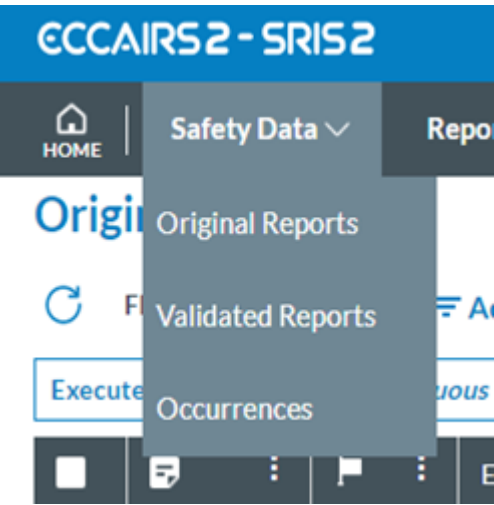


3.1. OR Management

An Original Report refers to an aviation safety event submitted via the ECCAIRS 2 Reporting Portal. Both unregistered reporters and registered users—whether individuals or organisations—can submit ORs using web forms, PDF files, or E5X files directed to a specific authority. Additionally, ORs may be generated through APIs, by uploading E5X files, or via Machine-to-Machine (M2M) processes by registered organisational users.

To manage them, the Officer accesses the E2 Web Application and unfolds the Safety Data menu on the upper left side, and selects Original Reports.



The primary purpose of this menu is for Officers to validate or archive ORs. The system will display the list of ORs the reporters submit to the Authority’s Officer.

A screenshot of the ECCAIRS 2 - SRIS 2 web application showing the 'Original Reports' table. The table has a blue header bar with the text 'ECCAIRS 2 - SRIS 2' and a user profile icon. Below the header, there are tabs for 'In Progress', 'Processed', 'All', and 'Archived'. The 'All' tab is selected. The table has columns for 'E2ID', 'Reporting Entity', 'File Number', 'Report Identification', 'Occurrence Class', 'UTC Date', 'AC Make Model', 'Location', 'Responsible Entity', and 'State'. The table contains four rows of data. The first row has 'E2ID' 'OR-0000000000011369', 'Reporting Entity' 'Belgium - CAA', 'File Number' '0000000000000004', 'Report Identification' '0000000000000000', 'Occurrence Class' '0000000000000000', 'UTC Date' '0000000000000000', 'AC Make Model' '0000000000000000', 'Location' '0000000000000000', 'Responsible Entity' 'Belgium - CAA', and 'State' '0000000000000000'. The second row has 'E2ID' 'OR-0000000000001370', 'Reporting Entity' 'Belgium - CAA', 'File Number' '0000000000000000', 'Report Identification' '0000000000000000', 'Occurrence Class' '0000000000000000', 'UTC Date' '0000000000000000', 'AC Make Model' '0000000000000000', 'Location' '0000000000000000', 'Responsible Entity' 'Belgium - CAA', and 'State' '0000000000000000'. The third row has 'E2ID' 'OR-0000000000001385', 'Reporting Entity' 'Belgium - CAA', 'File Number' '0000000000000000', 'Report Identification' '0000000000000000', 'Occurrence Class' '0000000000000000', 'UTC Date' '0000000000000000', 'AC Make Model' '0000000000000000', 'Location' '0000000000000000', 'Responsible Entity' 'Belgium - CAA', and 'State' '0000000000000000'. The fourth row has 'E2ID' 'OR-0000000000001386', 'Reporting Entity' 'Belgium - CAA', 'File Number' '0000000000000000', 'Report Identification' '0000000000000000', 'Occurrence Class' '0000000000000000', 'UTC Date' '0000000000000000', 'AC Make Model' '0000000000000000', 'Location' '0000000000000000', 'Responsible Entity' 'Belgium - CAA', and 'State' '0000000000000000'.

E2ID	Reporting Entity	File Number	Report Identification	Occurrence Class	UTC Date	AC Make Model	Location	Responsible Entity	State
OR-0000000000001369	Belgium - CAA	0000000000000004	0000000000000000	0000000000000000	0000000000000000	0000000000000000	0000000000000000	Belgium - CAA	0000000000000000
OR-0000000000001370	Belgium - CAA	0000000000000000	0000000000000000	0000000000000000	0000000000000000	0000000000000000	0000000000000000	Belgium - CAA	0000000000000000
OR-0000000000001385	Belgium - CAA	0000000000000000	0000000000000000	0000000000000000	0000000000000000	0000000000000000	0000000000000000	Belgium - CAA	0000000000000000
OR-0000000000001386	Belgium - CAA	0000000000000000	0000000000000000	0000000000000000	0000000000000000	0000000000000000	0000000000000000	Belgium - CAA	0000000000000000

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

3.1.1. Status filters and status

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

In Progress

Processed

All

Archived

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

- In Progress refers to 'Open' or unvalidated ORs. The list of ORs will show 'Open' on the 'E2 Status' column, and if the OR is edited by its reporter, it will show a 'padlock' icon.
- Processed: refers to validated ORs. The E2 Status column of the list of results displays 'Processed' for validated ORs.
- All: refers to all the ORs belonging to the Officer's Authority regardless of status.
- Archived: ORs sent to the archive. The E2 Status column of the list of results displays 'Archived' for ORs.

The status of the ORs can be the following:

- Open: This means the OR has not been validated by any officer.
- Processed means the OR has been validated and has become a VR Validated report (a copy of the OR linked to it).
- Archived: Officers can archive the ORs in the list. Once archived, they can be restored to the "open" status, or deleted.

3.1.2. 3-dot menu of the list of ORs – OR features

On the last column of the right side of each row in the OR list, there is a 3-dot menu.

ECCAIRS 2 - SRIS 2

Safety Data

Data Management

Taxonomy

Administration

Officer

Original Reports

FILE

DATA

Advanced Filters

Clear All

In Progress

Processed

All

Archived

				Headline	E2ID	Reporting Entity	File Number	Report Identification	Occurrence Class	UTC Date	AC Make Model	Location	Responsible Entity	State
	All	KL								day-month-...				
					OR-0000000000011369		0000000000001134						Belgium - CAA	
					OR-0000000000011370		0000000000001135						Belgium - CAA	
				test	OR-0000000000011365		0000000000001136						Belgium - CAA	
					OR-0000000000011368		0000000000001137						Belgium - CAA	

If the Officer clicks on it, the system will display a menu. The options available in this menu depend on the status of the OR:

For Open ORs:

 Contact Details

 View

 Validate

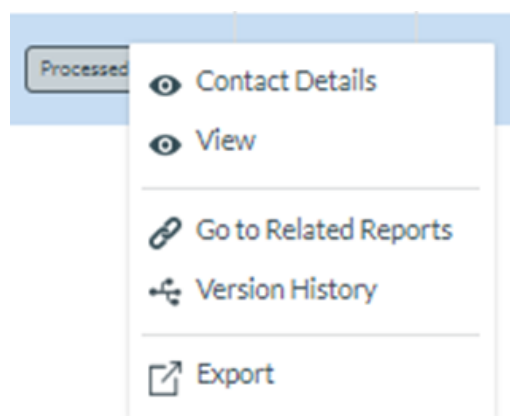
 Archive

 Transfer full ownership

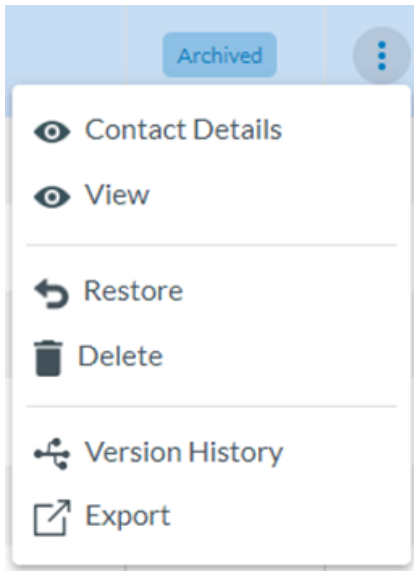
 Version History

 Export

For Processed ORs:



For Archived ORs:



The next sections explain what each option in those menus does.

3.1.3. Contact details

This menu item displays the contact details of the Reporter who submitted the OR, allowing the Authority Officer to contact the Reporter in case more information or clarifications are required. Contact details are available for registered reporters or unregistered reporters who provided their contact details during submission.

OR-0000000000105143 Contact Details

 First name Last name
 +49 1234567890
  @bilbomatica.es
 BelgiumOrg

First name and surname, telephone, email address and organisation name (for organisational registered reporters) are displayed in the contact details.

3.1.4. View

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

If the Officer has no view settled by default, the system displays a blank page where the Officer has to select the specific view for the OR:

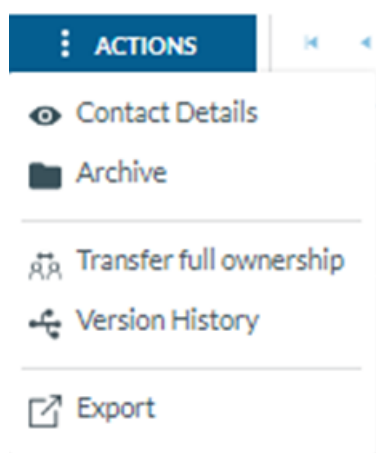


The Officer can validate the OR through the 'Validate' button above the view, next to the 'Select the view' drop-down menu:



When the Officer confirms the action, they can go back to the list of ORs or the list of validated reports (VRs).

3-dot actions button: this button includes all actions available in the 3-dot menu available in the OR list view, except for the 'View' and 'Validate' options:



3.1.5. Validate

In the 3-dot menu of a row of the ORs list, the 'Validate' option allows the Officer to validate the related OR. The Officer clicks 'Validate', and the system displays a confirmation message. The Officer can decide to stay at the OR level or to navigate directly to the newly created VR, where they will be able to perform any necessary updates:

Your report has been successfully validated.

REMAIN IN OR

GO TO THE VR

Once the OR is validated, it will turn from 'Open' to 'Processed' in the E2 Status column and will be moved from the 'In progress' to the 'Processed' tab of the ORs list:

Original Reports

FILE DATA Advanced Filters Clear All

In Progress Processed All Archive

	Headline	CND	Reporting Entity	File Number	Report Identification	Occurrence Class	UIC Date	AC Mile Model	Location	E2 Status	Response
All	As	As	Bel	As	As	As	day-month-	As	As	All	
	Test update with diff update again	OR-0000000000005625 v0.1	Belgium	00000000000022162M1A	123123456456					Processed	Belgi
		OR-0000000000009725H v0.2	Belgium - CAA	00000000000021622M1A	test test		23-Jan-2024			Processed	Belgi

Moreover, the copy of the OR will be displayed as a VR in the Validated Reports menu.

3.1.6. Archive

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

3.1.7. Transfer full ownership

This feature is only available for ORs with an 'Open' status (E2 Status) and, therefore, are not linked to a VR. It allows Authority Officers to transfer an OR that was initially reported to them to another Authority.

It is used in cases where the OR was reported to the wrong Authority. As a result, it will disappear from the first Authority's radar and appear to the new receiving Authority as a regular OR. The Reporter will continue having the OR in their list of ORs, and the receiving Authority will see any future update made to the transferred OR.

- It can only be transferred to another Competent Authority. Therefore, only Competent Authorities are shown in the pick list.
- This option is only available for those ORs that are 'Open' (E2 status) and, therefore, not associated with a VR.

WARNING: transferring ownership is an irreversible action, be careful when proceeding.

Select the authority to which the ownership of the OR will be transferred

Authority:*

▼

Austria (CAA)

Bulgaria (CAA)

Bulgaria (SIA)

Croatia (AIN)

Croatia (CAA)

Cyprus (DCA)

TRANSFER

currency without

Officers from the receiving Authority can identify the ORs that have been transferred to them by selecting them in the advanced filters and/or with the icon shown by the e2id.

Original Reports

↺

FILE ▼

DATA ▼

≡ Advanced Filters

✕ Clear All

Full Transfer

By

Select Authorities

Reported

		E2ID▼	Reporting E
All ▼	ALL		
☐	🚩	OR-0000000000097335 v0.1 👤	
☐	🚩	OR-0000000000097331 v0.1 👤	

3.1.8. Go to related reports

This option is only available for the ORs that have been validated in the 'Processed' tab and have a processed status under the attribute E2 Status column.

A modal view shows the related VR and, if applicable, the Occurrence to which the OR and VR are related.

- The Officer can navigate the reports by clicking the 'Go to the report' icon.
- Additionally, they can remove the link between the OR and the VR by clicking on the 'remove the link' icon.

ü By doing so, the status of the OR is changed from 'Processed' to 'Open' as there is no more validated report related to it.

ü Note that while it removes the link between the OR in the VR, the link between VR and Occurrence, if existing, is maintained.

Go To Related Reports



Validated Report e2id		Occurrence e2id
VR-0000000000100642 		OC-00000000004891269 

3.1.9. Restore

For the Archived ORs, the status of the OR is changed back to Open.

3.1.10. Delete

For the Archived ORs, the status of the OR is changed to Deleted. The Deleted OR will no longer be visible in the system, but the record will be kept in the Database.

3.1.11. Version History

This option of the 3-dot menu shows all the changes the OR has been through, including modification dates and users and the changes in the attributes, if edited. See more details in the Version History section.

3.1.12. Export

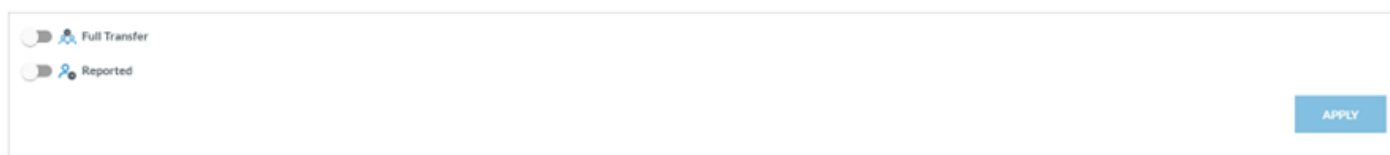
This option exports the specific ORs of the list to different file formats. See details in the [Export](#) section.

3.1.13. Advanced filters

Apart from the filters of the list of ORs and the queries, the system provides these Advanced filters Next to the File and the Data menus above the list of ORs:

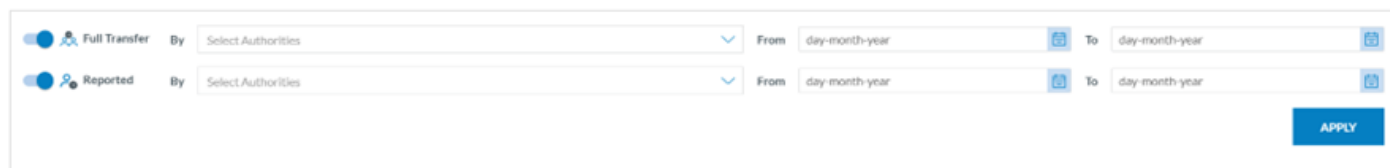
FILE ▾ DATA ▾ **≡ Advanced Filters**

When the Officer clicks on it, the system displays the following filters above the list of results:



The screenshot shows a panel with two filter options: 'Full Transfer' and 'Reported'. Each has a toggle switch and a small icon. An 'APPLY' button is located at the bottom right of the panel.

The Officer can activate any of the filters or both at the same time:



The screenshot shows the same panel as before, but both 'Full Transfer' and 'Reported' filters are now active (toggles are turned on). Each filter has a 'By' dropdown menu set to 'Select Authorities' and a date range selector with 'From' and 'To' fields, both containing 'day-month-year'. An 'APPLY' button is at the bottom right.

The Full transfer filter can restrict the results of the list of ORs:

- By the Authority(ies) who transferred ORs
- From a date
- To another (later) date

The Reported filter refers to reports from other authorities. See section Report to for details on this. This filter can restrict the results:

- By the Authority(ies) who submitted the reports
- From a date
- To another (later) date

The Officer completes the necessary filters and clicks 'Apply'.

The system will display the list of ORs based on the introduced parameters.

Revision #6

Created 2025-10-31 09:09:44 UTC

Updated 2025-11-03 10:46:41 UTC