

FAN Web User Manual

<http://fan.act.faa.gov>

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Introduction:

Purpose

The FAN web site is a FAA intranet application used for requesting laboratory facilities and viewing schedules. The web application provides most of the features found in the FAN client software. The web application has been designed as an alternative for users who would prefer to use their web browser for FAN, without having the client software installed on their PC.

Note: You can still have FAN client software installed on your PC if you would like.

FAN Access

FAN Access levels:

- PUBLIC - view schedules
- MAINT/OPS – same access as PUBLIC plus input (time clock) logging
- COORDINATOR – same access as MAINT/OPS plus submit and revise time requests (Manager approval required for COORDINATOR access)
- MANAGER – same access as PUBLIC plus view lab utilization reports

General access is available using the public userid (UserID: fan, Password: fan). Coordinator access and Maintenance/Operations access requires a unique userid available through Customer Service Center (485-4614)/Facilities Control Office (CSC/FACO). You will need to fill out an access request form, which can be found on the FAN web page at <http://nasfac.act.faa.gov/fanaf.htm> or at the Customer Service Center located near column D27 on the 3rd floor of the Red Brick Building. Coordinators access must have their manager's approval. You can turn in access request forms to the Customer Service Center.

Note: You can use the same user id and password for FAN client software and the FAN web application.

Requirements

To use the FAN web page, you will need:

- PC that can connect to the Tech Center intranet.
- Internet Browser: Internet Explorer 5.5 or above OR Netscape Navigator 4.7.
- Internet Browser set to allow scripts to run. The FAN website uses JavaScript to check for valid entries, to display a menu and calendar and automate certain tasks.
- Internet Browser set to allow per-session cookies. The FAN website uses per-session cookies to track user id and permission level. No cookies are permanently saved on your PC.
- If you run pop-up blocking software, you need to allow *fan.act.faa.gov* to run pop-ups or temporarily disable your pop-up blocking. The FAN website opens additional windows to display information in the FAN web application.

Additional Requirements:

- You need a FAN UserID. *Note: You can use the generic UserID: FAN with the password: FAN to log on to the FAN website and view schedules.*
- Always log in at the *fan.act.faa.gov* login page before using the FAN website. If you bookmark a page within the website and try to go to this page without logging in, an error page or a blank page will load. You can bookmark the FAN website login page.

Note: The FAN web page has been tested using Internet Explorer 5.5 and Netscape Navigator 4.7. Internet Explorer is recommended since there are some known issues with Netscape Navigator 4.7.

FAQs

Can I still have the FAN client software installed on my PC?

YES. If you currently have FAN client software installed on your PC, you can continue using it as usual. If you need to have a copy of FAN client software installed on your PC, please call Customer Service Center at x4615 to request an installation.

Can I run FAN web from any PC?

FAN web is an intranet application. If you can get to the Tech Center intranet, you can access FAN Web.

When I click a FAN web menu option, nothing happens. What should I do?

*Are you running Pop-up blocking software on your PC? One reason a menu option click will not open the page you want is if Pop-up blocking software is running. *You can configure your Pop-up blocker to allow fan.act.faa.gov to run Pop-ups, *you can use one of the Lab PCs, *you can temporarily disable your Pop-up detection to allow FAN to run. Please call FAN Help x4615 if you need help.*

Why does a blank page load when I click my Favorites bookmark to the FAN schedule?

FAN web pages will only load if you are logged into the FAN website. Fan.act.faa.gov is not just a website, it is a web application. You must log in each time you want to use the FAN web. You should not bookmark any page other than the logon page:fan.act.faa.gov. Note: You can bookmark FAN web help pages and return to them later without logging in.

Why does a blank page load when I click a FAN Web menu option?

Is your browser set to allow per-session cookies? The FAN web site uses session variables to pass information from one Web page to the next, which requires that per-session cookies be enabled on your browser. These cookies last for the duration of your user session, but are not stored permanently on your hard drive. We do not save any cookies to your hard disk; the cookies only persist while your browsing session is active. To turn on per-session cookies on your browser, please follow the instructions given below.

Internet Explorer - From inside the IE window:

1. Go to Tools, then click on Internet Options.
2. Click on the Security tab.
3. Click "Custom Level". Scroll to Cookies.
4. Under "Allow cookies that are stored on your computer", you can check either "Enable", "Prompt" or "Disable".
5. Under "Allow per session cookies (not stored)," check "Enable" or "Allow per session cookies."

Netscape 4.7 - From inside the Netscape window:

1. Go to Edit, then click on Preferences.
2. On the left pane, click on Advanced, then on the right, check "accept all cookies" or "accept only cookies that get sent back to the originating server".
3. Click OK to save.

Point Of Contact

Point Of Contact List

Russ Atwood	Group Manager	x56326
Giovanni Alcantara	Team Lead, EnRoute	x56765
George Smallwood	Enroute	x55547
Pat Moore	Terminal, Oceanic, Radar	x55332
Val Reighard	Accounting & Utilization	x56208
Carol Brook	FAN Help Desk/CVA	x54614 or x54615

Customer Service Center - Hours of Operation

Monday thru Friday
6:00am - 5:00pm

Customer Service Center - Location

NAS Laboratory (Red Brick Building)
Bldg. 300, Third Floor, Column C-27

Browser Settings

How to set your browser settings to print background colors:

Internet Explorer (IE 5.5) From inside the IE window:

1. Click Tools Menu
2. Click Internet Options
3. Click the Advanced tab and scroll down to "Printing" and check: Print background colors and images
4. Click the Apply button then click the OK button

Netscape 7 From inside the Netscape window:

1. Click the File Menu
2. Click Page Setup
3. Under Options, check Print Background (colors & images)
4. Click the OK button

How to allow JavaScript to run in your browser:

Internet Explorer From inside the IE window:

1. Go to Tools, then click on Internet Options.
2. Click on the Security tab.
3. Click "Custom Level". Scroll to Cookies.
4. Under "Allow cookies that are stored on your computer", you can check either "Enable", "Prompt" or "Disable".
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3. Click OK to save.

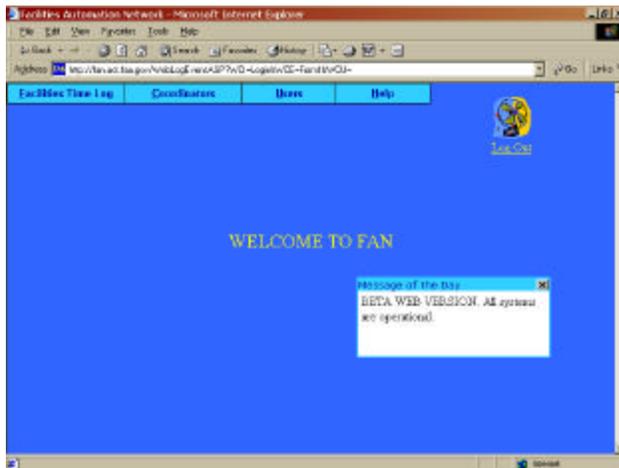
Using FAN – All Users

FAN website Login Page

Point your browser to <http://fan.act.faa.gov>. You should bookmark this page if you plan to frequently use FAN on the web. Log in to FAN Web page. Enter your FAN user id and password. Click the Click to Login button.



FAN website Main Menu Page



If you have entered a valid FAN user id and password, the FAN Main Menu page opens. A menu will be displayed along the top of the page. The available options depend on your level of security. By pointing the mouse over the menus, they will open; you do not need to click. When you find the option you want to open, click to move to a new page. The new page will open in a new window. All pages have a "Return to Main Menu" link to return to this Main Menu page. When you are done using FAN, click the Log Out link at the upper right corner of the Main Menu page.

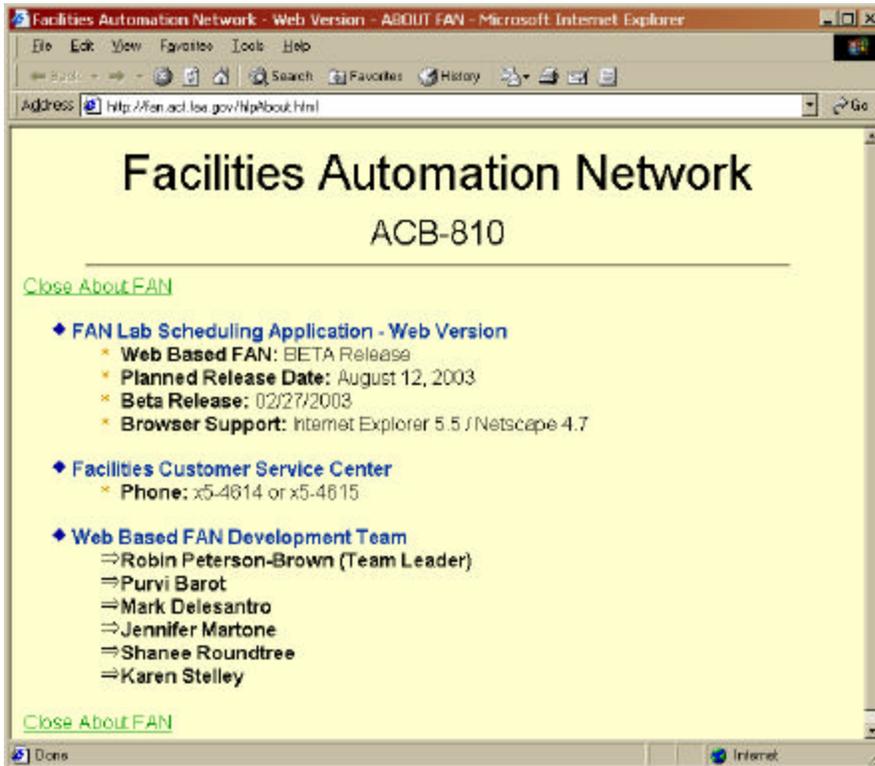
FAN Website – Help Menu

Contents



On the FAN Main Menu page, move your mouse over the Help menu then click on Contents option. This will open the FAN Help Contents page, which contains links to all the online Help available.

About



On the FAN Main Menu page, move your mouse over the Help menu then click on the About option. This will open the FAN Help About page which gives credit to the FAN website development team.

FAN Website – Users Menu

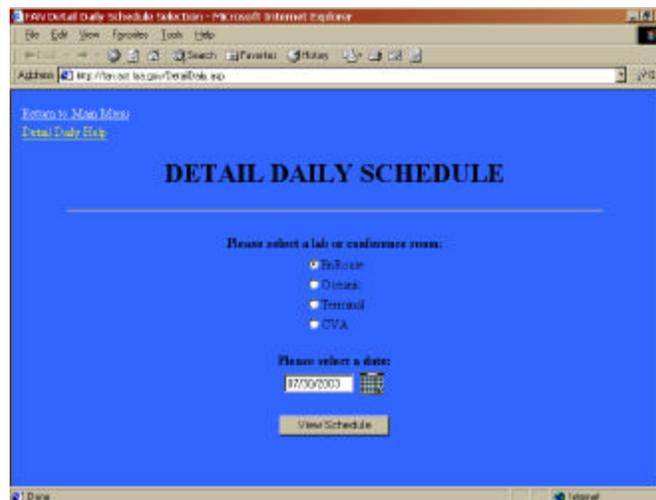
View Schedules Option

Detail Daily Schedule

The Detail Daily Schedule displays all scheduled requests for the lab and date you select.

Note: If a request has not been scheduled yet, it will not be displayed on the Detail Daily schedule. Once FACO schedules the request, it will show up on the schedule.

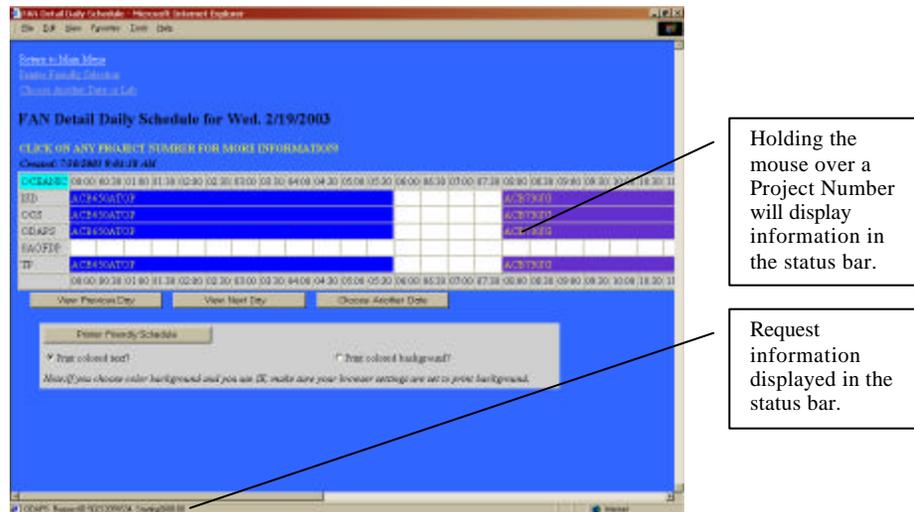
On the schedule selection page:



- **Select lab:** Click the button next to the lab you want to view to select it. You can choose from Enroute, Terminal, Oceanic or CVA.
Note: Enroute is the default lab when the page loads.
- **Select date:** Enter a valid date for the schedule you want to view in the box provided. You can click on the calendar icon to open a calendar for date selection.
Note: Today's date is the default.
- **View Schedule:** Click the View Schedule button to display the schedule you have requested.

On the schedule page:

The schedule lists each piece of equipment (by lab) that has been scheduled. The project id, represented by a block of color under the appropriate time of day, is displayed next to the equipment. If a request contains more than one piece of equipment, each piece of equipment in the request will be the same color.



Holding the mouse over a Project Number will display information in the status bar.

Request information displayed in the status bar.

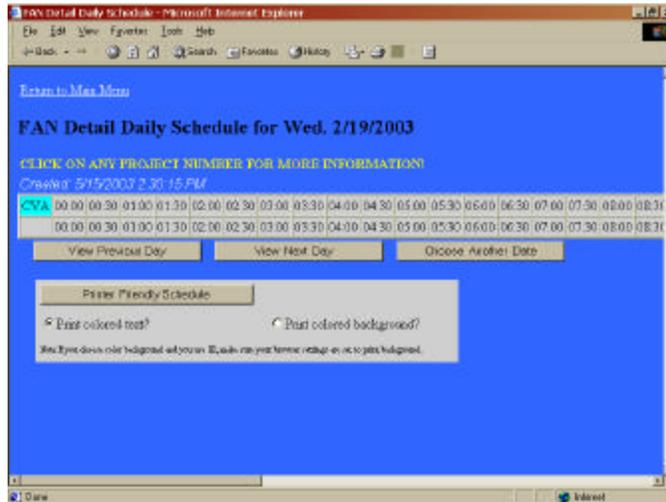
- *A new page opens to display the schedule you selected.
- *At the top of the page the date you requested will be displayed.
- *The date/time the page was requested is displayed at *Created: date/time*.
- *If any requests have been scheduled that meet your search criteria, they will be displayed.
- *The LAB you requested will be displayed in the first box on the schedule.
- *The times of day will be displayed along the first row.
- *Equipment scheduled is in the first column.
- *Project Numbers are displayed for each scheduled request under the appropriate times.

Note:

To get information about a request...

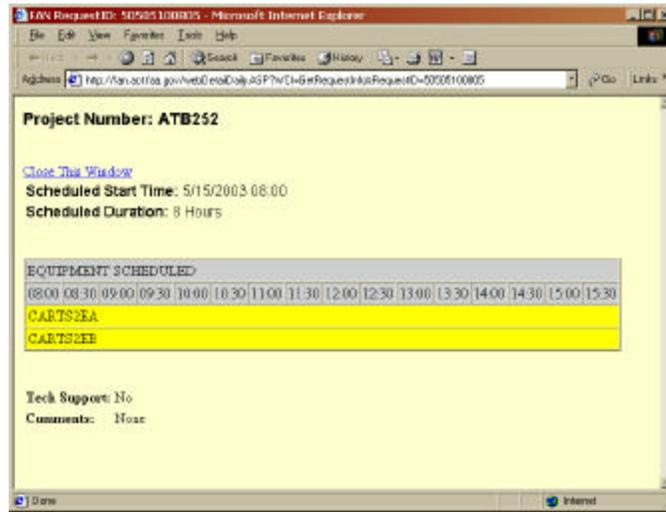
- You can move the mouse pointer over any Project Number on the schedule to display information on the status bar at the bottom of the screen.
- You can click on any Project Number on the schedule to open a new window displaying additional information about that request.

Note: If the schedule only displays times with no requests, this indicates no requests have been scheduled for the lab and date you requested.



- *Near the bottom of the page are three buttons. Click the **View Previous Day** button to load in the previous day's schedule for the lab you are viewing. Click the **View Next Day** button to load in the next day's schedule for the lab you are viewing. Click the **Choose Another Day** button to return to the schedule selection page and choose another date and/or lab.
- *At the bottom of the page is a Printer Friendly Schedule button. Clicking this button loads in a schedule that is formatted for printing. You can choose to print background colors or colored text. If you print background colors, make sure you turn on this feature in you browser.

On the Additional Information page:



- *When you click a Project Number on the schedule, a new browser window opens to display information about the request you selected.

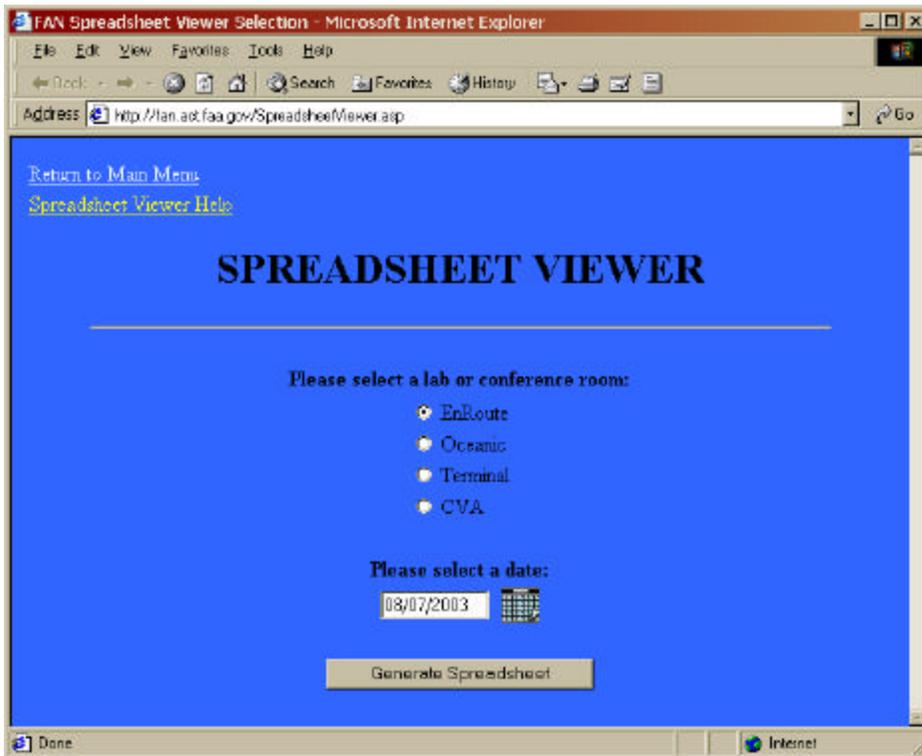
Note: You can open multiple Additional Information windows at the same time. Make sure you close this window when done.

- *The Request ID is displayed in the title bar.
- *The Project Number is displayed at the top of the page with scheduled start time and duration displayed below.
- *The equipment scheduled for this request is displayed in the grid below the scheduled times.
- *Tech Support and any Request Comments are displayed at the bottom of the page.

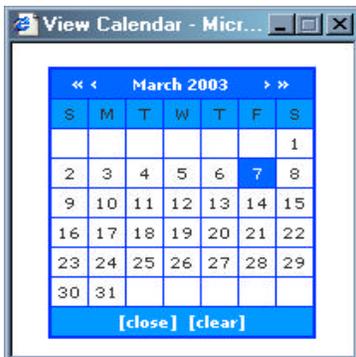
Spreadsheet Viewer Schedule

The spreadsheet viewers are customized reports requested by lab managers to configure the labs accordingly. The purpose of the spreadsheet is to provide the Lab Manager with a view of the day's configuration of lab equipment. They do not include all equipment and therefore, do not necessarily include all requests. Please use the Detail Daily schedule if you need to view all scheduled requests.

To open to the Spreadsheet Viewer page, move your mouse to the Users menu, then to the View Schedules option, and then click on the Spreadsheet Viewer option.



Select the Lab or Conference room you would like information for.



Calendar

Next, select your date; the default is today's date. To change the default either type the date in the text box or click the calendar icon, which will bring up the popup window displayed. Clicking on the left double arrow will give you last year, clicking on the right double arrow will give you next year. The single arrows will change the months. Next, click on the day you want. Clicking on the date will close the calendar and put the date you selected in the text box.

Once you have your lab and date selected click the Generate Spreadsheet button.

The screenshot shows a web browser window titled "FAN Spreadsheet Viewer - Microsoft Internet Explorer". The address bar shows a URL starting with "http://local...". The main content area displays a spreadsheet titled "Facilities Spreadsheet Viewer for 60001" with a subtitle "Created: Page 21, 2003 at 10:21". The spreadsheet has columns for equipment IDs (e.g., 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610) and rows for dates from 04/01 to 04/30. Yellow boxes indicate the start time and organization for specific requests, while cyan boxes indicate the duration of the request. A legend at the bottom of the spreadsheet shows color-coded boxes for "Previous Week", "Current Week", and "Future Week" with corresponding days of the week.

The spreadsheet viewer will display all scheduled requests for the lab and date you requested. The yellow boxes show the start time of the request and the organization requesting the time. The cyan boxes show the block of time the request has. The equipment listed in the cyan boxes show some but not necessarily all of the equipment that has been requested (the Lab Manager has specified which pieces of equipment need to be displayed on the screen).

Add'l Equip Link



In the event that there is more equipment to display than space the text/link "Add'l Equip" will display. Clicking on this link will open another window showing some information about the request as well as displaying all the pieces of equipment that the user has requested.

The white boxes on the schedule show available time. The red boxes show cut time.
(Returned Time)

Links

The links at the upper left corner give the user three options.

- “Return to Main Menu” will take you back to the menu page.
- “Display Printer Friendly Version” this link will display the spreadsheet viewer in a format suitable for browser printing. Use your browser’s print option to print and use the browser’s preferences to select or deselect printing background colors. For EnRoute, Terminal, and CVA the Remarks column will print on a separate page and only if there is at least one remark. If no remarks exist then there will not be a remarks page.
- “Choose Another Date or Lab” will take you back to the selection screen.

At the very bottom of the spreadsheet viewer is a set of radio buttons. The radio buttons display the week previous to the day you selected and the following week for the lab or conference room you originally picked. Clicking the radio button then “Submit” will generate another spreadsheet viewer for the new date picked using the original lab you selected. If the date you want to view is not listed or you wish to change the lab then select the “Choose Another Date or Lab” link at the very bottom or in the upper left corner.

Printing the Spreadsheet

To print the spreadsheet viewer click the “Display Printer Friendly Version” link. This will open a new window with a smaller version of the spreadsheet viewer formatted just for printing. If you are using Internet Explorer and you wish to have a colored version, set your browser’s preferences to print using background color; if you want a black and white printout then set the preferences to not use background colors. Dashed lines are added to the cyan boxes that do not have any equipment listed in them to make printouts in black and white easier to see requested versus available time. EnRoute, Terminal and CVA have a separate page for remarks. The remarks page will only display if there is at least one remark.

EnRoute Spreadsheet Viewer for 612103
 Created: June 23, 2003 at 11:22

	REP	REP	REP	REQ	Avail 1	Avail 1	Avail 1
0:00	Avail 6	ACT0107	ACT0107	Avail 6	ACT0107	Avail 6	ACT0107
1:00		D0P1	D0P2		Outage 1		D0P1
2:00		Enroute	Outage 2				Outage 2
3:00		Outage 1					
4:00							
5:00							
6:00	ACT0107					ACT0107	
7:00	Enroute					Enroute	
8:00							
9:00							
10:00							
11:00							
12:00	ACT0107	ACT0107	ACT0107	ACT0107	ACT0107	ACT0107	ACT0107
13:00		D0P1	D0P2	Enroute	Outage 1		D0P1
14:00		Enroute	Outage 2				Outage 2
15:00		Outage 1					
16:00	ACT0107					ACT0107	
17:00	Enroute						
18:00		Avail 6		ACT0107	Avail 6		
19:00				Enroute			
20:00	Avail 6					Avail 6	
21:00							
22:00							
23:00							

	REP	REP	Outage 1	Outage 1	Outage 1	Avail 1	Avail 1
0:00	Avail 6	ACT0107	ACT0107	ACT0107	Avail 6	Avail 6	Avail 6
1:00		Enroute	D0P1	D0P2			
2:00			D0P1	D0P2			
3:00							
4:00							
5:00							
6:00	ACT0107						ACT0107
7:00							
8:00							
9:00							

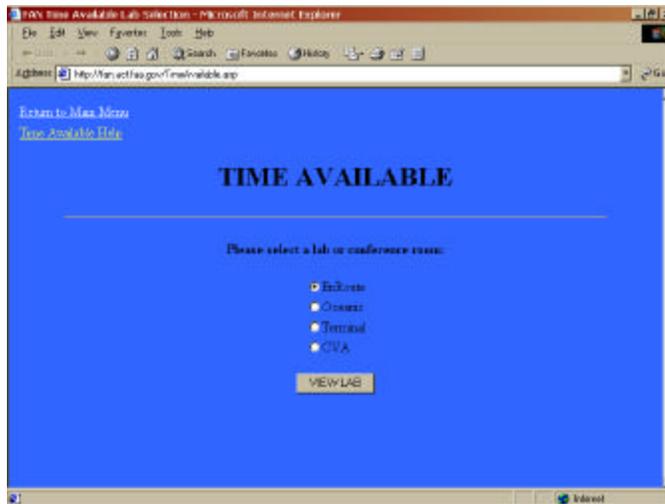
Time Available

The time available page is for all FAN users to check what equipment and times are available in the near future. The results from your search will display the date and time of available equipment for the lab and date you specify.

To Open Time Available Page

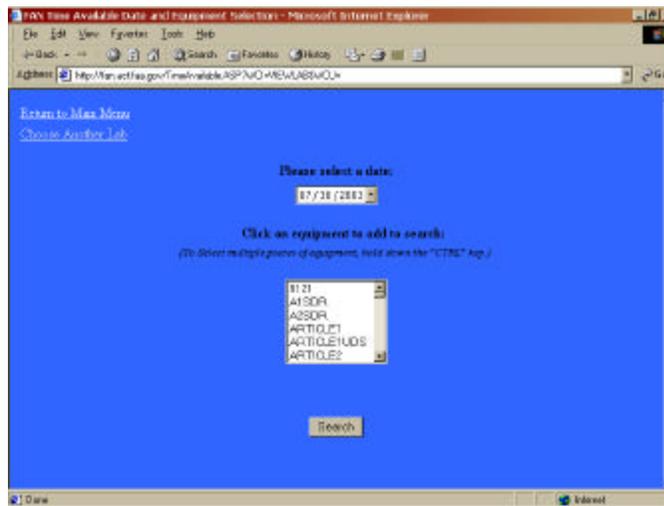
- Move your mouse over the Users Menu
- Move your mouse over View Schedules
- Click the Time Available option to open the Time Available page

Select Lab



- Select a lab by clicking the radio button next to the appropriate lab.
- Click the View Lab button to go to the next page and choose the dates and the equipment.

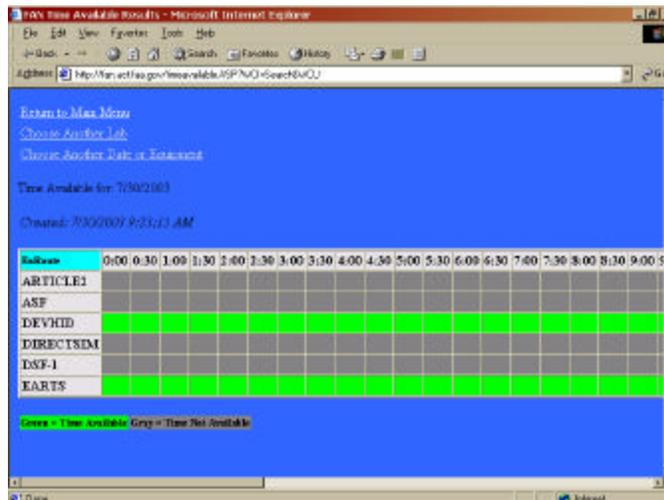
Select Date and Equipment



- Select and Click on a Date to search on from the list provided.
- Click on the equipment you want to check on from this list provided. To select multiple pieces of equipment hold down the “CTRL” key while clicking on each piece of equipment.
- Click the Search button at the bottom of the page to retrieve results.

Time Available Results Page

The results will be displayed in a grid on the web page. One row will display for each piece of equipment you selected on the previous page, spanning the time columns for the length of time available or scheduled. Green indicates the time is available. Gray indicates the time has been scheduled for a request.

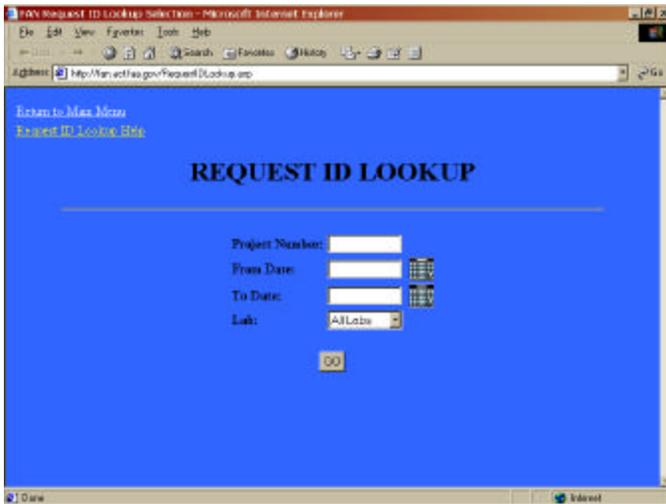


RequestId Lookup

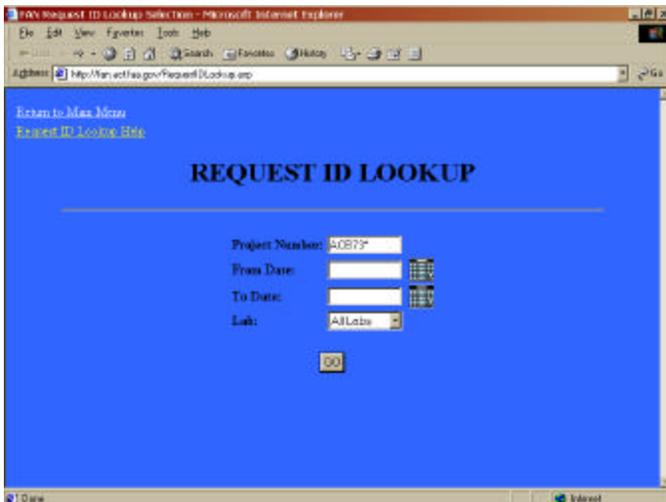
Users Menu option

Enter Search Criteria

To open the RequestID Lookup page, click RequestID Lookup from the Users, View Schedules menu. On the RequestID selection page, you can enter a project number, requested date range and lab. If you leave all the boxes blank and click GO, you will see all the requests within the next 30 days for all labs and all project numbers. You can filter the information by filling in all or some of the text boxes to find the specific information you are looking for.



A screenshot of a web browser window displaying the 'REQUEST ID LOOKUP' page. The page has a blue background and contains the following search criteria fields: 'Project Number:' with an empty text box, 'From Date:' with an empty date picker, 'To Date:' with an empty date picker, and 'Lab:' with a dropdown menu set to 'All Labs'. A 'GO' button is located below the fields. The browser's address bar shows 'http://fan.act.faa.gov/RequestIDLookup.asp'.



A screenshot of the same 'REQUEST ID LOOKUP' page, but with the 'Project Number:' field containing the text 'ACB73*'. The other fields ('From Date:', 'To Date:', 'Lab:') and the 'GO' button remain the same as in the previous screenshot. The browser's address bar shows 'http://fan.act.faa.gov/RequestIDLookup.asp'.

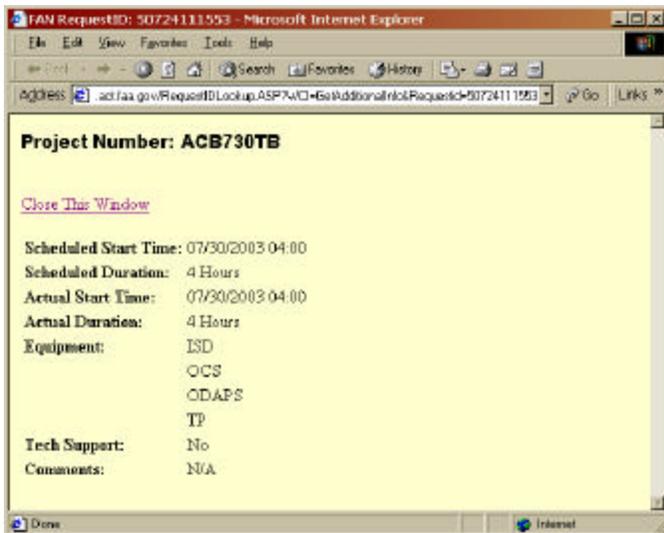
In this example, the user is looking for all the requests that begin with ACB73*.



There are also two links that will take you back to the RequestIDLookup results page or the RequestID selection page.

View Equipment Requested for a Request

The user can click on the Equip link next to the Request to view what equipment is associated with that particular request.



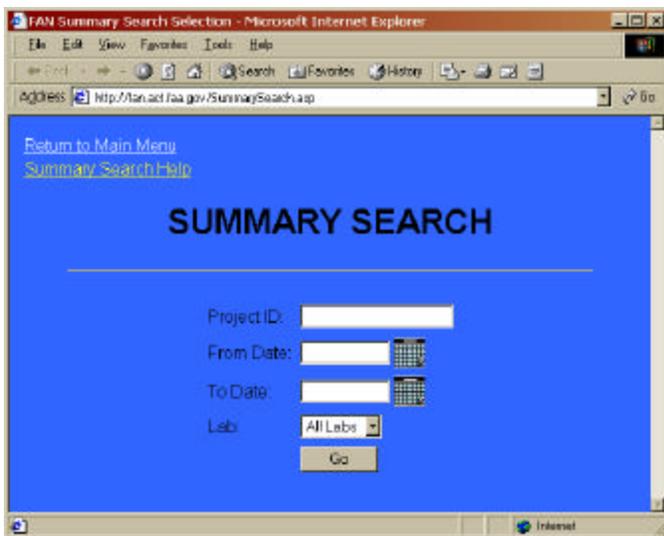
The equipment page displays information about the request as well as the equipment associated with the request.

To close the equipment page, click the Close This Window link.

Summary Search

The Summary Search page is used to generate a list of requests, which can be filtered with information you provide. You can search for requests for a specific lab for one day or for a specific project for an entire month. The resulting list will give you the status of the requests displayed. You will be able to find out if a request is scheduled as requested or scheduled but not as requested, if time has been returned, or the request has been entered but is still unscheduled.

To open the Summary Search page, move your mouse over the Users menu then the View Schedules option. Click the Summary Search option. The summary search selection page will open. This selection page is used to enter your search criteria and generate the request list.



Enter Search Criteria

Entering specific values will narrow your results.

- **ProjectID:** Enter a project id to search for. You can use the * wild card in your search. *Example: If you search for ProjectID:AOS3* you will find, AOS310, AOS320, AOS330,...*

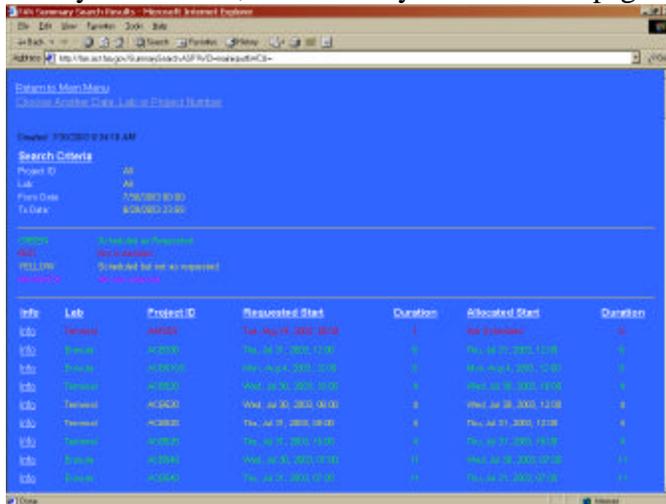
Click GO to open the Summary Search results page.

If you click GO without entering filter information, the default values used will be:

- **ProjectID:** All project ids
- **From Date:** Current date with a time of 00:00
- **To Date:** 30 days from now with a time of 23:59
- **Lab:** All labs

View Results

After you click GO, the Summary Search results page will be displayed.

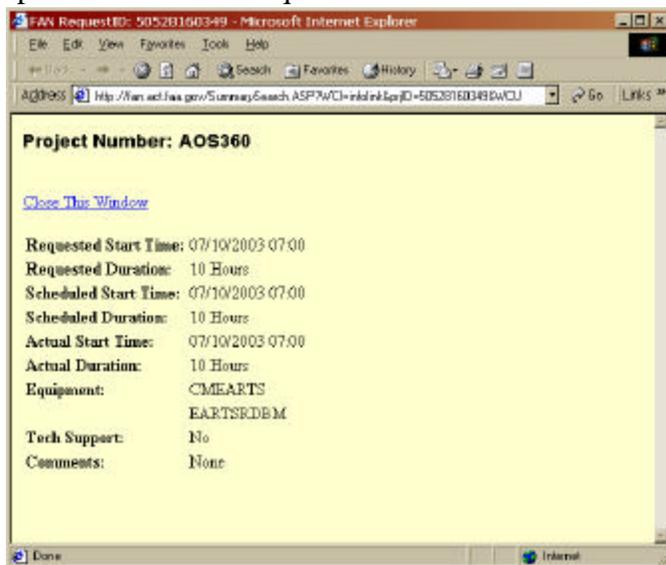


Main output of Summary Search.

The Search Criteria heading shows what you searched for. The color table is a key for the color codes of the main output. Main output shows you results based on your search. It gives you requested and allocated start and time values for each RequestID.

Info Link

Holding your cursor over the Info link will display the RequestID in the status bar of your Internet browser. Clicking the Info link on the left will take you to a new page with specific info for that request.



Info link popup.

Information about this request as well as a list of equipment requested is displayed on this page. The request id is displayed in the page title.

Daily Message Option – FAN Website

The Message of the Day is a message that is maintained by FACO and/or the FAN support staff. When you successfully log into FAN, the Message of the Day is displayed on the screen. The message can be different in FAN client software and FAN web. In FAN web, you can close the Message of the Day or leave it on the screen, but it will not auto update if the message changes. If you need to refresh the Message of the Day from the Web version of FAN, move your mouse to the Users menu and click on the Daily Message option.

FAN Website – Coordinators Menu

Coordinator level access is required to enter or revise requests for lab time. If your FAN userid has Coordinator level permission, you will see the Coordinator menu when you log onto the FAN website.

Submit Requests Option

Submit CVA Room Request

The CVA Submit form allows a request to be submitted for time in the CVA room.

Open Submit Request Page

You must have Coordinator level permission to open the submit pages. From the FAN web Main Menu page:

1. Move your mouse over the Coordinator Menu.
2. Move your mouse over the Submit Requests option.
3. Click on the CVA Submit option.

The screenshot shows a web browser window with the title 'FAN CVA Submit - Microsoft Internet Explorer'. The address bar shows 'http://fan.act.faa.gov'. The page content includes a 'Return to Main Menu' link and a 'CVA Submit Help' link. The main heading is 'CVA SUBMIT'. Below this, there are several input fields: 'UserID' (displaying 'Instally'), 'Project Number' (a dropdown menu with 'Select a Project Number'), 'Date' (a date picker showing '6/31/03'), 'Project Number Addition' (a text box), 'Charge Code' (a dropdown menu with 'Select a Charge Code'), 'Time' (a dropdown menu with '11:00'), and 'Duration' (a dropdown menu with '1.5'). There are two columns of checkboxes: 'Requirements' (CVA Room, CDs, DVDs, Tapes, Laptop Computer Presentation, Tele-Conference Equipment, LAN Connectivity, Lab Camera Hookup) and 'Miscellaneous' (Whiteboards and Markers, Flip Charts and Markers, Pencils and Paper, etc.). At the bottom, there is a 'Check Availability' link, a 'Cancel' button, and a 'Submit Request' button.

On submit page:

1. **UserID:** The user name you are logged in as will display here.
2. **Project number:** Select the project number that you want to submit a request for.

3. **Project Number Add On:** (Optional) Use project number add-on to append unique information to your project number. *Example: For ACB810AB you would select ACB810 from the Project Number list and type AB in the Project Number Add On box.*
4. **Charge code:** Select the charge code that matches your project number.
5. **Date:** Type in, or click the calendar icon and click a day to select a start date.
6. **Time:** Select the time you wish your request to start. *Note: Military format.*
7. **Duration:** Select how long you wish your request to last in half hour increments.
8. **Requirements:** Check the box for each of the requirements that you wish to include in your request. *Note: CVA Room must always be checked.*
9. **Miscellaneous:** Check the box for each of the misc. requirements that you wish to include in your request.
10. **Remarks:** (Optional) Enter any notes to be included in the request here.
11. **Check availability:** This link will take you to the check availability page to check if equipment is available.
12. **Reset button:** Click this button to reset the fields on this form.
13. **Submit:** Click this button to submit your request.

Print request:

After successfully submitting a request, the results will be displayed on a new page, which can be printed using your browser's print feature.

Submit Enroute Lab Request

The EnRoute Submit page allows coordinators to make requests for lab time on EnRoute equipment.

Open Submit Request Page

You must have Coordinator level permission to open the submit pages. From the FAN web Main Menu page:

1. Move your mouse over the Coordinator Menu.
2. Move your mouse over the Submit Requests option.
3. Click on the EnRoute Submit option.

Return to Main Menu
[EnRoute Submit Help](#)

EnRoute Submit Request

UserID:
Project Number: Project Number Add-on:
Charge Code:
Date: Start Time: Duration: Hours

[Top](#) [HOST/Fan](#) [Radar / Interfacility](#) [DSP1 Lab](#) [DSP2 Lab](#) [VSCS](#) [Bottom](#)

Host Computer System
 SSF
 PSF
 ASF
 9121

Pamri Systems
 Article 1 ECG 1
 Article 2 ECG 2
 Article 3 ECG 3
 R-BDDU

Display Systems
 DSP-1 DSP-2 T & E EDARC Mini Lab EDARC 1 EDARC 2
 DCCR Gateway 1 Gateway 2 Gateway T+E

Miscellaneous
 NADIN 1 NADIN 2 POPU VTABS Development HID Production HID
 SDS SDDS DSR Positions RDVS ICSS STVS

[Top](#) [HOST/Fan](#) [Radar / Interfacility](#) [DSP1 Lab](#) [DSP2 Lab](#) [VSCS](#) [Bottom](#)

To submit a request:

Enter the information for your request:

1. **UserID:** The user name you are logged in as will display here.
2. **Project Number:** Select a project number from the list provided.

3. **Project Number Add On:***(optional)* Type in any project number suffix you want. *Example: For ACB810AB you would select ACB810 from the Project Number list and type AB in the Project Number Add On box.*
4. **Charge Code:** Select a charge code from the list provided.
5. **Date:** Enter a date in the mm/dd/yyyy format or click the calendar icon to select a date.
6. **Start Time:** Select a start time from the list provided.
7. **Duration:** Select a duration in half hour increments from the list provided.
8. Check the box for each piece of equipment you wish to include in your request. You must select at least one.
9. **Comments:***(optional)* Type comments as needed.
10. **Tech Support:***(optional)* Click the checkbox if you require tech support.
11. Once you have entered the information for your request Click the "Submit Request" button.
12. **Reset button:** click this button to reset the fields on this form.
13. **Submit button:** click this button to submit your request.

If any of the required fields are blank or incorrect you will be prompted about the error and required to fix it before proceeding. Once you fix the error Click the "Submit Request" again.

Print A Request:

Once the submit has successfully been processed you will be taken to the submit confirmation screen. The submit confirmation screen will display your request id number for the request as well as the information about your request as you have entered it. By using your browser's print options you can print this page for your records.

Additional Info:

Note: If you find that there is an error with your request you can go to the Revise Request page to make the necessary changes.

Note: Because the EnRoute form is so long links have been placed through out to let you jump to specific sections. Click a link and your browser will scroll to that section.

Special Notes About Selecting EnRoute Equipment:

Pamri Systems you can only select one of the following Articles: Article 1, Article 2, or Article 3.

You can only select one of the following ECG's: ECG 1, ECG 2, or ECG 3.

Radar Systems and Interfacility Channels you can only select one of the following: SAS - 1, SAS - 2, SDRR 1, SDRR 2, or SDRR 3.

If you select PDPU or DSR Positions the screen will scroll to the DSF 1 Lab section. From here you can choose which position(s)in DSF 1, DSF 2, and VSCS Lab areas you would like.

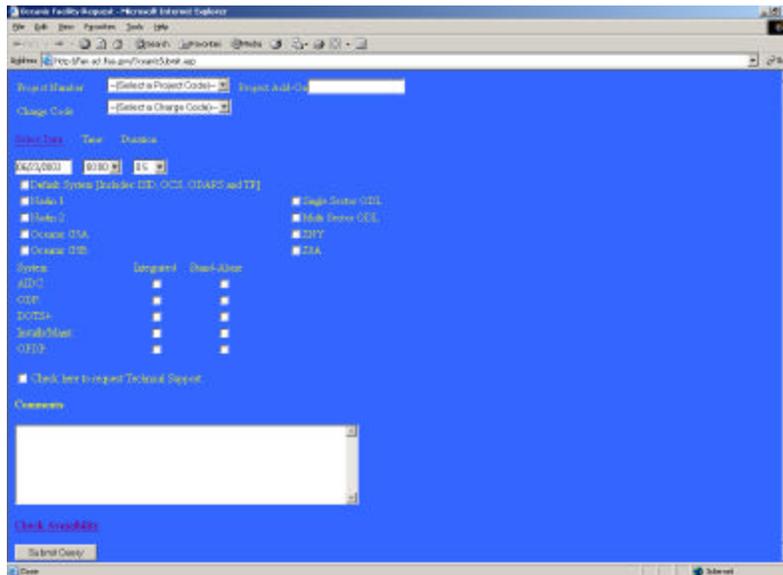
Submit Oceanic Lab Request

The Oceanic Submit page allows coordinators to make requests for lab time on Oceanic equipment.

Open Submit Request Page

You must have Coordinator level permission to open the submit pages. From the FAN web Main Menu page:

1. Move your mouse over the Coordinator Menu.
2. Move your mouse over the Submit Requests option.
3. Click on the Oceanic Submit option.



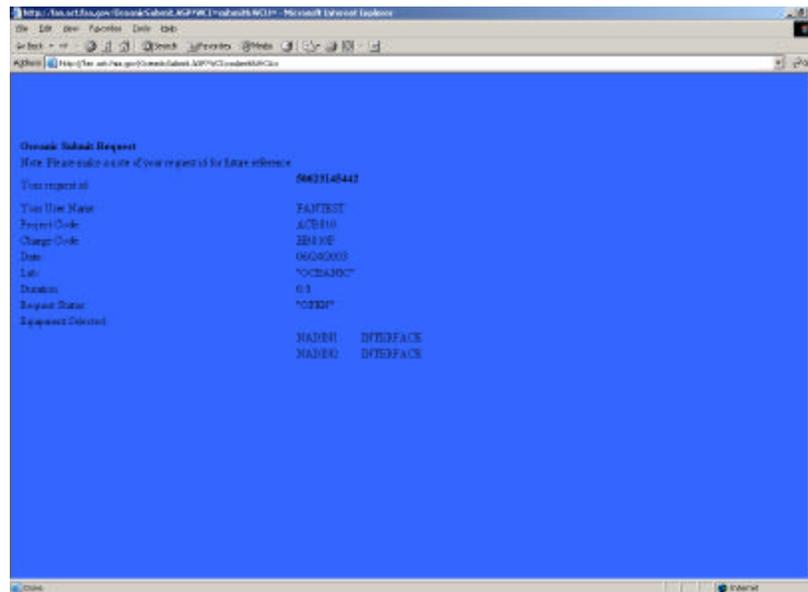
To submit a request:

1. User ID: The user id you logged onto FAN with will display here.
2. Select a Project Number for your lab request. (Required) A Project Number must be selected in order to complete your request.
3. Enter a Project Number Add-On. (Optional) *Example: If you want to submit a request for AOS340BC, you would select AOS340 from the Project Number list, and then type BC in the Project Number Add-on box.*
4. Select a Charge Code for your lab request. (Required) A Charge Code must be selected in order to complete your request. *Note: In the Netscape version, all Charge Codes will be listed. You must select a charge code that matches the project number you selected. In the Internet Explorer version, only appropriate Charge Codes will be listed, pick from the list.*
5. Select a date. (Required) A date must be selected in order to complete your request.
6. Select a start time for your request, the time is in military hours. (Required) A start time must be selected in order to complete your request.
7. Select duration for your request, the duration is in half hour increments. (Required) Duration must be selected in order to complete your request.

8. At least one piece of equipment must be selected to complete your request. Click the check box next to any equipment you want to include in your request. (Required)
9. You may request technical support if necessary. (Optional)
10. You may add comments if necessary. (Optional)
11. Click the submit button after carefully reviewing your selection

To Print A Request:

A detailed report with your Request ID number is created for your future reference. Use your browser's print option to print this page.



Submit Terminal Lab Request

The Terminal Submit page allows coordinators to make requests for lab time on Terminal equipment.

Open Submit Request Page

You must have Coordinator level permission to open the submit pages. From the FAN web Main Menu page:

1. Move your mouse over the Coordinator Menu.
2. Move your mouse over the Submit Requests option.
3. Click on the Terminal Submit option.

Terminal Submit Form - Microsoft Internet Explorer

Return to Main Menu
[Terminal Submit Help](#)

Terminal Submit Request

User ID:

Project Number: Project Number Add-on:

Charge Code:

Date: Start Time: Duration:

Fac **Computer Interfacility** **Facilities, Displays, Racks** **Modem Resources ONLY** **Return**

Computer Systems

<input type="checkbox"/> ARTS 3A1	Common ARTS 3EA	<input type="checkbox"/> Oper	<input type="checkbox"/> Rack [0&1]	ARTS Gateway
<input type="checkbox"/> ARTS 3A2		<input type="checkbox"/> Maint	<input type="checkbox"/> Rack [2]	<input type="checkbox"/> AGW0 [PPC]
<input type="checkbox"/> Common ARTS 1E	Common ARTS 3EB	<input type="checkbox"/> Oper	<input type="checkbox"/> Rack [0&1]	<input type="checkbox"/> AGW1 [PPC]
<input type="checkbox"/> Common ARTS 2EA		<input type="checkbox"/> Maint	<input type="checkbox"/> Rack [2]	
<input type="checkbox"/> Common ARTS 2EB	Common ARTS 3EC	<input type="checkbox"/> Oper	<input type="checkbox"/> Rack [0]	
<input type="checkbox"/> Common ARTS 2EC		<input type="checkbox"/> Maint		
<input type="checkbox"/> Common ARTS 2ED	Common ARTS 3ED	<input type="checkbox"/> Oper	<input type="checkbox"/> Rack [0]	
		<input type="checkbox"/> Maint		

SCIP#1 (ASIS MOD 2) SCIP#3 (ASIS MOD 2) SCIP#5 (ASIS MOD 2) Mock Tower
 SCIP#2 (ASIS MOD 1) SCIP#4 (ASIS MOD 2) SCIP#6 (ASIS MOD 2) RFIBS Micro Earls

Interfacility Channels

Hosts	Puzari	Puzari Configuration	EnRoute Displays/Other
<input type="checkbox"/> SSF <input type="checkbox"/> SSF G3	<input type="checkbox"/> Article 1 (CDC)	<input type="checkbox"/> Article 1 (CDC) UDS	<input type="checkbox"/> CDC <input type="checkbox"/> DSF-1
<input type="checkbox"/> PSF <input type="checkbox"/> PSF G3	<input type="checkbox"/> Article 2 (DCCR)	<input type="checkbox"/> Article 2 (DCCR) UDS	<input type="checkbox"/> DCCR <input type="checkbox"/> DSF-2
<input type="checkbox"/> ASF <input type="checkbox"/> ASF G3	<input type="checkbox"/> Article 3	<input type="checkbox"/> Article 3 UDS	<input type="checkbox"/> Don't Care <input type="checkbox"/> T&E

To submit a request:

Enter the information for your request:

1. **User ID:** The user name you are logged in as will display here.
2. **Project Number:** Select a project number from the list provided.
3. **Project Number Add On:** (optional) Type in any project number suffix you want. Example: For ACB810AB you would select ACB810 from the Project Number list and type AB in the Project Number Add On box.
4. **Charge Code:** Select a charge code from the list provided.

5. **Date:** Enter a date in the mm/dd/yyyy format or click the calendar icon to select a date.
6. **Start Time:** Select a start time from the list provided.
7. **Duration:** Select a duration in half hour increments from the list provided.
8. Check the box for each piece of equipment you wish to include in your request. You must select at least one.
9. **Comments:***(optional)* Type comments as needed.
10. **Tech Support:***(optional)* Click the checkbox if you require tech support
11. Once you have entered the information for your request Click the "Submit Request" button.

If any of the required fields are blank or incorrect you will be prompted about the error and required to fix it before proceeding. Once you fix the error Click the "Submit Request" again.

Print A Request:

Once the submit has successfully been processed you will be taken to the submit confirmation screen. The submit confirmation screen will display your request id number for the request as well as the information about your request as you have entered it. By using your browser's print options you can print this page for your records.

Additional Info

Note: If you find that there is an error with your request you can go to the Revise Request page to make the necessary changes.

Note: Because the Terminal form is so long links have been placed through out to let you jump to specific sections. Click a link and your browser will scroll to that section.

Revise Request

The Revise Request page is available to Coordinators to make changes to any unscheduled request they have submitted with their FAN user id. When a change needs to be made to a request already scheduled, please call FACO for assistance.

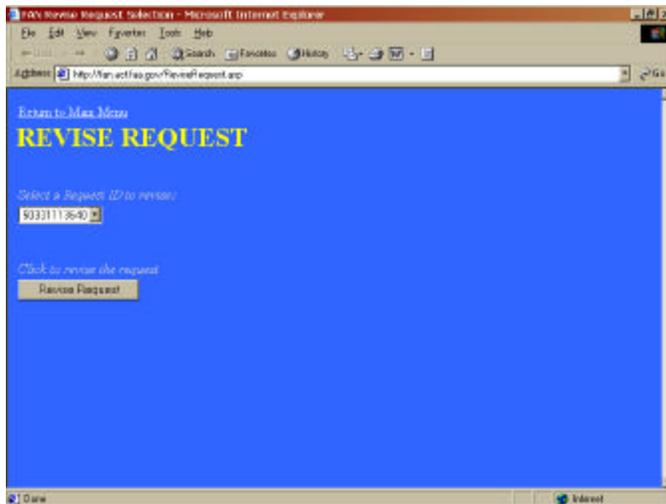
To Open Revise Request page:

You must be logged into the FAN website with Coordinator Level permission. From the FAN web Main Menu:

1. Move your mouse over the Coordinator Menu
2. Click on the Revise Request option.

Revise Request selection page:

When the Revise Request selection page opens, all unscheduled requests for your user id will be displayed in the list box.

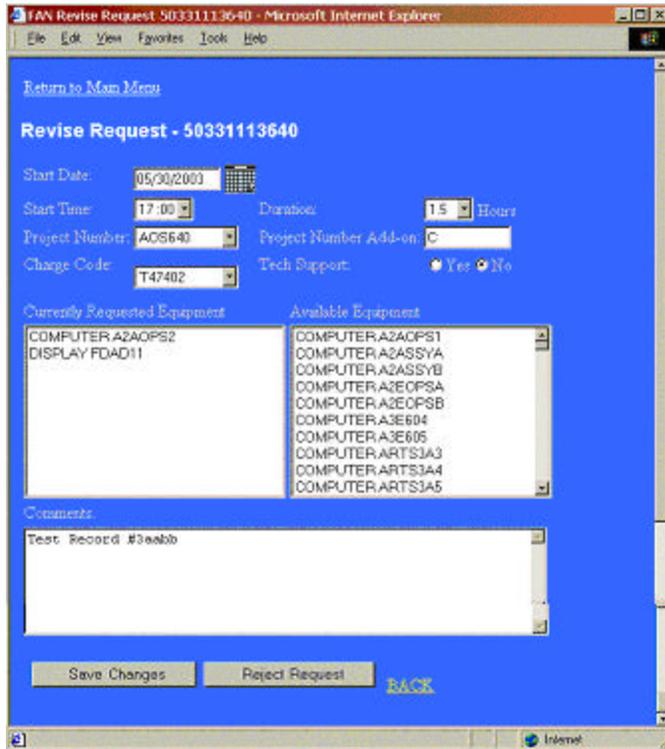


To revise an existing unscheduled request:

- Select the request id you want to change from the list provided.
- Click the Revise Request button.

Note: The Revise Request result page will be different in Netscape and Internet Explorer. This is because the version of Netscape supported at the tech center is an older version. Some of the newer features that could be incorporated into the Internet Explorer version would not work on the Netscape version so workarounds have been developed. Please refer to the appropriate directions for the browser you are using.

Internet Explorer browser version of Revise Request result page:



Data you can change: To make changes to the request in Internet Explorer:

- **Start Date:** Enter a date in the mm/dd/yyyy format or click the calendar icon to select a date.
- **Start Time:** Select a start time from the list provided.
- **Duration:** Select a duration in half hour increments from the list provided.
- **Project Number:** Select a project number from the list provided.
- **Project Number Add On:** (optional) Type in any project number suffix you want. Example: For ACB810AB you would select ACB810 from the Project Number list and type AB in the Project Number Add On box.
- **Charge Code:** Select a charge code from the list provided
- **Tech Support:** Click the Yes or No option
- **Equipment:** To add equipment, click on any equipment listed in the Available Equipment list. To remove equipment from this request, click on the equipment in the Currently Requested Equipment list.
- **Comments:** (optional) Type in or edit comments as needed.

To save changes:

Click the Save Changes button.

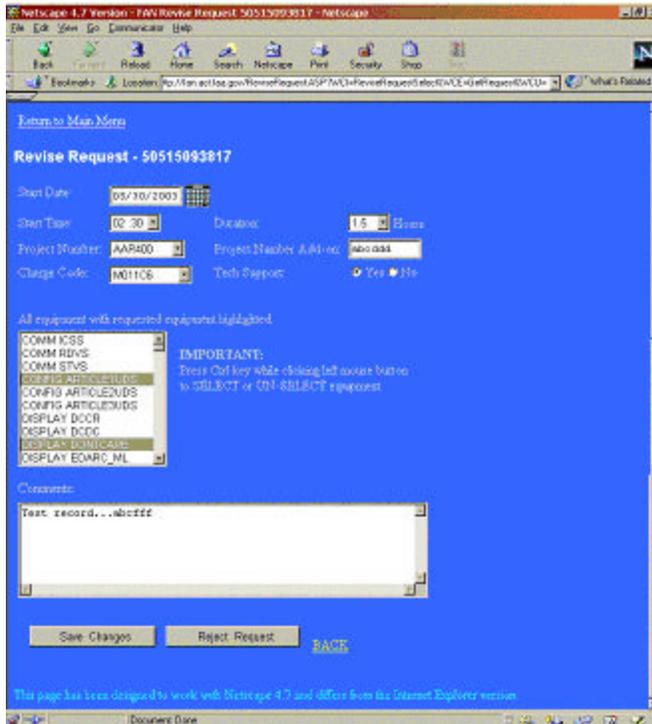
To reject the current request:

Click the Reject Request button

To make a different selection and not save any changes:

Click the BACK link.

Netscape 4.7 browser version of Revise Request result page:



Data you can change: **To make changes to the request in Netscape browser:**

- **Start Date:** Enter a date in the mm/dd/yyyy format or click the calendar icon to select a date.
- **Start Time:** Select a start time from the list provided.
- **Duration:** Select a duration in half hour increments from the list provided.
- **Project Number:** select a project number from the list provided.
- **Project Number Add On:** type in any project number suffix you want. *Example: For ACB810AB you would select ACB810 from the Project Number list and type AB in the Project Number Add On box.*
- **Charge Code:** Select the charge code from the list provided.
- **Tech Support:** Click the Yes or No option
- **Equipment:** To add equipment to the request, press the Ctrl key while clicking the equipment name in the list. To remove equipment from the request, press the Ctrl key while clicking the equipment to remove from the list.
- **Comments:** Type in or edit comments as needed.

To save changes:

Click the Save Changes button.

To reject the current request:

Click the Reject Request button

To make a different selection and not save any changes:

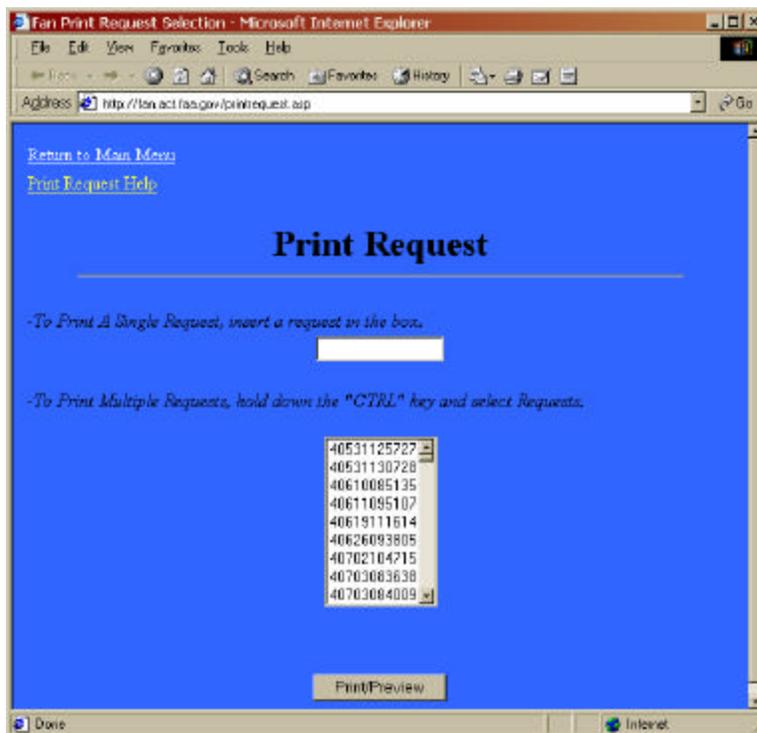
Click the BACK link.

Print Request

The print request page is available to the Coordinators to print one or more requests. You can type any Request ID into the text box provided or select Request IDs from the drop-down list, which displays unscheduled requests submitted with your FAN User ID. You must have Coordinator level permission to use this page,

Open Print Request Page

- On the FAN web Main Menu page, move your mouse over the Coordinator menu.
- Click the Print Request option.

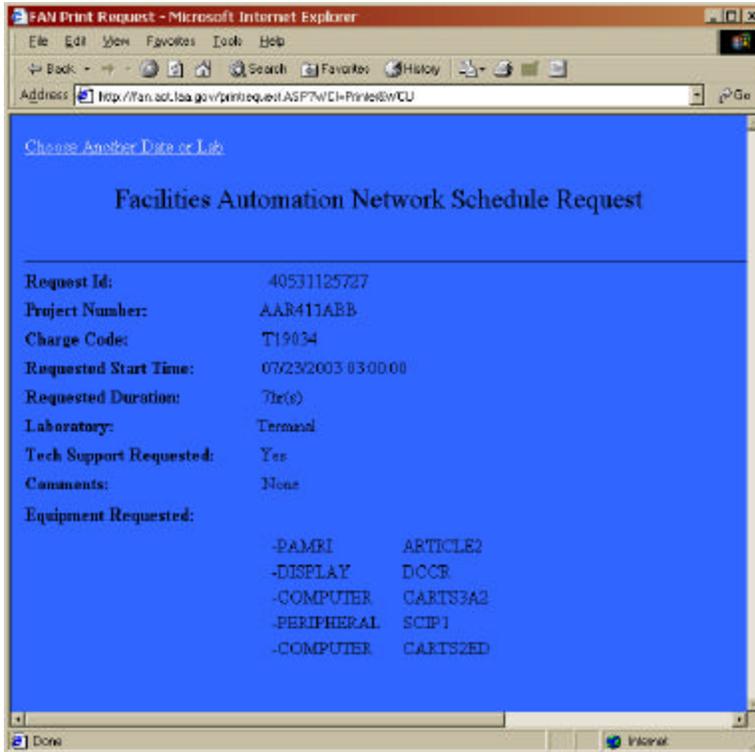


Select A Request To Print

- For a single request not displayed in the drop-down list, insert the Request ID in the text box.
- To select from the drop-down list, click on a Request ID to select it.
- To select multiple requests from the drop-down list, hold down the "CTRL" key and select request ids.

Print The Request(s)

- Click Print/Preview to display your request on the screen.



- From the browser, go to File menu and select print.

Check Availability

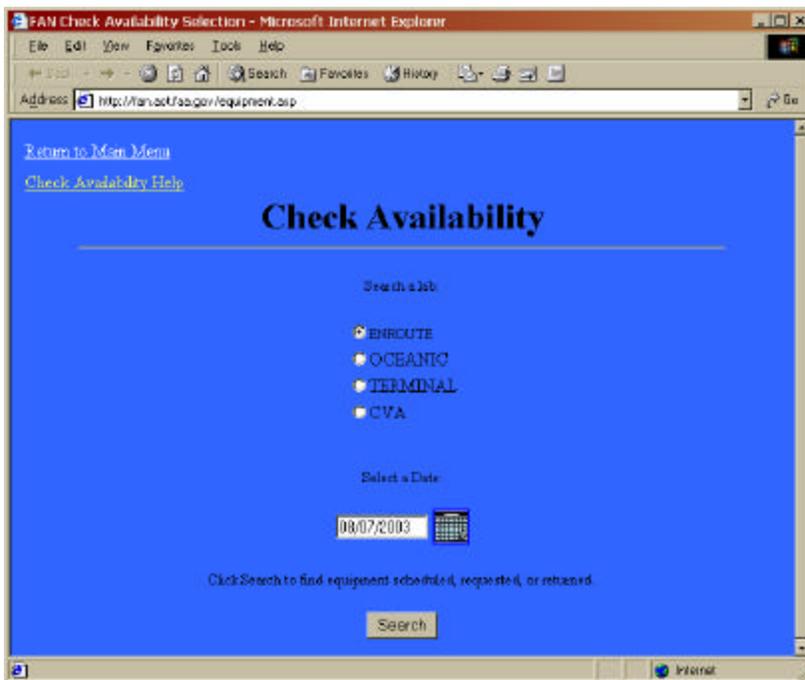
The Check Availability page allows the Coordinator to check what requests exist for a specific lab and date. The list generated shows time requested, time returned and time scheduled for each piece of equipment. You must have coordinator level permission to view this page.

Open Check Availability Page

- From the FAN website Main Menu, move the mouse over the Coordinator menu.
- Click the Check Availability option to open the page.

On the Check Availability Search Page

- Select a lab by clicking the radio buttons next to the lab.
- Enter a date in the text box provided or click the calendar icon to open the calendar and click a date to select it.
- Click the Search button.



Check Availability Results Page

The check available results page will display all results generated for the lab and date you searched on. All requests will be displayed for each piece of equipment in the lab you requested. The request status column will indicate if the request is unscheduled or scheduled. Returned time will be displayed in the returned columns.

Note: If more than 1 request exists for a piece of equipment for the same time that cannot be shared, this will be resolved by FACO.

The screenshot shows a web browser window with the URL <http://fan.act.faa.gov/equipment.aspx?no-shared>. The page displays the following information:

Choose Another Date or Lab
Date: 07/30/2003
Lab: ENROUTE

Equipment	Project Number	Start Date/Time	Duration/Hours	Status	Returned Start Date/Time	Returned Duration/Hours
9121	ACB710D	07/30/2003 00:00	6	Scheduled		
9121	ACB710D	07/30/2003 18:00	6	Scheduled		
9121	ACB710E	07/30/2003 06:00	6	Scheduled		
ARTICLE1	AOS310A	07/30/2003 18:00	6	Scheduled		
ARTICLE1	AOS310B	07/30/2003 00:00	6	Scheduled		
ARTICLE1	AOS310C	07/30/2003 06:00	6	Scheduled		
ARTICLE1	AOS310M	07/30/2003 12:00	6	Scheduled		
ARTICLE2	ACB620A	07/30/2003 12:00	6	Scheduled		
ARTICLE2	ACB620P2	07/30/2003 18:00	6	Scheduled		
ARTICLE2	ACB620P4	07/30/2003 00:00	6	Scheduled		
ARTICLE2	ACB640FAA	07/30/2003 06:00	6	Scheduled		

FAN Website – Facilities Time Log Menu

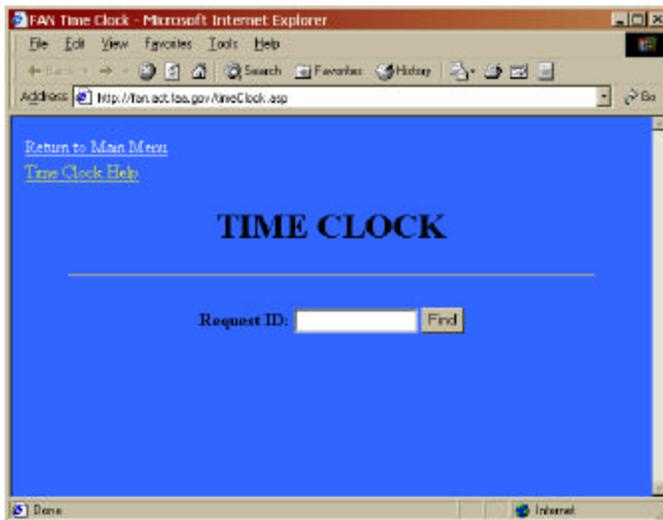
Time Clock – Operations/Maint. Access Req.

Facilities Time Log Menu option

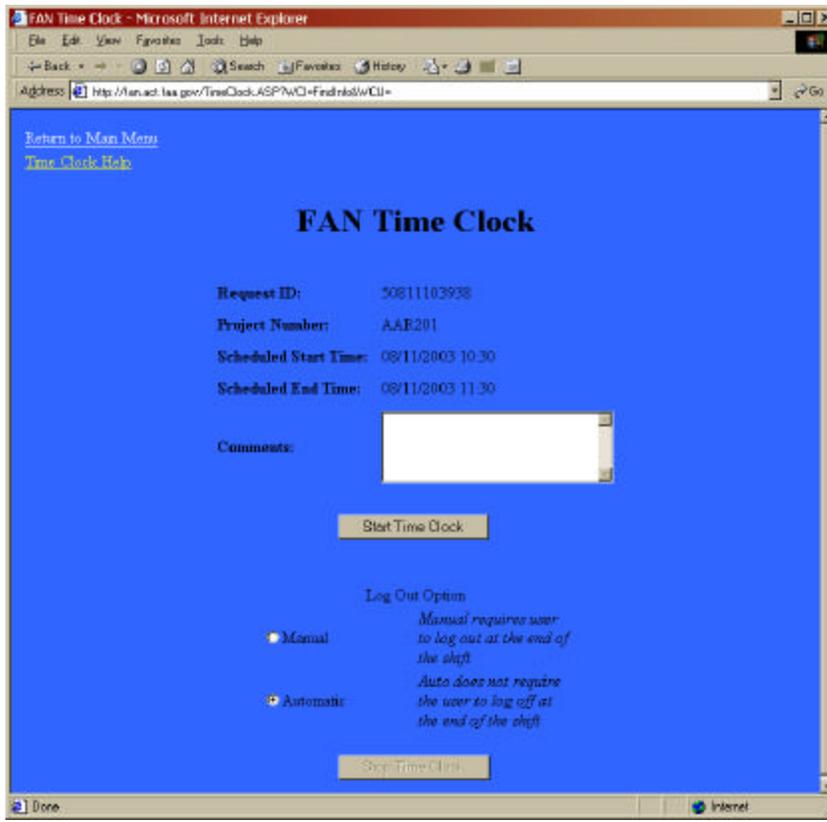
To open the FAN Time Clock page:

- Point to the Facilities Time Log menu.
- Click on the Time Clock option.

Note: If you do not see the Facilities Time Log menu, the UserID you logged in with does not have the appropriate security permission to use this feature.



- Enter a request ID for your lab request in the box provided.
- Click the Find button



- If you entered a valid Request ID, a screen with your Request ID and its information will appear.
- You may now choose to start the Time Clock Manually or Automatically
 - Manual requires the user to log out at the end of their shift. User must log in again to turn off their clock manually.
 - Auto does not require the user to log off. The system will log the user off at the end of their shift. Once you have started auto log off you will not be able to turn it off.

Note: If you have any problems, you may call the Facilities Customer Service Center at x 4614 or x 4615 for assistance.