

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 is 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.

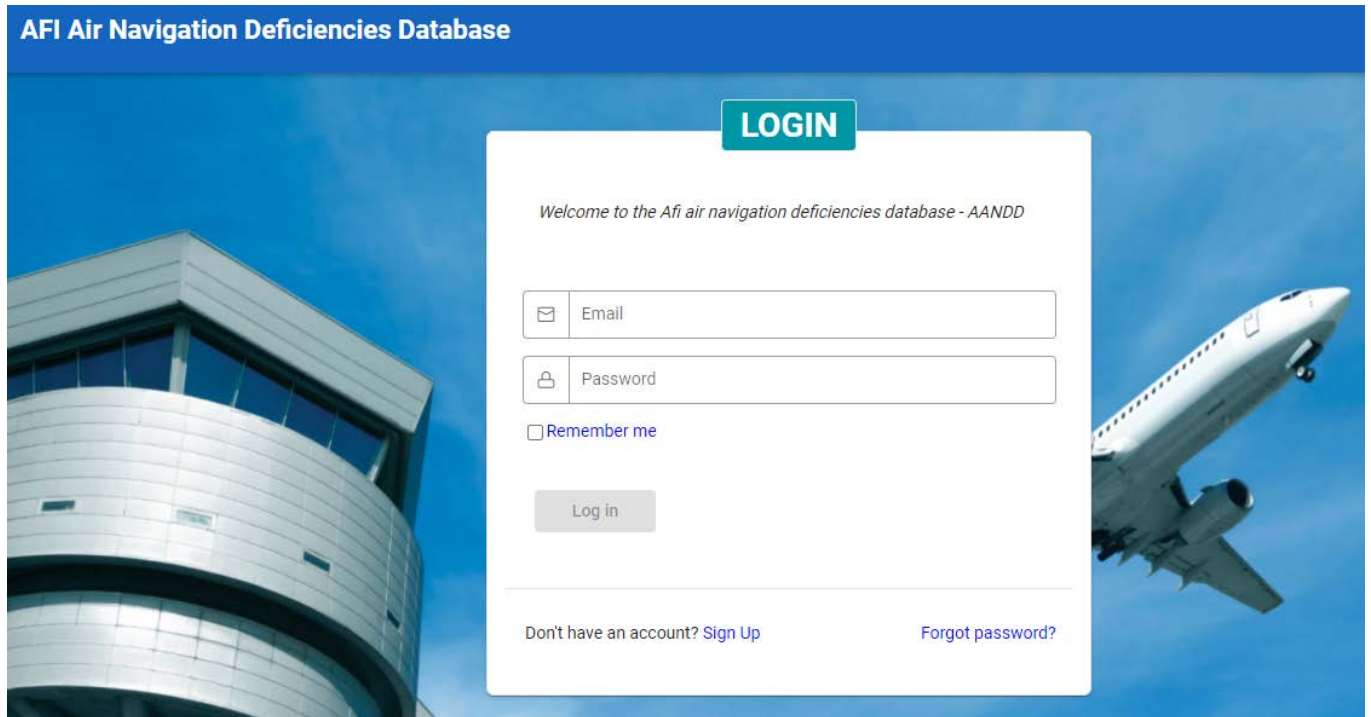


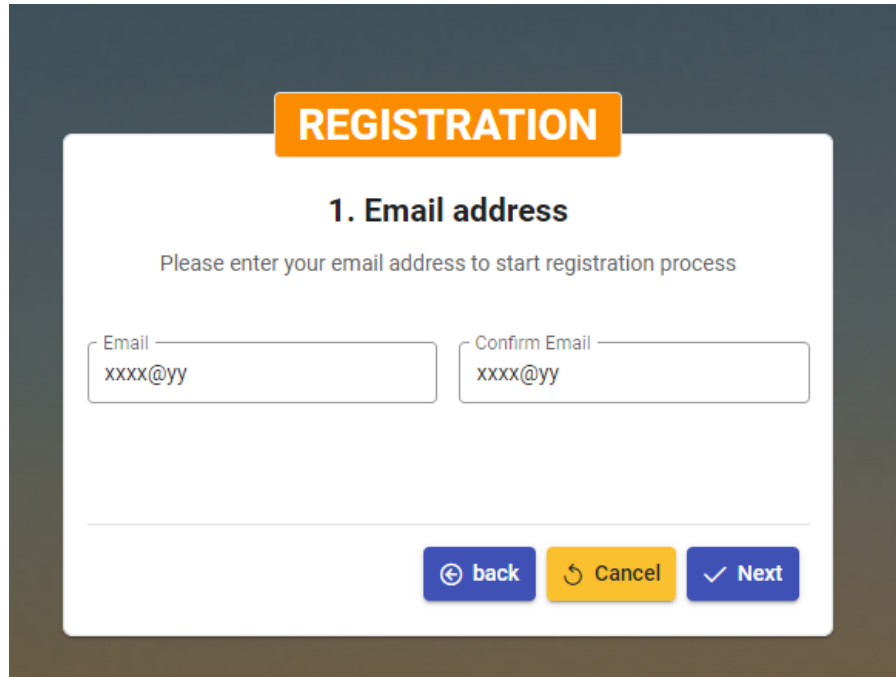
Figure 1: Login page

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**.

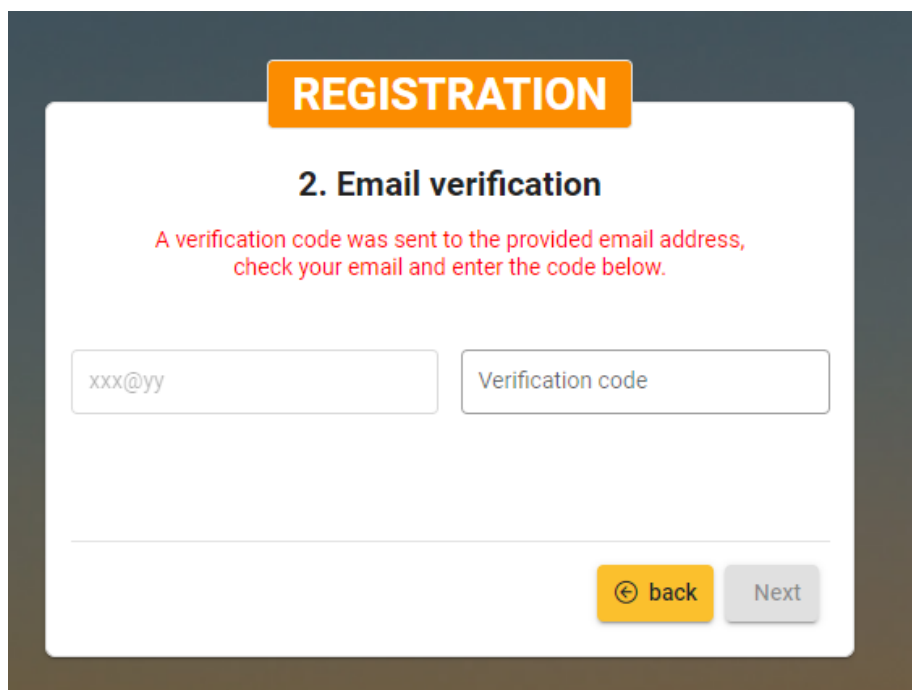


The screenshot shows a registration form with a dark blue header containing the word "REGISTRATION" in white. Below the header, the title "1. Email address" is centered. A subtitle reads "Please enter your email address to start registration process". There are two input fields: "Email" with the placeholder "xxxx@yy" and "Confirm Email" with the placeholder "xxxx@yy". At the bottom, there are three buttons: a blue "back" button with a left arrow, a yellow "Cancel" button with a circular arrow, and a blue "Next" button with a checkmark.

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**.



The screenshot shows a registration form with a dark blue header containing the word "REGISTRATION" in white. Below the header, the title "2. Email verification" is centered. A red message reads "A verification code was sent to the provided email address, check your email and enter the code below." There are two input fields: one with the placeholder "xxx@yy" and another labeled "Verification code". At the bottom, there are two buttons: a yellow "back" button with a left arrow and a grey "Next" button.

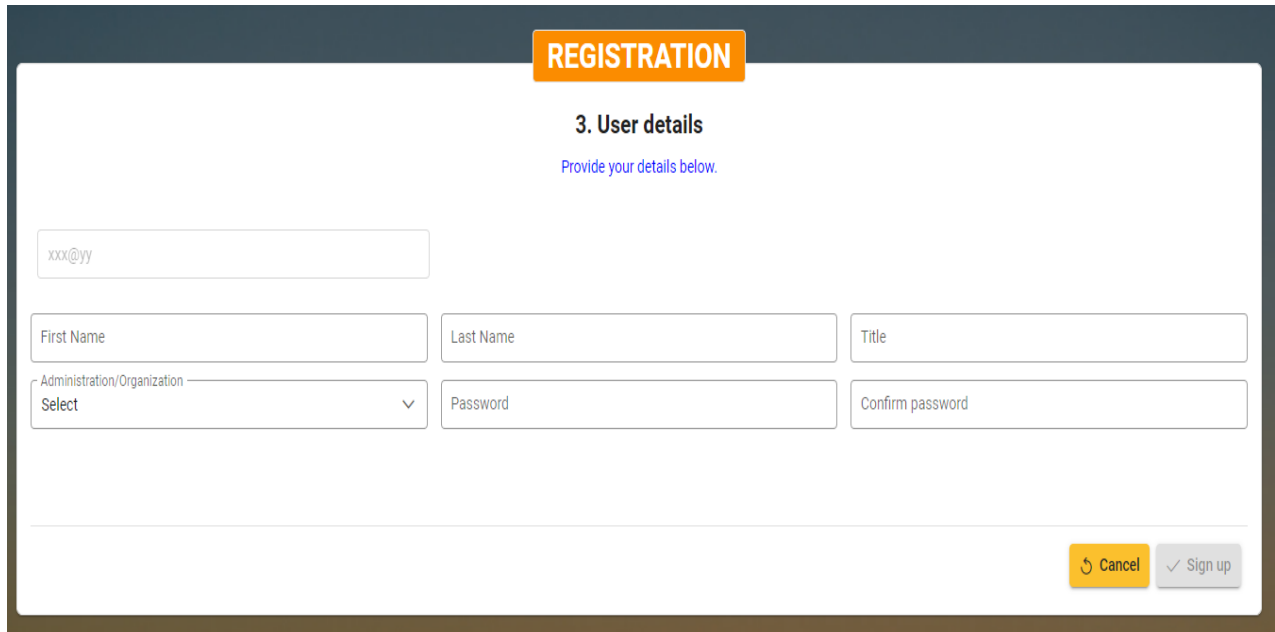
Figure 3: Email verification code

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:

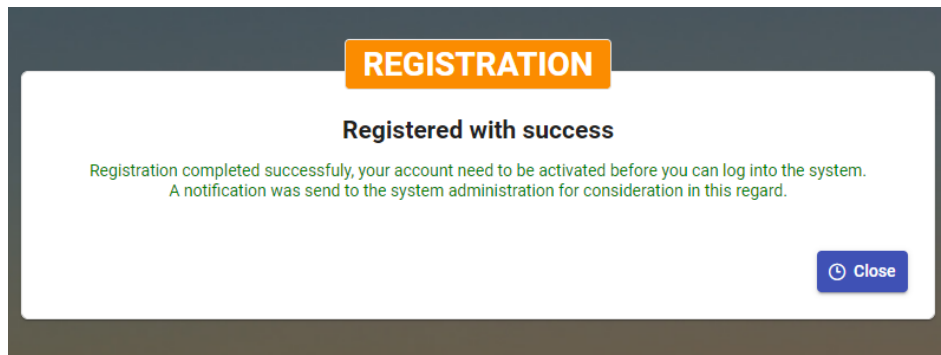
- a) the “**State Name**” item refers to the Civil Aviation Authority (CAA) of the given State,
- b) other organization or administration in the State is reflected by the **State Name** followed by the **name** or the **type** of the given organization/administration.



The screenshot shows a registration form titled "REGISTRATION" with a sub-heading "3. User details". Below the sub-heading is the instruction "Provide your details below." The form contains several input fields: an email field with the placeholder "xxx@yy", a row of three fields for "First Name", "Last Name", and "Title", a dropdown menu for "Administration/Organization" with "Select" as the current value, a "Password" field, and a "Confirm password" field. At the bottom right, there are two buttons: a yellow "Cancel" button and a grey "Sign up" button with a checkmark icon.

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.

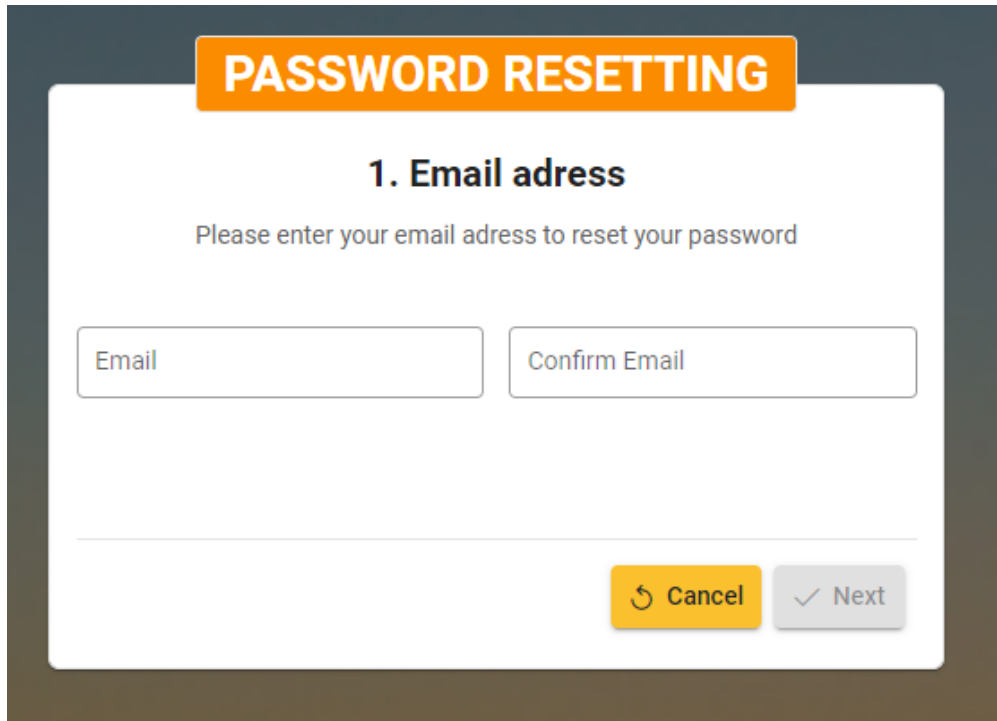


The screenshot shows a confirmation message titled "REGISTRATION" with the heading "Registered with success". The message text reads: "Registration completed successfully, your account need to be activated before you can log into the system. A notification was send to the system administration for consideration in this regard." At the bottom right, there is a blue button with a close icon and the text "Close".

Figure 5: Successful registration

2.2. Password forgotten

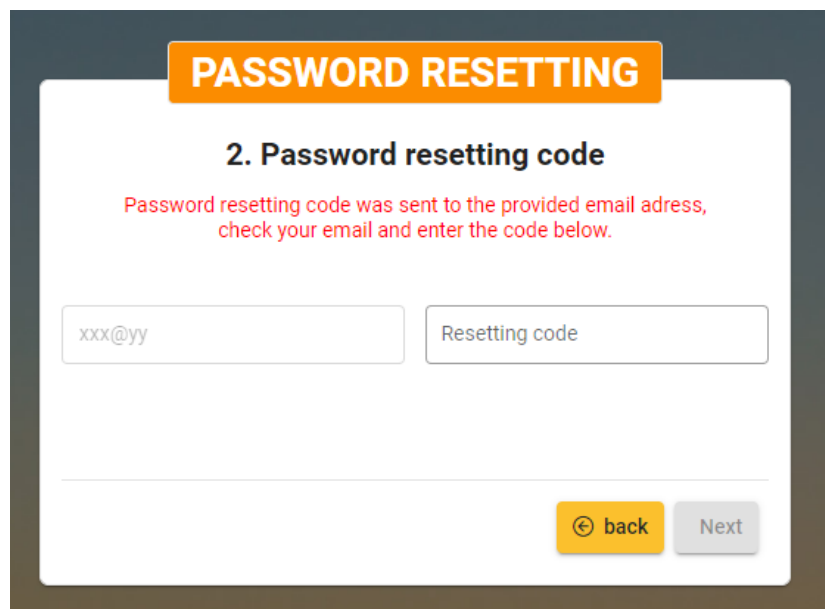
In the event of password forgotten, it can be reset. For that purpose, click on the “[Forgot password](#)” link of the login form. You will be requested the email address of the user account as shown on **Figure 6**.



The screenshot shows a web form titled "PASSWORD RESETTING" in an orange header. Below the header, the section is titled "1. Email address". The instruction reads: "Please enter your email address to reset your password". There are two input fields: "Email" and "Confirm Email". At the bottom right, there are two buttons: a yellow "Cancel" button with a circular arrow icon and a grey "Next" button with a checkmark icon.

Figure 6: Email address for password resetting

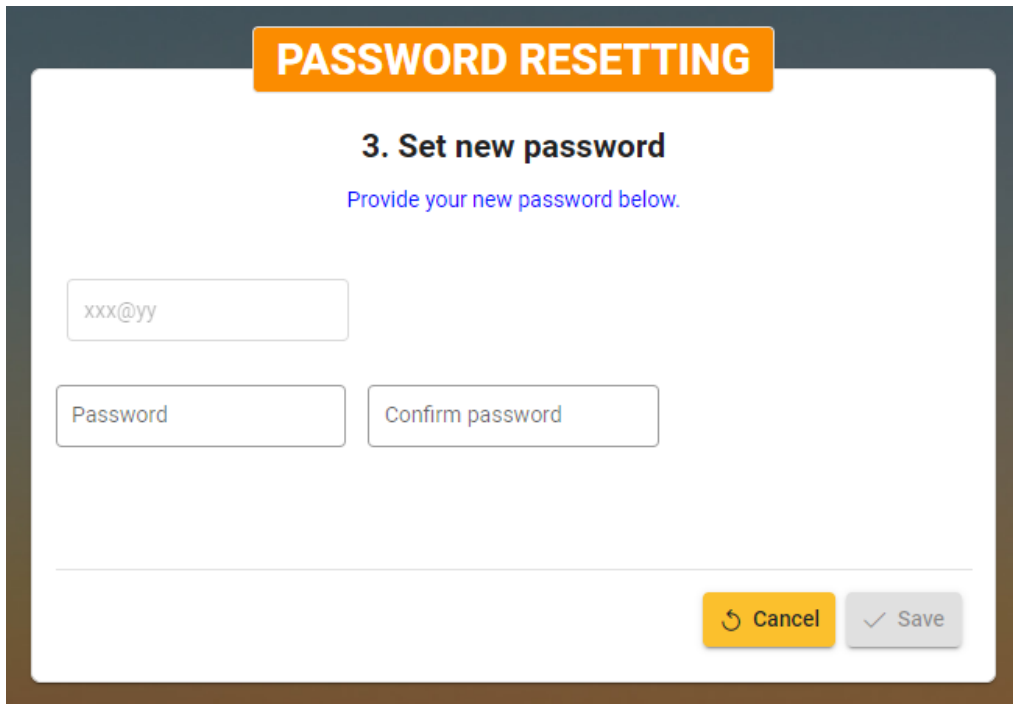
Provide and confirm your email address then click on the “**Next**” button. A verification code will be sent to the provided address. Check your email and provide the verification code as shown on **Figure 7**.



The screenshot shows a web form titled "PASSWORD RESETTING" in an orange header. Below the header, the section is titled "2. Password resetting code". A red message states: "Password resetting code was sent to the provided email address, check your email and enter the code below." There are two input fields: one containing "xxx@yy" and another labeled "Resetting code". At the bottom right, there are two buttons: a yellow "back" button with a left-pointing arrow icon and a grey "Next" button.

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**.



PASSWORD RESETTING

3. Set new password

Provide your new password below.

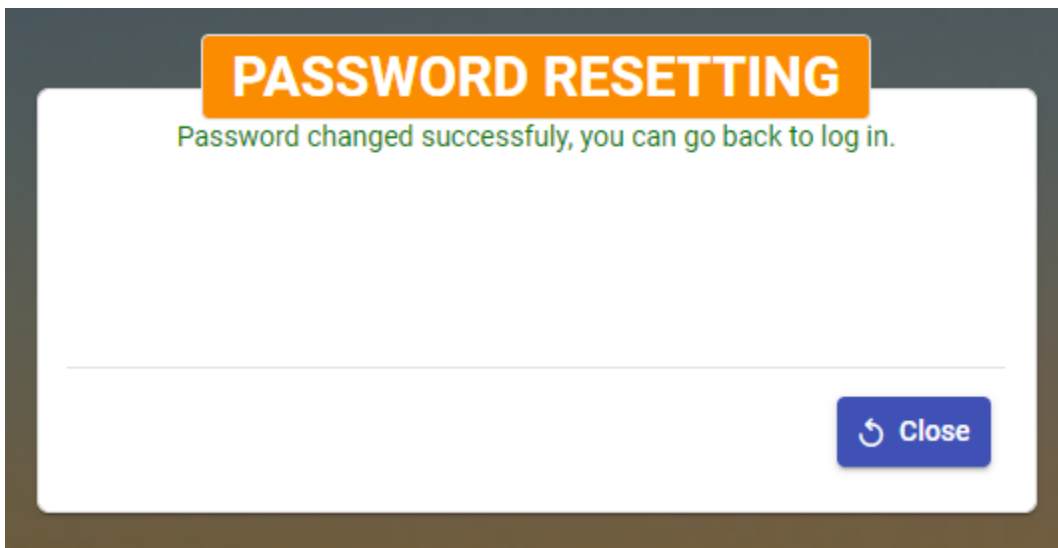
xxx@yy

Password Confirm password

Cancel Save

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.



PASSWORD RESETTING

Password changed successfully, you can go back to log in.

Close

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 is 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**:

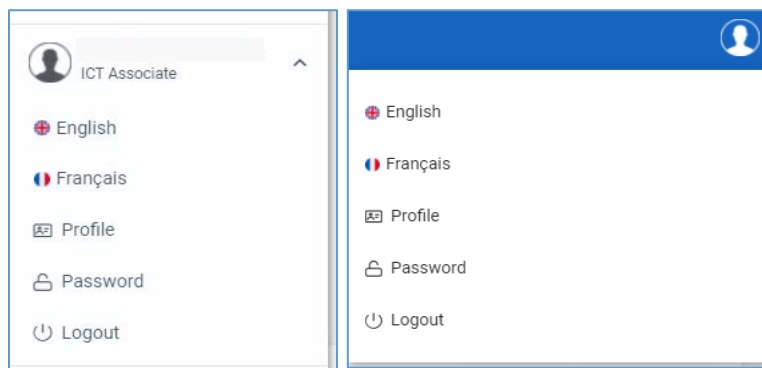


Figure 11: Avatar menus

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.

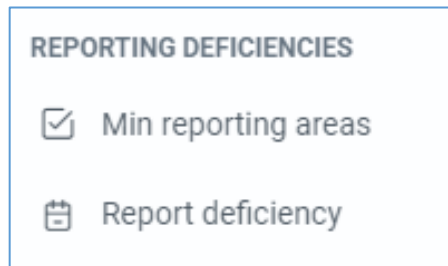


Figure 12: Reporting deficiencies menu items

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 SARPs, 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**.

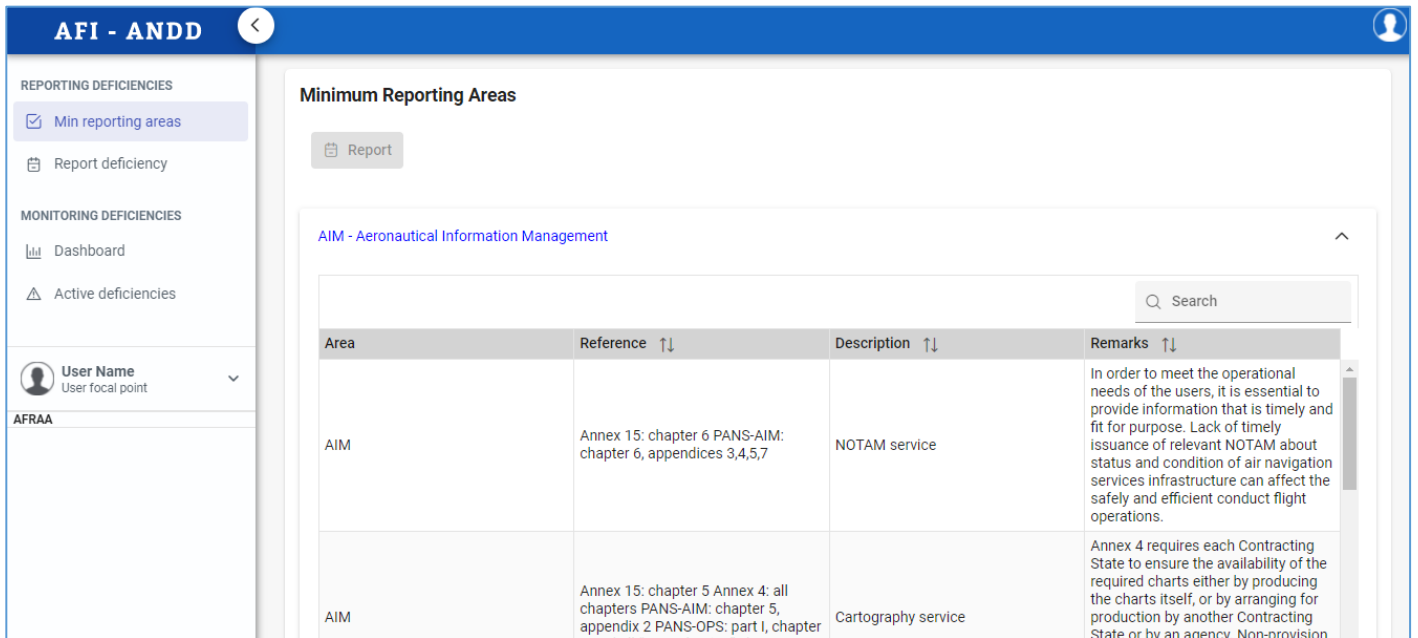


Figure 13: List of minimum reporting areas view

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:

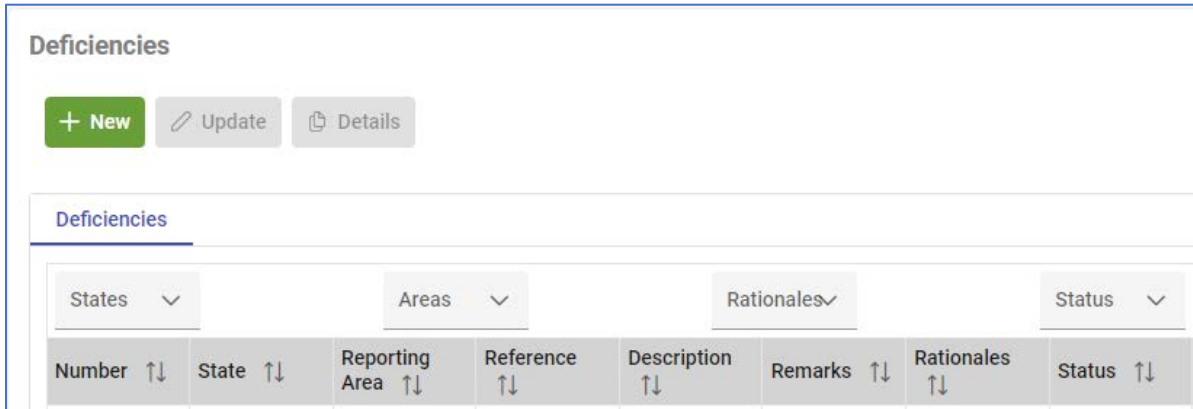
- a) Click on the menu item *Report Deficiency*



- b) 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 4: all chapters PANS-AIM: chapter 5, appendix 2 PANS-OPS: part I, chapter	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.
			Deficiencies in the provision of adequate runways may adverse safe take-off and landing of aeroplanes they are intended to serve. In view of

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



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 'Add Deficiency' form is structured as follows:

- State concerned with the deficiency:** Select (dropdown)
- Technical Area:** AOP - Aerodrome operations (dropdown)
- Reference of reporting area:** Annex 14 - Vol 1, Chapter 1 PANS-Aerodromes, Part 1, 2
- Remarks on reporting area:** The lack of airports master plans affect their short to medium term capacity enhancement projects; restricting their ability to fulfil capacity needs.
- Reporting Area:** Aerodrome Master Plan (dropdown)
- Rationales for non elimination:** (dropdown)
- Priority:** U A B
- Details:**
 - Language: English (selected), Français
 - Description of the deficiency: (text area)
 - Remarks on the deficiency: (text area)

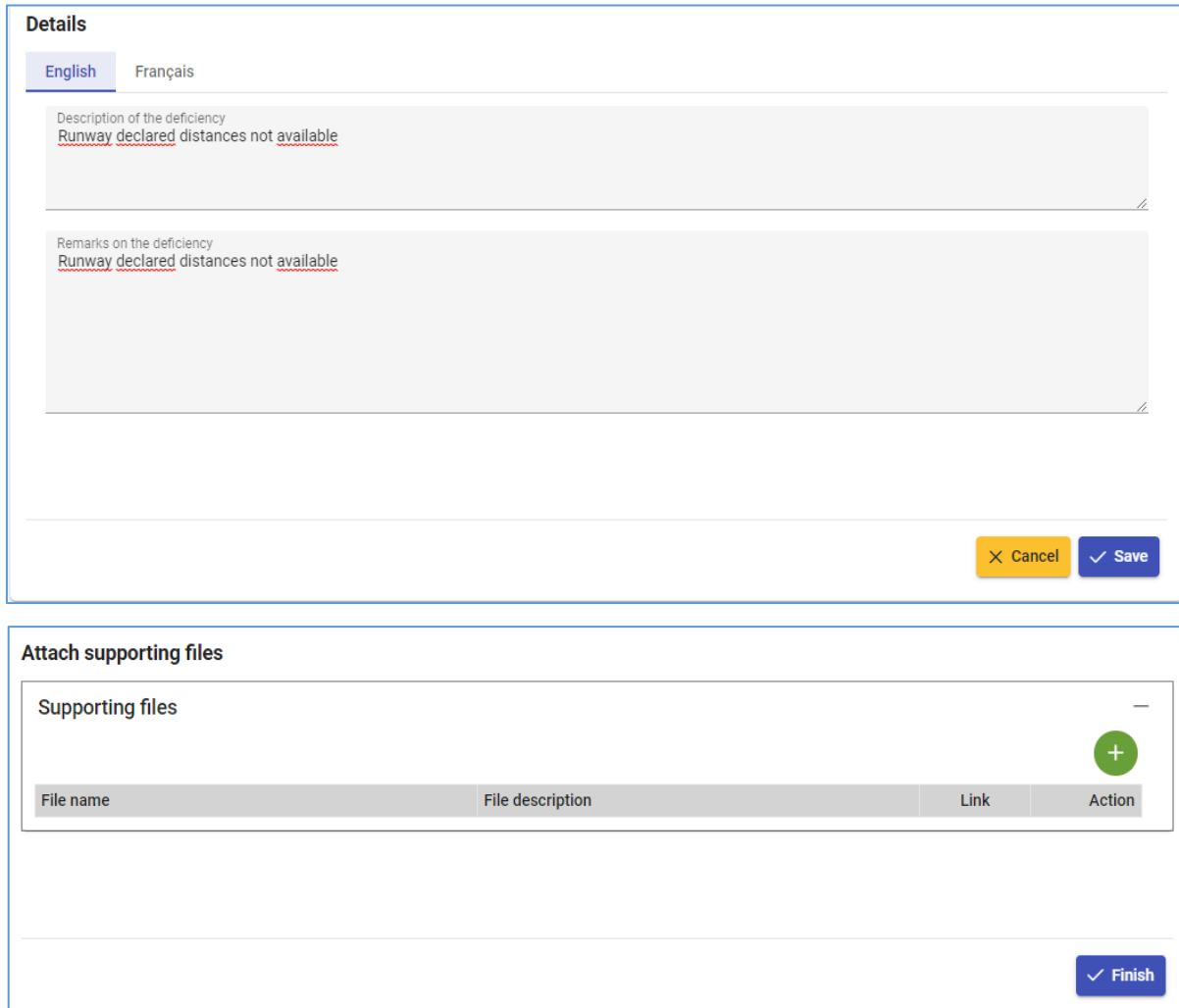
Figure 14: Deficiency creating form

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.



The figure illustrates the process of attaching files to a new deficiency in two steps:

Step 1: Details

The 'Details' section shows a form with two tabs: 'English' (selected) and 'Français'. It contains two text areas:

- Description of the deficiency:** Runway declared distances not available
- Remarks on the deficiency:** Runway declared distances not available

At the bottom right of the details section, there are two buttons: 'Cancel' (yellow) and 'Save' (blue).


Step 2: Attach supporting files

The 'Attach supporting files' section shows a 'Supporting files' area with a green plus button. Below it is a table with the following columns:

File name	File description	Link	Action
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At the bottom right of the attach supporting files section, there is a 'Finish' button (blue).

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.

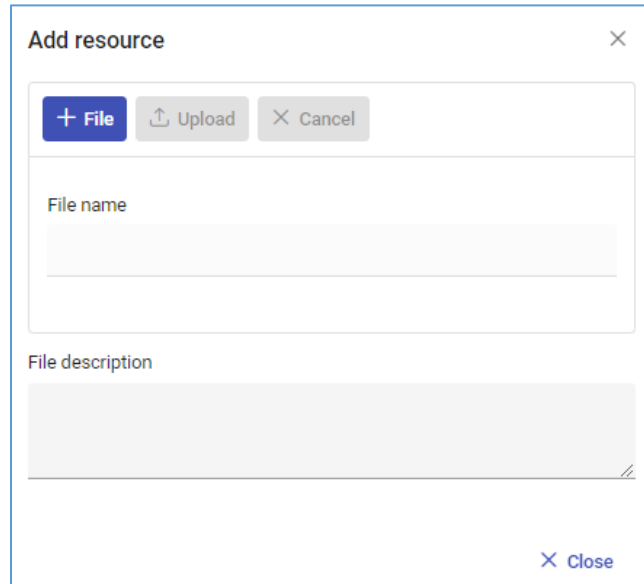


Figure 16: File-loading dialog

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**.

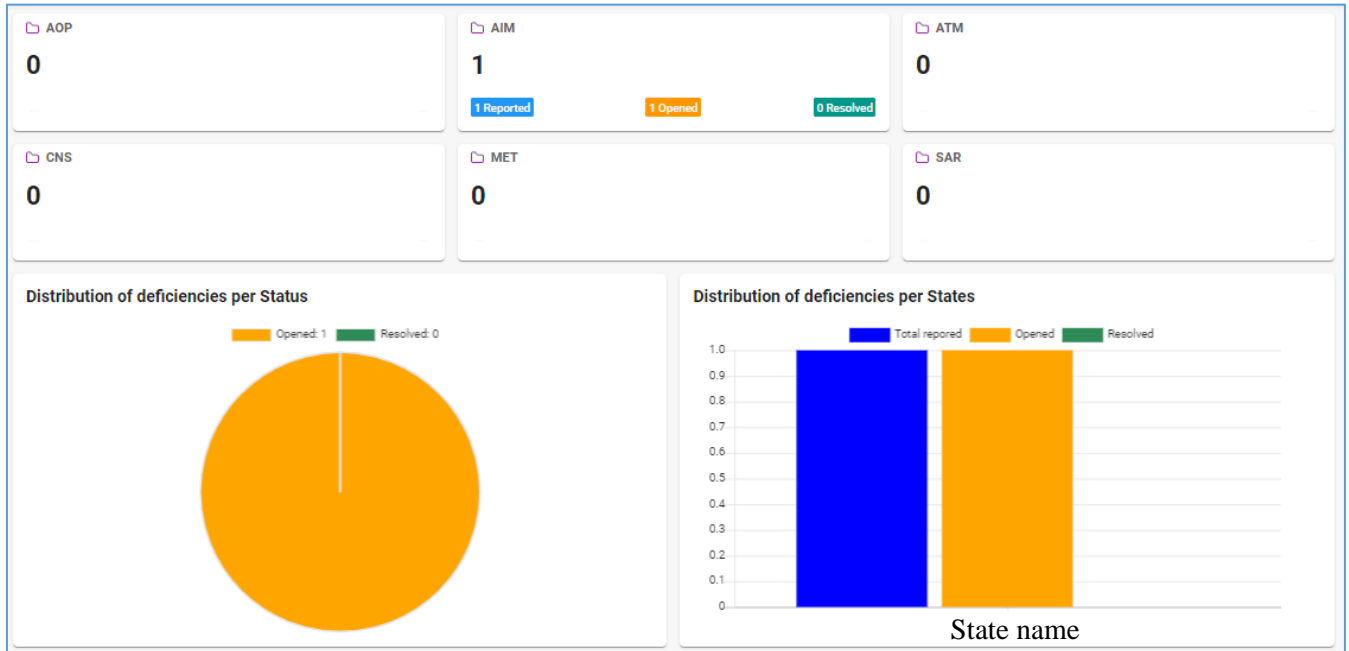


Figure 17: Dashboard

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 to 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.

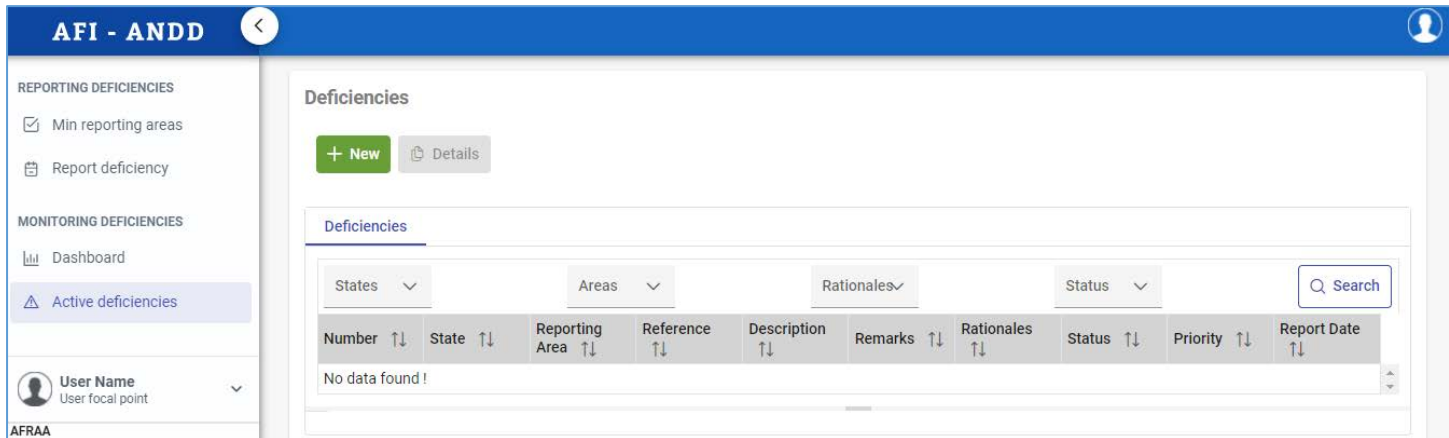


Figure 18: List of active deficiencies

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.