# GDDB Data Upload Tutorial

# Purpose

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

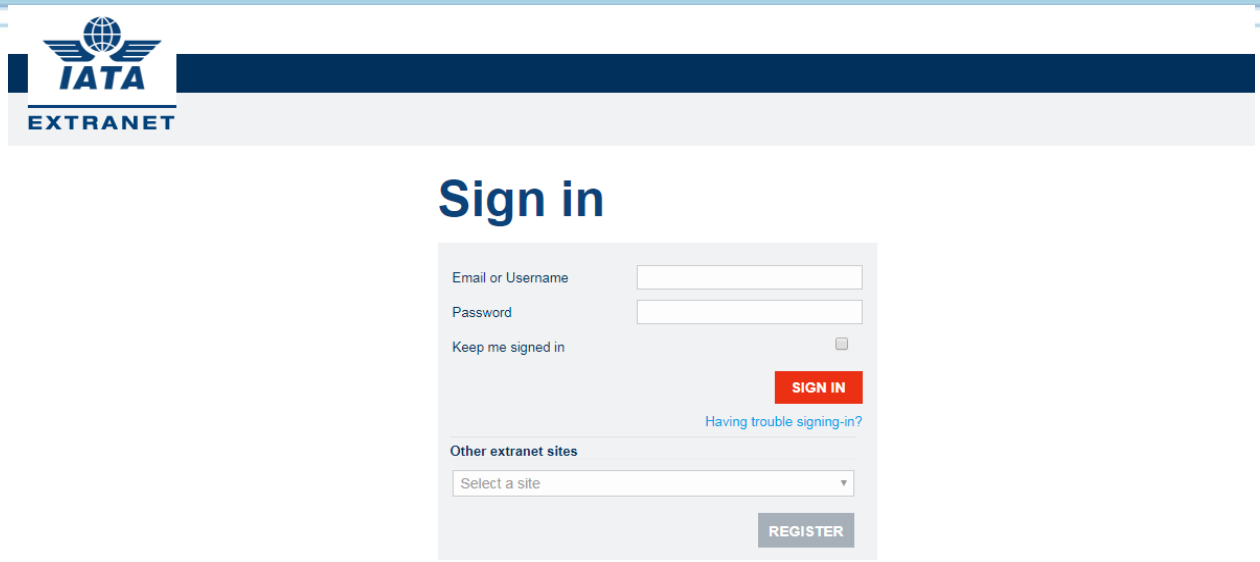
http://extranet.iata.org/registration/pages/forgotpassword.aspx?site=gadm

- 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

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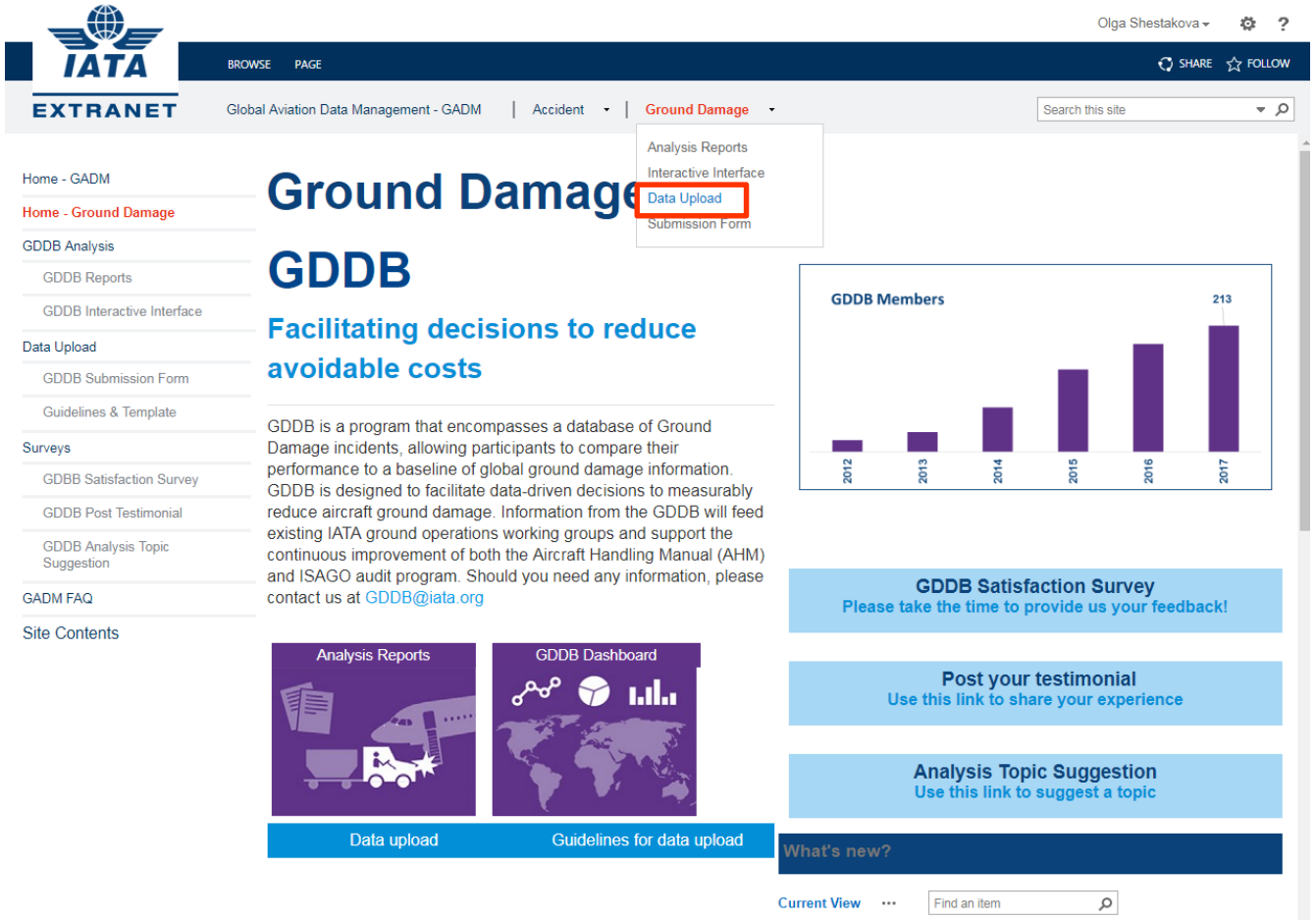
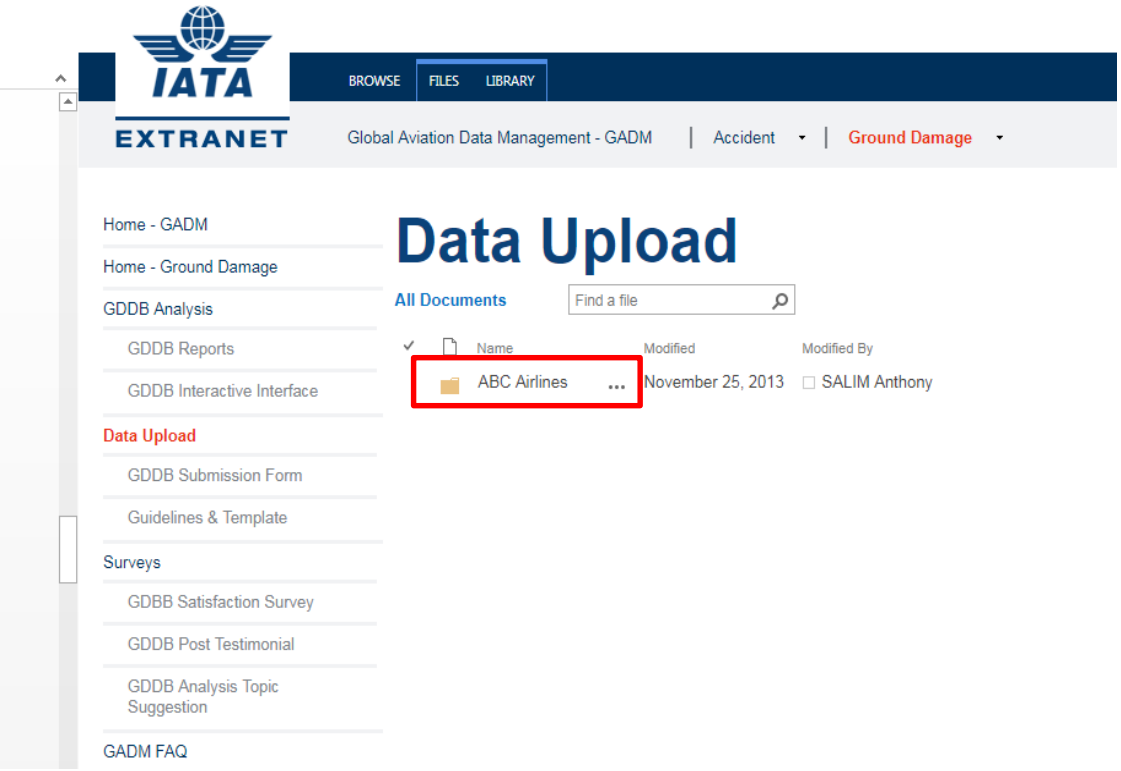
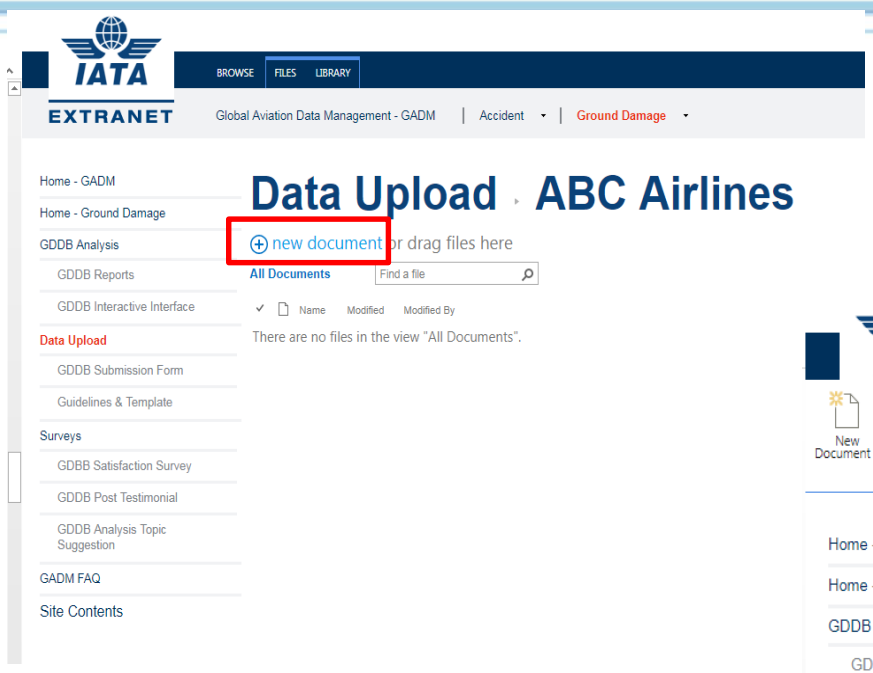
Click on
Ground Damage Tab

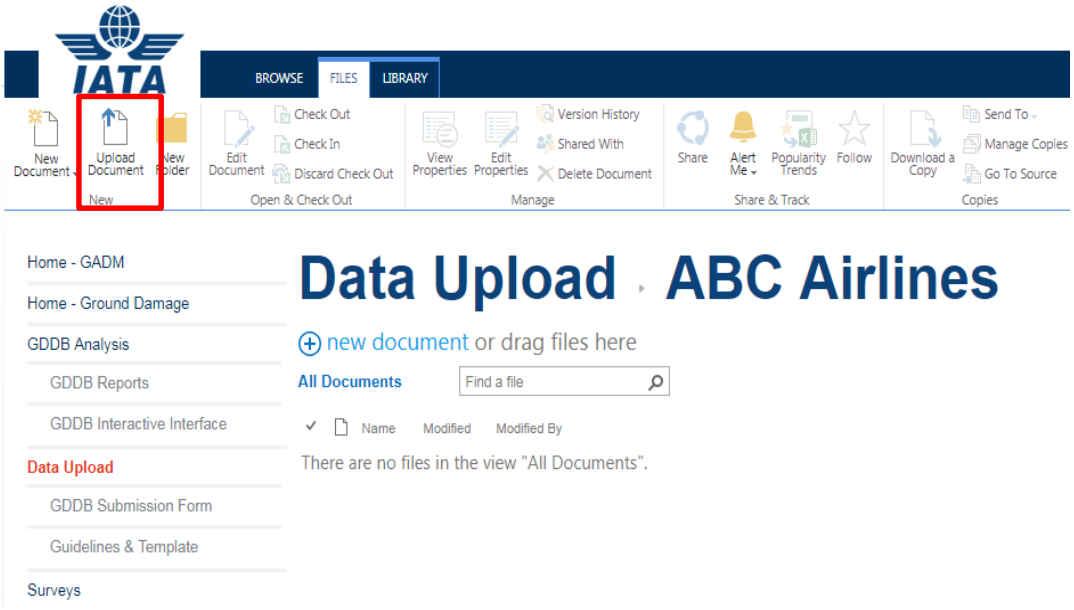
and select
Data Upload



Click on Your Airline folder



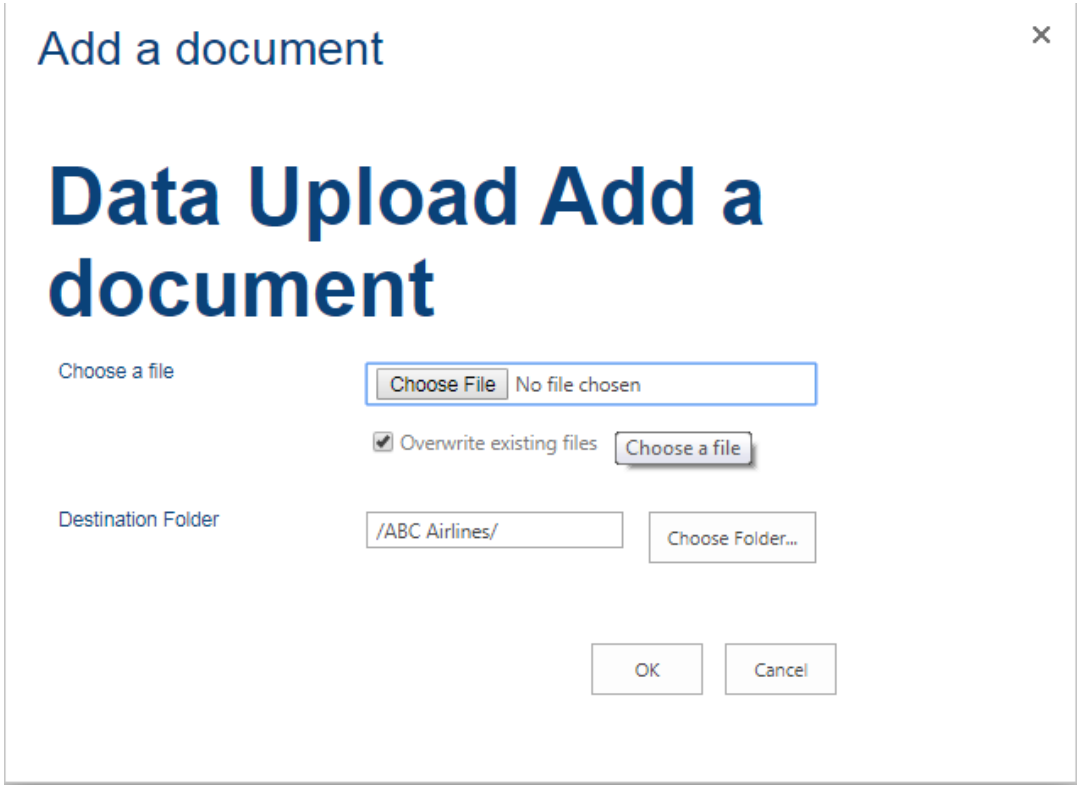


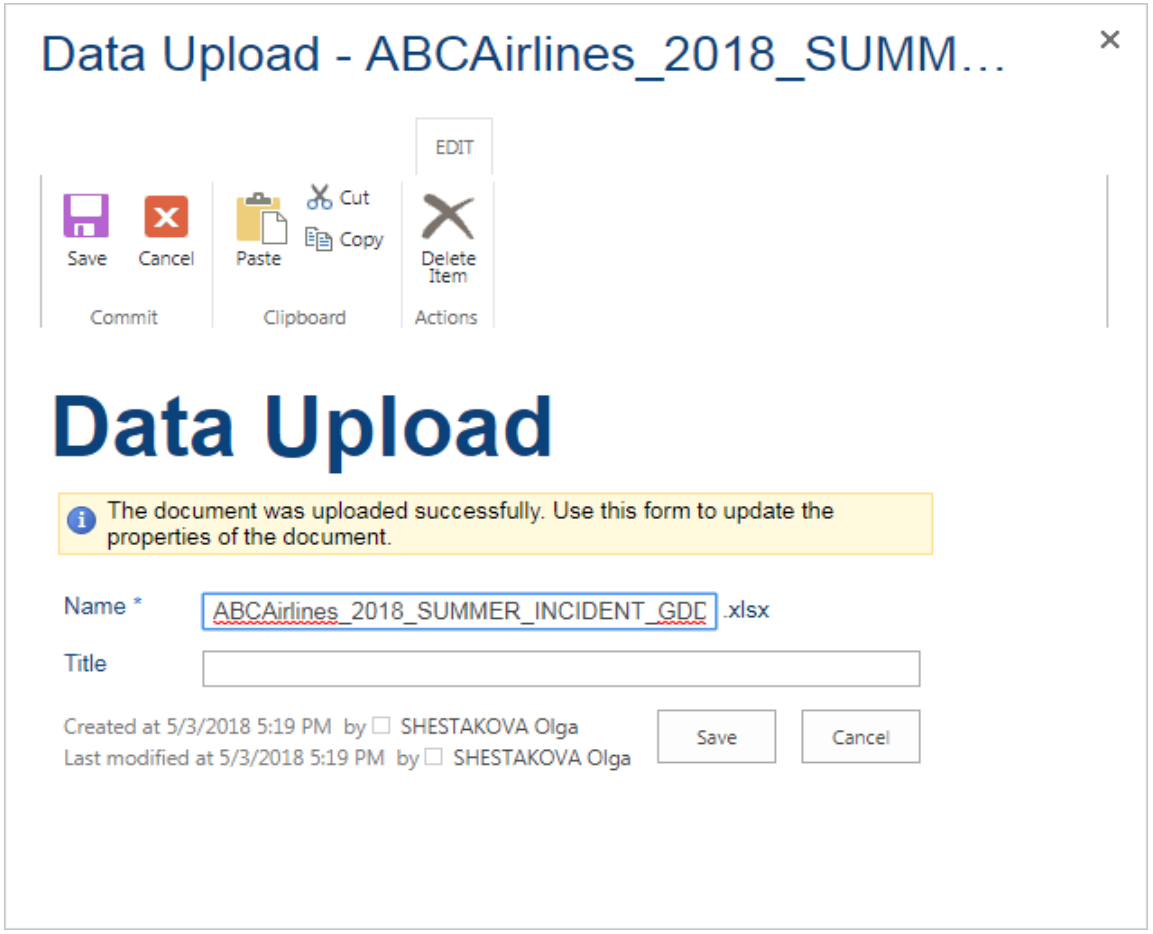




Click on New document OR Click on Upload Document in FILES

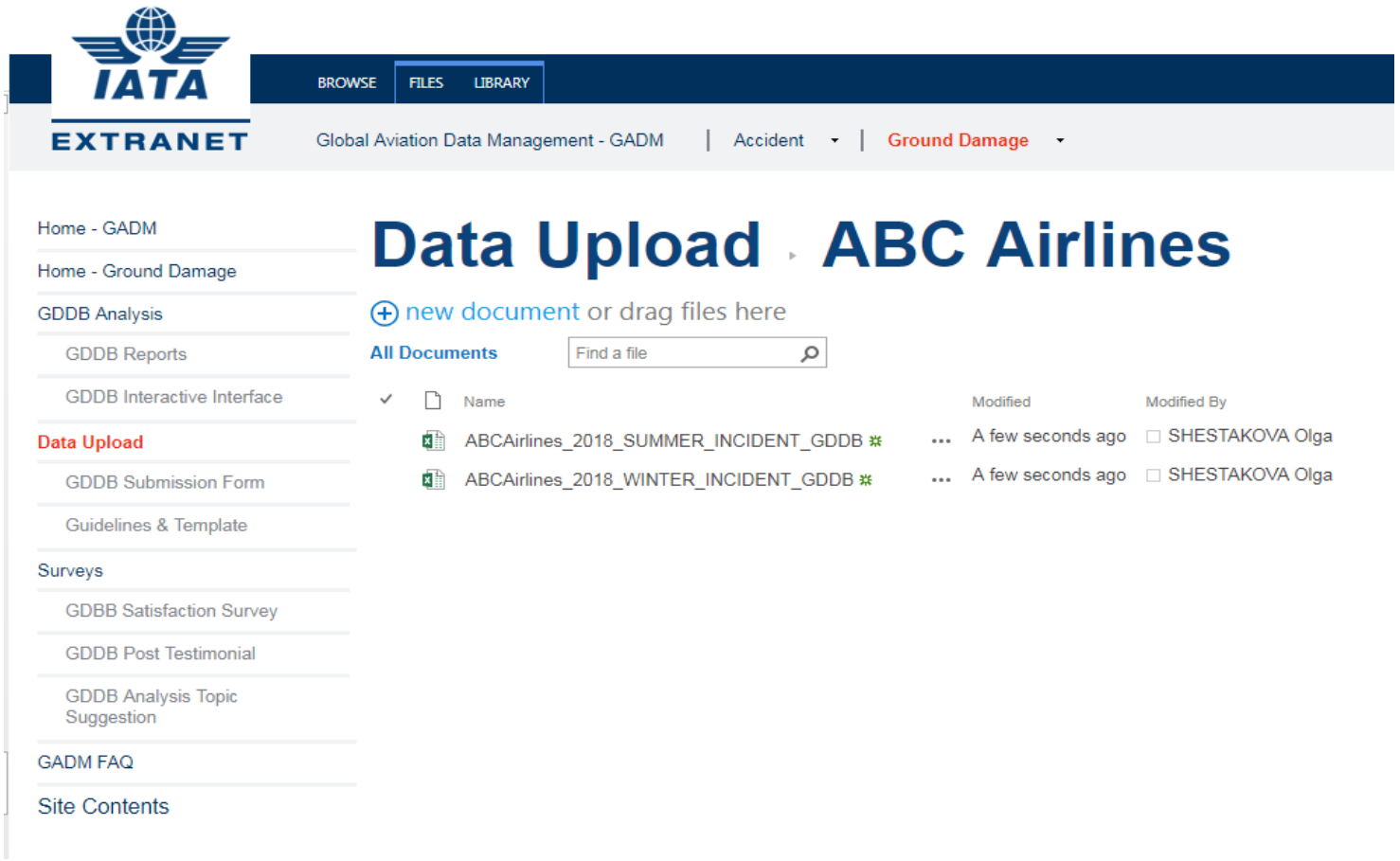
# Upload File(s)

- 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






Click on Save


IATA
EXTRANET
BROWSE
FILES
LIBRARY
Global Aviation Data Management - GADM
Accident
Ground Damage
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
SHESTAKOVA Olga
ABCAirlines_2018_WINTER_INCIDENT_GDDB
A few seconds ago
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 GDDB 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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