

FAASafety.gov
User Management Help Manual for Version 5.0
Federal Aviation Administration
October 1, 2006

Gold Systems Inc.

FAASafety.gov Help Manual for Version 5.0

Table of Contents

Section 1 – Overview	3
1.1 – Introduction	3
1.2 – System Requirements	3
1.3 – Definitions	3
1.4 – Further Help and Contact Information	4
Section 2 – Accessing the Administrative Sections.....	5
2.1 – Logging onto the system	5
Section 3 – Administrative Navigation.....	7
3.1 – My FAASafety.gov Home Page	7
3.2 – User Management	8
3.2.1 – Find a User to Manage	8
3.2.2 – Modify/Edit a User	9
3.2.3 – Permissions/User Roles	10
3.2.4 – Delete.....	12

Section 1 - Overview

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 http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp.</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 www.FAASafety.gov 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. 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 with the text "Safer Skies through Education" and 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

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	FAA Winnings Safety Seminar <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	24th Annual Nevada State Aviation Maintenance Seminar <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 View Map 871.6 miles from 80249 0.25 credits

Results 1 to 8 of 8 total

Icon Legend

Event Listings

Standard Options

- Event Management**
- 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
- Notice Management**
- Print Budget Management
- Pilot Proficiency Program - WINGS
- Lendable Asset System
- Consumables
- User Management
- Content Management
- System Administration
- faasafety.gov Tools
- ALC Library Management
- ALC Course Management
- Help Reference
- My faasafety.gov Home**
- My Events
- My Proficiency
- My Courses
- Aviation Learning Center
- FSDO Lending System
- Preferences
- Search All Events
- Published Notices
- Local Contact Information
- Seminar Topic
- Suggestions

Section 3 - Administrative Navigation

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 FAASafety.gov Home

Welcome to FAASafety.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	
The Art of Aeronautical Decision-Making	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	Approach and Landing- how well are you prepared? <i>Topic: Approach and Landing- are you prepared?</i>	  	Philadelphia, PA 19114 View Map 2141.6 miles from 84123	
Oct 3, 2006 7:00 pm AFS012302	Do The Right Thing: Decision Making for Pilots <i>Topic: Do the Right Thing: Decision Making for Pilots</i>		Salt Lake City, UT 84105 View Map 5.8 miles from 84123	
Oct 5, 2006 7:00 pm EA1712222	Ballistic Parachute Safety for Pilots and 1st Responders <i>Topic: Ballistic Parachute Safety for Pilots and First Responders</i>	  	Hammonton, NJ 08037 View Map 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 - User Management

Depending on the administrators permissions the below link may be available.

- [Find a User to Manage](#)
- [User Statistics Report](#)
- [User Role Audit Report](#)

3.2.1 - Find a User to Manage

From this link you will have the opportunity to search for a user in your region by completing any or all of the following fields and then by clicking the "**Search**" button.

Find a User

To locate a user, fill in any of the search fields below. This will search for users matching the criteria below that are within your district or region, which is AFS. You may use a wildcard (*) in any field **except** Airman Id. If you get too many results, refine your search criteria further to narrow down the results. **NOTE: The "Airman ID" is NOT the airman's certificate number.**

First Name	Last Name	Airman ID	Show Only (blank for all)	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Administrator <input type="checkbox"/> NFM <input type="checkbox"/> RFPM <input type="checkbox"/> FPM <input type="checkbox"/> ATC <input type="checkbox"/> Representative <input type="checkbox"/> Airman <input type="checkbox"/> User	
Email Address	<input type="text"/>			

If you would like to do a database search by a single initial, for instance "a", you can do so by putting in an asterisk (*) after the first initial in the name field and clicking on the "Search" button.

You can also check if you want to only show a specific type of user, such as an Airmen or REPRESENTATIVES, etc.

After finding the user that the administrator is looking for, they can then either "modify" or "delete" that user.

Only site administrators can "delete" users from the site. If you do not have permission to delete a user, this link will not appear.

3.2.2 - Modify/Edit a User

You can modify the fields below for users under your direction: Please note, changing the "Type of User" field does not change that user's permission. Please see Permissions below to modify the user's roles and permissions.

***In order for the system to correct 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.)**

From the Edit a User screen, you can modify the users name, region/district, address, zip code, phone number, type of user and password.

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.

Edit a User

The following information can be changed for the user you have selected. Press [Cancel](#) to return to the user list.

 **NOTE: Do not use this user management feature without reading and understanding the administrative user manual. [Click here](#) to access the current user manual.**

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

ihlstripes@hotmail.com		Created: 11/01/2004 Status: Active User
User's First and Last Name	James	McKenna
User's Region / District <small>This is the region for which this user is authoritative (if applicable).</small>	NM (Northwest Mountain Region)	
Address and Zip Code <small>Only enter the street address here. The city and state will be retrieved based on the zip code of this user. May also be used for type of Representative including fields of expertise or specialties.</small>	Zip Code: 84123 Salt Lake City, UT	
Phone Number <small>The phone number is optional, but recommended for ASGs, SPMS, RSPMs, and NSPMs.</small>		
Type of User <small>The user type is ONLY for determining hierarchy (such as an FPM is under an RFPM). This does NOT change a user's permissions!</small>	RFPM	
Change Password <small>To change this user's password, type in a new password here. Leaving this field blank will leave this user's password unchanged.</small>		
User Roles Assignment		
<input checked="" type="checkbox"/> 1-General Purpose Roles		
<input checked="" type="checkbox"/> Aviation Learning Center		
<input checked="" type="checkbox"/> Consumables Administration		
<input checked="" type="checkbox"/> Content Subsystems		
<input checked="" type="checkbox"/> FLAM Administration		
<input checked="" type="checkbox"/> Global Administration		
<input checked="" type="checkbox"/> Notices		
<input checked="" type="checkbox"/> SPANS Management		
<input checked="" type="checkbox"/> WINGS		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

3.2.3 - Permissions/User Roles

***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.**

You can manage the user's permission under the Users Roles Assignments. There are various Roles that a user may be assigned. By clicking on any of the folder icons, you can then view which permissions in each category are available.

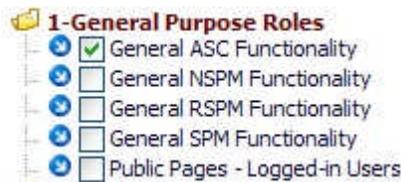
You are only allowed to provide users the same roles/permissions (or less) as you are currently assigned.

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.



Under each of the roles, if you expand the  you will then see all permission under that particular role as show below



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.



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.



Content Subsystems-

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.



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.



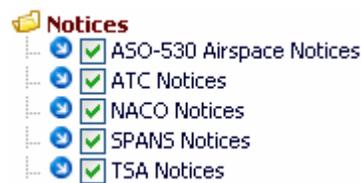
Global Administration-

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.



Notice Management-

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.



SPANS Management-

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.



3.2.4 - Delete

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.