



# SafeSeaNet

## Central Organisation Database

### USER MANUAL

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## Document History

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1.0	25/11/2016	First version	EMSA	EMSA

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## Abbreviations and Acronyms

A list of the principal abbreviations and acronyms used in the document is provided here:

Abbreviation	Definition
COD	Central Organisation Database
DSC	Digital selective calling
EIS	European Index Server
EMSA	European Maritime Safety Agency
HF	High-frequency
IMO	International Maritime Organization
MMSI	Maritime Mobile Service Identity
MF	Medium-frequency
MS	Member State
NCA	National Competent Authority
SSN	SafeSeaNet
VHF	Very-high-frequency
VTs	Vessel Traffic Services

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# 1. Introduction

## 1.1 Purpose of the document

This document is an introduction to the Central Organisation Database (COD) Web User Interface. It provides a quick overview of the features available and how they might be used by the users.

In addition to this manual, EMSA can provide assistance through the Maritime Support Services by telephone (+351 211 209 415) or by email ([MaritimeSupportServices@emsa.europa.eu](mailto:MaritimeSupportServices@emsa.europa.eu)).

## 1.2 Scope and description of the Central Organisation Database

The Central Organisation Database (COD) contains information on all authorities and coastal stations which have been designated by Member States in accordance with Article 22 of Directive 2002/59/EC and with the requirements of the SafeSeaNet system.

The information included in the COD was collected via questionnaires submitted during a survey of Member States resources and capabilities which was carried out in 2006 and updated in 2013.

## 1.3 Users

The COD Web User Interface (available within the SafeSeaNet textual interface) will allow authorised SSN users from Member States to register and update the information on the authorities and coastal stations which have been designated by Member States.

In addition, other SSN users may also be granted access to consult the information available in the COD (*read only* access).

The display of the COD information in the SSN Graphical User Interface is on-going.

## 2. Central Organisations Database (COD) Web Interface

The Central Organisation Database (COD) is a web application that is accessible by entering a valid login and password in the EMSA Portal.

In order to access the COD, the user needs to login to the EMSA portal: <https://portal.emsa.europa.eu> (see Figure 1).

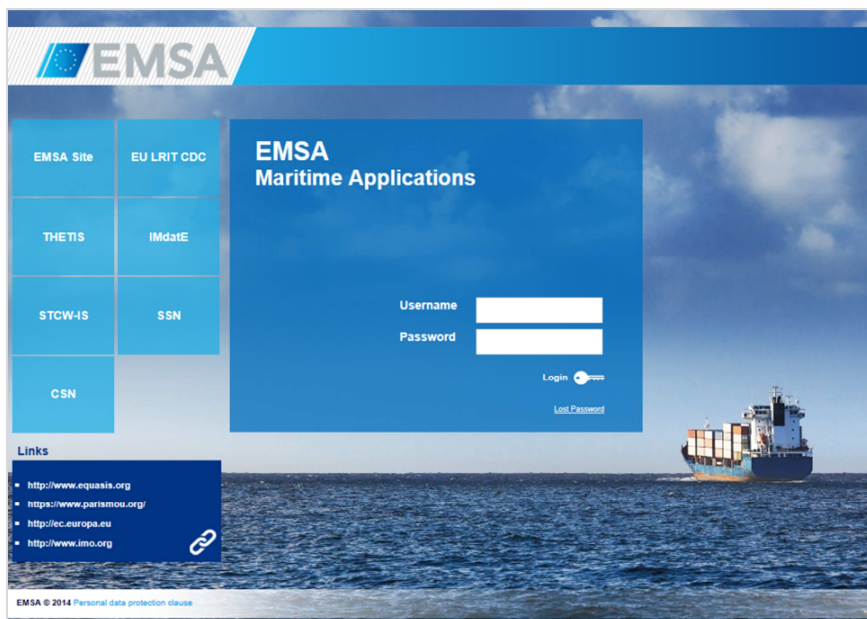




Figure 1 – EMSA Maritime Applications Portal

### 2.1 Log in to EMSA Portal

1. Enter Username in the Username field
2. Enter Password in the Password field
3. Press  or  to log in (see Figure 1).

### 2.2 How to access the COD web interface

After successful login, the user is redirected to the EMSA Portal, where the Central Organisation Database can be started by:

- Selecting **Portals → SSN → Central Organisation Database**
- Or
- Selecting directly under **SSN Central Organisation Database**.

See Figure 2.





Figure 2 – Access to Central Organisation Database

## 2.3 User interface Overview

Starting the COD will launch the User Interface (see Figure 3 for an overview of the components available).

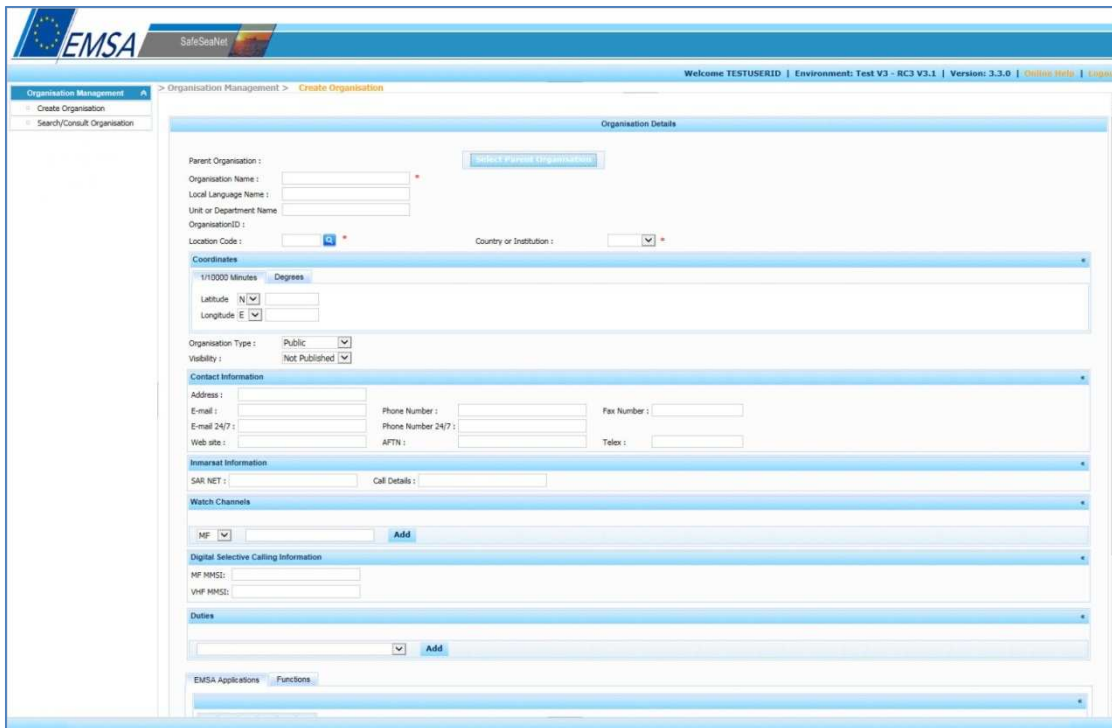


Figure 3 – User Interface Overview



The following options are available from the right top corner (see Figure 4):

- Create Organisation: To create a new organisation in SSN.
- Search/Consult Organisation: To update or view an existing organisation in SSN.



Figure 4 – Organisations management sub-menu

## 2.4 Create Organisation

### 2.4.1 Permissions

This function allows the administrator to create a new Organisation.

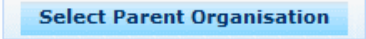
The user must be granted the permission: "COD\_MANAGER". Users can be configured by EMSA upon request from NCAs.

### 2.4.2 Steps

To create an Organisation, the user must insert the criteria in the fields displayed.

All mandatory fields are marked with a red colour asterisk (\*).

To complete the *Organisation Details*:

1. Select the *Parent Organisation* using the button  (optional). The *Parent Organisation* needs to be created in advance in order to be available for selection.
2. Enter the *Organization Name* information (mandatory - 15 characters maximum).
3. Enter the *Local Language Name* information (optional - 50 characters maximum)
4. Enter the *Unit or Department Name* information (optional).
5. The *Organization ID* will be automatically assigned by the system.
6. Select the *Country or Institution* from the drop-down menu (mandatory).
7. Enter the *Location Code* information that defines the Organisation. Click on the magnifier icon next to the *Location code* textbox to search for a LOCODE by name or country (see Figure 5 and Figure 6) in order to obtain the details of the *Search Locode* procedure.

> Organisation Management > Create Organisation

Search for a Port Location

Port Name :  Country : Portugal ▼

Search Reset Cancel

Figure 5 – Search Locode

Search Results

« « 1 2 3 4 5 » »

Location ▲	Port Name ⇅	Country ⇅
<a href="#">PT5KB</a>	AutomaticName otweiquqne	Portugal
<a href="#">PT8BU</a>	AutomaticName wjydrvmap	Portugal
<a href="#">PTADH</a>	Angra do Heroísmo	Portugal
<a href="#">PTARP</a>	Armação de Pêra	Portugal
<a href="#">PTAVE</a>	Aveiro	Portugal
<a href="#">PTBAN</a>	Banatica	Portugal
<a href="#">PTCAC</a>	Cacém	Portugal
<a href="#">PTCAL</a>	Calheta, I. São Jorge	Portugal
<a href="#">PTCAS</a>	Cascais	Portugal
<a href="#">PTCDP</a>	Cais do Pico	Portugal
<a href="#">PTCML</a>	Câmara de Lobos	Portugal
<a href="#">PTCNA</a>	Coina	Portugal
<a href="#">PTCNL</a>	Canical	Portugal
<a href="#">PTCPL</a>	Capelo	Portugal
<a href="#">PTD46</a>	AutomaticName oqbdqtuhs	Portugal

Figure 6 – Search results

To complete the *Coordinates* information, enter the values in decimal or in degrees.

All authorities should be *Organisation Type* “Public,” and the *Visibility* should be set to “Published.”

To complete the *Contact information*:

1. Enter the *Address* information.
2. Enter the *E-mail* information.

3. Enter the *Phone Number* information (20 digits maximum - It is invalid to use other characters except using, optionally, the character “+” in front of the number).
4. Enter the *Fax Number* information (20 digits maximum - It is invalid to use other characters except using, optionally, the character “+” in front of the number).
5. Enter the *E-mail 24/7* information (50 characters maximum).
6. Enter the *Phone Number 24/7* information (20 digits maximum - It is invalid to use other characters except using, optionally, the character “+” in front of the number).
7. Enter the *Web site* information.
8. Enter the *AFTN* information.
9. Enter the *Telex* information.

The user can add also additional fields related to *Inmarsat*, *Watch Channels* (MF and HF) and *Digital Selective Calling Information* (see Figure 7).

The screenshot shows a web form with three main sections:

- Inmarsat Information:** Contains two input fields labeled "SAR NET :" and "Call Details :".
- Watch Channels:** Features a dropdown menu currently set to "MF", an empty input field, and a blue "Add" button.
- Digital Selective Calling Information:** Contains two input fields labeled "MF MMSI:" and "VHF MMSI:".

Figure 7 – Inmarsat, Watch Channels and Digital Selective Calling Information

To complete the *Duties*:

1. First enter the “*Functions*” tab and select “Authority” by clicking on the corresponding checkbox (see Figure 8).
2. Then the list of *Duties* is available (see Figure 9). Select the *Duty* and click on the Add button. More than one “Duty” can be added.
3. Areas might be associated to a Duty, but this function is not yet available.

The screenshot shows the "EMSA Applications" window with the "Functions" tab selected. It displays a table with the following data:

Function Code ▲	Function Description ▲	
Authority	MS Authority with Duties	<input checked="" type="checkbox"/>

Figure 8 – Duties: Functions




Figure 9 – Duties: List

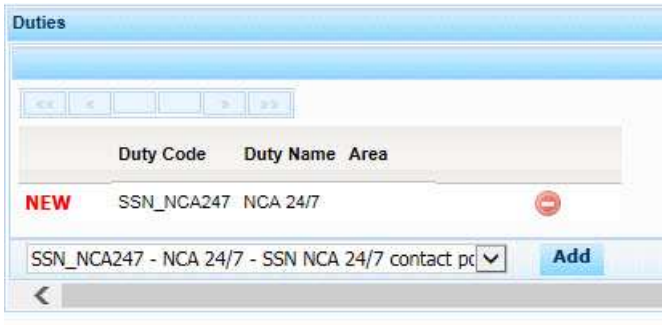


Figure 10 – Duties

To save the information:

1. Click on the *Next* button to validate the information. Should incorrect data be provided, the system gives a warning message. If this appears, please correct the information and press the *Next* button.
2. Confirm all details are correct and click on the *Create* button, or click on the *Back* button if any of the detail already entered needs to be changed.

Please note that the “EMSA Applications” tab in the “Duties” section is not to be used.

## 2.5 Search / Consult Organisation

### 2.5.1 Permissions

To just search and consult, users must have COD\_READER permission (all users by default). To update, users must be granted with the permission: “COD\_MANAGER” by the NCAs.

### 2.5.2 Steps

To perform a search, type the criteria in one or more of the fields below (see Figure 11):

1. Enter the *Organisation Name* information (50 characters maximum).
2. Enter the *Organisation ID*.
3. Select the *Country* or Institution information from the drop-down list.
4. Enter the *Location Code* information that defines the Authority or click on the magnifier icon next to the *Location code* textbox to search for a LOCODE by name or country. See Figure 5 and Figure 6 for the details of the *Search Locode* procedure.
5. Select the status in *Activated* (*Active* or *Inactive* or *Both*).

6. Select the *Duty* and the *Function* from the drop down list. To select more than one option, press CTRL and select the choices.
7. When all needed criteria have been specified, click on the *Filter* button. The entered search criteria are combined using an "AND" operator.
  - a. The *Search Results* panel opens and the following details of the *Authority* are displayed: *Organisation Name*, *Location Code*, *Country*, *Organisation Id*, *Activated*.
  - b. The list displayed can be sorted against each of the columns shown in the table and clicking on the labels sorts the list in ascending or descending order (First click on the sorts list in descending order, and secondly in ascending order).
  - c. The results of the query can be exported in pdf and in csv formats.
  - d. Click on the relevant *Organisation Name* hyperlink from the list to select an organisation. The Organisation Details Panel will then show all of the available organisation's details.
8. Click on the *Reset* button to reset the fields to the values before the search.
9. Click on the *Cancel* button to exit.

The screenshot displays the 'Search Organisation' interface. The top section contains search criteria fields: 'Organisation Name' (text input), 'Country or Institution' (dropdown menu showing 'Portugal'), 'Activated' (dropdown menu showing 'Both'), 'Duty' (multi-select dropdown with options: CCC\_Name\_2, Issue of exemption for security information notification, Provision of actual time of departure from port, Reception of waste and residues notification), 'Organisation Id' (text input), 'Location Code' (text input with a search icon), 'Organisation Type' (dropdown menu), and 'Function' (multi-select dropdown with options: ALL, Authority, BORDER, CLEARANCE\_NCA). Below these fields are 'Filter', 'Reset', and 'Cancel' buttons. The bottom section, titled 'Search Results', shows a table with columns: Organisation Name, Location Code, Country, Organisation Id, and Activated. The table lists 13 organisations, all from Portugal, with their respective location codes and IDs. Each organisation name is a clickable hyperlink.

Organisation Name	Location Code	Country	Organisation Id	Activated
<a href="#">Aveiro Port Control</a>	PTAVE	Portugal	ORG_PT03362	Yes
<a href="#">DGRM</a>	PTLIS	Portugal	ORG_PT03760	Yes
<a href="#">Direcção-Geral de Recursos Naturais, Segurança e S.</a>	PTLIS	Portugal	ORG_PT03792	Yes
<a href="#">Leixões Port Control</a>	PTLEI	Portugal	ORG_PT04014	Yes
<a href="#">Lisboa Port Control</a>	PTLIS	Portugal	ORG_PT04024	Yes
<a href="#">MRCC Delgada</a>	PTFNC	Portugal	ORG_PT04078	Yes
<a href="#">MRCC Lisboa</a>	PTLIS	Portugal	ORG_PT04098	Yes
<a href="#">MRSC Funchal</a>	PTFNC	Portugal	ORG_PT04122	Yes
<a href="#">Pollution response HCP</a>	PTOEI	Portugal	ORG_PT04256	Yes
<a href="#">Roca Control</a>	PTLIS	Portugal	ORG_PT04486	Yes
<a href="#">Setúbal Port Control</a>	PTSET	Portugal	ORG_PT04532	Yes
<a href="#">Sines Port Control</a>	PTSIE	Portugal	ORG_PT04540	Yes

Figure 11 – Search/Consult Organisation panel

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