

User manual for

D atabase for the

E xchange of

T ype

A pproval Documentation

as of: April 19

Table of Contents

	page
0 Abbreviations	3
1 What is DETA	3
2 Access to DETA	3
3 Login	4
3.1 Password change	4
3.2 Blocked account	5
4 Main Toolbar	5
4.1 UI setting	5
4.2 Language selection	5
4.3 Refresh window	6
4.4 Logout from server	6
4.5 Help	6
5 Context Toolbar	6
5.1 New	6
5.2 Edit	6
5.3 Delete	6
5.4 Excel-Export	6
5.5 Maximize table	7
6 Selection/deselection	7
7 Structure	7
7.1 News	7
7.2 Basket	7
7.3 DETA	8
7.3.1 Document search	8
7.3.2 Document save	9
7.3.3 Document new	9
7.3.4 Copy documents	9
7.3.5 Delete documents	10
7.3.6 Edit document attributes	10
7.3.7 Document part	10
8 Customize view	10
9 Logout	10
10 Further help	11

0 Abbreviations

DETA	Database for the Exchange of Type Approval Documentation
e.g.	for example
HTTP(S)	Hypertext Transfer Protocol (Secure)
IT	Information Technology
PDF	Portable Document Format
TAA	Type Approval Authority
UI	User Interface
URL	Uniform Resource Locator

1 What is DETA

DETA is a platform for the exchange of type approval documentation.

Certain UN-regulations mandate the exchange of type approvals that were granted in accordance with these regulations. Type approvals based on these regulations shall be uploaded to DETA.

2 Access to DETA

Complete access to the data is limited to the type approval authorities (TAA). Manufacturers get reading rights for their own approvals.

DETA is a web application. For accessing DETA a browser is needed, for example Internet Explorer or Mozilla Firefox.

The browser has to support Java and HTTPS and has to allow pop-ups. Additional software for reading documents (here: PDF-Reader) has to be installed and an unzip program is needed.

In case of any problems please contact your local IT administration.

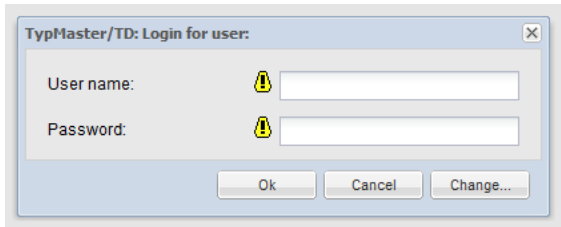
Only registered users can login. For working with DETA you need a user name and a password. You will get both from the DETA administration respectively from your local client administrator.

Important: The password has to be kept secret. That is the responsibility of every user. It is not allowed to give user-id and/or password to another person. Any misuse will have the consequence that access to the system will be taken away from the person disregarding the rules.

Besides that all information within DETA is confidential and must not be disclosed to public.

3 Login

After entering the URL <https://www.unece-deta.eu/> and clicking anywhere inside the shown picture the login dialogue appears. There you enter your user name and password. User name and password are case sensitive.



3.1 Password change

It is suggested to change the password immediately after the first login.

You can change your password by clicking on “*Change...*” at the login dialogue after entering your user name.

In the next dialogue you enter your current password (field “*password*”) and then the new password. The new password must be confirmed.

Following password rules have to be observed:

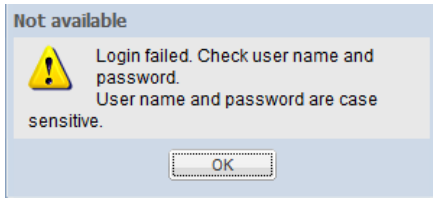
- minimum length 8 characters
- must contain at least
 - 1 capital letter (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
 - 1 special character (<>|,.-;_#+'*~!\"\$%&/()=?{[]})
 - 1 digit (0123456789)
 - 1 lower case letter

It is not possible to reuse one of the last 10 passwords and the new password must not contain a sequence of 5 or more consecutive characters from the previous one.

The validity of the password is limited to 42 days.

3.2 Blocked account

A user's login will be blocked after mistyping the password three times. You will see following message:



Please contact your client administrator to reset your password and unblock your account in this case.

4 Main Toolbar

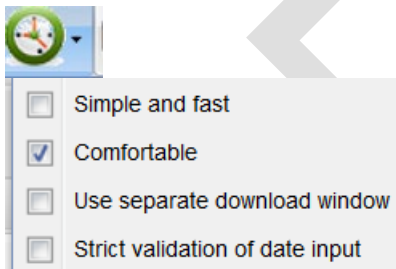
The toolbars offer you a quick access to common features of the application.



Click on an icon to start the corresponding feature.

By positioning the mouse cursor on an icon, a bubble field will be displayed to give you some information about the corresponding feature.

4.1 UI setting

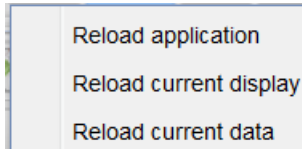


4.2 Language selection



German or English

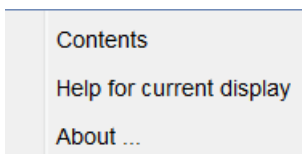
4.3 Refresh window



4.4 Logout from server



4.5 Help



5 Context Toolbar

The context toolbar has the following buttons:



5.1 New



Use this button for creating a new document, document part or news

5.2 Edit



Use this button to modify news or attributes of a document

5.3 Delete



Deletes news, documents or document parts (according to your permissions)

5.4 Excel-Export



For exporting your search results to Excel (Excel must be installed on your computer/client)

5.5 Maximize table



With this option you can use the whole screen, the search area is hidden. Click again on this button to get the original screen again.

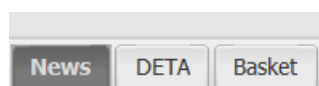
6 Selection/deselection

Clicking with the left mouse key on an object e.g. news, a document, a document part, selects it. The object is then highlighted.

To deselect an object use **Ctrl**-key and click with left mouse key.

7 Structure

After logging into the system you will see the following tabs:



7.1 News

The tab “News” shows the list of news addressed to the logged-in user or to the user groups he belongs to.

“News” are notifications for the users of the system. News can be created by each user (for further details please refer to the system help).

“News” is not a mailing-system. Other users only see the messages after logging into the system.

7.2 Basket

The basket is a container for collecting documents from e.g. several queries.

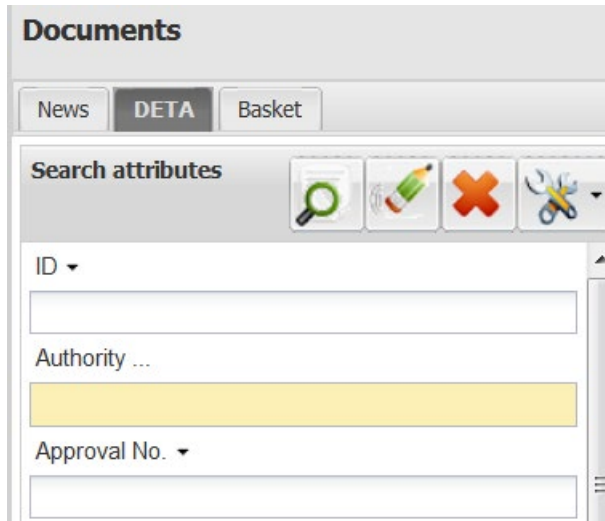
For further details please refer to the system help.

7.3 DETA

The archive for storing the type approval documents is called "DETA".

7.3.1 Document search

Documents can be searched for by entering one or more search attributes into the search fields.




By default queries in DETA are not case sensitive and wildcards are used. That means you just enter a part of the keyword and the system inserts a joker before and after the typing.

A user only sees documents which have at least reading rights for the group the user belongs to.

A search is started by clicking on



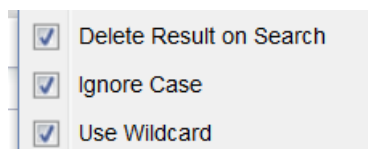
Use  for clearing the search attribute fields,



for resetting the search results.



offers following possibilities:



7.3.2 Document save

After searching for one or more documents you mark the document(s) you want to save on your local system and then select “Save” from the context menu at right mouse key.

A dialogue opens with the question whether you want to open or to save the document.

In DETA documents are saved as zip archives.

7.3.3 Document new

For creating a new document choose  from the toolbar or  from the context menu at right mouse key.

A wizard opens

- **Step 1 Authority:** the respective authority is preselected and cannot be changed
- **Step 1 Regulation:** choose the respective UN Regulation
- **Step 1 Manufacturer:** choose the respective manufacturer and click on “Next”
- **Step 2:** In this step the attributes of the document are defined.

Attention: Mandatory fields are marked with a black exclamation mark on a yellow background.

Click on “Next” to get to Step 3.

For more details please refer to “Extended User Information”.

- **Step 3 administer document rights:** Here the rights for the document are set. By default the creator group gets the right “Update”, the group “Contracting-Parties” and the appropriate manufacturer get the right “Read” on a document. The rights are preselected and need not to be changed at this point. Click “Next” to get to Step 4.
- **Step 4 administer document parts:** This step is for uploading document parts. For more details please refer to “Extended User Information”.


7.3.4 Copy documents

The copy function can be used for putting several documents with similar attributes into the system.

Click with right mouse key on the document you want to copy and choose “Copy/Move...”. 4 steps will follow.


- **Step 1:** The checkbox “Copy document” is preselected must not be changed. Choose DETA as target archive and click on “Next>”.
- **Step 2:** In this step the attributes of the document are defined. The attributes are prefilled with those of the chosen document. After entering the correct values click on “Next>” to get to Step 3.
- **Step 3 and Step 4:** see 7.3.3

7.3.5 Delete documents

Documents can be deleted by selecting  from the toolbar or “Delete...” from the context menu at right mouse key.

Only members of the owner-group of a document have the permission to delete their own documents and document parts.

7.3.6 Edit document attributes

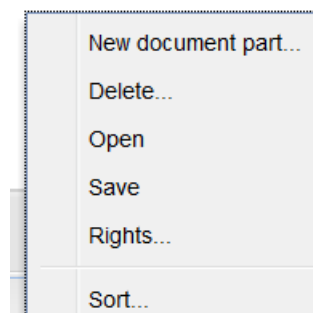
The attributes of a document can be edited by selecting  from the toolbar or “Edit attributes...” from the context menu at right mouse key.

Only members of the owner-group of a document have the permission to edit the attributes of their own documents.

7.3.7 Document part

In DETA the document parts are the PDF-files containing e.g. the certificate, information folder, test report or other.

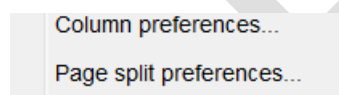
A document part is shown in the bottom part of the screen when a document is selected. Following actions on a document part are available (depending on granted rights):



8 Customize view

Every user can choose his/her individual view of the application.

When clicking with the right mouse key in a free area of the page



can be chosen. Here the individual settings can be made.

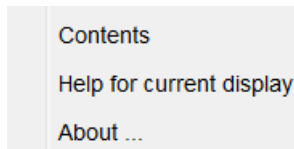
9 Logout

By clicking the button “Logout from server”  at the top of the page you log out of the system and the login dialogue reappears.

Hint: after 30 minutes of inactivity in the system you must login again.

10 Further help

If this manual does not help you enough please refer to the system help by selecting



Besides that you find the button “*Help*” in some wizards.

For further help please contact the DETA administration (DETA@kba.de) or your local client administrator.

DRAFT

Editorial

Editor: Kraftfahrt-Bundesamt
24932 Flensburg
Germany

Internet: www.kba.de

Technical information and advice:

Phone: +49 (0)461 316-1784
Fax: +49 (0)461 314-1789
Email: DETA@kba.de

Published in January 2019
As of: April 19

Print: KBA printing center

All rights reserved. Any reproduction and dissemination of this publication, also in extracts and in digital form, are permissible only with reference to the source. This also applies if any contents of this publication are disseminated that have been obtained only indirectly.

© Kraftfahrt-Bundesamt, Flensburg

 **We score with road safety!**