**OCS Slot Parser Website Process**

This procedure shall be used to prepare slot data, upload it into the Slot Parser tool, and review the outputs to ensure all required slots are properly booked and aligned with Fl3xx schedules.

**1. Data Preparation**

**a) CYYZ Slot Data**

1. Navigate to the CYYZ Slot site: <https://yyzaro.pdc.com/>
2. Login using the credentials found in the Helpscout Docs.
3. Select **GABA Flights → View Flights** from the dropdown menu.
4. Set the **Date Range** (typically out to 10 days from today).
5. Press **New Query**.
6. Scroll to the bottom of the page, confirm that **Download** is set to *GIR/FLT*, then click **Download**.
7. Once processing finishes, the download link will appear in the top-right corner—click it to download.

**b) CYUL / CYVR / CYYC Slot Data**

1. Navigate to the OCS Slot site: <https://www.online-coordination.com/frontend/#/>
2. Login using the credentials found in the Helpscout Docs.
3. Select **GA/BA Flights → View Flights**.
4. Ensure the following filters are set:
   * **Airports:** CYUL, CYVR, CYYC
   * **Time:** UTC
5. Set the **Date Range** (typically out to 10 days from today).
6. Click **Search**.
7. Click **Download** (top right), select **CSV**, then click **OK**.

**c) Fl3xx Arrival Report**

1. Navigate to **Fl3xx → Reports → Shared**.
2. Select **Slot Arrival Report**.
3. Set the **Date Range** (typically out to 10 days from today).
4. Click **Generate Report** and wait for the data to populate.
5. Export the report as **CSV**.

**d) Fl3xx Departure Report**

1. Navigate to **Fl3xx → Reports → Shared**.
2. Select **Slot Departure Report**.
3. Set the **Date Range** (typically out to 10 days from today).
4. Click **Generate Report** and wait for the data to populate.
5. Export the report as **CSV**.

**2. Upload to Slot Parser Website**

1. Go to the Slot Parser tool: <https://iocc-tools.streamlit.app/OCS_Slot_Checker>
2. Open the folder on your computer where the downloaded reports are saved.
3. Drag and drop the **Fl3xx CSV files** into the **Upload Fl3xx CSV** section.
4. Drag and drop the **OCS Slot CSV files** into the **Upload OCS CSV** section.

**3. Review Output**

The Slot Parser generates several sections. Review each as follows:

* **Matched**
  + Displays all OCS slots correctly matched to a Fl3xx flight (tail + allowable time difference).
  + No further action required.
* **Missing**
  + Displays flights that have no corresponding slot booked.
  + Action: Ensure slots are booked. If a slot appears in Fl3xx, confirm via Helpscout that it is actually booked correctly (date, time, etc.) and fix any discrepancies.
  + *Note: CYVR slots will not display beyond the next 3 days, as they cannot be booked earlier.*
* **Tail Mismatch**
  + Displays slots tied to the correct flight but with the wrong tail number.
  + Action: Update the slot with the correct tail as required.
  + *Note: “Add” lines will not display correctly beyond 4 days out, as they will never match the correct tail.*
* **Time Mismatch**
  + Displays slots tied to the correct flight and tail, but with times outside the valid slot tolerance:
    - CYYZ: ±60 mins
    - CYUL: ±15 mins
    - CYVR / CYYC: ±30 mins
  + Action: Adjust slot or flight timing as required.
* **Stale Slot**
  + Displays slots currently booked in OCS that have no corresponding Fl3xx flight.
  + Action: Remove or reconcile the stale slot as required.