

# HOW TO SUBMIT A TOS

Choose the flight you wish to submit to ATC. In this example we will use SWA30

Flight Operator - SWA TOS Operations at 14:32 Z

Search  Clear

TOS Departure - Eligibility State = Candidate

Flight ID	Rwy	Dest	Route of Flight	Dep Gate	EOBT ▲	ETOT	Top ETOT	Top RTC	Top CDR	Top Total Delay Savings OFF	Top Prob Del Sav > RTC	Top Agg SWA Del Sav	Top N SWA Del Sav	Top Avg DAL Del Sav	Top Avg D10 Del Sav	Eligibility State	Coord State	Num TOS Cand	TMI Info	Flight Status	Scratch Pad
SWA30	E13L	PHL	KDAL EMMTT4.LOOSE.MEM....	EAST	04/15:00	04/15:08	15:08	+21	DALPHLJ3	-23	52.4%	-22.9	3	-4.6	-2.9	Candidate	Not Su...	1	35M FixClsd	Scheduled_Out	

Add Table

## Directly from the TOS Table

Right click on the flight you wish to submit and choose the route and submit

Flight Operator - SWA TOS Operations at 14:54 Z

TOS Departure - Coord State = Not Submitted; Eligibility State = Candidate

Flight ID	Rwy	Dest	Route of Flight	Dep Gate	EOBT	ETOT	Top ETOT	Top BTC	Top CDR	Delay Savings	Del Sav	SWA Del	SWA	DAL Del	D10 Del	Eligibility State	Coord State	TOS	TMI Info	Flight Status	Scratch Pad
SWA823			EMMTT4.ZALEA.MCB.....	EAST	23/15:40	23/17:15:47	15:47	+32	DALPNS1S	-79	97.7%	-79.0	4	-11.3	-2.0	Candidate	Not S...	1	35M FixCld	Scheduled_...	

Right-click context menu options:

- Submit: DALPNS1N Potential ETOT=15:47 DelaySavings=-79 = Reroute Filed
- TOS Flight Menu: DALPNS1S Candidate ETOT=15:47 DelaySavings=-79
- Scratch Pad: Route of Flight, Dep Gate, EOBT, ETOT, Flight Status, TMI Info, Scratch Pad, Coord State
- Exclude from TOS
- Properties: S Departure - Eligibility State = Excluded

Bottom bar: Add Table

## From the TOS Flight Menu

Right click on the flight you wish to submit and choose the TOS Flight Menu

Flight Operator - SWA TOS Operations at 14:34 Z

Search  Clear

TOS Departure - Eligibility State = Candidate

Flight ID	Rwy	Dest	Route of Flight	Dep Gate	EOBT ▲	ETOT	Top ETOT	Top RTC	Top CDR	Top Total Delay Savings OFF	Top Prob Del Sav > RTC	Top Agg SWA Del Sav	Top N SWA Del Sav	Top Avg DAL Del Sav	Top Avg D10 Del Sav	Eligibility State	Coord State	Num TOS Cand	TMI Info	Flight Status	Scratch Pad
SWA30	E12L	PHX	KDAL EMMTT4.LOOSE..MEM....	EAST	04/14:53	04/15:...	15:02	+21	DALPHJ3	-29	66.4%	-29.0	3	-5.8	-3.0	Candidate	Not Su...	2	35M FixClsd	Scheduled_Out	

SWA30  
Submit  
TOS Flight Menu  
Scratch Pad  
Exclude from TOS  
Properties

Add Table

## The TOS Flight Menu

Submit the route you want from the TOS Flight Menu and submit

The screenshot shows the 'Flight Operator - SWA TOS Operations at 14:55 Z' window. At the top, there's a search bar and a status bar indicating 'TOS Departure - Coord State = Not Submitted; Eligibility State = Candidate'. Below this is a table with columns: Flight ID, Rwy, Dest, Route of Flight, Dep Gate, EOBT, ETOT, Top CDR, Delay Savings, Del Sav, SWA Del, SWA, DAL Del, D10 Del, Eligibility State, Coord State, TOS, TMI Info, Flight Status, and Scratch Pad. The first row shows flight SWA823 with a 'Candidate' eligibility state.

A 'TOS Flight Menu - SWA823' window is open, displaying a table with columns: Flight ID, Route, CDR, Dep Gate, Rwy, Dist nm, Add nm, RTC, ETOT, Total Delay Savings OFF, Prob Del Sav > RTC, Agg SWA Del Sav, Eligibility State, and Coord State. Three routes are listed:

Flight ID	Route	CDR	Dep Gate	Rwy	Dist nm	Add nm	RTC	ETOT	Total Delay Savings OFF	Prob Del Sav > RTC	Agg SWA Del Sav	Eligibility State	Coord State
SWA823	KDAL EMMTT4.ZALEA..M...	EAST	31R	543				17:05		0.0%	0.0		
SWA823	KDAL ALPNS1S SOUTH	ALPNS1S	SOUTH	31R	661	+118	+32	15:47	-79	97.7%	-79.0	Candidate	Not Submitted
SWA823	KDAL ALPNS1N NORTH	ALPNS1N	NORTH	31R	835	+293	+79	15:47	-79	50.0%	-79.0	Potential	Not Submitted

A context menu is open over the 'KDAL ALPNS1S SOUTH' row, with options: Submit, Scratch Pad, and Exclude from TOS. A red arrow points to the 'Submit' option.

The TOS Flight Menu gives you more info on the available CDRs for a specific flight. The TOS Table only gives you info on one CDR, the top CDR.

If plans change and you wish to un-submit, right click on the undo submit and it will remove the request. The undo submit will only be available **before** ATC approves the reroute.

The screenshot shows a software interface titled "Flight Operator - SWA TOS Operations at 14:58 Z". It features a search bar at the top right and a table of flight operations. The table has columns for Flight ID, Rwy, Dest, Route of Flight, Dep Gate, EOBT, ETOT, Flight Status, TMI Info, Scratch Pad, and Coord State. A red arrow points to the "Undo Submit" option in a context menu that is open over a flight entry with ID SWA823. The flight entry is highlighted in blue and shows a status of "FO Submitted".

Flight ID	Rwy	Dest	Route of Flight	Dep Gate	EOBT	ETOT	Flight Status	TMI Info	Scratch Pad	Coord State
SWA823	E318	ANC	DAL.EMMTT4.ZALEA..MCB..Sjl..LOXL...	EAST	23/15:40	23/17:05	Scheduled_O...	35M FixCld		FO Submitted

Two ways to observe  
ATC has approved the  
reroute request

The screenshot displays the ATD2 interface. At the top, the window title is "Flight Operator - SWA TOS Operations at 14:58 Z". Below the title bar is a search bar with "Search" and "Clear" buttons. The main area shows a table of flight data with the following columns: Flight ID, Rwy, Dest, Route of Flight, Dep Gate, EOBT, ETOT, Top ETOT, Top RTC, Top CDR, Top Total Delay Savings OFF, Top Prob Del Sav > RTC, Top Agg SWA Del Sav, Top N SWA Del Sav, Top Avg DAL Del Sav, Top Avg D10 Del Sav, Eligibility State, Coord State, Num TOS Cand, TMI Info, Flight Status, and Scratch. A single row is visible for flight SWA30, with a "Coord State" of "ATC Approved".

Flight ID	Rwy	Dest	Route of Flight	Dep Gate	EOBT	ETOT	Top ETOT	Top RTC	Top CDR	Top Total Delay Savings OFF	Top Prob Del Sav > RTC	Top Agg SWA Del Sav	Top N SWA Del Sav	Top Avg DAL Del Sav	Top Avg D10 Del Sav	Eligibility State	Coord State	Num TOS Cand	TMI Info	Flight Status	Scratch
SWA30	E13L	PHL	KDAL.CURLOS.TNY.IAH.LF	SOUTH	04/14:53	04/15:00	15:02	+81	DALPHL15	-18	0.0%	0.0	0	0.0	0.0	Potential	ATC Approved			Scheduled_Out	

An alert dialog box titled "SWA TOS Alerts" is open in the foreground. It contains a yellow background with a "TOS" icon, the text "New ATC Approval", the flight ID "SWA30", and an "Ok" button. Red arrows from the text on the left point to the "Coord State" column in the table and the "New ATC Approval" message in the alert dialog.