



Certis CISCO Aviation Security Flexi Assignment System (FAS) User Guide

Website: www.certisflexi.com/cas



Prepared by: Danny Lim, OC RMU
Updated: 18 July 2016



Table of Contents

SECTION 1: REGISTRATION PROCESS - FIRST TIME LOGIN	3
SECTION 2: MY PROFILE – REGISTRATION OF CONTACT DETAILS.....	6
SECTION 3: SEARCH FOR ASSIGNMENT – APPLICATION OF ASSIGNMENT.....	7
SECTION 4: MY ASSIGNMENT – OVERVIEW OF YOUR ASSIGNMENTS	9
SECTION 5: MY ASSIGNMENT – CANCELLATION OF ASSIGNMENT	10
SECTION 6: ASSIGNMENT ROSTER FRAMEWORK	11
SECTION 7: PRIORITY BOOKING.....	12
SECTION 8: FAS on Mobile	12



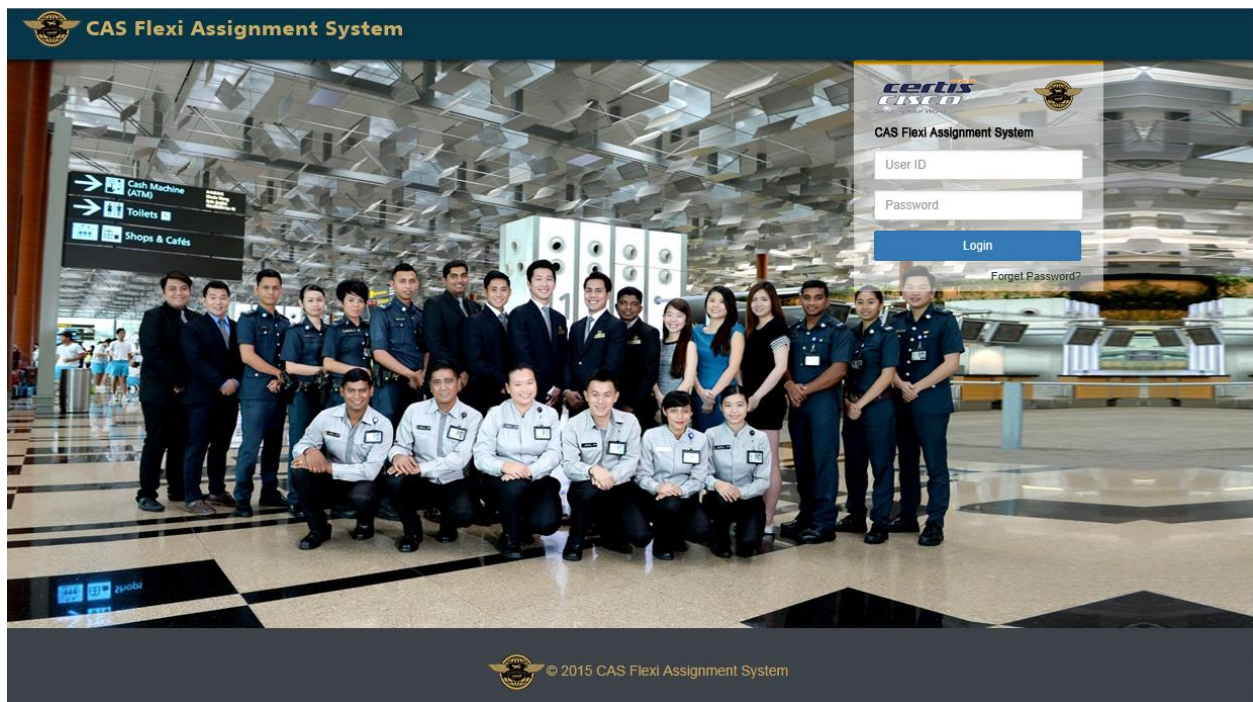
SECTION 1: REGISTRATION PROCESS - FIRST TIME LOGIN

STEP 1: First Time Login

For First-time Login use your **Employee ID** as the Login ID and Password:

Login ID: [Employee ID]
Password: [Employee ID]

***Login ID will ALWAYS be your Employee ID.
Default Password will be your Employee ID.***





STEP 2: Change your Login Password

Upon First-Time Login, it is **mandatory** to **change your default password**.

The screenshot shows the 'CAS Flexi Assignment System' header. Below it is a 'Message' section with a green background and a red warning icon. The message text reads: 'You are required to change your default password for First-Time Login. Please click on the link below to change your password.' Below the message is a blue link that says 'Proceed to change Password'.

Password Format:

- Must start with an alphabet
- Length 6 – 18 alphanumeric characters (E.g Abc123)

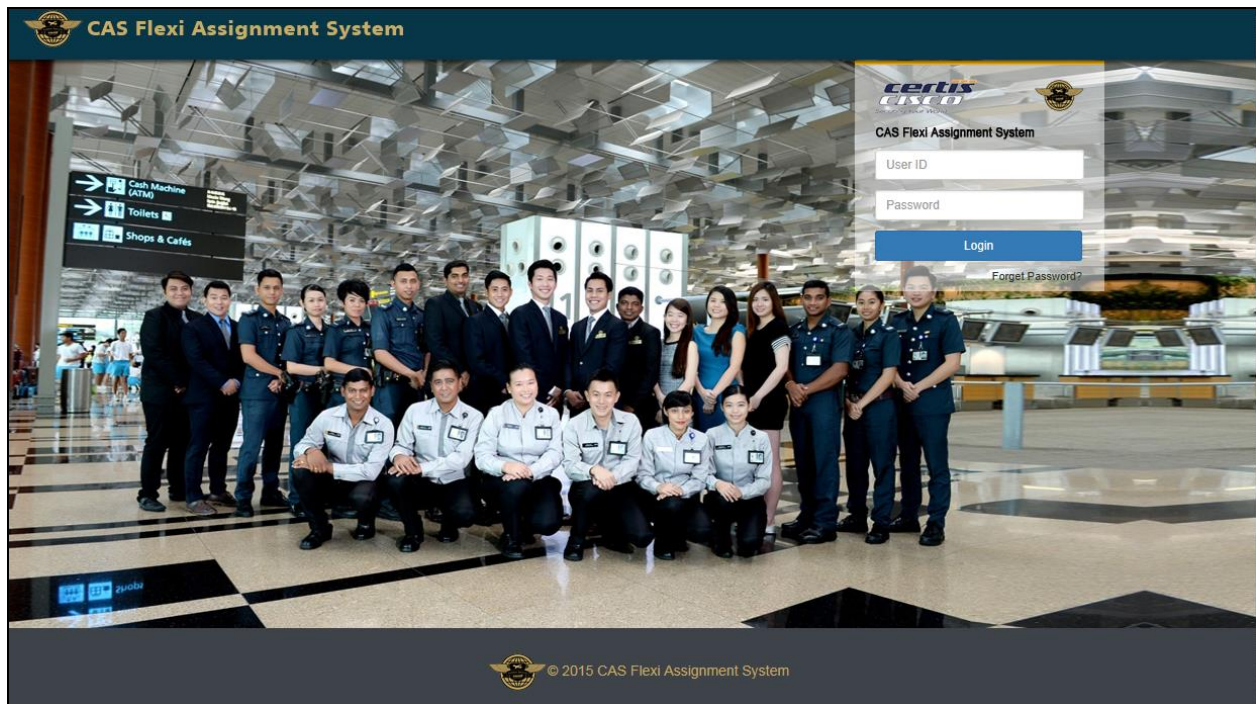
The screenshot shows the 'CAS' header with the user name 'RONNEL SOLIGUEN FLAVIANO'. The main heading is 'Change Your Password'. The form contains the following fields and elements:

- User: RONNEL SOLIGUEN FLAVIANO
- New Password: (Must begin with an alphabet and length between 6 to 18 alphanumeric characters)*
- New Password input field
- Confirm Password*
- Retype Password input field
- Enter Validation Code input field
- ECDF.T image
- Change Password button



STEP 3: Re-Login with New Password

After changing default password, you will required to login again using your **Employee ID** and **Changed Password**.





SECTION 2: MY PROFILE – REGISTRATION OF CONTACT DETAILS

Registration of Contact Details

After successful login, you will be lead to “My Profile” page.

CAS My Profile My Assignments Assignment Search RONNEL SOLIGUEN FLAVIANO

RONNEL SOLIGUEN FLAVIANO [51941]

You are required to update your Email Address, Primary Mobile Number and Preferred Mode of Notification in your profile page.

- Personal Information**
 - Employee ID: 51941
 - Rank: Aviation Security Officer I
 - Org. Unit: CSSU T3 F/W
 - Full Name: RONNEL SOLIGUEN FLAVIANO
 - Gender: MALE
 - Citizenship: SINGAPOREAN / PR
 - Email Address:
 - Mobile Number:
 - Preferred Mode of Notification: Email & SMS
- Work Pending**
Upcoming 3 assignments
- Work Experience**
Last 3 completed assignments

[Save Contact Information](#)

Before you are allowed to search and apply for assignment, it is **mandatory** to provide the following information:

- **Email Address** (*Same Email are NOT allowed to be shared between Flexi Workers*)
- **Mobile Number**
- **Preferred Mode of Notification**
 - **Email & SMS** (Default)
 - **Email Only**
 - **SMS Only**

Tips on Mode of Notification:

- **Email notification** will be the preferred mode of notification.
Email will show all required details for an applied assignment.
- **SMS notification** only informs you that the application is successful.
You will be required to login into the website for the details of an applied assignment.



SECTION 3: SEARCH FOR ASSIGNMENT – APPLICATION OF ASSIGNMENT

STEP 1: Search & View Assignment

- Click on “Assignment Search” on the top navigation bar.
- Assignments are sorted starting from the most current assignment.
- Assignments not belonging to the Flexi Officer Workgroup will be filtered automatically.

Assignment Search

Assignment Name	Search	Advanced Search ▾
10 May 2016, Tuesday CSSU T2 Shift A 0700 to 1400 [Org.Unit: CSSU T2] Priority Application Start: 24/04/2016		
Assignment Period : 10/05/2016 - 10/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 07/05/2016	Total Vacancies : 35 Available Vacancies : 0
11 May 2016, Wednesday CSSU T2 Shift A 0700 to 1400 [Org.Unit: CSSU T2] Priority Application Start: 24/04/2016		
Assignment Period : 11/05/2016 - 11/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 08/05/2016	Total Vacancies : 35 Available Vacancies : 0
12 May 2016, Thursday CSSU T2 Shift A 0700 to 1400 [Org. Unit: CSSU T2] Priority Application Start: 24/04/2016		
Assignment Period : 12/05/2016 - 12/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 09/05/2016	Total Vacancies : 35 Available Vacancies : 2
13 May 2016, Friday CSSU T2 Shift A 0700 to 1400 [Org.Unit: CSSU T2] Priority Application Start: 24/04/2016		
Assignment Period : 13/05/2016 - 13/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 10/05/2016	Total Vacancies : 35 Available Vacancies : 1
14 May 2016, Saturday CSSU T2 Shift A 0700 to 1400 [Org. Unit: CSSU T2] Priority Application Start: 24/04/2016		
Assignment Period : 14/05/2016 - 14/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 11/05/2016	Total Vacancies : 35 Available Vacancies : 12
15 May 2016, Sunday CSSU T2 Shift A 0700 to 1400 [Org. Unit: CSSU T2] Priority Application Start: 24/04/2016		
Assignment Period : 15/05/2016 - 15/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 12/05/2016	Total Vacancies : 35 Available Vacancies : 27



STEP 2: Assignment Application

- Application of an assignment can be done via **2 methods**.

Quick Application

12 May 2016, Thursday CSSU T2 Shift A 0700 to 1400 [Org.Unit: CSSU T2]		Priority Application Start: 24/04/2016	
Assignment Period : 12/05/2016 - 12/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 09/05/2016	Total Vacancies : 35 Available Vacancies : 2	

Click on the **“Blue Tick”** icon beside the assignment summary

Normal Application

12 May 2016, Thursday CSSU T2 Shift A 0700 to 1400 [Org.Unit: CSSU T2]		Priority Application Start: 24/04/2016	
Assignment Period : 12/05/2016 - 12/05/2016 Assignment Timing : 07:00 - 14:00	Application Start : 27/04/2016 Application End : 09/05/2016	Total Vacancies : 35 Available Vacancies : 2	

Click on the **“Blue Paper”** icon beside the assignment summary

Notes

Apply
Go to My Assignment
Go to Assignment Search

Click on the **“Apply”** button at the bottom of the Assignment Details page.

- Upon confirmation of the application you will be notified via Email and/or SMS

Successful Application of Assignment

CAS_FLEXI@certisflexi.com
to me

2:46 PM (0 minutes ago)

Dear Danny Lim,

Your application for the assignment is successful.

Details of Assignment
 Assignment Title: 08 Feb 2016, Monday | ATSU T3 Access Control | 0800 to 2000
 Assignment Type: No Preference
 Location: ATSU T3
 Assignment Period: 08/02/2016 to 08/02/2016
 Assignment Duration: 08:00:00 to 20:00:00

Please ensure that your Airport Pass is still valid during the assignment period and do contact your respective units should you have any further enquiries.
Thank you.

Best Regards,
Resource Management Unit
Certis CISCO Aviation Security

*Disclaimer: This e-mail message may contain confidential, proprietary or legally privileged information. If you are not the intended recipient, you may not copy,
reliance thereon. In such a case, please destroy the message and notify the sender immediately.*

← CASFLEXI

Monday, 1 February 2016

Your application for the assignment on 08/02/2016 at 08:00:00 is successful. Please refer to the system for more details.

SMS 14:46

SECTION 4: MY ASSIGNMENT – OVERVIEW OF YOUR ASSIGNMENTS

Overview of Assignment

- Click on **“My Assignment”** page on the top navigation bar.
- In this page, you will see 4 types of assignment status:
 - **Applied** – Assignment Applied but not completed
 - **Waiting List** – Assignment Applied with no more vacancies
 - **Completed** – Completed Assignment
 - **Absent** – Absent from Assignment
 - **Cancelled** – Cancelled Assignment



My Assignments

Applied Waiting Completed Absent Cancelled

Assignment Name		Search	Advanced Search	
Test: Notification for Waiting List_new [Org.Unit : CSSU T1]				Priority Application Start : 21/05/2016
Assignment Period : 28/09/2017- 29/09/2017	Application Start : 21/05/2016	Total Vacancies : 3	Applied	
Assignment Timing : 09:00- 21:00	Application End : 22/05/2016	Available Vacancies : 1		
emily test 2016040601 [Org.Unit : Emily Test Org]				Priority Application Start : 21/05/2016
Assignment Period : 30/04/2016- 30/04/2016	Application Start : 21/05/2016	Total Vacancies : 9	Applied	
Assignment Timing : 09:00- 21:00	Application End : 22/05/2016	Available Vacancies : 7		
29 Apr 2016, Friday CSSU T2 Shift A 0700 to 1400 [Org.Unit : CSSU T2]				Priority Application Start : 21/05/2016
Assignment Period : 29/04/2016- 29/04/2016	Application Start : 21/05/2016	Total Vacancies : 35	Applied	
Assignment Timing : 07:00- 14:00	Application End : 22/05/2016	Available Vacancies : 34		
12 Apr 2016, Tuesday UAT Mobile App CSSU T3 2100 to 0900 [Org.Unit : CSSU T3]				Priority Application Start : 21/05/2016
Assignment Period : 12/04/2016- 13/04/2016	Application Start : 21/05/2016	Total Vacancies : 3	Applied	
Assignment Timing : 21:00- 09:00	Application End : 22/05/2016	Available Vacancies : 2		
11 Apr 2016, Monday UAT Mobile App CSSU T3 0900 to 2100 [Org.Unit : CSSU T3]				Priority Application Start : 21/05/2016
Assignment Period : 11/04/2016- 11/04/2016	Application Start : 21/05/2016	Total Vacancies : 3	Applied	
Assignment Timing : 09:00- 21:00	Application End : 22/05/2016	Available Vacancies : 2		
29 Mar 2016, Tuesday UAT Mobile App CSSU T3 0900 to 2100 [Org.Unit : CSSU T3]				Priority Application Start : 21/05/2016
Assignment Period : 29/03/2016- 29/03/2016	Application Start : 21/05/2016	Total Vacancies : 3	Applied	
Assignment Timing : 09:00- 21:00	Application End : 22/05/2016	Available Vacancies : 2		

SECTION 5: MY ASSIGNMENT – CANCELLATION OF ASSIGNMENT

Cancellation of Assignment

- Click on “**My Assignment**” page on the top navigation bar.
- Click on the “**Blue Cross**” icon beside the assignment summary.

My Assignments

Assignment Name [Advanced Search](#) ▼

15 May 2016, Sunday CSSU T2 Shift A 0700 to 1400 [Org.Unit: CSSU T2]		Priority Application Start: 24/04/2016	
Assignment Period: 15/05/2016- 15/05/2016	Application Start: 27/04/2016	Total Vacancies: 35	Applied
Assignment Timing: 07:00- 14:00	Application End: 12/05/2016	Available Vacancies: 26	

Note:

- Upon confirmation of the cancellation you will be notified via Email and/or SMS
- An Email notification will be auto generated and sent to Resource Management Unit (RMU) to inform them on your cancellation.
- Cancellation of assignment via FAS will **NOT** be allowed **one day before start or assignment or after Application End Date.**

SECTION 6: ASSIGNMENT ROSTER FRAMEWORK

Sample Assignment Roster Framework:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1 Jul	2	3 Application Start Date for Priority Users for Week 18 - 24 July
4	5	6 Application Start Date for Non-Priority Users for Week 18 - 24 July	7	8	9	10
11	12	13	14	15	16 Last Day of Application and Cancellation for 18 July Assignment	17 STRICTLY NO Application or Cancellation of 18 July Assignment
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dates	Actions
2 Weeks in Advance (Sunday)	Priority users can start applying for assignment for the week. Application Start Date will always fall on a Sunday .
3 Days after Priority Application (Wednesday)	Mass users can start applying for assignment. Application Start Date will always fall on a Wednesday .
2 Days before Assignment Start Date	Last day of Application or Cancellation for ALL users .

SECTION 7: PRIORITY BOOKING

Priority Booking Status

- Flexi officers who work a minimal of **150 hours within a calendar month** will be given priority booking for a month.
- Priority booking status will be **awarded every 7th of the month**.
- Priority Status will **be valid for a month** till the 6th of the following month.
- Flexi Officer with Priority Status will **allow Flexi officers to start applying for assignment 3 days before** the mass application starts.

SECTION 8: FAS on Mobile

FAS is an online portal for our Flexi Officers to book their assignments anytime, anywhere at their convenience.

- * 24/7 Online Services
- * First-Come-First-Serve Basis
- * Self-Service Portal

Functions on Mobile

- My Profile
- My Assignment
- Assignment Search
- Calendar Search
- Announcement