

# **NOTAM Group Management User Guide**

**ATS-GUIDE-0040**

**Version 3**

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## Change summary

| Version | Date          | Brief summary of changes                             | NRFC  |
|---------|---------------|--|-------|
| 3       | 24 April 2019 | Removed all reference to NOTAM Group management Form | 39750 |
|         |               | Update to new ADO Form procedures                    |       |

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# 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.

The ADO Registration Form provides the NOTAM Office with the required information to create and review the Manager for your group. If you have not obtained a NOTAM group for your operations please do so as soon as possible.

**Note:** A NAIPS Internet Service (NIS) account is required and the username to be provided when creating a NOTAM group.

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](mailto:nof@airservicesaustralia.com) or telephone 02 6268 5063. Queries relating to AIP requirements should be directed to [docs.amend@airservicesaustralia.com](mailto: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

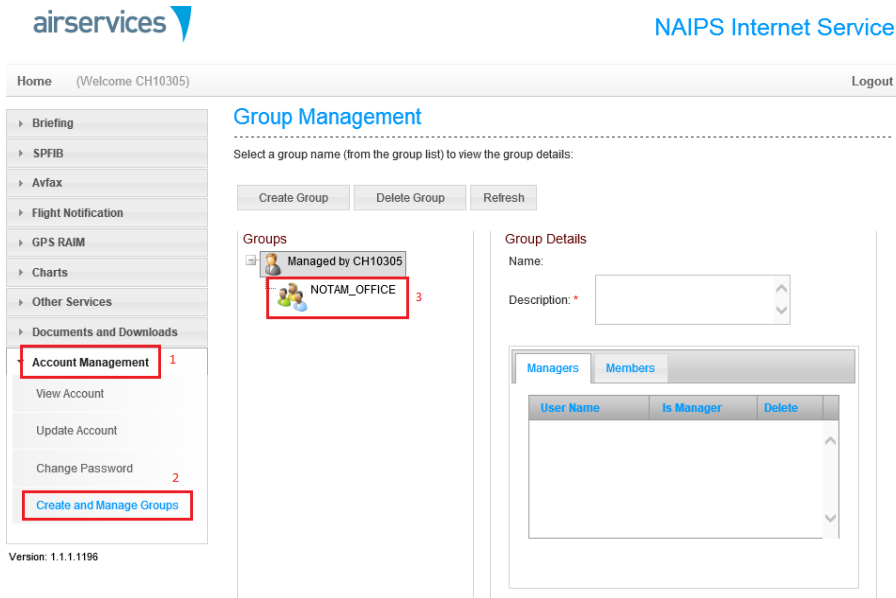
A password reset is required every 180 days for NAIPS access and accounts may be expired/purged when unused for 365 days. Regular changing of passwords protects our Air Traffic Control system from unauthorised intrusion and maintains security from cyber threats. Users may change passwords at any time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

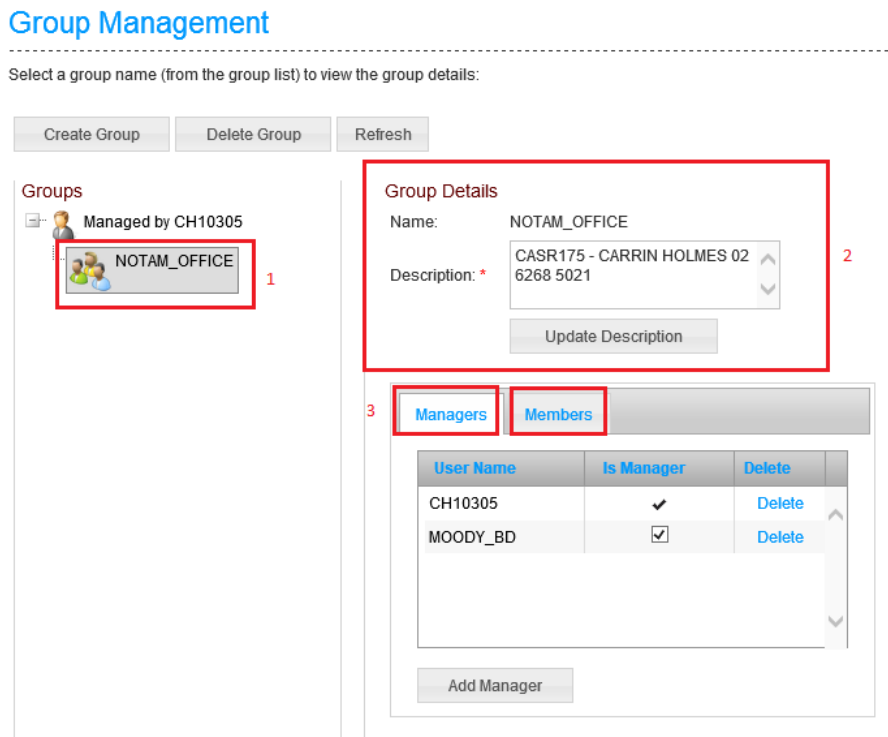
For help with NAIPS Account access call the Airservices Australia Help Desk (24 hrs a day, seven days a week) on 1800 801 960.

# 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**.

The screenshot shows the 'Groups' management interface. At the top, there are buttons for 'Create Group', 'Delete Group', and 'Refresh'. Below these, the 'Groups' section shows a group named 'NOTAM\_OFFICE' managed by 'CH10305'. To the right, 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. A red box labeled '1' highlights the 'Managers' tab in the 'Members' section. Below the tabs is a table of group members:

| User Name | Is Manager | Delete |
|-----------|------------|--------|
| CH10305   | ✓          | Delete |
| MOODY_BD  | ✓          | Delete |

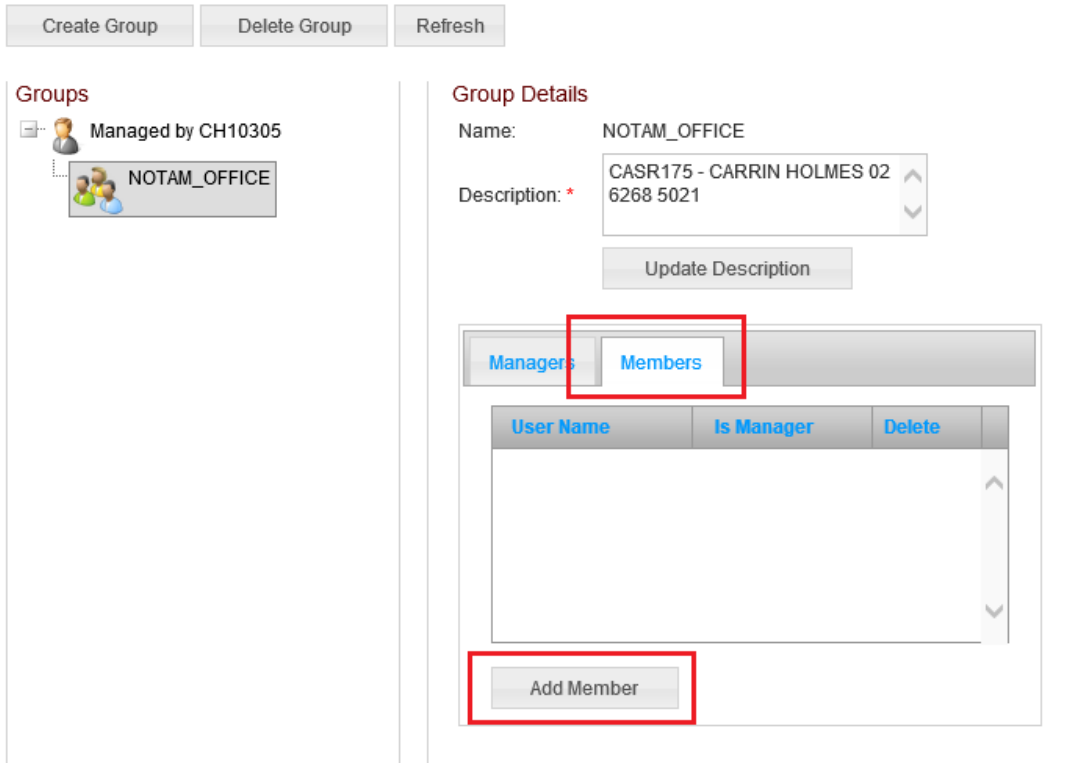
At the bottom of the 'Members' section, a red box labeled '2' highlights the 'Add Manager' button.

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

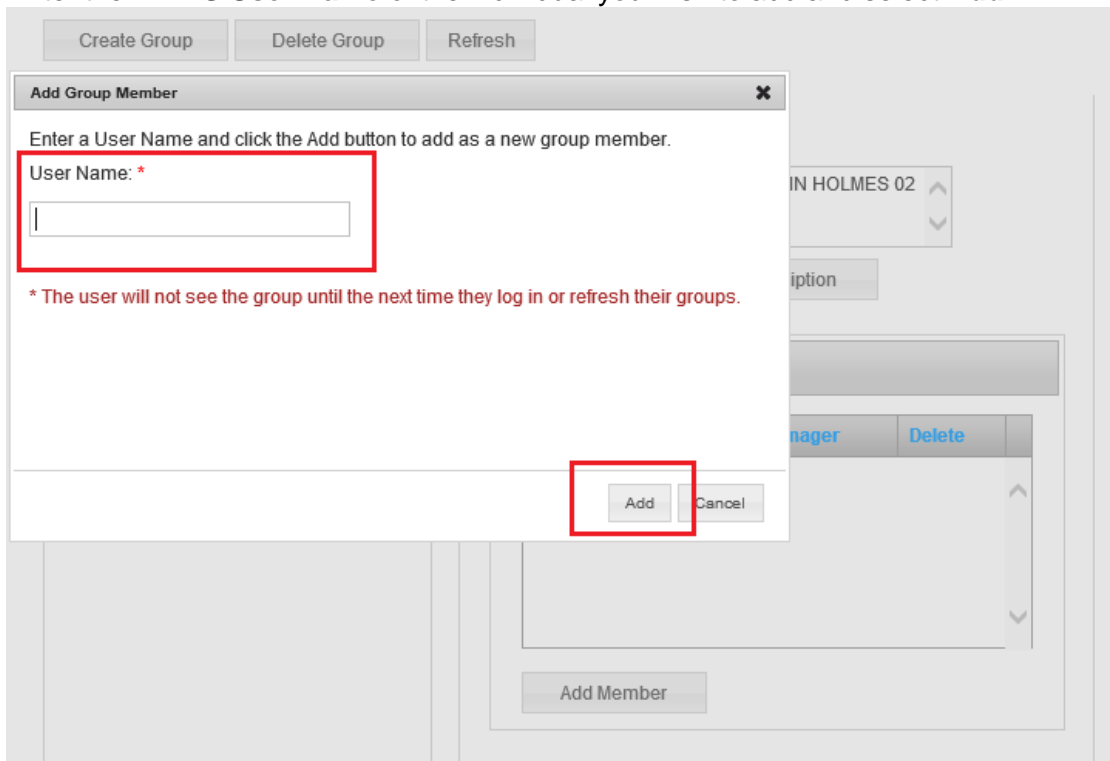
The screenshot shows the 'Add Group Manager' dialog box overlaid on the main interface. The dialog box has a title bar with a close button. Inside, it says 'Enter a User Name and click the Add button to add as a new group manager.' Below this is a text input field labeled 'User Name: \*' with a red box labeled '1' around it. At the bottom of the dialog box, there are 'Add' and 'Cancel' buttons, with a red box labeled '2' around the 'Add' button. A red asterisk note at the bottom of the dialog box reads: '\* The user will not see the group until the next time they log in or refresh their groups.'

# 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 'NOTAM OFFICE' group details. The 'Members' tab is selected. A table lists the group members:

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

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

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

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

Are you sure you want to make this group member "JS15468" a Group Manager

The 'OK' button is highlighted with a red box. Below the dialog box, the 'Is Manager' checkbox for user 'JS15468' is now checked.

## 9 Remove Manager access

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

Buttons: Create Group, Delete Group, Refresh

**Groups**

- Managed by CH10305
- NOTAM\_OFFICE

**Group Details**

Name: NOTAM\_OFFICE

Description: \* CASR175 - CARRIN HOLMES 02 6268 5021

Update Description

Managers | Members

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

Add Manager

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

Buttons: Create Group, Delete Group, Refresh

**Groups** | **Group Details**

Message from webpage

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

OK | Cancel

Managers | Members

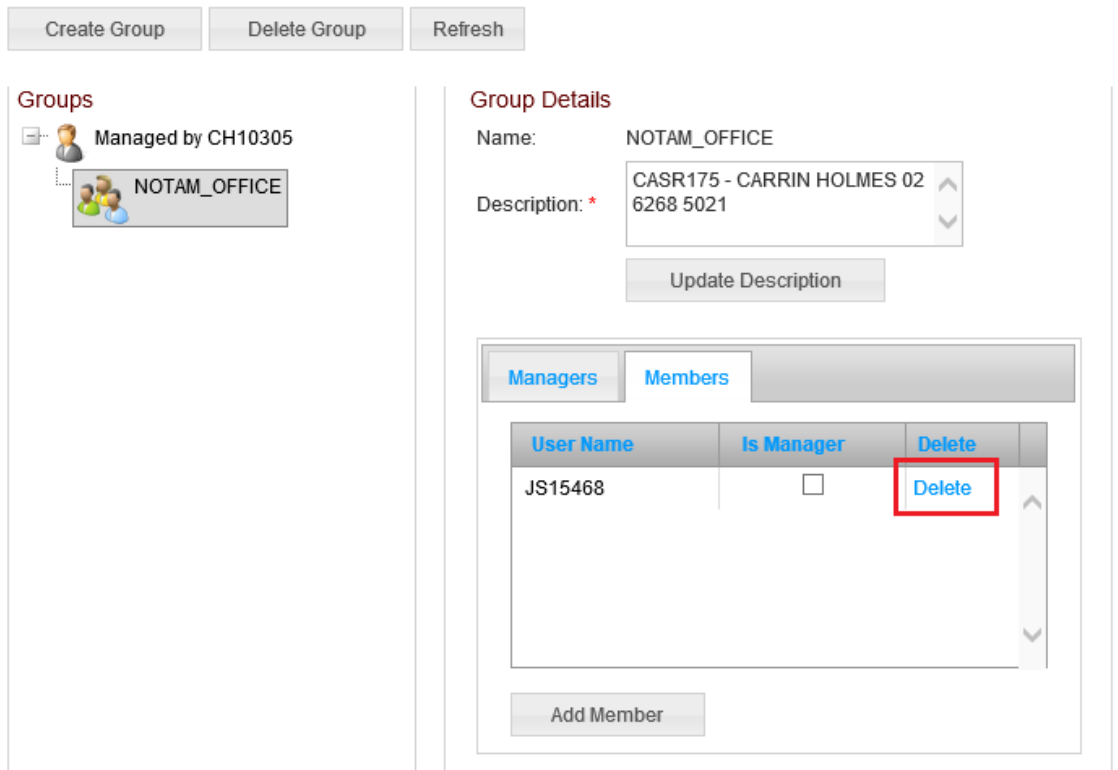
| User Name | Is Manager                          | Delete |
|-----------|-------------------------------------|--------|
| CH10305   | <input checked="" type="checkbox"/> | Delete |
| JS15468   | <input type="checkbox"/>            | Delete |
| MOODY_BD  | <input checked="" type="checkbox"/> | Delete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

Add Manager



## 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



Buttons: Create Group, Delete Group, Refresh

**Groups**

- Managed by CH10305
- NOTAM\_OFFICE

**Group Details**

Name: NOTAM\_OFFICE

Description: \* CASR175 - CARRIN HOLMES 02 6268 5021

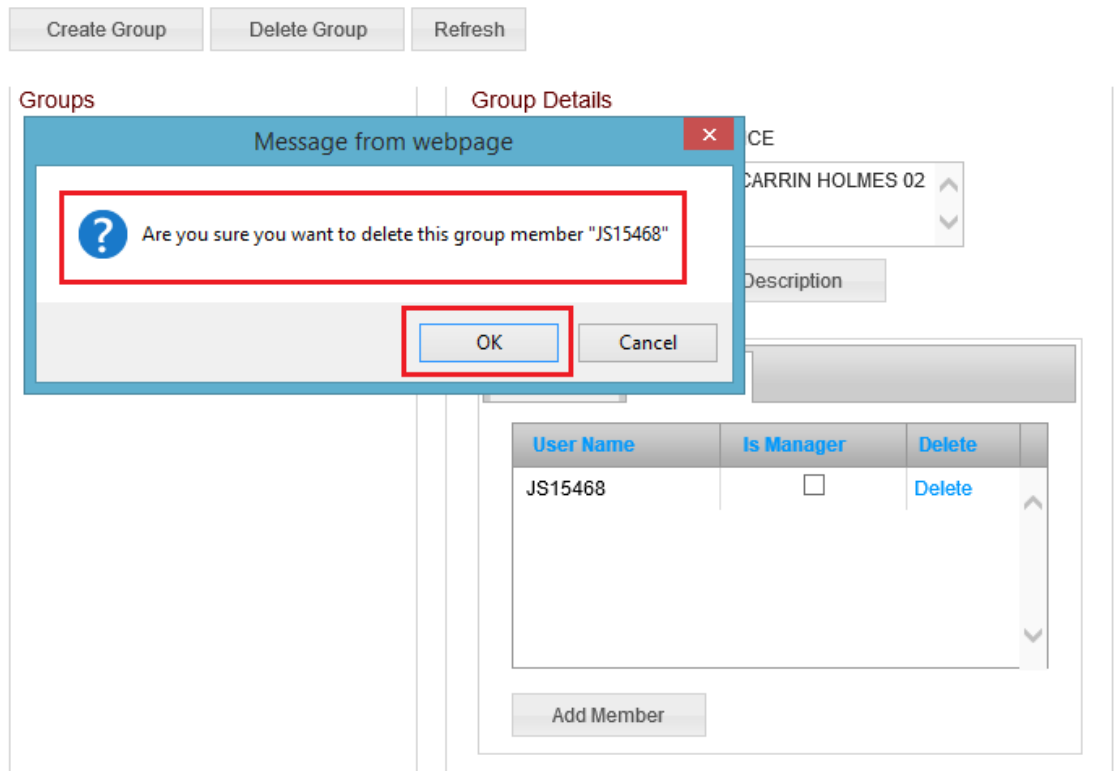
Update Description

Managers Members

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

Add Member

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



Buttons: Create Group, Delete Group, Refresh

**Groups**

**Group Details**

Message from webpage

Are you sure you want to delete this group member "JS15468"

OK Cancel

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

Add Member