

1. Log in website:  
<https://fpl-1caasaim.gov.sg>

2. Select NOTAM  
Promulgation Request

Terminal Parameter Message EPL JFPS AFD NOTAM Briefing Static Data Retrieval Diagnosis Help

### AIM-SG Center Terminal

Please fill in username, and password.

Username

Password

[Forgot your password?](#)

Offline Mode: working locally with no access to server.

Pending: 0 Not Logged In A R S: D 0 2011.12.02-09

1. Input Username and Password

2. Click Login

# Message Folder

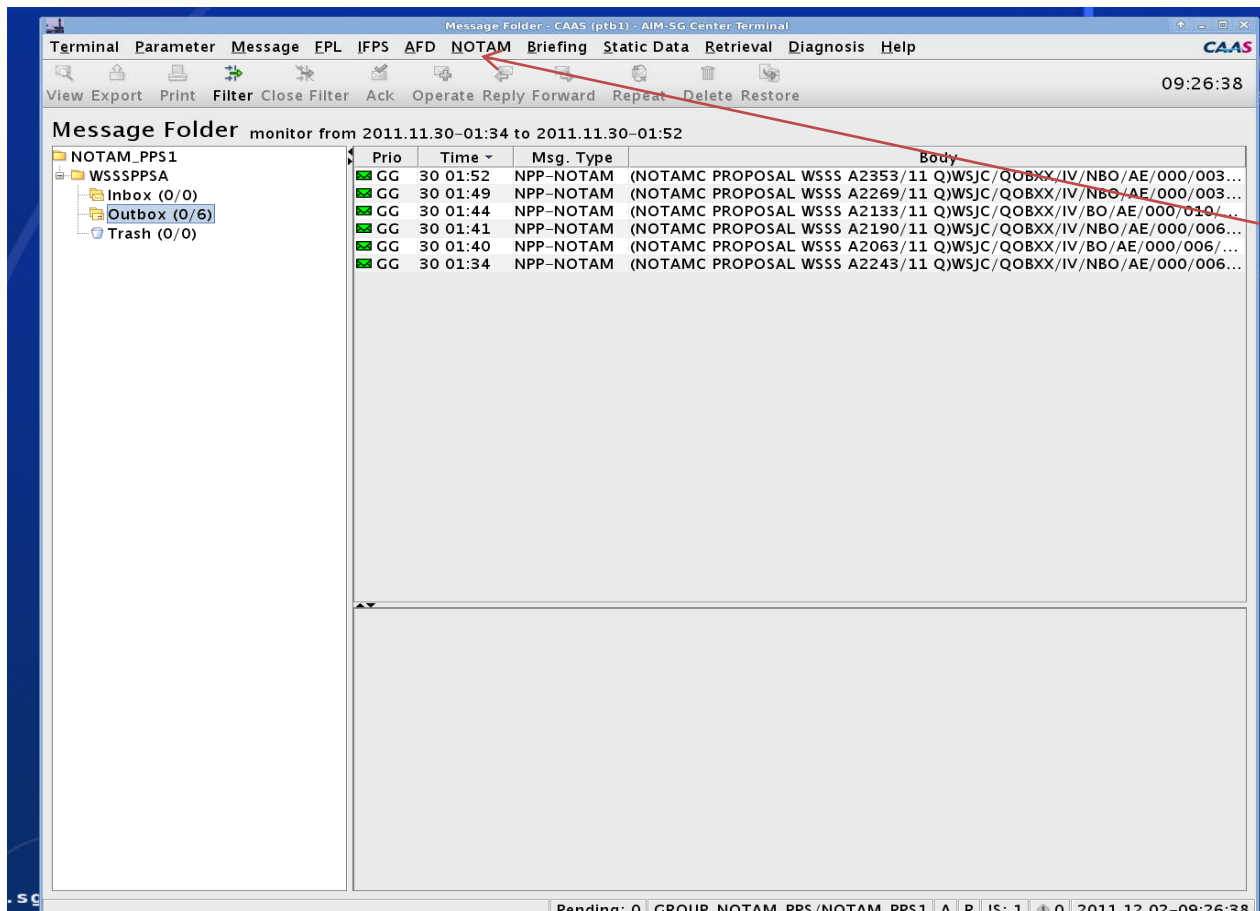
The screenshot displays the 'Message Folder' window in the CAAS AIM-SG Center Terminal. The window title is 'Message Folder - CAAS (ptb1) - AIM-SG Center Terminal'. The menu bar includes 'Terminal', 'Parameter', 'Message', 'EPL', 'IFPS', 'AFD', 'NOTAM', 'Briefing', 'Static Data', 'Retrieval', 'Diagnosis', and 'Help'. The toolbar contains icons for 'View', 'Export', 'Print', 'Filter', 'Close Filter', 'Ack', 'Operate', 'Reply', 'Forward', 'Repeat', 'Delete', and 'Restore'. The status bar shows the time '09:26:38'.

The main area is titled 'Message Folder monitor from 2011.11.30-01:34 to 2011.11.30-01:52'. On the left, a folder tree shows 'NOTAM\_PPS1' expanded to 'WSSSPPSA', which contains 'Inbox (0/0)', 'Outbox (0/6)', and 'Trash (0/0)'. The 'Outbox (0/6)' folder is selected, displaying a list of messages in the main pane.

| Prio | Time     | Msg. Type | Body   |
|------|----------|-----------|--|
| GG   | 30 01:52 | NPP-NOTAM | (NOTAMC PROPOSAL WSSS A2353/11 Q)WSJC/QOBXX/IV/NBO/AE/000/003... |
| GG   | 30 01:49 | NPP-NOTAM | (NOTAMC PROPOSAL WSSS A2269/11 Q)WSJC/QOBXX/IV/NBO/AE/000/003... |
| GG   | 30 01:44 | NPP-NOTAM | (NOTAMC PROPOSAL WSSS A2133/11 Q)WSJC/QOBXX/IV/BO/AE/000/010/... |
| GG   | 30 01:41 | NPP-NOTAM | (NOTAMC PROPOSAL WSSS A2190/11 Q)WSJC/QOBXX/IV/NBO/AE/000/006... |
| GG   | 30 01:40 | NPP-NOTAM | (NOTAMC PROPOSAL WSSS A2063/11 Q)WSJC/QOBXX/IV/BO/AE/000/006/... |
| GG   | 30 01:34 | NPP-NOTAM | (NOTAMC PROPOSAL WSSS A2243/11 Q)WSJC/QOBXX/IV/NBO/AE/000/006... |

At the bottom of the window, the status bar shows: 'Pending: 0 GROUP\_NOTAM\_PPS/NOTAM\_PPS1 A R !S: 1 0 2011.12.02-09:26:38'.

## Create NOTAM Proposal



1. Click NOTAM Menu
2. Select NOTAM Proposal

# Create NOTAM Proposal New

2. Click Send + Close.

1. Input necessary information into all required fields (from Q-line to Item G)

## Create NOTAM Proposal Using Template

The screenshot shows the 'Send - NOTAM Proposal' window in the CAAS system. The interface includes a menu bar (File, View, Edit, Help) and a toolbar (Send+Close, Load Store, Print). The main form area contains several sections: 'Prio. Addressees' with a dropdown set to 'GG' and a text field containing 'WSSSYNYX'; 'Filing Time', 'Originator' (set to 'WSSPSPA'), and 'Bell' fields; a 'Type' dropdown set to 'PROPOSAL' and a 'NOTAM Office' dropdown set to 'WSS'; a 'Reference NOTAM ID' field; a table for 'Affected Aerodromes or FIRs' with columns for 'FIR', 'Code', 'Tfc', 'Purpose', 'Scope', 'Lower', 'Upper', 'Coordinates', and 'Radius', containing one entry for 'WSSJ' with various codes and coordinates; a text area for 'E)' containing a NOTAM text template; and 'Lower Limit' and 'Upper Limit' fields. At the bottom, there are fields for 'Filed By', 'Group', and 'User'.

1. Click NOTAM Menu, select NOTAM Proposal.
2. Click Load Template
3. Select NOTAM required
4. Click OK
5. Do the necessary amendment
6. Click Send + Close

## Create NOTAM Proposal Replace

File View Edit Help

Send+Close Load Store Print Show FLW REC

Prio. Addressees  
GG WSSSYNYX

Filing Time Originator Bell  
WSSSPPSA

Type NOTAM Office Reference NOTAM-ID  
(NOTAM R PROPOSAL WSSS A 1234 / 11)

FIR Code Tfc Purpose Scope Lower Upper Coordinates Radius  
Q) WSJC / Q MX LC / IV / BO / A / 000 / 999 0122N1035E 005

Affected Aerodromes or FIRs From To  
A) WSSS B) 1112221800 C) 1112222200

D)

E) TWY NC2 BTN TWY N1 AND N3 CLSD DUE TO COMPASS SWING ACTIVITY.  
PLEASE INSERT YOUR NAME AND CONTACT NUMBER IN CASE AIS NEEDS TO

Lower Limit Upper Limit  
F) G)

Filed By GROUP\_NOTAM\_PPS1 .NOTAM\_PPS1 Group GROUP\_NOTAM\_PPS User NOTAM\_PPS1

APPROVED BY:  
1) TEST 2/65412347  
2)  
3))  
00

Pending: 0 | GROUP\_NOTAM\_PPS/NOTAM\_PPS1 | A | B | IS: 1 | 2011 12 02 09:37:11

1. Click NOTAM Menu, select NOTAM Proposal.
2. Edit NOTAM N to NOTAM R
3. Input NOTAM A Series NR
4. Do the necessary amendment
5. Click Send + Close

## Create NOTAM Proposal Cancel

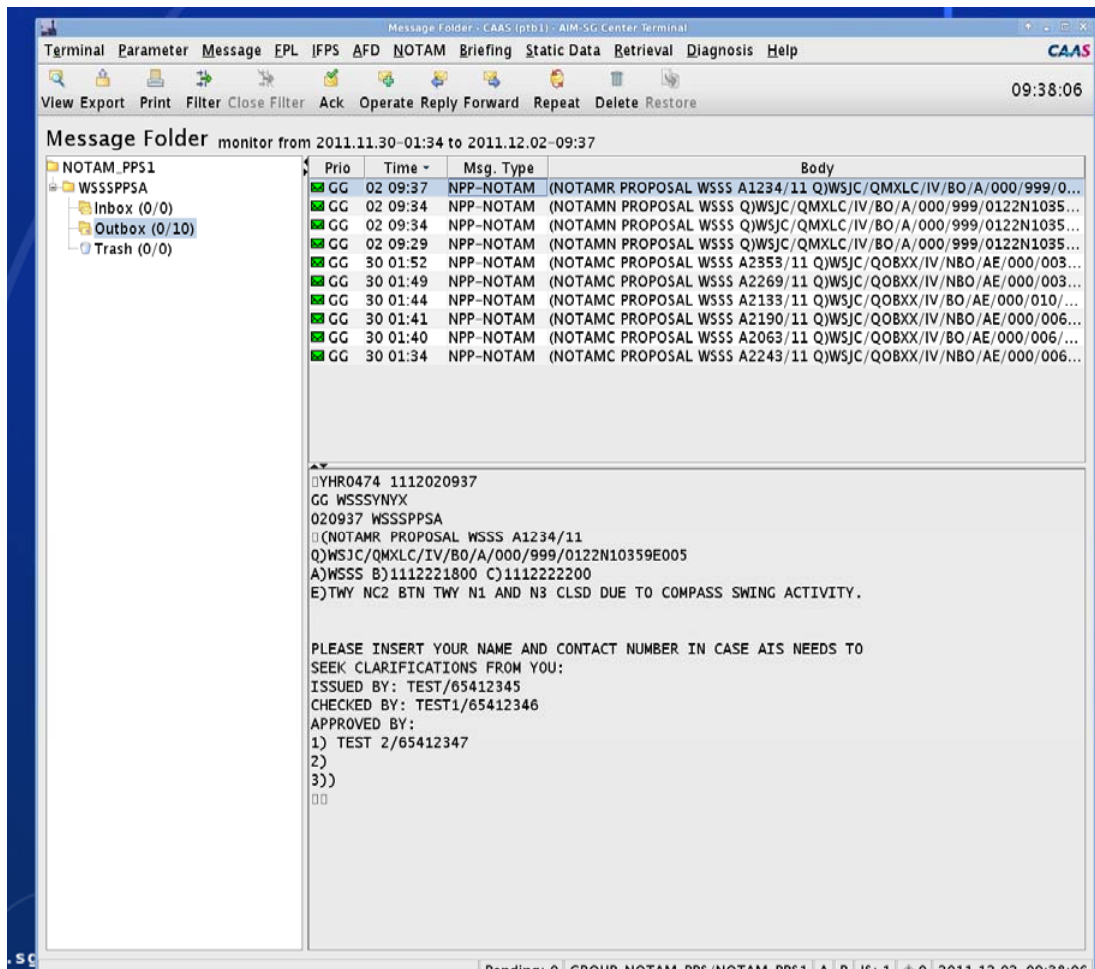
The screenshot shows the 'Send - NOTAM Proposal' window in the CAAS system. The interface includes a menu bar (File, View, Edit, Help) and a toolbar (Send+Close, Load Store, Print, Show FLW REC). The main form is divided into several sections:

- Prio. Addressees:** Priority is set to 'GG' and addressees to 'WSSSYNYX'.
- Filing Time:** A field for the filing time.
- Originator:** Set to 'WSSSPPSA'.
- NOF Addressees:** A checked checkbox.
- Extended Header:** An unchecked checkbox.
- NOTAM Office:** Set to 'WSSS'.
- Reference NOTAM ID:** Set to 'A 1234 / 11'.
- NOTAM Type:** Set to 'C' (PROPOSAL).
- FIR Code Tfc Purpose Scope Lower Upper Coordinates Radius:** Fields for 'Q', 'WSJC', 'Q', 'MX', 'XX', 'IV', 'BO', 'A', '000', '999', '0122N10359E', and '005'.
- Affected Aerodromes or FIRs:** Field A) is 'WSSS', B) is '1112020940', and C) is empty.
- Item E:** Contains the text 'TWY NC2 CLOSURE CNL.' and a note: 'PLEASE INSERT YOUR NAME AND CONTACT NUMBER IN CASE AIS NEEDS TO SEEK CLARIFICATIONS FROM YOU:'.
- Lower Limit Upper Limit:** Fields F) and G) for limits.
- Filed By:** Set to 'GROUP\_NOTAM\_PPS.NOTAM\_PPS1'.
- Group:** Set to 'GROUP\_NOTAM\_PPS'.
- User:** Set to 'NOTAM\_PPS1'.
- APPROVED BY:** A list of names and numbers, including '1) TEST 2/65412347'.

1. Click NOTAM Menu, select NOTAM Proposal.
2. Edit NOTAM N to NOTAM C
3. Input NOTAM A Series NR
4. Indicate activity cancel in item E
5. Click Send + Close



## Create NOTAM Proposal from Outbox



1. Highlight the required NOTAM
2. Click Operate+
3. Do the necessary amendment
4. Click Send + Close

**NOTE: NOTAM Proposal (N, R and C) is allowed to operate using this method.**