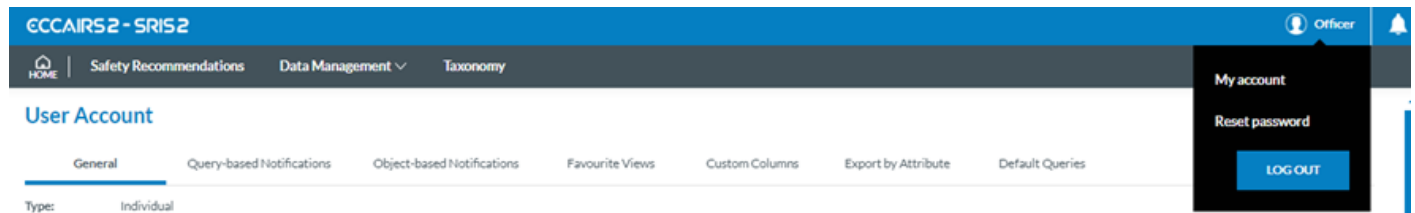


6. My account

- [6.1. My account menu](#)
- [6.2. Personal Details](#)
- [6.3. Query-based notifications](#)
- [6.4. Object-based notifications](#)
- [6.5. Favourite Views](#)
- [6.6. Custom Column](#)
- [6.7. Export by Attribute](#)
- [6.8. Default Queries](#)

6.1. 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



6.2. 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: Austria (AAIB) Organisation:

Username:

Description: ADMIN SIA Austria

First Name: Last Name:

Phone: +43 1 234567890 Email:

Preferred Language: English Job Title: Safety Investigator

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

Token

Bearer

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.

6.3. Query-based notifications

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

User Account

General

Query-based Notifications

Object-based Notifications

Favourite Views

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Default Queries

Notifications Manager

NEW NOTIFICATION

Notification Name ^	Source	Triggering Action	Query Name	Created by	Email preferences	
QBH1 - Update	Safety Recommendation	Update	Ben	Belgium_SIA_Kata	Every Time	
QBH2 - Delete	Safety Recommendation	Delete	Ben	Belgium_SIA_Kata	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: Safety Recommendation
- Triggering action: create, update, delete
- 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 edit and configuration icons:

User Account

General

Query-based Notifications

Object-based Notifications

Favourite Views

Custom Columns

Export by Attribute

Default Queries

Notifications Manager

NEW NOTIFICATION

Notification Name ^	Source	Triggering Action	Query Name	Created by	Email preferences	
SR						
SR Notification - Create	Safety Recommendation	Create	Query	Officer	Every Time	 
SR Notification - Update	Safety Recommendation	Update	Query	Officer	Every Time	

1

10

items per page

1 - 2 of 2 items

6.3.1. Create a notification

The Officer 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:* × ✓

Library:* +

Query:* +

Action:* ✓

☒ Notifications

☒ Email

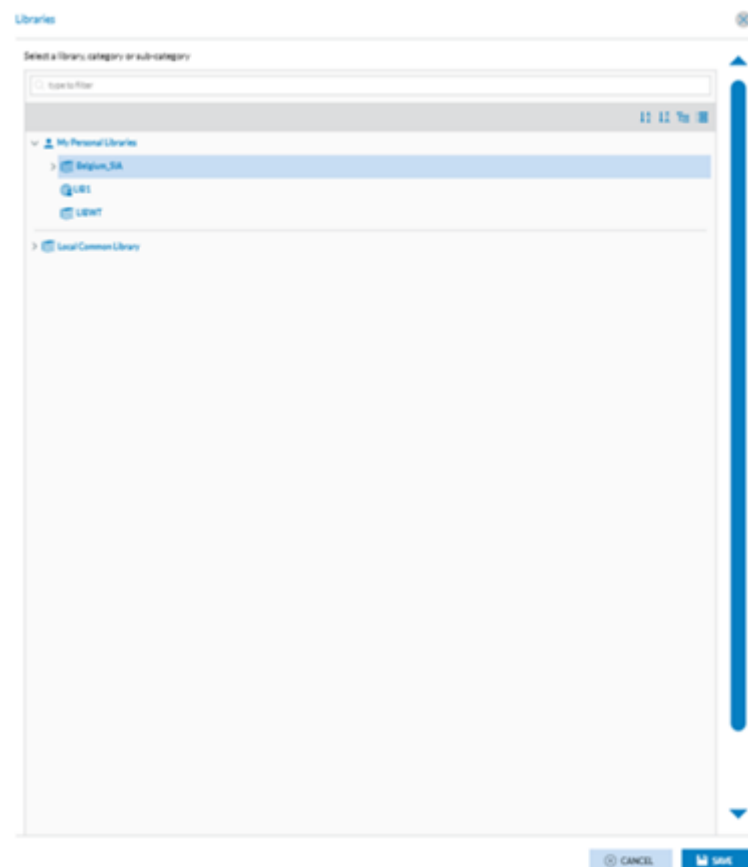
Email Frequency:* ☐ Every Time ☐ Daily ☐ Weekly ☐ Monthly

The fields are the following;

- Name: unique per notification
- Source: The Officer has to select Safety Recommendation
- Library: where the query is stored
- Query: conditions to generate the notification
- Action: Update, create or delete
- Notifications toggle: to activate the notifications on the landing page
- Email frequency toggle that can be every time, daily, weekly or monthly

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:



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:



The Officer has to select a query and click on ‘Add’, and the system will enable the ‘Action’ 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.

6.3.2. Edit a notification:

The Officer clicks on the edit icon at the last section of the specific notification of the table, and the system displays the Edit notification page:

Edit Notification

Name: QBN2 - Delete

Source: Safety Recommendation

Library: Belgium_SIA

Query: Ben

Action: Delete

☒ Notifications

☒ Email

Email Frequency:*

☒ Every Time ☐ Daily ☐ Weekly ☐ Monthly

The page displays the same fields as the creation page described above.

The Source and Action will not be editable. Officers must update the needed fields, ensuring that the mandatory fields are filled out and clicking on 'Save'. The system will save the database updates and update the table of query-based notifications accordingly.

6.4. Object-based notifications

Object-based notifications are manually defined in the SRs list on each or multiple records.

The third tab of 'My Account' is 'Object-based' notifications. 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
Safety Recommendation	☒	☒	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 SRs.

By default, it activates notifications and emails with updates on all the reports with An every-time frequency.

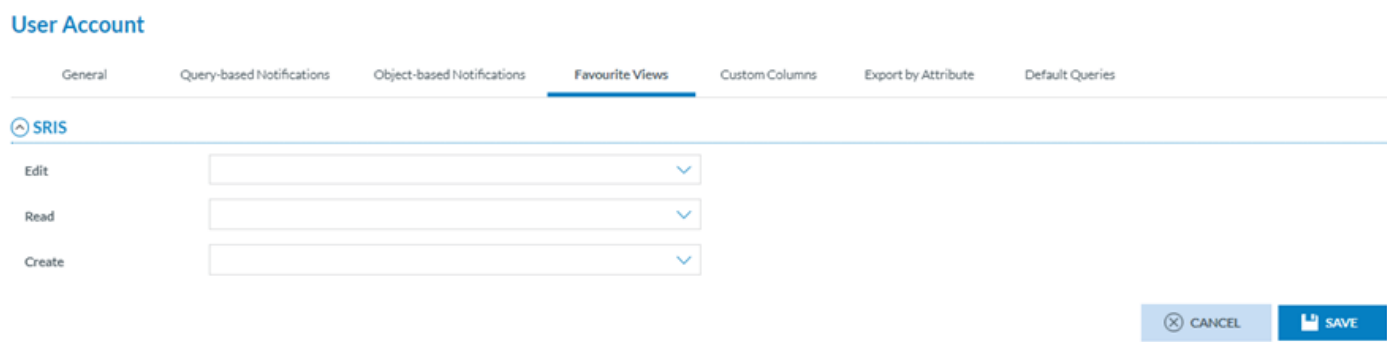
The Email frequency options are: Every time, daily, weekly and monthly.

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

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

6.5. Favourite Views

Views 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’:



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 menu and click Save in the image above. The system will save the updates in the database. When the Officer in the SR list clicks on ‘Edit’ or, accesses the ‘View’ mode or clicks on ‘New’, the system will offer the view of the specific SR, the view selected in this menu.

6.6. Custom Column

Officers can customise their SR list view. They can set which columns are available in the list, reorder, sort, etc. The columns can be attributes or metadata fields.

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General

Query-based Notifications

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SAFETY RECOMMENDATIONS

Available Attributes

type to filter

> MetaColumns

> Recommendation

Selected Attributes

Notify

E2ID

Originator

SRIS number

SR status

Addressee

Local SR number

Headline

E2 Status

Occurrence class

22 of 30

CANCEL

RESET

SAVE

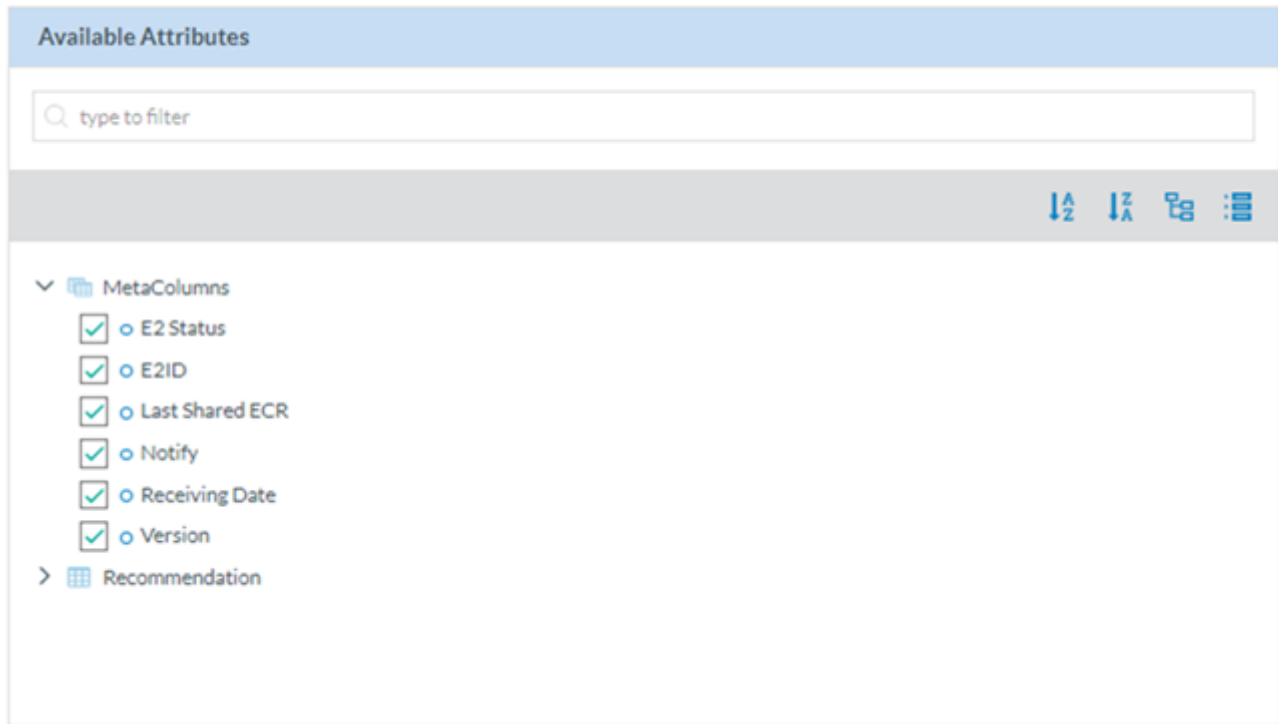
Through this page, the Officer can select the attributes available in the list of SRs in the corresponding 'Safety Recommendations' menu.

By default, the list of SRs provides a list of attributes, i.e.:

Safety Recommendations												
File Data Tools												
#	ID	Originator	SR Number	SR Status	Address	Lead SR Number	Headline	SR Status	No Drafts In Progress Done SR SRs SRs Automated			
1	SR-00000000000000000000	France (S&A)	FRSA-2019-0029	Open	Nagao (CAH)	FRSA-2019-004	S&A: Status coordination phase	Open				
2	SR-00000000000000000000	France (S&A)	FRSA-2020-0001	Draft	France (S&A)	02040204	Test new SR recommendation tool	Automated				
3	SR-00000000000000000000	France (S&A)	REC-00A-2019-017				Test SR1 NCH4000	Open				
4	SR-00000000000000000000	France (S&A)	FRSA-2020-0002				Test SR1 number 2	Open				
5	SR-00000000000000000000	France (S&A)	REC-00A-2019-009	Closed	S&A	FRSA-2019-009	Designs & Review TP	Closed SR				
6	SR-00000000000000000000	France (S&A)	202					Open				
7	SR-00000000000000000000	France (S&A)	00000000000000000000				S&A recommendation	Open				

Through this Custom columns menu, the Officer can decide which attributes appear in the list; the Officer can add, remove the attributes and alter their order.

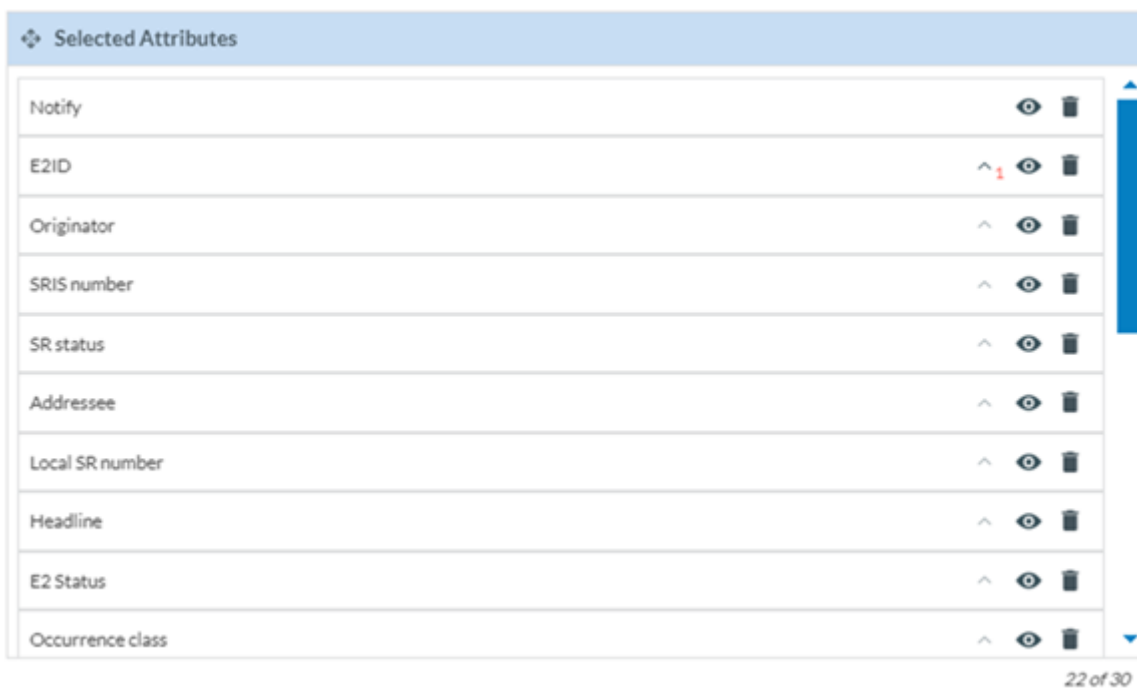
Thus, the left pane includes a search filter and the metaColumns, with all its attributes checked by default:



Below the metaColumns folder, is the SRIS taxonomy tree, through which the Officer can navigate to select more attributes. See the Taxonomy browser section for further details.

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

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



The **rubbish icon** is used to delete the Attribute from the table of safety recommendations.

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	1	
Originator	2	
SRIS number		
SR status		
Addressee	3	
Local SR number	4	
Headline	5	
E2 Status		
Occurrence class		

Note that 'Notify' does not provide a banner since it always appears at the beginning of each report row:

Safety Recommendations

FILE DATA Clear All

	E2ID	Originator	SRIS Number
ALL			

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 metadata columns, he or she has to click on the 'Save' button, and the report tables will be updated accordingly.

6.7. Export by Attribute

Officers can define attribute Lists containing a list of attributes and metadata fields. These Attribute Lists will be available to the Officer when exporting SRs from the list.

User Account

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

Attribute ListsNEW ATTRIBUTE LIST

Name	Taxonomy
	All
Attributes for Exports	SRIS

110 items per page1 - 1 of 1 items

Each row of the table refers to a list of attributes defined by the Officer and concerning the Authority’s SRIS taxonomy, central or custom.

These lists are available in the Exports options of the SRs list of the Safety Recommendations menu, i.e.:

Export

Format:ExcelWord

Type:ViewsAttributes

Attribute List:select an itemNEW 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:



The **Delete** icon deletes the attributes list without asking for confirmation.

6.7.1 Edit an attribute list

The edit icon opens the editing attributes' list page:

Edit Attribute List: NAL2

Name* NAL2

Metadata fields ON

Available Attributes

type to filter

- Recommendation
 - All Attributes
 - Address
 - Attachments
 - Database History
 - Document reference
 - Modifications
 - Note
 - Occurrence
 - PlanBack

Selected Attributes

- Recommendation
- Document reference
- Report link

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 'Save', and the updates will be saved in the database. The table of Attributes lists will be updated accordingly.

6.7.2 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* NAL2

Metadata fields ON

Available Attributes

type to filter

- Recommendation
 - All Attributes
 - Address
 - Attachments
 - Database History
 - Document reference
 - Modifications
 - Note
 - Occurrence
 - PlanBack

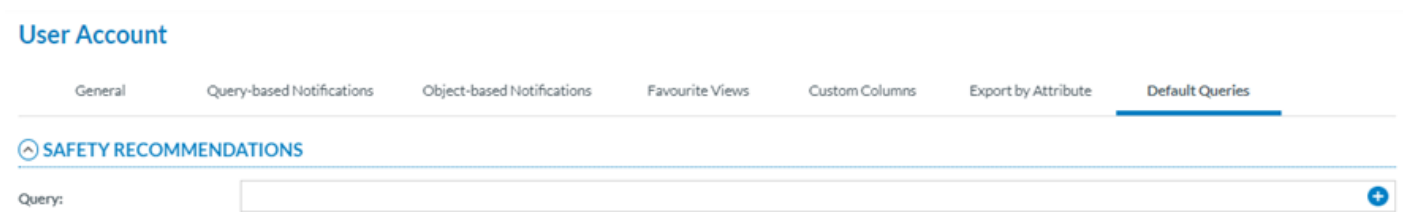
Selected Attributes

CANCEL SAVE

It works like 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 chosen. The system will save the record in the database, and the list of attributes will be updated accordingly.

6.8. Default Queries

Officers can select the queries the system triggers when opening the SRs list from the Safety Recommendations menu.



The Officer can select the queries the system triggers through this page when opening the SR menu.

The Officer has to click on the '+' icon of the query field of the SRs, and the system will open the Select Query window:



This window will provide on the left the libraries available to the Officer. The Officer has to 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.

When the Officer saves the default query, it will be triggered any time the SR menu is opened in the E2 Web Application, providing the list of SRs according to the set query.