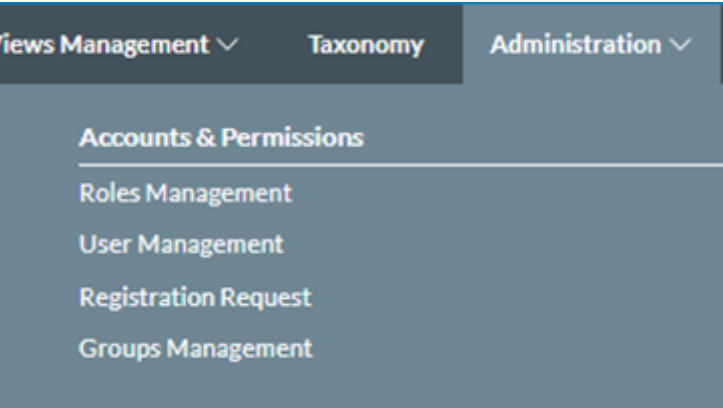


6.3. Roles and Permissions

This option of the Administration menu provides the following submenus:



- Roles Management
- User Management
- Registration Requests
- Groups Management

6.3.1 Roles Management

Permissions among the E2 Web Applications can be provided to different types of users through roles.

Administrators have to click on 'Roles Management' on the image above, and the system provides the following page:

Role Management NEW ROLE

Name	Hierarchy	Type
E2 Central Hub Member	Custom	NAA
ERCS Worked Executor	Reporter	NAA
MDM	Reporter	NAA
National Export Administrator	Authority Administrator	NAA
National Export Administrator (SIA)	Authority Administrator	SIA
National Import Administrator	Authority Administrator	NAA
National Import Administrator (SIA)	Authority Administrator	SIA
National Quality Rules Administrator	Authority Administrator	NAA
National Reference Database Collaborator	Authority Administrator	NAA
National Security Administrator	Authority Administrator	NAA

1 - 10 of 21 items

It provides the table of Roles with the following columns that also work as filters:

- Name: Identification of the Role
- Hierarchy: At the Administrator level, the options are only:
 - ü Authority Administrator
 - ü Custom
 - ü Reporter

Each group of permissions is directly related to the role’s hierarchy. This way, when a role with hierarchy level X is created, only the permissions related to hierarchy level X will be available to be assigned to the new role.

Type: NAA (National Aviation Authority) or SIA (Safety Investigation Authorities).

The last section of each row provides the following icons:



Which are aimed at deleting, copying and editing each Role.

Above the table, the system displays the ‘New Role’ button.

6.3.1.1. Create a new role

Administrators have to click the ‘New Role’ button above the table of Roles of the Roles Management menu. The system will open the ‘Role’ page:

Role

Type:^{*}

NAA

x

▼

Name:^{*}

role name

Description:^{*}

description

Hierarchy:^{*}

▼

Authority:^{*}

EASA (in its role as Competent Authority)

▼

Query:

▼

Role Type:

Individual

Organisation

Parent Organisation

Basic Permissions

Advanced Permissions

Occurrence Views

Enrolled Users

Name ^

Create

Edit

Read

Delete

No records available.

CANCEL

SAVE

The following fields are mandatory:

- Type: it is by default
 - ü NAA, for Authorities of this type,
 - ü SIA, for Authorities of this type and
 - ü Editable, for NAA/SIA Authorities
- Name: it has to be unique for each role
- Description: it can be the same as other roles.

Hierarchy: a drop-down menu with the options Authority Administration, Custom and Reporter

Depending on the hierarchy selected on this menu, the Basic Permissions table displayed at the bottom of the page will be updated. Filling them is mandatory to save the role. For example:

- Authority Administrator: the system will provide the following table of Basic Permissions

Name	Create	Edit	Read	Delete
Authority Settings		☐	☐	
Batch Operation	☐	☐	☐	☐
Library	☐	☐	☐	☐
MQM Users	☐	☐	☐	☐
Notification	☐	☐	☐	☐
Occurrence	☐	☐	☐	☐
Organisation	☐	☐	☐	☐
Organisation Group	☐	☐	☐	☐
Organisation Users	☐	☐	☐	☐
Original Report			☐	☐
Parent Organisation	☐	☐	☐	☐
Query	☐	☐	☐	☐
Reference Table Definition			☐	
Reference Table Value	☐	☐	☐	☐
Reporter Original Report	☐	☐	☐	☐
Role	☐	☐	☐	☐
Support Table			☐	
Taxonomy Attribute	☐	☐	☐	☐
Taxonomy Custom	☐	☐	☐	☐
Taxonomy Value List	☐	☐	☐	☐
User	☐	☐	☐	☐
User Group	☐	☐	☐	☐
Validated Report	☐	☐	☐	☐
View	☐	☐	☐	☐
WebForm	☐	☐	☐	☐
Word Template	☐	☐	☐	☐

CANCEL
SAVE

Administrators must select Create, Edit, Read and/or Delete Permissions for each role and click 'Save'.

Note that there is no checkbox for some options, i.e. Create Authority Settings; Create and Edit Original Reports.

- **Authority:** it is not editable. The system sets the Authority of the current Administrator by default.
- **Query:** Administrators can select a query at the Queries drop-down menu. It will provide the Queries the current Administrator has previously saved through the Queries menu (Data Management). See the [Queries](#) section for further details on how to manage queries.
- **Role Type:** By default, the system sets 'Individual', but Administrators can also select 'Organisation' or 'Parent Organisation'.

The selected query will restrict the records that can be accessed by users registered in that role to only those resulting from the execution of the query.

Administrators can select the 'Advanced Permissions' by clicking on that tab.

This tab provides the 'Report' Advanced Permissions, by default, to be selected (Image below). The content varies depending on the chosen hierarchy. For example, the following table corresponds to the Authority Administrator.

Basic Permissions

Advanced Permissions

Occurrence Views

Enrolled Users

Reports

Name ^v	Reporter Cr...	Original Rep...	Validated Re...	Occurrence
Archive		☐	☐	☐
Discard draft			☐	☐
Duplicate			☐	☐
ERCS	☐		☐	☐
Export		☐	☐	☐
Integrate into existing Occurrence			☐	
Report to				☐
Share			☐	☐
Transfer		☐		
Validate		☐		☐

CANCEL

SAVE

The advanced permissions are grouped into Reports, Data Management, Users & Roles, Taxonomy, Other, and E2 Central Hub. The Administrator can select any of these groups to provide the required permissions to the role and click the 'Save' button.

Occurrence Views: through this tab, Administrators can select the actions the users of this role can perform when using a particular View and save the selection. Otherwise, the role cannot be saved.

This tab is as follows:

Guidance: Select the views to be used when executing each action (creation, edition or reading of an Occurrence).

Name	Create	Edit	Read
AERODROME GENERAL • reporting view	☐	☐	☐
Air Ops Aircraft Information	☐	☐	☐
Air Ops Aircraft Information-Copy	☐	☐	☐
Air Ops Occ Cat	☐	☐	☐
Air Ops Occ Gen	☐	☐	☐
Air Ops Occ Narrative	☐	☐	☐
Air Ops Occ Risk	☐	☐	☐
ATM_ANS • reporting view	☐	☐	☐

 CANCEL  SAVE

It provides a table of views with all the views available for the current Authority. See [Views](#) management for further details on the Views.

Through the checkboxes, Administrators can select the permissions to access the specific View concerning a report's Creation, Edition and Read mode.

Enrolled users: displays the users assigned to this role. This list is built automatically, so Administrators cannot enrol new users from here. See the following section, User Management, for further details.

6.3.1.2. Edit a role

Administrators have to click on the pencil Edit button of the specific Role of the table, and the system will display the Edit Role page:

Role

Type*

NAA

Name*

R

Description*

Expert

Hierarchy*

Authority Administrator

Authority*

United Kingdom (CAA)

Query:

Role Type:

Individual

Organisation

Parent Organisation

Basic Permissions

Advanced Permissions

Occurrence Views

Enrolled Users

Name >	Create	Edit	Read	Delete
Authority Settings		☐	☐	
Batch Operation	☐	☐	☐	☐
Library	☐	☐	☐	☐
MQM Users	☐	☐	☐	☐
Notification	☒	☐	☐	☐
Occurrence	☐	☒	☐	☐
Organisation	☐	☐	☒	☐
Organisation Group	☐	☐	☐	☐
Organisation Users	☐	☐	☐	☐
Original Report			☐	☐
Parent Organisation	☐	☐	☐	☐
Query	☐	☐	☐	☐
Reference Table Definition			☐	
Reference Table Value	☐	☐	☐	☐
Reporter Original Report	☐	☐	☐	☐
Role	☐	☐	☐	☐
Support Table			☐	
Taxonomy Attribute	☐	☐	☐	☐
Taxonomy Custom	☐	☐	☐	☐
Taxonomy Value List	☐	☐	☐	☐
User	☐	☐	☐	☐
User Group	☐	☐	☐	☐
Validated Report	☐	☐	☐	☐
View	☐	☐	☐	☐
WebForm	☐	☐	☐	☐
Word Template	☐	☐	☐	☐

CANCEL

SAVE

The management page is the same as the New Role page in the previous section. See it for further details. Administrators must update the needed fields and keep all the mandatory fields filled in. Then, they have to click on ‘Save’; the updates will be saved in the database, and the Roles table will be updated accordingly.

Note: The Users Enrolled tab is not editable. Through the Users management, Administrators can assign a role to a user, so this will be seen in the ‘Enrolled users tab’ of the Role page:

Basic Permissions

Advanced Permissions

Occurrence Views

Enrolled Users

Username	First Name	Last Name	Last Activity
	First Name	Last Name	19-Jun-2024 02:38:18

6.3.1.3. Duplicate a role

Administrators must click the ‘Copy’ icon of the specific Role, and the system will display the Role page. It is the same as the Edit page. Administrators have to update at least the Name field and keep the mandatory information filled. Then, they have to click on Save, and the updates will be saved in the database, and the roles table will be updated accordingly.

6.3.1.4. Delete a role

Administrators have to click on the ‘Delete’ icon for the specific role of the table, and the system will display a confirmation message because the action cannot be reversed. If Administrators confirm the action, the role will be deleted from the database and removed from the roles table.

6.3.2. User management

Administrators have to click on ‘User management’ under ‘Administration-Roles and Permissions’, and the system will display this menu:

	Username	Email	Organisation Name	Organisation ID	Parent Organisation	Disabled	Blocked	Deleted	Role	Created At	Last Modified At
☐	Admin	admin@domain.com	Admin	507		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin2	admin2@domain.com	Admin	508		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin3	admin3@domain.com	Admin	509		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin4	admin4@domain.com	Admin	510		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin5	admin5@domain.com	Admin	511		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin6	admin6@domain.com	Admin	512		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin7	admin7@domain.com	Admin	513		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin8	admin8@domain.com	Admin	514		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin9	admin9@domain.com	Admin	515		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin10	admin10@domain.com	Admin	516		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin11	admin11@domain.com	Admin	517		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin12	admin12@domain.com	Admin	518		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin13	admin13@domain.com	Admin	519		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin14	admin14@domain.com	Admin	520		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin15	admin15@domain.com	Admin	521		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin16	admin16@domain.com	Admin	522		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin17	admin17@domain.com	Admin	523		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin18	admin18@domain.com	Admin	524		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin19	admin19@domain.com	Admin	525		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin20	admin20@domain.com	Admin	526		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin21	admin21@domain.com	Admin	527		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin22	admin22@domain.com	Admin	528		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin23	admin23@domain.com	Admin	529		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin24	admin24@domain.com	Admin	530		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin25	admin25@domain.com	Admin	531		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin26	admin26@domain.com	Admin	532		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin27	admin27@domain.com	Admin	533		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin28	admin28@domain.com	Admin	534		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin29	admin29@domain.com	Admin	535		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin30	admin30@domain.com	Admin	536		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin31	admin31@domain.com	Admin	537		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin32	admin32@domain.com	Admin	538		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin33	admin33@domain.com	Admin	539		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin34	admin34@domain.com	Admin	540		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin35	admin35@domain.com	Admin	541		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin36	admin36@domain.com	Admin	542		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin37	admin37@domain.com	Admin	543		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin38	admin38@domain.com	Admin	544		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin39	admin39@domain.com	Admin	545		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin40	admin40@domain.com	Admin	546		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin41	admin41@domain.com	Admin	547		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin42	admin42@domain.com	Admin	548		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin43	admin43@domain.com	Admin	549		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin44	admin44@domain.com	Admin	550		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin45	admin45@domain.com	Admin	551		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin46	admin46@domain.com	Admin	552		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin47	admin47@domain.com	Admin	553		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin48	admin48@domain.com	Admin	554		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin49	admin49@domain.com	Admin	555		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin50	admin50@domain.com	Admin	556		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin51	admin51@domain.com	Admin	557		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin52	admin52@domain.com	Admin	558		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin53	admin53@domain.com	Admin	559		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin54	admin54@domain.com	Admin	560		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin55	admin55@domain.com	Admin	561		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin56	admin56@domain.com	Admin	562		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin57	admin57@domain.com	Admin	563		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin58	admin58@domain.com	Admin	564		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin59	admin59@domain.com	Admin	565		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin60	admin60@domain.com	Admin	566		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin61	admin61@domain.com	Admin	567		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin62	admin62@domain.com	Admin	568		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin63	admin63@domain.com	Admin	569		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin64	admin64@domain.com	Admin	570		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin65	admin65@domain.com	Admin	571		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin66	admin66@domain.com	Admin	572		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin67	admin67@domain.com	Admin	573		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin68	admin68@domain.com	Admin	574		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin69	admin69@domain.com	Admin	575		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin70	admin70@domain.com	Admin	576		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin71	admin71@domain.com	Admin	577		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin72	admin72@domain.com	Admin	578		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin73	admin73@domain.com	Admin	579		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin74	admin74@domain.com	Admin	580		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin75	admin75@domain.com	Admin	581		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin76	admin76@domain.com	Admin	582		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin77	admin77@domain.com	Admin	583		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin78	admin78@domain.com	Admin	584		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin79	admin79@domain.com	Admin	585		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin80	admin80@domain.com	Admin	586		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin81	admin81@domain.com	Admin	587		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin82	admin82@domain.com	Admin	588		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin83	admin83@domain.com	Admin	589		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin84	admin84@domain.com	Admin	590		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin85	admin85@domain.com	Admin	591		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin86	admin86@domain.com	Admin	592		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin87	admin87@domain.com	Admin	593		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin88	admin88@domain.com	Admin	594		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin89	admin89@domain.com	Admin	595		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin90	admin90@domain.com	Admin	596		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin91	admin91@domain.com	Admin	597		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin92	admin92@domain.com	Admin	598		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin93	admin93@domain.com	Admin	599		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin94	admin94@domain.com	Admin	600		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin95	admin95@domain.com	Admin	601		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin96	admin96@domain.com	Admin	602		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin97	admin97@domain.com	Admin	603		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin98	admin98@domain.com	Admin	604		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin99	admin99@domain.com	Admin	605		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024
☐	Admin100	admin100@domain.com	Admin	606		✓	✓	✓	System Administrator	22-Feb-2024	22-Feb-2024

It displays the table of users, which includes the users created through this management and those created through the ‘Organisation Management’ option. See the section on [Organisation Management](#) for further details.

Each table row is preceded by a checkbox to select each row.

The first column is a checkbox to select all the tables. The rest of the columns also work as filters:

- Username: it is unique for each record.
- Email: it can be the same as other users’ email.
- Organisation Name: if the User belongs to an organisation, this column will indicate its name.
- Organisation ID: It will set the organisation ID to which the user belongs if it exists.
- Parent Organisation: It identifies the parent organisation if it exists.
- Disabled: When disabled, the field will display a ‘green tick’. By default, the users are created disabled.
- Blocked: if the user is blocked, the field will display a ‘green tick.’

- Deleted: if the user is deleted, the field will display a 'green tick' (N/A)
- Roles: it sets the Roles assigned to the user
- Created by: the author of the user
- Created on: Date of creation of the user
- Last access on: Date of last access of the user to the E2 Web Application

Each row's last section has a 3-dot menu providing the Edit and Export options. Note: Administrators cannot delete the users. They can disable and block them.

Above the table in the left corner, another Export option exists for multiple export processes.

On the right-side corner is a 'Show Deletion Requests' toggle, disabled; if activated, the table will show users' requests to delete their accounts.

Above the toggle, there is a 'New User' button.

6.3.2.1. Create a new user

Administrators have to click the 'New User' button above the table:

User Account Details

Account Type: ☒ Individual ☐ Organisation

Authority:* EASA (in its role as Competent Authority)

Organisation:

Username:*

Description:

Creation Date: Modification Date:

Last Activity:

☒ Disabled ☐ Blocked

PROPERTIES

First Name:* Last Name:*

Phone: +49 123 456 7890 Email Address:*

Preferred Language:* English

Job Title:

ROLES

Role ^	Select
	v
Administrator (No user creation)	☐
API - Service User	☐

CANCEL

It sets the following fields:

- Account Type: by default, it is Individual; Administrators can update it to Organisation
- Authority: it is not editable. It sets the current Authority of the Administrator
- Organisation: it is not editable for Individual users. It sets the user's organisation for Organisation users
- Username: it has to be unique for each User
- Description: This field is optional
- Creation Date: This field is not editable and is set by the system automatically when the record is created.
- Modification Date: This field is not editable and is set by the system automatically when the record is updated

- Last Activity: This field is not editable and is set by the system automatically when the user accesses their account in the E2 Web Application
- Disabled toggle: by default, the account is disabled until the user activates it through the activation email.
- Blocked toggle: by default, it is not enabled, and the account is not blocked. If enabled, the account is blocked
- Properties:
 - ü First Name: It is mandatory and refers to the User
 - ü Last Name: It is mandatory and refers to the User
 - ü Phone: it is optional
 - ü Email address: it is mandatory and refers to the User
 - ü Preferred language: it is not editable, and by default, it is English
 - ü Job Title: it is optional
- Roles: It lists all the roles available to the Administrator. The list varies depending on the type of user. The previous image shows the roles of Individual users (non-organisational users). For Organisations, it is as follows:

ROLES

Role ^	Select
Organisation Administrator	☐
Organisation Autofilled Attributes	☐
Preparator	☐
Preparator Limited	☐
Reporter	☐

10 items per page
 1 - 5 of 5 items

Administrators must fill in all the mandatory information, select the new User's corresponding roles, and click 'Save'. The system will save the new user in the database and add the user to the user table in alphabetical order.

6.3.2.2. Edit a user

Administrators have to click on the ‘Edit’ option of the 3-dot button at the table of Users, and the system will open the ‘User Account Details’ page:

User Account Details

Account Type:

Individual

Organisation

M2M

Authority:

EASA

Organisation:

Username:

EASA_Admin

Description:

Creation Date:

21-Jun-2022 12:34:10

Modification Date:

18-Jun-2024 02:43:32

Last Activity:

19-Jun-2024 05:13:04

Disabled

Blocked

PROPERTIES

First Name:

First

Last Name:

Last

Phone:

+49 123 456 7890

Email Address:

Preferred Language:

English

Job Title:

ROLES

Role ^	Select
BBM role	☐
BmAuto_202_1679397860	☐

CANCEL

SAVE

It is like the creation page, but the Account Type is not editable; the creation and modification Dates are already automatically set; if they exist, the Last Activity field is also automatically set.

Administrators have to make the needed updates and click on ‘Save’, and the information will be saved as long as they have kept the mandatory fields filled. The updates will be saved in the database, and the roles table will be updated accordingly.

6.3.2.3. Export a user

Individual export process for users

Administrators have to click on the ‘Export’ option for the specific User of the table of Users, and the system will automatically export that user to an Excel file.

Multiple export process for users

Administrators have to select the specific users through the check boxes of the specific rows or select all the tables through the checkbox provided next to the table columns and click on the 'Export' option displayed above the table. The system will email the Administrator a link to download the resulting zip file with the Excel files corresponding to the selected users.

6.3.3.Registration request

Administrators have to click on the Registration Request menu under Accounts & Permissions (Administration menu), and the system will display the table of registration requests for the specific Authority:



This table presents all the registration requests for this Authority introduced through individual reporters' E2 Reporting Portal registration page.

The table provides the following columns that also work as filters:

- First Name
- Last Name
- Email
- Username: unique for each user
- Reason to register
- Status: it can be pending, accepted or rejected
- Register date: date and time of the request

On the last section of each row, there is a 3-dot menu that provides the following options:



- **Accept User:** It accepts the user, and the user status turns to 'Accepted' in the request table. The system will send an email to the user through which to activate the account. The 3-dot menu will disappear from the specific request at the table.
- **Deny User:** it denies the registration request. An email will be sent to the requester; the request status will turn to 'Rejected' in the table of requests. The Accept option will remain in the 3-dot menu of the request at the table. At the same time, the system will send an email to the candidate informing them of the request's rejection.

6.2.4. Groups management

Groups are made of users to which some action in the E2 Web Application can be applied, like notifications. See Notifications Manager section for more details.

Administrators have to click on Groups Management under Accounts & Permissions (Administration menu), and the system will display the Groups Management menu:

Groups Management			NEW GROUP
☐	Name	Description	
☐	G1		⋮
☐	G2		⋮
☐	G3		⋮

1 10 items per page 1 - 3 of 3 items

It provides a table of Groups with the following columns also working as filters:

- Name: unique for each Group
- Description: Optional

In the last section of each row, there is a 3-dot menu with the following options:

- Edit Group
- Delete Group

Above the table, there is a 'New Group' button.

6.2.4.2. Create a new group

Administrators have to click on the 'New Group' button, and the system will display the New Group page:

New Group

Name:

Description:

Available Users Selected Users

ADD

	Username	First Name	Last Name	Roles
☐	tmunozAuthUK	Tomas	Munoz	National Security Administrator National Spiesmory Administrator National Quality Rules Administrator Occurrence Officer National Reference Database Collaborator National Import Administrator National Export Administrator
☐	AUK	Adam	asff	Reporter

1 - 2 of 2 items

CANCEL SAVE

The fields are the following:

- Name: it is the only mandatory field.
- Description: it is optional
- Available Users: it displays the table of active users, excluding organisation users, of the specific Authority. They are added to the Selected Users tab by selecting the needed users through the checkboxes and transferring them to the 'Selected Users' tab through the ADD button. The Users can also be removed from the 'Selected Users' tab through the 'Remove' button.

The system will save the new group in the database, and the group will be added to the group table.

6.2.4.3. Edit a group

Administrators have to click on 'Edit Group' on the 3-dot menu of the specific group at the table of groups, and the system will display the Edit Users Group page:

Edit Users Group

Name:

Description:

Available Users Selected Users

REMOVE

	Username	First Name	Last Name	Roles
☐	AUK	Adam	asff	Reporter

1 - 1 of 1 items

CANCEL SAVE

Administrators must update the needed information by always keeping the name filled out and clicking on 'Save'.

The updates will be saved in the database, and the system will return them to the table of groups with the table updated.

6.2.4.4. Delete a group

Administrators have to click on 'Delete' on the 3-dot menu of the specific group at the table of groups, and the system will delete the group from the database and remove it from the table of groups.

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