



Airports and Aerodromes NOTAM ENTRY SYSTEM (NES) USER GUIDE

Version 1.1

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1 Introduction

1.1 Purpose

This manual provides detailed information about the NOTAM Entry System (NES) with regards to creation and management of RSC NOTAMs using the internationally accepted NOTAM format.

An ICAO NOTAM is an internationally recognized notice distributed by means of telecommunications that contains information concerning the establishment, conditions, or change in any aeronautical facility, service, procedure or hazard, where timely knowledge is essential to personnel concerned with flight operations.

1.2 Use of this manual

The document contains information, guidance, and some standard operating procedures with respect to using the NES, which are used by NAV CANADA personnel and other external accountable sources and originators of RSC NOTAMs.

For information and definitions about key terms found in this user guide, see the Glossary in the Appendix area.

2 NES login



Before gaining access to the NES for the first time, the Group Administrator for the Aerodrome must agree to the Service Level Agreement (SLA). The Group Administrator is responsible for managing designated users by adding, modifying, and deleting user accounts.

To gain access to the NES, all users must enter a username provided by the NES System Administrator and a password to authenticate themselves.

The following image shows the default login page for NES.

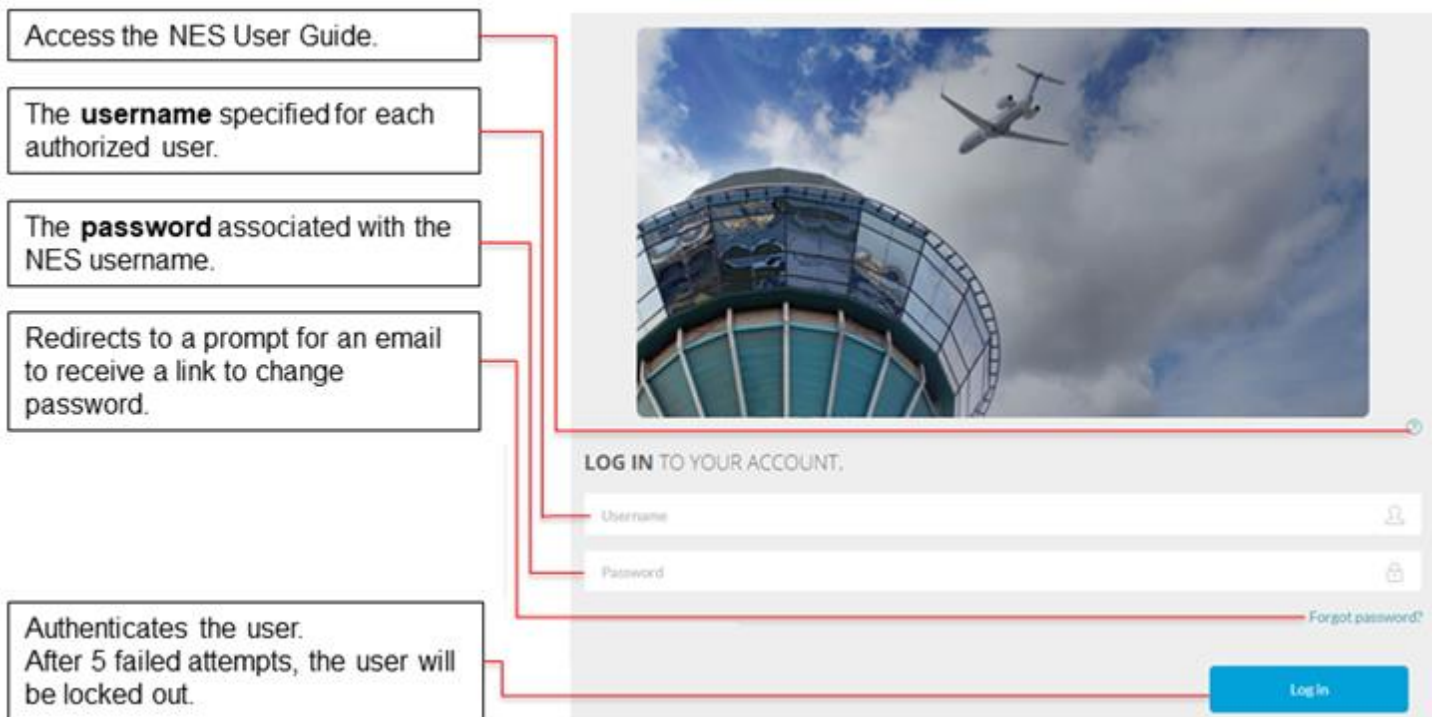


Figure 2-1 NES log in page

After a user successfully logs in to the NES, the system displays the user's dashboard, which is customized to show only the work and actions based on the role(s) assigned to the user.



The NES does not permit multiple active NES sessions with the same username ID.

2.1 Login failure

If a system user has five successive failures to log in to NES, the user's account will then be disabled. The system will display a message explaining the problem and any corrective action(s) the user needs to take. The system waits for user acknowledgement before returning to the NES Welcome Screen.

2.2 Password reset

Users can reset their own password using an email mechanism. The email link will only be active for a set period of time. The user must follow through with the request within 24 hours or the request becomes invalid.

For information about the steps to reset a password, see [Reset a password](#).

2.3 Inactive NES session

The NES will automatically log a user out after 25 hours if there is no system interaction or activity in the NES.

2.4 UI elements (login)

The following table identifies all the UI elements users will encounter when they log in to NES.

UI element	Description
Username	<p>required</p> <p>The username specified for each authorized user by the NES Administrator. It must conform to the following rules:</p> <ul style="list-style-type: none">• only contain alpha-numeric characters• begin with a letter• be between 3 and 16 characters in length.
Password	<p>required</p> <p>The password associated with the NES Username. This password is valid for 365 days.</p> <p>Passwords must have 8 to 20 characters, contain at least one capital letter, one lower case letter, at least one digit, and at least one of these special characters: % \$ # @ !.</p>
Reset Password	<p>optional</p> <p>Select this link to be redirected to a page where users are prompted to change their password.</p> <p>For information about the steps to reset a password, see Reset a password.</p>
Log in	<p>The user is authenticated.</p> <p>Depending on the user's role, a different dashboard page will appear.</p> <p>Only authorized users will have a username and corresponding password.</p> <p>After 5 unsuccessful login attempts, the user will be locked out and will need to contact the NES Administrator.</p>

2.5 Login tasks

When a user launches the NES Web application, the following options will be available:

- Create a password (for new users).
- Activate a new account.
- Log in to your account.
- Reset a forgotten password.

2.5.1 Create a password (new accounts only)

To create a password for a new username ID:

1. Open Outlook and look for an email from NES@navcanada.ca.
2. Open the email. The email will look like the following image.

From: NES@navcanada.ca <NES@navcanada.ca>
Sent: July 24, 2019 11:11 AM
To: White, Paul <Paul.White@navcanada.ca>
Subject: Confirm User Account for the NOTAM Entry System (NES)
/ Confirmer le compte utilisateur pour le système de saisie NOTAM (NES)

The NOTAM Entry System created a user account associated with this email address. If you are not the intended recipient, please contact your site administrator.

The Username is : NewUser1

To activate your account, please click [here](#).

NOTE: This link only active for a period 24 hours from the time this email was sent. To request another link, please contact your NES System Administrator.

Le système de saisie NOTAM a créé un compte utilisateur associé à cette adresse électronique. Si vous n'êtes pas le destinataire prévu, veuillez contacter votre administrateur de système.

Le nom d'utilisateur est: NewUser1

Pour activer votre compte, veuillez cliquer [ici](#).

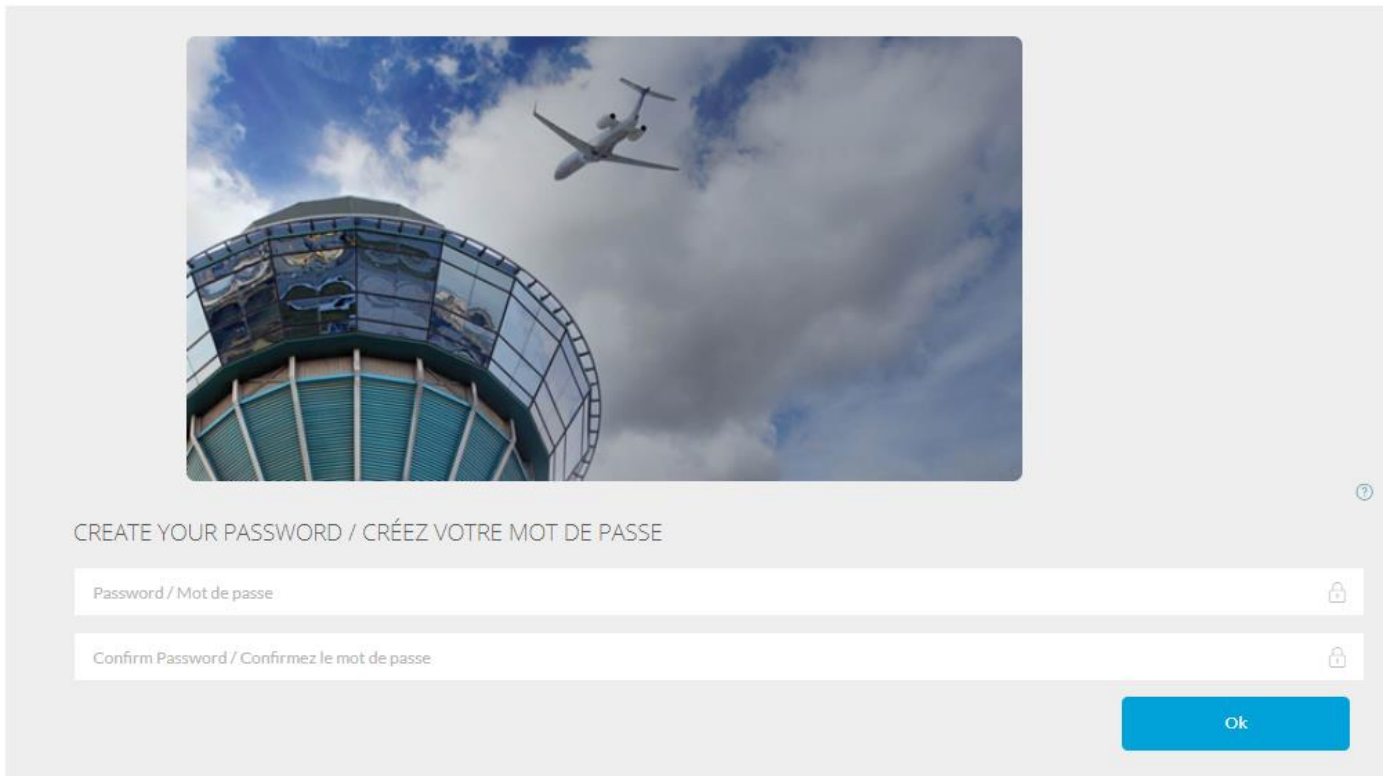
NOTE: Ce lien n'est actif que pendant une période de 24 heures à partir de l'envoi du courriel. Pour demander un autre lien, veuillez contacter l'administrateur de votre système.

3. Take note of the username created by the NES System Administrator and then click the **here** link. The NES opens a page to create a new password.

Welcome to the NES user account setup page / Bienvenue sur la page de configuration du compte utilisateur NES.

To complete the setup process for your NOTAM Entry System user account, create a password (below).

Pour terminer le processus de configuration de votre compte utilisateur du système de saisie NOTAM (NES), créez un mot de passe (ci-dessous).



The password must conform to the following rules:

- Must have 8 to 20 characters
- Contain at least one capital letter, and one lower case letter
- Include at least one digit
- Contain at least one special character

Le mot de passe doit être conforme aux règles suivantes:

- Doit comporter entre 8 et 20 caractères
- Contenir au moins une lettre majuscule et une lettre minuscule
- Inclure au moins un chiffre
- Contenir au moins un de ces caractères spéciaux

Figure 2-2 Create Your Password page

4. In the **Password / Mot de passe** text box, type the new password to associate with the user account.

The new password must conform to the following rules:

- be 8 to 20 characters in length
- contain at least one capital letter and one lower case letter
- contain at least one digit
- include at least one special character from the following list: % \$ # @ !

5. In the **Confirm Password / Confirmez le mot de passe** text box, re-type the password to ensure it matches with the original password.



6. Click **OK** to save the password. The NES displays a page to confirm the new password was successfully made, and provides a link to log in.

Confirmation of your NOTAM Entry System account / Confirmation de votre compte du système de saisie NOTAM..

Your account setup for the NOTAM Entry System is now complete

To access the system, click [here](#).

La configuration de votre compte pour le système de saisie NOTAM est maintenant terminée

Pour accéder au système, cliquez [ici](#).

Figure 2-3 Confirmation to set up a new password for a new user account

7. Click the **here** link to open a Web browser to the NES log in page.
 1. On the **LOG IN TO YOUR ACCOUNT** page, in the **Username** text box, type the username that was transmitted.
 2. In the **Password** text box, type the corresponding password created for the account.
 3. Click **Open a Session**.

2.5.2 Activate a new account

To connect to the NES using an account:

1. In a Web browser, type the link to the NOTAM entry system:
<https://nes.navops.ca/NOTAM>.



If this is the first time the user has attempted to log into the NES, a username is required from the NES system administrator.

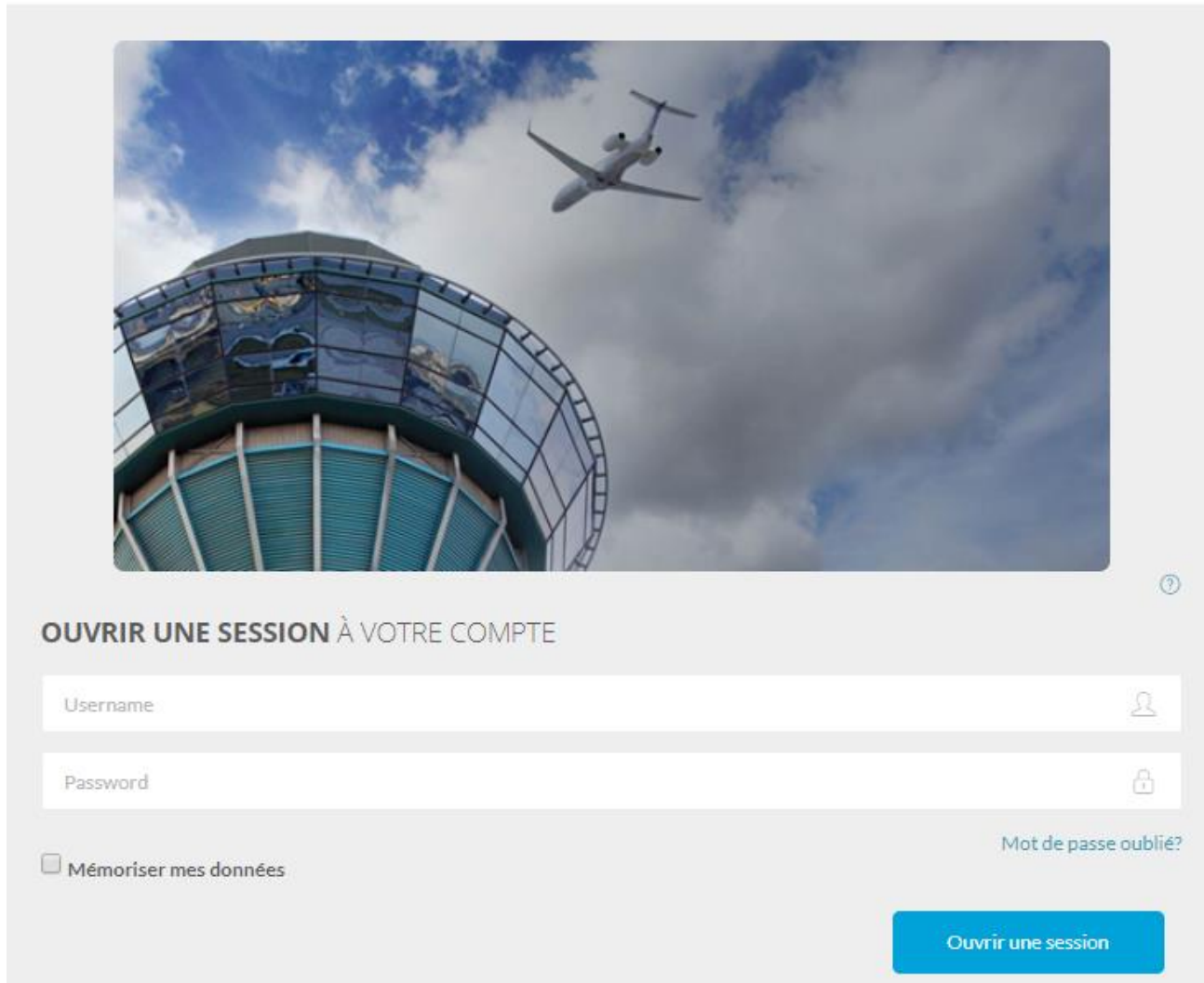


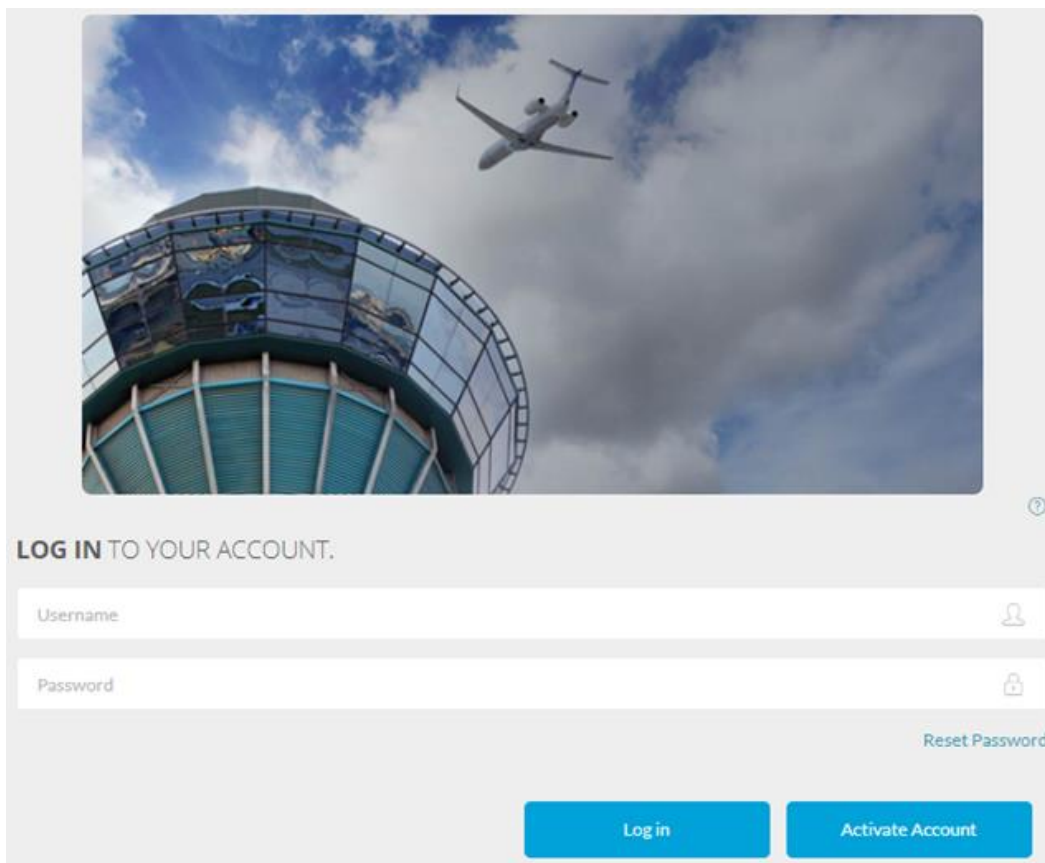
Figure 2-4 NES login page

2. Cliquer sur **Ouvrir une Session**. La page de création du mot de passe s'affiche.
3. In the **Username / Nom d'utilisateur text box**, type the username provided by the system administrator.
4. In the **Password / Mot de passe text box**, type the password associated to the account.
5. In the **Confirm Password / Confirmez le mot de passe text box**, retype the new password.
6. Click **OK**. The confirmation page for setting the user account in the NES appears.
7. Click the **ici link**.
8. In the **Username / Nom d'utilisateur text box**, type the username provided by the system administrator.

9. In the **Password / Mot de passe text box**, type the password associated to the account.
10. Cliquer sur **Ouvrir une session**.
11. The system prompts you to accept the terms of the contract. Click **Accept** to continue with the dashboard.

2.5.3 Log in to your NES account

1. Open a Web browser and type the link to the NOTAM Entry System Web page: <https://nes.navops.ca/>.



LOG IN TO YOUR ACCOUNT.

Username

Password

[Reset Password](#)

Figure 2-5 Log in page to access the NES

2. On the **LOG IN TO YOUR ACCOUNT** page, in the **Username** text box, type the username provided by the System Administrator.
3. In the **Password** text box, type the name of the password associated with the account.
4. Optional: If you want the system to save login information for the account, select the **Save my information check box**.
5. Click **Log in**. The system displays the user-specific dashboard associated with the username that logged in.

2.5.4 Reset a forgotten password

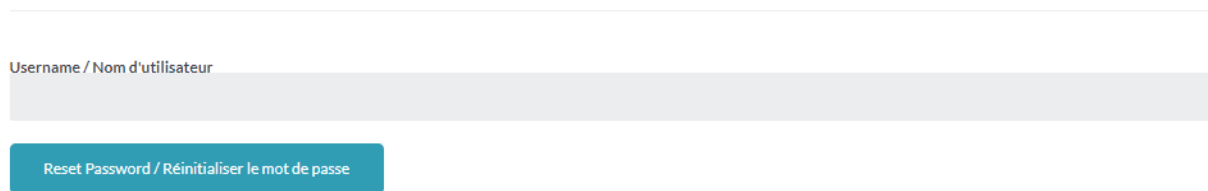
To reset a password:

1. Start the NOTAM Entry System Web application.
2. Click the **Forgot Password** link.

Forgot your password? / Mot de passe oublié?

To receive an email containing a link to create a new password, type your Username and click **Reset Password**.

Pour recevoir un courriel contenant un lien pour créer un nouveau mot de passe, entrez votre nom d'utilisateur et cliquez **Réinitialiser mot de passe**.



Username / Nom d'utilisateur

Reset Password / Réinitialiser le mot de passe

Figure 2-6 Reset Password page

3. In the **Username / Nom d'utilisateur** text box, type the username of the account to reset the password.
4. Click **Reset Password / Réinitialiser le mot de passe**. The NES displays a confirmation message and sends the user an email from NES@navcanada.ca.

FORGOT PASSWORD CONFIRMATION / CONFIRMATION DE MOT DE PASSE OUBLIÉ

Check your email for a message from NES@navcanada.ca. To reset your password, open the email and click the link.

Consultez votre courriel pour un message de NES@navcanada.ca. Pour réinitialiser votre mot de passe, ouvrez l'email et cliquez sur le lien.

Figure 2-7 Confirmation page for a forgotten password

5. Open Outlook and look for the email sent from NES@NAVCanada.ca. It contains a link to reset your password.

From: NES@navcanada.ca <NES@navcanada.ca>
Sent: July 24, 2019 12:10 PM
To: White, Paul <Paul.White@navcanada.ca>
Subject: Reset Password - Réinitialiser votre mot de passe

To reset your password, click [here](#).
Pour réinitialiser votre mot de passe, cliquez [ici](#).

6. Click the **here** link. The NES opens a page to create a new password.

Reset your password / Réinitialiser le mot de passe.

Username / Nom d'utilisateur

Password / Mot de passe

Confirm password / Confirmez le mot de passe

Reset / Réinitialiser

Figure 2-8 NES page used to reset a user's password

7. In the **Username / Nom d'utilisateur text box**, type the username for the account.

8. In the **Password / Mot de passe** text box, type a new password for the user account.



The new password must conform to the following rules:

- be 8 to 20 characters in length
 - contain at least one capital letter and one lower case letter
 - contain at least one digit
 - include at least one special character from the following list: % \$ # @ !
9. In the **Confirm Password / Confirmez le mot de passe** text box, retype the password.
 10. Click **Reset / Réinitialiser**.
 11. Follow the instructions in the section entitled Log in to your NES account.

3 NES Dashboard

When a user logs into the NES Web application, the user will have access to the NES dashboard.

The NES user dashboard is divided into these sections:

- NES banner
- Action bar
- Summary area.

3.1 NES banner

This section contains the NES logo and the administrative functions. To the right of the logo are the options available for this page (described below).

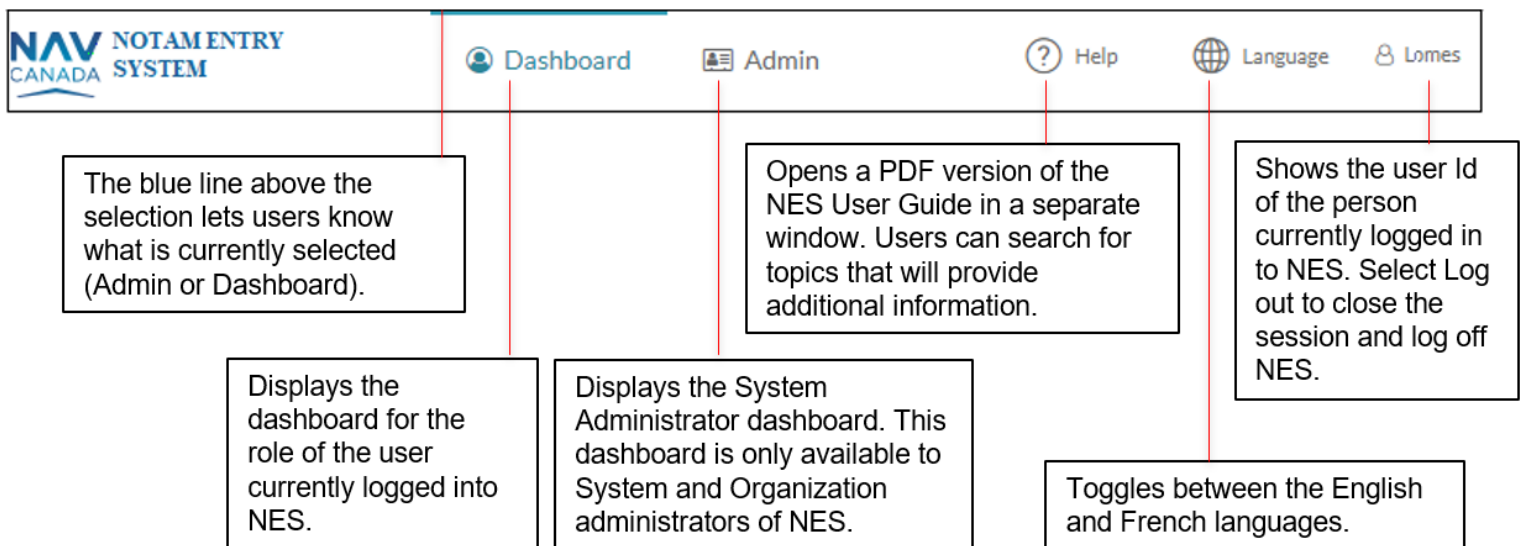



Figure 3-1 NES Banner

3.1.1 UI elements

The user interface (UI) elements in the NES Banner are described as follows:

Table 3-1 NES Banner UI elements

UI Elements	Role	Description
Dashboard link	User Organization Admin	<p>displays the dashboard for the role of the user currently logged into NES</p> <p>The Dashboard and Admin links enable users to switch between the User Dashboard and Administrative Dashboard.</p>  <p>The blue line above the selection lets users know which type of dashboard is currently selected.</p>
Help menu/links	All users	opens a PDF version of the NES User Guide in a separate window. Users can search for topics that will provide additional information
Language menu	Available to all NES users.	toggles between the English and French languages While the English language is selected, some pages may require French selection and input if the ICAO location is identified as bilingual.
<Username> menu	Log out	<p>shows the Username of the person currently logged in to NES. The Organization Administrator specified this Username when the user role was created in the NES</p> <p>Select the Username to see the menu. Select Log out to close the session and log off NES.</p> <p>If the Username for a user needs to be changed, contact the NES Administrator (see <i>Edit</i> under <i>User Management</i>).</p>



Users will require administrative privileges and credentials to use the **Admin** feature.

3.2 Action Bar

The RSC action bar lets users view and maintain data to create and disseminate (distribute) ICAO RSC NOTAM's. Further information is provided in Section 4 – RSC NSD.



Figure 3-2 RSC Action Bar

3.3 Summary area

A Summary area appears at the bottom of the NES user's dashboard and provides a Summary table for users to view and manage NOTAM and NOTAM proposals.

The Summary area is divided into a filter area at the top, a Summary table in the middle, and a legend at the bottom.

The ID that is:

- Disseminated ID number.
- Blank - If the NOTAM has not yet been distributed.
- Begins with R or C followed by the ID number.

The ID is automatically generated by the NES with the format: <Optional Letter:>nnnn/nn

where:

- <Optional Letter:> is R: for a replacement NOTAM or C: for a cancelled NOTAM.
- nnnn/ represents the NOTAM number followed by a separator character.
- nn is the two-digit year.

Provides information about the details for the NOTAM.

Contains the ICAO location indicator(s) found in item A of the NOTAM, either FIR(s), aerodrome or CXXX (when the aerodrome has a location indicator containing 3 letters and 1 number).

Indicates the date/time at which the NOTAM comes into effect.

Indicates the date/time at which the ICAO NOTAM is no longer in effect.

ID	LOCATION	ITEM E	START OF ACTIVITY	END OF VALIDITY	STATUS
	CYWK	RSC 18 6/9/8 DRY, DRY, DRY, 120FT WIDTH, VALID APR 08 1507 - APR 08 2307, RSC 36 6/9/8 DRY, DRY, DRY, 120FT...	2104061508	2104062308	IS
5927021	CYOW	RSC 04/22 50 PCT 5/8IN DRY SNOW AND 20 PCT COMPACTED SNOW 7/FT WIDTH, 3IN SNOW DRIFTS, 30FT SOUTHEAST FM CL, L...	2104061426	2104071426	IS
80028721	CYAD	RSC 10/28 40 PCT ICE, VALID APR 08 1407 - APR 07 1407, ADDN NON-GRV/TALPA INFO: CRF1 10 -10C, 04/NR/NR QES...	2104061408	2104062208	IS

Describes the different status types for a NOTAM/proposal.

Figure 3-3 Summary Table

The information (columns) for the Summary table under the Summary area may differ. Depending on the type of user (System Administrator, NOF Administrator, Organization Administrator, NOF, FIC, and General user), the summary information displays what each user needs to see.

3.3.1 Dashboard summary table


The Summary table on a user’s dashboard provides:

- a complete list of NOTAMs within a user’s DOA(s) showing the applicable status, such as Draft, and Disseminated (disseminated). (A NOTAM is considered valid from the time it is disseminated until it expires or is replaced/cancelled.)
- the history of a NOTAM that shows changes in status, replacement, and cancellation
- colour indication to show status appearing in alternate color
- the status of any NOTAM
- NOTAMs that are about to expire are highlighted and flash their colour
- by default, NOTAMs displayed in chronological order (or reverse chronological order); however, users can change the sort order by selecting a column heading from the table to sort on that item.





3.3.2 UI elements

The following table identifies UI elements for the Summary area on user’s dashboard.

Table 3-2 UI elements for the Summary area of a user's dashboard

UI Element	Description
	opens PDF documentation for the NOTAM Entry System User Guide
ID	<p>automatically generated by the NES, and it is defined as: <Optional Letter:>Snnnn/yy</p> <p>Where:</p> <ul style="list-style-type: none"> • <Optional Letter:> is R: for a replacement NOTAM, or C: for a cancelling NOTAM. • S represents the NOTAM series letter. • nnnn/ represents the NOTAM number followed by a separator character. Once a NOTAM reaches 9999 in the same series, the next NOTAM will roll over to 0001. • yy is the two-digit year for the NOTAM. <p>The ID will be one of the following:</p> <ul style="list-style-type: none"> • Disseminated ID number - The ID for the ICAO NOTAM that uniquely identifies the NOTAM within the system when the NOTAM is disseminated. • Blank - If the NOTAM has not been disseminated (meaning no number was generated).

UI Element	Description
	<ul style="list-style-type: none"> • Begins with R or C followed by a number – The ID contains the number of the NOTAM being replaced or cancelled with an R: or C: that precedes the ID number.
TYPE	<p>displays the NOTAM scenario definition first used to create the NOTAM)</p> <p>The scenario type definitions are:</p> <ul style="list-style-type: none"> • RSC – Runway Surface Condition Reporting at an Aerodrome.
LOCATION	<p>contains the ICAO location indicator(s) found in Item A) of the NOTAM, either FIR(s), aerodrome or CXXX (when the aerodrome has a location indicator containing 3 letters and 1 number)</p>
SITE ID	<p>contains the aerodrome location indicator (3 letters and 1 number) when item A shows CXXX</p>
ITEM E	<p>provides the descriptive text found in Item E) for a NOTAM</p>
START OF ACTIVITY	<p>indicates the time at which the ICAO NOTAM comes into effect. The start corresponds to the start of activity specified in the Start Time text box (Item B) during the creation of the NOTAM</p> <p>A ten-figure date-time group in the format YYMMDDHHMM where:</p> <ul style="list-style-type: none"> • YY are the last two digits of the year (range 00 to 99). • MM are the two digits for the month (range 01 to 12) • DD are the two digits for the day of the month (range 01 to 31) • HH are the two digits for the hour in a 24-hour format (range 00 to 23) • MM are the two digits for the minutes (range 00 to 59). <p>For example, 1905251200 represents the 25th day of May 2019, 1200 UTC.</p> <p>IMMEDIATE – indicates the activity starts immediately and will become the ten-figure date-time group at which the NOTAM is disseminated by the NOF.</p>

UI Element	Description
END OF VALIDITY	<p>indicates the time at which the ICAO NOTAM is no longer in effect:</p> <ul style="list-style-type: none"> • a specific ten-figure date-time group in the format YYMMDDHHMM, which represents the two-digit year, month, day, hour, and minutes • corresponds to the end of validity specified in the End Time text box (Item C) during the creation of the NOTAM.
RECEIVED	shows the date-time group when the ICAO NOTAM proposal was received by the NOTAM Entry System
 DRAFT	a NOTAM proposal with information entered by the user and saved as draft
 CANCEL	A valid NOTAM that was cancelled by a NOTAMC
 EXPIRES SOON	NOTAM proposals in the Summary table on the User Dashboard that have the end of validity for the NOTAM set to “Estimated” and are about to expire
 DISSEMINATED	the NOTAM was approved and disseminated with an assigned series to subscribers through AFTN.

4 RSC NSD

The RSC NSD allows entry of information related to the condition and friction of runway surfaces. An RSC NOTAM includes a valid Runway Surface Condition (RSC) for each runway reporting winter maintenance.

If 1/3rd Runway Condition Code Reporting (RWYCC) is used, the RSC NOTAM will include information describing runway surface conditions in thirds for the following:

- the Runway Condition Codes (RWYCC),
- runway surface condition descriptors
- the Canadian Runway Friction Index (CRFI)

Before a user can create an RSC NOTAM, at a minimum, they must know the following:

- validity time for each runway report
- winter maintenance requirement
- average or 1/3rd reporting required for the runway
- runway conditions
- CRFI conditions
- “period of time” when the NOTAM will be in effect

4.1 Workflow

The following illustration shows the decision tree for creating an RSC NOTAM proposal.

RSC NSD

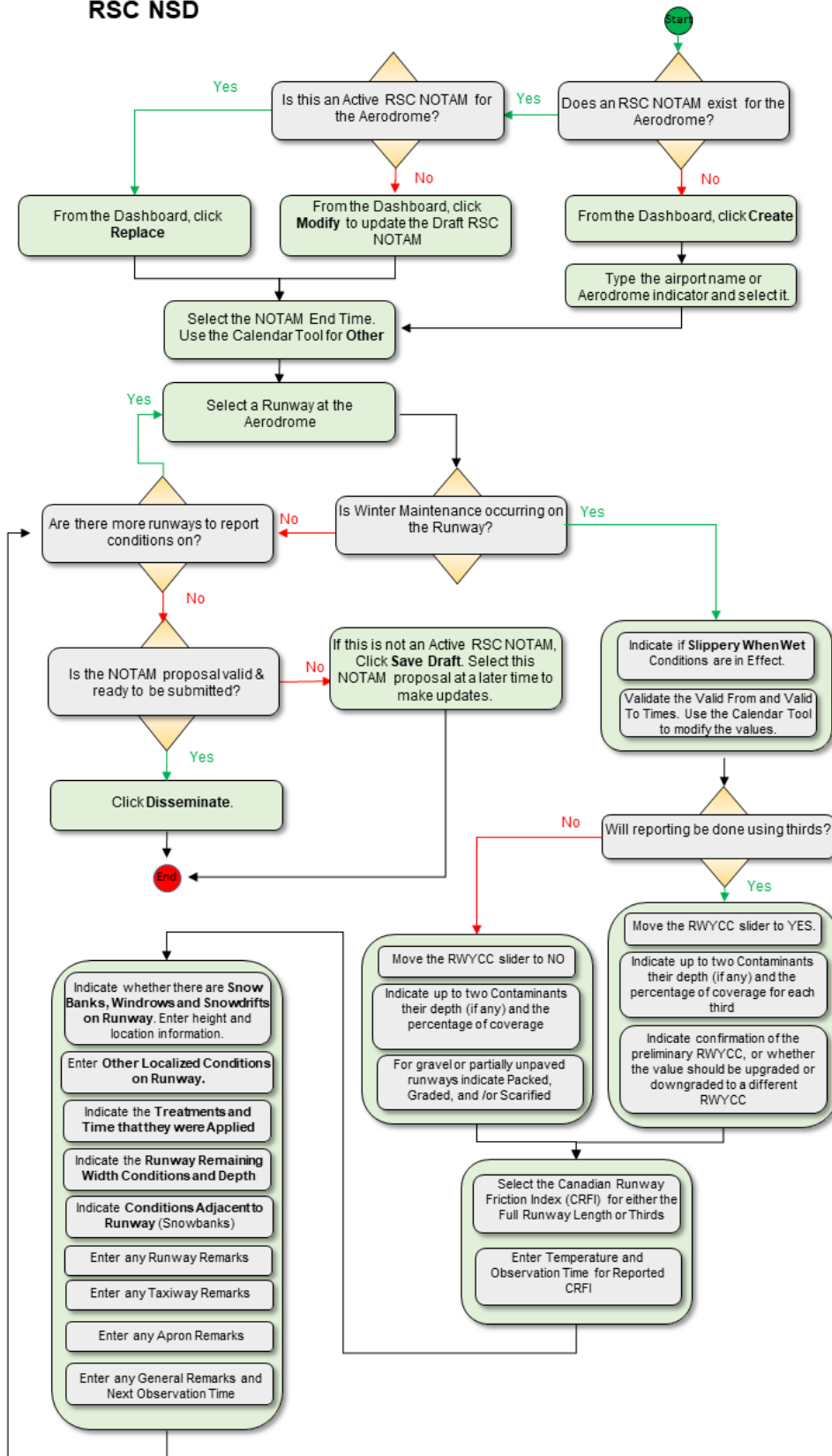


Figure 4-1 RSC NSD Workflow

4.2 Create, Replace or Modify an RSC NOTAM proposal

To create a NOTAM proposal using the RSC NSD:



The Create button will be enabled when there is no active RSC NOTAM proposal for the Aerodrome.

1. From the User dashboard:
 - Select the **RSC icon**. Click **Create**.



Figure 4-2 Create Button

To replace an Active NOTAM proposal using the RSC NSD:



The Replace button will be enabled when the active RSC NOTAM proposal is selected.

2. From the User dashboard:
 - Select the **RSC icon**. Click **Replace**.



Figure 4-3 Replace Button

To modify a Draft NOTAM proposal using the RSC NSD:



The Modify button will be enabled when a draft RSC NOTAM proposal is selected.

- Select the **RSC icon**. Click **Modify**.

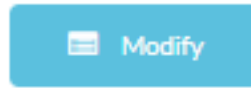
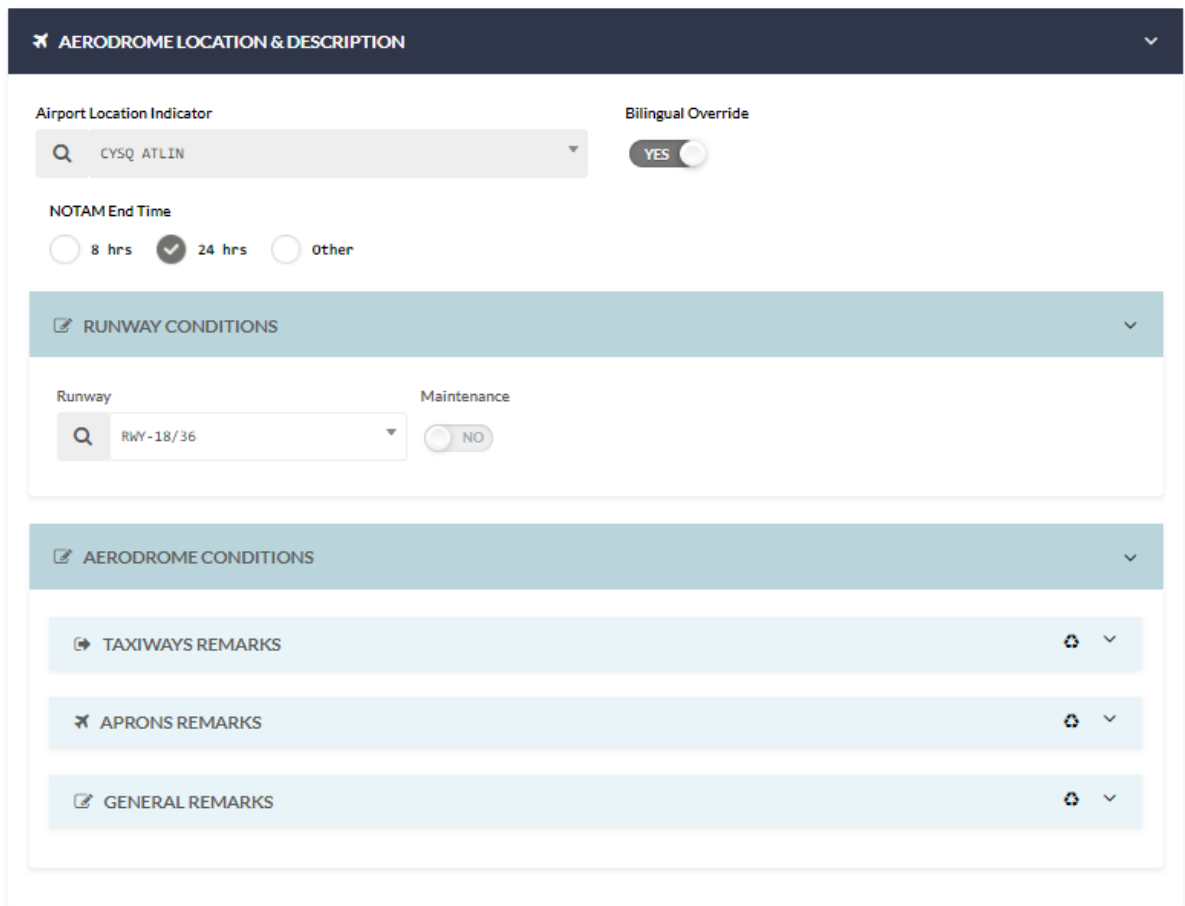


Figure 4-4 Modify Button

1. The following screen capture shows the **Create RSC** template for new RSC NOTAM proposals reporting runway surface conditions with no winter maintenance:



AERODROME LOCATION & DESCRIPTION

Airport Location Indicator: Bilingual Override: YES

NOTAM End Time: 8 hrs 24 hrs Other

RUNWAY CONDITIONS

Runway: Maintenance: NO

AERODROME CONDITIONS

- TAXIWAYS REMARKS
- APRONS REMARKS
- GENERAL REMARKS

Figure 4-5 RSC Template: No Winter Maintenance

2. The following screen capture shows the **Create RSC** template for new RSC NOTAM proposals reporting runway surface conditions for the full runway:

AERODROME LOCATION & DESCRIPTION

Airport Location Indicator: Bilingual Override: YES

NOTAM End Time: 8 hrs 24 hrs Other

RUNWAY CONDITIONS

Runway: Maintenance: YES RWYCC: NO Slippery when Wet: NO

Valid From (UTC): Valid To (UTC):

- CLEARED WIDTH
- FULL RUNWAY LENGTH
- RUNWAY CRFI
- SNOWBANKS, WINDROWS AND SNOW DRIFTS ON RUNWAY
- OTHER LOCALIZED CONDITIONS ON RUNWAY
- TREATMENTS
- RUNWAY REMAINING WIDTH CONDITION AND DEPTH
- CONDITIONS ADJACENT TO RUNWAY
- RUNWAY REMARKS

AERODROME CONDITIONS

- TAXIWAYS REMARKS
- APRONS REMARKS
- GENERAL REMARKS

Figure 4-6 RSC Template: Full Runway

3. The following screen capture shows the **Create RSC** template for new RSC NOTAM proposals reporting runway surface conditions in third's:

✕ AERODROME LOCATION & DESCRIPTION

Airport Location Indicator

Bilingual Override
 YES

NOTAM End Time
 8 hrs 24 hrs Other

RUNWAY CONDITIONS

Runway <input type="text" value="RWY-18/36"/>	Maintenance <input checked="" type="checkbox"/> YES	RWYCC <input checked="" type="checkbox"/> YES	Slippery when Wet <input type="checkbox"/> NO
Valid From (UTC) <input type="text" value="2105271341"/> <input type="text" value="2021/05/27, 13:41 UTC"/>	Valid To (UTC) <input type="text" value="2105272141"/> <input type="text" value="2021/05/27, 21:41 UTC"/>		

CLEARED WIDTH
🗑️ ▼

LOWER THRESHOLD
🗑️ ▼

MIDPOINT
🗑️ ▼

HIGHER THRESHOLD
🗑️ ▼

RUNWAY CRFI
🗑️ ▼

SNOWBANKS, WINDROWS AND SNOW DRIFTS ON RUNWAY
🗑️ ▼

OTHER LOCALIZED CONDITIONS ON RUNWAY
🗑️ ▼

TREATMENTS
🗑️ ▼

RUNWAY REMAINING WIDTH CONDITION AND DEPTH
🗑️ ▼

CONDITIONS ADJACENT TO RUNWAY
🗑️ ▼

RUNWAY REMARKS
🗑️ ▼

AERODROME CONDITIONS

TAXIWAYS REMARKS
🗑️ ▼

APRONS REMARKS
🗑️ ▼

GENERAL REMARKS
🗑️ ▼

Figure 4-7 RSC Template: Reporting in 1/3rds

4.2.1 AERODROME LOCATION & DESCRIPTION

1. When replacing the RSC NOTAM, the **Airport Location Indicator** field will display the Airport location for entry of the RSC NOTAM report.

✕ AERODROME LOCATION & DESCRIPTION

Airport Location Indicator

Bilingual Override
 YES

NOTAM End Time
 8 hrs 24 hrs Other

Figure 4-8 The Aerodrome Location & Description area for an RSC NSD

- When creating the RSC NOTAM, type the Airport Name or Aerodrome Indicator and the **Airport Location Indicator** field will display the Airport location for entry of the RSC NOTAM report.

Airport Location Indicator

Figure 4-9 Airport Location Indicator

- In the **NOTAM End Time** area, select 8 hrs., 24hrs or Other

NOTAM End Time

8 hrs 24 hrs Other

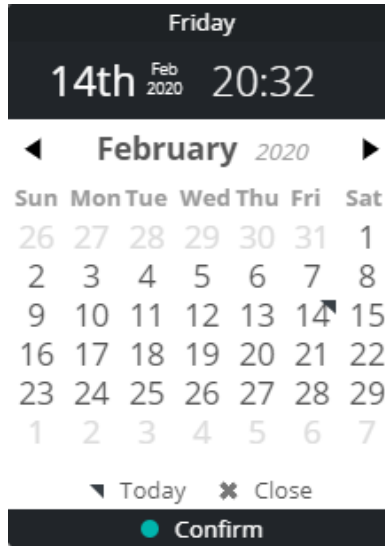
To enter an End Time for **Other**, click on the calendar icon in the **End Time** field.

NOTAM End Time

8 hrs 24 hrs Other

End Time:

The NES displays a Time Picker popup to use a slider to select the hours and minutes, and then click **Confirm**. Or you can type the date and time into the field.



4. The Bilingual Override slider is enabled for regions configured to provide reports in English. The feature allows the operator the ability to override and provide a report in both English and French.

Bilingual Override



Figure 4-10 Bilingual Override

4.2.2 RUNWAY CONDITIONS

The Runway Conditions Section of the RSC NSD provides the runway conditions entry area for each runway defined at an Airport.

Figure 4-11 Runway Condition Entry Area

1. In the **Runway** field, select the runway identifier from the available list.

Runway

Q RWY-05/23

Figure 4-12 Select Runway Identifier

2. **Decision Point:** Does the selected runway require maintenance?

If **NO**, leave the slider for **Maintenance** set to **NO**.

If **YES**, set the **Maintenance** slider to **YES** and continue with the next step.

Maintenance

YES

Figure 4-13 Maintenance in Effect?

3. **Decision Point:** Will the reporting be done using an average for the conditions over the full runway, or will the report divide the runway into thirds: Lower Runway Third, Middle Runway Third, and Higher Runway Third.

If **NO**, leave the **RWYCC** slider set to **NO** and continue with average reporting conditions for the full runway.

05

23

If **YES**, move the **RWYCC** slider to **YES** and continue with reporting in 1/3rds for conditions over the full runway.

05

23

4. **Decision Point:** Have Slippery When Wet Conditions been reported for the Runway?

If YES, move the Slippery when Wet slider to YES and continue with reporting average or 1/3rd conditions over the full runway.

Slippery when Wet

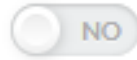
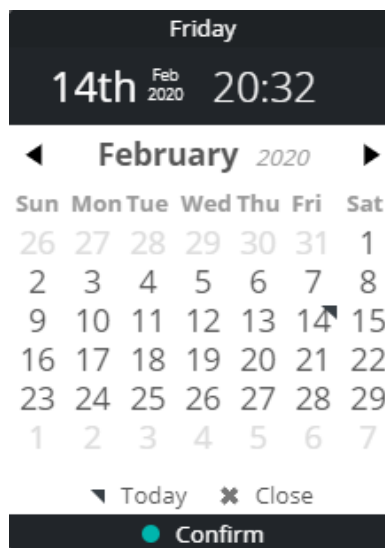


Figure 4-14 Reporting Slippery When Wet Conditions

5. In the **Valid From** and **Valid To** fields verify the period of time that the runway report is active. Use the time picker to adjust the date and time (UTC) for this report. (Click in the **black** title bar area at the top of the popup, the NES displays a Time Picker popup to use a slider to select the hours and minutes, and then click **Confirm**. Or you can type the date and time into the field).



Figure 4-15 Reporting Valid From and Valid To for the Runway



6. In the **CLEARED WIDTH** area, select the option that identifies the cleared area for the selected runway:

CLEARED WIDTH

FULL CENTRED OFFSET

Figure 4-16 Reporting Cleared Width

- **FULL** indicates that the entire runway is maintained.
- **CENTRED** – enter the center area that is maintained by specifying the **Width** in feet that is cleared.

Width: Feet

- **OFFSET** – enter the offset value by specifying the **Width** in feet and select the offset **Direction**.

Width: Feet



If **RWYCC** was set to **YES**, three sections will appear to specify contaminants for the **LOWER THRESHOLD**, **MIDPOINT**, and **HIGHER THRESHOLD** areas. Reporting runway conditions in thirds allows you to associate that third with its own specific Runway Condition Code (RWYCC).

7. In the **CONTAMINANTS** area, specify at least one contaminant. A maximum of two contaminants can be reported. In the **Contaminant** field, select a type of contaminant from the list, and then the **Depth** if it is available, and a percentage **Coverage**:

Contaminant:	<input type="button" value="⚠"/> Slush	Depth:	<input type="button" value="☰"/> 1/8	Coverage:	<input type="button" value="%"/> 10
Contaminant:	<input type="button" value="⚠"/> Compacted Snow (-15 C and cooler)	Depth:	<input type="button" value="☰"/> -- Depth --	Coverage:	<input type="button" value="%"/> 20

Figure 4-17 Reporting Runway Contaminants

8. In the **FINAL RUNWAY CONDITION CODE** area for the 1/3rd reporting, the Preliminary field will automatically update the Runway Condition Code (RWYCC) value based on the contaminant parameters entered:

RWY CONDITION CODE

Preliminary: # 4

Figure 4-18 Preliminary Runway Condition Code

9. In the **RUNWAY CONDITION CODE** area for the 1/3rd reporting, select one of three outcomes to modify or accept the Preliminary RWYCC:
- Confirm RWYCC
 - Downgrade RWYCC
 - Upgrade RWYCC

FINAL RWY CONDITION CODE

RWYCC Validation: # Confirm RWYCC

Final RWYCC: # 4

Figure 4-19 Reporting Final Runway Condition Code



If RWYCC was set to **NO**, the **Average** section will appear.

10. In the **CONTAMINANTS** area, specify at least one contaminant. A maximum of two contaminants can be reported. In the **Contaminant** field, select a type of contaminant from the list, and then the **Depth** if it is available, and a percentage **Coverage**. Indicate conditions for a gravel or unpaved runway.

A FULL RUNWAY LENGTH 🔄

RUNWAY SURFACE DESCRIPTION

Contaminant: Compacted Snow Gravel Mix	Depth: -- Depth --	Coverage: % 25
Contaminant: --- Select Contaminant ---	Depth: -- Depth --	Coverage: % -- Cover --

For gravel or partially unpaved runways only

Packed Graded Scarified

Figure 4-20 Reporting Full Runway Surface Conditions

11. In the **RUNWAY CRFI** area, for reporting **CRFI by Thirds**, select the Canadian Runway Friction Index (CRFI) measurement value from the list (NR or between 0.01 to 0.99) for the **Lower, Mid and Higher CRFI** fields.

RUNWAY CRFI

CRFI by Thirds

CRFI Full Runway Length

Lower CRFI: NR

Mid CRFI: NR

Higher CRFI: NR

Figure 4-21 Reporting Canadian Runway Friction Index by Thirds

12. In the RUNWAY **CRFI** area, for reporting **CRFI FULL Runway Length**, select the Canadian Runway Friction Index (CRFI) measurement value from the list (NR or between 0.01 to 0.99).

RUNWAY CRFI

CRFI by Thirds

CRFI Full Runway Length

Full Length CRFI: NR

Figure 4-22 Reporting Canadian Runway Friction Index by Full Length

13. In the RUNWAY **CRFI** area, if a value is entered between 0.01 to 0.99 for any of the CRFI fields, the **Temperature** and **Observation** time fields will appear.

RUNWAY CRFI

CRFI by Thirds

CRFI Full Runway Length

Lower CRFI: .01

Mid CRFI: NR

Higher CRFI: NR

Temperature:

Obs Time: Invalid date Invalid date UTC

Figure 4-23 Reporting CRFI Temperature and Observation Time

- In the **Temperature** field, type a value for the current recorded temperature at the date and time of the observation. The temperature is in Celsius, and you must include a negative sign for values less than zero

Temperature:

- In the **Time (UTC)** field, use the date picker to select the date and time that the observation was made (UTC) for this report. (Click in the **black** title bar area at the top of the popup, the NES displays a Time Picker popup to use a slider to select the hours and minutes, and then click **Confirm**.)

Obs Time:

14. In the **SNOWBANKS, WINDROWS AND SNOW DRIFTS ON RUNWAY** area, data specific to reporting of snowbank, windrow and snowdrift **Height** and **Location** on the runway can be entered.

Select the type of feature on the runway:

- Snowbank
- Windrows
- Snow Drifts

SNOWBANKS, WINDROWS AND SNOW DRIFTS ON RUNWAY

Condition:

Height: FT IN

Location:

Figure 4-24 Reporting Snowbanks, Windrows and Snow Drifts on Runway

Enter the **Height** of the feature in feet and inches. Select the **Location** of the feature on the runway:

- Distance from threshold
- Distance and direction from centerline
- Distance and direction along inside runway (edges)
- Along cleared width
- Across intersection of runway

Figure 4-25 Height and Location of Snowbanks, Windrows and Snow Drifts

For a **Location** selection of **Distance from threshold**, enter the **distance** in feet and select the **Threshold** that is applicable.

Figure 4-26 Distance from Threshold

For a **Location** selection of **Distance and direction from centerline**, enter the **distance** in feet and select the **Direction** that is applicable. Note: This type of **Location** selection requires that a minimum of one set of criteria – Distance/Direction be defined for inclusion.

Figure 4-27 Distance and Directions from Centerline

For a **Location** selection of **Distance and direction along inside runway edge(s)**, enter the **distance** in feet and select the **Direction**

that is applicable. Note: This type of **Location** selection requires that a minimum of one set of criteria – Distance/Direction be defined for inclusion.

SNOWBANKS, WINDROWS AND SNOW DRIFTS ON RUNWAY

Condition: Snowbanks

Height: 1 FT 1 IN

Location: Distance and direction along inside runway edge(s)

Distance: 2 Fee Direction: SE

Distance: 1 Fee Direction: W

Figure 4-28 Distance and Direction along Inside Edge

The **Location** selection of **Along cleared width** is all that is required to specify the Snowbank location.

SNOWBANKS, WINDROWS AND SNOW DRIFTS ON RUNWAY

Condition: Snowbanks

Height: 1 FT 1 IN

Location: Along cleared width

Figure 4-29 Along Cleared Width

For **Location** selection of **Across intersection of runway** select the **Runway** intersection.

SNOWBANKS, WINDROWS AND SNOW DRIFTS ON RUNWAY

Condition: Snowbanks

Height: 1 FT 1 IN

Location: Across intersection of runway

Runway: RWY-06L/24R

Figure 4-30 Across Intersection of Runway

Click **Include** to add the condition on runway (Snowbank, Windrow or Snowdrift) to the RSC NOTAM. Select another condition on runway to report and click **Include to add to the list**. To remove a condition from the report, select the condition and click **Exclude**, or click **Modify** to change information about the selected condition.

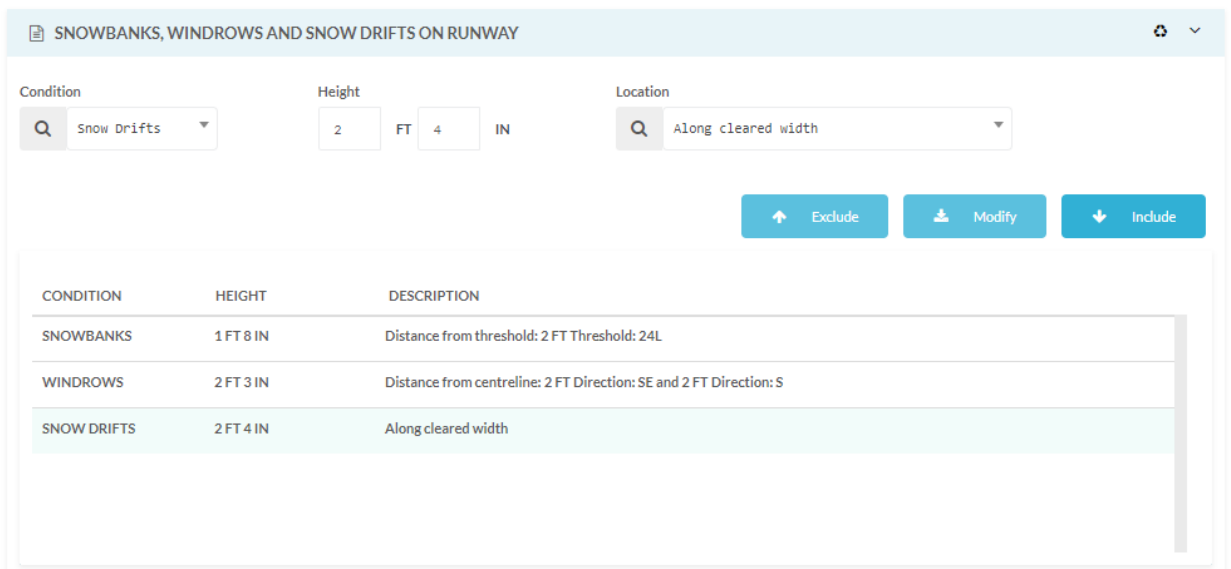


Figure 4-31 Include, Modify and Exclude Snowbanks, Windrows and Snow Drifts on Runway

15. In the OTHER LOCALIZED CONDITIONS ON RUNWAY area, select the condition that applies

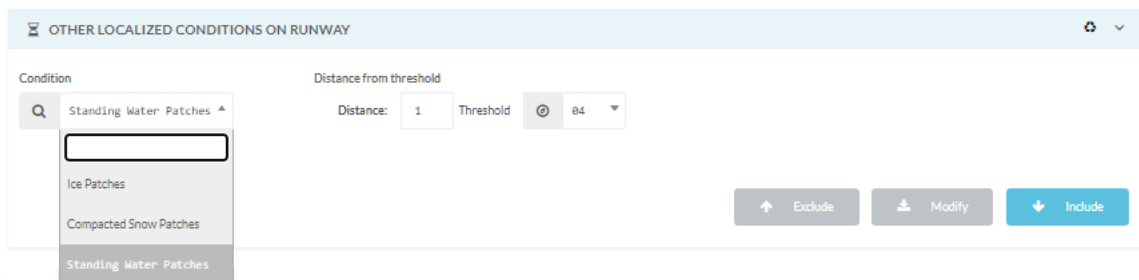


Figure 4-32 Other Localized Conditions on Runway

Specify the Distance (Feet) and select the applicable Threshold. Click **Include** to add the other localized condition on runway to the RSC NOTAM. Select another localize condition on runway to report and click **Include to add to the list**. To remove condition from the report, select the condition and click **Exclude**, or click **Modify** to change information about the selected condition.

OTHER LOCALIZED CONDITIONS ON RUNWAY

Condition: Distance from threshold: Distance: Threshold:

CONDITION	DESCRIPTION
COMPACTED SNOW PATCHES	Distance from threshold: 10 FT Threshold: 04

Figure 4-33 Include, Modify and Exclude Other Localized Conditions on Runway

16. In the **TREATMENTS** area, select the type of treatment (**Sand** and/or **Chemically Treated**) that were applied to the runway, as well as the time those treatments were applied.

TREATMENTS

Sand Time applied (UTC):

Chemically Treated Time applied (UTC):

Figure 4-34 Reporting Treatments

17. In the **RUNWAY Remaining** area, specify the contaminant type and indicate the depth.

RUNWAY REMAINING WIDTH CONDITION AND DEPTH

Contaminant: Depth:

Figure 4-35 Reporting Runway Remaining Width Conditions

18. In the **CONDITIONS ADJACENT TO RUNWAY** area, use the slider to indicate the existence of **Snowbanks** by selecting **YES**. Specify the **HEIGHT** of the snowbank in **Feet** and **Inches**. Specify the **Distance** in feet and select the **Direction** outside the runway edge(s).

CONDITIONS ADJACENT TO RUNWAY

Snow Banks **HEIGHT**

YES

3 Feet 2 Inches

DISTANCE AND DIRECTION(S) OUTSIDE RUNWAY EDGE(S) +

Distance: 3 Feet Direction: S

Distance: 2 Feet Direction: SW

Figure 4-36 Reporting Conditions Adjacent to Runway

19. In the Runway Remark Area, enter any additional information necessary for reporting surface conditions for the runway.

RUNWAY REMARKS

REMARKS (En) HELLO

REMARKS (Fr) HELLO

Figure 4-37 Runway Remarks

4.2.3 AERODROME CONDITIONS

The Aerodrome Conditions Section provides entry of surface condition information related to Taxiways, Aprons, and entry of General Remarks.

AERODROME CONDITIONS

TAXIWAYS REMARKS

REMARKS (En) ALL TWY 1/8IN DRY SNOW REMARKS (Fr) F-ALL TWY 1/8IN DRY SNOW

APRONS REMARKS

REMARKS (En) ENTER REMARKS HERE REMARKS (Fr) ENTER REMARKS HERE

GENERAL REMARKS

Clearing/Sweeping in Progress

Expect to be Cleared By: 2102182136 2021/02/18, 21:36 UTC

Conditions changing rapidly

Next Observation At: 2102190136 2021/02/18, 21:36 UTC

Other (En) ENGLISH REMARKS Other (Fr) FRENCH REMARKS

Figure 4-38 Reporting Aerodrome Conditions

1. In the TAXIWAY REMARKS text field, enter surface condition information related to Taxiways

TAXIWAYS REMARKS

REMARKS (En) ALL TWY 1/8IN DRY SNOW REMARKS (Fr) F-ALL TWY 1/8IN DRY SNOW

Figure 4-39 Taxiway Remarks

2. In the APRONS REMARKS text field, enter surface condition information related to Aprons.

Figure 4-40 Apron Remarks

3. In the GENERAL REMARKS area, enter relevant information related to clearing operations – In progress and expected time to be cleared by. Also, indicate if conditions are changing rapidly and when the next observation time will occur. Other relevant information can be entered in the text field.

Figure 4-41 General Remarks

4.2.4 ICAO INFORMATION & LOCATION

The system provides a real-time summary of NOTAM information through a Review Panel that contains these tabs under the **ICAO INFORMATION & LOCATION** area:

- ICAO Summary — the NOTAM is displayed by NOTAM fields and sections based on the user selections when the NOTAM proposal was created
- ICAO Format — the format of the NOTAM for dissemination

4.2.5 ICAO Summary

The **ICAO Summary** tab on the Review Panel displays a condensed version of all the information that was either selected or typed for the NOTAM proposal.

Users that create NOTAM proposals must review the information on the tabs in the Review Panel to ensure that it is correct. If required, edit the NOTAM proposal to make changes.

The following illustration shows the **ICAO Summary** tab. This tab displays a summary of all selections that were made, and all text entered during the creation of the NOTAM proposal.

📍 ICAO INFORMATION & LOCATION

ICAO Summary ICAO Format

ICAO SUMMARY

Disseminated NOTAMID: S2090/21

FIR: CZZY	Item A: CYYZ
Code: QFAXX	Lower limit: 000
Traffic: IV	Upper limit: 999
Purpose: NBO	Coords: 434036N0793750W005
Scope: A	Series: S

PERIOD OF VALIDITY

From (date-time group) :

To (PERM or date-time group) : 2104020229 [04/02/2021, 02:29]

PLAIN-LANGUAGE ENTRY (ICAO ABBREVIATIONS)

Item E (english) :

RSC 05 4/6/6 25 PCT COMPACTED SNOW AND 10 PCT FROST, 20 PCT WET, 20 PCT WET. 180FT WIDTH OFFSET NORTHWEST. LOOSE SAND APPLIED AT 0210. REMAINING WIDTH FROST. VALID APR 01 1719 - APR 02 0019.

RSC 23 6/6/4 20 PCT WET, 20 PCT WET, 25 PCT COMPACTED SNOW AND 10 PCT FROST. 180FT WIDTH OFFSET NORTHWEST. LOOSE SAND APPLIED AT 0210. REMAINING WIDTH FROST. VALID APR 01 1719 - APR 02 0019.

RSC 06R/24L DRY. GRADED. 199FT WIDTH. VALID MAR 31 2053 - APR 01 2053.

ADDN NON-GRF/TALPA INFO:
CRFI 05 1C .01 OBS AT 2104011722.
CRFI 23 1C .01 OBS AT 2104011722.
CRFI 06R/24L 7C .01 OBS AT 2103312053.

Figure 4-42 ICAO Summary Information

4.2.5.1 UI Elements

The following table describes the UI elements for the ICAO Summary tab in the Review Pane.

Table 4-1 UI elements in the Review Panel – ICAO Summary tab

UI Element	Description
ICAO Summary	<p>an area that shows the information that was either selected or filled in under the RSC NSD for a NOTAM proposal. It includes the information about NOTAMID (if applicable) and the various fields for the Q-line.</p>
Disseminated NOTAMID	<p>is the identifier assigned by the NES when the NOTAM is disseminated.</p> <p>The Disseminated NOTAMID field only displays on the Review Panel after the NOTAM proposal is disseminated.</p> <p>The format is Snnnn/yy where:</p> <ul style="list-style-type: none"> • S is the series letter. • nnnn is a four-digit NOTAM number to identify the continuity number, followed by a stroke character (/). • yy is the two digits for the calendar year. <p>For example: S0035/19</p> <p>Each series starts on January 1st at 0000z of each year with the number 0001. ICAO NOTAM numbers are assigned sequentially from 0001 to 9999.</p> <p>After a NOTAM reaches 9999 in the same series, the next NOTAM will roll over to 0001.</p>
FIR	<p>is the four-letter ICAO location indicator of the Flight Information Region (FIR) where the subject of the information is geographically located, or CZXX if more than one FIR is concerned.</p>
Code	<p>refers to the Q-Code of the NOTAM. It is comprised of the following letters:</p> <ul style="list-style-type: none"> • The first letter always Q. • The second and third letters are an ICAO Subject code that describes the subject of the NOTAM. • The fourth and fifth letters are an ICAO Condition code that describes the condition of the NOTAM subject.

UI Element	Description
Traffic	<p>identifies the affected traffic type(s) for the NOTAM.</p> <p>Initially, the Traffic Conditions qualifier is automatically filled according to the selection criteria for the NOTAM proposal.</p> <p>The traffic can be:</p> <ul style="list-style-type: none"> • I for Instrument Flight Rules (IFR) • V - for Visual Flight Rules (VFR) • I and V for both IFR and VFR <p>Users can change the traffic indicator according to the NOTAM subject and the operational needs.</p>
Purpose	<p>describes the purpose of the ICAO NOTAM.</p> <p>The purpose can be:</p> <ul style="list-style-type: none"> • N – ICAO NOTAM selected for the immediate attention to aircraft operators • O – Operationally significant ICAO NOTAM • B – ICAO NOTAM selected for PIB entry • M – ICAO NOTAM contains miscellaneous information and will not appear in PIB, unless specifically requested <p>For the Purpose, the following combinations are possible: NBO, B, BO, and M.</p>
Scope	<p>The Scope relates the ICAO NOTAM subject to a specific scope among the following:</p> <ul style="list-style-type: none"> • A – Aerodrome relates the ICAO NOTAM to the scope of "Aerodromes" • E – En-route relates the ICAO NOTAM to the scope of "En-route information" • W – Warning relates the ICAO NOTAM to the scope of "Navigation Warnings" • AE – Aerodrome/En-route relates the ICAO NOTAM to scopes "A" and "E" • AW – Aerodrome/ Warning relates the ICAO NOTAM scope to both "A" and "W" • K – ICAO NOTAM checklist

UI Element	Description
Item A	<p>displays an ICAO location indicator of the aerodrome, heliport, or FIR in which the facility, airspace or condition is located.</p> <p>Item A contains at least one aerodrome location indicator or one FIR location indicator.</p> <p>If CXXX displays in this field, the aerodrome has an alpha-numeric location indicator (three (3) letters and one (1) number) that displays on the first line of the NOTAM text (Item E).</p>
Lower limit	<p>a qualifier that relates to the lower limit for the vertical section of airspace.</p> <p>The default value is 000.</p>
Upper limit	<p>a qualifier that relates to the upper limit for the vertical section of airspace.</p> <p>The default value is 999.</p>
Coords	<p>indicates the geographical association of a NOTAM with the location it refers to. It is a set of coordinates made up of 11 characters:</p> <ul style="list-style-type: none"> • Latitude: North/South in 5 characters (accurate to one minute) • Longitude: East/West in 6 characters (accurate to one minute) <p>For example, 5054N00411029W.</p> <p>For information about the supported formats for specifying coordinates, see Geography.</p>
Series	<p>a letter that defines an ICAO NOTAM series.</p> <p>The NES assigns the series in accordance with the ICAO NOTAM regions, dissemination categories, and subject categories (Code23 from the Q-Code).</p>
Period of Validity	<p>an area that identifies the start and end date/time for a NOTAM.</p>

UI Element	Description
From (date-time group):	refers to the Start OF Activity value, or IMMEDIATE. For a disseminated NOTAM, if IMMEDIATE was specified in the Review Panel for the NOTAM Proposal, the Review Panel is now updated with the date and time the NOTAM was disseminated (IMMEDIATE is replaced with the actual start date/time).
To (date-time group)	Identifies the end of validity for a NOTAM.
Time Schedule	if the NOTAM is active only at certain times during the overall “in force” duration, this field will display the time schedule inserted in Item D).
Plain-Language Entry (ICAO Abbreviations)	contains the Item E) text for the NOTAM. If the NOTAM is related to an aerodrome where ATS are provided in both English and French, or it is related to the Montreal FIR, this area will also include the corresponding French text.
Item E (English)	is an English language free text field and consist of any indicators, identifiers, designators, call signs, frequencies and ICAO abbreviations, as required.
Item E (French)	is a French language free text field and contains all of the information from the English free text field translated into French.

4.2.6 ICAO Format

The **ICAO Format** tab shows the exact text used for the ICAO NOTAM when it is disseminated. If the NOTAM is for a bilingual region, the system also includes the French text for the NOTAM.

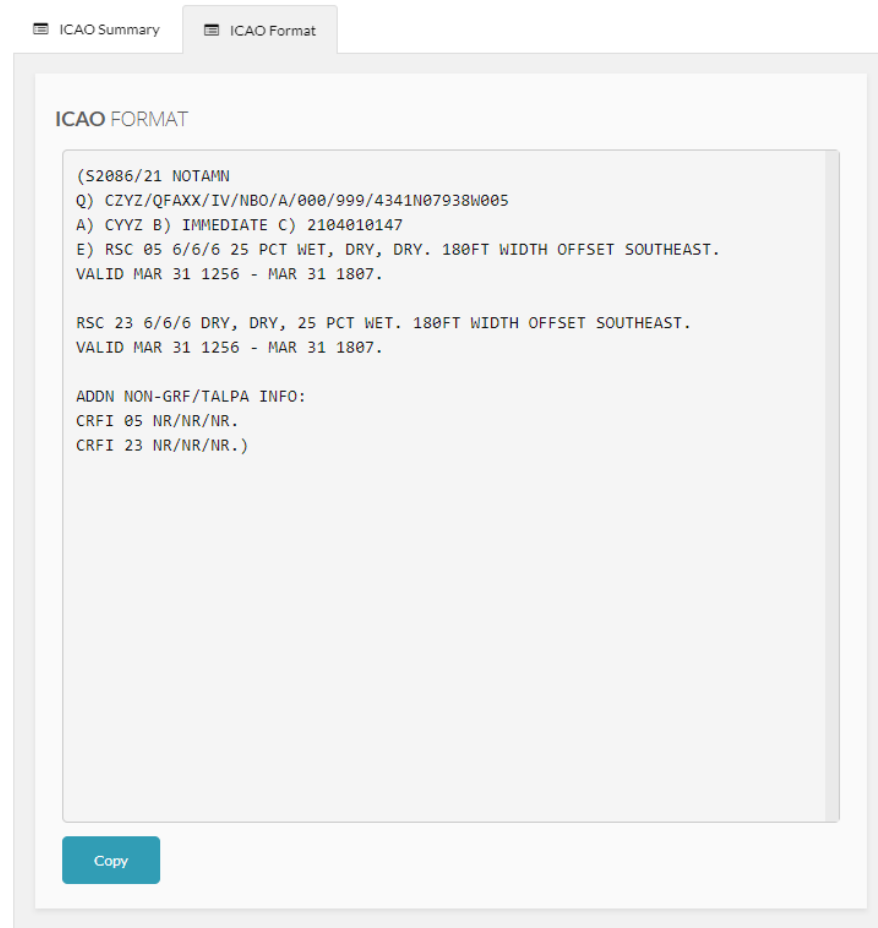


Figure 4-43 ICAO Format tab

Click **Copy** to make a copy of all text that displays in the ICAO Format tab and paste the text to external applications outside the NES.

4.2.6.1 UI Elements

The following table describes the UI elements for the ICAO Format tab in the Review pane.

Table 4-2 UI elements in the Review Panel – ICAO Format tab

Item	Description
Q)	is a qualifier line that contains coded information, coordinates, and radius of the area of influence for the automated filtering of NOTAM.

Item	Description
A)	contains the location indicator for an Aerodrome, or of one or more FIRs.
B)	shows the time (UTC) the NOTAM comes into effect (in force).
C)	shows the time (UTC) the NOTAM ceases to be in effect (no longer in force).
D)	a schedule used if the event occurs at specific times (UTC) during the period the NOTAM is in effect.
E)	contains the NOTAM text, including the ICAO subject and corresponding condition.
FR:	Contains the corresponding French text for Item E).
F)	shows the value for the lower vertical limit for the ICAO NOTAM, when required.
G)	shows the value for the upper vertical limit for the ICAO NOTAM, when required.
Copy	allows users to copy the NOTAM text so that it can be used in other applications or sent to other users.

4.2.7 Disseminate Proposal

When the data entry is complete for the RSC NOTAM, the **Disseminate Proposal** button will be enabled. Click on the **Disseminate Proposal** button to submit the RSC NOTAM.

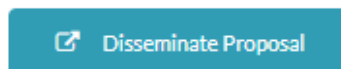


Figure 4-44 Disseminate (Submit) Proposal

4.2.8 Save Draft

When the data is complete for entry of the RSC NOTAM and this is not an active proposal, the **Save Draft** button will be enabled. Click on the **Save Draft** button to save a copy of the RSC NOTAM proposal.



Figure 4-45 Save Draft Proposal

4.2.9 Actions

The following table describes all the actions available for the RSC NSD template.

Table 4-3 UI elements for users for the RSC NSD

Action	Description
Back to Review List	closes the page and returns users to the Dashboard page. Any information the user added or modified on the RSC NSD template will be discarded.
Save Draft	saves a copy of the RSC NOTAM proposal. Circumstances exist whereby the user cannot immediately disseminate the proposal, and a draft version is saved.
Disseminate Proposal	assigns a NOTAM number for the series letter specified in the proposal, and immediately disseminates (distributes) the NOTAM in accordance with subscriptions by series or by geographical area. The NOTAM is now active.

4.2.10 Useful Shortcuts

4.2.10.1 Copy/Paste Feature for the 1/3rd Reporting of Lower, Midpoint and Higher Thresholds

On the right side of the LOWER, MIDPOINT and HIGHER THRESHOLD section banner, the copy button indicates that the information entered in the associated section is available for copying.






Figure 4-46 Copy Button

When the button is selected, the information is copied from the associated section. The Paste button indicates that information has been copied and is available for pasting.







Figure 4-47 Paste Button

The following example illustrates the operation to copy from the Lower Threshold to the Midpoint section of the runway report. Select the copy button to copy the LOWER THRESHOLD information entered:

LOWER THRESHOLD   

RUNWAY SURFACE DESCRIPTION

Contaminant:  Dry Snow	Depth:  1/8	Coverage: % 80
Contaminant:  Compacted Snow (warmer than -15 C)	Depth:  -- Depth --	Coverage: % 20

RWY CONDITION CODE

Preliminary: # 5

FINAL RWY CONDITION CODE

RWYCC Validation: # Downgrade RWYCC Final RWYCC: # 4

Figure 4-48 Copy Enabled

When the information is copied, the Paste button will be enabled for the Lower, Midpoint and Higher Threshold sections.

MIDPOINT [Paste] [Refresh] [Dropdown]

RUNWAY SURFACE DESCRIPTION

Contaminant: [Warning] --- Select Contaminant --- Depth: [Menu] -- Depth -- Coverage: % -- Cover --

Contaminant: [Warning] --- Select Contaminant --- Depth: [Menu] -- Depth -- Coverage: % -- Cover --

RWY CONDITION CODE

Preliminary: #

FINAL RWY CONDITION CODE

RWYCC Validation: # --- RWYCC Validation --- Final RWYCC: # --- RwyCC ---

Figure 4-49 Paste Enabled

Paste the information to the MIDPOINT section by selecting the paste button. The information is pasted into the associated fields for that section.

MIDPOINT [Paste] [Refresh] [Dropdown]

RUNWAY SURFACE DESCRIPTION

Contaminant: [Warning] Dry Snow Depth: [Menu] 1/8 Coverage: % 80

Contaminant: [Warning] Compacted Snow (warmer than -15 C) Depth: [Menu] -- Depth -- Coverage: % 20

RWY CONDITION CODE

Preliminary: # 5

FINAL RWY CONDITION CODE

RWYCC Validation: # Downgrade RWYCC Final RWYCC: # 4

Figure 4-50 Paste Information into the MIDPOINT section

4.2.10.2 Clear Feature

The clear button (where available) provides the capability to clear data entered in the fields for a section of the report.



Figure 4-51 Clear Button

4.3 Report

Users can generate NOTAM reports and statistics reports, as required. The resulting report can be filtered to further refine the search result. Additionally, the report results can be exported to Microsoft Excel for further processing.

NAV CANADA NOTAM ENTRY SYSTEM

Dashboard Admin

Help Language CYYZ_RSC

Reports

Back To Review List Published NOTAMs Statistics In force

Items Per Page: 180 Start Date: 03/31/2021 End Date: 04/01/2021 Export to CSV Run Report

NOTAM #	TYP	REF #	SER	ITEM A	SITE ID	PRM	EST	ITEM E	ORIGINATOR	APPROVER	START	END	RECEIVED	PUBLISHED
S2089/21	R	S2088/21	S	CYYZ	N	N	RSC 05 6/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	CYYZ_RSC	2103312054	2104010454	2103312054	2103312054
S2088/21	R	S2087/21	S	CYYZ	N	N	RSC 05 6/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	CYYZ_RSC	2103312052	2104010452	2103312052	2103312052
S2087/21	R	S2086/21	S	CYYZ	N	N	RSC 05 6/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	CYYZ_RSC	2103311849	2104010249	2103311849	2103311849
A2650/21	N	A	CYGP	N	N	RSC 10 6/6/6 DRY, DRY, DRY...	CYGP_RSC	CYGP_RSC	CYGP_RSC	CYGP_RSC	2103311729	2104010129	2103311729	2103311729
S2086/21	N	S	CYYZ	N	N	RSC 05 6/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	CYYZ_RSC	CYYZ_RSC	2103311257	2103312057	2103311257	2103311257
A2649/21	N	A	CYGP	N	N	RSC 10 6/6/6 DRY, DRY, DRY...	CYGP_RSC	CYGP_RSC	CYGP_RSC	CYGP_RSC	2103310037	2103310837	2103310037	2103310037

Showing 1 to 100 of 6 entries

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Figure 4-52 Reports tab

The following illustration provides a description of each column that appears in the Summary Table results on the **Reports** tab.

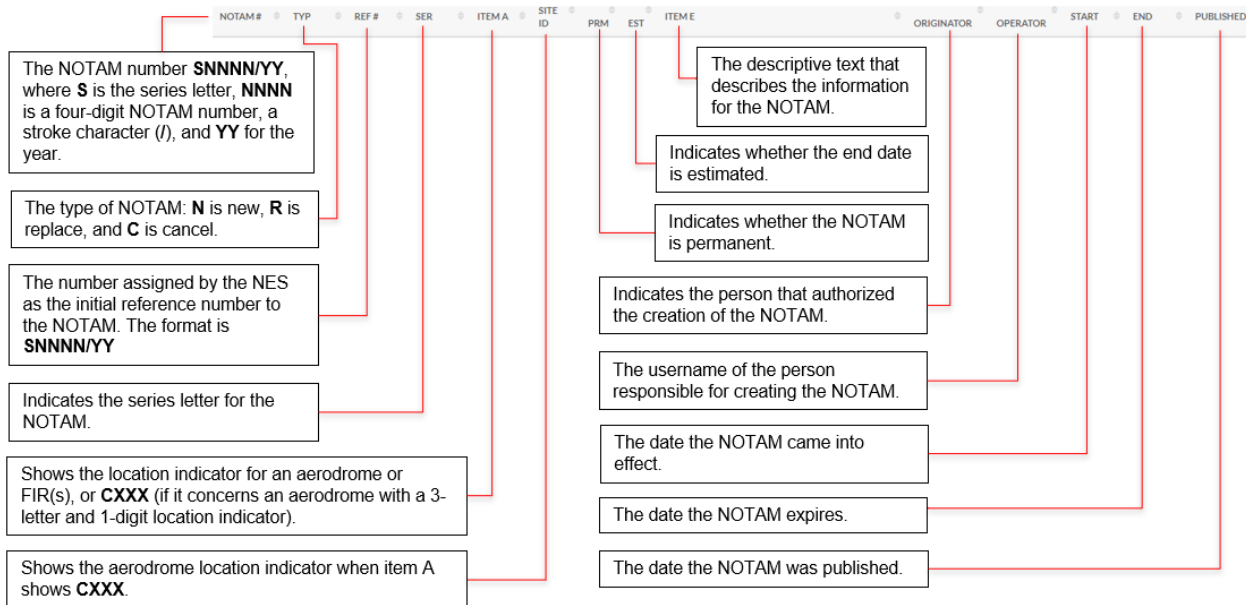


Figure 4-53 Column descriptions for the Summary table on the User Dashboard

4.3.1.1 Report Workflow

The user can create a report at any time by entering a **Start** and **End** date to provide a range of NOTAMs for the specified period. The NES uses the date range to return a result list containing all published NOTAMs during that period, regardless of their status (New, Replace, or Cancel).

Users can generate simple to more complex NOTAM reports by performing the following steps:

1. **Required:** Determine a date range for published NOTAMs for the report. Typically, you would use a start date that occurs early enough to the event to ensure that all pertinent NOTAMs issued and remaining valid just prior to an event will be collected.
2. **Optional:** Determine the criteria needed for the scenario to include a comprehensive list of NOTAMs in the report. For example, if a plane crash event occurs, you will need to create a report that includes all active NOTAMs within a specified radius for a specific location surrounding the crash site. Additionally, cancelled NOTAMs can be excluded (filtered out) to narrow the search results.
3. **Optional:** Save the filters for later use, particularly for searches that will be repeated on a regular basis.

4. **Optional:** Export the results to a Microsoft Excel CSV file.
5. **Optional:** Import the report results (CSV file) into Microsoft Excel for further processing.
6. **Optional:** Filter and process the NOTAM results in Excel. For the steps to filter and process the NOTAM results data in Excel, see the online Help within Excel.

4.3.1.2 Create a Published NOTAM report

The user can create a report for published NOTAMS at any time by logging in to the NES and clicking the Reports tab.

1. Log in to the NES.
2. Click the **Reports** tab.
3. Click **Published NOTAMs**.
4. In the **Start** text box, select the initial date to start searching for NOTAM. This date refers to the first day with a corresponding **Start of Activity** date for published NOTAM.
5. In the **End** text box, select the date where the NOTAM search will end.
6. Click **Run Report** to filter the NOTAM and return the results. The following image shows an example of the report results for a date range.

The entered data will be used to return a result list that contains all published NOTAM for the selected timeframe, regardless of their status (New, Replace, or Cancel).

The screenshot shows the 'Reports' section of the NAV CANADA NOTAM ENTRY SYSTEM. The 'Published NOTAMs' tab is selected. The 'Start Date' is set to 03/31/2021 and the 'End Date' is set to 04/05/2021. The 'Run Report' button is visible. Below the filters is a table of NOTAM results with columns for NOTAM #, TYP, REF #, SER, ITEM A, SITE ID, PRM, EST, ITEM E, ORIGINATOR, APPROVER, START, END, RECEIVED, and PUBLISHED. The 'PUBLISHED' column is highlighted in green, and the first row of data is also highlighted in green.

NOTAM #	TYP	REF #	SER	ITEM A	SITE ID	PRM	EST	ITEM E	ORIGINATOR	APPROVER	START	END	RECEIVED	PUBLISHED
S2091/21	R	S2090/21	S	CYYZ		N	N	RSC 05 4/6/6 25 PCT COMPACTE...	CYYZ_RSC	CYYZ_RSC	2104011836	2104020236	2104011836	2104011836
S2090/21	N		S	CYYZ		N	N	RSC 05 4/6/6 25 PCT COMPACTE...	CYYZ_RSC	CYYZ_RSC	2104011724	2104020124	2104011724	2104011724
S2089/21	R	S2088/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET DRY...	CYYZ_RSC	CYYZ_RSC	2103312054	2104010454	2103312054	2103312054
S2088/21	R	S2087/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET DRY...	CYYZ_RSC	CYYZ_RSC	2103312052	2104010452	2103312052	2103312052
S2087/21	R	S2086/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET DRY...	CYYZ_RSC	CYYZ_RSC	2103311849	2104010249	2103311849	2103311849
S2086/21	N		S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET DRY...	CYYZ_RSC	CYYZ_RSC	2103311257	2103312057	2103311257	2103311257

Figure 4-54 Generated Published report results returned

7. **Optional:** If required, expand the Filter area to access filtering options to refine the search results even further.

4.3.1.3 Create an In-Force NOTAM report

It is possible to create a daily report for In Force NOTAMS by entering a start and end date in the NES and clicking the Reports tab. The date range will be used to return a result list that contains all published InForce NOTAM during that period, regardless of their status (New, Replace or Cancel).

1. Log in to the NES.
2. Click the **Reports** tab.
3. Click **In Force NOTAMS**.
4. In the **Start** text box, enter the time at which the In Force NOTAM search will begin.
5. In the **End** text box, enter the time at which the In Force NOTAM search will end.



A NOTAM becomes in force at the date and time indicated in item B). Conversely, the NOTAM ceases to be in force at the date and time indicated in item C).

6. Click **Run Report** to filter the NOTAM and return the results. The following image shows an example of the report results for a date range.

NOTAM #	TYP	REF #	SER	ITEM A	SITE ID	PRM	EST	ITEM E	ORIGINATOR	APPROVER	START	END	RECEIVED	PUBLISHED
S2089/21	R	S2088/21	S	CYYZ		N	N	RSC 05 4/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103312054	2104010454	2103312054	2103312054
S2088/21	R	S2087/21	S	CYYZ		N	N	RSC 05 4/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103312052	2104010452	2103312052	2103312052
S2087/21	R	S2086/21	S	CYYZ		N	N	RSC 05 4/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103311849	2104010249	2103311849	2103311849
A2450/21	N		A	CYGP		N	N	RSC 10 4/6/4 DRY, DRY, DRY...	CYGP_RSC	CYGP_RSC	2103311729	2104010129	2103311729	2103311729
S2084/21	N		S	CYYZ		N	N	RSC 05 4/6/25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103311257	2103312057	2103311257	2103311257
A2449/21	N		A	CYGP		N	N	RSC 10 4/6/4 DRY, DRY, DRY...	CYGP_RSC	CYGP_RSC	2103310037	2103310837	2103310037	2103310037
A2448/21	N		A	CYQR		N	N	RSC 08/26 10 PCT FROST AND 7...	vendor_Trade...	vendor_TradeWind	2103301931	2103310331	2103301931	2103301931
S2085/21	R	S2084/21	S	CYEG		N	N	RSC 02 5/6/30 PCT 1/8IN DR...	vendor_Trade...	vendor_TradeWind	2103301859	2103310259	2103301859	2103301859

Figure 4-55 Generated In Force NOTAM report results returned

4.3.1.4 Filter report data

Users can use filters to further narrow search results:

To run a report and filter those results:

1. Log in to the NES.

2. Click the **Reports** tab.
3. Click **Published NOTAMs** or **In Force NOTAMs** (filtering applies to both).
4. Enter the required timeframe depending on which tab is used.
5. Click **Run Report** to filter the NOTAM and return the results.

The screenshot shows the 'Reports' section of the NAV Canada NOTAM Entry System. The 'Published NOTAMs' tab is selected. The search filter is set to 'ITEM A = Equal = CYYZ'. The results table is as follows:

NOTAM #	TYP	REF #	SER	ITEM A	SITE ID	PRM	EST	ITEM E	ORIGINATOR	APPROVER	START	END	RECEIVED	PUBLISHED
S2091/21	R	S2090/21	S	CYYZ		N	N	RSC 05 4/6/6 25 PCT COMPACTE...	CYYZ_RSC	CYYZ_RSC	2104021836	2104020236	2104011836	2104011836
S2090/21	N		S	CYYZ		N	N	RSC 05 4/6/6 25 PCT COMPACTE...	CYYZ_RSC	CYYZ_RSC	2104011724	2104020124	2104011724	2104011724
S2089/21	R	S2088/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103312054	2104010454	2103312054	2103312054
S2088/21	R	S2087/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103312052	2104010452	2103312052	2103312052
S2087/21	R	S2086/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103311849	2104010249	2103311849	2103311849
S2086/21	N		S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103311257	2103312057	2103311257	2103311257

Figure 4-56 Filter report results

6. Click **Filter** (🔽) to expand the filtering area.
7. In the first filtering row, select the following:
 - For **Select Filter Criteria**, select **Item A**.
 - For the **Operator**, select **Equal**.
 - For the **Matching Value**, type the aerodrome or FIR that you want to search the NOTAM data. For example, **CYUL**.
8. Click **Apply Filter** to filter the results that appear in the results list.

NAV CANADA NOTAM ENTRY SYSTEM

Dashboard Admin

Help Language CYYZ_RSC

Reports

Back To Review List Published NOTAMs Statistics In force

Items Per Page: 100 Start Date: 03/31/2021 End Date: 04/01/2021 Export to CSV Run Report

NOTAM#	TYP	REF #	SER	ITEM A	SITE ID	PRM	EST	ITEM E	ORIGINATOR	APPROVER	START	END	RECEIVED	PUBLISHED
S2091/21	R	S2090/21	S	CYYZ		N	N	RSC 05 4/6/6 25 PCT COMPACTE...	CYYZ_RSC	CYYZ_RSC	2104011836	2104020236	2104011836	2104011836
S2090/21	N		S	CYYZ		N	N	RSC 05 4/6/6 25 PCT COMPACTE...	CYYZ_RSC	CYYZ_RSC	2104011724	2104020124	2104011724	2104011724
S2089/21	R	S2088/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103312054	2104010454	2103312054	2103312054
S2088/21	R	S2087/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103312052	2104010452	2103312052	2103312052
S2087/21	R	S2084/21	S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103311849	2104010249	2103311849	2103311849
S2086/21	N		S	CYYZ		N	N	RSC 05 6/6/6 25 PCT WET, DRY...	CYYZ_RSC	CYYZ_RSC	2103311257	2103312057	2103311257	2103311257

Figure 4-57 Filter based on a specific column in the results table

Notice that the filtering icon changes from grey (🔍) to green (🟢). To remove the filter, click the **Delete** icon (🗑️).

4.3.1.5 Export report data to an Excel file (.csv)

After a report is run that satisfies the data set required, the results can be exported to a Microsoft Excel .CSV file for further viewing and processing.

To create a report to filter data to find all the NOTAM that are about to expire:

1. Log in to the NES.
2. Click the **Reports** tab.
3. Click **Published NOTAMs** or **In Force NOTAMs** (either can be exported)
4. Enter the required timeframe depending on which tab is used.
5. Click **Run Report** to filter the NOTAM and return the results.
6. Click **Export To CSV**.

nes-demo.navone.ca says

What do you want to name your output file.

OK Cancel

Figure 4-58 Specify an output file name for the report results

7. In the popup, type the name for the reports results file. Typically, the report name will include descriptive information about the contents of the file. For example:
NES_report_01012019-1012019.
8. Click **OK**. NES will add a reference to the newly created .csv file at the bottom of the page.

4.3.1.6 Create a statistics report

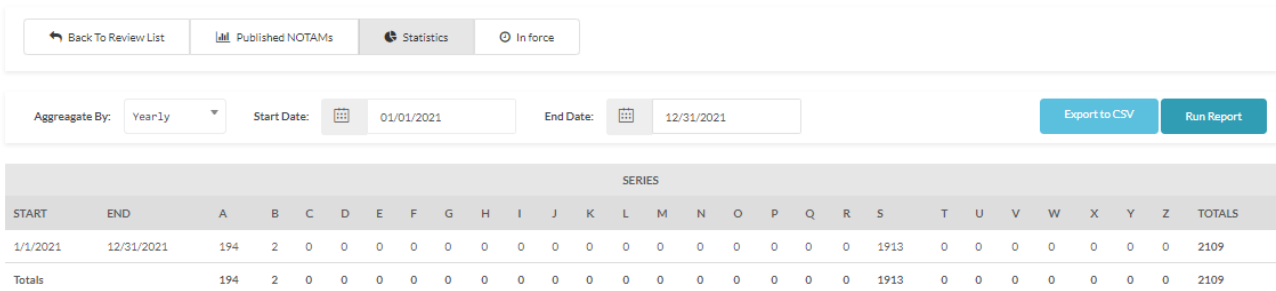
The NES includes a statistical report option to create detailed statistical tables. These tables represent the number of disseminated NOTAM for each series letter based on a defined aggregate type (temporal resolution, such as: yearly, monthly, weekly, daily or hourly), and the specified year, month or date for the start and end of the period.

To create a statistical report:

1. Log in to the NES as user.
2. Click the **Reports** tab.
3. Click **Statistics**.
4. In the **Aggregate By** text box, select **Monthly** to generate a monthly report of disseminated NOTAM for each series letter, and for the months specified as the start and end of the period.
5. In the **Start** text box, select the month that you want to start searching for NOTAM. The box will show the date corresponding to the first day of the selected month.
6. In the **End** text box, select the month where the NOTAM search will end. Enter the month after the month for which statistics are required. For example, if statistics are required from April until June, then **Start** will need to show April (04/01/2019) and the **End** will need to show July (07/01/2019).
7. Click **Run Report** to filter the number of NOTAMs and return the results.

The statistics results show the number of published NOTAMs for each series letter during each month over the specified period.

Reports



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Figure 4-59 Statistics report results

4.4 History

Users can view all activities for a selected NOTAM proposal. The activities refer to all the different statuses the NOTAM proposal transitions through within the NES.

The following illustration shows the PROPOSAL LIST history after selecting one NOTAM proposal from the Summary table and then clicking **History**.

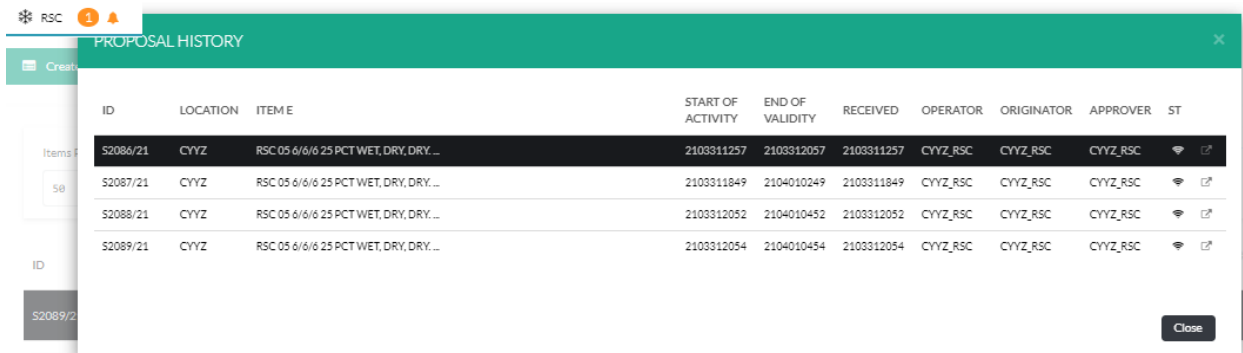





Figure 4-60 Example of the history popup for a NOTAM

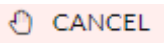
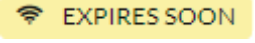
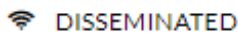
4.4.1 Column descriptions

The following table provides a description for each of the columns that display in the PROPOSAL LIST popup for the history of a NOTAM proposal.

Table 4-4 Description of columns for the NOTAM proposal history

Column	Description
ID	<p>shows either:</p> <ul style="list-style-type: none"> • the identifier for a disseminated NOTAM using the format Snnnn/yy <p>or</p> <ul style="list-style-type: none"> • the NOTAM proposal submitted to replace or cancel a NOTAM using the format is R:Snnnn/yy or C: Snnnn/yy <p>where:</p> <ul style="list-style-type: none"> ○ R: and C: respectively refer to a replacement and a cancelling NOTAM proposal. ○ S is the series letter (see Error! Reference source not found.). ○ nnnn is a four-digit NOTAM number to identify the continuity number of a disseminated NOTAM, followed by a stroke character (<i>/</i>). ○ yy is the two digits for the calendar year. <p>For example: R:0035/19</p> <p>Each series starts on January 1st at 0000z of each year with the number 0001.</p>
LOCATION	<p>contains an aerodrome or FIR (four-letter) location indicator(s). For aerodromes with a location indicator that has three (3) letters and one (1) number, the location shows CXXX in which case the aerodrome location indicator appears at the beginning of the item E.</p>
ITEM E	<p>shows all or part of the Item E text, depending on the length of the text. The length of the text varies based on the width of the page in your browser.</p>

Column	Description		
START ACTIVITY	<p>indicates the time at which the ICAO NOTAM comes into effect:</p> <ul style="list-style-type: none"> • A ten-figure date-time group in the format YYMMDDHHMM, where: <ul style="list-style-type: none"> ○ YY are the last two digits of the year (range 00 to 99). ○ MM are the two digits for the month (range 01 to 12) ○ DD are the two digits for the day of the month (range 01 to 31) ○ HH are the two digits for the hour in a 24-hour format (range 00 to 23) ○ MM are the two digits for the minutes (range 00 to 59). • IMMEDIATE – indicates the activity starts immediately and will become the ten-figure date-time group when the NOTAM is disseminated by the NOF. <p>For example, 1905251200 represents the 25th day of May 2019, 1200 UTC.</p>		
END ACTIVITY	<p>indicates the time at which the ICAO NOTAM is no longer in effect:</p> <ul style="list-style-type: none"> • Corresponds to the end of validity specified in the End Time field (Item C) during the creation of the NOTAM. • A specific ten-figure date-time group in the format YYMMDDHHMM, where: <ul style="list-style-type: none"> ○ YY are the last two digits of the year (range 00 to 99). ○ MM are the two digits for the month (range 01 to 12) ○ DD are the two digits for the day of the month (range 01 to 31) ○ HH are the two digits for the hour in a 24-hour format (range 00 to 23) ○ MM are the two digits for the minutes (range 00 to 59). 		
RECEIVED	<p>shows the date-time group when the ICAO NOTAM proposal was received by the NOTAM Entry System.</p>		
OPERATOR	<p>shows the Username of the person that performed an action that caused the status of the NOTAM to change.</p>		
ST	<p>shows an icon that indicates the status of each NOTAM or NOTAM proposal in the list.</p> <table border="1" data-bbox="483 1759 1416 1864"> <tr> <td data-bbox="483 1759 797 1864">  DRAFT </td> <td data-bbox="797 1759 1416 1864"> a NOTAM proposal with information entered by the user and saved as draft. </td> </tr> </table>	 DRAFT	a NOTAM proposal with information entered by the user and saved as draft.
 DRAFT	a NOTAM proposal with information entered by the user and saved as draft.		

Column	Description	
	 CANCEL	a valid NOTAM that was cancelled by a NOTAMC
	 EXPIRES SOON	NOTAM proposals in the Summary table on the User Dashboard that have the end of validity for the NOTAM set to “Estimated” and are about to expire
	 DISSEMINATED	the NOTAM was disseminated with an assigned series to subscribers through AFTN.

4.5 Cancel button

Use the **Cancel** button to cancel an active RSC NOTAM. The cancelling NOTAM:

- NOTAMC doesn’t require item C (end date time) because it takes effect immediately upon dissemination.
- NOTAMC sets Item B, the from date time, to the current time (**IMMEDIATE**)

The **Cancel** button only appears in **blue** (active colour) for disseminated NOTAM that are active.

4.6 Discard button

The purpose of the **Discard** button is to allow the creator of a NOTAM proposal to delete it if it is no longer required, or it is deemed to be a duplicate of another NOTAM.

It is good practice to discard NOTAM proposals that are no longer required so that the size of the Summary table on the User dashboard does not become too large. Filter options are available to filter the data that displays in the Summary table; however, you do not want to erroneously use or clone and incorrect or incomplete NOTAM proposal.

4.6.1 Discard a NOTAM proposal

To discard a NOTAM proposal:

1. Log in to the NES and select a NOTAM from the Summary table that needs to be discarded. The NOTAM row will be highlighted in **black** indicating that it is selected.



The **Discard** button will only be available if the NOTAM was originally created by the same user attempting to discard the NOTAM proposal.

User Dashboard ?

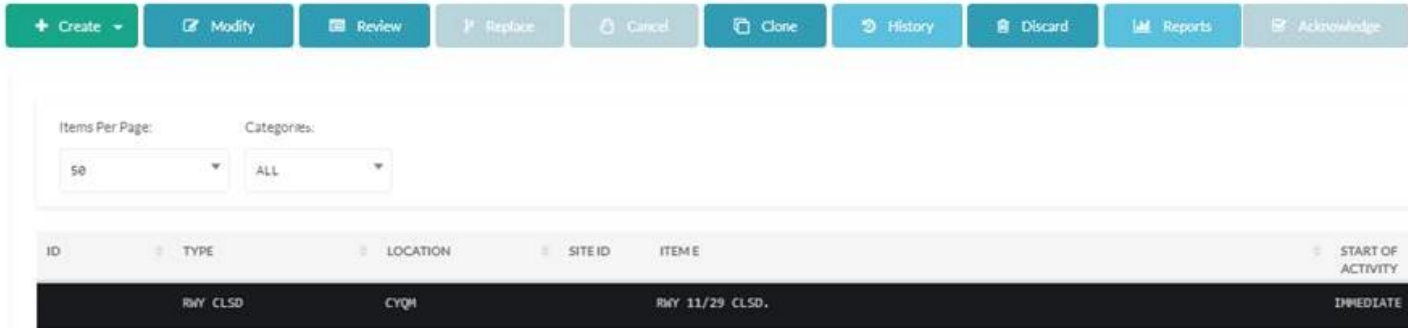


Figure 4-61 Selected row to discard a NOTAM proposal

2. Click **Discard**. The NES displays a popup to confirm the discard action.

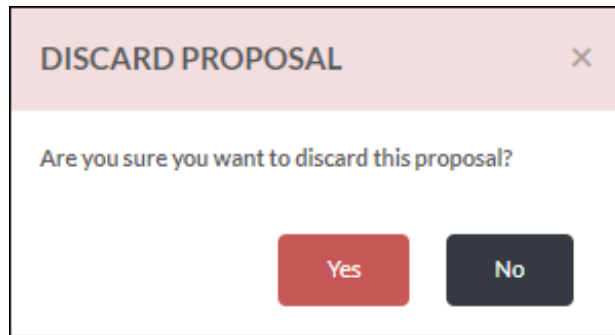


Figure 4-62 Discard Proposal popup

3. Click **Yes** to discard the selected NOTAM proposal. The NES actions the request based on the creator of the NOTAM proposal, and returns the user to the **User Dashboard**.

5 Group Administrator

5.1 Admin view

In the Admin view, an Organization Administrator can perform actions that relate to user management only: add, delete, and maintain users within their organization. The following illustration shows the default Admin view for an Organization Administrator, including the NAVIGATION menu and User Management page.

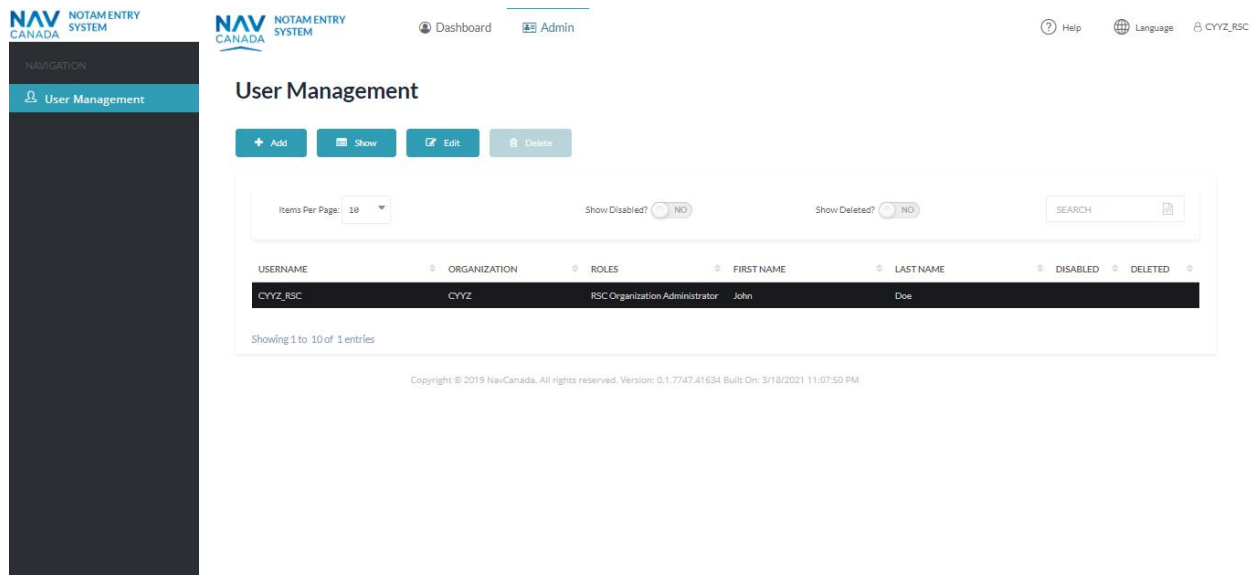


Figure 5-1 Administrator User Management

5.1.1 New User

In the Admin view, an Organization Administrator can add a new user to the group. Refer to the Purpose

This manual provides detailed information about the NOTAM Entry System (NES) with regards to creation and management of RSC NOTAMs using the internationally accepted NOTAM format.

An ICAO NOTAM is an internationally recognized notice distributed by means of telecommunications that contains information concerning the establishment, conditions, or change in any aeronautical facility, service, procedure or hazard, where timely knowledge is essential to personnel concerned with flight operations.

5.2 Use of this manual

The document contains information, guidance, and some standard operating procedures with respect to using the NES, which are used by NAV CANADA personnel and other external accountable sources and originators of RSC NOTAMs.

For information and definitions about key terms found in this user guide, see the Glossary in the Appendix area.

NES login section for details on activating the User Account once it has been added. The following illustration shows the New User view for an Organization Administrator.

The screenshot displays the 'New User' form within the NAV CANADA NOTAM ENTRY SYSTEM. The interface includes a navigation sidebar on the left with 'User Management' selected. The main content area is titled 'New User' and features a 'USER DETAILS' section. The form contains the following fields and options:

- Username:** A text input field with a placeholder 'Enter a Username Id.' and a user icon. A note below states 'A Username is required.'
- First Name:** A text input field with a placeholder 'Enter the user's first name.' and an information icon. A note below states 'First name is required.'
- Last Name:** A text input field with a placeholder 'Enter the user's last name.' and an information icon. A note below states 'Last name is required.'
- Position:** A text input field with a placeholder 'Enter the user's position or title.' and a dropdown arrow.
- Email:** A text input field with a placeholder 'Enter the user's email address.' and an email icon. A note below states 'Email is required.'
- Organization:** A dropdown menu currently showing 'CYZ'.
- Roles:** A dropdown menu currently showing 'RSC Dashboard User'.
- DOAs:** A dropdown menu currently showing 'CYZ_RSC_DOA'.
- Address:** A text input field with a placeholder 'Enter the user's address.' and a location pin icon. A note below states 'An address is required.'
- Telephone Number:** A text input field with a placeholder 'Enter the user's telephone number.' and a telephone icon. A note below states 'A telephone number is required.'
- Fax:** A text input field with a placeholder 'Enter the user's fax.' and a fax icon.
- Disabled:** A toggle switch currently set to 'NO'.

At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page reads: 'Copyright © 2019 NavCanada. All rights reserved. Version: 0.1.7747.41634 Built On: 3/18/2021 11:07:50 PM'.

Figure 5-2 New User View for the Organization Administrator

5.2.1 Actions (Admin)

The Organization Administrator can perform the following actions:

- Add a user (to an organization)
- Show information about a user
- Edit information for user
- Delete a user

Appendix A: Glossary of Terms

Term	Description
Active NOTAM	A NOTAM is active between the date and time stated in Items B) and C), and subject to the time schedule in Item D).
Aeronautical fixed telecommunication network (AFTN)	A world-wide system of aeronautical fixed circuits provided, as part of the Aeronautical Fixed Service (AFS), for the exchange of messages and/or digital data between aeronautical fixed stations having the same or compatible communications characteristics.
AIS Message	AFTN/AFS message composed according to the rules in Annex 10, made up of a maximum of 1800 characters and containing a single NOTAM or a NOTAMJ or an unformatted service message inherent to AIS operative requests interchanged between NOF, originators, clients.
Banner	A section of the Web page displaying the NES logo and administrative functions within the NES.
Bilingual	Reflects where and when information needs to be provided in both English and French.
Cancelled NOTAM	A NOTAM cancelled by another NOTAM before the Item C) date and time has been reached.
Conversion	Transposition of a NOTAM received in the Canadian domestic NOTAM format into a correctly formatted ICAO NOTAM.
CRFI	Canadian runway friction index.
Dashboard	User-specific screen displays that contain functions, summary tables, and controls to ease the processing and review of information in the NES.
Disseminate	Activates the attribution of a NOTAM number in a defined NOTAM Series, and then distributes the NOTAM based on subscription criteria (NOTAM series, Item A location indicator or georeferencing)
DOA	See Domain of Authority.

Term	Description
Domain of Authority	<p>A Domain Of Authority (DOA) is a list of aeronautical areas that determine the area in which a user can manage information related to a FIR, aerodrome, or list of aerodromes. Additionally, regions within a DOA can include or exclude other areas within another FIR or aerodrome.</p> <p>A DOA is made up of a geographic region (coordinates to form a polygon) that contain one or more areas (for example, ICAO codes such as CYOW, and CZUL).</p>
End of validity (NOTAM Item C)	The ten-figure date-time group at which the NOTAM ceases to be in force and is no longer valid.
EST	A suffix added to the ten-figure date-time group in Item C) for NOTAM with an estimated date and time for the end of validity.
Expired NOTAM	A NOTAM where the date and time for the end of validity stated in Item C) has been reached. NOTAM that are already expired will be highlighted in grey.
GRF	<p>Global Reporting Format</p> <p>ICAO requirements for runway surface condition assessment and reporting.</p>
ICAO NOTAM	<p>A term used to describe a NOTAM configured in ICAO format to differentiate it from a NOTAM configured in Canadian domestic format.</p> <p>See NOTAM.</p>
Multi-part NOTAM	A NOTAM exceeding the AFS message length (normally 1800 characters) and therefore requires more than one message.
NES	See NOTAM Entry System.
NOTAM	A notice distributed by means of telecommunications containing information concerning the establishment, conditions or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

Term	Description
NOTAM code	A code group (also known as Q-code) containing a total of five (5) letters, always starting with 'Q', to indicate the coding of information regarding the establishment, condition or change of radio aids, aerodrome and lighting facilities, dangers to aircraft in flight, or search and rescue facilities.
NOTAM condition	Defined by the 4th and 5th letters of the Q-Code, which decode to describe the status of the NOTAM Subject (2nd and 3rd letters of the Q-code) being reported on in the NOTAM.
NOTAM Entry System	The NOTAM Entry System (NES) is a web application that allows the direct entry of NOTAM (except NOTAMJ) by an accountable source.
NOTAM in force	A NOTAM is in force once it has reached the date and time stated in Item B), and has neither been cancelled, replaced, nor reached its end of validity stated in Item C).
NOTAM proposal	A NOTAM proposal is a draft version of an ICAO NOTAM, created using one of the NES NOTAM scenario definitions (NSDs), that has not yet been disseminated.
NOTAM scenario definition (NSD)	A template that helps NES users arrange information in the creation of NOTAM proposals. It prevents the entry of incorrect information by limiting free-text and ensures that data is selected from verified databases.
NSD	See NOTAM Scenario Definition .
NOTAM subject	Defined by the 2nd and 3rd letters of the Q-Code, which decode to identify the facility, service, or hazard being reported upon.
Qualifier line (Q-Line)	This item is divided into eight fields; each separated by a stroke and contains the necessary qualifiers to facilitate data retrieval.
Q-Code	See NOTAM Code.
Panel	See Review Panel.
Pick	To bring forward and present a selected NOTAM proposal from the summary table to review and process.
Pending	A NOTAM proposal waiting for review and action.

Term	Description
Proposal	See NOTAM proposal.
Radius	Distance from a central point. A three-digit figure in nautical miles to be used in Item Q) that, together with the co-ordinates, defines a circle which encompasses the whole area of influence of the NOTAM.
Replaced NOTAM	A NOTAM that has been replaced by another NOTAM before the Item C) date and time has been reached.
Reports	A generated listing of NOTAMs presented through a summary or a statistical format.
Review Panel	A section of the screen surface where information is presented in various formats or layouts
RSC	Runway Surface Conditions Describes the surface conditions of runways at an airport that were observed by operation personnel.
Start of Activity	The ten-figure date-time group that indicates the date and time the NOTAM comes in force.
Start of Validity	The date and time the NOTAM message is published or issued.
Subscription	To allow stakeholders to receive NOTAM based on specified agreed model(s) among NOTAM series, Item A location indicator(s), or georeferencing.
Summarizing	To express the most important facts or ideas in a short and clear format.
Summary table	A list of NOTAMs or AFTN/AFS messages showing pertinent information from various fields, and the applicable status of the NOTAM or the message.
Syntax correction	To change the published format structure of the NOTAM where it is noticeably incorrect. See Editing.

Term	Description
Translation	To render the text for a NOTAM (originated either in English or French) into the other language while maintaining the original sense of the text.
UI elements	User interface elements include input controls, navigational and informational components that help with task completion, efficiency and satisfaction.
Valid NOTAM	A NOTAM that has been published, has not yet reached the end of its validity, and has neither been cancelled nor replaced.