

## **Quick Reference Guide Surface Trajectory Base Operations (STBO) Client Observer Mode**

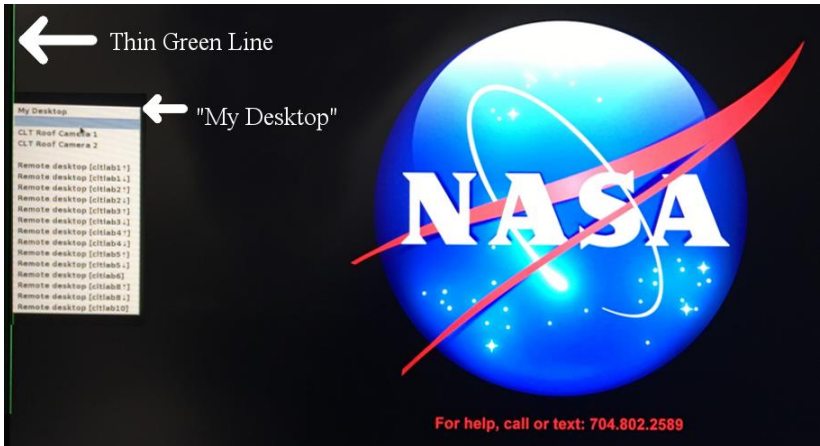
*This document describes the STBO Client Observer Mode and is meant to be a quick reference guide. The STBO Client Observer Mode User Manual and other training materials are available for detailed user instructions.*

*For help, call or text: 704.802.2589*

# 1 Getting Started

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

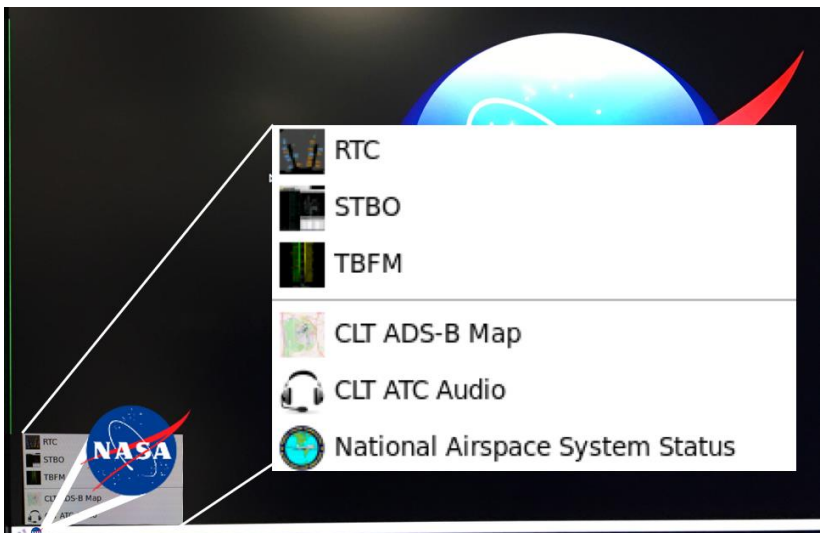
**Step 2:** Select “My Desktop” from the top of the menu.



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

**Step 4:** Select the option for the “STBO”.

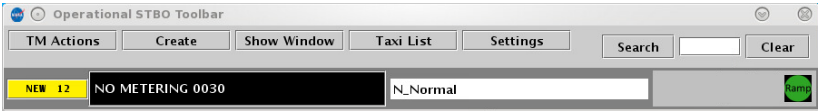
**Step 5:** Wait for the STBO Client to load. This may take a few minutes.



## 2 Load or Save a Display Configuration

### To Save a New Display Configuration:

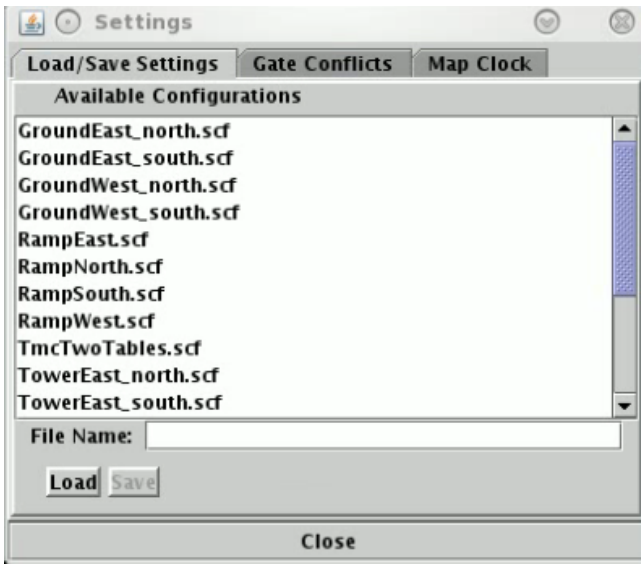
**Step 1:** Click on the “Settings” button on the STBO Client Toolbar.



**Step 2:** Type a name for the display configuration in the “File Name:” text box.

**Step 3:** Click the “Save” button.

**Step 4:** Click “OK” in the “Save Settings” confirmation window.

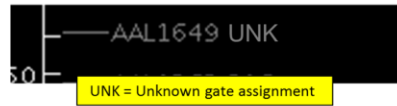
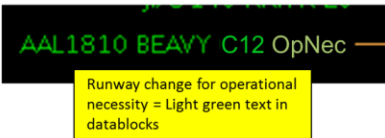
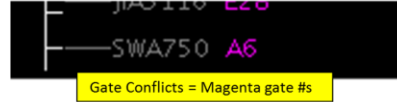
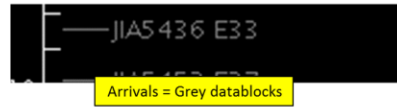


### To Load an Existing Display Configuration:

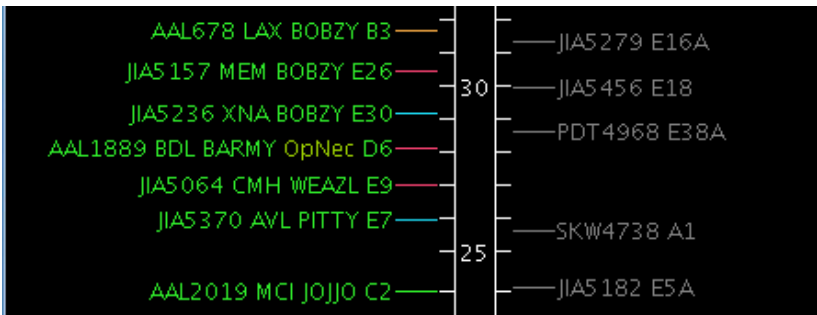
**Step 1:** Locate and select the display configuration name under the “Available Configurations” list.

**Step 2:** Click the “Load” button. The STBO Client will reload the interface to match the selected display configuration.

### 3 Timeline Elements



### Leader Lines:



**Orange:** Untracked departure flights that are scheduled but have not yet pushed off the gate

**Dark Pink:** Untracked departure flights that have pushed back from the gate

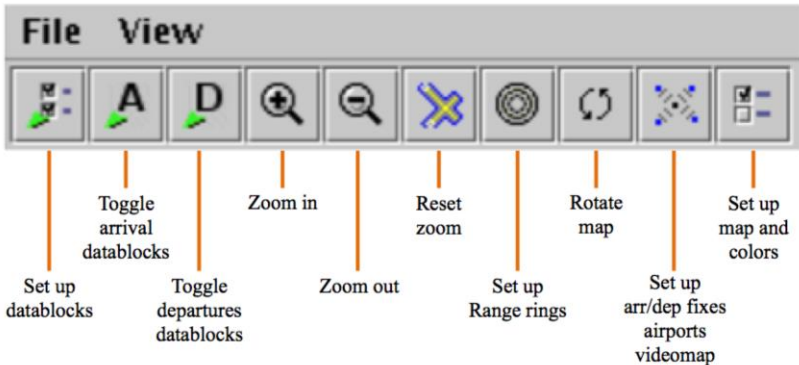
**Blue:** Tracked departure flights that are still in the Ramp area

**Green:** Tracked departure flights that are in the Airport Movement Area

**Grey:** Arrival flights

## 4 Map

### Map Toolbar Buttons:



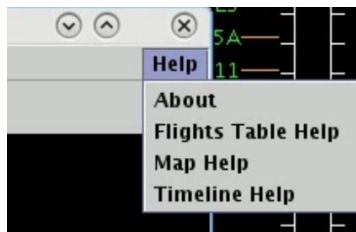
### Map Menus:



The “File” menu provides a quick way to shut down the STBO Client.



The key feature of the “View” menu is “Show Toolbar”. This is a fast way to find the STBO Client Toolbar when it is hidden behind other windows or closed.

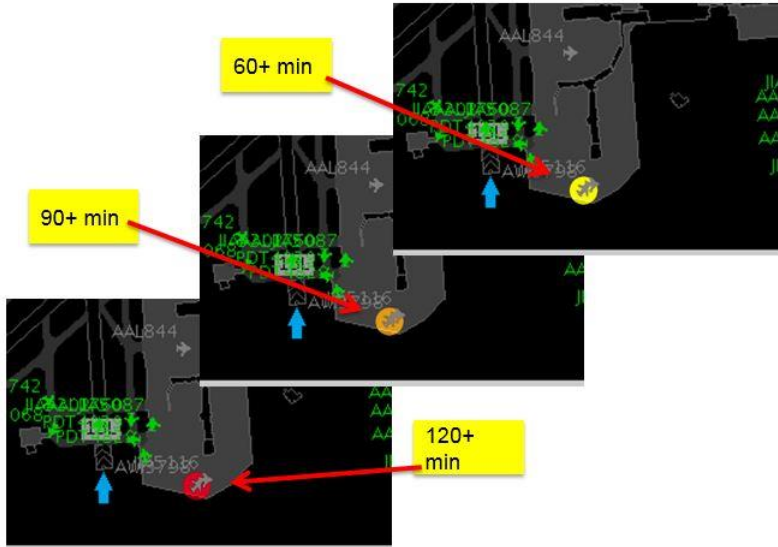


The “Help” menu provides access to the software version (About), or the quick keys for the Flights Table (Flights Table Help), Map (Map Help), or Timeline (Timeline Help).

## Tarmac Rule / Long On Board:

Tarmac Rule / Long On Board (LOB) information is displayed on the Map.

LOB is depicted using a colored disc that surrounds the aircraft icon. LOB timer starts from the flight's pushback from the gate for departure flights or from the moment wheels touch down for arrival flights.



### Disc Colors

**Yellow:** 60 – 89 minutes

**Orange:** 90 – 119 minutes

**Red:** 120+ minutes

## 5 Flights Table

### Flights Table Toolbar Buttons:



### Filtering Data:

Note that when filtering data, multiple items can be selected and/or added to the list in the “Value” text box. When adding multiple values for the same “Field”, enter all values in the same “Value” text box. STBO Client cannot process multiple lines of the same field.

Field	Operator	Values	
Runway	=	23, 5	36C
AND			Clear

### Search Feature:

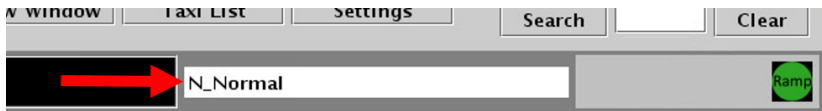
The search feature provides the ability to search for flight numbers, callsigns, destination airports, or departure fixes across the STBO Client interface. The matching flights will be highlighted on the Timeline, the Map, and in the Flights Table.

There is no need to press the search button; the STBO Client will automatically start searching as soon as a single character is typed.

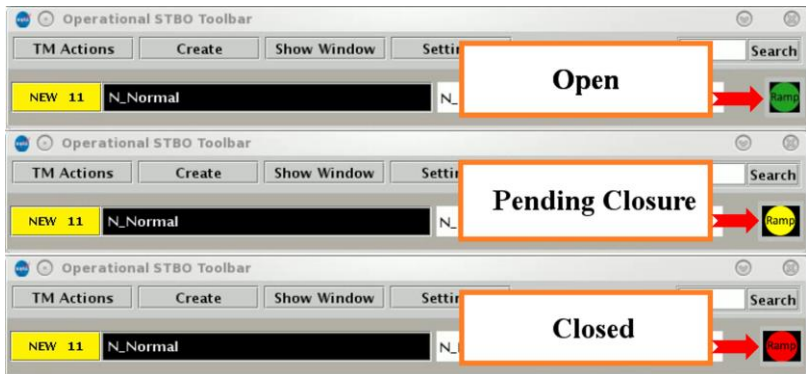
## 6 Toolbar

### Toolbar Icons:

Runway Utilization icon = current airport configuration and runway utilization. Set by ATC.

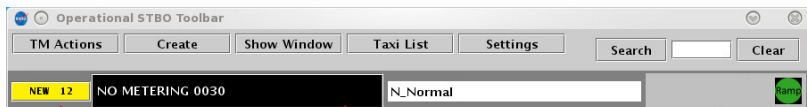


Ramp Closure icon = Current Ramp status. Set by Ramp.



### Notifications:

New notifications are displayed on the STBO Client Toolbar.



**Notification Icon**

**Notification Banner**

The number on the notification icon indicates the total number of new/unacknowledged notifications.

The notification banner cycles through all new/unacknowledged notifications.



Click on the notification 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 on the notification icon or on any row in the notification window to acknowledge all notifications.

Any cancelled notifications have a row highlighted in blue.

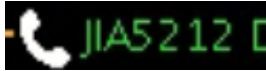
7/3/18 1111	Airport	VMC	7/3/18 1111		
7/3/18 1109	TMI	APREQ to LGA	7/3/18 1100	7/4/18 0200	OIS: INCL BA
7/3/18 1048	TMI	APREQ to JFK	7/3/18 1000	7/3/18 1048	Cancelled
7/3/18 1008	TMI	APREQ to EWR	7/3/18 1000	7/4/18 0200	OIS: INCL BA
7/3/18 0818	Ramp	RAMP OPENED	7/3/18 0818		

Cancellation

## 7 APREQ Flights

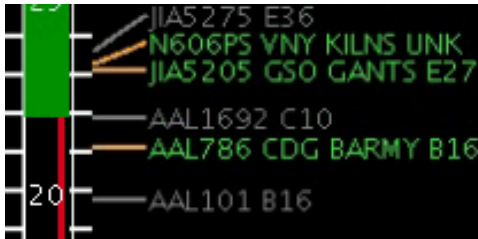


**Lightning bolt symbol** = electronic APREQ coordination is available.



**Telephone symbol** = verbal Call for Release coordination is required.

Displaying the slots in the overhead stream is only available for flights capable of electronic APREQ coordination.

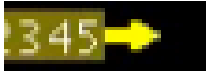


**Green Slot** = available slot in the overhead traffic stream.

**Red Slot** = unavailable slot in the overhead traffic stream.



EDCT compliance window (-5/+5 minutes) is overlaid on the Timeline when a flight has an EDCT release time.



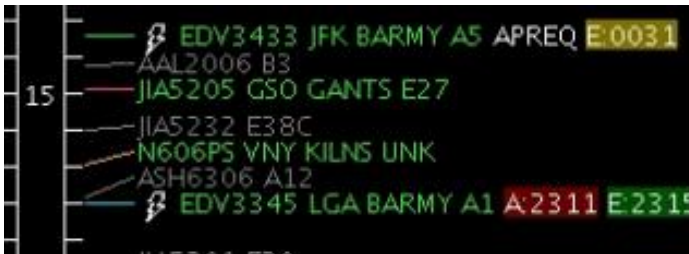
**Yellow arrow symbol** = Request for APREQ release time has been sent to TBFM/IDAC.



**Yellow diamond symbol** = Different release time than what was requested was returned from TBFM/IDAC.

## Compliance Indicators:

Each APREQ and EDCT release time is highlighted by its own compliance indicator



**Green** = on time / inside of compliance window

**Yellow** = outside of compliance window and *early*

**Red** = outside of compliance window and *late*