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Agenda item 3: Information Documents

User Manual on NBB/PRTR MED POL Information System

The meeting has been organized in collaboration with the European Union funded Project ENI SEIS II South Implementation of the Shared Environmental Information System (SEIS) principles and practices in the ENP South region – SEIS Support Mechanism

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UNEP/MAP
Athens, 2019

USER MANUAL FOR MED POL INFO SYSTEM

NBB-IS Intranet

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1. Introduction

In 1975 16 Mediterranean countries and the European Community adopted the **Mediterranean Action Plan (MAP)**. The main objectives of the MAP were to assist the Mediterranean countries to assess and control marine pollution, to formulate their national environment policies, to improve the ability of governments to identify better options for alternative patterns of development, and to optimize the choices for allocation of resources. In 1976 the 16 Contracting Parties adopted **Convention for the Protection of the Mediterranean Sea Against Pollution (Barcelona Convention)** which gave rise to seven protocols, addressing specific aspects of Mediterranean environmental conservation and complete the MAP legal framework. Among these, the LBS protocol, signed in 1980 and amended in 1996 and the Hazardous Waste Protocol, signed in 1996. The former regards the protection of the Mediterranean Sea against pollution from Land Based Sources and activities. It defines the measures the Contracting Parties has to take to in order to protect the Mediterranean sea from land based sources. The second deals with the measures to prevent and eliminate pollution caused by transboundary movements and disposal of hazardous wastes.

The component of the MAP responsible for the Assessment and Control of Pollution in the Mediterranean region is the MED POL and was initiated in 1975. **Its task is to assist Mediterranean countries in the implementation of pollution-assessment programmes (marine pollution trend monitoring, compliance monitoring and biological effects monitoring). In parallel, MED POL provides assistance in the formulation and implementation of pollution-control, regional and national action plans addressing pollution from land-based sources and activities. It also formulates and carries out capacity building programmes related to the analysis of contaminants and treatment of data and to technical and management training.**

MED POL is in charge for the follow up work related to the implementation of the LBS and Hazardous Wastes Protocols. MED POL assists Mediterranean countries in the formulation and implementation of pollution monitoring programmes, including pollution control measures and the drafting of action plans aiming to eliminate pollution from land-based sources.

In agreement with the Art. 5 of the LBS protocol, in the late 90ies, Contracting Parties have adopted the Strategic Action Programme (SAP) to guide the formulation, adoption and implementation of LBS national action plans (NAP). They have agreed to monitor the implementation of SAP and NAP through National Baseline Budget (NBB) which is an inventory of the pollutants releases from all substantial Land Based Sources of the Contracting Parties on yearly basis.

The assessment of the pollutants' loads constitute an important tool for both identifying and prioritizing issues to be addressed in the NAPs and evaluating the level of achievement of SAP MED targets through the implementation of the NAPs. In this context, the Countries prepared their first NBB in 2003 followed by the second in 2008 based on 2003 agreed NBB guidelines.

So far, the procedure to report data was an Access Microsoft Database to be filled by each reporting country and to be saved on a Compact Disk sent to the Secretariat which was in charge to merge all the national databases and to provide a comprehensive assessment of the SAP pollutants in the Mediterranean.

In order to facilitate this process, to offer a more efficient NBB uploading procedure, to integrate the NBB data with other MED POL datasets and provide visualization tools to each CP and better link NBB and PRTR tools, the Secretariat has launched a new Institutional Development project, the MED POL Info System, i.e. the NBB IS Intranet. **The MED POL Info System aims to design, develop and implement a web platform to store, manage, analyze the national baseline budget (NBB) of the Contracting Parties. It is envisioned as a networked information system set to become a central support system for MED POL activities.**

1.1. Purpose

The present document describes the user manual of the MED POL Info System – NBB-IS Intranet (hereinafter called the system).

1.2. Scope

The main aim of MED POL programme is to contribute to the management of Mediterranean coastal waters and sensitive areas by trend monitoring of contaminants and loads, biological effects monitoring and compliance control of pollutants. This activity generates informations or data of several type called MED POL data, among which is relevant the inventory of the pollutants releases from all substantial Land Based Sources of the Contracting Parties. Such an inventory is called NBB data and its management is the primary target of the MED POL Information system.

This document intended to give assistance to people using MED POL Info System, i.e. the NBB-IS Intranet (hereinafter

the system). The system is intended to provide tools for managing, sharing and preserving NBB data and information for MED POL users and partners. It is envisioned as a networked information system set to become a central support system for MED POL activities.

The intended audience of this document are all the entities (physical person or organization) interested in the NBB data.

1.3. Structure

The user manual has the following structure:

1. Introduction: contains basic introductory information, purpose and structure of the document.
2. Basic information and common elements: contains basic information for all the users of the system.
3. The system for anonymous users: overview of the public domain for NBB data.
4. The system for authenticated users: guide for Contracting Party users and MED POL Staff.

1.4. Authors

The system has been developed by Marco Montuori (B-Open Solutions - www.bopen.eu).

2. Basic information and common elements

2.1. MED POL users and data domains

MED POL users are any entity (physical person or organization) that want to interact with the MED POL Info System and interested in the NBB data. A MED POL user is referred to as an "user".

The different domains of NBB data existing in the system are:

- the **public data**
- the **national data for each Contracting Party.**

The user may or may not be authenticated in the system via a login procedure, using a provided user name and password (see 4.2.1).

Users who are not authenticated are called anonymous users. **Anonymous users can access only the public data domain.** Details of usage of allowed actions for anonymous users are explained in full details in Ch.3.

Authenticated users belong to one of the following roles¹:

- National user
- National Focal Point user
- MED POL officer

Each authenticated user can access and manage domains of NBB data according to the configured role of the user inside the system. Each role has a set of corresponding permissions inside the system, according to the following table:

User role	Corresponding permissions
Anonymous user	<ul style="list-style-type: none">• Read public data
National user	<ul style="list-style-type: none">• Read its own national data• Add and edit data for own national 'working draft' report
National Focal Point user	<ul style="list-style-type: none">• Read its own national data• Add and edit data for own national 'working draft' report• Perform official submission for own national report• Create a new report
MED POL officer	<ul style="list-style-type: none">• Read all national data• Lock/Unlock official submitted reports• User configuration

Usage of allowed actions for each authenticated user role are explained in full details later in Ch.4.

¹ The system allows also another role, *system administrator*, whose features are about technical management, so it is not detailed in this manual.

2.2. Access to the MED POL Info System

To access to the MED POL system it is needed:

- to be connected to the internet
- to have installed on its own pc, a web browser, like Chrome, Internet Explorer, Firefox Mozilla, Opera, Safari, Galeon, etc..
- to know the internet address of the MED POL Info System, for example:
<http://193.206.192.122/infomap/medpol>

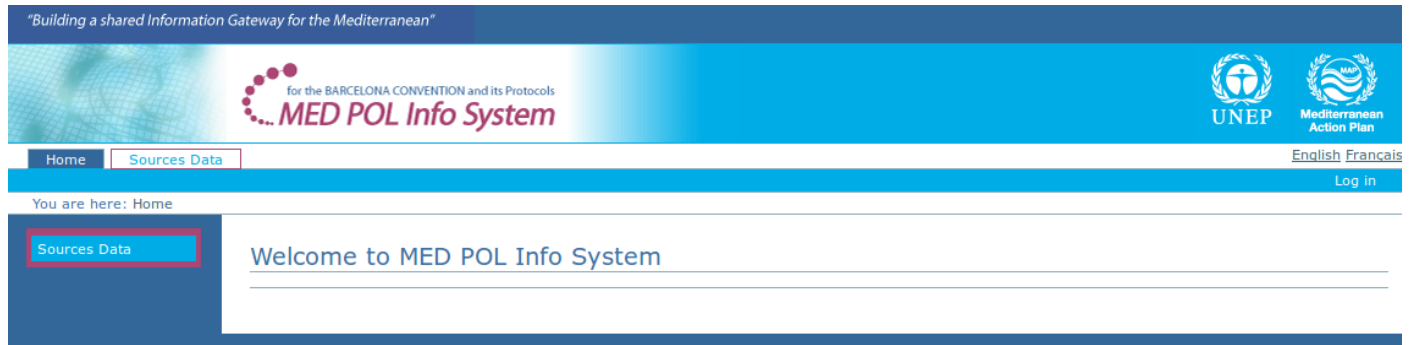


Figure 1: public page of the MED POL Info system

Go with your browser to the MED POL Info System: the web browser will show the public landing page of the system (see Figure 1).

2.3. Structure of a typical page of the MED POL Info System

The typical page of the MED POL Info System is composed by some structural elements:

- the banner
- the authentication area
- the language selector
- the navigation tools
- the body of the page

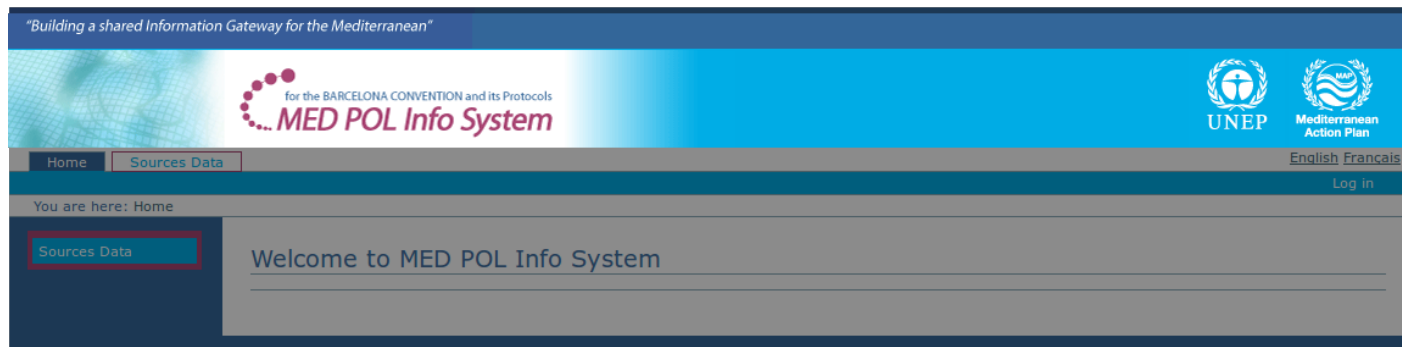


Figure 2: The banner of a typical page

The banner (see Figure 2) is common to any page of the system and is always located at the top of the page. It contains the logo of MED POL Info system, the UNEP logo and the MAP logos (and reference sentence). Logos are links: by clicking on them the user is redirected to the corresponding homepages. By clicking on the MED POL Info System logo the user is redirected to the home page of the MED POL Info System.

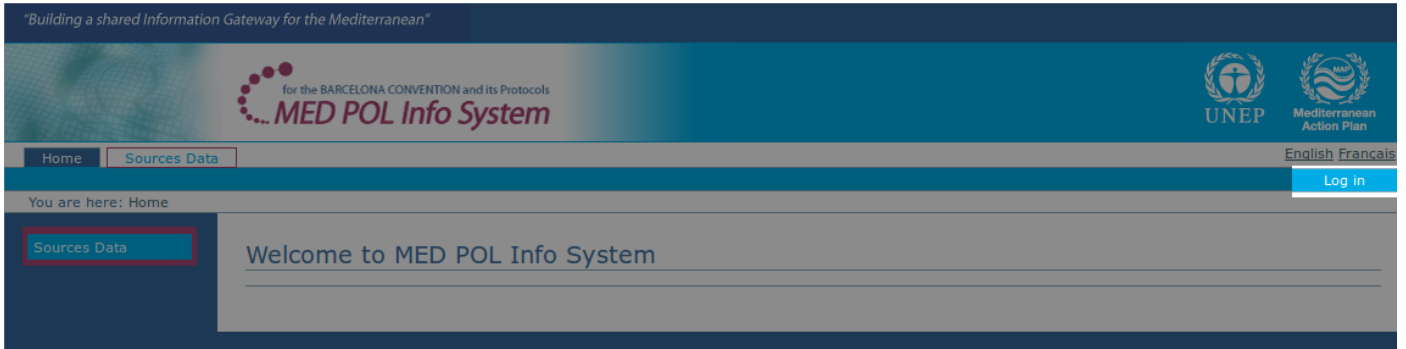


Figure 3: the authentication area

The authentication area (see Figure 3) is located in the upper right half page. When user is anonymous (not performed any login procedure) it is just a 'Log in' link. By clicking it the anonymous user can access to the login form of the MED POL info system to get authenticated access via registered user and password (see 4.2.1).

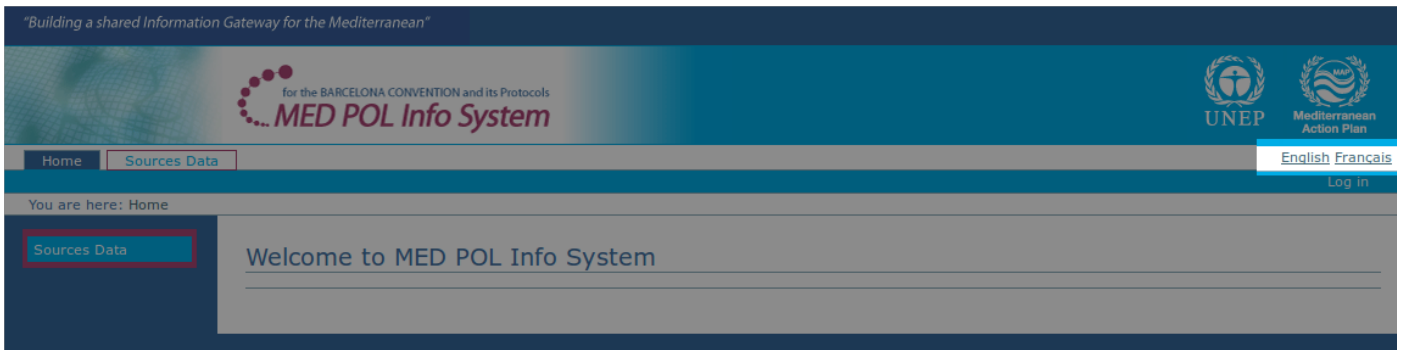


Figure 4: the language selector

Once an user has logged in, the authentication area shows at least the user name, the word “logout” (see 4.2.2) and “change password”.

The language selector (see Figure 4) is located in the right upper half page over the authentication area. MED POL Info System has an interface in both english and french. By clicking on the english or francais words, the system commutes its interface between english and french.

The system offers three **navigation tools**.

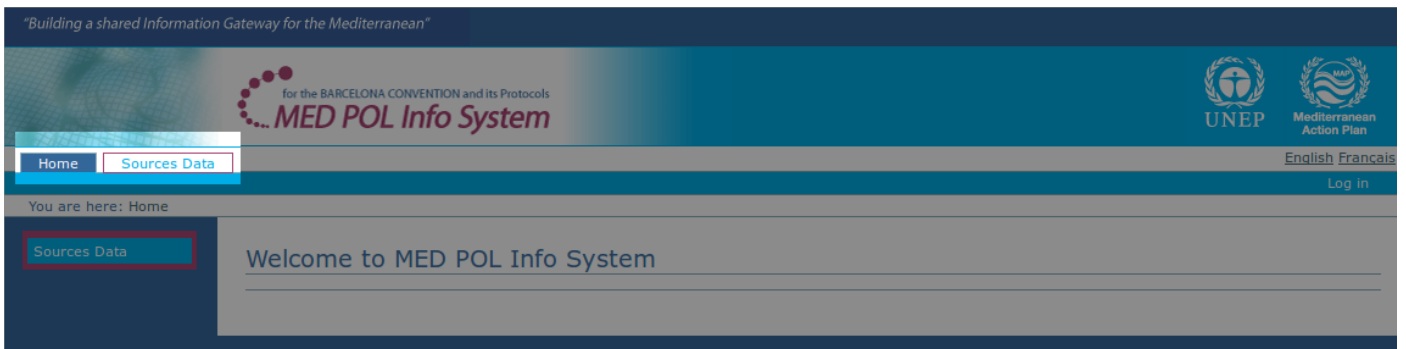


Figure 5: a navigation tool: the navigation tabs

The first is the *Navigation tabs* just under the banner in the upper half page (see Figure 5). There is a tab for each accessible section of the system (of course the accessible sections depend on the current user's access level). The tabs are links to the corresponding sections written on the tabs (for example, *Home* to go to the home page, *Sources Data* for the section on the data, etc.). Once clicked a tab, the user is redirected to the corresponding section and the tab turns blue, while the others stay white.

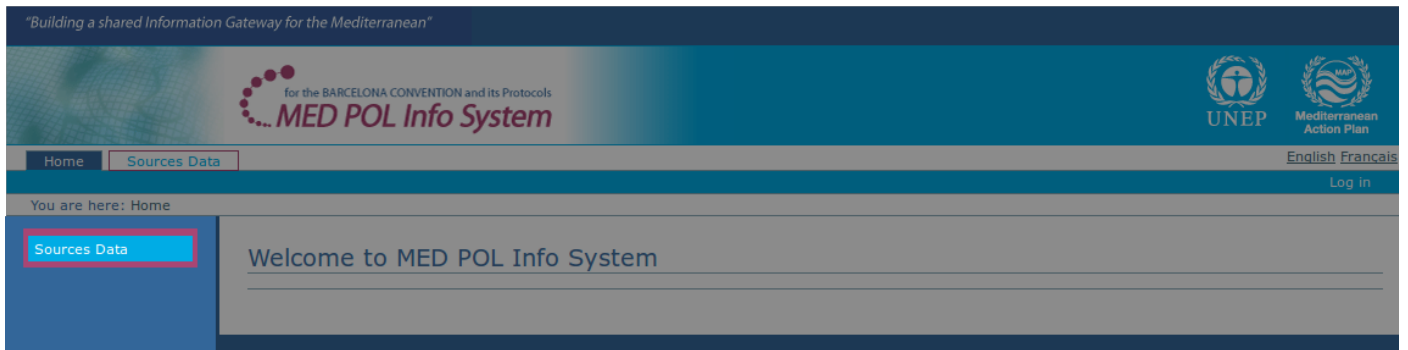


Figure 6: a navigation tool: the navigation portlet

The *navigation portlet* is a vertical list of the sections of the system accessible by the user (see Figure 6). Each item is a link (as well as the navigation tabs), by clicking it the user is redirected to the corresponding section of the site.

The last navigation tool is the **location path**, to navigate in the different sections of the site (see Figure 7).

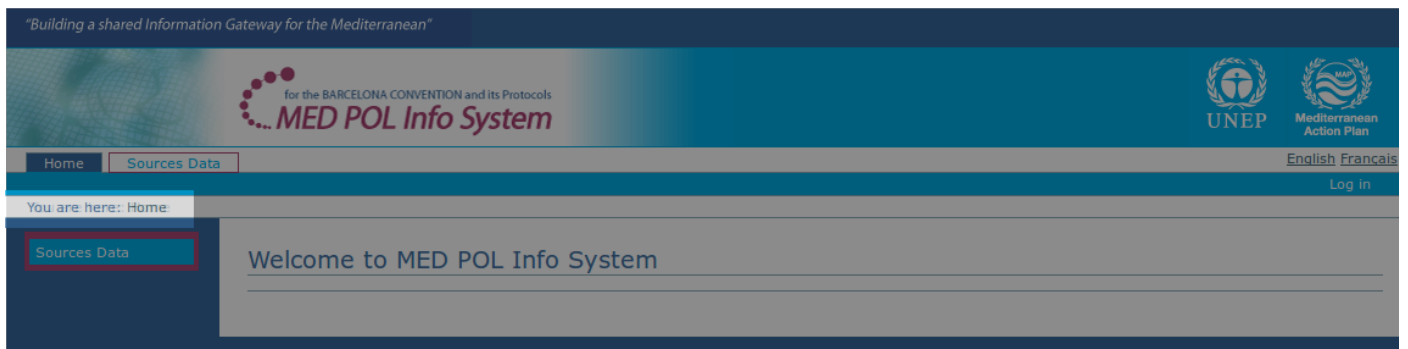


Figure 7: a navigation tool: the location path

The location path is displayed between the tabs and the navigation portlet. It gives you the path from the *Home* folder down to the current location of the user in the system structure. The path is preceded by the phrase "You are here:". The possibility to navigate is more limited than the previous ones, since it is possible only to go back along the specific path displayed.

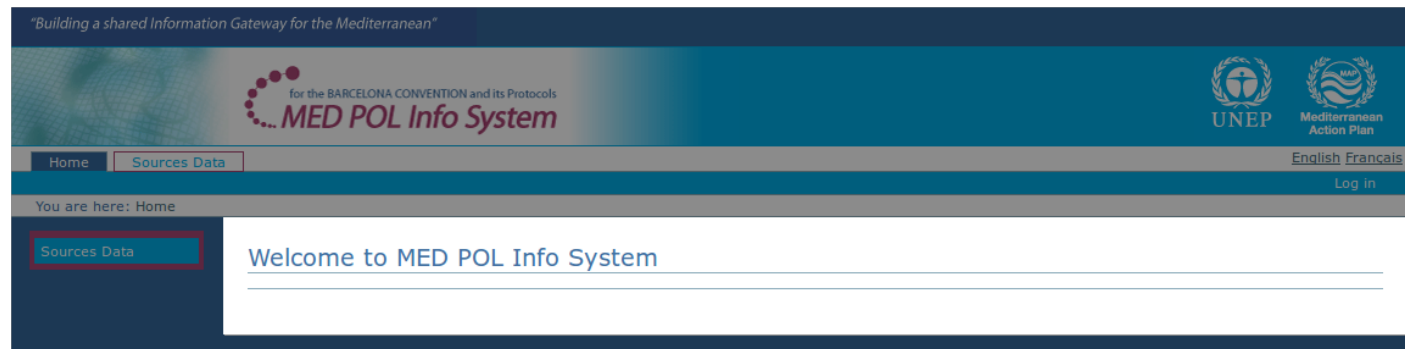


Figure 8: The body of the page

The body of the page is the area below the banner and the location path and on the left of the navigation portlet (see Figure 8). It contains the title and the content of the page, depending on the context, such as informations, fields for data entry, buttons, etc. If the page contains other pages, the body of the page shows the list of the subpages with a brief description. The item of the list is a link which redirect the user to the corresponding subpage.

3. The system for anonymous users

MED POL Info System is a networked information system intended to provide tools for managing, sharing, preserving and analysing NBB data for MED POL users. The user may or may not be authenticated in the system via a login procedure, using a provided user name and password (see 4.2.1).

Users who are not authenticated are called anonymous users. **Anonymous users can access only the public data domain.**

Public NBB data consists of a subset of the budget baselines officially submitted by the Contracting Parties. This subset is retrievable in detail by an interactive search form (see 3.1) and analyzable by some statistic forms (see 3.2).

3.1. Search and retrieve public NBB data

In order to search the public budget baselines of the NBB data set, the anonymous user have to reach the search form. From the system URL, using the navigation portlet (see 2.3) click on 'Sources Data' and then click on the subsection 'Budget Baselines'. The system will show the search form for budget baselines (see Figure 9).

The screenshot shows the 'MED POL Info System' interface. At the top, there is a header with the tagline 'Building a shared Information Gateway for the Mediterranean' and logos for UNEP and the Mediterranean Action Plan. Below the header, there is a navigation bar with 'Home' and 'Sources Data' tabs. The main content area is titled 'Budget Baselines' and contains a search form. The form includes several dropdown menus for 'Country', 'Region', 'Pollutant', 'Sector', 'Subsector', and 'Process', all currently set to 'all'. At the bottom of the form are 'Search' and 'Export' buttons. A sidebar on the left contains a menu with 'Sources Data', 'Budget Baselines', and 'Statistics' options.

Figure 9: The Budget Baseline search form

This form has a set of fields to be selected by the user to set the parameters used to query the dataset and some buttons to execute the query with the selected fields. The selectable parameters are:

- Country: the contracting party whose baseline belongs to
- Region: the region of the selected country
- Pollutant: the pollutant referred in the baseline
- Sector: the sector referred in the baseline
- Subsector: the sub sector of the selected sector
- Process: the process of the selected sub sector

The buttons are:

- Search
- Export

The fields are chained to ease the user input, that is to say that selecting one may change the selectable values of the others. For example, selecting a specific value for the parameter *Country* triggers the selectable values for the field *Region*. Moreover, internal logic limits the selectable values just to the ones whose budget baselines are present, officially submitted and public.

Click on the button '*Search*' to execute the query on the basis of the selected parameters and to visualize the results on the screen in a tabular view. Depending on the number of the results, they may be batched on more pages. The column 'id' of the result table is a link to the detail view of the single budget baseline.

Click on the button '*Export*' to execute the query on the basis of the selected parameters and to export the entire result on a CSV file.

3.2. Statistics of the public NBB data

In order to perform some statistics on the public budget baselines of the NBB data set, the anonymous user has to reach the section "Statistics" of the system. From the system URL, using the navigation portlet (see 2.3) click on 'Sources Data' and then click on the subsection 'Statistics'. The system will show the available list of statistics (see Figure 10). The selectable public statistics are:

- Production of a specific pollutant for a group of sectors
- Production of a specific pollutant for a group of sub sectors
- Production of a specific pollutant in a Country
- Total production of a specific pollutant for a group of Countries

"Building a shared Information Gateway for the Mediterranean"

for the BARCELONA CONVENTION and its Protocols
MED POL Info System

UNEP Mediterranean Action Plan

Home Sources Data English Français Log in

You are here: Home / Sources Data / Statistics

Sources Data

- Budget Baselines
- Statistics**
- Production of a specific pollutant for a group of sectors
- Production of a specific pollutant for a group of sub sectors
- Production of a specific pollutant in a Country
- Total production of a specific pollutant for a group of Countries

Statistics

Perform a pre-defined set of analyses on the reported data

Production of a specific pollutant for a group of sectors
Production of a specific pollutant versus reporting years for a group of sectors and for a specific region

Production of a specific pollutant for a group of sub sectors
Production of a specific pollutant versus reporting years for a group of sub sectors and for a specific region

Production of a specific pollutant in a Country
Production of a specific pollutant for all the regions in a Country, for a specific sector and reporting year

Total production of a specific pollutant for a group of Countries
Total production of a specific pollutant versus reporting years for a group of Countries

Figure 10: The list of statistics

Then the user can use again the navigation portlet or click on the title of a statistic in the body of the page in order to reach the page to perform the statistic.

As example, click on the first statistic "Production of a specific pollutant for a group of sectors": a statistic form is displayed on the body of the page (see Figure 11).

"Building a shared Information Gateway for the Mediterranean"

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MED POL Info System

UNEP Mediterranean Action Plan

Home Sources Data English Français Log in

You are here: Home / Sources Data / Statistics / Production of a specific pollutant for a group of sectors

Sources Data

- Budget Baselines
- Statistics
 - Production of a specific pollutant for a group of sectors
 - Production of a specific pollutant for a group of sub sectors
 - Production of a specific pollutant in a Country
 - Total production of a specific pollutant for a group of Countries

Production of a specific pollutant for a group of sectors

Production of a specific pollutant versus reporting years for a group of sectors and for a specific region

Country:

Region:

Pollutant:

Sector:

Figure 11: The statistic form "Production of a specific pollutant for a group of sectors"

This form has a set of fields to be selected by the user to set the parameters used to query the dataset, and the button *Search* to execute the query with the selected fields. The selectable parameters are:

- Country: the contracting party whose baseline belongs to
- Region: the region of the selected country
- Pollutant: the pollutant referred in the baseline
- Sector: the sector referred in the baseline

The fields are chained to ease the user input, that is to say that selecting one may change the selectable values of the others. For example, selecting a specific value for the parameter *Country* triggers the selectable values for the field *Region*. Moreover, internal logic limits the selectable values just to the ones whose budget baselines are actually present, officially submitted and public.

For this statistic the field *Sector* is a "multi-select widget": it allows the user to select more than one value. To select more than one value, use the ctrl button of your keyboard (cmd button on Mac) with your mouse click. Also other statistics may contain multi-select widgets, their behaviour is the same.

When parameters are selected as preferred, click on the *Search* button: the selected statistic will be performed, and the body will contain a plot and a table of results.

On the top left corner of the result portion of the page will display two links for download the plot image (as a PNG file) and the result table (as a CSV file).

4. The system for authenticated users

The MED POL Info System is a web application with a public section and a restricted access section. The restricted section is for authenticated users only, and provides functionalities for the following tasks:

- **creation and submission of NBB reports:** The system provides a centralized, web based and easy application to be used from the national institutions to manage the officialisation process of its own NBB report (see 4.1)
- **Interoperability with the PRTR data:** in order to maximize the effectiveness and easiness of the submission NBB report, the system is build to accept and store PRTR data in the standard PRTR xml format. The system includes a matching between sectors and subsectors of NBB and PRTR dictionaries. PRTR data can be easily uploaded into the system and stored with the appropriate sectors and subsectors of the NBB (see 4.3.2).
- **storage and analysis of the NBB data:** the system allows the storage and analysis of the full set of MED POL data entered by the authorized users. The system maintains also metadata information (user who performs the data entry, date of submission of the report, kind of reporting data, etc).
- **management of the users:** the system offers a flexible management of the users in terms of registration, behaviour, permissions and obligations by MED POL officers (see 4.4).

In order to access the system as an authenticated user, user must be registered into the system, i.e. MED POL officers or system administrators must configure the system providing official credentials and a permission profile for the user. Credentials must be used to allow user to perform the login procedure (see 4.2.1) to become authenticated inside the

system.

4.1. The report workflow

Every 5 years the Contracting Parties should submit a new NBB report on the assessment of pollutants' loads from land based sources. The NBB report contains data the Contracting Parties should provide to MED POL according the LSB protocol and NAP's. The NBB data provided by the report before officialisation must need both a formal validation and a MED POL officer review. **The creation and official submission of a report in the MED POL Info System is the only way to add new NBB data by the Contracting Parties.**

In order to accomplish this, the system provides a centralized, web based workflow to be used from the national institutions to manage the officialisation process of its own NBB report.

The report workflow is described in Figure 12 as a status diagram (details later in this paragraph).

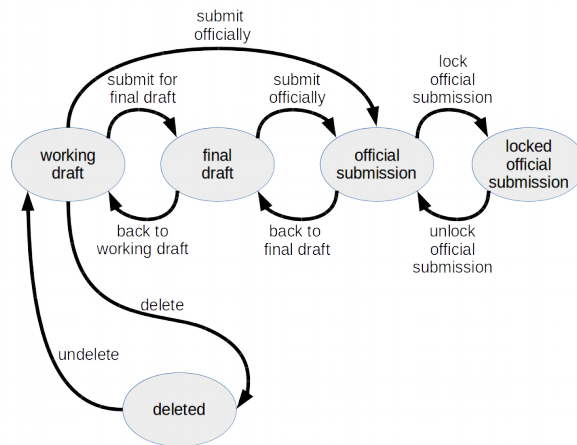


Figure 12: The report workflow as a status diagram

The 'status' is a property of the report. To display the status of the report, you have to reach the page of the report (see 4.2.8): the status is displayed in the right margin of the body of the page (see Figure 13).

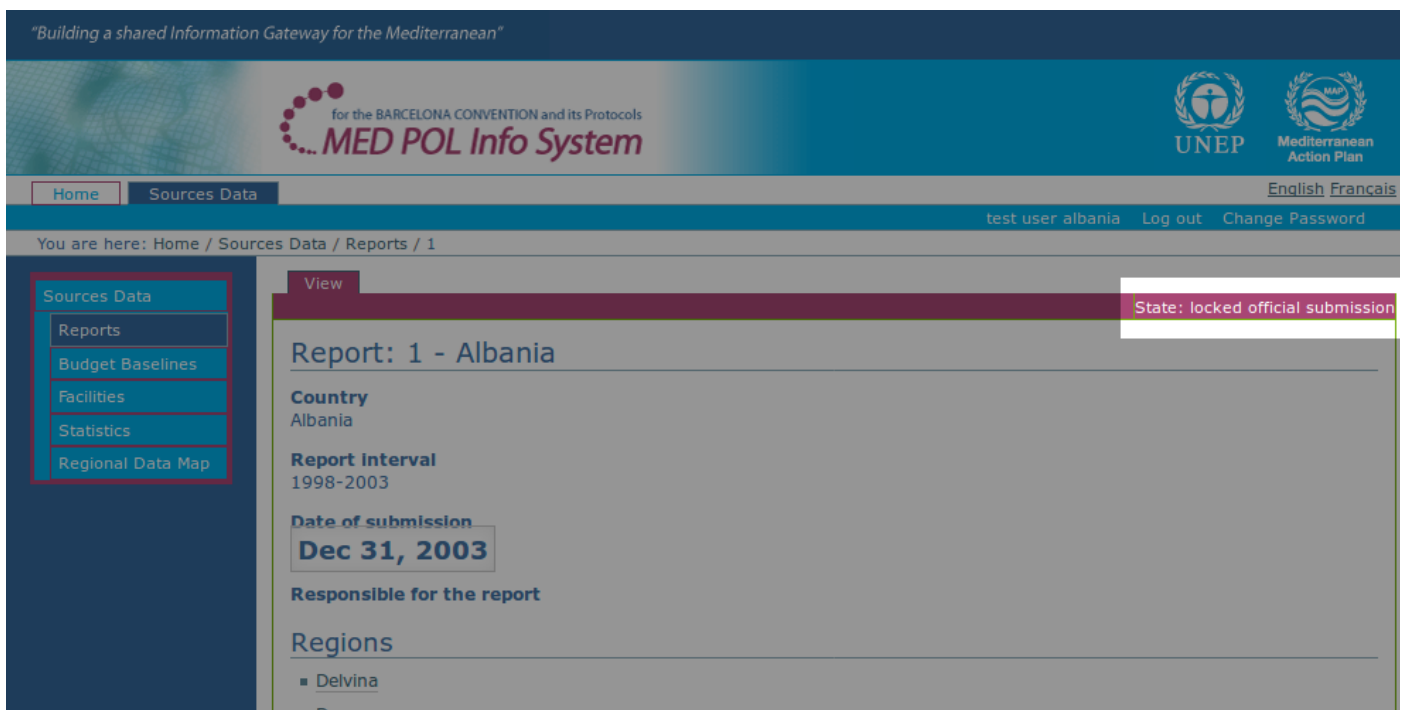






Figure 13: The status in the page of a report

Permissions, allowed status transitions for each kind of user and for each report status is listed in the following table (R=Read access, W=write access):

		report status				
		deleted	working draft	final draft	official submission	locked official submission
user role	National user	R	R, W	R	R	R
	National Focal Point user	R	 R, W	 R	R	R
	MED POL officer	R	 R, W	R	R	 R

Working draft:

The initial status of a just created new report is 'working draft'. The creation of a new report is described in 4.3.1 and is an action allowed by only MED POL officer and National Focal Point user.

A report status is 'working draft' when it is empty, or its filling is to be considered 'work in progress' by the country authenticated users, so there still isn't any officiality of the inserted data. This report's data is not searchable by the NBB search form and is not considered in statistics. Data can be added, removed and modified (see 4.3.2 for details), and these actions can be performed by:

- MED POL officers
- National user (if the report's country is the same the user belongs to)
- National Focal Point user (if the report's country is the same the user belongs to)

According to the Figure 12, working draft reports can change its status to final draft, official submission or deleted (see 4.3.4, 4.3.6, 4.3.3 respectively), and the permission to apply these transitions is assigned only to the National Focal Point user of the report's country.

Deleted:

A report has status 'deleted' when its data is not to be considered. This report's data is not searchable by the NBB search form and is not considered in statistics. Its data cannot be added, removed and modified. Its status can be changed back to 'working draft' by MED POL officers (see 4.4.1). The report can be viewed by:

- MED POL officers
- National user (if the report's country is the same the user belongs to)
- National Focal Point user (if the report's country is the same the user belongs to)

Final draft:

A report has status 'final draft' when the filling out is to be considered completed, but contained data hasn't reached an official status yet, so a general review is still required. This report's data is not searchable by the NBB search form and is not considered in statistics. Its data can not be added, removed and modified, but just viewed by:

- MED POL officers
- National user (if the report's country is the same the user belongs to)
- National Focal Point user (if the report's country is the same the user belongs to)

National Focal point user of the report's country can change the status back to the 'working draft', to apply some changes to the data (see 4.3.7), or submit it officially to the 'official submission' status (see 4.3.6).

Official submission:

A report has status 'official submission' when the filling out is to be considered completed and the data is ready to be accepted and archived by MED POL officers. When a report acquires this status, MED POL officers are advised by an automatic email sent by the system.

This report's data is searchable by the NBB search form and is considered in statistics. Its data can not be added, removed and modified, but just viewed by:

- MED POL officers
- National user (if the report's country is the same the user belongs to)
- National Focal Point user (if the report's country is the same the user belongs to)

Anonymous users can see the inserted budget baselines by the NBB search form and by public statistics only for the portion of the data (if any) belonging to the public domain.

National Focal point user of the report's country can change the status back to the 'final draft' (see 4.3.5). MED POL staff can change the status to the 'lock official submission' (see 4.4.2).

Locked official submission:

A report has status 'locked official submission' when the filling out is to be considered completed and the data is officially accepted and archived by MED POL officers. This should be the final status of the report process.

This report's data is searchable by the NBB search form and is considered in statistics. Its data can not be added, removed and modified, but just viewed by:

- MED POL officers
- National user (if the report's country is the same the user belongs to)
- National Focal Point user (if the report's country is the same the user belongs to)

Anonymous users can see the inserted budget baselines by the NBB search form and by public statistics only for the

portion of the data (if any) belonging to the public domain.
 MED POL staff can change the status to the 'official submission' (see 4.4.3).

4.1.1. Examples of typical workflow steps

In the following there are listed some typical examples of the workflow steps allowed by the system for the report submission process.

M: medpol officer

N: national user

F: national focal point user

example name	step #1	step #2	step #3	step #4	step #5	step #6	step #7	step #8
#1: simple test for editing a report	a working draft report is created by M	N (or F) edits the report to trying immission and validation of test data	N considers the test concluded and changes the status to 'deleted'					
#2: speedy reporting	a working draft report is created by M	N (or F) edits the report, adding data	F verifies the data inserted is correct and changes the status to 'official submission'	M approves the data in the report submitted and changes the status to 'locked official submission'				
#3: classic reporting	a working draft report is created by M	N (or F) edits the report, adding data	F evaluates the data inserted should be correct and changes the status to 'final draft' to avoid other changes	F verifies the data inserted is correct and changes the status to 'official submission'	M approves the data in the report submitted and changes the status to 'locked official submission'			
#4: reporting with country speedy revision	a working draft report is created by M	N (or F) edits the report, adding data	F evaluates the data inserted should be correct and changes the status to 'final draft' to avoid other changes	F verifies the data inserted is not fully correct and changes the status back to 'working draft'	N (or F) edits the report, correcting data	F verifies the data inserted is correct and changes the status to 'official submission'	M approves the data in the report submitted and changes the status to 'locked official submission'	

#5: reporting with country revision	a working draft report is created by M	N (or F) edits the report, adding data	F evaluates the data inserted should be correct and changes the status to 'final draft' to avoid other changes	F verifies the data inserted is not fully correct and changes the status back to 'working draft'	N (or F) edits the report, correcting data	F evaluates the data inserted should be correct and changes the status to 'final draft' to avoid other changes	F verifies the data inserted is correct and changes the status to 'official submission'	M approves the data in the report submitted and changes the status to 'locked official submission'
#6: reporting with MED POL revision	a working draft report is created by M	N (or F) edits the report, adding data	F verifies the data inserted is correct and changes the status to 'official submission'	M does not approve the data in the report submitted and notified F the changes to be done	F agrees the notified changes and change the status to 'final draft' and then to 'working draft'	N (or F) edits the report, applying changes	F verifies the data inserted is correct and changes the status to 'official submission'	M approves the data in the report submitted and changes the status to 'locked official submission'

4.2. Common procedures

The intended audience of this paragraph is all persons with provided credentials to access the system as authenticated users. It contains the common tasks needed to this kind of users to correctly interact with the system. Specific tasks for Contracting party users are described in 4.3, and specific tasks for MED POL officers are described in 4.4.

4.2.1. The login procedure

The authentication or login procedure is the process by means the system allows to bind to a physical person a set of permissions for specific operations within the system itself.

The login procedure can be accomplished by the user via a registration to the system. The registration is provided by the MED POL staff under request of the specific contracting party along the lines described by the MED POL data policy document.

Such a procedure is applied, for example, for the identification of the user who enters the NBB data, or of the user who validates the NBB data entered for the official submission, of the MED POL operator who accesses to the NBB data for all the contracting parties for institutional assessment purposes and so on.

Once the user has accomplished the login procedure and the work session, it is required to perform a procedure to get off from the system; such a procedure is called *logout*. The logout procedure is described in 4.2.2.

Without the login procedure, or after the logout procedure, any user accessing to the MED POL info system is considered not authenticated, or "anonymous", and the appearance and functionalities of the system is limited (see Ch.3).

Figure 14: The login form

To perform the login procedure:

- go with your browser to the MED POL Info System's URL: the web browser will show the public landing page of the system.

- click on the “Log in” text in the authentication area (right side of the page): the web browser will open up the login form to insert credentials (see Figure 14)
- Insert your personal “e-mail” and “password” in the text boxes as provided by the MED POL officers and click on the “Log in” button.

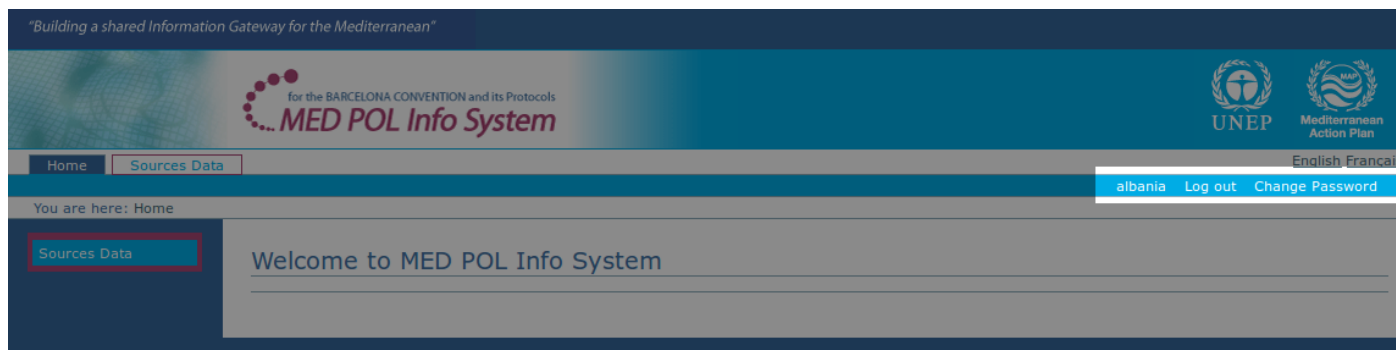


Figure 15: The authenticated area after the login procedure

Once the login has been successful, the authentication area contains the authenticated user name, the “Log out” link and the “Change Password” link (see Figure 15).

If you have forgotten your password, the system can send to your email address a new one:

- go with your browser to the MED POL Info System's URL: the web browser will show the public landing page of the system.
- click on the “Log in” text in the authentication area (right side of the page): the web browser will open up a window to insert credentials (see Figure 14)
- on the bottom of the window to insert credentials, an information is present in case of forgotten password: click on the suggested link and follow the instructions on screen.

4.2.2. The logout procedure

Once the user has completed his work session, it is recommended to logout from the system. Logging out avoids that another user, having access to the PC and to the browser of the authorized user, could access to the system with the role and the permissions of the latter.

To log out from the system, the user should click on the text 'Log out' in the authentication area (right upper half page below the banner). The system will be redirected to the public page of the system as anonymous user.

4.2.3. The change password procedure

Once the user is logged in, he/she can change own password for the login procedure. To accomplish this:

- click on the 'Change password' text on the authentication area: the system will display *the change password form*
- follow instruction on screen, filling out the form with the old and the new password (note that password is case sensitive)
- click on the 'Change Password' button: a system message will advise the password is changed, and will automatically log out from the system.

From now on, the user can execute the login procedure with the new password.

4.2.4. Usage of the NBB search form

The NBB search form is a tool to quickly search for NBB budget baselines. After the login procedure, from the system URL, using the navigation portlet (see 2.3) click on 'Sources Data' and then click on the subsection 'Budget Baselines'. The system will show the search form for budget baselines (see Figure 16).

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Home Sources Data English France

test user albania Log out Change Password

You are here: Home / Sources Data / Budget Baselines

Sources Data

- Reports
- Budget Baselines**
- Facilities
- Statistics
- Regional Data Map

Budget Baselines

Search for budget baselines

Country
all

Region
all

Pollutant
all

Sector
all

Subsector
all

Process
all

Search Export

Figure 16: The NBB search form for authenticated users

Note that national users and national focal point users will display only official NBB data of their own country, on the other hand MED POL officer users will display official NBB data of all contracting parties. This form has a set of fields to be selected by the user to set the parameters used to query the dataset and some buttons to execute the query with the selected fields. The selectable parameters are:

- Country: the contracting party whose baseline belongs to
- Region: the region of the selected country
- Pollutant: the pollutant referred in the baseline
- Sector: the sector referred in the baseline
- Subsector: the sub sector of the selected sector
- Process: the process of the selected sub sector

The country parameter, and its regions, is limited to the ones the current authenticated user's permission profile allows to view.

The buttons are:

- Search
- Export

The fields are chained to ease the user input, that is to say that selecting one may change the selectable values of the others. For example, selecting a specific value for the parameter *Country* triggers the selectable values for the field *Region*. Moreover, internal logic limits the selectable values just to the ones whose budget baselines are present, officially submitted and visible according to the current user role.

Click on the button '*Search*' to execute the query on the basis of the selected parameters and to visualize the results on the screen in a tabular view. Depending on the number of the results, they may be batched on more pages. The column 'id' of the result table is a link to the detail view of the single budget baseline.

Click on the button '*Export*' to execute the query on the basis of the selected parameters and to export the entire result on a CSV file.

4.2.5. Search and edit facilities

Facilities can be inserted into the system by importing NBB data by PRTR xml files (see 4.3.1). In order to search and edit inserted facilities, the system provides the Facilities section.

After the login procedure, from the system URL, using the navigation portlet (see 2.3) click on 'Sources Data' and then click on the subsection 'Facilities'. The system will show the search form for facilities (see Figure 17).

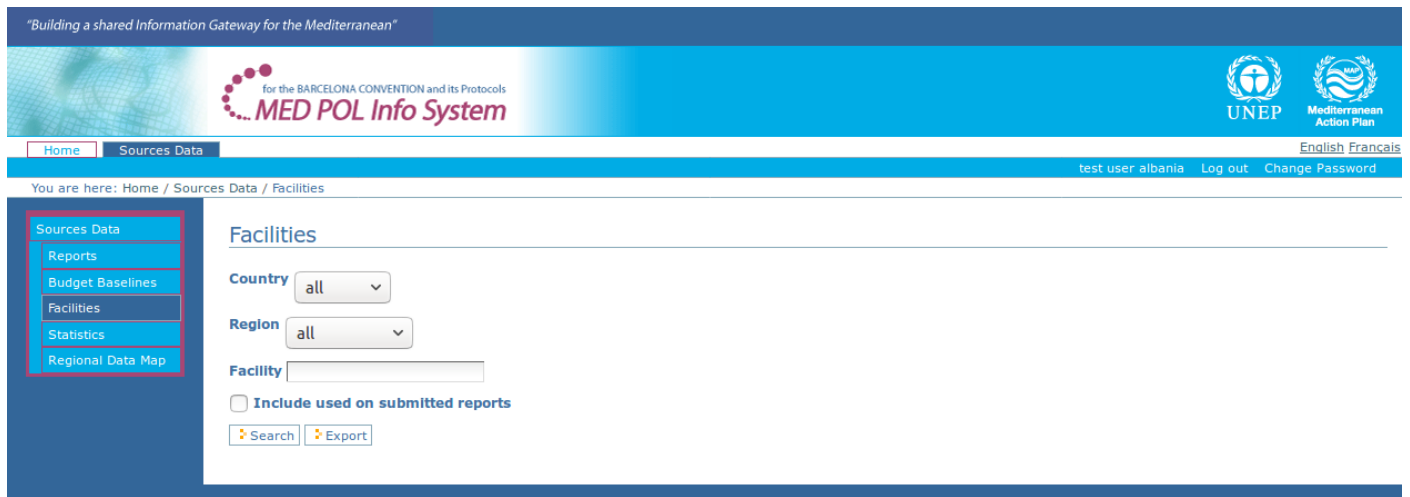


Figure 17: The section Facilities

Note that this form by default searches for facilities used inside reports not officially submitted. To search also other facilities, user must select the box 'Include used on submitted reports'.

This form has a set of fields to be selected by the user to set the parameters used to query the dataset and some buttons to execute the query with the selected fields. The selectable parameters are:

- Country: the contracting party whose baseline belongs to
- Region: the region of the selected country
- Facility: the facility name (or part of it)
- a checkbox: select to include in search results the facilities used on submitted reports

The buttons are:

- Search
- Export

The fields are chained to ease the user input, that is to say that the parameter *Country* triggers the selectable values for the field *Region*.

Click on the button 'Export' to execute the query on the basis of the selected parameters and to export the entire result on a CSV file.

Click on the button 'Search' to execute the query on the basis of the selected parameters and to visualize the results on the screen in a tabular view. Depending on the number of the results, they may be batched on more pages. The column 'Facility' of the result table is a link to the detail view of the single facility properties. Click on it to display the page detail for the facility (see Figure 18). The name of the facility will appear as the title on the body of the page.

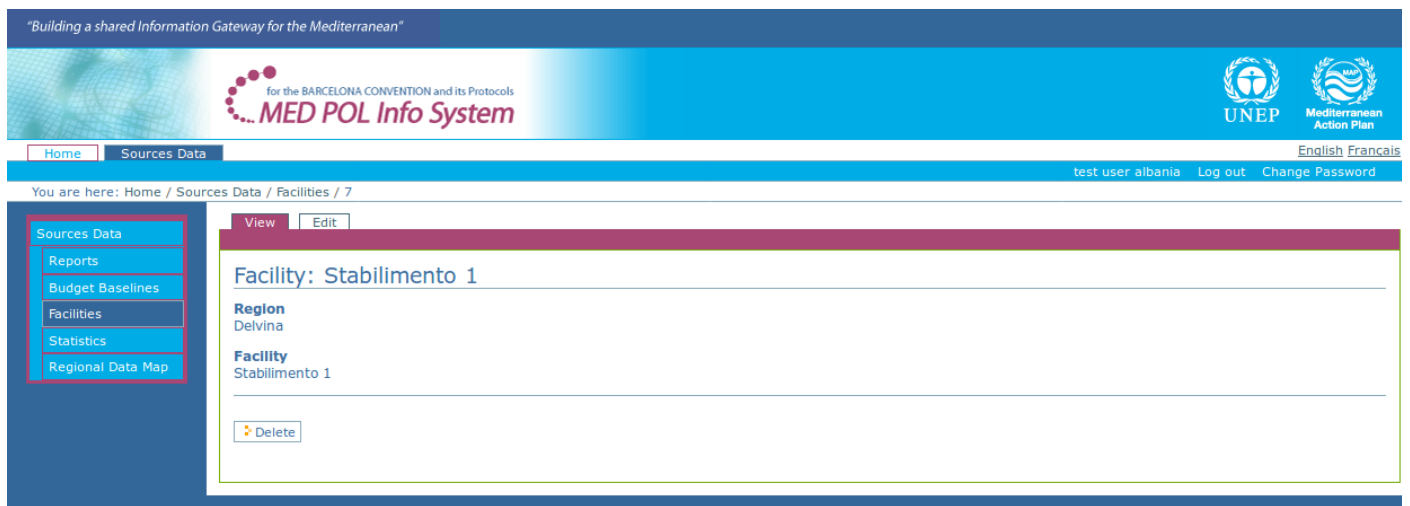


Figure 18: The detail page for the facility

If the facility is not used on submitted reports, and the authenticated user is national user or national focal point user, the page detail of the facility will displays buttons to edit or delete it.

To edit the facility from the page detail of the facility:

- click on the 'Edit' tab near the title of the facility to display its edit form
- modify the values on the form accordingly
- click the 'save' button.

To delete the facility from the page detail of the facility:

- click on the 'delete' button: the system will ask again for confirmation
- confirm you decision clicking again on the 'delete' button.

4.2.6. Usage of the the Statistics section

In order to perform some statistics on the budget baselines of the NBB data set, the authenticated user has to reach the section “Statistics” of the system. **The statistics will always be performed in the context of the NBB data the current user role has the permission to view and related to report officially submitted.**

From the system URL, using the navigation portlet (see 2.3) click on 'Sources Data' and then click on the subsection 'Statistics'. The system will show the available list of statistics (see Figure 19). The selectable statistics are:

- Number of facilities per region
- Number of facilities per sector
- Number of facilities per sub sector
- Production of a specific pollutant for a group of sectors
- Production of a specific pollutant for a group of sub sectors
- Production of a specific pollutant in a Country
- Total production of a specific pollutant for a group of Countries

Figure 19: The section Statistics

Then the user can use again the navigation portlet or click on the title of a statistic in the body of the page in order to reach the page to perform the statistic.

As example, click on the first statistic “Production of a specific pollutant for a group of sectors”: a statistic form is displayed on the body of the page (see Figure 20).

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Home Sources Data English Français

test user albania Log out Change Password

You are here: Home / Sources Data / Statistics / Production of a specific pollutant for a group of sectors

Sources Data

- Reports
- Budget Baselines
- Facilities
- Statistics
 - Number of facilities per region
 - Number of facilities per sector
 - Number of facilities per sub sector
 - Production of a specific pollutant for a group of sectors
 - Production of a specific pollutant for a group of sub sectors
 - Production of a specific pollutant in a Country
 - Total production of a specific pollutant for a group of Countries
 - Regional Data Map

Production of a specific pollutant for a group of sectors

Production of a specific pollutant versus reporting years for a group of sectors and for a specific region

Country: Albania

Region: Delvina

Pollutant: BOD5 [liq]

Sector: Farming of animals, Food packing, Treatment of urban wastewater

Search

Figure 20: An example of statistic form

This form has a set of fields to be selected by the user to set the parameters used to query the dataset, and the button *Search* to execute the query with the selected fields. The selectable parameters are:

- Country: the contracting party whose baseline belongs to
- Region: the region of the selected country
- Pollutant: the pollutant referred in the baseline
- Sector: the sector referred in the baseline

The fields are chained to ease the user input, that is to say that selecting one may change the selectable values of the others. For example, selecting a specific value for the parameter *Country* triggers the selectable values for the field *Region*. Moreover, internal logic limits the selectable values just to the ones whose budget baselines are actually present, officially submitted and visible for the current user.

For this statistic the field *Sector* is a "multi-select widget": it allows the user to select more than one value. To select more than one value, use the ctrl button of your keyboard (cmd button on Mac) with your mouse click. Also other statistics may contain multi-select widgets, their behaviour is the same.

When parameters are selected as preferred, click on the *Search* button: the selected statistic will be performed, and the body will contain a plot and a table of results.

On the top left corner of the result portion of the page will display two links for download the plot image (as a PNG file) and to download the result table (as a CSV file).

4.2.7. Usage of the regional data map

In order to perform some quick search on the budget baselines of the NBB data set on regional basis, the authenticated user have to reach the section "Regional Data Map" of the system. **The geographical search will always be performed in the context of the NBB data the current user role has the permission to view and related to report officially submitted.**

From the system URL, using the navigation portlet (see 2.3) click on 'Sources Data' and then click on the subsection 'Regional Data Map'. The system will show the geographical map of the NBB regions (see Figure 21).

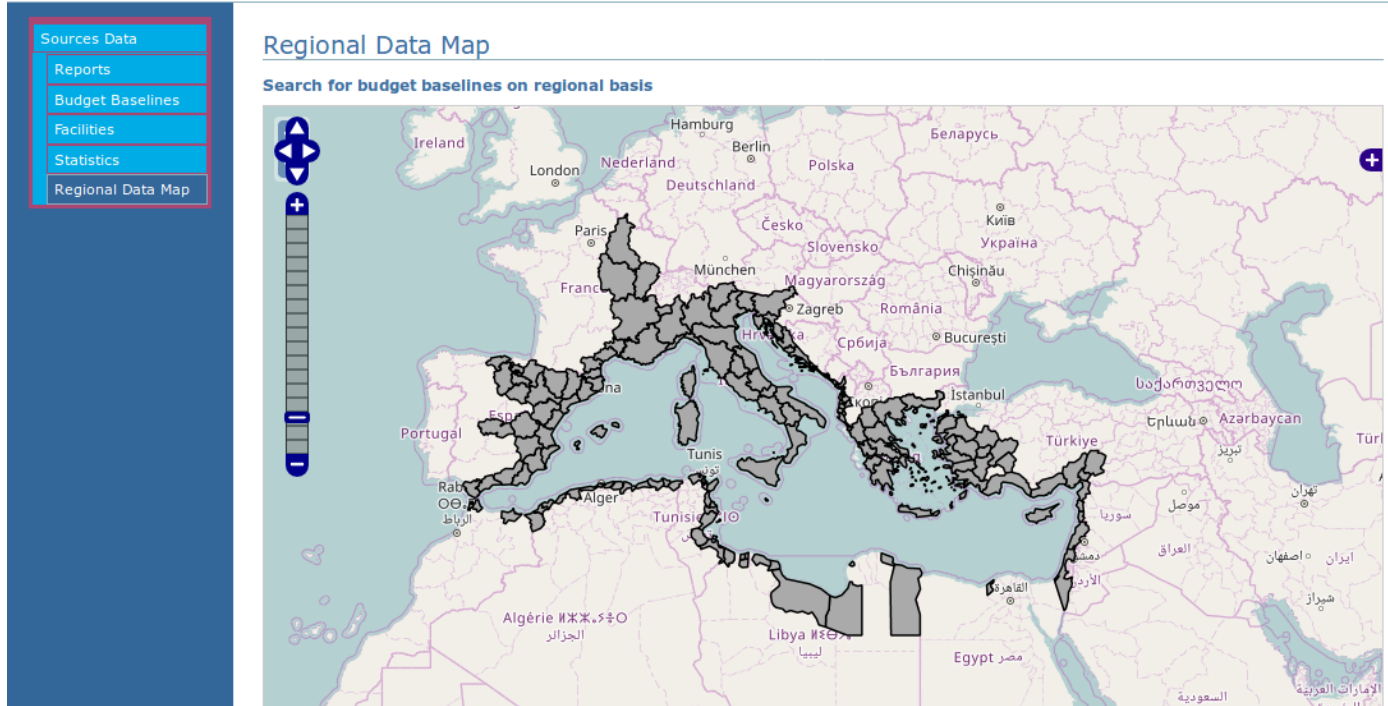


Figure 21: The regional data map

The map is interactive, i.e. the user can manage the zoom level and the position on the map:

- To zoom in, click on the '+' symbol on the zoom slider on the left margin of the map.
- To zoom out, click on the '-' symbol on the zoom slider on the left margin of the map.
- To drag the map, keep the left mouse button pressed and pan on the preferred direction.

To search for the list of budget baselines for a specific region, click on the region: according to the current user's permissions, the page displays the results on the screen in a tabular view. Depending on the number of the results, they may be batched on more pages. The column 'id' of the result table is a link to the detail view of the single budget baseline's properties. Click on it to display the page detail for the budget baseline.

4.2.8. Search and display a NBB report

The access point to manage NBB reports by the authenticated users of the MED POL Info System is the 'Reports' section. The first functionality of this section is the search form for reports, since authenticated users at first have to find the report they intend to manage. To reach the 'Reports' section, from the system URL, using the navigation portlet (see 2.3) click on 'Sources Data' and then click on the subsection 'Reports'. The system will show the search form for the NBB reports (see Figure 22).

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Home Sources Data English Français

test user albania Log out Change Password

You are here: Home / Sources Data / Reports

Sources Data

- Reports
- Budget Baselines
- Facilities
- Statistics
- Regional Data Map

Search Reports

Country
all

Report Interval
all

Search Export

report ID	Country	Report interval	Date of submission
1	Albania	1998-2003	2003-12-31

Figure 22: The section 'Reports'

Note that national users and national focal point users will display only NBB reports of their own country, on the other hand MED POL officer users can display NBB reports of all contracting parties.

The search form for reports has a set of fields to be selected by the user to set the parameters used to query the dataset and some buttons to execute the query with the selected fields. The selectable parameters are:

- Country: the contracting party whose reports belong to
- Report interval: the reporting period the reports belong to

The buttons are:

- Search
- Export

Click on the button '*Export*' to execute the query on the basis of the selected parameters and to export the entire result on a CSV file.

Click on the button '*Search*' to execute the query on the basis of the selected parameters and to visualize the results on the screen in a tabular view. Note that the column 'Date of submission' is filled only for official submitted reports, according to the report workflow's status 'official submission' and 'locked official submission' (see 4.1 for details). The column 'report ID' of the result table contains for each row the link to **the page of the report** (see Figure 23).

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Home Sources Data English Francais

test user albania Log out Change Password

You are here: Home / Sources Data / Reports / 1

Sources Data

- Reports
- Budget Baselines
- Facilities
- Statistics
- Regional Data Map

View

State: locked official submission

Report: 1 - Albania

Country
Albania

Report interval
1998-2003

Date of submission
Dec 31, 2003

Responsible for the report

Regions

- Delvina
- Durres
- Elbasan
- Fieri
- Kavaja
- Kruja
- Kurbini
- Lezha
- Lushnja
- Mallakstra
- Peqini
- Saranda
- Shkodra
- Tirana
- Vlora

History

Figure 23: The page of the report

The body of the page of the report contains (from top to bottom):

- the tab 'view'
- a descriptive title for the report (assigned automatically)
- some metadata for the report:
 - the reference year interval for the report's data
 - the date of official submission
 - the person responsible for the report
- a list of regions for the report's country
- a history ('+') button

Near the tab 'view' can be present the tab 'edit' in case of the workflow status, and the current user's role, allow the report's to be modified. In such a case, clicking the 'edit' tab the user will access the report's metadata edit form, that allows country/report interval/responsible person to be modified for this report.

Clicking the history button allows the current user to display a summary list of workflow's state changes for the report. Each region in the list is a link to the regional section of the report: it will display, in a tabular view, the current NBB data currently inserted for that region in the context of that report submission. Depending on the workflow status, and the current user's role, the regional section will be editable or not (see 4.3.2 to manage the editing).

4.3. The system for Contraction Party users

This section of the document is related to the actions allowed inside the system for authenticated users belonging to the following roles only (for user roles definition inside the system, see 2.1):

- National user role

- National Focal Point user role

It is required for this kind of users to know in details the report workflow (see 4.1) and all the common sections and procedures for authenticated users (see 4.2).

4.3.1. Creating a new report

Every 5 years the Contracting Parties should submit a new NBB report on the assessment of pollutants' loads from land based sources. The NBB report contains data the Contracting Parties should provide to MED POL according the LSB protocol and NAP's. **The creation and official submission of a report in the MED POL Info System is the only way to add new NBB data by the Contracting Parties.**

The first step of the process of adding new NBB data into the system is the creation of a new report. **Only the National Focal Point user or the MED POL officer user can create a new report.**

The system provides three kind of procedures to create a new report:

1. **Creating a new report from scratch:** this procedure creates a new report completely empty.
2. **Creating a new prefilled report as a copy of another one:** this procedure creates a new report with the same data of another report
3. **Creating a new prefilled report as a copy of another but without PRTR data:** this procedure creates a new report with data inside equal to those taken from another report, except for records marked as PRTR data

Creating a new report from scratch:

- Access the section 'Reports' (see 4.2.8)
- Click on the button 'Add Report' (near the 'Search' and 'Export' buttons): the system will display the form to insert the metadata to the new report:
 - Country
 - Report Interval
 - Responsible of the report
- Fill in the form and click on the 'Add' button: the system will display the page of the just created report in status 'working draft'.

From now on, the just created report is searchable in the 'Reports' section of the system.

Creating a new prefilled report as a copy of another one:

- Access the section 'Reports' and the page of the report you intend to copy from (see 4.2.8)
- In the bottom on the page, click on the 'Add prefilled' button: the system will display the form to insert the metadata to the new report:
 - Country
 - Report Interval
 - Responsible of the report
- Fill in the form and click on the 'Add' button: the system will display the page of the just created report in status 'working draft'.

From now on, the just created report is searchable in the 'Reports' section of the system with all data copied from the original report².

Creating a new prefilled report as a copy of another one but without PRTR data:

- Access the section 'Reports' and the page of the report you intend to copy from (see 4.2.8)
- In the bottom on the page, click on the 'Add prefilled without PRTR data' button: the system will display the form to insert the metadata to the new report:
 - Country

² Note that in case of facilities have been used in the original report, the same are duplicated and the new versions are searchable and editable by the "Facilities" section (see 4.2.5).

- Report Interval
- Responsible of the report
- Fill in the form and click on the 'Add' button: the system will display the page of the just created report in status 'working draft'.

From now on, the just created report is searchable in the 'Reports' section of the system with all data copied from the original report.

4.3.2. Editing data of a working draft report

When a report has just been added (see 4.3.1), it is in the 'working draft' status. To edit data of the report, you have to reach the page of the report (see 4.2.8). Of course, according to the data policy, national users can edit only reports of the country they belong to (see 4.1). From now on, the user can manage (add, change and remove) the data in the report following more (non-exclusive) ways:

- changing metadata of the report (i.e. country/reporting period/responsible person)
- adding, changing and removing budget baselines manually
- adding budget baselines via a PRTR file
- adding budget baselines via a CSV file

To change the metadata of the report:

- access to the page of the report (see 4.2.8)
- click on the 'Edit' tab near the title: the system will display the edit form for the metadata
- fill in the form with the preferred values
- click on the 'Save' button.

To add, change or remove budget baselines manually:

The manual adding/change/remove procedure of budget baselines of a working draft report happens on regional basis, i.e. there is a regional edit form inside each report for each region the budget baselines belong to. In order to apply these procedures:

- access to the page of the report (see 4.2.8). The body of the page will display the list of the regions for the country.
- click on the region of the budget baseline you intend to add or remove: the system will display *the regional edit form* for the budget baselines (see Figure 24). This form is divided in two parts: the upper part, with a button 'Add' on the bottom, and the lower part, below the 'Edit' label. The upper part displays a set of widgets in a horizontal row and represents the new budget baseline the user can add to the report for the region; the lower part displays, one for row, the already added budget baselines for the region (if present).

The screenshot shows the 'MED POL Info System' interface. The main content area is titled 'Baselines of region Delvina'. It features two main sections: 'Add' and 'Edit'. The 'Add' section is a form with various dropdown menus and input fields for defining a new budget baseline. The 'Edit' section is a table listing existing budget baselines for the region, with columns for selection, pollutant, year, sector, subsector, process, facility, PRTR status, estimation method, emission factor, unit, and production. The interface includes a navigation menu on the left and a header with logos for UNEP and the Mediterranean Action Plan.

Figure 24: The regional edit form for the budget baselines

- To add a new budget baseline for this region, fill in the upper part of the form with the preferred values for the new budget baselines (note that some widgets will be logically chained with the others to ease the insert). When all the values are set in the upper part, click on the 'Add' button.

- If the inserted values are all formally correct, the row of the new budget baseline will appear inserted as the first row in the lower part of the page, and the row in the upper part will be reset for a new insert: in this case the budget baseline is inserted successfully. Otherwise, a message near the widget with the wrong value will be highlighted: in this case, correct the wrong values and click again the 'Add' button (repeat until all values are correct and the row is inserted in the lower part of the page).
- Note that the added baselines in the lower part are already editable: locate the row corresponding to the baseline to change, then moving horizontally at the preferred field and edit the new value. To save these changes, click on the "Apply changes" button on the bottom of the page. If some values are wrong, a message near the field with the wrong value will be highlighted: in this case, correct the wrong values and click again the 'Apply changes' button (repeat until all values are correct and no error message is present).
- To remove one or more previously inserted budget baselines for this region, locate their rows in the lower part of the page, and select the checkboxes 'select' (first left column) at the corresponding rows; then, click on the 'Delete' button in the bottom of the page to confirm the deletion.

Budget baselines can be still added/removed/changed manually or added again via CSV or PRTR files.

To add budget baselines via a PRTR file:

The user can add more budget baselines at a time in a working draft report using a PRTR (xml) file. To accomplish this procedure:

- access to the page of the report (see 4.2.8)
- click on the 'Import' tab near the title of the report: the system will display *the file import form* of the report (see Figure 25). This form contains two widgets: "Import file (CSV)" and "XML PRTR file" and an "Apply" button.

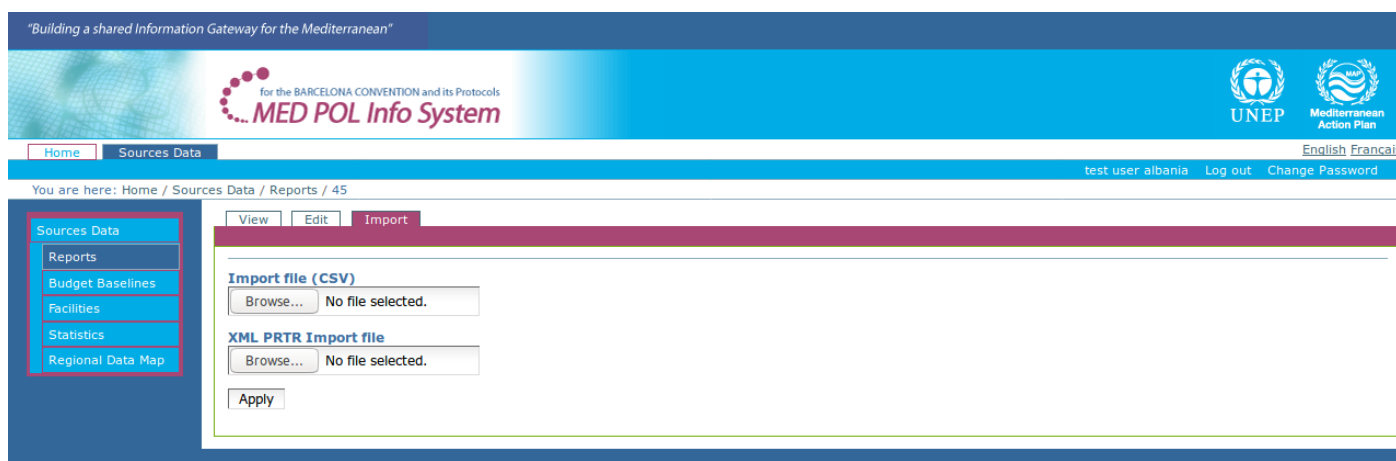


Figure 25: The file import form for the report

- Click on the widget "XML PRTR file" and select from your filesystem the PRTR xml file, then click on the "Apply" button.
- The system will display a sort of table similar to an Excel sheet. Each row represents a budget baseline imported by the system from the selected PRTR file. Along each row the user can verify, and modify, if needed, the imported values for each budget baseline. If errors occurred during the import process, some values will be highlighted with a message according to the error.
- To validate the values, click on the "Validate data" button. If errors are present, some values will be highlighted with a message according to the error. Modify wrong values. Repeat this step until no more errors are present.
- If no more errors are present, a button 'Import data' will appear near the "Validate data" button. To insert the budget baselines, click on the 'Import data' button. A message will confirm of the happened insertion.

Budget baselines can be still added/removed/changed manually or added again via other CSV or PRTR files.

To add budget baselines via a CSV file:

The user can add more budget baselines at a time in a working draft report using a formatted CSV file. Empty CSV files, and other provided with example data, are downloadable from the "examples and templates" section of the system.

To add budget baselines in a working draft report using a formatted CSV file:

- access to the page of the report (see 4.2.8)
- click on the 'Import' tab near the title of the report: the system will display *the file import form* of the report (see Figure 25). This form contains two widgets: "Import file (CSV)" and "XML PRTR file" and an "Apply" button.
- Click on the widget "Import file (CSV)" and select from your filesystem the CSV file filled with the data to import, then click on the "Apply" button.
- The system will display a sort of table similar to an Excel sheet. Each row represents a budget baseline imported by the system from the selected CSV file. Along each row the user can verify, and modify if needed, the imported values for each budget baseline. If errors occurred during the import process, some values will be highlighted with a message according to the error.
- To validate the values, click on the "Validate data" button. If errors are present, some values will be highlighted

with a message according to the error. Modify wrong values. Repeat this step until no more error are present.

- If no more errors are present, a button 'Import data' will appear near the "Validate data" button. To insert the budget baselines, click on the 'Import data' button. A message will confirm of the happened insertion.

Budget baselines can be still added/removed/changed manually or added again via other CSV or PRTR files.

4.3.3. Deleting a working draft report

According to the report workflow data policy (see 4.1), only the National Focal Point user can delete a working draft report, for its own country. To accomplish this:

- access to the page of the report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Delete' (see Figure 26): the system will display a message that the report changed its status.

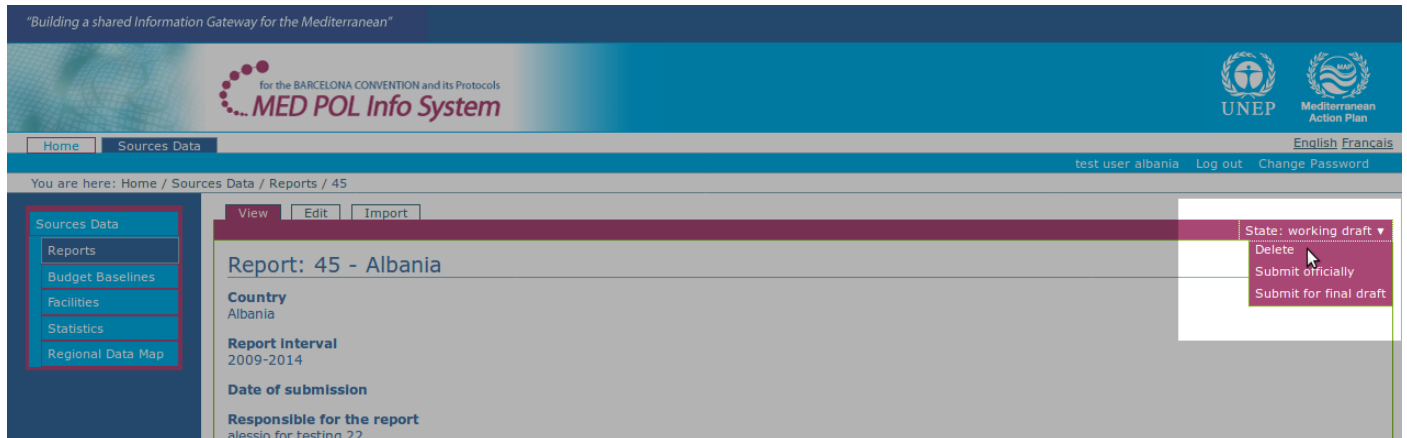


Figure 26: Deleting a report

To undelete the report's status for going back to 'working draft', see 4.4.1.

4.3.4. Submit a working draft report to final draft

According to the report workflow data policy (see 4.1), only the National Focal Point user can promote a working draft report to the final draft status. To accomplish this:

- access to the page of the report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Submit for final draft' (see Figure 27): the system will display a message that the report changed its status.

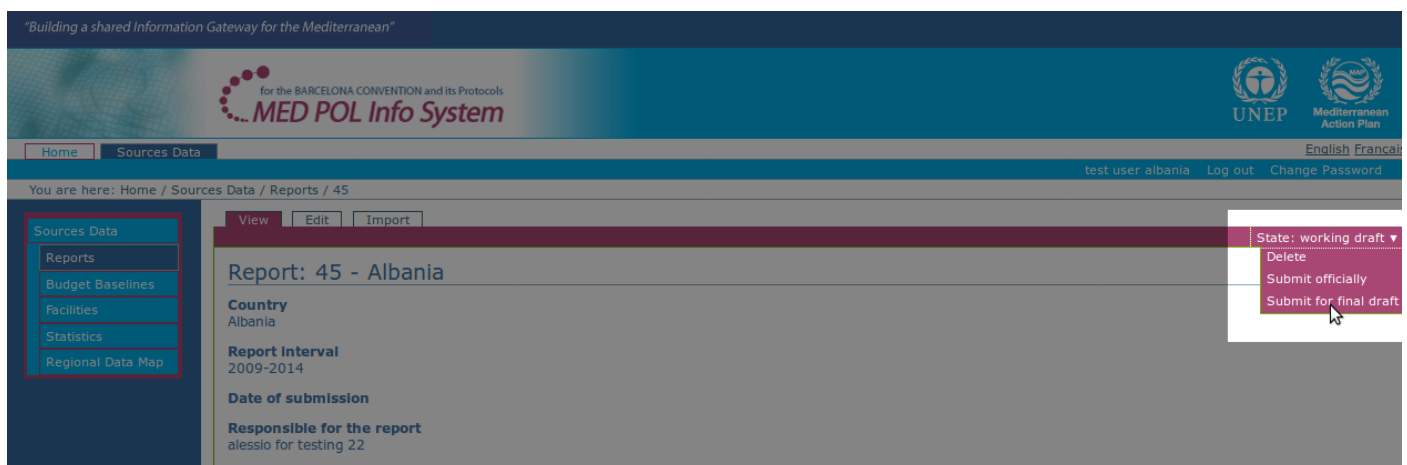


Figure 27: Submitting a working draft to final draft

From now on, the report's status can go back to 'working draft' (see 4.3.7) or can be officially submitted (see 4.3.6).

4.3.5. Reject an official submitted report to final draft

According to the report workflow data policy (see 4.1), only the National Focal Point user can reject an official submitted report (not locked) to the final draft status. To do this:

- access to the page of the report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Back to the final draft' (see Figure 28): the system will display a message that the report changed its status.

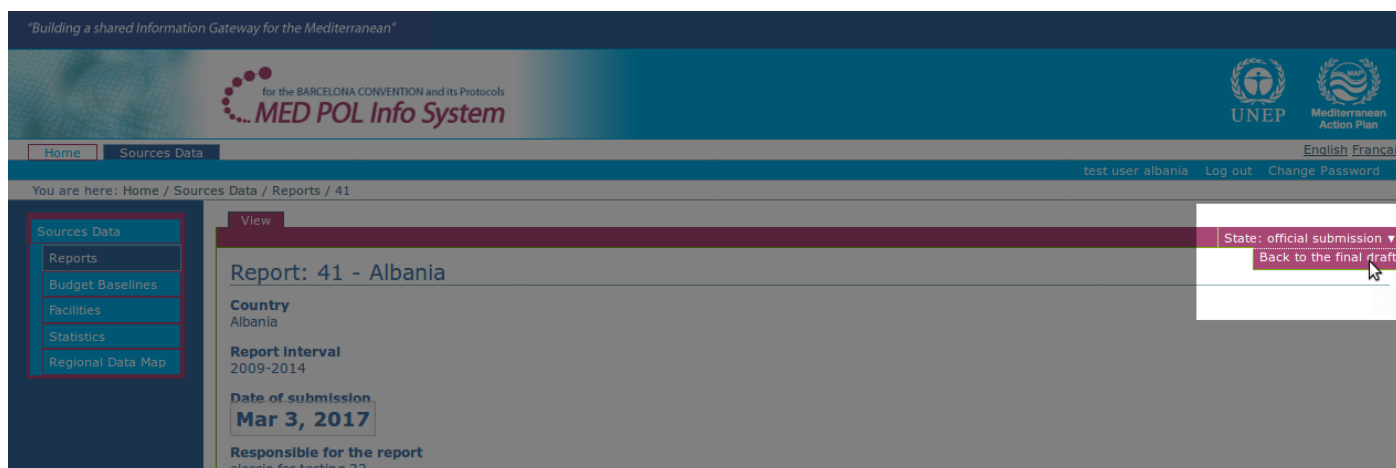


Figure 28: Rejecting a report to final draft

From now on, the report's status can go back to 'working draft' (see 4.3.7), or can be officially submitted (see 4.3.6).

4.3.6. Promote a report to official submission

According to the report workflow data policy (see 4.1), only the National Focal Point user can submit officially a working draft (or final draft) report. During this submission, the system will automatically advise the MED POL officers via email. To submit officially the report:

- access to the page of the report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Submit officially' (see Figure 29): the system will display a message that the report changed its status.

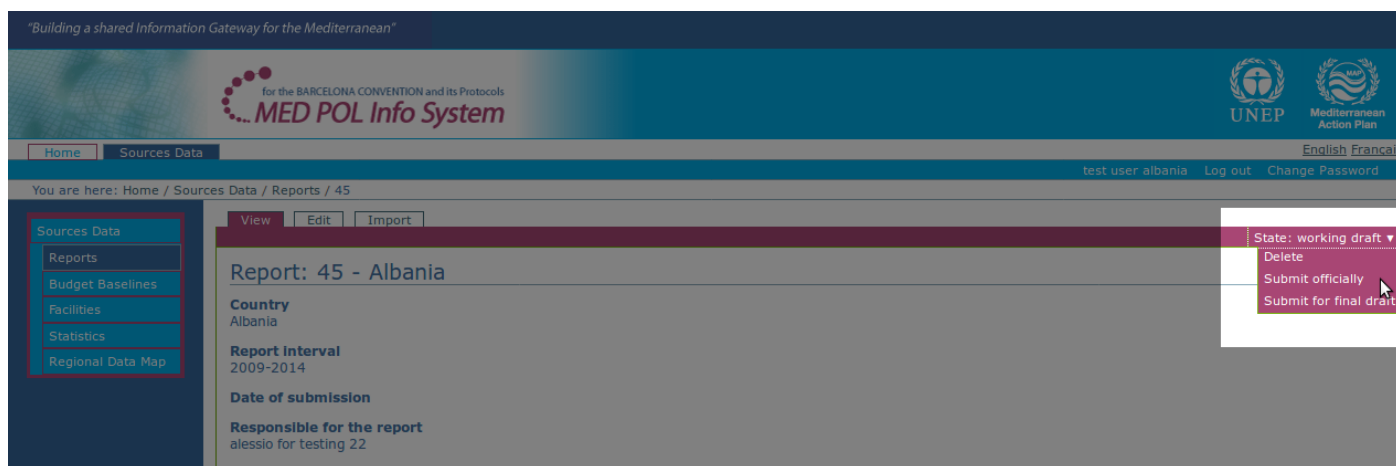


Figure 29: Official report submission

From now on, the report's status can go back to 'final draft' (see 4.3.5) or can be locked officially by the MED POL officers (see 4.4.2).

4.3.7. Reject a final draft report to the working draft status

According to the report workflow data policy (see 4.1), only the National Focal Point user can change a final draft report status back to working draft. To do this:

- access to the page of the report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Back to the working draft' (see Figure 30): the system will display a message that the report changed its status.

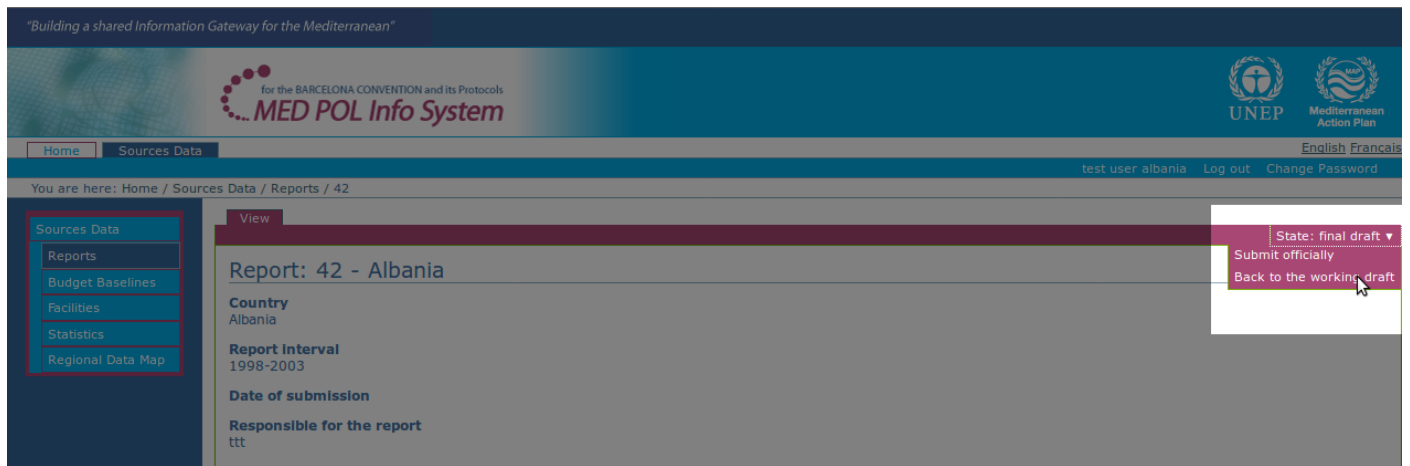


Figure 30: Rejecting a report back to working draft

From now on, the report's status can go back to 'final draft' (see 4.3.4), can go to 'deleted' (4.3.3) or can be officially submitted (see 4.3.6).

4.3.8. Browsing the NBB data via the section Reports

The common way to search official submitted budget baselines is the NBB search form (see 4.2.4). However, another way is available to the authenticated user to browse the data: via the section 'Reports', according to own permission role. In this way the user can examine not only the official submitted data, but also the 'work in progress', moreover he/she can display what reports was officially submitted on each reporting period.

To access the 'Reports' section, and to reach a report page for a specific country and reporting period, follow the instructions in 4.2.8. From the report page, user can display the report's data on regional basis clicking on the preferred region. Depending on the current report's status, the system will display the edit form for budget baselines ('working status' report) (see Figure 24) or the 'view' one (also for working draft reports the user can click on the 'View' tab, near the report's title to switch to the 'view' page). The view page allow the user to display in a table the list of the budget baselines inserted for the selected region.

4.4. The system for MED POL Staff

MED POL Staff is identified inside the system with the user role 'MED POL officer'. This kind of user has been designed in order to supervise and support national users to the reporting process in their several phases from creation to archivation, and to survey and analyze the NBB data for all the contracting parties. Inside the system the MED POL staff can also manage the users, such as registering new users or configuring their roles inside the system. Behaviour of this user role is detailed in the following paragraphs.

It is required for this kind of users to know in details the report workflow (see 4.1), all the common sections and procedures for authenticated users (see 4.2 and 4.3).

4.4.1. Undelete a deleted report

According to the report workflow data policy (see 4.1), only the MED POL officer role can undelete a deleted report, porting it back to the working draft status. To accomplish this:

- access to the page of the report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Delete' (see Figure 26): the system will display a message that the report changed its status.

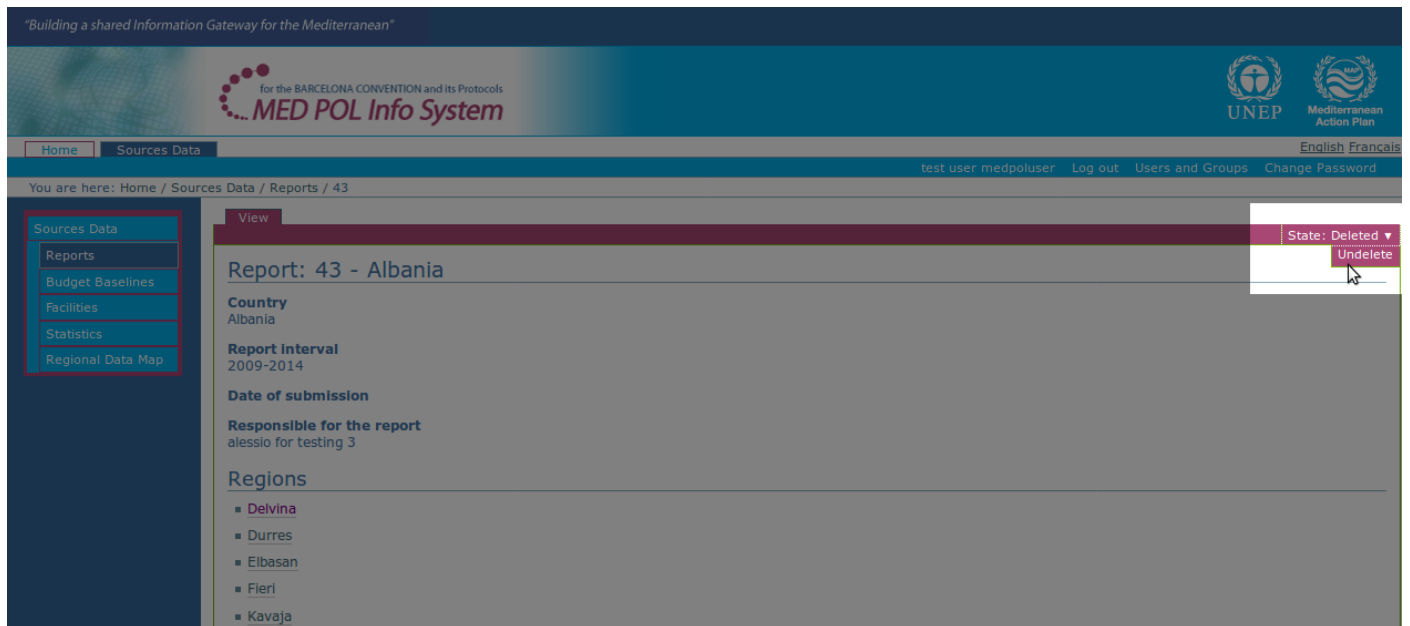


Figure 31: Undeleting a deleted report

From now on, the report's status can go back to 'deleted' again (see 4.3.3), can be submitted for final draft (see 4.3.4) or can be officially submitted (see 4.3.6).

4.4.2. Lock an official submitted report

According to the report workflow data policy (see 4.1), only the MED POL officer role can lock an official submitted report. To accomplish this:

- access to the page of the official submitted report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Lock official submission' (see Figure 32): the system will display a message that the report changed its status.

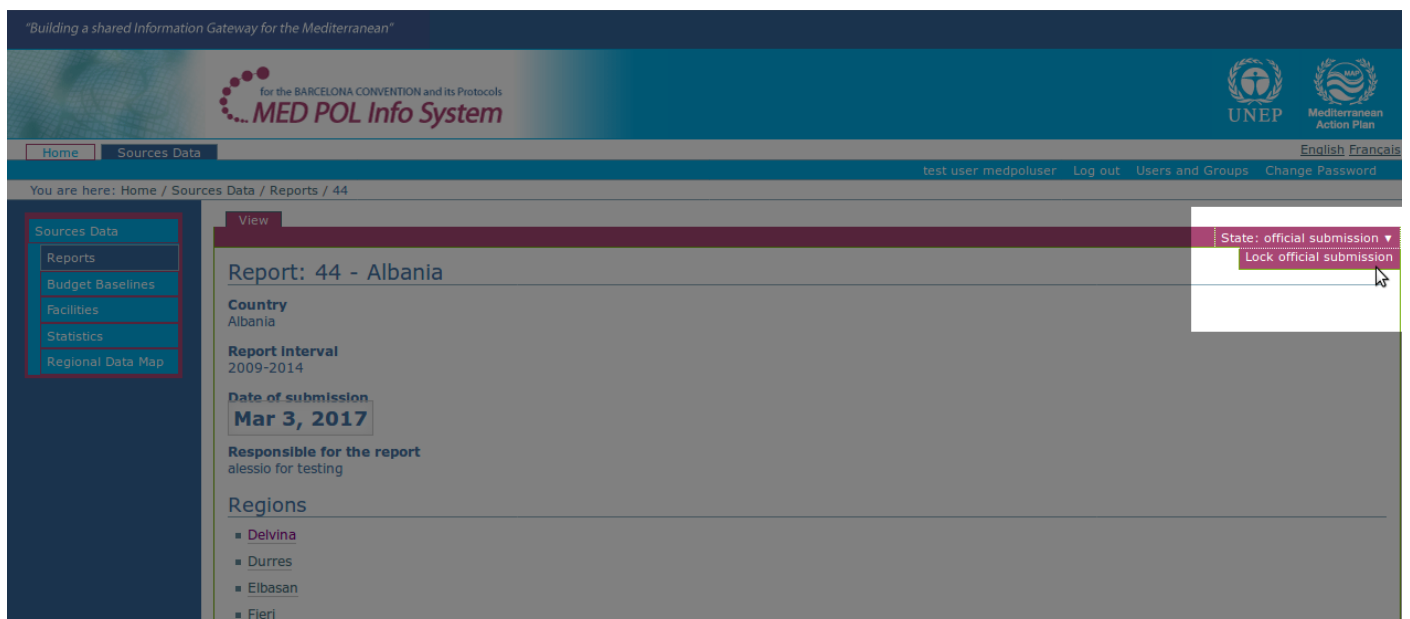


Figure 32: Locking an official submitted report

The 'locked official submission' should be the final status of the reporting publication process. However, MED POL officer can still change the report's status back to 'official submission' again (see 4.4.3).

4.4.3. Unlock a locked official submitted report

According to the report workflow data policy (see 4.1), only the MED POL officer role can unlock a locked official submitted report. To accomplish this:

- access to the page of the official submitted report (see 4.2.8)
- click on the arrow on the right border of the body of the page, and select 'Unlock' (see Figure 33): the system will display a message that the report changed its status.

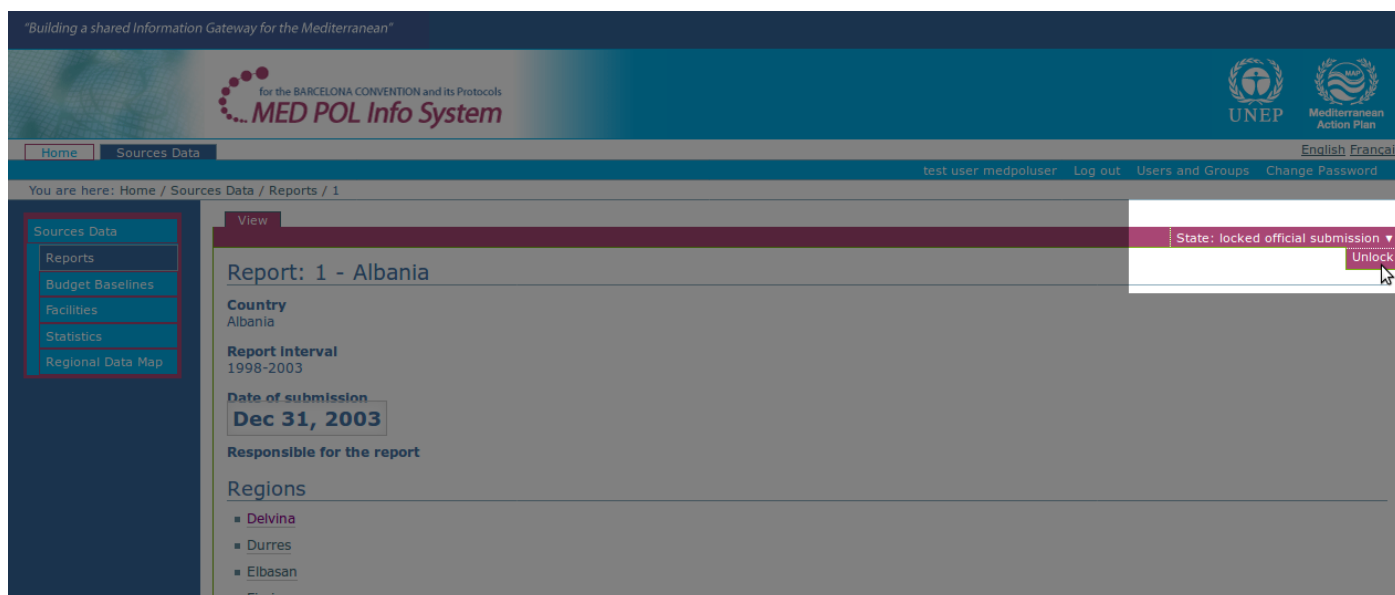


Figure 33: Unlocking a locked official submitted report

From now on, the report's status can go back to 'locked official submission' again (see 4.4.2) or can be rejected to final draft (see 4.3.5).

4.4.4. Add a new user

MED POL officer role can add new users to the system, i.e. has the responsibility to configure the system in order to allow some people to access the system as authenticated user. In order to do this, the MED POL officer must preventively know the following information for the new user:

- the user identification (name and surname)
- the user email
- the role of the user inside the system

After the login procedure, the MED POL officer's *authentication area* (see 2.3) displays, among the "Log out" and "Change Password" link, the text "Users and Groups". Click on "Users and Groups" to access to the *users management area* (see Figure 34).

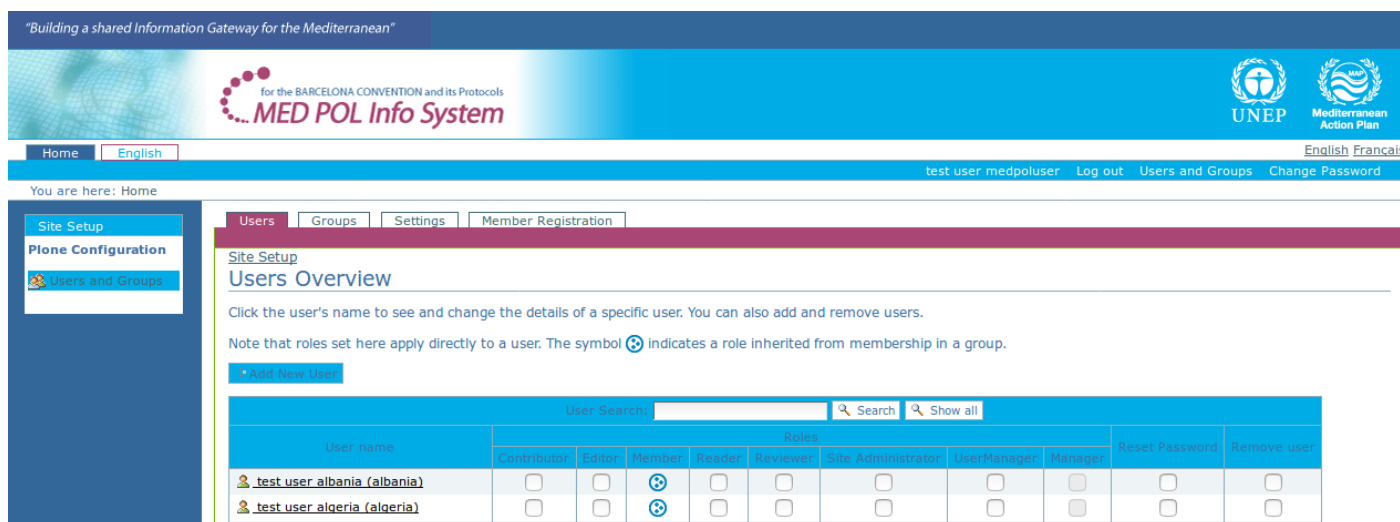


Figure 34: The users management area

The users management area displays the list of currently registered users. From here, to add a new user:

- click on the 'Add New User' button: a form with the details of the new user will be displayed on screen (see Figure 35)
- type the full name of the new user (name surname)

- type the e-mail of the new user
- leave empty the fields 'password' and 'confirm password'
- leave selected the checkbox 'send a confirmation email with a link to set the password'
- add the user to a group according to the following criteria:
 - if the profile will be 'national user', select the country name of the new user (for example select 'Albania' for national user for country Albania)
 - if the profile will be 'national focal point user', select the country name of the new user and the name "Report Reviewer" (for example select 'Albania' and 'Report Reviewer')
 - If the profile will be 'MED POL officer', select the name "MED POL Staff"
- click on the 'register' button: the name of the added user will be now displayed on the list of the registered.

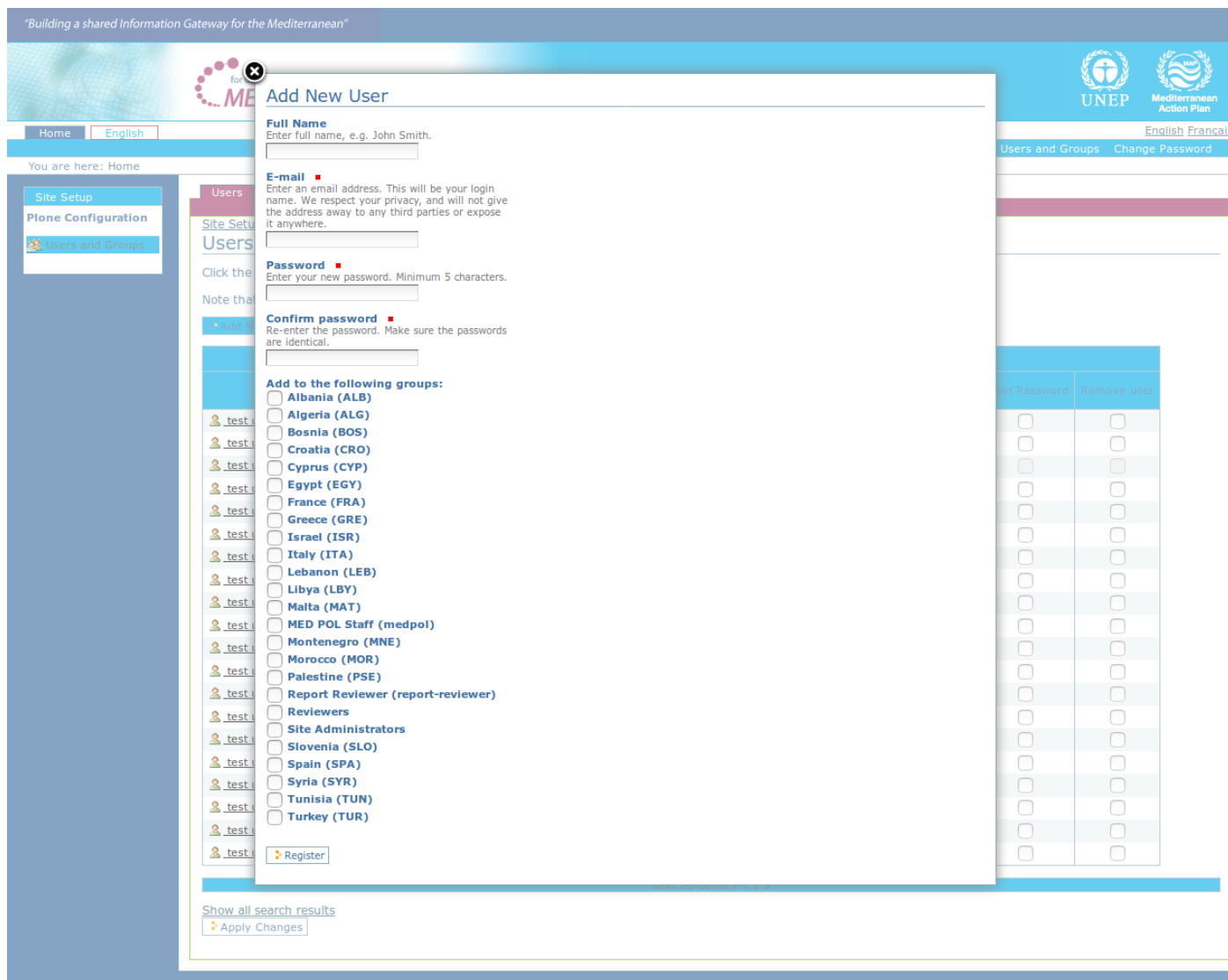


Figure 35: The add form for new user

After the registration, the system will send to the new user an email to customize his/her own password to finalize the registration.

After the registration, the new user will be able to perform the login procedure with its own customized password to access the system with the configured role.

4.4.5. Change properties of an already registered user

The MED POL officer role has the ability also to change some properties of the users already registered to the system. The properties that can be changed are:

- the user's name and surname
- the user's email
- the user's role.

The password of the registered user can not be changed, but can be reset, so that the user that forgot his/her

password can define a new one (see 4.4.7 for details).

To change the user's name or surname, or the user's email, the MED POL officer should execute the following steps:

- execute the login procedure
- from the MED POL officer's *authentication area* (see 2.3), click on the text "Users and Groups" to access to *the users management area* (see Figure 34).
- from the users list, click on the name of the user you intend to change
- change the personal information of the user as preferred, typing the changed full name or email
- click on the 'Save' button to confirm the changes.

If you want to change the user's role, the MED POL officer should execute the following steps:

- execute the login procedure
- from the MED POL officer's *authentication area* (see 2.3), click on the text "Users and Groups" to access to *the users management area* (see Figure 34).
- from the users list, click on the name of the user you intend to change
- click on the tab 'Group Memberships' on the top of the body of the page: from this page you can see the group the user currently belongs to, and can add or remove the group membership for the user using the checkboxes and the buttons "Remove from selected groups" / "Add user to selected group". Note that:
 - a national user must belong only to a group named as the corresponding country
 - a national focal point user must belong only to 2 groups: the group named as the corresponding country and the "Report Reviewer" group.
 - a Med Pol officer must belong only to the group named 'MED POL Staff'.

The changes of the user's role have immediate effect.

4.4.6. Delete an existing user

Deleting a user from the MED POL Info System will prevent the user to authenticate into the system via the login procedure. However, a deleted user can be registered again into the system via the adding procedure (see 4.4.4).

To delete a user from the system, the MED POL officer should:

- execute the login procedure
- from the MED POL officer's *authentication area* (see 2.3), click on the text "Users and Groups" to access to *the users management area* (see Figure 34).
- from the users list, identify the row of the user to be removed
- from the user's row, click on the checkbox of the column 'remove user'
- click on the button 'Apply Changes'.

4.4.7. Reset a password for a user

If a user has forgot his/her password, it can be reset by a MED POL officer. To do this, the MED POL officer should:

- execute the login procedure
- from the MED POL officer's *authentication area* (see 2.3), click on the text "Users and Groups" to access to *the users management area* (see Figure 34).
- from the users list, identify the row of the user with the password to be reset
- from the user's row, click on the checkbox of the column 'Reset Password'
- click on the button 'Apply Changes'. A system message will advice an email has been sent to the selected user with easy instructions to set a new password.