

AFI Air Navigation Deficiencies Database 2.0

User manual for Organizations users

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1. Introduction

In order to support the implementation of the Uniform Methodology for the identification, assessment and reporting of deficiencies, it was established for the AFI Region, a web-based platform, the AFI Air Navigation Deficiencies Database (AANDD). The AANDD application provides an online tool for States and relevant stakeholders to manage air navigation deficiencies in the region. The application is accessible through the link: <https://aandd.icao.int>. This user manual provides guide on how to use the application.

2. Login

When the application is launched, the user is requested to login with the following credentials, as shown on **Figure 1** below:

- Email: your **email address**
- Password: default password is **welcome**, it can be changed later when logged in.

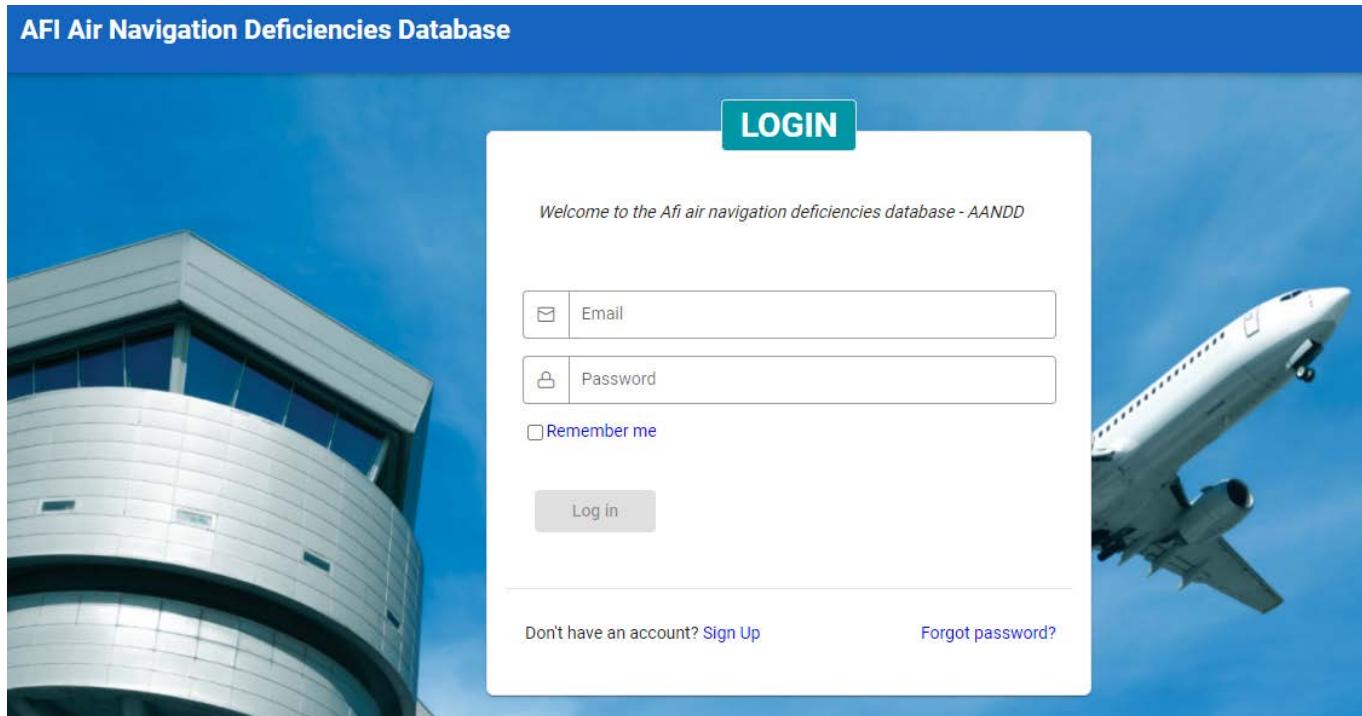


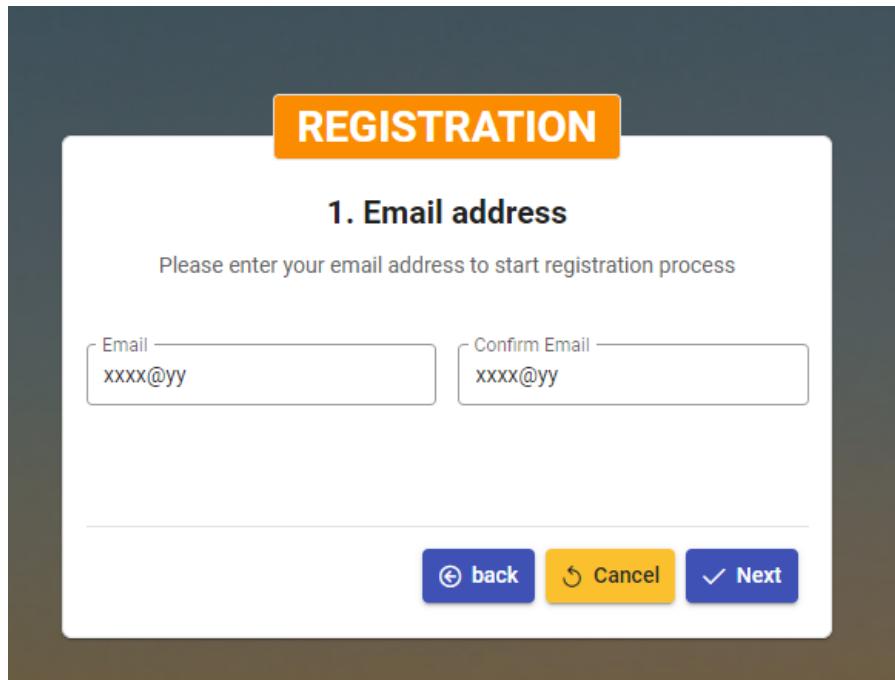
Figure 1: Login page

2.1. Signing up

Only users officially nominated by States or Organizations can have account to access the system. User accounts are managed by the System administrator. Provided you have been nominated by your State or Organization and do not have yet an account, you can sign up and your account will be submitted to the System Administrator for validation. For that, click on link [Sign up](#) shown on **Figure 1**.

2.1.1. Email address

The user account is identified by the email address of the user. The first step of the registration consist in providing your email address as shown on **Figure 2**.

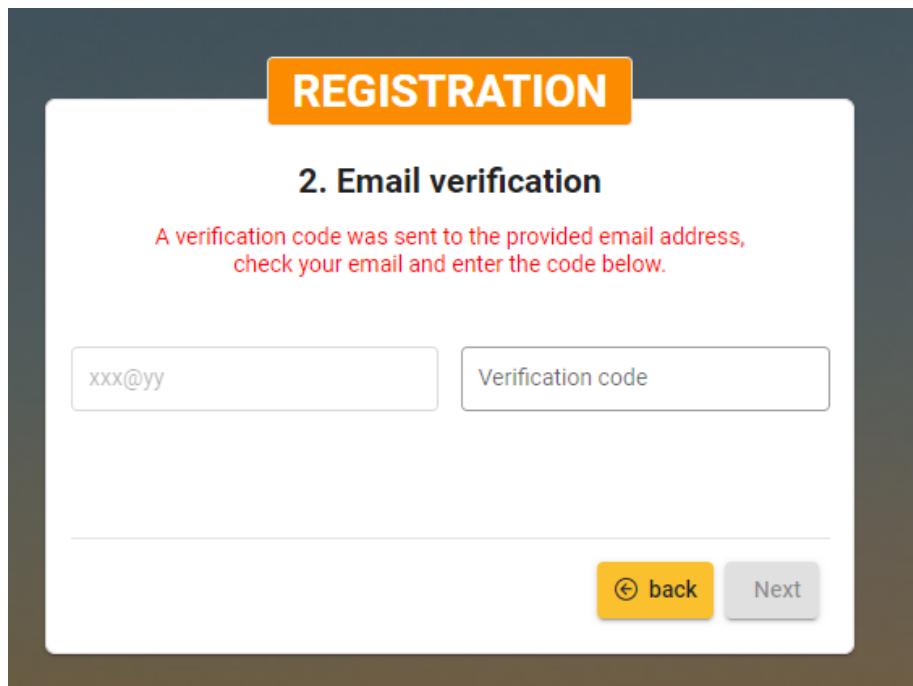


A screenshot of a mobile application's registration screen. The title "REGISTRATION" is at the top in an orange bar. Below it, the section "1. Email address" is displayed in bold. A placeholder text "Please enter your email address to start registration process" is shown. There are two input fields: "Email" containing "xxxx@yy" and "Confirm Email" also containing "xxxx@yy". At the bottom are three buttons: "back" (blue), "Cancel" (yellow), and "Next" (blue).

Figure 2: Email address for registration

2.1.2. Email verification code

Confirm your email address then click on the “Next” button. A verification code will be sent to the provided address. Check your email and provide the verification code as shown on **Figure 3**.



A screenshot of a mobile application's registration screen. The title "REGISTRATION" is at the top in an orange bar. Below it, the section "2. Email verification" is displayed in bold. A red message "A verification code was sent to the provided email address, check your email and enter the code below." is shown. There are two input fields: "Email" containing "xxx@yy" and "Verification code". At the bottom are two buttons: "back" (yellow) and "Next" (grey).

Figure 3: Email verification code

2.1.3. User details form

Once you provide the verification code, click on the “Next” button. You will be then prompted with the User details form to be filled as shown on **Figure 4**.

Note: In the drop down list of Administration/Organization, select the administration or organization that nominated you as its focal point, considering the following clarifications:

- a) the “**State Name**” item refers to the Civil Aviation Authority (CAA) of the given State,
- b) other organization or administration in the State is reflected by the **State Name** followed by the **name** or the **type** of the given organization/administration.

The screenshot shows a registration interface titled 'REGISTRATION'. The section is labeled '3. User details' with the instruction 'Provide your details below.' Below this, there are several input fields: an email field containing 'xxx@yy', first name, last name, and title fields, an 'Administration/Organization' dropdown set to 'Select', and password and confirm password fields. At the bottom right are 'Cancel' and 'Sign up' buttons.

Figure 4: User details form

Complete the User details form and click on the “**Sign up**” button, your account will be created and a message will be prompted on the successful registration as shown on **figure 5**. At this stage, the newly created account needs to be validated by the System Administrator before it can be used to log in the system. Click on the “**Close**” button to leave the registration process. Once the Administrator validates the new account, an email will be sent to inform you.

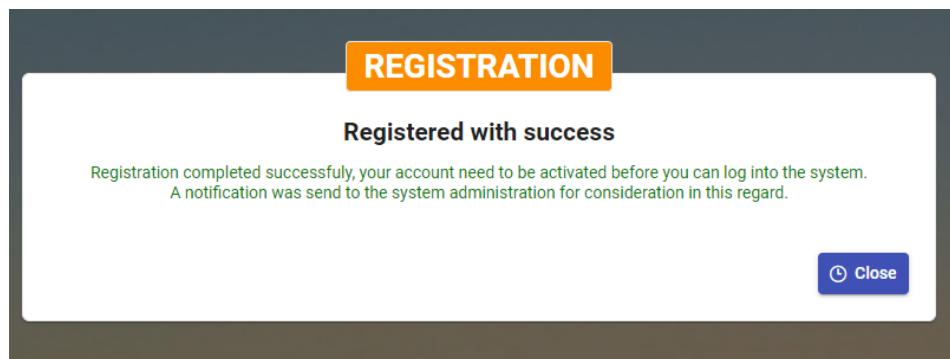


Figure 5: Successful registration

2.2. Password forgotten

In the event of password forgotten, it can be reset. For that purpose, click on the “Forgot password” link of the login form. You will be requested the email address of the user account as shown on **Figure 6**.

The screenshot shows a mobile-style interface titled "PASSWORD RESETTING". The first section is labeled "1. Email address" with the instruction "Please enter your email address to reset your password". There are two input fields: "Email" and "Confirm Email". At the bottom are "Cancel" and "Next" buttons.

Figure 6: Email address for password resetting

Provide and confirm your email address then click on the “Next” button. A verification code will be sent to the provided address. Check your email and provide the verification code as shown on **Figure 7**.

The screenshot shows the continuation of the "PASSWORD RESETTING" process. The second section is labeled "2. Password resetting code" with the message "Password resetting code was sent to the provided email address, check your email and enter the code below.". There are two input fields: "xxx@yy" and "Resetting code". At the bottom are "back" and "Next" buttons.

Figure 7: Email verification code for password resetting

Enter the verification code and click on the “Next” button. You will be prompted with the form allowing you to define your new password as shown on **Figure 8**.

The screenshot shows a modal window titled "PASSWORD RESETTING". Inside, a section titled "3. Set new password" contains the instruction "Provide your new password below." Below this are three input fields: one for an email address containing "xxx@yy", and two for a password, labeled "Password" and "Confirm password". At the bottom right are two buttons: "Cancel" (yellow) and "Save" (grey).

Figure 8: New password form

Provide and confirm your new password then click on the “Save” button. Your new password will be set and a message will be prompted on the successful change of password as shown on **figure 9**. Click on the “Close” button to get back the login form.

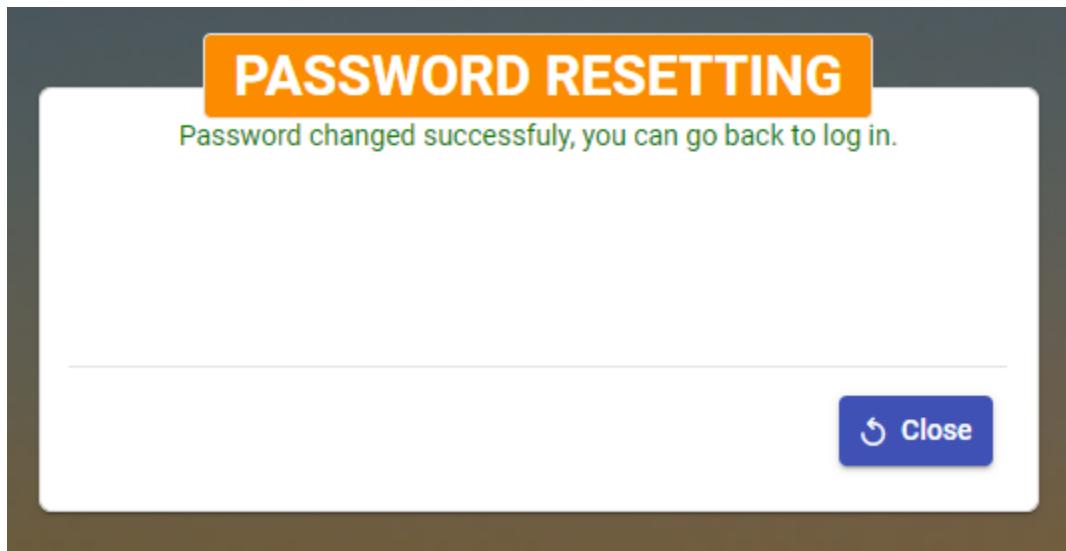


Figure 9: Successful change of password

2.3. User authentication

Once the account was activated by the system administrator, the user can access the application by providing his credentials in the login form. Upon successful authentication, the application page will display as described on the **Figure 10** below.

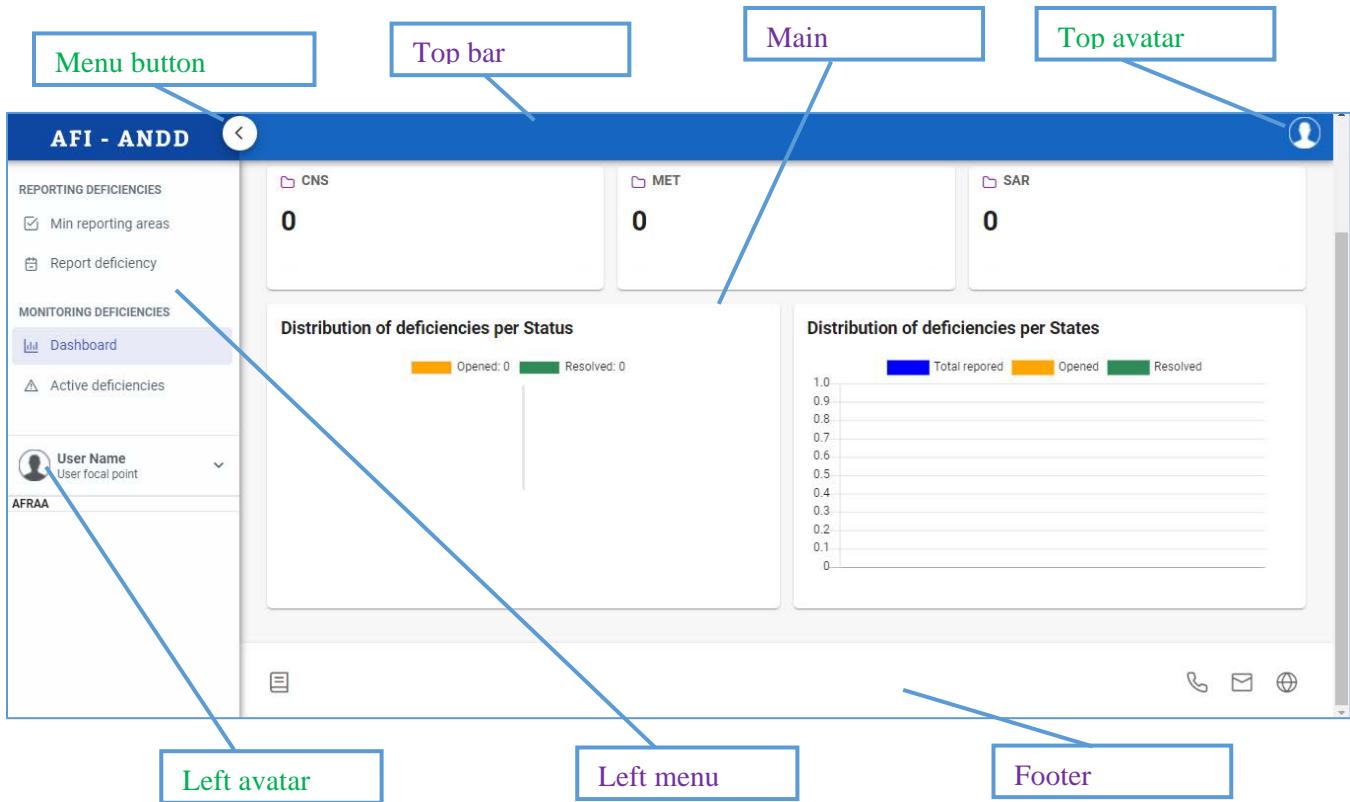


Figure 10: Application page

2.4. Changing the display language

The application can display both in **English** and in **French**, with English as the default language. To change the display language, click either on the **Top avatar** or on the **Left avatar** to expand the menu therein; then click on the desired language as shown below on **Figure 11**:

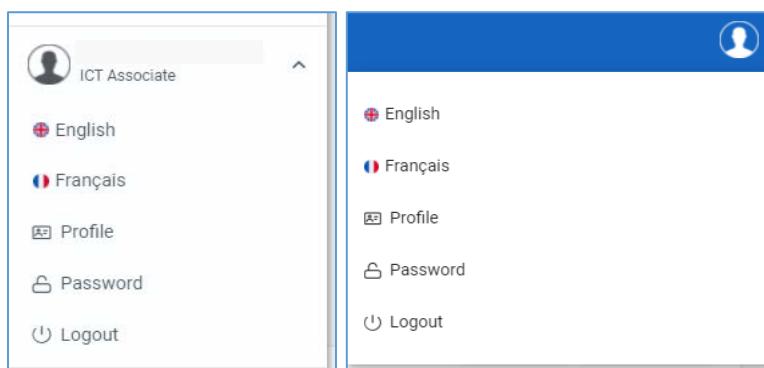


Figure 11: Avatar menus

2.5. Changing user name

The user name is displayed in front of the *Left avatar*. To change it, expand one of the avatar menus and click on the item **Profile**. This will open the **Profile name updating form**. Fill the form and save with the button [Save], or Cancel the modifications by clicking on the button [Cancel].

2.6. Changing password

It is possible to change your password. For that, expand one of the avatar menus and click on the item **Password**. This will open the **Password changing form**. Fill in the form and save with the button [Save], or reset the form by clicking on the button [Cancel].

2.7. Log out

To log out, expand one of the avatar menus and click on the item **Logout**.

3. Reporting Deficiencies

The *Reporting Deficiencies* menu is accessible to users who are assigned with the roles **System administrator**, **ICAO Regional Officer**, **ICAO Deputy Regional Director**, **ICAO Regional Director**, **State User** and **Other organization user**. From this menu, the user can show **Minimum reporting areas** and report **Deficiencies**. The **Figure 12** below shows the Menu items for that purpose.



Figure 12: Reporting deficiencies menu items

3.1. Minimum reporting areas

In each technical area, some sub-areas have been identified to which deficiencies may be related. These are referred to as **Minimum reporting areas**. A minimum reporting area is defined by the following attributes:

- Reference: [relevant SARP, PIRG conclusions ...],
- Description: [description of the minimum reporting area],
- Remarks: [remarks on potential deficiencies and their impact on air navigation system].

When you click on the menu item **Min reporting areas**, the list of Minimum reporting areas will display as shown on **Figure 13**.

Area	Reference ↑↓	Description ↑↓	Remarks ↑↓
AIM	Annex 15: chapter 6 PANS-AIM: chapter 6, appendices 3,4,5,7	NOTAM service	In order to meet the operational needs of the users, it is essential to provide information that is timely and fit for purpose. Lack of timely issuance of relevant NOTAM about status and condition of air navigation services infrastructure can affect the safely and efficient conduct flight operations.
AIM	Annex 15: chapter 5 Annex 4: all chapters PANS-AIM: chapter 5, appendix 2 PANS-OPS: part I, chapter	Cartography service	Annex 4 requires each Contracting State to ensure the availability of the required charts either by producing the charts itself, or by arranging for production by another Contracting State or by an agency. Non-provision

Figure 13: List of minimum reporting areas view

3.2. Reporting a deficiency

All users with any roles can report a deficiency related to a Minimum reporting area and concerning any State.

3.2.1. Options for reporting a deficiency

A deficiency can be reported through three (3) options as follows:

- Click on the menu item *Report Deficiency*



- Right click on a selected Minimum reporting area from the *List of minimum reporting areas view*, then click on the context menu item *Report deficiency*, or select the Minimum reporting area and click on the button [Report].

Area	Reference ↑↓	Description ↑↓	Remarks ↑↓
AOP	Annex Aero	Aerodrome Master Plan	The lack of airports master plans affect their short to medium term capacity enhancement projects; restricting their ability to fulfil capacity needs.
AIM	Annex 15: chapter 5 Annex 4: all chapters PANS-AIM: chapter 5, appendix 2 PANS-OPS: part I, chapter	Cartography service	Annex 4 requires each Contracting State to ensure the availability of the required charts either by producing the charts itself, or by arranging for production by another Contracting State or by an agency. Non-provision

- c) Click on the button [New] from the *List of deficiencies view*.

The screenshot shows a web-based application interface for managing deficiencies. At the top, there are three buttons: a green '+ New' button, a grey 'Update' button, and a grey 'Details' button. Below these is a table header titled 'Deficiencies' with columns: States, Areas, Rationales, and Status. The 'States' column has a dropdown arrow. The 'Areas' column has a dropdown arrow. The 'Rationales' column has a dropdown arrow. The 'Status' column has a dropdown arrow. Underneath the header, there is a table with several rows. The first row contains headers: Number ↑, State ↑, Reporting Area ↑, Reference ↑, Description ↓, Remarks ↑, Rationales ↑, and Status ↑. The subsequent rows contain data entries corresponding to these headers.

All these options will open the same form for adding a new deficiency.

Option b) has the advantage of preselecting the concerned **Technical area** as well as the **Minimum reporting area** as shown on **figure 14**.

The screenshot shows a 'Add Deficiency' form. At the top left, there is a dropdown menu for 'State concerned with the deficiency' with the option 'Select'. To its right is another dropdown menu for 'Technical Area' with the option 'AOP - Aerodrome operations'. Below these are two sections: 'Reference of reporting area' (with a note about Annex 14) and 'Remarks on reporting area' (with a note about lack of master plans). Further down are sections for 'Reporting Area' (set to 'Aerodrome Master Plan'), 'Rationales for non elimination' (with a dropdown arrow), 'Priority' (with radio buttons for U, A, and B), and 'Details' (with tabs for English and Français). Below the details tab are two large text input fields: 'Description of the deficiency' and 'Remarks on the deficiency'.

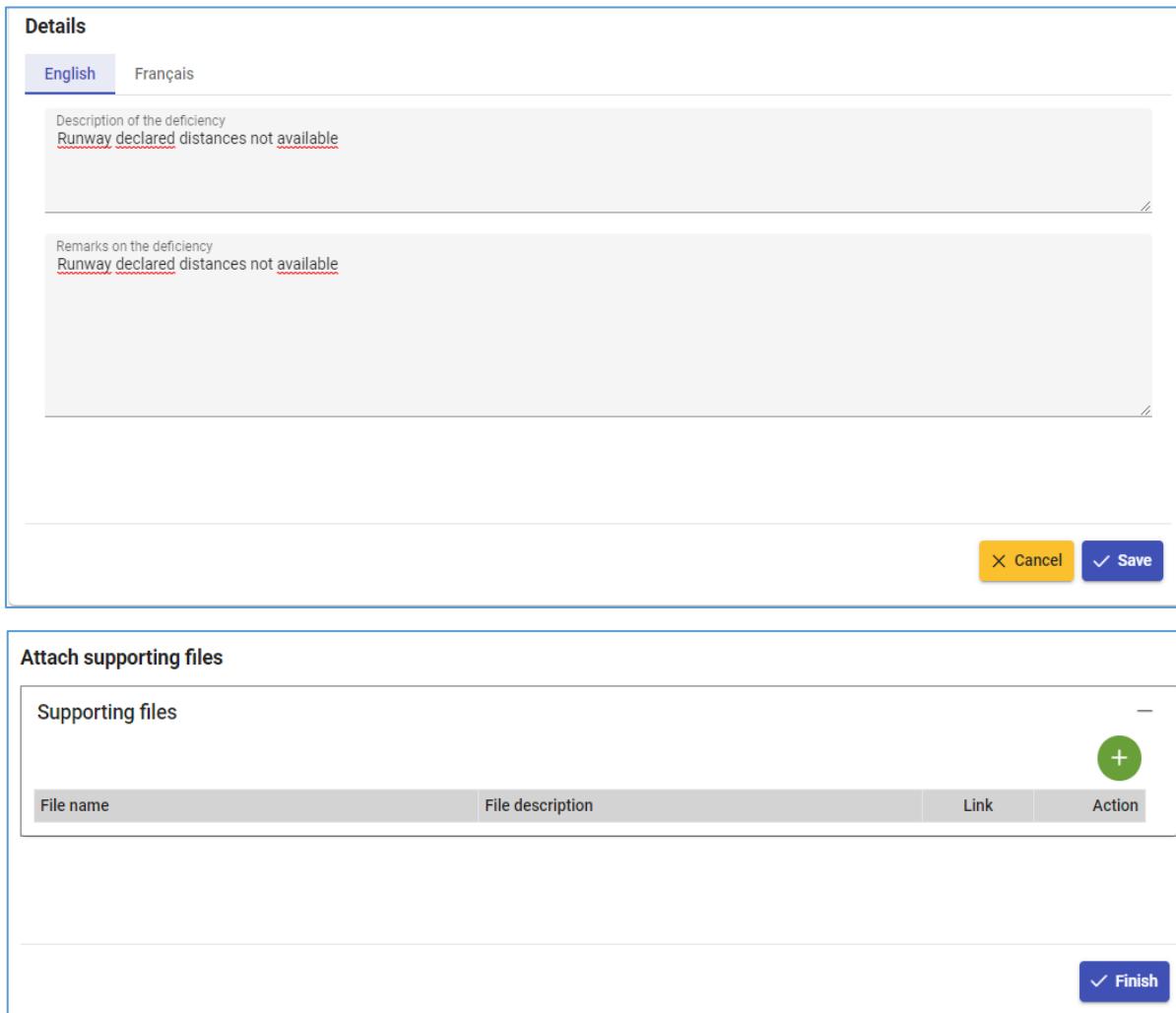
Figure 14: Deficiency creating form

3.2.2. Attaching files to the deficiency

When reporting a deficiency, some files may be attached thereto as evidences. Proceed as follows:

- 1) Fill the deficiency creating form and click on the Save button. If the deficiency is successfully saved, an additional box is displayed for the attachments.
- 2) Attach the supporting files by clicking on the Plus Button: 

The **figure 15** below illustrates this process.



Details

English Français

Description of the deficiency
Runway declared distances not available

Remarks on the deficiency
Runway declared distances not available

Cancel Save

Attach supporting files

Supporting files

File name	File description	Link	Action
			

Finish

Figure 15: Attaching files to a new deficiency

Clicking on the button , will open the file-loading dialog as on **Figure 16**.

Note: Click on [**File**] to select the desired file, fill **Description** filed then click on [**Upload**] to send the file.

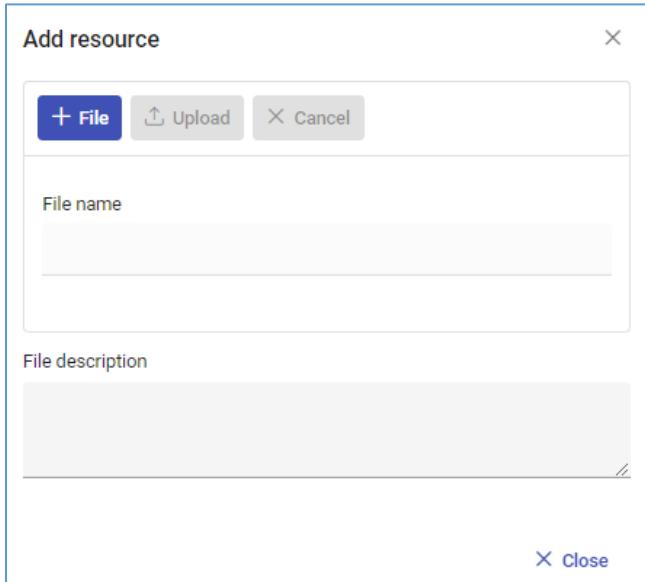


Figure 16: File-loading dialog

4. Monitoring Deficiencies

The *Monitoring Deficiencies* menu is accessible to all users with the content specific to the assigned roles. All users can *show the Dashboard*, and the *Active Deficiencies*. However, the data displayed depends on the user roles as follows:

- The ICAO Regional Office users will see the deficiencies confirmed by the Committee and those confirmed by APIRG, concerning all States,
- The State Focal point will see the deficiencies concerning his State, that was confirmed by the Committee, and all deficiencies confirmed by APIRG concerning all States,
- Other users will see only the deficiencies that was confirmed by APIRG concerning all States.

4.1. Dashboard

The dashboard gives an overview of the deficiencies in the system. When you login, the dashboard is displayed by default. It is also accessible by a click on the menu item **Dashboard**, as shown on **Figure 17**.

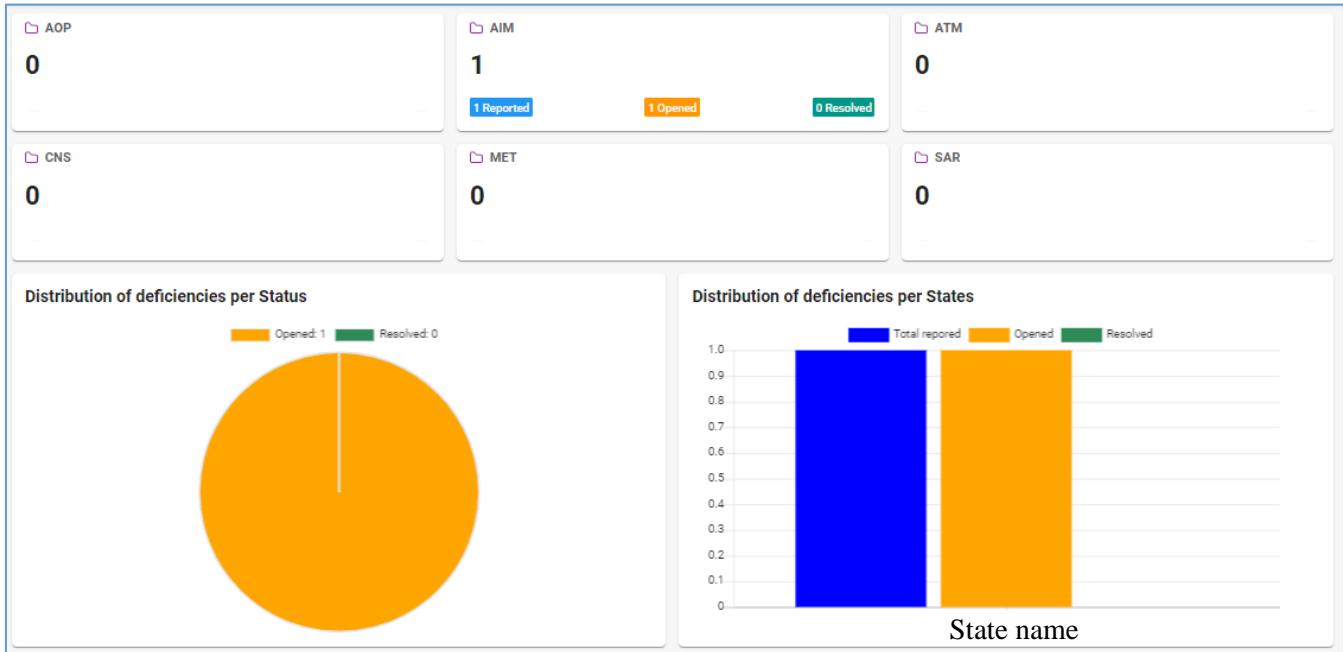


Figure 17: Dashboard

4.2. Active deficiencies

When a deficiency is confirmed by the ICAO Regional Office Committee or by APIRG, it is considered as an “Active deficiency” until it has been resolved and closed. When you click on the menu item [Active deficiencies](#), the list of deficiencies will display as shown on **Figure 18**, with the following conditions:

- Deficiencies confirmed by the ICAO Regional Office Committee are available only to ICAO Regional Offices users and to the concerned States users,
- Deficiencies confirmed by APIRG are available to all users.

The screenshot shows the 'AFI - ANDD' web application interface. On the left, there's a sidebar with 'REPORTING DEFICIENCIES' and 'MONITORING DEFICIENCIES' sections. Under 'MONITORING DEFICIENCIES', 'Active deficiencies' is selected. The main content area is titled 'Deficiencies' and contains a table with columns: States, Areas, Rationales, Status, Priority, and Report Date. There are also buttons for '+ New' and 'Details'. A search bar is located at the top right of the table area. The message 'No data found!' is displayed below the table.

Figure 18: List of active deficiencies

Notes:

- Active deficiencies can be filtered with any of the Parameters **State**, **Technical area**, **Rational**, **Status** or a combination of these parameters. Select the parameters and click on [**Search**].
- Each deficiency is **numbered** and the **Reference** of the concerned minimum reporting area is displayed.

From the Active deficiencies view, the following tasks can be performed depending on the privileges of the user:

- Create a new deficiency,
- Display the details of the selected deficiency.