ICAO

ANS Reporting User Guide

Version 1.0

ICT team
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Overview

In conformance with ICAO Digital Transformation strategy, ANS Reporting system is designed to use Microsoft cloud services, mainly Online SharePoint and Power Automate workflows. Online SharePoint is used to provide data high availability for state users, and easy to maintain data for administrators. Data entered by state users are well aligned with report templates, ANS Reporting system has synchronization functions to make sure data entered are based on templates.
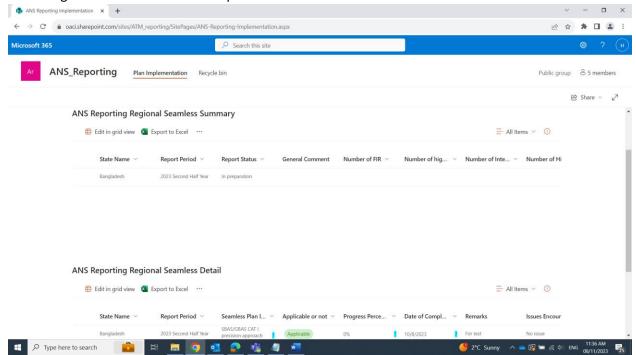
Templates and user entered data are also can be carried forward to future report period, administrators and state users can make adjustments of previous data for new report period, no need to design new templates and enter all new data for every report period.

Modern Online SharePoint provides features to customize lists through JSON formatting, link data dynamically through web parts. Users can also easily access and find data through flexible filters.

Power Automate workflows are used in backend to synchronize templates with user data, automatically assign data access rights, and ensure data integrity.
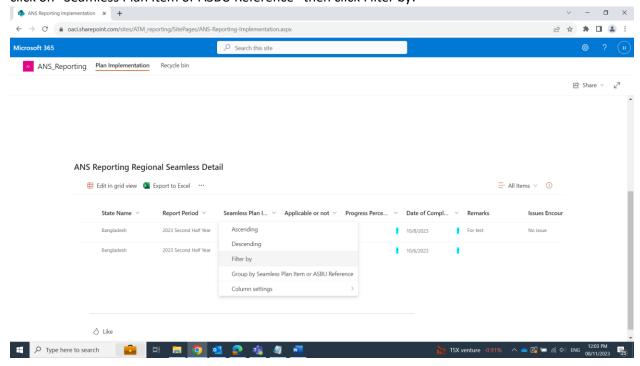
Instructions for users to view and manage report data

1. To start work on the report, go to page:
   https://oaci.sharepoint.com/sites/ATM_reporting/SitePages/ANS-Reporting-Implementation.aspx, login with Microsoft account.
2. The page includes two parts: "ANS Reporting Regional Seamless Summary" and "ANS Reporting Regional Seamless Detail". When clicking on different Report Period in "ANS Reporting Regional Seamless Summary" part, "ANS Reporting Regional Seamless Detail" part will change to reflect the selected Report Period.
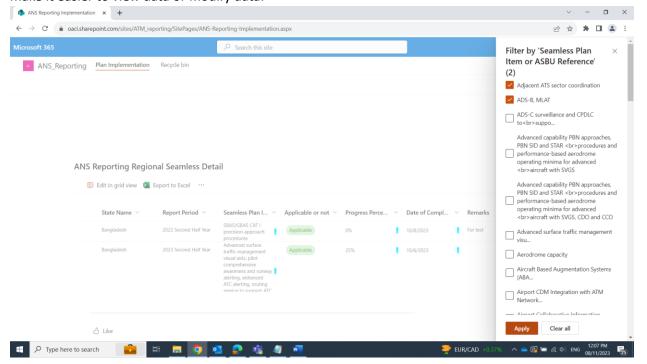

3. If you want to change data in "ANS Reporting Regional Seamless Summary", click "Edit in grid view" under "ANS Reporting Regional Seamless Summary", then you can change data in fields: Report Status, General Comment, Number of FIR, Number of high density FIR, Number of International Aerodrome, Number of High Density International Aerodrome. After changes are made, click "Exit grid view" to return to view data page mode.
4. If you want to change data in "ANS Reporting Regional Seamless Detail" part, click "Edit in grid view" under "ANS Reporting Regional Seamless Detail", then you can change fields: Applicable or not, Progress Percentage, Date of Complete Implementation, Remarks, Issues Encountered or Expected. After changes are made, click "Edit grid view" to return to view data page mode.

5. In case there are many items listed under "ANS Reporting Regional Seamless Detail", you can click on "Seamless Plan Item or ASBU Reference" then click Filter by:

then select specific items and click "Apply", this will only show the selected items and can make it easier to view data or modify data.

Click on "ANS Reporting Regional Seamless Detail" will clear filters.