

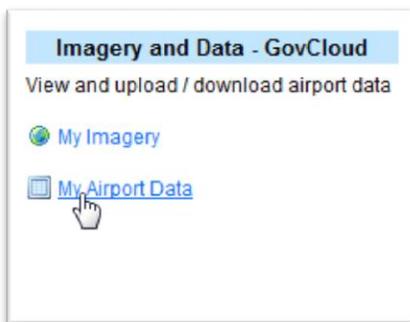


Uploading Documents or Files to the Airports GIS Cloud Server

1. Login to Airports GIS - <https://airports-gis.faa.gov/airportsgis/index.jsp>

If you do not have a username or password you may request a new account by clicking on the New User Registration link and completing the form

2. Click the My Airport Data link.



The system displays the My Airport Data page. If you have the correct permissions, the My Upload Data hyper link appears in the upper left corner.

The screenshot shows the "My Airport Data" page. At the top left is a link "My Upload Data". Below it are "Records 1 to 2 of 2", "+Add Filter", and "+Display All Text". On the right, there is a "Rows per Page:" dropdown set to "20" and "Page 1 of 1". The main content is a table with the following data:

Airport ID ▲	Airport Name	City	State	ADO Office	Region	Document Type	Document Name	Size	Upload Date	Uploaded By	Comment
UAO	AURORA STATE	AURORA	OR	SEA	ANM	RSA DETERMINATION	UAO_RSA_Determination_17-35_Letter.pdf	95.2 kB	2013/08/06	ado_staff den	RSA Determination approved on ...
UAO	AURORA STATE	AURORA	OR	SEA	ANM	SIGNAGE AND MARKING PLAN	UAO_Signage_Marking_Plan.pdf	1.2 MB	2013/08/07	ado_staff den	exhibit 4 10 pages

3. Click [My Upload Data](#).

The system displays the Upload Document/File page like the example below:

Upload Document/File						
Back to "My Airports Data"						
+ Upload My Document/File						
Date	Added By	Airport ID	Category	Document/File Name	Action	Comment
2013/08/09 13:56:42	ado_staff den	UAG	SIGNAGE AND MARKING PLAN	UAO_Signage_Marking_Plan_1.pdf (1.2 MB)	-	Plan approved on 01/12/2010
2013/08/07 11:19:20	ado_staff den	UAG	SIGNAGE AND MARKING PLAN	UAO_Signage_Marking_Plan.pdf (1.2 MB)	delete	exhibit 4 10 pages
2013/08/06 08:18:10	ado_staff den	UAG	RSA DETERMINATION	UAO_RSA_Determination_17-35_Letter.pdf (95.2 kB)	delete	RSA Determination approved on 01/12/2010 for runway 17/35

4. Click [+ Upload My Document/File](#).

5. Specify the Airport ID, choose the category describing this file, and type a comment describing the file. To browse for and select the file, click the Choose File button. When you have finished filling out the form, click the Submit button.

Upload Document/File

[Back to "My Airports Data"](#)

+ Upload My Document/File

• **Airport ID:**
Type locator ID or airport name in your Regional or ADO scope.

• **Category:** Legacy Airport Layout Plan

• **Comment:**

• **File:** UAG_ALP_10-28-09.pdf

The system uploads your document and displays it on the Upload Document/File page like in the example below:

Upload Document/File						
Back to "My Airports Data"						
+ Upload My Document/File						
Date	Added By	Airport ID	Category	Document/File Name	Action	Comment
2013/08/20 15:42:18	ado_staff den	UAG	LEGACY ALP	UAG_ALP_10-28-09.pdf (617.6 kB)	delete	UAG ALP
2013/08/09 13:56:42	ado_staff den	UAG	SIGNAGE AND MARKING PLAN	UAO_Signage_Marking_Plan_1.pdf (1.2 MB)	-	Plan approved on 01/12/2010
2013/08/07 11:19:20	ado_staff den	UAG	SIGNAGE AND MARKING PLAN	UAO_Signage_Marking_Plan.pdf (1.2 MB)	delete	exhibit 4 10 pages
2013/08/06 08:18:10	ado_staff den	UAG	RSA DETERMINATION	UAO_RSA_Determination_17-35_Letter.pdf (95.2 kB)	delete	RSA Determination approved on 01/12/2010 for runway 17/35

6. To display any documents, in the Document/File Name column, click the document's hyper link.

7. To delete any document, in the Action column click the delete hyper link on the row of the document you want to delete. The system deletes the document and uses strike through text, like in the above example, to show the deletion.