

Online Framework User Management - Tutorial

Objective

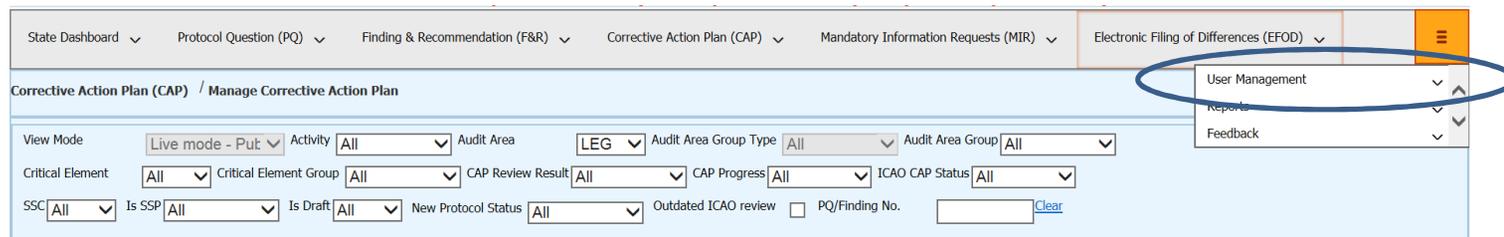
- The OLF User management Tool allows for NCMCs to provide relevant access level to the States users. This user can be sub-focused on providing particular level of access on the:
 - CAP module;
 - Self-Assessment Module;
 - EFOD module; and
 - User management module.

Two ways to enter the user management module

- 1- Main page – Select **Access Control**
Access Control



- 2- Drop down tabs – select **User Management**



The screenshot shows a web application interface with a navigation menu at the top. The menu items are: State Dashboard, Protocol Question (PQ), Finding & Recommendation (F&R), Corrective Action Plan (CAP), Mandatory Information Requests (MIR), and Electronic Filing of Differences (EFOD). The 'Electronic Filing of Differences (EFOD)' tab is selected and highlighted in orange. Below the navigation menu, there is a breadcrumb trail: 'Corrective Action Plan (CAP) / Manage Corrective Action Plan'. The main content area contains various filters and controls, including 'View Mode' (Live mode - Put), 'Activity' (All), 'Audit Area' (LEG), 'Audit Area Group Type' (All), 'Audit Area Group' (All), 'Critical Element' (All), 'Critical Element Group' (All), 'CAP Review Result' (All), 'CAP Progress' (All), 'ICAO CAP Status' (All), 'SSC' (All), 'Is SSP' (All), 'Is Draft' (All), 'New Protocol Status' (All), 'Outdated ICAO review' (checkbox), and 'PQ/Finding No.' (text input). A 'Clear' button is located at the bottom right of the filter section. On the right side of the interface, there is a vertical navigation menu with three items: 'User Management', 'Reports', and 'Feedback'. The 'User Management' item is circled in blue, indicating it is the selected option.

User management module layout

State Dashboard ▾ Protocol Question (PQ) ▾ Finding & Recommendation (F&R) ▾ Corrective Action Plan (CAP) ▾ Mandatory Information Requests (MIR) ▾ User Management ▾ Reports ▾

User Management / Manage CMA Users

1 User search filters: User ID (All), State Name (All), First Name (All), Last Name (All), User Name (All), Is Active (All), Role (All)

2 User list table:

User ID	State Name	First Name	Last Name	User Short Name	User Name
1041	Futureland	Destiny	Hall	dhall	dhall@icao.int
1217	Futureland	Abdul	Rahim	arahim	arahim@icao.int
1199	Futureland	Nico	Santos	nsantos	nsantos@icao.int
965	Futureland	John	Snow	jsnow	jsnow@icao.int
1789	Futureland	Futureland	Student	student01s	sast@futureland.xyz
1790	Futureland	Futureland	Student	student20	sast@icao.int
2276	Futureland	Futureland	Student	student08	Acanogal

3 Role selection table:

Role Name	Role Description
<input checked="" type="checkbox"/> NCMC	NCMC
<input type="checkbox"/> SSU	Standard State User
<input type="checkbox"/> SASU	Self-Assessment State User
<input type="checkbox"/> CSU	CAPs State User
<input type="checkbox"/> PFSU	Protocol Finding State User

4 Audit Area / Annex Authorizations form:

User ID or Email: dhall@icao.int Password: [masked]
Short Name: dhall Confirm Password: [masked]
State: Futureland Display Name: Destiny Hall
Email: dhall@icao.int Org: [dropdown]
AFDDID: 2966 Is Active:
Allow Connect: Allow Filing Of Differences:

5 Add New User | Submit

This Platform is divided into 5 sections:

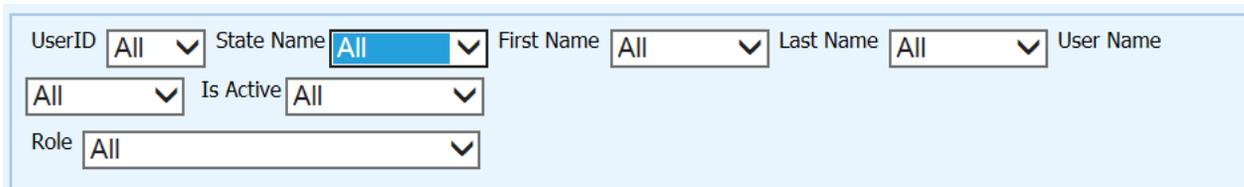
1. User search
2. User list
3. User role
4. User access/authority
5. User confirmation

If you want to insert a new user, please first click "Add New User" button, then input the data, finally, click "Submit" button to save data

User management – user search

Allows the NCMC or another user with administrative authority to search for a user by:

- User ID;
- First Name;
- Last Name;
- User Name; and
- Active/Inactive status.



The screenshot shows a search form with the following fields and their current values:

UserID	All	State Name	All	First Name	All	Last Name	All	User Name	
	All	Is Active	All						
Role	All								

User management – user list

Displays all State users

User ID	State Name	First Name	Last Name	User Short Name	User Name
1041	Futureland	Destiny	Hall	dhall	dhall@icao.int
1217	Futureland	Abdul	Rahim	arahim	arahim@icao.int
1199	Futureland	Nico	Santos	nsantos	nsantos@icao.int
965	Futureland	John	Snow	jsnow	jsnow@icao.int
1789	Futureland	Futureland	Student	student01s	sast@futureland.xyz
1790	Futureland	Futureland	Student	student20	sast@icao.int
2276	Futureland	Futureland	Student	student08	Acanogal

User management – User roles

<input type="checkbox"/>	Role Name	Role Description
<input checked="" type="checkbox"/>	NCMC	NCMC
<input type="checkbox"/>	SSU	Standard State User
<input type="checkbox"/>	SASU	Self-Assessment State User
<input type="checkbox"/>	CSU	CAPs State User
<input type="checkbox"/>	PFSU	Protocol Finding State User

A State may give access or a combination of access to a user depending on their tasks/authority level within the authority.

NCMC: Has the authority to:

- Create accounts
- Give various levels of access
- Make **all** changes on the OLF on behalf of the State i.e. CAPs, Self Assessment, EFOD, etc.

Standard State User (SSU): Can only read what's on the OLF for the State and cannot create or edit anything.

CAPs State User (CSU): Has the rights to create/edit CAPs but has read only access to everything else.

Self-Assessment State User (SASU): Has the rights to create/edit Self-Assessment and attach and delete evidence but has read only access to everything else.

Protocol Finding State User (PFSU): Has access to the Findings and Recommendations Module on the OLF where a State can provide comments (agreement/disagreement) against ICAO findings, assessments or validations.

User management – Authorization

By clicking on the **Audit Area/ Annex Authorizations**, one can give open up the two fields; Audit area authorization and Annex Authorization. By selecting the **Authorization Options**, a user can be given access to **Read and write**, **Read only** or have the area or annex **invisible** to them.

Invisible
Read only
Read and write

Audit Area / Annex Authorizations

Audit Area Authorization

Set All Audit Area to Invisible
Set All Audit Area to Read and Write

Audit Area Code	Audit Area Description	Authorization Options
LEG	Primary Aviation Legislation and Specific Operating Regulations	Read and write
ORG	Civil aviation organization	Read and write
PEL	Personnel licensing and training	Read and write
OPS	Aircraft operations	Read and write
AIR	Airworthiness of aircraft	Read and write
AIG	Aircraft accident and incident investigation	Read and write
ANS	Air navigation services	Read and write
AGA	Aerodromes and ground aids	Read and write

Annex Authorization

Set All Annexes to Invisible
Set All Annexes to Read and Write

Annex ID	Volume Number	Part Number	Annex Title	Authorization Options
1			PERSONNEL LICENSING	Read and write
2			RULES OF THE AIR	Read and write
3			METEOROLOGICAL SERVICE FOR INTERNATIONAL AIR NAVIGATION	Read and write
4			AERONAUTICAL CHARTS	Read and write
5			UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS	Read and write
6		1	OPERATION OF AIRCRAFT	Read and write
6		2	OPERATION OF AIRCRAFT	Read and write
6		3	OPERATION OF AIRCRAFT	Read and write
7			AIRCRAFT NATIONALITY AND REGISTRATION MARKS	Read and write
8			AIRWORTHINESS OF AIRCRAFT	Read and write
10	1		AERONAUTICAL TELECOMMUNICATIONS	Read and write
10	2		AERONAUTICAL TELECOMMUNICATIONS	Read and write
10	3		AERONAUTICAL TELECOMMUNICATIONS	Read and write
10	4		AERONAUTICAL TELECOMMUNICATIONS	Read and write
10	5		AERONAUTICAL TELECOMMUNICATIONS	Read and write
11			AIR TRAFFIC SERVICES	Read and write
12			SEARCH AND RESCUE	Read and write
13			AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION	Read and write
14	1		AERODROMES	Read and write
14	2		AERODROMES	Read and write
15			AERONAUTICAL INFORMATION SERVICES	Read and write
16	1		ENVIRONMENTAL PROTECTION	Read and write
16	2		ENVIRONMENTAL PROTECTION	Read and write
18			THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR	Read and write
19			SAFETY MANAGEMENT	Read and write

Audit areas and/or Annexes can also be all set to invisible mode or to read and write by clicking on these tabs

User management – User Creation/Validation

- Below is a good example of a user profile where the
 - User ID or Email;
 - Short Name;
 - Email; and
 - Display Name, all correspond to each other.

User ID or Email	<input type="text" value="dhall@icao.int"/>	Password	<input type="password" value="....."/>
Short Name	<input type="text" value="dhall"/>	Confirm Password	<input type="password" value="....."/>
State	<input type="text" value="Futureland"/>	Display Name	<input type="text" value="Destiny Hall"/>
Email	<input type="text" value="dhall@icao.int"/>	Org	<input type="text" value=""/>
AFDDID	<input type="text" value="2966"/>	Is Active	<input checked="" type="checkbox"/>
Allow Connect	<input checked="" type="checkbox"/>	Allow Filing Of Differences	<input type="checkbox"/>

 If you want to insert a new user, please first click "Add New User" button, then input the data, finally, click "Submit" button to save data

User management – User Creation/Validation

The following are the meanings of selection options:

- Allow Connect: This item should **always be selected**. Please note that this option will soon be unavailable to select.
- Is Active: When creating a new user, click on the bottom button saying **Add New User**. This item should be selected for all new and active users.
 - For users no longer requiring the OLF access, this item should be deselected.
- Allow Filing of Differences: This item should be selected for those who will be having access to file the States differences to ICAO by clicking on the validation button under CC/EFOD module.
- Once the appropriate actions are complete and the required access and user credentials are filled, simply click on the **Submit** option.

User ID or Email	<input type="text" value="dhall@icao.int"/>	Password	<input type="password" value="....."/>
Short Name	<input type="text" value="dhall"/>	Confirm Password	<input type="password" value="....."/>
State	<input type="text" value="Futureland"/>	Display Name	<input type="text" value="Destiny Hall"/>
Email	<input type="text" value="dhall@icao.int"/>	Org	<input type="text" value=""/>
AFDDID	<input type="text" value="2966"/>	Is Active	<input checked="" type="checkbox"/>
Allow Connect	<input checked="" type="checkbox"/>	Allow Filing Of Differences	<input type="checkbox"/>

 If you want to insert a new user, please first click "Add New User" button, then input the data, finally, click "Submit" button to save data

User management – User Creation/Validation

- It is important to note that a user cannot be deleted from the system. This is because if the user is deleted then all changes done by that particular user will also be deleted.
 - This is why it is recommended to deactivate users by unclicking the **Is Active** field if the user not longer requires access to the system.

User ID or Email	<input type="text" value="dhall@icao.int"/>	Password	<input type="password" value="....."/>
Short Name	<input type="text" value="dhall"/>	Confirm Password	<input type="password" value="....."/>
State	<input type="text" value="Futureland"/>	Display Name	<input type="text" value="Destiny Hall"/>
Email	<input type="text" value="dhall@icao.int"/>	Org	<input type="text" value=""/>
AFDDID	<input type="text" value="2966"/>	Is Active	<input checked="" type="checkbox"/>
Allow Connect	<input checked="" type="checkbox"/>	Allow Filing Of Differences	<input type="checkbox"/>

 If you want to insert a new user, please first click "Add New User" button, then input the data, finally, click "Submit" button to save data

Questions

- For any further questions, please send an email to usoup@icao.int