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## LIFT & ESCALATOR STATISTICS

### COMPANY / USER MANUAL

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## **Your Task**

After login, the system will ask you to:

- enter the data for your report
- close your report when you have finished entering your data



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## Access to the system

### ***Login***

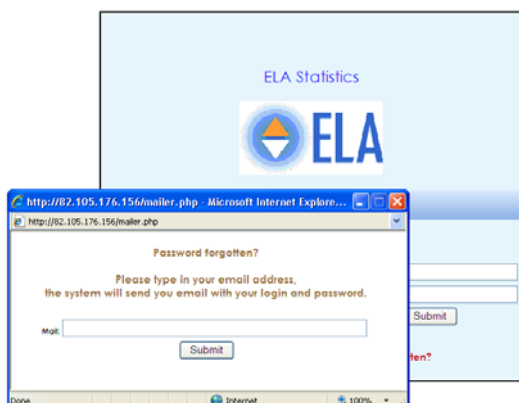
The access to the system is controlled by individual Logins and Passwords.

You enter the system through the site <http://www.progettimilano.it/ela>.

All logins and passwords of National Associations (NA) and Member Companies (MC) will be given through e-mails. During the first access to the site or when the password expires, you are asked to enter/change your password (see section Change Password). National Associations must ask their logins directly to ELA. Member Companies must ask their logins to the National Association they belong to.

### ***Forgotten Password***

If you have forgotten your password, you press the option *Forgot your password?*. This function allows you to receive your password again after entering your e-mail address in the window displayed. The reminder of your password will be forwarded to your e-mail address promptly.



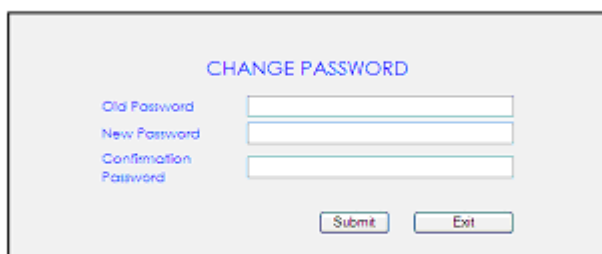
### ***Change Password***

This action obliges for the first time (and gives the possibility to change it again later) both National Associations and Member Companies to change their password and save it. If you want to change your password, you have to fill in 3 fields (“Old Password”, “New Password”, “Confirmation Password”). You confirm by pushing the button “Submit”.

The new password must contain:

1. minimum 8 characters
2. at least a capital letter
3. at least a small letter
4. at least a number


If you don’t want to change your password, you can go back to the previous page through the “Exit”button.

A screenshot of a web form titled 'CHANGE PASSWORD'. The form has a light gray background. It contains three text input fields labeled 'Old Password', 'New Password', and 'Confirmation Password'. Below the input fields, there are two buttons: 'Submit' and 'Exit'.

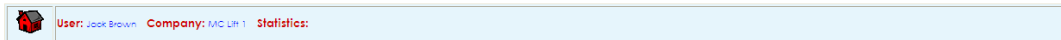


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## Surf Buttons

At the top of every page of this section, you will see a bar with the Home Page icon : this option allows you to go back to the home page of the program; the other elements of the bar indicate the coordinates of the page displayed:

- User: your surname + first name
- Company: your Company or Association's Name
- Table: Table Code, it's the table you are working on
- For our lift and escalator statistics, there is only one "screen" (table) to fill in.



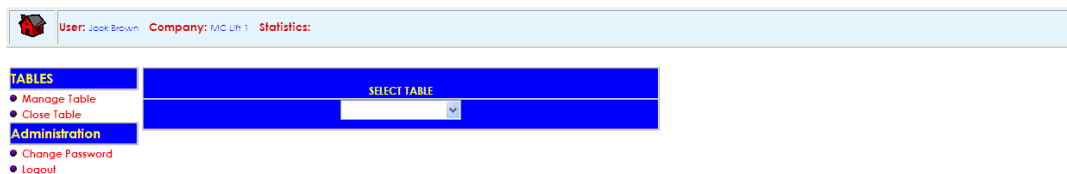


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## Work Options

After entering your User password and selecting the table, you will see a screen which shows some work options:

- Select Table (in centre of screen): this action allows you to choose the table to display; it is mandatory to select a table, in order to access the other work options
- Manage Table: this action allows you to fill in figures related to an individual table
- Close Table: this action allows you to close the table displayed
- Change Password: see the section above (page 5)
- Logout: see the section below (page 15)





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## Table

### *Select Table*

In order to report your data, you have to select the table for the year (centre of screen) to display the functionalities available. Choose the table you want to manage.

User: Jack Brown Company: MC LIT 1 Statistics:

**TABLES**

- Manage Table
- Close Table

**Administration**

- Change Password
- Logout

SELECT TABLE





## Manage Table

When you choose the option “Manage table”, you will see a screen displaying all data that you will have to complete or have already completed for the selected table. Each record is codified through these fields:

- Company: Your Company’s name
- Country: The country for which you report
- Module Type: Type of entered data (Input = **Consolidation complete lifts/escalators and moving walks installed** or Modernization = **Modernization and SNEL Safety upgrading**)
- Status: Status of the table (Validated or Not Validated)

The first column of the table contains these icons:

 used to modify or simply view the table

 used to delete the record selected

When you report a set of data for the first time, you will see an empty screen. As you enter new data, you will see the addition of as many records as you have filled in already. You also have the possibility to report for another country (see page 10 and further).



The screenshot shows a web application interface for managing data. At the top, a header bar displays the user's name (User: Jack Brown), the company name (Company: MAC LTH 1), and the statistics (Statistics: A2007). Below the header, there is a sidebar with navigation links: TABLES (Manage Table, Close Table) and Administration (Change Password, Logout). The main content area features a table with columns: Company, Country, Module Type, and Status. The table contains one record: MAC LTH 1, FRANCE, INPUT, and VALIDATED. Above the table, there are dropdown menus for MODULE TYPE and STATUS, and buttons for Search, New Input, and New Modernization.

You can search an individual record (Search Button), entering the Module type field (consolidation or modernization) or choose the Status (VALIDATED or NOT VALIDATED). You can enter a new input or modernization record (New Input Button, New Modernization Button) entering any field of the table.

## Data Entry

In the main page of the functionality “Manage table”, you find 2 buttons to enter new figures:

- New Input statistics: New complete lifts/escalators and moving walks installed
- New Modernization statistics: Modernization and SNEL Safety upgrading


Most companies will enter data for one country only. If your company installs full lifts in a neighbouring country (no export), you can enter number of units + value in that country too. To do so, you have to close the table and reopen again, then select a country, etc..


### Input (New complete lifts/escalators and moving walks installed)

When you press the button *New Input*, you go directly to the screen to enter your data. First of all, you have to enter the country, for which you want to enter figures. If you want to enter figures for more than 1 country, you have to close the table and reopen a new empty table in order to repeat the data entering in the New Input page for each country you want to enter data about.

The data entering has to follow some rules:

- You must enter at least a number in one of the sections displayed on the page
- When you enter a figure in the Value section, you must enter also, at least, a Quantity
- You can enter the fields of details: (Not in value) and totals will appear automatically
- You can enter the fields of Totals only (no details in that case)

The Quantity fields are indicated in the Table on page 11 with a Yellow position indicator 

The Value fields are indicated with a Red position indicator 

When you have finished entering your data, you can choose to *Save* your data or *Save and Validate*. If you choose the second option (save and validate), the system generates some controls on the fields entered:

- If the detail field is = 0, the total field is also =0
- If the total field is =0, the detail field is also =0
- Checks on individual lines
- Checks on individual columns
- Checks on all lines, columns and totals

After these controls, the data is validated and recorded.

If you choose the first option *Save*, the system considers your data as incomplete so the electronic consolidation won't start. You can fill in the missing data at a later stage and validate then, allowing the process to complete itself.

## New complete lifts/escalators and moving walks installed

Save Draft Save and validate Back

Table: A2007

Company: MC Lift 1

Country: AUSTRIA


ELECTRICAL LIFTS					
Load	Number of units				Total value K/ 000 €
	$v \leq 1 \text{ m/s}$	$1 \text{ m} < v \leq 1.6 \text{ m/s}$	$v > 1.6 \text{ m/s}$	Total	
$Q \leq 630 \text{ kg}$	1			1	
$630 \text{ kg} < Q \leq 1000 \text{ kg}$				0	
$1000 \text{ kg} < Q \leq 2500 \text{ kg}$				0	
$Q > 2500 \text{ kg}$				0	
TOTAL	1	0	0	1	30

HYDRAULIC LIFTS				
Load	Number of units			Total value K/ 000 €
	$v \leq 0.63 \text{ m/s}$	$v > 0.63 \text{ m/s}$	Total	
$Q \leq 630 \text{ kg}$			0	
$630 \text{ kg} < Q \leq 1000 \text{ kg}$			0	
$1000 \text{ kg} < Q \leq 2500 \text{ kg}$			0	
$Q > 2500 \text{ kg}$			0	
TOTAL	0	0	0	

MODERNIZATION	Total value K/ 000 €

Escalators and Moving walks	Number of units	Total value K/ 000 €

First of all you have to choose a country into the list of available countries.


User: Jack Brown
Company: MC Lift 1
Statistics: A2007

## New complete lifts/escalators and moving walks installed

**Table: A2007**
**Company: MC Lift 1**
**Country:**

▼

BELGIUM  
CYPRUS  
CZECH REPUBLIC  
DENMARK  
FINLAND  
FRANCE  
GERMANY  
GREECE  
HUNGARY  
ITALY  
LUXEMBURG  
NORWAY  
POLAND  
PORTUGAL  
ROMANIA  
SPAIN  
SWEDEN  
SWITZERLAND  
THE NETHERLANDS  
TURKEY  
UNITED KINGDOM

ELECTRICAL LIFTS					Total value K/ 000 €
Load	Number of units				
	$v \leq 1 \text{ m/s}$	$1 \text{ m} < v \leq 1,6 \text{ m/s}$	$v > 1,6 \text{ m/s}$		
$Q \leq 630 \text{ kg}$					
$630 \text{ kg} < Q \leq 1000 \text{ kg}$					
$1000 \text{ kg} < Q \leq 2500 \text{ kg}$					
$Q > 2500 \text{ kg}$					
TOTAL					

HYDRAULIC LIFTS					Total value K/ 000 €
Load	Number of units				
	$v \leq 0,63 \text{ m/s}$	$v > 0,63 \text{ m/s}$	Total		
$Q \leq 630 \text{ kg}$					
$630 \text{ kg} < Q \leq 1000 \text{ kg}$					
$1000 \text{ kg} < Q \leq 2500 \text{ kg}$					
$Q > 2500 \text{ kg}$					
TOTAL					

MODERNIZATION	Total value K/ 000 €


  

Escalators and Moving walks	Number of units	Total value K/ 000 €

## Modernization (Modernization and SNEL Safety upgrading)

This screen is reserved for companies **reporting in France**. It could later be extended to other countries, that want to verify the progress of a SNEL legislation.

The Modernization data entering follows the same data entering rules as Input data entering (see section above). The figure controls, activated when you ask to validate your data, are the same (see section page 13).

 User: Jack Brown Company: MC Lift 1 Statistics: A2007

### Modernization and SNEL Safety upgrading

Table: A2007 Company: MC Lift 1 Country: [No selection]

Declaration in Thousand € (k€)	Number of units	Value in K/ 000 € without VAT
<b>MODERNIZATION</b>		
<b>Lifts and goods only lifts</b>		
undergoing significant modernization (small repair are excluded)		
<b>Independently from the global reporting here above specify for new orders:</b>		
Number of lifts where SNEL safety order taking were registered to satisfy the demands of		
First instalment only December 31 2010		
First & Second instalments July 3 2013		
Global all 3 instalments July 3 2018		
<b>TOTAL</b>	0	

**MAINTENANCE CONTRACTS**  
 Adaptation of contracts to new legislation

Number of lifts where contracts correspond to new SNEL legislation <small>(Grand total at the end of the reference year)</small>	
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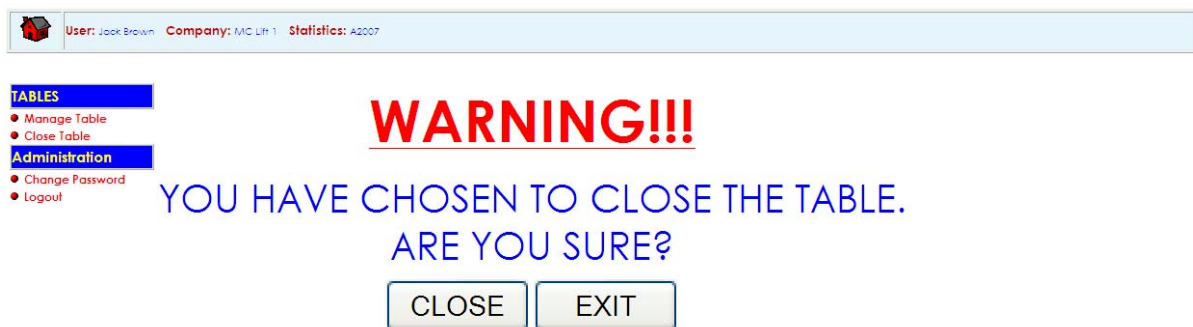
## Closing the report

The report can only be closed when all entries have been validated through controls.

If you have closed your report using only the “*Save*” option (locally), you can open again the tables and modify the data.

If you have closed definitely with the buttons “*Save and Validate*”, the system will warn you that you can’t modify data anymore. (see hereunder)

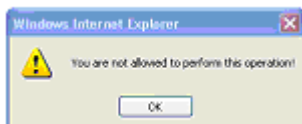
If you have forgotten to validate one or more entries, an error message will be displayed.



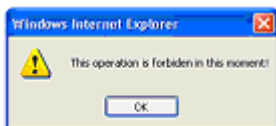
## Special Controls

The controls on the functionalities managed by the program are:

- Authorizing program use by a specific user: the system authorizes or blocks access to an individual user through its in-built functionality



- The action selected is not possible at the moment





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## **Logout**

This option is displayed on all pages, it allows to go back to the Login page to enter the system with a different profile (National Association or Member Company).