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# Basic Course Information

<table>
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<tr>
<th>Course Title</th>
<th>FAA45650001 RMLS SAL Electronic Technical Performance Record (eTPR) Briefing</th>
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</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>The RMLS SAL eTPR eLMS briefing contains information on how to document Electronic Technical Performance Records (eTPRs). This training will be taken by all personnel who have successfully completed FAA45415 Simplified Automated Logging (SAL) Field Conducted Lab or FAA49446046 -RMLS SAL. In this briefing, the students will perform the tutorials using the TRAINING-ONLY version of the SAL Suite software which was installed as per the ATO Maintenance Alert dated 3/4/2015 Key Site 6 Installation for SSM-RMLS-025, eTPR Phase 2, Training Version. Anyone who does not complete the eLMS briefing, will be required to take the new RMLS SAL course FAA44465001. As per AJW-1B, the training period will be for 90 days.</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>eLMS RMLS Peabody Course 45537001 or the equivalent eLMS Peabody Course 49446030 (cancelled) and eLMS RMLS SAL Course FAA49446046 or FAA45415 Simplified Automated Logging (SAL) Field Conducted Lab</td>
</tr>
<tr>
<td>Total Course Hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>Training Method</td>
<td>Begin by reading the rest of this document. It provides instructions on how to use the instructional materials and how to access the RMLS SAL training application. The RMLS SAL course is a self-directed, eLMS course which includes practice exercises on the training version of the RMLS SAL application. The course also includes end-of-lesson, non-graded self-tests to reinforce the learning objectives presented in the lesson. Course materials are accessed using the Department of Transportation enterprise Learning Management System (eLMS). This training is required.</td>
</tr>
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</table>
Basic Course Information (Continued)

Training Method  The reference material to use during the course can be obtained from the MDTCM website (https://support.rmls.faa.gov/)

1. Once on the website, choose “RMSET Support Documents”.
2. Type in “025” in the search for all documents by “Document Title”.
3. As shown in the following diagram, download the Peabody Users Guide for SSM-RMLS-025 Key Site and the SAL Users Manual for SSM-RMLS-025 Key Site.

Note: These are “Draft” documents and will not be placed on the NASDOC website until the SSM has been signed.
Basic Course Information (Continued)

**Student Guide Materials**  The student guide materials consist of this introductory document and three lessons. Complete each lesson in order. Information in subsequent lessons assumes prior knowledge from material presented in earlier lessons.

Lessons include four components:

- *Reading materials* describe SAL features, functions and processes. **Note that the screen captures in the reading materials will not reflect data on your RMLS SAL training system. Instead, they reflect data from other SAL sources including Operational (OT) and Integration Testing (IT) systems.**
- *Self-Tests* follow the reading materials. They validate your understanding of the lesson and reinforce important concepts. Answers to self-tests are in Appendix A.
- *Tutorials* are interspersed throughout the materials. They provide specific instructions for you to perform and practice. They help familiarize you with the SAL application’s most significant functions. Tutorials are in Lesson 1 through Lesson 3. The first tutorial uses Peabody; the rest use the training version of SAL.
- *Process guides*, presented at the end of each lesson, are a resource for referencing specific SAL processes. They are in a tutorial or described in the reading materials.

Begin a new lesson when you complete the reading material, tutorials and self-test.
Basic Course Information (Continued)

Course Instructions

- Open and download each lesson in the order presented. Information in subsequent lessons assumes prior knowledge from earlier lessons.
- Each lesson assumes completion within the same SAL (training) session. Do not begin a lesson unless you intend to finish it in the same setting.
- Do not use the SAL training application until instructed in a lesson tutorial.
- Tutorials are sequential. Complete each tutorial in the order presented.
- Each numbered tutorial item is an explicit instruction. Perform instructions carefully and in the order presented.
- During the training session, follow the guidelines on page ix-x of this document.
## Basic Course Information (Continued)

<table>
<thead>
<tr>
<th>Completing the End of Course Critique</th>
<th>Complete the critique after completing the course.</th>
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</thead>
</table>
| Course Coordinator                    | Contact the **Course Coordinator** if you have any comments or concerns. Normal Academy hours are Monday through Friday 7:00 am – 3:30 pm, Central Standard Time (CST). Kim Kitze (405)954-4285  
  [Kim.a.kitze@faa.gov](mailto:Kim.a.kitze@faa.gov) |
| IT Support                            | Contact the **ATO National Help Desk** (866-954-4002) if you experience problems with the SAL or Peabody applications. |
| eLMS Support                          | Call the **eLMS Help Desk** (405) 954-4568 if you are experiencing problems with eLMS such as: |
|                                       | • Signing into eLMS  
  • eLMS password reset  
  • Course material not loading |
Basic Course Information (Continued)

Accessing RMLS SAL Training

Summary:
A Maintenance Alert (MA) was published to advise all Remote Monitoring and Logging System (RMLS) National Logging System (NLN) users of the installation of the Simplified Automated Logging (SAL) Suite, which includes SAL Client, SAL Sync and electronic Technical Performance Record (eTPR) for Key Site 6 Training Only Version of SSM-RMLS-025, eTPR Phase 2.

Background:
SSM-RMLS-025 is used to record the measured Technical Performance Report (TPR) data and provide electronic TPR (eTPR) templates and Reference Value Change (RVC) data report functionality in Peabody. This SSM is currently in Key Site Testing.

Action:
The SAL Suite installation is scheduled for 5:00 AM local time on March 6, 2015 for SAL 4.1 users. This is a silent installation and requires no user intervention. The training only version of the RMLS Simplified Automated Logging (SAL) Suite, which consists of SAL V4.2.2, SAL Sync V1.2.4 and eTPR V1.0.13, will be pushed to all users who currently have SAL v4.1 installed. If the machine does not have SAL v4.1 it will not receive the installation. SSM-RMLS-025 Key Site Testers are specifically not intended to receive this training only version. Upon completion, a folder shortcut to the RMLS SAL Training application will be placed on the desktop. To access the new version of SAL, double click on the SAL shortcut inside the RMLS SAL Training folder when instructed in the tutorial in the course.

The SAL Training application will provide users access to the eTPR Workbooks. The Workbooks will be used in the eLearning Management System (eLMS) training courses labs and to allow for familiarity with the new eTPR Workbooks. The training/familiarity period will be for 90 days. All access to the training Workbooks and data entered into them will not be retained or sent to the RMLS Production Nodes/Servers. The eTPR Client training version will allow users to gain familiarity with the new eTPR Workbooks before actual usage is require by policy change to Order 6000.15.
Accessing RMLS SAL Training

During the training session, follow these guidelines:

**CAUTION** – Before starting the course, verify that the operational versions of SAL, SAL Sync, and eTPR are NOT currently running. Never access the operational versions of SAL, SAL Sync or the eTPR during this course. Verify that you are running the SAL, SAL Sync and eTPR training versions of the applications by noting that the word [Training] displays on the screen after you login to the applications. See the notes listed below:

**NOTE:**
The word [Training] only appears in the title bar for SAL and SAL Sync Training versions (After you login).

In the training version of eTPR, the word [Training] appears in the bottom bar (after you login).

Do not enable the “Auto-Sync” feature within the Training version of SAL Sync.

Verify that the Training versions of SAL and eTPR are NOT currently running PRIOR to performing either (Sync or “Force Initial Sync”) from the Training version of SAL Sync as having the SAL/eTPR Training running during this action may cause undesired side-effects as the databases are deleted and recreated.
Basic Course Information (Continued)

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