

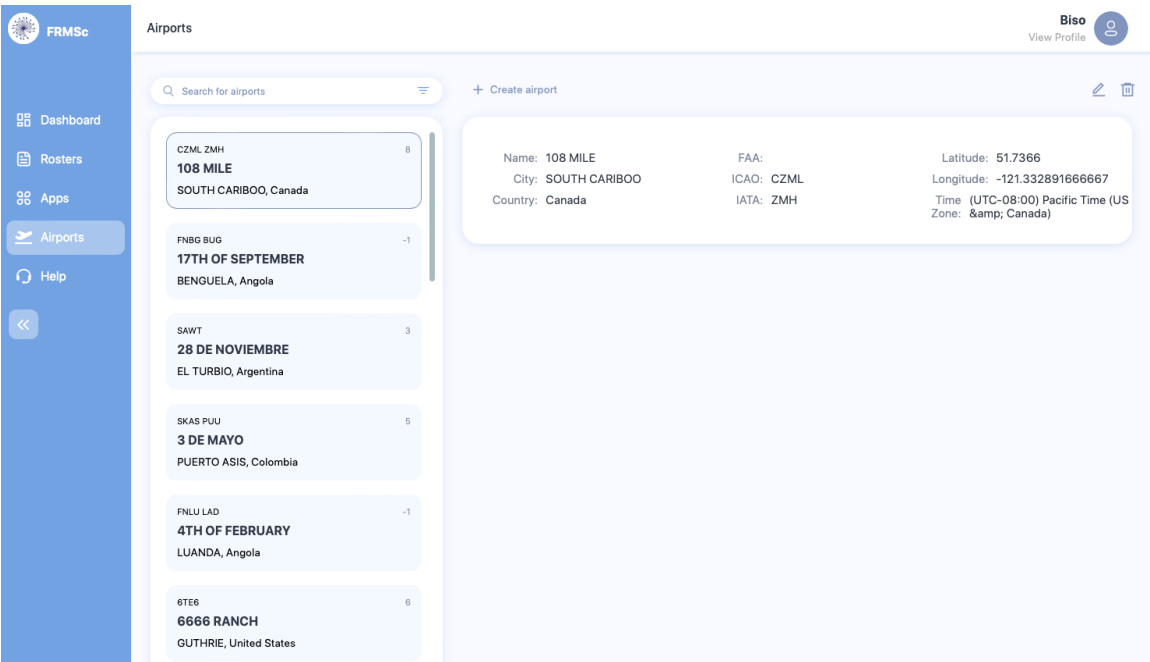
How to manage airports



Limited access

Only administrators can see the User Management screen.

You can manage airports through the **Airports** screen. To view the Airports screen, click **Airports** from the left panel.



You can perform the following actions through the Airports screen.

Add an airport



Only one airport code

1. When adding a new airport, you are required to fill at least one of the codes. You can choose between FAA, ICAO, and IATA codes. However, we recommend that you enter all the codes if available and permitted.

2. If a code already exists in the SAFE application, you can't create a new airport with same code.

To add a new airport:

1. Click **+ Create airport** to see properties where you can set the details for the new airport.
2. Enter the details of the airport in the available properties. See the [Table of Fields](#) below for more information.
3. Click **Create** to store the airport details or **Cancel** to discard the details.

View an airport

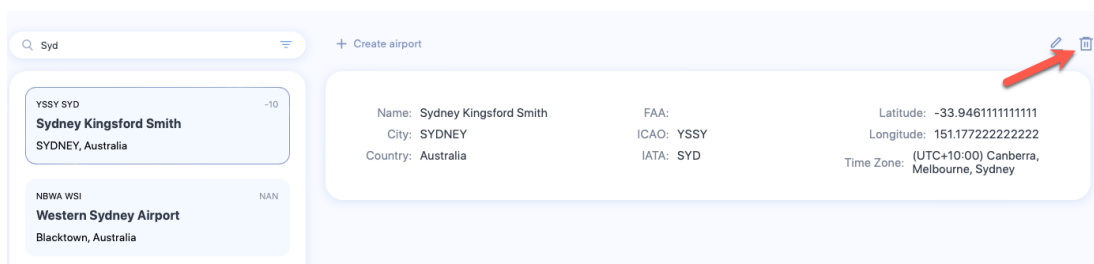
Use the search bar in the Airport screen to search for an airport. Use either of the airport properties to search. Alternatively, you can also scroll through the list of airports to find an airport.

Click on the card associated with the airport to view its details.

Edit an airport

To edit an airport:

1. Click on the card associated with the airport that you want to edit.
2. Click the **Edit** icon.

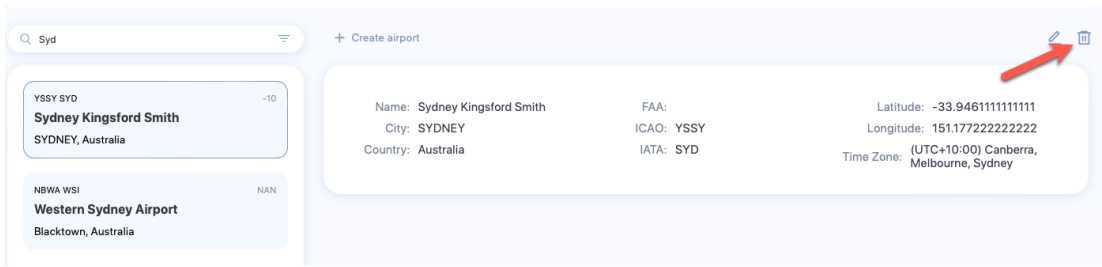


3. Make the necessary changes to the properties. See the [Table of Fields](#) below for more information on each property.
4. Click **Save** to keep your changes or **Cancel** to discard them.

Delete an airport

To delete an airport:

1. Click on the card associated with the airport that you want to delete.
2. Click the **Delete** icon.



3. A confirmation box will appear. Click **Delete** to remove the airport from the SAFE application.

Table of Fields

Airport properties

Property (* required)	Description
Name *	The name of the airport
City *	The city where this airport is located
Country *	The country where this airport is located
ICAO *	The ICAO code for this airport. If you have set this property, you can ignore IATA and FAA codes.
IATA *	The IATA code for this airport. If you have set this property, you can ignore ICAO and FAA codes.
FAA *	The FAA code for this airport. If you have set this property, you can ignore IATA and ICAO codes.
Latitude	The latitude coordinate of this airport
Longitude	The longitude coordinate of this airport
Timezone	The local timezone for this airport