INFORMATION TRACKING SYSTEM

ITS USER GUIDE – USER (DRIVER)

Version 4 ● 20 August 2020

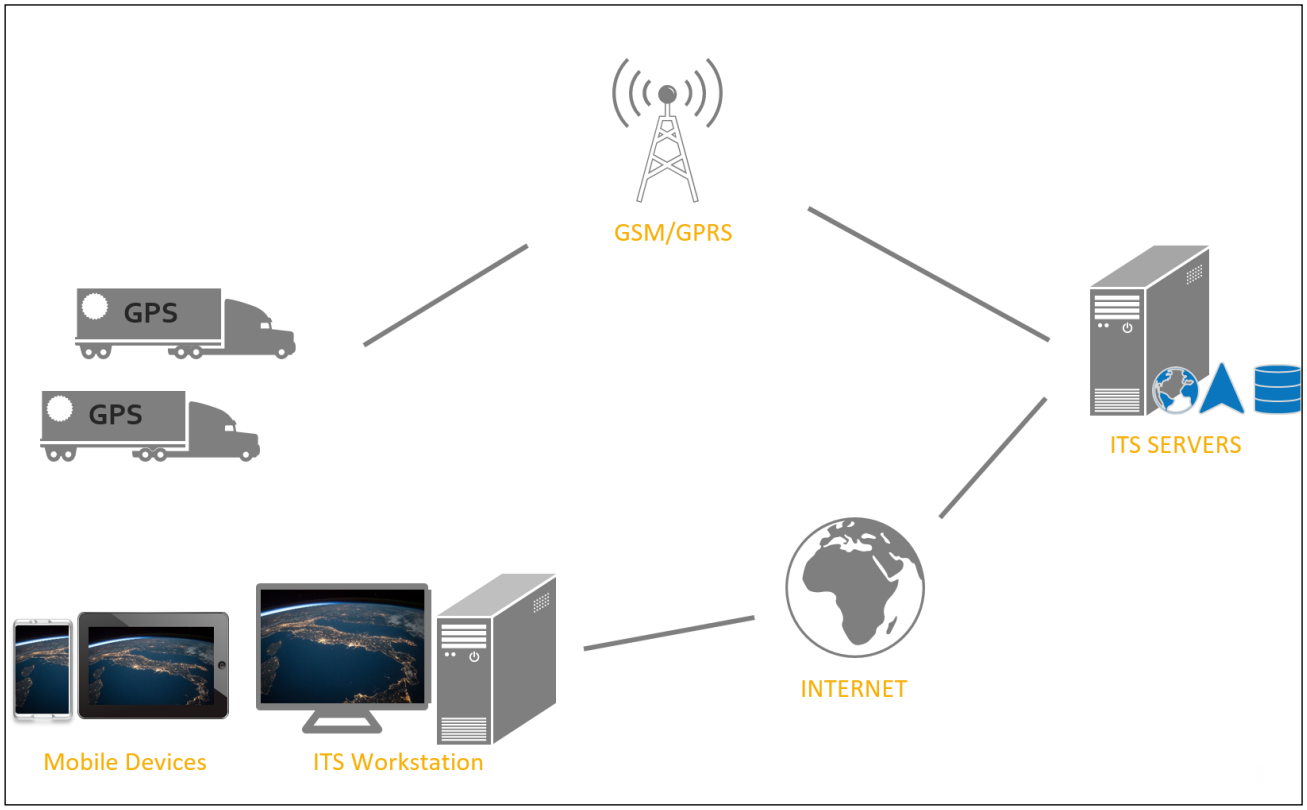

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Table of Contents

1. Getting started....4
1.1. What is ITS....4
1.2. ITS – Launch....4
1.3. User interface....4
1.4. Registration....5
1.5. Log in and log out....5
1.6. Forgotten password....7
2. Settings....8
2.1. View personal info....9
2.2. Update personal info....10
2.3. Change Login password....12
2.4. Change Profile password....13
3. Chat system....14
4. Multi language support....15
5. ITS Mobile Application....17

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Document History

Paper copies are valid only on the day they are printed. Contact the author if you are in any doubt about the accuracy of this document.

Revision History

This document has been revised by:

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Version 1	20-03-2019	All chapters	Project Manager
Version 2	30-03-2019	Chapter 4	Project Manager
Version 3	16-04-2020	Chapters 1, 2 and 3	Project Manager
Version 4	20-08-2020	Chapters2,3, 4 and 5	Project Manager

Reference Documents

Please see the following documents for more information:

Document Name	Author
ITS User Guide Mobile App	Project Manager

Distribution List

This document has been distributed to:

Name	Position	Company	Action
Nikolay Palov	IT Manager	Software Company	Update/Review
Boryana Yordanova	IT Project Manager	Software Company	Update/Review
Plamen Tonchev	IT Project Manager	Software Company	Update/Review

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1. Getting started

1.1. What is ITS

ITS is a system developed according to the "Project MC5.01/15B – Support to Southern African States in Nuclear Safety and Safeguards. INSC/2016/379-139."

The main objective of this project is to provide support to the tracking and monitoring of transport of uranium oxide concentrate (UOC) across the territory of multiple African states.

1.2. ITS – Launch

ITS is a web system which can be accessed using any of the following web browsers:

- *Google Chrome*
- *Mozilla Firefox*
- *Safari*
- *Microsoft Edge/ Internet Explorer*
- *Opera*

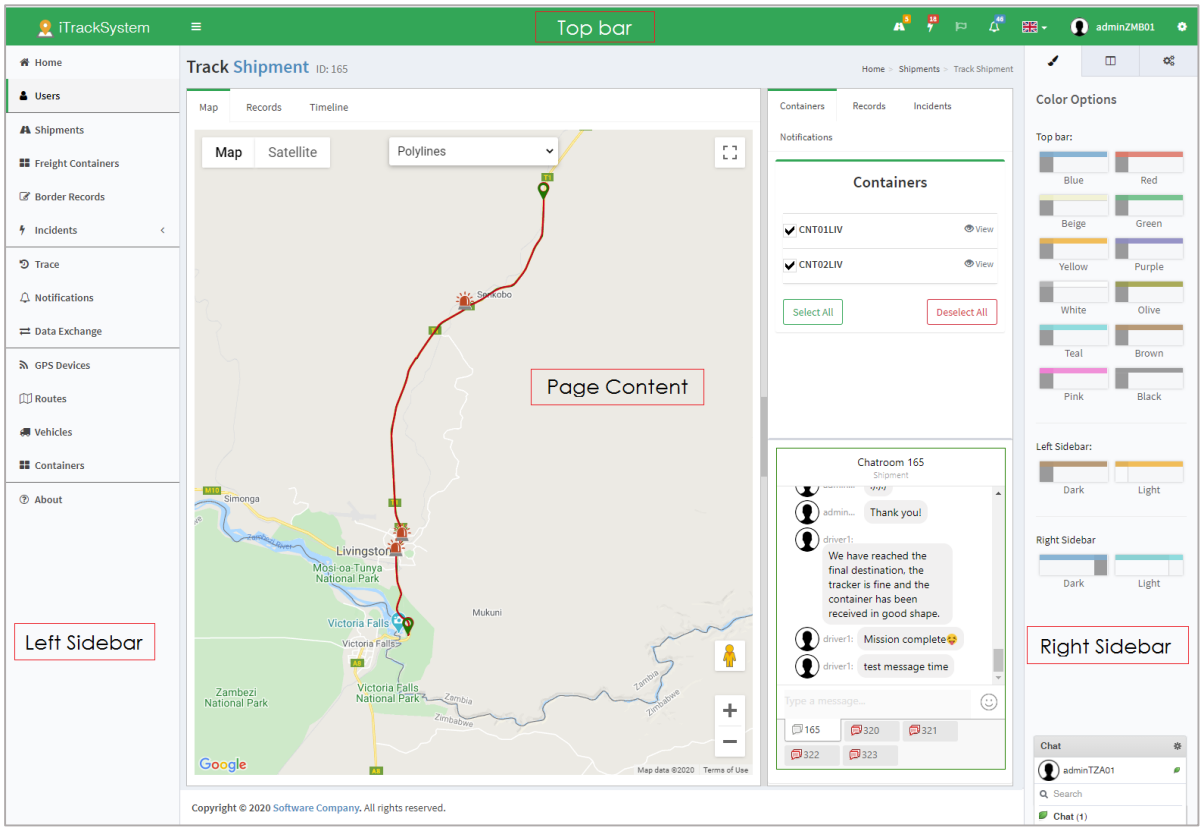
1.3. User interface

ITS offers an intuitive interface. Each module is designed with identical views, which gives the user the ability to navigate easily. The basic functionality is presented in the left pane of the window, where the main system access menu is located. By clicking on an item in this menu, the user selects the corresponding module.

The main components of the ITS GUI are shown in the picture below.

- *Top bar – it contains a button to show/hide the left sidebar, indicators about active shipments, active incidents, notifications, a drop-down button to change the language of the system, non-working tracking server (shows only when it happens) Sign-in/Sign out button, a button to show/hide the right sidebar*
- *Left Sidebar – it contains the main menu items*
- *Right Sidebar – it contains properties which can be changed*

- *Page Content – it contains the information according to the chosen module from the menu items*

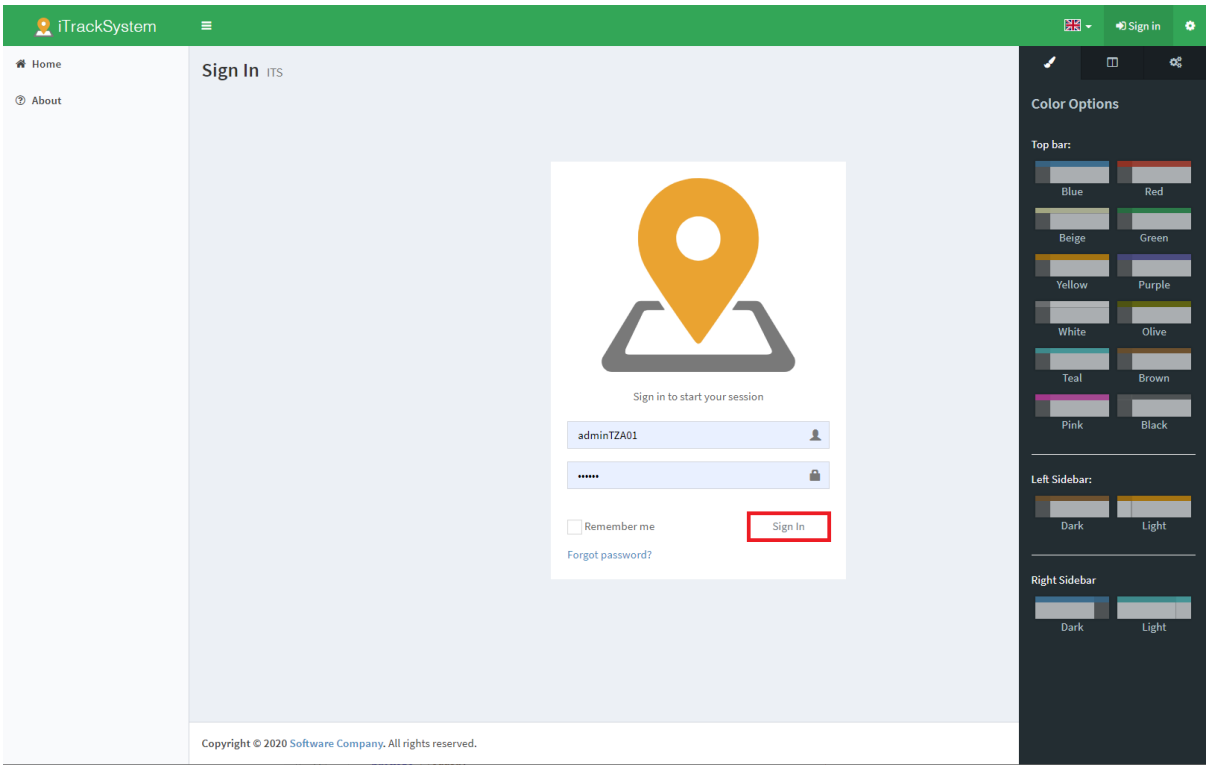


1.4. Registration

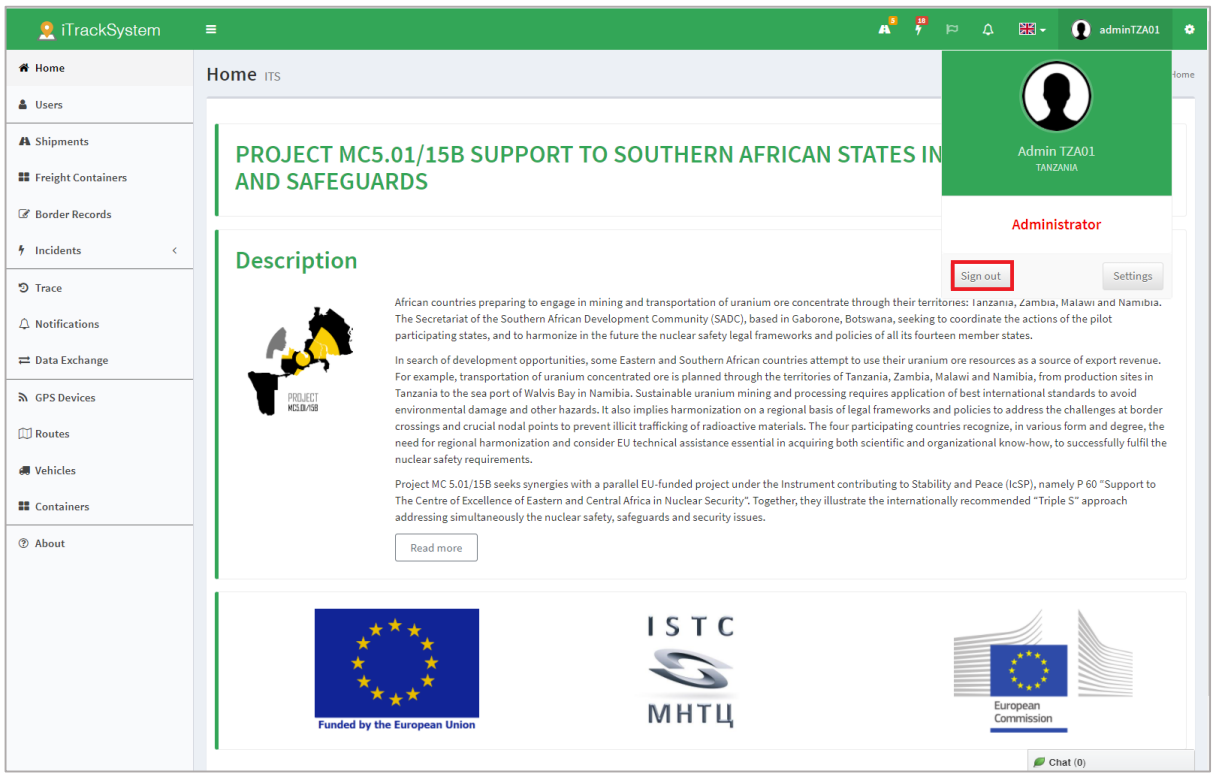
Only registered users can log in and work with th system. User account can be created by the system administrator, or when a manager registers a user, the administrator approves the account. After registration, the user can log in and use the functionality of the system depending on his/her role.

1.5. Log in and log out

When you start the system from the Internet browser, 'Sign in' window appears where there are fields for entering a username and password. If you want to save your login data and avoid re-entering it next time, use the 'Remember me' checkbox. If you successfully enter your username and password, you can log in after clicking the 'Sign In' button. If you have not entered the name and password correctly, an error message is displayed and you can try again. After the third attempt, the captcha appears - symbols with a field in which you must enter them.

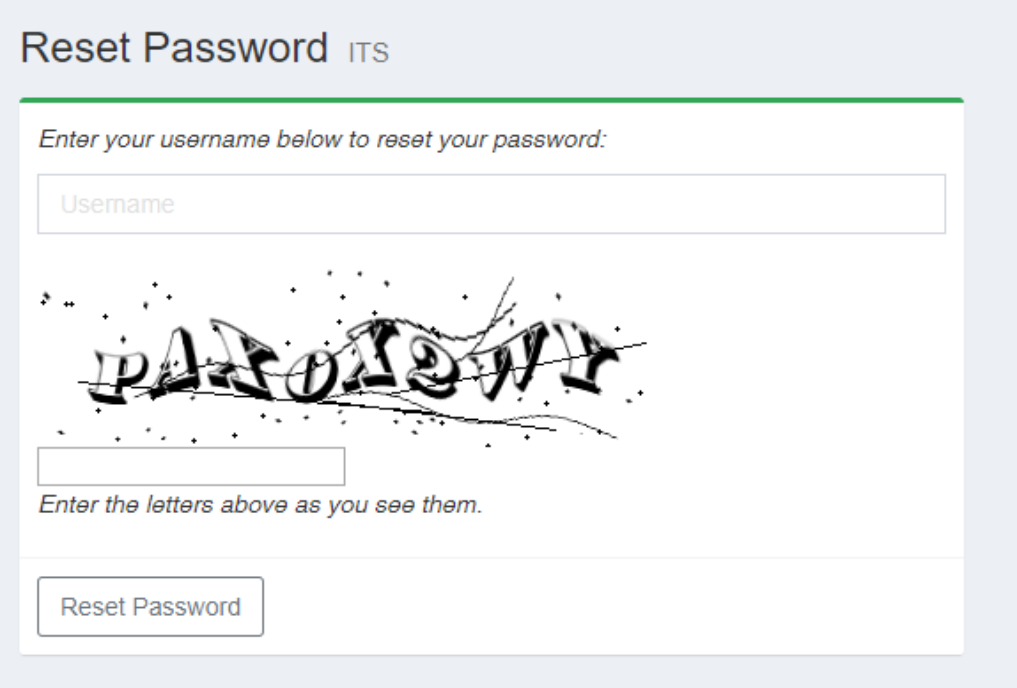


After finishing his/her work with the system, the user exits it by the 'Sign out' button, which is located in the dialog that appears when clicking on the user name of the active user, which is visible in the upper right corner.

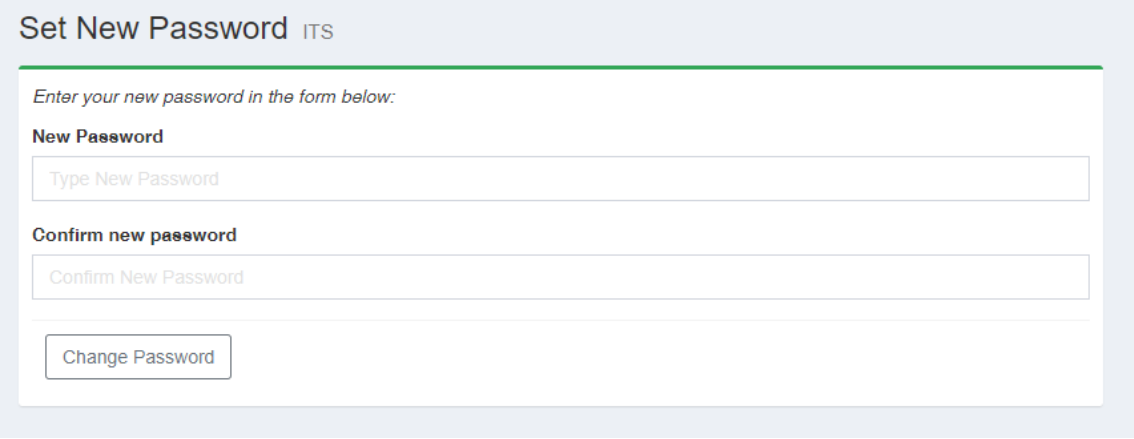


1.6. Forgotten password

If you have forgotten your password, the system gives you the opportunity to recover it. This is done by clicking on the 'Forgotten Password?' link in the login screen. This will take you to the 'Reset Password' screen, where you need to enter your username, as well as the characters of the Google Re-captcha, which will certify that you are not a robot.

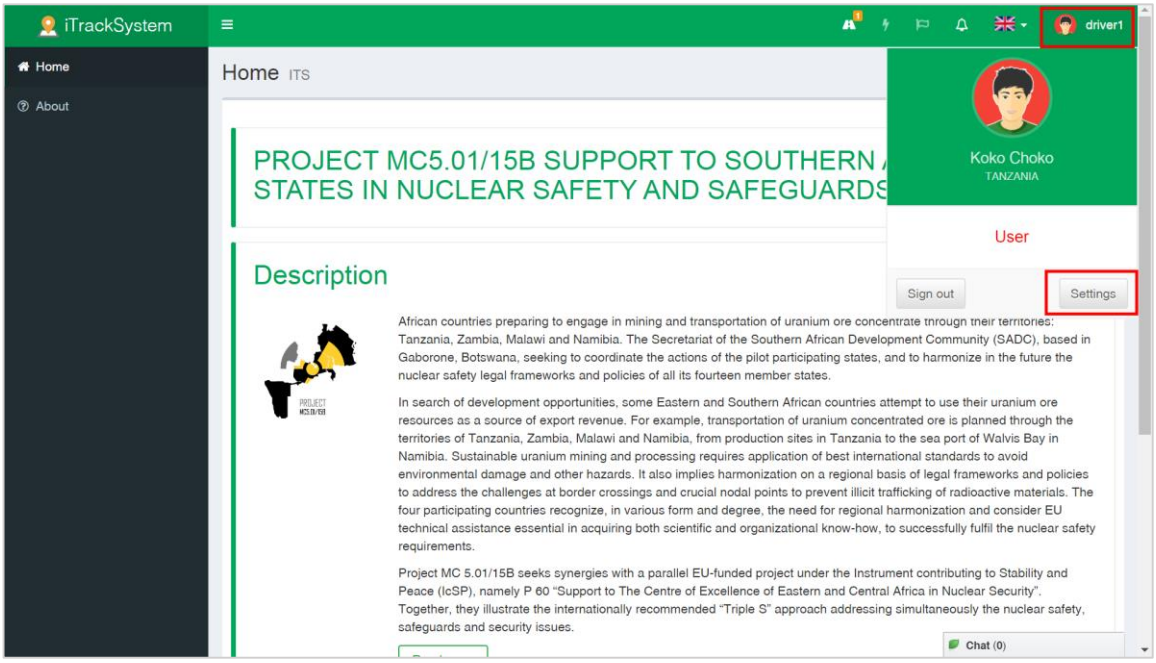


After entering the required information, press the 'Reset Password' button. Instructions are sent to your email that contains a link. Follow the link in the received email and you will go to a form in which you must enter a new password, confirm it, and press the 'Change Password' button.

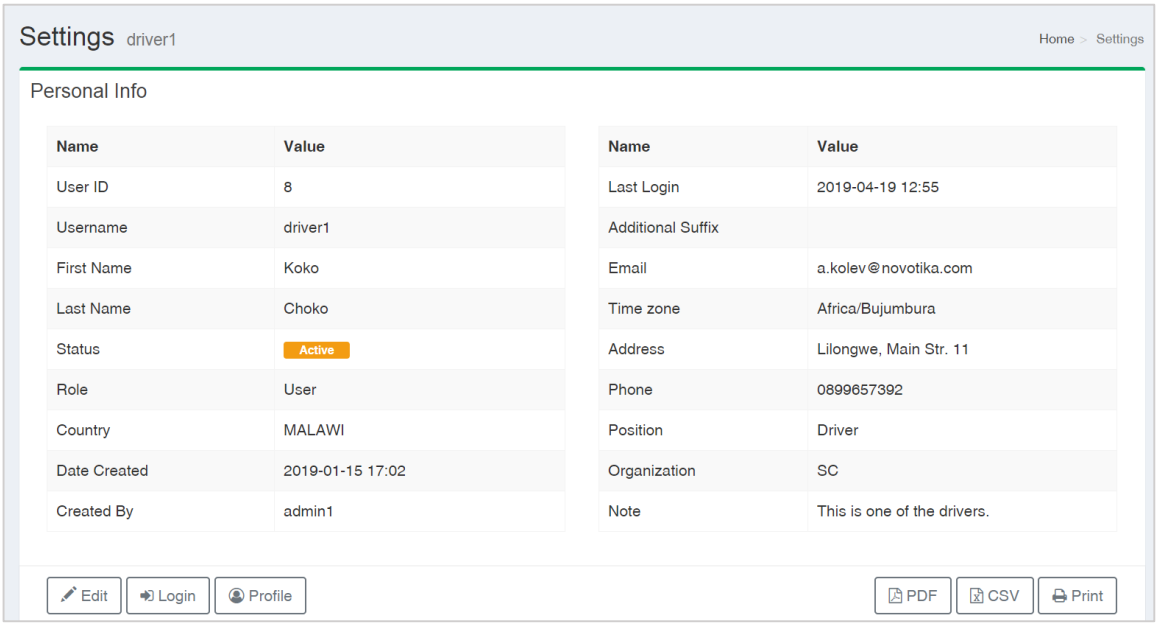


2. Settings

You can view your personal data by the 'Settings' button, which is located in the dialog that appears when clicking on the username/ avatar (visible in the upper right corner).



2.1. View personal info



The 'Settings' page contains your detailed personal information.

There are 6 buttons: 'Edit', 'Login, 'Profile', 'PDF', 'CSV' and 'Print'.

The 'Edit' button brings you to the 'Profile Sign in' dialog where you must enter your profile password. After it is accepted successfully, you are redirected to the 'Update Personal Info' page.

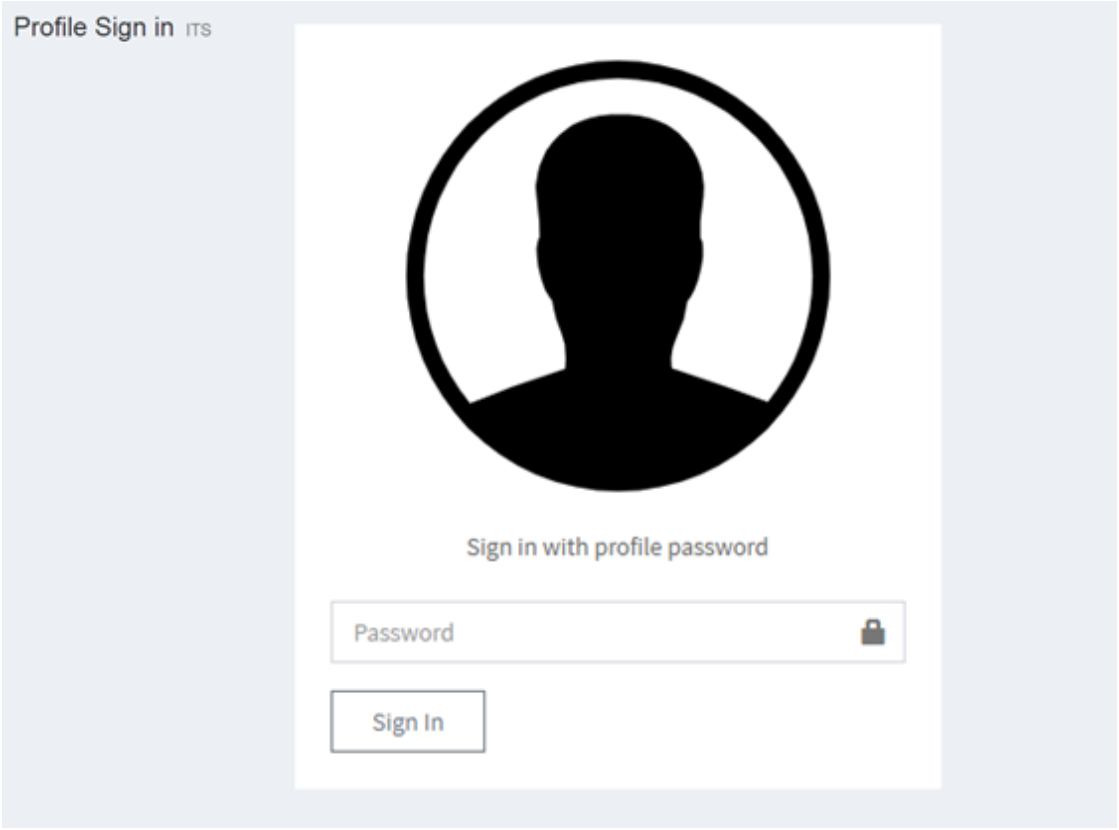
'Login' and 'Profile' gives you the opportunity to change your Login/ Profile passwords.

'PDF', 'CSV' and 'Print' buttons are for exporting/ printing the page.

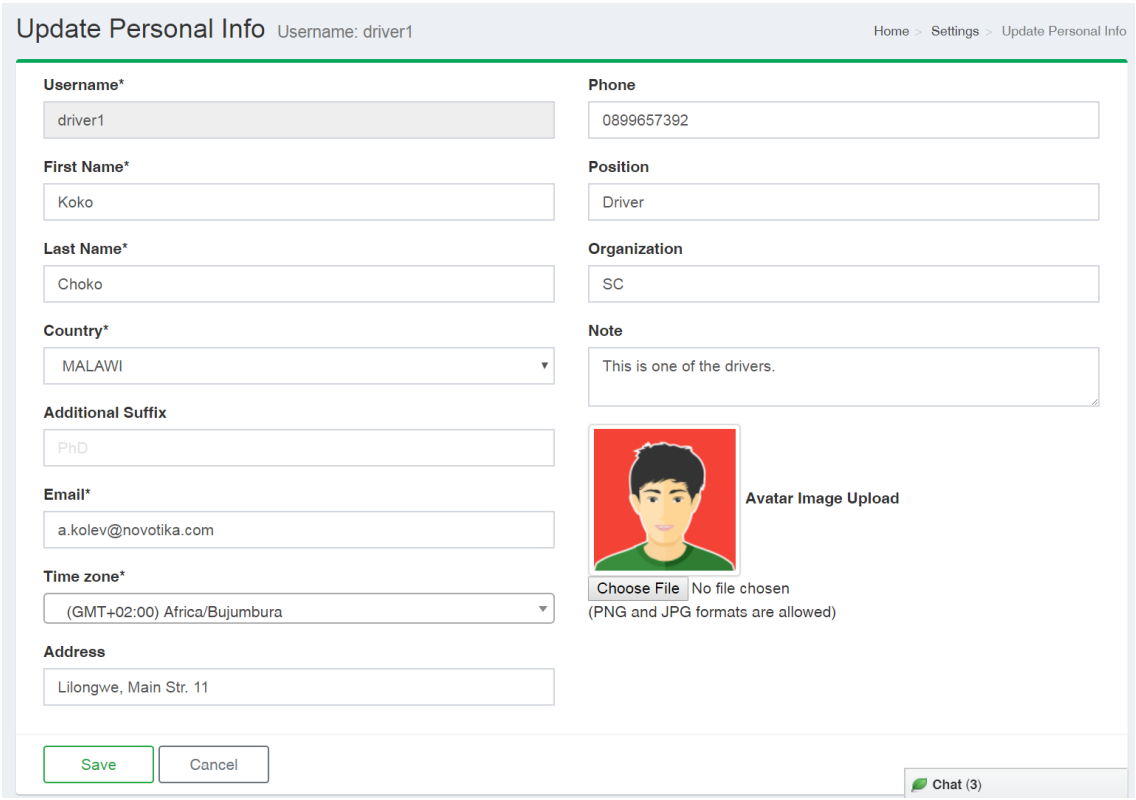
2.2. Update personal info

To edit personal info is possible by clicking on the 'Edit' button which is in the 'Settings' page.

The 'Profile Sign In' dialog appears. You are asked to enter your profile password before editing the information.

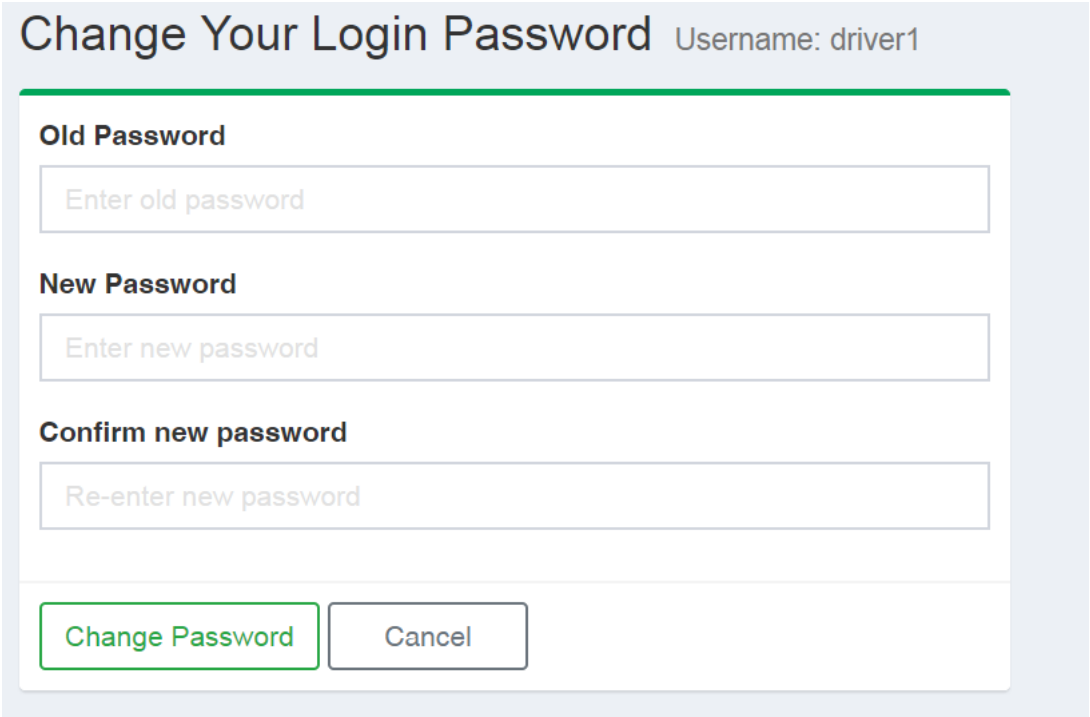


The 'Update Personal Info' form appears. It contains your personal data. You can change it. To save the changes, press the 'Save' button. The changes are saved.


Update Personal Info
Username: driver1
Home > Settings > Update Personal Info
Username*
driver1
First Name*
Koko
Last Name*
Choko
Country*
MALAWI
Additional Suffix
PhD
Email*
a.kolev@novotika.com
Time zone*
(GMT+02:00) Africa/Bujumbura
Address
Lilongwe, Main Str. 11
Phone
0899657392
Position
Driver
Organization
SC
Note
This is one of the drivers.
Avatar Image Upload
Choose File
No file chosen
(PNG and JPG formats are allowed)
Save
Cancel
Chat (3)

2.3. Change Login password

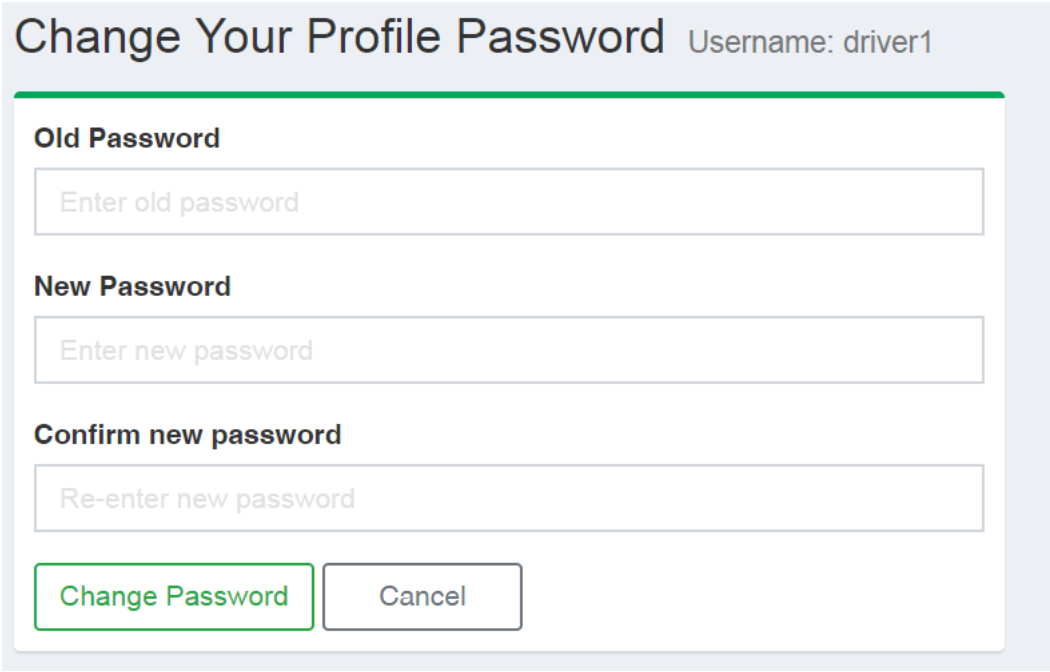
To change Login password is possible by clicking on the 'Login' button which is in the 'Settings' page.



You have to enter your old password and your new password (twice). When you press the 'Change Password' button, the new password will be saved and you can sign in with it.

2.4. Change Profile password

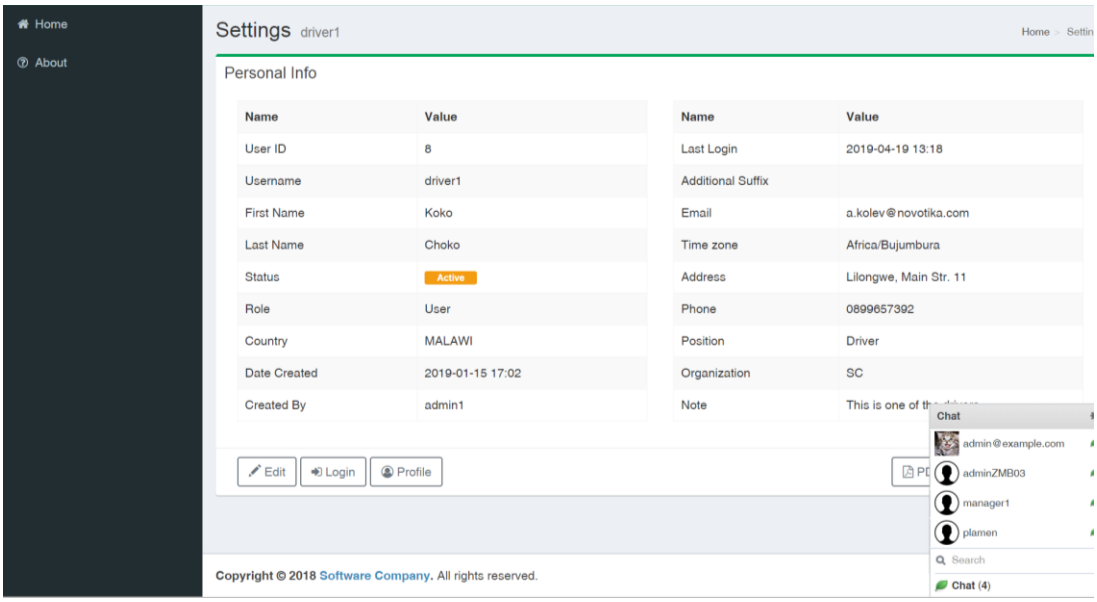
To change Profile password is possible by clicking on the 'Profile' button which is in the 'Settings' page.



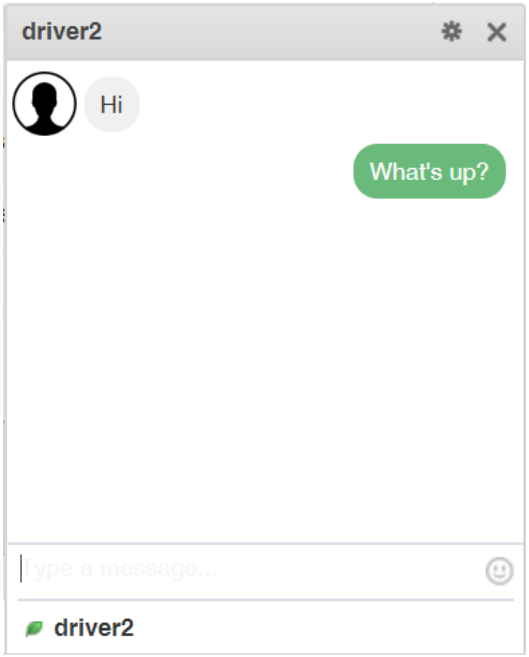
You have to enter your old password and your new password (twice). When you press the 'Change Password' button, the new password will be saved and you can sign in with it.

3. Chat system

The user can send private messages to the other logged users by clicking on 'Chat' in the bottom right corner.

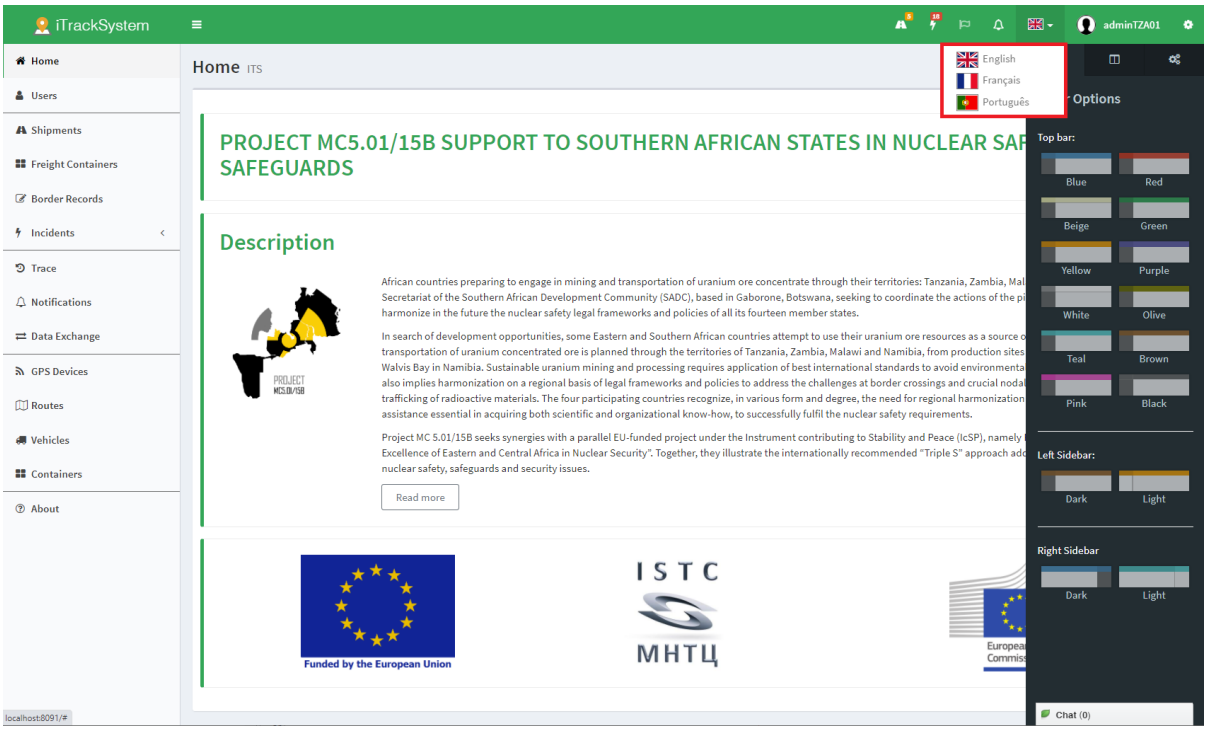


Private chat window appears after clicking on username in the list.



4. Multi language support

The user can choose between 3 languages (English, French or Portuguese) by clicking on flag icon in the top right corner.



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Casa
Utilizadores
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Registos fronteiriços
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Sobre
Casa ITS
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PROJETO MC5.01/15B APOIO AOS ESTADOS DA ÁFRICA AUSTRAL EM SEGURANÇA E SALVAGUARDAS NUCLEARES
Descrição
Os países africanos que se preparam para se dedicarem à mineração e transporte de minério de urânio concentram-se nos seus territórios: Tanzânia, Zâmbia, Malawi e Namíbia. O Secretariado da Comunidade de Desenvolvimento da África Austral (SADC), com sede em Gaborone, no Botsuana, procura coordenar as ações dos Estados piloto participantes e harmonizar no futuro os quadros e políticas legais de segurança nuclear de todos os seus catorze Estados-Membros.
Em busca de oportunidades de desenvolvimento, alguns países da África Oriental e austral tentam utilizar os seus recursos de minério de urânio como fonte de receitas de exportação. Por exemplo, o transporte de minério concentrad está previsto através dos territórios da Tanzânia, Zâmbia, Malawi e Namíbia, desde instalações de produção na Tanzânia até ao porto marítimo da Baía de Walvis, na Namíbia. A mineração e transformação sustentáveis de urânio requer a aplicação das melhores normas internacionais para evitar danos ambientais e outros perigos. Implica igualmente uma harmonização numa base regional de quadros e políticas jurídicas para fazer face aos desafios dos postos fronteiriços e pontos nodal cruciais para evitar o tráfico ilícito de materiais radioativos. Os quatro países participantes reconhecem, de vária forma e grau, a necessidade de harmonização regional e consideram a assistência técnica da UE essencial para a aquisição de conhecimentos científicos e organizacionais, para cumprir com êxito os requisitos de segurança nuclear.
O Projeto MC 5.01/15B procura sinergias com um projeto paralelo financiado pela UE no âmbito do Instrumento que contribui para a estabilidade e a paz (ICSP), nomeadamente P 60 "Apoio ao Centro de Excelência da África Oriental e Central na Segurança Nuclear". Em conjunto, ilustram a abordagem "Triple S" recomendada internacionalmente, abordando simultaneamente as questões de segurança nuclear, salvaguardas e segurança.
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Barra lateral esquerda:
Escuro
Luz
Barra lateral direita
Escuro
Luz
Chat instantaneo (0)

5. ITS Mobile Application

The mobile application is used by administrator and managers and is the only software that is accessible to drivers. Instructions for using it can be found in the "ITS User Guide Mobile App" document.