

4.2. Word Templates

Word Templates in ECCAIRS2 are used to export reports in Word format. The Word template has to include the complete path of the attributes according to the Authority's released taxonomy so that the system can fill each of the template fields with the corresponding attribute value in the report.

Each table in the Word Template corresponds to an entity in the taxonomy. i.e.:



Occurrence («E24.A452»)

Summary



File number	«E24.A452»		
Headline	«E24.A601»		
UTC Date	«E24.A477»	UTC Time	«E24.A478»
Detection phase	«E24.A1072»		
Detection phase text	«E24.A1072.additionalText»		
Occurrence class	«E24.A431»	Injury level	«E24.A451»
Highest Damage	«E24.A432»		
Occurrence category			
«E24.A430»			



Narrative («id #»)	
Narrative Language	«E24.E22.A424»
Narrative text	«E24.E22.A425.text»

The Word Template will have tags included in token « » with the following characteristics:

- Attribute: A
- Attribute custom: AC
- Entity: E

- Separation token: .
- ID: TaxonomyCode

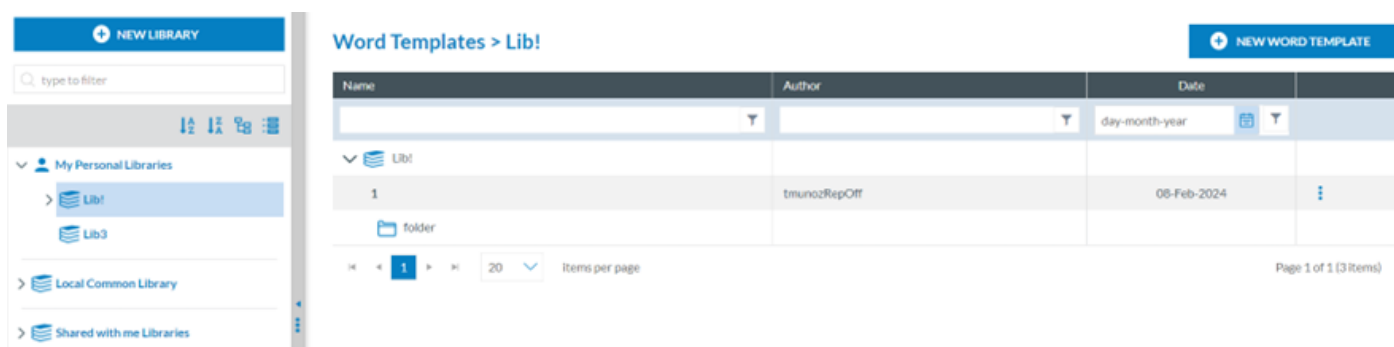
Examples:

- «E1.A1» -> ENTITY.1.ATTRIBUTE.1
- «E1.E45.AC1» -> ENTITY.1.ENTITY.45.ATTRIBUTES_CUSTOM.1

Depending on the attribute data type, it should be indicated what part of the attribute will be included in the Word Template:

Attribute Data Type	Field	Example
Date, Time, Text, Alphanumeric, Number	content (default)	«E1.A1»
Code	content (default)	«E1.A1»
Code and Additional Text	content (default) additionalText	«E1.A1» «E1.A1.additionalText»
Code or Alternative Text	content (default) alternativeText	«E1.A1» «E1.A1.alternativeText»
Decimal	content (default) unit	«E1.A1» «E1.A1.unit»
ECCAIRS Resource Locator	filename (default) description	«E1.A1» «E1.A1.description»
ECCAIRS Embedded Data	eccaIRSNumber (default)	«E1.A1»
ECCAIRS Data Link	eccaIRSNumber (default)	«E1.A1»
Latitude & Longitude		«E1.A1.degree» «E1.A1.minutes» «E1.A1.seconds» «E1.A1.direction»

Once the Word template is configured, the Officer can save it into E2 libraries. This is the second menu of Data management:



It shares with the Queries menu, the library tree and the option to create libraries, categories and subcategories and manage them. All information presented in the section Data Management -

4.2.1. Create a Word Template placeholder

To create a Word Template (from now on WT), the Officer has to click on ‘New WT’ at the top of the page, and the system will display a modal window to create it:

New Word Template

Name:*

name

Name is required.

Description:

description

Template:*

Select file...

 Drop file here to upload

Library:*

+

 CANCEL

 SAVE

The Officer has to fill in the Name that has to be different from the existing ones, upload the needed Word Template file to the Template section through the ‘Select file’ button or drag and drop it to the section and select a Library, a category and a subcategory.

The description field is optional.

Then, the Officer has to click on the ‘Save’ button. The system will save the WT in the database, return to the WTs page, and add the specific WT to the table of WTs.

Word Templates > Lib!

 NEW WORD TEMPLATE

Name	Author	Date	
		day-month-year 	
Lib!			
1	tmunozRepOff	08-Feb-2024	
2	tmunozRepOff	08-Feb-2024	
folder			

 < 1 > 

20 items per page

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The saved WT will be available in the export options for ORs, VRs, and OCs in Word format. See the [Export](#) section, which applies to all reports, for further details.

4.2.2. Management of Word Templates

4.2.2.1. Edit a WT

The Officer has to double-click on the Name of the specific WT of the list of WTs or click on the ‘Edit’ option of the 3-dot menu of the WT on the list, and the system will display the Edit window:

The Name field cannot be updated; only the other fields of the WT, including the library, can be updated.

The Officer has to update the corresponding fields, and click ‘Save’. The system will save the updates in the database and return to the WT menu with the updated list of WTs.

4.2.2.2. Copy a WT

The Officer has to click on the ‘Copy’ option of the 3-dot menu of the WT on the list, and the system will display the Copy WT window:

Copy Word Template

Name:

1

Description:

description

Template:

Select file...

Drop file here to upload

officer v.0.1.docx

7.30 MB

Library:

CANCEL

SAVE

The management of this window is the same as the editing option above, with the only difference being that the Name field can be updated. The Officer can select a library different from where the WT was stored previously.

4.2.2.3. Share a WT

The Officer has to click on the ‘Share’ option of the 3-dot menu of the WT on the list and the system will display the Share WT window:



This option works as described in the ‘Share a query’ section Data Management-Queries - Management of queries – table of queries with the only difference being in the information shared.

4.2.2.4. Download a WT

The Officer has to click on the ‘Share’ option of the 3-dot menu of the WT on the list of WTs, and the system will download the WT.

4.2.2.5. Delete a WT

The Officer has to click on the ‘Delete’ option of the 3-dot menu of the WT on the list of WTs, and the system will delete it from the database and update the list of WTs accordingly.