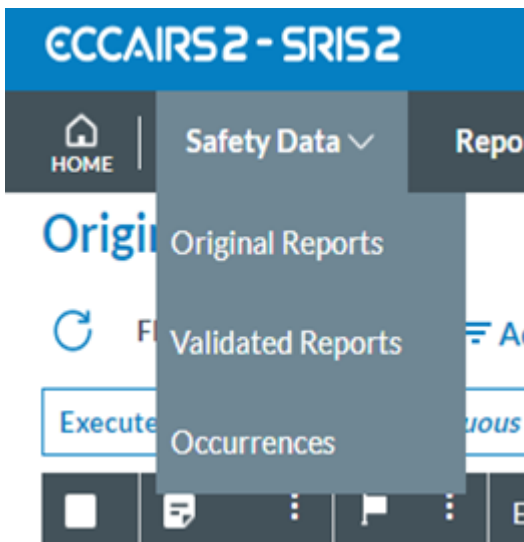


3.2. VR Management

A Validated report (VR) refers to a copy of an original report that the Authority Officer has validated. It is editable by the Officer and can enrich the report with additional information not available in the initial report. The VR is never shared outside the Authority. An Authority Officer can also create a VR from scratch through the E2 Web Application.

The Validated reports can be converted into a new occurrence or integrated into existing occurrences through an integration process.

To manage VRs, the Authority Officer accesses the E2 Web Application home page and selects the Safety Data menu on the left:



They then click 'Validated Reports'. The system displays the list of VRs with the reports for the specific Authority to which the identified Officer belongs:

ECCAIRS 2 - SRIS 2

HOME
 Safety Data
 Report an Occurrence
 Data Management
 Taxonomy
 Administration

tmunozRepOff

Validated Reports

FILE

DATA

Advanced Filters

Clear All

My Drafts

In Progress

Processed

All

Archived

	E2ID	Reporting Entity	File Number	Report Identification	Headline	Occurrence Class	UTC Date	AC Make M
☐	VR-0000000000009201		000000000000196		MERGE			
☐	VR-0000000000009203		0000000000001962					
☐	VR-0000000000009204	Algeria > AIB	0000000000001966		DiegoHedlineDRAFTTE ST1			
☐	VR-0000000000009205	Spain > Other > Aircraft operator	TC1-2023-CONTINUOUSVR_6 HI SPEED...	TestBMINTGContinuous...	CONTINUOUSVR_6 HI SPEED TAXI12	Occurrence without safety effect	09-Apr-2020	AIRBUS > A
☐	VR-0000000000009206	Spain > Other > Aircraft operator	0000000000001967	TestBMINTGContinuous Diego 1H8104	CONTINUOUSVR_6 HAND PROC BREACH (CLEANING)	Occurrence without safety effect	06-Aug-2020	EMBRAER 200 > 200L
☐	VR-0000000000009207	Spain > Other > Aircraft operator	0000000000001968	TestBMINTGContinuous Diego 14968	CONTINUOUSVR_6 TAXI CLR DEVIATION >> RJ	Occurrence without safety effect	20-Dec-2020	BOMBARD 2E25 > 100

1 2 3 4 5 6 7 8 9 10 ...

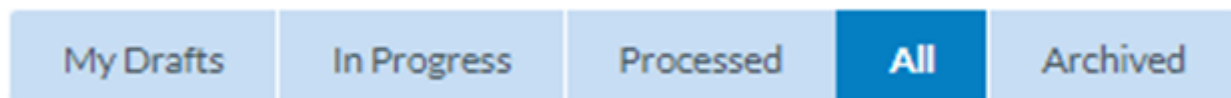
Items per page

1 - 10 of 6848 Items

Officers can customise the VRs list as explained in the section Reports Lists.

3.2.1. Status and status filters

Above the list of VRs, on the right side, the system displays the filter tabs:



The list of results will restrict the VRs based on the selected tab.

- **My Drafts:** refers to VRs the Officer is editing. The list of VRs will show 'Draft' on the 'E2 Status' column and cannot be edited by another Authority Officer.
- **In Progress:** refers to 'Open' VRs. The list of VRs will show 'Open' on the 'E2 Status' column, and if an Officer is currently editing the VR, it will show a 'padlock' icon.
- **Processed:** refers to VRs integrated into an OC. The E2 Status column of the list of results displays 'Processed' for the VRs integrated in OCs.
- **All:** refers to all the VRs belonging to the Officer's Authority regardless of status.
- **Archived:** VRs sent to the archive. The E2 Status column of the list of results displays 'Archived' for VRs.

The status of VRs can be the following:

- **Draft:** Draft status refers to a VR created or edited by an Officer and saved with the changes but not as a new document version. As with any other Draft in the application, the drafts can only be viewed by the user who creates it.
- **Open:** they are the VRs that are not integrated into an OC. The Officer can edit open VRs.
- **Processed:** VRs which have been integrated into an OC and cannot be edited by the Officer.
- **Archived:** VRs stored in the archive.

3.2.2. 3-dot menu of the list of VRs – VR features

On the extreme on the right side of each VR row of the VR table or list, there is a 3-dot menu.

Validated Reports NEW VALIDATED REPORT

FILE DATA Advanced Filters Clear All

My Drafts In Progress Processed All Archived

ECDO	Reporting Entity	File Number	Report Identification	Headline	EC Status	Occurrence Class	Occurrence category	VR Date	Version Type	
VR-000000000000101485 v0.2	France > Other > Aircraft operator	202400000000000001880	Air Caledonie-2023-ENC-2023-393	test duplicated	Open	Major incident		08-Dec-2023	Minor	
VR-000000000000101484 v0.1	France > Other > Aircraft operator	202400000000000001849	Air Caledonie-2023-ENC-2023-393	(Dysfonctionnement installations aéroportuaires)in ***	Open	Incident	ADRM Aerodrome	08-Dec-2023	Minor	
VR-000000000000101483 v0.1	France > Other > Aircraft operator	202400000000000001879	Air Caledonie-2023-ENC-2023-393	test duplicated VR	Archived			08-Dec-2023	Minor	
VR-000000000000099222 v0.2	International Organisations > EASA	202400000000000001877		Test - Query Builder operators 3	Processed	Accident		18-Apr-2024	Minor	

If the Officer clicks on it, the system will display the following window:

For Open VRs:

 View

 Edit

 Integrate into Occurrence

 Archive

 Go to Related Reports

 Send Note To Reporter

 Version History

 Export

For Processed VRs:

 View

 Go to Related Reports

 Send Note To Reporter

 Version History

 Export

3.2.3. View

When clicking on View in the 3-dot menu (or double-clicking in the list view on any row), the system will display the content of the VR with the view the Officer has saved in 'My account'. See [Views](#) of My Account for further details.

Otherwise, the system displays a page where the Officer has to select the specific view for the VR:

VR-0000000000101485 

[BACK TO LIST](#)



Select a view



INTEGRATE



ACTIONS



VR-00000000000009327

v0.3

BACK TO LIST

DEMO Weather view x

INTEGRATE

ACTIONS

Read Mode

Occurrence

Weather

OCCURRENCE

AIR NAVIGATION SERVICE PROVIDER

ATM contribution:*

Effect on ATM service:*

The Officer can integrate the VR into an OC by clicking on the ‘Integrate’ button, as explained in the next section, Integrate into Occurrence.

The ‘Actions’ button displays the following menu:

 Edit

 Archive

 Go to Related Reports

 Send Note To Reporter

 Version History

 Export

3.2.4. Integrate into occurrence

Only VRs in ‘Open’ status can be integrated into an OC. The integration is the process of converting a VR into an OC; it can be integrated as a new occurrence or into an existing one. The VR will be changed to ‘Processed’ status in the list of VRs.

A new Occurrence will be created, or an existing one will be updated. Either way, the OC will be linked to the related VR and OR.

The Officer clicks ‘Integrate into Occurrence’ on the 3-dot menu of the specific open VR in the list of VRs, and the system will display the list of ‘Validated Report into occurrence’ with all OCs available in the Authority’s database:

E2ID	Reporting Entity	File Number	Report Identification	Headline	Occurrence Class	UTC Date	AC
OC-000000004729848 v0.1	Norway > Other > Maintenance organisation	LeireCONTINUOUSIN TGDlegoMigration1INT GTest165k 2	AR305846697	MANUAL Axle nut locking bolt on wheel installed vir	Incident	11-Nov-2020	AIR 23
OC-000000004729849 v0.2		LeireCONTINUOUSIN TGDlegoMigration1INT GTest165k 2		MANUAL Infringement of the Hawarden RMZ (Class G)	Incident	20-Aug-2020	UN
OC-000000004729850 v0.1	Switzerland > Other > Air Navigation Service Provi	LeireCONTINUOUSIN TGDlegoMigration1INT GTest165k 2	SEPARATION INF	MANUAL Rwy Separation Minima Infringement	Major Incident	20-Feb-2020	AIR
OC-000000004729851 v0.1		LeireCONTINUOUSIN TGDlegoMigration1INT GTest165k 2		MANUAL Loss of communications. A/c returned.	Incident	02-Feb-2013	CE

The Authority Officer can create a new occurrence out of the VR or integrate it into an existing one already available in his Occurrence DB and potentially reported by another reporter.

3.2.4.1. Integrate into a new occurrence

When the Officer has clicked on the 'Integrate into occurrence' of the 3-dot menu of the VR of the list, above the list of VRs and the Similar Occurrences toggle, the system displays a 'New Occurrence' button. The Officer can click on it, and the system will display a confirmation message. The Officer will confirm it, and the VR will be integrated into a new OC, and its status will turn to 'Processed' in the list of VRs.

3.2.4.2. Integration into existing occurrence

If the Officer knows the OC where to integrate the VR, a search can be done through the E2ID filter, file number or other available columns, as shown in the image above.

When potential similar OCs are unknown, or their data are unknown to the Officer, the Officer can select the 'Similar Occurrences' toggle. By clicking it, the system verifies if similar occurrences exist and provides the Officer with a list of these similar Occurrences.

E2ID	Reporting Entity	No.	File Number	Report Identification	Headline	Occurrence Class	UTC Date	AC Make Model	Location	Responsible Entity	Status
OC-000000004722763 v0.2	France > CAA		LeireCONTINUOUSIN TGDlegoMigration1INT GTest145k 2		MANUAL CRM non conforme	Incident		BOEING > 747 > 400	UFG	France > DGAC	Europe and the Atlantic > Fr
OC-000000004799930 v0.1	France > CAA		UAT51970Release1.2k 24543212130500-1321132381398		TestBOPUCI loadtesting CreateOCD-lego1.2...	Incident		BOEING > 747 > 400	UFG	France > DGAC	Europe and the Atlantic > Fr

Searching for similar occurrences is based on an attribute-weight base algorithm configured at the system level. The algorithm uses the following attributes:

5	Location indicator
54	Call sign
120	Flight number
167	Last departure point
215	Operator
228	Planned destination
244	Aircraft registration
254	Aircraft serial number
433	Local date
438	Report identification
447	Reporting entity
477	UTC date
881	Engine serial number
21	Aircraft manufacturer model (in this attribute the validation is made with the second level value of the Value List)

The attributes mentioned above of a VR will be checked for equality against the same attributes of all occurrences in the Authority's database.

Some considerations:

- The algorithm is divided into 4 blocks, and each block is given a certain weight
- Block 1 and block 4 are mutually exclusive; therefore, the total is a maximum 100%
- As the similarity algorithm scans the full database, only the OCs with Attributes 433 (local date) and/or 477 (UTC date) filled out are checked for performance reasons.

All 4 blocks are executed, giving the found occurrence a similarity score. The occurrences with a score > 50% will be shown in a sorted list.

- Block 1 (50%): The Aircraft flight details. If one of the following conditions is met, the weight will be 50%.

ü (UTC date or Local date) and Aircraft Registration.

ü (UTC date or Local date) and Aircraft serial number.

ü (UTC date or Local date) and Engine serial number.

ü (UTC date or Local date) and Call sign.

ü (UTC date or Local date) and Flight number.

ü (UTC date or Local date) and Report Identification.

- Block 2 (25%): The geographical details. If one of the following conditions is met, the weight will be 25%.
 - ü (UTC date or Local date) and Last departure point and Planned destination.
 - ü (UTC date or Local date) and Location indicator.
 - ü (UTC date or Local date) and Operator.
 - ü (Report identification or Reporting entity).
- Block 3 (25%): The Aircraft's physical details. If one of the following conditions is met, the weight will be 25%.
 - ü Aircraft master model and Aircraft Registration.
 - ü Aircraft master model and Aircraft serial number.
 - ü Aircraft master mode and Call sign.
 - ü Aircraft master mode and Flight number.
 - ü Aircraft registration and Call sign.
 - ü Aircraft registration and Flight number.
- Block 4 (25%): The same as block 1, except a variance for the UTC/Local dates of +/- 1 days is considered. If one of the following conditions is met, the weight will be 25%.
 - ü (UTC date +/- 1 day or Local date +/- 1 day) and Aircraft registration
 - ü (UTC date +/- 1 day or Local date +/- 1 day) and Aircraft serial number
 - ü (UTC date +/- 1 day or Local date +/- 1 day) and Engine serial number
 - ü (UTC date +/- 1 day or Local date +/- 1 day) and Call sign
 - ü (UTC date +/- 1 day or Local date +/- 1 day) and Flight number
 - ü (UTC date +/- 1 day or Local date +/- 1 day) and Report identification

On the right of the list, there are three icons per row:



Integrate icon: It will be activated when the report is not blocked (OC has a Draft version or a batch operation is being executed over the OC). The Officer clicks on it, and the system will display a confirmation message. The Officer confirms the action, and the system will display the integration page (explained later in Section 2.2.6.1)



Discard icon: This icon discards the OC, so the VR cannot be integrated into that OC. If clicked, the Integrate icon is disabled, but the OC remains on the list.



Restore icon: This icon is only active for the OCs that have been discarded. It reactivates the Integrate icon for that OC.

2.2.4.3. Integration screen

When the VR is integrated into an existing OC, the same screen as in the Conflict Resolution is displayed to the Officer. This screen allows the Officer to validate the information from the VR and the OC.

The identifying process of the entities is explained in Section 2.2.15, Automatic Updates and Conflicting Reports.

We have to explain what an Attribute Owner is. When more than one VR integrates an OC, each VR can update each attribute. However, as a principal, a Reporter cannot contradict what the Officer or other Reporter had said. So, when integrating the VR into the OC, the Officer can select the attributes of that VR that will be the owners of those same OC attributes. This is done by replacing the OC attribute with the VR one. Note that even if the information of the attribute is the same, the attribute is marked as “conflicting”. The reason for this is that it might be the case the Officer wants to make that VR owner of that Attribute, in order to do so the information must be displayed even if it is the same in the VR as in the OC.

Being the owner of an attribute means that any update on that OR will automatically be updated at the OC level. If any other VR tries to change the attribute, the system will create a Conflict. The owner of the attribute is the last one selected on the integration screen.

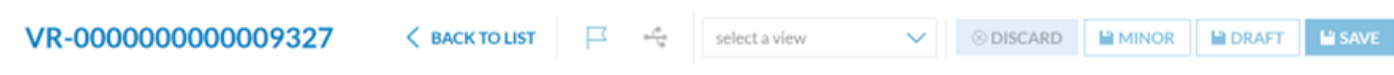
When the Officer integrates the VR into an OC, the system displays all the information on the two documents. The officer can then select which attributes/instances they want to copy into the OC and make them owners of those attributes/instances.

3.2.5. Edit

This option is only available for 'Open' and not blocked VRs. When the Officer clicks on the 'Edit' option of the 3-dot menu of the specific VR of the list of VRs, the system will display the content of the VR with the view the Officer has saved in 'My account'. See Views

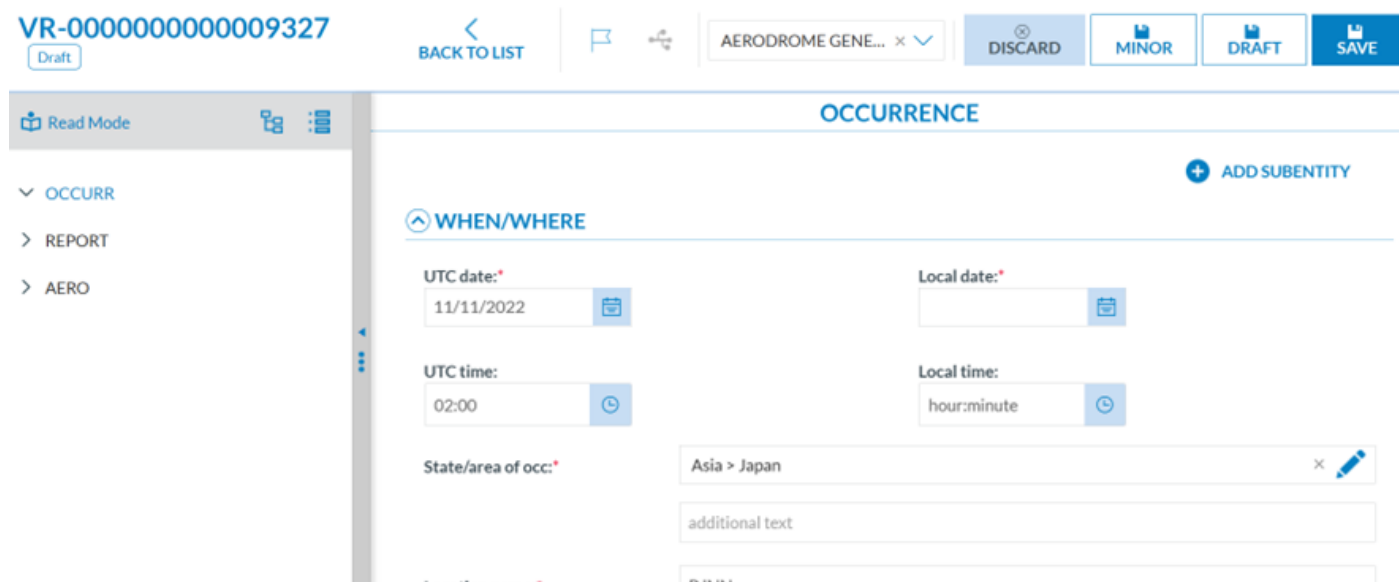
of My Account for further details.

Otherwise, the system displays a page where the Officer has to select the specific view to edit the VR:



VR-0000000000009327 < BACK TO LIST select a view DISCARD MINOR DRAFT SAVE

The Officer selects the view in the drop-down menu, and the system displays the specific VR in Draft:



VR-0000000000009327 < BACK TO LIST AERODROME GENE... x DISCARD MINOR DRAFT SAVE

Read Mode

OCURRENCE ADD SUBENTITY

^ WHEN/WHERE

UTC date:* 11/11/2022

Local date:*

UTC time: 02:00

Local time: hour:minute

State/area of occ:* Asia > Japan

additional text

Location name:* D IRIKI

Through the left panel, the Officer can access the different topics of the view.

The Officer can discard the changes made to the VR, save them as a Draft or Minor version, return them to the VRs list, or save the changes on the current page. See Saving Options for further details.

3.2.6. Archive

This option is to archive VRs. See details in the Features applicable to all reports - Archive section.

3.2.7. Regularise conflicts

The regularisation of conflicts is explained in detail in the section Automatic updates and Only Conflicting Reports.

3.2.8. Go to related reports

This option is only available for those VRs that:

- are in Open status and come from an OR; and/or
- are in Processed status. That is, they have been integrated into an OC.

A modal view shows the reports on which VR is related.

Go To Related Reports



Original Report e2id	Occurrence e2id
OR-0000000000099901 	OC-00000000004891817 

- The user can navigate to the reports by clicking on the 'Go to the report' icon.
- Additionally, by clicking on the corresponding 'remove the link' icons, they can remove the:

ü OR-VR link

- o By doing so, the status of the OR is changed from Processed to Open.
- o Note that while it removes the link between the OR in the VR, the link between VR and OC is maintained if it exists.

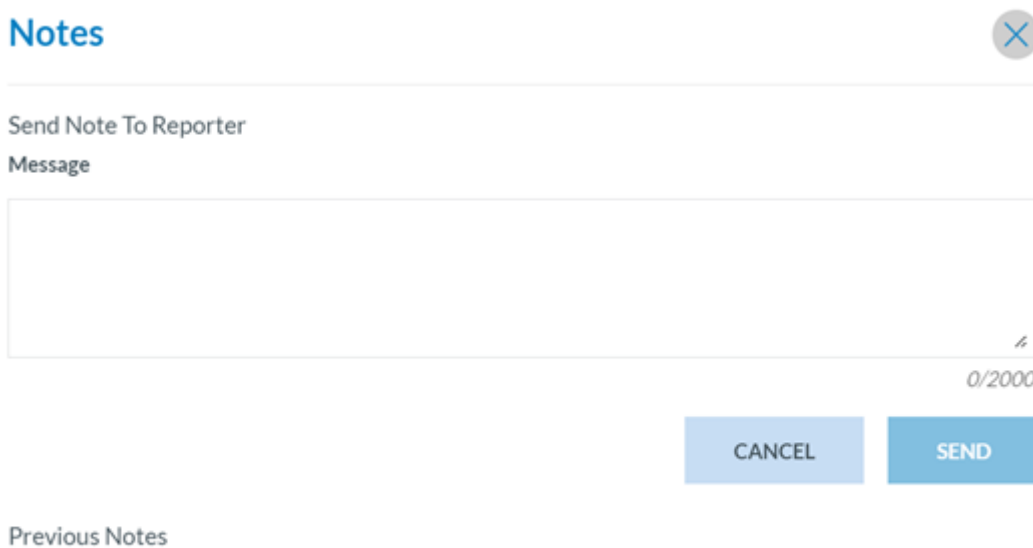
ü VR-OC link

- o By doing so, the status of the VR is changed from Processed to Open.
- o Note that while it removes the link between the VR in the OC, the link between OR and VR is maintained.

3.2.9. Send note to reporter

The VRs that have come from an OR, provide this option under the 3-dot menu. It allows the Authority Officer to contact the Reporter within the system if additional information or clarification is required.

The Officer has to click on this option of the 3-dot menu for the specific VR and the system will display a modal window:



The screenshot shows a modal window titled "Notes" with a close button (X) in the top right corner. Below the title bar, the text "Send Note To Reporter" is displayed. Underneath, the label "Message" is followed by a large text input area. At the bottom right of the input area, the character count "0/2000" is visible. Below the input area, there are two buttons: "CANCEL" and "SEND". At the bottom left of the modal, the text "Previous Notes" is displayed.

Therein, the Authority Officer can write a message and click on send. If they had previously sent other messages, they would appear in this window.

The note will be sent by email to the registered reporter.

Additionally, a Note icon  will appear by the OR in the list on the landing page of the registered reporter. As a result, the Reporter can send an updated report with the additional information or changes sent by the Officer.

3.2.10. Creation of a Validated Record from scratch

As the VR is saved, the system validates if it already exists in the Authority by checking the following attributes of the ECCAIRS Central Taxonomy:

- If there is a match, the system informs the user that the VR already exists.

Validated Reports												NEW VALIDATED REPORT
FILE DATA Advanced Filters Clear All My Drafts In Progress Processed All Archived												
E2D	Reporting Entity	File Number	Report Identification	Headline	Occurrence Class	UTC Date	AC Make Model	Location	Responsible Entity	Status/Area		
☐ VR-000000000094403	Netherlands - CAA	0000000000217096	93L4 97.683	TestAutoFill	Incident	27-Mar-2011	BOEING - 747 - 400	Unknown	Belgium - CAA	Unknown		
☒ VR-000000000094430	Spain - Other - Aircraft...	0000000000217056	HQ0427	TestAutoFill	Occurrence without safety effect	19-Dec-2021	BOEING - 737 - 800	GCRR	Belgium - CAA	Africa - Canary Island Lanzarote		
☐ VR-000000000094629		0000000000217046		TestAutoFill		19-Apr-2022			Belgium - CAA			
☒ VR-000000000094428	France - Other - Aircraft operator	0000000000217076		TestAutoFill	Incident	18-Mar-2020	AIRBUS - A321 - 300		Belgium - CAA	Europe and North Atlantic - France		

If no view has been previously set, the system will display the Views drop-down menu:

The Officer selects a View on this menu for the system to display:

The Officer can move between topics through the navigation tree on the left page.

The Officer can discard the VR, save it as a Draft or Minor version, return to the VRs list or save the changes on the current page. See Saving Options for further details.

3.2.11. Export

This option exports the specific VRs of the list to different file formats. See details in the Export section.

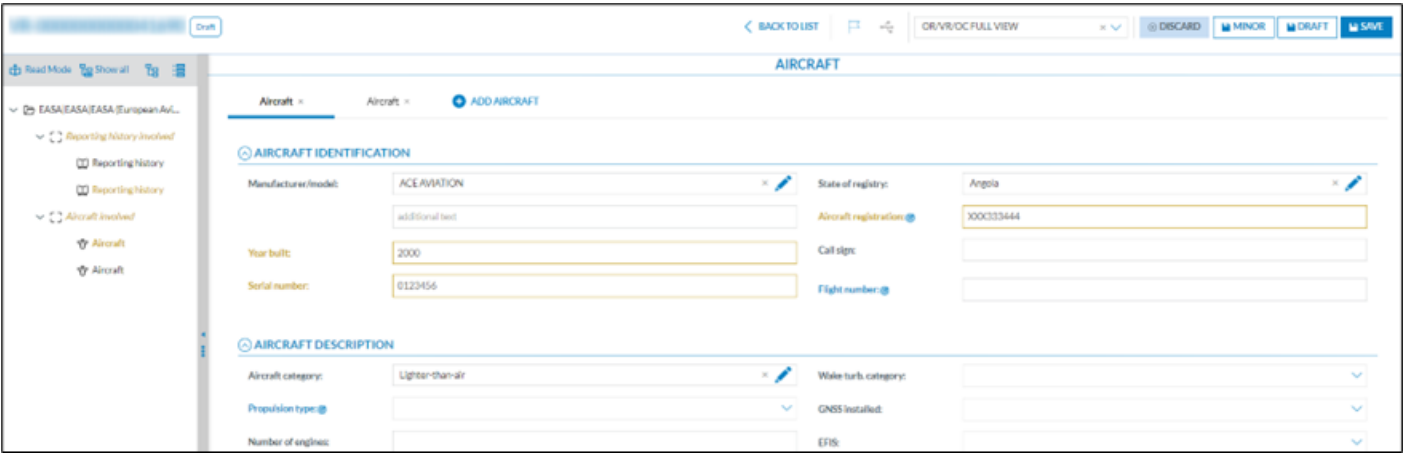
3.2.12. Other VR features

The Officer clicks on the Advanced Filters menu, and the system displays below the 'Only conflicting Reports' and the 'Automatic Updates' toggles:

3.2.13. Automatic updates

Once the OR is validated, the reporter can update the information on the report. If the OR is saved as a minor version and has related reports (VR or VR and OC), the application tries to copy the new information into the related reports of the OR. This process is called Automatic Update.

If there is new information updated, the application shows it in the view screen of the VR/OC with the fields updated highlighted as in the screenshot



Automatic updates are carried out on the related reports (VR and OC). Documents that have been automatically updated are marked with an icon  in the list and have an Advanced Filter to display only those documents.

☐ Only Conflicting Reports

☒ Automatic Updates 

	E2ID ^	Reporting Entity	File Number	Report Identification	Headline
☐	VR 				AUTOPOSTMAN TEST_HEADLINE_BM TG_CREATE1
☐	VR 				AUTOPOSTMAN TEST_HEADLINE_BM TG_CREATE1

3.2.14. Conflicting Reports

Before getting to what a Conflict is, we first must explain how the system identifies the Entities and Instances. When a report is created, its entities and instances are assigned an ID. That ID is unique and is used to identify the Entity or Instance. If the Report is created Online, through a PDF or the API, the application creates the ID, but if the Report is submitted through an E5X file, it could be that it has an ID included in the E5X file (from now on referred to as E5X ID or External ID) or not provided. If the E5X ID is provided, the system will use that to identify the Entity/Instance.

If there is no ID in the E5X, the system then will try to identify the Entities or Instances through the Key Attributes. Key Attributes (referred to from now on as KA) are unique attributes settled by EASA at the central level to identify instances. There can only be one Key Attribute per instance,

and currently, the following ones are available:

- Aircraft: Aircraft Registration Number
- Aerodrome: Location Indicator
- Air Navigation Service: ATS Unit Name
- Airspace: FIR/UIR Name
- Narrative: Narrative Language
- Events: Event Type
- Reporting History: Report Identification

If those attributes are present in each instance, the system identifies them and tries to match them with the existing ones in the Documents. If there is a match, the instance is updated. If there is no KA match, a new instance is created.

A Conflict is created every time the Reporter makes an OR update. The system will automatically make the Automatic Update on the related reports. If, by doing so, the updated attributes try to modify information the Officer has updated or the system does not know with which instance (no E5X ID or KA) it is related, it will create a Conflict.

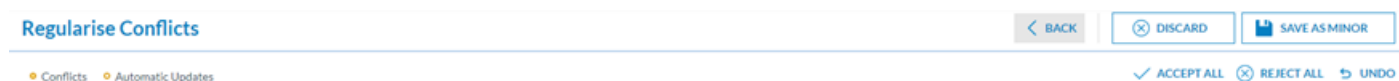
Conflicts can exist between the OR and VR, and between the VR and OC. The Officer must first resolve the conflict between the OR and VR before solving any conflict between the VR and OC.

With that information explained, when a Conflict is created, no other update is carried on until the Conflict is solved. The VR is blocked until the Officer solves the conflicts. The Officer must go to the Regularise Conflicts option in the three dots menu to do so. The VR with an existing Conflict is



marked with the icon . It is also an advanced filter, so only the conflicting VR are displayed.

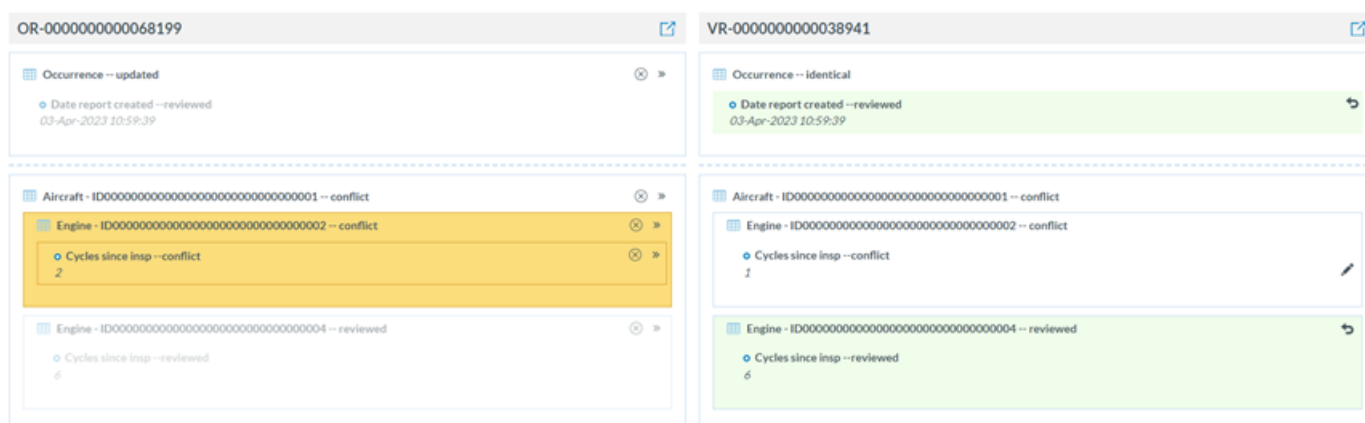
When the Officer enters this screen, a VR Draft is automatically created, blocking VR for the rest of the Authority Users. For all the Conflicts, the header is the same with the following buttons and actions:



- **Back:** returns to the table with all the VR. Before returning to the VR table, a modal requesting the Officer to discard unsaved changes is displayed.
- **Discard:** it deletes the Draft, and all the work done is lost. There is a modal requesting confirmation for this action. The conflict is not solved, and VR is still blocked.

- **Save as Minor:** Save the VR information displayed on the screen as a minor version. The Conflicts not approved will be automatically discarded, and the automatic updates will be accepted.
- **Accept All:** accepts all the conflicts and copies all the information from the OR to the VR. The system will show a modal advising that the instances replaced in the VR will lose all the information contained as it is fully replaced by the Instance's OR. The Officer must confirm this action for each instance that has a conflict.
- **Reject All:** Reject all the conflicts simultaneously, including the Automatic Updates.
- **Undo:** returns the VR to the starting point when the Officer opens the Conflict Resolution Screen.

Talking about the OR-VR information, the Officer can see on the left side the OR information and on the left side the VR information. It is important to remark that only the information that has been modified (either by an Automatic Update or is in Conflict) is displayed on this screen.



On the VR side, the Automatic Updates are marked in light green. The Officer can undo them by clicking the arrow icon (/) at attribute or instance levels.

The Conflicts pending to be solved are on the OR side, in dark yellow. The Officer can add the attribute or instance by clicking the double arrow icon (») or reject the Conflict by clicking the X icon (⊗).

If the attribute is moved to the VR, the information is updated at the VR level with the latest Reporter's update. If the instance is moved, all the Instance's VR information is replaced by what the Instance's OR has, even the information not shown on this screen. If this is the case, a new screen is presented to the Officer to confirm this action.

