Da.D.O.
(Database of Observed Damage)

WebGIS Platform for consulting and statistical processing of data related to observed damage on ordinary buildings that have been damaged by seismic events of national importance

INSTITUTIONS MANUAL
Guide to the accreditation and the Management of individual Users

*Manual written by EUCENTRE within the framework of the Convention DPC-EUCENTRE - Operational Project WP4 (“Web-GIS platform for database management to improve damage scenarios and seismic risk assessment”).
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1. Introduction

The Platform Da.D.O. (from now on only “Platform”) is a tool of the Civil Protection Department developed by Eucentre (European Centre for Research and Training in Seismic Engineering, www.eucentre.it) to support scientific activities of forecasting and prevention. The Platform (https://egeos.eucentre.it/danno_osservato/web/danno_osservato) has been designed to collect, catalogue and compare data on the construction and structural characteristics, as well as on seismic damage, of ordinary buildings and churches inspected during or following seismic events of national importance.


Although each adopted survey form has its own peculiarities, each database contains information on the general and structural characteristics of detecting buildings, and the related damage.

The Platform can be accessed by the Civil Protection Department (DPC) and Institutions related to the National system of Civil Protection, including Regions and Department’s Expertise Centers, subject to the procedure of licensing and accreditation.

Due to the contents and the scientific purposes of the Platform, its access is reserved to qualified users and its use is allowed only for scientific activities.

The Platform has two levels of users, each of whom has his own platform access area as well as his registration process:

- **Macro-users dedicated to Institutions**, with the function also to manage sub-users of individual access. The Institution must register and wait for the Platform to enable it. Once enabled, the Institution will receive the credentials that will allow the access only to the management panel of sub-users and not the Platform.

- **Individual sub-users**, after following the authorisation from the Institution to which they belong. In order to be accredited, the individual user belonging to an already accredited Institution must register as a new user and wait for being enabled by his own Institution. A user cannot register and access the Platform if his belonging Institution has not previously enabled him.

This manual provides organisations with guidelines for accreditation, the creation of dedicated macro-users and the management of sub-users of individual access.

To have information on the Users access whose Institutions have already been accredited, please refer to the User Manual available in the dedicated section.

To have operative instructions on the use of the data visualisation Tools as well as on the criteria adopted in the development of the Platform Tables and Maps, the users can download the User Navigation Manual.

With regard to the purposes of the Platform and the limits and conditions of the databases use, users are required to read the Regulations, the acceptance of which is mandatory when registering to the Platform.

To have a correct visualisation of the Platform and its data, it is recommended to use Firefox or Chrome as browser.
2. PROCEDURE for the ACCREDITATION of the INSTITUTION

As specified in more detail in the Regulations, the Platform accreditation is free of charge and only allowed to the Institutions for research and purely scientific purposes. Accredited Institutions include the Department's Expertise Centers, Regions, Universities, University Institutes and other Institutions whose purposes are consistent with the ones of the Platform.

As can be seen from the "Homepage" (Figure 2.1), the Platform consists of two reserved areas and the relative registration process:

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**Figure 2.1: Da.D.O. “Homepage”**
➢ **INSTITUTIONAL LOGIN**, where the Institution can accredit itself and manage the individual access users.

➢ **USER LOGIN**, where the users, if their Institution is already accredited, can register and then access the Platform, after the authorisation of the Institution to which they belong.

The accreditation procedure for Institutions is possible by clicking on "New Institution accreditation" in the Area Reserved for Institutions (Figure 2.2). The link opens a registration form (Figure 2.3) which must be filled in by a representative or delegate of the Institution.

![Institutional Login](image)

*Figure 2.2: Area Reserved for Institutions (Accreditation)*

![Accreditation Form](image)

*Figure 2.3: Accreditation form for the Institution*

In order for the accreditation request to be taken into account by the system administration, it is important that, in addition to filling in the fields marked as required, the representative of the Institution provides a
full explanation of the scope and purpose of the research (*required fields: First name*, Last name*, Place and date of birth*, Personal identification number* (e.g., National Insurance Number (UK), Identifikationsnummer (DE), Numéro Fiscal de Référence (FR)), Institution*, Role in the Institution*, Office/Research unit*, Areas of activity*, Purpose of the research*, Operational Headquarter*, Municipality of the operational headquarters*, Phone number, Mail*). It is recommended to carefully choose the "Acronym for the Institution", since it will be part of the Username of the macro-user management (e.g., DADO@ACRONYM) and will also be distinctive for individual users related to it (such as: USERNAME.DADO@ACRONYM). Please note that the email used by the representative or delegate of the Institution at this step cannot be used to create individual users.

After completing the accreditation form correctly, the Institution will have to wait for the approval of the request by the system administrator. Once the e-mail confirming the accreditation has been received, the Institution must accept the Regulations of the Platform to conclude the accreditation procedure.

Once the whole procedure has been completed, the Institution becomes part of the list of accredited Institutions that can be selected in the registration form for Individual Users (*Figure 2.4*). From now on, the employees belonging to the accredited Institution can start the registration procedure to the Platform in the dedicated Area. Through the macro-user created during the accreditation step, the Institution manages the Users related to it from the dedicated panel, as explained in the following paragraphs, enabling and disabling the Platform access. The maximum number of simultaneously active users for each Institution is 10 users.

*Figure 2.4:* Registration form for Individual User
3. MANAGEMENT PANEL of INDIVIDUAL USERS

3.1 Access to the Management Panel

Once accredited, the Institution manages its own individual Users using the macro-user created during the accreditation step. By entering the macro-user credentials (such as: DADO@ACRONYM) in the Area Reserved for Institutions (Figure 3.1), it is possible to access the individual user management panel (Figure 3.2), where all requests of the users asking for the Platform access on behalf of the Institutions will appear.

![Figure 3.1: Area Reserved for Institutions (Login)](image1)

In the management panel, the Institution can enable, disable and delete the individual Users associated with it while keeping active access to the platform up to a maximum of 10 Users.

![Figure 3.2: Individual User management panel](image2)
3.2 Management of individual users: Enabling users

As specified in the previous paragraphs, in the procedure of registration of individual users, only once an Institution has accredited, its staff can select its name in the list at the first field of the form (Institution*: ..., Figure 3.3), and create credentials for access to the Platform.

In order for the credentials of the individual user to be valid for access, however, it is necessary that the Institution, through the management panel of its users, validates the request and confirms the authorisation.

![Figure 3.3: Individual User Registration Form (“Selection of Accredited Institutions”)](image)

In particular, once a user has completed the registration form associating his username to the Institution, his request for authorisation will appear in the management panel. On the right, by clicking on "view" it is possible to read the data of the user who has applied for authorisation (Figure 3.4).

![Figure 3.4: Management panel (“View”)](image)
If the manager (or delegate) of an accredited Institution wants to authorise the user, he/she has to just click on the button "Send enabling mail" (Figure 3.5).

![Figure 3.5: Management panel ("Send enable mail")](image)

The user will receive confirmation of his/her authorisation by e-mail, together with instructions to complete the registration procedure. By clicking on the link in the confirmation email, after having read the regulations and having accepted it in all its parts, the new user will be able to access the platform with the credentials included in the registration procedure.

### 3.3 Management of individual users: Disabling users

If the manager (or delegate) belonging to an accredited Institution must disable a user for any reason, it is sufficient to click on the button "Disable" in the Control Panel of the users (Figure 3.6).

![Figure 3.6: Management panel ("Disable")](image)

### 3.4 Management of individual users: Deleting users

If the manager or delegate belonging to an accredited Institution must delete an already enabled user for any reason, he/she must first disable the user from the User Management Panel and then click on the "Delete" button (Figure 3.7).

![Figure 3.7: Management panel ("Delete user")](image)