



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**

The screenshot shows a web interface with a header containing 'TOOLS' and a 'LOGIN' button. Below the header is a horizontal line. Underneath, there are three input fields: 'Username ...', 'Password ...', and 'Code ...'. The 'Code ...' field has the number '29' on the right side. Below these fields is a dark blue button labeled 'LOG IN'. At the bottom, there are two links: 'RESTORE PASSWORD' and 'REGISTER'. The 'REGISTER' link is highlighted with a green rectangular border.

4. Registration form is opened.

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

Register

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


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

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

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

Please verify you are human

☐ I'm not a robot



reCAPTCHA

Privacy - Terms

REGISTER

- 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.
- Click on **Register**.

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

```

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

```

(Code-key table example)

2.2 LOGIN

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

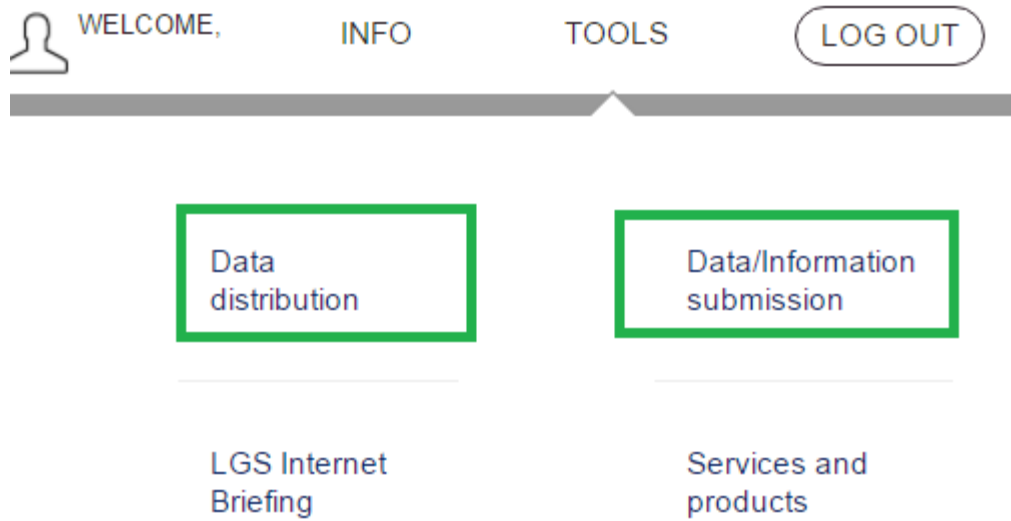
1. Go to <https://ais.lgs.lv>
2. Click on **LOGIN**

The screenshot shows the login interface of the Aeronautical Information Service (AIS) website. The header includes 'Aeronautical Information Service' and navigation links for 'INFO', 'TOOLS', and 'LOGIN'. The login form consists of three input fields: the first is labeled 'ANID Data provider', the second contains three dots, and the third contains the text '123456' followed by a small '2'. Below these fields is a prominent 'LOG IN' button. At the bottom of the form are links for 'RESTORE PASSWORD' and 'REGISTER'. The background features a banner for 'About AIS Latvia' and a sidebar with a 'News' section.

- 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

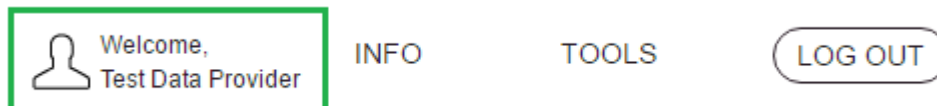


3. FILE EXCHANGE AND CRC32Q VALUE VERIFICATION

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**.

User profile

Hello, **Test Data Provider**!

USERNAME	amats
FIRST NAME	
SURNAME	
POSITION	amats
EMAIL	@gmail.com
PHONE	+371
FILE EXCHANGE	With JAVASCRIPT



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**.

FILE EXCHANGE

☐ With JAVASCRIPT ☒ Manual CRC

These settings will remain in effect for future work sessions.

3.2 DATA EXCHANGE WITH JAVASCRIPT

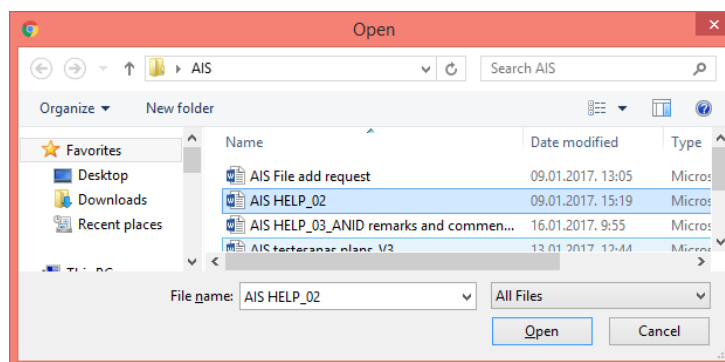
By default, when submitting files, JAVASCRIPT support is used, which automatically generates the CRC320Q value of the submitted files. In special cases it will be possible to choose between JAVASCRIPT and Manual CRC.

FILE EXCHANGE

☒ With JAVASCRIPT ☐ Manual CRC

Add file +

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



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

FILE EXCHANGE

☒ With JAVASCRIPT ☐ Manual CRC

Add file +

ATTACHED FILES



testIMG.png >>

CB6FF507



Added files count: 1

3.3 DATA EXCHANGE WITH MANUAL CRC

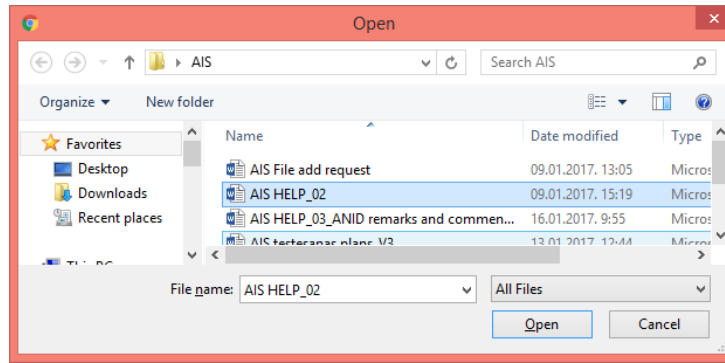
In order to work with the system, i.e. to submit information and attach files to the application and enter CRC value manually, select the **MANUAL CRC** option in the FILE EXCHANGE section .

FILE EXCHANGE

☐ With JAVASCRIPT ☒ Manual CRC

Add file +

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.

ATTACHED FILES



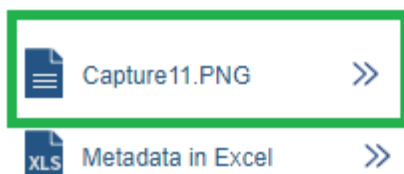
Added files count: 1

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

ATTACHED FILES

☒ file exchange without java

ARCHIVE.ZIP ↓



(CRC32Q value:
255E40C6)

11,71 KB

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

COMMENTS AND UPDATES

AUTHOR

13-Mar-2020 09:00

Andris Paikens

Comment: comment

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

Added files:



Capture11.PNG

(CRC32Q value:
255E40C6)

11,71 KB

3.4 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.

Data/Information submission

ACTIONS

Add new request



Check file CRC32Q value

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

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

Check File CRC32Q value

1 +

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

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


- If file CRC32Q values do not match

Check File CRC32Q value

1 +

2

3 **CHECK**

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

4

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

- If file CRC32Q do match

Check File CRC32Q value

1

Add file

+

2

6F59558C

3

CHECK

4

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

SUCCESS!

Files CRC32Q codes match.

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

3.4.2 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.

COMMENTS AND UPDATES

24-Feb-2017 15:29

Test
Data Provider

Updates: Added files:

UserGuide.v.10_ANID
comments 31-01.docx(CRC32Q value:
6F59558C)

10-Feb-2017 09:16

Test
Data Provider

Updates: Deleted file:



tst.xls

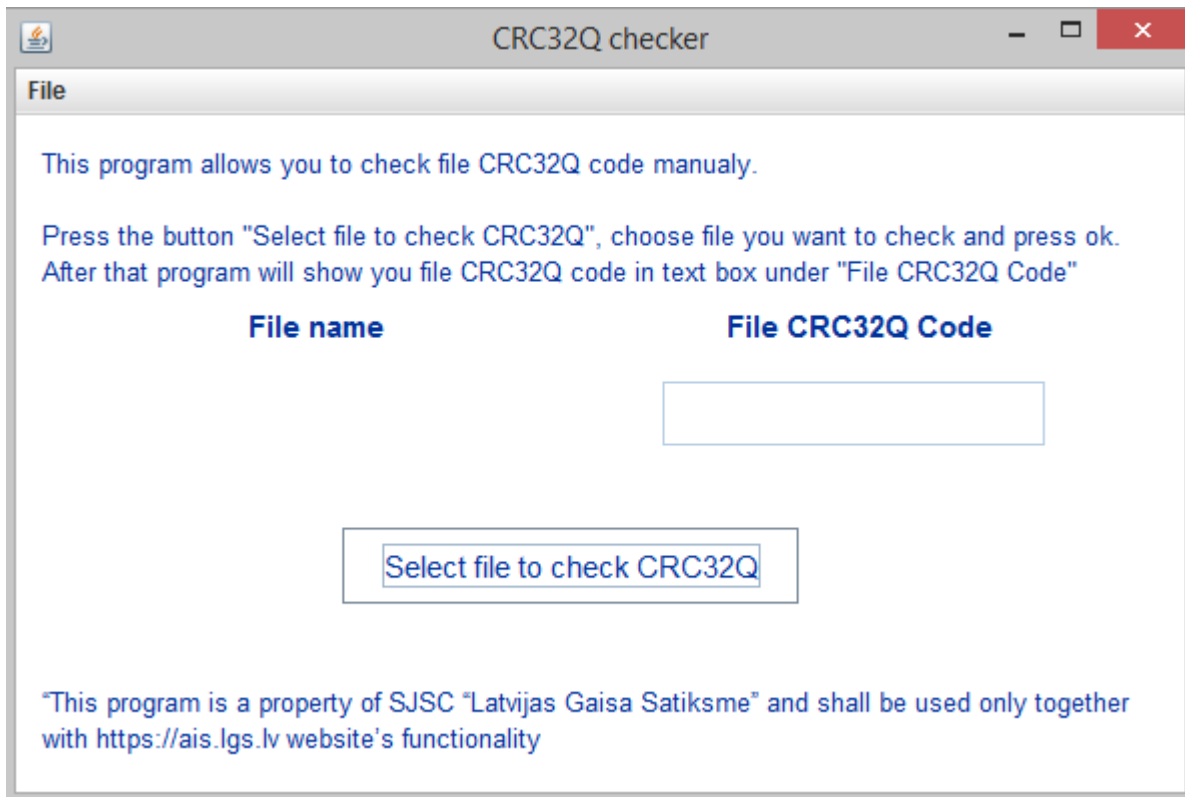
(CRC32Q value:
01263D66)

Check CRC32Q code manually

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

[Download program.](#)

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



The screenshot shows a window titled "CRC32Q checker". Inside the window, there is a section labeled "File" with the following text: "This program allows you to check file CRC32Q code manually. Press the button 'Select file to check CRC32Q', choose file you want to check and press ok. After that program will show you file CRC32Q code in text box under 'File CRC32Q Code'". Below this text, there are two labels: "File name" and "File CRC32Q Code". Under "File name" is an empty text input field. Under "File CRC32Q Code" is an empty text input field. At the bottom of the window, there is a button labeled "Select file to check CRC32Q".

File

This program allows you to check file CRC32Q code manually.

Press the button "Select file to check CRC32Q", choose file you want to check and press ok. After that program will show you file CRC32Q code in text box under "File CRC32Q Code"

File name

File CRC32Q Code

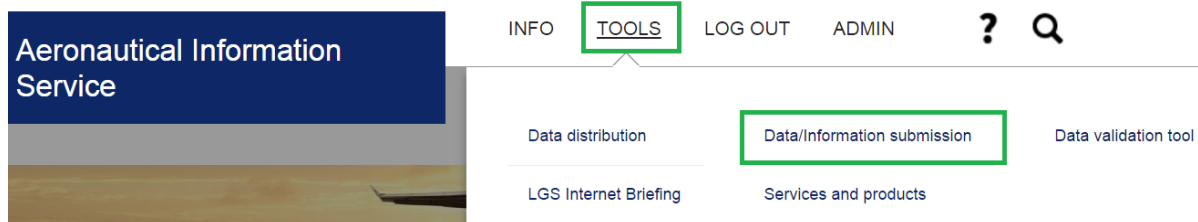
Select file to check CRC32Q

"This program is a property of SJSC "Latvijas Gaisa Satiksme" and shall be used only together with <https://ais.lgs.lv> website's functionality"

4. DATA/INFORMATION SUBMISSION TOOL

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

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



Data/Information submission

ACTIONS

Add new request +

Check file CRC32Q value

Downloads history +

Export to Excel +

Effective date deadlines

FILTERS

All statuses

All originators

subject to search

Registration date from
yyyy-mm-dd

Registration date till
yyyy-mm-dd

Request type
AIP AMDT, SUP, AIC

Effective date from
yyyy-mm-dd

Effective date till
yyyy-mm-dd

Corrupted information detected
DISPLAY ALL

Hide deleted by data originator
DO NOT HIDE

CLEAR

Apply filters >>

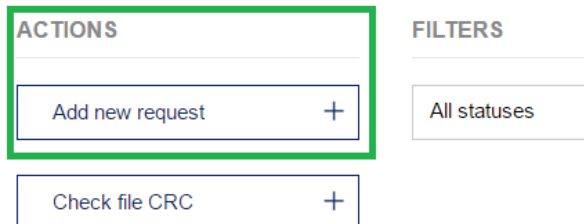
NO.	REGISTRATION DATE AND TIME (LOCAL)	ORIGINATOR	SUBJECT	STATUS	EFFECTIVE DATE / FROM DATE-TIME	END DATE / TO DATE- TIME	PUBLISHED NOTAM
1/2024 AMDT	12-Jan-2024 00:05	123 A	123	Submitted	25-Jan-2024		
84/2023 AMDT	03-Nov-2023 11:11	LGS-00 datu sniedzējs	Test downloadsafetyoccurrencereport	Under assessment	21-Mar-2024		
83/2023 AMDT	20-Oct-2023 23:11	LGS-00 datu sniedzējs	Jaun	Info requested	21-Mar-2024		
82/2023 AMDT	20-Oct-2023 16:15	LGS-00 datu sniedzējs	Jauns	Under assessment	22-Feb-2024		

- 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**.

Data/Information submission



The screenshot shows a web interface for data submission. On the left, under the heading 'ACTIONS', there are two buttons: 'Add new request' and 'Check file CRC'. Both buttons have a plus sign icon to their right. The 'Add new request' button is highlighted with a green rectangular border. To the right of the 'ACTIONS' section is a 'FILTERS' section, which contains a single button labeled 'All statuses'.

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

Add request

REQUEST TYPE *

☒ AIP AMDT ☐ AIP SUP ☐ AIC ☐ NOTAM ☐ According to the regulations of the MK no. 66

SUBJECT *

User should specify type of request: *AIP AMDT*, *AIP SUP*, *AIC* or *NOTAM*, *According 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

ACCESS TO OTHER COLLEAGUES

☐ No access ☐ View ☒ Edit

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

It is possible to specify the following 3 values:

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

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

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

Input field	Description
Subject	Short description or a name of particular request.
Text	AIP content that should be published.
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?	<p>User at own discretion uses radio buttons <i>Yes</i> and <i>No</i> to provide insight if provided information required NOTAM. If <i>Yes</i> is checked, system will ask NOTAM effective date.</p> <p>NOTAM IS REQUIRED?</p> <p><input type="radio"/> No <input type="radio"/> Yes</p> <p>Please check respective radio button.</p>
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

ACCESS TO OTHER COLLEAGUES

☐ No access ☐ View ☒ Edit

AMENDMENTS MADE TO THE DATA *

☐ New ☐ Deleted ☐ Modified ☐ Other

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

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

DETAILS OF ANY LIMITATIONS ON THE USE OF THE DATA *

SUBMIT

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

4.1.3 DATA SUBMISSION FOR NOTAM REQUEST TYPE

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

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

XXXXXXXXXX

Tālrunis, Fakss
Phone, Fax

+371 XXXXXXX, +371 XXXXXXX

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) *	<input type="text"/>	
Līdz (datuma-laika grupa UTC) To (date-time group, UTC)	<input type="text"/>	<input type="checkbox"/>
Laika grafiks (ja piemērojams) Time schedule (if applicable)	<input type="text"/>	

Submitted 0 day(s) in advance

FILE EXCHANGE

☒ With JAVASCRIPT ☐ Manual CRC

Add file +

ATTACHED FILES

Added files count: 0

EXPLANATION

METADATA FIELDS

ACCESS TO OTHER COLLEAGUES

☐ No access ☐ View ☒ Edit

AMENDMENTS MADE TO THE DATA *

☐ New ☐ Deleted ☐ Modified ☐ Other

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

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

DETAILS OF ANY LIMITATIONS ON THE USE OF THE DATA *

SUBMIT

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

METADATA FIELDS

AMENDMENTS MADE TO THE DATA *



☐ New ☐ Deleted ☐ Modified ☐ Other








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



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

DETAILS OF ANY LIMITATIONS ON THE USE OF THE DATA *

4.1.5 REQUEST PROCESSING STATUSES

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

	Data originator can change the status to DELETED BY DATA ORIGINATOR.				
Info requested 	AIP administrator or NOTAM administrator may ask for additional information 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.

COMMENTS AND UPDATES

AUTHOR

Please choose comments author ... ▾

04-Feb-2020 16:29

jurisa juriss

Comment: Added file and updated request

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

Added files:











Test filoe.txt

(CRC32Q value:
F755E49E)

13 B

4.2 PREVIEW OF THE FILES ATTACHED TO THE APPLICATION

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

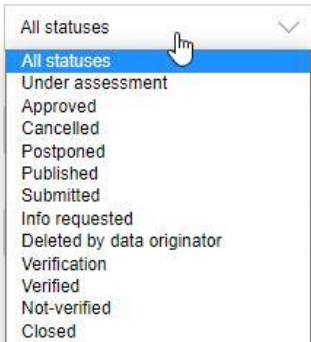
After the request is submitted to the system, it is possible to preview the contents of the attached files. To view the contents of the file, click on the magnifying glass icon next to the attached file. After clicking on the magnifying glass icon, a pop-up window opens in the system, where you can view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

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

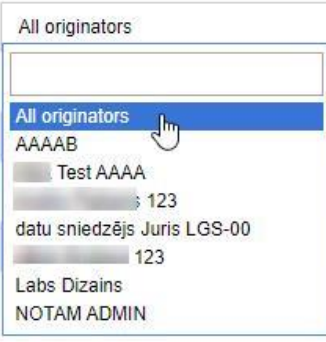
4.3 SEARCH REGISTERED REQUESTS

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:

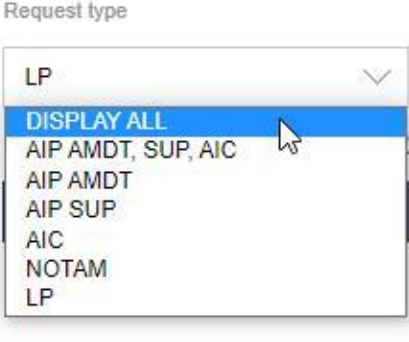
➤ Status



➤ Originator



➤ Request type



➤ Registration date from;
Registration date till

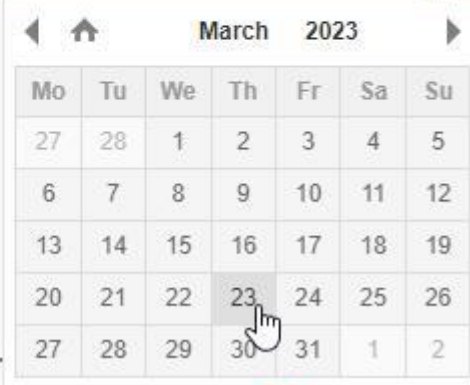
➤ Effective date from;
Effective date till

Registration date from

Registration date till

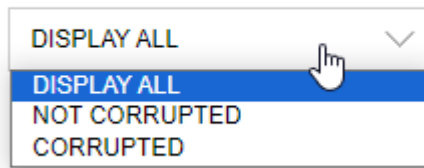
Effective date from

Effective date till



➤ Corrupted information detected

Corrupted information detected



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.

Data/Information submission

Test SUBJECT	NUMBER	28/2023 AMDT 	REGISTRATION DATE	27-Apr-2023 18:15
 Under assessment	LEGAL PERSON	Kompānija 2	EFFECTIVE DATE	22-Feb-2024
<div>Occurrence report </div>	ORIGINATOR	 	NOTAM REQUIRED DATE	28-Apr-2023
	ORIGINATOR CODE	123		
	NOTAM REQUIRED	Yes		
	TEXT	Test TEXT		


Missing or significantly incorrect, corrupted, inadequate or misleading information detected!

Show metadata



Print 

ATTACHED FILES



☒ file exchange without java


ARCHIVE ZIP 

RESPONSIBLE AIS SPECIALISTS

 .png
2023-04-27 18:15

>> (CRC32Q value: 505594C3)

 
51,91 KB

 Metadata in Excel

>>

No responsible AIS specialist added
+ Add Responsible AIS specialist

Edit request +

Update request +

Add Notam File +

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

Available commands	Description
Occurrence report	Generate a occurrence 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

Update request

REQUEST STATUS: *

Info requested

COMMENT:

B
I
U
A -

MAKE PUBLIC

☐

MARK AS QUESTION

☐

MISSING OR SIGNIFICANTLY INCORRECT,
CORRUPTED, INADEQUATE OR MISLEADING
INFORMATION DETECTED

☐

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 answer to the questions registered. In order to do so, choose **Reply**.

COMMENTS AND UPDATES

AUTHOR


05-May-2023 20:08



Comment: I am having trouble and require help due to ... ?


QUESTION


Updates: Added files:

 first.png

(CRC32Q value: ABDFAA12)

2023-05-05 20:08

>>  52,06 KB

REPLY 

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

05-May-2023
20:10

Source

Answer to the question is

body p

Add files +

SUBMIT

ATTACHED FILES

second.png >> 7006477D

Added files count: 1

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.

Update request

REQUEST STATUS: *

Info requested

COMMENT:

B *I* U **A-**

MAKE PUBLIC



MARK AS QUESTION



MISSING OR SIGNIFICANTLY INCORRECT,
CORRUPTED, INADEQUATE OR MISLEADING
INFORMATION DETECTED



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

Info requested

Occurrence report

NUMBER

83/2023 AMDT

REGISTRATION DATE

20-Oct-2023 23:11

LEGAL PERSON

Kompānija 2

EFFECTIVE DATE

21-Mar-2024

ORIGINATOR

ORIGINATOR CODE

LGS-00

NOTAM REQUIRED

No

TEXT

Missing or significantly incorrect, corrupted, inadequate or misleading information detected!

Show metadata

Print

ATTACHED FILES

☒ file exchange without java

RESPONSIBLE AIS SPECIALISTS

No documents added

Metadata in Excel

>>

+ Add Responsible AIS specialist

Edit request

+

Update request

+

Add Notam File

+

COMMENTS AND UPDATES

AUTHOR

Please choose comments author ...

02-Jan-2024 22:18

Comment:

I have found a mistake in the description ...

Updates:

Incorrect, corrupted or misleading information detected!

RECALL

The request will be updated and it's description will contain fact of the mark. Also, you will be able to download "Occurrence 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.

Data distribution

Check file CRC +

File exchange without JAVA

Modified date: 12. Jan. 2017

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

Modified date: 12. Jan. 2017

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

notam_files.txt (E6E0072D)

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

5.1 FILE DOWNLOAD FROM DATA DISTRIBUTION TOOL

5.1.1 FILE DOWNLOAD WITHOUT JAVA


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

Data distribution


Check file CRC32Q value

☒ File exchange without JAVA

Modified date: 10. Feb. 2017

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

Modified date: 07. Feb. 2017

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

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

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

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

1

Add file
+

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

4

Test NOTAM file(FF344470) - 1.pdf

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

2

ENTER CRC32Q CODE (optional)

5. Click on Check in the line number 3

3

Check

Below are examples of file CRC32Q value check:

➤ when CRC32Q values do not match

1 Add file +

2 FF344471

3 Check

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

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

➤ when CRC32Q values do match

1 Add file +

2 FF344470

3 Check

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

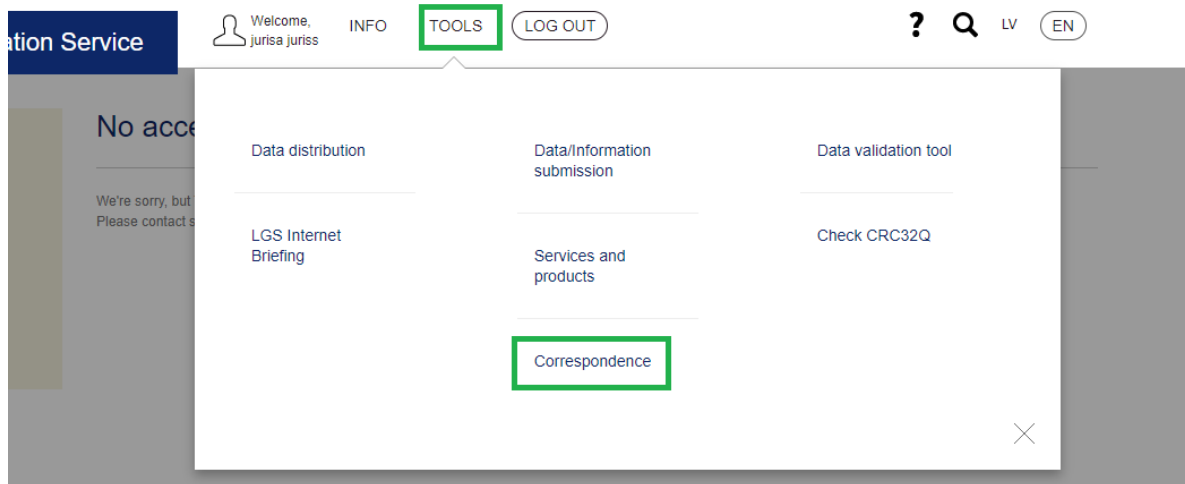
SUCCESS!
Files CRC32Q codes match.

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.

Information Service

Welcome, jurisa juriss
 INFO TOOLS LOG OUT

? Q LV EN

Correspondence

ACTIONS

Create thread +

Dokumentu precizēšana
 Has not been read
 PDF

2020-03-12 14:46:49
 Open
 jurisa juriss
 Kompānija 2

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

Read more >>

ADDED FILES
 Capture2.PNG
 Capture3.PNG

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.

Providing the correct documents

Has not been read

PDF

2020-03-12 14:46:49

Open

jurisa juriss

Kompānija 2

Request to add documents to 3/2020 AMDT

Read more >>

ADDED FILES

Capture2.PNG

Capture3.PNG

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

6.4 ADD NEW COMMENT TO CORRESPONDENCE

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

Providing the correct documents



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

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

Aeronavigācijas informācijas pakalpojumi
Lapini lūgt. INFORMĀCIJA Rīki (ZIET) ? Q LV EN

Šķērsu datu kopas
Check CRC3200 values
Aptuveni datu kopas
Jautājumi
Datu/informācijas iesniegšana
Datu ieguldījums
Sasnie

Dokumentu precizēšana comments

Prevent komentārus +
Mācīt statusu

NOSAUKUMS	Dokumenta precizēšana	SARVAISTI VEIDOJA JURIDISKĀ PERSONA	jurisa juriss
IZVEIDOŠANAS DATUMS	2020-03-12 14:46:49	SARVAISTI VEIDOJA ADMINISTRATORS	Kompānija 2
PEĒĶĀO REIZĀTĀJUMS			NA
STATUSS	Open		

TEKSTS

Lūgums iesniegt dokumentus par apstādīto informācijas iesniegumu 32020 AMOT

PIEVIENOTĀS DATNES

KOMENTĀRI UN ATJAUNINĀJUMI

AUTORS
Izvēlies komentāra autoru...

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