

Web-Based Analytical
Technology
(WBAT) Mobile
User Guide

1 Aug 17

Revisions

Table I-1. Revisions			
Revision	WBAT Mobile Version	Publish Date	Changes
Revision 1.0	1.0	1 Aug 17	All

Table of Contents

Standard Documentation Conventions	v
1. Using Web-Based Analytical Technology (WBAT) Mobile	1
Getting Help/Troubleshooting	1
WBAT Mobile Page Layouts	2
Function of WBAT Mobile Icons	3
WBAT Mobile Icons	3
2. Getting Started	4
Understanding Supported Mobile Device Operating Systems	4
Understanding Required Special Permissions	4
Downloading and Installing WBAT Mobile	4
Logging into WBAT Mobile	5
Understanding the WBAT Mobile Home Page Design	6
Changing Your Employee Group	7
Refreshing Your Reports	7
Logging Out of the WBAT Mobile	7
3. Creating and Submitting a WBAT Mobile Report	8
Starting a New Report	8
Specifying an Employee Group	8
Specifying the Report Type	9
Completing Your Report	10
Understanding the “Report Type” Report Page Design	10
Adding One or More Attachments	11
Cancelling Your Report	12
Saving and Completing Your Report Later	12
Submitting Your Report	12
Uploading One or More Submitted Reports	12
Editing a Report	13
Deleting a Report	13
Appendix A. Key Terms	14

List of Figures

Figure 1–1.	Sample WBAT Mobile Page Layouts	2
Figure 2–1.	WBAT Mobile Badge Icon.....	5
Figure 2–2.	Sample WBAT Mobile Log In Page	5
Figure 2–3.	Sample WBAT Mobile Home Page	6
Figure 3–1.	Sample New Report Page	8
Figure 3–2.	Sample “Employee Group” Drop-down List.....	9
Figure 3–3.	Sample “Report Type” Report Page.....	10
Figure 3–4.	“Report Type” Report Page Showing Action Buttons	11

List of Tables

Table I-1. Revisions ii
 Table I-2. Standard Documentation Conventions v
 Table 1-1. WBAT Mobile Page Layout 2
 Table 1-2. WBAT Mobile Pages’ Icons 3
 Table A-1. Key Terms 14

Standard Documentation Conventions

The following formatting conventions may be used in this document and for certain screen/page element (e.g., field) labels:

Table I-2. Standard Documentation Conventions	
Format	Description
Red	Required
Light blue	Highly recommended
Dark blue	Button
<u>Dark blue underline</u>	Link
Bold	Standard screen/page element label
<u>Bold double-underline</u>	Expected user input or action
Constant width	Text that is representative of characters that would show up on a computer screen
<i><u>Italics-underline</u></i>	Emphasis
<i>Italics</i>	Cross-reference to another section (e.g., see <i>Getting Help/Troubleshooting</i>)
<u>Black underline</u>	Cross-reference to different document (e.g., refer to the <u>WBAT Submitter Guide</u>)
<u>Blue underline</u>	Unvisited email address
<u>Plum underline</u>	Visited email address
<i><Bracketed italics-underline></i>	Descriptive variable that is completely replaced (including brackets) with applicable user-defined text (e.g., where <i><userid></i> is your log in username)
“Quotation marks”	Screen/page or message text

1. Using Web Based Analytical Technology (WBAT) Mobile

This guide describes how to use the Web-Based Analytical Technology (WBAT) Mobile app to create and submit, from a supported mobile device, a WBAT safety report from any location and at any time. After securely logging in to WBAT Mobile with their personal WBAT credentials, users with Submitter privileges can then easily start, save, and edit safety reports, even if the mobile device is no longer connected to a network. When the mobile device connects to a network, safety reports can then be uploaded.

WBAT's Employee Reporting module supports a range of report types that allow you to provide the details for an observed, discovered, or potential safety issue, incident, or concern, subsequently referred to as event. A "privilege" refers to the specific set of permissions assigned to you (by your company Administrator) to allow access to certain WBAT tasks and functions based on your role, authorized report types, and designated employee group(s).

Notes:

- (1) For more information about Full WBAT's report submission capabilities and other available features, refer to the [WBAT Submitter Guide](#). If you need a copy, contact your company's help desk.
- (2) See *Appendix A: Key Terms* for definitions of WBAT-related terms and concepts.

Getting Help/Troubleshooting

If you have any questions or issues, contact your company's help desk.

WBAT Mobile Page Layouts

WBAT Mobile’s pages consist of the components listed in *Table 1–1* (with the circled numbers in the figure corresponding to the **Key** column). The components displayed on your tasking pages will vary and include those appropriate for your tasks and privileges.

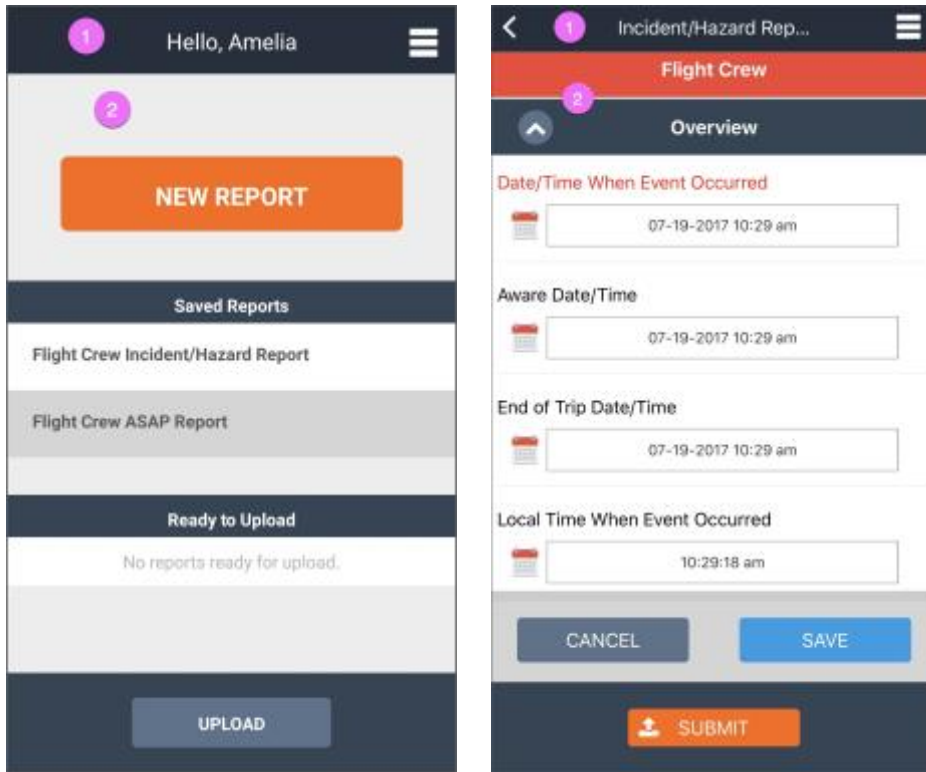


Figure 1–1. Sample WBAT Mobile Page Layouts

Table 1–1. WBAT Mobile Page Layout		
Key	Name	Description
1	Title Bar	Indicates the title of the page and may include components to perform specific actions (e.g., Menu icon).
2	Workspace	Contains components, such as action buttons and links as well as report sections of text boxes, drop-down lists, date/time widgets, action buttons, etc.









Function of WBAT Mobile Icons

WBAT Mobile Icons

The icons listed in *Table 1–2* are used on the various WBAT Mobile pages (see *Table 1–1*).

Tips:

- (1) “**Tap**” refers to the action of quickly pressing and then removing your finger on an icon on your mobile device’s screen with enough pressure to initiate an action (e.g., to upload reports).
- (2) “**Swipe direction**” refers to the action of applying your finger to an area of your mobile device’s screen and quickly sliding your finger in the indicated *direction* to initiate an action (e.g., to display specific action buttons).

Table 1–2. WBAT Mobile Pages’ Icons		
Icon	Name	Description
	Menu	Displays a pop-up menu.
	Attachment Option from Camera	Lets you use your mobile device’s camera to take a picture and attach it to the report.
	Attachment Option from Library	Lets you use your mobile device’s library to select an image file and attach it to the report.
	Remove Attachment	Removes the associated attachment, without confirmation.
	Drop-down List	Shows a list of items from which you make a selection.
	Back	Shows the previous screen
	Expand	Shows the section details.
	Collapse	Hides the section details.

Note: The WBAT Mobile date/time widgets (and icons) vary depending upon the mobile device’s operating system.

2. Getting Started

Use the following instructions to get started using WBAT Mobile, including:

- *Understanding Supported Mobile Device Operating Systems*
- *Downloading and Installing WBAT Mobile*
- *Logging into WBAT Mobile*
- *Changing Your Employee Group*
- *Refreshing Your Reports*
- *Logging Out of the WBAT Mobile*

Understanding Supported Mobile Device Operating Systems

WBAT Mobile can be used on a mobile device running any of the following:

- Android 4.4 Kit Kat or later
- Apple iOS: 8.0

Understanding Required Special Permissions

When you first attempt to use the mobile device's camera and photo library to attach an image file, you are prompted to allow WBAT Mobile access to the camera and photo library with the following options:

- **Don't Allow:** This option will not give WBAT permanent permission to access the camera or photo library. Subsequent attachment attempts to use the camera or photo library will again prompt to access the mobile device's settings to provide permission.
- **OK:** This option gives WBAT permission to access to the camera or photo library, immediately leaving WBAT Mobile (causing any unsaved changes within a report to be lost) and displaying the mobile device's "Settings" page. You should only choose this option if you do not have unsaved changes in the report. Otherwise, you should save the report prior to making changes to camera or photo library permissions.

Note: You can disable WBAT Mobile's access to the camera and photo library at any time by going to the mobile device's "Settings" page.

Downloading and Installing WBAT Mobile

From the mobile device, navigate to the appropriate application store, either:

- App Store (Apple iOS-based mobile devices)
- Play Store (Android-based mobile devices)

Access the search page, and then in search field, **type** `wbat aviation`.



Figure 2–1. WBAT Mobile Badge Icon

Tap the WBAT Mobile badge icon to display the WBAT Mobile information page. Then **tap** the “Download” button to begin the process of downloading and installing WBAT Mobile.

Logging into WBAT Mobile

Ensure your mobile device is connected to a network. Because of the need for security and anonymity, WBAT Mobile requires periodic authentication of user credentials, which requires a network connection.

On your mobile device, access WBAT Mobile. WBAT Mobile’s Log In page appears, which may be customized for your particular safety program.



Figure 2–2. Sample WBAT Mobile Log In Page

Specify your log in credentials. Your username and password are case sensitive, but the domain is not. Your WBAT domain is based on your Full WBAT URL and is the string of characters between “https://” and the standard “wbat.org.” For example, suppose the WBAT URL is: <https://training.wbat.org>, then the domain is: *training*.

Then, **tap Log In**. The Home page appears.

Note: Once logged in to WBAT Mobile, an Internet connection is not required to work on a report. You can save it and ultimately upload when connected to the Internet again.

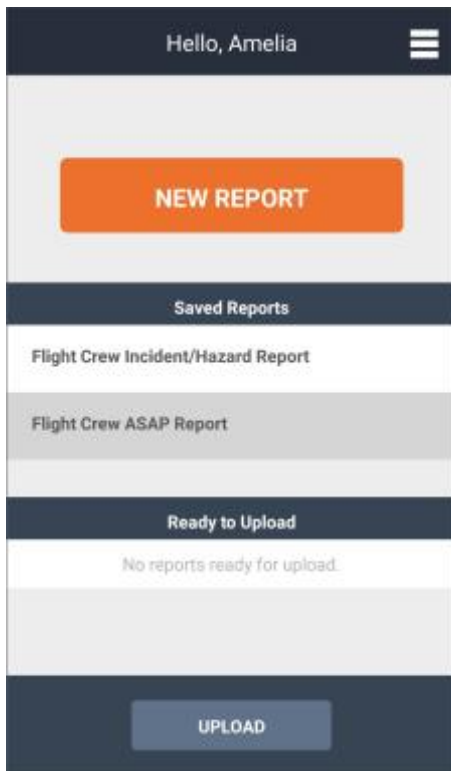


Figure 2–3. Sample WBAT Mobile Home Page

Understanding the WBAT Mobile Home Page Design

The WBAT Mobile Home page consists of:

- Title Bar—Includes the page’s title and the **Menu** icon.
- Action buttons—Initiate, when tapped, a specific report-based action based on the button label.
 - New Report—Lets you create a new safety report.
 - Upload—Lets you upload to your WBAT server all completed and submitted reports.
- Sections—List existing reports with a particular status/condition. Each section has a shaded title bar.

- Saved Reports–Lists all reports you have started but not submitted. You swipe left a specific report to either edit or delete that report.
- Ready to Upload–Lists all reports you have completed and submitted when your mobile device was not connected to a network. You swipe left a specific report to either edit or delete that report.

Changing Your Employee Group

If you have privileges in multiple employee groups, when you log in, you are automatically in your first employee group, alphabetically. You can switch to one of your other employee groups for which you have privileges after starting a new report as detailed in *Specifying an Employee Group*.

Refreshing Your Reports

Periodically, you should ensure your device is loaded with your company's latest safety reports by refreshing the reports on your device.

When your device is connected to the Internet, in the Header Bar, **tap** the **Menu** icon, and then **tap [Refresh Reports](#)**. WBAT Mobile checks for, and if applicable, downloads any new reports.

Logging Out of the WBAT Mobile

In the Header Bar, **tap** the **Menu** icon, and then **tap [Log Out](#)**. You are logged out of WBAT Mobile.

3. Creating and Submitting a WBAT Mobile Report

WBAT Mobile provides capabilities for:

- *Starting a New Report*
- *Uploading One or More Submitted Reports*
- *Editing a Report*
- *Deleting a Report*

Starting a New Report

From the WBAT Mobile Home page (see *Figure 2–3*), **tap New Report**. The New Report page appears.

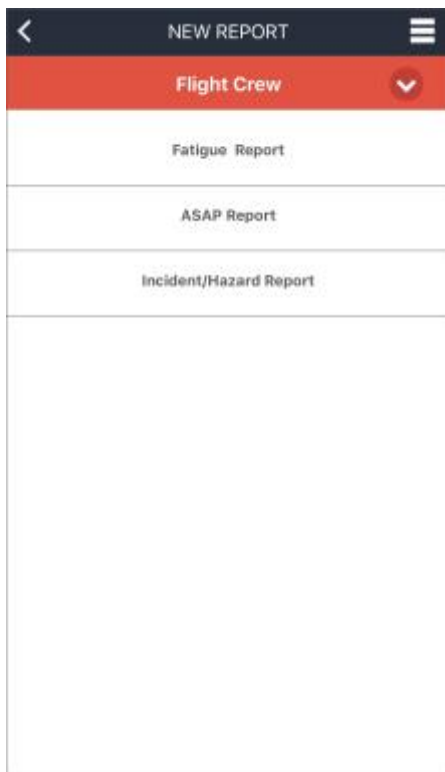


Figure 3–1. Sample New Report Page

Specifying an Employee Group

From the New Report page, specify, if applicable, the employee group for which you want to create the report.

If you have privileges in multiple employee groups, when you log in, you are automatically in your first employee group, alphabetically. To switch to one of your other employee groups for

which you have privileges, **tap** the “employee group” drop-down list’s **Expand** icon to expand the “employee group” drop-down list to see all employee groups associated with your profile.

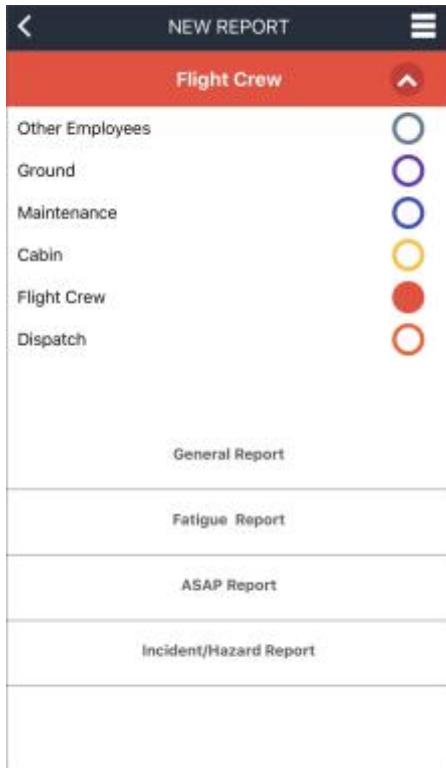


Figure 3–2. Sample “Employee Group” Drop-down List

Tap the appropriate option button. **Tap** the “employee group” drop-down list’s **Expand** icon again to collapse the list.

Specifying the Report Type

From the New Report page, **tap** the appropriate “report type” link. The “report type” Report page appears.



Figure 3–3. Sample “Report Type” Report Page

Completing Your Report

Fill out the report, ensuring the information you provide in your report is as accurate and complete as possible because once submitted, your original report and issue details are never altered and are permanently stored.

Understanding the “Report Type” Report Page Design

The “Report Type” Report page (see *Figure 3–3*) consists of the Title Bar, sections, and action buttons.

Understanding the Sections on the “Report Type” Report Page

Each section has a shaded title bar (that expands and collapses when tapped) and contains one or more page elements (e.g., drop-down lists, checkboxes) to specify information about the issue. The sections that appear vary depending upon the report type and your company’s customization of the sections to include and their titles. For example, when submitting an ASAP report, the default sections are titled:

- Overview
- Description
- Cause
- Detection
- Reaction
- Narratives

Other report types may include all or only some of these sections (with these titles or customized ones). Specifying your information into the correct section will provide a more accurate report.

Understanding the Action Buttons on the “Report Type” Report Page

The “Report Type” Report page (see *Figure 3–3*) includes several report function buttons that always appear at the bottom of the page, even when a report section is expanded (as shown in *Figure 3–4*).

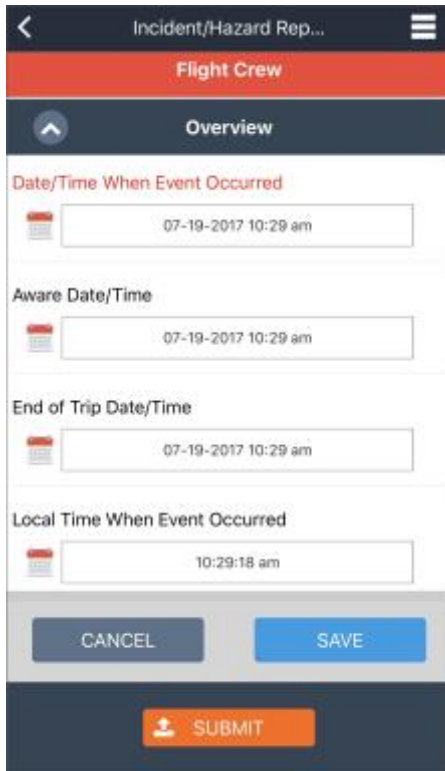
A screenshot of a mobile application interface for reporting an incident. The title bar at the top is dark blue with a back arrow on the left and a menu icon on the right. Below the title bar is a red header with the text "Flight Crew". Underneath is a dark blue section with an upward arrow and the text "Overview". The main content area has a light gray background and contains four date/time input fields, each with a calendar icon on the left and a date/time value: "Date/Time When Event Occurred" (07-19-2017 10:29 am), "Aware Date/Time" (07-19-2017 10:29 am), "End of Trip Date/Time" (07-19-2017 10:29 am), and "Local Time When Event Occurred" (10:29:18 am). At the bottom of the form are two buttons: a blue "CANCEL" button and a blue "SAVE" button. Below these is a dark blue bar with an orange "SUBMIT" button featuring a white upload icon.

Figure 3–4. “Report Type” Report Page Showing Action Buttons

Adding One or More Attachments

If your company’s report allows you to add an attachment, from the “report type” Report page (see *Figure 3–3*), **tap** the Attachment section and then the appropriate “attachment option” icon. Depending upon the icon you selected, either your device’s camera or file library becomes active, letting you either take a picture or select an existing image file, respectively, which is automatically attached and saved to the report.

You can use both attachment options repeatedly in the same report.

Removing an Attachment

From the “report type” Report page (see *Figure 3–3*), **tap** the Attachment section and then the appropriate **Remove Attachment** icon. The Attachment section no longer includes that attachment.

Cancelling Your Report

When you want to leave your report without saving, **tap CANCEL** (as shown in *Figure 3–4*). WBAT Mobile closes the “Report Type” Report page, and the Home page (see *Figure 2–3*) appears.

Saving and Completing Your Report Later

To save your report and return to the Home page (see *Figure 2–3*), **tap SAVE** (as shown in *Figure 3–4*). This save option allows you to start your report, specifying as much information as time allows, and then finish the report later, which lets you meet initial notification requirements. (If this is an ASAP report, MOU timeline requirements to complete and submit the report still apply.) You can resume completing the report from your mobile device when you have time. (For more information, see *Editing a Report*.)

Note: If you are using a shared mobile device that you may not be returning to in the near future, you should complete and submit the report, uploading the report to the WBAT server before transferring the mobile device to someone else.

Submitting Your Report

When the report is complete, **tap SUBMIT** (as shown in *Figure 3–4*). If all required information has been provided, the Home page (see *Figure 2–3*) appears. If your mobile device is connected to a network, the report is automatically and immediately uploaded. However, when your mobile device is not connected to a network, the newly submitted report is listed in the Ready to Upload section (see *Uploading One or More Submitted Reports*).

Note: If you did not provide all required information, a pop-up message appears, indicating all missing information.

Uploading One or More Submitted Reports

When your device is connected to the Internet, from the Home page (see *Figure 2–3*), **tap** the **Menu** icon, and then **tap UPLOAD**. The WBAT Mobile app uploads all reports listed in the Ready to Upload section.

Editing a Report

From the Home page (see *Figure 2–3*), in the Saved Reports or Ready to Upload section, **swipe left** over the appropriate report to display the **Edit** and **Delete** buttons. **Tap** the **Edit** button. The “report type” Report page (see *Figure 3–3*) appears for the selected report. To continue, see:

- *Completing Your Report*
- *Cancelling Your Report*
- *Saving and Completing Your Report Later*
- *Submitting Your Report*

Deleting a Report

From the Home page (see *Figure 2–3*), in the Saved Reports or Ready to Upload section, **swipe left** to display the **Edit** and **Delete** buttons. **Tap** the **Delete** button. The report is deleted from the Home page.

Appendix A. Key Terms

Term	Definition
Aviation Safety Action Program (ASAP) Report Type	The WBAT report type, developed based on AC 120-66B, for the voluntary reporting of actual or potential discrepancies and deficiencies involving the safety of aviation operations.
Aviation Safety Reporting System (ASRS)	Developed based on AC 00-46E, NASA ASRS is a voluntary system for reporting actual or potential discrepancies and deficiencies involving the safety of aviation operations.
Domain	The component of a URL that identifies a particular webpage. Your WBAT domain is the string of characters between “https://” and “.wbat.org.” For example, suppose the WBAT URL is: https://training.wbat.org , then the domain is: <i>training</i> .
Employee Group	WBAT supports a variety of report types to accommodate safety reporting for all company employees. Each report type can be tailored to collect information specific to the different employee groups.
Privilege	The specific set of permissions assigned to you (by your company Administrator) to allow access to certain WBAT tasks and functions based on your role, authorized report types, and designated employee group(s).
Report	Refers to the processed record that describes a particular safety-related event documented via an online form. Once submitted, the report goes through several stages of processing, where the original information (i.e., the submission) is evaluated, analyzed, de-identified (i.e., removal of personal information), and verified/modified before being reviewed and, ultimately, resolved, possibly through corrective actions if warranted.
Saved Report	A WBAT Mobile report that was started on a mobile device and saved locally on that mobile device prior to submitting to your company’s WBAT server. A saved report is only accessible from the mobile device <i>and</i> with the WBAT log in credentials (if using a shared mobile device) used to create the report. Your organization does not have access to the saved report until it is submitted and uploaded to the WBAT server.
Submission	When a user completes and submits an online form in a WBAT report type, the original form is referred to as a submission. The submission serves as a permanent record of a wide range of details about a particular safety event, incident, or concern observed,

Table A-1. Key Terms	
Term	Definition
	noticed, or discovered. The submission is never altered and is stored in its original state.
User	Any individual who requires access to WBAT, including employees and external parties such as vendors, contractors, and FAA. Also known as <i>employee, point of contact (POC)</i> .
Username	The string of characters your organization assigned to you in order to access WBAT. Your username is case sensitive.
WBAT Administrator	Your company's WBAT administrator is the user responsible for configuring, implementing, and maintaining your company's WBAT system. This user has access to all areas of Full WBAT and information contained within. This user troubleshoots and resolves system problems.
WBAT Mobile	The WBAT app for creating and submitting an Employee Reporting module report from a supported mobile device.