



EIES User Manual

EIES Main Menu

This Main Menu is the starting point for access to all parts of the EIES.

At the top left of the screen you will see your username, Party and designation as Operator or Administrator. (See the **EIES User Guide** for information on types of users, usernames and passwords.)

From the EIES Main Menu you have access to all four EIES reports: **Continuous**, **Pre-season**, **Annual*** and **Permanent Information**. You can provide information for any of these reports by clicking "Enter" or view the existing information by clicking "View Report".

*Please note that the Annual Report section might not appear displayed for the current season. This is because this report is not enabled until the end of January, when the reporting period starts.

If you are an Administrator and there are reports awaiting authorization, you will see a reminder message at the bottom with a link to the **Authorization Panel** (see *Authorization Panel* section below).

How to select a reporting period

Before entering the Pre-Season or Annual Report, select the appropriate Antarctic season (equivalent to the Austral summer) from the "Period of Activities" drop-down list on the top right. Please check carefully that you have selected the correct reporting period.

When should I enter Pre-season information?

The Pre-season Report informs on the activities that your Party expects to undertake in Antarctica in the next year of operations. It should be submitted as early as possible, preferably by 1 October, and in any event no later than the start of the activities being reported.

For example, in the case of non-governmental operations, if your planned voyages start on 5 November 2021, this information should be entered preferably before 1 October 2021, and in any event no later than 5 November 2021 (the start of the activities being reported).

When should I enter Annual Information?



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The Annual Report should be submitted as early as possible after the end of the austral summer season, but in all cases before 1 October, with a reporting period of 1 April to 30 March.

For example, if your Vessel-based voyages took place between November 2021 and February 2022, they should be entered into the Annual Report 2021/22 (no later than 1 October 2022).

Permanent Information

The Permanent Report includes information on the facilities deployed on a permanent or semi-permanent basis by your Party in Antarctica, along with other current information. This information can be updated at any time.

Continuous Information

Continuous Information can be submitted at any time, as soon as possible after completion of national processes or when domestic plans are completed or updated, while maintaining the existing deadlines. Continuous Information is automatically published when added or saved by an Operator or Administrator.

Authorization Panel

Operators are able to enter new data without the risk of disseminating information before it has been approved by an Administrator (with the exception of Continuous Information). Any changes made by Operators to previously published data are marked "pending" until approved by an Administrator.

If you are an Administrator and there are sections pending approval, by click "Authorization Panel" button from the main menu:





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You will be taken to a page like this:

PERIODS CONTAINING INFORMATION WITH PENDING AUTHORIZATION

PERIOD

Annual - 2016/2017

Annual - 2016/2017

Pre-Season - 2020/2021

SECTIONS

Annual - Ship-Based Operations

Enter >

APPROVE ALL

BACK TO MAIN MENU

First select a period from the drop-down menu that contains information pending authorization and you will be presented with the list of sections pending approval. By clicking Enter you will be able to review the information, compare it with the previous versions, and either Approve or Discard the changes.

Finally, if all the information has already been reviewed and the authorization is just a formal step you can simply click the "Approve All" button to approve all pending records.