DATA SUBMISSION TOOL AND DATA DISTRIBUTION TOOL USER MANUAL

1/2/2024

https://ais.lgs.lv

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1. ABOUT

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

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

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

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

2. REGISTRATION AND LOGIN

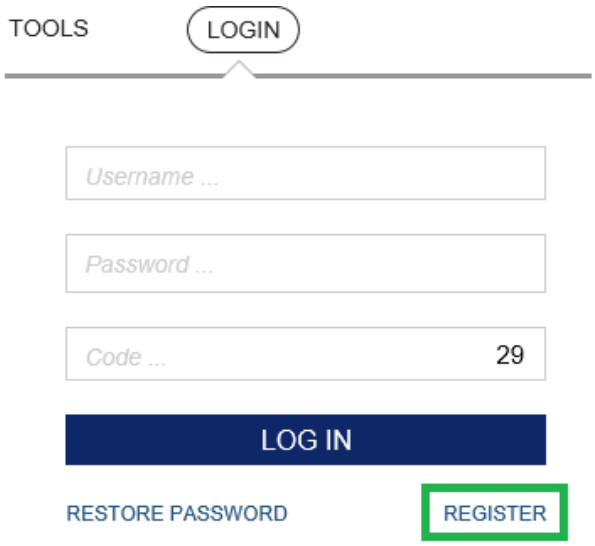
2.1 REGISTRATION

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

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

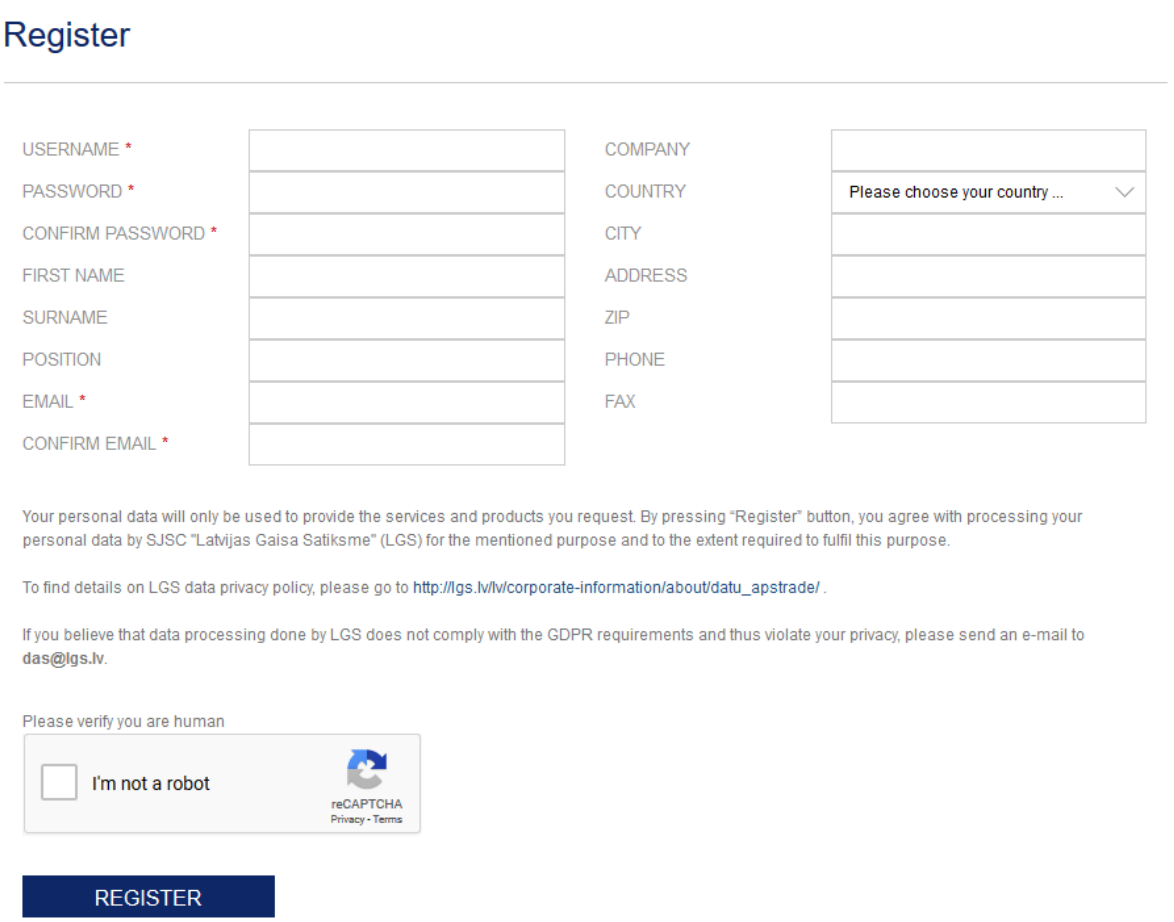
In order to register an account

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



4. Registration form is opened.

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



5. When all the required input fields are filled in, enter the combination of letters and numbers required in the image so that the system verifies that the application is not generated by a robot.

6. Click on **Register**.

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

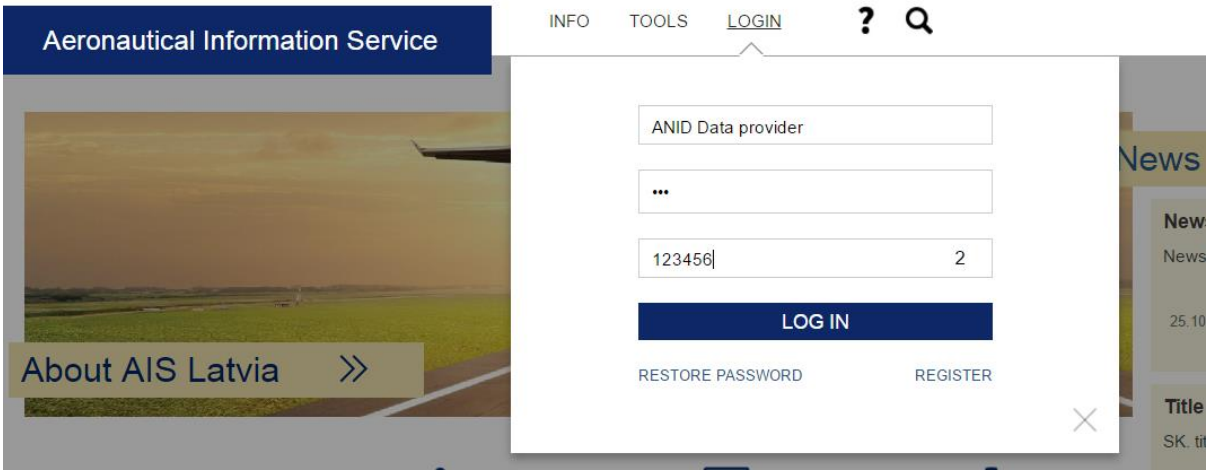
1	015579	**2**	165485	**3**	446236	**4**	182473	**5**	755015	**6**	742432
7	988467	**8**	765611	**9**	412189	**10**	657976	**11**	587521	**12**	536668
13	297156	**14**	932393	**15**	972405	**16**	821966	**17**	487293	**18**	684841
19	605278	**20**	549407	**21**	089385	**22**	184080	**23**	150149	**24**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

(Code-key table example)

2.2 LOGIN

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

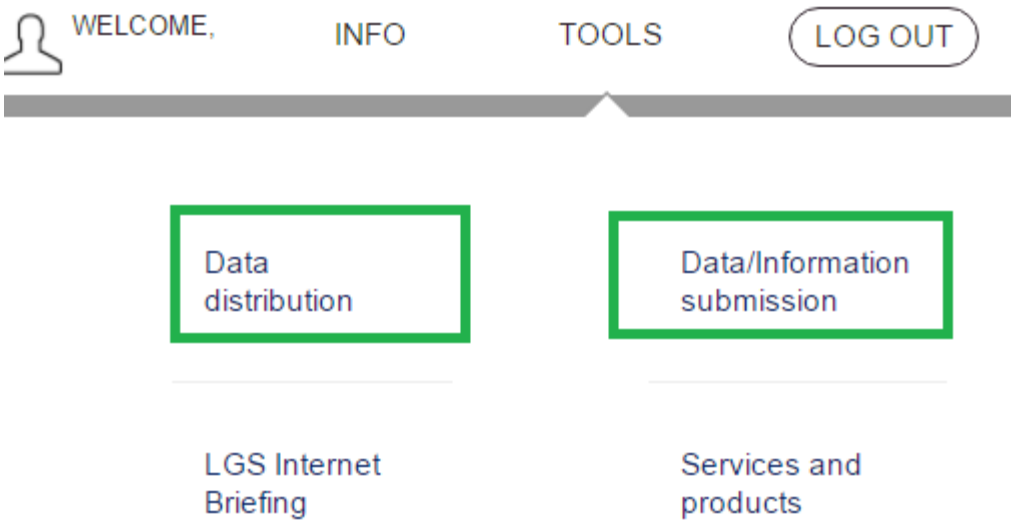
1. Go to https://ais.lgs.lv
2. Click on **LOGIN**



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

3. Click on **LOG IN**

4. Select tool

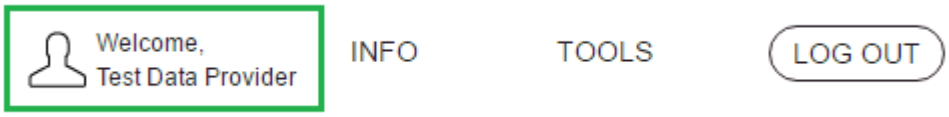


3. FILE EXCHANGE AND CRC32Q VALUE VERIFICATION

3.1 FILE MANAGING OPTION IN USER PROFILE

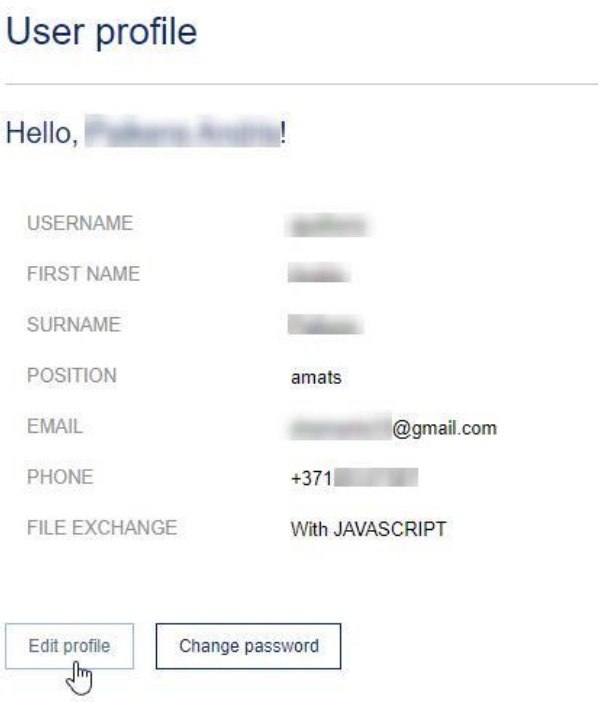
File exchange options can be managed through settings in *User profile*.

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

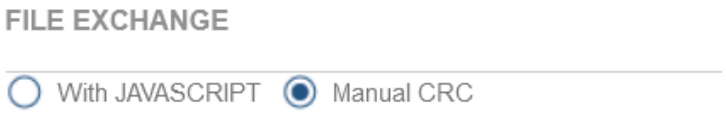


2. System opens *User profile*. Below you will see *FILE EXCHANGE* with the chosen file exchange type.

3. In order to change settings that will remain valid for next working sessions, click on **Edit profile**.



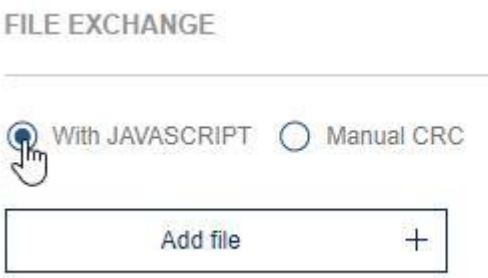
4. In case the administrator has indicated that you need to switch to manual CRC mode, in the DATA EXCHANGE section, click Manual CRC, thereby turning off JAVASCRIPT mode (or vice versa), and press **Save**.



These settings will remain in effect for future work sessions.

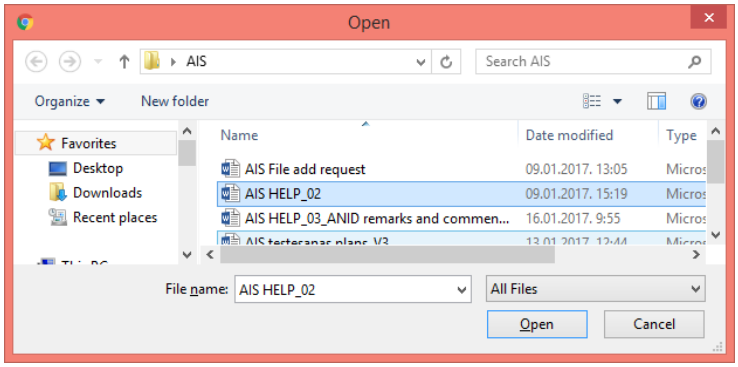
3.2 DATA EXCHANGE WITH JAVASCRIPT

By default, when submitting files, JAVASCRIPT support is used, which automatically generates the CRC320Q value of the submitted files. In special cases it will be possible to choose between JAVASCRIPT and Manual CRC.



1. Press the **ADD FILE** command.

2. In the browser window, select Open and press the **Open** command.

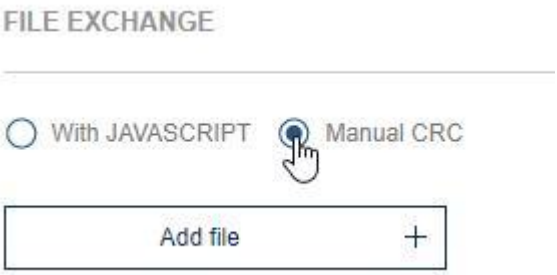


3. The selected file will be attached to the application and will appear in the Attached Files section.

4. JAVASCRIPT will automatically identify the CRC32Q value and add it to the appropriate input field.

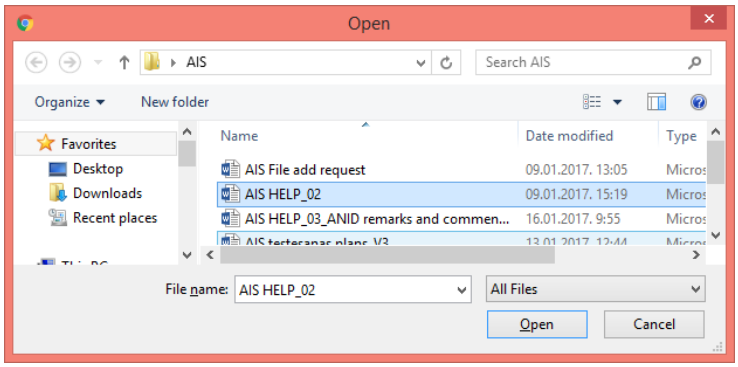
3.3 DATA EXCHANGE WITH MANUAL CRC

In order to work with the system, i.e. to submit information and attach files to the application and enter CRC value manually, select the **MANUAL CRC** option in the FILE EXCHANGE section .



1. Press the **ADD FILE** command.

2. In the browser window, select Open and press the **Open** command.

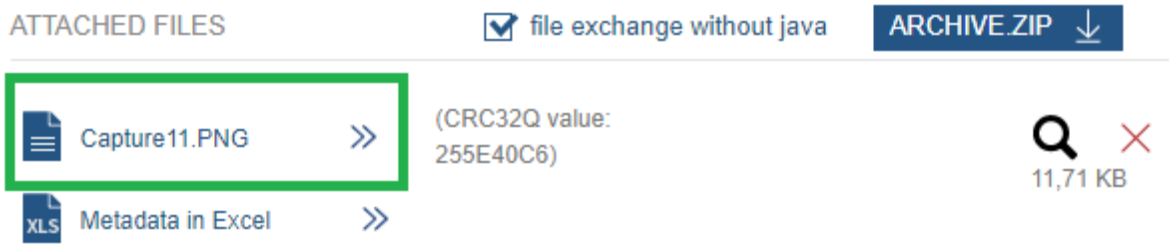


3. The selected file will be attached to the application and will appear in the Attached Files section.

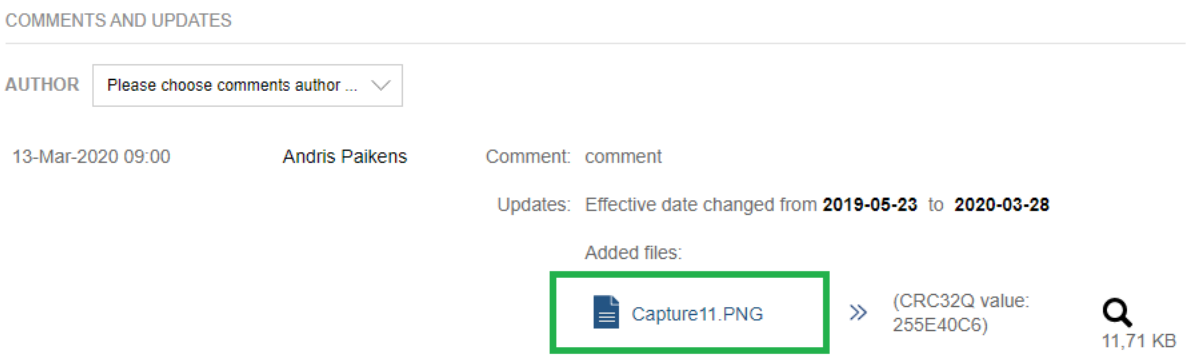
Please note that in this case the CRC32Q value will not be automatically identified. It is the responsibility of the user to indicate the value of the CRC32Q to the file that is attached.

4. Press the **SUBMIT** button to save the information you have entered.

5. The names of the attached files will be displayed in the Attached Files section.



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



3.4 CHECKING MANUALLY ENETERED CRC32Q VALUE

3.4.1 VIA ACTIONS: CHECK FILE CRC32Q VALUE

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

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

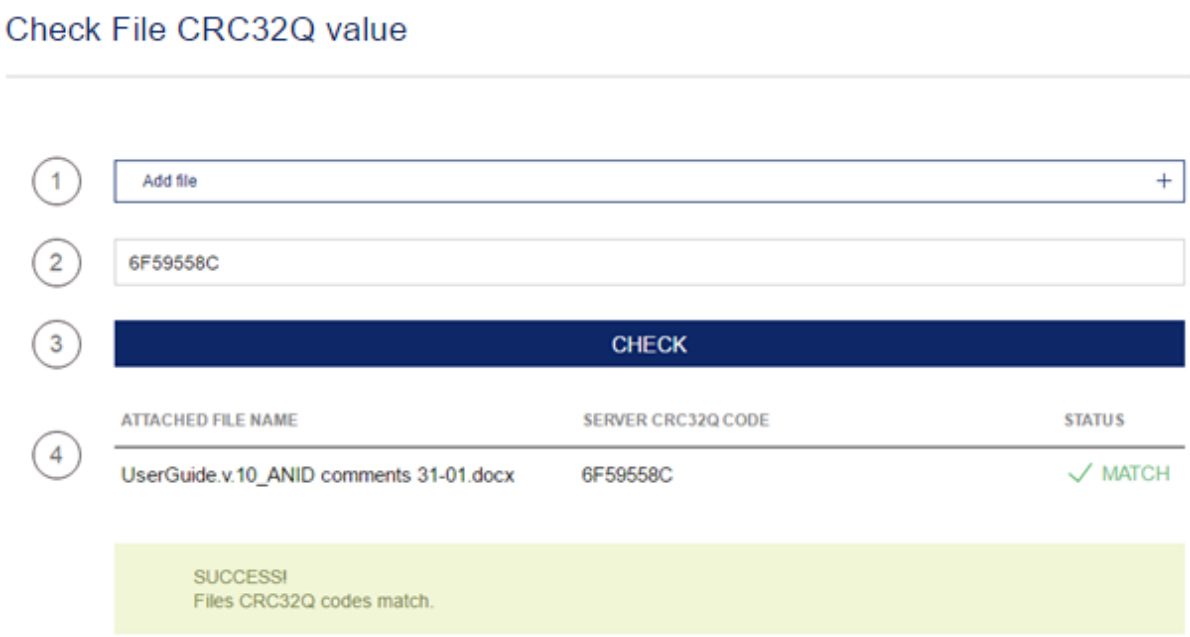
Click on **Add file** and choose an original file on your PC .

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

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

- If file CRC32Q values do not match

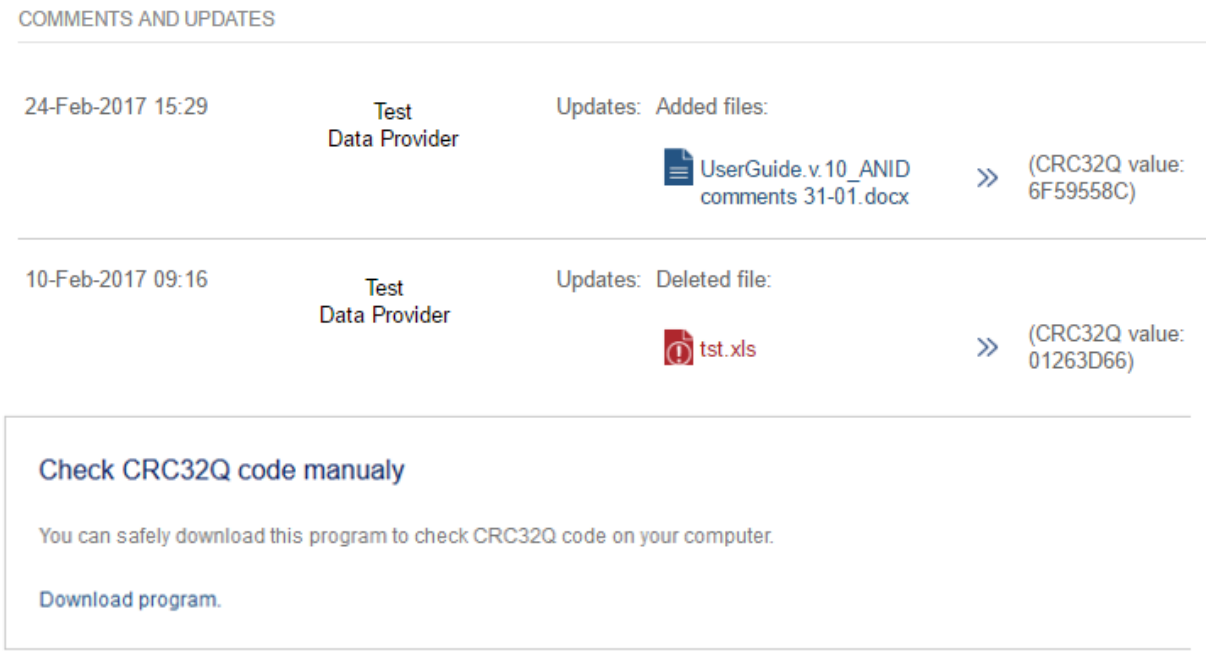
- If file CRC32Q do match



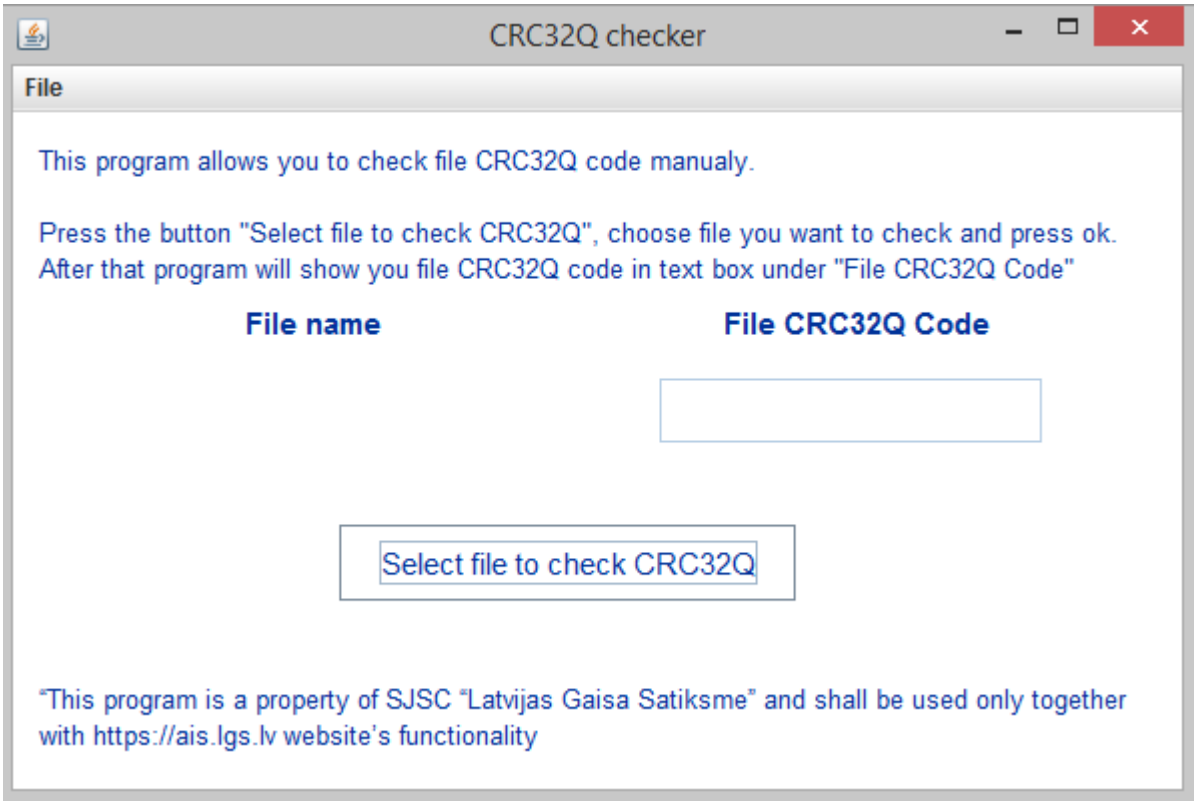
If a browser on your PC does not support JAVA plugins (e.g. Chrome), CRC32Q value check can be done manually after downloading specified program *CRC32Q checker*.

3.4.2 VIA CRC32Q VALUE CHECKER PROGRAM

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



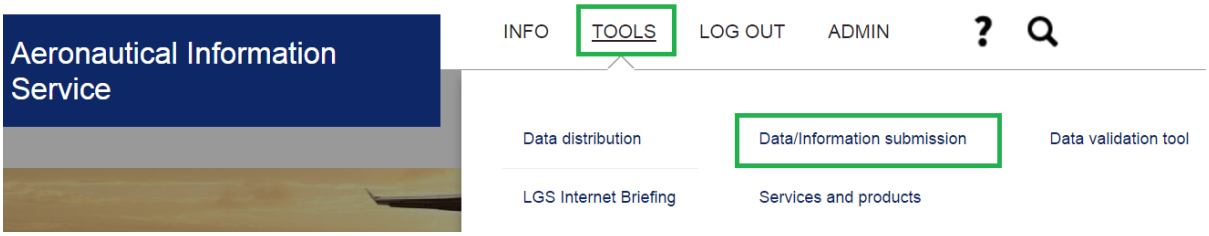
Following the further instructions the user can check file's CRC32Q value choosing a file on your local PC and clicking on **Select file to check CRC32Q**.

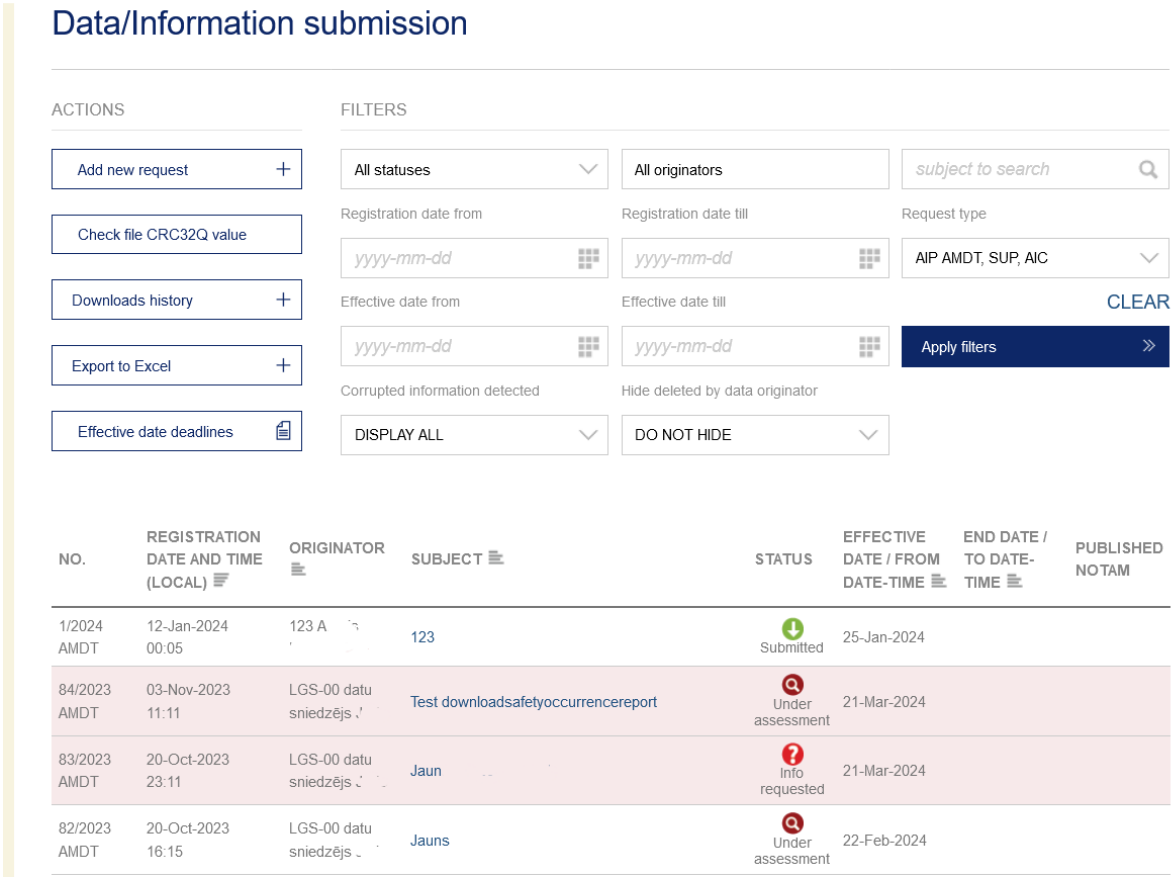


4. DATA/INFORMATION SUBMISSTION TOOL

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

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

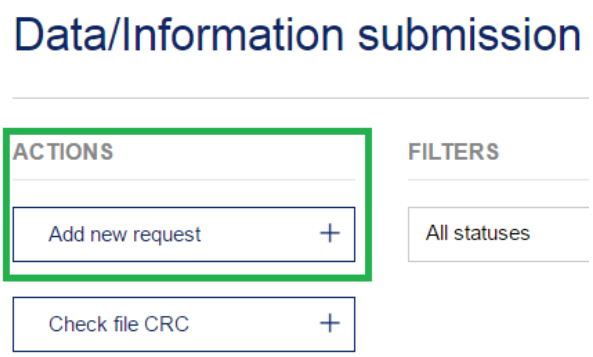




- Requests with missing, incorrect, incomplete, inadequate or misleading information are colored with a pink background.

4.1 ACTIONS: ADD NEW REQUEST

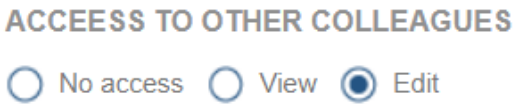
In Data/Information submission tool, section Actions, click on **Add new request.**



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

User should specify type of request: *AIP AMDT*, *AIP SUP*, *AIC* or *NOTAM*, *Accourding to the regulations of the MK no. 66*. Data/information submission form is specific for each request type.

4.1.1 ACCESS TO OTHER COLLEAGUES



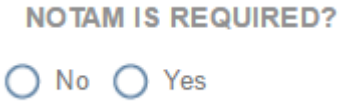
In case the user is linked to a legal entity, a field called "ACCESS TO OTHER COLLEAGUES" will be displayed when creating the request, where it is possible to specify what actions can be performed by other users of the same legal entity. If the user does not have a legal entity, this field is not visible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

It is possible to specify the following 3 values:

- No access – request can be seen only by author.
- View – the request can be seen but can not be edited by other users of the joint legal entity.
- Rediģēt – the request can be viewed and edited by other users of the joint legal entity.

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

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

Input field	Description
Subject	Short description or a name of particular request.
Text	AIP content that should be published.
Effective date	Desired date of publication of submitted information.
End date	Desired date of information withdrawal from publication.
File exchange	Please refer to chapter 3 “File exchange and CRC32Q value VERIFICATION”
Add file	Give possibility to attach a file to the request.
Attached files	Section displays files that have been attached to the request.
Responsible AIS specialists	AIS specialists that are assigned to assess the submitted request (this field will appear in process of the request evaluation).
Is NOTAM required?	User at own discretion uses radio buttons *Yes* and *No* to provide insight if provided information required NOTAM. If *Yes* is checked, system will ask NOTAM effective date.  Please check respective radio button.
METADATA INFO FIELDS	Fields to provide information on data source and interaction in order to ensure data traceability and Commission Regulation (EU) No 73/2010 requirements.

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

Add request

REQUEST TYPE *

○ AIP AMDT ◉ AIP SUP ○ AIC ○ NOTAM ○ According to the regulations of the MK no. 66

SUBJECT *

TEXT *

EFFECTIVE DATE *

END DATE *

Submitted **0 day(s)** in advance

FILE EXCHANGE

◉ With JAVASCRIPT ○ Manual CRC

Add file +

ATTACHED FILES

Added files count: **0**

NOTAM IS REQUIRED?

◉ No ○ Yes

METADATA FIELDS

ACCEESS TO OTHER COLLEAGUES

○ No access ○ View ◉ Edit

AMENDMENTS MADE TO THE DATA *

○ New ○ Deleted ○ Modified ○ Other

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

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

DETAILS OF ANY LIMITATIONS ON THE USE OF THE DATA *

SUBMIT

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

4.1.3 DATA SUBMISSTION FOR NOTAM REQUEST TYPE

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

Input field	Description
Subject	Short description or a name of particular request.
Data originator	Non-editable field displaying registered information about data provider: Name, Surname, Phone, Position, Company, Fax
Information to be published	NOTAM content that should be published.
Where the facility, airspace or condition reported on is located	Location of reported facility, airspace or condition.
Lower limit (for Navigation Warnings only)	LOWER limit shall contain an altitude (Above Mean Sea Level – AMSL) or a height (Above Ground or Sea or Surface Level – AGL) expressed in metres or feet, or a Flight Level (always expressed in 3 digits). In addition, SFC and GND shall be used to designate surface and ground respectively.
Upper limit (for Navigation Warnings only)	UPPER limit shall contain an altitude (Above Mean Sea Level – AMSL) or a height (Above Ground or Sea or Surface Level – AGL) expressed in metres or feet, or a Flight Level (always expressed in 3 digits). In addition, UNL shall be used to designate unlimited.
From (date-time group, UTC)	A ten-digit date-time group giving the year, month, day, hour and minute at which the NOTAM comes into force
Estimated (if applicable)	Check radio button, For NOTAM of uncertain duration of validity (the date-time group shall be followed by 'EST' (estimate)).
To (date-time group, UTC)	End date of request validity period
Time schedule (if applicable)	Please provide time schedule if it is applicable
File exchange	Please refer to chapter 3 "File exchange and CRC32Q value VERIFICATION".
Add file	Give possibility to attach a file to the request.
Attached files	Section displays files that have been attached to the request
Responsible AIS specialists	AIS specialists that are assigned to assess the submitted request (this field will appear in process of the request evaluation).

METADATA INFO FIELDS	Fields to provide data that provide information on data source and interaction in order to ensure data traceability and Commission Regulation (EU) No 73/2010 requirements.

Add request

REQUEST TYPE *

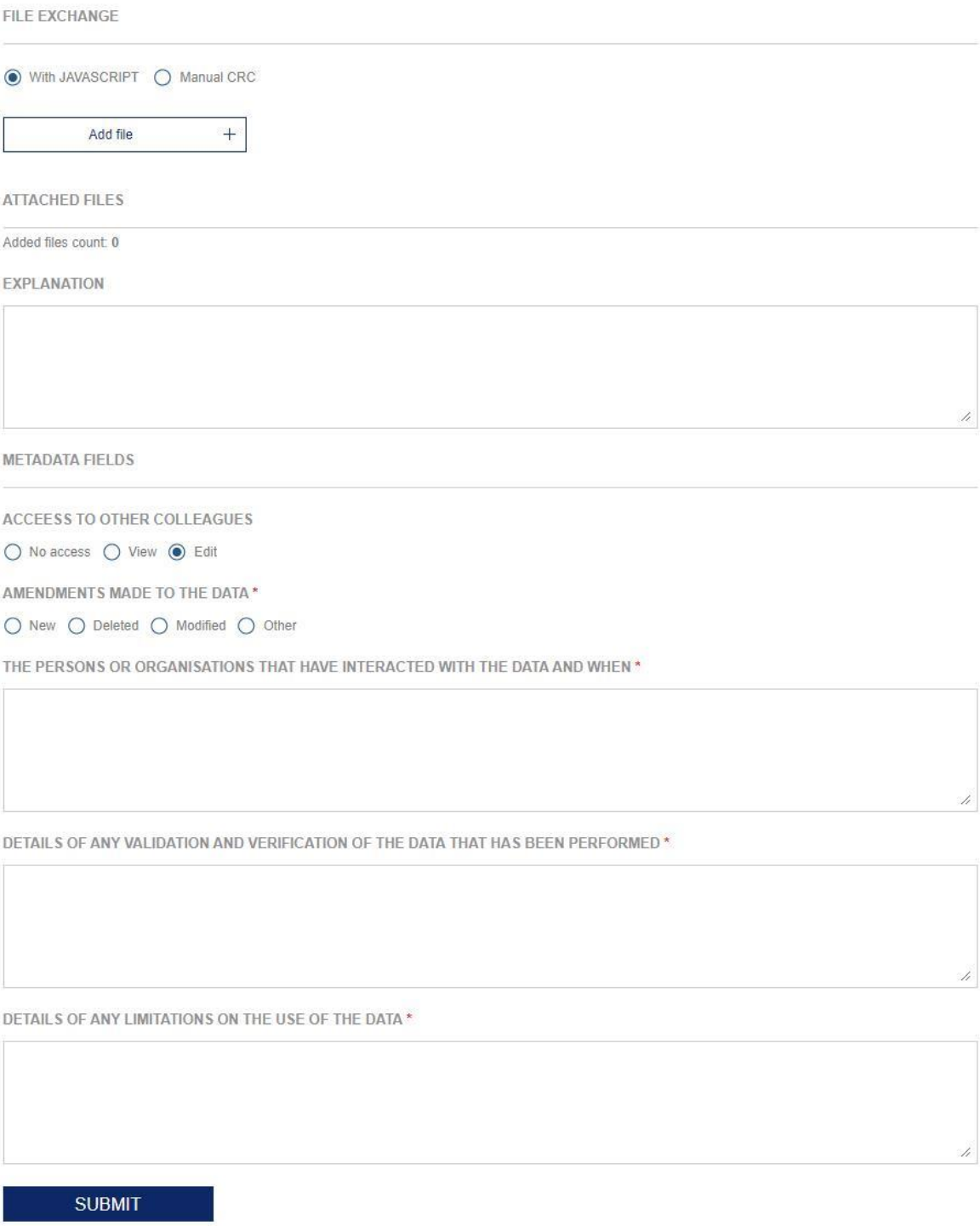
○ AIP AMDT ○ AIP SUP ○ AIC ◉ NOTAM ○ According to the regulations of the MK no. 66

SUBJECT *

Datu ģenerētājs DATA Originator			
Vārds, Uzvārds Name, Surname	[redacted]	Tālrunis, Fakss Phone, Fax	+371[redacted], +371[redacted]
Amats Position	amats	Aizpildīšanas datums un laiks Date and time of filing	05-May-2023 16:05
Institūcija Organization	kopmānija244	Paraksts Signature	

Publicējamā informācija Information to be published *		
Kur atrodas iekārta, gaisa telpa vai apstākļi, par kuriem tiek sniegta informācija Where the facility, airspace or condition reported on is located *		Choose location ...
Apakšējā robeža Lower limit		
Augšējā robeža Upper limit		
Spēkā esības periods Period of validity		
	Datums un laiks Date and time	Aprēķinātais (ja piemērojams) Estimated (if applicable)
No (datuma-laika grupa UTC) From (date-time group, UTC) *	✎	
Līdz (datuma-laika grupa UTC) To (date-time group, UTC)	✎	☐
Laika grafiks (ja piemērojams) Time schedule (if applicable)		

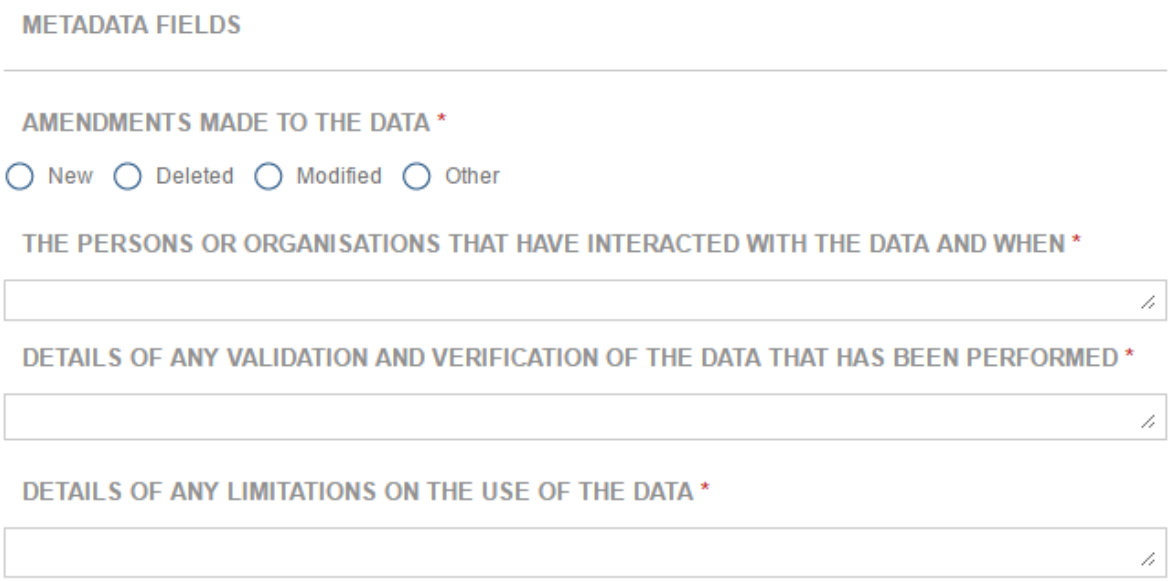
Submitted **0 day(s)** in advance



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

4.1.4 METADATA SUBMISSION FOR ALL REQUEST TYPES

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



4.1.5 REQUEST PROCESSING STATUSES

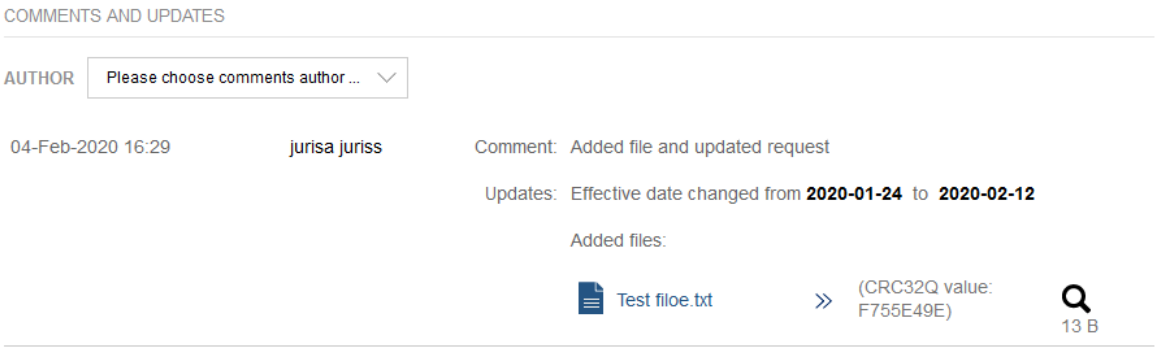
Request status	Description	Options for Data Originator			
		Edit and add files	Delete	Change status	View only, download
Submitted	Data originator submits a request to AIS via data/information submission tool. Data originator can edit the request and change status to DELETED BY THE DATA ORIGINATOR	✓	✓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

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

	be published by the AIP administrator				
Published	Approved and verified requests are published in AIP.	-	-	-	✓
Closed	Request validity date expires is removed from Data distribution tool's list of published requests.	-	-	-	✓

4.1.6 REQUEST CHANGE HISTORY

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



4.2 PREVIEW OF THE FILES ATTACHED TO THE APPLICATION

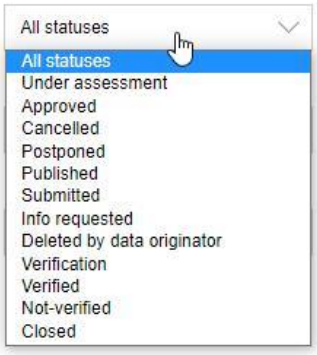
After the request is submitted to the system, it is possible to preview the contents of the attached files. To view the contents of the file, click on the magnifying glass icon next to the attached file. After clicking on the magnifying glass icon, a pop-up window opens in the system, where you can view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

Files with a red icon are not available. They have been damaged, moved, or deleted from the system.

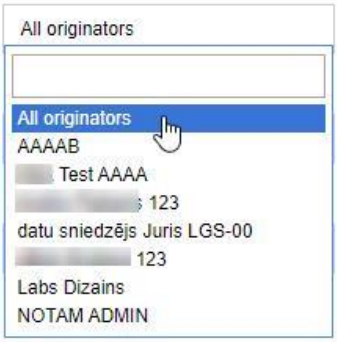
4.3 SEARCH REGISTERED REQUESTS

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

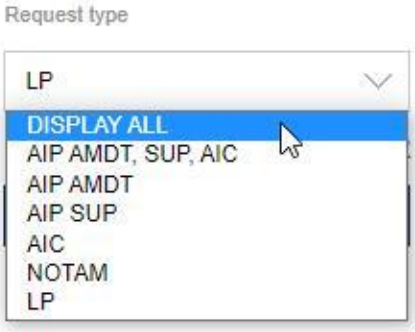
- Status



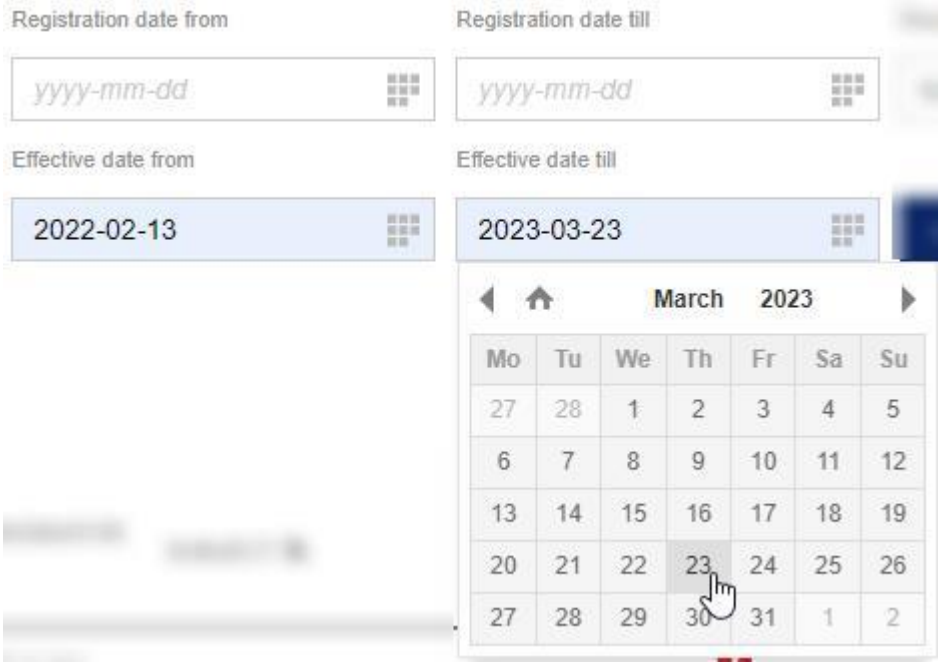
- Originator

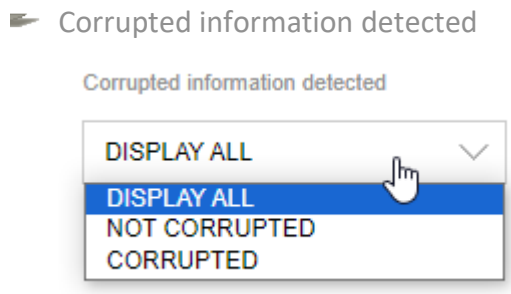


- Request type



- Registration date from;
  Registration date till
- Effective date from;
  Effective date till





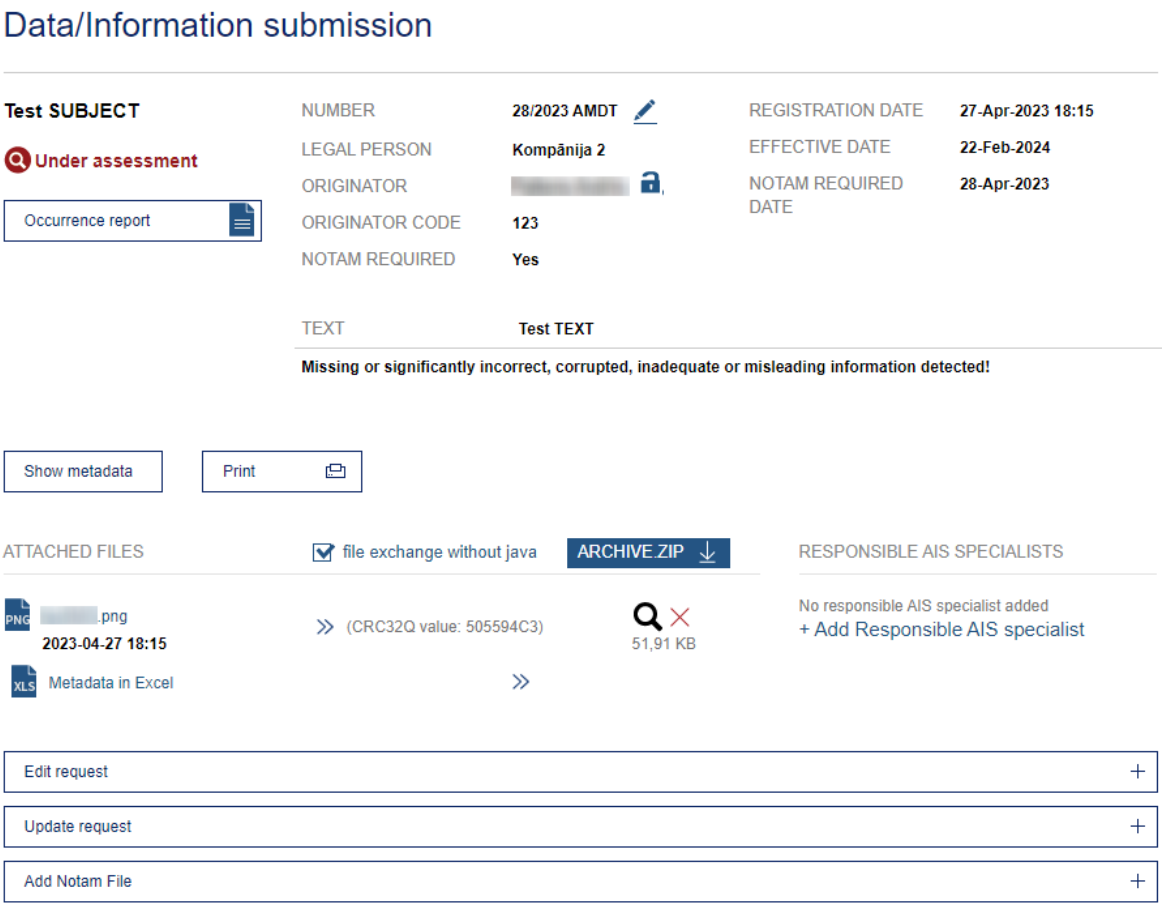
When filtering parameters are set, click **Apply filters** or press **Clear** to remove all filters.

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

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

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

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



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

Available commands	Description
Occurrence report	Generate a occurence report on identified missing, incomplete, inadequate or misleading information.
Show/Hide metadata	Command to show or hide meta data in a request form.
Print version	A request form is shown in printer friendly A4 format.
Download meta data in Excel	System generates Excel file containing the meta data provided in a request.
File exchange without JAVA	Please refer to chapter 3 “File exchange and CRC32Q value VERIFICATION applet”.
Download ZIP	Downloads a compressed ("zipped") archive file that contains all files attached to this request.
Update request *	The data submitter can open and update the application, add additional information, if the application is in the status SUBMITTED, INFO REQUESTED, POSTPONED.

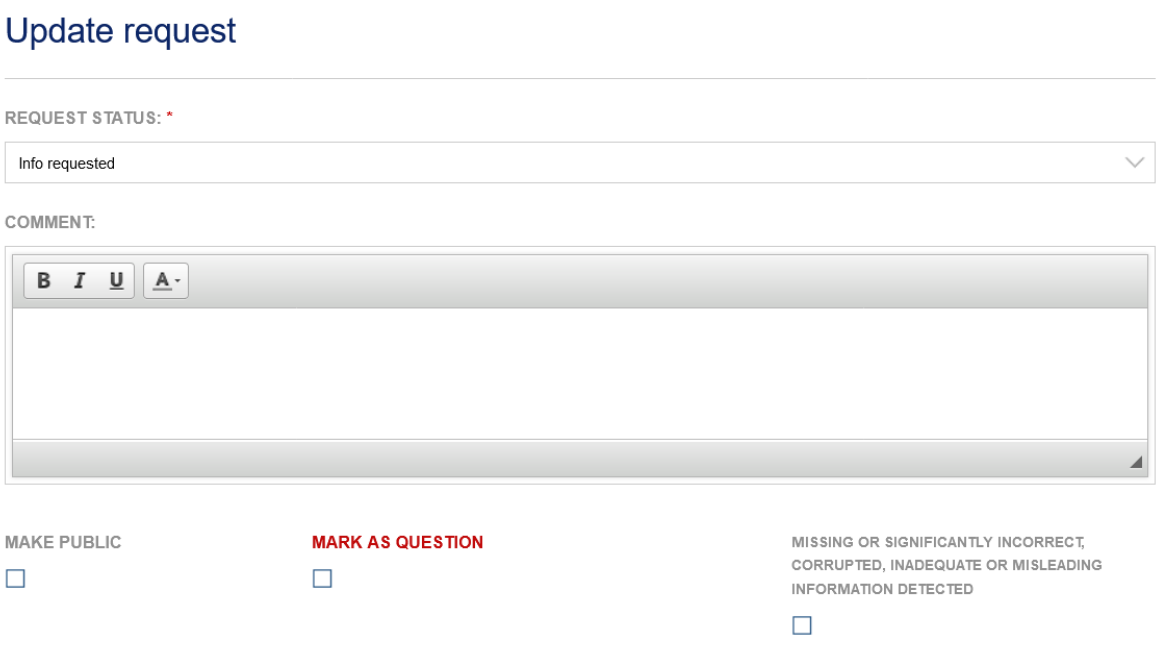
Edit request	Data originator can open a request form. Editing options are provided according to the request's status. Please refer to section 4.1.5 "Request processing statuses" to check the request statuses that allow data originator to edit the request. Only requests in status SUBMITTED, INFO REQUESTED and POSTPONED can be opened for editing.
Add Notam file *	Add Notam file with all the required information

*- available only to ANID employees.

4.5 QUESTIONS AND ANSWERS IN A REQUEST

In case of ANID specialists having doubts about the request, they can ask a questions of interest to the Data originator.

ANID specialist has to open request "Update" window, write the question in the "Comment" field, make a mark in the "MARK AS QUESTION" field below

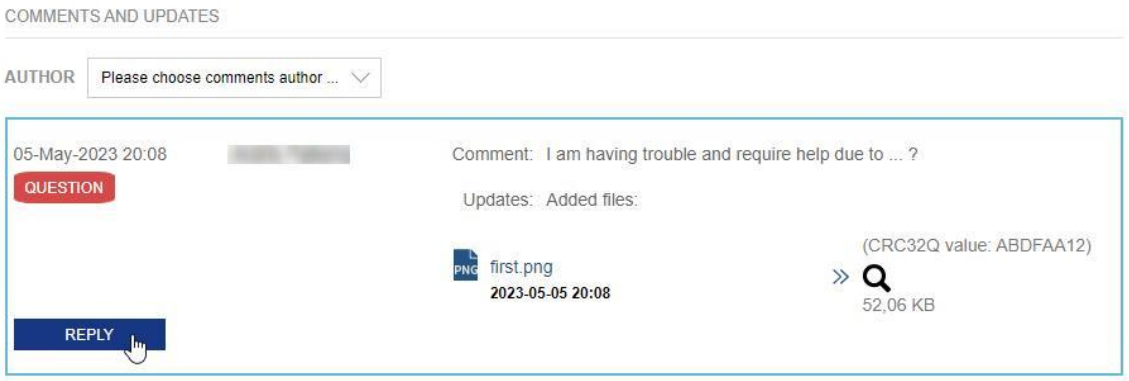


If needed, file can be added as well. When question is ready, click **Update.**

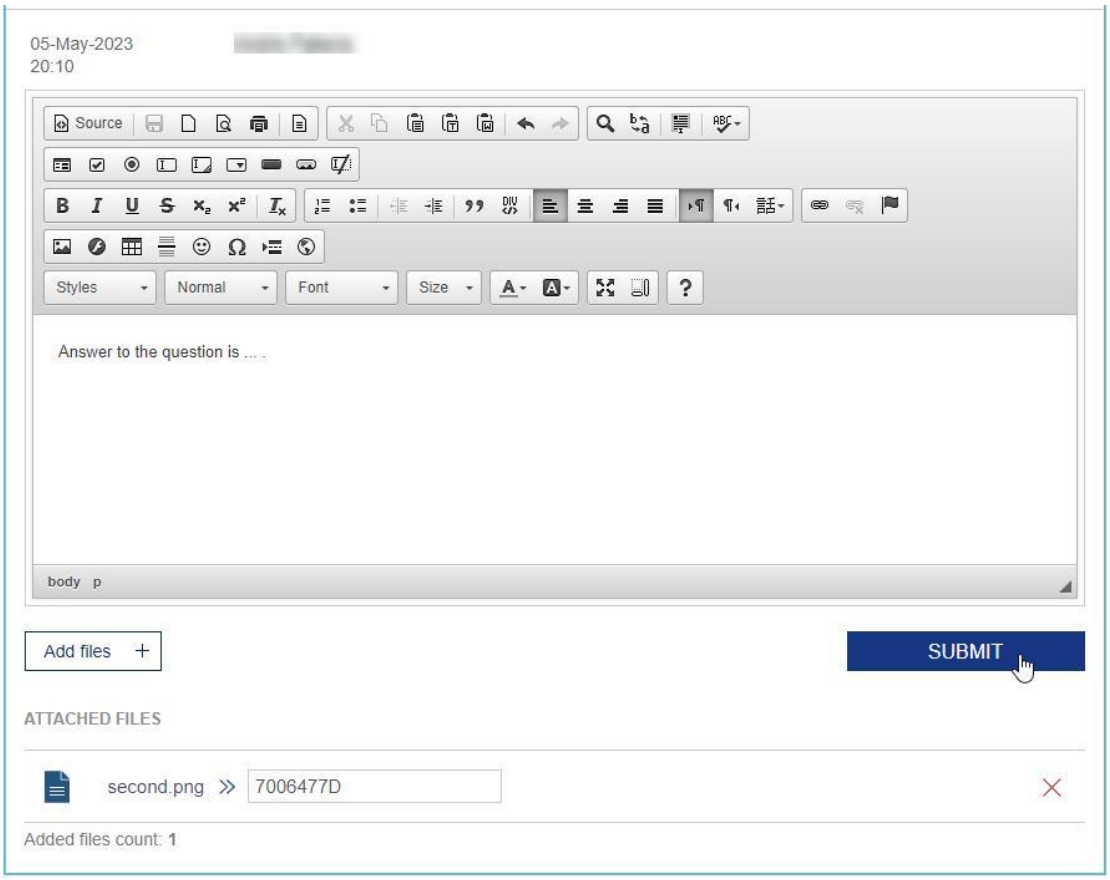
After ANID specialist has registered the question, the status of request changes to "INFO REQUESTED" automatically. Question can be viewed in the request window below, in

section called “COMMENTS AND UPDATES”. ANID specialist can register multiple questions by following the same step pattern.

Data originator is the only user, who can aswer to the questions registered. In order to do so, choose **Reply**.



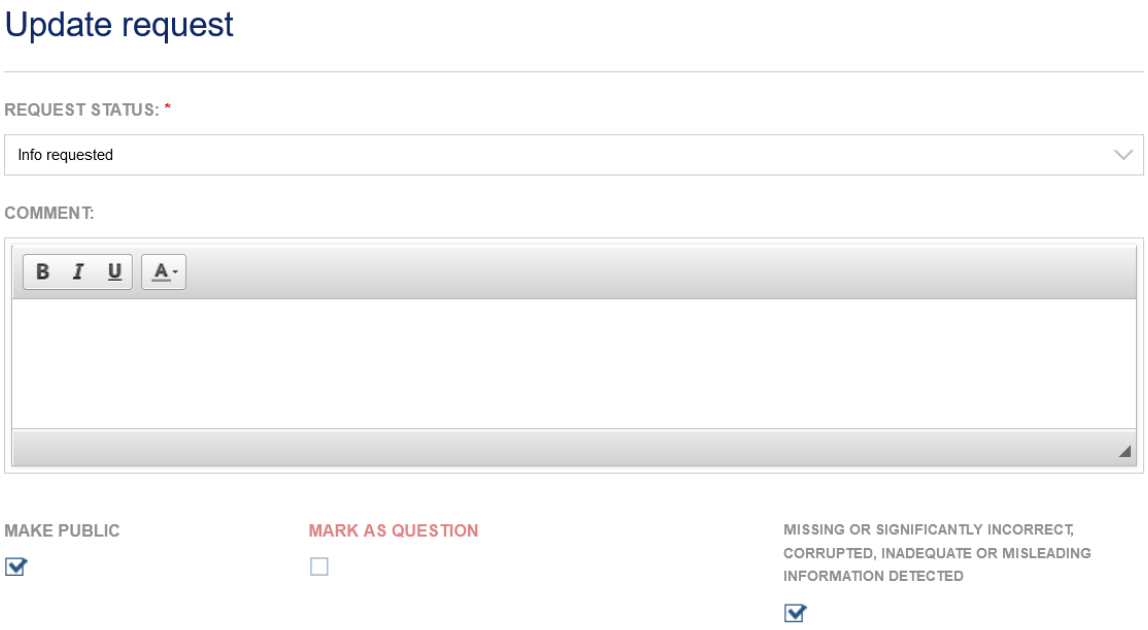
Enter the answer to the question raised, in case of requirement, add files to the answer un choose **Submit**.



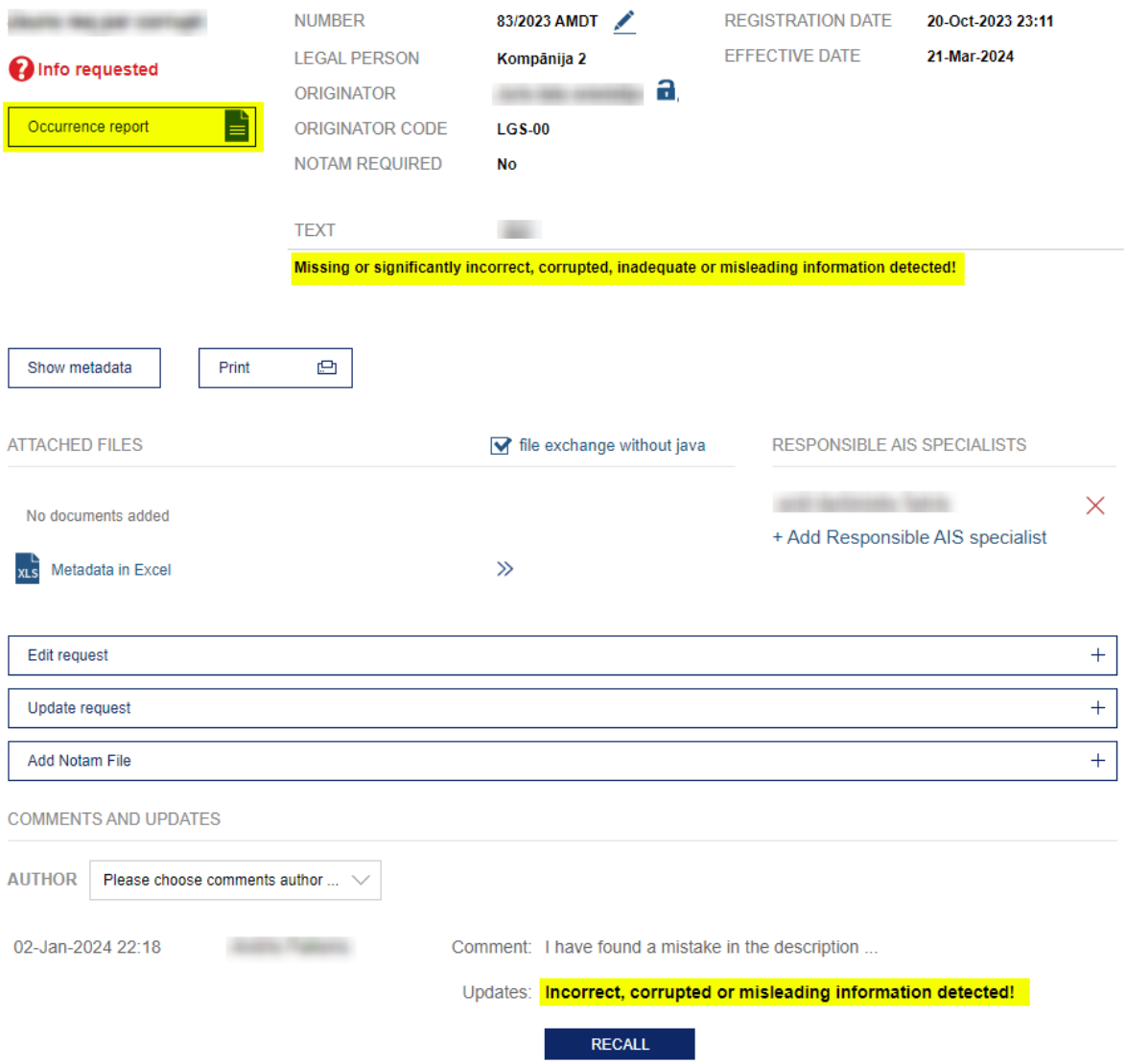
When Data originator has registered answers to all the questions raised, the request status changes to “UNDER ASSESSMENT” automatically.

4.6 CORRUPTED INFORMATION IN A REQUEST

In a case of incorrect, incomplete, inadequate or misleading information is found in a request, AIP administrator as well as ANID specialist can register this fact in the request update window.



After describing the problem in the comment window and checking the highlighted box below, press “UPDATE” in order to register your findings.



The request will be updated and it's description will contain fact of the mark. Also, you will be able to download "Occurence report" where you will be able to see an overview of all the marks made. In addition, below in "COMMENTS AND UPDATES" section, you will be able to view your mark as well as cancel it by pressing "RECALL" button.

5. DATA DISTRIBUTION TOOL

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

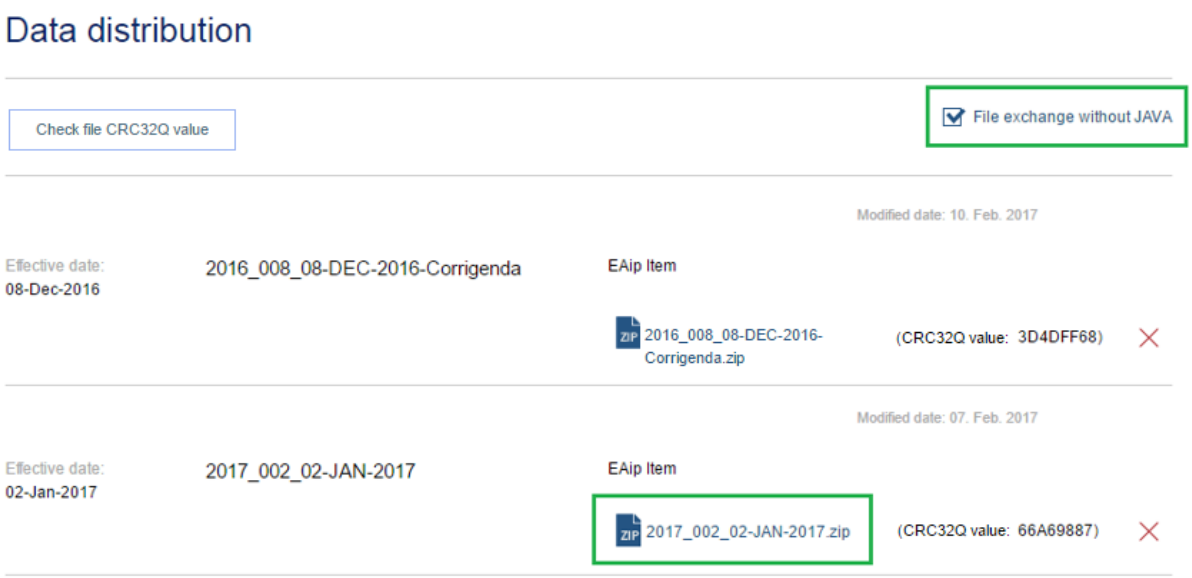
In order to use Data distribution tool AIS clients have to subscribe to this information by specifying to which published information they would like to have access and reporting this to the office of AIS of Latvia.

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

5.1 FILE DOWNLOAD FROM DATA DISTRIBUTION TOOL

5.1.1 FILE DOWNLOAD WITHOUT JAVA

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



2. Clicking on the file name will result in instant downloading.

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

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

1. Click on **Check File CRC32Q value**

2. Click on **Add file** in the line number 1

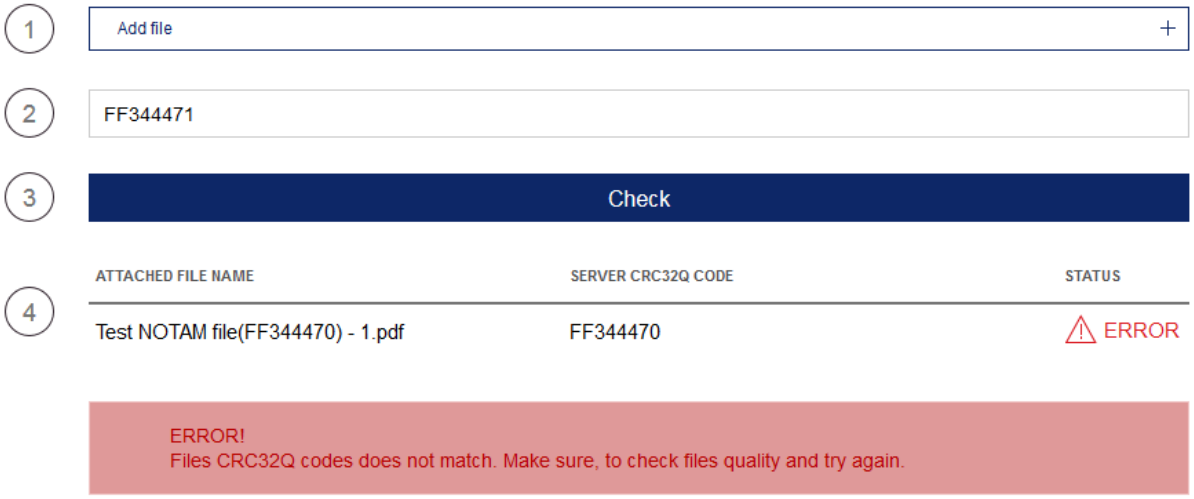
3. Select a file. The file name is displayed in the line number 4 – Attached file name

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

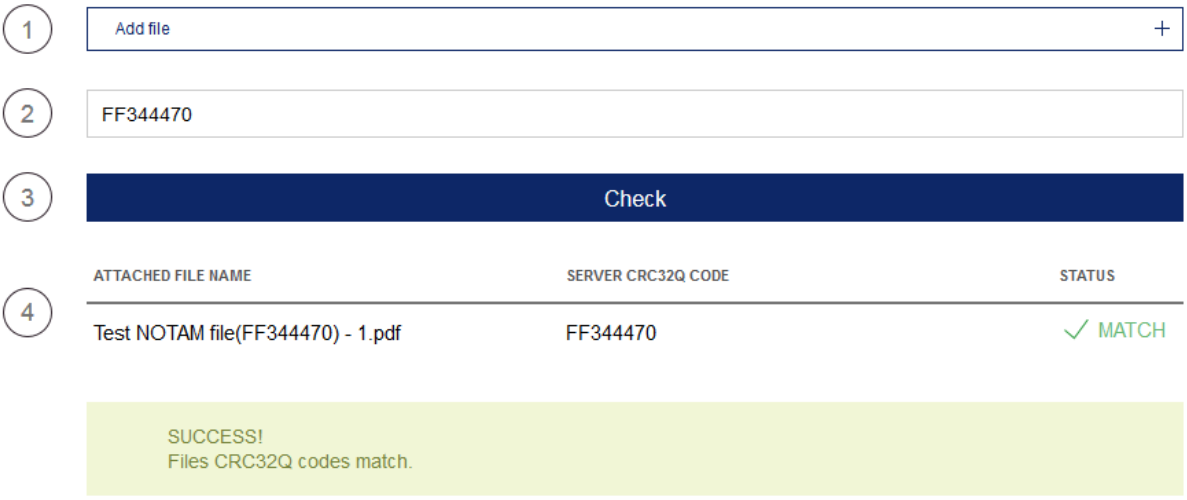
5. Click on Check in the line number 3

Below are examples of file CRC32Q value check:

- when CRC32Q values do not match



- when CRC32Q values do match

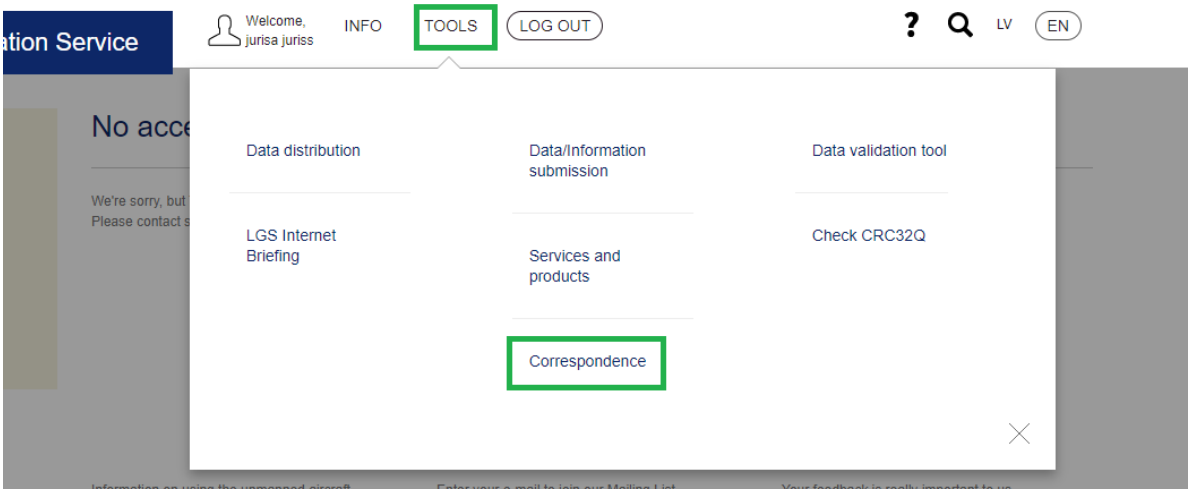


6. CORRESPONDENCE TOOL

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

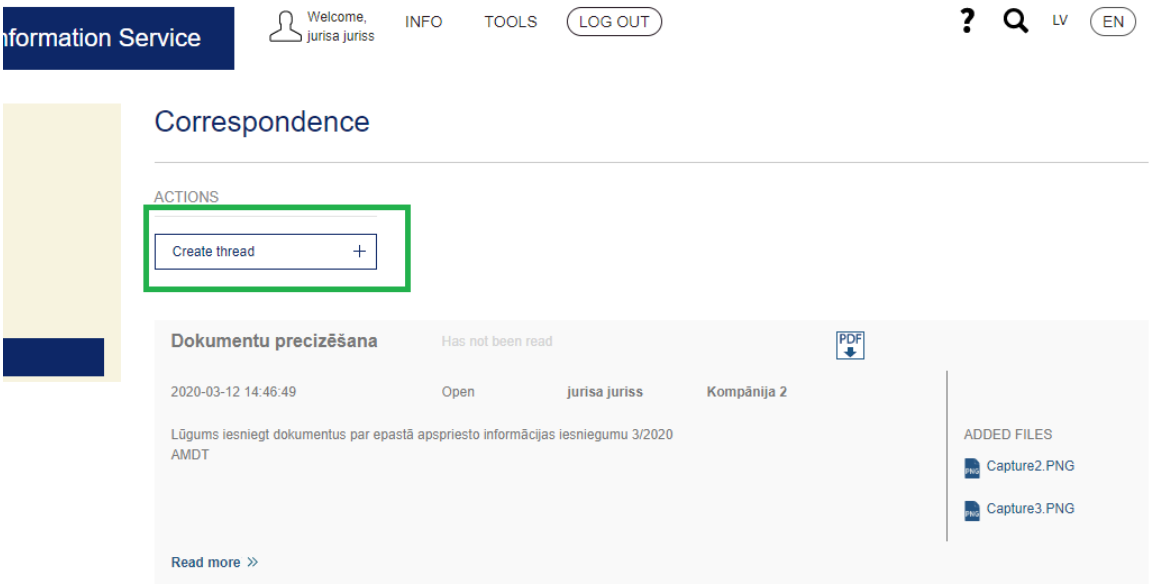
6.1 NAVIGATE TO TOOL

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



6.2 CREATE NEW CORRESPONDENCE

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



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

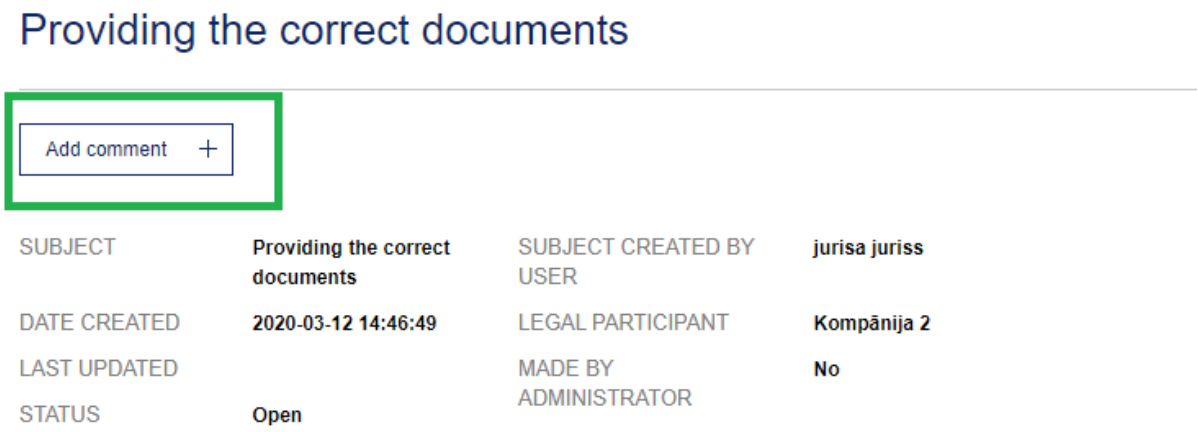
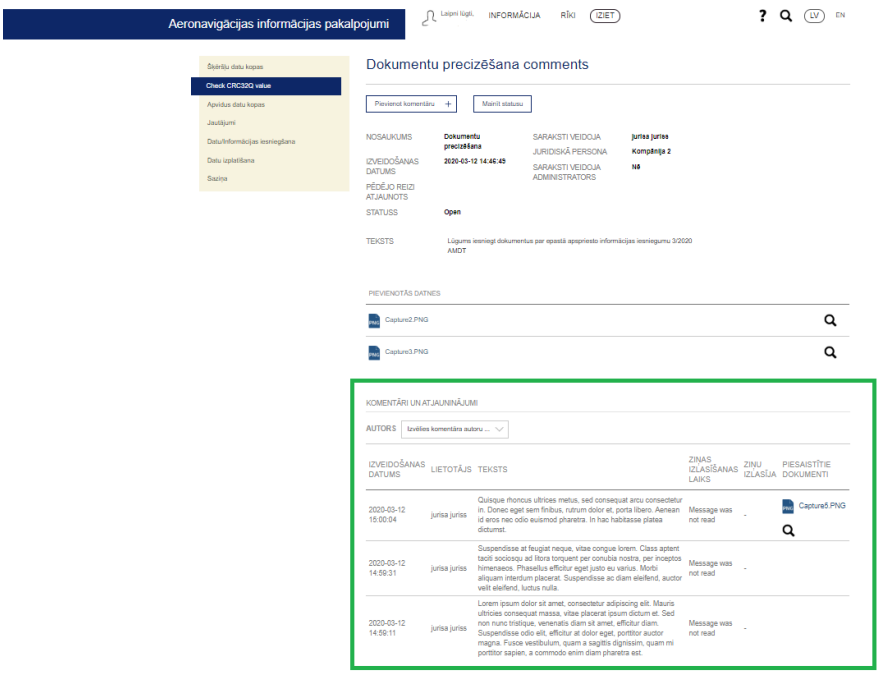
6.3 OPEN COORESPONDENCE

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

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

6.4 ADD NEW COMMENT TO CORRESPONDENCE

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



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