

USER MANUAL FOR MED POL INFO SYSTEM

MONITORING-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 trans-boundary 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.

The MED POL Info System aims to design, develop and implement a web platform to store, manage, analyse the pollution data 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 – MONITORING-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 results' analyses of samples taken on defined locations (stations). This inventory is defined as the MONITORING dataset.

This document intended to give assistance to people using MED POL Info System, i.e. the MONITORING-IS Intranet (hereinafter the system). The system is intended to provide tools for managing, sharing and preserving pollution MONITORING 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 MONITORING 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 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 data sections

The *MED POL Info System* consists of a web platform to support storing, exploring, analysing and updating in the Mediterranean Sea:

- the national baseline budget (NBB) database, dealing with monitoring of pollution sources ,
- the monitoring database, dealing with analyses and measurements of the pollutants.

The corresponding sections of the system are:

- Sources Data, to consider the management of the NBB data
- Monitoring Data, to consider the management of the monitoring database.

Both these two sections provide utilities for browsing and querying already inserted data and for submitting new records; user interface and authorization, data workflow, theme and capabilities are designed to be similar for the “Sources data” and “Monitoring data” sections, but it is to be considered that data stored in the two sections are deeply different and there is no intersections between the two ones, and users can not perform any action or query involving both at the same time. Note also that Sources Data section contains a public data domain, i.e. a part of the full dataset can be queried and viewed by just not authenticated users, whereas Monitoring Data section hasn't got any public data domain, so it will be available only for authenticated users.

This manual is for users of the Monitoring Data section.

2.2. 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/MONITORING data. A MED POL user is referred to as an “user”.

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.

Monitoring data existing in the system is organized based on the user's country: the **national data for each Contracting Party**. *Monitoring Data* section hasn't got any public data domain, it will be available only for authenticated users: so **anonymous users cannot access any MONITORING record, but can access to a subset of Sources Data called public Sources Data (see NBB user manual)**.

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 MONITORING 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:

<i>User role</i>	<i>Corresponding permissions</i>
Anonymous user	<ul style="list-style-type: none">• No data is visible
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.

2.3. Access to the MED POL Info System

The requirements to access the MED POL system are:

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

- to be connected to the internet
- to have installed on its own pc, a web browser, like Chrome, Internet Explorer, Firefox Mozilla, Opera, Safari, Galeon², etc..
- to know the internet address of the MED POL Info System, for example:
http://193.206.192.122/infomap/medpol

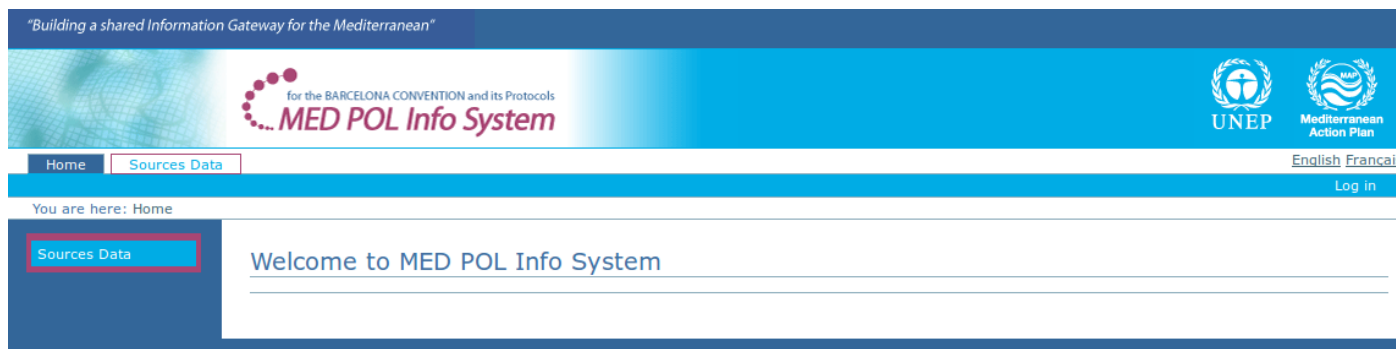


Figure 1: public page of the MED POL Info system

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).

2.4. 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

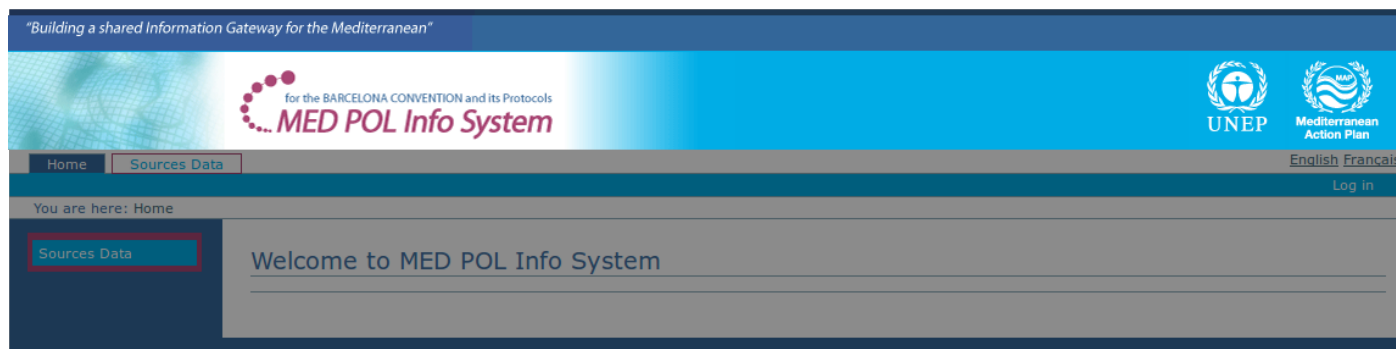


Figure 2: The banner of a typical page

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 home pages. By clicking on the MED POL Info System logo the user is redirected to the home page of the MED POL Info System.

² The system is optimized for usage with Mozilla Firefox 55.0.2 (or more recent) and Google Chrome 53.0 (or more recent).

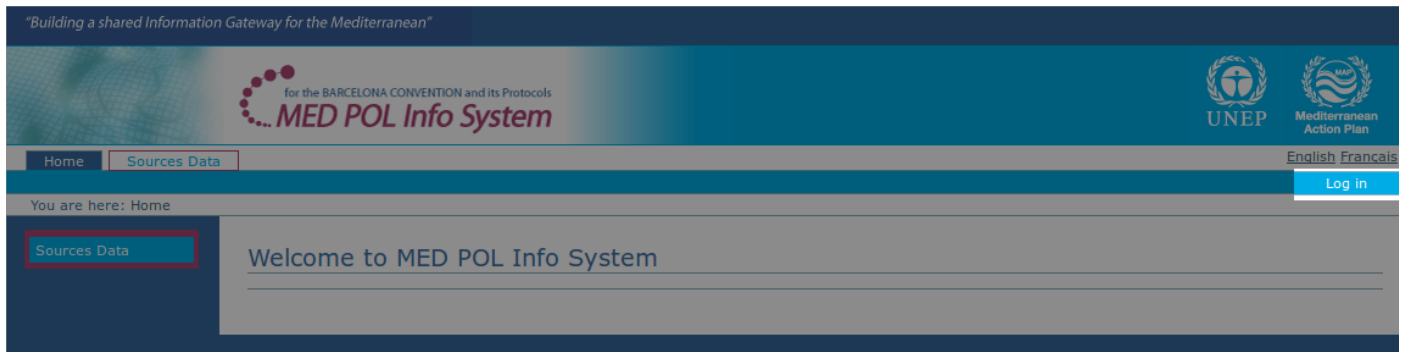


Figure 3: the authentication area

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).

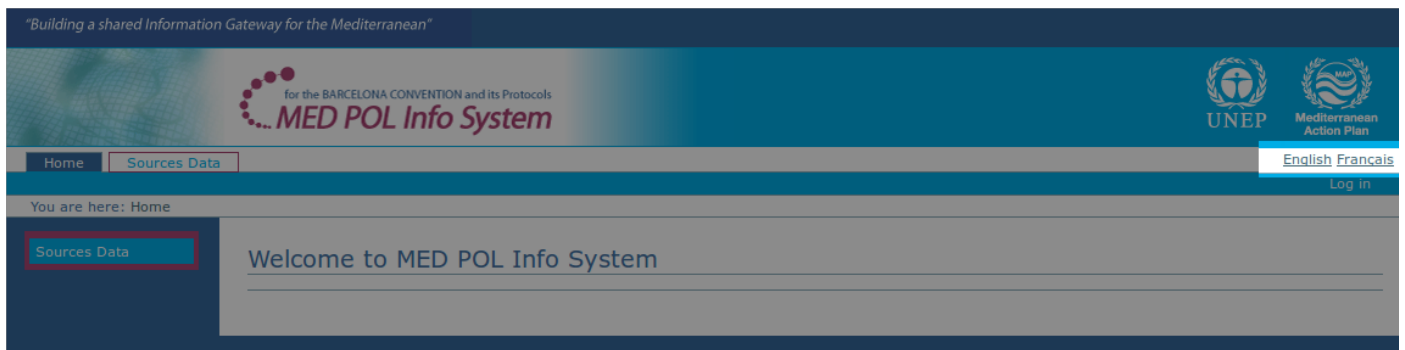


Figure 4: the language selector

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 Francaise words, the system commutes its interface between English and French.

The system offers three **navigation tools**.

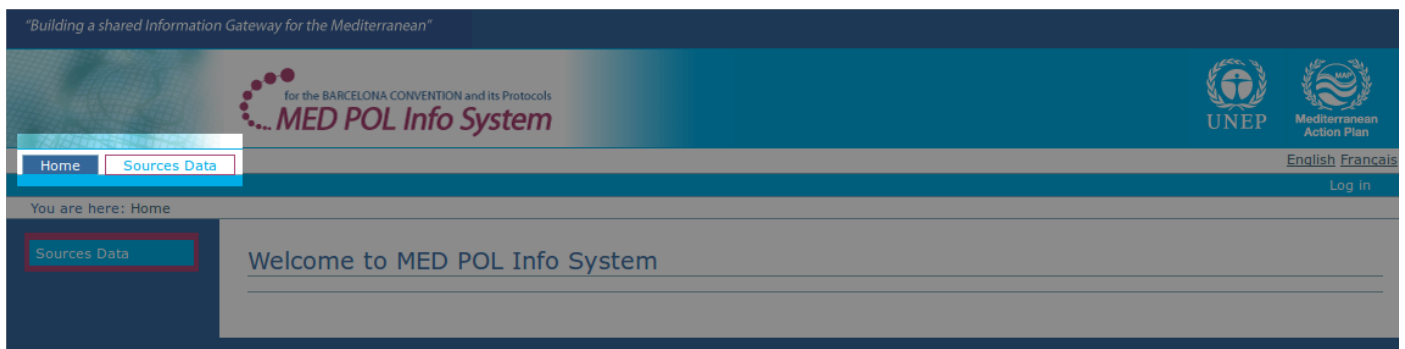


Figure 5: a navigation tool: the navigation tabs

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 NBB 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.

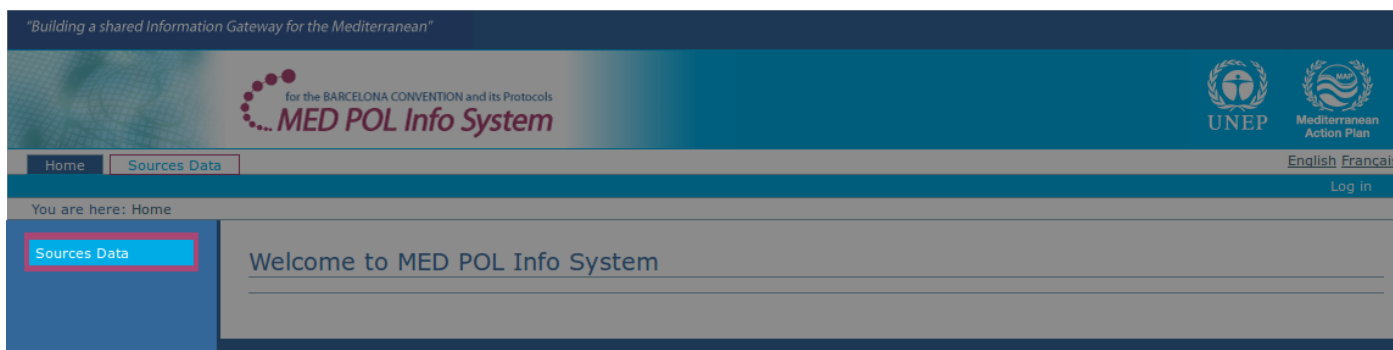


Figure 6: a navigation tool: the navigation portlet

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).

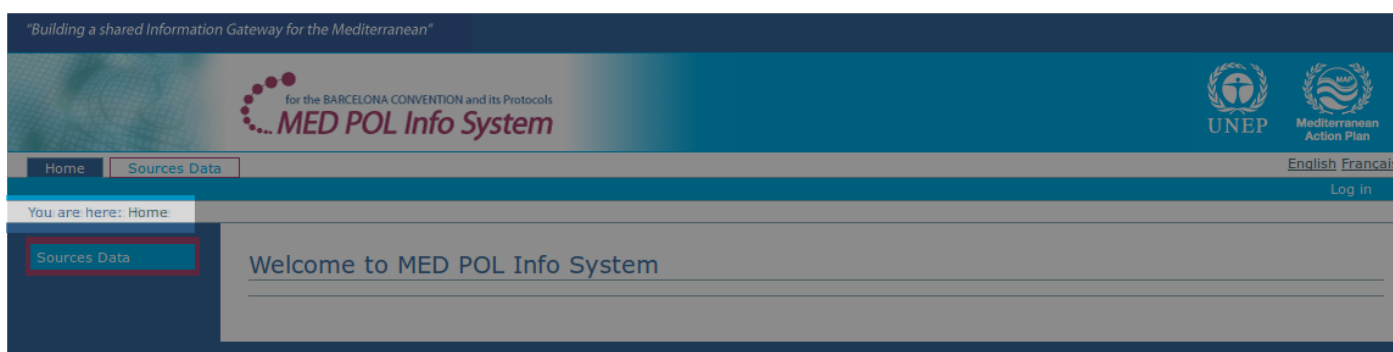


Figure 7: a navigation tool: the location path

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.

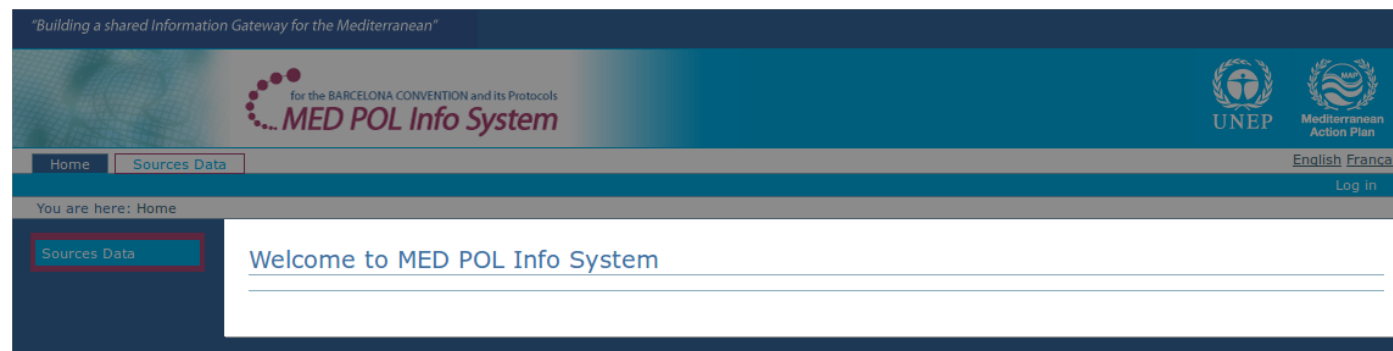


Figure 8: The body of the page

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 sub-pages with a brief description. The item of the list is a link which redirect the user to the corresponding sub-page.

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 and MONITORING 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 of the Sources Data section. The MONITORING section is not allowed for anonymous users, so without authentication no operation can be performed regarding the MONITORING dataset.**

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 regarding to the *Monitoring Data* section it provides functionalities for the following tasks:

- **creation and submission of MONITORING reports:** The system provides a centralized, web based and easy application to be used from the national institutions to manage the submission process of its own MONITORING report (see 4.1)
- **storage and analysis of the MONITORING 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 year the Contracting Parties should submit a new report regarding the Monitoring data. The MONITORING data provided by the report before official validation 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 MONITORING 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 submission process of its own MONITORING report.

The report workflow is described in Figure 9 as a status diagram (details later in this paragraph).

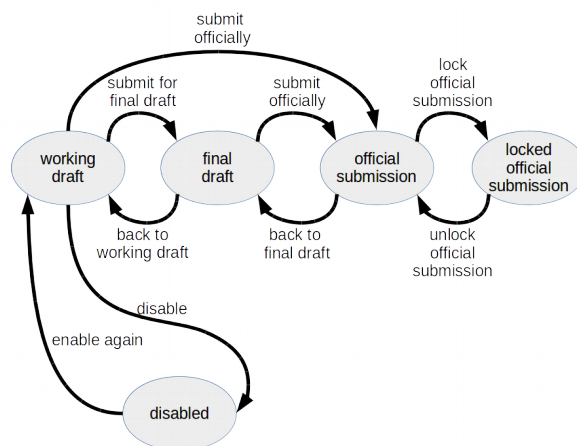


Figure 9: The report workflow as a status diagram

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 4.2.7): the status is displayed in the right margin of the body of the page (see Figure 10).

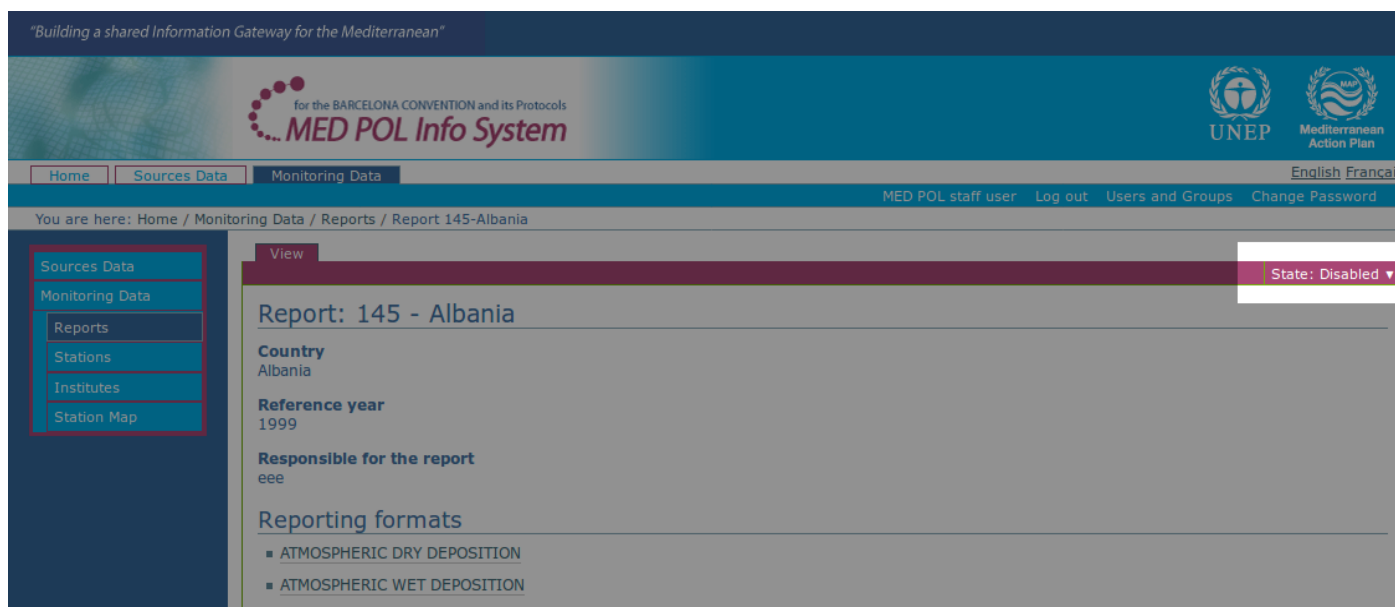


Figure 10: The status in the page of a report

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				
		disabled	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 entered data are not official yet. 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 9, working draft reports can change its status to final draft, official submission or disabled (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.

Disabled:

A report has status 'disabled' when its data is not to be considered. This report's data is not searchable by the MONITORING search form. 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 MONITORING 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 MONITORING 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)

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 MONITORING search form. 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)

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 data entry and validation of test data	N considers the test concluded and changes the status to 'disabled'					
#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 MONITORING data, or of the user who validates the MONITORING data entered for the official submission, of the MED POL operator who accesses to the MONITORING 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 11: 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 11)
- 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 12: 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 12).

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 11)
- 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 advice 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 Station search form

The MONITORING search form is a tool to quickly search for MONITORING Stations. After the login procedure, from the system URL, using the navigation portlet (see 2.4) click on 'Monitoring Data' and then click on the subsection 'Stations'. The system will show the search form for stations (see Figure 13).

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 is a navigation bar with tabs for 'Home', 'Sources Data', and 'Monitoring Data'. The 'Monitoring Data' tab is selected. On the right side of the navigation bar, there is a user profile section showing 'John Smith', 'Log out', and 'Change Password' links. Below the navigation bar, a breadcrumb trail indicates 'You are here: Home / Monitoring Data / Stations'. On the left side, there is a sidebar menu with options: 'Sources Data', 'Monitoring Data', 'Reports', 'Stations' (highlighted), 'Institutes', and 'Station Map'. The main content area is titled 'Search Stations' and contains three dropdown menus: 'Country' (set to 'Albania'), 'Area' (set to 'all'), and 'Station name' (empty). Below these dropdowns are two buttons: 'Search' and 'Export'.

Figure 13: The Station search form for authenticated users

Note that national users and national focal point users will display only official MONITORING data of their own country, on the other hand MED POL officer users will display official MONITORING 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
- Area: the area code of the selected country
- Station name: the code (or part of the code) assigned to the station

The country parameter is limited to the ones the current authenticated user's permission profile allows to view. The buttons are:

- Search
- Export

The fields Country and Area are chained to ease the user input, that is to say that selecting the country may change the selectable values of the Area. For example, selecting a specific value for the parameter *Country* triggers the selectable values for the field *Area*.

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 'Station name' of the result table is a link to the detail view of the single station.

If no specific *Area* is chosen and no specific *Station name* are specified, all the stations of the given country are reported in the search result. For a chosen country you can also specify a given *Area* and no *Station name* and obtain all the stations for that given *Area*.

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. Institutes search

In order to search Institutes, the system provides the Institutes section.

After the login procedure, from the system URL, using the navigation portlet (see 2.4) click on 'Monitoring Data' and then click on the subsection 'Institutes'. The system will show the search form for institutes (see Figure 14).

"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 Monitoring Data English Francais

John Smith NFP Log out Change Password

You are here: Home / Monitoring Data / Institutes

Sources Data
Monitoring Data
Reports
Stations
Institutes
Station Map

Search Institutes

Country
Albania

Institute code

Search Export

Figure 14: The section Institutes

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
- Institute code: the code (or part of the code) used for the institute

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. Depending on the number of the results, they may be batched on more pages. The column 'Institute code' of the result table is a link to the detail view of the single institute properties. Click on it to display the page detail for the institute (see Figure 19). The name of the facility will appear as the title on the body of the page.

4.2.6. Usage of the Station map

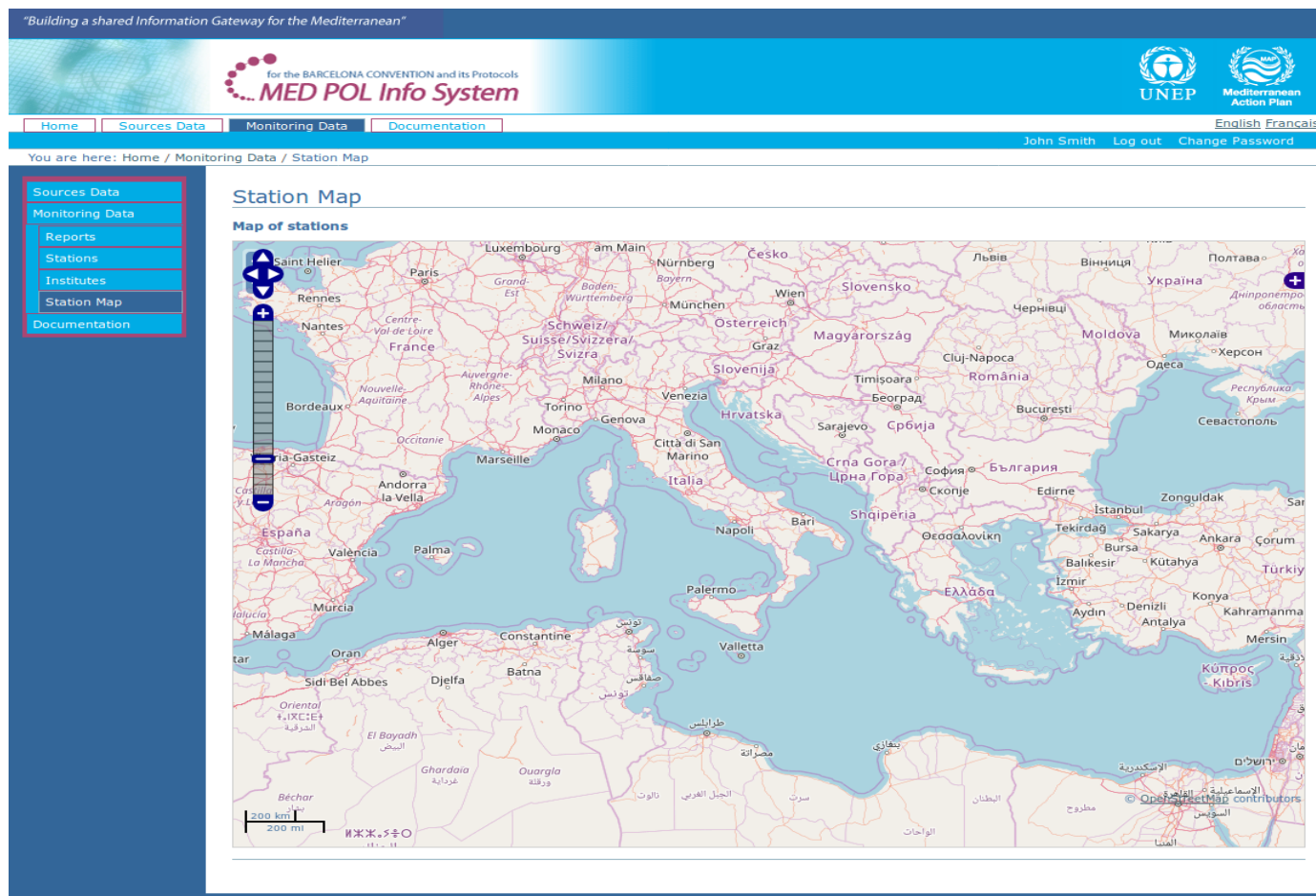


Figure 15: The station map

In order to identify the geographical position of the stations of the MONITORING dataset, the authenticated user have to reach the section "Station Map" of the system. **The geographical search will always be performed in the context of the MONITORING data the current user role has the permission to view. For example a user having access to the Monitoring dataset for Albania will only see the albanian stations on the map.**

From the system URL, using the navigation portlet (see 2.4) click on 'Monitoring Data' and then click on the subsection 'Station Map'. The system will show the geographical map of the MONITORING stations (see Figure 15). Stations are displayed as red points. Note that only stations provided with geographical information (i.e. latitude and longitude) are displayed.

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 display some details of the station, click on its red point: a pop-up window on the map will display the information.

4.2.7. Search and display a MONITORING report

The access point to manage MONITORING 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 2.4) click on 'Monitoring Data' and then click on the subsection 'Reports'. The system will show the search form for the MONITORING reports (see Figure 16).

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UNEP Mediterranean Action Plan

Home Sources Data Monitoring Data English Français

You are here: Home / Monitoring Data / Reports John Smith NFP Log out Change Password

Sources Data
Monitoring Data
Reports
Stations
Institutes
Station Map

Search Reports

Country
all

Reference year
all

Search Export Add Report

Figure 16: The section 'Reports'

Note that national users and national focal point users will display only MONITORING reports of their own country, on the other hand MED POL officer users can display MONITORING 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
- Reference year: the reporting period the reports belong to.

The buttons are:

- Search
- Export
- Add Report (see 4.3.1)

National focal point users may click also on a button "Add Report" to create a new empty report (see 4.3.1).

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 17).

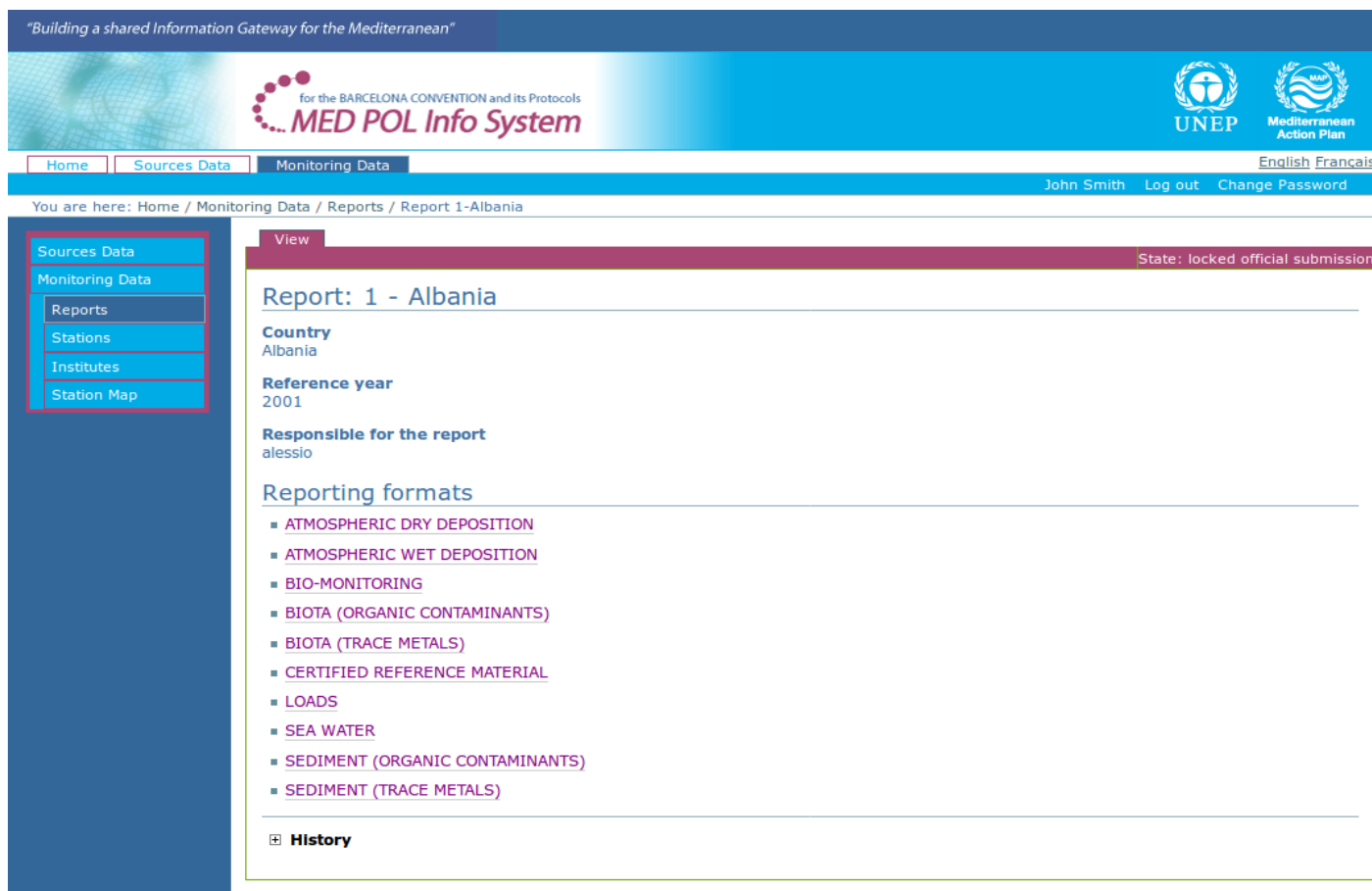


Figure 17: The page of the report

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 for the report's data
 - the person responsible for the report
- a list of reporting formats for the report
- 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/reference year/responsible person to be modified for the report.

Clicking the history button allows the current user to display a summary list of workflow's state changes for the report. Each reporting format in the list is a link to the reporting format section of the report: it will display, in a tabular view, the current MONITORING data in fact inserted using the corresponding format. Depending on the workflow status, and the current user's role, the reporting format 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 2.2):

- 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

The creation and official submission of a report in the MED POL Info System is the only way to add new MONITORING data by the Contracting Parties.

The first step of the process of adding new MONITORING 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.

To create a new report:

- Access the section 'Reports' (see 4.2.7)
- 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.

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 4.2.7). 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 records manually
- adding records via a CSV file

To change the metadata of the report:

- access to the page of the report (see 4.2.7)
- 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 records manually:

The manual adding/change/remove procedure of records of a working draft report happens in the context of a reporting format, i.e. a specific edit form inside related to the kind of record. In order to apply these procedures:

- access to the page of the report (see 4.2.7). The body of the page will display the list of the reporting formats;
- click on the reporting format of the data you intend to add or remove: the system will display the chosen *reporting format edit form* (see Figure 18). Regardless of the chosen reporting format, the form is always 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 record the user can add to the report for the selecting reporting format; the lower part displays, one for row, the already added records for the reporting format (if present).

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Home Sources Data Monitoring Data English Français

MED POL staff user Log out Users and Groups Change Password

You are here: Home / Monitoring Data / Reports / Report 144-Albania / ATMOSPHERIC DRY DEPOSITION

View Edit Import

ATMOSPHERIC DRY DEPOSITION

SAMPLE_ID	YEAR	STATION	SAMP_INST_CODE	SAMP_START_DATE	SAMP_START_HOUR	SAMP_END_DATE	SAMP_END_HOUR	SAMP_TIME_TOT	INST_CD
	1998	C1	No value	January		January			No va

Add

Figure 18: The reporting format edit form for Atmospheric Dry Deposition data

- To add a new record inside this reporting format, fill in the upper part of the form with the preferred values. 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 record 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 record 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 records in the lower part are already editable: locate the row corresponding to the record

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 record for this reporting format, locate their rows in the lower part of the page, and select the check-boxes 'select' (first left column) at the corresponding rows; then, click on the 'Delete' button in the bottom of the page to confirm the deletion.

Records can be still added/removed/changed manually or added via CSV files.

To add records via a CSV file:

The user can add more records for a specific reporting format at a time in a working draft report using a formatted CSV file. To add budget baselines in a working draft report using a formatted CSV file:

- access to the page of the report (see 4.2.7)
- click on the 'Import' tab near the title of the report: the system will display *the file import form* of the report (see Figure 19). This form contains a field: "Import file (CSV)" and an "Apply" button.
- Click on the widget "Import file (CSV)" and select from your file-system 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 record imported by the system from the selected CSV file. Along each row the user can verify, and modify if needed, the imported values. 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 is present.
- If no more errors are present, a button 'Import data' will appear near the "Validate data" button. To insert the records, click on the 'Import data' button. A message will confirm of the happened insertion.

Figure 19: The file import form

4.3.3. Disable a working draft report

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

- access to the page of the report (see 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Disable' (see Figure 20): the system will display a message that the report changed its status.

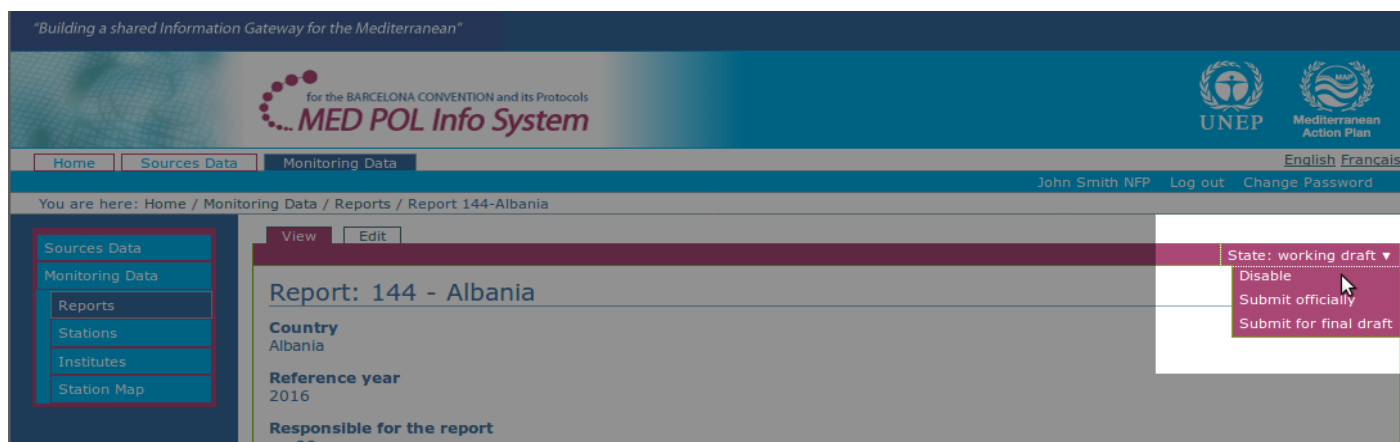


Figure 20: Deactivate a report

To enable again the report's status 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 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Submit for final draft' (see Figure 21): the system will display a message that the report changed its status.

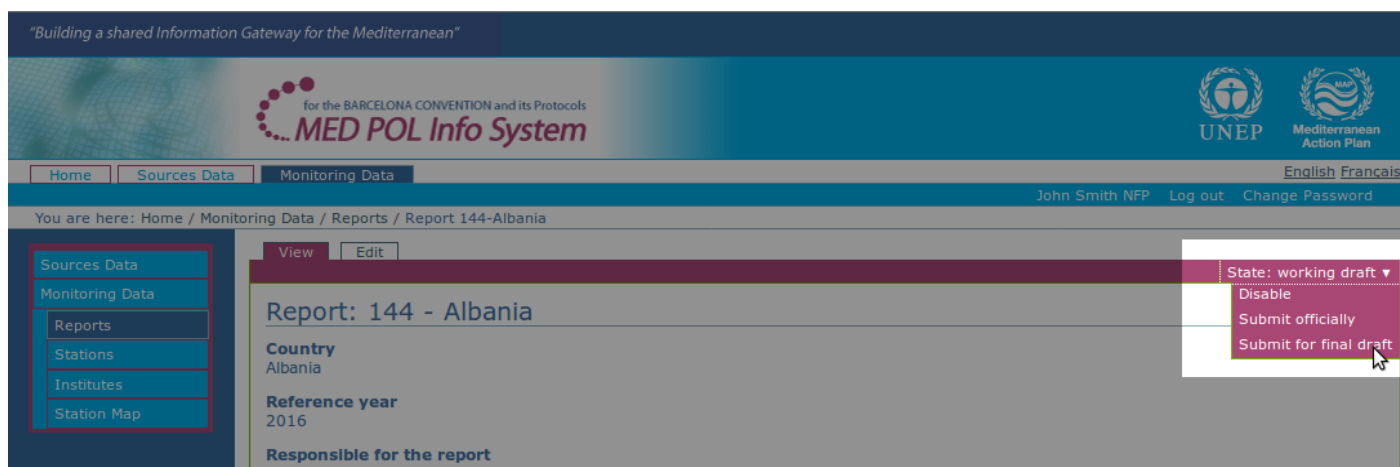


Figure 21: Submitting a working draft to final draft

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 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Back to the final draft' (see Figure 22): the system will display a message that the report changed its status.

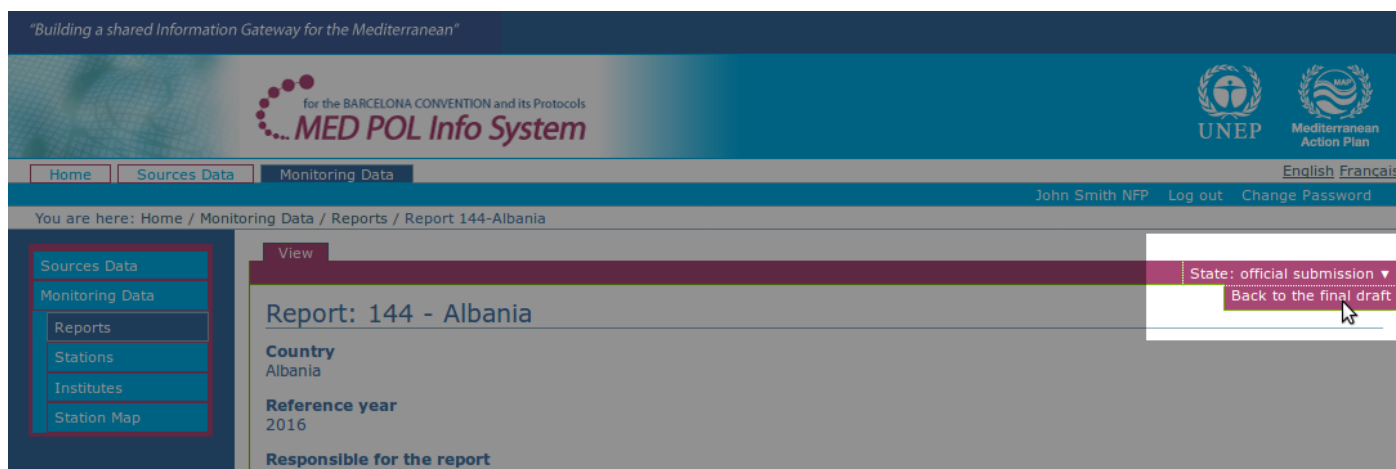


Figure 22: Rejecting a report to final draft

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 advice the MED POL officers via email. To submit officially the report:

- access to the page of the report (see 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Submit officially' (see Figure 23): the system will display a message that the report changed its status.

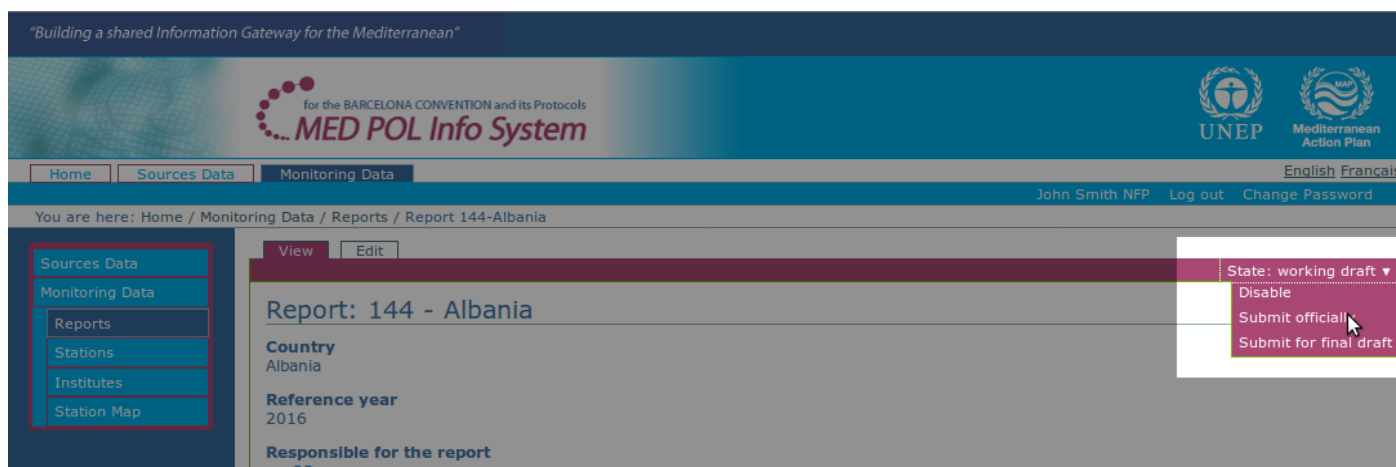


Figure 23: Official report submission

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 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Back to the working draft' (see Figure 24): the system will display a message that the report changed its status.

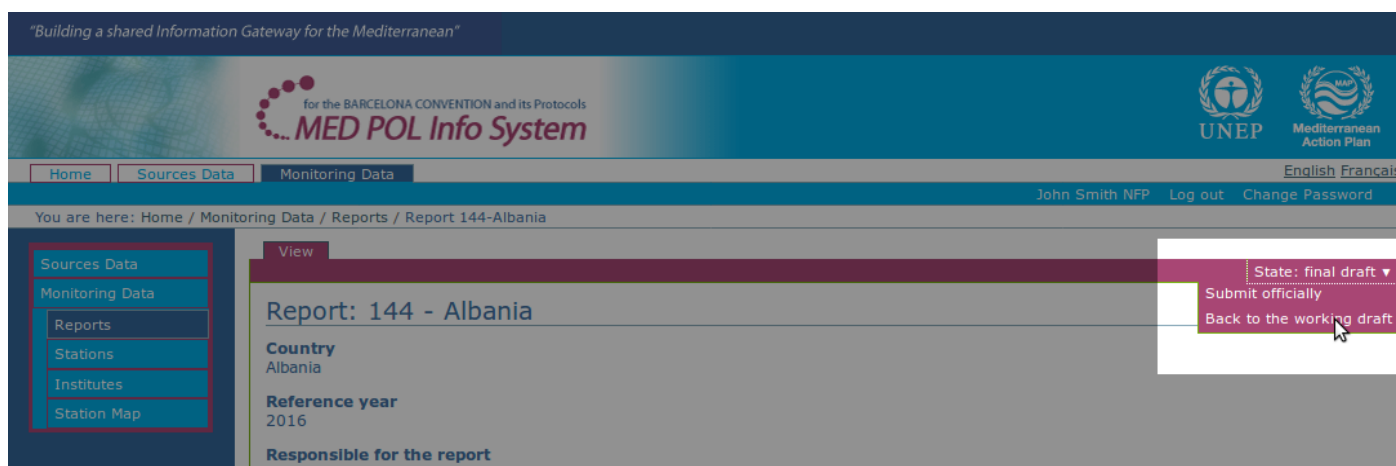


Figure 24: Rejecting a report back to working draft

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

4.3.8. Browsing the MONITORING data via the section Reports

The common way to search records for the MONITORING dataset is 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 4.2.7. From the report page, user can display the data organized by reporting format. Depending on the current report's status, the system will display the edit form for each reporting format ('working status' report) (see Figure 18) 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 allows the user to display in a table the list of the records inserted for the selected reporting format.

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 storage, and to survey and analyse the MONITORING 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. Enable again a disabled report

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

- access to the page of the report (see 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Enable again' (see Figure 20): the system will display a message that the report changed its status.

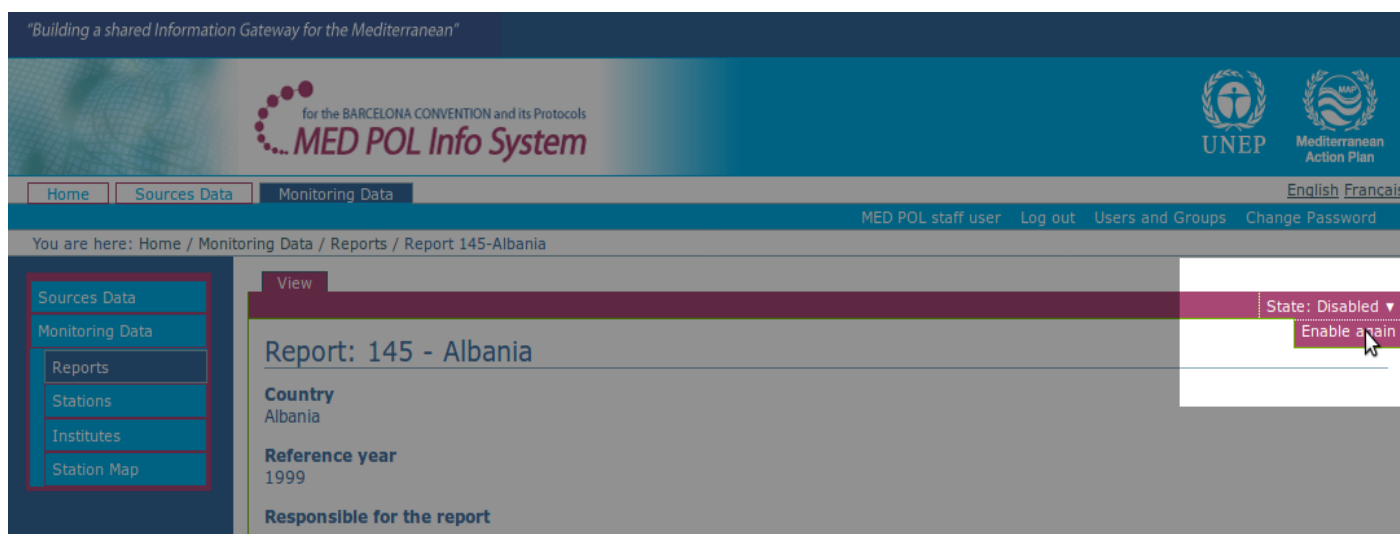


Figure 25: Enable again a disabled report

From now on, the report's status can go back to 'disabled' 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 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Lock official submission' (see Figure 26): the system will display a message that the report changed its status.

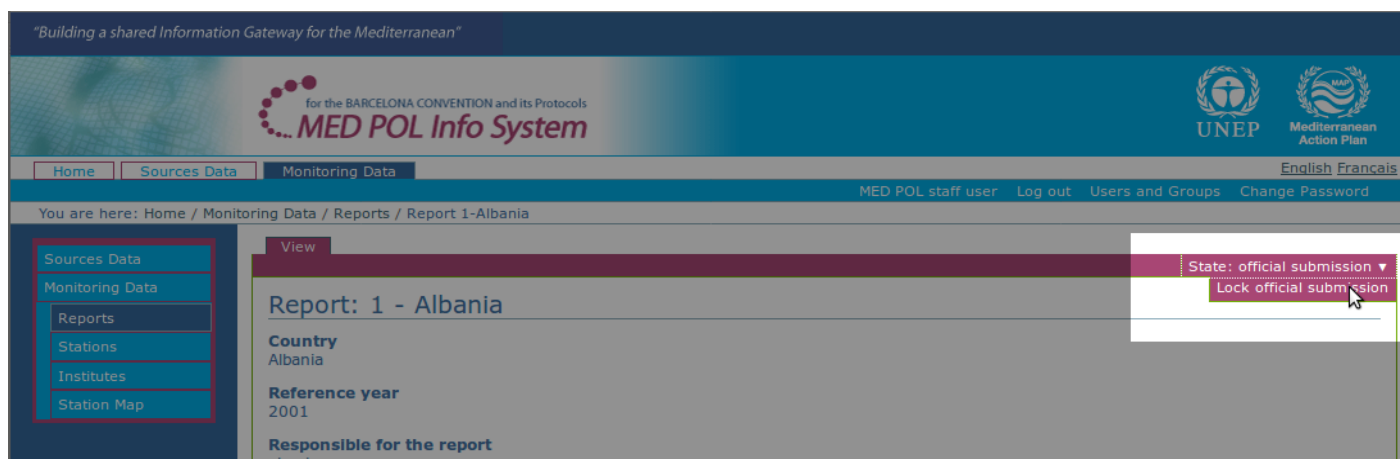


Figure 26: Locking an official submitted report

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 4.2.7)
- click on the arrow on the right border of the body of the page, and select 'Unlock' (see Figure 27): the system will display a message that the report changed its status.

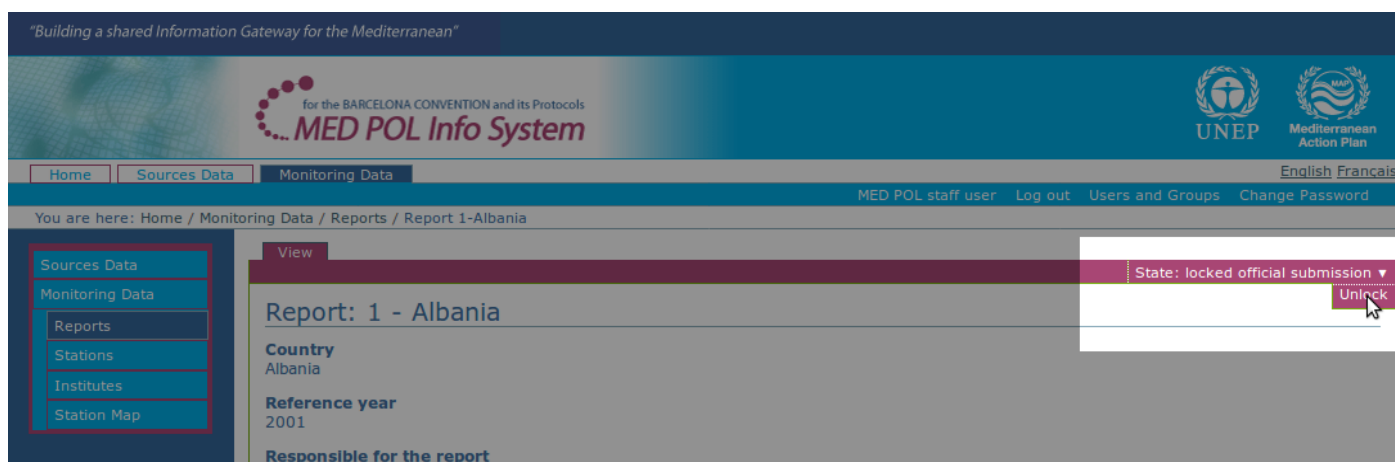


Figure 27: Unlocking a locked official submitted report

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 2.4) 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 28).

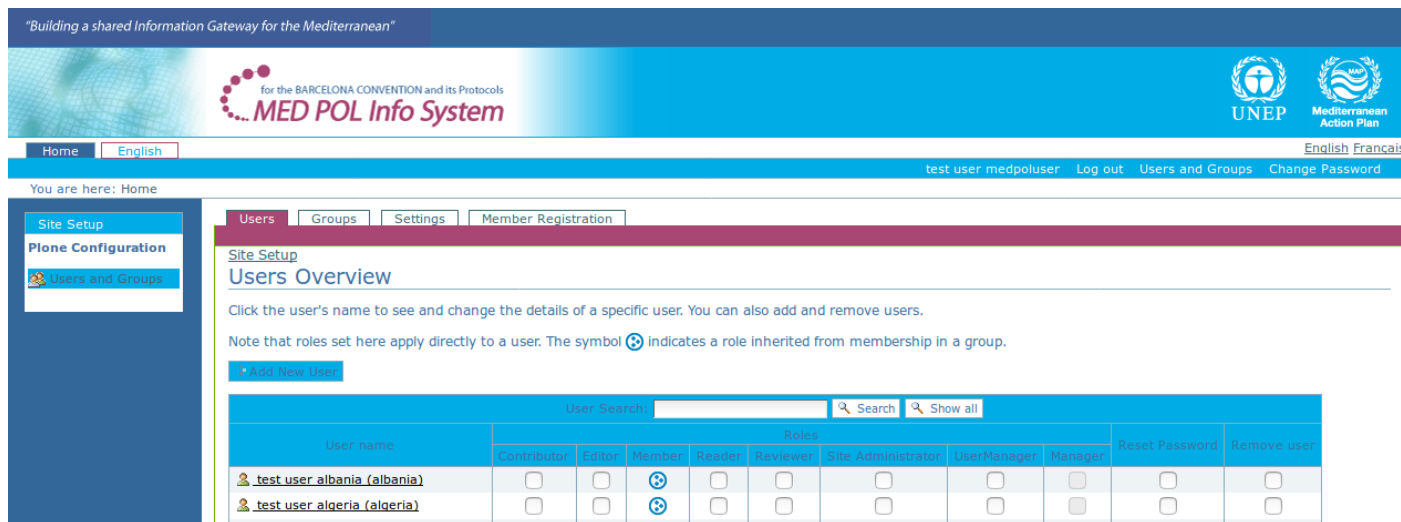


Figure 28: The users management area

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 29)
- 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 check-box '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.

The screenshot shows the 'Add New User' interface. At the top, there's a header with the UNEP logo and 'Mediterranean Action Plan'. Below the header, there's a navigation bar with 'Home', 'English', and 'Users and Groups'. The main content area is titled 'Add New User' and contains several form fields: 'Full Name' (with a hint 'Enter full name, e.g. John Smith.'), 'E-mail' (with a hint 'Enter an email address. This will be your login name. We respect your privacy, and will not give the address away to any third parties or expose it anywhere.'), 'Password' (with a hint 'Enter your new password. Minimum 5 characters.'), and 'Confirm password' (with a hint 'Re-enter the password. Make sure the passwords are identical.'). Below these fields is a section 'Add to the following groups:' with a list of checkboxes for various groups: Albania (ALB), Algeria (ALG), Bosnia (BOS), Croatia (CRO), Cyprus (CYP), Egypt (EGY), France (FRA), Greece (GRE), Israel (ISR), Italy (ITA), Lebanon (LEB), Libya (LBY), Malta (MAT), MED POL Staff (medpol), Montenegro (MNE), Morocco (MOR), Palestine (PSE), Report Reviewer (report-reviewer), Reviewers, Site Administrators, Slovenia (SLO), Spain (SPA), Syria (SYR), Tunisia (TUN), and Turkey (TUR). At the bottom of this list is a 'Register' button. To the left of the form, there's a sidebar with 'Site Setup', 'Phone Configuration', and 'Users and Groups'. To the right, there's a table with columns 'Set Password' and 'Remove user', showing a list of existing users with checkboxes for each action.

Figure 29: 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 2.4), click on the text “Users and Groups” to access to the *users management area* (see Figure 28).
- 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 2.4), click on the text "Users and Groups" to access to *the users management area* (see Figure 28).
- 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 check-boxes 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 2.4), click on the text "Users and Groups" to access to *the users management area* (see Figure 28).
- from the users list, identify the row of the user to be removed
- from the user's row, click on the check-box 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 2.4), click on the text "Users and Groups" to access to *the users management area* (see Figure 28).
- from the users list, identify the row of the user with the password to be reset
- from the user's row, click on the check-box of the column 'Reset Password'
- click on the button 'Apply Changes'. A system message will advise an email has been sent to the selected user with easy instructions to set a new password.