



## **USER MANUAL**

---

The only official version of any procedure is that published on the  
dans Airspace Management Cell d-AMC

**Revision 2.0**

**DATE: 2 May 2023**

**ISSUED FOR DRAFT**

Document Details	
Q-Pulse Reference	N/A
Version	1.0
Issue Date	09 April, 2018
Review Date	09 April, 2019
Effective Date	09 April, 2018
Document Author	Tarique Kamal
Document Owner	Tarique Kamal
Document Reviewer	Gianluca Valente; Ibrahim Khalil
Document Classification	Internal Use

Version	Date	Reason for Release / Version Update
V 1.0	09 April, 2018	1 <sup>st</sup> ISSUE
V 1.1	09 April, 2018	2 <sup>nd</sup> ISSUE
V 2.0	02 May, 2023	3 <sup>rd</sup> ISSUE

## TABLE OF CONTENTS

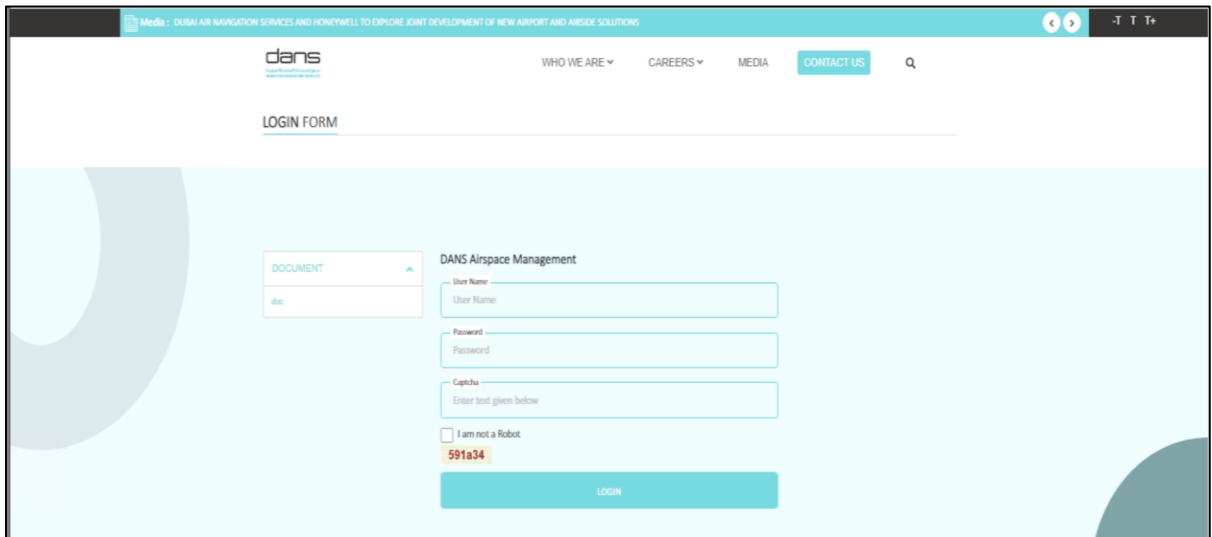
Purpose of Document .....	3
User guide step by step.....	3

## PURPOSE OF DOCUMENT

This Document provides the guidelines for basic steps of AMC user manual. Who can approve the request, Create user and companies and update details of existing users.

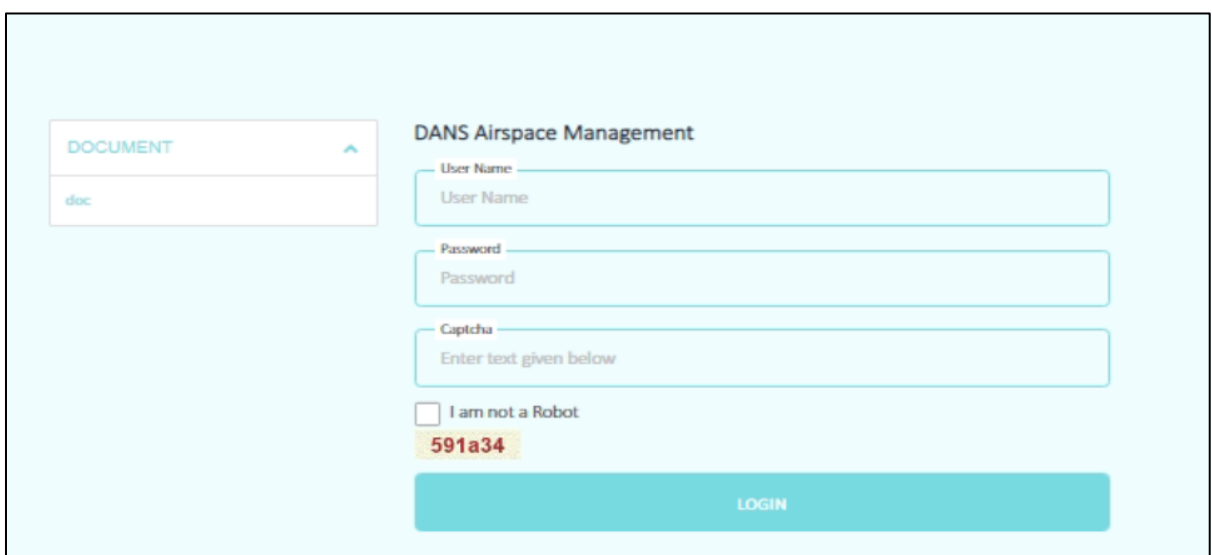
## USER GUIDE STEP BY STEP

1. Open the AMC web Interface: <https://amc.dans.gov.ae/>



The screenshot shows the AMC web interface. At the top, there is a navigation bar with the 'dans' logo and links for 'WHO WE ARE', 'CAREERS', 'MEDIA', and 'CONTACT US'. Below the navigation bar, the page title is 'LOGIN FORM'. The main content area features a 'DOCUMENT' dropdown menu with 'doc' selected. To the right, the 'DANS Airspace Management' login form includes fields for 'User Name', 'Password', and 'Captcha'. The captcha text is '591a34'. There is a checkbox for 'I am not a Robot' and a 'LOGIN' button at the bottom.

2. Login into AMC system for Airspace Reservation Request. You can login with your user credentials.



This is a close-up view of the login form. It shows the 'DOCUMENT' dropdown menu with 'doc' selected. The 'DANS Airspace Management' form has three input fields: 'User Name', 'Password', and 'Captcha'. The captcha text is '591a34'. There is a checkbox for 'I am not a Robot' and a 'LOGIN' button at the bottom.

- The User must provide all the details for login including the CAPTCHA for verification.

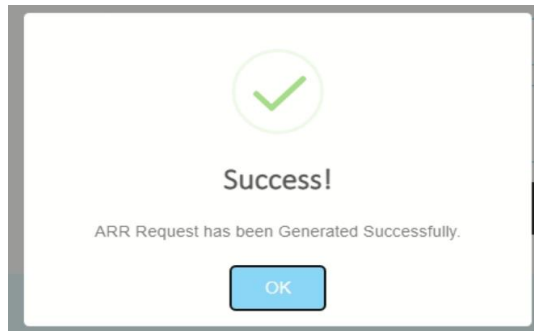
The image shows a web interface for 'DANS Airspace Management'. On the left, there is a sidebar with a 'DOCUMENT' menu item and a sub-item 'doc'. The main content area contains a login form with the following elements:

- DANS Airspace Management** (Page Title)
- User Name** (Label) and  (Input Field)
- Password** (Label) and  (Input Field)
- Captcha** (Label) and  (Input Field)
- I am not a Robot
- 591a34** (Captcha Image)
- LOGIN** (Submit Button)

4. After successful login into system, User can see the full list of Airspace Reservation Request to and also request for reservation. All of the fields are mandatory.
5. After fill up all the details as shown below you need to save the request.

The screenshot displays the 'Airspace Reservation Request' form. On the left, a sidebar contains navigation items: 'WELCOME, AMC OPS', 'LOGOUT', 'ARR', 'ARR Form', 'CANCELLED ARR', 'ARR Approved Report', 'ARR Draft Report', 'AUP', 'AUP Draft', and 'AUP APPROVED'. A red arrow points to the 'ARR Form' option. The main form fields are: Reference Number (AMC19111), Date (03/08/2023), Company Name (AMC1 (spare)), Area (-Select-), Sub (-Select-), WEF (-Select-), Till (-Select-), MNM FL (MNM FL), MXM FL (MXM FL), Priority (-Select-), Reservation Status (Draft), Approval Status (No), and Remarks (Remarks). At the bottom, there are 'SAVE' and 'CANCEL' buttons. A red arrow points to the 'SAVE' button. On the right, an 'Important Note' states: 'To All: Rejection justifications will be visible now in the ARR Remarks box when rejected. See Below Remarks rejected Due to Conflict RMK from 15 NOV to 10 DEC OMDW training flight Activities are suspended.'

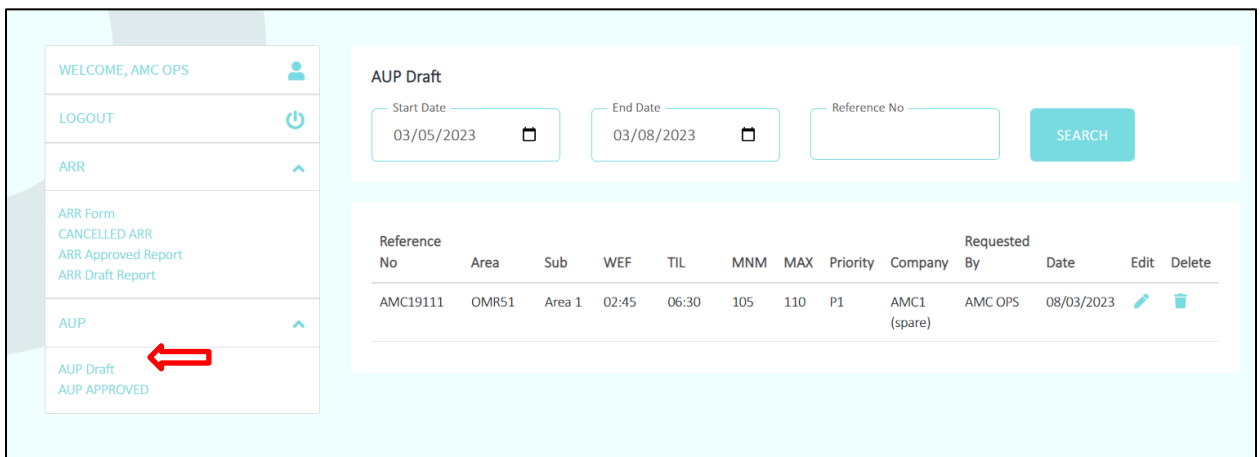
6. When you will save the request, system will display a window to show that request has been submitted properly.



7. After request has been submitted successfully, you will get an email on your registered email account with reference number.




8. You (user) can check his request in "AUP DRAFT" tab



- When AMC cell approve your request you will receive an email in your registered email account.

**AMC receiving an ARR**

 tarique.kamal@dans.gov.ae  
To Tarique Kamal, Senior Software Engineer


Hello Dubai Approach (Dubai APP),


Your ARR has been processed. Please refer to the READY AUP for confirmation details.


Ref no.	Area	Sub	WEF	TIL	MNM	MAX	Remarks	AA	Date
AMC20131	OMD24	D24	09:00	13:00	105	110	d24 9 to 13	tariquekamal	13/03/2023

Regards,  
AMC


- After approval you can check your approval under “AUP APPROVED” tab


WELCOME, AMC OPS 

LOGOUT 




ARR 

ARR Form  
CANCELLED ARR  
ARR Approved Report  
ARR Draft Report

AUP 

AUP Draft  
AUP APPROVED 

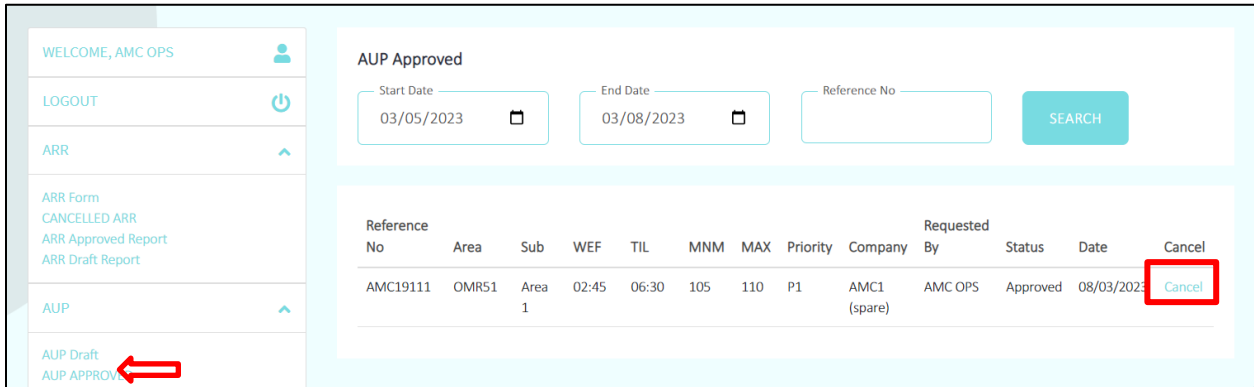
**AUP Approved**

Start Date: 03/05/2023  End Date: 03/08/2023  Reference No:  

Reference No	Area	Sub	WEF	TIL	MNM	MAX	Priority	Company	Requested			
									By	Status	Date	Cancel
AMC19111	OMR51	Area 1	02:45	06:30	105	110	P1	AMC1 (spare)	AMC OPS	Approved	08/03/2023	Cancel



## 11. The user can cancel an ARR request



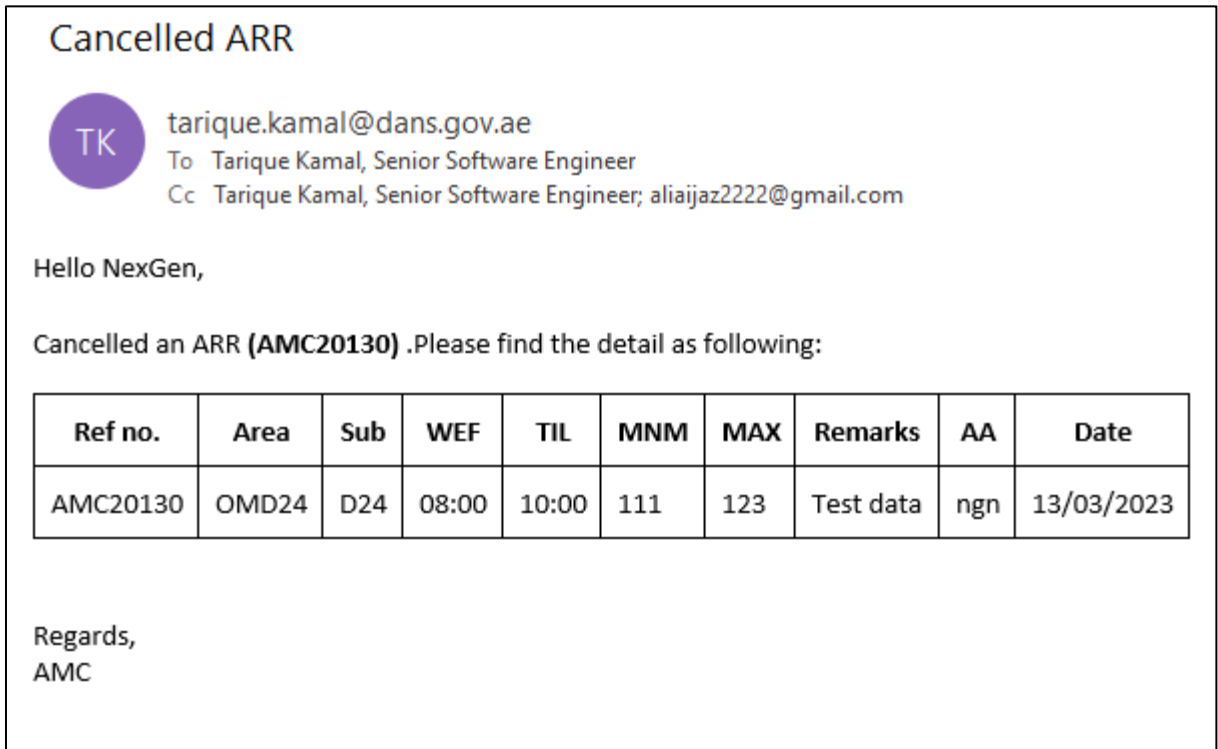
The screenshot shows a web application interface for 'AUP Approved'. On the left is a sidebar with navigation options: 'WELCOME, AMC OPS', 'LOGOUT', 'ARR', 'ARR Form', 'CANCELLED ARR', 'ARR Approved Report', 'ARR Draft Report', 'AUP', 'AUP Draft', and 'AUP APPROV'. A red arrow points to 'AUP APPROV'. The main content area has a search filter for 'AUP Approved' with fields for 'Start Date' (03/05/2023), 'End Date' (03/08/2023), and 'Reference No', followed by a 'SEARCH' button. Below is a table with columns: Reference No, Area, Sub, WEF, TIL, MNM, MAX, Priority, Company, Requested By, Status, Date, and Cancel. A red box highlights the 'Cancel' button in the last column of the first row.

Reference No	Area	Sub	WEF	TIL	MNM	MAX	Priority	Company	Requested By	Status	Date	Cancel
AMC19111	OMR51	Area 1	02:45	06:30	105	110	P1	AMC1 (spare)	AMC OPS	Approved	08/03/2023	Cancel

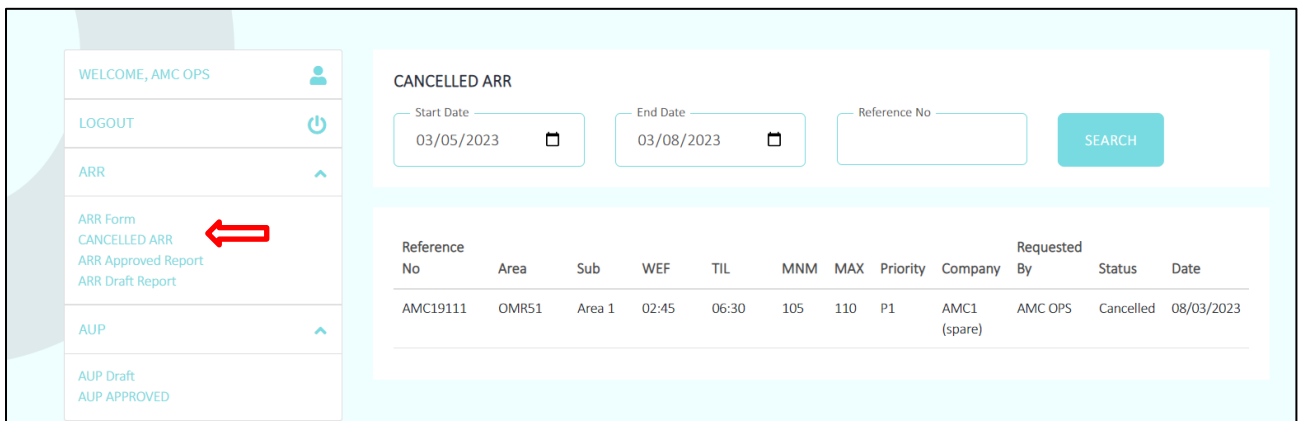
localhost:44338 says

Are you sure to cancel AR Request?

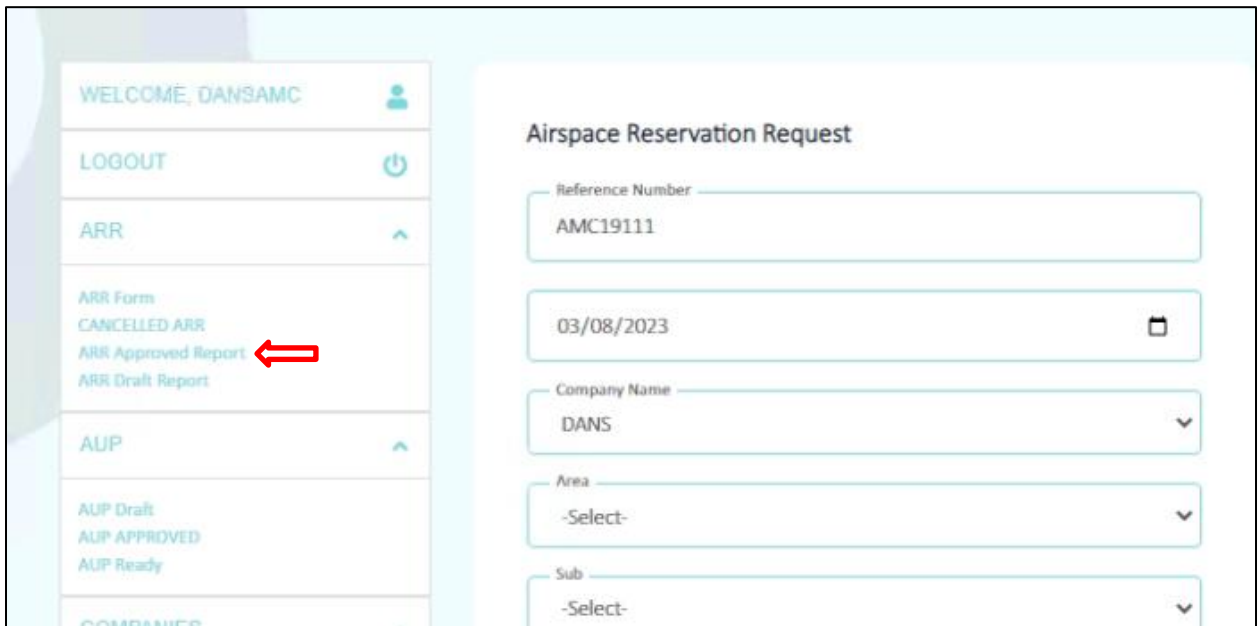
12. The User will receive the following email after the request is cancelled.



13. The user can see all the Cancelled ARR requests by clicking “Cancelled ARR” under ARR tab.



14. The user can see ARR Approved Report under ARR Tab



ARR Approved Report

Date: 03/08/2023 Area: OMR51- SEARCH EXPORT HOME

**Important Note**  
 !!: Rejection justifications will be visible now in the ARR Remarks box when rejected. See Below Remarks rejected Due to Conflict RMK fr

	LT	UTC																									
		0:00	0:15	0:30	0:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	
Wednesday, 08 March 2023 OMR51	All Area																										
	Area 1																										
	Area 2																										
	Area 3																										
	Area 4																										
	Area 5																										
	Area 6																										
	Area 7																										

AMC1 (spare)

15. The user can export the ARR Approved report in Excel

ARR Approved Report

Date\* 03/08/2023

Area OMR51-

**Important Note**  
 All: Rejection justifications will be visible now in the ARR Remarks box when rejected. See Below Remarks rejected Due to Conflict RMK fr

	LT	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00		
	UTC	0:00	0:15	0:30	0:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00		
Wednesday, 08 March 2023 OMR51	All Area																											
	Area 1																											
	Area 2																											
	Area 3																											
	Area 4																											
	Area 5																											
	Area 6																											
	Area 7																											

AMC1 (spare)

## 16. The ARR Approved Report in Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK		
1	Important Note																																						
2																																							
3																																							
4																																							
5																																							
6																																							
7																																							
8																																							
9																																							
10																																							
11																																							
12																																							
13																																							
14																																							
15																																							
16																																							
17																																							
18																																							
19																																							

## 17. The user can see ARR Draft Report under ARR Tab

WELCOME, DANSAMC

LOGOUT

ARR

ARR Form

CANCELLED ARR

ARR Approved Report

ARR Draft Report

AUP

AUP Draft

AUP APPROVED

AUP Ready

COMPANIES

WHO WE ARE

CAREERS

MEDIA

Airspace Reservation Request

Reference Number  
AMC19111

03/08/2023

Company Name  
DANS

Area  
-Select-

Sub  
-Select-

18. The user can view ARR Draft Report

ARR Draft Report

Date\* 03/08/2023   Area OMR51 -

**Important Note** To All: Rejection justifications will be visible

	LT	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	
	UTC	0:00	0:15	0:30	0:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	
Wednesday, 08 March 2023 OMR51	All Area																										
	Area 1																										
	Area 2																										
	Area 3																										
	Area 4																										
	Area 5																										
	Area 6																										
	Area 7																										

AMC1 (spare)  
 Conflict

19. The user can export Draft report to Excel

ARR Draft Report

Date: 03/08/2023

Area: OMR51

SEARCH

**EXPORT**

HOME

Important Note

To All: Rejection justifications will be visible

	LT	UTC																									
		4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	
Wednesday, 08 March 2023	All Area																										
	Area 1																										
	Area 2																										
	Area 3																										
	Area 4																										
	Area 5																										
	Area 6																										
	Area 7																										

AMC1 (spare)

Conflict

20. The ARR Draft report in Excel

ARR Draft Report (1).xls - Excel (Product Activation Failed)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS LOAD TEST TEAM

Clipboard Font Alignment Number

Normal Bad Good Neutral Calculation Check Cell

AutoSum Fill Clear Sort & Find & Filter Select

D7 12:00:00 AM

	LT	UTC																																			
	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	9:00	9:15	9:30	9:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15			
Important Note																																					
	All Area																																				
	Area 1																																				
	Area 2																																				
	Area 3																																				
	Area 4																																				
	Area 5																																				
	Area 6																																				
	Area 7																																				
Wednesday, 08 March 2023																																					
	AMC1 (spare)																																				
	Conflict																																				

21. To Logout from the system, click "LOGOUT"

