Uploading ASAP Quarterly Report Directly to FAA via WBAT

Operators using WBAT have an option to close and upload their ASAP Quarterly Report directly from WBAT to the FAA. This feature eliminates the need for the FAA to manually input the data into the AFS-280 Knowledge Services Network (KSN) site.

The ASAP Manager or FAA ERC Member should follow these steps in WBAT to utilize the direct upload feature:

1. Navigate to Employee Reporting for the represented ASAP Employee Group.
2. Expand the FAA Quarterly Report Section.
3. Select "Create a Report**"**.
4. Specify the Fiscal Year and Fiscal Quarter, as well as the appropriate ASAP Manager and ERC member information and select "OK**"**. The FAA Quarterly Report screen appears.
5. In the Safety Enhancements section, select "Update" to indicate any safety enhancements that have been completed for the quarter.
6. When ready to submit to FAA, expand the Actions Section and Processing Subsection and select **"**Close and Upload to FAA".

NOTE: When completing processing of the FAA Quarterly Report, **FAA Office Managers still require a manual transmission of each operator's FAA Quarterly Report.** Operators must download a physical copy of the final FAA Quarterly Report. To output the physical copy, select **"**Open**", "**Closed**",** or the **"**Search" icon from the FAA Quarterly Report Section and then the specific FAA Quarterly Report ID number. From the FAA Quarterly Report screen that appears, expand the Actions Section and Outputs Subsection and select an output option: "Print", "Export HTML", or "Export XML". The downloaded FAA Quarterly Report can then be delivered to FAA office managers in person or via email.

Additional guidance and instructions on the FAA Quarterly Report are available in the WBAT Administrator and Analyst Guide, which you can access from the Documents Section of the Resources screen on your WBAT system.

Please contact the WBAT Support Team via the Help Center {https://wbat.zendesk.com} or support@wbat.zendesk.com with any questions or concerns.