J R C   T E C H N I C A L   R E P O R T S

Guidance for eSPIRS beta-testers

LIMITED

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2013

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Abstract
In early 2013, the Major Accident Hazards Bureau (MAHB) of the Joint Research Centre (JRC) of the European Commission began developing a new online system for collecting Seveso establishments data to replace the existing Seveso Establishments Reporting System (SPIRS) desktop application. This guidance document aims to assist the relevant Competent Authorities of 28 Member States of the European Union in beta-testing the 2nd eSPIRS prototype, whose launch date is 30 September 2013. It introduces the prototype's current functionalities and those envisaged in the later releases. The document also provides an overview the boundary conditions related to this specific release.

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1 Background

The existing SPIRS reporting system was established over 10 years ago and the current update is already 8 years old and rapidly becoming outdated. In recognition of new options created by technology, the European Commission decided against updating the existing SPIRS software in favour of investing in an entirely new reporting system using online programming technology. The new SPIRS system has been dubbed "*eSPIRS*".

eSPIRS will continue to fulfill the requirement in the Seveso II and III Directives to maintain a database containing specific information on Seveso *Establishment*s. In addition to taking advantage of opportunities offered by new technology, eSPIRS will be designed to incorporate lessons learned from the practical experience of SPIRS users (both within the JRC and in national authorities) to optimize the "user-friendliness" of the EU SPIRS reporting process, to address potential needs associated with the new Seveso legislation and EU policy on the environment , to promote greater quality of data input to the system, and to enhance the usefulness of potential database outputs to Member States and the Commission for policy implementation.

Thus, MAHB has started eSPIRS development in early 2013 and plans to provide the final version at the end of June 2014, through an incremental step process (see chapter 1.2), as agreed with DG ENVIRONMENT.

1.1 Opportunities and Limitations Foreseen in eSPIRS Development

Design of the eSPIRS is intentionally forward-looking to anticipate potential needs of Member States and the Commission in management and use of the data. Some areas noted for improvement have already been identified broadly as follows:

- *Efficiency of reporting and management*. Replacing the desktop system with an online system developed in a modern technology improves user access and enhances the technical reliability and relevance of the system over time.

- *Greater compatibility to Member State processes*. The new system aims to have some features that reduce the burden of administration in Member States, for example, allowing regional administrators in Member States to report directly to the system. (As in eMARS national authorities will still be required to review and approve all inputs.).

- *Higher quality control through the Establishment of one input format*. Currently, the proprietary format of SPIRS discourages some Member States, who keep their data in

another format, from using this format. Therefore, data arrives in various formats from Member States (not only Excel but also .doc and .pdf) and often uses categories and classifications that are not directly compatible with the SPIRS database. The new system will ensure that the data will be reported with a much higher degree of accuracy by offering an common data exchange format in **XML**[1].

- ***Increasingly useful for Member States and the European Commission in serving policy needs***. In the 2nd phase of our development work (post-June 2014), the system will facilitate analysis of data with GIS map applications available online and also in combination with risk assessment applications, e.g., via XML exchange files. In addition, the system could also produce outputs for Member States to use for information to the public, if required.

The eSPIRS design must also take into account some constraints associated with the legislative requirements and policy sensitivities of Member States.

- ***Enhanced security measures***. According to Article 21 of the Seveso III legislation, "*Access to the database shall be restricted to persons authorized by the Commission or the competent authorities of Member States*." This provision requires strict attention to the maintenance of enhanced data protection measures at the technical structure level. eSPIRS will strictly adhere to European Commission security protocols.

- ***Frequency of updates to Seveso Establishment data from Member States***. The Seveso legislation does not define a fixed frequency by which Member States should revise their Seveso *Establishment* data reported to the Commission. The new system should avoid, as much as possible, features that discourage timely reporting, especially changes that place an unreasonable burden on Member States (or some Member States) in first-time reporting after the system comes on line. In contrast, the system design should consider features (e.g., useful data output formats, automated queries) and tools (e.g., XML exchange files) that promote more frequent updating.

- ***Diversity and complexity of Member State administration of Seveso Establishment data***. For example, notification data may be collected at regional rather than national

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[1] eSPIRS will have an XML template available to Member States by end June 2014. However, an exporting tool/methodology has to be developed by interested Member States to export their data into the XML template, while MAHB will develop an importing tool to import the filled in XML template into eSPIRS in the 2nd half of 2014.

level. Seveso *Establishment* data may be part of a site's file, rather than maintained as part of a list of *Establishment*s and the Seveso *Establishment*s list only exists for purposes of reporting to the EU. The data fields used in the Member State database may be structured differently than in the SPIRS database, etc. Some features of the new eSPIRS programme could alleviate problems resulting from an inherent compatibility with Member State data collection and management. However, other features could make SPIRS reporting more complicated. The *consultation process* with Member States will help to identify areas where optimizing features have negative impacts on some users and where there may be scope for compromise or trade-offs. MAHB will work together with Member States (also in an ad-hoc manner) to find an acceptable solution.

1.2 The eSPIRS Development Process

The development of the eSPIRS system is expected to take 18 months to two years allowing adequate time for robust exchange and discussion of certain features with the Member States and for testing purposes (excluding interoperability-related issues, i.e. XML common data exchange format processes, which will only start as of July 2014 and will take the time it will need, as each Member State has their own realities, which need to be addressed in an ad-hoc manner). The process aims to be transparent, rigorous and collaborative. This approach gives the best chance of having a data collection system that functions well from the start and that is not only easy to use but is valuable both for the reporting community itself and for other end-users of the data.

The principle tools for soliciting input from Member States have been:

- survey of Member States on technical compatibility issues and user needs,
- survey of potential automated queries to analyse data outputs.

Furthermore, as MAHB would like to involve the users already at an early stage, with a primary goal to ensure user friendliness of eSPIRS, MAHB envisages issuing several prototypes for testing up until the roll-out date of end June 2014. In fact, the 1st prototype was launched at the end in July 2013. This way, users can have many opportunities of having a say as to how their user experience needs to be when using eSPIRS.

This document provides some guidance to the Member States that will be participating in the beta-testing of the 2nd eSPIRS prototype. It provides information on the objective of the beta-testing, along with the boundary conditions that the testers will have during this endeavor.

2 Objectives of the beta-testing

The main objectives of this beta-testing activity have been sub-divided into two parts:

- For Member States who have not yet beta-tested (Section 2.1),
- For Member States who have beta-tested (Section 2.2).

2.1 For Member States who have not yet beta-tested

- To provide Member States the opportunity to provide valuable user feedback at an early stage of the development of eSPIRS. The feedback will help MAHB improve the eSPIRS user experience.
- To test _selected_ security protocols already implemented (authentication, authorisation, etc.)
- To test _limited_ functionalities of the new system (see details below).

2.2 For Member States who have already beta-tested

- To provide Member States another opportunity to provide valuable user feedback at an early stage of the development of eSPIRS. The feedback will help MAHB improve the eSPIRS user experience.
- To provide feedback on the **newly implemented** features (GIS, see details below)
- To verify the **known features** which have been updated in consequence of your previous feedback (Life-Cycle, see details below).

3 Boundary conditions

As it is only the _2^nd eSPIRS prototype_, it is NOT a fully functioning web application. MAHB has selected a _limited_ amount of functionalities that can be tested by the Member States. However, Member States who have already beta tested will find some new, enhanced or updated features.

NOTE: In the following chapters, the _state-of-the-art_ of the current prototype will be described.

3.1 For Member States who have already beta-tested

- _Life Cycle enhancements:_
    - _Life-Cycle_ has been completely reviewed, and is now simpler and more intuitive.
    - The available _Life-Cycle_ **actions** are better identified in respect to the user role (NR or NA).

- o *Life-Cycle* **status** and **actions names** are now more intuitive.
- *GIS enhancements:*
  - o Address resolution has been enhanced, now handling **multiple results**.
  - o Other several enhancements have been carried out.
- *Reporting Authority improvements*
  - o *Reporting Authority* tab is now **auto-filled** for National Reporters and National Administrators, using the latest entered data.
  - o It is now possible to **select an existing *Reporting Authority*** by selecting its name in the drop-down box, and all other fields (this is useful, if there are more than one national Authorities that could report and *Establishment*)
  - o *Reporting Authority* tab **is now locked** and requires a specific Modify button to be clicked in order to make changes.
- *Email notification improvements*
  - o Users can now select in *My Profile* which events they are interested into, and be notified about those events only .
  - o Notification logic and email contents have been improved.
- Other minor enhancements, both **functional** and **cosmetic**, have been carried out, along with **a better compatibility with several browsers**.

3.2 Important facts to bear in mind

3.2.1 MINERVA

- Currently MAHB has a heterogeneous IT system that is becoming quite resource intensive to maintain. Thus, in early 2013, MAHB has embarked on a project to homogenise, modernise and improve its information technology policy support services. It is also taking stock of the new security protocols of the European Commission. This new homogeneous system, the MINERVA portal, will replace the MAHB website, which is expected to have basic functionality early next year. It will be the portal to MAHB's policy support services, scientific work. It will also house eSPIRS and eMARS and eventually other new online applications. A number of additional information exchange functionalities and applications are expected to be added over time, but priorities and timing will depend on feedback from stakeholders and resources.

- In order to give beta-testers a more real feeling of MAHB's new web portal, MINERVA, testers will also have a glimpse of what MINERVA could look like and how eSPIRS and eMARS could be configured within the MINERVA system.

- Text on web pages is only in DRAFT and has been provided to give the testers a more realistic experience while beta-testing.

- Only selected webpages have been provided with provisional text:
  - MINERVA HOME PAGE
  - About MAHB
  - Seveso Directive
  - Toolbox → eMARS
  - Toolbox → eSPIRS

- Webpages without text have been set as "PAGE UNDER CONSTRUCTION".

- All dashboards (i.e. pages showing a snapshot of current application status for the logged in user) are not yet functional. They will be designed and implemented only for the mid/end January 2014 release.

- Guest Users have no access to any *DASHBOARD*:
  - *MINERVA DASHBOARD* only appears for registered (National Reporter and National Administrator) users.
  - *eMARS DASHBOARD* only appears for registered users.
  - *eSPIRS DASHBOARD* only appears for registered users.

- Guest User has *very limited privileges* compared to registered users:
  - View MINERVA public section
  - View eSPIRS public section
  - View eMARS public section
  - Cannot access eSPIRS application

3.2.2 eSPIRS

- Only *selected* functionalities have been implemented (see Section 3.3).

- Each **user can only see and work on *Establishment*s from her/his country**.

3.3 Which functionalities have been provided to testers?

3.3.1 Generalities

3.3.1.1 MINERVA

- MINERVA portal general look & feel and navigation and data entry interface.
- MINERVA menu approach with working top and side menus have been implemented.
- The European Commission *Visual Identity* has already been implemented.
- In line with the EC SECURITY PROTOCOL:
  - the *European Commission Authentication System* (ECAS) has already been implemented, thus users, other than Guest Users, require a username and password from ECAS. Once logged in, the user will gain more privileges within the MINERVA system.
  - Bearing in mind the top OWASP security threats where already possible, great care has been given to architecture design and code writing.

A colour scheme is proposed to assist user in distinguishing between MAHB applications (eSPIRS [*green*], eMARS [*orange*], MINERVA [*blue*]); however, the look and feel of the pages assists the user in knowing he/she is still part of the MINERVA portal.

3.3.1.2 eSPIRS

Most of SPIRS desktop application has been implemented within eSPIRS. Any minor changes were made either because the application had to be adapted to the modus operandi of an online web application or because it was deemed more user-friendly.

- eSPIRS *Establishment* basic data entry, including general information data.
- eSPIRS *Establishment* basic search with grid and list view functionalities have been implemented.
- eSPIRS *Establishment* search filters have also been provided: *Seveso status*, *Life-cycle status*, *Country* and *Industry type*.
- GIS features in eSPIRS *Establishment* LOCATION Tab.
- eSPIRS *Establishment* life-cycle (status) management.
- A prototype of user role definition (see chapter 3.3.2), for content access and *Establishment* status handling.
- Tooltips for data entry.
- eSPIRS basic notification to users during *Establishment* status changes.

- The eSPIRS **_DASHBOARD_** is not yet customisable, but will be in the future, based on the user type. It offers three icons at the bottom of the page, with the three most important actions an eSPIRS User would be interested in doing:
  - o Search Establishment
  - o New Establishment
  - o Import Establishment

3.3.2   <u>User types</u>

An *Establishment* record in eSPIRS is created, updated, published and modified according to *user types (roles)* and related *rights*. There are three *user types* (*roles*) that are actors within the eSPIRS *life-cycle*:

- *National Reporter* (NR),
- *National Administrator* (NA)
- *MAHB Administrator* (MAHB).

3.3.3   <u>Establishment life-cycle</u>

It is essential for the user to understand the *Establishment* life-cycle. Here below are some introductory explanations.

- Creation, update and publishing of an *Establishment* changes the *Establishment state*, according to strict rules defined within the *life-cycle*.
- The **action** taken when an *Establishment* changes from one *state* to another is called ***state transaction***.
- Each ***user type*** (role) is allowed to perform only certain state transactions and is allowed to edit and change the content of the *Establishment* form only when it is in certain states, according to its rights (i.e. <u>each **user type (i.e. NR or NA)** has certain **pre-defined** rights</u>).

3.3.3.1   Functional logic

Follow some functional concepts originating the <u>state diagram</u> (Figure 1 for NR; Figure 2 for NA) and read/write permissions (see Table 1).

- The **NEW CREATED** state normally initiates the *life-cycle* of the *Establishment*.
- An *Establishment* can then enter the following states:
  - **TO CONFIRM**, when *National Reporter* has just submitted the *Establishment* to the *National Administrator*.

- o **CONFIRMED**, when *National Administrator* has just submitted the *Establishment* to *MAHB Administrator*.
    - o **PUBLISHED**, when *MAHB Administrator* has just put the *Establishment* online.
    - o **NEW REVISION**, when a new version of an *Establishment* is created.
- An *Establishment* can be **DELETED**. When this happens, it will no longer be visible nor will it be in the machine state **PUBLISHED**, but it will be in the **DELETED** state.
- Only **MAHB Administrator** can send and Establishment to the **PUBLISHED** state, i.e. can publish it.
- *National Reporters* can delete an Establishment only if they have just created it, otherwise they must request the delete (by pressing the **Request Delete** button) from the *National Administrator*, who can confirm the delete).
- *National Reporters* can request a revision of an Establishment (by pressing the **Request Revision** button), that must be agreed by the *National Administrator* who will eventually send the *Establishment* to the **NEW REVISION** state.
- *National Administrators* can basically perform any *state transaction*, except the publish action. Specifically, they can delete an *Establishment* from any state, including PUBLISHED.
- When an *Establishment* is either in the machine state **DELETED** or a **REQUEST DELETE**, it cannot be edited by any actor. It can only change state.
- When an *Establishment* is **PUBLISHED**, it can be "revised" by a *National Administrator* or by *MAHB Administrator*, thus the *Establishment* is sent back to **TO CONFIRM** or **CONFIRMED** state, respectively.
- When an *Establishment* is **DELETED**, it can be "recovered" by a *National Administrator* or by *MAHB Administrator*, thus sent back to **TO CONFIRM** state.

IMPORTANT NOTES:

- **National Reporters** can only edit *Establishments* they are working on (**NEW CREATED** and **NEW REVISION** states). Similarly, **National Authorities** can only edit *Establishments* in **TO CONFIRM** state, while **MAHB Administrators** can only edit **CONFIRMED** and, when required, **PUBLISHED** states. Users willing to edit an *Establishment* which is not in their proper state, must "*request revision*" (NR) or "*self-submit*" (NA and MAHB).
- When *National Administrators* create an *Establishment*, it is directly created in **TO CONFIRM** state, which is the proper edit-enabled state for a *National Administrator*. Similarly, when **MAHB Administrators** creates an *Establishment*, it is directly created in **CONFIRMED** state.

3.3.3.2 State diagrams

The following color convention is adopted in the following state diagrams:

- Forward transactions representing a **SUBMIT** or **PUBLISH** actions are marked in **green**.

- Back transactions representing a **SEND BACK, REVISE, RECOVER**, **RECALL** or **REQUEST REVISION** actions are marked in **orange**.

- Transactions representing a **DELETE** and **REQUEST DELETE** action are marked in **red.**

3.3.3.2.1 National Reporter state diagram

The following diagram (Figure 1) shows the *actions* and *state transactions* associated to *eSPIRS Seveso National Reporter* (**NR**) users.
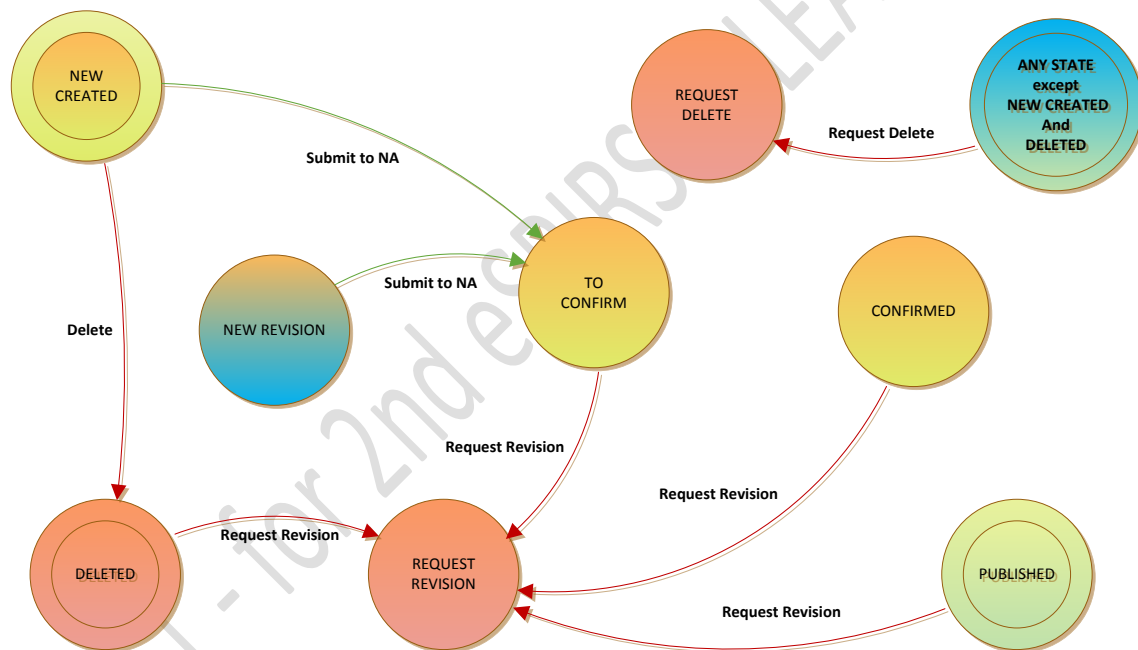

Figure 1 –eSPIRS state diagram showing the various states and actions for *National Reporters*.

3.3.3.2.2 National Administrator state diagram

The following diagram below (Figure 2) shows the *actions* and *state transactions* associated to *eSPIRS Seveso National Administrator* (**NA**) users.
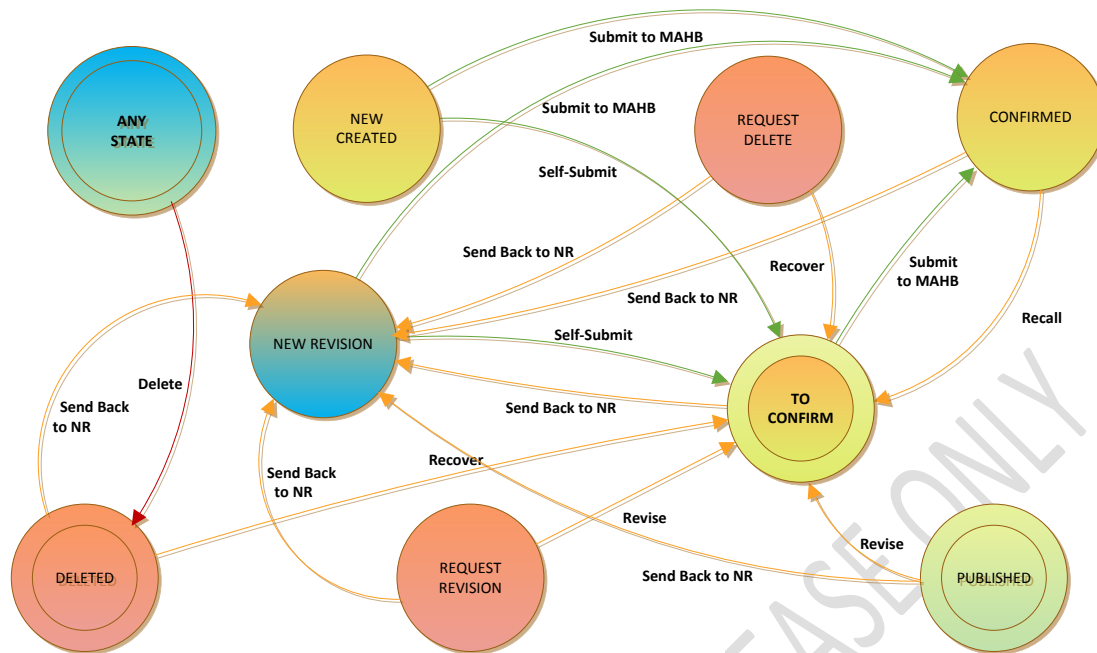
Figure 2 – eSPIRS state diagram showing the various states and actions for *National Administrators*.

3.3.3.3   *Read/write privileges*

The following table below (Table 1) shows, for each available state, which *actors* can edit an *Establishment*, where *editing* means *changing the content of the form*, before *changing the state of the Establishment* when the form content is definite.

Note that no *actor* can edit an *Establishment* when it is in one of the **DELETED, REQUEST DELETE** or **REQUEST REVISION** states.

Table 1 – Read and write privileges for each type of user and in every status currently implemented in this prototype. (r=read only; rw=read and write)

STATUS	NR	NA
NEW CREATED	rw	r
NEW REVISION	rw	r
TO CONFIRM	r	rw
CONFIRMED	r	r
PUBLISHED	r	r
REQUEST REVISION	r	r
REQUEST DELETE	r	r
DELETED	r	r

3.3.3.4 Transaction interface

The way *state transactions* are classified and performed by the user and the validation conditions are described here.

3.3.3.4.1 Available actions

Each *state transaction* has a corresponding **action** that the user can perform if enabled, represented by a **button**. *Actions* are logically classified into groups. Each group has a specific *button color*. Different *state transactions* can share the same *button name*.

Table 2 – eSPIRS actions, related buttons and associated transactions.

ACTION NAME	BUTTON COLOR	ASSOCIATED TRANSACTIONS
Submit (to …) Self-Submit	green	*All transactions promoting Establishment towards the PUBLISHED state.*
Publish	green	*All transactions directly leading to the PUBLISHED state.*
Send Back to …	orange	*All transaction moving Establishment towards the NEW REVISION state, if performed by the owner actor (i.e. NA sends back to NR, MAHB sends back to NA).*
Recall	orange	*Same as Send Back, but if performed by the target state owner actor (i.e. NA recalls from the CONFIRMED state).*
Revise	orange	*All transactions moving Establishment back from the PUBLISHED or REQUEST REVISION state, if performed by the target state owner actor (i.e. NA revises to the TO CONFIRM state, MAHB to the CONFIRMED state).*
Recover	orange	*All transactions moving Establishment back from the DELETED or REQUEST DELETE state, if performed by the target state owner actor (i.e. NA recovers to the TO CONFIRM state).*
Request Revision	orange	*All transactions moving Establishment to the REQUEST REVISION state.*
Request Delete	red	*All transactions moving Establishment to the REQUEST DELETE state.*
Delete	red	*All transactions directly leading to the DELETED state.*
Save *and* **Discard Changes** *actions*	blue	*These buttons do not correspond to any transaction.*

The following table (Table 3) below shows the summary of the available action for each state and for each user type (role).

Table 3 – eSPIRS actions (example circled in **red** colour) according to user type (role, circled in green color), along with related life-cycle status in **blue** colour.

STATUS	NR	NA	
NEW CREATED	**Submit to NA** TO CONFIRM **Delete** DELETED	**Self-Submit** TO CONFIRM **Submit to MAHB** CONFIRMED **Delete** DELETED	User type → / Action → / Life-cycle status
NEW REVISION	**Submit to NA** TO CONFIRM **Request Delete** REQUEST DELETE	**Self-Submit** TO CONFIRM **Submit to MAHB** CONFIRMED **Delete** DELETED	
TO CONFIRM	**Request Delete** REQUEST DELETE **Request Revision** REQUEST REVISION	**Send Back to NR** NEW REVISION **Submit to MAHB** CONFIRMED **Delete** DELETED	
CONFIRMED	**Request Delete** REQUEST DELETE **Request Revision** REQUEST REVISION	**Send Back to NR** NEW REVISION **Recall** TO CONFIRM **Delete** DELETED	
PUBLISHED	**Request Delete** REQUEST DELETE **Request Revision** REQUEST REVISION	**Send Back to NR** NEW REVISION **Revise** TO CONFIRM **Delete** DELETED	
REQUEST REVISION	**Request Delete** REQUEST DELETE	**Send Back to NR** NEW REVISION **Revise** TO CONFIRM **Delete** DELETED	
REQUEST DELETE		**Send Back to NR** NEW REVISION **Recover** TO CONFIRM **Delete** DELETED	
DELETED	**Request Revision** REQUEST REVISION	**Send Back to NR** NEW REVISION **Recover** TO CONFIRM	

3.3.3.4.2 Transaction validation conditions (SAVING)

- In order to **SAVE** an *Establishment* record, the NR or NA only require to fill in the *Establishment name* field (it is the only **mandatory** field to **SAVE** an *Establishment* for NR and NA). Once a name is provided, eSPIRS automatically creates the record[2].

- In order **SUBMIT or PUBLISH** an *Establishment*, ALL mandatory fields (i.e. those with a red asterisk) have to be filled in, otherwise the Establishment will not change its status.

- When an *action* is not possible due to validation reasons, the corresponding button remains visible but is displayed in **grey** colour and cannot be clicked.

3.2.3.4.3 *Establishment* view / search logic

The *Establishment life-cycle* has the following impacts on the *search / view* logic:

- **National Reporter, National Authority** and **MAHB Administrator** actors can search and view all *Establishment states*.

- **National Reporter** and **National Authority** actors can only search and view the *Establishments* of their own *country*.

3.3.4   Inserting a new *Establishment*

- When entering a **new Establishment**, the left hand side (LHS) menu disappears. This allows the eSPIRS Registered User to focus only on inserting details related to the given *Establishment* – to minimize distractions.

- There are four TABS related to "New *Establishments*":
  - **Identification** – contains information related to the Establishment being reported by eSPIRS user.
  - **Details** – contains information related explicitly to the reported Establishment
  - **Location** – contains information related to the whereabouts of the reported Establishment.
  - **Reporting Authority** - contains information related to the Reporting Authority reporting the Establishment.

- There are two ways to enter a **New Establishment** in the database:

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[2] In reality, eSPIRS needs three fields to insert a record in the database: ***Country***, ***Establishment Code*** and ***Establishment Name***. However, as the first two fields are automatically filled in by eSPIRS for NR and NA, they only need to fill in the third field to save an *Establishment* record.

- By clicking the drop-down menu *Establishment*, and choosing the submenu **New Establishment**;
- By clicking the **New Establishment** icon on the eSPIRS Dashboard.

- The user is <u>always</u> directed first to the **Reporting Authority** Tab, when inserting a *New Establishment*:
  - If the Reporting Authority is **new**, the NR or NA will have to fill in three Reporting Authority-related mandatory fields (*Name*, *Address* and City) to be able to insert a new *Establishment*. Country is also a mandatory field; however, this is automatically inserted by eSPIRS for the NR and NA. When all mandatory fields are filled in, and the **Apply** button is clicked, the user can then choose whether to enter *Establishment Details* or *Establishment Location* data. The tabs shaded in **red colour** show that the mandatory fields in the tab still need to be filled in.
  - If the Reporting Authority is **already registered**, all the user (NR or NA) has to do is start writing the *Reporting Authority Name* in its designated textbox and eSPIRS will automatically list it. The user can then select it and eSPIRS will automatically fill in the textboxes. All the user has to do is click the **Apply** button to proceed to filling in the tabs shaded in **red colour**.

- There are currently <u>fictitious *Establishment*s</u> within the eSPIRS – 3 for each country and each already in different life-cycle states.

- All mandatory fields have a red asterisk (*).

3.4   Functions not yet activated

As MAHB is developing eSPIRS in an incremental manner, where we release incremental prototypes more frequently, it is clear that not all functionalities one would expect to have, will be included in this 2nd release. Thus, there are functions that are still missing and are planned for later development, which you will see in the next releases. The fact that it is missing doesn't mean that it will not be developed. It is usually because we are at an early stage of development but sometimes we indeed may not have considered a particular functionality that might be desirable. In any case, you should feel free to tell us other functions that would help you in using the application. Below are some functionalities envisaged.

3.4.1   January release

- MINERVA **language selection** (*English* and *Italian* at the moment). In future, MAHB plans to have all the labels of the fields at least in all the EU official languages. We will probably ask

assistance to each MS for this. We are working on the architecture to accommodate this functionality.

- *Establishment* **history browsing**, allowing users both to browse older versions of an *Establishment*, and to recover an old version for further changes. Is this
- eSPIRS **substances** database.
- eSPIRS *Establishment* statistics available from dashboard.

3.4.2 <u>Later releases</u>

- Further *Establishment* statistics
- XML import template and importing tools, designed and implemented based on feedback from Member States.

4 Beta-testing tips

4.1 Supported web browsers

MINERVA portal and eSPIRS application is compatible with the following browsers:

- Google Chrome (till latest version). Please download latest version here: https://www.google.com/intl/en/chrome/browser/?hl=en&brand=CHMB&utm_campaign=en&utm_source=en-ha-na-us-sk&utm_medium=ha
- Microsoft Internet Explorer 9 & 10 (Unfortunately, MAHB cannot prioritise to dedicate its already limited resources to make eSPIRS fully compatible with a version 8 because:
    - o it is no longer maintained by Microsoft;
    - o there are less that 10% of internet are globally using it still. Please download latest version here: http://windows.microsoft.com/en-us/internet-explorer/download-ie
- Mozilla Firefox (till latest version). Please download latest version here: http://www.mozilla.org/en-US/firefox/fx/
- Safari (till latest version). http://support.apple.com/downloads/#safari

4.2 Overview

For the purpose of beta-testing, MAHB has already inserted *Establishments* **for each Member State**, which have the following characteristics below.

- They allow the user to see how a list of *Establishments* already looks like in the **Search Establishment** page. It provides user with a starting point.

- They are in different *life-cycle* states, allowing both NR and NA to already view *Establishments* they already can edit and which not.

4.3   Suggestions

Follow some suggestions, <u>which are not intended to be exhaustive</u>, on what to test and which comments to provide. Feel free to test anything you like, and provide as many comments as you feel.

4.3.1   <u>Tests</u>

- Two possible ways to start:
  - Go to **Search Establishment** page and EDIT an existing Establishment.
  - Go to the **Insert Establishment** page and try entering fictitious *Establishment* information.

- <u>Use the three Tables provided</u>, as they will assist you to know what you are able to do within eSPIRS. We hope that they act as a ***<u>navigation map</u>*** for you. We have also provided **state diagrams** (one for NR and one for NA).

- Use real addresses (e.g. hotel addresses), but fictitious names. See the examples already provided for your country.

- Verify if tooltips are easily understood.

- Try completing a <u>full *life-cycle*</u> for some *Establishments*, according to your user role. MAHB will be involved to complete the life-cycle for you, as MAHB is the only user that can PUBLISH an *Establishment*.

- Do not be shy to **Request Delete** or **Delete** an Establishment.

- Try to test all the **actions** your user type (NR or NA) allows you to do.

4.3.2   <u>Comments to provide</u>

- How to make eSPIRS more user-friendly for you.

- How could the eSPIRS look & feel could be improved? Is it intuitive?

- How eSPIRS could be made better to fit your existing *modus-operandi*, e.g. currently NR and NA in your country can view all *Establishment* forms; would it be better if NA in your country can view all *Establishment* forms, while NR can only view *Establishment*s of his/her region?

- Which other functionalities would you be interested in[3]?

- Do you like the GIS functionality provided?

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[3] MAHB will need to assess if we can accommodate your request in our 1st phase of programming work. If we can, you will find it in the end June 2014 release; if not, we will address it in the 2nd phase.

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