



**Ministry of Transport of the Russian Federation
FSUE “ZaschitalInfoTrans”**

**Automated Centralized Databases of Personal Data on
Passengers and Personnel (Crew) of Means of
Transportation (ACDPDP)**

AIR OPERATIONS

ACDPDP Web Portal User Manual

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Acronyms and Abbreviations

ACDPDP	Automated Centralized Databases of Personal Data on Passengers and Personnel (Crew) of Means of Transportation
API	Advance Personal Information, the same as Personal Data
FSUE	Federal State Unitary Enterprise
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
IGIS TS	Integrated Government Information System of Transport Security of the Russian Federation
OKATO	Russian Classification on Objects of Administrative Division
PNR	Passenger Name Reference
RF	Russian Federation
UTC	<i>eng.</i> Coordinated Universal Time, <i>fr.</i> Temps Universel Coordonné

Summary

The Automated Centralized Databases of Personal Data on Passengers and Personnel (Crew) of Means of Transportation (ACDPDP) are the part of the Integrated Government Information System of Transport Security of the Russian Federation (IGIS TS). The IGIS TS is operated by the state company responsible to the Ministry of Transport of Russia: the Federal State Unitary Enterprise (FSUE) "ZaschitaInfoTrans".

According to Russian legislation the advance personal information (API) is to be collected and submitted to the ACDPDP by suppliers of information such as carriers and transport infrastructure entities.

The current version of the web portal conforms the amendments to Order of the Ministry of Transport of the Russian Federation No. 243 from July 19, 2012 «On Enactment of the Procedure of Formation and Maintenance of Automated Centralized Databases of Personal Data on Passengers and Personnel (Crew Members) of Means of Transportation and of Provision of Data Contained Therein" made by Order of the Ministry of Transport of the Russian Federation No. 242 from Sep. 5, 2014.

This manual is addressed to ACDPDP web portal users. It describes user interface, functionality and operating with advance personal information (API), information on flights, and while revising notifications on the results of data transmission process including error notifications.

User should have basic computer skills to interact with specialized web-interface based on typical elements carrying out standard actions.

1. Logging In, Navigation and Logging Out

To log in to the web portal launch web browser and go to the address provided with by the ACDPDP service operator. At the user authentication form (See Figure 1) type in user name and password received from the service operator.

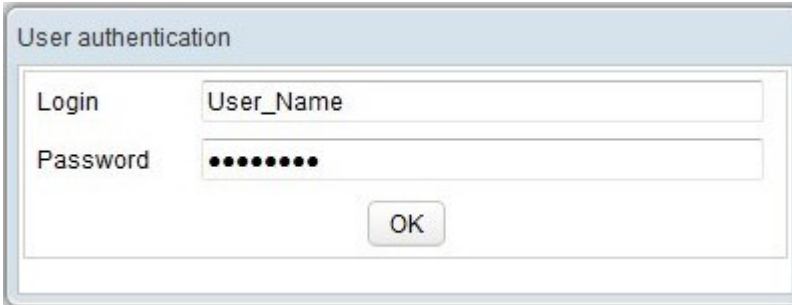
A screenshot of a 'User authentication' dialog box. It features two input fields: 'Login' with the text 'User_Name' and 'Password' with a masked password of ten dots. An 'OK' button is positioned at the bottom center of the dialog.

Figure 1 — User Authentication Form

The web portal content is supplied both in Russian and English language. If the web-site content is displayed in Cyrillic script instead of English please refer to the Problem Resolution section of this document.

After successful login the user and business names are shown at the upper top corner of the page.

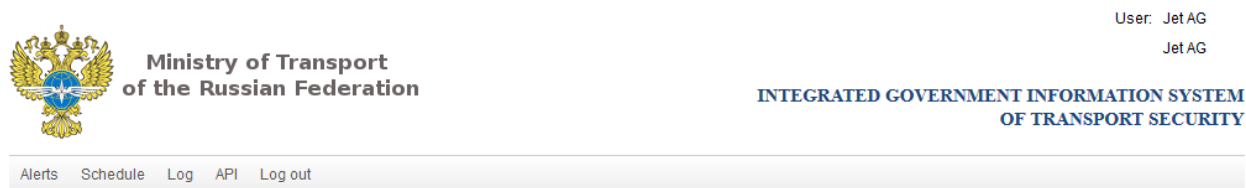


Figure 2 — Page header with navigation bar

To move to the specific page click the appropriate button in the navigation bar located below the page header.

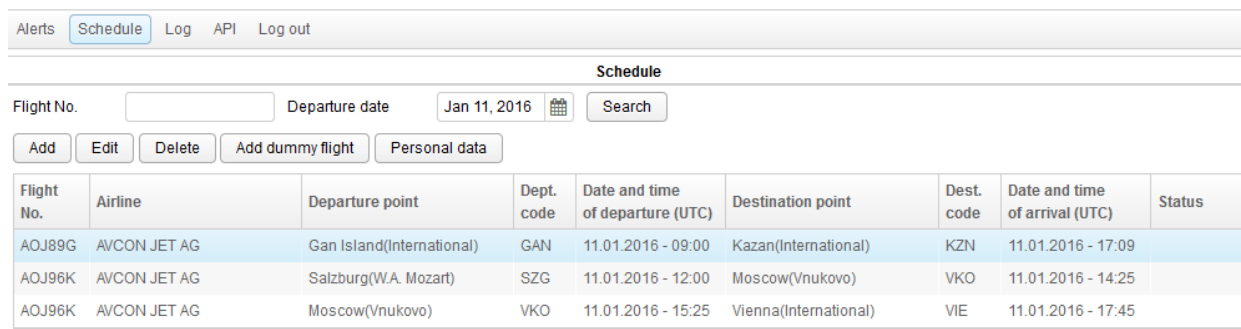
To log out from the ACDPDP web portal click “Log out” button located right at the navigation bar.

2. Viewing Alerts

Announcements are published on this page by the ACDPDP service operator. Important and urgent announcements are denoted by the yellow triangle with exclamation mark inside. Look at this page frequently.

3. Working with Schedule

The page “Schedule” (See Figure 3) is a place to add, edit and delete flights from the table. All time values must be entered in UTC.



The screenshot shows the 'Schedule' page with a navigation bar at the top containing 'Alerts', 'Schedule' (active), 'Log', 'API', and 'Log out'. Below the navigation bar is a search section with a 'Flight No.' input field, a 'Departure date' field set to 'Jan 11, 2016', and a 'Search' button. Underneath are buttons for 'Add', 'Edit', 'Delete', 'Add dummy flight', and 'Personal data'. The main content is a table with the following data:

Flight No.	Airline	Departure point	Dept. code	Date and time of departure (UTC)	Destination point	Dest. code	Date and time of arrival (UTC)	Status
AOJ89G	AVCON JET AG	Gan Island(International)	GAN	11.01.2016 - 09:00	Kazan(International)	KZN	11.01.2016 - 17:09	
AOJ96K	AVCON JET AG	Salzburg(W.A. Mozart)	SZG	11.01.2016 - 12:00	Moscow(Vnukovo)	VKO	11.01.2016 - 14:25	
AOJ96K	AVCON JET AG	Moscow(Vnukovo)	VKO	11.01.2016 - 15:25	Vienna(International)	VIE	11.01.2016 - 17:45	

Figure 3 — Schedule page and table

3.1. How to Add a Flight

To add new flight press “Add” button, the dialog window “Add flight” opens (See Figure 4).

The image shows a software dialog box titled "Add flight". It contains several input fields and buttons:

- Flight No. (no airline code):** 89G. There is a checkbox labeled "By tail number (for charter flights)".
- Airline:** AVCON JET AG ()
- Departure section:**
 - Departure point:** Gan Island(International) (GAN)
 - Date and time of departure (per schedule) (UTC):** Two empty input boxes.
 - Date and time of departure (UTC):** 16.01.2016, 9:00
- Destination section:**
 - Destination point:** Kazan(International) (KZN)
 - Date and time of arrival (UTC):** 16.01.2016, 17:10
- Aircraft type:** C25A; Cessna 525A Citation CJ2
- Tail number:** ZK-PGA
- Route type:** Direct
- Route stage:** Empty input box
- Entry date and time:** 15.01.2016, 13:06
- Buttons:** OK, Cancel

Figure 4 — “Add flight” dialogue window

In the dialog window “Add flight” make the following:

- in the field «Flight number» enter a flight number without airline code. For example, for the flight «SU100», put «100»;
- press «Departure point» button, choose the departure point in the opened “Select an airport” dialogue window (see Figure 5) and confirm the choice by pressing “Select” button;
- enter or choose departure date and time (UTC);
- press «Destination point» button, choose the destination point in the opened “Select an airport” dialogue window (see Figure 5) and confirm it by pressing “Select” button

- enter or choose arrival date and time in (UTC);
- press “Aircraft type” button, choose aircraft type in the opened “Select aircraft model” dialogue window, confirm it by pressing “Select” button (see Figure 6).

- enter the aircraft registration number to the field «Tail number»;
- in the drop-down list «Route type» select a value;
- leave the field “Route stage” blank by default, otherwise fill in a numerical value such as 1, 2, 3 etc., when a flight is entering (adding) in legs, e.g.: starting point - in-between point (1), in-between point – in-between point (2), in-between point – final point (3);
- press “OK” button to add a flight or “Cancel” in case to reject entering the information.

The attribute «Entry date and time» is filled in automatically.

Select an airport ✕

Name Code

IATA code	ICAO code	Name (en)	City	Country
LKZ	EGUL	Brandon(Lakenheath RAF)	Brandon	United Kingdom
BKZ	HTBU	Bukoba	Bukoba	Tanzania
KZB		Zachar Bay(Sea Plane Base)	Zachar Bay	U.S.A.
ZZV	KZZV	Zanesville(Municipal)	Zanesville	U.S.A.
KZN	UWKD	Kazan(International)	Kazan	Russia
KZF		Kaintiba	Kaintiba	Papua New Guinea
KZC		Kampong Chhnang	Kampong Chhnang	Cambodia
CKZ	LTBH	Canakkale	Canakkale	Turkey
KZG		Kitzingen	Kitzingen	Germany
KZI	LGKZ	Kozani(Filippos)	Kozani	Greece
KKZ		Koh Kong	Koh Kong	Cambodia
KSC	LZKZ	Kosice	Kosice	Slovak Republic
KZD		Krakor	Krakor	Cambodia
KZO	UAOO	Kyzylorda	Kyzylorda	Kazakhstan
KZR		Kutahya(Zafer)	Kutahya	Turkey

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Figure 5 — “Select an Airport” dialogue window

There is a function available for search by name and/or by any airport code in the select an airport dialogue window. The search is making by matching from a start of an airport name (code) by the button “Search” or by matching with any part of airport name (code) by the button “Context”.

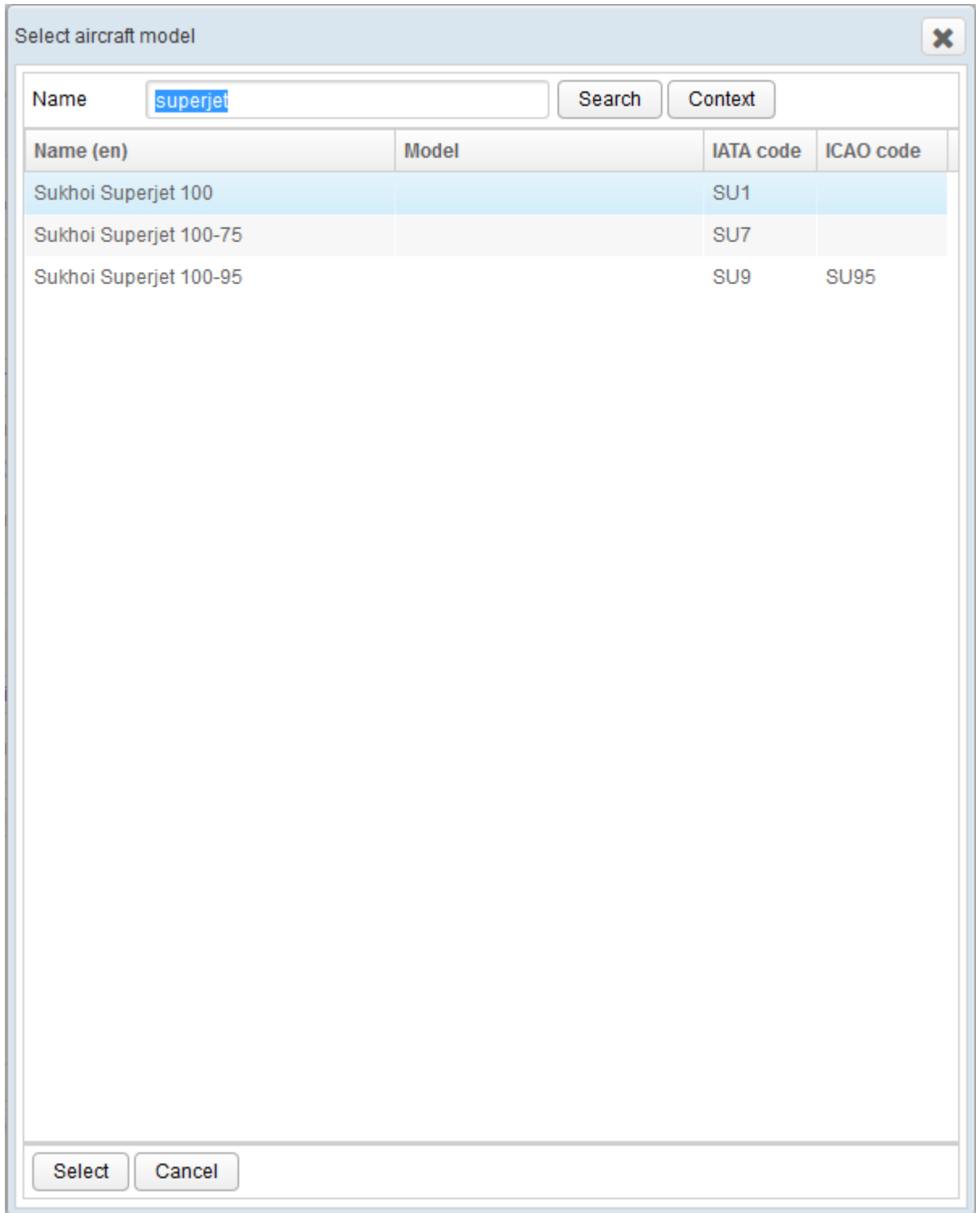


Figure 6 — “Select Aircraft Model” dialogue window

There is a function available for search by name. The search is making by matching from a start of a name by button “Search” or by matching with any part of a name by button “Context”.

3.2. How to Search for Specific Flight

Search is done by date of departure and/or flight number. To get information on the flights on the certain date choose the date (in UTC) from calendar and press “Search” button. In order to get data on a certain flight enter the correct flight number in the field “Flight number” and set the date of departure, press “Search” button afterwards.

Press the button “Personal data” to open advance personal information transmitted on the selected flight.

3.3. Editing Flights

First, search for the flight as described in the “How to Search for Specific Flight” section. In the search results area select the specific flight and press “Edit” function button. In the opened dialogue window make necessary changes the same manner as described in the “How to Add a Flight” section. To save changes press “OK” button.

3.4. Deleting Flights

Before removal make a search for the flight with attributes “Flight number” and “Departure date” (UTC) using “Search” button. In the search results area select the flight and press “Delete” button. Confirm removal in the “Confirmation” dialogue window by pressing “Yes” button (see Figure 7).

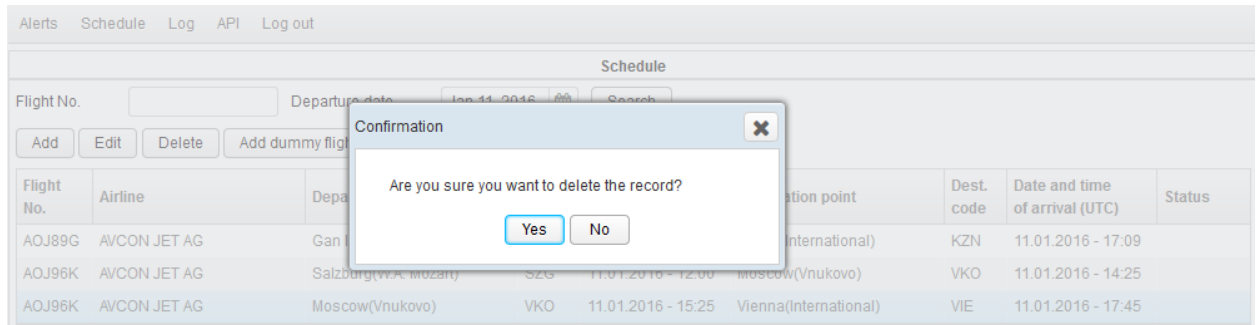


Figure 7 — “Delete Flight” confirmation dialogue

3.5. Adding Dummy Flights

Press the “Add dummy flight” button. In the “Add flight” dialogue window press “Actual Flight” button to open “Select a flight” dialogue window. In the “Select a flight” dialogue window choose actual flight with “Select” button (See Figure 8).

Select a flight ✕

Flight No. Departure date

Flight No.	Date and time of departure	Departure point	Dept. code	Destination point	Dest. code	Status
AQJ89G	11.01.2016 - 09:00	Gan Island(International)	GAN	Kazan(International)	KZN	
AQJ96K	11.01.2016 - 12:00	Salzburg(W.A. Mozart)	SZG	Moscow(Vnukovo)	VKO	
AQJ96K	11.01.2016 - 15:25	Moscow(Vnukovo)	VKO	Vienna(International)	VIE	

Figure 8 — “Select Flight” dialogue window

In the “Flight No.” field located below the actual flight number type in the dummy flight number without the airline code. Dummy flights are always marked with a note “dummy” in dialogues (See Figure 9) and tables.

The screenshot shows a software dialog box titled "Add flight". It contains the following fields and controls:

- Actual flight:** A button labeled "Actual flight" and a text input field containing "AOJ96K".
- Flight No. (no airline code):** A text input field containing "73M". To its right is a checkbox labeled "Dummy" which is checked, and another checkbox labeled "By tail number (for charter flights)" which is unchecked.
- Airline:** A button labeled "Airline" and a text input field containing "Jet Ops (J6)".
- Departure:** A section header. Below it is a button labeled "Departure point" and a dropdown menu showing "Moscow(Vnukovo) (VKO)".
- Date and time of departure (per schedule) (UTC):** Two empty text input fields.
- Date and time of departure (UTC):** A date input field containing "11.01.2016", a calendar icon, a time input field containing "15:25", and a time selection dropdown arrow.
- Destination:** A section header. Below it is a button labeled "Destination point" and a dropdown menu showing "Vienna(International) (VIE)".
- Date and time of arrival (UTC):** A date input field containing "11.01.2016", a calendar icon, a time input field containing "17:45", and a time selection dropdown arrow.
- Aircraft type:** A button labeled "Aircraft type" and a text input field containing "C750; Cessna 750 Citation X".
- Tail number:** A text input field containing "PG-ZKA".
- Route type:** A dropdown menu showing "Direct".
- Route stage:** An empty text input field.
- Entry date and time:** A date input field containing "10.01.2016" and a time input field containing "13:17".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Figure 9 — Adding dummy flight dialogue window

Press the button "Airline", in the opened dialogue window select the appropriate airline (See Figure 10).

Choose an airline ✕

Name IATA

IATA code	Name	Name (en)	Country
	AAA - Air Alps Aviation	AAA - Air Alps Aviation	
6Q	AAR Airlift Group Inc	AAR Airlift Group Inc	
Y6	AB Aviation	AB Aviation	
1B	Abacus International Pte. Ltd.	Abacus International Pte. Ltd.	
	Aban Air	Aban Air	
4O	ABC Aerolineas S.A. de C.V.	ABC Aerolineas S.A. de C.V.	
	ABC Bedarfsflug GMBH	ABC Bedarfsflug GMBH	
	ABS JETS	ABS JETS	
M3	ABSA - Aerolinhas Brasileiras S.A.	ABSA - Aerolinhas Brasileiras S.A.	
GB	ABX Air, Inc.	ABX Air, Inc.	
9B	AccesRail and Partner Railways	AccesRail and Partner Railways	
	Accounting Centre of China Aviation (ACCA)	Accounting Centre of China Aviation (ACCA)	
	ACG Air Cargo Germany GmbH	ACG Air Cargo Germany GmbH	
	ACM AIR CHARTER GMBH, RHEINMUNSTER	ACM AIR CHARTER GMBH, RHEINMUNSTER	
5P	ACM Air Charter Luffahrtges	ACM Air Charter Luffahrtges	

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Figure 10 — Selecting airline

3.6. Adding Unclassified Departure and Arrival Points

To enter departure or destination point which does not have assigned IATA or ICAO classification code press the button with upside down triangular symbol located to the right of the button “Departure point” or “Destination point” and select “Define custom”. Describe the point by geographical coordinates and text description (name) along with OKATO classification code of the nearest administrative object.

Geographical coordinates of coordinate system WGS84 must be entered in decimal degrees with a dot as the separator. For east longitude and south latitude put minus sign before numbers.

There is an alternative way to open fields for entering custom departure and destination points in the “Select an airport” dialogue window (see Figure 11). Type the value “ZZZZ” in the field “Code”, press “Search” and press “Select” button next.

Select an airport ✕

Name Code

IATA code	ICAO code	Name (en)	City	Country
zzzz	zzzz	Arbitrary place of take-off or landing		Russia

Figure 11 — Selecting arbitrary place of landing or take-off

4. Working with Advance Personal Information

Prior to enter personal data on passengers or crew press “Select flight” button to select flight by date of departure (UTC) and flight number (See Figure 8).

API									
Flight No.	U63080			Airline	Joint Stock Company "Ural Airlines" (U6)				
Departure point	Ras al Khaimah(International) (RKT)			Destination point	Moscow(Domodedovo) (DME)				
Date and time of departure	13.01.2016	10:55		Date and time of arrival	13.01.2016	22:45			
Select flight		Add	Copy	View	Upload API				
Route type									
Traveler Type	PNR	Surname	Name	Patronymic	Oper. type	Date of birth	Place of birth	Doc. num.	Doc. type
Pssng.	75QJIQ	ZVEREVA	EKATERINA		Book.	07.07.1968		72	PassForC
Pssng.	75QJIQ	ZVEREVA	ELENA		Book.	29.05.1988		72	PassForC
Pssng.	75QJIQ	ZYATINA	NATALIA		Book.	20.01.1979		64	PassForC

Figure 12 — Advance personal information page

The buttons “Add”, “Copy” and “View” are available flight is selected (See Figure 12).

4.1. How to Add Personal Information

To add an entry to the passenger or crew member list for the selected flight press “Add” button and fill in the fields in the “Add personal data” dialogue window (See Figure 13). The set of fields depends on the choice for the traveler type i.e. passenger or crew member.

Figure 13 — Add personal data dialogue window

For passenger select values from the drop-down lists “Traveler Type”, “Flight with landing in Russia”, “Gender”, “Citizenship”, “Type of document”, “Operation type”, “Route type”.

For crew member select crew member role from the drop-down list.

Type in manually text in the fields “Surname”, “Name”, “Patronymic”, “Number of document”, “Crew member rank” (for crew members). Use numerical sequence such as 1, 2, 3, etc. for Passenger Name Record locator in the “PNR” field.

Select or enter values (UTC) in date & time fields.

Fields in the “Flight Information” section are filled in automatically.

Verify entered information, then press “OK” button.

4.2. Copying Personal Information

To create new record based on selected press “Copy” button. The dialogue window for adding personal data (See Figure 12) opens with previously entered data copied from the selected entry.

4.3. Viewing Personal Information

To view personal information, select the desired element from the passengers and crew members list, then press “View” button. The information will be displayed in a pop-up window (See Figure 13). Editing is disabled.

5. How to Upload File with Personal Information

For the information how to prepare the CSV file with API data for upload refer to the Requirements on API Data Transmission to ACDPDP for Airlines (in Russian language).

To submit the file press the “Upload API” button (See Figure 12), then select the file in the file selection pop-up dialogue.

6. How to Control the Results of the Information Transmission

Control elements on the “Information exchange log” page allow filtering the list of received files by date interval, data supplier, data format and type and/or by looking for unprocessed files only (See Figure 14).

Information exchange log																					
Reception date from		Jun 20, 2015	to	Jul 1, 2015	Supplier	<input type="checkbox"/> Unprocessed															
Format	ZIP-CSV	Data	Personal data	Search																	
Receipt																					
Filename	Date-time of reception UTC	Date-time of entry, local	Submission type	Supplier	Format	Act															
34020_2015_06_30_17_06_49_247.zip	30.06.2015 - 17:07	30.06.2015 - 17:07	Gateway	Viking_Cruises	ZIP-CSV	Dat															
34020_2015_06_28_18_37_16_380.zip	28.06.2015 - 19:42	28.06.2015 - 19:42	Gateway	Viking_Cruises	ZIP-CSV	Dat															
34020_2015_06_23_17_31_02_559.zip	23.06.2015 - 17:33	23.06.2015 - 17:33	Gateway	Viking_Cruises	ZIP-CSV	Dat															
34020_2015_06_22_18_04_38_779.zip	22.06.2015 - 18:05	22.06.2015 - 18:05	Gateway	Viking_Cruises	ZIP-CSV	Dat															
34020_2015_06_21_19_27_42_717.zip	21.06.2015 - 19:31	21.06.2015 - 19:31	Gateway	Viking_Cruises	ZIP-CSV	Dat															
34020_2015_06_20_22_10_24_665.zip	20.06.2015 - 23:13	20.06.2015 - 23:13	Gateway	Viking_Cruises	ZIP-CSV	Dat															
<table border="1"> <thead> <tr> <th>Date and time</th> <th>Message code</th> <th>Diagnostic message</th> </tr> </thead> <tbody> <tr> <td>30.06.2015 - 14:10:57</td> <td>160</td> <td>Message receipt sent</td> </tr> <tr> <td>30.06.2015 - 14:10:57</td> <td>80</td> <td>XML entered into AMS</td> </tr> <tr> <td>30.06.2015 - 14:07:41</td> <td>20</td> <td>Message entered into AMS (originals)</td> </tr> <tr> <td>30.06.2015 - 14:07:41</td> <td>10</td> <td>Incoming message</td> </tr> </tbody> </table>							Date and time	Message code	Diagnostic message	30.06.2015 - 14:10:57	160	Message receipt sent	30.06.2015 - 14:10:57	80	XML entered into AMS	30.06.2015 - 14:07:41	20	Message entered into AMS (originals)	30.06.2015 - 14:07:41	10	Incoming message
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30.06.2015 - 14:10:57	160	Message receipt sent																			
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30.06.2015 - 14:07:41	20	Message entered into AMS (originals)																			
30.06.2015 - 14:07:41	10	Incoming message																			

Figure 14 — Information Interaction Log

Diagnostic messages are generated during the processing of the submitted data. To look at the contents of the diagnostic message look at the area displaying under the file list.

Press the “Receipt” button to review the contents of the acknowledgement of receipt which is generated automatically after data has been processed for the selected entry (See Figure 15).

If there is an error code discovered the error should be corrected and the cause of error should be carefully revised.

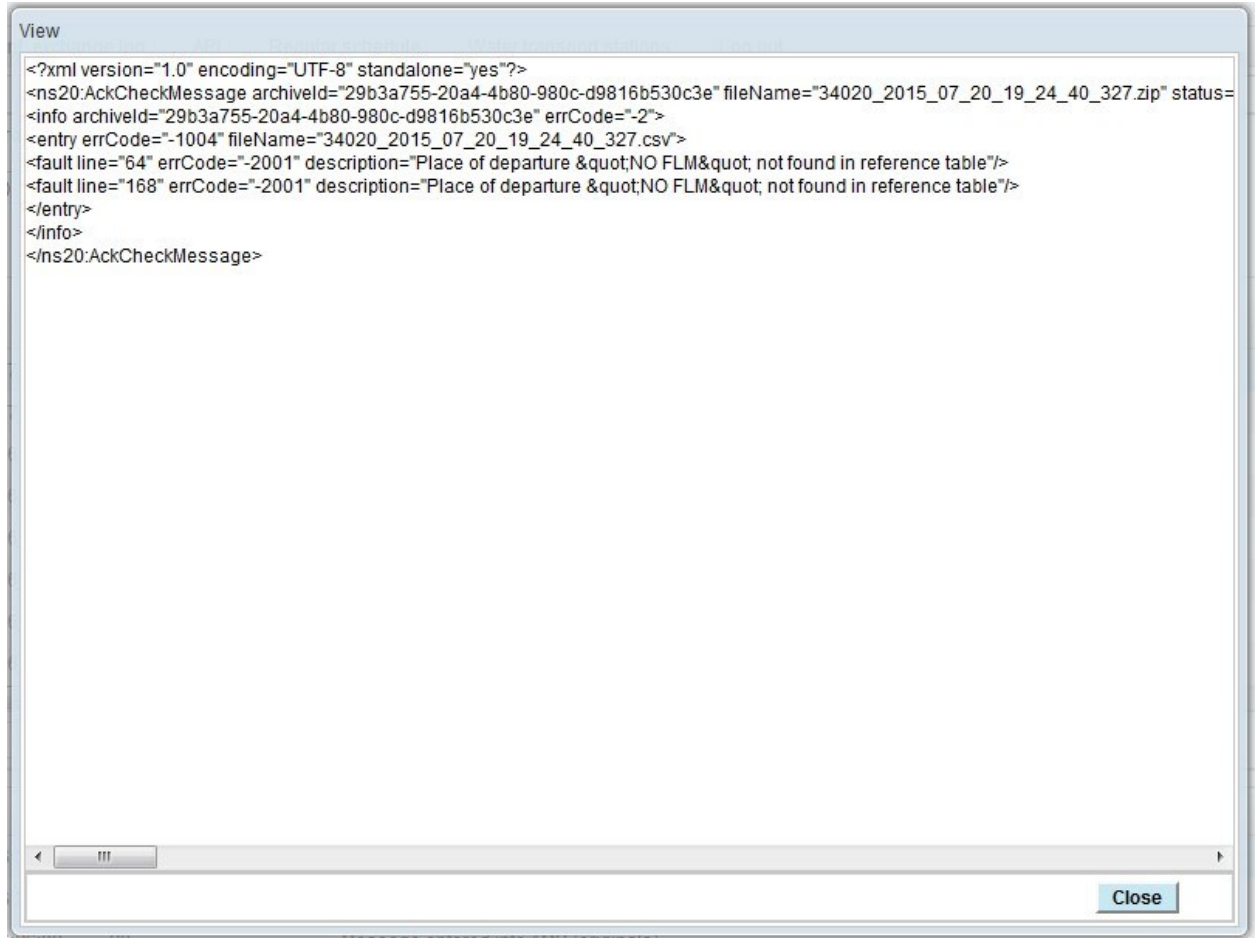


Figure 15 — Viewing receipt information

7. Problem Resolution

If the the web portal content is displayed in Cyrillic script instead of English change the browser settings to set up English as the preferred language. In case of using several languages arrange the languages in order of priority. The preferred language has the highest priority. Refer to the browser online help for details.

For the convenient and safe work with ACDPDP web portal, it is recommended to:

- work in the same browser window and tab;
- use control elements only of portal web-interface and not to use standard control buttons of the browser or “quick keys”.

In case of odd functioning restart the page if necessary, having closed all the opened pop-up windows previously. If this does not work restart the browser and try to continue working.

If a problem is detected by the operating environment it sends a message to the screen. Most error messages indicate the specific problem. Press “OK” button and try to continue working.

In case of a problem resolution is unclear or upon a permanent error follow these steps:

- make the screenshot of the browser window and save it to file;
- write the detailed message including actions preceding the error;
- send message along with screenshots by electronic mail to support staff to determine the problem and the solution.

Technical support is offered by e-mail. Address messages at: support@z-it.net.