TENtec iReport

User Manual

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1. INTRODUCTION

The TENtec iReport module is part of the TENtec Information System whose overall objective is to create a central TEN-T database and portal that enables monitoring of all TEN-T projects and related issues (e.g. cohesion funds on TEN-T and EIB), close working level cooperation between COM and TEN-T EA, modelling of future transport scenarios and the bi-directional communication between the Member States and the European Commission (open method of coordination).

The iReport module allows the electronic submission of data for the implementation report 2009.

The iReport module creates a file with an encrypted implementation report including an imbedded unique reference number which acts as a security check. This reference number is obligatory for a submission. This file should be sent attached to a normal e-mail to the following address:

tren-tentec@ec.europa.eu

2. TENTEC IREPORT – INSTALLATION PROCEDURE

2.1. Downloading TENtec iReport

Versions of the TENtec iReport application for both Windows and linux can be downloaded from the following link:

http://ec.europa.eu/ten/transport/projects/index_en.htm

2.2. Windows installation and requirements

To install the TENtec iReport application, just unzip the .zip file to the root of the C: drive. The unzip application will create a new folder (C:\TENtecIReport) where the application will be unzipped.

To run the application, double click on the .exe file (TENtec_iReport.exe) in the folder C:\TENtecIReport.

The minimum requirements to run in a Windows environment are:

- Windows XP
- Java Runtime Environment 1.6.0.

2.3. Linux installation and requirements

To install the TENtec iReport application, just unzip the .tar.gz file to the home directory. A new folder home/TENtecIReport will be created.

To run the application, double click on the iReport.sh file in the folder home/TENtecIReport.

The requirements to run in a linux environment are:

- Java Runtime Environment 1.6.0.

2.4. TENtec helpdesk

There is a helpdesk available for technical assistance relating to the use of the iReport application. It is possible to reach the helpdesk by telephone (+32 22976112) or by mail (tren-tentec@ec.europa.eu).

3. WORKING WITH THE IMPLEMENTATION REPORT

3.1. Setting the Member State

Before using the application, it is necessary to configure some parameters. The first time that the iReport application is run the following dialogue box will be displayed:
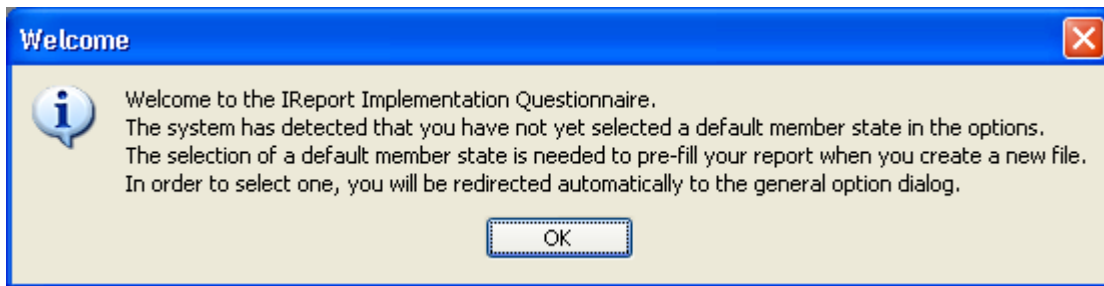

Clicking on **OK** allows the user to select the Member State for the pre-filling of the form data in the following dialogue box:
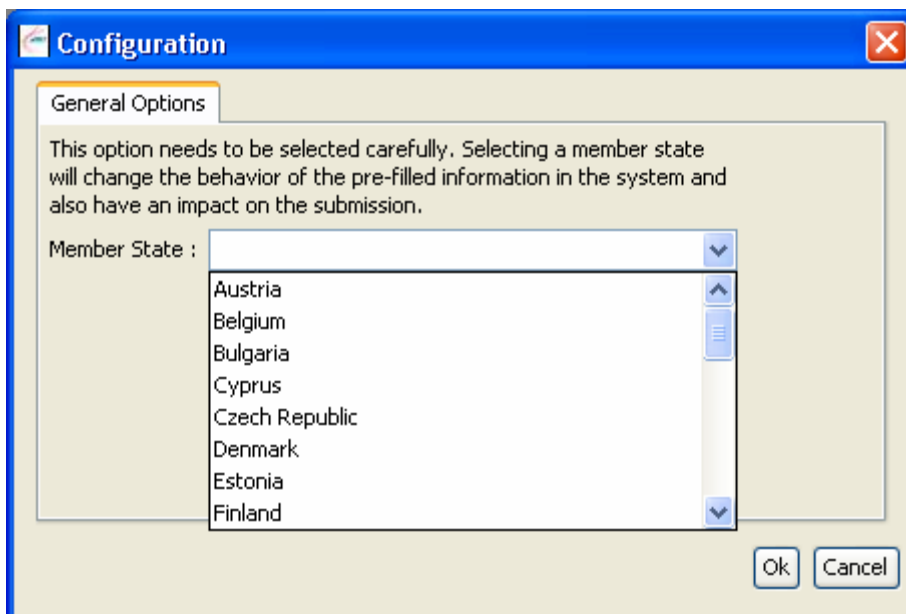
3.2. Creating file

There are 2 ways to create a new application form the TENtec iReport application:

(1) To create a new application from scratch with the menu option **File** à **New** or the shortcut **Ctrl+N**.

(2) To create a new application using the data from an existing one with the menu option **File** à **New from existing file** or the shortcut **Ctrl+E**.
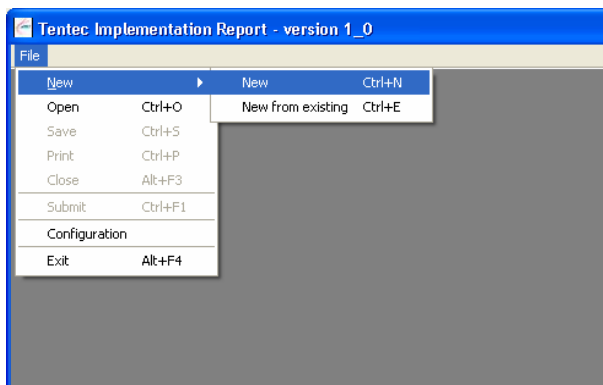
(3) Selecting **File** à **New** causes the Create new file dialogue box to open as shown below. You should give the file a name and navigate to the location on your file system where you wish to save the file. Note that the file is given the extension '.irp' that identifies it as an iReport file.
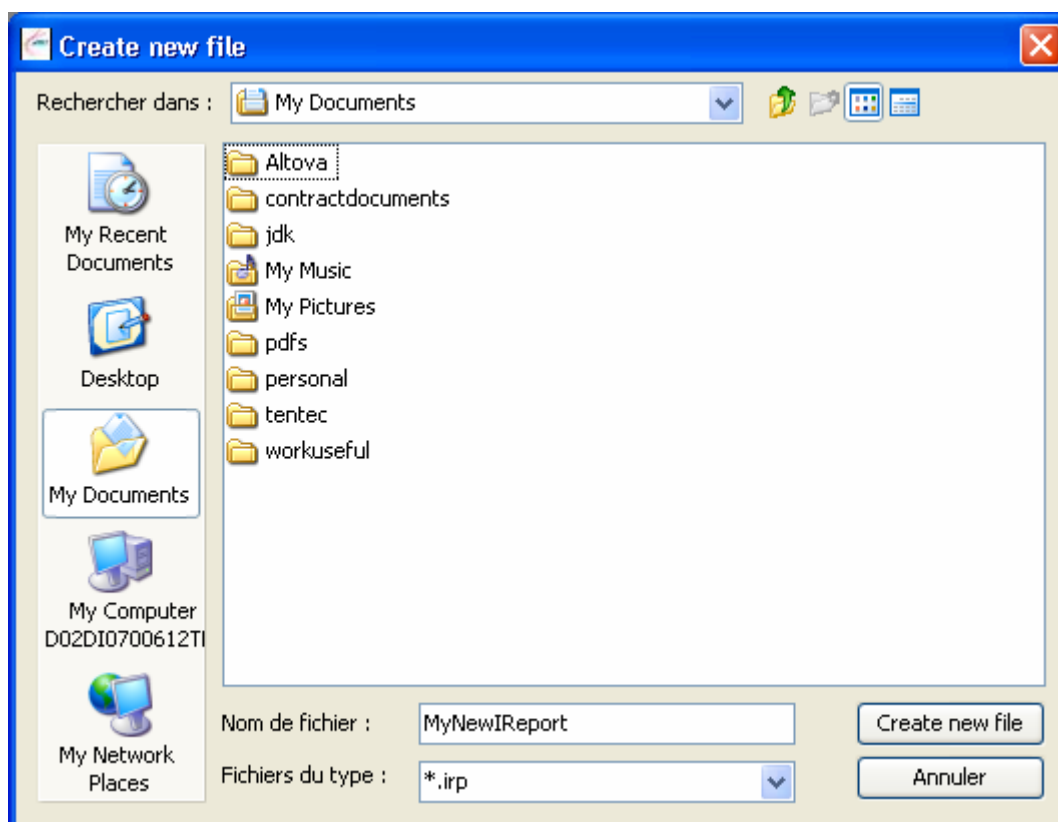
3.3. Opening and closing file

If you are working with an existing application, you can open or close the file by using the menu option **File** à **Open** or **File** à **Close**. It also is possible to use the shortcuts **Ctrl+O** for **Open** and **ALT+F3** for **Close**.
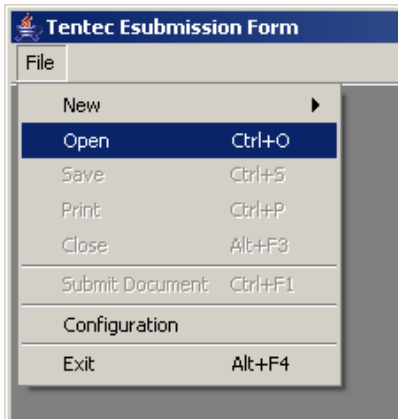
3.4. Opening a form

The application is made of two parts: Part A (General Questionnaire) and Part B (TEN-T Priority Projects Investments Questionnaire). The Part A contains six forms: Form A1 (National Transport Policy), Form A2 (Investments on the Entire TEN-T Network), Form A3 (Traffic Management Systems), Form A4 (Priority Projects), Form A5 (Motorways of the Sea). The Part B contains one form by section/sub-section with the information related to the section/subsection. Note that in case of a section divided into several subsections, it is only necessary to provide the information for the subsections.. The menu section on the right hand side of the application window displays an icon for each form. To open a form, double-click on the form icon.
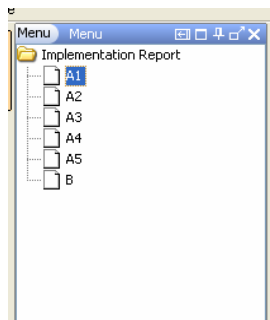
3.5. Saving the report

Every time a form is modified the file should be saved. When a form includes unsaved information a warning flag appears close to the name of the form.
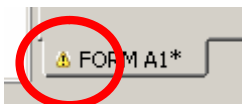
All forms are saved through the menu option **File** à **Save** or the shortcut **Ctrl+S**.
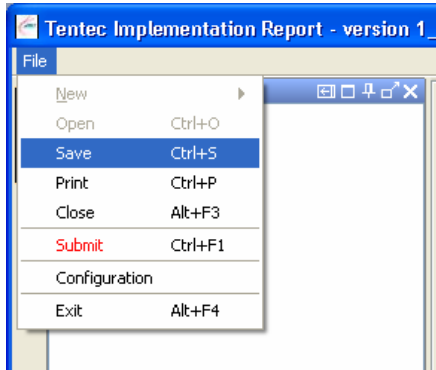
3.6. Form validation

Every time a section of the application is saved, the validation system will show all the errors or warning messages on the corresponding field in the form.
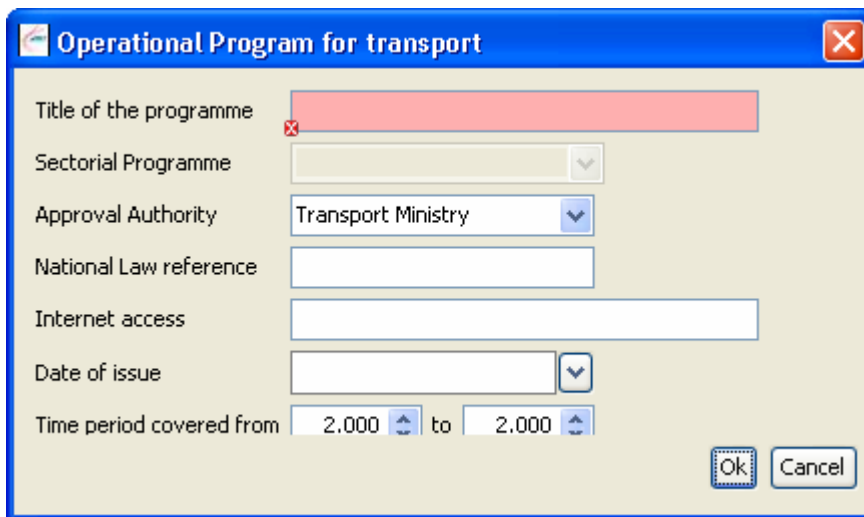
There are 2 levels of error in the form validation:

- **ERROR level**: This level displays an error message on a field. It disables the save operation if any error appears on the screen. You have to correct the value in order to be able to save the form.
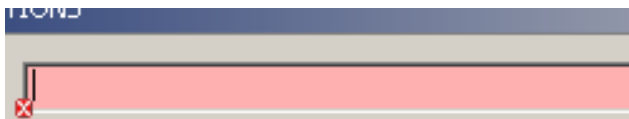
- **WARNING level**: This level just displays a warning message on a field. It allows you to save the form even if a warning message appears and return back to correct this field later if you wish.

In order to know the warning or the error message linked to the field, point the mouse pointer to the error or warning icon appearing on the left of the field. A tooltip message will appear with the corresponding error or warning.
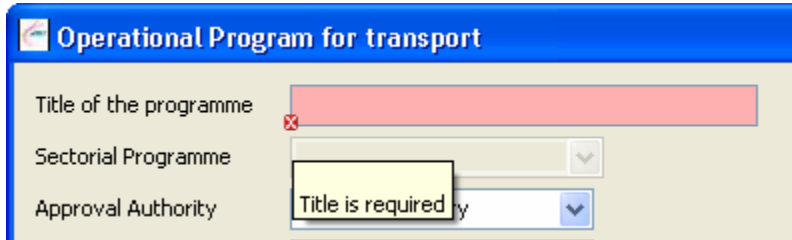
3.7. iReport validation system

In order to guide you during the creation of the implementation report, you can consult the validation status bar of iReport shown below:

The iReport validation status bar appears in the bottom right of screen. A red circle sign indicates that the implementation report still contains errors and the number of errors the validation system found.

To consult the error messages from the validation system, just click on the iReport validation status bar or the 'Validation Messages' menu.

If an error is corrected on a form, it will disappear from this list. At the end, you should have a valid implementation report. If your implementation report is valid the validation system will display a green circle with the following message 'VALID'.
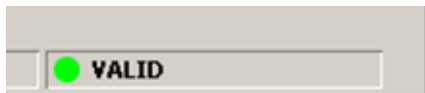
In order to close the validation message panel, click on the cross on the right side of the panel.

3.8. Printing implementation report

After the file is created, it is possible to print the implementation report even if not all the implementation report fields are fully filled. This is done using the menu option **File** à **Print** or the shortcut **Ctrl+P**.
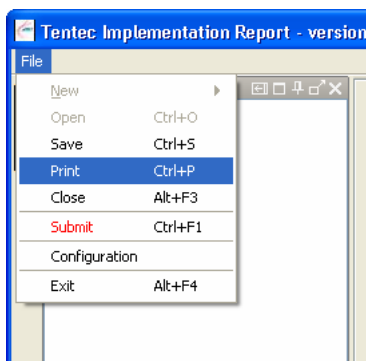
The printout creates a PDF file that it is necessary to save. The system will ask you to enter a file name and/or a directory in order to create the PDF file containing the printout.
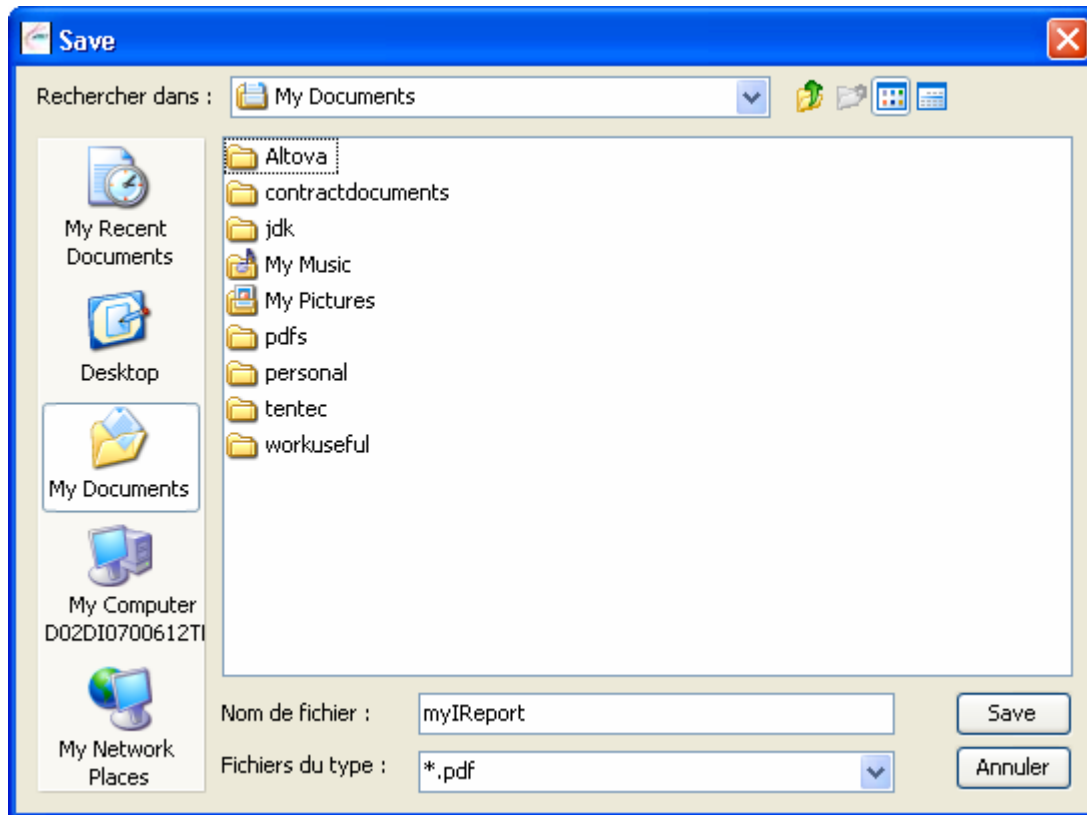
3.9. Submitting implementation report

In order to submit the implementation report, use the menu option **File** à **Submit** or the shortcut **Ctrl+F1**.
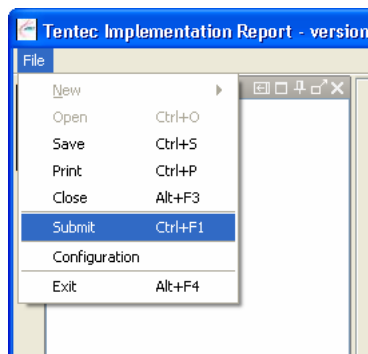
Note that the "Submit" option appears only if the application is fully validated by the iReport validation system and if the report has not already been submitted.

Warning: if you submit an implementation report you will not be able to modify data after this operation. On the submitted report only the open, close and print operations will be available.

The system will display the following warning, click on "Yes" if you are ready to submit your application.
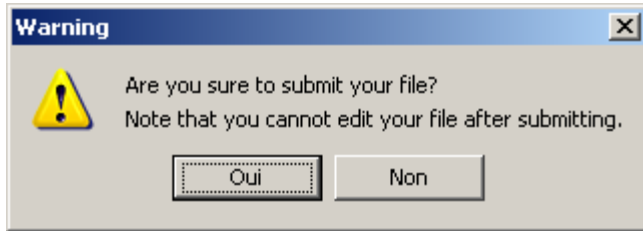
After submitting the report, you can view the data but each form is read-only.
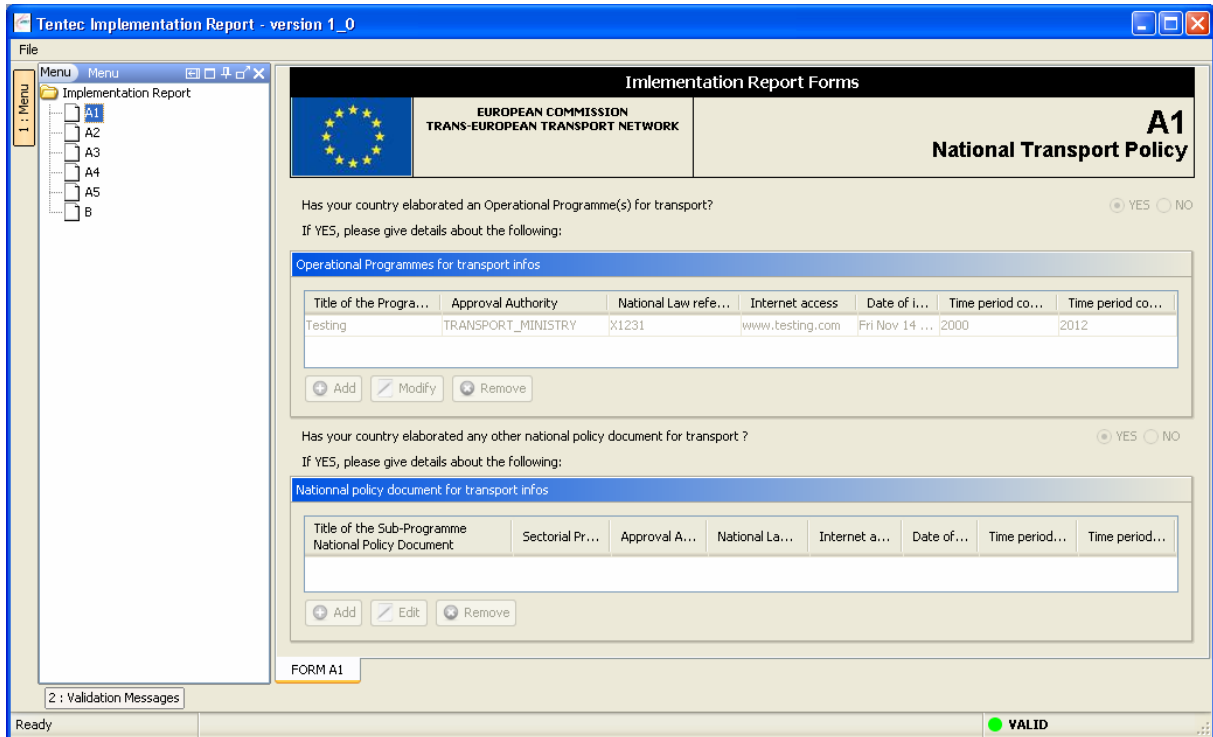
After submission of the implementation report the iReport application will open the following mail window:
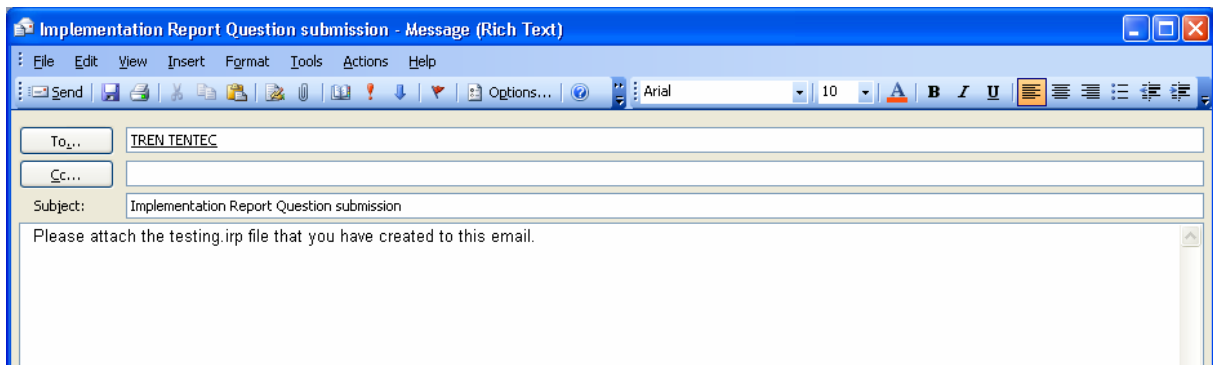
The email address is pre-filled and the mail body contains the name of the '.irp' file that stores the implementation report data. This file should be attached to the mail before it is sent. It is intended that a future version of iReport will automatically attach the file.

3.10. Configuration

The configuration menu option allows the Member State to be changed, use the menu option **File** à **Configuration**.
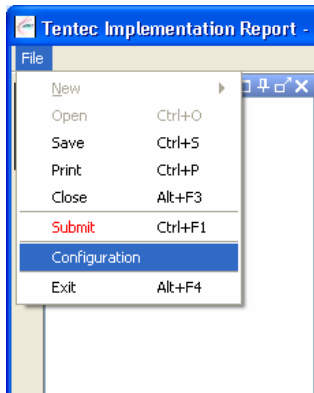
The following dialogue box appears allowing the user to select a Member State:
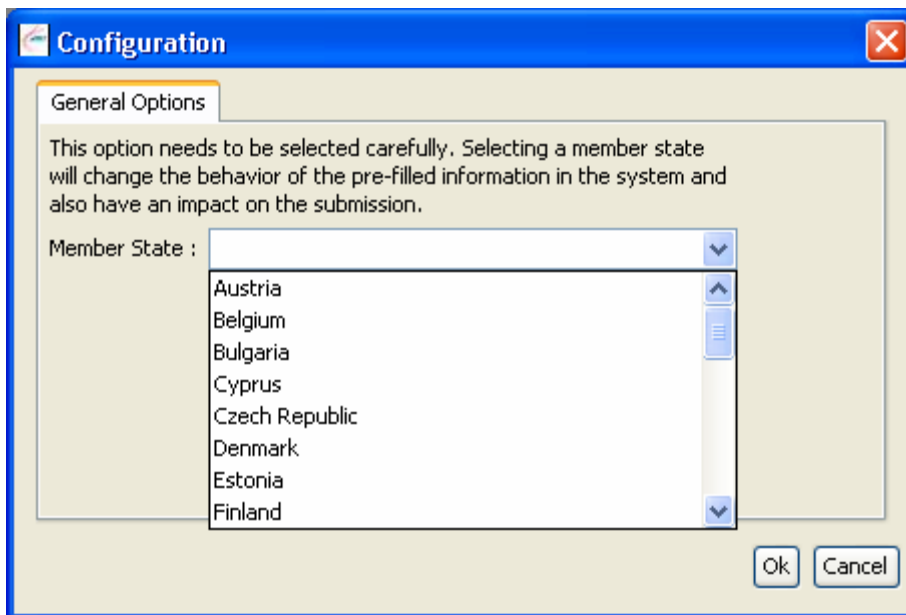
4. STRUCTURE OF THE IMPLEMENTATION REPORT

This section will describe the structure of the implementation report and the information needed in every form.

4.1. Form A – General Questionnaire

4.1.1. *Form A1 – National Transport Policy*

This form contains information about the Operational Programme(s) for transport and the National Policy Document(s) for transport:

To add a new Operational Programme click on the **Add** button from the first table above and fill in the fields shown in the dialogue box below:

Click **OK** and a new row should appear in form A1:

To modify or remove an existing Operational Programme, select a row by clicking on it in the table. When it is highlighted as shown in the following screenshot, the **Modify** or **Remove** option can be clicked:

National Policy Document(s) for transport can be added, modified or removed in an identical manner using the lower table of form A1.

4.1.2. Form A2 – Investments on the Entire TEN-T Network

Form A2 contains the data for investments amounts for the various transport modes:

This form contains differently coloured columns and is pre-filled with data that has been previously provided. The different columns colours have the following meanings:

- **Yellow** - represents expenditure data from previous periods. This data should be verified as being correct and modified if required.

- **White** – represents expenditure data that is required for the current report period. These columns may be pre-filled with estimated amounts from a previous report. This data should be supplied or modified as necessary if pre-filled.

- **Blue** – represents estimated amounts for future report periods. These columns may be pre-filled with estimates from a previous report. This data should be supplied or modified as necessary if pre-filled.

Data is entered into a cell by double-clicking on the required cell or pressing the F2 key on a highlighted cell. After entering data press the F2, Tab or Enter key.

A useful shortcut to use with all the expenditure tables is **Ctrl+R**, which resizes all columns so that all data is visible in the columns. A horizontal scrollbar is added to view columns which do not fit on the screen.

Note that all the amounts must be in EUR.

4.1.3. *Form A3 – Traffic Management Systems*

Form A3 contains a report and investment amounts relating to traffic management systems for the various transport modes:

Enter report data as necessary by clicking on the transport mode tabs. The investments table at the bottom of this form is completed in a similar manner to that described in section 4.1.2.

Note that all the amounts must be in EUR.

4.1.4. *Form A4 – Priority Projects*

Form A4 contains investments amounts relating to priority projects for the various transport modes:
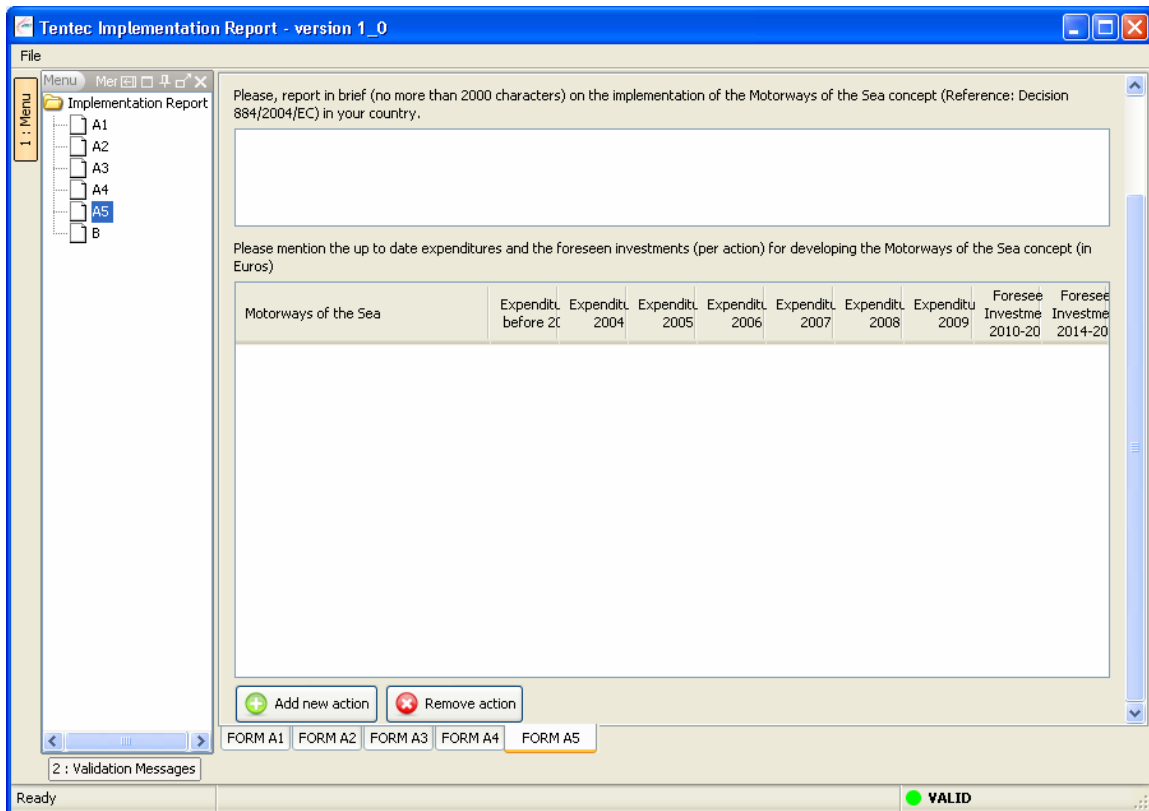
The investments table is completed in a similar manner to that described in section 4.1.2.

Note that all the amounts must be in EUR.

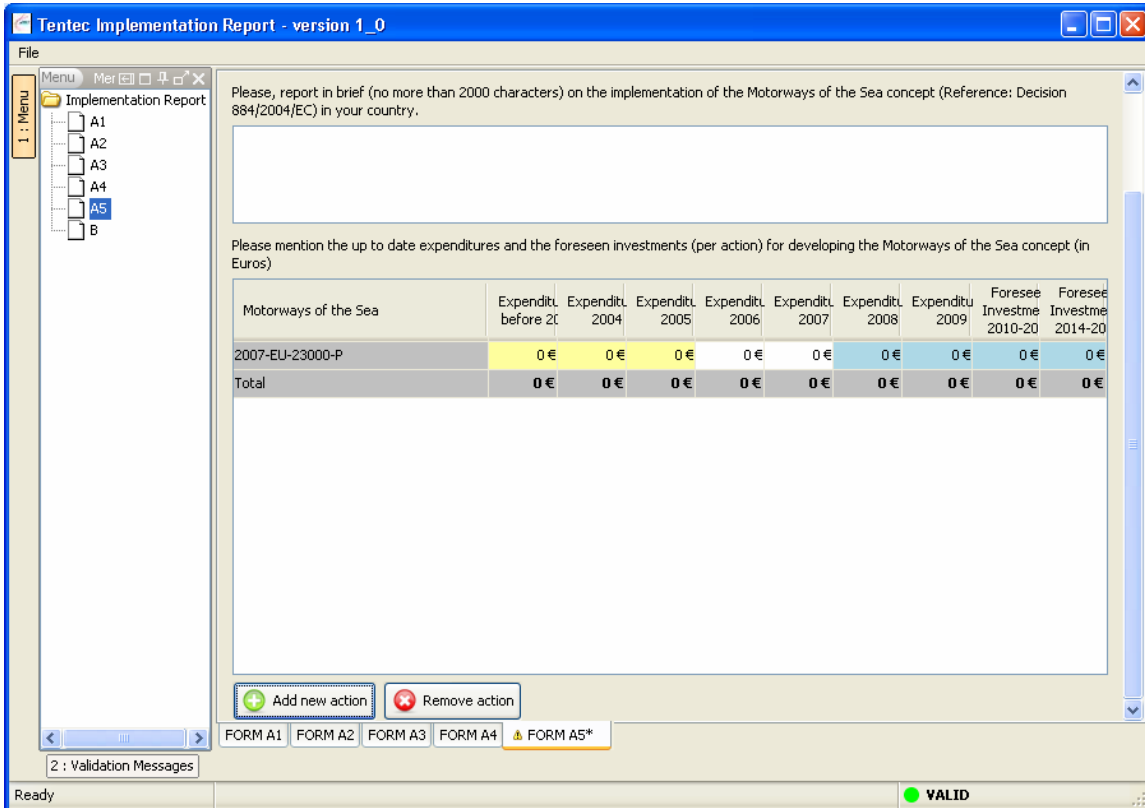### 4.1.5. _Form A5 – Motorways of the Sea_

Form A5 contains a report and a table of investment expenditures broken down by action for motorways of the sea:

To add a new action clicks the **Add new action** button. The following dialogue box appears asking for an action code:
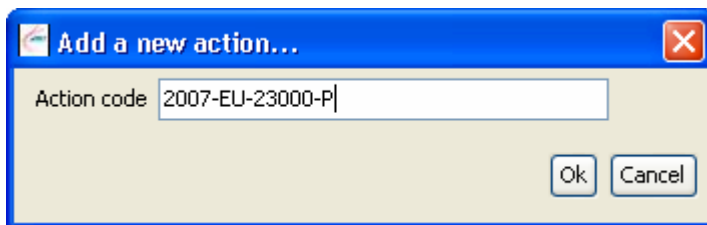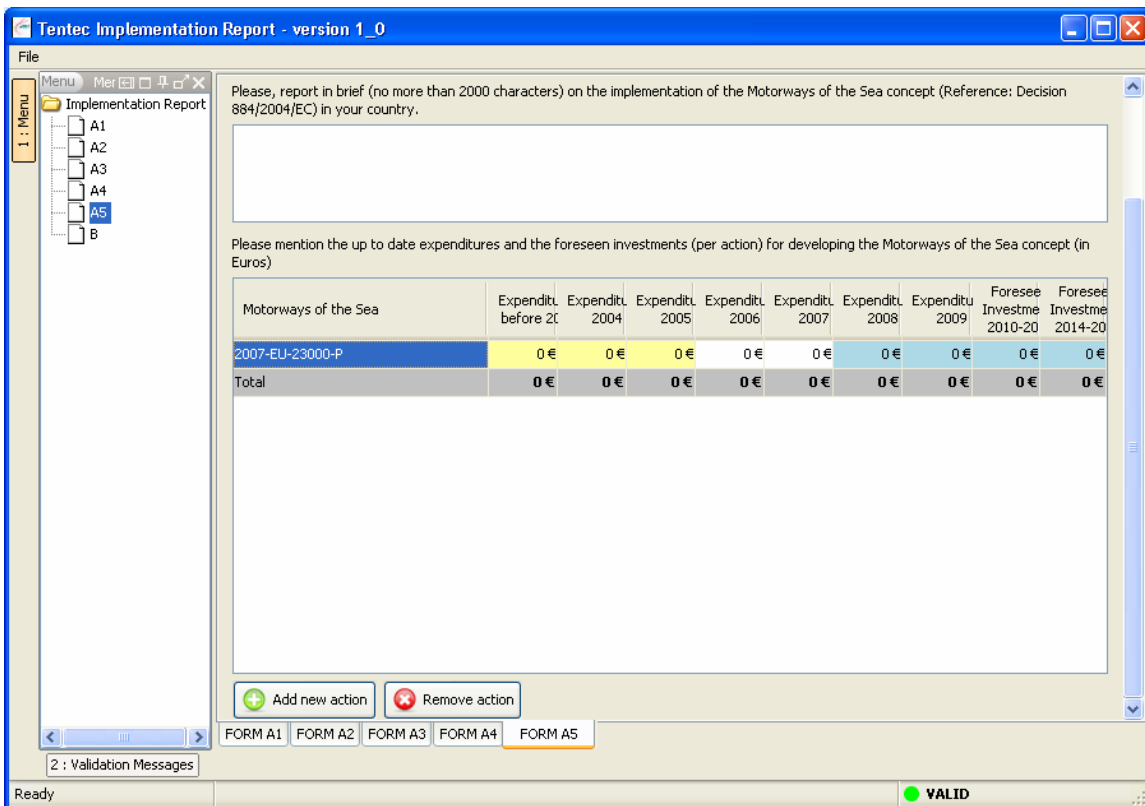

After entering an action code and pressing **Ok,** a new row will appear in the investments table:

The investments table is completed in a similar manner to that described in section 4.1.2.

Note that all the amounts must be in EUR.

To remove an action highlight, the action code as shown and press the **Remove action** button:

4.2. Form B – TEN-T Priority Projects Investments Questionnaire

4.2.1. *General*

Form B contains the priority project investments for all sections and subsections of the country. This form consists of a vertically scrolling table that contains all sections and subsections for the country. The lower part of the form contains information organised in three tabbed sections relating to the section or subsection that is currently selected in the table above.

The form B is pre-filled with any previous data provided for all sections and subsections. Completion of the form involves entering values where applicable for each tab of each section/subsection. **Note that in case of a section divided into several subsections, it is only necessary to provide the information for the subsections**. To move between sections / subsections it is possible to click the mouse on a row or use the navigation buttons to move up or down:

To help the user know when the form is complete, **it is possible to mark sections / subsections as complete**. This makes it easier to complete the section / subsection information in any order and know when all the information has been provided. It is not necessary to use this function before submitting the implementation report and it only acts as a guide to the user. If the check button is clicked , a checked indicator icon appears to the left of the currently selected section / subsection as shown here:

4.2.2. 'General Information' tab

The following screenshot shows form B with the 'General Information' tab active and seven fields to complete:

4.2.3. 'Implementation Period and Maturity' tab

The following screenshot shows form B with the 'Implementation Period and Maturity' tab active and five fields to complete:
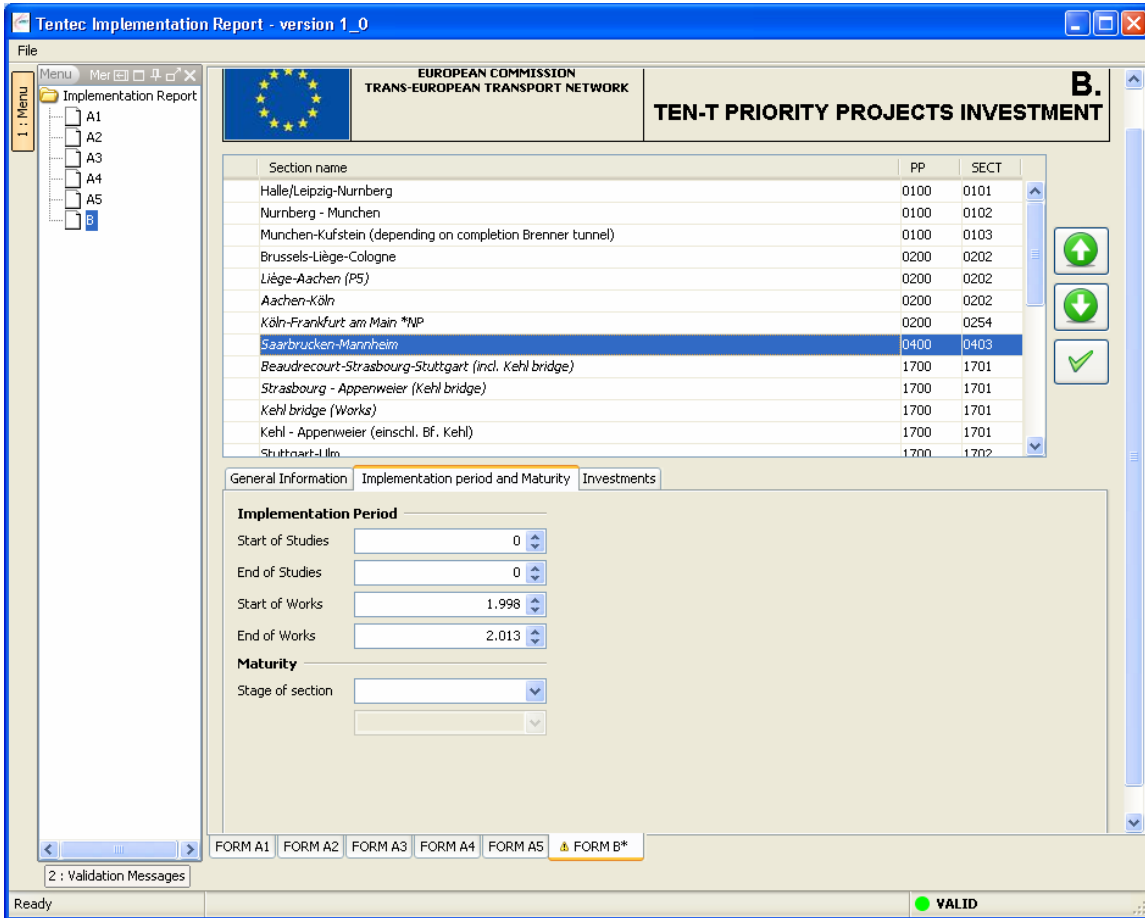
4.2.4. 'Investments' tab

This 'Investments' tab contains the investments for the section / subsection broken down by sources of financing. The following screenshot shows form B with the 'Investments' tab active:

The table in the 'Investments' tab is completed in a similar manner to that described in section 4.1.2.

Note that all the amounts must be in EUR.