

User's Guide for Submitters – Version 1.4
eNOTAM II Version 1.4

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U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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Chapter 1. About the eNOTAM II User's Guide

This user's guide supports individuals using the eNOTAM II System (ENII) to create and submit Notices to Airmen (NOTAMs). This chapter describes the purpose, the intended users, and the contents of this document.

1.1 Purpose

This user's guide serves as the primary resource for information regarding the use of ENII. It also represents the primary source for ENII. In the event that you have a question that is not addressed by this user's guide, contact the Federal NOTAM System (FNS) support team by using any of the methods listed in Chapter 2.

1.2 Intended Users

This user's guide is designed for individuals tasked with creating, editing, tracking, and submitting NOTAMs using ENII. These individuals are typically airport authority personnel. There are four types of ENII user accounts, each of which has unique privileges: Submitters, Specialists, Supervisors, and both FAA and Flight Service Station (FSS) Administrators. This user's guide is written for Submitters. Submitters can create, edit, replace, and cancel NOTAMs, as well as generate reports for specific facilities or locations depending on their group permissions. These permissions are assigned by FSS Administrators located at the Flight Service Hub locations.

1.3 Content Overview

This user's guide provides information about ENII in a series of four chapters, as follows:

- **Chapter 1** describes the purpose of this document, the intended users, and provides an overview of the contents of subsequent chapters.
- **Chapter 2** provides background information on ENII, introduces the four types of user accounts, describes the process of creating an ENII account, and discusses the methods for obtaining technical support for ENII.
- **Chapter 3** provides an overview of the ENII user interface including its components, and describes the purpose of each component.
- **Chapter 4** describes how to perform tasks using ENII.

1.4 Navigating This User's Guide

This user's guide is intended to be used in electronic format. The electronic version allows you to search for words or strings of characters using the "Find" function in Adobe Acrobat®. The electronic version also includes embedded hyperlinks. Any time a chapter, section, or figure is referenced in the text, click the name and you will be taken to that location in the document.

Accessing the ENII User's Guide for Submitters Version 1.4 through the *Help* link in ENII (as described in Section 3.2) ensures that you are using the most up-to-date version of the user's guide. Printing this user's guide is not recommended; hard copies will not be provided.

Notes are provided to call attention to important or additional information. Notes—indicated by the word “NOTE” in upper case letters and enclosed in a border—immediately follow the information to which they apply.

1.5 Limitations

This is Version 1.4 of this user’s guide. This user’s guide is written for and supports ENII Version 1.4.

This user’s guide contains many figures to help illustrate ENII functions. They were created using sample fictional data and serve only as examples. To make the document easier to read, every effort was made to present the figures on the same page that they are referenced.

This user’s guide should not be considered a training document. It does not identify learning objectives, nor does it contain structured practice exercises to assess learning or skill acquisition. However, it does represent a comprehensive source of information about ENII and could be used to guide training for NOTAM Submitters.

Chapter 2. Introduction to eNOTAM II

This chapter provides a general overview of ENII, including background, user accounts, the concept of groups, access to ENII, points of contact, and what to do in the event of a suspected outage. See Chapter 3 for an overview of ENII features. See Chapter 4 for a more detailed description of how to use the features in ENII to complete tasks.

2.1 Background

ENII was developed as a replacement for eNOTAM, which provided NOTAM originators a way to submit NOTAMs electronically to the Flight Service Station (FSS) to be entered into the United States Notices to Airmen System (USNS). ENII also allows NOTAM Submitters to relay NOTAM information to the FSS electronically. A Specialist at a FSS then reviews the NOTAM. If the information provided does not meet all the necessary criteria,¹ the Specialist may reject the NOTAM with comments for correcting the NOTAM. The comments are displayed for any ENII user who has the privilege to view the NOTAM. Once the NOTAM meets all required criteria, the Specialist approves and activates it in the USNS. Like eNOTAM, ENII can be used to track and manage NOTAMs. However, ENII can only track NOTAMs that were created using ENII.

2.2 User Accounts

ENII supports four types of user accounts each with different privileges: Submitter, Specialist, Supervisor, and Administrator. The following list provides a description of each type of account:

- *Submitter*: Submitters can search, create, cancel, copy, and replace NOTAMs for their assigned facilities or locations; view the lifecycle of a NOTAM using the *Change Log Viewer*; and generate *Archive Reports*. Submitters are typically airport authority personnel.
- *Specialist*: Specialists can approve NOTAMs for their assigned Service Area; search, replace, cancel, and create NOTAMs for all Service Areas; and generate *Archive Reports*. Specialists are employed at a FSS.
- *Supervisor*: Supervisors can approve NOTAMs for all Service Areas, control access to NOTAMs created by another user, and generate *Archive Reports*. Supervisors are employed at a FSS.
- *Administrator*: Administrators can be employed by a FSS (FSS Administrator) or the FAA (FAA Administrator). FSS Administrators can update authorized personnel, update coordination information, manage accounts (e.g., approve, unlock, disable, and edit permissions), maintain user groups, control access to NOTAMs created by other users, and generate *Archive Reports*. The FAA Administrator is your customer support representative.

¹ As stated in FAA J.O. 7930.2M (Change 2) and associated notices

2.3 Groups

NOTAM Submitters are assigned to groups by a FSS Administrator. Submitters may be assigned to more than one group based on their job responsibilities. Your assigned group(s) determines the types of NOTAM keywords that you can create, cancel, and replace. Group permissions also determine the facilities for which you can issue NOTAMs. Questions about group settings should be directed to your FSS Administrator by using the contact methods listed in section 2.7.

NOTE: New users to a group will need to be on the Authorized User list maintained by the FSS Administrator. A new user's account will not be approved until their identity is verified as an Authorized User.

2.4 Access to eNOTAM II

To reach ENII directly through your Web browser, use the following URL: <https://notams.aim.faa.gov/en2/>. ENII is designed for use with Microsoft Internet Explorer® or Mozilla Firefox®.

2.4.1 New User Registration

Submitters must register for an ENII account and be approved by a FSS Administrator before they can use the tool. To register for ENII, click the *New User Registration* link on the ENII homepage (see Figure 1 below). Fill in as much information in the registration fields as you can. Fields marked with a red asterisk (*) are required. You must, at a minimum, provide your first and last names, organization, email address, phone number.

Federal Aviation Administration | Demo System | ENII System

ENII System

WARNING WARNING WARNING

This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

All fields marked (*) are required.

Job Title Organization*

First Name* Last Name*

Email*

Phone Number* Fax Radio MHz

Address Address (Cont'd)

City State Zip Code

A password must have:

- 8 Characters or more
- At least one Letter
- At least one Number
- At least one special character (e.g., !@#\$%^&')
- Both passwords typed below must match

Password*

Retype Password*

User Role: Submitter Administrator Supervisor Specialist

Submit Cancel

Figure 1: User Registration Page

Next, enter the password you want to associate with your username. The password must meet the following complexity requirements:

- At least eight characters
- At least one letter
- At least one number
- At least one special character (e.g., !@#\$\$%^&*)

You must enter the password twice to confirm it: once in the *Password* field and again in the *Retype Password* field. These requirements are displayed on the *User Registration* page. Each requirement has an icon to the left. The icons change to indicate whether the password you entered meets each of the four complexity requirements (outlined above). In addition, an icon indicates whether the passwords entered in the *Password* and *Retype Password* fields match. If the password does not meet a requirement, then the indicator will remain a red “X” (✘). If the password meets a requirement, then the indicator will change to a green check mark (✔).

Finally, ensure the *Submitter* radio button next to *User Role* is checked, and click *Submit*. Your FSS Administrator will approve your account and assign you to the appropriate group(s). This will complete the New User Registration process.

Please note that passwords will expire every 90 days, according to FAA security policy. Also, you cannot reuse the same password within ten change cycles.

NOTE: All non-Flight Service personnel should register as a “Submitter”.

2.4.2 Login

Upon registration, your account will need to be verified against an Authorized User list maintained at each airport or facility. Your local operations manager will need to fax an update list to the FSS supervisor when a new user needs to be added. The fax and phone number of the FSS supervisors can be found in section 2.7. Once your account has been established and approved, you may log into ENII.

To log into ENII, enter your email and password in the fields provided on the ENII homepage. Click the *Sign In* button. ENII will automatically time out if there is no activity in your ENII session for 30 minutes. In addition, you will be logged out automatically if you close the ENII window in your browser without logging out.

NOTE: The email address you provide on this form will serve as your username for logging into ENII.

2.4.3 Lockout

For security reasons, your account will be locked after five attempts to log in with the wrong password. You will be locked out of your account until a FSS Administrator unlocks it. To unlock an account, please email the FSS Administrator at enii-registration.fc-afss@lmco.com.

2.4.4 Forgotten Password

If you forget your password, reset it using the *Forgot My Password* link. Click the *Forgot My Password* link on the ENII homepage. This opens a dialogue box that contains two new data entry fields for entering your email address and last name. You must complete both fields. Enter your email address and last name and click *Submit*.

You will receive an email with a link to reset your password. Your new password must meet the same complexity requirements as the password you created during registration.

NOTE: The *Forgot My Password* link will not allow you to reset your password if your account has been locked. If your account is locked, it must be unlocked by a FSS Administrator, by email: enii-registration.fc-afss@lmco.com.

2.5 Flight Service Station Points of Contact

Your Flight Service Station can provide help in issuing or cancelling a NOTAM if you are unable to log into ENII, unlock your account, and update your airport's Authorized User lists. A table of contact numbers for each issue is located below.

Table 1: Flight Service Station Contact Information					
		Western Service Area	Central Service Area	Eastern Service Area	Miami Service Area
Issue	Hours	<u>PRC Hub</u>	<u>FTW Hub</u>	<u>DCA Hub</u>	<u>MIA Hub</u>
Phone Help Issuing or Cancelling a <u>NOTAM</u>	24/7	1-877-487-6867 (1-877-4-US-NTMS)			
<u>Unlock Account</u>	24/7	Email: enii-registration.fc-afss@lmco.com			
Fax to Update: <u>Authorized User list</u>	M-F Business	928-772-4390	817-490-6681	571-223-1597	305-253-7640
Phone to Update: <u>Authorized User list</u>	M-F Business	928-583-6111	817-541-3461 817-541-3462	703-723-4588	233-261-2611 Request Plans & Procedures Specialist (PPS)

2.6 eNOTAM II Feedback

You can submit comments directly to the development team through the *Feedback* link on the ENII main screen. Click the *Feedback* link in the *Administrative* toolbar located at the top right corner of the main screen to open the *Feedback* pop-up (see Section 3.2 for a description of the *Administrative* toolbar). Enter your comments in the *Feedback* field, and click *Submit* to send your comments (see Figure 2 below).

NOTE: The comments you provide help improve ENII. The *Feedback* pop-up is not intended to be used to report issues with the USNS or any NOTAM in particular.



Figure 2: *Feedback* Pop-Up

2.7 eNOTAM II Outages and Technical Support

Possible signs of an ENII outage include unresponsive buttons, a change in the *Connection Status* indicator from green to red (see Section 3.9 for a description of the *Connection Status* indicator), or the presentation of connection-related error messages. If you believe you are experiencing an outage of ENII due to problems with either your facility's systems or ENII, first log out of ENII and then log back in. If this does not work, close your Web browser, reopen it, and try to re-access ENII. Finally, if neither of the previous solutions works, contact your local IT Help Desk.

If you are still experiencing problems, contact the FAA's NAS Aeronautical Information Management Enterprise System (NAIMES) customer support desk, at 1-866-466-1336 or (540) 422-4168/69.

During an ENII outage, you should use your backup standard operating procedures (SOP) or contact you Flight Service Station to issue or cancel NOTAMs at 1-877-4-US-NTMS (1-877-467-6867).

Chapter 3. Overview of eNOTAM II Features

This chapter briefly describes the features of ENII. More specifically, this chapter includes descriptions of the main screen, panes, toolbars, action buttons, and other special features. See Chapter 4 for a detailed description of how to use these features to complete tasks in ENII.

3.1 Main Screen

In this section, you will find a brief description of the panes and toolbars found on the ENII main screen. The main screen is displayed after you have logged into your account. Figure 3 below shows the different panes and toolbars within the main screen. These panes and toolbars are described in more detail on the following pages.

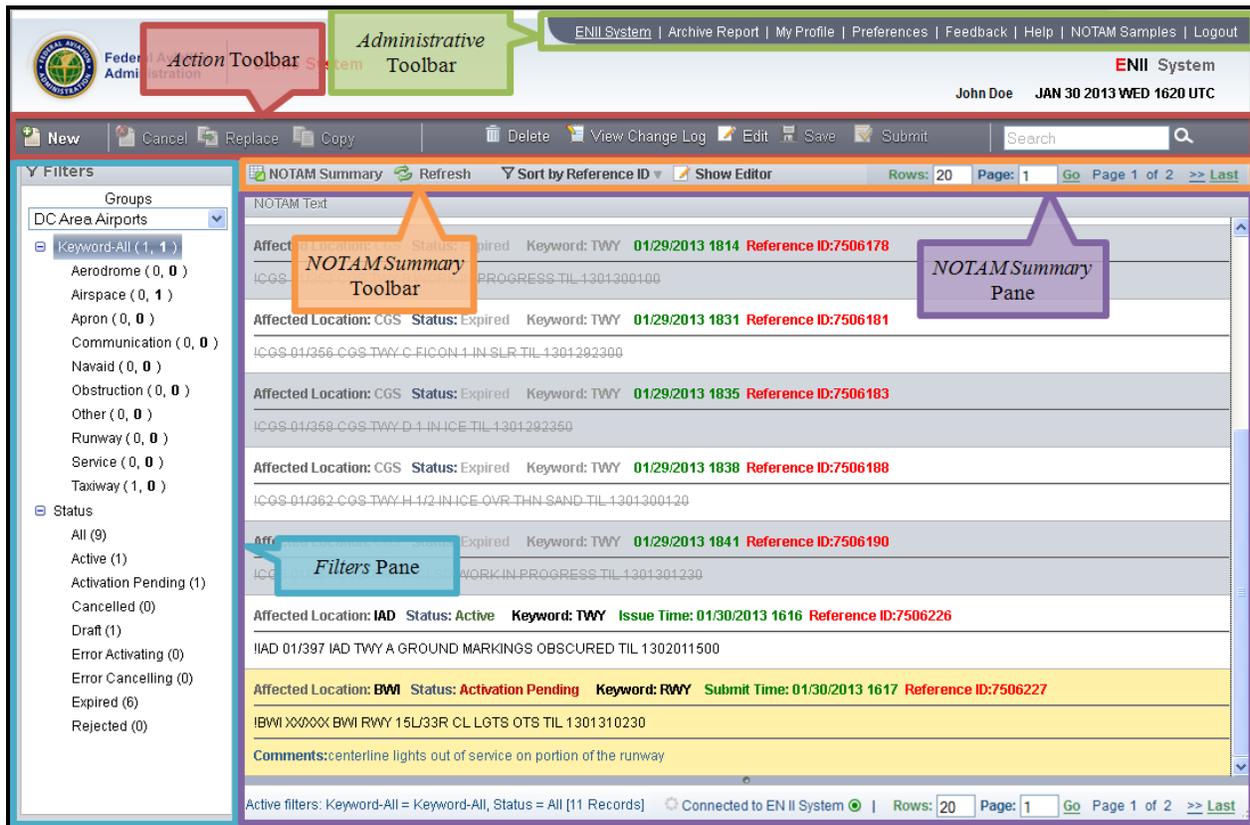


Figure 3: Overview of the Main Screen

3.2 Administrative Toolbar

The *Administrative* toolbar is located in the top right corner of the main screen (see Figure 4 below). The options on this toolbar provide access to administrative information and preferences.



Figure 4: *Administrative* Toolbar

The *Administrative* toolbar contains the following seven options:

- *ENII System* provides access to the main screen.
- *Archive Report* allows you to run reports about NOTAMs.
- *My Profile* allows you to view and update your account information.
- *Preferences* allows you to change your display preferences.
- *Feedback* allows you to submit comments about ENII.
- *Help* provides access to a PDF version of this user's guide.
- *NOTAM Samples* provides a PDF of sample NOTAM formats by keyword.
- *Logout* logs you out of ENII.

3.3 Action Toolbar

The *Action* toolbar is located along the top of the *NOTAM Summary* pane (see Figure 5 below).



Figure 5: *Action* Toolbar

The *Action* toolbar contains the following 11 functions:

- *New* allows you to create a new NOTAM.
- *Cancel* allows you to cancel an Active NOTAM.
- *Replace* allows you to replace an Active NOTAM with a new one while cancelling the old NOTAM in one step.
- *Copy* allows you to copy a Cancelled or Expired NOTAM.
- *Delete* allows you to delete a Draft, Activation Pending, or Rejected NOTAM or a NOTAM with an error status.
- *View Change Log* displays the *Change Log Viewer* that shows the history of the NOTAM.
- *Edit* allows you to change the details of a Draft, Activation Pending, Error Activating, or Rejected NOTAM.
- *Save* allows you to save a NOTAM as a draft.
- *Submit* allows you to submit a NOTAM for activation.
- *Search* allows you to search for key words and strings of characters in the *NOTAM Summary*.

3.4 Filters Pane

The *Filters* pane is located on the left side of the main screen (see Figure 6 below). The filtering functions can be managed in this pane.

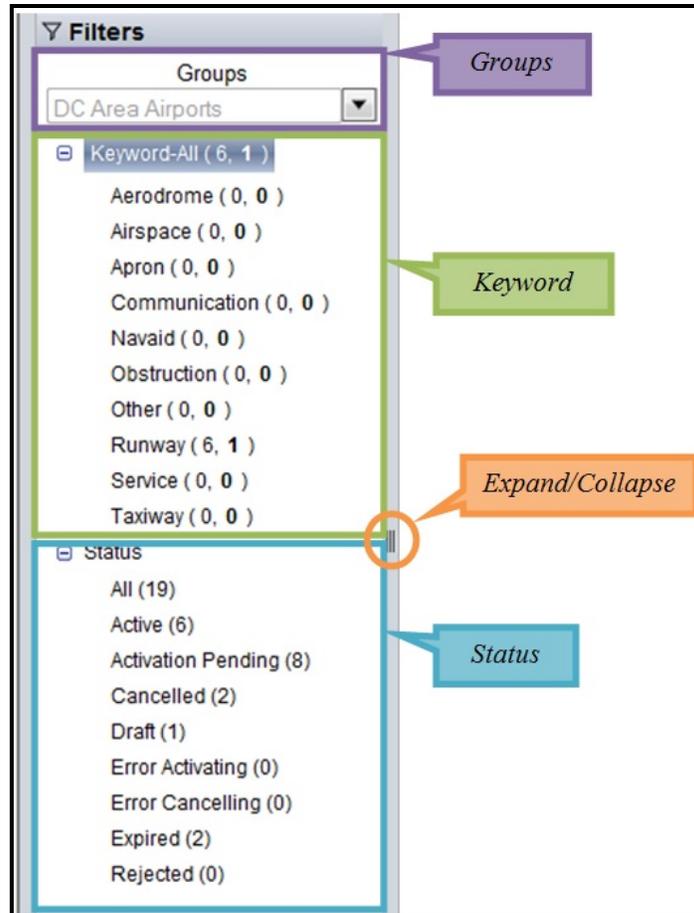


Figure 6: *Filters* Pane and Functions

The *Filters* pane contains the following four functions:

- *Groups* allows you to filter based on your available groups.
- *Keyword-All* allows you to filter NOTAMs based on keyword.
- *Status* allows you to filter NOTAMs based on status.
- *Expand/Collapse* allows you to expand or collapse the *Filters* pane.

3.5 NOTAM Summary Pane

The *NOTAM Summary* pane is located to the right of the *Filters* pane in the center of the main screen (see Figure 7 below).

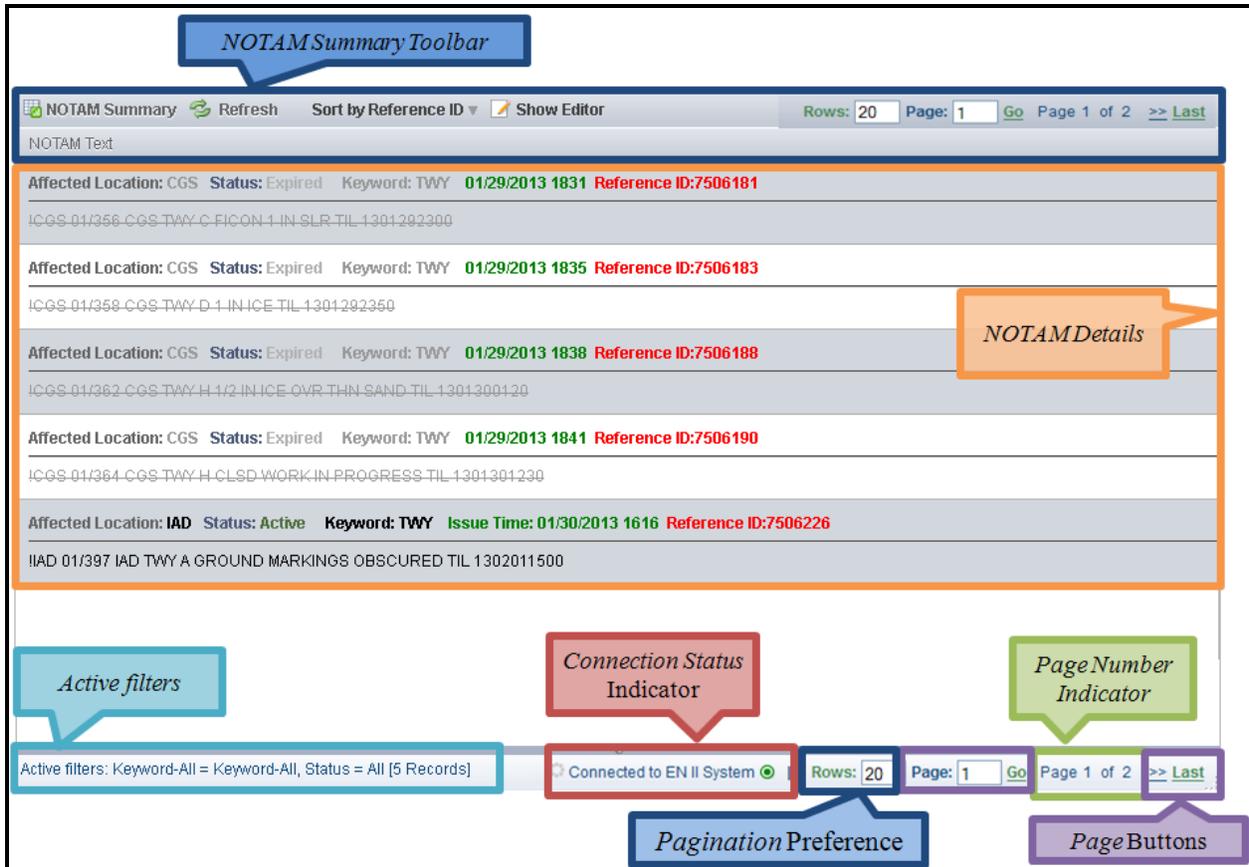


Figure 7: NOTAM Summary Pane and Options

The *NOTAM Summary* pane contains the following six options:

- *NOTAM Summary* toolbar provides the sort functions and access to the *NOTAM Editor*.
- *NOTAM Details* displays the administrative details about the NOTAM, the full NOTAM text, and any comments, which are all displayed in alternately shaded rows.
- *Active filters* displays which filters are active for the NOTAMs shown in the *NOTAM Summary*.
- *Connection Status* indicator displays your connectivity with the ENII server.
- *Pagination Preference* setting allows you to change the number of NOTAM rows that are displayed.
- *Page Number* indicator displays the current page number and the total number of pages of NOTAMs in the *NOTAM Summary*.

- *Page buttons* allow you to navigate between pages of NOTAMs in the *NOTAM Summary* or jump to the First/Last page.

3.6 NOTAM Summary Toolbar

The *NOTAM Summary* toolbar is located along the top of the *NOTAM Summary* pane (see Figure 8 below).

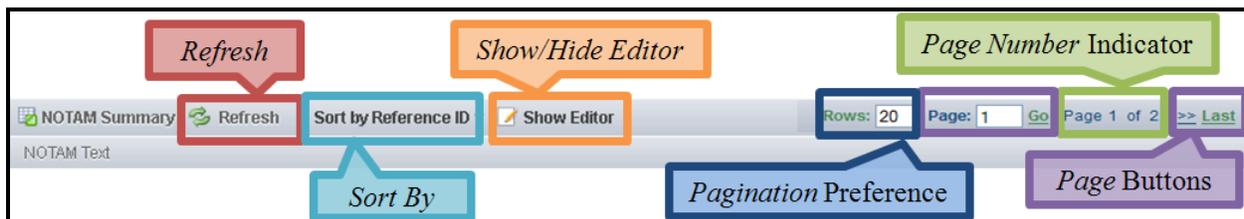


Figure 8: NOTAM Summary Toolbar and Options

The *NOTAM Summary* toolbar contains four options above the *NOTAM Text* column header:

- *Refresh* reloads the *NOTAM Summary*.
- *Sort by* allows you to sort NOTAMs in the *NOTAM Summary* by several different data points. By default, NOTAMs are sorted by *Reference ID*.
- *Show/Hide Editor* allows you to switch between the *NOTAM Editor* and *NOTAM Summary*.
- *Pagination Preference* setting allows you to change the number of NOTAM rows that are displayed.
- *Page Number* indicator displays the current page number and the total number of pages of NOTAMs in the *NOTAM Summary*.
- *Page buttons* allow you to navigate between pages of NOTAMs in the *NOTAM Summary* or jump to the First/Last page.

3.7 NOTAM Details

The *NOTAM Details* are located in the *NOTAM Summary* pane (see Figure 9 below).

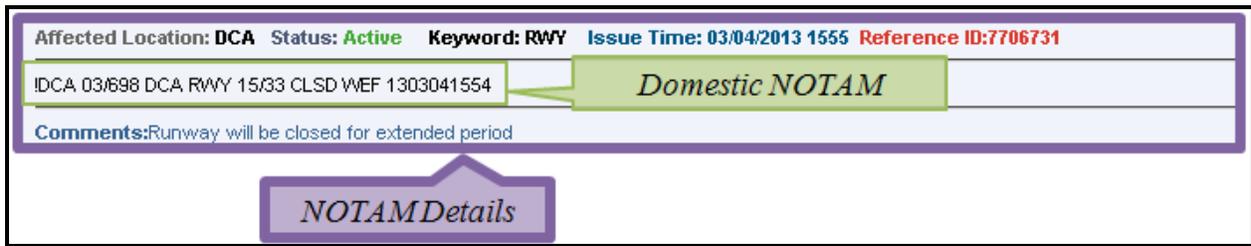


Figure 9: *NOTAM Details*

The *NOTAM Details* displays information in the following three lines:

3.7.1 Line One

- *Affected Location* displays the location affected by the NOTAM.
- *Status* displays the current state of the NOTAM and its relationship to the USNS. The status entries display information about an individual NOTAM through formatting, as follows:
 - Green (**green**) text indicates an Active NOTAM.
 - Red (**red**) text indicates an Activation Pending, Error Activating, Error Cancelling, or Rejected NOTAM.
 - Blue (**blue**) text indicates a Draft NOTAM.
 - Orange (**orange**) text indicates a Cancelled NOTAM.
 - Gray (**gray**) text indicates an Expired NOTAM.
- *Keyword* displays the keyword² associated with the NOTAM.
- *Submit/Issue/Last Update/Cancel Time* displays in blue text the time the NOTAM was submitted, issued, last updated, or cancelled.
- *Reference ID* displays in red text the unique identification number assigned to the NOTAM by ENII.

² NOTAM keywords are defined in FAA J.O. 7930.2M (Change 2).

3.7.2 Line Two

- *Domestic NOTAM* displays the NOTAM in domestic format. This line displays information about an individual NOTAM through formatting, as follows:
 - Bold (**bold**) font indicates NOTAMs with a Draft or In Queue status.
 - Normal line weight (normal) indicates a NOTAM with an Active or Error Activating status.
 - Dark gray (dark gray) text indicates a Cancelled NOTAM.
 - Light gray (light gray) text indicates an Expired NOTAM.

3.7.3 Line Three

- *Comments* displays any internal instruction or information provided regarding the NOTAM, if applicable. This information is transmitted to the Flight Service Specialist as additional information but is not included in the NOTAM.

3.8 NOTAM Editor Pane

The *NOTAM Editor* pane is displayed only if it is brought up by clicking the *New* button or *Show Editor* button (see Figure 10 below).

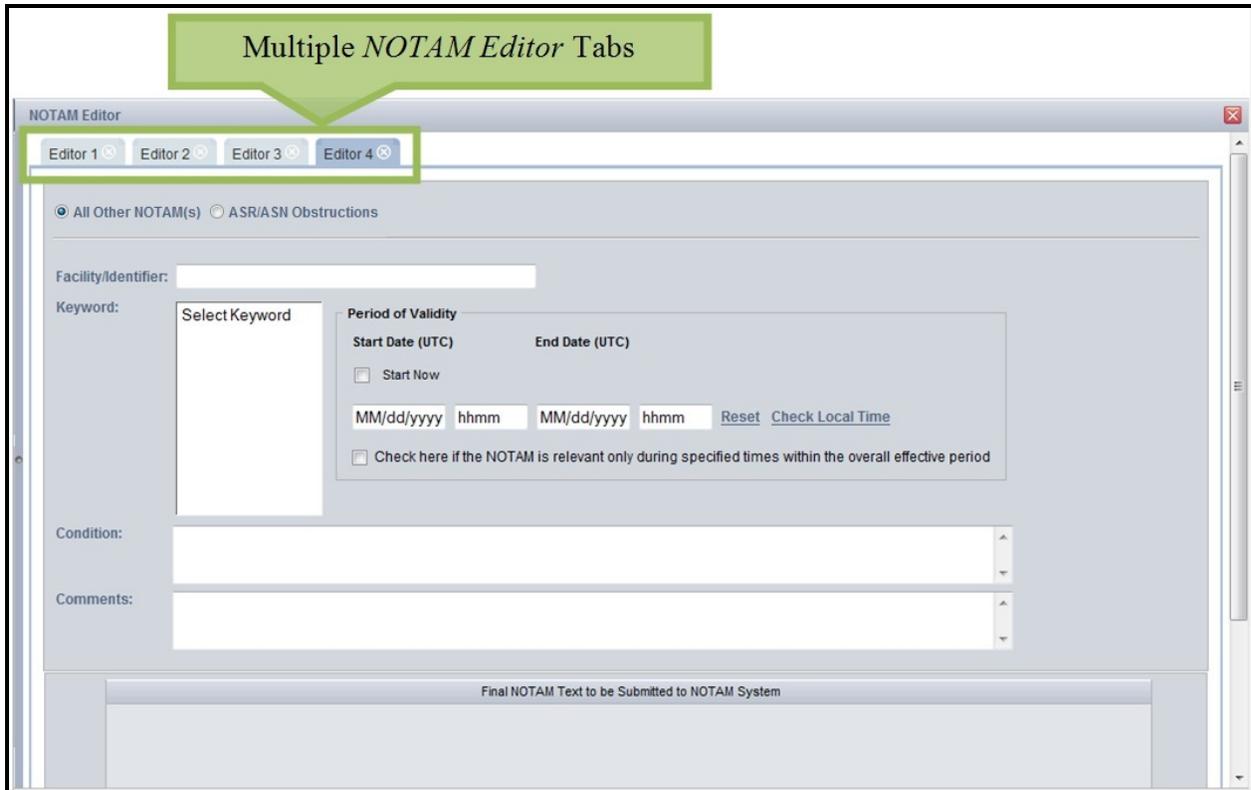


Figure 10: *NOTAM Editor* Pane with Multiple *NOTAM Editor* Tabs

The *NOTAM Editor* pane is displayed in the same location as the *NOTAM Summary* pane. You can switch between the *NOTAM Editor* pane and the *NOTAM Summary* pane without losing the content of either pane. You can create other types of NOTAMs based on airport, navigational aid (Navaid), or Air Route Traffic Control Center (ARTCC) identifiers using the *NOTAM Editor* pane. You can also create an obstruction NOTAM by entering an Antenna Structure Registration (ASR) number or a radius around latitude and longitude coordinates. Multiple *NOTAM Editor* tabs can be open at the same time. When multiple *NOTAM Editor* tabs are open simultaneously, each Draft NOTAM will be displayed on a different *NOTAM Editor* tab; each will be numbered sequentially from left to right. A maximum of 20 tabs is allowed.

3.9 Special Features

ENII has four special features that are accessed from the top right corner under the *Administrative* toolbar (see Figure 11 below).

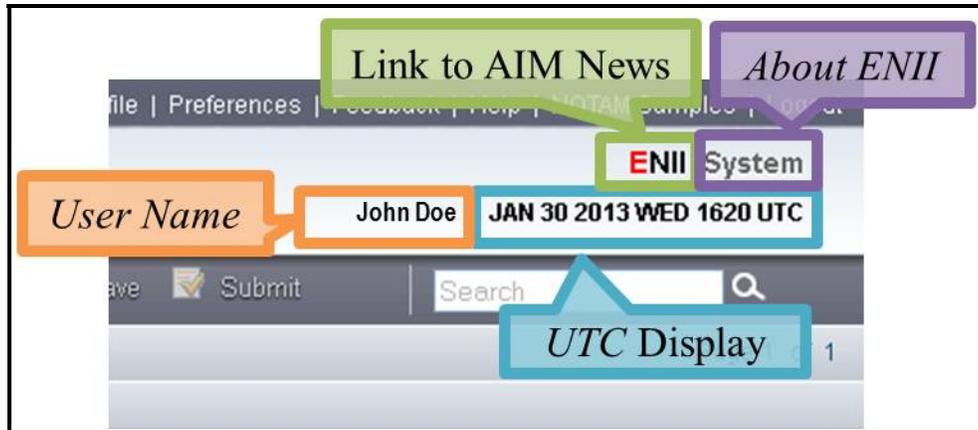


Figure 11: *Special Features*

They are the following:

- *ENII* links to the FAA AIM News & Updates website.
- *System* displays a pop-up containing the ENII version number and the date of the last update.
- *User Name* displays your first and last names.
- *Coordinated Universal Time* displays the current date and time in Coordinated Universal Time (UTC).

3.10 Email Notification

ENII will send the NOTAM submitter an email when your NOTAM is published or cancelled. You may then forward this email to a third-party or set up an automatic email distribution list through your email client.

Chapter 4. Performing Tasks Using eNOTAM II

This chapter provides a detailed description of how to use ENII to complete tasks. This chapter includes instructions for performing three account management (i.e., administrative) tasks and ten common technical tasks using ENII. See Chapter 3 for detailed descriptions of ENII features, including screenshots of whole panes and windows.

4.1 Account Management Tasks

You can perform the following three account management tasks in ENII: update your account information, change your password, and update your display preferences. All three of these tasks are initiated from the *Administrative* toolbar. Your account and password information are managed using the *My Profile* page, and display preferences are located in the *Preferences* pop-up.

4.1.1 Update Your Account Information

Click the *My Profile* link on the *Administrative* toolbar to bring up the *My Profile* page (see Figure 12 below). Fields marked with a red asterisk (*) are required. At a minimum, the *Organization*, *First Name*, *Last Name*, *Email*, *State* and *Phone Number* fields must be populated. You can edit all the information on this page, except for your email address. Click *Save* to save your changes and return to the main screen. Click *Close* to close the page and return to the main screen. Clicking *Close* before clicking *Save* will close the page without saving and return you to the main screen.

Name: John Doe
Username: john.doe@email.com
IP Address: 38.118.77.7

All fields marked (*) are required.

Job Title Organization*

First Name* Last Name*

Email*

Phone Number* Fax Radio MHz

Street 1 Street 2

City State Zip Code

Figure 12: *My Profile* Page

4.1.2 Change Password

Click the *My Profile* link on the *Administrative* toolbar. Then click the *Change Password* link to bring up the *Password* page (see Figure 13 below).



The screenshot shows a user profile page with the following information:

- Name: John Doe
- Username: john.doe@email.com
- IP Address: 38.118.77.7

Below the information are two buttons: [Update Account](#) and [Change Password](#). The [Change Password](#) button is highlighted.

The [Change Password](#) form includes the following requirements:

- 8 Characters or more
- At least one Letter
- At least one Number
- At least one special character (e.g., !@#%&*)
- Both passwords typed below must match

There are two input fields: New Password * and Retype New Password *. At the bottom are and .

Figure 13: Password Page

Enter a new password in the *New Password* field. The password must meet the following complexity requirements:

- At least eight characters
- At least one letter
- At least one number
- At least one special character (e.g., !@#%&*)

You must enter the new password twice: once in the *New Password* field and again in the *Retype New Password* field to confirm it. These requirements are displayed on the *Password* page. Each requirement has an icon to the left. The icons change to indicate whether the password you entered meets each of the four complexity requirements. In addition, an icon indicates whether the passwords entered in the *New Password* and *Retype New Password* fields match. If the new password does not meet a requirement, then the indicator will remain a red “X” (✘). If the new password meets a requirement, then the indicator will change to a green check mark (✔).

Click *Submit* to save your new password. Click *Cancel* to close the page and return to the main screen. Clicking *Cancel* before clicking *Submit* will close the page without saving. Click *ENII System* in the *Administrative* toolbar to return to the main screen. You will be required to change your password every 90 days, according to FAA password security policy.

4.1.3 Update Display Duration Preferences

Use the *Preferences* pop-up to change the duration for which NOTAMs are displayed in the *NOTAM Summary*, after they have been cancelled or expired. Click the *Preferences* link on the *Administrative* toolbar to bring up the *Preferences* pop-up (see Figure 14 below). Enter the number of days for which you want to see cancelled and expired NOTAMs in the *Display NOTAMs Cancelled or Expired within past _ days* field, up to 30 days. Click *Save* to save your preferences. Click *Close* to close the pop-up.

NOTE: Clicking *Close* in the *Preferences* pop-up will also save your changes but for your current ENII session only. To return to your previous preferences, return to the *Preferences* pop-up or log out and log back into ENII.



Preferences

Display NOTAMs Cancelled or Expired within the past days.

Save Close

Figure 14: *Preferences* Pop-Up

4.2 Technical Tasks

This section of the user's guide explains how to perform 10 common technical tasks using ENII. The tasks are as follows:

- Create a New NOTAM based on an Airport, Navaid, or ARTCC Identifier.
- Create a New ASR/ASN Obstruction NOTAM.
- Utilize the *NOTAM Summary* pane.
- Edit a NOTAM.
- Delete a NOTAM.
- Cancel a NOTAM.
- Replace a NOTAM.
- Copy a NOTAM.
- Use the *Change Log Viewer*.
- Run an *Archive Report*.

These technical tasks are explained below in the order they are most likely to be performed on the job.

4.2.1 Create a New NOTAM Based on an Airport, Navaid, or ARTCC Identifier

When creating a new NOTAM based on an airport, Navaid, or ARTCC identifier, populate the *NOTAM Editor* pane following the process below.

- 4.2.1.1 Select a group from the *Groups* drop-down list located in the *Filters* pane (see Figure 15 below). Depending upon the privileges of the group you select, some airports, Nav aids, or ARTCCs may not be available while creating a new NOTAM.

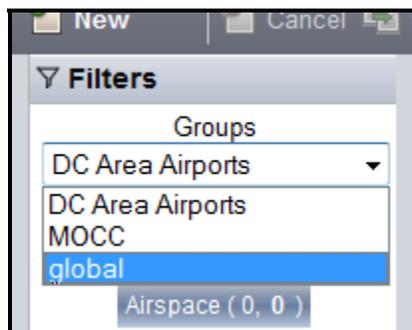


Figure 15: *Groups* Drop-Down List

- 4.2.1.2 Click *New* on the *Action* toolbar to begin creating a new NOTAM. This brings up the *NOTAM Editor* pane.

4.2.1.3 To create a NOTAM based on an airport, Navaid, or ARTCC identifier, click the *All Other NOTAM(s)* radio button (see Figure 16 below) on the *NOTAM Editor* pane.

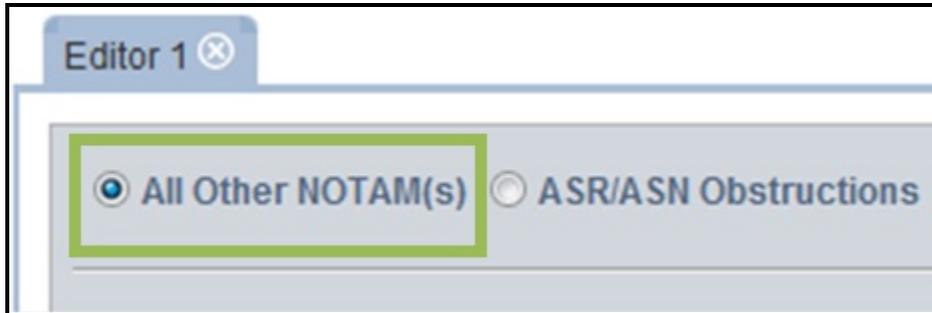


Figure 16: *All Other NOTAM(s)* Radio Button

4.2.1.4 Enter the three-character Facility or Feature Identifier associated with this NOTAM in the *Facility/Identifier* field (see Figure 17 below).



Figure 17: *Facility/Identifier* Field

As you begin to enter information in the *Facility/Identifier* field, ENII will begin searching Facilities and Feature Identifiers that contain the text you have typed. The system will display the results in a drop-down list below the field (see Figure 18 below). Only some facilities and features will be provided in the search results as options depending upon the privileges of the group you selected in the *Filters* pane. Select an option from the drop-down list.

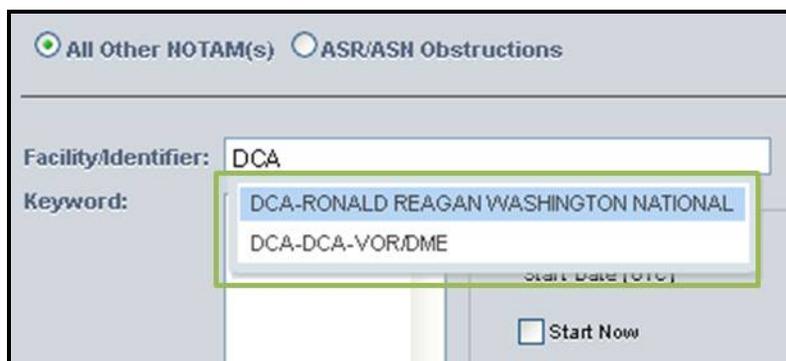


Figure 18: *Facility/Identifier* Search Results

- 4.2.1.5 Select a Keyword from the *Keyword* menu (see Figure 19 below). Depending upon the privileges of the group you selected in the *Filters* pane, some Keywords may be restricted.

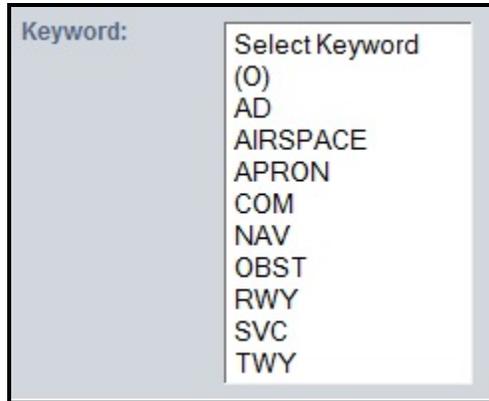


Figure 19: *Keyword* Menu

NOTE: All Keywords are listed in the *Keyword* menu and are enabled (i.e., can be selected). However, due to restrictions associated with the privileges of the group you selected in the *Filters* pane, you may receive an error message when you try to submit the newly created NOTAM. Contact your FSS Administrator if you receive an error message about restrictions.

- 4.2.1.6 If Keyword *RWY* is selected in the *Keyword* menu, the *Select Designator* menu will open (see Figure 20 below). Click the affected runway(s).

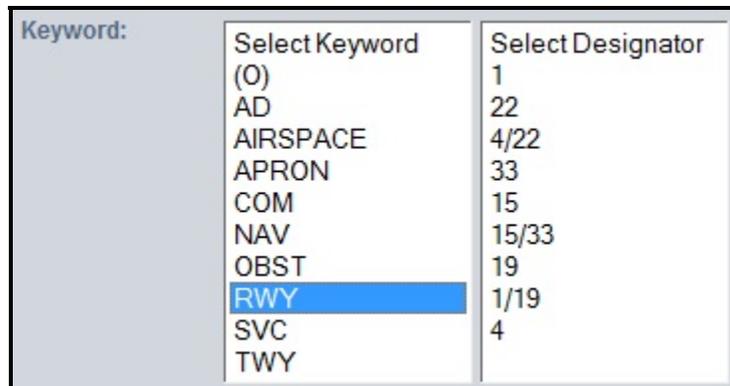


Figure 20: *Select Designator* Menu

- 4.2.1.7 Specify the *Period of Validity* (i.e., date and time range) using the *Start Date (UTC)* and *End Date (UTC)* fields as described below (see Figure 21 below). You are not required to enter times or dates in the *Start Date (UTC)* or *End Date (UTC)* fields to submit a NOTAM.

Period of Validity

Start Date (UTC)	End Date (UTC)
<input type="checkbox"/> Start Now	
MM/dd/yyyy hhmm	MM/dd/yyyy hhmm
	Reset Check Local Time
<input type="checkbox"/> Check here if the NOTAM is relevant only during specified times within the overall effective period	

Figure 21: *Period of Validity* Box for Non-obstruction NOTAMs

- 4.2.1.8 If desired, click the *Start Now* check box to start the NOTAM immediately. This will auto-populate the *Start Date (UTC)* fields with the current UTC date and time. If a different start date or time is needed, select the date and enter the time desired in the *Start Date (UTC)* fields. Dates cannot be entered manually. You must use the calendar pop-up provided (see Figure 22). Click the *Start Date (UTC)* field labeled “MM/dd/yyyy” to bring up the calendar pop-up. Use the arrows at the top of the calendar pop-up to scroll through the months and then click the desired start date. Enter the UTC time in the *Start Date (UTC)* field labeled “hhmm”.

NOTE: If the NOTAM has a start time that is more than 72 hours in the future, then the NOTAM will be held in the *Activation Pending* queue and automatically submitted to a Specialist at a FSS for approval 72 hours before activation.

Period of Validity

Start Date (UTC) End Date (UTC)

Start Now

MM/dd/yyyy hhmm MM/dd/yyyy hhmm [Reset](#) [Check Local Time](#)

« Mar 2012 »

S	M	T	W	T	F	S
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

is relevant only during specified times within the overall effective period

Figure 22: Start Date (UTC) Calendar Pop-Up

4.2.1.9 If applicable, select the end date and enter the time desired in the *End Date (UTC)* fields. Dates cannot be entered manually. You must use the calendar pop-up provided. Click the *End Date (UTC)* field labeled “MM/dd/yyyy” to bring up the calendar pop-up (see Figure 23 below). Use the arrows at the top of the calendar pop-up to scroll through the months and then click the desired end date. Enter the UTC time in the *End Date (UTC)* field labeled “hhmm”.

Period of Validity

Start Date (UTC) End Date (UTC)

Start Now

MM/dd/yyyy hhmm MM/dd/yyyy hhmm [Reset](#) [Check Local Time](#)

Check here if the NOTAM

« Mar 2012 »

S	M	T	W	T	F	S
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

ied times within the overall effective period

Figure 23: End Date (UTC) Calendar Pop-Up

4.2.1.10 Click the *Reset* link to clear all data entered in the *Period of Validity* box.

4.2.1.11 Click the *Check Local Time* link to see a chart that displays conversions from UTC to local time for some U.S. time zones (see Figure 24 below). The converted times are based on the information you entered in the *Start Date* and *End Date* fields. The calculated times will be displayed in the *Local Time* pop-up. The pop-up is organized by *Time Zone*, *Start Time*, and *End Time*. Click *Close* or click outside the *Local Time* pop-up to return to the *NOTAM Editor* pane.

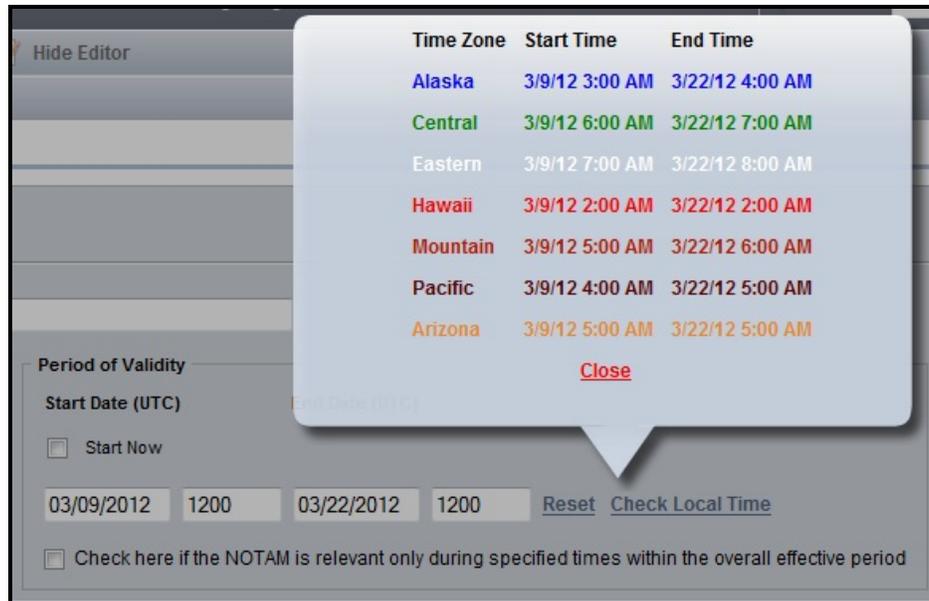


Figure 24: *Local Time* Pop-Up

4.2.1.12 Click the check box labeled *Check here if the NOTAM is relevant only during specified times within the overall effective period* to bring up the *Time Schedule* box (see Figure 25 below). Click the *Day* drop-down list to select when the NOTAM recurs during the period of validity. The *Start Time* and *End Time* cannot be adjusted. Click *Add* to add the recurring day to the NOTAM. Repeat until all the recurring days are included in the list.

Click the trash can icon (🗑️) in the *Delete* column to remove a day from the time schedule. Click *Reset* to delete all the days from the time schedule that have been added to the NOTAM.

Period of Validity

Start Date (UTC) End Date (UTC)

Start Now

03/09/2012 1200 03/22/2012 1200 [Reset](#) [Check Local Time](#)

Check here if the NOTAM is relevant only during specified times within the overall effective period

Time Schedule

Period of Validity: (12 day(s) & 23.0 hour(s)) 03/09/2012 Friday 1200 to 03/22/2012 Thursday 1200

Day	Start Time	End Time	
Monday	1200	1200	<input type="button" value="Add"/> <input type="button" value="Reset"/>

Day	Start Time	End Time	Delete
Friday	1200	1200	🗑️
Monday	1200	1200	🗑️

Figure 25: *Period of Validity* Box With *Time Schedule* Box Enabled

4.2.1.13 ENII will auto-populate the *Condition* box, which is below the *Keyword* box, with items selected in the *Keyword* menu and the *Select Designator* menu. Enter additional NOTAM information into the *Condition* box using free text (see Figure 26 below).

A screenshot of a web form element. It consists of a light gray header bar on the left containing the text "Condition:" in a small, dark font. To the right of this header is a large, empty white rectangular area, which is the input field for the condition. On the far right side of the white area, there are small, faint up and down arrow icons, indicating it is a scrollable field.

Figure 26: *Condition* Box

4.2.1.14 Enter any internal instruction or information regarding the NOTAM in the *Comments* box (see Figure 27 below), which is below the *Conditions* box. Comments will be transmitted to the Specialist at a FSS for review during the NOTAM approval process, but not published in the NOTAM.

A screenshot of a web form element. It features a light gray header bar on the left with the text "Comments:" in a small, dark font. To the right of the header is a large, empty white rectangular area for entering comments. On the right side of the white area, there are small, faint up and down arrow icons, indicating it is a scrollable field.

Figure 27: *Comments* Box

4.2.1.15 ENII will format the text you entered to create the final NOTAM that will ultimately be submitted to the USNS. The resulting NOTAM is displayed in the box labeled *Final NOTAM Text to be Submitted to NOTAM System* (see Figure 28 below), which is below the *Comments* box.

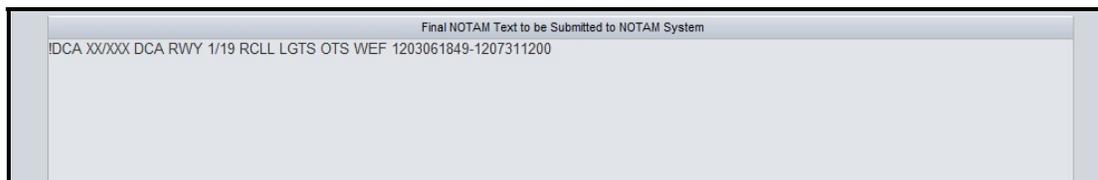
A screenshot of a web form element. It has a light gray header bar at the top with the text "Final NOTAM Text to be Submitted to NOTAM System" in a small, dark font. Below the header is a large white rectangular area containing the text "IDCA XX/XXX DCA RWY 1/19 RCLL LGTS OTS WEF 1203061849-1207311200".

Figure 28: *Final NOTAM Text* Box

NOTE: Before submitting, verify the final text to be submitted for review in the box “Final NOTAM Text to be Submitted to NOTAM System”.

4.2.1.16 If the NOTAM is not ready for submission, click *Save* on the *Action* toolbar to save the NOTAM as a draft (see Figure 29 below). This will bring up a confirmation box. Click *Yes* to save the NOTAM as a draft. Click *No* to return to the *NOTAM Editor*. A Draft NOTAM can be edited or submitted later.

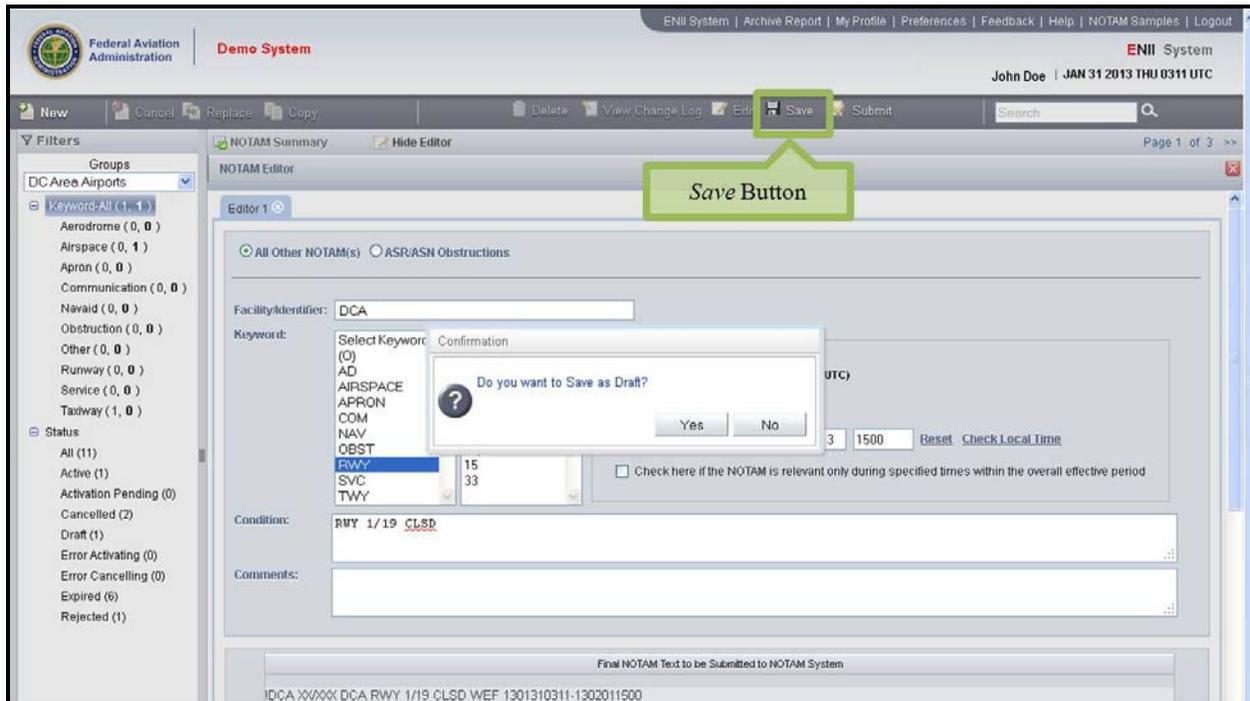


Figure 29: Save Button and Confirmation Box

4.2.1.17 Once you have populated all applicable fields for the NOTAM, click on the word *Submit* (see Figure 30 below). This will bring up a confirmation box that allows you to review the NOTAM and your contact information. At this point, you can also review and enter any additional comments in the *Comments (optional)* field. Click *Yes* in the confirmation box to submit the NOTAM for review and activation by a Specialist at a FSS. Click *No* in the confirmation box to return to the *NOTAM Editor*.

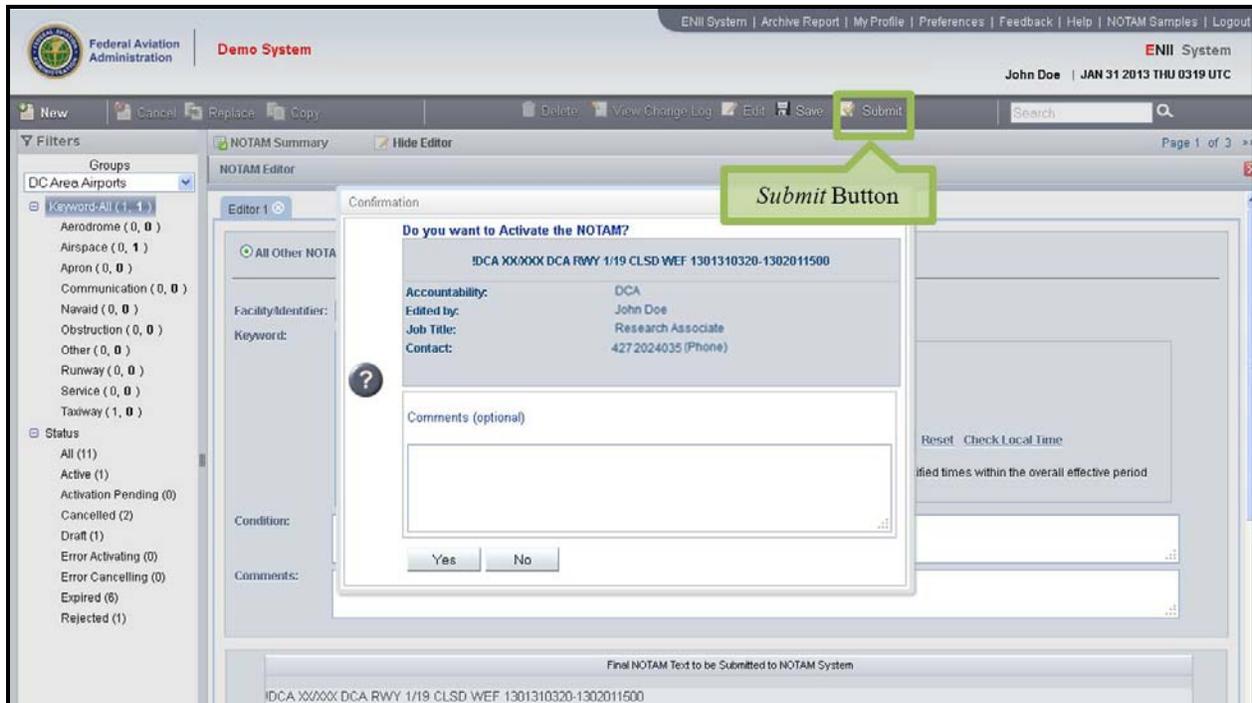


Figure 30: *Submit* Button and Confirmation Box

Your submitted NOTAM will now appear in the folder “Activation Pending”. Once a Flight Service Specialist approves the NOTAM, the ENII system will update the NOTAM details with a NOTAM number and the status will change from *Activation Pending* to *Active*.

4.2.2 Create a New ASR/ASN Obstruction NOTAM

When creating a new ASR/ASN Obstruction NOTAM, populate the *NOTAM Editor* pane following the process below.

- 4.2.2.1 Click *New* on the *Action* toolbar to begin creating a new ASR/ASN Obstruction NOTAM. This brings up the *NOTAM Editor* pane.
- 4.2.2.2 Click the *ASR/ASN Obstructions* radio button (see Figure 31 below) on the *NOTAM Editor* pane.

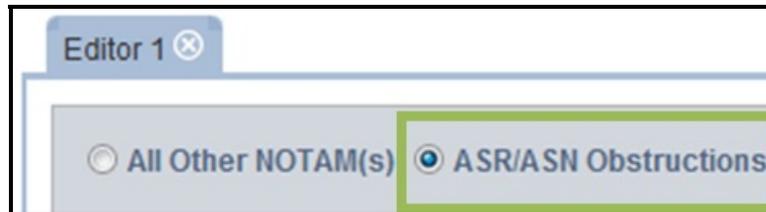


Figure 31: ASR/ASN Obstructions Radio Button

- 4.2.2.3 Click the *by ASR/ASN* radio button to search for an obstruction by the ASR number (see Figure 32). Enter the ASR number in the *ASR* field and click *Search* to search for an obstruction by that ASR. Click *Reset* to clear the search parameters.

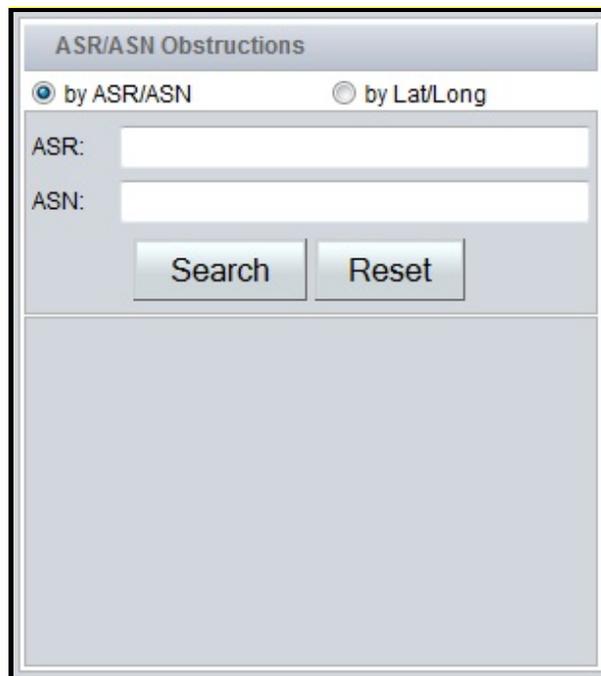


Figure 32: Search by ASR/ASN

The results will be displayed below the *ASR* and *ASN* fields (see Figure 33 below). If your search finds a match, a drop-down list with a single entry and details of the obstruction will be displayed. If your

search does not find a match, then an error message will be displayed that says, “No records found for the search.”

The screenshot shows a web interface titled "ASR/ASN Obstructions". At the top, there are two radio buttons: "by ASR/ASN" (which is selected) and "by Lat/Long". Below these are two input fields: "ASR:" containing "1200660" and "ASN:" which is empty. There are "Search" and "Reset" buttons. Below the input fields is a section titled "Select a Feature" with a dropdown menu showing "1200660". Underneath the dropdown, the following details are listed: "ASN:", "ASR: 1200660", "AMSL: 100 feet", "AGL: 50 feet", "Latitude: 38° 49' 50" N", "Longitude: 77° 2' 48" W", "Distance: 1.4 NM", and "(1 of 1 Record)".

Figure 33: Search by ASR Results

- 4.2.2.4 Click the *by Lat/Long* radio button to search for an obstruction by a radius around latitude and longitude coordinates (see Figure 34 below). Enter the degrees, minutes, and seconds of the obstruction in the *Latitude* and *Longitude* fields. Then select the appropriate cardinal direction (i.e., N, S, E, or W) from the drop-down list. If you do not know the specific latitude and longitude of a point, you can enter the three-character Facility or Feature Identifier in the *Near:* field. Enter a radius around the point in nautical miles (NM), up to 10 NM, to search for obstructions near the point.

NOTE: The *Tower Type* drop-down list provides a search capability for a specific type of obstruction (e.g., antenna tower, building, water tank). However, the “All” category is the only drop-down list category that is functional due to the current limitations of the raw data available for obstructions.

Figure 34: Search by Lat/Long

Click *Search* to search for an obstruction. The results will be displayed below the *Latitude* and *Longitude* fields (see Figure 35 below). If your search finds a match, a list of results will be displayed in a drop-down list labeled *Select a Feature*. Click on one of the results to display an obstruction. If your search yields multiple results, click the drop-down list to select the desired obstruction. If your search does not find a match, then an error message will be displayed that says, “No records found for the search.” The *Reset* button is not functional.

Figure 35: Search by Lat/Long Results

4.2.2.5 Specify the *Period of Validity* (i.e., date and time range) using the *Start Date (UTC)* and *End Date (UTC)* fields as described below (see Figure 36 below). The *Start Date (UTC)* and *End Date (UTC)* fields are not required to submit a NOTAM.

Period of Validity

Start Date (UTC)	End Date (UTC)
<input type="checkbox"/> Start Now	<input checked="" type="checkbox"/> End in 15 day(s)
<input type="text" value="MM/dd/yyyy"/>	<input type="text" value="hhmm"/>
<input type="text" value="02/14/2013"/>	<input type="text" value="1927"/>
<input type="button" value="Reset"/>	<input type="button" value="Check Local Time"/>
<input type="checkbox"/> Check here if the NOTAM is relevant only during specified times within the overall effective period	

Figure 36: *Period of Validity* Box for ASR/ASN Obstruction NOTAMs

4.2.2.6 By default, the *End in 15 day(s)* check box located under *End Date (UTC)* is checked. The *End Date (UTC)* fields are populated automatically based on the current time (UTC) shown in the top right corner of ENII.³ If a different end date is needed, select the end date and enter the time desired in the *End Date (UTC)* fields. Dates cannot be entered manually. You must use the calendar pop-up provided. Click the *End Date (UTC)* field labeled “MM/dd/yyyy” to bring up the calendar pop-up (see Figure 37 below). Use the arrows at the top of the calendar pop-up to scroll through the months and then click the desired end date. Enter the UTC in the *End Date (UTC)* field labeled “hhmm”.

³ Automatic 15-day expiration of obstruction light outage NOTAMs is in accordance with FAA J.O. 7930.2M (Change 2).

Period of Validity

Start Date (UTC) **End Date (UTC)**

Start Now End in 15 day(s)

04/17/2012 2040 MM/dd/yyyy hhmm [Reset](#) [Check Local Time](#)

Check here if the NOTAM is held times within the overall effective period

Comments:

« Apr 2012 »						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Figure 37: End Date (UTC) Calendar Pop-Up

- 4.2.2.7 If desired, click the *Start Now* check box to start the NOTAM immediately. This will auto-populate the *Start Date (UTC)* fields with the current UTC date and time. If a different start date or time is needed, select the date and enter the time desired in the *Start Date (UTC)* fields. Dates cannot be entered manually. You must use the calendar pop-up provided (see Figure 38 below). Click the *Start Date (UTC)* field labeled “MM/dd/yyyy” to bring up the calendar pop-up. Use the arrows at the top of the calendar pop-up to scroll through the months and then click the desired start date. Enter the UTC time in the *Start Date (UTC)* field labeled “hhmm”.

NOTE: If the NOTAM has a start time that is more than 72 hours in the future, then the NOTAM will be held in the *Activation Pending* queue and automatically submitted to a Specialist at a FSS for approval 72 hours before activation.

Period of Validity

Start Date (UTC) **End Date (UTC)**

Start Now End in 15 day(s)

MM/dd/yyyy hhmm MM/dd/yyyy hhmm [Reset](#) [Check Local Time](#)

« Apr 2012 » is relevant only during specified times within the overall effective period

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Figure 38: Start Date (UTC) Calendar Pop-Up

- 4.2.2.8 Click the *Reset* link to clear all data entered in the *Period of Validity* box.
- 4.2.2.9 Click the *Check Local Time* link to see a chart that displays conversions from UTC to local time for some U.S. time zones (see Figure 39 below). The times are based on the *Start Date* and *End Date* fields. The calculated times will be displayed in the *Local Time* pop-up. The pop-up is organized by *Time Zone*, *Start Time*, and *End Time*. Click *Close* or click outside the *Local Time* pop-up to return to the *NOTAM Editor* pane.

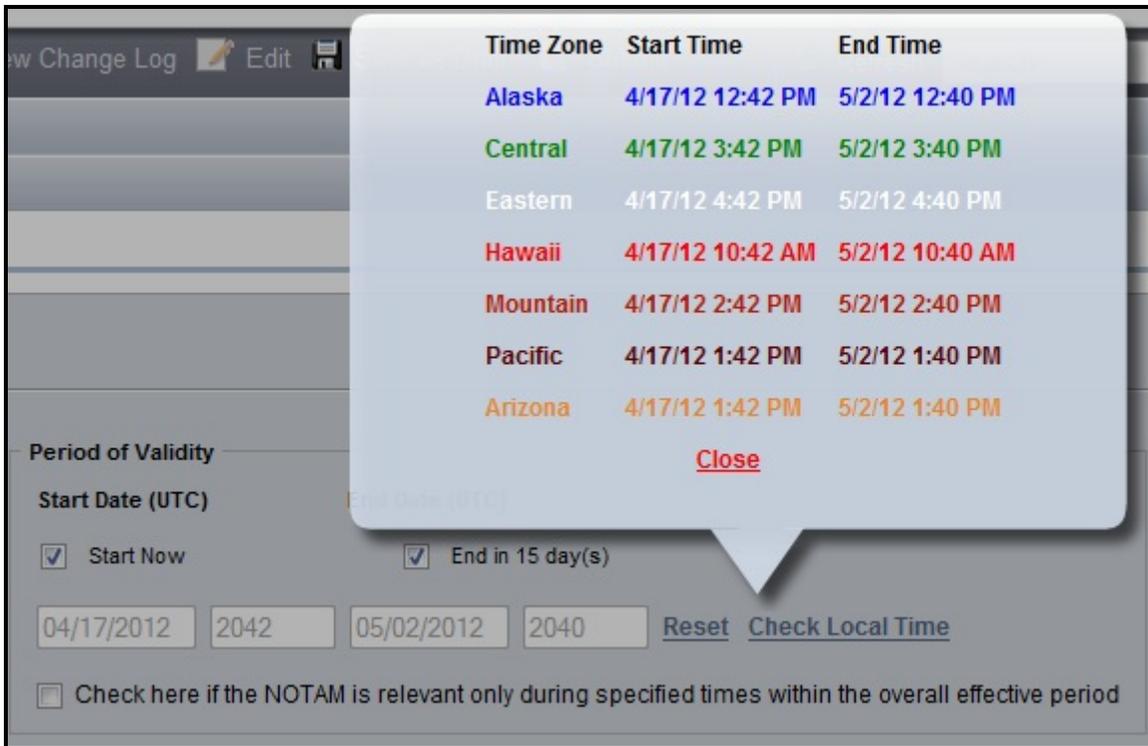


Figure 39: Local Time Pop-Up

- 4.2.2.10 The *Check here if the NOTAM is relevant only during specified times within the overall effective period* check box and the associated functionality is for use with non-obstruction NOTAMs only. Information entered in fields associated with this check box will not be included in the obstruction NOTAMs.

4.2.2.11 Enter any instruction or information regarding the NOTAM that may assist others in the *Comments* box (see Figure 40 below). Comments will be transmitted to the Specialist at a FSS for review during the NOTAM approval process, but they will not be included in the NOTAM.



Figure 40: *Comments* Box

4.2.2.12 ENII will format the text you entered to create the final NOTAM that will be submitted to the USNS. The resulting NOTAM is displayed in the box labeled *Final NOTAM Text to be Submitted to NOTAM System* (see Figure 41 below).

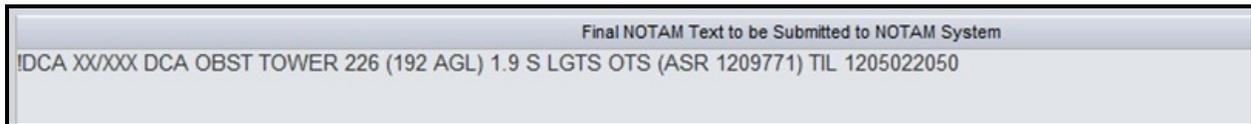


Figure 41: *Final NOTAM Text*

NOTE: Before submitting, verify the final text to be submitted for review in the box “Final NOTAM Text to be Submitted to NOTAM System”.

4.2.2.13 If you are not ready to submit the NOTAM, click *Save* on the *Action* toolbar to save the NOTAM as a draft (see Figure 42 below). This will bring up a confirmation box. Click *Yes* to save the NOTAM as a draft. Click *No* to return to the *NOTAM Editor*. A Draft NOTAM can be edited or submitted later.

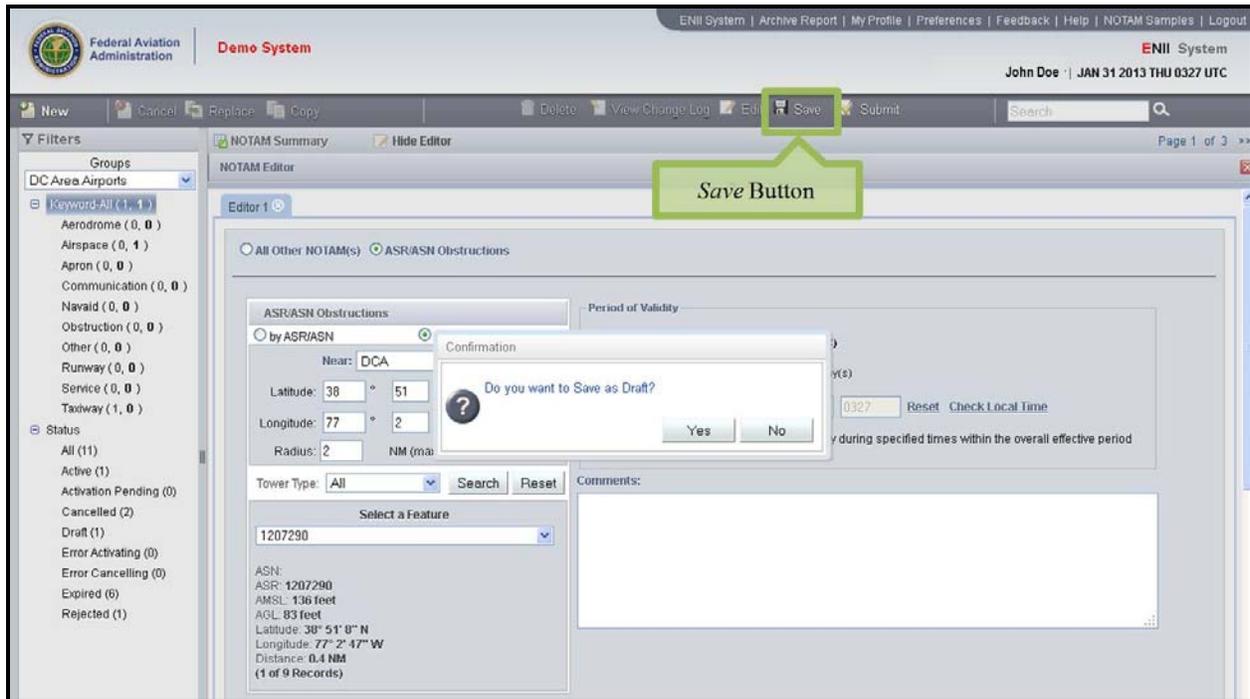


Figure 42: Save Button and Confirmation Box

4.2.2.14 Once you have populated all applicable fields for the NOTAM, click *Submit* (see Figure 43 below). This will bring up a confirmation box that allows you to review the NOTAM and your contact information. At this point, you can also review and enter any additional comments in the *Comments (optional)* field. Click *Yes* in the confirmation box to submit the NOTAM for activation. Click *No* in the confirmation box to return to the *NOTAM Editor* without submitting the NOTAM.

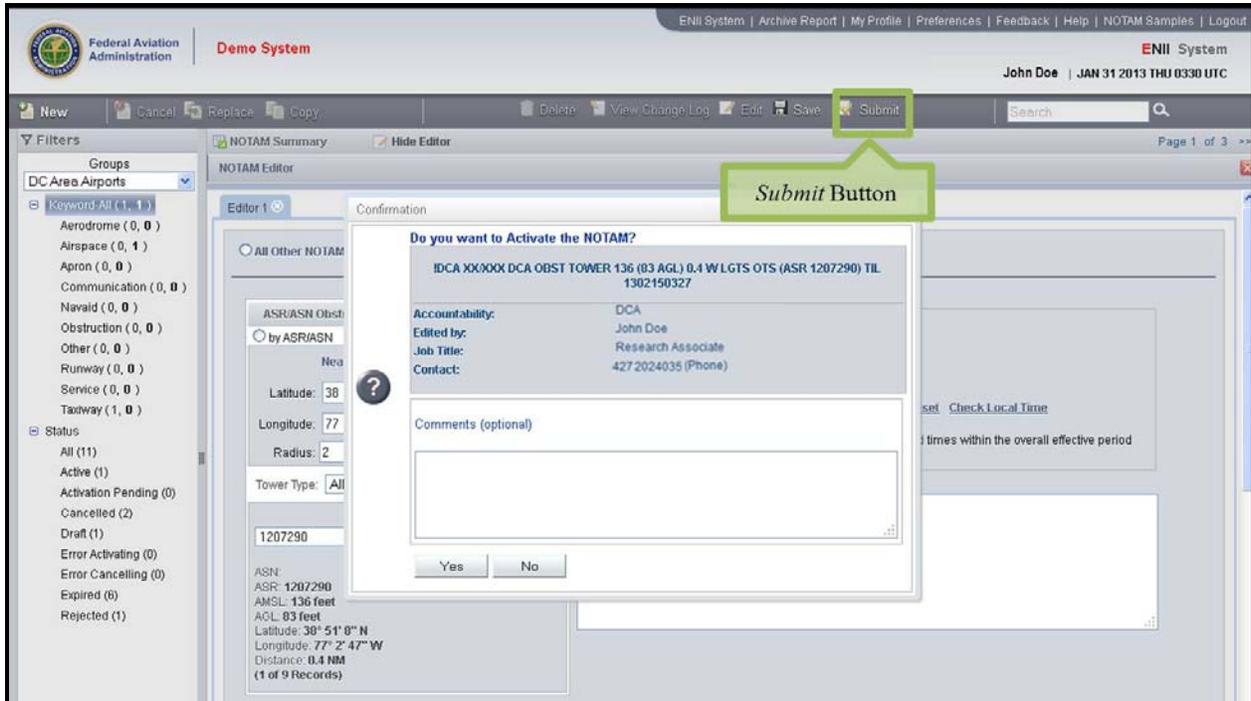


Figure 43: *Submit* Button and Confirmation Box

Your submitted NOTAM will now appear in the folder “Activation Pending”. Once a Flight Service Specialist approves the NOTAM, the ENII system will update the NOTAM details with a USNS NOTAM number and the status will change from *Activation Pending* to *Active*.

4.2.3 Use the NOTAM Summary Pane

ENII provides five distinct ways to manipulate the NOTAMs in the *NOTAM Summary* using the *Filters*, *Sort by*, *Search*, and *Refresh* functions. Each of these features is explained in more detail on the following pages.

- 4.2.3.1 Use the *Filters* pane to limit the NOTAMs displayed in the *NOTAM Summary*. There are three options for filtering NOTAMs in the *Filters* pane: *Groups*, *Keyword*, and *Status*. The group that is currently active is displayed at the top of the *Filters* pane and is labeled *Groups* (see Figure 44 below). If you are assigned to more than one group, switch between them by clicking the *Groups* drop-down list and selecting another group.

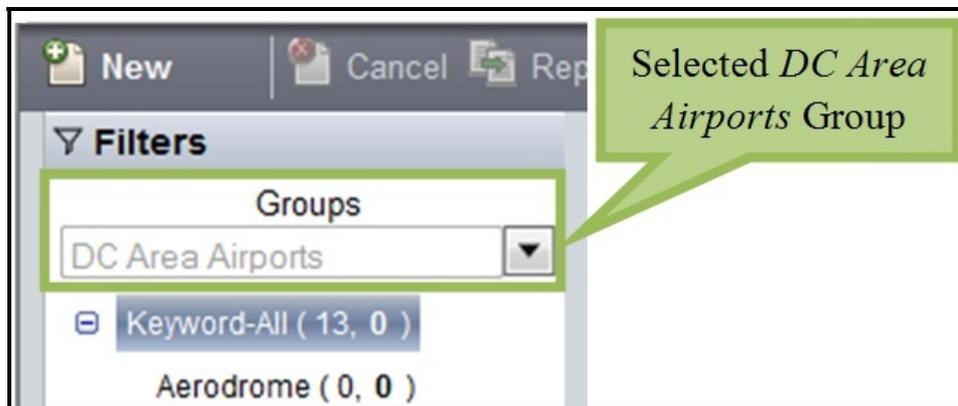


Figure 44: *Groups* Drop-Down List

- 4.2.3.2 The *Keyword* and *Status* options can also be used to filter NOTAMs. These options are expanded by default to show all available keywords and statuses. To decrease detail on the *Filters* pane (i.e., hide the specific keywords or statuses), click on the minus sign (⊖) next to the word *Keyword* or *Status*. To show detail again, click the plus sign (⊕) next to the word *Keyword* or *Status*.

4.2.3.3 There are 10 options to filter by *Keyword*, based on the keywords defined in the FAA’s NOTAM Manual (FAA Order 7930.2M Change 2). They are: Aerodrome, Airspace, Apron, Communication, Navaid, Obstruction, Other, Runway, Service, and Taxiway. Click on a keyword to display only NOTAMs of that type (see Figure 45 below). To display NOTAMs for all keywords, click the *Keyword-All* label. Each keyword is followed by two numbers separated by a “,” (comma). The number to the left of the “,” is the number of active NOTAMs for that keyword. The number in bold type (i.e., **bold**) to the right of the “,” is the number of Draft NOTAMs for that keyword.

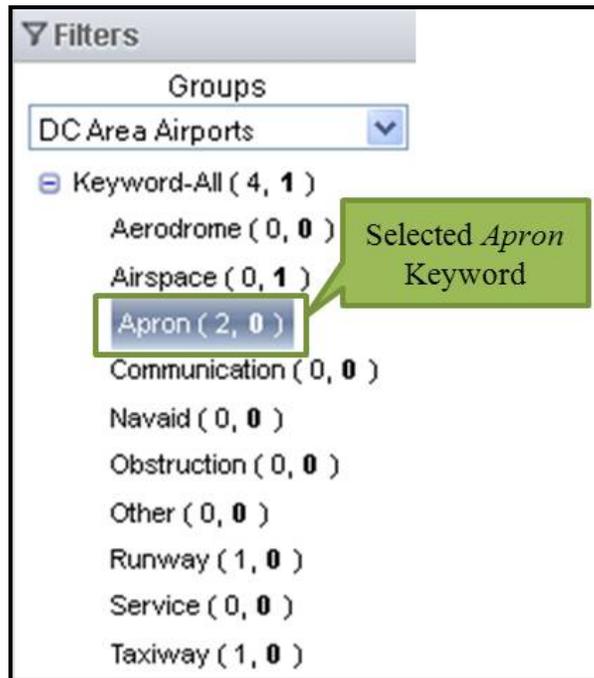


Figure 45: Selected Keyword

When filtering by *Status*, you can select from nine options. Each of these options is listed below.

- *All* displays all NOTAMs of any status.
- *Active* displays only NOTAMs that have been submitted to the Specialist at a FSS and have been approved and published in the USNS.
- *Activation Pending* displays only NOTAMs that have been submitted to the Specialist at a FSS but have not yet been approved. In addition, this status applies to NOTAMs that have a scheduled activation time that is more than 72 hours in the future. These NOTAMs can be edited or deleted if a Specialist is not currently working on approval.
- *Cancelled* displays only NOTAMs that have been manually cancelled in ENII.
- *Draft* displays only NOTAMs that have been created and saved for possible future editing and submission.
- *Error Activating* displays only NOTAMs with errors that were generated by the USNS when the NOTAM was submitted. These NOTAMs can be edited and re-submitted, or deleted.
- *Error Cancelling* displays only NOTAMs with errors that were generated by the USNS when the NOTAM was cancelled.
- *Expired* displays only NOTAMs that are past their effective end date.
- *Rejected* displays only NOTAMs that have been submitted to the Specialist at a FSS and denied activation. These NOTAMs can be edited and re-submitted, or deleted.

Click on a *Status* label to display only NOTAMs of that status (see Figure 46 below). Each *Status* label is followed by a number in parentheses. The number indicates the number of NOTAMs of that status for the currently selected keyword.

NOTE: Depending on your pagination preferences, the numbers displayed by the Status filters may not match the number of NOTAMs displayed in the *NOTAM Summary*. The numbers to the right of each status will count total NOTAMs, while the count at the bottom of the NOTAM Summary indicates the number of NOTAMs displayed on the current page. Additionally, the numbers to the right of Cancelled and Expired will only include NOTAMs with these statuses that meet the default display preference, which is 2 days.

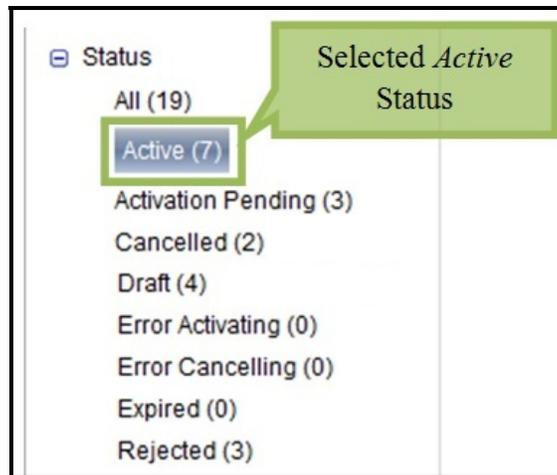


Figure 46: Selected Status

4.2.3.4 The *NOTAM Summary* can be sorted using nine types of data. They are: *NOTAM Text*, *Status*, *Start Date*, *End Date*, *Keyword*, *Affected Location*, *NOTAM Number*, *Reference ID*, and *Accountable Location* (see Figure 47 below). Click *Sort by [data point]*, and then click the data point by which to sort. Click *Ascending* (e.g., 1, 2, 3, ...; a, b, c, ...) or *Descending* (e.g., ... 3, 2, 1; ... c, b, a) to control the direction of the sort.

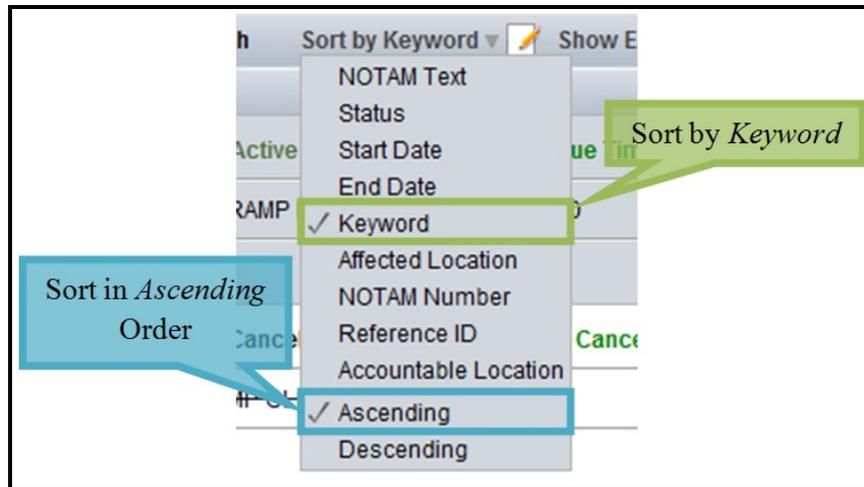


Figure 47: Sort By in NOTAM Summary Toolbar

4.2.3.5 The *Search* function allows you to limit the *NOTAM Summary* to display only those NOTAMs containing specific words, contractions, or characters in the *NOTAM Details*. Enter the words, contractions, or characters of interest in the *Search* field, which is located on the *Action* toolbar. Click the magnifying glass icon (🔍) to execute the search. The *NOTAM Summary* will then display the search results. The number of results will be displayed at the bottom of the NOTAM summary, but the numbers in the filters section will not change. You can click back on any filter to clear the search results.

4.2.3.6 The *NOTAM Summary* automatically refreshes every 60 seconds. To update the contents of the *NOTAM Summary* manually, click *Refresh* on the *Action* toolbar.

NOTE: *Refresh* retains any information you entered in the *Search* field. To reload the *NOTAM Summary* without search criteria enabled, you must clear the *Search* field and then click *Refresh*.

4.2.4 Edit a NOTAM

The only NOTAMs that can be edited are Draft, Activation Pending, Error Activating, and Rejected NOTAMs. Click a Draft, Activation Pending, Error Activating, or Rejected NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected (see Figure 48 below). Click *Edit* on the *Action* toolbar to bring up the *NOTAM Editor* pane. See Section 4.2.1 for a more detailed description of how to use the *NOTAM Editor* pane. If a NOTAM with a status of Activation Pending is locked by a Specialist at a FSS, you will not be able to edit it.

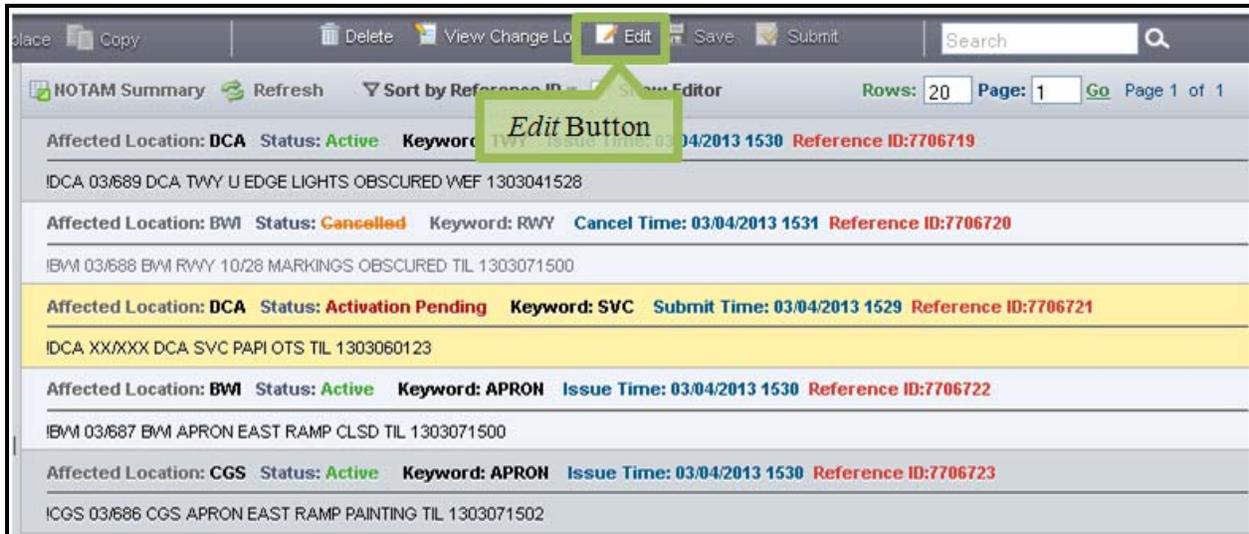


Figure 48: *Edit* Button and Selected NOTAM

4.2.5 Delete a NOTAM

The only NOTAMs that can be deleted are Draft, Activation Pending, and Rejected NOTAMs. Click a Draft, Activation Pending, or Rejected NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *Delete* on the *Action* toolbar. This will bring up a confirmation box, which will ask you to confirm that you want to delete the NOTAM (see Figure 49 below). Click *Delete* to delete the NOTAM. Click *Cancel* to keep the NOTAM, close the confirmation box, and return to the main screen. Depending upon the privileges of the group you select, you may be restricted from deleting some NOTAMs.

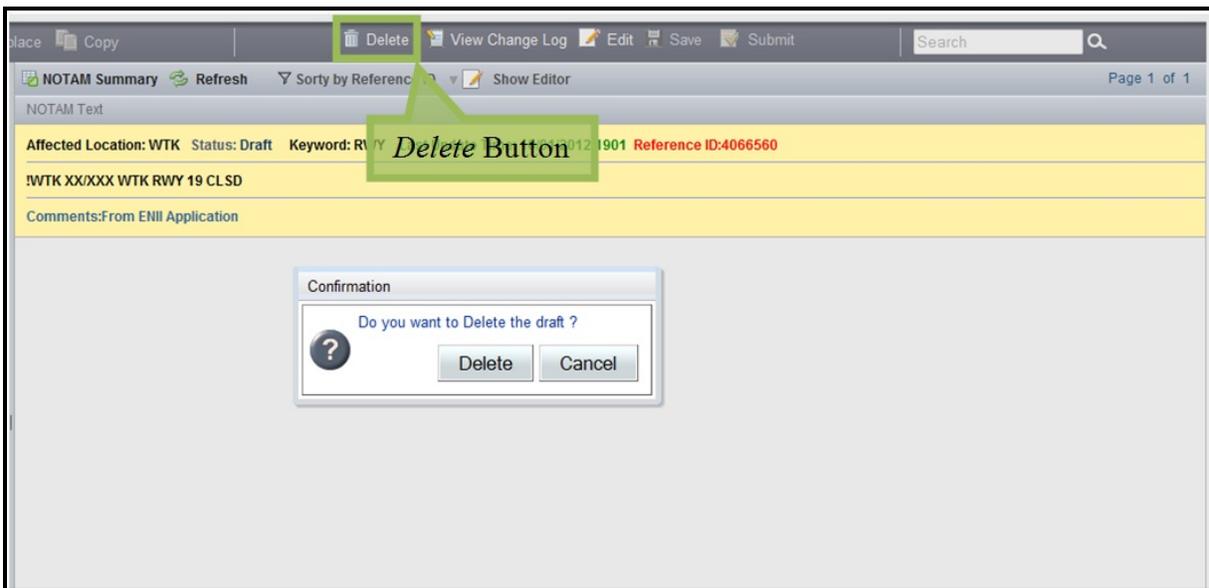


Figure 49: Delete Button and Confirmation Box

4.2.6 Cancel a NOTAM

The only NOTAMs that can be cancelled are Active NOTAMs. Click an *Active* NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *Cancel NOTAM* on the *Action* toolbar. This will bring up a confirmation box, which will ask you to confirm that you want to cancel the NOTAM (see Figure 50 below). You must enter a cancellation reason in the *Reason for cancellation* text box. You also can select a reason by clicking *Published* (published in the NTAP - NOTAM Publication) or *Chartered* (included in the Airport/Facility Directory or an aeronautical chart) radio buttons. This will auto-populate the *Reasons for cancellation* text box with your selection. Click *Cancel NOTAM* to cancel the NOTAM. Click *Close* to retain the NOTAM, close the confirmation box, and return to the main screen.

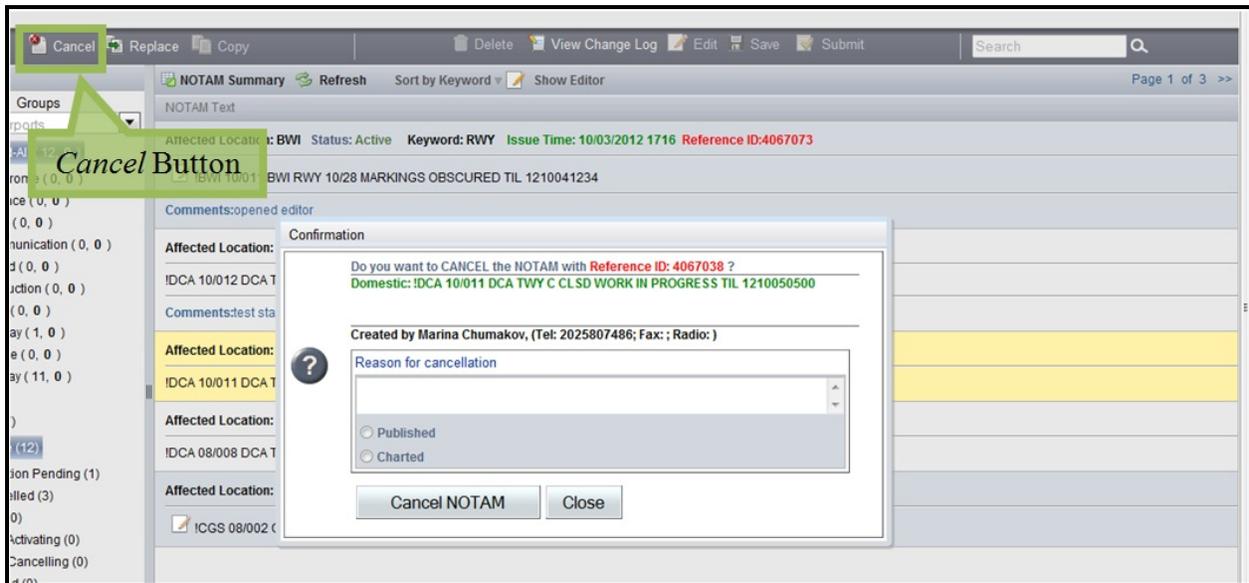


Figure 50: *Cancel NOTAM* Button and Confirmation Box

4.2.7 Replace a NOTAM

The only NOTAMs that can be replaced are Active NOTAMs. Click an *Active* NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *Replace* on the *Action* toolbar to cancel an Active NOTAM and replace it with a revised NOTAM in one step. This will bring up a confirmation box, which will ask you to confirm that you want to replace the NOTAM (see Figure 51 below). Click *Proceed with REPLACE* to replace the NOTAM. See Section 4.2.1 for a more detailed description of how to use the *NOTAM Editor* pane. Click *Close* to retain the existing active NOTAM, close the confirmation box, and return to the main screen.

Note that the original NOTAM will not be cancelled until the moment the replacement NOTAM is approved and activated. If the new NOTAM has an effective time of more than 72 hours in the future, the original NOTAM will not be cancelled until that 72 hour mark, when the new NOTAM is approved. Therefore, if the intention is to cancel the original NOTAM immediately, then use the *Cancel* function and then click *Copy* to enter the new NOTAM details.

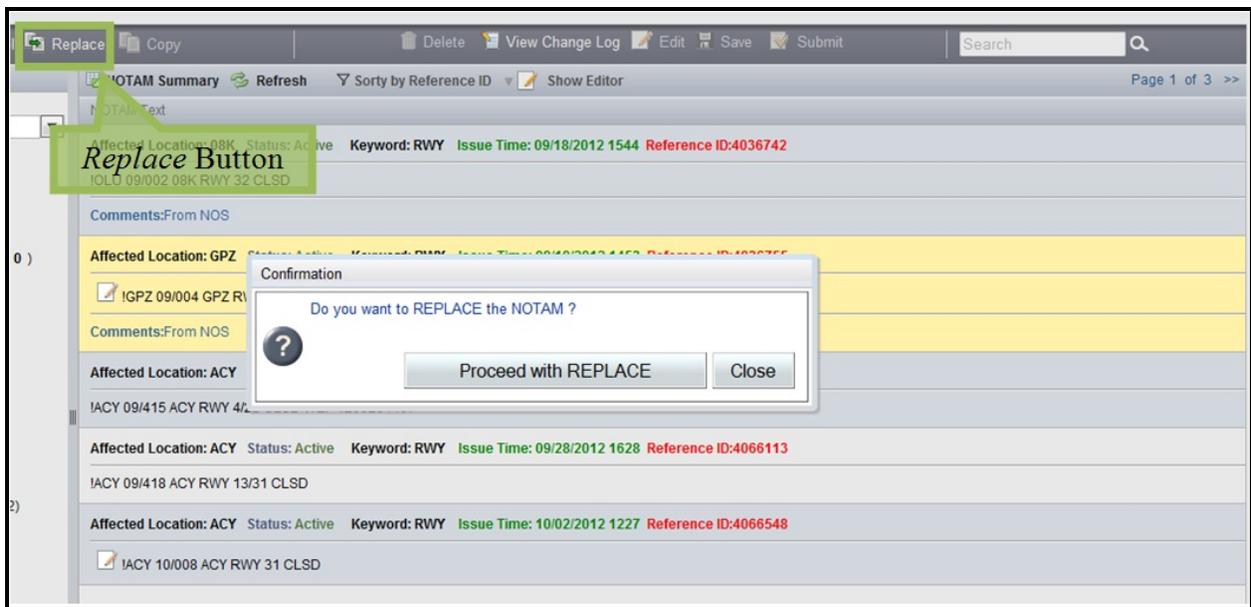


Figure 51: *Replace* Button and Confirmation Box

4.2.8 Copy a NOTAM

The only NOTAMs that can be copied are Cancelled or Expired NOTAMs that are not ASR/ASN Obstruction NOTAMs. Click a Cancelled or Expired NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected (see Figure 52 below). Click *Copy* on the *Action* toolbar. This will bring up the *NOTAM Editor* pane, which will be initially populated with same data as the old NOTAM. The NOTAM can be edited except for the *Facility/Identifier* field. See Section 4.2.1 for a more detailed description of how to use the *NOTAM Editor* pane.

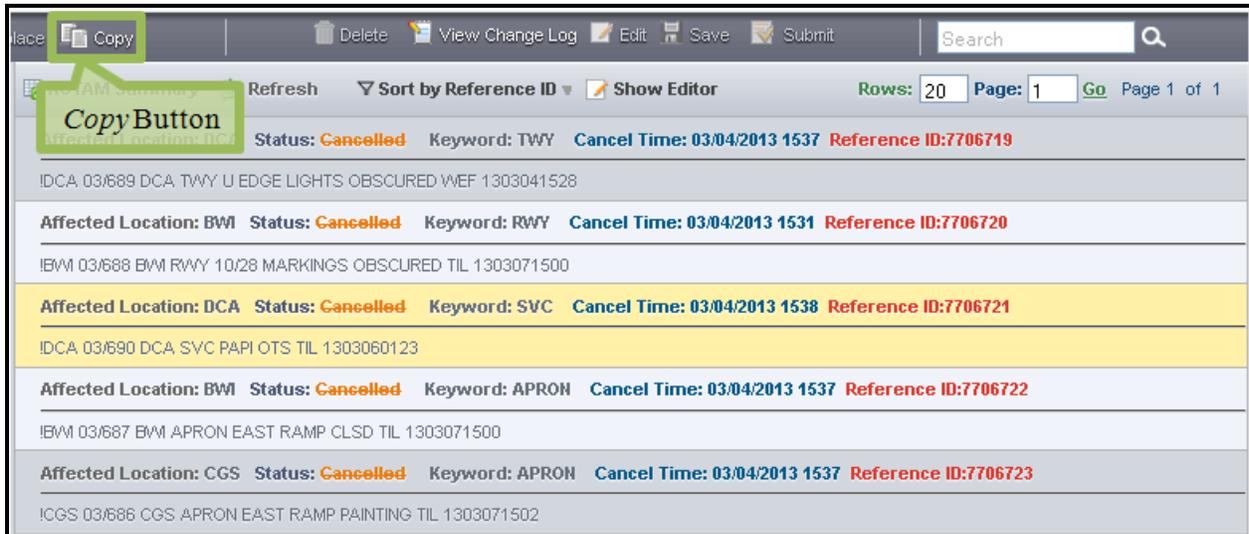


Figure 52: Copy Button and Confirmation Box

4.2.9 Use the Change Log Viewer

The *Change Log Viewer* displays information about the lifecycle of a NOTAM, including the date each activity (e.g., initiated, submitted for review) was performed, the name of the person who performed the activity, the nature of the activity, and any comments associated with the NOTAM at that time (see Figure 53 below). Your *Phone Number* will appear next to your name. This also appears on the Flight Service Specialist Change Log, so the Specialist may call you if there is a question about a NOTAM. If your NOTAM is edited after a Flight Service Specialist has approved it, the original text will appear in the Comments field. You can also use the *Change Log Viewer* to add additional comments to the *Change Log*.

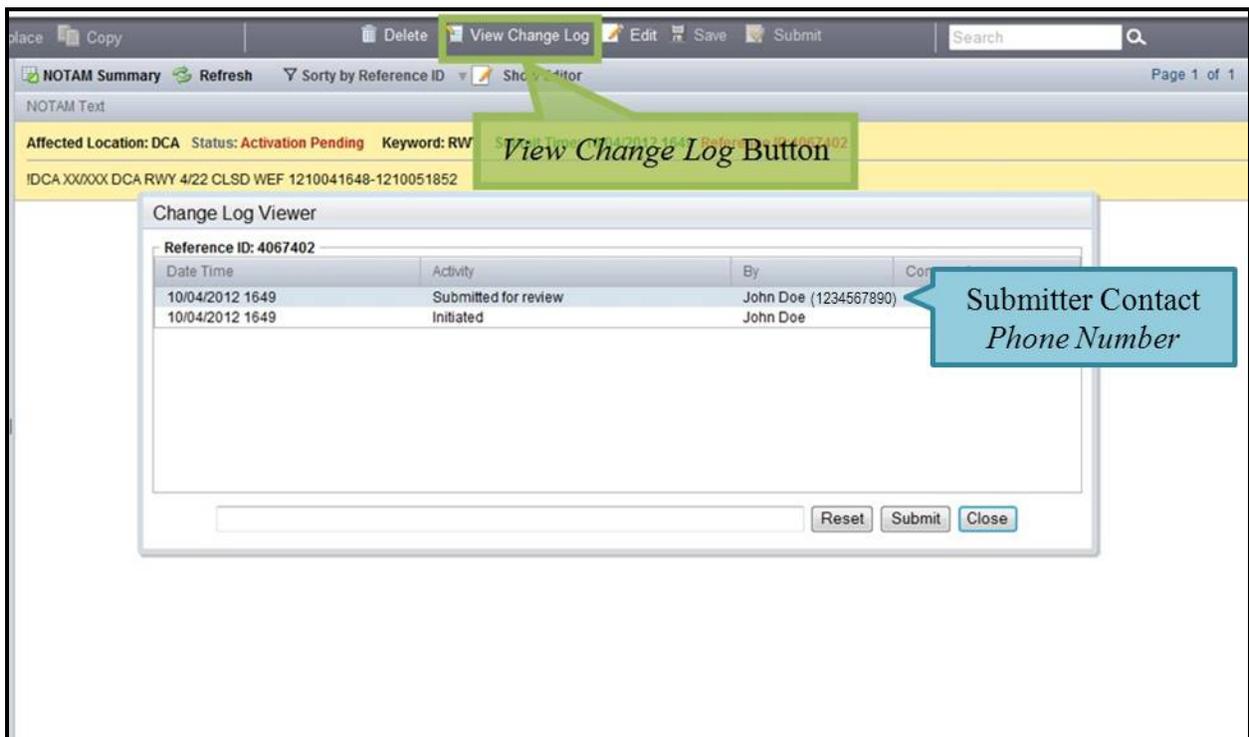


Figure 53: View Change Log Button and Change Log Viewer

Click a NOTAM in the *NOTAM Summary*. The *NOTAM Details* will be highlighted in yellow once the NOTAM is selected. Click *View Change Log* on the *Action* toolbar to bring up the *Change Log Viewer*. Click *Close* to close the *Change Log Viewer* and return to the main screen.

Enter any comments you wish to add to the *Change Log Viewer* in the *Comment* data field, which is to the left of *Reset*. Click *Reset* to delete the contents of the *Comment* data field. Click *Submit* to bring up a confirmation pop-up (see Figure 54 below). Click *Yes* to add the comment to the *Change Log*. Click *No* to close the confirmation pop-up and return to the *Change Log Viewer*.

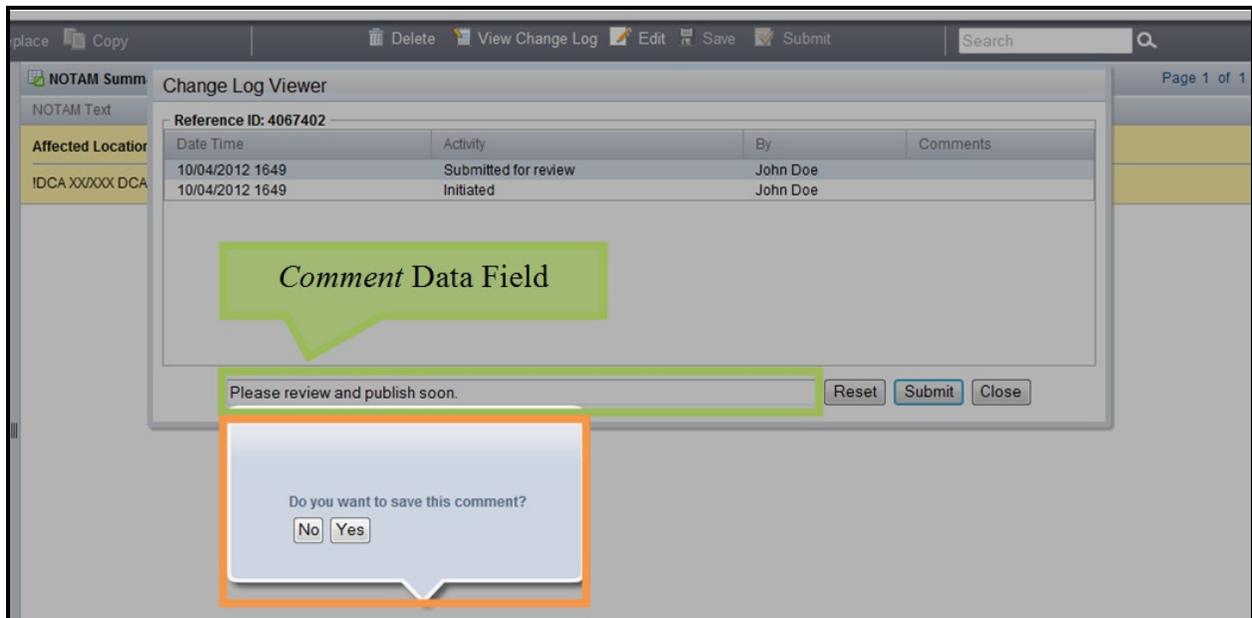


Figure 54: *Comment* Data Field and Confirmation Pop-up

You can use the View Change Log feature to view comments left by Specialists on your NOTAM. The Change Log Viewer will display the comments left by a specialist, if applicable, when a NOTAM is edited, coordinated with Air Traffic Control, and cancelled. If a Specialist replaces a NOTAM, the comments will indicate “NOTAM replaced with MM/XXX”, such as in Figure 55. You can then find the new NOTAM in your summary and view the comments, if applicable, associated with the replacement.

Additionally, if changes are made to your NOTAM after a Specialist has approved the NOTAM, the published text will be displayed in your NOTAM Summary and the original text will appear in the Comments field of the change log next to the action Edited by USNS.

replace Copy | Delete View Change Log Edit Save Submit Search

Change Log Viewer

Reference ID: 7506288

Date Time	Activity	By	Comments
01/30/2013 2130	Coordinated	Jane Specialist	dcat
01/30/2013 2130	Cancelled	Jane Specialist	NOTAM replaced with 01/458
01/30/2013 2129	Coordinated	Sarah Specialist	dcat
01/30/2013 2129	Activated	Sarah Specialist	
01/30/2013 2129	Edited	Sarah Specialist	Edited text to use contraction for obscured
01/30/2013 2128	Submitted for review	John Doe (1234567890)	
01/30/2013 2128	Initiated	John Doe	Some of the edge markings are not visible

Reset Submit Close

Affected Location: DCA Status: Cancelled Keyword: TWY Cancel Time: 01/30/2013 2130 Reference ID:7506288

IDCA 01/457 DCA TWY B EDGE MARKINGS OBSC WEF 1301302128-1301311300

Comments: Edited text to use contraction for obscured

Figure 55: Change Log Displaying NOTAM Comments.

4.2.10 Run an Archive Report

Click the *Archive Report* link in the *Administrative* toolbar to access the *Archive Report* page (see Figure 56 below). ENII will provide reports of archived NOTAMs based on the following criteria:

- *Group* (required field)
- Current *NOTAM Status* (required field)
- Start Date (UTC)
- End Date (UTC)
- Keyword

At a minimum, select the desired search parameters regarding *Group* and *NOTAM Status*. If you elect to search for *Cancelled* or *Expired* NOTAMs, you must specify *Start Date (UTC)* and *End Date (UTC)*. These fields are optional when only *Active* NOTAM Status is selected. The *Active* NOTAM search will provide all currently active NOTAMs, filtered by the additional criteria selected. Selecting *Cancelled* or *Expired* NOTAMs indicates that the resulting NOTAMs are currently cancelled or expired and were issued between the *Start Date* and *End Date* selected.

You can also filter your search by checking *Keywords*. If you check *All*, the other *Keywords* will be automatically deselected. Click *Get Report* to run the *Archive Report*. Archive reports are generated in Microsoft Excel[®] format. You will have the option to open the file immediately, save it to a specified location on your local computer, or cancel the action.

The resulting report will provide a list of NOTAMs matching the search criteria, as well as the *Reference ID*, *NOTAM Number*, *Keyword*, *Issue Date UTC*, *Cancel Date UTC*, *Status*, *NOTAM Text*, *Created By*, *Cancelled By*, and *Comments* for each NOTAM.

Archive NOTAM Report, Fields marked * are mandatory.

Group*

NOTAM Status* Active
 Cancelled
 Expired

Start Date (UTC) (Not required for Active NOTAM status)

End Date (UTC) (Not required for Active NOTAM status)

Keyword* All
 Aerodrome
 Airspace
 Apron
 Communication
 Navaid
 Obstruction
 Other
 Runway
 Service
 Taxiway

Figure 56: Archive Report