

PASSUR Aerospace

Toronto Pearson International Airport

Departure Metering Program at Toronto Pearson
International Airport

Training Manual



Name: _____

Today's Date: _____

V090215

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This manual provides information on access and use of the departure metering module of **PASSUR OPSnet** at Toronto Pearson International Airport (YYZ).

Objective:

- Reduce congestion/taxi time/fuel burn for departing aircraft during periods of reduced departure capacity, maintaining the flight schedule as closely as possible while providing a fair, equitable, transparent and systematic procedure for the allocation of limited departure slots based on the mix of schedule, actual demand, and capacity.

ACCESS:

Departure metering at Toronto is entirely web based. For access, visit www5.passur.com/SiropsYYZ.html

You will see the following page:



Once you click on an icon, you will need to accept the **TERMS AND CONDITIONS OF USE**.

OPSnet Powered by Passur Login Page

Please read the following "TERMS AND CONDITIONS OF USE." You must accept these terms and conditions in order to be granted access to this system.

Do you accept the terms and conditions?

Once you click on accept, you will be asked to enter your User Name and Password and chat ID.

Please Log In to access the OPSnet(YYZ) system.

User Name:

Chat ID: (Leave blank if not needed)

Password:

Your Chat ID is your initials (two or three initials) and is used to identify yourself in the chat room window. Entering a Chat ID is optional but recommended. Your chat identity will appear as a combination of your user name plus whatever initials you enter in the "Chat ID" field.

Once entered you will be brought to the specific page represented by the icon you clicked. In this training manual, we will cover the following pages represented by icons on the home page:

- PASSENGER TERMINALS
- DEPARTURE SLOT ALLOCATION MANAGER
- DEPARTURE SLOT ALLOCATION LIST
- LOGGED IN USERS
- OPSnet Archive
- LOGOUT

This manual does not cover the other icons/content areas of **YYZ PASSUR OPSnet**.

NOTE: When you are done with a particular page and want to return to the home page, do not click the "back" button on your browser. Instead, click on the **HOME** (home) button in the upper left hand corner of each page.

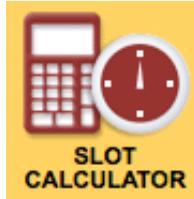
SLOT CALCULATOR:

Overview: This section describes where departure slots are allocated. If the departure rate is less than the projected demand, the departure management program will use the slot calculator to implement the desired rate.

On this page you can:

- Assign a slot rate for 30-minute time frames
- View the allocated slots and scheduled flights for 30-minute time frames
- Send a departure metering program
- Manage the departure metering program once it is in place

To access the slot calculator, click on the below icon on the home page.



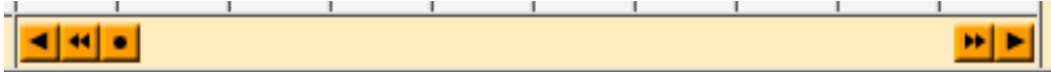
The following page will appear:

Departures by Airline (Allocated / Scheduled)													Slot Summary (Non Pool and Pool)									
Allocated / Planned (Hourly)	Allocated / Scheduled (Hourly)	AA	AC	SU	AF	OS	AZ	BA	BW	HU	C6	AA	AC	DL	TS	UA	US	WG	WS	Pool		
10/11:00	0/17	0/17	0/3	0/8	0	0	0	0	0	0	0	0	10/11:00	3	8	1	0	1	1	0	3	0
10/12:00	0/35	0/36	0/1	0/23	0	0	0	0	0	0	0	0	10/12:00	1	23	2	1	1	2	0	4	2
10/13:00	0/15	0/17	0/1	0/11	0	0	0	0	0	0	0	0	10/13:00	1	11	1	0	2	0	0	2	0
10/14:00	0/38	0/38	0/1	0/28	0	0	0	0	0	0	0	0	10/14:00	1	28	2	0	2	0	1	4	0
10/15:00	0/23	0/20	0/1	0/9	0	0	0	0	0	0	0	0	10/15:00	1	9	2	0	2	1	1	3	1
10/16:00	0/43	0/46	0/1	0/33	0	0	0	0	0	0/1	0/1	0/1	10/16:00	1	33	2	2	1	0	0	4	3
10/17:00	0/29	0/28	0/2	0/12	0	0	0/1	0	0	0	0	0	10/17:00	2	12	1	0	4	3	1	4	1
10/18:00	0/40	0/42	0/3	0/26	0	0	0	0/1	0	0	0	0	10/18:00	3	26	1	0	1	0	1	7	3
10/19:00	0/20	0/17	0/1	0/6	0	0	0	0	0	0	0	0	10/19:00	1	6	1	0	3	1	0	5	0
10/20:00	0/36	0/45	0/2	0/35	0	0	0	0	0	0	0	0	10/20:00	2	35	0	0	0	0	0	7	1
10/21:00	0/27	0/16	0	0/10	0	0	0	0	0	0	0	0	10/21:00	0	10	0	0	0	0	0	4	2
10/22:00	0/12	0/25	0	0/16	0	0	0	0/1	0/1	0	0	0	10/22:00	0	16	0	0	0	0	0	4	5
10/23:00	0/22	0/9	0	0/6	0	0	0	0	0	0	0	0	10/23:00	0	6	0	0	0	0	0	3	0
11/00:00	0/2	0/3	0	0/2	0	0	0	0	0	0	0	0	11/00:00	0	2	0	0	0	0	0	0	1
11/01:00	0/3	0/2	0	0	0	0	0	0	0	0	0	0	11/01:00	0	0	0	0	0	0	0	0	2
11/02:00	0/1	0/1	0	0	0	0	0	0	0	0	0	0	11/02:00	0	0	0	0	0	0	0	0	1
11/03:00	0/1	0/1	0	0	0	0	0	0	0	0	0	0	11/03:00	0	0	0	0	0	0	0	0	1
11/04:00	0/2	0/2	0	0	0	0	0	0	0	0	0	0	11/04:00	0	0	0	0	0	0	0	0	2
11/05:00	0/0	0/0	0	0	0	0	0	0	0	0	0	0	11/05:00	0	0	0	0	0	0	0	0	0
11/06:00	0/33	0/34	0/5	0/10	0	0	0	0	0	0	0	0/1	11/06:00	5	10	5	0	4	3	3	3	1
11/07:00	0/18	0/17	0/1	0/5	0	0	0	0	0	0	0	0	11/07:00	1	5	1	0	3	0	1	6	0
11/08:00	0/52	0/60	0	0/52	0	0	0	0	0	0	0	0/1	11/08:00	0	52	0	1	1	0	0	3	3
11/09:00	0/49	0/44	0/2	0/16	0	0	0	0	0	0	0	0/2	11/09:00	2	16	2	0	2	1	1	16	4
11/10:00	0/36	0/33	0/1	0/21	0	0	0	0	0	0	0	0	11/10:00	1	21	1	0	1	0	3	6	0
Total Daily	554	553	25	329	0	0	1	0	2	2	1	5										

The Allocated/Planned (Hourly) column represents real time schedule data. The number to the left of the slash is the number of slots allocated. The number to the right represents what is planned. This information is reflected by carrier in the Slot Summary section to the right.

The second column, Allocated/Scheduled (Hourly) shows the number of slots entered into the allocation box to the left of the slash. To the right side of the slash, you see the original scheduled data (OAG). This is where the RBS takes place and is broken down by carrier with their allocation/schedule for individual airlines under Departures by airline.

If the desired airline is not in view, click on the arrow buttons on the bottom.



The double arrows move the display left or right by 10 airlines. The single arrows move the display left or right by 1 airline. The dot moves the display to the first airline.

To allocate slots, click on the edit button and the following popup will appear.

Please select the range you want to allocate

First Day/Hour: 10 / 12 :00

Last Day/Hour: / :00

OK Cancel

Select the range that you want to allocate. The first day/hour will automatically populate and you can change it if needed. Here it shows the date (10) and the start time (12):00. You must enter an end date and time. Below, you will see that the date (10) and the end time (18):00 was entered.

Please select the range you want to allocate

First Day/Hour: 10 / 12 :00

Last Day/Hour: 10 / 18 :00

OK Cancel

Hit OK, and that particular time frame will become editable.

Departures by Airline (Allocated / Scheduled)												
	Allocated / Planned (Hourly)	Allocated / Scheduled (Hourly)	AA	AC	SU	AF	OS	AZ	BA	BW	HU	C6
10/11:00	0/17	0/17	0/3	0/8	0	0	0	0	0	0	0	0
10/12:00	0/35	0 /36	0/1	0/23	0	0	0	0	0	0	0	0
10/13:00	0/15	0 /17	0/1	0/11	0	0	0	0	0	0	0	0
10/14:00	0/38	0 /38	0/1	0/28	0	0	0	0	0	0	0	0
10/15:00	0/23	0 /20	0/1	0/9	0	0	0	0	0	0	0	0
10/16:00	0/43	0 /46	0/1	0/33	0	0	0	0	0	0/1	0/1	0/1
10/17:00	0/29	0 /28	0/2	0/12	0	0	0/1	0	0	0	0	0
10/18:00	0/40	0 /42	0/3	0/26	0	0	0	0	0/1	0	0	0
10/19:00	0/20	0/17	0/1	0/6	0	0	0	0	0	0	0	0
10/20:00	0/36	0/45	0/2	0/35	0	0	0	0	0	0	0	0
10/21:00	0/27	0/16	0	0/10	0	0	0	0	0	0	0	0

Enter the deicing rate for each hour. Here, 24 was entered for several hours. The background will turn yellow. Click submit when done.

Departures by Airline				
	Allocated / Planned (Hourly)	Allocated / Scheduled (Hourly)	AA	AC
10/11:00	0/17	0/17	0/3	0/8
10/12:00	0/35	24 /36	0/1	0/23
10/13:00	0/15	24 /17	0/1	0/11
10/14:00	0/38	24 /38	0/1	0/28
10/15:00	0/23	24 /20	0/1	0/9
10/16:00	0/43	24 /46	0/1	0/33
10/17:00	0/29	24 /28	0/2	0/12
10/18:00	0/40	24 /42	0/3	0/26

This is an image of what the screen should look like once allocations have been made.

EDIT	RESET	Departures by Airline (Allocated / Scheduled)												REFRESH	Slot Summary (Non Pool and Pool)									
	Allocated / Planned (Hourly)	Allocated / Scheduled (Hourly)	AA	AC	SU	AF	OS	AZ	BA	BW	HU	C6		AA	AC	DL	TS	UA	US	WG	WS	Pool		
	0/17	0/17	0/3	0/8	0	0	0	0	0	0	0	0	0	10/11:00	3	8	1	0	1	1	0	3	0	
	24/35	24/36	1/1	15/23	0	0	0	0	0	0	0	0	0	10/12:00	0/1	16/23	1/2	1/1	1/1	1/2	0/0	3/4	1/2	
	24/15	24/17	1/1	16/11	0	0	0	0	0	0	0	0	0	10/13:00	2/1	17/11	2/1	0/0	1/2	0/0	0/0	2/2	0/0	
	24/38	24/38	1/1	18/28	0	0	0	0	0	0	0	0	0	10/14:00	1/1	19/28	1/2	0/0	1/2	0/0	0/1	2/4	0/0	
	24/23	24/20	1/1	11/9	0	0	0	0	0	0	0	0	0	10/15:00	1/1	12/9	2/2	0/0	2/2	1/1	1/1	4/3	1/1	
	24/43	24/46	1/1	17/33	0	0	0	0	0	1/1	1/1	1/1	1/1	10/16:00	1/1	17/33	1/2	1/2	1/1	0/0	0/0	2/4	1/3	
	24/29	24/28	2/2	10/12	0	0	1/1	0	0	0	0	0	0	10/17:00	2/2	10/12	1/1	0/0	3/4	3/3	1/1	3/4	1/1	
	24/40	24/42	2/3	15/26	0	0	0	0	1/1	0	0	0	0	10/18:00	2/3	15/26	1/1	0/0	1/1	0/0	1/1	4/7	0/3	
	75/20	0/17	0/1	0/6	0	0	0	0	0	0	0	0	0	10/19:00	1	6	1	0	3	1	0	5	0	

The numbers in the Departures by Airline summary may be different than the numbers in the slot summary. The Departures by Airline summary allocates the slots based on original scheduled flight plan data, while the Slot Summary reflects real time flight plan data. Look for example at AA in the 12:00 hour, in the Departures by Airline section. The RBS process gave AA one slot because they had one aircraft scheduled for that hour. However, in the slot summary, you can see that AA had 0 flights allocated. This is because the slot summary is based on planned actual data and the flight was not planned to operate in that hour.

The number for Allocated/Planned (Hourly) that is in the time frame immediately after slots end (in this case, 19:00) is the stack value. The stack value is the number of remaining aircraft that did not get allocated during the time frame initially selected.

Note that you can reset the page by hitting the reset button. This will clear all screens so you can restart. You will see two warning messages to confirm that you want to do this.

MANAGING SLOTS (FOR THE SLOT ALLOCATOR):

Overview: This section describes functionality related to assigning taxi times for all participating carriers at Toronto. From this page, the slot allocator will manage all slot time assignments for the entire airport. All assignments and changes/edits to those assignments made here will be viewable to the carriers on the DEPARTURE SLOT ALLOCATION LIST, which is explained later. Only users with edit rights to this area will be able to gain access to this section.

On this page, you can:

- View the departure schedule
- View the automatically populated departure slot times.
- View changes to those requests
- Make slot time assignments
- Change slot time assignments
- Move all assignments as a block

- Change individual sequences of assignments within or between blocks of time
- View flights that have been cancelled
- Add cargo/ferry/general aviation flights
- Deallocate all slots
- Model a Departure Metering Program.

To access the Departure Slot Allocation Manager, click on the below icon on the home page.



You'll see the Departure Slot Allocation Template (DSAT) screen. The departure schedule on the left will be populated. The Departure slots will only be populated if allocation is in effect.

Departure Schedule									Departure Slots										
REFRESH	FLT	A/C Type	SKD	PLND TAXI	SLOT	TRM/ GATE	DEICE PAD	DST	DEP FIX/ CXLD	15/1400L	15/1430L	15/1500L	15/1530L	15/1600L	15/1630L	15/1700L	15/1730L	15/1800L	15/1830L
	WS1228	73H	1030	1035		T3 -		MCO		0	0	14	5	14	10	15	10	44	0
	AC7705	DH1	1030	1035		T1 -		YXU				AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	AC1117::	PK790::	
	AC791	320	1030	1035		T1 -		LAX				AC31::	AC8904::	AC125::	AC718::	AZ651::	AC7368::	AA3544::	
	WS1140	73W	1045	1050		T3 -		MIA				AC416::	AC263::	AC161::	AC991::	AC694::	AC8627::	9W229::	
	AC7354	E75	1050	1055		T1 -		DCA				AC7755::	AC716::	AC418::	AC7386::	AC7813::	AC177::	OS72::	
	AC7243	BEH	1050	1055		T1 -		YZR				AC7278::	AC8918::	AC7256::	AC7405::	AC7835::	AC7795::	KL692::	
	WS1232	73H	1050	1055		T3 -		FLL				AC7773::		AC7922::	AC7987::	AC7905::	AC8036::	AA3422::	
	UA3544	E70	1050	1055		T1 -		EWR				AC190::		AC7713::	AC267::	AC8113::	AC8958::	AC7474::	
	LR621	320	1050	1055		T1 -		SAL				DL4124::		AC458::	DL4126::	AC8033::	WS1212::	AC8940::	
	WS659	73W	1100	1105		T3 -		YYC				UA4645::		DL3743::	WS717::	AC912::	WS266::	AC1127::	
	AC408	320	1100	1105		T1 -		YUL				US3763::		UA3476::	WS525::	DL5194::	WS368::	AC115::	
	AC7380	E75	1105	1110		T1 -		BOS				WS658::		WS1210::		UA582::		AC1155::	
	AC448	E90	1110	1115		T1 -		YOW				WS270::		WS366::		US3759::		AC420::	
	AC710	E90	1115	1120		T1 -		LGA				WS439::		WS590::		US3939::		AC460::	
	DL4290	CRJ	1121	1126		T3 -		MSP				WS665::		WS633::		WS592::		AC816::	
	AA3087	CR7	1125	1130		T3 -		ORD								WS667::		AC720::	
	AA3628	CR7	1135	1140		T3 -		LGA										AC8019::	
	DL4196	CRJ	1140	1145		T3 -		DTW										AC872::	
	AA3444	CR7	1140	1145		T3 -		JFK										AC7296::	
	AC7252	BEH	1145	1150		T1 -		YGK										AC8541::	
	UA4230	ERJ	1145	1150		T1 -		EWR										AC1748::	

The departure schedule appears on the left side of the screen. Departure Slots appear on the right side of the screen in the appropriate slot column.

Times are broken down into 30-minute intervals with the date appearing with the time at the header of each column. A green vertical line represents the current time. The blue and red vertical lines represent the lower and upper limits of assigned slots, respectively (earliest and latest assigned slot).

NOTE: Flights are populated 24-hours forward from the current time (the green line).

You can click on a flight in the departure schedule (left side) to edit it so that you can assign it a new slot time.

Lets say you need to change the slot time of AC31. AC31 was clicked, and the line became orange. Now, on the right side each column has the word "ALLOC" above each 30-minute interval. Click on the 30-minute ALLOC interval to which you'd like to allocate that flight.

Departure Schedule									Departure Slots										
REFRESH	CANCEL								DEALLOC										
FLT	A/C Type	SKD	PLND TAXI	SLOT	TRM/ GATE	DEICE PAD	DST	DEP FIX/ CXLD	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC
AC31	77W	1455	1500	1500	T1 -		PEK		15/1230L	15/1300L	15/1330L	15/1400L	15/1430L	15/1500L	15/1530L	15/1600L	15/1630L	15/1700L	15/1700L
WS858	73W	1455	1500	1500	T3 -		YYG		15/1630Z	15/1700Z	15/1730Z	15/1800Z	15/1830Z	15/1900Z	15/1930Z	15/2000Z	15/2030Z	15/2100Z	15/2100Z
UA4645	ERJ	1458	1503	1500	T1 -		EWR		0	0	0	0	0	14	5	14	10	15	
AC7755	DH1	1500	1505	1500	T1 -		YQG							AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	
AC416	320	1500	1505	1500	T1 -		YUL							AC31::	AC8904::	AC125::	AC718::	AZ651::	
DL4124	CRJ	1500	1505	1500	T3 -		MSP							AC416::	AC263::	AC161::	AC991::	AC694::	
WS270	73W	1505	1510	1500	T3 -		YHZ							AC7755::	AC716::	AC418::	AC7386::	AC7813::	
AC7278	BEH	1505	1510	1500	T1 -		MDT							AC7278::	AC8918::	AC7256::	AC7405::	AC7835::	
AC7773	DH1	1505	1510	1500	T1 -		YYB							AC7773::		AC7922::	AC7987::	AC7905::	
AC8904	CRJ	1510	1515	1530	T1 -		JFK							AC190::		AC7713::	AC267::	AC8113::	
AC8539	DH4	1510	1515	1530	T1 -		YQT							DL4124::		AC458::	DL4126::	AC8033::	
AC190	320	1510	1515	1500	T1 -		YOW							UA4645::		DL3743::	WS717::	AC912::	
AC263	E90	1515	1520	1530	T1 -		YWG							US3763::		UA3476::	WS525::	DL5194::	
AC716	E90	1515	1520	1530	T1 -		LGX							WS658::		WS1210::		UA582::	
WS665	73H	1515	1520	1500	T3 -		YYC							WS270::		WS366::		US3759::	
US3763	CRJ	1515	1520	1500	T1 -		PHL							WS439::		WS590::		US3939::	
WS439	73W	1515	1520	1500	T3 -		YEG							WS665::		WS633::		WS592::	
AA1038	319	1515	1520	1500	T3 -		DFW												
AC8918	DH4	1520	1525	1530	T1 -		YQB												
DL3743	CRJ	1533	1538	1600	T3 -		DTW												
WG684	738	1545	1550		T1 -		VRA												

Let's allocate AC31 a 1530L slot time

REFRESH Departure Schedule										Departure Slots									
FLT	A/C Type	SKD	PLND TAXI	SLOT	TRM/ GATE	DEICE PAD	DST	DEP FIX/ CXLD		15/1230L 15/1630Z	15/1300L 15/1700Z	15/1330L 15/1730Z	15/1400L 15/1800Z	15/1430L 15/1830Z	15/1500L 15/1900Z	15/1530L 15/1930Z	15/1600L 15/2000Z	15/1630L 15/2030Z	15/1700L 15/2100Z
AC31	77W	1455	1500	1530	T1 -		PEK			0	0	0	0	0	13	6	14	10	15
UA4645	ERJ	1458	1503	1500	T1 -		EWR								AA1038::	AC8539::	AA3313::	AC7358::	AA4331::
AC416	320	1500	1505	1500	T1 -		YUL								AC416::	AC8904::	AC125::	AC718::	AZ651::
AC7755	DH1	1500	1505	1500	T1 -		YQG								AC7755::	AC263::	AC161::	AC991::	AC694::
DL4124	CRJ	1500	1505	1500	T3 -		MSP								AC7278::	AC716::	AC418::	AC7386::	AC7813::
WS270	73W	1505	1510	1500	T3 -		YHZ								AC7773::	AC8918::	AC7256::	AC7405::	AC7835::
AC7773	DH1	1505	1510	1500	T1 -		YYB								AC190::	AC31::	AC7922::	AC7987::	AC7905::
AC7278	BEH	1505	1510	1500	T1 -		MDT								DL4124::		AC7713::	AC267::	AC8113::
AC8904	CRJ	1510	1515	1530	T1 -		JFK								UA4645::		AC458::	DL4126::	AC8033::
AC8539	DH4	1510	1515	1530	T1 -		YQT								US3763::		DL3743::	WS717::	AC912::
AC190	320	1510	1515	1500	T1 -		YOW								WS658::		UA3476::	WS525::	DL5194::
WS665	73H	1515	1520	1500	T3 -		YYC								WS270::		WS1210::		UA582::
AA1038	319	1515	1520	1500	T3 -		DFW								WS439::		WS366::		US3759::
US3763	CRJ	1515	1520	1500	T1 -		PHL								WS665::		WS590::		US3939::
WS439	73W	1515	1520	1500	T3 -		YEG										WS633::		WS592::
AC263	E90	1515	1520	1530	T1 -		YWG												WS667::
AC716	E90	1515	1520	1530	T1 -		LGA												
AC8918	DH4	1520	1525	1530	T1 -		YQB												
DL3743	CRJ	1533	1538	1600	T3 -		DTW												
WG684	738	1545	1550		T1 -		VRA												
DL4126	CRJ	1548	1553	1630	T3 -		JFK												

DEALLOC ALL

Once the airline acknowledges this change on their terminal page, the background will appear blue.

If the airline requests a new slot time, you'll see a purple background. Here, AC416 is purple because a new slot time has been requested. NOTE: All color codes are visible simultaneously to the requestor (airline) and allocator.

REFRESH Departure Schedule										Departure Slots									
FLT	A/C Type	SKD	PLND TAXI	SLOT	TRM/ GATE	DEICE PAD	DST	DEP FIX/ CXLD		15/1400L 15/1800Z	15/1430L 15/1830Z	15/1500L 15/1900Z	15/1530L 15/1930Z	15/1600L 15/2000Z	15/1630L 15/2030Z	15/1700L 15/2100Z	15/1730L 15/2130Z	15/1800L 15/2200Z	15/1830L 15/2230Z
AC263	E90	1515	1520	1530	T1 -		YWG			0	0	13	6	14	10	15	10	44	0
AA1038	319	1515	1520	1500	T3 -		DFW					AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	AC1117::	PK790::	
AC716	E90	1515	1520	1530	T1 -		LGA					AC416::	AC8904::	AC125::	AC718::	AZ651::	AC7368::	AA3544::	
WS665	73H	1515	1520	1500	T3 -		YYC					AC7755::	AC263::	AC161::	AC991::	AC694::	AC8627::	9W229::	
AC8918	DH4	1520	1525	1530	T1 -		YQB					AC7278::	AC716::	AC418::	AC7386::	AC7813::	AC177::	OS72::	
DL3743	CRJ	1533	1538	1600	T3 -		DTW					AC7773::	AC8918::	AC7256::	AC7405::	AC7795::	AC7795::	KL692::	
WG684	738	1545	1550		T1 -		VRA					AC190::	AC31::	AC7922::	AC7987::	AC7905::	AC8036::	AA3422::	
DL4126	CRJ	1548	1553	1630	T3 -		JFK					DL4124::		AC7713::	AC267::	AC8113::	AC8958::	AC7474::	
AC416	320	1500	1600	1500	T1 -		YUL					UA4645::		AC458::	DL4126::	AC8033::	WS1212::	AC8940::	
AC161	320	1600	1605	1600	T1 -		YVR					US3763::		DL3743::	WS717::	AC912::	WS266::	AC1127::	
AC418	320	1600	1605	1600	T1 -		YUL					WS658::		UA3476::	WS525::	DL5194::	WS368::	AC115::	
AC7256	BEH	1600	1605	1600	T1 -		YGK					WS270::		WS1210::		UA582::		AC1155::	
AC7922	CRJ	1600	1605	1600	T1 -		CLT					WS439::		WS366::		US3759::		AC420::	
WS590	73W	1600	1605	1600	T3 -		YUL					WS665::		WS590::		US3939::		AC460::	
AA3313	CR7	1600	1605	1600	T3 -		LGA							WS633::		WS592::		AC616::	
AC125	320	1600	1605	1600	T1 -		YYC									WS667::		AC720::	
UA3476	E70	1600	1605	1600	T1 -		IAD											AC8019::	
WS1210	736	1600	1605	1600	T3 -		LGA											AC872::	
WS366	736	1600	1605	1600	T3 -		YOW											AC7296::	
DL5194	CR7	1600	1605	1700	T3 -		ATL											AC8541::	
AC7713	DH1	1605	1610	1600	T1 -		YXU											AC1748::	

Mouse-over the flight to see particulars regarding the new requested slot time. Here, you can see that the new planned (PLND) time is 1600.

15/1400L 15/1800Z 0	15/1430L 15/1830Z 0	15/1500L 15/1900Z 13	15/1530L 15/1930Z 6
		AA1038::	AC8539::
		AC416::	AC8904::
		A AC416::	33::
		A SKD:1500	6::
		A PLND:1600	18::
		A DEICE PAD:	::
		A GATE:	::
		DL4124::	
		UA4645::	
		US3763::	
		WS658::	
		WS270::	
		WS439::	
		WS665::	

To move AC416 to the 1600 slot, click on the flight. It will become orange and the word **ALLOC** will appear over each time interval.

DEALLOC										Departure Slots									
ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC
15/1400L	15/1430L	15/1500L	15/1530L	15/1600L	15/1630L	15/1700L	15/1730L	15/1800L	15/1830L	15/1800Z	15/1830Z	15/1900Z	15/1930Z	15/2000Z	15/2030Z	15/2100Z	15/2130Z	15/2200Z	15/2230Z
0	0	13	6	14	10	15	10	44	0										
		AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	AC1117::	PK790::											
		AC416::	AC8904::	AC125::	AC718::	AZ651::	AC7368::	AA3544::											
		AC7755::	AC263::	AC161::	AC991::	AC694::	AC8627::	9W229::											
		AC7278::	AC716::	AC418::	AC7386::	AC7813::	AC177::	OS72::											
		AC7773::	AC8918::	AC7256::	AC7405::	AC7835::	AC7795::	KL692::											
		AC190::	AC31::	AC7922::	AC7987::	AC7905::	AC8036::	AA3422::											
		DL4124::		AC7713::	AC267::	AC8113::	AC8958::	AC7474::											
		UA4645::		AC458::	DL4126::	AC8033::	WS1212::	AC8940::											
		US3763::		DL3743::	WS717::	AC912::	WS266::	AC1127::											
		WS658::		UA3476::	WS525::	DL5194::	WS368::	AC115::											
		WS270::		WS1210::		UA582::		AC1155::											
		WS439::		WS366::		US3759::		AC420::											
		WS665::		WS590::		US3939::		AC460::											
				WS633::		WS592::		AC616::											
						WS667::		AC720::											

Click on **ALLOC** over 1600 to move the flight to this time slot.

Departure Slots									
15/1400L 15/1800Z 0	15/1430L 15/1830Z 0	15/1500L 15/1900Z 12	15/1530L 15/1930Z 6	15/1600L 15/2000Z 15	15/1630L 15/2030Z 10	15/1700L 15/2100Z 15	15/1730L 15/2130Z 10	15/1800L 15/2200Z 44	15/1830L 15/2230Z 0
		AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	AC1117::	PK790::	
		AC7755::	AC8904::	AC125::	AC718::	AZ651::	AC7368::	AA3544::	
		AC7278::	AC263::	AC161::	AC991::	AC694::	AC8627::	9W229::	
		AC7773::	AC716::	AC418::	AC7386::	AC7813::	AC177::	OS72::	
		AC190::	AC8918::	AC7256::	AC7405::	AC7835::	AC7795::	KL692::	
		DL4124::	AC31::	AC7922::	AC7987::	AC7905::	AC8036::	AA3422::	
		UA4645::		AC7713::	AC267::	AC8113::	AC8958::	AC7474::	
		US3763::		AC458::	DL4126::	AC8033::	WS1212::	AC8940::	
		WS658::		DL3743::	WS717::	AC912::	WS266::	AC1127::	
		WS270::		UA3476::	WS525::	DL5194::	WS368::	AC115::	
		WS439::		WS1210::		UA582::		AC1155::	
		WS665::		WS366::		US3759::		AC420::	
				WS590::		US3939::		AC460::	
				WS633::		WS592::		AC616::	
				AC416::		WS667::		AC720::	
								AC8019::	

The flight becomes green and will remain green until the airline acknowledges it on their terminal page.

You can move any flight to another column by clicking the flight first then clicking on the **ALLOC** button above that column.

Sometimes you may need to allocate a flight to a slot time that is not in view because it may be several hours into the future and this slot does not appear on the screen. If this is the case, ensure that you scroll using the double right arrow to move one column the right or the single right arrow to move four columns to the right. You must scroll to the desired time slot before you assign the slot.



NOTE: The left set of arrows perform the same function but in the other direction. The dot button displays the window to the current time.



NOTE: A green flight indicates a flight whose new time has not yet been acknowledged by the airline/requestor. After an interval of time the allocator may want to send a message on the Chat window (to be discussed later) reminding that carrier that they should acknowledge the change.

If you need to move an entire column to the left or right, click on the empty space above the time. Here, all flights in the 1630L slot need to be moved to the 1700L slot.

Departure Slots									
15/1400L 15/1800Z 0	15/1430L 15/1830Z 0	15/1500L 15/1900Z 12	15/1530L 15/1930Z 6	15/1600L 15/2000Z 15	15/1630L 15/2030Z 10	15/1700L 15/2100Z 15	15/1730L 15/2130Z 10	15/1800L 15/2200Z 43	15/1830L 15/2230Z 1
		AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	AC1117::	KL692::	PK790::
		AC7755::	AC8904::	AC125::	AC718::	AZ651::	AC7368::	AA3544::	
		AC7278::	AC263::	AC161::	AC991::	AC694::	AC8627::	9W229::	
		AC7773::	AC716::	AC418::	AC7386::	AC7813::	AC177::	OS72::	
		AC190::	AC8918::	AC7256::	AC7405::	AC7835::	AC7795::	AA3422::	
		DL4124::	AC31::	AC7922::	AC7987::	AC7905::	AC8036::	AC7474::	
		UA4645::		AC7713::	AC267::	AC8113::	AC8958::	AC8940::	
		US3763::		AC458::	DL4126::	AC8033::	WS1212::	AC1127::	
		WS658::		DL3743::	WS717::	AC912::	WS266::	AC115::	
		WS270::		UA3476::	WS525::	DL5194::	WS368::	AC1155::	
		WS439::		WS1210::		UA582::		AC420::	
		WS665::		WS366::		US3759::		AC460::	
				WS590::		US3939::		AC616::	
				WS633::		WS592::		AC720::	
				AC416::		WS667::		AC8019::	

“MOVE COLUMN LEFT” and “MOVE COLUMN RIGHT” will appear at the top.

◀ ◀ ●		MOVE COLUMN LEFT		Departure Slots		MOVE COLUMN RIGHT		▶▶ ▶	
15/1400L	15/1430L	15/1500L	15/1530L	15/1600L	15/1630L	15/1700L	15/1730L	15/1800L	15/1830L
15/1800Z	15/1830Z	15/1900Z	15/1930Z	15/2000Z	15/2030Z	15/2100Z	15/2130Z	15/2200Z	15/2230Z
0	0	12	6	15	10	15	10	43	1
		AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	AC1117::	KL692::	PK790::
		AC7755::	AC8904::	AC125::	AC718::	AZ651::	AC7368::	AA3544::	
		AC7278::	AC263::	AC161::	AC991::	AC694::	AC8627::	9W229::	
		AC7773::	AC716::	AC418::	AC7386::	AC7813::	AC177::	OS72::	
		AC190::	AC8918::	AC7256::	AC7405::	AC7835::	AC7795::	AA3422::	
		DL4124::	AC31::	AC7922::	AC7987::	AC7905::	AC8036::	AC7474::	
		UA4645::		AC7713::	AC267::	AC8113::	AC8958::	AC8940::	
		US3763::		AC458::	DL4126::	AC8033::	WS1212::	AC1127::	
		WS658::		DL3743::	WS717::	AC912::	WS266::	AC115::	
		WS270::		UA3476::	WS525::	DL5194::	WS368::	AC1155::	
		WS439::		WS1210::		UA582::		AC420::	
		WS665::		WS366::		US3759::		AC460::	
				WS590::		US3939::		AC616::	
				WS633::		WS592::		AC720::	
				AC416::		WS667::		AC8019::	

To move all flights from the 1630 column to the 1700 column, click MOVE COLUMN RIGHT. All flights will move to 1700.

Departure Slots									
15/1400L 15/1800Z 0	15/1430L 15/1830Z 0	15/1500L 15/1900Z 12	15/1530L 15/1930Z 6	15/1600L 15/2000Z 15	15/1630L 15/2030Z 0	15/1700L 15/2100Z 10	15/1730L 15/2130Z 15	15/1800L 15/2200Z 10	15/1830L 15/2230Z 43
		AA1038::	AC8539::	AA3313::		AC7358::	AA4331::	AC1117::	KL692::
		AC7755::	AC8904::	AC125::		AC718::	AZ651::	AC7368::	AA3544::
		AC7278::	AC263::	AC161::		AC991::	AC694::	AC8627::	9W229::
		AC7773::	AC716::	AC418::		AC7386::	AC7813::	AC177::	OS72::
		AC190::	AC8918::	AC7256::		AC7405::	AC7835::	AC7795::	AA3422::
		DL4124::	AC31::	AC7922::		AC7987::	AC7905::	AC8036::	AC7474::
		UA4645::		AC7713::		AC267::	AC8113::	AC8958::	AC8940::
		US3763::		AC458::		DL4126::	AC8033::	WS1212::	AC1127::
		WS658::		DL3743::		WS717::	AC912::	WS266::	AC115::
		WS270::		UA3476::		WS525::	DL5194::	WS368::	AC1155::
		WS439::		WS1210::			UA582::		AC420::
		WS665::		WS366::			US3759::		AC460::
				WS590::			US3939::		AC616::
				WS633::			WS592::		AC720::
				AC416::			WS667::		AC8019::

Note that all moved flights have turned green and must be acknowledged by the airline on their page.

You can also move more than one flight to a new slot by clicking on each flight individually. The flights will turn orange.

DEALLOC										Departure Slots									
ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC	ALLOC
15/1400L	15/1430L	15/1500L	15/1530L	15/1600L	15/1630L	15/1700L	15/1730L	15/1800L	15/1830L	15/1800Z	15/1830Z	15/1900Z	15/1930Z	15/2000Z	15/2030Z	15/2100Z	15/2130Z	15/2200Z	15/2230Z
0	0	12	6	15	0	10	15	10	43										
		AA1038::	AC8539::	AA3313::		AC7358::	AA4331::	AC1117::	KL692::										
		AC7755::	AC8904::	AC125::		AC718::	AZ651::	AC7368::	AA3544::										
		AC7278::	AC263::	AC161::		AC991::	AC694::	AC8627::	9W229::										
		AC7773::	AC716::	AC418::		AC7386::	AC7813::	AC177::	OS72::										
		AC190::	AC8918::	AC7256::		AC7405::	AC7835::	AC7795::	AA3422::										
		DL4124::	AC31::	AC7922::		AC7987::	AC7905::	AC8036::	AC7474::										
		UA4645::		AC7713::		AC267::	AC8113::	AC8958::	AC8940::										
		US3763::		AC458::		DL4126::	AC8033::	WS1212::	AC1127::										
		WS658::		DL3743::		WS717::	AC912::	WS266::	AC115::										
		WS270::		UA3476::		WS525::	DL5194::	WS368::	AC1155::										
		WS439::		WS1210::			UA582::		AC420::										
		WS665::		WS366::			US3759::		AC460::										
				WS590::			US3939::		AC616::										
				WS633::			WS592::		AC720::										
				AC416::			WS667::		AC8019::										

NOTE: You can also select multiple flights within the same time column.

You can sort your departure slot view in two ways: The Order Allocated or Alphabetically. Here the slots are sorted in the order allocated.

Sort Slot Columns: In Order Allocated									
Departure Slots									
15/1400L 15/1800Z 0	15/1430L 15/1830Z 0	15/1500L 15/1900Z 11	15/1530L 15/1930Z 5	15/1600L 15/2000Z 14	15/1630L 15/2030Z 3	15/1700L 15/2100Z 10	15/1730L 15/2130Z 15	15/1800L 15/2200Z 10	15/1830L 15/2230Z 43
		AA1038::	AC8539::	AA3313::	AC7278::	AC7358::	AA4331::	AC1117::	KL692::
		AC7755::	AC8904::	AC125::	AC263::	AC718::	AZ651::	AC7368::	AA3544::
		AC7773::	AC716::	AC418::	AC161::	AC991::	AC694::	AC8627::	9W229::
		AC190::	AC8918::	AC7256::		AC7386::	AC7813::	AC177::	OS72::
		DL4124::	AC31::	AC7922::		AC7405::	AC7835::	AC7795::	AA3422::
		UA4645::		AC7713::		AC7987::	AC7905::	AC8036::	AC7474::
		US3763::		AC458::		AC267::	AC8113::	AC8958::	AC8940::
		WS658::		DL3743::		DL4126::	AC8033::	WS1212::	AC1127::
		WS270::		UA3476::		WS717::	AC912::	WS266::	AC115::
		WS439::		WS1210::		WS525::	DL5194::	WS368::	AC1155::
		WS665::		WS366::			UA582::		AC420::
				WS590::			US3759::		AC460::
				WS633::			US3939::		AC616::
				AC416::			WS592::		AC720::
							WS667::		AC8019::

Here the slots are sorted alphabetically.

Sort Slot Columns:

Departure Slots									
15/1400L 15/1800Z 0	15/1430L 15/1830Z 0	15/1500L 15/1900Z 11	15/1530L 15/1930Z 5	15/1600L 15/2000Z 14	15/1630L 15/2030Z 3	15/1700L 15/2100Z 10	15/1730L 15/2130Z 15	15/1800L 15/2200Z 10	15/1830L 15/2230Z 43
		AA1038::	AC31::	AA3313::	AC161::	AC267::	AA4331::	AC1117::	9W229::
		AC190::	AC716::	AC125::	AC263::	AC718::	AC694::	AC177::	AA3422::
		AC7755::	AC8539::	AC416::	AC7278::	AC7358::	AC7813::	AC7368::	AA3544::
		AC7773::	AC8904::	AC418::		AC7386::	AC7835::	AC7795::	AC1127::
		DL4124::	AC8918::	AC458::		AC7405::	AC7905::	AC8036::	AC115::
		UA4645::		AC7256::		AC7987::	AC8033::	AC8627::	AC1155::
		US3763::		AC7713::		AC991::	AC8113::	AC8958::	AC133::
		WS270::		AC7922::		DL4126::	AC912::	WS1212::	AC137::
		WS439::		DL3743::		WS525::	AZ651::	WS266::	AC1748::
		WS658::		UA3476::		WS717::	DL5194::	WS368::	AC420::
		WS665::		WS1210::			UA582::		AC460::
				WS366::			US3759::		AC462::
				WS590::			US3939::		AC616::
				WS633::			WS592::		AC720::
							WS667::		AC7258::

NOTE: Flights that appear in mustard are Stack flights. These are flights that have not been given a slot time but they are placed in the first available time slot at the end of the program. Some examples of how you can manage the Stack flights are:

- You can manually allocate some or all of these flights to a time slot to give them a time and change the color to blue.
- You can extend the program to accommodate the stack flights.
- You can do nothing at all, especially if you anticipate the program ending at that time.

Departure Slots									
15/1400L 15/1800Z 0	15/1430L 15/1830Z 0	15/1500L 15/1900Z 12	15/1530L 15/1930Z 6	15/1600L 15/2000Z 15	15/1630L 15/2030Z 10	15/1700L 15/2100Z 15	15/1730L 15/2130Z 10	15/1800L 15/2200Z 43	15/1830L 15/2230Z 1
		AA1038::	AC8539::	AA3313::	AC7358::	AA4331::	AC1117::	KL692::	PK790::
		AC7755::	AC8904::	AC125::	AC718::	AZ651::	AC7368::	AA3544::	
		AC7278::	AC263::	AC161::	AC991::	AC694::	AC8627::	9W229::	
		AC7773::	AC716::	AC418::	AC7386::	AC7813::	AC177::	OS72::	
		AC190::	AC8918::	AC7256::	AC7405::	AC7835::	AC7795::	AA3422::	
		DL4124::	AC31::	AC7922::	AC7987::	AC7905::	AC8036::	AC7474::	
		UA4645::		AC7713::	AC267::	AC8113::	AC8958::	AC8940::	
		US3763::		AC458::	DL4126::	AC8033::	WS1212::	AC1127::	
		WS658::		DL3743::	WS717::	AC912::	WS266::	AC115::	
		WS270::		UA3476::	WS525::	DL5194::	WS368::	AC1155::	
		WS439::		WS1210::		UA582::		AC420::	
		WS665::		WS366::		US3759::		AC460::	
				WS590::		US3939::		AC616::	
				WS633::		WS592::		AC720::	
				AC416::		WS667::		AC8019::	

On this page, you can:

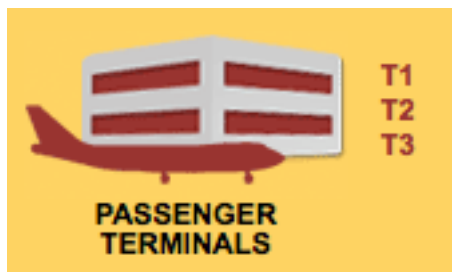
- Obtain/Request specific taxi times
- Revise or change the taxi time request
- View and acknowledge a taxi time allocation or change
- Cancel a flight
- Add a flight
- Exempt a flight

The basic concept and objective for requesting a taxi time is to meter the flow of traffic.

The way it works is:

- Airline obtains/requests a taxi time per flight
- The slot allocator reviews and allocates all taxi requests
- Airlines can modify their requested taxi times. Every effort is made to accommodate original and/or revised request times

Airlines can access their flights: on the specific terminal page where that flight operates (e.g., T-1), These are accessible by clicking on one of the links below.



The user will be taken to a page similar to the below (T-1) which shows slot times for each flight.

Departure Schedule

FLT	A/C Type	SKD	PLND TAXI	SLOT	ACTL PUSH	ATD	TRM/ GATE	DEICE PAD	DST	DEP FIX	EXEMPT/ CXLD	SLOT CHANGE
AC1	788	1400	1400	1400			T1 - 1-E78		NRT			
AC109	320	1400	1400	1400			T1 - 1-D40		YVR			
AC121	321	1400	1400	1400			T1 - 1-D45		YYC			
AC414	E90	1400	1400	1400			T1 - 1-D24		YUL			
AC7317	CRJ	1400	1400	1400			T1 - 1-F88		RDU			
AC7709	DH1	1400	1400	1400			T1 - 1-D12		YXU			
AC7775	DH1	1400	1400	1400			T1 - 1-D3		YYB			
AC7793	DH1	1400	1400	1400			T1 - 1-D10		YAM			
AC8111	CRA	1400	1400	1400			T1 - 1-F64		IAH			
AC454	E90	1410	1410	1400			T1 - 1-D34		YOW			
AC8822	CRJ	1410	1410	1400			T1 - 1-D36		YYG			
UA5265	CR7	1410	1410	1400			T1 - F64A		IAH			
AC1859	319	1415	1415	1400			T1 - 1-F57		PHX			
AC7375	E75	1415	1415	1400			T1 - 1-D32		YQR			
AC742	E90	1415	1415	1430			T1 - 1-F65		ORD			
AC7432	E75	1415	1415	1430			T1 - 1-F61		LGA			
AC7809	DH1	1415	1415	1430			T1 - 1-D11		YSB			▼

NOTE: The above view shows a screen with slots that have already been allocated with populated slot times (blue background). If slots were not allocated, the background would be yellow and slot times would not appear.

The slot times are populated automatically and are assigned in 30c minute intervals. Take a look at one flight in the departure schedule, AC121(third from top, above). This flight has a scheduled OUT time of 1400(SKD). A planned taxi time is shown as 1400 (PLND TAXI). The flight was assigned a slot time of 1400 (SLOT). The aircraft may taxi five minutes before or after the allocated time. There are a few ways to change a planned taxi time. To manually change it, click on the flight itself and enter the new info (shown below). Otherwise, the airlines or GTAA can update it in their system.

Flight	Airline	Arr/ Dep	Day	A/C Type	SKD	PLND TAXI	ACTL PUSH	ATD	TERM	GATE	DEICE PAD	DST	EXEMPT	CXLD	CANCEL
AC121	Air Canada	Dep	02	321	1400	1400			T1	1-D26		YYC	<input type="checkbox"/>	<input type="checkbox"/>	SUBMIT

This flight is now delayed two hours and wont be ready to take until 1600. Since this flight is not ready to taxi until 1600, you would type 1600 in the **PLND TAXI** field and click **SUBMIT**. Note that all times are local and must be written in a four digit 24- hour format.

Flight	Airline	Arr/Dep	Day	A/C Type	SKD	PLND TAXI	ACTL PUSH	ATD	TERM	GATE	DEICE PAD	DST	EXEMPT	CXLD	CANCEL
AC121	Air Canada	Dep	01	321	1400	1600			T1	1-D45		YYC	<input type="checkbox"/>	<input type="checkbox"/>	SUBMIT

1600 now appears next to the flight in the **PLND TAXI** column, which represents the time you wish that flight to taxi. The entire row turns purple indicating a new planned taxi time.

Departure Schedule													
	FLT	A/C Type	SKD	PLND TAXI	SLOT	ACTL PUSH	ATD	TRM/ GATE	DEICE PAD	DST	DEP FIX	EXEMPT/ CXLD	SLOT CHANGE
	AC1	788	1400	1400	1400			T1 - 1-E78		NRT			
	AC109	320	1400	1400	1400			T1 - 1-D40		YVR			
	AC121	321	1400	1600	1400			T1 - 1-D45		YYC			
	AC414	E90	1400	1400	1400			T1 - 1-D24		YUL			
	AC7317	CRJ	1400	1400	1400			T1 - 1-F88		RDU			
	AC7709	DH1	1400	1400	1400			T1 - 1-D12		YXU			
	AC7775	DH1	1400	1400	1400			T1 - 1-D3		YYB			
	AC7793	DH1	1400	1400	1400			T1 - 1-D10		YAM			
	AC8111	CRA	1400	1400	1400			T1 - 1-F64		IAH			
	AC454	E90	1410	1410	1400			T1 - 1-D34		YOW			
	AC8822	CRJ	1410	1410	1400			T1 - 1-D36		YYG			
	UA5265	CR7	1410	1410	1400			T1 - F64A		IAH			
	AC1859	319	1415	1415	1400			T1 - 1-F57		PHX			
	AC7375	E75	1415	1415	1400			T1 - 1-D32		YQR			
	AC742	E90	1415	1415	1430			T1 - 1-F65		ORD			
	AC7432	E75	1415	1415	1430			T1 - 1-F61		LGA			
	AC7809	DH1	1415	1415	1430			T1 - 1-D11		YSB			ACK

Once the slot allocator approves this time (to be discussed later), the flight will appear with a green background. An **ACK** button will appear in the SLOT CHANGE column. Click **ACK** to “acknowledge” to the slot allocator that you are aware of the new SLOT TIME (this will turn the background back to blue).

Departure Schedule

	FLT	A/C Type	SKD	PLND TAXI	SLOT	ACTL PUSH	ATD	TRM/ GATE	DEICE PAD	DST	DEP FIX	EXEMPT/ CXLD	SLOT CHANGE
	AC121	321	1400	1600	1600			T1 - 1-D26		YYC			ACK
	AC414	319	1400	1400	1400			T1 - 1-D28		YUL			
	AC7317	CRJ	1400	1400	1400			T1 - 1-F87		RDU			
	AC7709	DH1	1400	1400	1400			T1 - 1-D12		YXU			
	AC7775	DH1	1400	1400	1400			T1 - 1-D12		YYB			
	AC7793	DH1	1400	1400	1400			T1 - 1-D11		YAM			
	AC8111	CRA	1400	1400	1400			T1 - 1-F57		IAH			
	AC454	319	1410	1410	1400			T1 - 1-D31		YOW			
	AC8822	CRJ	1410	1410	1400			T1 - 1-D43		YYG			
	UA3450	E70	1410	1410	1400			T1 - F66B		IAH			
	AC1816	319	1415	1415	1400			T1 - 1-E78		NAS			
	AC7375	E75	1415	1415	1430			T1 - 1-D34		YQR			ACK
	AC742	E90	1415	1415	1430			T1 - 1-F55		ORD			ACK
	AC7432	E75	1415	1415	1430			T1 - 1-F62		LGA			ACK
	AC7809	DH1	1415	1415	1430			T1 - 1-D3		YSB			ACK
	AC8623	CRA	1415	1415	1430			T1 - 1-F64		ATL			ACK
	AC8916	DH4	1415	1415	1430			T1 - 1-D42		YQB			ACK

Note that if the flight that needs to be acknowledged is out of view, a double arrow indicating the direction that the flight is in will appear. Here, the double up arrow means that the **ACK** button is next to a flight that is hidden above. Click the arrow as many times as needed until you see the **ACK** button, then click the **ACK** button. You also may see a double down arrow if the acknowledgement needed is below the current view.

Departure Schedule													
	FLT	A/C Type	SKD	PLND TAXI	SLOT	ACTL PUSH	ATD	TRM/ GATE	DEICE PAD	DST	DEP FIX	EXEMPT/ CXLD	SLOT CHANGE
▲▲	AC121	321	1400	1400	1600			T1 - 1-D45		YYC			ACK
▲	AC414	E90	1400	1400	1400			T1 - 1-D24		YUL			
●	AC7317	CRJ	1400	1400	1400			T1 - 1-F88		RDU			
	AC7709	DH1	1400	1400	1400			T1 - 1-D12		YXU			
	AC7775	DH1	1400	1400	1400			T1 - 1-D3		YYB			
	AC7793	DH1	1400	1400	1400			T1 - 1-D10		YAM			
	AC8111	CRA	1400	1400	1400			T1 - 1-F64		IAH			
	AC454	E90	1410	1410	1400			T1 - 1-D34		YOW			
	AC8822	CRJ	1410	1410	1400			T1 - 1-D36		YYG			
	UA5265	CR7	1410	1410	1400			T1 - F64A		IAH			
	AC1859	319	1415	1415	1400			T1 - 1-F57		PHX			
	AC7375	E75	1415	1415	1400			T1 - 1-D32		YQR			
	AC742	E90	1415	1415	1430			T1 - 1-F65		ORD			
	AC7432	E75	1415	1415	1430			T1 - 1-F61		LGA			
	AC7809	DH1	1415	1415	1430			T1 - 1-D11		YSB			
	AC8623	CRA	1415	1415	1430			T1 - 1-F63		ATL			
▼▼	AC8916	DH4	1415	1415	1430			T1 - 1-D7		YQB			

To indicate that a flight has been cancelled, after clicking the flight, select the box under **CXLD** and click **SUBMIT**. This information will have an effect on the distribution of slots for other flights, since the total number of actual flights is changing.

<input type="checkbox"/>	CXLD	CANCEL
<input checked="" type="checkbox"/>	SUBMIT	

NOTE: If an aircraft does not need to be metered (e.g., the flight does not need deicing), it is considered to be exempt. To exempt an aircraft is a manual process. It should be noted in the chat (to be discussed later) or on the phone that this aircraft does not need to be deiced and is exempt from metering because of this. This flight will not get a slot time. When the slot manager deallocates the flight, the flight will appear with a yellow background (unassigned) in the terminal screen.

If a flight does not appear in the flight schedule (e.g., an added ferry flight), you can manually add the flight to the departure schedule. The entry field is located below the arrival schedule.

REFRESH Arrival Schedule								
▲	▲	▲	▲	▲	▲	▲	▲	▲
▼	▼	▼	▼	▼	▼	▼	▼	▼
●	FLT	From	A/C Type	SKD	ETA	ATA	TRM/ GATE	CXLD
	AC1233	RSW	320	1003	0948	0948	T1 -	
	AC1861	MCO	319	1004			T1 -	
	AC7484	DFW	E75	1007			T1 -	
	AC1120	YXE	E90	1017	1004		T1 -	
	AC258	YWG	319	1018	1021		T1 -	
	AC445	YOW	320	1018	0954	0954	T1 -	
	AC7471	EWR	E75	1018			T1 -	
	AC7250	YZR	BEH	1021			T1 -	
	AC405	YUL	321	1026	1021		T1 -	
	UA3860	EWR	DH4	1026			T1 -	
	AC705	LGA	E90	1029	1043		T1 -	
	AC609	YHZ	320	1033	1029		T1 -	
	AC7379	BOS	E75	1054			T1 -	
	AC1749	HAV	E90	1055	1028		T1 -	
	AC7804	YSB	DH4	1057	1124		T1 -	
▼	AC935	FLL	320	1058	1140		T1 -	
▼	AC7752	YQG	DH1	1059	1101		T1 -	

Flight:	<input type="text"/>	Departure ▾	Today ▾	EDIT / ADD
---------	----------------------	-------------	---------	------------

Add the flight ID beginning with the two-character IATA code followed by the flight number. Say flight AC9999 needs to be added to the departure schedule. Type AC9999, ensure Departure is selected, select today or tomorrow, and click EDIT/ADD. You can add a flight for up to 45 hours.

Flight:	<input type="text" value="AC9999"/>	Departure ▾	Today ▾	EDIT / ADD
---------	-------------------------------------	-------------	---------	------------

Fill in the appropriate fields, most importantly the SKD time and the PLND TAXI time.

Flight	Airline	Arr/ Dep	Day	A/C Type	SKD	PLND TAXI	ATD	TERM	GATE	DEICE PAD	DST	EXEMPT	CXLD	CANCEL
AC9999	Air Canada	Dep	10	319	1030	1100		T1			LGA	<input type="checkbox"/>	<input type="checkbox"/>	SUBMIT

The flight will be added to the Departure Schedule, sorted by **SKD** time.

REFRESH Arrival Schedule									Departure Schedule													
▲	FLT	From	A/C Type	SKD	ETA	ATA	TRM/ GATE	CXLD	▲	FLT	A/C Type	SKD	PLND TAXI	SLOT	ACTL PUSH	ATD	TRM/ GATE	DEICE PAD	DST	DEP FIX	EXEMPT/ CXLD	
●	AC7986	STL	CRJ	1338	1332	1332	T1 - 1-F36		●	AC5	77W	1340	1340		1339		T1 - 1-E75		HND			
	AC8620	ATL	CRA	1339	1318		T1 - 1-F63		●	UA3532	E70	1358	1358				T1 - F66A		ORD			
	AC1156	YEG	320	1342	1328		T1 - 1-D35			AC1	788	1400	1400				T1 - 1-E78		NRT			
	AC7942	MSP	CRA	1346	1342	1342	T1 - 1-F62			AC109	320	1400	1400				T1 - 1-D40		YVR			
	AC7714	YXU	DH1	1352	1716		T1 - 1-D1			AC121	321	1400	1400				T1 - 1-D45		YYC			
	AC695	YYT	319	1355	1338	1338	T1 - 1-D37			AC414	E90	1400	1400				T1 - 1-D24		YUL			
	AC122	YYC	320	1356	1344	1344	T1 - 1-D31			AC7317	CRJ	1400	1400				T1 - 1-F88		RDU			
	AC8917	YQB	DH4	1357	1330	1330	T1 - 1-D9			AC7709	DH1	1400	1400				T1 - 1-D12		YXU			
	UA5095	IAD	CR7	1358	1355		T1 - 168A			AC7775	DH1	1400	1400				T1 - 1-D3		YYB			
	AC264	YWG	E90	1405	1345		T1 - 1-D20			AC7793	DH1	1400	1400				T1 - 1-D10		YAM			
	AC453	YOW	E90	1405	1347		T1 - 1-D22			AC8111	CRA	1400	1400				T1 - 1-F64		IAH			
	OS71	VIE	767	1410	1413		T1 -			AC454	E90	1410	1410				T1 - 1-D34		YOW			
	AC711	LGA	E90	1413	1354		T1 - 1-F55			AC8822	CRJ	1410	1415				T1 - 1-D36		YYG			
	AC7828	YTS	DH1	1413	1356		T1 - 1-D10			UA5265	CR7	1410	1410				T1 - F64A		IAH			
	AC883	CPH	788	1414	1443		T1 - 1-E71			AC1859	319	1415	1415				T1 - 1-F57		PHX			
	AC825	AMS	763	1415	1403		T1 - 1-E80			AC7375	E75	1415	1415				T1 - 1-D32		YQR			
▼	UA3914	EWR	E70	1415	1406		T1 - 166B		▼	AC742	E90	1415	1415				T1 - 1-F65		ORD			

The flight will appear with a yellow background, since the **SLOT** time has not been assigned. Once the **PLAND TAXI** time is approved by the allocator, the background will turn blue and a **SLOT** time will appear. Every effort is made by the allocator to assign a **SLOT** time as close as possible to the **PLND TAXI** time.

NOTE: Always be aware of the time that you are assigned by the allocator. It may not always be the exact time that you requested.

NOTE: The “**ATD**” is the “Actual Departure Time” (wheels up) and will become populated once the aircraft becomes airborne based on **PASSUR** surveillance data. The background will also turn white.

NOTE: The slot manager will have to go to a **PASSENGER TERMINALS** page (any terminal) to add a flight.

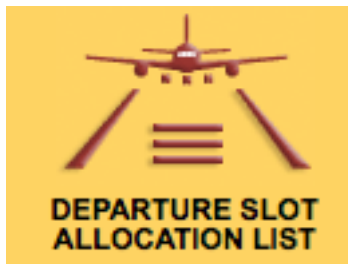
VIEWING SLOT TIMES (FOR ALL USERS)

Overview: This section describes how to view the read-only list of all slots that have been allocated.

On this page, you can:

- View a list of slot times

To view a list of assigned taxi slot times, click on Departure Slot Allocation List on the home page.



Here, you can view what has been assigned.

REFRESH									
Departure Slots									
15/1630L	15/1700L	15/1730L	15/1800L	15/1830L	15/1900L	15/1930L	15/2000L	15/2030L	15/2100L
15/2030Z	15/2100Z	15/2130Z	15/2200Z	15/2230Z	15/2300Z	15/2330Z	16/0000Z	16/0030Z	16/0100Z
3	10	15	14	11	12	12	10	10	13
AC7278::	AC7358::	AZ651::	9W229::	AA1040::	AA1586::	AC7290::	AA3335::	AC424::	AA3630::
AC263::	AC718::	AA4331::	AC7258::	AC830::	LH471::	AC7757::	AC269::	AC464::	BA92::
AC161::	AC991::	AC694::	OS72::	AC7983::	AF351::	AC7831::	AC7247::	AC7815::	AC8942::
	AC7386::	AC7813::	AC814::	AC8920::	AC878::	AC856::	AC739::	AC880::	AC1185::
	AC7405::	AC7835::	AC133::	AC462::	AC7388::	AC511::	AC7797::	AC724::	AC426::
	AC7987::	AC7905::	AC137::	AC793::	AC7719::	AC7476::	AC620::	AC7759::	AC696::
	AC267::	AC8113::	AC7934::	UA4811::	AC7939::	UA3837::	AC7487::	AC890::	AC466::
	DL4126::	AC8033::	DL5029::	WS370::	AC157::	WS1214::	AC7777::	AC191::	AC759::
	WS717::	AC912::	UA4528::	WS441::	AC722::	WS596::	AC149::	WS1216::	AC7721::
	WS525::	DL5194::	US3771::	WS677::	DL3875::	WS671::	US3773::	WS1118::	AC787::
		UA582::	WS323::	WS369::	UA3858::	WS328::			UA4881::
		US3759::	WS529::		US3775::	WS340::			WS268::
		US3939::	WS594::						WS480::
		WS592::	WS719::						
		WS667::							

Remember, green indicates that the slot time has been changed by the allocator but not yet acknowledged by the airline. Once acknowledged, it turns blue. All colors that appear to the airline and the slot allocator also appear on the “view” list, so that viewers are always aware of the status of a sequence request. This page updates instantly as soon as an airline or the allocator makes a change. During the initial allocation of slots if a flight is delayed it will appear green. If there is no delay it will appear blue. If you mouse-over a flight, you will see more information about that flight.

REFRESH										Departure Slots									
15/1630L	15/1700L	15/1730L	15/1800L	15/1830L	15/1900L	15/1930L	15/2000L	15/2030L	15/2100L	15/2030Z	15/2100Z	15/2130Z	15/2200Z	15/2230Z	15/2300Z	15/2330Z	16/0000Z	16/0030Z	16/0100Z
3	10	15	14	11	12	12	10	10	13										
AC7278::	AC7358::	AZ651::	9W229::	AA1040::	AA1586::	AC7290::	AA3335::	AC424::	AA3630::										
AC263::	AC718::	AA4331::	AC7258::	AC830::	LH471::	AC7757::	AC269::	AC464::	BA92::										
AC161::	AC991::	AC694::	OS72::	AC7983::	AF351::	AC7831::	AC7247::	AC7815::	AC8942::										
	AC7386::	AC7813::	AC814::	AC8920::	AC878::	AC856::	AC739::	AC880::	AC1185::										
	AC7405::	AC7835::	AC133::	AC462::	AC7388::	AC511::	AC739::	AC739::	AC426::										
	AC7987::	AC7905::	AC137::	AC793::	AC7719::	AC7476::	AC739::	AC739::	AC696::										
	AC267::	AC8113::	AC7934::	UA4811::	AC7939::	UA3837::	AC739::	AC739::	AC466::										
	DL4126::	AC8033::	DL5029::	WS370::	AC157::	WS1214::	AC739::	AC739::	AC759::										
	WS717::	AC912::	UA4528::	WS441::	AC722::	WS596::	AC149::	WS1216::	AC7721::										
	WS525::	DL5194::	US3771::	WS677::	DL3875::	WS671::	US3773::	WS1118::	AC787::										
		UA582::	WS323::	WS369::	UA3858::	WS328::			UA4881::										
		US3759::	WS529::		US3775::	WS340::			WS268::										
		US3939::	WS594::						WS480::										
		WS592::	WS719::																
		WS667::																	

REAL TIME COMMUNICATION CHAT (FOR ALL USERS):

Overview: This section describes how to communicate in real time with anyone who is logged in.

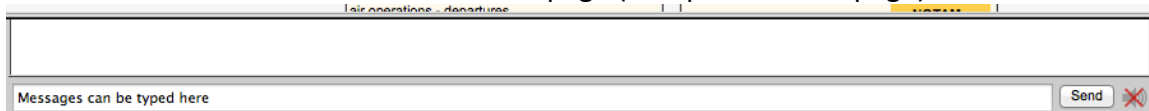
Chat is used to:

- Manage exempt flights
- Manage General Aviation flights
- Manage Cancelled flights
- Update airport conditions
- Enhance situational awareness
- Ask questions

On these pages, you can:

- Chat with others
- Determine who is online and what page that person is on.

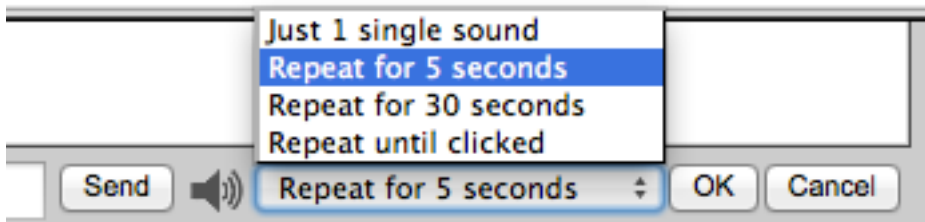
Chat is located at the bottom of the each page (except the home page) at all times.



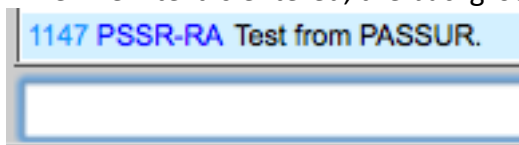
You can use the chat window to communicate with anyone who is logged in. To activate chat alert sounds, click the speaker symbol to the right of the Send button to remove the X over the speaker.



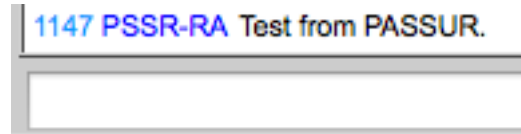
When you do this, various options for the duration of the sound is available to you.



When new text is entered, the background will appear in blue.



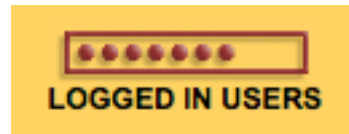
To turn the background back to white to indicate you've read it, click on the blue.



When you logged in to Toronto **PASSUR OPSnet** initially, if you entered your chat ID (your initials), your chat ID will appear next to your login to help you identify yourself to others in the chat.

NOTE: All chat messages are saved. You can access chat history in the archive.

Before sending a message, you should see who is logged in to Toronto **PASSUR OPSnet**. To see who is online in real time, click Logged In Users.



A list of those currently logged in will appear, including the last time and screen visited.

User	Session Name	URL	Start Time	Last Time	Last Screen	Session ID	Count
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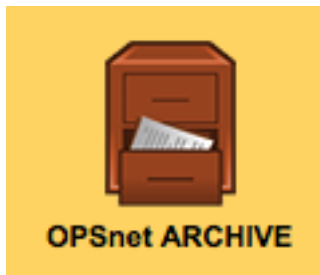
ACCESSING ARCHIVE INFORMATION (FOR ALL USERS):

Overview: This section describes how to run historical reports.

On this page, you can:


- Select a particular type of report
- Select a date/time range for the report
- Use Filters
- Sort the report
- Download the report


From the home page, click [OPSnet ARCHIVE](#).



You'll see the following. Search criteria are on the left side.

Report Type:
Departure Cancellations ▾

Start Date: 09/19/2013  **Time:** 0000

End Date: 09/19/2013  **Time:** 2359

Optional Filters:

Airline(s)

Flight ID(s)

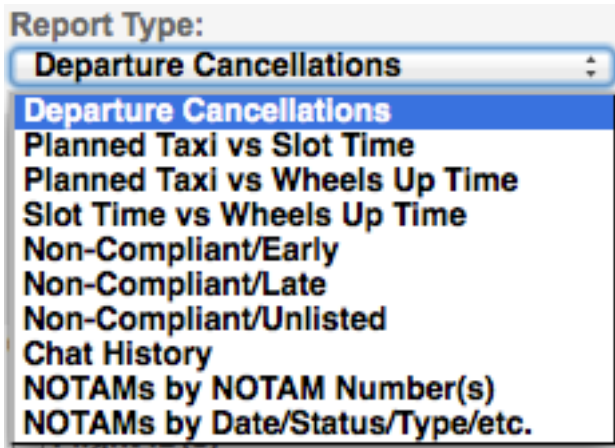
Sort Order: **Date & Time** ▾

Display Size: **25** ▾ rows/page

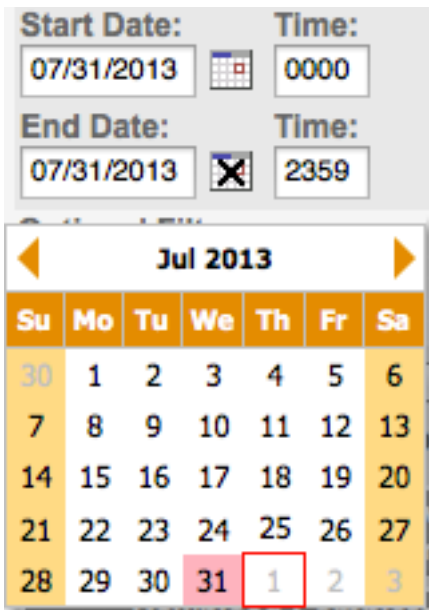
Display Results **Download to Spreadsheet**

Select the type of report you want to run. Various types of reports are available from the Report Type dropdown.

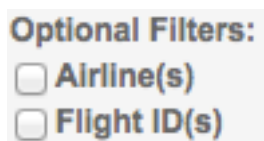
The report types are:



For all reports except NOTAM reports, you'll need to select a start/end date and time. When you click on the calendar icon, a calendar will appear for you to select a date.



For Departure Cancellations, Planned Taxi vs Slot time, Planned Taxi vs Wheels Up Time and Slot Time vs Wheels Up Time, there are two optional filters available to you.



If you select Airline(s), a list of airlines becomes available to you. You can select one or more airlines from the list.

Optional Filters:

Airline(s)

Currently selected:

None selected - Please select one or more airlines from the list below

- AER LINGUS - EI
- AERO MEXICO - AM
- AIRBORNE EXPRESS - GB
- AIR CANADA - AC
- AIR FRANCE - AF
- AIR JAMAICA - JM
- AIR TRAN AIRWAYS - FL
- ALASKA AIRLINES - AS

If you select Flight ID(s), you can manually type one or more flight IDs or IATA airline prefixes (separated by commas).

Optional Filters:

Airline(s)

Flight ID(s)

You can sort the report in two ways.

Sort Order: **Date & Time**

Display Size: **Date & Time**
Flight ID

Note that the reports Non-Compliant/Early and Non-Compliant/Late show an additional field allowing you to define the threshold for Early or Late in minutes.

Threshold for "Early" = 10 (min.)

Threshold for "Late" = 10 (min.)

The Chat History report only allows you to search by date and time.

The NOTAMs by Number report allows you to enter the year and NOTAM number.

Year Issued (UTC):

Notam Number(s)

The NOTAMs by Date/Status/Type/etc. report allows you to search by 5 optional filters.

Optional Filters:

- Current NOTAM Status
- NOTAM Type(s)
- NOTAM Origin
- NOTAM Words in Text
- NOTAM Originator

You can also select the number of rows per page to display on the web page.

Display Size: rows/page

25

50

100

200

300

400

Display Results

Download to Spreadsheet

Download Set

Complete Data sheet

If you click “Display Results,” the information will populate on the web page.

Display Results

Planned Push vs Slot Time

Results 1-25 of 2120

Page 1

Page (1-85):

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Date	FLT	A/C Type	SKD	PInd Taxi 1	Req Slot 1	Actual Slot 1	Actual Dep	Term /Gate	DEST	Dep Fix	Num Slots	Num PInd Taxi	Num SKD	Last Slot	Last Taxi	Last Taxi-Last Slot
2013-07-28	US1963	319	05:00				05:28		CLT		0	0	0			
2013-07-28	UA275	320	05:00				05:13		IAH		0	0	0			
2013-07-28	NK103	320	05:20						MYR		0	0	0			
2013-07-28	FL166	717	05:25				05:30		ATL		0	0	0			
2013-07-28	UA1126	739	05:30				05:35		ORD		0	0	0			
2013-07-28	US1069	320	05:30				05:45		PHL		0	0	0			
2013-07-28	AA505	757	05:35				05:48		MIA		0	0	0			
2013-07-28	UA363	752	05:45				06:02		IAD		0	0	0			
2013-07-28	AA2421	757	05:45				05:58		DFW		0	0	0			
2013-07-28	WN909	733	05:50						BWI		0	0	0			
2013-07-28	B6917	E90	05:51				06:00		JFK		0	0	0			
2013-07-28	FL683	717	06:00				06:09		BWI		0	0	0			
2013-07-28	DL2079	319	06:00				06:15		DTW		0	0	0			
2013-07-28	DL3333	CR9	06:00				06:19		JFK		0	0	0			
2013-07-28	B649	320	06:00				06:16		MCO		0	0	0			
2013-07-28	UA239	752	06:00				06:13		LAX		0	0	0			
2013-07-28	AA1633	738	06:00				06:11		ORD		0	0	0			
2013-07-28	DL415	320	06:00				06:10		ATL		0	0	0			
2013-07-28	UA246	752	06:04				06:07		SFO		0	0	0			
2013-07-28	UA1152	738	06:05				06:17		EWR		0	0	0			
2013-07-28	DL809	320	06:05				06:20		MSP		0	0	0			
2013-07-28	US1107	321	06:15				06:28		CLT		0	0	0			
2013-07-28	AA1763	738	06:15				06:29		JFK		0	0	0			
2013-07-28	B6269	320	06:20				06:43		FLL		0	0	0			
2013-07-28	B62283	E90	06:25				06:24		RDU		0	0	0			

If you click Download To Spreadsheet, the data will open in an Excel Spreadsheet.

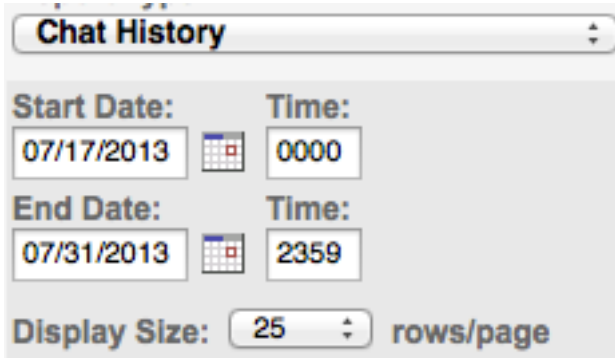
[Download to Spreadsheet](#)

	A	B	C	D	E
1	Date	FLight	A/C Type	SKD	
2	7/28/13	US1963	319	5:00	
3	7/28/13	UA275	320	5:00	
4	7/28/13	NK103	320	5:20	
5	7/28/13	FL166	717	5:25	
6	7/28/13	UA1126	739	5:30	
7	7/28/13	US1069	320	5:30	
8	7/28/13	AA505	757	5:35	
9	7/28/13	UA363	752	5:45	

You can also download the Complete Data Set To a Spreadsheet (for Planned Push vs. Slot Time only).

Download Complete Data
Set to Spreadsheet

To run a report for chat history, the only search criteria are the date and time range and the display size.



The screenshot shows a search interface for chat history. At the top is a dropdown menu labeled "Chat History". Below it are two rows of input fields. The first row is for the "Start Date" (07/17/2013) and "Time" (0000). The second row is for the "End Date" (07/31/2013) and "Time" (2359). At the bottom, there is a "Display Size" dropdown set to "25" and the text "rows/page".

LOGGING OUT (FOR ALL USERS):

Overview: This section describes how to logout of Toronto **PASSUR OPSnet**.

On this page, you can:

- Logout

To logout, go to the home page and click the LOGOUT button or simply close your browser.

