

Quick Reference Guide Ramp Traffic Console (RTC)

This document describes the RTC and is meant to be a quick start guide. The RTC User Manual and other training materials are available for detailed user instructions.

For help, call or text: 704.802.2589

1 Getting Started

Step 1: Hover over the green bar to populate the menu.

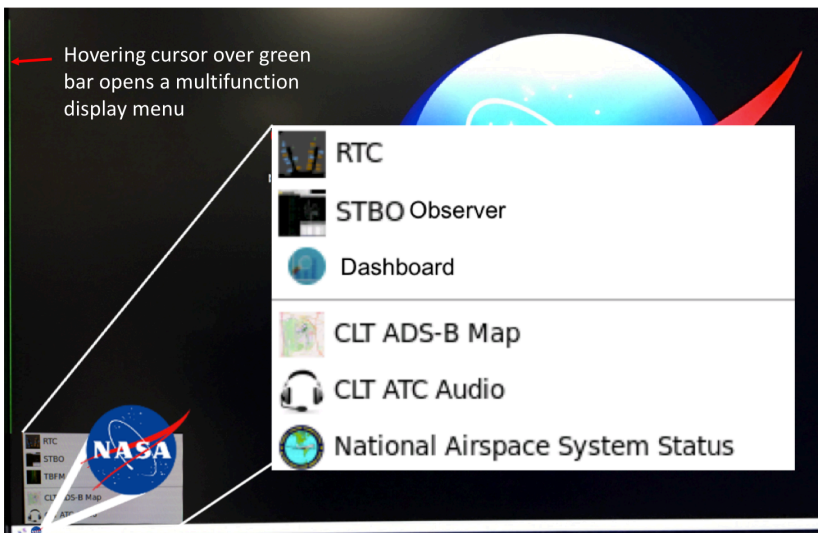
Step 2: Select “My Desktop” from the top of the menu.



Step 3: Click on the NASA icon on the bottom left corner (the start menu).

Step 4: Select the option for the “RTC”.

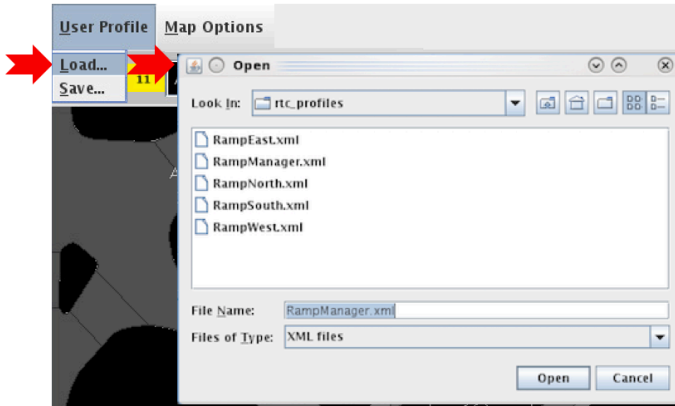
Step 5: Wait for the RTC to load. This may take a few minutes.



2 Load a Profile or Save a New User Profile

To Load an existing User Profile:

Step 1: Under RTC User Profile menu, select Load.

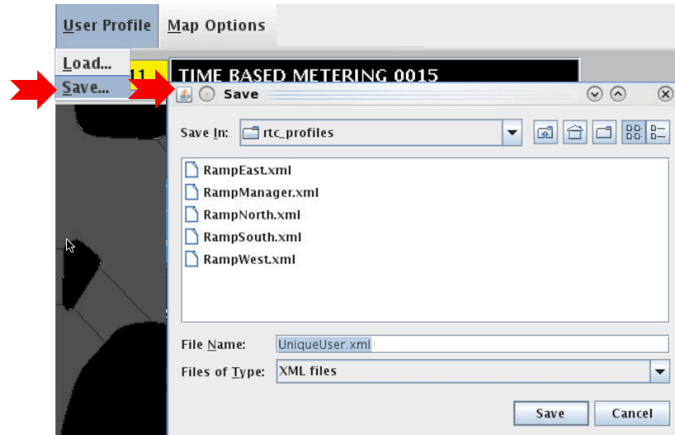


Step 2: Select a file from the existing RTC Profiles.

Step 3: Click the “Open” button.

To Save a User Profile:

Step 1: Under RTC User Profile, select Save.

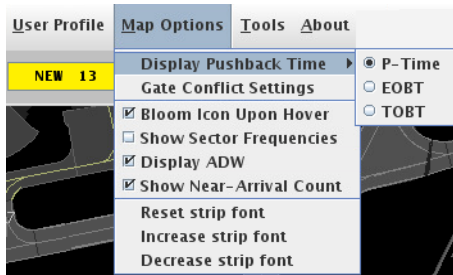


Step 2: Type in a unique User Profile name, then select Save.

3 Map Options

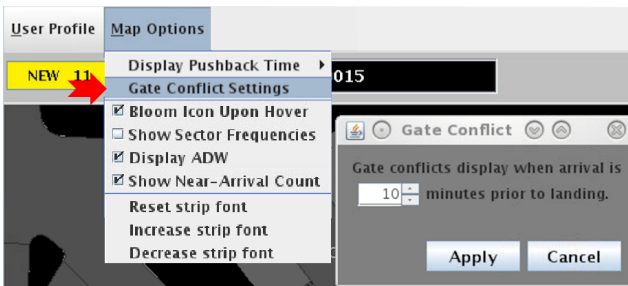
Display Pushback Time:

Under the Map Options Display Pushback Time Menu, choose what time to display on the flight strips (P-Time, EOBT, or TOBT).



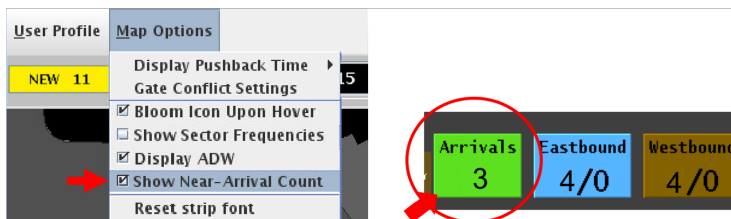
Gate Conflict Settings:

Under Map Options Gate Conflict Settings menu, set when to display Gate Conflicts.



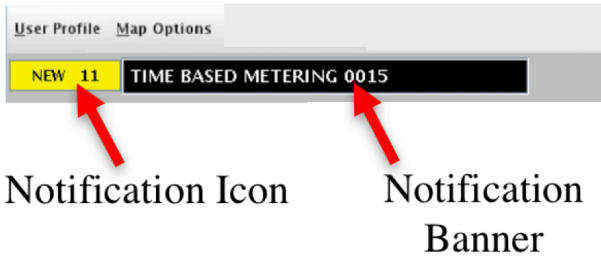
Show Near Arrival Count:

Under Map Options, check the box to Show Near Arrival count.



4 Notifications

New Notifications are displayed in the notification banner.



The number of new notifications is displayed in the icon. Click on the icon to acknowledge new notifications.

Click on the Banner to display all notifications since 0400 of the current day.

Reported	Event Type	Description	Event Start	Event End	Details
7/3/18 1408	TMI	APREQ to ORD	7/3/18 1400	7/3/18 1630	OIS:
7/3/18 1315	TMI	APREQ to ORD	7/3/18 1100	7/3/18 1315	Expired
7/3/18 1309	TMI	APREQ to DCA	7/3/18 1300	7/4/18 0200	OIS: INCL BARMY KILNS
7/3/18 1230	TMI	APREQ to IAH	7/3/18 1030	7/3/18 1230	Expired
7/3/18 1111	Airport	North	7/3/18 1111		
7/3/18 1111	Airport	N.Normal	7/3/18 1111		
7/3/18 1111	Airport	VMC	7/3/18 1111		
7/3/18 1109	TMI	APREQ to LGA	7/3/18 1100	7/4/18 0200	OIS: INCL BARMY KILNS
7/3/18 1048	TMI	APREQ to JFK	7/3/18 1000	7/3/18 1048	Cancelled
7/3/18 1008	TMI	APREQ to EWR	7/3/18 1000	7/4/18 0200	OIS: INCL BARMY KILNS
7/3/18 0818	Ramp	RAMP OPENED	7/3/18 0818		
7/3/18 0818	Metering Mode	NO METERING	7/3/18 0030		
7/3/18 0818	Airport	South.Conv		7/3/18 0030	
7/3/18 0818	Airport	S.Normal		7/3/18 0030	
7/3/18 0818	Airport	VMC		7/3/18 0030	
7/3/18 0818	Airport	South.Sim	7/3/18 0030	7/3/18 1111	
7/3/18 0818	Airport	S.Normal	7/3/18 0030	7/3/18 1111	
7/3/18 0818	Airport	VMC	7/3/18 0030	7/3/18 1111	

Click anywhere inside panel to acknowledge all new notifications.

Any cancelled notifications have a row highlighted in blue.

7/3/18 1111	Airport	VMC	7/3/18 1111		
7/3/18 1109	TMI	APREQ to LGA	7/3/18 1100	7/4/18 0200	OIS: INCL BA
7/3/18 1048	TMI	APREQ to JFK	7/3/18 1000	7/3/18 1048	Cancelled
7/3/18 1008	TMI	APREQ to EWR	7/3/18 1000	7/4/18 0200	OIS: INCL BA
7/3/18 0818	Ramp	RAMP OPENED	7/3/18 0818		

Cancellation

5 Set and Save Views

Set and save up to three views to quickly toggle between views.



Step 1: Adjust display to desired view, select Set, then Select View 1.

Step 2: Adjust display to desired view, select Set, then Select View 2.

Step 3: Adjust display to desired view, select Set, then Select View 3.

Step 4: Select View 1, View 2, or View 3 to quickly toggle between views.

Adjust zoom level:

Use these buttons to adjust zoom, or use mouse scroll wheel.



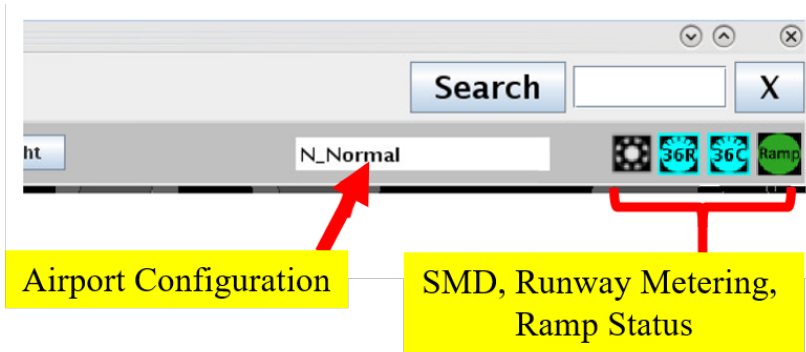
Rotate View or Reset View

Rotate the map view Left or Right or, use the Reset view button to reset the view to default sector view.



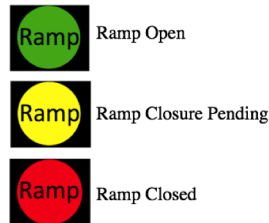
6 Search Feature and Status Icons

Search for callsign, flight number, destination airport or departure fix. The search result(s) are marked with a yellow circle on the RTC display.



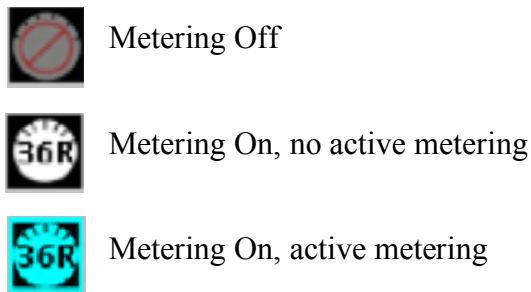
Ramp Status Icons

Ramp status icons display the current state of the Ramp, as set by the Ramp Manager.



Runway Metering Status Icons

Runway metering status icons provide information about the status of metering for each departure runway independently.



7 Flight Strips and Flight Icons



Westbound flights are brown.



Eastbound flights are blue.



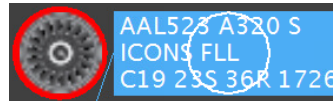
Arrivals are green.



Icons are hollow if there is no track data.



After pushback, a yellow engine icon indicates spool-up.



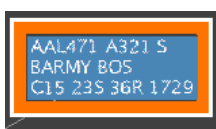
Red engine icon indicates air-start.



Flights sent to the hardstand have a yellow box. Arrivals also have a count up timer to show total time in hardstand.



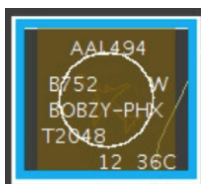
Red box indicates a hold on a flight. Count up timer shows duration of the hold.



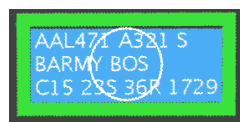
Heavies have an orange and white border.



Super types have a thick white boarder.



757s have a blue and white boarder.



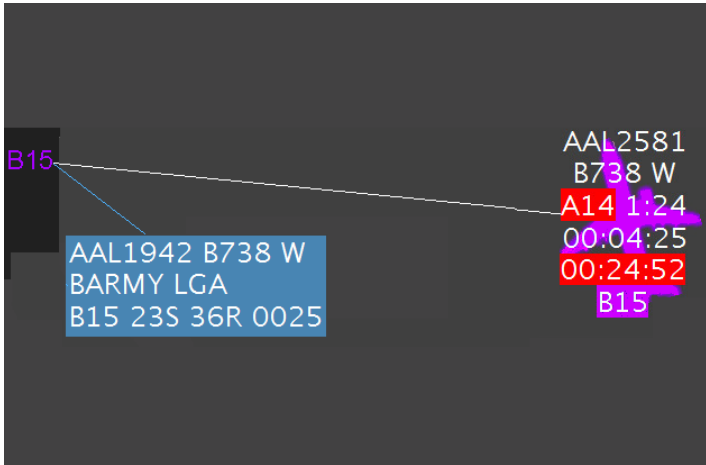
Priorities have a green border.

8 Gate Conflict Alerts

Gate Conflicts are indicated by a magenta gate number and a magenta arrival icon

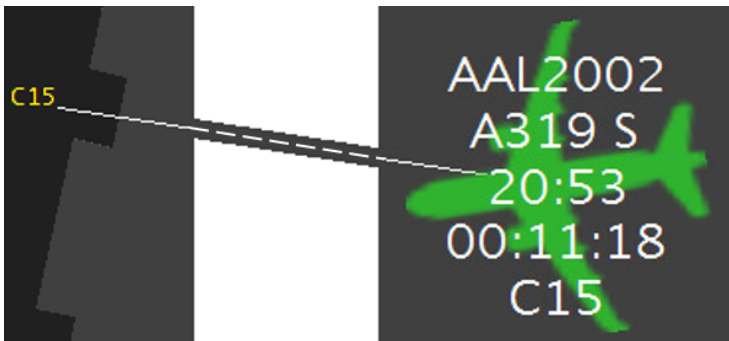
Click on the arrival or the gate number to draw a “tether line” between them

Click on any arrival icon to tether to the assigned gate.



B15

A yellow gate number indicates that the arrival for that gate has landed. Click on arrival or gate to draw a tether line between them.

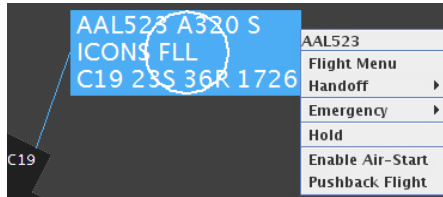


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9 Right Click Mouse Menu

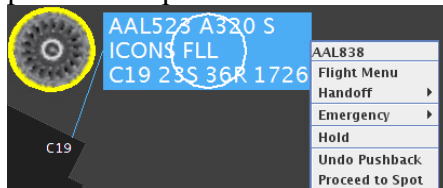
Use the right click mouse menu to pushback, undo pushback, proceed, or hold.

Pushback:



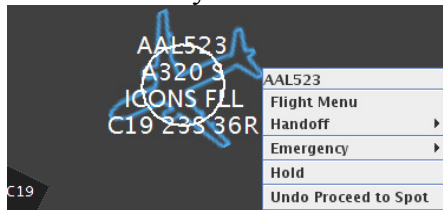
Proceed:

Click engine icon or use right click menu to proceed to spot.



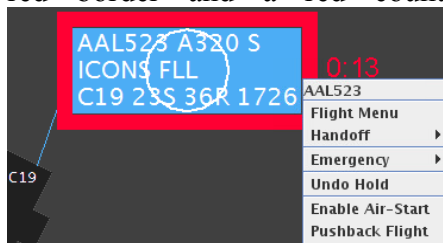
Undo Options:

The “Undo Proceed” options is available when necessary.



Hold:

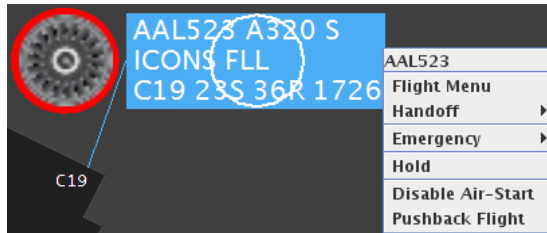
The hold option is always available in the right click mouse menu. A flight on hold displays a red border and a red count up timer



Enable Air-Start:

Using the right click mouse menu, set the status of an aircraft that requires an air-start.

An air-start is indicated by an engine icon enclosed with a red circle.

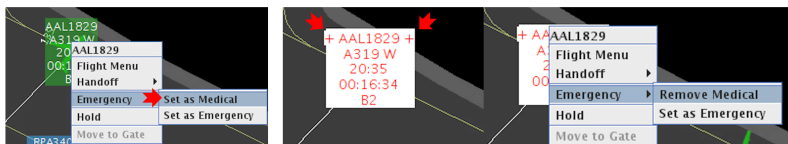


Emergencies:

Using the right click mouse menu, the emergency of status of a flight may be set as either “Medical” or general “Emergency”.

Confirm to set the flight as an medical emergency.

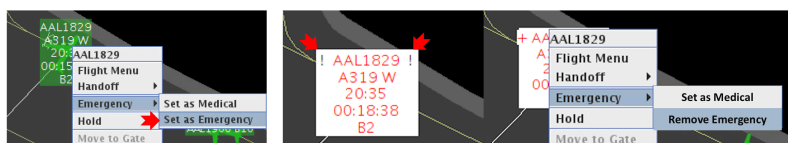
An Emergency is indicated by a flight strip with red font color and white background. The associated gate will also display with red font and white background. Medical Emergencies have red crosses on the flight strip and general Emergencies have red exclamation marks on the flight strip.



Select Medical

Medical is displayed with + designator

Once set, the option to remove emergency is available



Select Emergency

Emergency is displayed with ! designator

Once set, the option to remove emergency is available

Use the right click mouse menu to remove an emergency status from the flight.

10 TMI Notifications on Flight Strips and Icons

AAL1864 A319 E
KILNS-DCA
APREQ
D12 27 18L P1916

APREQ flight prior to being scheduled

AAL1864 A319 E
KILNS-DCA
A2100
D12 27 18L P1916

APREQ flight after getting a time

AAL1864 A319 E
KILNS-DCA
E2230
D12 27 18L P1916

EDCT Flight

AAL1864 A319 E
KILNS-DCA
E2340Q
D12 27 18L P1916

Both **APREQ** & **EDCT**

AAL1864 A319 E
KILNS-DCA
M20
D12 27 18L P1916

MIT Restriction

AAL1864 A319 E
KILNS-DCA
D12 27 18L P1916

Fix Closure

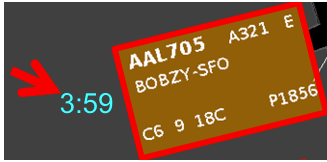
AAL1864 A319 E
KILNS-DCA
D12 27 18L P1916

Fix Updated

AAL1864 A319 E
KILNS-**DCA**
D12 27 18L P1916

Airport Closure (Ground Stop)

11 Recommended Hold Countdown Timer



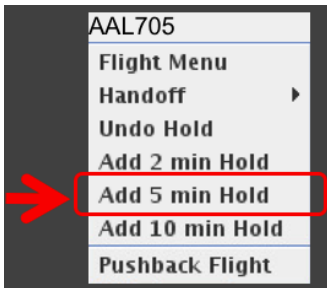
Once placed on hold, the cyan blue timer (recommended hold time) will count down.



When the timer expires, pushback is recommended.



If not pushed back, a red push alert is displayed and, an additional 13 minutes “buffer time” is provided.



Use the right click mouse menu to add 2, 5, or 10 minutes to the hold. Adding time to the hold allows additional time to execute the pushback.



An additional 5 minutes has been added to hold time. Adding time to the hold prevents a flight from being placed into the Uncertain group.