

CEERIS Receiving Authority User Manual

Main document

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1 Introduction

This document shall provide a detailed description of all CEERIS functionalities available to the Receiving authority user role and extensive instructions on how to access and perform the actions available to this user role using descriptive text and screenshots of the graphical user interface.

2 Login

To use the CEERIS application users need to go to their modern browser of choice and visit the following URL: <http://www.ceeris.eu> (<http://preprod.ceeris.eu> for the pre-production environment). They will be greeted by the CEERIS Login page (Figure 1). To proceed with the Login procedure, click the Log in button (1).

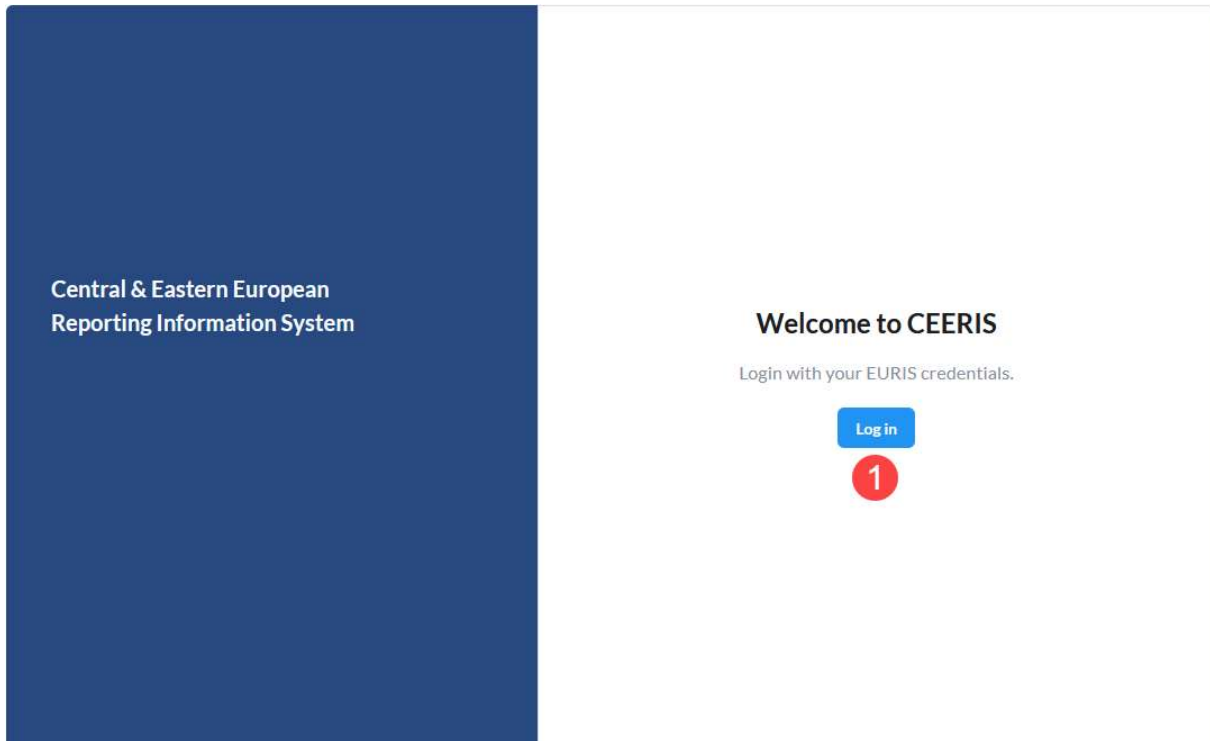


Figure 1 - CEERIS Login page

This will take redirect you to the EURIS login page (Figure 2). Here follow the EURIS login procedure and log in with a EURIS account that has the appropriate user role assigned to it.

Figure 2 - EURIS login page

After a successful login the National reporting requirements page will be displayed and you can access all available functions that are described in the following chapters of this document.

2.1 Logout

To log out of the CEERIS application simply click your username (1) in the sidebar (Figure 3) to expand this section of the menu and finally click the Log out link (2) to initiate the logout procedure.

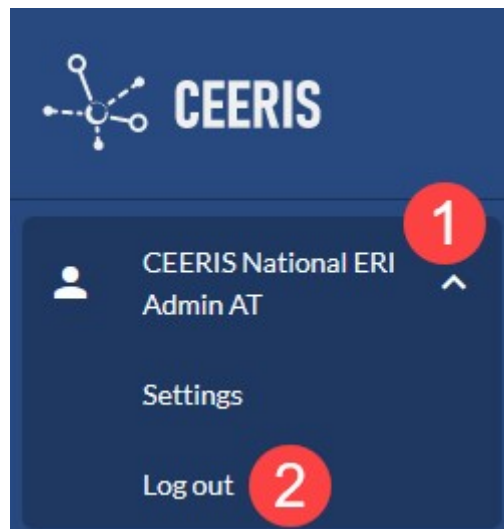


Figure 3 - CEERIS Log out link location

2.2 User settings

Each user can change his user settings after successful login. To access the User settings page (Figure 4), click your username in the sidebar to expand this section of the menu and finally click the Settings link.

Here is a list of user settings that are available:

1. Account settings
 - a. User – displays your name. Read only value, cannot be modified.
 - b. Language – a single select that determines the preferred language of the user. This language will be used by the application and the GUI will be in the selected language. If any translations within the application are missing English value will be displayed instead.
2. EURIS profile page button – takes you to your EURIS profile page
3. Alerts & notifications
 - a. Email – displays your email address. Read only value, cannot be modified.
 - b. Email notifications – toggle if you wish to receive CEERIS generate notifications to your email address

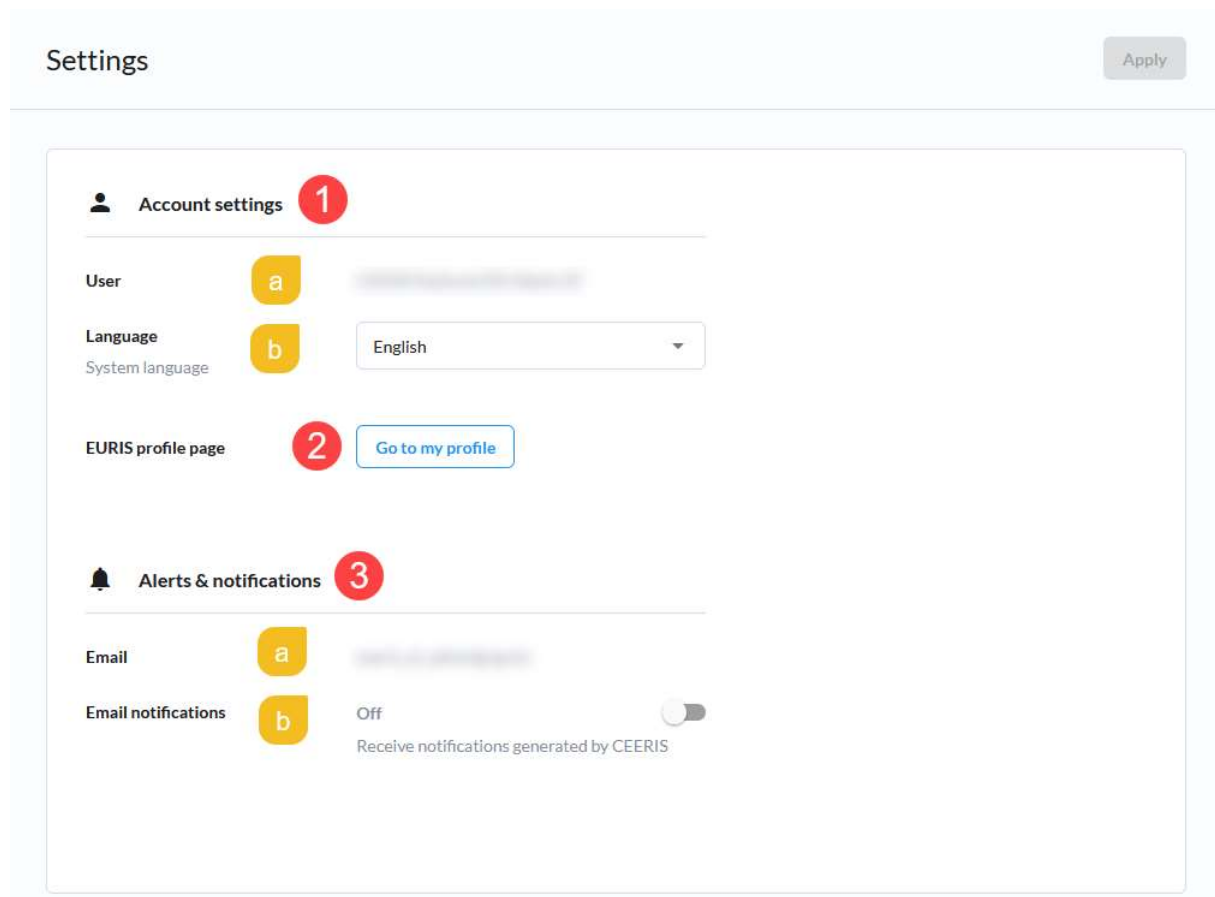


Figure 4 - User settings page

Once you have made all the desired changes, click the Apply button, located in the top right corner of the page, to apply the changes, or simply navigate away from this page to discard them.

3 Report management

To get to the Reports dashboard page, click the Reporting item (1) in the sidebar menu (Figure 5) to expand it (if it is not yet expanded) and click the Reports dashboard option (2).

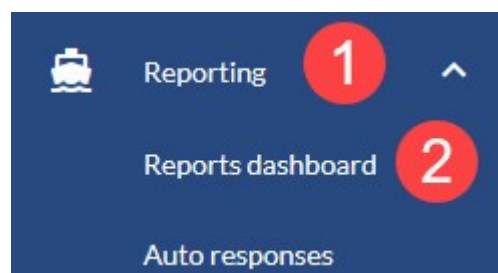


Figure 5 - Reporting section of the sidebar menu for receiving authority users

The reports dashboard has two tabs:

1. Priority table – displayed by default, contains current reports that require attention from the user
2. History table – older reports that have either been responded too, or muted

3.1 Priority table

The priority table page (Figure 6) is opened by default, but from the History table, the user can access it by clicking the Priority table tab (10) at the top of the Reports

dashboard page. It contains the Priority table and its search input (11) and filter button (12).

Reports dashboard

10 **Priority table** History table

1 Vessel name	2 Vessel ENI	3 Reporting requirement	4 Type	5 Received	6 Status	7 ETA/ETD	8 Permit	9 Action
Alpha	30000011	API test	Departing	07/09/2021 16:54	Received	ETD • 10:30 17/12/2001	N/A	Manage ⋮
Alpha	30000011	API test	Departing	07/09/2021 16:56	Received	ETD • 10:30 17/12/2001	N/A	Manage ⋮
IGNORE TEST CEERIS	35099999	No computed fields	Departing	10/09/2021 07:00	Received	ETD • 12:00 10/09/2021	N/A	Manage ⋮
Alpha 13	30000011	Update times and edit report t...	Departing	16/09/2021 11:58	Updated	ETD • 21:21 06/08/2021	N/A	Manage ⋮
Alpha	30000011	jjrr with enabled permit issuing	Departing	20/09/2021 13:50	Updated	ETD • 14:00 13/08/2021	N/A	Manage ⋮
Alpha 14	30000011	Update times and edit report t...	Departing	20/09/2021 13:50	Updated	ETD • 14:00 13/08/2021	N/A	Manage ⋮
Alpha	30000011	JJRR testing	Departing	20/09/2021 13:53	Updated	ETD • 12:15 31/08/2021	N/A	Manage ⋮
Alpha	30000011	jjrr with enabled permit issuing	Departing	21/09/2021 12:51	Updated	ETD • 15:15 11/08/2021	N/A	Manage ⋮
Alpha	30000011	Update times and edit report t...	Departing	21/09/2021 12:51	Updated	ETD • 15:15 11/08/2021	N/A	Manage ⋮
IGNORE TEST CEERIS	35099999	flip test 2021-07-05	Passing	05/10/2021 11:12	Approved	-	N/A	Manage ⋮

Search by vessel name, vessel ENI or report title 11 Filter 12

Rows per page: 10 1 - 10 of 13 15

Figure 6 - Priority table

Each report in the Priority table has the following data displayed:

1. Vessel name – contains the name of the vessel which has sent the report
2. Vessel ENI – contains the ENI number of the vessel which has sent the report
3. Reporting requirement – name of the reporting requirement which is being fulfilled by this report
4. Type – type of reporting requirement that is being fulfilled by this report
5. Received – date and time when the report has been received
6. Status – status of the report. Possible values are:
 - a. Received – the report has been received
 - b. Updated – an update to an already received report
 - c. Approved – the report has been approved already by this organization
 - d. Rejected – the report has been rejected already by this organization
 - e. Cancelled – the report has been cancelled by the reporting party
7. ETA/ETD – date and time when the reporting party state it would depart or arrive, depending on the type of the reporting requirement. Passing, entering and special reporting requirement types do not have this value.
8. Permit – indication if the permit was attached to a response to this report or not. Possible values are:
 - a. Yes
 - b. No
 - c. N/A – permits cannot be issued by your organization for this reporting requirement
9. Action – the Manage action is available directly, while the following actions are available from the context menu that appears after clicking the three dots icon:
 - a. Mute report – marks the report as muted, moves it to the history table
 - b. View position – takes the user to EURIS page where they can see the position of the vessel on a map

Reports also have a read/unread indicator that informs you if they were already looked at. Unread reports have a blue highlight at the beginning of the row and have white background as well as bold blue text (13), while already read reports have a grey background and regular text (14). An unread report is marked as read, as soon as you open its Manage report page.

The priority table has paging functionality so it only displays a maximum of a selected number of reports. You can change the number of reports displayed per page and navigate through the pages using the paging controls at the bottom right of the table (15).

3.1.1 Priority table - search reports

The priority table can be searched through by typing in the Search reports input field (Figure 6 - 11). As soon as you type in the text the priority table displays only reports whose name, ENI or reporting requirement name contain the text provided in the search field.

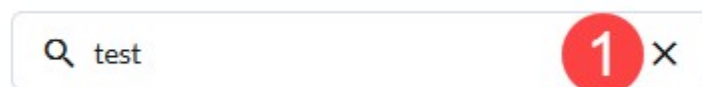


Figure 7 – Priority table - Search input field - filled

To clear the applied search filter simply delete the text from the input box either manually or by clicking the associated X icon (Figure 7 - 1) inside the input field.

3.1.2 Priority table filter

The priority table filter can be accessed by clicking the Filter button (Figure 6-12) at the top right of the priority table. The Filter dialogue (Figure 8) is displayed and allows the user to configure the following filters:

1. Time range –time from which you wish to see reports and time until you which you wish to see reports. Define a range from which you wish to see reports.
2. Reporting requirement type – type of reporting requirement that is being fulfilled a report
3. Status – status of the report. Possible values are:
 - a. Received – the report has been received
 - b. Updated – an update to an already received report
 - c. Approved – the report has been approved already by this organization
 - d. Rejected – the report has been rejected already by this organization
 - e. Cancelled – the report has been cancelled by the reporting party

Filter 5 X

Time range 1

00 : 00 — 00 : 00

Reporting requirement type 2

Select reporting requirement type

Status 3

Select status

4 Apply filter

Figure 8 – Priority table – Priority table filter

Once you define the filters you want click the Apply filter button (4) to apply the filter or simply close the dialogue by clicking the X icon (5) in the top right. Once the filter is applied, the priority table will display only reports that conform to all applied filters.

When a filter is applied, a Clear filters button (Figure 9 - 1) is displayed. Clicking this button clears the applied filter – this button is hidden and the Priority table displays all available reports.

Search by vessel name, vessel ENI or report title

1 X Clear filters

Filter

Figure 9 – Priority table - Clear filters button

3.2 History table

The history table page (Figure 10) is opened by clicking the History table tab (10) at the top of the Reports dashboard page. It contains the History table and its search input (11) and filter button (12).

Reports dashboard

Priority table **History table**

1 Vessel name	2 Vessel ENI	3 Reporting requirement	4 Type	5 Received	6 Status	7 ETA/ETD	8 Permit	9 Action
Krems	30000144	Trigger test special VU	Special	20/08/2021 14:57	Approved	-	N/A	Manage
IGNORE TEST CEERIS	35099999	Trigger test deaprtng VU	Departing	20/09/2021 11:01	Cancelled	-	N/A	Manage
IGNORE TEST CEERIS	35099999	Trigger test deaprtng VU	Departing	20/09/2021 11:26	Cancelled	-	N/A	Manage
Krems 13	30000144	SAT DAVID and XML empty	Arriving	21/09/2021 09:21	Approved	ETA • 12:00 21/09/2021	N/A	Manage
Negrelli 14	30000110	Trigger test stopping OS	Arriving	22/09/2021 14:44	Rejected	ETA • 10:00 30/09/2021	N/A	Manage
IGNORE TEST CEERIS	35099999	Trigger test stopping OS	Arriving	23/09/2021 13:05	Cancelled	-	N/A	Manage
IGNORE TEST CEERIS	35099999	Trigger test deaprtng AT	Departing	23/09/2021 13:39	Cancelled	-	N/A	Manage
IGNORE TEST CEERIS	35099999	Trigger test entering SK	Entering	27/09/2021 13:47	Cancelled	-	N/A	Manage
IGNORE TEST CEERIS	35099999	Trigger test entering SK	Entering	27/09/2021 13:52	Cancelled	-	N/A	Manage
IGNORE TEST CEERIS	35099999	Trigger test entering SK	Entering	27/09/2021 14:03	Cancelled	-	N/A	Manage

Search by vessel name, vessel ENI or report title **11** **12** Filter

Rows per page: 10 **15** 1 - 10 of 12

Figure 10 - History table

Each report in the History table has the following data displayed:

1. Vessel name – contains the name of the vessel which has sent the report
2. Vessel ENI – contains the ENI number of the vessel which has sent the report
3. Reporting requirement – name of the reporting requirement which is being fulfilled by this report
4. Type – type of reporting requirement that is being fulfilled by this report
5. Received – date and time when the report has been received
6. Status – status of the report. Possible values are:
 - a. Received – the report has been received
 - b. Updated – an update to an already received report
 - c. Approved – the report has been approved already by this organization
 - d. Rejected – the report has been rejected already by this organization
 - e. Cancelled – the report has been cancelled by the reporting party
7. ETA/ETD – date and time when the reporting party state it would depart or arrive, depending on the type of the reporting requirement. Passing, entering and special reporting requirement types do not have this value.
8. Permit – indication if the permit was attached to a response to this report or not. Possible values are:
 - a. Yes
 - b. No
 - c. N/A – permits cannot be issued by your organization for this reporting requirement
9. Action – the Manage action is available directly as a link

Reports also have a read/unread indicator that informs you if they were already looked at. Unread reports have a blue highlight at the beginning of the row and have white background as well as bold blue text (13), while already read reports have a grey background and regular text (14). An unread report is marked as read, as soon as you open its Manage report page.

The history table has paging functionality so it only displays a maximum of a selected number of reports. You can change the number of reports displayed per page and navigate through the pages using the paging controls at the bottom right of the table (15).

3.2.1 History table - search reports

The history table can be searched through by typing in the Search reports input field (Figure 10 - 11). As soon as you type in the text the priority table displays only reports whose name, ENI or reporting requirement name contain the text provided in the search field.



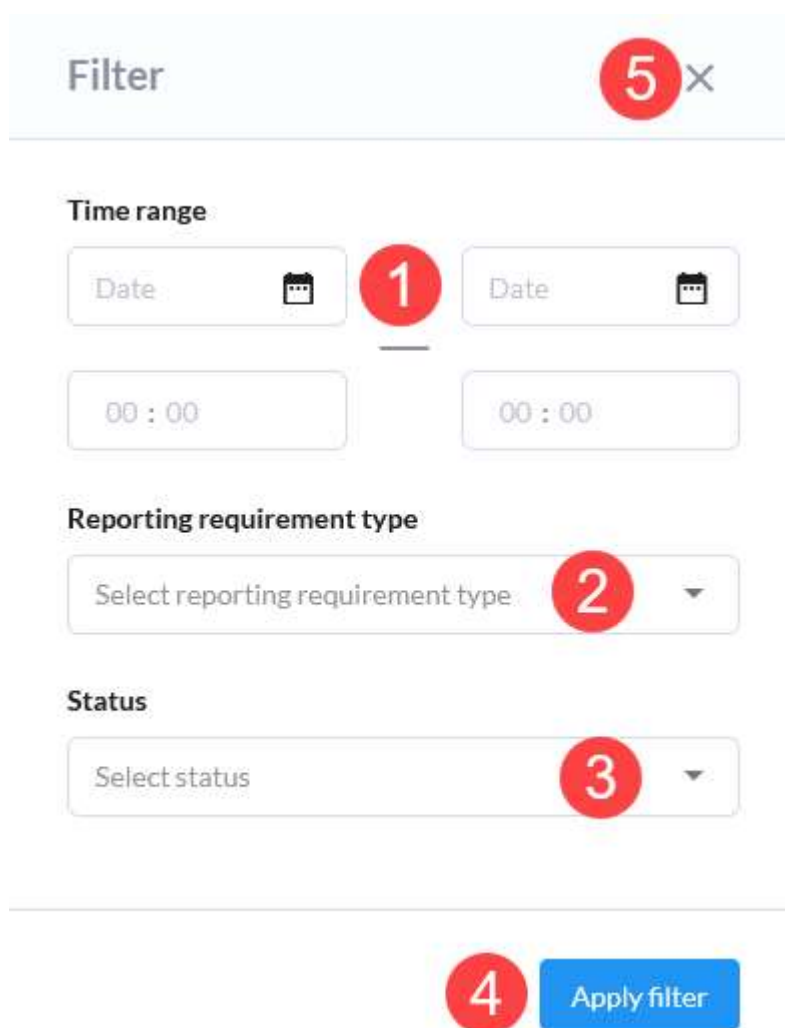
Figure 11 – History table - Search input field - filled

To clear the applied search filter simply delete the text from the input box either manually or by clicking the associated X icon (Figure 11 - 1) inside the input field.

3.2.2 History table filter

The history table filter can be accessed by clicking the Filter button (Figure 10 - 12) at the top right of the history table. The Filter dialogue (Figure 12) is displayed and allows the user to configure the following filters:

1. Time range – date and time from which you wish to see reports and date and time until you which you wish to see reports. Define a range from which you wish to see reports.
2. Reporting requirement type – type of reporting requirement that is being fulfilled a report
3. Status – status of the report. Possible values are:
 - a. Received – the report has been received
 - b. Updated – an update to an already received report
 - c. Approved – the report has been approved already by this organization
 - d. Rejected – the report has been rejected already by this organization
 - e. Cancelled – the report has been cancelled by the reporting party



Filter 5 ×

Time range

Date 1 Date

00 : 00 00 : 00

Reporting requirement type

Select reporting requirement type 2

Status

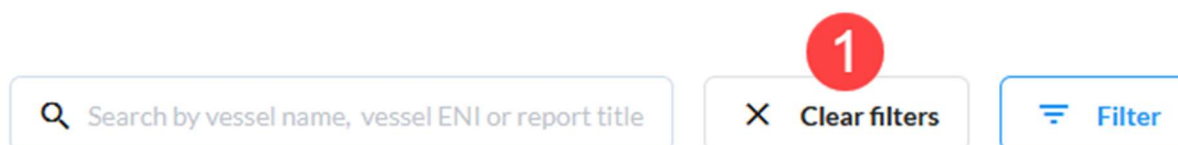
Select status 3

4 Apply filter

Figure 12 – History table – History table filter

Once you define the filters you want click the Apply filter button (4) to apply the filter or simply close the dialogue by clicking the X icon (5) in the top right. Once the filter is applied, the history table will display only reports that conform to all applied filters.

When a filter is applied, a Clear filters button (Figure 13 - 1) is displayed. Clicking this button clears the applied filter – this button is hidden and the History table displays all available reports.



Search by vessel name, vessel ENI or report title

1 X Clear filters

Filter

Figure 13 – History table - Clear filters button

3.3 Manage report

The manage report page (Figure 14) allows you to perform the following actions on the received report available on different tabs:

1. Report overview – this tab is opened by default and enables the following:
 - a. View report – all data contained within the report is visible here, including the received documents

- b. Update actual time – if you have sufficient access rights you can update the actual time of arrival/departure in the name of the reporting party
 - c. Edit report – if you have sufficient access rights you can modify the report data in the name of the reporting party
2. Responses – the tab contains all responses provided by your organization and all responses from other organizations that have been shared with your organization
3. Notes – the tab contains all notes created by your organization and all notes from other organizations that have been shared with your organization
4. Previous version – the tab contains a list of all previous version of this report (if there were any updates)
5. Past reporting – the tab contains all reports received by your organization that are a part of the same transport plan
6. Page header – the following actions are available in the header, regardless which tab is currently active:
 - a. Export report
 - b. Add note
 - c. Respond

8 < Received 7

Alpha • AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT

1 Report overview 2 Responses 3 Notes 4 Previous version 5 Past reporting

6 Export Add note Respond

Report Received documents 9

Route points Update actual time ^

DEPARTURE POINT
Linz - VOEST-Alpine - ATLNZ00001BER1R21274

Main activity	ETA ⓘ	ATA ⓘ	ETD ⓘ	ATD ⓘ
Repair			14/09/2021	Date
			10 : 00	00 : 00

DESTINATION STOP
BRATISLAVA - BRATISLAVA - SKBTS00001CITYX18680

Main activity	ETA ⓘ	ATA ⓘ	ETD ⓘ	ATD ⓘ
Repair	16/09/2021	Date		
	10 : 00	00 : 00		

Reporting requirements fields Edit report

▼ Safety Collapse

▼ Persons on board

Number of persons on board 3

Total number of persons on board

Figure 14 - Manage report page

The status of the report (7) is displayed in the top left of the page, next to the Back arrow icon (8) that can be used to return to the previous screen.

To view received documents, go to the Received documents sub-tab (9) of the Reporting overview.

3.3.1 View received documents

If there aren't any received documents, a message will be displayed informing you of this fact. If there are documents that have been received because they were attached to the report, they are displayed here in a list with the following data for each one:

1. Name of the document
2. Filename of the document
3. Download icon

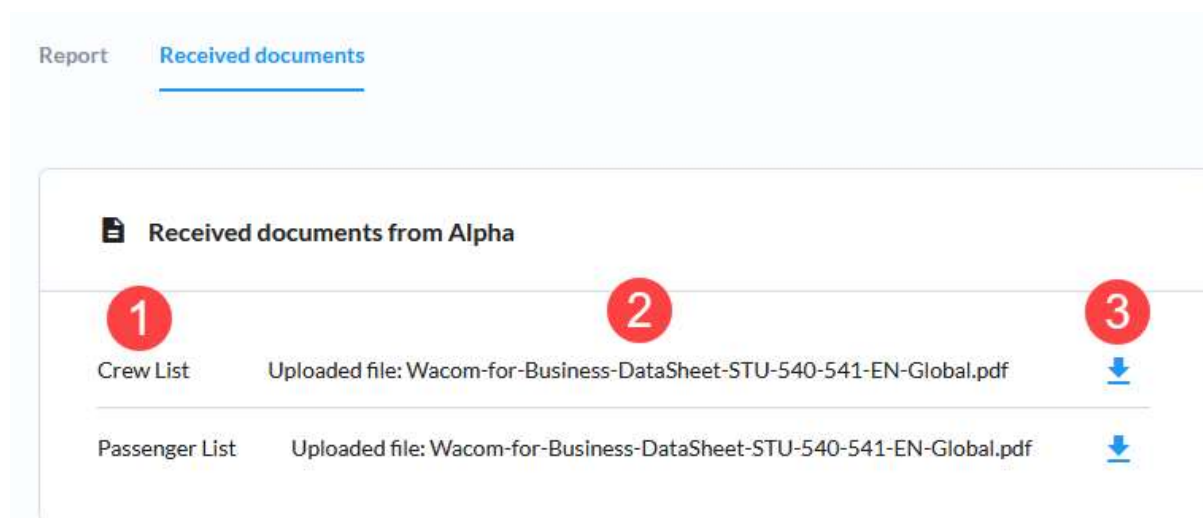


Figure 15 - Manage report - Received documents

To download a document to your computer, click the Download icon (3).

3.3.2 View route points

The Route points section (Figure 16) shows you the route of the voyage for which you have received this report, along with the activity, ETA, ATA, ETD and ATD for each route point. The whole section can be collapsed by clicking the Up arrow (1) located in the top right corner of the section.

Route points 2 Update actual time 1

DEPARTURE POINT
Linz - VOEST-Alpine - ATLNZ00001BER1R21274

Main activity	ETA 1	ATA 1	ETD 1	ATD 1
Repair			14/09/2021	Date
			10 : 00	00 : 00

DESTINATION STOP
BRATISLAVA - BRATISLAVA - SKBTS00001CITYX18680

Main activity	ETA 1	ATA 1	ETD 1	ATD 1
Repair	16/09/2021	Date		
	10 : 00	00 : 00		

Figure 16 - Manage report - View route points section

All data is read only here, but if sufficient access rights are available, the Update actual time link (2) is enabled and when clicked makes the route point(s) for which you have sufficient access rights editable and you can modify the actual time only (ATA/ATD).

3.3.2.1 Update actual time

Once the Update actual time is clicked, the Route points section becomes editable (Figure 17). The ATD and/or ATA input fields for which the user has sufficient access rights (1) are enabled and the user can provide the actual time by filling in the data. On the other hand, the route points for which it is not possible to enter ATA/ATD are clearly marked with a warning message (2). Once you've updated all the desired actual times, click the Confirm changes link to store the changes and make the Route points section read-only again, or discard any changes made by clicking the Cancel link.

Route points Cancel 4 Confirm changes 3

DEPARTURE POINT
Linz - VOEST-Alpine - ATLNZ00001BER1R21274

Main activity	ETA 1	ATA 1	ETD 1	ATD 1
Repair			14/09/2021	Date
			10 : 00	00 : 00

DESTINATION STOP
BRATISLAVA - BRATISLAVA - SKBTS00001CITYX18680

2 You do not have the permissions to update this route point

Main activity	ETA 1	ATA 1	ETD 1	ATD 1
Repair	16/09/2021	Date		
	10 : 00	00 : 00		

Figure 17 - Manage report - Editable route points section**3.3.3 View reporting requirement fields**

On the Report overview tab, at the bottom of the screen, there is a Reporting requirement fields section (Figure 18) where you can see all the data in a hierarchical structure, where each group can be collapsed and expanded by clicking on it (1). By default, all groups are expanded and can all be collapsed at once using the Collapse button (2). When you collapse all fields using the Collapse button, the button changes to the Expand button, which, when clicked, expands all reporting requirement field groups.

Reporting requirements fields

3 Edit report

1

2 Collapse

▼ Safety

▼ Persons on board

Number of persons on board 3

Total number of persons on board

▼ Signalling of special products on board

Blue cones 2

Number of blue cones.

▼ Voyage

▼ Departure

Departure ISRS ATLNZ00001BER1R21274

ISRS code

Departure name Linz

Name of the location

▼ Destination

Destination ISRS SKBTS00001CITYX18680

ISRS code

Destination name BRATISLAVA

Name of the location

Figure 18 - Manage report - Reporting requirement fields section

If sufficient access rights are available and the reporting requirement allows it, there is an Edit report button (3). Clicking this button opens the Edit voyage page for the relevant voyage.

3.3.3.1 Edit report

The Edit report page (Figure 19) allows the you, in the role of a receiving authority to modify the report sent by reporting party. Only the reporting requirement fields of that specific report can be modified. The documents cannot be uploaded or removed.

In the header of the page, you can see the name of the vessel and the reporting requirement that is being fulfilled by this report (10).

If you wish, at any point, to discard any changes made to the report you can click the Back arrow icon (9) to discard changes and go back to the previous page.

The Edit report page can logically be split into the header and the following key sections:

1. Main reporting requirement field groups menu
2. Current reporting requirement field groups menu
3. Current reporting requirement fields

Figure 19 - Edit report page

The header of this tab contains the breadcrumbs (4) that provide you with the information of the current location within the reporting requirement fields structure and allow you to go to any level directly by clicking the reporting requirement field group.

The main reporting requirement field groups menu allows you to navigate to the first level reporting requirement groups. This list stays the same during the process of filling all the data. The second level of the sidebar, where current reporting requirement field group content depends on the currently selected group.

The items in the sidebar have badges associated with them to indicate the status of the fields/groups under the group visible in the menu. The list of available badges and their meaning is displayed on Figure 20.

Sidebar badges	
	Mandatory fields missing
	Optional fields missing
	Mandatory fields or groups missing
	Mandatory and optional fields filled
	Optional fields not filled

Figure 20 - Sidebar badges and their meaning

The red exclamation point badge simply requires user's attention. These groups contain arrays that have elements with mandatory data but it is possible to publish the report without any elements present in the array, e.g., Consignments, Passenger list, etc. Simply viewing the group removes this status and applies the Optional fields not filled status on it by default.

By default, the first group and subgroup are selected and the main section of the page contains this subgroup's fields that can be filled. The reporting requirement fields can be filled in any order by selecting the group and filling in the fields in this group, but the arrows (Figure 19-5 & Figure 19-6) can also be used to navigate through all the reporting requirement field groups. The behaviour of these arrows are as follows:

- Next action (right arrow icon)
 - Goes to the next reporting requirement field group which has either fields or arrays (not including computed fields)
 - Reporting requirement field groups with only other structs or only computed fields are skipped
 - Doesn't go into array items, but user must manually select array item which he wants to edit
 - When there are not reporting requirement field groups after current one it, it goes back to the first reporting requirement field group
- Previous (left arrow icon)
 - Goes to the previous reporting requirement field group which has either fields or arrays (not including computed)
 - Doesn't go into array items, but user must manually select array item which he wants to edit
 - When there aren't any reporting requirement field groups before it, it goes to the last struct
- Next and previous in array items
 - First reporting requirement field group with fields or arrays is automatically opened (not including computed)
 - Next works the same, but when there are no next groups in array item, it goes back to the table of array items (one level up)
 - Previous works the same, but when there are no previous groups in array item, it goes back to the table of array items (one level up)

Fill in the reporting fields by typing in the appropriate values into text or number input fields, select the desired value from the select boxes or select a date using the calendar input.

3.3.3.2 Array inputs

Some reporting requirement field groups are arrays (Figure 21). Such groups, like Barges, Consignments, Crew members, etc., allow adding multiple elements. The group is visualized as a table with the ordinal number of the element (1), some data fields specific for that element (e.g., Barge name (2) and Barge ENI (3) for the Barges array), the Mandatory fields indicator (showing the number of missing mandatory fields, or a green checkmark if all mandatory fields have been filled in) and the delete action for the array element.

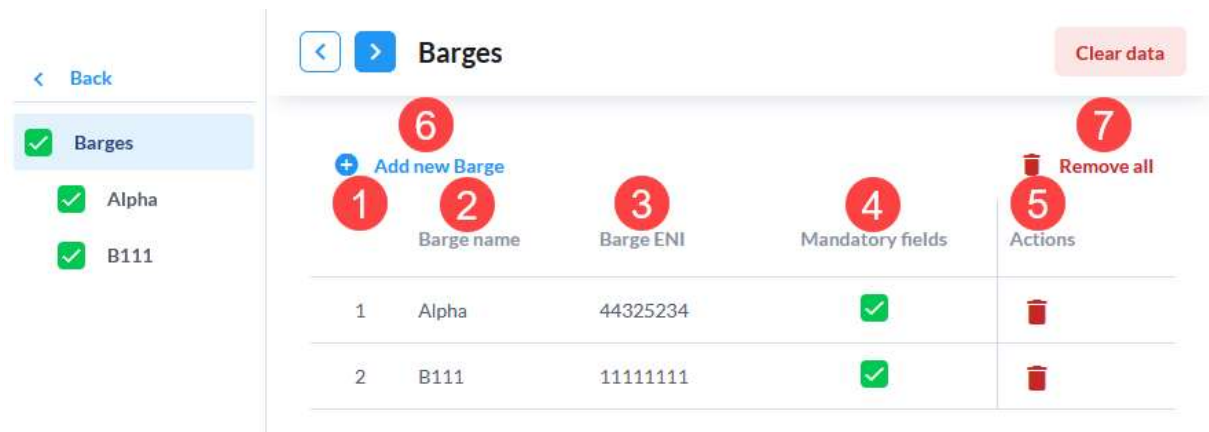


Figure 21 - Reporting requirement field groups that is an array

It is possible to remove all array elements at once by clicking the Remove all link (7). This action requires confirmation and the Remove all confirmation dialogue (Figure 22) is displayed. To delete all elements of this array, click the Remove all or cancel this action by clicking the Cancel button (2) or the X icon (3) in the top right.

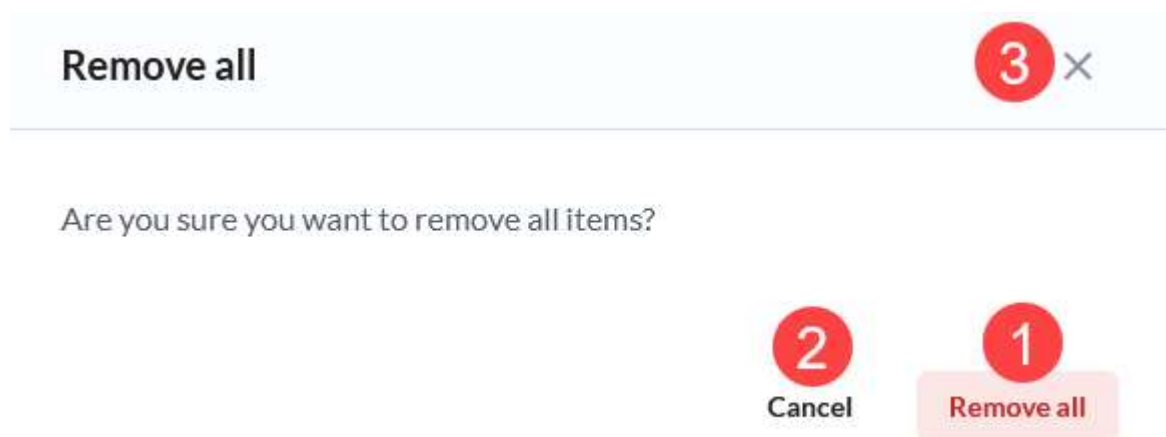


Figure 22 - Remove all confirmation dialogue

To add a new array element, click the Add new link (6). This opens an instance of this array's element (reporting requirement field group) with blank input fields that need to be filled in.

3.3.4 Show requirements and authorities

Click the Show requirements and authorities link (Figure 19-7) to open the Show requirements and authorities dialogue (Figure 23). The dialogue contains a table with the following columns:

1. Reporting requirement name – name of the reporting requirement that is being fulfilled by this voyage
2. Receiving authorities – the name of the receiving authority for the reporting requirement is displayed here. If there are multi receiving authorities for the reporting requirement Multiple is displayed and there is an information icon (3) next to it. Hovering your mouse icon over this icon displays the names of all receiving authorities for this reporting requirement in a tooltip.

Reporting requirement name	Receiving authorities
SAT departing	Multiple 3
SAT DAVID and XML	AT authority 1
SAT SoaD fields	AT authority 1
Test auto translations	AT authority 1

Figure 23 - Show requirements and authorities dialogue

To close the dialogue, click the X icon (4) in the top right of the dialogue.

3.3.5 Publish voyage

All changes made to the report will be done for all reports within this same voyage, which means your update will likely result in an update of reports sent to other authorities as well. After filling in all the data you wanted, but at least all mandatory fields, click the Publish button (Figure 19-7). The system runs all the validation checks in the background and if all mandatory data fields have been filled and no other validation errors are found, the Publish voyage confirmation dialogue (Figure 24) is shown. Here all reporting requirements that are being fulfilled and a list of all authorities that will receive reports are listed. Once you're ready you can continue with publishing the voyage by clicking the Publish and continue button (1) that, once clicked, generates all the reports from the data you've entered. The published reports will be sent to receiving authorities depending on the type of reporting requirement they're fulfilling and the settings of the reporting requirement (i.e., number of hours before estimated arrival/departure for report delivery). To cancel publishing the voyage click the Cancel button (2) or the X icon (3) in the top right to close the Publish voyage confirmation dialogue.

Publish Voyage?
3 ×

You have filled all mandatory fields for the voyage VIENNE SUD SALAISE - Port of Novi Sad. Would you like to publish the provided data for this voyage?

Reporting requirement name	Receiving authorities
SK - Voyage Notification (Bratislava)	AT authority 1
SK - Voyage notification for lock passing	HR authority 1
SAT Stat report testing passing VU	Multiple i
Trigger test entering SK	AT authority 1
SK - Port Arrival Report Bratislava	HR authority 1
SK - Port arrival/departure report	HR authority 1
Trigger test entering BA	AT authority 1
HU - DAVID - Passenger List (Entering)	AT authority 1

2
Cancel

1
Publish and continue

Figure 24 - Publish voyage confirmation dialogue

3.3.6 Respond to a received report

Clicking the Respond button on the Manage report page takes you to the Respond page (Figure 25), where the following data can be filled in:

1. Response – you can either approve or reject the report by selecting the appropriate radio button (mandatory field)
2. Error code – only available if rejecting a report. Simply select an error code from the list (mandatory for rejections)
3. Message – you can leave a free text message that the reporting party will see when they receive the response (mandatory for rejections)
4. Upload documents – use the upload component to upload files to attach to the response. Simply drag & drop the file in the dedicated box or click browse and find the file on your local hard drive and select it there. Already uploaded files are displayed under the upload box in a list and you can remove each of the files by clicking the associated X icon.
5. Issue a permit – this input is disabled if the reporting requirement doesn't allow issuing permits. If a permit can be issued simply select Yes or No using the provided radio buttons

6. Share response – if response sharing is enabled for your organization on the reporting requirement that is being fulfilled by the report you're responding to, you can select the authorities you want to share your response with. Only authorities that are associated with this reporting requirement are available for selection.

Response for Alpha • AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT

Send response

Respond to the report

Select your response

1 ☐ Approved
☐ Rejected

Error code

2 Select error code if needed

Leave a message

3 Leave a message for the reporting party. (Give an explanation)

Upload documents

4

Issue a permit

5 ☐ Yes
☐ No
☒ Not applicable
A permit is not needed for reporting

Share the response with the other authorities

6

You can share your response with other authorities (optional)

There are no authorities with which this report response can be shared or you do not have the permission to share the response with other authorities.

Figure 25 - Respond page

In the header of the page, you can see the vessel name of the main vessel from the report you're responding to, as well as the name of the reporting requirement that is being fulfilled by this report (9).

To send the response click the Send response button (7). If all validation checks are passed the response will be sent, otherwise follow instructions on the screen to provide all data.

To leave this page simply navigate away from it or go back to the previous screen by clicking the back arrow icon (8) in the top left of the screen.

If you wish to respond again on a report that your organization has already responded to, click Respond again. The Respond page will be displayed prefilled with the data from the last response and you can modify it and send the Response again. Data from the latest response is always displayed on the right side of the page (Figure 26 - 1).

The screenshot displays the 'Respond to the report' interface. At the top, a breadcrumb shows 'Response for Alpha • AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT' and a 'Send response' button. The main form is divided into two columns. The left column, titled 'Respond to the report', contains sections for: 'Select your response' (with radio buttons for 'Approved' and 'Rejected', where 'Rejected' is selected); 'Error code' (a dropdown menu showing '415 - Actual draught not allowed'); 'Leave a message' (a text area with the message 'Too shallow berths in the port'); 'Upload documents' (a dashed box with a cloud icon and a 'Browse' link); 'Issue a permit' (with radio buttons for 'Yes', 'No', and 'Not applicable', where 'Not applicable' is selected, and a note 'A permit is not needed for reporting'); and 'Share the response with the other authorities' (a dropdown menu showing 'Authorities' and a note about sharing permissions). The right column, titled 'Current active response' with a red circle containing the number '1', shows a summary of the selected response: 'CEERIS Receiving Authority AT', timestamp '06/10/2021 • 10:44', 'Response' status 'Rejected', 'Error code' '415 - Actual draught not allowed', 'Message' 'dsa', 'Permit issued' 'N/A', and 'Uploaded documents'.

Figure 26 - Respond page - current active response

3.3.7 Export report

To export a report, click the Export button on the Manage report page. This will invoke the Export report modal dialogue (Figure 27). The dialogue will let you export the report in:

1. Any of the supported languages – all CEERIS supported languages can be selected using the select input
2. Any of the supported formats – pick the format you wish to export the report in using the radio buttons:
 - a. PDF
 - b. XML – when you select XML as the format an additional input will be displayed to allow you to select which of the supported XML messages you wish to download. You can select multiple XML message types and versions.
 - c. Graphical template – when you select Graphical templates option, an additional input is displayed to allow you to select which of the supported graphical templates you wish to download. You can select multiple graphical templates.

Figure 27 - Manage report - Export report modal dialogue

Once you have picked the language and the format, click the Export button (3) to initiate the generation of the requested file. This process will take a moment and once it is finished the download will start, either as a single file or as a zip archive if multiple XML message types or graphical templates were selected.

To cancel exporting of the report simply click the Cancel button (4) or the X icon (5) in the top right corner of the dialogue.

3.3.8 Add note to the report

To add a note to the report, click the Add note button located within the Manage report page header. This opens the Add note page (Figure 28) with a text box for you to write the note in (1) and the checkbox which can be used if you want to share the note with any of the receiving authorities that received this same report (authorities that are part of the same reporting requirement).

Add note for Krems

Figure 28 - Manage report - Add note page

If you check the checkbox to share the note with authorities, a multiselect input will be displayed with all eligible authorities listed. If there aren't any authorities that this note can be shared with the multiselect input will be disabled and a message will be displayed to inform you of this fact.

To post the message click the Post button (3). To discard the note, simply navigate away from the page.

3.3.9 View responses

Go to the Responses page (Figure 29) by clicking the Responses tab on the Manage report page to view the responses provided to the report by your organization in the My responses page and the responses that have been shared with you by other authorities associated with the same reporting requirement in the Shared responses table.

The My responses table has the following data listed for each of the responses that have been sent for this report:

1. User – name of the user from your organization that has sent the response
2. Data and time – date and time when the response has been sent
3. Message – free text message that was a part of the response
4. Status – indication if the report has been approved or rejected
5. Permit – indication if the permit has been issued. N/A value is used if the permit cannot be issued by the organization

The Shared responses table has the following data listed for each of the responses that have been sent for this report by other receiving authorities and shared with your organization:

1. Authority – name of the organization that has sent the response
2. Data and time – date and time when the response has been sent
3. Message – free text message that was a part of the response
4. Status – indication if the report has been approved or rejected
5. Permit – indication if the permit has been issued. N/A value is used if the permit cannot be issued by the organization

Alpha • AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT

Report overview **Responses** Notes Previous version Past reporting

My responses

1 User	2 Date and time	3 Message	4 Status	5 Permit
CEERIS Receiving Authority AT	06/10/2021 10:44	dsa	Rejected 6	N/A
CEERIS Receiving Authority AT	06/10/2021 10:44	dsa	Rejected	N/A
CEERIS Receiving Authority AT	06/10/2021 10:29	weeee	Approved	N/A

Shared responses

Authority	Date and time	Message	Status	Permit
AT authority 2	11/10/2021 10:51	Too big convoy	Rejected 6	No
AT authority 2	11/10/2021 10:51	The rejection was an error	Approved	No

Figure 29 - Manage report - Responses tab

Responses with the status “Rejected” have the information icon (Figure 29-6) next to them which shows you the error code and its description on mouse hover.

3.3.10 View notes

The Notes tab (Figure 30) of the Manage report page contains notes added by your organization and notes shared by other receiving authorities with your organization.

The My notes table contains all notes added by your organization that are associated with the report you’re currently managing. For each note the following data is displayed:

1. User – name of the user that has added the note
2. Date and time – date and time when the note was added
3. Message – Content of the message; if the message doesn’t fit in the column, a part of it is displayed and you can view the whole message by clicking on the appropriate table cell – this opens a tooltip with the whole message

The Shared notes table contains all notes shared by other receiving authorities with your organization. For each note the following data is displayed:

1. Authority – name of the receiving authority organization that has added the note
2. Date and time – date and time when the note was added
3. Message – Content of the message; if the message doesn’t fit in the column, a part of it is displayed and you can view the whole message by clicking on the appropriate table cell – this opens a tooltip with the whole message

Alpha • AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT

Report overview Responses **Notes** Previous version Past reporting

My notes

1 User	2 Date and time	3 Message
CEERIS Receiving Authority AT	11/10/2021 10:53	Total dimensions are within required limits, i...
CEERIS Receiving Authority AT	11/10/2021 10:53	Convoy is appropriate length

Shared notes

Authority	Date and time	Message
AT authority 2	11/10/2021 10:51	Convoy too long

Figure 30 - Manage report - Notes tab

3.3.11 Previous versions

The Previous versions tab (Figure 31) contains a list of previous versions of the received report you're currently managing. For each version of the report the following data is displayed:

1. Response – status of the response that was sent for this version of the report
2. Reporting requirement name – name of the reporting requirement
3. Date and time received – date and time when this version of the report has been received

The screenshot shows the 'Previous version' tab selected in the 'Manage report' interface for 'Krems • SAT departing'. The interface includes a top navigation bar with a back arrow, an 'Updated' status, and buttons for 'Export', 'Add note', and 'Respond'. Below the navigation bar, there are tabs for 'Report overview', 'Responses', 'Notes', 'Previous version' (selected), and 'Past reporting'. The main content area is titled 'List of previous versions of report for SAT departing' and contains a list of four report versions. Each version is represented by a card with a red circle number (1, 2, 3, 4) indicating its position in the list. The cards show the following information:

Response	Reporting requirement name	Date and time received
N/A	SAT departing	21/09/2021 • 14:26
N/A	SAT departing	21/09/2021 • 14:27
N/A	SAT departing	21/09/2021 • 14:28
N/A	SAT departing	21/09/2021 • 14:46

Figure 31 - Manage report - Previous versions tab

You can click on any report version to open it and view the details of the selected report version. The View previous report version page (Figure 32) is similar to the Manage report page, but only has 3 tabs:

1. Report overview – contains all the data contained in the report version
2. Responses – contains all responses to this report version sent by your organization and responses shared by other receiving authorities
3. Notes – contains all notes to this report version sent by your organization and notes shared by other receiving authorities

Krems • SAT departing

1 Report overview 2 Responses 3 Notes

Route points

DEPARTURE POINT
Novi Sad - Port of Novi Sad - RSNVS00001BER1112534

ETD ⓘ ATD ⓘ

21/09/2021 Date

15 : 00 00 : 00

DESTINATION POINT
Kostolac - RSKTC00001BUAA110948

ETA ⓘ ATA ⓘ

21/09/2021 Date

22 : 22 00 : 00

▼ Safety Collapse

▼ Persons on board

Number of persons on board 1
Total number of persons on board

▼ Signalling of special products on board

Blue cones 0
Number of blue cones.

▼ Voyage

▼ General

Voyage number dsajhd2837gfh8
Unique voyage number

Figure 32 - View previous report version page

3.3.12 Past reporting

The Past reporting tab (Figure 33) contains a list of reports received by your organization that are associated with the same transport plan as the report you're managing. For each report the following data is displayed:

1. Type of report – type of reporting requirement
2. Reporting requirement name – name of the reporting requirement
3. Date and time received – date and time when the report has been received

4. Status – status of the report – last response status
5. Permit – indication if the permit was issued

Alpha • HU - DAVID - Crew List (Entering)

Report overview Responses Notes Previous version **Past reporting**

List of past reports
List of all received reports from reporting party

1	2	3	4	5
Type of report	Reporting requirement name	Date and time received	Status	Permit
Departing	AT - DANGEROUS GOODS REPORT - DEPARTURE IN AT	14/09/2021 • 09:00	Rejected	N/A
Entering	HU - DAVID - Arrival and Departure Report (Entering)	16/09/2021 • 21:07	Pending	N/A
Entering	HU - DAVID - Passenger List (Entering)	16/09/2021 • 21:07	Pending	N/A

Figure 33 - Manage report - Past reporting tab

You can click on any report to open it and view the details of the selected report. The View past report (Figure 34) is similar to the Manage report page, but only has 3 tabs:

4. Report overview – contains all the data contained in the report
5. Responses – contains all responses to this report sent by your organization and responses shared by other receiving authorities
6. Notes – contains all notes to this report sent by your organization and notes shared by other receiving authorities

<

Past report

Alpha • AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT

1

2

3

Report overview

Responses

Notes

Route points

DEPARTURE POINT

Linz - VOEST-Alpine - ATLNZ00001BER1R21274

ETD ⓘ

ATD ⓘ

14/09/2021

05/10/2021

10 : 00

11 : 11

DESTINATION POINT

BRATISLAVA - BRATISLAVA - SKBTS00001CITYX18680

ETA ⓘ

ATA ⓘ

16/09/2021

Date

10 : 00

00 : 00

▼ Safety

Collapse

▼ Persons on board

Number of persons on board

3

Total number of persons on board

▼ Signalling of special products on board

Blue cones

2

Number of blue cones.

▼ Voyage

▼ Departure

Departure ISRS

ATLNZ00001BER1R21274

ISRS code

Figure 34 - View past report page

4 Auto responses

The Auto responses page (Figure 35) allows you to view auto responses set by your organization and to define new automatic responses. To access it click the Auto responses item in the sidebar menu under Reporting menu group. The list of reporting requirements is displayed on the page – a table with the following columns:

1. Reporting requirement name – name of the reporting requirement

2. Number of matching criteria – the number of matching criteria sets within this reporting requirement
3. Auto response set – number of active automatic responses – maximum number of automatic responses set for a reporting requirement is equal to the number of matching criteria on it
4. Actions – Edit link is displayed in this column – the Edit link is disabled on reporting requirements where your organization doesn't have permission to provide responses

Set auto responses

List of reporting requirements Set auto responses for easier management of incoming reports from reporting parties			
<div> <input type="text" value="Search a reporting requirement"/> </div>			
Reporting requirement name	Number of matching criteria	Auto response set	Actions
BG DAVID - Crew List (Departing)	1	0 / 1	Edit
BG DAVID - Crew List (Entering)	1	0 / 1	Edit
BG DAVID - Passenger List (Entering)	1	0 / 1	Edit
BG DAVID - Arrival and Departure Report (Departing)	1	0 / 1	Edit
BG - CARGO DECLARATION OF DANGEROUS GOODS (Departing)	1	0 / 1	Edit
BG - CARGO DECLARATION OF DANGEROUS GOODS (Entering)	1	0 / 1	Edit
BG Crew's Effects Declaration (Entering)	1	0 / 1	Edit
BG Ship's Stores Declaration (Entering)	1	0 / 1	Edit
BG Crew's Effects Declaration (Departing)	1	0 / 1	Edit
RO-Test Req	1	0 / 1	Edit
Rows per page: 10 ▾ 1 - 10 of 37			

Figure 35 - Auto responses page

The list of reporting requirements can be searched through using the Search input (Figure 35-5) located in the top right of the table. Start typing a part of the name of the reporting requirement you're looking for and the list will update in real time to contain only reporting requirements whose name contains the text you just entered.

The list of reporting requirements uses paging and the paging controls can be found at the bottom of the table (Figure 35-6).

4.1 Edit automatic response

To modify automatic response(s) for a reporting requirement click the Edit link associated with the reporting requirement for which you want to set or modify an automatic response. This opens the Auto responses full screen modal dialogue (Figure 36) that contains the name of the reporting requirement in the header and a list of transport matching criteria for which the automatic approval can be set.

Auto responses for AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT Save ×

1	Transport matching criteria	Set automatic approval ⓘ	<input type="checkbox"/>	▼
2	Transport matching criteria	Set automatic approval ⓘ	<input type="checkbox"/>	▼

Figure 36 - Auto responses full screen modal dialogue

You can expand the matching criteria item in the list by clicking the down arrow (2). This will display the matching criteria data so you can identify correctly the item you wish to modify the auto response settings for. Automatic approval is set by clicking the automatic approval toggle (1). Clicking it expands the entry to display the Edit automatic approval form (Figure 37). This form enables you to provide the following data:

1. Response text – this text will be sent as a message for all automatic responses
2. Issue permit – if a permit can be issued for that reporting requirement and you have permission to do that you can toggle to issue the permit automatically or not by selecting the appropriate radio button
3. Share with other authorities – if you have the permission to share with other authorities and there are other authorities on this reporting requirement, you can choose multiple authorities from a multi select input where all appropriate authorities are listed

To save the changes click the Save button at the top right of the page, or discard all changes by closing this full screen modal dialogue by clicking the X icon in the top right of the page. If you have made any changes before trying to close the dialogue, you'll be warned that and unsaved changes will be discarded and you need to confirm you want to proceed.

1
Transport matching criteria
Set automatic approval ? ☒ ^

Define travel type —
Transport type Dangerous cargo
Vessel specific criteria —
Obligation Mandatory

Response text
Leave a message for the reporting
partie (give an explanation...),
Optional field.

1

Issue a permit

2
☐ Yes
☐ No

You do not have the permission to issue a permit for this
report requirement

**Share the response with other
authorities**
You can share your response with other
authorities.
Optional field.

3

There are no authorities with which this auto report
response can be shared or you do not have the permission
to share the response with other authorities.

Figure 37 - Edit automatic approval form

5 Statistics

To access the Statistics page (Figure 38) click the Statistics item in the sidebar menu. The page contains the Statistical reports page with statistical reports created by your organisation listed. For each statistical report displayed in the table the following data is displayed:

1. Name – name given to the statistical report by the user who created it
2. From date – start date of the report delivery period
3. To date – end date of the report delivery period
4. Created at – date on which the report was created at
5. Action – three dots menu enables access to the context menu with the View report and Delete actions

1	2	3	4	5
Name	From date	To date	Created at	Action
2021 - approval percentage	01/01/2021	31/12/2021	13/10/2021	⋮
Average monthly reports 2021	01/01/2021	31/12/2021	13/10/2021	⋮

6 New statistical report

Rows per page: 10 ▾ 1 - 2 of 2 7 |< < > >|

Figure 38 - Statistics page

The Statistical reports table uses paging and only the set number of reports can be displayed in the table at once. The paging controls (7) can be used to change the number of reports displayed per page and to navigate through the pages.

The New statistical report button (6), located in the top right of the page, can be used to open the New statistical report full screen modal dialogue.

5.1 Create a statistical report

Open the New statistical report full screen modal dialogue (Figure 39) by clicking the New statistical report button. It contains 4 steps, each of which needs to be completed before proceeding:

1. Report name – fill in the name under which the report will be stored
2. Define date range – define the time period for which you want to calculate chosen statistics (start date included, end date excluded). Reports that were delivered within the selected period will be included in the statistics together with their voyages.
3. Define filters – define which data you want to take into account for the statistical report by applying various filters
4. Output statistics – define which outputs you want to include

Figure 39 - Statistics page - New statistical report dialogue

5.1.1 Report name step

Fill in the desired name of the report and click the Next button (Figure 40) to proceed to the next step.

Figure 40 - New statistical report - Report name step

5.1.2 Define time range step

Click the calendar icon to load the date range picker (Figure 41-1) where you first select a date which is the start of the period for which you want to create this report and once selected click the date with which you wish to end this period.

Figure 41 - New statistical report - Define date range step

Once you have defined the range, click the Next button (2) to continue to the next step or click the Back button (3) to go to the previous step.

5.1.3 Define filters step

The Define filters step (Figure 42) allows you to pick the data you wish to be used for the statistical analysis that will result with the output you select in the final step. There are eleven filters that can be used and the resulting data set will include only the data that conforms to all applied filters:

1. Transport type – a multiselect input where you can choose
 - a. Cargo
 - b. Dangerous cargo
 - c. Passenger

Only reports with the selected transport types will be a part of the data set used for calculations of outputs
2. Convoy type – a multiselect input with all supported convoy types, only reports with the selected convoy types will be a part of the data set used for calculations of outputs;
3. ENI number – type in the ENI number of the vessel for which you wish to calculate the output, only reports of the specified vessel will be a part of the data set used for calculations of outputs;

4. Type of goods – a single select input where you can choose the following options:
 - a. Dangerous
 - b. Non dangerous

If selected, only reports containing that type of goods will be a part of the data set used for calculations of outputs;

5. Voyage start country – a single select with a list of supported countries (countries available in locations reference data), only reports with the departure port in the selected country will be a part of the data set used for calculations of outputs;
6. Voyage end country – a single select with a list of supported countries (countries available in locations reference data), only reports with the destination port in the selected country will be a part of the data set used for calculations of outputs;
7. Voyage including country – a single select with a list of supported countries (countries available in locations reference data), only reports with any route point (departure, passage points or destination) in the selected country will be a part of the data set used for calculations of outputs;
8. Receiving authority – a multiselect input with a list of all CEERIS receiving authorities, only reports sent to the selected authorities will be a part of the data set used for calculations of outputs;
9. Reporting requirement – a single select input with a list of all CEERIS reporting requirements, only reports sent to fulfil the selected reporting requirement will be a part of the data set used for calculations of outputs;
10. Response type – a single select input with the following options:
 - a. Approved
 - b. Rejected

Only reports that have been Approved or Rejected by any of the receiving authorities will be a part of the data set used for calculations of outputs, depending on the chosen option;

11. Reporting application – a single select input with the following options:
 - a. CEERIS GUI
 - b. CEERIS API
 - c. Dutch Message Server

Only reports that were reported via the selected application will be a part of the data set used for calculations of outputs;

As a Receiving authority user, these filters are applied on an initial data set that includes all reports available your organization.

Define filters

1 Transport type Select transport type

2 Convoy type Select convoy type

3 Eni number ENI number

4 Type of goods Select type of goods

5 Voyage start country Select voyage start country

6 Voyage end country Select voyage end country

7 Voyage including country Select voyage including country

8 Receiving authority Select receiving authority

9 Reporting requirement Select reporting requirement

10 Response type Select response type

11 Reporting application Select reporting application

13 Back Next 12

Figure 42 - New statistical report - Define filters step

Once you have defined all desired filters, click the Next button (12) to proceed to the next step, or return to the previous one by clicking the Back button (13).

5.1.4 Output statistics step

The Output statistics step allows you to select which of the supported output you wish to calculated based on the data set you have defined in the second and third steps. These are the supported outputs, divided into three categories:

1. Monthly
 - a. Amount of cargo per month
 - i. Sum of cargo provided in Total cargo field

- ii. If total cargo field is not provided, all gross weights from goods item placements are summed up
 - b. Average number of reports per month
 - c. Number of passengers entering per month
 - i. Number of passengers that entered in the port of departure
 - d. Number of passengers leaving per month
 - i. Number of passengers that left in the port of destination
 - e. Number of transiting passengers per month
 - i. Number of passenger with transit passenger data field set to yes
 - ii. If transit passenger data field was not available, passengers that didn't enter in departure and didn't leave at destination are counted
 - f. Number of reports per month
 - g. Number of voyages per month
- 2. Yearly
 - a. Amount of cargo per year
 - i. Sum of cargo provided in Total cargo field
 - ii. If total cargo field is not provided, all gross weights from goods item placements are summed up
 - b. Number of passengers entering per year
 - i. Number of passengers that entered in the port of departure
 - c. Number of passengers leaving per year
 - i. Number of passengers that left in the port of destination
 - d. Number of transiting passengers per year
 - i. Number of passenger with transit passenger data field set to yes
 - ii. If transit passenger data field was not available, passengers that didn't enter in departure and didn't leave at destination are counted
 - e. Number of reports per year
 - f. Number of voyages per year
- 3. Other
 - a. Average number of fulfilled reporting requirements
 - i. Average number of reporting requirements selected per voyage
 - b. Number and percentage share of authority reactions per response type
 - i. Only latest response is taken for each authority
 - ii. Data is split per receiving authority
 - iii. For each receiving authority number of approved reports, rejected reports and not responded reports is provided
 - iv. Percentage share is calculated as percentage of reports that receiving authority responded with approval, rejection or didn't respond
 - c. Number and percentage share of authority reactions per status and country
 - i. Only latest response is taken for each authority
 - ii. Data is split per country
 - iii. For each report delivered to any receiving authority from a country number of approved reports, rejected reports and not responded reports is provided
 - iv. Number is representing reports per authority which is usually higher than number of reports in that period
 - v. Percentage share is calculated as percentage of reports that receiving authorities from that country responded with approval, rejection or didn't respond
 - d. Number and percentage share of each voyage characteristic
 - i. Data is split per voyage characteristic which includes transport levels, transport types and vessel specific criteria
 - ii. Number is representing number of reports that included specific voyage characteristic
 - iii. Percentage share is calculated as percentage of reports which include that voyage characteristic

- iv. Since transport plans can have multiple voyage characteristics sum of all percentages will be higher than 100%

Output statistics

Monthly 1	Yearly 2	Other 3
<input type="checkbox"/> Amount of cargo per month	<input type="checkbox"/> Amount of cargo per year	<input type="checkbox"/> Average number of fulfilled reporting requirements
<input type="checkbox"/> Average number of reports per month	<input type="checkbox"/> Number of passengers entering per year	<input type="checkbox"/> Number and percentage share of authority reactions per response type
<input type="checkbox"/> Number of passengers entering per month	<input type="checkbox"/> Number of passengers leaving per year	<input type="checkbox"/> Number and percentage share of authority reactions per status and country
<input type="checkbox"/> Number of passengers leaving per month	<input type="checkbox"/> Number of transiting passengers per year	<input type="checkbox"/> Number and percentage share of each voyage characteristic
<input type="checkbox"/> Number of transiting passengers per month	<input type="checkbox"/> Number of reports per year	
<input type="checkbox"/> Number of reports per month	<input type="checkbox"/> Number of voyages	
<input type="checkbox"/> Number of voyages per month		

5 [Back](#) [Create report](#) **4**

Figure 43 - New statistical report - Output statistics step

To return to the previous step click the Back button (5)

Once you have chosen all desired outputs by selecting the associated checkboxes, click the Create report button (4) to store the report in the database and perform the calculations on the backend. Once the calculations are finished the outputs of the statistical report are displayed on the View statistical report page.

5.2 View statistical report

The View statistical report page (Figure 44) is displayed when you select the view action associated with a report in the Statistical reports table or after you create a new statistical report. The page contains the following content:

1. Report name – name under which the report was stored
2. Date range – time period from which the data was taken to be analysed
3. Defined filters – all filters that were applied to the input data set are listed here
4. Outputs – the results of the calculations performed are displayed here displayed in three collapsible sections: monthly, yearly and other. Each expanded section can be collapsed by clicking the up-arrow icon (5) in the top right of the section and once collapsed it can be expanded by clicking the down icon located in the same place.

View statistical report

6

Export

7

Statistical report

Report name

1

My stat report

Date range

2

01/01/2021 - 31/12/2021

Defined filters

3

Transport type

Cargo , Dangerous cargo

Voyage start country

Austria

4

Outputs

Yearly

5

	2021
Amount of cargo per year	600.0
Number of passengers leaving per year	0
Number of reports per year	5

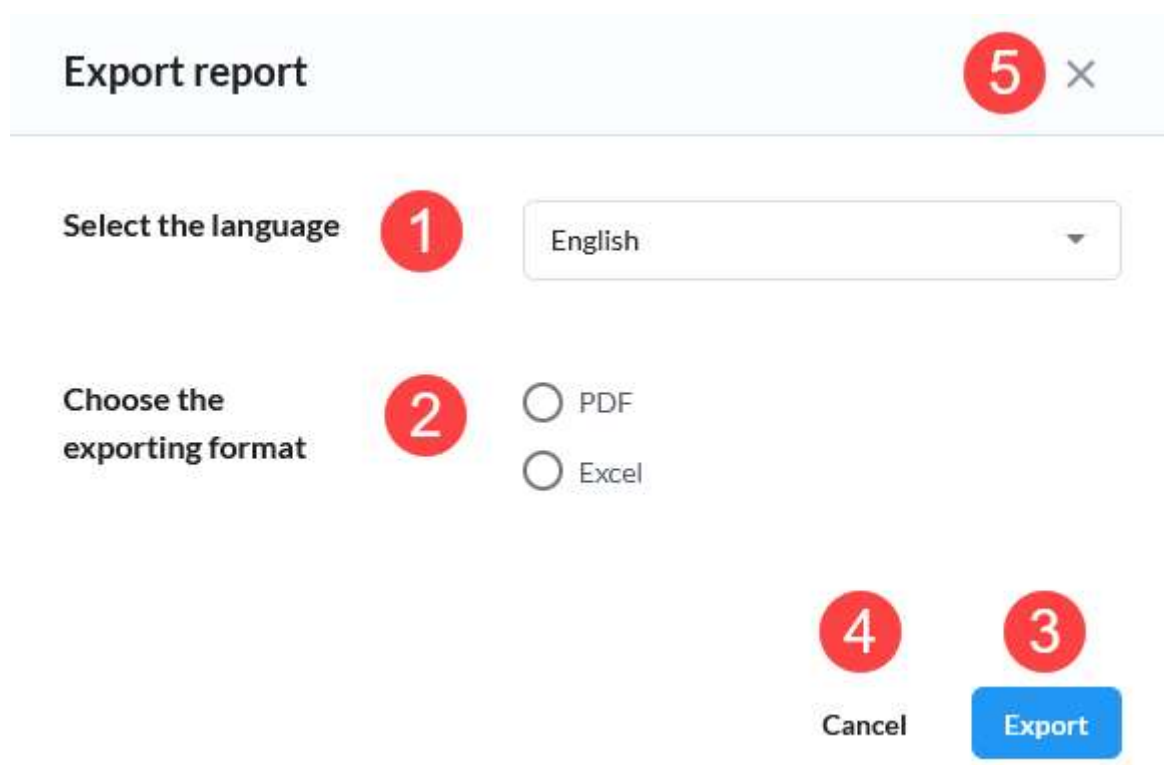
Monthly

	2021-05	2021-09
Amount of cargo per month	0	600.0
Number of passengers leaving per month	0	0
Number of reports per month	2	3

Figure 44 - View statistical report page

You can export the statistical report by clicking the Export button (6). This invokes the Export statistical report dialogue (Figure 45) where you can choose the language (1) and format in which you want to export the report into (2). Once you select the desired language and format click the Export button (3) to generate the file in the selected format that is then downloaded to your PC as soon as it is generated.

To discard the changes and cancel the Export process click the Cancel button (4) or simply close the dialogue by clicking the X icon (5) in the top right.

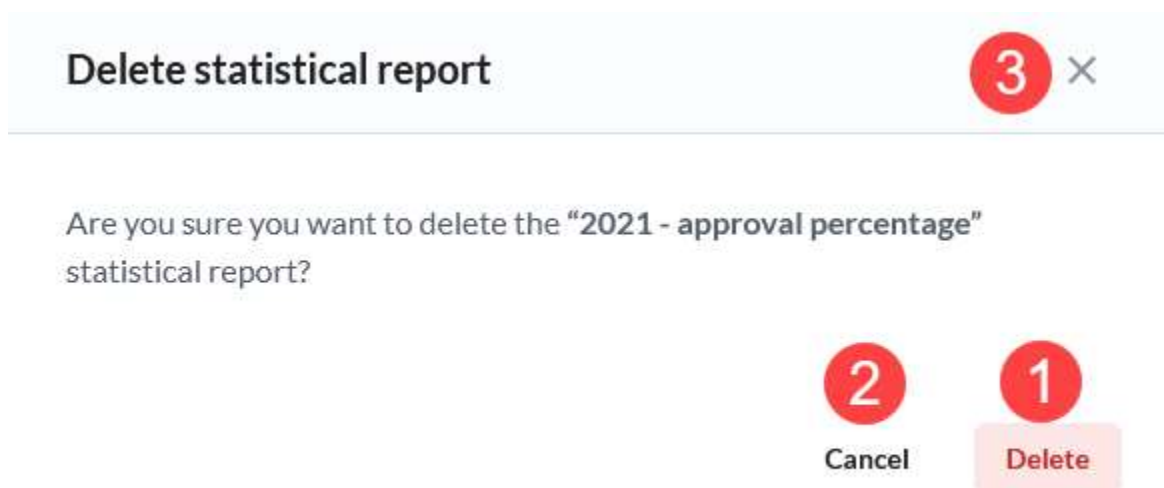


The dialog box is titled "Export report" in the top left corner. In the top right corner, there is a red circle with the number "5" and a close "X" icon. Below the title bar, there are two main sections. The first section is labeled "Select the language" with a red circle containing the number "1" next to it. To the right of this label is a dropdown menu currently showing "English". The second section is labeled "Choose the exporting format" with a red circle containing the number "2" next to it. To the right of this label are two radio button options: "PDF" and "Excel". At the bottom right of the dialog, there are two buttons: a "Cancel" button with a red circle containing the number "4" above it, and an "Export" button with a red circle containing the number "3" above it.

Figure 45 - Export statistical report dialogue

5.3 Delete statistical report

Use the Delete action located in the Action context menu associated with the report you wish to delete. This invokes a confirmation dialogue (Figure 46).



The dialog box is titled "Delete statistical report" in the top left corner. In the top right corner, there is a red circle with the number "3" and a close "X" icon. Below the title bar, there is a confirmation message: "Are you sure you want to delete the '2021 - approval percentage' statistical report?". At the bottom right of the dialog, there are two buttons: a "Cancel" button with a red circle containing the number "2" above it, and a "Delete" button with a red circle containing the number "1" above it.

Figure 46 - Statistics page - Delete statistical report confirmation dialogue

To delete the report, confirm the action by clicking the Delete button (1). You can cancel the action by clicking the Cancel button (2) or by closing the confirmation dialogue clicking the X icon (3) in the top right.

6 Auditing

To access the Auditing page (Figure 47) click the Auditing item in the sidebar menu. The page contains the Auditing table and its search input (6) and filter button (7). The

auditing table contains all logged actions that you have sufficient access right to view. For the receiving authority this entails all changes made by:

- users of your organization
- reporting party users' actions on reports that were received by your organization

Each item in the auditing table has the following columns:

1. Username – the username of the user that initiated the logged action
2. Date and time – date and time when the action was initiated
3. Record type – type of entity upon which the action was performed
4. Type of action – type of action that was performed
5. Action – the View action is available here which opens the View audit record page for the associated audit record

Auditing

1 Username	2 Date and time	3 Record type	4 Type of action	5 Action
CEERIS Reporting Party	11/10/2021 14:54	Voyage	Published	View
CEERIS Reporting Party	11/10/2021 14:54	Voyage	Draft saved	View
CEERIS Receiving Authority AT 2a	11/10/2021 10:51	Report response	Created	View
CEERIS Receiving Authority AT 2a	11/10/2021 10:51	Report response	Created	View
System	10/10/2021 03:00	Report	Archived	View
System	10/10/2021 03:00	Report	Archived	View
System	10/10/2021 03:00	Voyage	Archived	View
System	10/10/2021 03:00	Transport plan	Archived	View
CEERIS Receiving Authority AT 2b	07/10/2021 10:53	Report response	Created	View
CEERIS Receiving Authority AT	07/10/2021 10:51	Report response	Created	View

Rows per page: 10 ▾ 1 - 10 of 108 |< < > >|

Figure 47 - Auditing page

The table can be sorted by the Date and time column by clicking the column header. Clicking it again, reverses the sort direction. The table uses paging and the paging controls (8) can be found at the bottom of the table. You can choose the number of rows per page and navigate between the pages using these controls.

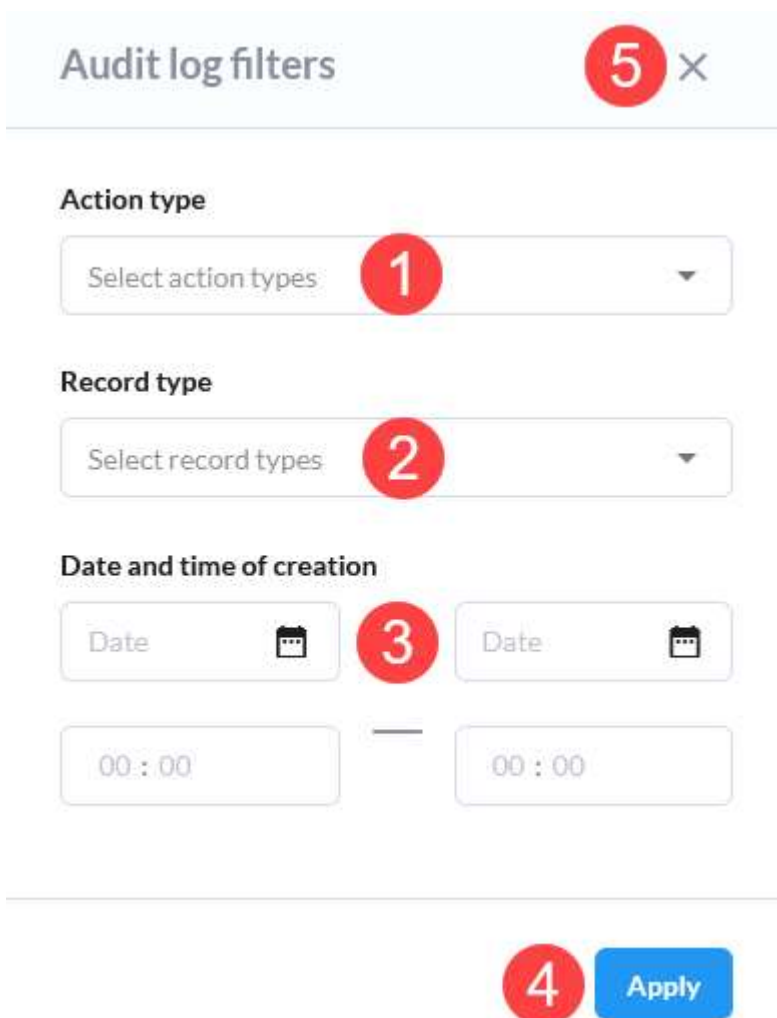
The table can be searched for a specific username by simply typing in the associated search input (6). The table is update in real time with records that contain the provided string in their associated username. Once a search filter is active, you can clear the search using the X icon (Figure 48-1) to clear it or simply manually delete the contents of the search input.

<div> <input type="text" value="CEERIS"/> 1 x Filters </div>				
Username	Date and time ↓	Record type	Type of action	Action
CEERIS Reporting Party	11/10/2021 14:56	Report	Updated	View
CEERIS Reporting Party	11/10/2021 14:56	Report	Updated	View
CEERIS Reporting Party	11/10/2021 14:54	Voyage	Published	View
CEERIS Reporting Party	11/10/2021 14:54	Voyage	Draft saved	View
CEERIS Receiving Authority AT 2a	11/10/2021 10:51	Report response	Created	View

Figure 48 - Auditing table - active search filter

Clicking the Filters button opens the Auditing filters dialogue (Figure 49). There are 3 parameters that can be used for filtering:

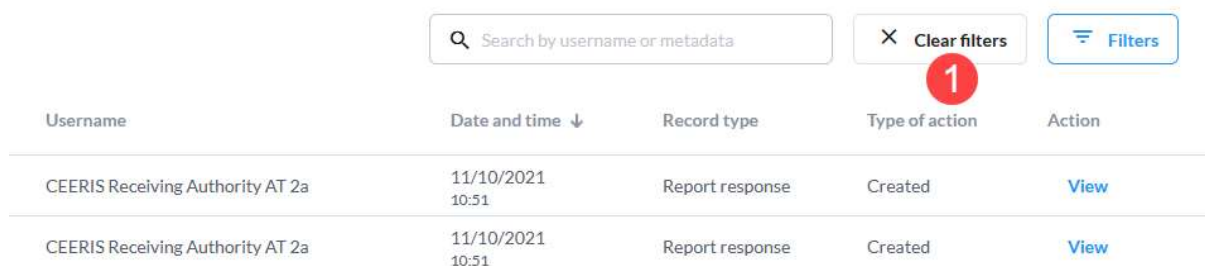
1. Action type – select as many action types from a list of all supported action types as you desire
2. Record type – select as many record types from a list of all supported record types as you desire
3. Date and time range – define a date and time range within which you want to find the audit records by defining the start and/or end date and time



The image shows a 'Audit log filters' dialogue box. At the top right is a red circle with the number '5' and an 'X' icon. Below the title are three filter sections: 'Action type' with a dropdown menu labeled 'Select action types' and a red circle with '1'; 'Record type' with a dropdown menu labeled 'Select record types' and a red circle with '2'; and 'Date and time of creation' with two date pickers and two time pickers, with a red circle with '3' between the date pickers. At the bottom right is a blue 'Apply' button with a red circle with '4' next to it.

Figure 49 - Auditing filters dialogue

To apply the filter, click the Apply button (4), or simply discard any changes made by closing the filter dialog by clicking the X icon (5). When a filter is applied, only the records that conform to all applied filters are displayed in the Auditing table. When a filter is applied a Clear filter button is displayed. Click it to clear all applied filters.



The image shows a table with five columns: Username, Date and time, Record type, Type of action, and Action. There are two rows of data. Above the table is a search bar with the text 'Search by username or metadata'. To the right of the search bar is a button with an 'X' icon and the text 'Clear filters', which has a red circle with the number '1' next to it. To the right of that button is a button with a filter icon and the text 'Filters'.

Username	Date and time ↓	Record type	Type of action	Action
CEERIS Receiving Authority AT 2a	11/10/2021 10:51	Report response	Created	View
CEERIS Receiving Authority AT 2a	11/10/2021 10:51	Report response	Created	View

Figure 50 - Auditing table - Clear filters button

6.1 View audit record page

The view audit record page (Figure 51) shows you all relevant data in three section, whose content depends on the type of action and record type:

1. Basic data – displays the name of the user, date and time of the action, type of action and the record type and ID number
2. Metadata entries – all relevant ID numbers that are simply used by the application backend – this data is useful for the system administrator if an issue arises

3. Record data – depending on the record type and action type there are three options for this section:
 - a. No data – some actions simply don't require any additional data besides the data recorded in the previous two sections (e.g. automatic archiving of a report)
 - b. Detailed data view – a structured JSON file is displayed that is readable by humans where you can see the exact data that was stored in the database (e.g. creating a new report or response)
 - c. Diff – when updating a record both the old and new version of the record are displayed side by side with changes highlighted

Auditing details
4 ×

1

CEERIS Reporting Party

● 11/10/2021 • 14:56 Updated Report #487

2

Metadata entries

authority_id	4
report_id	487
vessel_id	2
voyage_id	616

3

```

1 fields:
2 - id: 16967
3   parent_id: null
4   code: "safety"
5   sequence: 1
6   fields:
7     - id: 16968
8       parent_id: 16967
9       code: "safety/pob"
10      sequence: 1
11      fields:
12        - id: 16969
13          parent_id: 16968
14          code: "persons-count"
15          sequence: 1
16          value: "5"
17      - id: 16970
18        parent_id: 16967
19        code: "signalling"
20        sequence: 2
21        fields:
22          - id: 16971
23            parent_id: 16970
24            code: "blue-cones"
25            sequence: 1
26            value: "1"
27 - id: 16985
28   parent_id: null
29   code: "voyage"
30   sequence: 2
31   fields:
32     - id: 16986
33       parent_id: 16985
34       code: "voyage/general"
35       sequence: 1
36       fields:
37         - id: 16988
          
```

```

1 fields:
2+ - id: 17100
3   parent_id: null
4   code: "safety"
5   sequence: 1
6   fields:
7+   - id: 17101
8     parent_id: 17100
9     code: "safety/pob"
10    sequence: 1
11    fields:
12+   - id: 17102
13     parent_id: 17101
14     code: "persons-count"
15     sequence: 1
16     value: "6"
17+   - id: 17103
18     parent_id: 17100
19     code: "signalling"
20     sequence: 2
21     fields:
22+   - id: 17104
23     parent_id: 17103
24     code: "blue-cones"
25     sequence: 1
26     value: "1"
27+ - id: 17118
28   parent_id: null
29   code: "voyage"
30   sequence: 2
31   fields:
32+   - id: 17119
33     parent_id: 17118
34     code: "voyage/general"
35     sequence: 1
36     fields:
37+   - id: 17121
          
```

Figure 51 - View audit record page

You can close the View audit record page by clicking the X icon (4) in the top right.

7 Find requirements

The Find requirements page is accessed by clicking the Find requirements link in the sidebar. The Find requirements page (Figure 52) contains the following components:

1. Filter by route points
2. Reporting requirements table

Find Requirements

All active reporting requirements in the CEERIS area.
Find reporting requirements for locations in the CEERIS area.

Filter by route points **1**

Search location

300 km
200 mi

See reporting requirements

2

Search a reporting requirement

Hide map Filter

Reporting requirements	Country	Type	Authorities	Status
<input type="checkbox"/> Test mandatory	Austria	Departing	AT authority 2	Active View
<input type="checkbox"/> Vienna departing cargo_test_gp	Austria	Departing	Multiple 1	Active View
<input type="checkbox"/> Osijek stopping passenger_test_gp	Croatia	Arriving	HR authority 1	Active View
<input type="checkbox"/> Vienna departing cargo_test_gp_duplicated	Austria	Departing	Multiple 1	Active View
<input type="checkbox"/> berlin departing	Austria	Departing	AT authority 1	Active View
<input type="checkbox"/> Vukovar stopping cargo_test_gp_1	Croatia	Arriving	HR authority 1	Active View
<input type="checkbox"/> Croatia entering all_test_gp	Croatia	Entering	HR authority 1	Active View
<input type="checkbox"/> Ruse departing	Austria	Departing	Multiple 1	Active View
<input type="checkbox"/> Ruse departing minus xls	Austria	Departing	Multiple 1	Active View
<input type="checkbox"/> Ruse depart 1 field	Austria	Departing	Multiple 1	Active View

Rows per page: 10 1 - 10 of 70 < > >1

Figure 52 - Find requirements page

By default, all reporting requirements are displayed in the Reporting requirements table. The table can be filtered by route points and using the reporting requirements table filter.

The reporting requirements table (Figure 53) displays all reporting requirements that conform to all applied filters and for each reporting requirement the following data is displayed:

1. Reporting requirement name – the name of the reporting requirement
2. Country – name of the country to which the reporting requirement is assigned to
3. Type – type of reporting requirement
4. Authorities – name of the assigned authority, if there are multiple authorities "Multiple" is displayed and hovering over the table cell will bring up a tooltip with a list of all assigned authorities
5. Status – status of the reporting requirement
6. View action – opens the full screen View reporting requirement modal dialogue

Reporting requirements	Country	Type	Authorities	Status	
<input type="checkbox"/> Test mandatory	Austria	Departing	AT authority 2	Active	View
<input type="checkbox"/> Vienna departing cargo_test_gp	Austria	Departing	Multiple	Active	View
<input type="checkbox"/> Osijek stopping passenger_test_gp	Croatia	Arriving	HR authority 1	Active	View
<input type="checkbox"/> Vienna departing cargo_test_gp_duplicated	Austria	Departing	Multiple	Active	View
<input type="checkbox"/> berlin departing	Austria	Departing	AT authority 1	Active	View
<input type="checkbox"/> Vukovar stopping cargo_test_gp_1	Croatia	Arriving	HR authority 1	Active	View
<input type="checkbox"/> Croatia entering all_test_gp	Croatia	Entering	HR authority 1	Active	View
<input type="checkbox"/> Ruse departing	Austria	Departing	Multiple	Active	View
<input type="checkbox"/> Ruse departing minus xls	Austria	Departing	Multiple	Active	View
<input type="checkbox"/> Ruse depart 1 field	Austria	Departing	Multiple	Active	View

Rows per page: 10 1 - 10 of 70

Figure 53 - Find requirements - reporting requirements table

The Filter by route section that also contains the map can be hidden by clicking the Hide map button (7). To bring this section back simply click the Show map button that replaces the Hide map button.

The reporting requirements table uses paging and the settings for maximum number of rows per page and page navigation links (10) can be found at the bottom right corner of the page.

The table can be sorted by reporting requirements name, country, type and status by clicking the column header for the ascending order. Clicking the column header of a column that is already used for sorting reverses the order (from ascending to descending or vice-a-versa).

7.1 Filter by route points

The filter by route point section (Figure 54) of the page contains a route definition input set (1) and a map component (2).

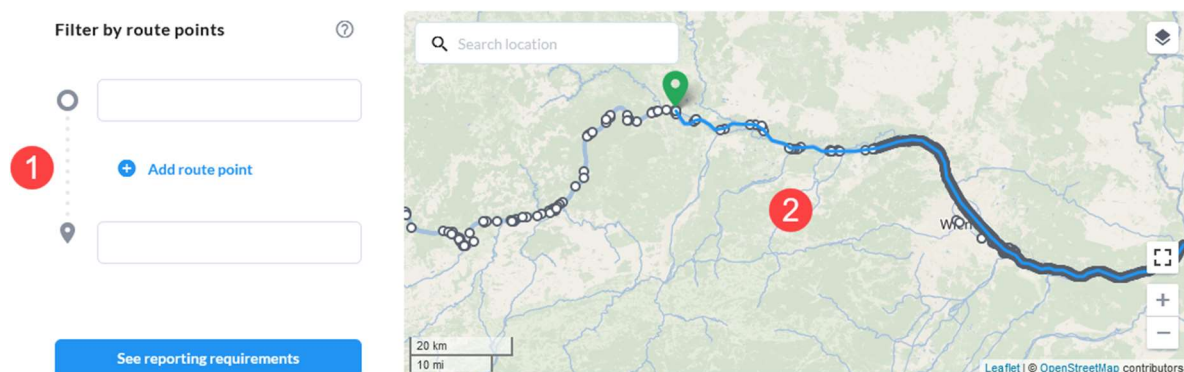


Figure 54 - Find requirements - Filter by route points section

The route definition input set (Figure 55) allows you to specify the route by filling in the departure (1) and destination (2) location input fields as well as add intermediate route points (3) by clicking the Add route point link (4) that adds a new route point location input field each time it is clicked. Intermediate route point fields can be removed by clicking the associated X icon next to each input field. All location input fields are autocomplete fields that search all locations synced from the EURIS app database. Once

you have defined the route click the See reporting requirements button (5) to apply the Route filter.

Filter by route points ⓘ

○

×

×

4 + Add route point

📍

5 See reporting requirements

Figure 55 - Find requirements - Route definition input set

Once a route filter is applied, the reporting requirements table will contain only reporting requirements that are relevant for the provided route.

To clear route filter, all location input fields must be cleared (1, 2, 3) and then See reporting requirements button (5) must be clicked.

7.1.1 Map component

The map component (Figure 56) shows you the currently applied route as a blue line, with the departure and destination marked by green and red markers respectively. The map also displays the reporting requirements area polygons (if any were selected), all locations available in the system and search results (if a search has been performed).

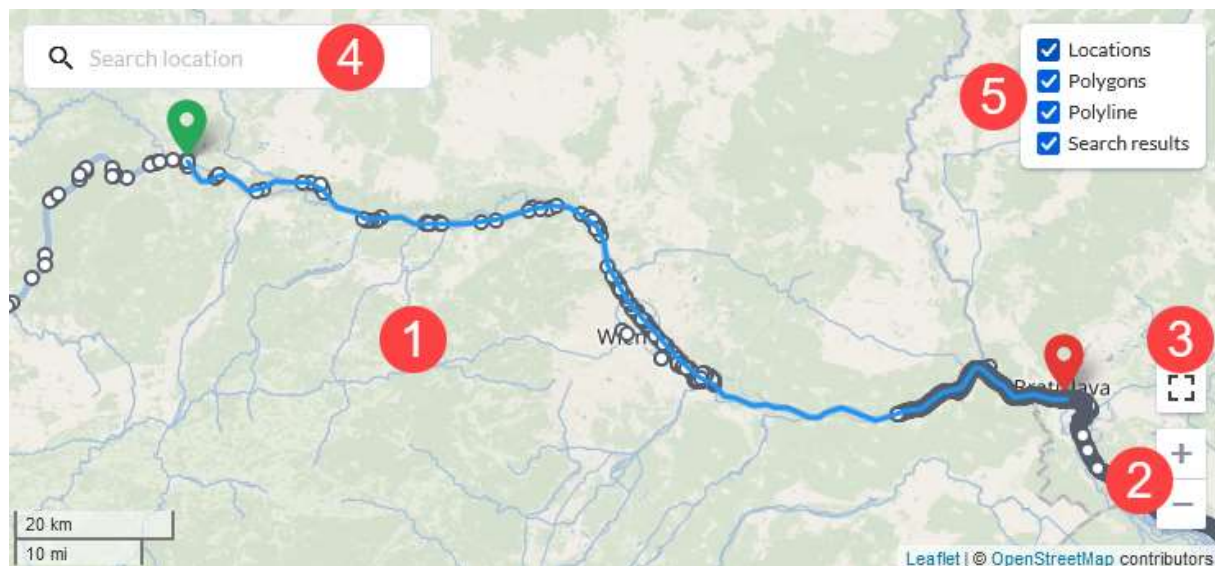


Figure 56 - Find requirements - map component

The map has a base layer (1) based on OpenStreetMap, that is provided by EURIS. The map can be panned by clicking and dragging the mouse cursor on the map. To zoom the map, use the mouse wheel, while the cursor hovers over the map, or use the plus and minus buttons (2). The map can also be viewed in full screen, by clicking the Fullscreen icon (3).

To search for a specific location, use the Search location input field (4). It behaves like any other location input – it has an autocomplete function and can be searched by ISRS code, and location/terminal name. Once you select a location from a list of suggested results, the map is centred on the selected location's location and the location itself is marked with a red marker.

Layers can be shown/hidden by clicking on the Layers icon in the top right which brings up the Layers list (5).

To show reporting requirement area polygons (Figure 57-2), simply select the reporting requirements by clicking the checkboxes associated with the reporting requirements you're interested in (Figure 57-1).

All active reporting requirements in the CEERIS area.
Find reporting requirements for locations in the CEERIS area.

	Reporting requirements	Country ↑	Type	Authorities	Status	
<input checked="" type="checkbox"/>	Ruse departing	Austria	Departing	Multiple	Active	View
<input type="checkbox"/>	Ruse departing minus xls	Austria	Departing	Multiple	Active	View
<input checked="" type="checkbox"/>	Ruse depart 1 field	Austria	Departing	Multiple	Active	View
<input checked="" type="checkbox"/>	Ostrov arrive 1 field	Austria	Arriving	AT authority 1	Active	View

Figure 57 - Find requirements - Select reporting requirement checkboxes**7.2 Search reporting requirements**

The reporting requirements table can be searched through by typing in the Search reporting requirements input field (Figure 53-10). As soon as you type in the text the reporting requirement table displays only reporting requirements whose name contains the text provided in the search field.

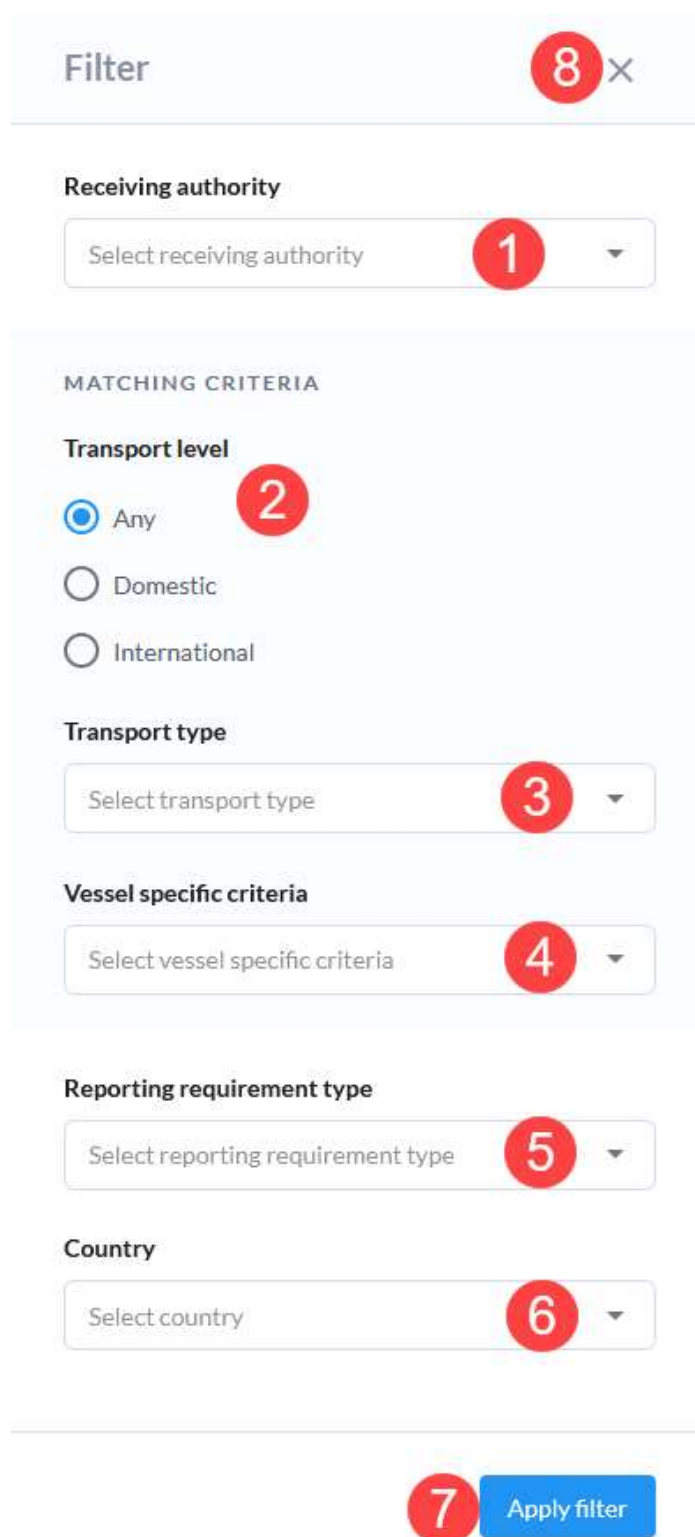
**Figure 58 - Find requirements - Search input field - filled**

To clear the applied filter simply delete the text from the input box either manually or by clicking the associated X icon (Figure 58-1) inside the input field.

7.3 Reporting requirements table filter

The reporting requirements filter can be accessed by clicking the Filter button (Figure 53-11) at the top right of the reporting requirements table. The Filter dialogue (Figure 59) is displayed and allows the user to configure the following filters:

4. Receiving authority – a single select input with all authorities belonging to the National ERI administrator's country.
5. Transport level – a radio button with options Any, Domestic and International
6. Transport type – multiselect input with Cargo, Dangerous cargo and Passenger as options
7. Vessel specific criteria – a multiselect input with all supported vessel specific values (configurable by the CEERIS system administrator)
8. Reporting requirement type – a single select input with all supported reporting requirement types
9. Country – single select input with a list of CEERIS participating countries as options



Filter 8 X

Receiving authority

Select receiving authority 1

MATCHING CRITERIA

Transport level

☒ Any 2

☐ Domestic

☐ International

Transport type

Select transport type 3

Vessel specific criteria

Select vessel specific criteria 4

Reporting requirement type

Select reporting requirement type 5

Country

Select country 6

7 Apply filter

Figure 59 - Find requirements - Reporting requirements filter

Once you define the filters you want click the Apply filter button (7) to apply the filter or simply close the dialogue by clicking the X icon (8) in the top right. Once the filter is applied, the reporting requirements table will display only reporting requirements that conform to all applied filters.

When receiving authority filter is selected, only reporting requirements that include selected receiving authority are displayed in the table.

When transport level filter is set to international or domestic, table will show reporting requirements with that transport level and with transport level set to both. All matching criteria from reporting requirements are taken into account.

When transport types filter is set, only reporting requirements that include selected transport type are displayed in the table. All matching criteria from reporting requirements are taken into account.

When vessel specific criteria filter is set to one or more vessel specific criteria, only reporting requirements that include all selected vessel specific criteria are displayed in the table. All matching criteria from reporting requirements are taken into account.

When reporting requirement type filter is set, only reporting requirements of that type are displayed in the table.

When reporting requirement country filter is set, only reporting requirements from selected country are displayed in the table.

When a filter is applied, a Clear filters button (Figure 60-1) is displayed. Clicking this button clear the applied filter – this button is hidden and the reporting requirements table displays all available national reporting requirements.

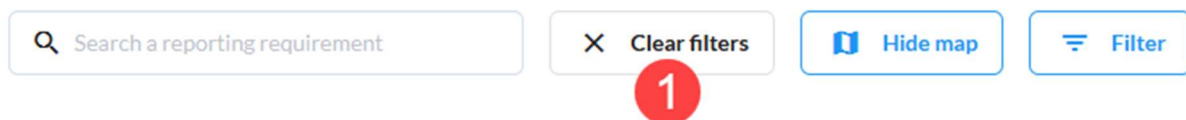


Figure 60 - Find requirements - Clear filter button

7.4 View reporting requirement details

Clicking the View action associated with a reporting requirement opens the View reporting requirements details page (Figure 61). The page displays all reporting requirement data split into 5 sections:

1. General information – containing the reporting requirement name, graphical templates, rules and legal background as well as a list of XML versions
2. Receiving authority – contains data on receiving authorities associated with this reporting requirement. Click on a receiving authority (1) to expand it and see all the data and settings for the selected receiving authority.
3. Area and type – a map displaying the area of the reporting requirement as a polygon on a map, the type of reporting requirement and the report delivery timing
4. Matching criteria – all matching criteria defined for the reporting requirement
5. Reporting fields – all reporting fields of the reporting requirement in a hierarchy, with all the groups expanded by default but they can be collapsed/expanded by simply clicking on them

2 Active

AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT details

General information
General information about reporting requirement

Reporting requirement name
AT- DANGEROUS GOODS REPORT - DEPARTURE IN AT

Graphical templates
None

Rules and legal background
Waterway Traffic Regulation (Wasserstraßen-Verkehrsordnung - WVO) §8.02, para. 1 and ADN Data have to be reported for transports starting in Austria or border-crossing Austria. Data have to be reported/amended if convoy information changes. Data have to be reported again if vessel/convoy stops for more than 2 hours.

XML version
WASDIS 1.0
INVRPT 1.0
ERIMAN 1.0
MHDS 1.2
ERINOT 1.4
PAXLST 1.4
ERIVYO 1.4

Receiving authority
A list of authorities who will review the report and requested documents

AT authority 1 **1**

AT authority 2

Figure 61 - View reporting requirement details page

To return to the Find requirements page click the back arrow icon (2) in the top left of the page.