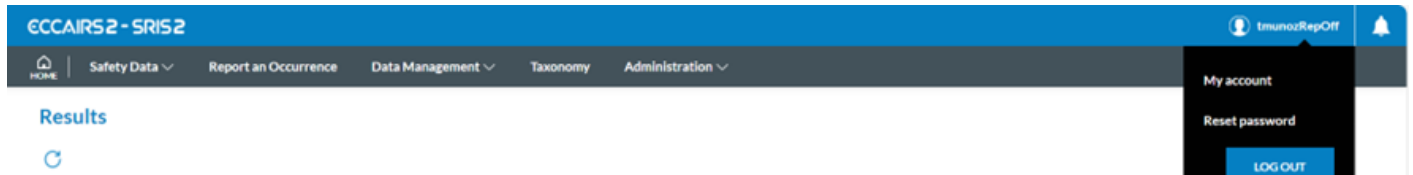


7. My account

- [7.1. My account menu](#)
- [7.2. Personal Details](#)
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- [7.8. Default Queries](#)

7.1. My account menu

Users can edit their personal settings through the “My Account” management interface. This menu is accessible once the Officer clicks on their username



7.2. Personal Details

This is the first tab of “My Account” page.

User Account

General Query-based Notifications Object-based Notifications Favourite Views Custom Columns Export by Attribute Default Queries

Type: Individual

Personal Details

Authority: Spain (CAA) Organisation:

Username: tmunozRepOff

Description: description

First Name: Tomas Last Name: Munoz

Phone: +43 1 234567890 Email: ggoniez@bilbomatica.es

Preferred Language: English Job Title: job title

I want to receive a confirmation email when I submit an OR: ☒

Tokens

[DELETE MY ACCOUNT](#)

[SAVE](#)

The first tab is ‘General’, indicating the type of account (individual or organisation) and the edit page for the personal details.

The personal details fields are the following:

- Authority: not editable, to which the user belongs
- Organisation: to which the user belongs
- Username: of the user, it is not editable
- Description: optional field and editable
- First name: of the user, editable mandatory field
- Last name: of the user, editable mandatory field
- Phone: optional and editable

- Email: mandatory and editable
- Preferred language: mandatory and editable; doesn't affect system behaviour at this stage of development.
- Job title: optional and editable
- 'I want to receive an email when I submit an 'OR' toggle
- Token: it connects the Officer to the API. It is not editable
- Delete my account icon: it sends a request to the Authority administrator to delete the account after a confirmation message

The Officer can update the editable fields by clicking on the 'Save' button. The system will save the updates on the Personal details in the database.

7.3. Query-based notifications

E2 can notify selected users of the creation, update, deletion or sharing actions over ORs. VRs and OCs that meet the conditions of a query through query-based notifications.

This is the second tab of 'My Account' page:

Notifications Manager

NEW NOTIFICATION

Notification Name ^	Source	Triggering Action	Query Name	Created by	Email preferences	
OR New - Create	Original Report	Create	Occurrence Class for Notification	Officer	Every Time	
VR Update - Update	Validated Report	Update	ShareOCBO	Officer	Every Time	

1

10

items per page

1 - 2 of 2 items

It displays the table of query-based notifications indicating per notification row the following columns that also work as filters:

- Notification name: unique for each notification
- Source: OR, VR or OC
- Triggering action: create, update, delete or share with my Authority (only available for OCs)
- Query name: unique for each notification
- Created by: the author of the notification
- Email preferences: frequency of notification emails

When the user clicks on the last section of each notification row, the system displays the view and configuration icons for those notifications defined by the Authority administrator.

Created by	Email preferences	
EASA_Katalin	Every Time	 

7.3.1. View the notification:

The Officer clicks on the view (eye) icon in the image above, and the system displays the View notification page:



The 'View Notification' form displays the following fields:

- Name:** Occurrence update - Update
- Source:** Occurrence
- Library:** (empty)
- Query:** (empty)
- Action:** Update

Below the fields are two sections:

- Notifications/Email:** Two radio buttons, 'Notifications' (selected) and 'Email'.
- Email Frequency:** Four radio buttons: 'Every Time' (selected), 'Daily', 'Weekly', and 'Monthly'.

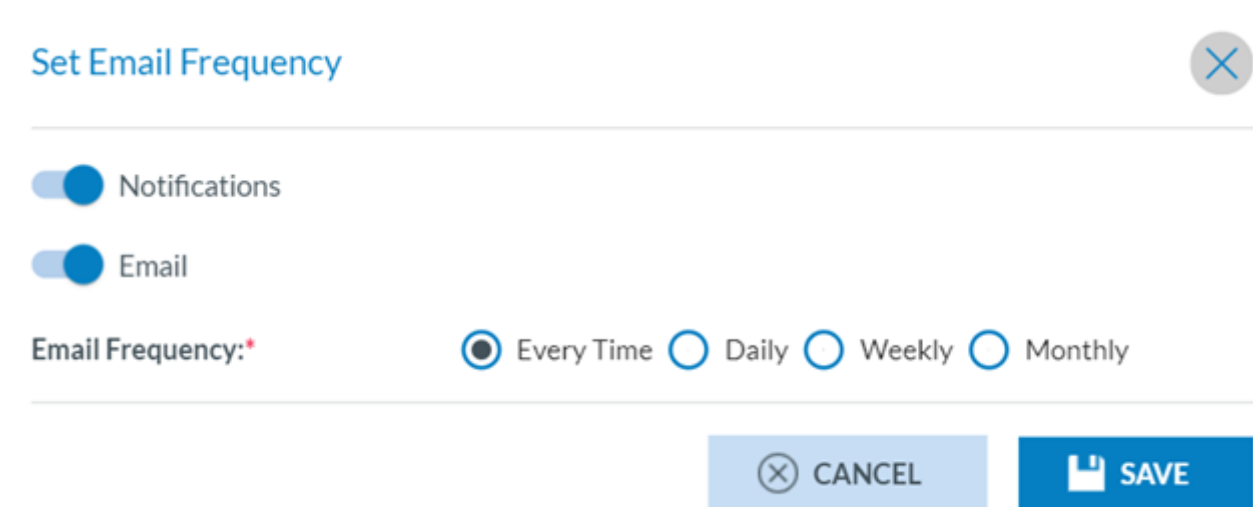
At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

This page is not editable. It shows the following not editable fields:

- Name: unique per notification
- Source: OR, VR or OC
- Library: where the query is stored
- Query: that generates the notification
- Action: create, update, delete or share with my Authority (only available for OCs);
- Notifications toggle: to activate the notifications in the landing page.
- Email frequency toggle can be used every time, daily, weekly, or monthly.

The save button is deactivated.

The Configuration icon opens the 'Set the notification preferences' window:



The 'Set Email Frequency' window contains the following elements:

- Notifications/Email:** Two toggle switches, both of which are turned on.
- Email Frequency:** Four radio buttons: 'Every Time' (selected), 'Daily', 'Weekly', and 'Monthly'.
- Buttons:** 'CANCEL' and 'SAVE' buttons at the bottom right.

Notifications toggle: refers to the notifications appearing on the landing page of the Officer;

Email toggle: refers to the reception of an email with the notifications (Every Time, Daily, Weekly or Monthly). The Officer can update the fields and click' Save' to store the updates in the database.

7.3.2. Create a notification

Officers can create their own notifications. The Officer has to click on ‘New Notification’ above the table, and the system will display the ‘New Notification’ page:

New Notification

Name:*

Name is required.

Source:*

x

Library:*

+

Query:*

+

Action:*

Notifications

Email

Email Frequency:*

Every Time

Daily

Weekly

Monthly

CANCEL

SAVE

The fields are the same as in the ‘View notification’ of the previous section, but all the fields will be editable except the mandatory ‘Action’, which is only editable as soon as the source is selected in the previous field.

Name, source, library and query are mandatory.

The Officer has to fill in the Name, select a Source, and select a Library through the Library ‘+’ icon that opens the Library selection page:



Select a library, category or sub-category

↓^A_Z ↓^Z_A [Group Icon] [List Icon]

✓ [User Icon] My Personal Libraries

> [Book Icon] Lib!

[Book Icon] Lib3

> [Book Icon] Local Common Library

⊗ CANCEL

[Save Icon] SAVE

The Officer has to select a Library and click on Save.

Then, the Officer has to click on the '+' icon of the Query field, and the system will display the queries available for the selected library:

Select Query

My Personal Libraries

Lib!

Lib3

Local Common Library

query1

CANCEL

ADD

The Officer has to select a query and click on 'Add'. Then, select the 'Action' from the drop-down menu with the following options:

Action:

Notifications

Email

Update

Delete

Create

The Officer must check one option and set the Notifications and Email toggles as needed.

By default, both toggles are activated. When the Email toggle is activated, the Officer has to set the Email frequency by checking the corresponding radio button:

Email Frequency:

Every Time

Daily

Weekly

Monthly

And click on the Save button below. The system will save the notification with the selected query in the database and my account's list of query-based notifications.

The Officer can edit and delete the notifications that have been created.

7.4. Object-based notifications

Object-based notifications are manually defined in the different list views on each or multiple records. The Officer clicks on it, and the system displays the Object-based tab:

User Account

General

Query-based Notifications

Object-based Notifications

Favourite Views

Custom Columns

Export by Attribute

Default Queries

Object-based Notifications

SAVE

NAME	NOTIFICATION	EMAIL	EMAIL FREQUENCY
Original Report	☒	☒	Every Time
Validated Report	☒	☒	Every Time
Occurrence	☒	☒	Every Time

This page is to activate the notifications both on the landing page of the Officer and or in the email on updates on ORs, VR and OCs.

By default, it activates notifications and emails with updates on all the reports with an every-time frequency. It can be updated per type of report.

The Email frequency options are: Every time, daily, weekly and monthly.

The Officer can update the toggles and frequencies as needed by clicking on the 'Save' button.

The system will save the database updates and set the landing page notifications and the reports emails as selected.

7.5. Favourite Views

Views are used to display the information contained in a record, featuring varying numbers of attributes/entities, a specific design, and other custom elements. They enable certain users within organisations to concentrate on the elements relevant to their tasks. The fourth tab of the 'My Account' menu opens the 'Favourite Views':

User Account

General Query-based Notifications Object-based Notifications **Favourite Views** Custom Columns Export by Attribute Default Queries

ECCAIRS

Edit

Read

Create

CANCEL SAVE

The page displays the following drop-down menus with the available views:

- Edit: favourite view for editing reports
- Read: favourite view for reading reports
- Create: favourite view for creating reports

Thus, the Officer must select a view in the specific drop-down menus and click Save in the image above. The system will save the updates in the database. When later the Officer in the OR, VR and OCs lists clicks on 'Edit' or accesses the Read mode or clicks on 'New', the system will offer the view of the specific report, the View selected in this menu. i.e. when the Officer accesses the VR menu and clicks on 'New VR', the system will open the 'New VR' page with the View selected in the 'My Account' tab:

ECCAIRS2 - SRIS2

Safety Data Report an Occurrence Data Management Taxonomy Administration

New Validated Report

BACK TO LIST

Exp factor subject

MINOR DRAFT SAVE

Read Mode Show all

Occurrence

Events

WHAT-COPY

Headline:

7.6. Custom Column

Officers can customise the list view for the different reports available in the system. They can set which columns are available in the lists, reorder, sort, etc. The columns can be attributes or metadata fields.

User Account

GeneralQuery-based NotificationsObject-based NotificationsFavourite ViewsCustom ColumnsExport by AttributeDefault Queries

ORIGINAL REPORTS

Available Attributes

type to filter

MetaColumnsOccurrence

Selected Attributes

Notify

E2ID

Reporting entity

Report identification

File number

Headline

Occurrence class

UTC date

Manufactures/model

Location name

CANCEL

RESET

SAVE

Through this page, the Officer can select the attributes available in the ORs, VRs and OCs lists in the corresponding 'Safety Data' menus.

By default, the list of ORs, VRs and OCs in their menus provides a list of attributes, i.e.:

Original Reports

FILEDATAAdvanced FiltersClear All

In ProgressProcessedAllArchived

		E2ID	Reporting Entity	File Number	Report Identification	Headline	Occurrence Class	UTC Date	AC Make Model
All	All							day-month-yr	
		v0.2				TESTUPDATE			
		v0.3							
		v0.2	United Kingdom > Other > Aircraft operator		TestBMINTGContinuous Diego 1MOR-004-1P	CONTINUOUSORVR_6 Loss of Flight management system	Incident	17-Mar-2020	CESSNA > 550 > P SERIES EXISTS
		v0.1	Netherlands > Other > Aerodrome operator		TestBMINTGContinuous Diego 1EH-HO 20052018	CONTINUOUSORVR_6 Raketste sleep verloren	Incident	19-May-2020	CESSNA > 172 > P
		v0.1	Ireland > Other > Aircr...		TestBMINTGContinu...	CONTINUOUSORVR_6 NNC 12 Fuel	Incident	02-Apr-2020	BOEING > 737 > F SAS
		v0.1	Spain > Other > Aerodrome operator		TestBMINTGContinuous Diego 1TFN160737	CONTINUOUSORVR_6 WINDSHEAR ENCOUNTER >> GJA...	Significant Incident	10-Jul-2020	ATR > ATR72 > 2C
		v0.1	Netherlands > CAA		TestBMINTGContinuous Diego 1LVNL	CONTINUOUSORVR_6 Traffic is transferred to Dutch M	Incident	22-Mar-2012	VERTOL

Through this Custom Columns menu, the Officer can decide which attributes appear in each list; the Officer can add and remove the attributes as well as altering their order.

Thus, the left pane includes a search filter and the metaColumns, with all its fields checked by default:

ORIGINAL REPORTS

Available Attributes

↓^A_Z

↓^Z_A





▼  MetaColumns

☒  E2 Status

☒  E2ID

☒  Notify

☒  OR Initial Date

☒  Version

>  Occurrence

Below is the ECCAIRS taxonomy, which the Officer can navigate to select more attributes. See Taxonomy browser section for further details on its navigation.

The right pane provides the selected metacolumns and attributes. By default, the system provides a list of metacolumns and attributes.

The Officer can hide them through the eye icon next to each one:

Selected Attributes		
Notify		 
E2ID	^	 
Reporting entity	^	 
Report identification	^	 
File number	^	 
Headline	^	 
Occurrence class	^	 
UTC date	∨ ₁	 
Manufacturer/model	^	 
Location name	^	 

27 of 30

The rubbish icon is to delete the attribute or metacolumn of the list of reports.

The Officer can alter their order by dragging and dropping them or by clicking on each arrow, i.e.: E2ID is number 1, then each time the Officer marks an arrow, it sets the order of the attributes in the list:

Selected Attributes		
Notify		 
E2ID	^ ₅	 
Reporting entity	∨ ₁	 
File number	^ ₂	 
Report identification	^ ₄	 
Headline	^ ₆	 
Occurrence class	^ ₃	 

Note: 'Notify' does not have an arrow since it always appears at the beginning of each report row:

Original Reports

 FILE ▾ DATA ▾  Advanced Filters  Clear All

					E2ID^		Reporting Entity		File Number		Report Identification	
All ▾								 Aa		 Aa		 Aa

When the Officer is updating the attributes, before saving the updates, they can always click on the ‘Reset’ button below the list of selected attributes so that the system will set the ‘Selected attributes’ page to the default selection and order.

Note that there is a maximum number of attributes per list; if the Officer does not remove any from the default selection, only two more can be selected from the available list.

Once the Officer has updated the selected attributes and metacolumns, they have to click on the ‘Save’ button, and the tables of reports will be updated accordingly.

7.7. Export by Attribute

Officers can define attribute lists containing attributes and metadata fields. These Attribute Lists will be available to the Officer when exporting ORs, VRs and OCs from the lists.

GeneralQuery-based NotificationsObject-based NotificationsFavourite ViewsCustom ColumnsExport by AttributeDefault Queries

Attribute Lists

NEW ATTRIBUTE LIST

Name	Taxonomy	
	All	
Aerodrome	ECCAIRS	
Airspace atb	ECCAIRS	
Att of the OR	ECCAIRS	
new	ECCAIRS	

110Items per page1 - 4 of 4 items

It is the table of Attribute Lists. Each row refers to a list of attributes defined by the Officer concerning the Authority’s ECCAIRS taxonomy, either central or custom.

These lists are available in the Exports options of the ORs, VRs and OCs menus of the Safety Data menu, i.e.:

Original Reports

FILEDATAAdvanced FiltersClear All

	E2ID	Reporting Entity	File Number	Report Identification	Headline
☒	v0.2				
☐	v0.3				
☐	v0.2	United Kingdom > Aircraft			
☐	v0.1	Netherlands > Aerodrome			
☐	v0.1	Ireland > Aerodrome			
☐	v0.1	Spain > Aerodrome			

Export

Format:ExcelWordE5XE5Z

Type:ViewsAttributes

Attribute List:

select an item

AerodromeAirspace atbAtt of the OR

NEW ATTRIBUTE LIST

CANCELEXPORT

On the last section of each Attribute List of the table, when the Officer moves the mouse over it, a Delete icon and an Edit icon appear:

Name	Taxonomy	
	All	
Aerodrome	ECCAIRS	 
Airspace atb	ECCAIRS	 
Att of the OR	ECCAIRS	
new	ECCAIRS	

The Delete icon deletes the Attribute List directly without asking.

7.7.1 Edit an attribute list

The edit icon opens the editing attributes' list page:

Edit Attribute List: Att of the OR

Name:

☒ Metadata fields

ECCAIRS

Available Attributes

Occurrence

All Attributes

Aerodrome General

Aerodrome Weather Reports

Air Navigation Service

Air Space

Aircraft

CUSTOM-1

Dangerous Goods

OR History

Selected Attributes

Occurrence

Air temperature

Personnel on ground

Category

Experience

×

CANCEL

SAVE

The mandatory name field is editable.

A 'Metadata fields' toggle exists, so the list can include or hide the metadata fields.

Below, there is a left pane with the taxonomy attributes. See Taxonomy browser for further details on its navigation. The attributes can also be searched by Description or Taxonomy code in the Search field.

The right pane includes the selected attributes.

The Officer can update the Name, Metadata toggle or any of the selected attributes (drag and drop to change the order or remove from the right panel) and click on ‘Save’ and the updates will be saved in the database. The table of Attributes lists will be updated accordingly.

7.7.2 Create an attribute list

The Officer can click on ‘New Attribute List’ above the table of attributes lists, and the system will open the following page:

New Attribute List

Name:

name

Name is required.

Metadata fields

ECCAIRS

Available Attributes

type to filter

↓↑

↓↑

Occurrence

All Attributes

Aerodrome General

Aerodrome Weather Reports

Air Navigation Service

Air Space

Aircraft

CUSTOM-1

Dangerous Goods

DR History

Selected Attributes

CANCEL

SAVE

It works as the editing page of the previous section. The Officer has to add a mandatory name, update the metadata fields toggle if needed and add the required attributes to the list through the Taxonomy tree left page. The selected attributes will appear on the right pane. The Officer can click the ‘Save’ button when all the attributes are selected. The system will save the record in the database, and the list of attributes will be updated accordingly.

7.8. Default Queries

Officers can select the queries the system triggers when opening the ORs, the VR or OCs menus from the Safety Data menu.

User Account

General

Query-based Notifications

Object-based Notifications

Favourite Views

Custom Columns

Export by Attribute

Default Queries

ORIGINAL REPORTS

Query:

VALIDATED REPORTS

Query:

OCCURRENCES

Query:

Through this page, the Officer can select the queries the system triggers when opening the ORs, the VR or OCs menus.

The Officer can click on the '+' icon of the query field of the OR, VR or OC, and the system will open the Select Query window:

Select Query

Local Common Library

Top-down shared libraries

1_ShareDiegoFileNumber

Ana

> asdasd

> atest

> Cristian

> ED-22417_TOPDOWN_CAT

> prueba

QA_TEST_POSTMAN_Library1649672494

FileNumber=testing100

CANCEL

SAVE

This window will provide on the left the libraries available to the Officer. The Officer can select the corresponding library or category, and the right pane will present the stored queries in the selected location. The Officer can only choose one and click the 'Save' button, which will be activated. The updates will be saved in the database.

The Officer can do this operation in each reports section where they want to trigger the queries. When they have saved all the default queries, they will be triggered any time the corresponding reports menu is opened in the ECCAIRS Web Application