

How-To: Update Situational Information

Update the status of a logistics infrastructure

At a glance

Here, you'll learn how to update situational information for a single logistics infrastructure, such as an airport, port, crossing, or bridge. This includes:

- Locate the infrastructure using the map or the editor panel.
- Updating its situational information.
- Saving and confirming the update.

The example below uses an airport, but the process is the same for other infrastructures. For bulk updates, see the next chapter. A separate chapter covers road status updates.

Step-by-step example

“ Scenario: The government has informed that a specific airport is now congested and cannot operate as normal. You need to update LogIE with this information.

1) Find the airport to update. For that, you have two options :

Option a: Use the map

- Locate the airport on the map and click on it.
- In the popup that appears, click the pencil icon on the right side.



Option B: Use the editor panel

- Select "**Update Aerodromes**".
- Find the airport in the list or use the search box of the editor panel to search for it within the list.
- Click the pencil icon on the right side of the selected airport.



2) Modify the situational information :

- Enter the updated information based on the information you have.
- Click "Save and confirm status" to save the airport with the latest situational information.

Update the status of multiple logistics infrastructure at once

At a glance

Here, you'll learn how to update situational information for multiple logistics infrastructures at once (bulk updates). Bulk updates apply to one type of infrastructure at a time (one layer per update), allowing you to update multiple infrastructures with the same information.

You will learn how to:

- Select the infrastructure to update.
- Update the situational information.
- Save and confirm the changes.

The example focuses on border crossings, but the process is the same for other infrastructures.

Step-by-step example

“ Scenario: The government has informed that multiple border crossing points are not operational. You need to update LogLE with this information.

1) Find the crossings to update.

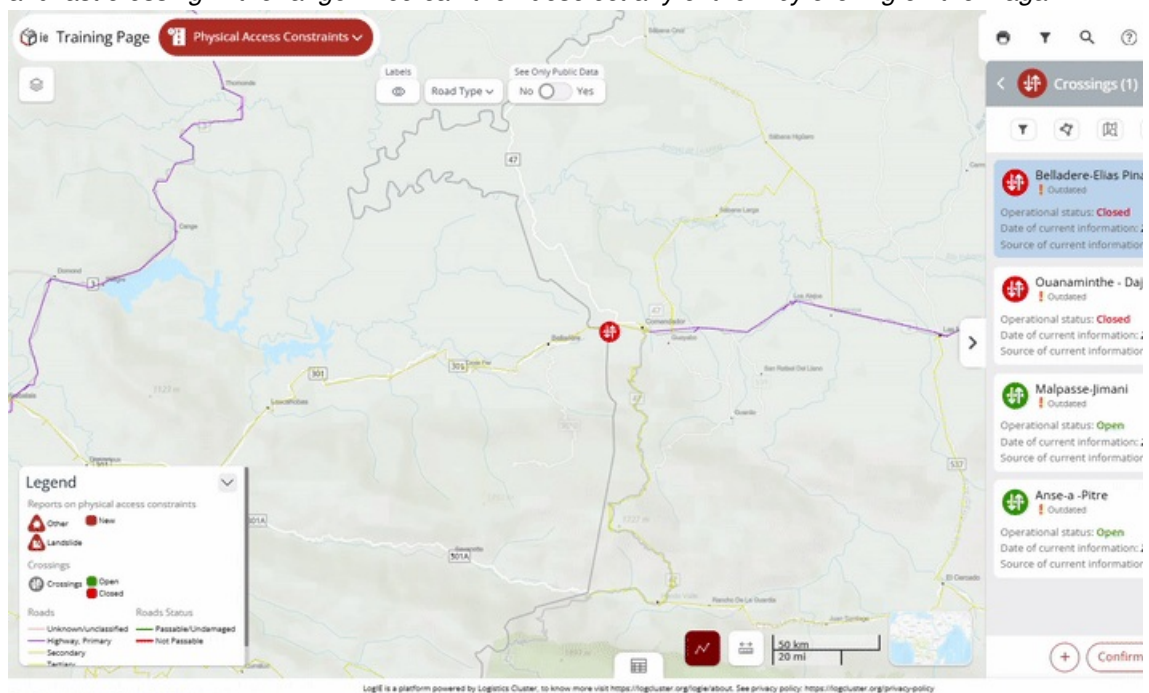
- Select the "Update Crossings" option from the editor panel.



- Select the crossings you want to update using one of the following methods:

Manually from the list: Scroll through the list and click each crossing you want to update.

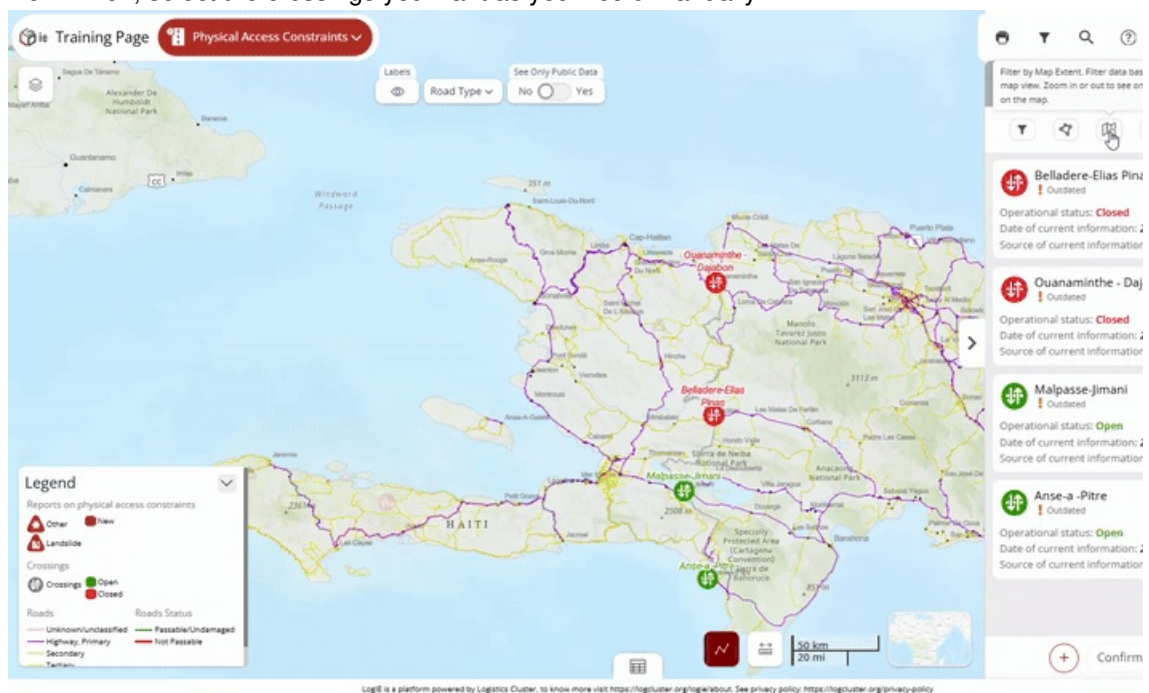
Tip: To select multiple consecutive crossings from the list, hold the Shift key and click the first and last crossing in the range. You can then deselect any of them by clicking on them again.



Using the polygon filter: After clicking the polygon filter button, draw a polygon on the map to select all crossings within that area. The editor panel will now display and preselect all the crossings located within the polygon.



Using the "Filter by map extent": After clicking the "Filter by map extent" button, the list will show only the crossings within the visible area of the map. You can zoom in or out to adjust your view. Then, select the crossings you want as you would manually.



2) Click to start updating : Click the pencil icon at the bottom of the editor panel. A number next to the icon will indicate how many crossings you are updating at once.

3) Modify the situational information :

- Enter the updated situational information
- If needed, review your selected crossings by clicking "See selected" to display a list of their names.
- Click "Save and confirm status" to save the changes.

Update the status of the road's physical accessibility

At a glance

Here, you'll learn how to update the physical accessibility of roads. This includes:

- Locating the road segment using the map, search bar, or editor panel.
- Updating its accessibility status based on the available scenarios.
- Deleting other segments when necessary.
- Saving and confirming the update.

The example below covers a primary road update, but the process is similar for other road types. A future update will introduce an automated route-based selection.

Step-by-step example

“ *Scenario: The Ministry of Roads has just communicated that the Primary National Road A, from City F to City G, is now accessible only to 4x4 vehicles.* ”

1) Click **"Update Road Status"** in the editor panel and **locate the road segment**. You can:

- Zoom in if you know the location.
- Search by city name or coordinates using the top-right search bar (not the one in the editor panel).
- Browse the road segment list in the editor panel if searching by name is easier.

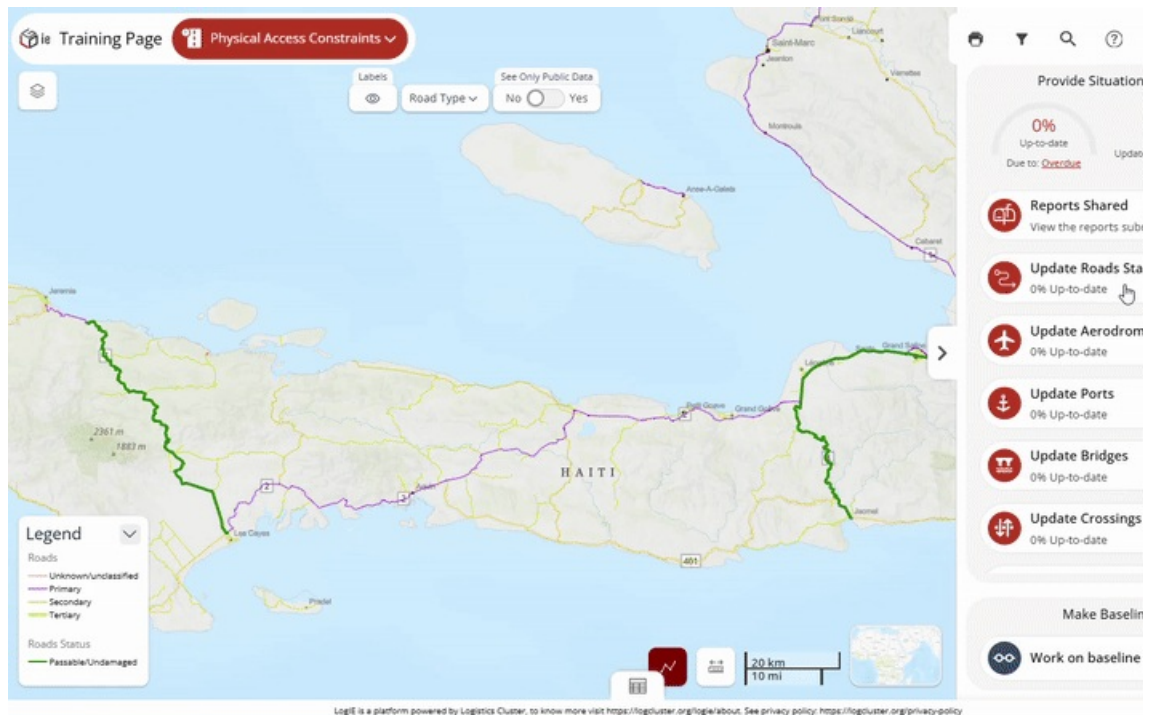
2) **Add/Modify/Delete the Road Status**. There are three possible situations:

- **Situation A: The road segment already exists and matches the location (from City F to City G), but its status is outdated.**



- Click on the segment you want to update
- Click the pencil (edit) button in the popup window.
- The editor will open the form where you can update the status directly.

- **Situation B: No existing road status is found between the two cities.**



- **Filter the road types** to display only the category you want to update (e.g., in this scenario, we will filter for primary roads since we know the road is a primary road).
 - **Click the "Create New Segment"** button at the bottom-right of your screen (outside the editor panel, near the scale).
 - **Click "Next," then use the polyline or polygon tool** to select the road. Any road that falls along the polyline or inside the polygon will be included in the new segment.
 - **Review your selection** before proceeding. When using the polygon tool, if unwanted segments are included, hold Shift and click on them to remove them.
 - **Once you're sure about the selected segment, click "Next"** and fill in the required information to update the status.
 - **Click "Commit"** to finalize the update.
- **Situation C: No existing road status is found between the two cities.** If a road status already exists but does not extend to one of the cities, follow these steps:
 - Click on the existing road status.
 - Click the **edit button** to open the modification screen.
 - Delete the outdated status by clicking the **trash bin** icon at the bottom of the editor panel
 - Create a new road segment as explained in **Scenario B**.

Coming Soon: Automated Route-Based Updates. Future improvements will allow users to define a start point, endpoint, and key locations, with the editor automatically suggesting the affected road segment.

Review incoming reports

At a glance

Here, you'll learn how to review and process reports submitted through LogIE. This includes:

- Understanding **how partners submit reports**
- Understanding the **two types of reports**:
 - **Standalone Reports** (submitted via "Share Information").
 - **Infrastructure-Specific Updates** (linked to a specific infrastructure).

- **Updating LogIE layers** (e.g., road status, bridges, ports) based on verified reports.
- **Assigning a Validation Status** (Valid, Review, Not Valid, Expired) to keep reports organised.

How partners submit reports

Partners can submit reports in two ways, generating different types of reports:

1. **"Share Information" Button**: Available in certain modules, this option allows partners to submit reports based on the selected module. For example:
 1. In the Physical Access Constraints module, they report road access issues.
 2. In the Partner-Managed Storage Capacity module, they report warehouse capacity.
 3. Some modules, like CONOPS, do not have this option.
2. **"Share Update" from the popup of an infrastructure**: If a partner notices outdated data, they can update it directly from the map. For example, if a previously blocked bridge is now operational, they click "Share Update" in the bridge's popup to report the change.

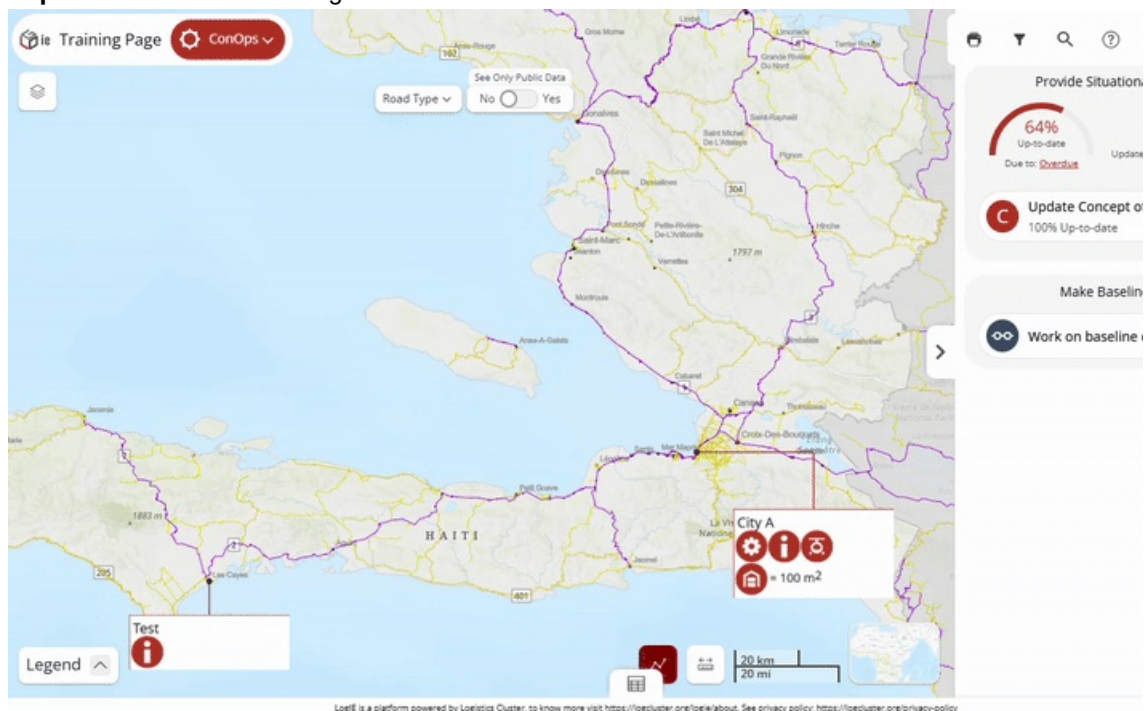
Step-by-step example

" Scenario: As a LogIE editor, you need to review the incoming reports and update LogIE operation information accordingly.

1) Check for incoming reports : In the editor panel, go to the Situational Information section, where you will find the "Reports Shared" option. Before clicking on it, check the notification badge, which shows the number of new reports received. Think of this as an inbox, where each report functions like a new message that needs review.

2) Open the Report Manager by clicking **" Reports Shared"** from the main page of the editor panel. You'll know you're in the Report Manager when you see **"Report Manager"** displayed at the top. Below the title, you'll find filters to organize reports based on their status:

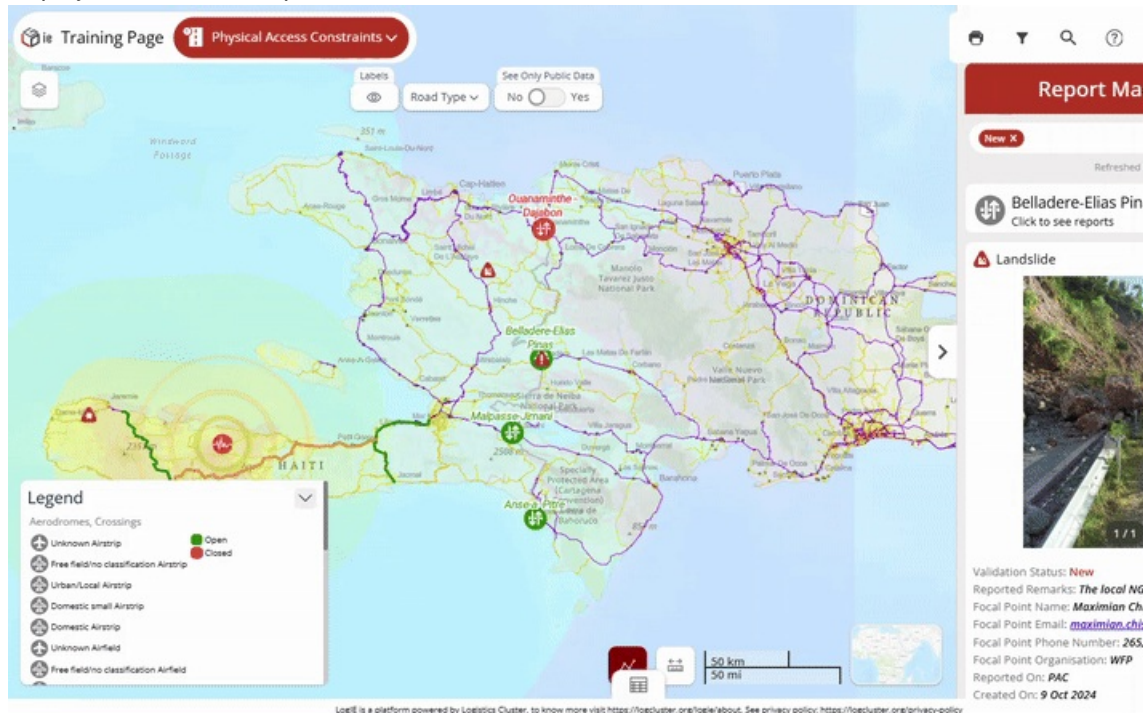
- **New** – Recently submitted, not yet reviewed.
- **Review** – Currently being assessed.
- **Valid** – Confirmed and used for updating LogIE.
- **Not Valid** – Incorrect reports or test submissions.
- **Expired/Outdated** – No longer relevant.



By default, only New reports are shown, but you can adjust filters as needed

3) Understanding Report Types : As mentioned in the introduction, there are two types of reports::

- **Standalone Reports** – Submitted via "**Share Information**" and listed as independent entries in the Report Manager
- **Infrastructure-Specific Updates:** Linked to a specific infrastructure (e.g., a crossing or bridge). These reports are grouped under the relevant infrastructure. Clicking on the infrastructure will display all associated reports.



4) Updating LogIE layer based on reports : Reports provide information to help you update the LogIE layers (such as Road Status, Bridges, Aerodromes, and Ports). Reports themselves are not published. See the examples below:

- You see a report stating that a landslide has blocked a road. You verify the information and update the road's status accordingly.
- Another report states that a crossing has been closed. You can click on the crossing and update its status in LogIE immediately.

6) Keeping reports organised . After reviewing a report, update its Validation Status:

- Valid – Information has been reviewed and used to update LogIE.
- Review – Still under assessment.
- Not Valid – Incorrect or test data.
- Expired – No longer relevant.

Keeping validation statuses updated ensures a clear record of who submitted the report, when it was received, and whether further follow-up is needed.

Coming Soon: We are working on email notifications for LogIE editors when new reports are submitted. For now, editors need to check periodically for new reports.

Confirm infrastructure status remains the same

At a glance

Here you will learn how to that an infrastructure's status remains unchanged. This includes:

- Locate the infrastructure
- Click "Confirm Status" to verify the information without making changes.

Step-by-step example

“ Scenario: Confirming that a port's status remains unchanged

1) Find the port:

- Option 1: Use the Editor Panel.
 - Click "Update Ports" in the editor panel
 - Find the port in the list by scrolling, using filters, or using the search box.
 - Click the pencil icon to edit.
- Option 2: Use the Map.
 - Click directly on the port on the map
 - In the popup window, click the pencil icon to edit

2) Confirm the status:

- The editor panel will display all situational information about the port
- Instead of making changes, click "**Confirm Status**" at the bottom of the editor panel.

By doing this, you ensure that the port's information remains up to date. Behind the scenes, the system will update the last confirmation date without modifying any existing details.

Keep information current with the "Up-to-date Checklist"

At a glance

Here, you'll learn how to ensure the situational information in LogIE is up to date. This includes:

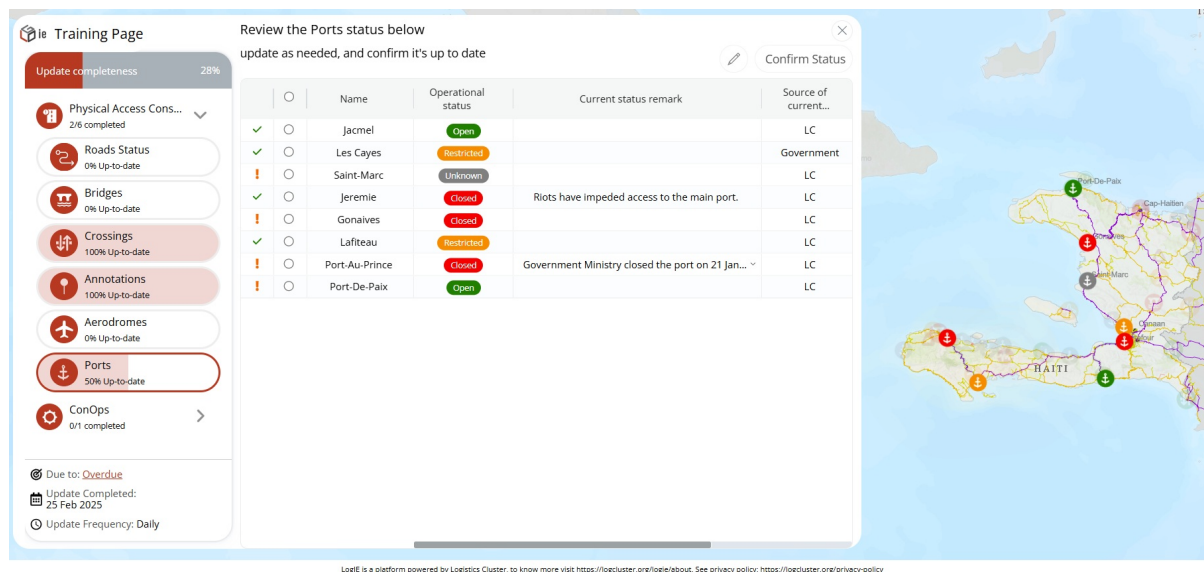
- Understanding how the "Up-to-date Checklist" works.
- Checking the update completeness, deadline, and frequency.
- Reviewing situational information for each layer.
- Confirming up-to-date information or making changes as needed.

Understanding the Up-to-date Checklist

To help editors maintain accurate emergency-related data, we've created a checklist-style tool in LogIE. It allows you to review and update all shared information on a single page. The tool helps you verify if the data is up to date and enables changes to be made directly in the tool. Updates are done layer by layer for a thorough and efficient review.

LogIE tracks the required update frequency (daily, weekly, or monthly). If an update is missed, the infrastructure element is flagged as outdated.

The checklist interface is divided into two sections:



Left Side (Layers & Progress):

- At the **top**, below the emergency/page name, you'll see the update completeness (%), which should reach 100% once everything is up to date.
- After that, you will see all layers shared publicly through LogIE that need maintenance. **Layers are grouped by module**, and you can expand/collapse each module as needed.
- At the **bottom** of the list, you'll find:
 - Update deadline (due date for the next update).
 - Last completed update (when data was last marked as up to date).
 - Update frequency (how often updates are required).

Right Side (Situational Information & Updating):

- Shows the **situational information** for the selected layer in a table format.
- The first two columns include:
 - **Status indicators** help track data updates: an exclamation mark (!) signifies outdated data, while a checkmark (✓) confirms it is up to date
 - **Selection buttons**: Clicking a button highlights the corresponding infrastructure on the map by zooming in.
- At the **top-right**, you'll see two buttons:
 - **Pencil icon** → Edit a single infrastructure or perform a bulk update.
 - **Save & Confirm** → Save changes and/or mark the selected data as up to date.

Step-by-step example

“ Scenario: As part of your tasks as LogIE Editor you will need to revise all data shared publicly through LogIE is up-to-date.

1) Check situational information status: At the top of the editor panel, check the following:

- **Update completeness (%)** – Indicates how much data is up to date.
- **Update deadline** – When the next update is due.
- **Update frequency** – How often updates are required.
- **Last revision date** – The last time all shared data was reviewed and confirmed up-to-date.

2) Click "Run Update Check" (above the update frequency). This opens the Up-to-Date Checklist to review and update the data.

3) Updating situational information: Go layer by layer and follow these steps:



- **If all the data is still valid:**
 - Click the **selection button** (second column) next to the layer name.
 - All infrastructure within the layer will be highlighted on the map.
 - Click "**Confirm Status**" to mark it as up to date.
 - The layer will then show 100% up-to-date, and the date of last update will change to today.
- **When some situational information has changed:**
 - Select the rows that **remain unchanged**, then click "**Confirm Status**" for them.
 - For the rows needing updates: **Edit** the data directly in the **table** or select them and use the **bulk update (pencil icon)** to apply changes to multiple items at once.
 - Repeat for all layers in each module until everything is updated.

5) Completing the Update: Once all layers are updated, the update completeness (%) at the top of the left panel will reach 100%. Congratulations! You've successfully updated all the situational information in LogIE.

NEW: Send push notifications to the LC App (in pilot phase)

At a glance

Here you will learn how to send push notifications to the [Logistics Cluster App](#). LogIE editors can send notifications from a specific emergency or operational LogIE page to partners who have enabled notifications for that emergency or operation in the LC App.

Currently, this feature is only available on some LogIE pages, but it will gradually be expanded.

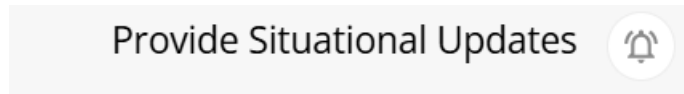
Here you will learn:

- How to create and send push notifications to the LC App.

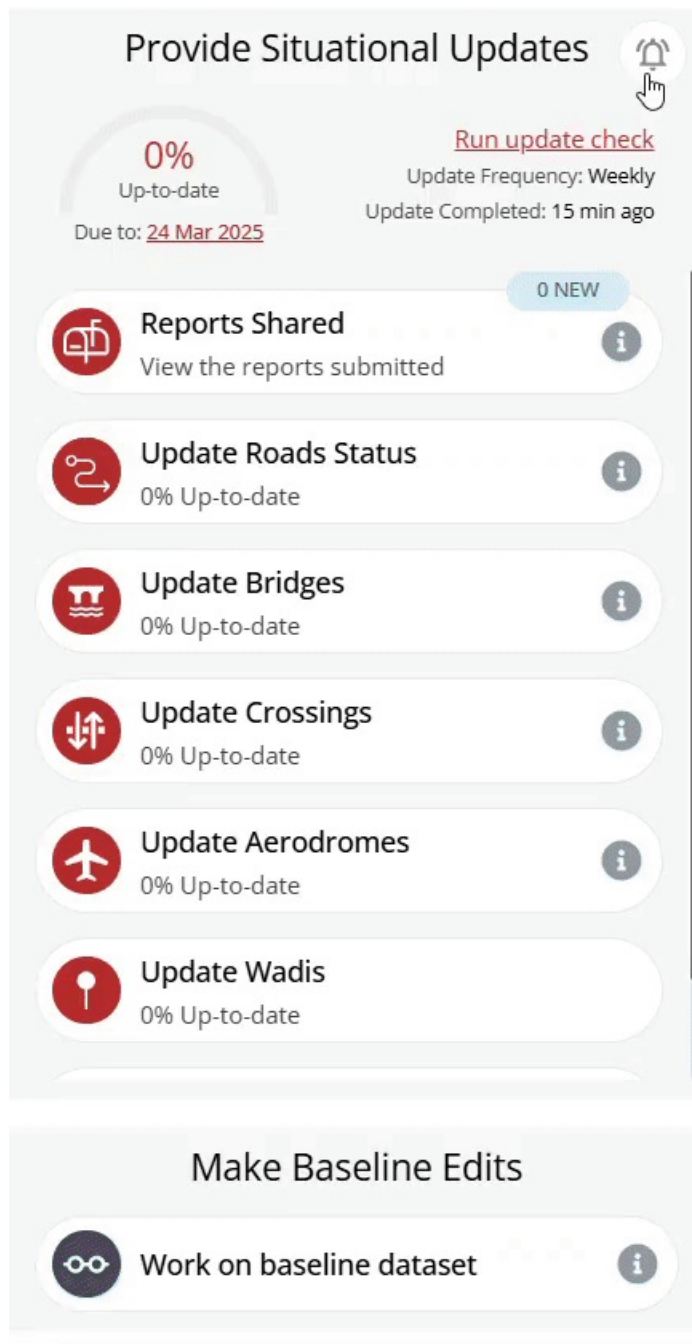
Step-by-step example

“ *Scenario: You have updated LogIE with important logistics information and want to notify partners.*

- 1) Click the **bell icon** at the top left of the editor panel, next to "Provide Situational Updates"



- 2) In the map that appears in the editor panel, under "Choose focus area", **select the section of the map** users will see when they open the notification on their phone.
- 3) **Enter the notification details.** You can add a title and a description (referred to as the body). Note the character limits for both fields.
- 4) Click **Send** to send the push notification. Once sent, notifications cannot be deleted.



NEW: Update Road Physical Accessibility Status (in pilot phase)

At a glance

This guide explains how to update the physical accessibility of roads using a newly added functionality that allows to compute routing between locations. If this feature is not yet available on the Emergency or LogIE Country page you are currently working on; it will be progressively rolled out across all pages.

Here you will learn:

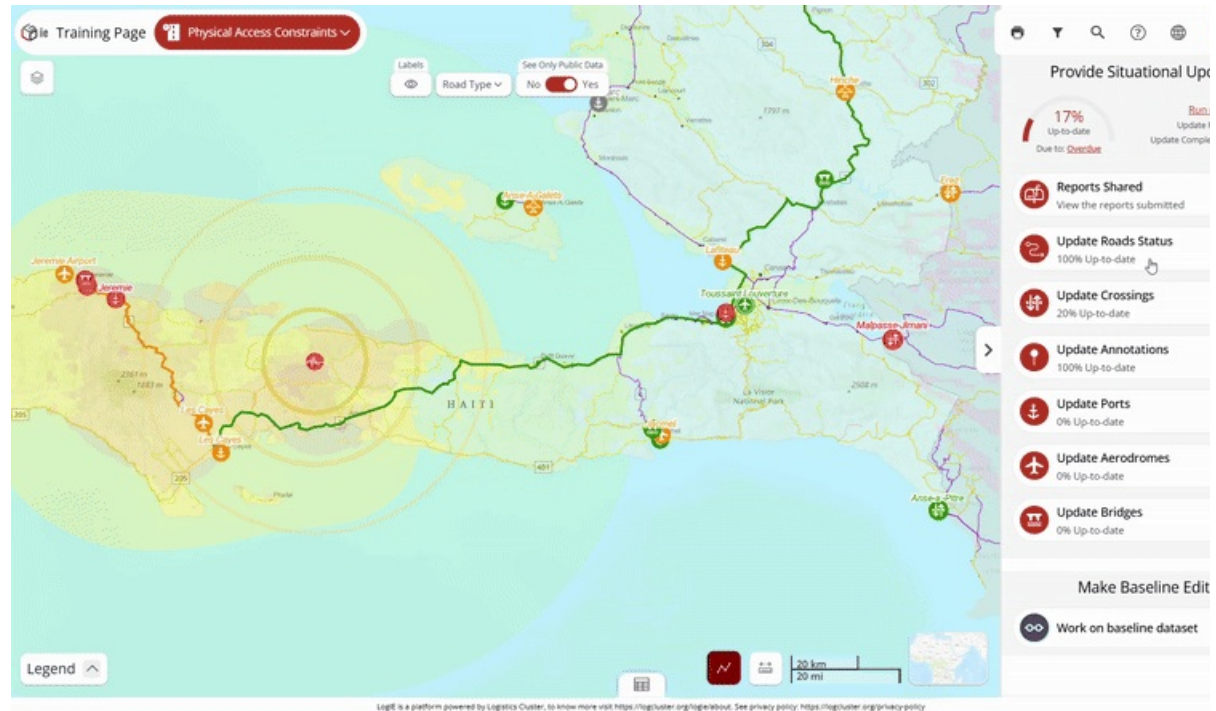
- Find and modify a route by specifying the starting point, endpoint, and intermediate points.
- Manually select road segments to modify, or combine both methods.

Step-by-step example

“ Scenario: The Ministry of Roads has just communicated that the Primary National Road A, from City F to City G, is now accessible only to 4x4 vehicles.

1) Click "Update Road Status" in the editor panel and **update/add a the route status**. There are two possible situations:

Situation A: The route already exists and matches the location (from City F to City G), but its status is outdated.



- Click on the route segment you need to update.
- Click the pencil (edit) button in the popup window.
- The editor will open the form where you can update the status directly.

Situation B: The route does not exist or does not cover the entire route.



- Click the + button at the bottom left of the editor panel.
(Note: If this option is not available on your page, it means routing is not enabled. In this case, you will need to update the road's physical accessibility manually using this method: [Update the status of the road's physical accessibility / LogLE editor manual](#))
- The editor panel will ask you to locate the route. You have two options:
 1. **Indicate the start, end, and intermediate points** . When you click **Find Route**, a computed route will appear. You can adjust it by adding intermediate points. To find locations, type the name of the location in the search bar, click the map, or add the coordinates. After marking the route, click Find Route. If it's correct, click Next; if not, adjust the route by adding points and recalculating.
 2. **Manually draw the route** using the **polyline** or **polygon** tool. **Tip:** Hold Shift and click on the segments to remove unwanted segments.
- Once the route is marked, click **Next** to fill in the information. Some fields will be pre-filled, but review and adjust them as needed.
- **Save** the route. If it overlaps with an existing route, it will overwrite the old route and delete the overlapping segments, clarifying the road network for physical accessibility.