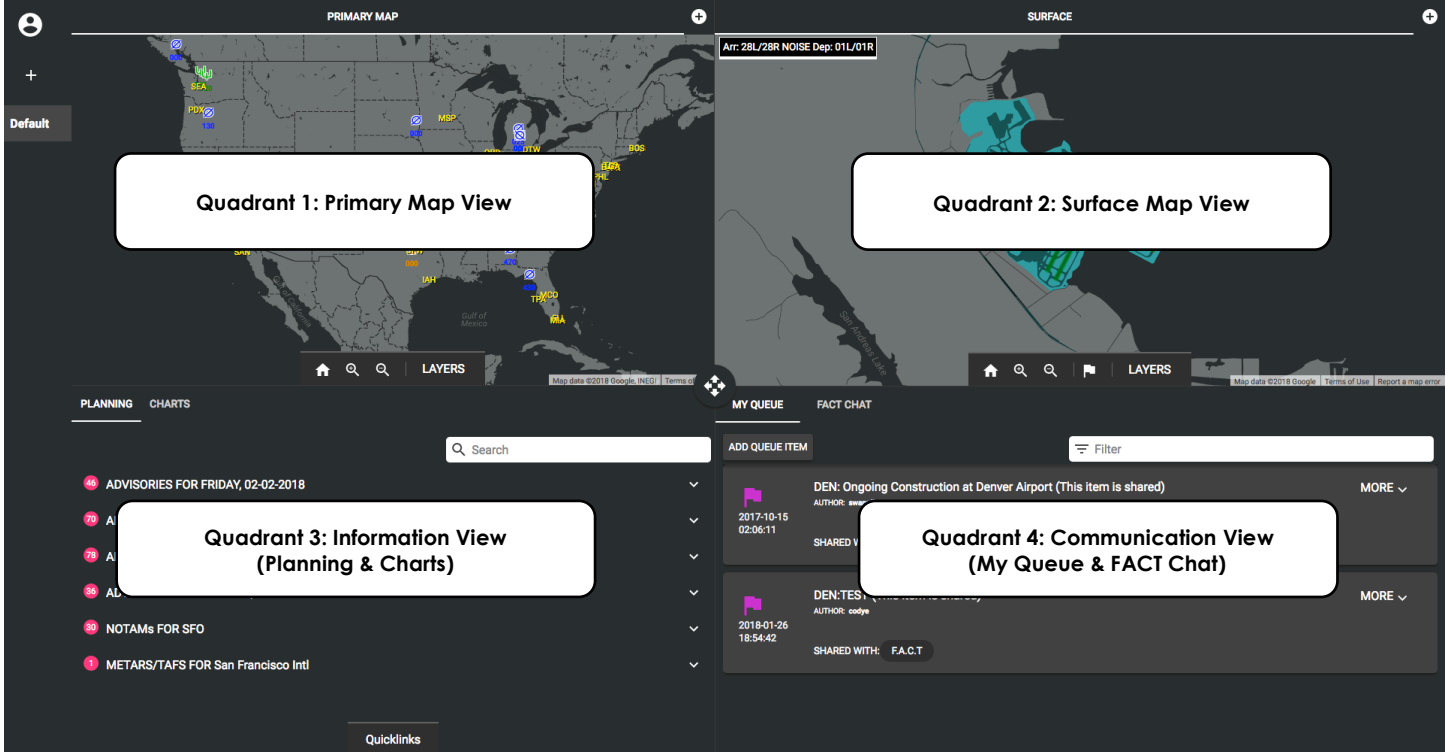


# Flight Awareness Collaboration Tool (FACT) User Manual

**INTRODUCTION:** Flight Awareness Collaboration Tool (FACT) is a software application for improving winter weather operations within the airline operations center (AOC) and at airports. It gathers onto one screen the critical data required by decision makers prior to and during winter weather events. FACT also supports collaboration and information sharing.



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## Quadrant 1: Primary Map View

**DESCRIPTION:** The Primary Map view is located in the top left quadrant. The Primary Map has selectable airports that define the data displayed in the other quadrants. Only one airport is selectable at a time in the Primary Map. The Quick View function can be used to save different configurations of the quadview, but only the Primary Map has selectable airports. Selecting a new airport from this view will raise a prompt asking if the user wishes to save the current quadview as a profile.

### Primary Map Quick Start Contents:

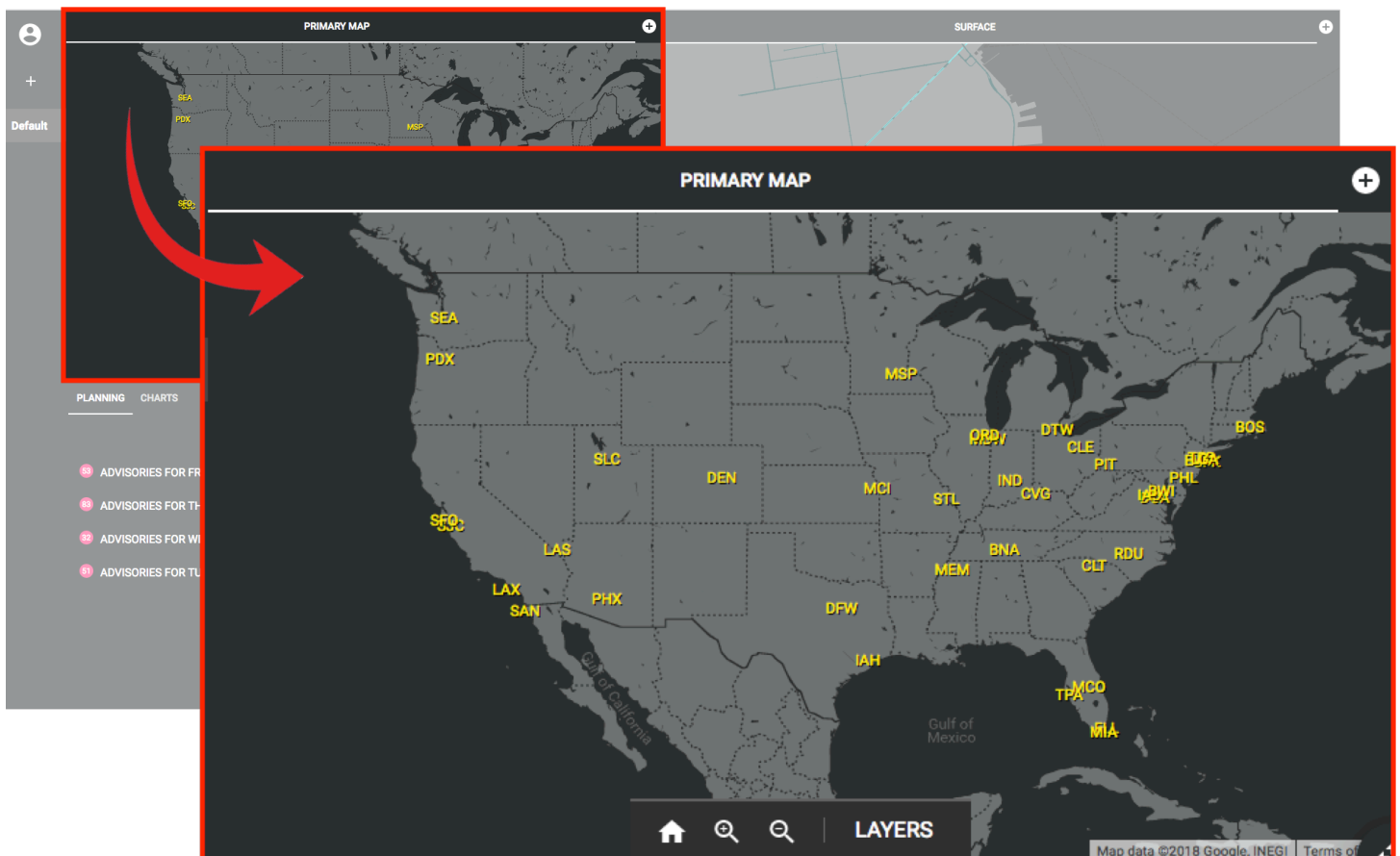
[1.1 Navigating the Primary Map](#)

[1.2 Primary Map Layers](#)

[1.3 Selecting an Airport](#)

[1.4 Switching Between Airports](#)

[1.5 Quick View Tabs in the Primary Map View](#)



## 1.1 Navigating the Primary Map

**Description:** The Primary Map displays a current US map and has selectable airports that define the data in the other quadrants.


➤ Click and drag cursor  to pan or move map.

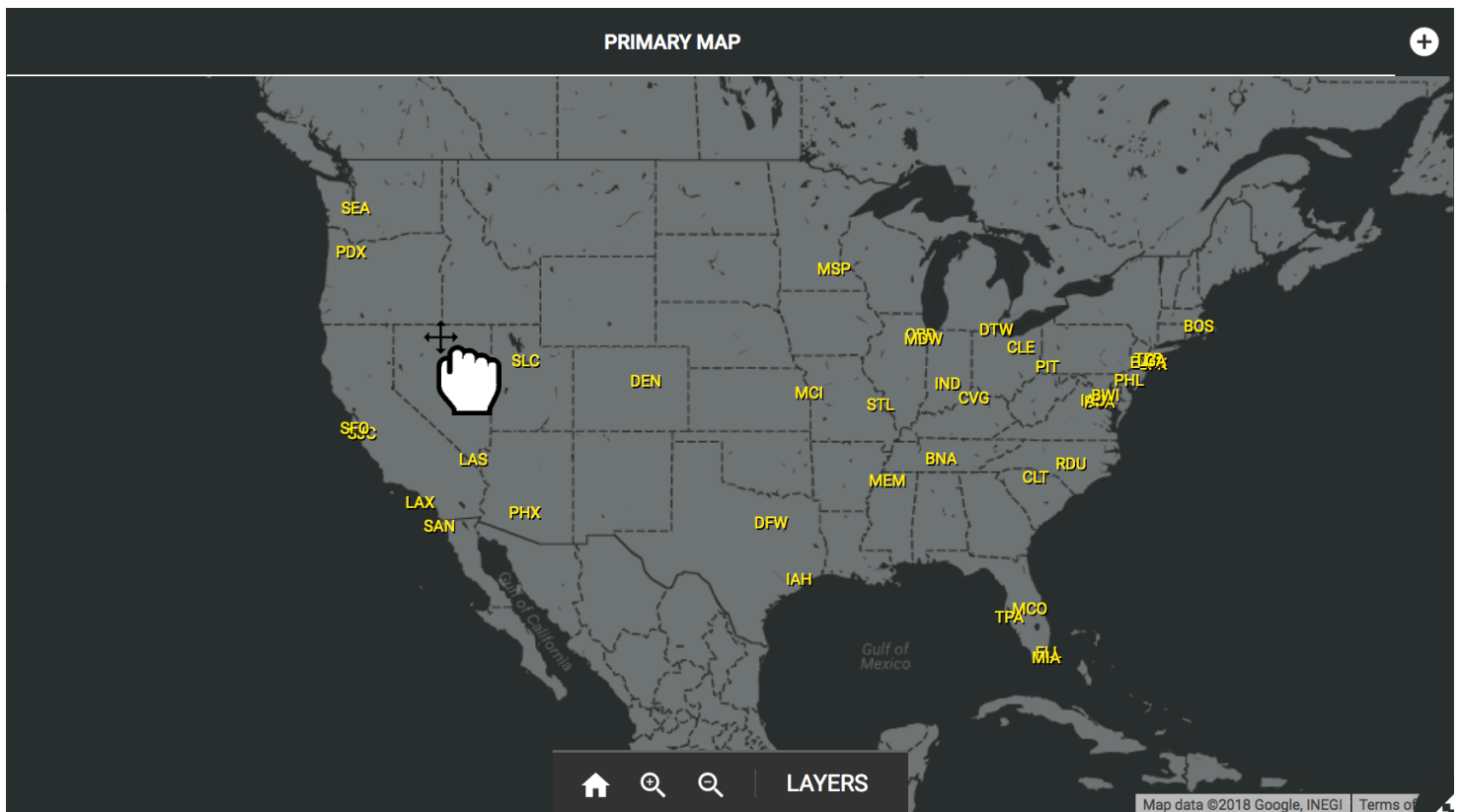
➤ Click  to zoom in.

**NOTE:** This function can be achieved by positioning the cursor over any area of the map and double clicking or scrolling UP.

➤ Click  to zoom out.

**NOTE:** This function can be achieved by positioning the cursor over any area of the map and scrolling DOWN.

➤ Click  to return the display of the US map to its default pan/zoom state.



## 1.2 Primary Map Layers

**Description:** Primary Map Layers is an expandable and collapsible menu with seven multi-selectable layers—*Aircraft Targets*, *Pilot Reports (PIREPs)*, *Terrain*, *Next-Generation Radar (NEXRAD) Base Reflectivity*, *Geostationary Operational Environmental Satellite (GOES) Visible*, *Meteorological Terminal Air Reports (METARs)/Terminal Aerodrome Forecast (TAFs)*, and *Hide Non-owned Aircraft*. This feature allows the user to toggle between (turn on/off) layers that pertain to the current Primary Map view.

### Selecting Primary Map Layers:

- Click **LAYERS** to expand a menu of multi-selectable map layers.
- Check appropriate layers to display in the Primary Map.
- Click **LAYERS** to close the menu.

**NOTE:** The LAYERS menu does not auto-dismiss and must be explicitly closed by the user by clicking on the “LAYERS” button.

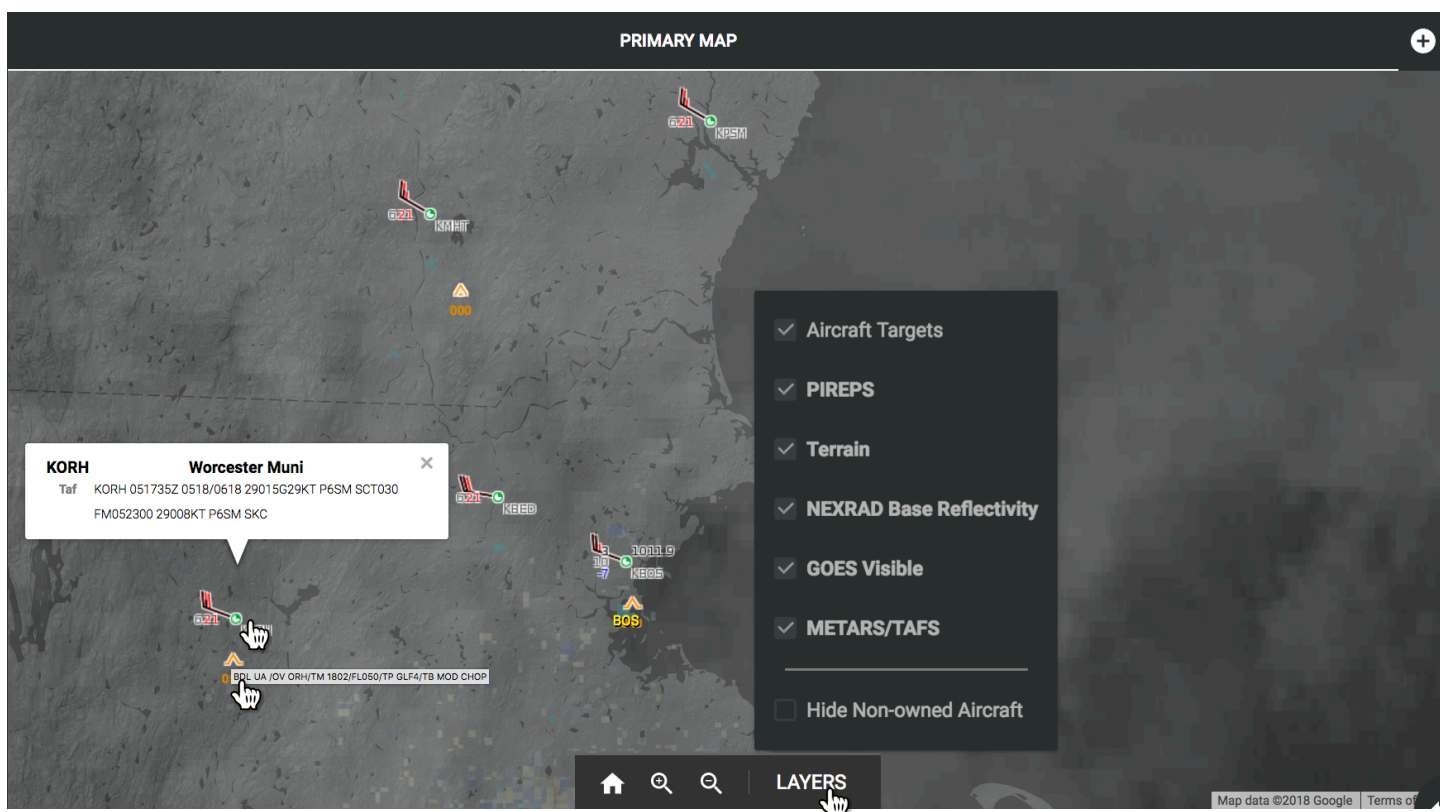
### PIREPs

- Hover over PIREPs symbol(s) in the Primary Map to display PIREPs information.

### METARS/TAFS

- Click on METARS/TAFs symbol(s) in the Primary Map to display METARS/TAFs information.

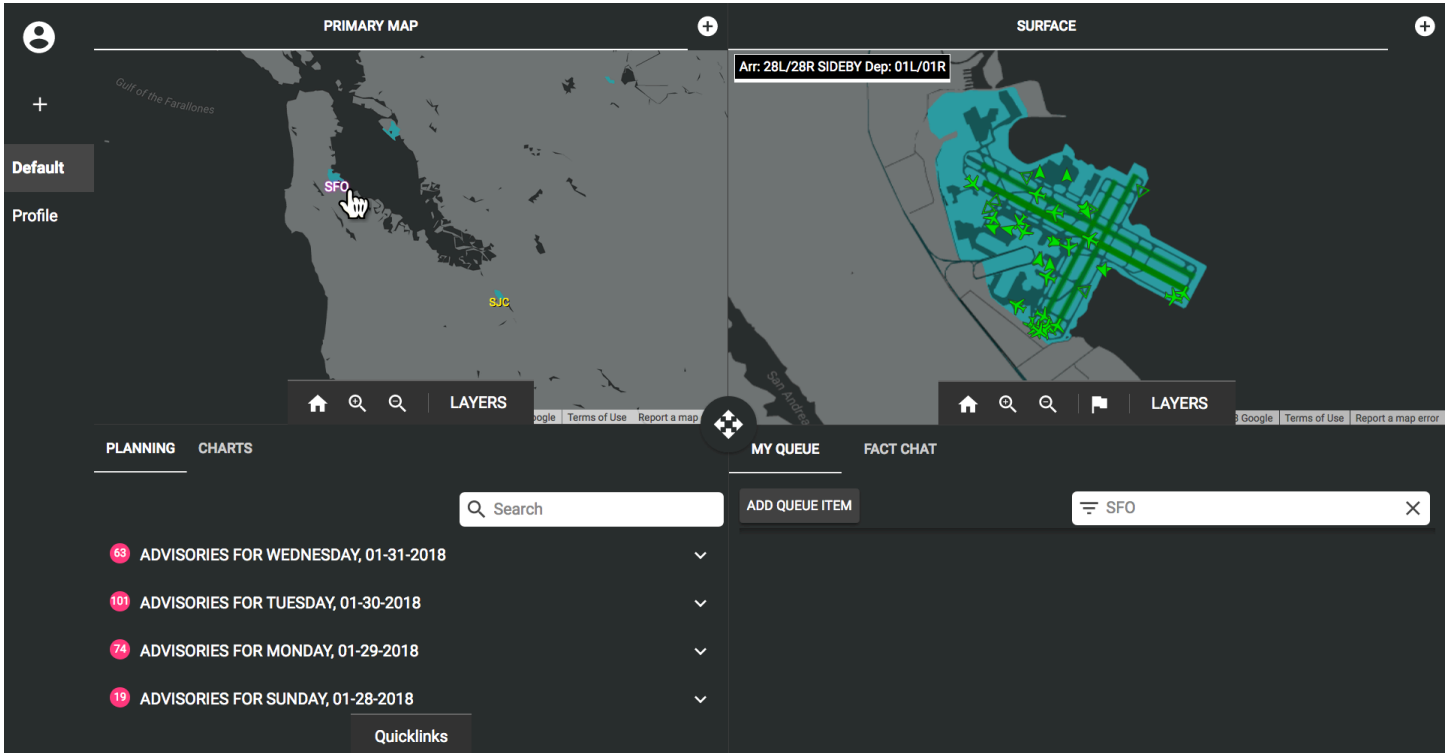
**NOTE:** The METARS/TAFs information box does not auto-dismiss and must be explicitly closed by the user by clicking the “X” located at the top right of the information box.



### 1.3 Selecting an Airport

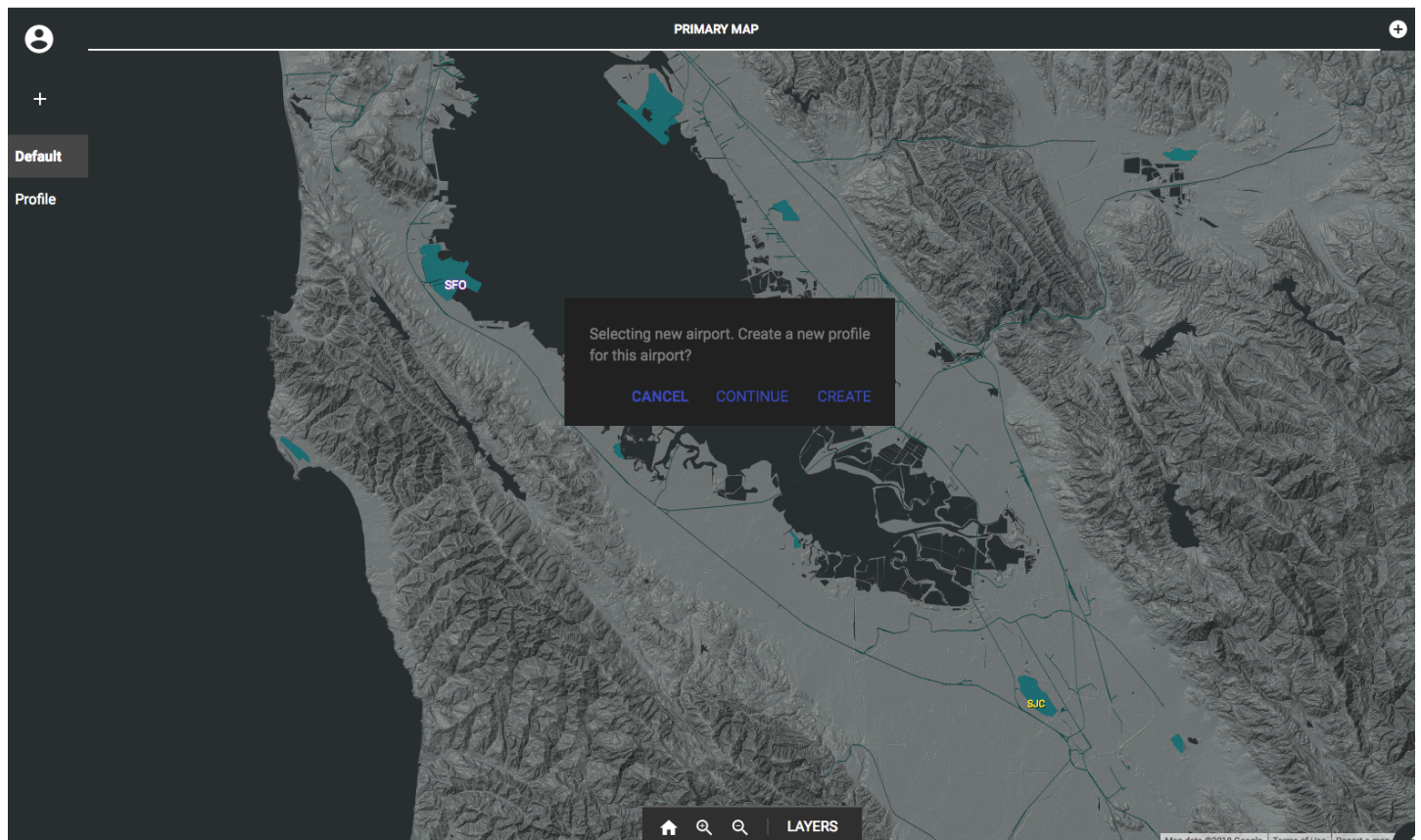
- Begin by selecting/clicking an airport (yellow) in the Primary Map.
- The selected airport clearly highlights (purple) and stays this way as the current selection.
- Selecting an airport has a cascade effect in the interface and will change the data displayed in Surface Map view (Quadrant 2) and Information view (Quadrant 3).

**NOTE:** Only one airport is selectable at a time in the Primary Map.



## 1.4 Switching Between Airports


- When selecting a new airport, a prompt will appear recognizing the selection of a new airport.
- Click **CANCEL** to make no changes and return to the current view.
- Click **CONTINUE** to update views without creating a new profile.
- Click **CREATE** to update views and create a new profile.
- **See:**
  - [5.1 Creating a Profile](#)
  - [5.2 Navigating the Profiles Bar](#)
  - [5.3 Deleting Profiles](#)



## 1.5 Quick View Tabs in the Primary Map View

**Description:** Quick View tabs can be created to gain access to alternate configurations of the Primary Map view (Quadrant 1), Surface Map view (Quadrant 2), and Information view (Quadrant 3).

### Creating a Quick View Tab:

- Click  to create a new Quick View tab.
- The current configuration of the Primary Map view (Quadrant 1), Surface Map view (Quadrant 2), and Information view (Quadrant 3) will be saved in the newly created Quick View tab and can be manipulated independently once created.

**NOTE:** A maximum of three (3) Quick View tabs can be created.

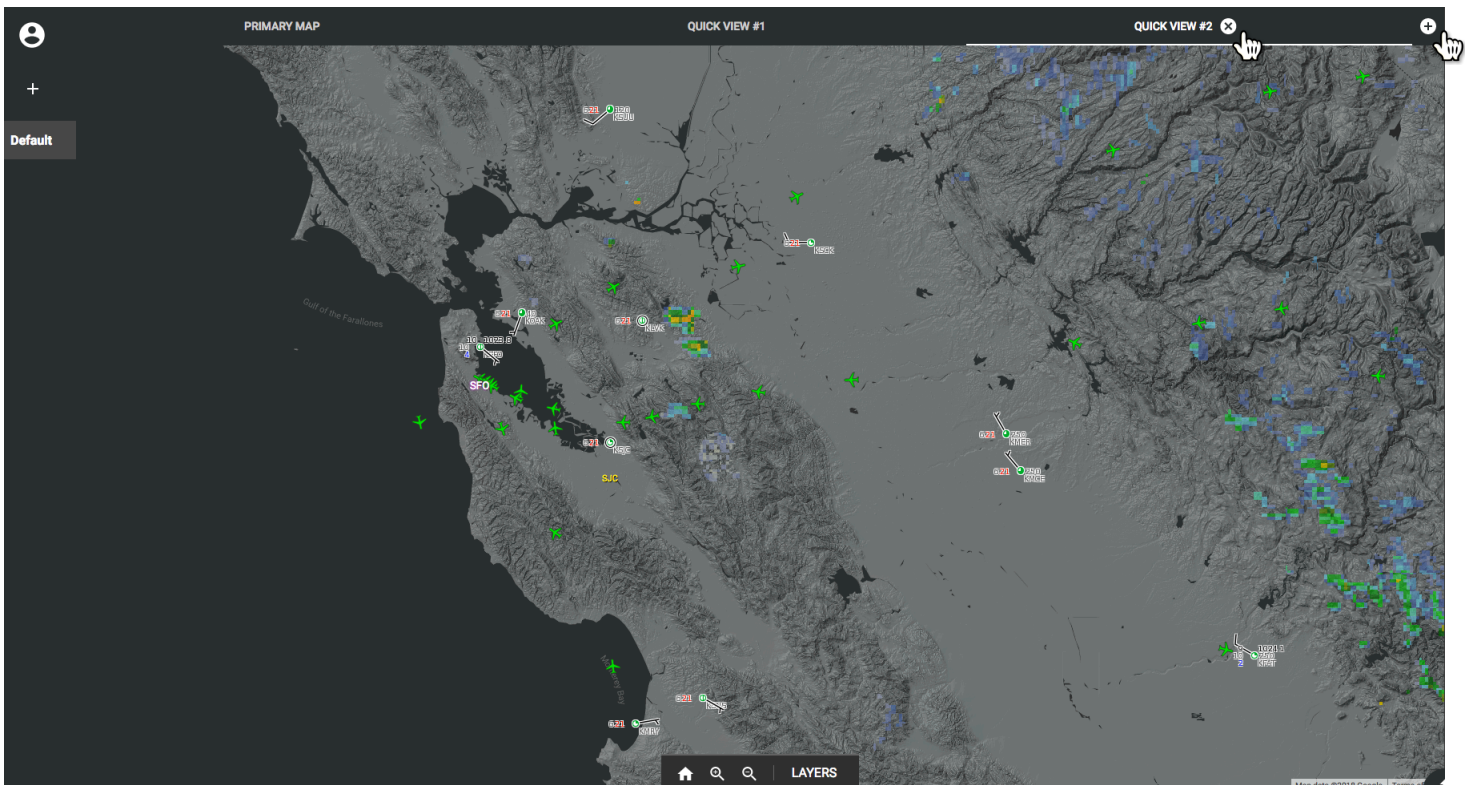
**NOTE:** Airports cannot be selected in a Quick View tab.

### Deleting a Quick View Tab:

- Select a Quick View tab.
- Click "X" to delete the Quick View tab.

**NOTE:** No prompt provided on this destructive action.

**NOTE:** The Primary Map cannot be deleted.





## Quadrant 2: Surface Map View

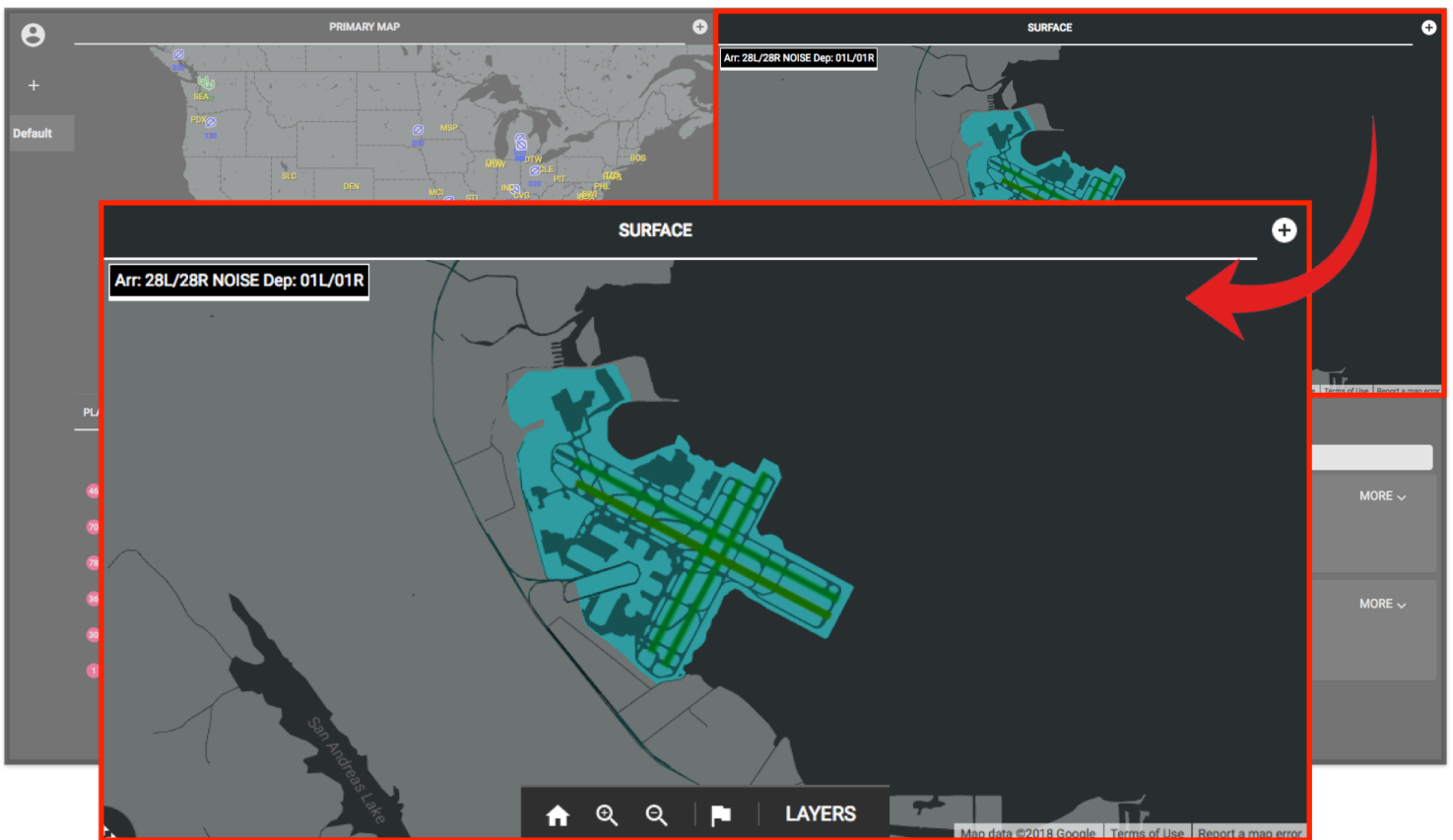
**DESCRIPTION:** The top right quadrant displays an Airport Surface Detection Equipment, Model X (ASDE-X) style surface map of the selected airport. Selecting other Quick View tabs will yield the same ASDE-X maps that can be manipulated independently.

### Surface Map Quick Start Contents:

[2.1 Navigating the Surface Map](#)





[2.2 Surface Map Layers](#)

[2.3 Quick View Tabs in the Surface Map View](#)



## 2.1 Navigating the Surface Map

**Description:** The Surface Map view displays an ASDE-X style surface map of the airport selected in the Primary Map (Quadrant 1).

- Click and drag cursor  to pan or move map.
- Click  to zoom in.  
**NOTE:** This function can be achieved by positioning the cursor over any area of the map and double clicking or scrolling UP.
- Click  to zoom out.  
**NOTE:** This function can be achieved by positioning the cursor over any area of the map and scrolling DOWN.
- Click  to return the display of the airport map to its default pan/zoom state.



## 2.2 Surface Map Layers

**Description:** Surface Map Layers is an expandable and collapsible menu with four multi-selectable layers—*Targets*, *Runway Closure Status*, *Runway Visual Range (RVR)*, and *Hide Non-Owned Aircraft*. This feature allows the user to toggle between (turn off/on) layers that pertain to the current airport Surface Map.

- Click **LAYERS** to expand a menu of multi-selectable map layers.
- Check appropriate layers to display in the Surface Map.
- Click **LAYERS** to close the menu.


**NOTE:** The LAYERS menu does not auto-dismiss and must be explicitly closed by the user by clicking on the “LAYERS” button.

### Runway Closure Status:

- Click on a runway to display Runway Closure Status information.

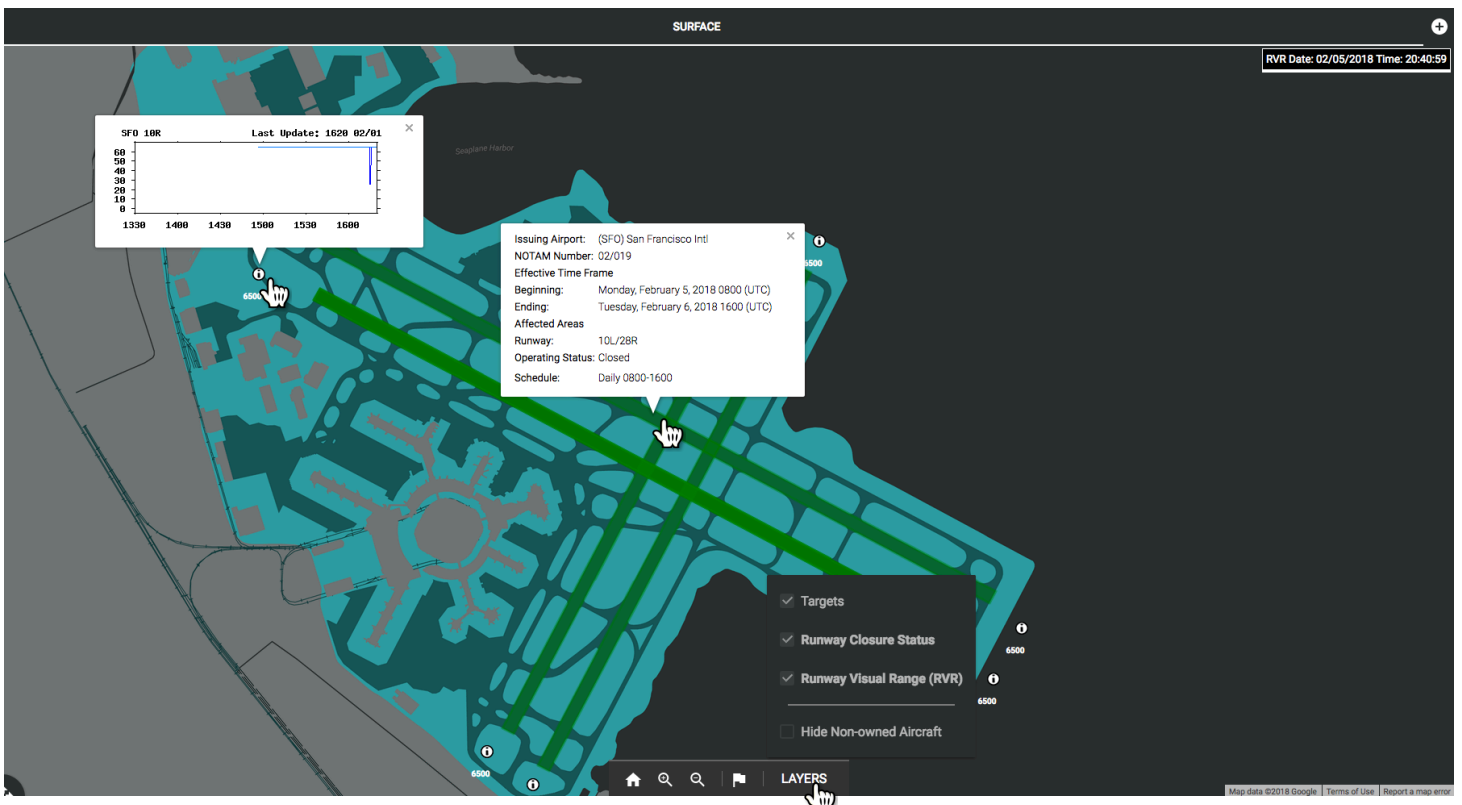
**NOTE:** The Runway Closure Status information box does not auto-dismiss and must be explicitly closed by the user by clicking the “X” located at the top right corner of the information box.

### RVR:

- Click on  to display RVR information (chart of Visibility over Time and last update).

**NOTE:** The RVR information box does not auto-dismiss and must be explicitly closed by the user by clicking the “X” located at the top right corner of the information box.


**NOTE:** Not all airport selections will have RVR information available.



## 2.3 Quick View Tabs in the Surface Map View

**Description:** Quick View tabs can be created to gain access to alternate configurations of the Surface Map view and can be manipulated independently once created.

### Creating a Quick View Tab:

- Click  to create a new Quick View tab.
- The current configuration of the Surface Map view will be saved in the newly created Quick View tab and can be manipulated independently once created.

**NOTE:** A maximum of three (3) Quick View tabs can be created.

### Deleting a Quick View Tab:

- Select a Quick View tab.
- Click "X" to delete the Quick View tab.

**NOTE:** No prompt provided on this destructive action.

**NOTE:** The Surface Map (Tab 1) cannot be deleted.



**Quadrant 3: Information View (Planning & Charts)**

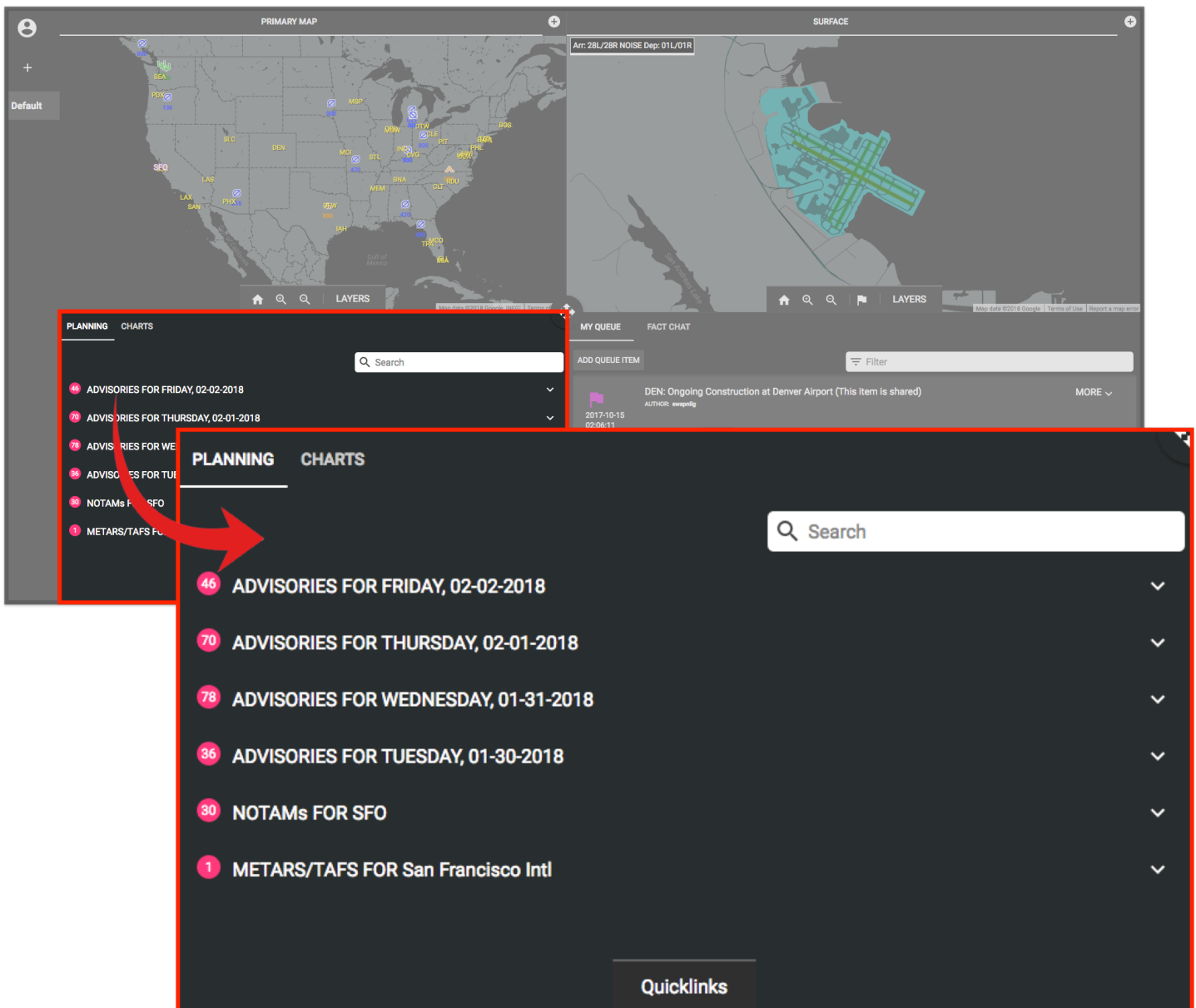
**DESCRIPTION:** The Information view (Quadrant 3) displays curated information about the current airport selected in the Primary Map view (Quadrant 1).

**Information View Quick Start Contents:**

[3.1 Planning Tab: Quicklinks](#)

[3.2 Navigating the Planning Tab](#)

[3.3 Charts Tab: Quicklinks](#)



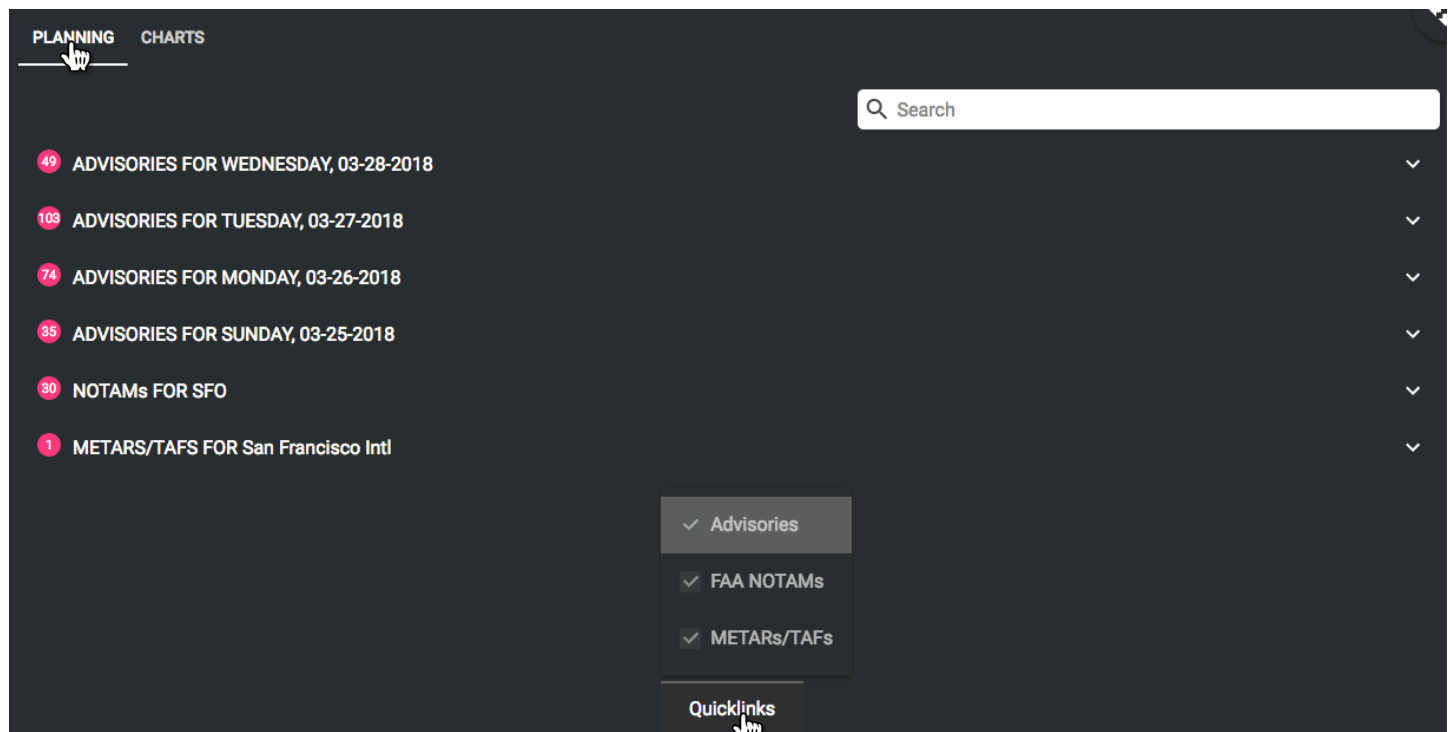
### 3.1 Planning Tab: Quicklinks

**Description:** Quicklinks in the Planning tab of the Information view (Quadrant 3) is an expandable and collapsible menu with three sources of information—*Advisories*, *Federal Aviation Administration Notice to Airmen (FAA NOTAMs)*, and *METARs/TAFs*—pertaining to the current airport selection.



#### Selecting Quicklinks in the Planning Tab:

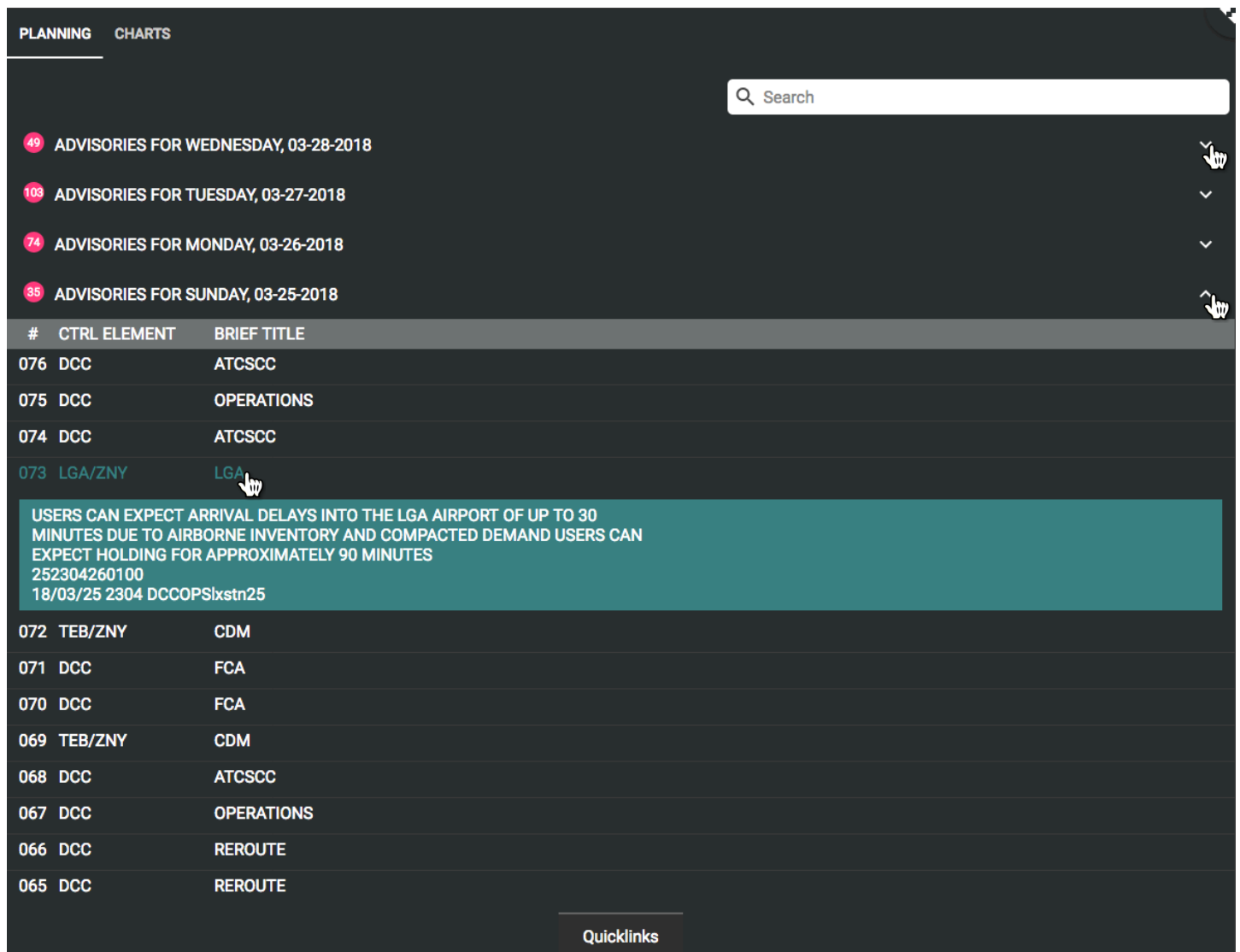
- Select the **PLANNING** tab in the Information view (Quadrant 3).
- Click **Quicklinks** to expand a menu of multi-selectable quicklinks.
- Check appropriate quicklinks to display in the Planning tab.
- Click **Quicklinks** to close the menu.

**NOTE:** The Quicklinks menu does not auto-dismiss and must be explicitly closed by the user by clicking on the “Quicklinks” button.



### 3.2 Navigating the Planning Tab

- Select the **PLANNING** tab in the Information view (Quadrant 3).
- Click  located on the far right of each row to expand a dropdown list of *Advisories/NOTAMs/METARs/TAFs* for the current airport selected.
- Drag the scroll bar on the right of the quadrant or use the scroll wheel on a mouse to move up/down the list.
- Click a row within the dropdown list to display additional information.
- Click on the same row to collapse additional information.
- Click  to collapse the dropdown list.
- A **Search Bar** is available to narrow the list of information.



The screenshot shows the 'PLANNING' tab interface. At the top, there are tabs for 'PLANNING' and 'CHARTS'. A search bar is located on the right. Below the search bar, there is a list of advisories for various days in March 2018. The selected item, '073 LGA/ZNY LGA', is expanded to show a detailed message: 'USERS CAN EXPECT ARRIVAL DELAYS INTO THE LGA AIRPORT OF UP TO 30 MINUTES DUE TO AIRBORNE INVENTORY AND COMPACTED DEMAND USERS CAN EXPECT HOLDING FOR APPROXIMATELY 90 MINUTES'. Below this message is a table of control elements.

#	CTRL ELEMENT	BRIEF TITLE
076	DCC	ATCSCC
075	DCC	OPERATIONS
074	DCC	ATCSCC
073	LGA/ZNY	LGA
072	TEB/ZNY	CDM
071	DCC	FCA
070	DCC	FCA
069	TEB/ZNY	CDM
068	DCC	ATCSCC
067	DCC	OPERATIONS
066	DCC	REROUTE
065	DCC	REROUTE

At the bottom of the interface, there is a 'Quicklinks' section.

### 3.3 Charts Tab: Quicklinks

**Description:** Quicklinks in the Charts tab of the Information view (Quadrant 3) is an expandable and collapsible menu with charts of information including the FAA's Winter Weather Dashboard. The Winter Weather Dashboard provides information on winter weather impacts at major airports. The information in the Winter Weather Dashboard is filtered to only show the airports in the vicinity of the airport selected in the Primary Map (Quadrant 1). **NOTE:** Not all airport selections will have a Winter Weather Dashboard available.

#### Selecting Quicklinks in the Charts Tab:

- Select the **CHARTS** tab in the Information view (Quadrant 3).
- Click **Quicklinks** to expand a menu of available charts.
- Click a chart to display in the Charts tab.

**NOTE:** Charts can only be selected and viewed one at a time.

- Click **Quicklinks** to close the menu.

**NOTE:** The Quicklinks menu does not auto-dismiss and must be explicitly closed by the user by clicking on the "Quicklinks" button.



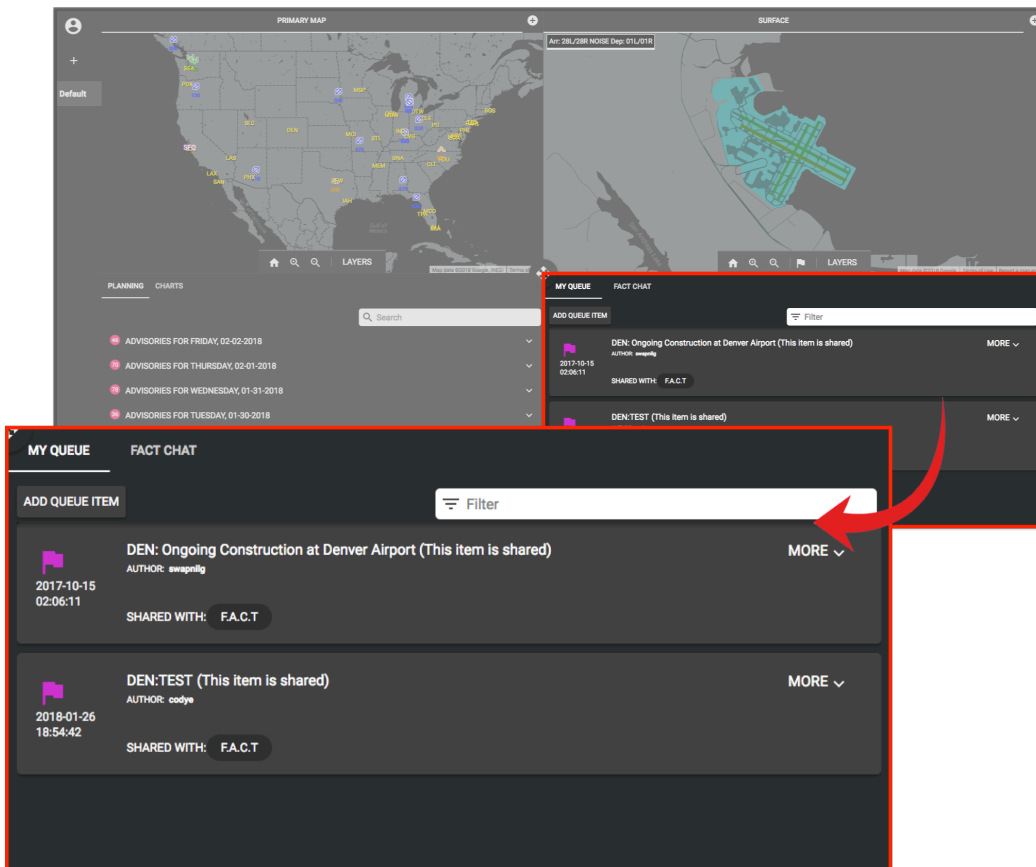


**Quadrant 4: Communications View (My Queue & FACT Chat)**

**DESCRIPTION:** My Queue is a dedicated tab where a user can add, track, and share flagged or non-flagged queue items. FACT Chat is an instant message interface for communicating with team members in groups.

**Communications View Quick Start Contents:**

- [4.1 Navigating My Queue](#)
- [4.2 Creating a Non-Flagged Queue Item](#)
- [4.3 Creating a Flagged Queue Item](#)
- [4.4 Populating the Queue Item Information Panel](#)
- [4.5 Editing Queue Items](#)
- [4.6 Sharing Queue Items](#)
- [4.7 Resolving Queue Items](#)
- [4.8 Deleting Queue Items](#)
- [4.9 Adding Comments on Queue Items](#)
- [4.10 FACT Chat](#)



## 4.1 Navigating My Queue

**DESCRIPTION:** My Queue is a dedicated tab in the Communications view (Quadrant 4) where a user can add, track, and share flagged queue items created in the Surface Map view (Quadrant 3) or non-flagged queue items created in the My Queue list.

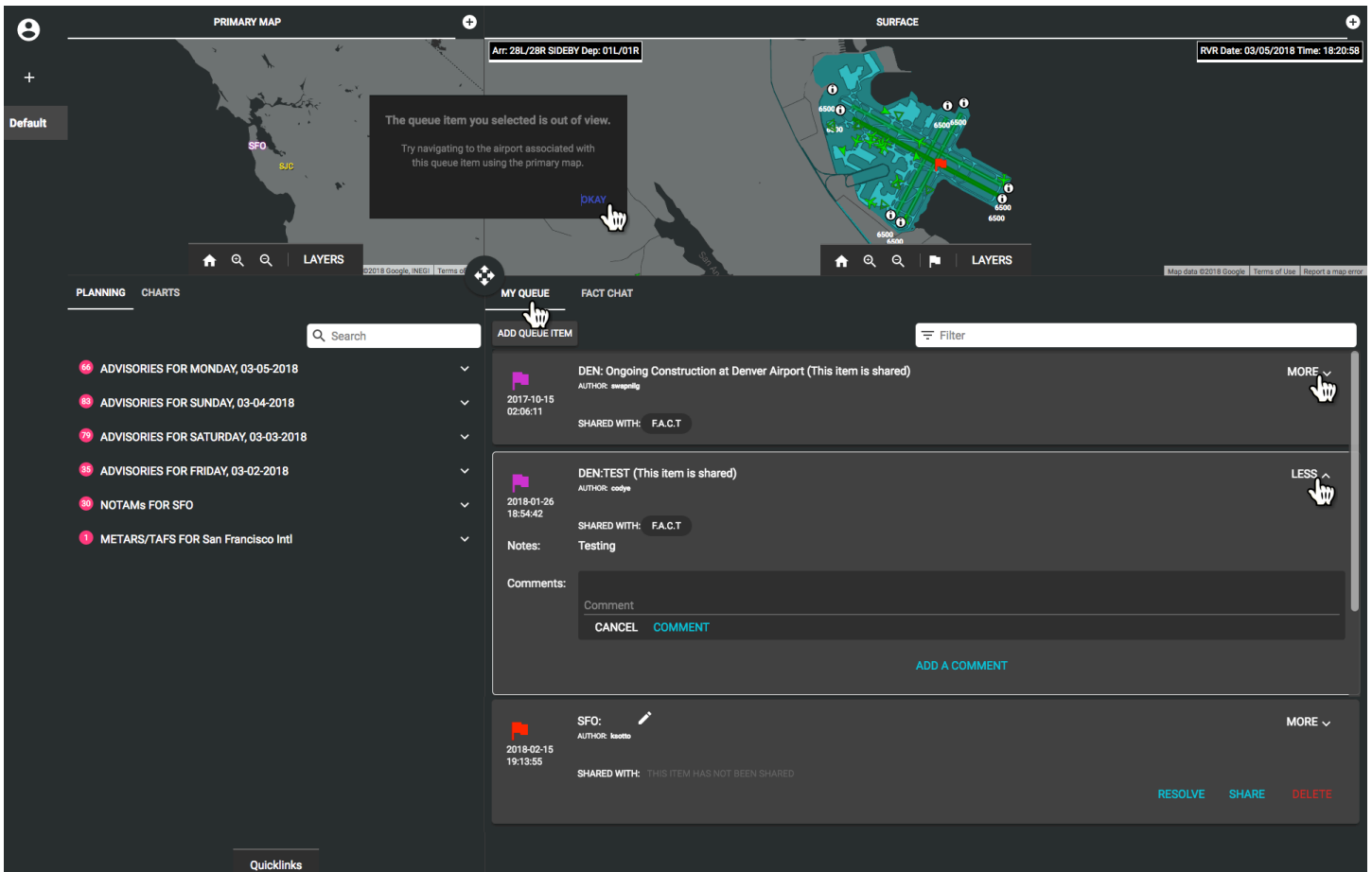
- Select the **MY QUEUE** tab in the Communications view (Quadrant 4).
- Drag the scroll bar on the right of the quadrant or use the scroll wheel on a mouse to move up/down the list of queue items.
 

**NOTE:** Queue items are ordered reverse-chronologically.
- Select a queue item from the My Queue tab in the Communications view (Quadrant 4) or a flag in the Surface Map view (Quadrant 3).
 

**NOTE:** Both the queue item and its corresponding flag in the Surface Map View (Quadrant 3), if the item is flagged, will be highlighted.

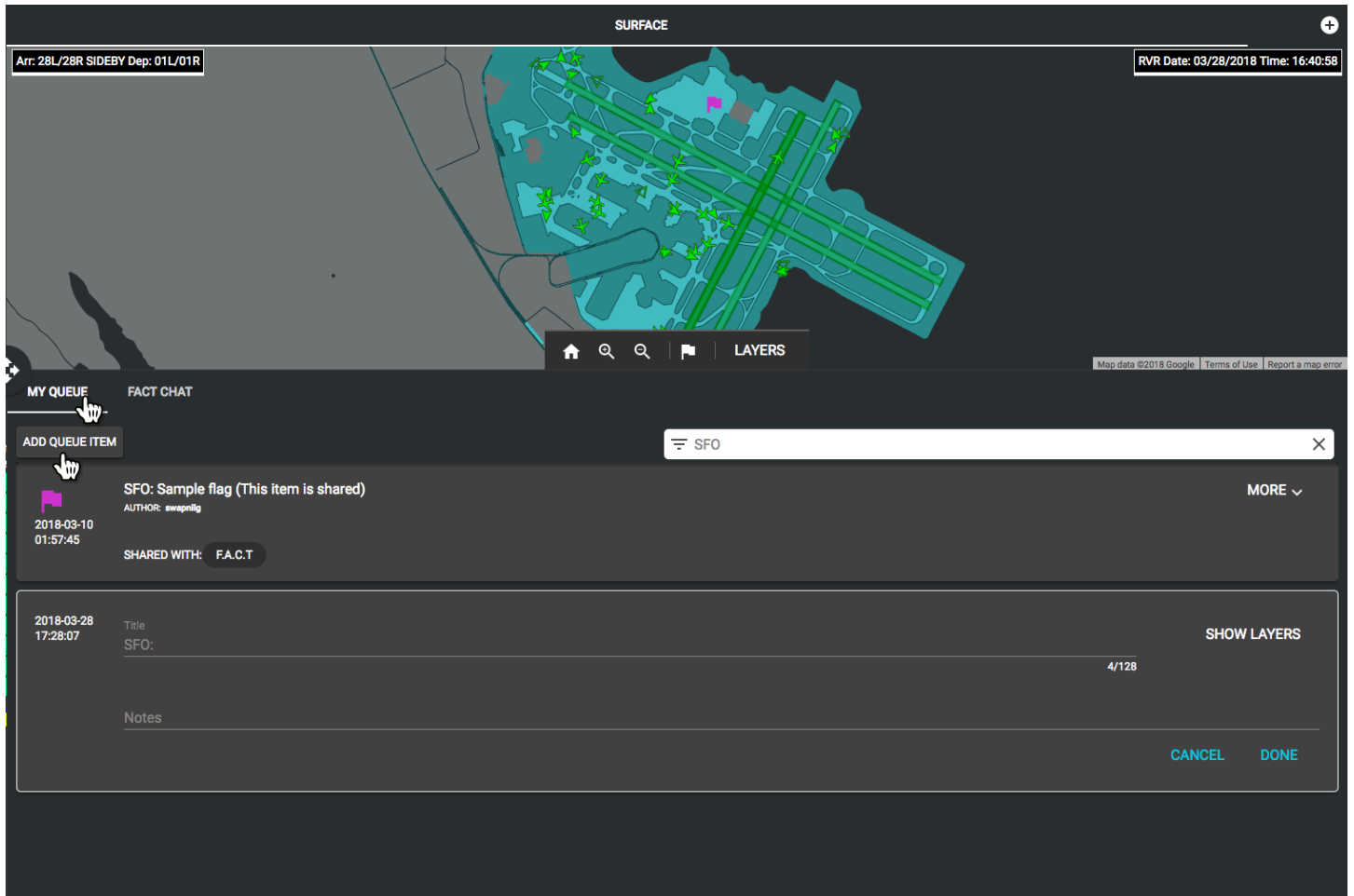
**NOTE:** A notification will appear if the selected queue item is associated with an airport that is not currently selected or in view.

  - Click **OKAY** to acknowledge and close the notification.
- Click **MORE** to display additional information pertaining to the selected queue item.
- Click **LESS** to collapse additional information.
- A **Search Bar** is available to narrow the list of information.




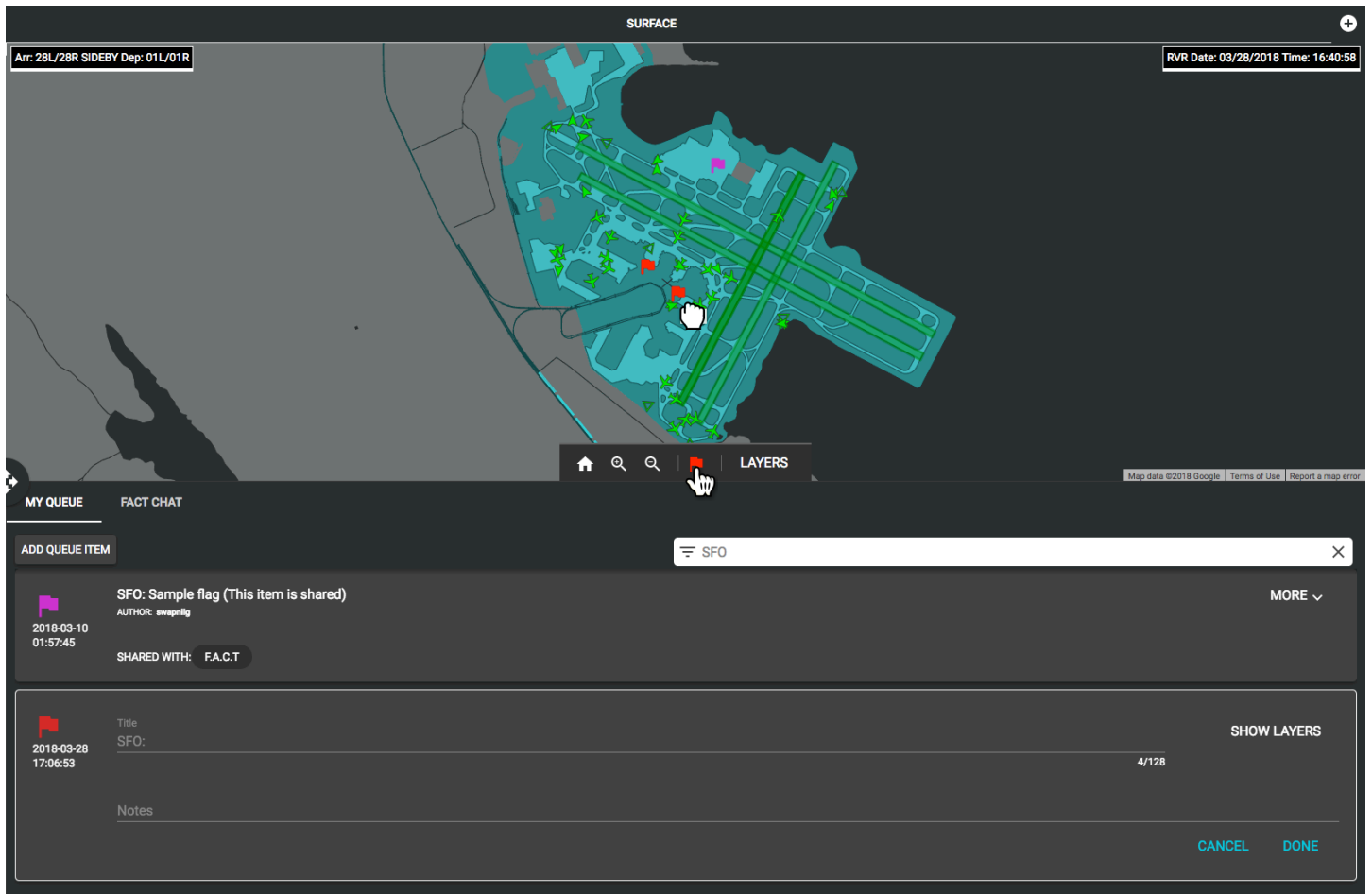
## 4.2 Creating a Non-Flagged Queue Item

- Select the **MY QUEUE** tab in the Communications view (Quadrant 4).
- Click **ADD QUEUE ITEM** to create a non-flagged queue item for the current airport selected in the Primary Map (Quadrant 1).



### 4.3 Creating a Flagged Queue Item

- Click  in the Surface Map (Quadrant 2) to create a flag and a corresponding queue item.
- Place cursor over the area of the airport Surface Map and click to drop flag.
- Click and drag the flag to move the flag to a different location on the airport Surface Map.
- A corresponding queue item information panel will appear in the My Queue tab in the Communications view (Quadrant 4).



#### 4.4 Populating the Queue Item Information Panel

- Populate the **Title** section of the queue item information panel.

**NOTE:** Limited to 128 characters including spaces.

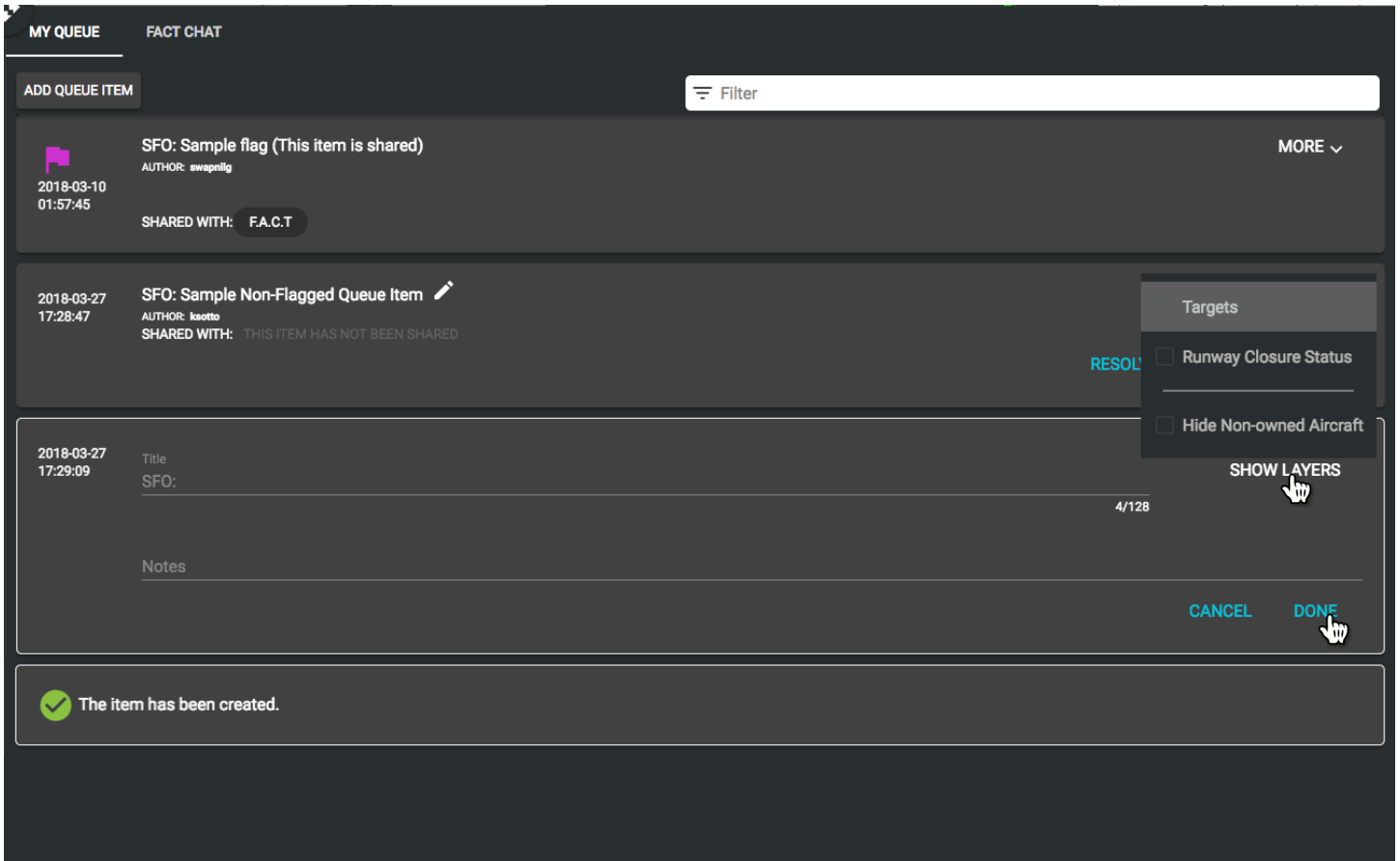
**DEFAULT SETTING:** The first four characters of the Title are the airport abbreviation for which the queue item has been created, followed by a colon.

- Additional information pertaining to the queue item can be input into the **Notes** section directly below the Title section.
- Multi-selectable layers can be selected from the **SHOW LAYERS** button located at the top right corner of the newly created queue item to be displayed in the Surface Map view when that queue item is clicked.
- Click **DONE** to save the flagged/non-flagged queue item.

**NOTE:** Confirmation that the queue item has been created will be briefly visible.

- Click **CANCEL** to exit.

**NOTE:** The queue item and flag, if applicable, will not be saved to My Queue list.



The screenshot displays the 'MY QUEUE' interface. At the top, there are tabs for 'MY QUEUE' and 'FACT CHAT'. Below the tabs is an 'ADD QUEUE ITEM' button and a search filter. The queue list contains three items:


- Item 1:** SFO: Sample flag (This item is shared). Author: ewapnllg. Date: 2018-03-10 01:57:45. Shared with: F.A.C.T. A 'MORE' dropdown menu is visible to the right.
- Item 2:** SFO: Sample Non-Flagged Queue Item. Author: ksotto. Date: 2019-03-27 17:28:47. Shared with: THIS ITEM HAS NOT BEEN SHARED. A 'RESOL' button is visible to the right.
- Item 3:** A form for adding a new item. Title: SFO: (4/128 characters). Notes: (empty). A 'SHOW LAYERS' button is visible to the right of the title field.

At the bottom of the form, there are 'CANCEL' and 'DONE' buttons. A confirmation message at the bottom of the screen reads: 'The item has been created.'

## 4.5 Editing Queue Items

- Select a queue item from the My Queue tab in the Communications view (Quadrant 4) or a flag in the Surface Map view (Quadrant 3).

**NOTE:** Both the queue item and its corresponding flag in the Surface Map view (Quadrant 3), if the item is flagged, will be highlighted.

- Click  to make edits to the selected queue item.

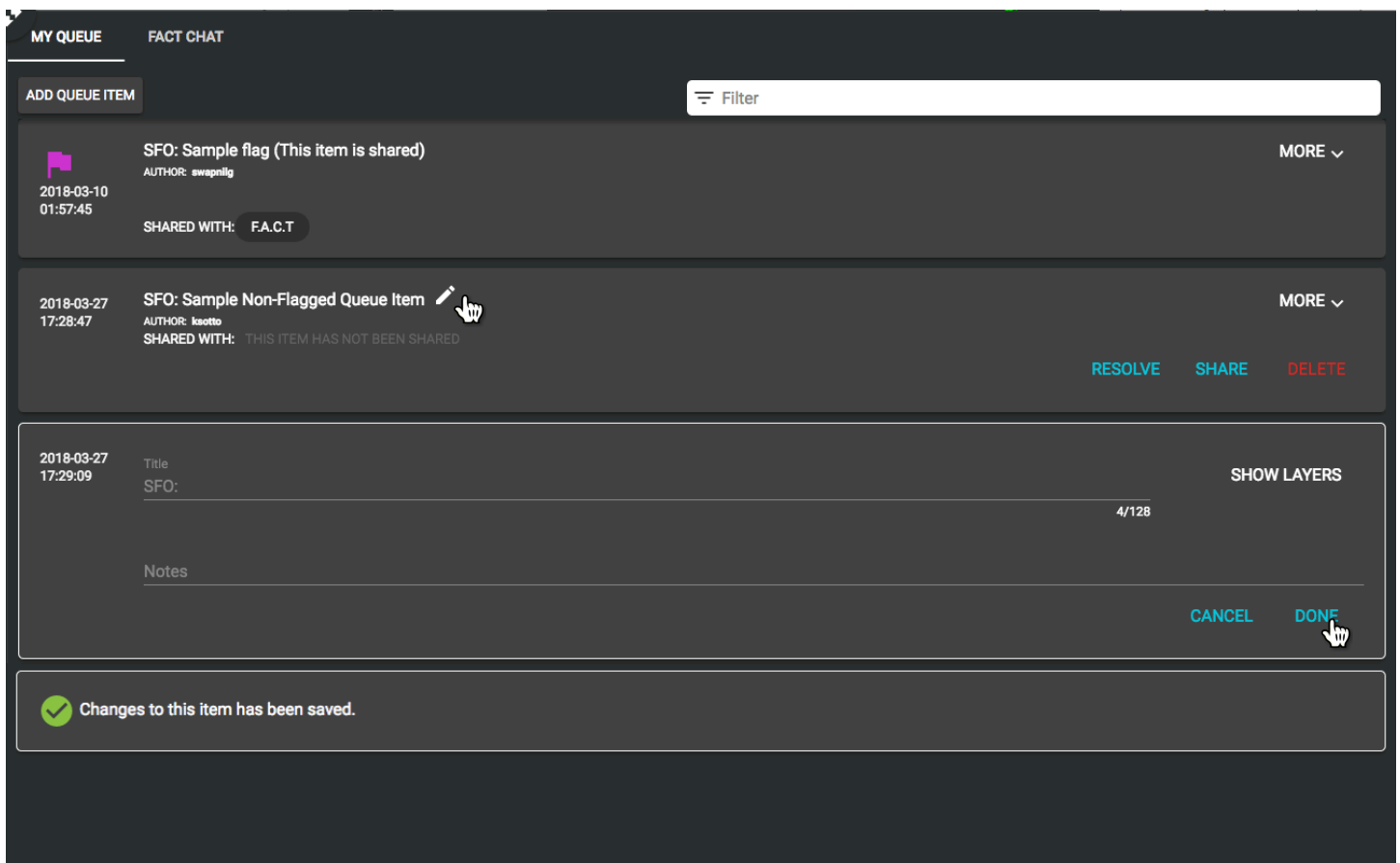
**NOTE:** Queue items can only be edited by the primary author.

- Click **DONE** to save the changes made.

**NOTE:** Confirmation that changes to the queue item have been saved will be briefly visible.

- Click **CANCEL** to exit.

**NOTE:** No edits will be saved.



The screenshot displays the 'MY QUEUE' interface. At the top, there are tabs for 'MY QUEUE' and 'FACT CHAT'. Below the tabs is an 'ADD QUEUE ITEM' button and a search filter. The queue contains three items:

- Item 1:** SFO: Sample flag (This item is shared). Author: swepmlg. Date: 2018-03-10 01:57:45. Shared with: F.A.C.T. A 'MORE' dropdown is visible.
- Item 2:** SFO: Sample Non-Flagged Queue Item. Author: kaotto. Date: 2018-03-27 17:28:47. Shared with: THIS ITEM HAS NOT BEEN SHARED. A pencil icon is next to the title, and 'RESOLVE', 'SHARE', and 'DELETE' buttons are at the bottom right.
- Item 3:** A modal for editing the second item. It shows the title 'SFO: Sample Non-Flagged Queue Item', a 'SHOW LAYERS' button, and a 'Notes' field. 'CANCEL' and 'DONE' buttons are at the bottom right.

At the bottom of the interface, a green checkmark icon is followed by the message: 'Changes to this item has been saved.'

## 4.6 Sharing Queue Items


- Select a queue item from the My Queue tab in the Communications view (Quadrant 4) or a flag in the Surface Map view (Quadrant 3).


**NOTE:** Both the queue item and its corresponding flag in the Surface Map view (Quadrant 3), if the item is flagged, will be highlighted.

- Click **SHARE**.

**NOTE:** Queue items can only be shared by the primary author.

- Click a group/team from Available Teams in the left panel to share the queue item selected.

- Click  to transfer selection to Selected Teams in the right panel.

- Click  to remove selection from the Selected Teams panel.

- Click **NEXT** after appropriate team(s) have been selected.

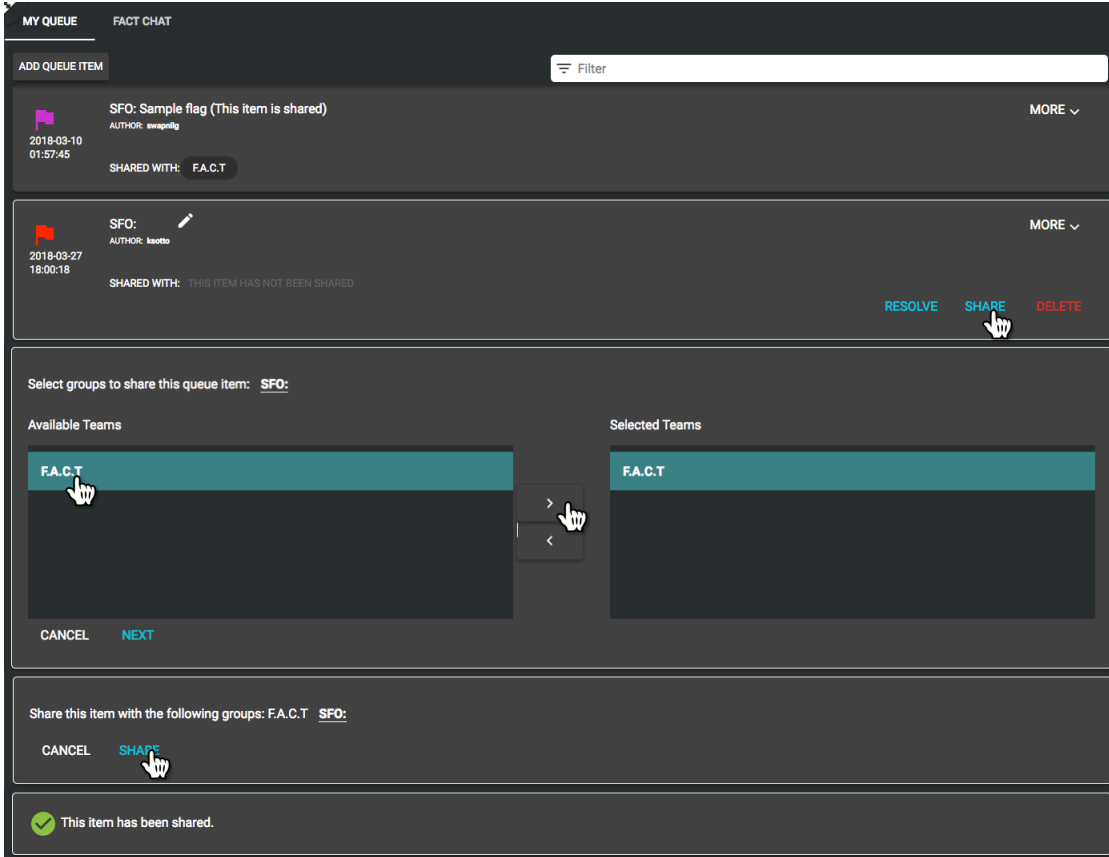
- Click **SHARE** to confirm selection(s).

**NOTE:** Confirmation that the queue item has been shared will be briefly visible.

**NOTE:** Queue items that are shared are indicated at the bottom of the queue and are denoted by "SHARED WITH".

- Click **CANCEL** to exit.

**NOTE:** Queue item will not be shared.



The screenshot displays the 'MY QUEUE' interface. At the top, there are tabs for 'MY QUEUE' and 'FACT CHAT'. Below is a search bar labeled 'Filter'. The queue contains two items:

- Item 1: SFO: Sample flag (This item is shared). AUTHOR: ewagraly. Date: 2018-03-10 01:57:45. SHARED WITH: F.A.C.T. A 'MORE' dropdown arrow is visible.
- Item 2: SFO: [red flag icon]. AUTHOR: ksoatto. Date: 2018-03-27 18:00:18. SHARED WITH: THIS ITEM HAS NOT BEEN SHARED. Action buttons 'RESOLVE', 'SHARE', and 'DELETE' are visible.

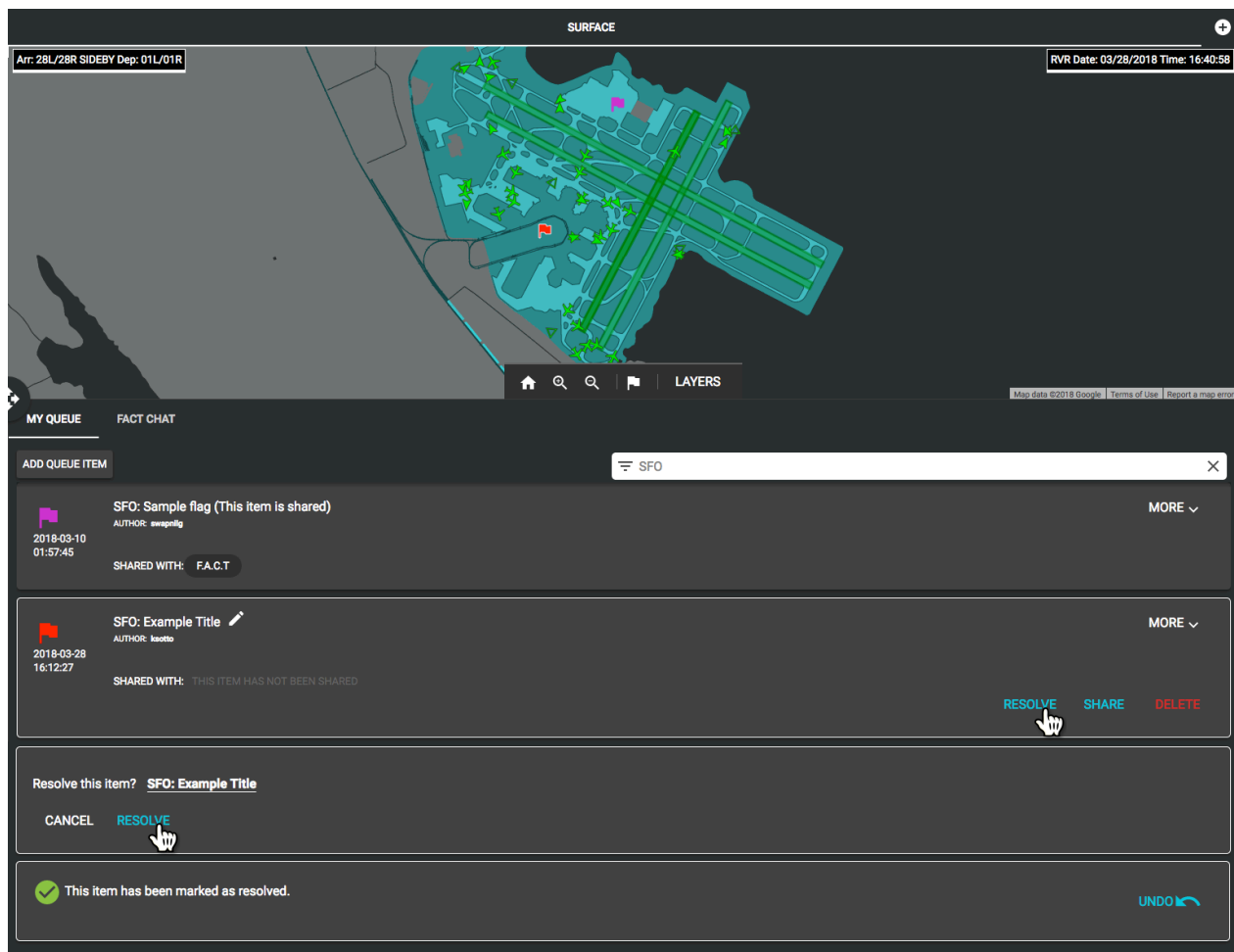
The 'SHARE' button is highlighted with a mouse cursor. Below the queue is a sharing dialog box titled 'Select groups to share this queue item: SFO:'. It features two panels: 'Available Teams' and 'Selected Teams'. In 'Available Teams', 'F.A.C.T' is selected. In 'Selected Teams', 'F.A.C.T' is also selected. Navigation arrows are between the panels. At the bottom of the dialog are 'CANCEL' and 'NEXT' buttons.

Below the dialog, a confirmation message reads: 'Share this item with the following groups: F.A.C.T SFO:'. It includes 'CANCEL' and 'SHARE' buttons, with 'SHARE' being highlighted.

At the very bottom, a green checkmark icon is followed by the text: 'This item has been shared.'

## 4.7 Resolving Queue Items

- Select a queue item from the My Queue tab in the Communications view (Quadrant 4) or a flag in the Surface Map view (Quadrant 3).
  - NOTE:** Both the queue item and its corresponding flag in the Surface Map view (Quadrant 3), if the item is flagged, will be highlighted.
- Click **RESOLVE**.
  - NOTE:** A prompt to confirm that you would like to resolve the selected queue item will appear.
  - NOTE:** Queue items can only be resolved by the primary author.
- Click **RESOLVE** to confirm that the queue item has been resolved.
  - NOTE:** Both the queue item and its corresponding flag, if the item is flagged, will be removed from the My Queue tab and Surface Map view, respectively.
  - NOTE:** Confirmation that the queue item has been resolved will appear briefly.
  - NOTE:** An **UNDO** button at the far right of the panel is briefly available to reverse this action.
- Click **CANCEL** to cancel this action.
  - NOTE:** The queue item and flag, if applicable, will remain in My Queue.





## 4.8 Deleting Queue Items

- Select a queue item from the My Queue tab in the Communications view (Quadrant 4) or a flag in the Surface Map view (Quadrant 3).

**NOTE:** Both the queue item and its corresponding flag in the Surface Map view (Quadrant 3), if the item is flagged, will be highlighted.

- Click **DELETE**.

**NOTE:** A prompt to confirm that you would like to delete the selected queue item will appear.

**NOTE:** Queue items can only be deleted by the primary author.

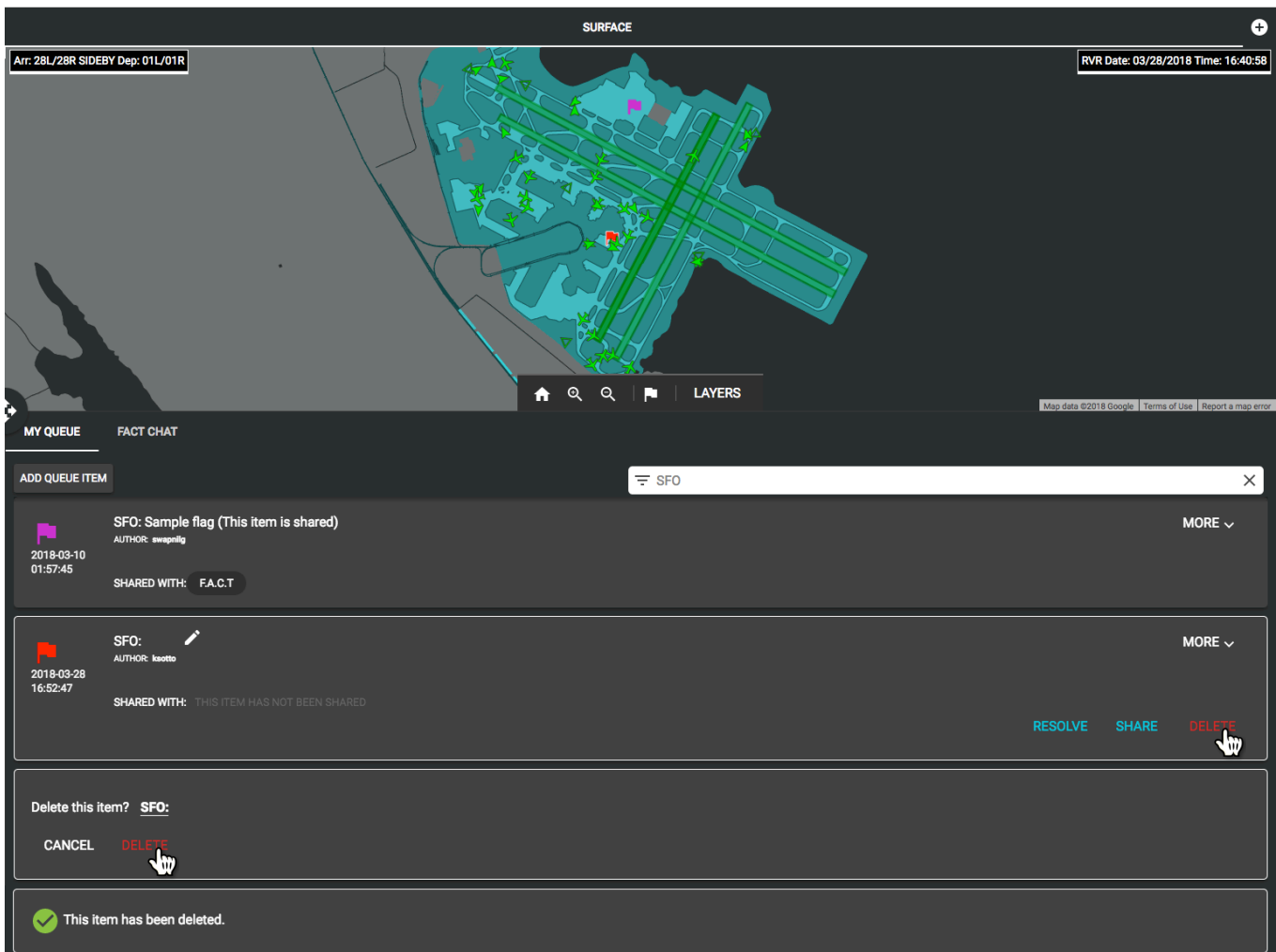
- Click **DELETE** to confirm deletion of the selected queue item.

**NOTE:** Both the queue item and its corresponding flag, if the item is flagged, will be removed from the My Queue tab and Surface Map view, respectively.

**NOTE:** Confirmation that the queue item has been deleted will appear briefly.

- Click **CANCEL** to cancel this action.

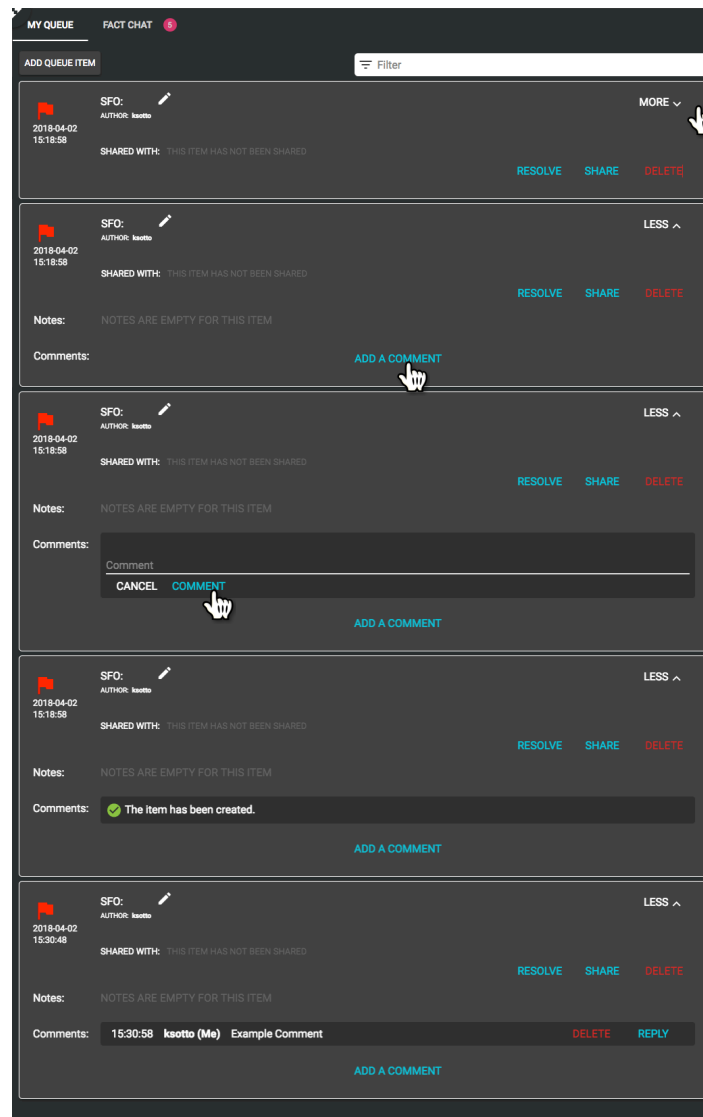
**NOTE:** The queue item and flag, if applicable, will not be deleted and will remain in My Queue.



The screenshot displays the 'SURFACE' map view at the top, showing a site plan with green lines and a red flag. Below the map is the 'MY QUEUE' panel. The first item is 'SFO: Sample flag (This item is shared)' with author 'swapnig' and date '2018-03-10 01:57:45'. The second item is 'SFO:' with author 'ksotto' and date '2018-03-28 16:52:47'. The 'DELETE' button for the second item is highlighted. A confirmation dialog asks 'Delete this item? SFO:' with 'CANCEL' and 'DELETE' buttons. A final message at the bottom states 'This item has been deleted.'


## 4.9 Adding Comments on Queue Items

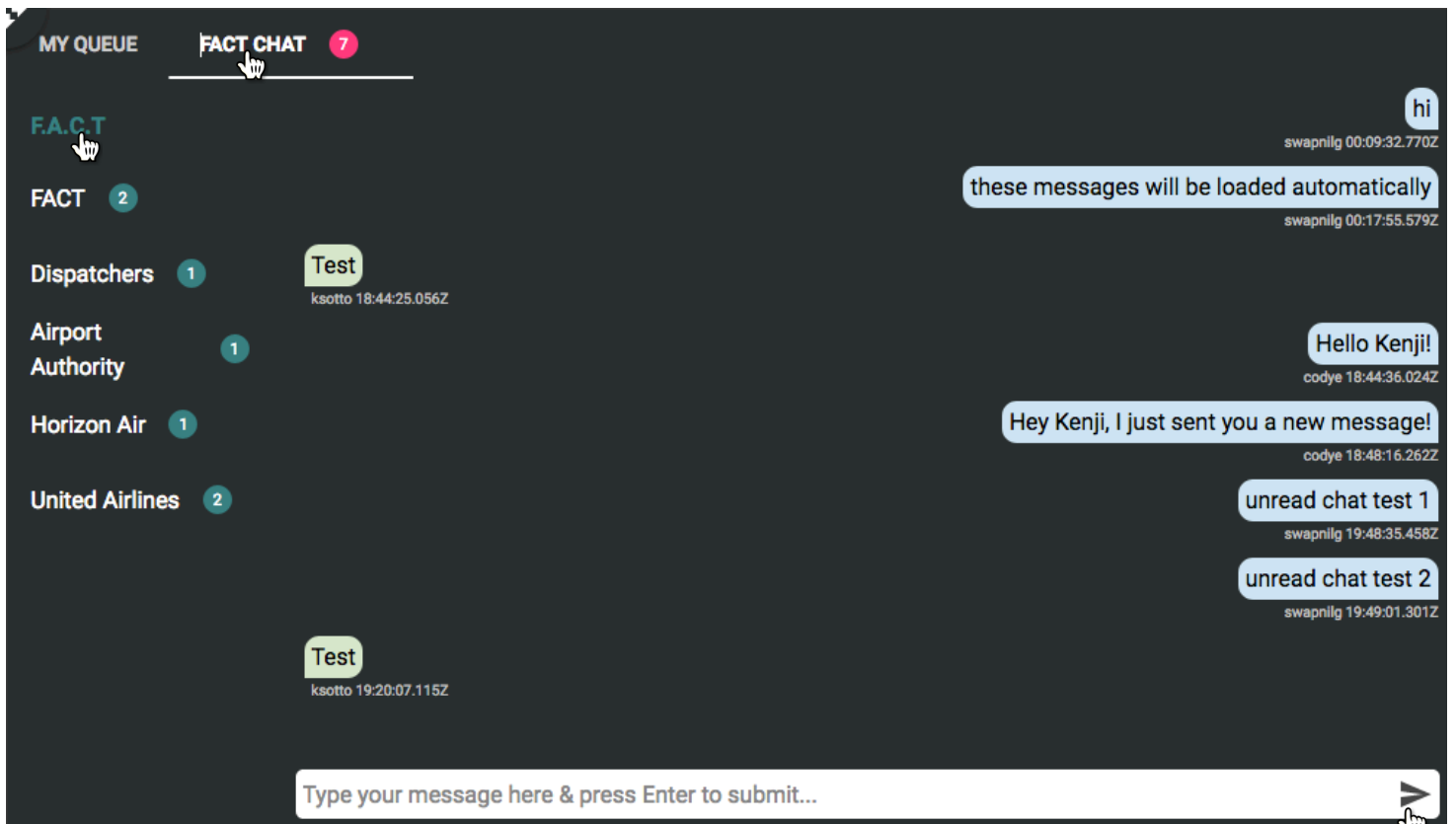
- Select a queue item from the My Queue tab in the Communications View (Quadrant 4) or a flag in the Surface Map View (Quadrant 3)
- NOTE:** Both the queue item and its corresponding flag in the Surface Map View (Quadrant 3), if the item is flagged, will be highlighted.
- Click **MORE** to display additional information pertaining to the selected queue item.
  - Click **ADD A COMMENT**.
  - Populate the Comment section of the information panel.
  - Click **COMMENT** to submit.
- NOTE:** Confirmation that your comment was created will appear briefly.
- Click **CANCEL** to cancel this action.
  - Users are able to reply to comments made on queue items by clicking **REPLY** located to the right of each comment.



## 4.10 FACT Chat

**Description:** FACT Chat is an instant messaging interface for communicating with team members in groups.

- Select the **FACT Chat** tab in the Communications view (Quadrant 4).
    - NOTE:** A count of unread messages is indicated on both the FACT Chat tab (red) and to the right of each group/team (teal).
  - Select a group/team (teal) from the left panel of FACT Chat.
  - Begin typing your message in the message bar at the bottom of the panel.
  - Press the send icon  to submit your message or by pressing the RETURN/ENTER button on a keyboard.
  - Once submitted, your message will appear in green, left aligned, and time stamped above the message bar.
- NOTE:** Messages from others are blue, right aligned, and are also time stamped.



**Profiles Bar**

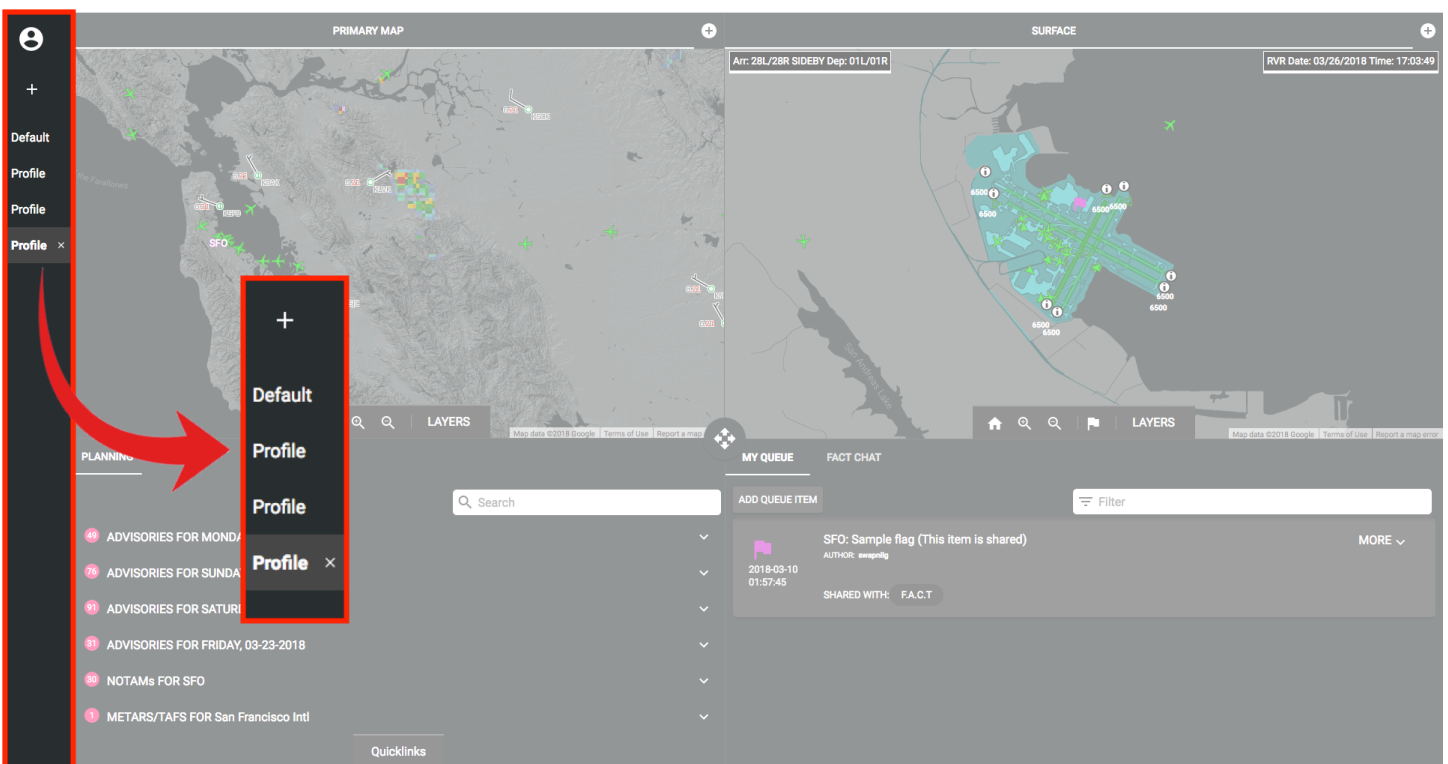
**DESCRIPTION:** The configuration of all quadrants can be saved by the user in a profile and can be manipulated independently once created.

**Profiles Bar Quick Start Contents:**


[5.1 Creating a Profile](#)

[5.2 Navigating Profiles Bar](#)

[5.3 Deleting Profiles](#)



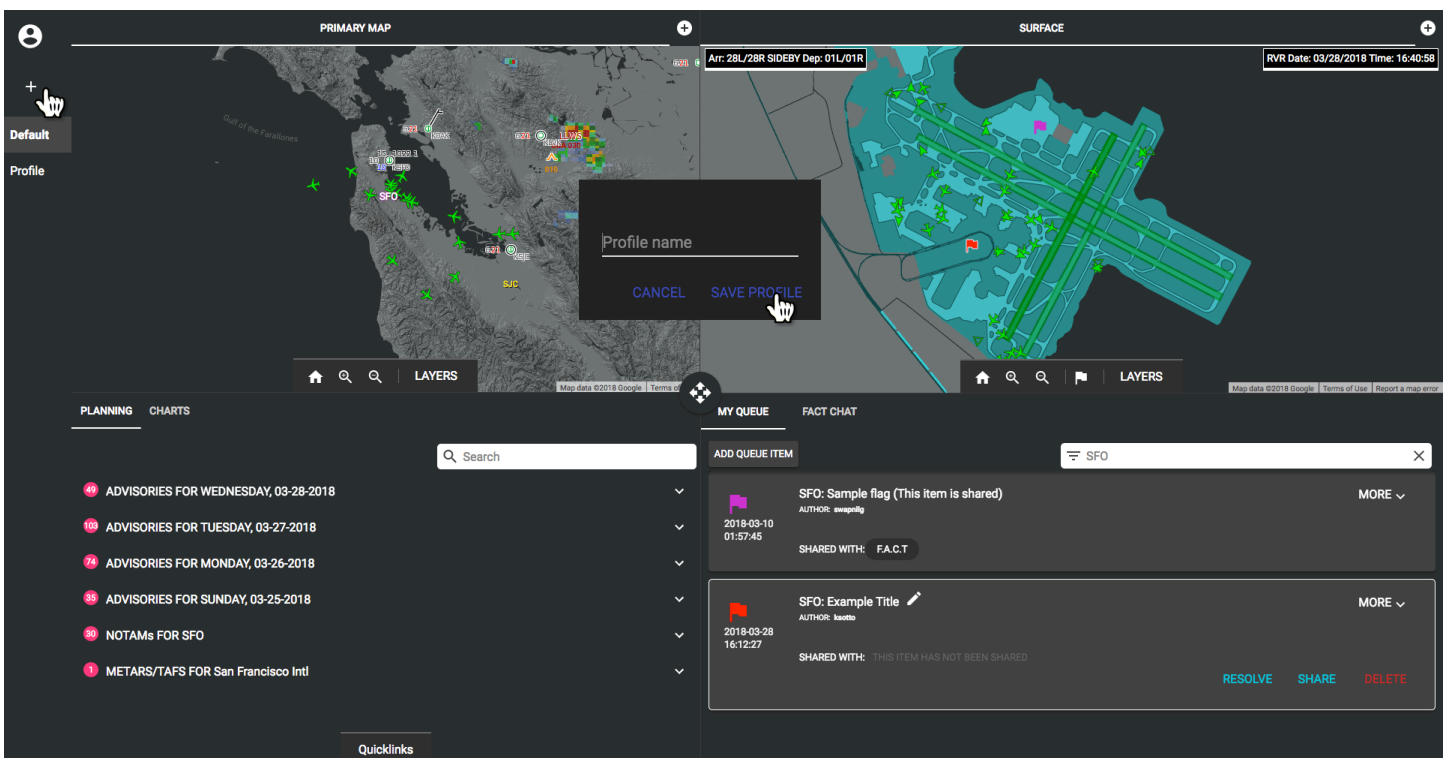
## 5.1 Creating a Profile

- Click  in the profiles bar to create a new profile.
- Enter a profile name in the input field of the information panel.
 

**NOTE:** Buttons in the profiles bar expand in height to accommodate more characters.
- Click **SAVE PROFILE** to save as a new profile in the profiles bar.
 

**NOTE:** The **SAVE PROFILE** button is not actionable until text has been entered into the input field of the information panel.

**NOTE:** Profiles are listed in the profiles bar in the order that they are saved. A newly saved profile is placed at the bottom of the list in the profiles bar. The profiles bar cannot be reorganized.
- Click **CANCEL** to cancel this action.

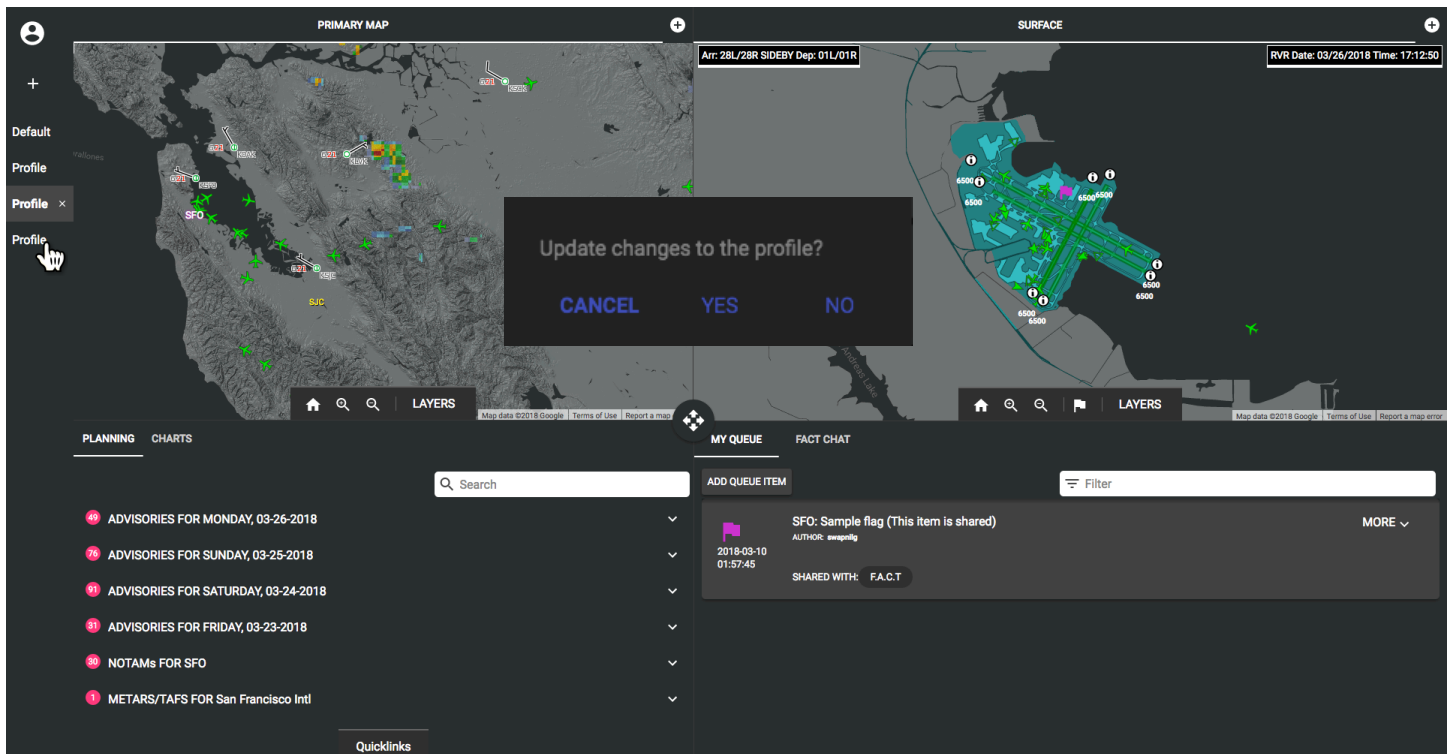


## 5.2 Navigating the Profiles Bar

- Profiles are listed in the profiles bar in the order that they are saved. A newly saved profile is placed at the bottom of the list in the profiles bar. The profiles bar cannot be reorganized.
- Drag the scroll bar on the right of the profiles bar or use the scroll wheel on a mouse to move up/down the list.
- Select/click a **Profile** to view the saved configuration.

**NOTE:** The selected profile highlights (light gray) and stays this way as the current selection.

- When navigating away from the current profile, a prompt will appear.
- Click **CANCEL** to return to the current profile.
- Click **YES** to save any changes made to current profile.
- Click **NO** to navigate away without saving changes.



The screenshot displays a flight planning application interface. At the top, there are two map panes: 'PRIMARY MAP' on the left and 'SURFACE' on the right. A central dialog box asks 'Update changes to the profile?' with 'CANCEL', 'YES', and 'NO' buttons. The left sidebar shows a 'PLANNING' section with a list of advisories for various days in March 2018. The bottom right shows a 'MY QUEUE' section with a search bar and a list of items, including 'SFO: Sample flag (This item is shared)'.

### 5.3 Deleting a Profile

- Begin by selecting/clicking a **Profile** in the Profiles Bar.
  - NOTE:** The selected profile clearly highlights (light gray) and stays this way as the current selection.
- Click "X" to the right of the selected profile to delete.
  - NOTE:** A prompt to confirm that you would like to delete the selected profile will appear.
- Click **YES** to delete the selected profile.
- Click **NO** to cancel this action and return to the current profile.

