



Online Accreditation System (OAS)

Enhancements & Terms of Use

The purpose of this document is to explain to users of the Online Accreditation System (OAS) how recent updates can be used to enhance communication between accredited airlines and coordinators listed within OAS and encourage standardization of information voluntarily provided by users to keep this information clear and up to date.

Why the need for Enhancements?

Airlines and Coordinators have requested an up to date contact database, that is quick and easy to use, to find the following information on other accredited users so that they can quickly and accurately contact each other:

1. **Availability** - Who is actively working on slots now? Indicating they are available and working, with their current availability (time-zone, working hours, alternate member of staff if they are not available)
2. **Areas of Responsibility** - Indicating the work they are involved in e.g. airport codes of coordination or airline network region
3. **Contact Details** - up to date telephone numbers, email and independent video conferencing systems that they use.

Availability - Who is actively working on Slots Now?

Users are encouraged to update their '**availability**' found under '**My Information**' to clearly display the times they are available, when they are working and indicate a backup staff member if necessary. We suggest users adopt the following format with the relevant information to their situation when completing this free text field: 'time zone against UTC, days working, or information on return to work, backup staff' e.g.

- UTC + 10, Tue – Wed, Backup J. Smith



- UTC + 10, Furloughed until Aug, Backup J. Smith

Information provided by the user is displayed on the 'Delegates' page under the title Availability.

Airport/Section - Areas of Responsibility

As with the online Appointment Calendar (AppCal) used for facilitating appointments held during the Slot Conference. Users are encouraged to update their **'Airport/Section'** found under **'My Information'** to clearly display the areas they are working on. Coordinators and facilitators are encouraged to add the airport codes they are representing, while airlines are encouraged to share their specific network responsibilities. We suggest users include the following types of relevant information when completing this free text field:

- Three letter airport codes
- Specific regions or countries
- Type of carrier e.g. cargo, freighter services

Information provided by the user is displayed on the 'Delegates' page under the title 'Airport/Section' and is searchable using the Airport/Section.

Alternative Contact Info - Contact Details

Users are encouraged to complete their contact details found under **'My Information'** to give their colleagues the option to call, email or use independent video conferencing systems to contact them and we have enhanced OAS to include a new field called **'Alternative Contact Info'**. As freely available, robust video conferencing systems vary throughout the world, we suggest users include all video conferencing systems that are available to them in order of preference. This will ensure colleagues wishing to contact them will be able to identify the best system for them to use. We suggest users include the video conference system common name, followed by the user ID (ID) in brackets when necessary, e.g.:

Skype for Business, MS Teams, Skype (ID: smithj), Zoom, Whatsapp Video (+1 202 555 0191)

Information provided by the user is available within the contact's 'Details' accessed from the 'Delegates' page and will be transferred to AppCal and found in 'Other Contact Info' field during a Slot Conference.

For further information on video conferencing systems please click [here](#) (pdf).

Enhanced Search Function

Users can search for the relevant person they wish to contact under the 'Delegates' page. Filter by Category (Airline or Coordinator), Country and other search criteria. To narrow the number of potential users to contact it is now possible to view all members of one organization and if updated, view their availability and Airport Section.

Top Tip! Once you have filtered by category and country, Click "Search" with no entries in the boxes. You will now see a list of all accredited delegates listed under those two criteria. Click "ctrl+F" for search function and start typing criteria like name or airport code to quickly find the individual you are searching for.

Terms of Use

We hope these system updates will enable clearer communication between the accredited scheduling community during this unusual and uncertain period during the scheduling process. We encourage you to share this information with other members of your team, so they can review these enhancements and update their information. **However, we must stress, the provision of this information is not mandatory and is purely consent based – hence, by voluntary providing the information the user acknowledges and agrees that**

- Any user of the platform will have access to their contact details, as displayed in the platform
- Any user will commit to strictly use this data for the above described purpose(s)
- The user can update and correct or delete their data at any time, simply by accessing the platform

By using the Online Accreditation System, you agree to the [Terms of Use](#) (pdf).