

CEERIS Reporting Party User Manual

Main document

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Table of content

1	Introduction	7
2	Login.....	8
	After a successful login and accepting Terms and conditions, the Transport plans page will be displayed and you can access all available functions that are described in the following chapters of this document.	10
2.1	Logout	10
2.2	User settings	10
3	Manage transport plans	11
3.1	Search and filter transport plans table	14
3.1.1	Search transport plans.....	14
3.1.2	Transport plans table filter	14
3.2	Quarterly reporting	16
3.3	Transport plan actions.....	17
3.3.1	View voyages - voyages of your transport plan page	17
3.3.1.1	Reports and responses page.....	19
3.3.2	View all reports and responses.....	20
3.3.2.1	View report and responses	21
3.3.2.1.1	Response tab	22
3.3.2.1.2	Report overview tab.....	23
3.3.2.1.2.1	Report.....	23
3.3.2.1.2.2	Attached documents.....	25
3.3.2.1.3	Export report	25
3.3.3	Duplicate transport plan.....	26
3.3.4	Extend transport plan availability	27
3.3.5	Cancel transport plan.....	27
3.3.6	Discard transport plan	28
3.3.7	Edit transport plan	28
3.4	Create transport plan.....	30
3.4.1	Create transport plan from scratch	30
3.4.1.1	Route definition	31
3.4.1.1.1	Location inputs.....	32
3.4.1.2	Transport characteristics.....	32

3.4.1.3	Select reporting requirements.....	33
3.4.2	Create from template	37
3.5	Complete report	37
3.5.1	Report requirement fields.....	39
3.5.1.1	Import people data	41
3.5.1.2	Array inputs	41
3.5.1.3	Favourite data management	42
3.5.1.3.1	Use favourite data set.....	43
3.5.1.3.2	Remove favourite data set.....	44
3.5.1.3.3	Save new favourite data set.....	44
3.5.1.3.4	Update existing favourite data set	45
3.5.1.4	Copy data from previous voyage	45
3.5.1.5	Clear data	45
3.5.1.6	Preview report	46
3.5.2	Report requirement documents.....	46
3.5.2.1	Document favourite management	48
3.5.3	Show requirements and authorities	49
3.5.4	Save as draft	50
3.5.5	Publish voyage.....	50
3.5.6	Next voyage	51
3.5.7	Delete draft.....	52
3.6	Manage transport plan templates	53
3.6.1	Edit transport plan template	55
3.6.2	Duplicate transport plan template	57
3.6.3	Rename transport plan template	57
3.6.4	Delete transport plan template	58
3.6.5	Search transport plans.....	58
3.6.6	Create new transport plan template.....	59
4	Statistics	60
4.1	Create a statistical report	61
4.1.1	Report name step.....	62

4.1.2	Define time range step	62
4.1.3	Define filters step	63
4.1.4	Output statistics step	65
4.2	View statistical report	67
4.3	Delete statistical report	69
5	Auditing	69
5.1	View audit record page	72
6	Find requirements	74
6.1	Filter by route points	75
6.1.1	Map component	76
6.2	Search reporting requirements	78
6.3	Reporting requirements table filter	78
6.4	View reporting requirement details	80

Table of figures

Figure 1 - CEERIS Login page	9
Figure 2 - EURIS login page	9
Figure 3 - CEERIS Log out link location	10
Figure 4 - User settings page	11
Figure 5 - Transport plans item in the sidebar menu	12
Figure 6 - Transport plans page	12
Figure 7 - Transport plan status overlay	13
Figure 8 - Transport plan actions context menu	14
Figure 9 - Search input field - filled	14
Figure 10 - Transport plans filter	15
Figure 11 - Clear filter button	16
Figure 12 - Voyages of your transport plan page	17
Figure 13 - Voyage status overlay	18
Figure 14 - Passings overlay	19
Figure 15 - Voyage card	19
Figure 16 - Rejection information tooltip	20
Figure 17 - Reports and responses page	20
Figure 18 - All authority responses page	21
Figure 19 - View report and responses page	22
Figure 20 - Response card	23
Figure 21 - Manage report - View route points section	24
Figure 22 - Reporting requirement fields section	25
Figure 23 - Received documents tab	25
Figure 24 - Manage report - Export report modal dialogue	26
Figure 25 - Extend transport plan availability dialogue	27
Figure 26 - Cancel transport plan dialogue	28
Figure 27 - Discard transport plan dialogue	28
Figure 28 - Edit transport plan page	29
Figure 29 - Change destination dialogue	30
Figure 30 - Create new transport plan dialogue	30
Figure 31 - New transport plan - Route definition	31
Figure 32 - Intermediate route point	32
Figure 33 - Location input - locations list with favourites	32
Figure 34 - New transport plan - Transport characteristics	33
Figure 35 - New transport plan - Select reporting requirements	34
Figure 36 - New transport plan - Select reporting requirements - List of reporting requirements	35
Figure 37 - Report my voyages confirmation dialogue	36
Figure 38 - Report my voyages confirmation dialogue - report outside of EU warning	36
Figure 39 - Create new transport plan from template dialogue	37
Figure 40 - Complete report page	38
Figure 41 - Complete report page header	39
Figure 42 - Report requirement fields tab	39
Figure 43 - Sidebar badges and their meaning	40
Figure 44 - Reporting requirement field groups that is an array	41
Figure 45 - Remove all confirmation dialogue	42
Figure 46 - New array element added	42
Figure 47 - Data set that supports favourite data sets	43
Figure 48 - Favourite selection confirmation dialogue	44
Figure 49 - Remove from favourites	44
Figure 50 - Save as favourite dialogue	45
Figure 51 - Update favourite link	45
Figure 52 - Clear data confirmation dialogue	46
Figure 53 - Report requirement documents tab	47
Figure 54 - Select document dialogue	48
Figure 55 - Select document dialogue - new document uploaded	49

Figure 56 - Show requirements and authorities dialogue.....	50
Figure 57 - Publish voyage confirmation dialogue	51
Figure 58 - Next voyage - Publish voyage confirmation dialogue.....	52
Figure 59 - Delete draft confirmation dialogue.....	53
Figure 60 - Templates item in the sidebar menu.....	53
Figure 61 - Transport plan templates page.....	54
Figure 62 - Transport plan template actions context menu.....	55
Figure 63 - Edit transport plan template - Voyages of your transport plan template page	56
Figure 64 - Complete template page	57
Figure 65 - Edit template name dialogue	58
Figure 66 - Delete transport plan template confirmation dialogue	58
Figure 67 - Search input field - filled	59
Figure 68 - Template name dialogue	59
Figure 69 - New transport plan template - route definition.....	60
Figure 53 - Statistics page	61
Figure 54 - Statistics page - New statistical report dialogue	62
Figure 55 - New statistical report - Report name step	62
Figure 56 - New statistical report - Define date range step	63
Figure 57 - New statistical report - Define filters step.....	65
Figure 58 - New statistical report - Output statistics step.....	67
Figure 59 - View statistical report page	68
Figure 60 - Export statistical report dialogue.....	69
Figure 61 - Statistics page - Delete statistical report confirmation dialogue.....	69
Figure 79 - Auditing page	70
Figure 80 - Auditing table - active search filter	71
Figure 81 - Auditing filters dialogue	72
Figure 82 - Auditing table - Clear filters button.....	72
Figure 83 - View audit record page	73
Figure 67 - Find requirements page	74
Figure 68 - Find requirements - reporting requirements table.....	75
Figure 69 - Find requirements - Filter by route points section.....	75
Figure 70 - Find requirements - Route definition input set	76
Figure 71 - Find requirements - map component	77
Figure 72 - Find requirements - Select reporting requirement checkboxes	78
Figure 73 - Find requirements - Search input field - filled	78
Figure 74 - Find requirements - Reporting requirements filter	79
Figure 75 - Find requirements - Clear filter button	80
Figure 76 - View reporting requirement details page	81

1 Introduction

This document shall provide a detailed description of all CEERIS functionalities available to the Reporting party 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 be able to access CEERIS as a Reporting party user you must have following configuration in EURIS:

- Have created a user account in EuRIS with the profile Skipper (further details can be found at the [EuRIS registration](#))
- Be part of an organisation in EuRIS (if he is the first user, he needs to create and organisation)
- Have a claimed vessel with an valid ENI number (further in details on [privacy details](#) can be found on EuRIS)
 - As an owner (member of organisation which owns a vessel),
 - As a reporting right given to you by the owner of the vessel.



The screenshot shows a web form with three sections:

- Privacy class:** A dropdown menu with the selected option "6. AIS Information, Navigation Permit Data And Passages (Passage Visibility On Map)".
- Submit electronic reports for the vessel?:** A checkbox that is checked.
- Inspection type:** A dropdown menu with the selected option "Unlimited".

Organisation becomes an owner in EURIS by successfully claiming a vessel in EURIS. When user is added to the EURIS organisation he will not have automatic access to all vessels that were claimed before he was a member. The administrator of the organisation needs to assign these vessels to the respective user under members of my organisation "manage vessels". He can either assign ownership for specific vessels or all vessels.

Reporting right can be given by owner of the vessel using EURIS shared inspection where user needs to be invited for inspection with "Submit electronic reports for the vessel" enabled. After invitation is accepted user will have reporting right in CEERIS.

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). Footer displayed at the bottom of the login page contains following information:

1. Help section which allows download of:
 - a. Frequently asked questions (FAQ)
 - b. Terms and conditions
 - c. PAXLST template used to import people data
 - d. CEERIS locations cheat sheet with information about using locations during import of people data
2. Contact administrator with links for contact of user support of all countries participating in CEERIS
3. Useful sites section with links to relevant sites and applications

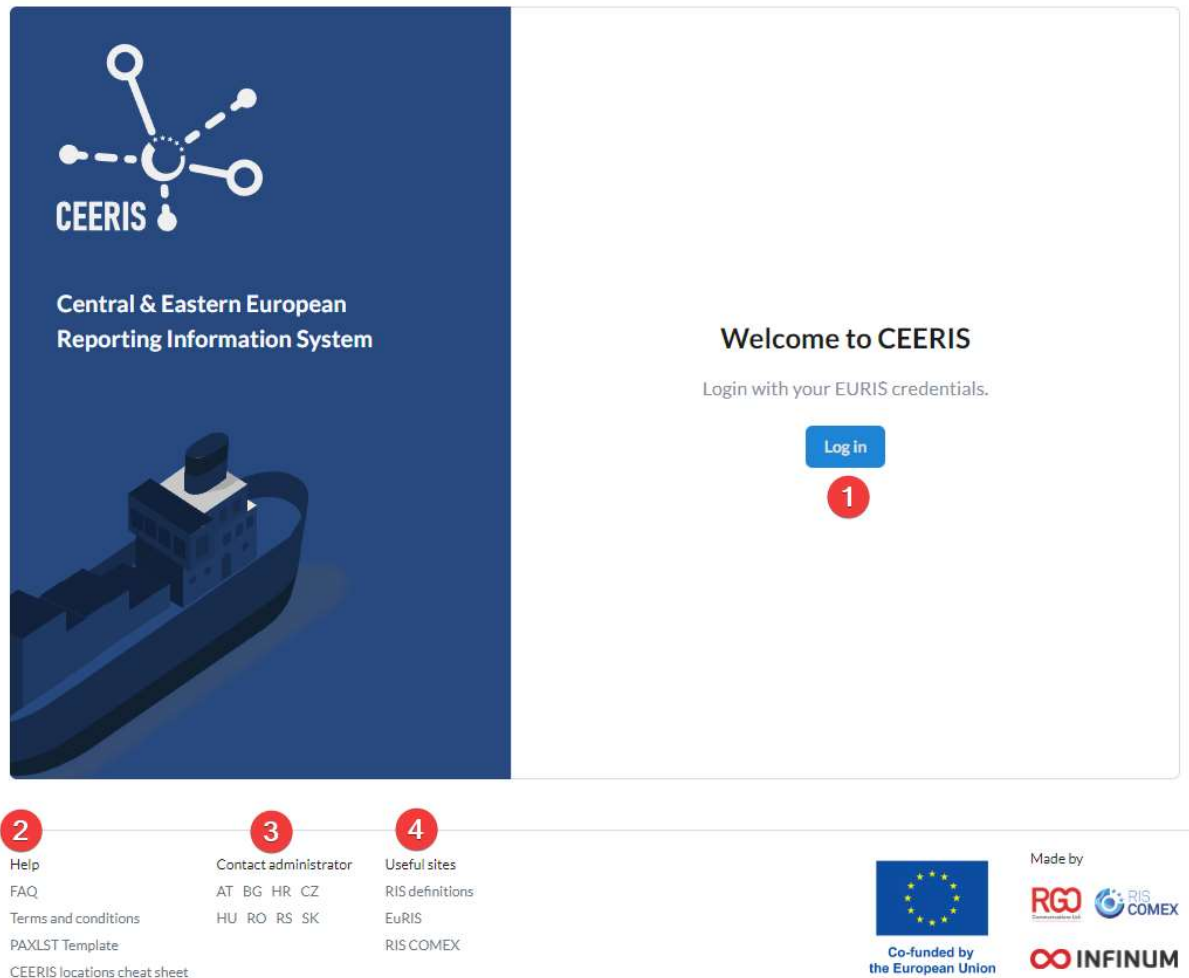


Figure 1 - CEERIS Login page

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.

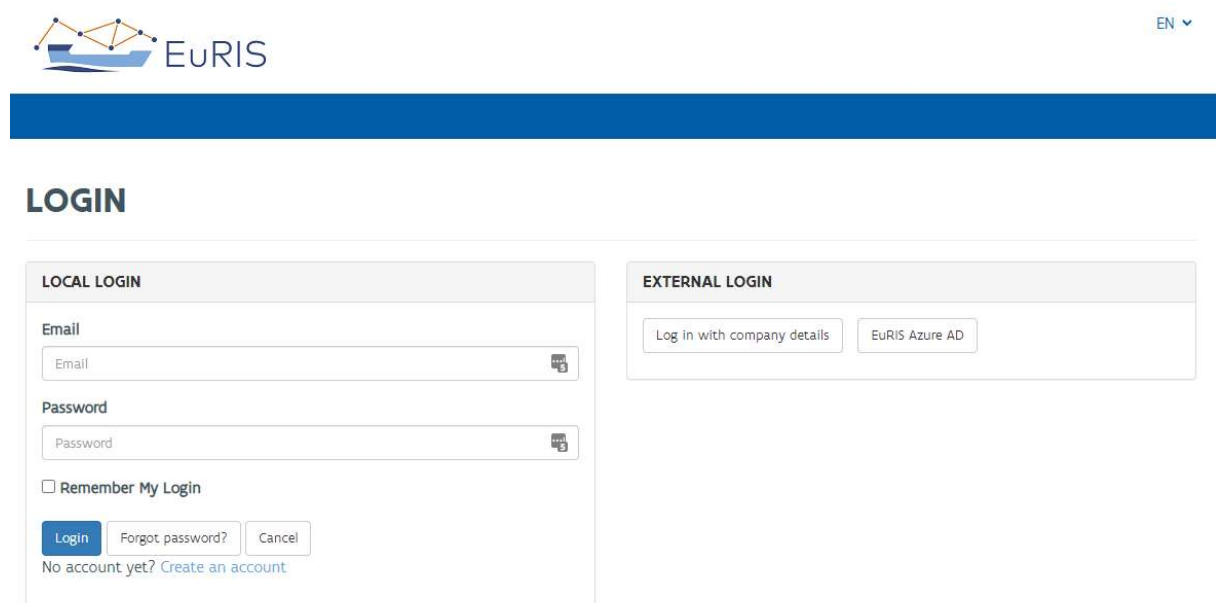


Figure 2 - EURIS login page

After first successful login Accept Terms and conditions view is displayed. User can download and review terms and conditions (1). After reviewing user can reject Terms and conditions (2), but in that case user is not allowed to access CEERIS application. User can accept Terms and conditions (3) after which he proceeds to the CEERIS application and is not required to accept Terms and conditions again, until they change.

Terms and conditions

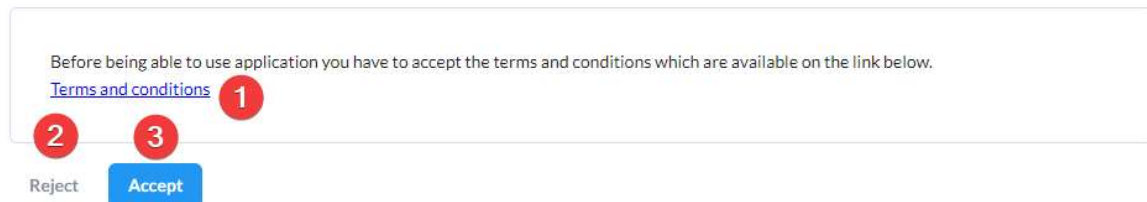


Figure 3 Accept Terms and conditions

2.1 After a successful login and accepting Terms and conditions, the Transport plans page will be displayed and you can access all available functions that are described in the following chapters of this document. Logout

To log out of the CEERIS application simply click your username (1) in the sidebar (Figure 4) to expand this section of the menu and finally click the Log out link (2) to initiate the logout procedure.

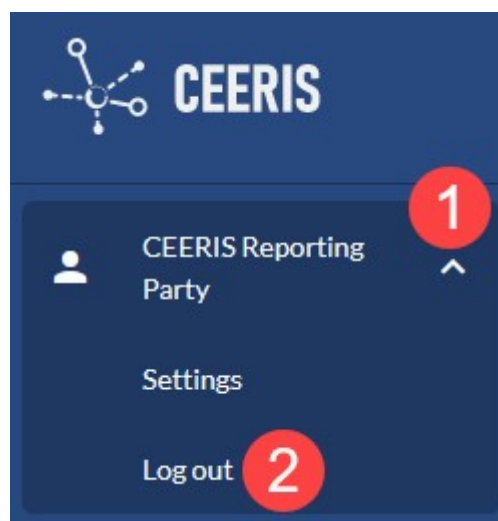


Figure 4 - CEERIS Log out link location

2.2 User settings

Each user can change his user settings after successful login. To access the User settings page (Figure 5), 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 5 - 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 Manage transport plans

To access the Transport plans page, expand the Reporting (Figure 6-1) item in the sidebar menu and click the Transport plans (Figure 6-2) item.



Figure 6 - Transport plans item in the sidebar menu

The transport plans page (Figure 7) contains the Transport plans table, the associated search input (9) and filter (10) for the table and a buttons to create a new transport plan (11) and export quarterly reports (12).

Transport plans

11 New transport plan

9 Search a transport plan

10 Filter

12 Quarterly reporting

1 Vessel	2 Departure	3 ETD	4 Destination	5 ETA	6 Status	7 Action
Carnuntum	Passau - Lindau	05/07/2022, 16:00	BRATISLAVA	06/07/2022, 17:00	Approved	View voyages
Carnuntum	Trockengueterlaende Linz Mitte	28/06/2022, 08:00	Galati Port Area	28/06/2022, 18:00	Pending	View voyages
Carnuntum	Schweguthafen Traun	27/06/2022, 13:45	Hafen Freudenau	27/06/2022, 18:00	Pending	View voyages
Alpha	Schweguthafen Traun	27/06/2022, 11:35	Galati Port Area	28/06/2022, 15:00	Rejected	View voyages
Eisvogel	BRATISLAVA	22/06/2022, 15:00	Ennshafen RoRo Terminal	23/06/2022, 16:00	Approved	View voyages
Alpha	BRATISLAVA	21/06/2022, 08:00	Tanklaende Neue Donau linkes Ufer	22/06/2022, 22:00	Approved	View voyages
Eisvogel	BRATISLAVA	20/06/2022, 13:30	Fahrgastlaende Krems-Stein Donaustation 25, Brandner Schifffahrt GmbH	20/06/2022, 22:00	Awaiting	View voyages
Carnuntum	BRATISLAVA	20/06/2022, 12:00	Fahrgastlaende Krems-Stein Donaustation 25, Brandner Schifffahrt GmbH	20/06/2022, 19:00	Pending	View voyages
Eisvogel	BRATISLAVA	20/06/2022, 10:30	Tanklaende Neue Donau linkes Ufer	20/06/2022, 12:30	Pending	View voyages
Alpha	Schweguthafen Traun	10/06/2022, 16:00	Hafen Freudenau	10/06/2022, 23:00	Prepared	View voyages

Rows per page: 10 1 - 10 of 17 8 < >

Figure 7 - Transport plans page

The transport plans table contains all transport plans created by your organization for vessels for which you have write access rights within EURIS. For each transport plan in the table the following data is displayed:

1. Vessel – name of the main vessel of the transport plan
2. Departure – location of departure
3. ETD – estimated date and time of departure
4. Destination – destination location
5. ETA – estimated date and time of arrival
6. Status – calculated based on the status of all reports/responses of the transport plan

7. Action – this column contains the View voyages link for quick access to the most important action and the three dots context menu that contains actions available to perform on the transport plan based on the status of the transport plan

The table also marks the transport plans as read/unread depending on the fact if there are delivered reports or responses that you haven't seen yet. Unread transport plans (transport plans containing unread reports/responses) are marked by a blue vertical highlight at the beginning of the row, have white background and bold blue text, while the read transport plans are marked with grey background and normal text. As soon as you open the Reports and responses page of all the voyages containing the unread reports/responses the transport plan is marked as read until a new report/response is received.

The Transport plans table uses paging and you can use the paging controls (8) to change the maximum number of rows displayed per page as well as navigate through the pages.

Clicking on the status of a transport plan opens a small transport plan status overlay (Figure 8) that shows you the reports' status by displaying the number of missing, prepared and sent reports and the status of the responses by displaying the number of pending (awaiting response), rejected and approved responses to the sent reports.

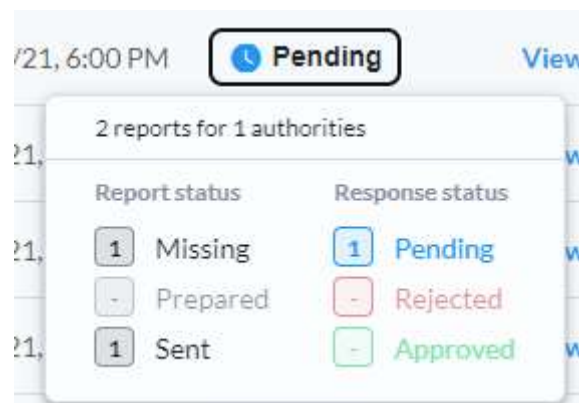


Figure 8 - Transport plan status overlay

The following actions are available for the transport plans:

1. View voyages – takes the user to the View voyages page, available for all transport plans
2. Context menu – depending on the status some of the following actions are available in the transport plan actions context menu (Figure 9):
 - a. All authority responses – not available for transport plans with the Prepared and Draft status
 - b. Edit transport plan – not available for transport plans with the Cancelled status
 - c. Duplicate – not available for the transport plans with the Cancelled status
 - d. Extend transport plan availability – not available for the transport plans with the Cancelled status
 - e. Cancel transport plan – not available for the transport plans with the Cancelled status
 - f. Discard transport plan – available for the Cancelled and Draft transport plans

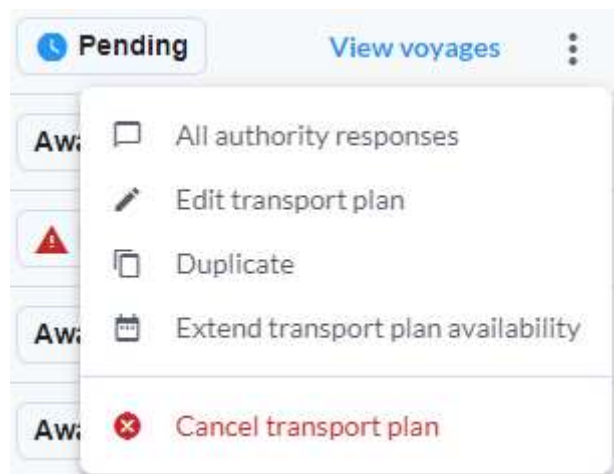


Figure 9 - Transport plan actions context menu

3.1 Search and filter transport plans table

3.1.1 Search transport plans

The transport plans table can be searched through by typing in the Search transport plans input field (Figure 7-9). As soon as you type in the text the transport plans table displays only transport plans whose name contains the text provided in the search field.



Figure 10 - 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 10-1) inside the input field.

3.1.2 Transport plans table filter

The transport plans filter can be accessed by clicking the Filter button (Figure 7-10) at the top right of the transport plans table. The Filter dialogue (Figure 11) is displayed and allows the user to configure the following filters:

1. Main vessel – a single select input with all vessels for which you have write access rights
2. Departure range – define a time range inside of which the departure date and time need to be in order to display the transport plan inside the table. Pick the start and/or end date and time of this period
3. Departure – location input where you can select a location and only transport plans with this departure location will be displayed once the filter is applied
4. Destination – location input where you can select a location and only transport plans with this destination location will be displayed once the filter is applied
5. Type of travel – a radio button with options Any, Domestic and International
6. Transport type – select input with Cargo, Dangerous cargo and Passenger as options
7. Vessel specific criteria – a multiselect input with all supported vessel specific values (configured by the CEERIS system administrator)

The screenshot shows a 'Filter' dialog box with a close button (X) in the top right corner, labeled with a red circle containing the number 9. The dialog contains several filter sections:

- Main vessel:** A dropdown menu labeled 'Select main vessel' with a red circle 1 next to it.
- Departure range:** Two date pickers labeled 'Date' with a red circle 2 between them. Below the date pickers are two time input fields, both showing '00 : 00'.
- Departure:** A search input field labeled 'Enter departure' with a red circle 3 next to it.
- Destination:** A search input field labeled 'Enter destination' with a red circle 4 next to it.
- Select type of travel:** Three radio button options: 'Any' (selected), 'Domestic', and 'International'. A red circle 5 is next to the 'Any' option.
- Transport type:** A dropdown menu labeled 'Select transport type' with a red circle 6 next to it.
- Vessel specific criteria:** A dropdown menu labeled 'Select vessel specific criteria' with a red circle 7 next to it.

At the bottom of the dialog, there is a red circle 8 next to a blue button labeled 'Apply filter'.

Figure 11 – Transport plans filter

Once you define the filters you want click the Apply filter button (8) to apply the filter or simply close the dialogue by clicking the X icon (9) in the top right. Once the filter is applied, the transport plans table will display only transport plans that conform to all applied filters.

When a filter is applied, a Clear filters button (Figure 12-1) is displayed. Clicking this button clear the applied filter – this button is hidden and the transport plans table displays all available transport plans.



Figure 12 - Clear filter button

3.2 Quarterly reporting

Quarterly reporting allows reporting parties to export voyage data for all or only selected vessel in a given time period. After clicking on the quarterly reporting button modal window for configuration of the report is opened.

Figure 13 Quarterly reporting modal window

For date range (1) user needs to select start and end date of the time period for which the report will be generated. Time period is mandatory. In the vessels select box (2) user can select one vessel, multiple vessels or all of the vessels for which he has reporting rights. List of selected vessels is provided below the select box. Clicking on Create report button (3) will initiate download of the report in Excel format.

Quarterly report Excel contains following information:

- Main vessel name
- Main vessel ENI number
- Name of the departure location
- ISRS of the departure location
- Name of the destination location
- ISRS of the destination location
- Voyage length in kilometres
- NST code of the transported cargo
- ADN class of the transported cargo
- Amount of transported cargo
- Actual time of departure (estimated time of departure is used if actual time is not available)
- Type of convoy
- Container code
 - 1st digit describes container type
 - 1 = 20' freight units

- 2 = 40' freight units
- 3 = freight units > 20' and < 40'
- 4 = freight units > 40'
- 2nd digit describes container status
 - 1 = loaded containers
 - 2 = empty containers
- Container count

Same voyage might appear in the report multiple times if it contains different combinations of NST codes and container codes.

3.3 Transport plan actions

3.3.1 View voyages - voyages of your transport plan page

The Voyages of your transport plan page can be accessed directly from the transport plans page for existing transport plan and is also displayed when creating a new transport plan right after creating a transport plan by selecting reporting requirements and clicking the Report my voyages button. The page contains a voyage card (1) for all voyages that are part of the selected transport plan and an Edit transport plan button (2) in the page header.

Voyages of your transport plan 2 [Edit transport plan](#)

Report your voyages
After the first voyage has been completed, the information will be taken over for the remaining voyages. Editing of data will still be possible.

1. Voyage Awaiting Reports and responses [Complete report](#)

○ 0 PASSINGS 📍

VIENNE SUD SALAISE Port of Novi Sad

ETD	ATD	ETA	ATA
19:00	—	08:00	—
21 Oct 2021	—	22 Oct 2021	—

[Selected reporting requirements](#) 8 / 10

2. Voyage Awaiting Reports and responses [Complete report](#)

○ 1 PASSING ⓘ 📍

Port of Novi Sad Zeleznik

ETD	ATD	ETA	ATA
14:00	—	22:00	—
22 Oct 2021	—	22 Oct 2021	—

[Selected reporting requirements](#) 3 / 3

Figure 14 - Voyages of your transport plan page

Each voyage card (Figure 17) has the following data and actions available, depending on the status of the transport plan and the voyage itself:

1. Ordinal number of the voyage within the transport plan
2. Status of the voyage – the overall status of the voyage is displayed, clicking the status label brings up the Voyage status overlay (Figure 15) where you can see the following data based on which the voyage status is calculated:
 - a. Report status
 - i. Missing – number of reports which haven't yet been prepared
 - ii. Prepared – number of reports that have been prepared by haven't yet been delivered to the receiving authority
 - iii. Sent – number of reports that have already been delivered to the receiving authority
 - b. Response status
 - i. Pending – number of reports delivered to the receiving authority that haven't yet been given a response
 - ii. Rejected – number of reports delivered to the receiving authority that have been rejected
 - iii. Approved – number of reports delivered to the receiving authority that have been approved

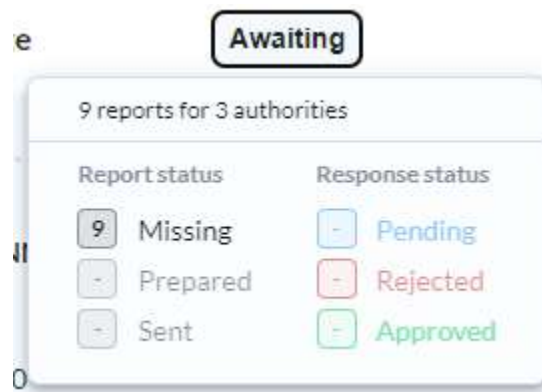


Figure 15 - Voyage status overlay

3. Reports and responses – this link is disabled until at least one report from this voyage is sent to a receiving authority. When enabled, clicking this link takes you to the Reports and responses page of a voyage. In case there are any unread reports a badge with the number of unread reports is displayed next to the link
4. Complete report button – clicking the button takes you to Complete report page
5. Departure data – the following data is displayed related to the departure:
 - a. Location name
 - b. ETD
 - c. ATD
6. Passings – number of passing route points between departure and destination of the voyage – if there are such points, clicking the label brings up the Passings overlay (Figure 16) where the names of the route point locations are displayed along with the ETA/ETD/ATA/ATD times for each passing point.

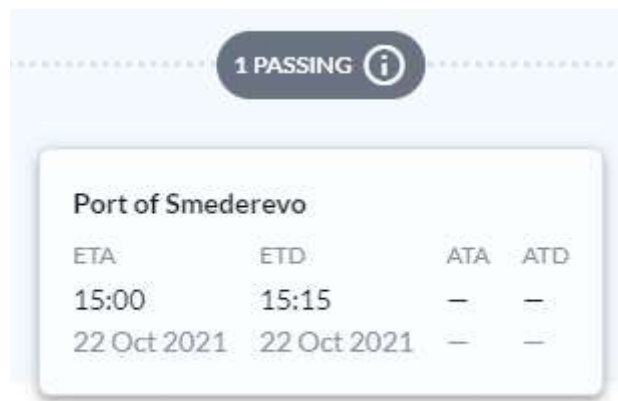


Figure 16 - Passings overlay

7. Destination data – the following data is displayed related to the destination:
 - a. Location name
 - b. ETA
 - c. ATA
8. Select reporting requirements link – clicking the link takes you to the Select reporting requirements page where you can only opt into reporting to not yet selected reporting requirement. The number of currently selected reporting requirements and the total number of reporting requirements are displayed at the end of the link

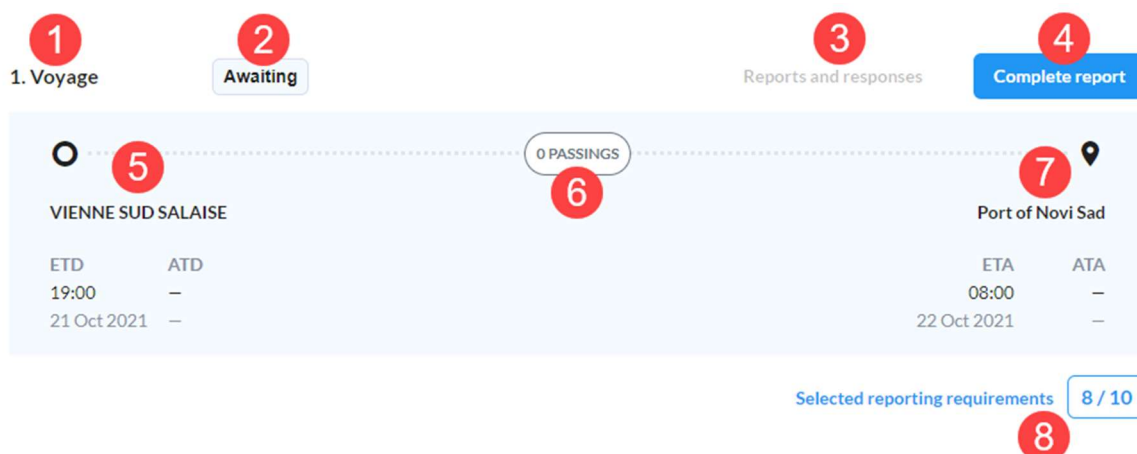


Figure 17 - Voyage card

3.3.1.1 Reports and responses page

To see all reports sent for a voyage, and their responses, click the Reports and responses link within the voyage card. This opens the Reports and responses page (Figure 19) where you can see the departure and destination of the voyage (5) and a table of reports for that voyage with the following data for each report:

1. Reporting requirement name – name of the reporting requirement that is being fulfilled by this report
2. Receiving authority – name of the receiving authority to which the report is sent
3. Status – response status of the report; in case of Rejected status hovering the mouse cursor over the information icon brings up the Rejection information tooltip (Figure 18) that shows you error code and description



Figure 18 - Rejection information tooltip

4. Action – only View action is available, clicking this link opens the View report page for the associated report

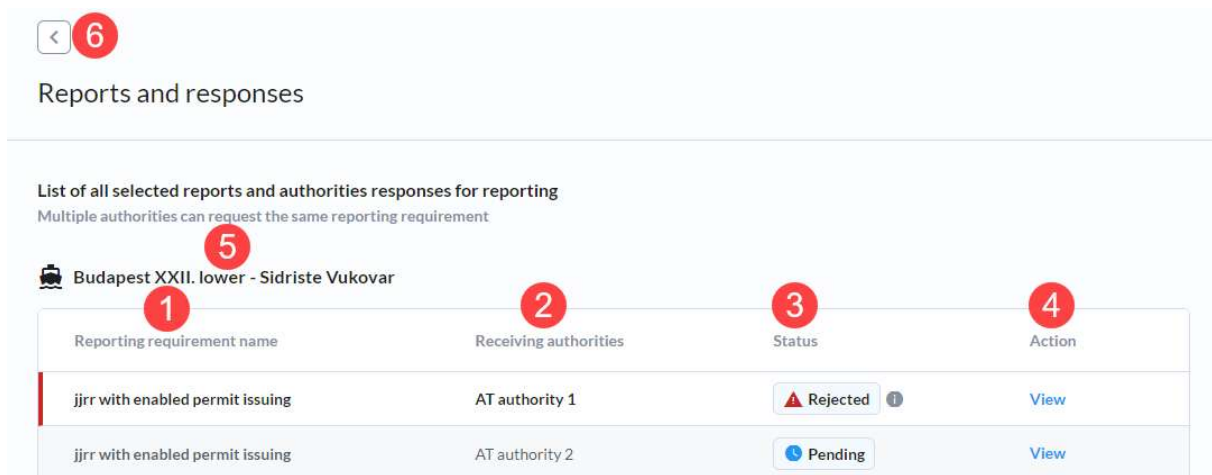


Figure 19 - Reports and responses page

Click the back arrow icon (6) to return to the previous screen.

3.3.2 View all reports and responses


The All reports and responses page provides you with an overview of all reports delivered to receiving authorities within any of the voyages that are a part of the transport plan for which you have opened this page. The page (Figure 20) displays a reports and responses table for each of the voyages. Each report has a read/unread status associated with it. A report is considered unread until you click the View action for it. Unread reports are styled with white background, bold text and have a highlight at the beginning of the row (blue from pending status, green for approved and red for rejected), while the read reports have grey background and normal text.






For each report the following data is displayed:


1. Reporting requirement name – name of the reporting requirement that is being fulfilled by this report
2. Receiving authority – name of the receiving authority to which the report is sent
3. Status – response status of the report; in case of Rejected status hovering the mouse cursor over the information icon brings up the Rejection information tooltip (Figure 18) that shows you error code and description
4. Action – only View action is available, clicking this link opens the View report page for the associated report

All authority responses

List of all selected reports and authorities responses for reporting
Multiple authorities can request the same reporting requirement

 **BRATISLAVA - Budapest XXII. lower**

Reporting requirement name	Receiving authorities	Status	Action
jjrr with enabled permit issuing	AT authority 1	 Pending	View
jjrr with enabled permit issuing	AT authority 2	 Approved	View
Update times and edit report test	AT authority 1	 Pending	View
Update times and edit report test	AT authority 2	 Pending	View
jjrr	AT authority 1	 Approved	View

 **Budapest XXII. lower - Sidriste Vukovar**




Reporting requirement name	Receiving authorities	Status	Action
jjrr with enabled permit issuing	AT authority 1	 Rejected 	View
jjrr with enabled permit issuing	AT authority 2	 Pending	View

Figure 20 - All authority responses page

3.3.2.1 View report and responses

The View report and responses page (Figure 21) has a fixed header and two tabs: Response (1) and Report overview (2). The header of the page contains the receiving authority and reporting requirement name (3), the Export button (4) and the back icon (5) that can be used to return to the previous page.

5

AT authority 1 • jjrr with enabled permit issuing 3

4 Export

1 Response 2 Report overview

AT authority 1
14/09/2021 • 09:12

Response Rejected

Error code 415 - Actual draught not allowed

Message Ipak nije dobro

Permit issued No

Uploaded documents

AT authority 1
14/09/2021 • 09:11

Response Approved

Error code

Message Dobro je

Permit issued Yes

Uploaded documents

Figure 21 - View report and responses page

3.3.2.1.1 Response tab

Response tab is displayed by default when the View report and responses page is opened. It contains a Response card (Figure 22) for each response provided by the receiving authority. The cards are sorted from newest to oldest and on each card the following data is displayed besides the receiving authority and the date and time when the response was sent:

1. Response – approved/rejected

2. Error code – in case of a rejection the error code is displayed
3. Message – free text message provided by the receiving authority
4. Permit issued – indication if a permit was issued along with the response
5. Uploaded documents – a list of documents that can be downloaded by clicking on them in case the receiving authority has attached any documents to the response

AT authority 1
14/09/2021 • 09:12


Response	1	 Rejected
Error code	2	415 - Actual draught not allowed
Message	3	Ipak nije dobro
Permit issued	4	No
Uploaded documents	5	

Figure 22 - Response card

3.3.2.1.2 Report overview tab

The Report overview tab contains another two tabs:

1. Report – contains the route information and the reporting fields
2. Attached documents – contains a list of attached documents

3.3.2.1.2.1 Report

Contains two sections: route points and reporting requirement fields.

3.3.2.1.2.1.1 View route points

The Route points section (Figure 23) 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. All data is read only here and only gives an overview of the route for which the report was sent.

Route points 1 ^

DEPARTURE POINT
Budapest - Budapest XXII. lower - HUBUD00001BER0116302

ETD ⓘ ATD ⓘ

13/08/2021 Date

14 : 04 00 : 00

DESTINATION POINT
Vukovar - Sidriste Vukovar - HRVUK00001ACHA113327

ETA ⓘ ATA ⓘ

13/08/2021 Date

14 : 05 00 : 00

Figure 23 - Manage report - View route points section

3.3.2.1.2.1.2 View reporting requirement fields

On the Report overview tab, at the bottom of the screen, there is a Reporting requirement fields section (Figure 24) 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.

▼ Safety **1**

▼ 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

2 Collapse

Figure 24 - Reporting requirement fields section

3.3.2.1.2.2 Attached 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 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

Report Attached documents

Attached documents

1	2	3
PDF doc	Uploaded file: david_crew.pdf	Download icon

Figure 25 - Received documents tab

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

3.3.2.1.3 Export report

To export a report, click the Export button in the header of the View report and responses page. This will invoke the Export report modal dialogue (Figure 26). 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 (only available in English).
 - 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 26 - 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.

3.3.3 Duplicate transport plan

Choosing the Duplicate option associated with a transport plan starts the creation of a transport plan but the following data is copied from the transport plan that is being duplicated but can be modified:

1. Route definition – all data is copied except the time sensitive data (ETA/ETD/ATA/ATD)
2. Transport characteristics – all data is copied

3. Select reporting requirements – reporting requirements that were opted out in the original transport plan are opted out from this one by default, but can be selected if you wish
4. Voyage data (reports) – all data is always copied for the first voyage. In case the route wasn't changed at all, the data for all other voyages is copied as well. In the case the route has been altered only the first voyage is copied and no data from other voyages are copied. All voyage reports are stored as a draft.

Other than the prefilled data, the process is exactly the same as when creating a transport plan from scratch.

3.3.4 Extend transport plan availability

By default, all transport plans are available for 30 days, after which they're archived – identifiers are removed and just the data needed for statistics is kept, i.e., the reports are anonymized. Selecting the Extend transport plan availability option from the context menu in the transport plans table opens the Extend transport plan availability dialogue (Figure 27) where you can enter the number of days you want the transport plan to be available for in the transport plan table before archiving. After entering the number of days into the input field (1), click the Confirm button (2) to store the newly entered value, or discard the changes and close the dialogue by clicking the Cancel button (3) or by clicking the X icon (4) in the top right.

Extend transport plan availability 4 ×

Please provide a custom duration of the availability

Define how many days should the transport plan data stay available in the main table before archiving.

30 days 1 *

3 Cancel 2 Confirm

Figure 27 - Extend transport plan availability dialogue

3.3.5 Cancel transport plan

Transport plans that contain reports already sent to authorities can be cancelled if needed. Cancelling the transport plan means cancelling all related voyages, which includes sending a cancelled report to all authorities to which reports from this transport plan have been already sent.

Selecting the Cancel transport plan option in the context menu available in the Transport plans table opens the Cancel transport plan dialogue (Figure 28). Click the Cancel transport plan button to confirm you want to cancel the entire transport plan or simply

close the dialogue to cancel this process by clicking the Cancel button (2) or the X icon in the top right (3).

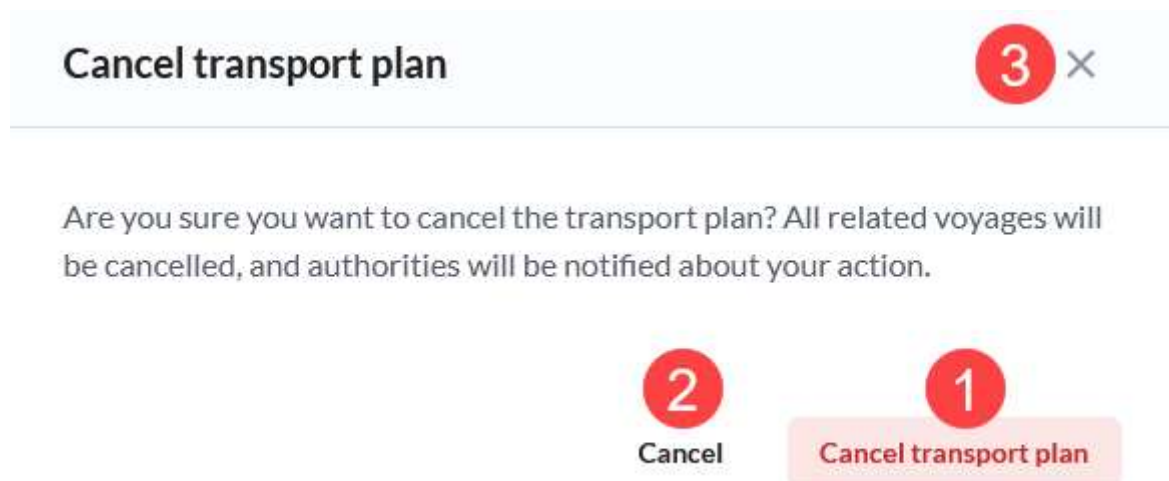


Figure 28 - Cancel transport plan dialogue

3.3.6 Discard transport plan

Discarding a transport plan means removing it from the transport plans table. You won't be able to access it any more in any way through the CEERIS application. Only draft and cancelled transport plans can be discarded.

Selecting the Discard transport plan option in the context menu in the Transport plans table opens the Discard transport plan table dialogue (Figure 29). To confirm discarding the transport plan click the Discard transport plan button (1). To cancel this action and close the dialogue, click the Cancel button (2) or the X icon (3) in the top right.

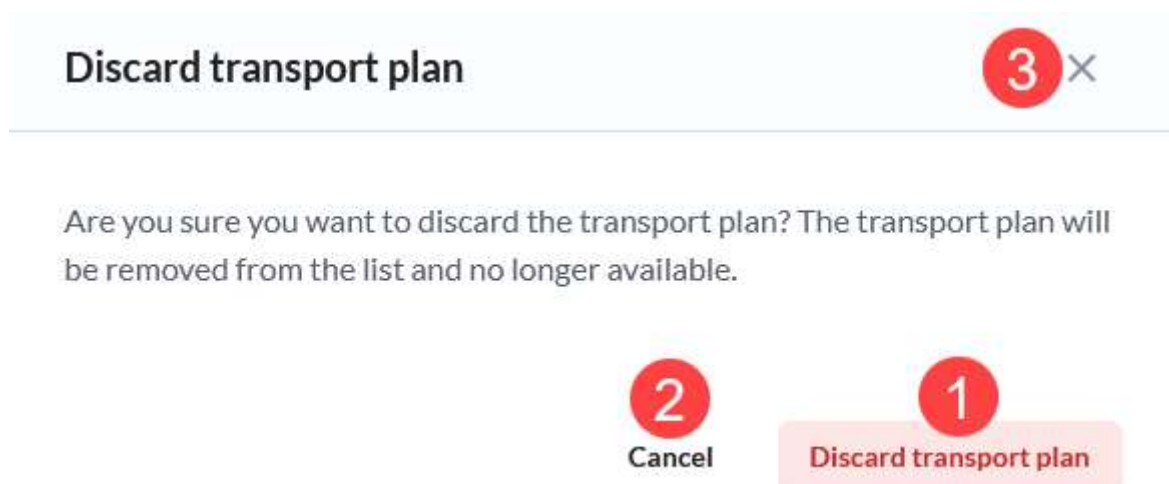


Figure 29 - Discard transport plan dialogue

3.3.7 Edit transport plan

Existing transport plans can be modified to a certain extent. It is possible to modify the estimated and actual times (ETA/ETD/ATA/ATD) and changing the destination of the transport plan to one of the stopping points contained in the route of the original transport plan.

Clicking the Edit transport plan action in the context menu of the Transport plans table opens the Edit transport plan page (Figure 30). Here you can modify any of the estimated and actual times, but the activity checkbox cannot be modified.

Figure 30 - Edit transport plan page

To shorten the route, by selecting one of the stopping route points of the transport plan route, click the Change destination button (1). This opens the Change destination dialogue (Figure 31) where you'll be offered a list of stopping route points (1) of the transport plan you're editing. To shorten the route by changing the destination select a desired location from the list and click the Confirm button (2). If you want to cancel this action, simply click the Cancel button (3) or the X icon (4) in the top right.

If the transport plan route is shortened, you'll instantly see the route changed on the Edit transport plan page. The changes are not stored in the database until you submit changes on the Edit transport plan page. Click the Submit button (Figure 30-2) to store the changes. To cancel the changes, click the back arrow icon (Figure 30-3).

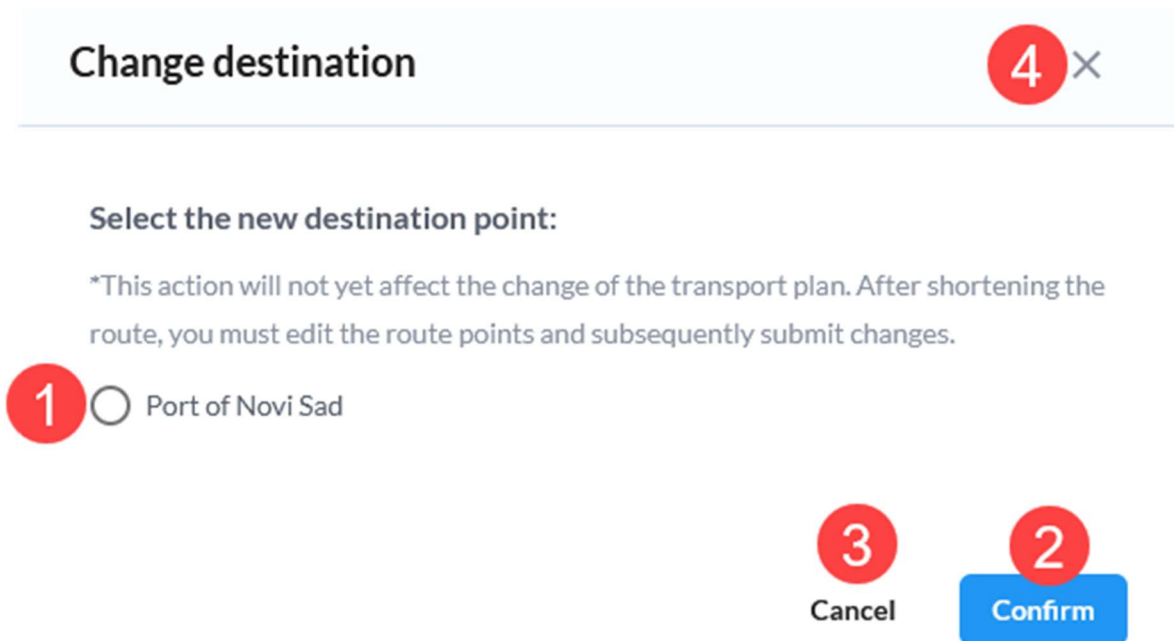


Figure 31 - Change destination dialogue

3.4 Create transport plan

To create a new transport plan, click the New transport plan button (Figure 7-11) on the Transport plans page. This invokes the Create new transport plan dialogue where you're given two choices:

1. Create from template
2. Create from scratch

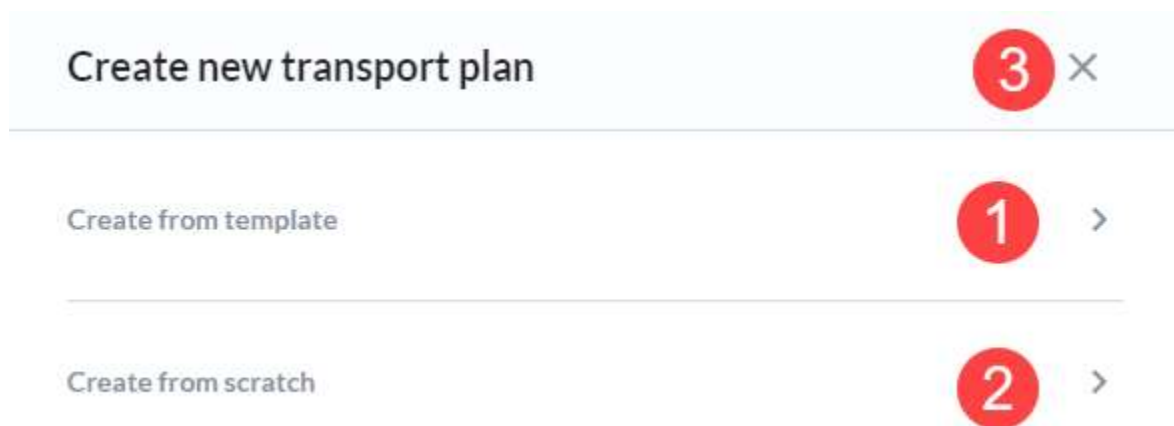


Figure 32 - Create new transport plan dialogue

If you'd like to cancel creating a new transport plan click the X icon (3) to close the dialogue, otherwise select the option you're interested in.

3.4.1 Create transport plan from scratch

This opens a blank New transport plan page, which has 3 steps:

1. Route definition – in this step you define the route of your transport plan
2. Transport characteristics – here you'll define the characteristics of your transport (convoy)

3. Select reporting requirements – finally using the provided route and transport matching criteria, the system will match and find reporting requirements that you can or need to fulfil and you can select the ones that you wish to fulfil

3.4.1.1 Route definition

Define the route of the whole transport plan on the Route definition step (Figure 33) by entering the locations of the departure (1) and destination (2) points and optionally adding route points in between by clicking the Add route point action (3). The route of a transport plan has to have a departure and destination locations defined as well as the ETD and the ETA of the transport plan.

Figure 33 - New transport plan - Route definition

Clicking the Add route point link adds another intermediate route point before the destination. It is possible to add an arbitrary number of route points. The form for the intermediate route point (Figure 34) contains the following input fields and actions:

1. Location – location input
2. ETA – date and time input, mandatory only for stopping points
3. ETD – date and time input, mandatory only for stopping points
4. Action – a single checkbox is given, check the checkbox in case you are stopping and there is a planned cargo or passenger change at that point. If selected the point is being marked as Stopping point, instead of Passing point and it becomes mandatory to provide the estimated times of arrival and departure

It is possible to delete an already added route point by clicking the associated trashcan icon (5).

Passing Point 5

Location 1 * Date 2 Date 3 Activity 4

00 : 00 00 : 00

+ Add route point

Destination Point

Figure 34 - Intermediate route point

After defining the complete route click the Next button (Figure 33-4) to continue to the next step.

3.4.1.1.1 Location inputs

Location inputs throughout the CEERIS application will share the same behaviour for Reporting party users. They allow you to pick any location that was synced from the EURIS system by performing a quick search using the autocomplete select box – you simply start typing and the input field will offer you to select only locations that contain the provided string in their ISRS code, Location name or Terminal name (taken from RIS Index). To select a location simply click on the location in this list (Figure 35).

Q kuso

Favourites 1

BRATISLAVA PORT - TERMINAL KUSOVYCH TOVAROV SPAP BAZEN PALENISKO BRATISLAVA - SKBAB00001TRM0618654 2

KOMARNO PORT - TERMINAL KUSOVYCH TOVAROV SPAP KOMARNO - SKKNP00001TRM0217671 3

Figure 35 - Location input - locations list with favourites

The location inputs also have a favourite feature that allow you to store favourite locations so they're always displayed on the top of the list (Figure 35-1). You can recognize favourite location by the full star next to them. Clicking that full star icon (2) will remove the location from the list of your favourite locations. To add a location to your favourites simply click the blank star (3) associated with that location.

3.4.1.2 Transport characteristics

On the Transport characteristics step (Figure 36) you need to select a main vessel for the transport plan and define the transport characteristics using the following inputs:

1. Select main vessel – select input that contains a list of all vessels for which you have sufficient (write) access rights; simply select the vessel for which you're trying to create a transport plan
2. Define travel type – select the appropriate radio button depending if the travel is domestic or international
3. Transport type – single select offering three hardcoded options for the transport type, select the one that best describes your transport:
 - a. Cargo
 - b. Dangerous cargo
 - c. Passenger
4. Vessel specific criteria – multiselect input offering all vessel specific criteria entries available at the time in the CEERIS system. The system administrator can manage this list so it may change through time.

Figure 36 - New transport plan – Transport characteristics

Once you're done with filling in the data on this step you can proceed using the Next button (5). in case you want to change something on a previous step click the Previous button (6) to return to the previous step.

3.4.1.3 Select reporting requirements

The Select reporting requirement step (Figure 37) allows you to pick which reporting requirements you would like to fulfil. The page contains two main sections:

1. Map section – a map component displays the whole route with departure, destination and all the stopping points in between as well as the areas of reporting requirements that are selected in the reporting requirements list below.
2. Reporting requirements list – the reporting requirements list contains all matched reporting requirements grouped by voyages of the transport plan. The transport plan is split into voyage based on the stopping points

New transport plan

Previous

Report my voyages

4

3

Route definition

Transport characteristics

Select reporting requirements

Search location

Select reporting requirements

Select reporting requirements for which you would like to report.

2

Port of Novi Sad - Port of Belgrade

Selected reporting requirements 3 / 4

No	Reporting requirement name	Receiving authorities	Obligation	Action
<input checked="" type="checkbox"/>	1	SAT departing	Multiple <i>i</i>	Mandatory View
<input checked="" type="checkbox"/>	2	SAT DAVID and XML	AT authority 1	Mandatory View
<input checked="" type="checkbox"/>	3	SAT SoaD fields	AT authority 1	Mandatory View
<input type="checkbox"/>	4	Test auto translations	AT authority 1	Special case View

Port of Belgrade - Port of Smederevo

Selected reporting requirements 1 / 1

Figure 37 - New transport plan - Select reporting requirements

The list of reporting requirements (Figure 38) contains a separate table for each voyage of the transport plan and each table contains the departure and destination of the voyage for which the reporting requirements are listed (7) and the counter of how many reporting requirements are currently selected out of how many are available in total (8).

For each reporting requirement the following actions and data are available:

1. Select reporting requirement – check this checkbox to opt in to reporting according to this reporting requirement. Once the checkbox is checked the map displays the reporting requirement's area on the map
2. No. – ordinal number of the reporting requirement within this voyage
3. Reporting requirement name – name of the reporting requirement
4. Obligation – indication of the obligation of a reporting requirement:

- a. Mandatory – it is mandatory to report according to this reporting requirement; it is checked by default but you can uncheck the checkbox if you refuse to fulfil this reporting requirement using CEERIS (not recommended)
 - b. Optional – the receiving authority has defined this reporting requirement as optional for your transport characteristics, it is opted in by default but you can opt out before starting to report your voyages
 - c. Special case – special reporting requirements do not have a clear way of being automatically deemed as mandatory or optional for your transport plan, please read the rules and instructions related to this reporting requirement and opt in to reporting according to it if it is necessary. By default, special case reporting requirements aren't opted into.
5. Action – View action is available – clicking it opens a full screen modal dialogue with reporting requirement details (see chapter **Error! Reference source not found.** for more details)

Select reporting requirements
Select reporting requirements for which you would like to report.

Port of Novi Sad - Port of Belgrade Selected reporting requirements 3 / 4

	No	Reporting requirement name	Receiving authorities	Obligation	Action
<input checked="" type="checkbox"/>	1	SAT departing	Multiple	Mandatory	View
<input checked="" type="checkbox"/>	2	SAT DAVID and XML	AT authority 1	Mandatory	View
<input checked="" type="checkbox"/>	3	SAT SoaD fields	AT authority 1	Mandatory	View
<input type="checkbox"/>	4	Test auto translations	AT authority 1	Special case	View

Port of Belgrade - Port of Smederevo Selected reporting requirements 1 / 1

	No	Reporting requirement name	Receiving authorities	Obligation	Action
<input checked="" type="checkbox"/>	1	SAT EU test	Receiving Authority RS 1	Mandatory	View

Figure 38 - New transport plan - Select reporting requirements - List of reporting requirements

Once you have selected all reporting requirements you want to report according to, click the Report my voyages button (Figure 37-3) to continue to the Voyages page or click the Previous button (Figure 37-4) to return to the previous step. Clicking the Report my voyages button (Figure 37-3) brings up the Report my voyages confirmation dialogue (Figure 39) that warns you that once you have opted-in to reporting based on the reporting requirement it isn't possible to deselect them (i.e., opt-out). You can, however, opt-in to reporting additional reporting requirements at any point in time. Click the Start reporting button (1) to confirm your choices and continue to the Voyages of your transport plan page or stay on the current step a while longer by clicking the Review again button (2) or closing the dialogue by clicking the X icon (3).

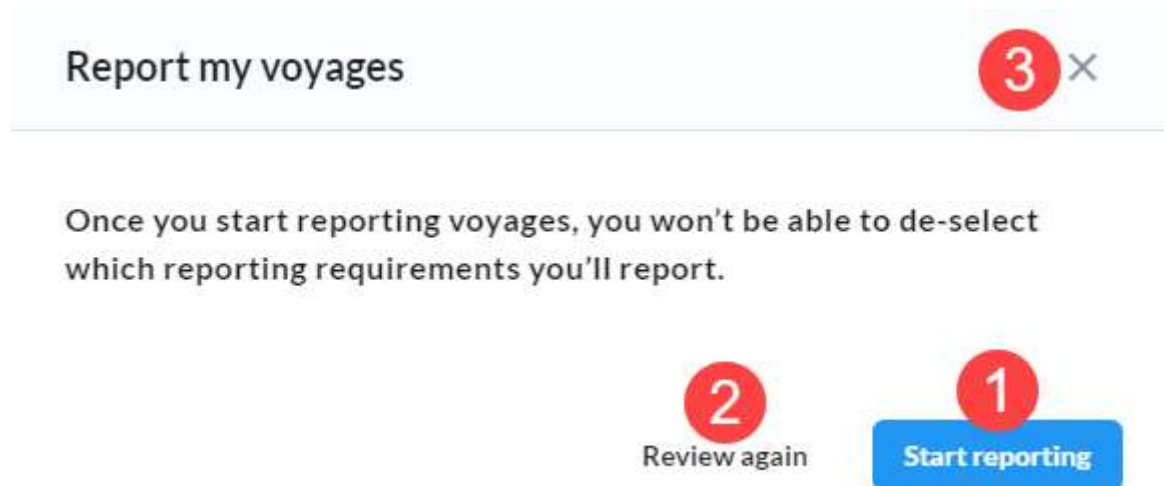


Figure 39 - Report my voyages confirmation dialogue

Once you have confirmed that you want to start reporting the transport plan is created and stored within the system and you can start reporting based on the selected reporting requirements.

In the case some reporting requirements have receiving authorities that are outside of the European Union, an additional warning message is displayed on the Report my voyages confirmation dialogue with a list of reporting requirements outside of EU (Figure 40). To see the list of reporting requirements outside of EU (2) expand the section by clicking the arrow icon (1).

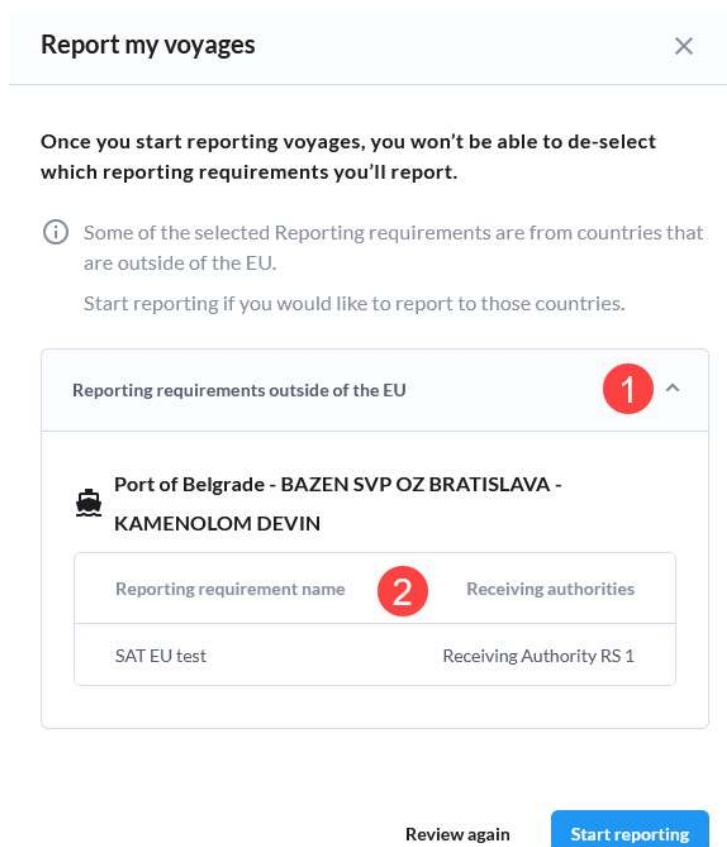


Figure 40 - Report my voyages confirmation dialogue - report outside of EU warning

3.4.2 Create from template

After selecting the Create from template option the dialogue a list of available transport plan templates is displayed (Figure 41). Click the Create button (1) associated with the template which you want to use start the creation of the transport plan using the data contained in this template. This creates a draft of the transport plan and associated voyages in the backend and you can modify this data during the process of the creation of the transport plan and filling in the voyage data. After the selection of the template the process is the same as when creating a new transport plan from scratch (except some data is prefilled). If you wish to go back to the start of the Create new transport plan dialogue, click the arrow icon (2) or you can cancel the creation of the transport plan by clicking the X icon (3) which also closes the dialogue.

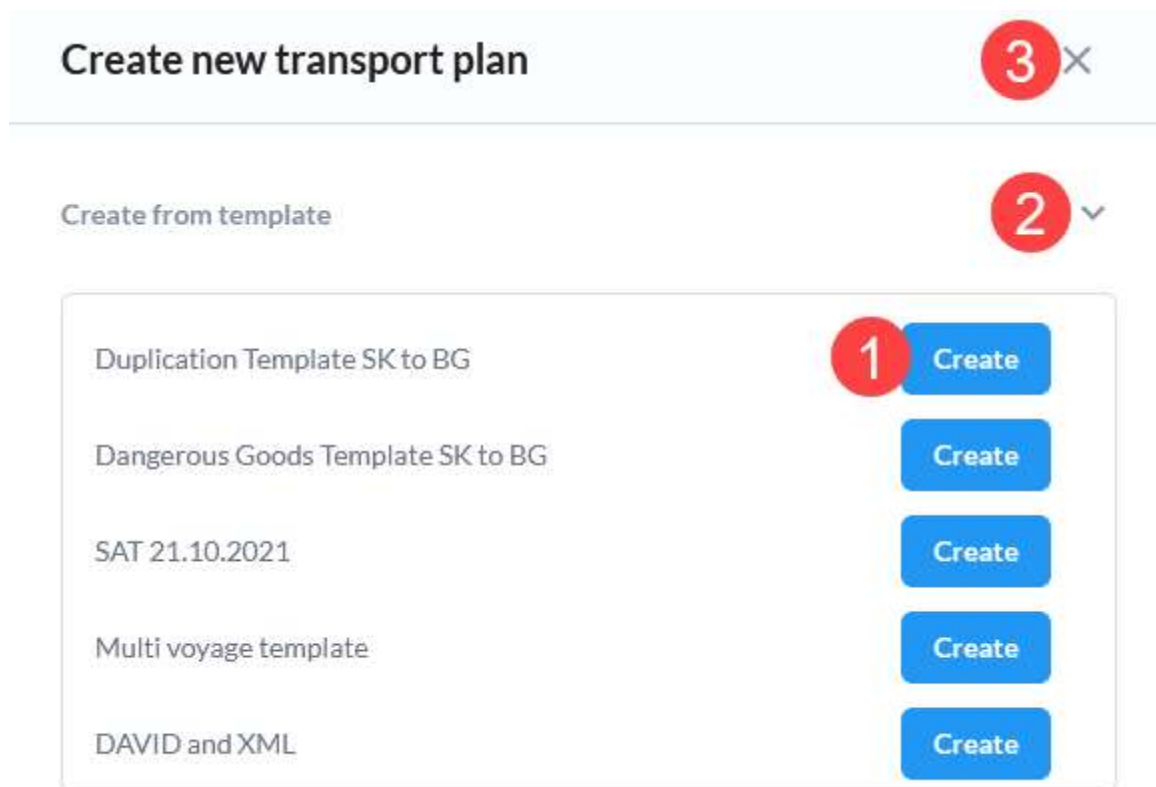


Figure 41 - Create new transport plan from template dialogue

3.5 Complete report

The Complete report page (Figure 42) allows you to provide all the necessary data and documents to fulfil all reporting requirements selected for this voyage. The page contains a header and the main section that has two tabs:

1. Reporting requirement fields – contains all the inputs necessary to provide the data needed to fulfil the reporting requirements for this voyage
2. Reporting requirement documents – allows you to upload the documents that are requested in the selected reporting requirements for this voyage

Figure 42 - Complete report page

The following information and actions are available in the Complete report page header (Figure 43):

1. Report requirement fields tab
2. Report requirement documents tab
3. Ordinal number of the voyage and voyage departure and destination locations
4. Back arrow icon – click it to go back to the previous page
5. Status of voyage – the following statuses are possible for the voyage:
 - a. Awaiting – you haven't yet created any reports, no draft is available
 - b. Draft – you have started filling out a report and a draft is stored in the database
 - c. Pending – reports have been published and sent to the respective receiving authorities and are pending response from those authorities
 - d. Approved – some responses have been received and all of them were of the status Approved
 - e. Rejected – some responses have been received and at least once is of the status Rejected
 - f. Cancelled – the voyage has been cancelled and all report have the status cancelled as well
6. Show requirements and authorities link – opens a list of reporting requirements and receiving authorities for those reporting requirements in a dialogue
7. Publish button – clicking the button initiates the publish procedure
8. Next voyage button – clicking the button takes you to the Complete report page of the following voyage of the transport plan; the button is available only if a draft exists for the current voyage and there is the next voyage in the transport plan
9. Save as draft button – clicking the button stores all the data into a draft record in the database; the button is enabled only if any unsaved changes are available

10. Delete draft button – clicking the button invokes the Delete draft confirmation dialogue and allows you to delete an existing draft of the voyage data set

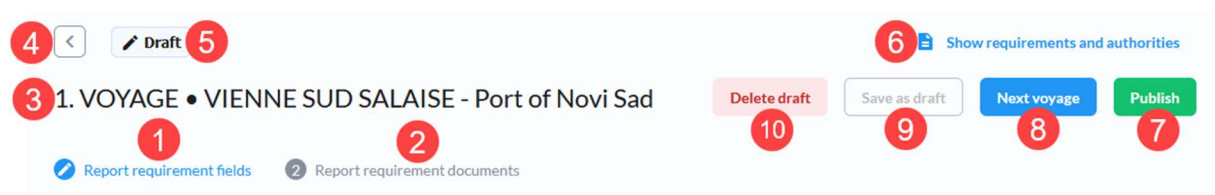


Figure 43 - Complete report page header

3.5.1 Report requirement fields

Filling the report requirement fields is in most cases the largest and most time-consuming step because on this page you have to fill in the data necessary to generate all reports for all reporting requirements that need to be fulfilled for this voyage. The tab 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

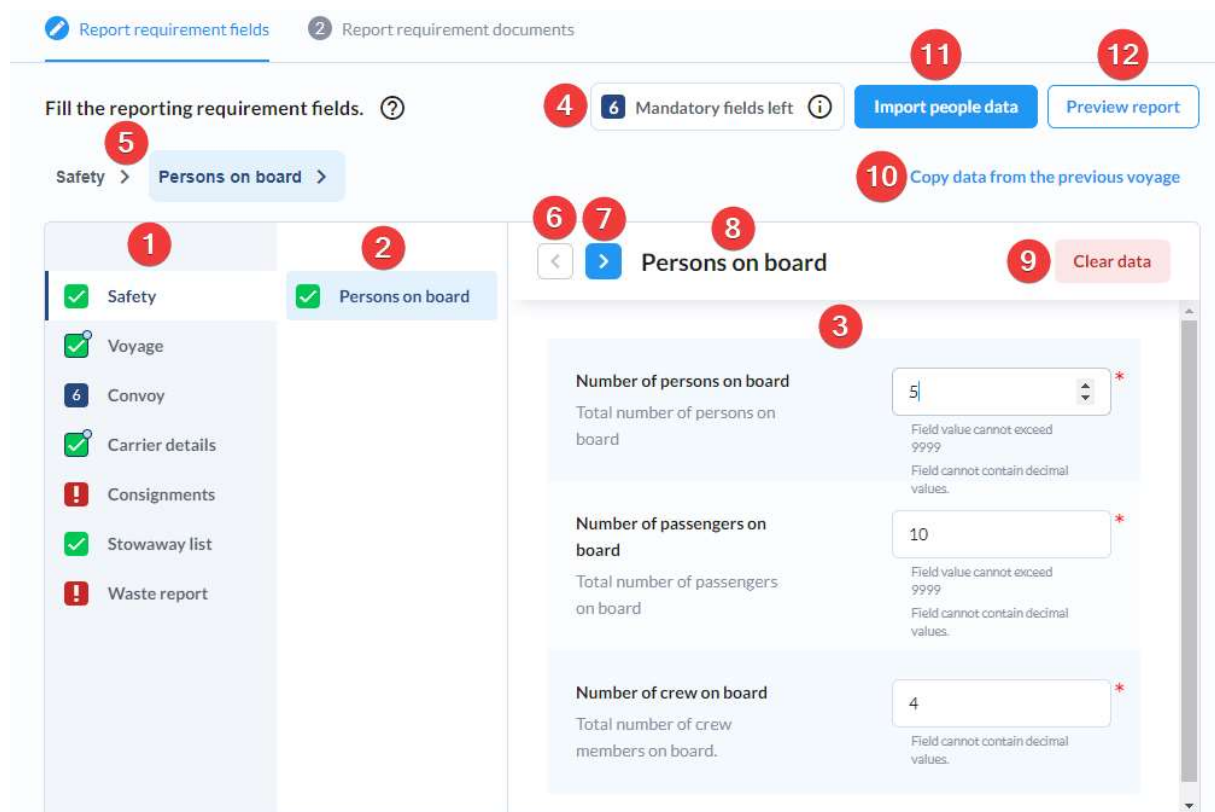


Figure 44 - Report requirement fields tab

The header of this tab contains the information about how many mandatory fields and/or groups are still missing (4) and the breadcrumbs (5) 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 45.

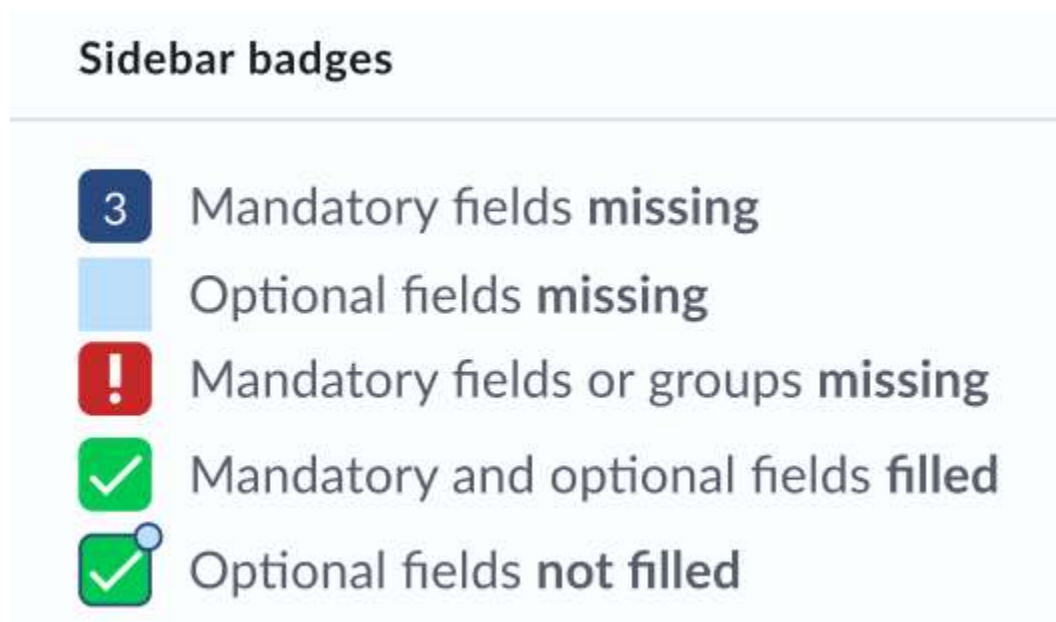


Figure 45 - Sidebar badges and their meaning

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 44-6 & Figure 44-7) 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. The following input field groups support using favourite data sets:

1. Locations (all location inputs)
2. Carrier (Vessel operator, Vessel skipper, Ship agent, Invoicing party, Sender, Receiver, etc.)
3. Vessel (main vessel and barges)
4. Crew member (crew list)
5. Consignment

3.5.1.1 Import people data

It is possible to import people data by clicking on the Import people data (Figure 44-11). Import is done by uploading the Excel file that contains people information using the CEERIS PAXLST template (downloadable from the footer). People data can include passengers, stowaways and crew members. All data from the imported Excel is filled in the inputs fields, but nothing is saved or published. If you want to persist the imported data it is required to save data as draft or publish the voyage. It is important to note that any existing person data will be removed during import according to following rules:

- If at least one passenger is imported, all existing passengers will be removed the voyage during import;
- If at least one stowaway is imported, all existing stowaways will be removed the voyage during import;
- If at least one crew member is imported, all existing crew members will be removed the voyage during import.

3.5.1.2 Array inputs

Some reporting requirement field groups are arrays (Figure 46). 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.

1	2	3	4	5
	Barge name	Barge ENI	Mandatory fields	Actions
1	Alpha	44325234	✓	✖
2	B111	11111111	✓	✖

Figure 46 - 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 47) 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.

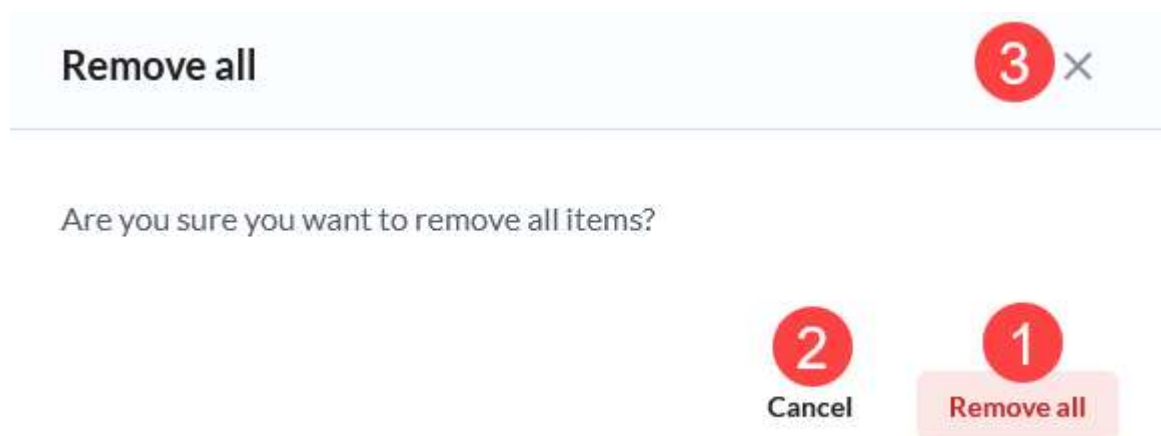


Figure 47 - Remove all confirmation dialogue

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.

Figure 48 - New array element added

3.5.1.3 Favourite data management

The favourite data is shared between users of your organization. Managing location favourites is already described in chapter 3.4.1.1.1. The rest of the favourite data sets are managed a bit differently.

The example will be based on the Vessel favourite data set, but is the same for all other types (except locations). Data sets that support using favourite data sets (Figure 49) will

have a header of a section with the Saved favourite data set select input (1) and the Save as favourite link (2).

Figure 49 - Data set that supports favourite data sets

3.5.1.3.1 Use favourite data set

To use a favourite data set, simply select the favourite from the select input. This action will invoke the Favourite selection confirmation dialogue (Figure 50) because selecting a favourite will overwrite all input fields with the data from the selected favourite data set. Click the Apply button to apply the favourite data set and automatically fill all associated input fields with the data contained in the favourite data set. To cancel the favourite selection, click the Cancel button (2) or the X icon in the top right (3).

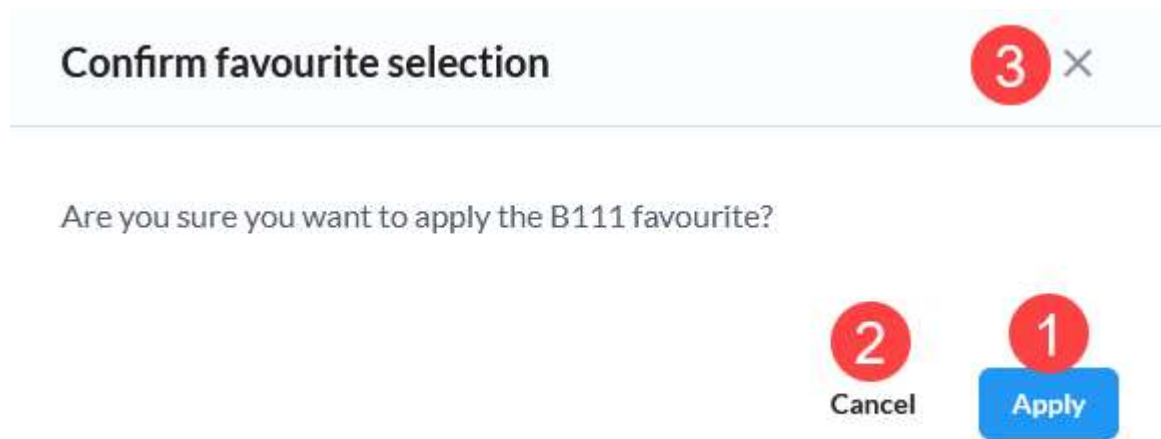


Figure 50 - Favourite selection confirmation dialogue

3.5.1.3.2 Remove favourite data set

To remove a data set from the favourites, opens the select input for the favourite selection (Figure 51) and click the full star icon (1) associated to the entry you wish to remove. This will immediately remove the favourite data set from the list of favourites and you'll be notified when the action is completed using a toast message on the screen.

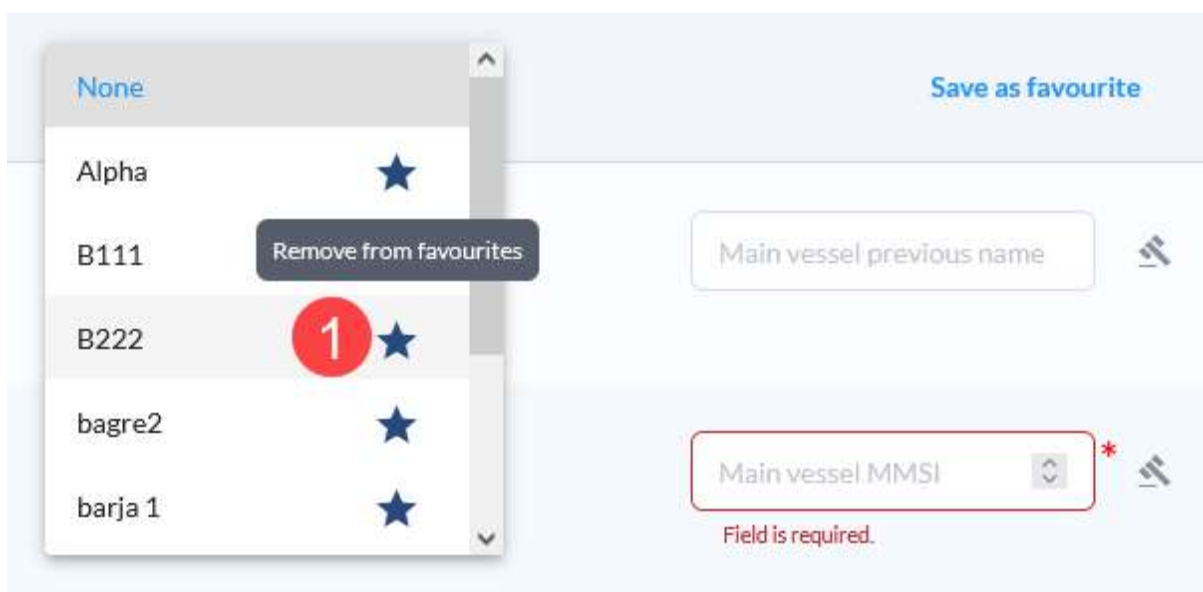


Figure 51 - Remove from favourites

3.5.1.3.3 Save new favourite data set

To save a new favourite data set, fill in all the desired input fields and click the Save as favourite link (Figure 49-2). This invokes the Save as favourite dialogue (Figure 52) where you need to provide a unique name (1) for this favourite data set. After entering the name click the Save button (2) to store the changes in the database or cancel the process using the Cancel button (3) or the X icon (4) in the top right.

Save as favourite

4

Enter the name for the favourite set of information

1

3 Cancel

2 Save

Figure 52 - Save as favourite dialogue

Saving a favourite saves the content of all associated input fields that can be used by any user of your organization when filling data for this data set type (e.g., vessel or carrier).

3.5.1.3.4 Update existing favourite data set

After selecting a favourite, the Update favourite link (Figure 53) becomes available. To update the favourite data set, after selecting it modify any desired data and click the Update favourite link. This stores the changes to the favourite data set to the database.

B111

1

Update favourite

Save as new favourite

Figure 53 - Update favourite link

3.5.1.4 Copy data from previous voyage

If the voyage is not the first within the transport plan, it has an additional option in the header of the Complete report page – the Copy data from the previous voyage link (Figure 44-10). By clicking this button, a background process is started that performs a smart copy of the data from the previous voyage into this voyage's draft. First all data is cleared from the existing draft (if there was any data), then all data is copied from the previous voyage with the following exceptions:

- Consignment element is not copied if the unloading place of consignment was the starting point of the current voyage
- Person in passenger or stowaway list isn't copied in case the disembarkation location is the departure of the current voyage
- Route related data is taken from the transport plan and isn't taken from the previous voyage

3.5.1.5 Clear data

To clear all data contained in the current draft, click the Clear data button (Figure 44-9). This action requires confirmation so the Clear data confirmation dialogue (Figure 54) is displayed. Click the Confirm button (1) to confirm the deletion of all data or cancel the

action by clicking the Cancel button (2) or the X icon (3) in the top right to close the dialogue.

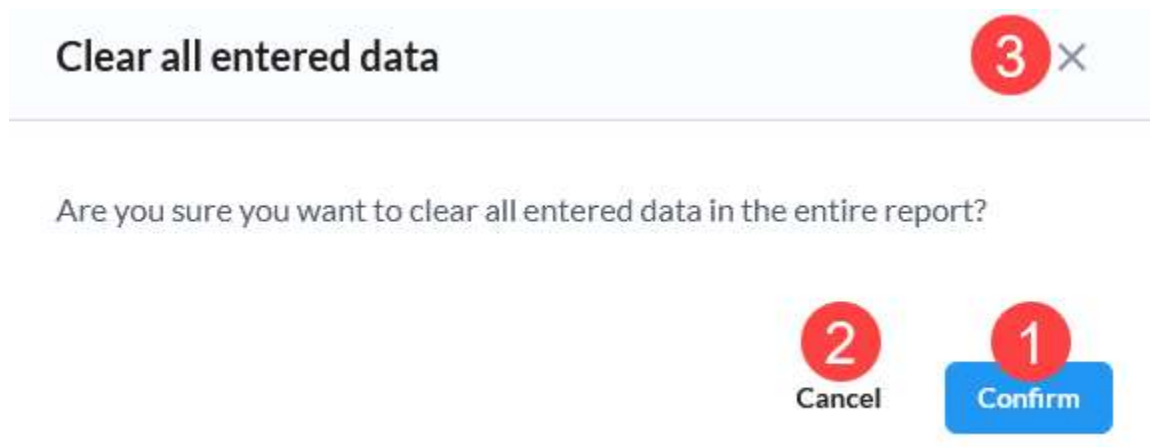


Figure 54 - Clear data confirmation dialogue

3.5.1.6 Preview report

It is possible to preview data of the current voyage by clicking on the Preview report button (Figure 44-12). Preview allows users to see all data that was added through reporting fields and contained in selected reporting requirements.

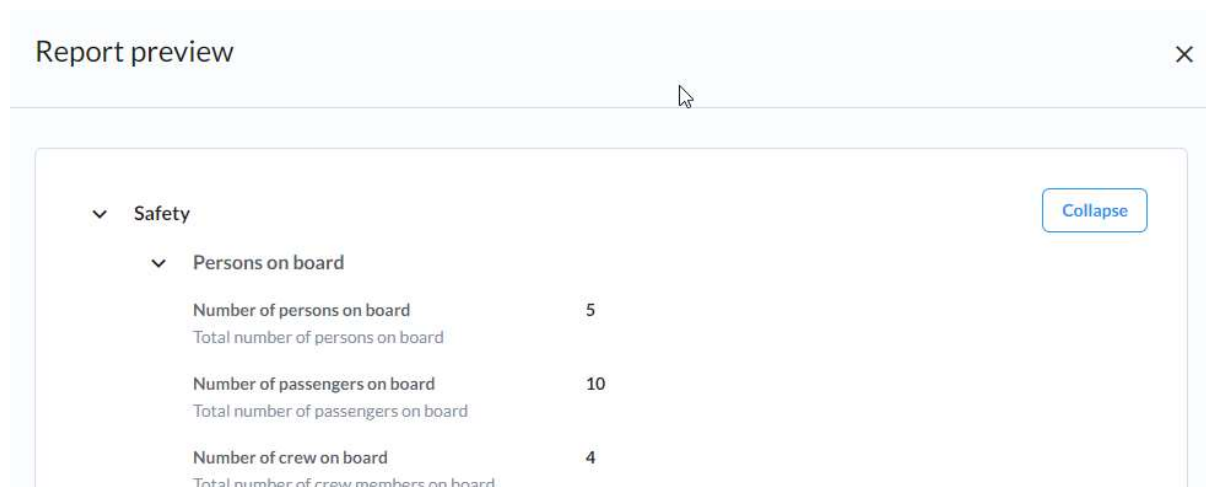


Figure 55 Preview report

3.5.2 Report requirement documents

Reporting requirements can also require documents to be sent to authorities. A list of such documents can be found on the Report requirement documents tab (Figure 56) where all optional and mandatory documents for all reporting requirements associated with the current voyage are displayed.

Report requirement documents

List of documents requested by authorities
Select documents from your favourites or upload a new one.

Selected mandatory documents: 0 / 1

1 Document name	2 Description	3 Receiving authority	4 File formats	5 Max. file size	6 Obligation	7 Action
Important document	This document is mandatory and must be provided by the reporting party.	AT authority 1	pdf	10	Mandatory	Select
Not so important document	This document is optional and doesn't have to be provided by the reporting party.	AT authority 1	doc, docx	10	Optional	Select

Figure 56 - Report requirement documents tab

For each document, in the list of documents requested by authorities, the following data and actions are displayed:

1. Document name – name of the document, given by the national ERI administrator
 2. Description – description given by the national ERI administrator when creating the reporting requirement
 3. Receiving authority – name of the receiving authority
 4. File formats – a list of supported file formats for this document
 5. Max. file size – maximum file size in MB
 6. Obligation – indication if the document upload is mandatory or optional
 7. Select action – clicking the Select link opens the Select document dialogue (Figure 57) where you can:
 - a. Upload a new document by either dragging and dropping the file in this dedicated box or by clicking the Browse link and selecting the file on your local file system
 - b. Selecting the document from the list of your favourite documents
- Once you've selected a document click the Select button (3) to use this document or click the Cancel button (4) or the X icon (5) to cancel the document selection and close the dialogue.

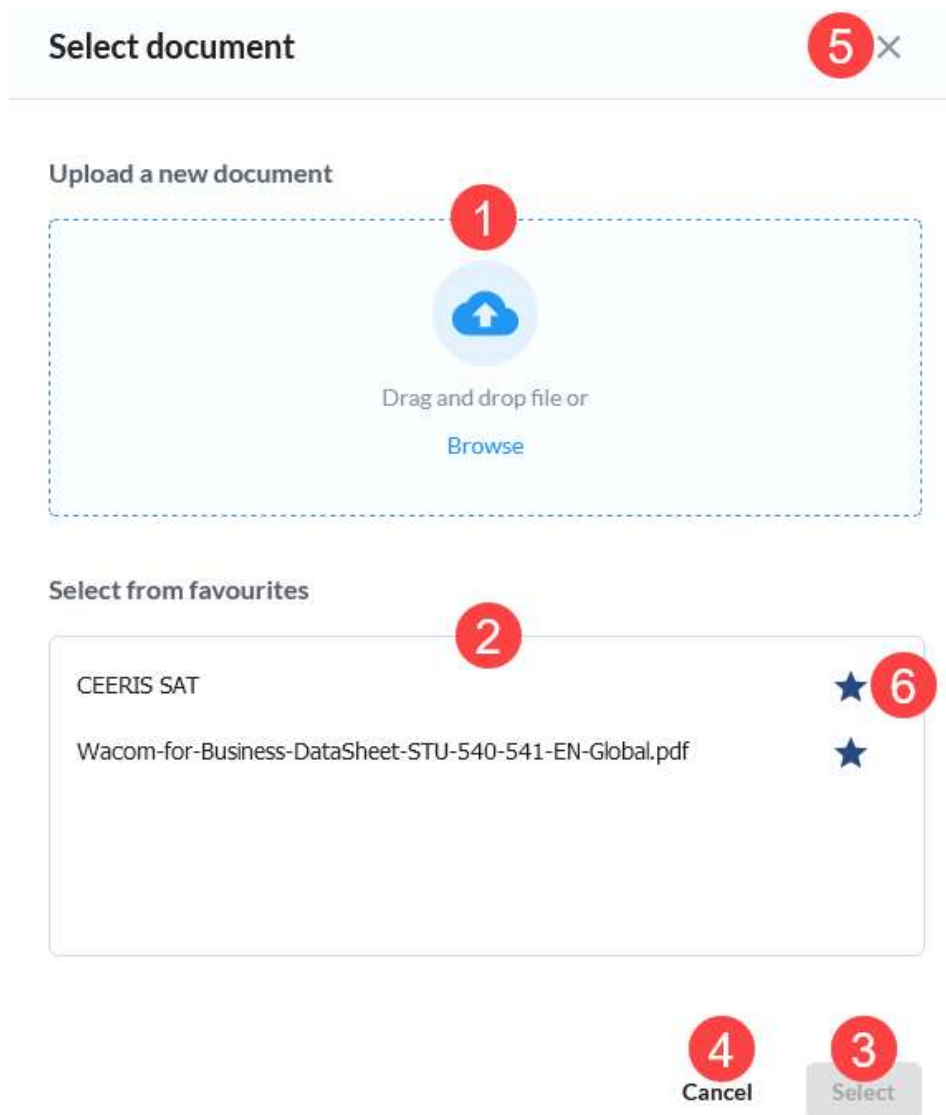


Figure 57 - Select document dialogue

In the top right of this section the current status of all mandatory documents is displayed (Figure 56-8) in the current format:

number of mandatory documents uploaded / total number of mandatory documents that need to be uploaded.

3.5.2.1 Document favourite management

Once you upload a new document on the Select document dialogue (Figure 58) you can also add it to the list of favourite documents by clicking the empty star icon (1) associated with it.

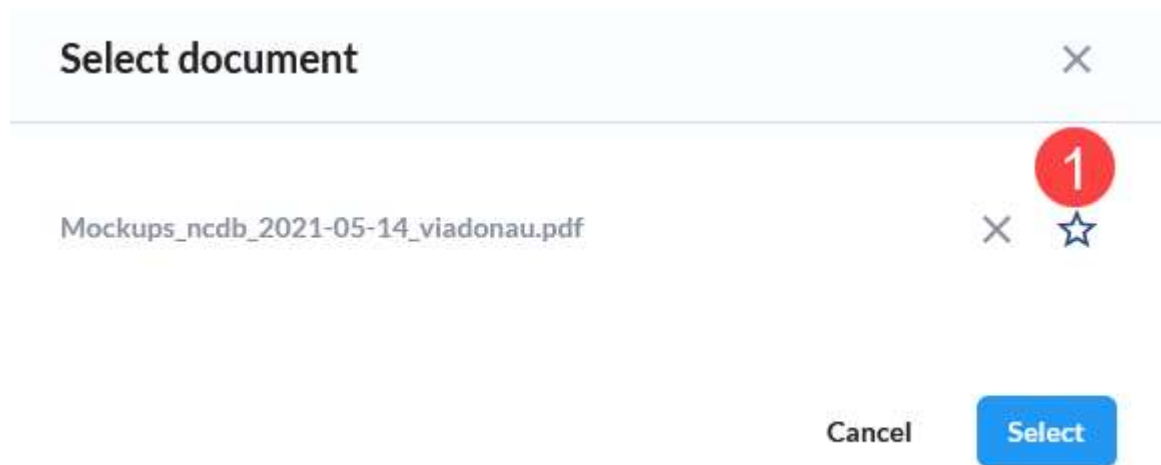


Figure 58 - Select document dialogue - new document uploaded

A document can be removed from the favourites by clicking the full star icon (Figure 57-6) associated with the document in the Select from favourites section of the Select document dialogue.

3.5.3 Show requirements and authorities

Click the Show requirements and authorities link (Figure 43-6) to open the Show requirements and authorities dialogue (Figure 59). The title of the dialogue contains the ordinal number of the voyage and the body 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 (5) next to it. Hovering your mouse icon over this icon displays the names of all receiving authorities for this reporting requirement in a tooltip.

1. VOYAGE - Requirements and authorities 3 4 ×	
1 Reporting requirement name	2 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 5
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

Figure 59 - Show requirements and authorities dialogue

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

3.5.4 Save as draft

Clicking the Save as draft button (Figure 43-9) in the Complete report page header stores all the data into a draft record in the database. This action enables you to continue working on this report at a later time and also allows you to continue to the next voyage as an existing draft or published voyage are a prerequisite for continuing to the next voyage.

3.5.5 Publish voyage

After filling in all the data you wanted, but at least all mandatory fields, click the Publish button (Figure 43-7). 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 60) 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 60 - Publish voyage confirmation dialogue

3.5.6 Next voyage

The Next voyage button is only enabled if there is a next voyage within the same transport plan. After filling in all the data you wanted, but at least all mandatory fields, click the Next voyage button (Figure 43-8). 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, a slightly modified Publish voyage confirmation dialogue (Figure 61) is shown. Here all reporting requirements that are being fulfilled and a list of all authorities that will receive reports are listed. Now you have to decide if you want to publish the voyage before continuing to the Complete report page of the next voyage in the transport plan or not. If you want to publish the voyage, click 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). After the publish process is completed, you're taken to the Complete report page of the next voyage in the transport plan. In case you don't want to publish the voyage at this time click the Continue without publishing button (2) to immediately go to the Complete report page of the next voyage in the transport plan without publishing any reports. To cancel

publishing the voyage click 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 ⓘ
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
Continue without publishing

1
Publish and continue

Figure 61 - Next voyage - Publish voyage confirmation dialogue

Before loading the Complete report page for the next voyage, a smart copy is performed from the previous voyage (the one for which you have just finished filling in the data) to the current voyage draft. For a detailed explanation see chapter 3.5.1.4.

3.5.7 Delete draft

In case a draft exists for a voyage, a Delete draft button (Figure 43-10) is shown. Click this button to delete the draft for the voyage. This invokes the Delete draft confirmation dialogue (Figure 62). Confirm the deletion by clicking the Delete button (1) or cancel the action by clicking the Cancel button (2) or the X icon (3) in the top right and closing the confirmation dialogue.

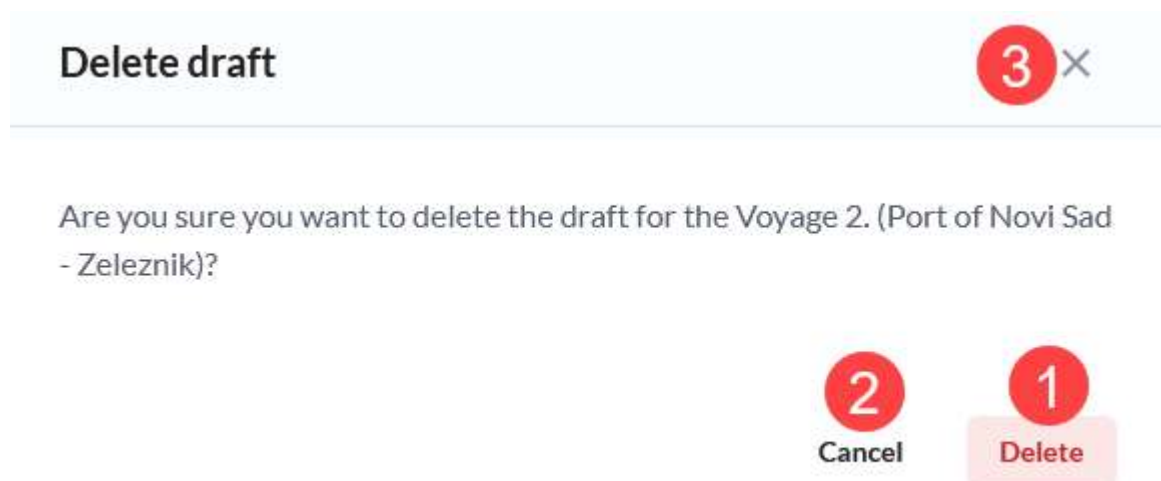


Figure 62 - Delete draft confirmation dialogue

3.6 Manage transport plan templates

To access the Transport plan templates page, expand the Reporting (Figure 63-1) item in the sidebar menu and click the Transport plans (Figure 63-2) item.



Figure 63 - Templates item in the sidebar menu

The transport plan templates page (Figure 64) contains the Transport plan templates table, the associated search input (6) for the table and a button to create a new transport plan template (8).

Transport plan templates				
<div>8 New transport plan template</div>				
1 Template name	2 Vessel name	3 Departure	4 Destination	5 Action
Duplication Template SK to BG	IGNORE TEST CEERIS	BAZEN SVP OZ BRATISLAVA - KAMENOLOM DEVIN	Ruse 10	⋮
Dangerous Goods Template SK to BG	IGNORE TEST CEERIS	BAZEN SVP OZ BRATISLAVA - KAMENOLOM DEVIN	Ruse 10	⋮
SAT 21.10.2021	Krems	SCL	Novi Sad - Passenger Port	⋮
Multi voyage template	Alpha	Port of Novi Sad	Kostolac	⋮
DAVID and XML	Alpha	Sidriste Vukovar	Zeleznik	⋮
<div> <div>Rows per page: 10 ▾</div> <div>1 - 5 of 5</div> <div>7 < < > > </div> </div>				

Figure 64 - Transport plan templates page

The transport plans table contains all transport plans created by your organization for vessels for which you have write access rights within EURIS. For each transport plan in the table the following data is displayed:

1. Template name – name of the template
2. Vessel – name of the main vessel of the transport plan
3. Departure – location of departure
4. Destination – destination location
5. Action – this column contains the three dots context menu that contains actions available to perform on the transport plan template

The Transport plan templates table uses paging and you can use the paging controls (7) to change the maximum number of rows displayed per page as well as navigate through the pages.

The following actions are available for the transport plan templates from the context menu (Figure 65):

1. Edit transport plan template – opens the Edit transport plan template page
2. Create from template – opens the Create new transport plan page but fills in the data using the data available in the template. The result is the same as when creating a new transport plan from template and selecting this template (see chapter 3.4.2)
3. Duplicate – opens the Create new transport plan template page with all the data already filled in with the data from the selected template
4. Rename transport plan template – opens the Rename transport plan template dialogue
5. Delete – opens the Delete transport plan template dialogue

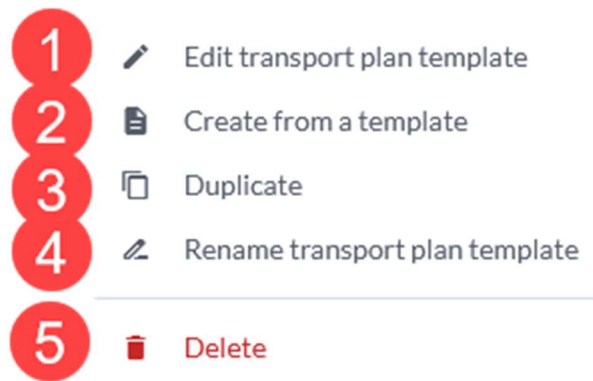


Figure 65 - Transport plan template actions context menu

3.6.1 Edit transport plan template

The Edit transport plan template action opens the Voyages of your transport plan template page (Figure 66). The page is based on the Voyages of your transport plan page with the following differences:


1. Complete template button – this is placed instead of the Complete report button to better describe the functionality and context, the function of the button remains the same
2. ETA/ATA/ETD/ATD – all time sensitive data is ignored in the transport plan template so these values are never displayed here
3. The status of the voyage is always awaiting, if a draft hasn't been created yet, or draft, no other options are available

Voyages of your transport plan template

Prepare template data

Prepare data for all voyages of your transport plan template

1. Voyage

3  Draft

1 Complete template

○

0 PASSINGS

📍

BAZEN SVP OZ BRATISLAVA - KAMENOLOM DEVIN

FOKA_obol

ETD

ATD

ETA

ATA

—

—

—

—

2

2

Selected reporting requirements 2 / 5

2. Voyage

 Draft

Complete template

○

0 PASSINGS

📍

FOKA_obol

Ruse 10

ETD

ATD

ETA

ATA

—

—

—

—

Figure 66 - Edit transport plan template - Voyages of your transport plan template page

Click the Complete template button to open the Complete template page (Figure 67) for the selected voyage. This page is based on the Complete report page with the only difference being the lack of Publish button. To go to the next voyage, store a draft of the current voyage with all mandatory data and click the Next voyage button.

The screenshot shows the 'Complete template page' for a voyage report. At the top, there's a header with a back arrow, a 'Draft' button, and a 'Show requirements and authorities' link. Below this, the voyage title '1. VOYAGE • BAZEN SVP OZ BRATISLAVA - KAMENOLOM DEVIN - FOKA_obol' is displayed, with 'Save as draft' and 'Next voyage' buttons. A progress bar indicates '1 Report requirement fields' (active) and '2 Report requirement documents'. The main section is titled 'Fill the reporting requirement fields. ?' and shows '20 Mandatory fields left'. A sidebar on the left lists categories: Safety (3), Convoy (10), Carrier details (7), and Consignments (1). The 'Persons on board' category is selected, showing sub-items: 'Signalling of special products on board' (1) and 'Persons on board' (2). The main content area for 'Persons on board' includes input fields for 'Number of persons on board' and 'Number of passengers on board', each with a 'Total number of persons/passengers on board' label and a 'Clear data' button.

Figure 67 - Complete template page

3.6.2 Duplicate transport plan template

When you select the duplicate action, a draft of the transport plan template is created in the system, but isn't stored yet and the New transport plan template page is opened with all the data prefilled from the duplicated template and the Template name dialogue is shown to allow you to give this template a name. The process is identical to creating a new transport plan template, except the input fields are prefilled with the duplicated template's data. Please refer to chapter 3.6.6 for more information about the steps that are to be completed to finish the creation of a transport plan template.

3.6.3 Rename transport plan template

You can change the name of a template by clicking the Rename transport plan template action. This invokes the Edit template name dialogue (Figure 68). Here you can modify the name of the template by typing in the name in the input field (1) and clicking the Change name button (2). To cancel this process and close the dialogue click the Cancel button (3) or the X icon (4) in the top right.



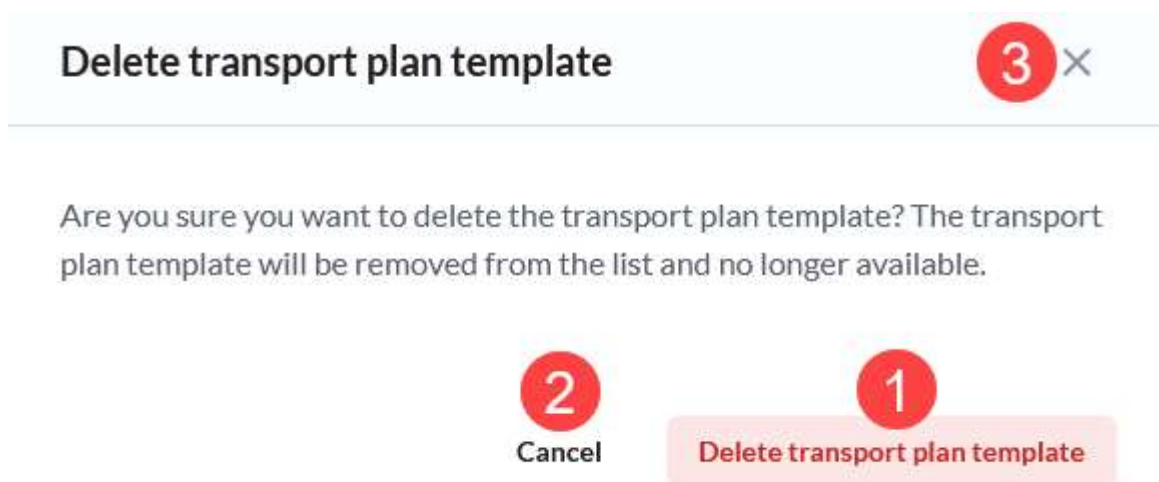
The dialog box has a title bar 'Edit template name' with a red circle '4' and an 'X' icon. Below the title bar is a text input field containing 'Duplication Template SK to BG', with a red circle '1' next to it and a red asterisk '*' at the end. At the bottom right are two buttons: a grey 'Cancel' button with a red circle '3' and a blue 'Change name' button with a red circle '2'.

Figure 68 - Edit template name dialogue

3.6.4 Delete transport plan template

Click the Delete action associated with the transport plan template to invoke the Delete transport plan template confirmation dialogue (Figure 69). You need to confirm this action by clicking the Delete transport plan template button (1). After confirmation the transport plan template is deleted and is no longer available in the system.

To cancel the deletion and close the confirmation dialogue click the Cancel button (2) or the X icon (3) in the top right.



The dialog box has a title bar 'Delete transport plan template' with a red circle '3' and an 'X' icon. Below the title bar is a message: 'Are you sure you want to delete the transport plan template? The transport plan template will be removed from the list and no longer available.' At the bottom are two buttons: a grey 'Cancel' button with a red circle '2' and a red 'Delete transport plan template' button with a red circle '1'.

Figure 69 - Delete transport plan template confirmation dialogue

3.6.5 Search transport plans

The transport plan templates table can be searched through by typing in the Search transport plan templates input field (Figure 64-6). As soon as you type in the text the transport plan templates table displays only transport plan templates whose name contains the text provided in the search field.



The input field contains a magnifying glass icon, the text 'temp', a red circle '1', and an 'X' icon.

Figure 70 - 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 70-1) inside the input field.

3.6.6 Create new transport plan template

Clicking the New transport plan template button (Figure 64-8) first opens the Template name dialogue (Figure 71). Here you enter the name of the template in the input field (1) and click the Set name button (2) to store the name and continue with the process of creating a new transport plan template or click the Cancel button (3) or the X icon (4) in the top right to close the dialogue without setting a name of the template. The template name is mandatory to provide to be able to store the transport plan template.

Figure 71 - Template name dialogue

After closing the dialogue, the Create new transport plan template page is visible with the first step route definition (Figure 72). Here you can set/edit the template name before proceeding to the next step by clicking the pencil icon next to the name of the template (1). The route definition is the same as when creating a transport plan, except no time sensitive data inputs are present (ETA/ETD/ATA/ATD).

Test template 1 6 [Next](#)

[Route definition](#) 2 [Transport characteristics](#) 3 [Select reporting requirements](#)

Define your route
Enter departure, destination and if applicable intermediate stops.

Departure Point
Location
 2 *

Passing Point 5
 Location Activity 1
 4 * ☐ Cargo or passenger change

Add route point 3

Destination Point
Location
 *

Figure 72 - New transport plan template - route definition

Once you're ready continue to the next step by clicking the Next button.

The transport characteristics step as well as the Select reporting requirements steps are exactly the same as when creating a new transport plan so, please refer to chapters 3.4.1.2 and 3.4.1.3. Upon finishing the Select reporting requirements step and creating a template, the Voyages of your transport plan template page is displayed. Please refer to chapter 3.6.1 for information about filling in the voyage data.

4 Statistics

To access the Statistics page (Figure 73) 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

The screenshot shows the 'Statistics' page. At the top right is a blue button labeled 'New statistical report' with a red circle '6' above it. Below this is a table with five columns: 'Name' (callout 1), 'From date' (callout 2), 'To date' (callout 3), 'Created at' (callout 4), and 'Action' (callout 5). The table contains two rows of data. Below the table is a pagination control (callout 7) showing 'Rows per page: 10' and '1 - 2 of 2' with navigation arrows.

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	⋮

Rows per page: 10 1 - 2 of 2

Figure 73 - 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.

4.1 Create a statistical report

Open the New statistical report full screen modal dialogue (Figure 74) 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 74 - Statistics page - New statistical report dialogue

4.1.1 Report name step

Fill in the desired name of the report and click the Next button (Figure 75) to proceed to the next step.

Figure 75 - New statistical report - Report name step

4.1.2 Define time range step

Click the calendar icon to load the date range picker (Figure 76-1) 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 76 - 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.

4.1.3 Define filters step

The Define filters step (Figure 77) 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 Reporting party user, these filters are applied on an initial data set that includes all reports for vessels for which you have write access rights (the ones you can create a new transport plan for).

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 77 - 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).

4.1.4 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 78 - 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.

4.2 View statistical report

The View statistical report page (Figure 79) 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

My stat report

1

Date range

01/01/2021 - 31/12/2021

2

Defined filters

Transport type

Cargo , Dangerous cargo

Voyage start country

Austria

3

Outputs

4

Yearly

5

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

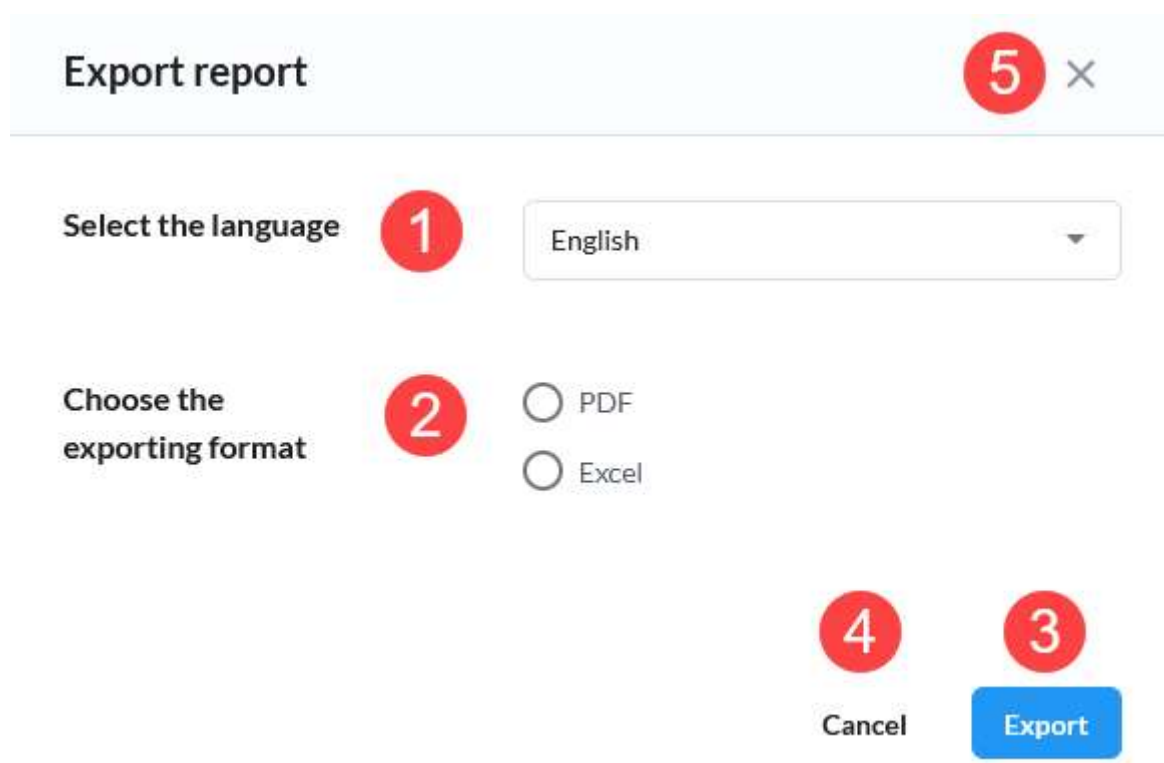
Monthly

	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 79 - View statistical report page

You can export the statistical report by clicking the Export button (6). This invokes the Export statistical report dialogue (Figure 80) 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.

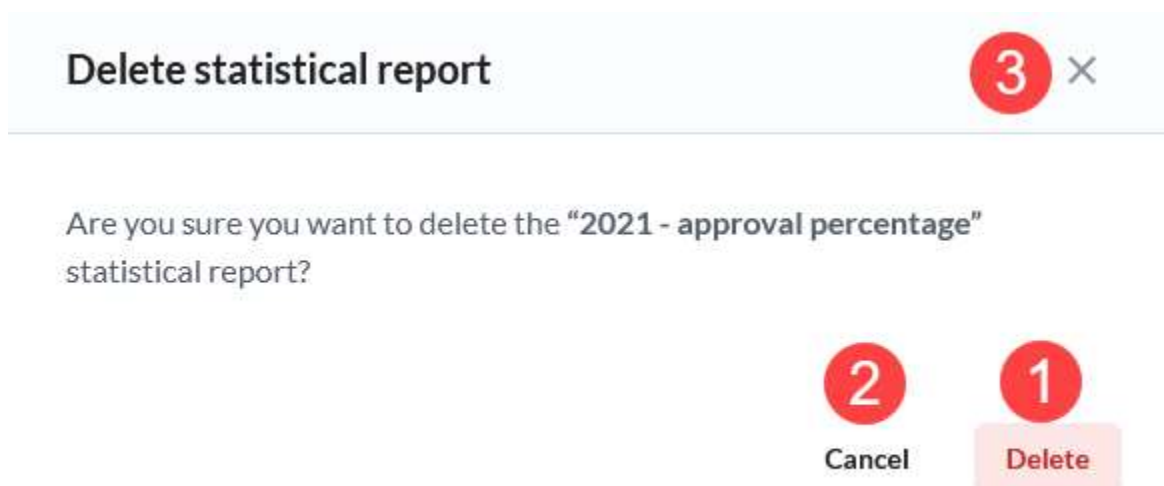


The dialog box is titled "Export report" in the top left corner. In the top right corner, there is a red circle with the number "5" and a close "X" icon. Below the title bar, there are two main sections. The first section is labeled "Select the language" with a red circle containing the number "1" next 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 80 - Export statistical report dialogue

4.3 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 81).



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 81 - 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.

5 Auditing

To access the Auditing page (Figure 82) 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 National ERI administrator this entails all changes made by:

- users of your organization
- users of receiving authority organizations on the reports associated with vessels for which you have write access rights

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
<div> <div>6</div> <div>7</div> <div>8</div> </div>				

Figure 82 - 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 83-1) to clear it or simply manually delete the contents of the search input.

<div> <input type="text" value="CEERIS"/> 1 x </div> <div>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 83 - Auditing table - active search filter

Clicking the Filters button opens the Auditing filters dialogue (Figure 84). 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

Audit log filters 5 X

Action type

Select action types 1

Record type

Select record types 2

Date and time of creation

Date 3 Date

00 : 00 — 00 : 00

4 Apply

Figure 84 - 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.

<div> <input type="text" value="Search by username or metadata"/> <div> X Clear filters 1 </div> <div>Filters</div> </div>				
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 85 - Auditing table - Clear filters button

5.1 View audit record page

The view audit record page (Figure 86) 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 86 - View audit record page

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

6 Find requirements

The Find requirements page is accessed by clicking the Find requirements link in the sidebar. The Find requirements page (Figure 87) 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

Add route point

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 87 - 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 88) 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 88 - 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).

6.1 Filter by route points

The filter by route point section (Figure 89) of the page contains a route definition input set (1) and a map component (2).

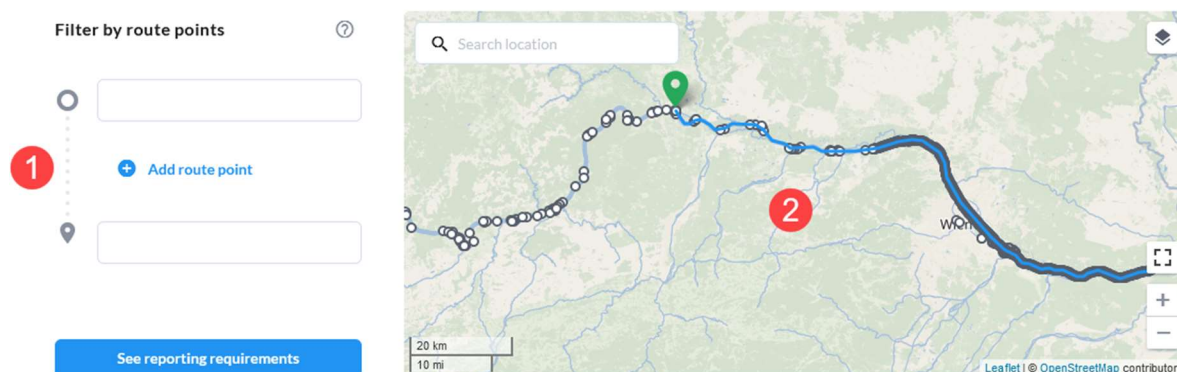


Figure 89 - Find requirements - Filter by route points section

The route definition input set (Figure 90) 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 90 - 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.

6.1.1 Map component

The map component (Figure 91) 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).

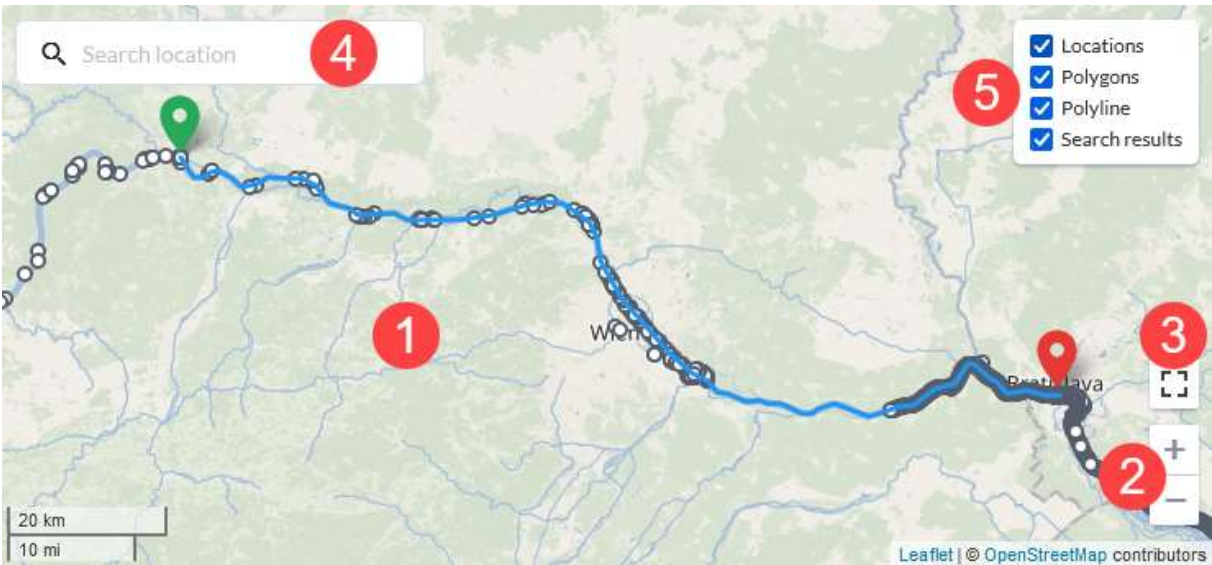


Figure 91 - Find requirements - map component

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 92-2), simply select the reporting requirements by clicking the checkboxes associated with the reporting requirements you're interested in (Figure 92-1).

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

Filter by route points

+ Add route point

See reporting requirements

Map showing reporting requirement polygons in the Ruse area. A red circle '2' highlights a specific polygon.

	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 92 - Find requirements - Select reporting requirement checkboxes**6.2 Search reporting requirements**

The reporting requirements table can be searched through by typing in the Search reporting requirements input field (Figure 88-10). 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 93 - 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 93-1) inside the input field.

6.3 Reporting requirements table filter

The reporting requirements filter can be accessed by clicking the Filter button (Figure 88-11) at the top right of the reporting requirements table. The Filter dialogue (Figure 94) is displayed and allows the user to configure the following filters:

1. Receiving authority – a single select input with all authorities belonging to the National ERI administrator's country.
2. Transport level – a radio button with options Any, Domestic and International
3. Transport type – multiselect input with Cargo, Dangerous cargo and Passenger as options
4. Vessel specific criteria – a multiselect input with all supported vessel specific values (configurable by the CEERIS system administrator)
5. Reporting requirement type – a single select input with all supported reporting requirement types
6. 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 94 - 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 95-1) is displayed. Clicking this button clear the applied filter – this button is hidden and the reporting requirements table displays all available national reporting requirements.

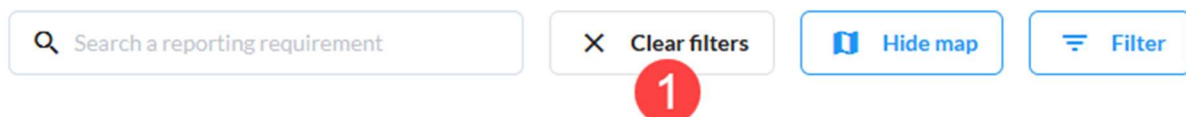


Figure 95 - Find requirements - Clear filter button

6.4 View reporting requirement details

Clicking the View action associated with a reporting requirement opens the View reporting requirements details page (Figure 96). 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

CEERIS

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
ERIVVOY 1.4

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

- AT authority 1 **1**
- AT authority 2

Figure 96 - 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.