



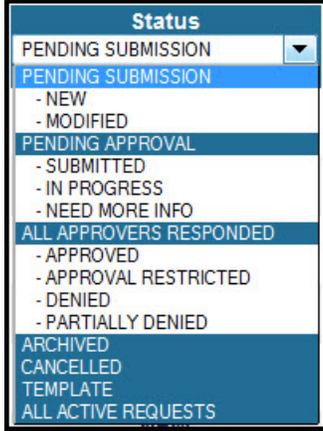
Aircraft and Personnel Automated Clearance System

Quick Reference Guide

Aircraft Travel Clearance Requester

List Aircraft Requests

1. Click List Aircraft Requests from the left navigation menu.



2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Filter current request Status by selecting an option in the Status column drop-down menu.
4. Act on the current request by selecting Review Request/Submit,

Export to File, View History, or Set as Template.

Create Aircraft Request

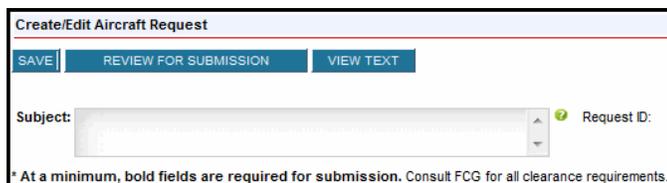
1. Click Create Aircraft Request on any Aircraft Requester page left navigation menu.
2. Complete the required fields (shown in bold) for each of the tabs.
3. Select to either SAVE the Aircraft Request, REVIEW FOR SUBMISSION, or VIEW TEXT to view the AUTODIN format.

Edit Aircraft Request

1. Click List Aircraft Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Sort the Aircraft Requests by the appropriate Status.
4. Click on the ID number of the request you wish to edit.
5. Edit the fields within each tab, as necessary.
6. Select to either SAVE (continue editing), REVIEW FOR SUBMISSION (submit for approval) or VIEW TEXT to view the AUTODIN format.

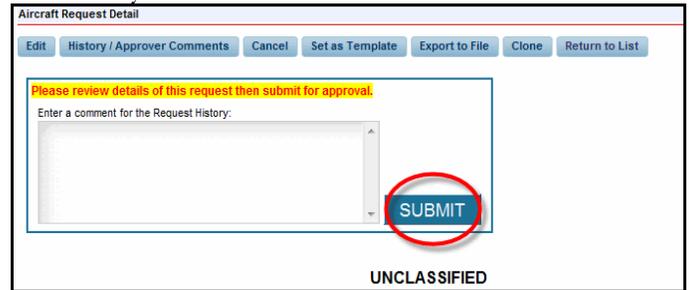
Save Aircraft Request

1. To save your Aircraft Request, click SAVE at the top of the request at any time.



Submit Aircraft Request

1. Click List Aircraft Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click Review Request/Submit.
4. Review the Aircraft Request Detail page to ensure the information is correct.
5. Enter any comments to be sent to the approvers and click the SUBMIT button.
6. The request is fully submitted when you receive a note that says "Your APACS Request was submitted successfully."



View Aircraft Request Report

1. Click Reports from the left navigation menu.
2. Select and complete a filter option.
3. Click SUBMIT.

View Aircraft Request Audit History

1. Click List Aircraft Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click View History in the row of the Aircraft Request for which you wish to view the audit history.
4. Click View Audit at the top of the Aircraft Request Log History page.

View Aircraft Request History

1. Click List Aircraft Requests from the left navigation menu.



2. Click In Process Requests

Sorted by Earliest Upcoming Travel to pull up your list.

3. Click View History in the row of the Aircraft Request you wish to view.





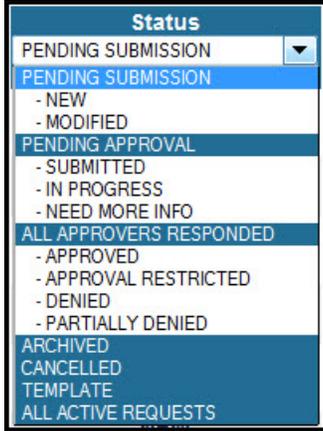
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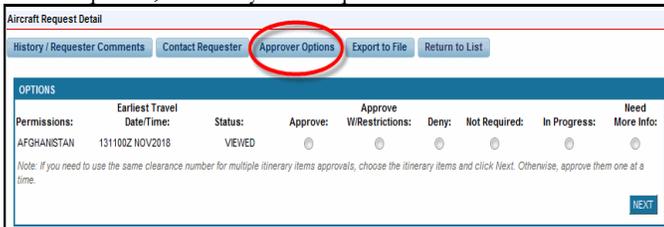
List Aircraft Requests

1. Click List Aircraft Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Filter current request Status by selecting an option in the Status column drop-down menu.
4. Act on the current request by selecting Review Request/Approve, Export to File, or View History.



Respond to Aircraft Request

1. Click List Aircraft Requests from the left navigation menu.
 2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
 3. Select Review Request/Approve in the row of the Aircraft Request you wish to act on or respond to.
 4. Review the details of the request and choose History/Requester Comments, Contact Requester, Approver Options, Export to File, Cancelled Itinerary Details, or Return to List.
- NOTE:** If you choose Approver Options, you can then Approve, Approve with Restrictions, Request More Information, mark the Request as In Progress or Not Required, or Deny the request.



View AUTODIN Format

1. Click List Aircraft Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest

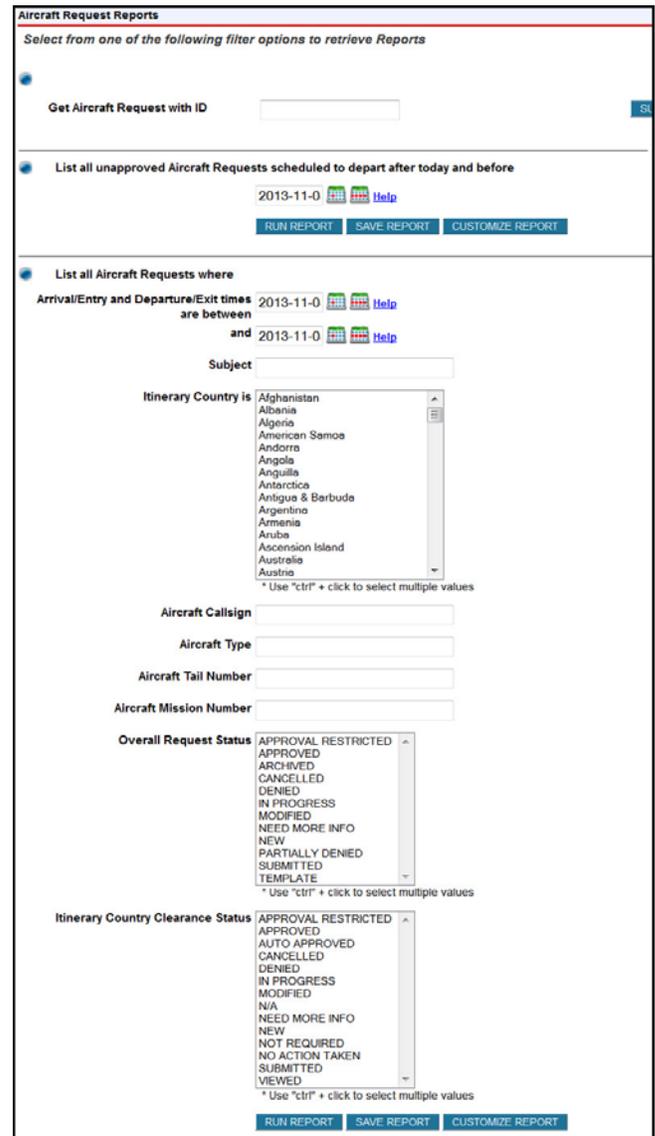


Upcoming Travel to pull up your list.

3. Click Export to File in the row of the Aircraft Request you wish to save.
4. Right-click on the Plain Text option to save in the AUTODIN format locally on your hard drive. The user also has the option to save in html and xml formats.
5. Select Save Target As...in the browser menu.
6. Rename the file and save it in your filing system.
7. Click Save.

View Aircraft Request Report

1. Click Reports from the left navigation menu.



2. Select and complete a filter option.
3. Click SUBMIT, or if SUBMIT is not available, click Run Report to run the report once, Save Report to save



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Aircraft Travel Clearance Approver

the report for future use, or
Customize Report to filter the
information provided in the report.

View Aircraft Request Audit

1. Click List Aircraft Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click View History in the row of the Aircraft Request for which you wish to view the audit history.
4. Click View Audit at the top of the Aircraft Request Log History page.



View Aircraft Request History

1. Click List Aircraft Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click View History in the row of the Aircraft Request you wish to view.



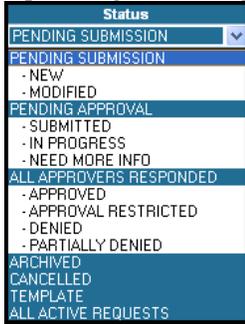


Aircraft and Personnel Automated Clearance System

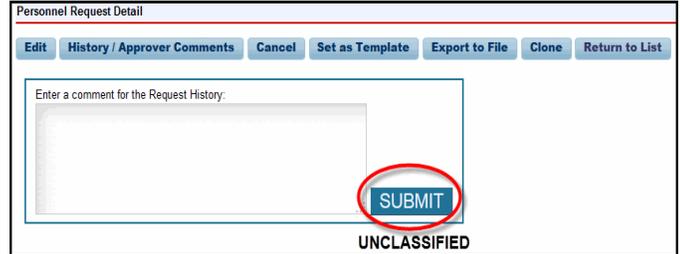
Quick Reference Guide Personnel Clearance Requester

List Personnel Requests

1. Click List Personnel Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Filter current request Status by selecting an option in the Status column drop-down menu.
4. Act on the current request by selecting Review Request/Submit, Export to File, View History, or Set as Template.



4. Review the Personnel Request Detail page to ensure the information is correct.
5. Enter any comments to be sent to the approvers and click the SUBMIT button.
6. The request is fully submitted when you receive a note that says "Your APACS Request was submitted successfully."



Create Personnel Request

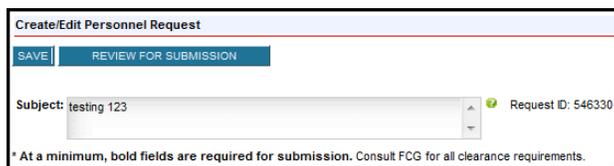
1. Click Create Personnel Request on any Personnel Requester page left navigation menu.
2. Complete the required fields (shown in bold) for each of the tabs.
3. Select to either SAVE the Personnel Request or VIEW TEXT to view the AUTODIN format.

Edit Personnel Request

1. Click List Personnel Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Sort the Personnel Requests by the appropriate Status.
4. Click on the ID number of the request you wish to edit.
5. Edit the fields within each tab, as necessary.
6. Select to either SAVE (continue editing), REVIEW FOR SUBMISSION (submit for approval) or VIEW TEXT to view the AUTODIN format.

Save Personnel Request

2. To save your Personnel Request, click SAVE at the top of the request at any time.



Submit Personnel Request

1. Click List Personnel Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click Review Request/Submit.

View Personnel Request Report

1. Click Reports from the left navigation menu.
2. Select and complete a filter option.
3. Click SUBMIT.

View Personnel Request Audit History

1. Click List Personnel Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click View History in the row of the Personnel Request for which you wish to view the audit history.
4. Click View Audit at the top of the Personnel Request Log History page.



View Personnel Request History

3. Click List Personnel Requests from the left navigation menu.
4. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
5. Click View History in the row of the Personnel Request you wish to view.



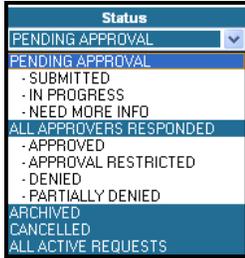


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List Personnel Requests

1. Click List Personnel Requests from the left navigation menu.
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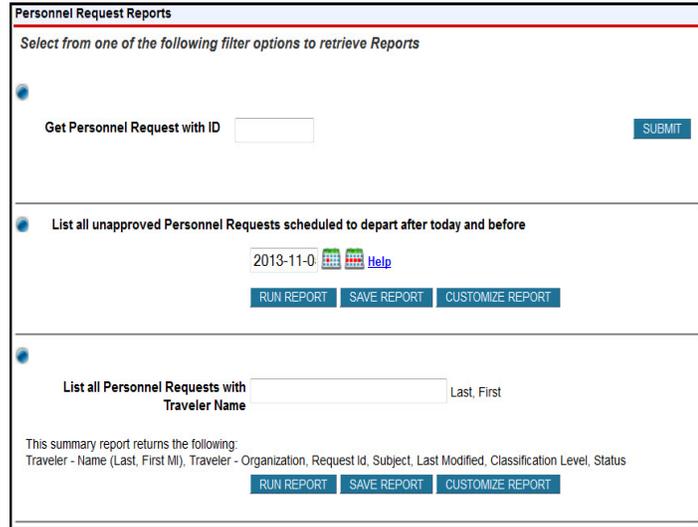


3. Filter current request Status by selecting an option in the Status column drop-down menu.
4. Act on the current request by selecting Review Request/Approve, Export to File, or View History.

5. Select Save Target As... in the browser menu.
6. Rename the file and save it in your filing system.
7. Click Save.

View Personnel Request Report

1. Click Reports from the left navigation menu.
2. Select and complete a filter option.
3. Click SUBMIT.



Respond to Personnel Request

1. Click List Personnel Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Select Review Request/Approve in the row of the Personnel Request you wish to act on or respond to.
4. Review the details of the request and choose History/Approver Comments, Contact Requester, Approver Options, RFV Forms, Export to File or Return to List.

NOTE: If you choose Approver Options, you can then Approve, Approve with Restrictions, Request More Information, mark the request as In Progress or Not Required or Deny the request.



View Personnel Request Audit History

1. Click List Personnel Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click View History in the row of the Personnel Request for which you wish to view the audit history.
4. Click View Audit at the top of the Personnel Request Log History page.



View AUTODIN Format

1. Click List Personnel Requests from the left navigation menu.



2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click Export to File in the row of the Personnel Request you wish to save.
4. Right-click on the Plain Text option to save in the AUTODIN format locally on your hard drive.

View Personnel Request History

1. Click List Personnel Requests from the left navigation menu.
2. Click In Process Requests Sorted by Earliest Upcoming Travel to pull up your list.
3. Click View History in the row of the Personnel Request you wish to view.



To export the request to a file click on the dropdown menu and select the format you wish to save in.