



GDDB Data Upload Tutorial



Purpose

The purpose of this presentation is to provide GDDDB members with step by step instructions on **how to upload GDDDB Data**.

FAQ

What type of reports should be submitted to GDDB?

Any in-scope occurrence or event associated with ground operations, which results in **a near miss** or aircraft damage while parked at the gate / stand or other parked area, during marshaling or using stand guidance, during de-icing, while being towed, in the hangar and any slide deployments.

Access Website

- Website address

<http://extranet2.iata.org/sites/GADM/default.aspx>

- Forgot your password? Reset it on

<http://extranet.iata.org/registration/pages/forgotpassword.aspx?site=gadm>

- If you have not yet applied for access on GADM, please register on

<http://www2.iata.org/registration/getemailpage.aspx?siteurl=gadm>



Sign In

Enter your **Username**
& **Password**



Sign in

Email or Username

Password

Keep me signed in ☐

[Having trouble signing-in?](#)

SIGN IN

Other extranet sites

Select a site

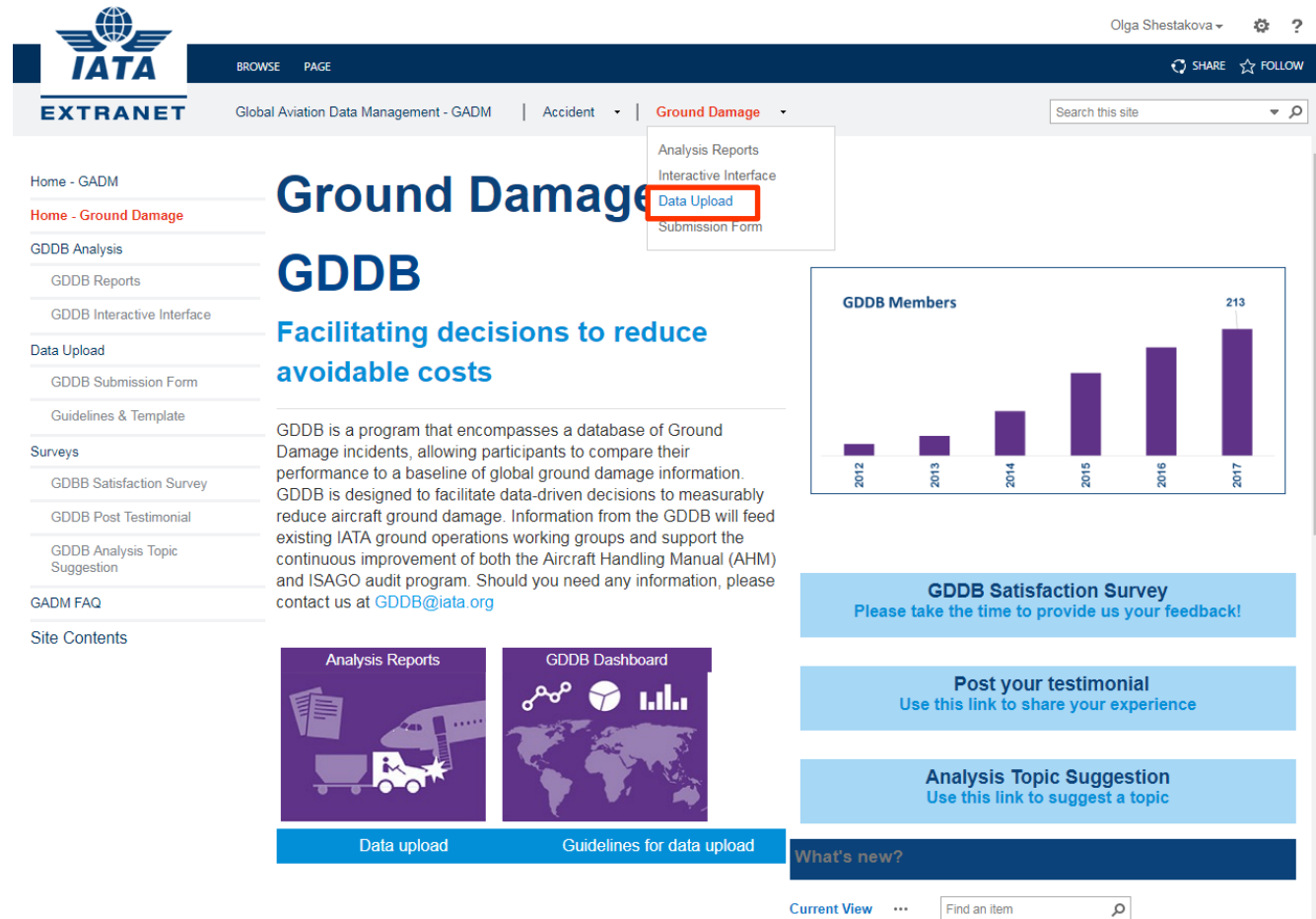
REGISTER



Our mission is to represent, lead and serve the airline industry

Click on
Ground Damage Tab

and select
Data Upload



IATA EXTRANET Global Aviation Data Management - GADM | Accident | **Ground Damage** | Search this site

Home - GADM
Home - Ground Damage
 GDDB Analysis
 GDDB Reports
 GDDB Interactive Interface
Data Upload
 GDDB Submission Form
 Guidelines & Template
 Surveys
 GDDB Satisfaction Survey
 GDDB Post Testimonial
 GDDB Analysis Topic Suggestion
 GADM FAQ
 Site Contents

Ground Damage GDDB

Facilitating decisions to reduce avoidable costs

GDDB is a program that encompasses a database of Ground Damage incidents, allowing participants to compare their performance to a baseline of global ground damage information. GDDB is designed to facilitate data-driven decisions to measurably reduce aircraft ground damage. Information from the GDDB will feed existing IATA ground operations working groups and support the continuous improvement of both the Aircraft Handling Manual (AHM) and ISAGO audit program. Should you need any information, please contact us at GDDB@iata.org

GDDB Members

Year	Members
2012	10
2013	15
2014	25
2015	40
2016	60
2017	213

GDDB Satisfaction Survey
Please take the time to provide us your feedback!

Post your testimonial
Use this link to share your experience

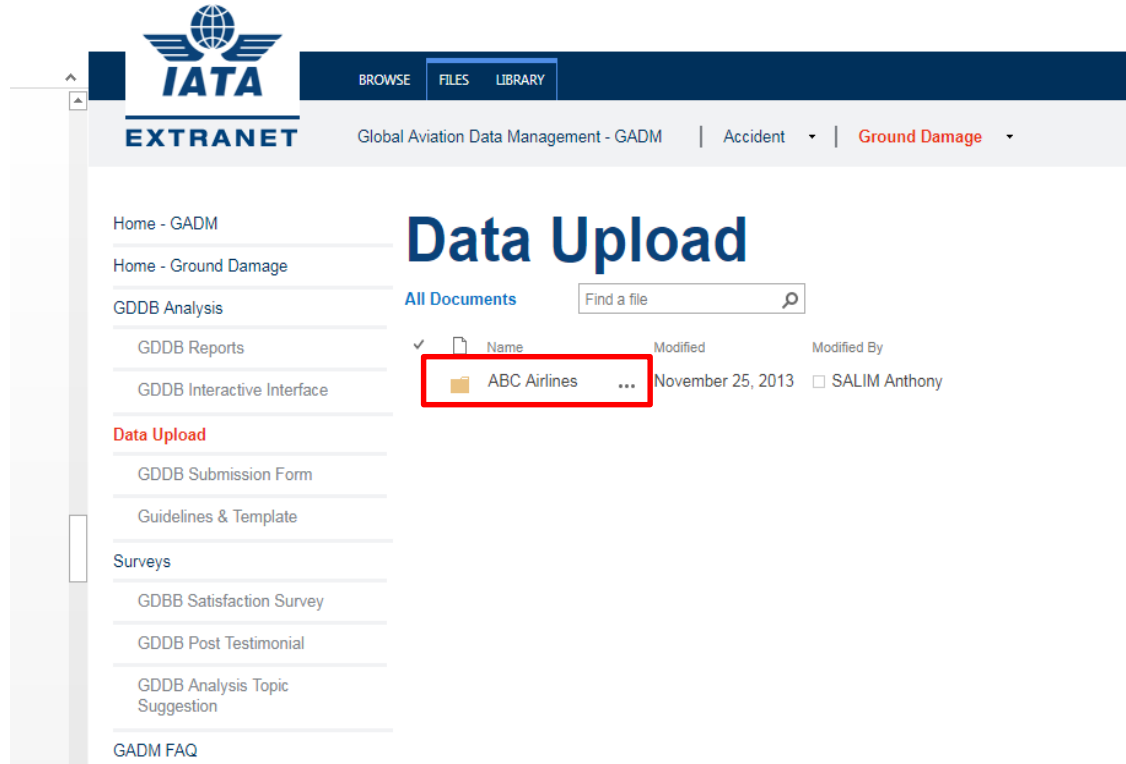
Analysis Topic Suggestion
Use this link to suggest a topic

What's new?

Current View ... Find an item

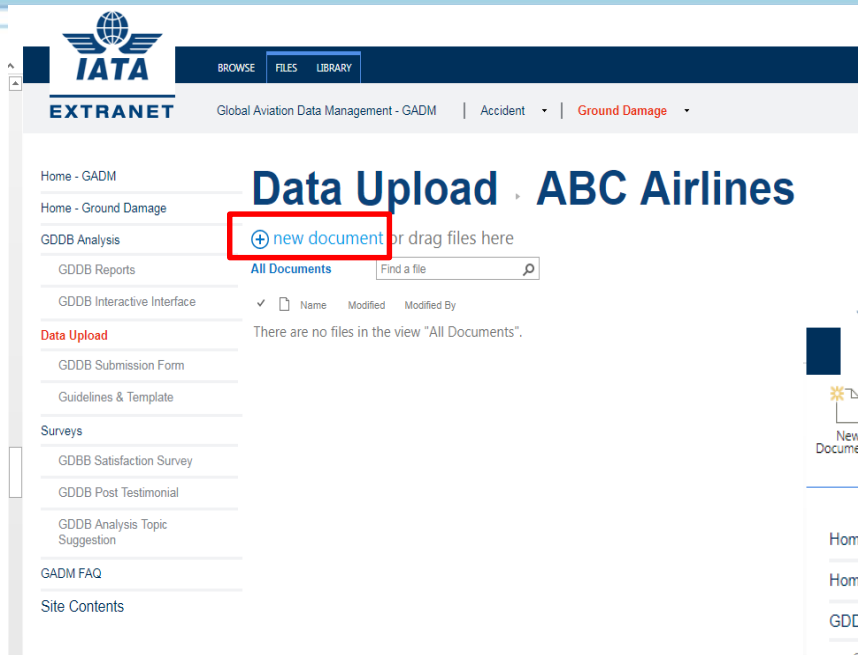
Data upload **Guidelines for data upload**

Click on **Your Airline** folder



The screenshot displays the IATA EXTRANET interface for data upload. The top navigation bar includes 'BROWSE', 'FILES', and 'LIBRARY' tabs. The main content area is titled 'Data Upload' and features a table of documents. A red box highlights the 'ABC Airlines' folder in the table.

✓	📁	Name	Modified	Modified By
		ABC Airlines ...	November 25, 2013	<input type="checkbox"/> SALIM Anthony



IATA EXTRANET Global Aviation Data Management - GADM | Accident | Ground Damage

Data Upload · ABC Airlines

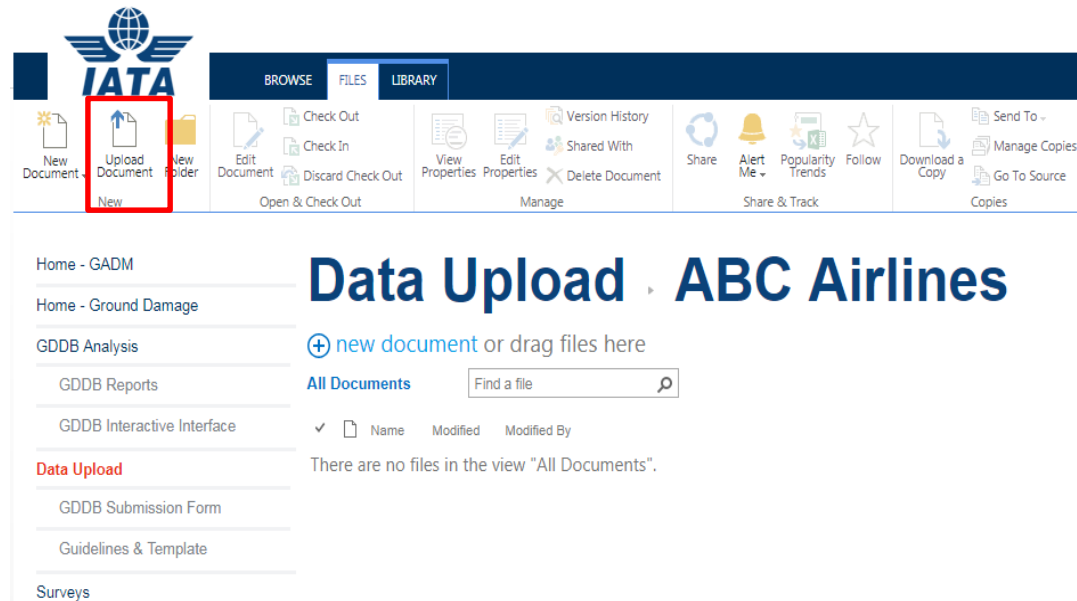
[+ new document](#) or drag files here

All Documents Find a file

There are no files in the view "All Documents".

Data Upload

- GDDDB Reports
- GDDDB Interactive Interface
- GDDDB Submission Form
- Guidelines & Template
- Surveys
- GDDDB Satisfaction Survey
- GDDDB Post Testimonial
- GDDDB Analysis Topic Suggestion
- GADM FAQ
- Site Contents



IATA BROWSE FILES LIBRARY

FILES

Upload Document New

Data Upload · ABC Airlines

[+ new document](#) or drag files here

All Documents Find a file

There are no files in the view "All Documents".

Data Upload

- GDDDB Reports
- GDDDB Interactive Interface
- GDDDB Submission Form
- Guidelines & Template
- Surveys

Click on **New document** OR Click on **Upload Document** in FILES

Upload File(s)

- Click on **Choose File...**
- Choose the file(s) you wish to upload from the dialog box that appears and click on **Open**
- Click on **OK**

Add a document

×

Data Upload Add a document

Choose a file

Choose File

No file chosen

☒ Overwrite existing files

Choose a file

Destination Folder







/ABC Airlines/

Choose Folder...


OK

Cancel

Data Upload - ABCAirlines_2018_SUMM...

 Save Commit	 Cancel	 Paste	 Cut  Copy	 Delete Item Actions
<div>EDIT</div>				

Data Upload

 The document was uploaded successfully. Use this form to update the properties of the document.

Name *

Title

Created at 5/3/2018 5:19 PM by ☐ SHESTAKOVA Olga
Last modified at 5/3/2018 5:19 PM by ☐ SHESTAKOVA Olga

Save

Cancel

Click on **Save**

[Home - GADM](#)[Home - Ground Damage](#)[GDDB Analysis](#)[GDDB Reports](#)[GDDB Interactive Interface](#)**[Data Upload](#)**[GDDB Submission Form](#)[Guidelines & Template](#)[Surveys](#)[GDBB Satisfaction Survey](#)[GDDB Post Testimonial](#)[GDDB Analysis Topic
Suggestion](#)[GADM FAQ](#)[Site Contents](#)



Data Upload · ABC Airlines

[+ new document](#) or drag files here

All Documents

Find a file



✓	 Name	Modified	Modified By
	 ABCAirlines_2018_SUMMER_INCIDENT_GDDB ✖	... A few seconds ago	<input type="checkbox"/> SHESTAKOVA Olga
	 ABCAirlines_2018_WINTER_INCIDENT_GDDB ✖	... A few seconds ago	<input type="checkbox"/> SHESTAKOVA Olga

Files

You could upload one file or multiple files. Files uploaded need to be in the format as provided by the GDDB template.

Please note that each uploaded file is subject to a structural check which will ensure that the content structure and headers are as provided with the GDDB template. A content check will be carried out to verify all individual fields are valid and in line with the prescriptions in Schedule D.

File Naming Convention

Please name your file(s) with the correct naming convention, which is:

yourcompanyname_Year_SUMMER_INCIDENT_GDDB

Or

yourcompanyname_Year_WINTER_INCIDENT_GDDB

File Naming Convention

SUMMER (April to September)

WINTER (October to March)

For example:

ABC Airlines company submits 2018 Summer data, the name should be

ABCAirlines_2018_SUMMER_INCIDENT_GDDB

Thank you!

For better analysis and identification of emerging trends, it is in all our best interest to ensure that GDDDB receives the highest quality data.

We appreciate your efforts in sending properly formatted data in a timely manner.



Questions or Comments?

GDDB@iata.org



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