National Traffic Management (TM) Log (NTML) Reference Guide
Version 5.00.00

Enhanced Traffic Management System (ETMS)/Air Traffic Management (ATM) Software and Related Tasks

Clin 9 of the Traffic Flow Management – Modernization Contract

Contract Number: DTFAWA-04-C-00045
CDRL Sequence No:

September 5, 2007

Prepared for:
U.S. Federal Aviation Administration

Prepared by:
Computer Sciences Corporation
200 Decadon Drive
Egg Harbor Township, NJ 08234

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Table of Contents

SECTION 1 — NTML REFERENCE GUIDE OVERVIEW 1-1

1.1 WHO SHOULD USE THE NTML REFERENCE GUIDE? 1-1
1.2 SCOPE OF THE NTML REFERENCE GUIDE 1-1
1.3 CHANGES IN NTML 5.00 1-2
1.4 HOW TO USE THE NTML REFERENCE GUIDE 1-3
1.4.1 NTML Reference Guide Sections 1-3
1.4.2 NTML Reference Guide Symbols 1-4
1.4.3 NTML Reference Guide Screenshots 1-4
1.4.4 NTML Reference Guide Text Boxes 1-5

SECTION 2 — NTML BACKGROUND INFORMATION 2-1

2.1 WHAT IS NTML? 2-1
2.2 WHAT ARE THE BENEFITS OF NTML? 2-1
2.3 WHERE IS NTML DEPLOYED? 2-1
2.4 HOW DOES NTML WORK? 2-2
2.5 HOW DOES NTML DATA FLOW? 2-3
2.5.1 Types of Data Flows 2-3
2.5.2 Current Data Flows 2-4
2.5.3 Sharing Data with OIS 2-5
2.6 COLLECTIVES 2-6
2.7 WHAT YOU SHOULD KNOW BEFORE USING NTML 2-7
2.7.1 NTML Definitions and Concepts 2-7
2.7.2 NTML Program Requirements 2-8
2.7.3 Use of Industry Standard Windows© Conventions 2-8
2.8 THE FUTURE OF NTML 2-9

SECTION 3 — NTML RESOURCES & HELP 3-1

3.1 NTML DOCUMENTS 3-1
3.1.1 NTML System Administrator's Briefing Notes 3-1
3.1.2 NTML User's Briefing Notes 3-1
3.1.3 NTML System Administration Manual (SAM) 3-1
3.2 NATIONAL WORK GROUP (WG) 3-1
3.3 NTML TRAINING 3-2
3.4 NTML HELP FILES 3-2
3.4.1 In-context Help (Tool Tips) 3-2
3.4.2 Contents-driven Help 3-2
3.5 SYSTEM STATE REPORT 3-3
3.6 TECHNICAL SUPPORT CONTACTS 3-4
3.7 SUBMIT COMMENTS TO DEVELOPER 3-5
3.8 AUTOMATIC UPDATE FOR WINDOWS USERS 3-6

SECTION 4 — GETTING STARTED WITH NTML 4-1

4.1 THE NTML CONFIGURATION FILES 4-1
4.1.1 Configuring NTML Users 4-1
4.1.2 Configuring NTML Positions within a Facility 4-2

4.2 LAUNCHING THE NTML APPLICATION 4-3
4.3 SIGNING INTO THE NTML APPLICATION 4-4
4.3.1 Initial User Sign-In 4-4
4.3.1.1 Print Logs from Initial User Sign-In Screen 4-5
4.3.2 Signing In Using the Sign-In/Sign-Out (SISO) Panel 4-7
4.3.2.1 Trainee Sign-In/Sign-Out 4-8
4.3.2.2 Replacing Authorized NTML Users 4-9
4.3.2.3 Combining/Decombining Users 4-11
4.3.3 View Only Login (Report Users Sign-in) 4-14
4.4 SIGNING OFF THE NTML APPLICATION 4-16
4.4.1 Terminate a Single User's Session 4-16
4.4.2 Sign off, Print, and Exit the NTML Application 4-17
4.5 CUSTOMIZING THE NTML INTERFACE 4-18
4.5.1 Configuring NTML Input Tabs 4-19
4.5.2 NTML Subscriptions 4-20
4.5.2.1 Types of Subscriptions 4-20
4.5.2.2 Subscription Message Types 4-20
4.5.2.3 Reserved Word "All" 4-22
4.5.2.4 Reviewing Current Subscriptions 4-22
4.5.2.5 Establishing Subscriptions 4-24
4.5.2.6 Editing Subscriptions 4-25
4.5.2.7 Deleting Subscriptions 4-25
4.5.2.8 Advisory (ADVZY) Subscriptions 4-26
4.5.3 Configuring Links 4-27
4.5.4 Include Advisories Check Box 4-28
4.5.5 Spell Check Configuration 4-29
4.5.6 Setting NTML Colors and Fonts 4-30
4.5.6.1 Changing Background Color 4-30
4.5.6.2 Changing Text (Foreground) Color 4-31
4.5.6.3 Changing Font Style 4-31
4.6 SUPPORT OF MULTIPLE MONITORS 4-31

SECTION 5 — UNDERSTANDING THE NTML INTERFACE 5-1

5.1 NTML APPLICATION WINDOW 5-1
5.1.1 Window Title Bar 5-2
5.1.2 Status Bar 5-2
5.1.3 NTML Application Menu Bar 5-3
5.1.4 NTML Panels: Tabbed Graphical User Interface 5-4
5.2 STANDARD HEADER 5-5
5.2.1 Entry Time Field 5-6
5.2.2 Request Type Radio Buttons 5-6
5.2.3 Clear on Submit Check Box 5-7
5.3 STANDARD FOOTER 5-8
5.3.1 Send To Button 5-9
5.3.1.1 Free-text Field 5-12
5.3.1.2 Non-approved Restriction Popup 5-13
5.3.1.3 Emergency Broadcast 5-13
5.3.2 Spelling Button 5-15
5.3.3 Save As Button 5-16
5.3.4 Coordination Complete Check Box 5-16
5.3.5 Reminder Field 5-17

SECTION 6 — NTML ENTRIES & PANELS 6-1

6.1 ENTRIES & PANELS OVERVIEW 6-1
6.2 COORDINATION PANELS 6-1
6.2.1 Log Panel 6-2
6.2.1.1 Log Panel Function Buttons 6-3
6.2.1.2 Log Right-Click Menu 6-4
6.2.1.3 Recalling Log Entries 6-5
6.2.2 MyEntry Panel 6-6
6.2.2.1 Managing Entries from MyEntry Right-Click Menu 6-7
6.2.2.2 Loading Personal Entries 6-8
6.2.2.3 Saving Personal Entries 6-9
6.2.2.4 Renaming Personal Entries and Folders 6-10
6.2.3 Sign-In/Sign-Out Panel, SISO 6-11
6.2.4 Information Panel, INFO 6-13
6.2.5 Pending Panel 6-14
6.2.5.1 Managing Pending Messages 6-15
6.2.5.2 ATCSCC Pending Panel Interface 6-17
6.3 ENTRY PANELS 6-19
6.3.1 Miscellaneous Panel, MISC 6-21
6.3.1.1 Creating a MISC Entry 6-22
6.3.1.2 MISC Qualifier 6-23
6.3.1.3 MISC Entry Lifecycle 6-24
6.3.2 Restriction Panel, RSTN 6-25
6.3.2.1 Creating a RSTN Entry 6-26
6.3.2.2 Restriction (RSTN) Passback 6-29
6.3.2.3 RSTN Panel for ATCSCC 6-30
6.3.3 Multiple Restriction Panel, MRSTN 6-31
6.3.4 Ground Stop Panel, GStop 6-35
6.3.5 Approval Request Panel, APREQ 6-38
6.3.6 Delay Panel, Delay 6-40
6.3.7 Airport Configuration Panel, RWY 6-43
6.3.7.1 Creating a New RWY Log Entry 6-44
6.3.7.2 RWY Grouping Remarks 6-48
6.3.7.3 Editing and Deleting RWY Log Entries 6-53
6.3.7.4 Displaying the Most Current RWY Entry 6-54
6.3.8 Shift Summary Panel, Sum 6-55
6.3.9 Outage Panel, EQ 6-57
6.3.10 Deicing Panel, ICE 6-59
6.3.11 Severe Weather Avoidance Plan Panel, SWAP 6-61
6.3.12 Airport Traffic Counts Panel, Count 6-63
6.3.13 Pilot Report Panel, PIREP 6-66
6.3.14 Monitor Alert Panel, MA 6-69
6.3.15 Telcon Log Panel, Telcon 6-71
6.3.16 Special Use Airspace Panel, SUA 6-73

SECTION 7 — NTML LOG MANAGEMENT & LINKAGES 7-1

7.1 EDITING/MODIFYING NTML LOG ENTRIES 7-1
7.1.1 Modifying APREQ Entries 7-2
7.1.2 Modifying GStop Entries 7-3
7.1.3 Modifying RSTN Entries 7-4

7.2 NTML TEXT EDITING COMMANDS 7-5
7.2.1 Copy Text 7-5
7.2.2 Cut Text 7-5
7.2.3 Paste Text 7-6
7.3 CANCELING NTML LOG ENTRIES 7-7
7.4 DELETING LOG ENTRIES 7-9
7.4.1 Deleting Recalled Entries 7-9
7.4.2 Deleting Entries from the Log 7-10
7.5 COPYING AND PASTING TEXT IN REMARKS FIELDS 7-11
7.6 FORWARDING NTML LOG ENTRIES TO ESIS 7-12
7.6.1 Forwarding Entries through Entry Panels 7-12
7.6.2 Forwarding Entries through the Log 7-14
7.6.3 Resending Entries to ESIS 7-15
7.7 LINKING NTML LOG ENTRIES 7-16
7.7.1 Creating Links through Entry Panels (Quick Link) 7-16
7.7.2 Creating Links through the Log 7-18
7.7.3 Viewing Linkages in the GDP Linkages Window 7-19
7.8 CREATING REMINDERS FROM THE LOG 7-21
7.9 NTML VIEWS 7-23
7.9.1 View Popup Window 7-23
7.9.1.1 Printing Views 7-24
7.9.1.2 Searching Views 7-24
7.9.1.3 Showing Views 7-24
7.9.1.4 Filtering Views 7-25
7.9.1.5 Closing Views 7-25
7.9.1.6 View Right-Click Menu 7-26
7.9.2 Standard Views 7-28
7.9.2.1 My Log 7-28
7.9.2.2 My Facility Log 7-29
7.9.2.3 Other Logs 7-29
7.9.3 Custom Views 7-30
7.9.3.1 Creating Custom Internal Views 7-30
7.9.3.2 Creating Custom External Views 7-32
7.9.4 Editing Custom Views 7-35
7.9.5 Deleting Custom Views 7-36
7.9.6 Activating and Deactivating Views 7-37
7.10 NTML TOOLS 7-38
7.10.1 Reconstruct Log 7-38
7.10.2 Clearing History Files 7-39
7.10.3 Close-of-Business (COB) 7-41
7.10.3.1 Automatic Close-of-Business (COB) 7-41
7.10.3.2 Force Close-of-Business (COB) 7-42
7.10.3.3 Delete Close-of-Business (COB) Entries 7-42
7.11 NTML INFORMATION 7-43
7.11.1 Facility OI List 7-43
7.11.2 Aliases 7-44
7.11.3 All-Airport Information 7-45
7.11.4 Logged On Users 7-46
7.12 PRINTING LOGS 7-47
7.12.1 Printing My Log 7-48

7.12.2 Printing My Facility Log 7-49
7.12.3 Printing Other Facility Logs 7-50
7.12.4 Information Popup Print Buttons 7-51
7.13 SEARCHING LOGS 7-52

SECTION 8 — NTML REPORTS 8-1

8.1 NTML REPORTS INTRODUCTION 8-1
8.2 LOG REPORTS 8-2
8.2.1 Log Report Header 8-7
8.2.2 Log Report Body 8-7
8.3 LINK REPORT 8-8
8.3.1 ETMS Entries in Field Site Link Reports 8-11
8.3.2 ETMS Entries in DCC Link Reports 8-11
8.4 SHIFT SUMMARY REPORT 8-12
8.5 HVR CRITIQUE REPORT 8-15
8.6 SUMMARY REPORT 8-17
8.7 ADVANCED REPORTS 8-20
8.7.1 Saving Advanced Reports 8-22
8.7.2 Printing Advanced Reports 8-22
8.7.3 Closing Advanced Reports 8-23
8.7.4 Advanced Report Panels 8-23
8.7.4.1 General Advanced Report Filter Panel 8-25
8.7.4.2 MISC Advanced Report Filter Panel 8-25
8.7.4.3 ICE Advanced Report Filter Panel 8-26
8.7.4.4 RSTN Advanced Report Filter Panel 8-26
8.7.4.5 GStop Advanced Report Filter Panel 8-27
8.7.4.6 Delay Advanced Report Filter Panel 8-27
8.7.4.7 SWAP Advanced Report Filter Panel 8-28
8.7.4.8 RWY Advanced Report Filter Panel 8-28
8.7.4.9 Count Advanced Report Filter Panel 8-29
8.7.4.10 Sum Advanced Report Filter Panel 8-29
8.7.4.11 APREQ Advanced Report Filter Panel 8-30
8.7.4.12 PIREP Advanced Report Filter Panel 8-30
8.7.4.13 MA Advanced Report Filter Panel 8-31
8.7.4.14 EDCT Advanced Report Filter Panel 8-31
8.7.4.15 EQ Advanced Report Filter Panel 8-32
8.7.4.16 SUA Advanced Report Filter Panel 8-32
8.7.5 Advanced Reports SQL Queries 8-33
8.7.5.1 Saving Advanced Report SQL Queries 8-34
8.7.5.2 Running Advanced Report SQL Queries 8-35
8.7.5.3 Viewing Advanced Report SQL Queries 8-36
8.8 REAL TIME LOG REPORT 8-37
8.9 ATC EXECUTIVE SUMMARY REPORT 8-37

APPENDIX A – COMMON ACRONYMS & ABBREVIATIONS A-1

APPENDIX B – GLOSSARY OF NTML TERMS B-1

Table of Exhibits

Exhibit 1-1: Sample screenshot with red circle and red box 1-4
Exhibit 2-1: NTML Data Flow Types 2-3
Exhibit 2-2: Current NTML Data Flows 2-4
Exhibit 2-3: NTML to OIS and OIS to NTML Diagram 2-5
Exhibit 2-4: Collective versus Non-collective 2-6
Exhibit 3-1: In-context Help 3-2
Exhibit 3-2: System State Report Information Popup 3-3
Exhibit 3-3: Technical Support Information 3-4
Exhibit 3-4: Submit Comments Dialog 3-5
Exhibit 3-5: Initial Sign-in Screen 3-6
Exhibit 3-6: PowerUpdate Update Available 3-7
Exhibit 3-7: Performing Update 3-7
Exhibit 3-8: Updater Retrieved 3-8
Exhibit 4-1: NTML Desktop Icon 4-3
Exhibit 4-2: Initial Sign-In Screen for Full Version and View Only Mode 4-3
Exhibit 4-3: NTML Initial Sign-In Screen 4-5
Exhibit 4-4: Print Facility Log Dialog 4-5
Exhibit 4-5: NTML Date Selection Popup 4-6
Exhibit 4-6: Sign-In/Sign-Out (SISO) Tab and Panel 4-7
Exhibit 4-7: Trainee Sign-in Specialist ID Field 4-8
Exhibit 4-8: Trainer Selection Dialog 4-8
Exhibit 4-9: Trainer Selection Error 4-8
Exhibit 4-10: Replace User Button 4-9
Exhibit 4-11: Warning Box for replacing a trainee 4-10
Exhibit 4-12: Combine/Decombine Diagram 4-11
Exhibit 4-13: Combine Dialog 4-12
Exhibit 4-14: Combine/Decombine Pending Lists 4-13
Exhibit 4-15: NTML View Only Sign-In Screen 4-14
Exhibit 4-16: NTML View Only Reports Screen 4-15
Exhibit 4-17: Sign Off User Button 4-16
Exhibit 4-18: Trainee Sign-out Warning 4-17
Exhibit 4-19: Sign Off, Print & Exit Button 4-17
Exhibit 4-20: Options Menu 4-18
Exhibit 4-21: Panel Control Select Templates for NTML Dialog 4-19
Exhibit 4-22: All Notify Other Subscription 4-22
Exhibit 4-23: Current Subscriptions List 4-23
Exhibit 4-24: Advisory Report Popup 4-26
Exhibit 4-25: Advisory in Facility Log 4-26
Exhibit 4-26: Configure Links Dialog 4-27
Exhibit 4-27: Include Advisories Check Box 4-28
Exhibit 4-28: Spelling Preferences Window 4-29
Exhibit 4-29: Colors Submenu 4-30
Exhibit 4-30: Choose TMLog Color Dialog 4-30
Exhibit 4-31: Fonts Submenu 4-31
Exhibit 5-1: NTML Application Window 5-1
Exhibit 5-2: Window Title Bar 5-2

Exhibit 5-3: Status Bar 5-2
Exhibit 5-4: No Database Connection 5-2
Exhibit 5-5: Application Menu Bar 5-3
Exhibit 5-6: Panels: Tabbed Graphical User Interface 5-4
Exhibit 5-7: Standard Header 5-5
Exhibit 5-8: Entry Time Warning 5-6
Exhibit 5-9: Standard Header Request Type 5-6
Exhibit 5-10: Standard Header Clear on Submit 5-7
Exhibit 5-11: Standard Footer 5-8
Exhibit 5-12: Send To Panel 5-9
Exhibit 5-13: Send To Panel Forward to Own Position Error Popup 5-10
Exhibit 5-14: Send To Panel Forward to Own Facility Error Popup 5-11
Exhibit 5-15: Send To Selections Displayed 5-11
Exhibit 5-16: Free-text Field 5-12
Exhibit 5-17: Non-approved Restriction Popup 5-13
Exhibit 5-18: Emergency Broadcast Confirmation 5-14
Exhibit 5-19: Emergency Broadcast Message 5-14
Exhibit 5-20: Check Spelling Dialog 5-15
Exhibit 5-21: MyEntry Panel with saved entries 5-16
Exhibit 5-22: Coordination Complete Check Box 5-16
Exhibit 5-23: Reminder Popup Window 5-18
Exhibit 6-1: Log Panel 6-2
Exhibit 6-2: Configure Filters Dialog 6-3
Exhibit 6-3: Yellow Filter Toggle Button 6-3
Exhibit 6-4: Log Right-Click Menu 6-5
Exhibit 6-5: MyEntry Panel 6-6
Exhibit 6-6: MyEntry Panel Right-Click Menu 6-7
Exhibit 6-7: MyEntry Panel Multiple Selection Warning 6-9
Exhibit 6-8: MyEntry Panel Right-Click Load Warning Popup 6-9
Exhibit 6-9: MyEntry Highlighted Folder 6-10
Exhibit 6-10: MyEntry Rename Restriction Dialog 6-10
Exhibit 6-11: SISO Panel 6-11
Exhibit 6-12: INFO Panel 6-13
Exhibit 6-13: Pending Panel 6-14
Exhibit 6-14: Pending Almost Full Warning Popup 6-15
Exhibit 6-15: Pending Message Functions 6-16
Exhibit 6-16: ATCSCC Pending Panel 6-17
Exhibit 6-17: ATCSCC Pending Panel Buttons 6-18
Exhibit 6-18: Removing a Pending Restriction entry that requires approval 6-18
Exhibit 6-19: Pending Restriction not removed popup 6-18
Exhibit 6-20: Miscellaneous, MISC Panel 6-21
Exhibit 6-21: Type of Log Entry Radio Buttons 6-22
Exhibit 6-22: Cannot Forward Local Only Error Popup 6-23
Exhibit 6-23: Restriction, RSTN Panel (for facilities) 6-25
Exhibit 6-24: RSTN Passback option 6-29
Exhibit 6-25: Restriction, RSTN Panel for ATCSCC 6-30
Exhibit 6-26: Multiple Restriction, MRSTN Panel 6-31
Exhibit 6-27: MRSTN Check Boxes 6-32
Exhibit 6-28: MRSTN AC_Type/Qualifier Dropdown List 6-33

Exhibit 6-29: Ground Stop, GStop Panel 6-35
Exhibit 6-30: Tier/Facilities Selection Box 6-36
Exhibit 6-31: Approval Request, APREQ Panel 6-38
Exhibit 6-32: Delay Panel 6-40
Exhibit 6-33: Departure Delay 6-41
Exhibit 6-34: Airport Configuration, RWY Panel 6-43
Exhibit 6-35: AAR Adjustment Tool Tip 6-47
Exhibit 6-36: RWY Error Popup 6-48
Exhibit 6-37: RWY Grouping Colored Radio Buttons 6-48
Exhibit 6-38: RWY Grouping Single Pane Popup 6-49
Exhibit 6-39: RWY Grouping Single Pane Popup with Text 6-50
Exhibit 6-40: RWY Grouping Double Pane Popup 6-50
Exhibit 6-41: RWY Grouping Double Pane Popup Replace All 6-51
Exhibit 6-42: Brown Remarks for BWI 6-52
Exhibit 6-43: RWY Grouping Double Pane Popup Append All 6-52
Exhibit 6-44: Shift Summary, Sum Panel 6-55
Exhibit 6-45: Outage, EQ Panel 6-57
Exhibit 6-46: Deicing, ICE Panel 6-59
Exhibit 6-47: Severe Weather Avoidance Plan, SWAP Panel 6-61
Exhibit 6-48: Airport Traffic Counts, Count Panel 6-63
Exhibit 6-49: UTC Time and Local Time Toggle Button 6-64
Exhibit 6-50: Pilot Report, PIREP Panel 6-66
Exhibit 6-51: PIREP Dropdown List Help 6-67
Exhibit 6-52: Monitor Alert, MA Panel 6-69
Exhibit 6-53: Telcon Log, Telcon Panel 6-71
Exhibit 6-54: Special Use Airspace, SUA Panel 6-73
Exhibit 7-1: Highlighted Log Entry 7-1
Exhibit 7-2: Standard Header Edit (Modify) Radio Button 7-1
Exhibit 7-3: Edited Log Entry 7-2
Exhibit 7-4: Modified APREQ Entry 7-2
Exhibit 7-5: Modify GStop Error Popup 7-3
Exhibit 7-6: Modified GStop Entries 7-3
Exhibit 7-7: Modify of Pre-approved RSTN 7-4
Exhibit 7-8: Modify of RSTN Requiring Approval 7-4
Exhibit 7-9: Modify Expired RSTN Error Popup 7-4
Exhibit 7-10: Edit Menu 7-5
Exhibit 7-11: Cancel Log Entry Right-Click Menu 7-7
Exhibit 7-12: Cancelled Log Entry 7-8
Exhibit 7-13: Delete Log Entry Radio Button 7-9
Exhibit 7-14: Confirm Log Deletion Popup 7-10
Exhibit 7-15: Input Panel Right-Click Menu with Copy selected 7-11
Exhibit 7-16: Input Panel Right-Click Menu with ESIS selected 7-12
Exhibit 7-17: ESIS Areas Selection Popup 7-13
Exhibit 7-18: ESIS Areas Displayed in Standard Footer 7-13
Exhibit 7-19: Log Right-Click Menu from with ESIS selected 7-14
Exhibit 7-20: Resend to ESIS Tri-state Check Box 7-15
Exhibit 7-21: Input Panel Right-Click Menu with Links selected 7-16
Exhibit 7-22: Links Selection Popup 7-17
Exhibit 7-23: Log Right-Click Menu with Links selected 7-18

Exhibit 7-24: Link Menu Choices 7-19
Exhibit 7-25: GDP Linkages Window in Expanded View 7-19
Exhibit 7-26: GDP Linkages Window in Collapsed View 7-20
Exhibit 7-27: Log Right-Click Menu with Reminder selected 7-21
Exhibit 7-28: Set Reminder Time Dialog 7-22
Exhibit 7-29: View Menu 7-23
Exhibit 7-30: View Popup Window 7-23
Exhibit 7-31: Search View Results 7-24
Exhibit 7-32: Filter Criteria Dialog 7-25
Exhibit 7-33: Yellow Filtered Button 7-25
Exhibit 7-34: MyLog View Right-Click Menu 7-27
Exhibit 7-35: My Log View Window 7-28
Exhibit 7-36: Facility Log Submenu 7-29
Exhibit 7-37: Other Logs Display Selection 7-29
Exhibit 7-38: Internal View Design Window 7-30
Exhibit 7-39: External View Design Window 7-32
Exhibit 7-40: Edit View Window 7-35
Exhibit 7-41: Delete Views Window 7-36
Exhibit 7-42: Activate/Deactivate Views Window 7-37
Exhibit 7-43: Tools Menu 7-38
Exhibit 7-44: Purging History & Recovery Files Popup 7-39
Exhibit 7-45: Purge History & Recovery Files Confirmation List 7-40
Exhibit 7-46: Automatic Close-of-Business Popup 7-41
Exhibit 7-47: Force COB Dialog 7-42
Exhibit 7-48: Delete COB Confirmation Popup 7-42
Exhibit 7-49: Information Menu 7-43
Exhibit 7-50: Facility OI List 7-43
Exhibit 7-51: Alias List 7-44
Exhibit 7-52: Airport Input Dialog 7-45
Exhibit 7-53: Airport Information Display 7-45
Exhibit 7-54: Logged On Users Information 7-46
Exhibit 7-55: Print Menu 7-47
Exhibit 7-56: Print Dialogs (Windows on the left and Linux on the right) 7-47
Exhibit 7-57: My Log Print Preview Window 7-48
Exhibit 7-58: Print Setup for Local Facility Log 7-49
Exhibit 7-59: Print Set-up for Printing Other Facility Log(s) 7-50
Exhibit 7-60: Print Button 7-51
Exhibit 7-61: Search Menu 7-52
Exhibit 7-62: Search Dialog 7-52
Exhibit 8-1: Reports Menu 8-1
Exhibit 8-2: Log Report Request Dialog 8-2
Exhibit 8-3: Log Report Preview Popup 8-3
Exhibit 8-4: Sample Log Report with Header 0 8-4
Exhibit 8-5: Sample Log Report with Header 1 8-5
Exhibit 8-6: Sample Log Report with Header 2 8-6
Exhibit 8-7: Link Report Request Dialog 8-8
Exhibit 8-8: Link Report Preview Popup 8-9
Exhibit 8-9: Sample DCC Link Report 8-10
Exhibit 8-10: Shift Summary Report Request Dialog 8-12

Exhibit 8-11: Shift Summary Report Preview Popup 8-13
Exhibit 8-12: Sample Shift Summary Report 8-14
Exhibit 8-13: HVR Critique Report Criteria Dialog 8-15
Exhibit 8-14: HVR Critique Report Preview Popup 8-16
Exhibit 8-15: Summary Report Criteria Dialog 8-17
Exhibit 8-16: Summary Report Preview Popup 8-18
Exhibit 8-17: Sample Summary Report 8-19
Exhibit 8-18: Advanced Reports Selection Dialog 8-20
Exhibit 8-19: Report View Window 8-21
Exhibit 8-20: Save Advanced Report Dialog 8-22
Exhibit 8-21: Report being sent to printer… Popup 8-22
Exhibit 8-22: Save Report Warning 8-23
Exhibit 8-23: Report Filter Panels 8-23
Exhibit 8-24: RSTN Report Filter Panel 8-24
Exhibit 8-25: General Advanced Report Filter Panel 8-25
Exhibit 8-26: MISC Advanced Report Filter Panel 8-25
Exhibit 8-27: Ice Advanced Report Filter Panel 8-26
Exhibit 8-28: RSTN Advanced Report Filter Panel 8-26
Exhibit 8-29: GStop Advanced Report Filter Panel 8-27
Exhibit 8-30: Delay Advanced Report Filter Panel 8-27
Exhibit 8-31: SWAP Advanced Report Filter Panel 8-28
Exhibit 8-32: RWY Advanced Report Filter Panel 8-28
Exhibit 8-33: Count Advanced Report Filter Panel 8-29
Exhibit 8-34: SUM Advanced Report Filter Panel 8-29
Exhibit 8-35: APREQ Advanced Report Filter Panel 8-30
Exhibit 8-36: PIREP Advanced Report Filter Panel 8-30
Exhibit 8-37: MA Advanced Report Filter Panel 8-31
Exhibit 8-38: EDCT Advanced Report Filter Panel 8-31
Exhibit 8-39: EQ Advanced Report Filter Panel 8-32
Exhibit 8-40: SUA Advanced Report Filter Panel 8-32
Exhibit 8-41: Report Query Operations 8-33
Exhibit 8-42: Save SQL Query Dialog 8-34
Exhibit 8-43: Open SQL Query Dialog 8-35
Exhibit 8-44: Query View Window 8-36
Exhibit 8-45: Sample ATC Executive Summary Report with OPSNET 8-38

List of Tables

Table 4-1: NTML Subscriptions Message Types 4-21
Table 5-1: NTML Application Menus 5-3
Table 6-1: NTML Coordination Panels 6-1
Table 6-2: NTML Entry Panels 6-19
Table 6-3: Approval Rules for Center to Center RSTNs 6-28
Table 6-4: Tactical AAR Adjustments Dropdown List 6-46
Table 6-5: Single Pane Popup Buttons/Functionality 6-49
Table 6-6: Double Pane Popup Buttons/Functionality 6-51
Table 7-1: Value(s) to Enter in External Views 7-34
Table 8-1: Types of NTML GUI Reports 8-1
Table 8-2: Log Report Headers 8-7

Section 1 — NTML Reference Guide Overview

1.1 Who should use the NTML Reference Guide?

The **National Traffic Management Log (NTML)** allows FAA employees to quickly and consistently provide operational log reporting according to FAA guidelines.

This reference guide is intended for all personnel who access the NTML program at the ATCSCC, ARTCCs, TRACONs, and ATCTs. Personnel that will find this reference guide helpful are, but not limited to, users of programs that interface with NTML, Air Traffic Managers, Air Traffic Controllers, Strategic Planners, Air Traffic Management Specialists, and System Administrators.

This reference guide contains details for new users, and acts as a quick reference for advanced users. Prior experience with NTML is not needed to use this guide. It is assumed that users of this manual have knowledge of FAA operational log reporting procedures. It is also assumed that users have basic computer skills, such as typing, using a mouse, and printing as these are not explained in this guide.

1.2 Scope of the NTML Reference Guide

This document details the NTML program based on version 5.00.00 and provides an overview of the system's functional capabilities, as well as detailed procedures required for operational use.

This manual covers the following topics:

- Overview of the NTML program's functional capabilities
- Concepts and definitions of the NTML program
- Detailed step-by-step procedures required for operational use

This manual **does not** cover the following topics:

- NTML program installation
- System configuration settings
- Enhanced Status Information System (ESIS)
- HTML Reports
- Flight Schedule Monitor (FSM)
- FAA logging procedures

1.3 Changes in NTML 5.00

When NTML version 5.00 is deployed, NTML will continue to connect to the servers at the ATCSCC. Sometime after deployment, NTML clients will switch over to the new servers at the FAA WJHTC. The following list identifies changes in NTML version 5.00.00. Some of these changes will not take affect until the switchover occurs.

- Upgraded NTML database from Oracle 9i to Oracle 10g
- Transitioned to servers at the FAA William J. Hughes Technical Center (when the switchover occurs)
- Removed DB Server from initial sign-in screen (see page 4-4)
- Display the database option on the database connectivity indicator when accessing the new servers at the FAA WJHTC (when switchover occurs) (see page 5-2)

Please Note

There is no new functionality in NTML 5.00.00. All software changes support the transition to the servers at the FAA William J. Hughes Technical Center.

Warning

YOU MUST BE AN ADMINISTRATOR TO AUTOUPDATE TO NTML 5.00 ON A WINDOWS PC.
The NTML 5.00 install will update the hosts file to account for the new servers at the FAA WJHTC.

1.4 How to use the NTML Reference Guide

The NTML Reference Guide is organized in logical sections, with two appendices, one of which is a glossary, and an index, with full color screenshots used to help you follow step-by-step instructions. Text boxes are used to bring attention to additional information.

1.4.1 NTML Reference Guide Sections

- **Section 1 – NTML Reference Guide Overview:** This section provides information on the intended uses and scope of the NTML Reference Guide.
- **Section 2 – NTML Background Information:** This section defines NTML, and explains how NTML works, where NMTL is used, data flows, sharing data with OIS, collectives, and the future of NTML.
- **Section 3 – NTML Resources & Help:** This section talks about other documents used to support NTML, the National Work Group, training methods, and help files. The latest technical support information can be found in this section.
- **Section 4 – Getting Started with NTML:** This section provides general information necessary to start using the NTML program such as configuration files, launching the application, signing in, signing out, and all functionality of the SISO panel.
- **Section 5 – Understanding the NTML Interface:** This section describes the components that make up the graphical user interface of NTML.
- **Section 6 – NTML Entries & Panels:** This section describes each of the panels and provides step-by-step procedures for making log entries.
- **Section 7 – NTML Log Management & Linkages:** This section uses step-by-step instructions regarding how to edit/modify, cancel, and delete log entries, as well as, how to forward log entries to ESIS, and how to create linkages.
- **Section 8 – NTML Reports:** This section provides information on NTML's report capabilities and gives step-by-step instructions on how to generate reports.
- **Appendix A – Common Acronyms:** This appendix lists acronyms found throughout the Reference Guide.
- **Appendix B – Glossary of NTML Terms:** The glossary provides definitions of popular terms used throughout the Reference Guide, including some acronyms and abbreviations.
- **Index –** The index helps to quickly locate information found throughout the Reference Guide.

1.4.2 NTML Reference Guide Symbols

The NTML Reference Guide references all buttons, menus, and necessary commands used during step-by-step directions inside a set of angle brackets **`<buttons, commands, menu options>`** with **`bold Courier font`**. All words that are in **bold Arial font** can be found in the glossary in the back of this guide. You will also find that tables are used to display information in a quick and logical order, while diagrams are used to display NTML concepts and definitions in a visual format.

1.4.3 NTML Reference Guide Screenshots

Screenshots used throughout the Reference Guide provide a graphical interpretation on how to follow a set of step-by-step instructions. Red boxes and circles are placed in some screenshots to bring attention to important features and commands (see Exhibit 1-1).

Exhibit 1-1: Sample screenshot with red circle and red box

1.4.4 NTML Reference Guide Text Boxes

The five text boxes placed throughout the reference guide highlight additional information, inform you of time saving alternatives, bring attention to problems or errors that may occur, point system administrators to documents containing information on configuration settings, and denote that certain features may take time to load.

Please Note

This text box represents a note. A note is used to bring your attention to more information regarding the section topic, and/or more information regarding a set of instructions.

Tip

This text box represents a tip. A tip is used to bring your attention to a time saving, or alternative, approach to completing a task.

Warning

This text box represents a warning. A warning is used to bring your attention to common or potential problems you may encounter.

System Administrators

This text box brings attention to system administrators, and advanced users, regarding configurations of the NTML application. This text box points system administrators to other documents that further explain particular configurations.

This text box indicates that it takes some time for a feature or application to load.

Section 2 — NTML Background Information

2.1 What is NTML?

The National Traffic Management Log (NTML) is an FAA operational position log used to improve communications between all FAA facilities by providing a "Single Point of Entry", automating data collection, and providing real-time distribution of National Airspace System (NAS) operational data across the Enhanced Traffic Management System (ETMS). The goal of NTML is to standardize FAA log data, and not to dictate the way facilities do business.

2.2 What are the Benefits of NTML?

- Provides coordination of log data between all US air traffic facilities over the Enhanced Traffic Management System (ETMS) national network and the ADT Network eliminating needless phone calls.
- Reduces manual generation of FAA Operational Position Logs through the use of standardized log entry templates.
- "Single Point of Entry" for standardized logging of entries across the NAS by automating the FAA's Form 7230-4, Daily Record of Facility Operation, by sharing data with other FAA source systems such as ETMS, OPSNET, OIS, Flight Schedule Monitor, and Enhanced Status Information System, thus eliminating the need for specialists to enter data into multiple redundant systems.
- Archives log data obtained from the NTML system for robust analysis of the NAS, data manipulation, and reporting capabilities.

2.3 Where is NTML Deployed?

NTML is currently deployed at the following:

- All ARTCCs
- TRACONS: A80, A90, C90, D01, D10, D21, N90, NCT, PCT, S46, S56, SCT
- Towers: ATL, BOS, BWI, CLE, CLT, CVG, DCA, DEN, DTW, EWR, IAD, JFK, LAS, LAX, LGA, MSP, ORD, PHL, PHX, PIT
- ATCSCC: all overlying center positions and SVR WX

2.4 How Does NTML Work?

NTML is a platform-independent system that incorporates shared data from multiple systems. NTML is capable of running on Linux and Windows workstations with Java 1.5.0_06 installed. Four main components make up the NTML system.

- **Centralized Database** – Retains all NTML entries for 15 days to comply with the FAA's reporting requirements.
- **Database Server** – Connects the message server and clients to the NTML database.
- **Message Server** – Forwards specific NTML entries to subscribed users, thus providing a means of coordination among users at different facilities.
- **Client Applications** – Creates NTML entries; deployed in many of the ATC facilities throughout the NAS.

NTML runs on both the ETMS and ADTN networks which provide the communications backbone for the application. The message server inter-connects clients residing on both networks with each other, as well as, provides a connection between clients and the database server containing the centralized database. Clients may also connect directly to the database. Java RMI and Oracle Advanced Queuing control internal communications.

2.5 How Does NTML Data Flow?

The NTML concept of a "Single Point of Entry" allows NAS data to be entered, once at its source. Once the data is entered into the system, NTML can distribute the data to positions and facilities requiring the information. This sharing of data allows for real-time operational analysis, thereby reducing to number of phone calls required.

2.5.1 Types of Data Flows

Interfacing between NTML and an external system involves either a **One-way** or a **Two-way Data Flow**. One-way data flows allow data to move either from an external system into NTML (called input), or from NTML to an external system (called output). Two-way data flows allow data to move back and forth (input and output) between NTML and an external system (see Exhibit 2-1).

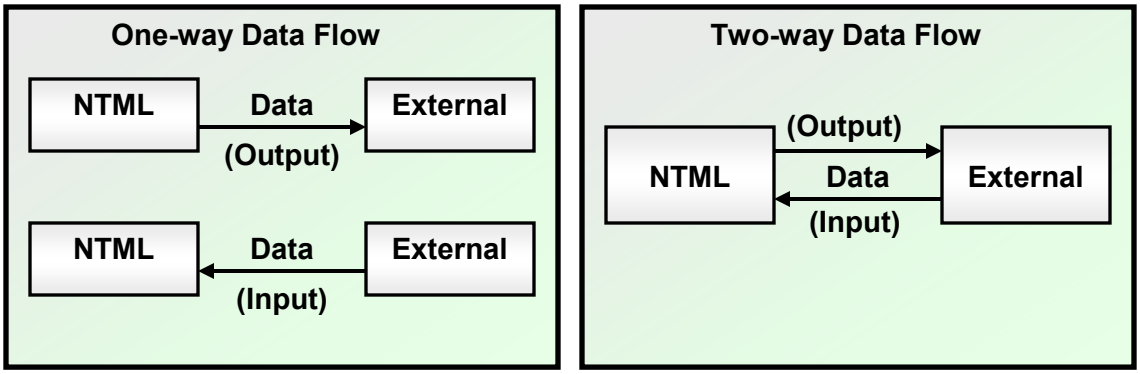


Exhibit 2-1: NTML Data Flow Types

2.5.2 Current Data Flows

NTML is currently interfaced to share data with the following national systems (see Exhibit 2-2).

- **Enhanced Traffic Management System (ETMS)** – one-way data flow where NTML receives advisory messages, airport configurations, delays, deicing, and ETMS email messages.
- **Command Center Operational Information System (OIS)** – one-way data flow where OIS receives in and out of delays, runway configurations, and deicing entries forwarded by NTML. There is also a two-way data flow of airport metrics (flight counts) between OIS and NTML (see *Section 2.5.3 Sharing Data with OIS*).
- **Flight Schedule Monitor (FSM)** – one-way data flow where NTML receives GS, EDCT, AFP, and advisory data. NTML forwards data to FSM for analysis.
- **Enhanced Status Information System (ESIS)** – one-way data flow where ESIS receives entries forwarded by NTML.

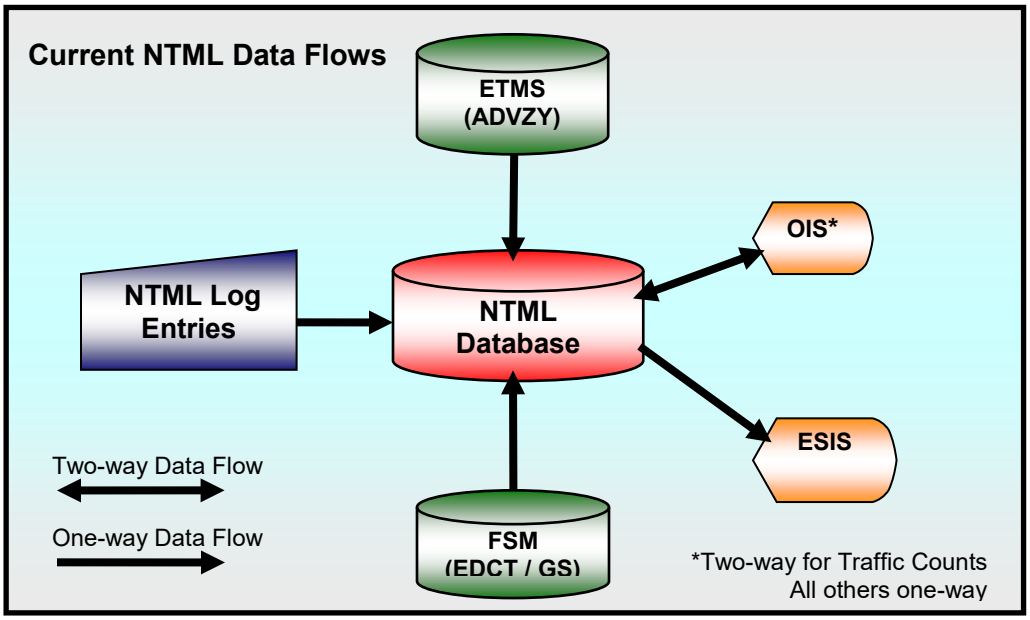


Exhibit 2-2: Current NTML Data Flows

2.5.3 Sharing Data with OIS

NTML is designed to share deicing, delays, runways, and traffic counts with OIS.

Please Note

Only arrival and departure delays may be sent to OIS. OIS will not receive en route delays.

When you enter ICE, Delays, RWY, and Counts in NTML, they will be displayed in OIS. When you enter Airport Metrics (Flight Counts) in OIS, they will be displayed in NTML (see Exhibit 2-3 for flow of information between NTML and OIS). You can open the NTML Count panel and recall the latest Count values entered by OIS and NTML.

Please Note

At the time this Reference Guide was updated, the two-way interface for traffic counts was not available.

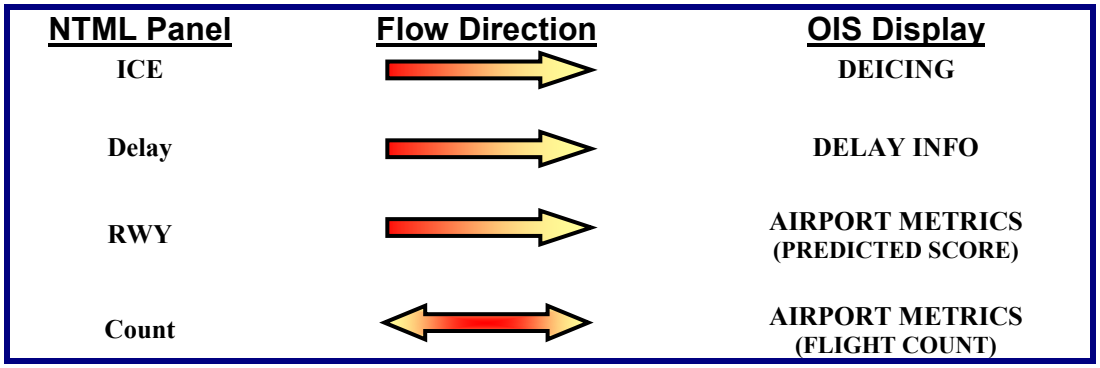


Exhibit 2-3: NTML to OIS and OIS to NTML Diagram

Please Note

Deicing, Delays and Runways for the NTML/OIS Interface are turned ON by default. The NTML/OIS interface for Runways was not available at the time this document was written.

2.6 Collectives

A collective is two or more workstations logged on at the same position. Collectives allow a whole facility to act as one position. Typically, in the field, a position called Traffic Management Unit, or TMU, enters log data into the NTML system. Let's say ZDC has 6 workstations and at every workstation a specialist is entering log data into the TMU position. This is an example of a collective (see Exhibit 2-4).

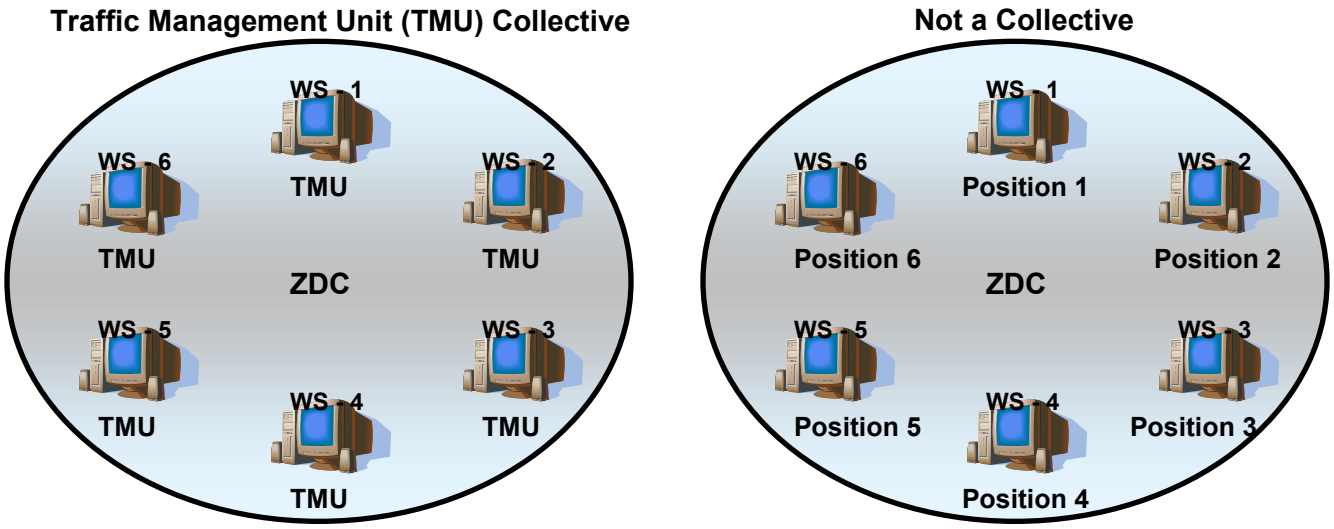


Exhibit 2-4: Collective versus Non-collective

Please Note

Please note the different workstations WS-1 thru WS-6, but they all have the same position TMU (6 workstations = 1 position).

Please Note

Please note that each workstation is a position (6 workstations = 6 positions).

It is extremely important to **PAY ATTENTION TO THE CONFIGURATION FILES**. The configuration files must be the same for all workstations in the collective. (Only the system administrator can make changes to the configurations file.)

2.7 What you should know before using NTML

Here are a few definitions and concepts that will help as you read along.

2.7.1 NTML Definitions and Concepts

- **Subscriptions** – Subscriptions provide a mechanism for the local position to define which log entries, sent by other positions or facilities, will be received by that local position.
- **Views** – Views provide you several options to locate and review NTML logs from both internal (local to the facility) or external (other facilities) locations.
- **Close of Business (COB)** – COB is a process that closes all files supporting the current day's NTML log activities and opens a new set of files for the next business day.
- **"Lifecycle Entries"** – "Lifecycle Entries" are time-sensitive NTML log entries and expire when the current time exceeds the end time entered into the log.
- **Reports** – Reports parse NTML log data and display the data in a standardized format for analysis.
- **Links** – Links associate log entries with a Ground Delay Program (GDP).
- **Remarks** – Remarks are fields found on NTML entry panels that allow you to enter notes, or more information, regarding the log entry.
- **Panels** – Panels perform NTML message review and logging, program sign in/sign out actions, and quick retrieval of user-specific, previously stored message implementations. Panels also act as a template for composing or modifying NTML log entries that are retained in the centralized database.
- **Operating Initials (OI)** – Operating Initials are two-character user IDs that represent an NTML user.

2.7.2 NTML Program Requirements

- Java 1.5.0_06 or greater must be installed to run NTML version 5.00.
- Java 1.4.2_06 required for Auto Update (FAA PCs on ADTN).
- All users must be pre-registered. Pre-registration is in the form of the system administrator identifying you by both your user name and a two-character user ID (referred to as **Operating Initials**, OI).
- Trainees may only use NTML if a corresponding specialist is signed in. If the specialist (i.e., the trainer) signs off, the trainee's session is automatically terminated.
- All fields that are "shaded" in blue require data.
- All fields with a (/) allow multiple slash-delimited entries. Some fields allow commas.
- Multiple data entries must be separated by a "/".
- All time is entered in coordinated universal time (UTC), unless otherwise noted.

2.7.3 Use of Industry Standard Windows© Conventions

The NTML graphical user interface (GUI) and user options are intuitive, primarily requiring left mouse click actions to select options, access menus, execute commands, or enter typed text in free-form text fields. Additionally, many of the standard Windows keyboard and mouse conventions associated with most desktop PC applications are used consistently throughout the NTML program, including the following:

- Tabbing, using the **<Tab>** key, jumps the cursor forward between input data fields; using the **<Shift + Tab>** key combination will move the cursor backwards.
- Minimizing and maximizing by using the buttons located on the upper-right corner of the active window.
- Removing characters individually using the **<Backspace>** function.
- Selecting all, or part, of a user-input entry by positioning the cursor over the text to be selected, to the immediate right or left of its start/stop point. Alternatively, you can depress the left mouse button and hold it down. Drag over the rest of the text to select it.
- Cutting, copying, and pasting using **<Ctrl+X>**, **<Ctrl+C>**, and **<Ctrl+V>** keys, respectively.

2.8 The Future of NTML

NTML is a dynamic system that is constantly evolving to improve functionality and meeting user requirements. NTML is generally evolving in the following directions regardless of what changes will occur in the future.

- **Point & Click Functionality** – NTML is constantly enhancing the graphical user interface by improving point-and-click functionality.

- **System Interfacing** – NTML is constantly interfacing with external systems to reduce manual input of data into multiple systems. NTML is finding ways to populate NTML log entries from external data sources.

- **Status Information Areas** – NTML is trying to move towards a system where you may format the log to meet your needs. For example, say you want to see all restrictions in the top right corner of your page and all approval requests on the bottom left corner of your page.

Section 3 — NTML Resources & Help

3.1 NTML Documents

In addition to the *NTML Reference Guide*, there are three documents of importance: the *NTML System Administrator's Briefing Notes*, the *NTML User's Briefing Notes*, and the *NTML System Administration Manual* (SAM).

3.1.1 NTML System Administrator's Briefing Notes

NTML System Administrator's Briefing Notes are documents written to provide information to NTML administrators regarding functionality and configuration issues found in new releases of NTML. A set of briefing notes comes out forty-five days before every new release of NTML.

3.1.2 NTML User's Briefing Notes

NTML User's Briefing Notes are documents written to provide information to NTML users regarding new functionality and interface changes found in new releases of NTML. A set of briefing notes comes out forty-five days before every new release of NTML.

3.1.3 NTML System Administration Manual (SAM)

The **NTML System Administration Manual (SAM)** is designed for ETMS system administrators, or experienced ETMS users responsible for setting up and maintaining the NTML program at ETMS field sites. The *NTML System Administration Manual* explains how to:

- Install NTML on both Windows and Linux systems
- Setup authorized users
- Configure NTML for a particular position
- Use command line functions

3.2 National Work Group (WG)

The **National Work Group (WG)**, consisting of FAA management and union representatives, oversees customer interface and prioritization for new traffic management development. The WG acts as a liaison between the field and software developers.

The WG was formed by the **Traffic Flow Management User Team (TUT)**. TUT is responsible for determining development, evolution, integration, and continued use of traffic management technologies throughout the NAS. TUT holds several meetings every year and participates in weekly Telcons.

3.3 NTML Training

- **On-site training** - Gives NTML users one-on-one training at their location.
- **System administrator training** - Teaches advanced features regarding installation and configuration of NTML. This training occurs at the ATCSCC.
- **Computer Based Instruction (CBI)** - NTML training is moving towards on-line computer based instruction.

3.4 NTML Help Files

NTML incorporates both in-context and contents-driven help. The look, feel, and use of the on-line help features are similar to most popular Windows-based help systems.

3.4.1 In-context Help (Tool Tips)

To access **in-context help**, also referred to as **tool tips**, move the mouse pointer over the input fields and function buttons to display field-specific information. In Exhibit 3-1 below, placing the mouse pointer over the Departure field tells you to "Enter a departing airport or keyword". In-context help has been placed throughout the NTML application.

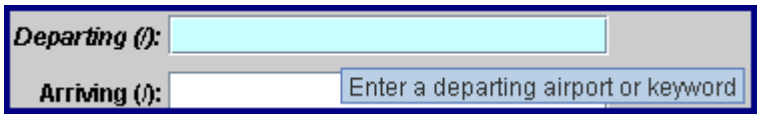


Exhibit 3-1: In-context Help

3.4.2 Contents-driven Help

Contents-driven help contains online documentation regarding the NTML application. The help topics are listed in a table of contents and contain a find feature to quickly locate needed information. To access on-line help topics, perform the following:

1. Open the **<Help>** menu from the menu bar.
2. Select **<Contents>**.
3. Click on the heading of the section you want to view or
4. Click the magnifying glass to search by keyword.
5. Enter specific search keywords.
6. Press **<Enter>** to begin the search.
7. To exit the help system, click the **<X>** in the upper right hand corner.

3.5 System State Report

The **System State Report** contains system information on the current state of NTML. Often, this report is generated when a user encounters a problem with NTML. Developers use this report to help diagnose and fix problems that occur with NTML.

If you are having a problem with NTML, then generate a System State Report. It is best to generate a System State Report immediately after the problem has occurred. If you are able to recreate the problem, then generate a System State Report before and after the problem. Send the System State Report(s) with a description of your problem to CSA or the Helpdesk.

To generate a System State Report choose **<System State Report>** from the **<Help>** menu. The System State Report information popup appears notifying you where the report has been saved (see Exhibit 3-2). The report is stored in the /etms/tmlog/reports directory with the filename NTMLState_MMDD_HHMM.txt where MM represents the month, DD is the day, and HHMM is the time (HH is hours and MM is minutes). This file may be viewed in a text editor.

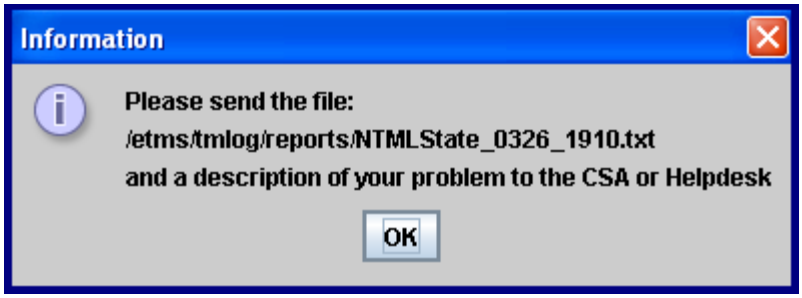


Exhibit 3-2: System State Report Information Popup

3.6 Technical Support Contacts

For the most current technical support contact information, click on **<Tech Support>** from the **<Help>** menu found in the top right corner of the NTML application. There is also a link to the NTML Sys Admin page (see Exhibit 3-3).

Exhibit 3-3: Technical Support Information

3.7 Submit Comments to Developer

The help menu also includes an option to give feedback to the NTML developer (see Exhibit 3-4). To send feedback, (1) click on **<Help>**, and then (2) click on **<Feedback to Developer>**. At the top of the Submit Comments window, the database, OI, facility, position, and date of the comment are displayed.

You must select Trouble Report (default), if this comment is regarding an error in the software, or Design Idea, to make a suggestion on how to improve NTML. Next you enter a Subject, Name, Phone, E-Mail, and Remarks in the corresponding fields, and press **<Submit>**. The Subject and Remarks fields are required.

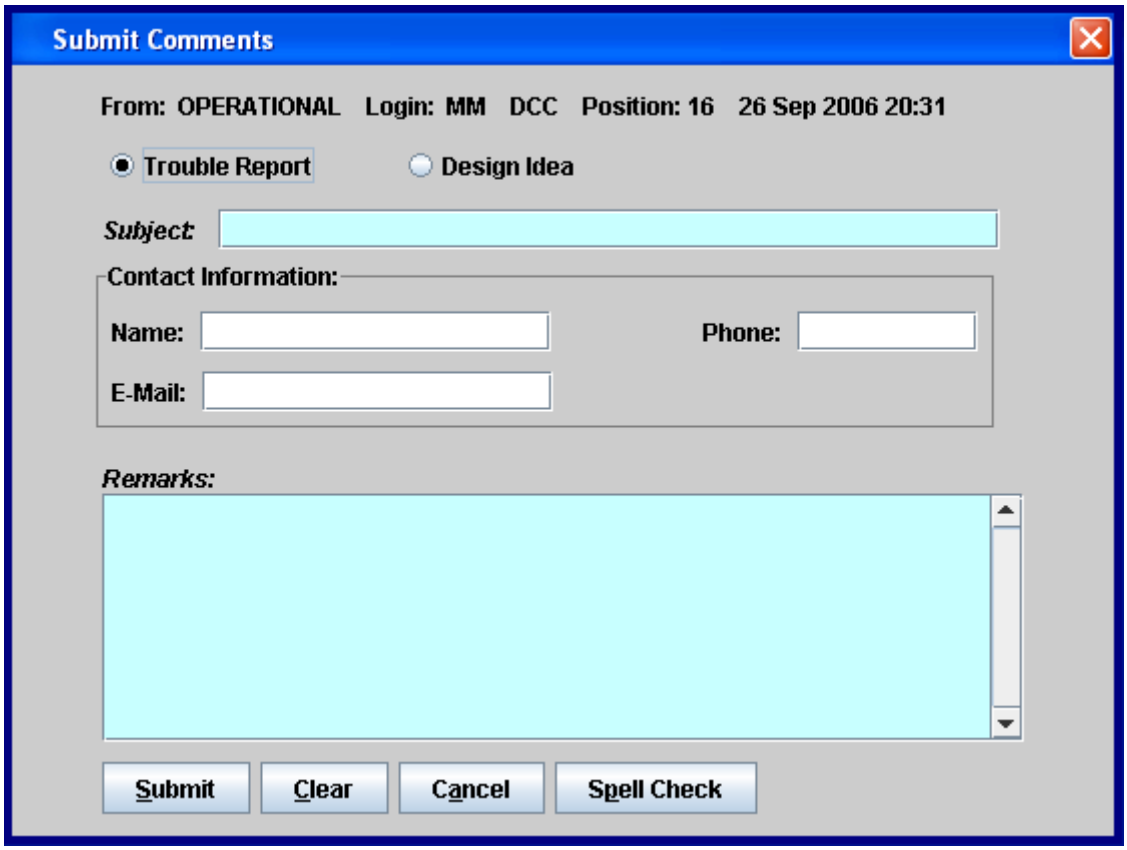


Exhibit 3-4: Submit Comments Dialog

3.8 Automatic Update for Windows Users

NTML running on a Windows machine will check for new updates automatically each time NTML starts, regardless if connected to the TPCOPS or TPCTRN database. This occurs before the initial sign-in screen loads. This also applies to the view only mode of NTML.

Warning

YOU MUST BE AN ADMINISTRATOR TO UPGRADE TO NTML 5.00. The NTML 5.00 install will update the *hosts* file to account for the new servers at the FAA WJHTC. User's can download the patch installer, but when the installer runs, it will display the insufficient privileges error popup, and NTML will not be updated.

System Administrators

Auto Update functionality requires both Java 1.4.2_06 and Java 1.5.0_06. After Java 1.5 is installed, do not delete Java 1.4. If NTML 5.00 has been loaded with Java 1.5 on a new workstation, then Java 1.4 must be installed to run Auto Update.

Warning

If a client is one version or more behind the current version, then a full install of NTML is recommended. The full version of NTML can be downloaded from the NTML SysAdmin Website. Please refer to the *NTML System Administration Manual (SAM) Section 2.1 Installation Procedures* and corresponding subsections, for more information. A full install will not reconfigure the NTML application.

The client's version of NTML compares its version number to a value stored on the message server. If the client's version matches the message server, then there is no update available. NTML opens with the initial user sign-in screen, as normal (see Exhibit 3-5).

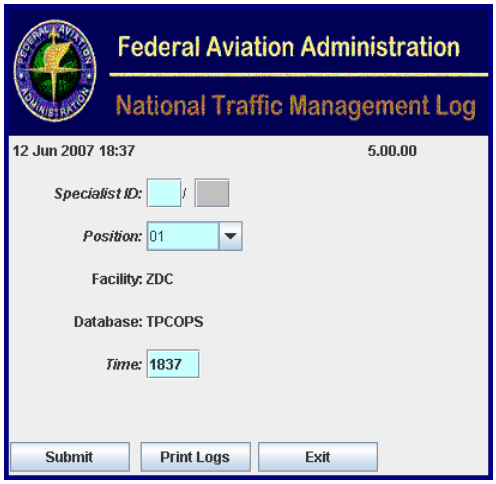


Exhibit 3-5: Initial Sign-in Screen

If the client's version does not match the message server, then an update is available. NTML automatically invokes the PowerUpdate client and displays there is an update available (see Exhibit 3-6). The NTML application does not start until the update is complete.

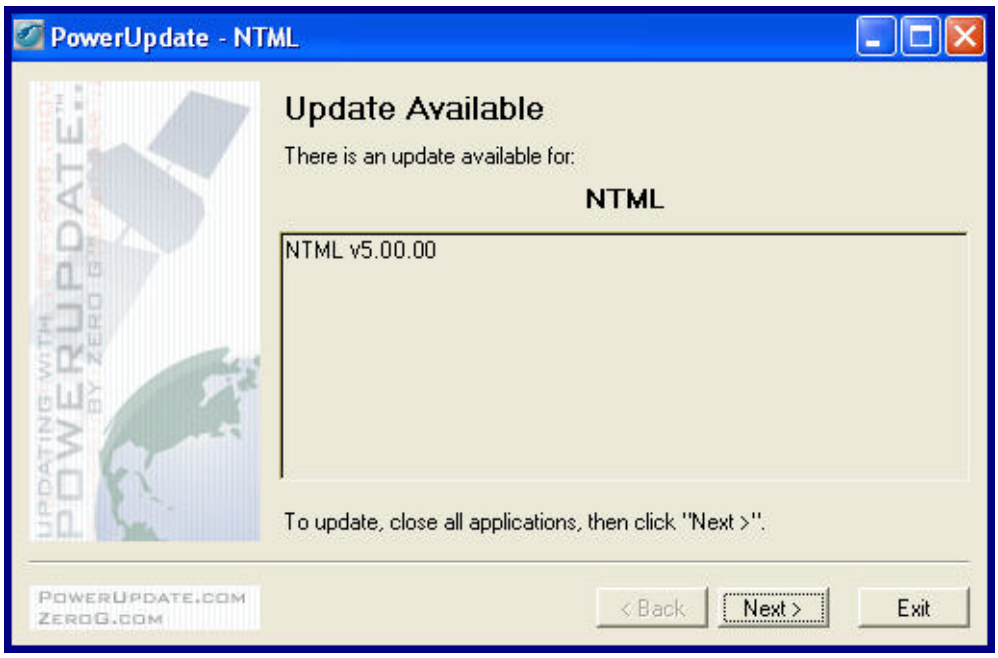


Exhibit 3-6: PowerUpdate Update Available

Click **<Next>** to continue to the Updating window shown in Exhibit 3-7.

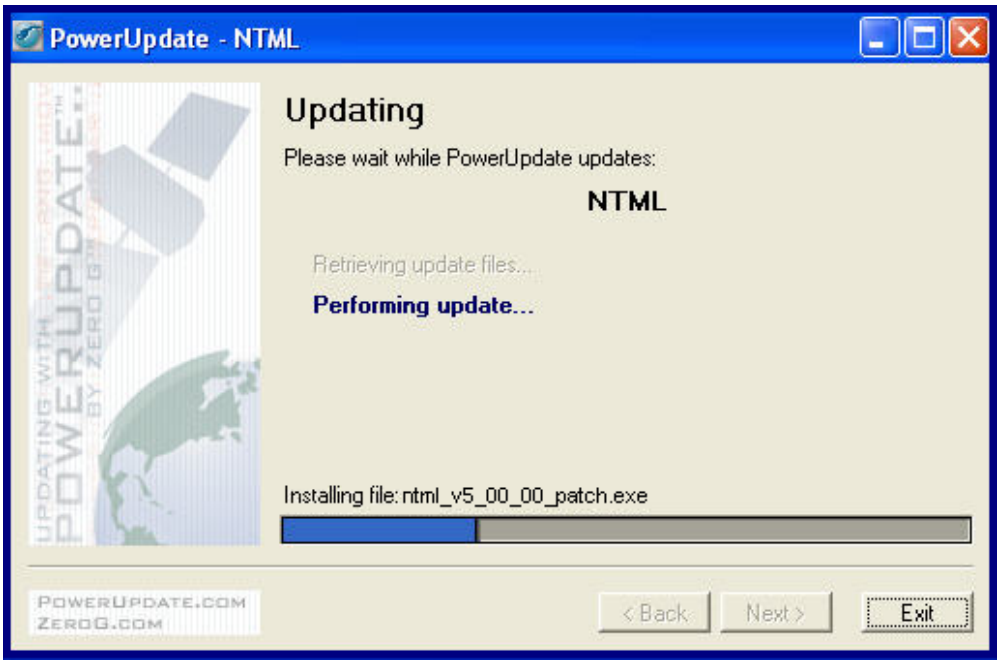


Exhibit 3-7: Performing Update

After the update is complete, click **<Next>** on the Updating window seen in Exhibit 3-7 to open the Updater Retrieved screen which displays the path of where the updated file is located (see Exhibit 3-8).

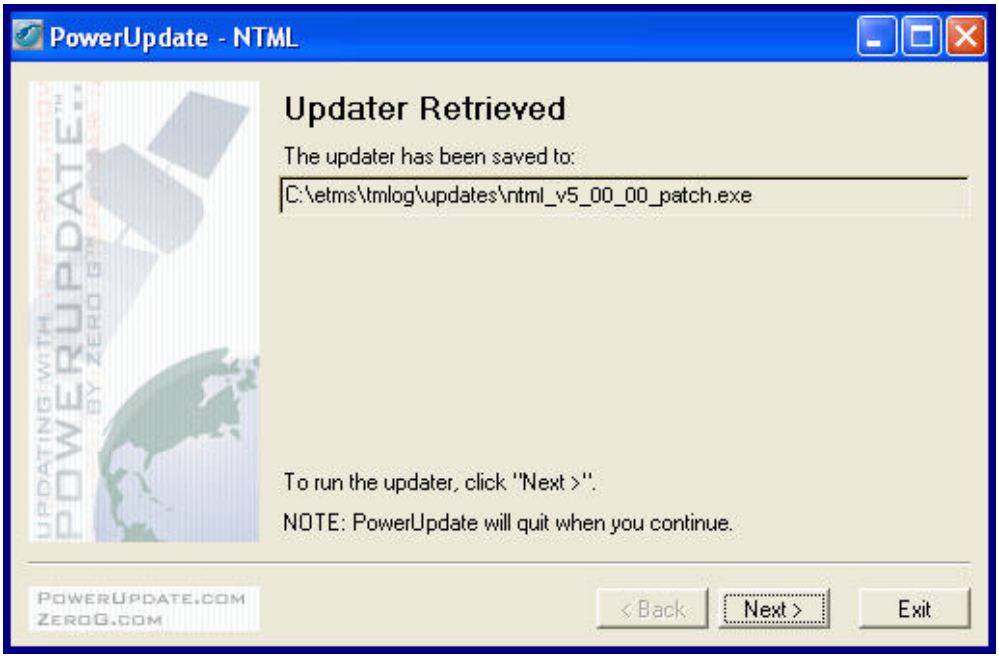


Exhibit 3-8: Updater Retrieved

At the Updater Retrieved screen, click **<Next>** to run the updater and exit from PowerUpdate. Log out of the current version of NTML and log back in to start using the new or updated version.

Warning

Log out of the current version of NTML and log back in to start using the new or updated version. NTML does not start until the update is applied.

Please Note

Any time the user exits the software version update, the same checks and processing will be performed, until the version of software is upgraded.

The NTML GUI needs to be launched to receive Auto Updates for all NTML applications, even if the NTML GUI is not typically used. The GUI must be launched to update those clients that normally only run command line reports, ESIS, or HTML Reports.

Please Note

For those clients that only run command line reports on Windows, they must start the NTML GUI to automatically receive the NTML command line software updates.

For those clients that only run ESIS on Windows, they must start the NTML GUI to automatically receive the ESIS software updates.

For those clients that only run HTML Reports on Windows, they must start the NTML GUI to automatically receive the HTML Reports software updates.

Section 4 — Getting Started with NTML

4.1 The NTML Configuration Files

The NTML application runs on both Linux and Windows operating systems, and the application relies on several configuration files that must be configured by the system administrator prior to launching the NTML application. Various items such as user access, personal configurations, setup data for a particular position within a facility, etc., are defined in three configuration files located in the etms\tmlog\config directory for Windows users and /etms/tmlog/config for Linux users.

System Administrators

Please refer to the *System Administration Manual (SAM) Section 2.2 NTML Configuration Data Management* for more information regarding the configuration files.

4.1.1 Configuring NTML Users

There are two files used to configure users: (1) the users.cfg file, which holds information regarding user access to the system; and (2) the XX.cfg file, where XX is the operating initials of a specific user, which holds information regarding personal settings.

- **users.cfg** – This file contains data on each user authorized to sign into the system. The system administrator defines each user by opening the users.cfg file with any ASCII text editor, and entering each user's operating initials, name in quotes, and their access level (one line for each user). If the access level is missing, the access level will default to that of a fully qualified specialist. Entries for view only users contain a unique two digit number, full name, and access level. The NTML application must be restarted for any changes to take effect.

System Administrators

Please refer to the *System Administration Manual (SAM) Section 2.2.1 users.cfg* for more information regarding the configuration of users.

- **XX.cfg (where XX is the operating initials of a specific user)** – There may be several of these files that contain configurations defined by each individual user, according to the user's preferences. The user-specific configuration files are modified by the application and should not be modified by the system administrator. See *Section 4.5 Customizing the NTML Interface* for information on how to set personal settings.

Warning

The user specific configuration files are modified by the application and should not be modified by the system administrator.

4.1.2 Configuring NTML Positions within a Facility

The **tmlog.cfg** file contains configurations and setup data for a specific position within a facility. The system administrator defines the application settings by opening the tmlog.cfg file with any ASCII text editor. The NTML application must be restarted for any changes to take effect.

The tmlog.cfg file contains keywords found within a set of brackets "**[ ]**", for example, **[FACILITY]**. Above each keyword is an explanation of how to use the keyword, and below each keyword, specific settings are defined.

System Administrators

Please refer to the *SAM Section 2.2.2 tmlog.cfg* for more information regarding the configuration of location-specific settings.

Here are some common keywords found in the tmlog.cfg file that must be defined before launching the NTML application.

- **[POSITION]** – Defines a list of all possible positions at this facility used by the sign-in screen to select a position.
- **[DEFAULT_POSITION]** – Defines the default position used in the position dropdown list found on the sign-in screen. Only one position may be entered as the default position.
- **[FACILITY]** – Defines the current facility by entering the three-letter designator for this facility. Only one facility may be defined.
- **[FACILITY_TYPE]** – Defines the type of facility as ATCSCC, ARTCC, TRACON, or TOWER. Only one facility type may be entered.
- **[FACILITY_MANAGER]** – Defines the name of the facility manager in double quotation marks ("").

4.2 Launching the NTML Application

To launch the NTML application from any configured position, click on the NTML Icon (see Exhibit 4-1) on the desktop, or from the ETMS menu bar on the ETMS Linux workstation. After you click on the NTML icon, the initial user sign-in screen appears (see Exhibit 4-2). The application takes a few seconds to load.

Exhibit 4-1: NTML Desktop Icon

Warning

Java 1.5.0_06 must be installed, and properly configured to run NTML version 3.08 or greater. For Linux, the Java JDK link must point to Java 1.5.0_06.

Please be patient as it takes several seconds for the NTML application to load. During this time you may see the command window appear for a brief second.

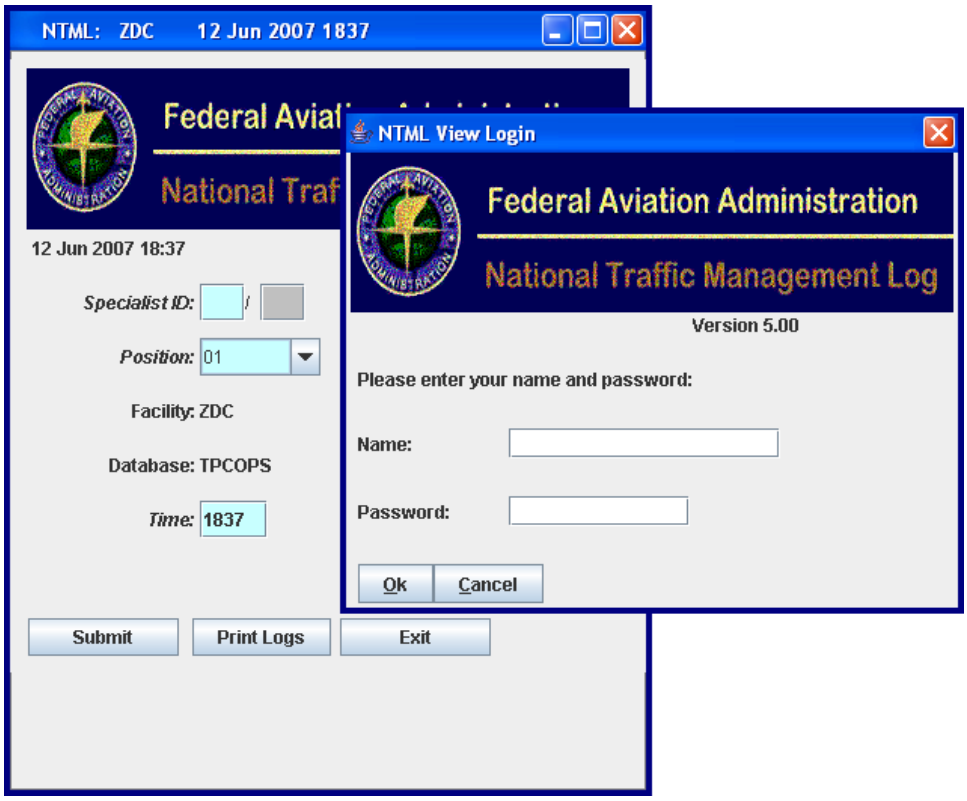


Exhibit 4-2: Initial Sign-In Screen for Full Version and View Only Mode

4.3 Signing Into the NTML Application

You must be pre-registered to sign into the NTML application. Pre-registration is in the form of the system administrator entering your name, followed by a two-character user ID (referred to as operating initials, OI) and your access level, into the users.cfg file. There are three ways to sign into NTML.

- Initial User Sign-In Screen
- Sign-In/Sign-Out (SISO) Panel
- View Only Login (Report User Sign-In)

System Administrators

Users must be defined in the **users.cfg** file. Please consult the *SAM Section 2.2.1 users.cfg* for more details on how to configure users.

4.3.1 Initial User Sign-In

Following program initialization, NTML opens a sign-in screen (see Exhibit 4-3) that is used by the first specialist to sign into the position. The initial sign-in screen identifies the current date/time and the specific NTML software version.

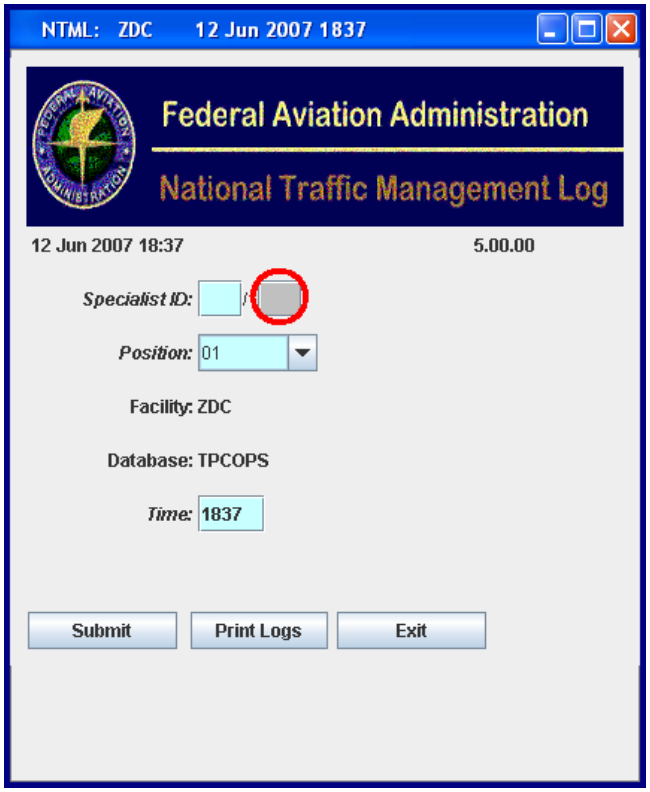


Exhibit 4-3: NTML Initial Sign-In Screen

Follow the steps below to sign in:

1. Enter your valid OI in the blue "shaded" Specialist ID field. Optionally, you can enter a trainee's OI in the grayed out Specialist ID field (see the red circle in Exhibit 4-3). Trainees may only use the NTML program if a corresponding specialist is signed in.

2. Select a Position from the associated dropdown list.

3. Click **<Submit>**.

Please Note

The grayed out specialist ID field is for the trainee's operating initials (see the red circle in Exhibit 4-3). Trainees may only use the NTML program if a corresponding specialist is signed in. After the specialist enters their operating initials, the grayed out specialist ID field turns white allowing the operating initials of the trainee to be entered.

System Administrators

The dropdown list of positions is defined under the keyword **[POSITION]** in the tmlog.cfg file. The facility is defined under the **[FACILITY]** keyword. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

4.3.1.1 Print Logs from Initial User Sign-In Screen

You may generate a print-out of any facility/position log without signing in by clicking the **<Print Logs>** button on the initial sign-in screen. When this button is pressed, the Facility Log Dialog for your location is displayed (see Exhibit 4-4).

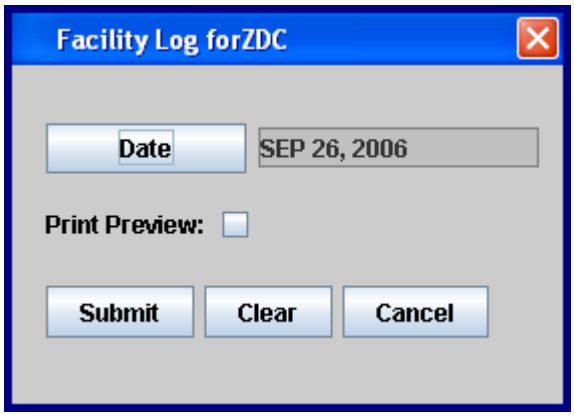


Exhibit 4-4: Print Facility Log Dialog

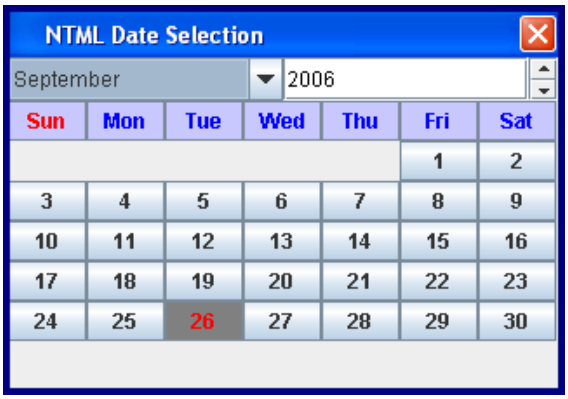


Exhibit 4-5: NTML Date Selection Popup

To generate a log print-out follow the steps below:

1. Click **<Print Logs>** from the initial user sign-in screen.
2. Click **<Date>** and the NTML Date Selection popup appears (see Exhibit 4-5). The default value is the current date.
3. Choose the date of the log(s) you want to print.
4. Check the Print Preview box to view the log reports before printing.
5. Press **<Submit>** to print the request and return to the initial user sign-in screen, press **<Clear>** to restore the default values, or press **<Cancel>** to return to the initial user sign-in screen without printing.

Please Note

Once the print request has been processed, the print preview window is displayed, from which the log(s) can be printed. This occurs if Print Preview has been checked.

4.3.2 Signing In Using the Sign-In/Sign-Out (SISO) Panel

NTML accommodates multiple users on the same workstation. After an initial user has signed in, additional users can sign in (both specialists and trainees) by performing the following:

1. Open the SISO panel by clicking on the **<SISO>** tab (see Exhibit 4-6) located along the left side of the NTML application window. The SISO panel appears.

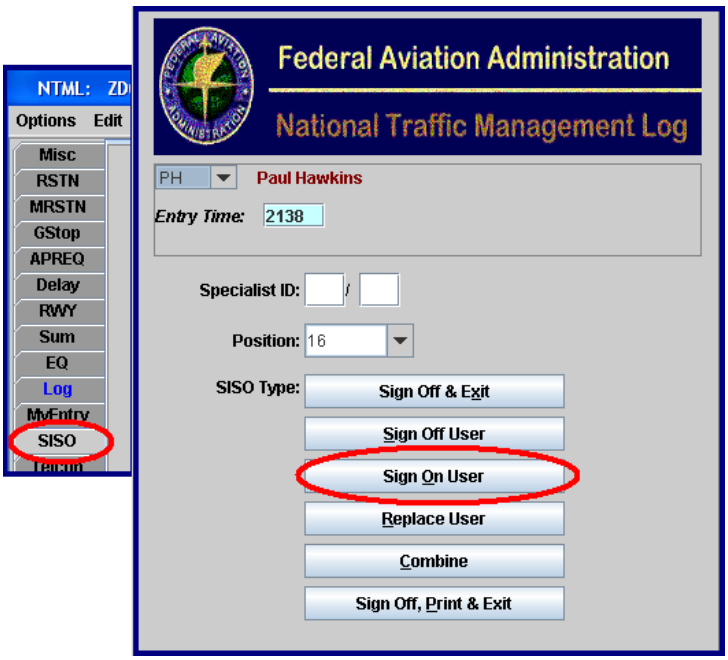


Exhibit 4-6: Sign-In/Sign-Out (SISO) Tab and Panel

2. If you are a specialist, enter your OI in the first Specialist ID field.

3. If you are training someone, enter your trainee's initials in the second Specialist ID field.

4. Select your position from the Position dropdown list.

5. Click **<Sign On User>** to complete the sign-in process.

4.3.2.1 Trainee Sign-In/Sign-Out

If you are a trainee, you must sign in by entering your OI in the second Specialist ID field (see Exhibit 4-7) and pressing the **<Sign On User>** button.

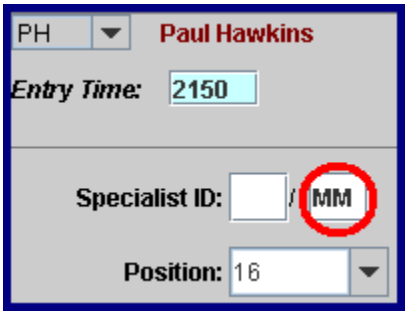


Exhibit 4-7: Trainee Sign-in Specialist ID Field

Pressing the **<Sign On User>** button opens the Trainer Selection Dialog (see Exhibit 4-8) where you must select the person responsible for your training from the dropdown list. If the person you select is already training someone, an error message appears (see Exhibit 4-9).

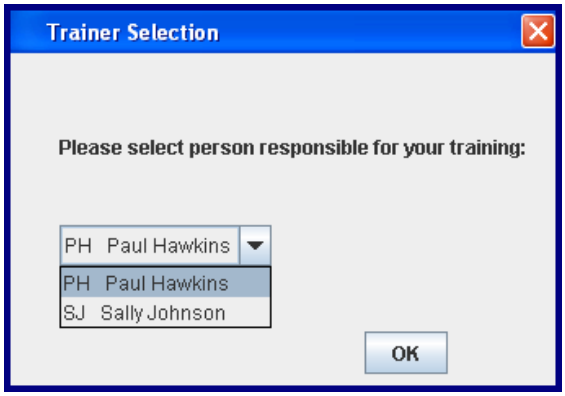


Exhibit 4-8: Trainer Selection Dialog

Exhibit 4-9: Trainer Selection Error

4.3.2.2 Replacing Authorized NTML Users

The SISO panel also provides the capability for consecutive users at the same position to access the system without stopping and restarting NTML. To replace an authorized NTML specialist or trainee, perform the following:

1. Open the **<SISO>** panel.
2. Select the OI of the user to replace from the top of the SISO panel.
3. Enter the OI of the user taking over in the Specialist ID field.
4. Choose the Position that correctly reflects the position being replaced.
5. Click the **<Replace User>** button to initiate the replacement (see Exhibit 4-10).

Exhibit 4-10: Replace User Button

Please Note

When replacing a user that has signed in a trainee, the new user is now training the trainee. For example, PH has been training MM, but PH needs to leave, and he is replaced by SJ. SJ is now training MM.

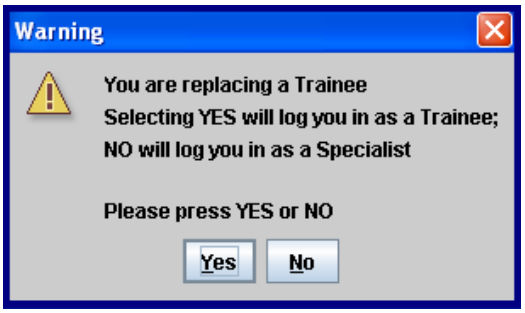


Exhibit 4-11: Warning Box for replacing a trainee

Warning

When replacing a trainee, a message box appears warning you that selecting Yes will log you in as a Trainee; No will log you in as a specialist (see Exhibit 4-11).

4.3.2.3 Combining/Decombining Users

Combining/decombining permits multiple positions to merge together to form one position. When the FAA is busy, they may have several different active positions. For example, DCC has ten positions, and each position oversees a geographical region in the eastern US. Position 1 covers the Southeast region, Position 2 covers the Washington DC region, Position 3 covers the New York area, Position 4 covers the Cleveland area, etc. During the day, when the FAA is the busiest, each specialist oversees and talks to their region until late at night, say 12AM for this example.

Late at night there is not much FAA activity, so one specialist watches the entire eastern region, allowing all the other specialists to go home for the night. The specialist at Position 3, New York, will stay so Position 1, Position 2, and Position 4 give their regions to Position 3, New York before going home. Now Position 3 is one position that covers the entire eastern US. This is called combine.

In the morning, when things get busy, the specialist in charge of Position 1 arrives and opens Position 1, taking the Southeastern region from Position 3, New York. This continues for all Positions. This is called decombine.

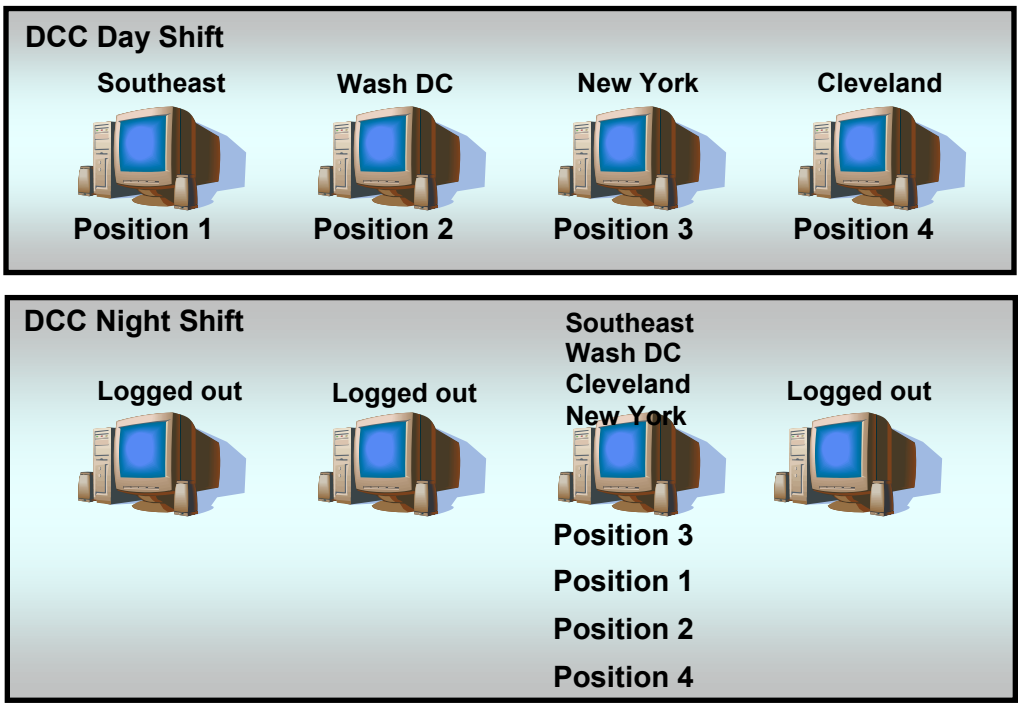


Exhibit 4-12: Combine/Decombine Diagram

Please Note

NTML supports full combine/decombine functionality for any or all positions, regardless of their composition whether they are collectives or are made of one member/workstation and collectives.

The following lists the available combine/decombine functionality.

- Workstation to Workstation
- Workstation to Collective
- Collective to Workstation
- Collective to Collective

To combine with another position, follow the steps below.

1. Click the **<SISO>** tab to open the SISO panel.
2. Click **<Combine>** and the combine dialog appears (see Exhibit 4-13).

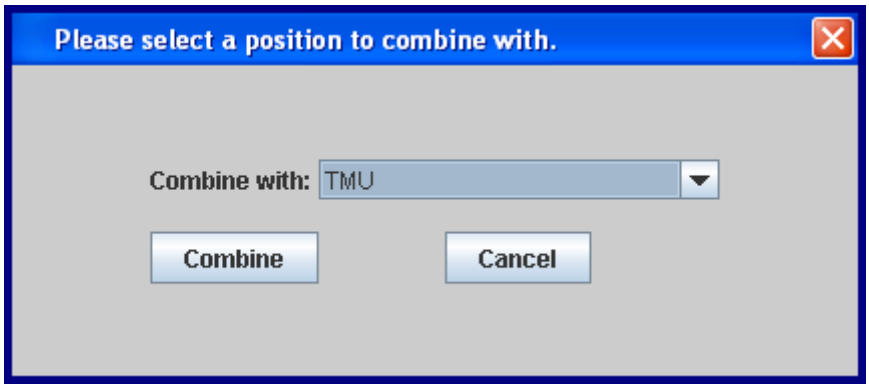


Exhibit 4-13: Combine Dialog

3. Select the position you want to Combine with from the dropdown list.
4. Click **<Combine>**.
5. After clicking combine, NTML exits, and your position is now combined.

Please Note

Personal settings and link lists do not carry over to the facility being combined with. For example, position 16 combines with position 14. Position 14's settings are dominating and override position 16's settings. Subscriptions are the only settings that carry over.

To decombine positions, follow the steps below.

1. Open NTML.
2. Sign into the position that is combined.

Please Note

When decombining, all entries in the Pending panel to which the decombining position subscribes are removed from the combined position's Pending and placed in the decombined position's Pending. For example, Position 16 subscribes to ZNY and combines to Position 14, which subscribes to ZDC. When Position 16 decombines, all entries in the combined positions Pending regarding ZNY are removed and placed in Position 16's Pending. Position 14 is left with ZDC entries (see Exhibit 4-14 below).

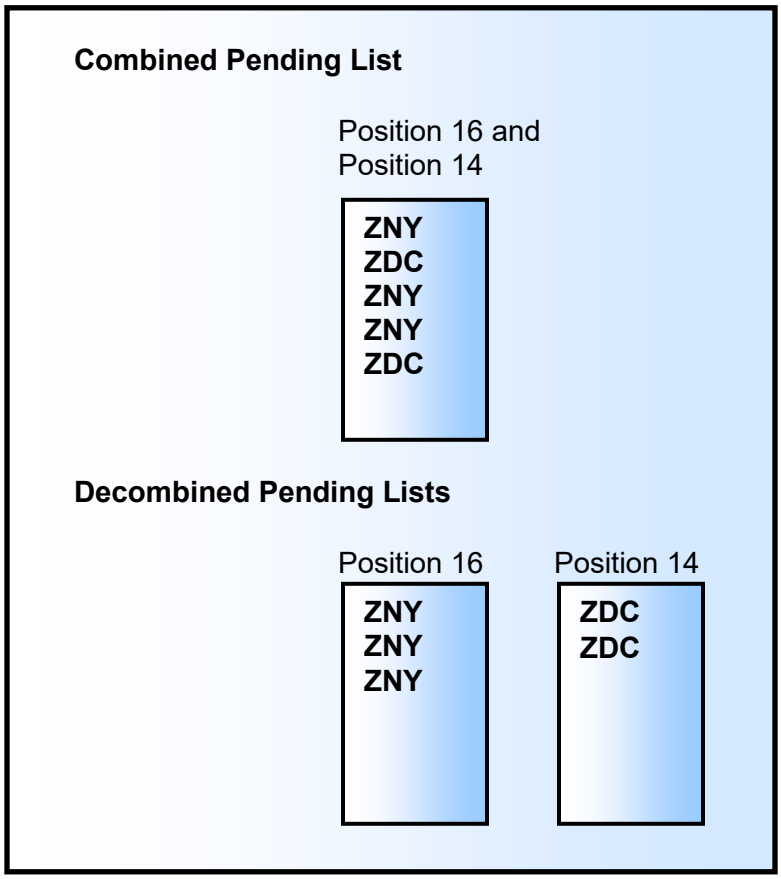


Exhibit 4-14: Combine/Decombine Pending Lists

4.3.3 View Only Login (Report Users Sign-in)

NTML allows report users to view logs without entering or modifying data. When you load NTML to view reports, your initial sign-in screen looks like the screen in Exhibit 4-15. You must sign in using your full name (placed in the configuration file by the system administrator), and with the FAA assigned password.

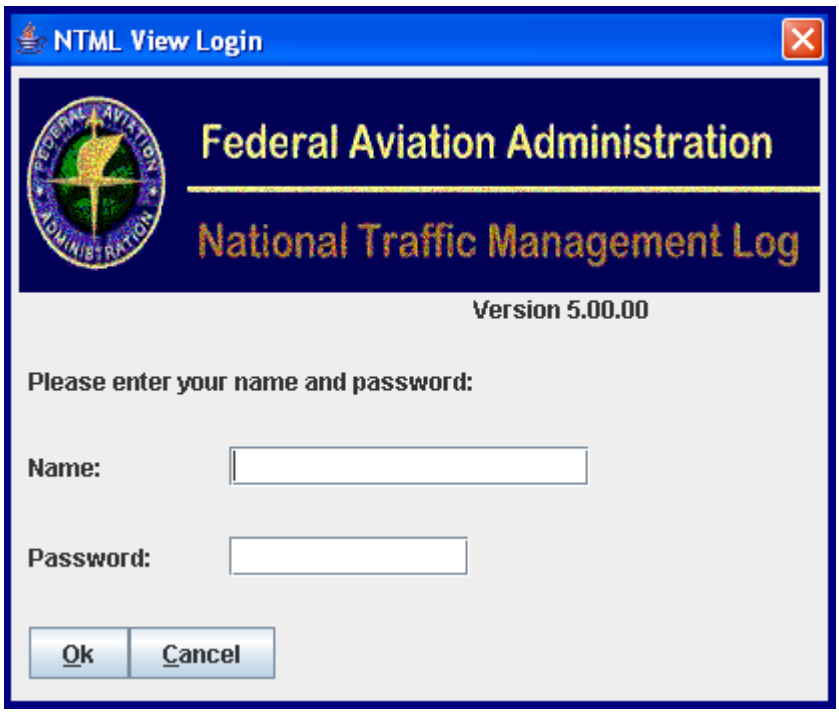


Exhibit 4-15: NTML View Only Sign-In Screen

To sign in and view reports:

1. Enter your Name in the Name field.
2. Enter the FAA Password.
3. Click **<Ok>**.
4. The REPORTS screen in Exhibit 4-16 appears.

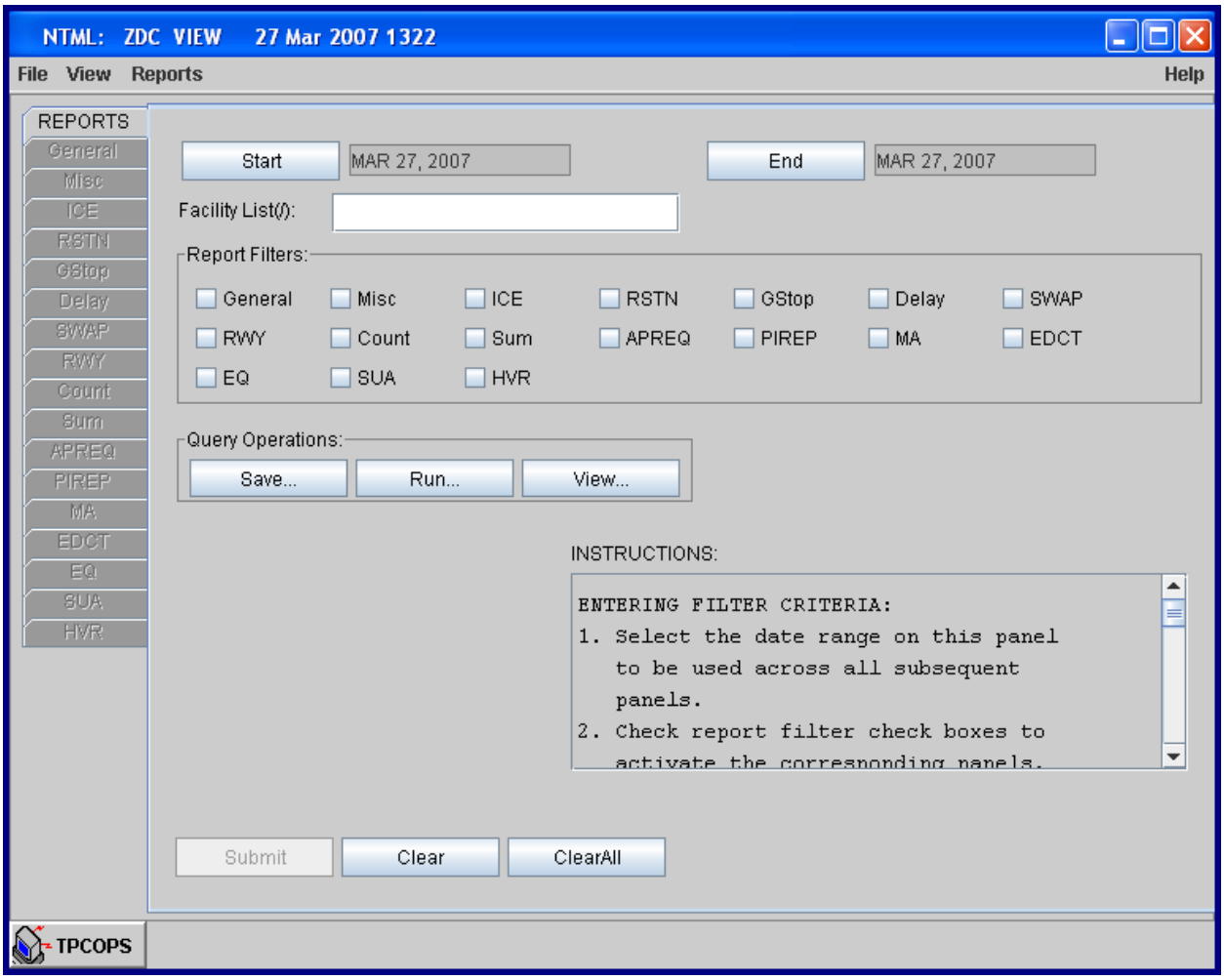


Exhibit 4-16: NTML View Only Reports Screen

Tip

To Exit from view only mode, select **<File>** in the application menu bar and choose **<Exit>**.

4.4 Signing Off the NTML Application

Signing off and exiting NTML is achieved through the SISO panel. There are two options to sign off: (1) terminate a single user's session: and (2) sign off all users, print logs, and exit the NTML application simultaneously.

4.4.1 Terminate a Single User's Session

To terminate your current NTML session, perform the following:

1. Open the **<SISO>** panel.
2. Enter your OI in the Specialist ID field.
3. Click the **<Sign Off User>** button (see Exhibit 4-17).

Exhibit 4-17: Sign Off User Button

Warning

If you are the only person signed in from the subject workstation, the NTML application will exit. If you are not the only person signed in from the subject workstation, the NTML application will sign you off and continue to operate.

Warning

If you sign off while training, your associated trainee will also be signed off (see Exhibit 4-18).

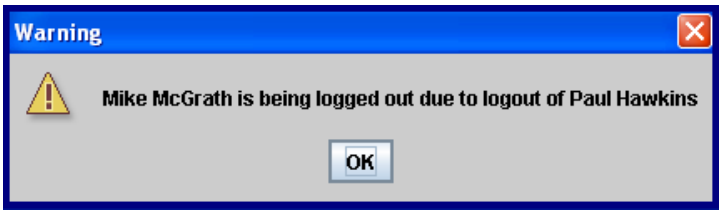


Exhibit 4-18: Trainee Sign-out Warning

4.4.2 Sign off, Print, and Exit the NTML Application

To sign off all current users on a particular workstation (or PC), print logs, and exit the NTML application simultaneously, follow the steps below:

1. Open the **<SISO>** panel.
2. Click on the **<Sign Off, Print & Exit>** button (see Exhibit 4-19) (or alternatively, you may choose the **<Sign Off, & Exit>** button to exit without printing).
3. Click **<Yes>** when the sign-off confirmation dialog box is displayed.
4. The sign-off time for each user is added to the Log.
5. The NTML application terminates.

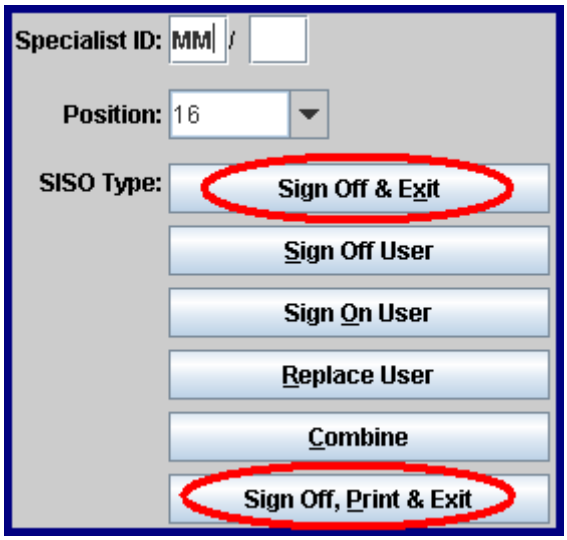


Exhibit 4-19: Sign Off, Print & Exit Button

Tip

You can also sign off all users and exit by choosing **<Exit>** from the **<Options>** menu found in the upper left corner of the NTML application window.

4.5 Customizing the NTML Interface

You may customize the look of the NTML interface from the NTML Options menu (see Exhibit 4-20). Your individual preferences may be saved by selecting **<Save>** from the Options menu.

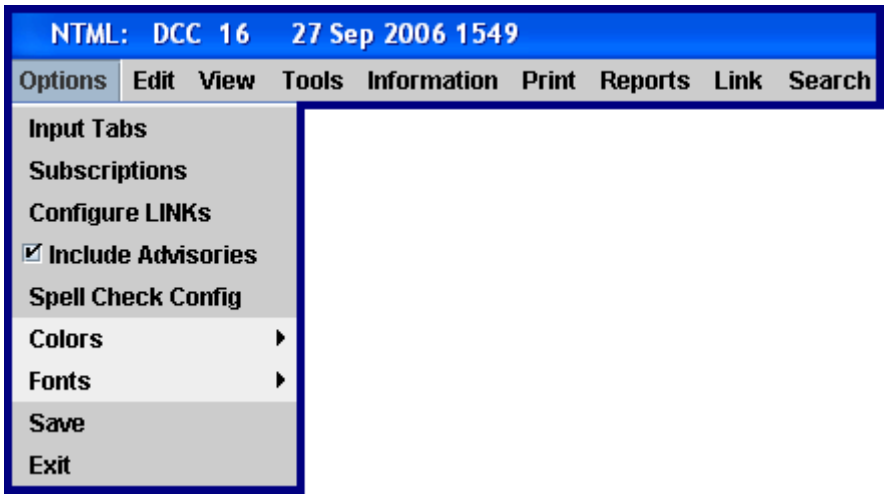


Exhibit 4-20: Options Menu

Please Note

Include Advisories appears only at DCC positions.

System Administrators

Personal settings are stored in the configuration file **XX.cfg**, where XX is the user's operating initials. For example, the configuration file for Paul Hawkins would be PH.cfg. Please consult the *SAM Section 2.2.1 Configuration Files* for more details regarding personal settings files.

Warning

Personal settings appear for the first user who signs in. All other users are forced to use the initial user's settings. If the initial user does not have settings, the defaults will apply. The only way to get another user's settings is to end the session, and open a new session with the new user's OI.

4.5.1 Configuring NTML Input Tabs

You may set up easy access to the most frequently used panels at your particular position, or close panels not needed, with the **<Input Tabs>** option available under the **<Options>** menu. To customize the available tabs/panels for display and access, perform the following:

1. Select **<Input Tabs>** from the **<Options>** menu, and the Panel Control Select Templates for NTML Dialog (see Exhibit 4-21) appears.

2. Specify each desired tab/panel to display by checking the corresponding check box.

3. Click **<Save>** to make these selections permanent. These display preferences will then be recalled each time you sign in.

4. Click **<Ok>** to display the specified panels.

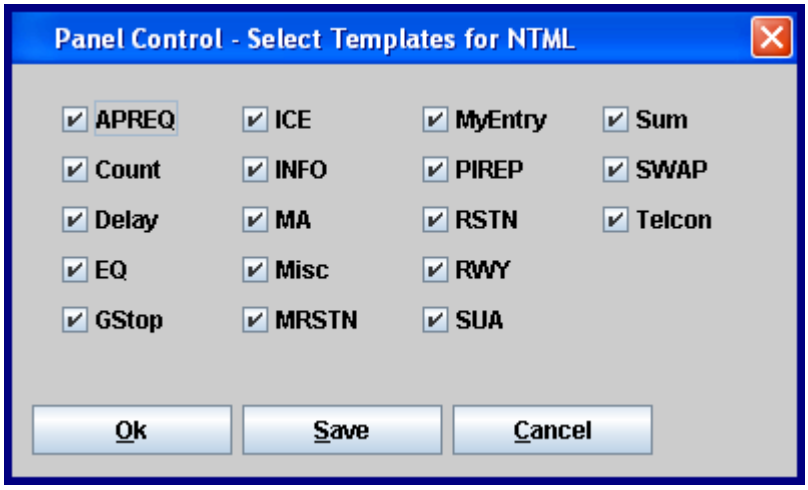


Exhibit 4-21: Panel Control Select Templates for NTML Dialog

System Administrators

Panels may be defined under the **[PANEL]** keyword in the tmlog.cfg configuration file. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details. Panel settings may also be saved in the user's personal configuration file XX.cfg, where XX is the users operating initials.

4.5.2 NTML Subscriptions

Subscriptions provide a mechanism for the local position to define specific log entries, sent by other positions or facilities, to be received by the local position.

4.5.2.1 Types of Subscriptions

NTML contains three types of subscriptions.

- **Include Subscriptions** – Include subscriptions result in all log entries of the corresponding type, sent by the identified facility, being included directly as an entry in the log of the subscribing position.

- **Notify Subscriptions** – Notify subscriptions result in all entries of the corresponding type, sent by the identified facility, being displayed in the pending panel of the subscribing position.

- **Approval Subscriptions** – Approval subscriptions are available only to positions at the DCC facility. A center-to-center restriction that requires approval goes to the DCC position's pending panel until the restriction is approved, disapproved, or removed. All restrictions that do not require approval, such as a center to non-center or between two non-centers, are placed in the pending panel of the DCC position.

  Approval subscriptions override Notify subscriptions. For example, the subscription "ZJX NOTIFY: RSTN GSTOP EDCT OTHER APPROVE: RSTN" would also be the same as "ZJX NOTIFY: GSTOP EDCT OTHER APPROVE: RSTN". "APPROVE: RSTN" overrides the "NOTIFY: RSTN".

Please Note

The Approve subscription type is only for RSTN messages at the DCC position.

4.5.2.2 Subscription Message Types

NTML allows users to define specific log entries, sent by other positions or facilities, to be received by the local position. Users may subscribe to the message types listed in Table 4-1.

Subscriptions appear in the following format when referenced in NTML documentation:

- **Format:** [FAC] [TYPE OF SUBSCRIPTION] ":" [MESSAGE TYPES]

- **Examples:** ZNY NOTIFY : RSTN

  DCC NOTIFY: EDCT

Table 4-1: NTML Subscriptions Message Types

Msg Type	Description	Example	Results
RSTN (NOTIFY	Subscribe to restrictions entered by any facility where the specified facility is the restriction provider	ZNY NOTIFY: RSTN	User will receive all restrictions where ZNY is the provider regardless of what facility originated the entry
RSTN (APPROVE	Subscribe to restrictions entered by the specified facility (requester) that require DCC approval	ZOB APPROVE: RSTN **Only DCC configures for APPROVAL**	DCC will receive all restrictions entered by ZOB (requesting facility)
GSTOP	Subscribe to ground stops imposed on the specified facility (facility entered in Airport/NAVAID field)	BWI NOTIFY: GSTOP	User will receive all ground stops imposed on BWI
		ALL NOTIFY: GSTOP	User will receive all ground stops
EDCT	Subscribe to GDPs, and AFPs where the specified facility is listed somewhere in the GDP, or AFP	DCC NOTIFY: EDCT	User will receive all GDPs and AFPs
		ALL NOTIFY: EDCT	User will receive all GDPs and AFPs
		ZDC NOTIFY: EDCT	User will receive all GDPs and AFPs where ZDC is listed in the affected centers for the GDP or AFP
		JFK NOTIFY: EDCT	User will only receive GDPs for the specified airport
		XAFP NOTIFY: EDCT	User will receive only AFPs, no GDPs
OTHER	Subscribe to all entries that are forwarded from the facility specified in the subscription; this subscription includes forwarded MISC entries	ZDC NOTIFY: OTHER	User will receive any entries forwarded from ZDC via Send To
		ALL NOTIFY: OTHER	User will receive all entries forwarded via Send To
DLY	Subscribe to delays imposed on the airport specified (arriving airport, or departure airport), and not to the facility that entered the delay (Facility Holding)	PHL NOTIFY: DLY	User will receive all delays that are imposed on PHL regardless of who entered this entry
ICE	Subscribe to deicings imposed on the airport specified, and not to the facility that entered the deicing	BOS NOTIFY: ICE	User will receive deicing entries that are imposed on BOS regardless of who entered the entries
RWY	Subscribe to runway configurations for the airport specified, and not to the facility that entered the runway configuration	LAX NOTIFY: RWY	User will receive runway entries for LAX
EQ	Subscribe to equipment outages entered by the specified facility.	ZOB NOTIFY: EQ	User will receive all EQ entries entered by ZOB
ADVZY	For field sites only (not DCC) Subscribe to all ADVZYs	DCC NOTIFY: ADVZY	User will receive all advisories regardless of facility
SWAP	Subscribe to SWAPs imposed on the specified facility (Facility field on SWAP panel). If there is no facility, then users subscribe to the facility that entered the SWAP.	LGA NOTIFY: SWAP	User will receive all SWAPs imposed on LGA
SRSTN	Subscribe to severe weather restrictions where the facility specified is either the requester or the provider (SVR WX RTE check box on RSTN input panels).	ZNY NOTIFY: SRSTN	User will receive all SRSTNs where ZNY is the requester or provider

4.5.2.3 Reserved Word "All"

The reserved word "ALL" may be used as a facility identifier to indicate all facilities (see Exhibit 4-22). The most common usage of this reserve word is for the following subscription:

"ALL NOTIFY: OTHER"

The "ALL NOTIFY: OTHER" subscription indicates that the position is subscribing to receive all log entry types forwarded to that facility from all other facilities via the Send To panel in the standard footer (see *Section 5.3 Standard Footer*).

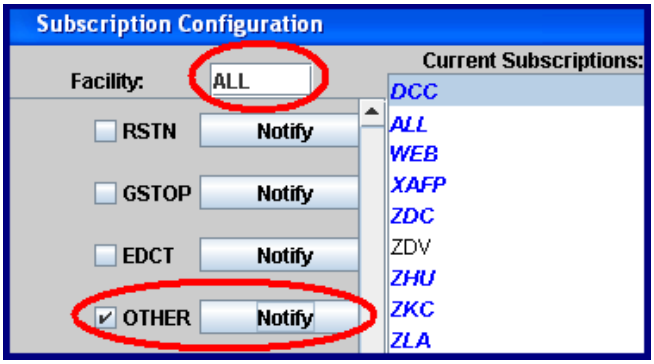


Exhibit 4-22: All Notify Other Subscription

4.5.2.4 Reviewing Current Subscriptions

Upon opening or initialization of the Subscription Configuration window, the facility names are displayed in the Current Subscriptions list in a specific order (see Exhibit 4-23). The actual order from top to bottom is DCC, ALL, WEB, XAFP, and then any ARTCCs (in ascending alphabetical order), followed by any other facility types (in ascending alphanumerical order).

To review a subscription, perform the following:

1. Select **<Subscriptions>** from the **<Options>** menu.

2. Select the ID of the desired facility name in the Current Subscriptions list (see Exhibit 4-23).

3. The subscription definition for the selected facility is loaded indicating the NTML messages to which the position is subscribed.

Warning

When combined with another position, do **NOT** select **<Ok>** from the Subscription Configuration dialog after reviewing the subscriptions. Close the Subscription Configuration dialog using the **<X>** in the upper right corner, or press the **<Cancel>** button. If **<Ok>** is selected when in a combined state, then the subscriptions for the active position are changed, so when the user decombines, the decombined position will contain the subscriptions from the other position.

Please Note

All subscriptions are sorted in the Current Subscriptions window. The actual order from top to bottom is DCC, ALL, WEB, XAFP, and then any ARTCCs (in ascending alphabetical order), followed by any other facility types (in ascending alphanumerical order).

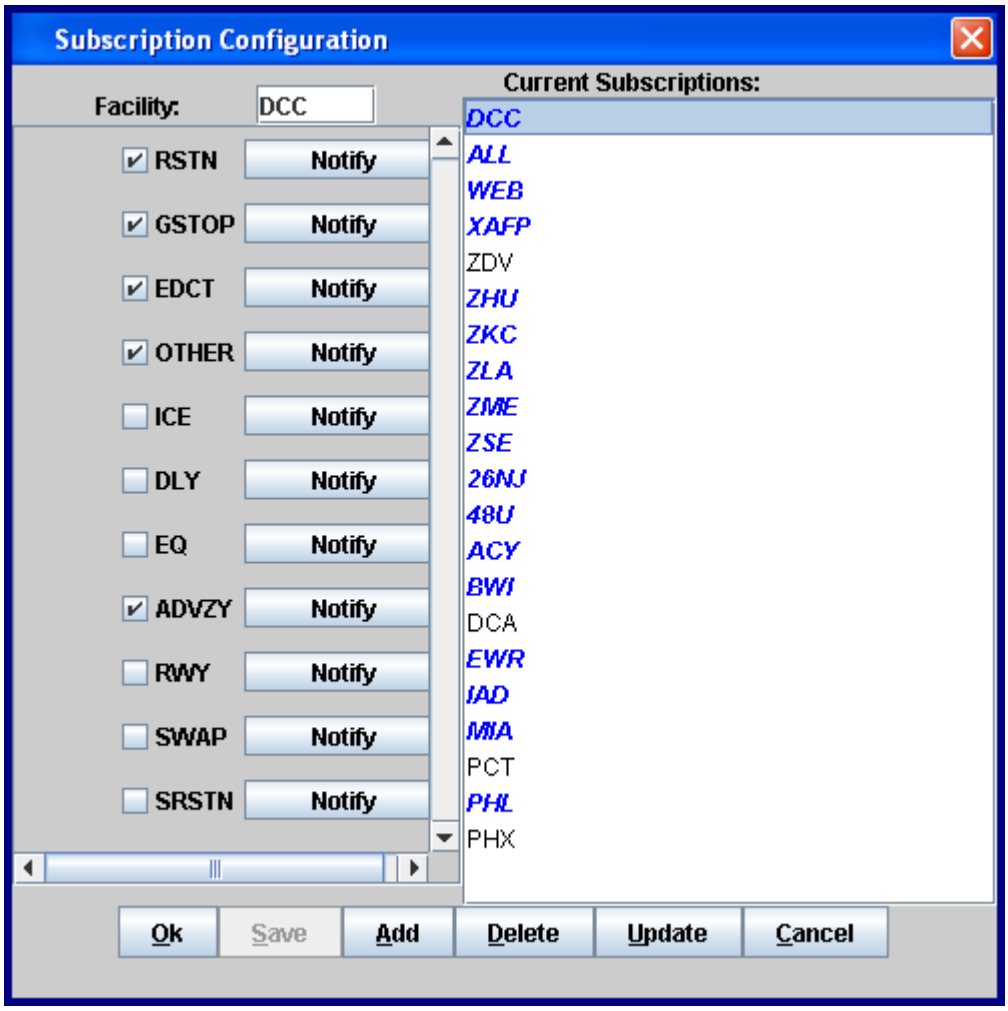


Exhibit 4-23: Current Subscriptions List

4.5.2.5 Establishing Subscriptions

To create a subscription for the local position, perform the following:

1. Select **<Subscriptions>** from the **<Options>** menu to open the Subscription Configuration window (see Exhibit 4-23).
2. Enter a valid Facility ID in the Facility field.
3. Select the log entry type(s) to which you desire to subscribe by checking the appropriate check box(es).
4. Specify the type of subscription as **<Notify>**, **<Include>**, or **<Both>** by toggling the corresponding subscription type button(s) (each button cycles through the available choices). All subscriptions are defaulted to **<Notify>**. The Other message type only has the **<Notify>** option.
5. Click **<Add>** and the facility you just entered appears at the bottom of the Current Subscriptions lists.
6. Click **<Ok>** and exit the Subscription Configuration window.

Please Note

New subscriptions added to the Subscription Configuration appear at the bottom of the subscription list. The next time you open/initialize the Subscription Configuration, the new subscriptions will be in order.

Warning

NTML no longer saves personal subscriptions in the OI preference files (XX.cfg where XX is the user's OI). The **<Save>** function is disabled. All subscriptions established, modified, or deleted are only valid for the current session. If NTML is restarted, all subscription changes are lost. System administrators can edit subscriptions permanently in the configuration file.

System Administrators

The **[SUBSCRIPTIONS]** keyword in the tmlog.cfg file can also define subscriptions. The configuration parser ignores any **[SUBSCRIPTIONS]** section in the user configuration file. Please consult the *SAM Section 2.2.1 Configuration Files* for more details on system defined subscriptions.

4.5.2.6 Editing Subscriptions

To edit one or more current subscriptions, perform the following:

1. Select **<Subscriptions>** from the **<Options>** menu.
2. Select the subscription you want to update from the Subscription Configuration window.
3. Modify the log entry type(s) by checking the appropriate check box(es).
4. Adjust the type of subscription as **<Notify>**, **<Include>**, or **<Both>** by toggling the corresponding subscription type button(s) (each button cycles through the available choices). The Other message type only has a **<Notify>** option.
5. Click **<Update>**.
6. Click **<Ok>** to save the edited subscription and exit the Subscription Configuration window.

Please Note

Subscriptions listed in blue are defined in the system configuration file (tmlog.cfg) and cannot be edited, or deleted. ATCSCC is the only facility that can edit and delete all subscriptions. All subscriptions in black have been defined by the user and are only good for the current session, unless they are at a DCC position. All subscriptions at DCC are listed in black.

4.5.2.7 Deleting Subscriptions

To delete a current subscription, perform the following:

1. Select **<Subscriptions>** from the **<Options>** menu.
2. Highlight the facility ID of the subscription you wish to delete in the Subscription Configuration window.
3. Click **<Delete>** and the facility ID disappears from the Subscription Configuration window.
4. Click **<Ok>** to confirm the deletion and exit the Subscription Configuration window.

Please Note

Remember, subscriptions listed in blue cannot be deleted. Deletions are only good for the current session.

4.5.2.8 Advisory (ADVZY) Subscriptions

Centers and facilities other than DCC can subscribe to Advisories. When you subscribe to NOTIFY ADVZYs, the advisories will appear in the Pending panel truncated, followed by "…"

DCC cannot subscribe to ADVZYs. For DCC to receive ADVZYs, the configuration file must be defined to include ADVZYs, and/or Include Advisories must be checked on the Options menu. ADVZYs at DCC positions go directly in the Log displaying the full ADVZY message text.

System Administrators

ADVZY subscriptions may be defined in the tmlog.cfg configuration file. For DCC to receive ADVZYs, the keyword **[ADVISORY]** must be active in the configuration file, and/or Include Advisories must be checked on the Options menu.

The following functionality applies when field sites open an ADVZY entry from Pending, or from the Current Log, by double-clicking (or selecting an entry and pressing the **<Open>** button). Opening an ADVZY displays an Advisory Report Information popup box (see Exhibit 4-24) populated with the entire ADVZY.

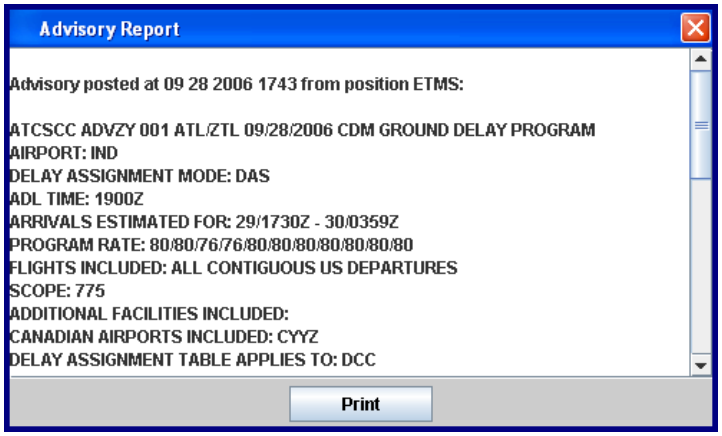


Exhibit 4-24: Advisory Report Popup

The truncated version of the advisory appears in Pending, current Log (see Exhibit 4-25), views, printed logs, and reports when viewing advisory log data at field site positions. For DCC, the entire advisory is displayed in the Log.

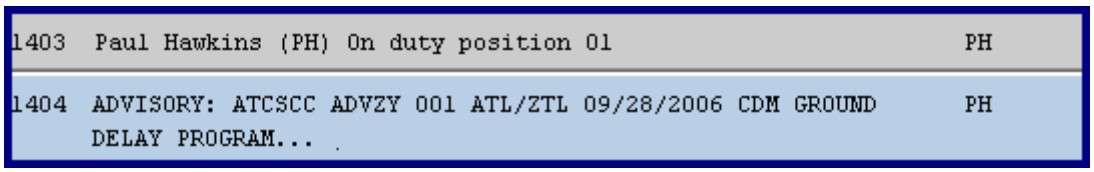


Exhibit 4-25: Advisory in Facility Log

4.5.3 Configuring Links

The LINKs Configuration dialog, located in Configure LINKs under the Options menu, creates the **links** used to associate log entries with a Ground Delay Program (GDP). The defined links appear in the Links menu found on the application menu bar (see *Section 7.7 Linking NTML Log Entries*). To configure the links used between log entries and a Ground Delay Program, follow the steps below:

1. Select **<Configure LINKs>** from the **<Options>** menu.
2. Enter a Link in the field next to the **<Add>** button (see Exhibit 4-26).
3. Click **<Add>**, then **<Ok>**.

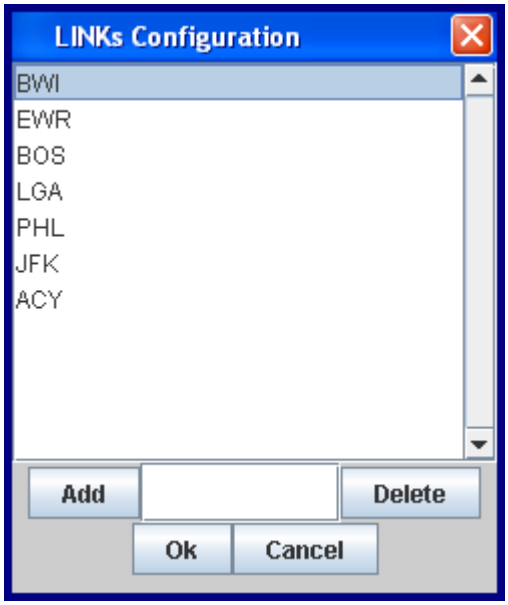


Exhibit 4-26: Configure Links Dialog

Tip

To delete a link, select the link from the LINKs Configuration dialog and click **<Delete>**.

4.5.4 Include Advisories Check Box

The Include Advisories check box (see Exhibit 4-27) is only applicable to DCC users that use the same computer for ETMS and NTML. If you use the same computer for entering advisories, and it is configured for NTML, checking the Include Advisories check box will place the advisory into your position's Log.

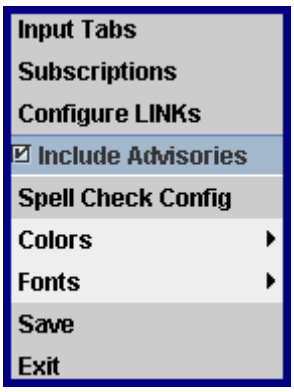


Exhibit 4-27: Include Advisories Check Box

System Administrators

To automatically include all DCC advisory messages in this position's Log make sure the keyword **[ADVISORY]** is present in the tmlog.cfg file. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

4.5.5 Spell Check Configuration

You may define spell checker preferences through Spell Check Config found on the Options menu. The spell check feature checks the spelling in the **remarks** section of a panel. More information on how to use the spell checker can be found in *Section 5.3.2 Spelling Button*.

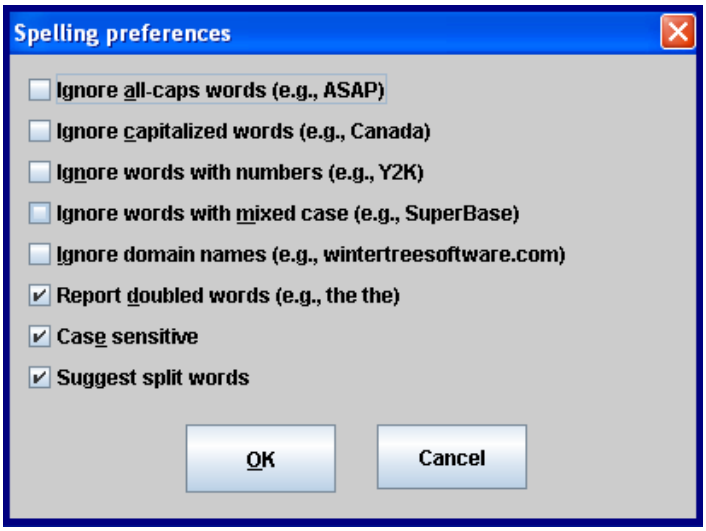


Exhibit 4-28: Spelling Preferences Window

Spelling preferences can be selected and unselected by checking or un-checking the corresponding check box. Click **<Ok>** to save the settings, and they will be recalled when you access the spell checker. The following settings are available (see Exhibit 4-28):

- Ignore all-caps words – e.g. ASAP
- Ignore capitalized words – e.g. Canada
- Ignore words with numbers – e.g. Y2K
- Ignore words with mixed case – e.g. SuperBase
- Ignore domain names - e.g. www.faa.gov
- Report doubled words – e.g. the the
- Case Sensitive
- Suggest split words

Tip

You can also check the spelling preference check boxes by hitting the **<ALT>** key and the underlined letter corresponding to the desired check box. For example, to check Ignore all-caps words press **<ALT + A>**.

4.5.6 Setting NTML Colors and Fonts

The Options menu allows you to change the background, foreground or text colors, and text style. The setting can always be restored to the original colors and style by choosing **<Default>**.

4.5.6.1 Changing Background Color

To change the background color:

1. Select **<Colors>** from the **<Options>** menu (see Exhibit 4-29).
2. Select **<Change Background>** and the Choose TMLog Color dialog appears (see Exhibit 4-30).
3. Select the desired color from the **<Swatches>**, **<HSB>**, or **<RGB>** tab.
4. Click **<Save>**, then **<Ok>** to save and display this color every time you sign in, or
5. Just click **<Ok>** to use this color for this session only (default to original color on next sign in).

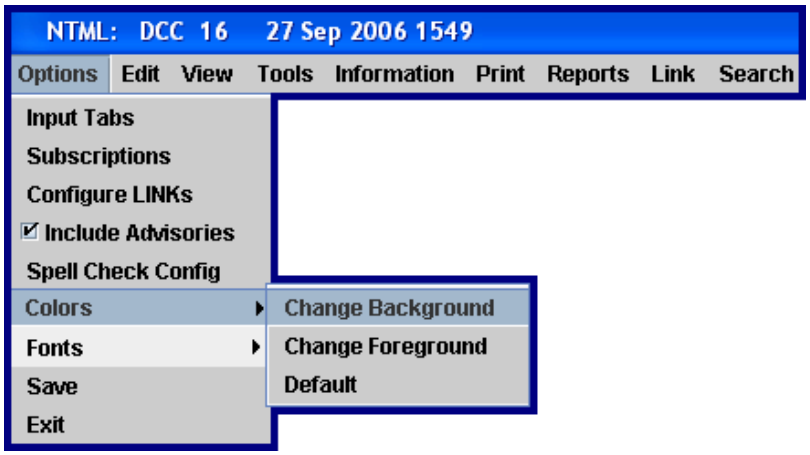


Exhibit 4-29: Colors Submenu

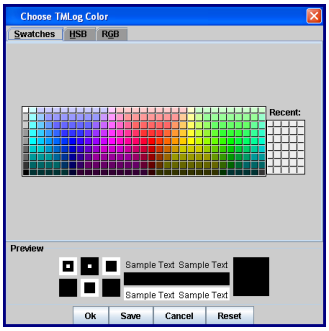


Exhibit 4-30: Choose TMLog Color Dialog

4.5.6.2 Changing Text (Foreground) Color

To change the foreground or text color:

1. Select **<Colors>** from the **<Options>** menu (see Exhibit 4-29).
2. Select **<Change Foreground>** and the Choose Text Color dialog appears (looks similar to Exhibit 4-30).
3. Select the desired color from the **<Swatches>**, **<HSB>**, or **<RGB>** tab.
4. Click **<Save>**, then **<Ok>** to save and display this color every time you sign-in, or
5. Just click **<Ok>** to use this color for this session only (default to original color on next sign in).

4.5.6.3 Changing Font Style

There are three font options from which to choose. They are **<Bold>**, **<Dialog Input 11>**, and **<Times Roman 12>** (see Exhibit 4-31). The font can always be changed back to the default by clicking **<Default Font>**. To save the font selections, go to **<Options>** **<Save>**.

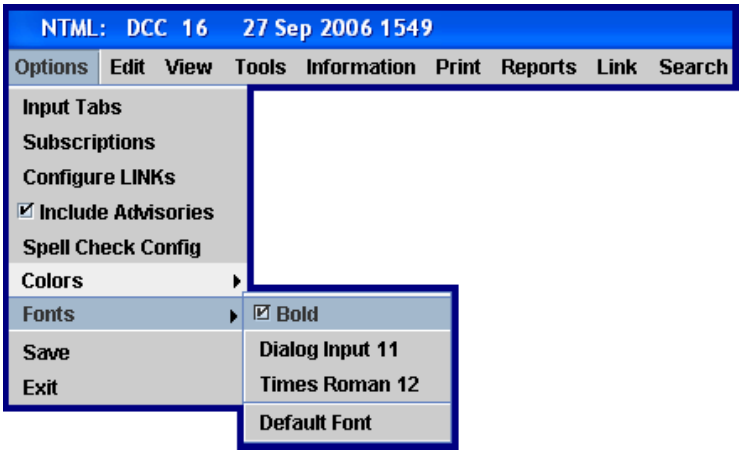


Exhibit 4-31: Fonts Submenu

4.6 Support of Multiple Monitors

NTML supports multiple monitors at all NTML workstations. When you startup NTML, it opens on the default monitor. For illustration purposes, let's say you are using three monitors: Monitor 1, Monitor 2, and Monitor 3. Monitor 1 is the default monitor so NTML opens on Monitor 1. You can move NTML to monitors 2 and 3 by dragging the application to the desired monitor.

Section 5 — Understanding the NTML Interface

5.1 NTML Application Window

The **application window** controls the graphical user interface (GUI) of the NTML software. Exhibit 5-1 highlights the GUI components found in the NTML application window. The numbers in the red circles correspond to the numbered list in the exhibit below.

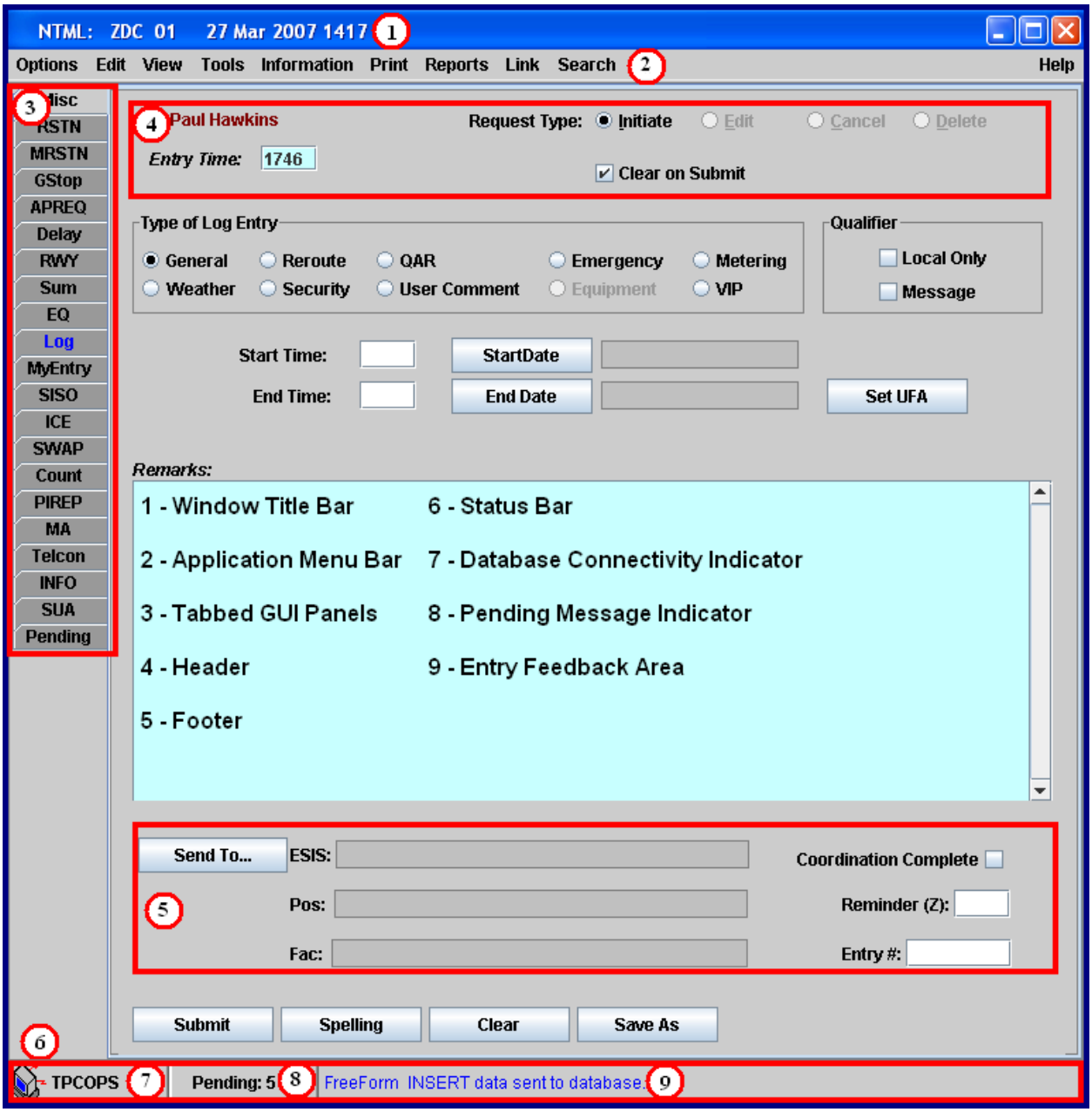


Exhibit 5-1: NTML Application Window

5.1.1 Window Title Bar

The **window title bar** (see Exhibit 5-2) displays the application, the facility identifier, position, current date, and UTC time.

Exhibit 5-2: Window Title Bar

5.1.2 Status Bar

The **status bar** (see Exhibit 5-3) displays the database to which you are connected, the number of items in the Pending panel, and system feedback.

Exhibit 5-3: Status Bar

- **Database Connectivity Indicator** - Once the software completes initialization, the database connectivity indicator displays the name of the database to which the application is connected.

Please Note

If no database connection is established during program initialization a red "X" and the text "DB Disconnected" is displayed (see Exhibit 5-4).

Exhibit 5-4: No Database Connection

- **Pending Message Indicator** - Displays the count of received messages (to which the position is subscribed) that are pending user action. The messages associated with this count are displayed in the Pending panel. In addition to a message count, the pending message indicator is color coded to indicate the duration that one (or more) message(s) has been sitting in the Pending panel awaiting user action (more details on this capability are provided in *Section 6.2.5 Pending Panel*).

System Administrators

The timing for the pending message indicator is defined by the **[PENDING]** keyword in the tmlog.cfg file. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

- **Entry Feedback Area** - Displays system-generated feedback in blue font, typically indicating that a database operation has been, or is about to be, performed.

5.1.3 NTML Application Menu Bar

The **application menu bar**, located immediately below the window title bar (see Exhibit 5-5), provides easy access to a variety of functions associated with configuring the application's operating parameters, viewing log entries, selecting tools, printing NTML reports, linking log entries, and searching for specific log entries.

Exhibit 5-5: Application Menu Bar

Table 5-1: NTML Application Menus

Menu	Menu Function	Menu Choices
Options	The Options menu allows each user to customize the look and feel of the NTML interface.	Input Tabs Subscriptions Configure LINKs Include Advisories (DCC only) Spell Check Config Colors Fonts Save Exit
Edit	The Edit menu provides industry-standard cut-and-paste and copy-and-paste editing command functions.	Copy Cut Paste
View	The View menu affords users several options to easily locate and review existing log entries from both local and remote facilities.	My Log My Facility Log Other Logs Create View… List Views… (grayed out) Edit View Delete View Activate/Deactivate View
Tools	The Tools menu provides a means for users to manage log entries, and their history files.	Spell Check (grayed out) Reconstruct Log Clear History Files Force Close-of-Business
Information	The Information menu provides users with several choices regarding the NTML capability and user community	Facility OI List Aliases All-Airport Information Logged On Users
Print	The Print menu allows users to output log content to a configured system printer.	My Log My Fac Log Other Logs
Reports	The Reports menu generates reports from the log entries for output to the user's screen and/or a printer.	Log Report Link Report Shift Summary Report HVR Critique Report Summary Report Advanced Reports
Link	The Link menu is used to manage linkages between log entries and a Ground Delay Program (GDP).	Depends on the links defined in the LINKs Configuration dialog.

Search	The Search menu provides a means for locating specific text or data within the log window.	Search Current Log Clear Previous Search Results
Help	The Help menu contains access to content help topics.	Contents Quick Reference (grayed out) System State Report Tech Support Feedback to Developer About

5.1.4 NTML Panels: Tabbed Graphical User Interface

NTML contains a tabbed **graphical user interface (GUI)** (see Exhibit 5-6) to allow easy access to individual panels designed to accommodate a variety of logging and coordination purposes. Selecting a tab displays the panel dedicated to a specific function within the NTML program window.

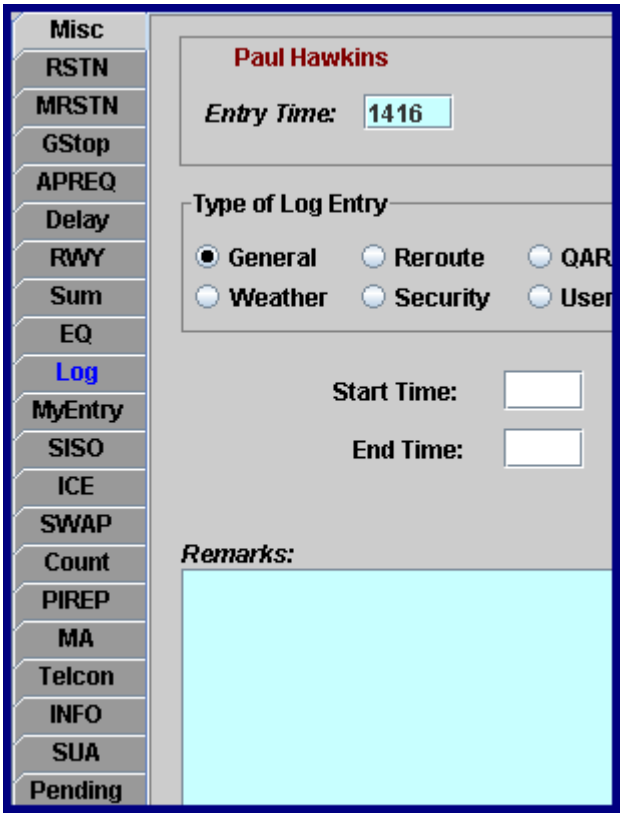


Exhibit 5-6: Panels: Tabbed Graphical User Interface

System Administrators

You can define what panels are visible, and in what order they appear, when the NTML application is launched under the **[PANEL]** keyword found in the tmlog.cfg file. You can define the panels using either numbers or panel names. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details on tab configurations.

5.2 Standard Header

The standard **header** is included in all panels, except for the Log, MyEntry, Pending, and INFO panels. The SISO and Pending panels only contain the OI combo box, operator's name, and entry time. The standard header (see Exhibit 5-7) provides overall information that establishes the general context for the NTML message that is to be created, modified (edited), deleted, or canceled. The standard header contains the following components.

- **Operating initials combo box** – The user OI combo box becomes visible when more than one user is logged on. You can choose your OI from the combo box while making a log entry.
- **Operator's Name** – The operator's name is displayed in brick red letters. All trainees appear with a "(T)" next to their name.
- **Entry Time field** – The Entry Time field defaults to the current time and is used as the time tag associated with the entry composed and submitted from the panel.
- **Request Type radio buttons** – The Request Type portion of the standard header is presented as a collection of radio buttons that define the action that is to be performed when the **<Submit>** button is clicked.
- **Clear on Submit check box** – Clear on Submit directs the NTML application to clear entered values, restore panel default values (checked) when **<Submit>** is clicked, or to leave the data intact (unchecked) when **<Submit>** is clicked.

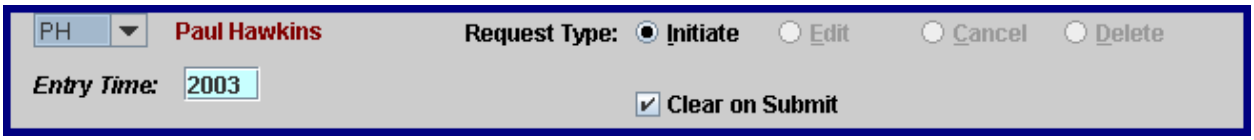


Exhibit 5-7: Standard Header

5.2.1 Entry Time Field

When you begin to enter data in a panel, the entry time ceases to update. When the displayed entry time is greater than the specified system parameter, as compared to the current time, the entry time background color changes to yellow (see Exhibit 5-8). The system administrator sets the parameter.

Exhibit 5-8: Entry Time Warning

System Administrators

The **[TIME_INCREMENT]** keyword in the tmlog.cfg file sets the elapsed time value for the idle Entry Time warning. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

5.2.2 Request Type Radio Buttons

The Request Type portion of the standard header is presented as a collection of radio buttons (see Exhibit 5-9) that define the action to be performed when you click the **<Submit>** button. The actions are defined as Initiate, Modify (or, on some panels, Edit), Cancel, and Delete.

- **Initiate** - Creates a new log entry.
- **Modify or Edit** – Modifies or edits an existing log entry.
- **Cancel** – Cancels a "**lifecycle entry**" (an entry for which start and end times have been defined).
- **Delete** - Removes an existing log entry from your log.

Warning

Be careful of what you enter into the log. Deleting an entry from the log does not remove that entry from the NTML database, nor does it remove the entry from logs displayed at other internal positions or external facilities.

Exhibit 5-9: Standard Header Request Type

5.2.3 Clear on Submit Check Box

The Clear on Submit check box (see Exhibit 5-10) directs the NTML application to clear your entered values and restore panel default values when you click **<Submit>**, or to leave your data intact when **<Submit>** is clicked. The state of this check box (checked vs. unchecked) on each entry panel may be pre-defined on a per-panel basis by the system administrator. You may change a panel's pre-defined Clear on Submit setting, as needed. The setting is then retained until changed again, or until the NTML session is terminated. When the NTML application is restarted, the default settings are re-instated. The settings are local to the workstation.

Exhibit 5-10: Standard Header Clear on Submit

System Administrators

The **[CLEAR_ON_SUBMIT]** keyword in the tmlog.cfg file specifies on which input panels the Clear on Submit check box will be selected. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

5.3 Standard Footer

The standard **footer** is included in all panels, except Log, MyEntry, Pending, SISO, INFO, and Telcon. The standard footer (see Exhibit 5-11) includes a number of function buttons as well as entry coordination information as listed below.

- **Send To button** - Opens the **Send To panel** where you may specify ESIS areas, internal positions, and external facilities to which the associated NTML message will be forwarded.

  Please Note

  ESIS, Pos, and Fac cannot be edited directly. They must be configured through the Send To panel. The Send To button is disabled for the Count panel.

- **Submit button** - Sends the composed message to the NTML database.

- **Spelling button** - Initiates a spell-checking utility similar to those in most word processing applications and is only functional for the **remarks** section of a panel.

- **Clear button** – Clears user-entered data and restores default settings.

  Please Note

  Pressing the **<Clear>** button disables the **<Submit>** button until an entry is made anywhere on the panel.

- **Save As button** – Saves all field values and settings displayed in the RSTN, MRSTN, and MISC panels to the personal library.

- **Coordination Complete check box** – Notes and tracks a coordinated log entry.

- **Reminder (Z) field** - Schedules a reminder popup for an NTML message.

- **Entry # field** - Facility-wide sequencing number that enables you to give a log entry a reference number. This field can contain up to 8 alphanumeric characters and duplicate numbers are allowed.

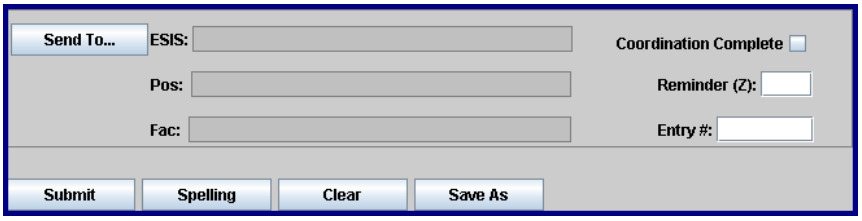


Exhibit 5-11: Standard Footer

5.3.1 Send To Button

The **<Send To>** button opens the Send To panel where you may specify ESIS areas, internal positions, and external facilities to which the associated NTML message may be forwarded (see Exhibit 5-12).

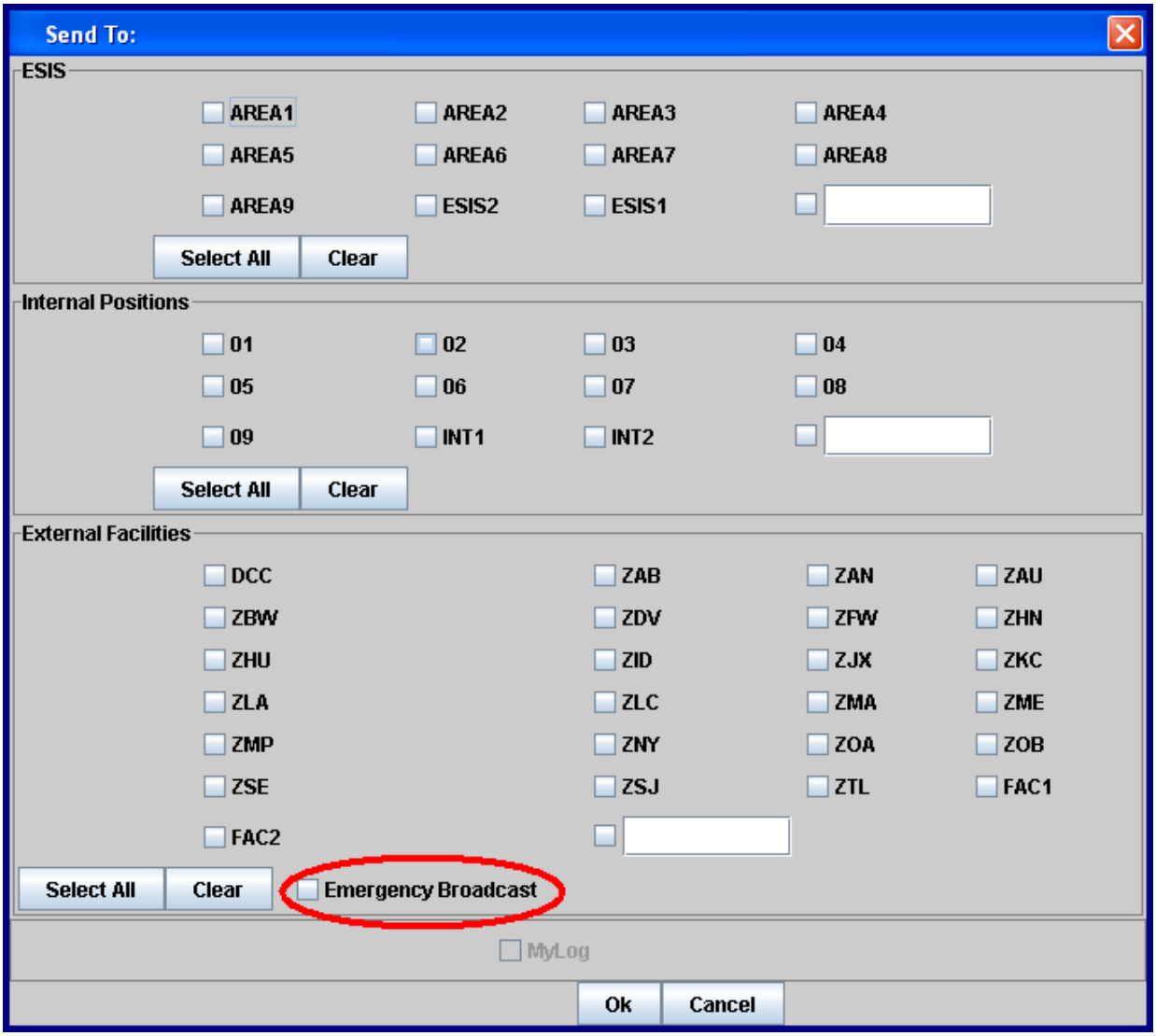


Exhibit 5-12: Send To Panel

Please Note

The Emergency Broadcast check box is only available at DCC positions on the MISC tab (see Exhibit 5-12).

- **ESIS** - You may forward log entries to any ESIS Areas displayed in the Send To panel. ESIS Areas can have up to 11 configurable check boxes that are defined in the system configuration file, plus one free-text check box. Valid aliases may be defined as ESIS Areas.

System Administrators

The **[ESIS]** keyword in the tmlog.cfg file defines the list of ESIS areas used to forward NTML entries to ESIS. Valid aliases may be defined as ESIS Areas. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

- **Internal Positions (Pos**) - You may forward log entries to any Internal Positions displayed in the Send To panel. Internal Positions can have up to 11 configurable check boxes that are defined in the system configuration file, plus one free-text check box.

  Valid aliases may be defined as Internal Positions. A Send To panel warning popup is displayed if the expanded alias for the Internal Positions contains your own position. This error popup appears regardless if the alias was checked, or entered in the free-text field (see Exhibit 5-13).

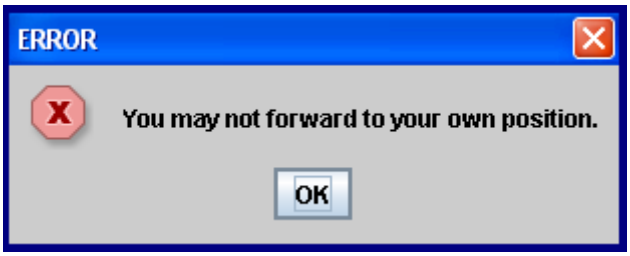


Exhibit 5-13: Send To Panel Forward to Own Position Error Popup

- **External Facilities (Fac)** - You may forward log entries to any External Facilities displayed in the Send To panel. External Facilities can have a maximum of 31 check boxes defined in the system configuration file, plus one free-text check box.

  The pre-stored External Facilities, including their associated check boxes (except for the ATCSCC facility), are grayed out and disabled if the parent panel is either a RSTN or MRSTN message that requires DCC approval.

  Valid aliases may be defined as External Facilities. A Send To panel warning is displayed if the expanded alias for the External Facilities contains your own facility. This error popup appears regardless if the alias was checked, or entered in the free-text field (see Exhibit 5-14).

Exhibit 5-14: Send To Panel Forward to Own Facility Error Popup

System Administrators

The **[SEND_TO]** keyword in the tmlog.cfg file defines the possible entries in the Internal Position and External Facility sections of the Send To panel. Valid aliases may be defined as Internal Positions and External Facilities. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

Click **<Ok>** to complete the selection of ESIS Areas, Internal Positions, and/or External Facilities. The selections are displayed in the data areas immediately to the right of their respective data area labels (see Exhibit 5-15).

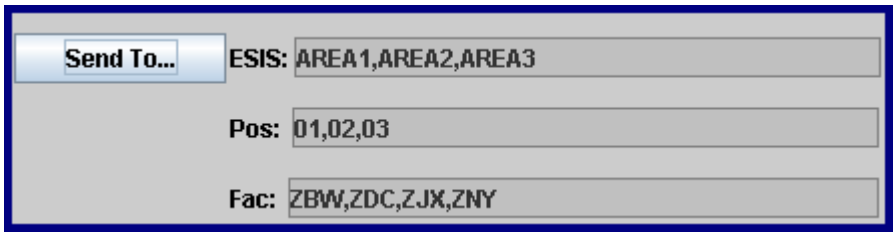


Exhibit 5-15: Send To Selections Displayed

When the user checks an alias in the Send To panel, and presses **<Ok>** to close the Send To panel, the alias will expand in the footer to display all the facilities that are defined by that alias.

After the aliases have been expanded in the footer, and the user opens the Send To panel again, ESIS Areas, Internal Positions, and External Facilities will be checked. If the ESIS Areas, Internal Positions, and External Facilities in the alias are not available in the Send To panel after the entries have been expanded, then they will be displayed in a slant-delimited list in the free text-field.

Please Note

Even though you have defined external facilities in the Send To dialog, those facilities will only receive the forwarded log entry if they have subscribed to receive the log entry.

5.3.1.1 Free-text Field

Each Send To area contains 1 **free-text field** (see Exhibit 5-16) that supports an editable item. The keyword “ALL” is a valid entry in the free-text fields. The interpretation of “ALL” is all the areas or positions specified in the system file for the ESIS and internal position fields. For external facilities, “ALL” represents all positions at external facilities subscribed to receive the forwarded entries. The selections made in the Send To panel will be reflected in the ESIS, Pos, and Fac areas in the standard footer.

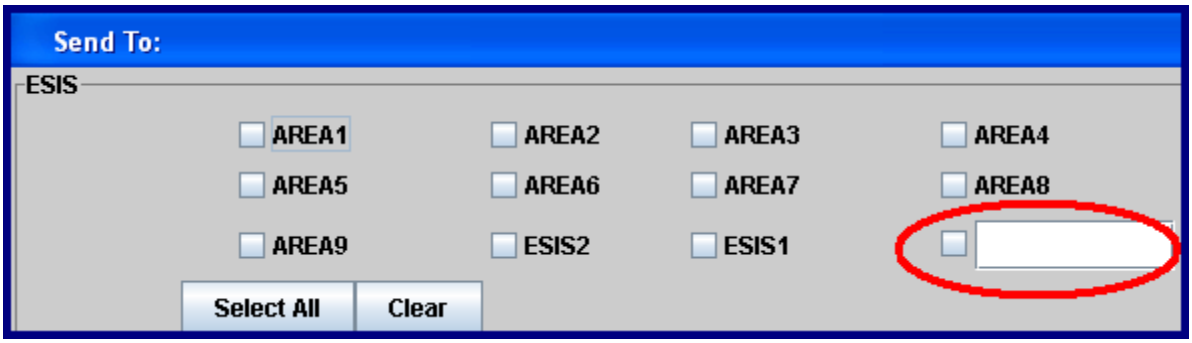


Exhibit 5-16: Free-text Field

Warning

User-entered ESIS areas, internal positions, and external facilities are not validity-checked. You must ensure their accuracy. In the event that you entered a value that cannot be associated with any adapted position or facility, the software provides no feedback.

Tip

You may type in the free-text field without first checking the check box.

The system administrator defines **aliases** that may be entered in the free-text field for ESIS Areas, internal positions, and external facilities. When an alias is entered in a free-text field and the **<Ok>** button is pressed, the alias is translated to the list of elements defined in the alias file. The translated list displays as a comma separated list in the standard footer.

If the **<Send To>** button is pressed again, the alias name is lost, and only the slash-separated set of translated items is shown in the free-text field. If an item from the slash-separated list corresponds to a check box, the corresponding check box is automatically selected.

5.3.1.2 Non-approved Restriction Popup

When you bring up the Send To dialog from the single RSTN tab, the External Facilities field is grayed out by default until it can be determined by existing data that the restriction request does not require DCC approval (i.e. Facility is DCC, requester or provider is a tower or TRACON, APREQ or DSP center-to-center restriction, SVR WX restriction, etc.). If you enter forwarding facilities while the Send To is in an enabled state, and then change the data on the panel such that the request now requires approval, the Non-approved Restriction popup will appear (see Exhibit 5-17). Forwarding to internal positions and ESIS is always allowed.

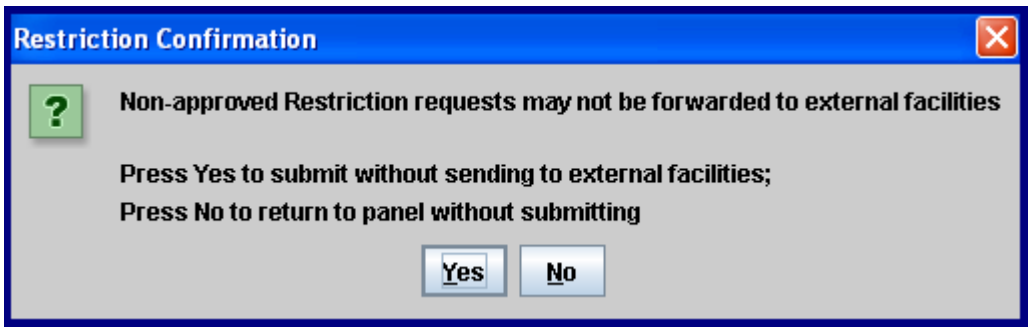


Exhibit 5-17: Non-approved Restriction Popup

5.3.1.3 Emergency Broadcast

The **emergency broadcast** allows DCC to send emergency miscellaneous messages to NTML positions and facilities, regardless of subscription status.

Please Note

Emergency Broadcast is only available for DCC positions on the MISC tab.

To activate the emergency broadcast feature:

1. Open the **<MISC>** panel.
2. Enter information into the MISC panel *see Section 6.3.1 Miscellaneous Panel, MISC.*
3. Click on **<Send To>** in the standard footer.
4. Check the Emergency Broadcast check box (see Exhibit 5-12).
5. Click **<Ok>**.

6. Submit the MISC entry.

7. A confirmation dialog box (see Exhibit 5-18) pops up after the **<Submit>** button is clicked to ensure you want to send the message.

8. Click **<Confirm and Send>**.

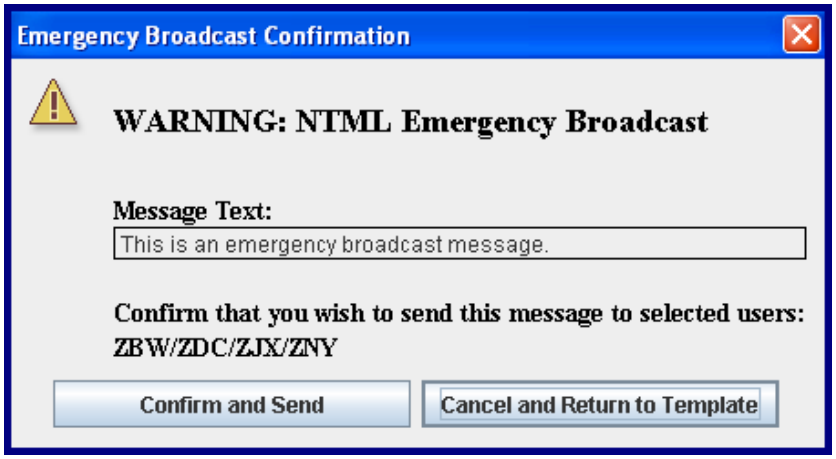


Exhibit 5-18: Emergency Broadcast Confirmation

The complete content of the MISC message is displayed in the popup dialog. At the targeted facility, all the positions using NTML receive the message in their pending list, as well as a popup (see Exhibit 5-19). Positions that are not logged on when the message is sent receive the message when they sign in. Positions continue to receive the message until it is logged, removed from the Pending panel, or reaches close of business.

Exhibit 5-19: Emergency Broadcast Message

Please Note

NTML contains forward by (Fwd by) information in a MISC Emergency Broadcast which displays facility/position/OI (see Exhibit 5-19). The Fwd by information should help reduce the time in contacting the appropriate DCC position in case of an emergency (if more information is needed).

5.3.2 Spelling Button

The **<Spelling>** button initiates a spell-checking utility that is similar to those in most word processing applications. The spell checker is only functional for the remarks section of a panel.

- **<Ignore>** – Skips single instance of a particular word.
- **<Ignore All>** – Bypasses all instances of a particular word.
- **<Change>** – Selects the appropriate spelling from the suggestion list if errors are found.
- **<Change All…>** – Replaces all instances of the misspelled word in the remarks section.
- **<Suggest>** – Lists alternative spellings for the misspelled word.
- **<Add>** – Adds words to the NTML dictionary.
- **<Undo>** – Rolls back the last word to the original spelling.
- **<Cancel>** – Stops spell checking.

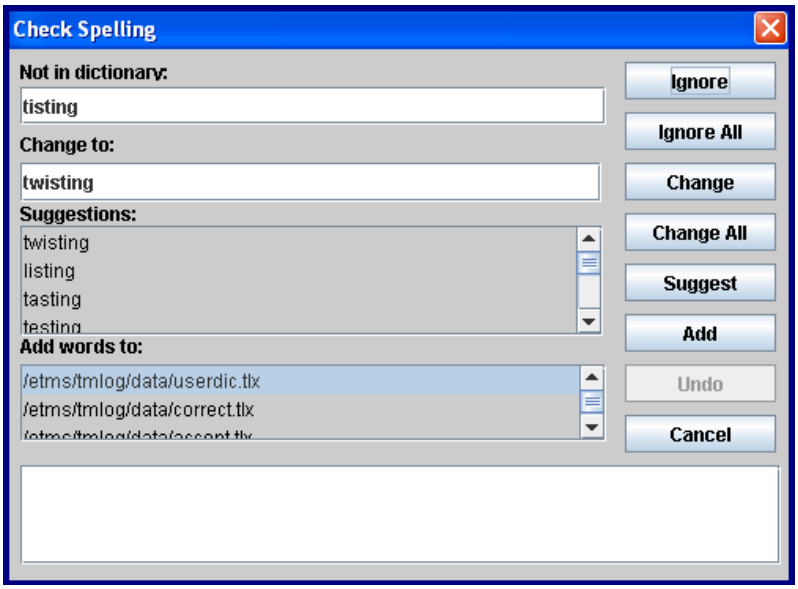


Exhibit 5-20: Check Spelling Dialog

Please Note

If there are no spelling errors, the spell check program does not open.

5.3.3 Save As Button

The **<Save As>** button allows you to save all field values and settings displayed in the MISC, RSTN, and MRSTN panels. When this button is clicked, it appears that nothing happens, but if you open the MyEntry panel, you will see the stored entry (see Exhibit 5-21). Some of the information contained in the standard footer (Send To and Reminder) is also saved.

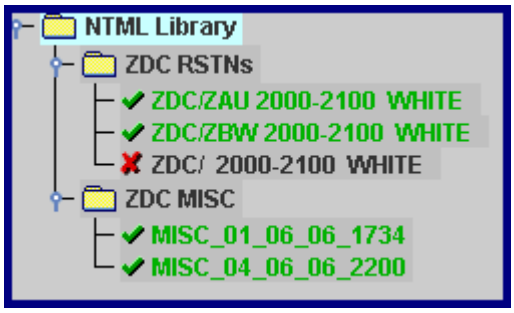


Exhibit 5-21: MyEntry Panel with saved entries

5.3.4 Coordination Complete Check Box

The Coordination Complete check box (see Exhibit 5-22) notes and tracks an NTML entry that has been coordinated. The check box value (check vs. unchecked) is uniquely associated with each NTML message. When the check box is checked for an NTML message, the text string "Coordination Complete" (this may be different depending on what is in your configuration file) will be appended to the remarks output mapping for the message displayed in the log. The default state is unchecked.

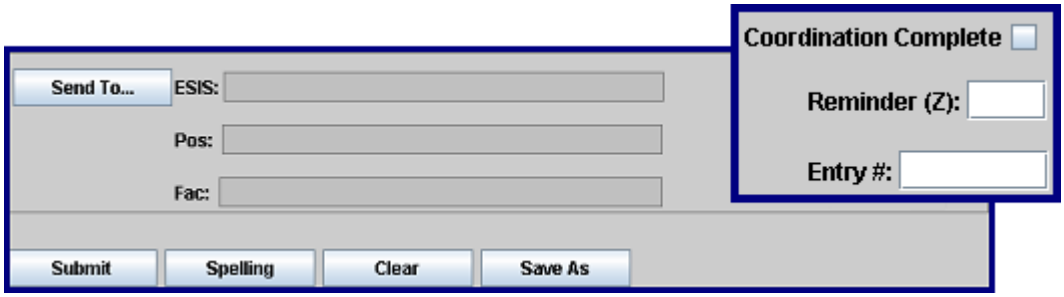


Exhibit 5-22: Coordination Complete Check Box

System Administrators

The **[COORDCHECKBOX]** keyword in the tmlog.cfg file sets the label for the Coordination Complete check box. The text specified for the check box label is then used in the message's output mapping when the check box is marked. This keyword also defines what panels have the Coordination Complete box checked by default. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

5.3.5 Reminder Field

The **Reminder** field in the standard footer schedules a popup alarm stating that some action is needed on a specific NTML message. A reminder is scheduled by entering Zulu time in the Reminder entry field. A reminder is associated with an NTML message at the point when the **<Submit>** button is clicked, i.e., when the message is created.

You have three options when the reminder popup appears (see Exhibit 5-23).

- **<Ok>** - Acknowledges the reminder and clears the reminder time.
- **<Snooze>** - Reschedules the reminder to occur at a pre-stored amount of time (configured by the system administrator) in the future.

System Administrators

The **[REMINDERSNOOZE]** keyword in the tmlog.cfg file sets the time interval, in minutes, for the Snooze Alarm of the popup reminder window. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for further details.

- **<Go To Template>** - Results in the message's panel being opened with the Request Type set to Modify or Edit, and with the entire message recalled into the panel. The reminder field is blank when the message is recalled into its panel, but the user may establish a new reminder associated with that message.

Please Note

For both options mentioned above, when the reminder window appears on the screen, the **<Go to Template>** button may be grayed out. The only way to activate the **<Go to Template>** button is to enter the reminder time directly into the appropriate template's footer when initially making an entry.

When a reminder popup is displayed, the NTML message type, and its associated entry time will appear in the title bar of the popup window. The entire message output mapping is displayed within the popup window.

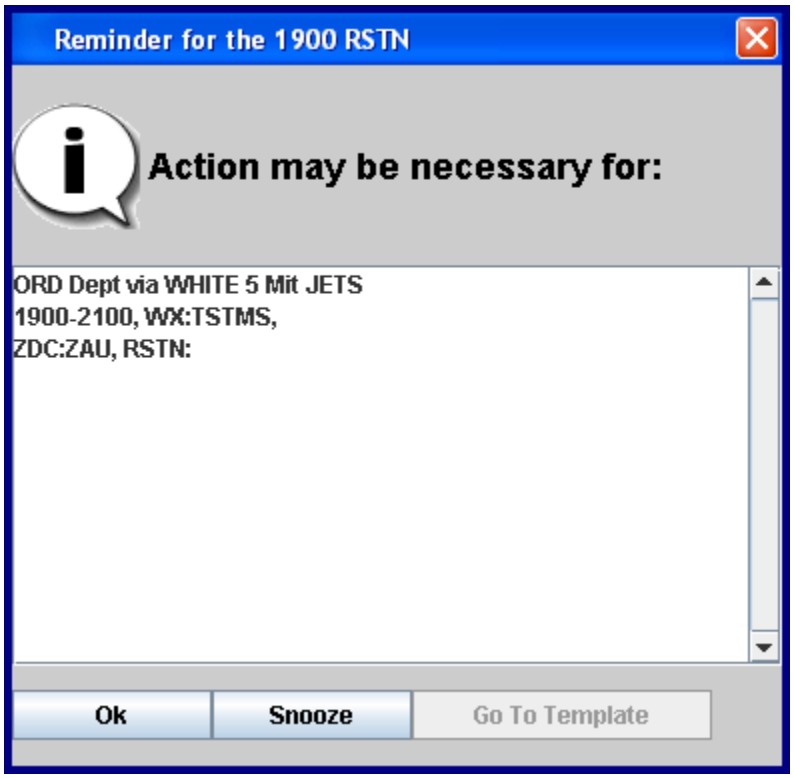


Exhibit 5-23: Reminder Popup Window

If a reminder time crosses midnight Zulu, then one day is added to the reminder time. This will cause the reminder to occur at the time entered on the next day.

NTML will not display the reminder popup window if the lifecycle entry is no longer current according to current only rules. The reminder still appears for those entries that are not lifecycle entries. Reminders cannot be set for multiple entries, SISO, and Telcon entries.

Warning

If you enter an incorrect time (such as a time before the current time) in the reminder box, a popup reminder will occur the next day.

Please Note

The Reminder time entry field is local to each workstation; therefore the workstations in a collective receive reminders scheduled for their workstation only, and they are the only one to take action on the reminder.

Section 6 — NTML Entries & Panels

6.1 Entries & Panels Overview

NTML **panels** are where all traffic management log entries occur. These panels contain easy-to-understand, intuitive, field names and command buttons to help walk you through the data-entry process. NTML uses two types of panels: coordination panels and entry panels.

Please Note

The **<Input Tabs>** option available under the Options menu defines what panels are accessible, or to close panels not needed. Please see *Section 4.5.1 Configuring NTML Input Tabs* for more details.

System Administrators

The **[PANEL]** keyword in the tmlog.cfg file configures the initial set of panels that are visible to the user when the NTML application is launched. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

6.2 Coordination Panels

Coordination panels perform NTML message review and logging, program sign in/sign out actions, and quick retrieval of user-specific, previously-stored messages. Table 6-1 describes the five coordination panels. Coordination panels do not include the standard header and footer described in *Sections 5.2 Standard Header* and *5.3 Standard Footer*.

Table 6-1: NTML Coordination Panels

Panel	Description
Log	Displays all of your position's log entries for the current day, and provides a method to easily locate and review log entries created by your position.
MyEntry	Provides a convenient file management interface for storing and managing your personal restrictions and MISC entries.
SISO (Sign-in/Sign-out)	Interface for additional user sign in, after the first sign in action (which makes use of a unique sign-in screen), and user sign out.
INFO	Provides the capability for an HTML file (or URL) to be displayed within the panel. Displays checklists, airport information, and maps.
Pending	Provides display of notification, proposal, and approval entries for message types to which the position has subscribed.

6.2.1 Log Panel

The **Log Panel** (see Exhibit 6-1) is a coordination panel that displays all of your position's log entries for the current day. The panel provides a method to easily locate and review log entries created by your position. Click the Log tab (notice the tab has blue text) to access the Log panel.

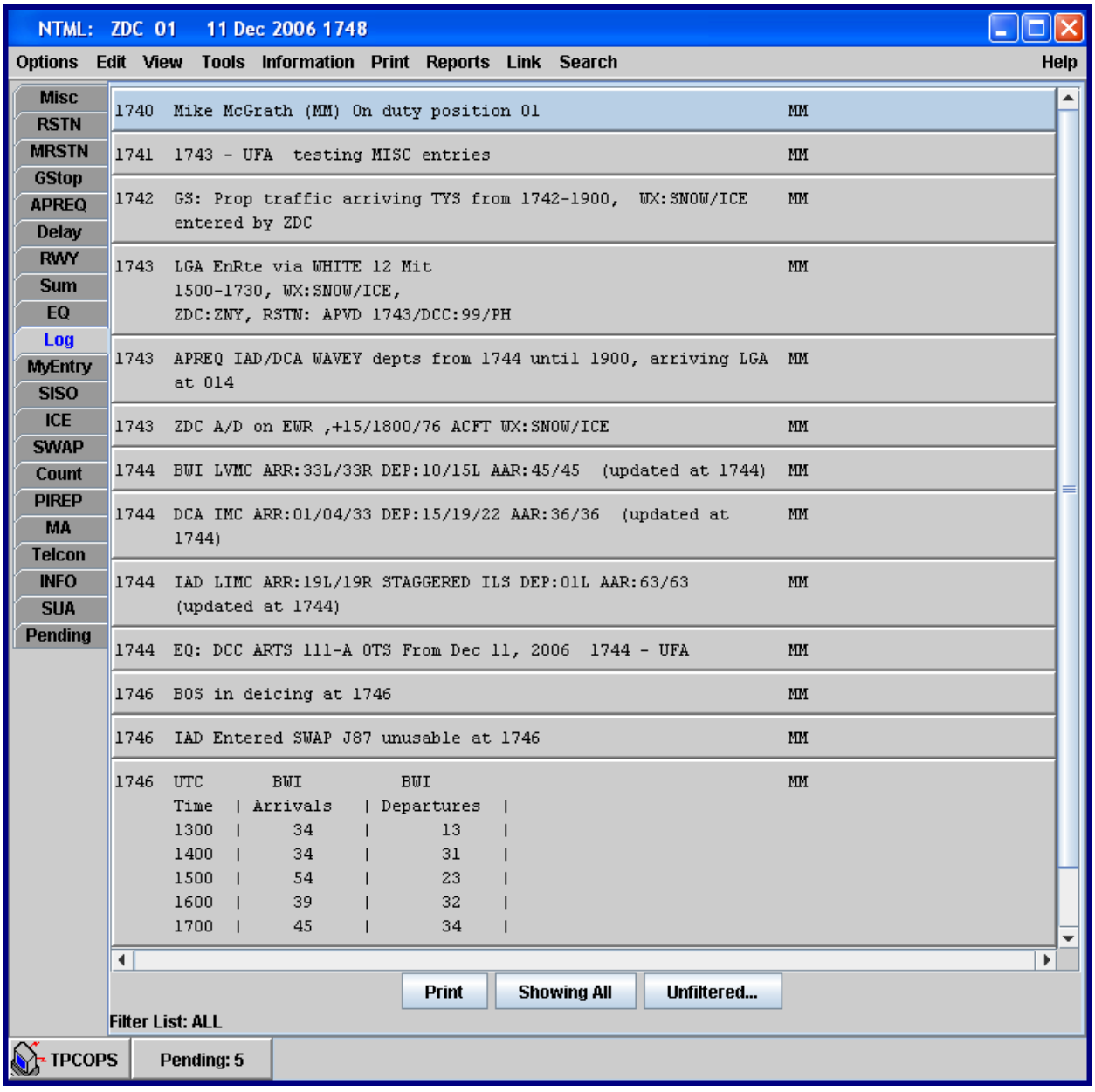


Exhibit 6-1: Log Panel

6.2.1.1 Log Panel Function Buttons

The following function buttons are found at the bottom of the Log panel.

- **<Print>** -- Outputs the displayed log entries to the system printer.

- **<Showing All/Showing Current Only>** -- This button "toggles" between **<Showing All>** and **<Showing Current Only>**. When set to **<Showing All>**, all log entries created during the current session are displayed. When set to **<Showing Current Only>**, only those entries considered "current" (as defined by the entry's explicit lifecycle, or by the system configuration file for MISC entries not having start/end times) are displayed.

- **<Unfiltered.../Filtered...>** -- This button "toggles" between the settings of **<Unfiltered...>** and **<Filtered...>**. When set to **<Unfiltered...>**, all log entries from the current session are displayed. When this button is toggled to **<Filtered...>**, a Configure Filters dialog appears (see Exhibit 6-2) where you define what type of log entries you wish to view.

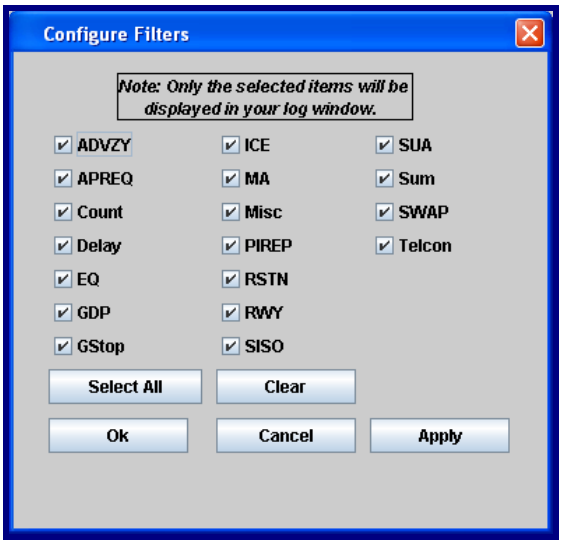


Exhibit 6-2: Configure Filters Dialog

When the default setting of **<Unfiltered...>** is applied, a filter status message displays along the bottom of the screen. When you choose to filter entries, the toggled button turns yellow (see Exhibit 6-3) and reads **<Filtered...>**, and the filter list is updated to indicate the filtered selections. Clicking the **<Filtered...>** button resets all filters to the default setting.

Exhibit 6-3: Yellow Filter Toggle Button

6.2.1.2 Log Right-Click Menu

The Log contains a right-click menu with seven functions used to manage log entries. Options that are grayed out are not available for the entry/entries highlighted. The right-click functions (see Exhibit 6-4) are listed below.

- **<Print>** - Selecting right-click "Print" opens the system default print dialog where the printer may be specified, as well as the number of copies to print. The highlighted entry/entries are then sent to the printer. For more information on printing log entries, please see *Section 7.12 Printing Logs*.

Please Note

When the user performs a right-click Print, the entry printed will appear exactly as it does in the Log. In the case of ADVZYs, if the user right-click prints on the "truncated …" version of the ADVZY, then the "truncated …" version is printed. To print the full ADVZY, the user must double-click on the ADVZY to open the ADVZY in a Log Popup window. From the Log Popup window, the full ADVZY may be printed.

- **<Copy>** - Selecting right-click "Copy" copies the highlighted entry/entries to the system clipboard. The copied entry/entries may be pasted into the Remarks field of any input panel. For more information on copying log entries, please see *Section 7.2 NTML Text Editing Commands*.

Please Note

Only the time and log entry text are copied. NTML does not copy the OI from entries in the Log.

- **<Cancel>** - Selecting right-click "Cancel" opens the highlighted entry/entries in its corresponding input panel with Cancel selected as the Request Type. For more information on canceling log entries, please see *Section 7.3 Canceling NTML Log Entries*.

- **<Passback>** - Selecting right-click "Passback" opens the RSTN in the MRSTN panel, where the entry may be passed back. This function is only available for single highlighted RSTNs. For more information on Passback, please see *Section 6.3.2.2 Restriction (RSTN) Passback*.

- **<Reminder>** - Selecting right-click "Reminder" opens the Set Reminder Time dialog where a reminder time may be entered for the highlighted entry. This function is only available for single entries. For more information on setting reminder time, please see *Section 7.8 Creating Reminders from the Log*.

- **<Links>** - Selecting right-click "Links" opens the Link popup list where the highlighted entry/entries may be linked. For more information on linking the log entries, please see *Section 7.7 Linking NTML Log Entries*.

- **<ESIS>** - Selecting right-click "ESIS" opens the ESIS popup where the highlighted entry/entries can be forwarded or resent to the selected ESIS Areas. For more information on forwarding to the ESIS, please see *Section 7.6 Forwarding NTML Log Entries to ESIS*.

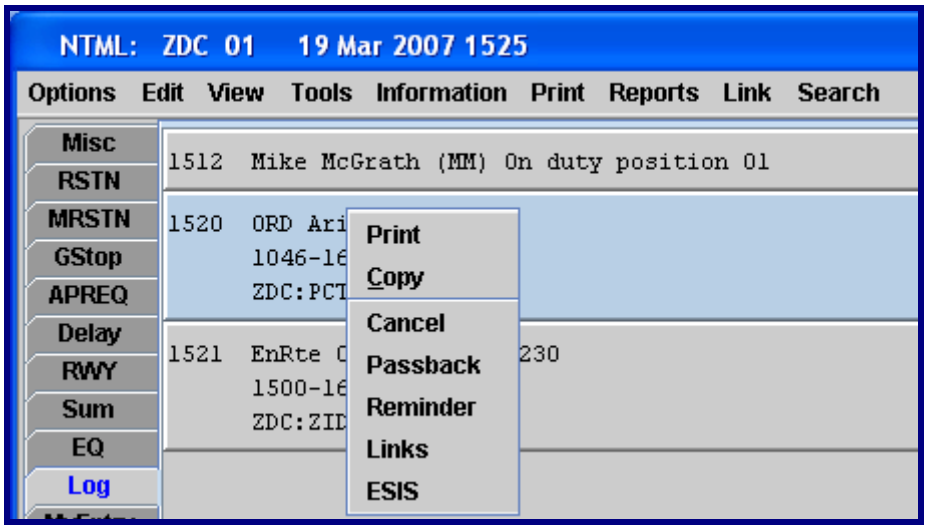


Exhibit 6-4: Log Right-Click Menu

6.2.1.3 Recalling Log Entries

An entry displayed in the Log panel can be selected and recalled into that entry's originating panel, where modifications (see *Section 7.1 Editing/Modifying NTML Log Entries*) to the entry may be applied. Follow the steps below to recall a log entry.

1. Open the **<Log>** panel by clicking the Log tab.
2. Double-click on the entry to be modified (or highlight and press **<Enter>**).
3. The entry recalls its originating panel, and the data fields of the panel populate with the entry's original values. At this point, the Edit (or Modify) radio button (depending on NTML entry type) is pre-selected for the Request Type in the standard header.
4. Make the desired changes in the original panel.
5. Click **<Submit>** to commit the changes to the NTML database.

Please Note

A modification to a lifecycle entry typically results in a new entry being displayed in the Log clearly indicating that it is a modification of an original entry (see *Section 7.1 Editing/Modifying NTML Log Entries*).

6.2.2 MyEntry Panel

The **MyEntry Panel** (see Exhibit 6-5) is a coordination panel that provides a convenient file management interface for storing and managing your personal MISC, RSTN, and MRSTN entries. This panel provides options for defining a directory tree, which can be used to organize and manage frequently used restrictions and MISC entries. Directories in this tree structure can be added, deleted, renamed, and organized according to your needs using standard file management options.

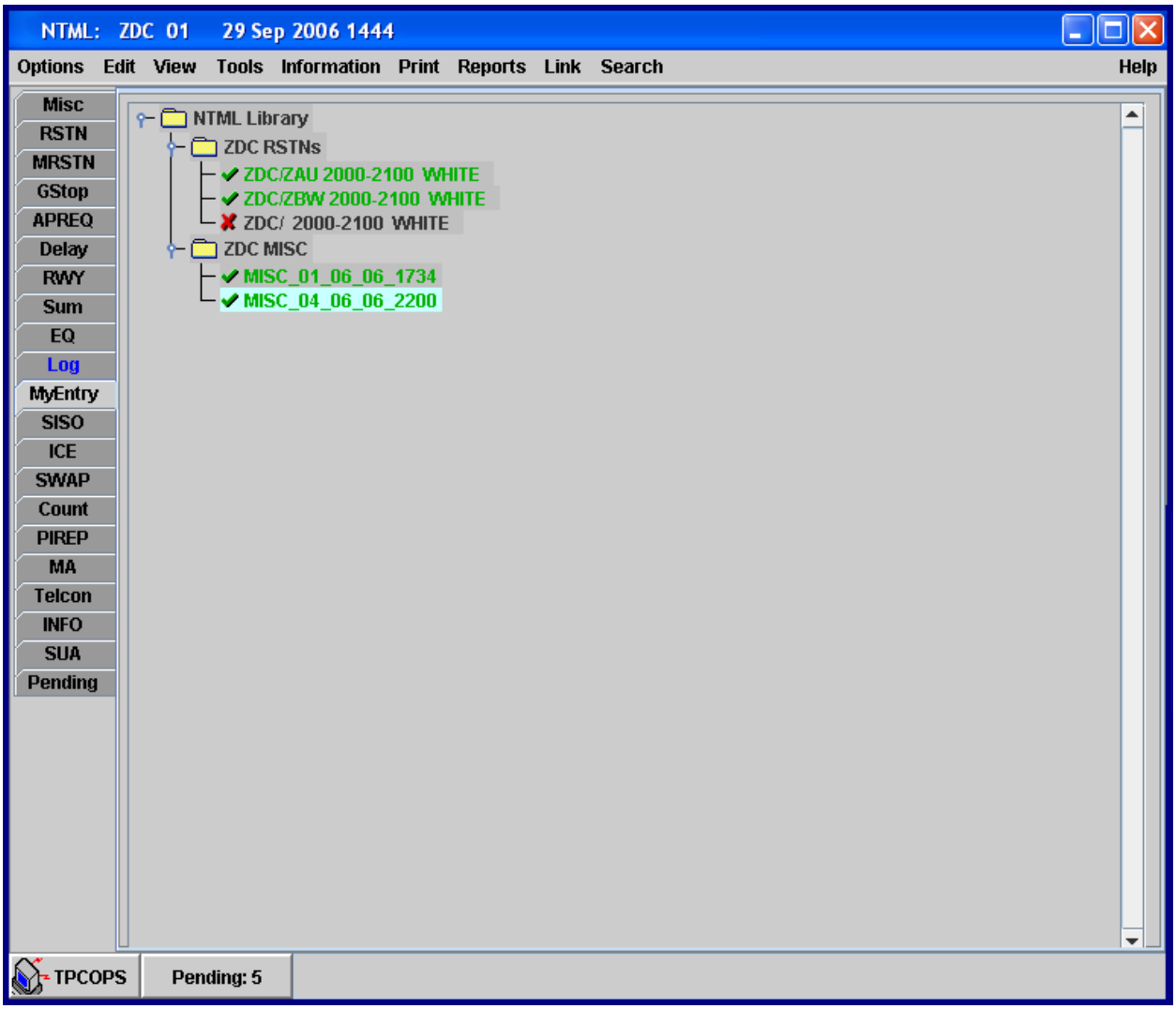


Exhibit 6-5: MyEntry Panel

The MyEntry panel stores restrictions as either complete, ready-to-submit entries (displayed with a green check mark and green font), or as incomplete restriction entries (displayed with a red X and black font) where only certain data field values are provided, thus allowing you to supply user-specific values for the remaining data fields. Incomplete restrictions act as **"library templates"** requiring inclusion of additional data prior to submission.

6.2.2.1 Managing Entries from MyEntry Right-Click Menu

The MyEntry panel contains a right-click menu used for managing folders and their associated MISC and RSTN entries. The right-click menu may be accessed by right-clicking on a folder, RSTN, or MISC entry. The right-click menu contains the following functions (see Exhibit 6-6).

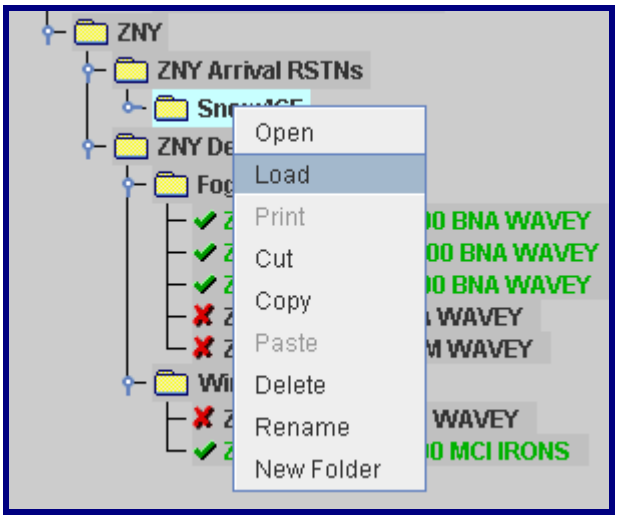


Exhibit 6-6: MyEntry Panel Right-Click Menu

- **<Open>** – Selecting right-click "Open" opens the folder that is currently highlighted. This functionality is only available when the user highlights and right-clicks on a folder in the MyEntry panel. This function does not load or recall entries into the RSTN, MRSTN, or MISC panels. This functionality is not available for the root folder (NTML Library).

- **<Load>** – Selecting right-click "Load" recalls the selected entry/entries into the RSTN, MRSTN, or MISC panels. The Load feature is described in *Section 6.2.2.2 Loading Personal Entries*.

- **<Print>** – "Print" is currently grayed out and unavailable.

- **<Cut>** – Selecting right-click "Cut" places the highlighted folder or entry into the system clipboard, and the highlighted folder or entry is removed from the MyEntry panel. This folder or entry may then be pasted into another folder on the MyEntry panel. This functionality is not available for the root folder (NTML Library).

- **<Copy>** – Selecting right-click "Copy" places the highlighted folder or entry into the system clipboard where it may then be pasted into another folder on the MyEntry panel. This functionality is not available for the root folder (NTML Library).

- **<Paste>** – Selecting right-click "Paste" places the cut or copied folder and/or entries into the selected folder.

- **<Delete>** – Selecting right-click "Delete" removes the current highlighted folder and/or entries from the MyEntry panel. The root folder (NTML Library) cannot be deleted.

- **<Rename>** – Selecting right-click "Rename" allows the user to rename the current highlighted folders and/or entries in the MyEntry panel. The root folder (NTML Library) cannot be renamed. The Rename feature is described In *Section 6.2.2.4 Renaming Personal Entries and Folders*.

- **<New Folder>** – Selecting right-click "New Folder" places a new folder within the folder that is currently highlighted. This function is only available for folders and not single entries.

Please Note

The commands listed on the right-click menu are grayed out when not available for the entry/entries currently highlighted.

6.2.2.2 Loading Personal Entries

To enter saved RSTN and MISC entries into the Log follow the steps below.

1. Select the **<MyEntry>** tab to open the MyEntry panel.

2. Double-click on the desired MISC or RSTN entry to load the entry in the MISC or RSTN panel.

3. Or, right-click on the desired entry and select **<Load>**. Or right-click on a folder containing several RSTN entries and choose **<Load>**. Multiple RSTNs are loaded in the MRSTN panel while a single RSTN is loaded in the RSTN panel. When loading a folder, the folder must contain only RSTN entries. No more than 10 RSTNs may be loaded at a time.

Tip

In the MyEntry panel, right-click maintains a highlight on a single entry. To select multiple RSTN entries, hold down the **<Ctrl>** key and highlight the desired entries, and then double-click while still holding the **<Ctrl>** key. This can also be accomplished with the **<Shift>** key.

Warning

If you try to open more than one MISC entry at a time, or a combination of MISC and RSTN entries, you receive the warning message in Exhibit 6-7. Only multiple RSTN entries may be opened simultaneously.

Exhibit 6-7: MyEntry Panel Multiple Selection Warning

Warning

The "Load" feature does not allow more than 10 RSTNs to be loaded in the MRSTN panel at once. If the user tries to load a folder with more than 10 RSTNs, an error popup appears, and the RSTNs are not populated into the MRSTN panel (see Exhibit 6-8).

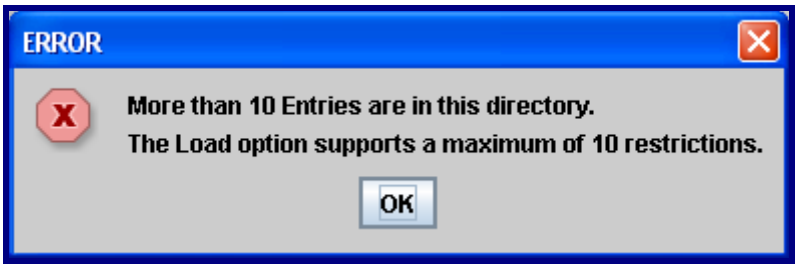


Exhibit 6-8: MyEntry Panel Right-Click Load Warning Popup

4. Once in the MISC, RSTN, or MRSTN panel, the recalled entries may be submitted. RSTN entries may be submitted "as-is", if valid, or may be modified/completed and then submitted.

6.2.2.3 Saving Personal Entries

On the MISC, RSTN, and MRSTN panels, entries may be saved by clicking the **<Save As>** button, located in the standard footer. When the **<Save As>** button is clicked, it appears that nothing happens, but if you open the MyEntry panel you will see the stored entry. More information on the **<Save As>** button can be found in *Section 5.3.3 Save As Button*.

The entry being saved is stored in the folder that was selected (indicated by light blue highlighting, see Exhibit 6-9) in the MyEntry panel prior to the **<Save As>** button being clicked. If no folder was selected, by default, new entries are added to the folder labeled "NTML Library". You may choose to move the entries to another folder, or create a new folder, and move the entries as needed. Entries can be moved between folders by clicking on the entry and dragging it to another folder.

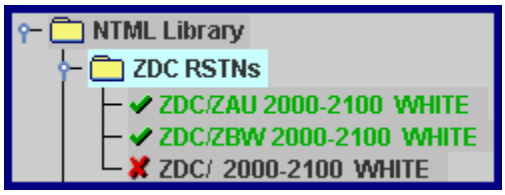


Exhibit 6-9: MyEntry Highlighted Folder

Please Note

In Exhibit 6-9, the ZDC RSTNs folder is highlighted, so when the **<Save As>** button is selected in the MISC, RSTN, or MRSTN panels the entry is saved in the ZDC RSTNs folder. The top-most folder is always shown as NTML Library. This is the root of the directory tree.

6.2.2.4 Renaming Personal Entries and Folders

Follow the steps below to rename an entry or folder.

1. Right-click on the entry or folder to rename to display the right-click menu.
2. Select **<Rename>** and the input dialog shown in Exhibit 6-10 is displayed.

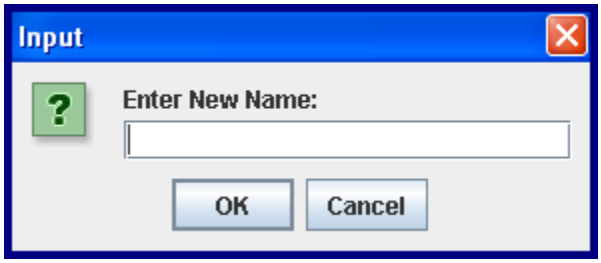


Exhibit 6-10: MyEntry Rename Restriction Dialog

3. Enter a new name.
4. Select **<OK>**.

Warning

You cannot have duplicate names within a folder. File names are case sensitive. For example, a saved RSTN is renamed as "BWI_Delays". You could save another RSTN as "BWI_delays", because the lower case "d" makes this a different file name.

6.2.3 Sign-In/Sign-Out Panel, SISO

The Sign-In/Sign-Out, **SISO Panel** (see Exhibit 6-11), is a coordination panel that is the interface for additional user sign in after the initial sign in action. For detailed procedures on using SISO options please refer to *Section 4.3.2 Signing In Using the Sign-In/Sign-Out (SISO) Panel*.

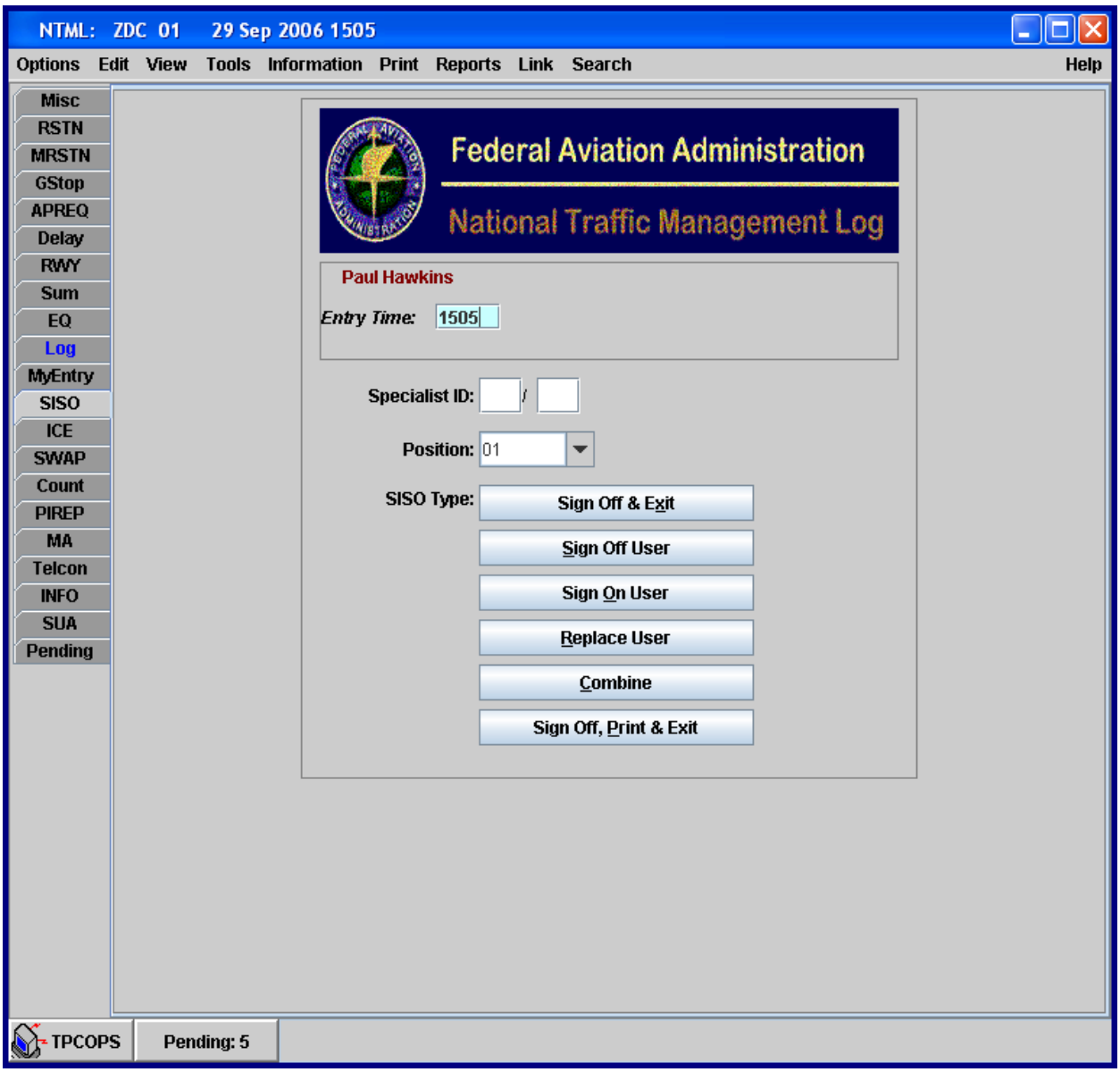


Exhibit 6-11: SISO Panel

The SISO panel allows consecutive users of the NTML application to:

1. Sign off the system and gracefully terminate NTML processes.
2. Sign off the system during a multi-user session without terminating the NTML process.
3. Sign on the system without requiring that the application be stopped and restarted.
4. Replace users.
5. Combine with other positions simultaneously at the same facility.
6. Sign off, print, and gracefully terminate all NTML processes at once.

6.2.4 Information Panel, INFO

The **INFO Panel** provides a browser (see in Exhibit 6-12) that displays checklists, airport information, and maps. The entire contents of the Info panel are configurable.

You can navigate through the available documents by using the links from the combo box at the top of the panel, or by clicking the hyperlinks on the panel itself.

System Administrators

The **[INFO]** keyword in the tmlog.cfg file specifies the HTML files which are made available on the INFO panel selection dropdown list. You can configure the INFO panel to access files across the network or on a shared network drive. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

Warning

The INFO panel does not support applets and scripts (JavaScript, vbscript, php3, flash, etc.).

Exhibit 6-12: INFO Panel

6.2.5 Pending Panel

The **Pending Panel** (see Exhibit 6-13) is a coordination panel that displays notification, proposal, and approval entries for message types to which the position has subscribed.

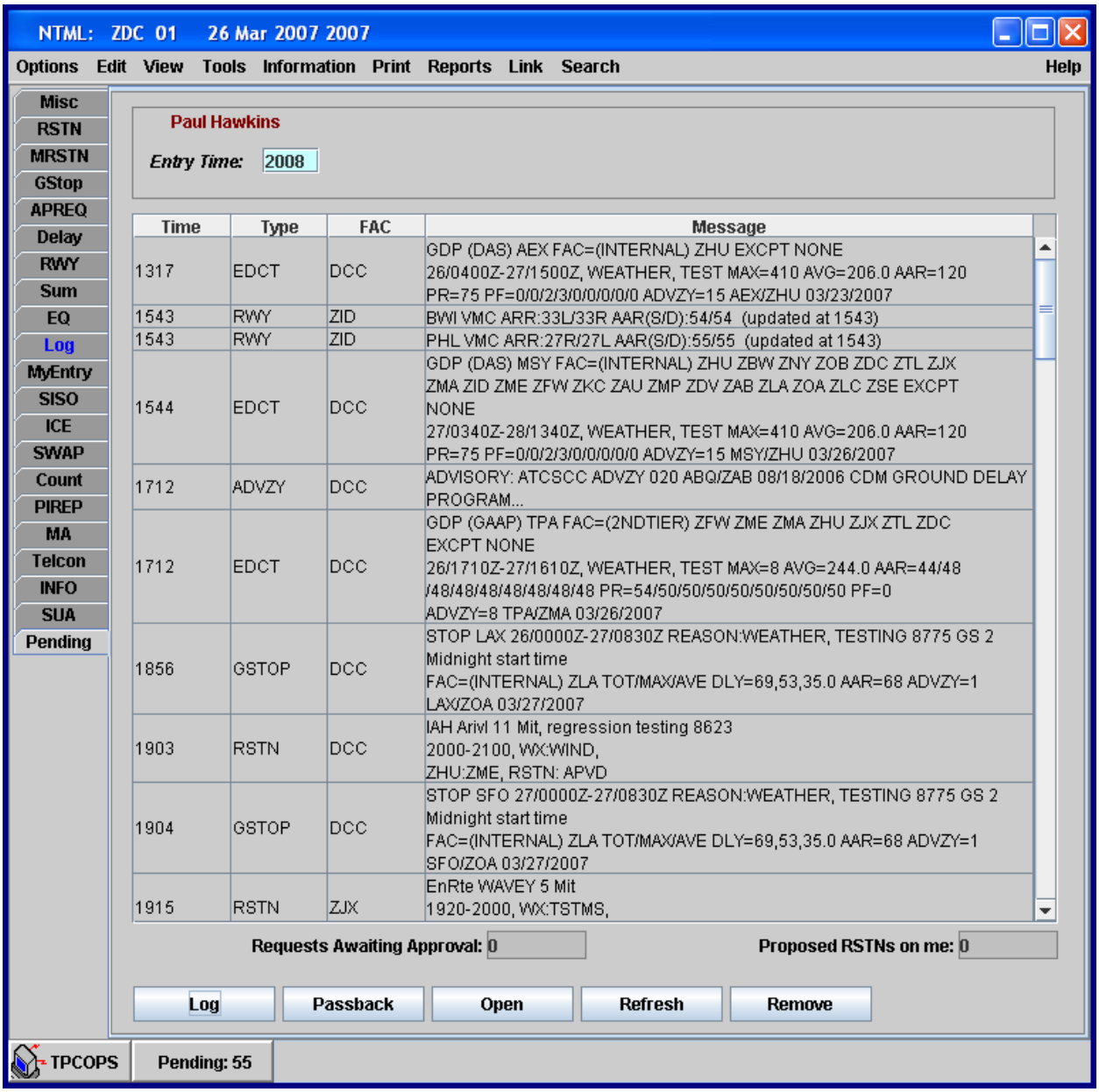


Exhibit 6-13: Pending Panel

Warning

The Pending panel holds up to 125 entries. When Pending reaches 100 rows, a warning popup is displayed to the user (see Exhibit 6-14).

Exhibit 6-14: Pending Almost Full Warning Popup

Please Note

For ADVZY message types, the message displayed in the facility's Pending panel is the beginning of the ADVZY truncated to a certain number of characters followed by "…" DCC cannot receive ADVZY messages in Pending, because they are automatically included in the DCC position's log (see *Section 4.5.2.8 Advisory (ADVZY) Subscriptions*).

The total count of messages displayed in the Pending panel is shown along the bottom of the window. Two additional data fields that provide summary information are included on the panel.

- **Requests Awaiting Approval** - Indicates the number of displayed messages presently awaiting ATCSCC approval.
- **Proposed RSTNS on me** - Indicates the number of restrictions displayed in the panel for which your local facility is designated as the providing facility.

System Administrators

The **[PROPOSED]** keyword in the tmlog.cfg file must be present to enable notification of proposed restrictions for which your facility is defined as the providing facility. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

6.2.5.1 Managing Pending Messages

You may manage pending messages through the **<Log>**, **<Passback>**, **<Open>**, **<Refresh>**, and **<Remove>** function buttons located at the bottom of the panel (see Exhibit 6-15).

- **<Log>** - Results in the selected message being removed from the Pending panel and placed in your log.

- **<Passback>** - When your facility (the provider) becomes restricted by another facility (the requester), the log entry containing the restriction can be "passed back" to the facility feeding your facility airplanes by pressing **<Passback>**. Now your facility (the provider) becomes the requester (see more information in *Section 6.3.2.2* Restriction (RSTN) Passback*)*. This option is disabled for modified RSTNs. This option is not available at DCC positions.

Warning

The passback option is disabled for modified RSTNs. This option is not available at DCC positions. If multiple entries in pending are selected, the **<Passback>** option is disabled, as entries cannot be passed back simultaneously; a passback must be performed individually.

- **<Open>** – Displays the entire text of the selected message in a popup window.

- **<Refresh>** – Updates messages displayed in the Pending panel.

- **<Remove>** – Removes the selected message from the Pending panel (no log entry is made).

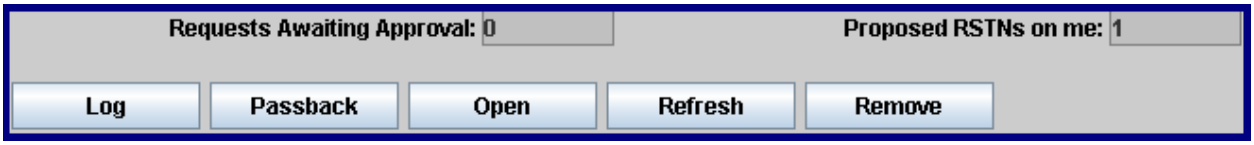


Exhibit 6-15: Pending Message Functions

Tip

The default display of entries in the Pending panel sorts the entries by Time, beginning with the earliest time and continuing through to the latest time. Clicking on a column heading reorders the displayed list, sorted alphabetically (or by time) in ascending order, by that entry attribute.

You can enter or change the entry time before logging an entry from Pending. Otherwise, you may use the time you logged the entry. To change the entry time, go to the header in the Pending panel and enter the desired time in the Entry Time field. Next, select the entry to log and press **<Log>**, or **<Log/Approve>** at DCC positions. The entry is sent to the Log with the time you entered in the Entry Time field in the header. After logging the entry, Entry Time defaults back to current time.

6.2.5.2 ATCSCC Pending Panel Interface

The Pending panel interface for ATCSCC (see Exhibit 6-16) includes **<Log/Approve>** and **<Disapprove>** buttons in place of the **<Log>** and **<Passback>** buttons.

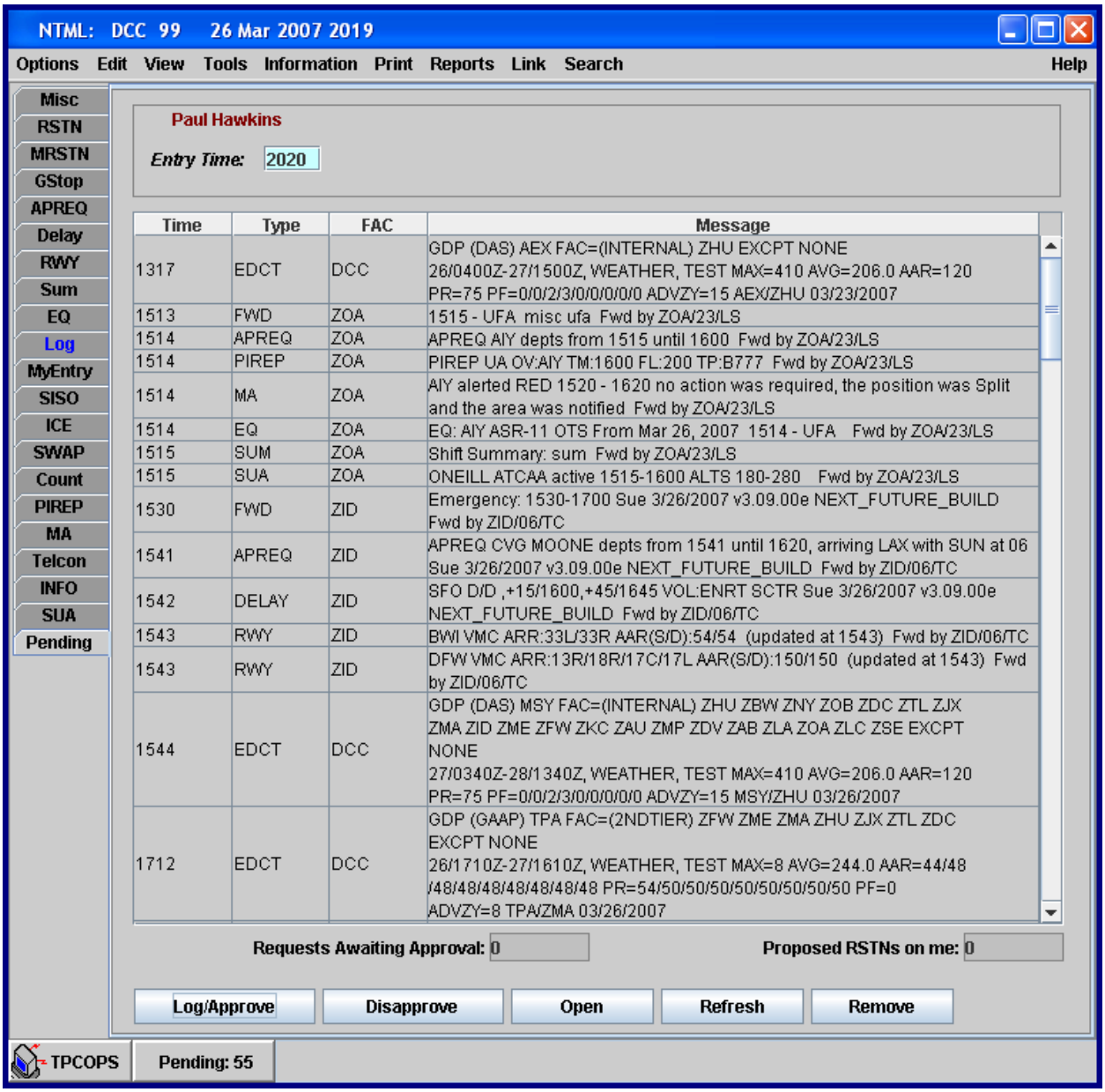


Exhibit 6-16: ATCSCC Pending Panel

- **<Log/Approve>** or **<Disapprove>** – Approve or disapprove proposed restriction message requests. Both of these actions result in the restriction being removed from the Pending panel and placed in the log.

Exhibit 6-17: ATCSCC Pending Panel Buttons

- **<Open>** - Alternatively, you may opt to apply modifications, and/or additional comments, to the requested restriction as proposed. Pressing the **<Open>** function button recalls the proposed restriction into the RSTN panel, where these modifications and/or additional comments, as well as an approval of the modified restriction, can be applied.

- **<Refresh>** - Results in a refresh of the messages displayed in the Pending panel to reflect subscription updates.

- **<Remove>** - When you attempt to remove a restriction message requiring approval, a dialog box is displayed (see Exhibit 6-18). You are prompted to remove the restriction without approval. If you click on "No", an informational popup is displayed (see Exhibit 6-19), stating that the restrictions that require approval were not removed from the Pending panel. Entries that do not require approval are removed.

Exhibit 6-18: Removing a Pending Restriction entry that requires approval

Exhibit 6-19: Pending Restriction not removed popup

Please Note

The current highlighted entry in pending maintains it's highlighting when new entries are inserted. In the case of a Log/Approve, the highlighting is removed from pending.

6.3 Entry Panels

Entry panels provide templates for composing or modifying NTML log entries retained in the centralized database identified in *Section 2.4 How Does NTML Work?*. Table 6-2 lists all the NTML entry panels. "Lifecycle Entries" are NTML logs that are time sensitive and expire when the current time exceeds the end time entered in the Log.

Table 6-2: NTML Entry Panels

Panel	Description	Lifecycle
MISC Miscellaneous	Creates a variety of miscellaneous log entries (sometimes referred to as "freeform entries").	Yes
RSTN Restriction	Initiate/coordinates restriction activities, including approval requests, change requests, cancellations, and deletions.	Yes
MRSTN Multiple Restriction	Provides the means to create/manage up to ten (10) individual restriction actions simultaneously.	Yes
GStop Ground Stop	Creates log entries for short-term Ground Stops.	Yes
APREQ Approval Request	Enters approval requests.	Yes
Delay	Records the times when a facility is in delay status.	Yes
RWY Airport Configuration	Records local airport configuration entries, including runways, approach type, and the navigational aids in use.	No
SUM Shift Summary	Records a variety of activities frequently used throughout a shift.	No
EQ Outage	Facilitates scheduling and coordination of activities concerning the temporary loss or return to service of certain ATC components, such as sectors, meter fixes, and runways.	Yes
ICE Deicing	Creates log entries regarding the deicing status of airports.	Yes
SWAP Severe Weather Avoidance	Records instances when a facility enters or exits a SWAP condition and, optionally, the status of an associated fix route.	Yes
Count Airport Traffic Counts	Records required arrival and departure information for local airports during the hours EDCT is in effect.	No
PIREP Pilot Report	Records information associated with pilot reports regarding weather observations.	No

Panel	Description	Lifecycle
MA Monitor Alert	Records ATC traffic alerts, and any specific actions taken, as well as the time and sequence of events associated with the alert.	Yes
Telcon	Logs participants in conference calls (used primarily by the Air Traffic Control System Command Center, ATCSCC).	No
SUA Special User Airspace	Coordinates SUA events, such as over-flight restrictions and security measures.	Yes

6.3.1 Miscellaneous Panel, MISC

The Miscellaneous, **MISC Panel** (see Exhibit 6-20), is a log entry panel used to create a variety of miscellaneous log entries (sometimes referred to as a "**freeform entries**"). Miscellaneous entries may be forwarded as messages to specific facilities and/or local positions via the panel's standard footer. MISC entries may also be saved in the MyEntry panel.

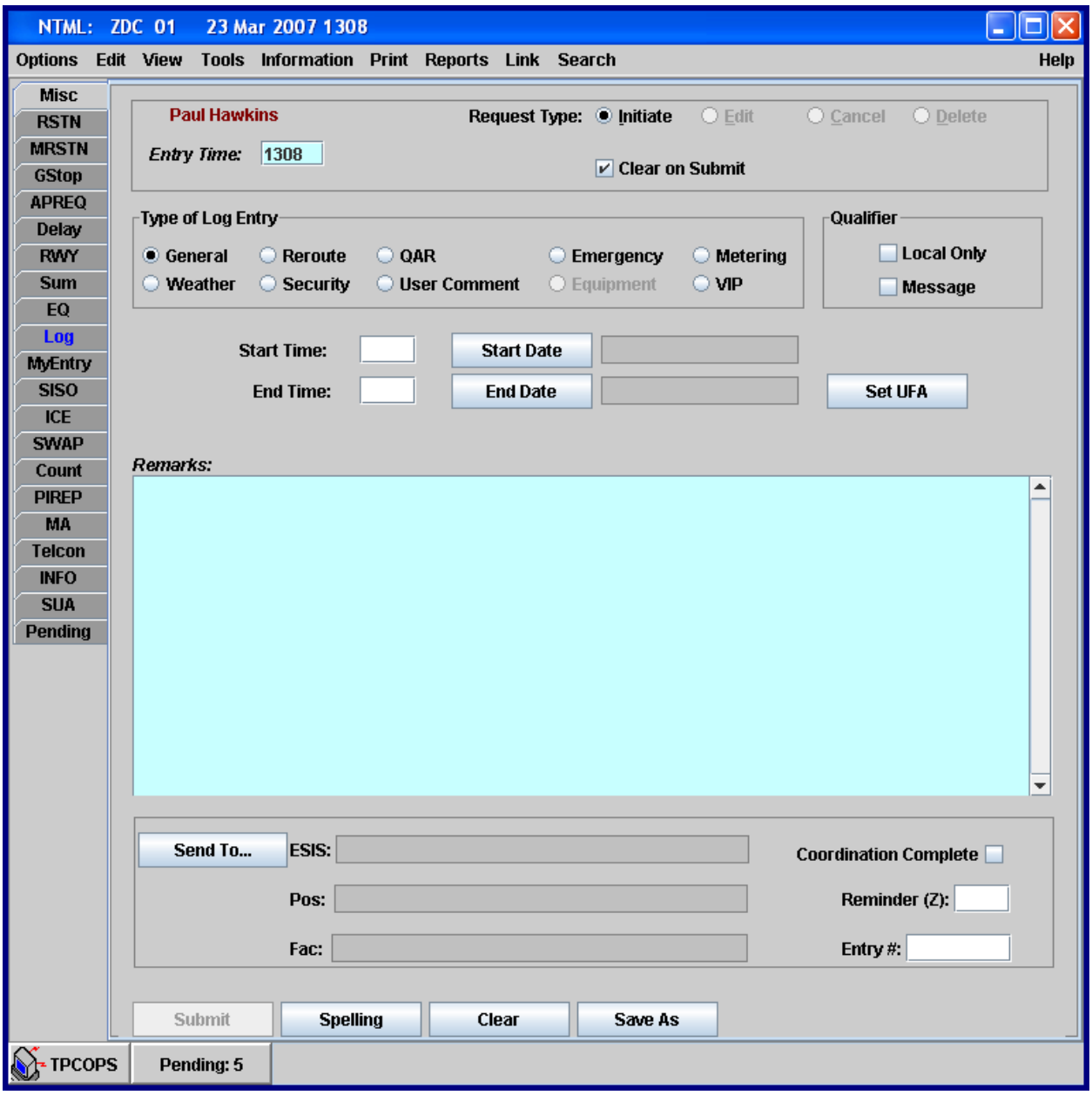


Exhibit 6-20: Miscellaneous, MISC Panel

6.3.1.1 Creating a MISC Entry

To create a MISC log entry, follow the steps below.

1. Select the **<MISC>** tab to open the MISC panel.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. Select Type of Log Entry to classify the nature of the entry. The default entry type is General (see Exhibit 6-21). The Equipment option has been disabled. All Equipment entries must be entered through the EQ panel (see *Section 6.3.9 Outage Panel, EQ*).

Exhibit 6-21: Type of Log Entry Radio Buttons

5. Select the Local Only check box for entries that are not to be accessible/viewable at external facilities, or select the Message check box (if appropriate) to send the entry as a message to other positions/facilities (see *Section 6.3.1.2 MISC Qualifier* for more details).

6. Enter Start Time. This field is optional, unless an End Time is entered. If the End Time is entered before the Start Time, then this field turns blue and becomes required. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, respectively, and the End Time and End Date display "UFA".

   If a Start Time is entered, but there is no End Time entered (including UFA) when an entry is submitted, the following error message is displayed: "End Time is a required field."

7. Select Start Date. this field is optional, unless a Start Time is entered. If a Start Time is entered, or **<Set UFA>** is selected, the Start Date defaults to the current date.

8. Enter End Time. This field is optional, unless Start Time is entered. If a Start Time is entered, then End Time becomes a required field. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, respectively, and the End Time and End Date display "UFA".

If an End Time is entered, but there is no Start Time entered when an entry is submitted, the following error message is displayed: “Start Time and Date are required.”

9. Select End Date. This field is optional, unless a Start Time is entered. The End Date defaults to the current date if the End Time is greater than the Start Time and less than or equal to 2359.

   The End Date defaults to the next day if the End Time is greater than or equal to 0000 and less than or equal to Start Time. If **<Set UFA>** is selected, the Start Time and Start Date default to the current time and date, respectively, and the End Time and End Date display “UFA”.

10. Enter required comments in the Remarks section.

11. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

12. Select ESIS areas, internal positions, and external facilities defining where to forward the MISC log entry.

Please Note

ESIS areas are grayed out when you select the Message Qualifier. External facilities are grayed out when you select the Local Only Qualifier referred to in step 5.

13. Click **<Ok>** to accept the Send To entries, and return to the MISC panel.

14. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

6.3.1.2 MISC Qualifier

The qualifier provides two options: (1) Local Only and (2) Message. Selecting **<Local Only>** prevents messages from being sent to external facilities. If external facilities are chosen (from Send To), and then **<Local Only>** is selected, an error popup (see Exhibit 6-22) is displayed when you select the **<Submit>** button. If you select **<Local Only>**, and then the **<Send To>** button, the external facilities section of the send to dialog is disabled.

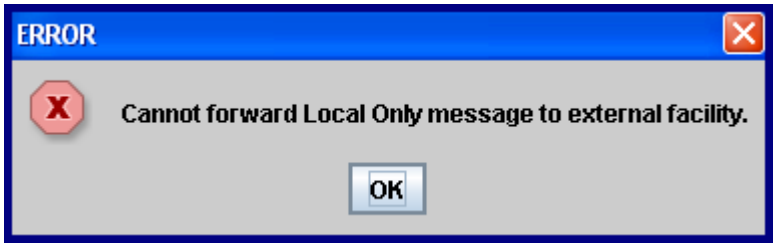


Exhibit 6-22: Cannot Forward Local Only Error Popup

Selecting **<Message>** provides a way to send a MISC entry to other internal positions or external facilities that are specified in the send to area of the tab. The message is not automatically entered in either the sender's or the receiver's log. ESIS areas are "grayed out" if you select Message.

Please Note

When you set the Type of Log Entry to Security or VIP, the Local Only check box defaults to a setting of on (i.e., checked). For all other log entry types, the default setting is off (i.e., not checked). You are free to adjust the setting of Local Only to other than the default value.

6.3.1.3 MISC Entry Lifecycle

All MISC entries have a "lifecycle". For MISC entries without start and end times/dates, the lifecycle start time is the entry time and the end time is defined by a value in the system configuration file, tmlog.cfg.

Entries with start/end times follow existing lifecycle rules (e.g. entry is no longer current when it reaches its end time). MISC entries that are UFA carry over from day to day until they are cancelled or modified to have an end time.

MISC entries that have an end time/date that extends beyond COB of the current local day are automatically carried-over into the next local day as part of COB processing. These entries continue to carry over until they reach their end time/date.

The entry's "lifecycle" defines the display rules for the entry regarding the "Current Only" setting found in views and in the log, as well as dictating which entries are carried over into the next business day.

System Administrators

The **[DISPLAY]** keyword defines the duration that MISC log entry types are considered current as displayed in the current only view, if no times or dates are entered. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

6.3.2 Restriction Panel, RSTN

The Restriction, **RSTN Panel** (see Exhibit 6-23), is a log entry panel that initiates/coordinates restriction activities, including approval requests, change requests, cancellations, and deletions. Data entered into this panel includes all critical information required to approve or deny restrictions across the NAS.

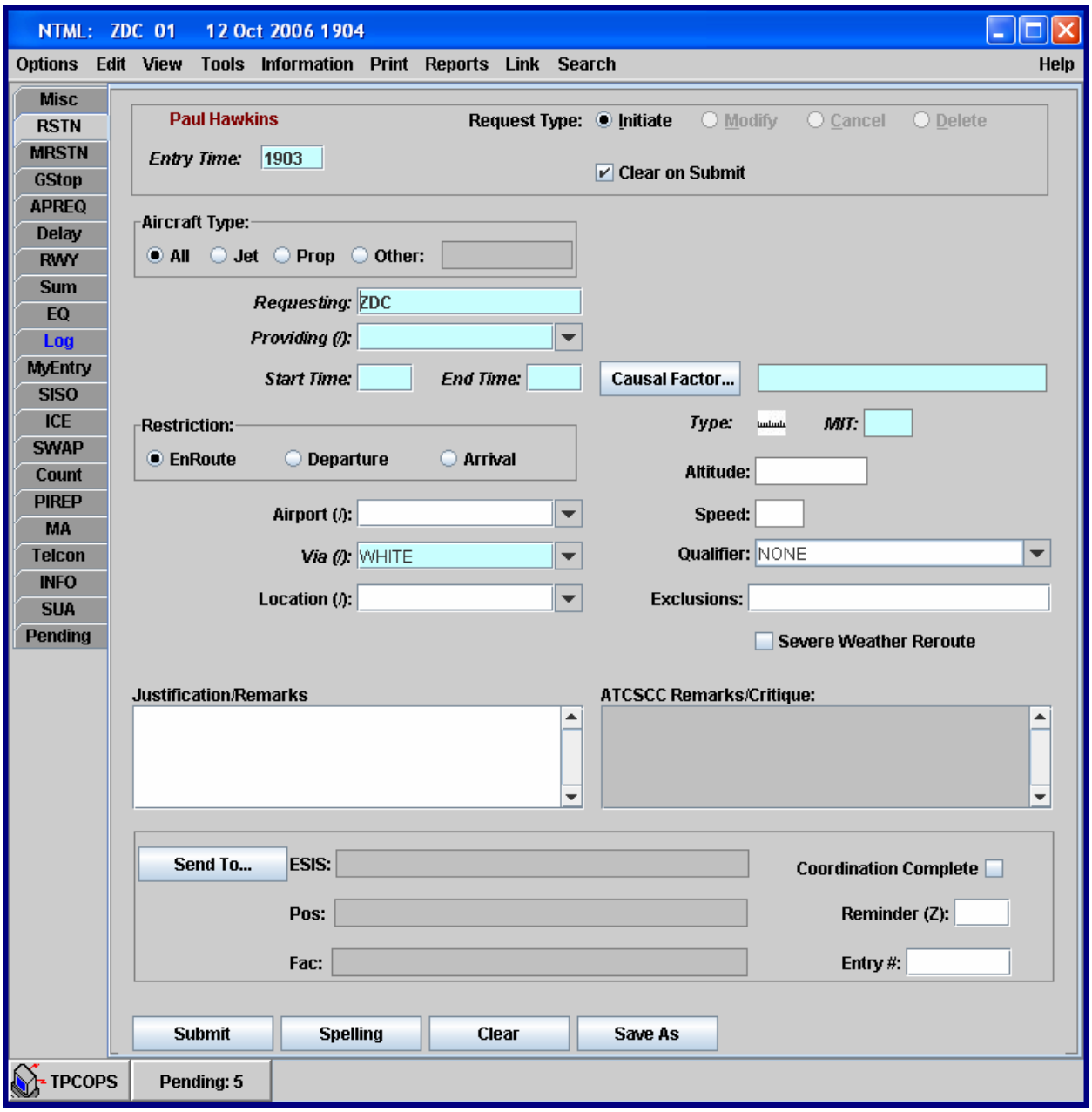


Exhibit 6-23: Restriction, RSTN Panel (for facilities)

Tip

You may enter restrictions with duplicate values as long as the Start and End time does not overlap with any current or standing restrictions.

When more than one restriction entry is selected in the log and the cancel option is selected, the MRSTN panel is displayed and populated with the data of the selected restrictions. The cancel radio button is automatically selected.

If a combination of RSTN and non-RSTN entries are selected in the log and the cancel option is selected, a warning is displayed that indicates non-RSTN entries were encountered. Upon clicking **<Ok>**, the MRSTN panel is displayed and populated with the data from the selected restrictions. The cancel radio button is automatically selected.

6.3.2.1 Creating a RSTN Entry

To create a new RSTN log entry, follow the steps below.

1. Select the **<RSTN>** tab to open the RSTN panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. Select Aircraft Type; the default value is All.
5. Enter the requesting (imposed by) facility into the Requesting field.
6. Enter a slash-delimited ("/") list of providing facilities, or facilities the restriction is imposed on, into the Providing field. Valid aliases may be entered in this field.

   System Administrators

   The **[PROVIDING]** keyword in the tmlog.cfg file defines a dropdown list of providing facilities to be selected when entering a restriction. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

7. Enter Start and End Time in UTC. End Time is optional for APREQ restrictions.
8. Choose causes and factors from the **<Causal Factor…>** dropdown list.
9. Below Causal Factors specify the Type of restriction as MIT, MINIT, APREQ, DSP, or TXT by clicking on the little graphics; the default type is MIT.

10. Enter a value in the text field to the right of the selected type (not available for APREQ and TXT types).

11. Optionally, you my enter Altitude and Speed (not available for APREQ restrictions). If Altitude and/or Speed are entered, then MIT becomes an optional field.

12. If this is an MIT or MINIT RSTN, select the Restriction as En Route, Departure, or Arrival; the default is En Route (not available for TXT restrictions; only Departure is available for APREQ and DSP RSTNs).

13. Optionally, select the Airport from the dropdown list (not available for TXT restrictions), or enter a slash-delimited ("/") list of airports. Valid aliases may be entered in this field.

System Administrators

The **[AIRPORT]** keyword in the tmlog.cfg file defines a list of airports that may be selected using a dropdown list when entering a restriction. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

14. Select Via elements from the dropdown list (not available for TXT restrictions), or enter a slash-delimited ("/") list of Via elements such as Fixes, NAVAIDS, Facilities, Airways, and Sectors. Valid aliases may be entered in this field. This field indicates the part of the NAS being restricted in response to the problem at the location. This field is not required for APREQ and DSP restrictions. If an Airport is entered in the field above for MIT and MINIT restrictions, then this field is not required.

System Administrators

The **[VIA]** keyword in the tmlog.cfg file creates a dropdown list of NAS elements that may be selected when entering a restriction. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

15. Select the Location from the dropdown list, or enter a slash-delimited ("/") list of locations. Valid aliases may be entered in this field. This field indicates the location of the problem that is causing the need for a restriction. Possible entries include Fixes, NAVAIDS, Facilities, Airways, and Sectors.

System Administrators

The **[IMPACTED]** keyword in the tmlog.cfg file defines a list of locations that may be selected from a dropdown list. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

16. Select a Qualifier from the Qualifier dropdown list.

17. Enter Exclusions in the corresponding field.

18. Check the Severe Weather Reroute box if this restriction is caused by severe weather. Severe weather restrictions are pre-approved.

19. Enter text in the Justification/Remarks field, or ATCSCC Remarks/Critique field for DCC positions. If this is a TXT restriction, then enter text into the Text field.

20. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

21. Select ESIS areas and internal positions defining where to forward the RSTN log entry. External facilities are grayed out until it is determined the restriction does not need approval.

22. Click **<Ok>** to accept the Send To entries, and return to the RSTN panel.

23. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

Clicking **<Submit>** initiates either a restriction request (for those requiring ATCSCC approval) or a pre-approved restriction (depending on the type of restriction requested). Only particular center-to-center (ARTCC-to-ARTCC) RSTNs need approval (see Table 6-3). Formally approved restrictions are returned to the requesting facility/position, and displayed in the Pending panel where they may be logged.

Table 6-3: Approval Rules for Center to Center RSTNs

Type of Center-Center RSTN	Approval Needed (Yes/No)
MIT ≤ 10	No
MIT > 10	Yes
MIT ≤ 10 with Speed and/or Altitude Values	Yes
MIT = 0 with Speed and/or Altitude Values	Yes
MIT = (blank) with Speed and/or Altitude Values	Yes
MINIT	Yes
APREQ	No
DSP	No
TXT	Yes

6.3.2.2 Restriction (RSTN) Passback

A user at a facility designated as the providing facility for an approved restriction can passback that restriction to the facility providing them aircraft; therefore, the provider now becomes the requester.

An example of passback is, Facility A initiates a restriction request on Facility B (Facility A is the requesting facility and Facility B is the providing facility) and DCC approves it. Facility B then realizes that Facility C is also affected by this restriction and initiates a passback. A new restriction request is submitted with the same information as the original except Facility B is now the requesting facility and Facility C is now the providing facility. The passback restriction request is subject to the same approval/disapproval rules as the original. Additionally, Facility C can also initiate a passback for a fourth facility and so on. In regards to the NTML program, if one area of airspace sends out a restriction, that restriction will spread outward restricting traffic which, in turn, will spread farther restricting even more traffic.

The **<Passback>** menu option is enabled by selecting a RSTN entry in the log, and right-clicking anywhere within the log (see Exhibit 6-24). This option is grayed out and unavailable for modified RSTNs. This option is not available for DCC positions.

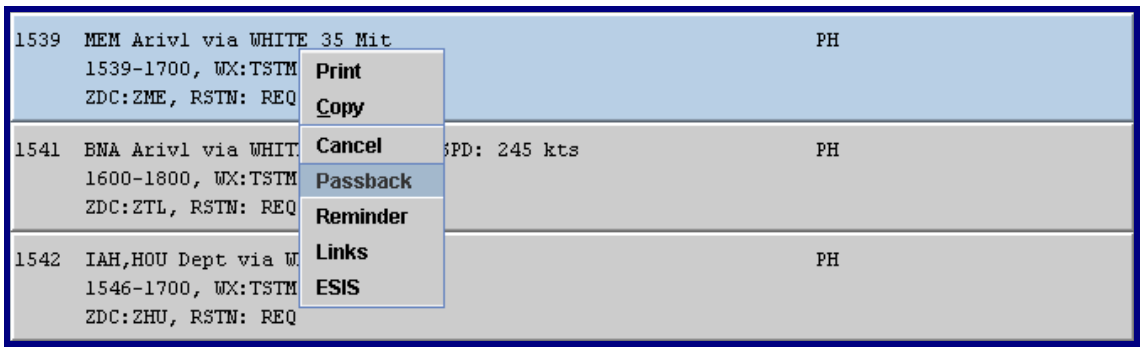


Exhibit 6-24: RSTN Passback option

When a single restriction entry is selected and the **<Passback>** option is selected, the MRSTN panel is displayed and populated with the data of the selected restriction using existing passback and logic.

Warning

The passback option is disabled for modified RSTNs. If multiple entries in the Log are selected, the **<Passback>** option is disabled, as entries cannot be passed back simultaneously; a passback must be performed individually.

Tip

The restriction passback capability is also offered from the Pending panel; refer to *Section 6.2.5 Pending Panel* for additional details.

6.3.2.3 RSTN Panel for ATCSCC

The RSTN panel at ATCSCC positions is a little different than at facility positions. There is a grayed out Originator field and radio buttons for the RSTN's approval status, either Approve or Disapprove (see Exhibit 6-25).

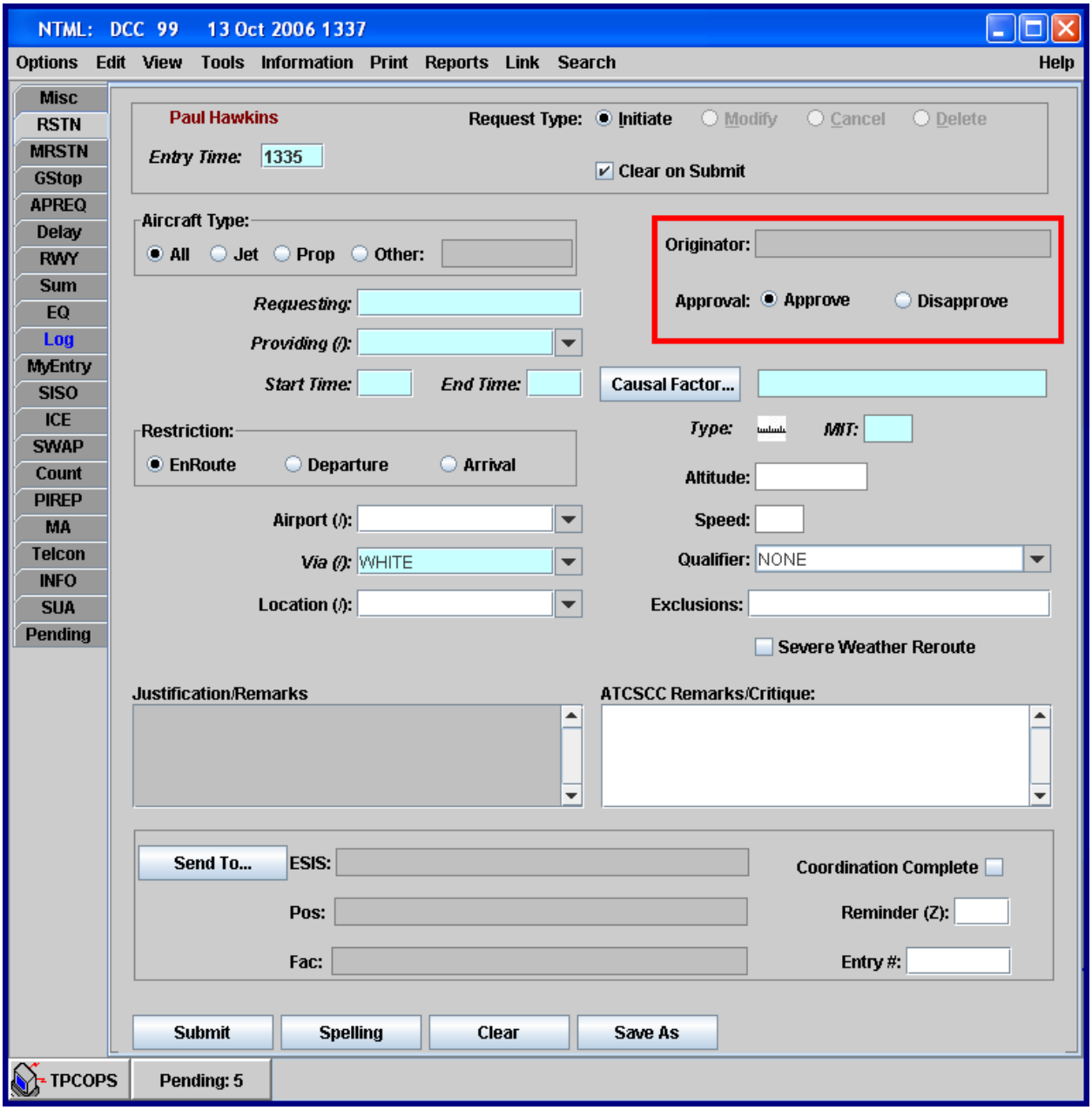


Exhibit 6-25: Restriction, RSTN Panel for ATCSCC

6.3.3 Multiple Restriction Panel, MRSTN

The Multiple Restriction, **MRSTN Panel** (see Exhibit 6-26), is a log entry panel providing you the means to create/manage up to ten (10) individual restriction actions simultaneously. These restriction actions may include approval requests, change requests, or cancellations.

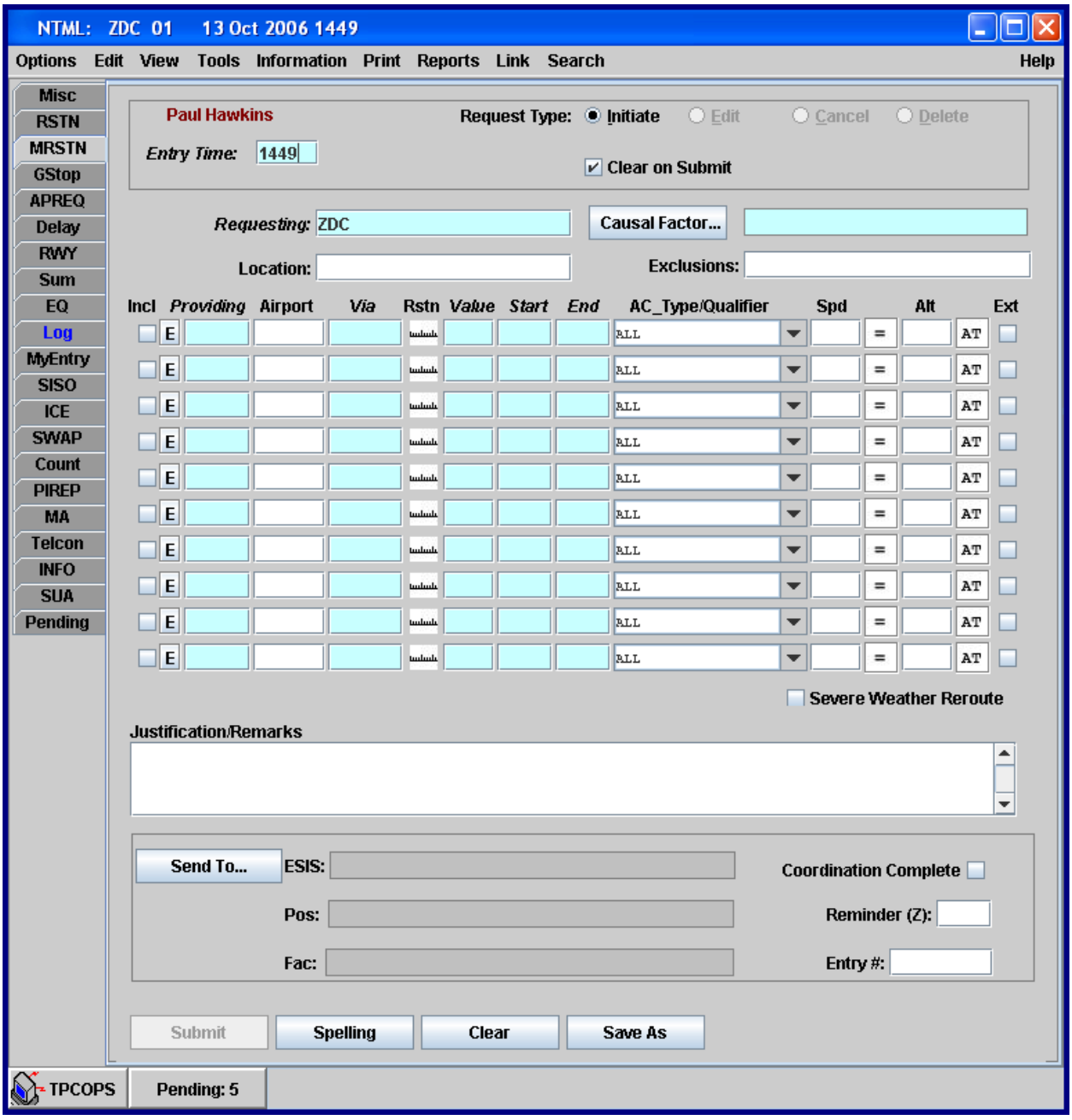


Exhibit 6-26: Multiple Restriction, MRSTN Panel

Please Note

Center-to-center (one ARTCC to another ARTCC) with greater than 10 MIT restrictions must be approved by ATCSCC. All other restrictions (from centers to non-centers, from non-centers to non-centers, from centers-to-centers with 10 or fewer MIT, and severe weather) are assumed to be approved.

To record a MRSTN entry, perform the following.

1. Select the **<MRSTN>** tab to access the panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. Your facility (requesting facility) appears in the Requesting field.
5. Choose **<Causal Factor…>** from dropdown menu.
6. Optionally, you may enter a slash-delimited ("/") list of Locations. This field indicates the location of the problem that is causing the need for the restriction. Entries can consist of a slash-delimited list that can include Fixes, NAVAIDS, Facilities, Airways, and Sectors.
7. Optionally, you may enter Exclusions.
8. Check the box in the Incl column if you wish to submit the line of restriction data (see Exhibit 6-27).

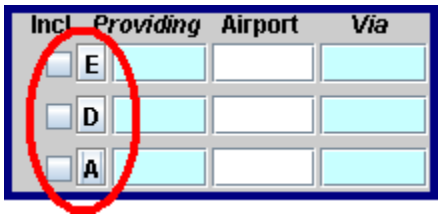


Exhibit 6-27: MRSTN Check Boxes

9. Click the "E" to set the restriction type as (A) for Arrivals, (D) for Departures, or (E) for En Route (see Exhibit 6-27). The default value is E. This field is not available for APREQ, DSP, and TXT restrictions.

10. Enter a slash-delimited ("/") list of facilities the restriction is imposed on in the Providing field.

11. Optionally, you may enter a slash-delimited ("/") list of airports in the Airport field (not available for TXT restrictions).

12. Enter a slash-delimited ("/") list of Via elements such as Fixes, NAVAIDS, Facilities, Airways, and Sectors (not available for TXT restrictions). This field indicates the part of the NAS being restricted in response to the problem at the location. This field is not required for APREQ and DSP restrictions. For MIT and MINIT restrictions, if an Airport is entered in the Airport field, then the Via field is not required.

13. Select a restriction type as MIT, MINIT, APREQ, DSP, or TXT by clicking on the little graphics in the Rstn field.

14. Enter restriction type value in the Value field. This field is required for MIT and MINIT restrictions. This field is not available for APREQ and TXT restrictions, and is optional for DSP restrictions.

15. Enter a start time in the Start field in UTC.

16. Enter an end time in the End field in UTC (not required for APREQ restriction).

17. Optionally, select aircraft type being restricted in the AC_Type/Qualifier dropdown list (see Exhibit 6-28). The default value is ALL.

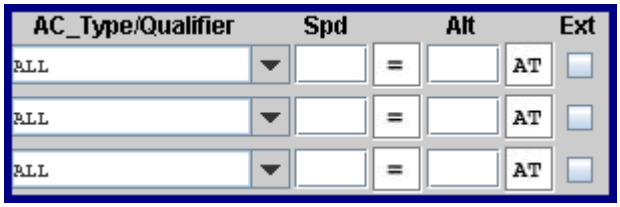


Exhibit 6-28: MRSTN AC_Type/Qualifier Dropdown List

18. Optionally, enter speed in kts, and indicate a speed range using "=", "≤", "≥" ("=" is default, see Exhibit 6-28) (not available for APREQ restrictions).

19. Enter altitude restriction and indicate extension as AT, AOA, AOB (AT is default, see Exhibit 6-28) (not available for APREQ restrictions).

20. Check box in the Ext column to expect extensions.

21. Repeat steps 6-20 up to 9 more times, if needed.

22. Check the Severe Weather Reroute box if this restriction is caused by severe weather. Severe weather restrictions are pre-approved.

23. Enter text in the Justification/Remarks field, or ATCSCC Remarks/Critique field for DCC positions.

24. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

25. Select ESIS areas and internal positions defining where to forward the RSTN log entry. External facilities are grayed out until it is determined the restriction does not need approval.

26. Click **<Ok>** to accept the Send To entries, and return to the MRSTN panel.

27. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

System Administrators

NTML restriction data can be extracted in ASCII format as a stand-alone data file for later import into other applications, such as Excel spreadsheets or Access databases. Consult the *SAM Section 3.2.8 Restriction Data Export Utility* for more information.

6.3.4 Ground Stop Panel, GStop

The Ground Stop, **GStop Panel** (see Exhibit 6-29), is a log entry panel that creates Log entries for short-term (30 minutes or less) ground stops. National Ground Stops are entered into the logs automatically by ETMS.

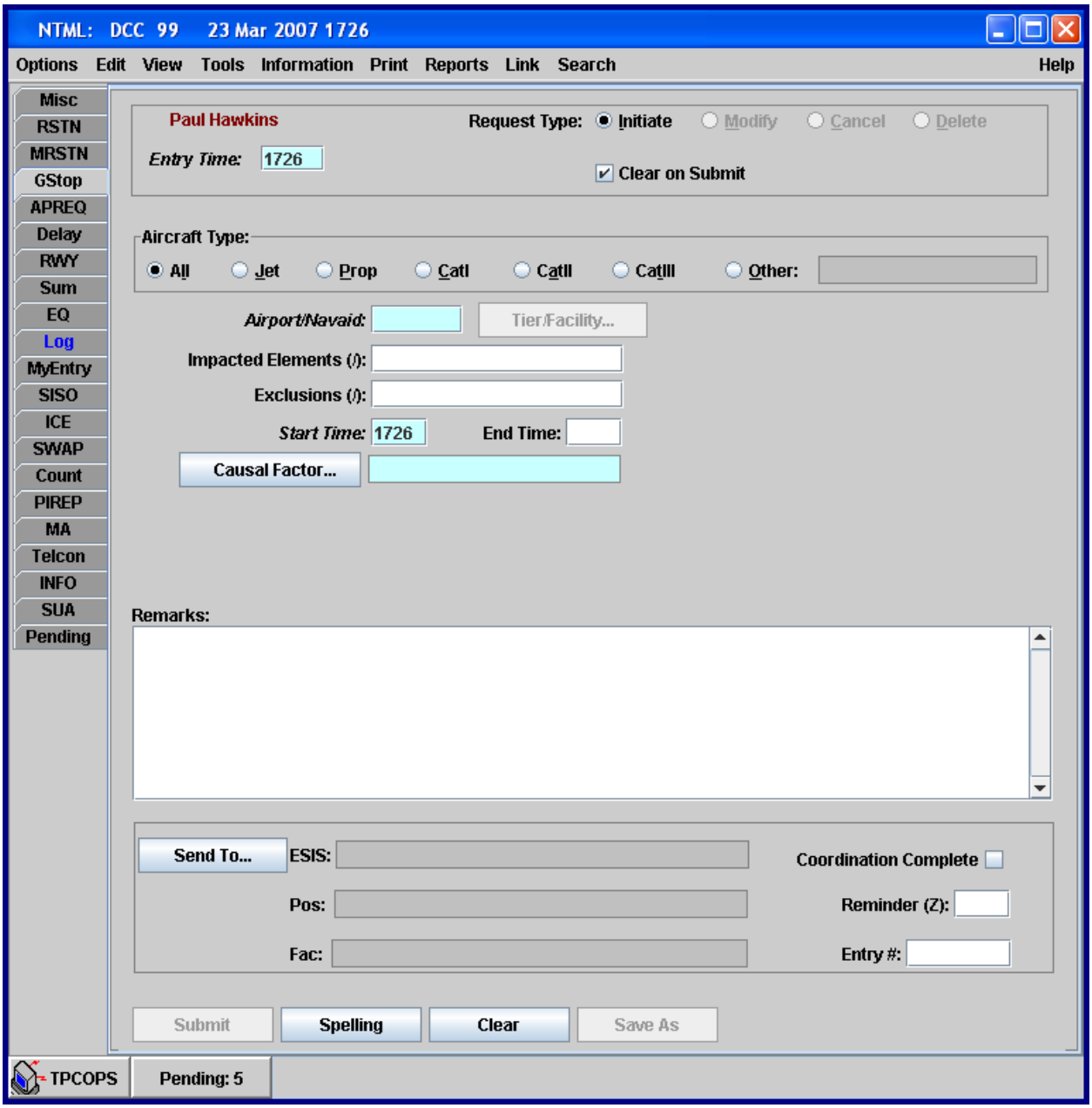


Exhibit 6-29: Ground Stop, GStop Panel

To create a new GStop log entry, perform the following.

1. Select the **<GStop>** tab to access the GStop panel.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. Select the appropriate Aircraft Type (All is the default).

5. Enter the Airport/Navaid the GStop is imposed on in the corresponding data field.

6. Specify the Tier and Facilities by pressing the **<Tier/Facility…>** button to open the Tier Selection dialog. None is selected by default. ***This option is only available at DCC positions (see Exhibit 6-30)***.

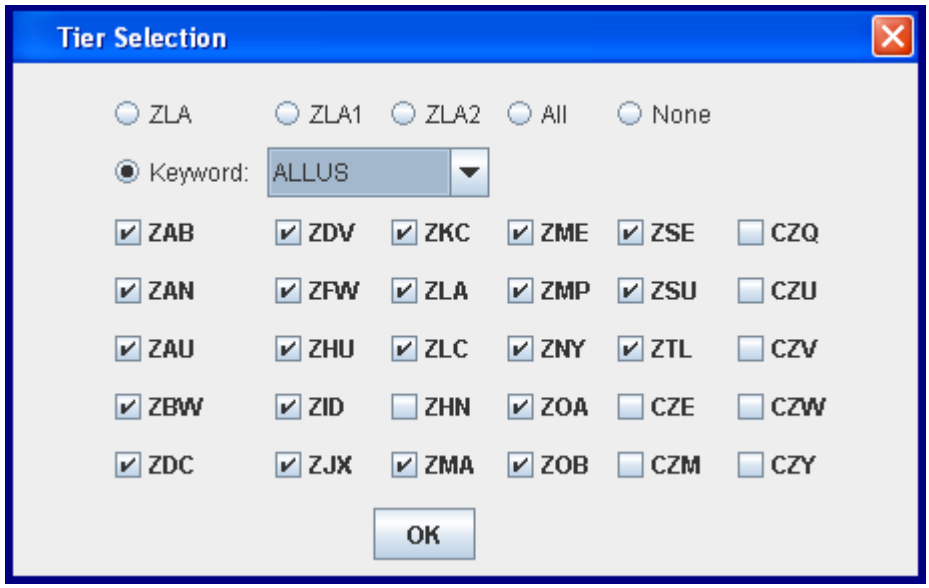


Exhibit 6-30: Tier/Facilities Selection Box

7. Optionally, you may enter a slash-delimited ("/") list of Impacted Elements (such as Fixes, NAVAIDS, Facilities, Airways, and Sectors) to indicate the location of the problems that are causing the need for the restriction. Valid aliases may be entered in this field.

8. Optionally, you may enter a slash-delimited list of Exclusions. Valid aliases may be entered in this field.

9. Enter appropriate Start Time value for the Ground Stop (current UTC is the default).

10. Enter an optional End Time, if needed.

11. Specify the Causes and Factors using the **<Causal Factors …>** dropdown menu.

12. Enter text in the Remarks field.

13. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

14. Select ESIS areas and internal positions defining where to forward the GStop log entry. External facilities are grayed out.

15. Click **<Ok>** to accept the Send To entries, and return to the GStop panel.

16. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

6.3.5 Approval Request Panel, APREQ

The Approval Request, **APREQ Panel** (see Exhibit 6-31), is a log entry panel used to enter approval requests.

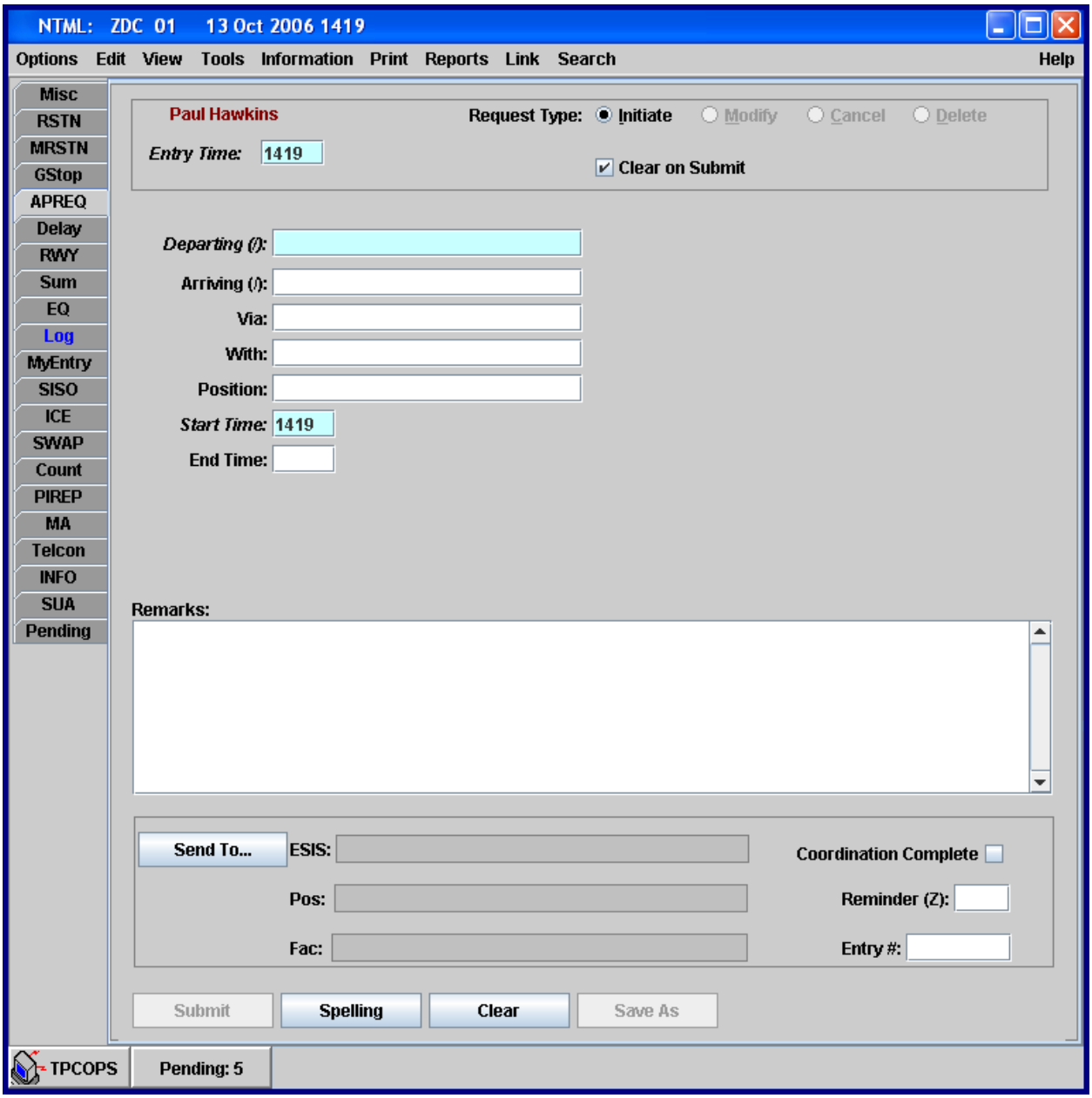


Exhibit 6-31: Approval Request, APREQ Panel

To create a new approval request, perform the following.

1. Select the **<APREQ>** tab to access the APREQ panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. Enter the appropriate slash-delimited ("/") list of departure facilities in the Departure field. Valid aliases may be entered in this field.
5. Optionally, you may enter a slash-delimited ("/") list of arrival airports in the Arriving field. Valid aliases may be entered in this field.
6. Optionally, you may enter Via elements in the Via field.
7. Optionally, you may enter data in the With field.
8. Optionally, you may enter the position associated with the request in the Position field.
9. Enter the Start time for this request in the Start field (current UTC is the default).
10. Optionally, enter end time in the End Time field.
11. Add remarks, as needed, to explain the request.
12. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).
13. Select ESIS areas, internal positions, and external facilities defining where to forward the APREQ log entry.
14. Click **<Ok>** to accept the Send To entries, and return to the APREQ panel.
15. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

Tip

APREQs may also be entered through the RSTN and MRSTN panels.

6.3.6 Delay Panel, Delay

The **Delay Panel** (see Exhibit 6-32) is a log entry panel that records the times when a facility is in delay status. The number of aircraft affected by the delay may also be entered in this panel.

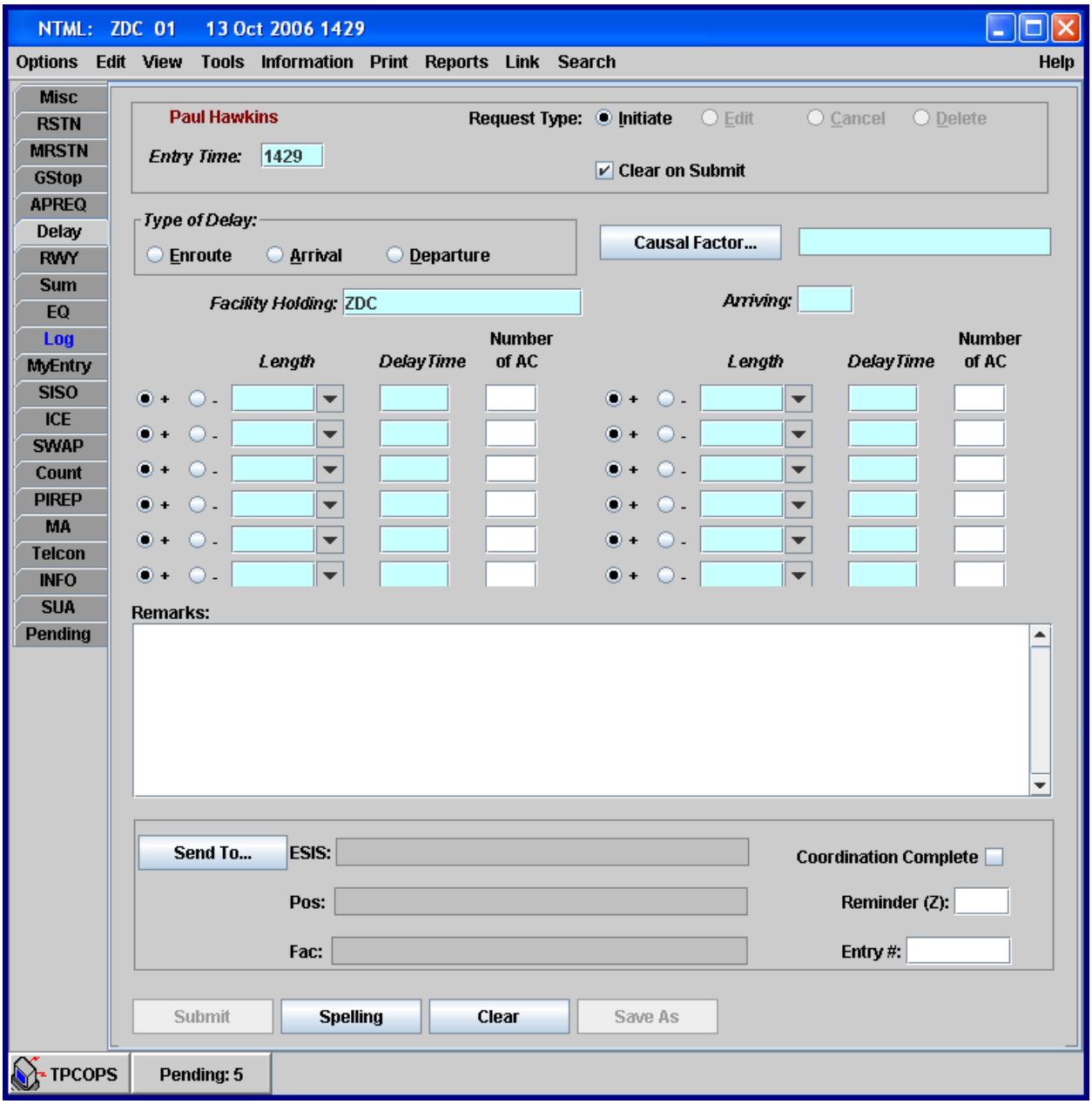


Exhibit 6-32: Delay Panel

Please Note

Delays may be sent one-way from NTML to OIS (DELAY INFO). Only Arrival and Departure Delays may be sent to OIS. Please see *Section 2.5.3 Sharing Data with OIS* for more information regarding OIS.

To create a new Delay log entry, follow the steps below.

1. Select the **<Delay>** tab to open the Delay panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. Select the Type Of Delay.
5. If Arrival or En Route delay type is selected, enter the holding facility ID in the Facility Holding data field (defaults to your facility), and enter the arrival airport in the Arriving field.
6. If Departure delay type is selected, specify the effected departure airport in the DPT Airport data field (see Exhibit 6-33).

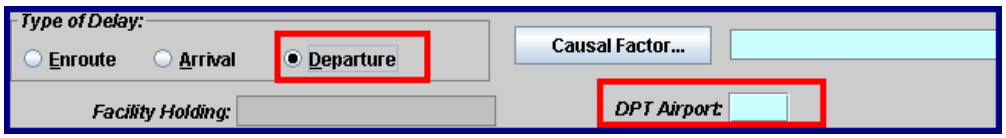


Exhibit 6-33: Departure Delay

Please Note

The Airport field (labeled as "Arriving" for En Route and Arrival Delays, and "DPT Airport" for Departure Delays) can only be edited if the user changes the Request Type from "Edit" to "Initiate". This creates a new delay entry.

7. Click **<Causal Factor…>** to select the cause of the delay from the dropdown menu.
8. Specify the delay Length in 15-minute increments using the dropdown menu, and specify a qualifier (+ or -).
9. Enter Delay Time.

10. Optionally, enter the number of aircraft involved in the delay in the Number of AC data field.

11. Optionally, repeat steps 8 -10 to define up to a total of twelve (12) specific delays.

12. Enter remarks, as necessary.

13. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

14. Select ESIS areas, internal positions, and external facilities defining where to forward the Delay log entry.

15. Click **<Ok>** to accept the Send To entries, and return to the Delay panel.

16. Click **<Submit>** to post the entry to the database, and send the message to the identified locations.

Please Note

NTML delays do not carry-over. NTML does not provide the capability to enter an "out of delay" unless there is an "in delay" for that airport for that day.

6.3.7 Airport Configuration Panel, RWY

The Airport Configuration, **RWY Panel** (see Exhibit 6-34), is a log entry panel that records local airport configuration entries, including weather, arrival and departure runways, strategic AAR values, AAR adjustment, dynamic AAR, and ADR.

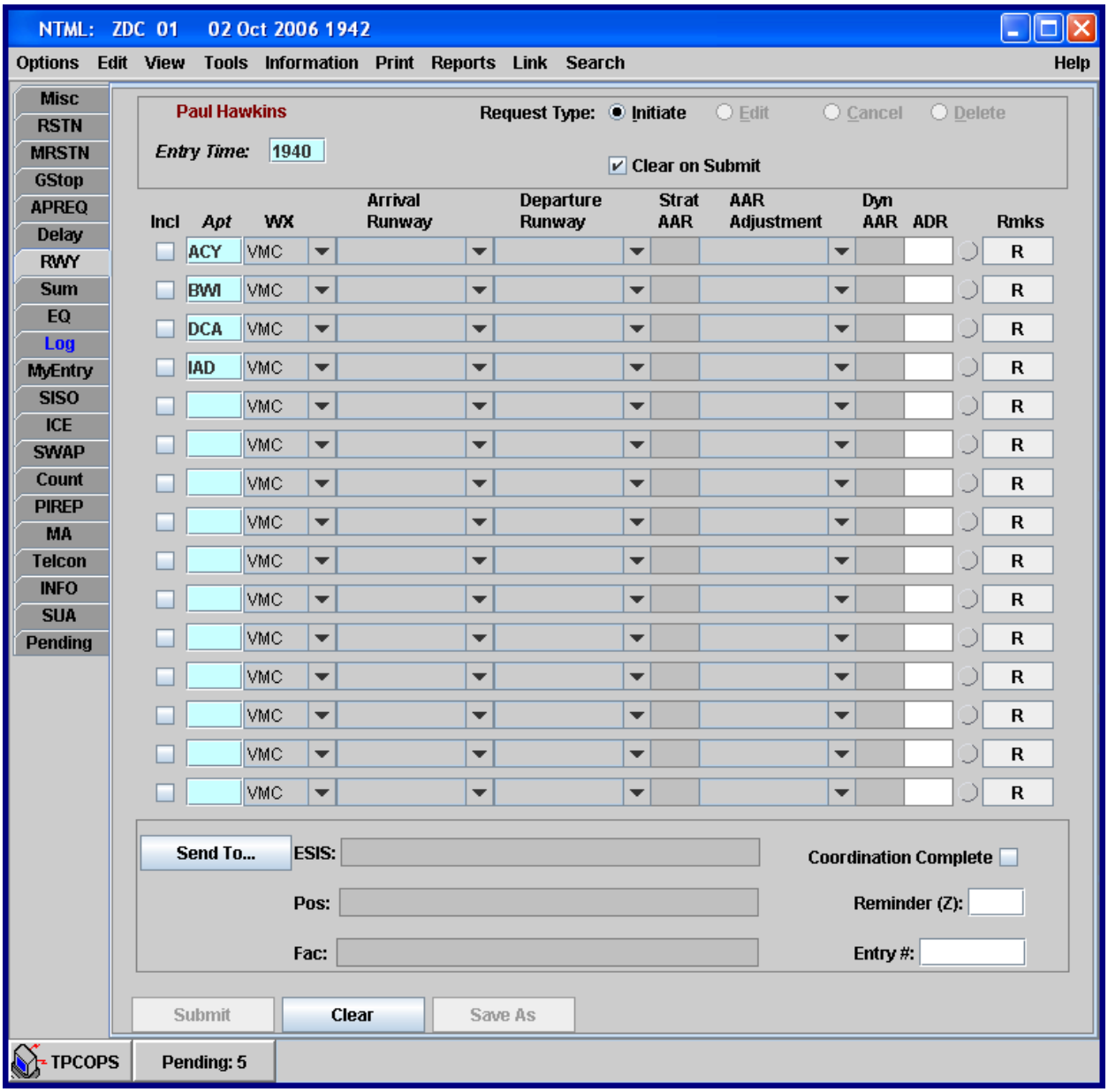


Exhibit 6-34: Airport Configuration, RWY Panel

Please Note

RWY entries may be sent one-way from NTML to OIS (AIRPORT METRICS PREDICTED SCORE). Please see *Section 2.5.3 Sharing Data with OIS* for more information regarding OIS.

Please Note

NTML allows you to enter (1) just arrival runways, (2) just departure runways, or (3) both arrival and departure runways, at the same time.

6.3.7.1 Creating a New RWY Log Entry

To create a new RWY log entry, perform the following.

1. Select the **[RWY]** tab to access the RWY panel. There may already be airports listed in the panel if they were defined in the configuration file.

   System Administrators

   The default runways to appear when the RWY panel is opened are defined by the **[RUNWAY]** keyword in the tmlog.cfg configuration file. Rows are filled starting from the top until all the rows are filled. Airports listed under the **[RUNWAY]** keyword are filled in order of appearance. If there are more than 15 airports listed, the remainder will be ignored. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. If not already checked, check the Include (referred to as Incl) check box for the row of runway data you want to log. This field is auto-selected when any field in the row is populated (except for color groupings and remarks).

5. Enter an airport in the Apt field. If the airport you enter is listed in the **National Runway File**, then the Arrival Runway and Departure Runway dropdown lists in that row are pre-filled when the Apt field loses focus (cursor moves to another field). The default value in the dropdown lists is blank, so user will not see the pre-filled values until they click on the dropdown list.

Please Note

If you enter an airport in the Apt field in a row that already contains runway data from another airport, then the row clears to the default values when the user loses focus on the Apt field (WX changes to VMC, and all other fields, including Remarks, default to blank).

6. Select weather from dropdown list in the Weather (referred to as WX) column. The choices are VMC, LVMC, IMC, and LIMC, with VMC being the default.

7. Select Arrival Runway configuration from the corresponding dropdown lists. The values in the list are populated from the National Runway file, and include the options of blank and OTHER, which are found at the bottom of the dropdown list. If the airport you enter is in the National Runway file, the arrival runways initially display the default value of blank until a selection is made from the arrival dropdown list.

System Administrators

For more information regarding the National Runway File, please consult the *SAM Section 2.4 National Runway Data File*.

Tip

If you mouse-over the arrival runway dropdown list or the departure runway dropdown list when they contain a runway configuration, a tool tip will display the full text of the runway configuration.

If the airport is not in the National Runway file, the arrival runways are blank and non-editable until OTHER option is selected from the dropdown list. When you select “OTHER”, the combo box field becomes blank, and you are required to enter text in the arrival runway field and the Strat AAR is cleared, and you must enter a Dyn AAR value.

8. The initial value of Strategic AAR (referred to as Strat AAR) is blank until an arrival runway is selected. Strat AAR value is defined by the National Runway file and cannot be entered by the user. If the airport is not in the National Runway file, then the Strat AAR is blank.

   The weather selection and the arrival runway determine the Strat AAR value. If you select a new weather option, or if you change the arrival runway, the Strat AAR value may change, based on the new selections.

Please Note

The National Runway file contains the runway data supplied by the ATCSCC Automation and Infrastructure Office and lists the airport name, arrival runway information with strategic AAR rates based on weather conditions, and departure runway configurations. Please contact the ATCSCC Automation and Infrastructure Office if AAR values and runway configurations need to be modified.

9. Selecting an AAR Adjustment option from the dropdown list allows you to enter a Dyn AAR value. Arrival runway must be entered to select adjustments or you will receive an error popup on Submit. AAR Adjustment selection appears truncated in RWY panel (see Table 6-4).

Table 6-4: Tactical AAR Adjustments Dropdown List

AAR Adjustment List	Truncated Text
Closed Runways/Taxiways	CLSD RWY/TWY
Airport Surface Congestion	SFC CGSTN
Equipment Outages	EQ
Fleet Mix	Fleet Mix
Sunrise/Sunset	SR/SS
Crosswind/Tailwind	XW-TLWD
Braking Action	BA
LAHSO	LAHSO
Airspace Acceptance/Limitation	ASP ACPT/LTD
Availability of 2 ½ miles on Final	2 1/2 MI FA
(blank field)	
OTHER	OTHER

Please Note

For AAR Adjustment, OTHER is a non-editable field. Details can be entered in the remarks field. NTML will not force user to enter remarks. There is also a blank field for no AAR Adjustment, which is the default.

Tip

After you have selected an AAR Adjustment, it appears abbreviated. If you mouse-over the abbreviation, a tool tip displays the full text of the adjustment (see Exhibit 6-35).

Exhibit 6-35: AAR Adjustment Tool Tip

10. Enter a Dynamic AAR (referred to as Dyn AAR) value, if necessary. This field defaults to the Strat AAR value. This field is editable and required after an AAR Adjustment option is selected, or if there is no Strat AAR value defined for that airport (see step 8). Arrival runway must be entered to enter a Dyn AAR value, or you will receive an error popup on Submit.

11. Select Departure Runway configuration from the corresponding dropdown lists. The values in the list are populated from the National Runway file, and include the options of blank and OTHER, which are found at the bottom of the dropdown list. If the airport you enter is in the National Runway file, the departure runways initially display the default value of blank until selection is made from the departure dropdown list.

    If the airport is not in the National AAR file, the departure runways are blank and non-editable until OTHER option is selected from the dropdown list. When you select "OTHER", the combo box field becomes blank, and you are required to enter text in the departure runway field.

12. Enter the airport departure rate in the ADR field. This field is optional, and ADR is not dependent on the departure runway configuration. User can enter a departure runway configuration without an ADR value, but you cannot enter an ADR without a departure runway configuration, or you will receive an error popup on Submit.

13. If you want to assign a Grouping Color to group runway remarks, click on the radio button until you reach the color you want to use for the grouping. This field is optional. For more details look in *Section 6.3.7.2 RWY Grouping Remarks*.

14. Click on the remarks button that is denoted with an "R" to enter the text of the remark. This field is optional and works with or without Grouping Colors. For more details look in *Section 6.3.7.2 RWY Grouping Remarks*.

15. Repeat steps 4-14, as needed (up to 15 Airports may be entered).

16. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

17. Select ESIS areas, internal positions, and external facilities defining where to forward the RWY log entry.

18. Click **<Ok>** to accept the Send To entries, and return to the RWY panel.

19. On submitting the RWY entry, a popup is displayed if one or more of the selected airport rows have neither an arrival nor departure runway value specified (see Exhibit 6-36). The popup only identifies the airport(s) that is causing the problem. Clicking **<OK>** returns the user to the RWY panel in the state immediately prior to pressing the Submit button, and none of the entries are submitted.

Exhibit 6-36: RWY Error Popup

6.3.7.2 RWY Grouping Remarks

The colors used for grouping remarks have been expanded to the following: **Magenta**, **Gold**, **Brown**, **Black**, **Cyan**, **Yellow-Green**, and **Blue** (see Exhibit 6-37). You may cycle through the colors by clicking on the color group radio button displayed after the ADR field. The actual colors have no specific meaning, but this feature copies the remarks of one airport to another airport's remark section. This feature is designed to prevent the user from entering the same remark for multiple airport runway configurations.

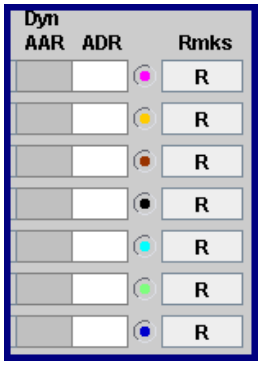


Exhibit 6-37: RWY Grouping Colored Radio Buttons

After choosing the color grouping, click the Remark button (denoted with an "R") for that group. If there are no previous remarks associated with the airport, a single pane popup appears.

In this example, we opened the MAGENTA remarks for PHL (see Exhibit 6-38). The single pane opens because there are currently no remarks for PHL. The Remark window is empty, because there are currently no remarks associated with the color grouping MAGENTA.

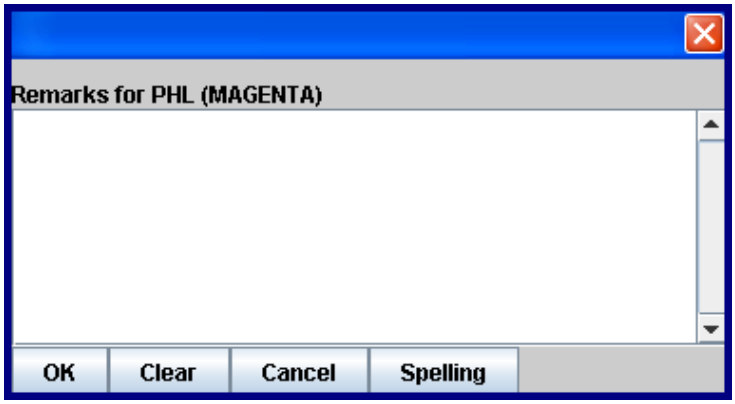


Exhibit 6-38: RWY Grouping Single Pane Popup

Please Note

Right-click ESIS has been disabled in the remarks panel. To forward RWY entries to ESIS, you must right-click on the entry in the current Log and select ESIS. Also note that links do not follow grouping color.

Table 6-5: Single Pane Popup Buttons/Functionality

Button	Functionality
OK	Saves and closes the Remark pane
Clear	Empties the Remark pane
Cancel	Exits the Remark pane without saving changes
Spelling	Spell checks the Remarks

Add text and click **<OK>** to set the remark for the MAGENTA group (see Exhibit 6-39). Notice that the remark button on the RWY panel turns black to denote there is a remark entered.

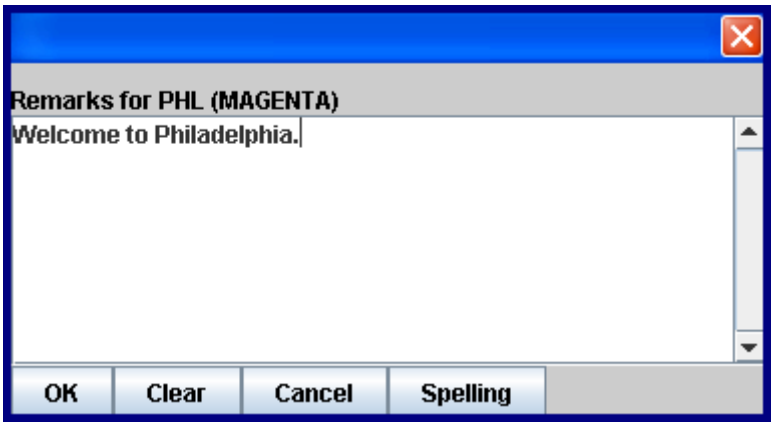


Exhibit 6-39: RWY Grouping Single Pane Popup with Text

Now any airport that contains the MAGENTA grouping color will display the same remark as the one entered for PHL. For example, if airport SFO selects MAGENTA, it will contain the same remarks as PHL, which are "Welcome to Philadelphia."

When you change the grouping color for an airport that contains remarks and press the Remark button, a double pane popup appears. For example, if PHL changes the group selector to CYAN (which does not contain text yet) and clicks the Remark button, the popup in Exhibit 6-40 appears. This figure displays the original MAGENTA remarks on the left and a new CYAN remark pane on the right (notice there is no text in the CYAN pane, because there are currently no CYAN remarks).

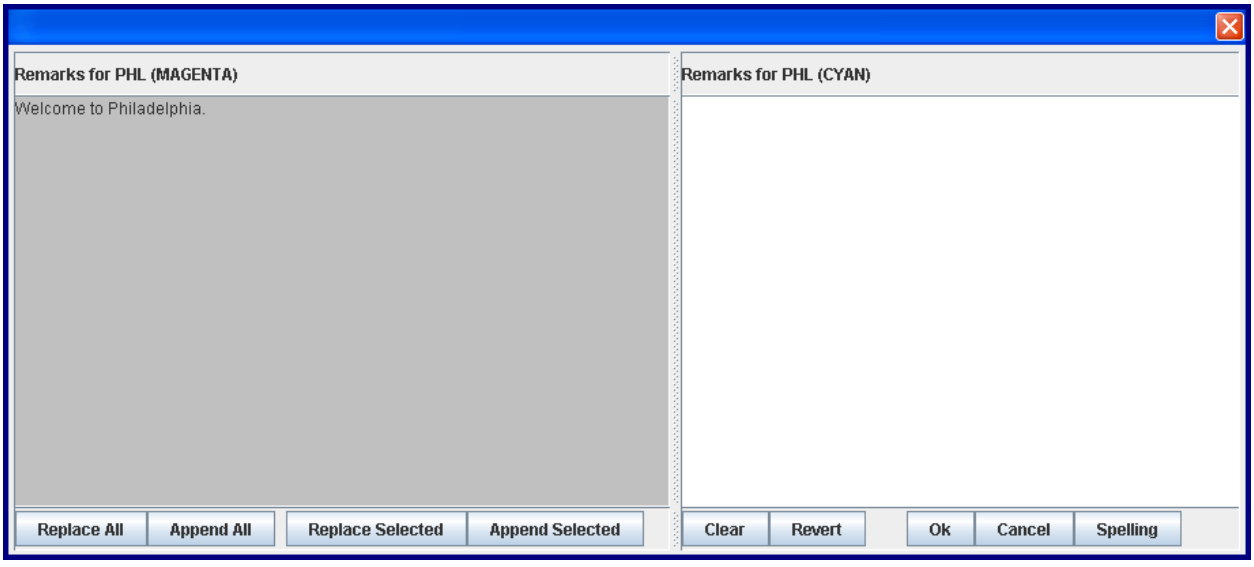


Exhibit 6-40: RWY Grouping Double Pane Popup

Table 6-6: Double Pane Popup Buttons/Functionality

Button	Functionality
Replace All	Copies the entire text of the left pane into the right pane, replacing any text currently present
Append All	Adds the entire text of the left pane to the end of any existing right pane text
Replace Selected	Copies any selected text (highlighted using mouse) from the left pane into the right pane, replacing any text currently present
Append Selected	Adds any selected text (highlighted using mouse) from the left pane to the end of any existing right pane text
Clear	Clears the right pane text
Revert	Returns the right pane text to its original (possibly blank) state
OK	Submits the right pane as the text for the group indicated
Cancel	Exits Remark pane without saving changes
Spell Check	Spell checks the Remarks in the right pane text

If you select Replace All, then all of the text in the MAGENTA pane is copied over any text in the CYAN pane. The cursor is placed at the end of the text in the CYAN pane, where you may enter additional text (see Exhibit 6-41).

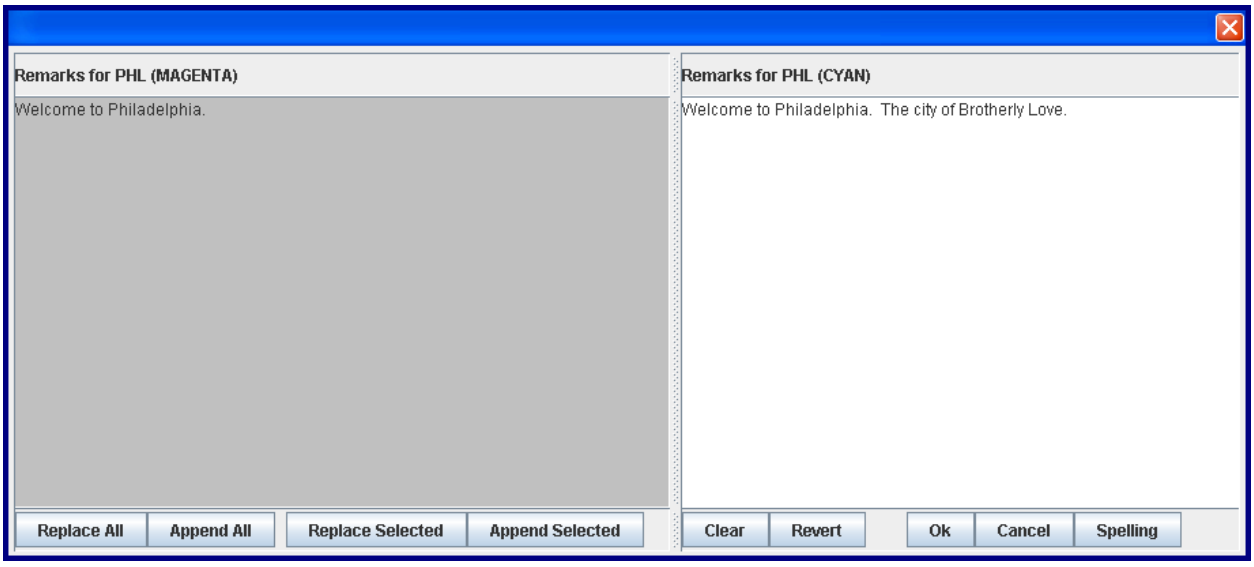


Exhibit 6-41: RWY Grouping Double Pane Popup Replace All

Suppose another line containing BWI already has text in the BROWN group. You then change the group to CYAN, and press the Remark button, and you will see the following popup (see Exhibit 6-42).

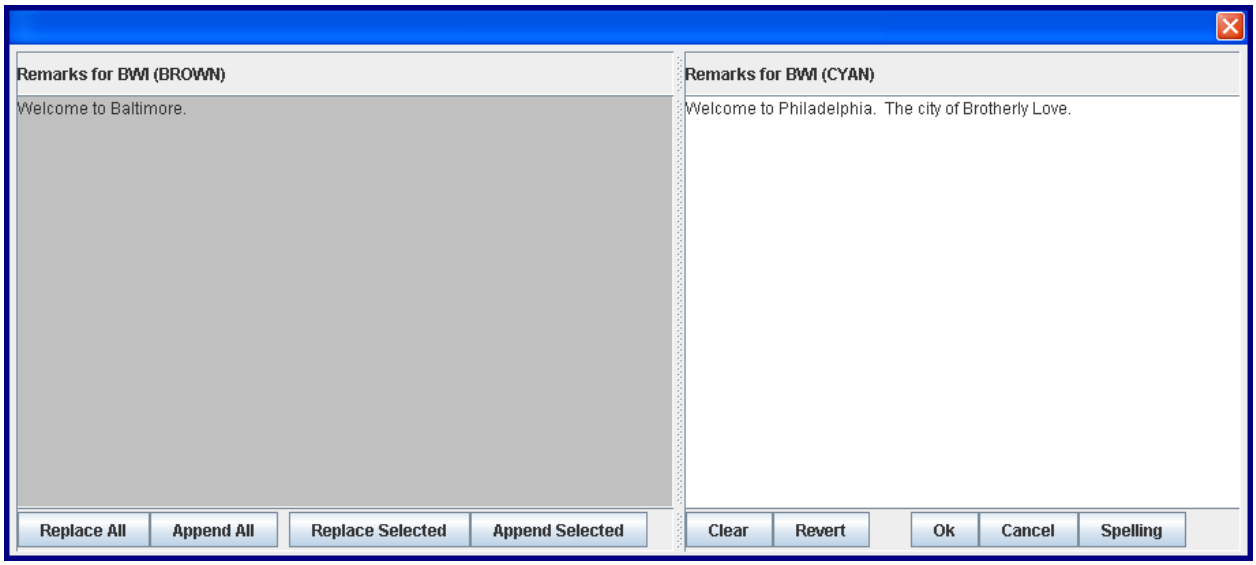


Exhibit 6-42: Brown Remarks for BWI

The left pane shows the prior BROWN remark, and the right pane shows the newly selected CYAN remarks. You can then use the keyboard or button action to revise the CYAN remark. If you choose the APPEND ALL button, the text from the BWI BROWN remark is added to the end of the BWI CYAN remark (see Exhibit 6-43).

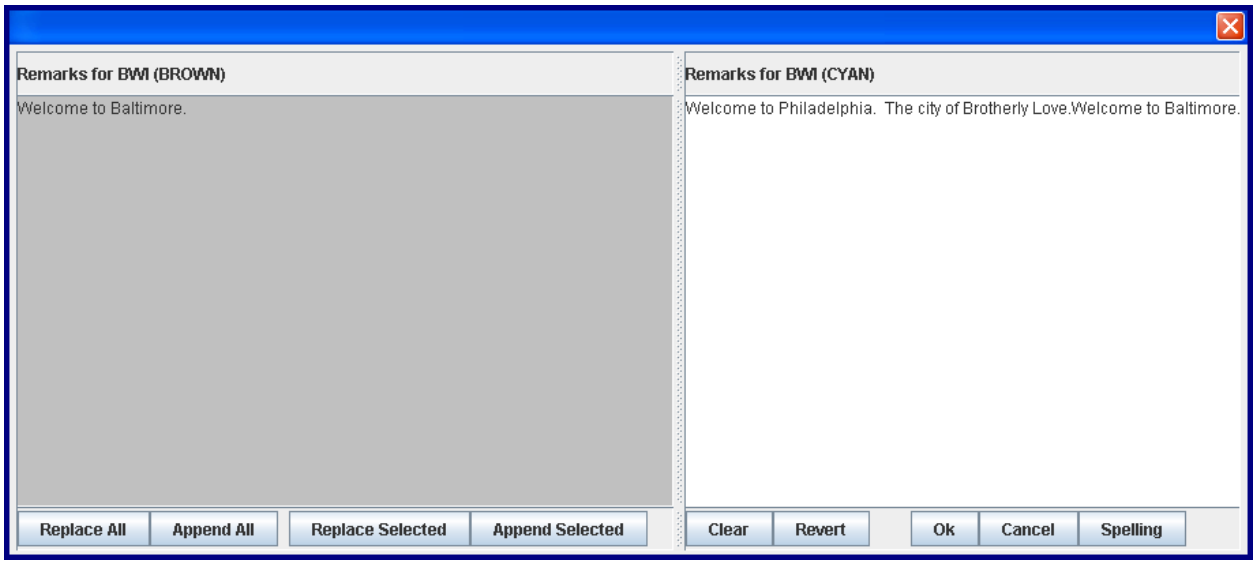


Exhibit 6-43: RWY Grouping Double Pane Popup Append All

Standard Copy-and-Paste keyboard/mouse actions operate in the RWY grouping double pane popup.

RWY grouping color relationships are broken upon Submit. The grouping color relationships that exist on Submit are not maintained when the RWY entry is retrieved from the Log in the Initiate mode. For example, PHL contained a CYAN remark and pressed Submit. The user then double-clicks on the runway entry in the current Log for PHL to populate it in the RWY panel with Initiate selected. There is no color associated with PHL, but the remarks still appear when the remarks button is clicked.

Please Note

If the Clear-On-Submit check box is not selected, the grouping color relationships are still broken upon Submit; however, the grouping color still contains the remark.

A final example of Remark Group behavior concerns the presentation of grouped remarks. Suppose the first row has entered a remark into the GOLD group and clicked on the Ok button. Now, another row cycles through the colors until GOLD is selected. If this row has checked the "Include" check box and Submit is pressed, then this row will contain the GOLD comment entered as its remark.

6.3.7.3 Editing and Deleting RWY Log Entries

To edit a RWY log entry follow the steps below.

1. Click the **<Log>** tab to open the Log panel.

2. Highlight the RWY entry you want to edit and double-click the entry or press **<Enter>**.

3. The RWY entry opens in the RWY panel with the top line displaying the contents of the RWY Log entry. The "Include" check box is selected for this row, while all other rows in the panel are blank. The Initiate radio button is selected in the header, and the Entry Time contains the current time. You may enter additional runway configurations in the blank lines below the top line.

   If you change the airport when Initiate is selected, the Edit and Delete options are disabled. At this point, the only way to Edit or Delete the entry is to close the entry, and then reopen it, by double-clicking it in the Log and selecting Edit or Delete.

4. Change Request Type from Initiate to Edit in the header; all rows below the top row will become disabled and grayed out. The Entry Time will contain the time the entry was previously entered. The Apt field will not be editable.

5. Make changes to the airport configuration using the text areas and dropdown lists.

6. Click **<Submit>** to save changes. When you submit the edit, NTML ignores all disabled rows, replaces the original RWY entry with the edited entry, changes to Initiate in the header, and enables all rows. The same functionality applies for deleting RWY entries when you select Delete from the header.

7. The edited airport appears in the log with an "(E)" appended to the end of the entry.

Changing the Request Type back to Initiate in the header causes the additional entries to be re-enabled and once again appear available. The Apt field on the top line will be reset to editable. Clicking Submit in the Initial state creates a new entry for all airports that have the Include check boxes checked.

If you click the Clear button, then the panel will be repainted with the default set of runways. If no runways are configured, then the panel will be blank.

Clicking the Submit button with Clear-On-Submit selected, processes all lines with the Include check box checked, and then the Clear process noted above occurs.

6.3.7.4 Displaying the Most Current RWY Entry

For any given airport, separate facilities may enter arrival and departure runway configurations. For example, a TOWER enters the configuration for departures and a TRACON enters the configuration for arrivals. The rules regarding how ESIS and NTML deal with this issue are described in this section.

For ESIS, if the RWY entry being sent to ESIS from NTML contains both an arrival and departure runway configuration, then that set of configurations is considered the latest, and any arrival and departure configurations that currently exist are overwritten.

In the event of an entry being sent to ESIS that contains only a departure or arrival runway configuration, the previously posted configuration that is not present in the update will be kept unchanged. In other words, if there is a RWY entry that contains both an arrival and departure, and later on in the day the TOWER enters a new departure configuration, then the most current RWY entry in ESIS would be the original arrival plus the new departure entered by the TOWER.

For NTML, if a RWY entry contains both an arrival and departure runway configuration, then that entry is considered current, as a whole. In the event of an entry with only a departure being received in pending and logged, that entry is displayed as current, along with the entry that contains both the arrival and departure.

Please Note

It is important to emphasize there can be two (2) RWY entries displayed for one (1) airport in the Current Log.

If a subsequent entry that contains only an arrival configuration is received in pending and is logged, or simply is entered from within the NTML client, then the first entry, which contains both the arrival and departure, is no longer considered current, and the previous stated departure entry and the newly created arrival entry are considered to be current, and both will be displayed as separate entries. In this case, you will see two RWY entries.

6.3.8 Shift Summary Panel, Sum

The Shift Summary, **Sum Panel** (see Exhibit 6-44), is a log entry panel that records a variety of activities used frequently throughout a shift. It may be used as a scratchpad for entries that have not yet been, or may not be, submitted using any of the other panels.

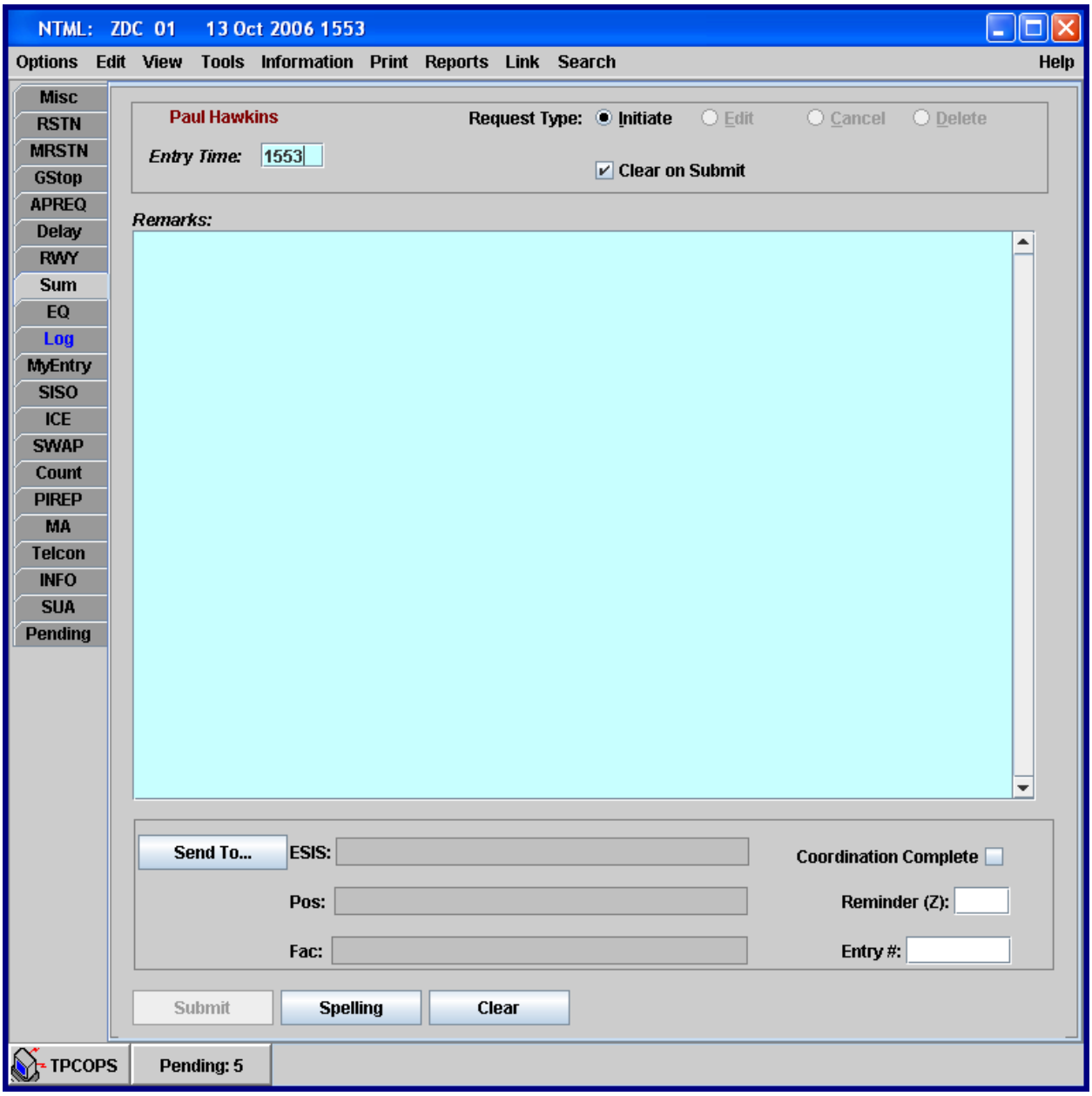


Exhibit 6-44: Shift Summary, Sum Panel

To create a new Sum log entry, follow the steps below.

1. Select the **<Sum>** tab to access the Sum panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. In the Remarks data field, enter remarks, observations, etc.,
5. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).
6. Select ESIS areas, internal positions, and external facilities defining where to forward the Sum log entry.
7. Click **<Ok>** to accept the Send To entries, and return to the Sum panel.
8. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

Tip

Copy and Paste commands can be used to move text to/from other templates.

System Administrators

The Remarks field on the Sum panel can be pre-filled with the contents of a file called **summary.txt**. Please consult the *SAM Section 2.5 Shift Summary Pre-Filling* for more details.

6.3.9 Outage Panel, EQ

The Outage, **EQ Panel** (see Exhibit 6-45), is a log entry panel that facilitates the scheduling and coordination of activities concerning the temporary loss or return to service of certain ATC components such as navaids, radios, lights, and runways.

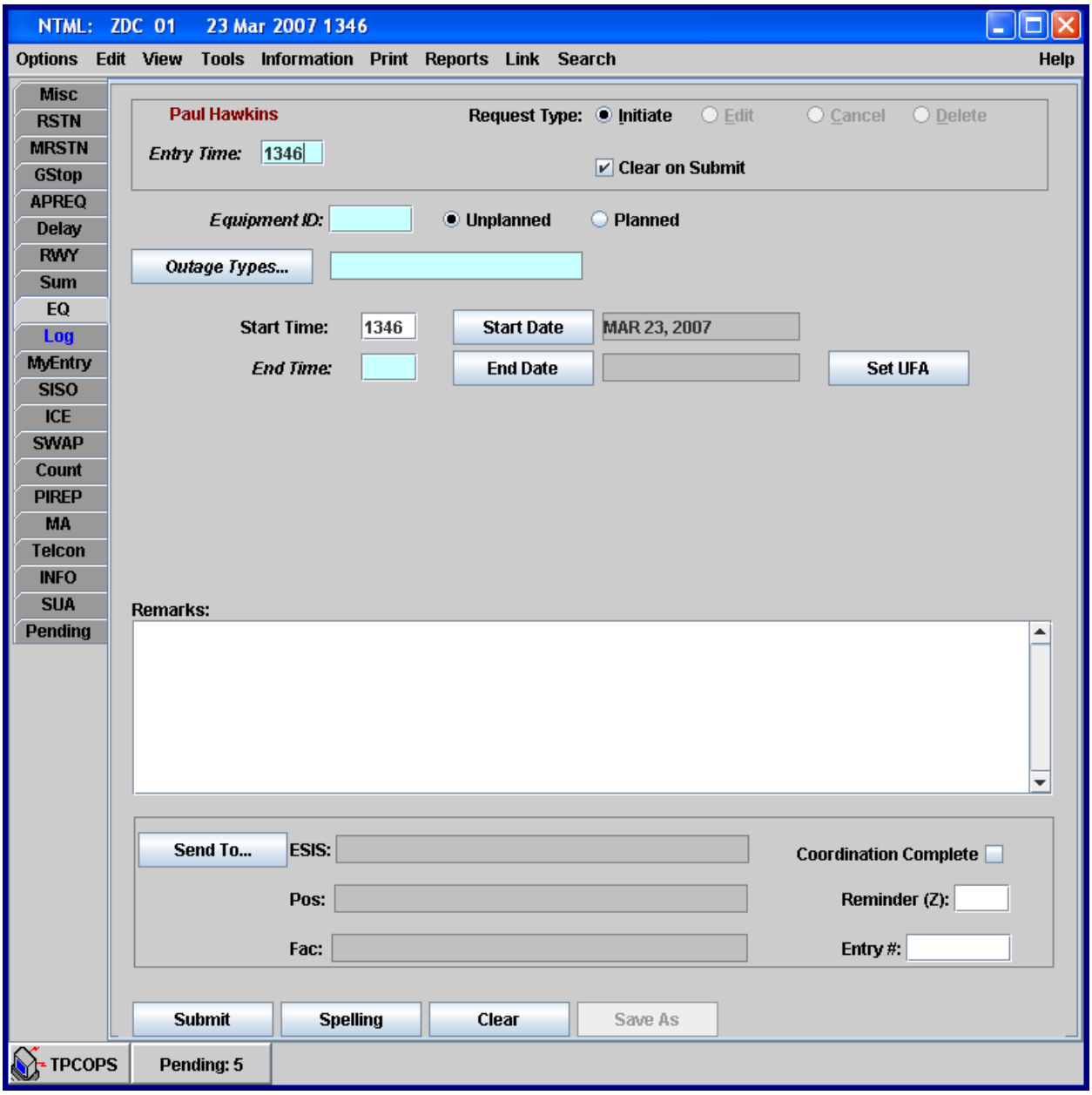


Exhibit 6-45: Outage, EQ Panel

To create an EQ Log entry, perform the following.

1. Select the **<EQ>** tab to access the EQ panel.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. Enter the Equipment ID, up to 5 characters may be entered. DCC is recognized as a valid Equipment ID.

5. Specify if the outage is Planned or Unplanned by selecting the corresponding radio button (Unplanned is the default).

6. Click **<Outage Types…>** and select the type of outage from the dropdown list. Appendix A spells out the acronyms for some of the Outage Types.

7. Enter the Start Time. Initially, when the panel is first entered, this required field defaults to the entry time. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, and the End Time and End Date display "UFA".

8. Select Start Date. Initially, when the panel is first entered, this field defaults to the current date. If **<Set UFA>** is selected, the Start Date defaults to the current date.

9. Specify the End Time; this is a required field. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, and the End Time and End Date display "UFA".

10. Select End Date. The End Date defaults to the current date if the End Time is greater than the Start Time and less than or equal to 2359.

    The End Date defaults to the next day if the End Time is greater than or equal to 0000 and less than or equal to Start Time. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, and the End Time and End Date display "UFA".

11. Add Remarks, as needed.

12. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

13. Select ESIS areas, internal positions, and external facilities defining where to forward the EQ log entry.

14. Each Click **<Ok>** to accept the Send To entries, and return to the EQ panel.

15. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

6.3.10 Deicing Panel, ICE

The Deicing, **ICE Panel** (see Exhibit 6-46), is a log entry panel that records the deicing status of airports.

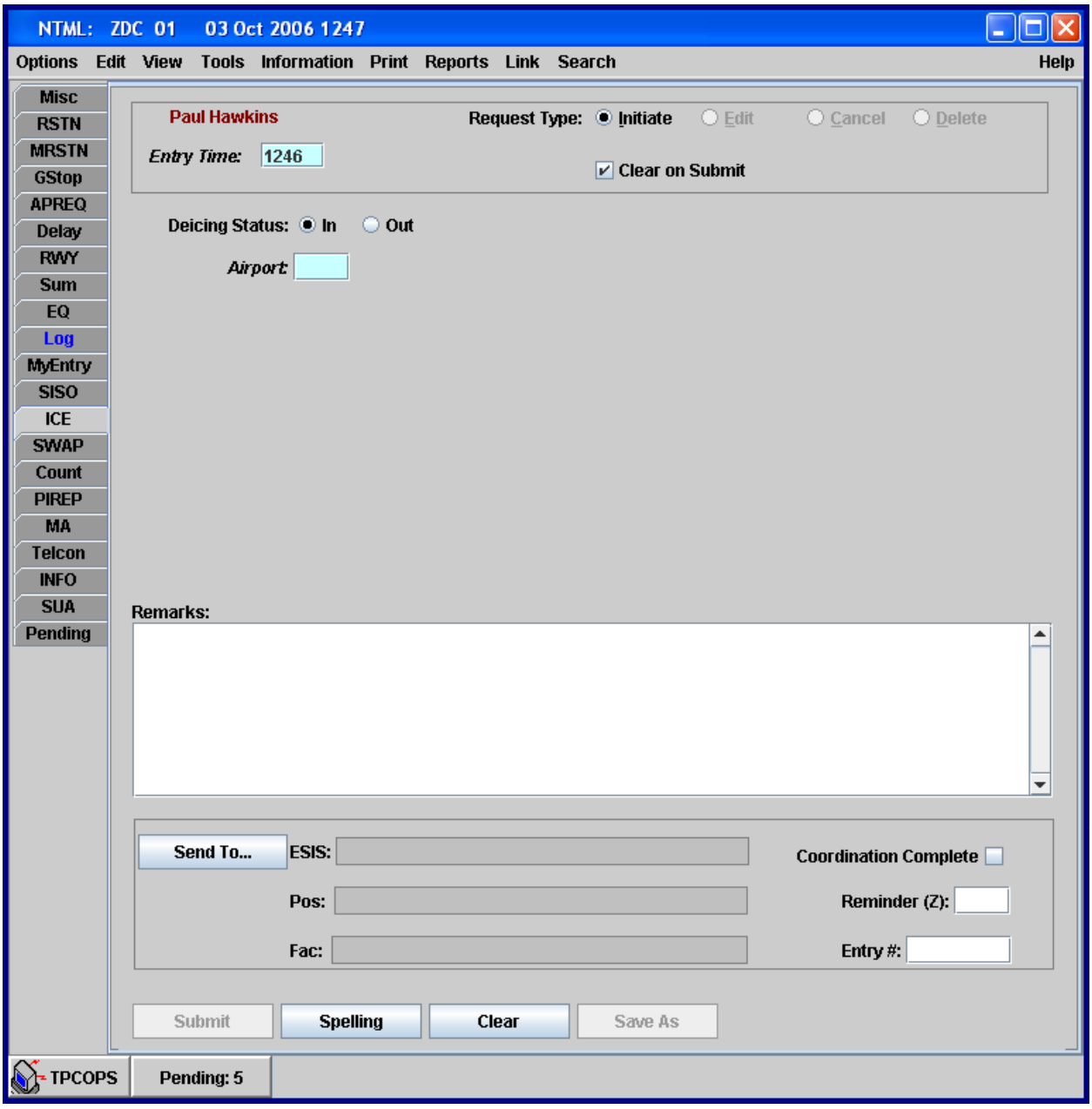


Exhibit 6-46: Deicing, ICE Panel

Please Note

ICE entries may be sent one-way from NTML to OIS (DEICING). Please see *Section 2.5.3 Sharing Data with OIS* for more information regarding OIS.

To create a new Deicing Log entry, perform the following.

1. Select the **<ICE>** tab to open the Deicing panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. Select Deicing status (In = deicing has started, Out = deicing has ended). In is the default selection.
5. Enter the Airport ID in the Airport field where the Deicing Status is in effect. Only one airport per Deicing Log entry is allowed.
6. Enter remarks in the Remarks field, if necessary.
7. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).
8. Select ESIS areas, internal positions, and external facilities defining where to forward the ICE log entry.
9. Click **<Ok>** to accept the Send To entries, and return to the ICE panel.
10. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

Please Note

ICE entries cannot be edited; therefore, the Request Type of Edit is disabled on the ICE panel.

6.3.11 Severe Weather Avoidance Plan Panel, SWAP

The Severe Weather Avoidance Plan, **SWAP Panel** (see Exhibit 6-47), is a log entry panel used to record those instances when a facility enters or exits a SWAP condition, the route status, the time the SWAP ends, and the associated fix or route.

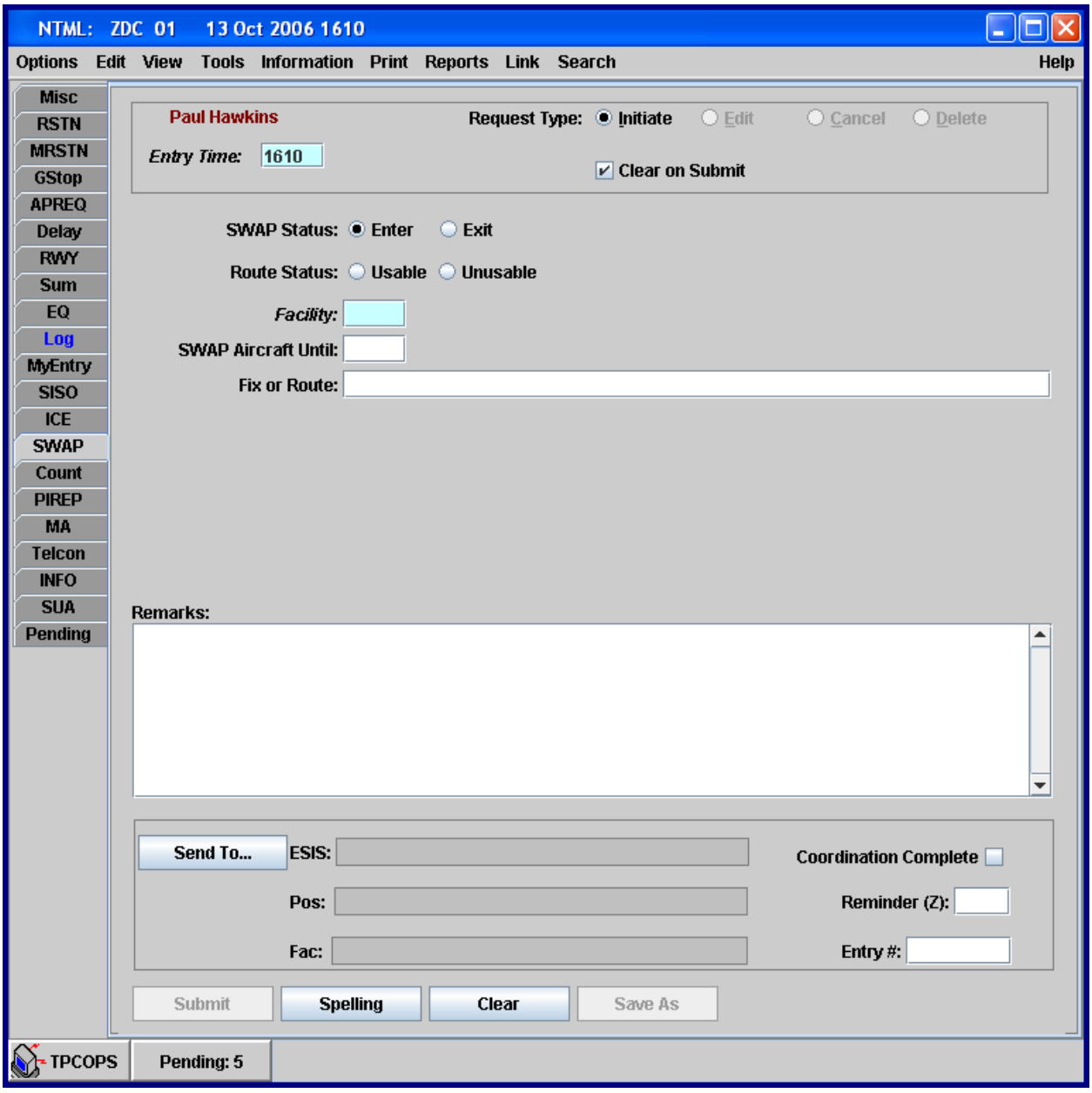


Exhibit 6-47: Severe Weather Avoidance Plan, SWAP Panel

To create a new SWAP log entry, perform the following.

1. Select the **<SWAP>** tab to open the SWAP panel.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. Specify SWAP Status (SWAP started = Enter; SWAP ended = Exit; the default is Enter).

5. Optionally, specify Route Status as Usable or Unusable, as appropriate.

6. Enter the ID for the initiating Facility.

7. Optionally, enter a time for the SWAP to end in the SWAP Aircraft Until field.

8. Enter a Fix or Route from which aircraft are being swapped (required when Route Status is specified as Usable or Unusable).

9. Enter Remarks, as needed.

10. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

11. Select ESIS areas, internal positions, and external facilities defining where to forward the SWAP log entry.

12. Click **<Ok>** to accept the Send To entries, and return to the SWAP panel.

13. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

6.3.12 Airport Traffic Counts Panel, Count

The Airport Traffic Counts, **Count Panel** (see Exhibit 6-48), is a log entry panel that records the required arrival and departure information for local airports.

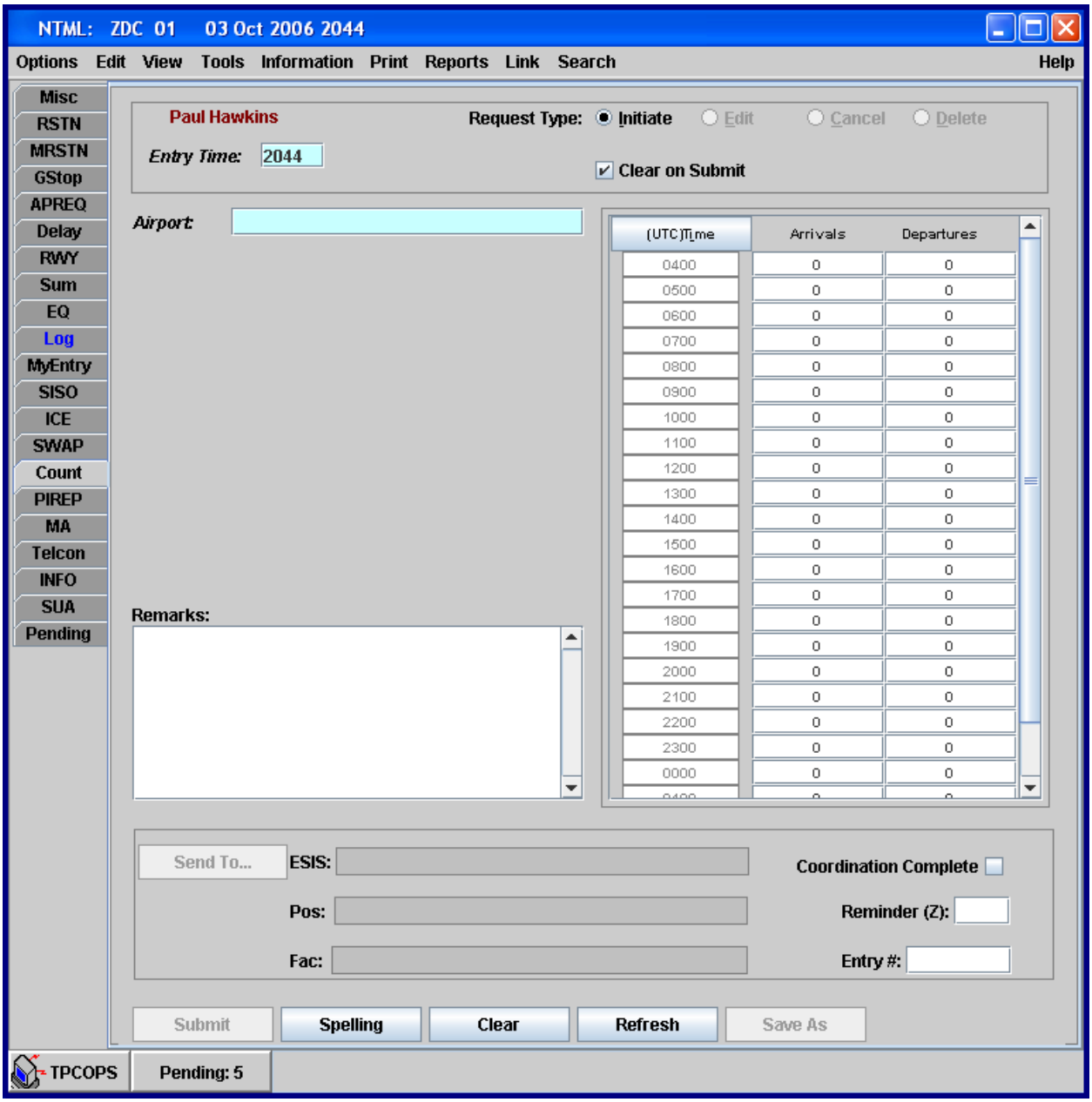


Exhibit 6-48: Airport Traffic Counts, Count Panel

Please Note

Count entries may be sent two-way from NTML to OIS (AIRPORT METRICS FLIGHT COUNT) or from OIS to NTML. Please see *Section 2.5.3 Sharing Data with OIS* for more information regarding OIS. At the time this reference guide was updated, the two-way interface for traffic counts was not turned on.

To create a new Count log entry, perform the following.

1. Select the **<Count>** tab to open the Count panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. Enter the appropriate Airport ID in the Airport field.
5. Modify the time from UTC to Local by clicking the (UTC) Time button, as necessary. The box display toggles between (UTC) Time and (Local) Time when clicked (see Exhibit 6-49).

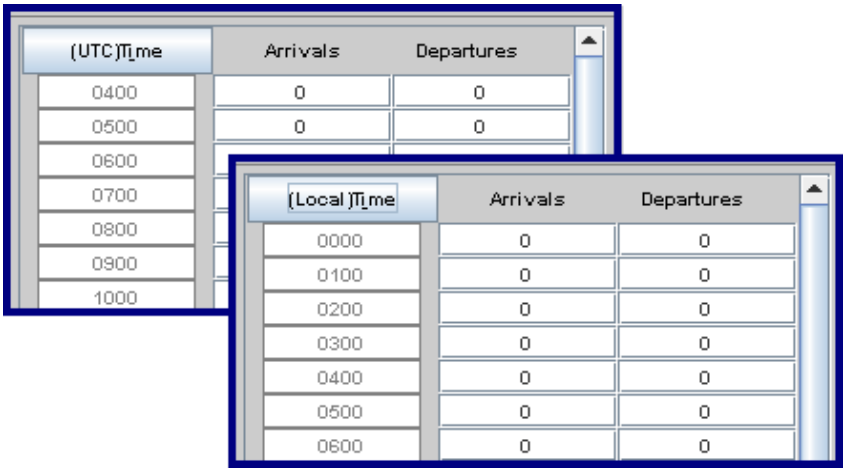


Exhibit 6-49: UTC Time and Local Time Toggle Button

6. Position the cursor in the applicable count cell for either arrivals or departures and enter a value. Press the **<Enter>** key to advance the cursor to the next cell.
7. Enter data in the Remarks field, as necessary.
8. Click **<Submit>** to post the entry to the database.
9. After the count entry has been submitted, click the **<Refresh>** button to update counts with count data from other positions/facilities.

Please Note

Send To in the standard footer is disabled, and the Refresh button has been added.

Warning

Do not click the **<Refresh>** button until after the count entry has been submitted; otherwise, your newly entered data will be cleared. The **<Refresh>** button is used to update counts entered by other positions and OIS and should be used after the count entry has been submitted.

6.3.13 Pilot Report Panel, PIREP

The Pilot Report, **PIREP Panel** (see Exhibit 6-50), is a log entry panel that records information associated with pilot reports regarding weather observations.

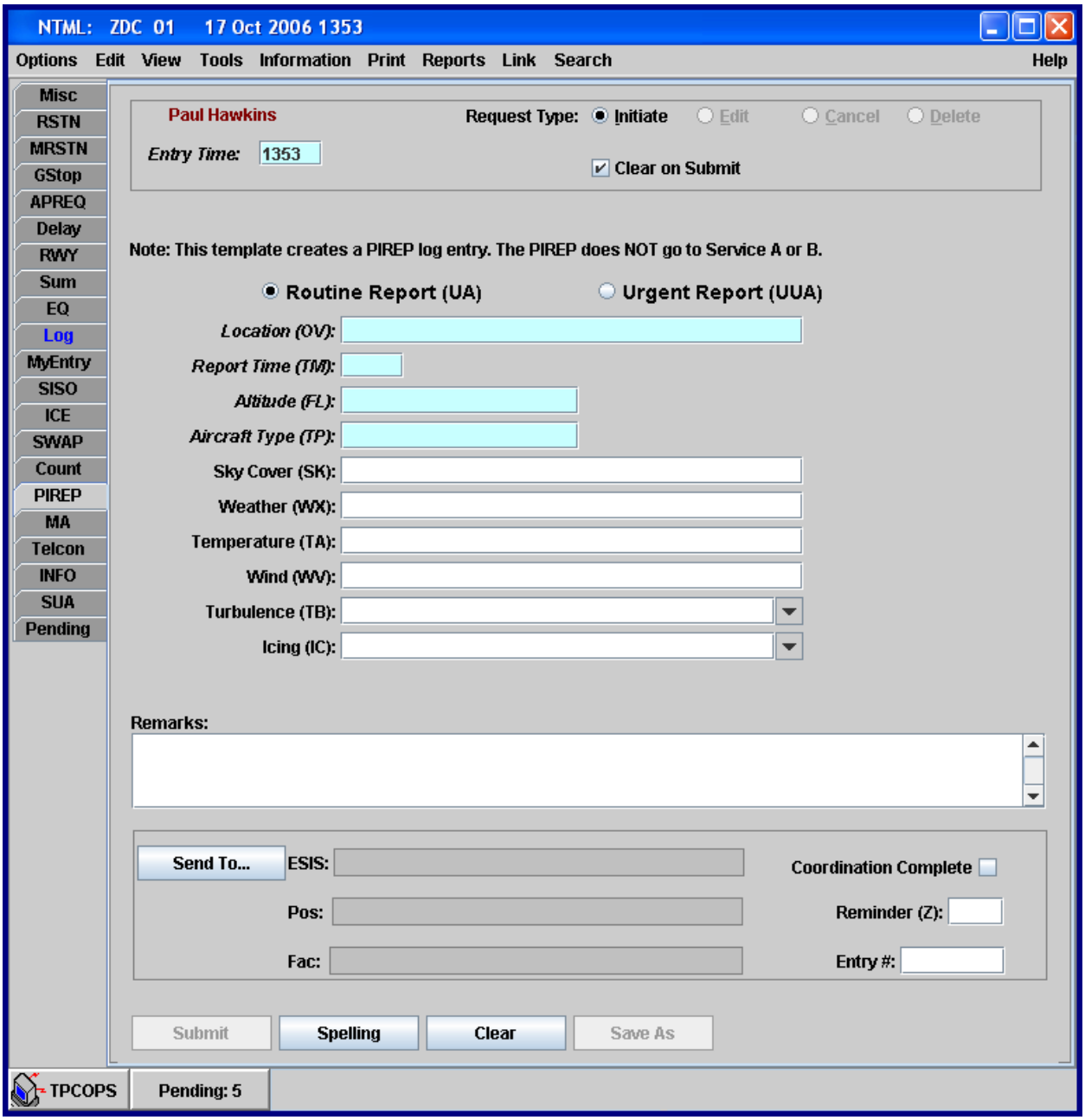


Exhibit 6-50: Pilot Report, PIREP Panel

To create a new PIREP entry, perform the following.

1. Select the **<PIREP>** tab to access the PIREP panel.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. Select the Routine Report (UA) radio button, if this is a Routine Report, or select Urgent Report (UUA) (default is Routine Report).

5. Enter the NAVAID ID that the pilot is reporting on in the Location (OV) field.

6. Enter the report time in UTC in the Report Time (TM) field.

7. Enter the Altitude (FL) in hundreds of feet (up to 18 characters may be entered).

8. Enter Aircraft Type associated with the pilot report in the Aircraft Type (TP) field (up to 18 characters may be entered).

9. Optionally, enter the Sky Cover in the corresponding field using a ("/") to separate layers and space to separate sub elements.

10. Enter Weather (WX) using standard weather symbols, this is an optional field.

11. Optionally, enter Temperature (TA) in degrees Celsius, if negative, enter hyphen "-" first.

12. Optionally, enter speed and direction of Wind (WV) reported by the pilot in the corresponding fields.

13. Optionally, you may enter up to 50 characters, or choose from the corresponding dropdown lists, to specify the reported conditions for Turbulence (TB) and Icing (IC). If you place the curser over the dropdown lists, a help screen appears describing what each choice means (see Exhibit 6-51).

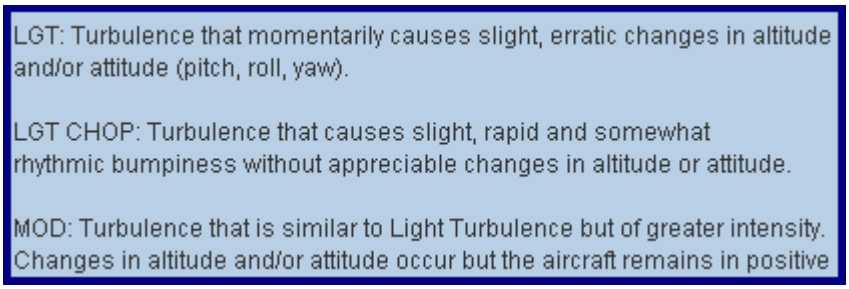


Exhibit 6-51: PIREP Dropdown List Help

14. Add any additional remarks in the Remarks field, if needed.

15. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

16. Select ESIS areas, internal positions, and external facilities defining where to forward the PIREP log entry.

17. Click **<Ok>** to accept the Send To entries, and return to the PIREP panel.

18. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

System Administrators

The **[PIREP]** keyword in the tmlog.cfg file populates the data fields and dropdown list options conforming to the FAA PiRep form. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

6.3.14 Monitor Alert Panel, MA

The Monitor Alert, **MA Panel** (see Exhibit 6-52), is a log entry panel that records ATC traffic alerts and any specific actions taken, as well as the time and sequence of events associated with the alert. ETMS Monitor Alerts auto fill the MA panel.

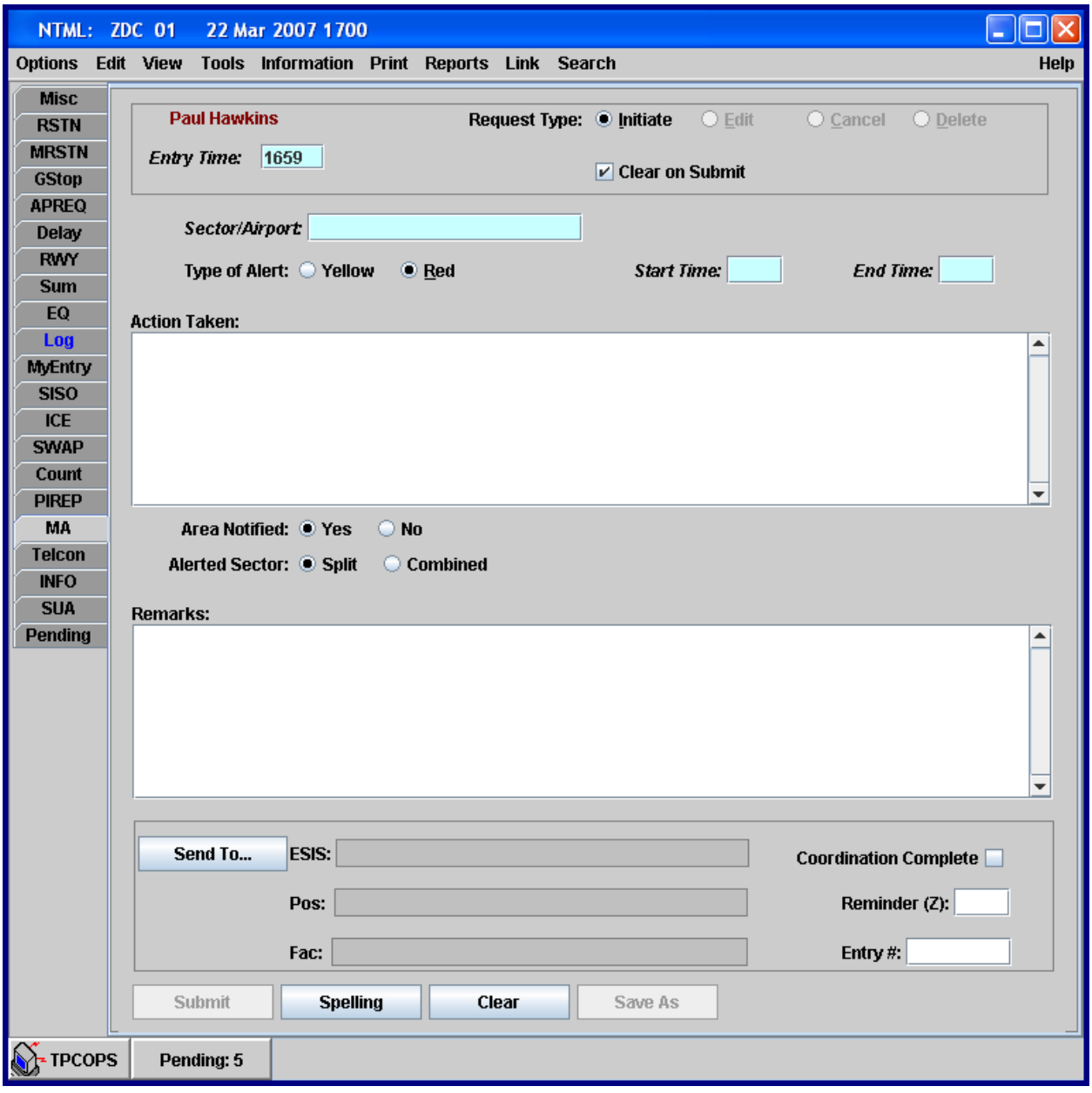


Exhibit 6-52: Monitor Alert, MA Panel

To create a new MA log entry, perform the following.

1. Select the **<MA>** tab to access the MA panel.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. Enter the appropriate sector or airport in the Sector/Airport field.

5. Specify the Type of Alert (e.g., Yellow or Red) using the provided radio buttons (default is Red).

6. Enter the required Start Time.

7. Enter the required End Time to define the time range of the alert in the time data fields.

8. Describe responses taken for the alert in the Actions Taken data field.

9. Specify if the area has been (Yes) or has not been (No) notified by selecting an Area Notified radio button (default is Yes).

10. Select Split or Combined from the corresponding Alerted Sector radio buttons (Split is the default).

11. Enter comments, as needed, in the Remarks field.

12. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).

13. Select ESIS areas, internal positions, and external facilities defining where to forward the MA log entry.

14. Click **<Ok>** to accept the Send To entries, and return to the MA panel.

15. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

6.3.15 Telcon Log Panel, Telcon

The Telcon Log, **Telcon Panel** (see Exhibit 6-53), is a log entry panel used primarily by the Air Traffic Control System Command Center (ATCSCC) to log participants in conference calls.

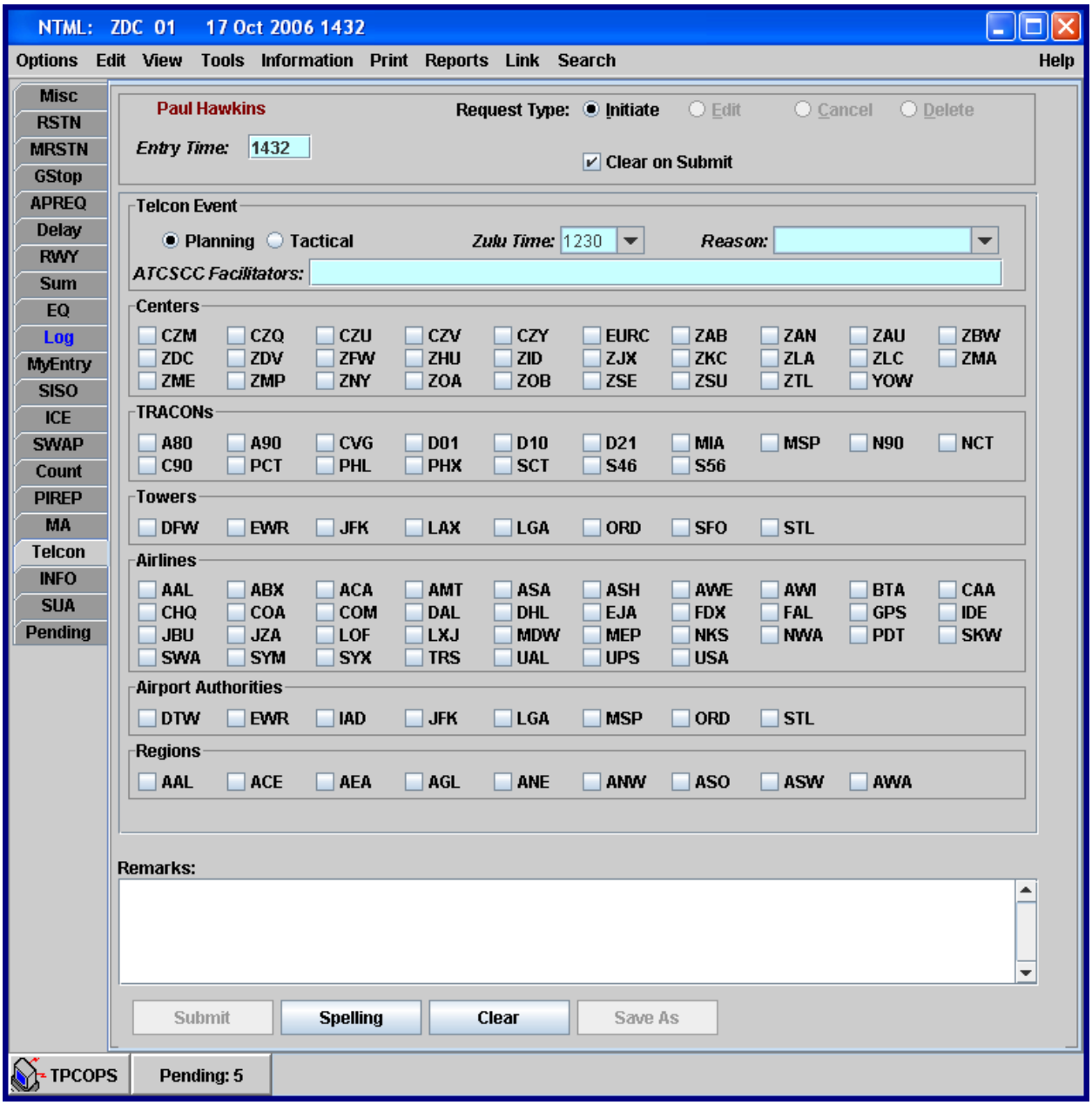


Exhibit 6-53: Telcon Log, Telcon Panel

Please Note

The Telcon panel does not contain the standard footer. Telcon entries cannot be sent to ESIS from the panel or from the Log.

To record Telcon events, perform the following.

1. Select the **<Telcon>** tab to access the Telcon panel.
2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).
3. Select your OI from the dropdown list in the standard header.
4. Select the Telcon Event Planning or Tactical radio button to characterize the conference call; Planning is the default.
5. Enter or select Zulu Time from the corresponding dropdown list.
6. Enter or select a reason for the Telcon from the Reason dropdown list.

System Administrators

The **[TELCON_DATA]** keyword in the tmlog.cfg file populates the dropdown list options for Zulu time and Reasons. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

7. Enter the ATCSCC Facilitators involved with the Telcon in the ATCSCC Facilitators text field.
8. Check appropriate Centers.
9. Check involved TRACONs.
10. Check appropriate Towers, Airlines, Airport Authorities, and Regions.
11. Enter Remarks, as necessary.
12. Click **<Submit>** to post the entry to the database.

System Administrators

The **[TELCON_DATA]** keyword in the tmlog.cfg file defines the Center, Tracon, Airline, Tower, Authority, and Region check boxes. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

6.3.16 Special Use Airspace Panel, SUA

The Special Use Airspace, **SUA Panel** (see Exhibit 6-54), is a log entry panel that allows coordination of SUA events such as over-flight restrictions and security measures.

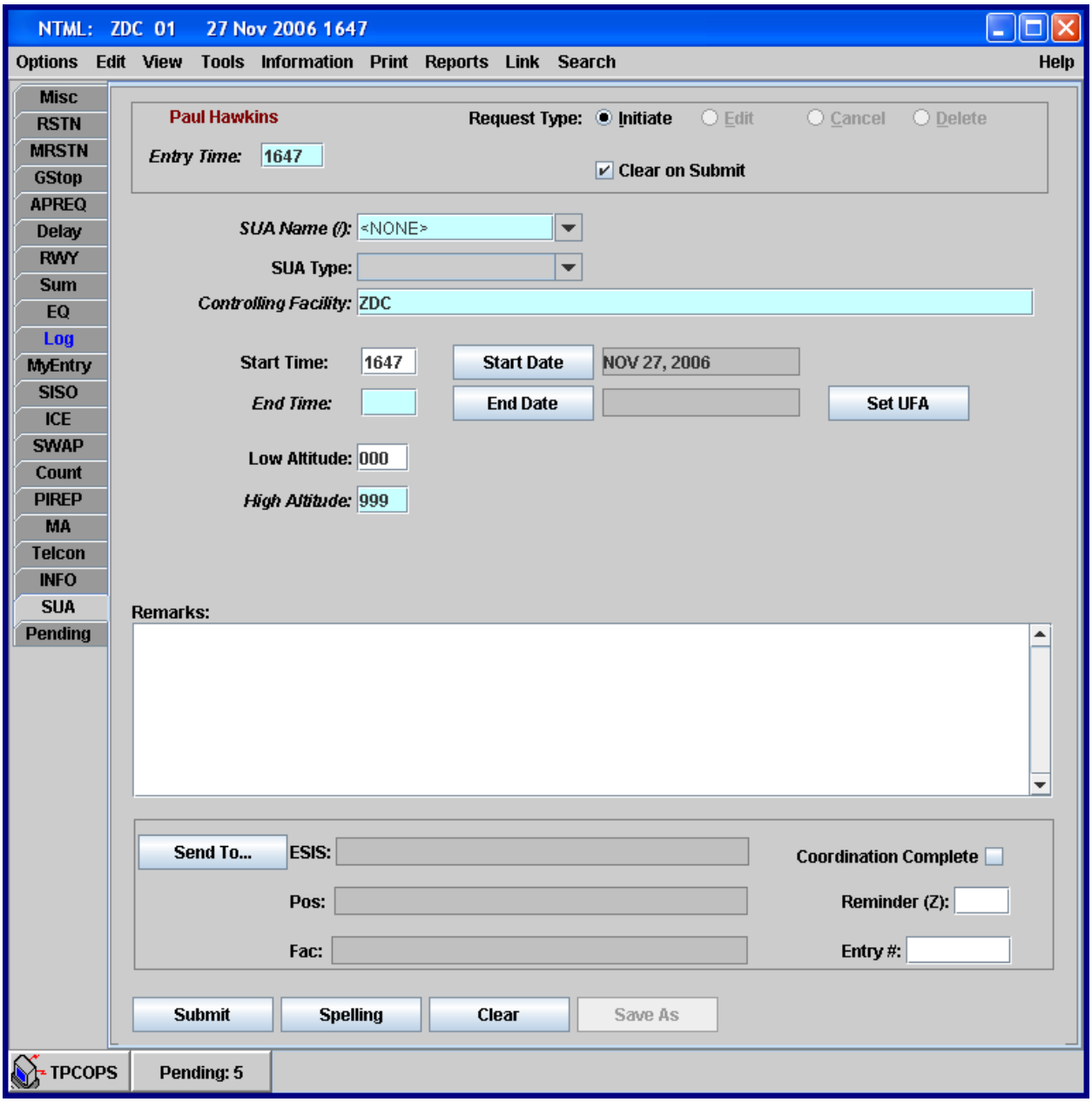


Exhibit 6-54: Special Use Airspace, SUA Panel

To record a SUA log entry, perform the following.

1. Select the **<SUA>** tab to access the SUA panel.

2. The standard header defaults to a Request Type of initiate, an Entry Time of current UTC, and OI and name of the last user to make an entry (more information on the header is located in *Section 5.2 Standard Header*).

3. Select your OI from the dropdown list in the standard header.

4. Select the proper SUA Name from the respective dropdown list to load the data (excluding Start Time/Date and End Time/Date) into the SUA panel fields. Alternatively, if you wish to enter multiple SUAs in one SUA entry, you may enter a slash-delimited ("/") list of SUA Names, up to 200 characters.

System Administrators

Selecting a SUA Name from the dropdown list results in all other data fields being populated with pre-stored values found in the **sua.dat** file, except for Start and End times. Please consult the *SAM Section 2.7 SUA Configuration* for more details.

5. Select the appropriate SUA Type from the dropdown list if needed. This is not a required field. This field may be populated by default, but can be cleared.

6. Enter the ID for the Controlling Facility.

7. Enter the Start Time, initially, when the panel is first entered, this required field defaults to the entry time. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, and the End Time and End Date display "UFA".

8. Select Start Date, initially, when the panel is first entered, this field defaults to the current date. If **<Set UFA>** is selected, the Start Date defaults to the current date.

9. Specify the End Time; this is a required field. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, and the End Time and End Date display "UFA".

10. Select End Date. The End Date defaults to the current date if the End Time is greater than the Start Time and less than or equal to 2359.

    The End Date defaults to the next day if the End Time is greater than or equal to 0000 and less than or equal to Start Time. If **<Set UFA>** is selected, the Start Time and Start Date default to the entry time and current date, and the End Time and End Date display "UFA".

11. Optionally, enter Low Altitude in the corresponding field, if needed.
12. Enter High Altitude values associated with this SUA in the corresponding field.
13. Add Remarks, if needed.
14. Click **<Send To>** in the standard footer (see *Section 5.3.1 Send To Button*).
15. Select ESIS areas, internal positions, and external facilities defining where to forward the SUA log entry.
16. Click **<Ok>** to accept the Send To entries, and return to the SUA panel.
17. Click **<Submit>** to post the entry to the database, and to send the message to the identified locations.

Please Note

Users will not be able to cancel a single SUA if multiple SUAs are entered in one entry.

Section 7 — NTML Log Management & Linkages

7.1 Editing/Modifying NTML Log Entries

To edit/modify an NTML log entry, you must open the entry's originating panel via the Log panel. It is important to ensure the Edit (or Modify) radio button is selected in the header. ETMS data such as GDPs, AFPs, GSs, and ADVZYs cannot be modified or edited in NTML.

Please Note

Only the APREQ, GStop, and RSTN panels allow users to modify entries while all other panels allow users to edit (ICE entries cannot be edited or modified). The GStop panel contains Modify in the Request type, but this really acts like an edit.

To edit/modify a log entry, perform the following.

1. Click the **<Log>** tab to open the Log panel.
2. Double-click the log entry you want to edit or modify or highlight and press **<Enter>** (see Exhibit 7-1).

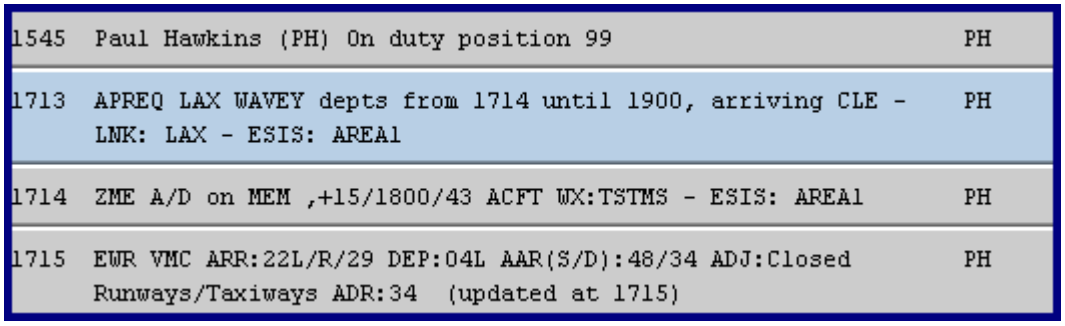


Exhibit 7-1: Highlighted Log Entry

3. The NTML entry opens in its originating panel.
4. Ensure that the Edit or Modify button is selected in the standard header (see Exhibit 7-2).

Exhibit 7-2: Standard Header Edit (Modify) Radio Button

5. Edit/Modify all necessary text fields. To edit/modify text, highlight the text and type the new entry over it. To delete text, highlight the text to be removed and hit the **<Delete>**, **<Backspace>**, or **<Enter>** keys.

6. Reselect dropdown list choices if necessary.

7. Reselect radio button choices if necessary.

8. Select check boxes by left-clicking to add or remove a check.

9. Enter any necessary information in the standard footer.

10. Click **<Submit>** to complete the modification.

For those entries that are edited (not modified), once the edited entry is submitted, the original entry displayed in the Log is replaced with the edited entry, and the indicator "(E)" is appended to the message (see Exhibit 7-3).

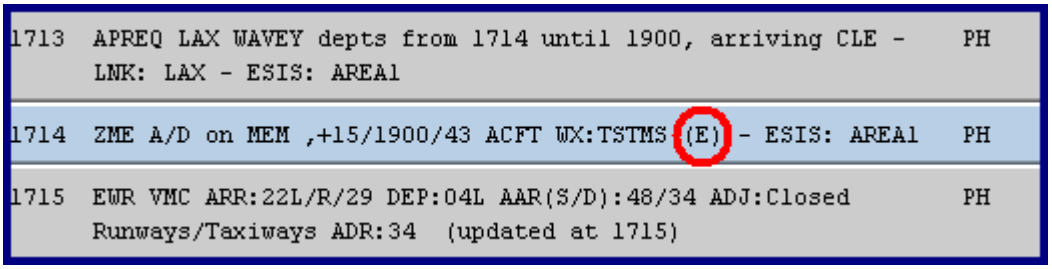


Exhibit 7-3: Edited Log Entry

For those entries that are modified (not edited), the modified entry is reflected through a new entry being displayed in the Log, indicating that it is a "modified" version of the original entry. APREQ, GStop, and RSTN entries can be modified.

7.1.1 Modifying APREQ Entries

APREQs that only have remarks modified are considered edited and contain "(E)" appended to the end of the entry. APREQs with parameters changed create a new entry in the Log marked as modified (MOD) with the original entry continuing to be displayed in the Log (see Exhibit 7-4).

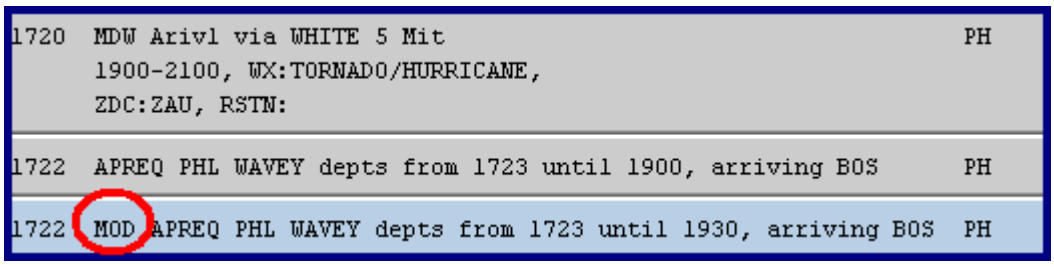


Exhibit 7-4: Modified APREQ Entry

7.1.2 Modifying GStop Entries

For GStop entries entered in NTML, remarks cannot be changed unless accompanied with a parameter change and a modify request. If the user only changes the remarks, and no other fields, then the modified GStop cannot be submitted. The following error message appears (see Exhibit 7-5).

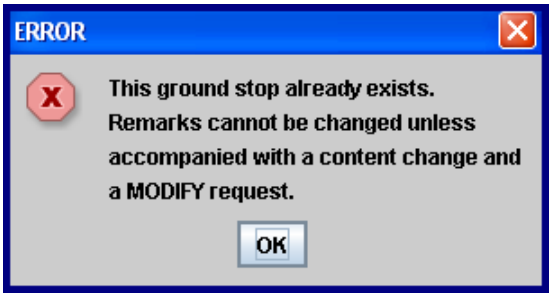


Exhibit 7-5: Modify GStop Error Popup

When the user modifies the Aircraft Type, Impacted Elements, Exclusions, Start Time, or Causal Factor field a new entry is made in the Log with the airport followed by "GS MODIFIED:" in the output mapping.

If the user increases, or specifies (for UFA entries) the End Time, then "GS EXTENDED" appears in the output mapping. If the user decreases the End Time the entry appears with "GS MODIFIED:" (see Exhibit 7-6).

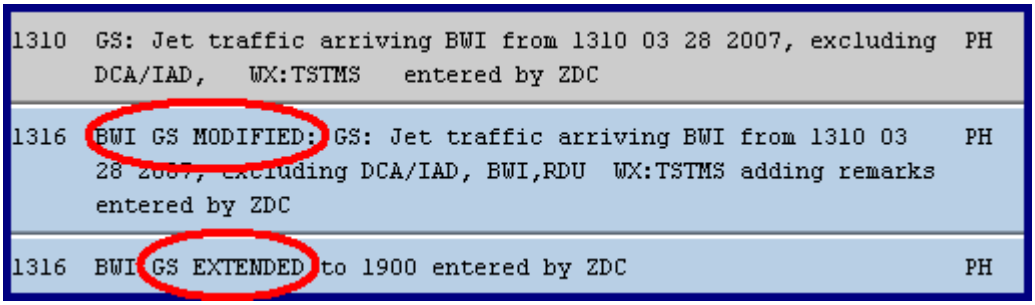


Exhibit 7-6: Modified GStop Entries

If the user modifies the Airport/Navaid field, a new GStop entry is created.

Please Note

ETMS data such as GDPs, AFPs, GSs, and ADVZYs cannot be modified or edited in NTML.

7.1.3 Modifying RSTN Entries

When parameters are changed for RSTNs that do not require approval, a new entry is added in the Log marked as MOD with the original entry continuing to be displayed in the Log (see Exhibit 7-7).

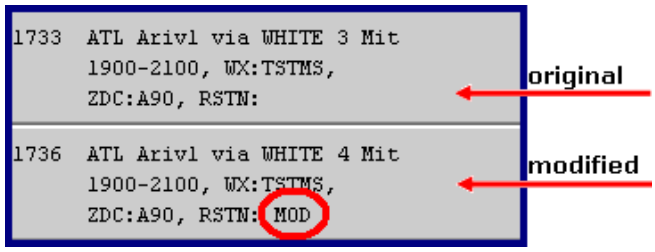


Exhibit 7-7: Modify of Pre-approved RSTN

When parameters are changed for RSTNs that are awaiting approval, the modified entry, a WITHDRAWN entry, and the original entry appear in the Log (see Exhibit 7-8).

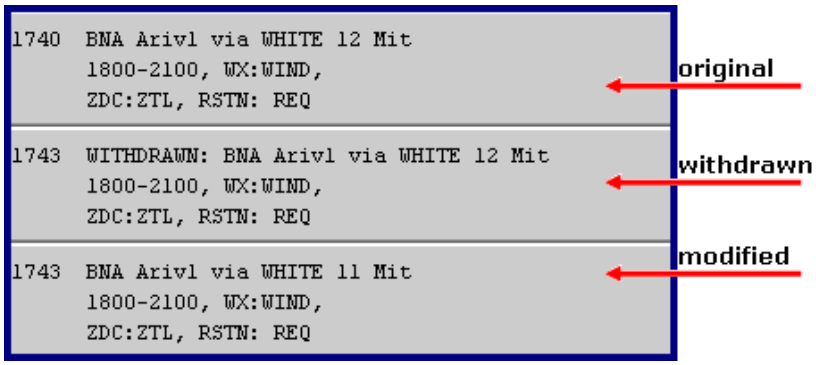


Exhibit 7-8: Modify of RSTN Requiring Approval

When you attempt to modify an expired RSTN, the system provides an error popup advising you that the restriction is expired and provides the option to initiate a new restriction (see Exhibit 7-9). If you select the **<OK>** button, you are sent to the single RSTN panel with the Initiate radio button selected. The panel is pre-populated with the values from the expired RSTN except for the start and end times.

Exhibit 7-9: Modify Expired RSTN Error Popup

7.2 NTML Text Editing Commands

The Edit menu (available from the application menu bar) provides industry-standard cut & paste and copy & paste editing command functions (see Exhibit 7-10). The edit commands are available for all NTML panels.

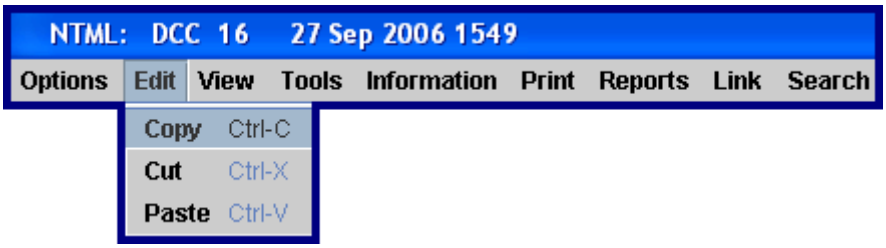


Exhibit 7-10: Edit Menu

7.2.1 Copy Text

To copy text from any user-entered field.

1. Select (highlight) the text to be copied, and from the **<Edit>** menu, select **<Copy>**.

2. The selected text remains and an exact copy is placed in the buffer/clipboard, and the text may be pasted into another field.

Please Note

Text may be copied from the Log (see *Section 6.2.1.2 Log Right-Click Menu*), Views (see *Section 7.9.1.6 View Right-Click Menu*), and the Remark fields of input panels (see *Section 7.5 Copying and Pasting Text in Remarks Fields*) via right-click menus.

7.2.2 Cut Text

To cut text from any user entered data or text field.

1. Select (highlight) the text, and from the **<Edit>** menu, select **<Cut>**.

2. The selected text disappears and is placed in the buffer where the text may be pasted into another field.

7.2.3 Paste Text

To paste text in any field that accepts text.

1. Cut or copy the desired text to the buffer/clipboard.
2. Position the cursor at the point where the buffered text is to be pasted.
3. From the **<Edit>** menu select **<Paste>**, and the text in the buffer appears where the cursor is positioned.

Please Note

Text may be pasted into the Remark fields of input panels via the right-click menu (see *Section 7.5 Copying and Pasting Text in Remarks Fields*).

Tip

Alternatively, you can Copy, Cut, and Paste using <Ctrl+C>, <Ctrl+X>, and <Ctrl+V> keys, respectively.

7.3 Canceling NTML Log Entries

The ability to cancel a log entry is provided for all NTML "**lifecycle entries**" and can be initiated directly from the Log panel using the right-click menu. To cancel a log entry, perform the following.

1. Click the **<Log>** tab to open the Log panel.

2. Right-click on the entry you want to cancel to display the right-click menu (see Exhibit 7-11).

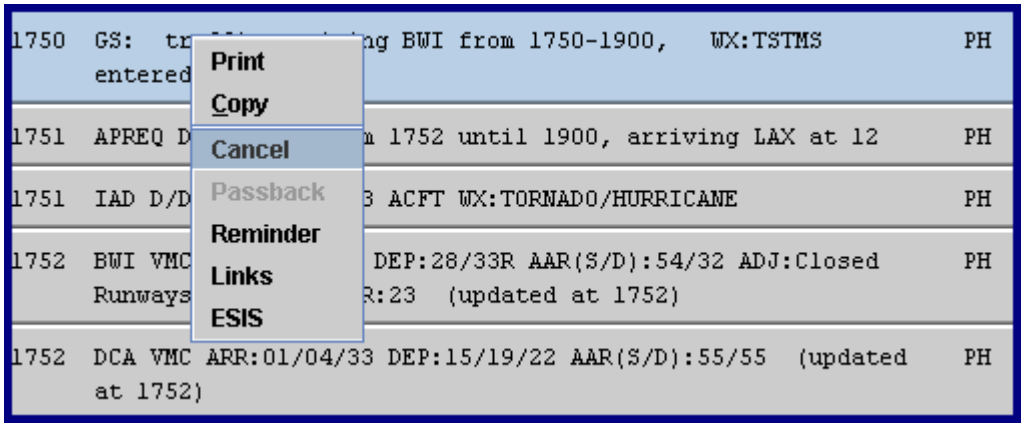


Exhibit 7-11: Cancel Log Entry Right-Click Menu

3. Select **<Cancel>** from the right-click menu. The cancel menu option is only enabled for selected "lifecycle entries" in the Log.

4. Entry opens in its originating panel, make sure Cancel is selected under Request Type, and click **<Submit>**.

Tip

As an alternative, from the Log, select the lifecycle entry to be cancelled, and recall that entry into its originating panel (the Edit or Modify radio button, depending on the particular panel, is pre-selected). Change the Request Type to Cancel, and click **<Submit>** to cancel the subject entry.

Multiple “lifecycle entries”, or a combination of lifecycle and “non-lifecycle entries”, cannot be cancelled simultaneously. A warning directs you to select a single “lifecycle entry” to cancel. The exception to this is for restriction entries. Multiple restriction entries may be selected and cancelled in a single action. The cancelled entry appears in the Log marked as “CANCELLED” or “CANCEL” (see Exhibit 7-12).

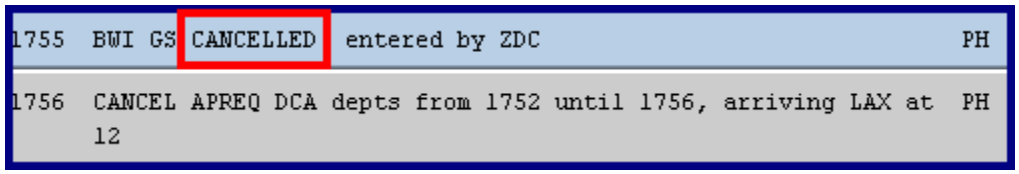


Exhibit 7-12: Cancelled Log Entry

Warning

When you attempt a right-click cancellation of a restriction that was previously cancelled, the system provides an error popup advising you that the restriction is not in affect and cannot be cancelled.

7.4 Deleting Log Entries

There are two methods available for deleting entries from the Log; however, regardless of the method used, the entry is only deleted from your Log. The original entry is retained in the NTML database. Even though the entry is deleted from the Log, the entry continues to be displayed in logs at other positions or facilities, to which this entry may have been forwarded.

Warning

Be careful of what you enter into the Log, because delete only removes the selected log entry from your current log, not from the database. Forwarded copies of these entries are still visible in other logs.

7.4.1 Deleting Recalled Entries

1. Click the **<Log>** tab to open the Log panel.
2. Double-click the log entry you want to delete or highlight and press **<Enter>** to recall the entry into its originating panel.
3. The NTML entry opens in its originating panel.
4. Select the **<Delete>** radio button from the standard header (see Exhibit 7-13).

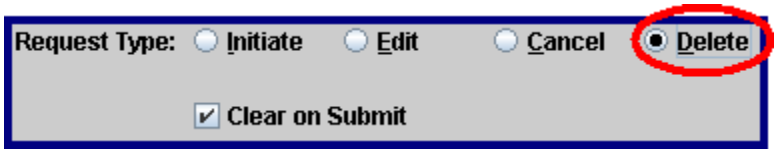


Exhibit 7-13: Delete Log Entry Radio Button

5. Click **<Submit>**.

7.4.2 Deleting Entries from the Log

Alternatively, you may choose to delete one or more log entries from directly within the Log. This option also allows GDPs, AFPs, GSs, and ADVZYs to be deleted from the Log. To do so, perform the following.

1. Click the **<Log>** tab to open the Log panel.

2. Highlight the log entries to delete; to select multiple entries press and hold the **<CTRL>** key while using the mouse to left-click on each desired entry.

3. Press the **<Delete>** key.

4. A confirmation warning appears (see Exhibit 7-14), click **<Yes>** to confirm and complete the deletion of the entry.

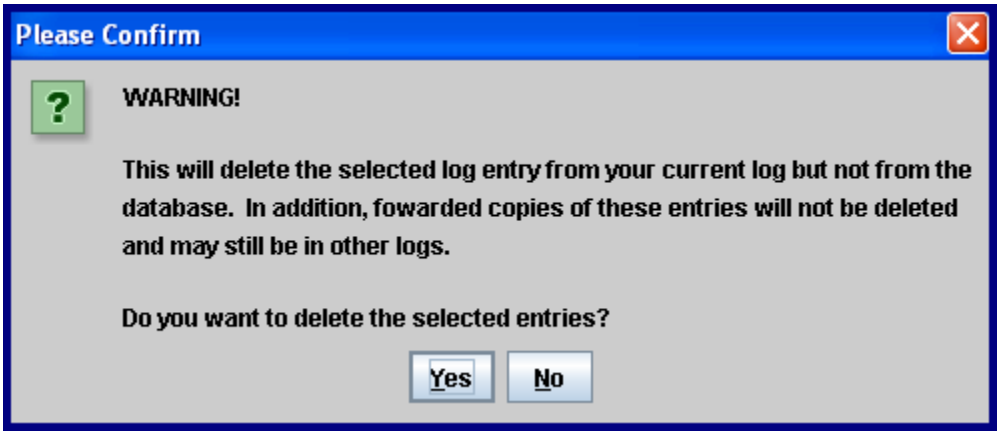


Exhibit 7-14: Confirm Log Deletion Popup

7.5 Copying and Pasting Text in Remarks Fields

NTML supports the use of the right-click "Copy" and "Paste" options in the Remarks area of any input panel (see Exhibit 7-15). As an alternative, the user can select "Copy" and "Paste" from the Edit menu (see *Section 7.2 NTML Text Editing Commands*). Information that is copied may be pasted into the Remarks field of any input panel. To Copy and Paste text, follow the steps below.

1. Open any desired entry panel.
2. Highlight text in the Remarks area.
3. Right-click to display the right-click menu (see Exhibit 7-15).
4. Select **<Copy>**.
5. Right-click in the Remarks area of the desired entry panel and select **<Paste>**.

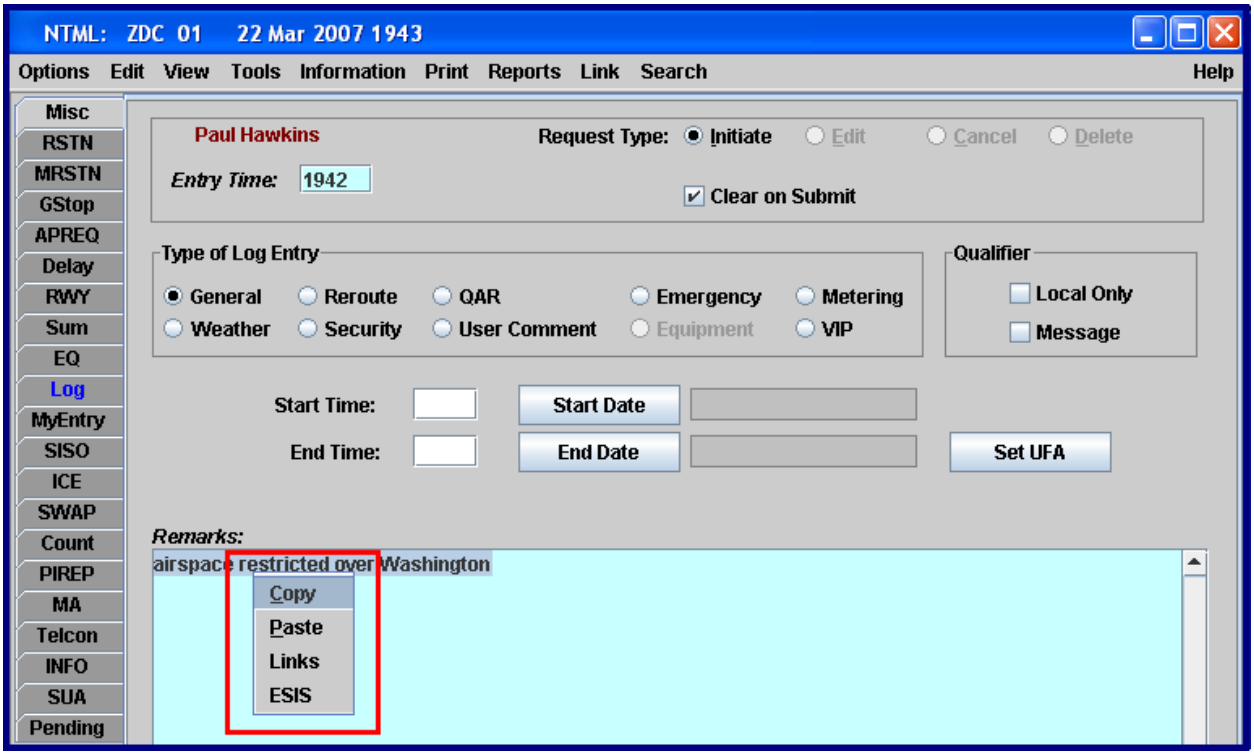


Exhibit 7-15: Input Panel Right-Click Menu with Copy selected

Please Note

Right-click Copy is only enabled when the text to be copied is highlighted.

7.6 Forwarding NTML Log Entries to ESIS

Log entries may be forwarded to the Enhanced Status Information System (ESIS) for display through the right-click menu (see Exhibit 7-16).

7.6.1 Forwarding Entries through Entry Panels

1. Open any desired entry panel to forward.
2. Position the cursor over the Remarks area.
3. Right-click to display the right-click menu (see Exhibit 7-16).

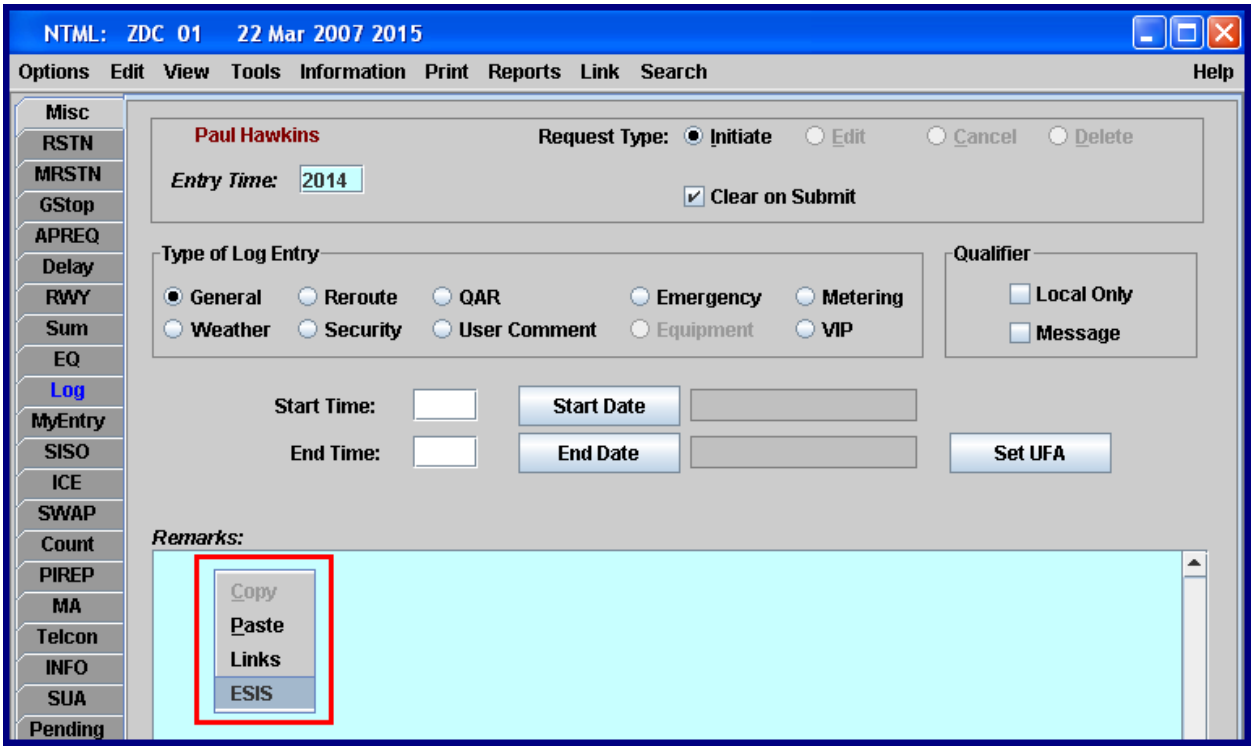


Exhibit 7-16: Input Panel Right-Click Menu with ESIS selected

Please Note

This functionality does not work for RWY entries. ESIS areas can be selected from the footer or can be selected from the Log for RWY entries. When you select the ESIS areas from the footer, all selected entries in the RWY panel will be forwarded to the same ESIS areas. If you do not want to forward all of the entries to the same ESIS areas, you must forward to ESIS from the Log (see *Section 7.6.2 Forwarding Entries through the Log*).

4. Select **<ESIS>** and a listing of the available ESIS area names for the selection are displayed (see Exhibit 7-17).

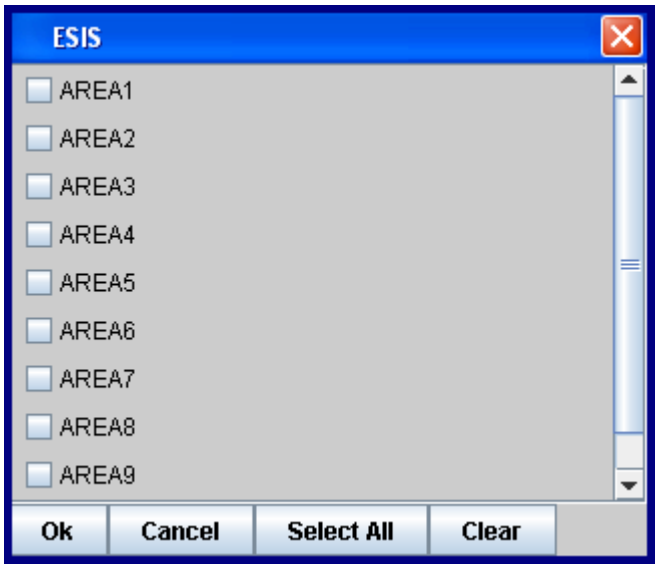


Exhibit 7-17: ESIS Areas Selection Popup

System Administrators

The **[ESIS]** keyword in the tmlog.cfg file defines the list of ESIS areas used to forward NTML entries to ESIS. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

5. Left-click to check one (or more) ESIS areas from the ESIS Area Selection popup.

6. Click **<Ok>** and the associated ESIS areas are displayed in the Send To ESIS field in the standard footer (see Exhibit 7-18).

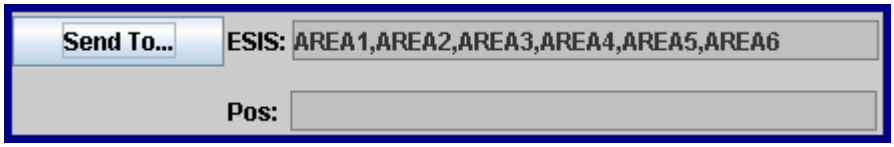


Exhibit 7-18: ESIS Areas Displayed in Standard Footer

7. The entry is forwarded after the log entry is submitted.

Please Note

Once a log entry has been forwarded to ESIS, subsequent modifications to that entry are automatically forwarded to ESIS. Refer to the *ESIS Administrator's and User's Guide* for more information about the ESIS application.

7.6.2 Forwarding Entries through the Log

Log entries may also be forwarded from directly within the Log panel. To manage ESIS forwards within the Log panel, perform the following.

1. Select the **<Log>** tab to display the Log panel.
2. Highlight the appropriate log entry or entries; hold down the **<Ctrl>** key to select multiple entries.
3. Right-click anywhere in the active window to display the right-click menu (see Exhibit 7-19).

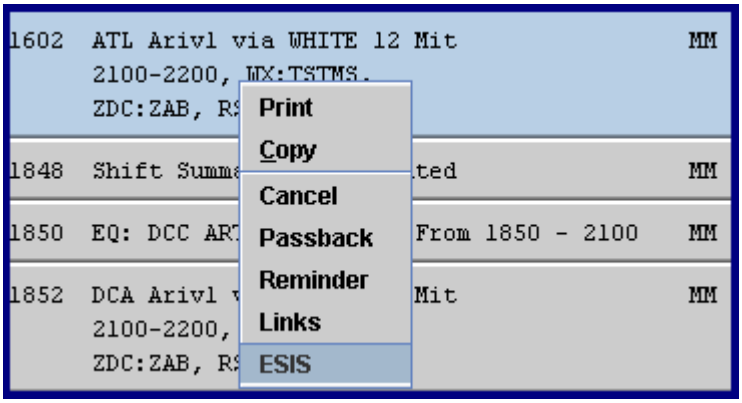


Exhibit 7-19: Log Right-Click Menu from with ESIS selected

4. Select **<ESIS>** and the system displays a listing of available ESIS areas you may select (see Exhibit 7-17).
5. Select areas to forward to by left-clicking the desired check box(es) displayed to the left of each listed ESIS area.
6. Click **<Ok>** to confirm the selections.

7.6.3 Resending Entries to ESIS

NTML allows you to resend any entry (including modifications/edits) to ESIS from the Current Log using the right-click ESIS menu. This functionality is designed to allow users to recover an entry they may have removed from ESIS or where the entry was never received. The right-click ESIS menu from the Current Log contains a **tri-state check box** (see Exhibit 7-20). The three states of the check box are Pre-sent, Selected to Send, and Unselected.

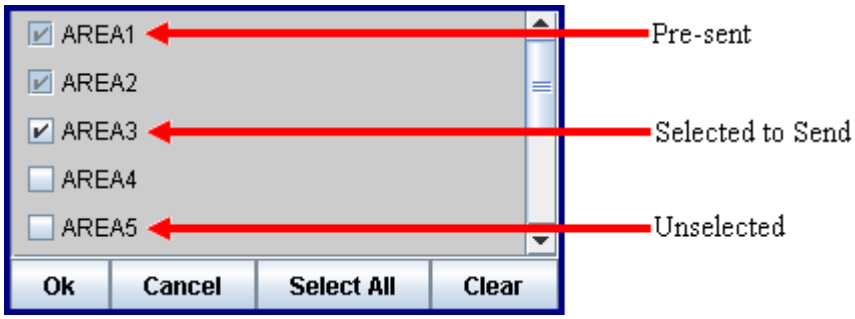


Exhibit 7-20: Resend to ESIS Tri-state Check Box

Please Note

The resend to ESIS tri-state check box is not available on the Send To panel or from the right-click menu on the remarks field of an input panel. The tri-state box is only available from the right-click ESIS menu in the Current Log.

Pre-sent State: When a log entry has been previously sent to any ESIS areas, the right-click ESIS menu identifies these areas with a Pre-sent check box. The Pre-sent check box contains a gray check on a light blue background. If the check box is in a Pre-sent state the entry will not be resent to ESIS when you click OK.

Please Note

There is no way to manually bring back the Pre-sent state; therefore, NTML displays the Pre-sent state again when the right-click ESIS menu is reopened from the Current Log.

Selected to Send State: To resend an entry to ESIS that is in a Pre-sent state you must click once on one of the Pre-sent check boxes. This turns the check black and the background turns white, and the entry is resent to ESIS when you click OK.

Unselected State: Clicking on the Selected to Send state check box removes the black check mark and the background stays white, and the entry is not resent to ESIS when you click OK. At this point, each click will toggle between checked (Selected to Send) and unchecked (Unselected). Clicking on a Pre-sent state check box twice places the check box in an Unselected state.

7.7 Linking NTML Log Entries

Links are used to associate log entries with the Ground Delay Program (GDP) used to generate Link Reports (see *Section 8.3 Link Report*). For more information on configuring the Link list, see *Section 4.5.3 Configuring Links*.

7.7.1 Creating Links through Entry Panels (Quick Link)

Creating a quick link permits the linking of an entry from directly within the panel in which an entry is composed any time prior to selecting Submit. To create a quick link, perform the following.

1. Open the panel to be linked.

2. Position the cursor over the panel's Remarks field and right-click to display the right-click menu (see Exhibit 7-21).

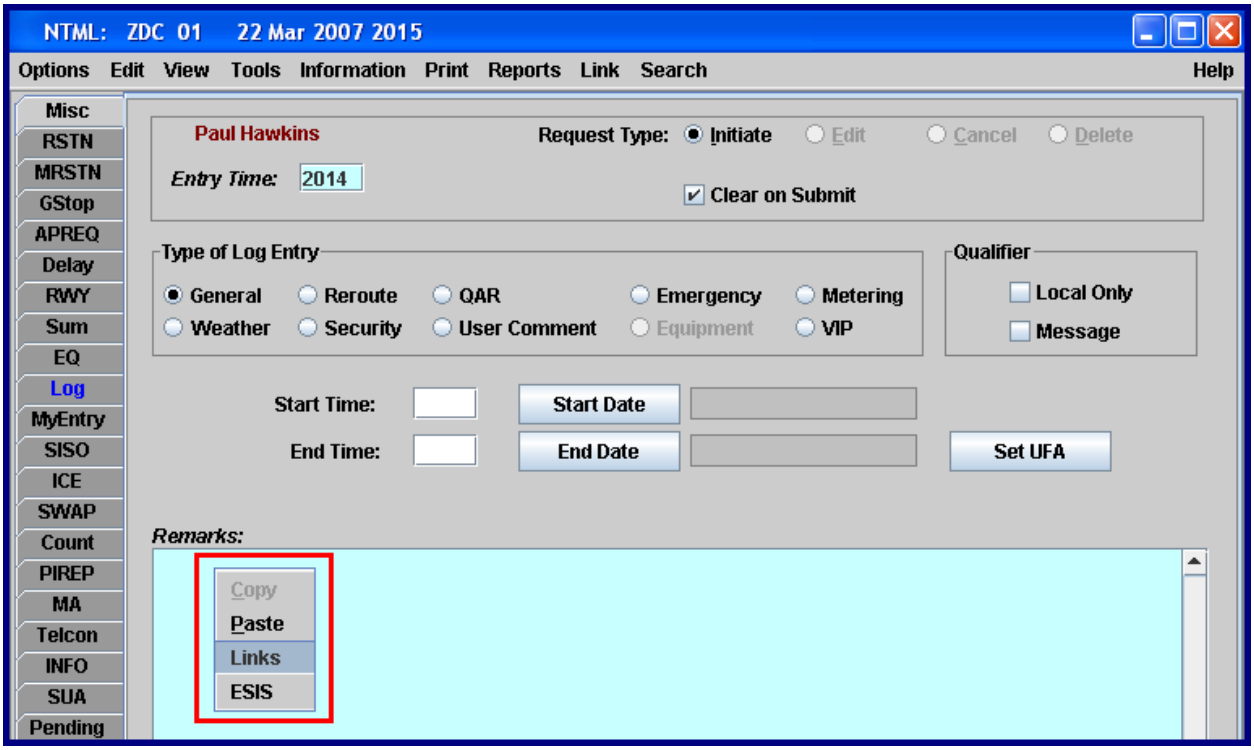


Exhibit 7-21: Input Panel Right-Click Menu with Links selected

3. Select **<Links>** and the system displays a listing of available link names you may select (see Exhibit 7-22).

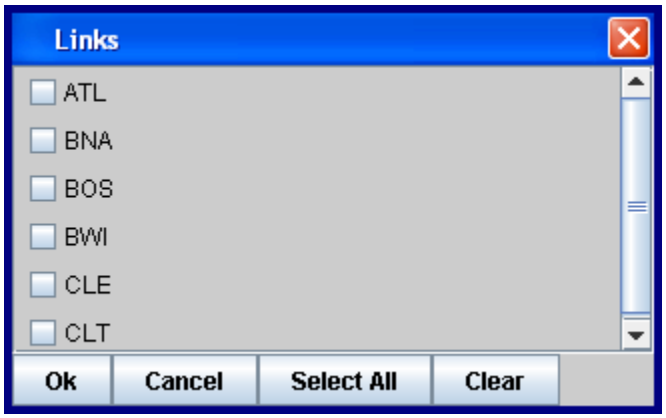


Exhibit 7-22: Links Selection Popup

4. Select linkages to be created by left-clicking the desired check box(es) displayed to the left of each listed link name.

5. Click **<Ok>** to confirm the selections.

6. Complete the associated log entry and click **<Submit>**.

7.7.2 Creating Links through the Log

Log entries, including ETMS data, in the Log may also be linked (or unlinked) from directly within the Log panel. To manage links within the Log panel, perform the following.

1. Select the **<Log>** tab to display the Log panel.

2. Highlight the appropriate log entry or entries; hold down the **<Ctrl>** key to select multiple entries.

3. Right-click anywhere in the active window to display the right-click menu (see Exhibit 7-23).

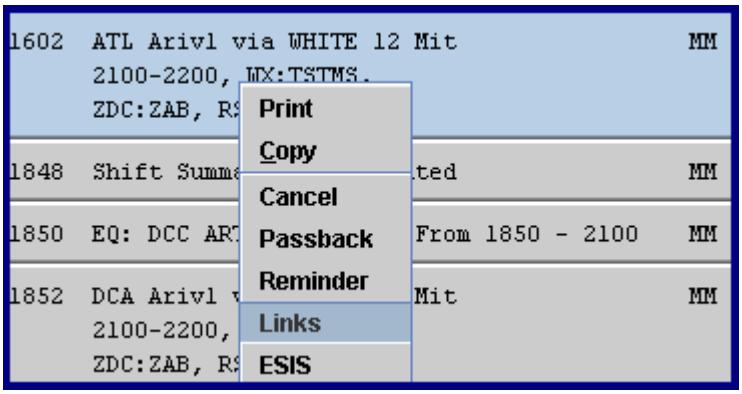


Exhibit 7-23: Log Right-Click Menu with Links selected

4. Specify the desired link(s) by selecting them from the popup link list (see Exhibit 7-22).

7. Select linkages to be created by left-clicking the desired check box(es) displayed to the left of each listed link name.

5. Click **<Ok>** to confirm the selections.

7.7.3 Viewing Linkages in the GDP Linkages Window

Selecting the Link menu (see Exhibit 7-24) displays a menu listing of all configured link names. Select any of the link names from this menu to display the GDP Linkages window (see Exhibit 7-25) that lists all linked entries highlighted in blue text.

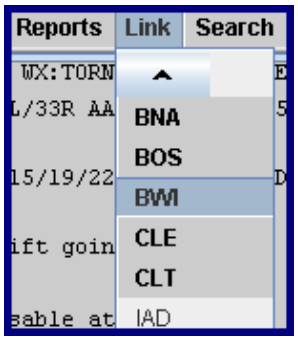


Exhibit 7-24: Link Menu Choices

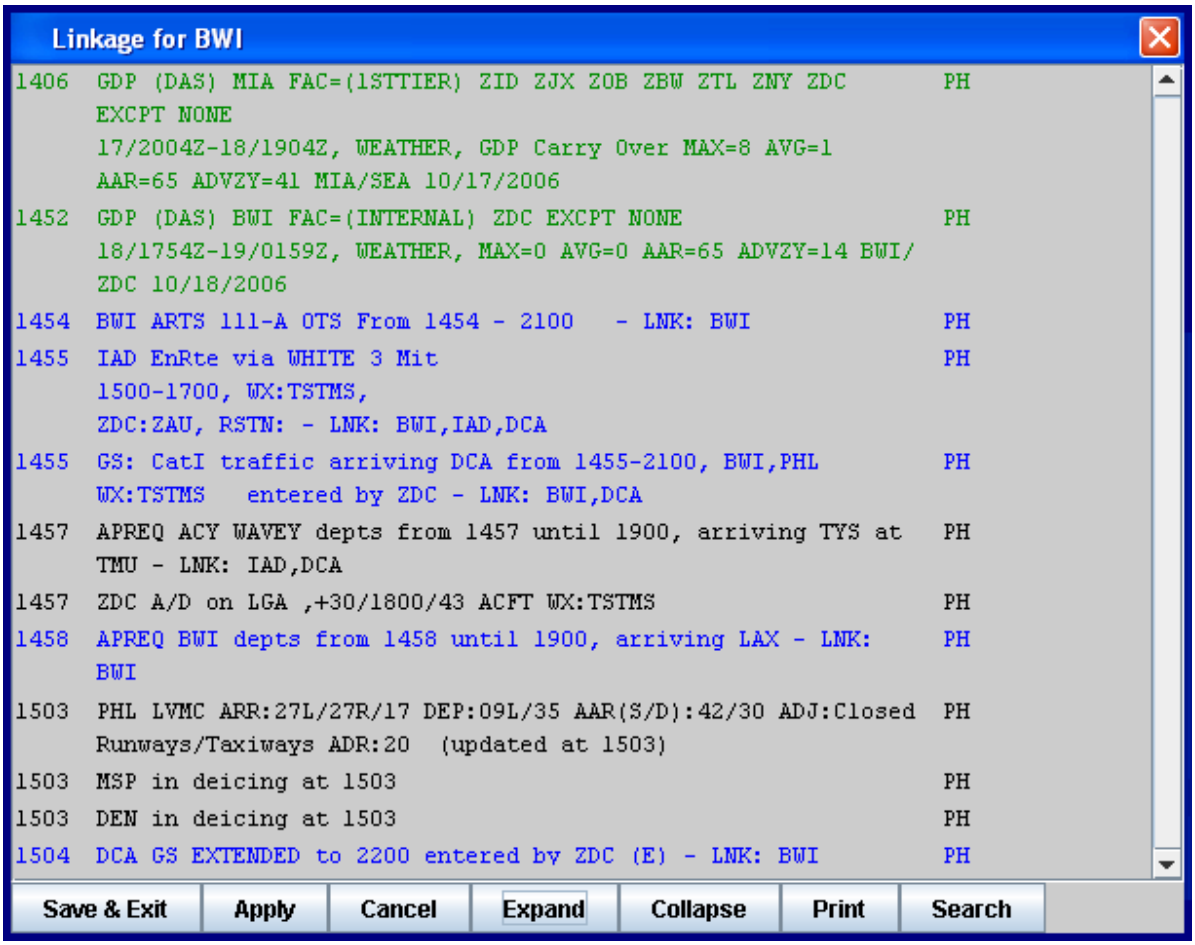


Exhibit 7-25: GDP Linkages Window in Expanded View

While in the GDP Linkages window, you can link or unlink entries by double-clicking on an entry. If the entry is blue, it is linked, if the entry is black, it is not linked, and if an entry is green, it is a GDP. Multiple entries are selected simultaneously using the **<Ctrl>** key.

The **<Expand>** function filters the displayed log entries to show all entries (see Exhibit 7-25), while the **<Collapse>** function shows only linked entries (see Exhibit 7-26). The **<Search>** button triggers a query of the entire log for any entries with the specified link name.

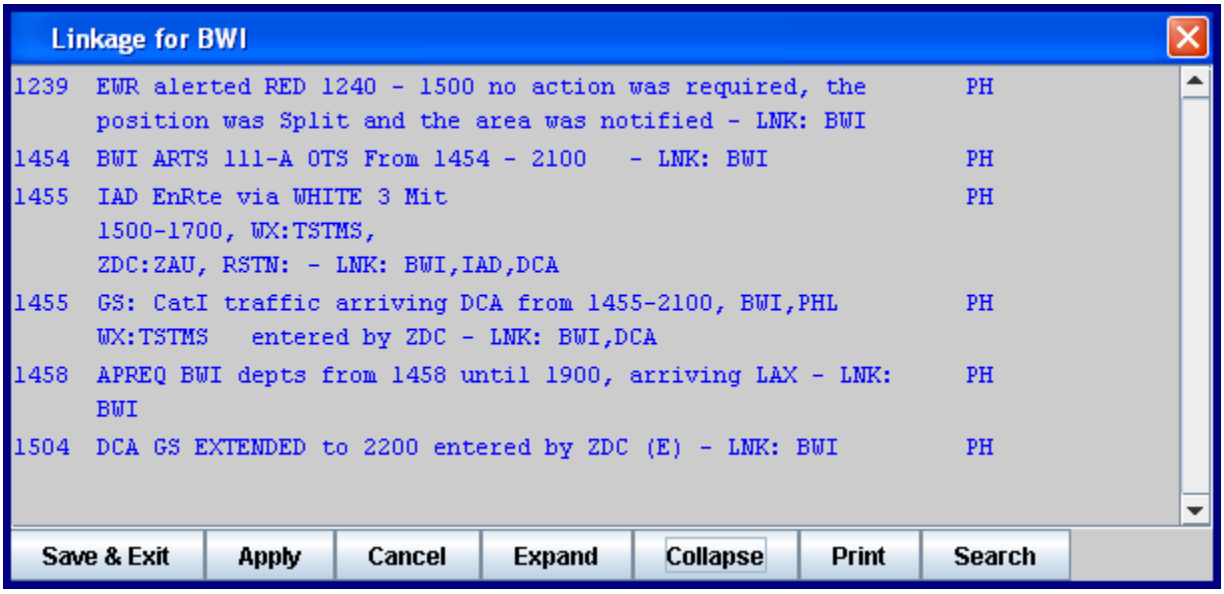


Exhibit 7-26: GDP Linkages Window in Collapsed View

System Administrators

The **[LINK]** keyword in the tmlog.cfg file defines a list of possible selections available for linking. The **[AUTO_LINK]** keyword in the tmlog.cfg file enables automatic linking of log items identified under the **[LINKS]** keyword. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

7.8 Creating Reminders from the Log

NTML allows any workstation/position at any facility to add a reminder to any entry that has an associated input panel with the reminder functionality in the panel's footer. There are two ways to schedule a reminder.

You may double-click on an entry in the Log that sends you to the appropriately populated input panel in an edit or modify mode (depends on the entry type). If you only "touch" (click in) the Reminder field, the reminder is scheduled without editing the entry. If you "touch" (click in) any fields other than Reminder, the reminder is scheduled and the entry is edited (refer to *Section 5.3.5 Reminder Field*).

As an alternative, you may set a reminder directly from the Log. To set reminders follow the steps below.

1. Select the **<Log>** tab to display the Log panel.

2. Right-click on an entry in the Log and select **<Reminder>** from the right-click menu (see Exhibit 7-27).

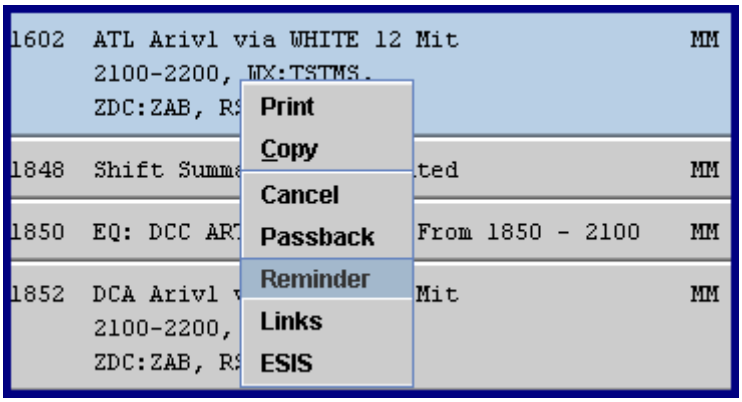


Exhibit 7-27: Log Right-Click Menu with Reminder selected

3. The Set Reminder Time dialog appears (see Exhibit 7-28).

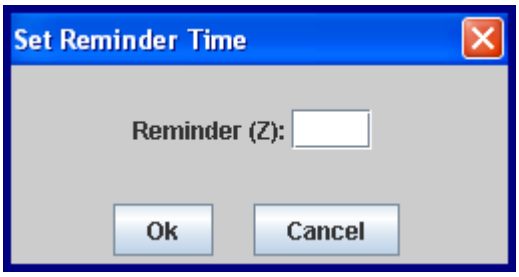


Exhibit 7-28: Set Reminder Time Dialog

4. Enter a valid **Zulu time**.

5. Click **<Ok>** to schedule the reminder without changing the log entry.

Please Note

Reminders may also be set for GS submitted by FSM, GDPs, AFPs, and Advisories by right-clicking on the entry in the Log and selecting Reminder. The reminder window opens with the contents of the GS, GDP, AFP, or Advisory.

If a reminder time crosses midnight Zulu, then one day is added to the reminder time. This will cause the reminder to occur at the time entered on the next day.

NTML will not display the reminder popup window if the lifecycle entry is no longer current according to current only rules. The reminder still appears for those entries that are not lifecycle entries. Reminders cannot be set for multiple entries, SISO, and Telcon entries.

7.9 NTML Views

NTML **views** provide several options to locate and review NTML logs from both internal (local to the facility) or external (other facilities) locations. The View menu (see Exhibit 7-29) presents several options to easily locate and review existing log entries.

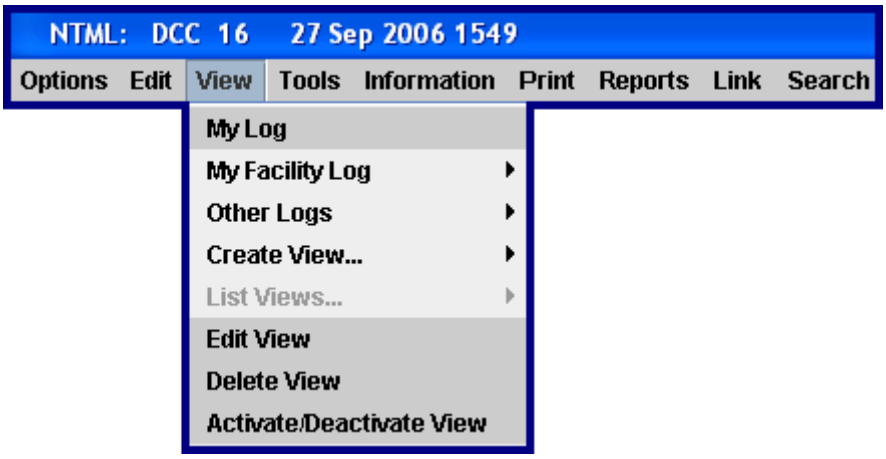


Exhibit 7-29: View Menu

7.9.1 View Popup Window

All views use a popup window with a standard layout (see Exhibit 7-30) that includes function buttons at the bottom of the window explained in the subsections below.

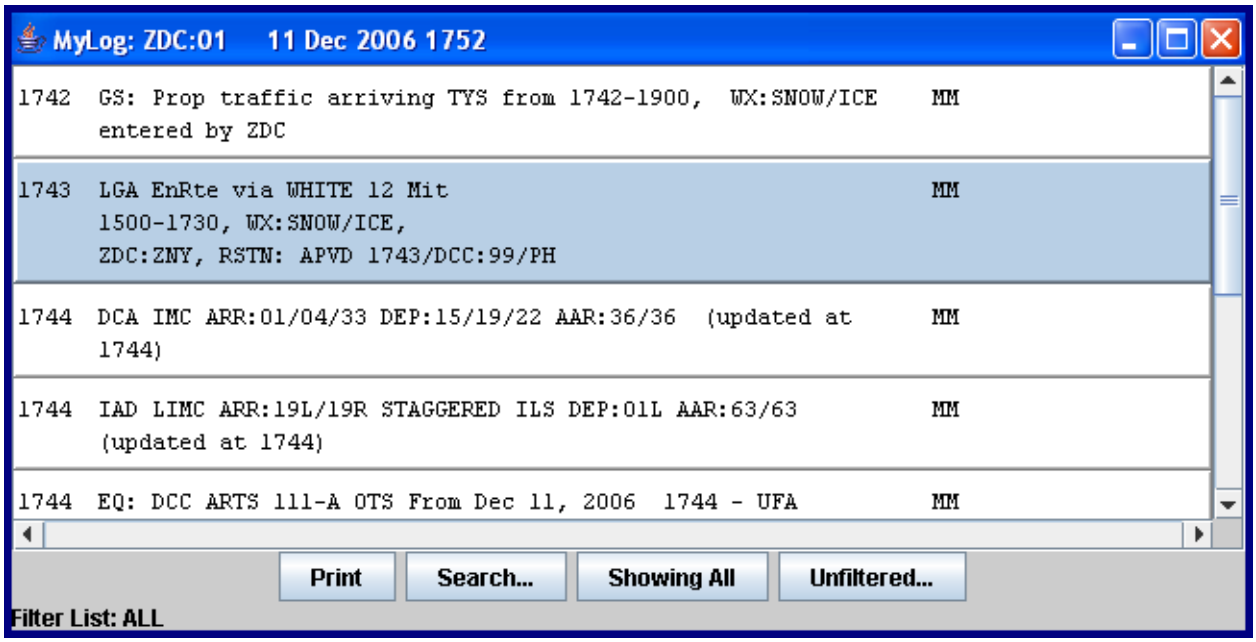


Exhibit 7-30: View Popup Window

Please Note

Entries displayed in Views clear at local midnight of the entering facility (not necessarily at the facility viewing the entry), and the Log clears at the entering position's facility. Carryover entries will reappear in the view with an entry time set to 1 minute past their local midnight (same as earlier versions). The clearing of entries displayed in views at local midnight applies to View My Log, View My Facility Log, external, internal, and View Other Logs.

7.9.1.1 Printing Views

The **<Print>** function opens the system default print dialog that inquires how many copies to print, print range, and what printer to use. **<Print>** sends the view to a configured system printer. See *Section 7.12 Printing Logs* for more information regarding the print feature.

7.9.1.2 Searching Views

The **<Search…/ClearSearch>** button "toggles" between **<Search…>** and **<ClearSearch>**. **<Search…>** allows you to look for words and phrases found within the currently selected View window. All searches within Views are treated as independent entities; therefore, searches only occur within the currently selected View window. Enter what you are looking for in the Search for field. Optionally, you can search ignoring case, and by whole words only, and vice versa by checking or un-checking the boxes found in the search dialog (see Exhibit 7-31). The search results are displayed in blue text. **<ClearSearch>** clears search results (return text to black).

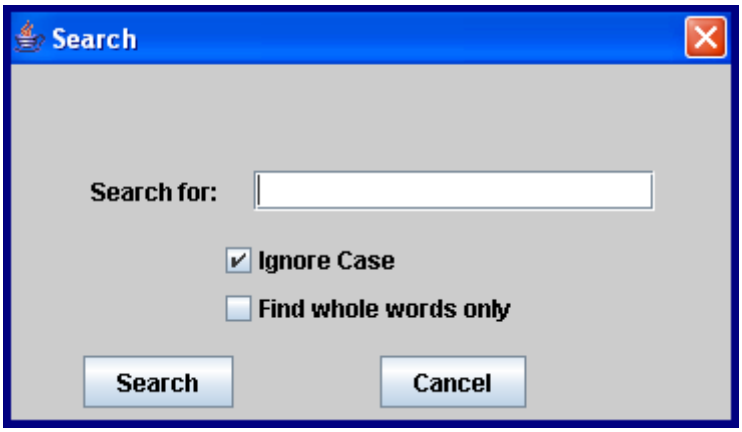


Exhibit 7-31: Search View Results

7.9.1.3 Showing Views

The **<Showing All/Showing Current Only>** button "toggles" between **<Showing All>** and **<Showing Current Only>**. When set to **<Showing All>**, all log entries created during the current session are displayed. When set to **<Showing Current Only>**, only those entries that are considered "current" (as defined by the entry's lifecycle or the system configuration file for MISC entries) are displayed.

7.9.1.4 Filtering Views

The **<Unfiltered…/Filtered…>** button "toggles" between the settings of **<Unfiltered…>** and **<Filtered…>**. When set to **<Unfiltered…>**, all log entries from the current session are displayed. When set to **<Filtered…>**, the Configuration Filters dialog (see Exhibit 7-32) opens where you may define the log entry types you wish to view.

When the default setting of **<Unfiltered…>** is applied, a filter status message displays along the bottom of the screen. When you choose filter entries, the toggle button turns yellow and reads **<Filtered…>**. The filter status message updates to indicate the filter selections (see Exhibit 7-33). Clicking the **<Filtered…>** button resets all filters to the default setting of deselected.

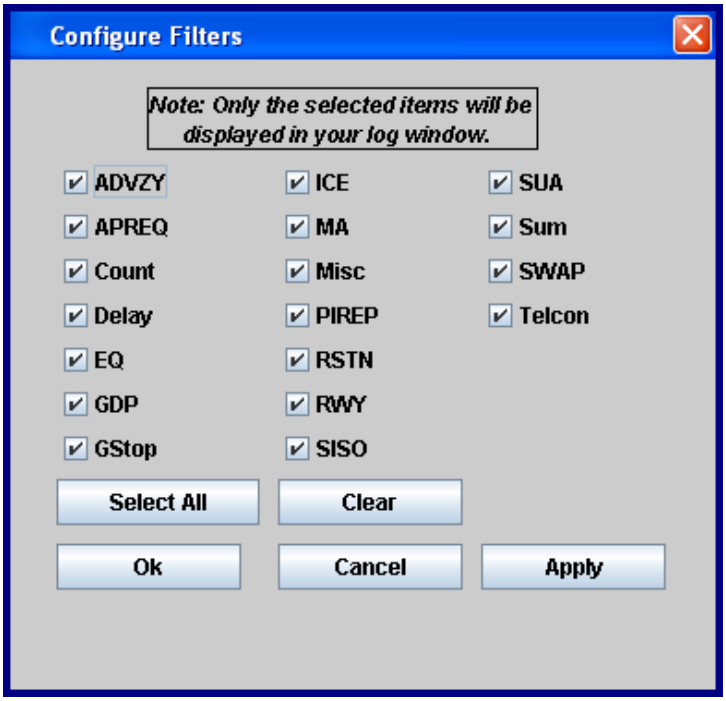


Exhibit 7-32: Filter Criteria Dialog

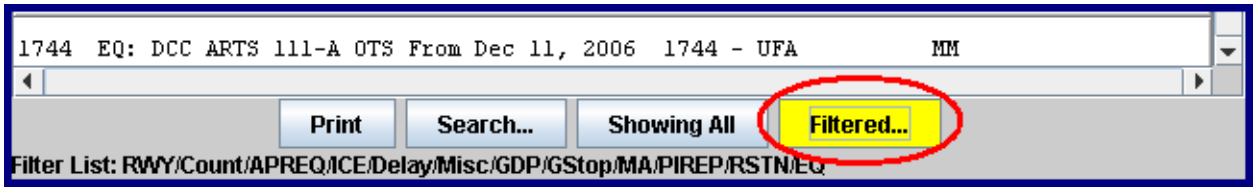


Exhibit 7-33: Yellow Filtered Button

7.9.1.5 Closing Views

To close any view windows, click on the **<X>** in the upper right hand corner of the view window.

7.9.1.6 View Right-Click Menu

Views contain a right-click menu with functions used to manage View entries. Options that are grayed out are not available for the entry/entries highlighted. The right-click functions are (see Exhibit 7-34):

- **<Print>** - Selecting right-click "Print" opens the system default print dialog where the printer may be specified, as well as the number of copies to print. The highlighted entry/entries are then sent to the printer. This functionality applies to all Views.

- **<Copy>** - Selecting right-click "Copy" copies the highlighted entry/entries to the system clipboard. The copied entry/entries may be pasted into the Remarks field of any input panel. This functionality applies to all Views.

  Please Note

  Only the time and log entry text are copied. NTML does not copy the OI from entries in Views.

- **<Cancel>** - Selecting right-click "Cancel" opens the highlighted entry/entries in its corresponding input panel with Cancel selected as the Request Type. For more information on canceling log entries, please see *Section 7.3 Canceling NTML Log Entries*. This only applies to View My Log.

- **<Passback>** - Selecting right-click "Passback" opens the RSTN in the MRSTN panel, where the entry may be passed back. This function is only available for single highlighted RSTNs. For more information on Passback, please see *Section 6.3.2.2 Restriction (RSTN) Passback*. This only applies to View My Log.

- **<Reminder>** - Right-click "Reminder" is currently grayed out and unavailable for all Views.

- **<Links>** - Selecting right-click "Links" opens the Link popup list where the highlighted entry/entries may be linked. For more information on linking the log entries, please see *Section 7.7 Linking NTML Log Entries*. This only applies to View My Log.

- **<ESIS>** - Selecting right-click "ESIS" opens the ESIS popup where the highlighted entry/entries can be forwarded or resent to the selected ESIS Areas. For more information on forwarding entries to ESIS, please see *Section 7.6 Forwarding NTML Log Entries to ESIS*. This only applies to View My Log.

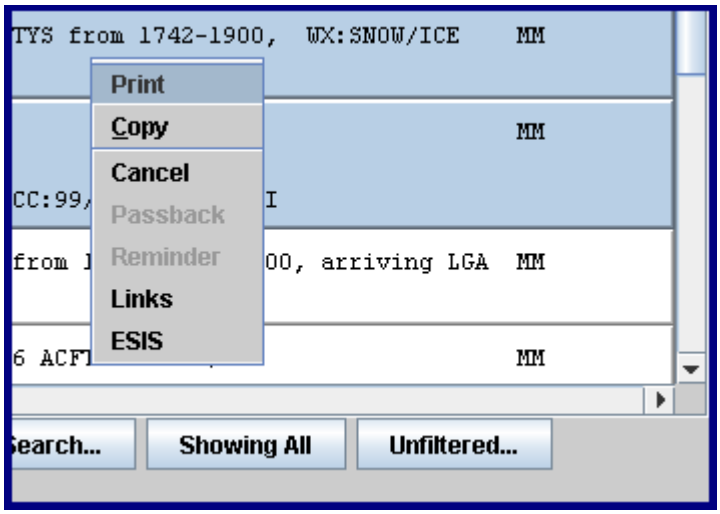


Exhibit 7-34: MyLog View Right-Click Menu

Please Note

Only the Print and Copy options appear on the right-click menu for My Facility Log, Other Logs, internal, and external views.

7.9.2 Standard Views

A set of **standard views** displaying local position log entries, and views displaying other facility/position log entries may be opened, and closed to aid in maintaining awareness of log activity. The standard views are as follows:

7.9.2.1 My Log

The My Log standard view, found on the View menu, opens the View Popup Window (see Exhibit 7-35), which lists all of your position's log entries for the day. To view My Log (1) open the **<View>** menu and (2) select **<My Log>**.

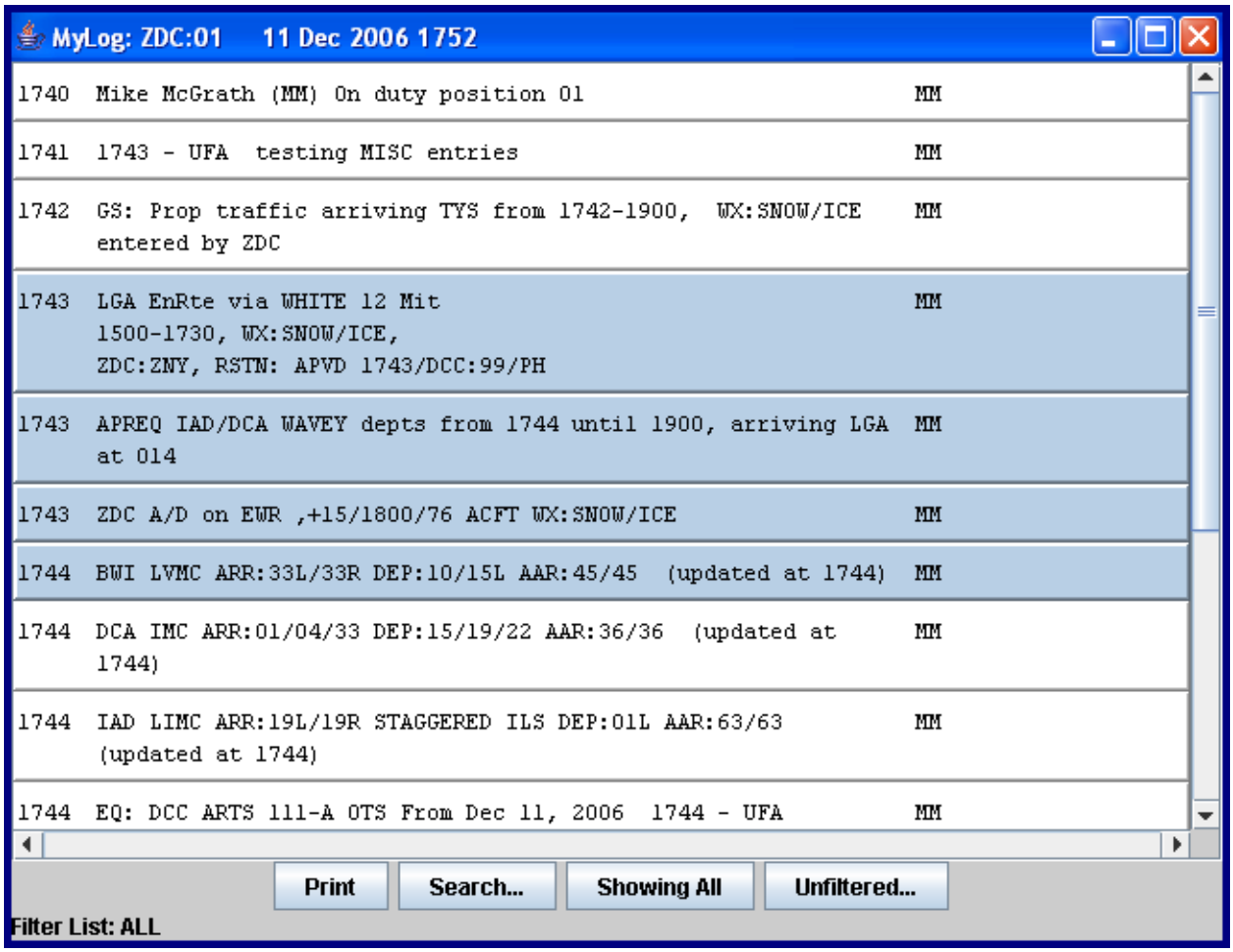


Exhibit 7-35: My Log View Window

7.9.2.2 My Facility Log

You may view the combined log for your entire facility or view the log of any position within your facility. To view My Facility Log, (1) open the **<View>** menu, (2) select **<My Facility Log>**, and (3) select the desired position to view. In Exhibit 7-36 below, if you choose ZDC, you will view all log entries at ZDC, or if you choose ZDC:02, you will view all of the log entries for position 02 at ZDC.

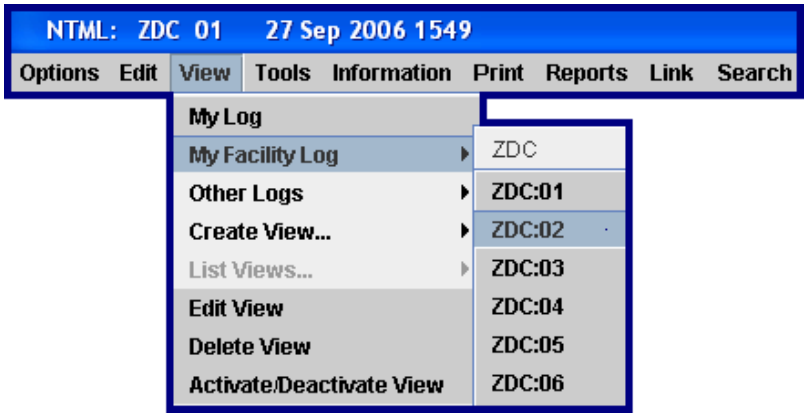


Exhibit 7-36: Facility Log Submenu

7.9.2.3 Other Logs

The selection of **<Other>**, from the **<Other Logs>** dropdown menu, opens a dialog (see Exhibit 7-37) that prompts you to enter specific facility and position information. You can enter multiple facilities and positions as long as each facility or position is separated by a ("/"). The View Popup Window opens displaying the results.

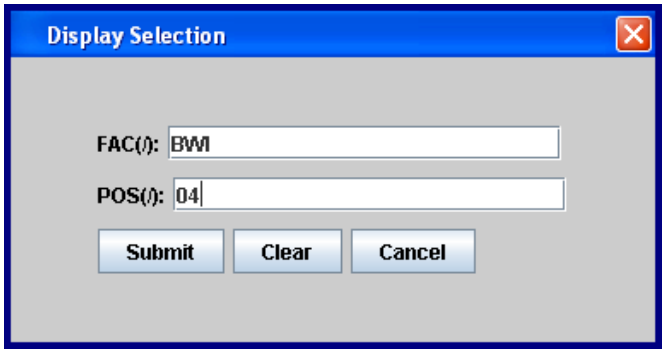


Exhibit 7-37: Other Logs Display Selection

System Administrators

The **[VIEWFAC]** keyword in the tmlog.cfg file enters the specific facilities and correlated position(s) that may be selected for display by the Other Logs view. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

7.9.3 Custom Views

You may create **custom views** to display log entries for which you have a responsibility or interest. Two types of custom views are supported by the NTML system, internal views and external views. Any number of custom views may be configured, stored, and displayed depending on the specialist's preference.

7.9.3.1 Creating Custom Internal Views

An **internal view** is a separate view window where entries of user-specified types contained in the logs of positions local to your facility are displayed. To create a new internal custom view, perform the following.

1. Select the **<Create View>** option under the **<View>** menu.

2. Select **<Internal View>** and the Internal View Design window appears (see Exhibit 7-38).

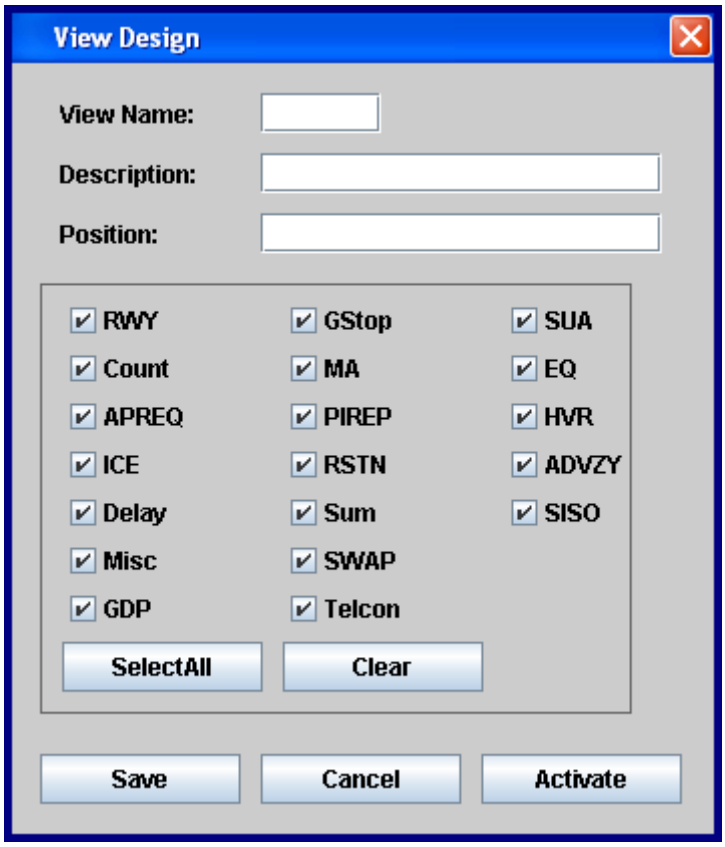


Exhibit 7-38: Internal View Design Window

3. Enter a name (5 alpha-numeric characters maximum) in the View Name field.

4. Enter a brief description of the view in the Description field.

5. Enter the desired position to view in the Position field.

6. Specify the entry types to be included in the view by selecting the corresponding check boxes. Boxes that are checked will be included in the view. Use the **<Clear>** button to uncheck all types or use the **<Select All>** button to check all boxes.

7. Click **<Save>** to permanently retain the view definition. This option closes the Internal View Design window and saves the view to the Activate/Deactivate View window. To see the saved view, go to **<Views>**, and then **<Activate/Deactivate View>**. Left-click the check box to place a check mark next to the view you just saved and click **<Apply>** (refer to *Section 7.9.6 Activating and Deactivating Views*).

8. If you click **<Activate>** instead of **<Save>**, the view opens immediately and is not saved.

Please Note

To view internal AFPs, check the GDP check box in the Internal View Design window.

7.9.3.2 Creating Custom External Views

An **external view** is a separate window where entries of user-specified types contained in logs of local positions and/or external facilities are displayed. To create a new external custom view, perform the following.

1. Select the **<Create View>** option under the **<View>** menu.

2. Select **<External View>** and the View Design Window (see Exhibit 7-39) appears.

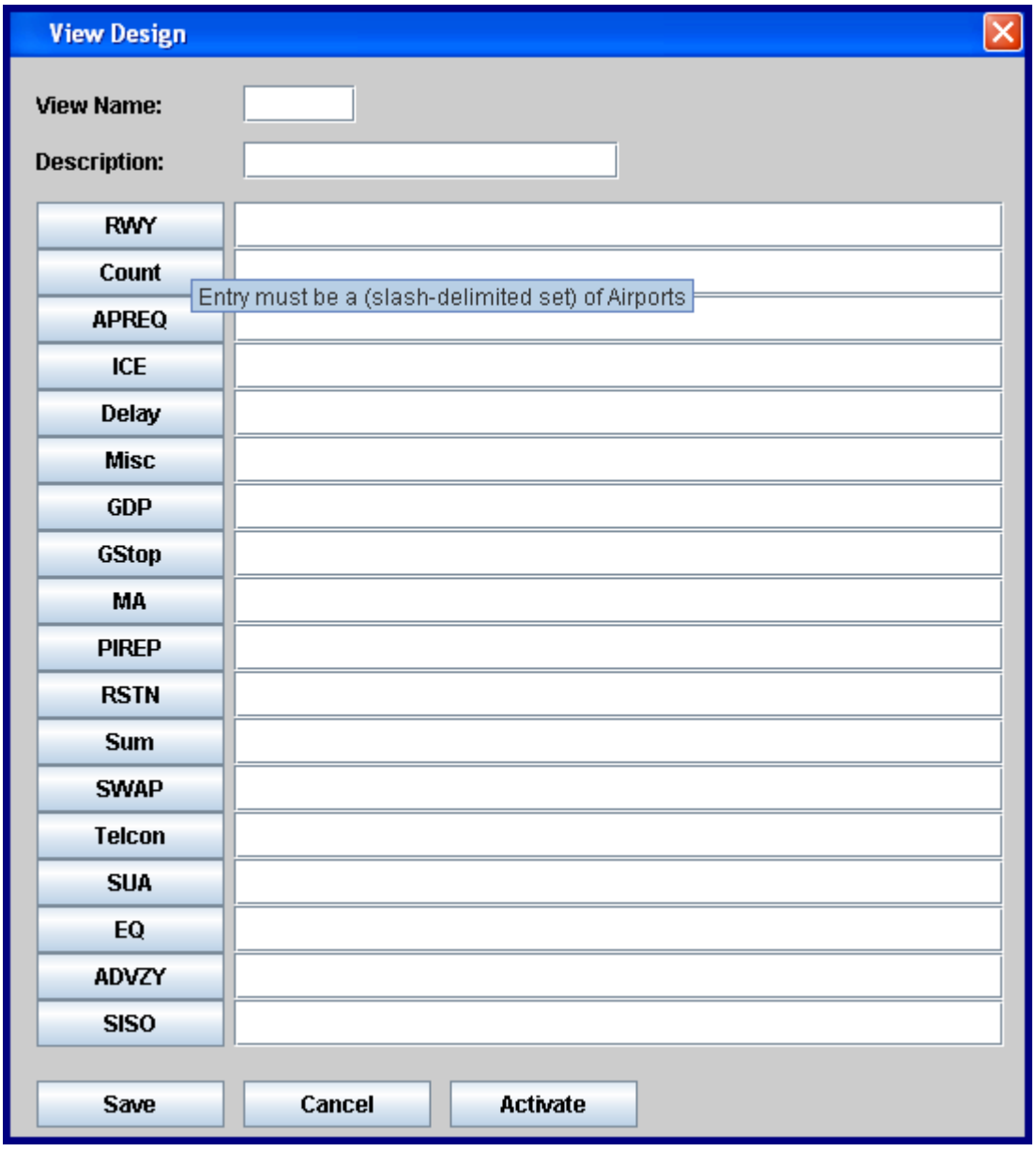


Exhibit 7-39: External View Design Window

3. Enter a name (5 alpha-numeric characters maximum) in the View Name field.

4. Enter a brief description of the view in the Description field.

5. Enter airports or facilities in the fields corresponding to the type of log entry you wish to see (no spaces allowed and each facility or position must be separated by a slash ("/")). Move the mouse over each type (RWY, Count, APREQ, ICE, Delay, etc…), and the in-context help defines the values that should be entered (see Exhibit 7-39 and Table 7-1).

6. Click **<Save>** to permanently retain the view definition. This option closes the External View Design window and saves the view to the Activate/Deactivate View window. To see the saved view, go to **<Views>**, and then **<Activate/Deactivate View>**. Left-click the check box to place a check mark next to the view you just saved and click **<Apply>** (refer to *Section 7.9.6 Activating and Deactivating Views*).

7. If you click **<Activate>** instead of **<Save>**, the view opens immediately and is not saved.

Please Note

No spaces are allowed and each facility or position ID must be separated by a slash ("/"). To view AFPs in an external view, enter "XAFP" in the GDP field in the External View window.

Table 7-1: Value(s) to Enter in External Views

Entry Type	Value(s) to Enter	Entry Type	Value(s) to Enter
RWY	Must be a slash-delimited set of Airports	**PIREP**	Must correspond to the Location field
Count	Must be a slash-delimited set of Airports	**RSTN**	Should correspond to the Providing field
APREQ	Must correspond to the Departure field	**Sum**	Should correspond to the originating facility
ICE	Must be a slash-delimited set of Airports	**SWAP**	Should correspond to the originating facility
Delay	If a departure, entry must be Airport(s); if Arrival/EnRoute, entry must be Facility Holding	**Telcon**	Should correspond to the originating facility
Misc	Should correspond to the originating facility	**SUA**	Should correspond to the originating facility
GDP	Must be a slash-delimited set of Airports	**EQ**	Should correspond to the originating facility
GStop	Must correspond to the Airport/Navaid field	**ADVZY**	Enter facility name(s)
MA	Must correspond to the Sector/Airport field	**SISO**	Enter facility name(s)

7.9.4 Editing Custom Views

To edit a custom view, perform the following.

1. Select **<View>** and then **<Activate/Deactivate View>** from the application menu bar, and confirm the view you wish to edit is not active (checked) in the Active View listing. You can deactivate the view by left-clicking to remove the check mark and clicking **<Apply>** (refer to *Section 7.9.6 Activating and Deactivating Views*).

2. Select **<Edit View>**.

3. When the edit view list is displayed, double-click on the desired view/description (see Exhibit 7-40).

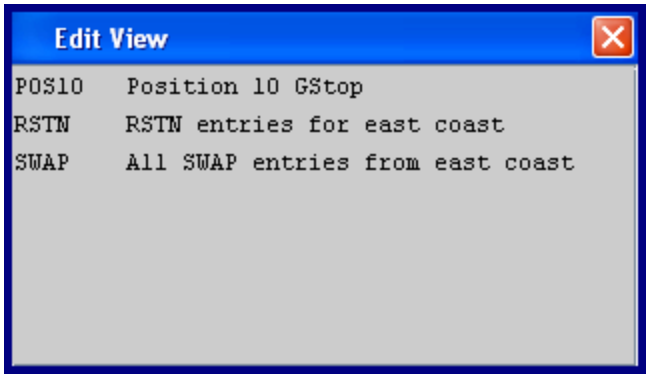


Exhibit 7-40: Edit View Window

4. When the View design window opens, modify the view's parameters, as needed.

5. Store the changes by clicking **<Save>** or click **<Cancel>** to exit without saving changes. To see the edited view, go to **<Views>** and then **<Activate/Deactivate View>**. Left-click the check box to place a check mark next to the view you just saved and click **<Apply>** (refer to *Section 7.9.6 Activating and Deactivating Views*).

Warning

If you try to edit an active view, you will receive an error message that states you cannot edit an active view. Deactivate the view and try again (see *Section 7.9.6 Activating and Deactivating Views*).

7.9.5 Deleting Custom Views

To delete a custom view, perform the following.

1. Select **<View>** and then **<Activate/Deactivate View>** from the application menu bar, and confirm the view you wish to delete is not active (checked) in the Active View listing. You can deactivate the view by left-clicking to remove the check mark and clicking **<Apply>** (refer to *Section 7.9.6 Activating and Deactivating Views*).

2. Select **<Delete View>** and a list of views are displayed (see Exhibit 7-41).

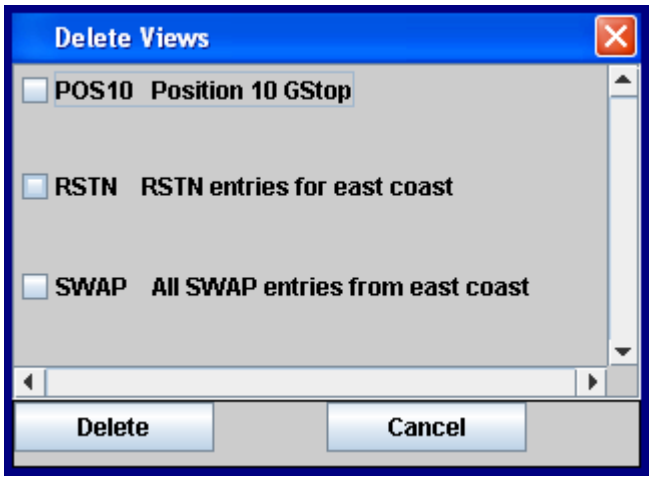


Exhibit 7-41: Delete Views Window

3. Place check marks in the boxes of the views you wish to delete.

4. Click **<Delete>** to delete the selected (checked) view(s), or

5. Click **<Cancel>** to close the window without deleting views.

Warning

If you try to delete an active view, you will receive an error message that states the view is currently active. Deactivate the view and try again (see *Section 7.9.6 Activating and Deactivating Views*).

7.9.6 Activating and Deactivating Views

This option allows you to show or hide specific custom views. To activate a custom view, perform the following.

1. Select **<View>** menu from the application menu bar.

2. Choose **<Activate/Deactivate View>** and a list of views are displayed (see Exhibit 7-42).

Exhibit 7-42: Activate/Deactivate Views Window

3. Check (or uncheck, as applicable) the boxes corresponding to the specific view you want to see. Checked means the view is active, unchecked means the view is not active, or in other words, Activate opens the view and Deactivate closes the view.

4. Click **<Apply>** and the view popup window(s) appears, or

5. Click **<Cancel>** to close the window without applying changes.

7.10 NTML Tools

The Tools menu (see Exhibit 7-43) provides the means to manage log entries and their history files. These capabilities are described in the following subsections.

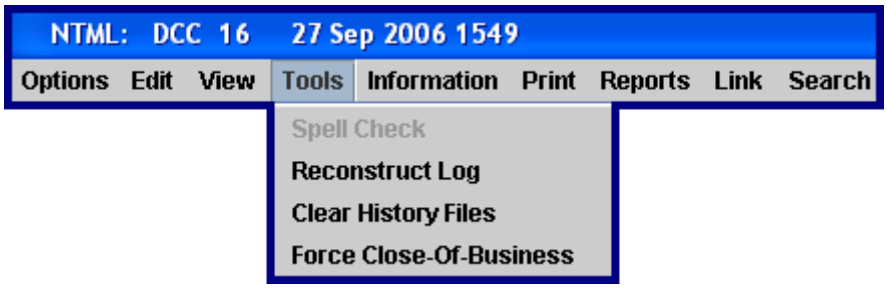


Exhibit 7-43: Tools Menu

7.10.1 Reconstruct Log

The **reconstruct log** option available on the Tools menu allows you to retrieve and restore your current shift log entries in the event that you move from one position (or workstation) to another. Please be advised this feature only reconstructs log entries located in the database. If you have been making local entries (offline entries), they cannot be reconstructed and will be lost.

Warning

Local entries (offline entries) cannot be reconstructed and will be lost. To reconstruct the log, entries must be stored on the database.

To retrieve previously entered NTML data for restoration on a different workstation, perform the following.

1. Sign into the NTML application using your OI.
2. Select the **<Tools>** menu.
3. Select **<Reconstruct Log>**.
4. Open the Log panel and your entries should appear.

7.10.2 Clearing History Files

Clear History Files allows you to selectively manage the storage or deletion of previous NTML file entries.

To purge previously entered NTML data from the system, perform the following.

1. Select **<Tools>** from the application menu bar.

2. Select **<Clear History Files>** and the Purge History & Recovery Files popup appears (see Exhibit 7-44).

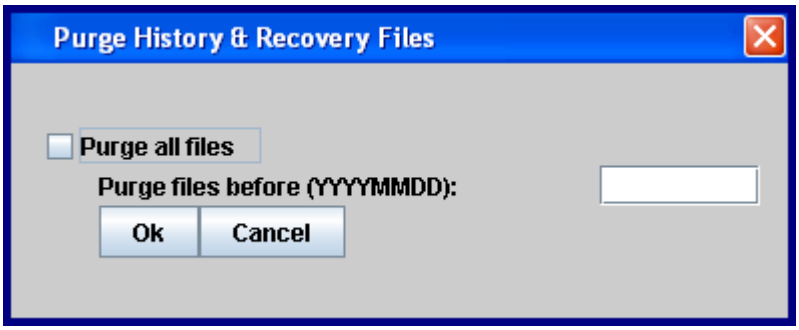


Exhibit 7-44: Purging History & Recovery Files Popup

The Purge all files check box may be selected to remove all files.

3. Specify the date range, in YYYYMMDD format, for which to purge log file entries; alternatively, the Purge all files check box may be selected to remove all files.

4. Click **<Ok>** and a popup displays the files to be deleted (see Exhibit 7-45).

5. Click **<Ok>** to complete deletion.

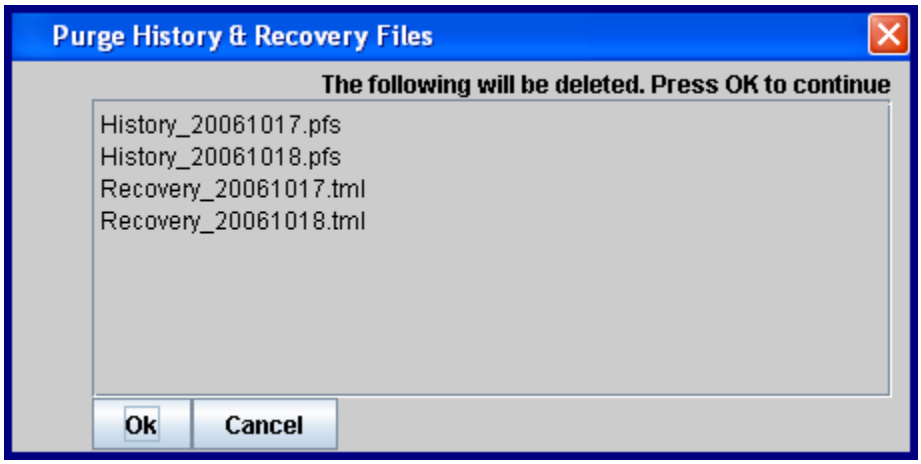


Exhibit 7-45: Purge History & Recovery Files Confirmation List

System Administrators

For a list of files to be purged, reference the *SAM Section 2.10 Purging Old Files*. The **[PURGE]** keyword in the tmlog.cfg configuration file defines when history and report files are purged when a user signs off NTML. Reports define when files in the report directory are to be purged, while pfstml defines when files in the data directory are to be purged. The default value is 30 days. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

7.10.3 Close-of-Business (COB)

Close of Business (COB) processing involves closing all files supporting the current day's log activities and opening a new set of files for the next business day. Additionally, those log entries that are "lifecycle entries" and have end times beyond the end of the current local day are carried-over into the next local day and are displayed in the Log for the new day. Those log entries that are no longer current (based upon "lifecycle" expiration times or "non-lifecycle entries") at the point of initiating COB processing are removed from the log.

COB processing has two distinct ways of initiation; Automatic COB and Force COB.

7.10.3.1 Automatic Close-of-Business (COB)

At the close of business time each day (defined as midnight local time) an automatically generated popup (see Exhibit 7-46) prompts you to invoke "COB Now or Later?" To invoke COB processing immediately, follow the steps below.

1. Click **<Yes>** to execute COB processing immediately.

2. Click **<No>** to start a timer that will re-display the popup at intervals of 30 minutes for up to three (3) hours.

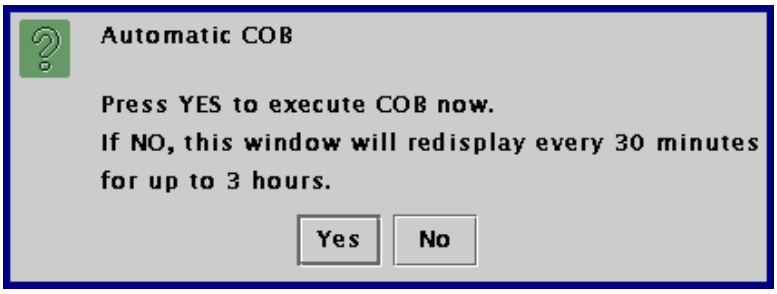


Exhibit 7-46: Automatic Close-of-Business Popup

Please Note

If neither option is chosen, a 20-minute (default value or as defined in system configuration file) time-out counter starts automatic initiation of COB processing upon expiration.

System Administrators

The **[COB]** keyword in the tmlog.cfg file specifies the amount time the application waits for a user response to the COB popup before initiating automatic COB. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

7.10.3.2 Force Close-of-Business (COB)

A user-initiated force close-of-business option is available on the Tools dropdown menu.

To force close of business, follow the steps below.

1. Select **<Force Close-Of-Business>** from the **<Tools>** menu.
2. The Force Close-Of-Business confirmation dialog appears (see Exhibit 7-47).
3. Optionally, check “Print Yesterday’s Log”.
4. Click **<Ok>** to force the Close-of-Business action or **<Cancel>** to abort.

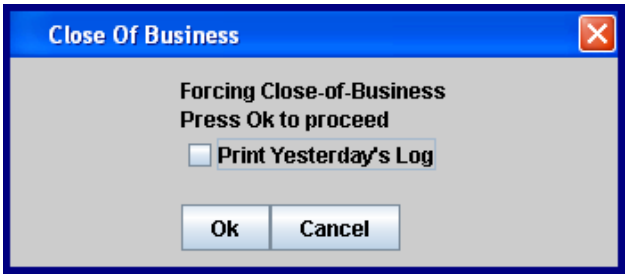


Exhibit 7-47: Force COB Dialog

7.10.3.3 Delete Close-of-Business (COB) Entries

Close-of-business entries may be deleted from the Log. Follow the steps below to delete COB entries.

1. Select the **<Log>** tab to open the Log panel.
2. Highlight the COB entry to delete in the log.
3. Press the **<Delete>** key on the keyboard and a confirmation popup appears (see Exhibit 7-48).
4. Select **<Yes>** to delete the entry.

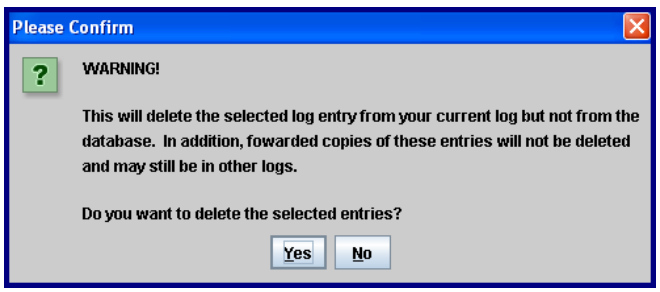


Exhibit 7-48: Delete COB Confirmation Popup

7.11 NTML Information

The Information menu (see Exhibit 7-49) provides you with information regarding the NTML user community, aliases, and airports.

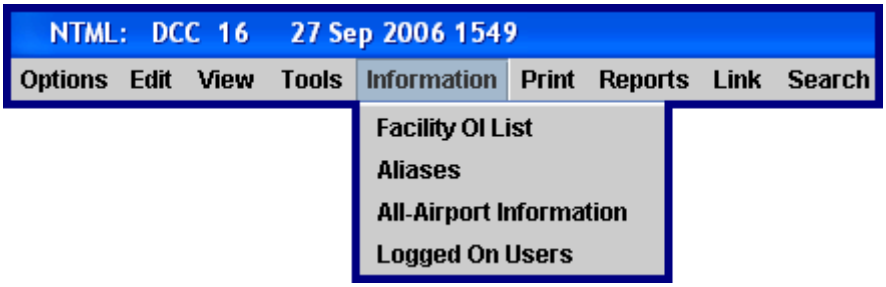


Exhibit 7-49: Information Menu

7.11.1 Facility OI List

The **Facility OI List** displays all authorized local operating initials (OI), as well as the corresponding names and user-specific job category profile (see Exhibit 7-50). Click the **<x>** in the upper right hand corner to close the Facility OI List.

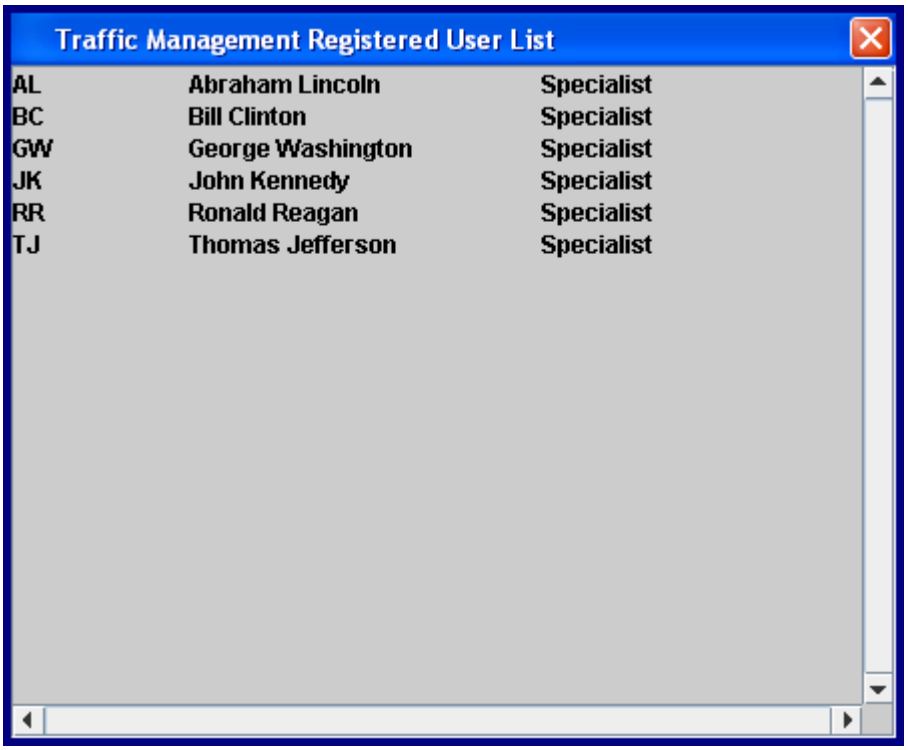


Exhibit 7-50: Facility OI List

7.11.2 Aliases

An **alias** provides an efficient method for associating multiple objects with a single label (see Exhibit 7-51). In other words, an alias is a name or abbreviation for a string of text. For example, say you must enter ACY/PHL/BWI into the log everyday. If you assign ACY/PHL/BWI to a label XYZZY, now all you need to type is XYZZY. Click the **<x>** in the upper right hand corner to close the Current Alias List.

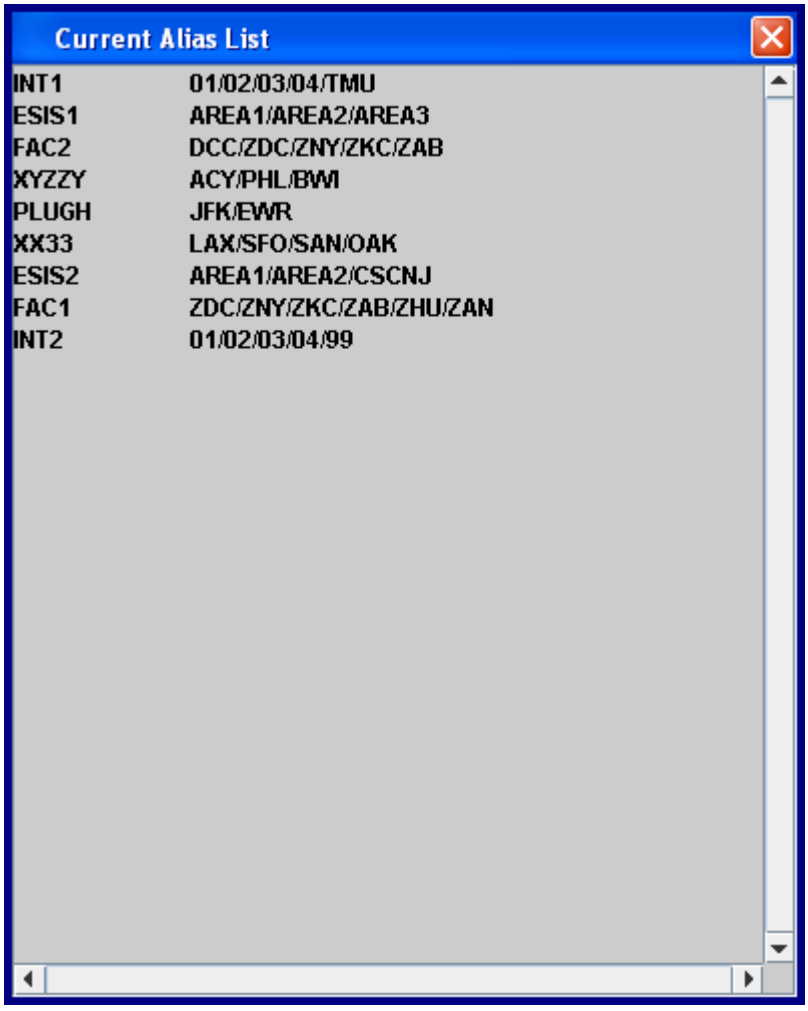


Exhibit 7-51: Alias List

System Administrators

The **[ALIAS]** keyword in the tmlog.cfg file identifies the file where the list of aliases is located. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details. Aliases for slash-delimited ("/") lists are defined in a text file called **abbrev.txt**. Please consult the *SAM Section 2.6 Alias Configuration* for more details.

7.11.3 All-Airport Information

The All-Airport Information option displays a dialog (see Exhibit 7-52) that prompts you to enter an airport facility code. The program accesses data specific to that facility and displays the facility's coordinates, elevation, and other relevant information (see Exhibit 7-53). Multiple facility codes may be entered with a ("/") separating each code. Click the **<x>** in the upper right hand corner to close the Airport Information display.

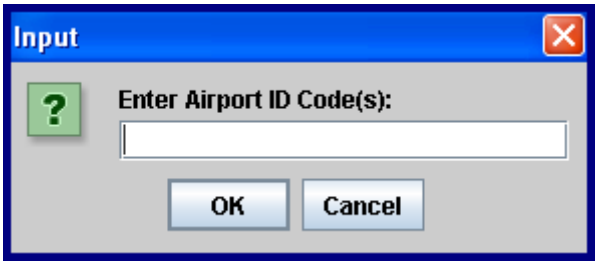


Exhibit 7-52: Airport Input Dialog

It may take a few seconds to load all airport information.

Exhibit 7-53: Airport Information Display

7.11.4 Logged On Users

Logged On Users displays a listing of all facilities, positions, operating initials, host names, login times, and combined positions for all users that are currently logged onto the NTML program (see Exhibit 7-54). If the host name cannot be resolved, "UNK" is displayed. The Combined Positions field displays all of the positions combined in the chain. Click the **<x>** in the upper right hand corner to close the Logged On Users list.

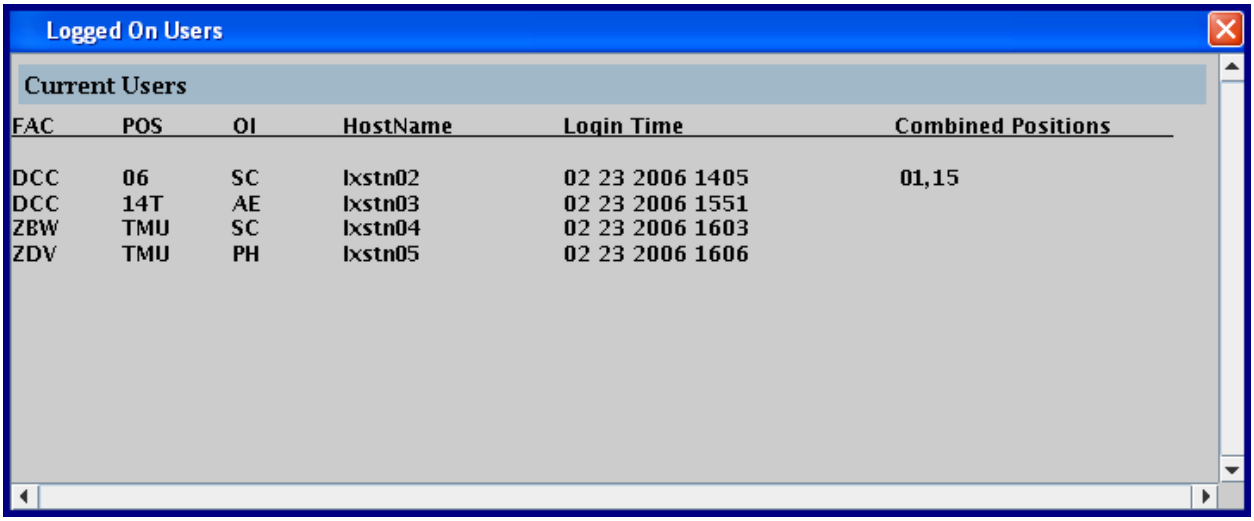


Exhibit 7-54: Logged On Users Information

Please Note

If the host name cannot be resolved, "UNK" is displayed.

7.12 Printing Logs

The Print menu sends log content to a configured system printer. Currently, there are three options available under the Print menu My Log, My Fac Log, and Other Logs (see Exhibit 7-55).

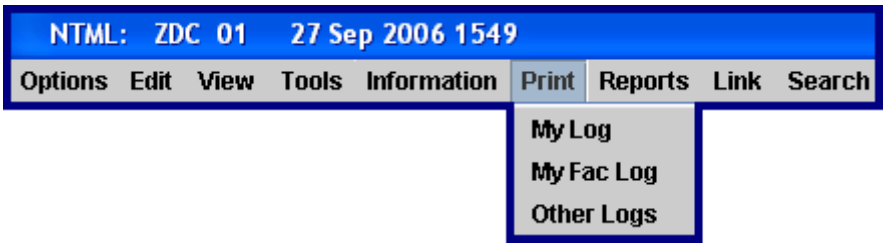


Exhibit 7-55: Print Menu

When you print, you are presented with the system default print dialog that inquires how many copies to print, print range, and what printer to use. Any print button displays the default print dialog. The specific format and capabilities of the dialog may vary by the system type since they will likely be different for Windows versus Linux workstations (see Exhibit 7-56).

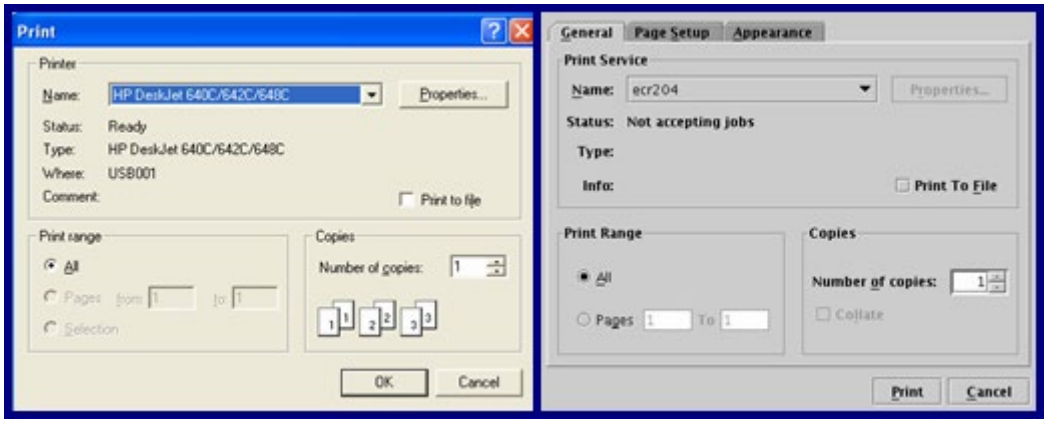


Exhibit 7-56: Print Dialogs (Windows on the left and Linux on the right)

Warning

The print dialog does not appear for Print My Log, My Fac Log, and Other Logs if turned off in the configuration file. Please contact your system administrator to enable this feature.

System Administrators

If **[PRINT_MODE]** keyword is defined as 2 in the NTML configuration file (tmlog.cfg), the new system print dialog is not displayed for print My Log, My Fac Log, and Other Logs. The name of the printer and the name of the print queue must be the same for your document to print. If these names are not equal your document will **NOT** print.

7.12.1 Printing My Log

Printing My Log provides the capability to request a preview and/or printout of the contents of your current day's log. To preview and print the contents of your log entries, perform the following.

1. Select **<Print>** from the application menu bar.

2. Select **<My Log>** and the print preview window opens (see Exhibit 7-57) displaying your current day's log content.

3. Use the function buttons **<Next>** and **<Previous>** to review summary records, **<Close>** to close the window, or **<Print>** to send the Log to the system printer.

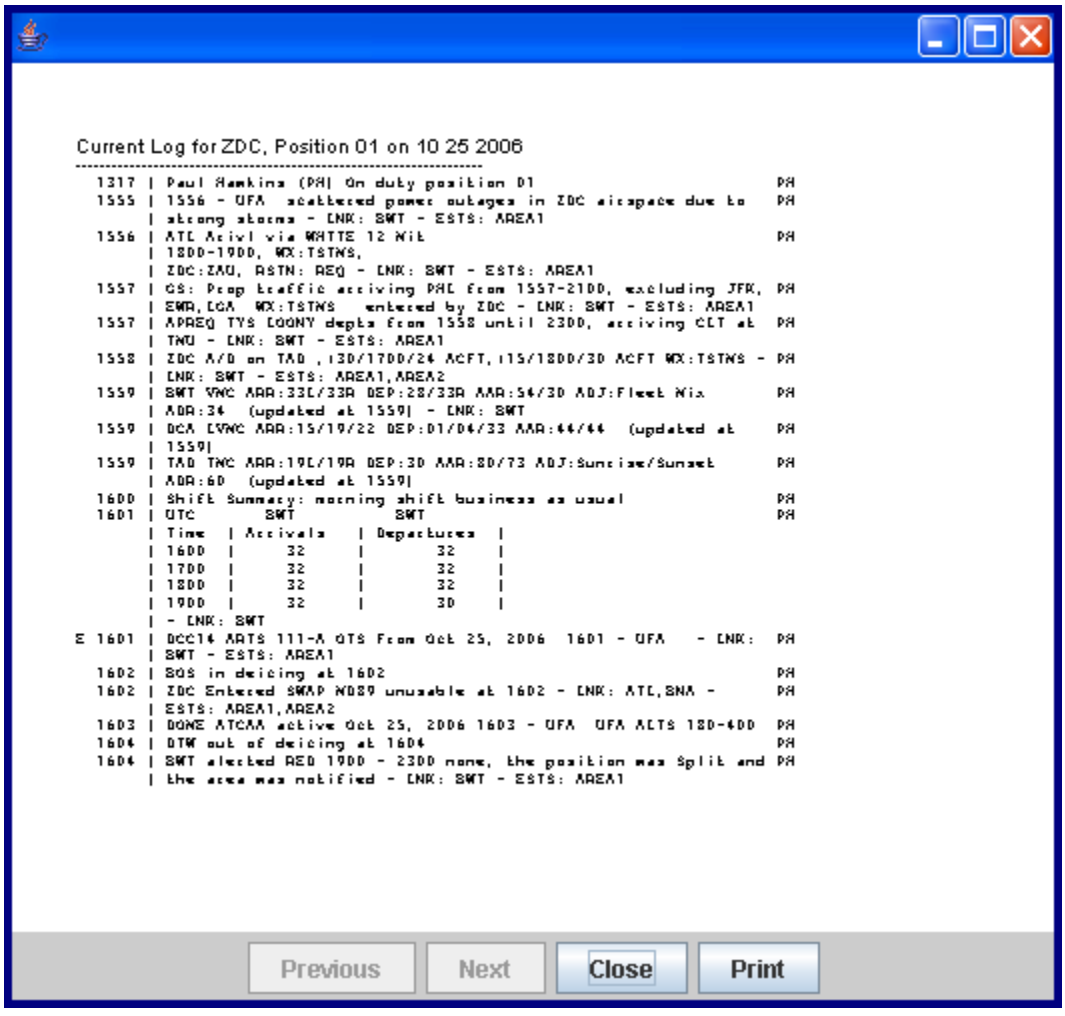


Exhibit 7-57: My Log Print Preview Window

7.12.2 Printing My Facility Log

Printing My Facility Log provides the capability to request a preview and optionally a printout of the log content for your entire facility for a selected date. To select the local facility log for a specific date from the NTML database for printing, perform the following.

1. Select **<Print>** from the application menu bar.
2. Select **<My Fac Log>**, and the print setup dialog opens (see Exhibit 7-58).
3. Select the desired date.
4. Optionally, check the Print Preview box to request a preview of the log content.
5. Click **<Submit>** to open the print preview (if checked in previous step) or to open the system print dialog, or
6. Click **<Clear>** to restore the default values in the print setup dialog, or click **<Cancel>** to close without printing.

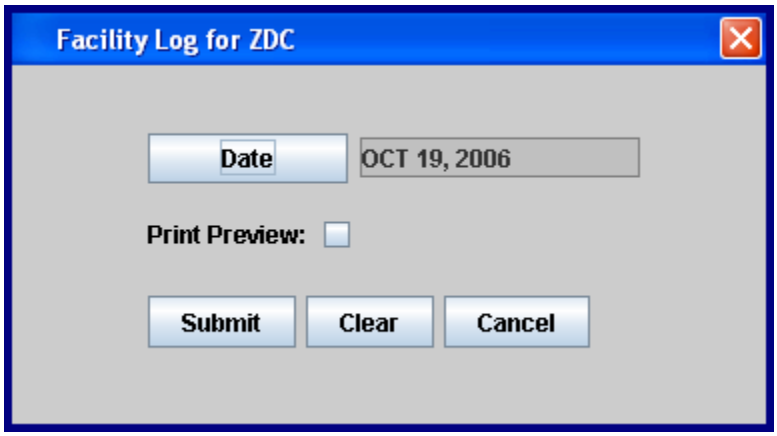


Exhibit 7-58: Print Setup for Local Facility Log

Please Note

If a preview was requested, the print preview window opens; otherwise, the facility log for the requested date is printed without further user input.

System Administrators

The **[LOG_HEADER]** keyword in the tmlog.cfg file determines the style in which log reports are printed. Please consult the *SAM Section 2.2.2.3 Configuring Keywords* for more details.

7.12.3 Printing Other Facility Logs

Printing Other Facility Logs provides the capability to request a preview and optionally a printout of the log content for a user selected date, facility (or facilities), and position (or positions). To preview or print the log entries for another facility for a specific date, perform the following.

1. Select **<Print>** from the application menu bar.
2. Select **<Other Logs>**, and the print setup dialog opens (see Exhibit 7-59).

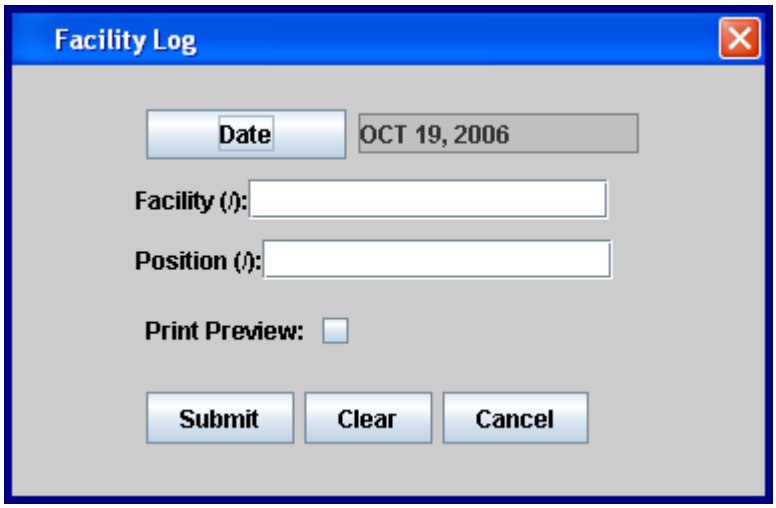


Exhibit 7-59: Print Set-up for Printing Other Facility Log(s)

Please Note

Multiple facilities may be specified by separating each facility ID with a (“/”). Additionally, multiple positions may be specified by separating the position identifiers with a (”/”). If no position identifier is specified, the output will include all positions for the specified facilities.

3. Select the desired date.
4. Enter the facility (or facilities) ID.
5. Optionally, specify position(s).
6. Optionally, check the Print Preview box to request a preview of the log content.
7. Click **<Submit>** to open the print preview (if checked in previous step) or to open the system print dialog, or
8. Click **<Clear>** to restore the default values in the print setup dialog, or click **<Cancel>** to close without printing.

7.12.4 Information Popup Print Buttons

Print buttons appear on all information popup pages throughout the NTML application (For example, a field site opening an ADVZY entry from pending as seen in Exhibit 7-60).

Depending on your NTML configuration file settings, pressing the print button may present you with the system default print dialog that inquires how many copies to print and what printer to use.

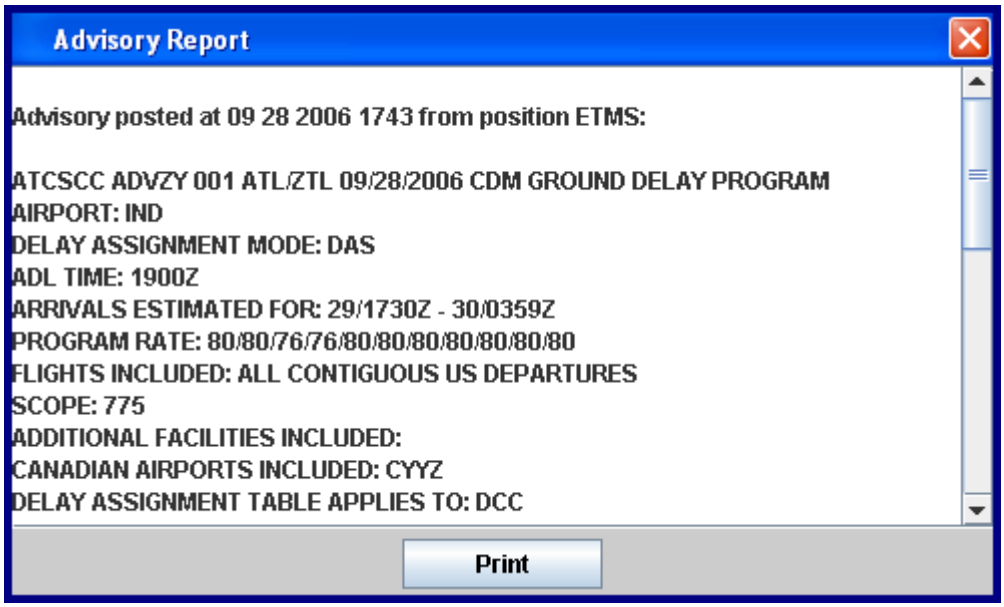


Exhibit 7-60: Print Button

7.13 Searching Logs

The Search function provides a means for locating specific text or data within the Log (see Exhibit 7-61).

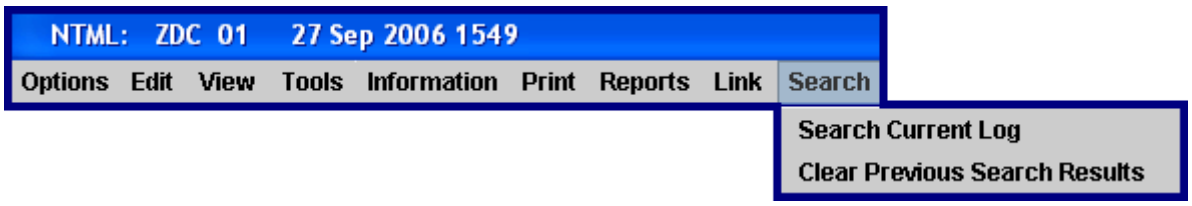


Exhibit 7-61: Search Menu

To search the log for similar words or phrases, follow the steps below.

1. Select **<Search Current Log>** from the **<Search>** menu and a Search dialog is displayed with Ignore Case selected (see Exhibit 7-62).

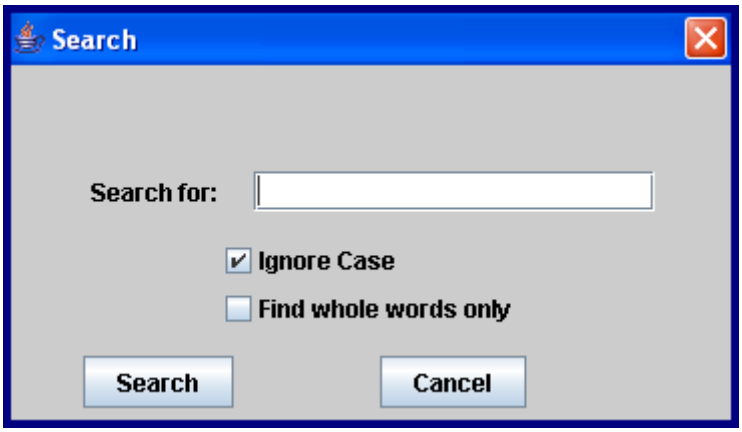


Exhibit 7-62: Search Dialog

2. Enter the word or phrase to search for in the corresponding field.

3. Deselect or select the Ignore Case and Find whole words only criteria check boxes, if needed.

4. Click **<Search>** or press **<Enter>** to begin the search.

Please Note

If the search is performed when **<Showing Current Only>** is selected, and then toggled to **<Showing All>** after the search, then only the search results which appeared in Showing Current Only are displayed in Showing All, even if there are entries that match the search criteria.

5. The system will locate and display all items that match the search criteria in the Log in blue font.

Please Note

NTML keeps focus (blue text) on search results when new entries come into the Log and Pending. New entries entered into the Log during an open search are not included in the search results, even if the new entry matches the search criteria.

6. Click the **<Clear Previous Search Results>** option to clear the search results and change the blue log entries back to black log entries.

Please Note

A new search on the Current Log from the Search dropdown menu clears the previous search criteria before searching with the new criteria.

Section 8 — NTML Reports

8.1 NTML Reports Introduction

NTML report generation capability is accessible from the Reports menu (see Exhibit 8-1) located on the application menu bar. The NTML program reports available for on-screen preview and output to a configured printer are included in Table 8-1.

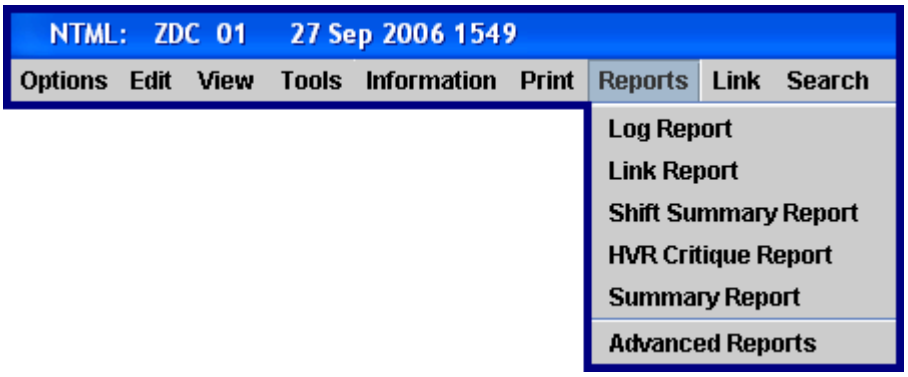


Exhibit 8-1: Reports Menu

System Administrators

The reports identified in this section may also be generated from the command line. Refer to the *SAM Section 3.2 Command Line Reports and Utilities* for more details regarding command line capabilities.

Table 8-1: Types of NTML GUI Reports

Type of Report	Report Description
Log	Provides a report of all entries contained in the specified Log for the date requested.
Link	Provides a report of entries contained in the Log(s) of the specified facility that were linked to Ground Delay Programs on the date requested.
Shift Summary	Provides a report of all Shift Summary entries contained in the Log(s) of the specified facility for the date requested.
HVR Critique	Used to critique historically validated restrictions in case they need to be changed.
Summary	Provides a summary of Runway Configuration, Ground Stop, Ground Delay Program, and Restrictions logged by the specified facility (or facilities).
Advanced	Provides means of generating filtered reports based upon user-specified filter criteria.

8.2 Log Reports

The **Log Report** provides a report of all entries contained in the specified log for the date requested. When you select the Log Report menu option from the Reports menu, a Log Report request dialog is displayed (see Exhibit 8-2). Follow the steps below to generate a Log Report.

1. Select **<Log Report>** from the **<Reports>** menu, and the Log Report request dialog is displayed (see Exhibit 8-2).

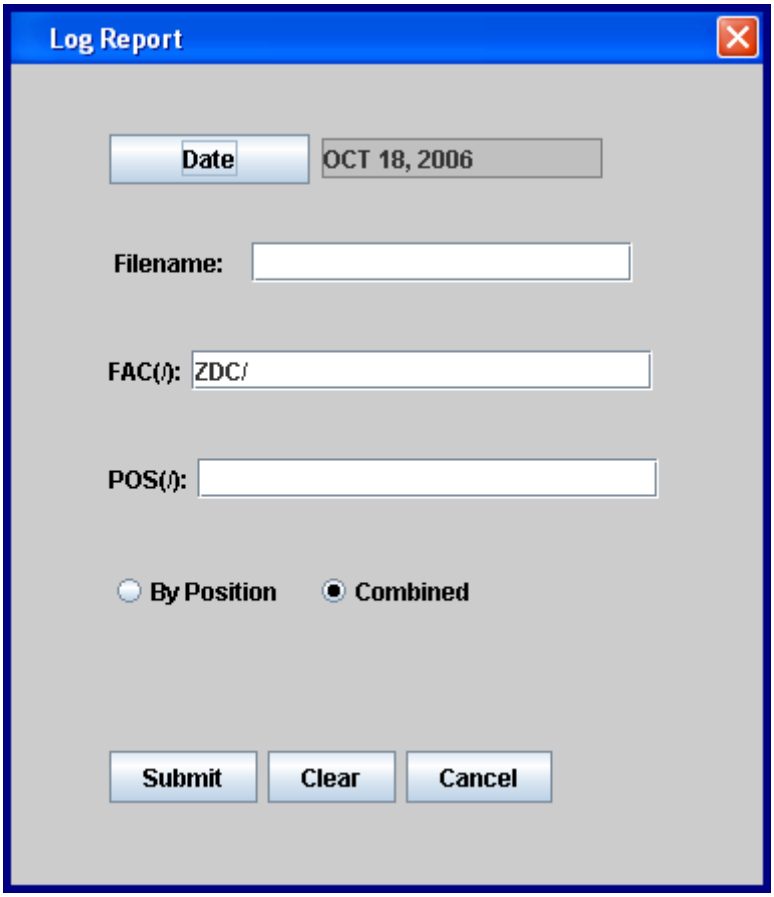


Exhibit 8-2: Log Report Request Dialog

2. Click the **<Date>** button to open a popup calendar. The date field defaults to the previous day.

3. Select the date of the Log you want from the popup calendar.

4. Enter optional filename. If this field is left blank, the system will generate a default filename in the following format **dayslog_ZZZ_YYYYMMDD_HHMM.txt**, where ZZZ is the facility, YYYYMMDD is the date, and HHMM is the current time. The file is stored in the reports directory.

5. Enter Facility in the FAC field. The facility field defaults to your facility. The facility identifier may be changed, specifying a different facility or additional facility IDs provided in a slant-delimited ("/") list.

6. Enter the optional Position, if needed. When included, this specifies the position (or positions, specified in a slant-delimited ("/") list) to which the report will be limited.

7. Select either the By Position or Combined radio button. Combined is selected by default. By Position is used to view the Log Report entries by position. Combine is used to view the Log Report entries by position and facility.

8. Click the **<Submit>** button to generate the report.

9. When the report has been generated, a report preview popup (see Exhibit 8-3) is displayed.

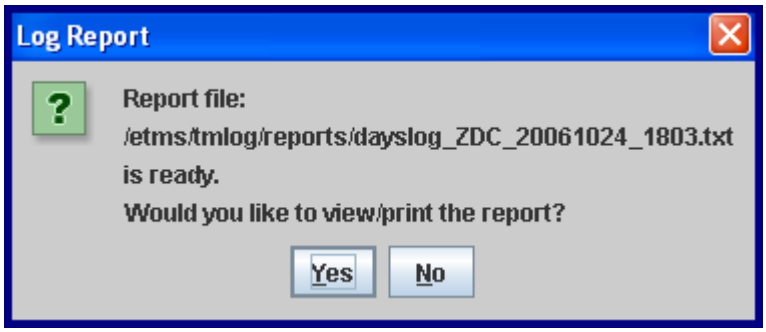


Exhibit 8-3: Log Report Preview Popup

10. Select **<Yes>**, to view the requested report on-screen in a print preview window with the options of **<Previous>**, **<Next>**, **<Close>**, or **<Print>** (see Exhibit 8-4, Exhibit 8-5, and Exhibit 8-6). There are different headers available explained in *Section 8.2.1 Log Report Header*. The type of Log Report you will see depends in the header defined in the configuration file.

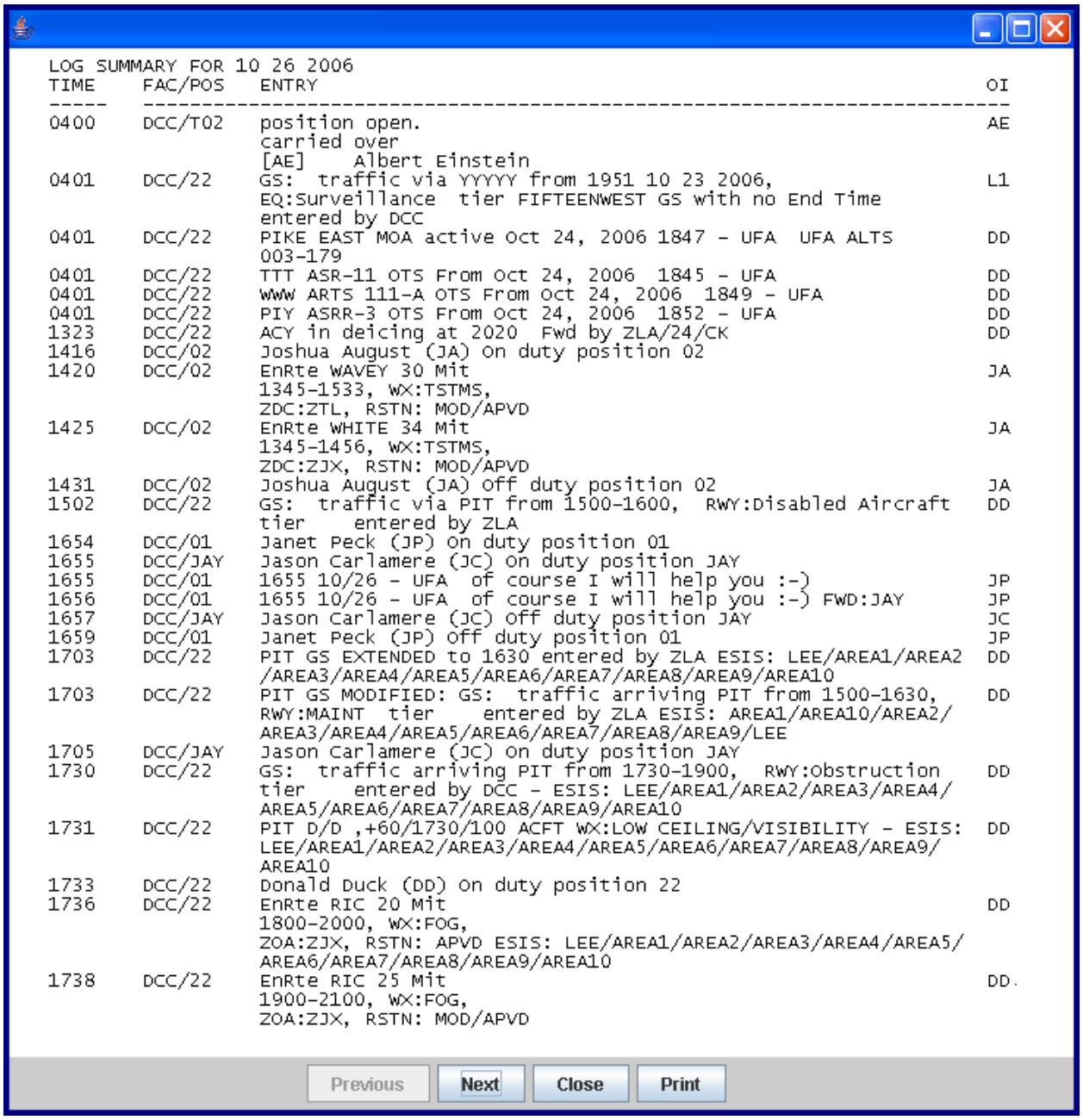
11. Select **<No>** to close the popup and save the report in the reports directory.

Please Note

To open the saved Log Report, navigate to /etms/tmlog/reports and open the file **dayslog_ZZZ_YYYYMMDD_HHMM.txt**, where ZZZ is the facility, YYYYMMDD is the date, and HHMM is the time, in a text editor.

System Administrators

The Log Report can be generated from the command line. Consult the *SAM Section 3.2.1Log Report* for more information on this command line feature.



LOG SUMMARY FOR 10 26 2006

TIME	FAC/POS	ENTRY	OI
0400	DCC/T02	position open. carried over [AE] Albert Einstein	AE
0401	DCC/22	GS: traffic via YYYYY from 1951 10 23 2006, EQ:Surveillance tier FIFTEENWEST GS with no End Time entered by DCC	L1
0401	DCC/22	PIKE EAST MOA active Oct 24, 2006 1847 - UFA UFA ALTS 003-179	DD
0401	DCC/22	TTT ASR-11 OTS From Oct 24, 2006 1845 - UFA	DD
0401	DCC/22	WWW ARTS 111-A OTS From Oct 24, 2006 1849 - UFA	DD
0401	DCC/22	PIY ASRR-3 OTS From Oct 24, 2006 1852 - UFA	DD
1323	DCC/22	ACY in deicing at 2020 Fwd by ZLA/24/CK	DD
1416	DCC/02	Joshua August (JA) On duty position 02	
1420	DCC/02	EnRte WAVEY 30 Mit 1345-1533, WX:TSTMS, ZDC:ZTL, RSTN: MOD/APVD	JA
1425	DCC/02	EnRte WHITE 34 Mit 1345-1456, WX:TSTMS, ZDC:ZJX, RSTN: MOD/APVD	JA
1431	DCC/02	Joshua August (JA) off duty position 02	JA
1502	DCC/22	GS: traffic via PIT from 1500-1600, RWY:Disabled Aircraft tier entered by ZLA	DD
1654	DCC/01	Janet Peck (JP) On duty position 01	
1655	DCC/JAY	Jason Carlamere (JC) On duty position JAY	
1655	DCC/01	1655 10/26 - UFA of course I will help you :-)	JP
1656	DCC/01	1655 10/26 - UFA of course I will help you :-) FWD:JAY	JP
1657	DCC/JAY	Jason Carlamere (JC) off duty position JAY	JC
1659	DCC/01	Janet Peck (JP) off duty position 01	JP
1703	DCC/22	PIT GS EXTENDED to 1630 entered by ZLA ESIS: LEE/AREA1/AREA2 /AREA3/AREA4/AREA5/AREA6/AREA7/AREA8/AREA9/AREA10	DD
1703	DCC/22	PIT GS MODIFIED: GS: traffic arriving PIT from 1500-1630, RWY:MAINT tier entered by ZLA ESIS: AREA1/AREA10/AREA2/ AREA3/AREA4/AREA5/AREA6/AREA7/AREA8/AREA9/LEE	DD
1705	DCC/JAY	Jason Carlamere (JC) On duty position JAY	
1730	DCC/22	GS: traffic arriving PIT from 1730-1900, RWY:Obstruction tier entered by DCC - ESIS: LEE/AREA1/AREA2/AREA3/AREA4/ AREA5/AREA6/AREA7/AREA8/AREA9/AREA10	DD
1731	DCC/22	PIT D/D ,+60/1730/100 ACFT WX:LOW CEILING/VISIBILITY - ESIS: LEE/AREA1/AREA2/AREA3/AREA4/AREA5/AREA6/AREA7/AREA8/AREA9/ AREA10	DD
1733	DCC/22	Donald Duck (DD) On duty position 22	
1736	DCC/22	EnRte RIC 20 Mit 1800-2000, WX:FOG, ZOA:ZJX, RSTN: APVD ESIS: LEE/AREA1/AREA2/AREA3/AREA4/AREA5/ AREA6/AREA7/AREA8/AREA9/AREA10	DD
1738	DCC/22	EnRte RIC 25 Mit 1900-2100, WX:FOG, ZOA:ZJX, RSTN: MOD/APVD	DD.

Previous | Next | Close | Print

Exhibit 8-4: Sample Log Report with Header 0

Please Note

The reports do not include entries that have been deleted from the Log.

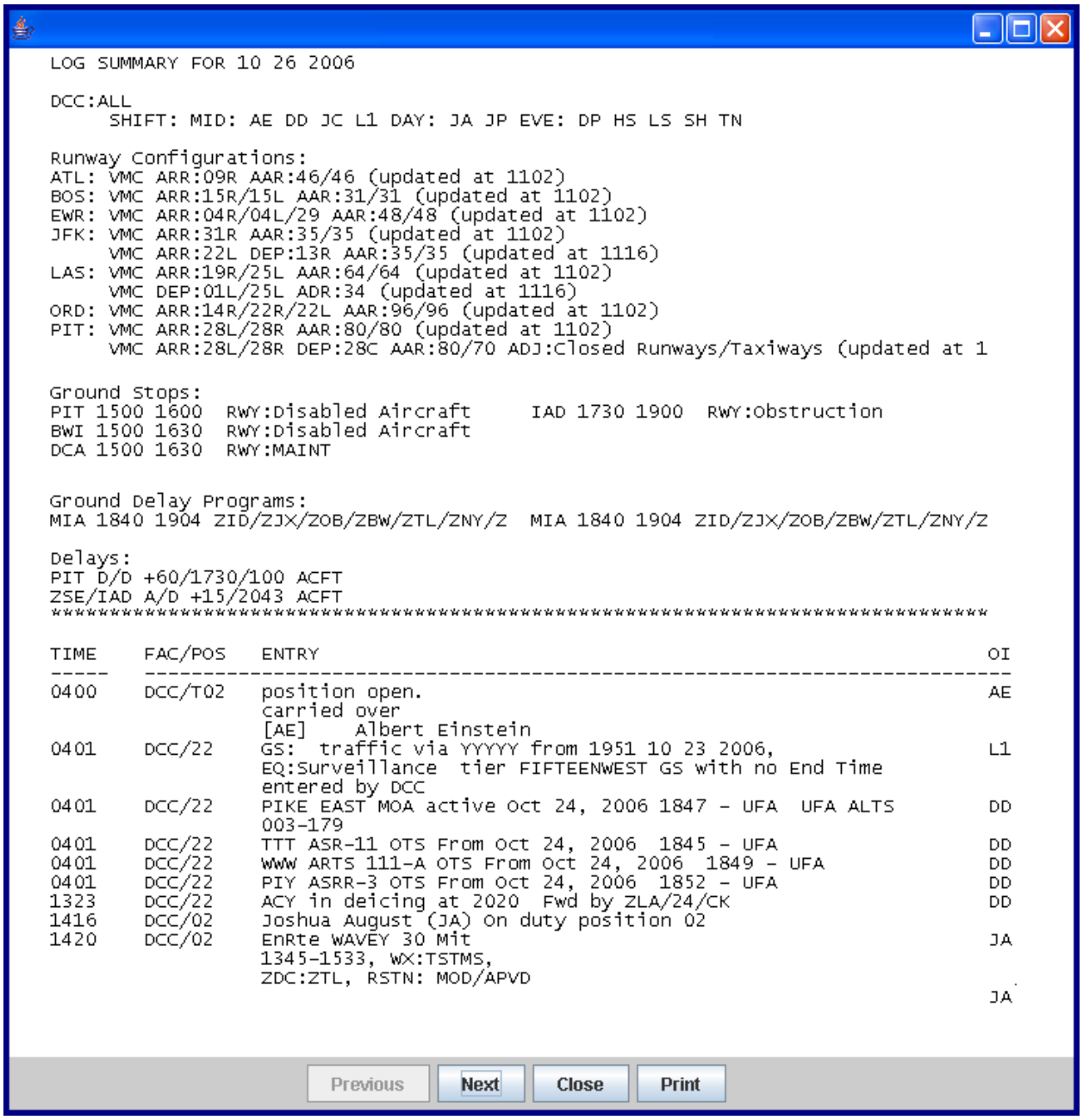
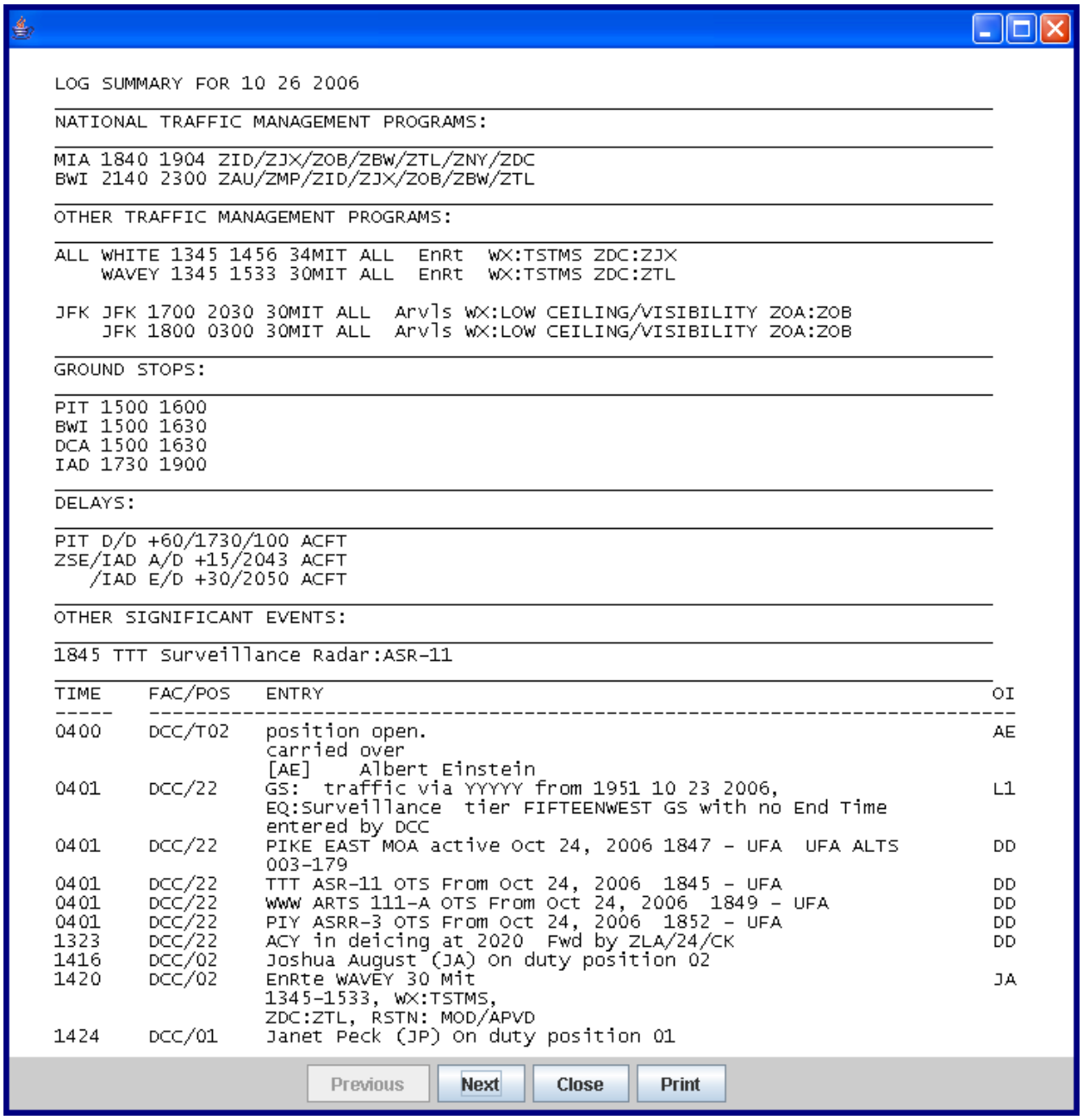


Exhibit 8-5: Sample Log Report with Header 1



```
LOG SUMMARY FOR 10 26 2006

NATIONAL TRAFFIC MANAGEMENT PROGRAMS:

MIA 1840 1904 ZID/ZJX/ZOB/ZBW/ZTL/ZNY/ZDC
BWI 2140 2300 ZAU/ZMP/ZID/ZJX/ZOB/ZBW/ZTL

OTHER TRAFFIC MANAGEMENT PROGRAMS:

ALL WHITE 1345 1456 34MIT ALL  EnRt  WX:TSTMS ZDC:ZJX
    WAVEY 1345 1533 30MIT ALL  EnRt  WX:TSTMS ZDC:ZTL

JFK JFK 1700 2030 30MIT ALL  Arvls WX:LOW CEILING/VISIBILITY ZOA:ZOB
    JFK 1800 0300 30MIT ALL  Arvls WX:LOW CEILING/VISIBILITY ZOA:ZOB

GROUND STOPS:

PIT 1500 1600
BWI 1500 1630
DCA 1500 1630
IAD 1730 1900

DELAYS:

PIT D/D +60/1730/100 ACFT
ZSE/IAD A/D +15/2043 ACFT
   /IAD E/D +30/2050 ACFT

OTHER SIGNIFICANT EVENTS:

1845 TTT Surveillance Radar:ASR-11

TIME    FAC/POS   ENTRY                                                    OI
-----   -------------------------------------------------------------------
0400    DCC/T02   position open.                                           AE
                  carried over
                  [AE]    Albert Einstein
0401    DCC/22    GS:  traffic via YYYYY from 1951 10 23 2006,             L1
                  EQ:Surveillance  tier FIFTEENWEST GS with no End Time
                  entered by DCC
0401    DCC/22    PIKE EAST MOA active Oct 24, 2006 1847 - UFA  UFA ALTS   DD
                  003-179
0401    DCC/22    TTT ASR-11 OTS From Oct 24, 2006  1845 - UFA             DD
0401    DCC/22    WWW ARTS 111-A OTS From Oct 24, 2006  1849 - UFA         DD
0401    DCC/22    PIY ASRR-3 OTS From Oct 24, 2006  1852 - UFA            DD
1323    DCC/22    ACY in deicing at 2020  Fwd by ZLA/24/CK                 DD
1416    DCC/02    Joshua August (JA) On duty position 02
1420    DCC/02    EnRte WAVEY 30 Mit                                       JA
                  1345-1533, WX:TSTMS,
                  ZDC:ZTL, RSTN: MOD/APVD
1424    DCC/01    Janet Peck (JP) On duty position 01
```

Previous | Next | Close | Print

Exhibit 8-6: Sample Log Report with Header 2

8.2.1 Log Report Header

The generated Log Report includes a header if your system configuration file (maintained by the system administrator) contains the associated keyword. The log report header provides a summary of the following entries contained in the log of the specified facility/position during the day of the requested report. These entries are printed in an abbreviated format (see Exhibit 8-5 and Exhibit 8-6). The following table shows the two header styles you may encounter based on how the log header is defined in the system configuration file.

Table 8-2: Log Report Headers

Log Report Header 1	Log Report Header 2
Facility-specific Information	National Traffic Management Programs
Runway Configurations	Other Traffic Management Programs
Ground Stops	Ground Stops
Ground Delay Programs	Delays
Delays	Other Significant Events

8.2.2 Log Report Body

The body of the Log Report is formatted to show each entry contained in the log of the specified facility/position on the date of the requested report. Each entry is shown in the same format in which it appeared in the Log (see Exhibit 8-4, Exhibit 8-5, and Exhibit 8-6). The following fields are included with each entry.

- Entry time (TIME)
- Facility/position identifiers (FAC/POS)
- Entry (ENTRY)
- Operating Initials (OI)

System Administrators

A tab-delimited version of a log report can be generated for use with Excel (or similar) spreadsheets. This capability is only available from the command line by specifying the **-delimited** parameter as part of the command line input. Please consult the *SAM Section 3.2.1 Log Report* for more details.

The log report capability includes the ability to remove personal identifiers from the report output by filtering "personally identifying information" fields from the report. This option is only available from the command line by specifying the **-nopersonal** parameter as part of the command line input. Refer to the *SAM Section 3.2.1 Log Report* for more details on how to use this feature.

8.3 Link Report

The **Link Report** provides a report of entries contained in the log(s) of the specified facility that were linked to Ground Delay Programs on the date requested.

Warning

If there are no GDPs in the facility's log, a blank report is generated, even if entries are marked as linked.

Follow the steps below to generate a Link Report.

1. Select the **<Link Report>** option from the **<Reports>** menu, and the EDCT Link Report dialog is displayed (see Exhibit 8-7).

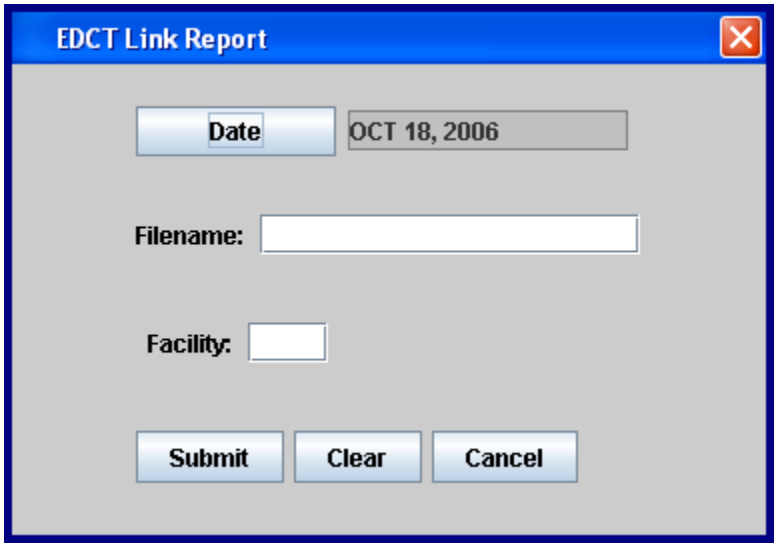


Exhibit 8-7: Link Report Request Dialog

2. Click the **<Date>** button to open a popup calendar. The date field defaults to the previous day.

3. Select the date of the Log you want from the popup calendar.

4. Enter optional filename. If this field is left blank, the system will generate a default filename in the following format **rpt_edctdayslog_ZZZ_YYYYMMDD.txt**, where ZZZ is the facility and YYYYMMDD is the date. The file is stored in the reports directory.

5. Specify one Facility for which links between Log entries and EDCTs were established. This field is required.

6. Click the **<Submit>** button to generate the report.

7. When the report has been generated, a report preview popup (see Exhibit 8-8) is displayed.

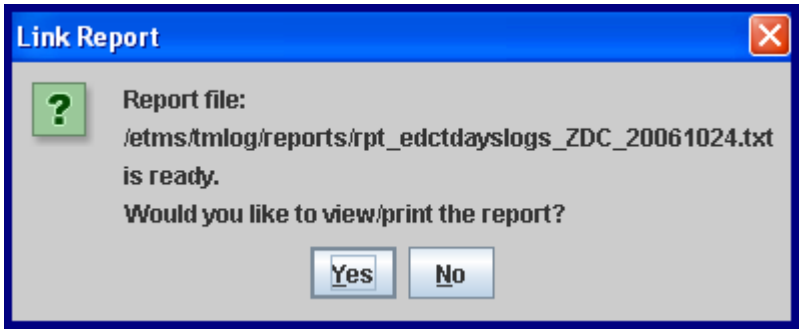


Exhibit 8-8: Link Report Preview Popup

8. Select **<Yes>**, to view the requested report on-screen in a print preview window with the options of **<Previous>**, **<Next>**, **<Close>**, or **<Print>** (see Exhibit 8-9).

9. Select **<No>** to close the popup and save the report in the reports directory.

Please Note

To open the saved Link Report, navigate to /etms/tmlog/reports and open the file **rpt_edctdayslog_ZZZ_YYYYMMDD.txt**, where ZZZ is the facility and YYYYMMDD is the date, in a text editor.

System Administrators

The Link Report can be generated from the command line. Consult the *SAM Section 3.2.2 Link Report* for more information on this command line feature.

System Administrators

If there is an ETMS-generated entry in the log, **[AUTO_LINK]** is defined in the tmlog.cfg file, and the ETMS entry contains a link word, then the entry is linked and goes into the link report. Consult the *SAM Section 2.2.2.3 Configuring Keywords* for more information on **[AUTO_LINK]**.

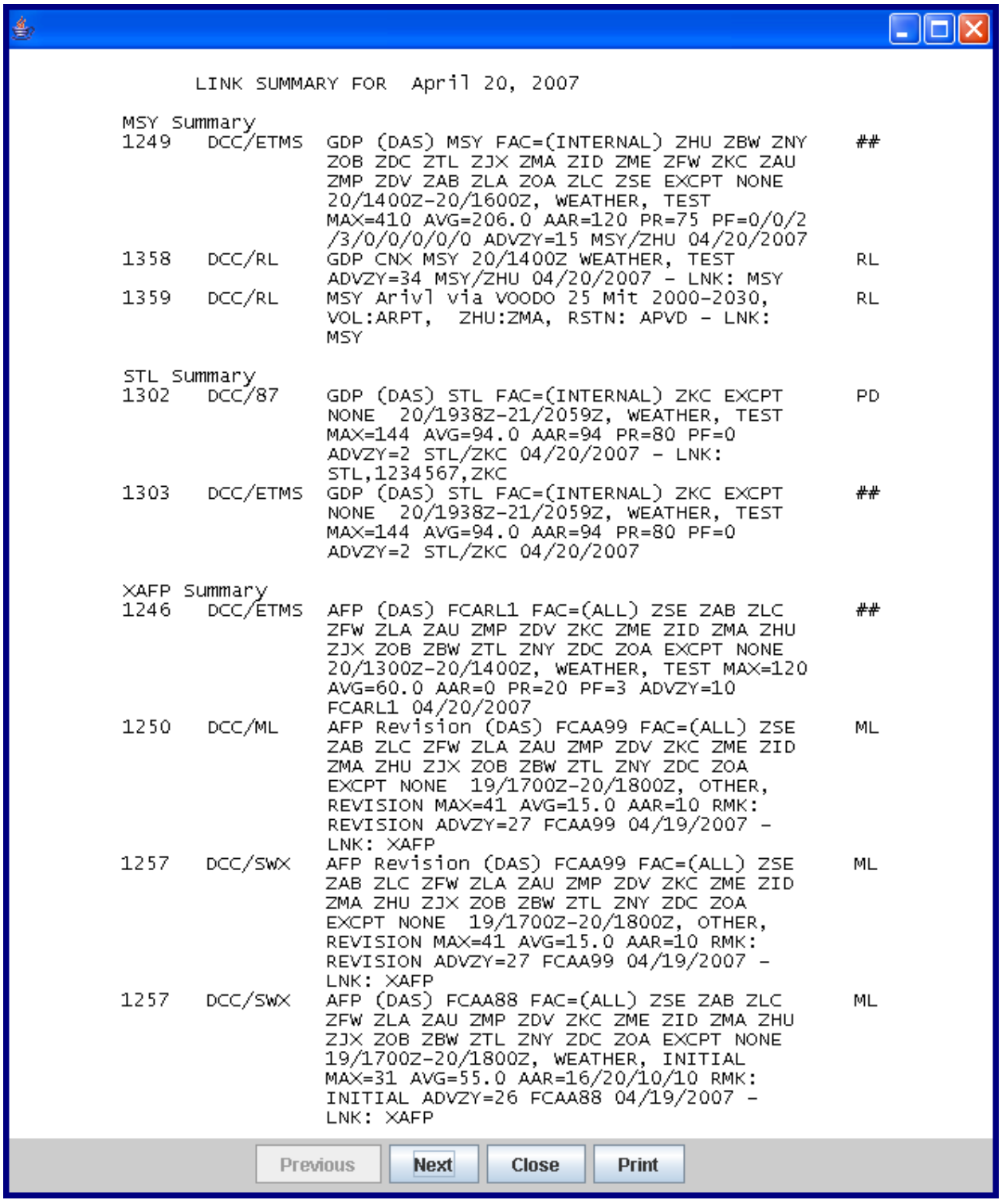


Exhibit 8-9: Sample DCC Link Report

8.3.1 ETMS Entries in Field Site Link Reports

ETMS-generated entries (GDP or AFP) appear in the Link Report when (1) the ETMS-generated entry is in your Log, (2) autolink is on, and (3) the entry contains a link word. The same is true if an ETMS entry in the Log is manually linked (right-click link option).

To view AFPs in the report, “XAFP” must be added to the Link dropdown list. All entries associated with the AFP must contain an XAFP link.

8.3.2 ETMS Entries in DCC Link Reports

ETMS-generated entries (GDP or AFP) appear in the Link Report when the ETMS-generated entry is in either the Log or in Pending. The appearance of GDPs and AFPs in the Link Report will differ depending on where the entry is (Pending or the Log), whether or not autolink is on, and the entry contains a link word (or the entry in the Log is manually linked) when the entry is in the Log.

When ETMS-generated entries (GDP or AFP) are in Pending, or are in the Log but have not been linked, the Facility/Position column will display “DCC/ETMS”, and the OI column will display “##”.

When a GDP is in the Log and has been linked to a facility (either manually or using autolink), the Facility/Position column in the link report will display the Facility/Position which logged the entry, and the OI column will display the initials of the operator who logged the entry. The same is true when an AFP is in the Log and has been linked to “XAFP”.

If an AFP has been logged, and is linked to anything other than “XAFP”, the Facility/Position and OI columns will appear as if the AFP were not linked (i.e., the Facility/Position column will display “DCC/ETMS”, and the OI column will display “##”).

8.4 Shift Summary Report

The **Shift Summary Report** provides a report of all Shift Summary entries contained in the Log(s) of the specified facility for the date requested. To generate a Shift Summary Report, follow the steps below.

1. Select the **<Shift Summary Report>** option from the **<Reports>** menu, and the Shift Summary Report request dialog is displayed (see Exhibit 8-10).

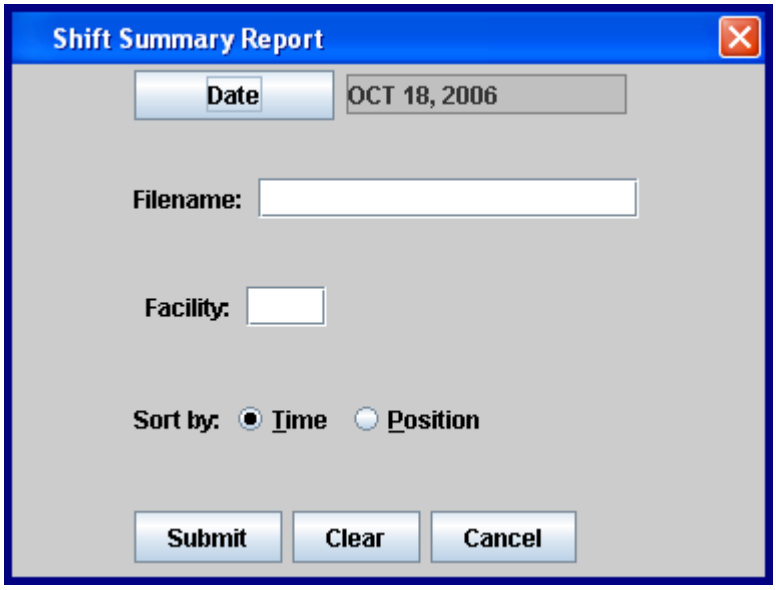


Exhibit 8-10: Shift Summary Report Request Dialog

2. Click the **<Date>** button to open a popup calendar. The date field defaults to the date of the previous day.

3. Select the date of the Log you want from the popup calendar.

4. Enter optional filename. If this field is left blank, the system will generate a default filename in the following format **rpt_shiftsummary_YYYYMMDD_ZZZ.txt**, where YYYYMMDD is the date and ZZZ is the facility. The file is stored in the reports directory.

5. Specify the Facility of the Shift Summary report in the corresponding field. This is a required field. The word “ALL” may be entered into the Facility field to retrieve Shift Summary reports for all facilities.

6. Select the Time radio button, to sort the report by time, or select the Position radio button, to sort the report by the facility’s positions.

7. Click the **<Submit>** button to generate the report.

8. When the report has been generated, a report preview popup (see Exhibit 8-11) is displayed.

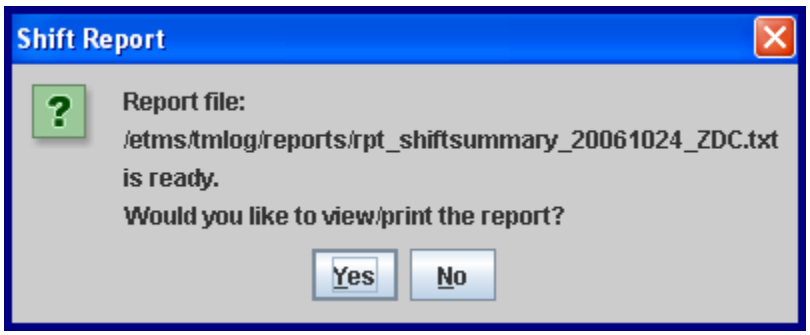


Exhibit 8-11: Shift Summary Report Preview Popup

9. Select **<Yes>**, to view the requested report on-screen in a print preview window with the options of **<Previous>**, **<Next>**, **<Close>**, or **<Print>** (see Exhibit 8-12).

10. Select **<No>** to close the popup and save the report in the reports directory.

Please Note

To open the saved Shift Summary Report, navigate to /etms/tmlog/reports and open the file **rpt_shiftsummary_YYYYMMDD_ZZZ.txt**, where YYYYMMDD is the date and ZZZ is the facility, in a text editor.

System Administrators

The Shift Summary Report can be generated and sorted by time or position from the command line. Consult the *SAM Section 3.2.4 Shift Summary Report* for more information on this command line feature.

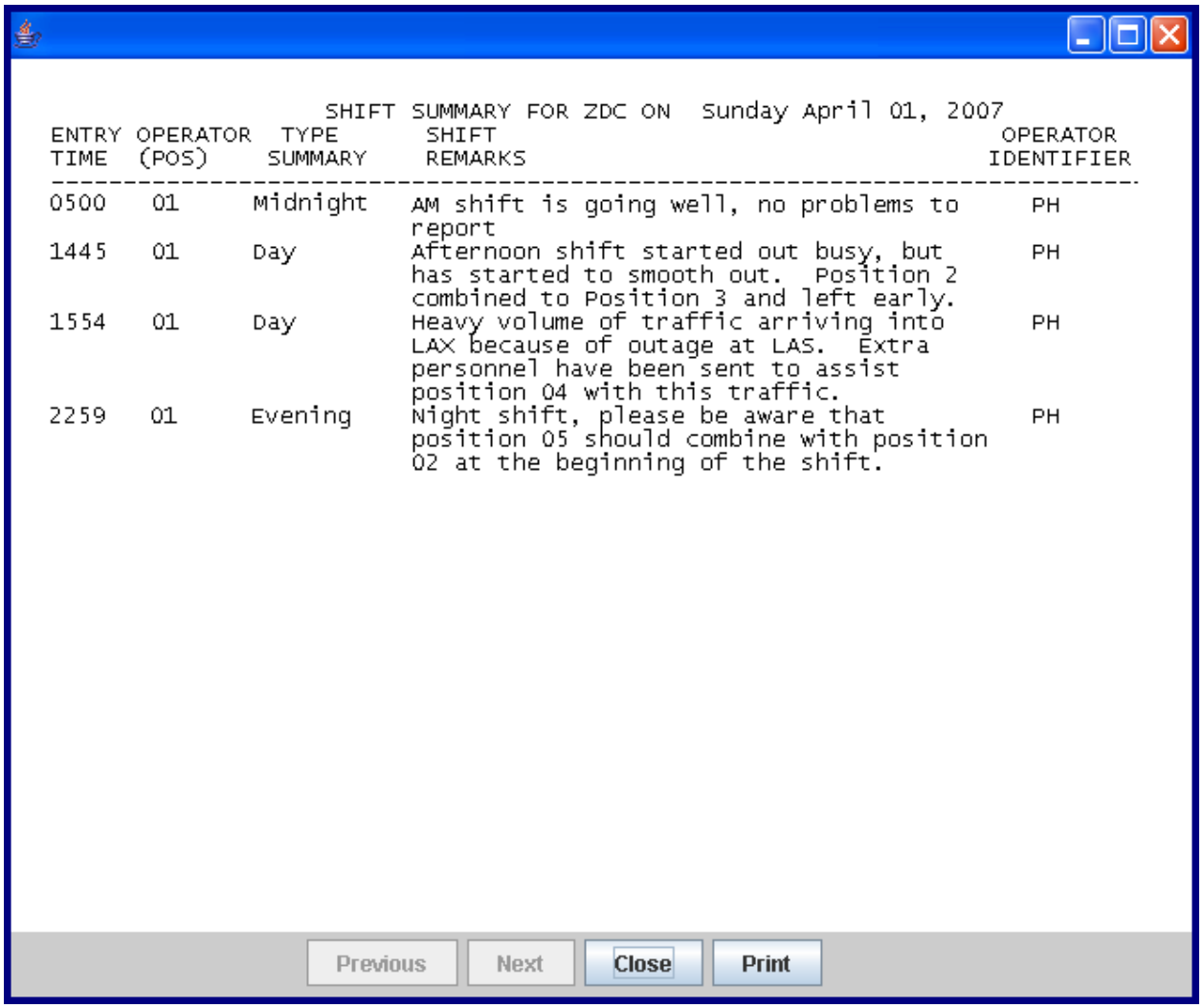


Exhibit 8-12: Sample Shift Summary Report

Please Note

The Midnight shift is from 0000-0759, the Day shift is from 0800-1559, and the Evening shift is from 1600-2359 local time. For example, a local DCC entry at 0800z will (currently in Daylight savings) translate into 0400 EDT. That would be the Midnight shift and not the Day shift.

8.5 HVR Critique Report

The **HVR Critique Report** is used to critique automatic restrictions in case they need to be changed. To generate an HVR Critique Report, follow the steps below.

Please Note

The FAA turned off the HVR capability; therefore, the HVR Critique Report may produce an error message.

1. Select the **<HVR Critique Report>** option from the **<Reports>** menu, an HVR Critique Report dialog is displayed (see Exhibit 8-13).

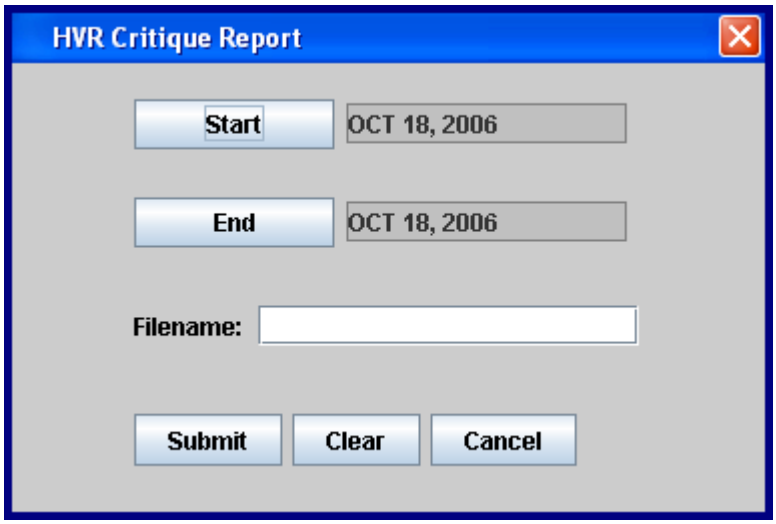


Exhibit 8-13: HVR Critique Report Criteria Dialog

2. Click the **<Start>** button to open a popup calendar. The start field defaults to the date of the previous day.

3. Select the desired start date.

4. Click the **<End>** button to bring up a calendar. The end field defaults to the date of the previous day.

5. Select the desired end date.

6. Enter optional filename. If this field is left blank, the system will generate a default filename in the following format **hvrcritiqueYYYYMMDD.txt**, where YYYYMMDD is the date. The file is stored in the reports directory.

7. Click the **<Submit>** button to generate the report.

8. When the report has been generated, a report preview popup (see Exhibit 8-14) is displayed.

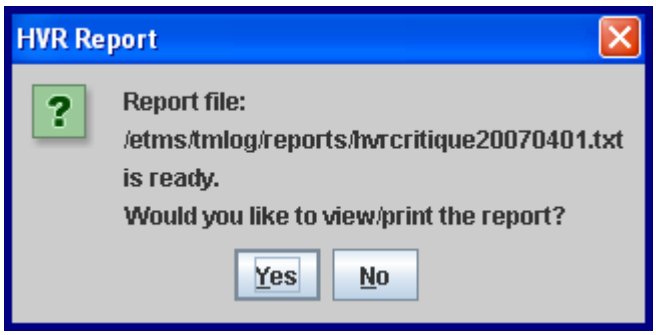


Exhibit 8-14: HVR Critique Report Preview Popup

9. Select **<Yes>**, to view the requested report on-screen in a print preview window with the options of **<Previous>**, **<Next>**, **<Close>**, or **<Print>**.

10. Select **<No>** to close the popup and save the report in its corresponding directory.

Please Note

To open the saved HVR Critique Report, navigate to /etms/tmlog/reports and open the file **hvrcritiqueYYYYMMDD.txt**, where YYYYMMDD is the date, in a text editor.

System Administrators

The HVR Critique Report can be generated from the command line. Consult the *SAM Section 3.2.3 HVR Critique Report* for more information on this command line feature.

8.6 Summary Report

The **Summary Report** provides a summary of Runway, Ground Stop, Ground Delay Program, RSTNs, and Delays logged by the specified facility (or facilities). To generate a Summary Report, follow the steps below.

1. Select the **<Summary Report>** option from the **<Reports>** menu, and the Summary Report request dialog is displayed (see Exhibit 8-15).

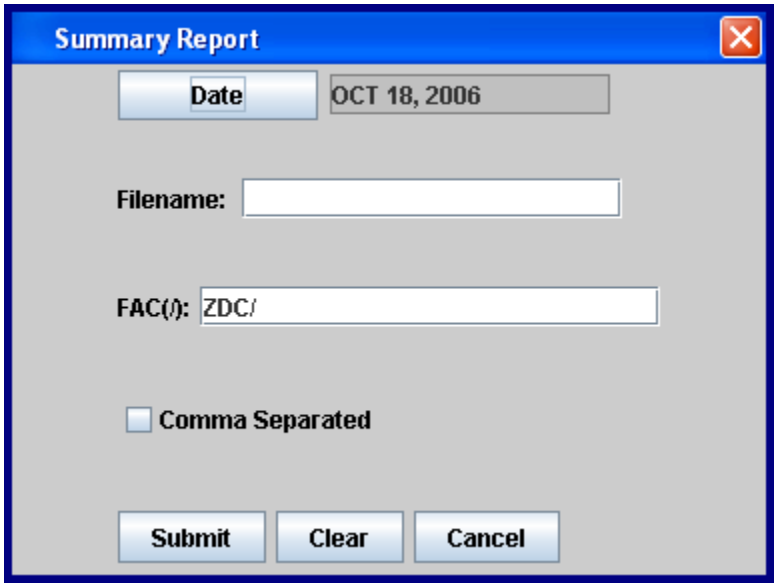


Exhibit 8-15: Summary Report Criteria Dialog

2. Click the **<Date>** button to open a popup calendar. The date field defaults to the previous day.

3. Select the date of the Log you want from the popup calendar.

4. Enter optional filename. If this field is left blank, the system will generate a default filename in the following format **rpt_TMLogSummaryReport_YYYYMMDD.txt**, where YYYYMMDD is the date. The file is stored in the reports directory.

5. Enter Facility in the FAC field. The facility field defaults to your facility. The facility identifier may be changed, specifying a different facility or additional facility IDs provided in a slant-delimited ("/") list.

6. Optionally, you can check the “Comma Separated” check box if you wish to import a version of the report to an Excel spreadsheet.

Please Note

If this option is selected, space characters replace any existing comma characters present in any data field. All leading and trailing space characters are trimmed from each data field. Since different types of log entries have different fields, importing the entire file does not automatically produce an aligned and pre-formatted spreadsheet.

System Administrators

Consult the *SAM Section 3.2.5 Summary Report* for more information on the field-delimited version of the report for importing to an Excel spreadsheet.

7. Click the **<Submit>** button to generate the report.

8. When the report has been generated, a report preview popup (see Exhibit 8-16) is displayed.

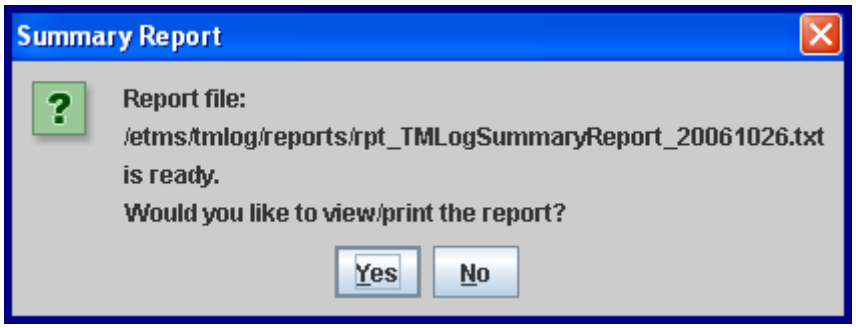


Exhibit 8-16: Summary Report Preview Popup

9. Select **<Yes>**, to view the requested report on-screen in a print preview window with the options of **<Previous>**, **<Next>**, **<Close>**, or **<Print>** (see Exhibit 8-17).

10. Select **<No>** to close the popup and save the report in its corresponding directory.

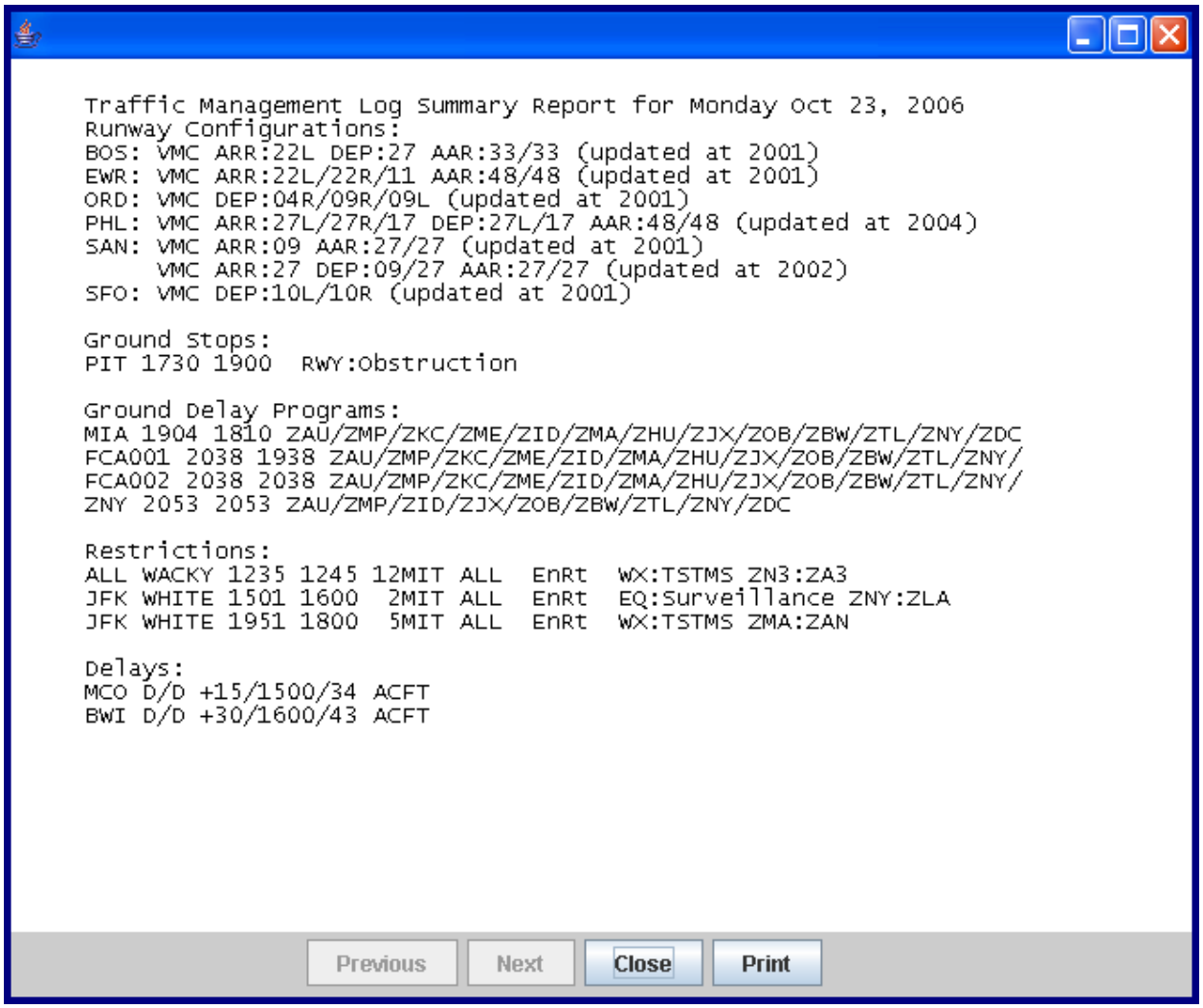


Exhibit 8-17: Sample Summary Report

Please Note

To open the saved Summary Report, navigate to /etms/tmlog/reports and open the file **rpt_TMLogSummaryReport_YYYYMMDD.txt**, where YYYYMMDD is the date, in a text editor.

System Administrators

The Summary Report can be generated and filtered by MIT values from the command line. Consult the *SAM Section 3.2.5 Summary Report* for more information on this command line feature.

8.7 Advanced Reports

Advanced Reports provide the means of generating reports based upon user-specified filter criteria. By specifying filters, the report is limited to log entries meeting the filter criteria. The advantage of Advanced Reports, compared to the other reports, is that you can search data across a range of dates. To generate an advanced report, follow the steps below.

1. Select the **<Advanced Reports>** option from the **<Reports>** menu to open the Advanced Report Main Control Frame to the **<REPORTS>** filter panel (see Exhibit 8-18).

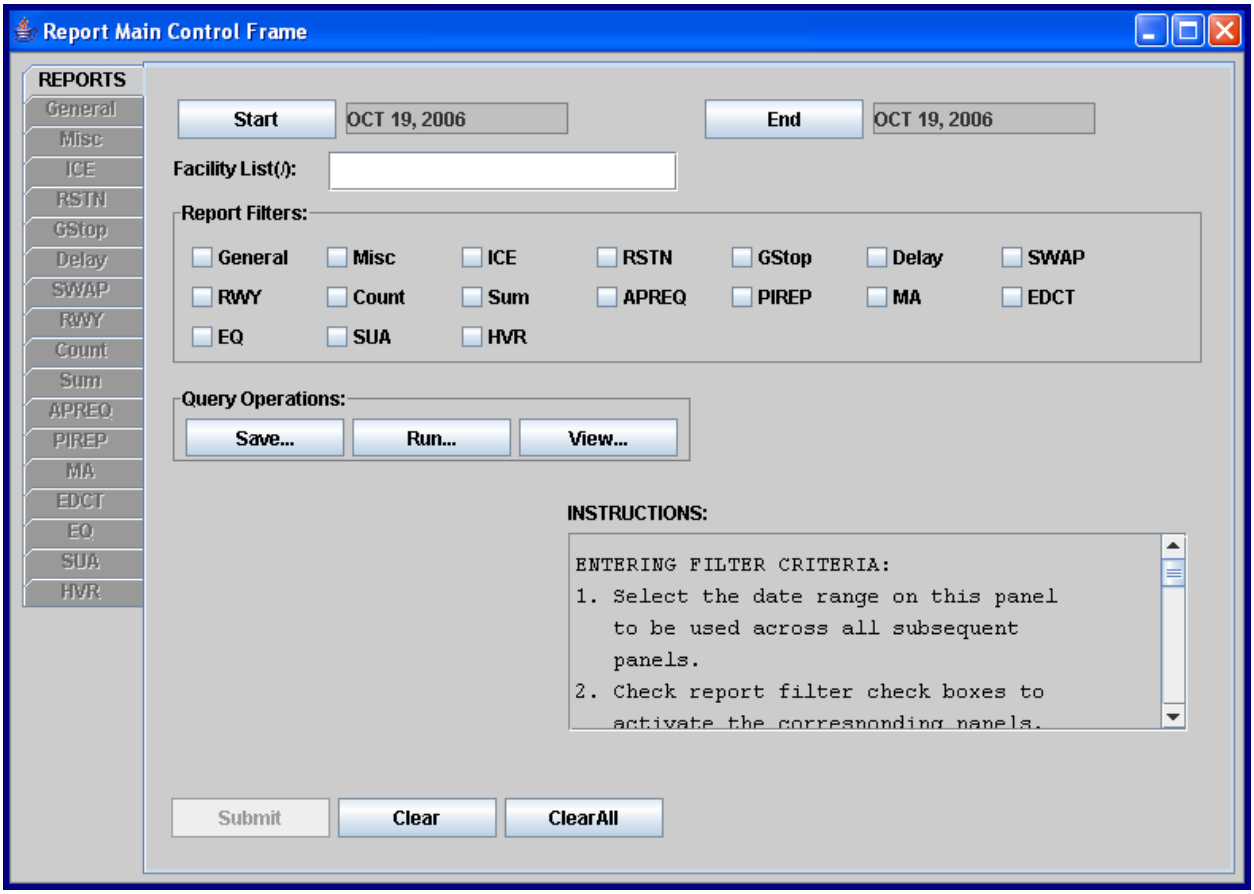


Exhibit 8-18: Advanced Reports Selection Dialog

2. Click the **<Start>** button to select a starting date.

3. Click the **<End>** button to select an end date.

4. Enter a facility or a slant-delimited ("/") list of facilities in the Facility List field.

5. Click on a Report Filter check box to display its corresponding panel. Panels are displayed in *Section 8.7.4 Advanced Report Panels*.

6. Specify filter criteria unique to the filter panel you have opened.

7. Once filter criteria values have been entered on the filter panel, click the **<REPORTS>** tab to open the REPORTS filter panel.

8. Steps 5-7 may be repeated until all necessary filter criteria are entered.

9. Click **<Submit>** from the REPORTS filter panel to generate the report, **<Clear>** to clear the REPORTS panel, or **<Clear All>** to remove filter criteria from all panels.

10. When the Report View window is displayed, you can **<Save>**, **<Print>**, or **<Close>** the report (see Exhibit 8-19). If the view window is closed without saving the report, a prompt is displayed asking whether or not to save the report to a file.

11. To exit Advanced Reports, click the **<X>** in the upper right hand corner of the screen.

Warning

NTML does not allow you to build another query until the previous query has been completed, regardless if NTML is connected or not connected to the database.

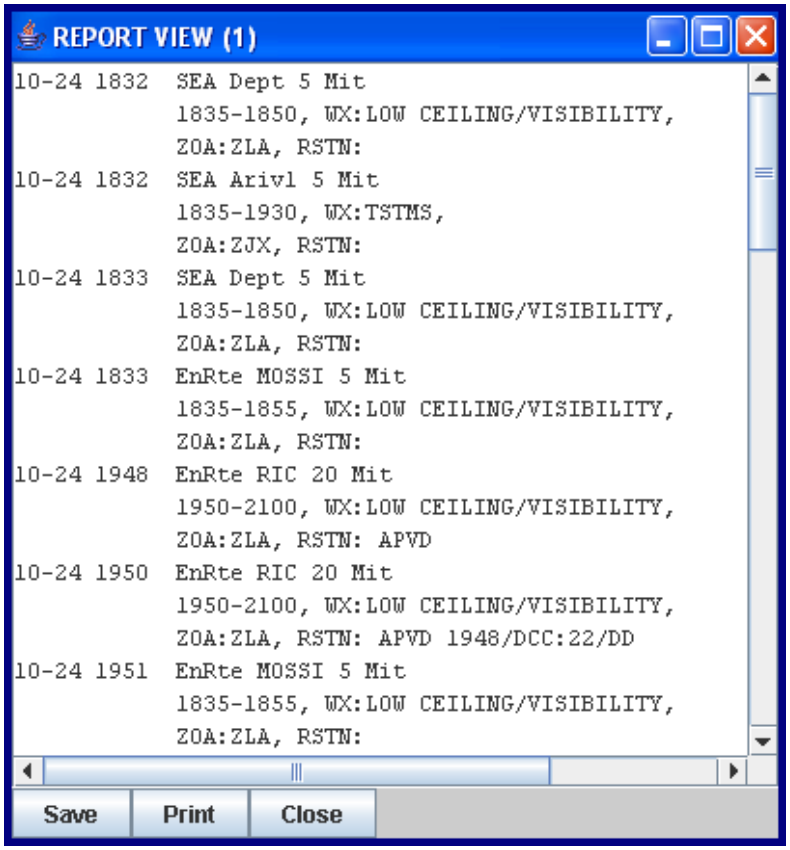


Exhibit 8-19: Report View Window

8.7.1 Saving Advanced Reports

To save generated advanced reports, follow the steps below.

1. Click **<Save>** from the bottom of the Report View window (see Exhibit 8-19).
2. The Save dialog opens (see Exhibit 8-20).

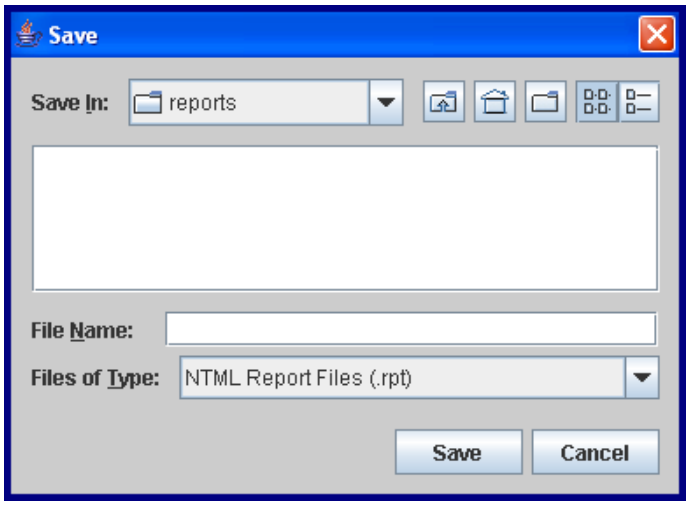


Exhibit 8-20: Save Advanced Report Dialog

3. Enter a filename in the File Name field.
4. Make sure Files of Type is set for NTML Report Files (.rpt) and click **<Save>**.
5. By default, saved reports are stored in the reports directory.

8.7.2 Printing Advanced Reports

To print generated advanced reports, click **<Print>** from the bottom of the Report View window (see Exhibit 8-19). A message appears saying "Report being sent to printer… (see Exhibit 8-21). Click **<Ok>** and the print preview dialog box appears (see *Section 7.11 Printing Logs* for more information on printing). Click **<Print>** from the print preview dialog.

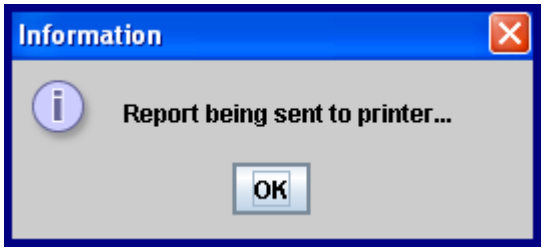


Exhibit 8-21: Report being sent to printer… Popup

8.7.3 Closing Advanced Reports

To close the generated advanced report, simply click the **<Close>** button or click on the **<X>** in the upper right hand corner of the Report View window (see Exhibit 8-19). If you close the advanced report without saving, you are prompted to save the report (see Exhibit 8-22).

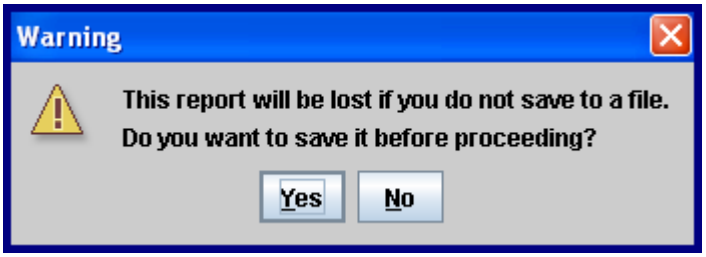


Exhibit 8-22: Save Report Warning

8.7.4 Advanced Report Panels

When the Report Main Control Frame is first opened, the **<REPORTS>** panel is visible (see Exhibit 8-23). This panel is the main panel for specifying and submitting an advanced report request. Within this panel there is a set of Report Filters, presented as a collection of check boxes. Each of these check boxes is associated with a tab along the left margin of the Main Control Frame. Initially all tabs, except for **<REPORTS>**, are grayed out.

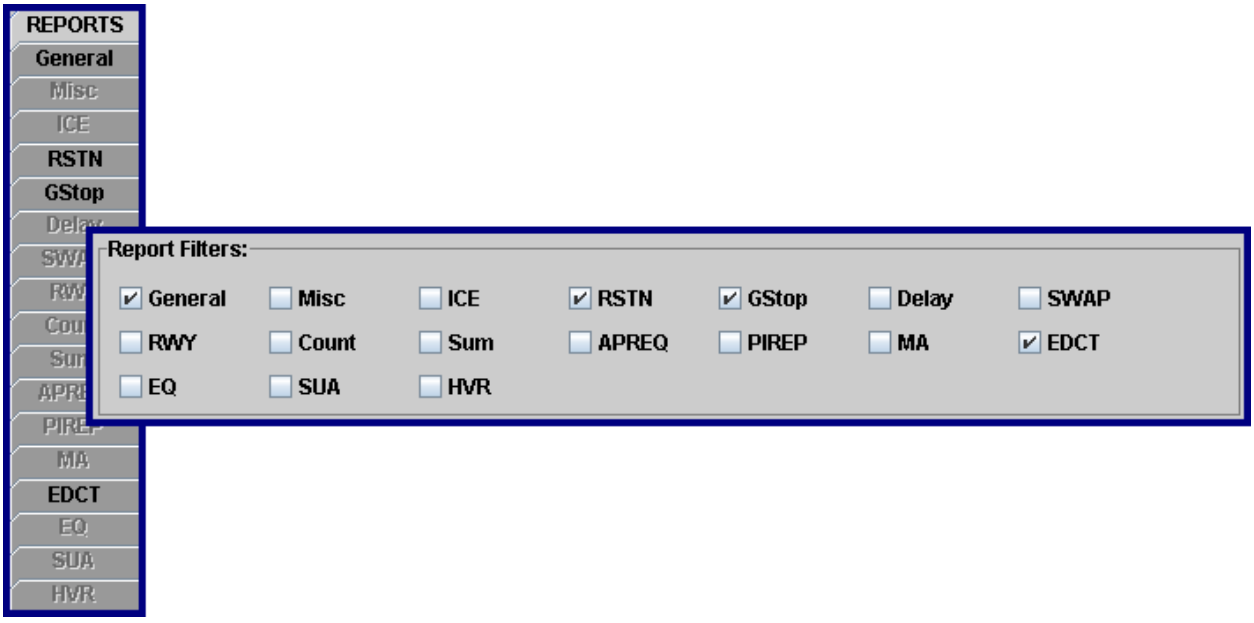


Exhibit 8-23: Report Filter Panels

When a report filter is checked, the corresponding filter panel is opened. Inside the filter panel you have a chance to select and enter search criteria based on the subject of the panel. For example, say you want to generate an Advanced Report based on RSTN log data. Check the RSTN box under the Report Filters, and the RSTN filter panel opens (see Exhibit 8-24).

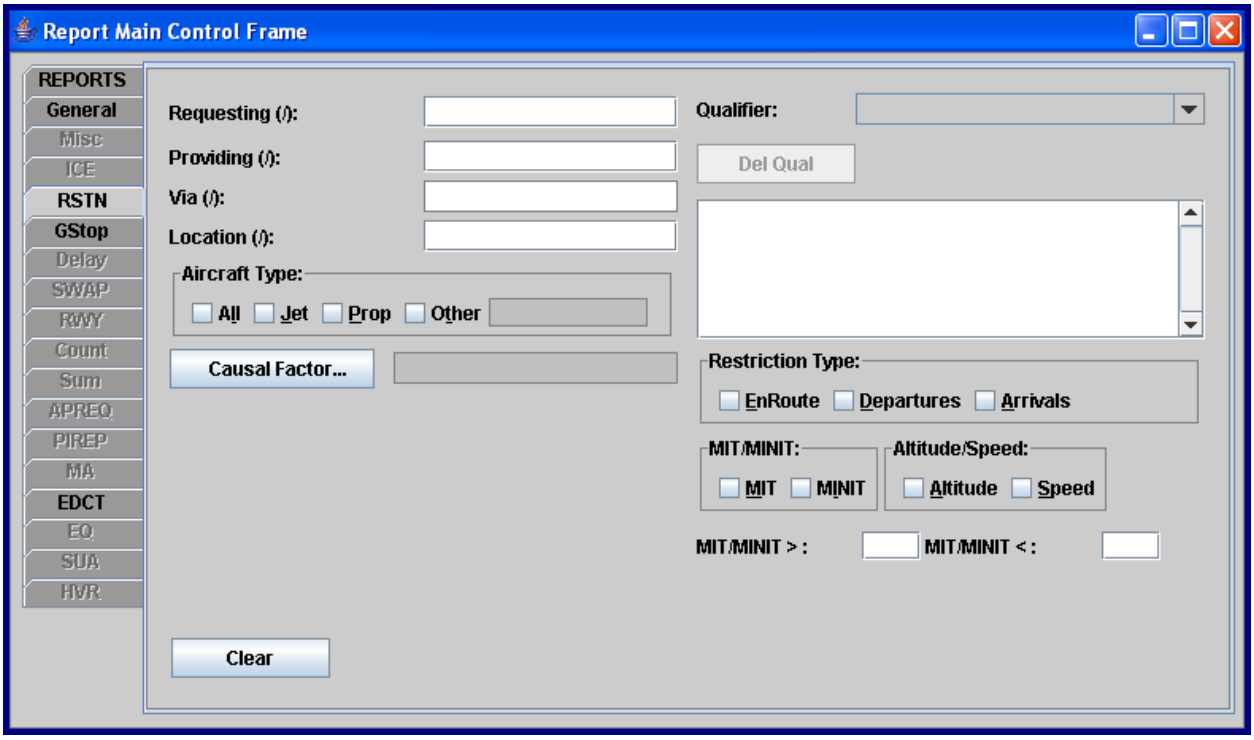


Exhibit 8-24: RSTN Report Filter Panel

As you can see, there are several fields where additional search or filter criteria may be entered. In this example, you can enter search criteria regarding RSTN log data. The criteria fields are similar to the data input fields found in the entry panels in the main NTML application window. All filter panels contain a **<Clear>** button that removes data from the filter panel.

8.7.4.1 General Advanced Report Filter Panel

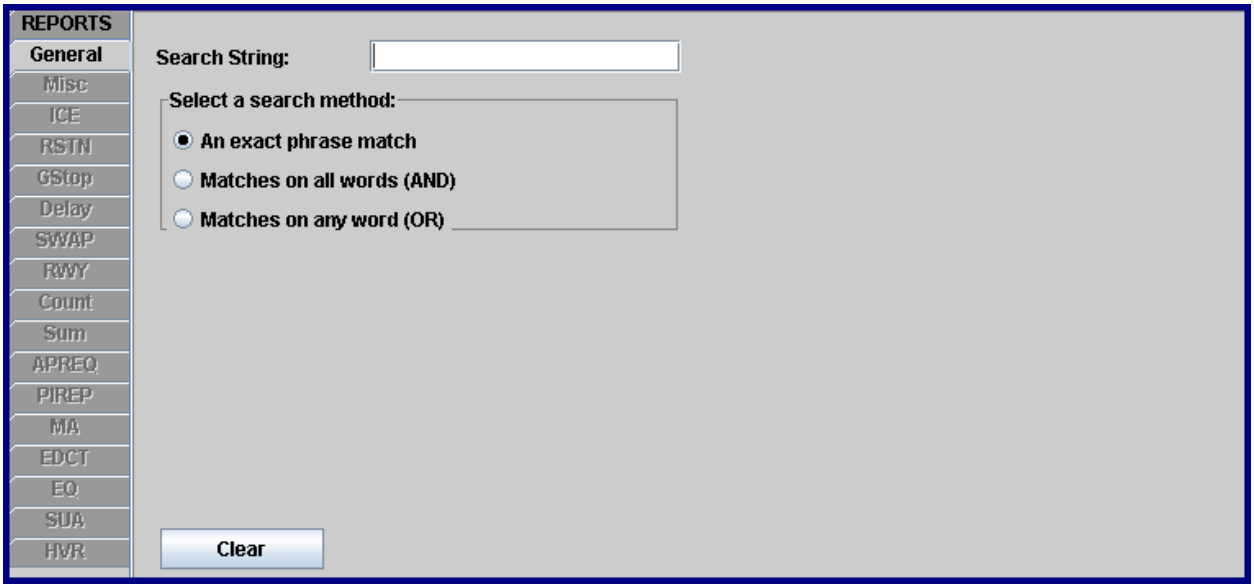


Exhibit 8-25: General Advanced Report Filter Panel

8.7.4.2 MISC Advanced Report Filter Panel

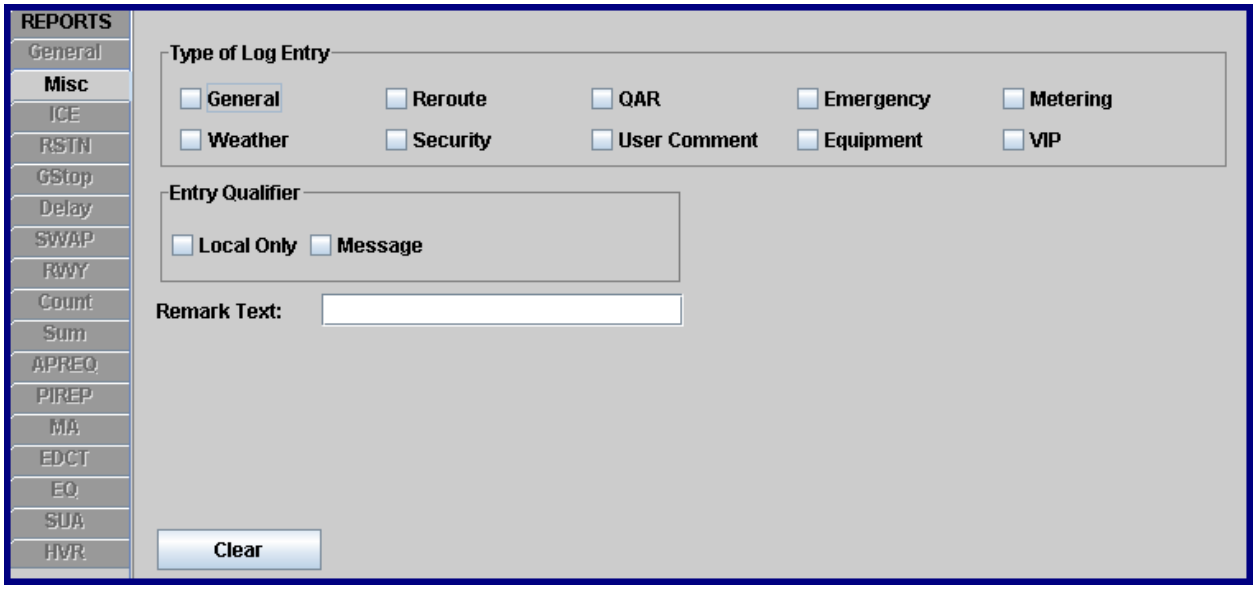


Exhibit 8-26: MISC Advanced Report Filter Panel

8.7.4.3 ICE Advanced Report Filter Panel

Exhibit 8-27: Ice Advanced Report Filter Panel

8.7.4.4 RSTN Advanced Report Filter Panel

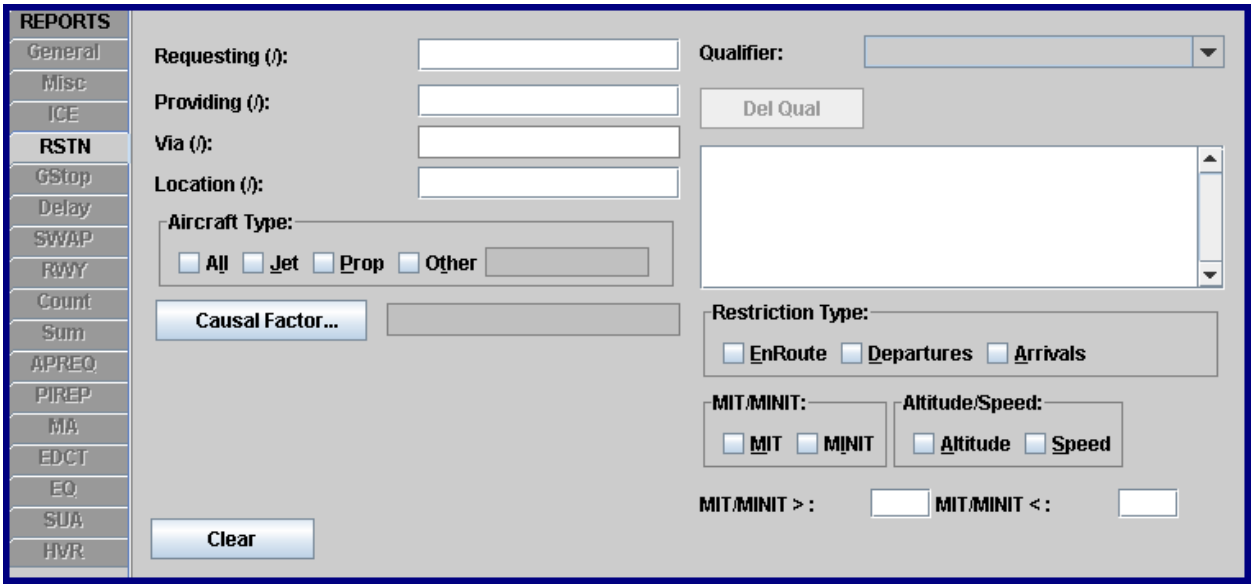


Exhibit 8-28: RSTN Advanced Report Filter Panel

8.7.4.5 GStop Advanced Report Filter Panel

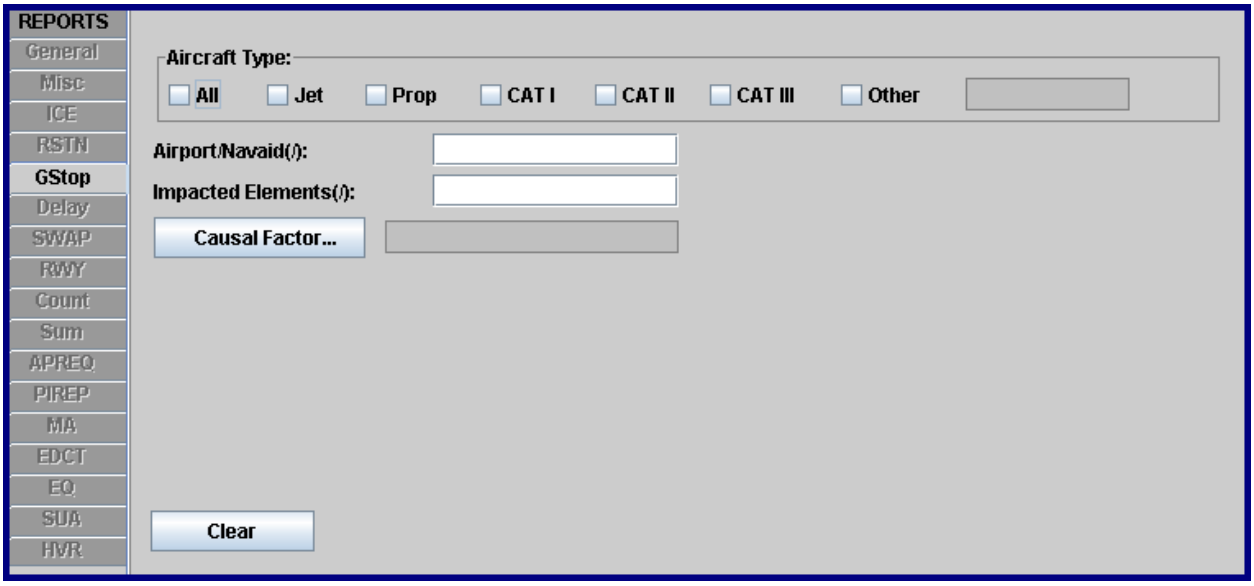


Exhibit 8-29: GStop Advanced Report Filter Panel

8.7.4.6 Delay Advanced Report Filter Panel

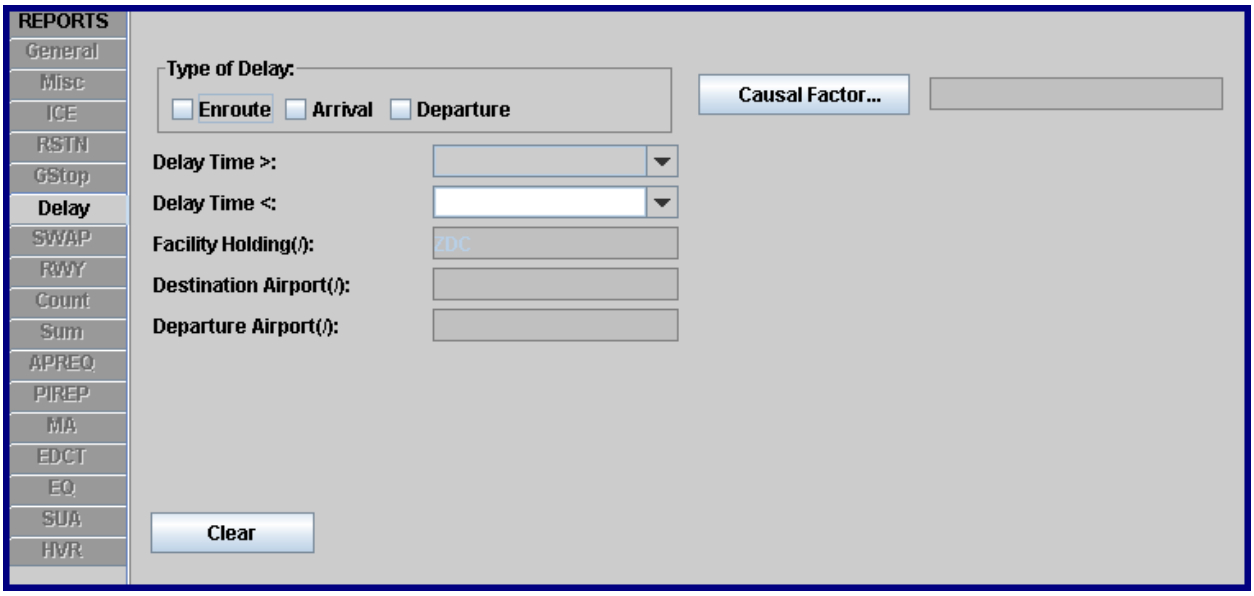


Exhibit 8-30: Delay Advanced Report Filter Panel

8.7.4.7 SWAP Advanced Report Filter Panel

Exhibit 8-31: SWAP Advanced Report Filter Panel

8.7.4.8 RWY Advanced Report Filter Panel

Exhibit 8-32: RWY Advanced Report Filter Panel

8.7.4.9 Count Advanced Report Filter Panel

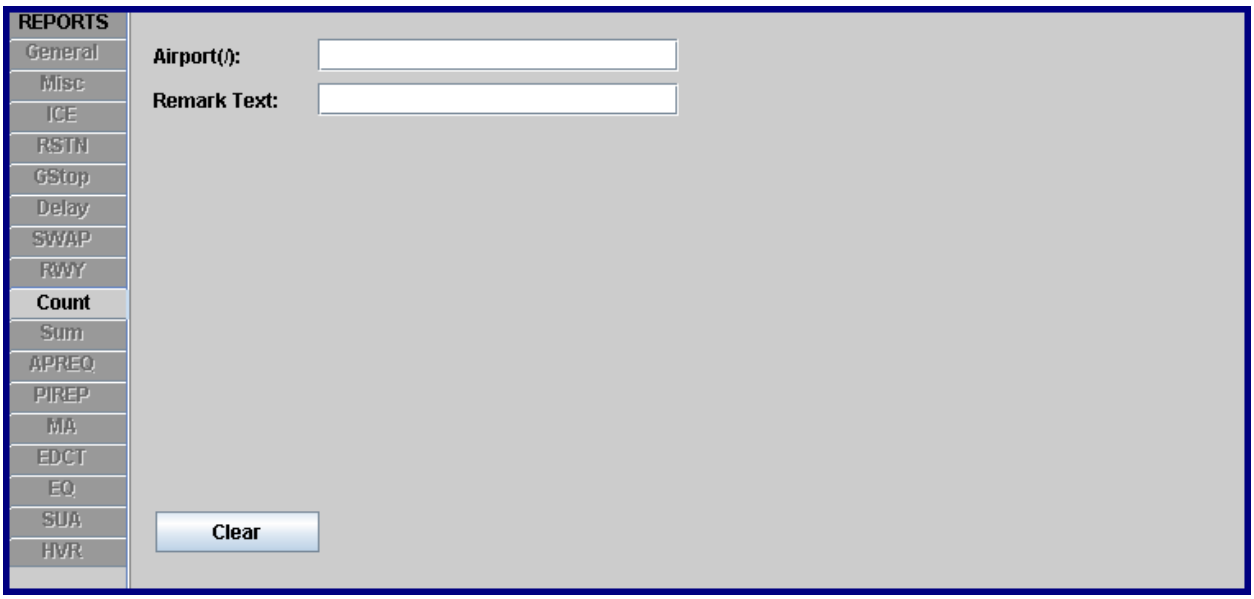


Exhibit 8-33: Count Advanced Report Filter Panel

8.7.4.10 Sum Advanced Report Filter Panel

Exhibit 8-34: SUM Advanced Report Filter Panel

8.7.4.11 APREQ Advanced Report Filter Panel

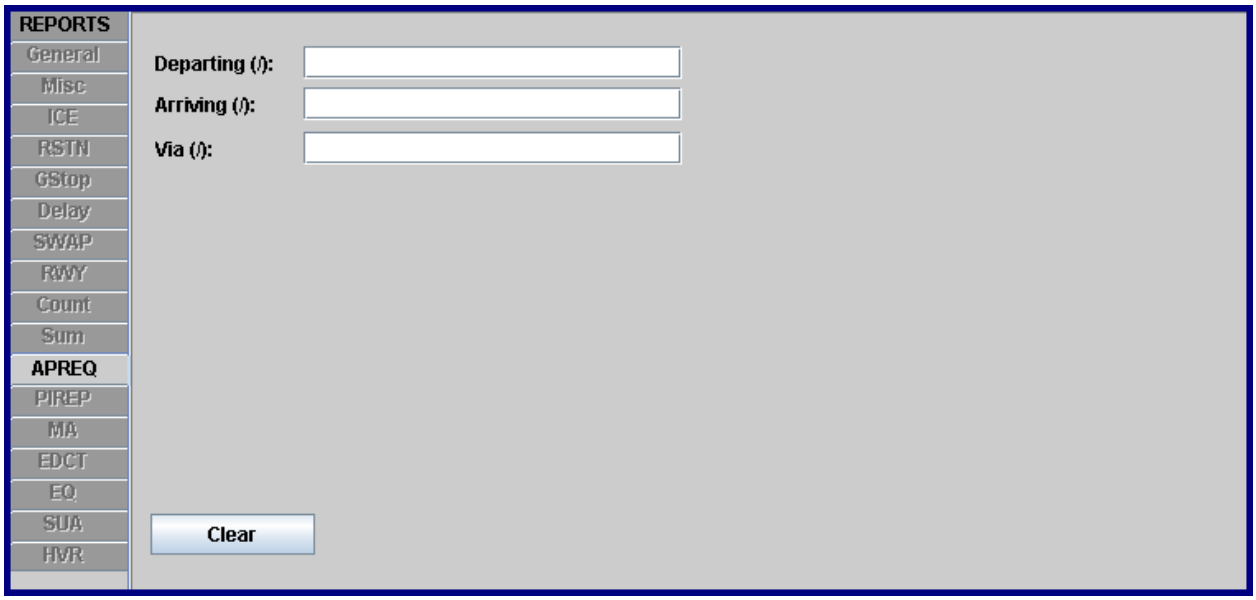


Exhibit 8-35: APREQ Advanced Report Filter Panel

8.7.4.12 PIREP Advanced Report Filter Panel

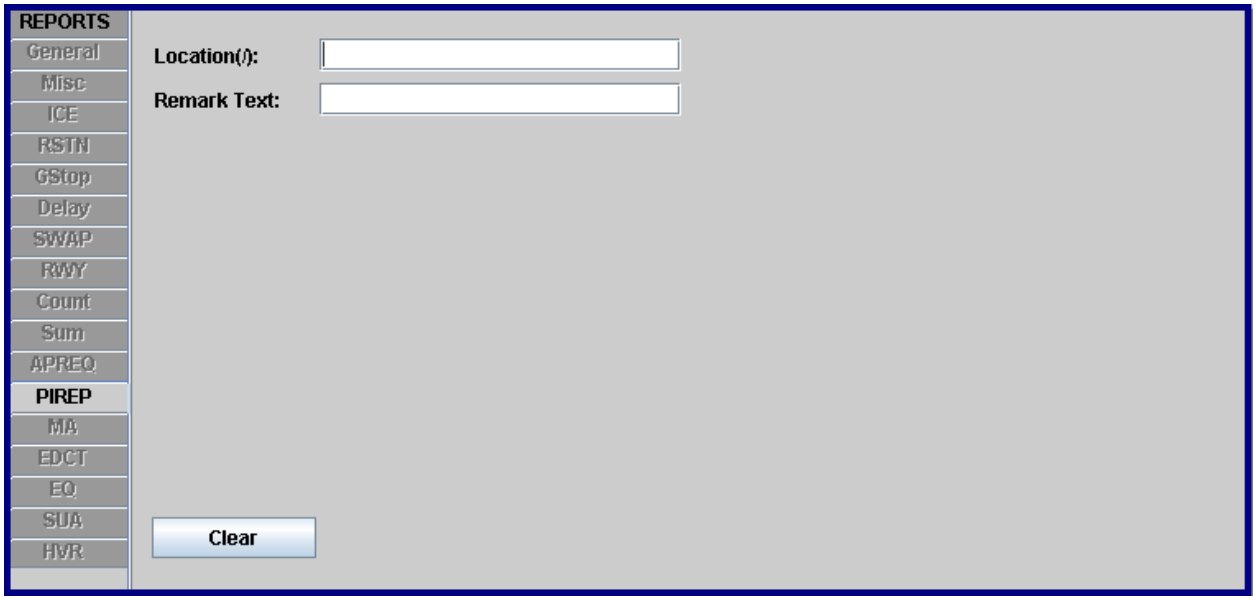


Exhibit 8-36: PIREP Advanced Report Filter Panel

8.7.4.13 MA Advanced Report Filter Panel

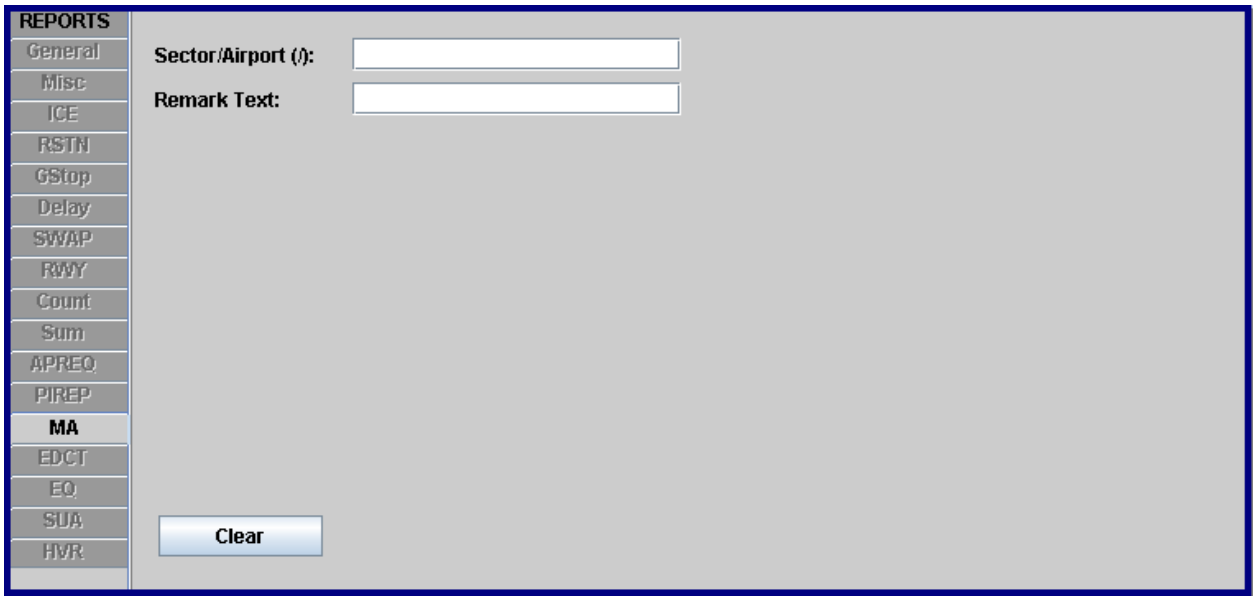


Exhibit 8-37: MA Advanced Report Filter Panel

8.7.4.14 EDCT Advanced Report Filter Panel

Exhibit 8-38: EDCT Advanced Report Filter Panel

Please Note

To query AFPs, enter XAFP into the Airport field.

8.7.4.15 EQ Advanced Report Filter Panel

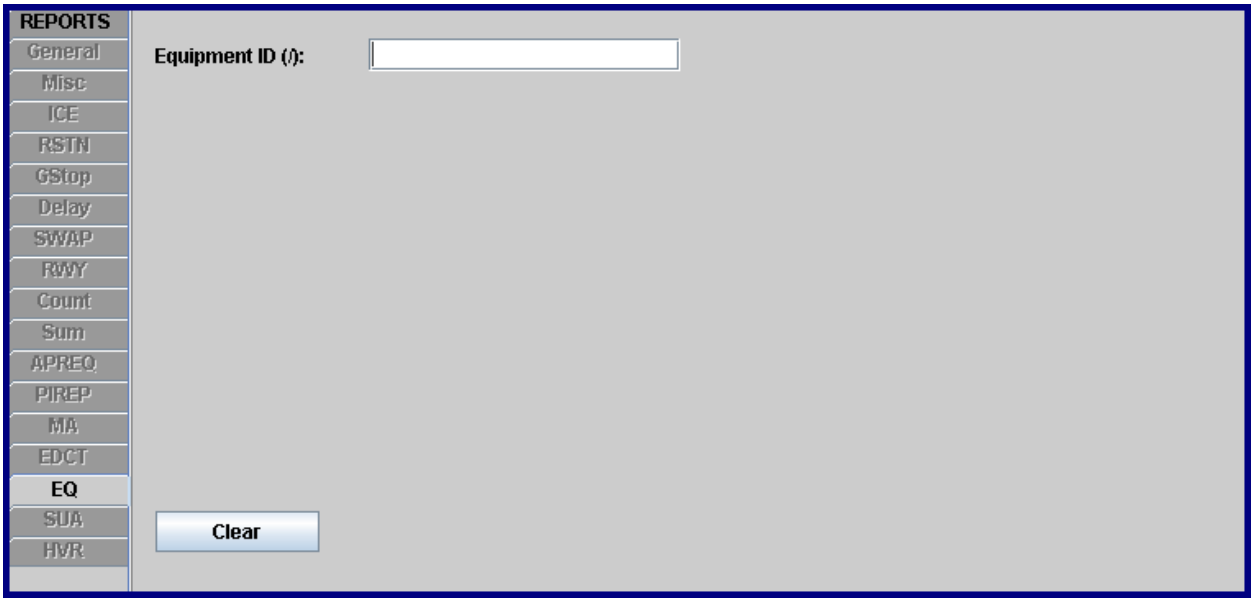


Exhibit 8-39: EQ Advanced Report Filter Panel

8.7.4.16 SUA Advanced Report Filter Panel

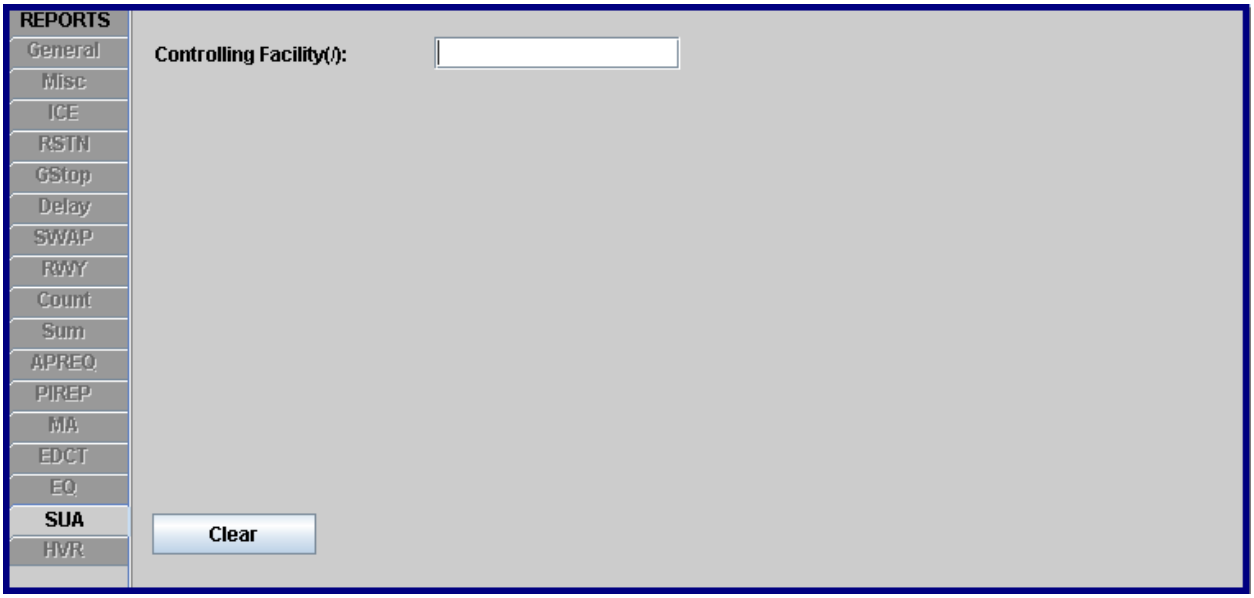


Exhibit 8-40: SUA Advanced Report Filter Panel

8.7.5 Advanced Reports SQL Queries

The Report Main Control Frame, in addition to entering filter criteria, allows you to save, run, and view criteria through **SQL** queries. SQL stands for Structured Query Language, and it is a programming language that searches for data based on specified criteria and displays the results of the search. The Query Operations buttons (see Exhibit 8-41) control the three query options of Save, Run, and View.

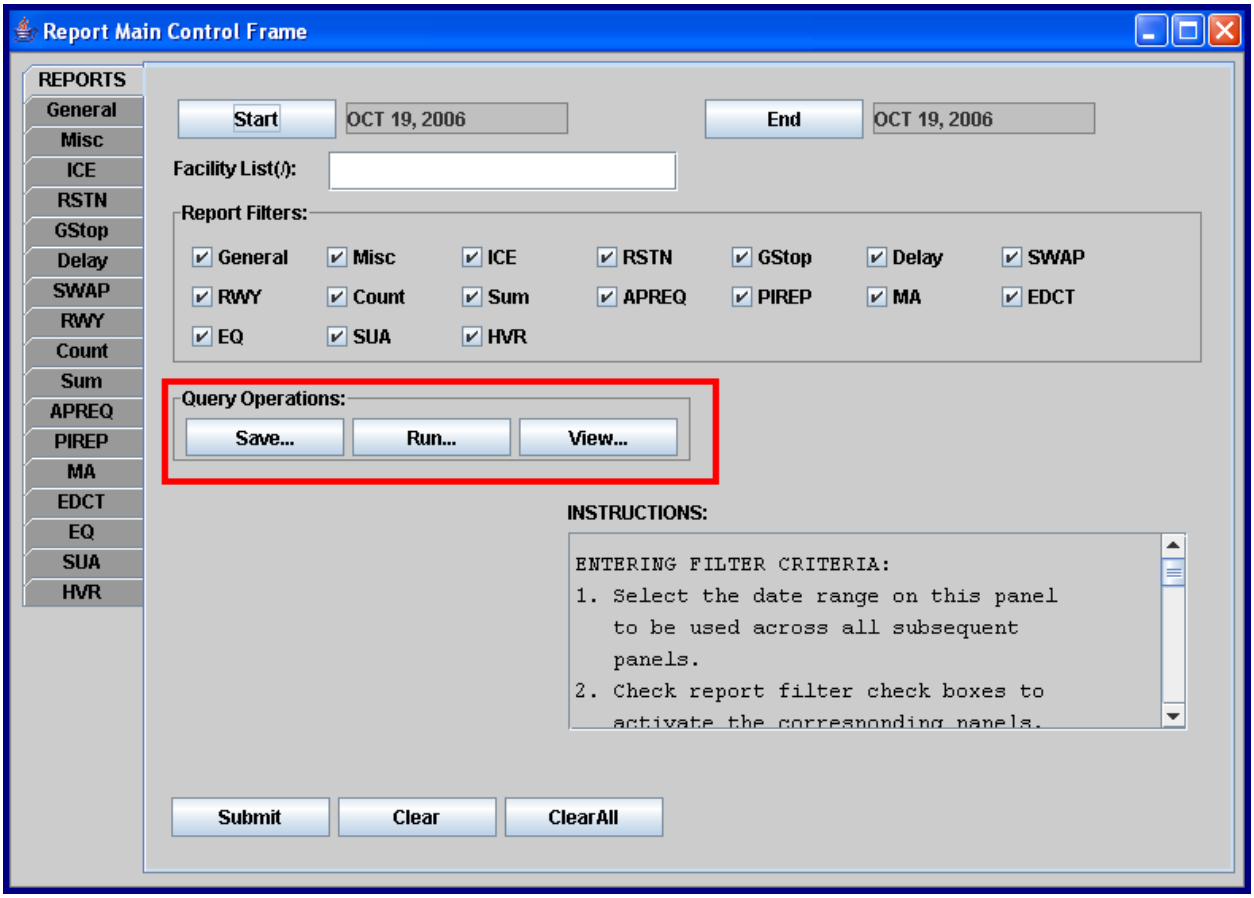


Exhibit 8-41: Report Query Operations

8.7.5.1 Saving Advanced Report SQL Queries

The **<Save…>** button (located on the REPORTS panel) saves the specified filter criteria as a SQL query. To Save an SQL Query, follow the steps below.

1. Click **<Save…>** and a Save dialog is displayed (see Exhibit 8-42).

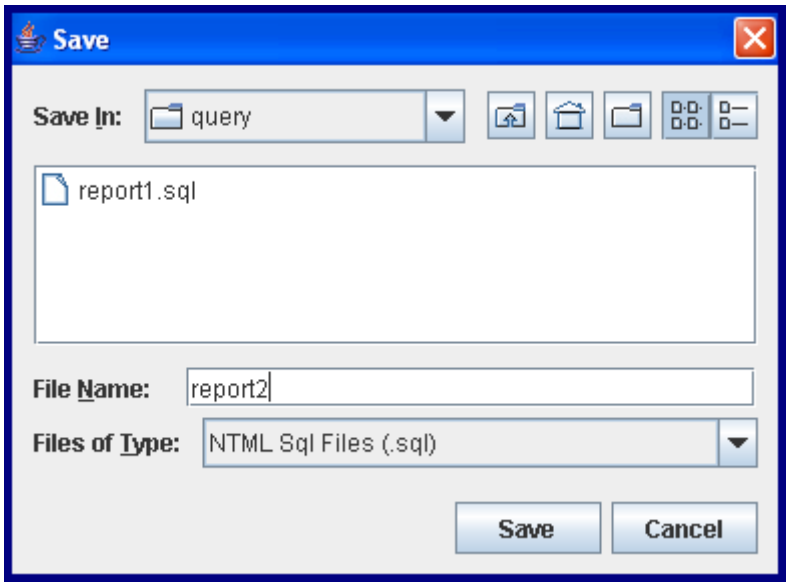


Exhibit 8-42: Save SQL Query Dialog

2. Select the folder where you want to save the query from the Save In dropdown list.
3. Enter a File Name in the corresponding field.
4. Make sure NTML Sql Files (.sql) is selected in the Files of Type field.
5. Click **<Save>**.

Please Note

The default location for SQL files is in the \etms\tmlog\data\query folder. All SQL files must have the .sql file extension.

8.7.5.2 Running Advanced Report SQL Queries

The **<Run...>** button submits an advanced report request using a previously saved SQL query without viewing the criteria. Follow the steps below to run an SQL query.

1. Click **<Run...>** and an Open dialog will be displayed (see Exhibit 8-43).

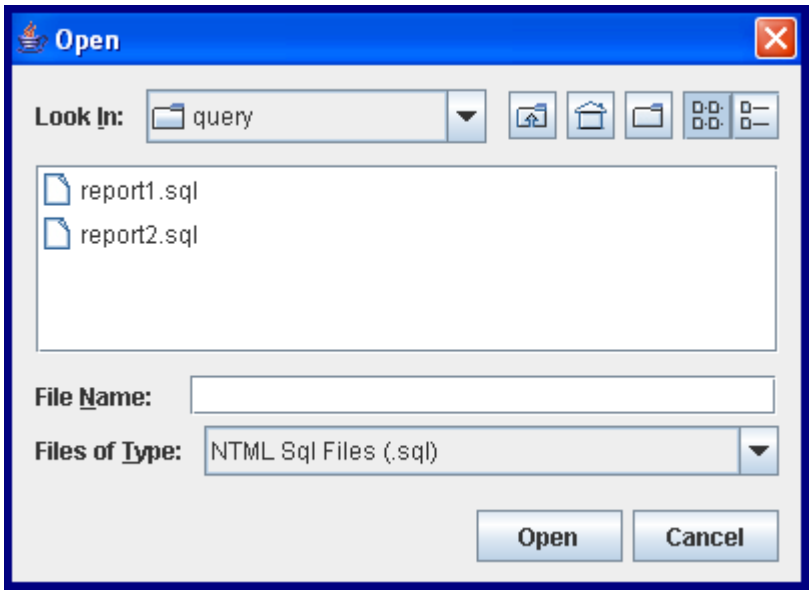


Exhibit 8-43: Open SQL Query Dialog

2. Make sure **NTML Sql Files (.sql)** is selected in the Files of Type field.
3. Select the folder that contains the SQL queries from the Look In dropdown list.
4. Click on the desired SQL file.
5. Click **<Open>**.

8.7.5.3 Viewing Advanced Report SQL Queries

The **<View…>** button allows you to view a previously saved SQL query (i.e., filter criteria) in a Query View window. From the Query View window, you can edit, save, print, and close the query. To Open an SQL query, follow the steps below.

1. Click **<View…>** and an Open dialog will be displayed (see Exhibit 8-43).
2. Make sure **NTML Sql Files (.sql)** is selected in the Files of Type field.
3. Select the folder that contains the SQL queries from the Look In dropdown list.
4. Click on the desired SQL file.
5. Click **<Open>**, and the Query View window will display the query (see Exhibit 8-44).

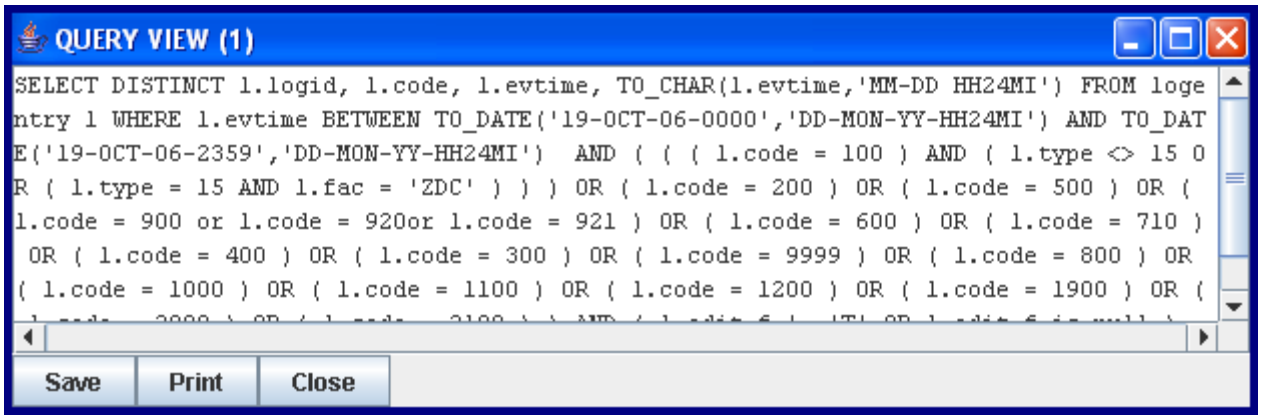


Exhibit 8-44: Query View Window

8.8 Real Time Log Report

The **Real Time Log Report** is a replacement for the Log Report when the desired report is run periodically throughout the day. It produces a log report for all positions at the desired facility. The Real Time Log Report is run from the command line. Please contact your system administrator to generate a Real Time Log Report.

System Administrators

Consult the *SAM Section 3.2.6 Real Time Log Report* for more information on how to generate this report.

8.9 ATC Executive Summary Report

The **ATC Executive Summary Report** is a daily report of facilities that have experienced a high number of delays during the previous day. Twenty-six or more delays are considered a high number of delays.

The ATC Executive Summary Report is run strictly from the command prompt (either Windows, or Linux) and contains no graphical user interface (GUI). Contact your system administrator to generate this report.

System Administrators

Consult the *SAM Section 3.2.7 ATC Executive Summary Report* for more information on how to generate this report.

There are two different versions of the ATC Executive Summary Report that may be generated. One version reports data based on the number of delays for a facility using the OPSNET database (only available at the Command Center) and the other version reports data based on user specified facilities. Exhibit 8-45 displays a sample ATC Executive Summary Report.

Please Note

ATC Executive Summary Report with OPSNET is only available at the Command Center. The *NTML ATC Executive Summary Report User's Guide* contains more details on the ATC Executive Summary Report.

Please Note

In Exhibit 8-45, "OPSNET TOT DLY-XXX" will not be displayed in the headings for each facility if the user generates the report with specified facilities (meaning not connected to OPSNET).

```
ATC EXECUTIVE SUMMARY REPORT FOR ZMA/LGA/JFK/EWR/ATL/ORD/BOS/N90
FROM 05/14/06 0300Z TO 05/15/06 0300Z

**********************************************************************************
**                NTML SUPPLEMENT TO OPSNET ATC DAILY REPORT                    **
**              AIRSPACE FLOW PROGRAMS LISTED ALPHABETICALLY                    **
**         FACILITIES REPORTING 26 OR MORE DELAYS IN DESCENDING ORDER           **
**********************************************************************************

---------------------------------------------------------------------------------
Airspace Flow Programs

FCAMU1 1141 1600-1959 AFP GAAP
                      ZSE/ZAB/ZLC/ZFW/ZLA/ZAU/ZMP/ZDV/ZKC/ZME/ZID/ZMA/ZHU/ZJX
                      AVG-10 MAX-40 VOLUME/SEASONAL MMUN
                      AAR=16/16/14/16

     HR  AAR
     16   16
     17   16
     18   14

FCAMU1 AFP CRITIQUE: No revisions were required, airlines preferred AFP over
separate GDPS.

**********************************************************************************
**                                                                              **
**                ZMA   OPSNET TOT DLY-419                                      **
**                                                                              **
**********************************************************************************

---------------------------------------------------------------------------------
Ground Stops


---------------------------------------------------------------------------------
Delays

FAC/#   START-END AVG  MAX  CAT  REASON
/0      1217-1307  50   50       Departure Spacing (DSP), Volume, Center, Volume
/0      1232-1249  17   17       Miles In Trail (MIT), Volume, Center, Volume

**********************************************************************************
**                                                                              **
**                LGA   OPSNET TOT DLY-151                                      **
**                                                                              **
**********************************************************************************

---------------------------------------------------------------------------------
Ground Delay Programs and Ground Stops

LGA 1259 1300-0359 GDP DAS (ALL+CZY_AP) AVG-108 MAX-219 WEATHER/WIND
                   AAR=32

     HR  AAR  AC  DC
     13   32
     14   32

LGA GDP CRITIQUE: STRONG WESTERLY WIND FORCING A RWY 31 OPERATION AT LGA
REDUCED THE AAR TO 32. THERE WAS NUMEROUS CANCELLATIONS, PROGRAM WAS CANCELLED.

---------------------------------------------------------------------------------
Runway Configurations

LGA 1051 VMC ARR:31 DEP:31 AAR(S/D):40/28 ADJ:OTHER
    1830 VMC ARR:22 DEP:31 AAR(S/D):44/38 ADJ:OTHER ADR:38

---------------------------------------------------------------------------------
Delays

LGA D/D +30/1357-1853 WX:WIND
```

Exhibit 8-45: Sample ATC Executive Summary Report with OPSNET

Appendix A – Common Acronyms & Abbreviations

AAR	Airport Arrival Rate
ADR	Airport Departure Rate
ADTN	Aeronautical Data Telecommunications Network
ADVZY	Advisory
AFP	Airspace Flow Program
APREQ	Approval Request
ARTCC	Air Route Traffic Control Center
ARTS	Automated Radar Terminal System
ASP	Arrival Sequencing Program
ASR	Airport Surveillance Radar
ATCSCC	Air Traffic Control System Command Center
ATCT	Air Traffic Control Tower
CBI	Computer Based Instruction
COB	Close of Business
DEST	Destination
DME	Distance Measuring Equipment
DPT	Departure
DSP	Departure Spacing Program
ECOM	Eroute Communications
EDCT	Estimated Departure Clearance Time
EQ	Equipment
ESIS	Enhanced Status Information System
ESP	En route Spacing Program
ETMS	Enhanced Traffic Management System.

FL	Flight Level
FMS	Flight Management System
FSM	Flight Schedule Monitor
GDP	Ground Delay Program
GS	Ground Stop
GSTOP	Ground Stop
GUI	Graphical User Interface
HVR	Historically Validated Restrictions
ICE	Deicing
ICSS	International Communications Switching Systems
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
LAHSO	Land and Hold Short Operation
LDA	Landing Directional Aid
LIMC	Low Instrument Meteorological Conditions
LMM	Locator Middle Marker
LOC	Localizer
LOM	Compass Locator at Outer Marker
LVMC	Low Visual Meteorological Conditions
MA	Monitor Alert
MISC	Miscellaneous
MINIT	Minutes in Trail
MIT	Miles in Trail
MLS	Microwave Landing System
MRSTN	Multiple Restrictions
NAS	National Airspace System

NASEL	National Airspace System Element
NAVAID	Navigational Aid
NDB	Nondirectional Radio Beacon
NTML	National Traffic Management Log
OI	Operating Initials
OIS	Operational Information System
PIREP	Pilot Report
RMK	Remark
RSTN	Restriction
RWY	Runway
SAM	System Administration Manual
SISO	Sign-In/Sign-Out
SQL	Structured Query Language
SRSTN	Severe Weather Restriction
SUA	Special Use Airspace
SUM	Shift Summary
SWAP	Severe Weather Avoidance Plan
TACAN	Tactical Air Navigational Aid
TCOM	Terminal Communications
TDWR	Terminal Doppler Weather Radar
TELCON	Telephone Conference
TMU	Traffic Management Unit
TRACON	Terminal Radar Approach Control
TSTMS	Thunderstorm
TUT	Traffic Flow Management User Team
UFA	Until Further Advised

UTC	Coordinated Universal Time
VMC	Visual Meteorological Conditions
VOR	VHF Omnidirectional Range
VSCS	Voice Switching and Control System
WG	Work Group
WX	Weather

Appendix B – Glossary of NTML Terms

A

Advanced Reports – Provides the means of generating log reports based upon user-specified filter criteria.

Alias – Efficient method for associating multiple objects with a single label.

Application Menu Bar – Provides access to a variety of menus, including the Options Menu, Edit Menu, View Menu, Tools Menu, Information Menu, Print Menu, Reports Menu, Link Menu, Search Menu, and Help Menu.

Application Window – Control center of the NTML application that contains all components of the graphical user interface (GUI).

Approval Subscription – Subscription used by DCC positions where a center-to-center restriction, which requires approval, goes to the DCC position's pending panel until the restriction is approved, disapproved, or removed.

APREQ Panel – (Approval Request Panel) Log entry panel used to enter approval requests.

ATC Executive Summary Report – Daily report containing AFPs, GDPs and GSs, runway configurations, and delays for facilities that have experienced a high number of delays during the previous day.

C

Central Database – Stores all NTML data entries for 15 days to comply with the FAA's reporting requirements.

Client Applications – Programs deployed in many of the ATC facilities throughout the NAS used to make NTML entries.

Close of Business (COB) – Process where the current day's log activities are closed and a new set of files for the next business day are opened.

Collective – Two or more workstations logged on at the same position; allows a whole facility to act as one position.

Combine – Permits users to access multiple positions simultaneously at the same facility.

Configuration Files – Files used by system administrators to define settings for a particular position within a facility, NTML users, and user's personal settings. There are three main configuration files tmlog.cfg, users.cfg, and XX.cfg, where XX is the user's operating initials.

Contents-driven Help – Help that contains online documentation regarding the NTML application. The help topics are listed in a table of contents and contain a find feature to quickly locate needed information.

Coordination Panel – Panel used to perform NTML message review and logging, program sign-in/sign-off actions, and quick retrieval of user-specific previously stored message implementations.

Coordinated Universal Time (UTC) – The standard for world wide time-telling that is not affected by seasons or time zones, formerly Greenwich Mean Time; also referred to as Zulu time.

Count Panel – (Airport Traffic Counts Panel) Log entry panel used to record required arrival and departure information for local airports during the hours EDCT is in effect.

Custom Views – View defined by the user that shows only those log entries for which the user has a responsibility or interest. Two types of custom Views are supported by the NTML system: internal views and external views.

D

Database Connectivity Indicator – Displays the name of the database server to which the NTML application is connected.

Database Server – Connects the message server to the NTML database.

Delay Panel – Log entry panel used to record the times when a facility is in delay status.

E

Emergency Broadcast – Allows DCC positions to send emergency miscellaneous messages to NTML positions and facilities regardless of subscription status.

Entry Feedback Area – Displays system generated feedback indicating that a database operation has been, or is about to be, performed.

Entry Panel – Panel that provides the user with a template for composing or modifying NTML log entries which are retained in the centralized database.

EQ Panel – (Outage Panel) Log entry panel that facilitates the scheduling and coordination of activities concerning the temporary loss or return to service of certain ATC components such as sectors, meter fixes, and runways.

External View – Separate view window where entries of user-specified types contained in logs of external facilities are displayed.

F

Facility OI List – List of all authorized local operating initials (OI), as well as the corresponding names and user-specific job category profile.

Filter – User defined criteria used to query log data.

Footer – Located at the bottom of all log entry panels and used to enter forwarding information, submit entries, spell check, clear fields, save information, enter reminders, and coordinate log entries.

Freeform Entry – Miscellaneous log entry; entry that does not fit into a specific panel (see MISC Panel).

Free-Text Fields – Editable text fields found in the ESIS areas, internal positions, and external facilities located in the Send To dialog box.

G

Graphical User Interface (GUI) – Menus, panels, header, footer, and all other visual objects used to control and manage log entries.

Group – Printed log that reflects more than one position.

GStop Panel – (Ground Stop Panel) Log entry panel used to create log entries for short-term (30 minutes or less) ground stops.

H

Header – Located at the top of all log entry panels and provides overall information, which establishes the general context for the NTML message that is to be created, modified, deleted, or canceled. The user making the entry and entry times are recorded.

HVR Critique Report – Report used to critique historically validated restrictions to see if they need to be modified.

I

ICE Panel – (Deicing Panel) Log entry panel used to make log entries regarding the deicing status of airports.

Include Advisories Check Box – Option that places advisories into the DCC position's log; used by DCC positions that use the same computer for entering advisories and NTML.

Include Subscription – Subscription that results in all log entries of the corresponding type, sent by the identified facility, being directly included as an entry in the log of the subscribing position.

INFO Panel – (Information Panel) Coordination panel that provides the capability for an HTML file (or URL) to be displayed within the panel. Commonly displays checklists, airport information, and maps.

Input Tabs – Tabs that are used to access log entry panels.

Internal View - Separate view window where entries of user-specified types contained in the logs of positions local to your facility are displayed.

K

Keywords – Words that define settings found in the tmlog.cfg configuration file.

L

Library Template – Incomplete restriction saved in the MyEntry panel where only certain data field values are provided, thus allowing you to supply user-specific values for the remaining data fields.

"Lifecycle Entries" – Logs that are time sensitive and expire when the current time exceeds the end time entered into the log.

Link Reports – Reports that show entries contained in the log(s) of the specified facility which were linked to Ground Delay Programs on the date requested.

Links – Manage linkages between log entries and the Ground Delay Program (GDP).

Local Midnight – Time a facility reaches midnight in its local area; this is not necessarily the same time as close-of-business. Local midnight cannot be extended like close-of-business. For example, local midnight for EST is 0500, CST is 0600, MST is 0700, and PST is 0800.

Log Panel – Coordination panel that displays all of the position's log entries for the current day and provides a method to easily locate and review log entries created by that position.

Log Reports – Reports that show all entries contained in the specified log for the date, facility, and position requested.

M

MA Panel – (Monitor Alert Panel) Log entry panel used to record ATC traffic alerts and any specific actions taken, as well as the time and sequence of events associated with the alert.

Message Server – Forwards specific NTML entries to subscribed users, thus providing a means of coordination between users at different facilities, also used to inter-connect clients residing on separate networks as well as provide a connection between clients and the database server containing the centralized database.

MISC Panel – (Miscellaneous Panel) Log entry panel used to create a variety of log entries that cannot be entered in a specific panel.

Morphon XML Editor – Application used by the system administrator to edit the runway.xml file.

MRSTN Panel – (Multiple Restriction Panel) Log entry panel which provides the means to create/manage up to ten (10) individual restriction actions simultaneously.

MyEntry Panel – (Personal Restrictions Panel) Coordination panel which provides a convenient file management interface for storing and managing personal restrictions and MISC entries.

My Facility Log – Standard view that shows the combined log for a user's facility, or the log of any position within the user's facility.

My Log – Standard view that lists all of the user's log entries for the day.

N

National Runway File – Contains the runway data supplied by the ATCSCC Automation and Infrastructure Office and lists the airport name, arrival runway information with strategic AAR rates based on weather conditions, and departure runway configurations.

National Traffic Management Log (NTML) – NTML is an FAA operational position log used to improve communications between all FAA facilities by providing a "Single Point of Entry", automated collection, and real-time distribution of National Airspace System (NAS) operational data across the Enhanced Traffic Management System (ETMS).

National Work Group – Group consisting of FAA management and union representatives that oversee customer interface and prioritization for new traffic management development.

Non-approved Restriction – Popup that appears when a restriction panel that contains forwarding facilities in the Send To field of the standard footer is changed such that the request now requires approval. Restrictions requiring approval cannot be forwarded.

Notify Subscription – Subscription that results in all entries of the corresponding type sent by the identified facility being displayed in the Pending panel of the subscribing position.

NTML System Administration Manual (SAM) – Document used by ETMS system administrators or experienced ETMS users responsible for setting up and maintaining the NTML program at ETMS field sites.

NTML System Administrator's Briefing Notes – Documents written to provide information to NTML administrators regarding new functionality and configuration issues found in new releases of NTML.

NTML User's Briefing Notes – Documents written to provide information to NTML user's regarding new functionality and interface changes found in new releases of NTML.

O

One-way Data Flow – Moves data either from an external system into NTML (called input) or from NTML to the external system (called output).

Operating Initials (OI) – Two character user id defined by the system administrator that represents an NTML user.

P

Panels – NTML graphical user interface component used for NTML message review and logging, program sign-in/sign-off actions, and quick retrieval of user-specific previously stored message implementations. Panels also act as a template for composing or modifying NTML log entries that are retained in the centralized database.

Passback – Occurs when your facility (the provider) is sent a restriction from another facility (the requester), and the log entry containing the restriction is sent to the facility feeding your facility airplanes. Now your facility (the provider) becomes the requester.

Pending Message Indicator – Displays the count of received messages (to which the position is subscribed) that are pending user action.

Pending Panel – Coordination panel that displays notification, proposal, and approval entries for message types to which the position has subscribed.

PIREP Panel – (Pilot Report Panel) Log entry panel used to record information associated with pilot reports regarding weather observations.

Pre-sent State – Tri-state check box selection that denotes a log entry that has been previously sent to ESIS; it appears as a gray check on a light blue background.

R

Real Time Log Report – Replacement for the Log Report when the desired report is run periodically throughout the day; produces a log report for all positions at the desired facility.

Reconstruct Log – Tool that allows users to retrieve and restore their current shift log entries in the event that they move from one workstation to another.

Remark (Rmk) – Fields found on NTML log entry panels that allow the user to enter notes, or more information, regarding the log entry.

Reminder – Popup alarm that reminds the user some action is needed in regards to an NTML message.

Reports – Parse NTML log data to display the data in a standardized format for analysis.

RSTN Panel – (Restriction Panel) Log entry panel used to initiate/coordinate restriction activities, including approval requests, change requests, cancellations, and deletions.

RWY Panel – (Airport Configuration Panel) Log entry panel that records local airport configuration entries, including weather, arrival, and departure runways, strategic AAR values, AAR adjustment, dynamic AAR, and ADR.

S

Selected to Send State – Tri-state check box selection that denotes a log entry that will be resent to ESIS; it appears as a black check on a white background.

Send To Panel – Panel, opened from the Send To button in the standard footer, that allows users to specify ESIS areas, internal positions, and external facilities to which the associated NTML message will be forwarded.

Shift Summary Report – Report that shows all Shift Summary panel entries contained in the log(s) of the specified facility for the date requested.

SISO Panel – (Sign-In/Sign-Out Panel) Coordination panel that is the interface for additional user sign in after the initial sign in action. This panel is also where users sign out, can be replaced, or combined/decombined.

SQL – (Structured Query Language) Programming language that searches for log data based on user-specified criteria.

Standard Views – Display local position log entries and views displaying other facility/position log entries; may be opened and closed to aid the user in maintaining awareness of log activity.

Status Bar – Located at the bottom of the NTML application window and contains the database connectivity indicator, pending message indicator, and the entry feedback area.

Status Information Areas – Future NTML feature whereby user's can customize the placement of information on the NTML screen.

SUA Panel – (Special Use Airspace Panel) Log entry panel that allows coordination of SUA events such as over-flight restrictions and security measures.

Subscription – Provide a mechanism for the local position to define which log entries, sent by other positions or facilities, will be received by that local position.

Summary Reports – Reports that provide a summary of runway configuration, ground stop, Ground Delay Program, and restrictions logged by the specified facility (or facilities).

SUM Panel – (Shift Summary Panel) Log entry panel that may be used frequently throughout a shift to record a variety of activities. It may be used as a scratchpad for entries that have not yet been, or may not be, submitted using any of the other panels.

SWAP Panel – (Severe Weather Avoidance Plan Panel) Log entry panel used to record those instances when a facility enters or exits a SWAP condition and optionally the status of an associated fix route.

System State Report – Report containing system information on the current state of NTML used by developers to fix problems in the software.

T

Tab-delimited – Log entry data that is separated by a tab.

Telcon Panel – Log entry panel used primarily by the Air Traffic Control System Command Center (ATCSCC) to log participants in conference calls.

tmlog.cfg – File that contains configurations and setup data for a specific position within a facility; defined by the system administrator.

Tool Tips – Mouse over buttons and fields to display field-specific information; also referred to as in-context help.

Traffic Flow Management User Team (TUT) – Responsible authority for determining development, evolution, integration, and continued use of traffic management technologies throughout the NAS.

Tri-state Check Box – Check box used by the resend to ESIS functionality to make one of three choices, pre-sent, selected to send, and unselected.

Two-way Data Flow – Data flow that moves data back and forth simultaneously (input and output) between NTML and the external system.

U

Unselected State – Tri-state check box selection that denotes a log entry that will not be resent to ESIS; it appears with no check on a white background.

users.cfg – File that contains data on each user authorized to sign on to the system; defined by the system administrator.

V

Views – Provide users with several options to locate and review NTML logs from both internal (local to the facility) or external (other facilities) locations.

W

Window Title Bar – Found at the top of the application window and displays the application, facility identifier, position, current date, and UTC time.

X

XX.cfg – Personal configuration files that hold a user's settings; XX stands for the user's Operating Initials.

Z

Zulu Time – The standard for world wide time-telling; also referred to as Coordinated Universal Time (UTC).

Index

AAR Adjustment 6-46, 6-47
ADR 6-47
ADTN network 2-2
Advanced Reports 5-3, 8-1, 8-20–8-36
  closing 8-23
  filter panels 8-23–8-32
  printing 8-22
  Report Main Control Frame 8-23, 8-33
  saving 8-22
  SQL Queries 8-33–8-36
    run 8-35
    save 8-34
    view 8-36
Advisories ..... *See* ADVZY
ADVZY 4-26
Air Traffic Controllers 1-1
Air Traffic Management Specialists 1-1
Air Traffic Managers 1-1
Airport Configuration Panel ..... *See* RWY Panel
Airport Information ..... *See* All-Airport Information
Airport Traffic Counts Panel ..... *See* Count Panel
Aliases 5-12, 7-44
All-Airport Information 5-3, 7-45
Application Menu Bar 5-3–5-4
Application Window 5-1–5-4
Approval Request Panel ..... *See* APREQ Panel
APREQ Panel 6-19, 6-38–6-39
Arrival Runway 6-45
ARTCC 1-1, 2-1, 4-2
ATC Executive Summary Report 8-37–8-38
ATCSCC 1-1, 2-1, 3-2, 4-2, 5-10, 6-15, 6-17, 6-28, 6-71
ATCSCC Automation and Infrastructure Office 6-46
ATCT 1-1
Automatic Updates 3-6–3-9
Canceling Log Entries 6-4, 7-7–7-8
Centralized Database 2-2
Clear Button 5-8
Clear History Files 7-39–7-40
Clear on Submit Check Box 5-5, 5-7
Client Applications 2-2
Close-of-Business 2-7, 6-24, 7-41–7-42
  automatic 7-41
  delete 7-42
  force 5-3, 7-42
COB ..... *See* Close-of-Business
Collectives 1-3, 2-6
Color 4-30–4-31
  background 4-30
  font 4-31
Combine 4-11–4-13
Configuration Files 1-3, 4-1–4-2
  keywords 4-2
  tmlog.cfg 4-2
  users.cfg 4-1
  xx.cfg 4-2
Coordination Complete Check Box 5-8, 5-16
Copying and Pasting Text in Remarks Fields 7-11
Count Panel 6-19, 6-63–6-65
Customize NTML 4-18–4-31
Data Flows 2-3–2-5, 2-3–2-5
  One-way data flow 2-3
  Two-way data flow 2-3
Database Connectivity Indicator 5-2
Database Server 2-2
Decombine 4-11–4-13
Deicing Panel ..... *See* ICE Panel
Delay Panel 6-19, 6-40–6-42
Delete Log Entries 7-9–7-10
  from the Log 7-10
  recalled entries 7-9
Departure Runway 6-47
Desktop Icon 4-3
Documents 3-1
  System Administration Manual (SAM) 3-1
  System Administrator's Briefing Notes 3-1
  User's Briefing Notes 3-1
Dyn AAR ..... *See* Dynamic AAR
Dynamic AAR 6-45, 6-47
Edit Log Entries 7-5–7-6
  Copy 7-5
  Cut 7-5
  Paste 7-6
Edit Menu 5-3, 7-5
Emergency Broadcast 5-13–5-14
Enhanced Status Information System ..... See ESIS
Enhanced Traffic Management System ..... See ETMS
Entry # Field 5-8
Entry Feedback Area 5-3
Entry Time Field 5-5, 5-6
EQ Panel 6-19, 6-57–6-58
ESIS 1-1, 1-3, 2-1, 2-4, 5-8, 5-9, 5-12, 5-13, 6-5, 6-24, 7-12, 7-26
ETMS 2-1, 2-2, 2-4, 3-1, 4-3, 4-28, 6-35, 6-69
Facility OI List 5-3, 7-43
Feedback to Developer 3-5
Flight Schedule Monitor ..... *See* FSM
Font Style 4-31
Footer 5-7–5-18
Forward Log Entries to ESIS 7-10–7-15
  through entry panels 7-12–7-13
  through the Log 7-14
Freeform Entries ..... *See* MISC Panel
Free-text Field 5-12
FSM 1-1, 2-1, 2-4
GDP Linkages Window 7-19–7-20
Graphical User Interface (GUI) 2-8, 3-9, 5-1, 5-4
Ground Stop Panel ..... *See* GStop Panel
GStop Panel 6-19, 6-35–6-37
Header 5-5–5-7
Help 3-2
  contents-driven 3-2
  in-context 3-2
Help Menu 3-2, 5-4
History Files 7-39
HTML Reports 1-1
HVR Critique Report 5-3, 8-1, 8-15–8-16
ICE Panel 6-19, 6-59–6-60
IMC 6-45

Include Advisories 4-28
INFO Panel 6-1, 6-13
Information Menu 5-3, 7-43
Input Tabs 4-19
Java 1.5.0_06 ..... 2-2, 2-8, 3-6
Java RMI 2-2
Launching NTML 4-3
Library Templates 6-6
Lifecycle Entries 2-7, 7-7, 7-41
LIMC 6-45
Link Log Entries 7-16–7-20
  Quick Link 7-16–7-17
  through the Log 7-18
Link Menu 5-3
Link Report 5-3, 8-1, 8-8–8-11
  field sites 8-11
Links 1-3, 2-7, 4-27, 6-4, 7-16, 7-26
Log Panel 6-1, 6-2–6-5
  configure filters 6-3
  function buttons 6-3
  recall entries 6-5
  right-click menu 6-4–6-5
Log Report 5-3, 8-1, 8-2–8-7
  body 8-7
  header 8-7
Logged On Users 5-3, 7-46
LVMC 6-45
MA Panel 6-20, 6-69–6-70
Message Server 2-2
MISC Panel 5-13, 6-19, 6-20–6-24
  create entry 6-22–6-23
  lifecycle 6-24
  local only 6-23
  message 6-24
  qualifier 6-23–6-24
Miscellaneous Panel ..... *See* MISC Panel
Modify Log Entries 7-1–7-4
  APREQ entries 7-2
  GStop entries 7-3
  RSTN entries 7-4
Monitor Alert Panel ..... *See* MA Panel
MRSTN Panel 5-8, 5-16, 6-8, 6-19, 6-26, 6-29, 6-31–6-34
Multiple Monitors 4-31
Multiple Restriction Panel ..... *See* MRSTN
My Facility Log ..... *See* Views
My Log ..... *See* Views
MyEntry Panel 5-16, 6-1, 6-6–6-10
  load personal entries 6-8–6-9
  rename entries 6-10
  right-click menu 6-7–6-8
  save entry 6-9–6-10
National Runway File 6-45
National Traffic Management Log ..... *See* NTML
National Work Group (WG) 1-3, 3-1
Non-approved Restriction Popup 5-13
NTML 2-1
  background 2-1–2-9
  benefits 2-1
  definitions and concepts 2-7
  deployment 2-1
  future 2-9
  how does NTML work 2-2
  program requirements 2-8
OIS 1-3, 2-1, 2-4, 2-5
  Flight Counts 2-5
  Predicted Score 2-5
Operating Initials (OI) . 2-7, 2-8, 4-1, 4-2, 4-4, 4-5, 4-7, 4-8, 4-9, 4-16, 5-5, 7-43, 8-7
Operating Initials Combo box 5-5
Operational Information System ..... See OIS
OPSNET 2-1, 8-37
Options Menu 4-18, 5-3
Oracle Advanced Queuing 2-2
Other Logs ..... *See* Views
Outage Panel ..... *See* EQ Panel
Panels 1-3, 2-7, 6-1–6-75
  Coordination Panels 6-1–6-18
  Entry Panels 6-19–6-75
Passback 6-4, 6-16, 6-29, 7-26
Pending Message Indicator 5-2
Pending Panel 5-2, 6-1, 6-14–6-18, 6-28
  approve/disapprove 6-18
  ATCSCC 6-17–6-18
  manage 6-15–6-16
  proposed RSTNs on me 6-15
  requests awaiting approval 6-15
Pilot Report Panel ..... *See* PIREP Panel
PIREP Panel 6-19, 6-66–6-68
PowerUpdate 3-7
Print Dialog Boxes 7-47
Print Log Entries 7-47–7-51
  Information Popup Print Buttons 7-51
  My Facility Log 7-49
  My Log 7-48
  Other Facility Logs 7-50
Print Menu 5-3, 7-47
Real Time Log Report 8-37
Reconstruct Log 5-3, 7-38
Remarks 2-7, 7-11
Reminder Field 5-8, 6-4
Reminders 5-17–5-18, 7-21–7-22
Replace User 4-9–4-10
Report Users Sign-in ..... *See* View Only Sign-in
Reports 1-3, 2-7, 8-1–8-38
Reports Menu 5-3, 8-1
Request Type Radio Buttons 5-5, 5-6
Resend to ESIS 7-15
  Pre-sent State 7-15
  Selected to Send State 7-15
  tri-state check box 7-15
  Unselected State 7-15
Restriction Approval Rules 6-28
Restriction Panel ..... *See* RSTN Panel
RSTN Panel 6-19, 6-25–6-30

ATCSCC 6-30
create entry 6-26–6-28
Passback 6-29
RWY Panel 6-19, 6-42–6-54
create entry 6-44–6-48
double pane 6-50
edit and delete 6-53–6-54
grouping remarks 6-48–6-53
most current entry 6-54
single pane 6-49
Save As Button 5-8, 5-16
Search Menu 5-4, 7-52
Searching Logs 7-52–7-53
Send To Button 5-8, 5-9–5-14
Send To Panel 5-9–5-14
ESIS 5-10
External Facilities (Fac) 5-10
Internal Positions (Pos) 5-10
Severe Weather Avoidance Plan Panel ..... *See* SWAP Panel
Shift Summary Panel ..... *See* SUM Panel
Shift Summary Report 5-3, 8-1, 8-12–8-14
Signing-in 4-4–4-15
initial user sign-in 4-4–4-6
print logs 4-5–4-6
SISO Panel 4-7–4-13
view only 4-14–4-15
Signing-out 4-16–4-17
sign-out, print and exit 4-17
SISO Panel 4-16–4-17
terminate single user's session 4-16–4-17
Single Point of Entry 2-1, 2-3
SISO Panel 1-3, 4-7–4-13, 6-1, 6-11–6-12
Special Use Airspace Panel ..... *See* SUA Panel
Spell Check 4-29, 5-3, 5-15
Spelling Button 5-8, 5-15
SQL 8-33
Standard Footer ..... *See* Footer
Standard Header ..... *See* Header
Starting NTML ..... *See* Launching NTML
Status Bar 5-2–5-3
Status Information Areas 2-9
Strat AAR ..... *See* Strategic AAR
Strategic AAR 6-45, 6-47
SUA Panel 6-20, 6-73–6-75
Submit Button 5-8
Subscriptions 2-7, 4-20–4-26, 5-3
ADVZY 4-26
approval subscriptions 4-20
delete 4-25
edit 4-25
establish 4-24
include subscriptions 4-20
message types 4-20–4-21
notify subscriptions 4-20
reserved word all 4-22
review 4-22–4-24
SUM Panel 6-19, 6-55–6-56
Summary Report 5-3, 8-1, 8-17–8-19
SWAP Panel 6-19, 6-61–6-62
System State Report 3-3
Tabs 5-4
Technical Support Contacts 3-4
Telcon Panel 6-20, 6-71–6-72
TMU 2-6
Tool Tips 3-2, 6-47
Tools Menu 5-3, 7-38
Towers 2-1
TRACON 1-1, 2-1, 4-2, 5-13
Traffic Flow Management User Team ..... See TUT
Traffic Management Unit ..... *See* TMU
Trainee 2-8, 4-5, 4-8, 4-9
Training 3-2
computer based instruction (CBI) 3-2
on-site 3-2
system administrator 3-2
TUT 3-1
UTC 2-8
View Menu 5-3, 7-23
View Only Sign-in 4-14–4-15
Views 2-7, 7-23–7-37
Close 7-25
Copy 7-26
Custom Views 7-30–7-37
activate/deactivate 7-37
delete 7-36
edit 7-35
external 7-31–7-34
internal 7-30–7-31
Filter 7-25
Popup Window 7-23–7-24, 7-28, 7-29
Print 7-24, 7-26
Right-click menu 7-26–7-27
Show current only 7-24
Standard Views 7-28–7-29
My Facility Log 5-3, 7-29
My Log 5-3, 7-28
Other Logs 5-3, 7-29
VMC 6-45
Weather 6-45
Window Title Bar 5-2
WX ..... *See* Weather