



TRUST

Technology Reporting Using Structured Templates for the FCH JU

***User Manual
for data providers***

Version 1.00

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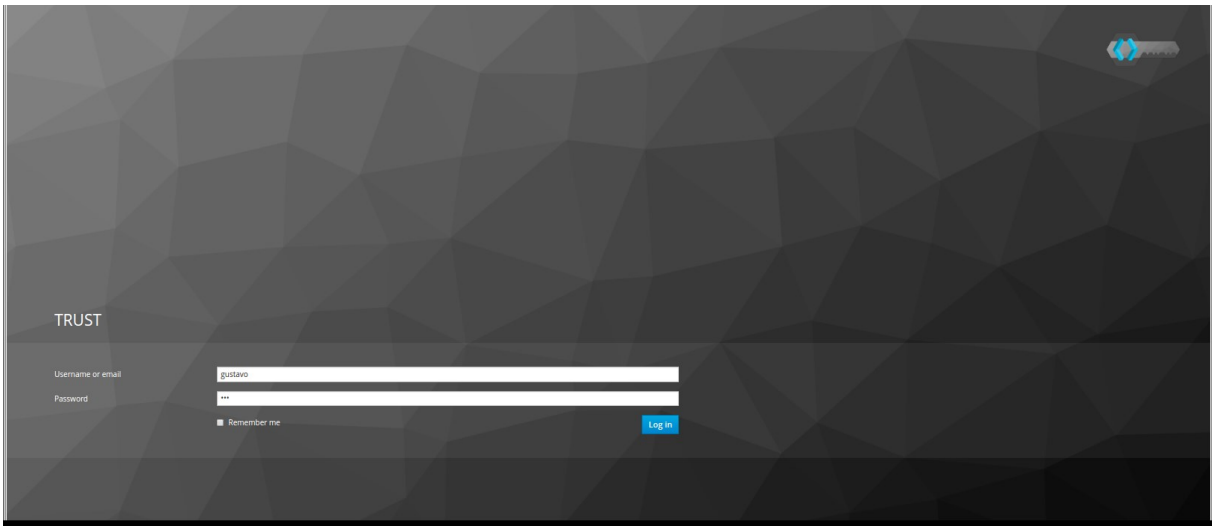
TRUST

The aim of this document is to provide TRUST data providers the information required to navigate and operate through the various screens of TRUST application.

How do I login

Login from <https://trust.fch.europa.eu/ui/>

If you don't have TRUST credentials, you should contact FCHJU_TRUST@fch.europa.eu



How do I view the list of Research Object Forms?


After log in, a screen with the Research Object Forms is displayed for the current reference period.


Project	Research Object	Template Name	Status	Last Update
TRUST	RO1	Basic	AUTHORIZED	02/03/17 19:02
sdf	sdf	Basic	SUBMITTED	20/03/17 16:37
TRUST	test research object on fuels	Fuels Template	REVIEW_IN_PROGRESS	28/03/17 17:09
TRUST	Test bus template	FC BUS	SUBMITTED	29/03/17 14:54
test	RO to test APU template	Fuels Template	SUBMITTED	29/03/17 18:56
Intrasoft	test1222	HRS DEMO	SAVED	30/03/17 15:28
Intrasoft	Intrasoft test	Basic	SAVED	31/03/17 13:05
sdf	Test12345	Basic	SAVED	31/03/17 15:58

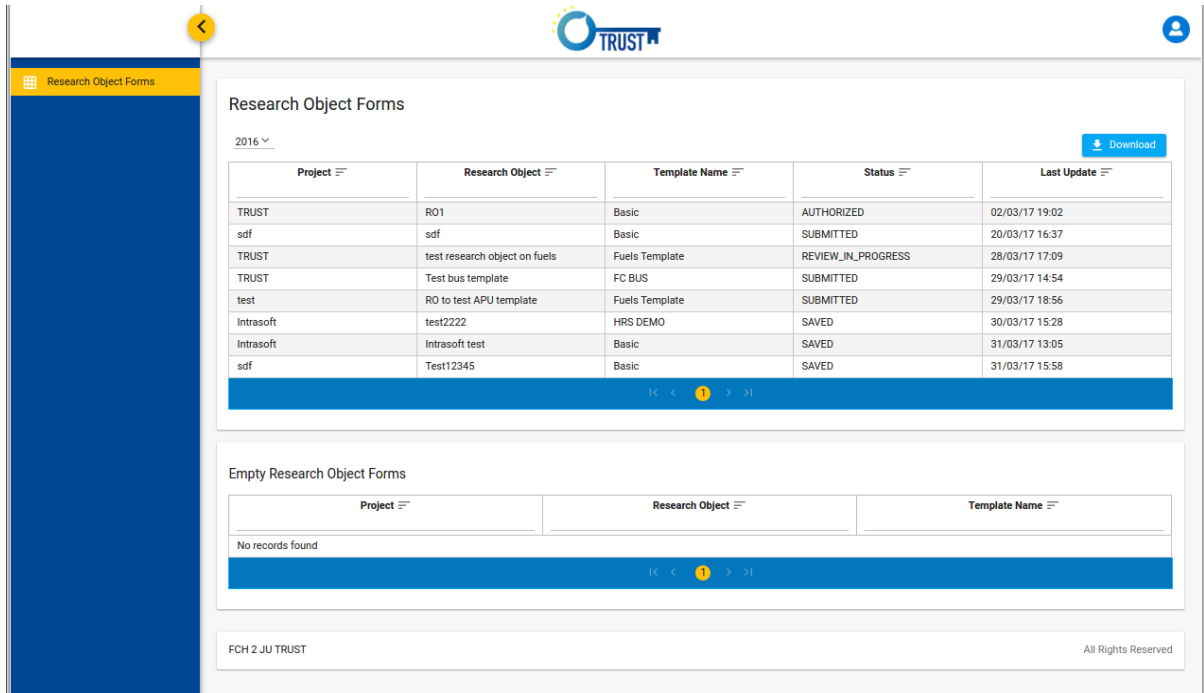
Empty Research Object Forms

Project	Research Object	Template Name
No records found		


Two tables are presented. The first table includes the forms that have already been saved, whereas the second one contains the *empty* forms, that have never been saved.

You can **sort** the lines in each table by clicking the icon  next to the column headers.
You can also **filter** by typing the sought text below the column headers.

1. Click the **“Download”** button to export the Research Object Forms in an excel file.
2. Select a different reference period from the drop down list,  **2016** to see the forms that have been registered for another period (but note that only the forms of the current reference period can be edited).



Research Object Forms

2016  [Download](#)

Project	Research Object	Template Name	Status	Last Update
TRUST	RO1	Basic	AUTHORIZED	02/03/17 19:02
sdf	sdf	Basic	SUBMITTED	20/03/17 16:37
TRUST	test research object on fuels	Fuels Template	REVIEW_IN_PROGRESS	28/03/17 17:09
TRUST	Test bus template	FC BUS	SUBMITTED	29/03/17 14:54
test	RO to test APU template	Fuels Template	SUBMITTED	29/03/17 18:56
Intrasoft	test2222	HRS DEMO	SAVED	30/03/17 15:28
Intrasoft	Intrasoft test	Basic	SAVED	31/03/17 13:05
sdf	Test12345	Basic	SAVED	31/03/17 15:58

Empty Research Object Forms

Project	Research Object	Template Name
No records found		

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How do I edit a Research Object Form?

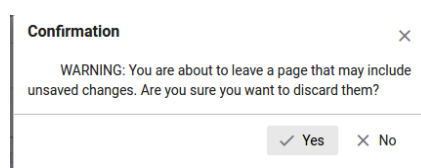
1. In the research object form list, select the form that you want to edit by clicking on the corresponding row: a screen with the content of the selected form is displayed.

2. You can input your data in the editable fields (parameters)
3. Move the mouse over the label of a parameter to see its definition.
4. Click on button “Save” to save the changes in the database or the button “Submit” to submit the form. After the successful submission of the form you won’t be allowed to change the form.
5. In case there are validation errors a red panel will appear that will list all of them. Correct the errors and execute the “Save” or “Submit” action again.



Note that for submissions, you need to provide a value and/or a comment for every parameter

6. If the execution of the action is successful a green notification message will appear in the screen. For a successful submission, you will also receive a notification email.
7. If you try to leave the form’s page a confirmation window will appear which warns you that unsaved changes may exist. Click on button “Yes” to leave the page or “No” to remain to it.

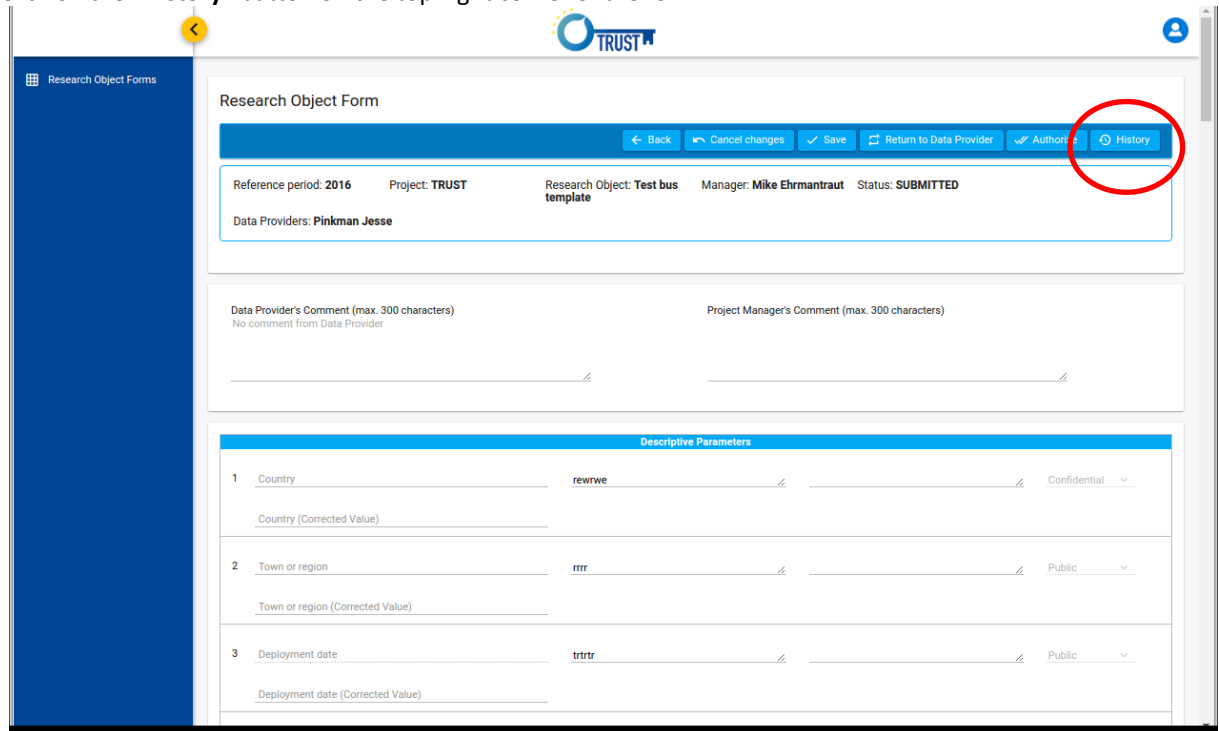


How do I return to the list of Research Object Forms?

Either click on the blue button “Back” or on  in the left-hand menu

How do I view the actions that have been performed on a Research Object Form?

1. Open the research object form
2. Click on the “History” button on the top-right corner of the form.

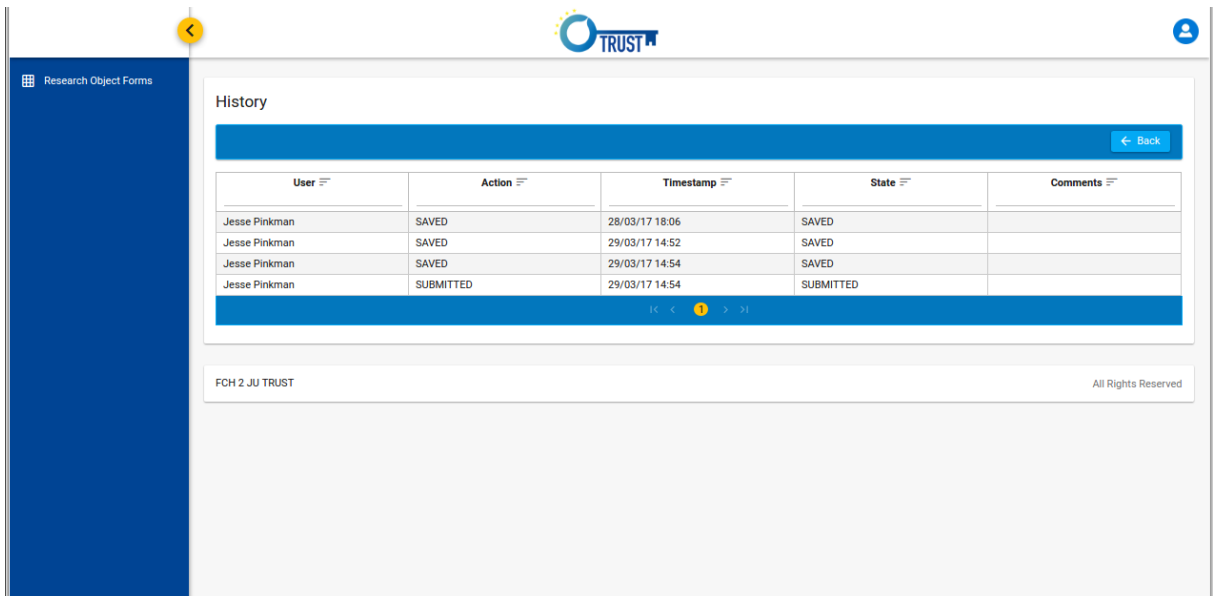


The screenshot shows the 'Research Object Form' interface. The top navigation bar includes buttons for 'Back', 'Cancel changes', 'Save', 'Return to Data Provider', 'Authorize', and 'History'. The 'History' button is circled in red. Below the navigation bar, the form details are displayed: Reference period: 2016, Project: TRUST, Research Object: Test bus template, Manager: Mike Ehrmantraut, Status: SUBMITTED, and Data Providers: Pinkman Jesse. There are also sections for 'Data Provider's Comment' and 'Project Manager's Comment'. At the bottom, there is a 'Descriptive Parameters' table with three rows of data.

Descriptive Parameters				
1	Country	rewrwe		Confidential
	Country (Corrected Value)			
2	Town or region	rrrr		Public
	Town or region (Corrected Value)			
3	Deployment date	trtrtr		Public
	Deployment date (Corrected Value)			

3. A screen with all the actions related to the selected form is displayed. The table with the history data includes the following information:

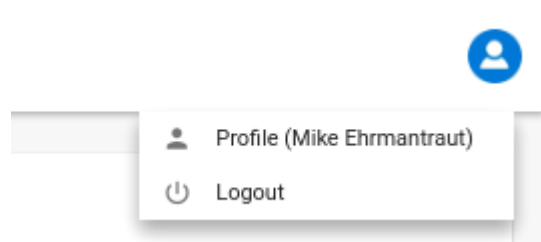
- User: name of the user who performed the action
- Action: the action that was executed
- Timestamp: the date and time the action was executed (this may not be displayed in a very clear manner in internet explorer)
- Status: the status of the form after the execution of the action
- Comments: the comments that the user has provided during the action execution, if applicable



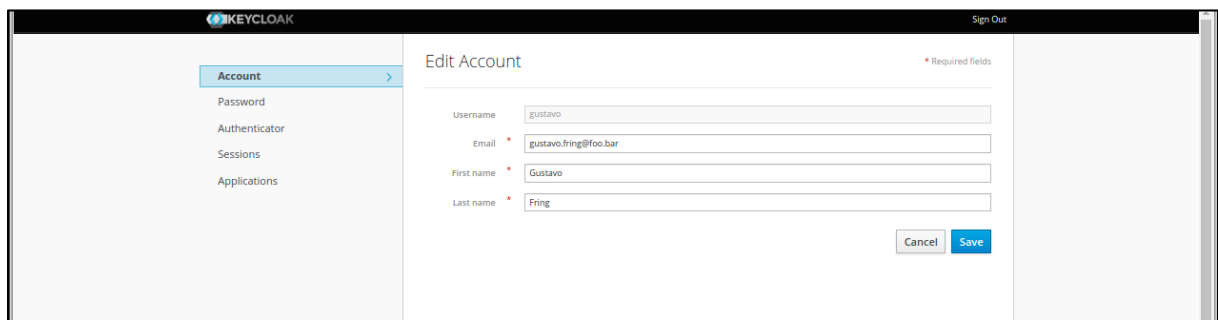
4. Click on the "Back" button to return to the selected research object form.

How do I change my profile information?

1. Click on the top-right button of the screen (blue circular profile icon) and select the option "Profile"



2. A screen appears with your profile information.

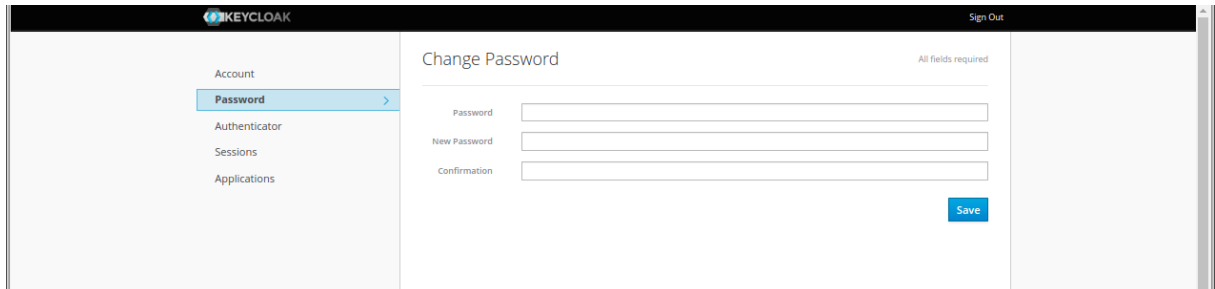


3. Change the values of the editable fields and click the "Save" button to register the changes in the database.

4.

How do I change my password?

1. In the profile page, select the option “**Password**” on the left menu. A screen appears in which you are prompted to provide your current password and the new one.



The screenshot shows the Keycloak user interface for changing a password. At the top, the Keycloak logo and 'Sign Out' link are visible. On the left, a navigation menu includes 'Account', 'Password', 'Authenticator', 'Sessions', and 'Applications', with 'Password' selected. The main content area is titled 'Change Password' and includes the text 'All fields required'. It contains three input fields: 'Password', 'New Password', and 'Confirmation'. A blue 'Save' button is located at the bottom right of the form.

2. Provide the requested data and click the “**Save**” button to save your new password in the database.