeam Directory Information**

* Indicates Required entry

* **Your Name** — Please use the name on your airman certificate, if applicable. First & Middle / Last
* **Mailing Address **** — City and Zip will be made public. Street address and ZIP Code **only** (no city or state needed). Address 1 / Address 2 / Zip Code
* **Apply for Position **** — (Unassigned)
* **District **** — AFS - National
* **Published Name **** — How you would like your name to display, i.e. 'Jim Smith' instead of 'James Smith'. First & Middle / Last
* **Contact Phone Numbers **** — These phone numbers **will be published**. List in order of preference! [type] ___-___-____ Ext ____
**Additional Email Addresses **** — These addresses **will be published**. *Your account email address [redacted] WILL BE PUBLISHED.*
**Airman Certification Types** — i.e. Comm, A&P, Navigator, etc. If applicable.
**Airman Certificate Number** — Where applicable.
* **Total Flight Time** — Round to the nearest hour. Enter only numerals 0-9. Enter **0** if not applicable. 0 hours
* **Citizenship Country** — United States
**Recommended By** — Please provide the name of the person that recommended you to the FAASTeam, if applicable.
* **Number of Hours you can Volunteer each Month** — 0 hours
**Times you can Volunteer?** — Weekdays / Weeknights / Weekends
* **Areas of Expertise ****
**Why I Want to Join the FAASTeam** — Please tell us a little about why you want to join the FAASTeam.
**What Tasks Are You Willing to Do?** — Counsel Maintenance Personnel; Counsel Pilots; Develop Safety Seminars; Distribution of FAASTeam safety products; Event sponsor; Marketing the FAASTeam – (i.e., Door Prizes etc.); Provide audio visual equipment; Provide Publicity; Provide refreshments; Setup meeting facilities
* **Your Specialty(ies)** — Maintenance / Airworthiness; Other Specialist; Pilot / Operations
**Facilities You Can Provide** — Please list any facilities that you have available for your use in seminars or events. Facility Name / Type (stage, room, etc.) / Seating Capacity
**Self-Portrait Image** — This image will appear in the directory for other FAASTeam Representatives, FPMs, RFMs, and above to see. *Click the 'Browse' button to upload a color passport style image of yourself. Use a JPEG image with a resolution of 144 pixels wide by 144 pixels tall. Your picture will be automatically resized by our system if it is not exact, but it is recommended you use the same aspect ratio. This will give you the best picture. PASSPORT Photo Information Click Here* Browse... Upload **Current Image**
* **Statement of Release** — Check the box to signify that you agree to the terms.

I understand that by submitting this application I am giving permission to the FAA Safety Team (FAASTeam) to publicize the information indicated above, on this site and by other means deemed necessary to promote the FAASTeam. Only FAASTeam Representatives, FAASTeam Program Managers, and other FAA personnel, as necessary, will use the information collected to process my application and utilize my volunteer efforts to benefit the FAASTeam safety program.

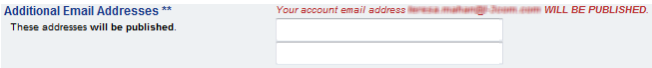
If accepted to the position applied for, I further understand that after completion of the required training and agreement to the roles, responsibilities, and limitations set forth in that training, I will be issued a certificate of appointment and a photo ID. The ID is the property of the FAASTeam and will be returned upon request or at such time as I terminate my appointment.

In addition, I understand that if appointed as a Representative or other volunteer position that appointment does not make me an employee or agent of the Federal Aviation Adminisration.

☐ I agree to the statement of release above.

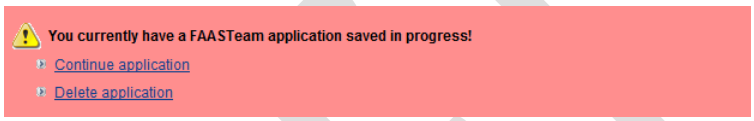
Submit | Save for Later | Cancel

When you click the link to complete the Individual FAASTeam Application, three additional tabs display. The first tab, FAASTeam Application, displays by default. The application form defaults your first, middle, and last names as well as the email address for your user at the Additional Email Addresses** field notation. Notice that the text indicates that email addresses entered in these fields, as well as your FAASafety.gov email address, will be published.



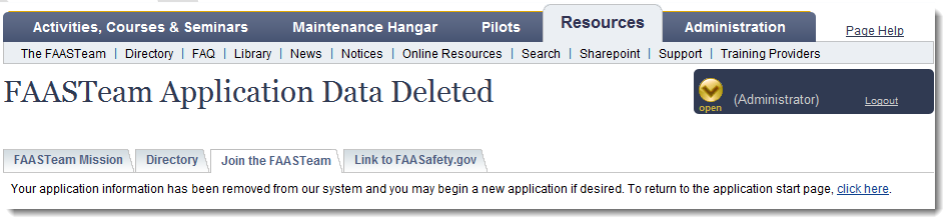

You will complete this application if you wish to join the FAASTeam. Fields marked with an * (asterisks) are required entry fields.

If, for any reason, you leave the individual application form, when you click the Join the FAASTeam tab the following message will display.

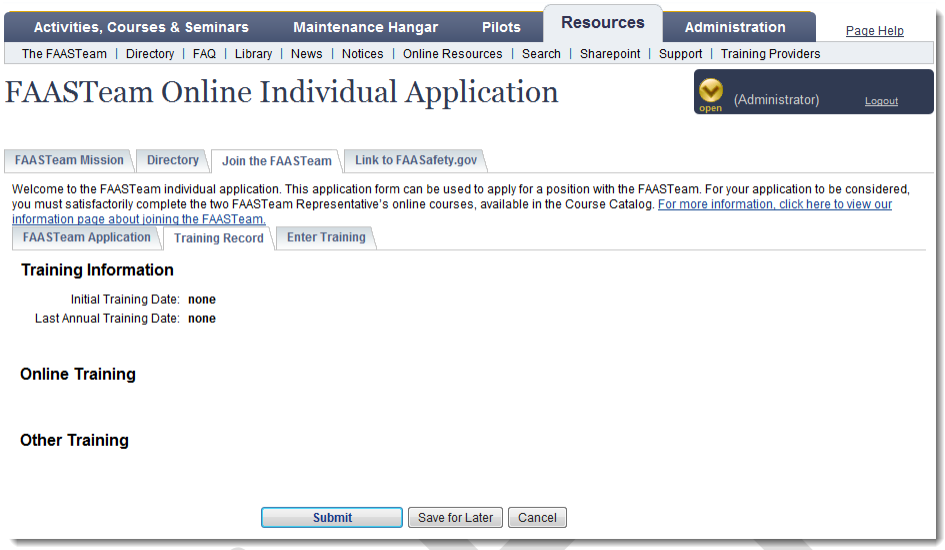



If you choose to delete the application and click the delete link, the following confirmation image displays.

Click Delete Application Data to delete the current application or Cancel to return to the prior message. When you click Delete Application Data, the following message will confirm the deletion and displays a link to return to the application start page.

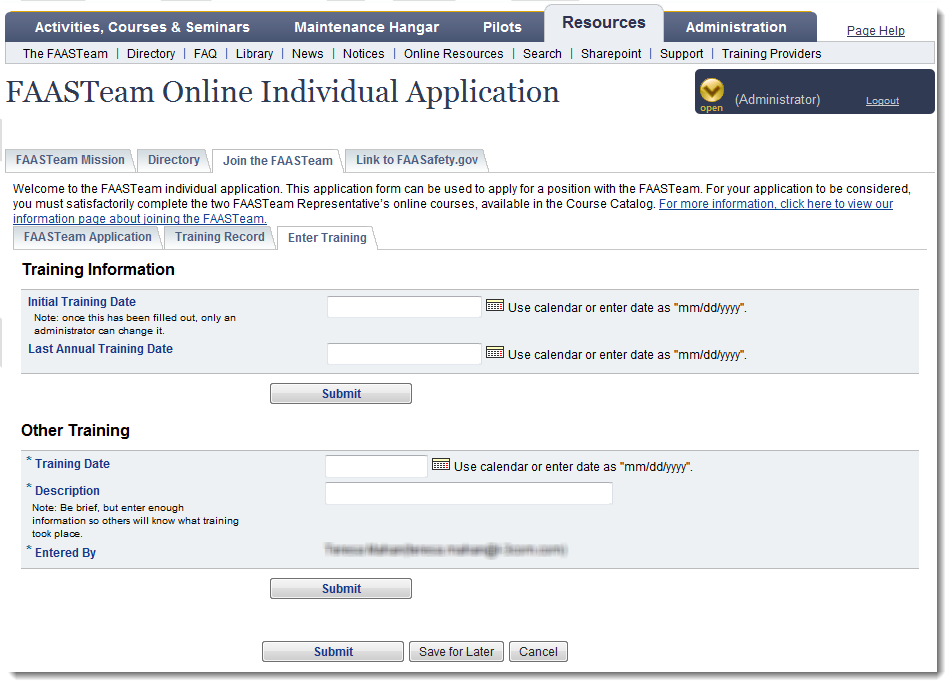


### *Training Record Tab*




Previously entered training information displays. To enter training information, click on the Enter Training tab.

### *Enter Training Tab*



#### 8.1.3.2. Industry Member Application

Can’t open this

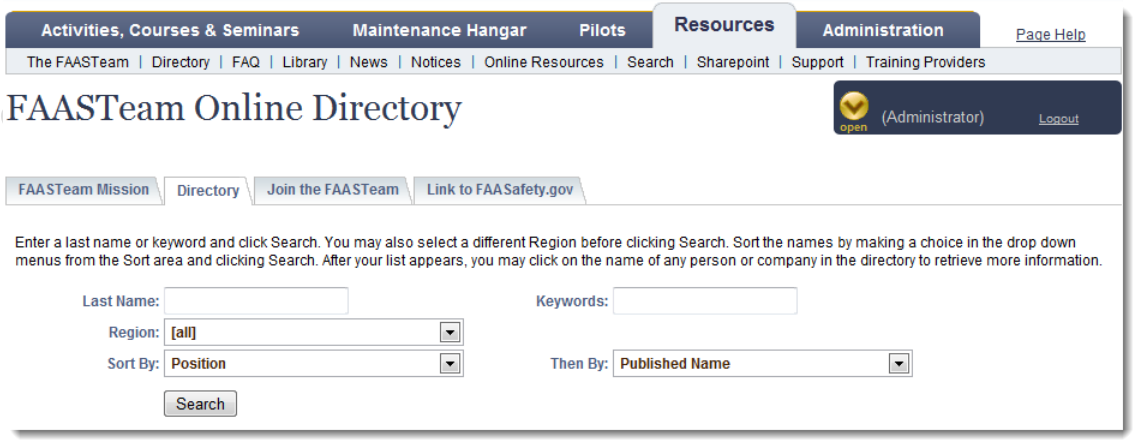
DRAFT

### 8.1.4. Link to FAASafety.gov

When you click this tab, the URL information for FAASafety.gov displays.

To link a web site to FAASafety.gov, use the HTML code provided on this page. This will provide direct access the FAASafety.gov Homepage and display the logo.

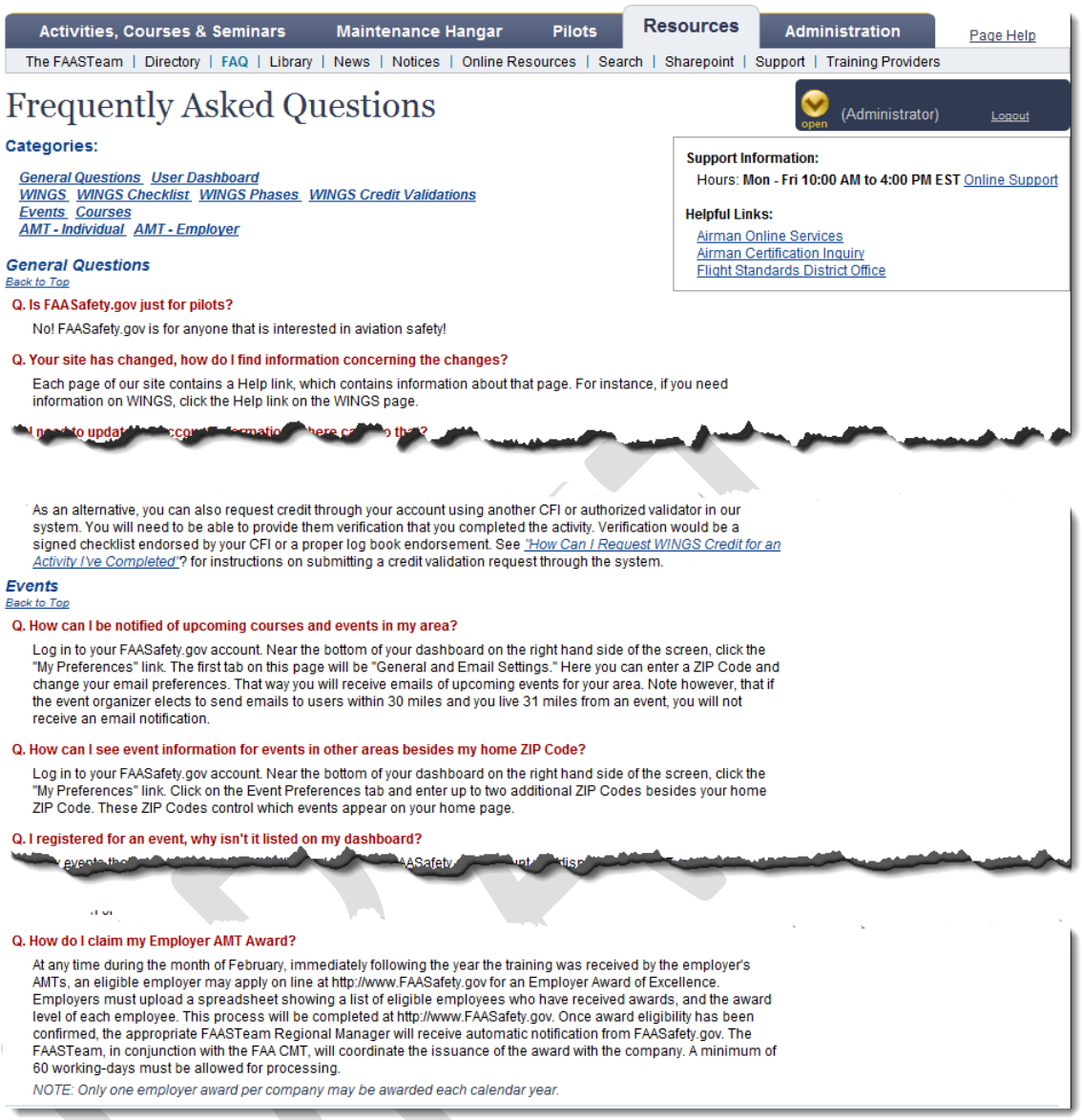
## 8.2. Directory




The FAASTeam Online Directory contains the same four tabs as discussed in the FAASTeam section above, but opens immediately to the Directory page.

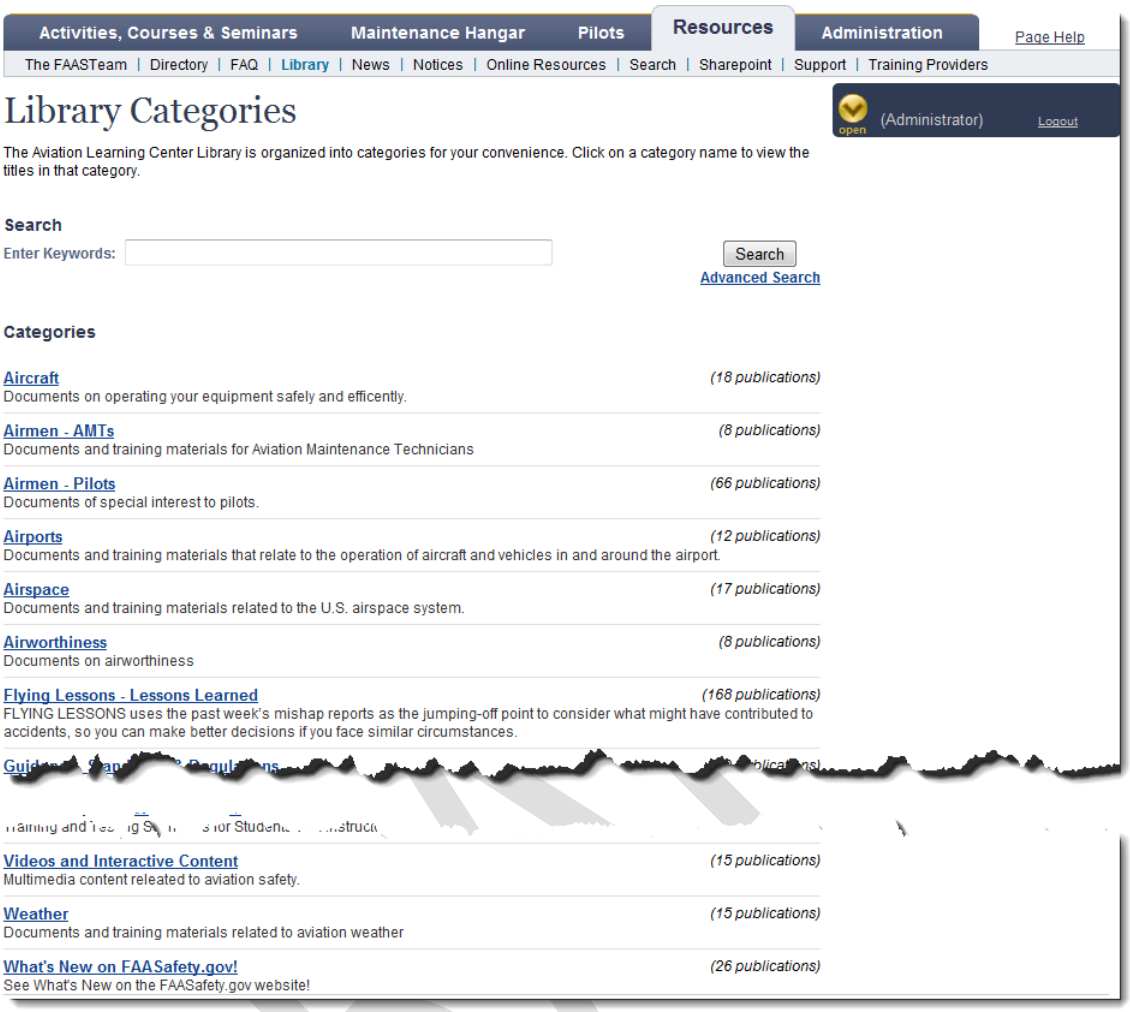
This is a search page. You can search the directory information by Last Name, Region, Keyword, and use sort functions or any combination. You may click on the name of any person in the directory list to retrieve more information about that FAASTeam individual.

## 8.3. FAQ



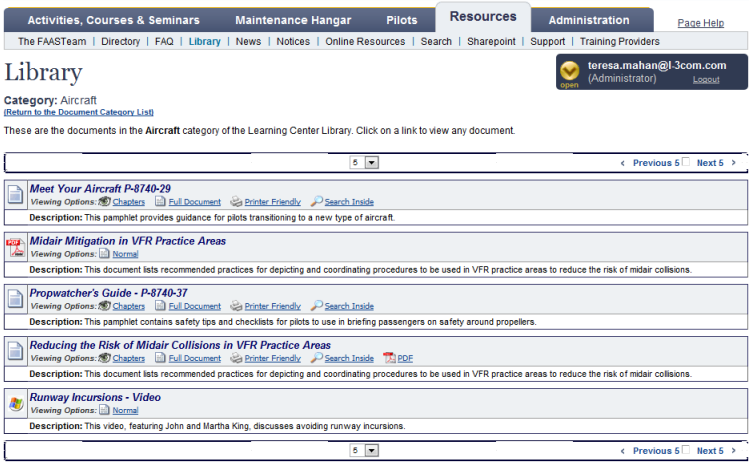

This page contains Frequently Asked Questions (FAQ). These FAQ's are defined by category links to help target you right to the question you may have. These FAQ's answer most of the questions that users have about FAASafety.gov. These questions and answers are updated on a regular basis.

## 8.4. LIBRARY

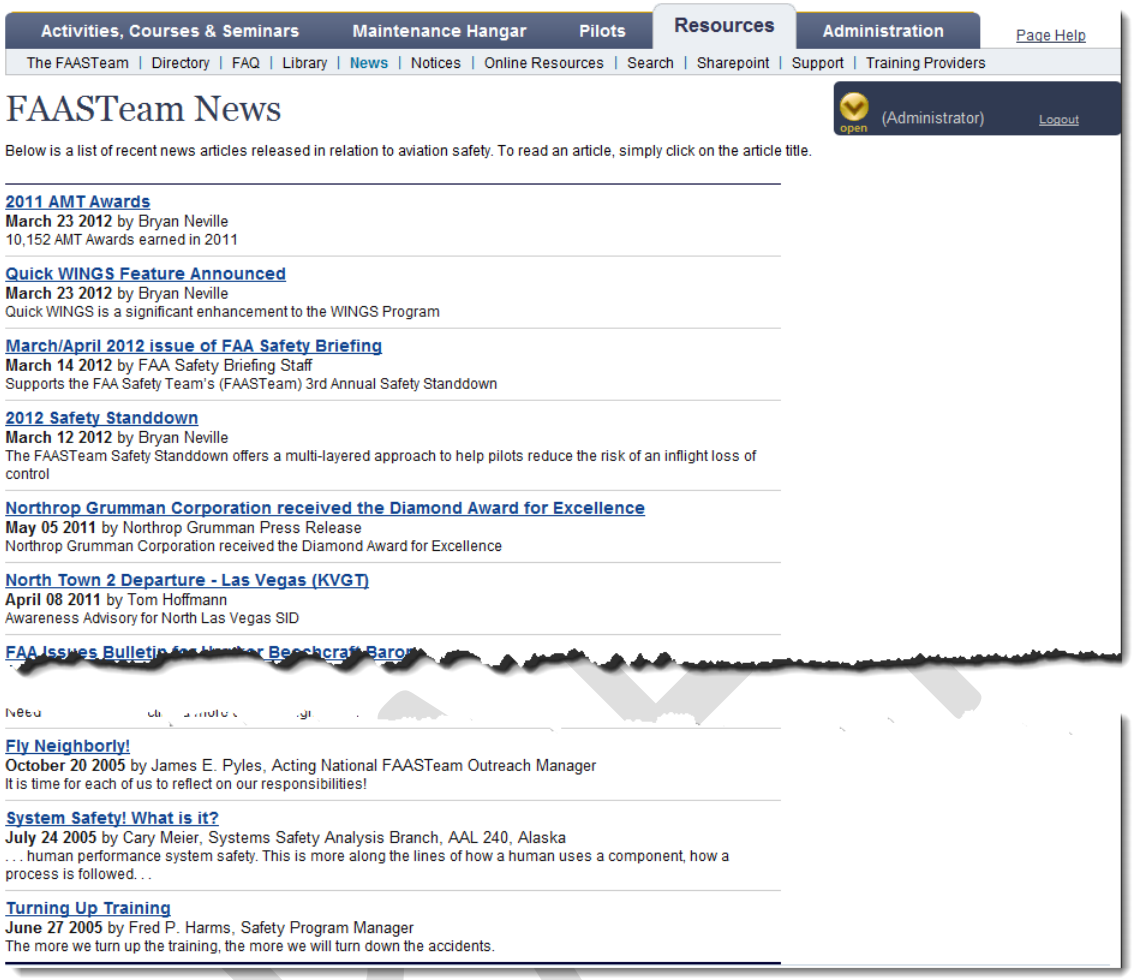



Note, the advanced search link opens the Resources Search tab

Here you have access to the Aviation Learning Center Library. The library is organized into categories for your convenience. You may click on a category name to view the titles in that category. By clicking on the title, you can open the document content. There are also viewing options to go to chapters or the full document. In addition, there is a link to search inside the document or print the document.

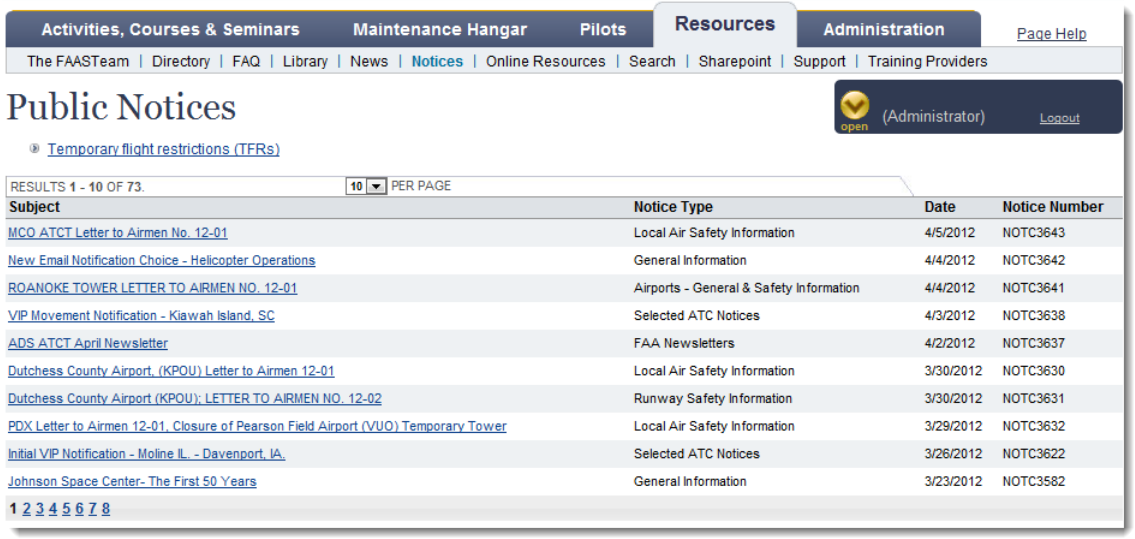


## 8.5. News




A list of news articles released in relation to aviation safety displays in reverse date order on this page. To read an article, click on the article title.

## 8.6. Notices

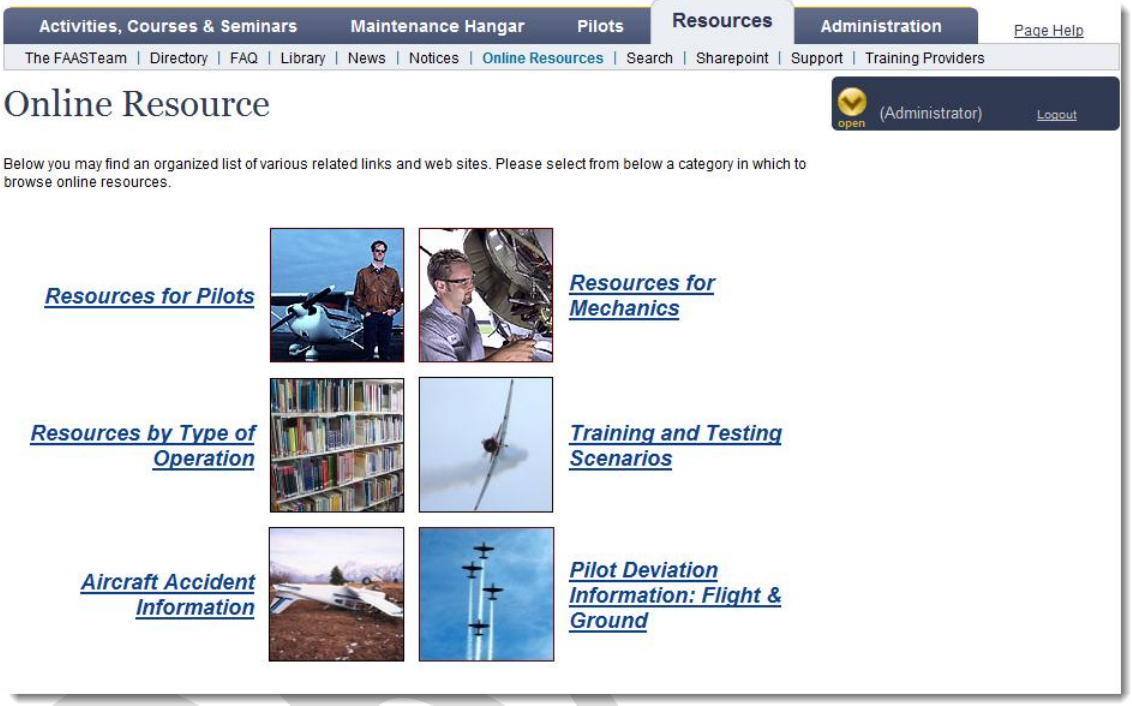


A list of all Public Notices published on www.FAASAfety.gov displays at this page. The list is ordered by date. Above the list is a link that opens a list of Temporary Flight Restrictions (TFR's) in a new browser window. The TFR list is maintained at FAA.gov. To view the content of a Notice, click on its subject title.

Notices display in the list based on whom a notice was directed to and user types (such as a FAASTeam Representative or FAASTeam Program Manager).

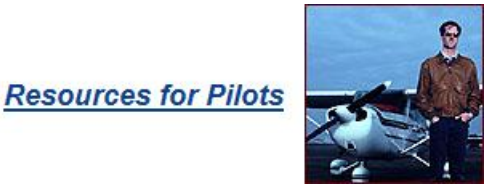
This page provides links to Notice Management information on Notices and Notice Types for ATC users..

## 8.7. Online Resources

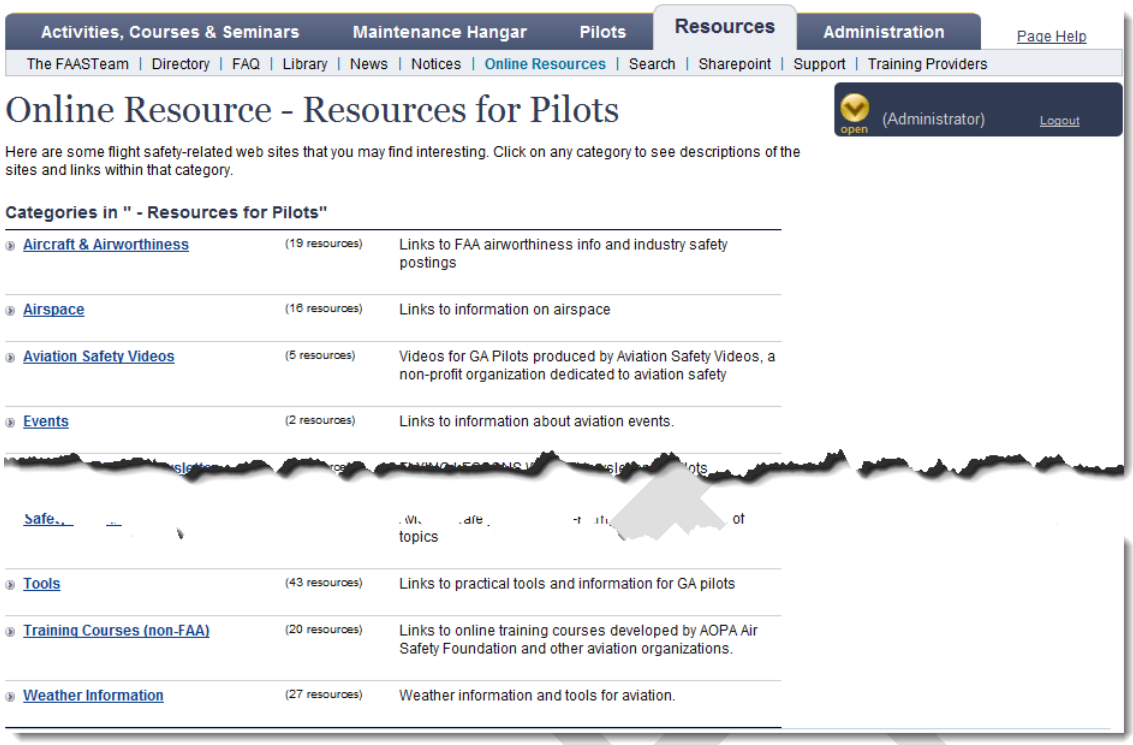



The Online Resource page presents an organized list of various related links and web sites. Selection categories include Resources for Pilots, Resources for Mechanics, Resources by Type of Operation and Training, and Testing Scenarios. Select a category in which to browse online resources.

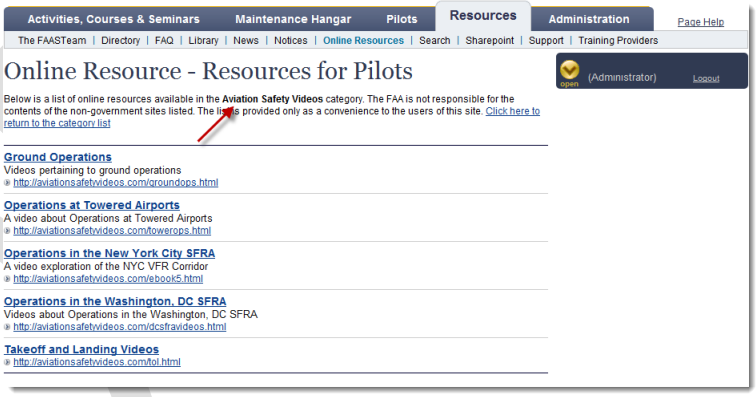
### 8.7.1. Resources for Pilots




At the Online Resource page, click the *Resources for Pilots* link to view categories for this subject.




The Online Resource page for the selected subject displays available categories and the number of resources available for each category. Click a category to view its resources.

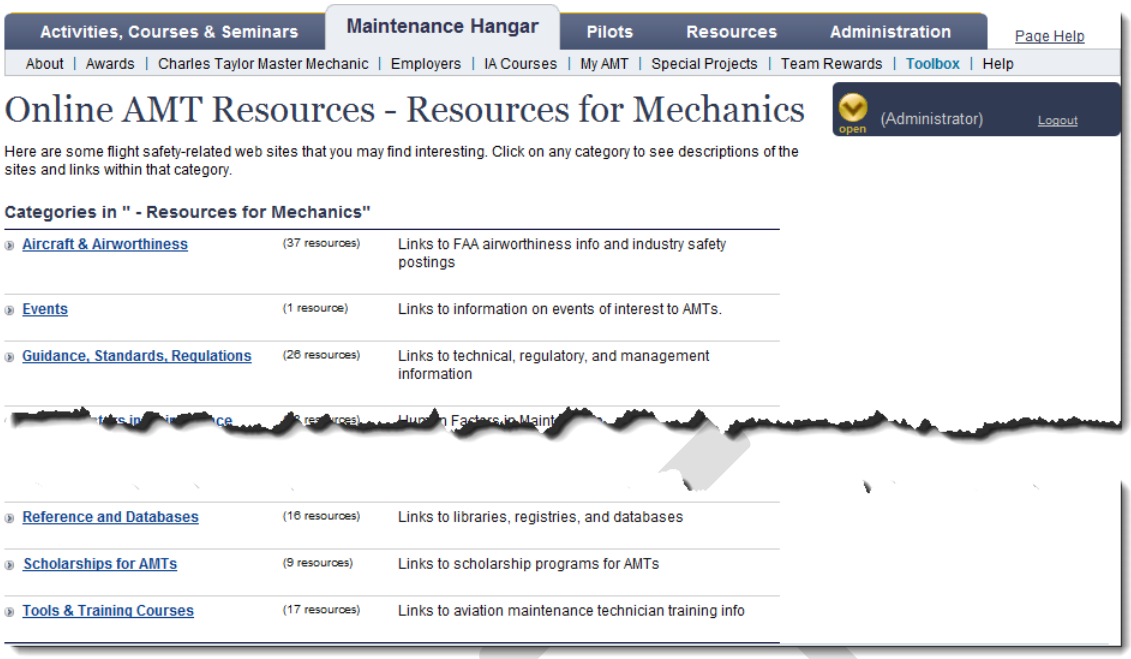



Click a resource to view the resource document.

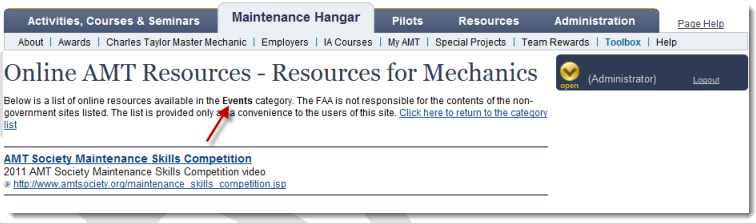
## 8.7.2. Resources for Mechanics

***Resources for Mechanics***

At the Online Resource page, click the *Resources for Mechanics* link to view categories for this subject. The resource listing for mechanics opens from the **Maintenance Hanger**, Toolbox tab.




The Online Resource page for the selected subject displays available categories and the number of resources available for each category. Click a category to view its resources. The resource listing for mechanics is located at Maintenance Hanger, Toolbox. To return to the Resources use the browser back arrow or reselect Resources, Online Resources.



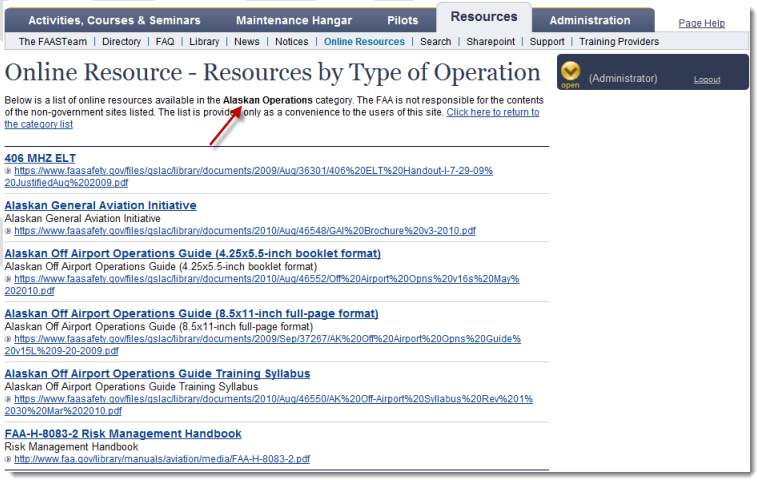

Click a resource to view the resource document.

DRAFT

## 8.7.3. Resources by Type of Operation

At the Online Resource page, click the *Resources by Type of Operation* link to view categories for this subject.

The Online Resource page for the selected subject displays available categories and the number of resources available for each category. Click a category to view its resources.



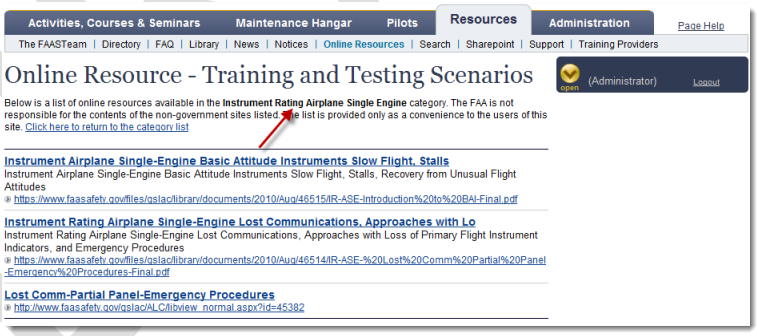

Click a resource to view the resource document.

## 8.7.4. Training and Testing Scenarios

***Training and Testing Scenarios***

At the Online Resource page, click the *Training and Testing Scenarios* link to view categories for this subject.

The Online Resource page for the selected subject displays available categories and the number of resources available for each category. Click a category to view its resources.

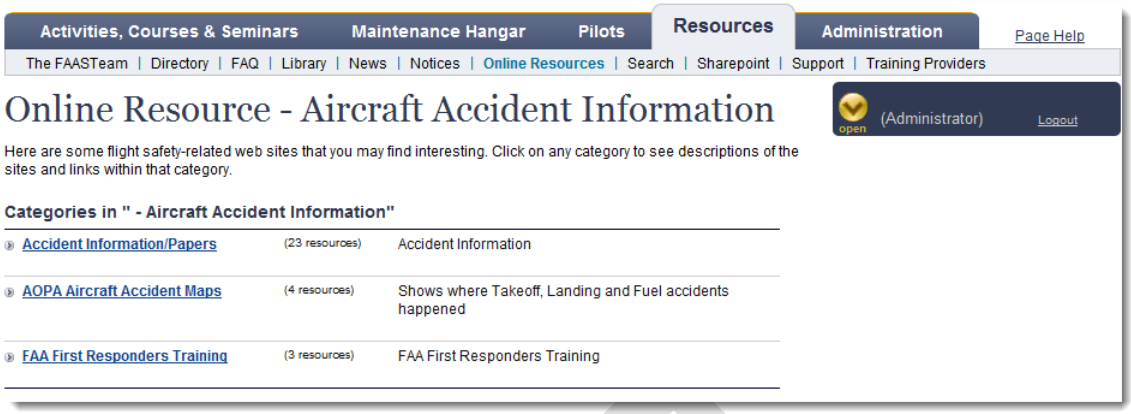



Click a resource to view the resource document.

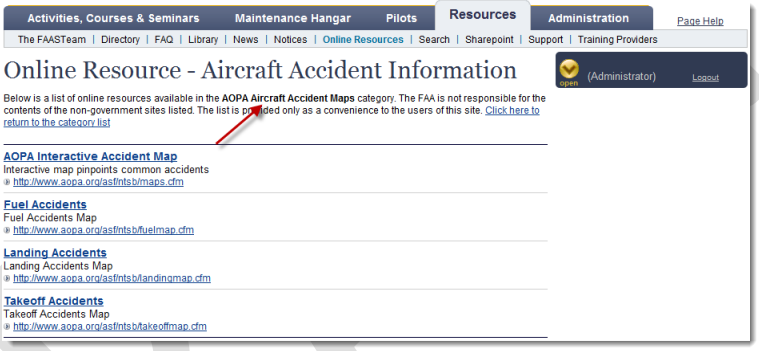
## 8.7.5. Aircraft Accident Information

***Aircraft Accident Information***

At the Online Resource page, click the *Aircraft Accident Information* link to view categories for this subject.




The Online Resource page for the selected subject displays available categories and the number of resources available for each category. Click a category to view its resources.

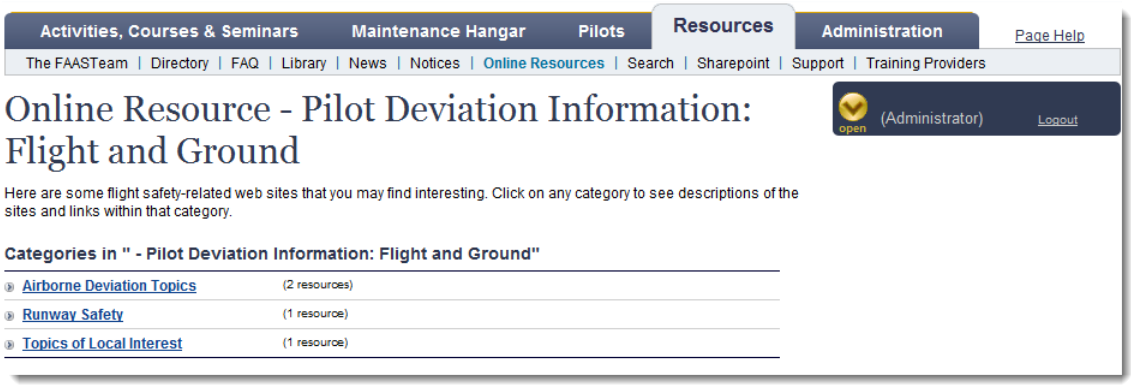



Click a resource to view the resource document.

## 8.7.6. Pilot Deviation Information: Flight & Ground

***Pilot Deviation Information: Flight & Ground***

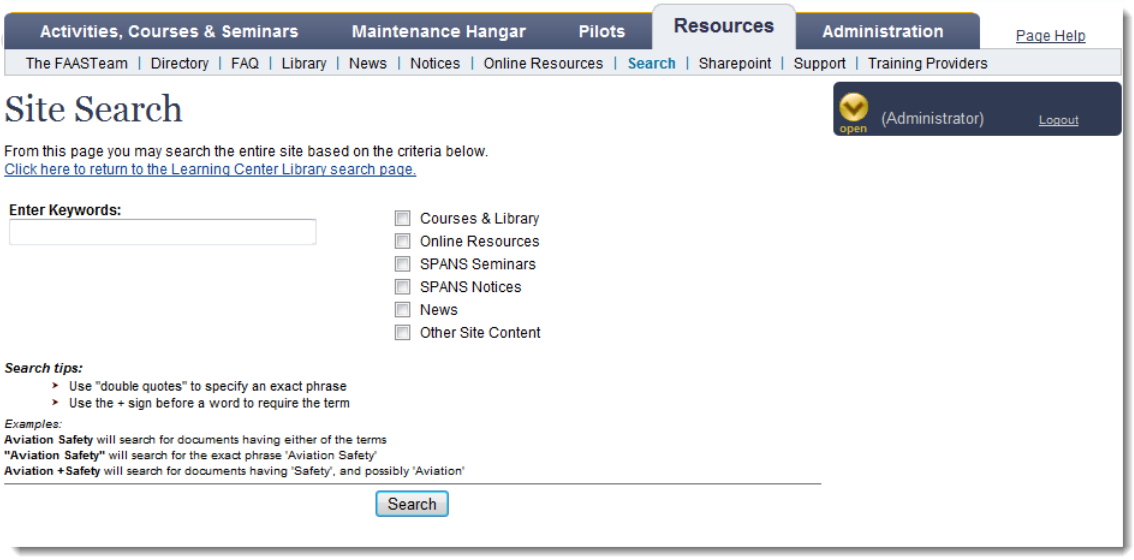
At the Online Resource page, click the *Pilot Deviation Information: Flight & Ground* link to view categories for this subject.




The Online Resource page for the selected subject displays available categories and the number of resources available for each category. Click a category to view its resources.

Click a resource to view the resource document.

## 8.8. Site Search




While search capability is available at the **Resources** tab, the Advanced Search link at the **Library** tab also links to this page, hence the "return to the learning center library search page" note.

Enter Keywords (words to find) and select a category or subject area for your search. When you do not select a category, the entire FAASafety.gov site is searched for entered keywords.

## 8.9. SharePoint

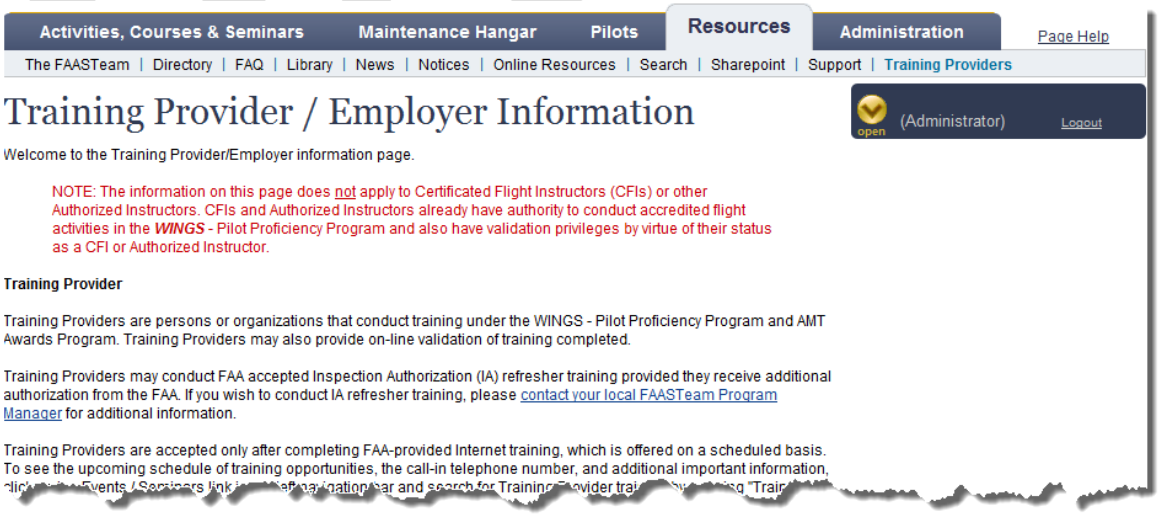
This link will take you to the FAASTeam Collaboration Center (FCC) SharePoint Site.

## 8.10. Support

At this page is a form that can be used to request assistance from the FAASTeam or technical support for the FAASafety.gov web site. Select one of the categories from the drop down menu and then complete the popup form with your contact information along with a detailed description of your question, concern, or suggestion.

If your request pertains to Airman Registry changes, requests concerning your license or any other general FAA-related issues, please visit FAA.gov.

## 8.11. Training Providers




This is the Training Provider information Page. Here you will find information about what a Training Provider is and how to become a training provider. Training Providers are persons or organizations that conduct training under the ***WINGS*** - Pilot Proficiency Program and/or AMT Awards Program. Training

Providers may also provide on-line validation of training completed. Training Providers may conduct FAA-accepted Inspection Authorization (IA) refresher training provided they receive additional authorization from the FAA. If you are interested in becoming a registered Training Provider, a link is provided to click to continue the application process.

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# 9. Appendix A: Acronyms, Terminology, Glossary

## 9.1. Acronyms

| | |
|---|---|
| AMT | Aviation Maintenance Technician |
| ALC | Airman Learning Center |
| ATC | Air Traffic Control |
| CAP | Civil Air Patrol |
| CFI | Certified Flight Instructor |
| CSV | Comma Separated Value (used to create spreadsheet files) |
| EAA | Experimental Aircraft Association |
| FAA | Federal Aviation Administration |
| FAAST | FAASTeam |
| FLAM | |
| FPM | FAASTeam Program Manager |
| IA | Inspection Authorization |
| NFM | National FAASTeam Manager |
| RFPM | Regional FAASTeam Program Manager |
| SPANS | Safety Program Airman Notification System |
| TFR | Temporary Flight Restriction |
| UAR | User Activity Request (request for WINGS credit) |

## 9.2. Terminology/Glossary

Different than roles

## 9.3. Icon Legend

Event has Passed

Event Closeout

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Incomplete/In-Progress Item

Awaiting Acceptance

Event Available for Fly-In

Map and Directions Available

Event Registration Information

Create Template

Available for Online Registration

Delete/Cancel Event https://beta.faasafety.gov/SPANS/a_deleteevent.aspx?eid=41907

Delete/Cancel Event https://beta.faasafety.gov/SPANS/a_deleteevent.aspx?eid=41347

Edit/Modify

Comment

Export to .csv file

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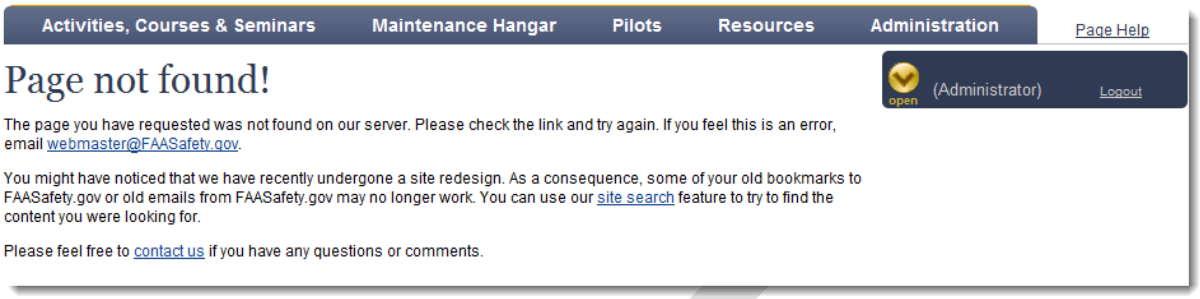
# 10. Appendix B: Errors

## 10.1. Page Not Found




When this page displays, click the *webmaster@FAASafety.gov* link to send an email to the webmaster. Include steps that were executed previous to the Page not Found display in the email text. In the subject line, please enter the page title, Page not Found!

The *contact us* link will open the Contact FAASTeam information page.

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