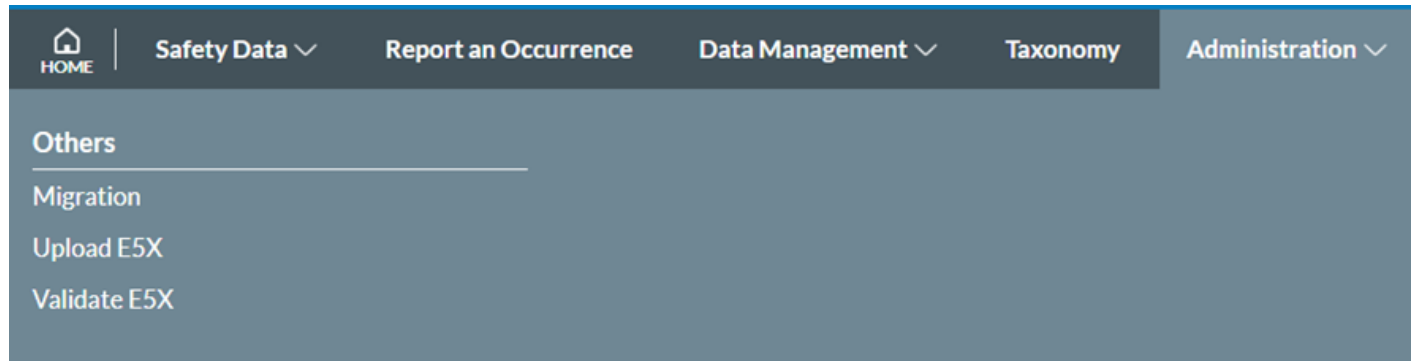


6. Administration

- [6.1 Administration menu](#)
- [6.2 Migration](#)
- [6.3 Upload E5X files](#)
- [6.4 Validate E5X files](#)

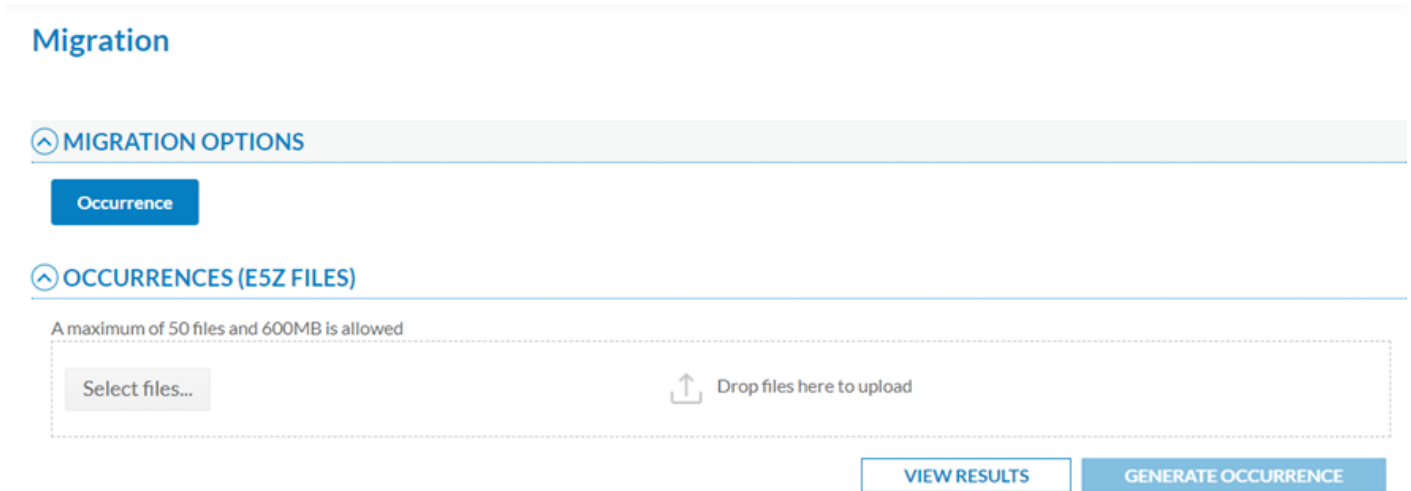
6.1 Administration menu

The Administration menu includes the following submenus:



6.2 Migration

This option of the Administration menu displays the migration window as follows:



The screenshot shows a web interface for file migration. At the top, there is a header 'Migration'. Below it, a section titled 'MIGRATION OPTIONS' contains a button labeled 'Occurrence'. Underneath, a section titled 'OCCURRENCES (E5Z FILES)' includes a note: 'A maximum of 50 files and 600MB is allowed'. This section features a dashed border containing a 'Select files...' button and a drop zone with an upload icon and the text 'Drop files here to upload'. At the bottom right of the interface are two buttons: 'VIEW RESULTS' and 'GENERATE OCCURRENCE'.

E5Z is the extension given to compressed XML files in ECCAIRS2 that contain one or more occurrences (OCs) in XML format. If it contains attachments, E5Z files can also include folders with the same name of the corresponding XML.

The Officer has to select the files through the 'Select files' button or by dragging and dropping them in the E5Z files section and clicking on 'Generate Occurrence'.

A maximum of 50 E5Z files (with multiple XMLs in each) and 600 MB is allowed per processing.

When migrating Occurrences, the system validates if an occurrence already exists in the Authority by checking the following attributes of the ECCAIRS Central Taxonomy:

- Responsible Entity (453)
- File Number (452)

A new version of the occurrence will be created if there is a match. Otherwise, a new occurrence is created.

Thus, for new OCs, the system will display a message explaining the OC has been generated. (Simultaneously, the system emails the officer informing them of the migration result). Then the Officer has to click on 'View results'. The system will display the list of migrations with the most recent on the top of the table:

Username	Filename	Authority	Total Reports N°	Total Attachments N°	Loaded Reports N°	Loaded Attachments N°	Initial Process Date	Final Process Date	Migration Origin	Migration Status	
							day...	day...			
tmunozRepOff	ECR20190902_2 (21) Poland 17.e5z	Spain (CAA)	17	0	17	0	08-Feb-2024 16:35:38	08-Feb-2024 16:35:47	Migration Report	Processed OK	

10 Items per page 1 - 1 of 1 items

The list indicates per column and rows the following data concerning each migration process by which migrations can be filtered:

- Username: the author of the migration.
- Filename: of the OC
- Authority to which the Officer belongs
- Total reports: number of total OCs
- Total attachments: number of total attachments
- Number of loaded reports
- Number of loaded attachments
- Initial Process Date
- Final Process Date
- Migration Date
- Migration status: it can be the following:
 - ü Not Migrated: the process failed, and the migration was not executed
 - ü Processed OK: the migration process ended successfully
 - ü Processed with Errors: the migration process ended with some errors
 - ü In Progress: the migration process is running
 - ü Pending: in the queue waiting to be executed

If the Officer moves the mouse over the last column of the migration row, the system will display two icons:

Migration Report

Processed OK



The download icon downloads an Excel file with the information of the migration results per XML of the E5Z file, i.e.:

E5z/E5x Id	File Name	User Id	Authority Name	Total Reports	Total Attachments	Total Reports Loaded	Total Attachments Loaded	Initial Process Date	Final Process Date	Migration Origin	Migration Status	Message
9499	ECR20190902_2 (21) Poland 17.e5z	tmunozRepOff	Spain (CAA)	17	0	17	0	2024-02-08 15:35:38.0	2024-02-08 15:35:47.0	Migration Report	Processed OK	success
	XML Id 1703736	XML FileName 0716167382C417B252D35CEFE08 4093/2018	File Number 1336/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874274		
	XML Id 1703737	XML FileName 1W6781015CF441EBFCF0B971669E 1336/2018	File Number 1439/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874275		
	XML Id 1703738	XML FileName 1AC25ACCA15E4FC43A2133C50C 1439/2018	File Number 3346/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874276		
	XML Id 1703739	XML FileName 62BF63A27EF845688B7EAAAC 3346/2018	File Number 1044/2019	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874277		
	XML Id 1703740	XML FileName 7467737B2F5D4ED5BC18702BF 1044/2019	File Number 3439/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874278		
	XML Id 1703741	XML FileName 8209C520F4C435BAC2B287F0A 3439/2018	File Number 2579/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874279		
	XML Id 1703742	XML FileName 85C32B07FA094D2631AB7AB0B 2579/2018	File Number 3487/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874280		
	XML Id 1703743	XML FileName 8BA0A85D370B4AE5832C89830 3487/2018	File Number 1526/2019	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874281		
	XML Id 1703744	XML FileName 920D304AA4E4A2186BE3235947 2226/2019	File Number 4886/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874282		
	XML Id 1703745	XML FileName 3929BFD307864E63B49A5336C 1526/2019	File Number 0627/2019	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:39.0	Final Process Date 2024-02-08 15:35:42.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874283		
	XML Id 1703746	XML FileName AF519CC3A2DF421B843576C47F 2002/2018	File Number 1127/2019	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:43.0	Final Process Date 2024-02-08 15:35:46.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874284		
	XML Id 1703747	XML FileName C02AE599C76456BA308A1B4A8 4886/2018	File Number 0627/2019	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:43.0	Final Process Date 2024-02-08 15:35:46.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874285		
	XML Id 1703748	XML FileName D538F9053AB7463D8BCF69C03 0627/2019	File Number 4202/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:43.0	Final Process Date 2024-02-08 15:35:46.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874286		
	XML Id 1703749	XML FileName DFB3FAF7A0CA187A2EF06CCE 1127/2019	File Number 0389/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:44.0	Final Process Date 2024-02-08 15:35:46.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874287		
	XML Id 1703750	XML FileName E2367EB7BC1C45A7ACDCCBA7 0713/2019	File Number 4202/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:43.0	Final Process Date 2024-02-08 15:35:46.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874288		
	XML Id 1703751	XML FileName E2E94610D32A44CA84DC4587D21 4202/2018	File Number 0389/2018	Responsible Entity 29	Initial Process Date 2024-02-08 15:35:43.0	Final Process Date 2024-02-08 15:35:46.0	Total Attachments 0	Total Attachments loaded: 0	Migration Status Successfully migrated	Message OC-0000000004874289		
	XML Id 1703752	XML FileName F2D22359E281D5A9AED8C4C61 0389/2018										

The eye icon accesses a view page with the results of the migration, as follows:

Results

Processed OK

E5z/E5x Id: 9499
User ID: tmunozRepOff
Authority Name: Spain (CAA)
Initial Process Date: 08-Feb-2024 16:35:38
Final Process Date: 08-Feb-2024 16:35:47
Migration Origin: Migration Report

TOTAL REPORTS

17

17 Successfully Migrated

0 Processed with Errors

0 Not Migrated

0 Partially Migrated

TOTAL ATTACHMENTS

0

0 Successfully Migrated

0 Not Migrated

BACK

DOWNLOAD

Above the panel, on the right side, there is a Download option that downloads the view page in PDF format.

The first section of the page is the Results section, which indicates the status of the process: if it has been successfully migrated or has been processed with errors, not migrated or partially migrated.

The central panel shows a percentage drawing showing the number of processed reports and their status.

The left panel indicates the following:

- File ID
- User ID
- Authority Name
- Initial Process Date
- Final Process Date
- Migration Origin

The right panel refers to the attachment and indicates if it exists, the total number, the number of successfully migrated ones, and the number of unmigrated attachments.

The second part of the page, below, is the Reports section with the table of reports included in the migration:

REPORTS							
XML ID ▾	Filename	File Number	Total Attachments	Loaded Attachments N°	Migration Status	Message	
▾	▾	▾	▾	▾	▾	▾	▾
>	1703752	F2D22359B2814D5A9AED0C4C6FEEDD76	0381/2018	0	0	Successfully Migrated	"OC-0000000004874290"
>	1703751	E2E94610D92A44CA84DC4587126E03CB	4202/2018	0	0	Successfully Migrated	"OC-0000000004874289"
>	1703750	E2967EB7BC1C45A7ACDCCBAA1A275CF0	0713/2019	0	0	Successfully Migrated	"OC-0000000004874288"
>	1703749	DFB3FAF7A0CA4117A2EF06CCB2A69D20	1127/2019	0	0	Successfully Migrated	"OC-0000000004874287"
>	1703748	D538F9053AB7463D8BCF69C032E5909E	0627/2019	0	0	Successfully Migrated	"OC-0000000004874286"
>	1703747	C02AE8996C16456BA938A1B4A880EE09	4186/2018	0	0	Successfully Migrated	"OC-0000000004874285"
>	1703746	AF519CC3A2DF421B843576C47FE684CA	2002/2018	0	0	Successfully Migrated	"OC-0000000004874284"
>	1703745	9929BFD907864E63B494A5336C9DA4BA	1526/2019	0	0	Successfully Migrated	"OC-0000000004874283"
>	1703744	9201D304AA4E4A2186BE323594770111	2226/2019	0	0	Successfully Migrated	"OC-0000000004874282"
>	1703743	8BAAA85D370B4AE5832C89830EED3942	3487/2018	0	0	Successfully Migrated	"OC-0000000004874281"
1 2 10 items per page 1 - 10 of 17 items							

It presents a report per row, and per report, the following columns can be used as filters:

- The XML ID: is unique for each one
- The File Name: is unique for each one
- Total Attachments (included in the XML)
- Number of loaded attachments

- Migration status: it can be successfully migrated or has been processed with errors, not migrated or partially migrated
- Message: With the E2 ID for the OC in case of a successful migration, like in the image above, or it can be messages explaining the cause of a failed or final migration as follows:

Migration Status	Message
Not Migrated	"The File Number is already used in OR-0000000000044247"
Not Migrated	"E5z xml validation error"

If the user clicks on the arrow at the beginning of a report’s row, the system displays the attachments’ list of that OC below the list:

✓

1703743

8BAAA85D370B4AE5832C89830EED3942

3487/2018

0

0

Successfully Migrated

"OC-0000000004874281"

⏪

◀

1

2

▶

⏩

10

▼

items per page

Attachment ID	Attachment Name	Migration Status	Message
▼	▼	▼	▼
No records available			

The list presents the attachment of the specific OC, if it exists, with one attachment per row. Each row is divided into columns that can be used as filters:

- Attachment ID: unique for each one
- Attachment Name: also unique
- Migration Status: migrated, partially migrated, processed with errors, not migrated
- Message: referring to the success of the migration or explaining the cause of a partial migration with errors or not migrated

The last section of the view page is the attachment list:

ATTACHMENTS					
XML ID	Filename	Attachment ID	Attachment Name	Migration Status	Message
No records available					
10 Items per page					
0 - 0 of 0 Items					

It presents the list of all the attachments of all the OCs of the list of reports. The information is the same as the attachment per report.

6.3 Upload E5X files

This option of the Administration menu displays the Upload E5X files window:

Upload E5X

⬆️ UPLOAD E5X OPTIONS

Original Report

⬆️ ORIGINAL REPORT (E5X FILES)

A maximum of 50 files and 600MB is allowed

Select files...

⬆️

Drop files here to upload

VIEW UPLOAD RESULTS

UPLOAD E5X

E5X is the extension given to compressed XML files in ECCAIRS2 that contain one or more original reports (ORs) in XML format. If it contains attachments, E5X files can include folders with the same name as the corresponding XML.

The Officer has to select the files through the ‘Select files’ button or by dragging and dropping them in the E5X files section and clicking on ‘Upload E5X’.

The system will display a message warning that the process can take some time and will communicate if the process has been successful.

In parallel, the system emails the Officer: Your request to upload the ‘DEMO.e5x content to ECCAIRS2 has been successfully received.

When the process has finished, the system will send another message on the status of the process.

Then, the Officer has to click on ‘View upload results’, and the system will display the view page providing the list of all the uploads by date order, with the last upload in the first place:

Results

⬅️ BACK

🔄

Username	Filename	Authority	Total Reports N°	Total Attachments N°	Loaded Reports N°	Loaded Attachments N°	Initial Process Date	Final Process Date	Migration Origin	Migration Status
							day-...	day-...		
tmunozRepOff	DEMO.zip	Spain (CAA)	2	0	1	0	09-Feb-2024 11:18:03	09-Feb-2024 11:18:07	Load On-line	Processed with Errors
tmunozRepOff	DEMO.zip	Spain (CAA)	2	0	1	0	08-Feb-2024 16:33:56	08-Feb-2024 16:34:02	Load On-line	Processed with Errors

⏪ 1 ⏩

10

Items per page

1 - 2 of 2 items

The list functions is the same as for the migration process but with original reports instead of OCs. See the previous section for further details.

6.4 Validate E5X files

The Authority can validate the technical maturity of its reporting organisations before allowing them to report in E5X format through this tool. The purpose is to upload an E5X file and let the system validate it without recording in the DB.

This option of the administration menu displays the following window:

Validate E5X

⌵ VALIDATE E5X OPTIONS

Original Report

⌵ ORIGINAL REPORT (E5X FILES)

A maximum of 50 files and 600MB is allowed

Select files...

⬆

Drop files here to upload

VIEW VALIDATION RESULTS

VALIDATE E5X

The Officer has to select the files through the ‘Select files’ button or by dragging and dropping them in the E5X files section and clicking on ‘Validate E5X’.

The system displays a message once it is validated and sends an email with the validation results to the Officer. The Officer has to click on ‘View validation results’, and the system opens the following Results page:

Username	Filename	Authority	Total Reports N°	Total Attachments N°	Initial Process Date ▾	Final Process Date	Validation status	
tmunozRepOff	DEMO.zip	Spain (CAA)	2	0	09-Feb-2024 12:18:49	09-Feb-2024 12:18:53	Processed with Errors	

⏪ ⏩ 1 ⏪ ⏩ 10 ⏩ Items per page

1 - 1 of 1 items

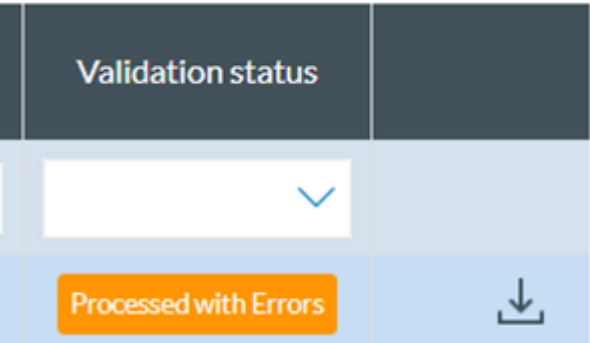
It presents a table with the processed validations, with the most recent ones in the first place. The columns per each validation row are the following (they can also be used as filters):

- Username: the author of the validation
- Filename: of the OR
- Authority to which the Officer belongs
- Total reports: number of total ORs

- Total attachments: number of total attachments
- Initial Process Date
- Final Process Date
- Validation status: it can be the following:

- ü Not Migrated: N/A
- ü Processed OK: the validation process ended successfully
- ü Processed with Errors: the validation process ended with some errors
- ü In Progress: the validation process is running
- ü Pending: in the queue waiting to be validated

The Officer can mouse over on the last column of the specific validation row, and a download icon will appear. The Officer can click on it:



to download an XLS file with the results of the validation:

E3x/E3x id	File Name	User Id	Authority Name	Total Reports	Total Attachments	Initial Process Date	Final Process Date	Validation Status
9907	DEMO.zip	trunozRepOR	Spain (CAA)	2	0	2024-02-09 11:18:49.0	2024-02-09 11:18:53.0	Validated with Errors
	XML id	XML FileName	File Number	Responsible Entity	Initial Process Date	Final Process Date	Validation Status	Message
	1703763	0B16734001484DBB99D23B4931D61BC	ruß	29	2024-02-09 11:18:51.0	2024-02-09 11:18:51.0	Not validated	E3x eml validation error
	XML id	XML FileName	File Number	Responsible Entity	Initial Process Date	Final Process Date	Validation Status	Message
	1703764	0B1E9367B68945E0A0546EF8BE8670FD	FROMOR6	29	2024-02-09 11:18:51.0	2024-02-09 11:18:52.0	Partially Migrated	OR-0000000000097923 [5.taxonomy_codes.24.ATTRIBUTES.448][0]: does not have a value in the enumeration [1, 2, 97, 99]