CEERIS

Central and Eastern European Reporting Information System

YOUR PLATFORM FOR RECEIVING ELECTRONIC REPORTS

User Guidelines for Receiving Authorities
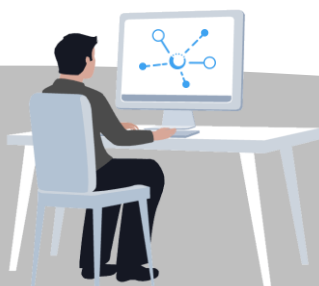
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1 CEERIS – Introduction

Welcome to the world of CEERIS – where authorities are enabled to receive and manage electronic reports automatically and in a customized way. CEERIS aims to reduce administrative barriers and reporting burdens within Inland Navigation step by step with an increasing number of participating Receiving Authorities by enabling efficient and transparent electronic reporting procedures.

CEERIS and EuRIS are interconnected and share their user management, registrations are carried out in EuRIS. In addition to the user management and registration EuRIS provides vessel management, route calculations, vessel positions, ETA and ATA calculations to CEERIS. In order to use CEERIS for receiving electronic reports, the Receiving Authorities only need to be registered as such in EuRIS.

2 How to get a receiving authority account for CEERIS?

2.1 Get in contact with your national ERI administrator

National ERI administrators are in charge with the configuration of national reporting requirements of a country. Ask your national ERI admin to help you with your configurations.

2.2 Create your user account and organisation

Before your national ERI admin start the configuration of your reporting requirements, you can already start with the preparations and create your account. The platforms CEERIS and EuRIS share their user management with a single sign-on approach. The registration and the management of organisations and user is done in EuRIS.

2.3 Visit EuRIS to create your account and organisation

In order to use CEERIS, you need to first create an account in EuRIS, as the user administration for both systems (CEERIS and EuRIS) is handled via EuRIS. For the registration you can either click on login at the CEERIS start page www.ceeris.eu or directly go to the registration page at the login for EURIS: https://www.eurisportal.eu/Registration

1) Visit https://ceeris.eu

2) Click **"LOGIN"**

3) Select **"Create an account"**

4) Select the profile **"Other"** and click **"NEXT"**

5) Click **"NEXT"** to define the information for your **USER ACCOUNT**

☑   Make sure you have access to the provided e-mail address for the account activation

6) Click **"NEXT"** to get an overview on the details of your account and to check the terms and conditions

7) Approve that you have read the general terms and conditions of use and agree to them by ticking the box and clicking **"CONFIRM".**

Your profile has been successfully created!

We have sent you an email with an overview of your details and a confirmation link. Click on this link to activate your profile and sign in to EuRIS.

Click here if you have not received an email.

8) Check your e-mail inbox and confirm your account first.

2.4   Contact your national ERI Admin

Contact your national ERI Admin for the configuration of your authority as official Receiving Authority in CEERIS and assign your organisation to a Reporting Requirement Configuration. Provide the organisation ID of your organisation to your Administrator. The ID is visible in the URL under **My account /My organisation / Members of my organisatio**n when you click on one of the users of your organisation

2.5   Ways to receive electronic messages with CEERIS

You can receive electronic reports for your reporting requirements by the following means depending on your requirements and preferences:

- **CEERIS GUI dashboard** or
- **PDF or XML attachment** received by **e-mai**l
- **XML through API** or
- **Webhook** notifications.

For further information on setting up webhook notifications as well as linking the national in-house system to CEERIS, please contact your national ERI administrator.

3   Configuration features for your Authority

National ERI administrators are entitled to configure permission for their national receiving authorities based on the national legislation and the mandate of a receiving authority. Configurations must be in line with national legal provisions.

3.1   Response permission

Authorities with a response permission will examine reports and are expected to provide a manual response to all received reports.

3.2   Response sharing permission

Authorities with this permission can share their response also with other authorities for a specific reporting requirement

3.3   Update report permission

Authorities with this permission are able to correct and update incorrect reporting data in the name of the reporting party. The reporting party will be informed by a specific flag that reporting data were updated or corrected by a receiving authority.

3.4   Update actual times permission

Authority users with this permission are able to update actual times of arrival and departure for arriving points in the reports they receive from reporting parties.

3.5   Issue permit permission

Authorities are enabled to issue permits as berthing permits for arriving as well as clearance permit for departing.

3.6   Ask for additional attached documents permission

Authorities with this permission are able to request additional attached documents from the reporting parties provided by uploads.

3.7   Auto responses

Receiving Authorities have the possibility to create automatic responses for selected Reporting Requirements in CEERIS. Thus, electronic reports of transports can be automatically approved according to their characteristics (e.g. travel type, transport type ((non) dangerous goods, passenger), vessel specific criteria or the type of obligation

3.8   Vessel Position in your Area of Competence

Receiving authorities with a legal mandate to inspect the vessel position including vessel details can receive a permission to view vessel positions within their area of competence for received reports.

4 How to get started in CEERIS

As soon as you have your active account with assigned receiving authority rights in EuRIS and a configured reporting requirement, you can access the CEERIS platform to report your voyages.

4.1 Login to CEERIS

1) Visit https://ceeris.eu

2) Click „LOG IN"

3) Fill in your user credentials and click "LOG IN"

Email

Email

Password

Password

4) Give CEERIS permission to use your information from the EuRIS application access by clicking "YES, ALLOW"

REQUESTING YOUR PERMISSION

Uncheck the permissions you do not wish to grant.

👤 Personal Information

☐ **Your user identifier** *(required)*

☑ **User profile** ❓
Your user profile information (first name, last name, etc.)

📋 Application Access

☑ **Demo2 VisuRIS api**
Demo2 VisuRIS api

☑ **Offline Access** ❓
Access to your applications and resources, even when you are offline

>Yes, Allow   >No, Do Not Allow

5) Open the link to the terms and conditions for the user of CEERIS and read the provisions

6) Click "ACCEPT" to approve the terms and conditions and use the system

Terms and conditions

Before being able to use application you have to accept the terms and conditions which are available on the link below.
Terms and conditions

Reject   Accept

5 How to receive Electronic Reports in CEERIS

5.1 CEERIS navigation menu

On the left side of the website you will find the menu **with** the various CEERIS functions.

1) Under **"Reporting"**, the Dashboard of reports is displayed, in which all received reports are listed.

☑ If this is your first time in CEERIS your overview will be empty.

5.2 Manage received reports

1) New received reports are marked with **bold letters**
2) Click on **"Manage"** to check the details of the report and explore the different ways of dealing with an electronic report in CEERIS:

☑ View the details in CEERIS in **"Report overview"**

Proper shipping name Proper shipping name of dangerous cargo	Coal Gas, Compressed
UNDG number United Nations Dangerous Goods (Number)	1023
ADN class European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways	2
ADN danger classification code European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways	1tf

☑ **Update actual times** in the name of the reporting party

☑ In case the actual times of arrival deviate from the timing provision given by the reporting party user in the reports, authority users with an update permission can click on **"UPDATE ACTUAL TIMES"** and set the **correct actual time of arriva**l (e.g. at a port).

Report   Received documents

Route points	Update actual time	^

DEPARTURE POINT
Wien - Tankhafen Lobau OMV 1 - ATVIE00008TRM0319168

ETD ⓘ   ATD ⓘ

12/07/202📅   Date 📅

14 : 00   00 : 00

☑ **Update incorrect reporting data** in the name of the reporting party

☑ Click on **"EDIT REPORT"** to correct incorrect data in the report. CEERIS opens the fill in mask and you can amend the incorrect. Values. Click **"PUBLISH"** to re-publish the report in the name of the reporting party. The reporting party will receive a notification that the data were updated by the authority.
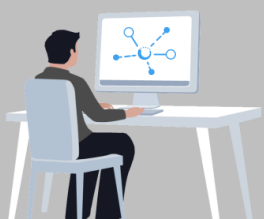
Reporting requirements fields

Edit report

> Safety

Collapse

> Persons on board

Number of persons on board   13
Total number of persons on board

> Signalling of special products
on board

Blue cones   2
Number of blue cones.

> Voyage

> General

Remark   TEST
General remark

☑ Approve or Reject the report by clicking on **"Respond"**

Respond to the report

Select your response   ○ Approved
                                        ○ Rejected

Error code   [Select error code   ▾]
Select error code if needed

Leave a message   [Enter your message   ]
Leave a message for the
reporting party. (Give an
explanation)

Upload documents

⬆

Drag and drop file or
Browse

Issue a permit   ○ Yes
                                        ○ No
                                        ◉ Not applicable

A permit is not needed for reporting

☑ Select whether to approve or reject the report received

   i. If you want to reject the report, select an appropriate **error code** in the drop-down list.

☑ You can leave a message for the sender or upload further documents

☑ If requested, you can additionally issue a permit here

☑ If you want, you can also share your response with other authorities

☑ Once you have filled in all the information, click on **"Send response"**

☑ All responses are listed under the tap **"Responses"**

☑ Add a note to the report by clicking on **"Add note"**.

☑ The note will only be available for your organisation.

☑ If you wish, you can also **share** this note with other authorities

☑ Your Notes are listed under **"Notes"**

2) You can also mute reports for which you don't want to receive notifications any more (e.g. as the vessel has passed already). Click on the 3 dots icon next to the manage button and click **"MUTE REPORT"** in the context menu.

5.3 Download / export received reports

1) In order to export a received report and print it, click "Manage" to open a report

2) Download the report as PDF, XML or graphical template (E.g. DAVID Forms) by clicking on "Export"

Export report ✕

Select language   English ▾

Choose export format
- ○ PDF
- ○ XML
- ◉ Graphical template

    - ☐ David
    - ☐ David Crew
    - ☐ David Passenger

    Cancel   **Export**

☑ Set your preferred language, the export format and select the report you would like to export (e.g. DAVID Passenger List).

> Note: The harmonized **DAVID Forms** are available in CEERIS. You can receive the data of the reports either in your dashboard, download a PDF report or download a graphical template that looks exactly like the DAVID paper forms. If you would like to receive the graphical templates, ask your national ERI administrator

Danube Navigation Standard Form (DAVID)

ARRIVAL AND DEPARTURE REPORT

| | X Arrival | | Departure |

1.1 Name and type of ship (main vessel) including previous name(s) of ship - if applicable Alpha, --, Motor Tanker		1.2 Ship number/ENI-European Number of Identification (main vessel)
1.3 MMSI number - if applicable		1.4 Vessel certificate valid until (main vessel) --
2. Port of arrival/departure Galati - Harbour area Docuri		3. Date and time of arrival/departure 17.07.22 10:00
4. Nationality of ship (country/area of registration) including previous nationality of ship - if applicable Austria, Unselected	5. Name of master Captain Iglo	6. Control point/border crossing point
7. Total length [m]/Total width [m] 110 / 24		8. Name and contact details of ship operator Viadonau Transports Donau-City-Straße 1
9. Actual draught [m] 2.5	10. Maximum tonnage [t]/ Total quantity of cargo [t] 6000 / --	Wien 1220
11. Position of the ship in the port (berth or station) - if applicable -- ROGAL00001HRBAI01488		+43 5043211000 transports@viadonau.org

5.4   View vessel position

1)   In case your authority has the legal mandate and permission to see vessel positions in your area of competence and your National ERI Administrator has configured and uploaded a polygon for area of competence in EuRIS you can inspect the vessel position for a received vessel by clicking on the 3 dots icon next to manage and select **"VIEW POSITION"** in the context menu.

2)   CEERIS redirects you to EuRIS where the vessel position is displayed on the map (in case the **vessel is located in your area of competence**)

3) If you have configured the permission to see vessel positions, you can also go to your EuRIS account and search for the vessel **under Actual / TRAFFIC IMAGE / Vessels in the working area**

TRACKS IN WORKINGAREA

	Name ↑	Call Sign	MMSI	ENI	IMO	Time Of Receipt
Filters						
Search						13/07/2022 15:23
						14/07/2022 1:58
Lies still						13/07/2022 14:37
☐ Unknown	A-BOOT KREMS					14/07/2022 6:21
☐ Yes	A-ROSA DONNA					15/07/2022 9:02
☐ No	ACHIM					15/07/2022 9:02
AIS vessel type	ADMIRAL TEGETTHOFF					15/07/2022 9:00
☐ Cargo Ship (7)						
☐ Cargo Ship (70)	ALBATROS					15/07/2022 9:02
☐ Cargo Ship (79)	ALPHA					14/07/2022 15:53
🔍 More	ALTENWOERTH					15/07/2022 9:02
ERI vessel type						
☐ Motor Freighter (8010)						

5.5 Receive e-mail notifications with reports

1) If you want to receive email notifications, contact your national ERI administrator.

2) When a new report is received for a vessel, an e-mail with the related reports attached will be sent to the configured e-mail address.

report.pdf 4 MB	report-david.pdf 1 MB	report-david_crew.pdf 584 KB	report-david_passengers.pdf 1 MB

CEERIS

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Sehr geehrte/r inDTS CEERIS,

Sie haben eine neue Meldung für AT DAVID Edition 2.0 (navigating) für das Schiff Negrelli gesendet am 2022-07-14T-12:08+0000 erhalten.

Beigefügt finden Sie die relevanten Dokumente.

Wenn Sie die Meldung prüfen oder eine Rückantwort erstellen möchten, melden Sie sich bitte in Ihrem Dashboard unter https://preprod.ceeris.eu an

[Meldungen anzeigen]

Beste Grüße
Ihr CEERIS Team
https://preprod.ceeris.eu