Air Quality eReporting System

User Manual

ver. 1.0.1

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Introduction

About Air Quality e-Reporting System

The "Plans and Programs" reporting system is created for EEA within the "INSPIRE/Air quality" pilot, being implemented at the Digital Earth and Reference Data unit, Joint Research Centre. The software is made available under the "European Union Public License".

Browser Support

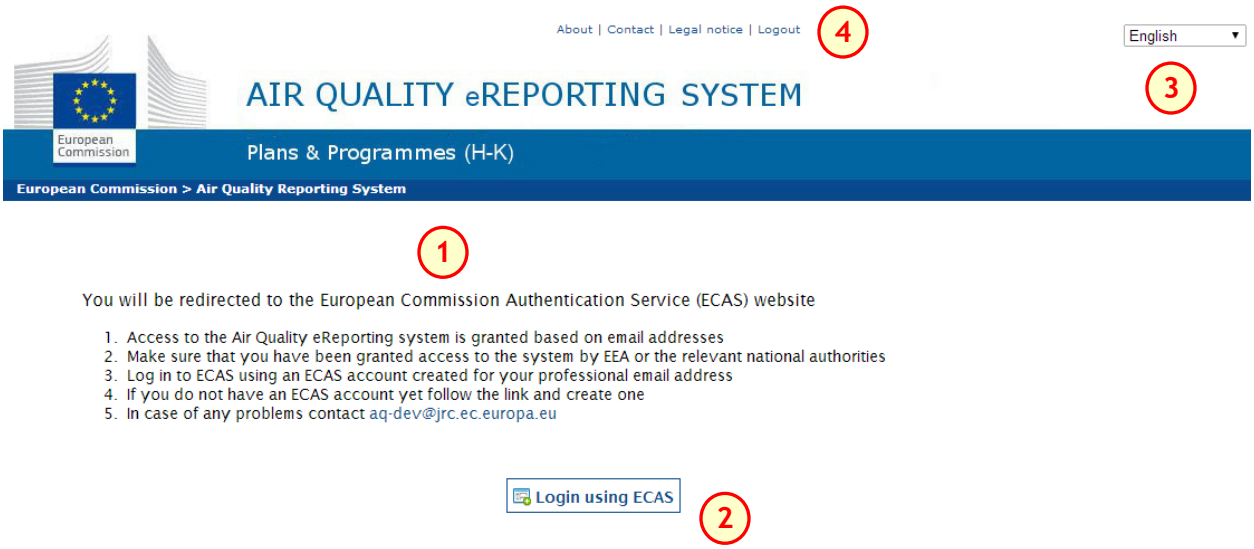
The system has been tested to work correctly with the following browsers:

- Chrome 36
- Firefox 30
- Internet Explorer 9, 10 and 11

If you are experiencing any problems with the system try to use one of the web browsers listed above.

Air Quality e-Reporting System Homepage

To start using the system go to http://inspireaq.jrc.ec.europa.eu/aqrsystem. The homepage provides introductory information and login button.



1. **Introductory information about the access to the system.**
2. **The login button**. To access the system the login button needs to be clicked. It redirects the user to ECAS, which is the European Commission Authentication System (see ECAS – User Authentication)
3. **Language selection field.** The system has been localised into the European languages. To change the currently used language use the language selection field.
4. **Top menu.** The top menu provides additional information and links, e.g. the contact details.

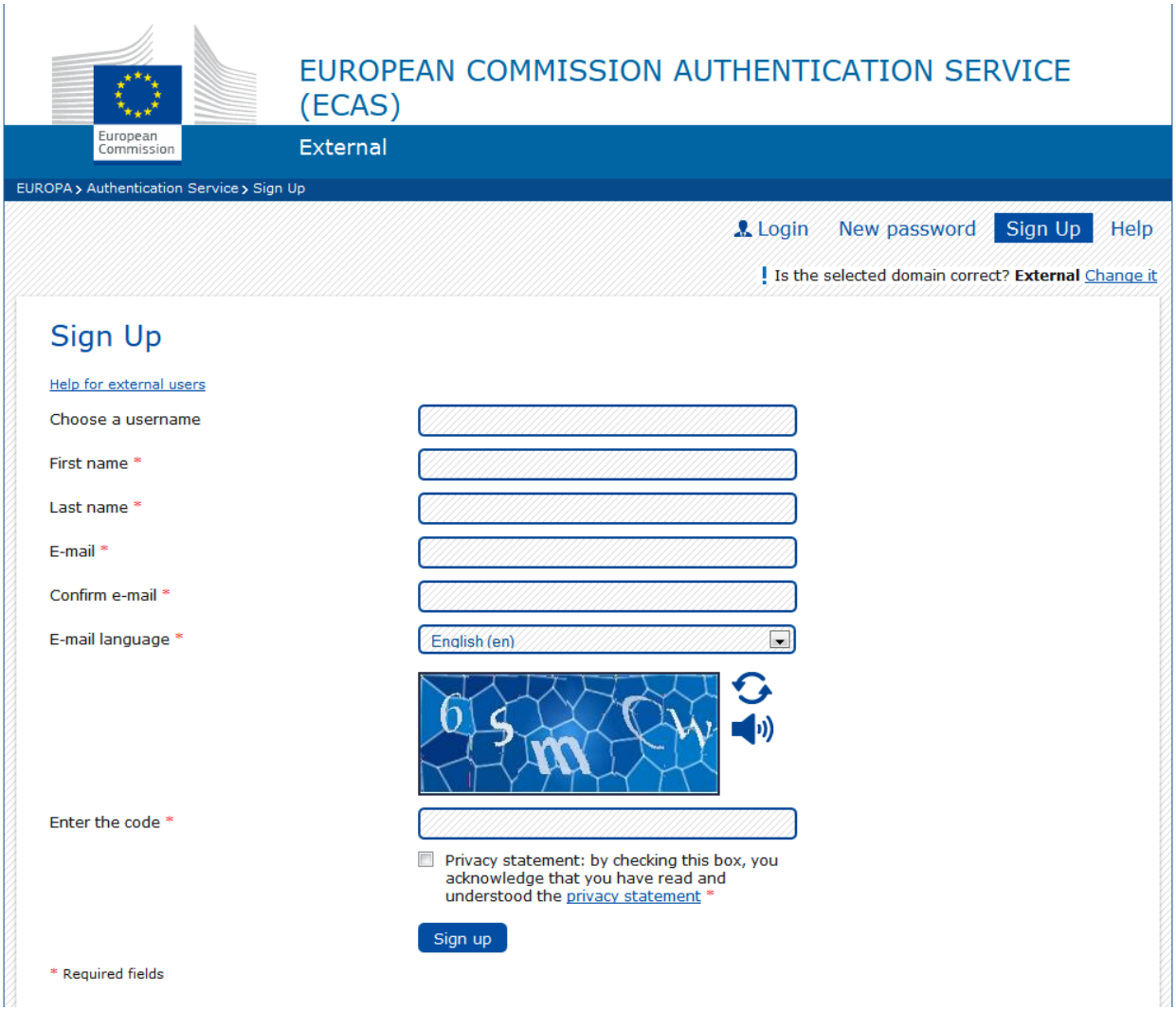
ECAS – User Authentication

ECAS is the European Commission's Authentication Service. It is a single sign-on system, which means that one username and password can be used to access a range of European Commission systems. Once you've used ECAS to log in to a website or service, you will not be required to re-authenticate for other EC systems.

To be able to use the Air Quality eReporting System users need to create an ECAS account, as well as they need to be given access rights by the administrator of the Air Quality eReporting System.

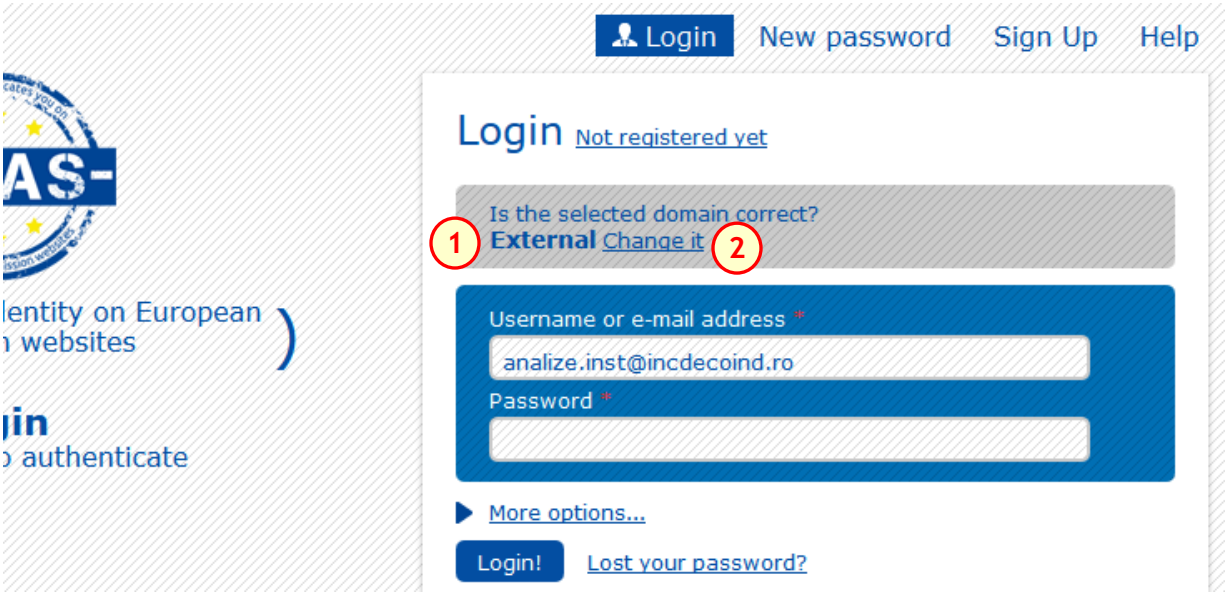
To register to the ECAS services, you have to visit the ECAS website: https://webgate.ec.europa.eu/cas and click on the „Sign Up" link.

The registration page will be displayed.

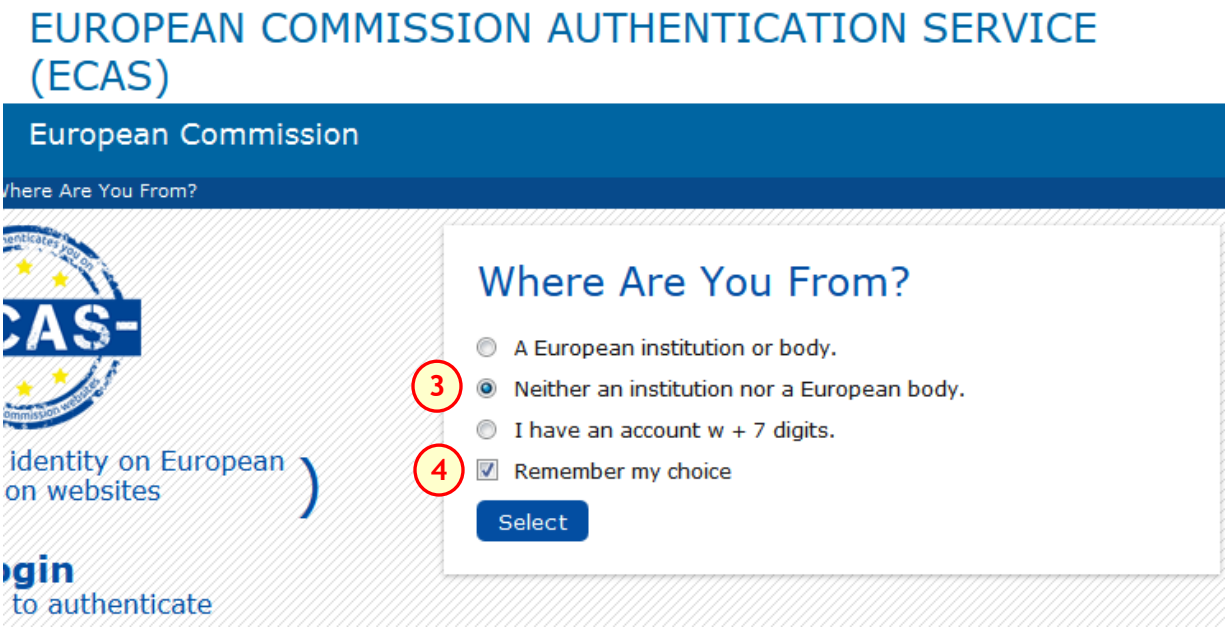


Please provide the required data, click the "Sign up" button, and confirm your email address by clicking the link in the email that you should receive immediately after registration.

Logging in to the system next time, make sure that you log in to the **External domain.**



If you are not in the External domain, you have to change it by clicking to "Change it" (2) and then selecting "Neither an institution nor a European body" (3) and also select "Remember my choice" (4).



You can learn more about the ECAS authentication in the HELP menu of the above mentioned website.

User Roles

The **Air Quality eReporting System** has three types of users:

- *EEA Administrators* – who can grant access to each of the countries
- *National Administrators* – who can administer the country related settings of the system as well as may develop reports themselves
- *Users* – who can use the system to develop reports for a certain country

The list of the features that users of each type can use is given below.

Feature	EEA Administrator	National Administrator	User
View data of all the countries	✓		
View data of one country		✓	✓
Edit/Delete reports of the country			
Edit/Delete reports created by you		✓	✓
Clone items		✓	✓
Export items to XML		✓	✓
Import XML files		✓	✓
Upload data from Flow G		✓	✓
Manage users of all countries	✓		
Manage users of the country		✓	
Manage country namespace		✓	
Manage the default provider details		✓	✓

National Spaces

Users of the **Air Quality eReporting System** work within national spaces. This means that:

- National Administrators and Users can only view the data of their own country.
- The National Administrator can change the namespace of the country, which will have impact on all the users from this country.
- The National Administrators and Users can upload data from Flow G, which will be available to all the users from their country.
- The National Administrators and Users see the statistics of data from their country.
- The National Administrators and Users can only link in their reports to items from their country.

Reporting

Main Tabs

When you log in to the system you will see six tabs at the top of the screen, just under the European Commission banner. These tabs represent six main areas of the system that the user should get familiar with.

The purpose of the tabs is as follows:

1. **Home.** This tab contains statistics about the data in the system of the country of the user.
2. **Plan.** The tab for reporting flow H data.
3. **Source Apportionment.** The tab for reporting flow I data.
4. **Evaluation Scenario.** The tab for reporting flow J data.
5. **Measures.** The tab for reporting flow K data.
6. **Settings.** Additional settings, user management, Flow G data upload.

Home Tab

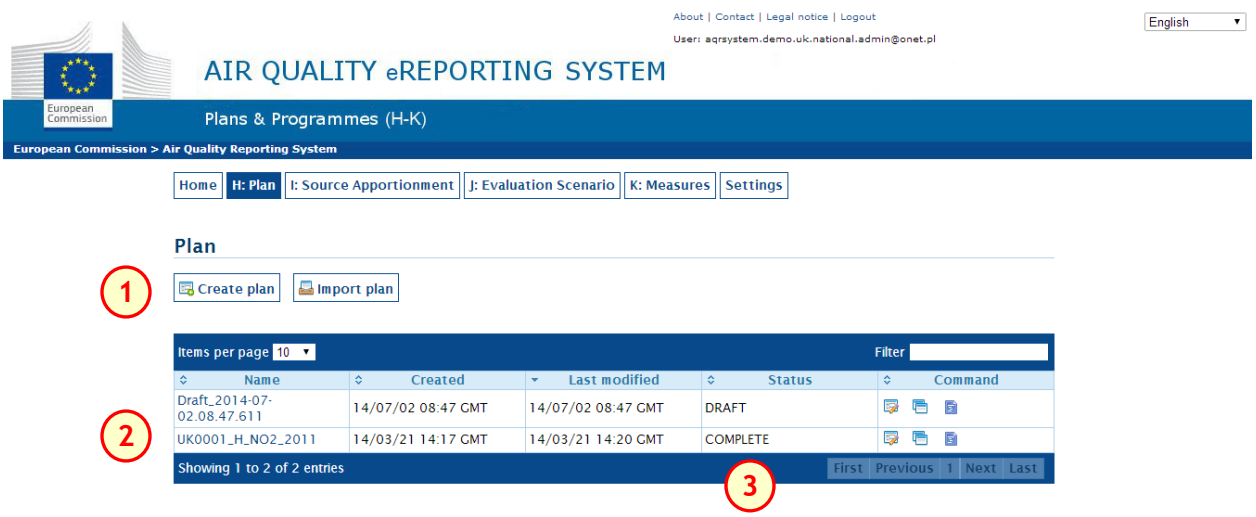
The Home tab contains statistical summary of the data in the system. Users and national administrators see information about their country. EEA administrators see information about the whole system.

Creating Reports

Users and National Users can create new items for each of the flows. To this end they need to click the "Create" button (1). As a result a new item will be added to the table. The system will automatically populate the "Provider" section with the data in the "Default Provider" section of the Settings tab. The namespace will as well be automatically populated taking the value from the configuration settings of the country, which are maintained by the national administrator.

The newly created item will be visible to all the users and national administrators of the country, as well as to the EEA administrators. The person who created the item will be the only one, though, with the right to edit the item.

To view and edit an item just click its name in the table (2), and you will be redirected to the edit view.



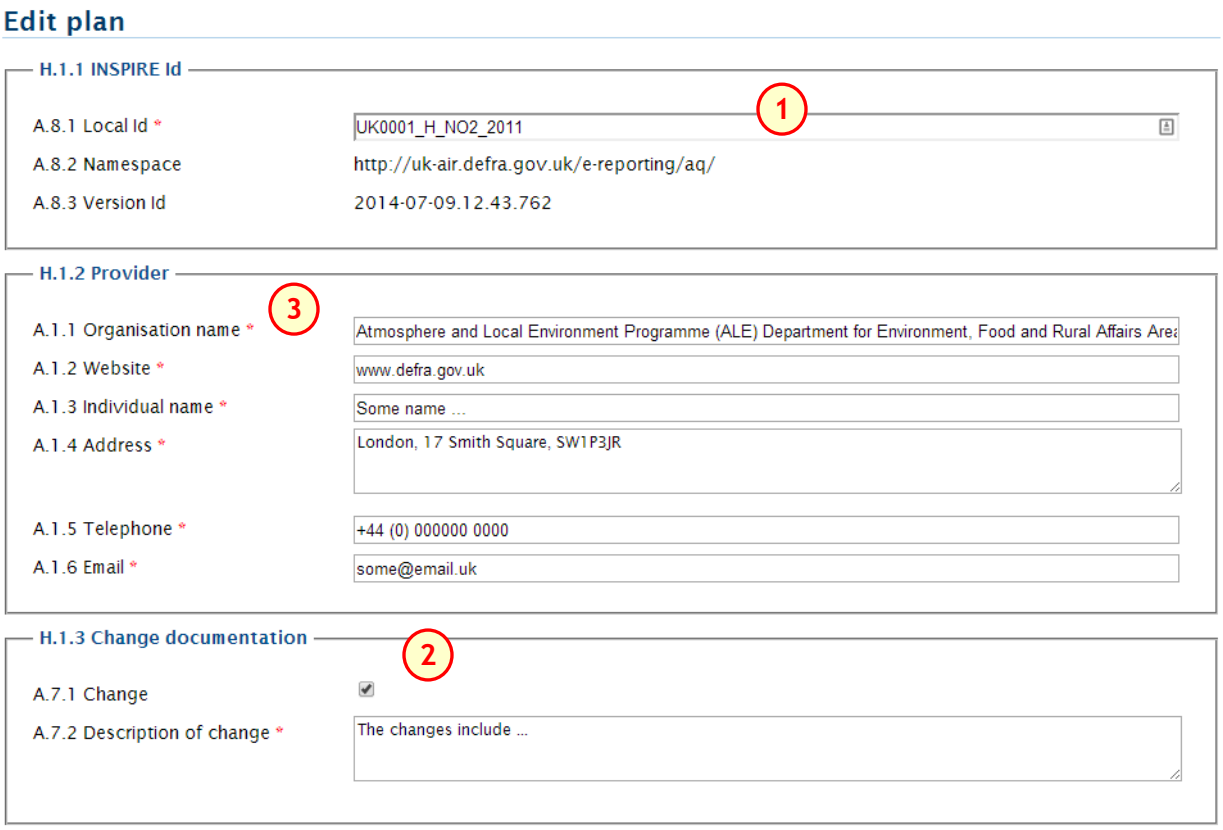
Each of the items in the table has a status, which is either "DRAFT" or "COMPLETE". This indicates whether or not all the required data has been provided.

Editing Reports

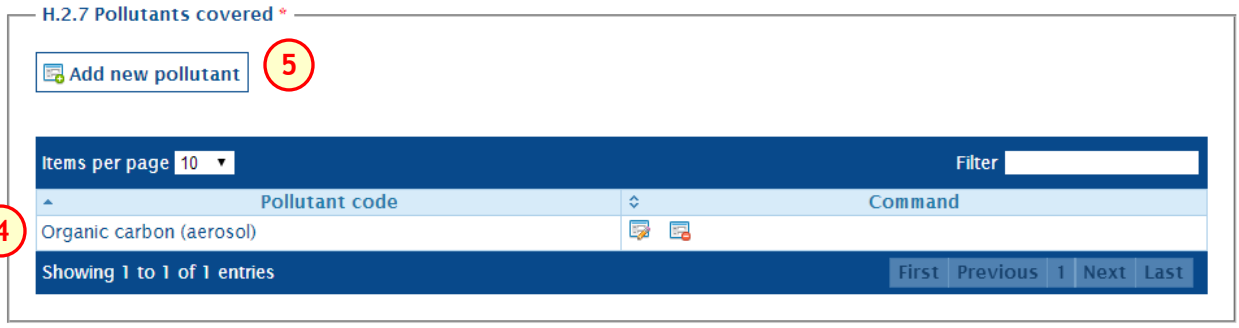
The edit forms for all the flows are designed in a uniform way. They are composed of a relatively lengthy main form, which refers to smaller forms that are opened in dialog boxes.

The main form is composed of standard data input fields (1, 2).

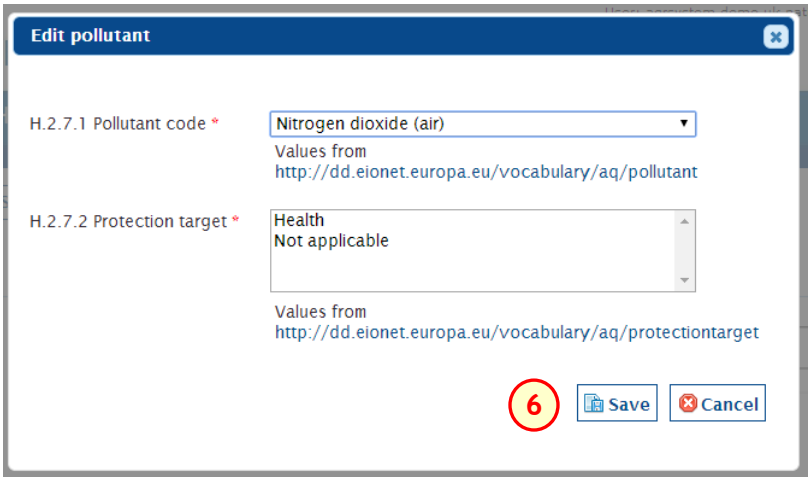
Mandatory fields are marked (3) with a red asterisk. Incomplete items, with missing mandatory fields may be saved though. However, as long as some of the mandatory fields are missing the status of the item will be "DRAFT".



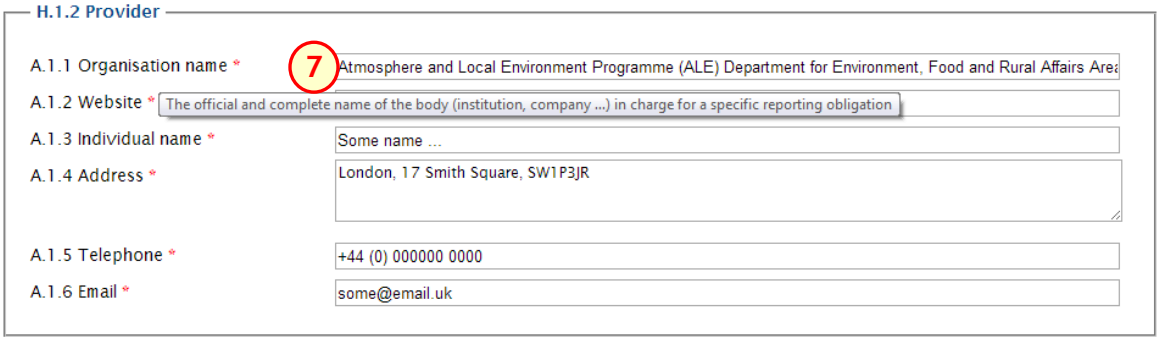
Apart from simple data input fields tables are also widely used in the system. Existing items can be edited by clicking the name of the item (4). New items can be added using the "Add" button (5).



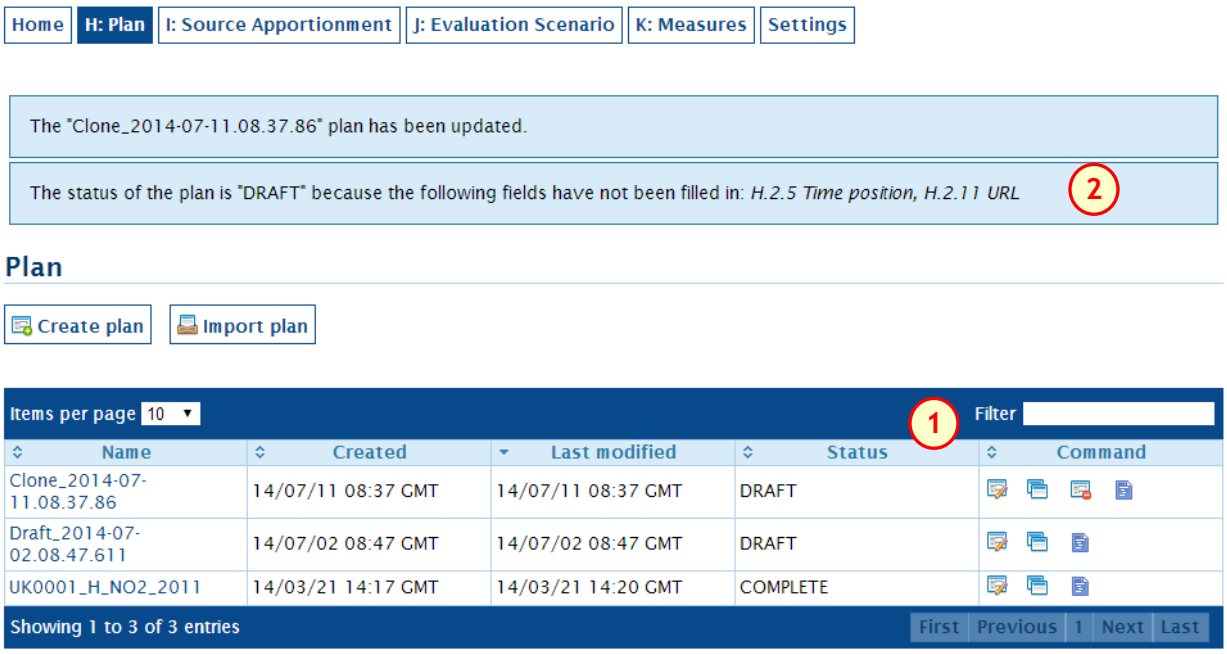
In both cases, i.e. when (4) or (5) is clicked a dialog box is displayed. In the dialog box is a subform with all the details of the table item, which can be edited and saved (6).



Furthermore, most of the fields are supported by explanation of the meaning of the field. To see the tooltip you just need to hover over a field for a second or two.



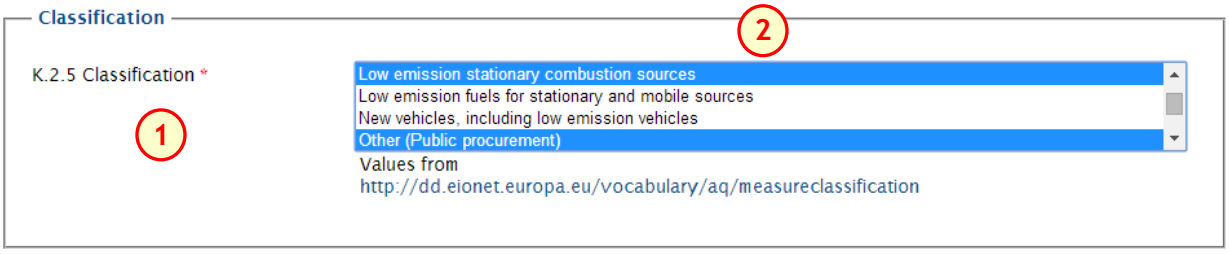
When you save the form the status of the item is automatically updated (1). There are two possibilities: "DRAFT" means that not all of the mandatory fields have been filled in, "COMPLETE" means that all the mandatory fields have been provided.



If the item is saved as a "DRAFT" the system will display a message explaining which of the mandatory fields are still missing (2).

Selecting Multiple Items in a List

In many of the forms of the system it is required to select more than one value from a list of provided values, as in the example below (1).



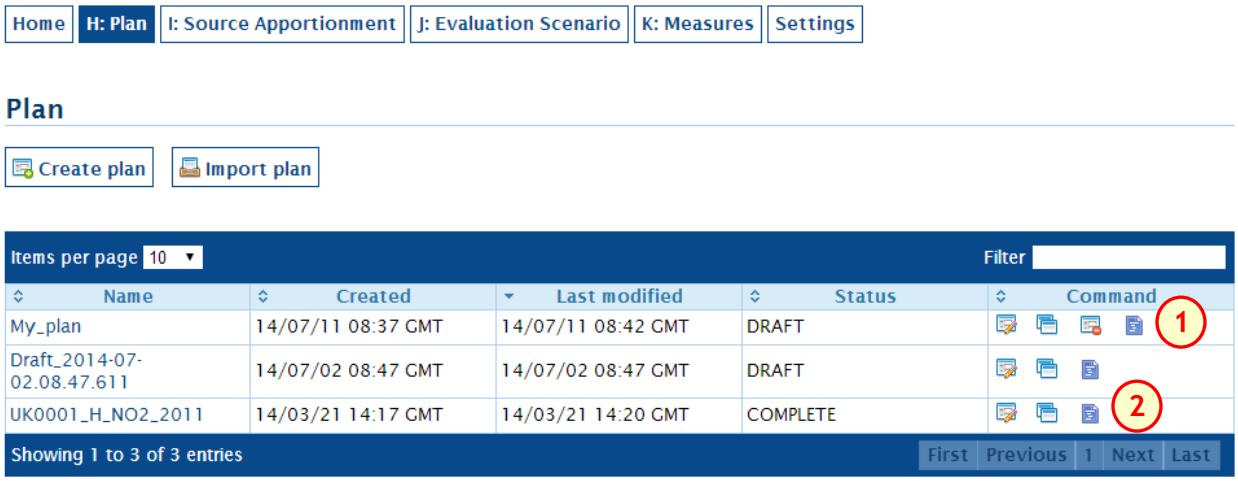
Selection of the items in these controls follows the conventions known from other web systems.

To select several items just press and hold the **Ctrl** button on your keyboard and click the selected items in the list.

To unselect items just press and hold the **Ctrl** button on your keyborad and click the the items you wish to unselect.

XML Export

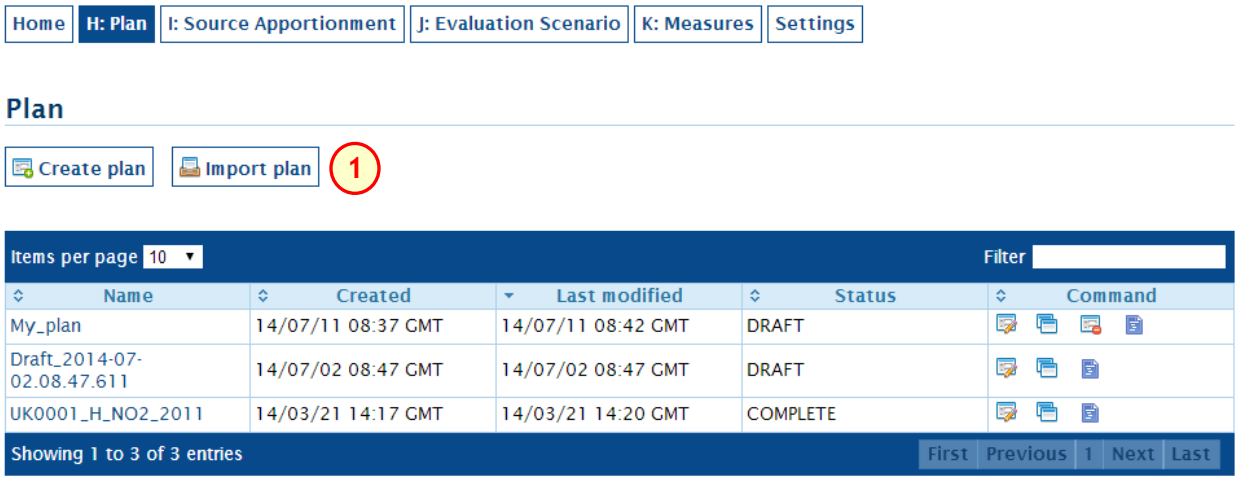
Each user can export the items from his country. All the items can be exported, i.e. the ones that the user created as well as the items created by other users from his country.



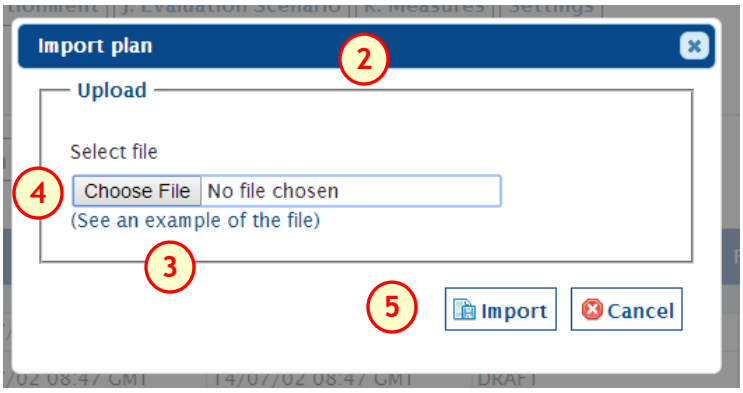
In both cases, i.e. when the user is the author of the item or when he can access it in the read only mode, it is possible to export the item by clicking the "Export to XML" icon (1 and 2).

XML Import

Each user and national administrator is allowed to import items to the space of his country. To this end the user must click the "Import" button (1).



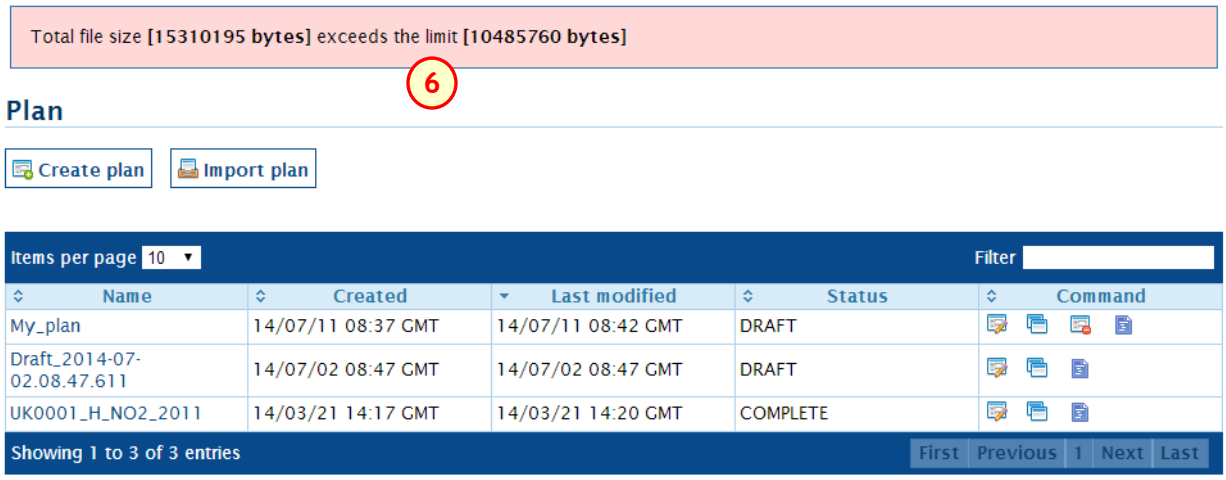
Clicking the "Import" button opens the import dialog (2).



The import dialog provides an example of an XML file, which can be downloaded and used to understand the structure of the file to be imported (3), when needed.

To import a file it must be selected (4), and the “Import” button (5) must be clicked.

It is possible that the import procedure will terminate with an error message (6).



The most comment reasons of unsuccessful import of an XML file are: an attempt to import a file which exceeds the size limit (set at the moment to 10 MB), or an attempt to import a file with incorrect structure (all imported files must validate against http://dd.eionet.europa.eu/schemas/id2011850eu-1.0/AirQualityReporting.xsd).

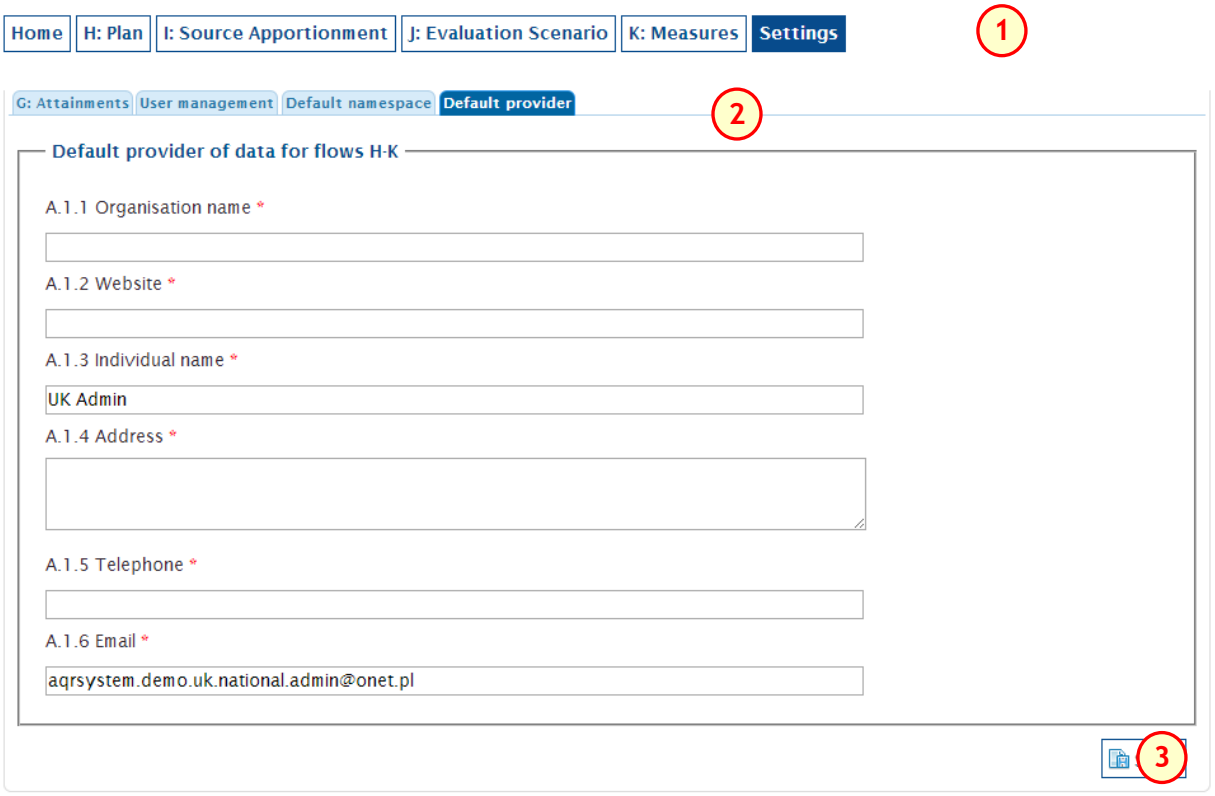
Administration

Default Provider

Each of the main items created in the tabs for flows H-K includes a set of fields defining the data provider. As this information is repetitive and usually constant for a single user it is possible to define this information once, and then reuse it for any of the new items created.

To define the default data provider you need to go to the "Settings" tab (1) and select "Default provider" (2). These settings are available for users and national administrators only.

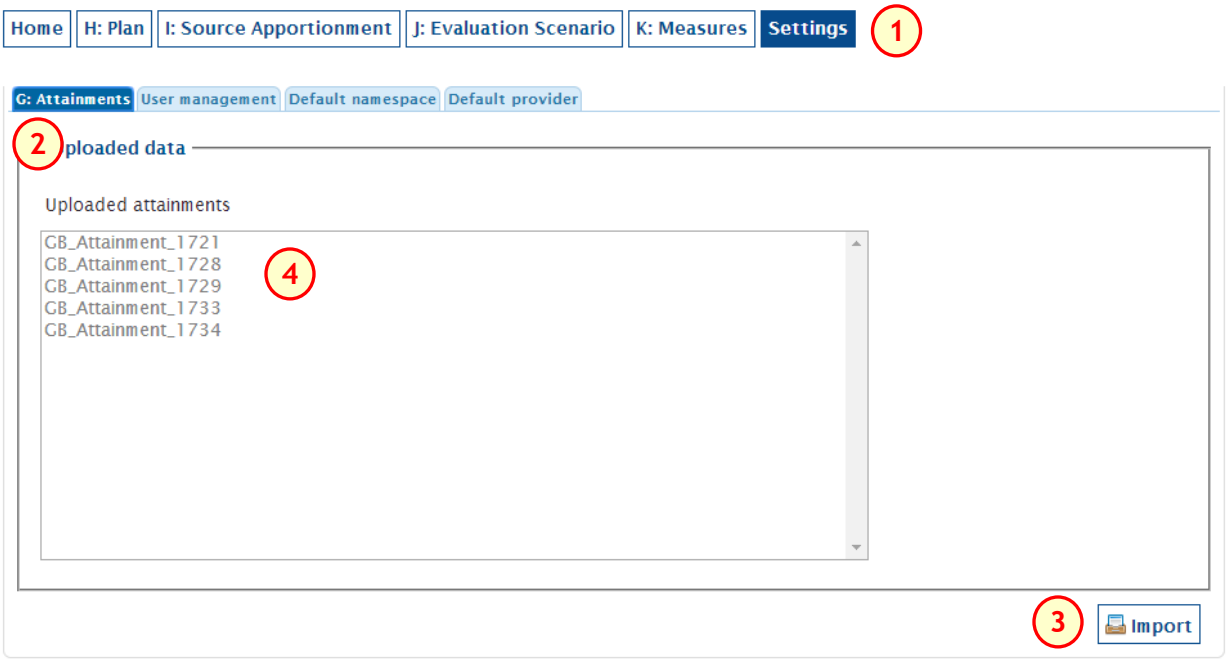
In the "Default provider" tab it is possible to provide the content for all the fields that describe the provider. The new settings can be saved using the "Save" button (3).



Upload of Flow G Data

Some of the items from flows H-K need to refer to items from flow G. To this end, the data must be uploaded to the system prior to any reference to it is made.

To upload flow G data with a list of Attainments you need to select the "Settings" tab (1) and then the "G: Attainments" section (2). This section provides the "Import" button (3), with which a file can be selected and uploaded. A list of all the uploaded Attainments (4) for the country of the user is available as well.



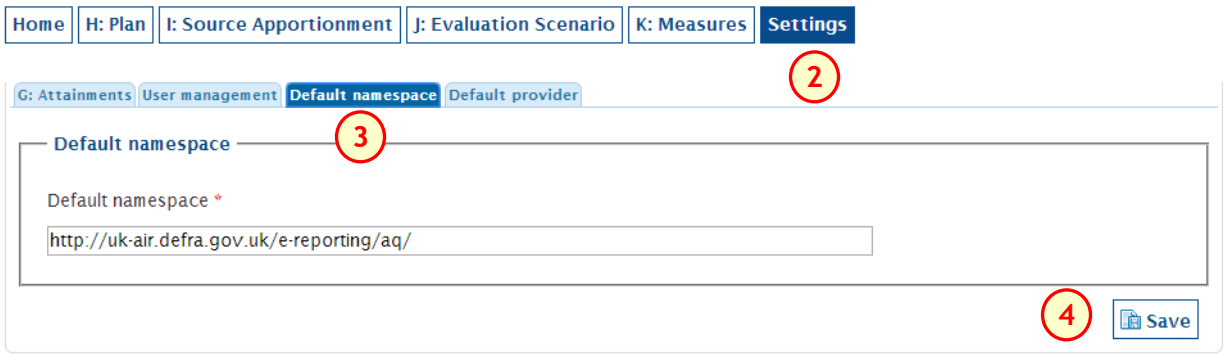
Note: The uploaded data is uploaded to the country space, which means that all the users of the country will have access to it.

Note: Before items are imported duplicates are removed.

Changing National Namespace

Each country has a namespace which is attached to the identifier of each of the items created in the system (1). This field is automatically populated whenever a new item is created and it comes from the configuration data of the country space, which are controlled by the national administrator.

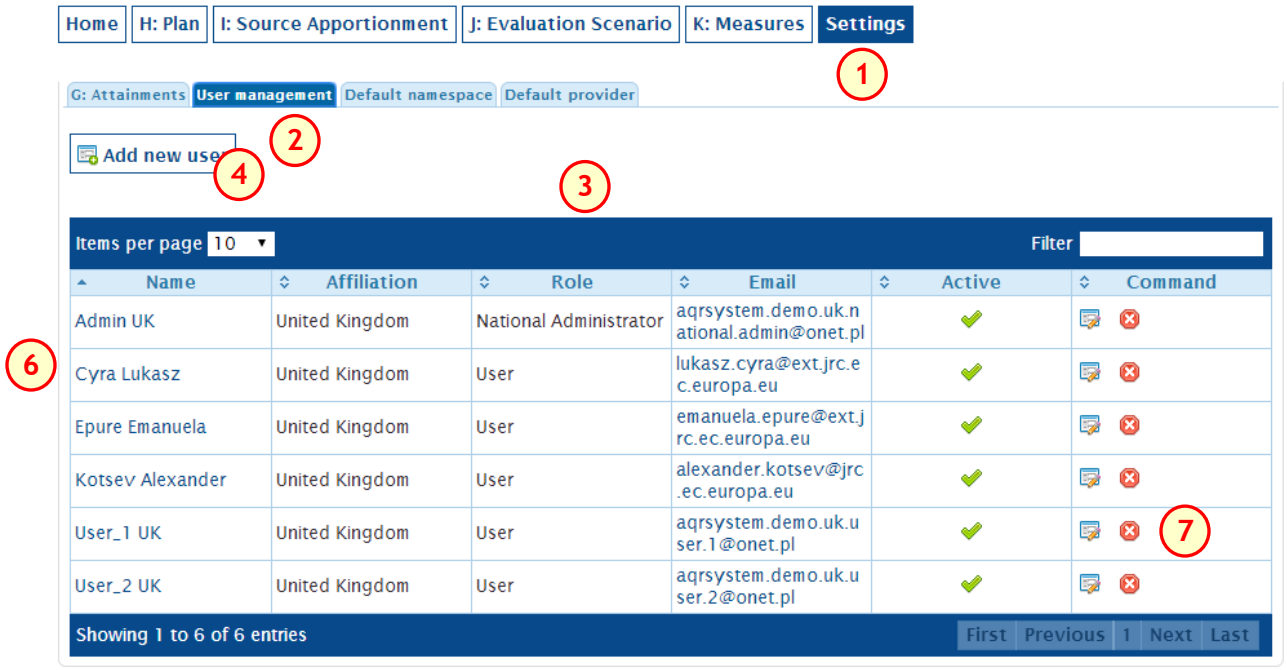
To change the national namesapce the national administrator needs to go to the "Settings" tab (2) and select the "Default namespace" section (3). There is a form where a new namespace can be defined and saved with the "Save" button (4).



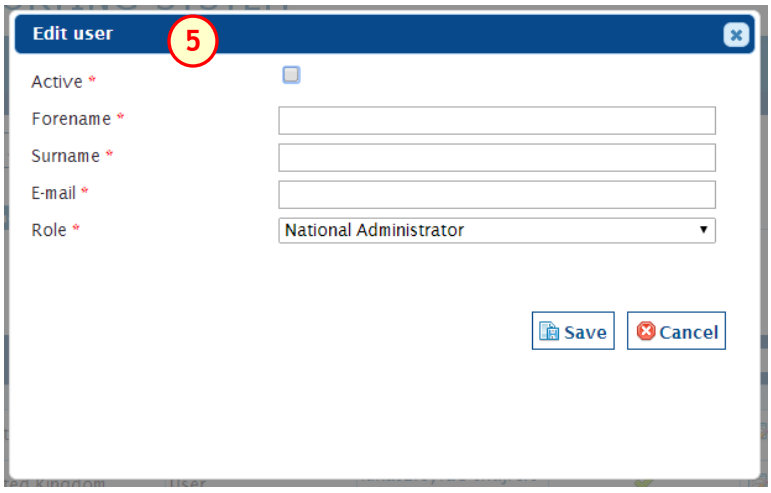
User Management

The main role of National Administrators and EEA Administrators is to define users of the system, to whom reporting responsibility can be delegated. The AQRSystem provides a user management module.

To open the user management module select the "Settings" tab (1) and the "User management" section (2). A list of existing users will be displayed (3).



New users can be added using the „Add new user" button (4). When the button is clicked it opens the add new user dialog (5).



Users can be edited by clicking their name in the table (6).

It is not possible to delete a user, but they can be disabled. To this end the red cross (7) in the table must be clicked.