Welcome to FSIMS version 3.1 Quick Reference Guide

This reference guide describes the enhancements made to FSIMS version 3.1. These enhancements were made to both the Employee and Public sites. We have enhanced our Search functionality and added a new Change Management feature that includes a Summary of Changes, the Editorial Correction documents, and anchoring the vertical change bar in the *New Window* view.

➢ *Enhancements* to the Employee and Public websites
- Relocation of the *Quick Search* and *FSIMS Advanced Search* function
- Addition of the *FSIMS & RGL Search* function

➢ *Change Management* features:
- *Change History* Document Library
  ◆ *Editorial Corrections*
  ◆ *Summary of Changes*
- Anchored *Vertical Change Bar* in view window
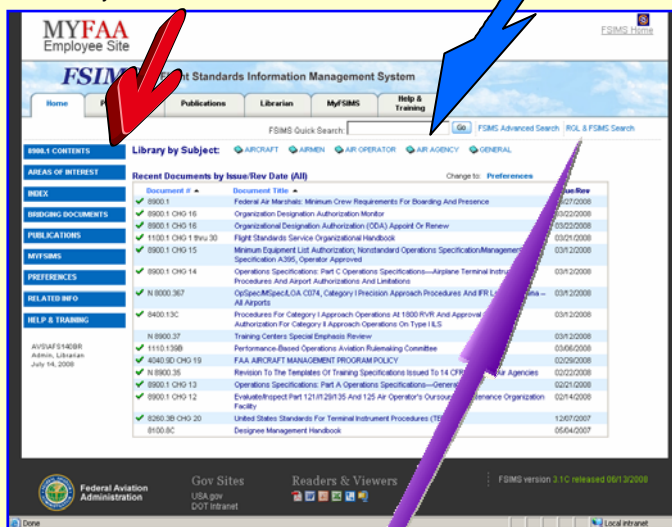 ◆ Verify MS Word Settings

➢ *Enhanced Search* functionality:
- *Reserved Words and Special Characters Caution* dialog box
- *FSIMS Advanced Search*
  ◆ Word Variants
  ◆ Fuzzy Searching

➢ Joint *RGL & FSIMS Search*

Enhancements

Employee's FSIMS Website

The *Quick Search* and *Advanced Search* functions have been moved from the left side-panel to the right side near the top.

In the left side-panel, some of the buttons (formerly headings) have been collapsed for easier viewing and others have been converted to direct links that take you to the selected feature.
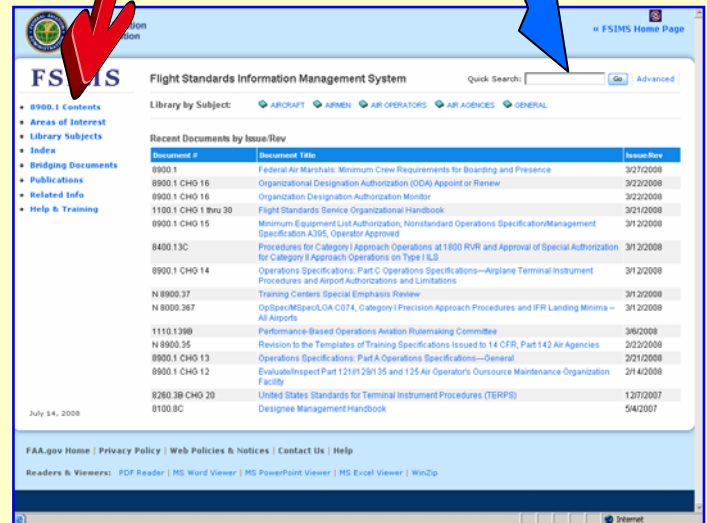

We have also added a new search function by joining the FSIMS databases with the RGL databases so that you can perform a joint *RGL & FSIMS Search*.

Public FSIMS Website

The *Quick Search* and *Advanced* search functions have been moved from the left side-panel to the right side near the top.

In the left side-panel, we replaced the buttons with links.

The public website does not have the joint RGL & FSIMS Search. The RGL and FSIMS websites that are available to the public are not being combined at this time.

The next step for FSIMS is to be expanded into a more complete information system offering the current FSIMS databases and including additional databases utilized in the various Divisions of AVS. It will be known as AVSIMS -- the AVS Information Management System, and the RGL will be integrated into the expanded application. Upon roll-out of AVSIMS, the current RGL website will be shut down.

Change Management

In order to better manage information about changes to the contents of FAA Order 8900.1 FSIMS, we have implemented several enhancements to the documentation within the application:

➤ There is a *new window* view when documents are opened in FSIMS. The new window view shows a *vertical change bar* that indicates the location of content changes.

➤ *Change History* document directory:

■ *Editorial Corrections* documents
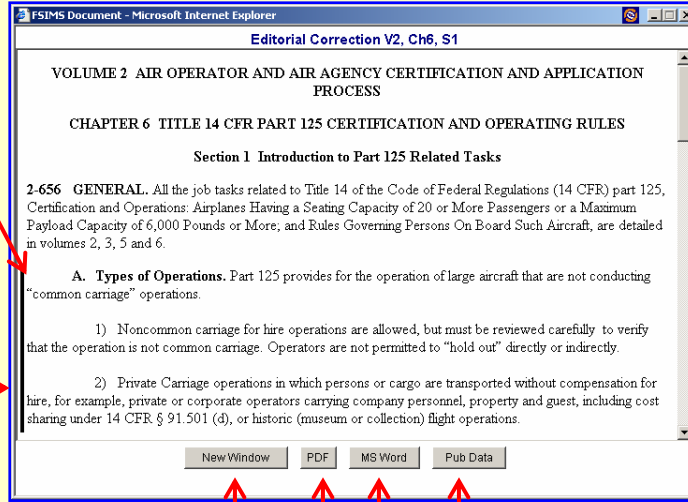
■ *Summary of Change* documents

Vertical Change Bar – New Window View & Additional Document Views

Vertical Change Bar

Viewing a document with changes in FSIMS is now enhanced with a *Vertical Change Bar* that indicates the location of recent content changes.

FSIMS no longer supports the previous "Document Viewer".

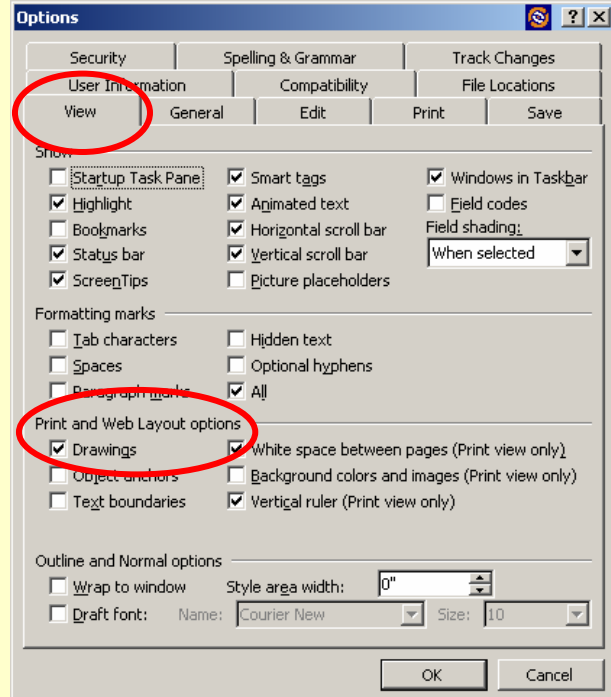Documents viewed in FSIMS now open in a fixed sized *New Window*.

New Window View:

The *New Window* works much the same as the previous "Document Viewer". The same buttons you are familiar with are presented at the bottom when a *New Window* is open that allows you to select from the *Additional Document Views*:

➤ New Window

➤ PDF

➤ MS Word

➤ Pub Data

If you select *MS Word* as your Document Viewer, you need to verify some settings in MS Word. In order for the *Vertical Change Bar* to show in the MS Word document, verify that **Drawings** has been selected under the **Print and Web Layout options** in the MS Word **Options**:
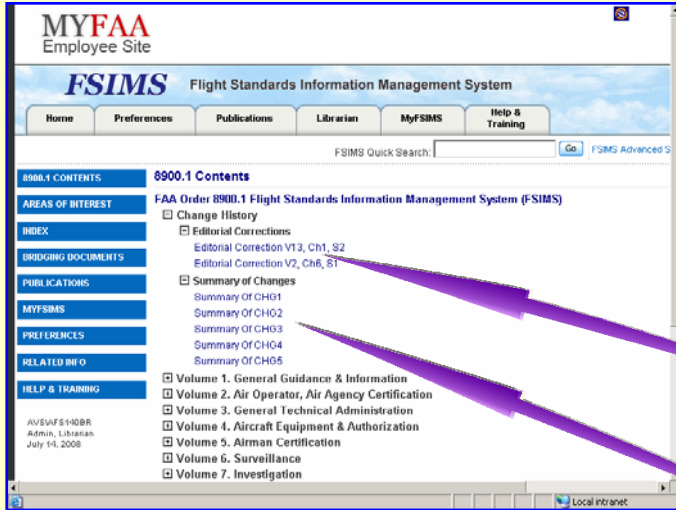
1. From the MS Word Menu Bar, click **Tools**.

2. Select **Options** from the drop-down menu.

3. Click the **View** tab near the top.

4. Verify that **Drawings** has a check-mark beside it under the **Print and Web Layout options** heading.

5. Click **OK**.

8900.1 Contents, FAA Order 8900.1 FSIMS Document Tree, Change History Directory

When you click the **8900.1 CONTENTS** button, you will see a new **Change History** directory at the top of the list.

The **Change History** directory contains two types of documents:

➤ **Editorial Correction** documents can be viewed by selecting the individual documents within this library. The documents are viewed with the "Track Changes" on so that you can see all edits made to these documents.

➤ **Summary of Change** documents can be viewed by selecting the individual documents within this library. These documents provide a brief summary of what changed in the document.

Enhanced Search -- Reserved Words and Special Characters

We have made several enhancements to the FSIMS search feature. Since FSIMS documents are contained in a document database, searching within the database is not like searching the Internet using Google. Database searching has specific requirements for the use of *Reserved Words* and *Special Characters*.

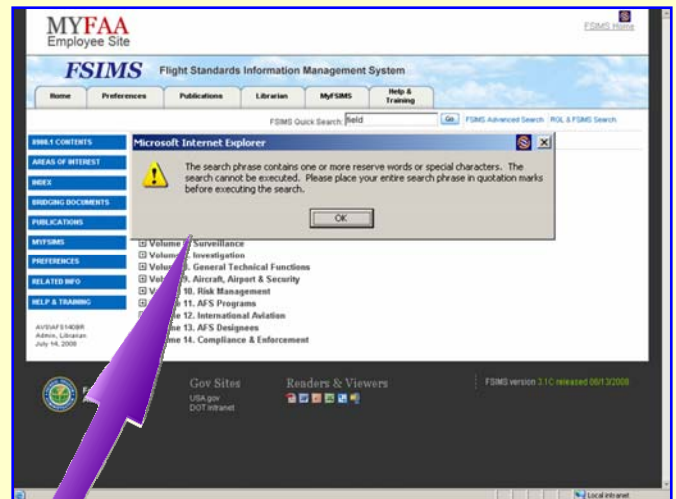**Reserved Words** and **Special Characters**, are defined as:

A set of words and characters that have special meaning in the search program, so they can not be used in a search string unless the string is enclosed in quotation marks. Following is a list of those *Reserved Words* and *Special Characters* recognized in the FSIMS search program. There is also a list of *Forbidden Characters* that cannot be used in a search string at all.

Reserved Words	Special Characters		Forbidden Characters
Accrue	-	<	,
Paragraph	!	=	&
Sentence	|	)	+
Termweight	[	(	?
Field	]	.	
Exactcase			
Contains	>		

Your search string may not contain the minus (-), the comma (,) or the close parenthesis ( )) as an individual character -- even if you include it in quotation marks. They can be used in combination with other characters, e.g., de-ice or ASI).

The words AND, OR, and NOT may be used in quotes to find an exact match for a text phrase like **"rules or regulations"**, **"compliance and enforcement"**, and **"not airworthy"**.

In the example below, a search for **field approval** is attempted. Because the word **field** is a *Reserved Word*, a *Caution!* dialog box will prompt you to use quotation marks around your search string. By using quotation marks around the search string, FSIMS will return more appropriate search results.
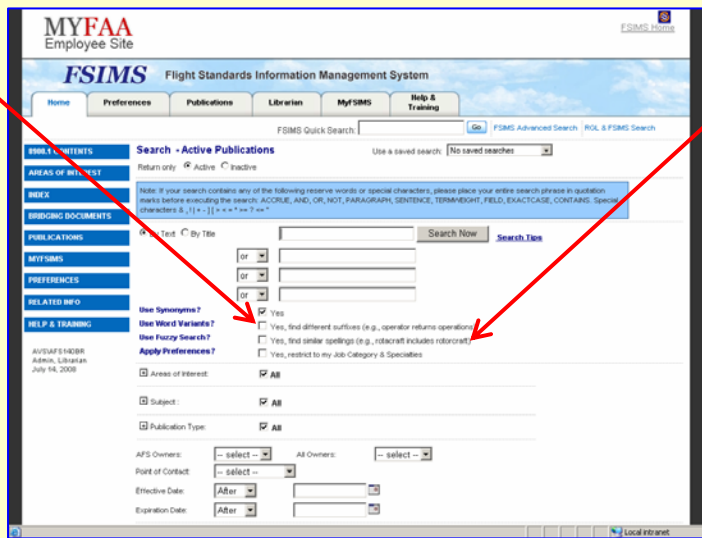

⚠ A *Caution!* dialog box will display if you are using *Reserved Words* or *Special Characters* in your search string.

FSIMS Advanced Search, Word Variants & Fuzzy Searches

FSIMS Advanced Search is now enhanced. It gives you the opportunity to select a *Word Variant* option and a *Fuzzy Search* option to broaden your search.

Selecting the *Use Word Variant?* option will show additional search results. For example, searching for *operator* will return all documents with that word and other variants of the word, e.g., operators, operated, operations, and operating.

Selecting the *Use Fuzzy Search?* option will allow for the handling of some misspellings, and some variations of words. For example, searching for the frequently misspelled word **seperate** without selecting the *Use Fuzzy Search?* Option will get zero results. If I search for the same misspelled word and select the *Use Fuzzy Search?* option, I get over 350 active document matches because the **Fuzzy Search** finds the correctly spelled word **separate**.

We have also added the blue banner alerting you to the use of *Reserved Words* & *Special Characters*.

Joint *RGL & FSIMS Search*: The MYFAA Employee Site for FSIMS now offers the ability to perform Advanced Searches across all of the Regulatory Guidance Library (RGL) databases and all document libraries within the FSIMS application. This new function can be performed by clicking the **RGL & FSIMS Search** link near the top of the Home page.

To search across the RGL & FSIMS databases, you will need to select one or more document types to search. You should limit the document types you select to include only the ones you know will be relevant.

You can select all documents or individually select a specific combination of documents when looking for policy and guidance. If you select all document types, it is likely that the search will result in too many documents to look at. As stated in the Note: near the top of the screen, **Note: A maximum of 500 search results will be returned. These results will be sorted …**

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