

NOTAM Group Management User Guide

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The Issuing and Amending Authority of the Airservices Australia NOTAM Group Management User Guide is the National Operations Centre Line Manager – NBC

Change summary

Version	Date	Brief summary of changes	NRFC
1	14 January 2016	Initial issue	30221

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Table of contents

1	Introduction.....	3
2	NOTAM Group management queries	3
3	Registering for NAIPS access.....	3
4	NAIPS password security.....	3
5	Accessing your NOTAM Group.....	4
6	Add a Group Manager.....	5
7	Add a Group Member.....	6
8	Upgrade an existing Member to Manager access.....	7
9	Remove Manager access.....	8
10	Delete a Manager/Member.....	9

1 Introduction

CASR 175.155 (7) requires Airservices, as the AIS provider, to verify that the data or information was provided to the provider by a NOTAM authorised person.

In order to achieve this, Airservices has created functionality within NAIPS for aeronautical data originators to manage their authorised NOTAM person(s) list through the creation of a NOTAM Group.

An application form to create a NOTAM Group will be distributed during the [Data Product Specification \(DPS\)](#) release. The provision of DPSs to aerodrome operators is a staged process over the next several months to facilitate a controlled flow of information. If you have received a DPS but have not completed the notification form please do so as soon as possible.

NOTAM Groups are created exclusively by the NOTAM Office in order for the correct NAIPS protocols to be applied. After your group has been created it will be the responsibility of the group manager(s) to maintain the list.

The following document details how Group managers can add and remove NOTAM authorised person(s), and can assign or remove manager access to any member of the Group.

2 NOTAM Group management queries

After your NOTAM Group is created, queries relating to NOTAM Group management should be directed to the NOTAM Office at nof@airservicesaustralia.com or telephone 02 6268 5063.

Queries relating to AIP requirements should be directed to docs.amend@airservicesaustralia.com or telephone 02 6268 5596.

3 Registering for NAIPS access

To access the **NAIPS internet service**, you must register a username and password and provide your contact details. Your username and password must be protected by you from disclosure to unauthorised individuals.

Register to use NAIPS at <https://www.airservicesaustralia.com/naips/Account/Register>.

Note: For assistance in completing most data fields, hover the cursor or pointer over an item, without clicking it, and a tool tip may appear.

4 NAIPS password security

A password reset is required every 180 days for NAIPS access and accounts are purged when unused for 365 days. Regular changing of passwords protects our Air Traffic Control system from unauthorised intrusion and maintains security from cyber threats. Users may change passwords at any time or when prompted should your password expire.

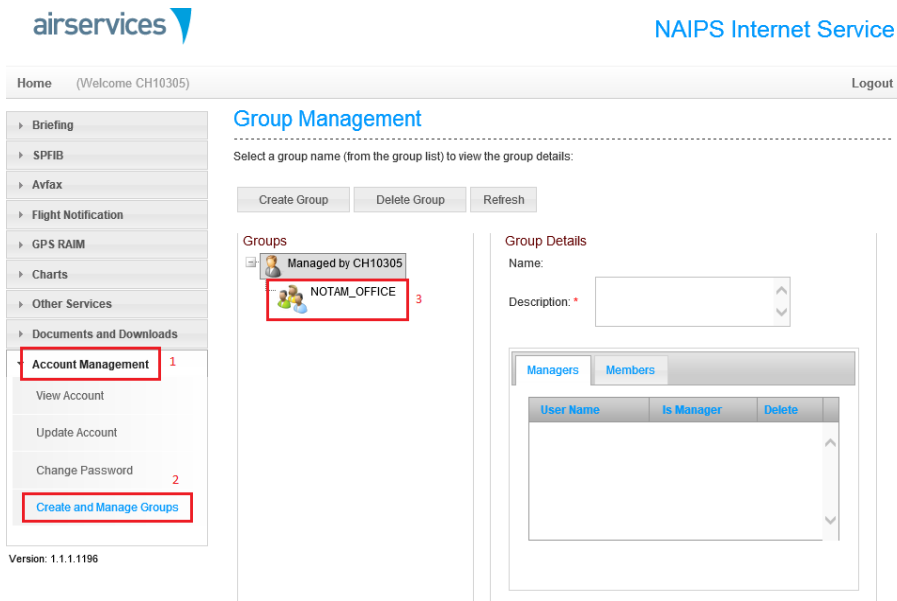
Airservices recognises possible inconvenience of regular password changes however security of our Air Traffic Control systems is our aim for the benefit of Australian aviation.

For help with NAIPS Account access call the Airservices Australia Help Desk (24 hrs a day, seven days a week) on 1800 801 960.

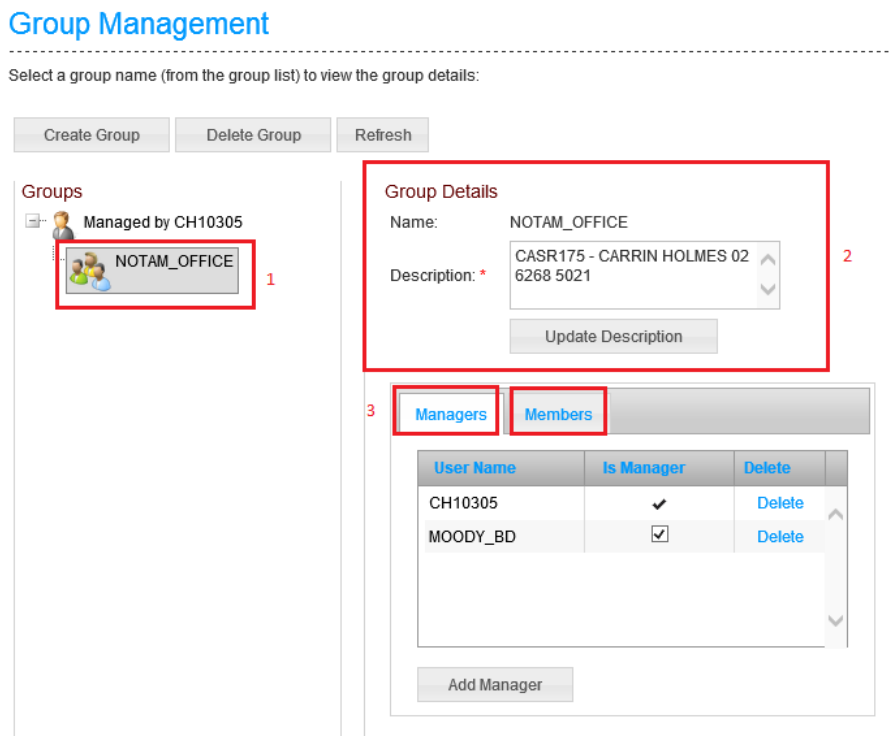
Note: Password reset emails are not being sent to Gmail accounts. If possible, users are encouraged to use an alternate email address which can be changed under Account Management.

5 Accessing your NOTAM Group

- 1) Login to NAIPS <https://www.airservicesaustralia.com/naips>
- 2) In **Account Management** select **Create and Manage Groups** then select the appropriate group from your **Groups** list.



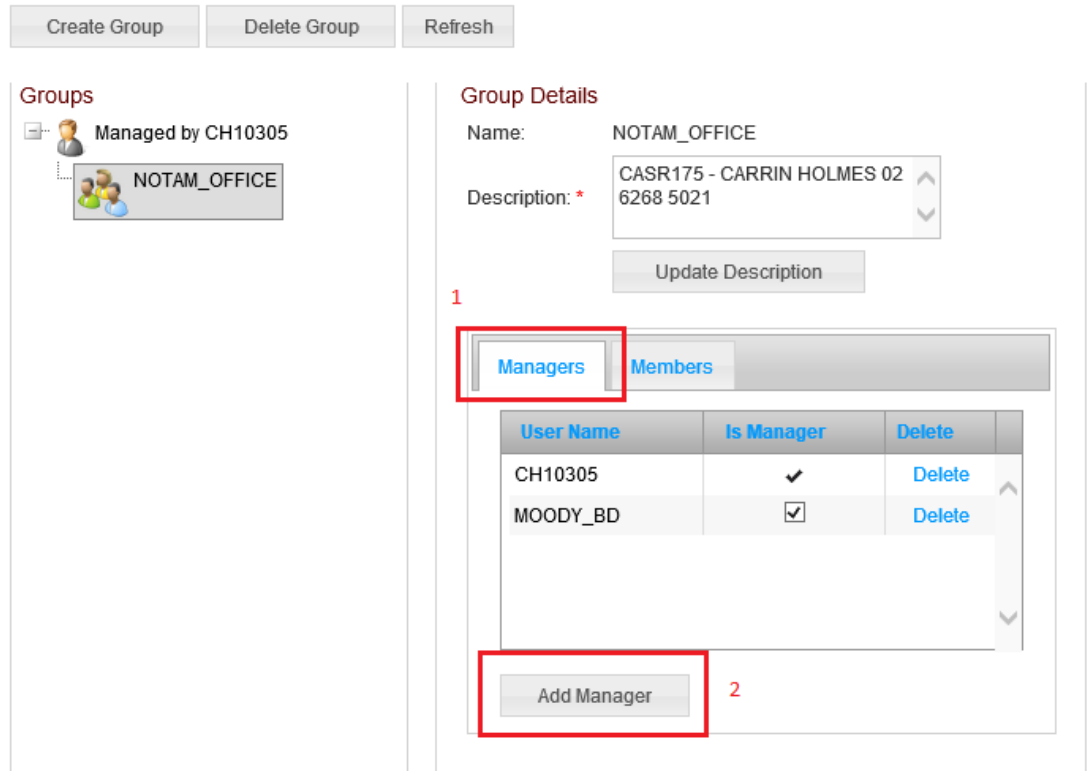
- 3) Once selected you will be presented with your **Group Details** and a list of **Managers** and **Members** shown in two tabs.



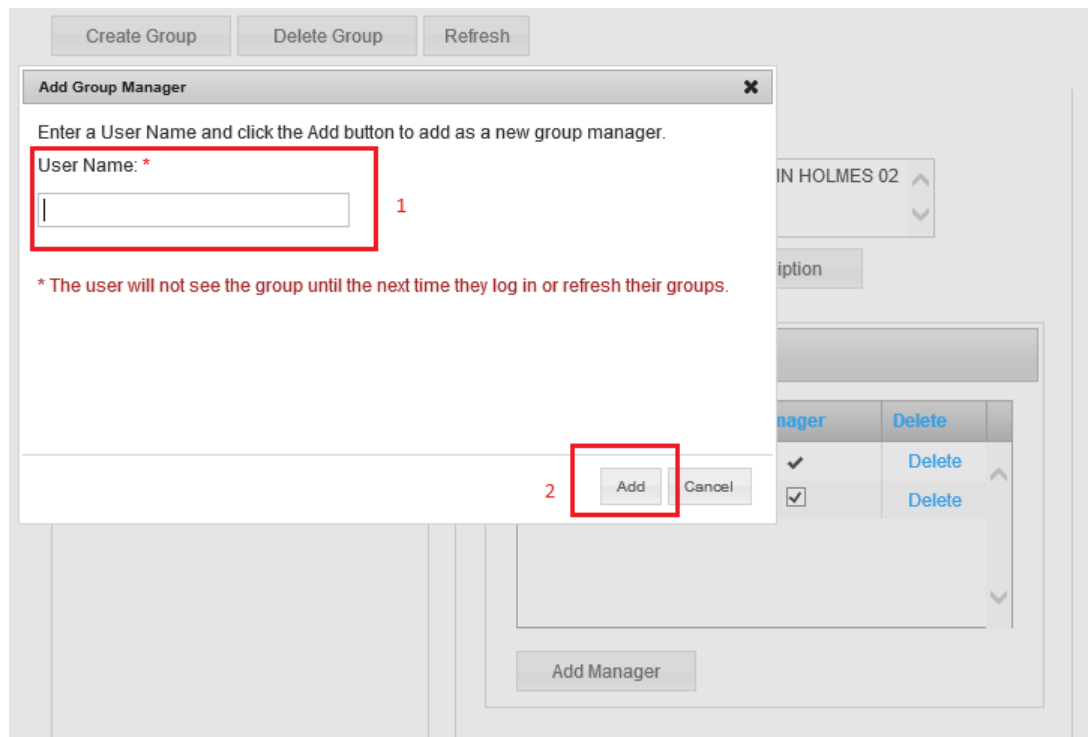
Note: Leave the description unchanged unless the Group Manager changes. As Groups may have multiple managers the main AIP/NOTAM responsible person (generally the aerodrome manager) will be identified in the description for contact purposes.

6 Add a Group Manager

- 1) Select the **Managers** tab, then **Add Manager**.

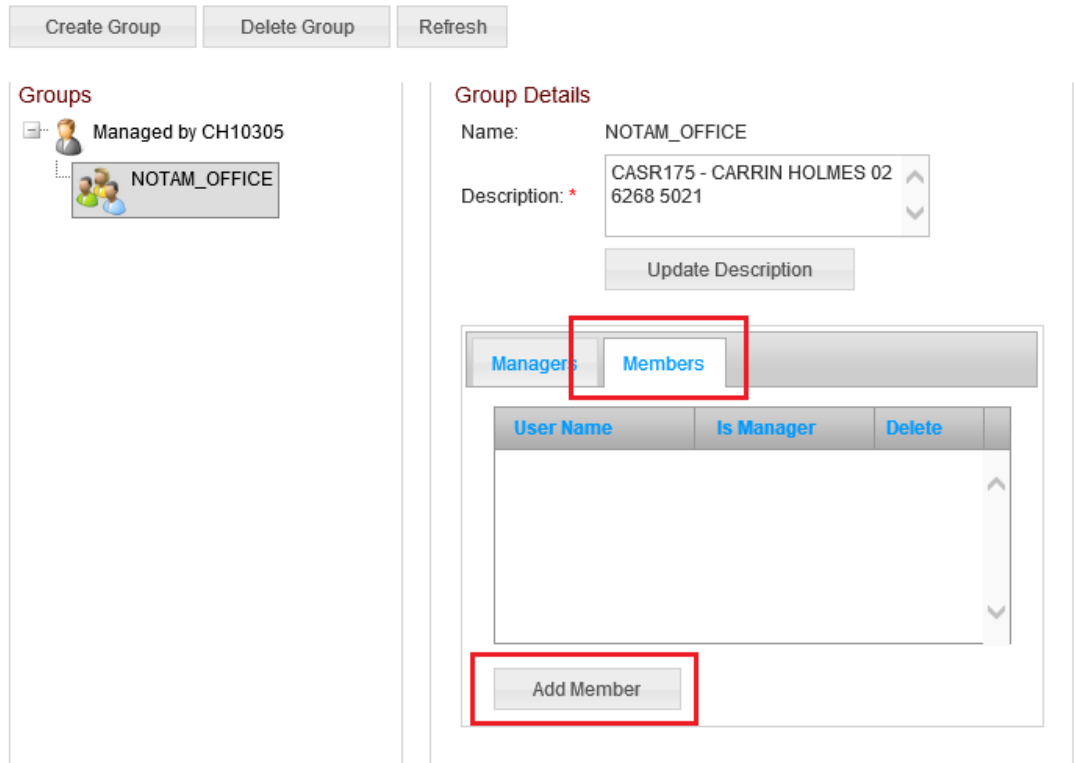


- 2) Enter the **NAIPS User Name** of the individual you wish to add and select **Add**.

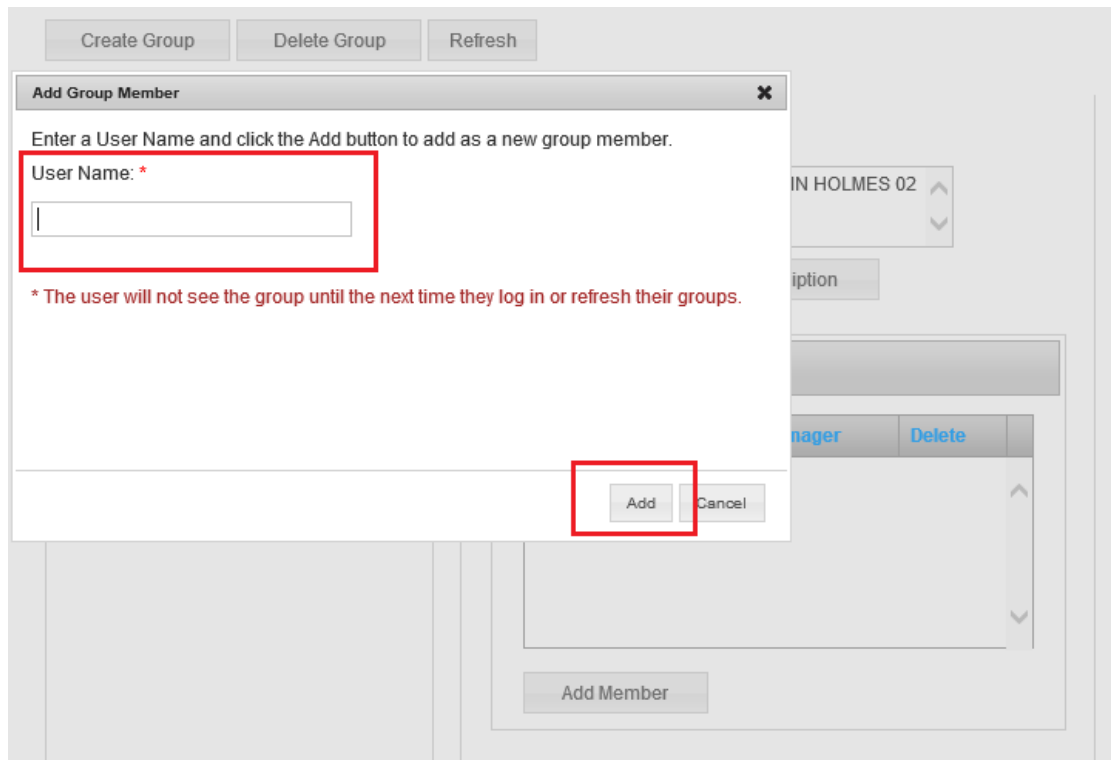


7 Add a Group Member

- 1) Select the **Members** tab, then **Add Member**.



- 2) Enter the **NAIPS User Name** of the individual you wish to add and select **Add**.



8 Upgrade an existing Member to Manager access

- 1) Select the **Members** tab, and tick the empty box in the **Is Manager** column.

The screenshot shows the 'Group Details' page for 'NOTAM_OFFICE'. At the top, there are buttons for 'Create Group', 'Delete Group', and 'Refresh'. Below these, the 'Groups' section shows 'Managed by CH10305' and a card for 'NOTAM_OFFICE'. The 'Group Details' section shows the group name and description: 'CASR175 - CARRIN HOLMES 02 6268 5021'. Below this is an 'Update Description' button. The main area has two tabs: 'Managers' and 'Members'. The 'Members' tab is active, showing a table with columns 'User Name', 'Is Manager', and 'Delete'. The table contains one row for user 'JS15468' with an unchecked checkbox in the 'Is Manager' column, which is highlighted with a red box. There is also a 'Delete' button next to the user name. At the bottom of the table is an 'Add Member' button.

- 2) You will receive a confirmation prompt. Select **OK** to confirm upgrade.

This screenshot shows the same interface as the previous one, but with a confirmation dialog box overlaid. The dialog box has a title bar 'Message from webpage' and a close button. Inside, there is a question mark icon and the text: 'Are you sure you want to make this group member "JS15468" a Group Manager'. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box. In the background, the 'Members' table is visible, and the 'Is Manager' checkbox for 'JS15468' is now checked.

9 Remove Manager access

- 1) Select the **Managers** tab, and untick the box in the **Is Manager** column.

The screenshot shows the 'Group Details' page for 'NOTAM_OFFICE'. The 'Managers' tab is selected. A table lists the current managers:

User Name	Is Manager	Delete
CH10305	<input checked="" type="checkbox"/>	Delete
JS15468	<input checked="" type="checkbox"/>	Delete
MOODY_BD	<input checked="" type="checkbox"/>	Delete

The checkbox for JS15468 is highlighted with a red box. Below the table is an 'Add Manager' button.

- 2) You will receive a confirmation prompt. Select **OK** to confirm removal of Manager access. The individual will now appear in the **Members** tab.

The screenshot shows the same 'Group Details' page as above, but with a confirmation dialog box overlaid. The dialog box contains the following text:

Message from webpage

Are you sure you want to make this group manager "JS15468" only a Group Member

Buttons: OK, Cancel

The 'OK' button is highlighted with a red box. In the background, the 'Managers' table is visible, and the 'Is Manager' checkbox for 'JS15468' is now unchecked.

10 Delete a Manager/Member

- 1) Select the appropriate **Managers** or **Members** tab, and select the delete option against the User Name of the individual you wish to remove.

The screenshot shows the NOTAM Group Management interface. At the top, there are three buttons: 'Create Group', 'Delete Group', and 'Refresh'. Below these, the 'Groups' section shows a group named 'NOTAM_OFFICE' managed by 'CH10305'. The 'Group Details' section shows the group name 'NOTAM_OFFICE' and a description 'CASR175 - CARRIN HOLMES 02 6268 5021'. Below the description is an 'Update Description' button. The 'Members' tab is selected, showing a table with columns 'User Name', 'Is Manager', and 'Delete'. The table contains one row for 'JS15468' with an unchecked 'Is Manager' checkbox and a 'Delete' button highlighted with a red box. Below the table is an 'Add Member' button.

User Name	Is Manager	Delete
JS15468	<input type="checkbox"/>	Delete

- 2) You will receive a confirmation prompt. Select **OK** to confirm removal from the Group.

The screenshot shows the NOTAM Group Management interface with a confirmation dialog box overlaid. The dialog box is titled 'Message from webpage' and contains a question mark icon and the text 'Are you sure you want to delete this group member "JS15468"'. Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. The background interface is partially visible, showing the 'Groups' and 'Group Details' sections, with the 'Delete' button for the member 'JS15468' also highlighted with a red box.