

**FAASafety.gov**  
**Miscellaneous Admin Version 5.0**  
**Federal Aviation Administration**  
**October 1, 2006**

Gold Systems Inc.

# FAASafety.gov Help Manual for Version 5.0

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## Section 1 - Overview

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### 1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and Representatives using the FAASafety.gov site.

### 1.2 - System Requirements

Requirement	Description
Web Browser	<p>Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at <a href="http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp">http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp</a>.</p> <p>You must have JavaScript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.</p> <p>The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. <i>The FAASafety.gov web application cookies do not store any personal information.</i></p> <p>You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.</p>
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the <a href="http://www.FAASafety.gov">www.FAASafety.gov</a> website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

### 1.3 - Definitions

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASafety.gov Program Managers (FPMs), Regional FAASafety.gov Program Managers (RFPMs), National FAASafety.gov Managers (NFM), and super users are all considered administrators in this context.

FPMs, RFPMs, and NFM each have geographic areas of responsibility, with an FPM controlling the districts, and RFPMs controlling one of 9 national 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. An aviation 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.

#### **1.4 - Further Help and Contact Information**

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles  
National FAASTeam Outreach Manager (NFOM)  
1020 North Flyer Way  
Salt Lake City, UT 84116-2984  
james.e.pyles@faa.gov  
801-257-5071

## Section 2 - Accessing the Administrative Sections

### 2.1 - Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at [www.FAASafety.gov](http://www.FAASafety.gov). They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.

The screenshot shows the FAASafety.gov website. At the top left is the FAAST logo (Federal Aviation Administration Safety Team). The top navigation bar includes links for FAA Home, FAASTeam Home, News, About FAASTeam, Learning Center, and SPANS. A search bar is located in the top right. The main content area features a large banner for "Safer Skies through Education" with an image of a seaplane. On the left side, there is a "Login to Your Account" section with input fields for email and password, and a "Get Registered with FAASafety.gov" button. Below the login section are links for "About FAASTeam", "Online Aviation Learning Center", "SPANS Notification System", "Pilot Proficiency Program - WINGS", "Published Notices", and "FAAFTeam News". The footer contains the FAAST logo, the text "The FAASTeam Combines the FAA and Aviation Industry Team Members", and the FAA logo.

Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Administrator Status and Logout

Admin Tools

Welcome to FAASafety.gov, [nspm@faasafety.gov](mailto:nspm@faasafety.gov)

**FAASafety.gov**

[FAA Home](#) | [FAASTeam Home](#) | [News](#) | [About FAASTeam](#) | [Learning Center](#) | [SPANS](#)  
[Search Events](#) | [Published Notices](#) | [My Home](#) | [Account Preferences](#) | [Logout](#)

Search FAASafety.gov:

## My Events

You are registered for the events listed below. To search for additional events, [click here](#).

### Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

To modify your registration or additional attendees, click the button to the right of the event.  
 To unregister from an event, click the button to the right of the event.

Results 1 to 8 of 8 total      Show me 10 results per page

Date ▼	Title and Description	Location / Distance
Monday Oct 3, 2005 12:00 am AFS07760	<b>FAA Winnings Safety Seminar</b> <i>Topic: Light Out in Military Operating Areas</i> A "WINGS" safety briefing will be conducted by the 299th Range Control Squadron about the upcoming "Light Out" operations in Military Operating Areas (MOA's). Special Use Airspace will also discussed. The FAA has approved Military aircraft to operate with lights out while established in specifically approved Military Operating Areas(MOA's). The specific details will be discussed and questions will be answered during this safety briefing.	Orem, UT 84058 403.7 miles from 80249
Thursday Oct 5, 2006 7:00 am WP118580	<b>24th Annual Nevada State Aviation Maintenance Seminar</b> <i>Topic: Aircraft Maintenance Seminar and IA Renewal</i> The Annual Nevada State Aviation Maintenance Seminar has moved to a new location and time. The 24th Annual Nevada State Aviation Maintenance Seminar has moved to the Reno Hilton and the dates have changed to October 5-6, 2006. Call the Hilton at 775-789-2129 and ask for the special room rate for the AVIAL/FAA Maintenance Seminar.	Reno, NV 89595 <a href="#">View Map</a> 871.6 miles from 80249 0.25 credits

Results 1 to 8 of 8 total

Icon Legend

Event Listings

Standard Options

## Section 3 - Administrative Navigation

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Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you. The administrative navigation is as follows:

<i>Event Management</i>
Create a New Event
Modify or Revise an Event
Approve Events
Close Out Events
Event Template Management
Event Cost Report
Safety Counselor Reports
Event Report Builder
<i>Notice Management</i>
<i>Print Budget Management</i>
<i>Pilot Proficiency Program - WINGS</i>
<i>Lendable Asset System</i>
<i>Consumables</i>
<i>User Management</i>
<i>Content Management</i>
<i>System Administration</i>
<i>faasafety.gov Tools</i>
<i>ALC Library Management</i>
<i>ALC Course Management</i>
<i>Help Reference</i>

The new administrative navigation uses a drop down feature. Each function is provided with a navigation header for example, Event Management, if you click on this, you will get the drop down with each of the areas you manage. This new drop down navigation provides a much more concise admin page where only the area headers are shown.

### 3.1 - My FAASafety.gov Home Page

The My FAASafety.gov Home page has been redesigned to list **ONLY** a few of the events with in the user's preferences. There are links so that the user can view **ALL** events that are within their preferences.

## My FAA Safety.gov Home

Welcome to FAA Safety.gov! Below you'll see a list of events and courses which you are registered for or that meet your preference criteria. To change your preferences, [click here](#). You may also do an [Event Search](#) to find more events on your favorite topics. If you have a need for information on a particular subject please use the [Site Suggestions](#) function to let us know how we can help you with your safety needs.

### Courses Icon Legend

 Begin/Resume Course
  Withdraw From Course
  Review Course
  View Certificate

**My Courses** ([Click here to access "My Courses"](#))

Course Title	Description	
<b>The Art of Aeronautical Decision-Making</b>	This course presents a framework for developing situational awareness, evaluating options, and making safe decisions.	 

**Here are a few upcoming events within 50 miles of 19810 and within 50 miles of 84123.**  
[Click here to show all upcoming events.](#)

Date	Title and Topic		Location / Distance	
Oct 3, 2006 7:00 pm EA1712223	<b><a href="#">Approach and Landing- how well are you prepared?</a></b> <i>Topic: Approach and Landing- are you prepared?</i>	  	Philadelphia, PA 19114 <a href="#">View Map</a> 2141.6 miles from 84123	
Oct 3, 2006 7:00 pm AFS012302	<b><a href="#">Do The Right Thing: Decision Making for Pilots</a></b> <i>Topic: Do the Right Thing: Decision Making for Pilots</i>		Salt Lake City, UT 84105 <a href="#">View Map</a> 5.8 miles from 84123	
Oct 5, 2006 7:00 pm EA1712222	<b><a href="#">Ballistic Parachute Safety for Pilots and 1st Responders</a></b> <i>Topic: Ballistic Parachute Safety for Pilots and First Responders</i>	  	Hammonton, NJ 08037 <a href="#">View Map</a> 2155.6 miles from 84123	

*There may be more upcoming events meeting your preferences that are not shown here.*  
[Click here to show all events meeting your preferences.](#)

## 3.2 - Content Management

### 3.2.1 - List FSDO's

This will provide a list of FSDOs you may view or edit. If a FSDO is not in this list, the FPM has not yet created a record for their own FSDO. You may edit any existing FSDO by clicking the modify icon next to it.

#### FSDO Management

This is a list of FSDOs you may view or edit. If a FSDO is not in this list, the FPM has not yet created a record for their own FSDO. You may edit any existing FSDO by clicking the modify icon next to it.

<b>EA01</b> (Albany) (518) 785-5660	7 Airport Park Blvd Latham, NY 12110-	<b>MODIFY</b>
<b>EA03</b> (Allegheny) (412)886-2580	101 Towne Square Way Pittsburgh, PA 15227-	<b>MODIFY</b>
<b>SO11</b> (Atlanta) 404-305-7200	1701 Columbia Avenue Suite 2-110	<b>MODIFY</b>

You can then edit the FSDO information and click on **"Continue"** then by clicking on the **"Save"** button on the next page

## Edit FSDO Information

Change the FSDO information below as needed, then press the "Save" button.  
 (● indicates a required field, ● indicates an error)

<b>FSDO Identifier</b>	EA01
● <b>FSDO Name</b> Such as "Salt Lake City".	Albany
● <b>FSDO Address</b> Enter the physical FSDO address here.	7 Airport Park Blvd Latham, NY 12110
● <b>FSDO Phone Number</b> General phone number for this FSDO.	(518) 785-5660 (000) 000-0000
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

### 3.2.2 - Local Contact and Facilities

This section will list facilities currently in the system that are within the district or region of the administrator that is logged in. you can filter by the following categories:

- All
- Airport
- FAA
- Counselor
- Other

You can also add a facility by clicking on the **"Add Record"** link. You will then complete the following form and click on the **"Save"** button.

### Contact & Facility Management

This is the list of contacts and facilities currently in the system that are within your district or region (AFS, National). You may create new contact or facility records by clicking [Add Record](#). You can modify and delete contact or facility records by clicking the appropriate link next to the record.

3 total records		<b>Show facilities from</b>	
Filter by: [Show all]		NMO1 (Seattle)	
[Show all] Airport FAA Counselor Other		<a href="#">Add Record</a>	
Type	Address	Location	
FAA	1601 Lind Ave SW, Suite 260 Renton, WA 98057 Ph: (425) 227-1813	Seattle	MODIFY DELETE
FAA	<b>Paul A. Pritchard</b> Safety Program Manager (AW) 1601 Lind Ave. SW Renton, WA 98057 Ph: (425) 227-2324	Seattle	MODIFY DELETE
FAA	<b>David A. May</b> Safety Program Manager (Ops) 1601 Lind Ave. SW Renton, WA 98057 Ph: (425) 227-2567	Seattle	MODIFY DELETE

### 3.2.3 - Seminar Suggestion Topics

This feature allows administrators an interface to add and remove items from the Site Suggestion page.

## Suggestion Topic Management

Below is a list of all topics that will be displayed on the [Site Suggestions](#) page. You may add and remove topics from this list using the links and field provided. A maximum of 20 topics may be in this list. Use the  icon to delete topics from this list.

<ul style="list-style-type: none"><li> Aeronautical Decision Making</li><li> Aircraft Records</li><li> Airspace</li><li> Controlled Flight into Terrain</li><li> Density Altitude</li><li> Human Factors</li><li> Icing</li><li> Loss of Control</li><li> Mountain Flying</li><li> Preflight Planning</li><li> Regulations</li><li> Runway Safety</li><li> Survivability</li><li> Temporary Flight Restriction</li><li> Washington D.C. ADIZ</li><li> Weather</li></ul>
Add Topic: <input type="text"/>
<input type="button" value="Add"/>

## 3.2.4 - Notification Type Management

This feature allows administrators the ability to manage notice types. It also provides the ability to **"Add New Notice Type"**.

### SPANS Notice Types

Below is a list of all notice types currently in the system.

[Add New Notice Type](#)       Modify Notice Type       Delete Notice Type

Notice Type	Permissions	
Local Air Safety Information	SPANS Notices	 
FAA Newsletters	SPANS Notices	 
Airworthiness	SPANS Notices	 
Repair Station	SPANS Notices	 
General Information	SPANS Notices	 
Flight Schools & CFIs	SPANS Notices	 
Unapproved Parts Notification	SPANS Notices	 
New faasafety.gov Features	SPANS Notices	 
FAR Part 91/135 Turbojet Operators	SPANS Notices	 
ATC Notices	ATC Notices	 
New Airspace Concerns	ASO-530 Airspace Notices	 
FAA Charting Information	NACO Notices	 

To manage a notice type simply click on the Modify button and then modify the description and the permission and then click on **"Save"**.

### Notification Type Management

Use the form below to add/modify the information about this notification type.  
( indicates a required field,  indicates an error)

<b>Description</b> Description for this notice type	<input type="text" value="Local Air Safety Information"/>
<b>Permissions</b> Select permissions required to create notices of this type.	<input type="checkbox"/> ASO-530 Airspace Notices <input type="checkbox"/> ATC Notices <input type="checkbox"/> NACO Notices <input checked="" type="checkbox"/> SPANS Notices <input type="checkbox"/> TSA Notices
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

To “Add New Notice Type” click on the link and the complete the form and click on “Save”.

### Notification Type Management

Use the form below to add/modify the information about this notification type.  
 (● indicates a required field; ● indicates an error)

**Description**  
Description for this notice type

**Permissions**  
Select permissions required to create notices of this type.

ASO-530 Airspace Notices  
 ATC Notices  
 NACO Notices  
 SPANS Notices  
 TSA Notices

**Set User Preferences**  
If yes, this notification type will be added to all airmen preferences. **USE WITH CAUTION.**

### 3.2.5 - District Management

To manage the district simply select a district from the drop down list, you will then be presented with the below screen where you can add a county. You can also check for “holes” (counties which are not assigned to a district) by clicking on the link in the top header.

#### District Management

This list of districts can be modified by clicking on the [Modify](#) link next to a district. To check for “holes” (counties which are not assigned to a district), [click here](#).

**Show District:** NM01 (Seattle) ▼

**State**  **County Code**

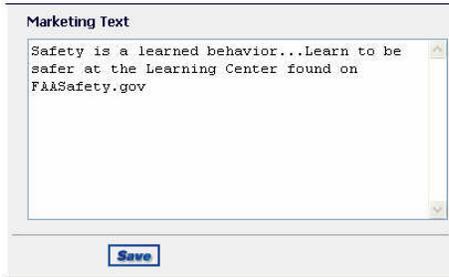
State	County	County Name	
wa	009	Clallam	DELETE
wa	027	Grays Harbor	DELETE
wa	029	Island	DELETE
wa	031	Jefferson	DELETE
wa	033	King	DELETE
wa	035	Kitsap	DELETE
wa	041	Lewis	DELETE
wa	045	Mason	DELETE
WA	049	Pacific	DELETE
wa	053	Pierce	DELETE
WA	055	San Juan	DELETE
wa	057	Skagit	DELETE
wa	061	Snohomish	DELETE
wa	067	Thurston	DELETE
wa	073	Whatcom	DELETE

### 3.2.6 - Marketing Text Management

This feature allows administrators the ability to create text that will appear on the public home page, bottom of outgoing email, and on automatically generated PDF flyer documents. Make any changes as desired below, then press the "Save" button. These changes will take effect immediately on the home page and on any *new* email and PDF documents. To remove any marketing text in these locations, delete all text in the field below.

## Marketing Text Management

The text in the box below will appear on the **public home page**, **bottom of outgoing email**, and on **automatically generated PDF flyer documents**. Make any changes as desired below, then press the "Save" button. These changes will take effect immediately on the home page and on any *new* email and PDF documents. To remove any marketing text in these locations, delete all text in the field below.



The screenshot shows a web form titled "Marketing Text". It contains a text area with the following text: "Safety is a learned behavior...Learn to be safer at the Learning Center found on FAASafety.gov". Below the text area is a "Save" button.

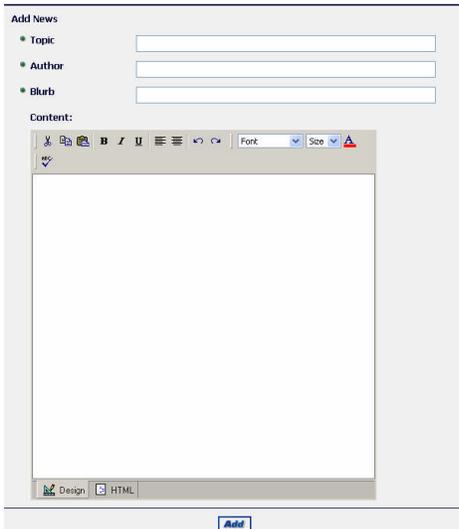
## 3.2.7 - New (Hot Topics) Management

News Management provides the ability of administrators to update the new blurb on the home page of the FAASafety.gov site. The news posting is found in the lower left hand corner under the public links. The two most current news items posted shows up on that home page. Users can link to all news items from that page or from the "News" link in the top navigation.

To add a news item, complete the below fields and then click on "**Add**", you will then be able to review and "**Save**" the news item.

## News Management

Add a News item by filling out the fields below, or manage existing News items by clicking on Modify, Delete or Review.  
(\*) indicates a required field, (e) indicates an error  
Click [here](#) to view the list of current news items.



The screenshot shows a web form titled "Add News". It has three input fields: "Topic", "Author", and "Blurb". Below these fields is a "Content:" section with a rich text editor. The editor has a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and font color. The editor is currently in "Design" mode. At the bottom of the form is an "Add" button.

## 3.2.8 - Online Resource Management

This feature allows administrators the ability to create Online Resources. Administrators can 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.

## Online Resource Management

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	<input type="text"/>
Master Category	Resources for Pilots <input type="button" value="v"/>
Description	<input type="text"/>
<input type="button" value="Add"/>	

Name / Master Category	Description	
<b>Resources for Pilots:</b>		
Aircraft & Airworthiness	Links to FAA airworthiness info and industry safety postings	MODIFY DELETE MANAGE
Airspace	Links to information on airspace	MODIFY DELETE MANAGE

## 3.3 - User Statistics Report

The User Statistics Report provides a snap shot of the current use of the FAASafety.gov system.

## 3.4 - FAASafety.gov Tools

### 3.4.1 - Geographical Statistics 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 RFPM's and higher will have the links to down the statistics to a CSV file.

## Geographical Statistics Tool

This tool allows you to select any geographical or user information and retrieve statistical information based on your selections. When selecting geographic parameters, you may click the ✖ icon to remove a specific selection.

Distribution Criteria		Save Load
User preference --Ignore All User Preferences-- <input type="button" value="v"/>		
<b>Total Distribution Statistics</b>		<b>Add Set</b> <input type="button" value="v"/>
FAASafety.gov Users	0	You have not defined any selection sets. <b>Create a New Set</b>
Users which are Opted Out	0	
<b>Total Emails to be Sent</b>	<b>0</b>	
Airmen from the Registry	0	
Invalid Postal Addresses	0	
<b>Total Postcards to be Sent</b>	<b>0</b>	
Grand Total Notified	0	
Use the "Modify Set" link above, or click "Add Set" to create a new set.		

[Click here to download a CSV of the email distribution meeting these criteria \[EMAIL\]](#)

[Click here to download a CSV of the postcard distribution meeting these criteria \[POSTAL\]](#)

(Note the files above may be large, so be patient with downloads.)

A selection can be made using any number or combination of Zip Codes, Counties, or States to generate the geographical area from which you want to draw your results. This area can then be narrowed by the Certificates and Ratings, and /or User Types of the specific users you are searching for.

To view the full capabilities of the Distribution Criteria please see **Selecting Distribution Criteria in section 3.2.2.1**

### 3.4.2 - Mailing List Manager

The Mailing List Manager utility allows administrators the ability to remove airmen from any printed material originating from the FAASafety.gov. Airmen can be removed because of a returned postcard or due to a request from the airman to not receive mailings any longer.

From the link, "Mailing List Manager" under FAASafety.gov Tools, you will have two options, "Search for Airman to remove from the mailing list", and "View the list of Airmen that have been removed from the mailing list".

#### Search for Airman to remove from the mailing list

From this link you will have the option of searching for airman by Last Name and Zip Code, just by Zip Code or by the Postcard Id (this Id will be on each returned postcard). The Postcard Id can be entered using the bar code scanner, or by manually entering the Postcard Id from the return postcard.

If you search for airman manually by Postcard Id, you can then remove the user by simply clicking on the Remove link and selecting a reason why the airman is being removed and then by clicking on Continue.

If using the bar code scanner, you scan the Postcard Id, scan the reason and the airman will be removed automatically.

#### Mailing List Management - Airman Lookup

[Back To Mailing List Management](#)

Please fill in the form and click the "Search" button to find an airman. You may use a wildcard (\*) in the Last Name field.

Postcard Id <input type="text"/>	Last Name <input type="text"/>	ZIP Code <input type="text"/>
<input type="button" value="Search"/>		

#### View the list of Airmen that have been removed from the mailing list

By clicking on this link, you will be displayed a list of airmen that have been removed from the mailing list and have the option of downloading this list to a CSV (comma separated value) file. You can re-add this airman to the list by clicking on the link, "Re-add to list"

#### Mailing List Management - Removed Airmen

[Back To Mailing List Management](#)

This is a list of airmen who have been removed from the mailing list. [Click here](#) to download the entire list as a CSV file.

Last Name <input type="text"/>	First Name <input type="text"/>	ZIP Code <input type="text"/>					
<input type="button" value="Search"/>							
Items 1 to 10 of 7943 total							
Show me <input type="text" value="10"/> items per page		Next 10 ►					
Postcard Id	Airman	Address		Reason			
4809030	A	MOHAMED	PO BOX 4023	OAKLAND	CA	Bad Address	<a href="#">Re-add to List</a>

### 3.5 - Print Budget Management

This will allow the National Safety Program Manager to specify the national mailing budget, and allow RFPM's and FPM's the ability to manage their budget. The budget will be automatically maintained by the system and track, costs and remaining funds available on a local, regional, and national scale.

After the NFM adds funds the RFPM will need to distribute funds to their individual districts. This will be accomplished through the use of the Print Budget Management. Depending on your permissions you will be able to access the various links below.

<b>Print Budget Management</b>
<b>"My Funds"</b>
<b>Add Funds</b>
<b>Distribute Funds</b>
<b>Move Funds</b>
<b>Remove Funds</b>
<b>Funding Reports</b>
<b>Zero Budgets</b>
<b>Force Printing</b>

### 3.5.1 - My Funds

The **My Funds** screen will allow administrator to see a "snapshot" of their current funds as of the current date.

#### Print Budget Management - "My Funds"

This table shows a snapshot of your current funds as of 9/29/2006 5:16:22 PM.

Current Print Funds for AFS	
Available, Unallocated Funds	\$36,587.46
Allocated Funds	\$0.00
Allocated Funds + Approved Funds	\$0.00
Spent Total	(\$206.69)
Actual Balance	\$36,587.46
Requested Funds	\$0.00

This table shows a snapshot of funding in districts/regions below you as of 9/29/2006 5:16:22 PM.

Budget *	Unplanned Funds	Allocated for Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
AFS	\$36,587.46	\$0.00	\$0.00	(\$206.69)	\$36,587.46
AL only	\$113.14	\$0.00	\$0.00	(\$232.40)	\$113.14
AL & subs	\$113.14				\$113.14
EE only	\$379.12	\$0.00	\$0.00	(\$3,839.50)	\$379.12
EE & subs	\$379.12				\$379.12
EA only	\$1,298.99	\$0.00	\$0.00	(\$2,562.05)	\$1,298.99
EA & subs	\$1,298.99				\$1,298.99

### 3.5.2 - Add Funds

This function allows the NFM to add funds, after this the RFPM will need to distribute funds to their individual districts.

#### Print Budget Management - Add Funds

To add funds, enter in the amount and description of the transaction below. After adding funds, you may [distribute funds](#).

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

**Amount to Add**  
This amount will be added to your budget.

**Comments**  
Describe the reason or source of this transaction.

**Current Funds Nationally**

Current Print Funds for AFS	
Available, Unallocated Funds	\$36,587.46
Allocated Funds	\$0.00
Allocated Funds + Approved Funds	\$0.00
Spent Total	(\$206.69)
Actual Balance	\$36,587.46
Requested Funds	\$0.00

### 3.5.3 - Distribute Funds

The **Distribute Funds** screen will allow administrators the ability to allocate funds for their various regions or districts. *\*note the numbers illustrated below are not actual and are only for demonstration purposes.* This screen will also show the administrator the percentage of airmen as well as the number in each district. This screen will also show current funds already allocated to each district.

#### ***Print Budget Management - Distribute Funds***

Available funds for distribution are shown below. Specify the amount to be distributed and click 'Recalculate' or adjust manually below.

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

<b>Unallocated Funds for NM</b>	<b>\$100,439.09</b>
● <b>Amount to be Distributed</b>	<input type="text" value="0.00"/> <a href="#">Recalculate</a>
<b>Region/District</b>	<b>Amount to Distribute / [Current Unallocated Funds]</b>
● <b>NM01 - Seattle</b> 25.38%, 23,737 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● <b>NM03 - Denver</b> 24.74%, 23,133 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● <b>NM04 - Casper</b> 2.72%, 2,539 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● <b>NM05 - Helena</b> 5.6%, 5,241 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● <b>NM07 - Salt Lake City</b> 13.9%, 13,001 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● <b>NM09 - Portland</b> 16.26%, 15,205 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● <b>NM11 - Boise</b> 4.61%, 4,308 airmen	<input type="text" value="0.00"/> [Current: \$0.00]
● <b>NM13 - Spokane</b> 6.79%, 6,347 airmen	<input type="text" value="0.00"/> [Current: (\$16.20)]
<b>Total of Above</b> (Automatically Updates) This value must match the amount entered in 'Amount to be Distributed' above	<input type="text" value="0.00"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

The administrator will enter an amount in the Amount to be Distributed field. The administrator can then click on the **Recalculate** button which will evenly distribute the amount to be distributed based on the number of airmen in each region. The administrator can also simply enter amounts in the fields next to the region or district and distribute those funds. The Total amount cannot exceed the Amount to be Distributed. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.

## Print Budget Management - Distribute Funds

Available funds for distribution are shown below. Specify the amount to be distributed and click 'Recalculate' or adjust manually below.

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

<b>Unallocated Funds for NM</b>	<b>\$100,439.09</b>
● <b>Amount to be Distributed</b>	<input type="text" value="15000.00"/> <a href="#">Recalculate</a>
<b>Region/District</b>	<b>Amount to Distribute / [Current Unallocated Funds]</b>
● <b>NM01 - Seattle</b> 25.38%, 23,737 airmen	<input type="text" value="3807.63"/> [Current: <b>\$0.00</b> ]
● <b>NM03 - Denver</b> 24.74%, 23,133 airmen	<input type="text" value="3710.74"/> [Current: <b>\$0.00</b> ]
● <b>NM04 - Casper</b> 2.72%, 2,539 airmen	<input type="text" value="407.28"/> [Current: <b>\$0.00</b> ]
● <b>NM05 - Helena</b> 5.6%, 5,241 airmen	<input type="text" value="840.70"/> [Current: <b>\$0.00</b> ]
● <b>NM07 - Salt Lake City</b> 13.9%, 13,001 airmen	<input type="text" value="2085.48"/> [Current: <b>\$0.00</b> ]
● <b>NM09 - Portland</b> 16.26%, 15,205 airmen	<input type="text" value="2439.02"/> [Current: <b>\$0.00</b> ]
● <b>NM11 - Boise</b> 4.61%, 4,308 airmen	<input type="text" value="691.04"/> [Current: <b>\$0.00</b> ]
● <b>NM13 - Spokane</b> 6.79%, 6,347 airmen	<input type="text" value="1018.11"/> [Current: <b>(\$16.20)</b> ]
<b>Total of Above</b> (Automatically Updates) This value must match the amount entered in 'Amount to be Distributed' above	<input type="text" value="15000.00"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

### 3.5.4 - Move Funds

The **Move Funds** screen will allow the administrator the ability to transfer funds from one district (region). Only funds that are Unallocated can be transferred. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.

## Print Budget Management - Move Funds

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 Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
NM	\$100,439.09	\$0.00	\$0.00	(\$394.62)	\$100,439.09
NM01	\$0.00	\$0.00	\$0.00	(\$67.20)	\$0.00
NM03	\$0.00	\$0.00	\$0.00	(\$486.00)	\$0.00
NM04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NM05	\$0.00	\$0.00	\$0.00	(\$23.75)	\$0.00
NM07	\$0.00	\$0.00	\$0.00	(\$840.90)	\$0.00
NM09	\$0.00	\$0.00	\$0.00	(\$54.35)	\$0.00
NM11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NM13	(\$16.20)	\$16.20	\$0.00	(\$409.20)	\$0.00
<b>Totals</b>	<b>\$100,422.89</b>	<b>\$16.20</b>	<b>\$0.00</b>	<b>(\$2,276.02)</b>	<b>\$100,439.09</b>

● Transfer Funds From

● Transfer Funds To

● Amount to Transfer

● Comments  
Describe the reason for this transaction.

Administrators will have two reports available, **General Ledger** and **Funding Status**.

### 3.5.5 - Transaction History Report

The Transaction History Report will provide the administrator with transactions based on the dates selected by the administrator. The Report will default to the last seven days from the current date. The administrator will also be able to select specific regions or districts as well as the ability to download the report as a CSV file.

#### Print Budget Management - Reports

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 events 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	Jun	1	2005	to	Dec	28	2005	<input type="button" value="GENERATE"/>
Show	NM (Northwest Mountain Region) <input type="checkbox"/> and all below							
Transaction Types	[show all transaction types]							

Trans. Date	User	Budget	Debit	Credit
10/26/2005	Jim	NM		\$2,067.51
10:39 am	faabeta@earthlink.net	Funds Distribution		
		Move funds from AFS to NM. Comments: Distribution from AFS to NM		
11/15/2005	Chuck	NM	(\$525.88)	
10:16 am	chuck.sicotte@faa.gov	Funds Distribution		
		Move funds from NM to NM01. Comments: Distribution from NM to NM01		
11/15/2005	Chuck	NM	(\$142.35)	
10:16 am	chuck.sicotte@faa.gov	Funds Distribution		
		Move funds from NM to NM13. Comments: Distribution from NM to NM13		
<b>Total Balance</b>		<b>\$0.00</b>	<b>(\$2,067.51)</b>	<b>\$2,067.51</b>

### 3.5.6 - Funding Status Report

The Funding Status Report provides the administrators the ability to view the print cost report. This will show all costs associated to printing based on region or district, by individual event or notice. The administrator must select a funding type (all, allocated, Allocated and Approved, Approved, Approved and Spent, or Spent Only). The administrator must then select a region or district. Then click on Generate and the system will generate the report based on the parameters specified.

#### Print Budget Management - Reports

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

<b>Funding Status Type</b>	[all]		<b>GENERATE</b>
<b>Show</b>	[select from th	nd all below	
	[all] Allocated Only Allocated and Approved Approved Only Approved and Spent Spent Only		