ProDIGIQ

Airport Operations System FAQs

Overview

(* indicates FAQs intended for Administrator use.)

Q: How do I log into Airport Operations System?
A: Type your username and password. Click the Submit button to access the system.

Q: What does the home page tell me?
A: The main page displays the different modules available to you for managing your airport operations.

Q: How do I use the home page?
A: The home page allows you to select whichever module or system you need to access, giving you a wide overview of your airport's operations. If you are not on the home page, you may navigate to it by pressing the "Home" tab on the left side of the page.

Q: How do I log out of the Airport Operations System?
A: Click the "Log Out" button on the top right corner of any page.

Q: Can I stay logged into the Airport Operations System?
A: You can stay logged in as long as you wish.

Q: How do I change my account settings?
A: Click "Account" in the top right corner, and change the fields that need to be fixed. Enter your password as confirmation, and click "Submit."

Q: How do I change my password?
A: Click "Account" in the top right corner, and click the "Change Password" button to open the page to change your password. Enter and confirm the new password, and enter the old password. Hit "Submit" when done. If you're on the home page, you may access the "Account" tab on the left side of the page.

Q: What should I do if I forget/lose my password?
A: Contact your airport administrator if you're a user. Otherwise, contact ProDIGIQ by emailing engineering@prodigiq.com.

Q: * How do I create an account?
A: Click "Admin" in the top right corner of any page. Click the "New Account"

button. If you’re on the home page, you can click the “New Account” button on the left side of the page. Enter the information and select their account type and module access. Enter your administrator password and click “Submit.”

Q: * How do I change an account’s type or module access rights?
A: Click “Admin” on the top right corner of any page. If you’re on the home page, you may click on the “Accounts” tab to access the menu. Click on the account whose type or rights you wish to change. Select the user type you want the user to have by using the drop-down menu. Choose their module access by clicking the boxes next to your available modules. Enter your administrator password and click “Submit.”

Q: * How do I reset an account password?
A: Click “Admin” on the top right corner of any page. Click the user whose password you wish to change, then follow the instructions above as if you were changing your own password. Either their old password or the administrator password can be used to reset the password.

Q: * How do I delete an account?
A: For security reasons, accounts cannot be deleted through the website. If you wish to remove a user, change their password, and send an email to ProDIGIQ at engineering@prodigiq.com.

Part 139 Self-Inspection Module

Q: How do I access this module?
A: Click on the button titled “Part 139 Self Inspection Module” on the home page.

Q: What does the “Analytics” tab tell me?
A: The “Analytics” tab shows a variety of graphs to give you a quick overview of the Part 139 Self-Inspection Module.

Q: What do the graphs show me?
A: The pie chart shows all your inspection categories in a percentile split. The bar graph to the left of that displays unsatisfactory categories for the past twelve months numerically. The line graphs give you a view of all monthly and weekly unsatisfactory inspection entries. The bottom left bar graph shows monthly work orders, while the left shows monthly supplemental inspection entries.

Q: How do I access a view of all inspections and retrieve the details from the inspection?
A: Click on the “Inspections” tab on the left side of the page. Find the inspection you wish to view in the grid, and click on it to access the report. You may attach a work order, or map by clicking the respectively titled buttons towards the top of the report. You may also save a PDF of the report to your

computer.

Q: How do I search for a specific inspection report?
A: Click the “Search Inspections” button on the bottom right of the “Inspections” tab. You may search for inspections by entering a specific range of dates to search through. Click “Search” to continue.

Q: How do I create a new inspection report?
A: Select the type of report you wish to submit by clicking the appropriate tab between the ”Inspections” and “Work Orders” tabs to. You can choose the type of inspection (regular/supplemental), and fill in all pertinent fields for the inspection. Click “Save and Continue” when finished.

Q: How do I view all work orders and retrieve details about them?
A: Click on the “Work Orders” tab on the left. All the work orders will be displayed in the grid. Click on the work order you wish to view, and you will be shown the details. You may edit the work order by clicking the “Edit” button and changing the necessary fields. When finished, click “Update” to submit the changes. You may see which inspection the work order is tied to by clicking the “Show Inspection” button, which will bring you to the inspection. The work order may be saved as a PDF to your computer by pressing the “Save as PDF” button.

Q: How do I search through the work orders for a specific date?
A: Click on the “Search Work Orders” button in the “Work Orders” tab. You may enter a date range, and choose to show closed work orders in the search. Click “Search” to continue.

Aircraft Rescue & Fire Fighting (ARFF) Module

Q: How do I access this module?
A: Click on the button titled “Aircraft Rescue & Fire Fighting (ARFF) Module” on the home page.

Q: What do the graphs in the “Analytics” tab show me?
A: The bar graphs numerically show weekly and monthly reports for this module.

Q: How do I view all the records and retrieve details of the incidents?
A: Click on the “Records” tab. Select the specific record by clicking on it to view the details. You may save the record of the incident by pressing the “Save as PDF” button on the top of that page.

Q: How do I search the records for a specific incident?
A: You may enter a date range to search within. Click “Search” to continue.

Q: How do I create a new record?

A: Press the “New Record” button on the left. Record the information into the proper fields. Click the “Submit Record” button to continue.

Fuel Reporting Module

Q: How do I access this module?
A: Click on the button titled “Fuel Reporting Module” on the home page.

Q: What does the “Analytics” tab tell me?
A: The “Analytics” tab shows a variety of graphs to give you a quick overview of the Fuel Reporting Module.

Q: What do the graphs show me?
A: The pie chart shows all your inspection categories in a percentile split. The bar graph to the left of that displays unsatisfactory categories for the past twelve months numerically. The line graphs give you a view of all monthly and weekly unsatisfactory inspection entries. The bottom left bar graph shows monthly work orders, while the left shows monthly supplemental inspection entries.

Q: How do I access a view of all inspections and retrieve the details from the inspection?
A: Click on the “Inspections” tab on the left side of the page. Find the inspection you wish to view, and click on it to access the report. You may attach a work order, or map by clicking the respectively titled buttons towards the top of the report. You may also save a PDF of the report to your computer.

Q: How do I search for a specific inspection report?
A: Click the “Search Inspections” button on the bottom right of the “Inspections” tab. You may search for inspections by entering a specific range of dates to search through. Click “Search” to continue.

Q: How do I create a new inspection report?
A: Select the location of the fuel inspection on the left side of the page between the “Inspections” and “Work Orders” tabs. Enter the necessary information into fields of the report. Click on the “Save and Continue” tab to submit the fuel inspection report.

Q: How do I view all work orders and retrieve details about them?
A: Click on the “Work Orders” tab on the left. All the work orders will be displayed. Click on the order you wish to view, and you will be shown the details. You may edit the order by clicking the “Edit” button and changing the necessary fields. When finished, click “Update” to submit the changes. You may see which inspection the order is tied to by clicking the “Show Inspection” button, which will bring you to the inspection. The work order may be saved as a PDF to your computer by pressing the “Save as PDF” button.

Q: How do I search through the work orders for a specific date?
A: Click on the “Search Work Orders” button in the “Work Orders” tab. You may enter a date range, and choose to show closed orders in the search. Click “Search” to continue.

Wildlife Management Module

Q: How do I access this module?
A: Click on the button titled “Wildlife Management Module” on the home page.

Q: What do the graphs in the “Analytics” tab show me?
A: The bar graphs numerically show weekly and monthly reports for this module.

Q: How do I view all the records and retrieve details of the incidents?
A: Click on the “Records” tab. Select the specific record by clicking on it to view the details. You may save the record by pressing the “Save as PDF” button on the top of that page.

Q: How do I search the records for a specific incident?
A: You may enter a date range to search within. Click “Search” to continue.

Q: How do I create a new record?
A: Press the “New Record” button on the left. Enter the information into the proper fields. Click the “Submit Record” button to continue.

NOTAMs Reporting Module

Q: How do I access this module?
A: Click on the button titled “NOTAMs Reporting Module” on the home page.

Q: What does the “Analytics” tab show me?
A: The analytics tab displays the latest NOTAM issued, as well as a bar graph displaying a numerical total of NOTAMs issued each month.

Q: How do I view all NOTAMs and view their details?
A: Press the “NOTAMs” tab on the left. Select the specific NOTAM you wish to view by clicking it. You may save it as a PDF by pressing the “Save as PDF” button.

Q: How do I search for a specific NOTAM?
A: Click the “Search NOTAMs” button at the bottom of the page under the “NOTAMs” tab. You can enter a date range and choose to show cancelled NOTAMs. Click “Search” to view the NOTAMs within your specifications.

Q: How do I create a new NOTAM?

A: Click the “New NOTAM” tab on the left side of the page. Enter the necessary information. Press the “Save and Continue” button when done to submit the NOTAM.

Storm Water Reporting Module

Q: How do I access this module?
A: Click on the button titled “Storm Water Reporting Module” on the home page.

Q: What does the “Analytics” tab show me?
A: The analytics tab gives you a quick overview of the Storm Water Reporting Module through a set of graphs.

Q: What do the graphs show me?
A: The pie chart shows all your inspection categories in a percentile split. The bar graph to the left of that displays unsatisfactory and not inspected categories for the past twelve months numerically. The line graphs give you a view of all monthly and weekly unsatisfactory and uninspected entries. The bottom bar graph shows monthly follow-up inspection entries.

Q: How do I access a view of all inspections and retrieve the details from the inspection?
A: Click on the “Inspections” tab on the left side of the page. Find the inspection you wish to view on the grid, and click it to access the report. You may attach a work order, or map by clicking the respectively titled buttons towards the top of the report. You may also save a PDF of the report to your computer.

Q: How do I search for a specific inspection report?
A: Click the “Search Inspections” button on the bottom right of the “Inspections” page. You may search for inspections by entering a specific range of dates to search through. Click “Search” to continue.

Q: How do I create a new inspection report?
A: Choose the type of inspection by clicking one of the categories located under the “Inspections” tab. Enter the pertinent information, then click “Save and Continue” when complete.

Vehicle Inspection Module

Q: How do I access this module?
A: Click on the button titled “Vehicle Inspection Module” on the home page.

Q: What does the “Analytics” tab show me?
A: The analytics tab gives you a quick overview of the Vehicle Inspection Module through a set of graphs.

Q: What do the graphs show me?
A: The pie chart shows all your inspection type categories in a percentile split. The line graph to the left of that displays monthly continuous inspection entries numerically. The line graphs in the middle display the summer and winter monthly inspection entries. The bottom bar graph shows monthly follow-up inspection entries.

Q: How do I access a view of all inspections and retrieve the details from the inspection?
A: Click on the “Inspections” tab on the left side of the page. Find the inspection you wish to view on the grid, and click it to access the report. You may attach a work order, or map by clicking the respectively titled buttons towards the top of the report. You may also save a PDF of the report to your computer.

Q: How do I search for a specific inspection report?
A: Click the “Search Inspections” button on the bottom right of the “Inspections” page. You may search for inspections by entering a specific range of dates to search through. Click “Search” to continue.

Q: How do I create a new inspection report?
A: Choose the type of inspection by clicking one of the categories located under the “Inspections” tab. Enter the pertinent information, then click “Save and Continue” when complete.

Additional Help

Q: What do I do if I need more information or help?
A: Contact ProDIGIQ by emailing engineering@prodigiq.com.