



DATA SUBMISSION TOOL AND DATA DISTRIBUTION TOOL USER MANUAL

3/13/2020

<https://ais.lgs.lv>

Content

1. ABOUT	3
2. REGISTRATION AND LOGIN	4
2.1 Registration	4
2.2 Login	6
3. FILE EXCHANGE AND CRC32Q VALUE WITH/WITHOUT JAVA APPLET	8
3.1 Managing JAVA Applet option in USER PROFILE	8
3.2 Data exchange with javascript	9
3.3 Data exchange without JAVA	10
3.4 File exchange with JAVA	12
3.4.1 JAVA applet upload in Microsoft INTERNET EXPLORER	13
3.4.2 JAVA applet upload in mozilla Firefox	14
3.5 Checking FILE CRC32Q value when JAVA disabled	15
3.5.1 Via actions: Check file CRC32Q value	15
3.5.2 Via CRC32Q value checker program	17
4. DATA/INFORMATION SUBMISSTION TOOL	19
4.1 Actions: Add new request	19
4.1.1 Access to other colleagues	20
4.1.2 Data submission for request types: AIP AMDT, AIP SUP, AIC, Saskaņā ar MK noteikumiem nr. 1112 (lp)	21
4.1.3 Data submission for Notam request type	24
4.1.4 Metadata submission for all request types	26
4.1.5 Request processing statuses	27
4.1.6 Request change history	29
4.2 PREVIEW OF THE FILES ATTACHED TO THE APPLICATION	30
4.3 Search registered requests	30
4.4 Edit AIP AMDT, AIP SUP, AIC, LP registered requests	31
5. DATA DISTRIBUTION TOOL	34

5.1	File Download from Data distribution tool	34
5.1.1	File download without JAVA	34
5.1.2	File download with JAVA	37
6.	CORRESPONDENCE TOOL	38
6.1	Navigate to tool	38
6.2	Create new correspondence	38
6.3	Open coorespondence	39
6.4	Add new comment to correspondence	39

1. ABOUT

Aeronautical Information Service (AIS) of Latvia website provides tools for Data/information submission and Data distribution of aeronautical information concerning the entire territory of the Republic of Latvia and the relevant airspace.

Data/information submission tool is designed to be used by the clients who have a signed formal arrangement with AIS of Latvia on data/information submission and who are approved as data originators. This tool have an integrated JAVA applet that performs integrity check (by implementing CRC32Q algorithm) of files during the file download or upload process.

Data distribution tool provides data distribution services such as eTOD or eAIP provision. Through this tool the Aeronautical Information Service has granted to its clients (users) access to the distributed information. This tool also have an integrated JAVA applet that performs integrity check (by implementing CRC32Q algorithm) of files during the file upload process.

AIS of Latvia website has an enforced integrity handling system. As the standard web technology cannot provide a possibility to check automatically the integrity of downloaded files on the user's PC, we have a JAVA applet running under website's file upload and download forms. Accordingly, JAVA plugin should be enabled on the user's PC.

2. REGISTRATION AND LOGIN

2.1 REGISTRATION

In order to use Data/Information Submission Tool or Data Distribution Tool the user has to register an account. Only clients who have valid formal arrangements with the Aeronautical Information Service may become users of Data/information submission tool.

The user can register on the <https://ais.lgs.lv> home page to create the user account or user account may be created by the AIS staff. In this case information about the created user account and account access details will be sent to the user via e-mail.

In order to register an account

1. Go to <https://ais.lgs.lv>
2. Click on **LOGIN**
3. Click on **REGISTER**

The screenshot shows a web interface with a navigation bar containing 'TOOLS' and 'LOGIN'. Below the navigation bar is a form with three input fields: 'Username ...', 'Password ...', and 'Code ...'. The 'Code ...' field has the number '29' next to it. Below the input fields is a dark blue button labeled 'LOG IN'. At the bottom of the form are two links: 'RESTORE PASSWORD' and 'REGISTER'. The 'REGISTER' link is highlighted with a green border.

4. Registration form is opened.

Information fields/buttons marked with an asterisk (*) are mandatory

Register


USERNAME *	<input type="text"/>	COMPANY	<input type="text"/>
PASSWORD *	<input type="password"/>	COUNTRY	Please choose your country ... ▾
CONFIRM PASSWORD *	<input type="password"/>	CITY	<input type="text"/>
FIRST NAME	<input type="text"/>	ADDRESS	<input type="text"/>
SURNAME	<input type="text"/>	ZIP	<input type="text"/>
POSITION	<input type="text"/>	PHONE	<input type="text"/>
EMAIL *	<input type="text"/>	FAX	<input type="text"/>
CONFIRM EMAIL *	<input type="text"/>		

Your personal data will only be used to provide the services and products you request. By pressing "Register" button, you agree with processing your personal data by SJSC "Latvijas Gaisa Satiksme" (LGS) for the mentioned purpose and to the extent required to fulfil this purpose.

To find details on LGS data privacy policy, please go to http://lgs.lv/lv/corporate-information/about/datu_apstrade/.

If you believe that data processing done by LGS does not comply with the GDPR requirements and thus violate your privacy, please send an e-mail to das@lgs.lv.

Please verify you are human

<input type="checkbox"/>	I'm not a robot	 reCAPTCHA Privacy - Terms
--------------------------	-----------------	---

REGISTER

5. When all fields in the form are filled in,

6. Click on **Register**.

The user can log in and start using Data distribution tool and Data/information submission tool upon reception of approval by the AIS staff and after the approval, website's server will send an e-mail with automatically generated code-key table. The code-key table is a set of 36 numbers (each number contains 6 digits) that the user receives via e-mail after the confirmation of registration.

1 015579 2 165485 3 446236 4 182473 5 755015 6 742432
 7 988467 8 765611 9 412189 10 657976 11 587521 12 536668
 13 297156 14 932393 15 972405 16 821966 17 487293 18 684841
 19 605278 20 549407 21 089385 22 184080 23 150149 24 491405
 25 912276 26 328821 27 835266 28 696793 29 225884 30 371994
 31 596492 32 351036 33 719713 34 486398 35 619535 36 241900

(Code-key table example)

2.2 LOGIN

In order to start using Data/information submission tool or Data distribution tool:

1. Go to <https://ais.lgs.lv>
2. Click on **LOGIN**

The screenshot shows the Aeronautical Information Service (AIS) website. The main header is 'Aeronautical Information Service'. The navigation menu includes 'INFO', 'TOOLS', and 'LOGIN'. A search icon is also present. The login form is a white modal window with the following elements:

- Input field: ANID Data provider
- Input field: ...
- Input field: 123456 | 2
- Button: LOG IN
- Links: RESTORE PASSWORD, REGISTER
- Close button: X

- Upper field: input user name
- Middle field: input password
- Lower field: input access code from the code-key table according to the displayed number

3. Click on **LOG IN**
4. Select tool



WELCOME,

INFO

TOOLS

LOG OUT

Data
distribution

Data/Information
submission

LGS Internet
Briefing

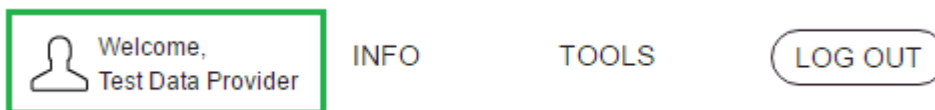
Services and
products

3. FILE EXCHANGE AND CRC32Q VALUE WITH/WITHOUT JAVA APPLET

3.1 MANAGING JAVA APPLET OPTION IN USER PROFILE

File exchange with/without JAVA applet can be managed through settings in *User profile*.

1. After you have logged into the system, click on user icon where “Welcome user name” is displayed on menu.



2. System opens *User profile*. Actual status for JAVA applet use for file exchange is displayed in profile form *FILE EXCHANGE WITHOUT JAVA - YES* or *NO*.
3. In order to change settings that will remain valid for next working sessions, click on **Edit profile**.

User profile

Hello, Test Data Provider!

USERNAME	datu_sniedzejs	COMPANY	Test Company
NAME	Provider	COUNTRY	Test Country
SURNAME	Test Data	CITY	Test City
POSITION	Test Position	ADDRESS	Test Address
EMAIL	testdata@testdata.lv	ZIP	Test ZIP
PHONE	Test Phone	FAX	Test Fax
FILE EXCHANGE WITHOUT JAVA	Yes		



The system will open the User Profile in Edit mode. In the DATA EXCHANGE section, click on one of the three options to exchange data using JAVASCRIPT, disable data sharing by JAVA applet, or enable data sharing by JAVA applet. Click **Save**.

These settings will remain in effect for future work sessions.

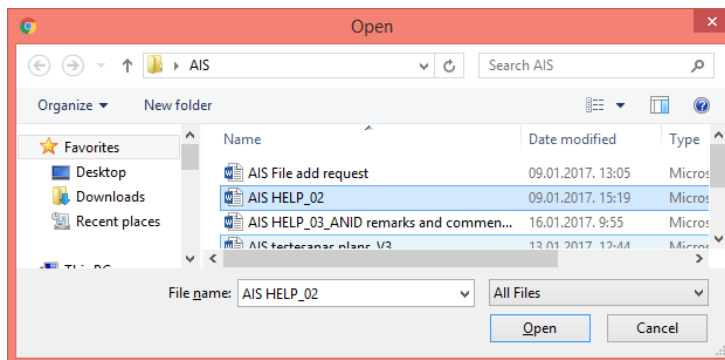
3.2 DATA EXCHANGE WITH JAVASCRIPT

To submit files using JAVASCRIPT support, which automatically generates CRC32Q value for submitted files, check the box labeled **JAVASCRIPT**

FILE EXCHANGE

With JAVASCRIPT Without JAVA With JAVA

1. Press the **ADD FILE** command.
2. In the browser window, select Open and press the **Open** command.



3. The selected file will be attached to the application and will appear in the Attached Files section.
4. JAVASCRIPT will automatically identify the CRC32Q value and add it to the appropriate input field.

FILE EXCHANGE

With JAVASCRIPT
 Without JAVA
 With JAVA

Add file +

ATTACHED FILES

 Capture4.PNG >> ✕

Added files count: 1

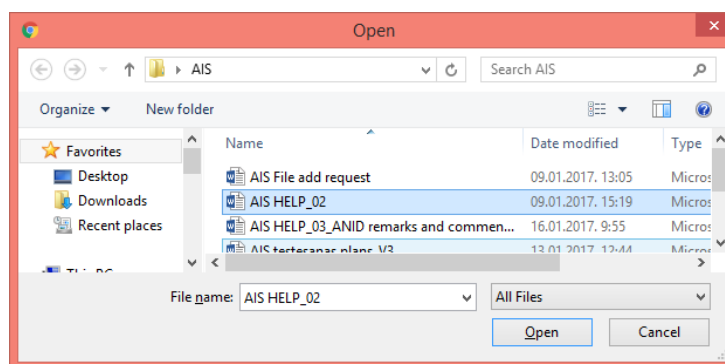
3.3 DATA EXCHANGE WITHOUT JAVA

In order to work with the system, i.e. to submit information and attach files to the application using available web browsers that do not normally support JAVA applets, select the **WITHOUT JAVA** option in the DATA EXCHANGE section .

FILE EXCHANGE

With JAVASCRIPT
 Without JAVA
 With JAVA

1. Press the **ADD FILE** command.
2. In the browser window, select Open and press the **Open** command.



3. The selected file will be attached to the application and will appear in the Attached Files section.

Please note that in this case the CRC32Q value will not be automatically identified. It is the responsibility of the user to indicate the value of the CRC32Q to the file that is attached.

FILE EXCHANGE

With JAVASCRIPT Without JAVA With JAVA

Add file +

ATTACHED FILES

Capture4.PNG >> 58AA0D3D ✕

Added files count: 1

4. Press the **SUBMIT** button to save the information you have entered.
5. The names of the attached files will be displayed in the Attached Files section.

ATTACHED FILES file exchange without java **ARCHIVE.ZIP** ↓

Capture11.PNG >> (CRC32Q value: 255E40C6) 🔍 ✕
11,71 KB

Metadata in Excel >>

or in the COMMENTS AND UPDATES section if the information submission has been updated and completed.

COMMENTS AND UPDATES

AUTHOR

13-Mar-2020 09:00 Andris Paikens Comment: comment

Updates: Effective date changed from **2019-05-23** to **2020-03-28**

Added files:

Capture11.PNG >> (CRC32Q value: 255E40C6) 🔍
11,71 KB

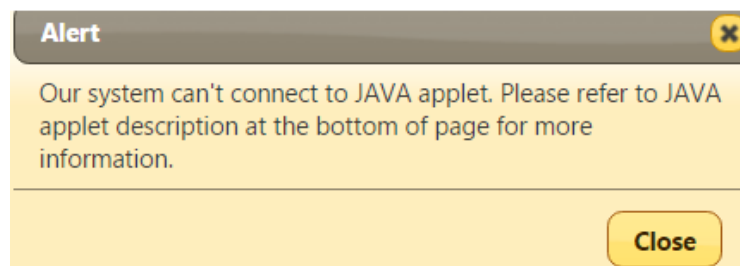
3.4 FILE EXCHANGE WITH JAVA

If you wish to submit files using JAVA applet support (that automatically generates CRC32Q values for submitted files), checkbox **File exchange without JAVA**

FILE EXCHANGE WITHOUT JAVA should be disabled.

Please note that if you wish to use JAVA applet, Java Runtime Environment should be installed on your PC and JAVA plugin in the web browser should be supported and allowed to run.

In this case clicking on **Add file** will result in system alert:



User should follow the installation instructions for JAVA applet for file upload and download.

JAVA applet for file upload and download

You can safely upload files up to 100Mb in size. For files larger than that you should contact system administrators.

For file upload that contain more than one file, it is recommended that you add them to zip archive and upload as one file, that will speed up the upload process

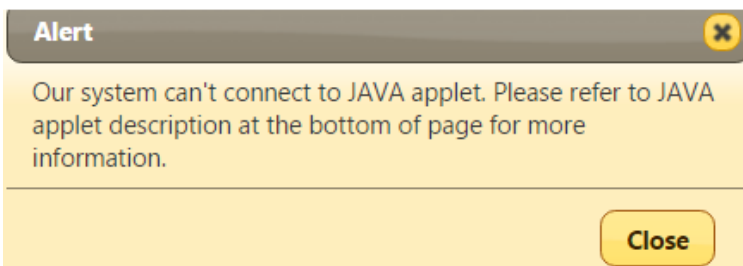
[Java guide on how to install Java on your computer.](#)

[Java guide on how to activate applet \(also called Java plug-in\) in browser.](#)

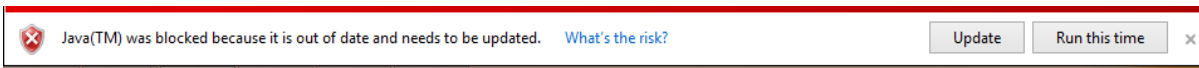
The following file upload or download is done using JAVA applet and verification of file's CRC32Q value is done automatically.

3.4.1 JAVA APPLLET UPLOAD IN MICROSOFT INTERNET EXPLORER

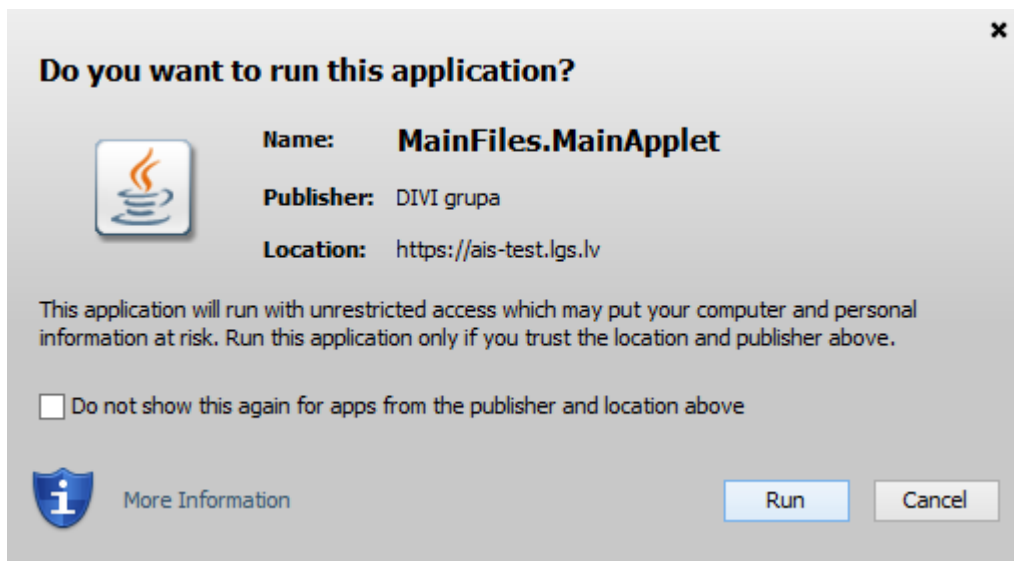
In this case clicking on **Add file** will result in system alert:



1. An option to Run JAVA will be displayed at the bottom of page. Please, note that also Java Runtime Environment may have version updates.
2. In such case choose **Update**, if you wish to update your Java Runtime Environment, or choose **Run this time**, if update is not desired.



3. In the next step approve JAVA applet by clicking **Run**.



4. Information "*JAVA applet is running!*" will be displayed below the request form in the section for JAVA applet instructions.

JAVA applet for file upload and download

You can safely upload files up to 100Mb in size. For files larger than that you should
For file upload that contain more than one file, it is recommended that you add them
process

Java guide on how to install Java on your computer.

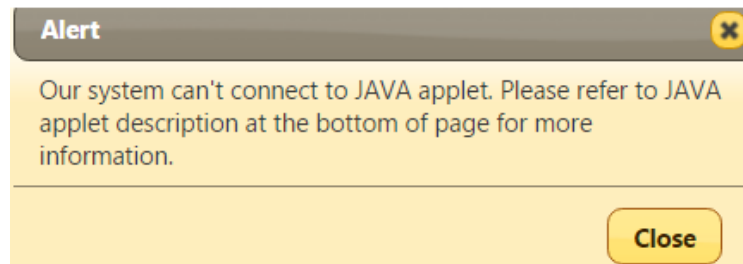
Java guide on how to activate applet (also called Java plug-in) in browser.

JAVA applet is running!

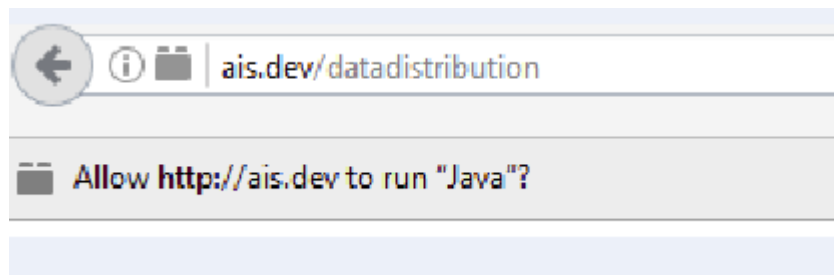
3.4.2 JAVA APPLLET UPLOAD IN MOZILLA FIREFOX

! Please note that since version 52 Firefox does not longer support Java applets.

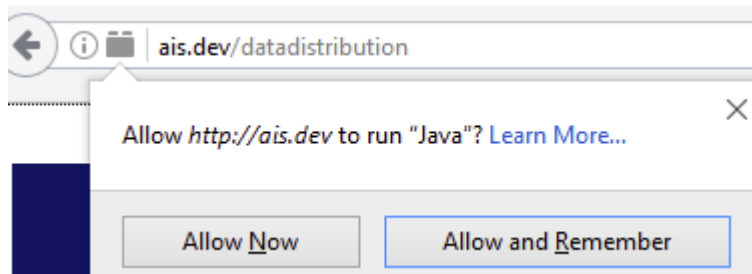
If you use an older Firefox version, click on **Add file** will result in system alert:



1. An option to Run JAVA will be displayed below the browser's address line. Please, note that also Java Runtime Environment may have version updates. **Click on Allow <http://ais.lgs.lv> to run Java.**



- In the next step choose **Allow Now**, if you wish to use JAVA just for this session, or click on **Allow and remember** for to save JAVA settings for next sessions.



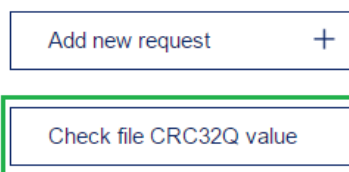
3.5 CHECKING FILE CRC32Q VALUE WHEN JAVA DISABLED

3.5.1 VIA ACTIONS: CHECK FILE CRC32Q VALUE

Check file CRC32Q value command provides the user with the option to check correctness and content similarity of the submitted file to the original file on the user's PC.

Data/Information submission

ACTIONS



File CRC32Q value has to be entered into field *INPUT CRC32Q value*.

Click on **Add file** and choose an original file on your PC .

Check File CRC32Q value



System displays file CRC32Q values of the file that has been uploaded to server.

In column *Status* results of CRC32Q values comparison are displayed:


- If file CRC32Q values do not match

Check File CRC32Q value

1 +

2

3 **CHECK**

ATTACHED FILE NAME	SERVER CRC32Q CODE	STATUS
UserGuide.v.10_ANID comments 31-01.docx	6F59558C	 ERROR

ERROR!
Files CRC32Q codes does not match. Make sure, to check files quality and try again.


- If file CRC32Q do match

Check File CRC32Q value

1 +

2

3 **CHECK**

ATTACHED FILE NAME	SERVER CRC32Q CODE	STATUS
UserGuide.v.10_ANID comments 31-01.docx	6F59558C	 MATCH

SUCCESS!
Files CRC32Q codes match.

If a browser on your PC does not support JAVA plugins (e.g. Chrome), CRC32Q value check can be done manually after downloading specified program *CRC32Q checker*.

3.5.2 VIA CRC32Q VALUE CHECKER PROGRAM

The user can check file's CRC32Q value of the requests and files that have already been submitted while requests are in the submitted status.

COMMENTS AND UPDATES

24-Feb-2017 15:29

Test
Data Provider

Updates: Added files:

 UserGuide.v.10_ANID
comments 31-01.docx



(CRC32Q value:
6F59558C)

10-Feb-2017 09:16

Test
Data Provider

Updates: Deleted file:

 tst.xls



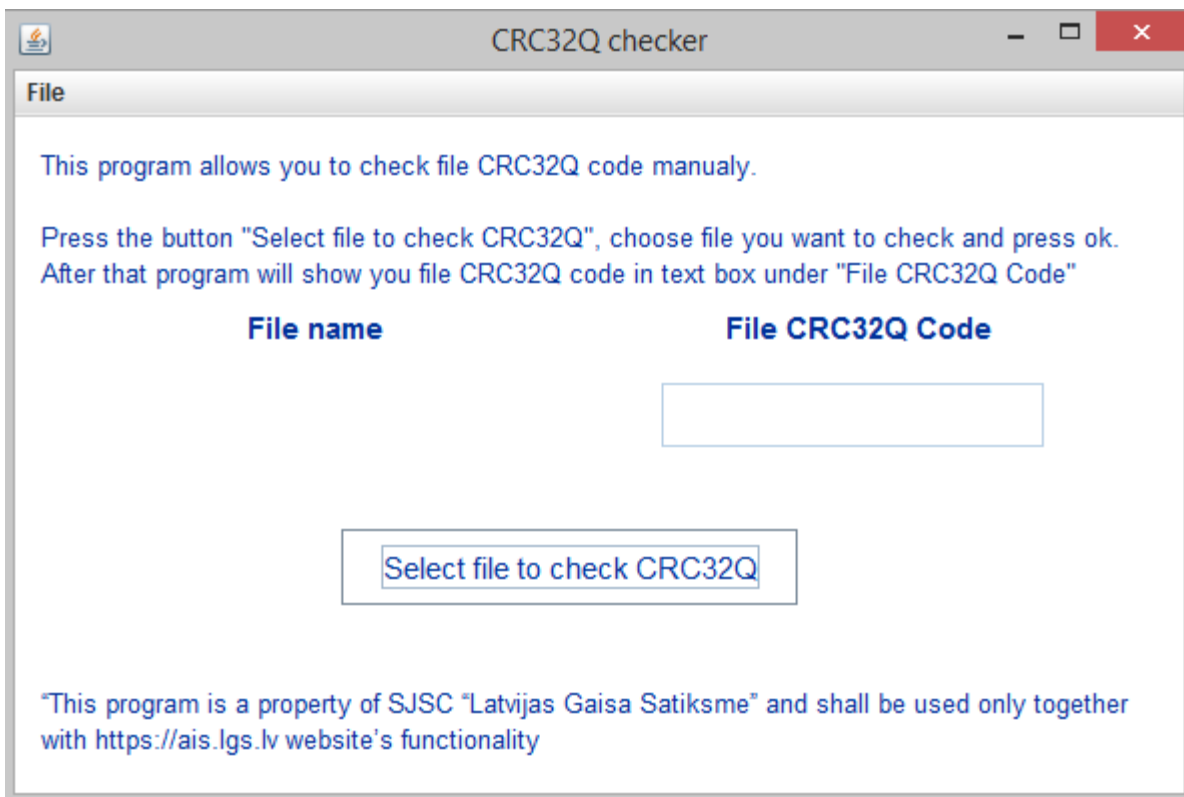
(CRC32Q value:
01263D66)

Check CRC32Q code manually

You can safely download this program to check CRC32Q code on your computer.

[Download program.](#)

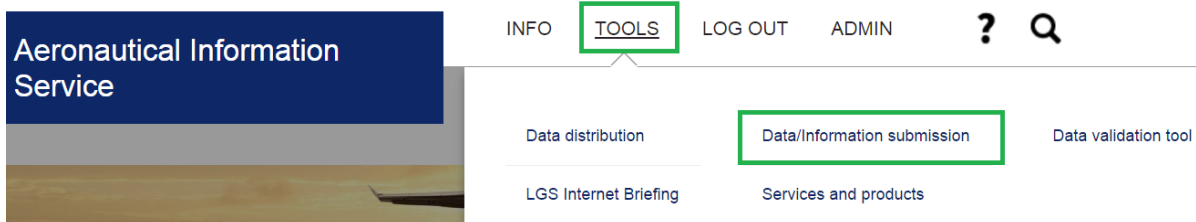
Following the further instructions the user can check file's CRC32Q value choosing a file on your local PC and clicking on **Select file to check CRC32Q**.



4. DATA/INFORMATION SUBMISSION TOOL

Data/Information Submission Tool has two main groups of functionality:

- **Actions:** Add new request and Check the file's CRC32Q value
- **Filters:** setting filters in order to search for registered requests



Data/Information submission

NR.	REGISTRATION DATE AND TIME (LOCAL)	ORIGINATOR	SUBJECT	STATUS	EFFECTIVE DATE	END DATE
222	NOTAM 19-Dec-2016 17:52		SMS		22-Dec-2016	19-Dec-2016
221	NOTAM 19-Dec-2016 17:51		SMS		22-Dec-2016	19-Dec-2016

4.1 ACTIONS: ADD NEW REQUEST

In Data/Information submission tool, section Actions, click on **Add new request**.

Data/Information submission

ACTIONS	FILTERS
<input type="button" value="Add new request +"/>	<input type="button" value="All statuses"/>
<input type="button" value="Check file CRC +"/>	

System opens a form for information input (by default for AIP AMDT request type).

Add request

REQUEST TYPE *

AIP AMDT AIP SUP NOTAM Saskaņā ar MK noteikumiem Nr.1112

SUBJECT *

User should specify type of request: *AIP AMDT*, *AIP SUP*, *AIC* or *NOTAM*, *Saskaņā ar MK noteikumiem Nr. 1112 (LP)*. Data/information submission form is specific for each request type.

4.1.1 ACCESS TO OTHER COLLEAGUES

ACCESS TO OTHER COLLEAGUES

No access View Edit

In case the user is linked to a legal entity, a field called "ACCESS TO OTHER COLLEAGUES" will be displayed when creating the request, where it is possible to specify what actions can be performed by other users of the same legal entity. If the user does not have a legal entity, this field is not visible in the request form.

It is possible to specify the following 3 values:

- No access – request can be seen only by author.

- View – the request can be seen but can not be edited by other users of the joint legal entity.
- Rediģēt – the request can be viewed and edited by other users of the joint legal entity.

4.1.2 DATA SUBMISSION FOR REQUEST TYPES: AIP AMDT, AIP SUP, AIC, SASKAŅĀ AR MK NOTEIKUMIEM NR. 1112 (LP)

Information input fields/buttons marked with an asterisk (*) are mandatory.

Input field	Description
Subject	Short description or a name of particular request.
Text	AIP content that should be published.
Explanation	Supplementary information about submitted data, explanation of request intents.
Effective date	Desired date of publication of submitted information.
End date	Desired date of information withdrawal from publication.
File exchange without JAVA	Please refer to chapter 3 “File exchange and CRC32Q value with/without JAVA applet”
Add file	Give possibility to attach a file to the request.
Attached files	Section displays files that have been attached to the request.
Responsible AIS specialists	AIS specialists that are assigned to assess the submitted request (this field will appear in process of the request evaluation).
Is this information operationally significant?	User at own discretion uses radio buttons <i>Yes</i> and <i>No</i> to provide insight if provided information is operationally significant. If <i>Yes</i> is checked, system will ask if NOTAM is required NOTAM IS REQUIRED? <input type="radio"/> No <input type="radio"/> Yes Please check respective radio button.
METADATA INFO FIELDS	Fields to provide information on data source and interaction in order to ensure data traceability and Commission Regulation (EU) No 73/2010 requirements.

! For submitting the information to be published by AIC, please choose Request Type – AIP AMDT.

Add request

REQUEST TYPE *

AIP AMDT AIP SUP NOTAM Saskaņā ar MK noteikumiem Nr.1112

SUBJECT ***TEXT *****EXPLANATION****EFFECTIVE DATE *****END DATE**

Submitted 0 day(s) in advance

FILE EXCHANGE

With JAVASCRIPT Without JAVA With JAVA

Add file +

ATTACHED FILES

Added files count: 0

IS THIS INFORMATION OPERATIONALLY SIGNIFICANT?

No Yes

METADATA FIELDS**ACCESS TO OTHER COLLEAGUES**

No access View Edit

AMENDMENTS MADE TO THE DATA *

New Deleted Modified Other

THE PERSONS OR ORGANISATIONS THAT HAVE INTERACTED WITH THE DATA AND WHEN ***DETAILS OF ANY VALIDATION AND VERIFICATION OF THE DATA THAT HAS BEEN PERFORMED *****DETAILS OF ANY LIMITATIONS ON THE USE OF THE DATA ***

SUBMIT

In order to submit a filled in request form the user clicks on **Submit**. Herewith the request is submitted and has been assigned status SUBMITTED.

4.1.3 DATA SUBMISSION FOR NOTAM REQUEST TYPE

Information input fields/buttons marked with an asterisk (*) are mandatory.





Add request

REQUEST TYPE *

AIP AMDT
 AIP SUP
 NOTAM

SUBJECT *

DATA Originator

Name, Surname		Phone, Fax	
Position		Date and time of filing	31-01-2017 12:59
Organization		Signature	

Information to be published

Where the facility, airspace or condition reported on is located		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Lower limit	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Upper limit	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Period of validity		
	Date and time	Estimated (if applicable)
From (date-time group, UTC) *	<div style="border: 1px solid black; padding: 2px;"><i>gggg-mm-dd</i></div>	
To (date-time group, UTC)	<div style="border: 1px solid black; padding: 2px;"><i>gggg-mm-dd</i></div>	<input type="checkbox"/>
Time schedule (if applicable)	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

File exchange without JAVA

Add file +

ATTACHED FILES

Added files count: 0

IS THIS INFORMATION OPERATIONALLY SIGNIFICANT?

 No Yes

TEXT *

EXPLANATION

Input field	Description
Subject	Short description or a name of particular request.
Data originator	Non-editable field displaying registered information about data provider: Name, Surname, Phone, Position, Company, Fax
Information to be published	NOTAM content that should be published.
Where the facility, airspace or condition reported on is located	Location of reported facility, airspace or condition.
Lower limit (for Navigation Warnings only)	LOWER limit shall contain an altitude (Above Mean Sea Level – AMSL) or a height (Above Ground or Sea or Surface Level – AGL) expressed in metres or feet, or a Flight Level (always expressed in 3 digits). In addition, SFC and GND shall be used to designate surface and ground respectively.
Upper limit (for Navigation Warnings only)	UPPER limit shall contain an altitude (Above Mean Sea Level – AMSL) or a height (Above Ground or Sea or Surface Level – AGL) expressed in metres or feet, or a Flight Level (always expressed in 3 digits). In addition, UNL shall be used to designate unlimited.
From (date-time group, UTC)	A ten-digit date-time group giving the year, month, day, hour and minute at which the NOTAM comes into force

Estimated (if applicable)	Check radio button, For NOTAM of uncertain duration of validity (the date-time group shall be followed by 'EST' (estimate)).
To (date-time group, UTC)	End date of request validity period
Time schedule (if applicable)	Please provide time schedule if it is applicable
File exchange without JAVA	Please refer to chapter 3 "File exchange and CRC32Q value with/without JAVA applet".
Add file	Give possibility to attach a file to the request.
Attached files	Section displays files that have been attached to the request
Responsible AIS specialists	AIS specialists that are assigned to assess the submitted request (this field will appear in process of the request evaluation).
Is this information operationally significant?	User at own discretion uses radio buttons <i>Yes</i> and <i>No</i> to provide insight if provided information is operationally significant.
METADATA INFO FIELDS	Fields to provide data that provide information on data source and interaction in order to ensure data traceability and Commission Regulation (EU) No 73/2010 requirements.

To submit a filled in request form the user clicks on **Submit**. Herewith the request is submitted and has been assigned status SUBMITTED.

4.1.4 METADATA SUBMISSION FOR ALL REQUEST TYPES

In prior to submit a request, user feel in METADATA fields to provide data that provide information on data source and interaction in order to ensure data traceability and Commission Regulation (EU) No 73/2010 requirements.

METADATA FIELDS

AMENDMENTS MADE TO THE DATA *



New Deleted Modified Other



THE PERSONS OR ORGANISATIONS THAT HAVE INTERACTED WITH THE DATA AND WHEN *

DETAILS OF ANY VALIDATION AND VERIFICATION OF THE DATA THAT HAS BEEN PERFORMED *

DETAILS OF ANY LIMITATIONS ON THE USE OF THE DATA *

4.1.5 REQUEST PROCESSING STATUSES

Request status	Description	Options for Data Originator			
		Edit and add files	Delete	Change status	View only, download
Submitted 	Data originator submits a request to AIS via data/information submission tool. Data originator can edit the request and change status to DELETED BY THE DATA ORIGINATOR	✓	✓	✓	✓
Under Assessment 	AIP administrator or NOTAM administrator processes the submitted request and performs assessment of provided information. Data originator can edit the request, but request status will be put back to SUBMITTED. Data originator can change the status to DELETED BY DATA ORIGINATOR.	✓	✓	✓	✓
Info requested	AIP administrator or NOTAM administrator may ask for	✓	✓	✓	-

	additional information that should be provided by data originator. After requested information is submitted, status is changed to SUBMITTED.				
Cancelled 	A request can be cancelled by the AIP administrator due to assessment results or data originator's failure to submit requested information.	-	-	-	✓
Deleted by data originator 	Data originator can delete submitted request thus withdrawing the request from further assessment process. Can be deleted if the request is in the status SUBMITTED	-	✓	-	✓
Postponed 	Assessment of a request can be postponed by the AIP administrator	✓	-	-	-
Approved 	Assessment has been finished and administrator has approved a request. Approved requests proceed to verification requested by the AIP administrator.	-	-	-	✓
Verification 	AIP administrator provides a proposal for publication that should be verified by data originator.	-	-	✓	✓
Not verified 	Data originator has denied a draft for publication that was made by AIP administrator. Repeated verification should be requested by the AIP administrator.	-	-	✓	✓
Verified 	Data originator has verified draft for publication. The request can be published by the AIP administrator	-	-	✓	-
Published 	Approved and verified requests are published in AIP.	-	-	-	✓

Closed	Request validity date expires is removed from Data distribution tool's list of published requests.	-	-	-	✓
---------------	--	---	---	---	---

4.1.6 REQUEST CHANGE HISTORY

Section COMMENTS AND UPDATES displays history of all actions performed to the registered requests, e.g. change in status, updates, comments added by data originator or AIS specialist.

COMMENTS AND UPDATES

AUTHOR

04-Feb-2020 16:29

jurisa juriss

Comment: Added file and updated request

Updates: Effective date changed from **2020-01-24** to **2020-02-12**

Added files:



Test filoe.txt










(CRC32Q value:
F755E49E)



13 B

4.2 PREVIEW OF THE FILES ATTACHED TO THE APPLICATION

ATTACHED FILES		<input checked="" type="checkbox"/> file exchange without java	ARCHIVE.ZIP ↓	F
 tulkojumi.txt	>>	(CRC32Q value: 20720043)		
 Test filoe.txt	>>	(CRC32Q value: F755E49E)		
 Test filoe.txt	>>	(CRC32Q value: F755E49E)		13 B
 Test filoe.txt	>>	(CRC32Q value: F755E49E)		13 B
 Metadata in Excel	>>			

After the request is submitted to the system, it is possible to preview the contents of the attached files. To view the contents of the file, click on the magnifying glass icon next to the attached file. After clicking on the magnifying glass icon, a pop-up window opens in the system, where you can view the contents of the file. You can preview the files both in the attached files and in the request comments.

4.3 SEARCH REGISTERED REQUESTS

All previously submitted requests/ information are shown in the table specifying *Number*, *Registration date*, *Originator*, *Subject*, *Status*, *Effective date*, *End date*. The search of registered requests can be performed by using the following filters:

▣ Status

▣ Originator

▣ Request type

Submitted	All originators	Request type
<i>All statuses</i>	All originators	NOTAM
Under assessment	DATA provider	<i>SELECT TYPE</i>
Approved		AIP AMDT
Cancelled		AIP SUP
Postponed		NOTAM
Published		
Submitted		
Info requested		
Deleted by data originator		
Verification		
Verified		
Not-verified		
Closed		

Registration date from;
Registration date till

Effective date from;
Effective date till

December 2016

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

When filtering parameters are set, click **Apply filters**.

Clear

Press **Clear** to remove all filters.

Apply filters

Open the registered request by double-clicking on the request’s subject.

4.4 EDIT AIP AMDT, AIP SUP, AIC, LP REGISTERED REQUESTS

Select registered AIP AMD, AIP SUP and AIC requests by using filters. Find the request and double-click on request’s subject.

! Only requests that are in *SUBMITTED* or INFO REQUESTED status can be edited by the data originator.

Data/Information submission

SUP XXXXXXXXXX

↓ Submitted

NUMBER **77**

ORIGINATOR XXXXXXXXXX

ORIGINATOR CODE XXXXXXXXXX

TEXT XXXXXXXXXX

EXPLANATION XXXXXXXXXX

REGISTRATION DATE **20-Oct-2016 17:26**

EFFECTIVE DATE **17-Oct-2016**

END DATE **23-Oct-2016**

Show meta data

Print version

Download meta data in excell

ATTACHED FILES

No documents added

FILE EXCHANGE WITHOUT JAVA

RESPONSIBLE AIS SPECIALISTS

No responsible AIS specialist added

Edit request
+

COMMENTS AND UPDATES

Request subject and status symbol is displayed in the left upper corner.

Available commands	Description
Show/Hide metadata	Command to show or hide meta data in a request form.
Print version	A request form is shown in printer friendly A4 format.
Download meta data in Excel	System generates Excel file containing the meta data provided in a request.
File exchange without JAVA	Please refer to chapter 3 “File exchange and CRC32Q value with/without JAVA applet”.
Download ZIP	Downloads a compressed ("zipped") archive file that contains all files attached to this request.
Edit request	Data originator can open a request form. Editing options are provided according to the request’s status. Please refer to

section 4.1.5 “Request processing statuses” to check the request statuses that allow data originator to edit the request. Only requests in status SUBMITTED, INFO REQUESTED and POSTPONED can be opened for editing.

5. DATA DISTRIBUTION TOOL

AIS website's section DATA DISTRIBUTION TOOL contains published information and provide a possibility to download and check the integrity of downloaded files on the end user's PC.

In order to use Data distribution tool AIS clients have to subscribe to this information by specifying to which published information they would like to have access and reporting this to the office of AIS of Latvia.

Data distribution

Check file CRC + File exchange without JAVA

Modified date: 12. Jan. 2017

Effective date: 12-01-2017 12:29 **Java no files Firefox** Java no files Firefox

Modified date: 12. Jan. 2017

Effective date: 12-01-2017 12:26 **Java with file Explorer** Java with file Explorer

notam_files.txt (E6E0072D)

Subscribers can read the published information, download files and check file CRC32Q value.

5.1 FILE DOWNLOAD FROM DATA DISTRIBUTION TOOL

5.1.1 FILE DOWNLOAD WITHOUT JAVA

1. In order to download files without JAVA, option **File exchange without JAVA** should be enabled.

Data distribution

Check file CRC32Q value

File exchange without JAVA

Modified date: 10. Feb. 2017

Effective date: 08-Dec-2016	2016_008_08-DEC-2016-Corrigenda	EAip Item	
			(CRC32Q value: 3D4DFF68) ✕
		2016_008_08-DEC-2016-Corrigenda.zip	

Modified date: 07. Feb. 2017

Effective date: 02-Jan-2017	2017_002_02-JAN-2017	EAip Item	
			(CRC32Q value: 66A69887) ✕
		<div style="border: 2px solid green; padding: 2px;"> 2017_002_02-JAN-2017.zip </div>	

2. Clicking on the file name will result in instant downloading.
3. Clicking on the file at download section of your browser will result in opening a file.

In order to check CRC32Q value of the downloaded file follow the instructions:

1. Click on **Check File CRC32Q value**
2. Click on **Add file** in the line number 1



3. Select a file. The file name is displayed in the line number 4 – Attached file name



4. Enter downloaded file's CRC32Q value in the line number 2



5. Click on Check in the line number 3



Below are examples of file CRC32Q value check:

➤ when CRC32Q values do not match

1

2

3

ATTACHED FILE NAME	SERVER CRC32Q CODE	STATUS
Test NOTAM file(FF344470) - 1.pdf	FF344470	ERROR

ERROR!
Files CRC32Q codes does not match. Make sure, to check files quality and try again.

➤ when CRC32Q values do match

1

2

3

ATTACHED FILE NAME	SERVER CRC32Q CODE	STATUS
Test NOTAM file(FF344470) - 1.pdf	FF344470	MATCH

SUCCESS!
Files CRC32Q codes match.

5.1.2 FILE DOWNLOAD WITH JAVA

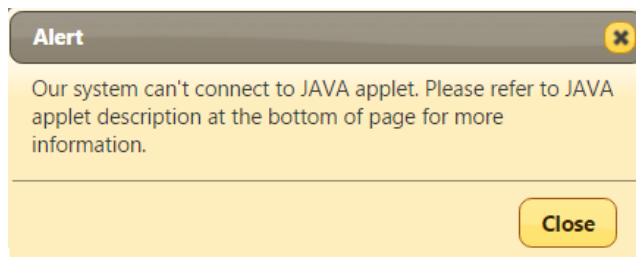
1. In order to download files with JAVA, option *File exchange without JAVA* should be disabled.

Data distribution

Check file CRC +

File exchange without JAVA

2. In this case clicking on the file name will result in system's alert.



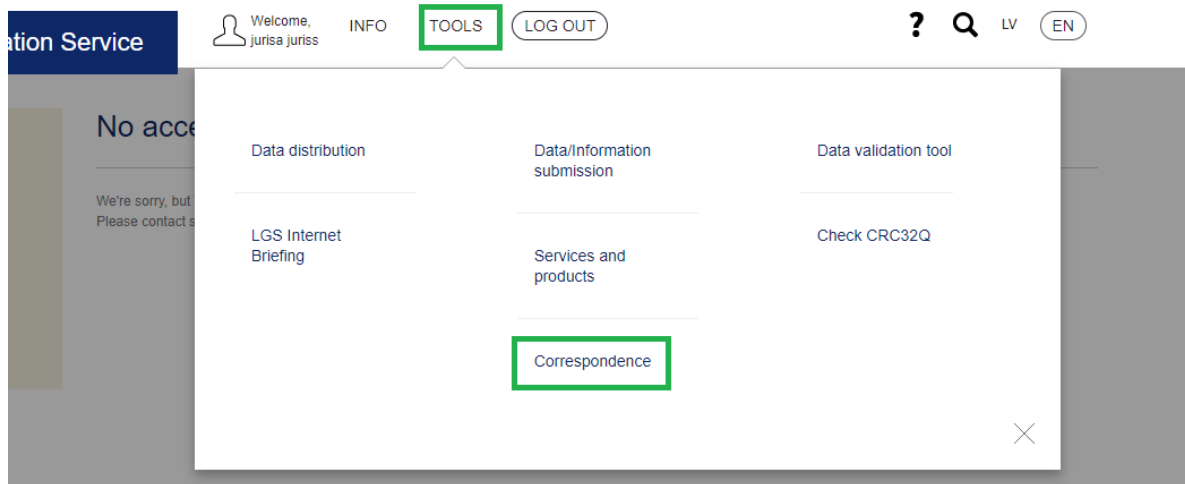
3. User should follow the instructions on installing JAVA applet according to the active Internet browser on your PC as described in section 3.4 File exchange with JAVA.

6. CORRESPONDENCE TOOL

The tool is designed to interact with ANID professionals with data providers. The user has the ability to create correspondence that is addressed to the ANID and it is possible for the ANID to create lists with the legal person that is addressed to all employees of the legal entity.

6.1 NAVIGATE TO TOOL

To open the correspondence tool, you need to open the "Tools" section in the top horizontal toolbar and then click "Correspondence".



6.2 CREATE NEW CORRESPONDENCE

To create a new list, click on the "Create thread" button.

Correspondence

ACTIONS

Create thread +

Dokumentu precizēšana

Has not been read



2020-03-12 14:46:49

Open

jurisa juriss

Kompānija 2

Lūgums iesniegt dokumentus par epastā apspriesto informācijas iesniegumu 3/2020
AMDT

ADDED FILES

Capture2.PNG

Capture3.PNG

Read more >>

After pressing the button data entry form will open. There you enter the name of the new correspondence and a description of the correspondence. To save the data press the dark blue submit button.

6.3 OPEN CORESPONDENCE

To view the correspondence, click on the "View More" button for that particular conversation.

Providing the correct documents

Has not been read



2020-03-12 14:46:49

Open

jurisa juriss

Kompānija 2

Request to add documens to 3/2020
AMDT

ADDED FILES

Capture2.PNG

Capture3.PNG

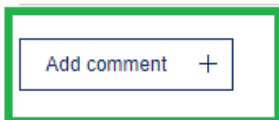
Read more >>

Pressing the "Read More" button will open the comments overview

6.4 ADD NEW COMMENT TO CORRESPONDENCE

To add a comment, press the "Add Comment" button.

Providing the correct documents



SUBJECT	Providing the correct documents	SUBJECT CREATED BY USER	jurisa juriss
DATE CREATED	2020-03-12 14:46:49	LEGAL PARTICIPANT	Kompānija 2
LAST UPDATED		MADE BY ADMINISTRATOR	No
STATUS	Open		

The comments you have added are at the bottom of the chat preview page.

Aeronavigācijas informācijas pakalpojumi
? Q LV EN

- Ārēju datu kopas
- Check CRC320 vaike
- Apraido datu kopas
- Jautājumi
- Datu informācijas iesniegšana
- Datu izpildīšana
- Saīša

Dokumenta precizēšana comments

Pievienot komentāru +
Mainīt statusu

NOGAUMS	Dokumenta precizēšana	SARAKSTI VEIDOLA JURIDISKA PERSONA	jurisa juriss
IZVEIDOŠANAS DATUMS	2020-03-12 14:46:49	SARAKSTI VEIDOLA ADMINISTRATORS	Kompānija 2
PEĒĶO REĢI ATJAUNOTS			NA
STATUSS	Open		

TEKSTS: Lūguma iesniegt dokumentus par epastā aprīstāto informācijas iesniegumu 32020 AMDT

PIEVIENOTĀS DATNES

Q

Q

KOMENTĀRI UN ATJAUNINĀJUMI

AUTORS: Izvēlies komentāra autoru ...

IZVEIDOŠANAS DATUMS	LIETOTĀJS	TEKSTS	ZIŅAS IZLASĪŠANAS LAIKS	ZIŅU IZLASĪŠANA	PIESAISTĪTIE DOKUMENTI
2020-03-12 15:00:04	jurisa juriss	Quisque rhoncus ultrices metus, sed consequat arcu consectetur in. Donec eget sem finibus, rutrum dolor et, porta libero. Aenean id eros nec odio euismod pharetra. In hac habitasse platea dictumst.		Message was not read	Q
2020-03-12 14:59:31	jurisa juriss	Suspendisse ac feugiat neque, vitae congue lorem. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Phasellus efficitur eget justo eu varius. Morbi aliquam interdum placerat. Suspendisse ac diam eleifend, auctor velit eleifend, luctus nulla.		Message was not read	
2020-03-12 14:58:11	jurisa juriss	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris ultricies consequat massa, vitae placerat ipsum dolor et. Sed non nunc tristique, venenatis diam sit amet, efficitur diam. Suspendisse odio elit, efficitur at dolor eget, portitor auctor magna. Fusce vestibulum, quam a sagittis dignissim, quam mi portitor sapien, a commodo enim diam pharetra est.		Message was not read	

40