

1.1. Introduction

ECCAIRS 2 is the European platform designed for the efficient and secure management of occurrence reports in the field of aviation. These reports are submitted to the system by reporters or organizations, such as airlines, maintenance organisations, or other aviation stakeholders. The collection, validation, and follow-up of reports are essential tasks that contribute directly to the continuous improvement of operational safety.

The process is primarily managed by Occurrence Officers from aviation Authorities of each country. To reduce manual workload, the system also allows for the automation of repetitive or large-scale tasks through batch operations. As a result, the system requires prior configuration and ongoing maintenance, which are handled by National Security Administrator.

This document describes all the tasks a National Security Administrator can perform through the ECCAIRS Web Application once logged in. It applies to National Aviation Authorities and Safety Investigation Authorities Administrators.

Tasks that can be performed by the National Security Administrator include:

Data Management:

- **Querys:**
 - Create, edit, and share queries with conditions.
 - Integration with batch operations.
- **Batch Operations:**
 - Automate actions on reports (e.g., update, share, process).
 - Schedule manual or continuous execution.
- **Word Templates:** Export reports in Word format.

Taxonomy Management: Custom taxonomy management.

Views and Sections:

- Create sections and views with attributes, images, and text.
- Customize web forms for reporters.

Administration:

- Manage organizations, groups, and users.
- Set permissions, roles, and auto-filled attributes.
- Set Notifications.
- Migration of E5Z files (OC)
- Upload and Validation of E5X files (OR)

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