

# NOTAM GROUP MANAGEMENT

## USER GUIDE

# **NOTAM Group Management User Guide**

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Prepared: Air Traffic Management Information Specialist

Endorsed: AIS Business Manager - Jan-Paul Davison-Lamilla

Approved: Aeronautical Information Services (AIS) - Alistair John Hooke

## Change summary

Version	Date	Change description	
5	02 August 2021	Throughout	<ul style="list-style-type: none"> <li>Document transferred to new template</li> <li>Updated screenshots to align with latest version of NAIPS</li> </ul>
		1	<ul style="list-style-type: none"> <li>Addition of hyperlink to CASR Part 175 and correct ADO Registration Form</li> <li>Minor amendments to content</li> <li>Inclusion of references to NOTAM Authorised Persons and Airservices AIS</li> </ul>
		2	Amended title and removal of redundant information
		4	Minor amendments to content

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# 1 Introduction

[CASR Part 175](#) requires Airservices, as the AIS provider, to verify that aeronautical data or information is submitted to the provider from a registered Aeronautical Data Originator (ADO). In order to achieve this, Airservices has created functionality within NAIPS for ADOs to manage their NOTAM Authorised Person/s through the creation of a NOTAM Group.

The [ADO Registration Form](#) provides ADOs with the ability to nominate a NOTAM Group Manager who will have the responsibility of managing the NOTAM Group to add and/or remove NOTAM Authorised Person/s who are responsible for requesting Airservices to issue, review or cancel a NOTAM.

NOTAM Groups are created exclusively by the NOTAM Office in order for the correct protocols to be applied. After your group has been created, the NOTAM Office will forward the group details to the nominated Group Manager. Upon confirmation from the NOTAM Office, it becomes the responsibility of the Group Manager to maintain the NOTAM Authorised Persons listed within the NOTAM Group.

The following document details how Group managers can add and/or remove NOTAM Authorised Persons, and how to assign or remove manager access to any member of the group.

**Note:** A NAIPS Internet Service (NIS) account is required and the username is to be provided to Airservices AIS for creation of a NOTAM Group.

## 2 NOTAM Office contact details

After your NOTAM Group is created, queries relating to management of the NOTAM Group should be directed to the NOTAM Office.

**Email:** [nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com)

**Telephone:** 02 6268 5063.

## 3 Registering for NAIPS access

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

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

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

## 4 NAIPS password security

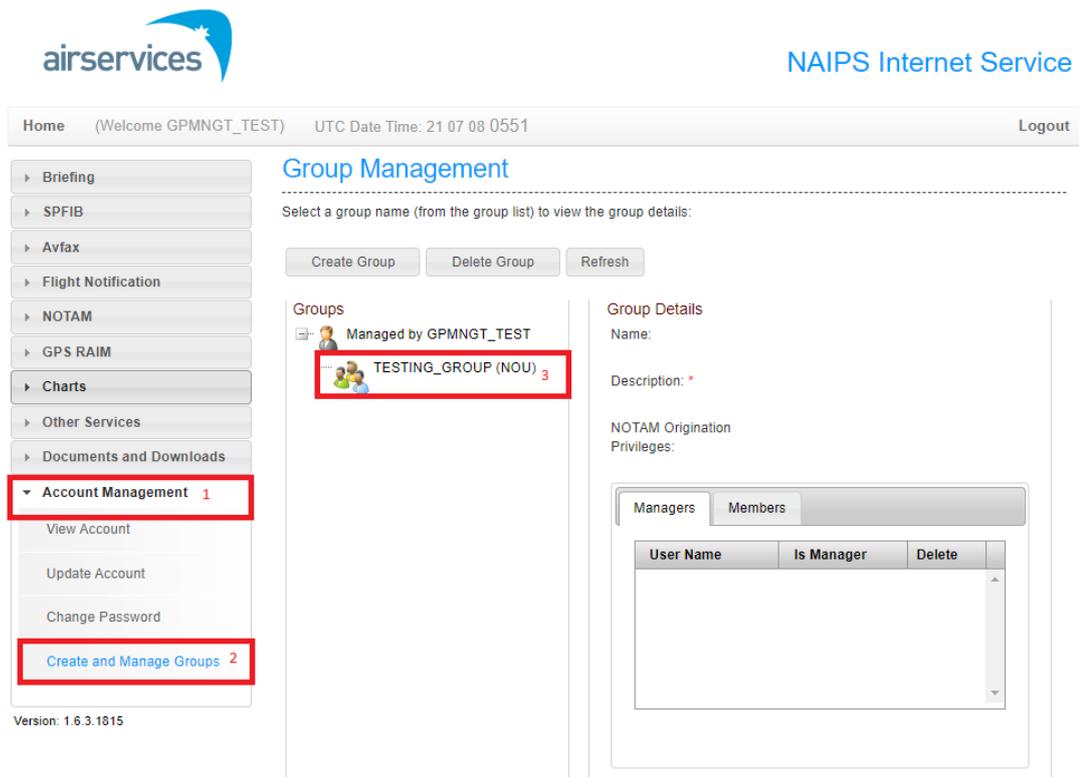
A password reset is required every 180 days for NAIPS access, and accounts may be expired/purged when unused for 365 days. Regular changing of passwords protects our Air Traffic Control system from unauthorised intrusion and maintains security from cyber threats. Users may change passwords at any time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

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

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

## 5 Accessing your NOTAM Group

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



The screenshot displays the NAIPS Internet Service Group Management interface. The top navigation bar includes 'Home', '(Welcome GPMNGT\_TEST)', 'UTC Date Time: 21 07 08 0551', and 'Logout'. The left sidebar contains a menu with 'Account Management' (1) and 'Create and Manage Groups' (2) highlighted. The main content area is titled 'Group Management' and includes a 'Select a group name (from the group list) to view the group details:' prompt, 'Create Group', 'Delete Group', and 'Refresh' buttons. The 'Groups' section shows a list of groups, with 'TESTING\_GROUP (NOU)' (3) highlighted. The 'Group Details' section on the right shows fields for 'Name', 'Description', and 'NOTAM Origination Privileges', along with a 'Managers' and 'Members' tab and a table with columns 'User Name', 'Is Manager', and 'Delete'.

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

### Group Management

Select a group name (from the group list) to view the group details:

Buttons: Create Group, Delete Group, Refresh

Groups: Managed by GPMNGT\_TEST

1. TESTING\_GROUP (NOU)

Group Details:

Name: TESTING\_GROUP

Description: \* TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE

Update Description

NOTAM Origination: Yes

Privileges:

Locations:

2.

3. Managers Members

User Name	Is Manager	Delete
GPMNGT_TEST	✓	

Add Manager

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

## 6 Add a Group Manager

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

### Group Management

Select a group name (from the group list) to view the group details:

The screenshot shows the 'Group Management' interface. At the top, there are three buttons: 'Create Group', 'Delete Group', and 'Refresh'. Below these, there is a 'Groups' section on the left with a tree view showing 'Managed by GPMNGT\_TEST' and 'TESTING\_GROUP (NOU)'. The main area is titled 'Group Details' for the 'TESTING\_GROUP'. It shows the group name, description, and 'NOTAM Origination Privileges' set to 'Yes'. Below this, there are two tabs: 'Managers' (highlighted with a red box and a '1') and 'Members'. Under the 'Managers' tab, there is a table with columns 'User Name', 'Is Manager', and 'Delete'. The table contains one entry: 'GPMNGT\_TEST' with a checkmark in the 'Is Manager' column. Below the table, the 'Add Manager' button is highlighted with a red box and a '2'.

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

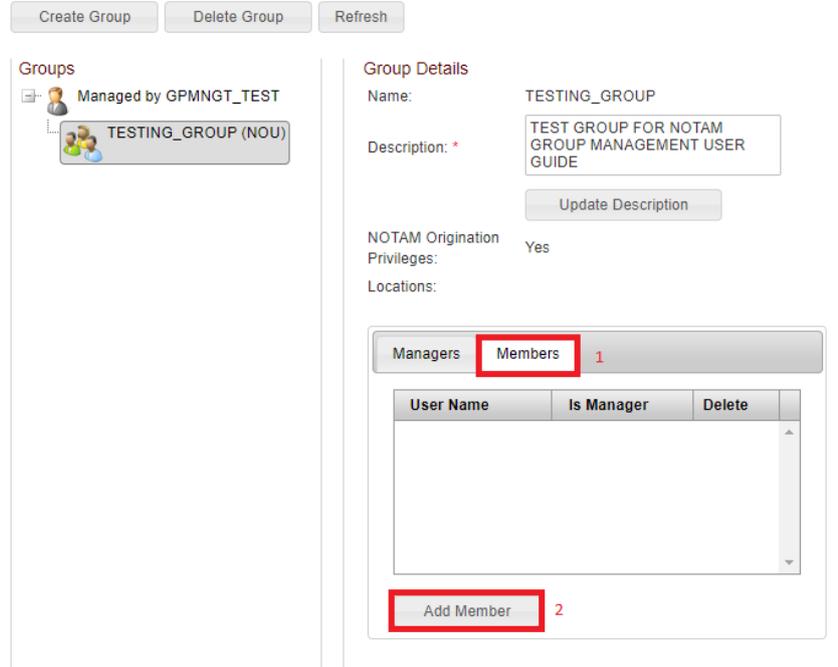
The screenshot shows the 'Group Management' interface with an 'Add Group Manager' dialog box open. The dialog box has a title bar with a close button. Inside, it says 'Enter a User Name and click the Add button to add as a new group manager.' Below this is a 'User Name: \*' label followed by a text input field (highlighted with a red box and a '1'). At the bottom of the dialog, there are 'Add' and 'Cancel' buttons, with the 'Add' button highlighted by a red box and a '2'. The background shows the same 'Group Details' page as in the previous screenshot, but it is dimmed.

# 7 Add a Group Member

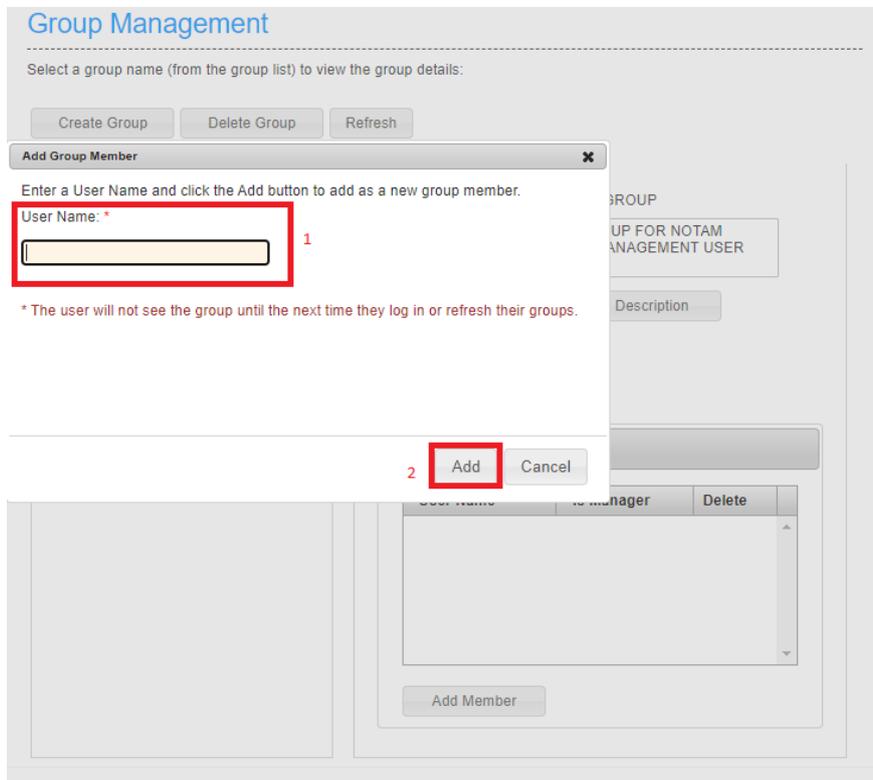
- 1) Select the **Members** tab, then **Add Member**

## Group Management

Select a group name (from the group list) to view the group details:



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



## 8 Upgrade an existing member to Manager access

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

### Group Management

Select a group name (from the group list) to view the group details:

Create Group Delete Group Refresh

Groups  
Managed by GPMNGT\_TEST  
TESTING\_GROUP (NOU)

Group Details  
Name: TESTING\_GROUP  
Description: \* TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE  
Update Description  
NOTAM Origination Privileges: Yes  
Locations:

Managers Members

User Name	Is Manager	Delete
NISTESTER1	<input type="checkbox"/>	Delete

Add Member

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

**www.airservicesaustralia.com says**

Are you sure you want to make this group member "NISTESTER1" a Group Manager

OK Cancel

## 9 Remove Manager access

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

### Group Management

Select a group name (from the group list) to view the group details:

Create Group Delete Group Refresh

**Groups**

Managed by GPMNGT\_TEST

TESTING\_GROUP (NOU)

**Group Details**

Name: TESTING\_GROUP

Description: \*  
TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE  
Update Description

NOTAM Origination Yes

Privileges:

Locations:

Managers Members

User Name	Is Manager	Delete
GPMNGT_TEST	<input checked="" type="checkbox"/>	Delete
NISTESTER1	<input checked="" type="checkbox"/>	Delete

Add Manager

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

**www.airservicesaustralia.com says**

Are you sure you want to make this group manager "NISTESTER1" only a Group Member

**OK** Cancel

## 10 Delete a Manager/Member

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

### Group Management

Select a group name (from the group list) to view the group details:

The screenshot shows the 'Group Management' interface. At the top, there are three buttons: 'Create Group', 'Delete Group', and 'Refresh'. Below these is a 'Groups' section with a list of groups. The first group is 'Managed by GPMNGT\_TEST' and the second is 'TESTING\_GROUP (NOU)'. The 'TESTING\_GROUP (NOU)' group is selected, and its details are shown on the right. The 'Group Details' section includes: Name: TESTING\_GROUP, Description: \* TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE, NOTAM Origination: Yes, Privileges: Yes, and Locations: (empty). Below this is a table with two tabs: 'Managers' and 'Members'. The 'Members' tab is active, and the table has three columns: 'User Name', 'Is Manager', and 'Delete'. The table contains one row with 'NISTESTER1' in the 'User Name' column, an unchecked checkbox in the 'Is Manager' column, and a 'Delete' button in the 'Delete' column. The 'Delete' button is highlighted with a red box. Below the table is an 'Add Member' button.

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

The confirmation prompt dialog box has a title bar that reads 'www.airservicesaustralia.com says'. The main text of the dialog is 'Are you sure you want to delete this group member "NISTESTER1"'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.