

# NOTAM GROUP MANAGEMENT

USER GUIDE

# **NOTAM Group Management**

## **User Guide**

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## Change summary

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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 shows the NAIPS Internet Service Group Management interface. The top navigation bar includes the 'airservices' logo, the text 'NAIPS Internet Service', and a 'Logout' button. Below the navigation bar, there is a breadcrumb trail: 'Home (Welcome GPMNGT\_TEST) UTC Date Time: 21 07 08 0551'. The main content area is titled 'Group Management' and contains a sub-header 'Select a group name (from the group list) to view the group details:'. Below this, there are three buttons: 'Create Group', 'Delete Group', and 'Refresh'. The 'Groups' section displays a list of groups, with 'Managed by GPMNGT\_TEST' and 'TESTING\_GROUP (NOU) 3' highlighted. The 'Group Details' section on the right shows fields for 'Name:', 'Description: \*', 'NOTAM Origination', and 'Privileges:'. Below these fields, there are two tabs: 'Managers' and 'Members'. The 'Members' tab is active, showing a table with columns 'User Name', 'Is Manager', and 'Delete'. The table is currently empty. The version number 'Version: 1.6.3.1815' is displayed at the bottom left of the interface.

- 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:

The screenshot displays 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 sub-header "Managed by GPMNGT\_TEST". A group named "TESTING\_GROUP (NOU)" is selected and highlighted with a red box and the number "1". To the right, the "Group Details" section is highlighted with a red box and the number "2". It contains the following information: Name: TESTING\_GROUP; Description: \* TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE; Update Description button; NOTAM Origination Privileges: Yes; Locations: (empty). Below the Group Details is a tabbed interface with "Managers" and "Members" tabs. The "Managers" tab is selected and highlighted with a red box and the number "3". It contains a table with the following data:

User Name	Is Manager	Delete
GPMNGT_TEST	✓	

Below the table is an "Add Manager" button.

**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' and shows the following information:

- Name: TESTING\_GROUP
- Description: \* TEST GROUP FOR NOTAM GROUP MANAGEMENT USER GUIDE (with an 'Update Description' button)
- NOTAM Origination: Yes
- Privileges:
- Locations:

Below the details, there are two tabs: 'Managers' (highlighted with a red box and labeled '1') and 'Members'. The 'Managers' tab contains a table with the following data:

User Name	Is Manager	Delete
GPMNGT_TEST	✓	

At the bottom of the 'Managers' tab, there is an 'Add Manager' button (highlighted with a red box and labeled '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 the 'Add Group Manager' dialog box open. The dialog box has the following content:

- Title: Add Group Manager
- Instruction: Enter a User Name and click the Add button to add as a new group manager.
- Form: A 'User Name: \*' field with a text input box (highlighted with a red box and labeled '1').
- Footnote: \* The user will not see the group until the next time they log in or refresh their groups.
- Buttons: 'Add' (highlighted with a red box and labeled '2') and 'Cancel'.

The background shows the same 'Group Management' interface 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:

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, including 'TESTING\_GROUP (NOU)'. To the right is the 'Group Details' section for 'TESTING\_GROUP'. It shows the Name, Description, NOTAM Origination (Yes), and Privileges. Below this is a tabbed interface with 'Managers' and 'Members' tabs. The 'Members' tab is selected and has a red box around it with the number '1'. Below the tabs is a table with columns 'User Name', 'Is Manager', and 'Delete'. At the bottom of the 'Members' section is an 'Add Member' button, which is also highlighted with a red box and the number '2'.

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

The screenshot shows the 'Add Group Member' dialog box. It has a title bar 'Add Group Member' and a close button. The main text says 'Enter a User Name and click the Add button to add as a new group member.' Below this is a 'User Name: \*' label and an input field. The input field is highlighted with a red box and the number '1'. Below the input field is a note: '\* The user will not see the group until the next time they log in or refresh their groups.' At the bottom of the dialog are 'Add' and 'Cancel' buttons. The 'Add' button is highlighted with a red box and the number '2'. The background shows the 'Group Management' interface with the 'Members' tab selected.



## 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:

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
NISTESTER1	<input type="checkbox"/>	Delete

Add Member

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

**www.airservicesaustralia.com says**

Are you sure you want to delete this group member "NISTESTER1"

OK Cancel