



Welcome to OPAS!

OPAS is the new planning and scheduling tool at your facility. It consists of two components: **(1) OPAS** and **(2) OPAS Lite**. OPAS is an all-inclusive desktop version used mainly for scheduling, bidding, and certain complex/supervisory functions. OPAS Lite is *the main interface for CPC, CIC, and Supervisor functions* and provides on-the-go access to daily scheduling functionality.

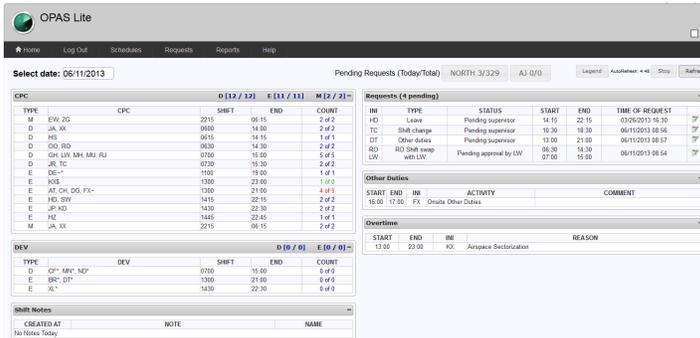
What is OPAS Lite?

OPAS Lite has a simple, clean design allowing users to view and interact with schedules on mobile phones, tablets, Macs, and PCs. OPAS Lite has two components: **(1) Desktop view** and **(2) Mobile view**. Desktop view allows for increased supervisory functionality while the Mobile view enables users on mobile devices to access and interact with their personal schedule.

What Can you do in OPAS Lite?

OPAS Lite Desktop view is optimized for browsers on Macs and PCs. It provides a streamlined avenue to view and manage daily schedules, with such features as: Kiosk Mode (view only) and SUP/CIC functionality for approving and denying requests. Based on the device you are accessing OPAS Lite from, you will be redirected to either the Desktop or Mobile view.

OPAS Lite Desktop View



OPAS Lite Mobile View



Functionality

OPAS Lite Desktop

OPAS Lite Mobile

Desktop Optimized	✓	
Mobile Device / Tablet Optimized		✓
View Daily and Future Published Schedules	✓	✓
Enter/Approve/Deny Requests	✓	✓
View Status of Requests	✓	✓
Manage Daily Schedule	✓	
Kiosk Mode	✓	



Operational Planning and Scheduling

How to Login to OPAS

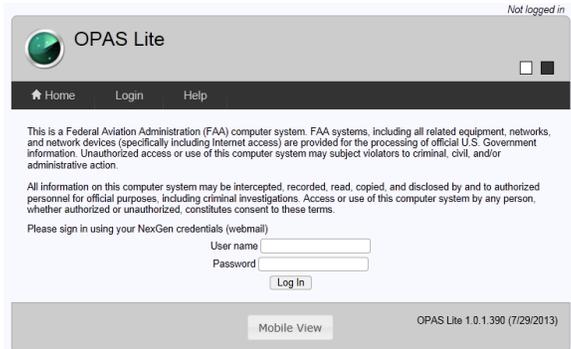
OPAS Lite URL: <http://OPASTest.faa.gov/OPASLite>

Save this URL to your device's home screen

OPAS URL: <http://OPASTest.faa.gov>

To login to OPAS Lite and OPAS, enter your NexGen/Webmail username and password

User Support: For password or other technical issues, contact the **NSC Helpdesk at 1-866-954-4002**



Scan here to get to OPAS on your mobile device

OPAS vs. OPAS Lite

	OPAS	OPAS Lite Desktop	OPAS Lite Mobile
View Shift Assignments	✓	✓	✓
View My Requests	✓	✓	✓
Enter Request for Myself	✓	✓	✓
Assign Overtime	✓		
Kiosk Mode		✓	
Accessible on Macs and Mobile Devices		✓	✓
Employee Bidding	✓		
Schedule Generation	✓		
Long Term Planning	✓		
Change Employee Details	✓		
Create a Shift Note	✓		
View and Print Schedules	✓	✓	✓
Approve/Deny Requests	✓	✓	
Proxy/Self Cancel a Request	✓	✓	✓
Self Delete a Request	✓	✓	
Edit Shift Details	✓		