

NOP User Manual

WIND - FLASH Legacy and new GWT

Network Manager

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1 Changes and Updates

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Date	Section	Detail	Link
07/07/2022	-	26.1 Release	-
24/03/2022	-	26.0 Release -Updated	-
22/03/2022	-	26.0 Release	-
10/02/2022	-	New GWT WIND introduced	go (Section 5)
18/12/2020	FLASH Decommission	Flash decommission - WIND on VM	go (Section 6)
28/11/2016	How To...	Upload a Website added	go ('Upload a Website - Step by Step' in the on-line documentation)
28/11/2016	How To...	Upload a Website added	go ('Upload a Website - Step by Step' in the on-line documentation)
01/02/2016	Initial Network Plan	Section added (+ Step by Step Daily Plan ('Daily Plan - Step by Step' in the on-line documentation))	go ('Initial Network Plan' in the on-line documentation)
21/04/2015	Headline News	Section removed	-
04/12/2014	How To...	Headline News section updated	go
01/12/2014	-	Crisis Management added	-
11/08/2014	MEASURES	Section moved to regular Help Package	-
26/06/2014	NET	Section moved to regular Help Package	-
06/05/2014	-	Addition of EVITA	-
22/03/2014	-	Addition of NET and MEASURE Editors	-
10/02/2014	-	Headline News - Step by Step	go
18/07/2013	-	Global review & update	-
03/03/2011	Best Practices	Section added	go (Section 6.4.3)
15/02/2011	-	CFMU 15 adaptation	-
18/05/2010	How To...	Headline News Movie added	go ('Create a Headline News' in the on-line documentation)
14/05/2010	Headline News	Section reworked	go ('HeadlineNews' in the on-line documentation)
05/05/2010	-	Major update starting, to reflect WIND 2.0	-

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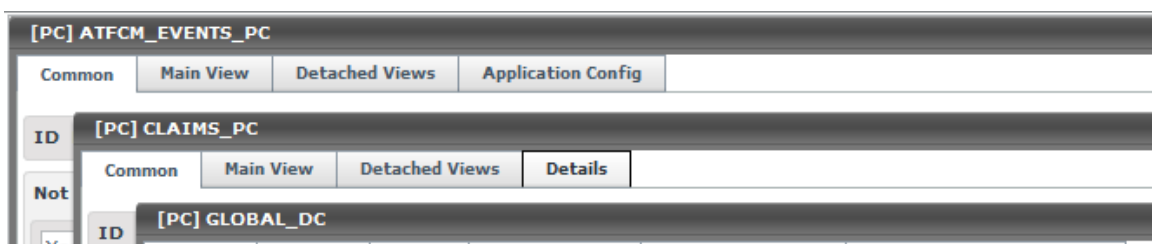
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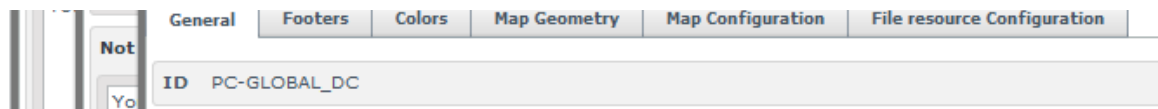
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3 IMPORTANT NEW PROCEDURES

3.1 Context

Adobe and the browser manufacturers have agreed to terminate the *Flash* technology and derived products by the end of the year 2020.

Some parts of the NOP where historically developed to work with Flash, and have gradually been replaced by more recent technologies.

The *WIND* application (**Web Interface to NOP Data**) is such a flash-based legacy application that will still be used in Operations beyond the end of the year 2020.

3.2 Solutions

The replacement by another technology (GWT) is ongoing - and will take some time to be fully operational.

Until then, the NOP Data will be maintained in two parallel modes, depending the nature of the concerned WIND Entity.

New GWT WIND

A set of Entity types do already benefit from the new platform, namely:

- Application PC
- Link List PC

 Specific instructions on accessing and using the new application are available **here (Section 5)**.

Legacy FLASH WIND on VM (Virtual Machine)

All other WIND Entities, including those in relation with global features (such as *GLOBAL_DC*) are maintained through a legacy Flash environment running the WIND application on a virtual computer, using the Chromium browser.

This temporary workaround allows you to continue using WIND in the historical way,

 Specific instructions on accessing, configuring and using the **WIND on VM** application are available **here (Section 6)**.

4 WIND Presentation

 **WIND** gives editing facilities to the content of the Portal **not coming from the CFMU Back-End Systems**.

4.1 Data editable in WIND (with the appropriate administrative rights)

Data generated and editable in WIND can be either of Content Type or Configuration Type, and we give you some examples below:

Configuration Type

- 1. Global Portal features and content such as
 - color scheme for the alert levels, the events, ...
 - footer text, including the Disclaimer
- 2. Title and visibility (depending on the phase) of the **Portlets**;

 *GLOBAL_DC* and other global features are currently maintained in the LEGACY environment

Content Type

- 1. Text content (including image thumbnail and hyperlinks) of the Portlets;
- 2. Content and visibility (depending on the phase and/or on the WEF/TIL values) of some of the displayed entities, such as
 - NM News,
 - Scenarios,
 - Events,
 - Reports,
 - ...

 Access to the content is based on your user profile - this means that with your specific profile you may not be able to modify some of the documents.

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5 NEW GWT WIND

The entities currently migrated to the new GWT environment are the following:

List of concerned entities

- ACC3_PC
- ACCESS_REQ_PC
- ACC_INFO_PC
- AIM_PC
- AIRPORT_INFO_PC
- AIRSPACE_INFO_PC
- AIRSPACE_PC
- AIRSPACE_STRUCT_PC
- AIS_AGORA_PC
- ANM_PC
- ASD_PC
- ATFCM_EVENTS_PC
- ATM_N_CHANGES_PLANNING_PC
- AXISMG_T_PC
- CASTAR_PC
- CFMU_DEV_PC
- CFMU_HANDBOOK_PC
- CFMU_NEWS_PC
- CFMU_OPS_PC
- CHARTS_PC
- CIR_PC
- CLAIMS_PC
- CODA_PC
- CONTACTS_PC
- CONTACTS_PC
- CONTINGENCY_PC
- CRISIS_SUPPORT_PC
- CSS_PC
- CUSTOMISATION_PC
- DAILY_PLAN_PC
- DAILY_UPDATES_PC
- DATASET_PC
- DDR_PC
- EAD_PC
- EAUP_PC
- EVITA_PC
- EXTERNAL_REPORTS_PC
- E_CONFERENCES_PC
- E_HELPDESK_PC
- FAQS_PC
- FAVOURITES_PC
- FLIGHTS_PC
- FLIGHT_MAP_PC
- HEADLINE_NEWS_PC
- IFPUV_PC
- INDIDENTMANAGEMENT_PC
- LOCAL_OPERATIONAL_INFO_LINK_PC
- MAIN_REPORTS
- MDCM_TOOL_PC
- MEASURE_PC
- NATSLINK_PC
- NETWORKEVENT_PC
- NEVAC_PC

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- NEW_NMIR_PC
- NOP_ARCHIVES_PC
- NOP_DOC_PC
- NOP_MONITOR_PC
- NOP_PC
- NOP_PROCESS_PC
- NOP_SHOWCASE_UPDATE
- NOP_UPDATES_PC
- N_AXIS_MANAGEMENT_PC
- ONE_SKY_PC
- OPS_PROCESSES_PC
- PRI_PC
- PRTL_ASSIST_PC
- RAD_PC
- REPORTS_LIB_PC
- RESERVE1_PC
- RESERVE2_PC
- RESERVE3_PC
- RESERVE4_PC
- RESERVE5_PC
- RESERVE6_PC
- RVSM_PC
- SAAM_PC
- SAFA_PC
- SCENARIOS_PC
- STATFOR_PC
- STATUS_MAP_PC
- TIME_MANAGER_PC
- TRAFFIC_PC
- TRAINING_PC
- WEATHER_ASSESSMENT_PC

Important: All other entities are maintained in the legacy FLASH environment - please refer to the **LEGACY FLASH WIND (Section 6)** chapter for detailed information.

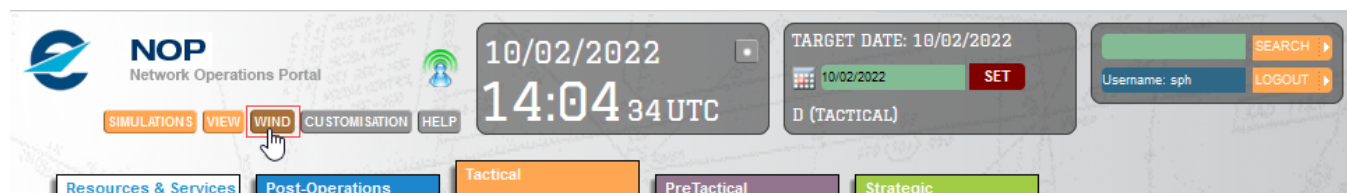
5.1 Access and Login

WIND (Web Interface for **NOP** Data) gives editing facilities to the content of the Portal **not coming from the NM Back-End Systems**.

Access to the **WIND** is profile dependent. As a result, not all users will have the **WIND** button (and its companion **VIEW** button) visible and/or working - and the URL to be used is <https://www.nm.eurocontrol.int/PUBLISH/gateway/spec/index.html>.

Important: If need be, please refer to the general **NOP Help** for information on the login details.

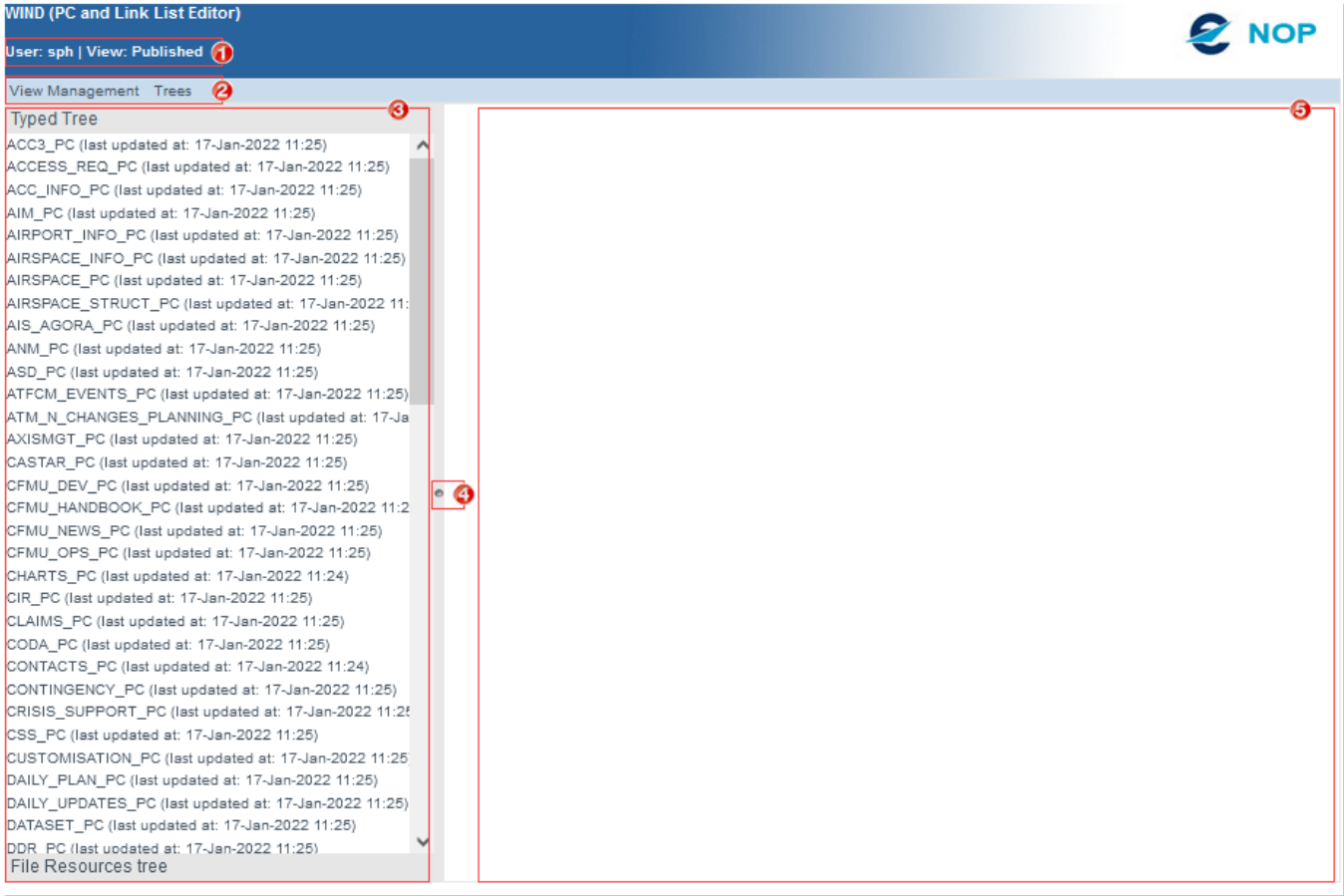
The editing functionalities of the Portal are accessible in the Main View of the Portal, by clicking the **WIND** button located in the Header:



5.2 Layout

The WIND editor opens in a new browser window (or browser tab, depending on your browser make and configuration) containing the WIND Application.

By default, the WIND Editor opens as shown below:



1 User & View

The **User** field displays the username with which you have logged in to the Portal.

The **View** field tells you which view is currently selected. By default, if you will not already have created a new View or opened an existing one, it will be set to *'published'*. This means that the WIND content is displayed to you as it is currently published on the Portal.

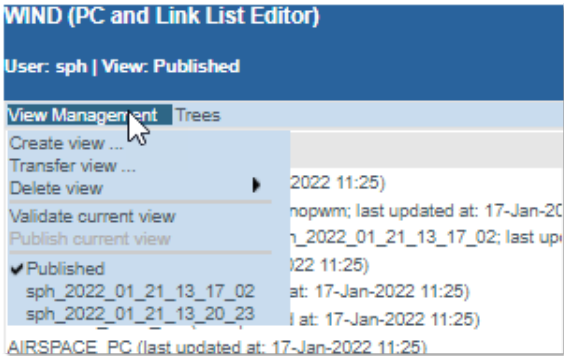
The View concept is developed **here (Section 6.7)**.

2 Menu Bar

The Menu Bar features two options: **View Management** and **Trees**.

The **View** menu reveals five commands, **Validate and align**, **Publish**, **Goto**, **Manage...** and **Transfer...**

View Management



The **View Management** menu presents all operations in relation with the *Views*. Get more details on these commands **here (Section 6.7)**.

Trees

The **Trees** menu currently reveals a single commands: **Refresh Data**.



- The **Refresh Data** command will cause the window to reload and display any changes occurred to the status of the elements displayed in the current tree.

3 Navigation Tree

The **Navigation Tree** is divided in two 'Accordion' type sections, each one with its own purpose:

1. The **Typed tree** groups all the WIND entities by type - this is the 'logical' way the Portal content is grouped. However, you might not wish to see all of these elements, or see them in another way better fitting your own needs...
2. The **Files resources tree** holds all the resources (images, imports of all sorts, ...) in a structured file system. Here also, you can create you own folders and subfolders, import and manage external files to be used within or linked to from the Portal.

4 Resize Handle

Drag the **Resize Handle** left or right to expand or narrow the Navigation Tree.

5 Main Display

This is where the WIND entities will open.

5.3 The View Concept

The view concept is at the very heart of the WIND. It allows you to create and manage any number of 'recordings' of actions, which are stored in identified working spaces called **Views**.

A view can therefore keep changes made to the **Typed tree** or to the **File resources tree**, changes made to existing documents and of course newly created documents.

- **Managing views:** allows you to use a given view to organize your work, create content and make all the necessary changes until the material is ready to be published.
- **Displaying views:** allows you to privately monitor how your changes would appear on the Portal, by generating a page mixing the actual NOP content and your own contribution.

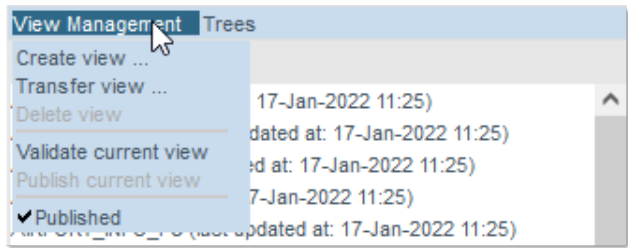
5.3.1 Managing Views

As you initiate a WIND session and open the **WIND Detail** window to start working, this is how the header looks like:



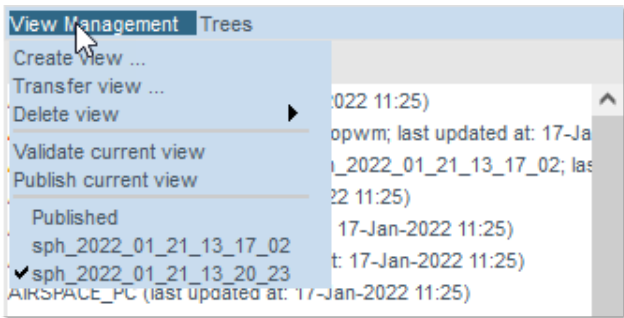
The **User** field tells with which account you are logged in to the Portal, and the **View** field indicates the currently set view - by default, it will be the *published* view, containing all the elements and structure of the published NOP (in other words, the Portal as it is seen by the public).

5.3.2 The View Management Menu



By default, the **View Management** menu proposes the commands as shown above, with the **Delete** and the **Publish current view** command greyed out (not available) since, by default, there is nothing yet to delete or publish at this stage.

As soon as you start creating views, they are listed in the menu, and accessible for any further action:



The **View Management** allows you to create views, or perform various actions on the views created using the account with which you are logged in:

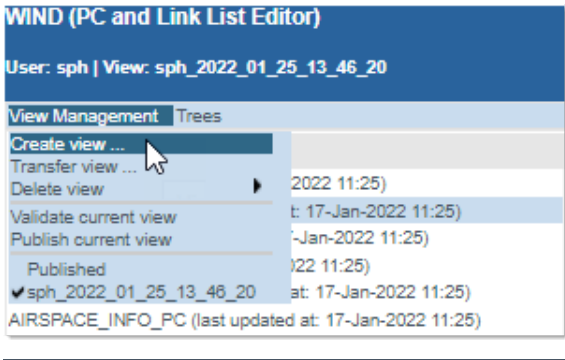
- **Create view ...**
- **Transfer view ...**
- **Delete view**
- **Validate current view**
- **Publish current view**
- **Published**

Create view ...

Note: A given user can only own 10 views. A warning pops up when you exceed the limit:

The system cannot create the view. The maximal number of views per user is 10. Your action exceeds this number. Please publish or delete other views before you proceed.

OK



Create View

Enter view name:

The view is created, and becomes the active one, as reflected in the header:

User: sph | View: My_View

View Management Trees

Typed Tree

ACC3_PC (last updated at: 17-Jan-2022 11:25)

ACCESS_REQ_PC (last updated at: 17-Jan-2022 11:25)

ACC_INFO_PC (last updated at: 17-Jan-2022 11:25)

AIM_PC (last updated at: 17-Jan-2022 11:25)

Another quick way to create a view is to select an entity (or group of entities) and make use of the contextual menu:

View Management Trees

Typed Tree

ACC3_PC (last updated at: 17-Jan-2022 11:25)

ACCESS_REQ_PC (last updated at: 17-Jan-2022 11:25)

ACC_IN

AIM_PC

AIRPOR

AIRSPA

AIRSPA

AIRSPACE_STRUCT_PC (last updated at: 17-Jan-2022 11:25)

Open entity

Lock entity in new view and open

Lock entity

Unlock entity

A new session will be automatically created and set for you, and named after your *username* appended with a time stamp (example: **testUser_2022_02_15_18_07_07**).

Transfer view ...

This enables you to select and **Transfer a View** from a given owner (the user with which the view was created) to another user.

Transfer a View

Current view owner

View to transfer

New owner

New view name

The field labels are self-explanatory - simply fill in the form and click on the **Transfer View** button to execute the command.

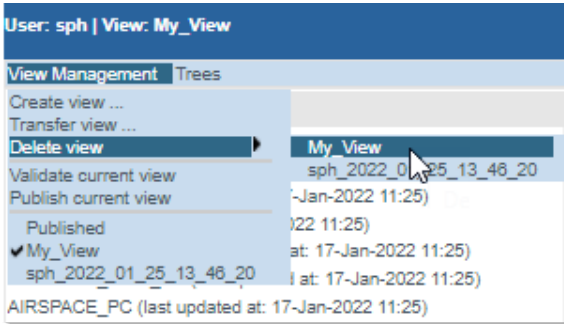
Transferring a view can be very useful, as it allows you to:

- pass unfinished work to a colleague to resume,
- send your work for validation to a supervisor,
- unblock a situation where an absent user has left locked items which another user urgently needs to access.

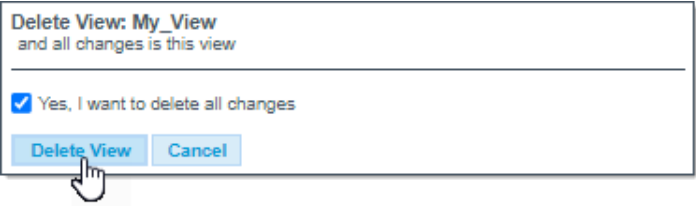
 **Note:** You will need special privileges to transfer a view owned by another user than yourself.

Delete view ...

Select the desired view to remove from the drop down list ...

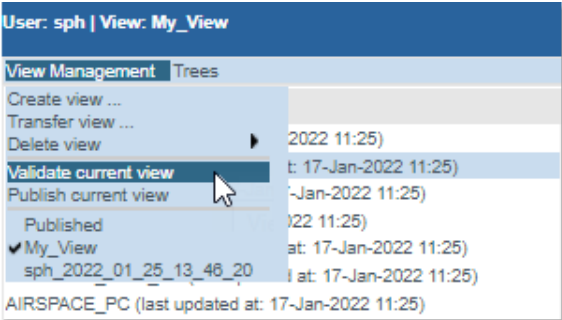


... then confirm in the pop-up dialog:

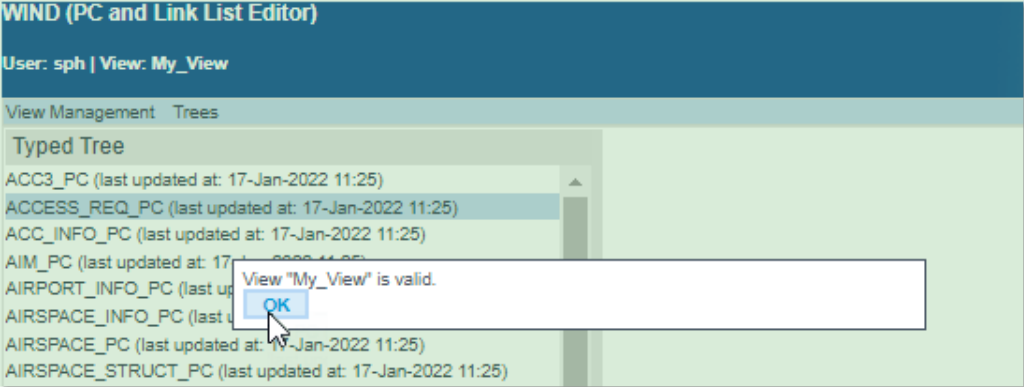


Validate current view

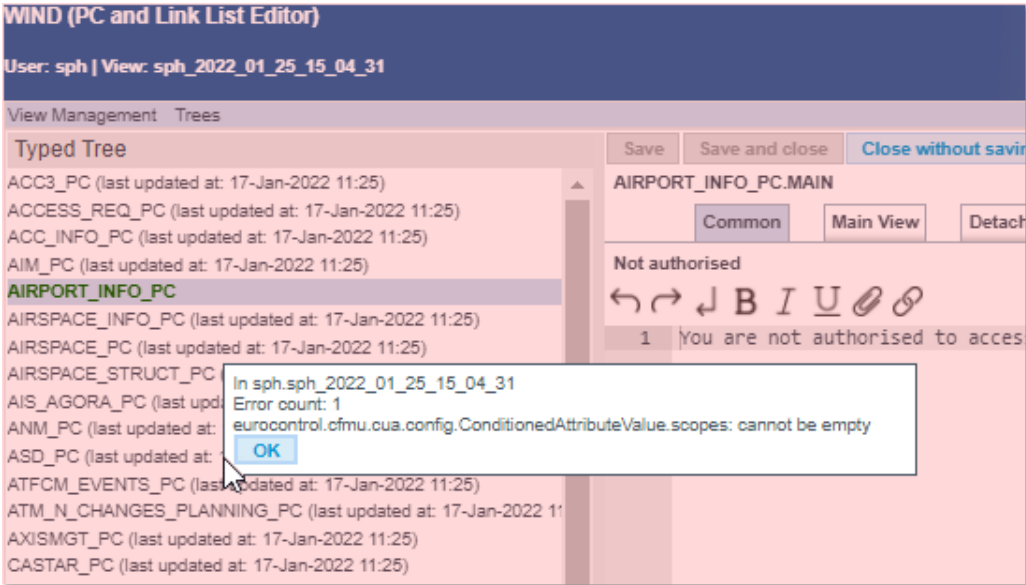
Click on the **Validate current view** command:



Upon successful validation, this dialog is presented, against a green overlay:

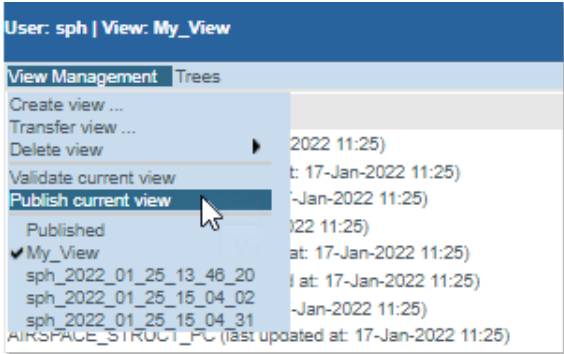


When errors are encountered, they are identified and listed in this other dialog, against a red overlay:

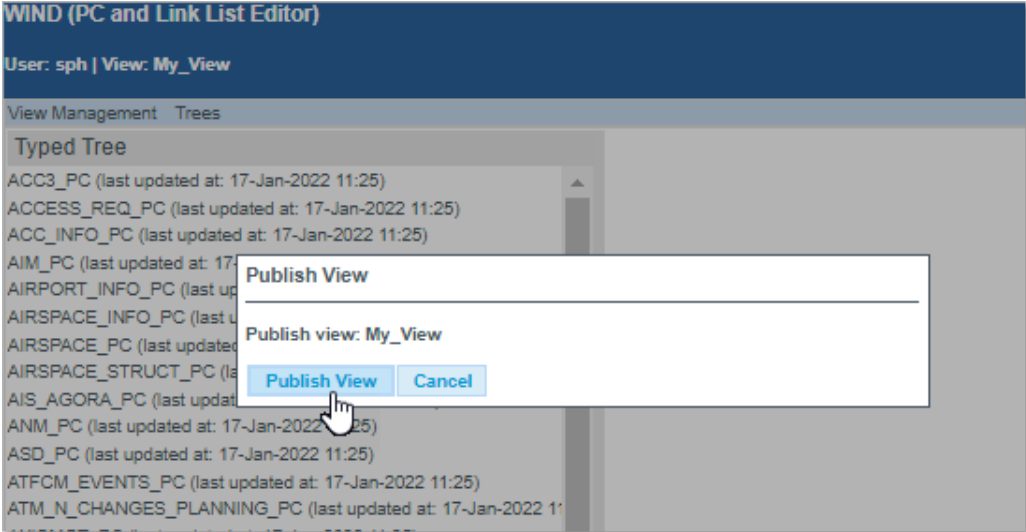


Publish current view

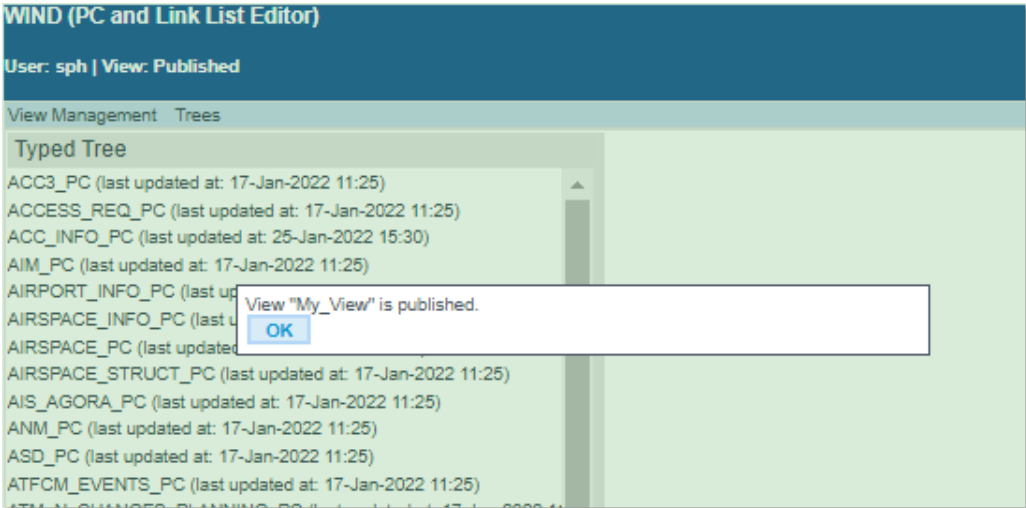
Click on the **Publish current view** command:



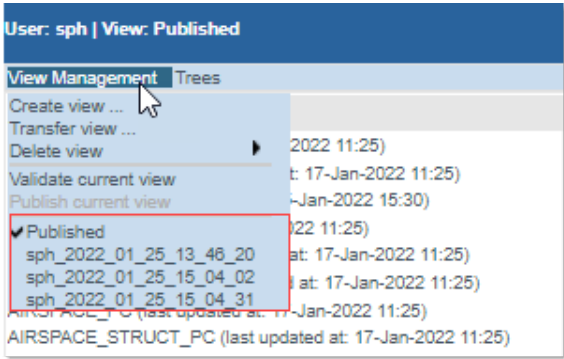
Confirm when prompted:



Upon successful validation, this dialog is presented, against a green overlay ...



... and the just published view is removed from the list, and the application switches to the *Published* view, which now contains the latest changes:



Published

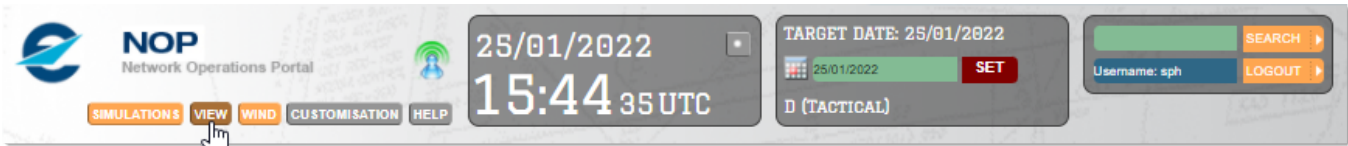
The currently published view. It is managed by the system, and cannot be deleted.

5.3.3 Displaying Views

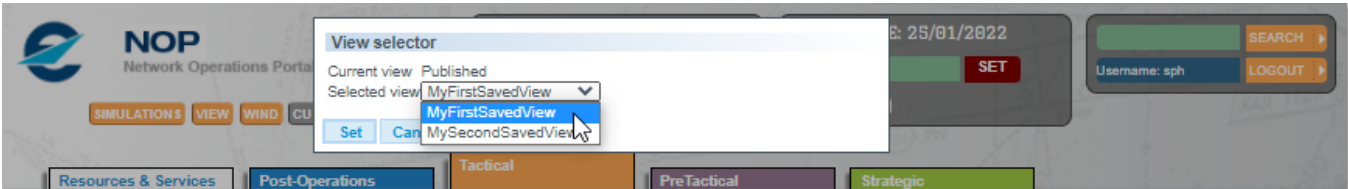
You may wish to monitor the progress on your work and check how your changes will look like in the Portal.

As a good practice, you will also want to give your changes a last look before publishing your work.

To do so, return to the header of the NOP and click on the **View** button:

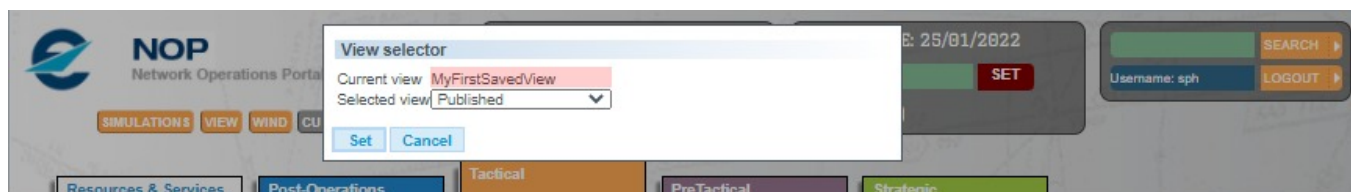


This opens the **View selector**, from which you will set the view to display in the Portal:



For this example, we have selected for you the view **MyFirstSavedView** and clicked on the **Set** button. It is easy to check which is the view currently in use by clicking again on the View button in the header.

Continuing our example, this is how the **View selector** would now look like:



This tells you that the current view is indeed **MyFirstSavedView** - and enables you to either opt for another view, or revert to the published view and restore the Portal in its initial state.

This step is very important to perform a visual check of your data.

5.3.4 Matching Portlet and PC Entity

Most of the time, the name of an entity will self-explanatory and will be sufficient to associate them with the corresponding document/entity type and Portlet.

When in doubt, please consult the list below:

Summary Table

ENTITY NAME	Type APPLICATION	Type LINKLIST	CORRESPONDING PORTLET (*)
ACC3_PC			Airspace Data
ACC_INFO_PC			ACC Info
ACCESS_REQ_PC			Access Requests
AIM_PC			AIM
AIRPORT_INFO_PC			Airport Info
AIRSPACE_INFO_PC			Airspace Information
AIRSPACE_PC			Airspace Data
AIRSPACE_STRUCT_PC			Airspace Structure
AIS_AGORA_PC			AIS Agora
ANM_PC			ANM
ASD_PC			ATFCM Network Situation Data
ATFCM_EVENTS_PC			ATFCM Events
ATM_N_CHANGES_PLANNING_PC			Planning of Network Changes
AXISMGT_PC			Axis Management
CASTAR_PC			CASTAR
CFMU_DEV_PC			NM Developments
CFMU_HANDBOOK_PC			Network Operations HANDBOOK
CFMU_NEWS_PC			NM News
CFMU_OPS_PC			NM Operations Overview
CHARTS_PC			Charts
CIR_PC			NM Interactive Reporting
CLAIMS_PC			Claims
CODA_PC			CODA
CONTACTS_PC			Contacts
CONTINGENCY_PC			Contingency
CRISIS_SUPPORT_PC			Crisis Management
CSS_PC			CSST
CUSTOMISATION_PC			N.A. (Parameters for the Customisation)

ENTITY NAME	Type APPLICATION	Type LINKLIST	CORRESPONDING PORTLET (*)
			Editor)
DAILY_PLAN_PC			Daily Plan
DAILY_UPDATES_PC			Daily Updates
DATASET			N.A. (Parameters for CSST)
DDR_PC			DDR
E_CONFERENCES_PC			Tele/WebEx conferences
E_HELPDESK			E-Helpdesk
EAD_PC			EAD
EAUP_PC			European AUP/UUP
EVITA_PC			EVITA
EXTERNAL_REPORTS_PC			Sub-regional and Local Reports
FAQS_PC			FAQs
FAVOURITES_PC			N.A. (not in use for the moment)
FLIGHTS_PC			Flights
GENERAL_EVENTS_PC			Events and Meetings
HEADLINE_NEWS_PC			N.A. (not to be used - deprecated)
IFPUV_PC			Flight Planning
MAIN_REPORTS_PC			Main Reports
MEASURES_PC			Measures
MCDM_TOOL_PC			MCDM Tool
N_AXIS_MANAGEMENT_PC			Network Axis Management
NATSLINK_PC			Enhanced Airport Event Information
NEVAC_PC			NEST
NETWORKEVENT_PC			Network Events
NOP_ARCHIVES_PC			NOP Archive
NOP_DOC_PC			N.A. (not in use for the moment)
NOP_MONITOR_PC			N.A. (Parameters for the NOP Monitor)
NOP_PC			N.A. (Parameters for the NOP Header labels and buttons)
NOP_PROCESS_PC			N.A. (not in use for the moment)
NOP_SHOWCASE_PC			NOP-Showcase (not in use for the moment)
NOP_UPDATES_PC			NOP Updates
ONE_SKY_PC			OneSky Online
OPS_PROCESSES_PC			Operational Processes (not in use for the moment)
PREVAL_EXERCISES_PC			Pre-validation Exercises (not in use for the moment)
PRI_PC			NM Release Information
PRTL_ASSIST_PC			Portal Assistance
RAD_PC			RAD
REPORTS_LIB_PC			NM ATFCM Reports (not in use for the moment)
RESERVE1_PC			Axis Weekly Management
RESERVE2_PC			Skybrary

ENTITY NAME	Type APPLICATION	Type LINKLIST	CORRESPONDING PORTLET (*)
RESERVE3_TOKEN_PC			N.A. (not in use for the moment)
RESERVE4_PC			Network Operations Monitoring and Reporting
RESERVE5_PC			Network Operations Weather Assessment
RVSM_PC			RVSM
SAAM_PC			SAAM
SAFA_PC			EC/SAFA ALARMING
SCENARIOS_PC			ATFCM Measures (Scenarios)
SKY_VIEW_PC			Skyview
STATFOR_PC			STATFOR
STATUS_MAP_PC			ATFCM Network Situation
TIME_MANAGER_PC			N.A. (Parameters for the NOP Header ATFCM Phases tabs)
TRAFFIC_PC			Traffic Counts
TRAINING_PV			Training

 (*) Since the Portlet titles are configurable, they may appear under a different name on the NOP.

5.4 Editing a WIND Document

Before any creation or modification of WIND Entity, you may wish to get a few basic facts on how documents are handled in the WIND interface.

5.4.1 The WIND Entities

A WIND document is also referred to as an **entity** - this is how it will be named in the different menus.

Entity status

Visual clues let you know the current status of an entity:

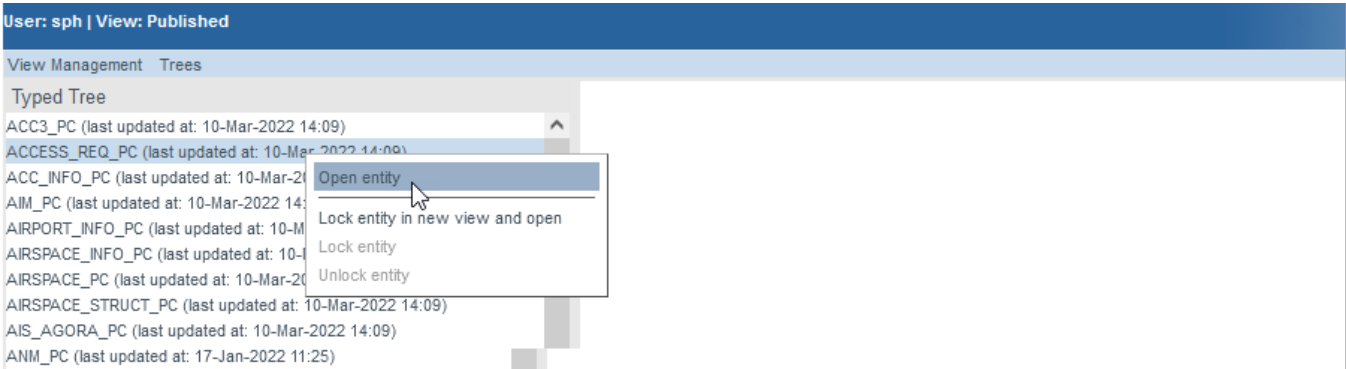
```
PRI_PC (last updated at: 17-Jan-2022 11:25)
PRTL_ASSIST_PC (last updated at: 17-Jan-2022 11:25)
RAD_PC
REPORTS_LIB_PC (locked in view: sph_2022_01_26_14_14_23; last
RESERVE1_PC (locked by: optnopwm; last updated at: 18-Jan-2022 1-
RESERVE2_PC (last updated at: 17-Jan-2022 11:25)
RESERVE3_TOKEN_PC (last updated at: 17-Jan-2022 11:25)
```

A color code indicates the status:

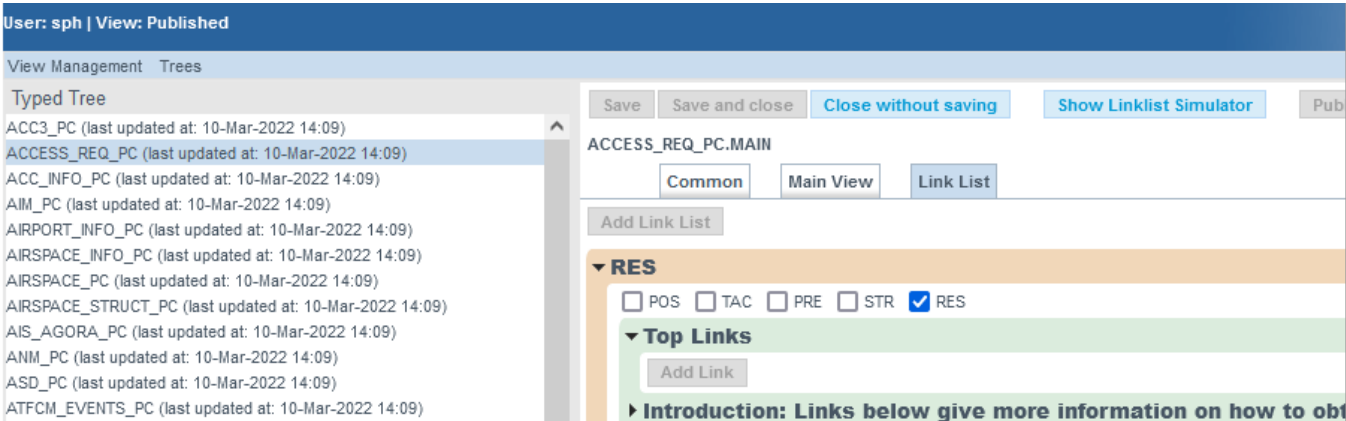
- Labels are set to **Green** when they are being edited by yourself, within the active view in which you are currently making changes.
- They are set to **Orange** when edited by yourself - within any view other than the currently active one (and identified between parenthesis). You will need to return to this view in which the changes took place to resume your work.
- Labels are finally set to **Red** to indicate that the entity is being edited by someone else (identified between parenthesis).

 **Note:** The *last updated* date and time indicated next to an entity status may be misleading - they firstly reflect the date and time of the last migration (internal procedure reserved to system administrators) and then, when relevant, the date and time of a content update (if posterior to the last migration).

5.4.2 View Entity

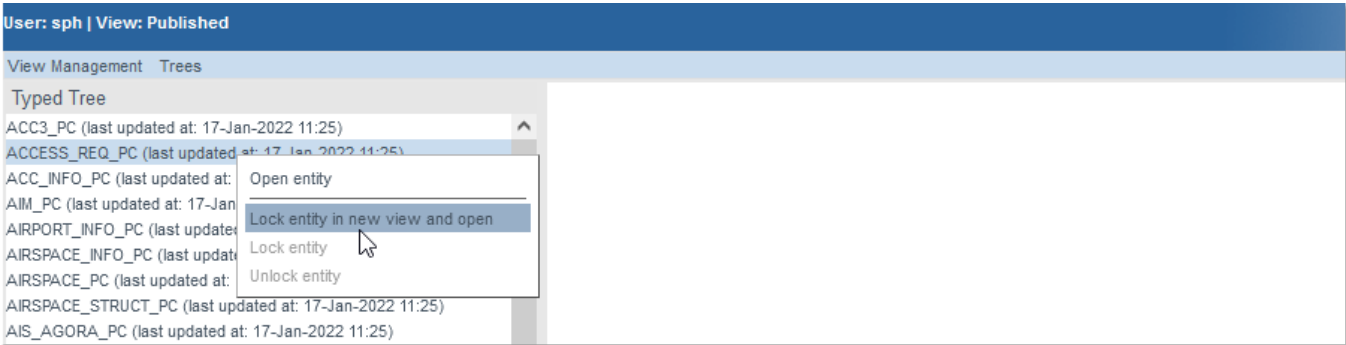


The **Open entity** command allows you to access the content in read-only mode:

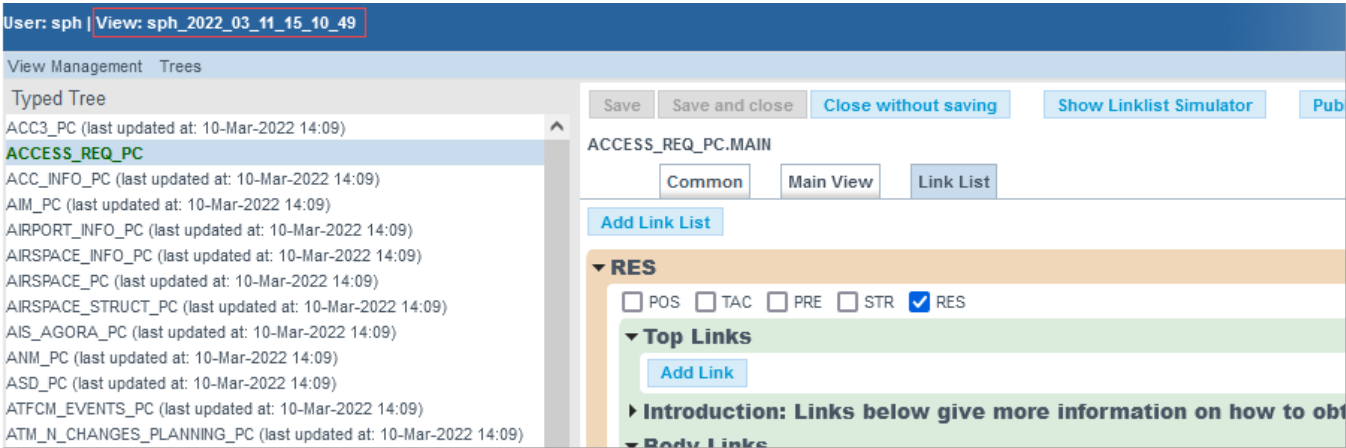


5.4.3 Edit Content

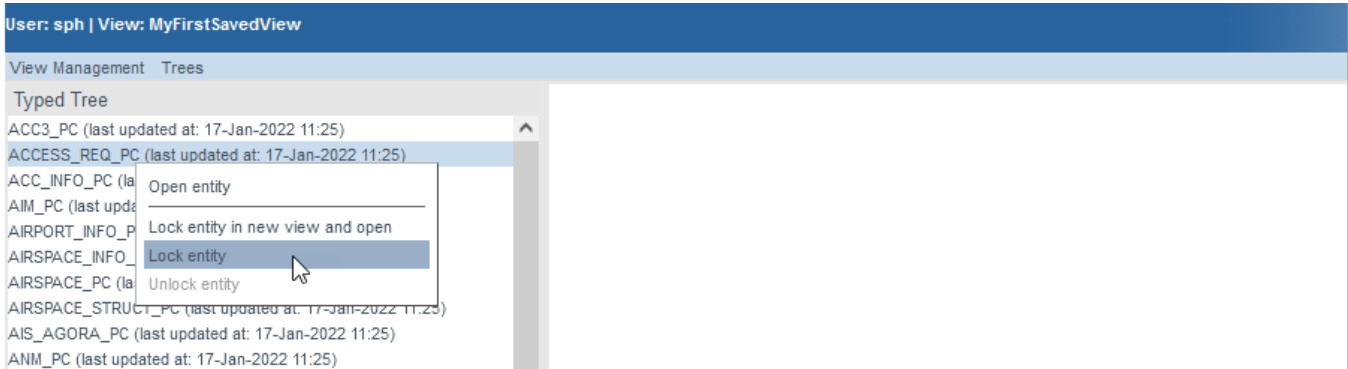
Use the **Lock entity in a new view and open** command to create a new view while having the selected entity locked and editable:



A *new view* is created on the fly, and the entity is ready for changes:



When you plan to have the changes linked to the current view (*MyFirstSavedView* in this example), simply use the **Lock entity** command



In both cases, you may now edit the document - see the **Editing Tools and Components (Section 5.4.5)** chapter for further details.

5.4.4 Save Changes

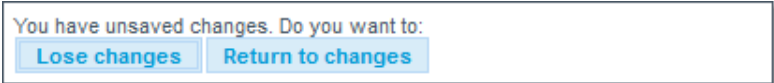
The WIND Editor provides two methods to persist the changes made to a document: the **Save** and **Save and close** buttons located at the top left of editor:



The **Save** button will save the changes made to the document being edited - the **Save and close** button does the same, and in addition closes the entity.


 These changes are stored in a temporary location, and linked to the profile and view used to generate them. They can be retrieved at any time during the same or another session, changed again, deleted ... or of course published on the live server.

Should you close the Edit window with yet unsaved changes, you will be prompted to either proceed and lose the corrections, or go back and save them :




 The warning about unsaved work does NOT appear when you close the main WIND window. **Remember to save your work**, as there is no way to recover lost data.

5.4.5 Editing Tools and Components

5.4.5.1 Text Editor

A basic set of formatting tools allow you to apply some simple text styles and enhance the presentation of the text fields:



1 test done on Dec 2nd by MLL

I

A text field which can be enriched with tagged text is easy to identify: it has the **Tagged Text Editor** toolbar (illustrated below) located right under it.



The term '*Tagged Text*' refers to the editor inserting specific formatting code instructions within the text - these small pieces of code are named *Tags*.

Note that this component is not a WYSIWYG editor - it will only show some code, and does not render it as it would be when seen from the NOP.

Caution: the Tagged Text Editor must be used very carefully

Since the HTML code is visible - and therefore editable as well - your text might not render as expected if some tag has been damaged or removed by mistake.

Tools

- **Undo / Redo**
- **Return**
- **Bold / Italic / Underline**
- **Insert File Link**
- **Insert Internet Link**

Undo / Redo: undo (or redo) the last entered changes.

Return: Inserts a line break each time you click on it.

Hitting the return key on your keyboard will not be enough to force a new line - even though it might seem so in the editor window. Again, this is not a WYSIWYG editor.

Bold / Italic / Underline

Simply highlight with the mouse the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

Example

1. Select the text



1 Simply highlight with the mouse the text you want to edit, then click on the desired button.
 2 Should you wish to apply a second style on the same text string, please make sure to only reselect
 3 the original text - excluding all tags (tags are HTML commands placed between < > brackets).

2. Click on the **Bold** button



- 1 Simply highlight with the mouse the text you want to edit, then click on the desired button.
- 2 Should you wish to apply a second style on the same text string, please make sure to only reselect
- 3 the original text - excluding all tags (tags are HTML commands placed between < > brackets).

3. you text is now surrounded by the and tags (marking where to start and where to end the effect)



- 1 Simply highlight with the mouse the text you want to edit, then click on the desired button.
- 2 Should you wish to apply a second style on the same text string, please make sure to only reselect
- 3 the original text - excluding all tags (tags are HTML commands placed between < > brackets).

4. Select again the same text ...



- 1 Simply highlight with the mouse the text you want to edit, then click on the desired button.
- 2 Should you wish to apply a second style on the same text string, please make sure to only reselect
- 3 the original text - excluding all tags (tags are HTML commands placed between < > brackets).

5. ... and this time click on the **Italic** button



- 1 Simply <i>highlight with the mouse</i> the text you want to edit, then click on the desired button.
- 2 Should you wish to apply a second style on the same text string, please make sure to only reselect
- 3 the original text - excluding all tags (tags are HTML commands placed between < > brackets).

Notice how the <i> tags are correctly nested within the tags. This gives the following sequence:

<i>some words</i> which will correctly display in the viewers' browser.

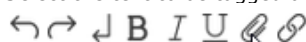
An incorrect sequence, such as <i>some words</i> is likely to be wrongly rendered. The whole text will probably be set in bold, since the bold closing tag is not located where it is expected, namely after the </i> tag.

Important: in case you are familiar with HTML, it is tempting to add your own HTML code to further enrich your text. Unfortunately, WIND will not retain any additional HTML code...

Insert File Link

Used to insert a link to an internal file resource.

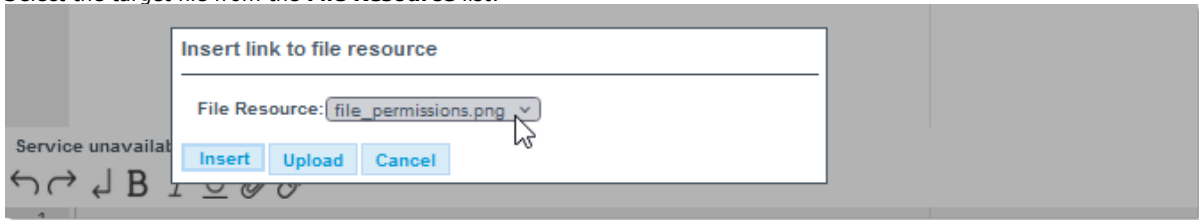
1. Select the text to be tagged and click on the **Insert File Link** button:



- 1 The quick brown fox jumps over the lazy dog

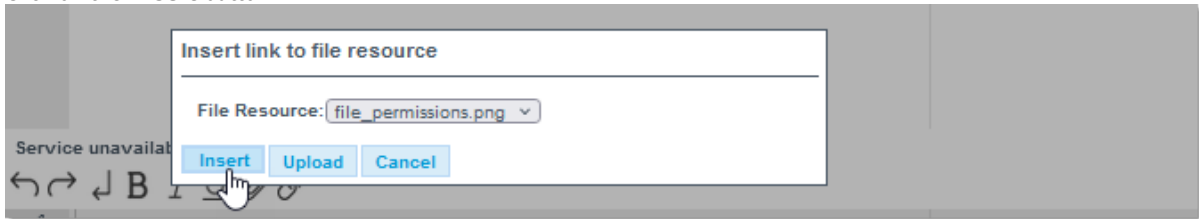
Insert File Link

2. Select the target file from the **File Resource** list:



Note: Please refer to the **Add File To Document (Section 5.4.4.1)** chapter for instructions on how to upload your files.

3. Click on the **Insert** button:



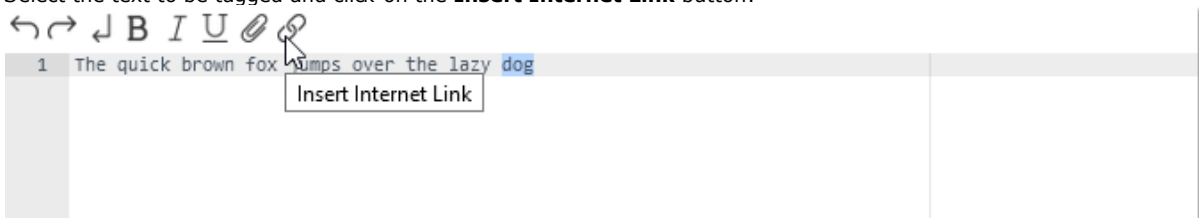
4. Here is the resulting code:



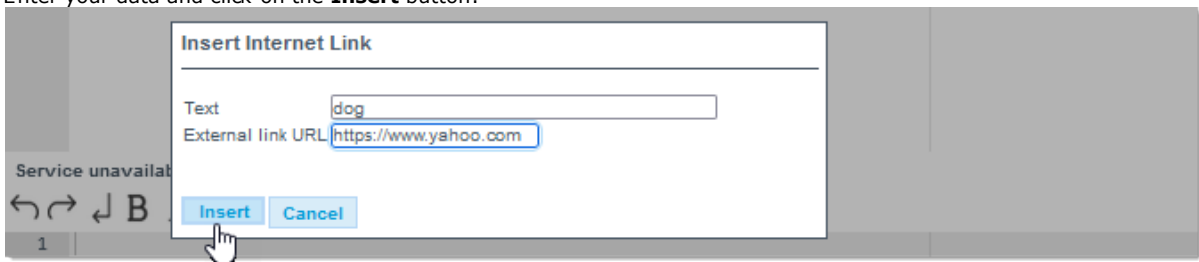
Insert Internet Link

Use to manage URL.

1. Select the text to be tagged and click on the **Insert Internet Link** button:



2. Enter your data and click on the **Insert** button:



3. Here is the resulting code:



5.4.6 Keywords / Search

It is very important to indicate relevant keywords the **Hints for NOP search feature** field (sometimes labeled **Keywords** field): not too many and with a strong relation with the matter at hand.

5.4.6.1 Simple rules to enter keywords

In order to simplify and alleviate the task of having to select and enter keywords for every single item presented via the Portal, WIND automatically parses (scans) the text (title, summary, description, etc.) you enter when creating / editing an item, removes insignificant words such as "a", "the", "in", "for" and tags the remaining words as keywords.

Should you wish to further enrich the list of keywords associated to your item, please consider applying the following rules:

- **Comma-separated:** use a simple comma to separate keywords - with or without blank space(s)
- **Targeted:** use only simple targeted keywords - which are, if not truly unique, very relevant for the topic.

 As a good practice, try also to use keywords as someone not as literate as you on the topic at hand would imagine them...

5.4.7 Editor Structure for PC Entities

PC Entities are used for **Portlet Configuration**.

The editable content is typically distributed in a series of tabs.

And depending on the type of entity (*Application* or *Link List*), the tabs will be different:

- **Applications**, presenting content in a **Detached Views**, will feature the corresponding tab:

- **Link Lists** are significantly different in structure and behavior, and get their own **Link List** tab:

- The other two tabs, **Common** and **Main View** ... are common to both.

Common

Common
Main View
Detached Views

Not authorised

↶↷↵B I U  

1

Service unavailable

↶↷↵B I U  

1

Not in scope

↶↷↵B I U  

1

Help

URL

https://www.nm.eurocontrol.int/HELP/webframe.html?ACC3.html

Keywords

The **Common** tab features parameters common to all WIND entities, such as:

- **Not authorised**, **Service unavailable**, and **Not in scope** sections: basic text fields to display contextual information.
- 
Note: Please refer to the **Editing Tools and Components (Section 5.4.5)** chapter for information on the text editor.
- In the **Help** section:
 - **URL**: The url linked to the Help button of the concerned Portlet.
 - **Keywords**: The list of words by which this link should be picked up by the search engine.

Note Box



Note: Please refer to the **Keywords / Search (Section 5.4.6)** chapter for details.

Main View

The **Main View** tab gathers all parameters associated to what the Portlet displays in the main view (that is, not in any detached view) for each *View Scope* (**POS**, **TAC**, **PRE**, **STR** or **RES**) or *View Scope combination*:

CommonMain ViewLink List

▼ Title

Add Title

► RES Access Requests

▼ Not authorised

Add 'Not authorised' text

▼ Service unavailable

Add 'Service unavailable' text

▼ RES Visible scopes when authorised

☐ POS
 ☐ TAC
 ☐ PRE
 ☐ STR
 ☒ RES

▼ Hidden scopes when not authorised

☐ POS
 ☐ TAC
 ☐ PRE
 ☐ STR
 ☐ RES

▼ Minimised by default

☐ POS
 ☐ TAC
 ☐ PRE
 ☐ STR
 ☐ RES

- **Title:** The title of the Portlet.
- **Not authorised:** Text displayed to unauthorised users.
- **Service unavailable:** Text displayed when the Portlet is not available.
- **Visible scopes when not authorised:** The View scopes in which an authorised user can see the concerned Portlet.
- **Hidden scopes when not authorised:** The View scopes where the concerned Portlet is hidden to an unauthorised user.
- **Minimised by default:** The View scopes in which the concerned Portlet is minimised by default.


Note: Please refer to the **Editing Tools and Components (Section 5.4.5)** chapter for information on how to edit/manage the Main View parameters in various **View Scopes (Section 5.4.5)** configurations

Detached Views

The **Detached Views** tab lists all paramaters specific to the detached view of the concerned Portlet. As a result, the content of the tab will vary depending on the selected Portlet.

CommonMain ViewDetached Views

▼ ACC3_PC.MAIN

Add Title

▼ TAC POS PRE RES STR ACC3

☒ POS ☒ TAC ☒ PRE ☒ STR ☒ RES

Text:

ACC3

Delete this title

▼ ACC3_PC.EXEMPTIONS_DV

Add Title

▼ TAC POS PRE RES STR ACC3 Global Exemptions

☒ POS ☒ TAC ☒ PRE ☒ STR ☒ RES

Text:

ACC3 Global Exemptions

Delete this title

▼ ACC3_PC.ALERTING_DV

Add Title

▼ TAC POS PRE RES STR ACC3 Alerting

☒ POS ☒ TAC ☒ PRE ☒ STR ☒ RES

Text:

ACC3 Alerting

Delete this title

Link List

The **Link List** tab lists all paramaters associated to a Porlet of the *Link List* type:

CommonMain ViewLink List

Add Link List

▼ RES

☐ POS ☐ TAC ☐ PRE ☐ STR ☒ RES

▼ Top Links

Add Link

► Introduction: Links below give more information on how to obtain an initial or additional ac...

▼ Body Links

Add Link

► Service Request

► Step-by-step guide for accessing Services

► Conclusion:

▼ Bottom Link

Add Link

Duplicate this listDelete this link list



Link Lists are further described in the **Edit Link List (Section 5.4.3.3)** chapter.

5.4.3.1 Link List

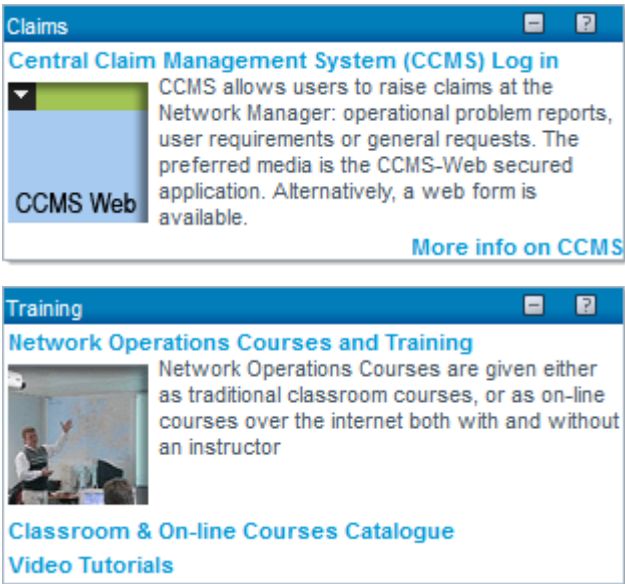
The **Link List** is a type of NOP entity used in the Portal to display ... lists of links !

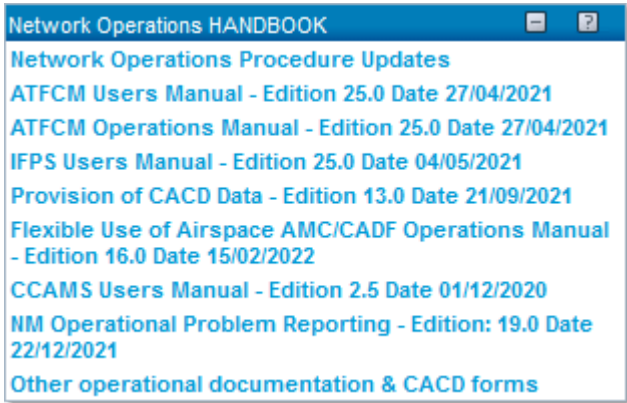
These links are grouped inside logical containers and may come along with additional elements such as a picture, intro text, etc.).

Here is the principle:



And here are three actual Portlets:





PC entities of the type Linklist share features with PC entities of the type **Application**, within their common tabs **Common** and **Main View**.

**Note:** Please refer to the **Editor Structure for PC Entities (Section 5.4.7)** chapter for information on the common PC tabs - and to the **Manage Link Lists (Section 5.4.3.2)** or **Edit Link List (Section 5.4.3.3)** chapters for information specific to the Link List

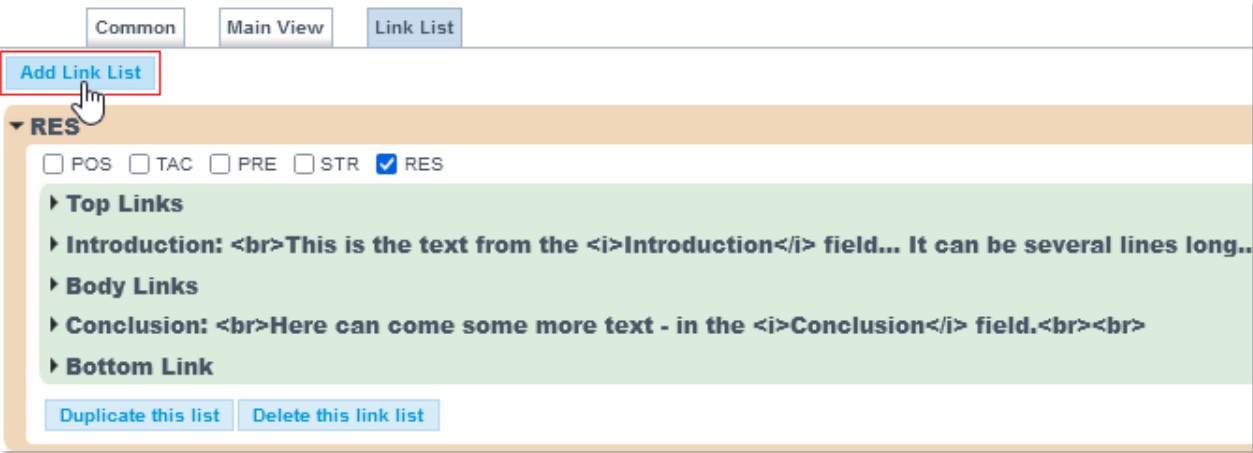
5.4.3.2 Manage Link Lists

Various actions can be performed from the action buttons featured in the Link List tab:

- Add Link List
- Duplicate this list
- Delete this link list
- Show Linklist Simulator

5.4.3.2.1 Add

Use the **Add Link List** button to create a new link list for the selected entity:



A yet unnamed new section is appended to the last existing one (**RES** in this example) and automatically expanded - prompting you to select one or more view scopes where this new link list will be displayed:

CommonMain ViewLink List

Add Link List

▼ RES

☐ POS☐ TAC☐ PRE☐ STR☒ RES

▶ Top Links

▶ Introduction:
This is the text from the <i>Introduction</i> field... It can be several lines long...

▶ Body Links

▶ Conclusion:
Here can come some more text - in the <i>Conclusion</i> field.

▶ Bottom Link

Duplicate this listDelete this link list

☒ POS☐ TAC☐ PRE☐ STR☐ RES

▼ Top Links

Add Link

▶ Introduction:

▼ Body Links

Add Link

▶ Conclusion:

▼ Bottom Link

Add Link

Duplicate this listDelete this link list

The section is now named after the selected view scopes (**POS** in this example):

CommonMain ViewLink List

Add Link List

RES

☐ POS
☐ TAC
☐ PRE
☐ STR
☒ RES

Top Links

Introduction:
This is the text from the <i>Introduction</i> field... It can be several lines long...

Body Links

Conclusion:
Here can come some more text - in the <i>Conclusion</i> field.

Bottom Link

Duplicate this list

Delete this link list

POS

☒ POS
☐ TAC
☐ PRE
☐ STR
☐ RES

Top Links

Add Link

Introduction:

Body Links

Add Link

Conclusion:

Bottom Link

Add Link

Duplicate this list

Delete this link list

You can now start defining the content of the list as described in the **Edit Link List (Section 5.4.3.3)** chapter.

5.4.3.2.2 Duplicate

A quick method to create a new link list is to duplicate an existing one using the **Duplicate this list** button...

CommonMain ViewLink List

Add Link List

RES

☐ POS
☐ TAC
☐ PRE
☐ STR
☒ RES

Top Links

Introduction:
This is the text from the <i>Introduction</i> field... It can be several lines long...

Body Links

Conclusion:
Here can come some more text - in the <i>Conclusion</i> field.

Bottom Link

Duplicate this list

Delete this link list

... and from the cloned section ...

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CommonMain ViewLink List

Add Link List

RES

☐ POS☐ TAC☐ PRE☐ STR☒ RES

Top Links

Introduction:
This is the text from the <i>Introduction</i> field... It can be several lines long...

Body Links

Conclusion:
Here can come some more text - in the <i>Conclusion</i> field.

Bottom Link

Duplicate this listDelete this link list

RES

☐ POS☐ TAC☐ PRE☐ STR☒ RES

Top Links

Introduction:
This is the text from the <i>Introduction</i> field... It can be several lines long...

Body Links

Conclusion:
Here can come some more text - in the <i>Conclusion</i> field.

Bottom Link

Duplicate this listDelete this link list

... make (and save) all necessary edits, starting with the assignment to different view scope(s):

CommonMain ViewLink List

Add Link List

RES

☐ POS☐ TAC☐ PRE☐ STR☒ RES

Top Links

Introduction:
This is the text from the <i>Introduction</i> field... It can be several lines long...

Body Links

Conclusion:
Here can come some more text - in the <i>Conclusion</i> field.

Bottom Link

Duplicate this listDelete this link list

POS TAC

☒ POS☒ TAC☐ PRE☐ STR☐ RES

Top Links

Add Link

Top Link #1

Top Link #2

Introduction: Nex text for the new list

Body Links

Conclusion:

Bottom Link

Duplicate this listDelete this link list

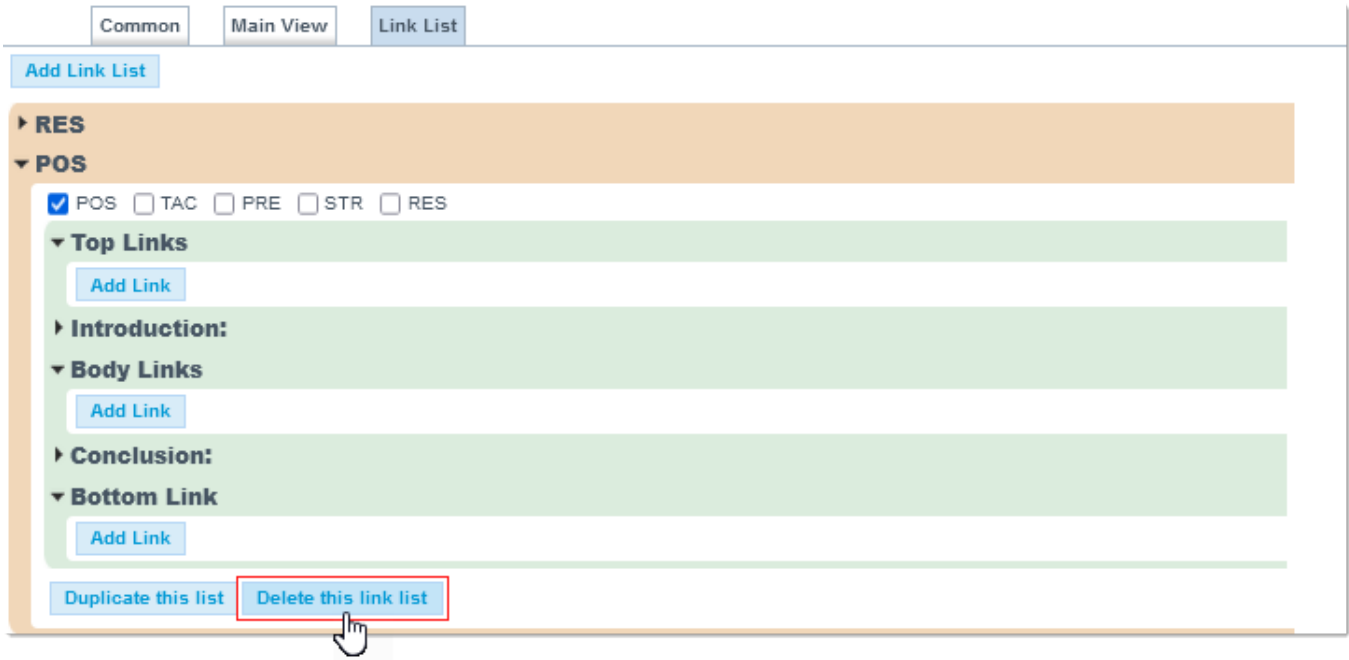
Last saved: 7 July 2022

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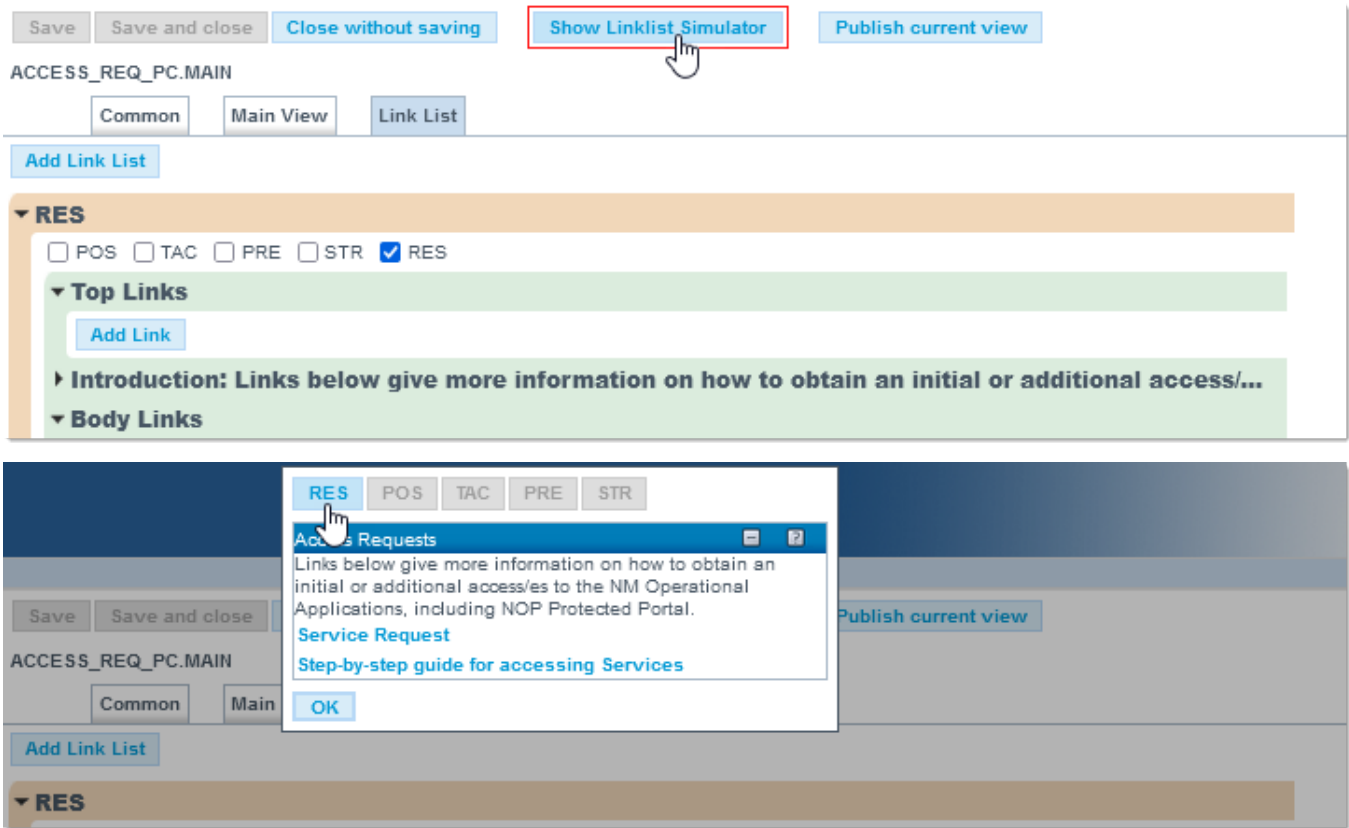
5.4.3.2.3 Delete

Use the **Delete this link list** button located at the bottom of the section to be deleted:



5.4.3.2.4 Show Linklist Simulator

As **Link Lists** are potentially complex and likely to require visual adjustments, you can make use of the **Show Linklist Simulator** command to have the concerned Portlet rendered, for each view scope where a link list is available, allowing you a quick check prior to publication:



5.4.3.3 Edit Link List

 **Note:** Please refer to the **Manage Link Lists (Section 5.4.3.2)** chapter for information on the following functions: **Add**, **Duplicate** or **Delete** a link list

The parameters specific to the Linklist entity are presented in the **Link List** tab in and feature five collapsible sections: **Top Links**, **Introduction**, **Body Links**, **Conclusion** and **Bottom Link** - in the order (top-down) of appearance in the Portlet:

CommonMain ViewLink List

Add Link List

RES

☐ POS☐ TAC☐ PRE☐ STR☒ RES

Top Links

Add Link

Introduction: Links below give more information on how to obtain an initial or additional ac...

Body Links

Add Link

Service Request

Step-by-step guide for accessing Services

Conclusion:

Bottom Link

Add Link

Duplicate this listDelete this link list

A given link list can be shared across multiple view scopes (**POS**, **TAC**, and **PRE** in the example below) ...

CommonMain ViewLink List

Add Link List

POS TAC PRE

☒ POS☒ TAC☒ PRE☐ STR☐ RES

Top Links

Introduction: Links below give more information on how to obtain an initial or additional ac...

Body Links

Conclusion:

Bottom Link

Duplicate this listDelete this link list

... Or view scopes can be set individually to have their own:

CommonMain ViewLink List

Add Link List

▼ POS

☒ POS ☐ TAC ☐ PRE ☐ STR ☐ RES

▶ Top Links

▶ Introduction: Links below give more information on how to obtain an initial or additional ac...

▶ Body Links

▶ Conclusion:

▶ Bottom Link

Duplicate this list

Delete this link list

▼ TAC

☐ POS ☒ TAC ☐ PRE ☐ STR ☐ RES

▶ Top Links

▶ Introduction:

▶ Body Links

▶ Conclusion:

▶ Bottom Link

Duplicate this list

Delete this link list

▼ PRE

☐ POS ☐ TAC ☒ PRE ☐ STR ☐ RES

▶ Top Links

▶ Introduction:

▶ Body Links

▶ Conclusion:

▶ Bottom Link

Duplicate this list

Delete this link list

 **Note:** the *Title* of a given link list section indicates the view scopes that share the content:

▼ POS PRE STR

☒ POS ☐ TAC ☒ PRE ☒ STR ☐ RES

▶ Top Links

▶ Introduction: Links below give more information on how to obtain an initial

▶ Body Links

▶ Conclusion:

▶ Bottom Link

Duplicate this list

Delete this link list

▼ TAC

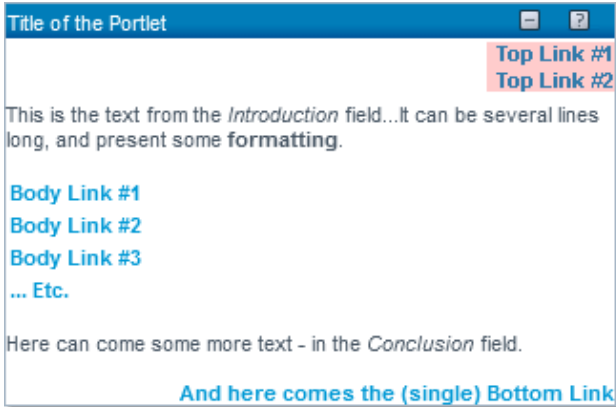
☐ POS ☒ TAC ☐ PRE ☐ STR ☐ RES

▶ Top Links

▶ Introduction:

5.4.3.3.1 Top Links

Top Links appear in the top right corner of a Portlet:

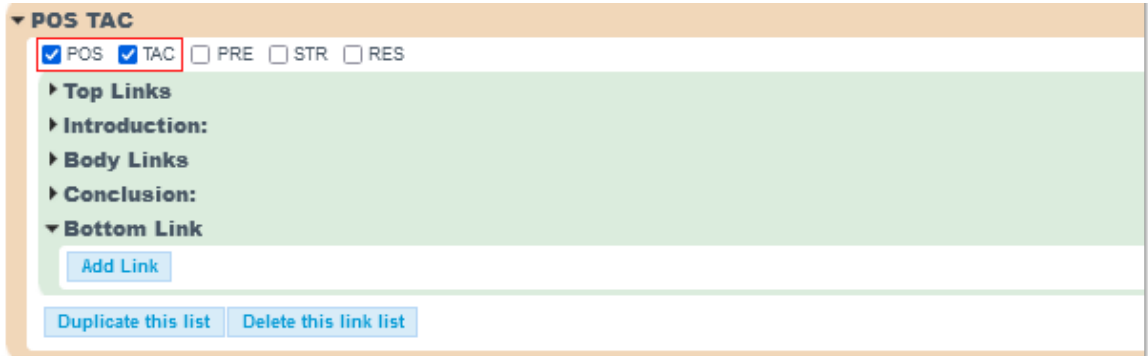


Create Top Links

Follow these steps to create a **Top Link**:

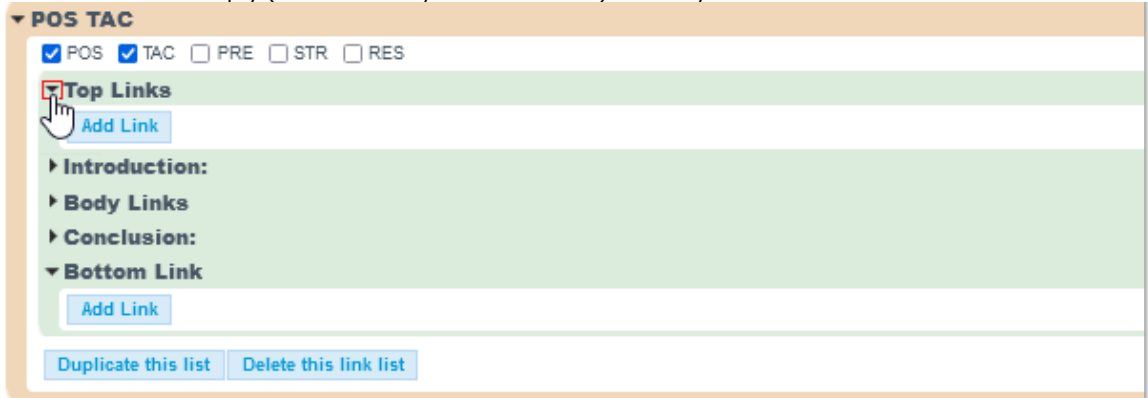
 **Important:** The entity must be locked in a view - and opened - before you can create the content

1. If not already done, specify one (or more) viewscope(s):



2. If not already done, open the **Top Links** section:

The editor can be empty (if no link has yet been created) and only feature the **Add Link** button



... or already contain a number of links (two in this example)

POS TAC

☒ POS
☒ TAC
☐ PRE
☐ STR
☐ RES

Top Links

Add Link

My First Link
My Second Link

Introduction:
Body Links
Conclusion:

Bottom Link

Add Link

Duplicate this list
Delete this link list

3. Click on the **Add Link** button:

POS TAC

☒ POS
☒ TAC
☐ PRE
☐ STR
☐ RES

Top Links

Add Link

My First Link
My Second Link

Introduction:
Body Links
Conclusion:

Bottom Link

Add Link

Duplicate this list
Delete this link list

4. Fill in the form:

POS TAC

☒ POS
☒ TAC
☐ PRE
☐ STR
☐ RES

Top Links

Add Link

My second Link
My First Link
My Third Link (http://www.eurocontrol.int)

Label:
My Third Link

☐ Internal Link to a file

☒ External Link to a Web page

URL:
http://www.eurocontrol.int

Hints for NOP search feature:
some keywords here

☐ Redirect to external link
Time out in milliseconds:

Visible from:
22/03/2022
00:00
until:
22/03/2022
00:00

Delete this link



About the Vignette

The *Vignette* is a specific image format (75*75 pixel) to serve as illustration in any Portlet - as in the example below:



Please refer to the [Add File](#) chapter for more information on file resources.

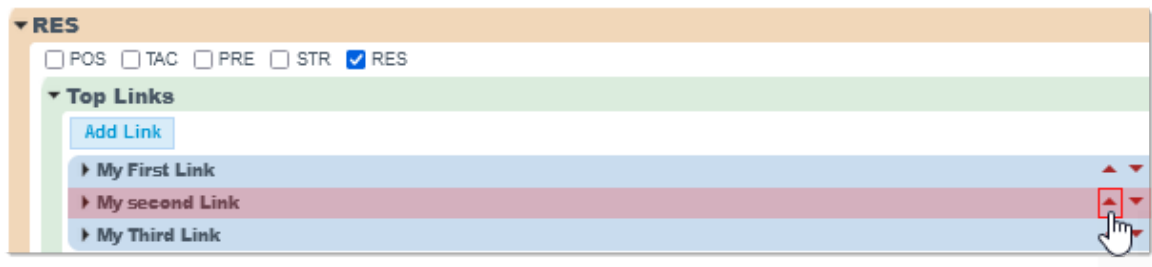
About the display period

The Portal data being mostly driven by time, you will need to specify the **Visible from** and **until** to express the period during which the item you are entering will be visible on the NOP.

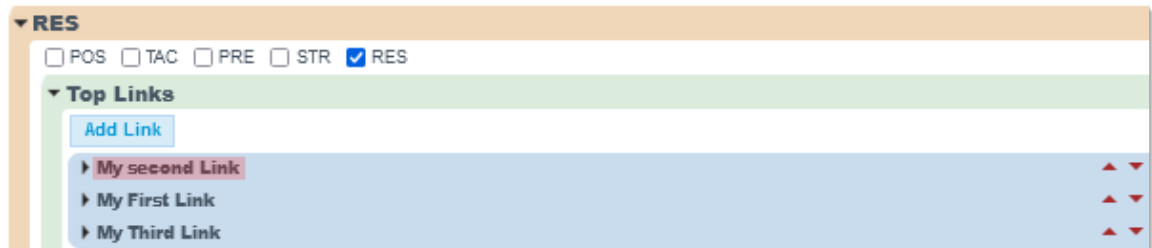
5. Repeat steps 3 and 4 to create additional links.

Reorder Links

Click on the *Up* or *Down* arrow associated to a given row ...

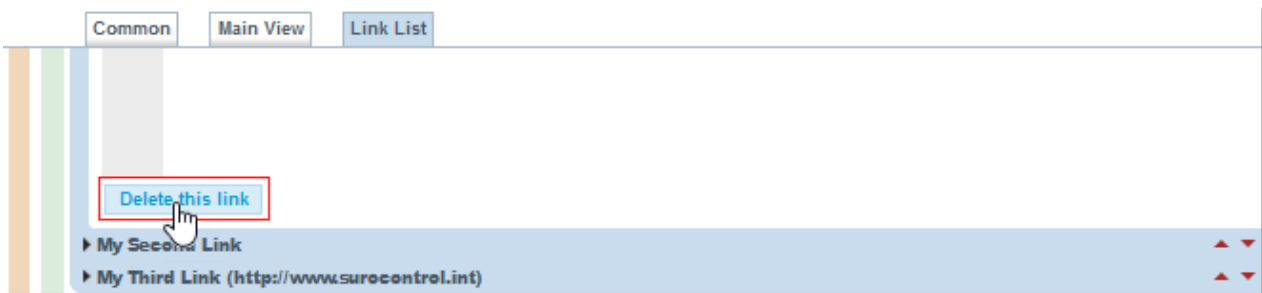


... to move the corresponding item up or down in the list:



Delete Links

Open the entry to be removed and click on the **Delete this link** button located at the bottom of the form:

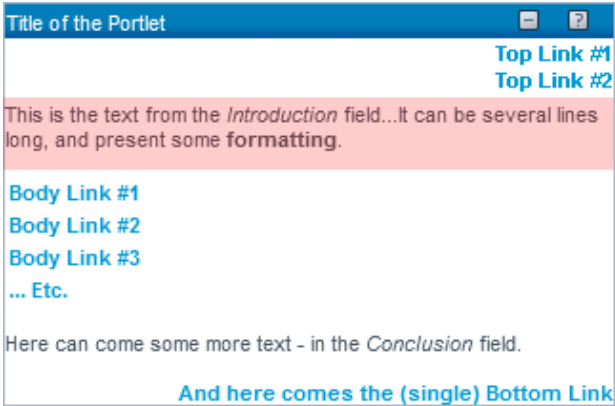


Delete Link List

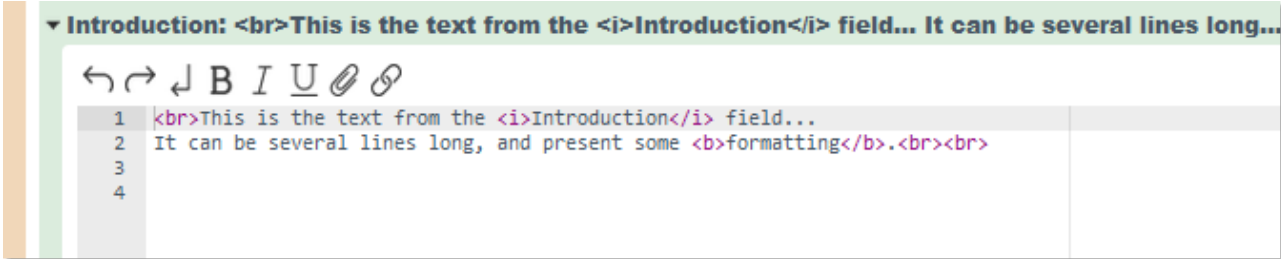
Select the entry to be removed and click on the **Delete this link list** button to delete the list for all viewsopes to which it was associated:



5.4.3.3.2 Introduction



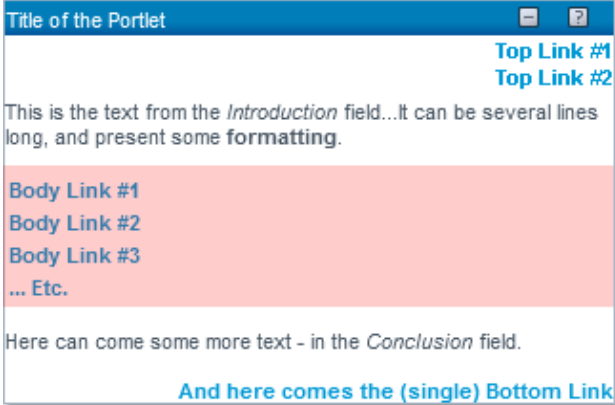
The Introduction area is maintained by means of a single Tagged Text field:



Note: please refer to the **Editing Tools and Components (Section 5.4.5)** chapter for description of the editor.

5.4.3.3.3 Body Links

The **Body Link** is created and maintained very much like the *Link List* described above.



A significant difference is the possibility to display *Vignettes* (a small square image as defined in the [Add File](#) chapter) and add some text, as in this example:

Body Links

Add Link

Central Claim Management System (CCMS) Log in

Label:

Central Claim Management System (CCMS) Log in

Internal Link to a file

External Link to a Web page

URL:

https://www.nm.eurocontrol.int/owars/jsp/startCCMS.jsp

Hints for NOP search feature:

Redirect to external link

Time out in milliseconds: 0

Visible from:

02/01/1970

00:00

until:

99/02/2022

00:00

Vignette:

vignette_ccms_2.gif

Description:

↶ ↷ ↵ B I U

1 CCMS allows users to raise claims at the Network Manager: operational problem reports, user req

Here is the result as seen on the Portal:

Central Claim Management System (CCMS) Log in

CCMS Web

CCMS allows users to raise claims at the Network Manager: operational problem reports, user requirements or general requests. The preferred media is the CCMS-Web secured application. Alternatively, a web form is available.

5.4.3.3.4 Conclusion

Title of the Portlet

Top Link #1

Top Link #2

This is the text from the *Introduction* field...It can be several lines long, and present some **formatting**.

Body Link #1

Body Link #2

Body Link #3

... Etc.

Here can come some more text - in the *Conclusion* field.

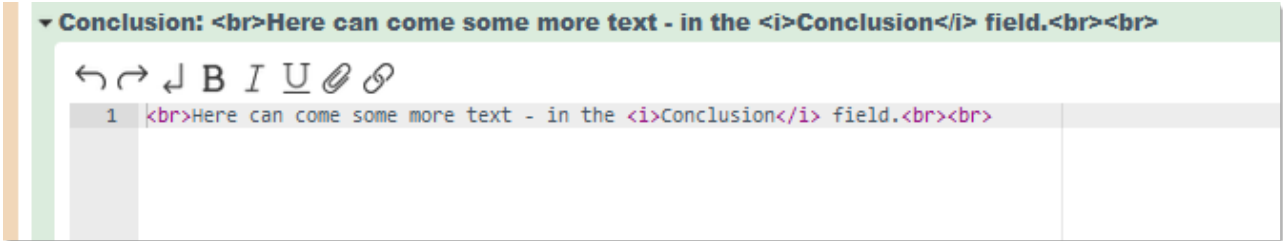
And here comes the (single) Bottom Link

Conclusion is a simple text field - just like the *Introduction* above:

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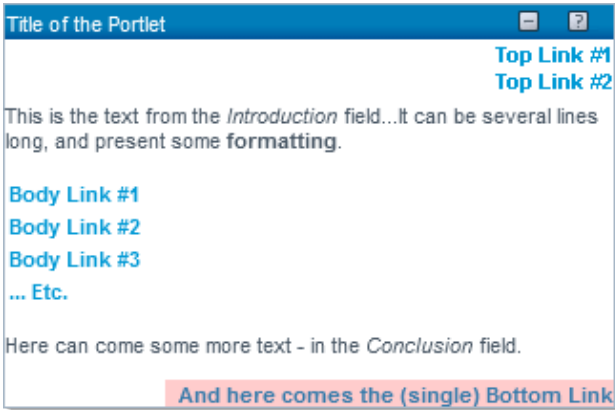
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5.4.3.3.5 Bottom Link

Lastly, the **Bottom Link** is very similar to the **Top Links** - save these two differences:

1. You can only have one bottom link;
2. The bottom link is right-aligned in the Portlet:

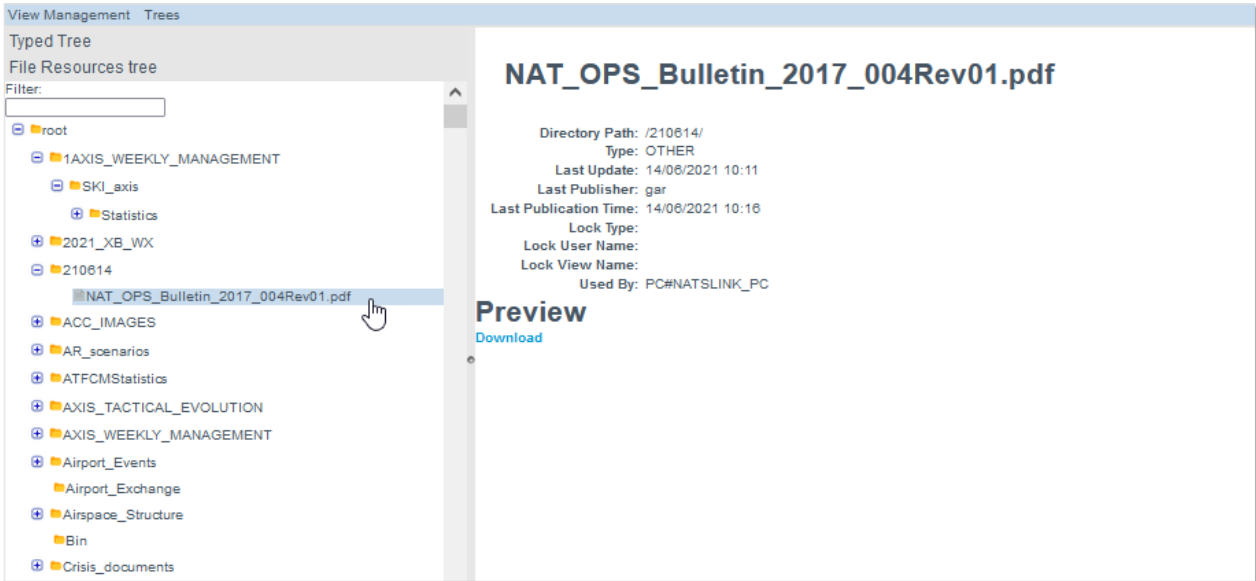


5.4.3.3.6

5.4.8 File Resources

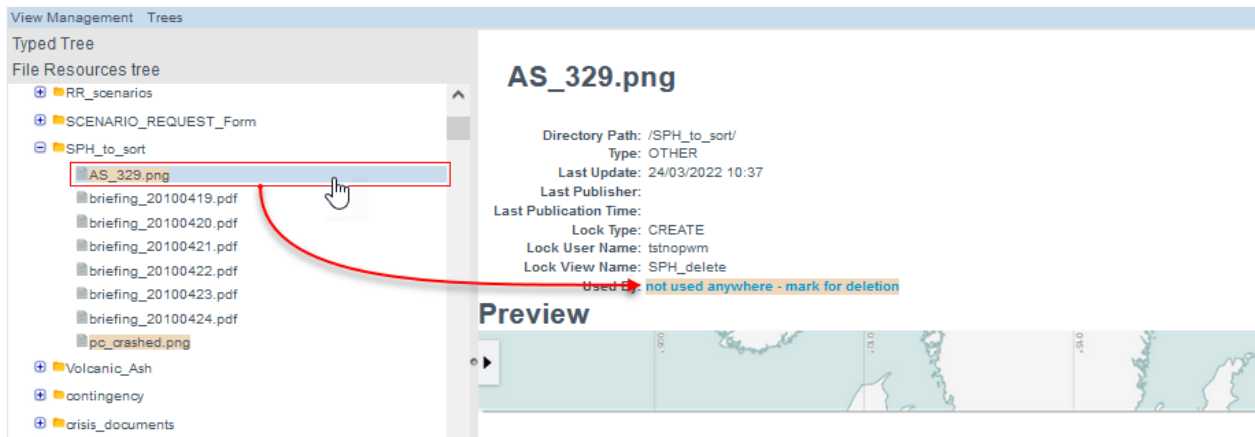
The **File resources tree** panel is in effect a file system, complete with directories, sub-directories and files, presented in an organized way for easier retrieval and usage.

This is where you will look for the files you want to create a link to from your document(s), or where you will yourself upload files for such purposes.



The left pane is used for navigation, while the right pane displays the details of the selected file - as in the example above.

Files marked with a light ochre background are not in use anymore in documents:



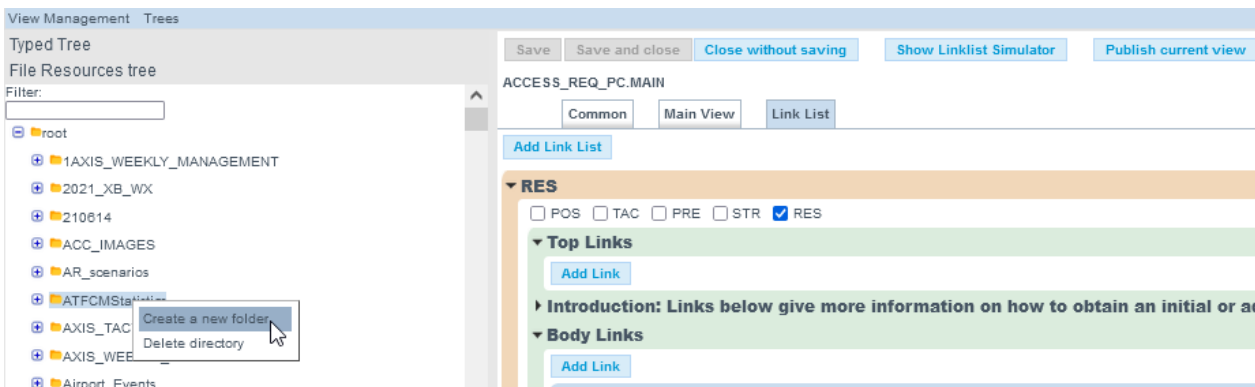
5.4.8.1 Manage Folder and Files

Here are the actions available to you:

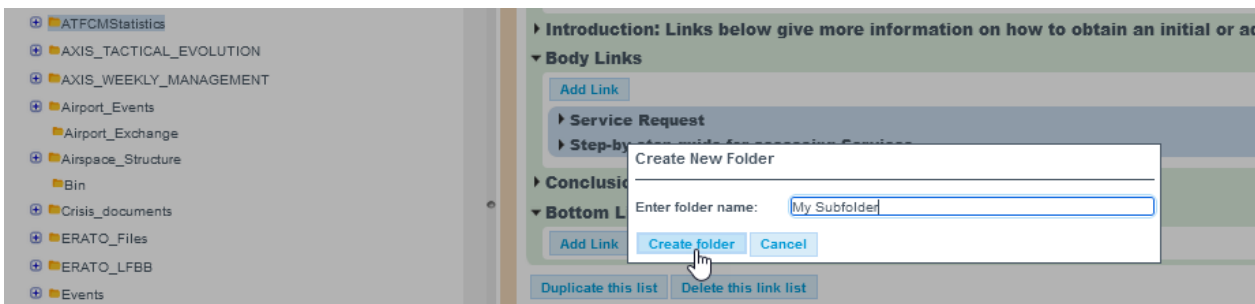
- **Create a directory**
- **Delete a directory**
- **Add a file**
- **Delete a file**
- **Filter the list**
- **Refresh Data**

Create a directory (folder)

Providing you are working in a *View*, select the node in the **File Resources tree** in which you want to create a new folder, and select the **Create a new folder** command from the contextual menu (right-click with the mouse pointer):

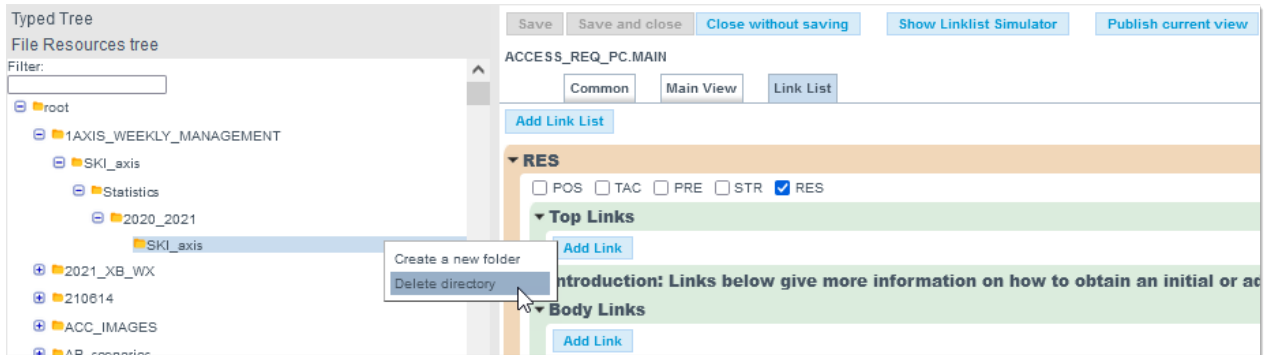


Provide some text in the **Enter folder name** field, then click on the **Create folder** button:



Delete a directory (folder)

Select the empty folder you want to suppress and use the **Delete directory** command (right-click of the mouse pointer):

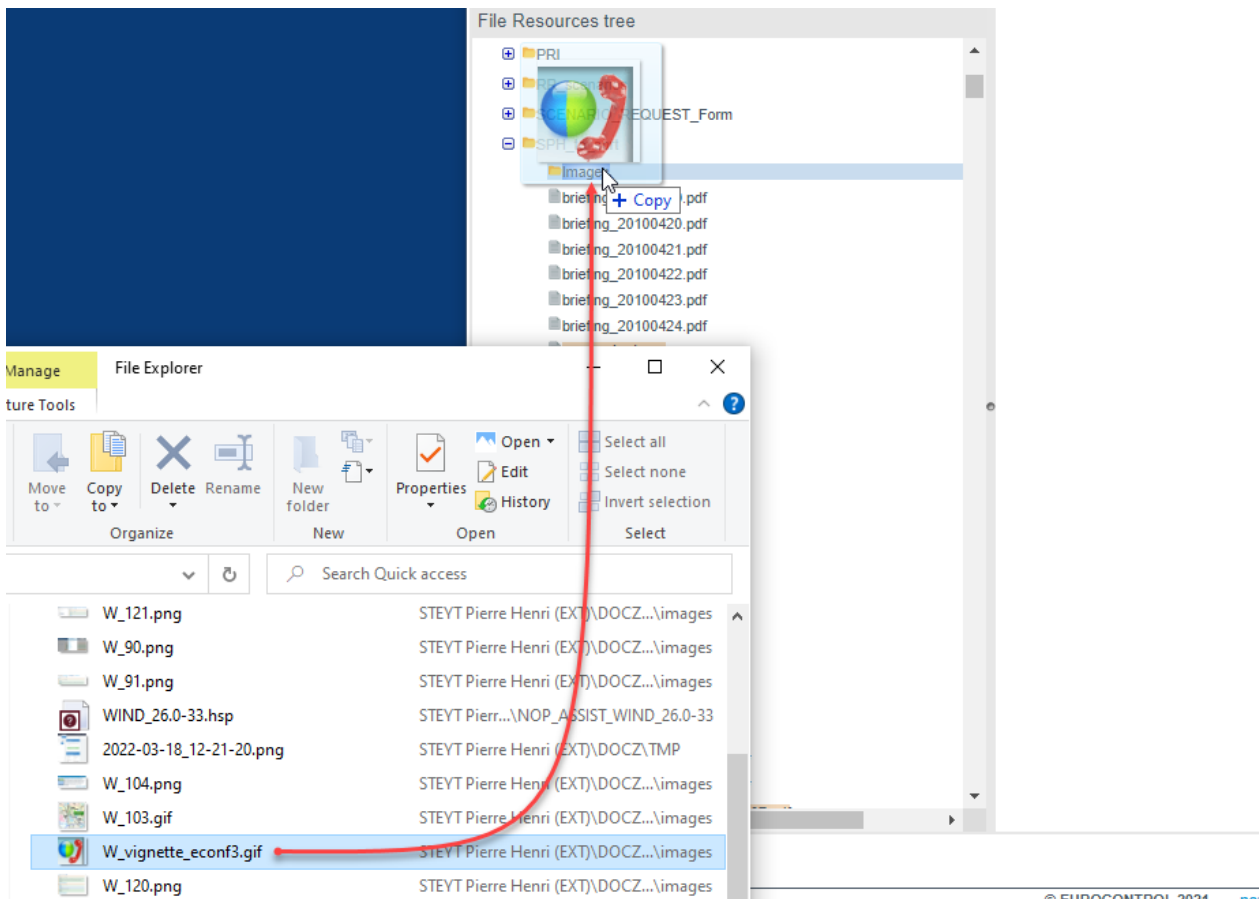


A directory containing files cannot be deleted - you will first need to remove all of its content:

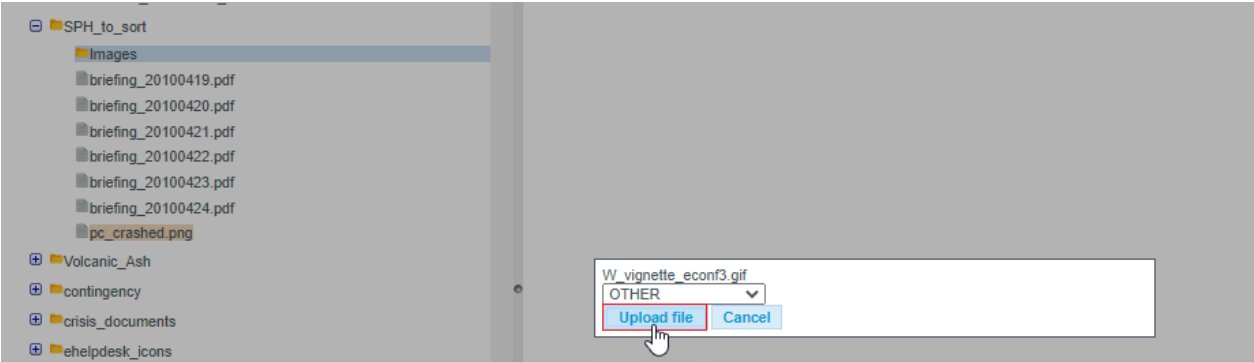


Add files

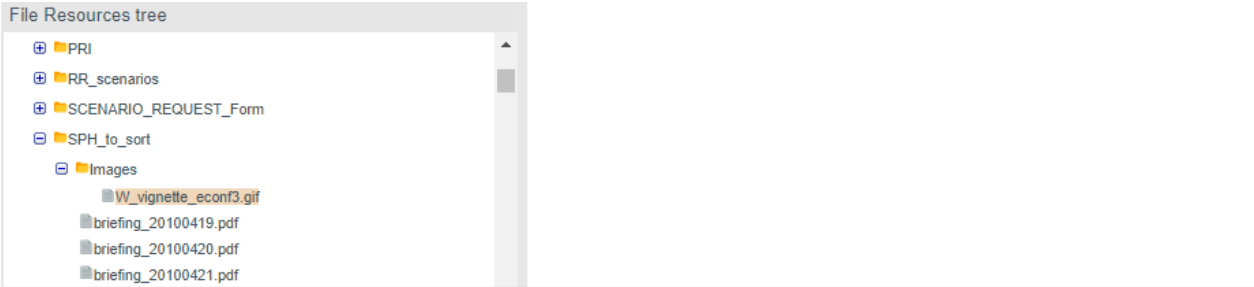
Simply drag-and-drop from your file system to the desired location in the **File Resources tree**:



When prompted, specify the type of the file you are uploading (more information on file types in the **Add File To Document (Section 5.4.4.2)** chapter) then click on the **Upload file** button:



The resource is indicated as not (yet) in use:



Important: This feature might not be supported in your browser - moreover, the preferred method is to **upload any material directly inside the intended document.**

Delete files

Unused files ought to be deleted to cl

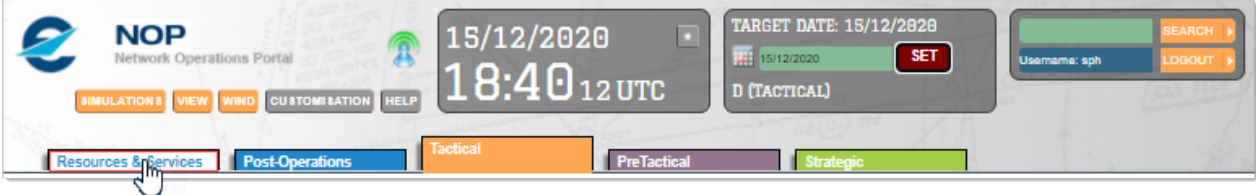
- IF THE TARGET FOLDER DOES NOT YET EXIST, AND FROM YOUR *VM NOP SESSION*, **CREATE** A FOLDER (FOR EXAMPLE, *AXIS_WEEKLY_MANAGEMENT* OR *CRISIS_DOCUMENTS* OR ANY OTHER) TO LOAD THE FILES - PLEASE REFER TO THE **ADD DIRECTORY (Section 6.4.5.2)** CHAPTER FOR DETAILS ON THIS ACTION;

THIS ACTION AUTOMATICALLY CREATES A *VIEW* IN WIND, WITH THE FORMAT *ABC_2020_12_04_17_03_25* WHERE *ABC* IS THE USER ACRONYM.

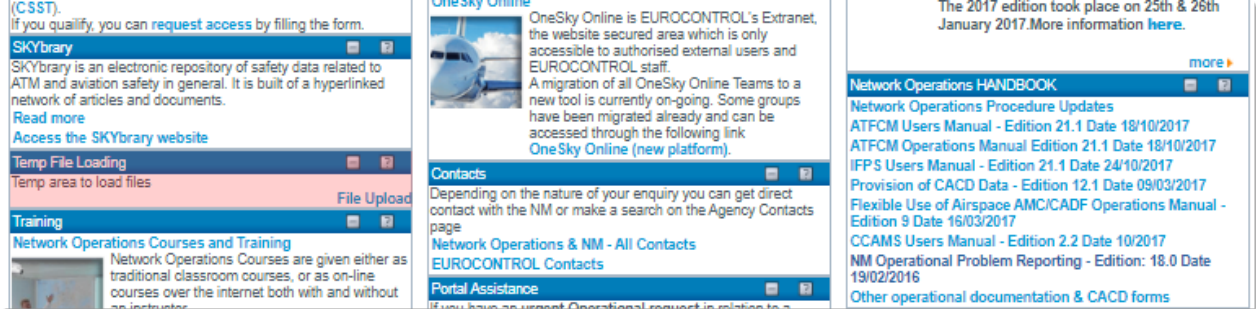
- FROM THE **NOP PUBLISH** INSTANCE AS ALREADY OPENED ON YOUR **OPS PC**;

IMPORTANT: FOR TECHNICAL REASONS, FILE UPLOADS DO NEED TO BE MADE FROM YOUR OPS PC AND NOT FROM THE VM.

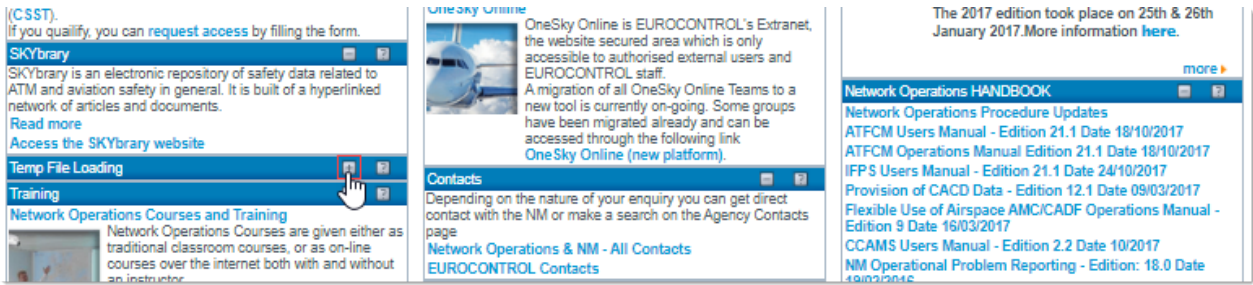
- **OPEN** THE *RESOURCES & SERVICES* TAB;



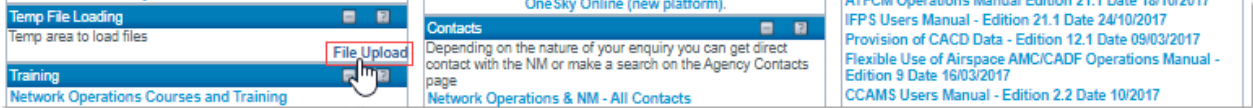
- **LOCATE** THE *TEMP FILE LOADING* PORTLET (LEFT COLUMN);



SHOULD IT BE CLOSED/COLLAPSED, SIMPLY CLICK ON THE OPEN/EXPAN BUTTON:



- **CLICK ON THE FILE UPLOAD LINK;**



- **FILL IN THE WIND UPLOAD FILE FORM :**

WIND Upload File

To upload a file to the WIND resource tree:

1. Enter the view name, e.g. 'gar_2020_12_09_08_44_03'.
2. Select the file to upload, e.g. 'Map201214.pdf'.
3. Select the file type, e.g. 'OTHER'.
4. Enter the path in the WIND resource tree to which the file has to be uploaded.
ATTENTION: the resource path starts with a folder name and ends with a '/' character, e.g. 'contingency/201214/'
5. Click on 'Upload File'.

View:

File: No file chosen

File type:

Path:

&N BSP; &N BSP; &N BSP; &N BSP; &N BSP; &N BSP; &N BSP;

⚠ DIRECTORY NAMES AND FILE NAMES MUST CONSIST ONLY OF ALPHANUMERIC CHARACTERS (A..Z, A..Z, 0..9), AND UNDERSCORE `\_` AND HYPHEN/MINUS `-` CHARACTERS (AND SO&N BSP;MUST NOT CONTAIN WHITESPACES, BACKSLASHES OR SPECIAL CHARACTERS). FAILURE TO OBSERVE THIS RULE WILL RETURN AN ERROR MESSAGE.

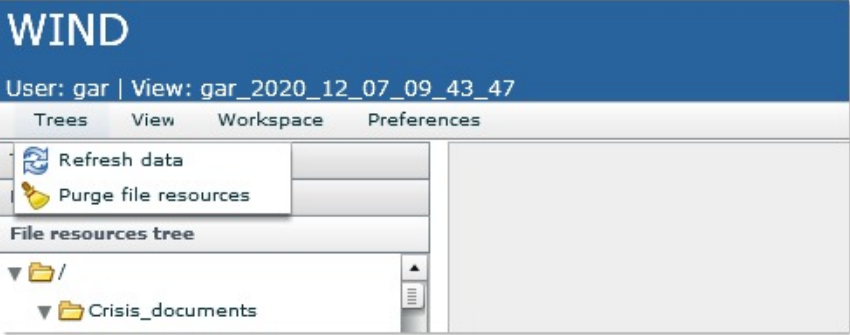
ALLOWED FILE TYPES

WIND ONLY ACCEPTS THE UPLOAD OF THE FILES IN THE FOLLOWING FORMATS:

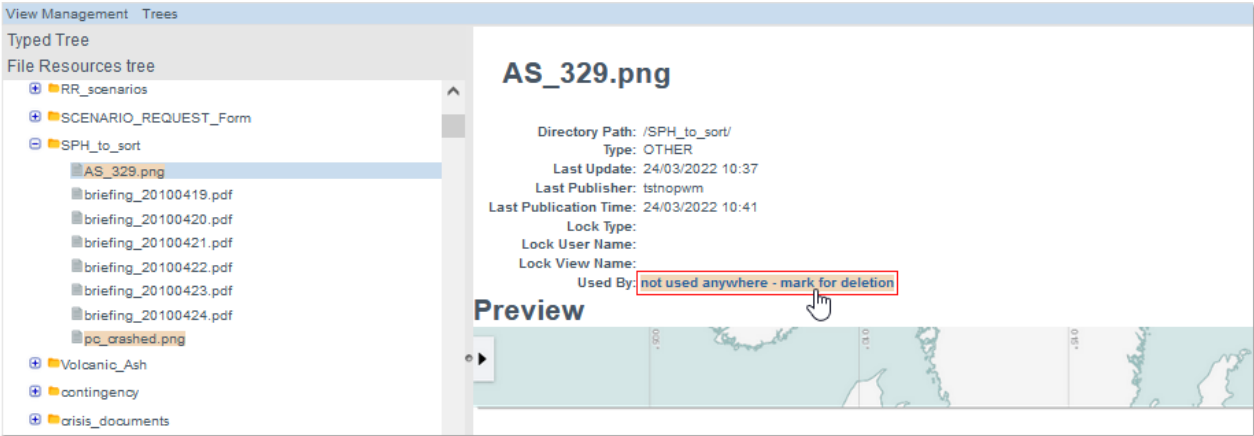
- TEXT (TXT, DOC, RTF)
- HTML (HTM, HTML)
- IMAGE (GIF, JPEG, PNG)
- POWERPOINT (PPT)
- EXCEL (XLC, XLL, XLM, XLS, XLW)

ANY OTHER FORMAT WILL CAUSE WIND TO GENERATE AN ERROR MESSAGE

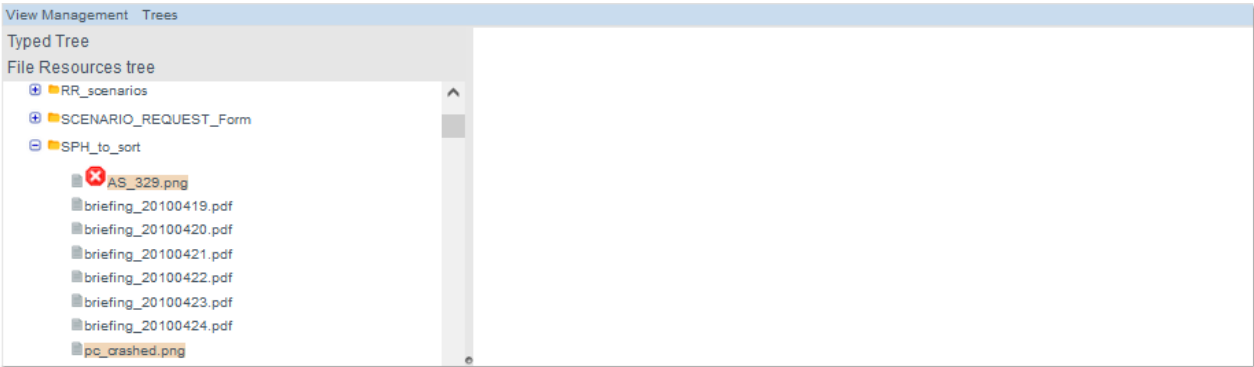
- **CLICK ON THE UPLOAD FILE BUTTON WHEN DONE;**
- **REFRESH THE FILE RESOURCES TREE TO CHECK THE FILE IS READY FOR USAGE:**



ean up the File Resources tree. To do so, click on the not **used anywhere** - **mark for deletion** link:



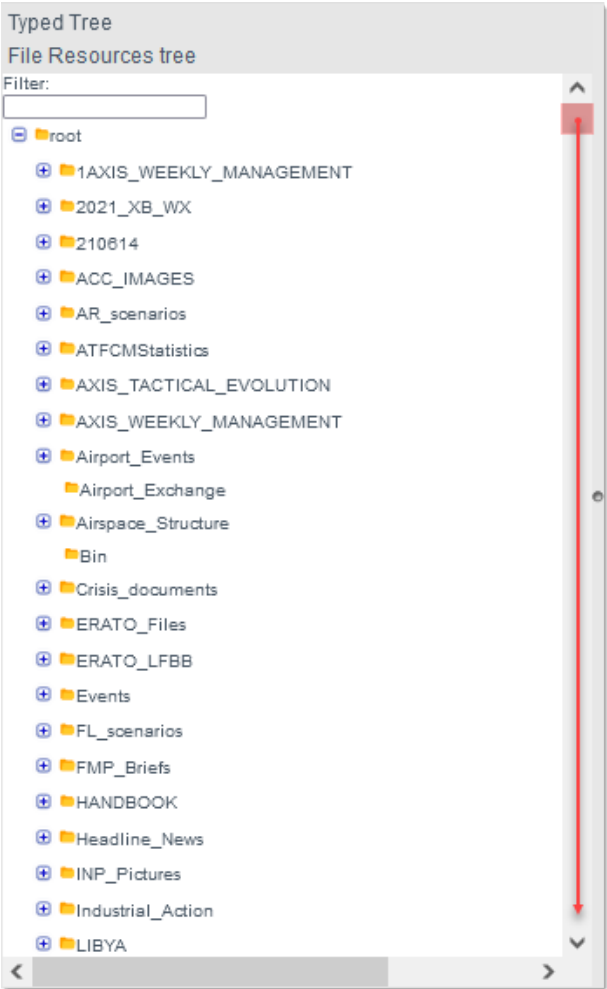
The concerned item is now marked for deletion and identified as such in the list by a  delete icon:



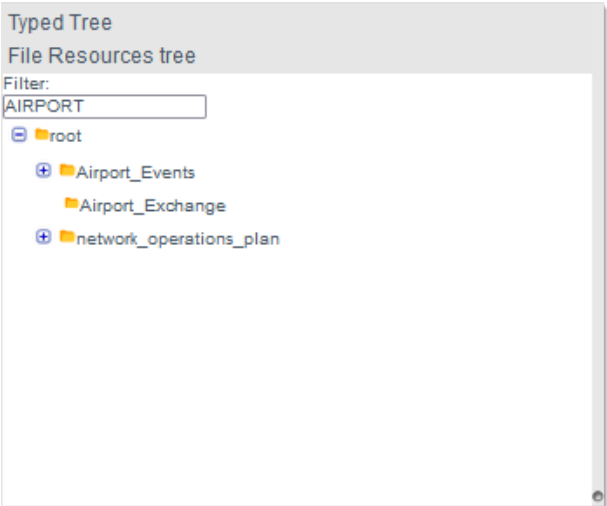
 **Note:** You need to publish the view where the operation has been performed in order to finalize the deletion process.

Filter

The **File Resources tree** will typically be a long list, involving extensive up and down scrolling to locate a given resource:

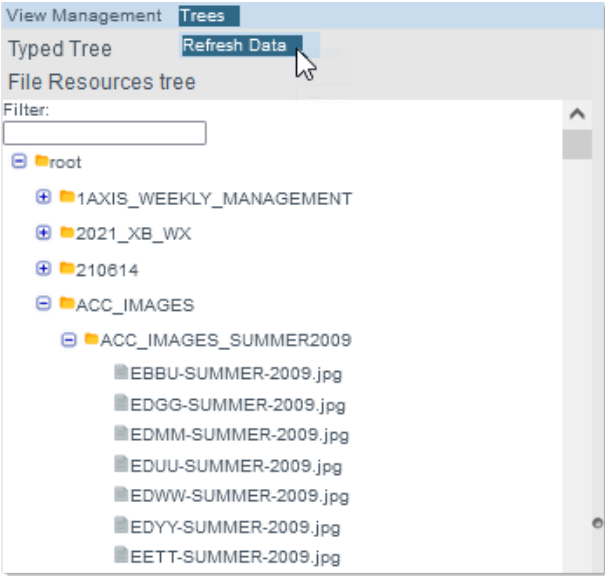


Make use of the Filter function to narrow down your search:



Refresh Data

Use the **Refresh Data** command under the **Trees** menu to update the list to the most recent status:



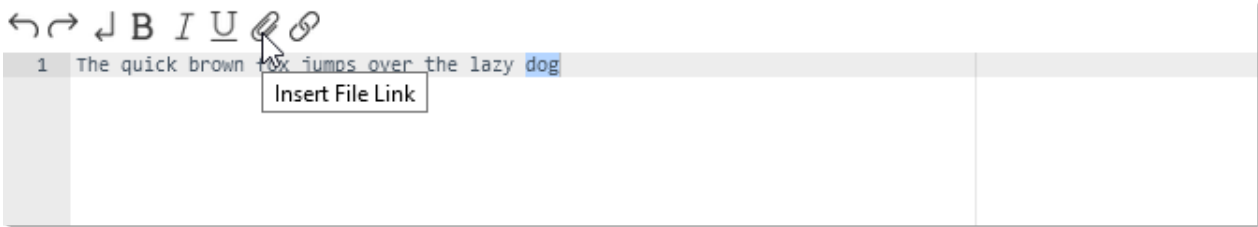
5.4.4.2 Add File To Document

Several methods to upload files to WIND are available.

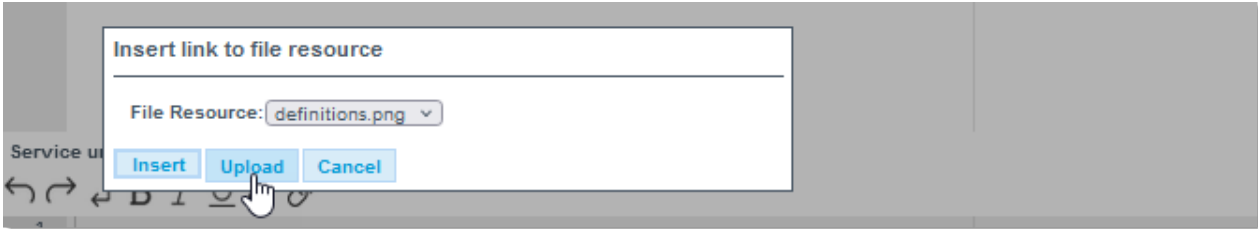
- Add file to **Tagged Text**
- Add file to **Internal Link**

Tagged Text

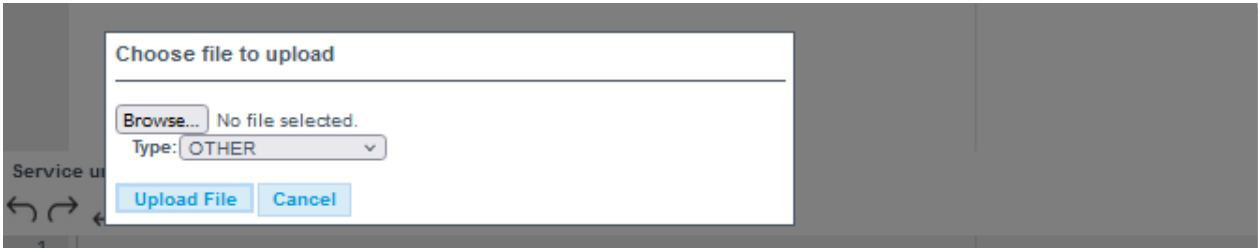
To add a file resource from the tagged text editor, first click on the **Insert File Link** button:



Then click on the **Upload** button:



You will then be prompted to **Browse** for the file to upload, and specify its **Type** by means of a dialog:



- The **Browse** option allows to you navigate in your file system (from your computer hard disk or any network drive to which you have access) and select the file;
- The **Type** field allows you to select from one of the following file types. You will typically use the *OTHER*

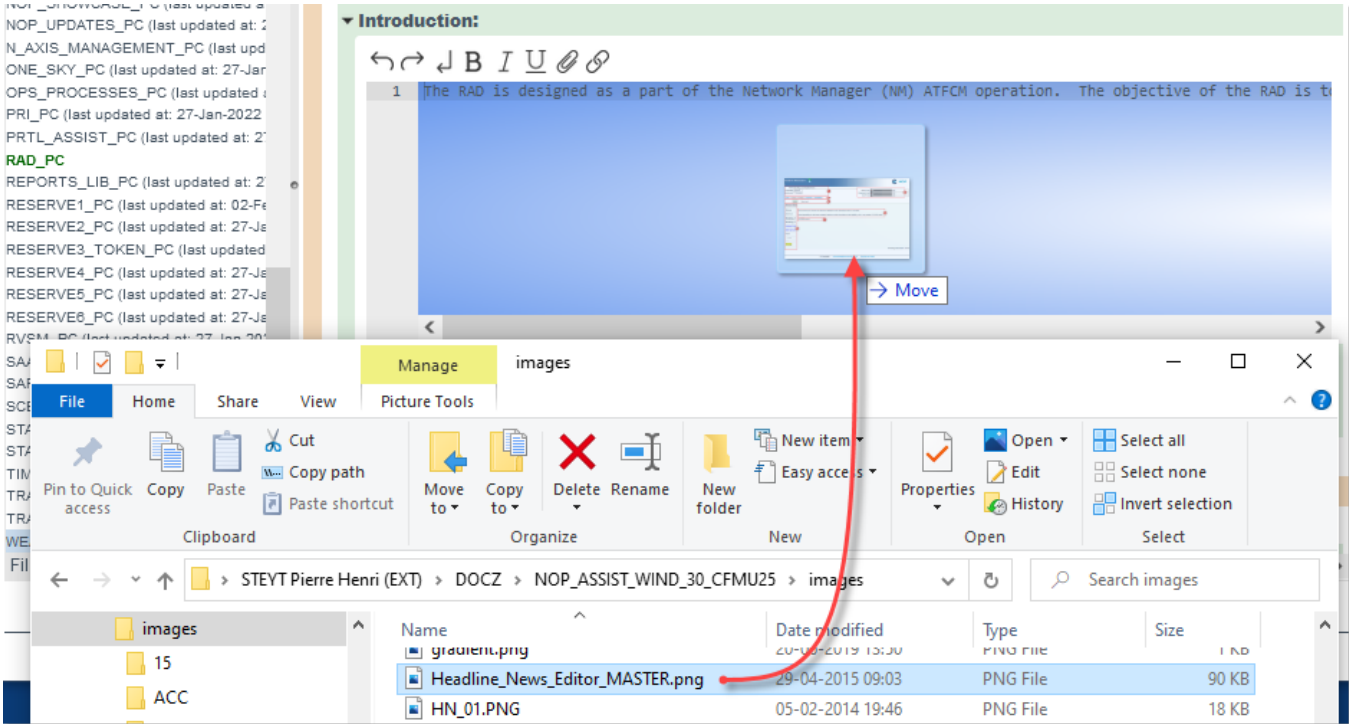
type, but here is the full list:

1. **SCENARIO_IMAGE**
Usage: Illustration in SCENARIOS (detached view)
Size: Image will, if too big, be resized to 720x540 pixels
2. **FREESIZE_IMAGE**
Usage: Illustration in all documents where images can be embedded
Size: Image size must be at least 90x90 pixels
3. **OTHER**
Usage: for all documents other than above described images

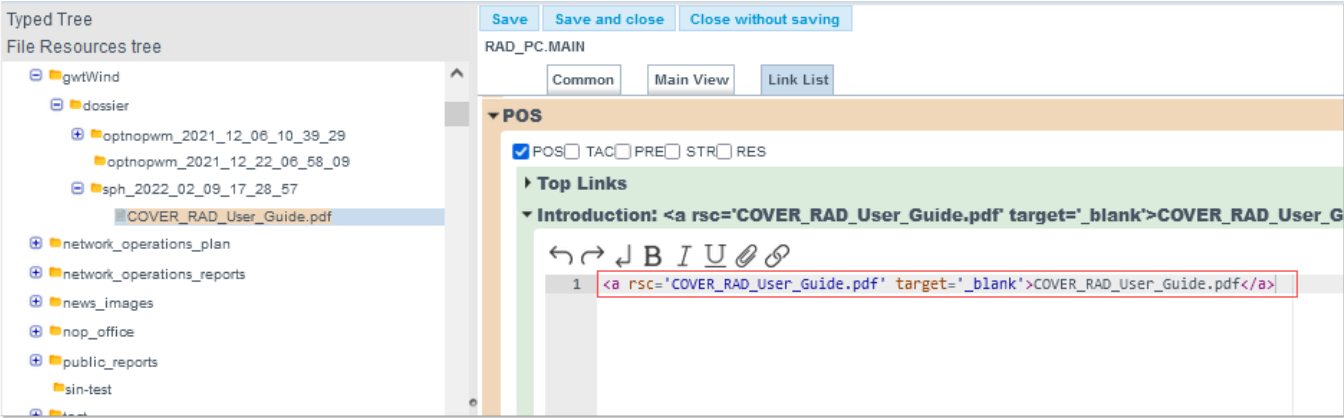
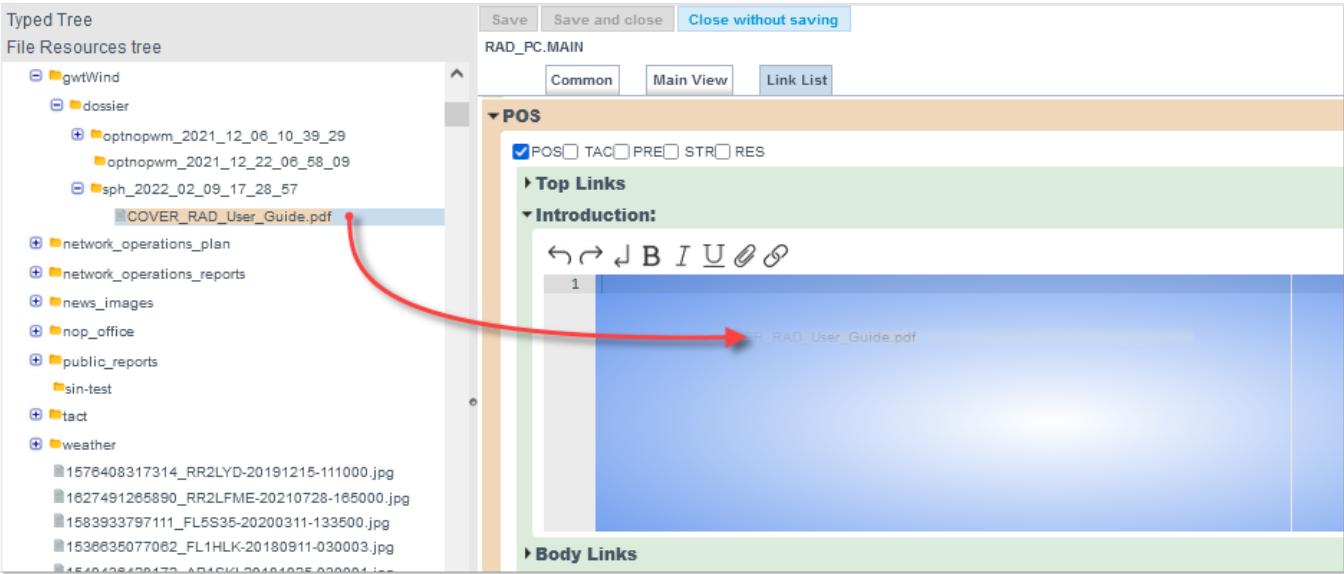
Finally click on the **Upload File** button:



Another method to add external files to a text is by drag-and-drop, either from your file system ...

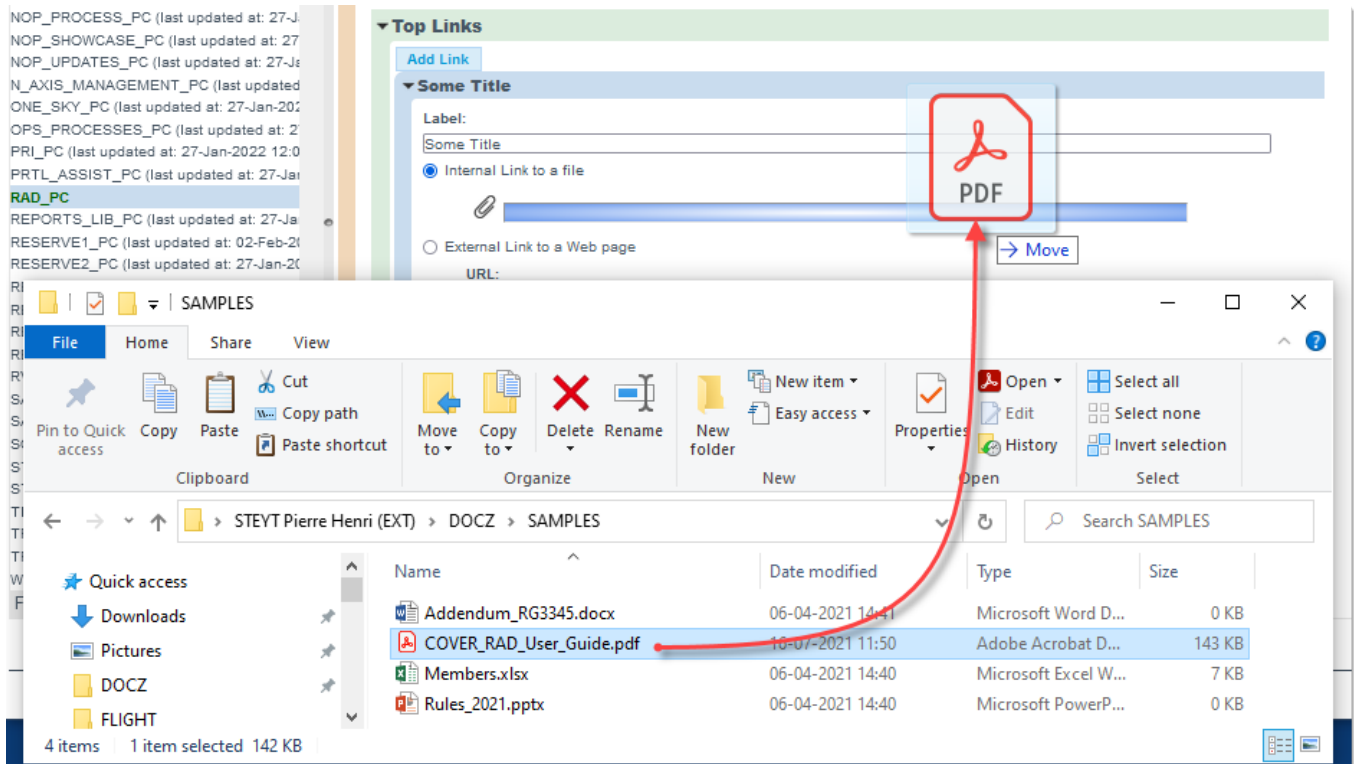


... or from **File Resources tree**:

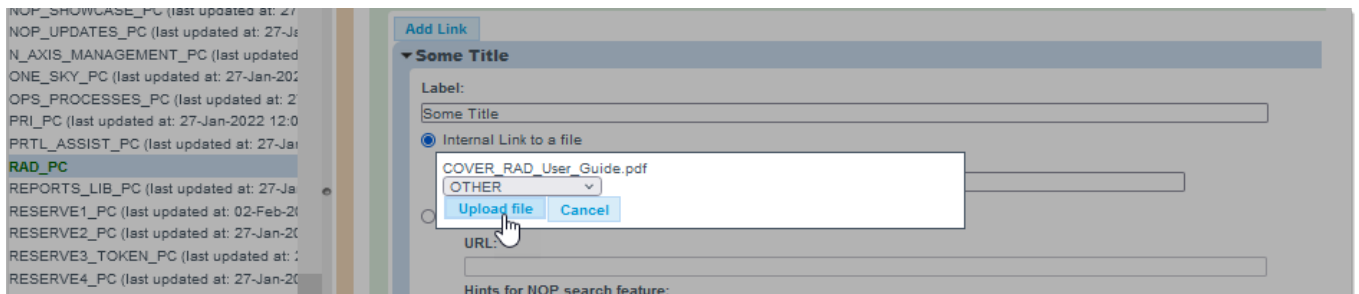


Link

Here also, you can use drag-and-drop to upload content:

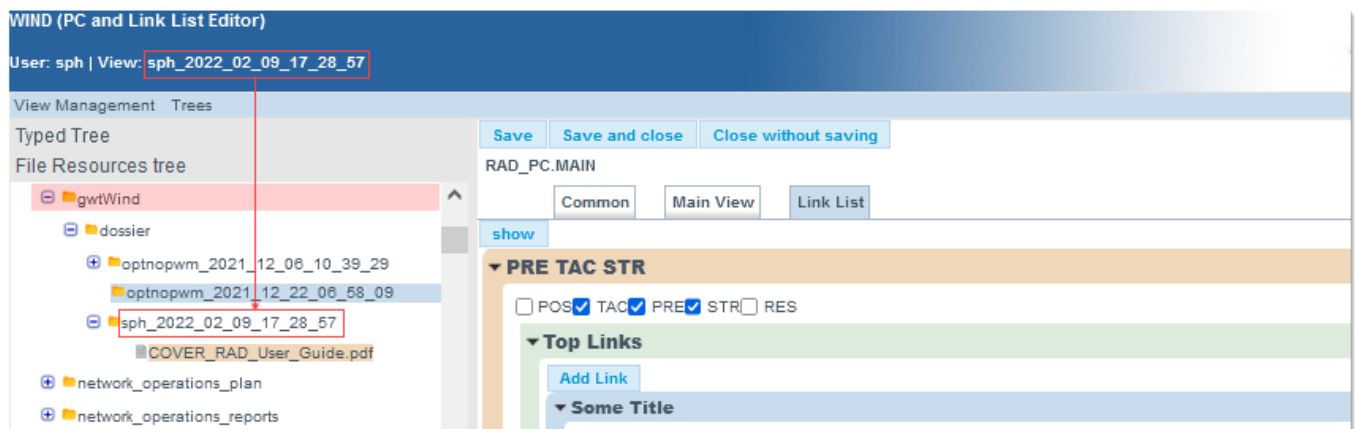


Keep the default file type set to **OTHER** and click on the **Upload file** button:



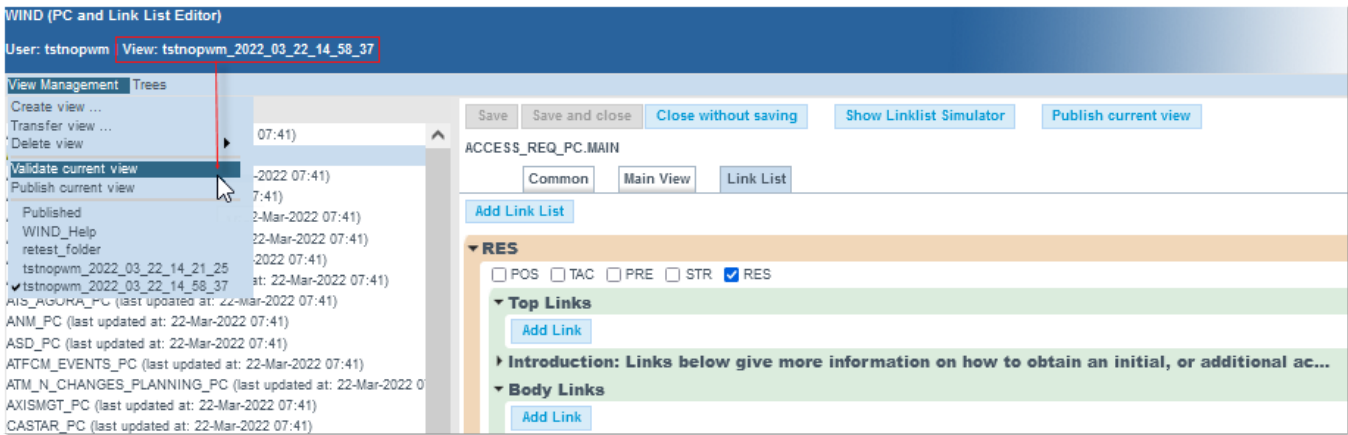
5.4.4.2.1 File Resources

Your uploads are stored in the **File Resources tree (Section 5.4.4)** section, in a dossier named after the user *View* during which the operation was performed, that individual dossier itself being nested in **gwtWind > dossier** - as in this example:



5.5 Validate

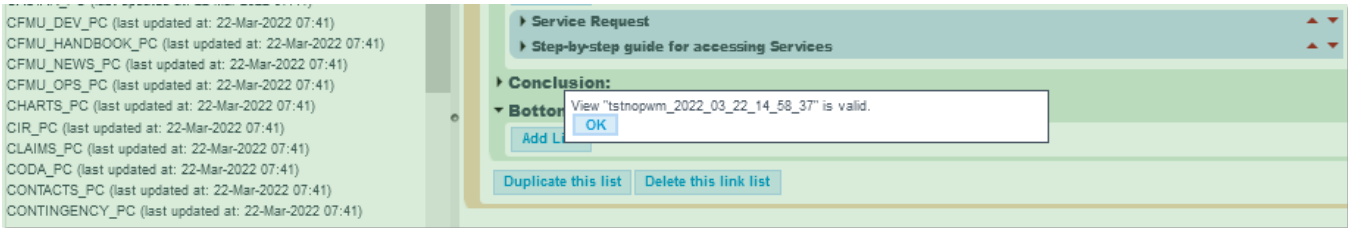
Use the **Validate current view** command to performs a check on the technical validity of your changes prior to publication:



Any blank mandatory field, any broken link or missing import will be spotted and an error message will pop up and summarize the situation, prompting you to take the appropriate corrective measures:

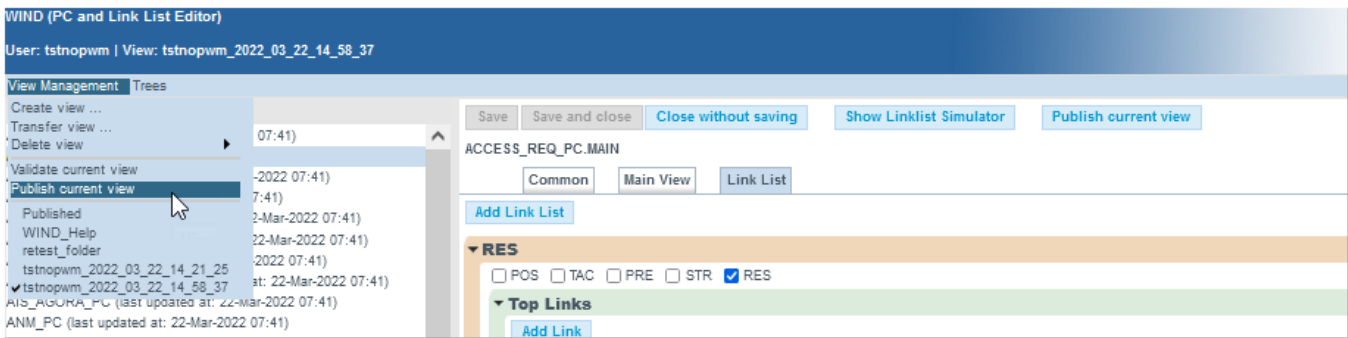


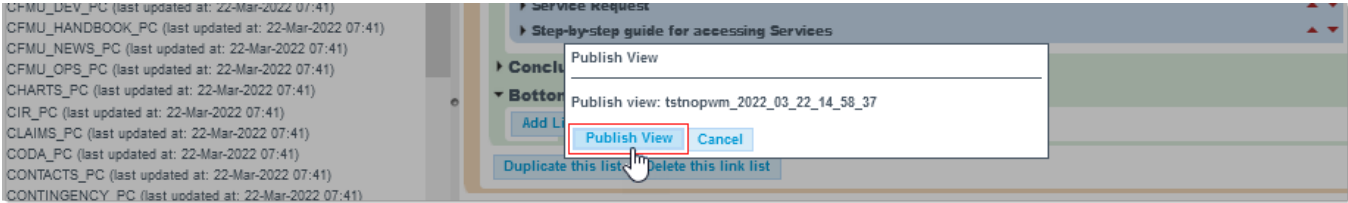
As no errors are encountered, you are notified that the view is valid, and can be published:



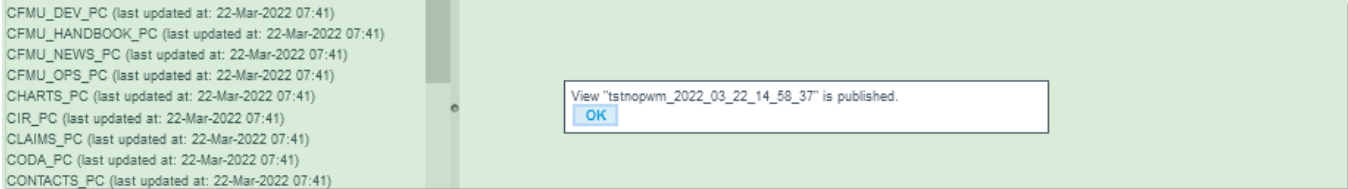
5.6 Publish

The **Publish current view** command comes last, after you have first visually checked your data and run the **Validate** command.

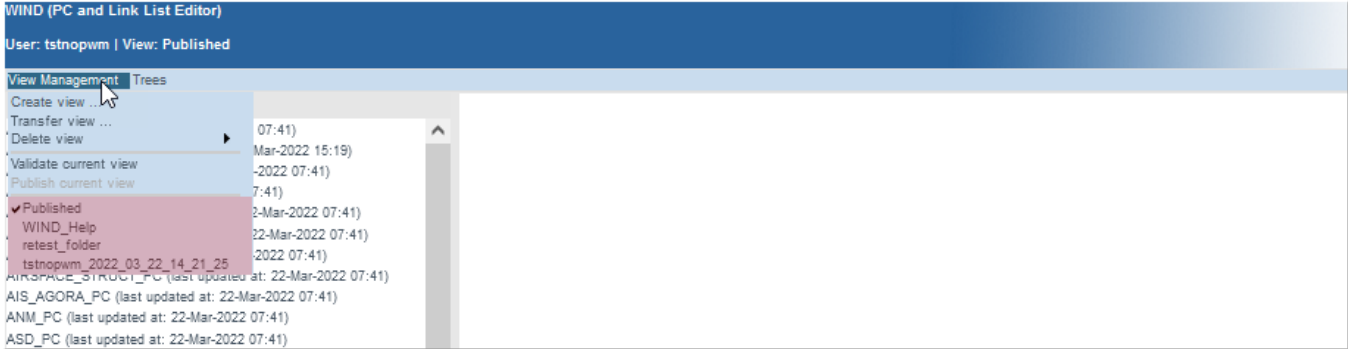




Its purpose is to move the changed or added files from the prepublication server to the publication server, and therefore make them visible to the users of the NOP. Here again some processing checks the technical validity of your request, and you finally get a message indicating that the publication was successful:



As a result, the now published view is removed from the list of existing views presented in the **View Management** menu, and the current view is set to the *Published* one:



Note: The *Publish* command automatically initiates a preliminary validation routine - more information in the **Validate (Section 5.5)** chapter.

6 LEGACY FLASH WIND

In order to enable continuation of WIND usage, two procedures are available to you:

- [First-time Access Procedure](#)
This process allows you to configure your system for future usage and prevent the application from prompting you to follow you these steps again. The next time you open WIND, it will suffice to follow the instructions in the next **Normal Access Procedure (Section 6.1.1)** section.
- **Normal Access Procedure (Section 6.1.1)**
The process you will be following once the regular access settings have been created in the [First-time Access Procedure](#).

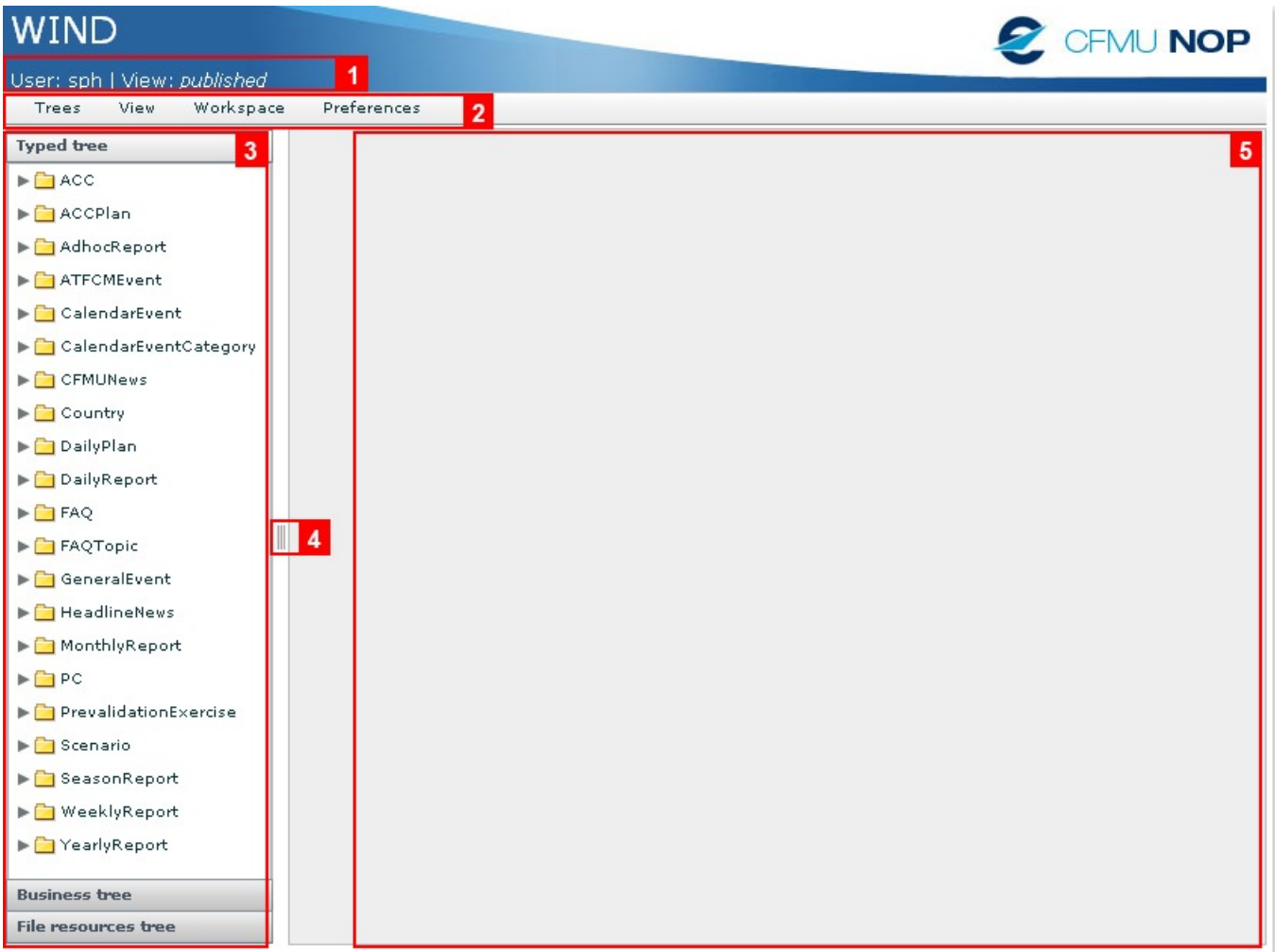
 **CONTINGENCY**
You need to perform the *First-Time Access* procedure on both virtual machines: **SSPTS010** in Haren for normal OPS service, and **SSPTS210** in Bretigny for contingency OPS service.

The URL to the contingency server will normally be <https://www.contingency.nm.eurocontrol.int/PUBLISH/gateway/spec/index.html>

This information is however indicative and does not overrule any other documentation issued in case of the application of the contingency plan.

The WIND editor opens in a new browser window (or browser tab, depending on your browser make and configuration) containing the WIND Application.

By default, the WIND Editor opens as shown below:



6.1 **1** User & View

The **User** field displays the username with which you have logged in to the Portal.

The **View** field tells you which view is currently selected. By default, if you will not already have created a new

View or opened an existing one, it will be set to '*published*'. This means that the WIND content is displayed to you as it is currently published on the Portal.

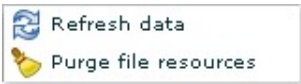
The View concept is developed **here (Section 6.7)**.

6.2 **2** Menu Bar

The Menu Bar proposes different means and options to interact with WIND: **Trees, View, Workspace** and **Preferences**.

Trees

The **Trees** menu reveals two commands, **Refresh Data** and **Purge File Resources**



- The **Refresh Data** command will cause the window to reload and display any changes occurred to the status of the elements displayed in the current tree.
- The **Purge File resources** command will remove all unused external elements (pictures, documents, ...) present in the **File resources** folders that are not referred to or linked to from any WIND entity

View

The **View** menu reveals five commands, **Validate and align, Publish, Goto, Manage...** and **Transfer...**



Get more details on these commands **here (Section 6.7)**.

Workspace

The **Workspace** menu reveals two commands, **Close every window** and **Show window**.



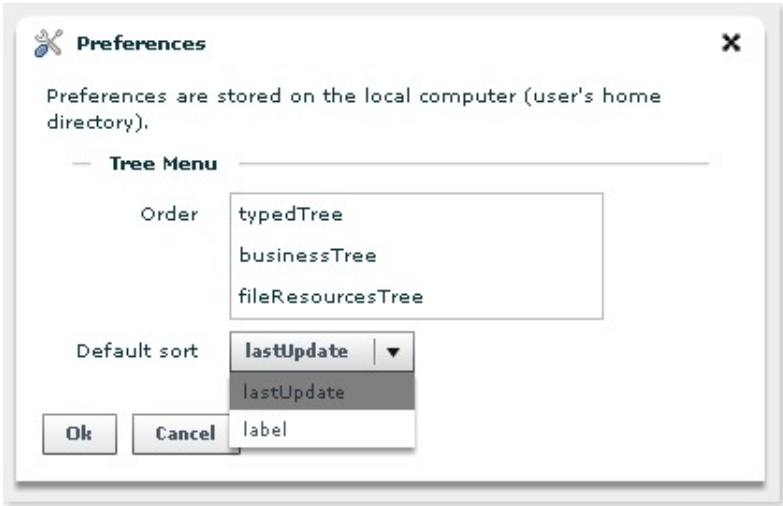
- The **Close every window** command causes all windows opened in the Main Display panel to close simultaneously.
- The **Show window** command will display the list of all (if any) windows opened in the Main Display, allowing you to select which one you wish to have on top of the others - typically to view or edit its content. This is of course of special interest when you have opened several windows in the same view.

Preferences

Lastly, the **Preferences** menu reveals a single command, **Options...**



The **Options** command opens the dialog window shown below, where you can define the preferred order in the Tree menu, as well as the default sorting order within the trees:



To modify the order of appearance in the **Tree Menu**, drag a selected item and drop it to its desired position.

You can change the Default sort between the **lastUpdate** and **label** - or more simply expressed, by date or by name.


Note: the **Preferences** settings will be stored on your computer - they are not part of your profile and will therefore not be taken into account if you log in from a different computer.

6.3 **3** Navigation Tree

The **Navigation Tree** is divided in three 'Accordion' type sections, each one with its own purpose:

1. The **Typed tree** groups all the WIND entities by type - this is the 'logical' way the Portal content is grouped. However, you might not wish to see all of these elements, or see them in another way better fitting your own needs...
2. ... and this is the purpose of the **Business tree**, allowing you to organize your own WIND entities in your own way, inside you own folders and subfolders.
3. Lastly, the **Files resources tree** holds all the resources (images, imports of all sorts, ...) in a structured file system. Here also, you can create you own folders and subfolders, import and manage external files to be used within or linked to from the Portal.

4 Resize Handle

Drag the **Resize Handle** left or right to expand or narrow the Navigation Tree.

6.4 **5** Main Display

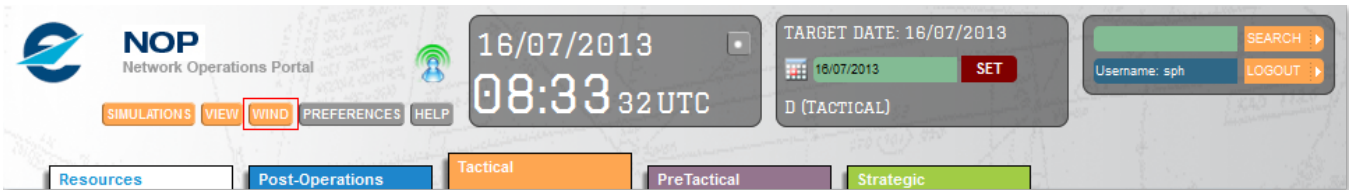
This is where the WIND entities will open.

6.5 Access and Login

WIND (Web Interface for NOP Data) gives editing facilities to the content of the Portal **not coming from the NM Back-End Systems**.

Access to the **WIND** is profile dependent. As a result, not all users will have the **WIND** button (and its companion **VIEW** button) visible and/or working.

The editing functionalities of the Portal are accessible in the Main View of the Portal, by clicking the **WIND** button located in the Header:



In order to enable continuation of WIND usage, two procedures are available to you:

- [First-time Access Procedure](#)
This process allows you to configure your system for future usage and prevent the application from prompting you to follow you these steps again. The next time you open WIND, it will suffice to follow the instructions in the next **Normal Access Procedure (Section 6.1.1)** section.
- **Normal Access Procedure (Section 6.1.1)**
The process you will be following once the regular access settings have been created in the [First-time Access Procedure](#).



CONTINGENCY

You need to perform the *First-Time Access* procedure on both virtual machines: **SSPTS010** in Haren for normal OPS service, and **SSPTS210** in Bretigny for contingency OPS service.

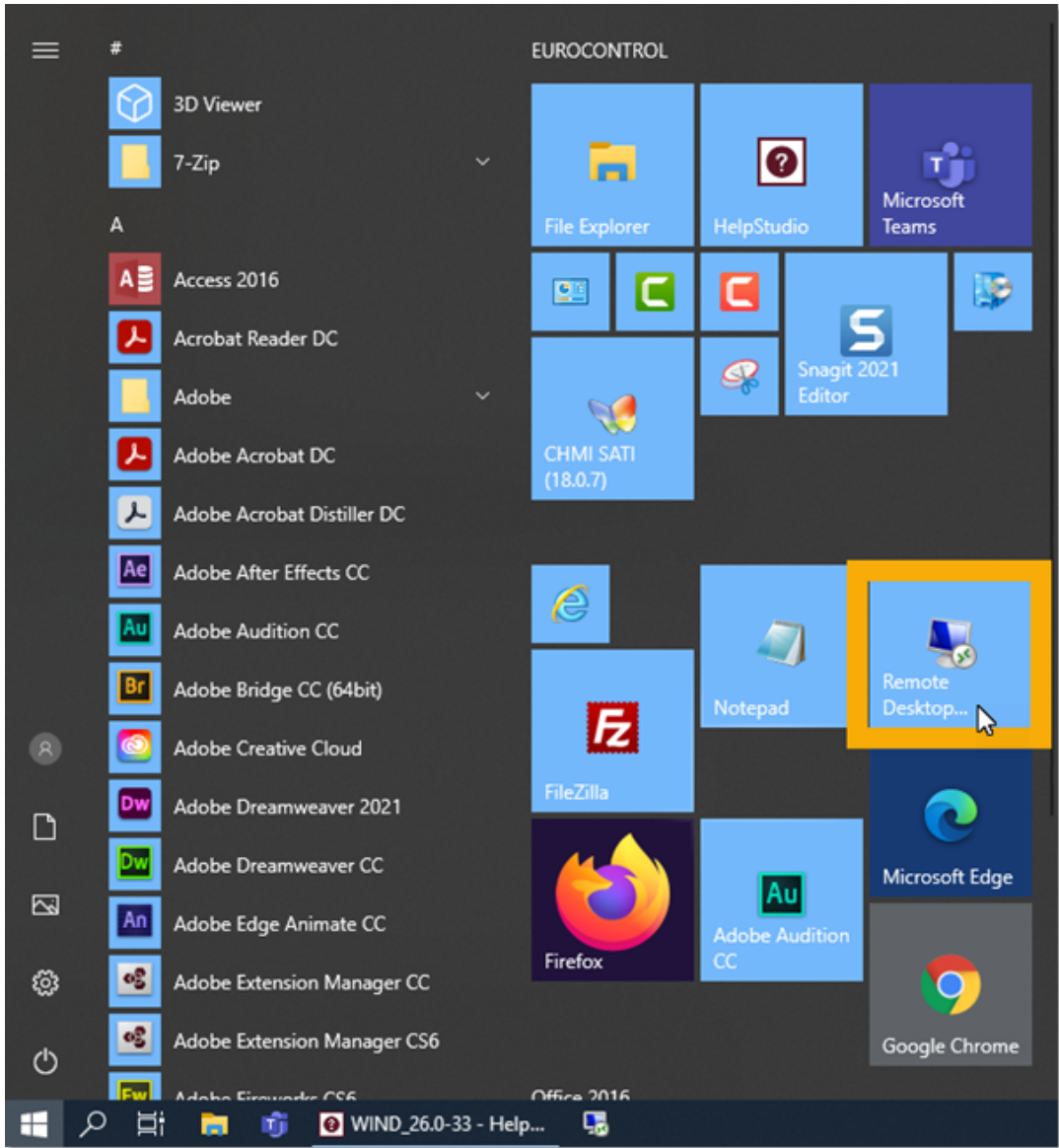
The URL to the contingency server will normally be <https://www.contingency.nm.eurocontrol.int/PUBLISH/gateway/spec/index.html>

This information is however indicative and does not overrule any other documentation issued in case of the application of the contingency plan.

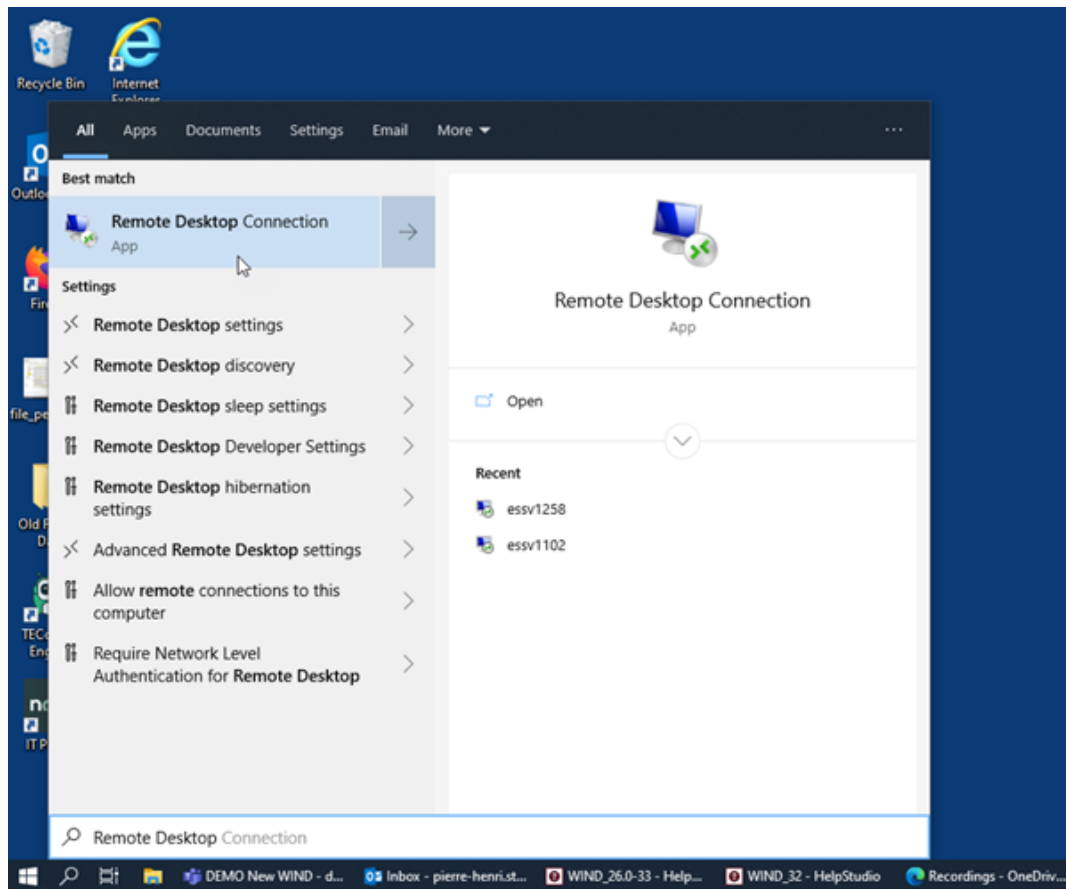
6.1.1 Regular Access

Steps to follow in order to access the legacy **FLASH WIND** application:

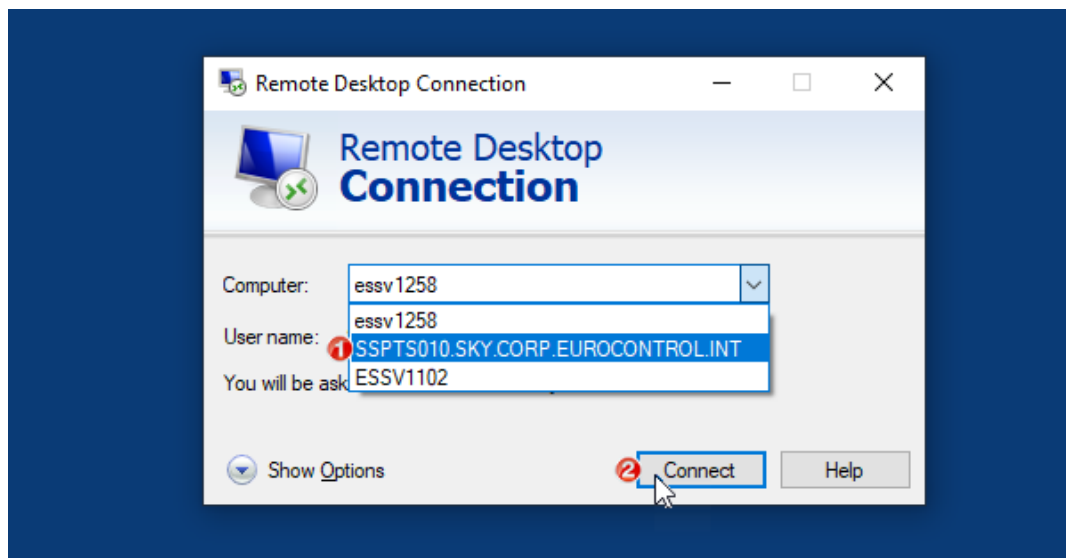
1. Locate and open the **Remote Desktop Connection** app - either from your Taskbar ...



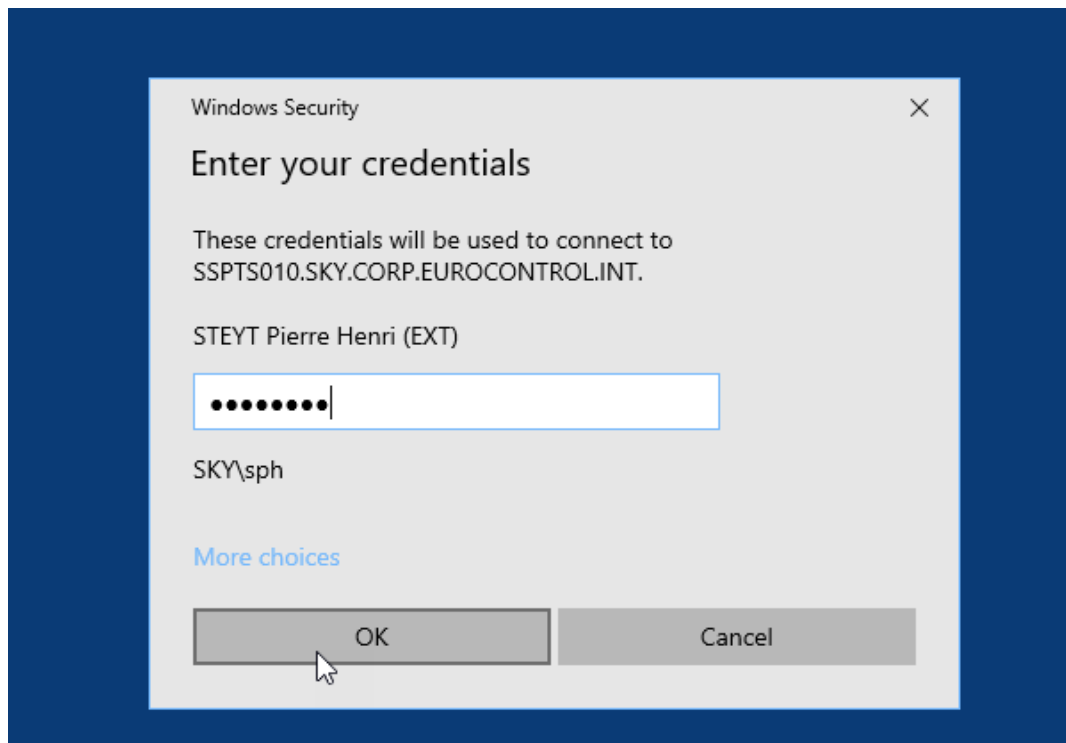
... or from a Search:



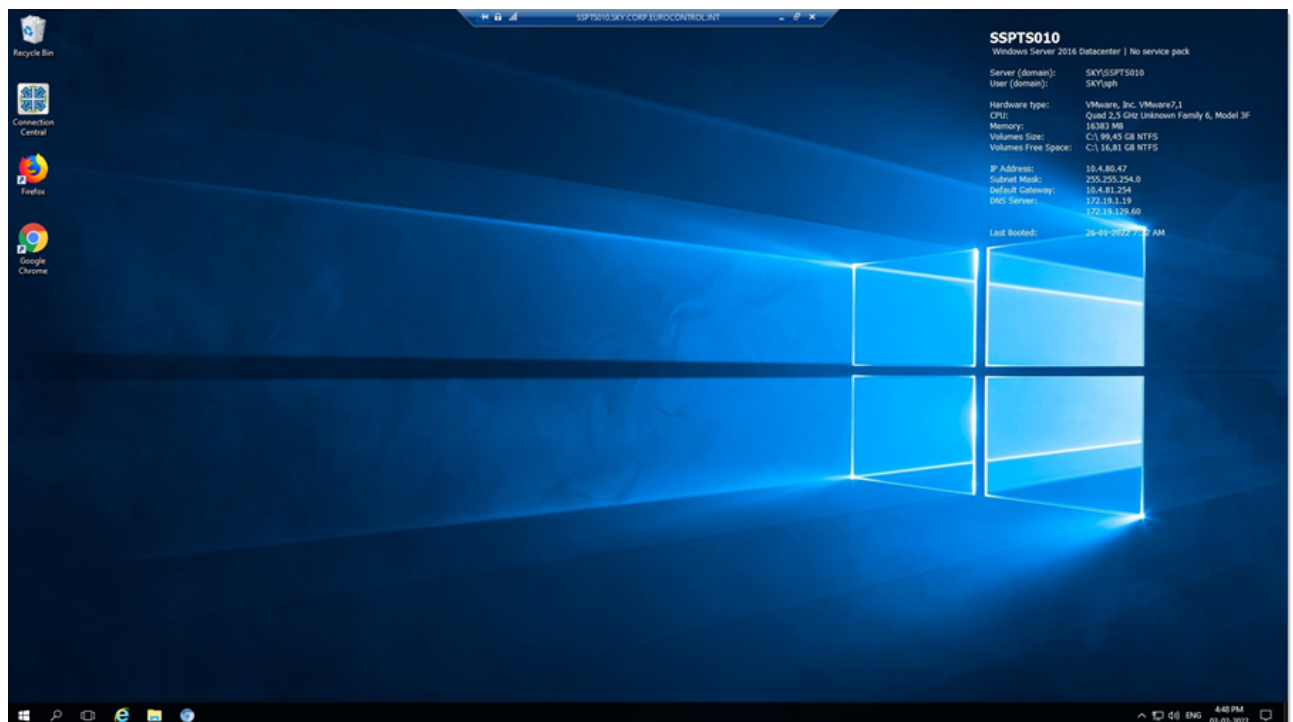
2. Designate the computer to connect to (in this example, *SSPTS010.SKY.CORD.EUROCONTROL.INT* for **normal OPS service** - *SSPTS210.SKY.CORD.EUROCONTROL.INT* being the URL to be used for **Contingency**):



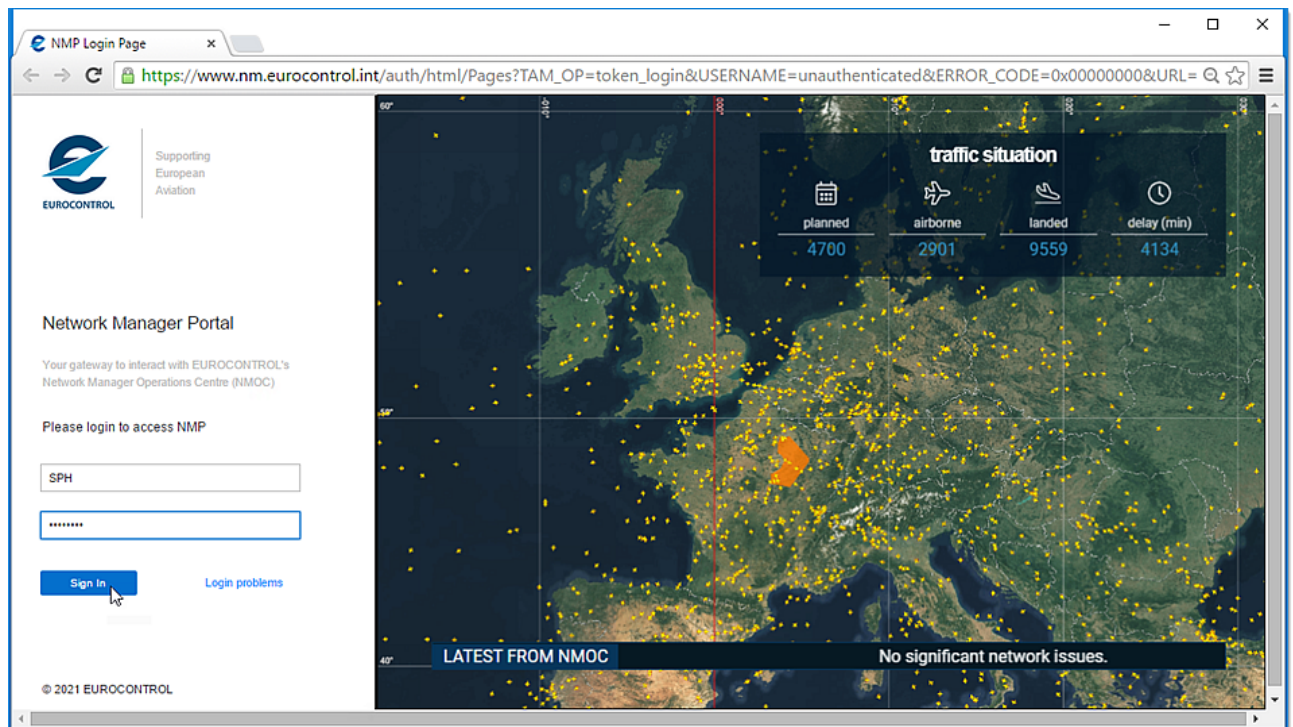
3. Enter your WINDOWS credentials:



4. The **Remote Desktop** is launched...



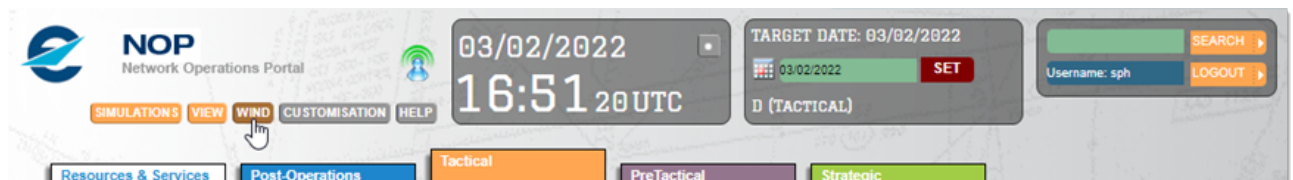
5. ... and the **NMP Login Page** opens for you to login:



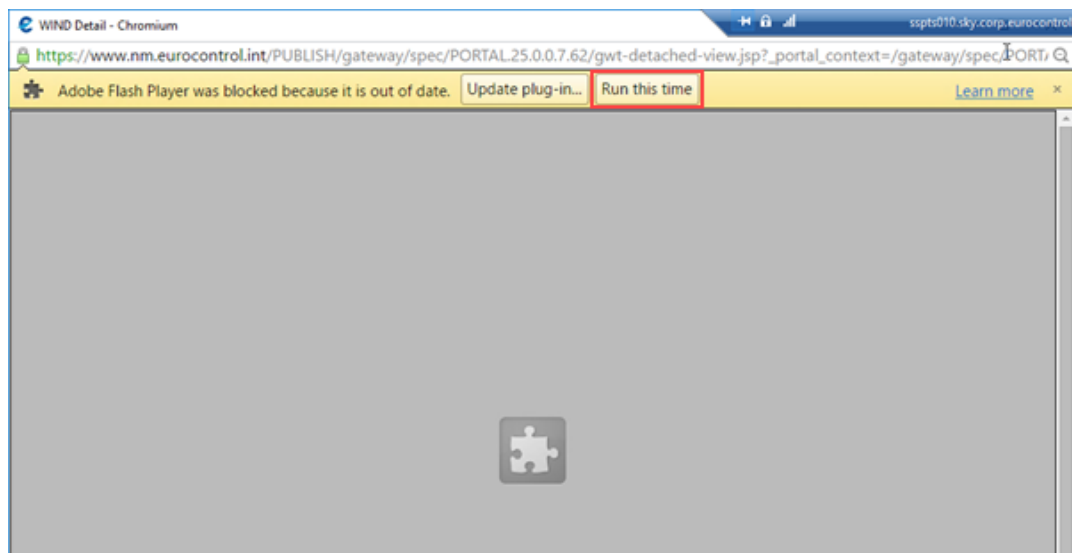
6. Next specify the *Role* and *Domain* to be used then click on the **GO** button:



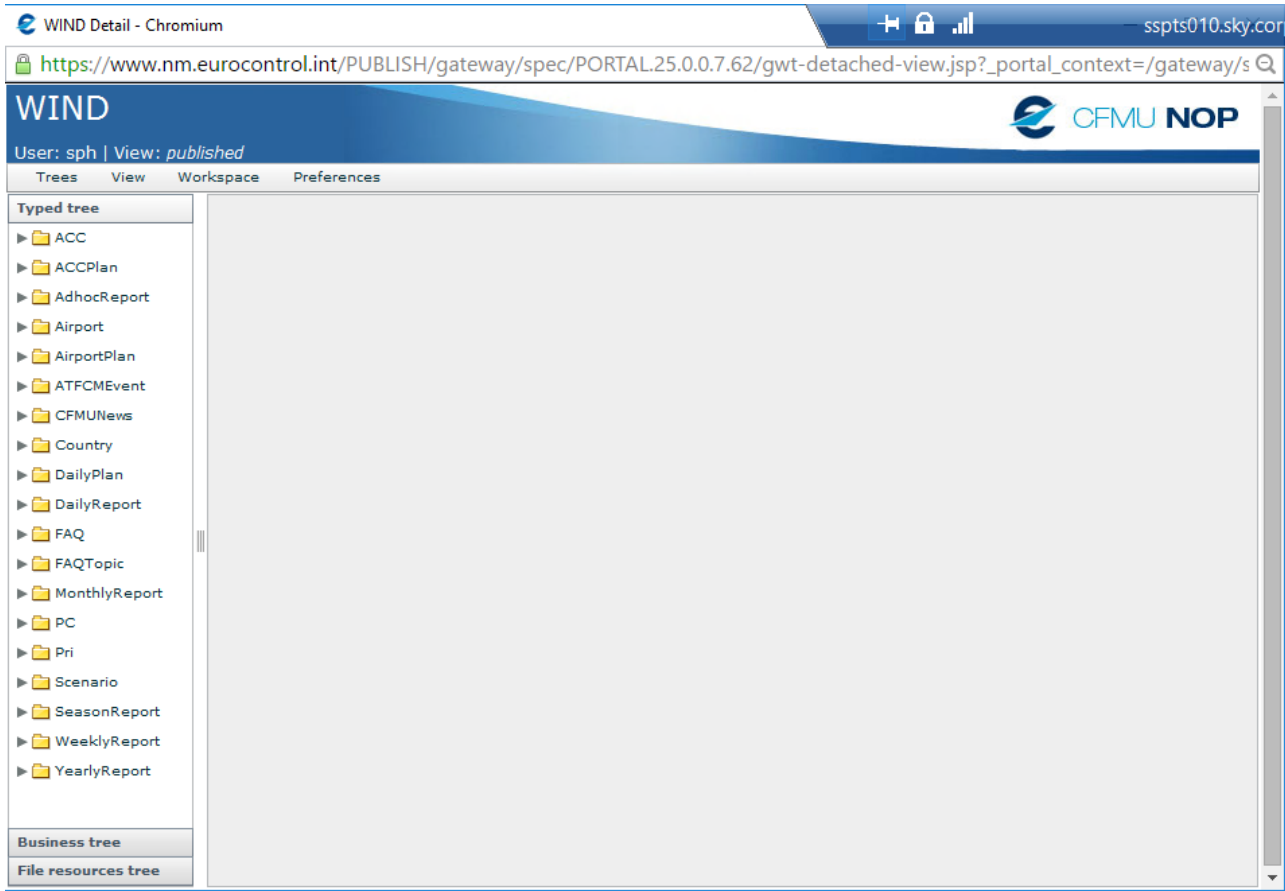
7. Lastly click on the WIND button:



8. In the event that you get this Flash warning dialog, click on the **Run this time** button to launch WIND:



9. WIND is now ready for you to use:



6.1.2 First Time Access


IMPORTANT

Even though you are a regular Windows and NOP user, you are probably not already using a Virtual Machine, and as such you need to do some configuration settings the first time you intend to use it.

The process of setting up your system involves a precise sequence of steps requiring your full attention. It can take about 20 minutes to proceed - and take into consideration that operations on a remote computer can perform at slower speed.

You will have the support and availability of OPS Support (GAR) and CSO to do these configuration settings. However, should you wish to do it on your own, it is recommended that you read in advance the following steps, what is estimated to last about 20 minutes.

Thank you.

The **First Time Access** process is divided in two segments:

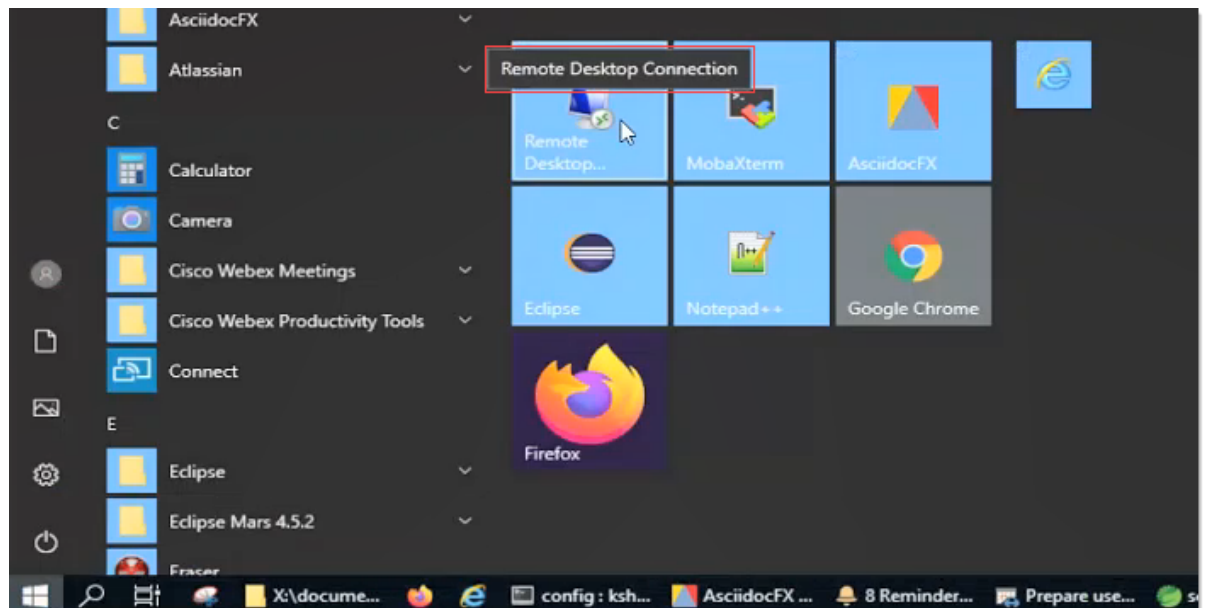
- **Set-up Chromium** in your user profile
- **Start WIND**

6.1.2.1 Set-up Chromium

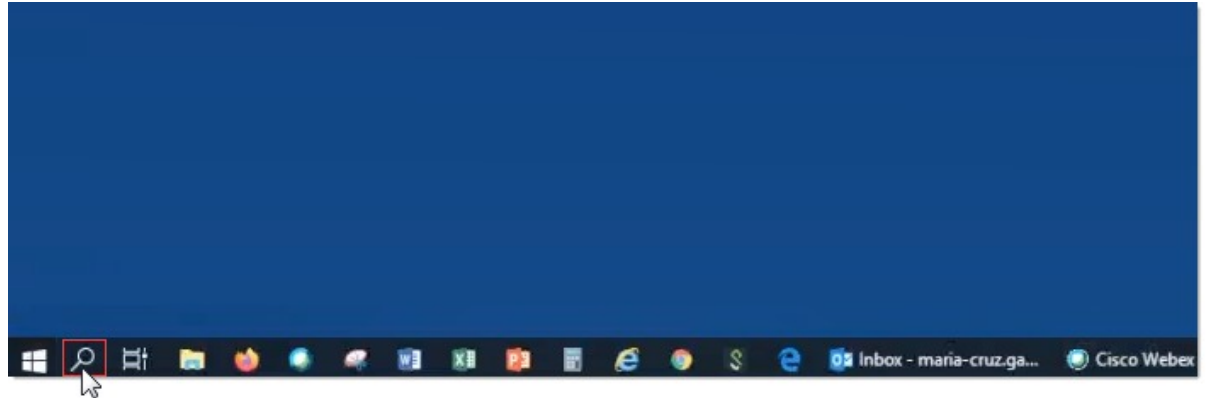


Chromium is the best suited browser for this emergency solution to the Flash phase-out. It is however unlikely that you are currently using it, and this is why you start by making it available in the VM associated to your profile.

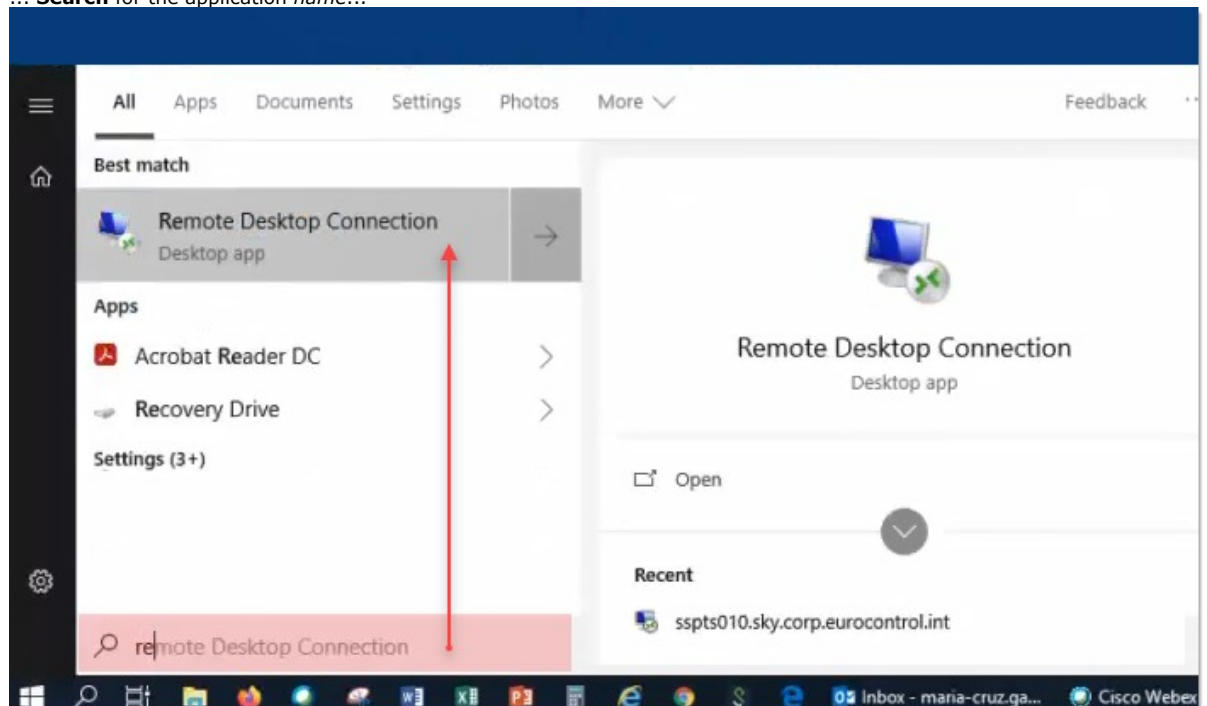
1. **Start** a remote connection to your Virtual Machine with the *Remote Desktop Connection* application:
 - **Case 1** - the application is available in your *Start Menu*: **Click** on the corresponding icon:



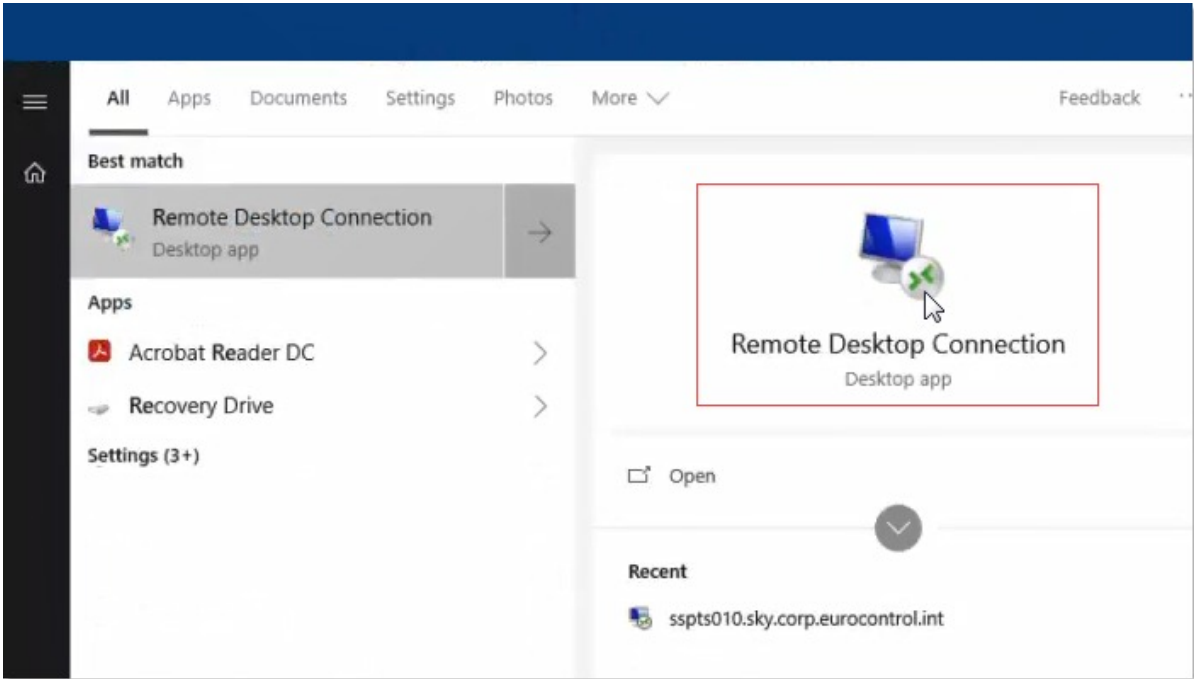
- **Case 2** - the application is not (yet) present in the *Start Menu*:
Click on the *Search* icon...



... **Search** for the application *name*...



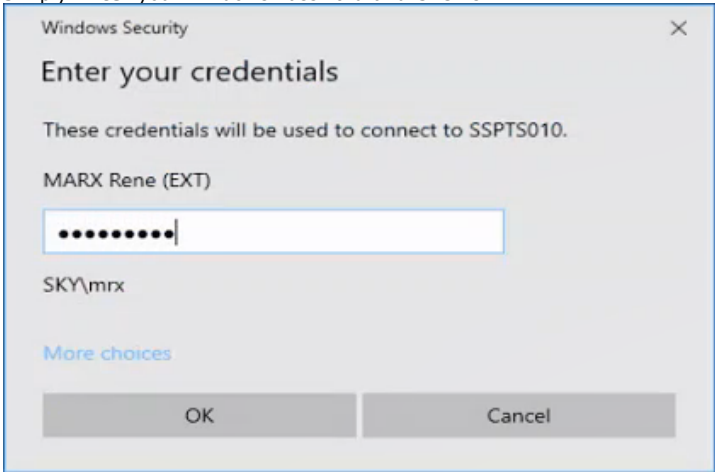
... Then **Click** on the application *icon*:



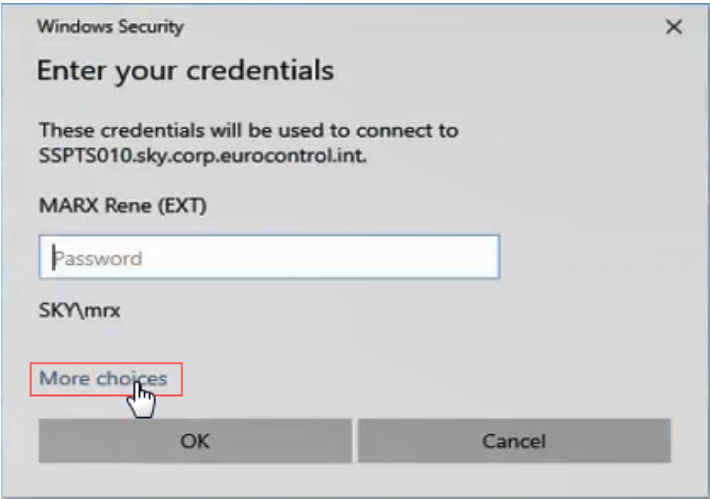
2. **Enter** the *Computer* name of the virtual computer (**SSPTS010** for Haren or **SSPTS210** for *Bretigny*), then **Click** on the *Connect* button:



3. By default, the application assumes you want to log in with the user profile you have used the last time in the *Windows Remote Desktop Connection* application.
Simply **Enter** your *Windows Password* and **Click** *OK*:



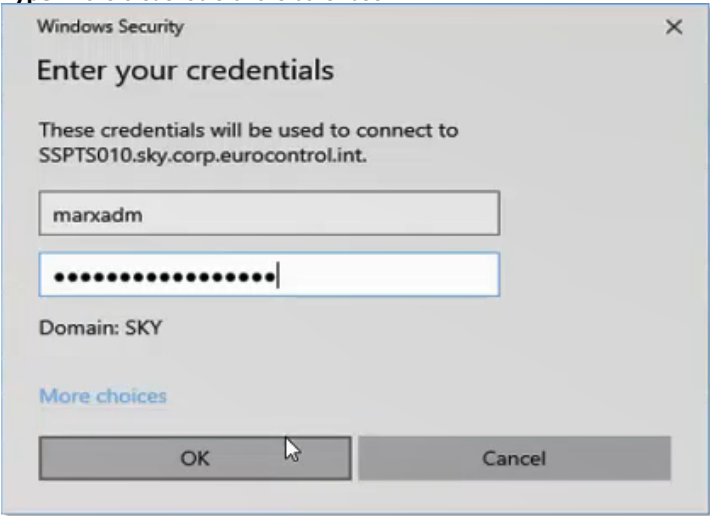
- If you intend to connect as a different user,
- **Click** on *More choices*:



- Click on *Use a different account*:

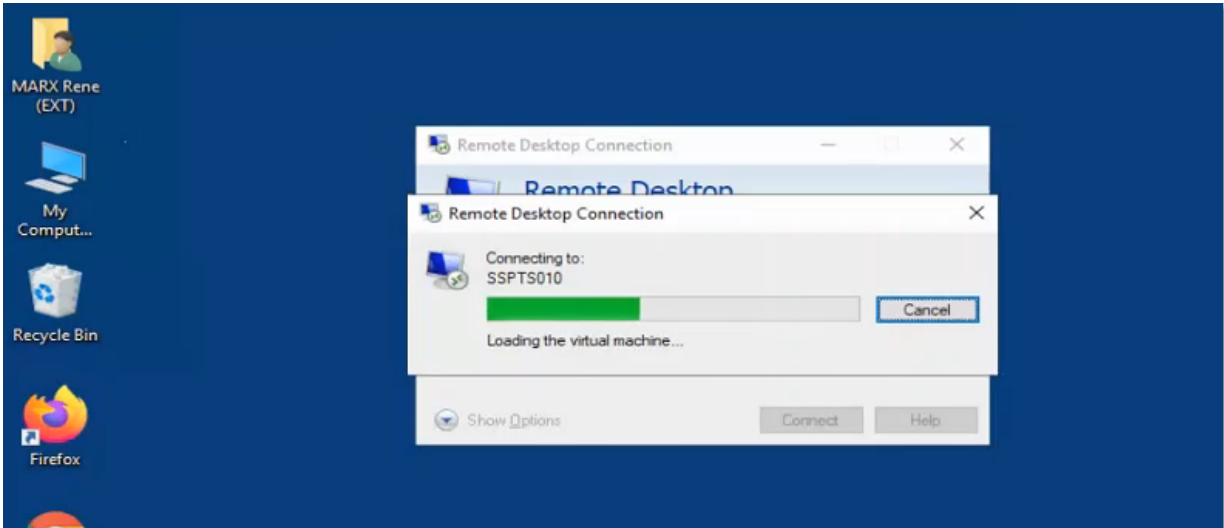


- Type in the credentials of the other user:

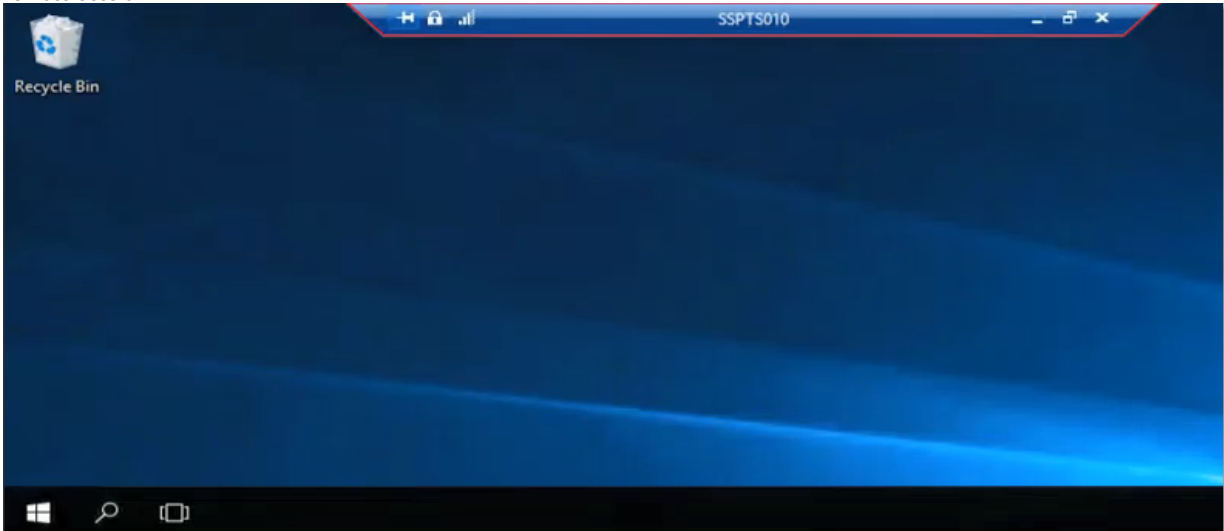


- Click *OK*.

4. Wait as the virtual machine gets loaded:

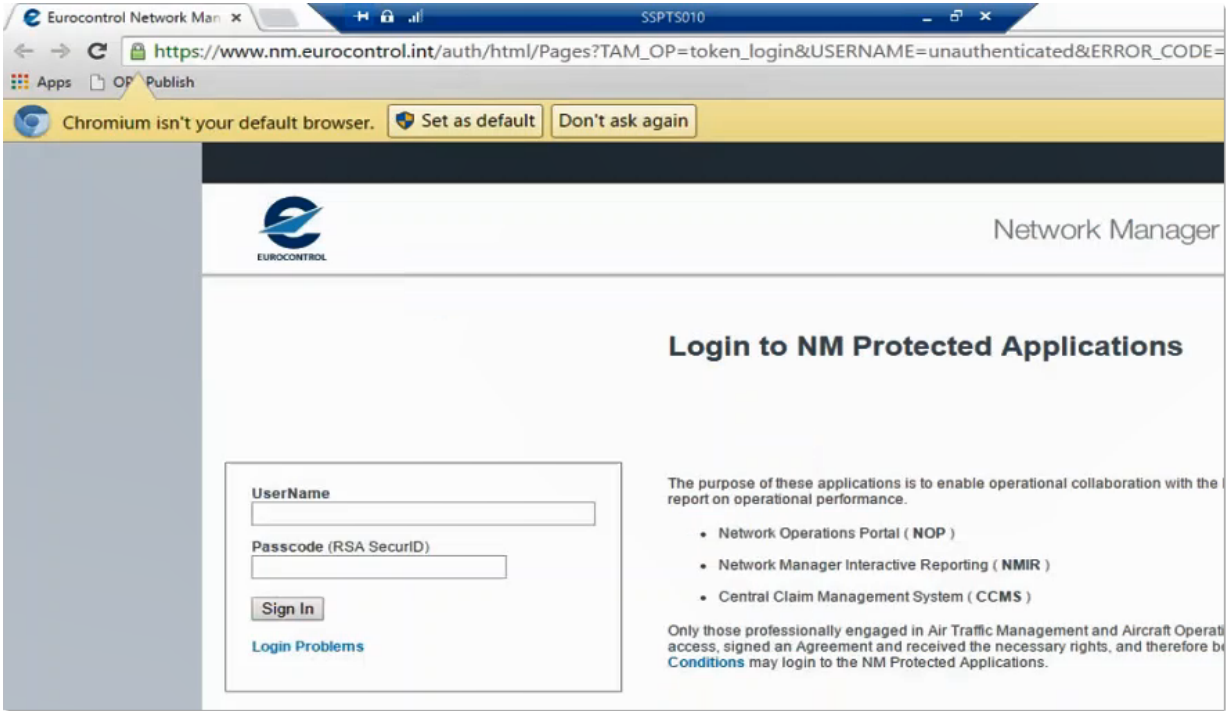


5. When done, the computer is now ready for use - and the horizontal blue bar tells you that you are working in a remote session:

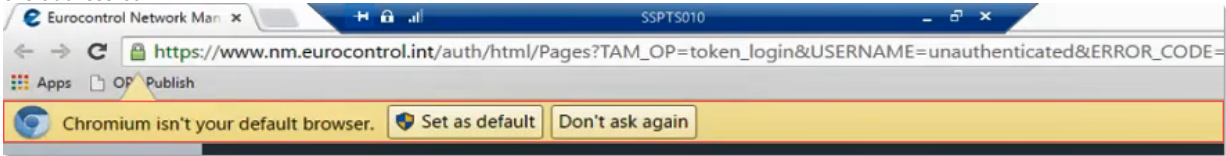


⚠ If not already done so, please **Move** the *Remote Desktop* to your secondary screen (the one dedicated to working with WIND).

6. The process now automatically loads the *Login to NM Protected Applications* page in the NM Chromium browser:

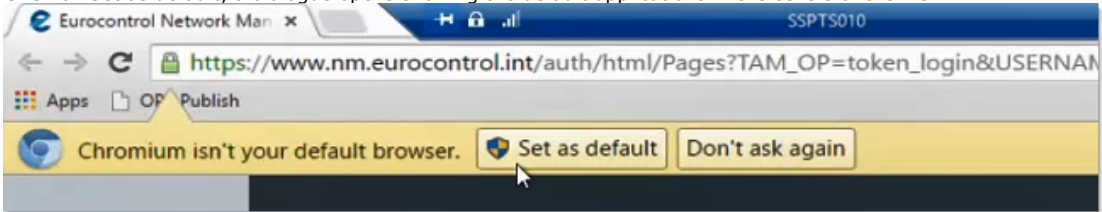


7. As in this example, Chromium might not yet be the default browser. In this case, an alert shows up close to the address bar:

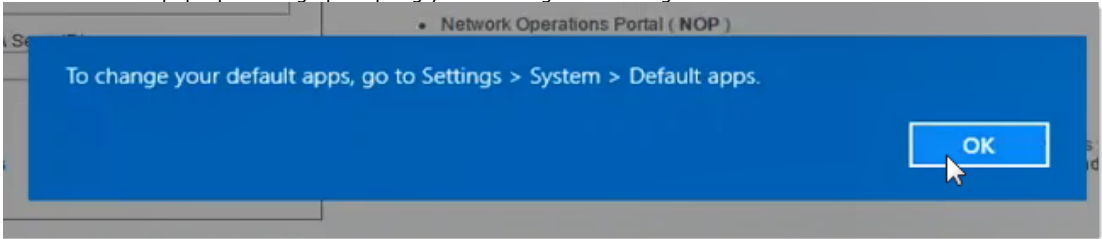


Chromium must be set as the default browser, so:

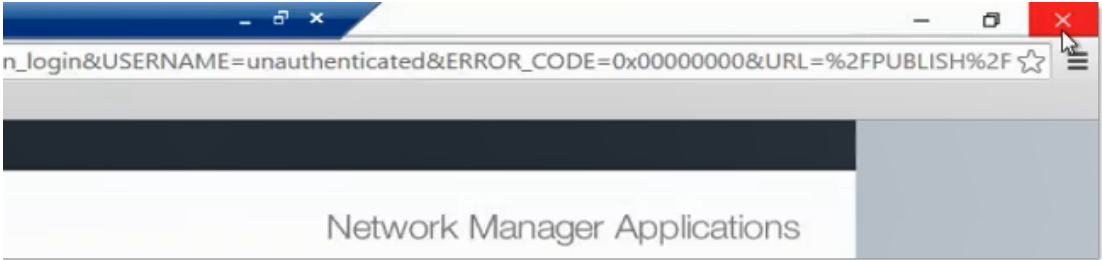
- **Click** on *Set as default*, a dialogue opens showing the default applications in the centre of the view:



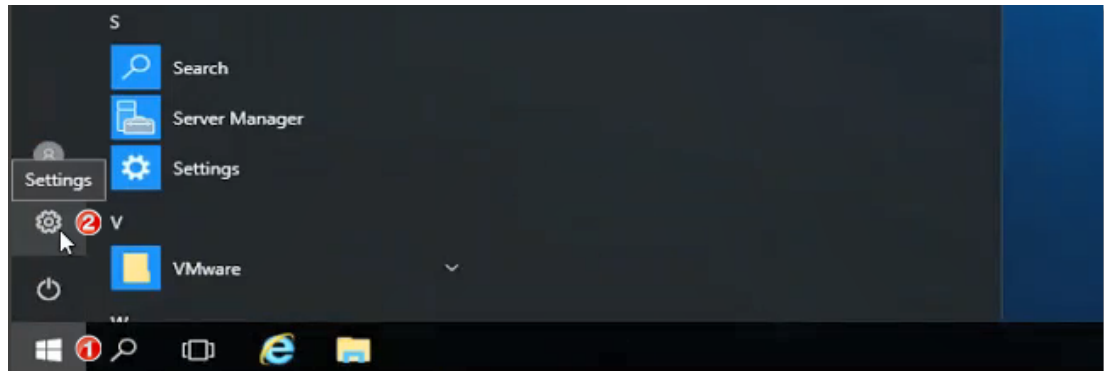
- **Click** OK on the pop-up message prompting you to change the settings:



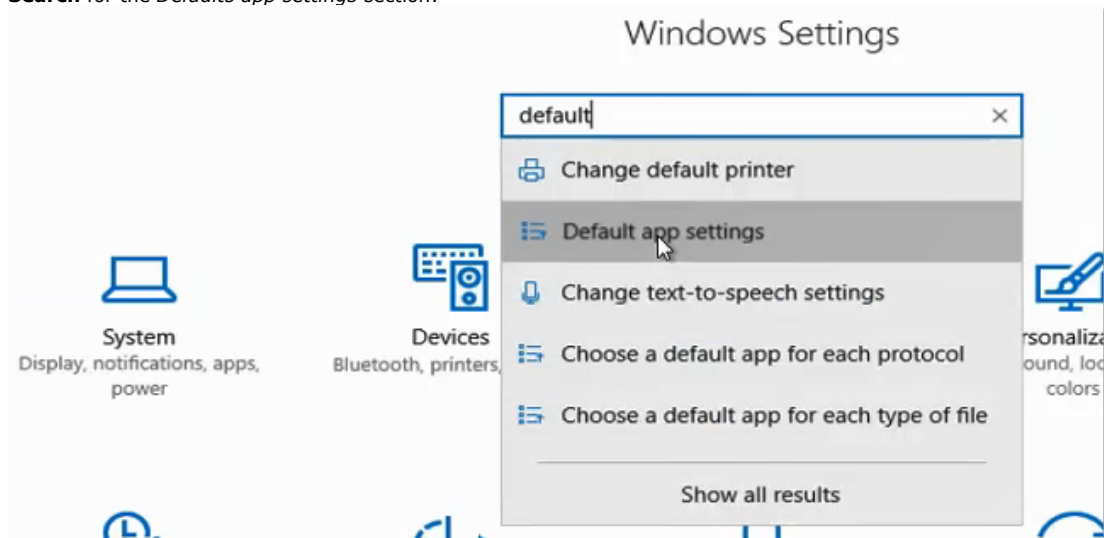
- **Close** the browser window:



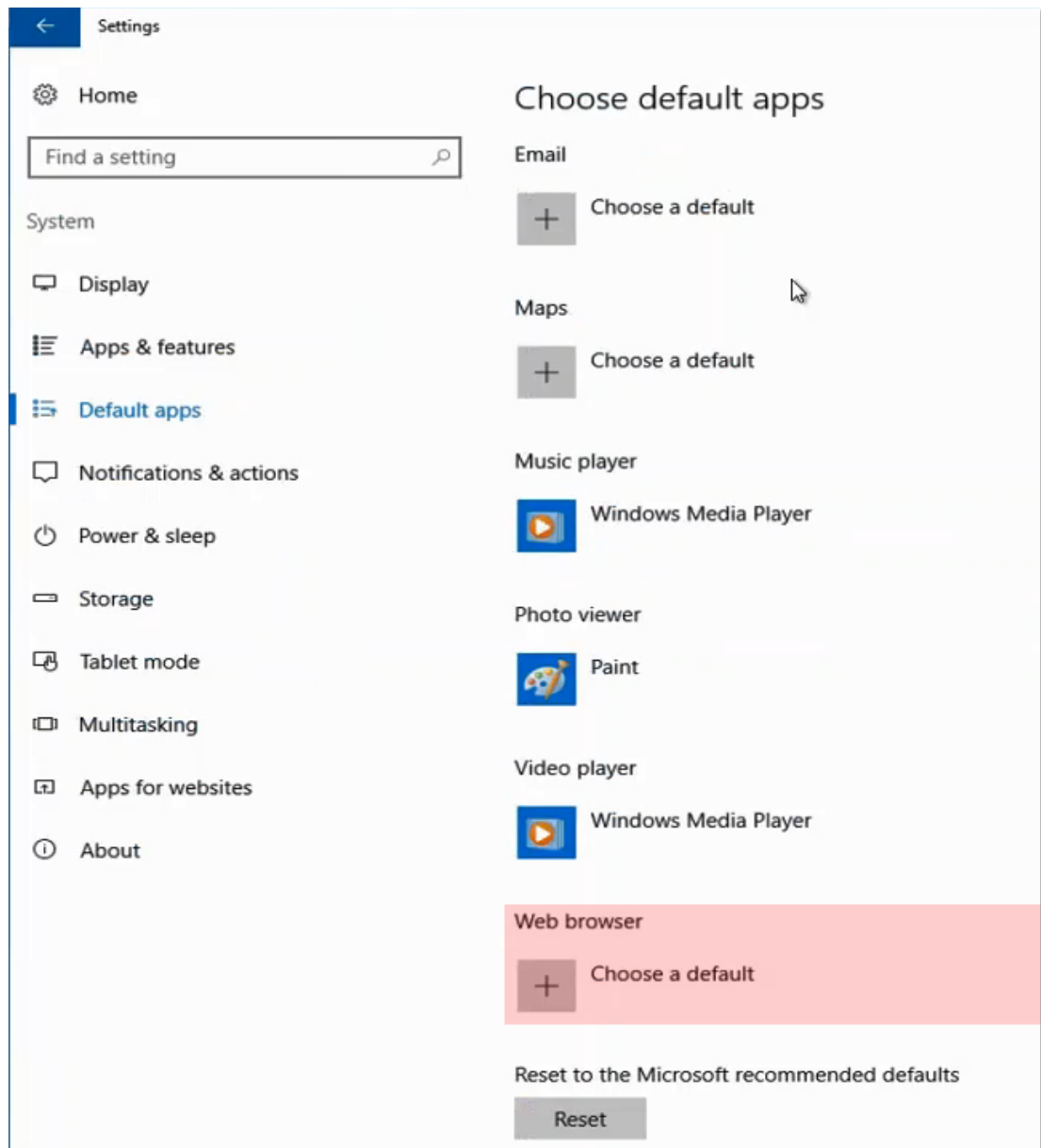
- **Open** the *Settings* panel:



- **Search** for the *Defaults app settings* section:



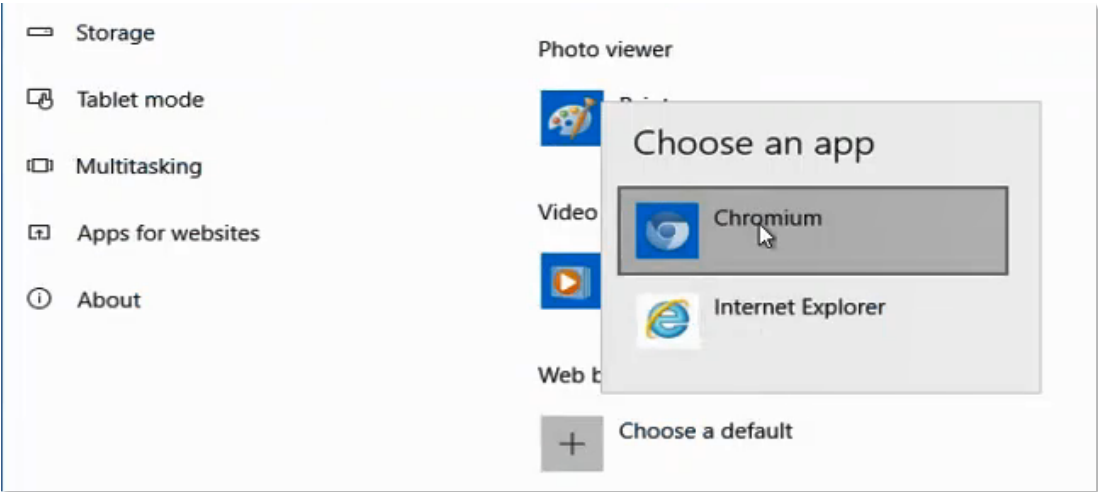
- **Find** the section labeled *Web browser*. It might already feature a default Web browser, or be still empty;



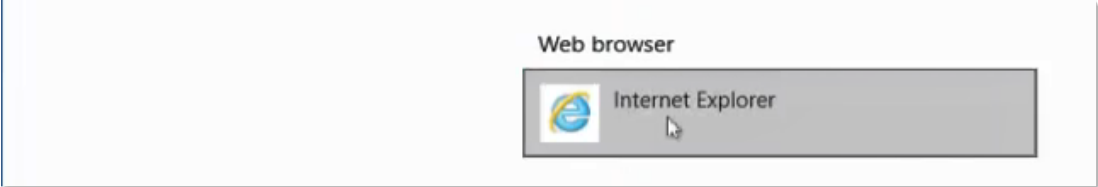
- if the default application has not yet been set, **Click** on the *Choose a default* menu ...



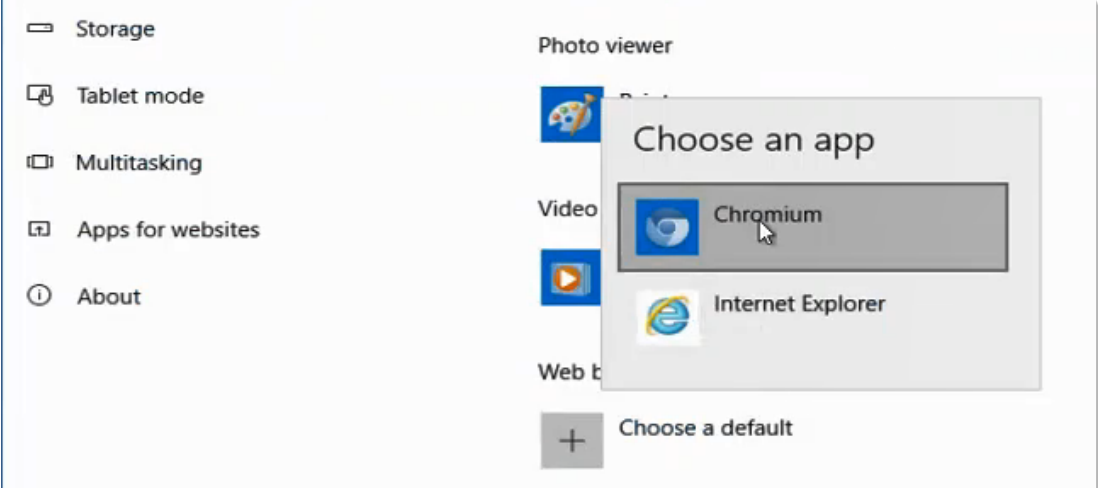
- ... and **Select** *Chromium* from the list of applications:



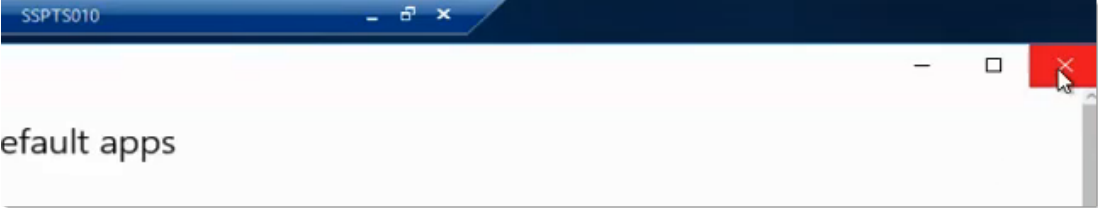
- ... or if the default application has already been set, and is not *Chromium*, Click on the application name ...



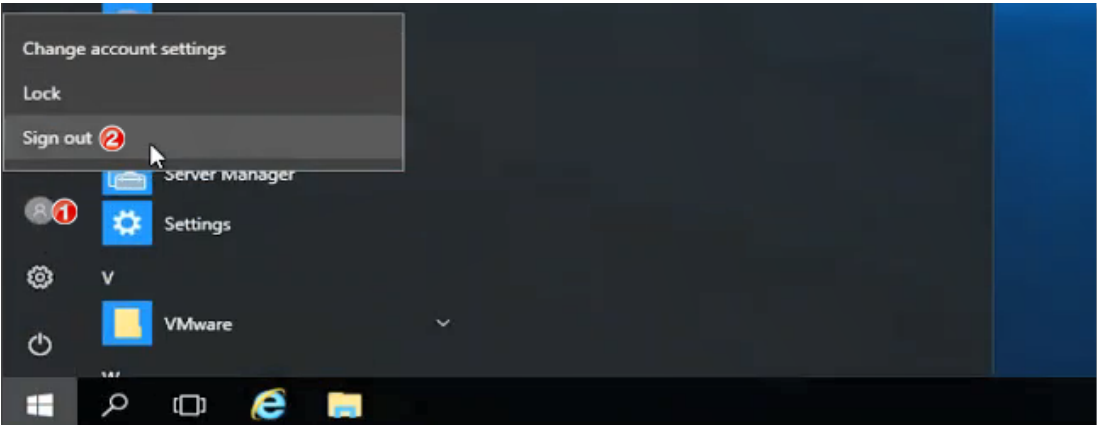
- ... and **Select** *Chromium* from the list of applications:



- **Close** the dialog:



- Lastly, **Sign out** from the session:

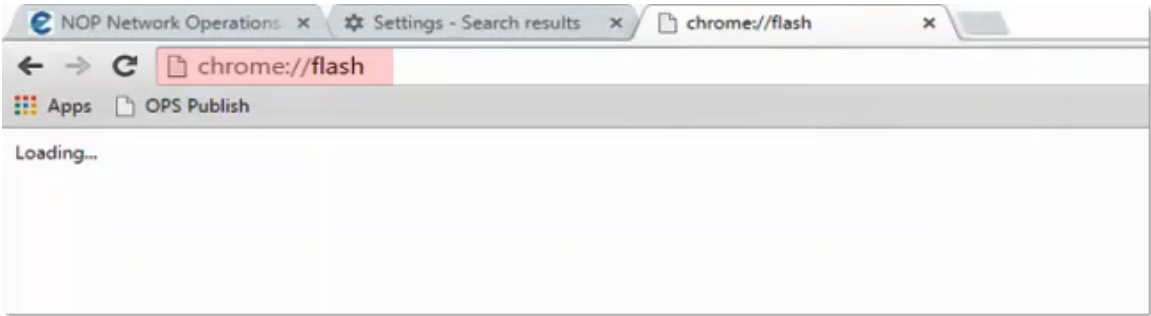



 This procedure has set the default settings for the current user - they will be available at the next log in.

6.1.2.2 Configure the FLASH plug-in

In cases where the FLASH plug-in would not be installed, here is the procedure to follow:

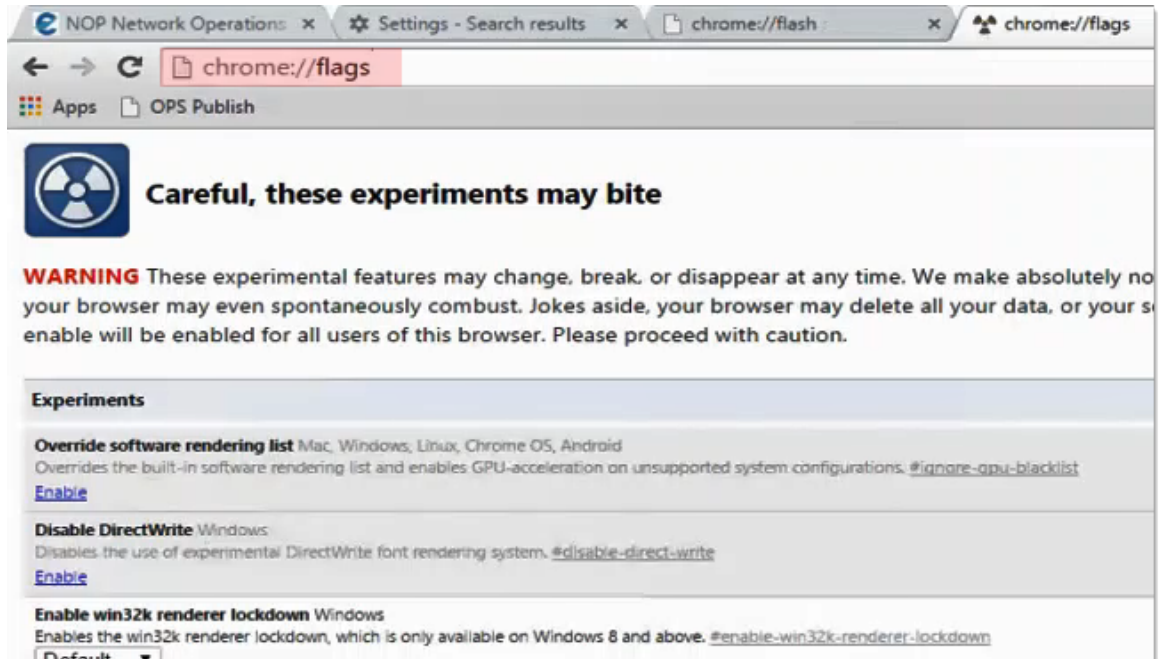
- To prepare the browser for the Flash plug-in, follow these steps:
 - Enter `chrome://flash/` into the Chromium address bar



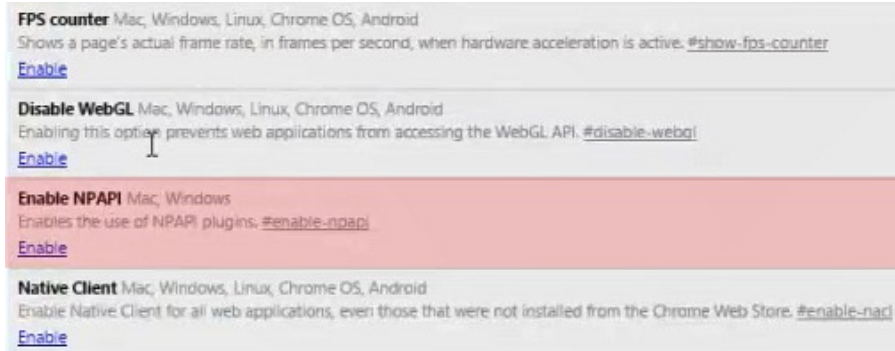
- The *About Flash* page is loaded:



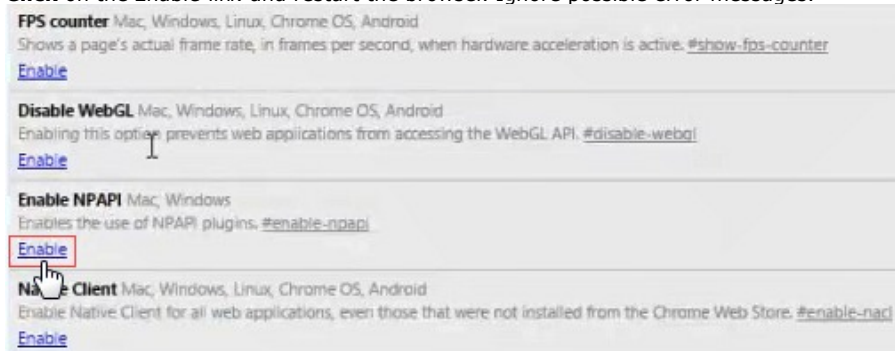
- If the entry Flash plug-in is empty then please Enter `chrome://flags/` into the Chromium address bar:



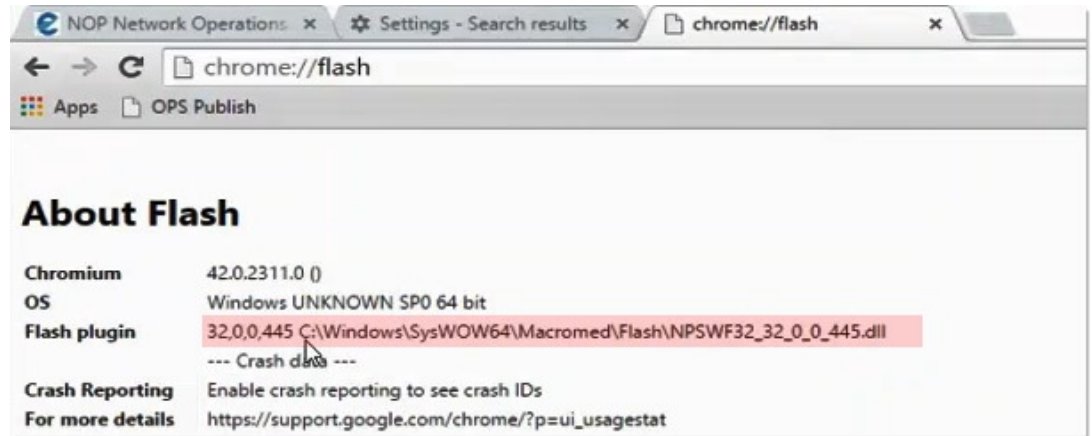
- **Search** for the *NPAPI* section in the list of features:



- **Click** on the *Enable* link and restart the browser. Ignore possible error messages.

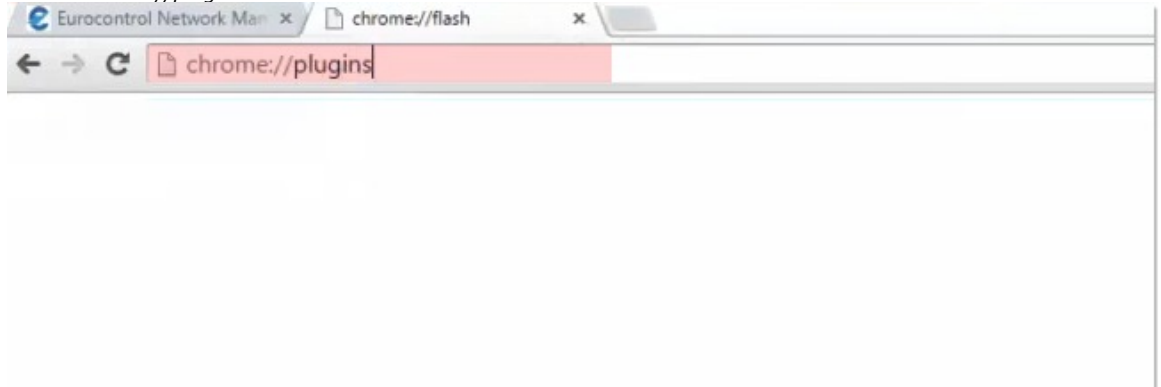


- **Restart** the browser
- **Enter** *chrome://flash/* again and check the Flash plug-in entry. It should now show the path of the Flash player file path:

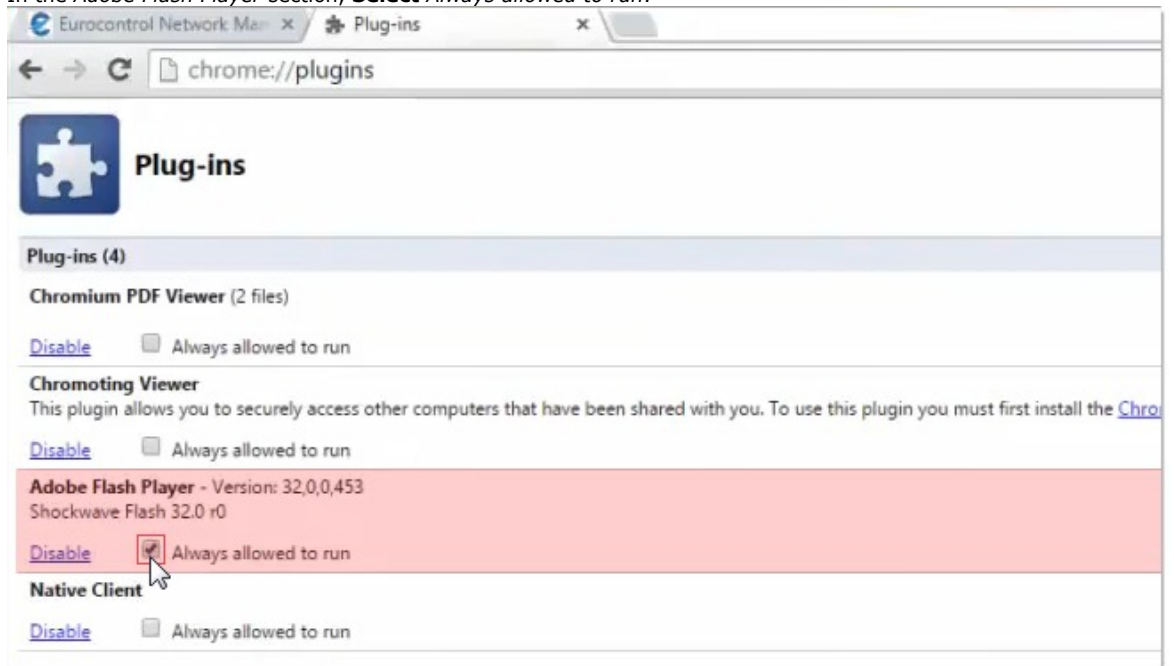


2. To enable Flash permanently:

- Enter `chrome://plugins` in the address bar:



- In the *Adobe Flash Player* section, **Select** *Always allowed to run*:



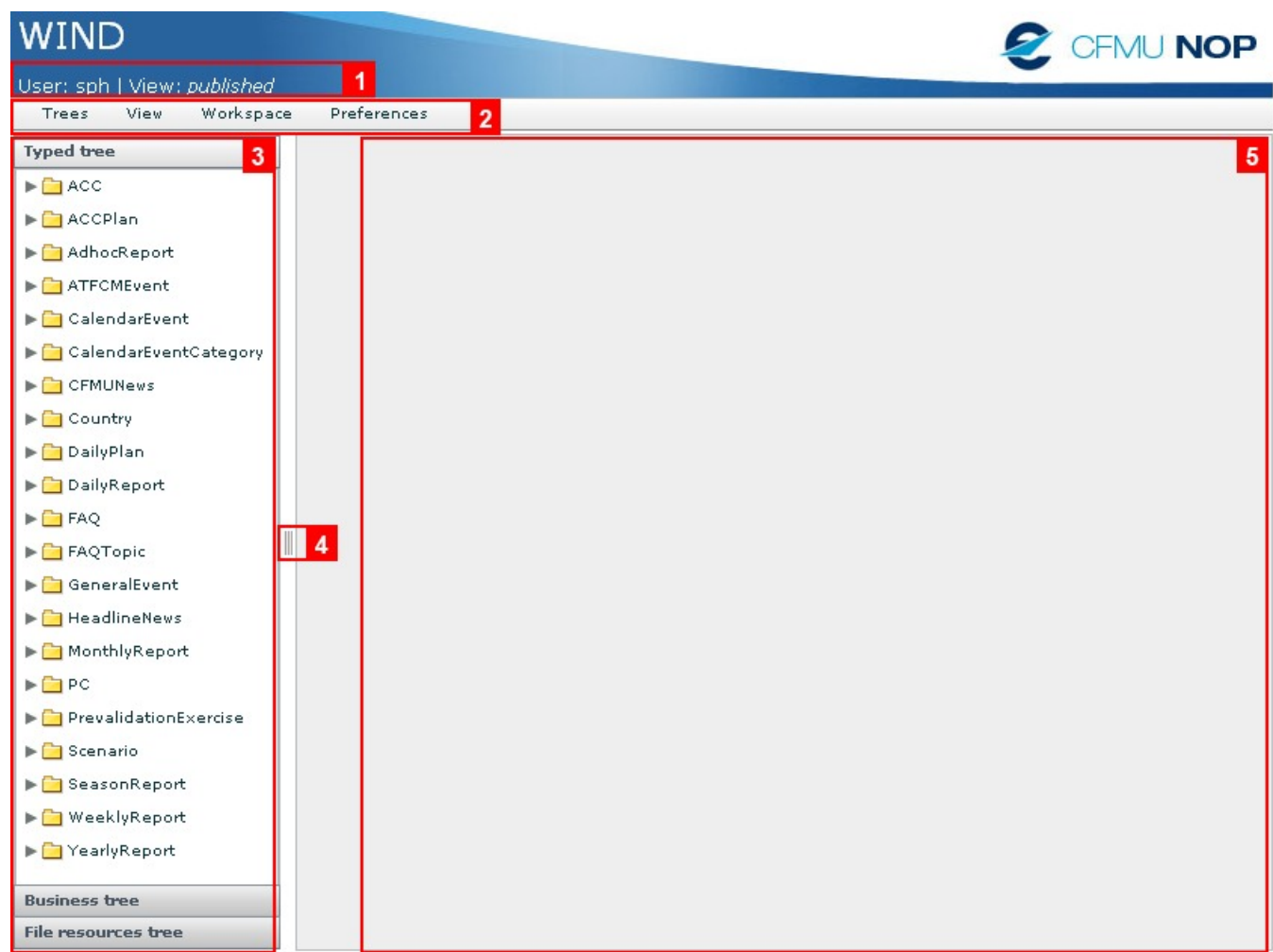
- **Close** the *chrome://plugins* browser tab.

 This procedure has permanently enabled Flash for the current user.

6.6 Layout

The WIND editor opens in a new browser window (or browser tab, depending on your browser make and configuration) containing the WIND Application.

By default, the WIND Editor opens as shown below:



6.6.1 1 User & View

The **User** field displays the username with which you have logged in to the Portal.

The **View** field tells you which view is currently selected. By default, if you will not already have created a new View or opened an existing one, it will be set to '*published*'. This means that the WIND content is displayed to you as it is currently published on the Portal.

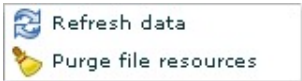
The View concept is developed **here (Section 6.7)**.

6.6.2 2 Menu Bar

The Menu Bar proposes different means and options to interact with WIND: **Trees**, **View**, **Workspace** and **Preferences**.

Trees

The **Trees** menu reveals two commands, **Refresh Data** and **Purge File Resources**



- The **Refresh Data** command will cause the window to reload and display any changes occurred to the status of the elements displayed in the current tree.
- The **Purge File resources** command will remove all unused external elements (pictures, documents, ...) present in the **File resources** folders that are not referred to or linked to from any WIND entity

View

The **View** menu reveals five commands, **Validate and align**, **Publish**, **Goto**, **Manage...** and **Transfer...**



Get more details on these commands **here (Section 5.3)**.

Workspace

The **Workspace** menu reveals two commands, **Close every window** and **Show window**.



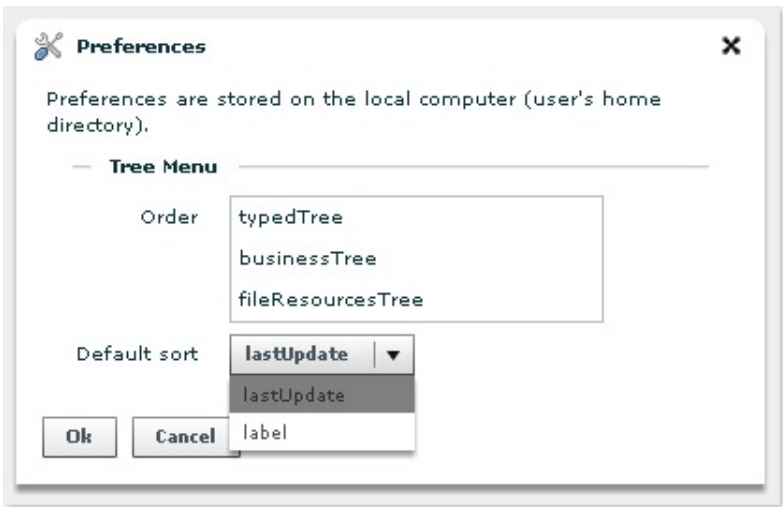
- The **Close every window** command causes all windows opened in the Main Display panel to close simultaneously.
- The **Show window** command will display the list of all (if any) windows opened in the Main Display, allowing you to select which one you wish to have on top of the others - typically to view or edit its content. This is of course of special interest when you have opened several windows in the same view.

Preferences

Lastly, the **Preferences** menu reveals a single command, **Options...**



The **Options** command opens the dialog window shown below, where you can define the preferred order in the Tree menu, as well as the default sorting order within the trees:



To modify the order of appearance in the **Tree Menu**, drag a selected item and drop it to its desired position. You can change the Default sort between the **lastUpdate** and **label** - or more simply expressed, by date or by name.

Note: the **Preferences** settings will be stored on your computer - they are not part of your profile and will

therefore not be taken into account if you log in from a different computer.

6.6.3 3 Navigation Tree

The **Navigation Tree** is divided in three 'Accordion' type sections, each one with its own purpose:

1. The **Typed tree** groups all the WIND entities by type - this is the 'logical' way the Portal content is grouped. However, you might not wish to see all of these elements, or see them in another way better fitting your own needs...
2. ... and this is the purpose of the **Business tree**, allowing you to organize your own WIND entities in your own way, inside you own folders and subfolders.
3. Lastly, the **Files resources tree** holds all the resources (images, imports of all sorts, ...) in a structured file system. Here also, you can create you own folders and subfolders, import and manage external files to be used within or linked to from the Portal.

4 Resize Handle

Drag the **Resize Handle** left or right to expand or narrow the Navigation Tree.

6.6.4 5 Main Display

This is where the WIND entities will open.

6.7 The View Concept

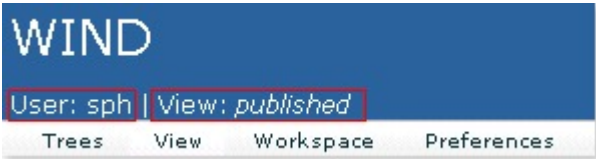
The view concept is at the very heart of the WIND. It allows you to create and manage any number of 'recordings' of actions, which are stored in identified working spaces called **Views**.

A view can therefore keep changes made to the **Business tree** or to the **File resources tree**, changes made to existing documents and of course newly created documents.

This allows you to use a given view to organize your work, create content and make all the necessary changes until the material is ready to be published. More importantly, it allows you to privately monitor how your changes would appear on the Portal, by generating a page mixing the actual NOP content and your own contribution.

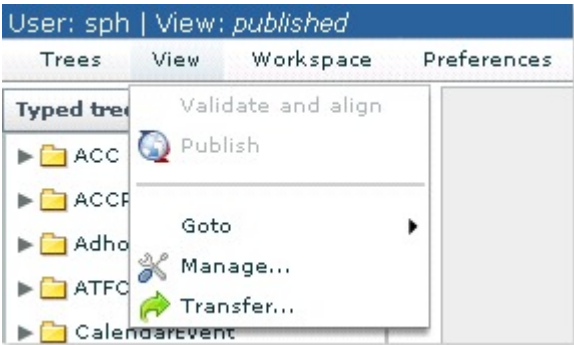
6.7.1 Managing Views

As you initiate a WIND session and open the **WIND Detail** window to start working, this is how the header looks like:



The **User** field tells with which account you are logged in to the Portal, and the **View** field indicates the currently set view - by default, it will be the *published* view, containing all the elements and structure of the published NOP (in other words, the Portal as it is seen by the public).

The View Menu

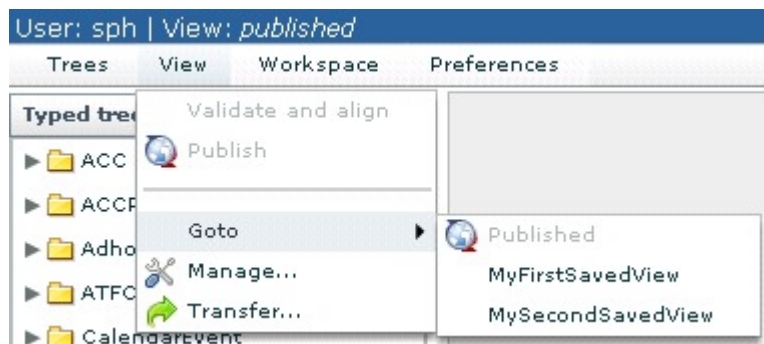


By default, the **View** menu proposes the commands as shown above, with the **Validate and align** and the **Publish** command greyed out (not available) since, by default, there is nothing new to validate or publish at this stage.

You can now either go to a previously created View, create or delete a view, or even transfer a view to someone else's account to allow that person to work on the changes you made.

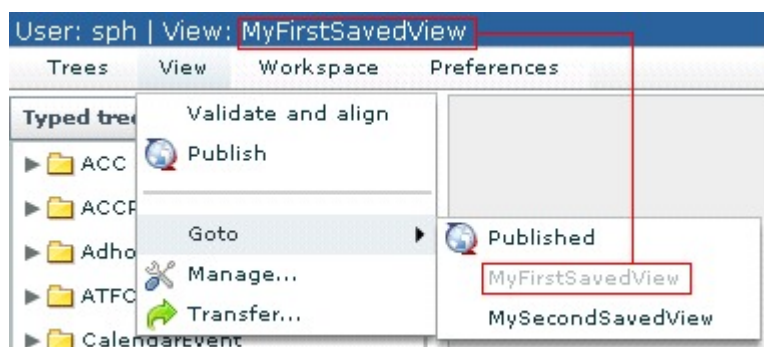
The Goto command

In the below example, three views are proposed to you (you can have many more):



1. **Published** - not available at this time since the selected view is already set to *published*
2. **MyFirstSavedView** - a previously created view
3. **MySecondSavedView** - another example

If you select, for example, the **MyFirstSavedView** to activate it, this is how the **Goto** options do look like:



As you can see, the active view is now **MyFirstSavedView**: it is displayed in the blue header and greyed out in the proposed **Goto** options.

The Manage Command

Clicking on the **Manage** command opens the **View Manager**:



The **View Manager** allows you to set (select) an existing view, create a new one, or delete any of the views created

using the account with which you are logged in:

- **Set the Current View:** select the desired view to activate from the drop down list and click on the **Set** button;
- **Create a new view:** type in the name of your choice for a new view and click on the **Create** button;

 Because the name of a View can only contain alphanumeric character, any other keystroke (space bar, special character, ...) will be skipped by the system as you type in.

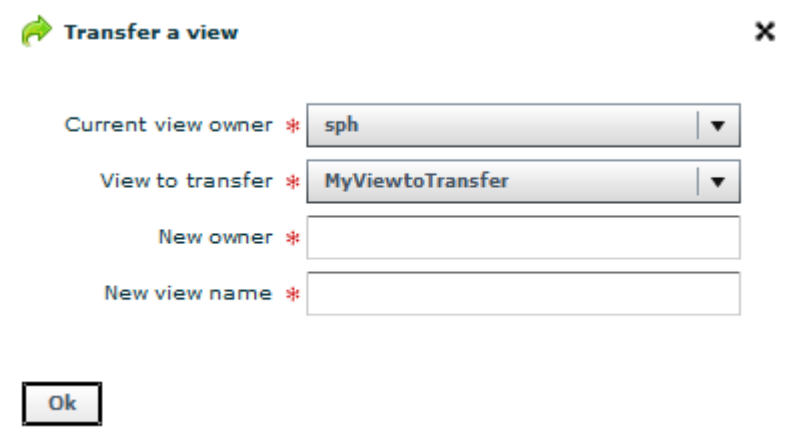
 **Caution:** When you publish a view (this step is described in the **Publish (Section 6.6)** section), ALL ITS CONTENT is going live, regardless of its completion state. It is therefore recommended to name your views after the type of content or intended action (i.e. 'draft' 'forMonday', ...) and manage them carefully to avoid the unwanted publication of unfinished work.

- **Delete a View:** select the desired view to remove from the drop down list and click on the **Delete** button.

 **NOTE:** Failing to **Create** and **Set** a view before opening documents for edition will not prevent the operation. A new session will be automatically created and set for you, and named after your *username* appended with a time stamp (example: **testUser_2011_02_15_18_07_07**). It is however recommended to create your own, with a meaningful naming convention reflecting its purpose.

The Transfer Command

This enables you to select and **Transfer a View** from a given owner (the user with which the view was created) to another user.



The dialog box titled "Transfer a view" contains the following fields:

- Current view owner ***: A dropdown menu with "sph" selected.
- View to transfer ***: A dropdown menu with "MyViewtoTransfer" selected.
- New owner ***: An empty text input field.
- New view name ***: An empty text input field.

At the bottom left is an **Ok** button.

The field labels are self-explanatory - simply fill in the form and click on the **Ok** button to execute the command.

Transferring a view can be very useful, as it allows you to:

- pass unfinished work to a colleague to resume,
- send your work for validation to a supervisor,
- unblock a situation where an absent user has left locked items which another user urgently needs to access.

 **Note:** You will need special privileges to transfer a view owned by another user than yourself.

6.7.2 Displaying Views

You may wish to monitor the progress on your work and check how your changes will look like in the Portal.

As a good practice, you will also want to give your changes a last look before publishing your work.

To do so, return to the header of the NOP and click on the **View** button:



This opens the **View selector**, from which you will set the view to display in the Portal:



For this example, we have selected for you the view **MyFirstSavedView** and clicked on the **Set** button. It is easy to check which is the view currently in use by clicking again on the View button in the header.

Continuing our example, this is how the **View selector** would now look like:



This tells you that the current view is indeed **MyFirstSavedView** (in a red border above) - and enables you to either opt for another view, or revert to the published view and restore the Portal in its initial state.

This step is very important to perform a visual check of your data.

Another important step to take before publishing is now to **Validate and align** you changes against the system - this is detailed in the **Validate and align (Section 6.5)** section.

6.8 Editing a WIND Document

Before any creation or modification of WIND Entity, you may wish to get a few basic facts on how documents are handled in the WIND interface.

6.8.1 The WIND File System

The WIND documents are represented by a  document symbol followed by a name (and followed, in brackets, by a usage status indication and by the last update date). A WIND document is also referred to as an **entity** - this is how it will be named in the different menus.

The WIND entities are grouped in logical collections, and for that purpose stored inside folders represented by the typical  folder icon.

As in most file systems, the folder can be either collapsed or expanded, to reveal its content (see illustrations below, with the CalendarEvent folder taken as example):

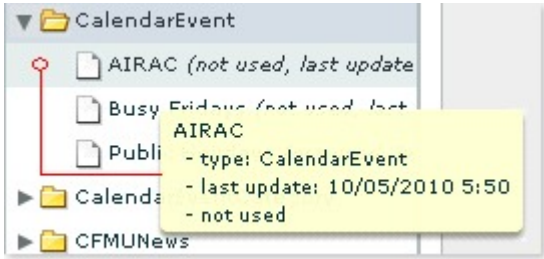
Collapsed Folder



Expanded Folder

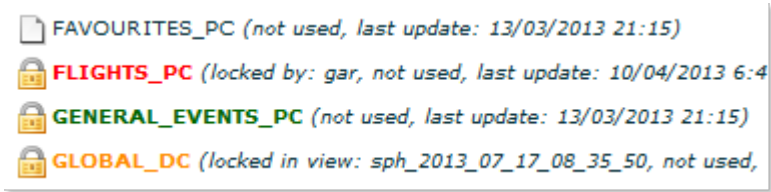


You can also move your mouse over the listed items to get a tooltip with a summary of the hovered entity, showing its name, type, last update and usage status:



Entity status

Visual clues let you know the current status of an entity:



A **padlock** icon next to the entity label indicates that it is currently being edited and therefore not available for edition, until it is released.

In addition to this, a color code further clarifies its status:

- Labels are set to **Green** when they are being edited by yourself, within the active view in which you are currently making changes.
- They are set to **Orange** when edited by yourself - within any view other than the currently active one (and identified between parenthesis). You will need to return to this view in which the changes took place to resume your work.
- Labels are finally set to **Red** to indicate that the entity is being edited by someone else (identified between parenthesis).

Note: The *last update* date and time indicated next to an entity status may be misleading - they firstly reflect the date and time of the last migration (internal procedure reserved to system administrators) and then, when relevant, the date and time of a content update (if posterior to the last migration).

Entity Title Bar

Once you have opened an entity, the **Title Bar** displays its Title (name), preceded for easier reference by the identifier of the collection to which it belongs:



Resize - Close - Move the Edit Window

The **Title Bar** also provides 4 buttons to automatically resize the Edit window:



- Minimize:** reduces the Edit window to its title bar - the opposite action to **Maximize**
- Maximize:** restores the Edit window to its original size - the opposite action to **Minimize**
- Full Screen:** stretches the Edit window to fill the available space
- Close:** closes the Edit window

Another way to manually resize the window is by means of the **Resize Handle**, located at the bottom right of the window, as highlighted below:



You can finally move the window with a standard drag-and-drop action on the title bar.

6.8.2 Viewing/Editing Content

There are to main methods to view or edit a WIND document - the **List Mode** and the **Table Mode**.

The List Mode

In the List Mode you will work in a way very similar to what you are used to do in your regular computing environment: open a folder, locate a document, and double-click on its name or icon, or right-click on its name or icon and select a command from the proposed contextual menu.

The Table Mode

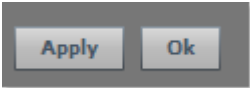
The Table mode is quite different, as it displays the content of a WIND folder in a table format.

To work in the Table mode first locate and select the target folder, right-click on its name or icon, and select the 'Open list ...' command. The tables prove very useful for displaying and sorting long lists of documents, as you can drag the columns in your preferred sequence, and **sort (Section 6.4.4.7)** their content at will.

 The **Table** mode is also very useful to check if an entity is being **USED** - and where.

6.8.3 Saving changes

The WIND Editor provides two methods to persist the changes made to a document: the **Apply** and **Ok** buttons located at the bottom left of the window.



The **Apply** button will save the changes made to the document being edited - the **OK** button does the same, and in addition closes the Edit window.

 These changes are stored in a temporary location, and linked to the profile and view used to generate them. They can be retrieved at any time during the same or another session, changed again, deleted .. or of course published on the live server.

Should you forget to save your changes, you will be prompted to do so when you close the Edit window.

 The warning about unsaved work does NOT appear when you close the main WIND window. **Remember to save your work**, as there is no way to recover lost data.

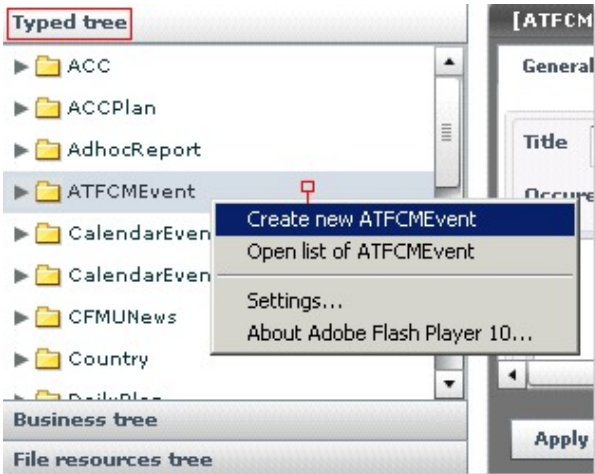
6.4.4 Create a new WIND Document

These are the typical steps to follow when you want to create a WIND document.

6.4.4.1 1. Create the Document

There are several ways to create a document - pick the one you like best:

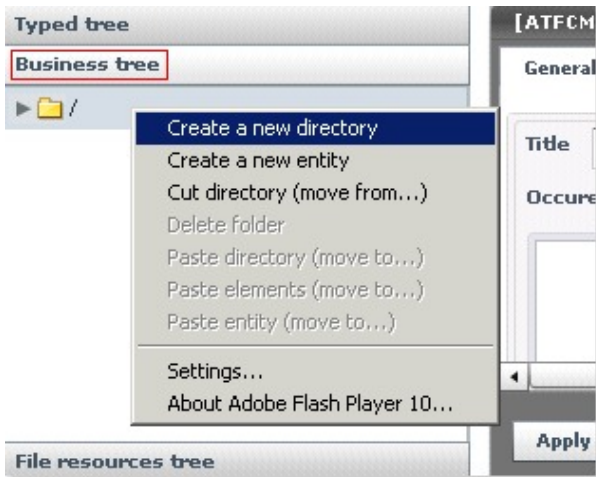
From the Typed tree



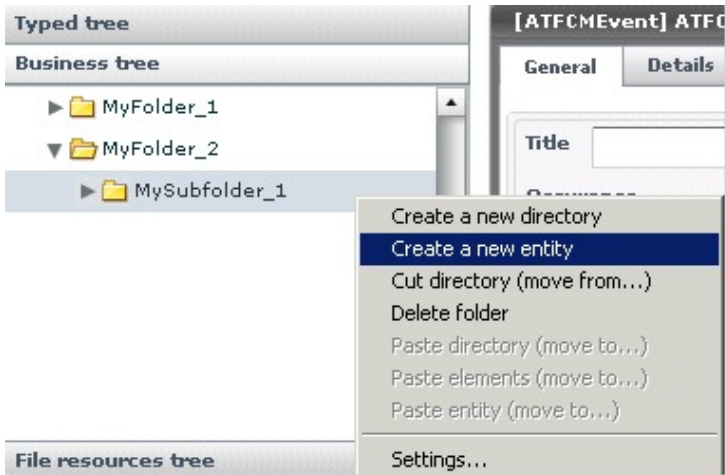
1. Locate the folder corresponding to the type of document you are about to create (in this example, **ATFCMEvent**)
2. Right-click on its name or icon
3. Select the **Create new xxx**" command (xxx being the type of item) from the contextual menu
4. goto step 2

From the Business tree

1. First create the folder(s) you will need to best organize your work with the **Create a new directory** command. You are totally free here so arrange your directories and files at your convenience - as you are free not to create any and place all your files in the root folder...



- For this example we have created for you a **MyFolder_1** and **MyFolder_2** directories, as well as a **MySubfolder_1**.
2. Locate the folder in which you want a new document to be created and right-click on its name or icon and select the **Create a new entity** from the contextual menu:



3. Select the type of document from the **Select the type of entity to create** list:

Select the type of the entity to create

Type

ACC

ACCPlan

AdhocReport

ATFCMEvent

CalendarEvent

CalendarEventCategory

CFMUNews

Country

DailyPlan

... and click on the **Ok** button to open a blank document Edit window of the corresponding type.

This is for example such a blank document of type **CFMUNews**:

[CFMUNews] CFMUNews-1273752808706

General

Details

Keywords

Display Period

WEF

13

05

2010

12

13

TIL

Last Update

Apply

Ok

Cancel

You can see that most fields are empty - however some elements are configured by default by the system. Such is the case of the **WEF** argument in the **Display Period** panel, which is set to the date and time of the creation. You can of course manually change these values.

4. Configure and fill in the details - See in the **Editing Tools and Components (Section 6.4.7)** section how to make the best use of the WIND interface.

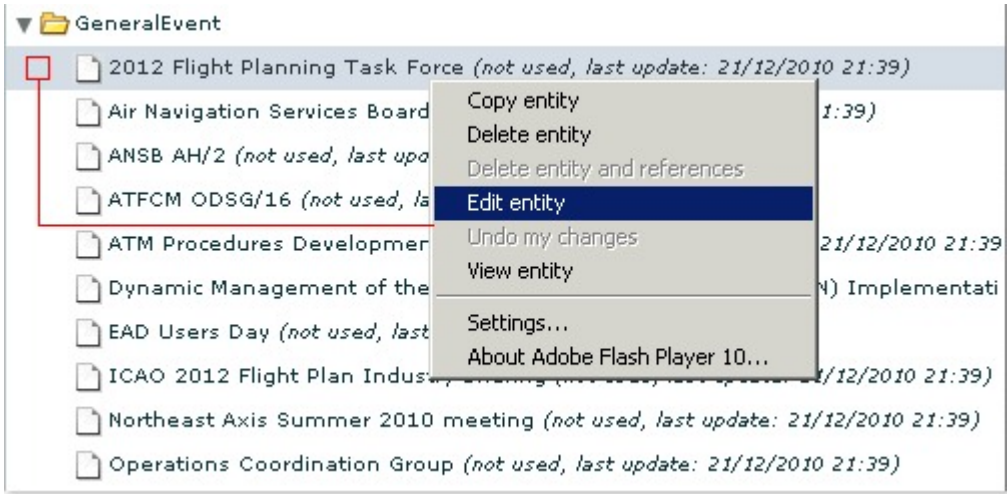
5. Save your document.

6.4.5 Modify an existing WIND Document

These are the typical steps to follow when you want to edit (modify) a WIND document.

6.4.5.1 1. Edit the Document

Select the document to edit (its name will be displayed against a grey background) and right-click anywhere on the highlighted line, then select the **Edit Entity** command from the contextual menu:



The selected document is now marked with a padlock icon and its named printed in bold green, indicating to you (and to other WIND users) that this document is being protected from someone else's alteration:



Note: you can release a locked document by one of the following ways:

1. Select the **Undo my changes** command from the contextual menu obtained by a right-click on the document name
2. Publish the changes made

6.4.5.2 2. Open the Document

Opening a document is very simple: just double-click on its name or icon. You may alternatively right-click on its name or icon and select the **View entity** command from the contextual menu.

Note: You can edit an already opened document from its contextual menu, as above explained, without having to close it first.

This opens a document window featuring all the information and data related to the selected document.

6.4.5.3 3. Edit the Document

Depending on its type, a document window may be simple or very complex, offering various fields to fill in and options to select, grouped in a varying number of tabs.

The **Title, Display Period, Summary, Description, Keywords** etc. are common to most documents - and obviously less generic fields such as **Location, ACC, Criticality, Conditions, OffLoad Areas, Applicability**, ... are attached to very specific WIND documents.

Please refer to the sections below to get more details on how precisely use the WIND editing facilities:

- **Tagged Text Editor (Section 6.4.4.1)**
- **Keywords / Search (Section 5.4.2)**
- **Display Period (Section 6.4.4.4)**
- **Set the Date and Time (Section 6.4.4.4.1)**
- **Content Link (Section 6.4.4.5)**
- **Content Item Usage (Section 6.4.4.6)**
- **Sorting Data (Section 6.4.4.7)**
- **Drag and Drop (Section 6.4.4.8)**

The **File Resources (Section 6.4.8)** section is also of interest to you, as it explains how to upload, download and manage files (images and other formats) into the WIND system to allow the documents to link to them.

NM		EUROCONTROL
Document Title: WIND User Manual		

6.4.5.4 4. Save the Document

6.4.6 Best Practices

This section compiles a number of proposed editing guidelines, aiming at a consistent and well-balanced Portal.

It will be updated every now and then to incorporate new additions. In this perspective, **feel free to submit your own suggestions**.

6.4.6.1 Portlet Titles Capitalization

Ensure that the Portlets' titles are typed in in a consistent way (in the wording of course) but also in the way letters and words are capitalized.

6.4.6.2 Simple rules to enter keywords

In order to simplify and alleviate the task of having to select and enter keywords for every single item presented via the Portal, WIND automatically parses (scans) the text (title, summary, description, etc.) you enter when creating / editing an item, removes insignificant words such as "a", "the", "in", "for" and tags the remaining words as keywords.

Should you wish to further enrich the list of keywords associated to your item, please consider applying the following rules:

- **Comma-separated**: use a simple comma to separate keywords - with or without blank space(s)
- **Targeted**: use only simple targeted keywords - which are, if not truly unique, very relevant for the topic.



As a good practice, try also to use keywords as someone not as literate as you on the topic at hand would imagine them...

6.4.6.3 Bold usage

Please refrain from using too much bold in your texts

6.4.6.4 Personal data

Do not disclose too much personal contact information such as **names**, **phone numbers**, or **email addresses**.

For these, you can use the **Link (Section 6.4.4.1.2)** feature and enter the following code as hyperlink :

'mailto:' followed by the email address - see example below:

Description

This is a recommended method to 'hide' an `<a href="mailto:nop.office@eurocontrol.int" target="_blank">email</a>` address...

And this is how the code is rendered in the NOP:

24/07/2013

This is a recommended method to 'hide' an email address...

6.4.6.5 Compact texts

Keep your texts short, simple and clear. The Portal is meant to present a maximum of tools to its users, not to serve as a marketing media. If your text exceeds a couple of lines, you may use the **'more'** feature and link to additional webpages.

6.4.6.6 ... More to come

6.4.7 Editing Tools and Components

6.4.4.1 Formatting Text in WIND

A basic set of formatting tools are present under some input area, allowing you to apply some simple text styles and enhance the presentation of the text fields.

A text field which can be enriched with tagged text is easy to identify: it has the **Tagged Text Editor** toolbar (illustrated below) located right under it.



The term 'Tagged Text' refers to the editor inserting specific formatting code instructions within the text - these small pieces of code are named *Tags*.

Note that this component is not a **WYSIWYG** editor - it will only show some code, and does not render it as it would be when seen from the NOP.

**Caution:** the Tagged Text Editor must be used very carefully

Since the HTML code is visible - and therefore editable as well - your text might not render as expected if some tag has been damaged or removed by mistake.

As for most simple text editors, many of the commands are quite straightforward to understand. This is certainly the case for these:



Undo / Redo: undo (or redo) the last entered changes.



Carriage Return: Inserts a line break each time you click on it, forcing a carriage return.



Hitting the return key on your keyboard will not be enough to force a new line - even though it might seem so in the editor window. Again, this is not a WYSIWYG editor.



Bold / Italic / Underline

Simply highlight with the mouse the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

Example

1. Select the text

Simply highlight with the mouse the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

2. Click on the **Bold** button - you text is now surrounded by the and tags (marking where to start and where to end the effect)

Simply highlight with the mouse the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

3. Select again the same text ...

Simply **highlight with the mouse** the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

4. .. and this time click on the **Italic** button

Simply ***highlight with the mouse*** the text you want to edit, then click on the desired button. Should you wish to apply a second style on the same text string, please make sure to only reselect the original text - excluding all tags (tags are HTML commands placed between < > brackets).

Notice how the <i> tags are correctly nested within the tags. This gives the following sequence:

some words which will correctly display in the viewers' browser.

An incorrect sequence, such as ***some words*** is likely to be wrongly rendered. The whole text will probably be set in bold, since the bold closing tag is not located where it is expected, namely after the *</i>* tag.

Example: the source code

Description

This is an example of an ***incorrectly nested pair of tags.***



Example: how is shows in the NOP

TEST22

22/07/2013

This is an example of an *incorrectly nested pair of tags.*

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 **Note:** in case you are familiar with HTML, it is tempting to add your own HTML code to further enrich your text. Unfortunately, WIND will not retain any additional HTML code...

The other tools are described each in the next sections.

6.4.4.1.1 Create a List

In addition to the basic commands detailed in the **Tagged Text Editor (Section 6.4.4.1)** section, here is a more complex one allowing you to create lists within WIND documents.



Clicking on the **Create a list** button opens the palette below

Create a list

Type:

Numbered list

Lenght:

1

Elements:

Text
???

Insert

Cancel

First choose between a **Numbered list** or a **Bulleted list** by means of the drop-down list.
The next step is to select the desired number of items, with the **Length** up and down arrows.
You will then need to individually edit each of the rows of the table to enter the text - simply click and type, as in the following example:

Create a list

Type:

Numbered list

Lenght:

4

Elements:

Text
First Line
Text for the second line
???
???

Insert

Cancel

This is the code corresponding to the list we have just created in the example:

```
brackets),
<ol>
  <li>First Line</li>
  <li>Text for the second line</li>
  <li>???
```

6.4.4.1.2 Insert a Link



Insert Link

Clicking on the **Insert Link** button opens the palette below:

Select the link properties

Type: **Link to a file resource** ▼

☒ Open in a new window

Text *:

File resource *:

Insert Cancel

Note that it is set by default to **Link to a file resource**. The Type field allows you to opt for an **External link**:

Select the link properties

Type: **External link** ▼

☒ Open in a new window

Text *:

External link URL *:

Insert Cancel

First choose between the **External link** or the **Link to a file resource** type of link.

Both types work in the same way:

- First select the desired **Type**.
- Check the **Open in a new window** box if you want the target page to be opened in a new browser window instead of in the current one.
- In case you did not yet select the text to which apply the change, the next step is to type in the text which will be the label for the hyperlink. If you did so (by first selecting a text string then clicking on the **Link** button), then the selected text will already appear in the **Text** field.
- Indicate the path to the target file, in the form of an URL in the case of an external link, or drag and drop an element already available in the **File Resources** folders. If necessary, follow the instructions provided in **Step 4** (upload files).

Example for an external link

Select the link properties

Type

External link

☒ Open in a new window

Text *

Yahoo

External link URL *

http://www.yahoo.com

Insert

Cancel

This is, highlighted in a red border, the corresponding code:

Summary

This is an external link to the

Yahoo

 website.

And this is how the code is rendered in the NOP:

Network Headline News

06/02/2014

Tactical update 1415 UTC

This is an external link to the Yahoo website.

Example for an internal link

Drag and drop the file to the File Resource field:

FMP_Briefs

NAT

AXIS_WEEKLY_MANAGEMENT

Events

RR_scenarios

RR1AMB.jpg (type: FREESIZE_IMAGE, u

RR1AMB_2014_01_20.gif (type: FREES

RR2UK_28_12_2013.JPG (type: FREES

RR1UK_28_12_2013.JPG (type: FREES

Select the link properties

Type

Link to a file resource

☒ Open in a new window

Text *

file

File resource *

RR1AMB.jpg (type: FREESIZE_IMAGE, u

+

Insert

Cancel

Check that it has been correctly linked:

Select the link properties

Type

Link to a file resource

☒ Open in a new window

Text *

file

File resource *

RR1AMB.jpg

✓

Insert

Cancel

This is, highlighted in a red border, the corresponding code:

Summary

This is an external link to the `<a href="http://www.yahoo.com" target="_blank">Yahoo</a>` website.
And this is the link to a `<a rsc="RR1AMB.jpg" target="_blank">file</a>` from the file resources tree.

And this is how the code is rendered in the NOP:

Network Headline News

06/02/2014 ▼ Tactical update 1415 UTC

This is an external link to the Yahoo website.

And this is the link to a file from the file resources tree.

6.4.4.1.3 Date Format

 **Date Format**

Clicking on the **Date Format** button opens the palette below:

Select a format and input data

Format: Date

Date: 07/02/2014

Insert Cancel

The notions of time and date are at the heart of the NOP. To ensure their accuracy, they are handled in a format different from the ones mostly used. This component has been designed to help you enter / edit times and dates in the Portal format.

To enter a time based data, simply select from the drop-down list the desired format:

- **Date**
- **Time**
- **Date and Time**

Depending on your choice, a calendar and/or a time picker will then invite you to select the date and/or time to appear in your text once you have clicked on the **Insert** button.

Example

Select a format and input data

Format: Date & Time

Date: 07/02/2014

Hour: 11 Minutes: 18

Insert Cancel

This is the corresponding code as it will appear in the text editor:

Summary

This is an external link to the `<a href="http://www.yahoo.com" target="_blank">Yahoo</a>` website.
And this is the link to a `<a rsc="RR1AMB.jpg" target="_blank">file</a>` from the file resources tree.
`<date format="datetime">1391771880000</date>`

And this is how the code is rendered in the NOP:

Network Headline News

06/02/2014

Tactical update 1415 UTC

This is an external link to the Yahoo website.

And this is the link to a file from the file resources tree.

07/02/2014 11:18

Note: when you click on the **Date and Time** button with the mouse insertion point set inside the date tags (highlighted in red), this component turns into an editor, allowing to change any of the parameters (format, date and time).

6.4.4.1.4 Insert Images

Insert Image

Clicking on the **Insert Image** button opens the **Select the image properties** palette.

To add an image to your text, simply dag it from the **File resources tree**.

Next choose the type of alignment among the following:

- Left
- Right
- Top
- Bottom
- Middle

You may optionally specify the display pixel dimensions of the image (**Height** and **Width**) - use this feature when your image is too big to fit (WIND will not automatically resize oversized images).

Example

Select the image properties

File resource * vignette_scenario.gif

Align * left

Height (optional)

Width (optional)

Insert

Cancel

This is the corresponding code as it will appear in the text editor:

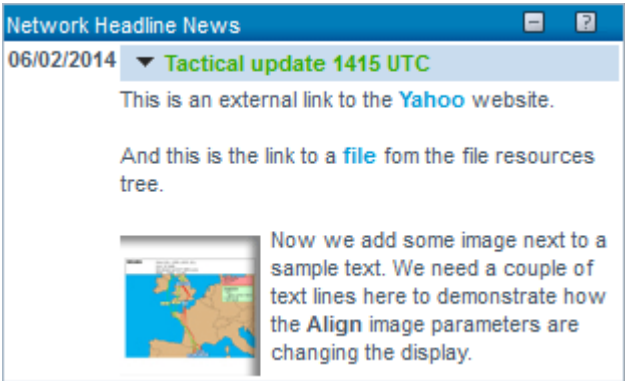
Summary

This is an external link to the `<a href="http://www.yahoo.com" target="_blank">Yahoo</a>` website.

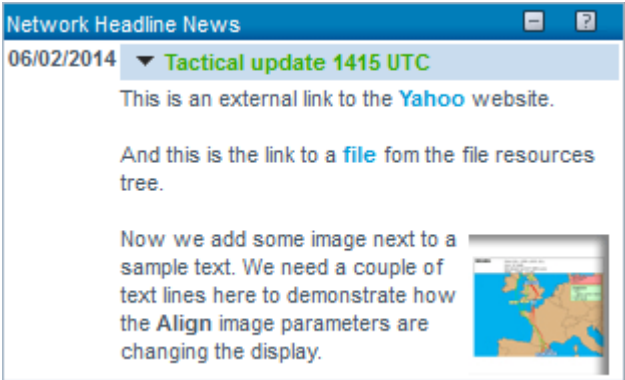
And this is the link to a `<a rsc="RR1AMB.jpg" target="_blank">file</a>` from the file resources tree.

Now we add some image next to a sample text. We need a couple of text lines here to demonstrate how the `<b>Align</b>` image parameters are changing the display.

The Align Parameter - some examples



= "left"



= "right"



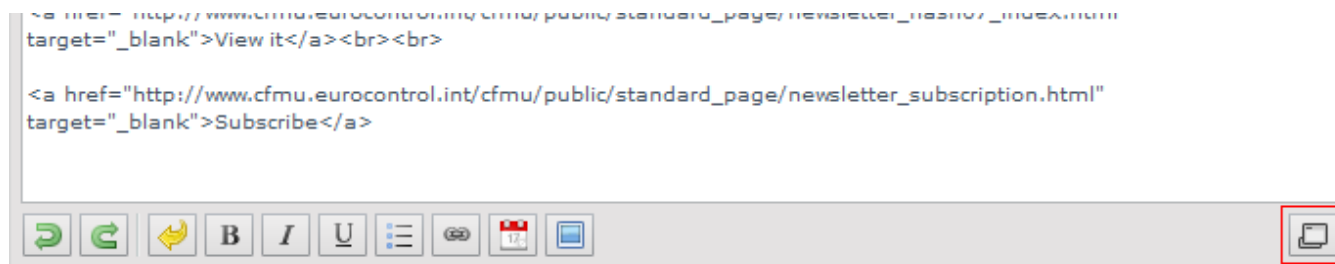
= "top"

 **Note:** when you click on the **Images** button with the mouse insertion point set inside an image code (highlighted in red), this component turns into an editor, allowing to change the parameters (source and alignment) for the selected image.

NM		EUROCONTROL
Document Title: WIND User Manual		

6.4.4.2 Edit in Popup

The **Tagged Text Editor** present at the bottom of any text entry fields is completed by an **Edit in popup** button, located on the right (as highlighted below).



Click on the featured button to pop up a large edition window, best adapted to working with larger texts without the need to start scrolling up or down after a few lines.

6.4.4.3 Keywords / Search

It is very important to indicate relevant keywords the **Hints for NOP search feature** field (sometimes labeled **Keywords** field): not too many and with a strong relation with the matter at hand.

6.4.4.3.1 Simple rules to enter keywords

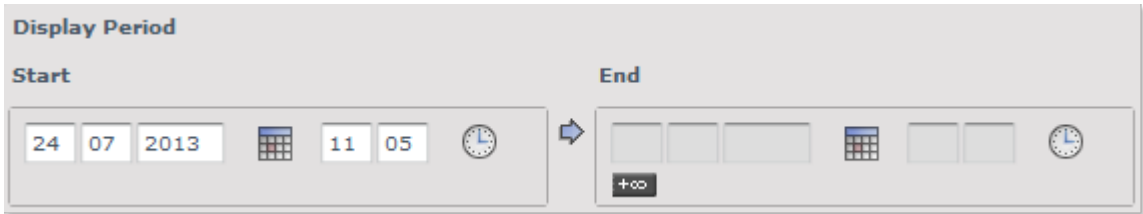
In order to simplify and alleviate the task of having to select and enter keywords for every single item presented via the Portal, WIND automatically parses (scans) the text (title, summary, description, etc.) you enter when creating / editing an item, removes insignificant words such as "a", "the", "in", "for" and tags the remaining words as keywords.

Should you wish to further enrich the list of keywords associated to your item, please consider applying the following rules:

- **Comma-separated:** use a simple comma to separate keywords - with or without blank space(s)
- **Targeted:** use only simple targeted keywords - which are, if not truly unique, very relevant for the topic.

 As a good practice, try also to use keywords as someone not as literate as you on the topic at hand would imagine them...

6.4.4.4 Display Period



The Portal data being mostly driven by time, you will typically have to specify the **Start** and **End** period during which the item you are entering will be visible to the Portal visitors.

The **Display period** proposes the following value by default:

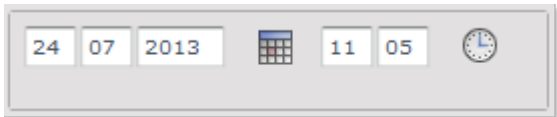
- **Start:** the date and time of the creation of the item
- **End:** "plus infinity" - that is , with no limit in the future

These values can of course be modified, as explained in the next **Set the Date And Time (Section 6.4.4.4.1)** section.

6.4.4.4.1 Set the Date and Time

6.4.4.4.1.1 Set the Date and Time

This component provides a simple and intuitive way to enter dates and times in the relevant fields within the WIND document.



The dates in a WIND document get default values when creating an item. However, you can modify them either by entering new values in the fields, or with the help of the  Calendar and  Clock tools provided here.

The Calendar icon brings forward a Date Picker with which you can select the desired day with a few mouse clicks:



The Clock icon simply sets the time to "Midnight" - 00:00

Finally, the  Plus Infinity buttons is a convenient way to make an item visible forever in the future.

 **Caution:** there is no validity check on dates and times - please check your entries and make sure a start date is not set later than a stop date...

6.4.4.4.2 Occurences

While most of the WIND entities have their period of appearance on the NOP regulated by the **Display Period** component, providing a simple pair of Start day and time and End day and time, some do rely on a different mechanism, allowing any number of programmed appearances.

This is achieved with the **Occurrence** component, which can be found associated to specific entities such as **ATFCM Events**, **Calendar Events**, ... and other recurrent events which are likely to have multiple validity periods.

This is a typical example for the Occurrence field, indicated that the concerned item will be visible on the Portal from **01/03/2013 at 00:01** to **12/09/2012 at 23:59** and from **15/5/2013 at 13:22** to **31/5/2013 at 12:45**.

Occurrence

01/03/2012 00:01
12/09/2012 23:59

15/05/2013 13:22
31/05/2013 12:45

Add Delete

6.4.4.4.2.1 Managing Occurences

The component allows to to **Add**, **Edit** and **Delete** occurrences.

Adding Occurences

Click on the **Add** button ...

Occurrence

Add

to open the **Display Period** editor:

Occurrence

19/07/2013 13:44
UFN

Add Delete

Start

19 07 2013 13 44

End

19 07 2013 13 44

+∞

The default values are 'now' for start and 'never' for end.

Please refer to the **Set the Date and Time (Section 6.4.4.4.1)** section for additional information on how to use the component.

Editing Occurences

There is actually no 'Edit' procedure - but here is a workaround:

1. select a display period pair - it will be highlighted with a light blue background, and the Display Period component will appear, if not already opened.
2. make the necessary changes in the Start and/or End fields

3. select another existing display period pair to persist your changes

In cases where only one display period pair is present, you can create a temporary new one and delete it as soon as you managed to make the desired changes.

Deleting Occurences

Simply select the display period pair to remove and click on the **Delete** button.

6.4.4.5 Content Link

Content link

INTERNAL

File Name

The **Content Link** component is set, by default, in the Internal Link mode. This is made visible by the **INTERNAL** button being ON, in bright orange: **INTERNAL** .

Simply drag and drop in to the **File Name** field the desired element from the **File Resources tree**.

6.4.4.5.1 Changing the Link mode

When you click on the **INTERNAL** button, it changes from ON to OFF, changing its color to gray: **INTERNAL** .

Content link

INTERNAL

URI:

Keywords:

The associated parameters to a now **EXTERNAL** link are:

- **URI**: a path to an external resource (typically, a web page)
- **Keywords**: the list of words by which this link should be picked up by the search engine.

6.4.4.6 Entity Usage

When viewed in **Table Mode** (see **Editing a Wind Document (Section 6.4)** for details), all entities do all have a column with the label "Used" as title.

The location of the **Used** column can vary from one entity table to another - but its purpose is always the same: tell you if and where a given entity is used by another entity.

The **USED** button presents two states: **USED** grayed out (inactive) and **USED** green (active).

When you move your mouse over an active USED button, a yellow tooltip opens and lists all occurences of the selected item:

List of FAQ

Used	Last Update	Display Period	Question
USED	14/10/2009 11:27	02/01/1970 00:00 UFN	Is it possible for a user to install the same access
USED	17/06/2010 07:00	14/10/2009 10:33 UFN	How can I access the IFPS FPL Validator, or IFPUV,
USED	29/06/2010 05:45	17/06/2010 07:37 UFN	I have Internet Explorer version 8 and an overlay a
USED	used by:	[FAQTopic] I get a overlay on my screen and my session freezes when I try to access a Flight from Flight List? [FAQTopic] Problems accessing the NOP Portal or other web services	Where can I find information on support which is a
USED	29/06/2010 06:07	29/06/2010 06:02	IMPORTANT - CRAM phase out
USED	22/06/2011 06:30	22/06/2011 06:23 UFN	Flight List is missing when I use IE9
USED	06/09/2012 08:11	14/10/2009 11:28	How can I request archive data from the NM if I am

View...

Add...

Delete...

Copy...

Edit...

Undo Changes...



Items which are used by other WIND entities (referenced in other documents) can **not** be removed. You will need to spot all the places where there are used (this is where the usage list is very useful) and remove all references to the item first. Only when this is done, and the Used status returned to inactive, can you finally delete the entry.

6.4.4.7 Sorting Data

You can easily sort any list or table by clicking in the header of the column by which you want to sort.



For your convenience, you can drag and drop the column headers to arrange the table as best suits your needs

When you open a list, its content is not specifically sorted. The headers of the columns are in their normal state, as shown below:

Location

A click on an unsorted column header will sort its content in descending order, the newest entry being on top of the list. And an upward pointing arrow appears in the right corner of the header, to reflect the sort status:

Title

A click on a sorted column will toggle its state to the other sorted status. For example, clicking on a column sorted in descending order will reverse its sorting order to ascending, and reflect the new status in the header:

Last Update



Clicking on an unsorted column will reset all other headers to their normal status - in short, you can only one primary sort by one of the columns.

6.4.4.8 Drag and Drop

Some WIND data can be dragged from one location to another. "**Linked**" would actually be a better description, because this action does not relocate or create a duplicate of the content, but rather generates a reference to a given content item.

The major benefit is that when the referenced item is being updated, all its occurrences automatically reflect the change, wherever the data is being used.

See below how to very simply create this kind of relationship between an item in a pre existing **ACCs** listing and, in this example, the ACC field of the **Daily Plan**.

GeneralScenariosLinksUpdates

Item type:

ACC

ACC:

Clear

Description:

NOP_DC - accs

Used	Last Update	Disolav Period	Nam▲	Country
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EYVC	LT(Lithu

1. Select the source element and start dragging it in direction of the target area.

GeneralScenariosLinksUpdates

Item type:

ACC

USED 05/07/2008 00:00

ACC:

Clear

Description:

NOP_DC - accs

Used	Last Update	Disolav Period	Nam▲	Country
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EYVC	LT(Lithu

Note that a  icon next to the mouse indicates that the selected item can not be dropped in the area under the mouse tip.

2. When you reach the target area, the warning icon changes to , indicating that the mouse button may now be released to drop the item.

GeneralScenariosLinksUpdates

Item type:

ACC

05/07/2008 00:00

ACC:

Clear

Description:

NOP_DC - accs

Used	Last Update	Disolav Period	Nam▲	Country
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EYVC	LT(Lithu

3. As a result, the ESOS ACC now appears in the correct field in the **NOP_DC - Daily Plan** table. What is more, the **USED** usage indicator is now turned on in the **NOP_DC - ACCs** table, telling you that the resource is being used somewhere in another entity.

General

Scenarios

Links

Updates

Item type:

ACC

▼

ACC:

ESOS

Clear

Description:

NOP_DC - accs

Used	Last Update	Disolav Period	Nam▲	Country
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EYVC	LT(Lithu

Placing the mouse over the now highlighted usage indicator reveals a pop up information box, indicating where exactly the resource is being used. This is very helpful when you need to **Delete** an item.

The example below states that, in addition to the Countries list itself, the ESOS ACC are being used in both **Lapland Axis 2008/2009** and **North East Axis**. These will need to be edited and the link to ESOS deleted before the ESOS ACC can in turn be removed from the list.

General

Scenarios

Links

Updates

Item type:

ACC

▼

ACC:

ESOS

Clear

Description:

NOP_DC - accs

Used	Last Update	Disolav Period	Nam▲	Country
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	ESMM	SE(Swed
USED	(ATFCM Event) Lapland Axis 2008/2009 (ATFCM Event) North East Axis (Country) SE	05/01/2008 00:00 10/10/2009 00:00	ESOS	SE(Swed
USED	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	EVRR	LV(Latvia
USED	05/07/2008 00:00	05/01/2008 00:00	EYVC	LT(Lithu

6.4.8 File Resources

The **File resources tree** panel is in effect a file system, complete with directories, sub-directories and files, presented in an organized way for easier retrieval and usage.

Typed tree

Business tree

File resources tree

▼ /

▶ ACC_IMAGES

▶ AR_scenarios

▼ ATFCMStatistics

▼ 2006

publicreport_2006summer.pdf (type: UH)

publicreport_2006year.pdf (type: UH)

▶ 2007

▶ 2008

This is where you will look for the files you want to create a link to from your document(s), or where you will yourself

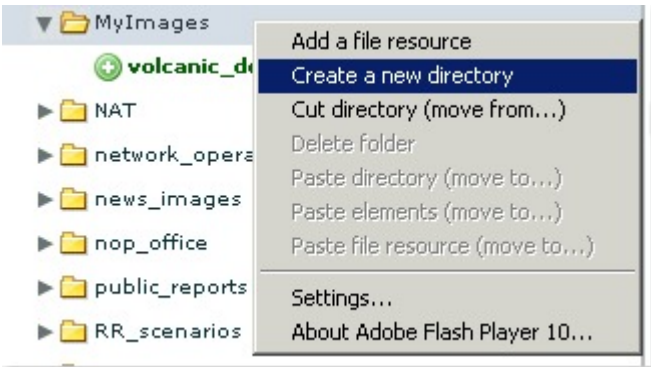
upload files for such purposes.

 Not all file types are permitted - Please check the **Add File (Section 6.4.5.4)** section for details.

6.4.8.1

6.4.5.2 Add Directory

To add a directory in the **File Resources**, first locate the folder in which you intend to create it, right-click with the mouse and select **Create a new directory** command from the contextual menu:



You will next be prompted to enter the name for your new directory:

Enter the new directory's name

Name

 The name of your new directory must not contain whitespaces, backslashes or special characters - failure to observe this rule will return an error message.

Enter a valid name and click on the **Ok** button:

Enter the new directory's name

Name

When this is done, the new folder appears in the **File Resources tree**, at the end of the current list.



 **Important:** immediately add one or more files to this directory. Leaving it empty will result in it not being saved in your View.

6.4.5.3 Upload Documents

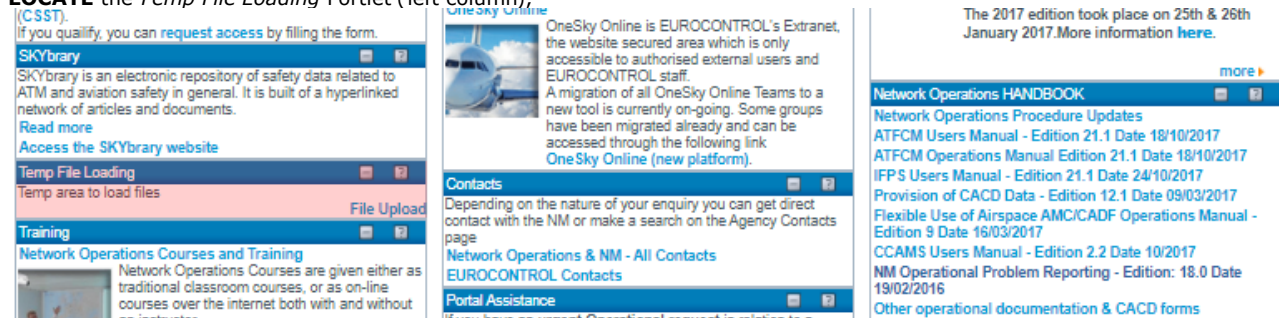
IMPORTANT: A major change is related to the way you will upload documents to the *Files Resource*, as this process is now handled via a dedicated Portlet.

From a **NOP PUBLISH** instance as opened from your **OPS PC**:

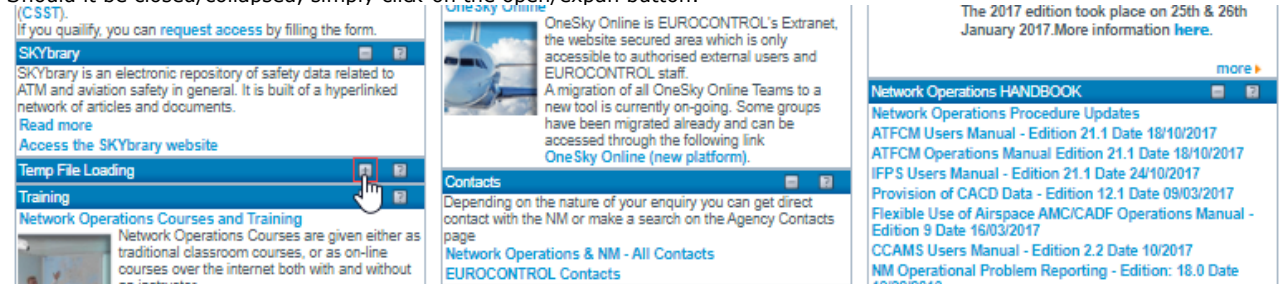
1. **OPEN** the *Resources & Services* tab;



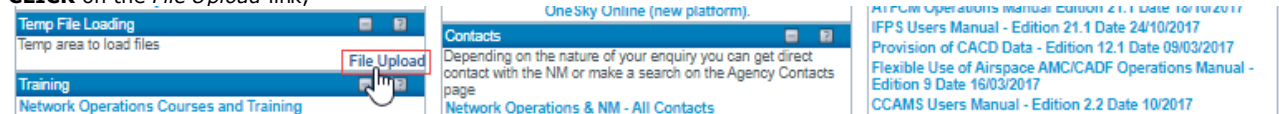
2. **LOCATE** the *Temp File Loading* Portlet (left column);



Should it be closed/collapsed, simply click on the open/expand button:



3. **CLICK** on the *File Upload* link;



4. **FILL IN** the *WIND Upload File* form:

WIND Upload File

To upload a file to the WIND resource tree:

1. Enter the view name, e.g. 'gar_2020_12_09_08_44_03'.
2. Select the file to upload, e.g. 'Map201214.pdf'.
3. Select the file type, e.g. 'OTHER'.
4. Enter the path in the WIND resource tree to which the file has to be uploaded.
ATTENTION: the resource path starts with a folder name and ends with a '/' character, e.g. 'contingency/201214/'
5. Click on 'Upload File'.

View:

File:

Choose File

No file chosen

File type:

PORTLET

Path:

Upload File

! *Directory names and file names must consist only of alphanumeric characters (A..Z, a..z, 0..9), and underscore ` \_ ` and hyphen/minus ` - ` characters (and so must **not** contain whitespaces, backslashes or special characters). Failure to observe this rule will return an error message.*

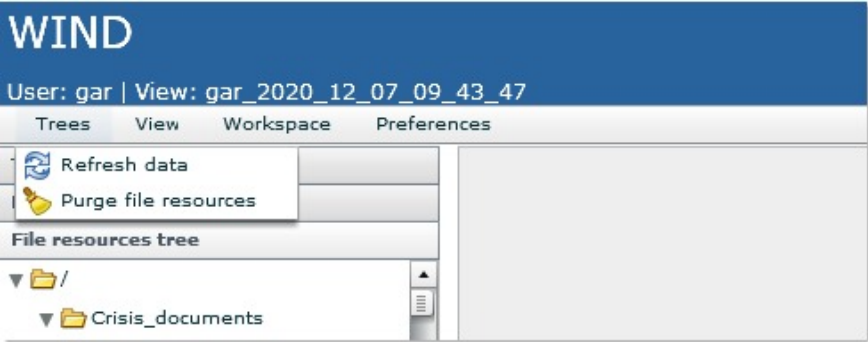
Allowed File types

WIND only accepts the upload of the files in the following formats:

- Text (txt, doc, rtf)
- Html (htm, html)
- Image (gif, jpeg, png)
- Powerpoint (ppt)
- Excel (xlc, xll, xlm, xls, xlw)

Any other format will cause WIND to generate an error message

5. **CLICK** on the *Upload File* button when done;
6. **REFRESH** the *File resources tree* to check the file is ready for usage:



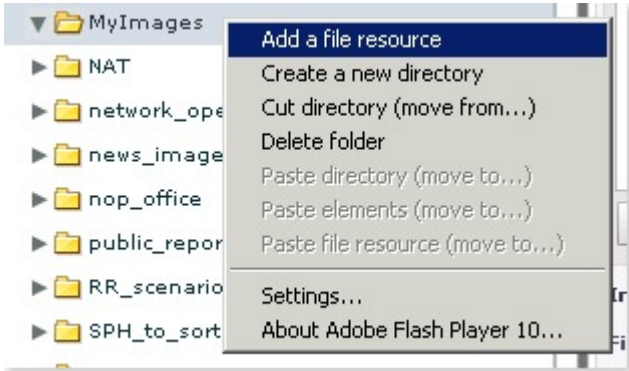
7. As the resources are now available to you, make all editing and authoring changes involving these newly added files in the usual way.

6.4.5.4 Add File

! **IMPORTANT:** In light of the **FLASH Decommission (on-line documentation)** context, file management is now handled via request to CSO.
 Please refer to the **Upload Documents (Section 6.4.5.3)** chapter for details.

! The following instructions are therefore aimed at users from the *CSO Team*.

To add a file resource, first locate the desired folder, right-click with the mouse and select **Add a file resource** command from the contextual menu:



You will then be prompted to **Select the file resource properties** by means of a dialog:

Select the file resource properties

Directory *

Type * ▼ i

File *

- The **Directory** field is set by default to the folder from which you invoked the command
- The **Type** field allows you to select from one of the following file types:
 1. **PORTLET_IMAGE**
Usage: Illustration in all portlets - main view
Size: image size must be 75x75 pixels
 2. **NEWS_THUMB_IMAGE**
Usage: Illustration in CFMU News (main view) and HEADLINE NEWS (detached view)
Size: Image will automatically be resized to 52x52 pixels
 3. **SCENARIO_IMAGE**
Usage: Illustration in SCENARIOS (detached view)
Size: Image will, if too big, be resized to 720x540 pixels
 4. **FREESIZE_IMAGE**
Usage: Illustration in all documents where images can be embedded
Size: Image size must be at least 90x90 pixels
 5. **OTHER**
Usage: for all documents other than images
- The **File** field prompts you to browse the files present on your local file system (from your computer hard disk or any network drive to which you have access) - confirm your choice by clicking on the **Select** button



6.4.5.4.1 Allowed File Types

WIND only accepts the upload of the files in the following formats:

- Text (txt, doc, rtf)
- Html (htm, html)
- Image (gif, jpeg, png)
- Powerpoint (ppt)
- Excel (xlc, xll, xlm, xls, xlw)

Any other format will cause WIND to generate an error message

Once you have confirmed the target folder, set the file type and selected the file to add to the WIND resources, simply click on the **Ok** button to initiate the upload process. See the example below with a sample **volcanic_delay.gif** file...



... wait for the file to be transferred to the temporary files associated to your current **View**...



... and see below how your new file now appears in the file resources: the filename has turned green (meaning that the requested modification, in this case the addition, has not yet been saved) and is preceded with a  green "plus" sign, indicating the nature of the change.



In short, the file has not yet been copied to the production server, and is not yet available to the Portal or to other WIND users.

In other words, no one but yourself (until you publish your **View**) can make use of that resource.


 In case you delete your **View**, all the changes having occurred while it was there will be lost, including your additions to the file resources.

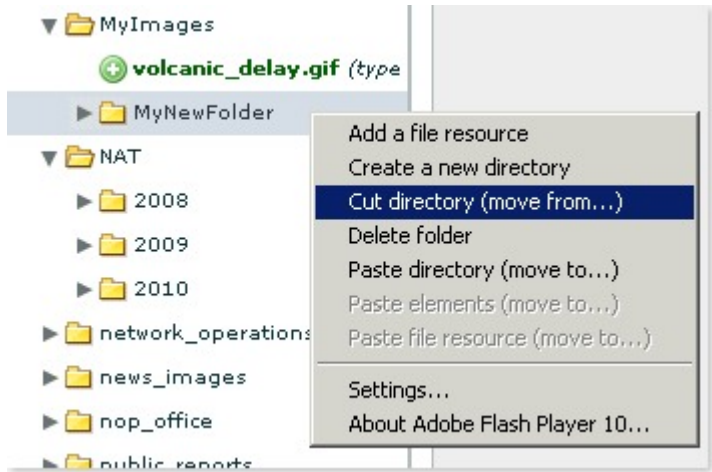
6.4.5.5 Manage Resources

6.4.5.4.1 Directories

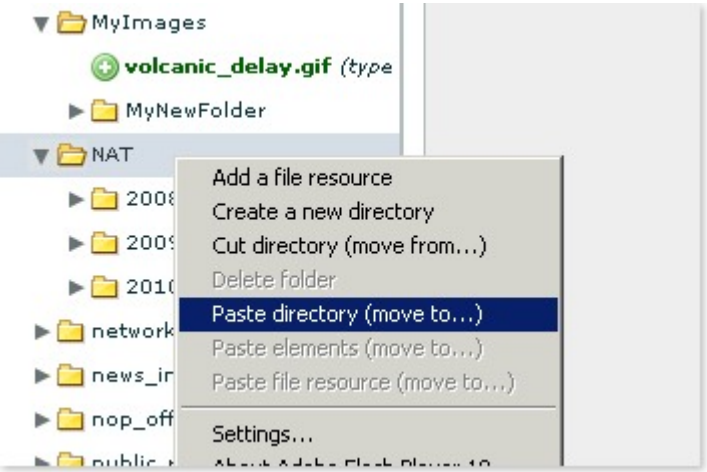
There are a few operations that you can apply on Directories to offer some flexibility in the file management.

6.4.5.4.1.1 Move a Directory

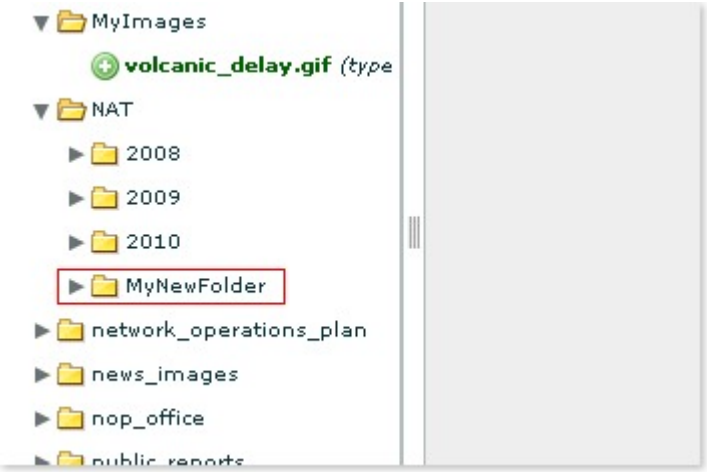
In order to change the location of a given directory, right-click on its name or icon and select the **Cut directory (move from...)** command...



... select the new destination directory and apply now the **Paste directory (move to...)** command from the contextual menu...

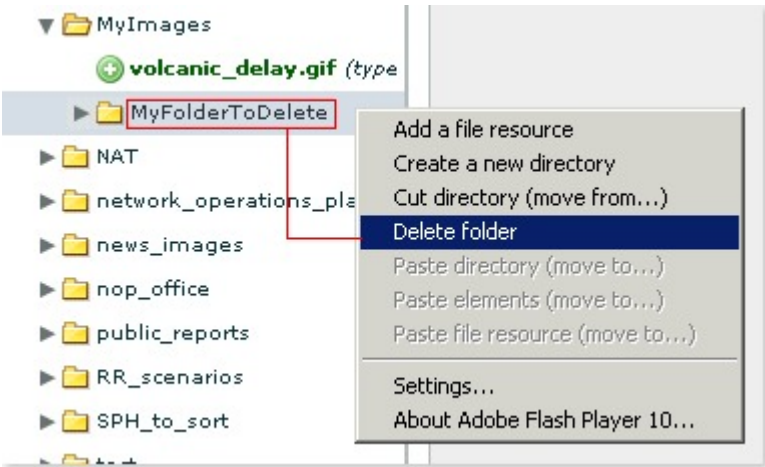


... and check that your directory has in effect changed place - the **MyNewFolder** directory has moved from the **MyImages** folder to the **NAT** folder:



6.4.5.4.1.2 Delete a Directory

Deleting a Directory is even simpler - locate the folder to suppress in the File resources tree, right-click on its name or icon and select the **Delete Folder** command from the contextual menu:



6.4.5.4.2 Files

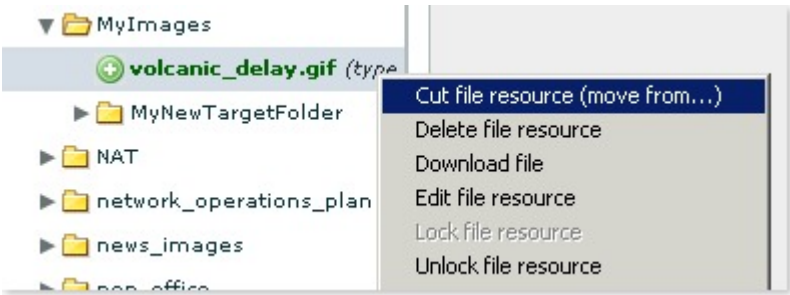
IMPORTANT: In light of the **FLASH Decommission (on-line documentation)** context, file management is now handled via request to CSO.
Please refer to the **Upload Documents (Section 6.4.5.3)** chapter for details

The following instructions are therefore aimed at users from the *CSO Team*.

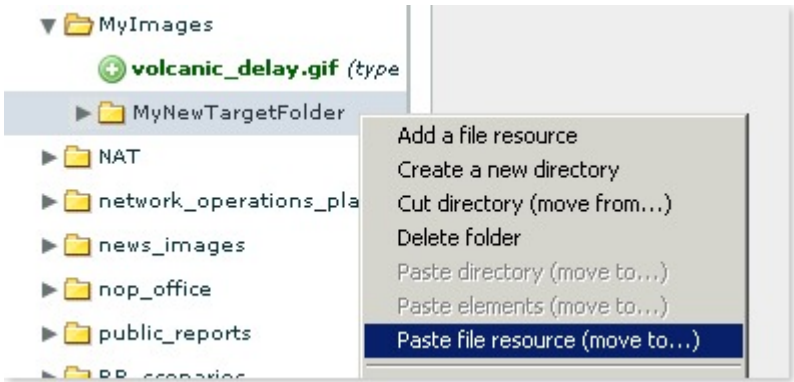
There are a few operations that you can apply on documents from the **File resources tree** to offer some flexibility in the file management.

6.4.5.4.2.1 Move a File

In order to change the location of a given file, right-click on its name or icon and select the **Cut file resource (move from...)** command...



... select the new destination directory and apply now the **Paste file resource (move to...)** command from the contextual menu...

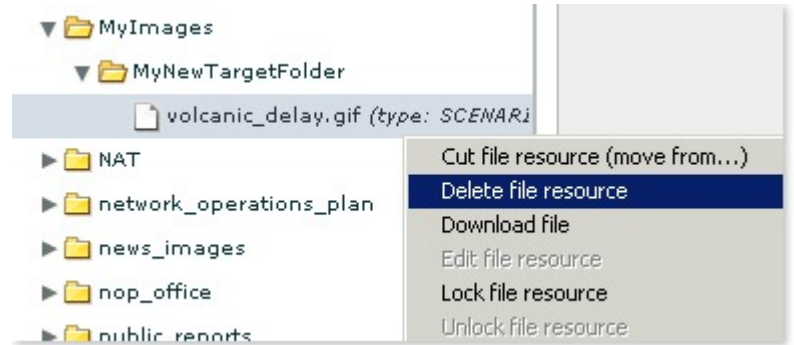


... and check that your file has in effect changed place - the **volcanic_delay.gif** file has moved from the **MyImages** folder to **MyNewTargetFolder**:



6.4.5.4.2.2 Delete a File

Deleting a File is even simpler - locate the item to suppress in the **File resources tree**, right-click on its name or icon and select the **Delete file resource** command from the contextual menu:



The file is now marked for deletion:



The filename has turned green (meaning that the requested modification, in this case the deletion, has not yet been saved) and is preceded with a  red cross sign, indicating the nature of the change.

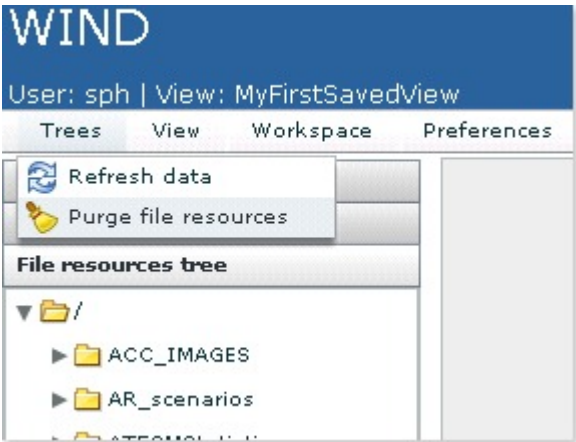
Very important: The file will be actually removed from the **File resources tree** only after you have published your View.

 As a consequence, the only way to cancel a deletion command is to delete the View from which it was invoked.

6.4.5.4.3 Purge unused files

As in any collection of files, after a while one ends up with a certain amount of files outdated or no longer in use, and wishes to tidy up.

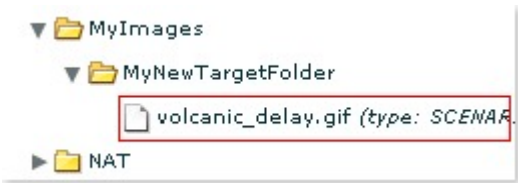
This is facilitated by the **Purge file resources** from the **Trees** menu:



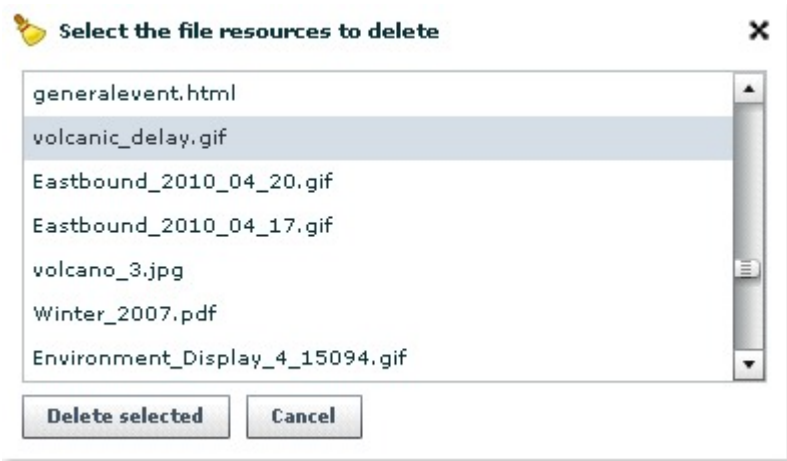
This command is available to you from within a View, so you will need to first create one - see **here (Section 6.3)** for details on how to do so.

6.4.5.4.3.1 Example

This example shows how to remove the unused **volcanic_delay.gif** image file.

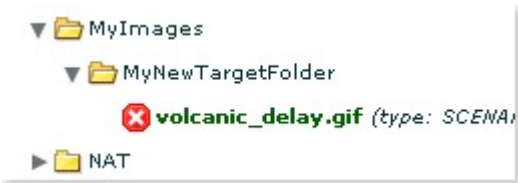


Clicking on the Purge file resources command makes a dialog to pop up prompting you to select the file to delete:



The **Ctrl + Click** method (hold the control key down as you click on an item) allows you to select multiple elements to suppress in one go.

Clicking on the **Delete selected** button marks the file for deletion:



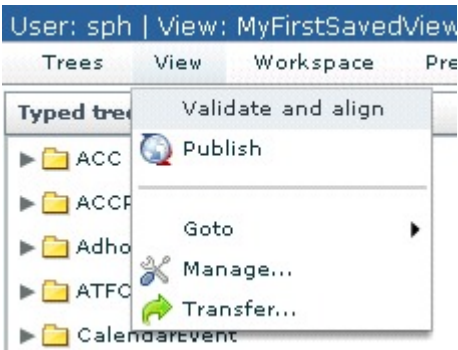
The filename has turned green (meaning that the requested modification, in this case the deletion, has not yet been saved) and is preceded with a  red cross sign, indicating the nature of the change.

Very important: The file will be actually removed from the **File resources tree** only after you have published your View.

 As a consequence, the only way to cancel a deletion command is to delete the View from which it was invoked.

 **Note:** removing all files from a directory will make this directory disappear from the **File resources tree**. Remember that a directory needs to contain at least one file to exist.

6.9 Validate and align



The **Validate and align** command automatically performs a check on the technical validity of your changes. Any blank mandatory field, any broken link or missing import will be spotted and an error message will pop up and summarize the situation, for you to take the corrective measures required.

See below a typical error message, telling you that in the view '**MyFirstSavedView**' owned by the user '**sph**', there is a document on the '**CFMUNews**' folder missing a mandatory '**summary**' field.

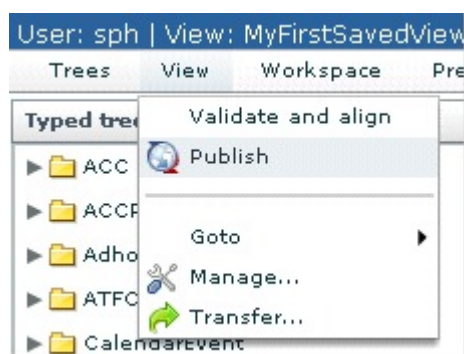


 These error messages are not always straightforward to read - feel free to copy & past the text (or take a screenshot) when you need to ask for technical assistance.

On the other hand, here is the message telling you that you can now safely publish:



6.10 Publish



The **Publish** command comes last, after you have first visually checked your data and run the **Validate and align** command.

Its purpose is to move the changed or added files from the prepublication server to the publication server, and therefore make them visible to the users of the NOP.

Here again some processing checks the technical validity of your request, and you finally get a message indicating that the publication was successful.

In some occasions, an error message may pop up - please take note of its content (copy & paste or screenshot) and send it to the relevant technical department.

6.11 The WIND Documents

This section covers the specific features relative to all listed **WIND Documents / Entities** (see the **Document <> Entity (on-line documentation)** section for more details on the terms) and provides some instruction on their optimal usage, when relevant.

General features such as how to **manage (Section 6.4)** a WIND document, **edit (Section 6.4.7)** its content or **handle (Section 6.4.8)** files and imports are described in other sections.

6.7.1 ACC

The **ACC** folder contains a number of ACC entities:



Here is the content of one of them (**EHAA**) - the content of this single **General** tab is very straightforward and does not require specific instructions to be used correctly:

[ACC] EHAA

General

Name

EHAA

Description

AMSTERDAM ACC(245-)

ENV ACC Ids

ACCEHAA

ACCEHMC

Add

EHAA

Keywords

EHAA

Display Period

Start

02011970

0000

End

+∞

Last Update

06/02/2009 14:36

- Note:

This information has no direct visibility on the portal as such. You only create a new entry when required for feeding the ACC field of other documents (e.g. new ACCPlans being made available, ATFCM events, scenarios...).

The creation of a new ACC must be correlated to existing corresponding entities in CACD (ENV db).
- Caution:

WIND will not validate or cross-check against the CACD. It is your responsibility to ensure correctness of any info created.

6.7.2 ACCPlan

The **ACCPlan** folder holds all the issued ACC Plan documents:



ACC Plans are delivered on the NOP via the **ACC Info** Portlet:

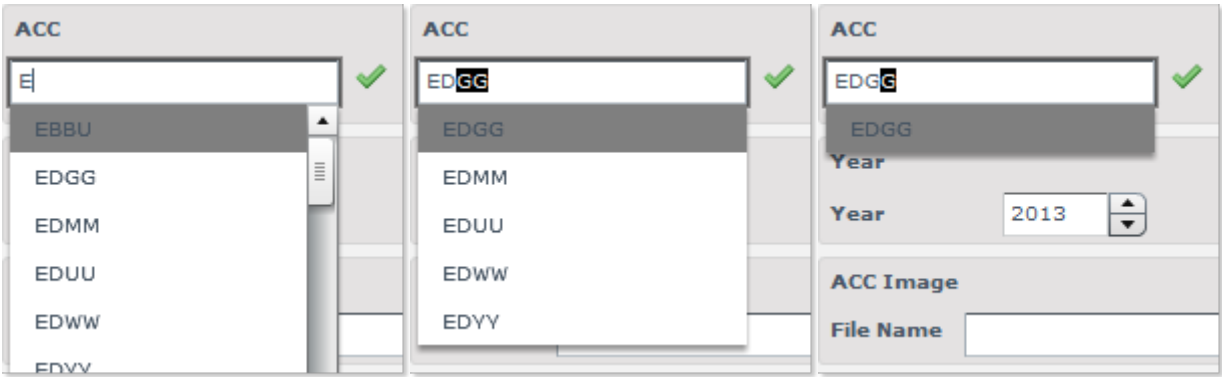


6.7.2.1 General

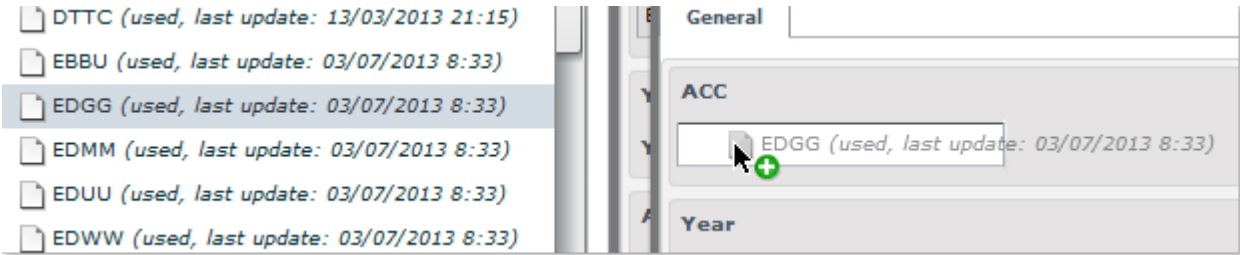
A single **General** tab contains all the ACCPlan edition parameters:

ACC

This is where you will either type in the name of the relevant ACC (note the autotype feature - see below what shows up as you type in **E - D - G ...**) ...

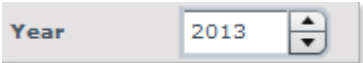


... or drag and drop an item from the ACC list:



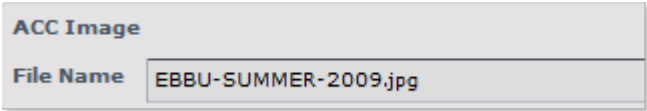
Year

ACCPlans are yearly - unlike AirportPlans which are seasonal. Simply type in (or use the up and down arrows) to indicate the year for which the plan is valid:



ACC Image

This is where you will drag and drop the image (or more exactly, the image name as is appears in the **File Resources tree**), to be published on the NOP portal.



ATCFM Events Comments

This first text area is reserved for ATCFM Events Comments.

ATCFM Events Comments



Overview

This is where you place the text to appear in the Overview section of the ACC Plan.

Overview

```
<br>
<br>
<u>Operational Contacts</u>

<ol>
  <li>NOP Focal Point: Marc Matthys <a href="mailto:marc_matthys@belgocontrol.be">marc_
  <li>FMP:
  <li>CFMU contact: OPS Support at <a href="mailto:cfmu.ops.support@eurocontrol.int">cfm
</ol>
```



Planned Capacity - Enhancement Measures

Place in this other text area the relevant content to be published.

Planned Capacity - Enhancement Measures

<u>Capacity increase ACC: 1%</u>

- Dynamic use of sector configurations
- On-going recruitment of controllers
- New configuration to address NWC problem
- Implementation of provisions contained in the temporary LoA on FUA between Brussels A
 - EBCI project

Max sectors: 7 *

Additional Information

* 8 sectors for ACC and new TCL area following BARe implementation

Prospects

This panel contains two elements, **Table** and **Comments**.

Prospects

Table

0	1	2
EBBU - BRUSSELS ACC	Target Delay per Flight (min)	Forecast
2011 Summer	0.25	0.25
2012 Summer	0.4	0.02
2012 Annual	0.25	0.02

Comments

The **Table** is a 5 columns x 4 rows one, which you can use freely.

Data are fed manually monthly, rows and columns labels are editable and should be adapted at the start of the year when creating a new ACCPlan:

	Target Delay per Flight (min)	Forecast Delay per Flight (min)	Actual Average En-route Delay per Flight (min)
Year	Data	Data	Data
Year	Data	Data	Data
Year	Data	Data	Data

The **Comments** text area is there for you to enter additional comments to the **Prospects** panel.

Actual Traffic - Delay Follow-up

This is another **Table - Comments** group.

Actual Traffic - Delay Follow-up

Table

0	1	2	3	4	5	6
EBBU-BRUSS	JAN	FEB	MAR	APR	MAY	JUN
Daily Average	1263	1386	1463	1499	1623	1691
Observed tra	-3.63%	1.22%	-3.98%	-3.53%	-3.34%	0.20%
Observed av	0.0	0.0	0.0	0.0	0.0	0.2
Observed av	0.0	0.0	0.0	0.0	0.0	0.0

Comments

This table is automatically updated by a monthly PFR file upload. It is can however be edited, following a decision to adapt the content. The table structure is however not editable.

When completed, this is how this table is rendered in the NOP:

Actual Traffic and Follow Up														
EBBU-BRUSSELS CANAC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Average STD	Average YTD
Daily Average traffic	1215	1316	1361	1505	1593	1660	0	0	0	0	0	0	1349	1442
Observed traffic increase (in %)	-3.84%	-8.32%	-6.97%	0.43%	-1.83%	-1.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-1.83%	-3.57%
Observed average ATFM delay (in min.)	0.0	0.0	0.0	0.1	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Observed average ATFM delay (in min.) - excluding weather & industrial action	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Lastly, the **Keywords** and **Display Period** are to be completed in the same way you would do for any WIND entity - please see [here \(Section 5.4.2\)](#) for details about the Keywords and [here \(Section 6.4.4.4\)](#) for details about the Display Period.

6.7.3 AdhocReport

Note: Entity currently not in use. It is operationally hidden by default on the Portal, although still visible in the WIND tool.

6.7.4 Airport

The **Airport** folder contains a list of Airports.



6.7.4.1 General

A single **General** tab contains all the Airport edition parameters:

The above template is rather self-explanatory, and you will easily find where and how to input these parameters: **ICAO** code, **IATA** code, **Name**, **Keywords** and **Display Period**.

Note: This information has no direct visibility on the portal as such. You only create a new entry when required for feeding the Airport field of other documents (e.g. new ACCPlans being made available, ATFCM events, scenarios...).
The creation of a new Airport must be correlated to existing corresponding entities in CACD (ENV db).

Caution: WIND will not validate or cross-check against the CACD. It is your responsibility to ensure correctness of any info created.

6.7.5 AirportPlan

 **Note:** The **Airport Info** Portlet, which is the front end for the **AirportPlan** entity, is meant to provide airport information per airport.

The data is fed from the Airport corner tool. This upload is an automatic process, run by each airport unit.

The **AirportPlan** entity is still currently under work.

6.7.6 ATFCMEvent

The **ATFCMEvents** folder contains a number of documents describing events likely to affect the operations:



ATFCM Events are delivered on the NOP via the **ATFCM Events** Portlet:

ATFCM Events		
Occurrence	Event	ACCs
Axis Management		
04/06/2013 - 31/10/2013	South East Axis 2013	EDMM, EDUU, HECC, LAAA...
16/05/2013 - 05/09/2013	South West Axis 2013	EDYY, EGTG, EISN, GCCC...
Special Events		
There are no Special events.		
Military Events		
17/07/2013...31/07/2013	HOTBLADE13	LPPC
29/07/2013	OCEANIS 2013-04 Missile	EGGY

We will be using an existing event (**London 2012 Olympics & Paralympics**) - see a small sample below:

As you can see, this entity presents two edition tabs - **General** and **Details** - which are described in the next section.

6.7.6.1 General

The **General** tab comprises several panels described below.

6.7.6.1.1 Title

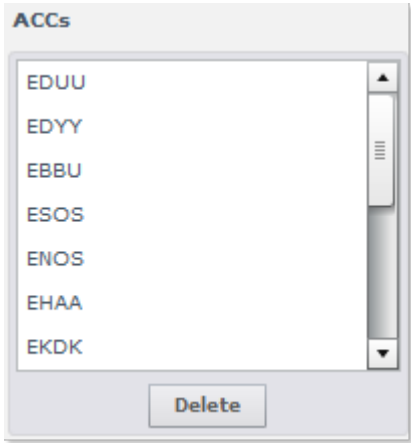
This is where you enter the title of the event - as it will appear in the titlebar and in the events list:

6.7.6.1.2 Occurrence

This field is used to indicate to the back-end system when to display the event on the portal.

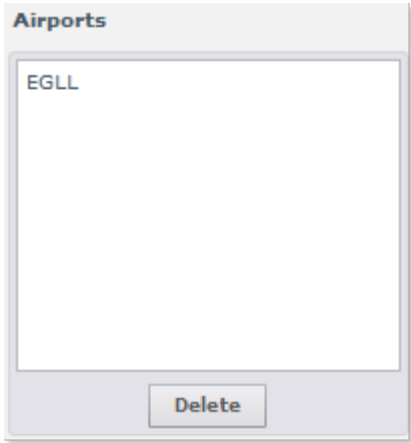
An **Occurrence** consists of a pair of time stamps (date and hour), the first one expressing the start of the period, the second one the end of the period.

In the example below, this **London 2012 Olympics** event has been visible on the NOP from **01/03/2012 at 00:01** to **12/09/2012 at 23:59**.

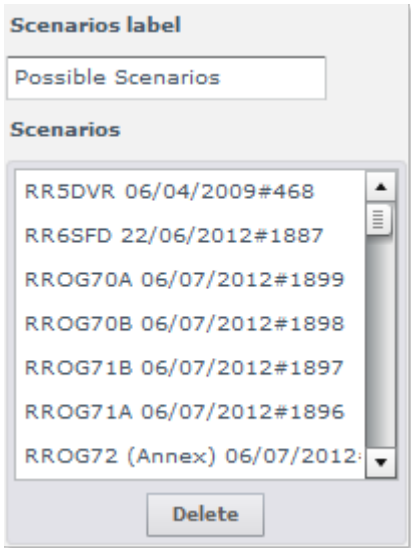


6.7.6.2.3 Airports

Type in (or drag and drop from the Airport folder) the name of the Airport(s) involved in the event.



6.7.6.2.4 Scenarios



Type in the **Scenarios label** field the title for your scenarios section.
Next drag and drop from the Scenario folder and into the **Scenarios** field, all the scenarios involved.

6.7.6.2.5 Display Options

☒ Show in calendar

☒ Show in ATFCM Events

☒ First day only

Lastly, check the **Display Options** as you wish:

- **Show in calendar:** will show the event in the NOP Calendar
- **Show in ATFCM Events:** will show the event in the ATFCM Events section - to be reserved to major events of significative impact (please coordinate with NOS when you are not sure)
- **First day only:** for events spanning over multiple days, this shows only the first day of the series in order not to clutter the Calendar.

6.7.7 CalendarEvent

The **CalendarEvents** folder contains a number of documents describing events to appear in the NOP Calendar:



We will be using an existing event (**London 2012 Olympics & Paralympics**) - see a small sample below:

[ATFCMEvent] London 2012 Olympics & Paralympics - 13th July to 12th September 2012

General

Details

Title

London 2012 Olympics & Paralympics - 13th July to 12th September 2012

Occurence

01/03/2012 00:01

12/09/2012 23:59

Add

Summary

London 2012 Olympics & Paralympics - 13th July to 12th September 2012

↶

↷

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B

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U

☰

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📅

🖨

Description

The event will take place in London and other UK Cities. For more information, please refer to www.london2012.com/

As you can see, this entity presents two edition tabs - **General** and **Details** - which are described in the next section.

6.7.7.1 General

6.7.7.2 Details

6.7.8 CalendarEventCategory

This folder contains the different **Event Categories** available for the creation or edition of Calendar events (**CalendarEvent**):

CalendarEventCategory

NM News (used, last update: 24/07/2013 6:55)

AIRAC (used, last update: 13/03/2013 21:15)

FRIDAY (used, last update: 13/03/2013 21:15)

HOLIDAY (used, last update: 13/03/2013 21:15)

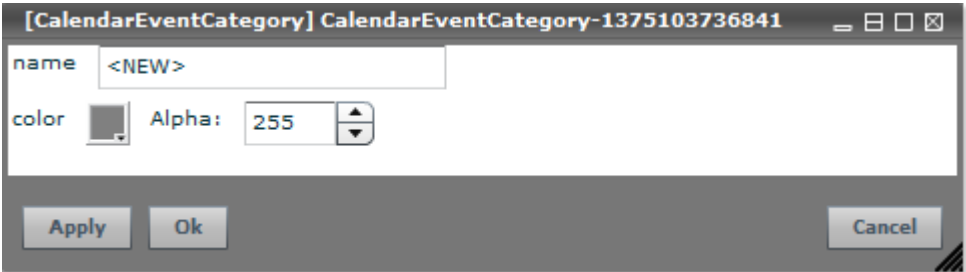
There are currently 4 categories readily available to you:

- NM News

- AIRAC
- FRIDAY
- HOLIDAY

This would normally be sufficient for most publication needs. You may however wish to create you own...

Adding Categories



- **name**: type in the name of the new Category.
- **color**: use the color picker to select of type in the color which will be distinctive to all events associated to this new category - like, for instance, when displayed in the Calendar.
- **Alpha**: you can additionally modify the value of the **Alpha** parameter - controlling the transparency of the color.
The Alpha value ranges from 255 (100% opaque) to 0 (totally transparent).

Do not forget to click on the **Apply** or the **Ok** button to respectively save the newly created item, or save it and close the component.

6.7.9 CFMUNews

The **CFMUNews** folder and entities are used to manage the content of the **NM News** Portlet.

CFMUNews entities are very similar to **HeadlineNews** ones - with two exceptions:

- there is no **Criticality** field
- there is no **Display in main view** check box - the visibility on the Portal is automatically managed by a parameter coming from the **CFMU_NEWS_PC** and usually set to 2, meaning that the two latest news will always be showing.

This can be set to another figure for a limited span and on certain occasions where it is necessary to show more concurrent news at the same time. It is however recommended not to exceed a number of 3 items in order not to clutter the **Main View**.

Pay attention to the **Display Period you indicate, to ensure that there is always a minimum of two entries visible in the Portlet.**

6.7.10 Country

Note: This information has no direct visibility on the portal as such.
 You only create a new entity when required for feeding the Country field of other documents.

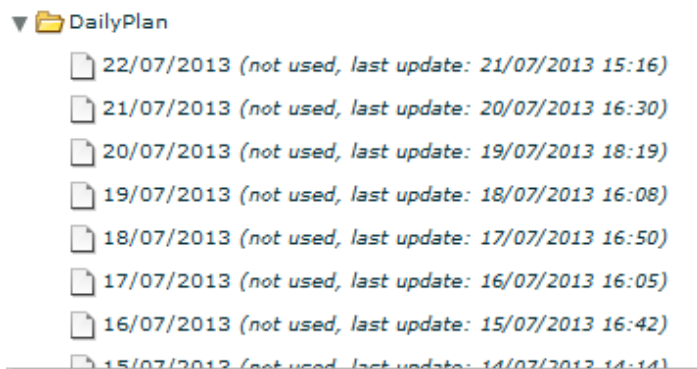
The creation of a new Country must be correlated to existing corresponding entities in CACD (ENV db).

Caution: WIND will not validate or cross-check against the CACD. It is your responsibility to ensure correctness of any info created.

NM		EUROCONTROL
Document Title: WIND User Manual		

6.7.11 DailyPlan

The **DailyPlan** folder contains all the **Daily Plans** created for the Network and delivered via the NOP.



A DailyPlan document is a rather complex entity, designed to assemble a great number of heterogeneous elements of information in a manageable form.

This information is spread across two main tabs, **General** and **Items**.

6.7.11.1 General

The General tab is depicted below - as you can see, it contains data of very general level, which do not require specific instructions as their editing features have already been covered in the **WIND Editor** section.

This is where you will specify:

- The **Applicability Date**,
- The **Keywords**,
- The **Display Period**.

A screenshot of the 'DailyPlan' application window for the date 21/07/2013. The window has two tabs: 'General' and 'Items'. The 'General' tab is active and displays the following information:

- Applicability Date:** 21/07/2013. There is a calendar icon next to the date.
- Keywords:** A text input field.
- Display Period:**
 - Start:** 20/07/2013 16:25. There is a calendar icon next to the date and a clock icon next to the time.
 - End:** A text input field for the end date and time, with a calendar icon next to the date and a clock icon next to the time.
- Last Update:** 20/07/2013 16:30.

6.7.11.2 Items

This tab lists the different Items being part of the Daily Plan, in the form of a simple table with three headers:

- **Type**
- **Title**
- **Last Update**

Type	Title	Last Update
NAT	NAT Information	
EVENT	Military Exercise: CQWI 13	
ACC	Maastricht UAC	
ACC	Irish & UK FAB	
ACC	France	
ACC	Spain	
ACC	Portugal	
ACC	Germany	
ACC	Czech Republic	
ACC	Turkey	
ACC	Cyprus	
ACC	Israel	

At the bottom of the screen, you will find the familiar **Add**, **Delete** and **Edit** buttons.

The **Add** or the **Edit** command will each open the same interface, where the Item details are to be entered.

General
Scenarios
Links
Map
Updates

Item type

NAT

Title

NAT Information

ACCs

Delete

6.7.11.3.1 Item Type

This parameter allows you select one of the six proposed options:

- HEADLINE
- EVENT
- ACC
- NAT
- WEATHER
- OTHER

Doing so brings up a secondary input area, relevant to the selected Type.

Selecting **HEADLINE** will prompt you to enter the following elements:

- Title: the title for the item
- Event Label: the label for the Event
- Event: the field into which you drag and drop the desired event from the **ATFCMEvent** Folder in the **Typed tree** (or the **Business tree**, depending on your working preference) - or type in some text and pick up the desired event from the autotype proposed suggestions.
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

Selecting **EVENT** will prompt you to enter the following elements:

- Title: the title for the item
- Event Label: the label for the Event
- Event: the field into which you drag and drop the desired event from the **ATFCMEvent** Folder in the **Typed tree** (or the **Business tree**, depending on your working preference) - or type in some text and pick up the desired event from the autotype proposed suggestions.
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

Selecting **ACC** will prompt you to enter the following elements:

- ACC: the field into which you type in the name of the ACC.

Selecting **NAT** will prompt you to enter the following elements:

- Title: the title for the item
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

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Document Title: WIND User Manual		

Selecting **WEATHER** will prompt you to enter the following elements:

- Title: the title for the item
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

Selecting **OTHER** will prompt you to enter the following elements:

- Title: the title for the item
- Event Label: the label for the Event
- Event: the field into which you drag and drop the desired event from the **ATFCMEvent** Folder in the **Typed tree** (or the **Business tree**, depending on your working preference) - or type in some text and pick up the desired event from the autotype proposed suggestions.
- ACCS: the field into which you drag and drop the desired ACC(s) from the **ACC** Folder.

6.7.11.3.2 Description and Conclusion

Description

Due to a flypast to celebrate Belgian National Day and the King's Coronation
there will be a zero-rate for arrivals to EBBR/MB between 1500-1550 with moderate delays anticipated after the event for approximately 90 minutes.
Notams EB A1376/13 and A1380/13 refer.

Conclusion

Apply Ok

These are two text areas which you may complete to provide a **Description** for the item, and if relevant, a **Conclusion** as well.

6.7.11.4 Scenarios

The **Scenarios** tab contains two parameters, **Scenarios label** and **Agreed scenarios**, grouped in a single pane:

GeneralScenariosLinksMapUpdates

Scenarios label

Agreed scenarios

Add

- **Scenarios label** is where you will type in the name for your Scenario
- **Agreed scenarios** is the field into which you enter the name of the scenario(s) part of the Plan.

6.7.11.4.1 Adding / Deleting a scenario

To **add** a scenario, click on the **Add** button to open a component allowing you to enter the name of the **Scenario** (mark the autotype feature which filters the possible matches as you type and allows you to select one from the proposed list) and an optional **Comment**.

Remember to click on the **Apply** button (bottom left of the window) to save your selection and have the selected scenario appear in the **Agreed scenarios** field.

Type RR into the box and an auto-filter drop-down list should appear. The user should select the scenario they want from the drop-down and click APPLY. To add another scenario click the ADD button again

GeneralScenariosLinksMapUpdates

Scenarios label

Agreed scenarios

<New>

AddDelete

Scenario:

RR4TCX 25/07/2013#2056

RR4TCX 25/07/2013...

RR4EPX 28/07/2013...

RR2EPX 27/07/2013...

RR1GX 26/07/2013#...

RR4TCX 26/07/2013...

RR8TCX 26/07/2013...

RR6TCX 26/07/2013...

To **delete** a scenario, first select the one you want to remove from the list. This will bring the **Delete** button you will use to acgtually remove the entry.

6.7.11.5 Links

The **Links** tab allows you to link additional material to the Daily Plan:

- A **Link**, either **INTERNAL** or **EXTERNAL** (check the **Content Link (Section 6.4.4.5)** section for more information on links) and its associated **Label**,
- An **Image** (check the **Files Resources (Section 6.4.5)** section to see how to manage images in WIND),
- And an optional **Description**.

General	Scenarios	Links	Map	Updates
Additional information link				
Label: Eastbound Track Map:				
Link: INTERNAL				
File Name Eastbound_2013_03_15.gif 				
Image:				
File Name				
Description:				
         				

6.7.11.6 Map

This is what the **Map** tab looks like when first opened:

GeneralScenariosLinksMapUpdates

Reference Locations

ID ☒ REG ☐ AD ☐ AZ ☐ AS ☐ PT ☐ RT ☐ RS

Query...

Linked Reference Locations ☒ Show All

Queried Reference Locations

←

Add Portion

→

This is where you indicate the reference locations to be drawn on the Daily Plan map.

6.7.11.6.1 Adding Locations

First search for all locations matching your query settings and then click on the **Query...** button to populate the right-hand **Queried Reference Locations** column:

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GeneralScenariosLinksMapUpdates

Reference Locations

ID

EG*

☒ REG
☐ AD
☐ AZ
☐ AS
☐ PT
☐ RT
☐ RS

Query...

Linked Reference Locations

☒ Show All

Queried Reference Locations

EG07G01E- REG - EG07GLAK-TV

EG25GX01- REG - EG25GX-TV

EG32G01E- REG - EG32GDTS-TV

EGCCA01- REG - EGCCARR-TV

EGLCA01- REG - EGLCARR-TV

EGPOR01- REG - EGG4POR-TV

←

Add Portion

→

The query settings will make use of the following parameters:

- **ID**: the ID of the reference location - note that you can use the * wildcard (at the beginning, somewhere in the middle, or at the end of the search string;
- **REG, AD, AZ, AS, PT, RT, RS**: checkboxes to enlarge the search scope to the selected arguments (REG being selected by default).

The next step will be to select (multiple selection is possible while holding the **ctrl** key down) the desired location(s) and click on the  left arrow to move them to the left-hand **Linked Reference Locations** column - as depicted below:

1. **selection**

Linked Reference Locations

☒ Show All

Queried Reference Locations

EG07G01E- REG - EG07GLAK-TV

EG25GX01- REG - EG25GX-TV

EG32G01E- REG - EG32GDTS-TV

EGCCA01- REG - EGCCARR-TV

EGLCA01- REG - EGLCARR-TV

EGPOR01- REG - EGG4POR-TV

2. click on the **Move Left** arrow

3. ... and see the result

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Linked Reference Locations ☒ Show All EGLCA01- REG - EGLCARR-TV EGCCA01- REG - EGCCARR-TV EG32G01E- REG - EG32GDTS-TV EG07G01E- REG - EG07GLAK-TV	Queried Reference Locations EG07G01E- REG - EG07GLAK-TV EG25GX01- REG - EG25GX-TV EG32G01E- REG - EG32GDTS-TV EGCCA01- REG - EGCCARR-TV EGLCA01- REG - EGLCARR-TV EGPOR01- REG - EGG4POR-TV
---	---

6.7.11.6.2 Removing Locations

Simply select the location(s) to remove from the Linked Reference Locations column and click on the right arrow button.

6.7.11.6.3 Add Portion

The **Add Portion** button serves to add portion(s) of route(s) to the map elements
The example below shows the steps involved in adding to the **Linked Reference Locations** list the **PIMUR <> ZORBA** portion from route UM30:

Reference Locations
 ID
☐ REG
 ☐ AD
 ☐ AZ
 ☐ AS
 ☐ PT
 ☒ RT
 ☐ RS

Linked Reference Locations ☒ Show All

Queried Reference Locations

UM24-RT(VERSO<->LAPIT)
 UM25-RT(GAPLI<->SOKVI)
UM30-RT(PIMUR<->NOTRO)
 UM31-RT(MAROS<->PHA)
 UM32-RT(PHA<->APLON)
 UM33-RT(KAVOS<->GIPAS)
 UM372-RT(MAK<->BUMBI)
 UM395-RT(SONAK<->ABRAM)
 UM4-RT(ETOIL<->MOUET)
 UM406-RT(ASKUT<->KARIL)
 UM421-RT(STG<->RIPEL)
 UM422-RT(STG<->PETEK)
 UM425-RT(SILKO<->CAK)
 UM430-RT(STG<->REFEM)

1. Launch a **Query...** for the **UM*** search string with the **RT** filter checked on,
2. Select **UM30-RT** from the list of **Queried Reference Locations**,
3. Click on the **Add Portion** button to open a dialog box:

Select a portion on route UM30

PIMUR

▼

OXACA

▼

☒ Down
 ☒ Up

Ok

Cancel

4. Locate and select ZORBA from the second drop-down list:

Select a portion on route UM30

PIMUR

▼

OXACA

▼

OXACA

HIJ

PARKA

MELON

ZORBA

☒ Down
 ☒ Up

Ok

Cancel

5. Click on the **OK** button

The selected route portion has been added to the Linked Reference Locations list:

Reference Locations

ID

UM30*

☐ REG
 ☐ AD
 ☐ AZ
 ☐ AS
 ☐ PT
 ☒ RT
 ☐ RS

Query...

Linked Reference Locations

☒ Show All

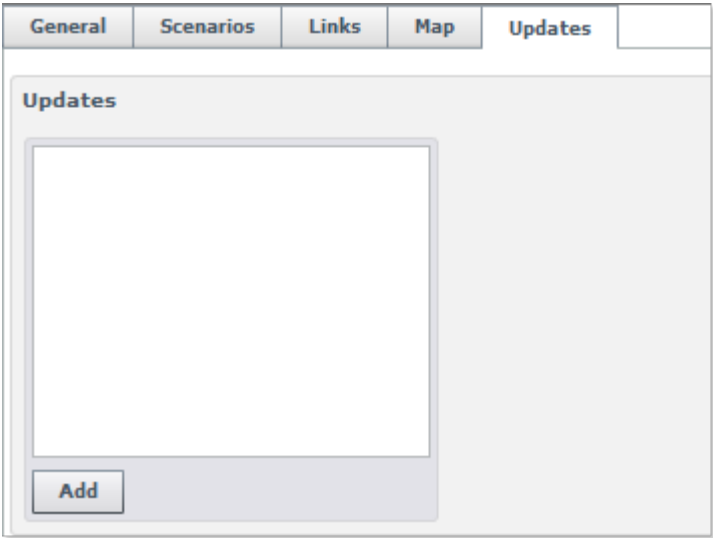
Queried Reference Locations

UM30-RT(PIMUR<->ZORBA)

UM30-RT(PIMUR<->NOTRO)

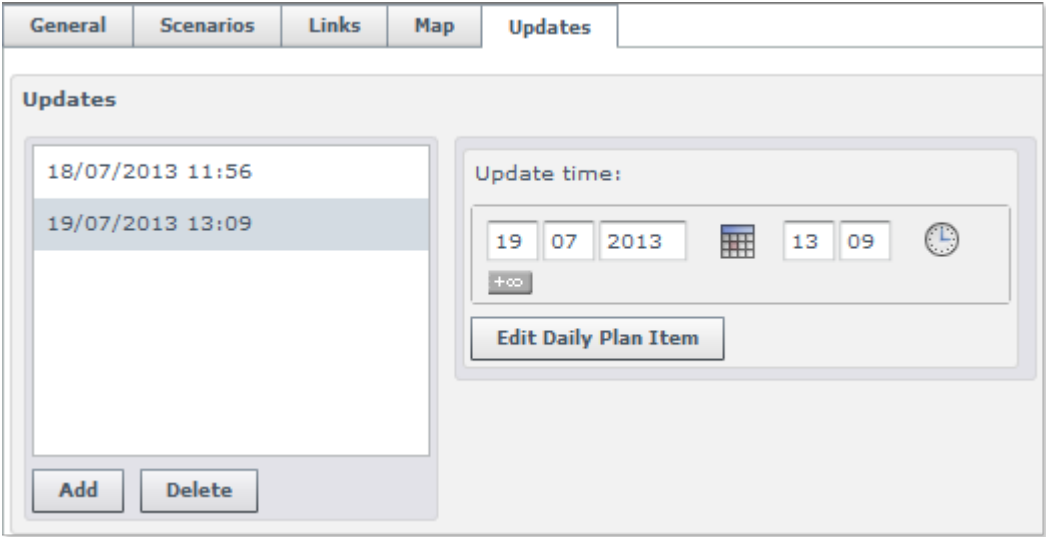
6.7.11.7 Updates

The last tab is labeled **Updates**.



This is where updates to the (published) Daily plan are to be created.

Consecutive updates are listed sequentially, allowing you to either delete (with the **Delete** button) or modify them (with the **Edit Daily Plan Item** button):



6.7.11.7.1 Adding an update

Click on the **Add** button to create an update entry. Doing so opens a new instance of the whole editing content of the Daily Plan, allowing to make changes to any of its parameters. This allows to keep track of modifications - and tells the NOP to use the last saved (and published) version of the Plan.

Do not forget to click on the **Apply** or **OK** button to store your changes in the current View.

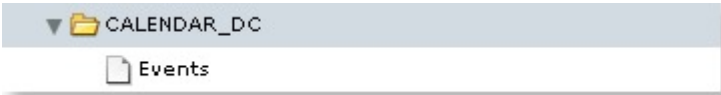
6.7.12 DailyReport


Note: Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

6.7.13 CALENDAR_DC

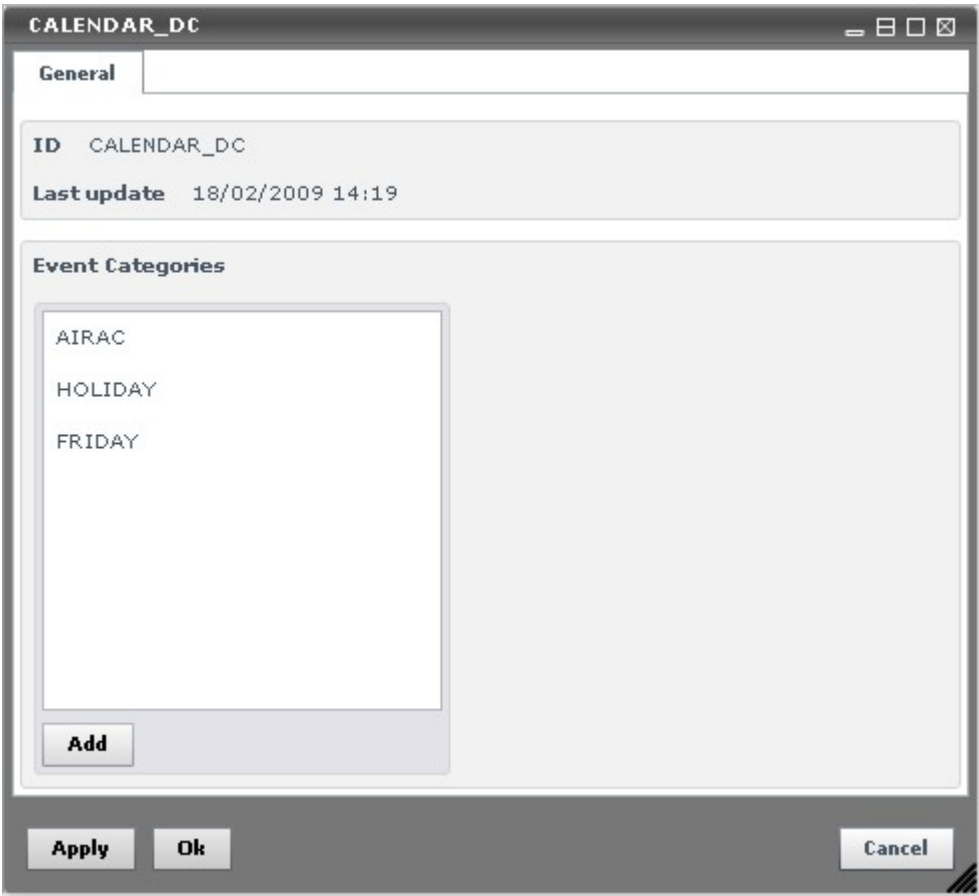
6.7.13.1 Preliminary - Opening the FCU

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.
The **CALENDAR_DC** FCU consists of two elements, the **CALENDAR_DC** folder and an **Events** document.



Both are editable and configurable.

6.7.13.2 CALENDAR_DC



Besides indicating the name of the FCU and its last update date and time, the CALENDAR_DC also keeps the list of the Event Categories which you will use later on to create events in the Events document.

 To be able to add or edit items in the Event Categories, first make sure that the FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

Adding Categories

If you want to create a new category, simply click on the **Add** button.
A <NEW> entry is added to the list:

Event Categories

HOLIDAY
FRIDAY
AIRAC
<NEW>

name <NEW>
color Alpha: 255

AddDelete

You can give it a name and designate a color, which will be distinctive to all events associated to this new category - like, for instance, when displayed in the Calendar.

See the example below:

Event Categories

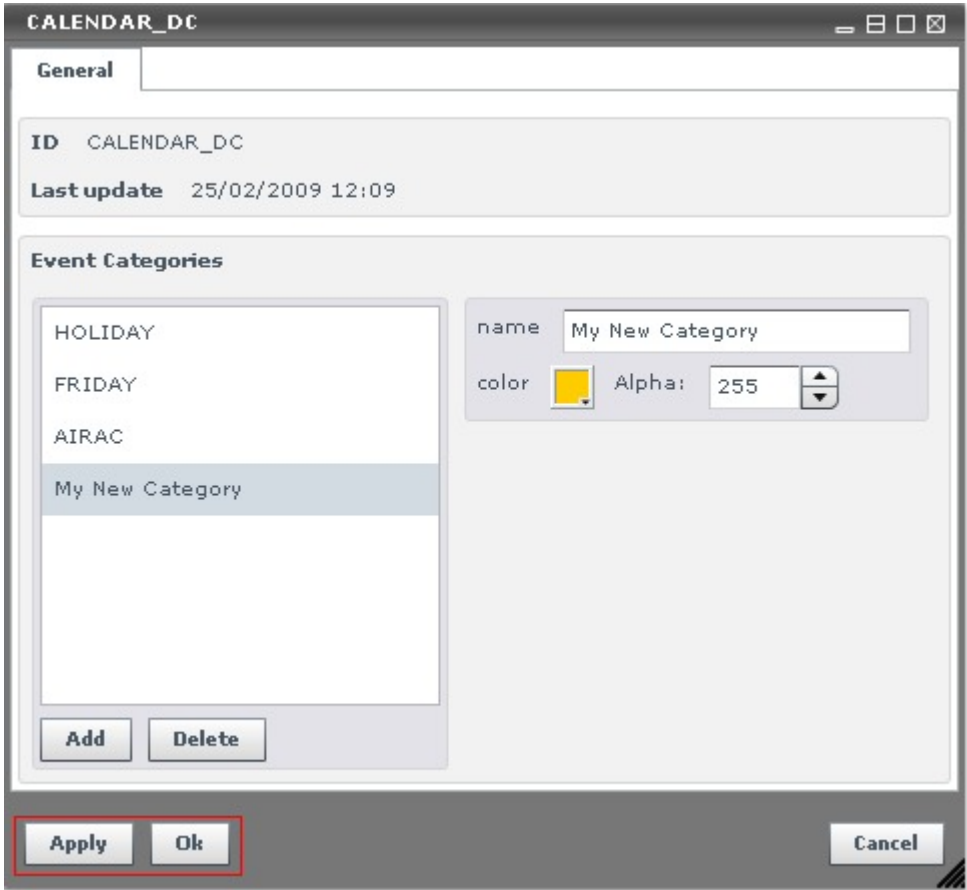
HOLIDAY
FRIDAY
AIRAC
<NEW>

name My New Category
color Alpha: 255

AddDelete

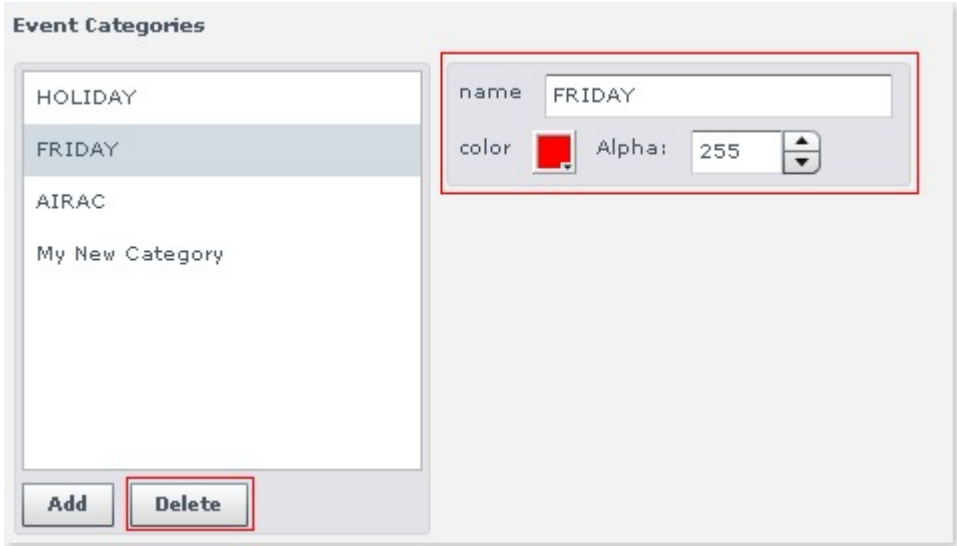
FFCC00

You can additionally modify the value of the **Alpha** parameter - controlling the transparency of the color.
The Alpha value ranges from 255 (100% opaque) to 0 (totally transparent).
Do not forget to click on the **Apply** or the **Save** button to respectively save the newly created item, or save it and close the component. And notice how the **Last Update** information has changed:



Editing / Deleting Categories

Editing an Event Category is a simple process - just click on its name to access the configuration palette as highlighted below:



In the Edit mode, a **Delete** button is located next to the Add button, allowing you to delete the currently selected category.

6.7.13.3 Events

6.7.13.3.1 Preliminary - Opening the FCU

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.

CALENDAR_DC - events

Used	Last Update	Dislay Period	Title	Occurrence	Category
USED	23/05/2008 00:00	01/03/2008 Start 30/07/2008 End	Public Holidays	EXT ▼ 01/01/2008 Start 15/08/2008 End	HOLIDAY
USED	16/01/2009 07:14	01/03/2008 00:00 30/07/2008 00:00	AIRAC	EXT ▼ 05/06/2008 Start 31/07/2008 End	AIRAC
USED	23/05/2008 00:00	01/03/2008 Start 30/07/2008 End	Busy Fridays	EXT ▼ 27/06/2008 Start 11/07/2008 End	FRIDAY

Edit...

Add...

Delete...

The FCU opens on a list of **Events**.
See the **Sorting Data (Section 6.4.4.7)** section to read more on sorting elements in a list.

 To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

6.7.13.3.2 Editing Events

- There are two methods to open an Event for editing:
- double-click anywhere on its row in the table
 - select it and click on the **Edit** button.

Each of these actions opens the relevant event in the edition mode, as shown below:

CALENDAR_DC - events- Public Holidays

GeneralCalendar

TitlePublic Holidays

Occurrence

01/01/2008 Start

01/01/2008 End

15/08/2008 Start

15/08/2008 End

Add

Summary

Description

Eurocontrol Public Holidays

USEDPublic Holidays

Keywords

Calendar

Display Period

WEF

01032008

0000

TIL

30072008

0000

Last Update

23/05/2008 00:00

Apply

Ok

Cancel

The Event window is split in two distinctive tabs, **General (Section 6.7.13.1.3)** and **Calendar (Section 6.7.13.1.4)**. By default, the component will open with the **General** Tab selected.

6.7.13.1.3 General

The **General** Tab comprises 3 main panels, containing:

- **Title, Occurence** and **Summary** for the first one;
- **Description** for the second one;
- **Keywords, Display Period** and **Last update** for the third and last one.

6.7.13.1.3.1 First Panel

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Title

Public Holidays

Occurence

01/01/2008 Start
01/01/2008 End

15/08/2008 Start
15/08/2008 End

Add

Summary

↶

↷

↺

B

I

U

☰

☒

📅

🖨

Title

The Title field contains the name of the event

Occurence

The Occurence section lists all the occurrences of a given event, expressed as a pair of **Start** date and **End** date.

You Edit an occurrence by simply clicking on its row in the table. You create a new Occurence by clicking on the **Add** button. And you delete a selected one by clicking on the **Delete** button.

Occurence

15/08/2008 Start
15/08/2008 End

25/02/2009 13:12
+∞

Add

Delete

WEF

25022009

📅

1312

🕒

➡

TIL

📅

🕒

+∞

You can type directly in the date and time fields. In addition to this, a **date and time picker (Section 6.4.4.4.1)** will help you entering the desired values.

Summary

This is where you enter a short text presenting a summary of the event. This is the text which will be displayed in the Calendar Portlet, when you mouse over an event marker.

The Summary field allows **tagged text (Section 6.4.4.1)**.

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6.7.13.1.3.2 Second Panel

Description

Eurocontrol Public Holidays

B

I

U

Description

This is where you enter a longer text detailing the event. This is the text which will be displayed in the Calendar Detached View, when you consult the details on an event.

The Description field allows **tagged text (Section 6.4.4.1)**.

6.7.13.1.3.3 Third Panel

USED Public Holidays

Keywords

Calendar

Display Period

WEF

010320080000

TIL

300720080000

+∞

Last Update

23/05/2008 00:00

Keywords

The Keywords field is there for you to enter, separated by a coma, all the words you would like the Search engine to pick in order to find the concerned event.

Display Period

These settings tell the **WEF** and **TIL** dates and time, defining the period during which the event will be visible on the Portal.

You can type directly in the date and time fields. In addition to this, a **date and time picker (Section 6.4.4.4.1)** will help you entering the desired values.

Last Update

This indicates the date and time of the last update.

6.7.13.1.4 Calendar

The **Calendar** Tab comprises 2 main panels, containing:

- **Category** for the first one;
- **Content link** for the second and last one.

6.7.13.1.4.1 First Panel

Category

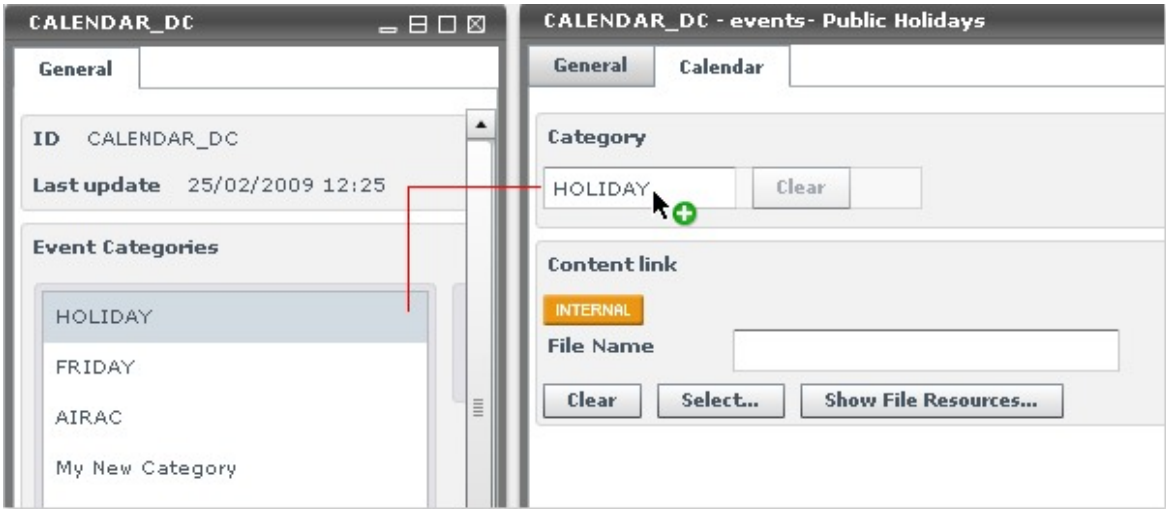
HOLIDAY

Clear

Category

Contains the Category to which the event is associated.

To create such an association, simply **drag and drop (Section 6.4.4.8)** the desired category name from the **CALENDAR_DC (Section 6.7.13)** main FCU into the Category text field:



The **Clear** button initialises the Category field in case you want to create a new association.

6.7.13.1.4.2 Second Panel

Content link

INTERNAL

File Name

Clear

Select...

Show File Resources...

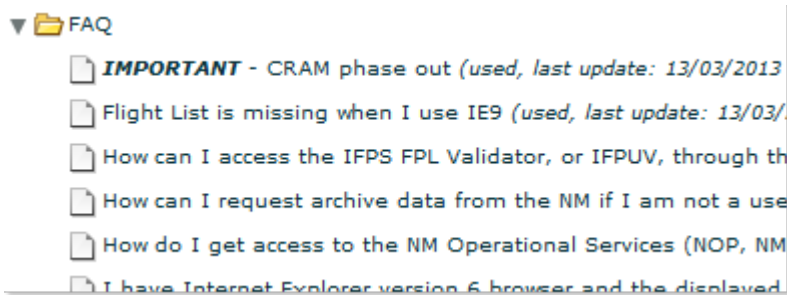
Content link

This is where you enter to which file or URL the event would provide a link. See the **Content Link (Section 6.4.4.5)** section for more information on how to use this feature.

6.7.14 FAQ

The **FAQ** folder contains a list of FAQ (frequently asked questions) to be presented in the NOP.

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Document Title: WIND User Manual		



Each FAQ is basically formed by a typical question of general interest to the NOP user - and the answer provided. This is reflected in the editing structure of the FAC entity, which comprises the following parameters:

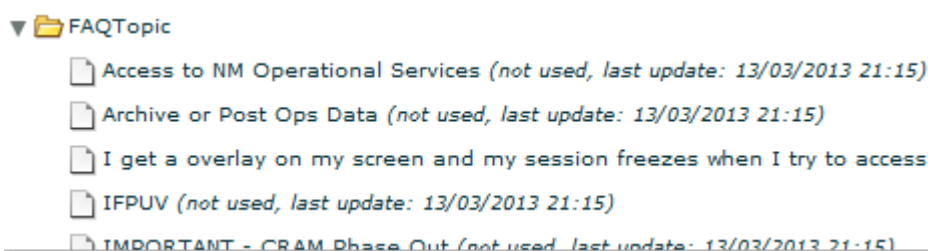
- The **Question / Answer** pair ...

- ... and the regular **Keywords**, **Display Period** and **Last Update** fields - not described here.

The FAQ entities need to be imported in one or more FAQ Topics in order to be visible on the NOP - see how to achieve this in the **next section (Section 6.7.15)**.

6.7.15 FAQTopic

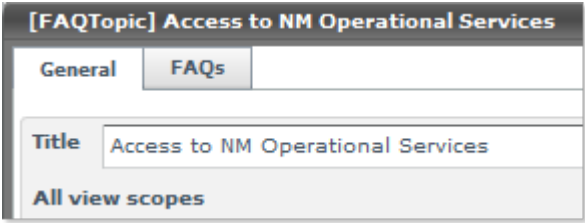
This folder contains the different **FAQTopic** available for the creation or edition of a FAQ entity:



6.7.15.1 Creating / Editing Topics

Please refer to the **Editing a WIND Document (Section 6.4)** section for more information on general WIND features.

Once opened, the Topics edit window shows two tabs: **General** and **FAQs**, further detailed in the next sections.

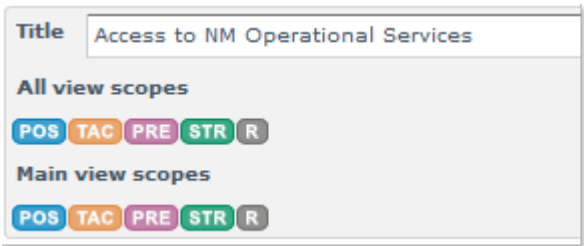


6.7.15.2 General

The **General** Tab comprises 2 main panels, containing:

- **Title** and **Scopes** for the first one;
- **Keywords**, **Display Period** and **Last Update** for the second and last one.

First Panel



Title

The Title field contains the name of the Topic.

All view / Main scopes

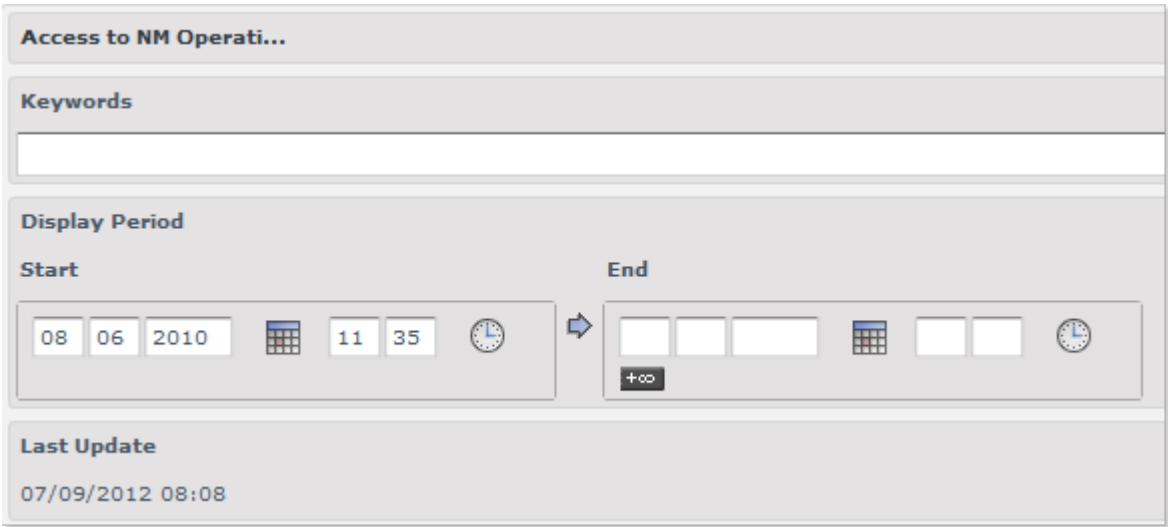
All view scopes: Five buttons allow you to set in which of the phases any of the views (Main or Detached) will show.

Main view scopes: These allow you to set in which of the phases a Portlet is shown in the Main view.

Click on a phase button to toggle it on (brightly colored - as in the example above) or off (dimmed / greyed out as in the example below)



Second Panel



Keywords

Check the **Keywords / Search (Section 5.4.2)** section for details.

Display Period

Check the **Set Date and Time (Section 6.4.4.4.1)** section for details.

 Note the **Last Update** panel, telling the date and time the **FAQ item** was updated. This is of course not relevant when creating a FAQ item.

6.7.15.3 FAQs

The **FAQs** Tab comprises only one panel:



It shows a list of all FAQ questions to be associated to the opened topic.

6.7.15.4 Adding a question to a Topic

Simply drag a question from the **FAQ** folder and drop it into the FAQs window. Check the **Drag and Drop (Section 6.4.4.8)** section for details.

6.7.15.5 Deleting a question from a Topic

All you need to do is to select / highlight the question to be removed. This will reveal the **Delete** button, on which you click to engage the deletion process.

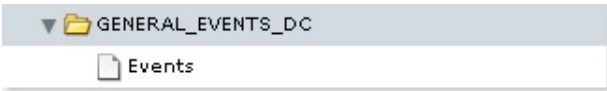


 Remember that you still need to **Save ('Workflow' in the on-line documentation)** these changes to the entity.

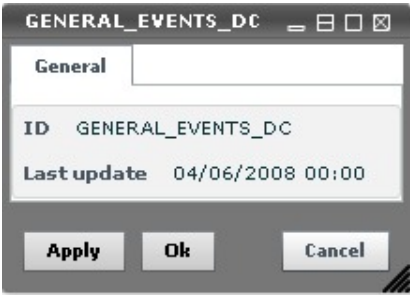
6.7.16 GeneralEvent

6.7.16.1 Preliminary - Opening the FCU

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.
The **GENERAL_EVENTS_DC** FCU consists of two elements, the **GENERAL_EVENTS_DC** folder and an **Events** document.



While **Events** is editable, there is little you can do with **GENERAL_EVENTS** besides getting the ID of the FCU and its last update date and time:



The FCU opens on a list of **Events**:



This is where you will enter all ATFCM events likely to have an impact on the operations.
These events are displayed either through the **Events and Meetings** Portlet, or via the **Calendar** Portlet, when the check box in the Calendar column is checked.

See the **Sorting Data (Section 6.4.4.7)** section to read more on sorting elements in a list.



To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

6.7.16.2 Editing Events

See the **Editing a FCU (Section 6.4)** section for the general information.
Once opened, the Event edit window shows two tabs: **General (Section 6.7.16.3)** and **Details (Section 6.7.16.4)**, further detailed in the next sections.



6.7.16.3 General

The **General** Tab comprises 3 main panels, containing:

- **Title**, **Occurence** and **Summary** for the first one;
- **Description** for the second one;
- **USED**, **Keywords**, **Display Period** and **Last update** for the third and last one.

6.7.16.3.1 First Panel

Title

Operations Coordination Group

Occurence

04/02/2009 12:10

04/02/2009 12:10

Add

Summary

Ad Hoc meeting

↺

↻

↶

B

I

U

☰

🔗

📅

🖨

Title

The Title field contains the name of the event

Occurence

The Occurence section lists all the occurrences of a given event, expressed as a pair of **Start** date and **End** date.

You Edit an occurrence by simply clicking on its row in the table. You create a new Occurence by clicking on the **Add** button. And you delete a selected one by clicking on the **Delete** button.

Occurence

15/08/2008 Start

15/08/2008 End

25/02/2009 13:12

+∞

Add

Delete

WEF

25

02

2009

13

12

TIL

+∞

You can type directly in the date and time fields. In addition to this, a **date and time picker (Section 6.4.4.4.1)** will help you entering the desired values.

Summary

This is where you enter a short text presenting a summary of the event. This is the text which will be displayed in the **Events and Meetings** Portlet.

The Summary field allows **tagged text (Section 6.4.4.1)**.

6.7.16.3.2 Second Panel

Description

Eurocontrol Public Holidays

B

I

U

Description

This is where you enter a longer text detailing the event. This is the text which will be displayed in the Events and Meetings Detached View, when you consult the details on an event.

The Description field allows **tagged text (Section 6.4.4.1)**.

6.7.16.3.3 Third Panel

USED

Public Holidays

Keywords

Calendar

Display Period

WEF

01032008

0000

TIL

30072008

0000

Last Update

23/05/2008 00:00

USED

This button is in reality an indicator telling you if and where the item is used. Check the **Content Item Usage (Section 6.4.4.6)** section for details.

Keywords

Check the **Keywords / Search (Section 5.4.2)** section for details.

Display Period

Check the **Set Date and Time (Section 6.4.4.4.1)** section for details.

Note the **Last Update** panel, telling the date and time the **FAQ item** was updated. This is of course not relevant when creating a FAQ item.

6.7.16.4 Details

The **Details** Tab comprises one single panel, containing:

- **Location, Image, Content Link, Display in main view** and **Show in calendar**.

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-------------------------	---------------	----------

NM		EUROCONTROL
Document Title: WIND User Manual		

Location

Image
File Name

Content link

File Name

Display in main view
☐

Show in calendar
☒

6.7.16.4.1 Location

The place where the Event is organised.

6.7.16.4.2 Image

This field is used to link to the thumbnail image displayed next to the News tile. See the **File Resources (Section 6.4.8)** section to learn more on managing images.

6.7.16.4.3 Content link

This is where you enter to which file or URL the event would provide a link. See the **Content Link (Section 6.4.4.5)** section for more information on how to use this feature.

6.7.16.4.4 Display in main view

Check this box to have the Event displayed in the **Events and Meetings** Portlet.

6.7.16.4.5 Show in calendar

Check this box to have the Event displayed in the **Calendar**.

6.7.17 MonthlyReport



Note: Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

6.7.18 PC

The WIND Editor features a collection of entities with a very specific role: they are used to configure how the content of WIND documents are presented on the NOP, as well as some configuration to the Portal itself.

These entities are grouped in the **PC** folder:

Typed tree

▶
HeadlineNews

▶
MonthlyReport

▼
PC

ACC_INFO_PC
(not used, last update: 13/03/2013 21:15)

ACCESS_REQ_PC
(not used, last update: 13/03/2013 21:15)

AIM_PC
(not used, last update: 13/03/2013 21:15)

AIRPORT_INFO_PC
(not used, last update: 13/03/2013 21:15)

AIRSPACE_INFO_PC
(not used, last update: 13/03/2013 21:15)

AIRSPACE_PC
(not used, last update: 08/04/2013 15:15)

AIRSPACE_STRUCT_PC
(not used, last update: 29/07/2013 13:52)

AIS_AGORA_PC
(not used, last update: 13/03/2013 21:15)

ANM_PC
(not used, last update: 13/03/2013 21:15)

Please refer to **The WIND Portlet Configuration (PC) (Section 6.8)** section to access the description of the PC entities.

6.7.19 PrevalidationExercise

Note: The **PrevalidationExercise** entity is currently under development.

6.7.20 Pri

Pri stands for 'Portal Release Info'

It is used to manage the content of the **NM Release Information** Portlet.

Pri entities are very similar to **HeadlineNews** ones - with two exceptions:

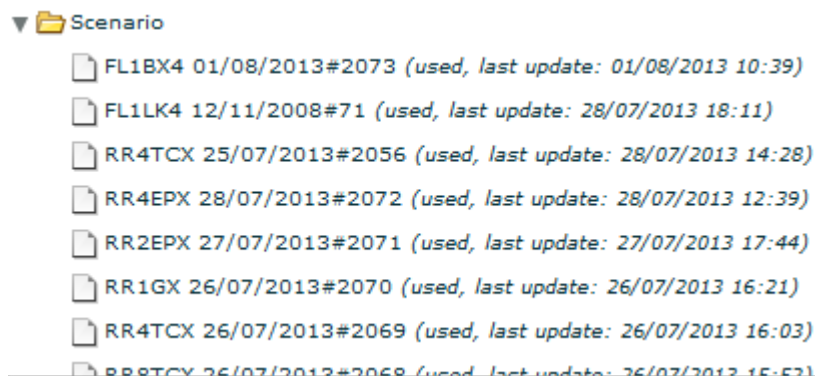
- there is no **Criticality** field
- The **Display in main view** check box behaves differently and effectively determines the visibility on the Portal (overriding the settings from the **Display Period** method).

You may wish to manually check or uncheck the **Display in main view** box and/or make good use of the **Display Period** to ensure that there is always a minimum of two entries visible in the Portlet.

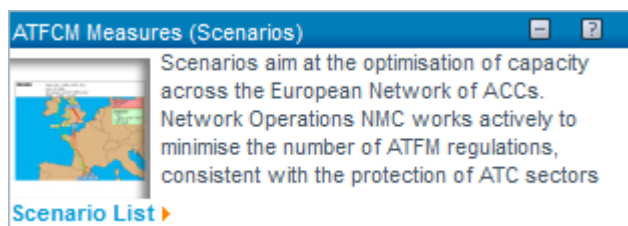
6.7.21 Scenario

The **Scenario** folder holds all the issued Scenario documents:

NM		EUROCONTROL
Document Title: WIND User Manual		



Scenarios are delivered on the NOP via the **ATFCM Measures (Scenarios)** Portlet:



6.7.21.1 Structure

The **Scenario** Portlet is a somewhat complex one, and features 5 tabs:

- **General**
- **Details**
- **Places**
- **Applicability**
- **Periods**

General

The **General** tab contains high level parameters such as:

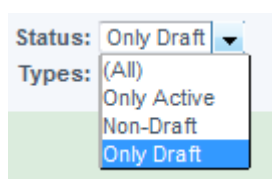
- **Title:** the name of the Scenario as it will appear on the NOP
- **Unique ID:** this field is not editable - the system generates a unique Id when you first **Apply** or **Save** your document.
- **Keywords:** the list of keywords associated with the document
- **Display Period:** The Start and End date of the period during which the document will be visible on the NOP.

 **Note:** Please see [here \(Section 5.4.2\)](#) for details about the **Keywords** and [here \(Section 6.4.4.4\)](#) for details about the **Display Period**.

Details

The **Details** tab presents 7 more parameters:

- **Conditions:** //def
- **Refile:** //def
- **Suggested Alternative Routes:** a list of suggested alternative routes, separated by a carriage return
- **Comments:** Text field to enter optional comments
- **Draft:** Check box to indicate the document is still being drafted. Allows the NOP user to pick-up the desired document **Status** from the Portal:



- **Show Scenario Image Inline:** Check box to instruct the system to display the image defined in the **Scenario File** parameter within the **Scenario Details** Detached View
- Scenario File > **File Name:** Drag and drop here the relevant image from the **File resources tree**

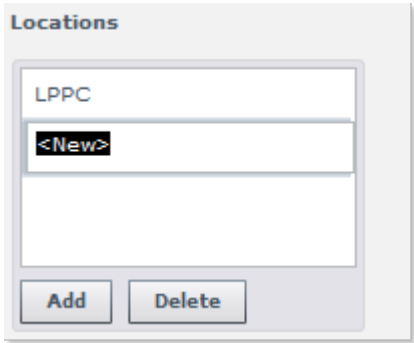
Places

The **Places** tab contains three panels used to indicate the different locations associated with the Scenario:

- **Origins / Destinations**
- **OnLoad / OffLoad Areas**
- **Locations**

Managing 'Places'

Click on the **Add** button to create a new Place and enter its name or description - and on **Apply** (or **OK**) to save it.
 Click on the **Delete** button to erase a selected Place.



Applicability

This is where you enter one or more period or applicability.

Scenarios may have various applicability schemes - this is why WIND proposes six ways to set the applicability ranges:

1. **Date/Time**
 This is the standard way to provide a **Start** / **End** pair of Date/Time values:

Applicability

18/09/2013 10:43
UFN

Add **Delete**

Date/Time ▼

Start

18 09 2013 [Calendar Icon] 10 43 [Clock Icon]

➡

End

[Empty Box] [Empty Box] [Empty Box] [Calendar Icon] [Empty Box] [Empty Box] [Clock Icon]
+∞

☒ **As Weekly Day Period**

M	T	W	T	F	S	S
☐	☐	☐	☐	☐	☐	☐

St... 00 : 00 : 00

End 23 : 59 : 59

2. Year

Use the **Year** argument when the scenario is valid for a whole year - and type in/select the appropriate value:

18/09/2013 10:43

UFN

Add

Delete

Year

▼

Year

2013

▲▼

☒ **As Weekly Day Period**

M

T

W

T

F

S

S

☐

☐

☐

☐

☐

☐

☐

St...

00

:

00

:

00

End

23

:

59

:

59

3. Season

Seasonal plans are designated with the **Season** argument, in which you select both the **Season** (SPRING, SUMMER, FALL, WINTER) and **Year** parameters:

Applicability

18/09/2013 10:43
UFN

AddDelete

Season

SeasonSUMMER

Year2013

☒ As Weekly Day Period

M T W T F S S

☐☐☐☐☐☐☐

St...00 : 00 : 00

End23 : 59 : 59

4. **Month**
Use the **Month** argument when a given Scenario has a monthly applicability span, in which you select both the **Month** and **Year**:

Applicability

18/09/2013 10:43
UFN

AddDelete

Month

Month9

Year2000

☒ As Weekly Day Period

M T W T F S S

☐☐☐☐☐☐☐

St...00 : 00 : 00

End23 : 59 : 59

5. **Week**
Use the **Week** argument when a given Scenario has a weekly applicability span, in which you select both the **Week** and **Year**:

Applicability

18/09/2013 10:43
UFM

Add

Delete

Week

Week

Year

1

2000

☒ As Weekly Day Period

M T W T F S S

☐

☐

☐

☐

☐

☐

☐

St... 00 : 00 : 00

End 23 : 59 : 59

6. **As Weekly Day Period**
This last way allows you to set a **Start** and **End** time for a selection (by means of check boxes) of days in the week.

Periods

The **Periods** tab features two panels, **Agreed Periods** and **Active Periods**, which you can manage in the way described in the **Display Period (Section 6.4.4.4)** section.

6.7.22 SeasonReport

 **Note:** Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

6.7.23 WeeklyReport

 **Note:** Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

6.7.24 YearlyReport

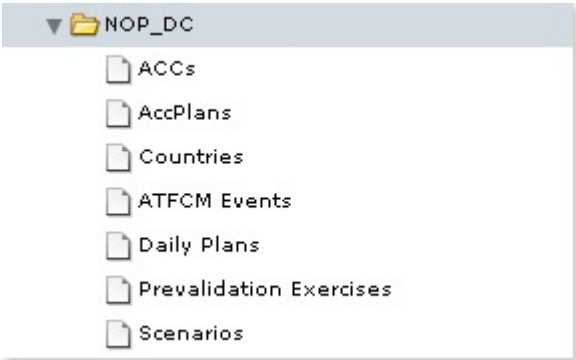
 **Note:** Entity currently not in use, operationally hidden by default on the Portal, although still visible in the WIND tool.

6.7.25 NOP_DC

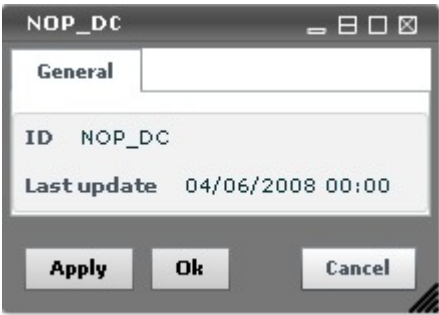
6.7.25.1 Preliminary - Opening the FCU

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.

The **NOP_DC** FCU consists of eighth elements, the **NOP_DC** folder and seven document: ACCs, AccPlans, Countries, ATFCM Rvents, Daily Plans, Prevalidation Exercises and Scenarios.



While **Events** is editable, there is little you can do with **GENERAL_EVENTS** besides getting the ID of the FCU and its last update date and time:



The remaining seven FCUs serve various purposes and have all a different layout - but they are grouped in the same folder because they share common data.

Due to their nature and scope, the FCUs belonging to the NOP_DC folder have a specific [workflow](#).

6.7.25.2 ACCs

NOP_DC - accs

Nam▲	Country	Last Update	Display Period	Used
BIRD	BI(Iceland)	18/02/2009 15:44	18/02/2009 15:42 +∞	USED
EBBU	BE(Belgium), LU	06/02/2009 14:44	05/01/2008 00:00 +∞	USED
EDGG	DE(Germany)	06/02/2009 14:14	02/01/1970 00:00 +∞	USED
EDMM	DE(Germany)	06/02/2009 14:14	02/01/1970 00:00 +∞	USED
EDUU	DE(Germany)	06/02/2009 14:15	02/01/1970 00:00 +∞	USED

Edit...

Add...

Delete...

6.7.25.2.1 General

First Panel

Name

EBBU

ENV ACC Ids

Add

Name

//TBC

ENV ACC Ids

//TBC

Second Panel

USED

EBBU

Keywords

EBBU

Display Period

WEF

050120080000

TIL

101020090000

Last Update

05/07/2008 00:00

USED

This button is in reality an indicator telling you if and where the item is used. Check the **Content Item Usage (Section 6.4.4.6)** section for details.

Keywords

Check the **Keywords / Search (Section 5.4.6)** section for details.

Display Period

Check the **Set Date and Time (Section 6.4.4.4.1)** section for details.

Note the **Last Update** panel, telling the date and time the **ACC** was updated. This is of course not relevant when creating an ACC.

6.7.25.3 Acc Plans

ACC

Clear

6.7.25.3.1 Under Construction

6.7.25.4 Countries

NOP_DC - countries

ACCs ▲	Name	Code	Last Update	Display Period	Used
BIRD	Iceland	BI	18/02/2009 15:46	18/02/2009 15:45 +∞	USED
EBBU, EDYY	Luxembourg	LU	14/11/2008 09:17	02/01/1970 00:00 +∞	USED
EBBU, EDYY	Belgium	BE	14/11/2008 07:58	05/01/2008 00:00 10/10/2009 00:00	USED
EDGG, EDUU, EDMF	Germany	DE	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	USED
EDYY, EHAA	Netherlands	NL	14/11/2008 07:59	05/01/2008 00:00 10/10/2009 00:00	USED
EETT	Estonia	EE	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	USED
EFPS, EFES	Finland	FI	05/07/2008 00:00	05/01/2008 00:00 10/10/2009 00:00	USED
EGPX, EGGX, EGTT	United Kingdom	GB	26/11/2008 09:17	05/01/2008 00:00 10/10/2009 00:00	USED
EIDW, EISN	Ireland	IE	05/07/2008 00:00	05/01/2008 00:00	USED

General | **ACCs**

Name:

Code:

USED:

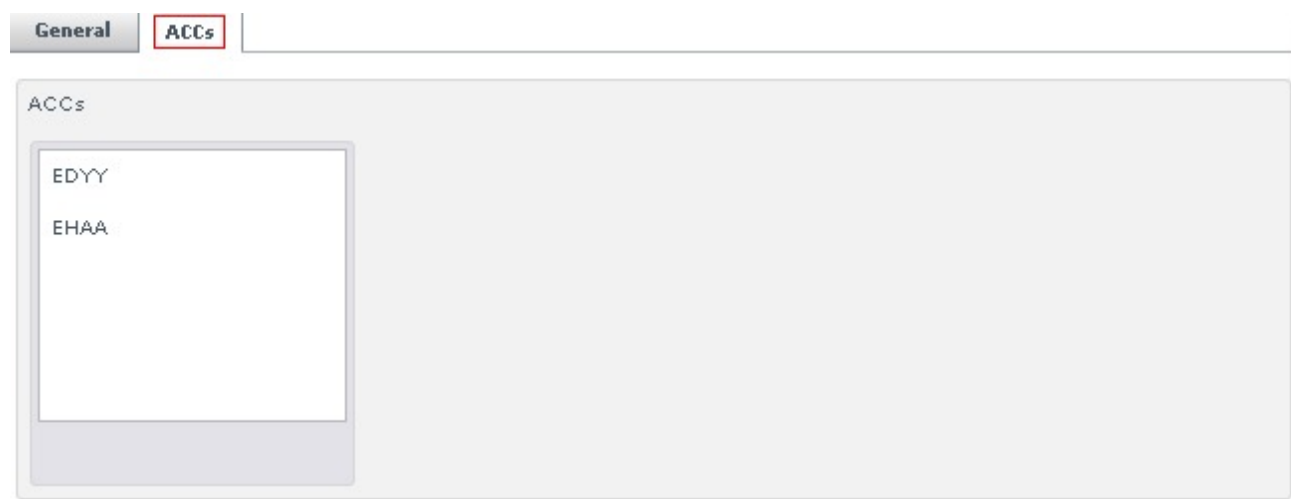
Keywords

Display Period

WEF:
 →
 TIL:

Last Update

14/11/2008 07:59



6.7.25.5 ATFCM Events

Of all the FCUs, the ATFCM Events one is the most extensive.

Last Update	Title	Category	ACCs	Occurrence	Calendar	ATFCM Eve	Display Period	Used	Scenario Label	Scenarios	Prevail. ex.
05/03/2009 06:56	HANKI-09	MILITARY	EFPS, EF	EXT 09/03/2009 00:00 13/03/2009 23:59	☒	☐	13/02/2009 11:07 +∞	USED			
05/03/2009 06:07	EDYY scenarios 2C	AXIS	EDYY	EXT 01/01/2009 00:00 +∞	☐	☒	01/01/2009 00:00 +∞	USED	EDYY scenarios	FLTESH, FL2RHR,	
05/03/2009 05:50	EDYY: new FDPS	SPECIAL	EDYY	EXT 17/11/2008 00:00 28/12/2008 23:59	☐	☒	02/01/1970 00:00 +∞	USED	Available scenar	RR3EDYS, FL2RHR	EDYY New FDPS S
04/03/2009 10:21	EUR/NAT Volcanic	SPECIAL	BIRD	EXT 25/03/2009 08:00 25/03/2009 14:00	☒	☒	18/02/2009 15:28 +∞	USED			
24/02/2009 09:50	Possible strike in	SPECIAL	LGMD, L	EXT 24/02/2009 22:00 25/02/2009 22:00	☒	☐	20/02/2009 17:18 +∞	USED			
19/02/2009 10:33	VOLFA 2009-06	MILITARY		EXT 07/12/2009 00:00	☒	☐	19/02/2009 10:33	USED			

It is actually too big to be fully displayed on , so we will split it in two pieces for the sake of readability:

Left part

Last Update	Title	Category	ACCs	Occurrence
05/03/2009 06:56	HANKI-09	MILITARY	EFPS, EF	EXT 09/03/2009 00:00 13/03/2009 23:59
05/03/2009 06:07	EDYY scenarios 2C	AXIS	EDYY	EXT 01/01/2009 00:00 +∞
05/03/2009 05:50	EDYY: new FDPS	SPECIAL	EDYY	EXT 17/11/2008 00:00 28/12/2008 23:59
04/03/2009 10:21	EUR/NAT Volcanic	SPECIAL	BIRD	EXT 25/03/2009 08:00 25/03/2009 14:00
24/02/2009 09:50	Possible strike in	SPECIAL	LGMD, L	EXT 24/02/2009 22:00 25/02/2009 22:00
19/02/2009 10:33	VOLFA 2009-06	MILITARY		EXT 07/12/2009 00:00

Right part

Calendar	ATFCM Eve	Dislay Period	Used	Scenario Label	Scenarios	Preval. ex.
☒	☐	13/02/2009 11:07 +∞	USED			
☐	☒	01/01/2009 00:00 +∞	USED	EDYY scenarios	FL7ESH, FL2RHR,	
☐	☒	02/01/1970 00:00 +∞	USED	Available scenar	RR3EDY1, FL2RHFEDYY New FDP S	
☒	☒	18/02/2009 15:28 +∞	USED			
☒	☐	20/02/2009 17:18 +∞	USED			
☒	☐	19/02/2009 10:32 +∞	USED			

6.7.25.5.1 Editing Events

See the **Editing a FCU (Section 6.8)** section for the general information.

Once opened, the Event edit window shows two tabs: [General](#) and [Details](#), further detailed in the next sections.



6.7.25.6 Daily Plans

6.7.25.6.1 Preliminary - Opening the FCU

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.

NOP_DC - dailyPlans				
Applicability ▼	Last Update	Dislay Period	Used	
19/03/2009	18/03/2009 17:30	18/03/2009 17:00 +∞	USED	
18/03/2009	17/03/2009 16:17	17/03/2009 16:34 +∞	USED	
17/03/2009	16/03/2009 16:19	16/03/2009 15:50 +∞	USED	
16/03/2009	15/03/2009 14:11	15/03/2009 15:00 +∞	USED	
15/03/2009	14/03/2009 14:39	14/03/2009 16:00 +∞	USED	

Edit...
Add...
Copy...
Delete...

The FCU opens on a list of **Daily Plans**:

//TBC

//Daily plan portlet

See the **Sorting Data (Section 6.4.4.7)** section to read more on sorting elements in a list.

 To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

6.7.25.6.2 Editing Daily Plans

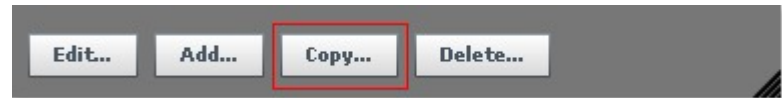
See the **Editing a FCU (Section 6.8)** section for the general information.

Once opened, the Daily Plan edit window shows two tabs: **General (Section 6.7.25.5.4)** and **Items (Section 6.7.25.5.5)**, further detailed in the next sections.



6.7.25.6.3 The Copy function

//TBC

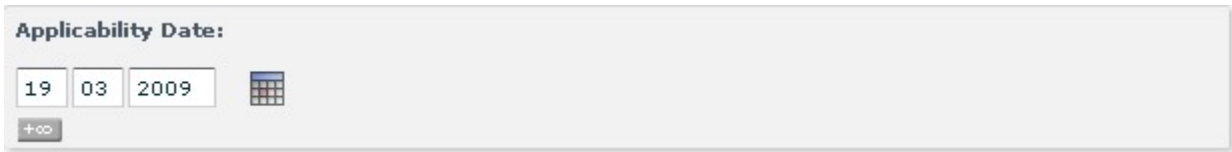


6.7.25.5.4 General

The **General** Tab comprises 2 main panels, containing:

- **Applicability Date** for the first one;
- **USED, Keywords, Display Period** and **Last update** for the second and last one.

6.7.25.5.4.1 First Panel



Applicability Date

//TBC

6.7.25.5.4.2 Second Panel

USED

19/03/2009

Keywords

Display Period

WEF

18

03

2009

17

00

➔

TIL

+∞

Last Update

18/03/2009 17:30

USED

This button is in reality an indicator telling you if and where the item is used. Check the **Content Item Usage (Section 6.4.4.6)** section for details.

Keywords

Check the **Keywords / Search (Section 5.4.2)** section for details.

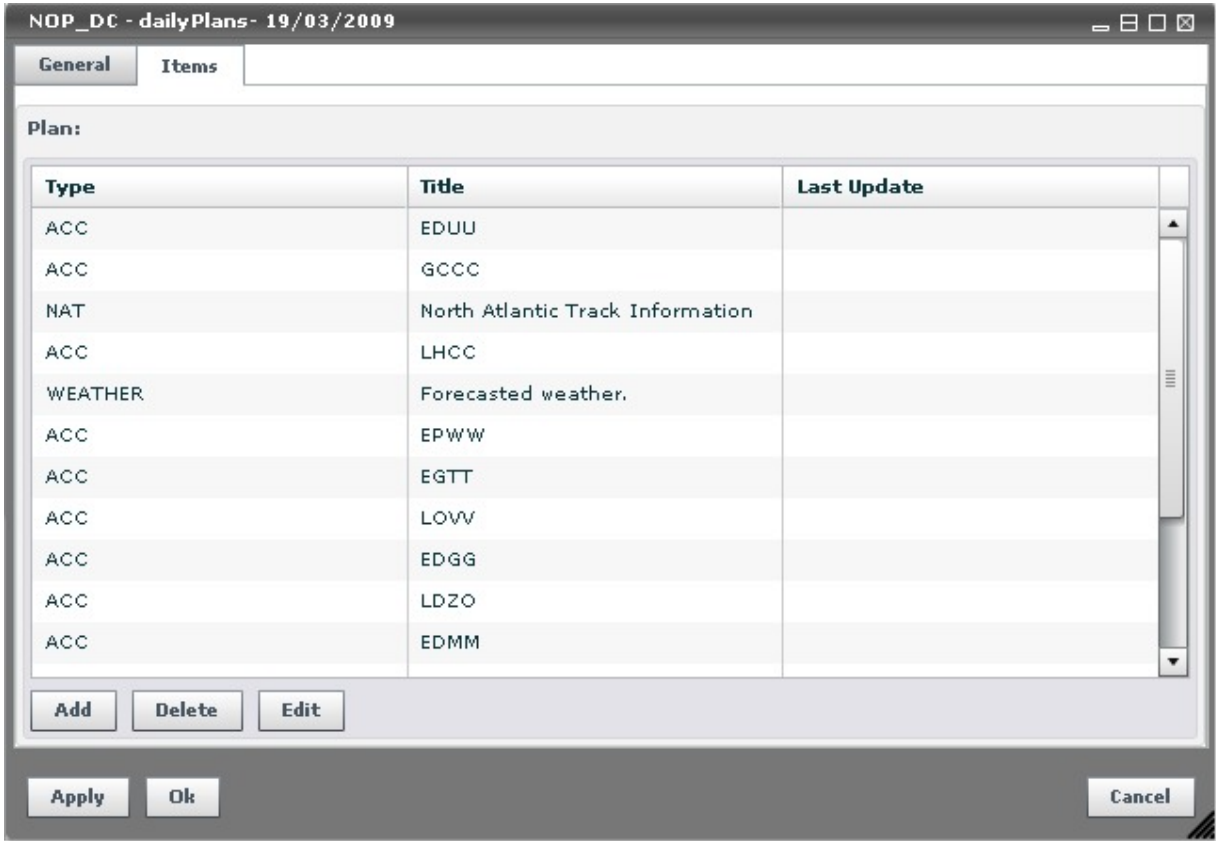
Display Period

Check the **Set Date and Time (Section 6.4.4.4.1)** section for details.



Note the **Last Update** panel, telling the date and time the **FAQ item** was updated. This is of course not relevant when creating a FAQ item.

6.7.25.5.5 Items



The FCU opens on a list of **Items**:
 //TBC

See the **Sorting Data (Section 6.4.4.7)** section to read more on sorting elements in a list.

 To be able to add or edit items, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

6.7.25.5.5.1 Adding, Deleting or Editing Items

See the **Editing a FCU (Section 6.4)** section for the general information.
 Clicking on the Add or Edit button opens the Item editor to respectively create a new item or make changes to an existing one.
 Once opened, the editor shows four tabs: **General (Section 6.7.25.5.2.2)**, **Scenarios (Section 6.7.25.5.2.3)**, **Links (Section 6.7.25.5.2.4)** and **Updates (Section 6.7.25.5.2.5)**, further detailed in the next sections.



6.7.25.5.2.2 General

The **General** Tab comprises 2 main panels, containing:

- **Item type** and **ACC** for the first one;
- **Description** and **Conclusion** for the second and last one.

6.7.25.5.2.2.1 First Panel

Item type:

ACC

ACC:

Clear

Item type

//TBD

- HEADLINE
- EVENT
- ACC
- NAT
- WEATHER
- OTHER

ACC

//TBD

6.7.25.5.2.2.2 Second Panel

Description

Description

UPDATE - Maastricht UAC (EDYY) resumed full capacity [except for sectors: Luxemburg-low and Luxemburg-high+low] on Mon-29-Dec-2008.

Maastricht UAC (EDYY) are transitioning to a New Flight Data Processing System (NFDPS). Two operational trials have been carried out and based on the good results the decision has been taken to go ahead with the planned implementation at 00:01 UTC on 12-Dec-2008. The transfer will be conducted to ensure safe ATC operations and to minimize the impact to Aircraft Operators.

B

I

U

This is where you enter a longer text detailing the item. This is the text which will be displayed in the ATFCM Network Daily Plan Portlet, under the above selected item type header.

The Description field allows **tagged text (Section 6.4.4.1)**.

Conclusion

Conclusion:

B

I

U

This is where you enter the conclusion text.

//TDB

The Conclusion field allows **tagged text (Section 6.4.4.1)**.

6.7.25.5.2.3 Scenarios

The **Details** Tab comprises one single panel, containing:

- **Category, ACCs, Scenarios label, Show in calendar, Show in ATFCM Events** and **First day only**.

Scenarios label:

Agreed scenarios:

Add

6.7.25.5.2.3.1 Scenarios label

//TBC

6.7.25.5.2.3.2 Scenarios

//drag from **Scenarios (Section 6.7.25.7)**

6.7.25.5.2.4 Links

The **Links** Tab comprises 4 main panels, containing:

- **Label** for the first one;
- **Image** for the second one;
- **Description** for the third one;
- **Link** for the fourth and last one.

6.7.25.5.2.4.1 First Panel

Label:

Label

//TBD

6.7.25.5.2.4.2 Second Panel

Image:

File Name

Clear

Select..

Show File Resources...

Image

This field is used to link to the //image. See the **File Resources (Section 6.4.8)** section to learn more on managing images.

6.7.25.5.2.4.3 **Third Panel**

Description

Description:

This is where you enter a text describing the link.

The Description field allows **tagged text (Section 6.4.4.1)**.

6.7.25.5.2.4.4 **Fourth Panel**

Link:

INTERNAL

File Name

Clear

Select..

Show File Resources...

Link

See the **Content Link (Section 6.4.4.5)** section for details.

6.7.25.5.2.5 Updates

//TBD - screen currently void

6.7.25.7 Scenarios

6.7.25.7.1 **Under Construction**

6.7.26 REPORTS_LIB_DC

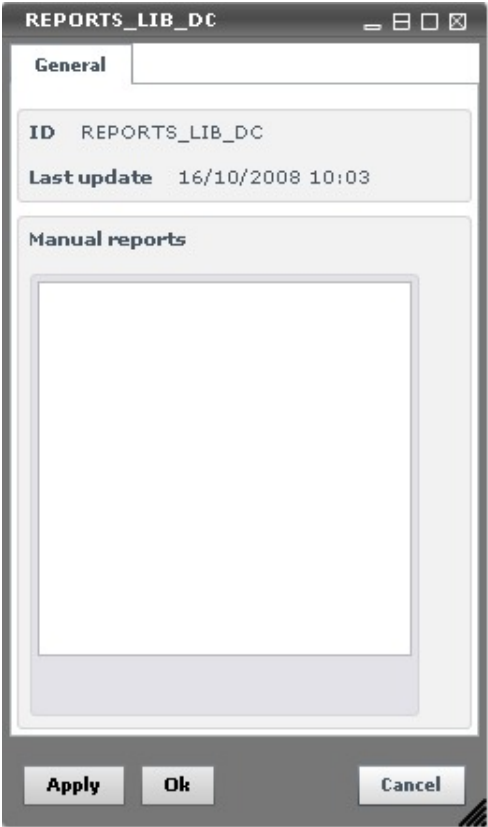
6.7.26.1 **Preliminary - Opening the FCU**

You must have read the [Folder FCU](#) section to get instruction on how to access this FCU.



The **REPORTS_LIB_DC** FCU consists of seven elements, the **REPORTS_LIB_DC** folder and an six documents: Adhoc Reports, Yearly Reports, Season Reports, Monthly Reports, Weekly Reports and Daily Reports.
Their respective names indicate clearly enough the period they cover - with the exception of the Adhoc reports, involving a certain amount of customisation, and not linked with a specific period.

6.7.26.2 **REPORTS_LIB_DC - the Folder**



The FCU opens on a list of **Events**:



Used	Last Update	Display Period	Title	Occurrence	Calendar	Location
USED	13/02/2009 14:26	13/01/2009 08:00 13/01/2009 23:59	Provisional Council	EXT ▼ 21/01/2009 08:00 21/01/2009 18:00	☒	
USED	20/02/2009 12:24	20/02/2009 12:24 +∞	ATFCM ODSG/16	EXT ▼ 24/02/2009 12:24 25/02/2009 12:24	☒	EUROCONTROL
USED	20/02/2009 12:11	20/02/2009 12:08 +∞	Operations Coordi	EXT ▼ 04/02/2009 12:10 04/02/2009 12:10	☒	EUROCONTROL

Buttons: Edit... Add... Delete...

This is where you will enter all ATFCM events likely to have an impact on the operations.
These events are displayed either through the **Events and Meetings** Portlet, or via the **Calendar** Portlet.

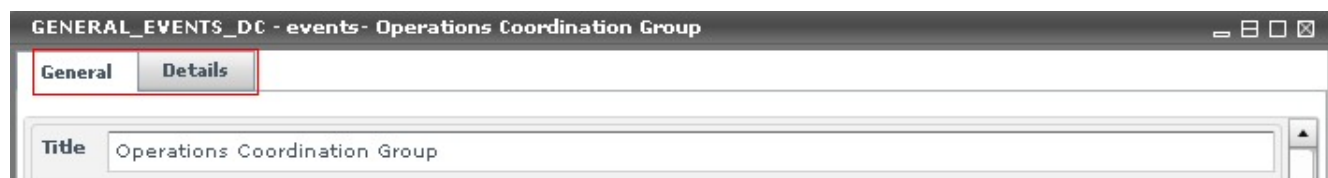
See the **Sorting Data (Section 6.4.4.7)** section to read more on sorting elements in a list.

 To be able to add or edit items in the Events list, first make sure that the parent FCU is **checked out ('FCU Editing Status' in the on-line documentation)**.

6.7.26.3 Editing Events

See the **Editing a FCU (Section 6.4)** section for the general information.

Once opened, the Event edit window shows two tabs: **General (Section 6.7.16.3)** and **Details (Section 6.7.16.4)**, further detailed in the next sections.



GENERAL_EVENTS_DC - events - Operations Coordination Group

General Details

Title: Operations Coordination Group

6.7.26.4 Adding - Editing Reports

The Adhoc Reports, Yearly Reports, Season Reports, Monthly Reports, Weekly Reports and Daily Reports have most of their features in common. They actually are link references to documents stored in the **File Resources (Section 6.4.8)** folder.

The difference lays obviously in how they relate with time.

6.7.26.4.1 Common Features

All **Reports** components have the following features in common:

In the General tab

The classical **USED (Section 6.4.4.6)**, **Keywords (Section 5.4.2)**, **Display Period (Section 6.4.4.4)** and **Last Update** fields.

NM		EUROCONTROL
Document Title: WIND User Manual		

USED

Keywords

Display Period

WEF

13

03

2009

16

37

TIL

Last Update

In the Report tab

- **Title:** the title of the Report, as it will appear in the Portlet
- **Category:** the category to which the Report is to be assigned (PUBLIC, OPS or DOP)
- **Description:** a text area supporting **tagged text (Section 6.4.4.1)**
- **Image:** the link to the image illustrating the report (currently not used)
- **Report link:** the link to the report

Title

Category

PUBLIC

Description

Image

File Name

Clear

Select...

Show File Resources...

Report link

INTERNAL

File Name

Clear

Select...

Show File Resources...

6.7.26.4.2 Setting the period

Daily Report

You enter the day of the report using the **Set Date and Time (Section 6.4.4.4.1)** feature.

NM		EUROCONTROL
Document Title: WIND User Manual		

Weekly Report

Simply select the appropriate week and year from the pull-down menus.

Monthly Report

Simply select the appropriate month and year from the pull-down menus.

Season Report

Simply select the appropriate season and year from the pull-down menus.

Year

Even simpler - select the year from the list.

6.12 The WIND Portlet Configuration (PC)

The WIND Editor features a collection of entities with a very specific role: they are used to configure how the content of WIND documents are presented on the NOP, as well as some configuration to the Portal itself.

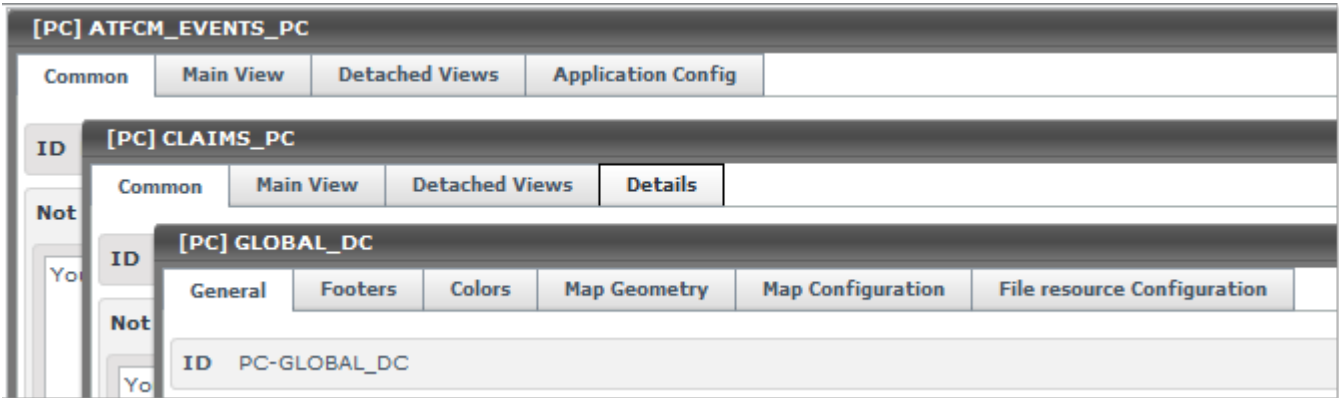
The PC folder contains a large number of entities. They do however share many common features, and most of them come in two main types: **Applications** and **Linklists**.



Important: Application and Linklist entities are now migrated to the *WIND GWT* environment - please refer to the **NEW GWT WIND (Section 5)** chapter for detailed information

There is also a third category, occupied by a single - and rather unique - **Global DC** entity.

Global DC comes with the following tabs: **General**, **Footers**, **Colors**, **Map Geometry**, **Map Configuration** and **File resource Configuration**. covering all high level configuration parameters.



Lastly, a small number of entities do however not belong to any of the above and feature settings of their own. There are described further in this document.

6.8.1 Types of PC

The three main types of PC entities are **Application**, **Linklist** and **Global DC**.


Important: Application and Linklist entities are now migrated to the *WIND GWT* environment - please refer to the **NEW GWT WIND (Section 5)** chapter for detailed information

A small number of entities do however not belong to any of the above and feature settings of their own, as for instance:

- **E-HELPDESK**
- SAFA
- TIME_MANAGER
- ...

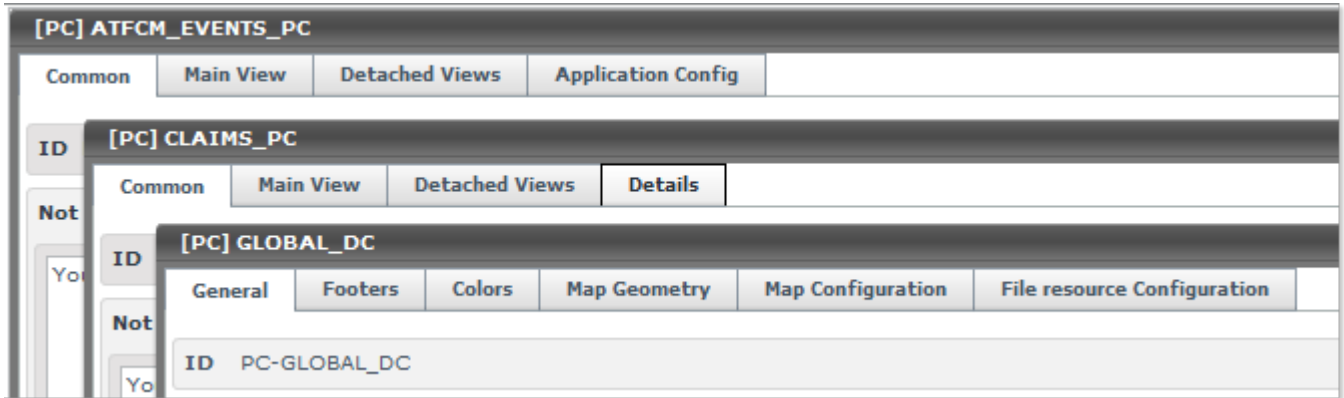
They are listed and detailed in the **Special PC Entities (Section 6.8.2)** section.

6.8.1.1 Common Features

A significant number of configuration parameters are common to all PC entities and will be described in this section. They are grouped in the following tabs:

- **Common**
- **Main View**
- **Detached Views**

6.8.1.1.1



6.8.1.1.2 The Common Tab

The **Common** Tab gives access to the following parameters:

- **Not authorized text**
- **Service unavailable text**
- **Not in scope text**
- **Help link**
- **Help External Link**
- **Detached view footer**

6.8.1.1.2.1 Text area

The first three parameters consist in text areas, where you can enter the default text to be displayed in each of the three situation:

- when the user is not authorized to view the content of a Portlet,
- when the related application is not available
- when a Portlet appears in an ATFCM phase it does not belong to. This last parameter is seldom used, since you can configure (in the **Main View** tab) in which phase a given portlet would be visible or not...

Please check this **section (Section 6.4.4.1)** for more information on the text editor.

Note: these settings will be overridden by the ones declared in the **Main View** tab, in case you would rather use this alternate way - allowing you to specify texts individually targeted to given scope(s), and override the corresponding settings from the **GLOBAL_DC** entity.

6.8.1.1.2.2 Help link

Help link
File Name

Drag and drop from the File resources tree the file to be opened when a user click on the ? button located in the title bar of the Portlet.

6.8.1.1.2.3 Help External Link

If you want a web page being opened instead of a document, enter in the **URI** field the URL of the page of the **NOP Online Help** you want to launch.

You can target the Help default page (<https://www.nm.eurocontrol.int/HELP/webframe.html>), or more likely a specific page in relation with the context of the Portlet. In this case, simply append the root URL with a question mark and the full name of the Help page you want to target.

Help External Link

URI:

Keywords:

 **Caution:** use only one of these two method to avoid getting an error message when publishing - and the second one is currently the preferred one. It is therefore discouraged to use the **Help link** field.

Example
To access the page **ACC_Info.html** you will enter this URL: https://www.nm.eurocontrol.int/HELP/webframe.html?ACC_Info.html.
A **Keywords** field is linked to the component - it is not really useful in this context and may therefore be left blank.

Detached view footer

Detached view footer

Add **Delete**

POS **TAC** **PRE** **STR** **R**

Copyright

Webmaster address

Disclaimer label

Disclaimer

   **B** **I** **U**    

Keywords

This is where you can enter the elements to be displayed by default at the bottom of each Detached View belonging to the same entity type.

 **Note:** these settings will be overridden by the ones declared in the **Detached Views** tab, in case you would rather use this alternate way to handle detached view footers - check this **section (Section 6.8.1.1.4)** for more information on Detached Views configuration.

Adding a Detached view footer

The text for the footer of the NOP Detached Views is managed at global level, in the **GLOBAL_DC (Section 6.8.1.4)** entity, and is designed to be automatically applied to all Detached views so you will not have to individually enter each and any of them.
However, in cases were the detached Views of a given Portlet or application need to have specific footers (i.e. containing a disclaimer of some sort), you may use this component and enter content which will override the global values.

Follow these steps to create a specific Detached view footer, and assign it to one or more NOP Phase:

1. Click on the **Add** button
2. Click on any combination of the NOP phases buttons (**POS**, **TAC**, **PRE**, **STR**, **R**) to indicate in which scope this

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- specific footer will be visible (dimmed buttons mean 'off' and vivid ones mean 'on') allowing you a different content or wording according to the selected scope(s)
3. Enter the desired values for the **Copyright**, **Webmaster address** (email) and **Disclaimer label** fields
 4. Enter in the **Disclaimer** text area the text to be displayed when a user clicks on the Disclaimer label link defined above
 5. When relevant, enter some keywords to be picked by the NOP search engine
 6. ... and do not forget to click on the **Apply** button.

You can repeat these steps to add more footers, and then click on the **OK** button when done.


Caution: you may not assign more than one value to a given scope. Should you accidentally do so, the systems cheks for duplicates during the **Validate and align** or the **Publish** process and returns error message(s).

Deleting a Detached view footer

Simply select the entry to be removed and click on the **Delete** button.

6.8.1.1.3 The Main View Tab

The **Main View** tab provides a more complete and sophisticated way to determine how a given portlet behaves on the NOP Main view (Homepage) than what is provided in the **Common** tab, and extends the possibility to specify parameters individually targeted to given scope(s).

6.8.1.1.3.1 Name and Title

The first panel is dedicated to the title of a Porlet, as it appears in the **Title Bar**. In the example below, see how a separate entry has been created for each of the NOP phases:

Name

ACC_INFO_PC.MAIN

Title

POS

TAC

PRE

STR

Add

Delete

POS

TAC

PRE

STR

R

ACC Info

6.8.1.1.3.2 Not authorized text

The second panel is where you enter the text to be displayed in the Portlet when a user is not authorized to view some content. The picture below illustrates how you can have a single entry covering multiple scopes.

Not authorized text

STR, TAC, PRE, POS

Add

Delete

POS

TAC

PRE

STR

R

You are not authorised to see ACCINFO.

↶

↷

↺

B

I

U

☰

🔗

📅

📄

6.8.1.1.3.3 Service unavailable text

The third panel is where you enter, in cases where it is relevant, the text to be displayed in the Portlet when the associated service is not available. Here again, the picture below illustrates how you can have a single entry covering multiple scopes.

Service unavailable text

STR, TAC, PRE, POS

Add

Delete

POS

TAC

PRE

STR

R

Service unavailable.

↶

↷

↺

B

I

U

☰

🔗

📅

📄

6.8.1.1.3.4 Hidden when not ...

This set of buttons lets you determine in which phase a given Portlet will be visible or hidden.
In this example, the Portlet will be hidden in the **TAC**, **PRE** and **R** scopes and visible in the **POS** and **STR** scope:

Hidden when not ...

POS

TAC

PRE

STR

R

6.8.1.1.3.5 Scopes

Scopes

POS

TAC

PRE

STR

R

This set of buttons lets you determine the scope of a given Portlet, that is, where it should typically appear in the Portal. It is however not the opposite parameter of the previous **Hidden when not ...** setting, as both can be combined.
As a result, a Porlet made visibe on the Portal but outside of its declared scope will display the **Not in scope** text defined below.

6.8.1.1.3.6 Not in scope

Not in scope

STR, TAC, PRE, POS

Add

Delete

POS

TAC

PRE

STR

R

ACCINFO is not accessible in current scope.

↻

↶

↷

B

I

U

☰

🔗

📄

📁

Adding entries

Follow these steps to create an entry in one of the the text areas and assign it to one or more NOP Phase:

1. Click on the **Add** button
2. Click on any combination of the NOP phases buttons (**POS, TAC, PRE, STR, R**) to indicate in which scope this specific footer will be visible (dimmed buttons mean 'off' and vivid ones mean 'on') allowing you a different content or wording according to the selected scope(s)
3. Enter the desired values for the **Copyright, Webmaster address** (email) and **Disclaimer label** fields
4. Enter in the **Disclaimer** text area the text to be displayed when a user clicks on the Disclaimer label link defined above
5. When relevant, enter some keywords to be picked by the NOP search engine
6. ... and do not forget to klik on the **Apply** button.

You can repeat these steps to add more footers, and then click on the **OK** button when done.


Caution: you may not assign more than one value to a given scope. Should you accidentally do so, the systems cheks for duplicates during the **Validate and align** or the **Publish** process and returns error message(s).

6.8.1.1.4 The Detached Views Tab

The **Detached Views** tab lists the different detailed windows associated a given Portlet - if any. This list can actually be empty, when a Portlet does not require a Deatched View, which is for instance the case for all entities of the type **Linklist**.

CommonMain ViewDetached ViewsApplication Config

ATFCM_EVENTS_PC.ATFCM_EVENTS_LIST

ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS


Note: This component does not allow you to created Detached Views - this is however where you will configure how their **Title** and **Footer** will be displayed on the NOP.

6.8.1.1.4.1 Editing aTitle

Select in the list the Detached View for which you wish to change the parameter (in the example below, **ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS**) and click on it to open the editor:

CommonMain ViewDetached ViewsApplication Config

ATFCM_EVENTS_PC.ATFCM_EVENTS_LIST

ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS

Footer

Name

ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS

Title

POS

TAC

PRE

STR

Add

Next select the scope in which to want the Title text to be modified and make your changes in the **Title** text field (in this example, the scope is **TAC** and the new title is **ATFCM Events Detail**):

Footer

Name

ATFCM_EVENTS_PC.ATFCM_EVENTS_DETAILS

Title

POS

TAC

PRE

STR

Add

Delete

POS

TAC

PRE

STR

R

ATFCM Events Detail

Add


Note: the name of a Detached View, as displayed in the **Name** field, can not be changed in WIND.

Add / Delete Entries

Please refer to **The Common Tab (Section 6.8.1.1.2)** section for more information on how to add and delete entries of this kind.

6.8.1.1.4.2 Editing a Footer

To be completed

6.8.1.2 Application

Application is a type of entity linked to NOP Applications. They do share a couple of common features, but most of the configurable parameters are in effect specific.

[PC] ATFCM_EVENTS_PC

Common Main View Detached Views Application Config

ATFCMEVENTS | VIEWS | MAIN

Areas

Id

ATFCM_EVENTS_LAUNCH_AREA

Miscellaneous

Id	Type
ACCS_FIELD	MiscellaneousText
OCCURENCE_FIELD	MiscellaneousText
EVENT_FIELD	MiscellaneousText
AXIX_MANAGEMENT_FIELD	MiscellaneousText
SPECIAL_EVENTS_FIELD	MiscellaneousText

6.8.1.2.1 Common features

The most obvious common features are the first three tabs: **Common**, **Main View** and **Detached Views**. They are described in the **Common Features (Section 6.8.1.1)** section.

6.8.1.2.2 Application Config

Next comes the way the **Application Config** tab is presented:

1. A first column on the left side lists the configurable parameters in a tree-like fashion, containing a number of nested collapsible folders where the parameters are grouped.
2. The right panel displays the content corresponding to the node selected in the tree. It can be tables (as in the above example), simple **Value** fields (as depicted below) ...

[PC] ATFCM_EVENTS_PC

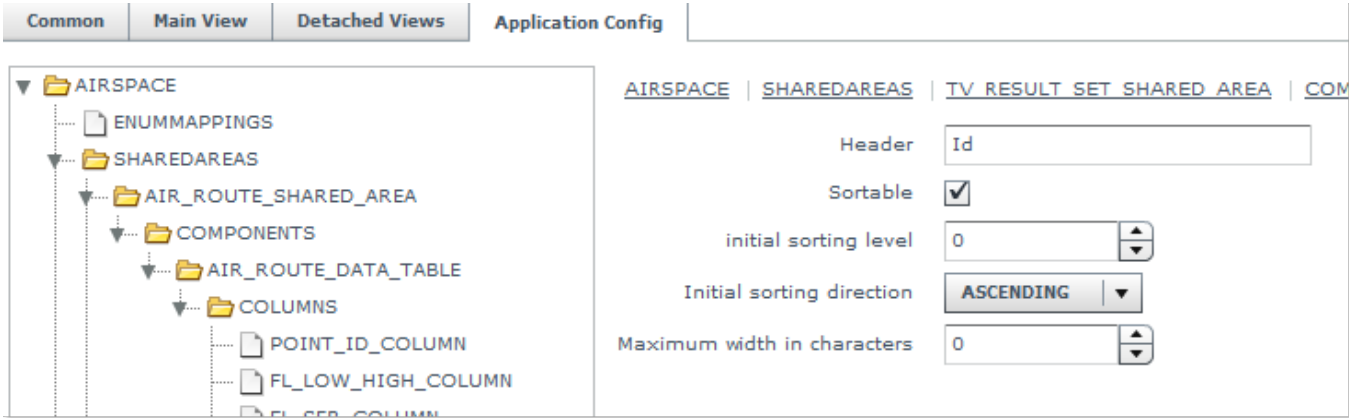
Common Main View Detached Views Application Config

ATFCMEVENTS | VIEWS | MAIN | MISCELLANEOUS | ACCS_FIELD

Value

ACCS

... or more complex combinations:



Structure and Navigation

The **Application Config** screen presents a significant amount of information, and features several coexistent navigation methods to access the configuration parameters.

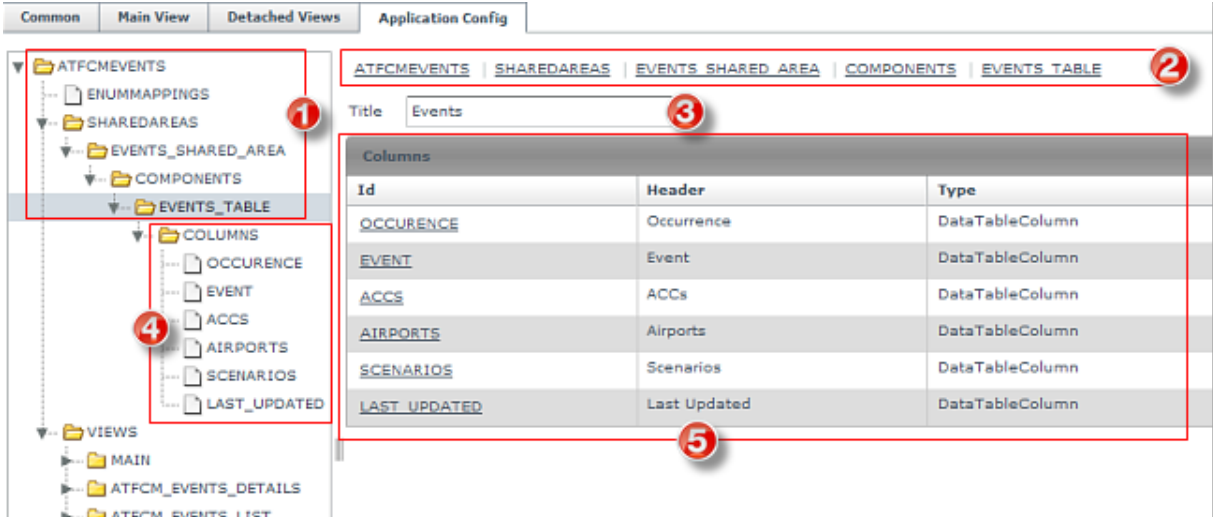
In addition the navigation tree on the left side, you get a breadcrumb trail appearing horizontally across the top right part of the editor, providing links back to the level parent to the current one, and getting longer as you dig deeper in the nested folders of the navigation tree.

Note: the parameters present at root level are not editable by WIND. This is the case for:

- ENUMMAPPINGS
- SHAREDAREAS
- ...

In the example below, having navigated down to the **EVENTS_TABLE** folder (1) has caused the corresponding breadcrumb trail to be displayed (2) - and incidentally lets you edit the title of the level (**Events** - 3).

The content below the current level is displayed both in the navigation tree (4) and in the corresponding table (5).



Select the desired parameter (**AIRPORT** in this example) from either location (tree or table) to enable the editing component:



6.8.1.2.3 Practical example: AIM_PC

See in the next section a detailed example with the AIM_PC (Section 6.8.1.2.4) entity.

6.8.1.2.4 AIM_PC



FOREWORD

The **AIM_PC** is an **Application** configuration entity. Please refer to the **Types of PC (Section 6.8.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 6.8.1.1)** section.

Application Config tab
 This is where the Application settings specific to this entity are managed. Please check the **Application (Section 6.8.1.2)** section to get more information on how to use the configuration editor.

The AIM_PC will serve as generic example for all **Application** type PC entities.

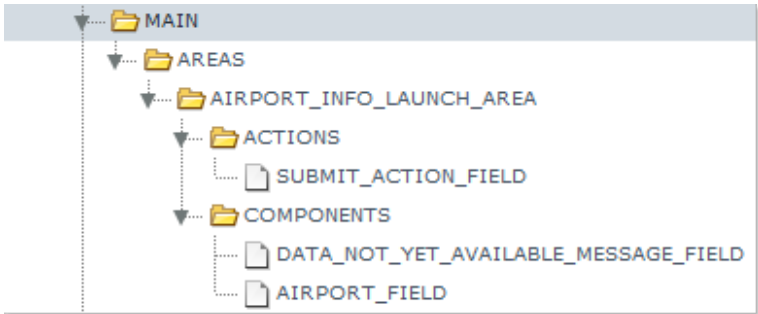
The parameters will of course vary from one entity to another, but principle of the navigation tree, the logical grouping of the Configuration parameters, are commonly shared.

6.8.1.2.4.1 Configuration

ENUMMAPPINGS and SHAREDAREAS

Not used in this case

MAIN



These are the parameters available in the **MAIN** folder, corresponding to elements present in the Main View:

- MAIN > AREAS > AIRPORT_INFO_LAUNCH_AREA > ACTIONS > **SUBMIT_ACTION_FIELD** (*Label* for the more link)

AIM	
Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33
more	

- MAIN > AREAS > AIM_TABLE_AREA > COMPONENTS > **DESCRIPTION** (*Label for the **Description** column header*)

AIM	
Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33
more	

- MAIN > AREAS > AIM_TABLE_AREA > COMPONENTS > **RELEASE** (*Label for the **Released on** column header*)

AIM	
Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33
more	

- MAIN > MISCELLANEOUS > **MAX_IN_MAIN_VIEW** (*Maximum *number* of items listed in the Main View*)

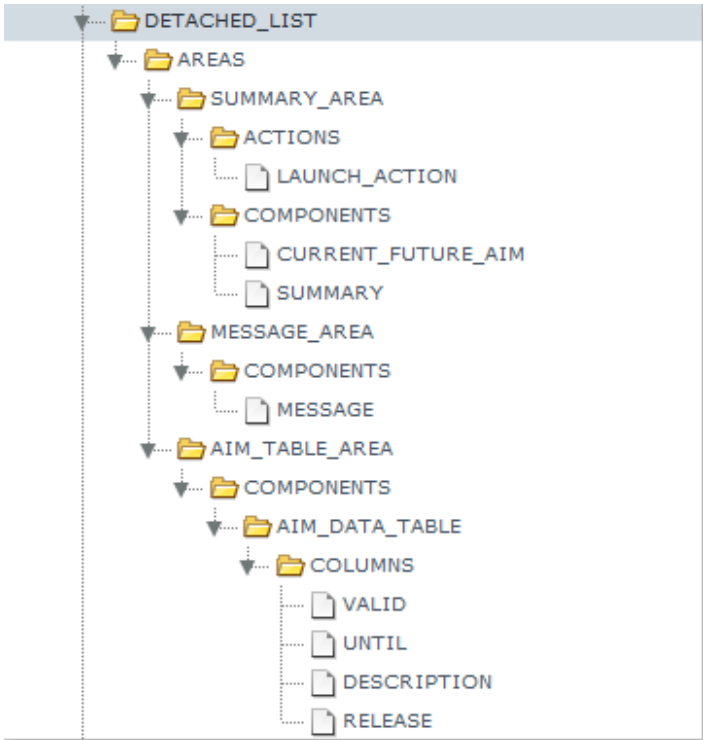
AIM	
Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33
more	

- MAIN > MISCELLANEOUS > **REFRESH_PERIOD** (*Number of milliseconds before the Portlet content is refreshed*)

AIM | VIEWS | MAIN | MISCELLANEOUS | REFRESH PERIOD

Value

DETACHED_LIST



These are the parameters available in the **DETACHED_LIST** folder, corresponding to elements present in the Detached List:

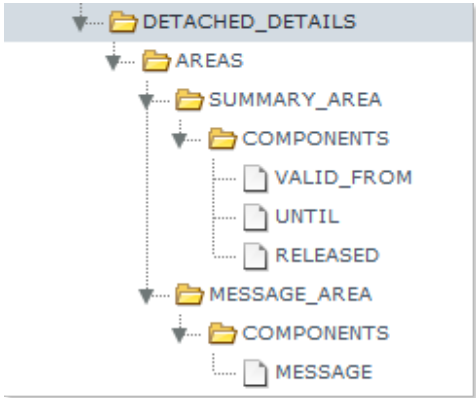
- DETACHED_LIST > AREAS > SUMMARY_AREA > ACTIONS > **LAUNCH_ACTION** (Label for the **Go** button)



- DETACHED_LIST > AREAS > SUMMARY_AREA > COMPONENTS > **CURRENT_FUTURE_AIM** (Does not seem to be used/rendered on the NOP)
- DETACHED_LIST > AREAS > SUMMARY_AREA > COMPONENTS > **SUMMARY** (Does not seem to be used/rendered on the NOP)
- DETACHED_LIST > AREAS > MESSAGE_AREA > COMPONENTS> **MESSAGE** (Label next to the items count in the green **Message** area - Does not seem to be used/rendered on the NOP)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **VALID** (Label for the **1 Valid From** column header)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **UNTIL** (Label for the **2 Until** column header)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **DESCRIPTION** (Label for the **3 Description** column header)
- DETACHED_LIST > AREAS > AIM_TABLE_AREA > COLUMNS > **RELEASE** (Label for the **4 Released on** column header)



DETACHED_DETAILS



These are the parameters available in the **DETACHED_DETAILS** folder, corresponding to elements present in the Detached View:

- DETACHED_DETAILS > AREAS > SUMMARY_AREA > COMPONENTS > **VALID_FROM** (*Label for the **Valid from** date*)
- DETACHED_DETAILS > AREAS > SUMMARY_AREA > COMPONENTS > **UNTIL** (*Label for the **Until** date*)
- DETACHED_DETAILS > AREAS > SUMMARY_AREA > COMPONENTS > **RELEASED** (*Label for the **Released** date*)

TAXI TIME LEMD

Valid From 29/08/2013

Until 29/08/2013

Released 29/08/2013 15:35

TAXI TIME LEMD
Valid from : 2013-08-29
Valid until : 2013-08-29
Released : 2013-08-29 15:35:25
TACT/CASA INFORMATION MESSAGE

- DETACHED_DETAILS > AREAS > MESSAGE_AREA > COMPONENTS > **MESSAGE** (Does not seem to be used/rendered on the NOP)

6.8.1.3 Linklist F

The **Linklist** is a type of NOP entity used in the Portal to display ... lists of links !

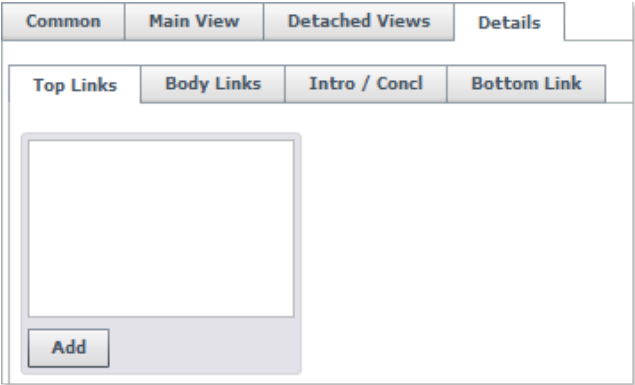
These links are grouped inside logical containers and may come along with additional elements such as a picture, intro text, etc.).



PC entities of the type Linklist share features with PC entities of the type **Application**, within their common tabs **Common** and **Main View**.

A **Detached Views** tab is also present, as it is part of the basic technical template. It is however not used in the case of the Linklists and will therefore remain empty.

The parameters specific to the Linklist entity are presented in the four **Top Links**, **Body Links**, **Intro / Concl** and **Bottom Link** tabs, grouped in turn in the **Details** tab.



6.8.1.3.1 Top Links

Top Links appear in the top right corner of a Portlet:



Creating Top Links

Follow these steps to create a **Top Link**:

1. Open the **Top Links** tab (in the Details Tab):
 The editor can be empty (if no link has yet been created)

Top Links

Body Links

Intro / Concl

Bottom Link

Add

... or already contain a number of links (two in this example)

Top Links

Body Links

Intro / Concl

Bottom Link

Link

Link

Add

- Click on the Add button - this makes a new Link entry appear against a light blue background and opens the Scope list:

Top Links

Body Links

Intro / Concl

Bottom Link

Link

Add

Delete

Add

- Next click on the Add button from the Scope list to open the editor:

Add

Delete

POS TAC PRE STR R

Display period:

Start

22 08 2013 12 31

End

Label:

Link:

INTERNAL

File Name

This creates a new blank entry in the Scope list - still empty but with the light blue background already present - and opens the editor.

- Select now the scope(s) for which you intend to create the link (**TAC, PRE** and **STR** in this example):

POS TAC PRE STR R

Display period:

Start: 22 08 2013 12 31

End: +∞

Label:

Link: INTERNAL

File Name:

5. Then set the Display period:

POS TAC PRE STR R

Display period:

Start: 01 08 2013 12 31

End: +∞

Label:

Link: INTERNAL

File Name:

6. It is now time to enter the text for the Label (the text which will serve as link) and the document or webpage to be opened when the link is activated:

POS TAC PRE STR R

Display period:

Start: 01 08 2013 12 31

End: +∞

Label: This is the Label

Link: INTERNAL

Redirect External Link: ☐

Time Out: 0

URI: http://aLinkToSomeWebsite.com

Keywords:

Note: you can find detailed information on how to set the **Display Period** and **Link** in the **Editing Tools and Components (Section 6.4.7)** section.

7. Lastly, do not forget to click on the **Apply** button to allow you to create a new entry, on on the **Ok** button to close and exit.

Link

AddDelete

TAC, PRE, STR

AddDelete

POS

TAC

PRE

STR

R

Display period:

Start

01082013

1231

End

Label:

This is the Label

Link:

INTERNAL

Redirect External Link :

☐

Time Out :

0

URI:

http://aLinkToSomeWebsite.com

Keywords:

Apply

Ok


Caution: The fields **Image** and **Description**, which are also available at the bottom of the Top Links tab, should NOT be used - doing so will result in errors during the **Validate and align** process, or when you **Publish** your view.


Note: you can repeat the process to create more than one **Top Link** entry.

Deleting Top Links

Select the entry to be removed and click on the **Delete** button.

Sorting Top Links

dsd

Top Links

Body Links

Intro / Concl

Bottom Link

Link

Link

Link

Add

6.8.1.3.2 Body Links

To create a **Body Link**, you can start by simply follow the steps 1 to 7 as described above - the only difference being that you will have opened the Body Links tab first ...

This will create a simple link, as depicted here:



You may in addition use the following optional fields from the **Body Link** tab, to add more content under a Body Link :

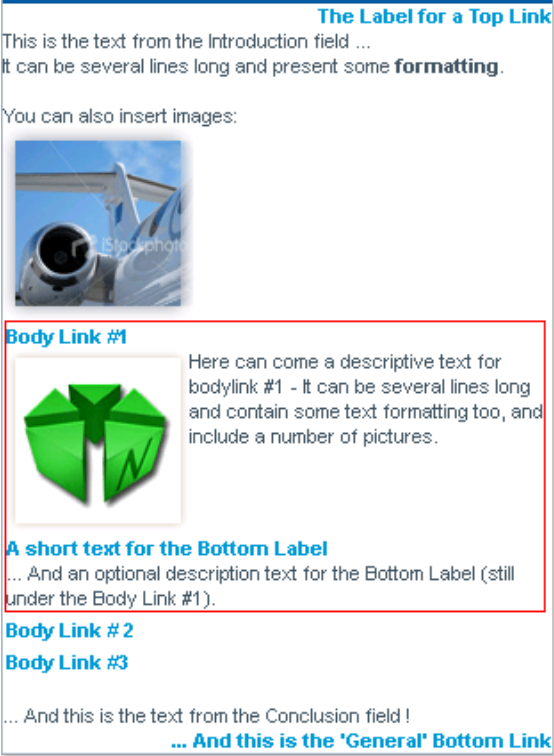
Fom the **Main** panel:

- Image
- Description

From the **Bottom** panel:

- Display period
- Label
- Link
- Image
- Description

The example below shows how you can enrich a Body Link (in this case, the **Body Link 3** in the red frame):



6.8.1.3.3 Intro / Concl

The third tab allows you to create and manage an optional **Introduction** and/or **Conclusion** text. See the settings below... :

Top Links
Body Links
Intro / Concl
Bottom Link

Introduction

TAC

PRE

STR

Add

Delete

POS

TAC

PRE

STR

R

This is the text from the Introduction field ...

It can be several lines long and present some formatting.

You can also insert images:

↶

↷

↺

B

I

U

☰

🔗

📅

🖨

Conclusion

TAC

PRE

STR

POS

Add

Delete

POS

TAC

PRE

STR

R

... And this is the text from the Conclusion field !

↶

↷

↺

B

I

U

☰

🔗

📅

🖨

... and see how it is rendered in the Portlet:

The Label for a Top Link

This is the text from the Introduction field ...
t can be several lines long and present some **formatting**.
You can also insert images:

Body Link #1

Body Link #2

Body Link #3

... And this is the text from the Conclusion field !
... And this is the 'General' Bottom Link

6.8.1.3.4 Bottom Link

The last tab is labelled **Bottom Link**.

Top Links
Body Links
Intro / Concl
Bottom Link

Add

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NM		EUROCONTROL
Document Title: WIND User Manual		

- **Footers**
- **Colors**
- **Map Geometry**
- **Map Configuration**
- **File resource Configuration**

6.8.1.4.1 General

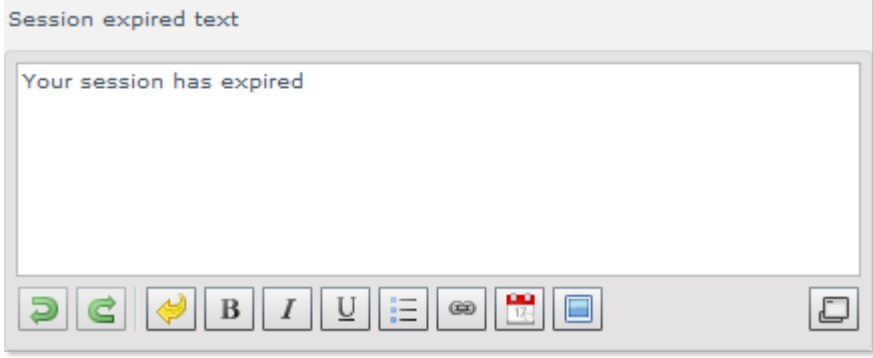
The first **General** tab from the GLOBAL_DC entity is about the most general parameters of the NOP.

6.8.1.4.1.1 Not authorized text, Service unavailable text and Not in scope text

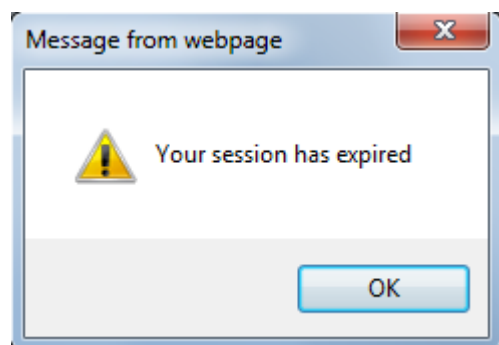
These three parameters are identical to those described in **The Common Tab (Section 6.8.1.1.1)** section, and are used in the same way.

They serve to provide default values, in case they are not specified in lower levels of the configuration flow.

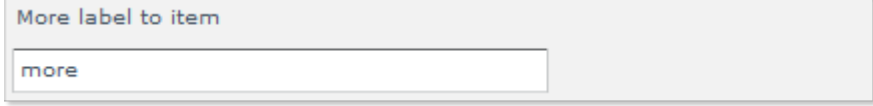
6.8.1.4.1.2 Session expired



A text area field to enter the text to be displayed in the pop-up when a user session has expired:



6.8.1.4.1.3 More label to item



A text field to enter the text for the label associated to the **More** function.

6.8.1.4.1.4 Portal developments label and Portal Developments

Portal developments label

Portal Developments

Portal developments

Portal is being developed very fast!

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☒

📅

📎

📄

These two fields are currently not displayed in the NOP.

6.8.1.4.1.5 Query launch label

Query launch label

Query

Field currently not displayed in the NOP.

6.8.1.4.1.6 Help link and External Help link

Help link

File Name

External Help link

URI:

https://www.cfm.eurocontrol.int/HELP/webframe.html

Keywords:

The **(External) Help link** serves to indicate what to display when a user clicks on the **HELP** button located in the NOP header.

Use the **Help link** field to open a file from the **File resources (Section 6.4.5)** - or preferably the **External Help link** field to open the default page from the NOP Help: <https://www.nm.eurocontrol.int/HELP/webframe.html>.

Use only of the the methods in order not to get the following error message:

Error

In sph.SPH_

Error count: 1

eurocontrol.cfm.cua.config.GLOBAL_DC.global:

both internal and external help links cannot be non-null

OK

6.8.1.4.1.7 Flight level ground

Flight level ground

SFC

6.8.1.4.1.8 Flight level max

Flight level max

UNL

6.8.1.4.1.9 Flight level range separator

Flight level range separator

..

6.8.1.4.2 Footers

This is where the parameters for the **Main page** and the **Detached Views** footers are entered. They serve to provide default values, in case they are not specified in lower levels of the configuration flow.

Main page

STR, TAC, RES, PRE, POS

AddDelete

POS TAC PRE STR R

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Webmaster address

nop.office@eurocontrol.int

Disclaimer label

Legal Notice & Disclaimer

Disclaimer

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Keywords

↶ ↷ ↺ B I U ☰ ☷ 📅 📄 🖨

Detached views

STR, TAC, RES, PRE, POS

AddDelete

POS TAC PRE STR R

Copyright

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B

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Keywords

Please check **The Common Tab (Section 6.8.1.1.1)** section for detailed instructions about footers creation and edition.

6.8.1.4.3 Colors

6.8.1.4.3.1 Deprecated

This tab is not to be used anymore - any values entered here will be overridden with the content from the **Colors** component in the **Map Configuration (Section 6.8.1.4.5)** tab.

6.8.1.4.4 Map Geometry

The **Map Geometry** tab contains a number of default settings associated with the NOP Interactive Map (**IM**).

6.8.1.4.4.1 Map Lower-Left and Upper-Right Corner

Map Lower-Left Corner

Longitude

-20

0

0

Latitude

25

0

0

Map Upper-Right Corner

Longitude

40

0

0

Latitude

70

0

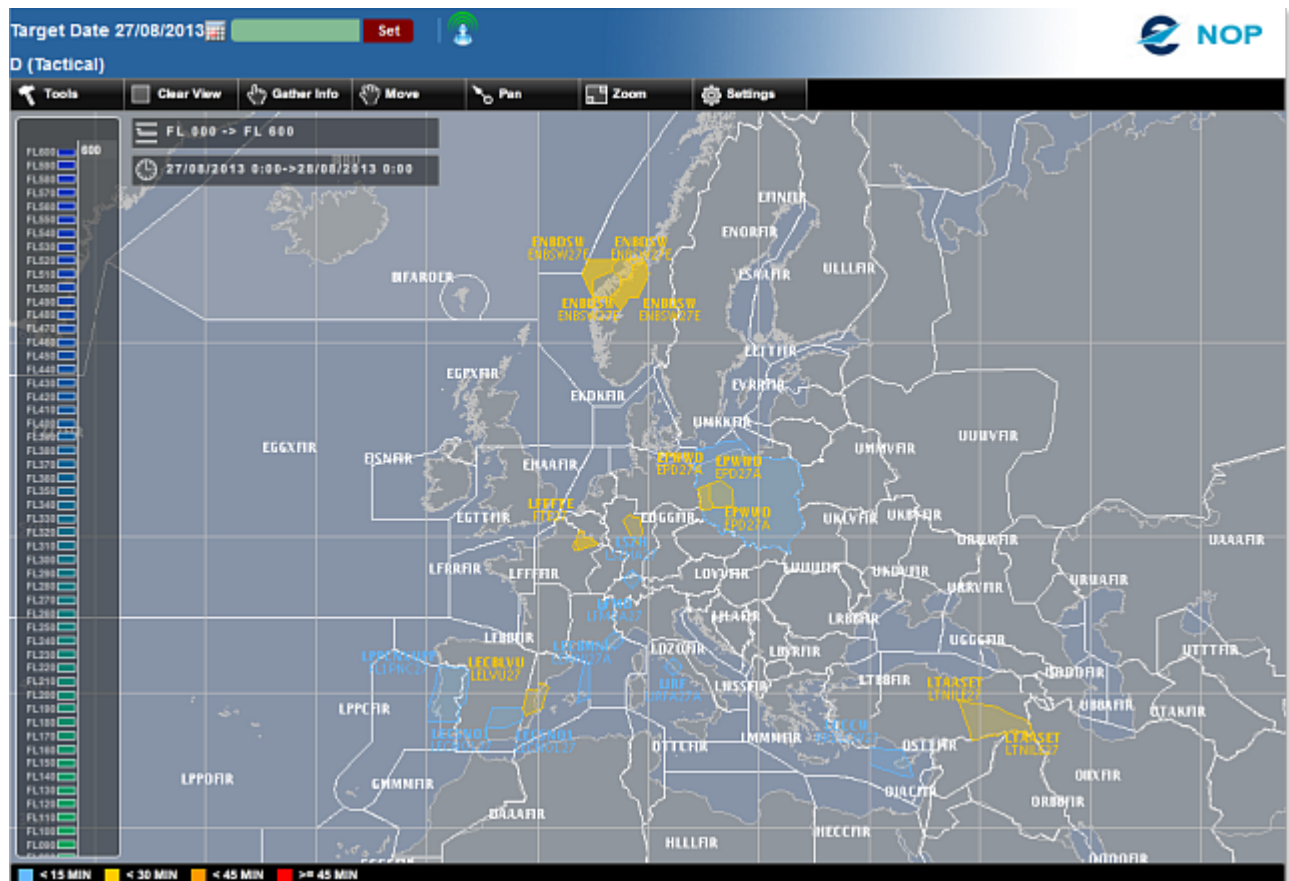
0

Type in (or use the up / down arrows) the desired values in the **Longitude** and **Latitude** fields to specify the portion of the MAP tp be displayed by default:

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6.8.1.4.4.2 Map Dimensions - Main View

Map Dimensions - Main View

Width Height

6.8.1.4.4.3 Map Dimensions - Detached ...

Map Dimensions - Detached ...

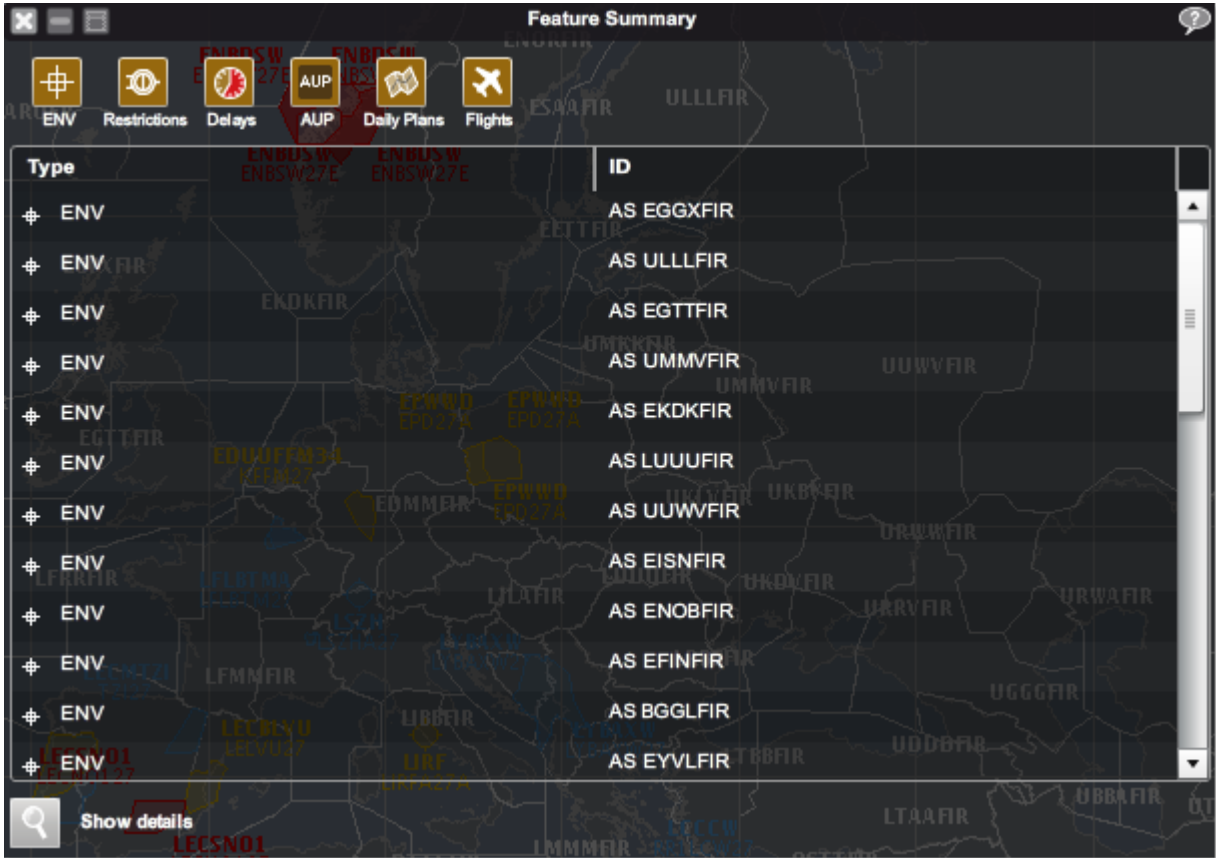
Width Height

6.8.1.4.4.4 Interactive Map - Gather Info

Interactive Map - Gather Info

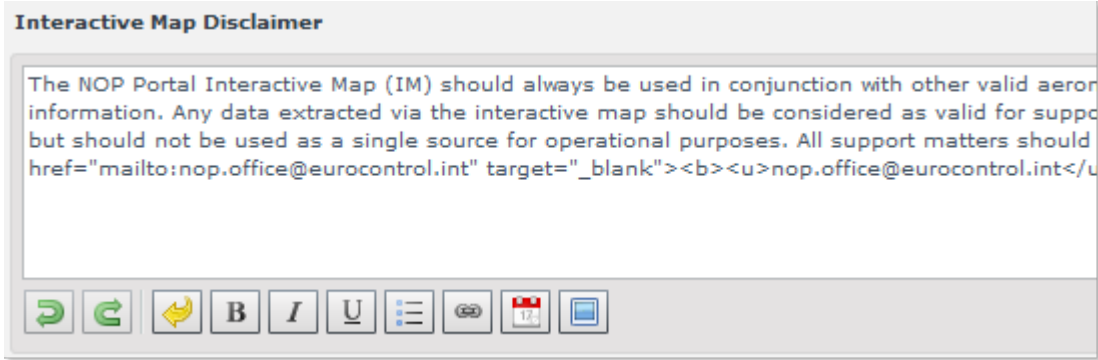
Max Nr Results

The **Max Nr Results** parameter limits the number of results returned with the **Gather Info** function of the Map:

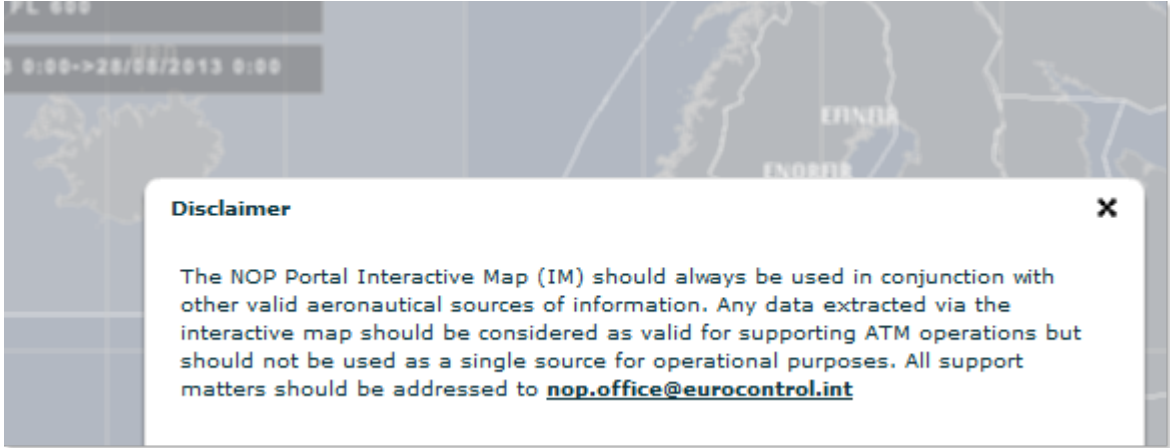


6.8.1.4.4.5 Interactive Map Disclaimer

A text area used to manage the text appearing in a popup when the user first accesses the Interactive Map:



The picture belows shows how the text is rendered in the NOP:

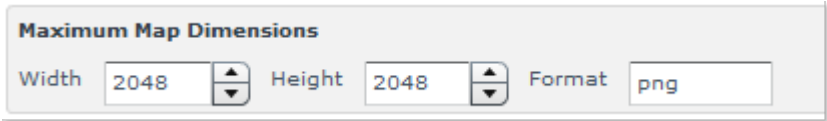


6.8.1.4.5 Map Configuration

The **Map Geometry** tab contains additional settings associated with the NOP Interactive Map (**IM**). It consists of two distinct tabs, **Dimensions/Scale** and **Colors**.

6.8.1.4.5.1 Dimensions/Scale

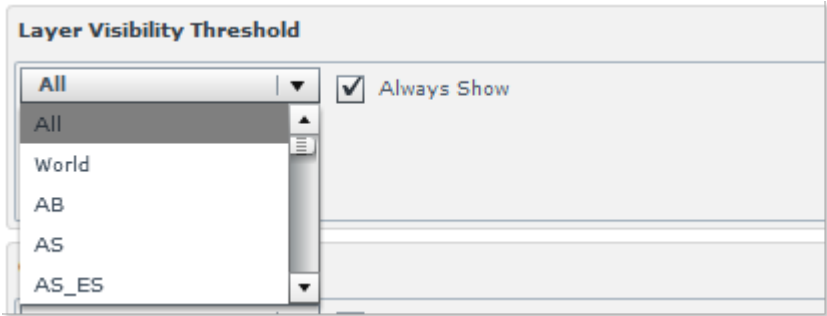
Maximum Map Dimensions



The 'Maximum Map Dimensions' panel contains three input fields: 'Width' set to 2048, 'Height' set to 2048, and 'Format' set to 'png'. Each of the first two fields has up and down arrow buttons for adjustment.

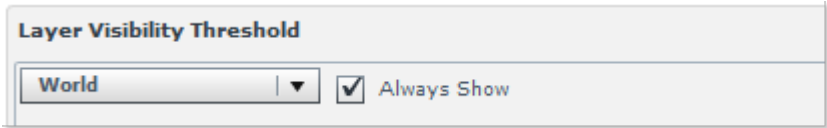
This set of parameters determines the maximum size (in pixels) for the Map and the file format of the Map image.
//NOTE - DOES NOT SEEM TO BE EFFECTIVE

Layer Visibility Threshold



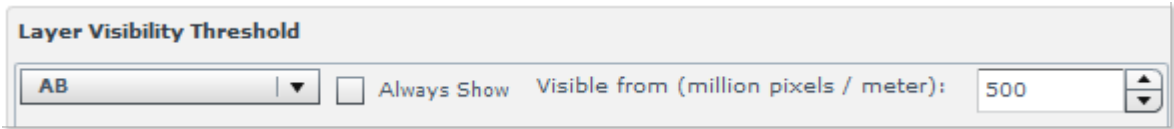
The 'Layer Visibility Threshold' panel shows a list of layers on the left: 'All', 'World', 'AB', 'AS', and 'AS_ES'. The 'All' layer is selected. To the right of the list is a checkbox labeled 'Always Show', which is currently checked.

This component lets you determine when a given layer is visible on the Interactive Map. Each of the parameters can be either set to be visible in any circumstance, by ticking the **Always Show** check box:



This view of the 'Layer Visibility Threshold' panel shows the 'World' layer selected in the dropdown menu. The 'Always Show' checkbox is checked.

... or set to be visible starting from a given scale, indicating a **Visible from** value expressed in million pixels / meter:



This view of the 'Layer Visibility Threshold' panel shows the 'AB' layer selected. The 'Always Show' checkbox is unchecked. A new field, 'Visible from (million pixels / meter):', is present with a value of 500 and up/down arrow buttons.

- Using 0 (zero) will be equivalent to 'Always Show'
- A low value will result in the associated layer being visible even under a small amount of magnification of the Map
- A high value means that the associated layer is visible only when the Map is strongly zoomed in

6.8.1.4.5.2 Query Limit

The **Query Limit** component limits the number of results returned for each of the query parameter:

- AB
- AS
- AD
- AZ

- PT
- TV
- RT
- ...
- ProposedRoute

The possible settings are **No limit** (checkbox) or **Max Nb of Entities** (numeral):

Query Limit

AB

☒ No Limit

Query Limit

AB

☐ No Limit

Max Nb of Entities:

40

6.8.1.4.5.3 Colors

The **Color** tab is where the color and label settings for the Map elements are managed.

A vast number of parameters are available, grouped in 7 tabs:

General

Reference Locations

Flow Restrictions

Delays

Daily Plans

Flights

AUPs

General

As the title says, the **General** tab contains the general Map features, namely:

- **Background**
- **Countries**
- **Grid**

The **Background** of the Map is defined with a Color / Alpha value pair:

General

Reference Locations

Flow Restrictions

Delays

Daily Plans

Background

Alpha:

255

7888A0

Countries

Grid

Select the desired color from the **Color picker** - or enter a coded hexadecimal value in the text field (**7888A0** in the case depicted above).

The **Alpha** value indicates the level of opacity of the color (255 being the maximum) - simply lower this value to get the desired amount of transparency.

The **Countries** and **Grid** parameters each contain the following elements:

- **Legend** (text)
- **Fill** (color and alpha)
- **Line** (color and alpha)
- **Label** (color and alpha)

Changing these values will affect how the world map is displayed in the background of the Map.

Reference Locations

General	Reference Locations	Flow Restrictions	Delays	Daily Plans	Flights	AUPs
Aerodrome	Legend: Aerodrome	Fill:  Alpha: 255	Line:  Alpha: 255	Label:  Alpha: 255		
Set of Aerodromes	Legend: Set Of Aerodromes	Fill:  Alpha: 255	Line:  Alpha: 255	Label:  Alpha: 255		
Airblocks	Legend: Airblock	Fill:  Alpha: 50	Line:  Alpha: 255	Label:  Alpha: 255		
Airspace Configuration	Legend: Airspace Configuration	Fill:  Alpha: 50	Line:  Alpha: 255	Label:  Alpha: 255		
Airspace - Administrative	Legend: Airspace - Administrative	Fill:  Alpha: 50	Line:  Alpha: 255	Label:  Alpha: 255		
Airspace - Operational	Legend: Airspace - Operational	Fill:  Alpha: 50	Line:  Alpha: 255	Label:  Alpha: 255		
Airspace - Manageable	Legend: Airspace - Manageable	Fill:  Alpha: 50	Line:  Alpha: 255	Label:  Alpha: 255		
Airspace - Other	Legend: Airspace - Other	Fill:  Alpha: 50	Line:  Alpha: 255	Label:  Alpha: 255		
Point - Default	Legend: Point	Fill:  Alpha: 255	Line:  Alpha: 255	Label:  Alpha: 255		
Point - RVSM Entry / Exit	Legend: Point - RVSM Entry/Exit	Fill:  Alpha: 255	Line:  Alpha: 255	Label:  Alpha: 255		
pointIfpsEntryExitColor	Legend: Point - IERS Entry/Exit	Fill:  Alpha: 255	Line:  Alpha: 255	Label:  Alpha: 255		

The **Reference Location** tab groups all the Map parameters related to reference locations (Aerodrome, Airblocks, Airspace, ..).

They each present the following elements:

- **Legend** (text)
- **Fill** (color and alpha)
- **Line** (color and alpha)
- **Label** (color and alpha)

You can edit them in the fashion described in the **General** tab section above.

Flow Restrictions, Delays, Daily Plans, Flights and AUPs

The 5 remaining tabs do present the same structure as in the **Reference Locations** tab.

They contain items relevant to each topic:

- **Flow Restrictions:** Routing, DCT, Reference Location, Included, ...
- **Delays:** Normal, Low, Medium, High
- **Daily Plans:** Headline, Event, ACC, NAT, Weather, Other
- **Flights:** Actual, Estimated, Calculated, Confirmed, Proposed
- **AUPs:** AMA/NAM Allocations, RCA Allocations, AMA/NAM Availability

6.8.1.4.6 File resource Configuration

The **File resource Configuration** tab lets you set the maximum dimensions for uploaded images of the type **Freessize** (check the **File Resources (Section 6.4.8)** section for more information about image uploads).

It features two parameters: **Maw width** and **Max height** (both expressed in pixel).

General

Footers

Colors

Map Geometry

Map Configuration

File resource Configuration

Freesize image

Max width

800

Max height

600

6.8.2 Special PC Entities

6.8.2.1 AIRPORT_INFO_PC

FOREWORD

The **AIRPORT_INFO_PC** is an **Application** configuration entity. Please refer to the **Types of PC (Section 6.8.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 6.8.1.1)** section.

Application Config tab
This is where the Application settings specific to this entity are managed. Please check the **Application (Section 6.8.1.2)** section to get more information on how to use the configuration editor.

6.8.2.1.1 Configuration

Common

Main View

Detached Views

Application Config

AIRPORT_INFO

ENUMMAPPINGS

SHAREDAREAS

▶

VIEW

VIEW

VIEW

AIRPORT_INFO | VIEWS

Views

Id

MAIN

AIRPORT_INFO DETAILS

MAIN

MAIN

AREAS

AIRPORT_INFO_LAUNCH_AREA

ACTIONS

SUBMIT_ACTION_FIELD

COMPONENTS

DATA_NOT_YET_AVAILABLE_MESSAGE_FIELD

AIRPORT_FIELD

These are the parameters available in the **MAIN** folder, corresponding to elements present in the Main View:

MAIN > AREAS > AIRPORT_INFO_LAUNCH_AREA > ACTIONS > **SUBMIT_ACTION_FIELD** (*Label* for the **Go** button)

// CORRESPONDING PORTLET CURRENTLY OFF ... TO BE CONTINUED

AIM

Description	Released on
NETWORK NEWS FRIDAY 30 AUGUST 2013	29/08/2013 14:42
TAXI TIME LEMD	29/08/2013 15:35
TAXI TIME LEPA	29/08/2013 08:35
TAXI TIME LEPA	29/08/2013 08:33
more	

6.8.2.2 AIRSPACE_INFO_PC

FOREWORD

The **AIM_PC** is a **Linklist** configuration entity. Please refer to the **Types of PC (Section 6.8.1)** section for more information on PC Types.

The **Common, Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 6.8.1.1)** section.

Details tab
This is where the settings specific to this entity are managed. Please check the **Linklist (Section 6.8.1.3)** section to get more information on how to use the configuration editor.

// CORRESPONDING PORTLET CURRENTLY OFF ... TO BE CONTINUED

6.8.2.3 AIRSPACE_PC

FOREWORD

The **AIRSPACE_PC** is an **Application** configuration entity. Please refer to the **Types of PC (Section 6.8.1)** section for more information on PC Types.

The **Common, Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 6.8.1.1)** section.

Application Config tab
This is where the Application settings specific to this entity are managed. Please check the **Application (Section 6.8.1.2)** section to get more information on how to use the configuration editor.

6.8.2.3.1 Configuration

Common

Main View

Detached Views

Application Config

AIRSPACE

ENUMMAPPINGS

SHAREDAREAS

VIEWS

AIRSPACE

Views

Id

MAIN

AIRSPACE DETACHED LIST

OTMV LIST FOR AS

Shared Areas

Id

AIR ROUTE SHARED AREA

TV RESULT SET SHARED AREA

SHAREDAREAS

SHAREDAREAS

AIR_ROUTE_SHARED_AREA

COMPONENTS

AIR_ROUTE_DATA_TABLE

COLUMNS

POINT_ID_COLUMN

FL_LOW_HIGH_COLUMN

FL_SER_COLUMN

CDR_CAT_COLUMN

WEEKLY_APP_COLUMN

These are the parameters available in the **SHAREDAREAS** folder:

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **POINT_ID_COLUMN** - multiple parameters:

Header

Point ID

Sortable

☒

initial sorting level

0

Initial sorting direction

ASCENDING

Maximum width in characters

0

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **FL_LOW_HIGH_COLUMN** - multiple parameters:

Header

FL Low/High

Sortable

☒

initial sorting level

0

Initial sorting direction

ASCENDING

Maximum width in characters

0

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **FL_SER_COLUMN** - multiple parameters:

Header

FL Series

Sortable

☒

initial sorting level

0

Initial sorting direction

ASCENDING

Maximum width in characters

0

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **CDR_CAT_COLUMN** - multiple parameters:

Header

Category

Initial sorting direction

ASCENDING

Maximum width in characters

0

- SHAREDAREAS > AIR_ROUTE_SHARED_AREA > COMPONENTS > AIR_ROUTE_DATA_TABLE > COLUMNS > **WEEKLY_APP_COLUMN** - multiple parameters:

Header

Weekly Applicability

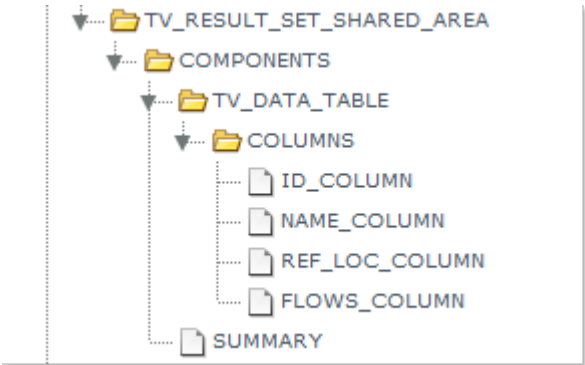
Initial sorting direction

ASCENDING

Maximum width in characters

0

SHAREDAREAS - cont.



These are the parameters available in the **SHAREDAREAS** folder:

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS > TV_DATA_TABLE > COLUMNS > **ID_COLUMN** - multiple parameters:

Header

Id

Sortable

☒

initial sorting level

0

▲▼

Initial sorting direction

ASCENDING

▼

Maximum width in characters

0

▲▼

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS > TV_DATA_TABLE > COLUMNS > **NAME_COLUMN** - multiple parameters:

Header

Name

Sortable

☒

initial sorting level

0

▲▼

Initial sorting direction

ASCENDING

▼

Maximum width in characters

0

▲▼

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS > TV_DATA_TABLE > COLUMNS > **REF_LOC_COLUMN** - multiple parameters:

Header

Reference Location

Sortable

☒

initial sorting level

0

▲▼

Initial sorting direction

ASCENDING

▼

Maximum width in characters

0

▲▼

- SHAREDAREAS > TV_RESULT_SET_SHARED_AREA > COMPONENTS > TV_DATA_TABLE > COLUMNS > **FLows_COLUMN** - multiple parameters:

Header

Flows

Initial sorting direction

ASCENDING

▼

Maximum width in characters

0

▲▼

// ... TO BE CONTINUED

6.8.2.4 E_HELPDESK PC

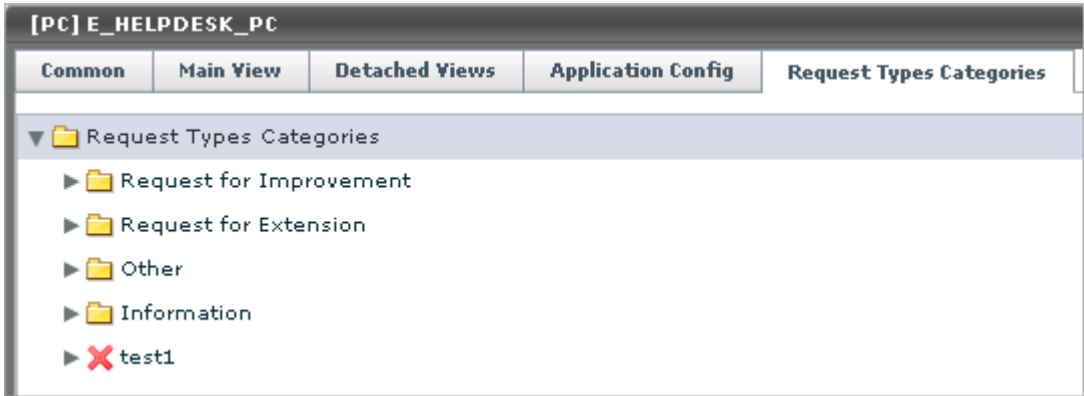

FOREWORD

The **E_HELPDESK_PC** is an entity based on the **Application** type. Please refer to the **Types of PC (Section 6.8.1)** section for more information on PC Types.

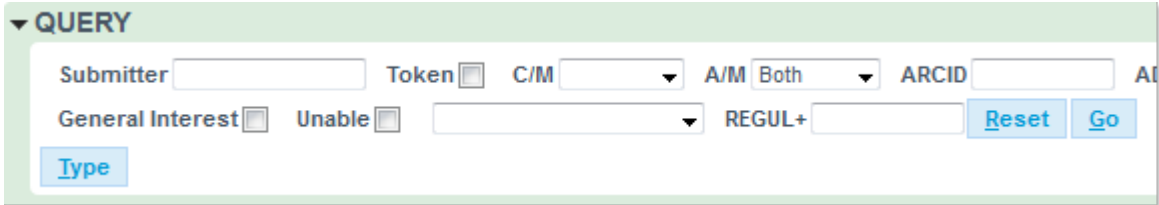
The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 6.8.1.1)** section.

6.8.2.4.1 Request Types Categories

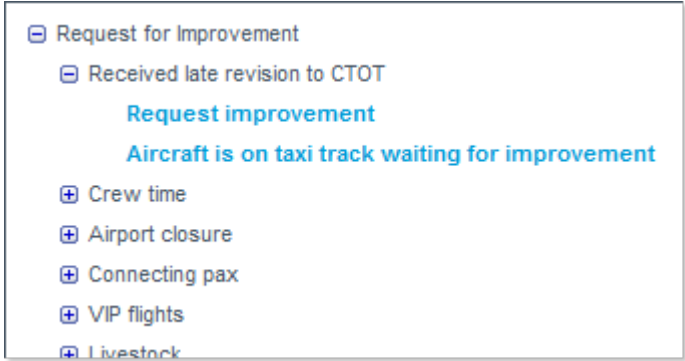
This is the content of the **Request Types Categories** tab:



This is where you can manage the different E-Helpdesk Request categories, sub-categories and types to be proposed when a user clicks on the **Type** button show below when filling in a query:

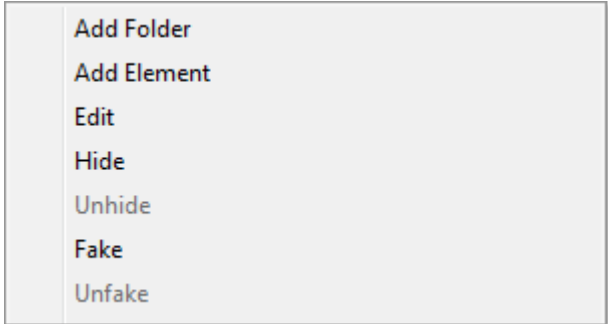


A dialogue pops up, inviting to use the navigation tree and select the appropriate request type:



6.8.2.4.2 Managing Types

A right-click with the pointer inserted at the desired node will open a dialog similar to this one (the disabled options may vary depending on the context):



Add Folder

Simply select the **Add Folder** command and type in the desired folder name.

Note: you can not create a folder more than 3 level deep from root level.

Add Element

Navigate to the folder in which you want to create an **Element** - that is, the label of the text as it will be made selectable in the pop-up described above and appear in the **Type** column:

Refresh

Setup

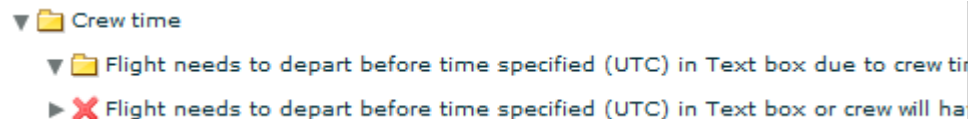
	Type	Details	ARCID	ADEP	ADES	EOBT	REGUL+	M/A	State	C
✖	Request improvement	✈	BBG771	LGKO	LLBG	07:50		M	➡ Submitted	C
✖	Request extension due to late pax	✈	TVQ6608	LZIB	GCLP	08:10	KCHIK16M	M	✔ Responded	C
✖	Request extension due to removal of bags	✈	GW17428	EDDH	LFMN	08:20		M	✔ Responded	C
✖	Flight needs to depart before time specified (UTC) in Text box due to crew time...	✈	TAP782F	LPPT	ESSA	08:10		M	✔ Responded	C
✖	Request extension due to removal of pax	✈	KLM46C	EDDM	EHAM	07:49	EHAMA16E	M	✔ Responded	C
✖	Request improvement	✈	SWR254R	LSZH	LLBG	07:45	LCSIX16M	M	✔ Responded	C
✖	Request extension due to late pax	✈	CYP376	LCLK	EDDF	07:30	LCW16E	M	✔ Responded	C
✖	Request extension due to late inbound aircraft	✈	CTN460	LDZA	LSZH	08:15	LSZHA16M	M	✔ Responded	C

Edit

Allows you to edit the selected node

Hide / Unhide

Use this command to respectively hide or show a given **Folder** or **Element**. A hidden item is indicated with a red cross:

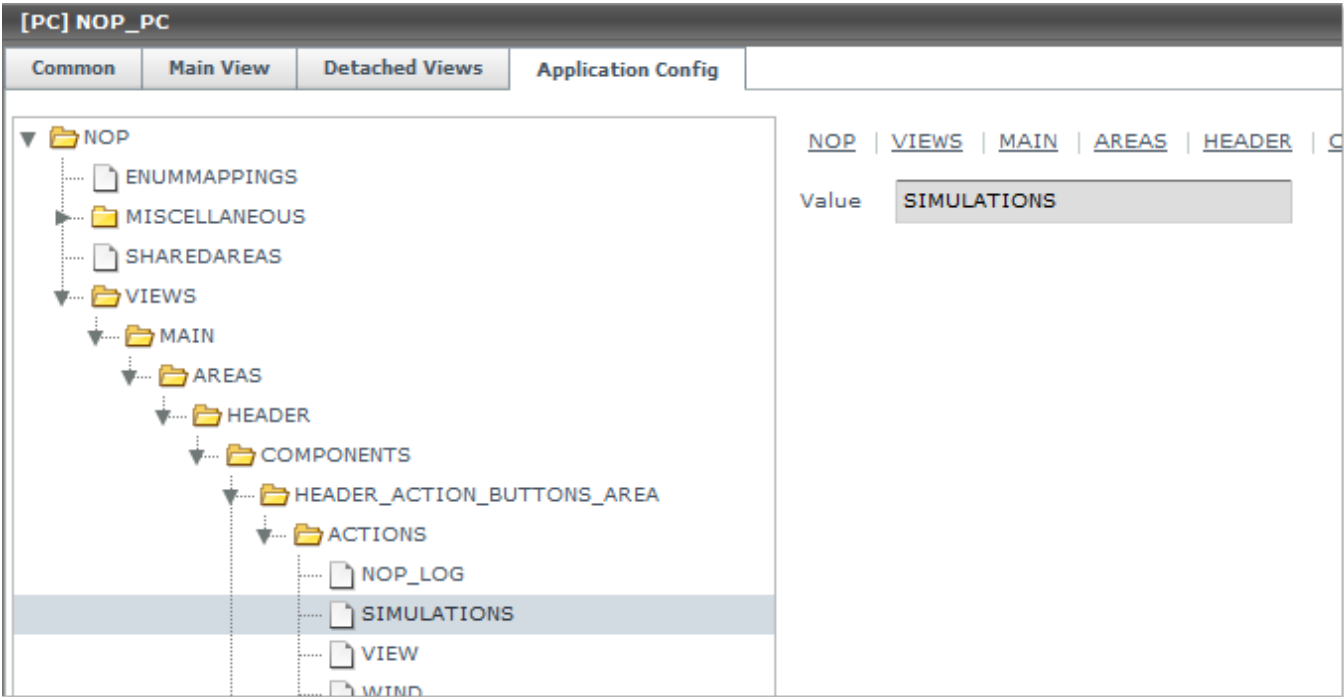


Fake / Unfake

On some of the options in the **E-Helpdesk** the answer to the questions can be 'No'. Use the **Fake** function to ensure that when an AO selects that option, an error message is returned.

This can serve to let the requester know that a particular query should not be used for E-Helpdesk purposes.

6.8.2.5 NOP_PC



6.8.2.6 SAFA_PC

FOREWORD

The **SAFA_PC** is an entity based on the **Application** type. Please refer to the **Types of PC (Section 6.8.1)** section for more information on PC Types.

The **Common**, **Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 6.8.1.1)** section.

6.8.2.6.1 Users / Countries

The **User/ Countries** tab features a table listing user and country pairs:

[PC] SAFA_PC

Common

Main View

Detached Views

Application Config

Users / Countries

User	Country
optxsfn1	BELGIUM
optxsfn2	FRANCE
optxsfn1	AUSTRIA
p1eh10	NETHERLANDS
p2eh10	NETHERLANDS
p10lovv	AUSTRIA
p0ch21	SWITZERLAND
p11lovv	AUSTRIA
p0fr49	FRANCE
p1fr32	FRANCE
p0ev1	LATVIA
p1ey10	LITHUANIA
p0ecdg	EASA
p0be7	BELGIUM
p1ef30	FINLAND

Add

Delete

6.8.2.6.2 Add entry

Click on the **Add** button to create a blank line at the end of the table:

p1fr29	FRANCE
p2ch21	SWITZERLAND

Add

Delete

Next type in the user's token id, and select the relevant country from the **Country** pull-down menu:

p1fr29	FRANCE
p2ch21	SWITZERLAND
testAddition_for_Netherlands	

Add

Delete

MONACO

MOROCCO

NETHERLANDS

NORWAY

POLAND

6.8.2.6.3 Delete entry

Select (highlight) the line in the table you want to remove from the list and click on the **Delete** button.

6.8.2.6.4 Edit entry

NM		EUROCONTROL
Document Title: WIND User Manual		

Select (highlight) the line in the table you want to modify and either change the **User** token, the corresponding country, or both.

6.8.2.7 TIME_MANAGER_PC


FOREWORD

The **Common, Main View** and **Detached Views** tabs are common to most configuration entities and further described in the **Common Features (Section 6.8.1.1)** section.

The Time Manager PC is one of the 'special' entities - whose specific settings are grouped in the **Details** Tab.

6.8.2.7.1 Details Tab

This is where you can manage the various parameters for each of the NOP Header ATFCM Phases tabs:

- Tab text:** the text as it appears in the tab

Tab text

RES

STR

PRE

TAC

Add

Delete

POS

TAC

PRE

STR

R

Tactical

- Tab colour:** the background (or fill) color of the tab itself - by means of a color picker - and its transparency - by means of the **Alpha** setting

Tab colour

RES

STR

PRE

TAC

Add

Delete

POS

TAC

PRE

STR

R

Alpha: 255

- Tab text colour:** the color of the tab text - by means of a color picker - and its transparency - by means of the **Alpha** setting

Tab text colour

PRE

TAC

POS

Add

Delete

POS

TAC

PRE

STR

R

Alpha:

255

The last **Profile** panel is currently not in use:

Profile

URL

7 Help

7.1 Using the online Help

This section provides brief instructions on how to use the present Help system, using the example of the **RAD** application.

7.1.1 Online Help

Links to the **Online Help** are available from the footer featured at the bottom of each of the NES screens, giving access to the *Help* page:

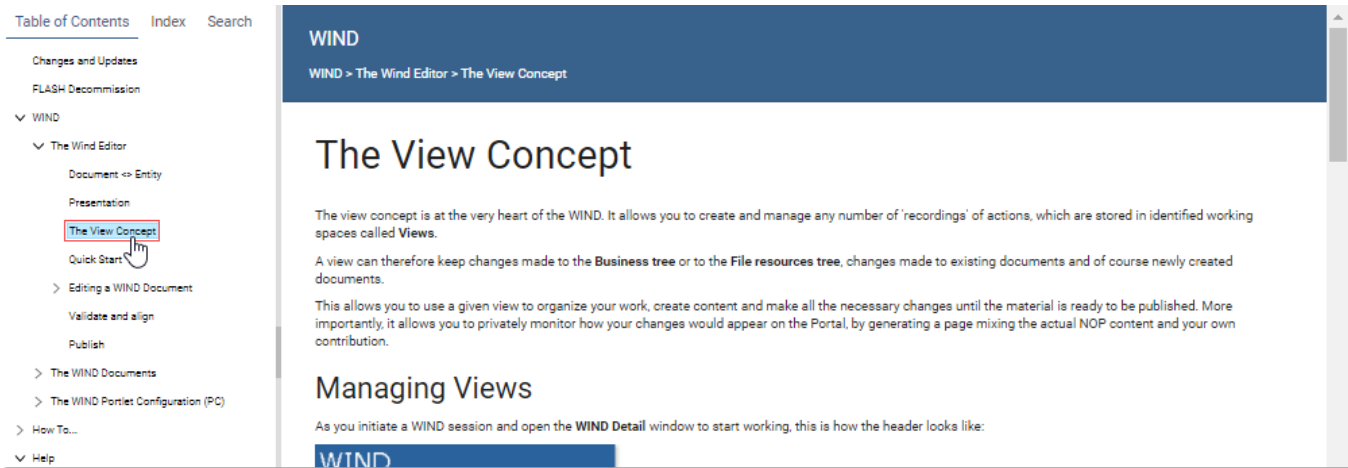


Navigation

The right panel is used to display the page content.

The left panel provides three navigation methods:

A. From the **Table of Contents** tab, via the *Tree Menu*:



B. From the **Index** tab:

Enter the (first) letters of the term you want to search for in the Index entries and select the appropriate match from the listed

results, or simply locate and click on the desired Index entry from the list (sorted alphabetically);

Table of ContentsIndexSearch

calen

[Calendar](#)[Date](#)[file](#)[mime](#)[Navigation Tree](#)[tagged](#)[text](#)[TIL](#)[Time](#)[upload](#)[WEF](#)

WIND

WIND > The Wind Editor > The View Concept

The View Concept

The view concept is at the very heart of the WIND. It allows you to create and manage any number of 'recordings' of actions, which are stored in identified working spaces called **Views**.

A view can therefore keep changes made to the **Business tree** or to the **File resources tree**, changes made to existing documents and of course newly created documents.

This allows you to use a given view to organize your work, create content and make all the necessary changes until the material is ready to be published. More importantly, it allows you to privately monitor how your changes would appear on the Portal, by generating a page mixing the actual NOP content and your own contribution.

C. From the **Search** tab :

Use the text input field where to enter the words to search for and click on the **Search** button:

Table of ContentsIndexSearch

Look for:

FCU

Search

(Words can be combined using OR and AND)

☒ Highlight search terms

Search Results

- 1: FCU Editing Status
- 2: FCU Commands Menu
- 3: FCU Status and possible actions
- 4: FCR / FCU
- 5: Open FCU
- 6: Open Simple FCU
- 7: Accessing File Resources from the FCU List

WIND

WIND > The Wind Editor > The View Concept

The View Concept

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Use the **Highlight search terms** check box to highlight the matching words:

Table of ContentsIndexSearch

Look for:

FCU AND edit

Search

(Words can be combined using OR and AND)

☒ Highlight search terms

Search Results

- 1: Items
- 2: News
- 3: Editing a Content Item
- 4: Events
- 5: Daily Plans
- 6: FCU Editing Status
- 7: CALENDAR_DC
- 8: ATFCM Events
- 9: Open Simple FCU
- 10: GeneralEvent
- 11: REPORTS_LIB_DC
- 12: FCU Commands Menu

12 results found.

These events are displayed either through the **Events and Meetings** Portlet, or via the **Calendar** Portlet.

See the [Sorting Data](#) section to read more on sorting elements in a list.

To be able to add or **edit** items in the Events list, first make sure that the parent **FCU** is **checked out**.

Editing Events

See the [Editing a FCU](#) section for the general information.

Once opened, the Event **edit** window shows two tabs: **General** and **Details**, further detailed in the next sections.

GENERAL_EVENTS_DC - events - Operations Coordination Group

GeneralDetails

TitleOperations Coordination Group

 **Note:** You can combine the words to search using *OR* and *AND* to execute a complex query.

 **Important:** Wildcards are not supported - you need to enter the exact match (however case insensitive).

7.1.2 User Manual PDF

A printer-friendly, fully searchable and navigable PDF version of the comprehensive Online Help is also made available to you. Remember to make use of the **Bookmarks** feature of the **Adobe Acrobat Reader** for easier browsing of the document:

