EUROPEAN ORGANISATION FOR THE SAFETY OF AIR NAVIGATION



TOKAI USER MANUAL

Edition: **v3.1**

DIRECTORATE NETWORK MANAGEMENT

Contents

С	ontents			1
In	troduct	ion		8
1	Noti	ficati	on Module	9
	1.1	Crea	te a new notification	9
	1.2	Edit	an existing notification 1	1
	1.3	Disn	niss a submitted notification1	1
2	Data	a Gatl	hering Module1	4
	2.1	Crea	te a new occurrence (investigation)1	4
	2.2	Crea	te an investigation from an existing notification1	6
	2.3	Edit	an existing investigation1	8
	2.4	Add	ing images to fields1	8
	2.5	Оссі	urrence options sidebar1	9
	2.5.	1	Tags	0
	2.5.2	2	Related occurrences 2	2
	2.5.	3	Stop / Overtake occurrence	2
	2.5.4	4	Manage duplicates	4
	2.5.	5	Feedback Module	6
	2.6	Inte	gration with other TOKAI modules	5
	2.7	Usin	g the investigation inventory	5
	2.7.	1	Investigation inventory – quick access toolbar	5
	2.7.	2	Options sidebar	3
	2.8	Tags	s management	4
	2.8.	1	Create new tag	5
	2.8.2	2	Edit existing tag	6
	2.8.3	3	Delete existing tag	7
	2.9	Loca	ition picker	
3	Risk	Anal	ysis Tool Module	9
4			odule	
	4.1		ite a new HERA record	
	4.2		g the HERA inventory	
5			Module	

	5.1	Тахо	onomy Query System	. 72
	5.1.	1	The Query System inventory	. 72
	5.1.	2	Create a new query	. 73
	5.1.	3	Add a new filter to a query	. 74
	5.1.	4	Query logic explanation	. 82
	5.1.	5	Editing a query	. 83
	5.1.	6	Running a query	. 84
	5.1.	7	Delete a query	. 84
	5.2	RAT	specific statistics	. 85
	5.2.	1	Statistics page structure	. 85
	5.2.	2	Filtering System	. 86
	5.2.	3	RAT Statistics drilldown function	. 91
	5.2.	4	Risk Chart	. 91
	5.2.	5	Explanatory factors distribution	. 92
	5.2.	6	Export to excel	. 93
6	Usir	ng the	e TOKAI data inventory	. 95
	6.1	Sum	ımary	. 95
	6.2	Pagi	ination, sorting and filtering	. 95
	6.2.	1	Pagination	. 95
	6.2.	2	Sorting	. 95
	6.2.	3	Filtering	. 96
	6.2.	4	Dynamic filters	. 97
	6.2.	5	Inventory configuration	. 99
	6.3	Data	a columns organization	101
	6.4	Inte	gration with the roles and permission system	102
7	Reco	omm	endation module	103
	7.1	Perr	nissions	104
	7.2	Crea	ate and manage the recommendations	104
	7.3	Reco	ommendation inventory	110
	7.4	Que	ery	113

Table of Figures

Figure 1.1-1 Creating a new notification	9
Figure 1.1-2 Extra email group	9
Figure 1.1-3 Submit confirmation	10
Figure 1.1-4 Edit submission settings	10
Figure 1.1-5 Edit Submit options	10
Figure 1.1-6 Save successful pop-up	. 11
Figure 1.3-1 Save the template for the Report submitted alert	11
Figure 1.3-2 The template for the Report submitted alert	12
Figure 1.3-3 The panel for the dismiss justification	13
Figure 1.3-4 The confirmation panel for receiving the notification about the dismiss	13
Figure 1.3-5 The justification for the dismissed notification	13
Figure 2.1-1 New Occurrence template	14
Figure 2.1-2 Save an occurrence	14
Figure 2.1-3 Occurrence Attachments	15
Figure 2.1-4 Options panel	16
Figure 2.2-1 Push Notification Button	17
Figure 2.2-2 Report Submitted Alert	17
Figure 2.2-3 Locked input fields	18
Figure 2.5-1 Occurrence Options	20
Figure 2.5-2 Search or Add a tag	20
Figure 2.5-3 Display occurrences having the selected tag.	21
Figure 2.5-4 Click on tag is specified on top of the page-to display all linked occurrences	21
Figure 2.5-5 Display Linked occurrences after click on Tag	21
Figure 2.5-6 Remove tag	21
Figure 2.5-7 Related Occurrences	22
Figure 2.5-8 Link new Occurrence	22
Figure 2.5-9 STOP/Overtake an occurrence	23
Figure 2.5-10 Search for the occurrence to overtake	23
Figure 2.5-11 Navigate through occurrences	23
Figure 2.5-12 Breaking "Overtake" and Split occurrence	24
Figure 2.5-13 Occurrence Options regarding the duplicate state	25
Figure 2.5-14 Clear and overtake occurrence options	25
Figure 2.5-15 Duplicate/Potential Duplicate Occurrence Inventory	26
Figure 2.5-16 Feedback function button	26
Figure 2.5-17	27
Figure 2.5-18 Feedback form	28
Figure 2.5-19 Select receivers section	29
Figure 2.5-20 Configure predefined users groups	30
Figure 2.5-21 Subject of the Feedback	30
Figure 2.5-22 Content section	31
Figure 2.5-23 The content before parsing	31
Figure 2.5-24 The content after parsing	
Figure 2.5-25 The configuration of the Dropdown list of HEIDI Terms	32
3 Page – TOKAI User Manual (Edition – v3.1)	

Figure 2.5-26 The possible warnings that disable Send feedback button	22
Figure 2.5-27 The notification for the 'To' user and Navigate to ATS Notification button	
Figure 2.5-28 Answer a feedback	
Figure 2.5-29 The notification for the 'Cc' user	
Figure 2.7-1 Occurrences Operations and Options Toolbar	
Figure 2.7-2 Operations and Options Toolbar explained	
Figure 2.7-3 Preview Occurrence	
Figure 2.7-4 The request is in process message	
Figure 2.7-5 Exported Occurrence pop-up message	
Figure 2.7-6 Export notification	
Figure 2.7-7 Download Occurrence	
Figure 2.7-8 Send Report by Email	
Figure 2.7-9 Occurrence View Mode	
Figure 2.7-10 Linked reports (1)	
Figure 2.7-11 Linked reports (2)	
Figure 2.7-12 E5X - ECCAIRS Export	
Figure 2.7-13 E5X Archive Contents	
Figure 2.7-14 Occurrences inventory Options Sidebar	
Figure 2.7-15 Taxonomy Export to Excel	
Figure 2.7-16 Choose type of report before download	
Figure 2.7-17 Generated report preview	
Figure 2.7-18 Check AST Compliance	
Figure 2.7-19 Exported AST Compatible Excel File	
Figure 2.7-20 Create New occurrence from original one	
Figure 2.7-21 Moving an Occurrence	
Figure 2.7-22 Reassign occurrence notification	
Figure 2.7-23 Reassign user event displayed in the history of the occurrence	
Figure 2.7-24 Filtering occurrences	
Figure 2.7-25 Creating filter configuration	
Figure 2.7-26 Apply Filter Configurations	
Figure 2.7-27 Default filter configuration	
Figure 2.7-28 Reset Filter Configuration	
Figure 2.7-29 Delete Filter Configuration	
Figure 2.8-1 Managing Tags	
Figure 2.8-2 Search and filter tags	
Figure 2.8-3 Create new tag	
Figure 2.8-4 Add new tag	
Figure 2.8-5 Edit existing tag	
Figure 2.8-6 Instant update of tags modifications	
Figure 2.8-7 Delete existing tag	
Figure 2.9-1 Geographical co-ordinates term using Google Maps	
Figure 2.9-1 Managing multiple severities	
Figure 2.9-2 The new severity design for ATM Specific Occurrence	
Figure 2.9-3 The new mutually exclusive criterion	
J , · · · · · · · · · · · · · · · · · ·	

Figure 2.9-4 Reset Severity	. 60
Figure 2.9-5 The definitions	. 61
Figure 2.9-6 The definitions expanded	
Figure 2.9-7 The new added row in the risk matrix	
Figure 2.9-8 The new added row in the risk matrix	
Figure 2.9-9 Click on the 'Barriers' and then select the barriers	
Figure 4.1-1 STEP 1: Create a New Occurrence before HERA	
Figure 4.1-2 Select a template created in Admin section	. 66
Figure 4.1-3 STEP 2: Choose template for the Occurrence	
Figure 4.1-4 STEP 3: Flowcharts Navigation Panel	. 67
Figure 4.1-5 STEP 4: Error Detail Flowchart	. 68
Figure 4.1-6 STEP 5: Answering questions	
Figure 4.1-7 STEP 6: Error Mechanism Flowchart	. 69
Figure 4.1-8 STEP 7: Information Processing Flowchart	. 70
Figure 4.1-9 STEP 8: Zoom feature	. 70
Figure 4.1-10 STEP 9: Navigate Back	. 71
Figure 5.1-1 Accessing the query system	. 72
Figure 5.1-2 The query system inventory	. 73
Figure 5.1-3 New Query	. 73
Figure 5.1-4 Create a new query	. 74
Figure 5.1-5 Filter menu	
Figure 5.1-6 Accessing the taxonomy	. 75
Figure 5.1-7 Selecting a taxonomy term	. 75
Figure 5.1-8 The query options	. 76
Figure 5.1-9 Creating a ranged query	. 76
Figure 5.1-10 The query will search for the Date of occurrence within the last 3 months	. 77
Figure 5.1-11 Logical operators between Filters	. 77
Figure 5.1-12 Other query options	. 78
Figure 5.1-13 Select the desired Tree terms	. 78
Figure 5.1-14 Selecting from a tree control in query system	. 79
Figure 5.1-15 Tree control result in a query	. 79
Figure 5.1-16 Tree control logical operator	. 80
Figure 5.1-17 Create a Query by Tags	. 81
Figure 5.1-18 Saving a query	. 81
Figure 5.1-19 Query sections	. 83
Figure 5.1-20 Edit a query	. 84
Figure 5.1-21 Running queries	. 84
Figure 5.1-22 Query Results	. 84
Figure 5.1-23 Deleting a query	. 85
Figure 5.2-1 Accessing RAT statistics	. 85
Figure 5.2-2 Statistics overview in RAT	. 86
Figure 5.2-3 Filter by computed risk	. 87
Figure 5.2-4 Filter by Risk discrimination	. 87
Figure 5.2-5 The organization filter	. 88

Figure 5.2-6 The date filter	88
Figure 5.2-7 The occurrence type filter	
Figure 5.2-8 Criteria filter	89
Figure 5.2-9 Display the occurrences with the risk value equal to the one in the cell	
Figure 5.2-10 Selected risk displayed occurrences	
Figure 5.2-11 The risk Chart	
Figure 5.2-12 Explanatory Factors Distribution	
Figure 5.2-13 Additional explanatory factors statistics	
Figure 5.2-14 Risk Matrix exported in Excel	
Figure 5.2-15 Risk Chart exported in Excel	
Figure 5.2-16 Top factors distribution in Excel	
Figure 6.2-1 Inventory Pagination	
Figure 6.2-2 Inventory Sorting	
Figure 6.2-3 Sorting Options	
Figure 6.2-4 Filter in action	
Figure 6.3-1 Data columns organization	101
Figure 6.4-1 Integration with roles and permissions	102

USER MANUAL

Introduction

If you are an investigator, notifier, reader, or even an organization nmanager who wants to use the tool as one of the previous roles, please continue with using this USER MANUAL.

In case you are an Organization Administrator, get the ORGANIZATION ADMINISTRATOR MANUAL to read about the Organization Administration roles available in eTOKAI.

The USER MANUAL has the purpose of explaining the roles of an investigator, notifier or reader, together with the necessary steps to follow in order to create a notification and start the data gathering related to an occurrence that took place within a specific Organization.

It is composed of the following main sections:

1. Notification Module

This module is offering information about the creation of a notification from scratch, the roles that are assigned to a notifier and how one can use them, and also it offers information about the features available in the notification inventory.

2. Data Gathering Module

This module explains how to create a new occurrence that will trigger an investigation if necessary and how to start the investigation process. An existing investigation can be edited, and one can see how to do this using this section. The Occurrence options and inventory are some other subjects tackled in this module.

3. Risk Analysis Tool Module

Here, the user can see how a Risk Analysis can be done and how can it be integrated with the occurrences in the inventory, using the specific RAT Tool. (Please see the separate RAT user guide document on the e-TOKAI website (click for the link).

4. HERA Module

The Human Error in European Air Traffic Management (HERA) is a tool dedicated to the human factors perspective in incident/accident investigation. It is used to help the classification of Human Error in the operational air traffic management environment.

5. Statistics Module

In the Statistics Module the user can see the current situation of the Organization he is working in and also access the query system and RAT Specific statistics.

Following, the modules listed above will be discussed.

1 Notification Module

1.1 Create a new notification

To start creating an ATS Notification you first need to have at least 1 Notification template created (please see **Layout Engine chapter** in Admin Manual on how to create a template – only for admins). The user you log in with should have "Manage ATS Notifications" permission assigned. If these prerequisites are met, navigate to the create notification page following the steps below:

- 1. Login as a user with manage ATS Notifications permission
- 2. Go to main menu and click/tap on **ATS Notification**, select **New ATS Notification** from the dropdown;
- **3.** Select a template from the template list by clicking/ tapping it;
- 4. Add a name to the notification;
- 5. Complete the input fields that you need, as well as those that are required;
- 6. Click the Save button.

Hide Tree Search Q	ats_template1 (modified)	
General general O O Aircraft 1 aircraft	File name ats_notF1 Save Submit Previews	Search Q
	Section Short summary description of the occurrence 🕜 😑 (Recal)	Headline 🚯
	B I II II	

Figure 1.1-1 Creating a new notification

In the above screenshot we have the 3 main panels in the *Create notification* page:

- **1. The layouts panel** where the template layouts are listed in a tree structure according to their category;
- 2. **Options panel** in the top right for saving, searching and adding a name to the notification;
- 3. Section panels, as created in the template, containing input fields, checkboxes etc.;

To verify that your notification has been saved, go to **main menu – ATS Notification – ATS Notification Inventory** and in the inventory page notice that your report is listed with the specified name. Also notice that your report has status: *un-submitted*. This means that your notification has been saved but has not been submitted so no one got your notification. To do this, on the last step click the *"Submit"* button instead of the *"Save"* button.

Save	Cancel	Select extra email group		Submit	Preview	
Save	Cancer	Select report template	۳	Submit	Fleview	

Figure 1.1-2 Extra email group

When clicking in the "Submit" button, there are two possibilities:

1. If there is no Email Group or no ATS Notification Report Builder Template set as default for the current unit, two drop-down lists appear where you can select them. After selecting the Email Group and Report Template, you must click submit again and the following confirmation popup window will appear on the screen. To finalize the process, you have to click *Submit* in the confirmation window.

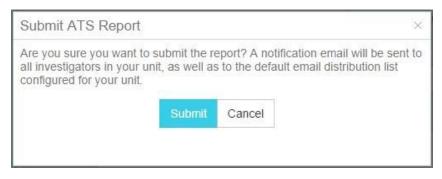


Figure 1.1-3 Submit confirmation

2. If an Email Group and ATS Notification Report Builder Template were previously set as default for the current unit, after firstly clicking *Submit*, the confirmation window appears, and you must click again *Submit* in order to finalize the process. If you are not satisfied with the default submission settings, you can modify them by clicking the *Edit* button located near Submit, illustrated in the following picture:

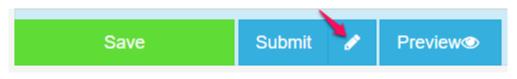


Figure 1.1-4 Edit submission settings

By clicking the "*Edit*" button the two drop-down lists appear, and you can manually select the Email Group and ATS Notification Report Builder Template for submission.

Take-off reject (modified)						
Report title	Report title ATS notification name					
Save		Cancel	mfa1 group Notification	>	Submit	Preview

Figure 1.1-5 Edit Submit options

Verify that your notification has now the status "Submitted" in the ATS Notification inventory.

You can skip the save button altogether because when you submit a notification, it automatically gets saved in the inventory. When the notification has been saved, an info message appears on a green panel on the top right of your browser window. If anything goes wrong in the saving process, then this info popup will have a red background and will display a message informing what happened.

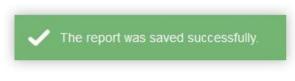


Figure 1.1-6 Save successful pop-up

NOTE: When a user that belongs to a certain unit creates a notification and submits it, all investigators in that unit are informed via the push notification system that a notification has been created.

1.2 Edit an existing notification

To edit an existing notification please follow the steps below:

- 1. Navigate to ATS Notification ATS Notification inventory
- 2. Click on the name of the notification that you wish to edit from the inventory list
- 3. In the notification page modify what information or content you desire
- **4.** Submit your notification again by clicking the "*Submit*" button once, then next to the email notification dropdown again, then in the confirmation popup once more.

1.3 Dismiss a submitted notification

To be able to dismiss a submitted notification, an organization administrator should have created the "**Report dismissed alert**" template:

ADMIN STEPS:

- 1. Navigate to Admin Organization Management
- 2. Go to Custom workflows
- **3.** Select "**Report dismissed alert**" from the **Notification Event** dropdown and "**Notifier**" from the **Role** dropdown and then click "**Save**"

lotification Event	Role		
Report dismissed alert 🔹	Select	•	🗎 Save
	Select		
	Investigator		
	Notifier		
🗘 Event initial assessmer	Reader		🗘 Report dismissed alert 🛛 Notifier
	Web service		

Figure 1.3-1 Save the template for the Report submitted alert

You should now see the template for the Report dismissed alert.

A Report dismissed aler	rt Notifier	Û
 Tokai Notification Email Notification Date format 		
Title		
Report dismissed alert		
Content		
B I U →≣ Format ~	(inherited size) ~	
The ats notification with referrence numbe [[SourceUserFirstName]] [[SourceUse with the following justification: "[[Justific	erLastName]] in [[Unit]] on [[Date]	

Figure 1.3-2 The template for the Report submitted alert

To dismiss a submitted notification please follow the steps below:

- 1. Navigate to ATS Notification ATS Notification inventory
- 2. Click on the name of the notification that you wish to dismiss from the inventory list
- 3. In the notification page click the "**Dismiss**" button
- 4. After clicking the "Dismiss" button, fill the text area field with the dismiss justification
- **5.** Then click the "**Submit**" button, then click "**Yes**" in the confirmation popup to dismiss the notification or the "**Cancel**" button to quit the dismiss procedure

The reason to dismiss
The dismiss justification
Submit Cancel

Figure 1.3-3 The panel for the dismiss justification

The green confirmation panel in the top right will tell you that the notification has been dismissed successfully.

The notifier will be informed about the dismissed ATS Notification by receiving an email and / or an internal notification (visible in the notifications area).

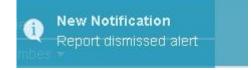


Figure 1.3-4 The confirmation panel for receiving the notification about the dismiss

The ATS notification is now set as dismissed. You can check the dismiss justification by clicking the "Dismiss justification" button.

Save	Submit	ø	Preview©	Dismiss Justification
Justification for Disn	niss			
The dismiss justification				
Figure 1		ation for t	he dismissed notificat	ion

NOTE: Only the investigators with report submitted alert subscription in that unit can dismiss the notification.

2 Data Gathering Module

The Data Gathering module is the most important part of the entire application. It is where investigators come to collect notifications, create occurrences based on them and generate reports. Just like the ATS Notification module, we have a "*create*" page, an *inventory*, a *template list* page, a *link reports* section and more.

Let's start with the "create" page. The user interface is identical to the *ATS Notification* "create" page, the only difference being that the user has a different Options panel.

2.1 Create a new occurrence (investigation)

Hide Tree Search taxonomy Q	full-DG [Operational]		💄 jlgadmin / 🎬 Unit 1
▲ General	Name Occurrence name	Search	Q
	Save ≡ Optio	ns	
Aircraft 1	Section		
 Image: Second sec	System failure Communications Navigation University outcom	Occurrence status Select It is required that you select an option	• !

Figure 2.1-1 New Occurrence template

To create a new occurrence, follow the steps below:

- 1. Go to main menu Data Gathering New Occurrence
- 2. Select a template from the list depending on the type of occurrence you want to report
- 3. Add a name in the options panel
- 4. Complete all required fields as well as any other fields you need for your occurrence
- 5. Click Save to save the occurrence.

You have now successfully created a new occurrence. The green confirmation panel in the top right should tell you that.

Notice that as your occurrence was saved, new options popped up in the options panel.



Figure 2.1-2 Save an occurrence

The new options are:

1. Create Risk Analysis

The "**Create Risk Analysis**" button takes the user to the steps of creating a Risk Analysis for which you can read more in the RAT Chapter. When that risk analysis is saved there is a button linking the user back to the occurrence. When he returns to the "Create" page, he now has an edit and a delete Risk analysis button as illustrated by the icon badges.

2. Edit HERA error

The "**HERA error**" button simply informs the user that one or more HERA terms are available in the chosen template.

3. Attachments

The "*Attachments*" button links to a section where user can upload files like documents, images, or any other non-executable files.

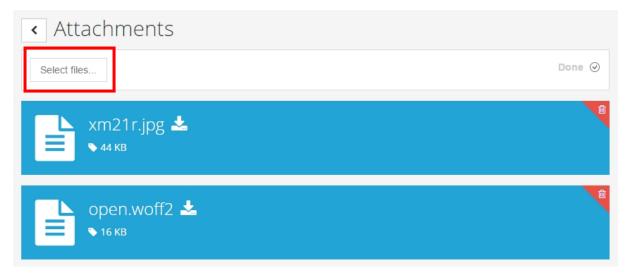


Figure 2.1-3 Occurrence Attachments

Simply click the "*select files*" button, select one or more files using the CTRL key on your keyboard and click *open*. The maximum size accepted for an attachment is 50 MB, while the sum of all attachments' sizes for an occurrence could not exceed 100 MB. The files are then displayed as tiles with title, file size and an option to delete them. Clicking the tile acts like a *download* button.

At the left of the title there is a *back* button to return to the occurrence. Notice that the attachments button shows a counter with the number of files uploaded to this occurrence.

All the risk analysis and the attachments feature have been saved automatically. You can now navigate to the inventory and notice your occurrence listed there.

4. Options (Open / close right panel options)

The "**Options**" button on top of the page gives the user a list of options for the Occurrence:

- Download Report downloads a report in different templates depending on the number of templates saved in eTOKAI
- Email Report Sends the report via e-mail to a chosen addressee
- Preview of exported occurrence template preview of the PDF exported file.

- Linked ATS notifications see the linked ATS Notifications with the current occurrence
- Check Annual Safety Template (AST) Compliance checks compliance with AST template
- Export to Excel Exports occurrence to excel in
- Export to AST Exports occurrence to AST template
- View History of file view creation, edited date, user, unit, actions taken during filling in information
- Related Occurrences shows a list of linked occurrences, if any. If not, the user can add a link to an existing occurrence
- Reassign Occurrence offers the possibility to search in the list of users a new one to assign the occurrence to
- Tags add tags to the occurrence for easier identification
- Search for Duplicates searches in the inventory for any duplicates of the current occurrence
- Stop/Overtake Occurrence

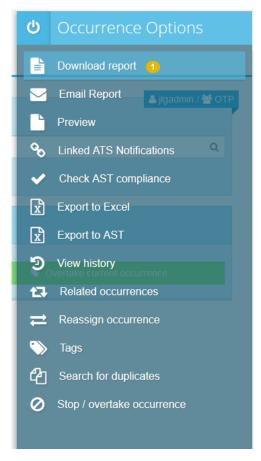


Figure 2.1-4 Options panel

More information about Occurrence Options Sidebar in 2.5.

2.2 Create an investigation from an existing notification

As notifications are created, investigators assigned to those units receive a push notification on the top right blue panel. Investigators can navigate to the push notifications page and choose an ATS notification to view. A user can view ATS notifications just as well by using the ATS Notification 16 | Page – TOKAI User Manual (Edition – v3.1)

inventory. To start creating an occurrence from an existing notification you will require the following prerequisites:

- At least one notification has been created and submitted in a certain unit, let's call it unit x;
- 2. At least one template for Data Gathering available in unit x;
- **3.** A user with manage Occurrences permission in unit x;
- 4. Report submitted alert set up for that user's role (ex: investigator role)

If everything is set, follow the steps below to start creating your occurrence:

• Navigate to the main menu top right blue panel and click the "Push Notification" button



Figure 2.2-1 Push Notification Button

• In the Push Notifications list page, click on the unviewed notification to expand it and click on View Notification button to go to the ATS Notification

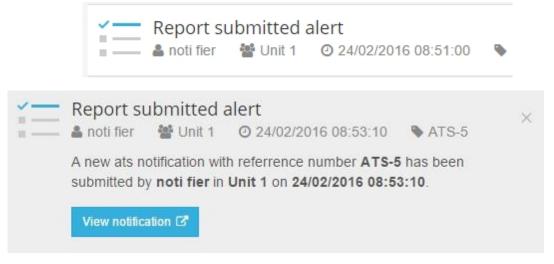


Figure 2.2-2 Report Submitted Alert

Notice in the figure below that all input fields are locked so you cannot edit them, but in the options panel, you have a new button for creating an occurrence from this notification. This is available only if nobody else created an occurrence from this notification before. Clicking the "Dismiss" button marks this ATS Notification so that it could not be used to create an occurrence from it.





- Select a data gathering template for your new occurrence. Know that if the data gathering template contains the input fields (HEIDI terms) as the Notification template and those input fields have been filled with data by the notifier, all that information will be transferred to your occurrence. This is the main reason why it is useful to create occurrences from ATS notifications.
- You are taken to an occurrence page where data from the notification has been ported here and you can add more data to complete your occurrence. Fill in your new required fields, these functions exactly like was presented in ATS Notification chapter, only these input fields could be different terms, and it all depends on what terms the data gathering template has been created with. Save the occurrence by clicking the "*Save*" button.

Now you have created your first occurrence from an ATS Notification. You know this because there is a linked notification to your occurrence. You can review what notification has been linked to an occurrence by navigating to main menu – **Data Gathering – Occurrence Inventory**, selecting an occurrence by its respective checkbox and clicking the button *"linked reports"* button.

2.3 Edit an existing investigation

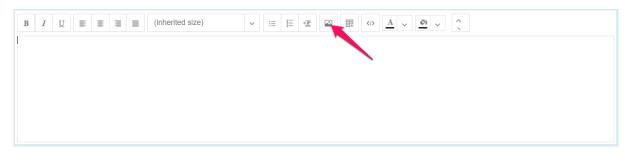
Investigators can edit an occurrence after saving it by following these steps:

- 1. Navigate to main menu Data Gathering Occurrence Inventory
- 2. Click on the occurrence name to view / edit it
- 3. In the occurrence page, change your data or add new attachments, etc., and click Save.

Now your occurrence is edited and saved. You might run into some trouble with permission limitations as user who does not have the ability to view/ edit / delete or any combination of the three, an occurrence that was not created by the same user.

2.4 Adding images to fields

There are certain fields that offer the possibility to add images to their value. In order to do that, the user should click on the button indicated in the following screenshot.

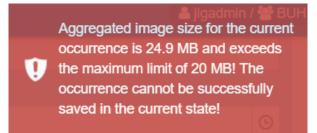


There is, however, one limitation regarding this process. One occurrence is not allowed to contain images whose aggregated size is higher than 20 MB. If so, the occurrence could not be saved and the system displays an error.

After adding an image, the system displays the image storage left for the current occurrence:



If the limit of image storage is exceeded, the user is prompted with the following message:



Even if the message shows an error, the image has been added, however, the occurrence cannot be saved in the current state (an error will be shown at save as well). In this case, the user should remove or modify some of the images so that the threshold to be met.

2.5 Occurrence options sidebar

Most of the functions from the Options sidebar will be visible after the occurrence is saved.

For improved usability, the functions from the Occurrence inventory sidebar were added in the Occurrence page, as well. They are displayed in a similar sidebar, on the right side of the page, which can be toggled by clicking the "*Options*" button.

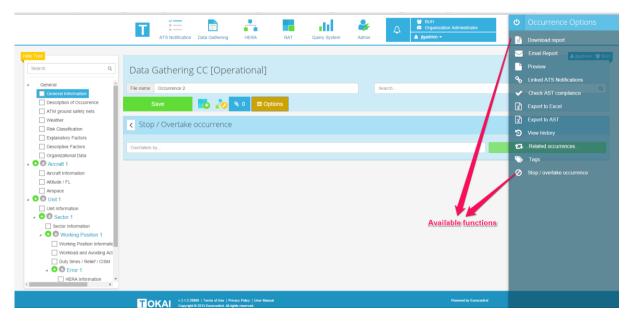


Figure 2.5-1 Occurrence Options

There are a couple of functions identical with the ones from the inventory sidebar, except they apply to the opened occurrence. For detailed description of this functions, please see the <u>Investigation</u> <u>inventory quick access toolbar</u> and <u>Options sidebar</u>.

In addition to those, there are some other functions only available here, at the occurrence level:

2.5.1 Tags

A saved occurrence can be tagged with one or more tags. This function can be useful for organizing occurrences. Tags are saved at the organization level.

To access the Tags section, click the **Options** button, then **Tags** button from the occurrence's **Options** *sidebar*.

1. Add a tag

In order to add a tag, type the name of the tag or a part of it in the search box. The application will search the database for existing tags which match the search word and will display them in a dropdown list. Select a tag from the list or, if no tag is found with that name, click on the *Add tag* button, which will automatically create a new tag with the given name and append it to the occurrence. The new tag will be available on future searches; if that tag is not added to the occurrence already (you cannot tag an occurrence with the same tag twice). Newly added tags will be available instantly to other users from the same organization, as well.

< Tags		
Tags can help ide your occurrence a more organized way	Select one result	Add tag
SM		Add tag
	Figure 2.5-2 Search or Add a tag	

Clicking a tag name will redirect the user to the *Occurrence Inventory*, where all occurrences having that tag are displayed.

Data Gathering CC [Operational]		🔺 jigadmin / 🕁 BUH
File name Occurrence 2	Search	٩
Save 💽 😯 <table-cell> 🔍 🔍 E Options</table-cell>		
Tags can help identify your occurrence in a more organized way		
Add tag		Add tag
Click to display all occurrences with '	SMI' tag	

Figure 2.5-3 Display occurrences having the selected tag.

	\sim	% t7						25	5 • perpag
Investigation Status ~	Name	~ Date	of occurrence ~	Reference number ~	Date Created	✓ Date Last Modified ✓	~ User	~ Unit	
Under Investigation •	Occurrence 3	20/10	0/2015		27/10/2015	27/10/2015	jigadmin	BUH	
Under Investigation •	Occurrence 2				27/10/2015	27/10/2015	jlgadmin	BUH	
र 1 (1 >)									1 - 2 of 2 ite
		98 L.						25	5 • perp
	Figure 2.5	5-4 Click	on tag is sp	ecified on top o	of the page-to	display all linke	ed occurrences		
			tory (with tag:		of the page-to	display all linke	ed occurrences		
Oc			tory (with tag:		of the page-to	display all linke	ed occurrences	25	• per pe
	courrence	e Invent	tory (with tag:	SMI)				25 Unit	• per pa
Oc	ccurrence	e Invent	tory (with tag:	smi)	V Date Created V	Date Last Modified Y			• per pa
ANSP Occurrence SL.	Name occ4	e Invent	tory (with tag:	smi)	 Date Created 27/10/2016 	Date Last Modified ~ ~ 03/11/2016	User 🛩	Unit	▼ per pa
ANSP Occurrence St	Name occ4	e Invent	tory (with tag:	smi)	 Date Created 27/10/2016 	Date Last Modified ~ ~ 03/11/2016	User v	Unit 1 Unit 1	• per pa

Figure 2.5-5 Display Linked occurrences after click on Tag

2. Remove a tag

Removing a tag from an occurrence is done by clicking the *small "x" red* button from the name of the tag. This will not delete the tag from the database or from other occurrences.

✓ Tags	
Tags can help identify your occurrence in a more organized way	
Add tag	le Add tag
● SMI × ● May 2015 × ● A380 ×	
Click to remove tag from occurrence	
Figure 2.5-6 Remove tag	

NOTE: There is also the possibility to query database for occurrences having a combination of tags. For this feature, please consult the <u>Query System</u> section.

2.5.2 Related occurrences

This feature allows to link one occurrence with several others. Click the "*Related occurrence*" button from the Options sidebar to display the *Related occurrences* section. This page will show a list with all occurrences linked with the current one.

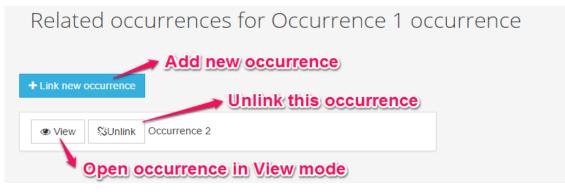


Figure 2.5-7 Related Occurrences

The user can view or unlink an occurrence by clicking the respective buttons.

To add a new occurrence, click the "*Link new occurrence"* button. This will open the list of occurrences available to be linked.

Related occurrences for Occ rat test 4 occurrence Go back to related occurrences list Unitated occurrences (Back Display 25 tems Link this occurrence to the current occurrence)						
Name ~	Reference number ~	Date ~	Reporter Name ~	Unit ~	Actions	
tst1	Occ_56		JLG Admin	BUH		
tst2	Occ_58		JLG Admin	BUH	⊛View % Link	
(K) <						
	Open t	his occurrence	e in View mode			



The linking process is symmetrical, i.e. linking occurrence A to occurrence B will also link B to A.

2.5.3 Stop / Overtake occurrence

In some cases, two investigations are started in two different units for the same occurrence. One investigation (the secondary investigation) will be overtaken by another one (the main investigation), causing the secondary investigation to be stopped. Theoretically, stopped investigations shouldn't be reported to the Authority, or exported to AST.

Clicking the "STOP / overtake occurrence" button will display the corresponding section.

Data Gathering CC [Operational]		L jgadmin / 營 BUH
File name Occurrence 1	Search	٩
Save 💽 💦 🗞 0 = Options		
Stop / Overtake occurrence		Click and to overtake
Overtaken by		Overtake current occurrence
Search for main investigation (occurrence to	overtake current or	le)



Type in the search box a part of the name or the reference number of the occurrence you wish to set as main investigation. This occurrence will overtake current one. After selecting a result from the list, click the "*Overtake current occurrence*" button. Now, this occurrence has been stopped.

		👗 jlgadmin / 🖀 BUH
Data Gathering CC [Operational]		
File name Occurrence 1	Search	Q
Save 🔁 🎲 💊 0 🚍 Options		
Stop / Overtake occurrence		
occul		Cvertake current occurrence
Occurrence 3 Occurrence 4		
Occurrence 2		•
		Click to overtake current occurrence
Select a result from the results list		



You can navigate between the two occurrences by clicking the name / reference number.

Data Gathering CC [Operational]		🔺 jlgadmin / 😭 BUH
File name Occurrence 1	Search	Q
Save 💽 💽 😒 0 = Options		
Stop / Overtake occurrence		
This occurrence was STOPPED by main investigation with details: (Name: Occurrence 2)		
P Spill occurrences	rigate to main occurrence	
	igate to main occurrence	



The *overtaken* connection can be broken at any time, by clicking the "*Split occurrence*" button.

Data Gathering CC [Operational]		👗 j(gadimin / 😭 BUH
File name Occurrence 2	Search	Q
Save 🚺 💦 🚺 E Options		
Stop / Overtake occurrence		
1 This occurrence has a secondary investigation attached. The secondary investigation was stopped. Seconda	ary investigation details:	(Name: Occurrence 1)
Split occurrences Click to split occurrences		Click to navigate to secondary (stopped) occurrence



2.5.4 Manage duplicates

This **Manage Duplicates** module is providing the user the possibility to search for duplicates for a specific occurrence and manage the duplicate state for the occurrences. This is only possible if the user has **Edit Occurrence Permission**.

The query to find duplicates can be run both from the **Inventory Options** from the occurrence inventory page as well as from the **Occurrence Options** from the occurrence page.

The Occurrence state is displayed in the occurrence inventory in a new filterable and sortable column named **Duplicate state** with the following abbreviations:

- U: Unchecked the query didn't run on this occurrence
- ND: *Not Duplicate* the query found the occurrence as not duplicated
- **PD**: *Potential Duplicate* the query found the occurrence as a potential duplicate
- **PDDC**: *Potential Duplicate* but the *Duplicates were Cleared* as separate occurrences the query found it as a potential duplicate, but a user with manage occurrences permissions set the other occurrences as separate incidents
- D: Duplicate a user with manage occurrences permissions set it as a duplicate
- **DDO**: *Duplicate*, but the duplicates were *Deleted / Overtaken* a user deleted or overtook its duplicates

The query shall flag two or more occurrences as potential duplicates where at least 1 RTF call sign is similar (not necessarily identical, because the query will try to correct any mistype error; for example: RTF123 and RTF132 call signs will be found as similar) and the difference between the date and time of occurrences are within the predefined interval.

After the user runs a query, the specified occurrence will have one of the following states:

• Not Duplicates or

• Potential Duplicated.

If the occurrence will be set with the second state, the user will be able to edit it as it will be shown below.

	on Administrator	
ATS Notification Data Gathering HERA RAT Query System Admin 🔺 🛕 Igadmin 🔸		Download report 🚹
_	>	Email Report
Final Investigation [Operational]		Preview
Name Test Search	G 0	Linked ATS Notifications
Save 💽 🖓 🔍 🔍 E Options Duplicate state: Potential Duplicated	✓	Check AST compliance
	x	Export to Excel
General Information	x	Export to AST
Nationa the current duplicate state	9	View history
opens a new in	iventory 🔁	Related occurrences
21/09/2017		Reassign occurrence
Headline 1 Runway(s) in use 1	\sim	Tags
Shot summar description of the occurrance manage the duplicate state as	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	Search for duplicates
not duplicated, or		
	s	elect Option 🔹
		Set Cancel
set the chosen state	0	Stop / overtake occurrence

Figure 2.5-13 Occurrence Options regarding the duplicate state

In case that the user will set the occurrence as **Duplicate**, there are a few options to solve this problem.

The Tokai user will have the possibilities **to Clear Occurrence as a separate incident** as well as **Stop/Overtake** it. Both these options are available in the Occurrence Options.

	- Jiguariin - Born
	Preview
Search	S Linked ATS Notifications
Duplicate state: Duplicate	 Check AST compliance
	X Export to Excel
	Export to AST
	View history
Time of occurrence (UTC)	Related occurrences
01:00:00	
Runway(s) in use 🚯	🏷 Tags
	 Clear as separate occurrence
	2 Search for duplicates
	III View duplicates
	Stop / overtake occurrence



In addition to these options, there is also the possibility to delete a duplicate from the **Occurrence Inventory**.

The *Duplicates/Potential Duplicates Inventory* will only display the occurrences that the user who requested this operation can view. To view occurrences reported in units a user doesn't have access to, he will need to have the **Manage Duplicates** permission over those units. This will still not give him the right to open/edit those occurrences.

	ATS Notification Data Gat			 Init 2 Organization Administrator ▲ jigadmin → 	
Duplicate state ~	Name ~	Date ~	Reporter Name ~	Unit ~	Actions
D	anohe	21/09/2017	Alin Bumbes	BUH	
D	FromUnit2	21/09/2017	Alin Bumbes	Unit 2	♥ View
D	Test	21/09/2017	JLG Admin	BUH	● View
КС 11 > Э					1 - 3 of 3 items

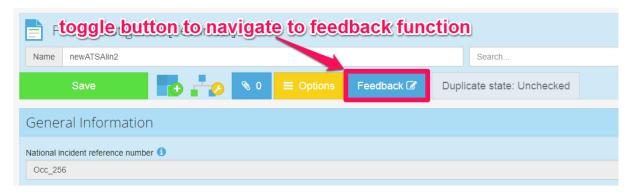
Figure 2.5-15 Duplicate/Potential Duplicate Occurrence Inventory

2.5.5 Feedback Module

The feedback function is a process configured inside Tokai. Feedback is initiated by the investigator in charge and can be sent to Tokai users (via e-mail and Tokai system notification) and to external users also (as e-mail only).

In order to enable the feedback function for a specific occurrence, that occurrence should be created from a submitted ATS Notification. The feedback can be sent only by the investigator who created the occurrence.

The function is available at occurrence level, by pressing the Feedback button as shown in the following picture.





After clicking the feedback button, the user will see a list of feedback threads that have already been sent.

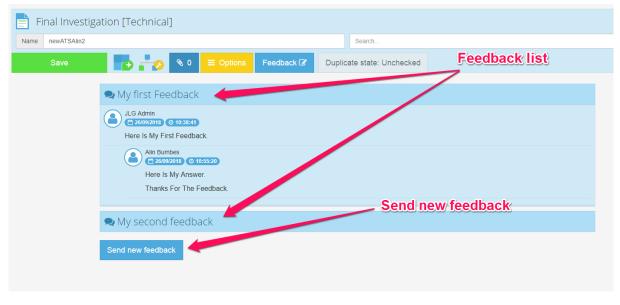


Figure 2.5-17 Feedback list

A click on the header will expand the specified feedback and show its content and possible answers. The **Send new feedback** button will provide a new form for the investigator to submit a new feedback. If the occurrence has no feedback sent, the **Feedback** button will redirect the user to the feedback form instead.

As displayed in the next picture, this form is divided in the next elements:

- Select receivers section
- Subject section
- Content section
- Send feedback section

Send feedback	Select receivers
Occurrence name: newATSAlin2 User name: jlgadmin	section
Select receivers Predefined users : To: Alin Bumbes (alin.bumbes) alin.bumbes@jg.ro @ Internal Users Send notification to users To: Select users group Users Search user Q Add Cc: Select users group Vsers Search user Q Add	External Users Send e-mails Select distribution list Select distribution list Add new receiver
To'user groups can reply to the feedback, while the 'Cc'users can only see it. Subject:	
Content:	
Select Option	٣
Add	
Kind regards, JLG Admin	
Send feedback The Subject of the Feedback cannot be empty. The Content of the Feedback cannot be empty. VAII Fields are mandatory!	Send feedback section

Figure 2.5-18 Feedback form

1. Select receivers section



Figure 2.5-19 Select receivers section

The **Predefined users section** contains the users added by default when opening the feedback form. Those are the notifiers which submitted the ATS Notifications related to the occurrence. Most of the time, there will be only one user. The investigator in charge can delete manually those users if he wishes to, but beware of the fact that there needs to be at least one user in the Receivers section in order to be able to send a feedback.

The **Internal users section** is designed for the investigator in charge to manually add the addressee of the feedback. Those users will receive a notification via Tokai's Notification System and an e-mail as well.

As in the e-mail design, the receivers can be divided in 'To' or 'Cc' groups. The difference is that the 'To' user groups can reply to the feedback, while the 'Cc' users can only see the feedback (similar to the classic e-mail functionality).

The users can be added individually by using the '*Search user...*' input area or collectively by selecting a predefined user group. Those user groups are configurable by the Organization Admin.

To do that, in the **Organization Management** page, click on the **Configure feedback function** tile. Select the **Configure predefined users list** tab and configure the groups for the specific organization, as shown in the next picture.

Feedback c	onfiguration	elected tab for the user	group configuration
Configure predefined te	rms Configure predefined users list	Informations fo	r the new group to be added
	Group name UserGroup		
	Group description My first user group		
	Users Search user		Q Add
	Florin florin.mijea Mijea	florin.mijea@jlg.ro	8
	Alin alin.bumbes Bumbes	alin.bumbes@jlg.ro	
	+ Add new users group	 Add the new group 	
Local	Local Users		∕ Edt 8
	List of e	existing user groups	Delete group
			Edit selected group



The **External users section** is designed for the investigator in charge to manually add email addresses so the users outside Tokai can receive the feedback via e-mail.

The users can be added individually by the 'Add new receiver' button or collectively by selecting a distribution list. Those distribution lists are configurable by the Organization Admin in the **Organization management** in the **Email distribution lists** tile.

2. Subject of the feedback

The subject of the feedback is a plain text field that will be the title of the report.

Subject:	

Figure 2.5-21 Subject of the Feedback

3. Content section

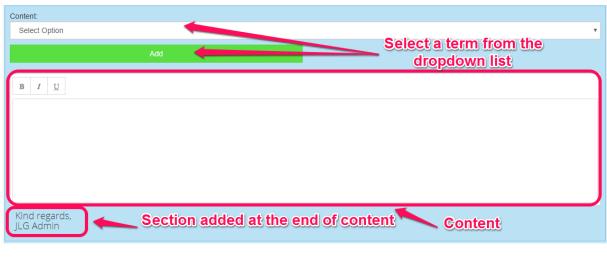


Figure 2.5-22 Content section

The content of the feedback is a large text area where the investigator can freely write his feedback and he can also add **tokens** using the dropdown list that will later be parsed and replaced with their specific term results.

Content:		
Headline		
	Add	
B I	Ψ	
Please bewa	are the fact that [[[Headline]]] is not well spelled.	



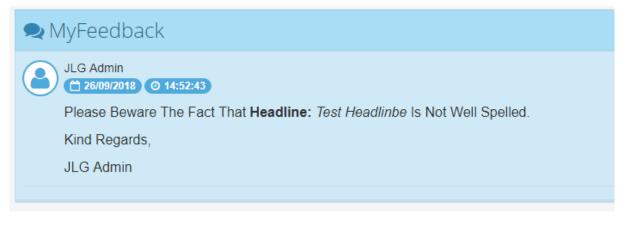


Figure 2.5-24 The content after parsing

The dropdown list contains a list of maximum 10 predefined HEIDI Terms that can be configured by the Organization Admin in the **Organization management** in the **Configure feedback function**, under **Configure predefined terms** tab.

Feedback configuration					
Configure predefined terms Configure predefined users list	Configure predefined terms Configure predefined users list				
A The maximum number of terms that can be selected is 10.					
Select terms >					
Headline	Ê				
Type of report	8				
Narrative language	8				
Save terms					

Figure 2.5-25 The configuration of the Dropdown list of HEIDI Terms

4. Send feedback section

The send feedback section contains the **Send feedback** button who will be disabled if the form is invalid. One of the following labels will be displayed:

Send feedback			
A	You have to select at least one Internal User.		
A	The Subject of the Feedback cannot be empty.		
A	The Content of the Feedback cannot be empty.		
*Ali	Fields are mandatory!		

Figure 2.5-26 The possible warnings that disable **Send feedback** button

NOTE: The Feedback cannot have its Subject empty, its Content empty or no user selected in the **Select receivers section**.

The Notification System inside Tokai will provide information for users whenever a feedback is submitted.

As shown in the next figure, for the users added in the 'To' list (users that can reply to the feedback) the notification will contain a button allowing to navigate to their ATS Notification.

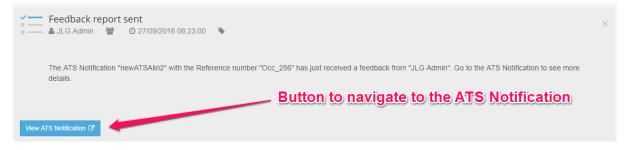


Figure 2.5-27 The notification for the 'To' user and Navigate to ATS Notification button

At the ATS Notification level, the users in the 'To' list can answer the feedback, by clicking the **Feedback button** and expanding the specified feedback topic.

Mandatory	edback bu	tton			
Report title newATSAlin2				Search	
Save	Submit 🥜	Preview	Feedback 🕜		
Ny first Feedback	<		Extended feed	dback topic	
Ny second feedb	ack				
NyFeedback					
ULG Admin 26/09/2018 O 14:52:43 Please Beware The Fact That Headline: Test Headlinbe Is Not Well Spelled. Kind Regards, JLG Admin Click to answer					
Answer					
♥ test feedback					

Figure 2.5-28 Answer a feedback

The users in the 'Cc' list don't have the right to answer the feedback but they can see it in their respective notification in Tokai or in their e-mail.

Ē	Feedback report sent ▲ JLG Admin 營 © 27/09/2018 08:23:00 Feedback content	×
	The ATS Notification "newATSAlin2" with the Reference number "Occ_256" has just received a feedback from "JLG Admin". Go to the ATS Notification to see more details.	
Q t	test feedback	
	Headline: Test Headlinbe	

Figure 2.5-29 The notification for the 'Cc' user

The **Send Date** for each feedback is stored separately, so that it can be queried easily using the **Query System** inside Tokai. More detailed information in the **Statistics Module**.

2.6 Integration with other TOKAI modules

The occurrences are at the heart of the application. They integrate with more modules than any other feature. We discussed in the creation process how an occurrence can attach:

- 1. A Risk Analysis
- 2. A HERA (Human Error in ATM Occurrences) Analysis
- **3.** File attachments like documents or images or other

There is another module that works with Occurrences, and that is the Statistics module. This is discussed in greater detail in the *Statistics Module– Chapter 5*, however it is important to point out the connection between these features and how they interact with each other.

2.7 Using the investigation inventory

Please see the *Chapter 6 – Using the TOKAI data inventory* for a complete overview of the inventory features and functionality.

2.7.1 Investigation inventory - quick access toolbar

The *Quick access toolbar* contains the buttons which are most frequently used. When the user selects one or more occurrences, the corresponding buttons are activated. The detailed description of their function is as follows:

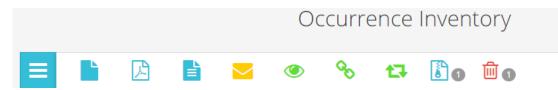


Figure 2.7-1 Occurrences Operations and Options Toolbar

Options	۲	Download Occurrence in View Mode
Preview Occurrence	^Q O	Linked Notifications
Download occurrence PDF	ţ,	Related Occurrences
Download Report	1	Export in E5X Format
E-mail Report	Hard 🗍 1	Delete Occurrence / Hard delete Occurrence

Figure 2.7-2 Operations and Options Toolbar explained

2.7.1.1 Preview occurrence

This function can be used to have a quick overview on the selected occurrence. The application will open an HTML page in a new browser tab, containing all the fields that were filled in by the user.

	General Ir	nformation
Headline		National incident reference number
Occurrence_MFA_1_12/05/2015		OCC-BUH-12-05-2015-18
Date of occurrence		Time of occurrence (UTC)
12/05/2015		11:30:35
State/area of occurrence		Location of occurrence
AUSTRIA LO		Vienna
Occurrence status		Location indicator
Under Investigation		L000
Location on aerodrome		
Location on aerodrome	On runway / 3rd Part	-
Other	N/A	
	Type of O	occurrence
Type of Occurrence		
ATC clearance/instruction related it	ems -> Aircraft Deviation from ATC o	clearance -> Landing -> Runway -> Wrong runway

Figure 2.7-3 Preview Occurrence

2.7.1.2 The Export and the import flow

To export or import different files in or from the system, Tokai uses a flow in which the request made by user from the User Interface is taken and processed by the server; following that, the user will receive a message informing him that when the request is ready, he will receive a notification with the needed details.



Figure 2.7-4 The request is in process message

There are two types of notifications:

1. **Export Occurrence Notification** – contains a button to download the requested file.



Figure 2.7-5 Exported Occurrence pop-up message

Notifications			
Search	Q	🖻 delete all	
The download is ready. (Transfer_file_template_1_29_08_2017_08_34_25.xlsx) JLG Admin 2 0 29/08/2017 08:34:25 Download B Download B	exported fi	le	

Figure 2.7-6 Export notification

2. Import Occurrence Notification

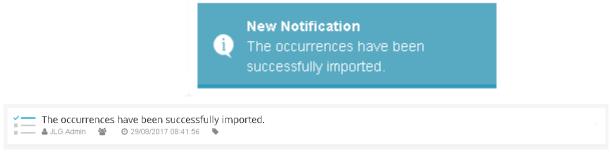


Figure 2-27 Import notification

During the processing of the request, the User Interface is enabled, and the user can freely execute other operations in the application.

2.7.1.3 Download occurrence PDF

This function is similar with the *Preview Occurrence* function, but instead of opening an HTML page, the application generates a PDF file with all the fields which have values in the selected occurrence.

14					-Occurrence_Ref	No_OCC_BUH_14	05_2015_11pdf - Adobe Reader			- 8 ×
		Window Help								
	Open	I 🖓 🔁 🖉 🖓 👘	🔿 🖂 🛞 🖲) 1 / 2 🗨	🕒 🔢 💌 🔚 🔛			Tools	Fill & Sign	Comment
						General	Information			
					National incident reference number					
					OCC-BUH-14-05-2015-11					
					Date of occurrence		Time of occurrence (UTC)			
					14/05/2015		01:30:00			
					Headline		Runway(s) in use			
					test		3			
					Short summary description of the occu	irrence				
					urg operkbopt jn r por in poiyn op oy tmp oy ktmp oy tm					
						Risk Cla	sification			
					ATM Ground system contribution to a	ccident/inciden	t			
					Indirect (Aggravating)					
					ATM Overall Severity of effect on airc	raft	ATM Overall Repeatability			
					Major incident (B)		Rare (4)			
					Severity of effect on ability to provide	ATM services	ATM specific occurrences frequency			
				Partial Inability to provide safe ATM service (B)		Occasional (3)				
						Se	ction			
					Type of Occurrence					
					Loss of Separation					
					Accident					
						Se	ction			
					ATM person's category					

Figure 2.7-7 Download Occurrence

2.7.1.4 Download report

In order to download a PDF file with the report generated with the Report Builder, the **Download** *report* **function** can be used.

Clicking this button will open the **Options sidebar**, prompting the user to select the **Report Builder Template** for generating the report. Detailed workflow is described in the <u>Download report</u> description from the <u>Options sidebar</u> section.

2.7.1.5 Email report

This function makes it possible for a user to directly email the report generated with the Report Builder to users outside TOKAI. Clicking the "*Email report*" button will display the Email design interface:

 Send report by email 	
File name: Test GB	
Send as:	
Send occurrence as PDF or E5X format	
Select template	Report Builder Template
Select distribution list	
mfa1 group	Distribution list
Report Status (ECCAIRS)	
Preliminary	Type of Report
То:	Additional receivers outside of
florin.mijea@jig.ro Email address(es) from distribution list	distribution list
	Add new receiver
S. Empilieu	hin ct.
Subject:	Dject
Occurrence_MFA_1 Initial Investigation report	En cile e stant
Content: Dear all.	Email content
Please find attached the Initial investigation report for Occurrence_MFA_1.	
Kind regards, User signature	
[[EirstName]] [[LastName]]	•
Approval text optional Approva	<u>il text</u>
This text will be inserted at the end of the generated report.	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam urna mauris, auctor ege Quisque eleifend lacinia tempor. Vivamus convallis posuere interdum. Ut ut sem ut tortu dui a arcu interdum dignissim. Quisque commodo ut erat ut tincidunt. Cras in est et leo viverra guis, rutrum sed mi. Mauris ac efficitur felis. Pellentesque erat ipsum, auctor vita	or varius suscipit sed sed sem. Praesent luctus nisi non varius vulputate. Vivamus quis cursus luctus sed vel tortor. Nulla ac leo risus. Mauris metus lectus. interdum at
Send	d email

Figure 2.7-8 Send Report by Email

When the PDF is checked as the sent option, a new button will appear called **Attachments**. This button is used to toggle the attachments window where the user can select which attachments will be included in the PDF file.

Se	nd as:
~	PDF Attachments E5X

Figure 2.7-9.1 Select attachments

On the email design page, the user must fill in the following fields:

• **Report builder template**: the template which is used for generating the report.

- **Distribution list**: the user can select one from the predefined distribution lists, which can be enabled on the unit or at the organization level. These lists are groups of emails of users that not necessarily have a TOKAI account, but are concerned in receiving the reports Safety Management, Safety Authority, etc.
- **Report type:** the user can select which type of report is going to send, either *Initial Investigation* report or *Final Investigation* report. Selecting one of these fields will cancel the alert for that corresponding kind of reminder. For detailed information, please consult the Notifications / Alerts sections.
- **To:** displays the list of emails where this report will be sent. The list of receivers is aggregated from the emails in the selected distribution list (if any) and the emails added separately.
- Add new receiver: allows the user to add another email address to where the report will be sent. At least one receiver (one email address) must be added in order for the *Send email* button to be enabled.
- **Subject**: the email subject field
- **Content**: the email content field. The user signature is added automatically, and the credentials will be implicitly replaced with the ones of the user who sends the e-mail.
- **Approval text**: additional text which can be dynamically added at the end of the generated report.

2.7.1.6 Open occurrence in view mode

This function displays a read-only version of the occurrence. Every field is grayed off, all buttons are disabled so that no accidental change can take place.

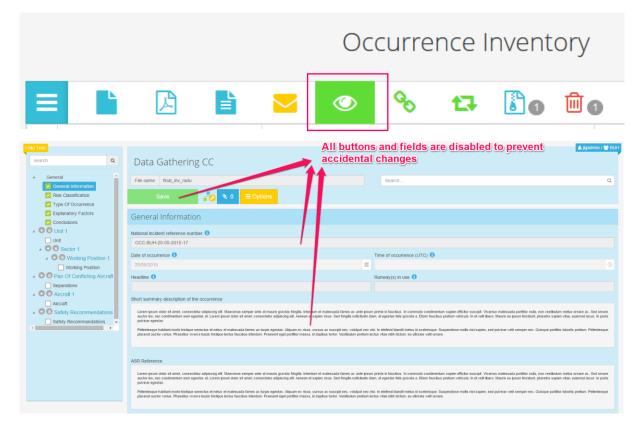


Figure 2.7-10 Occurrence View Mode

2.7.1.7 Linked reports

This option displays the list of the ATS Notification reports linked to this occurrence. The user can open the reports in *View mode*, can link other reports to this occurrence or unlink the existing ones.





If "*Link new reports"* button is clicked, a new list of available reports (submitted and unlinked to other occurrences) will be displayed.

Ba	k			or ATS 111 occur ations for this		o the current (CURTANCA
					nouncation			
Name	~	Reference number	\sim	Date ~	Reporter Name ~	Unit	~	Action
ATS 2		ATS_18		05/12/2017	Alin Bumbes	BUH		👁 View 💊 Link 🏮
КК								1 - 1 of 1 items
				Open	ATS Notificat	ion in View m	0	de

Figure 2.7-12 Linked reports (2)

2.7.1.8 Export in E5X format

One or more occurrences can be exported at once in the ECCAIRS Taxonomy format, as an E5X (.ZIP) archive.

	Occurre	ence Invent	ory					
Ξ	È		@ % t	J 🚺 🕮 e				25 ▼ per page
	Investigation St ~	Name ~	Date of occurre ~	Reference num ~	Date Created ~	Date Last Modif \cdot \checkmark	User ~	Unit ~
~	Under Investigatic 🔻	Occ 3 🖸	09/09/2015	Occ_2	28/10/2015	28/10/2015	unitadmin	BRE-CC
	Investigation Corr 🔻	third 🗗	02/09/2015	Occ_4	28/10/2015	28/10/2015	unitadmin	BRE-CC
	Under Investigatic 🔹	Occ 2 🔒	08/09/2015	Occ_3	28/10/2015	28/10/2015	unitadmin	BRE-CC
	Under Investigatic 🔻	fourth 🕑	08/09/2015	Occ_5	28/10/2015	28/10/2015	unitadmin	BRE-CC
	Under Investigatic 🔻	notif3_occ C	01/09/2015	Occ_6	28/10/2015	28/10/2015	unitadmin	BRE-CC
	Under Investigatic 🔻	notif 4 🖸 🗞 1	07/09/2015	Occ_7	28/10/2015	28/10/2015	unitadmin	BRE-CC
	•	inv1 🗗 🗞 1		Occ_8	28/10/2015	28/10/2015	unitadmin	BRE-CC
	Under Investigatic 🔻	first 🗗	31/08/2015	Occ_1	28/10/2015	28/10/2015	unitadmin	BRE-CC
BZ Ec	cairs Export[28_10e5x							Show all downloads

Figure 2.7-13 E5X - ECCAIRS Export

The archive contains an XML file generated for each occurrence, named using its Reference number.

Name	Size	Packed Size	Modified	Created	Accessed	Attributes
Cccurrence_Occ_2.xml	2 002	548	2015-10-28 10:53	2015-10-28 10:53	2015-10-28 10:53	А
📔 Occurrence_Occ_4.xml	5 660	1 212	2015-10-28 10:53	2015-10-28 10:53	2015-10-28 10:53	А

Figure 2.7-14 E5X Archive Contents

2.7.1.9 Delete occurrences

One or more occurrences can be deleted at once by using this function. All other entities connected to these occurrences will also be deleted – linked ATS Notification reports, attachments, risk analysis.

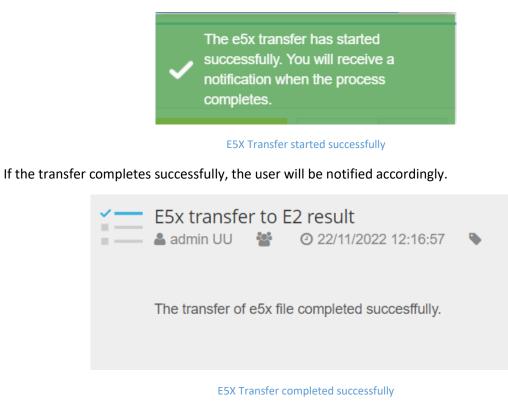
2.7.1.10 Transfer e5x files to Eccairs2

One or more occurrences can be transferred at once in the ECCAIRS Taxonomy format into Eccairs2 system. The action is similar with the one of exporting occurrences in E5x format.

		Oco	curren	ice	Inve	ntory				Transfer	r occur	rences to E	ccairs2	
		2			۲	S	t]	8	10	1		O Dynamic filters	Duplicate abbreviations	25 v per page
ANSP	Occurrenc	e Status		~	Name				~	Reference Number	~	Date Last Modifie \lor	User	~
- Under I	Investigation	n		~	Test E	2 Transfer				486-TOKAI		22/11/2022	adminUU	
к (1	1 >	ĸ												1 - 1 of 1 item:
		A .			۲	%	t3		1.0	0 🛍 🗿		• Dynamic filters	Duplicate abbreviations	25 🗸 per pag
		A I				8	1 7		10	0 🛄 👩		Oynamic filters	Duplicate abbreviations	25 v per

E5X Transfer from Inventory

The system informs the user that the process is launched and notifies the user afterwards with the result of the transfer.



2.7.2 Options sidebar

This left sidebar groups the functions of the occurrence inventory used less frequently, and it's toggled by clicking the little buttons in the left upper (and lower) corners of the grid. These functionalities are described in the following sections.

	Export to Excel		lotification Data Gathering		ery System Admin		istrator	
	Download report	Occurre		Selected occurren	ces counter	Hide options	sidebar	
	Export to AST	<u>ه</u> ه	Ê o					
Þ	Open occurrence with Vame	Ĭ	D of occurrence ~	Reference Number ~	Date Created ~	Date Last Modified 🗸 🗸 🗸	User v	Unit
4	Move occurrence	ce_MFA_1 F	12/05/2015	OCC-BUH-12-05-2015-18	01/07/2015	10/07/2015	jigadmin	BUH
Ħ	Reassign occurrence		19/05/2015	OCC-BUH-19-05-2015-5	01/07/2015	02/07/2015	jigadmin	BUH
	Export occurrences (123	3			01/07/2015	01/07/2015	jlgadmin	BUH
1	Import occurrences • test 123	2			01/07/2015	01/07/2015	jigadmin	BUH
	Under Investigation final_inve	stigation_radu 🗗	14/05/2015	OCC-BUH-14-05-2015-11	01/07/2015	01/07/2015	jigadmin	BUH
	1 1 2 3 4 5 6 7 8	Re						
			D O					

Figure 2.7-15 Occurrences inventory Options Sidebar

2.7.2.1 Export to Excel

The quickest way to retrieve data out of TOKAI database is by using the *export to Excel* function via a transfer file template. This can be done only by the organization manager. For detailed information about it, see also the *Transfer file template* section (Chapter 1.4 in Admin Manual).

When clicking this button, the user is asked to select the transfer file template to be used, and then click the "*Export*" button to generate the Excel file. This file will contain the fields from the transfer file template as columns, and all selected occurrences will be displayed in the Excel file, one per each line.

1		fx Occurrence Name				
	А	В	С	D	E	F
•	Occurrence Name	National incident reference number	Time of occurrence (UTC)	Date of occurrence	Type of Occurrence	
dg	_radu	OCC-BUH-01-05-2015-10	00:00:00	01/05/2015 00:00:00	Clearance limit	
					Runway crossing	
					Accident	
					AIRPROX	
					Deviation from operational procedures	
					Loss of Separation	
					Minimum Vectoring Altitude Deviation	
					Operational Procedures related factors	
					Holding	
					Approach	
					Take-off	
					Low approach	
					Push-back	
					Landing	
IN	V-4-AG	OCC-BUH-19-05-2015-4		19/05/2015 00:00:00		
air	rcraft #01	OCC-BUH-19-05-2015-5	02:00:00	19/05/2015 00:00:00		
fin	al_inv_radu	OCC-BUH-20-05-2015-17		20/05/2015 00:00:00		
IN	V-12-AG	OCC-BUH-12-05-2015-6	03:00:00	12/05/2015 00:00:00		
Inv	v_2_from_DZ_report	Occurrence_19/05/2015_2	16:30:00	19/05/2015 00:00:00	Loss of Separation	
					AIRPROX	
	otification 1 Dubai	OCC-BUH-14-04-2015-30	02:00:00	14/04/2015 00:00:00		
	rcraft #01	OCC-BUH-19-05-2015-5	02:00:00	19/05/2015 00:00:00		
fin	al_inv_radu	OCC-BUH-20-05-2015-17		20/05/2015 00:00:00		
	al_investigation_radu	OCC-BUH-14-05-2015-11	01:30:00	14/05/2015 00:00:00	Accident	
					Loss of Separation	
	<pre>/_2_from_DZ_report</pre>	Occurrence_19/05/2015_2	16:30:00	19/05/2015 00:00:00	Loss of Separation	
					AIRPROX	
rat						
rat						
rat	t3		01:00:00	29/06/2015 00:00:00		
1		Occ_15.07.01		01/07/2015 00:00:00		

Figure 2.7-16 Taxonomy Export to Excel

2.7.2.2 Download report

This feature offers the Organization manager the possibility to extract just certain fields from the investigation and build a PDF file through a Report Builder template. The advanced tuning of this template is explained in the *Report_Builder template* chapter in the Admin Manual.

To generate a report, click the "*Download report*" button in the Inventory Options sidebar menu, select the template to be used and hit the "*Export*" button. The generated PDF file is offered for download to the user.

			Q	Т	í 📃		- A			ul	هه	Δ	 BUH Organization Admin 	nistrator
x	Export to Excel				ATS Notification	Data Gathering	HERA	RAT		y System	Admin	4	💄 jigadmin 👻	
	Download report 1			Occ	urronce		→ S	elect the	Rep	ort Bu	ilder te	empl	ate	
Fa	aktenbericht CC	-	•			5	Star	t the exp	ort p	roces	5)			
	Export	Contes		-	♥ Ш ()						-			
			Name		 Date of 	occurrence	 Refe 	ence Number	~ [Date Created		~ Date	Last Modified ~	User
`	Check AST Compliance	Ŧ		1 🖸 🚺	19/05/2)15	occ	BUH-19-05-2015-5	(03/07/2015		03/0	7/2015	jlgadmin
x	Export to AST 1 Investigation Complexed	Ŧ		m_DZ_report	1 9/05/2	015	Occu	rrence_19/05/2015_2		03/07/2015		03/0	7/2015	jlgadmin
2	Open occurrence with	Ŧ		radu 🗗	20/05/2)15	occ	BUH-20-05-2015-17		03/07/2015		03/0	7/2015	jlgadmin
÷	Move occurrence	¥		stigation_radu	☑ 14/05/2	015	occ	BUH-14-05-2015-11	(03/07/2015		03/0	7/2015	jlgadmin
₽	Reassign occurrence	٣	rat2 🗗						(03/07/2015		03/0	7/2015	jlgadmin
*	Export occurrences (1)	Ŧ	rat1 🗗						(03/07/2015		03/0	7/2015	jlgadmin
Ì.	Import occurrences	¥	rat3 🗗		29/06/2	015			(03/07/2015		03/0	7/2015	jlgadmin
		Ŧ	107		01/07/2)15	Occ	15.07.01	(03/07/2015		03/0	7/2015	ilgadmin

Figure 2.7-17 Choose type of report before download

A sample of a generated report is the following:

20/05/2015	rrence 5	Risk Analy -	ysis Tool		Separation Prescribed	
- - Working Pos	ition	ATM Grour	nd Risk Factor		- / - Recorded	
					-/- STCA	-/-
Airspace Cat	1					
Working P	osition Situation					
-	Traffic Complexity	-	-		Hours in Position	n
-	-	Controller relieved after	CISM -	-	Duty Time	Time in Position
Aircraft In	volved					
cvs -	Type\W	Flight Rule	ADEP	ADES	Route	TCAS
Causal and	Contributing Fac	tors				
- Surveilland	ce plot					
-	•					
Chronolog -	ie					
Traffic Site	uation					
ante ipsum p ornare ac. Se risus. Sed fri	rimis in faucibus. In co d ornare auctor leo, ne	mmodo condimentum c condimentum sem e at egestas felis gravio	sapien efficitur s gestas at. Lorem da a. Etiam fauci	suscipit. Vivam ipsum dolor si	is gravida fringilla. Interdur nus malesuada porttitor nul it amet, consectetur adipiso ehicula. In et velit libero. N	lla, non vestibulur sing elit. Aenean e
	nisi. In eleifend blandit	metus id scelerisque	. Suspendisse n	nollis nisl sapie	egestas. Aliquam ex risus en, sed pulvinar velit semp us faucibus interdum. Prae	per nec. Quisque

Figure 2.7-18 Generated report preview

2.7.2.3 Check AST Compliance

This option verifies if the selected occurrence meets the rules for being AST compliant. If it's not, a list with all the missing fields will be displayed.

				í=		- -		- dul -			 BUH Organization Admin 	istrator		
x	Export to Excel 1			ATS Notification	Data Gathering	HERA	RAT	Query System	Admin		🔺 jlgadmin 🔫			
L	Download report 🧃		Occ	urrence li	wentory									
/	Check AST Complia	nce		unchech	wentery									
2	Export to AST <u>1</u>		<u> </u>	୧୦ 🛍 🗿										25 • per page
5				Date of o	ccurrence	~ Reference	Number	~ Date Create	ed	 Date Las 	st Modified 🗸 🗸 🗸	User	~ Unit	~
₽	Move occurrence	۲	nce_MFA_1 🕈	12/05/20		OCC-BUH	-12-05-2015-18	01/07/2015		10/07/20	015	jlgadmin	BUH	
₽	Reassign occurrence		01 🗗 🚺	19/05/20	15	AST complia	ince			×)2/07/20	015	jlgadmin	BUH	
2	Export occurrences	•	2°			Occurre	ence is not	AST complia	ant.)1/07/20	015	jlgadmin	BUH	
2	Import occurrences	•	2°)1/07/20	015	jlgadmin	BUH	
		•	estigation_radu	☑ 14/05/20	15	Reques	ted terms for.	AST compliance)1/07/20	015	jlgadmin	BUH	
	0 1 1 2 3		ĸ			 Sev 	verity of effect on	of effect on aircraft ability to provide AT	(General) If services					1 - 5 of 40 items
			۰	S ₪ @			eneral) pe of Occurrence	(General)	-					25 • per page
						Ok					M	ssing terms		



2.7.2.4 Export to AST

This function exports the selected occurrences in the AST format, using the AST template selected by the user. The result is an AST compatible Excel file.

		B. ATM Related Incidents												
OCC Reference Number	Date	Type of ATM Incident	Notification Reports	ATM Contributio n	Status	Class of airspace	Phase of Flight	Flight Rules	Type of Operations	Type of Flight	Severity	Application of RAT	ATC Contributing Factors	Pilot Contributing F
DCC-BUH-19-0	19/05/2015			Direct (Causal)	Under Investiga	В	En-route	VFR		Commercial air	В	Yes	B. Interaction with Environment	A. Personnel
													B-1. Pilot Actions	A-1. Perception
													B-1-1. Speed control	A-1-1. See - identification
													B-1-11. Altimeter setting	A-1-3. Hear - identification
													B-1-12, Altitude / Heading (clarity or confusion)	A-1-5. Perceive visual information
													B-1-13. Entry into controlled airspace (authorisation)	A-1-6. Perceive auditory informati
													B-1-14. Rate of turn / climb / descent	A-3. Decision
													B-1-15. Position or time report (correctness)	A-3-1, Judge / project
													B-1-16. Entry into restricted airspace (authorisation)	A-3-2. Decide / plan (correctness
													B-1-17. Pre-flight briefing	A-3-3. Decide / plan (sufficiency)
													B-1-18. Navigation	A-5-5. Decide / pair (admicreticy)
													B-1-2. Pilot action after readback (correctness/guality of action)	
													B-1-4. Pilot readback (completeness of readback)	
													B-1-5. Pilot readback (completeness of readback) B-1-5. Pilot readback (correct/incorrect pilot)	
													B-1-6. CRM	
DCC-BUH-12-0	10/05/2015				Under Investiga	No.					B	Yes	B-1-7. Approach stability	
Occurrence 19		Loss of Separation			Investigation C		En-route	IFR	GAT	Commercial air			A. Personnel	
occurrence_13	19/03/2019	AIRPROX		Direct (Causal)	/investigation Ci	D	Ell-loore	IFR	GAT	Commercial air			A-1. Perception	
		AIRPROX						IPR	GAI	Commercial air	transport		A-1. Perception A-1-3 Hear - identification	
							-						A-1-4. Hear - detection	
DCC-BUH-14-0	14/04/2015			Indirect (Aggra	Under Investiga		Take-off		GAT	General aviatio	A		A. Personnel	B. Interaction with Environment
													A-2. Memory	B-1. Pilot Actions
													A-2-3. Remember previous actions	
DCC-BUH-19-0	19/05/2015			Direct (Causal)	Under Investiga	в	En-route	VFR		Commercial air	в	Yes	B. Interaction with Environment	A. Personnel
													B-1. Pilot Actions	A-1. Perception
													B-1-1. Speed control	A-1-1. See - identification
													B-1-11. Altimeter setting	A-1-3. Hear - identification
													B-1-12. Altitude / Heading (clarity or confusion)	A-1-5. Perceive visual information
													B-1-13. Entry into controlled airspace (authorisation)	A-1-6. Perceive auditory informati
													B-1-14. Rate of turn / climb / descent	A-3. Decision
													B-1-15. Position or time report (correctness)	A-3-1. Judge / project
													B-1-16. Entry into restricted airspace (authorisation)	A-3-2. Decide / plan (correctness
													B-1-17. Pre-flight briefing	A-3-3. Decide / plan (sufficiency)
													B-1-18. Navigation	stos. Becase / plan (sumclency)
													B-1-2. Pilot action after readback (correctness/quality of action)	
													B-1-4. Pilot readback (completeness of readback)	
													B-1-5. Pilot readback (competeness of readback) B-1-5. Pilot readback (correct/incorrect pilot)	
													B-1-5. Priot readback (correct/incorrect priot) B-1-6. CRM	
													D-PO, ORM	



2.7.2.5 Open occurrence with

If there is sometime a need to open a certain occurrence with a different Data Gathering template, this function shows very useful. Later updates of the templates used for Data Gathering can lead to this kind of needs.

When clicking this button, the user is asked to select the new Data Gathering template to be used for opening the occurrence. The application then creates a new occurrence from this one, by mapping the existing occurrence on the selected template. The fields from the previous template which are not found in the new one, are lost. All entities linked to the original occurrence (ATS Notifications, attachments, risk analysis) are removed from the old occurrence and transferred to the newly created

one when the *Save* button is clicked. The user will have to take care to manually delete original occurrence if this is the case.

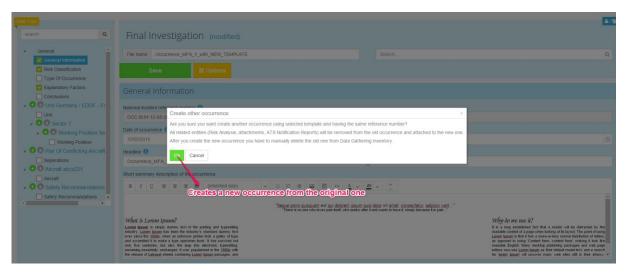


Figure 2.7-21 Create New occurrence from original one

2.7.2.6 Move occurrence

One or more occurrences can be moved to another unit using this function. The user must first select the occurrences to be moved, then search for the new unit in the search box and click the "*Move*" button.

Inventory Options	T 18	- 6 ,	A 🖬 🗌	dd 🎍	BUH	histrator	
Export to Excel	ATS Not	ification Data Gathering H	IERA RAT Qu	ery System Admin	🔺 jigadmin 🗸		
Download report 2	Occurren	ice Inventory					
Export to AST 2		for the new unit					
Dpen occurrence with							25 • per page
Hove occurrence		Date of occurrence ~	Reference Number ~	Date Created ~	Date Last Modified ~ ~	User ~	Unit ~
BUH Q AS C		19/05/2015	OCC-BUH-19-05-2015-4	03/07/2015	03/07/2015	jlgadmin	BUH
Move Cancel		01/05/2015	OCC-BUH-01-05-2015-10	03/07/2015	03/07/2015	jlgadmin	BUH
Under Investigation Tinal_inv_radu	C.	20/05/2015	OCC-BUH-20-05-2015-17	03/07/2015	03/07/2015	jlgadmin	BUH
Reassign occurrence		19/05/2015	OCC-BUH-19-05-2015-5	03/07/2015	03/07/2015	jlgadmin	BUH
Export occurrences 2 INV-12-AG	0	12/05/2015	OCC-BUH-12-05-2015-6	03/07/2015	03/07/2015	jlgadmin	BUH
Import occurrences Notification 1 E	Dubai 🕑 🚹	14/04/2015	OCC-BUH-14-04-2015-30	03/07/2015	03/07/2015	jlgadmin	BUH

Figure 2.7-22 Moving an Occurrence

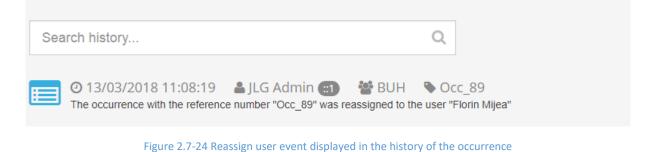
2.7.2.7 Reassign occurrence

If an occurrence needs to be assigned to another user, then this function is the proper way to do it. Simply search for the new user by typing his user name / first name / last name or parts of them and click the "*Reassign"* button.

After this operation, the person the occurrence was reassigned to will receive a notification.

Notifications Search... Q [™] delete all ✓ The occurrence with the reference number "Occ_89" was reassigned to you. [™] o 13/03/2018 11:08:19 Florin Mijea Image: One of 13/03/2018 11:08:19 Figure 2.7-23 Reassign occurrence notification

The 'Reassign user' event details will appear in the history of changes.



2.7.2.8 Export occurrences

This Exports the selected occurrences to a JSON file which can be used as a backup measure or to exchange investigations with other TOKAI installations.

Please, keep in mind, that the maximum number of the occurrences that can be exported at a time is 100.

2.7.2.9 Import occurrences

The file generated with the *Export occurrences* function can be imported back into the application. This leads to new occurrences being created and automatically saved in the database if the system couldn't find the imported occurrences in the existing ones. If the system finds that the occurrences that are being imported already exist in the organization, the user will have the possibility to choose what happens to the import.

The Unit/User for the imported occurrence will be the same as it was when exported if the current organization have them. If it doesn't, the occurrence will have the Unit/User of the current context(the user who imported the occurrence in the first place).

Warning!										
There were some issues while trying to impo in the current organization. Please, choose y			are trying to import already exist							
Beware what option you choose.										
ne Override option will completly update the occurrence including Layout Template, Unit. User, Tags, Attachments, Risk analysis and that might lead in losing some data the overriden occurrence. ease consider that in the unfortunate case in which the imported occurrence doesen't have Risk Analysis attached, Tags, or Attachments, the existing occurrence will lose nem. Same works for the case where the imported occurrence has new information in addition to the existing. If there are linked ATS Notifications that are not linked to is imported occurrence, the system will only deatach them, but you can still see them in the ATS Notification inventory.										
The Keep Existing option will keep the existing occu	irrence in the organization and ignore the imported	one.								
The Keep Both option will keep the existing occurre Occurrence, if the imported Occurrence have linked occurrence. You can later move them manually.	ence and import the new one as well. Since the syste i the an ATS Notification that is already linked to an (m only allows the ATS Notifi Occurrence, the system will l	cations to be linked to only one keep the link from the inital existing							
Occurrence Name	Reference number	Override	Keep Existing	Keep Both						
testratJSON	Occ_230	0	0	0						
Proceed										

Figure 2.7-25b Warning while importing occurrences

The **Override** option will completely update the occurrence including **Layout Template**, **Unit**, **User**, **Tags**, **Attachments**, **Risk analysis** and that might lead in losing some data of the overridden occurrence.

Please consider that in the unfortunate case in which the imported occurrence doesn't have Risk Analysis attached, Tags, or Attachments, the existing occurrence will lose them. Same works for the case where the imported occurrence has new information in addition to the existing.

If there are linked ATS Notifications that are not linked to the imported occurrence, the system will only detach them, but you can still see them in the ATS Notification inventory.

The **Keep Existing** option will keep the existing occurrence in the organization and ignore the imported one.

The **Keep Both** option will keep the existing occurrence and import the new one as well. Since the system only allows the ATS Notifications to be linked to only one Occurrence, if the imported Occurrence have linked an ATS Notification that is already linked to an Occurrence, the system will keep the link from the existing occurrence. You can later move them manually.

2.7.2.10 Active filters

Each user has the possibility to save different configurations of grid filters to database and use them anytime. Filter configurations can be created, applied, set as default, reset or deleted directly from the inventory options sidebar.

😁 BUH 🚔 Organi ĭΞ È dd. ÷. ÷ Т ATS Notifical HERA RAT Query Syste 🔺 jķ Data Gat Admin Occurrence Inventory Ŀ କ୍ତ \square A ۲ 17 匬 Date of occurrence Reference number Date Created Date Last Modified ~ User List of saved filters 29/10/2015 29/10/2015 jlgadmin 29/10/2015 29/10/2015 15/10/2015 jlgadmin Reset current filter 29/10/2015 29/10/2015 jlgadmin Occurrence from 15th of Octobe 29/10/2015 jlgadmin Delete current filter from database 📮 pin × res ବ୍ତ 17 ľ 匬 Set current filter as default Create new filter configuration and save it to database

EUROCONTROL – TOKAI Application Platform

Figure 2.7-26 Filtering occurrences

2.7.2.10.1 Create a new filter configuration

First, use the built-in filtering system of the inventory to create a combination of filters. This filters configuration can be saved by typing a name for it and clicking the "*Save filter configuration*" button.

Export to Excel	ATS Notification Data Gathering HERA
 Download report Export to AST 	Occurrence Inventory
Hivepeinoccurrence with contains Not Invest	igated ×
Hove occurrence	 % 17 1
Investigation Status · Name	 Date of occurrence Reference numb
Investigation Completed V Occ 2 C	19/10/2015
Investigation Completed Occ 2 Active Filters	19/10/2015
Occurrence from 15th of October	Type a name for this filter configuration 19/10/2015
Investigatio Sompleted in Sompleted in delete in delete	19/10/2015
Occurrences with '2' in the name	 S S C C<
	Click to save

Figure 2.7-27 Creating filter configuration

2.7.2.10.2 Apply and set as default a saved filter configuration

To apply a certain filter configuration, just select it from the *Active filters* list. The filter configuration is automatically applied when selected.

nventory Options		í		.		aul -	4	Δ	嶜 BUH 🚔 Organization Admir	nistrator
		ATS Notification	Data Gathering	HERA	RAT	Query System	Admin		💄 jlgadmin 👻	
	Occ	urrence li	nventory							
🖹 Export to AST	igated 🗙									
Hove occurrence	۲	% t7	Ē							
Investigation Status V Name		 Date of elements 	occurrence	 Reference 	number	 Date Created 		 Date L 	ast Modified 🗸 🛛 🗸	User
Investigation Completed Occ 2		19/10/20	115			29/10/2015		29/10/3	2015	jlgadmin
Investigation Completed Citye Filters Citye Citye Completed Citye C		19/10/20				29/10/2015		29/10/2	2015	jlgadmin
Occurrence from 15th of October		19/10/20	a filter to a	арріу		29/10/2015		29/10/2	2015	jlgadmin
Occurrences by name		19/10/20	115			29/10/2015		29/10/2	2015	jlgadmin
Investigation Completed Occurrence name contains 1 Occurrence from 15th of October Occurrences with '2' in the name										
Save filter configuration	۲	% t ‡	ê							



After a filter configuration is applied, you can choose to set it as default by clicking the "*Pin*" button – i.e. this filter configuration will be applied automatically when accessing the Occurrence Inventory page, even after you log out and log in again.

Inventory Options						A		
X Export to Excel		ATS	Notification	Data Ga	thering	HERA	RAT	Quei
Download report	Oc	curre	ence li	nvent	orv			
Export to AST		carre	ince n	IV CITA				
HivOpencoccurrences with starts with o	Investigatio	nStatus: eo	quals to inv	estigation	n Comple	ted X		
Move occurrence	۲	00	17		Ŵ			
Investigation Status Name Export occurrences Investigation Completed Import occurrences			Date of 0 set as 19/10/20 nfigur			~ Reference	number	~
Active Filters			19/10/20 19/10/20)15				
Imperiod Impleted Impleted Impleted Impleted Impleted Impleted Impleted Impleted			19/10/20)15				
add name for this filter config	۲	00	t ‡		Ē			

Figure 2.7-29 Default filter configuration

2.7.2.10.3 Reset a filter configuration

To reset a filter configuration from being default click the "*Reset*" button.

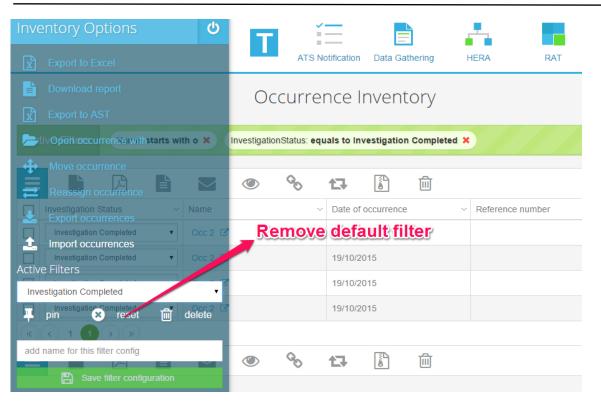


Figure 2.7-30 Reset Filter Configuration

2.7.2.10.4 Delete filter configuration

To delete the selected filter configuration, click the "*Delete*" button.

Inventory Options 🛛 🙂	
Export to Excel	ATS Notification Data Gathering HERA RAT C
Download report	Occurrence Inventory
Export to AST	
tivOpënoccurrencewithstarts with o 🗙	InvestigationStatus: equals to Investigation Completed ×
Move occurrence	 South La
Investigation Status · Name Export occurrences	✓ Date of occurrence ✓ Reference number
Investigation Completed Occ 2	19/10/2015
Investigation Completed Occ 2	19/10/2015 Delete this filter
Investigation Completed	19/10/2015
pin x reset al delete	19/10/2015
add name for this filter config	● % t ᠯ ੈ ੈ
Save filter configuration	



2.8 Tags management

To access the tags management page, go to **Data Gathering -> Manage Tags**. Tags can be created, edited and deleted at the organization level, i.e. each user who is part of the organization and has at least one of the following permissions can create a new tag, edit and delete an existing one:

- Manage operational occurrences
- Manage technical occurrences
- Edit operational occurrences
- Edit technical occurrences

Tags are displayed as clickable tiles. Each tile shows the name of the tag and the number of occurrences tagged with it. Clicking a tile will display these occurrences.

/lanage Tag	5 Search	tags				Create	new tag	
Search				۹				Create new tag
1_SM	×	2015	Delete tag	×	aaasdasdasda	$_{ m sdasdasdasd}$	aabbq	
	Tag name	10 🕗			0 🕗			
aaijs	×	aalmj		×	aarci	×	aarnu	
	Number of ta	ggedloccurr	ences		0 🕗			lit tag
aatua	×	aauef		×	aauwm	×	aawun	
10		0			0 🖉			
aaydt	×	ab		×	aba	×	abdhr	
0		10 🖉			0 🕗		🖹 🕗	
abekb	×	abfci		×	abfco	×	ACC	
10 🖉		10 🕗			0 🕗		E0 🕗	



Search tags

The tags management page is enhanced with an instant search function, which filters tags from your organization based on the input string in the search box. The search results are paginated.

	Search	n for 'sm'					
sm			Q				Create new tag
• 1_SMI	×	bsmgz	×	🕒 ccjsm	×	🕒 dmsmm	×
13 🕗							
edsma	×	elpsm	×	eqsmw	×	fsmxw	×
0 🕗				(] 0 <i>(</i> /)			
fusmk	×	gonsm	×	Ssmaq	×	Ssmux	×
0				🖹 O 🧷			
hpmsm	×	hrsmu	×	hsmev	×	hsmky	×
0				🖹 O 🧷			
jąsms	×	🌒 jusmi	×	ksmtd	×	ksmxq	×
10 🕗							

Figure 2.8-2 Search and filter tags

2.8.1 Create new tag

Fill in the new tag name and click the "*Create new tag*" button to save a new tag. *Tag names have to be unique at organization level.*

Manage Tags			New tag nar	ne			Save
Search			Q	2015, November			Create new tag
• 1_SMI	×	2015	×	aaasdasdasdasd	asdasdasd $^{ imes}$	aabbq	×
B 3							
🍋 aaijs	×	🌑 aalmj	×	aarci	×	aarnu	×
				🗈 🕗		B 0 🕗	
💊 aatua	×	aauef	×	aauwm	×	aawun	×
				🗈 🕗			
Naaydt	×	💊 ab	×	💊 aba	×	abdhr	×
				B O 🖉		BO 🕗	
abekb	×	abfci	×	abfco	×	abfuf	×
		F	irst Previous 1	/ 500 Next Last			
			Figure 2.8-3	Create new tag			

earch			Q	/		Cr	eate new tag
1_SMI	×	2015	×	2015, November	×	aaasdasdasdasda	sdasdasd $^{ imes}$
3 🕗		10 🖉				10 🖉	
aabbq	×	aaijs	×	💊 aalmj	×	aarci	×
10 🤣		10				🗈 0 🕗	
aarnu	×	💊 aatua	×	aauef	×	aauwm	×
10 🧭						🗈 🕗	
aawun	×	💊 aaydt	×	🗣 ab	×	💊 aba	×
10 🤣		10 🖉				🗈 0 🕗	
abdhr	×	abekb	×	abfci	×	abfco	×
0 🧭		10		(B) 🕗			
abfuf	×						
] 0 🧭							

Figure 2.8-4 Add new tag

2.8.2 Edit existing tag

Click the small "*Edit*" button on a tag's tile to edit the tile's name, and then click the green button to save it.

Vanage Tags	Edit name	Save		
Search		٩	c	Create new tag
1_SMI	× 💽 2015	× 2015, November	× 💊 aaasdasdasdasd	asdasdasd $>$
🖻 3 🧭	2015, October			
💊 aabbq	× 🐚 aaijs	× 🐚 aalmj	× 💊 aarci	>
0 🕗				
💊 aarnu	× 💽 aatua	× 💊 aauef	× aauwm	>
🖹 0) 🧭				
aawun	× 🐚 aaydt	× 🔈 ab	× 🕒 aba	>
0 🧷	🕒 🕗			
abdhr	× abekb	× abfci	× abfco	>
B 0 🕗	(])			
abfuf	×			
0 🕗				
	First	Previous 1/500 Next Last		

Figure 2.8-5 Edit existing tag

	Tag with new name			
Q		Create new tag		
2015, November ×	2015, October	× 🔊 aaasdasdasdasdasdasd		
B 0 🕗				
💊 aaijs 🛛 ×	💊 aalmj	× aarci ×		
🖹 0 🧭		🕒 0 🥢		
💊 aatua 🛛 👋	aauef	× aauwm ×		
🖹 0) 🧭				
🔪 aaydt 🛛 👋	🕒 ab	× 🔈 aba ×		
10 🕗				
💊 abekb 🛛 👋	abfci	× 🔊 abfco ×		
0 🕗				
	 2015, November × aaijs × aaijs × aatua × aatua × aaydt × aabekb × 	Q 2015, November 2015, October 2010,		

Figure 2.8-6 Instant update of tags modifications

2.8.3 Delete existing tag

Click the **X** in the upper right corner to delete a tag. The tag will be removed from all occurrences and then deleted from the database.

n Scalability - 🛛 🛛 TechCrunch - The Ia 📡 Ph	nys.org - News an 🧕	The page at loca	alhost:35725	says:	Repeat Yo 🌇 M	IIT Technology Rev 🙎 So	ott Hanselman 📲 The
ATS Notification Data Gath	ering HERA	Are you sure you wa database? The tag v occurrences, as well	vill be removed	is tag from the from the associated	¢	 BUH Bigadmin → 	Iministrator
Manage Tags <mark>elick t</mark>	o delete	Prevent this page	ge from creating	g additional dialogs.		- 6	
Search			Q	-	Click to co		Create new tag
			_				ş
1_SMI	× 🔊 🔪 2015, No	vember	×	2015, October	×	aaasdasdasd	asdasdasdasd $^{ imes}$
3 2	0			0 🖉			
aabbq	× 🕒 aaijs		×	aalmj	×	aarci	×
	BO 🕗			0 🕗		🕒 🕗	
💊 aarnu	× 💊 aatua		×	aauef	×	aauwm	×
	BO 🕗			10 🖉			
aawun	× 🕒 aaydt		×	🔪 ab	×	💊 aba	×
	E O 🧷			10		10 🕗	
abdhr	× abekb		×	abfci	×	abfco	×
💼 🕗	🕒 🕗			0			

Figure 2.8-7 Delete existing tag

2.9 Location picker

A location picker tool using Google Maps is available for 'Geographical Coordinates' Term in the Taxonomy to allow the user to visualize on the Google Maps the actual position of the incident. The coordinates can be both in decimal degrees format as well as in Degrees, Minutes, Seconds format.

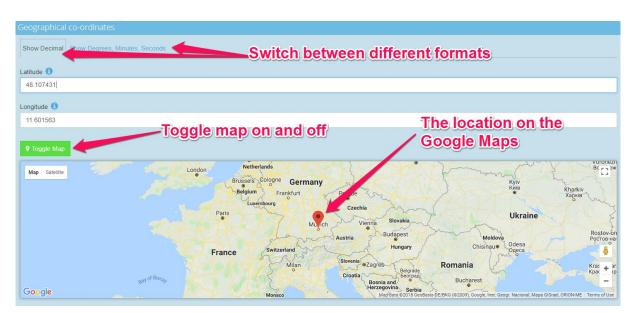


Figure 2.9-1 Geographical co-ordinates term using Google Maps

To change the location, click on the location symbol and move it where desired, then release the click.

3 Risk Analysis Tool Module

NOTE: Please see the separate RAT user guide document on the e-TOKAI website (click here for the document. In the final version of this manual, the two documents should be integrated).

In addition to that document this chapter is written with the purpose of keeping the User Manual updated with the new changes in the RAT module.

1. Multiple RAT evaluations for ATM Specific Occurrence that have multiple failures by adding different Severity sheets in the Risk creation page are allowed. There can be more Severity sheets filled in individually, however only one Severity can be set as main and that one will be the one computed in the Risk Analysis.

E Seve		add new s		elete selected s	severity	
Select	Code	Severity	Final Value	Justification	Main Severity	
		D	D		true	
		D	D		false	
Ø		D	set it as n	nain severity	false	



2. The new redesigned Severity Criteria for ATM Specific Occurrence works in cascade. To enable a criterion for selection, the user needs to select all the criteria involved first. To access this new redesigned severity criteria, go to RAT > New Risk Analysis > Expand Severity panel and find what is illustrated in the figure below.

immunication Ali Ground Communication Total Loss of Instances (VP One Structure) services (VP One Structure) servi		Operational function	Type of failure	Air Traffic Service Affected	Extension	Scope	Duration
	Ammunication section with the 15 Supports by Automation 17 Traffer Flow Capacity Management formation Services A navigation issue.	Ground/Ground/Communication (Instrumer NxVspation Statellis NxVspation Statellis NxVspation Air Survellance Ground Survellance Surface Movement Guidance & Control Fright Date Processing Decision Making Support Tools Decision Making Support Tools Real Time Arspace Environment Survellance Date Processing Tactical & Real Time Pre-Tactical Strategic Arenonatical Information	Total Loss of function Partial Loss of function Redundancy Reduction Undetected Comption of function Loss of Supervision Corruption of Supervision See the documentation in RAT user manual	Area control services Approach control services Acrodiomic control services Oceanic service Flight Information Services Nerligation Services NM Airspoe Catal Management NM CCAMS NM Flight Hamning NM Flight Hamning	CWP Sector Suite Multiple Suites Unit Glidiance NM Position NM Multiple Positions NM Unit	One Some All One false alarm Some false alarms One false target Barallet take-off One Aucrath Some Aucrath Al Aircrath One Runway Some Runway Some Taxhways All Taxhways All Taxhways	< 11 > 11

Figure 2.9-2 The new severity design for ATM Specific Occurrence

- 3. New Criterion under Repeatability appended to the RAT template ATM Specific Occurrence to provide a new way of scoring the repeatability for ATM Specific Occurrence. It is named Non-systemic / Technical Failures issue and it is mutually exclusive with Non-systemic / Human Involvement issue criterion, so populating one will disable the other.
- 59 | Page TOKAI User Manual (Edition v3.1)

Non-systemic / Human Involvement Issues 🖲								
	ATM Ground	Description						
☐ Other Contributing Factors ()		dad dooonphon	1					
Non-systemic /	Non-systemic / Technical Failures issue 🟮							
	ATM Ground	Description						
☐ Other Contributing Factors ()	Non-Systemic/ Technical Failure issues with Contextual Conditions	add description	1					

Figure 2.9-3 The new mutually exclusive criterion

 The Reset Button is available for all the RAT templates, both for Severity as well as for Repeatability. It will automatically reset all the input fields in order to streamline the whole RAT evaluation workflow.

□ Severity						
List of Severi	ities 🕂 Set as Main Severity 🛍					
Select	Code	Severity	Final Value			
V	AD-SMG/020	В	В			
		D	D			
Reset						
	Figure	2.9-4 Reset Severity				

5. For the RAT module, definitions are available for the Topics, Criterions and Answers used, which can be accessed from the User Interface. They are available for both **Severity** and **Repeatability** for every RAT mark-sheet.

Systemic Issues	efinitions
Procedures	•
R Equipment	•
다 Human Resources Management ()	۲
Non-systemic / Human Wolv men Issues 💁	
C Other Contributing Factors	•
Non-systemic / Techri al váil es issue 💿	
A Other Contributing Factors	• []
Window of Opport Lity o	
Methods	
🖓 Window Of Opportunity 🚯 🔹 🗸	Y
Explanatory Factors	
Add / Edit ATC Explanatory Factors	
O There are no elements selected.	
Figure 2.9-5 The definitions	
Systemic Issues 0	
ATM Ground Definition:	
This sub-criterion refers to absent or failed defences, including the systems, conditions, equipment, situations, procedures, counter measures or behaviours which normally prevent this present in the system before the incident, and may have contributed to the occurrence. System is understood in the RAT framework to be the aggregation of people, equipment and pro-	

Figure 2.9-6 The definitions expanded

6. Implemented a new possibility to indicate whether the Repeatability part was scored or not, for all the RAT marksheets. To be able to indicate if the Repeatability was not scored, a new row was added under severity matrix.

Hide Ma	trix									
Risk Matrix						ATM Specific Occurrence (modified)				
AA1	A1	B1		E1						
AA2 AA3	A2 A3	B2 B3	C2 C3	E2 E3	D2 D3	ATM Ground Contribution Final Values				
AA4	A4	B4	C4	E4	D4	The new added low				
0.05	Δ5	R5	C5	E5	D5					
AA	А	В	С	E	D	Save PDF 🕹 XLS 🕹 🌼 🔺				
Comp Risk A Severi	TM:	kup			E E	Description				
Severi	·	1.1				Name Reference number				
		No ra	ange			Occ_180				
Code	Code of the combination					Description				
						$ \begin{array}{c c c c c c c c c c c c c c c c c c c $				
T1 Val	ue									
Relia	bility	Fact	ors							
Gro	und									
Over	rall				0%					
Seve	arity			5	0%					
Oeve	anty			10	0%					
Rep	eatabil	ity			0.07	□ Severity				
					0%	List of Severities + Set as Main Severity 💼				

Figure 2.9-7 The new added row in the risk matrix

The new added row will be scored if the Repeatability remains empty.

7. A new tab named *Not-determined* with the same factors was added among *Contributing* and *Mitigating*.

Explanatory Factors	×
Contributing Mitigating Not-determined	
Q Search time all	Clear search
A. Personnel 1	
B. Interaction with Environment (1)	
C. Equipment 1	
D. Contextual Factors 3	
▶	

Figure 2.9-8 The new added row in the risk matrix

- **8.** Enhanced link between Explanatory Factors and barriers for the Operational RAT mark-sheets. For each explanatory factor, barriers can be selected. The link can be made when selecting the factors as well as after the factors were selected.
- 62 | Page TOKAI User Manual (Edition v3.1)

Explanatory Factors OPS	
ATC	Select barriers ×
Contributing Mitigating Not-determined	RAT Туре
Q Search	More than one aircraft
t,_ all	Barriers
A. Personnel 9 3 9 2 3	Conflict Detection
B. Interaction with Environment B. Interaction B. Interaction with Environment B. Interaction B. Interactio B. Interaction B. Interaction B.	Plan
🕨 🗹 C. Equipment 🗩 🕄 🎬 🔍 🤇	
D. Contextual Factors 1	
F. ATSEP Communication 3	STCA STCA
	Recovery
	TCAS / Own Initiative see and avoid
	Pilot Reaction

Figure 2.9-9 Click on the 'Barriers' and then select the barriers

9. Enhanced coupling between Explanatory Factors. For each explanatory factor, other explanatory factors can be selected. The coupling can be made when selecting the factors as well as after the factors were selected.

Explanatory Factors OPS		
ATC		
Contributing Mitigating Not-determined	Explanatory Factors Coupling	×
Q Search	Q Search Clear sea	rch
t,_ all	 A. Personnel A. Perception 	
 A. Personnel B. Interaction with Environment B. Interaction with Environment 	 A-1-1. See - identification A-1-2. See - detection A-1-3. Hear - identification 	
 C. Equipment G. Contextual Factors 	 A-1-4. Hear - detection A-1-5. Perceive visual information - accuracy A-1-6. Perceive auditory information - accuracy 	
F. ATSEP Communication	 ▶ □ A-2. Memory ▶ □ A-3. Decision 	
	A-4. Action A-5. Conformance A-5. Interaction with Environment	
	F. ATSEP Communication Add factors	

Figure 3-10 Click on the 'Select explanatory factors' and then select the factors

10. The **bulk export of RAT to Excel** is a function developed to give the user the possibility to export more than one Risk Analysis in a predefined template in Excel. This functionality is available from the RAT occurrence inventory as well as from the RAT Specific Statistics.

RAT Inventory		C	lick to ex	(port			
Display	25	٠	items	LEXPORT to PDF	Export to Excel	Let Export Bulk to Excel 25	💼 Delete 25

Figure 3-11 The bulk export to Excel button

The excel file will export automatically all the information about the selected Risk Analyses, divided in separate sheets by their occurrence template type. After each sheet, there will be another one with the **Factors Coupled** added to the **Explanatory Factors**.

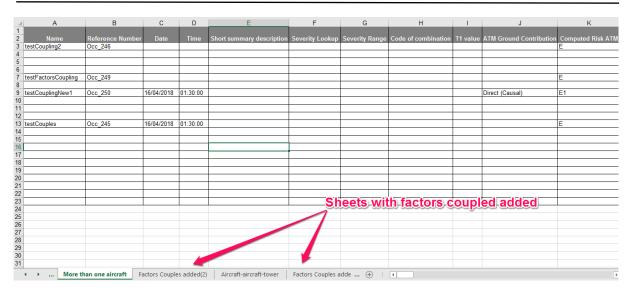


Figure 3-12 The exported excel file

4 HERA Module

4.1 Create a new HERA record

Step 1: Login as an Investigator, click on the Data Gathering >New Occurrence.



HERA template	

Figure 4.1-2 Select a template created in Admin section

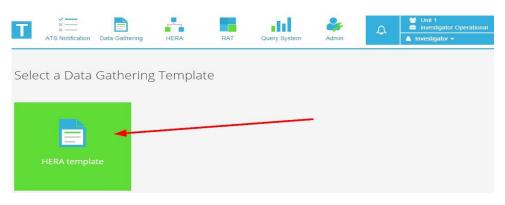


Figure 4.1-3 STEP 2: Choose template for the Occurrence

Step 3: Under "**Error**" tree node you will see "**HERA**" layout. Select it and you will see on the right side "**Error Detail**", "**Error Mechanism**" and "**Information Processing**" flowcharts navigation buttons after the HERA Information section.

search Q	File name Search Save Preview •
O O Working Position 1 O O Error 1 IMERA	Foxcharts ED Error Detail
	EM Error Mechanism
	IP Information Processing
	Select Error type 🗲

Figure 4.1-4 STEP 3: Flowcharts Navigation Panel

Step 4: Click on **"Error Detail**" button and ED flowchart will be opened.

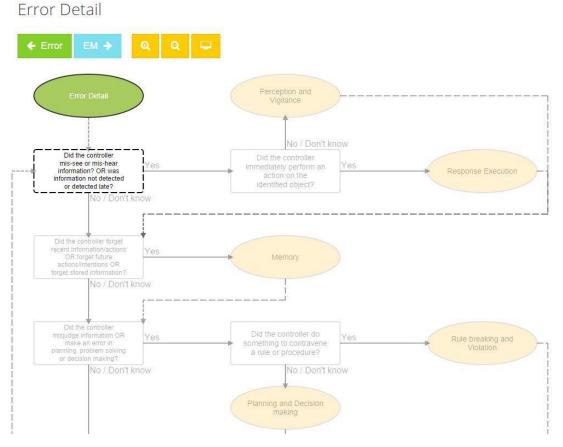


Figure 4.1-5 STEP 4: Error Detail Flowchart

Step 5: Click on the shapes with dotted line (rectangles and ellipses) and answer to the questions until you reach one of the orange ellipse node. When you click this node a popup will appear that asks you if you are sure you want to navigate to Error Mechanism flowchart. The selected path will be colored with green. You can return whenever you want back in the path by clicking one of the green marked shapes.



Figure 4.1-6 STEP 5: Answering questions

Step 6: After clicking "**Yes**" on the dialog window, "**Error Mechanism**" flowchart will appear. Here you have to do the same you did before in order to navigate to "**Information Processing**" flowchart.



Figure 4.1-7 STEP 6: Error Mechanism Flowchart

Step 7: Same behavior for "**Information processing**" flowchart.



Figure 4.1-8 STEP 7: Information Processing Flowchart

Step 8: An important feature that you can use is *zoom feature*. Click on plus magnifier to zoom in and on minus magnifier to zoom out. There is a third button for initial state.

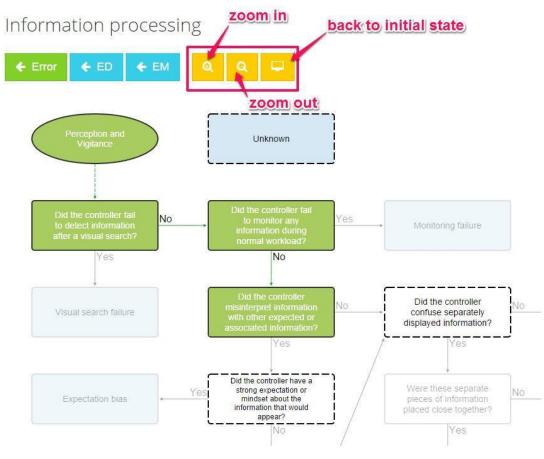


Figure 4.1-9 STEP 8: Zoom feature

Step 9: To navigate between flowcharts you can also use the navigation buttons.

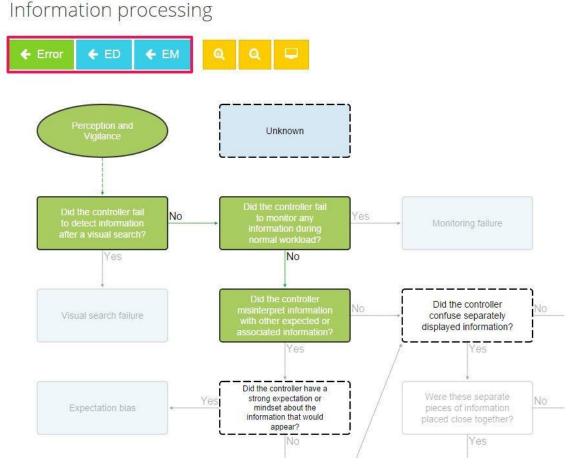


Figure 4.1-10 STEP 9: Navigate Back

Step 10: ED, EM, and IP selected values will be displayed on the flowcharts buttons in Data Gathering screen.

4.2 Using the HERA inventory

The HERA inventory is the centralized place for managing all HERA records: create, edit, delete.

For more information on the functionality and capabilities of the inventory, please see the dedicated Chapter 8. Using the TOKAI data inventory.

5 Statistics Module

5.1 Taxonomy Query System

The query system enables the users to create powerful query rules on any available taxonomy terms and also to create different combinations of taxonomy terms.

To be able to use *Query System and Statistics module*, you must be a user assigned in a role with the "**Perform Statistics**" permission over one or more units.

5.1.1 The Query System inventory

The Query System Inventory is the central place of management for your queries. To access the Inventory page click the **Query System** from the main menu.

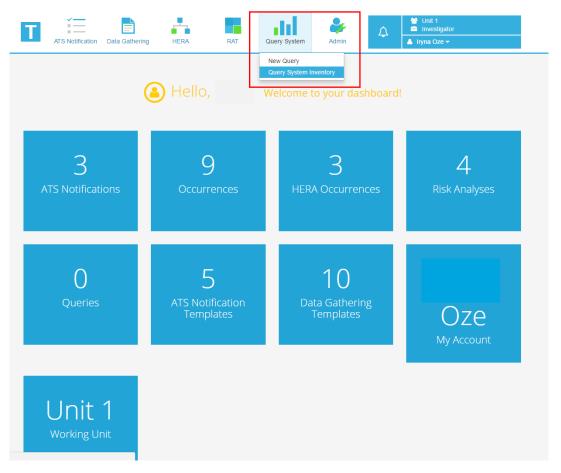


Figure 5.1-1 Accessing the query system

The queries which you have access to are displayed in a grid. The grid allows user to filter queries using the grid's built-in filtering functions.

In the Inventory you have access to functions for **creating** a new query, **editing** an existing one, **delete** and **run** a query. For more information on the functionality and capabilities of the inventory, please see the dedicated Chapter 6. Using the TOKAI data inventory.

Qu	iery System Invento	ory Pres	s here to	display	sorting/fi	Itering optic	ons
Disp	play vitems + New	Query Run on Oce	🐂 😺 Run (on ATS Notifications	Delete		
	Name	 ✓ outer 	~	Unit	~	Public	~
	ANSP Occurrence Status Closed 🗷	나트 Sort Ascending		BUH	se horo to	sort ascen	dingor
	ANSP Occurrence Status under investigation 🖉	↓₹ Sort Descending			cending	no solit ascell	
	Complex query 2 🗷			BUH	9	no	
	Complex query 3 🗗	III Columns >		Proce by	aro to dis	play the filt	aring
	Complex query 4 🗗	🕤 Filter 🖌		DOLL			ening
	Complex query new 1 🗗	Jigaaniin		menu		no	

Figure 5.1-2 The query system inventory

5.1.2 Create a new query

To create a new query, press the "*New Query*" button from the Query System Inventory page. The page helping to create a query is displayed.

On this page you can find the following 3 main sections:

- 1. Query Information section: contains the Query Name and Query Description fields.
- 2. Filters all query able fields from the taxonomy (fields which collect at least a value) can be used to create a filter.
- **3. Tree-like filters**: for querying by Type of Occurrence, Event Types, Descriptive Factors, Explanatory Factors, ATM Services.

Create query Test1				
<c< th=""><th>ancel</th><th></th><th>Save Query</th><th></th></c<>	ancel		Save Query	
Query information		lame		
Filters	0	Test1		±.
Type of Occurrence		rescription Test TOKAI		
Event Types	0			
Descriptive Factors	0			
ATC Explanatory Factors OPS	0			
Pilot Explanatory Factors OPS	0			
Explanatory Factors ASO	0			/
ATM Services	0	Public		
Malfunctioning Systems	0			
Tags	0			



In order to *save* a valid query, the user must fill in the Name of the query and add at least one filter.

To *make a query public* for other users in the organization, check the "**Public**" option beneath the query description.

NOTE: Other users from the organization will be able only to view and run the query and will be UNABLE to edit it.

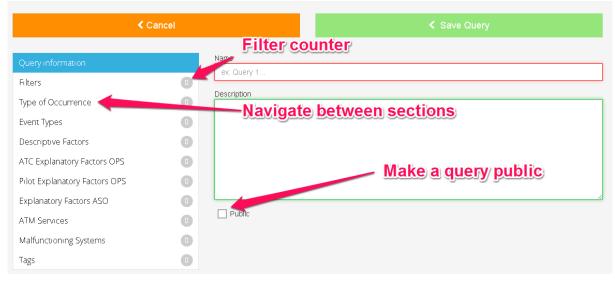


Figure 5.1-4 Create a new query

5.1.3 Add a new filter to a query

To add filters, click the Filters tab in the left menu. (See Figure 5.1-4 above)

When adding a filter, there are two options for the user to choose, as shown below.

Figure 5.1-5 Filter menu	+ Add Filter	+ Add Filter Group	🛍 Remove All Filters
inguie of a sinter menu		Figure	5.1-5 Filter menu

- Add Filter Group
- Remove All Filters

A filter is composed of the following parts:

- Input: the field from the taxonomy which you want to query i.e. Aircraft Type, Type of Form, National Incident Reference Number, etc.
- **Boolean operator**: is / is not to confirm or negate the filter condition.
- Query Operator: Equals, Starts with, Ends with, Contains, Less than or equals, Less than, Greater than or equals, Greater than. This operators list adapts to the data type of the selected input to be queried.
- Value: the value for the input to be queried.

• To add a new filter, click the "Add Filter" button again. A new filter placeholder is displayed.

To select the input, click in the "*Term*" textbox.

Term	Click to select term	15	•	Equals	•	Ŵ
Value						



A window with all the fields from the taxonomy is displayed. Use the search function to locate the desired field. If a term with more than one input is selected, a new smaller window is displayed, asking you the select the input.

Use the search functi	on to loca		Select term	×	
Query: SMI from	m Au	guot 2	h	Q	
			National incident reference number	*	
		incel	State reporting		e Query
			Reporting department/unit		
Query information		+ New I	Inducing unit		
	2		Number of cross ref		
Type of Occurrence	0	Term	Date of occurrence Time of occurrence (Local Time)		Contains
Event Types		Value	Time of occurrence (UTC)		
2.			Time of Reporting (UTC)		
Descriptive Factors			▶ Location		
ATC Explanatory Factors		-	System failure	-	
Pilot ExplanatoryThen click	OK.	Term	OK Cancel		· · · · · · · · · · · · · · · · · · ·
ATM Services					Û

Figure 5.1-7 Selecting a taxonomy term

Select the Boolean Operator and the Query Operator from the two Dropdown Lists.

Select the value from the widget provided by the control (date picker, time picker, dropdown list, checkbox list, checkbox) or input the value manually (if you selected a field of type text or number).

Term	Headline Text input	Is	Equals
Value			Delete filter
Term	Date Closed	Is	Date time picker
Value	1		
Term	System failure	ls	
Value	Select		dropdown list



• **Create range queries** by selecting the same field twice and inverting the Query Operator (greater than and less than).

Term	Date of occurrence		Is	•	Greater than or equals	T	Ŵ
Value	03/04/2017						
		(AND V				
Term	Date of occurrence		Is	۳	Less than or equals	Y	Û
Value	26/05/2017						

Figure 5.1-9 Creating a ranged query

There are multiple data filters with operators like: **Between**, **The month of**, **The year of**. In addition to those, the user has the possibility to use a dynamic date filter: **Within**.

Term	Date of occurrence		ls 🔻	Within	•
Value	3	Month(s) •			



• To **add a Filter Group**, click on the *"Add Filter Group"* button. A filter group is composed of two Filters and a Logical Operator.

Term	Click to select term Is Equals	
Value	Logical Operator	
	OR V	
Term	Click to select term Is Equals	•
Value		

Figure 5.1-11 Logical operators between Filters

Both types of filters are bounded by Logical Operators to make the user able to form a powerful Query rule.

- To *delete* a filter, click the red *Delete* button on the right side.
- To *create* a filter by Type of Occurrence, Event Types, Descriptive Factors, Explanatory Factors, ATM Services or Malfunctioning Systems, **click the corresponding tab** in the menu on the left side.



Figure 5.1-12 Other query options

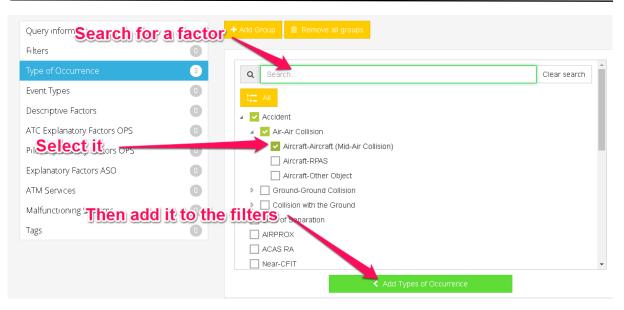
Click the "Add Group" button to open a new group and be able to select the desired ones.

Click on the "Select Types of Occurrence" to open the window with the available terms.

Select Types of Occurrence > There are no Types of Occurrence selected.	+ Add Group	n Remove all groups	
There are no Types of Occurrence selected.		Select Types of Occurrence >	Ē
A There are no Types of Occurrence selected.			
•		A There are no Types of Occurrence selected.	

Figure 5.1-13 Select the desired Tree terms

Use the search function to locate the desired factors. Select them in the tree and then click the "Add" button (when selecting a child factor, all parent factors are automatically selected).



EUROCONTROL – TOKAI Application Platform

Figure 5.1-14 Selecting from a tree control in query system

The factors are then displayed in the page.

Query information		+ Add Group 💼 Remove all groups
Filters	0	
Type of Occurrence	3	Select Types of Occurrence 🔰
Event Types	0	Accident -> Air-Air Collision -> Aircraft-Aircraft (Mid-Air Collision)
Descriptive Factors	0	

Figure 5.1-15 Tree control result in a query

The Groups are separated by the Logical Operator "OR", as shown below.

EUROCONTROL – TOKAI Application Platform	m
---	---

+ Add Group 💼 Remove all groups	
Select Types of Occurrence >	
Accident -> Air-Air Collision -> Aircraft-Aircraft (Mid-Air Collision)	
OR	
Select Types of Occurrence >	Ū
Loss of Separation -> Separation Minima Infringement	



• To **remove a factor from the tree**, click the "*Select*" button to open the window again and deselect the factor from the tree.

The operations for adding other types of tree-like factors are similar to the one described above.

5.1.3.1 Query by tags

This functionality allows creating a filter by a combination of tags. Click on the "*Tags*" button to display the corresponding section and then simply search and add the tags you want to query for.

Add tags to search for	Create a query for filtering
Add tag	occurrences having "Important"
🔖 Important 🛛 🗙	or "May 2017" tags
Logical	Operator
	epended
203.041	
J	
Add tags to search for Add tag	OR

Figure 5.1-17 Create a Query by Tags

When the query is finalized, you can click the "*Save Query*" button. The query is saved and it's displayed in the Inventory page.

	< Cancel		-	Save Query	
Query information		ame			
Filters	0	Query test			
Type of Occurrence	3	escription			
Event Types	0				
		Figure 5.1-18 S	Saving a query		

5.1.3.2 Query by feedback

This functionality allows creating a filter by feedback date. Click on the "*Feedback*" button to display the corresponding section and then add *Filters* or *Filter groups* just like the **Filters** section.

Query information Simple filter	+ Add Filter Group
Filters	
Type of Occurrence	Term Feedback Date Is T Greater than or equals T
Event Types	Value 20/09/2018
Descriptive Factors	
ATC Explanatory Factors OPS	
Pilot Explanatory Factors OPS	
Explanatory Factor Group filter	
ATM Services	Term Feedback Date Is Greater than or equals
Malfunctioning Systems	Value 06/09/2018
Tags	
Feedback	OR Y
eedback section	Term Feedback Date Is V Less than or equals V
	Value 10/09/2018

Figure 5.1.3.2 - 1 Saving a query

5.1.4 Query logic explanation

Running a query would result in a number of Records displayed in the Data Gathering / ATS Notification Inventory. Those Records are chosen according to the logic formed by the user behind the query.

The Query sections can be divided into three main sections:

1. Filters

The logic behind the **Filters** section is developed to provide a very complex and powerful way to interrogate the database. The *"Filter Groups"* have priority over the simple ones, such that they are executed first. The Records resulted from executing the Filters are *intersected (AND)* or *united (OR)*, depending the Logical Operator chosen. The *"AND"* operators have priority over the *"OR"* ones.

2. Tree-like filters: for querying by Type of Occurrence, Event Types, Descriptive Factors, Explanatory Factors, ATM Services.

The **Tree-like filters** are developed to interrogate the database in the way presented below. The result of a group is the *intersection* of the chosen *"Tree Controls"* in that group, which then are united with the other results of the remaining groups. For that, the Logical Operator between the Groups can only be the *"OR"* operator.

3. Tags

The **Tags** are working the same as the Tree-like filters presented above. The intersection of the Tags found in a *"Group"* is united with the intersection of the Tags of each one of the remaining groups.

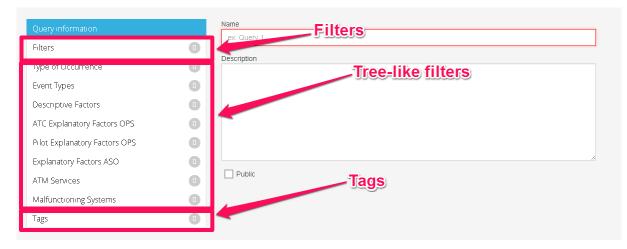


Figure 5.1-19 Query sections

The outcome of the query is the result of meeting all the conditions implemented in all these sections above, exactly like having an **"AND"** operator between all of them.

When generating the query, the Records which pass the conditions set on all the Tabs (Filters, Type of Occurrence, Event Types, Descriptive Factors, ATC Explanatory Factors, Pilot Explanatory Factors, Explanatory Factors ASO, ATM Services, Malfunctioning Systems, Tags) will be contained in the results set of the query.

5.1.5 Editing a query

To modify an existing query from the Inventory page, locate it using the search functions and then click its name. The query will be opened for editing.

Qu	ery System Invento	ý		
Disp	lay 🔹 items 🕂 New Qu	ery Run on Occurrences	Run on ATS Notifications Delete	
	Name ~	User		Public ~
	ANSP Occurrence Status Closed 🗹	jigadmin Click qu	ery name to open it	no
	ANSP Occurrence Status under investigation III	Jigadmin	BUH	no

Figure 5.1-20 Edit a query

5.1.6 Running a query

To run a query, select it by clicking its checkbox in the left, and the click the "*Run Query*" button.

Qu	erv System Inventor Select the query	ſy				
Disp	olay 🔹 items 🕂 New Qu	ery 🕨 Run on Occurrences	Run on ATS Notifications	Delete 1		
	me ~	User	~ U r	~	Public	~
~	ANSP Occurrence Status Closed 🗹	jlgadmin	т <mark>и</mark> н		no	*
	ANSP Occurrence Status under investigation 🕼	jlgadmin	BUH		no	
	Complex query 2 🗷	jlgadmin	вин		no	
	Complex query 3 🗹	ilgadmin	ВИН		no ATC	
	Complex query 4 🗹	hen click her	e to run on Oc	currence	s of on AIS	
	Complex query new 1 🖍	lotifications	BUH		no	

Figure 5.1-21 Running queries

The query is executed, and its results are displayed in the Data Gathering/ATS Notification Inventory page. From here you have access to all operations regarding an occurrence/ATS notification (export, generate report, edit, delete, etc.). The name of the query run is also displayed on top of the page.

	Oc	curr	ence Inver	ntory (resulte	ed fro	om running query: qu	ery1)				
≡	È	È	O	% t ∓		g 🛍					25 v per page
	ANSP Occurrence St	Name		- Date of Occurrent	e v	Reference Number ~	Date Created ~	Date Last Modified \sim \sim	User ~	Unit	~
	Not Investigated	occ1					27/10/2016	27/10/2016	jlgadmin	Unit 1	
	Investigation Completed	occ4					27/10/2016	27/10/2016	jlgadmin	Unit 1	
	Under Investigation •	occ3					27/10/2016	27/10/2016	jlgadmin	Unit 1	
	Under Investigation •	occ2		14/10/2016			27/10/2016	27/10/2016	jlgadmin	Unit 1	
(к)	< 1										1 - 4 of 4 items
≡	È 🛛	È		°o 17	à						25 v per page

Figure 5.1-22 Query Results

5.1.7 Delete a query

To delete a query select it and then click the "*Delete*" button.

T	ATS Notification Data Gathering	localhost:35727 Are you sure you wa	SäyS: Int to delete these queries?	× A BUH	Administrator
QL	iery System Invento		3	<u>n</u>	
Disp				Delete 1	
	Name	User	~ Unit	~ Public	~
	Name ANSP Occurrence Status Closed 🗹		~ Unit	~ Public	×
	Name ANSP Occurrence Status Closed C ANSP Occurrence Status under	/ User JIgadmin		~ Public	×
	Name ANSP Occurrence Status Closed 🗹	/ User JIgadmin	✓ Unit Click to dele	Public	×
	Name ANSP Occurrence Status Closed & ANSP Occurrence Status under Investigation Select the g	User Jigadmin Jigadmin LIECTY	Unit Click to dele	Public no no	*

Figure 5.1-23 Deleting a query

5.2 RAT specific statistics

The Statistical module of RAT can be accessed by clicking **RAT -> Operational Occurrences Statistics or RAT -> ATM Specific Occurrences Statistics**. The difference between Operational and ATM Specific occurrences statistics is the structure of the risk matrix.

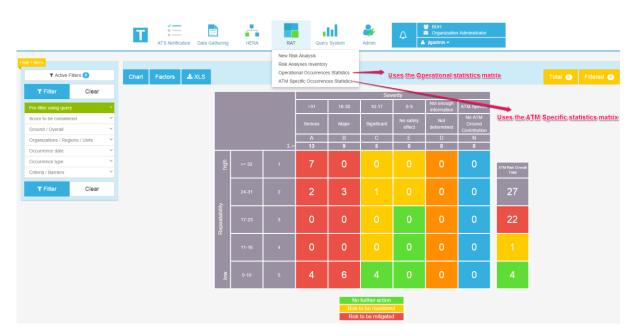


Figure 5.2-1 Accessing RAT statistics

5.2.1 Statistics page structure

The Statistics page has three main sections:

- 1. The risk matrix, in the center of the page;
- 85 | Page TOKAI User Manual (Edition v3.1)

- 2. The toolbar containing buttons for risk chart, causal factors distribution and export to Excel;
- **3.** The **filters** section, on the left side of the page.



Please see the figure below



5.2.2 Filtering System

The following filter types can be applied in RAT Statistics:

5.2.2.1 Filter by computed risk

You can select which *Score to be considered* when filtering:

- All: take all risk analysis into consideration
- *Modified manually*: take into consideration only risk analysis that have a manually modified score by the investigators.





5.2.2.2 Risk Discrimination – Ground/Overall

Each Risk Analysis has two risk components. This filter enables you to select the target risk component for the statistics: *Risk ATM Ground or Risk ATM Overall*.

ide Filters														
▼ Active Filter	s 🕕	Chart	Factors	📥 XLS										
▼ Filter	Clear									Sev	erity			
Pre-filter using query								=31	18-30	10-17	0-9	Not enough information	ATM Specific	
Search query Score to be considered	v							Serious	Major	Significant	No safety effect	Not determined	No ATM Ground Contribution	
Modified manually								A	В	С	E	D	N	
Ground / Overall							Σ->	1	0	1	1	0	0	
Risk ATM Overall	*				e									
Risk ATM Overall Risk ATM Ground	_				high		1	1	0			0	0	ATM Risk C Total
Occurrence date	v													
Occurrence type	~						2	0	0			0	0	3
Criteria / Barriers	~				<u>A</u>									
▼ Filter	Clear				Repeatability		3	0	0			0	0	1
					-	11-16	4	0	0	0	0	0	0	0
					low		5	0	0	1	0	0	0	2
									Risk	further action to be monitore to be mitigated				

Figure 5.2-4 Filter by Risk discrimination

5.2.2.3 Organization / Region / Unit

This filter will allow a user with specific management rights to see the statistic at organization, region or unit level.



EUROCONTROL – TOKAI Application Platform

Figure 5.2-5 The organization filter

5.2.2.4 Occurrence Date

To occurrence date filter can be used for retrieving risk analyses from a specified time interval. An option for selecting or rejecting the ones with empty occurrence date is available.

Occurence Date		atability	17-23	3	0	0	0	0	0	0	0
From: 01/08/2014		Repe									
To: 11/10/2014					0	0	0	0	0	0	0
Include results with empty 0	Occurence	To date									
Date Occurence Type	v	Take also	the ones w	/hich do not h	ave an occur	rence date fill	^{ed in} 0	0	0	0	0
Criteria	~										
T Filter C	lear						further action o be monitored	d			
							to be mitigated				



5.2.2.5 Occurrence Type

This filter can be set for discriminating between different types of risk analyses available (in fact, the RAT sheet used).



Figure 5.2-7 The occurrence type filter

5.2.2.6 Criteria Filter

This option can be used for adding filters by the answers to the criteria in the risk analyses



Figure 5.2-8 Criteria filter

ATTN:

In the new version of the Look-up table, added in v2.7, some new Criteria options are added and others we're removed.

Look-up table v1

	Service provided	Service provided		Operational function	Type of Failure	Service affected	Extension	Scope	Duratio
S1	Communication	Communications	S1	Air/Ground Communication	Total Loss of function	Area control services	CWP	One	< T1
S2	Navigation		S1	Ground/Ground Communication	Partial Loss of function	Approach control services	Sector Suite	Some	> T1
S3	Surveillance	Navigation	S2	Navigation	Redundancy Reduction	Aerodrome control services	Multiple Suites	All	
S4	Air Traffic Services	Surveillance	S3	Air Surveillance	Undetected Corruption of function	Oceanic service	Unit		
S5	Airspace management		S3	Ground Surveillance	Loss of Supervision	Flight Information Services			
S6	Air Traffic Flow Capacity Management		S3	Surface Movement Guidance & Control	Corruption of Supervision	-			
S7	Information Services	Air Traffic Services	S4	Flight Plan Information					
			S4	Flight Information & Alert					
			S4	Ops Room Management					
			S4	Decision Making Support					
			S4	Safety Nets					
		Airspace management	S5	Real Time Airspace Environment					
		Air Traffic Flow and Capacity Managemen	r S6	Tactical & Real Time					
		Information Services	S7	Aeronautical Information					
			S 7	Meteorological Information					
				-					

Look-up table v2

		Service provided for subcategories		Operational function New Look-up	Type of Failure RAT & New Look-up	Service affected RAT & New Look-up	Extension New Look-up		Duratio
51	Communication	Communications	S1	Air/Ground Communication	Total Loss of function	Area control services	CWP	One	< T1
52	Navigation		S1	Ground/Ground Communication	Partial Loss of function	Approach control services	Sector Suite	Some	> T1
53	Surveillance	Navigation	S2	Instrument Navigation	Redundancy Reduction	Aerodrome control services	Multiple Suites	All	
54	ATS Supported by Automation			Visual Navigation	Undetected Corruption of function	Oceanic service	Unit	One False Alarm	
				Satellite Navigation	Loss of Supervision	Flight Information Services	Guidance	Some False Alarms	
56	Air Traffic Flow Capacity Management	Surveillance	S3	Air Surveillance	Corruption of Supervision	Navigation Services	NM Position	One False Target	
67	Information Services	ATS Supported by Automation	S3	Ground Surveillance		NM Airspace Data Management	NM Multiple Positions	Some False Targets	
			S4	Surface Movement Guidance & Control		NM CCAMS	NM Unit	Parallel Take-off	
			S4	Flight data processing		NM Flight Planning		One Aicraft	
			S4	Ops Room Management Capabilities		NM Flow Management		Some Aircraft	
			S4	Decision Making Support Tools				All Aircraft	
			S4	Safety Nets				One Runway	
			S4	Real Time Airspace Environment				Some Runways	
			S4	Surveillance Data Processing				All Runways	
								One Taxiway	
		Air Traffic Flow and Capacity Management	S6	Tactical & Real Time				Some Taxiways	
				Pre-Tactical					
				Strategic					
		Air Traffic Flow and Capacity Management	S7	Aeronautical Information				All Taxiways	
		Information Services	S7	Meteorological Information					

In v2.7, a new criterion was added – "Non-systemic / Technical Failures issue", as well.

To maintain the backwards compatibility with existing RAT's (created prior to v2.7), the technical solution adopted was to assign a LookupVersion to all Criteria options prior to v2.7, LookupVersion

= 1. All existing RAT's will be assigned with LookupVersion = 1, as well. When a RAT created prior to v2.7 is opened, the tool will load the list of options for LookupVersion = 1.

When v2.7 is installed, all Criteria options are cloned, updated accordingly to modifications above and assigned LookupVersion = 2. When new RAT's are created, they will be assigned with LookupVersion = 2 and they will be loaded with the list of options for LookupVersion = 2.

Another issue we had to overcome was to enable RAT statistics to be performed for all RAT's, pre and post v2.7, combined. This is the reason why the Criteria / Barriers filter in RAT Statistics loads both LookupVersion = 1 and LookupVersion = 2 options.

Criteria / Barriers ^	
Q Search Clear search	
 More than one aircraft 	
 Risk of collision 	
 Separation 	
Achieved (v1)	
Achieved (v2)	
✓ 75-99% (v1)	
75-99% (v2)	
✓ 51-75% (v1)	
51-75% (v2)	
✓ 26-50% (v1)	
26-50% (v2)	
✓ 0-25% (v1)	
0-25% (v2)	
Not applicable (v1)	
Not applicable (v2)	
 Rate of Closure 	
None (v1)	
└ None (v2)	
Low (<=85knots, <=100	
	-

To keep the interface as simple as possible, the version is displayed for each option. They can be selected individually or combined to make statistics on RAT's with different LookupVersion.

5.2.3 RAT Statistics drilldown function

This function offers the possibility to open the risk investigations which are "behind" the risk matrix cells counters. To accomplish this, the user simply needs to click the cell he wants to see the occurrences for. In case the user wants to see all the occurrences of a specific risk, the drilldown can be performed on the panel containing the sum of the occurrences of *Risk to be mitigated, Risk to be monitored, No further Action* and *ATM Risk Total.*

ers																	
▼ Active Fil	iers		Chart	Facto	ors 占	L XLS											
▼ Filter	Clear											Sev	verity			1	
Pre-filter using query		~								=31	18-30	10-17	0-9	Not enough information	ATM Specific	Clickir	
Score to be considere	d	~											No safety	Not	No ATM	occurr	en
Fround / Overall		~										Significant	effect	determined	Ground Contribution	risk va	
Organizations / Regio	ns / Units	~								٨	В	С	E	D	N	in the	
Occurrence date		v							Σ->	13	9	5	0	0	0		
Occurrence type		~					high	>= 32	1	7	0			0	0		-
Criteria / Barriers		~					Ĕ	52							0	ATM Risk Over Total	
																	Ē.
▼ Filter	Clear							24-31	2	2	3	1		0	0	27	
							₽										
							tabil		3	0	0		0	0	0	22	
							Repeatability	17-23		0	0			<u> </u>	0	-22	
							ã										
								11-16	4	0	0		0	0	0	1	
							low	0-10	5	4	6		0	0	0	4	
																	_
												further action					
												lo be monilore					
											Risk	to be mitigate	d				

Figure 5.2-9 Display the occurrences with the risk value equal to the one in the cell

The application will display these occurrences in the Inventory page, where all the specific functions are available to be used. The risk value is also displayed.

					0	ccurre	ence l	nvento	ory (result	ed from Risk Statistics v	with value: C5)					
≡	1	ß	È	\sim	۲	00	17	80	ŵ							25 v perpage
	NSP Occurre	nce Status		~ Nan	ne			~ Date of	Occurre	Reference Number	 Date Created 	Date Last Modified	User		Unit	~
]	Under Investig	gation		• 000	:2			14/10/20	016				jigadmin		Unit 1	
	Not investigat	ed		• 000	:1								jigadmin		Unit 1	
к)(00	R														1 - 2 of 2 items
≡	•	因	È	\sim	۲	00	17	à	ŵ							25 v perpage
					00	curre	ence lr	nvento	ry 🔒	he three occurrent	cae which have a l	20 riek value				
3		ß	È		00	curre	ence Ir ®	nvento	ry T	he three occurrent	ces which have a l	32 risk value				25 • perpage
	Vestigation S	_	_	Name		00		/			Date Created	32: risk value	v	User	< Unit	25 • perpage
-	_	tatus	_		٢	%	Ŵ	occurrence	- F				v	User Jigadmin	Vunit BUH	25 • perpage
_	vestigation S	tatus ation	•	Name	۲ e_MFA_1	%	Date of c	occurrence 015	R v	teference Number ~			~			25 V perpage
-	vestigation S Under Investig	tatus ation ation	•	Name Occurrence	@ e_MFA_1 5 2* 1	%	Date of 0	occurrence 015 015	- FR	teference Number ~			v	jlgadmin	BUH	25 • perpage
	vestigation S Under Investig Under Investig	tatus ation ation ation	•	Name Occurrence INV-12-AG	@ e_MFA_1 5 2* 1	%	Date of of 12/05/20 12/05/20	occurrence 015 015	- FR	teference Number ~ NCC-BUH-12-05-2015-18 NCC-BUH-12-05-2015-6			v	jlgadmin jlgadmin	BUH	25 • per page



5.2.4 Risk Chart

To display the risk chart generated from the values in the Risk Matrix, click the "*Risk Chart"* button. A section containing the chart will be displayed.

Hide Filters					
T Active Filters 🕕	Chart Factors 🕹 XL	5			
T Filter Clear	 Show Risk Matrix 				
Pre-filter using query		Risk to be monitored RiskTcBeMonitored 1		Scatter Ba	Ir Line Pie
Score to be considered	1				
Ground / Overall	25-				
Organizations / Regions / Units	20-				
Occurrence date	, 20-				
Occurrence type	/ 15-				
Criteria / Barriers	10-				
T Filter Clear	8-			_	
	0 Risk to be mi			Total	
		RiskTo	BeMitigated RiskToBeMonitored NoFurtherAction	4	



5.2.5 Explanatory factors distribution

This function computes the top ten distributions of the causal factors for the filtered set of risk analyses.

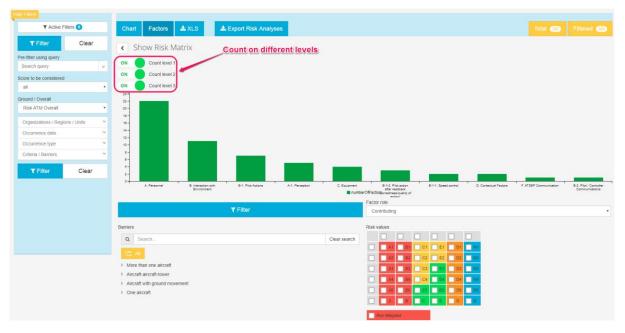


Figure 5.2-12 Explanatory Factors Distribution

The user can choose the count level of the **Explanatory Factors** he wishes to count.

The Causal Factors Distribution offers some additional filters that can be applied:

Filter by factor role

The factors can be filtered by their role: mitigating, contributing or not determined. To change this filter, select the desired option from the Role filter.

Filter by risk value

You can use this filter to restrict the risk values of the risk analyses containing these factors.

Filter by barriers

This filter can be used to get only the factors which were correlated with the selected barriers.

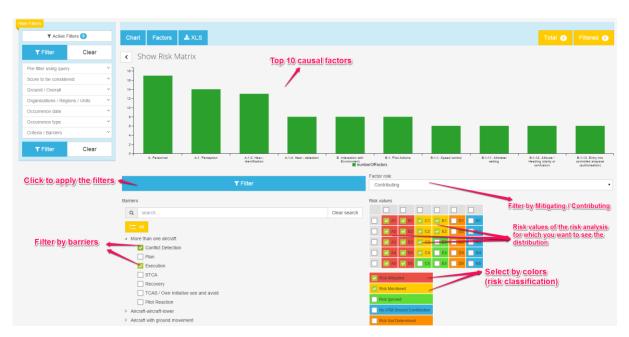


Figure 5.2-13 Additional explanatory factors statistics

5.2.6 Export to excel

To export the statistics results to Excel, click the "*Export to Excel*" button. An Excel file is generated with three sheets.

(See the following screen shots in order to get an idea about how data is exported to Excel)

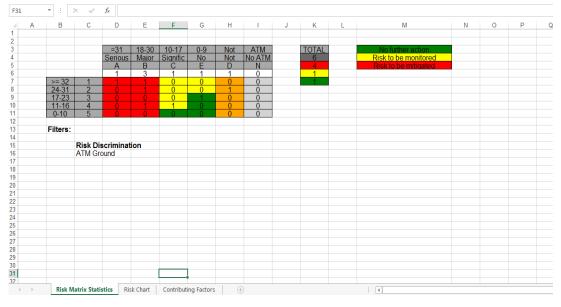


Figure 5.2-14 Risk Matrix exported in Excel



Figure 5.2-15 Risk Chart exported in Excel

Α	В	С	D	E	F	G	Н
	Contributing Factors						
ļ.	Factor	Count					
5							
j	A. Personnel - Mitigating	4					
7	A-1. Perception - Mitigating	2					
	A-2. Memory - Mitigating	2					
)	A-3. Decision - Mitigating	2					
0	B. Interaction with Environment - Mitigating	1					
1	C. Equipment - Mitigating	1					
2	D. Contextual Factors - Mitigating	1					
3	A-1-1. See - identification - Mitigating	1					
4	A-1-2. See - detection - Mitigating	1					
5	A-1-3. Hear - identification - Mitigating	1					
6							
7	A. Personnel - Contributing	3					
8	A-1. Perception - Contributing	2					
9	A-1-1. See - identification - Contributing	2					
0	A-1-3. Hear - identification - Contributing	2					
1	B. Interaction with Environment - Contributing	2					
2	C. Equipment - Contributing	1					
3	D. Contextual Factors - Contributing	1					
4	A-1-5. Perceive visual information - accuracy - Contributing	1					
5	A-2. Memory - Contributing	1					
6							
7							
8							
9							
0							
1							
2							

Figure 5.2-16 Top factors distribution in Excel

6 Using the TOKAI data inventory

6.1 Summary

The inventory represents a central repository for holding multiple-record information in TOKAI. Although there are a couple of particular capabilities for different modules, the same core functionality is shared amongst all TOKAI modules that use the inventory: ATS Notifications, Data Gathering, Hera and Risk Analysis.

With the description of the core functionality, we are looking to highlight the differences between different modules where there is the case.

6.2 Pagination, sorting and filtering

6.2.1 Pagination

The pagination feature is very useful, especially when handling large volumes of data. The inventory pagination is done on the server side in order to ensure the same optimum performance no matter how many records are in the database.

	al 🛞	Delete Tota	ance 🖌 🔰 1	Check AST complia	Report	% Linked R	Export to AST	Export to Excel 🛓	5 titems	Display
\sim	Unit	\sim	User	nce Number 🛛 🗸	~ Re	rrence ~	 Date of occu 	Name	gation Status	Investi
	unit5		u3.inv		INV		01/10/2014	occ1_u3 🖻	tigation Complete 🔻] Inves
	unit5		u5.inv		INV		10/02/2010	test 🖓	er Investigation 🔹	Unde
	unit2		u2.inv		INV		05/10/2014	MFA Notif 2	ed 🔻	Clos
	unit5		u3.inv		IN		01/10/2014	occ2 🖸	tigation Complete 🔻	Inves
	unit5		u5.inv		IN		01/10/2014	accident 🗷	ed 🔻	Clos
1 - 5 of 86 items								6 7 8 9 10	2 3 4 5	



Looking at the above screenshot, we can see the main functionality that the TOKAI inventory exposes for navigating through large data sets:

- Easy page navigation
- Custom page size settings
- Overall number of records

6.2.2 Sorting

The TOKAI inventory is able to provide ascending and descending sorting on columns that are part of the inventory table.

			A		columns a	re	sorta	ble							
DI	isplay	5	• ite	ms	Export Vicel 🛓	6	port to AST	% Linked Re	ports	Check AST comp	iance 🗸	窗 Delete	Tot	al 😣	
	Investiga	ation Stat	us	Ų	Name	Ŷ	Date of occu	rrence ~	Refere	nce Number 🛛 🗸	User		~	Unit	Ŷ
1	Investig	gation Con	nplete	•	occ1_u3 🗹		01/10/2014		INV1		u3.inv			unit5	
]	Underl	Investigati	on	•	test 🖸		10/02/2010		INV2		u5.inv			unit5	

Figure 6.2-2 Inventory Sorting

When you want to sort on some kind of different criteria, let's say *Date of occurrence*, you need to click on the column header. A direction arrow will appear next to the name of the column depicting the sorting order: ascending or descending.

\sim	Date of occurrence ~	Reference Number ^ ~	User ~	Unit
	01/10/2014	INV43	u5.inv	unit5
	01/10/2014	INV44	u5.inv	unit5
	01/10/2014	INV45	u5.inv	unit5
	01/10/2014	INV46	u5.inv	unit5
	01/10/2014	INV47	u5.inv	unit5
- // 	(x) (x)			

Sort in ascending order

Figure 6.2-3 Sorting Options

6.2.3 Filtering

The TOKAI inventory allows filtering the displayed data for almost each individual column.

By clicking the filter icon, a dropdown menu appears with the filter tools. All filters contain two elements: *the operator and the value*. The filtering system is aware of its data type and will present different filtering options based on the underlying data type: numeric, text, date, etc.

The following table lists all available filter options based on the columns data type:

Operator	Data type
Is Equal to	Text columns, numeric columns
Is Not equal to	Text columns, numeric columns
Contains	Text columns
Starts with	Text columns
Ends with	Text columns

Does Not Contain Text columns	
-------------------------------	--

Table 6-1 Filtering by data type

You can also see the filtering system in action in the following screen shot:

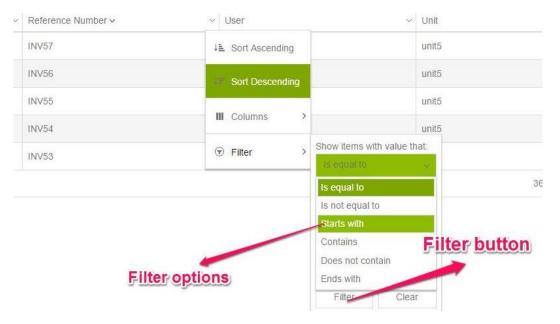


Figure 6.2-4 Filter in action

NOTE: The filtering system is cumulative, meaning that one can filter on different columns with different options and get the cumulative results of all the filters.

Example: Filter all records within a certain date interval, created by a specific user in a specific unit.

6.2.4 Dynamic filters

Similar to the dynamic filters from the Query System. The system allows users to be able to filter the inventory using dynamic filters for the date fields. This section can be accessed from the Data Gathering inventory following the above button.

C	Occurrence Invento	ry Dynami	c filters		
		6 🖬 🖥 🍘 🕮		Dynamic filters Dup	icate abbreviations 25 v per page
Duplicate state $~~$	ANSP Occurrence Status	Name ~	Report Status ~	Rat Applied ATM Overall? ~	Rat Applied ATM Ground?
U	Under Investigation	200822-LECM-001			*
U	Investigation Completed	test aircraft category		No	Yes
U	Under Investigation V	200822-LECM-001			
U	Under Investigation 🗸	200822-LECM-001			
U	Under Investigation	test attachments		No	No
U	Under Investigation V	test recommendation		No	No
U	Under Investigation 🗸	test occurrence name		No	No
U	Under Investigation V	200822-LECM-001			
U	Under Investigation	test occurrence name		No	No

Figure 6.2-4-1 Dynamic filters access

Once the user clicks the 'Dynamic filters' button, a window appears allowing the possibility to configure the date filters as desired.

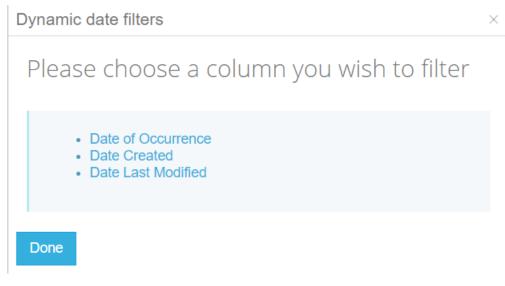


Figure 6.2-4-2 Dynamic date filters window

In this window, the user can choose the date columns he desires to use in his filters. All those columns are already listed in the window and additional information is displayed once the user chooses one.

For each date field there are 2 possible operators:

- Is within
- Is not within

After the value itself, the user can choose between 3 options

- Day(s)
- Month(s)
- Year(s)

This kind of composition allows the user a lot of flexibility in creating the desired dynamic date filter.

For example, in the Figure 6.2-4-3, they filter will return all the occurrences that were created in the last 3 days.

Dynamic date filters	×
Please choose a colum	nn you wish to filter
 Date of Occurrence Date Created Date Last Modified 	
Term Date Created	Is Within 🗸
Value 3 Day(s)	~
Done	

Figure 6.2-4-3 Dynamic filter demo

Once the desired filter is configured, click the 'Done' button in order to apply the filter to the inventory.

6.2.5 Inventory configuration

They inventory can be configured at the user level by each user regarding of the permissions. This can be done from the **Inventory configuration** page.

This particular page is accessible by clicking the **My Account** tile from the **User Dashboard**. From there, choose the **Inventory configuration** button that leads to the page with the same name.

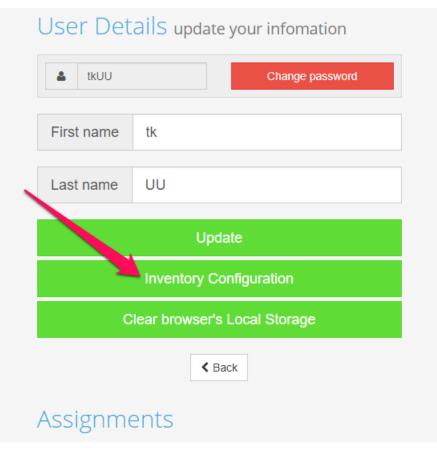


Figure 6.2-5-1 How to access the inventory configuration

In the Inventory configuration page, the user can design its inventories as he pleases. There are a lot of options like:

- Enable/disable particular columns
- Change the order of the columns displayed in the inventory

Note! The organization admin also has the possibility to choose the way the inventory is displayed. The changes that the admin makes are propagated to other users and they can not override those.

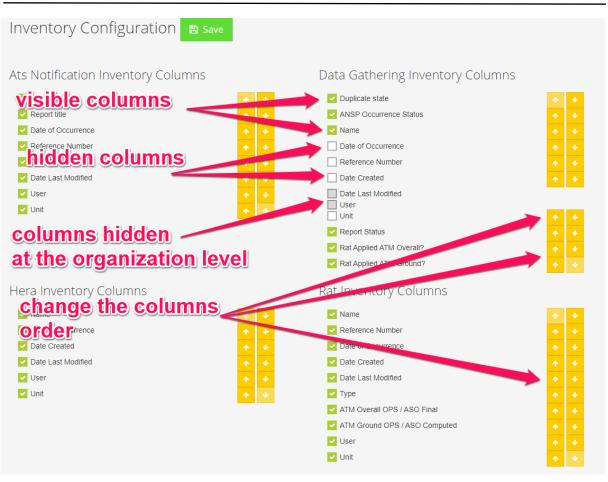


Figure 6.2-5-2 Inventory configuration page

6.3 Data columns organization

The TOKAI inventory has the capability of *showing/hiding* different columns that are part of the data table, based on the user preferences. This could be very helpful when you are interested only in a couple of columns and do not want to see all the default columns of the inventory.

	Columns	an be shown/hid	dden based or	preference	Date Last Modified		
ĸ	< 1 2 3 4 5	6 7 8 9 10	Date Created	36 - 40	of 86 items		
	Closed 🔻	CATM 2	01/10/2014	Filter >	Claim of occurrence Reference Number	unit5	Ţ
	Closed	CATM 🗹	01/10/2014	III Columns	⊘Name	unit5	
	Closed •	CATM 7	01/10/2014		Unvestigation Status	unit5	
	Closed	CATM 2	01/10/2014	↓ F Sont Descending	u5.in	unit	
	Closed •	C ATM 8 🗹	01/10/2014	↓ Sort Ascending	u5.inv	unit5	^
	Investigation Status \sim	Name	Date of occurrence	 Reference Number 	🗸 User 🔺	- Unit	\sim



By checking/unchecking the columns name in the column options menu, you can hide/show those particular columns in the inventory data table.

6.4 Integration with the roles and permission system

The TOKAI inventory is completely integrated with the access rights management system, meaning that it will only display record that you have the right to access. More than that, if the current user has only the view permission on a certain record it will only allow opening the record in read only mode.



Figure 6.4-1 Integration with roles and permissions

Looking at the above screenshot, one can see that if the user has edit permission for the *test* investigation, when you click on the link, it will open the record in edit mode. If not and you only have the view permission it will open it in read only mode.

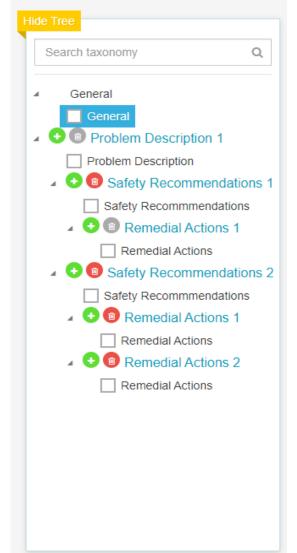
7 Recommendation module

The **Recommendation module** is a stand-alone, separate and independent module with similar features to the Notification Module (template design and independent workflows) and RAT (bothway communication and common fields with Occurrences).

The **Recommendation module** allows additional benefits and customization as well as specific viewing/editing rights for the users.

Specifications

Here are the original specifications in order to provide the Business Logic behind the Recommendation module.



The Recommendation module must contain the full tree, starting with the Problem description (PD). User with access only to the Recommendations module should be able to create a new Recommendation starting with a PD.

Once a PD was created, a Recommendation can be created within this PD. More than one Recommendations can be created for a single PD. Likewise, more than one Remedial Action (RA) can be created within one Recommendation. The mechanism should be like that of multipliable layouts within the DG module. Finally, the PD must also be multipliable within the module.

To navigate between the DG template and the Recommendation module, the user will click on a button in the DG template to jump to the Recommendation module, then a button in the Recommendation module to return to the DG template.

Each PD must have a unique ID number. The Recommendation will inherit the PD's ID as a prefix, then each Recommendation within one PD will be numbered, the counter being started from 1 for each PD.

Each Recommendation needs a unique personality, such that it can be accessed, printed, or sent

individually.

7.1 Permissions

There are a few permissions specifically designed for this module.

- **Manage recommendations** The user can create / edit / delete own Recommendations and save them in the units to which he is assigned.
- View recommendations The user can read all Recommendations from the units to which he is assigned.
- Edit recommendations The user can edit all Recommendations from the units to which he is assigned.
- **Delete recommendations** The user can delete all Recommendations from the units to which he is assigned.

With these new types of permissions, there is the possibility to have a Specific Role that only has rights on the Recommendation Module so the users that are assigned that role will not have the permission to access the full Occurrence.

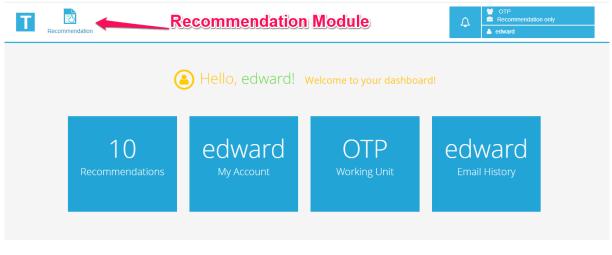


Figure 7.1-1 User with only Recommendation permissions

7.2 Create and manage the recommendations

It is possible to create a recommendation from a Data Gathering Investigation as well as to create one from scratch without starting from the Occurrence. This will automatically create an empty occurrence that is linked to the Recommendation (similar to how the RAT works).

Create a Recommendation from an Occurrence

In order to create a Recommendation from an Occurrence, the user needs to open the desired occurrence from the Data Gathering Inventory and click the **Create Recommendation** button as shown in the figure below.

All fields ECCAIRS [Operation	nal] (modified)	te R	ecommendati	on from Occurrenc	≜ ws_ilg / 營 JL(
Name 200822-LECM-001			Search		Q
Save 📑 🔂	3 0 ■ Options Duplicate state:	Unchecke	d		
General Information (mandatory	()				
National incident reference number 🜖	ANSP Occurrence Status		Date of occurrence ()	Time of occurrence (UTC) 🕚	
292-TOKAI	Under Investigation	~	22/08/2020		©
Report Status	Narrative language		State/area of occurrence	Headline 🕚	
Select	✓ Search language		Search state	test 1234	
Location of occurrence (1)	Location on aerodrome		Location indicator (1)	Injury level	
	Location on aerodrome		Search location	Select	~
	Select	~			
	Other				
		· · · · · · · · · · · · · · · · · · ·			

Figure 7.2-1 create Recommendation from Occurrence

Since the Recommendation is linked to the Problem Description from the Occurrence, the system will redirect the user to a page where he can choose the one he desires to attach his Recommendation to.

New Recommendation choose the problem description
0 problem description 1
1 problem description 2
2 Yet another problem description. Here is my problem description

Figure 7.2-2 choose the Problem Description

After that, the user will be redirected to the actual creation page with the full layout. The users have the possibility to change the layout as they desire since the Template used is the default one for the **Processes and procedures**.

General			
Name of occurrence	Reference number	Date of occurrence	Time of occurrence
occurrence name	SNAE-SGS-RGTO-OTP-[[dateOfOccurr		C
Problem description			
Section			
Name of the problem ()		Problem Description ID	
name			
Problem description + - Reset			
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	(inherited size) ✓ 😑 🗄 🗧		
problem			

Figure 7.2-3 General layout

The **General** page contains general information about the Occurrence. The fields are blocked so they cannot be filled by the user.

Next, there is the **Problem Description** layout of the Occurrence itself and its fields cannot be modified. (They are automatically inherited when the Recommendation is created from a Data Gathering Investigation)

Next is the **Safety Recommendation** layout. Those fields layout can be modified as desired when creating the default template using all the Taxonomy fields under the Safety Recommendations category. This section can be filled as desired in order to compute a relevant and complete Recommendation for the chosen Problem.

Safety Recommendations

Section	
Name of recommendation	Recommendation ID
Date of creation	Time of creation
1	0
Recommendation Description	
Recommendation Description + - Reset	
B I U E E E E I III III III IIII IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
Category	
Select	~

Figure 7.2-4 Safety Recommendation Layout

Next is the **Remedial Actions** layout which is also editable at the default Template level. (Please check the Admin Manual - Chapter 4: **Using the TOKAI layout engine** for more information about the templates distribution and management)

Section	
Remedial actions + 🕘 Reset	Remedial action name
$f B$ I $ar U$ $oxed{E}$ $oxed{E}$ $oxed{E}$ $oxed{E}$ $oxed{E}$ (inherited size) \lor	
Date implemented	Remedial action owner

Remedial Actions



Create a Recommendation from scratch

In almost similar manner, the Recommendation can be created from scratch by following the instructions from the figure below.

Т	ATS Notification	Data Gathering	RAT	Query Syste	Recommendations	Admin	4	 H.G Organization Administrator ▲ tkUU ▼ 	
5	click the comr codule	e nendati	ons He	llo, tk! v	New Recommendatio	ns Inventory	boarc	lick the 'New ecommendati utton	on'

Figure 7.2-6 create a new Recommendation from scratch

Next, the user will have to choose the desired template similar to the Occurrence and ATS Notification creation process.

Note: In order to make sure that everything is configured for the organization and the Layout Templates are created and distributed in the Working Unit, please check the Admin Manual. (Chapter 4: **Using the TOKAI layout engine**)

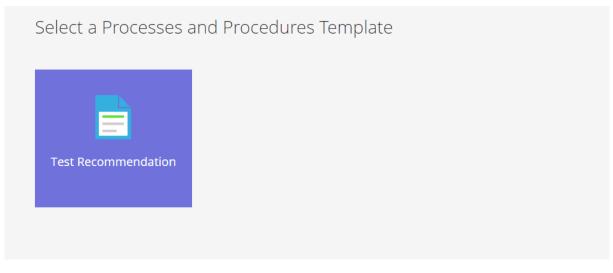


Figure 7.2-7 create Recommendation from Occurrence

This will automatically direct the user to the creation page where he can fill the layouts as he desires.

The only difference is that there is no Occurrence linked in this case (Similar to RAT, it will be automatically created). This time the user has to input the Occurrence information (such as **Name of occurrence**, **Date of occurrence** and **Time of occurrence**).

General

Name of occurrence	Reference number	Date of occurrence	Time of occurrence	
				•
Required input. Cannot be empty!				

Problem description

Section
Problem description 📀 😑 Reset
$\begin{array}{c c c c c c c c c c c c c c c c c c c $
Problem Description ID
Name of the problem ()

Figure 7.2-8 General layout from the Recommendation creation from scratch

In addition to that, the **Problem Description** section can be filled by the user since the system will automatically create a new Occurrence and implicitly a new Problem Description that this Recommendation is attached to.

The Navigation Bar

The Navigation bar offers the possibility to navigate between the different Layout sections: **Problem Description**, **Safety Recommendations** and **Remedial Actions**. The user can also multiply the Remedial Actions section and obviously Save the current Recommendation.

Problem Description	Recommendation	Save					
	Problem Description		→	Safety Recommendations	>	Remedial Actions	

Figure 7.2-9 The Navigation bar

7.3 Recommendation inventory

In order to access the **Recommendation inventory**, the user should follow the instructions from the figure below.

Т	ATS Notification	Data Gathering	RAT	Query Syst	Recommendations	Admin	¢	 Multiple Multiple	
	ck the ' dule bu	Recomi utton (New Recommen Recommendation	ns Inventory		the button to a ecommendation tory	

Figure 7.3-1 access the Recommendation Inventory

The Inventory page allows the user to perform some actions that are described in the following figure.

	Choose the amount	Recommendation Inventory			
	of items to display	Display 25 v items Delete	Select and delete v	which Recommendations t	o delete
	Name	Date Created ~ ~	Time Created ~	User ~	Unit v
	test 123 🖻	01/12/2020	11:55:38.6406261	tkUU	JLG *
	Test recommendation 12*	01/12/2020	11:45:21.3573910	tkUU	JLG
	asd123re 🗹	27/11/2020	09:09:46.2822512	tkUU	JLG
	asdqwer123 🖻	27/11/2020	09:02:07.6046105	tkUU	JLG
	test12321 🗷	27/11/2020	08:53:47.7400997	tkUU	JLG
	test recommendation name	27/11/2020	08:48:23.7896871	tkUU	JLG
	C*	24/11/2020	10:00:21.2652775	tkUU	JLG
	test textresultsvalues 🖸	24/11/2020	09:55:59.9871843	tkUU	JLG
	test q123 🕼	24/11/2020	08:33:02.7105383	tkUU	JLG
	test q123 🗷	24/11/2020	08:32:10.0434979	tkUU	JLG
	test q123 🕑	24/11/2020	08:31:10.7870982	tkUU	JLG
	test without inputs CP	² Navigate through pages	08:30:23.7192152	tkUU	JLG
	test without inputs 🗷	24/11/2020	08:27:45.7731858	tkUU	JLG
	test without inputs 🗷	24/11/2020	08:26:33.8616935	tkUU	JLG
	test test 🖉	23/11/2020	15:55:40.3218434	tkUU	JLG +
к					1 - 15 of 15 items

Figure 7.3-2 Recommendation Inventory

In order to edit an existing **Recommendation**, the user can click on the specific Recommendation Name from the inventory and that will open it in Edit mode. Similar to other Records in Tokai, the Recommendation fields can be modified as desired and finish the update by clicking the save button in the upper part of the page.



The user will receive his confirmation message and will be redirected to the Inventory page where the new Recommendation is available.

7.4 Navigation and traceability

A user with full permissions over both Data Gathering and Recommendation modules will have the possibility to easily navigate through those two modules following a specific Recommendation.

Starting from Data Gathering, the user is able to navigate to the Recommendation Inventory and see only the Recommendations that are linked to the specific Occurrence. The option is available by clicking the **Go to Recommendations** button from the Occurrence Options.

	í 📄	A 📑 👘		ş 🛛	OTP	e ال	Occurrence Options
	ATS Notification Data Gathering	HERA RAT Reco	ommendation Query System Ad	dmin	🔺 jigadmin	ľ	Download report
Hide Tree	_						Email Report
Search taxonomy Q	📄 Test Recommendat	tion [ProcessesAndProc	cedures] (modified)				Preview
4 General	Name testing recommendation			Search		~	Check AST compliance
General	Save	🕁 🛃 🔦 0 🔳 Option	Duplicate state: Unchecke	ed Recommendation		x	
O O Problem Description some nam Problem Description	Section					x	Export to AST
Safety Recommendations 1	Section					Ľ	Export to E5x
Safety Recommendations	RAT Applied ATM Ground?		RAT Applied ATM Overall?		ANSP Occurrence Status Under Investigation	R	Export to JSON format
Remedial Actions	No National incident reference number	÷	Date of occurrence		Date Submitted		Pdf Export
Safety Recommendations so Safety Recommendations	SNAE-SGS-RGTO-OTP-[[dateOfOccu	urrence]]-205				Þ	Open occurrence with
Salety Recommendations Some name	Date of Creation (1)		Date Closed ()			+	Move occurrence
Remedial Actions	01/07/2021	1				9	
						90	Linked ATS Notifications
						13	Related occurrences
		Go	o to Recomme	endations bu	tton	≓	
		->					
						ආ	
						0	
·						-	Go to Recommendations

Figure 7.4-1 Go to Recommendations.

Here the user can see all the Recommendations linked to that occurrence. In this case, there is only one.

	Recommendation Inventory									
	Display 25 🗸 items Soft Decker									
	Name	v	Occurrence name ~	Problem Description name	Date Created ~ ~	~ Tin	ime Created ~	User ~	Unit	~
	some name 2 🕑		testing recommendation	some name	01/07/2021	12:2	:27:00	jigadmin	OTP	4
к	(€ () ()) () () () () () () (

Figure 7.4-2 Recommendation Inventory

If he wants to navigate back to that specific occurrence, the user can simply open the Recommendation in edit mode and click on the **Back to Occurrence** button.

Recommendation sa		Back to O	ccurrence
Problem Description	→ Safety Recomm	nendations >	B Remedial Actions
General			
Name of occurrence	Reference number	Date of occurrence	Time of occurrence
testing recommendation	SNAE-SGS-RGTO-OTP-[[dateOfOccurr		©
Problem description Section			
Name of the problem ()		Problem Description ID	
some name		SNAE-SGS-RGTO-OTP-[[dateOfOccurre	ence]]-205-PD0
Problem description + - Reset			
	inherited size) - 🖂 🗄 🗧		^ `

Figure 7.4-3 Back to Occurrence button

7.5 Query

It is also possible to run queries on the Recommendation Inventory, similar to running on ATS Notification or Data Gathering Inventories.

To create a special Query that can only be run on Recommendations, the user has to click on the **New R Query** button.

Query System Inventory										
Display vitems + New Query New R Query										
Run on Occurrences Run on ATS Notifications Run on Recommendations Delete 2	Clone									

Figure 7.5-1 Create a Query for Recommendations

Here, there is the possibility to only add Filters to the Query since the Recommendations do not have the other types of information. The terms are already filtered so there can only be found the ones from the next Categories: **Problem Description**, **Safety Recommendation** and **Remedial Actions**.

	Cancel	Save Query
Query information		+ Add Filter + Add Filter Group 😰 Remove All Filters
Filters	0	Term Name of recommendation Is Contains Value testing



To run a query on Recommendations, the user has to select the desired one and click on the **Run on Recommendations** button similar to the existing functionality for ATS Notifications and Occurrences.

Qu	uery System Inve	entory								
Dis	play 🗸 items	New Query	New R Query							
► F	Run on Occurrences Fun or	ATS Notifications	► Run on Re	commendations	Delete 1	Clone 🕄				
	Name ~	User	~	Unit	~	Public	~	Recommendation ~	~	
~	Query For Recommendations C	jlgadmin		OTP		no		yes		•

Figure 7.5-3 Run a Query on Recommendations

In the next figure, there is the Recommendation Inventory page with the results from running the previous Query.

Recommendation Inventory (resulted from running query: Query For Recommendations)									
	Name ~	Occurrence name ~	Problem Description name	Date Created ~ ~	Time Created ~	User ~	Unit ~		
	some name 2 🕑	testing recommendation	some name	01/07/2021	12:27:00		OTP	^	
	some name 🕼	some occurrence name	some name	01/07/2021	12:25:17		OTP		
	some name 🕼	testing name of occ	some name	01/07/2021	10:41:00		OTP		
	testing name of recomm	test recomm fields	some name	01/07/2021	10:39:08		OTP		
	name 🕼	occurrence name	name	29/06/2021	13:41:56		OTP		
	name of recom 2 2	Testing occurrence	name of problem	29/06/2021	13:24:45		OTP		
	name of the Safety Recommendation	Testing occurrence	name of problem	29/06/2021	13:23:22		OTP		
	recommendation name	My Occurrence from Recom module	my name of the problem	29/06/2021	08:07:36		OTP		
	Another Recommendation name test	Test Recommendation	My name of the problem	29/06/2021	08:04:31		OTP	-	
к	< <mark>1</mark> 1 > >						1 - 9 of 9 items		

Figure 7.5-4 The Result from running the Query

END OF DOCUMENT

©2016 The European Organisation for the Safety of Air Navigation (EUROCONTROL).

This document is published by EUROCONTROL for information purposes. It may be copied in whole or in part provided that EUROCONTROL is mentioned as a source and to the extent justified by the non-commercial use (not for sale). The information in this document may not be modified without prior written permission from EUROCONTROL. The use of this document is at user's sole risk and responsibility. EUROCONTROL expressly disclaims any and all warranties with respect to the document, expressed or implied.



