OAC – Online AEO Compendium
Screens Layout and Navigation

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Design overview
The selected development company will be expected to use their in house design experience to create a modern user friendly interface for the OAC website.

Though the OAC website is not extensive, it has both a public page, and several pages restricted for the Customs community, and should present the WCO and AEO Programme in an appropriate manner for the subject material.

As part of any tendered bid, several websites designed and developed by the development company should be indicated, which show the design experience of the company, and represent the design skills that would be applied to the OAC.

Page mockups
All pages are expected to go through a single iteration of design mockup for review by the WCO, at which stage substantial changes can be required.

Once this single iteration review is completed, the WCO will only be able to request minor design changes, such as spacing, alignments etc, to fine tune a page.

Screen sizes
The application should be designed for optimum functionality on a standard desktop landscape screen.

The application should ideally also work on table and mobile phone screens, and where the screen display on these small sizes is handled particularly badly, the CSS should be adjusted to give at least a reasonable display.

Design of login dialog
A login popup similar to the following should be used.

The logo and text formatting of this example should be adjusted following the design guidelines.

The explanation text and other login elements should be shown following the user’s current language selection of EN / FR.
Design of page header / footer

A standard page header / footer should be used when navigating the website.

When the body content requires that the page scrolls, the header should scroll with the body content, however the footer should remain visible, anchored to the bottom of the screen.

Page Header

Below is an example of the required design. The banner graphic to appear on the right hand side is still to be determined, so the example below is representative.
The Login link would switch to a logout link for authenticated users.

Page footer
The standard page footer should include a “Terms and Condition” link. This link should open different versions of the terms and conditions text depending on if the user is authenticated or not.

The source text for each version of the terms and conditions text should be stored in a way which allows basic HTML markup.

Body content for “Homepage” page – public version
An example of the required public homepage look and feel is shown below. This should have a sequence of four numbers across the top, a divider line, a central paragraph, a divider line, then three graphics with labels.
This page should be formatted to auto fit within a standard landscape type desktop screens.

The paragraph of text should be taken from the standard language paragraph resources, allowing for basic html formatting to be added.

For the prototype launch, the four numbers across the top and three graphs should be based on static values, but the presentation format, especially of the graphs, should be the final presentation.

It can be noted that the static data points are therefore:

- Top numbers : 4 data points
- Left graph : 10 data points
- Middle graph : 12 data points
- Right graph : 15 data points

For the full launch, all these data points should be derived from the actual record data, but to keep the homepage performant it is required that the 41 data points of the full launch are taken from pre-calculated values, not dynamic calculations on every user access.

These statistics only cover data records with status published, so on each publish event (maybe one per week), and each un-publish event (very rare), the set of saved data points relevant to the record should be updated. (i.e. publish AEO record updates the AEO related data points, same for CCP and MRA).
It is understood that a plugin will be used for these graphs. The choice of plugin should at a minimum provide the basic look and feel of the examples (i.e. colours, types of graph). The plugin should also be flexible that future development could provide pie charts, and other visualization options.

The choice of plugin should preferably also allow data point values to be displayed, e.g. on rollover, or final values on a line graph (i.e. only the 2020 data points are shown, in a column on right hand side of the graph rather than overlaying the graph.

**Body content for “Homepage” page – authenticated users version**

For the authenticated users’ homepage, there should instead of four numbers be six numbers across the top of the page, the extra numbers being pre-calculated as the four numbers.

The text section in the middle should be replaced by a dynamic map, with countries shaded according to their AEO status, and shaded grey if they have no published AEO record.

The three graphs at the end of the page stay the same.

This page is expected to be a scrolling page, so the map should be sized to appropriately fill the screen. The map is not expected to have any dynamic qualities (zoom / pan / click on a country), other than the dynamic shading.

The performance of shading the map should take no longer 5 seconds for the entire page load.

The authenticated users’ homepage should initially be a simple “under development” indicator, and the complete homepage described here only added as part of the full go live.
Body content for “About” page
An example of the required about page look and feel is shown below. This should have five sections of text, with a single graphic underneath.

<table>
<thead>
<tr>
<th>Authorized Economic Operator (AEO) Programme</th>
<th>Mutual Recognition Agreements (MRA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</td>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online AEO Compendium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vision / Objective</th>
<th>Mission / Future Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua</td>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua</td>
</tr>
</tbody>
</table>

The title of each section should be in a fixed style roughly following the example, with the text taken from the language files.

The paragraphs of each section should be in a basic style, with additional html markup allowed in the paragraph resources.

Underneath the 5 paragraphs there should a single central image, taken from a fixed image file in the application resources. The WCO should be able to easily change the contents of image file, and the about page automatically display the new image. The image could be of any size, even full width of the screen and of equivalent height, or no larger than the example.

This gives an about page which has fully configurable content from the WCO adjusting the content files, yet follows the fixed format of the example image.

Body content for “FAQ” page
This page is a two level list of FAQ options. Level 1 is categories, level 2 is question and answer elements within the category.

The text displayed should be in the language of the user’s current selection of EN / FR.
The page title and intro are from the standard text resource. The intro should be a standard paragraph resource allowing basic html formatting.

**Format**

<table>
<thead>
<tr>
<th>Category text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each element has question text – And answer text that can include <em>formatting</em> and <em>links</em> in the rich text</td>
</tr>
</tbody>
</table>

**Example**

<table>
<thead>
<tr>
<th>Page title</th>
</tr>
</thead>
</table>

Introduction paragraph - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**Public / Members AEO Compendium**

- **What is available on the public AEO Compendium** – Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
  
  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- **Who has access to the members AEO Compendium** – Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- **Requesting access to the members AEO Compendium** – Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**How to use the Online AEO Compendium**

- **General public browsing** – Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

- **WCO members browsing** – Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Body content for “Library” page

This page is a two level list of library documents. Level 1 is categories, level 2 is website links / documents that can be downloaded elements within the category.

The text and link displayed should be in the language of the user’s current selection of EN / FR.

The links should appear to the user as the “Link display text”, clicking on the link opens the URL in a new browser tabs.

The page title and intro are from the standard text resource. The intro should be a standard paragraph resource allowing basic html formatting.

**Format**

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <a href="#">Link to download document / open website</a> – Brief text description of the link</td>
</tr>
</tbody>
</table>

**Example**

<table>
<thead>
<tr>
<th>Page title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction paragraph Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</td>
</tr>
</tbody>
</table>

**AEO Compendiums**

- [2018 AEO Compendium EN](#) – The full 2018 compendium
- [2019 AEO Compendium EN](#) – The full 2019 compendium
- [2020 AEO Compendium EN](#) – The full 2020 compendium

**SAFE Supporting Documents**

- [SAFE Overview](#) – An outline of the SAFE

Body content for “List data records” page

The content should show a table of all active entries of type “country” from the country master data table.
The table should be a javascript sortable table, default sorted by country name (1st column). A standard header icon should show the table is sortable.

For public users the table has no further features. For authenticated users the cursor should highlight the row under the cursor when moving over the table, and clicking on a row should open the data view page for the country of the row, and the type of record for the cell clicked on.

The data columns should be filled as follows:

- **AEO** – If no published record exists then a ‘-’ type placeholder is shown, if the latest published record is not “operational” then show some text ‘In development’, and if “operational” show the launch date. The table sort should show these in the order of the example for a descending sort (dates in descending order, then in development, then no AEO programme)
- **CCP** – Same logic as AEO
- **MRA** – the number of times the country is mentioned in a MRA of status signed / operational. The table sort should show these in the order of the example for a descending sort (number of MRA descending, then no MRA)
- **CMAA** – Same logic as MRA

<table>
<thead>
<tr>
<th>Country</th>
<th>Region</th>
<th>AEO</th>
<th>CCP</th>
<th>MRA</th>
<th>CMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>Asia Pacific</td>
<td>2015-07-20</td>
<td>2018-02-07</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Albania</td>
<td>Europe</td>
<td>In development</td>
<td>In development</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bolivia</td>
<td>Americas</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Body content for “Search data records” page – authenticated users only**

The list page allows access to all the country AEO records, but is not searchable. The search page is intended as a way filter the AEO records on the structured data fields.

There are four record types (AEO / CCP / MRA / CMAA), so at the top of the search page there should be four radio button to select between these four record types.

**Filter elements**

Next there should be filter options on all structured data elements – these are marked as “Searchable” in the “Online AEO Compendium - Data Table” excel file. As the record types (AEO / CCP / MRA / CMAA) are selected at the top of the page, the appropriate filter options underneath should be shown using javascript without page repaint.

Some filter elements are common across more than one record type, for example “ISO2 country” appears in all record types. In this case the same filter input should be used for all record types, so the users does not need to select the same options again (e.g. if 5 countries are selected in the country select list, then switching the record type from AEO to CCP or MRA, the same 5 countries are seen as selected.

How the filters should look depends on the data type of their respective elements:
Radio button – a check box is provided for each option. Essentially instead of a single radio option being selectable, now any / all of the options are selectable

Country and region - a Multi-select DDL should be used

Simple DDL list selector – a Multi-select DDL should be used

One level multi-select list – a Multi-select DDL should be used

Two level multi-select list – the input interface should remain the same as the record editing interface, with a view version listing the level 1 items, and “0 of 7” etc selected. Selecting the level 2 items should remain the same as the data input, i.e. re-using the interface dialogues and mechanisms

Numeric – allow a range input with minimum value and maximum value

Date – allow a range input with minimum value and maximum value – as with data editing this is Year + month only selects

All filters are blank by default, apart from the status options, which should have “Operational” selected by default.

For each two level list filter, there should be an option that the filter is applied negatively. This could be for example a check box with label “Filter records following those that do not match selection”.

Applying filters
The filters are only on structured fields, there is no search option on text fields.

The default is for all fields to have nothing selected, apart from the status which should have operational selected by default.

Where a field has nothing selected, it doesn’t filter or affect the search results in any way. Thus with no filters selected all records are shown. Adding filters restricts the results to records matching the filter.

All basic filters are applied with AND logic. So where a field has something selected, for example status “Operational” + country “Canada”, then only fields that match the filter are included, i.e. records that are status “Operational” and country “Canada”).

However for the items within the two level lists, these are combined with OR logic. So with “Cargo Security : Container Seals” + “Cargo Security : Container Storage” were selected, then the standard search would include only records which had either of these criteria.

Combining the above two would give a filter of status “Operational” and country “Canada” and criteria (“Cargo Security : Container Seals” or “Cargo Security : Container Storage”).

The two level lists also have the option to be applied negatively. In the example above, if the “apply negatively” check box were ticked, then filter would be “Operational” and country “Canada” and not criteria (“Cargo Security : Container Seals” or “Cargo Security : Container Storage”).

Search results
The filters are applied to the records of the type selected (AEO / CCP / MRA / CMAA), which give a list of records found, or possible no records found.
In the case of no records found a suitable message should be shown to this effect.

In the case of records found, then all should be shown, without any paging, as the number of records should never be excessively high.

No text fields are shown in the search results table, only the structured data of matching records. For AEO and CCP, the search results should not include values of the two level lists. For MRA and CMAA all structured fields should be shown. The order of the columns should follow the order in the excel data file. Where there are multiple values (e.g. scope / operator type / MRA parties), then the values should be shown with comma separation, in wrapping columns, with a suitable column width as determined by the supplier.

Clicking on a row of the search results should open the view record page in a new tab.

Basic search page formatting:

<table>
<thead>
<tr>
<th>Search for</th>
<th>○ AEO</th>
<th>○ CCP</th>
<th>○ MRA</th>
<th>○ CMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filters of the structured elements relevant to the record type appear when a selection is made above</td>
<td>Search</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of matching results appear</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Body content for “View data records” page**

**Navigation panel**

The content should have a single line navigation panel at the top, in the same format and data content as the list page table.

<table>
<thead>
<tr>
<th>Country</th>
<th>Region</th>
<th>AEO</th>
<th>CCP</th>
<th>MRA</th>
<th>CMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDL selector</td>
<td>Asia Pacific</td>
<td>2015-07-20</td>
<td>2018-02-07</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>

The country “cell” should be a DDL selector, preselected to the country of the page request.

Ideally the AEO / CCP / MRA / CMAA display tables for the country are loaded at the same time as the initial page is displayed.

The requesting page may request a data type (e.g. search and list pages can request country + type of record), if so the display table for the requested record type is shown. If no record type is shown then the AEO display table should be shown.

With all the display tables loaded at the same time, clicking on any of the data columns (header or data rows) should switch the display table using javascript, which should then be instantaneous.

If the country is changed using the DDL country selector then the page should refresh for the selected country, again pre-loading all display tables, and with the record type shown that was being displayed before the DDL select (i.e. if MRA record is being viewed, then MRA is still shown after load of the new country data).

If preload of all 4 data types is unacceptably slow, then the load of each data type can occur individually.
NOTE: When viewing data records via the “edit data records” navigation, this navigation panel is not shown.

Instead a technical view should be shown, with a title explaining some technical details of the record, date saved, status etc. This technical view will be used for editing, reviewing historic records etc.

- Standard view from “list data records” / “search data records” pages
  - Title is navigation panel, with no process options (i.e. no edit / submit buttons etc)

- Technical view from “edit data records” / “history of versions” pages
  - Title is summary of technical details of record
  - The relevant process options should be provided if the version being viewed is the “latest version” (i.e. show edit / submit buttons etc for the latest record version)
  - Historic versions other than the latest cannot be edited etc, they are only for tracking of who and when has made changes
  - The data displayed should be in the “original” language, so not following the users choice of EN / FR
    - Labels remain in the users language
  - There should be language version radio button, to allow easily switching with options as follows (EN / FR are following the countries choice of original language)
    - Original (FR)
    - Translation (EN)
  - When viewing an original version with “Create reason” of “edit save”, an indication of changes compared to the previous “edit save” version should be shown. This indicator should be a simple indicator e.g. “updated” using a red font, or some suitable icon
    - Free text data not identical (simple text compare)
    - One and Two level list items newly added
      - Each item added should be indicated, e.g. a red * could be used for each item added
    - Date, numeric, radio button, change in value
  - When viewing a translation, no data compare is shown
    - If the supplier has an easy way to add translation compares this of course would still be useful, but it is not a required feature

Record date display

When displaying the AEO / CCP data the full record should be displayed in a scrolling content page. The page can be in part or completely two column. The data should be presented in roughly the order of the fields in the data sheets.

When displaying MRA / CMAA, the same principles as the AEO / CCP format. As the records are quite brief, all MRA for the country should be presented on the single scrolling page. This applies similarly for CMAA.

The format for multi-select lists (one and two level) is covered later.

There are no edit options on the basic view page. All editing is completed via the “Country editor” page.
Body content for “Edit data overview” page
This is an editor’s overview page only available to users with roles ‘Country editor’ and ‘Admin’.

It is used by country editors to have a dashboard of the data for their country, and to allow them to edit the data. As such the design should be functional rather than for presentation.

Three examples of the page are shown below, as a sample layout, and showing evolution of the data to be displayed on the page.

At the top of the page the country of the user should be shown, taken from their profile. If the current user has the role of ‘Admin’ then then this should be a DDL selector of all items of type ‘Country’ in the country master data table, allowing the admin to easily switch between countries.

Blank version
Should only have two inputs, both mandatory, which need to be completed before the main editing options appear.

These two fields are from the country master data table, and after initial completion the blank version of the page will not be used again.

<table>
<thead>
<tr>
<th>Country : United Arab Emirates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data input language : English / French radio select</td>
</tr>
<tr>
<td>Customs Authority : Text input field</td>
</tr>
</tbody>
</table>

*Complete above country data to start editing your country’s AEO data*

When the “Save“ button is clicked both fields should be checked for completion. If both fields have data then the country master data table should be updated, and the “No data version” of the page displayed.

No data version
The two data elements now appear with edit links – see below for how edit links work.

Underneath the two data elements are the four AEO record types, with options start to starting inputting each.

To note, the AEO and CCP records are “one per country” so have an “input” option of the single record. The MRA and CMAA records are “several per country”, so have an “add” button, as several records can be added per country. Also further country A can add an MRA for countries A, B, C, so the MRA are shared across countries.

<table>
<thead>
<tr>
<th>Country : United Arab Emirates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data input language : French</td>
</tr>
</tbody>
</table>

*(When edit is clicked, a popup message says “To change this contact WCO administrators”)*
Full data version
As records are input, the “No data version” transforms into the “Full data version”.

There is now data for each of the four AEO record types, and more than one record for MRA / CMAA. Note the Parties field is a list of countries, so the record appears on the “Edit data records” page for each of the counties listed in “Parties”.

The diagram below is a schematic of the date to be presented, and the supplier is invited to suggest alternative formatting using icons etc.

The “view” options on this page should open the appropriate standard view record page / history page in a new tab to reduce navigation clicks when viewing several of the data records on this overview page. These “new tab” navigations though should not show the standard view record page navigation table, but instead show the “technical view” of the record being shown.

Country : United Arab Emirates
Data input language : French edit

Customs Authority : Department of Revenue and Custom edit

<table>
<thead>
<tr>
<th>AEO Programme</th>
<th>CCP Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Last published</td>
<td>Last published</td>
</tr>
<tr>
<td>Latest version</td>
<td>Latest version</td>
</tr>
<tr>
<td>Version history</td>
<td>Version history</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MRA</th>
<th>CMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRA #1 Title</td>
<td>CMAA #1 Title</td>
</tr>
<tr>
<td>Parties</td>
<td>Parties</td>
</tr>
</tbody>
</table>

As records are input, the “No data version” transforms into the “Full data version”.

There is now data for each of the four AEO record types, and more than one record for MRA / CMAA. Note the Parties field is a list of countries, so the record appears on the “Edit data records” page for each of the counties listed in “Parties”.

The diagram below is a schematic of the date to be presented, and the supplier is invited to suggest alternative formatting using icons etc.

The “view” options on this page should open the appropriate standard view record page / history page in a new tab to reduce navigation clicks when viewing several of the data records on this overview page. These “new tab” navigations though should not show the standard view record page navigation table, but instead show the “technical view” of the record being shown.

Country : United Arab Emirates
Data input language : French edit

Customs Authority : Department of Revenue and Custom edit

<table>
<thead>
<tr>
<th>AEO Programme</th>
<th>CCP Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Last published</td>
<td>Last published</td>
</tr>
<tr>
<td>Latest version</td>
<td>Latest version</td>
</tr>
<tr>
<td>Version history</td>
<td>Version history</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MRA</th>
<th>CMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRA #1 Title</td>
<td>CMAA #1 Title</td>
</tr>
<tr>
<td>Parties</td>
<td>Parties</td>
</tr>
</tbody>
</table>

As records are input, the “No data version” transforms into the “Full data version”.

There is now data for each of the four AEO record types, and more than one record for MRA / CMAA. Note the Parties field is a list of countries, so the record appears on the “Edit data records” page for each of the counties listed in “Parties”.

The diagram below is a schematic of the date to be presented, and the supplier is invited to suggest alternative formatting using icons etc.

The “view” options on this page should open the appropriate standard view record page / history page in a new tab to reduce navigation clicks when viewing several of the data records on this overview page. These “new tab” navigations though should not show the standard view record page navigation table, but instead show the “technical view” of the record being shown.

Country : United Arab Emirates
Data input language : French edit

Customs Authority : Department of Revenue and Custom edit

<table>
<thead>
<tr>
<th>AEO Programme</th>
<th>CCP Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Last published</td>
<td>Last published</td>
</tr>
<tr>
<td>Latest version</td>
<td>Latest version</td>
</tr>
<tr>
<td>Version history</td>
<td>Version history</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MRA</th>
<th>CMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRA #1 Title</td>
<td>CMAA #1 Title</td>
</tr>
<tr>
<td>Parties</td>
<td>Parties</td>
</tr>
</tbody>
</table>
**Body content for “History of versions” page**

This page is opened from the history view links on the “Edit data overview” page.

It should show a list of all the saved versions for the record requested.

The list page should show the “Title” of the record, and then a scrolling list of the versions, in reverse order, so most recent version first. The list should be paged with 50 items per page.

Columns of the table should be as follows:

<table>
<thead>
<tr>
<th>Version</th>
<th>Status</th>
<th>Create reason</th>
<th>By user</th>
<th>Of country</th>
<th>Timestamp</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>v1</td>
<td>Draft in preparation</td>
<td>Save user edits</td>
<td>Andy Clark</td>
<td>WCO</td>
<td>2021-02-03</td>
<td>View link to open record</td>
</tr>
</tbody>
</table>

The “view” link to open record should open the technical view page for the selected version of the record in a new tab.

**Body content for “Edit data record” page**

This is a technical editing page only available to users with roles ‘Country editor’ and ‘Admin’.

There are four record types, (AEO / CCP / MRA / CMAA), and each should have its own edit page.

The design of the page should be functional, as it is only used by the country editors / admins.

The layout of the page should roughly follow the layout of the view page.
The page labels should follow the user’s selection of EN / FR, but the record data that is edited should follow the “Data input language” of the country (see edit overview page).

The list of fields is outlined in the “Online AEO Compendium - Data Table” excel file. This includes details of the type of input required. The input format of the one level lists / two level lists is outlined below.

Records should be validated before updates are saved, and nothing persisted unless the entire record is validated.

There should be “cancel” and “save” options, with nothing persisted if the “cancel” option is selected.

When cancel / save is selected the technical view page should be shown, of the “latest version”, allowing an easy cycle of edit / save / edit / save etc.

One level list – User View / Edit format

The one level lists are a simple list of items to select from.

View format

The vertically stacked display format is best for clarity. Bullet points or other highlighting elements should be chosen to blend with the overall page design

This example of data is from a different project, so is only used to show the formatting.

Geographic coverage

- Global
- Regional
- National

Edit format

Editing the one level lists should be inline, and can use a simple multi-select box as follows.

Geographic coverage
Two level list – User View / Edit format

The two level lists actually have three levels of data, with the third level not being selectable, just extra information on the relevant second level item.

- Level 1 – category, that will consist of a few words
- Level 2 – short explanation as a 10 to 15 word reference summary
- Level 3 – optional extra information, can be zero or several items. Items can be a short paragraph.

An interface that is easy for editors to navigate is needed to multi-select any combination of level 2 items, both for editing the AEO records, and for creating search filters on the search page.

Embedding a checkbox multi-select editing interface of these 100 or so items, showing all the data including the longer level 2 explanations, is considered not a user friendly solution, so a more dynamic solution is required.

The development company is invited to suggest any interface they think will work well, with the following outline suggested as a starting point for any suggestions.

View format

The view format of the two benefits lists is shown below as an example of the style of presentation required.

The lists are not complete, but show all the main features that should be seen from the two level lists display.

Where the Qty of level 2 items selected is 0, the level 1 category is still listed with 0 of … shown for the “Qty of Total” part.

Note there may be no Level 3 items.

Example format:

<table>
<thead>
<tr>
<th>Level 1 category</th>
<th>Qty of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 – short explanation</td>
<td></td>
</tr>
<tr>
<td>o Level 3 – Extra information</td>
<td></td>
</tr>
<tr>
<td>o Level 3 – Extra information</td>
<td></td>
</tr>
</tbody>
</table>

Example with data:

<table>
<thead>
<tr>
<th>General benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measures to expedite cargo release, reduce time and lower cost</td>
</tr>
<tr>
<td>- Dedicated fast lanes at land borders</td>
</tr>
<tr>
<td>- Account-based processing</td>
</tr>
<tr>
<td>o Account-based processing rather than transaction-by-transaction clearance of accounts</td>
</tr>
<tr>
<td>Benefits under mutual recognition arrangements/agreements (MRAs)</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>• International AEO Status</td>
</tr>
<tr>
<td>o Recognition by other Customs administrations via MRAs as a low-risk trader in the Customs automated risking system, which may lead to fewer examinations</td>
</tr>
<tr>
<td>o Just things going better with less stress</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special measures relating to periods of trade disruption or elevated threat level</th>
</tr>
</thead>
</table>

Operator specific benefits

### Exporters

- Financial guarantee waivers, reductions or rebates
- Faster disbursal of drawback amount
- Faster processing of refunds and adjudications

### Importers

- Pre-arrival clearance
  - Notification of intention to release prior to goods' arrival i.e. pre-arrival clearance
- Pre-qualification simplified procedures:
  - Pre-qualification for simplified procedures, including possibilities for a single-step process (simultaneous release and clearance)
  - A two-step process (release followed by clearance) for release/clearance purposes, according to the importer’s preference
- Non-submission of supporting documents
  - Paperless declarations with no supporting documents

### Warehouse

- Faster warehouse approvals
  - Faster approval of new warehouses within a specified number of days after submission of complete documents or only by notification
- Waiver of solvency certificate requirement

### Edit Format

In edit mode, the user should initially see all level 1 categories with 0 of ... shown.

In the following example, again not all categories are shown. The ‡ symbol should be replaced with a pencil icon or other indicator to “click here to edit the list”

This interface could appear the same on the country edit and search filter page, at the discretion of the supplier.

Example with data:
General benefits

- Measures to expedite cargo release, reduce time and lower cost 0 of 23
- Benefits under mutual recognition arrangements/agreements(MRAs) 0 of 7
- Special measures relating to periods of trade disruption or elevated threat level 0 of 7

Operator specific benefits

- Exporters 0 of 10
- Importers 0 of 8
- Warehouse 0 of 5

Clicking the pencil icon of a level 1 category should show a popup to select items within the category.

In the example below, the level 1 text is shown as a title, with then check box options for the 5 level 2 options. The first 2 options are selected.

The user can select / deselect items, and then there should be some sort of “Done” icon or button. Note that this isn’t a save option, as items shouldn’t be persisted unless the full record is saved.

Warehouse

- Faster warehouse approvals
  - Faster approval of new warehouses within a specified number of days after submission of complete documents or only by notification
- Waiver of solvency certificate requirement
  - Waiver/reduction of financial security requirements:
    - Waiver/reduction of financial security and other related requirements for warehousing license
  - Extension of License & AEO Status Validity:
    - Extended validity of warehousing license
  - License auto renewal:
    - Automatic renewal of license

When the “Done” option is selected, the view display should be updated using javascript, so the list of items is correct, and the “X of Y” information is correct.

For editing AEO records, the data is only persisted when the full record is saved, so cancel will not persist any updates.

The font size / colour / attributes have been used in these example to add clarity to the data presentation. The development company is similarly requested to use font attributes for clarity of presentation, updating the font formats and formats to fit with the overall style of the OAC pages.
Body content for “Admin” page

The admin functions are only for limited use by the website administrators within the WCO, so the design should be functionally optimized, not requiring careful graphic presentation.

The admin page needs to access the following functions, though they don’t have to be on a single page, but could be accessed via links to sub-pages.

- **User accounts**
  - Add users
  - Manage existing users (roles, account enabled, user details for)

- **Master data**
  - Edit one and two level lists
  - Edit country list

- **Workflow menus**
  - Overview of records
  - Translation export options
  - Translation import options

- **Content**
  - Link to Edit data overview, should open in new tab, with no country selected
  - FAQ contents editing
  - Library contents editing
  - Download compendium document (one link for each of EN / FR)
    - An editable year field should be shown, that defaults to the current calendar year
    - Admins can edit this before exporting a file, so the 2021 compendium could still be exported in January 2022

- **Settings**
  - Currently there are no known settings
  - Some settings or other configurable values may be defined during the development

Design guidelines

Arial font should be used throughout the website unless otherwise specified.

The banner graphics should be technically implemented in such a way that they can be modified by replacing the graphics present in the resource file.

The image banner when implemented should have a rounded lower right corner.
A two panel overlay of the image is envisaged – see earlier example.

Colours should be selected from the WCO colour palette / secondary palette. The example homepage and about pages show the look and feel required from using this colour palette.

The supplier is invited to use their design skills to create a web site that servers as a shop window not only for the AEO Compendium, but also as a reference site for their own promotion.

<table>
<thead>
<tr>
<th>Primary colours</th>
</tr>
</thead>
<tbody>
<tr>
<td>The WCO Primary colours are:</td>
</tr>
<tr>
<td>WCO Blue, WCO Dark Grey, WCO Light Grey.</td>
</tr>
<tr>
<td><strong>WCO Blue</strong></td>
</tr>
<tr>
<td>PANTONE Process Blue C</td>
</tr>
<tr>
<td>CMYK 100/28/6/0</td>
</tr>
<tr>
<td>RGB 0/130/195</td>
</tr>
<tr>
<td>HEX # 0080c3</td>
</tr>
<tr>
<td><strong>WCO Dark Grey</strong></td>
</tr>
<tr>
<td>PANTONE Cool Grey 11C</td>
</tr>
<tr>
<td>CMYK 0/0/0/80</td>
</tr>
<tr>
<td>RGB 87/87/86</td>
</tr>
<tr>
<td>HEX # 575756</td>
</tr>
<tr>
<td><strong>WCO Light Grey</strong></td>
</tr>
<tr>
<td>PANTONE Cool Grey 2 C</td>
</tr>
<tr>
<td>CMYK 0/0/0/25</td>
</tr>
<tr>
<td>RGB 208/208/208</td>
</tr>
<tr>
<td>HEX # d0d0d0</td>
</tr>
</tbody>
</table>
**Secondary colours**

The WCO secondary colours are: WCO Bright Blue, WCO Turquoise, WCO Dark Blue, WCO Red, WCO Purple, WCO Orange, WCO Blue Grey.

- **WCO Bright Blue**
  - PANTONE 306 C
  - CMYK 100/0/0/0
  - RGB 0/159/227
  - HEX #009fa3

- **WCO Turquoise**
  - PANTONE 3275
  - CMYK 95/0/61/0
  - RGB 0/159/146
  - HEX #009e92

- **WCO Dark Blue**
  - PANTONE 2935 C
  - CMYK 100/62/0/0
  - RGB 0/90/167
  - HEX #005aa7

- **WCO Red**
  - PANTONE Red 032 C
  - CMYK 0/88/67/0
  - RGB 232/57/68
  - HEX #e83944

- **WCO Purple**
  - PANTONE 2405 C
  - CMYK 38/96/0/0
  - RGB 170/37/133
  - HEX #aa2585

- **WCO Orange**
  - PANTONE Bright Orange C
  - CMYK 0/72/100/0
  - RGB 235/98/9
  - HEX #eb6209

- **WCO Blue Grey**
  - PANTONE 543 C
  - CMYK 40/13/5/0
  - RGB 164/199/227
  - HEX #a4c7e3

Please note that the Pantone colours are not converted identically. The CMYK and RGB values are either adjusted, or different.

**Gradient colours**

WCO uses colour gradients to differentiate visually the three levels of brand architecture: masterbrand - level 0, sub-brands level 1 and sub-brands level 2.

![Gradient colours diagram](image-url)
The WCO logo should be prominent in the banner – a logo pack will be provided.

Sub-branding of the logo should be as follows.

\[\text{Simple Sub-branding} \quad \text{WCO} \quad \text{VALUATION Revenue}\]

**Colours**

- **WCO** → **WCO Blue**
- **SACU CONNECT Organiz.** → **WCO Bright Blue**
- → **WCO Turquoise**