

	General Aviation Slot Management	
	USER MANUAL	

General Aviation Slot Management

(Prior Permissions Required Management)

USER MANUAL

EN System powered by GESAC SpA & Software Design Ltd.

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1 GENERAL DESCRIPTION

1.1 PURPOSE OF THE SYSTEM

The system allows for computerized management of airport PPRs, *Prior Permissions Required*, and has the goal of receive and record in chronological order the requests received from Operators/Airlines and/or from subjects delegated by them (Handlers).

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2 FEATURES DESCRIPTION

2.1 SYSTEM STRUCTURE

The system PPR and compound from a “**Environment Portal**” and a “**Environment Back-Office**”.

The portal and the environment dedicated to the Operator/ Airline Operator and/or to persons delegated by them, usable within of the site institutional. By accessing the *Reserved Area* on the portal, the Operator, or the Handler on behalf of the latter, independently manages their own PPR requests. This management includes the possibility of:

- to submit to the manager airport the own availability requests
- modify and/or delete such requests
- consult the historical from the requests made and the relative state.

All the operations carried out on a PPR is tracked to allow for subsequent consultations.

For to take advantage of the services to disposition from the system General Aviation Slot Management, it is mandatory to request the subscription before you can enter your accounting data for the invoicing of the rights. An authorized operator must accept the subscription request and assign a Username *for* subsequent access to the reserved functions of the portal. The official interlocutors of the system are the Operators/Airline Operators, although the Handlers can access the system on behalf of the former.

For the management of PPR requests there is a dedicated section of the portal to provide the Operator/Airline Operator and/or persons delegated by them, who need to request the availability of a stand at Gesac Spa, an intuitive, protected and personalized consultation and management environment. Thus, the Operator/Airline Operator and/or the person delegated by them has the possibility to independently manage their requests.

The Back-Office environment, on the other hand, can be used from within the AOSNice IT platform, and allows you to manage portal subscription requests and parking requests submitted by the Operator/Airline Operator and/or by subjects delegated by them. The implementation of an automatic email notification mechanism allows the Operator/Operator and/or subjects delegated by them to be updated in real time on the status of the requests.

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3 SUPPORTED PROCESSES

3.1 CLASSIFICATION FROM THE USER TYPES

The typologies of users that they use This system Yes distinguish in two categories:

- Aircraft operators/operators and/or persons delegated by them who use the portal environment
- Backoffice operators (Gesac Spa) who access from the *framework* AOSnice to the back-office environment.

3.2 PROCESSES REFERENCE OPERATIONS

The operating procedure that is adopted with the PPR management information system is detailed below:

- If the Operator/Airline and/or persons delegated by them are not registered on the web portal, they must make an explicit request using the appropriate form in the Reserved Area. A Gesac Spa operator carefully analyses the requests and confirms or rejects the registration. After confirmation/rejection of the registration, an email will send the subscriber the Credentials for accessing the Reserved Area of the portal.
- The possible statuses for subscription requests are:
 - New
 - Accepted
 - Suspended
 - Rejected
- The Operator/Airline Operator or Handler accesses the portal with their own credentials
- The Operator/Air Carrier or Handler submits the PPR request.
- The request enters an "ordered queue" by submission date, to highlight its processing status which can be:
 - Pending: request awaiting processing
 - Rejected: request rejected
 - Accepted: request accepted
 - In negotiation: negotiation in progress
 - Cancelled: cancelled Alone if there request and in state of Pending or Accepted.
- Operators authorized to use the request management application present in AOS, proceed with the management of the list. In particular:
 - Once a request has been selected, the operator asks the system to verify its acceptability and the system will be able to provide the operator with the following responses:
 - Request acceptable with indication of the stand assignable
 - Request acceptable in band timetable next at the request, but of the same

	<h2 style="color: blue;">General Aviation Slot Management</h2>	
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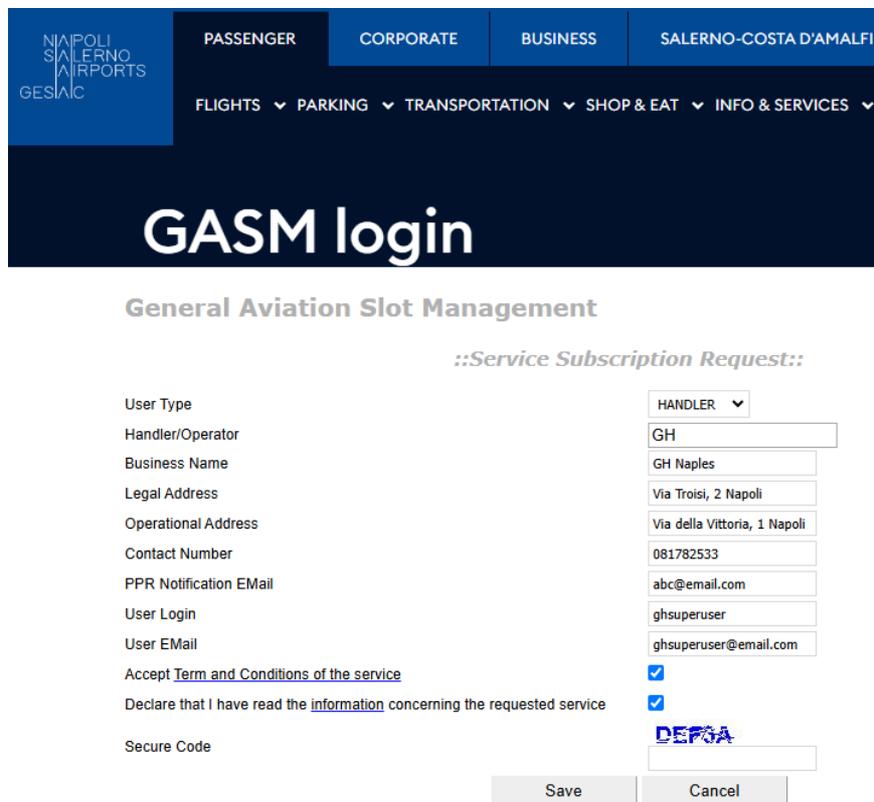
duration as the original request

- Request not acceptable due to unavailability of stands or incompatibility between aircraft dimensions and logical *clearances* of stands dedicated to General Aviation
- Obtained there response from system the Gesac operator Spa can:
 - Force the proposed stand, possibly also using stands reserved for commercial aviation
 - Validate the status of the request
- To every change of state the computer system performs the following actions:
 - Acceptance:
 - Automatic sending of acceptance notification email to the Operator/Airline
 - Automatically send acceptance notification email to the selected Handler
 - Generation automatic of the cycle flight in ATM.
 - Rejection:
 - Sending e-mail automatic of notification refusal to the Operator/Airline Operator and/or Handler.
 - Negotiation:
 - Automatic email notification of new possible times to the Operator/Airline and the selected Handler
 - The state of update from the request he comes Always shown on the portal
 - If the PPR is accepted, the system updates the status of the PPR in the list by changing it to “Accepted”, automatically generating the flight cycle in ATM
 - Passed The period of wait configured the state will come automatically set to “Denied”
 - Cancellation:
 - Automatic sending of cancellation notification email to the operator/Airline and the selected Handler
 - Cancellation logic of the cycle flights in ATM.

4 PORTAL ENVIRONMENT

4.1 REQUEST OF REGISTRATION

To use the services offered by the web portal, it is necessary for the Operator/Airline Operator and/or persons delegated by them to send in advance a request of subscription. There submission of a request of Registration on the portal takes place by filling out a simple form in which the Operator / Handler must indicate their personal data. The service is potentially available 24 hours a day but can only be provided during the operating hours of the Apron Management offices.



The screenshot shows the 'GASM login' page. At the top, there is a navigation bar with tabs for 'PASSENGER', 'CORPORATE', 'BUSINESS', and 'SALERNO-COSTA D'AMALFI'. Below the navigation bar, there are dropdown menus for 'FLIGHTS', 'PARKING', 'TRANSPORTATION', 'SHOP & EAT', and 'INFO & SERVICES'. The main heading is 'GASM login' with the subtitle 'General Aviation Slot Management'. Below this, there is a section titled '::Service Subscription Request::' containing a registration form.

User Type	HANDLER
Handler/Operator	GH
Business Name	GH Naples
Legal Address	Via Troisi, 2 Napoli
Operational Address	Via della Vittoria, 1 Napoli
Contact Number	081782533
PPR Notification EMail	abc@email.com
User Login	ghsuperuser
User EMail	ghsuperuser@email.com
Accept Term and Conditions of the service	<input checked="" type="checkbox"/>
Declare that I have read the information concerning the requested service	<input checked="" type="checkbox"/>
Secure Code	DEFOA

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Figure 1 - Request of registration

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The applicant who intends to register on the GASM portal must insert the following fields:

- **User type:** selectable from a list populated with the values "Handler" and "Operator"
- **Handler/Operator:** an automatic list is presented based on the type of user previously selected. If the value corresponding to your user is missing, the operator can enter free text
- **Company Name**
- **Registered office address**
- **Operational headquarters address**
- **24/7 telephone contact**
- **PPR Notification Email:** email address to which all communications relating to PPR requests are to be sent
- **User Login:** Username of the user who is Superuser (i.e. the manager of company data and additional company accounts)
- **User Email:** email of the user who is Superuser, used to send notifications relating to the management of the personal account of the user registered with the registration request.

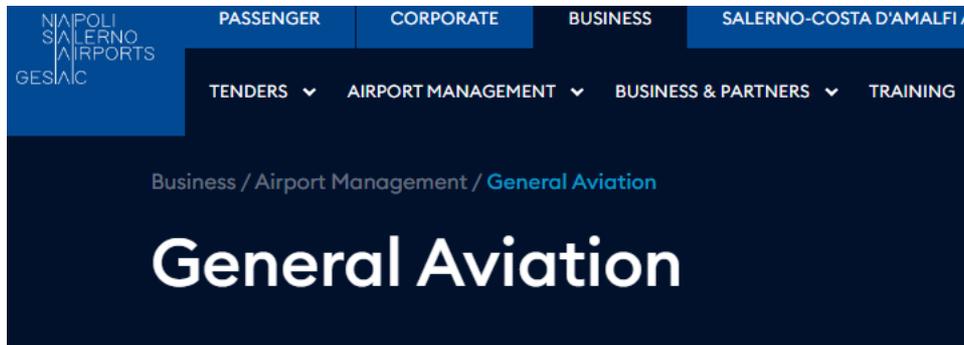
If “Yes” click on *links* “**Terms and Conditions of Service**” or “**Information**” and it opens in overlay from the masks which present all the information on the requested service.

From the mask and possible to carry out the following operations:

- **Save the registration request.** Before accepting the request, the system verifies the uniqueness of the Username chosen by the user, the possible presence of the same "Handler/Operator", and the presence of all the mandatory fields if not, the system warns the user with an error message, re-proposing the request form with the data already entered. The acceptance by the system of the registration request consists, first in the automatic sending of a notification email with which, among other things, the instructions necessary to complete the registration are communicated, which will be followed, in the event of acceptance, by a subsequent email with the access credentials.
- **Cancelling the request.**

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4.2 ACCESS TO THE PORTAL



Dear air carriers, handlers and operators,
 Welcome to Gesac's new computerized PRR management – General Aviation Slot M system.

The G.A.S.M. system, accessible by a simple subscription procedure, allows users to and consult PPR (Prior Permission Required) requests on-line.

Each Operator /Aircraft Operators or handlers registered to the platform has the op easy-to-use data consultation and management environment, as well as to check o the availability of stands through the query of a special table referring to each time Thanks to its multiple functionalities the G.A.S.M. system, in compliance whit what e Regulations and, in accordance with the devices regulating the matter, attributes fu process of managing General Aviation slot requests, facilitaitng the participation o

Login

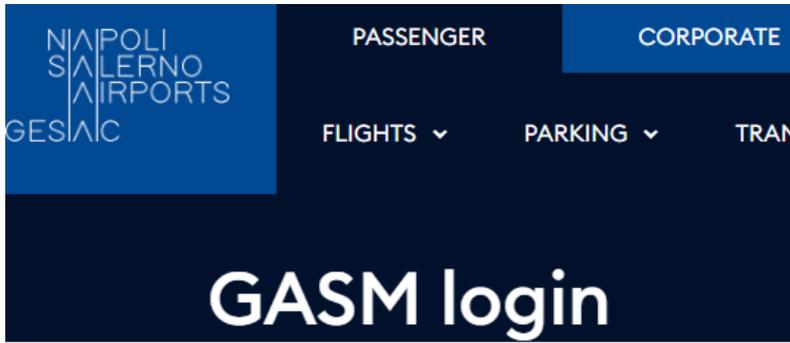
general aviation slot management

[Access to reserved area](#)

The request management features are only available after accessing the reserved area through the insertion Of *Username* and *Password*. After having had access at the in their own area, the Operator/Airline Operator or the person delegated by them has access to a personalized, flexible environment that is accessible via a simple Internet browser.

In case it is selected for the first time a session of work, the system presents the *Login* mask for entering the *Username* and *Password* obtained during registration on the portal.

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User

Password

otherwise [Register for the service](#)

[Forgotten password?](#)

Figure 2 - Mask Of Access

If the credentials inserted isn't correct, appears the mask that warns the user it not has been recognized, by clicking on "Ok" you return to the login page.

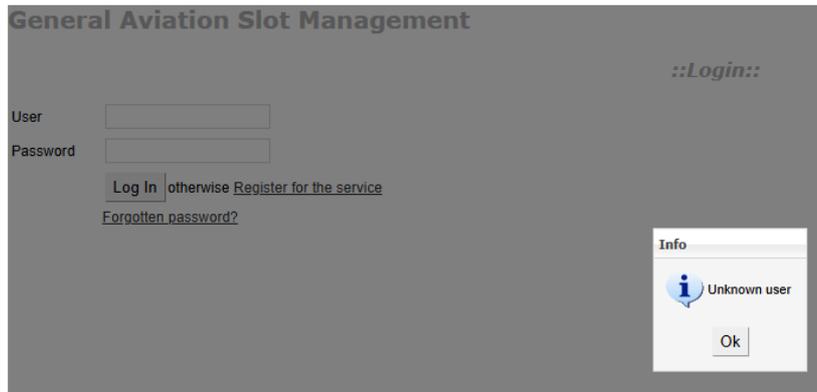
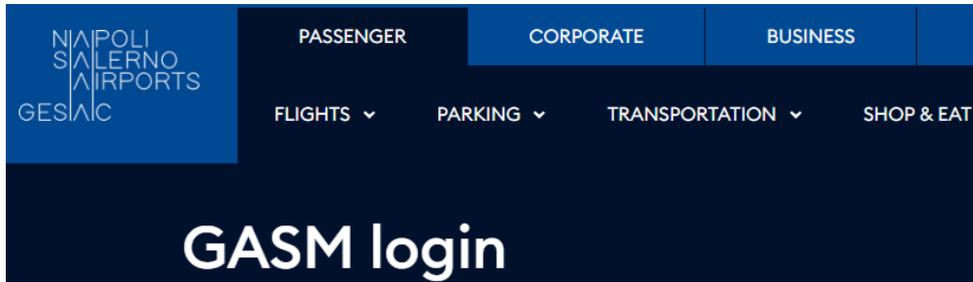
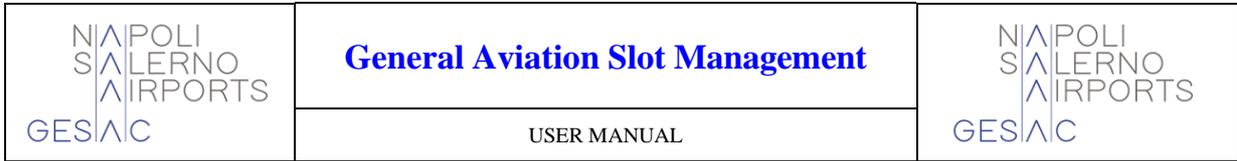
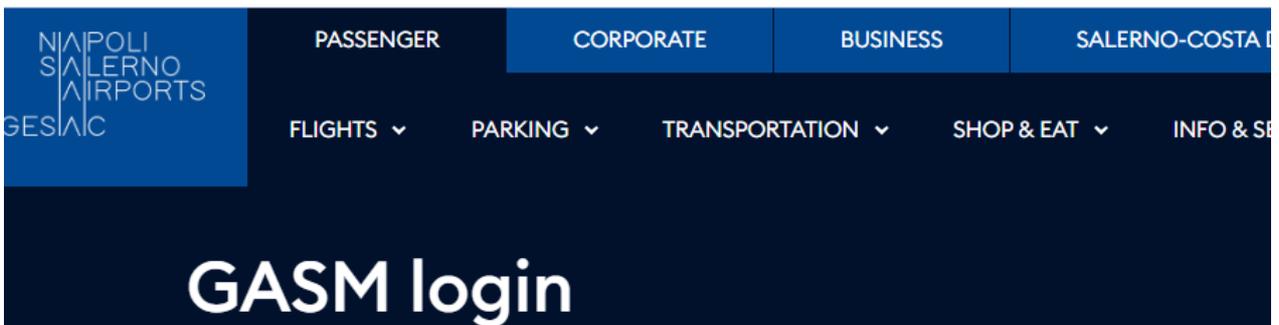


Figure 3 - Access rejected

If, however, the user is correctly recognized, the portal's "Homepage" opens, from where it is always possible to return to any other section of the portal you are in.



General Aviation Slot Management

::Home Page::

Edit Profile	View and Manage Organization details, define and modify additional users
Password Management	Change Password
PPR Requests Management	To view and submit PPR Requests
Logout	Exit

Figure 4 - Home Page

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4.3 MANAGEMENT DATA PERSONAL DATA

It is important to underline that all operations to modify personal data are granted exclusively to the *Superuser*, that is, to the person who forwarded the request for registration. In no case is it possible for the user to change the *Username* to access the system. In case of modification/addition/removal of users they are automatically updated the information in the User Manager system.

All personal data management operations are handled by the *Superuser* while the user is allowed to operate autonomously only in two cases:

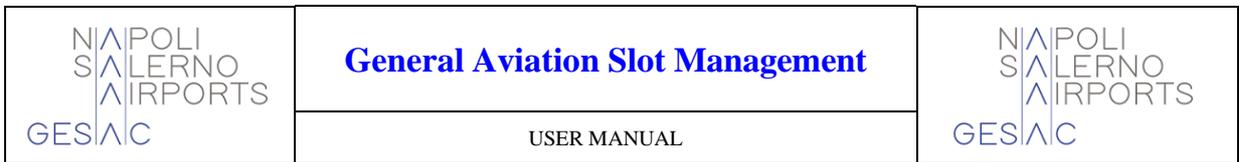
- Lost Password Request
- Change password

After having had access to the area reserved of the portal web through the own credentials, The Operator/Airline Operator or the person delegated by them has the possibility to carry out the following operations:

- modify your personal data
- save the changes made to the personal data
- add new users by clicking the “New User” button.

Saving or cancelling the changes made is done via the buttons “**Save**” and “**Cancel**” buttons at the edge of the mask.

Any changes to be made in the "Users" section, however, are made by selecting the row and clicking the pen icon () to make changes, or alternatively the red X () to perform a deletion. In both cases, however, a mask dedicated to edit operations opens.



::Registration Data::

User Type: HANDLER
 Handler/Operator: SK
 Business Name: SKY SERVICES SPA
 Legal Address: VIA GUANTAI NUOVI 16,8C
 Operational Address: AEROPORTO NAPOLI CAPC
 Contact Number: 3
 PPR Notification EMail: @skyservices.it

Users

Username	Superuser	EMail		
SCOGN	No	amiglio@sit		
NAPP	No			
SKYNAP	Yes	@skyservices.it		
GMAT	No	@outlook.it		
VIEW	No			

Figure 5 - Management data personal data

From the “Personal Data Management” form, by clicking the “New User” field, the *Superuser*, i.e. the registration administrator, can access the “New User” form and register a new user by assigning him a *Username* and entering an email address. At the end of the registration, the new user will receive, at the address specified, an email with their password created in automatic from the system. In This way only the user will know the password.



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::New User::

Username:
 EMail:

Figure 6 - Insertion new user

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4.4 REQUEST CREDENTIALS OF ACCESS LOST

In case of loss of the *Password*, the Operator/Handler can make a new request by requesting it again, logging in at the mask of "Access" through the insertion of your *Username*.

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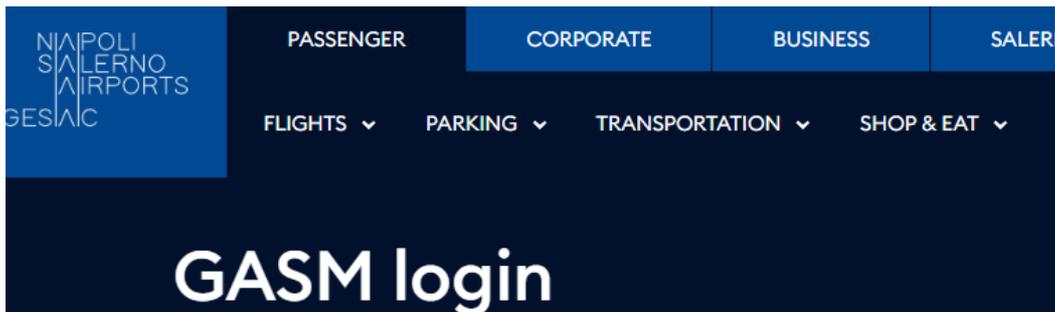
::Accesso::

Username

Password

oppure [Sottoscrivi il Servizio](#)

For security reasons, the system regenerates the password for accessing the Reserved Area. However, the user always has the possibility to change it at any time, through the appropriate section for modifying personal data.



General Aviation Slot Management

::Forgot User/Password::

User

Password

otherwise [Register for the service](#)
[Forgotten password?](#)

Figure 7 - Recovery credentials

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4.5 CHANGE PASSWORD

By selecting the “Change Password” option from the “Homepage” a form appears that allows you to change your *password* by entering your *username* and *control code*.

The screenshot shows the top navigation bar of the GASM system. The logo for Napoli Salerno Airports (GESAC) is on the left. The navigation menu includes 'PASSENGER', 'CORPORATE', 'BUSINESS', and 'SAL'. Below the navigation bar, there are links for 'FLIGHTS', 'PARKING', 'TRANSPORTATION', and 'SHOP & EAT'. The main heading is 'GASM login'.

The 'Change Password' form is displayed below the heading. It includes the following fields and buttons:

- Username:** ghexample01
- Secure Code:** 929E2 (displayed in a blue font with a red 'X' over it)
- Input Secure Code:** 929E2
- Buttons:** Submit and Cancel

Figure 8 - Change password

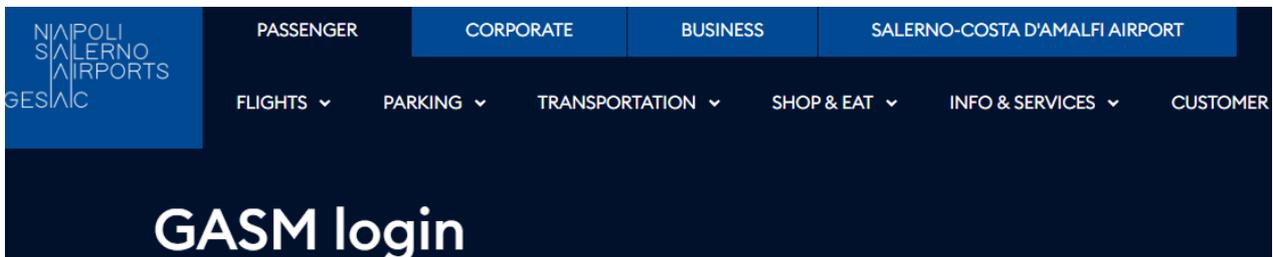
By submitting the request, you will receive a new password to your email address.

4.6 MANAGEMENT REQUESTS

After accessing the Reserved Area of the web portal using their credentials, the Operator/Air Operator or Handler has the possibility to consult the existing requests and their outcome. From the mask in question, the operator can make the following choices by using the "function keys" located in the lower and central part of the screen *by clicking on*:

- **Home:** return to the main page
- **Back:** return to the previous page
- **New Request:** Enter a new request

To perform a search, however, you need to (after having set the desired search parameters) click on **"Show Requests"**.



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::View and Manage PPR Requests::

Requests from (UTC) 

A/C Reg.

Status

Request Num.	Req.Date (UTC)	Operator	ETA-ETD (UTC)	A/C Reg.	Aircraft	Handler	Status	Stand	PPR	
315	30/10 08:48	SEASKY	08/11 13:45 - 08/11 14:15	IFLRI	146	SK	Accepted	23	SKY-8003	Details
316	04/11 14:16	SKY JET AVIATION	08/11 15:30 - 08/11 15:45	CNRNY	AA5	SK	Accepted	23	SKY-8004	Details
317	04/11 14:46	SKY SERVICES	08/11 14:30 - 08/11 14:45	IDENI	BR17	SK	Cancelled			Details
318	04/11 14:52	SKY SERVICES	08/11 14:30 - 08/11 14:45	DEDNY	AA5	SK	Cancelled			Details
319	05/11 09:47	SKY SERVICES	08/11 14:30 - 08/11 16:00	DEDNY	AA5	SK	Cancelled			Details
320	05/11 09:49	SKY SERVICES	08/11 14:00 - 08/11 14:45	DEDNY	AA5	SK	Pending			Details



Figure 9 - Request Management

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The main page of the “Request Management” section presents the list of all requests, including those still awaiting an outcome (status “Pending” or “In Negotiation”).

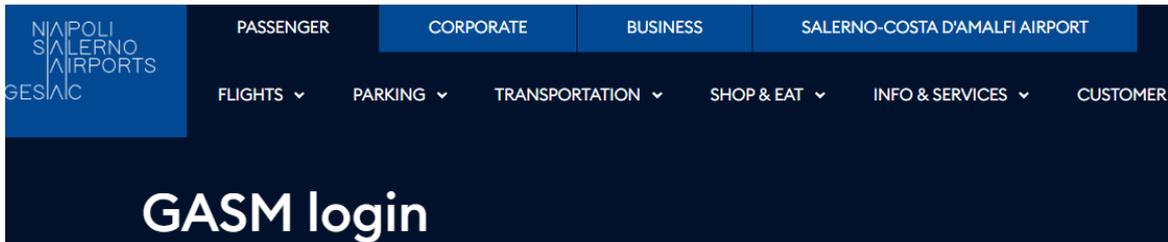
For requests in *the Negotiation status*, both the requested times and those proposed as alternatives are displayed. The mask, however, shows some parameters that define the requests to be displayed. The fields to select are the **Requested Date** from which to start the search, a mandatory field, the **Aircraft Registration Number** and the **Status** of the request which can be:

- **Accepted**
- **Rejected**
- **Pending**
- **Cancelled**
- **In Negotiation**
- **All**
- **To Be Evaluated, i.e. all requests Pending and Under Negotiation.**

In case of selection of the field "**Details**" (present to end line of everything is fine request of Fig.9), it makes available a new form that shows the details of the selected request.

4.6.1 Details Request

The mask of "Details Request" show everyone the details from the request selected. The operations that the user can perform from this mask are:



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::Request Details::

REQ.DATE 22/08/2024 10.45 REQ.NUM 103

OPERATOR	A/C REGISTRATION	A/C TYPE	SEATS	HELICOPTER
ABA.AIR	IPSCU	BE4	8	<input type="checkbox"/>

HANDLER	FLIGHT QUALIFICATION	Accepted
SKY SERVICES SPA	TAXI	PPR NO:

ARRIVAL (UTC)	FROM	CALL SIGN Inbound
22/08/2024 15:00	NAP/LIRN - Capodichino	IPSCU

DEPARTURE (UTC)	TO	CALL SIGN Outbound
22/08/2024 15:15	CAT/LPCS - TIRES	IPSCU

Additional information

Note

History of Changes

Date/Time	User	User Type	Changed	From	To
22/08/2024 12.45	SKYNAP	Handler	(All)		(New)

<<Home	<Back	Cancel	Availability
Accept	Reject	Save	Cancel

<<Home	<Back	Cancel	Availability
Accept	Reject	Save	Cancel

Figure 11 - Details Request

If the request is in the "Pending" or "Accepted" status, the applicant has the option to cancel or modify it. If you want to modify a request, the unique information that they will be able to be subject to edit without that this entails the loss of the priority achieved, are:

- **A\C Registration (aircraft registration number)**
- **Origin**
- **Destination**

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- **Call Sign**
- **Number of seats.**

In the case of an “Accepted” request, the information:

- **A\C registration (aircraft registration number)**
- **Origin**
- **Destination**

They can only be changed once.

It’s important underline, relatively to the case overexposed, That edit from the aircraft registration is only permitted if the change refers to an aircraft model of equal or smaller size than the one originally entered when the request was accepted.

If the Operator/ Airline Operator or the person delegated by them needs to modify other information, they will necessarily have to cancel the current request and insert a new one, thus losing the priority achieved up to that point. There, cancellation from the request and alone a cancellation logic and it reported in the ATM system if the request is in the "Accepted" status.

The possible request in state “In Negotiation” can be Alone accepted or rejected.

Successful acceptance, rejection, cancellation and modification operations are notified to all interested parties (the Operator/Airline, Handler who forwarded the request, Gesac Spa) by sending an e-mail to the relevant addresses configured in the registry.

Finally, the “Change History” section presents the list of all actions carried out over time on the specific request, indicating:

- Date/time of change
- Username of the user
- User type
- Variator field
- old field value
- new field value.

Handler field, however, can be modified by selecting items from the drop-down menu if the *logged-in user* operates on behalf of an Airline Operator/Operator, otherwise it appears read-only.

In the example mask (see fig. 11) there is a representation of the Handler who is viewing the Request.

4.6.2 New Request

From the “Consultation and Management of Requests” form, see paragraph 4.1.6 - fig. 9, it is possible, by clicking the “New Request” button, to make a new PPR request. The service is potentially available 24 hours a day but can only be provided during the operating hours of the Apron Management offices. This opens the form shown below (fig. 12), through which The Operator/Airline Operator and/or the person delegated by them has the possibility to submit their request to the airport manager (Gesac Spa). From the required input mask, it is possible to:

- Save the entered request
- Cancel the current request


PASSENGER
CORPORATE
BUSINESS
SALERNO-COSTA D'AMALFI AIRPORT

FLIGHTS ▾
PARKING ▾
TRANSPORTATION ▾
SHOP & EAT ▾
INFO & SERVICES ▾
CUSTOMER CARE ▾

GASM login

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::New Request::

REQ.DATE - REQ.NUM -

OPERATOR	A/C REGISTRATION	A/C TYPE	SEATS	HELICOPTER
SEASKY	IFDED	BE4	8	<input type="checkbox"/>

HANDLER	FLIGHT QUALIFICATION
SKY SERVICES SPA	TAXI ▾

ARRIVAL (UTC)	FROM	CALL SIGN Inbound
14/11/2024 16:30	PMO/LICJ	12

DEPARTURE (UTC)	TO	CALL SIGN Outbound
14/11/2024 16:45	CTA/LICC	233

Additional information

Note

<<Home
<Back
Availability
Save
Cancel

Figure 12 - Insertion new request

The fields from insert are:

- **Operator:** automatically default in case of Login as a Merchant. Alternatively, to be selected from a drop-down menu
- **A/C Registration:** selectable from a self-complete box. In case of absence in the list, the operator has the possibility to manually insert the new registration number. In this case it will also be mandatory to insert all the data in the figure below.

Please fill MTOW, A/C Type ICAO / IATA, Wingspan, Length fields below

Additional information			
MTOW	A/C Type ICAO / IATA	Wingspan	Length
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **A/C Type** is read-only, inherited from the selected aircraft registration, if found in the registration database.
- **Seats:** number of seats present in the commercial configuration of the aircraft. The field is automatically set to the number of seats present in the AODB registration data but remains editable by the operator.
- **Handler:** automatically default when logging in as Handler. Alternatively, select from a drop-down menu.
- **Flight Qualification:** to be entered by selecting the value from the list.
- **Arrival:** date/time of arrival.
- **From:** departure port.
- **Call Sign Inbound:** Enter manually.
- **Departure:** departure date/time.
- **To:** destination port.
- **Call Sign Outbound:** to be entered manually.

After have confirmed the insertion from the request, The system carries out automatically the following operations:

- Check if there is availability of stands
- If not, reject the request by re-displaying the form with the relevant error code
- If there is availability:
 - Automatically assigns a protocol number and submits the request, in “Pending” status, to the request management module
 - Send an “acceptance” email to the Merchant and Handler indicated in the request
 - Send an email to the airport manager notifying them that a new request has been submitted and the assigned protocol number.

4.6.3 Availability Pitches

The “Availability of Pitches” form allows you to check the availability status of the pitch stands. Their availability is divided into fifteen-minute time slots.

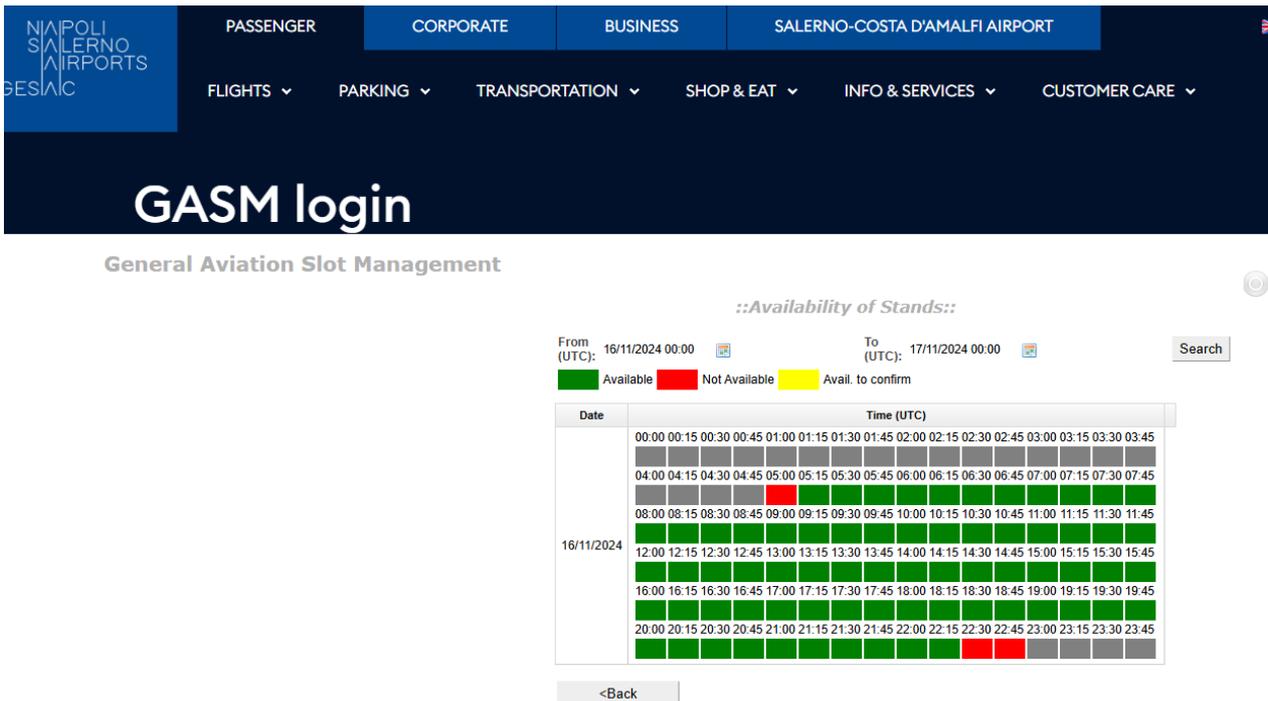


Figure 13 – Pitch Availability

The colors of the selected slot/time slot represent the following statuses:

- **Red:** There are no stands available for halftime
- **Yellow:** there are stands already reserved
- **Green:** All stands are free.