



## “Your Airline” Online ASAP Reporting System

### User Tutorial for Submitter

“Airline name” employees will have the opportunity to submit ASAP and Incident reports through an on-line system using WBAT (Web Based Application Tool). The online reporting system will replace our in-house automated Air Safety Reports, and all paper Safety/Incident Reports including Flight Crew Safety, Maintenance Safety, Ground Safety, Cabin Safety, and Dispatch Safety Reports.

“Flight Crew, Maintenance, Cabin, Dispatch and Ground” employee groups will have the option to submit either an ASAP report or an Incident Report.

### Benefits of the New System

- More information can be learned from each event. Included with “Description”, there are fields for Detection, Cause, Reaction and Suggestion.
- All reports that you submit will be available for you to view online.
- Receipt and outcome of your report will be sent to your Online Reporting System Account.
- A section called “Safety Notices” will provide information on safety issues.
- The option to automatically have your report forwarded to NASA through the NASA Aviation Safety Reporting System (ASRS).
- Print NASA ASRS Receipt

Provided are the basic guidelines to help you submit and view online reports.

This system has many special features that can be used to manage your account.

### You can...

- Begin a report and “complete later” before submitting it



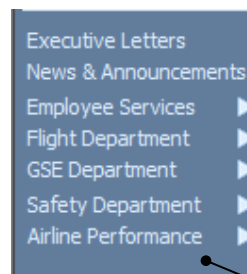
- Modify “Open Reports” (an open report is a submitted report that cannot be changed but additional information can be added to the narrative.)
- View previously submitted reports that have been closed.
- Print reports

Please take some time to familiarize yourself with all the features of your new On-line Reporting System.

### How to Submit a Report

Log on to [www.yoururl.com](http://www.yoururl.com)

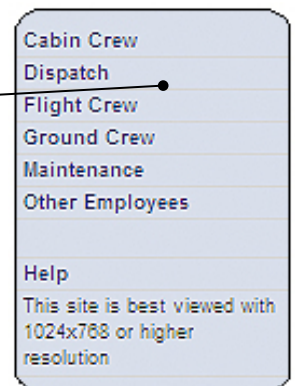
Or



A link can also be found at “Airline name” Intranet website. Once on the **Company Intranet** select **Safety Department** and then **Submit Safety Report**.

Once at the web site, select the appropriate **Employee Group**.

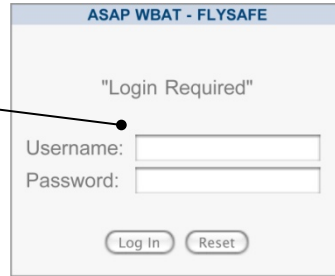
- **Cabin** – for Cabin Crew (this includes disruptive passenger, passenger illness and cabin safety incidents).
- **Dispatch** – for Dispatch Operations or Safety Reports.
- **Flight Crew** – for Pilot ASAP, Safety or Flight Operations Reports.
- **Ground Crew** – for Ground Operations or Safety Reports.
- **Maintenance** – for Maintenance ASAP, Safety or Operations Reports.
- **Other Employees** – for all Other Employees not listed above.



**Note:** You can only access your Employee Group’s link.

## Log on Screen

IE: Employee Number



IE: Last four digits of your SSN or Other

You have the option to change your password at any time after logging in.

## Submit ASAP or Incident

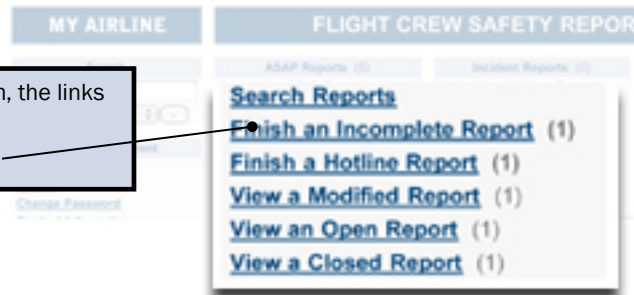
To complete a new ASAP Report or Incident Report, click on “Add a New ASAP Report” or “Add a New Incident Report.” This will direct you to the submission screen.



The heading banner will reflect your employee group.

## Incomplete & Hotline Submission Status

If you have an Incomplete or Hotline Submissions in the system, the links will be active along with the number of Incomplete and Hotline Submissions that need to be completed.



## Submission Form

The submission page will automatically enter your employee information.

**Note:** Only Pilot and Maintenance Employee Groups have the option of submitting an ASAP report. All other groups can only submit an Incident/Safety Concern Report.

Required fields are indicated in red.

**Overview:** Please provide general information about yourself and the event

**Employee Information:**

Pilot, Joe      Employee Base: Base 2  
 Captain      FAA Certificate or Qualification Number: 5554663456  
 My Airline      FAA Certificate or Qualification Type: Airline Transport Pilot  
 1234 Runway Avenue      EMail: joe\_pilot@email.com  
 Cleveland, Ohio 44133      Home Phone: 216-555-1212  
 United States      Work Phone: 216-5551213

I have reviewed my employee information.      Update Information ...

**Date/Time When Event Occurred**

Aware Date/Time

End of Trip Date/Time

Local Time When Event Occur

Tail Number

Primary Duties During Time of

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The Submission Forms contains attribute wizards that when clicked display controls for entering additional information such as the date and time.

Required fields are indicated in red.

The online submission form has many “check boxes” and drop down menus to choose from. If an entry is unclear, holding the cursor over the wording will bring up an expanded definition. Please be sure to check all boxes that apply. The form is categorized into 5 areas each with a narrative box:

- The “Description” section allows you to provide descriptive information about the event, including what happened, where the event occurred and who was involved.
- The “Cause” section allows you to provide information outlining why the event occurred.
- The “Detection” section allows you to provide information outlining how it was determined that an event had occurred.



- The “Reaction” section allows you to provide information outlining the actions that were taken once the event was identified.
- The “Suggestions” section allows you to provide information for preventing a reoccurrence of an event.

The “Narratives” section allows you to provide a description of the event in your own words and suggestions for avoiding recurrences of the event.

To complete submission, click on submit, or to save, click on complete later.

**Narratives:**

Please provide a narrative about the event, including what happened, where and when the event occurred, and who was involved:

N/A

Please provide a narrative outlining why the event occurred:

N/A

Required fields are indicated in red.

Add More Detail ...

Complete Later

Submit

Cancel

If you have any questions please contact the Safety Department at [Phone-Number].

*Thank you for partnering with us to continually ensure safe airline operations!*