



Federal Aviation  
Administration

Air Traffic Safety Oversight System

# **AOV Credentialing Quick Reference Guide**

*Proficiency Manager (PM)  
(ATCS)*

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# Logon



## 1. *To Logon*

1.1. Enter your FAA email address in the required field and your password.

1.1.1. Initial password will be “**password**”.

1.1.2. Select “**Change Password**” and enter the confidential password you wish to use both in **New Password** and **Verify New Password**. Select “**Logon**”. A message box appears indicating “**New Password Saved**”, Select “**Ok**”.

1.1.3. Your change was successful.

1.2. Changing your password.

1.2.1. Enter your FAA email address in the required field and your password.

1.2.2. Select “**Change Password**” and enter the confidential password you wish to use both in **New Password** and **Verify New Password**. Select “**Logon**”. A message box appears indicating “**New Password Saved**”, Select “**Ok**”.

1.2.3. Your change was successful.

**NOTE: The system automatically logs out after 20 minutes of inactivity, the user must re-enter logon information.**

# Review Pending Request



## 2. *PM Receives Request for Rating*

2.1. As a Proficiency Manager (PM), you will receive an email message when there is a pending rating request. Access the Air Traffic Safety Oversight Service (AOV) credentialing website to view these.

2.2. From **Air Traffic Safety Oversight System Main Menu**, select “**Review Pending Request**”.

## 3. *Review Requests for Ratings input by a Designated Credential Examiner (DE)*

The **Credential Ready for Approval** page displays a list of available ratings that have been requested by one or more DE's. You have the option to **Approve**, **Return** or **Delete** the rating request.

3.1. Approving a rating request

3.1.1. Select the “**Approve**” button.

3.1.2. A message box appears indicating **“By submitting this request to AOV, I certify that this individual has met all requirements contained in FAA Order 8000.90 and a Supervisory Review has been conducted and documented for the issuance of the credential and rating(s) requested. I also certify that the Credential Examiner has completed the required supervisory reviews and/or skills evaluation(s)”**. Select **“Ok”** to continue, or **“Cancel”** to return to the previous page without approving the rating request.

3.1.3. If you select **“Ok”**, a message box will indicate **“Credential has been approved and an email sent to: (requesting DE)”**. Select **“Ok”**.

### 3.2. Return Request to DE.

3.2.1. Select the **“Return”** button. A message box will display indicating: **“Are you sure you want to RETURN this REQUEST?”** Select **“Ok”** to continue, or **“Cancel”** to return to the previous page without returning the rating request.

3.2.2. If you select **“Ok”**, the **Reason for Return Comments** page will display as well as a message box indicating: **“Credential has been returned, please add comments, and an email sent to: (requesting DE)”**.

3.2.3. When the message box appears, select **“OK”** and proceed to enter comments to the DE.

3.2.4. After all comments have been entered, select **“Submit”**, to return the comments to the DE.

**NOTE: The returned request will be viewable in the *Review Pending Requests* page until the DE takes an action, either responding to the comments or deleting the request.**

### 3.3. Delete Request.

3.3.1. Select the **“Delete”** button, a message box will appear indicating: **“Are you sure you want to DELETE this REQUEST?”** By selecting **“OK”**, the request for rating will be deleted and the rating process for this holder is terminated; or you can select **“Cancel”** to return to the previous page without deleting the request.

3.3.2. After selecting **“Ok”**, a message box appears indicating: **“Credential has been deleted and an email sent to (requesting DE)”**.

# Edit Credential for Designated Credential Examiner

## Edit Designated Credential Examiner

### 4. *Edit DE Credential*

- 4.1. **Edit DE Credential Using Social Security Number and Last Name.** Select “**SSN**” and enter the last six digits of the Designated Examiner’s social security number and last name, then select “**Submit**”; or
- 4.2. **Edit DE Credential Using Credential Number.** Select “**Credential Number**” and enter the credential number, then select “**Submit**”.

### 5. *Making changes*

- 5.1. The **Edit Designated Examiner Credential** page is displayed. The categories available to edit are the following: **Last Name, First Name & Middle Initial, Suffix, Birth Month, and/or Last 6 Digits of SSN.**
- 5.2. Edit the necessary information and select “**Submit**”.
- 5.3. A message box will appear indicating “**Edit successful**”, select “**Ok**”.

### 6. *Historical*

- 6.1. The historical checkbox means the individual no longer performs those duties at that location. Select and/or de-select this option as appropriate.

### 7. *Add New Credential*

- 7.1. Select **Add New Credential**.
- 7.2. The **Select Ratings the Designated Examiner will be authorized to recommend** page displays a list of available ratings for credential. If any existing credentials are held they will also be displayed at the bottom of the page under **Current Credential**. The rating you select must be a rating for which the individual meets the requirements of FAA Order 8000.90. This rating will also be the rating for which he/she is designated to recommend others to receive.

**NOTE: During initial credentialing implementation a Supervisory Review will be used in lieu of a Skills Evaluation. You will issue rating(s) at the same time as you designate an individual as a Designated Examiner. Therefore, you need to conduct and document a Supervisory Review for each individual. The most recent Supervisory Review shall be kept on file. The following items are to be used as guidance to determine compliance with the requirements contained in the FAA Order 8000.90 before approving a rating.**

- Past Technical Training Discussions (TTD)
- “Over the Shoulder” review
- Tape Talks

- On-the-spot corrections
- Quality Assurance Review results

**NOTE: No individual shall be recommended for an AOV credential if he/she is currently under an opportunity to demonstrate performance (ODP) or de-certified from an operational position due to performance.**

**7.3.** Check the appropriate rating(s) then select **“Submit”**.

By submitting this request to AOV, you certify that this individual has met all requirements contained in FAA Order 8000.90 and a Supervisory Review has been conducted and documented for the issuance of the credential and designation(s) requested.

**7.4.** The **Air Traffic Safety Oversight System Main Menu** acknowledges receipt of your submission with a message box: **“Credential Updated”**. Select **“Ok”**.

## **8. Changing DE to an ATCS**

**8.1.** Select **Change DE to an ATCS**.

**8.2.** A message box will indicate **“WARNING! This will remove all DE designations and change the DE to a Credential Holder.”** Select **“Ok”** if you wish to continue, or cancel to return to the **Edit Designated Examiner Credential** page.

**8.3.** If you select **“Ok”**, the **Air Traffic Safety Oversight System Main Menu** appears and a message box will indicate, **“The DE has been changed to a Credential holder”**, select **“Ok”**.

**NOTE: Once a DE becomes a credential holder, the PM will no longer be able to edit this holder.**

**NOTE: A NEW CARD WILL NEED TO BE REISSUED DUE TO ANY OF THE ABOVE CHANGES.**

## **9. Reissue New Card**

**9.1.** Select **“Reissue New Card”** at the **Edit Designated Examiner Credential** page. A message box will appear asking **“Are you certain you want another card generated and delivered for this individual?”** Select **“Ok”** to continue or **“Cancel”** to return to the **Edit DE Credential** page without reissuing a new card.

**9.2.** After selecting **“Ok”**, a message box will appear indicating **“New Card Issued”**. Select **“Ok”**.

**NOTE: If you receive a message box indicating “A request for a new card has already been issued today, please try again tomorrow”, this means you must submit your request the next day for the new card to be issued.**

**9.3.** Once AOV has completed processing the credential request, a permanent credential card will be mailed to the facility for issuance to the DE.

## 10. *Print Temporary Credentials*

- 10.1. Select the “**Print Temporary**” icon from the **Edit Designated Examiner Credential** page.
- 10.2. An Adobe PDF document will display. This document should be printed and retained until a permanent credential card is received.

## Transfer a Designated Credential Examiner within Your Facilities

### Edit Designated Credential Examiner

#### 11. *Transferring a DE within your facilities*

- 11.1. **Transfer a DE within your facilities Using Social Security Number and Last Name.** Select “**SSN**” and enter the last six digits of the DE’s social security number and last name, then select “**Submit**”; or
- 11.2. **Transfer a DE within your facilities Using Credential Number.** Select “**Credential Number**” and enter the credential number, then select “**Submit**”.

#### 12. *Edit Designated Examiner Credential page*

- 12.1. The fields are auto-filled with the individual’s information. At the **Home Facility** portion there is a drop down menu where you can select a new home facility for the DE.
- 12.2. After selecting the new home facility, select “**Submit**”.
- 12.3. A message box appears indicating “**Edit successful**”. Select “**Ok**”. The change in home facility has been made.

**NOTE:** All ratings at the holder’s previous home facility will remain active until you mark these “**Historical**” (these are described in step 6.).

## Request Credential for CTO Examiner

Request / Edit Credential  
for CTO Examiner

**NOTE: Use this button only for management personnel. To add CTO Examiner designations to a Non-Management employee, please see step 32.**

### 13. Request Credential for CTO Examiner

- 13.1. **Request Credential for CTO Examiner Using Social Security Number and Last Name.** Select “SSN” and enter the last six digits of the employee’s social security number and last name, then select “Submit”; or
- 13.2. **Request Credential for CTO Examiner Using Credential Number.** Select “Credential Number” and enter the credential number, then select “Submit”.

**NOTE: If the person has no existing credential follow step 15.**

### 14. Add CTO Designations to this Designated Examiner

- 14.1. **This Person EXISTS as a Designated Examiner** page will display. It will only be displayed the first time you enter this page for the individual. Select “Add CTO Designations” to proceed.
  - 14.1.1. To return to the main menu select “Cancel Request”.
- 14.2. Once the “Add CTO Designations” is selected, the **Add Facilities for which the Individual is to Provide CTO Examiner duties** displays.
  - 14.2.1. If you have not input an Airmen Certificate number a message box will display “An Airmen certificate number must be entered to add CTO credentials.” Select “Ok” and proceed to enter the Airmen Certificate number in the corresponding field.
- 14.3. The **Add Facilities for which the Individual is to provide CTO Examiner duties** page is displayed. Select the facilities the CTO Examiner will be performing duties.

**NOTE: The PM may waive the medical requirements in the designation of a CTO Examiner. Such an examiner may only administer written tests, and the PM must note such limitations on the CTO Examiner’s Credential.**

- 14.4. When the above note applies, select For “CTO Written Test Only”, then select “Submit”.
- 14.5. A message box appears indicating “Credential updated”. Select “Ok”. The system returns to the **Air Traffic Safety Oversight Main Menu**.

**NOTE: If the person has no existing credentials follow the steps below.**

### 15. Requesting a CTO Examiner Credential

**15.1. Request a CTO Examiner Credential Using the Social Security Number and Last Name.** Select the “**SSN**” and enter the last six digits of the CTO Examiner’s social security number and last name, then select “**Submit**”.

**15.2.** The **Enter Information to Issue CTO Examiner Credential** page is displayed. Enter the CTO Examiner’s: **First Name, Middle Initial & Suffix (if any), Home Facility, Birth Month, and Airmen Certificate.** Select “**Submit**”.

**NOTE:** The correct **Airmen Certificate** number must be entered, if this does not match the individual’s correct number, a message box will indicate “**The Airmen Certificate entered is invalid**”. If you know the certificate number is correct, but the system says it is incorrect, please contact AOV.

**15.3.** The **Add Facilities for which the Individual is to provide CTO Examiner duties** page is displayed. Select the facilities the CTO Examiner will be performing duties.

**NOTE:** The PM may waive the medical requirements in the designation of a CTO Examiner. Such an examiner may only administer written tests, and the PM must note such limitations on the CTO Examiner’s Credential.

**15.4.** When the above note applies, select **For “CTO Written Test Only”**, then select “**Submit**”.

**15.5.** The **Confirm CTO Examiner Credential** page is displayed. Review the information on the screen, if it is correct select “**Accept**”.

**15.5.1.** If the information is incorrect select “**Cancel**” and proceed to the beginning of the instruction for Requesting a CTO Examiner Credential.  
(Step 15.)

**15.6.** After selecting “**Accept**”, a message box appears indicating “**Credential added successfully**”. Select “**Ok**”. The system returns to the **Air Traffic Safety Oversight Main Menu**.

## Edit Credential for CTO Examiner

Request / Edit Credential  
for CTO Examiner

**NOTE: Use this button only for management personnel. To Edit CTO Examiner designations to a Non-Management employee, please see step 32.**

### 16. Edit CTO Examiner Credential

#### 16.1. Edit CTO Examiner Credential Using Social Security Number and Last Name.

Select “**SSN**” and enter the last six digits of the CTO Examiner’s social security number and last name, then select “**Submit**”; or

#### 16.2. Edit CTO Examiner Credential Using Credential Number. Select “**Credential Number**” and enter the credential number, then select “**Submit**”.

### 17. Making changes

**NOTE: If this individual does not have a Certificate Number in the Credentialing system, a message box will indicate “An Airmen certificate number must be entered to add CTO credentials or the current is invalid”.**

17.1. The **Edit CTO Examiner Credential** page is displayed. The categories available to edit are the following: **Last Name, First Name & Middle Initial, Birth Month, Airmen Certificate** and/or **Last 6 Digits of SSN**.

17.2. Edit the necessary information and select “**Submit**”. A message box will indicate the “**Update successful**”.

### 18. Add New Credential

18.1. The **Add Facilities for which the Individual is to Provide CTO Examiner duties** displays, select the facilities the CTO Examiner will be performing duties and select “**Submit**”.

**NOTE: The PM may waive the medical requirements in the designation of a CTO Examiner. Such an examiner may only administer written tests, and the PM must note such limitations on the CTO Examiner’s Credential.**

18.2. When the above note applies, select **For “CTO Written Test Only”**, select “**Submit**”. You will return to the **Air Traffic Safety Oversight System Main Menu** and a message box will appear indicating “**Credential Updated**”.

### 19. CTO Written Test Only

19.1. The **CTO Written Test Only** option allows the CTO Examiner to administer written tests, not facility ratings. Select the checkbox to change a CTO Examiner’s **CTO Written Test Only** capabilities, as appropriate.

### 20. Historical

20.1. The historical column means the individual no longer performs those duties at that location. Select and/or de-select this option as appropriate.

**NOTE: A NEW CARD WILL NEED TO BE REISSUED DUE TO ANY OF THE ABOVE CHANGES.**

### **21. *Re-Issue New Card***

**NOTE: All edits and additions must be done BEFORE re-issuing the new card.**

**21.1.** Select **“Reissue New Card”** at the **Edit CTO Examiner Credential** page. A message box will appear asking **“Are you certain you want another card generated and delivered for this individual?”** Select **“Ok”** for the new card to be reissued or **“Cancel”** to end the request.

**21.2.** Once **“Ok”** is selected, a message box will appear indicating **“New Card Issued”**. Select **“Ok”**.

**NOTE: If you receive a message box indicating “A request for a new card has already been issued today, please try again tomorrow”, this means a request was already submitted that day, you must submit your request the next day for the new card to be issued, only one card can be issued per day.**

**21.3.** Once AOV has completed processing the credential request, a permanent credential card will be mailed to the facility for issuance to the CTO Examiner.

### **22. *Print Temporary Credentials***

**22.1.** Select the **“Print Temporary”** icon from the **Edit CTO Examiner Credential** page.

**22.2.** An Adobe PDF document will display. This document should be printed and retained until a permanent credential card is received.

## Contact AOV

### Contact AOV

#### 23. *Contact AOV*

- 23.1. The **Contact AOV** page is displayed.
- 23.2. Enter comments for the Website Administrator, and then select **“Submit”**. A message box displays with the message **“The email has been sent”**.
- 23.3. Select **“Ok”**. The system returns to the **Air Traffic Safety Oversight System Main Menu**.

## Edit Designated Examiner Email

### Edit Designated Examiner Email

#### 24. *Editing a Designated Examiner’s email address*

- 24.1. **Edit DE’s Email Using Social Security Number and Last Name.** Select **“SSN”** and enter the last six digits of the Designated Examiner’s social security number and last name, then select **“Submit”**; or
- 24.2. **Edit DE’s Email Using Credential Number.** Select **“Credential Number”** and enter the credential number, then select **“Submit”**.

#### 25. *Edit DE user account*

- 25.1. The **“Edit Designated Examiner User Account”** page is displayed.
- 25.2. The fields available for edits are **Email, Last Name, and First Name & Middle Initial**. Enter the changes in the correct fields, then select **“Save”**.
- 25.3. A message box will display **“Account Edited Successfully”**. Select **“Ok”**.

#### 26. *Email Look Up*

- 26.1. If you are unsure of the accurate email address, select **“Email Look Up”** which routes you to the FAA Directory.

#### 27. *Resend Welcome Email*

**NOTE: All changes must be saved before resending the welcome email.**

- 27.1. To resend the welcome email, select **“Resend Welcome Email”**.
- 27.2. A message box will appear indicating **“Are you certain you want to send a Welcome Email to the email address of: (DE). If the Email is not correct, please edit the email first, click the Save button, then click the Resend**

**Welcome Email button**". Select **"Ok"** to continue, or **"Cancel"** to end the process.

- 27.3. After selecting **"Ok"**, a message box will display **"An email was sent to (DE)"**; select **"Ok"**.

## Change ATCS to Designated Credential Examiner

### Change ATCS to Designated Credential Examiner

#### 28. *Change ATCS to Designated Credential Examiner.*

28.1. **Change Credential Holder's Credential Using Social Security Number and Last Name.** Select **"SSN"** and enter the last six digits of the holder's social security number and last name, then select **"Submit"**; or

28.2. **Change Credential Holder's Credential Using Credential Number.** Select **"Credential Number"** and enter the credential number, then select **"Submit"**.

#### 29. *Change to Designated Examiner page*

29.1. The fields are auto-filled with the individual's information. Select the **"Change to Designated Examiner"** button. The **Please enter an email address for the new DE and select Home Facility** page is displayed.

29.2. Enter the new DE's FAA email address in the email address field; select the home facility, then select **"Continue"**. A message box is displayed with the text **"Change successful"**, select **"Ok"**. The system returns to the **Air Traffic Safety Oversight System Main Menu**.

## Transfer ATCS Within Your Facilities

### Transfer ATCS Within Your Facilities / Add CTO Examiner Designation to ATCS

#### 30. *Transferring an ATCS within your facilities*

30.1. **Transfer an ATCS within your facilities Using Social Security Number and Last Name.** Select **"SSN"** and enter the last six digits of the holder's social security number and last name, then select **"Submit"**; or

30.2. **Transfer an ATCS within your facilities Using Credential Number.** Select **"Credential Number"** and enter the credential number, then select **"Submit"**.

#### 31. *The Edit Employee Credential page appears*

**31.1.** The fields are auto-filled with the individual's information. At the **Home Facility** portion there is a drop down menu where you can select a new home facility for the holder.

**NOTE: Your selection only consists of those facilities you hold a PM designation. In order to transfer an ATCS from a facility you are not responsible for, go to step 36 in this User Guide.**

**31.2.** After selecting the new home facility, select **“Submit”**.

**31.3. The Air Traffic Safety Oversight System Main Menu** appears and a message box appears indicating **“Update successful”**. Select **“Ok”**. The change in home facility has been made.

**NOTE: All ratings at the holder's previous home facility will be automatically marked historical. No active ratings exist for the new home facility until a DE at his/her new facility gives the holder a rating.**

# Add CTO Examiner Designations to an ATCS

Transfer ATCS Within Your Facilities /  
Add CTO Examiner Designation to ATCS

**Note: Use this button to ADD CTO Examiner designations to a Non-Management employee.**

## 32. Adding CTO Examiner Designations to an ATCS

### 32.1. Add CTO Examiner Designations using the individual's Social Security

**Number and Last Name.** Select “SSN” and enter the last six digits of the CTO Examiner's social security number and last name, then select “**Submit**”; or

### 32.2. Add CTO Examiner Designations using the individual's Credential Number.

Select “**Credential Number**” and enter the credential number, then select “**Submit**”.

## 33. Add CTO Examiner designation to an ATCS

**NOTE:** If this individual does not have a Certificate Number in the Credentialing system, a message box will indicate “An Airmen certificate number must be entered to add CTO credentials”. Select “**Ok**” and proceed to enter the Airmen Certificate number, this is explained in step 39 and select “**Add CTO Credential**”.

33.1. The **Add Facilities for which the Individual is to Provide CTO Examiner duties** displays, select the facilities the CTO Examiner will be performing duties.

**NOTE:** The PM may waive the medical requirements in the designation of a CTO Examiner. Such an examiner may only administer written tests, and the PM must note such limitations on the CTO Examiner's Credential.

33.2. When the above note applies, select **For “CTO Written Test Only”**, select “**Submit**”. You will return to the **Air Traffic Safety Oversight System Main Menu** and a message box will appear indicating “**Credential Updated**”.

## 34. Making changes

34.1. The **Edit CTO Examiner Credential** page is displayed. The categories available to edit are **Airmen Certificate, Suffix and Home Facility**.

34.2. Edit the necessary information and select “**Submit**”. A message box will indicate the “**Update successful**”.

## 35. CTO Written Test Only

35.1. The **CTO Written Test Only** option allows the CTO Examiner to administer written tests, not facility ratings. Select the checkbox to change a CTO Examiner's **CTO Written Test Only** capabilities, as appropriate.

# Request to Transfer an ATCS to Your Facilities

## Request to Transfer ATCS to Your Facilities

When moving a credential, there is a two step process that must be carried out between the requesting and the releasing PM. Below are the steps that both PMs must follow.

### Requesting PM:

#### 36. *Transfer an ATCS to Your Facilities*

36.1. **Transfer an ATCS using the individual's Social Security Number and Last Name.** Select "**SSN**", enter the last six digits of the holder's social security number and last name, then select "**Submit**"; or

36.2. **Transfer an ATCS using the individual's Credential Number.** Select "**Credential Number**"; enter the credential number, then select "**Submit**".

#### 37. *The Move Credential Holder page*

The basic information on the holder can be viewed here, as well as the "**Request Move**" button.

37.1. Select the "**Request Move**" button.

37.2. The **Air Traffic Safety Oversight System Main Menu** appears and a message box will indicate "**A move request has been sent to (releasing PM)**".

**NOTE: When the move is approved the transferring holder still belongs to the releasing facility until a DE at his/her new facility gives the holder a new rating.**

### Releasing PM:

37.3. To approve a move the releasing PM must:

37.3.1. Log onto the website and select "**Move Credential Holder**".

37.3.2. The pending requests can be viewed at this page. The PM has the option to "**Accept**" or "**Cancel**".

37.3.3. Once the PM accepts the move a message box displays "**Request has been accepted and an email sent to (Requesting PM)**".

37.3.4. Once the PM cancels the move a message box appears indicating "**Request has been cancelled and an email sent to (Requesting PM)**".

**NOTE: When the move is approved the transferring holder still belongs to the releasing facility until a DE at his/her new facility gives the holder a new rating.**

#### 38. *Making the move final*

38.1. After the releasing PM approves the move, the gaining PM must forward the credential number to one of his/her DEs.

# Reports

## Reports

### 39. *User Summary Report*

#### User Summary Report

39.1. All fields are optional. These include the **Designation Facility**, and **Type Holder**.

39.1.1. Both fields have the option to be sorted by, when the report is generated.

If you wish to sort by either option select the “**Sort By**” toggle beside the option you wish to sort by.

### 40. *Capabilities for a User Summary Report that was created*

40.1.  Yellow Highlighter: At the upper left of the screen you will see this depiction; this image is selectable; if you click on it an “X” will appear over the image. When this is crossed out by the “X”, as you move your mouse over the different items in the report, they will no longer have an orange background where your pointer is on. To de-select this option, simply click on the image, the “X” is no longer there.

40.2.  Export: At the upper right of the screen is an image of a green “X” representing Microsoft Excel. Select this button to export the report to Microsoft Excel.

40.2.1. To open the spreadsheet, simply click on the blue file name that ends in “.xls”.

40.2.2. To save the spreadsheet, right click on the blue file name that ends in “.xls” and select “**Save Target As**”.

40.3.  Print: At the upper right of the screen is an image of a printer. Select this image if you wish to print the data from the report.

40.4. **Sorting after the report was generated:** To sort the report in ascending or descending order, simply use the column headers. Select the column header you wish to sort by, one click for ascending and two for descending. The options to sort by are **Credential No.**, **Name**, **Home ID**, **Home Facility**, **Ratings**, **CTO**, **Type Holder**, **Fac. ID**, and **Designation Facility**.

40.5. Total Counts: At the bottom of the list you will find the total number of PMs per location, Designated Examiners per location, holders per location, and the total count of all listings. The PMs, DEs and holders in this listing can be repeated more

than once if the listing includes more than one facility where that individual holds a rating.

- 40.6. “Re-Filter” button:** If you are going to generate a new report do not select “**Back**”, select the “**Re-Filter**” button at the bottom of the screen and go back to step **39.**

#### **41. Training Report**

##### **Training Report**

- 41.1.** All fields are optional. These include the **Facility, Course, and Status.**
- 41.1.1.** Both the **Facility** and the **Course** fields have the option to be sorted by, when the report is generated. If you wish to sort by either option select the “**Sort By**” toggle beside the option you wish to sort by.
- 41.2. *Capabilities for the Training Report that was created***
- 41.2.1.** Same capabilities as the user summary report.

## Search

Search

### 42. To search all employees at a facility

- 42.1. Leave the **Last 6 digits of SSN**, **Last Name**, and **Credential Number** blank.
- 42.2. **Sort Facilities** category: Select “**Air Traffic Control Specialist**”.
- 42.3. **Facility** category: Select the appropriate facility and select “**Submit**”.
- 42.4. The results will display all employees at the facility selected. Click on the employee’s name to display their information.

### 43. To search an individual

- 43.1. Enter the **Last 6 digits of SSN**, and/or **Last Name** of employee..
- 43.2. **Sort Facility** category: Select “**Air Traffic Control Specialist**”. (Optional)
- 43.3. Select the appropriate facility and select “**Submit**”. (Optional)
- 43.4. A page displays the **Employee’s Name**, **Designations**, **Credential Number**, **Home Facility** and **Status**. Click on the employee’s name to display their information.

### 44. To search an individual using their Credential number

- 44.1. Enter the number into the **Credential Number** field. All other fields can be left blank since each employee has a unique number. Select “**Submit**”.
- 44.2. A page displays the **Employee’s Name**, **Designations**, **Credential Number**, **Home Facility** and **Status**. Click on the employee’s name to display their information.

## Log Off

LOG OFF

### 45. Logging off

- 45.1. From the main menu, select “**Log off**”. A message box displays “**Are you sure you want to Log Off?**” Select “**OK**”. The user is now logged off.