



MINISTRY OF TRANSPORT OF THE RUSSIAN FEDERATION

FSUE «ZaschitaInfoTrans»

**Integrated Government Information System of Transport Security
Automated Centralized Databases of Personal Data on Passengers
and Personnel (Crew Members) of Means of Transportation**

Ship Operations

ACDPDP Web Portal User Manual

Contents

Acronyms and Abbreviations	3
Summary	4
1. Logging In, Navigation and Logging Out	5
2. Viewing Alerts.....	6
3. Managing the Port Directory	7
4. Managing Regular Schedule	9
5. Viewing Actual Schedules	14
6. Advance Personal Information Input.....	15
6.1. Copying Personal Data.....	17
6.2. Viewing Personal Data.....	18
7. Uploading File with Advance Personal Information	19
8. Checking Information Interaction.....	20
9. Problem Resolution	22

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
IGIS TS	Integrated Government Information System of Transport Security fo the Russian Federation
OKATO	Russian Classification on Objects of Administrative Division
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.

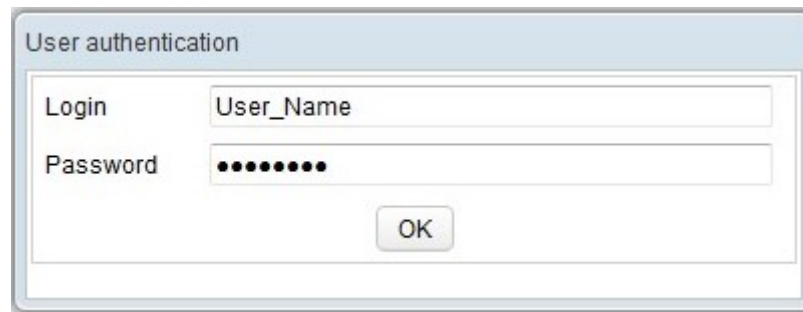
A screenshot of a user authentication dialog box. The dialog has a title bar that says "User authentication". Inside, there are two input fields: "Login" with the text "User_Name" and "Password" with a series of black dots. Below the fields is an "OK" button.

Figure 1 — User Authentication Form

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

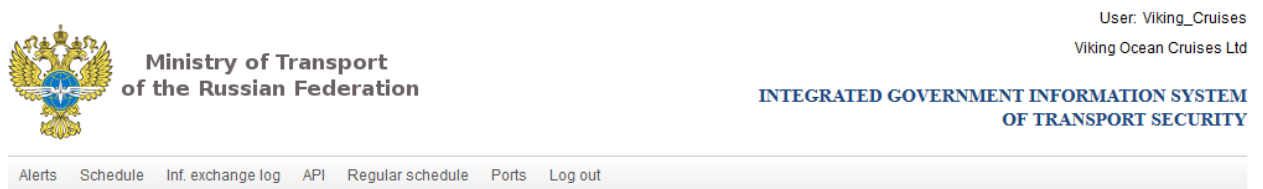
A screenshot of a web page header. On the left is the coat of arms of the Ministry of Transport of the Russian Federation. To its right is the text "Ministry of Transport of the Russian Federation". On the far right, it says "User: Viking_Cruises" and "Viking Ocean Cruises Ltd". Below this is the text "INTEGRATED GOVERNMENT INFORMATION SYSTEM OF TRANSPORT SECURITY". At the bottom is a navigation bar with links: "Alerts", "Schedule", "Inf. exchange log", "API", "Regular schedule", "Ports", and "Log out".

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 exclamation mark inscribed in the yellow triangle. Look at this page frequently.

3. Managing the Port Directory

The port directory interface can be used to add, edit and delete sea and river port entries (See Figure 3). The port directory entries are further used to build schedules.

To search through port directory by full port name type text into the “Name” field and press “Search” button. To search by partial matching press “Context” button.

Reference: Ports				
Name <input type="text"/>				
<input type="button" value="Search"/> <input type="button" value="Context"/>				
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>				
Code	Name	City	Country	Region
265242	GREEN TURTLE CAY		Bahamas	
265171	PARA		Brazil	
265223	USIBA PT.		Brazil	
264120	FULPMES		Austria	
264064	ROSARIO DE LA FRONTERA		Argentina	
264102	BREGENZ		Austria	
264081	SANTA FE		Argentina	
264069	SAN IGNACIO		Argentina	
264124	GREIFENSTEIN		Austria	
264147	LIMBERG		Austria	
264087	USHUAIA		Argentina	
264057	RAWSON		Argentina	
264138	JUDENDORF		Austria	
264149	MARKT ALLHAU		Austria	
264133	HOBERSBRUNN		Austria	

13 / 67
[181 - 195 / 1000]

Figure 3 — Port directory

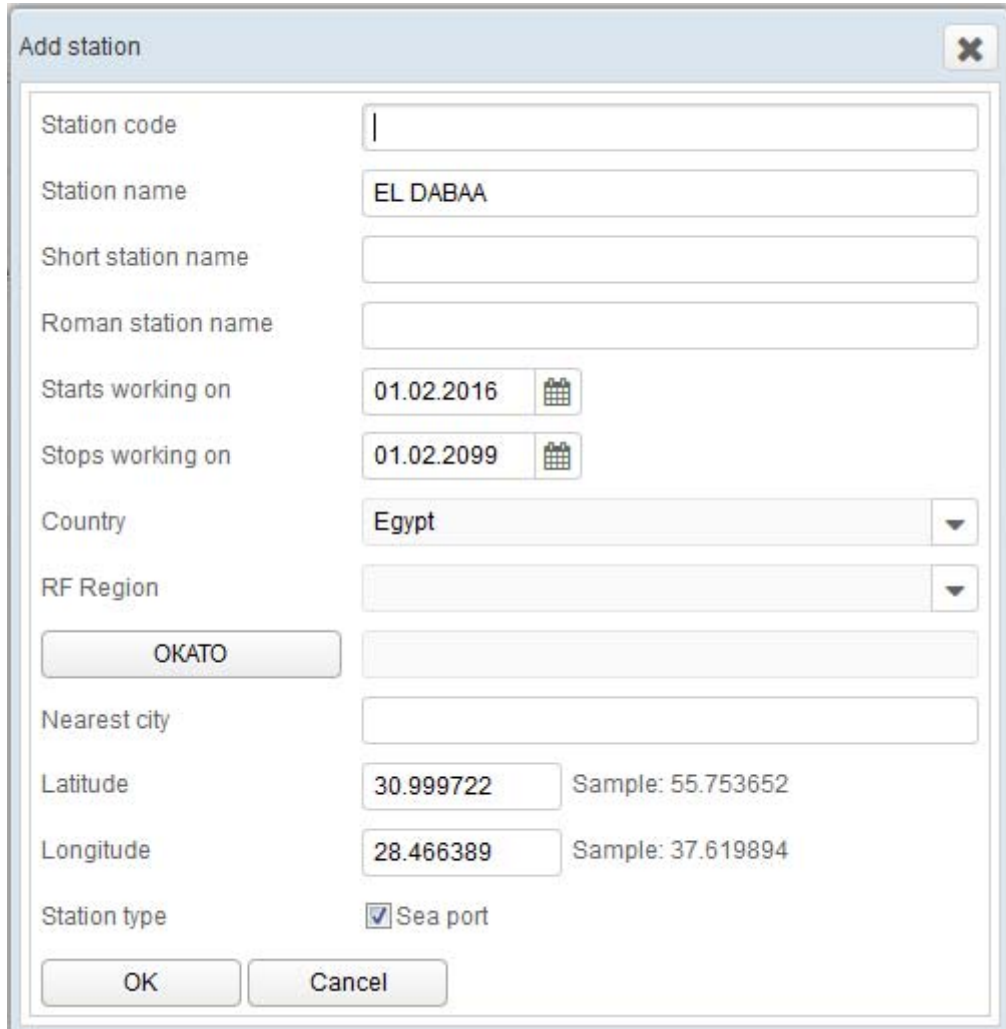
To add new port entry click “Add” button. The following parameters are mandatory in the “Add station” dialogue window (See Figure 4): station name, both dates when it starts and stops working (in UTC), and country name.

When the country selected is Russia then the region of Russian Federation and the OKATO attribute are mandatory.

For the sea port select “Station type” checkbox. Press “OK” button to complete input. “Station code” parameter is assigned automatically.

To edit port directory entry press “Edit” button. In the dialogue window (See Figure 4) edit port parameters and save changes.

Press “Delete” button to remove selected entry from the port directory.



The image shows a dialog window titled "Add station" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Station code: A text input field with a vertical cursor.
- Station name: A text input field containing "EL DABAA".
- Short station name: An empty text input field.
- Roman station name: An empty text input field.
- Starts working on: A date input field containing "01.02.2016" with a calendar icon to its right.
- Stops working on: A date input field containing "01.02.2099" with a calendar icon to its right.
- Country: A dropdown menu showing "Egypt".
- RF Region: A dropdown menu.
- OKATO: A button next to an empty text input field.
- Nearest city: An empty text input field.
- Latitude: A text input field containing "30.999722" with a "Sample: 55.753652" label to its right.
- Longitude: A text input field containing "28.466389" with a "Sample: 37.619894" label to its right.
- Station type: A checkbox labeled "Sea port" which is checked.
- OK and Cancel buttons at the bottom.

Figure 4 — Dialogue window with port parameters

4. Managing Regular Schedule

Regular schedules are templates used for automatic generation of actual schedules. The page titled “Regular schedule” (See Figure 5) is designed for managing regularly scheduled voyages. Note, all time values must be entered in UTC.

Regular schedule								
Voyage No.				Transport operator				
Departure date		20.06.2015		Search		Clear		
Add		Edit		Delete				
Voyage No.	Transport operator	Departure point	Dept. code	Dep. time	Destination point	Dest. code	Arr. time	Validity period start to end
ST150613	Ocean Cruises Ltd	WARNEMUNDE	267724	00:00	STOCKHOLM	278771	00:00	19.06.2015 - 20.06.2015
ST150613	Ocean Cruises Ltd	WARNEMUNDE	267724	00:00	STOCKHOLM	278771	00:00	19.06.2015 - 20.06.2015
ST150613	Ocean Cruises Ltd	WARNEMUNDE	267724	00:00	CIVITAVECCHIA	273754	00:00	19.06.2015 - 20.06.2015
ST150613	Ocean Cruises Ltd	WARNEMUNDE	267724	00:00	TALLINN	268202	00:00	19.06.2015 - 20.06.2015
Station code	Station	Stopping time	Arrival time	Departure time				
267724	WARNEMUNDE	0	00:00	00:00				
278771	STOCKHOLM	0	00:00	00:00				

Figure 5 — Regular schedule page

To search for a voyage enter search parameters into fields “Voyage No.”, “Departure date” (in UTC) and/or select transport operator in the dialogue window by clicking “Transport operator” button, then press “Search” button.

To add new voyage click “Add” button. In the dialogue window (see Figure 7) enter the following mandatory parameters: voyage number, schedule validity period (in UTC), transport operator (to be selected in a pop-up window which opens by pressing “Transport operator” button), and weekdays on which the ship departs. Next add route points serially, from departure point to destination point.

To edit a regular route select the route from the list and press “Delete” button (See Figure 5).

To delete a regular route select the route from the list and press “Delete” button (See Figure 5).

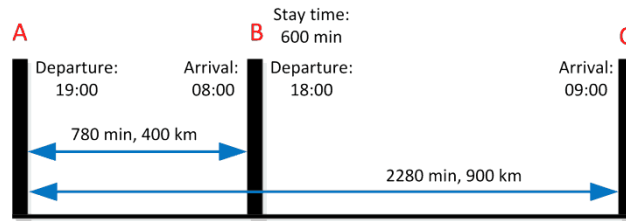


Figure 6 — An example of the regular schedule

Add route

Voyage No.

Valid from to

Transport operator

Weekdays
 Mon: No, Tue: No, Wed: No, Thu: No, Fri: No, Sat: Yes, Sun: No

Departure point Departure time

Destination point Arrival time

Station code	Station	Stopping time	Arrival time	Departure time
265611	A	0	19:00	19:00
279264	B	600	08:00	18:00
278385	C	0	09:00	19:00

Figure 7 — Adding the voyage

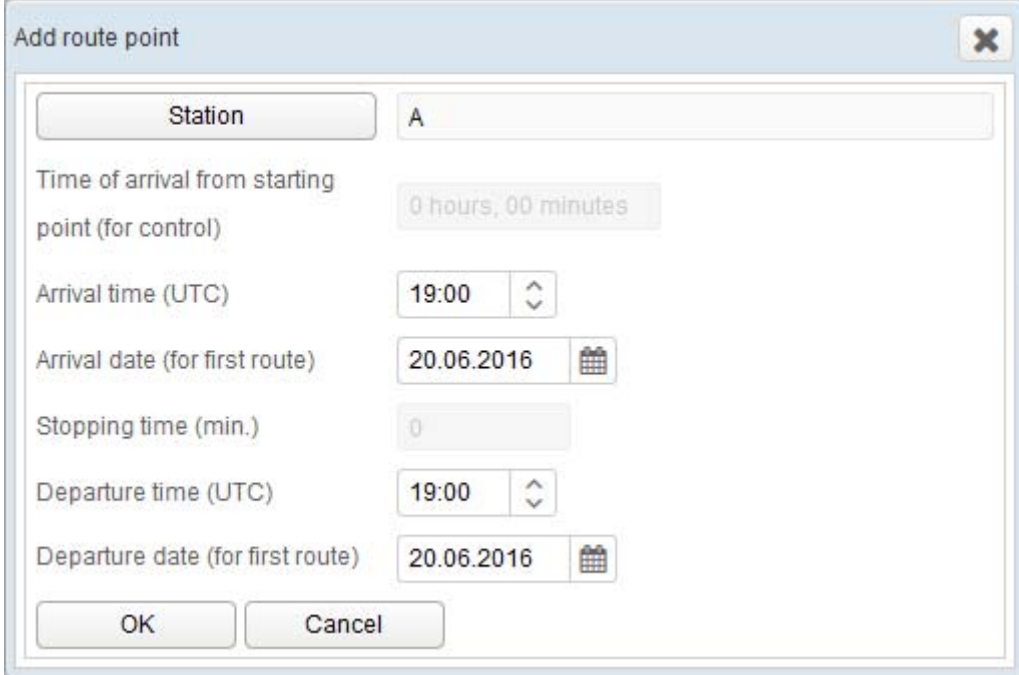
Press “Add” button to open a dialogue window (See Figure 8). Enter the following route point parameters: station (press “Station” button (See Figure 9) then select a value in the pop-up window), arrival time (UTC), stopping time, departure time (UTC), time of arrival from starting point and distance from starting point. Press “OK” to save the data entered or press “Cancel” to discard changes.

For the first point set the “Arrival time” must be the same as the “Departure time” (See Figure 8).

To edit a station parameters press “Edit” button (See Figure 7).

To delete a station from a route, select an entry and press “Delete” button (See Figure 7).

See Figure 8 for parameters entered for the stop «A» as shown on Figure 6.



The image shows a dialog box titled "Add route point" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Station:** A text input field containing the letter "A".
- Time of arrival from starting point (for control):** A text input field containing "0 hours, 00 minutes".
- Arrival time (UTC):** A time selection field showing "19:00" with up and down arrow buttons.
- Arrival date (for first route):** A date selection field showing "20.06.2016" with a calendar icon.
- Stopping time (min.):** A text input field containing "0".
- Departure time (UTC):** A time selection field showing "19:00" with up and down arrow buttons.
- Departure date (for first route):** A date selection field showing "20.06.2016" with a calendar icon.

At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 8 — Adding stop A

Select sea/river port

Name Search Context

Code	Name	City	Country
270806	ABER SOCH (ABERSOCH)		
278385	SOCHI		

Select Cancel

Figure 9 — Port selection form

See Figure 10 for parameters entered for the stop «B» as shown on Figure 6.

The screenshot shows a dialog box titled "Add route point" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Station:** A button labeled "Station" is followed by a text input field containing the letter "B".
- Time of arrival from starting point (for control):** A text input field containing "13 hours, 00 minutes".
- Arrival time (UTC):** A time selection control showing "8:00" with up and down arrows.
- Arrival date (for first route):** A date selection control showing "21.06.2016" with a calendar icon.
- Stopping time (min.):** A text input field containing "600".
- Departure time (UTC):** A time selection control showing "18:00" with up and down arrows.
- Departure date (for first route):** A date selection control showing "21.06.2016" with a calendar icon.
- Buttons:** "OK" and "Cancel" buttons are located at the bottom of the dialog.

Figure 10 — Adding stop B

For the last (destination) “Departure time” should be the same as “Arrival time”. See Figure 11 for parameters entered for the stop «C» as shown on Figure 6.

The screenshot shows a dialog box titled "Add route point" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Station:** A button labeled "Station" is followed by a text input field containing the letter "C".
- Time of arrival from starting point (for control):** A text input field containing "38 hours, 00 minutes".
- Arrival time (UTC):** A time selection control showing "9:00" with up and down arrows.
- Arrival date (for first route):** A date selection control showing "22.06.2016" with a calendar icon.
- Stopping time (min.):** A text input field containing "0".
- Departure time (UTC):** A time selection control showing "9:00" with up and down arrows.
- Departure date (for first route):** A date selection control showing "22.06.2016" with a calendar icon.
- Buttons:** "OK" and "Cancel" buttons are located at the bottom of the dialog.

Figure 11 — Adding stop C

5. Viewing Actual Schedules

Actual schedules are generated automatically using regular schedules as templates. The “Schedule” page allows to select actual schedules by voyage number and date of departure. The “Only active” checkbox allows to hide or display, when unchecked, outdated schedules (See Figure 12).

Schedule									
Voyage No.		Departure date		20.07.2015		<input checked="" type="checkbox"/> Only active		Search	
Voyage No.	Transport operator	Departure point	Dept. code	Date and time of departure	Destination point	Dest. code	Date and time of arrival	Act.	
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	HELSINGFORS (HELSINKI)	268690	23.07.2015 - 00:00	No	
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	STOCKHOLM	278771	24.07.2015 - 00:00	No	
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	BARCELONA	268315	08.12.2015 - 00:00	No	
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	STOCKHOLM	278771	25.07.2015 - 00:00	No	
Station code	Station	Stopping time	Date and time of arrival	Date and time of departure					
268202	TALLINN	0	20.07.2015 - 00:00	20.07.2015 - 00:00					
268690	HELSINGFORS (HELSINKI)	0	23.07.2015 - 00:00	23.07.2015 - 00:00					

Figure 12 — Viewing actual schedules

The area with stops shown for the selected entry is located below the schedule list.

6. Advance Personal Information Input

Prior to enter personal data on passengers and crew at the API page press “Select voyage” button to select voyage by number and date of departure (UTC). The “Only active” checkbox allows to display, when unchecked, or hide, when checked, outdated voyages (See Figure 13).

Voyage No.	Transport operator	Departure point	Dept. code	Date and time of departure	Destination point	Dest. code	Date and time of arrival	Act.
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	HELSINGFORS (HELSINKI)	268690	23.07.2015 - 00:00	No
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	STOCKHOLM	278771	24.07.2015 - 00:00	No
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	BARCELONA	268315	08.12.2015 - 00:00	No
ST150711	Viking Ocean Cruises Ltd	TALLINN	268202	20.07.2015 - 00:00	STOCKHOLM	278771	25.07.2015 - 00:00	No

Figure 13 — Select voyage dialogue window

Traveler Type	Surname	Name	Patronymic	Date of birth	Doc. num.	Doc. type
Pssng.	ABBOTT	LINDA	NA	23.01.1980	4511111111	PassForC
Pssng.	ABREHART	CHARLOTTE	ROBYN KARTON	25.11.2000	1111111111	PassForC
Pssng.	ABREHART	JAMES	ANDREW KARTON	13.10.2000	1111111111	PassForC
Pssng.	ABREHART	WAYNE	ANDREW	10.06.1980	1111111111	PassForC
Pssng.	ABREU	AMY	JUNE	31.08.1980	4511111111	PassForC

Figure 14 — Advance personal information page

Upon voyage selection buttons “Add”, “Copy” and “View” will be available (See Figure 14).

To add an entry to the passenger and crew member list for the selected voyage press “Add” button and fill in the fields in the “Add personal data” dialogue window (See Figure 15). The set of fields depends on the choice for the traveler type.

Figure 15 — Add personal data dialogue window

Select values from the drop-down lists “Traveler Type”, “Gender”, “Type of document”, “Citizenship”, “Operation type”, “Route type”, “Vessel class”, “Nationality of the ship”.

Type in manually text in the text fields “Surname”, “Name”, “Patronymic”, “Number of document”, “Crew member rank” (for crew members only), “Seat number”, “POS terminal or cashier’s name”, “Vessel name”, “Vessel Number”.

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

Fields in the “Voyage Information” section are filled in automatically. Verify entered information, then press “OK” button.

6.1. Copying Personal Data

To create new record based on selected press “Copy” button. This will open a dialogue window for adding personal data (See Figure 16) with some data copied from the selected entry.

The screenshot shows a dialog window titled "Add personal data" with the following fields and values:

- Traveler Type:** Passenger
- Personal data:**
 - Surname: [Empty]
 - Name: [Empty]
 - Patronymic: [Empty]
 - Date of birth: [Empty]
 - Gender: [Empty]
 - Citizenship: Norway
 - Type of document (of identification): [Empty]
 - Number of document (of identification): [Empty]
- Crew member data:**
 - Crew member rank: [Empty]
- Operation type:** Registration
- Operation date and time (UTC):** 14.07.2015 23:47
- Route type:** Transit
- Information on operation registered:**
 - Seat number: [Empty]
 - Purchase date and time: 15.10.2015 9:56
 - POS terminal or cashier's name: NA
 - Vessel class: Marine (long range, unrestricted, coastwise)
 - Vessel name: Viking Star
 - Vessel number: 9650418
 - Nationality of the ship: Norway
- Voyage information:**
 - Voyage No.: ST150711
 - Departure point: TALLINN
 - Date and time of departure (UTC): 20.07.2015 0:00
 - Destination point: BARCELONA
 - Date and time of arrival (UTC): 08.12.2015 0:00
 - Transport operator: Viking Ocean Cruises Ltd

Figure 16 — Add personal data dialogue window with information copied from selected entry

6.2. Viewing Personal Data

To view personal data, 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 15). Editing is disabled.

7. Uploading File with Advance Personal Information

To submit a preliminarily prepared file with personal data press “Upload API” button (See Figure 14), then select the necessary file in the file selection popup dialog. Format and structure of the files for upload should conform to the Regulation on information interaction on submission of information on passenger transportation to ACDPDP.

8. Checking Information Interaction

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 17).

Information exchange log																					
Reception date from		Jun 20, 2015	to	Jul 1, 2015	Supplier	<input type="checkbox"/> Unprocessed															
Format	ZIP-CSV	Data	Personal data	<input type="button" value="Search"/>																	
<input type="button" value="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
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																			

Figure 17 — 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 18).

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

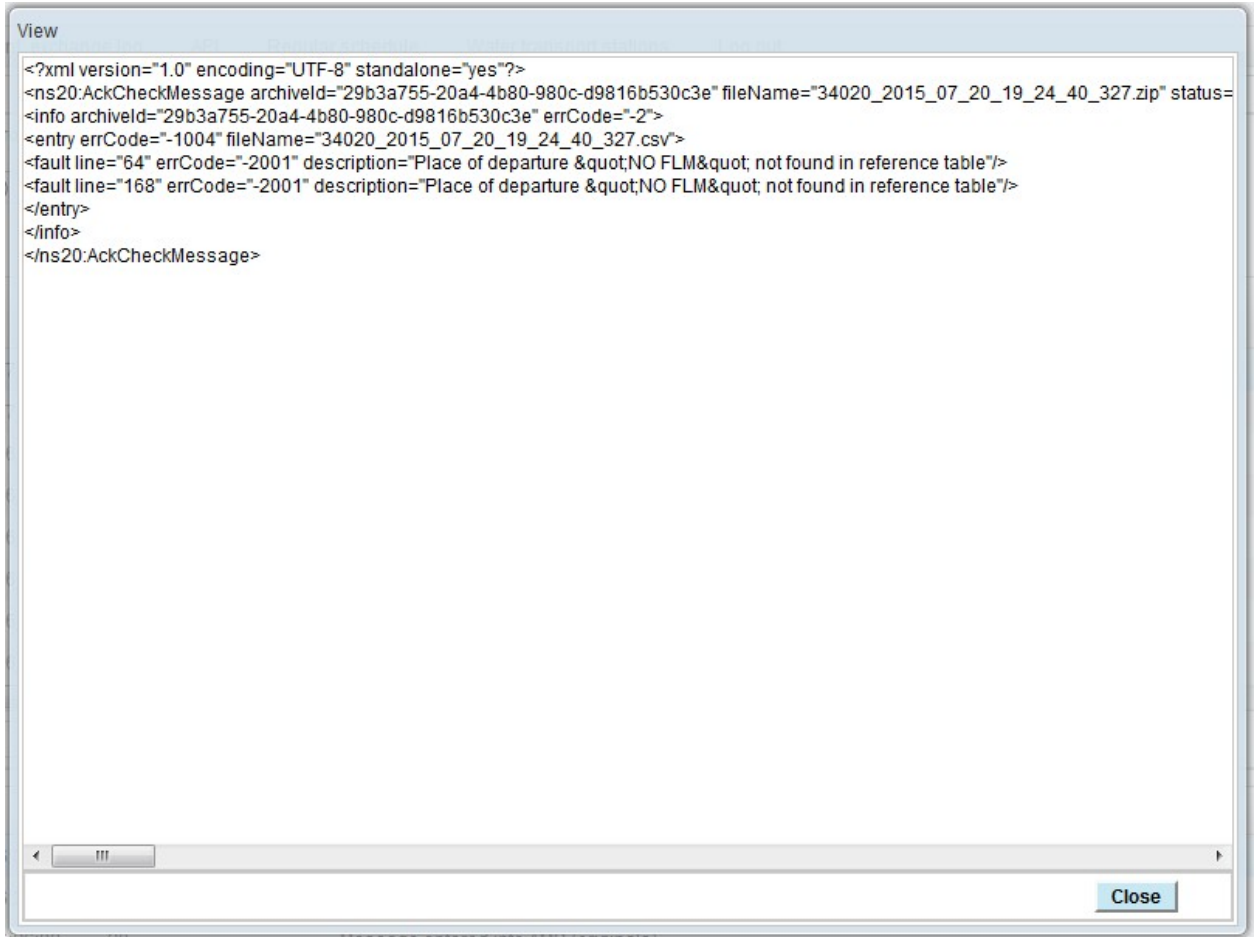


Figure 18 — Viewing receipt information

9. Problem Resolution

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

- set up English as the default language in the browser;
- 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 at:
support@z-it.net.