

4.3. 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 template field with the Attribute's corresponding value in the SR.

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

 Safety Recommendation	
SRIS number	«E1.A1»
Originator	«E1.A2»
Date report created	«E1.A3»
Report last modified	«E1.A4»
Lock/release by	«E1.A6»
Lock/release since	«E1.A7»
Lock status	«E1.A8»
SR status	«E1.A24»

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

- Attribute: A
- Attribute custom: AC
- Entity: E
- Separation token: .
- ID: TaxonomyCode

Example:

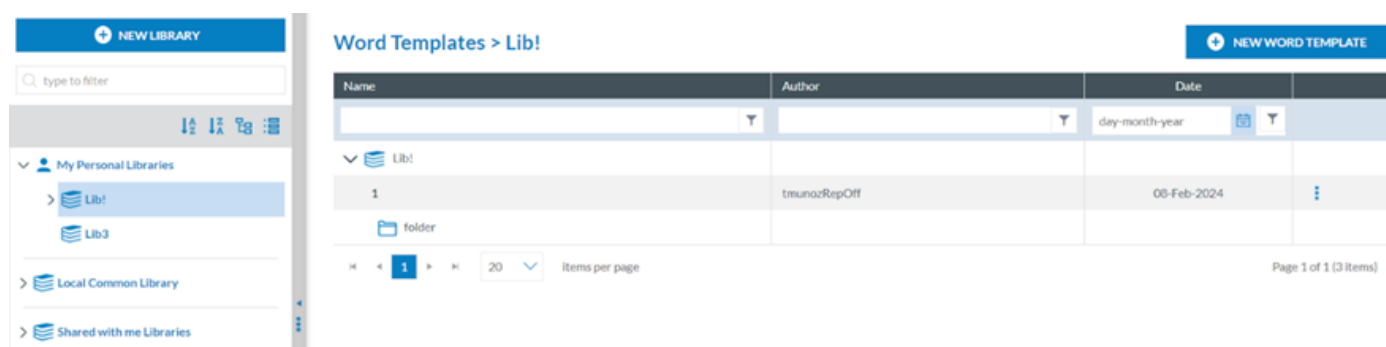
«E1.A1» -> ENTITY.1.ATTRIBUTE.1

«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 Data management menu:



It shares the library tree with the Queries menu and the option to create and manage libraries and categories. All of this is described in the Management of My Personal Libraries section.

4.3.1. Create a Word Template

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:

New Word Template

Name:*
Name is required.

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.

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.

Name	Author	Date
LIBWT	66-month-report	
WNT	Belgium_SRA_data	08-Mar-2024

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The saved WT will be available in the Export options for the SRs in Word format. See the [Export](#) section of SRs for further details.

4.3.2. Management of Word Templates

4.3.2.1. 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:

Edit Word Template

Name: NWT

Description: description

Template:

Select file...

Drop file here to upload

WT1.docx 11.22 KB

Library: LIBWT

CANCEL SAVE

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.

4.3.2.2. 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: NWT - Copy

Description: description

Template:

Select file...

Drop file here to upload

WT1.docx 11.22 KB

Library: LIBWT

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.

4.3.2.3. 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:

Share: NWT

Sharing Mode: Personal Share to User

 CANCEL

 SAVE

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

4.3.2.4. 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.

4.3.2.5. 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.

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