

RSAT WEB TOOL Video Tutorial Transcript

Welcome to the Runway Safety Action Team “RSAT Web Tool Tutorial”, a surface safety event management dashboard for airports nationwide. This video is a visual resource that will guide you through the purpose and use of each feature in the tool.

Go to the RSAT Tool login page. When using the tool, remember to set the display zoom at 100% and maximize the browser window for optimal viewing. Keep in mind that the RSAT Web Tool is not designed for mobile use.

There are three buttons in the top-right corner. The “question mark” button opens this tutorial. The “Contact” button displays emails to the point of contact at each Service Area, and the “Survey” button provides a link to a brief form where you can submit feedback and comments on this tool.

Begin by entering your assigned FAA or NATCA email in the username field, followed by the password. If you have forgotten your password, you can obtain a new one by clicking the “Forgot Password?” link. An email will be sent to you with a prompt to create a new password.

New users can create accounts by selecting the “Create New Account” button. An email will be sent with a prompt to create the registration by creating a password. Make sure to check your Junk Mail Folder if you do not see the email in your Inbox.

Your password is set to expire every 90 days after activation. You will receive an email notification to update your password 15 days before your password is due to expire.

Once logged in, you can reset your password or log out by selecting “Reset Password” or “Logout” in the top right corner.

For quick navigation - input the Service Area, Region, or Airport in the “Quick Find” search field, then select an option from the drop-down list or hit enter to go to the first option in the list.

You may also navigate a personalized map based on your user role by selecting the “My Map” button.

For demonstration purposes, let’s select the Central Service Region, CSA.

After you have made your selection, the tool will display an interactive map. You will see several tabs and options to continue filtering your search.

At the top, you will find the “KSN Calendar” button -an external link to the RSAT Calendar in the FAA’s KSN- as well as a “Quick Find” search field.

Use the top-tier drop-down menu on the left to select a Service Area, Region, and Airport for further navigation. For example, to access Houston airport, select CSA, ASW, and then HOU. The map will automatically zoom-in on the location from your search selections.

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Notice the “Diagrams” button in the center. Clicking this button will open a separate window to the FAA Airports Diagrams page. Use this as an additional resource when reviewing the surface events.

Once you are where you need to be, select the “Events”, “Action Items”, or “Documents” tabs on the right to see the items specific to your selected Service Area, Region or Airport. The “Events” tab is already selected by default, so we will review this tab first.

This is one of the main features of the RSAT Web Tool. The “Events” tab displays the full map view of the airport selected, as well as all the different event pins corresponding to that facility. Refer to the “Legend” in the bottom-right corner of the map to identify the color-coded pins.

Zoom in closer to see the pinned locations in detail. Remember to use the Airport Diagram to help in the identification of runways, taxiways and hot spots.

Under the “Events” tab, you can filter through these pinned events by event type, runway incursions, surface incidents and runway excursions, event severity, surface event code, day or nighttime operation, IMC/VMC, FAR Part number, or by the date range of the event. Selecting any option from the drop-down list will automatically filter the map.

Once you’ve finished selecting the filter options, the event pins related to your search will show up on the map.

Clicking on a pin opens a window with the specific data on that event, including the RIAT Report Number and a narrative of the event. Click on the X in the top right corner to close the event window.

You can continue making more filter selections to view more events.

Let’s move on to the “Action Items tab”. This tab allows the viewer to sort through the corresponding action items for a selected Service Area, Region or Airport. The action items can be filtered by “item status” or “date”, and are color-coded and labeled as pending, open, closed or recommendation. Click on an action item to expand it and view the details. Click on it again to close the expanded action item view.

And lastly, in the “Documents” tab, you can search by entering a key word in the search field on the right. You may also filter by date or file type by using the “Date” and “File Type” buttons below the search field. Click on the name of the document to download the file.

Thank you for watching the RSAT Web Tool Tutorial video. You can download the transcript to this video for review purposes by clicking on the “Download Transcript” button at the bottom. To return to the RSAT Web Tool login page, select the “Close” button.