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DIRECTORATE-GENERAL FOR INTERNAL MARKET, INDUSTRY, ENTREPRENEURSHIP AND SMES
G.4 – Data and Knowledge for Policy, Business and People

Single Market Obstacles Tools

User manual

Version 1.0

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1. CONTEXT

1.1. SDG Regulation

The Single Market Obstacles Tool (SMOT) is a tool created under the Single Digital Gateway's (SDG) Regulation to collect data on Single Market obstacles from citizens and businesses anonymously. The tool has been gradually rolled-out since the Regulation entered into force on 12 December 2020.

The regulation sets out the requirements under Article 26[1]:

(a) provide users of the gateway with a user-friendly tool to signal and give feedback anonymously on any obstacles encountered by them in exercising their internal market rights;
(b) collect aggregated information from the assistance and problem-solving services that form part of the gateway about the subject matter of requests and responses.

The Commission, the competent authorities and the national coordinators are given direct access to the feedback collected by the users. This way, the Member States and the Commission analyse and investigate the problems raised by users and address them, wherever possible, by appropriate means.

The Regulation also foresees the publication, in an anonymised form, of online summary overviews of the problems emerging from the information collected.[3] Since 2022, the Commission submits to the European Parliament and to the Council a biannual assessment report[4] on the functioning of the Single Digital Gateway and on the functioning of the internal market based on the statistics and feedback collected.

[1] Article 26 REGULATION (EU) 2018/1724 'Reporting on the functioning of the internal market'

[3] Article 27 REGULATION (EU) 2018/1724 'Online summary overviews'

[4] Article 36 REGULATION (EU) 2018/1724 'Reporting and review'

1.2. Objectives

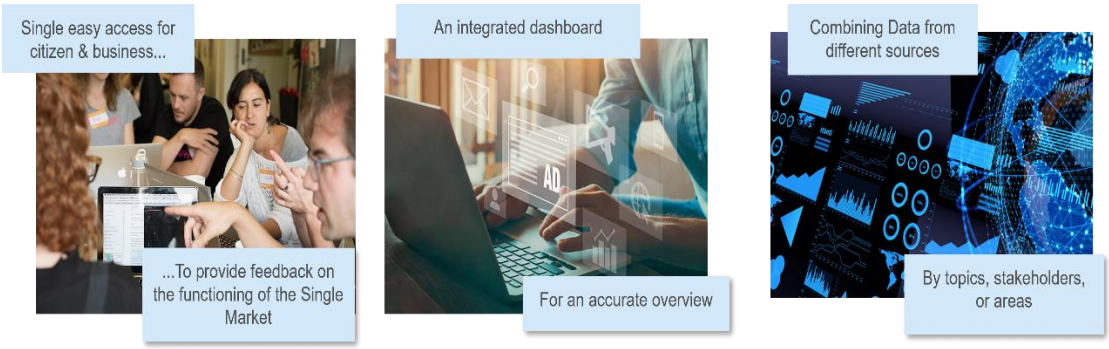
SMOT subscribes to the user-centric and collaborative approach of the Single Digital Gateway as well as to its the general objectives of bringing information, assistance and feedback on the single market under one digital umbrella and streamlining support and feedback mechanisms available to the public.

The Single Market encompasses a variety of topics managed by various Commission services, plus public and private stakeholders outside the institutions. Where existing information collection and reporting mechanisms are in place, the SMOT aims to tap into the data to complete the picture of the Internal Market.

Value is created by grouping data from the various sources, combining them through common data models, defining relevant indicators, visualising information and provide input for customized reporting. This information is made accessible to stakeholders who can interpret the feedback and act on the most pressing matters.

Since SMOT collects case data supplied in an anonymous way, the aim is to collect and analyse cases as an aggregate, for policy purposes. SMOT is focused on overall trends and patterns in the overall cases, whereas assistance services tackle individual problems. It is due to this approach that SMOT data has also been combined with databases of various support services, in order to further enlarge its data.

The main goals are to create an insight in the most pressing challenges in the internal market and contribute to data-driven policy.

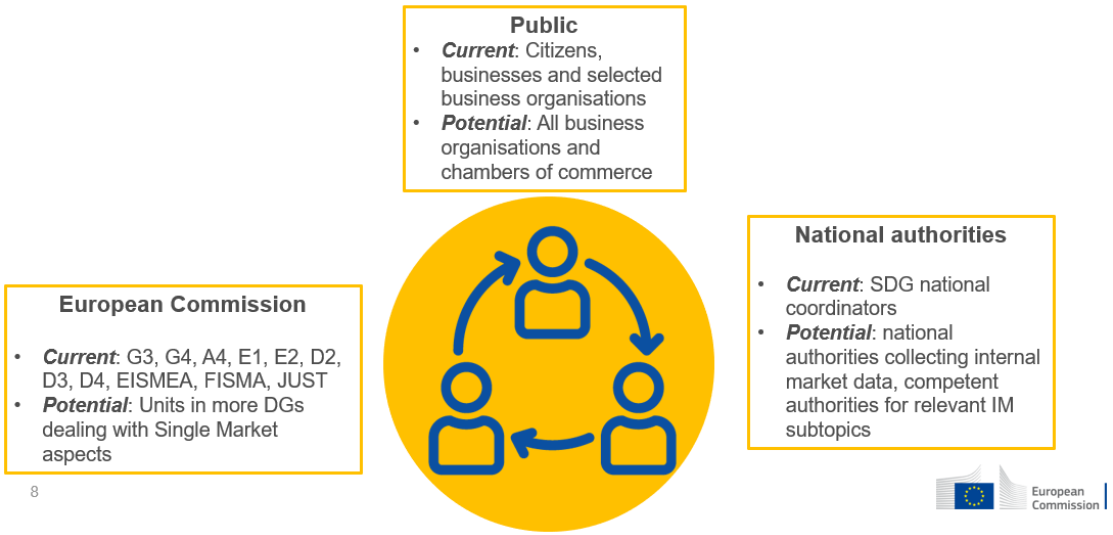


1.3. Stakeholder involvement

For the collection of data, SMOT mostly relies on the input from individual citizens and businesses directly in the [web site under Your Europe]. The tool is referred to as "FOSMO" (Feedback On Single Market Obstacles) in the public facing portal, while SMOT (Single Market Obstacles Tool) is used to refer to the overall tool (both front-end and back-end).

The input from individual citizens and businesses is complemented with aggregate input from business organisations, on behalf of their membership and contacts. The interest from both internal and external stakeholders, demonstrates the demand for a solution such as SMOT. Reasons for this are the dispersal of information over a large variety of sources, the lack of data integration and common categorisation, the limited investment in data visualisation, and the lack of a standardised reporting format.

The aforementioned interest in SMOT and its nature, has led to exploring the integration of other existing data sources on Single Market obstacles. The integration enables a better understanding, providing more value, synergies, and covering information gaps. The results of a data inventory exercise carried out in 2021 identified current and potential stakeholders as shown in the figure below.



1.4. Link with the other tools

SMOT is embedded in the SDG management tool (aka SDG Dashboard). Integration with the SDG, allows to construct dashboards online, based on data from multiple sources, and can be made accessible and customised to a variety of users.

SMOT could be further developed into a single reporting overview for virtually all Single market related feedback through:

- Integration of data intake from SMOT with other case reporting tools inside the Commission;
- Tap into existing databases managed by other Directorates-General and Services;
- Expand the data intake to other data collecting partners, public and private, citizen or businesses;
- Enlarge the dataset to include qualitative assessments of reported obstacles;
- Use of technologies such as Artificial Intelligence to identify patterns;
- Provide interactive visualisations and reporting to various stakeholders.

Though the data collection process is mostly a technical matter, the definition of the indicators and the reporting format are not. The nature and number of indicators are not specified in the SDG Regulation. The tool relies heavily on the input and collaboration with stakeholders to create value.

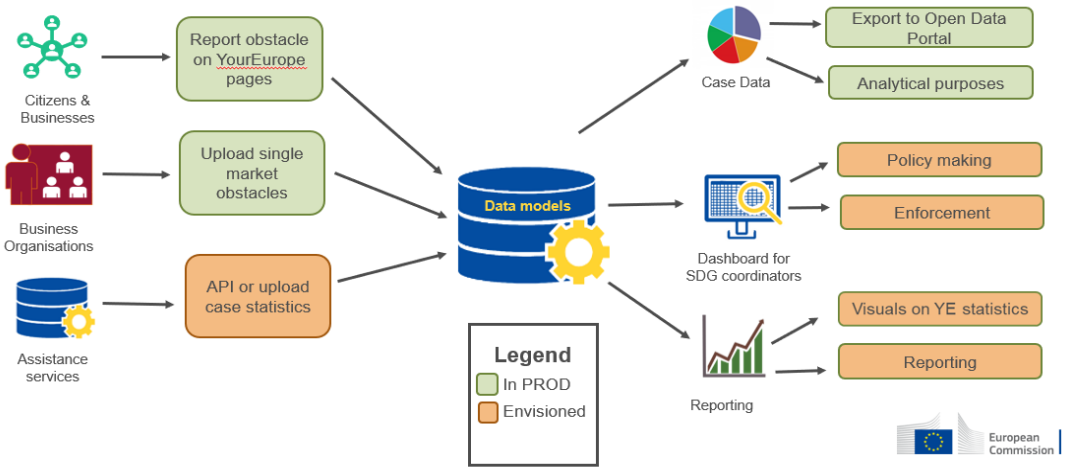
Assistance services such as Your Europe Advice (YEA), SOLVIT and Enterprise Europe Network (EEN) agreed to partner with the SDG to promote their services and make their case data accessible through SMOT's reporting. The addition of their data into the already existing data and making better use of them can provide valuable insights.

The Single Market Enforcement Taskforce aims to facilitate the smooth functioning of the Single Market, noticeably by identifying barriers and implementing solutions in the Single Market. It does so by engaging the competent national authorities based on evidence of perceived obstacles in particular policy areas. It is thus essential to strengthen the usage of SMOT.

1.5. Design and technical implementation

The legal requirements of the SDG and the need for data integration and reporting on the Internal Market have been gradually put in practice since the Regulation entered into force at the end of 2020.

The figure below shows the current state of implementation. The green parts represent what is currently available, the orange parts are under development.



In the first 2 years implementation the data received through direct user input were compared with data received through the Entreprise Europe Network (EEN). Based on the analysis and discussions with the business community, a new common categorisation system for business obstacles was developed and implemented since June 2023.

Since September 2023, a new module in the SDG management tool is operational that allows to capture data from business organisations directly in the system based on the same new business data model. Business organisations and EEN members are gradually registering in the system and entering their input. Specific guidance for external organisations is provided in the Single Market Obstacles Tool (SMOT) user guide for business organisations available at the SDG's technical specifications section.

Another step in the further development is to integrate data in SMOT from existing internal sources that often provide high quality data filtered by persons with specific expertise and that are currently not sufficiently exploited for policy purposes.

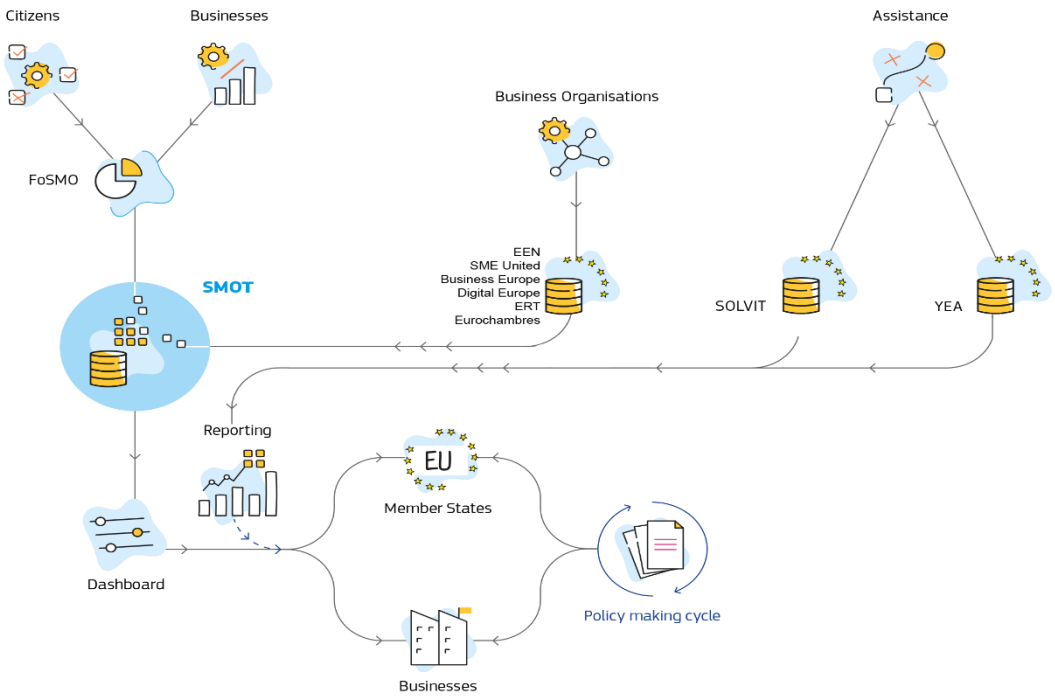
2. THE DATA COLLECTION PROCESS

2.1. Basic principles

Data are collected in three ways:

(1) Web-form based data collection - Individual citizens and businesses submit obstacles directly on the feedback on obstacles page;
(2) Data provided by external partners - External organisations share data they collect on Single Market obstacles, with the possibility of providing it as aggregate data;
(3) Linking of data sources - Internal Market assistance and problem-solving services share data they collect in their daily operations.

All case data is displayed in an anonymised way. It is not possible to trace back cases to individuals or companies.

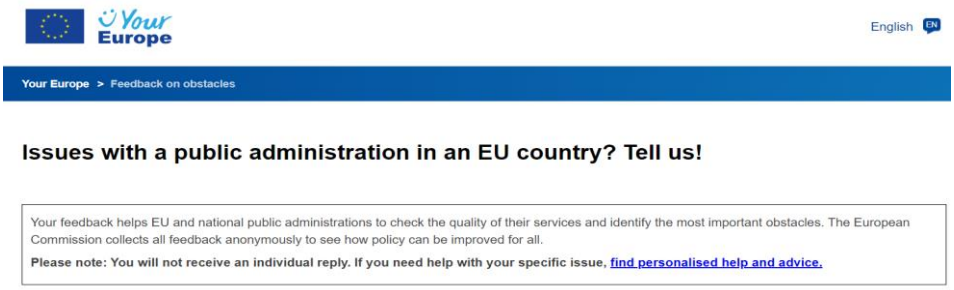


2.1.1. *Web-form based data collection*

Citizens and businesses can report any obstacle encountered in the Single Market directly through a designated page on the Your Europe portal by clicking the 'report an obstacle' option in the top horizontal menu bar.

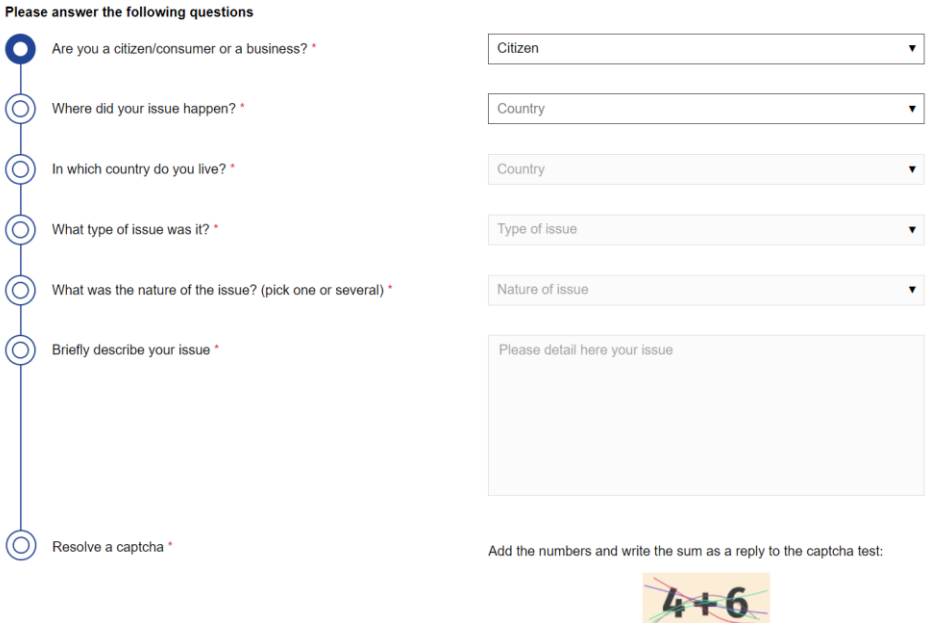
The system captures the data. The users do not have access to the technical system and are unaware of any details of the data collection and analysis process, other than general publications made on single market obstacles.

A data intake form opens, containing the required and optional data fields as well as a captcha-based spam filter. A guidance text explains the context and purpose of the tool. The text also contains a referral to the assistance services for requests for immediate support.



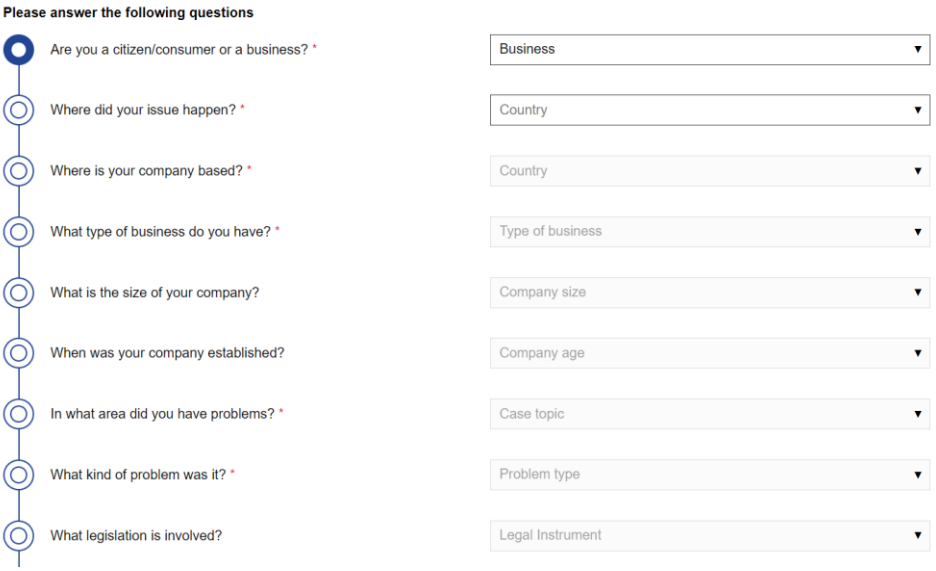
The intake form is dynamic; the content depends on whether the case is filed by a citizen or a business. The form is based on selection fields from pre-defined options, complemented with a text field describing the problem.

Citizens are asked to provide data on their country of origin, the country where they encountered the obstacle, and information on the type and nature of the issue. The obstacle categorisation is specific to citizens and the categories are described in Annex I of the SDG Regulation.



Businesses are presented with a more elaborate form that contains both extra mandatory (indicated with a red asterisk) and optional fields.

The obstacle categorisation is bases on 3 layers and is specific to business. The categories are described in the data model in 32. The data model is developed based on the topics defined in Annex I of the SDG Regulation.



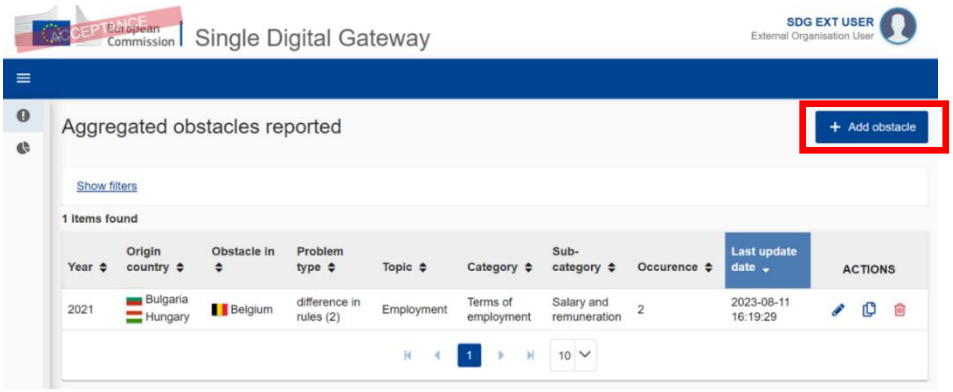
2.1.2. Data provided by external partners

External partners can supply the data they have collected on internal market obstacles directly in the technical system through a module that has been specifically designed for this purpose. In the current set-up only business organisations are making use of the system, specific guidance for external organisations is provided in the Single Market Obstacles Tool (SMOT) user guide for business organisations available at the SDG's technical specifications section.

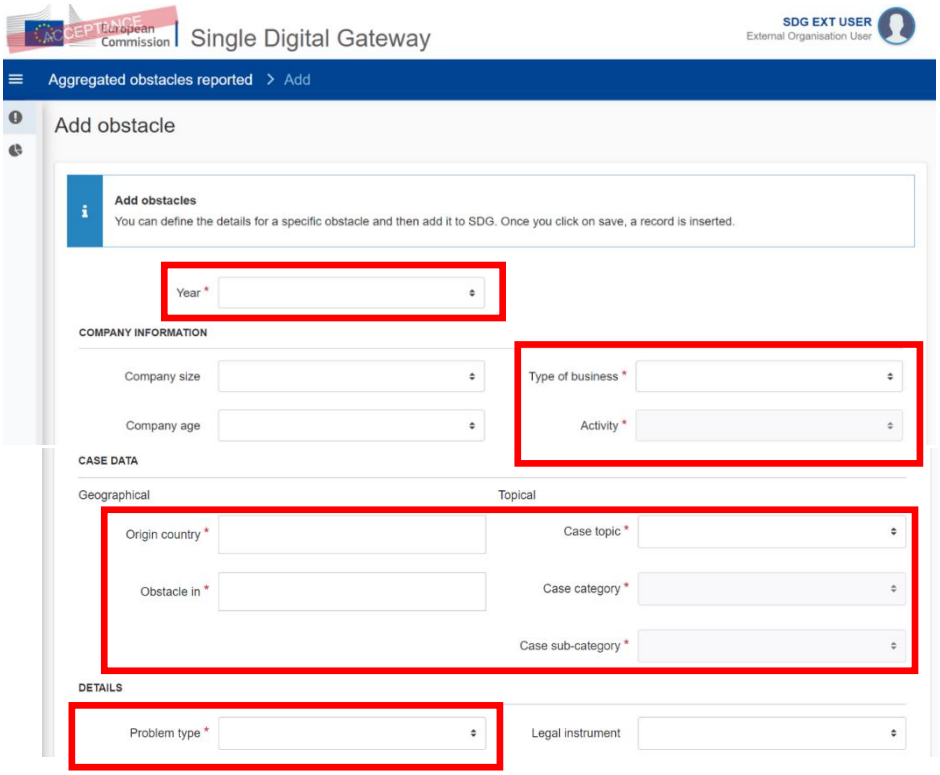
The external partners have access to the technical system to upload and manage the data they supply and share their data with other organisations in the dashboard. They are aware of the details of the data collection and analysis process.

2.1.2.1. Reporting new obstacles

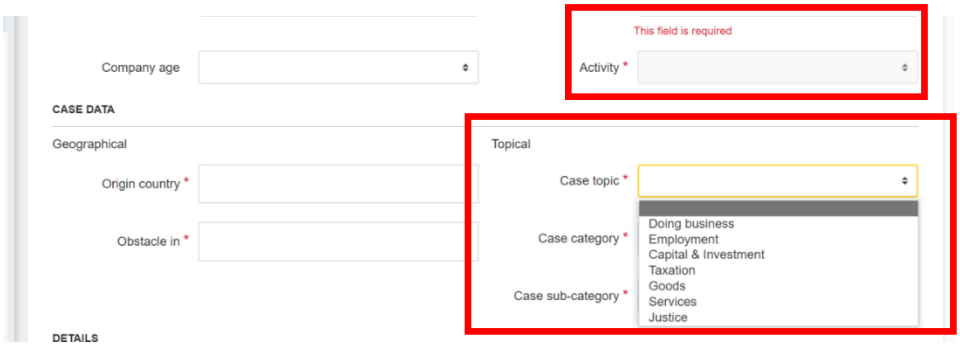
Within the obstacles page, in the top-right of the screen, a blue button "Add obstacles" appears. Clicking on this button opens the data intake form.



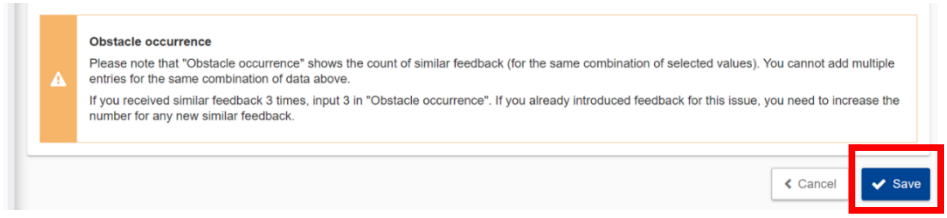
Although it is beneficial to provide as much information as possible, users can submit reports as long as the compulsory data fields indicated by a red asterisk (*) are completed.



For each of the data fields, the user can select from a list of pre-defined options. The options are described in detail in the data model (Annex III).



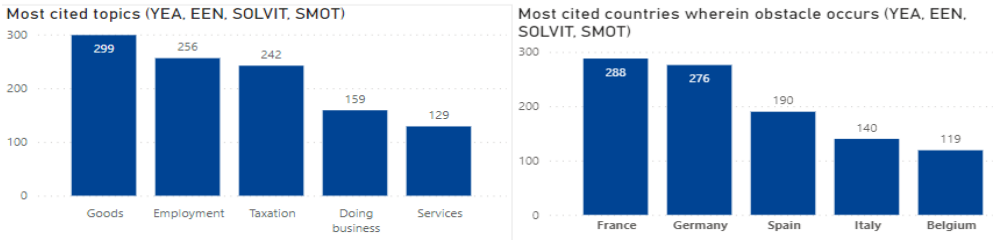
Input is submitted by pressing the blue “Save” button.



2.1.3. Linking of data sources

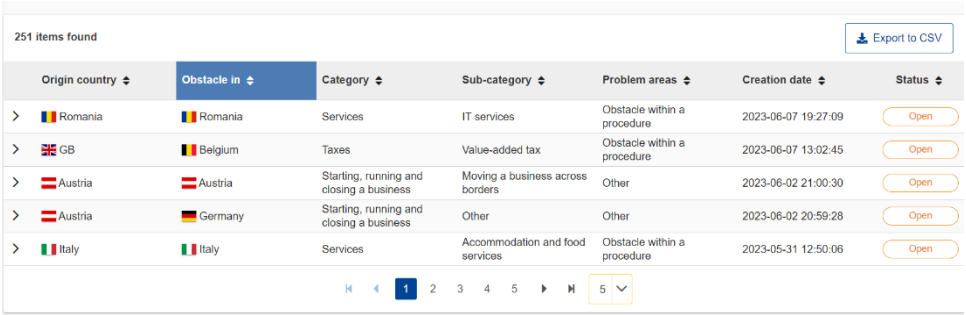
SMOT aims to harness data on obstacles from different channels. Reporting mechanisms have been setup to use different data pools and exports from different sources.

Linking these sources is still under development and currently not visible in the technical system. Below are some basic samples that give an impression of the added value of adding data from different sources.



2.2. Data within the SMOT back office

The data view shows a line-per-line overview of the individual cases in full detail. The data can be filtered on the data fields of the intake form. The user can also change the number of obstacles shown per page and scroll through the pages using the fields at the bottom of the screen.



The data view depends on the user role: National coordinators and external organisation users access the system through different data screens.

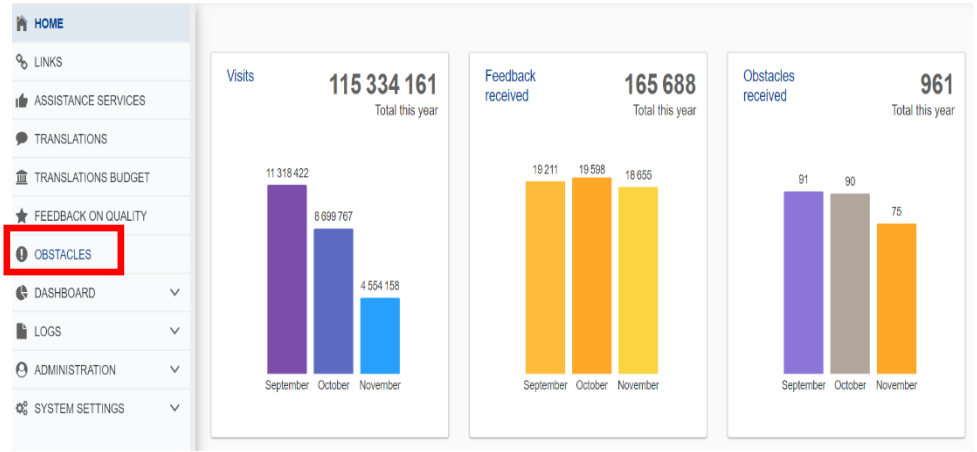
The reason is that user rights in the technical system also govern access to other SDG modules than SMOT while external organisations only contribute to specific data pools in the SMOT. A business organisation would only be interested in business data, while national coordinators would be interested in both citizen and business data.

There are differences in functionality of the data view between normal users and external organisations. Business organisations can submit obstacles that are similar on the compulsory data fields grouped/aggregated, by indicating the number of occurrences. The latter is not possible for the standard user.

There is also a difference in the action buttons. As normal users are involved in policy-making, their interest is in assessing the relevance of the reported obstacles. Business users supplying the data are concerned with the accuracy of the data and the efficiency of the submission process.

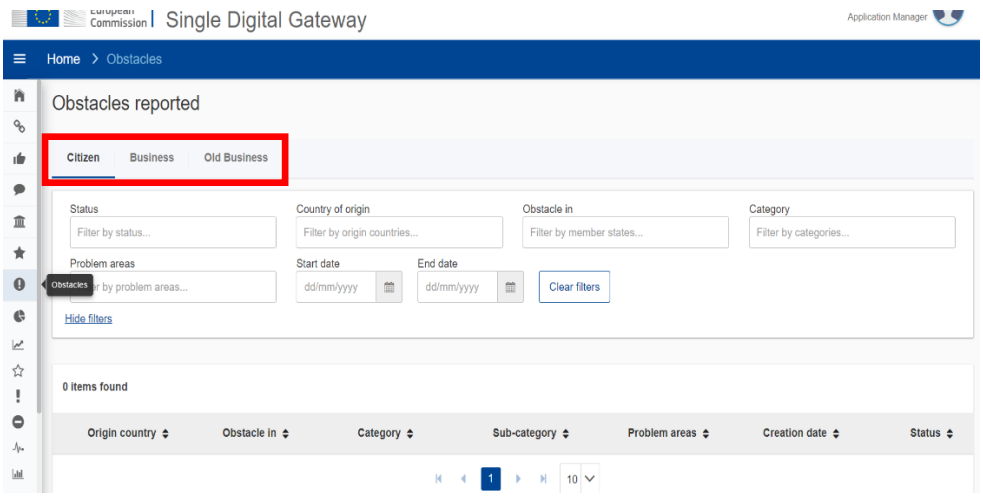
Currently the external organisations module captures data from business organisations only. However, the technical solution can be re-used in the future for other types of organisations as well.

2.2.1. *Access data view*



For national coordinators, the data screen is shown after clicking on the exclamation mark button in left menu. When hovering the cursor over the button the tooltip “obstacles” appears. For external organisation users, the data screen is immediately accessible after login.

The user can select from 2 data pools: citizens and business. These are the data supplied by the users through the Your Europe web form. Please note that the business data are split between data supplied prior to 1 June 2023 (“old business”) and the data supplied according to the new harmonised data model.



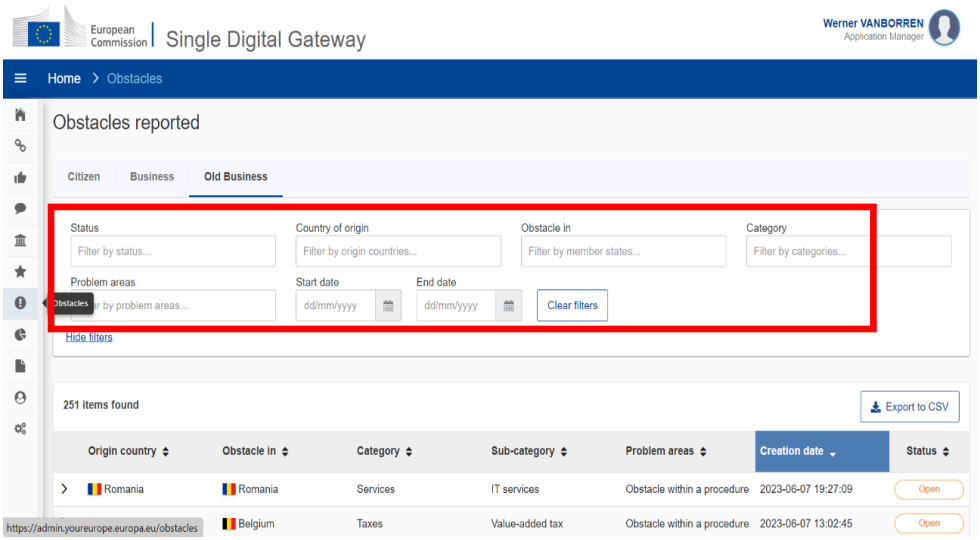
2.2.2. *Filtering data view*

For citizens, the reported obstacles can be filtered on the country the reporting originates from (“country of origin”), the country where the obstacle occurred (“obstacle in”) and the nature of the obstacle (“category”)[5]

[5] Annex I ‘Information areas related to citizens’ REGULATION (EU) 2018/1724, categories A to I

as well as the reason for the obstacle ("problem area")[6] according to pre-defined options.

The old business categorisation follows the same approach, the only difference being that the pre-defined list for the nature of the obstacle ("category") is business specific[7].



The new business categorisation is based on a new harmonised data model shown in annex III.

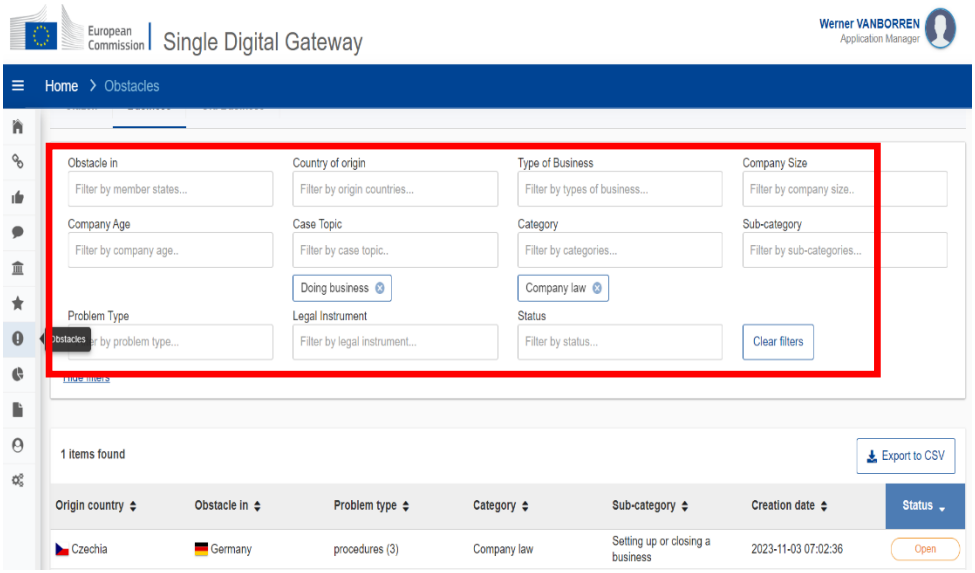
Additional filters are made available on the "type of business" (production or service company), "company size" (in number of employees) and "company age". In addition, the pre-defined topical list now contains a 3-level categorisation (case topic, category and sub-category)[8] and the previous "problem area" category is replaced by the fields "problem type" and "legal instrument"[9].

[6] The problem areas are: 'no information on the applicable rules, discriminatory rules, unclear or contradicting rules, incorrect application of EU rules, obstacle within a procedure.

[7] Annex I 'Areas of information related to businesses' REGULATION (EU) 2018/1724, categories J to Q

[8] The category and sub-category fields are dynamically activated upon selecting a topic and category respectively.

[9] This allows to disentangle the root cause of the problem and the legal environment.



In all cases the national coordinator can select the status. Case data can also be filtered on the set status.

For external organisations, the obstacles page provides a listing of the obstacles declared by your organisation. It offers a line-by-line list of the obstacles with the full detail contained in the data intake form. The information can be filtered and/or sorted based on the non-free text data fields and the date of reporting. The filters for the data are the same as described for the new business categorisation for national coordinators.

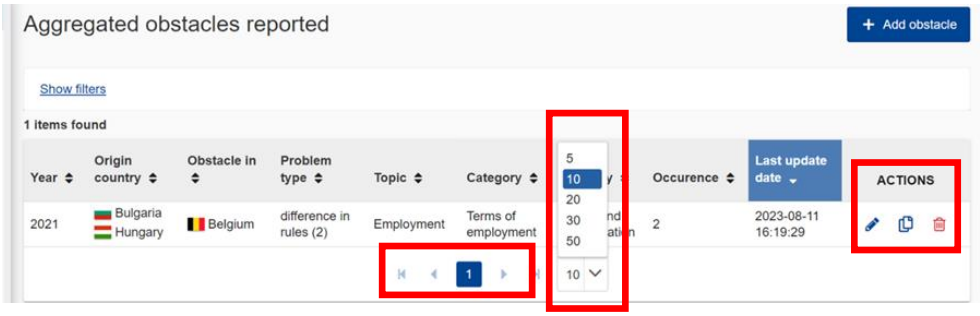
2.2.3. Edit, copy and delete existing obstacles

For business organisations, the three actions buttons available on the right-hand side of each item in the obstacles page are “Edit”, “Copy” and “Delete”.

“Edit” allows the user to make changes to previously created obstacles. This is useful to make changes to some data fields after initial submission, namely those about categorisation, or the number of occurrences of the obstacle in question.

“Copy” allows the user to quickly create a new obstacle that is similar to one already reported, by creating a copy that can then easily be edited with any needed changes. Such reduces the number of manual input in the submission process.

“Delete” completely erases the reported obstacle, and it cannot be restored.



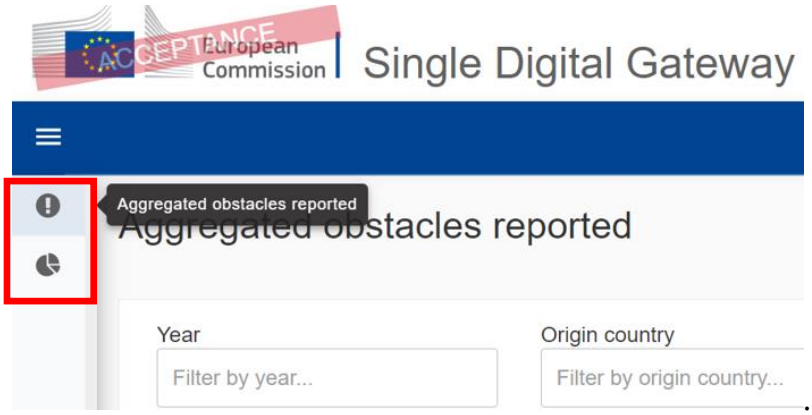
Each organisation's user has access to the full details of the obstacles reported by their own organisation, but not to the data provided by other organisations.

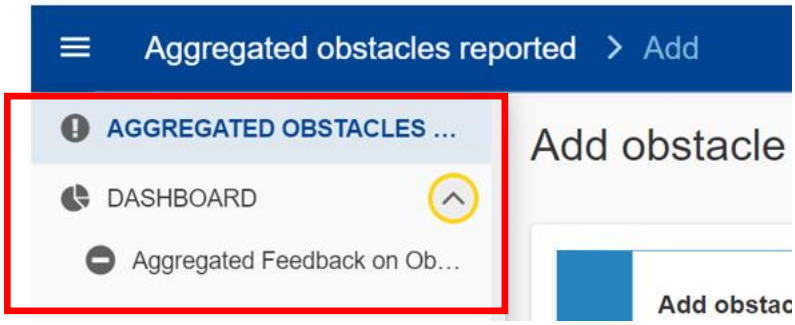
3. THE DASHBOARD

The functionality of the dashboard are silar for standard users and external organisations. The main differences are illustrated below showing the case of a business organisation and the case of an application manager.

3.1. External organisation users

By pressing the icons on the left-hand menu, users can toggle between the obstacles page and the dashboard page.

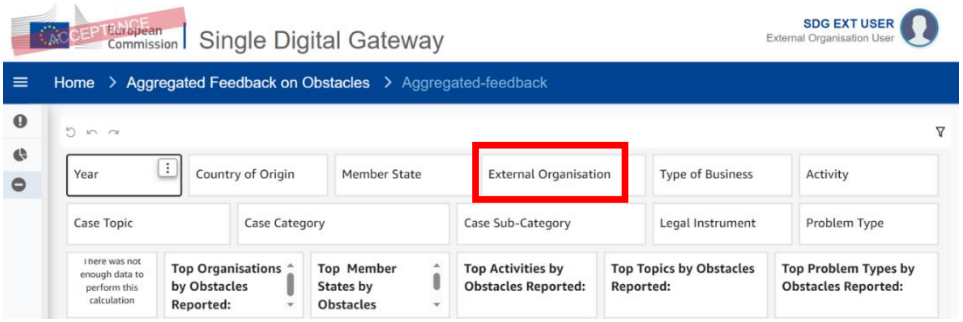




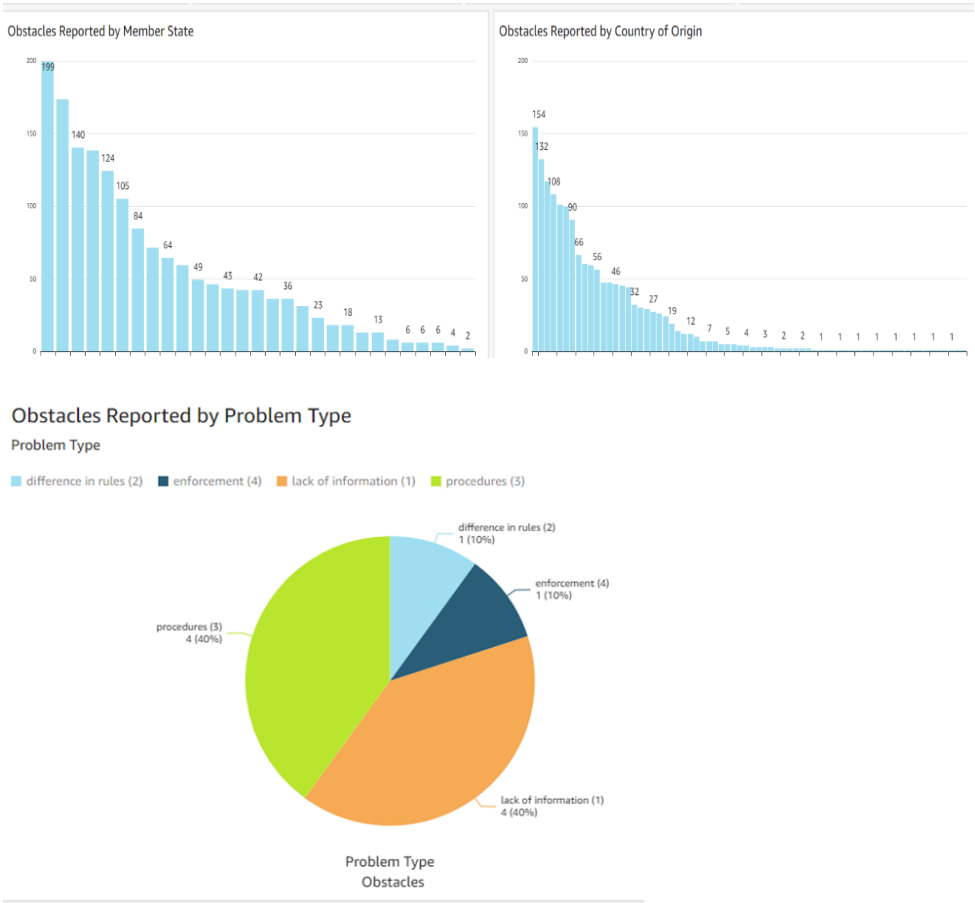
The dashboard gives access to aggregated data reported not only by their own organisation, but also by other business organisations. Nonetheless, users can still filter for different data groupings: own organisation, a selection of other organisations, or all organisations combined.

In this page, instead of the list type view of the [obstacles page], users have:

- Data aggregated across the structured fields of the data model ([Annex III]), excluding the free text information in the problem description and the suggested solution;



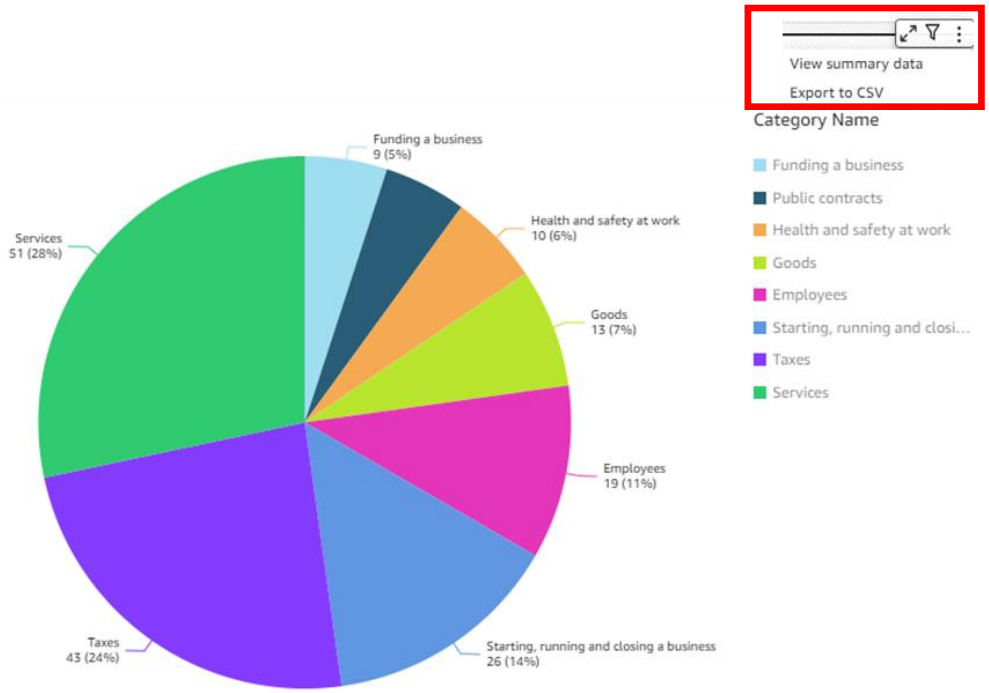
- Information presented in pre-prepared charts and indicators, on the basis of the selection in the filters;



- Possibility to export the data. Can be particularly useful for further processing the data table at the bottom of the page.

Originating Country	Member State	Company Age	Company Size	Type of Business	Activity	Topic	
Belgium	France	> 1 to 3 years	< 10 employees	Services	Wholesale and retail trade	Services	Professional services
Finland	Luxembourg	> 10 years	10 to 49 employees	Services	Wholesale and retail trade	Taxation	VAT
France	Germany	> 10 years	< 10 employees	Production	Machinery and equipment	Taxation	VAT
France	Netherlands	up to 1 year	< 10 employees	Services	IT and information services	Taxation	VAT
Germany	Austria	> 3 to 5 years	250 employees and more	Services	IT and information services	Doing business	Finance
Germany	Germany	> 5 to 10 years	< 10 employees	Services	Wholesale and retail trade	Taxation	VAT
Greece	Greece	up to 1 year	< 10 employees	Services	Travel and tourism	Capital & Investment	Specific rules on cross-border ca
Malta	Germany	> 5 to 10 years	< 10 employees	Services	Travel and tourism	Taxation	VAT
Romania	Spain	up to 1 year	< 10 employees	Services	IT and information services	Goods	Product requirements
Spain	Spain	> 5 to 10 years	< 10 employees	Services	Travel and tourism	Capital & Investment	Specific rules on cross-border ca

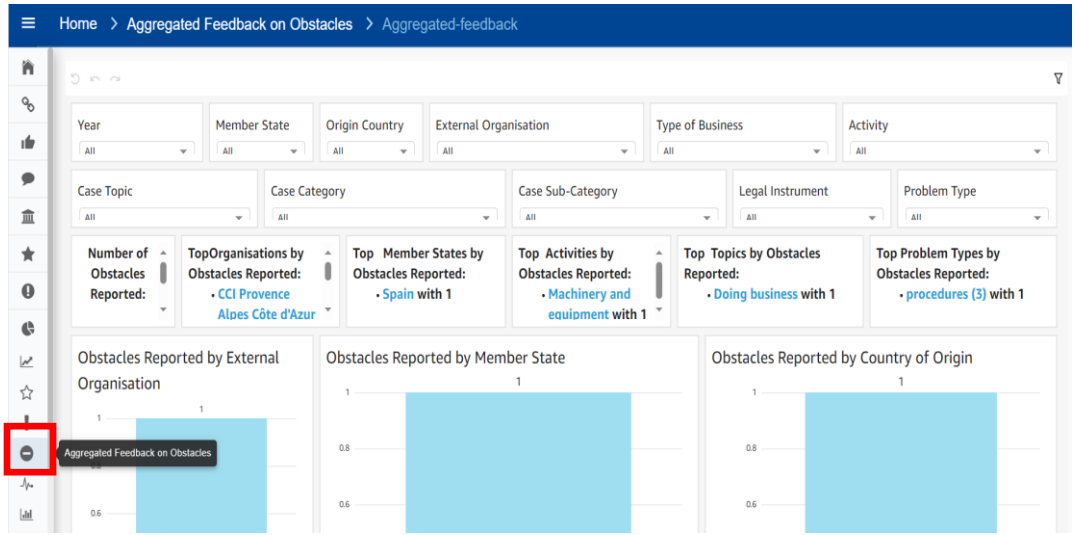
The data can be exported by clicking on the menu in the top right corner of each chart or table ("Export to [CSV/Excel]" option). The menu also allows to increase the size of the infographic itself ("Maximize" option), change the data filters ("Applied filters" option) and view the underlying data in table format ("View summary data" option).



In the next update of the dashboard, it is intended to give external organisations access to the data supplied from other sources as well, in so far as they are relevant. This applies, for example, to the data supplied by businesses through the Your Europe web form for the business organisations.

3.2. Other users

The user gains access to the dashboard page by pressing the icon "aggregated feedback on obstacles" in the left-hand menu.



The dashboard gives access to aggregated data reported not only by their own country, but also to all the data supplied for other countries, by other business organisations or sourced from other databases. Users can filter and group the data on (a combination of) a selection of data sources and suppliers.

Data can be aggregated across the structured fields of the data model (Annex III), excluding the free text information in the problem description and the suggested solution.

The same functionalities apply to the visualisation and export functions as described for the external organisations.

4. USER ACCESS AND TECHNICAL FUNCTIONALITIES

4.1. Procedure for getting access

Access to the system is granted upon request. Interested parties can submit their request to GROW-SINGLE-DIGITAL-GATEWAY@ec.europa.eu mentioning in the subject heading "Request for registration in SMOT".

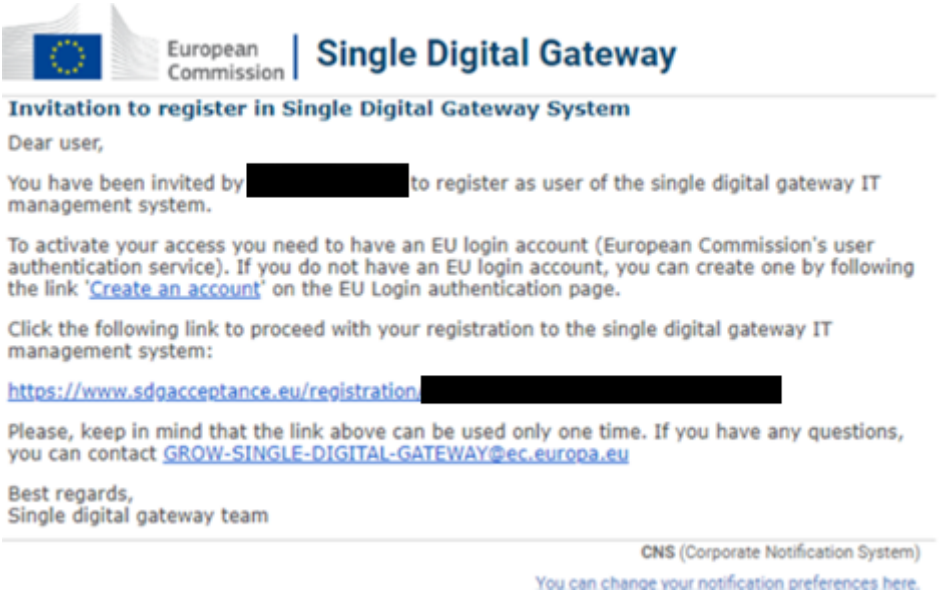
Except for the initial registration on external organisations, wherein contact with the team is required. If an organisation wishes to join SMOT, they should email GROW-SINGLE-DIGITAL-GATEWAY@ec.europa.eu mentioning in the subject heading "Business organisation interest in onboarding in SMOT". Before such contact, consider how the organisation should be onboarded according to the explanation under Annex I. GROW, as SMOT application manager, will provide a form for onboarding (see Form for onboarding) to be completed, asking for the name of the organisation, and the name and contact details of the users that need to be given access to system.

In all cases, the email addresses provided in the contact details need to be associated with EU Login accounts. The procedure to create an EU Login account is available in the EU Login User Guide, available at the EU Login Help page.

Upon receipt of the request, or, in case of an external organisation, upon receipt of the completed form for onboarding, the SMOT application manager proceeds with the registration of the contacts in the system and assigns the user the appropriate role defining the access right to the system.

Following the **Error! Reference source not found.** to access SMOT, the user will receive an invitation by email to register in the Single Digital Gateway (SDG).

Click on the link within the body of the email, or copy and paste the link to a new window in an internet browser.



European Commission | Single Digital Gateway

Invitation to register in Single Digital Gateway System

Dear user,

You have been invited by [redacted] to register as user of the single digital gateway IT management system.

To activate your access you need to have an EU login account (European Commission's user authentication service). If you do not have an EU login account, you can create one by following the link 'Create an account' on the EU Login authentication page.

Click the following link to proceed with your registration to the single digital gateway IT management system:

https://www.sdgacceptance.eu/registration [redacted]

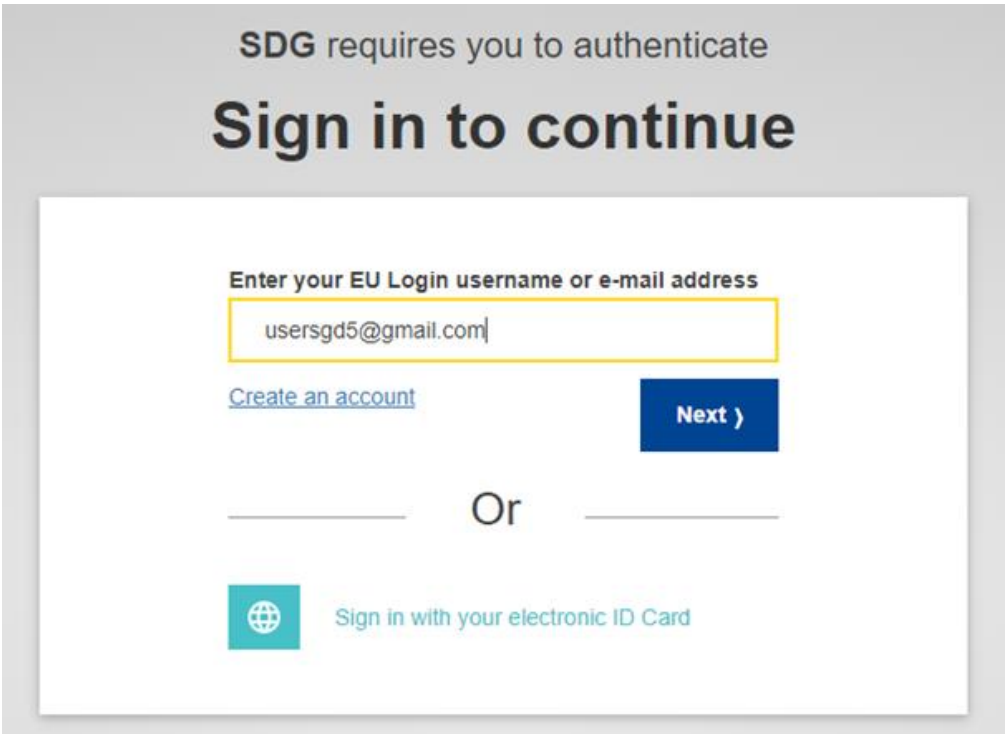
Please, keep in mind that the link above can be used only one time. If you have any questions, you can contact GROW-SINGLE-DIGITAL-GATEWAY@ec.europa.eu

Best regards,
Single digital gateway team

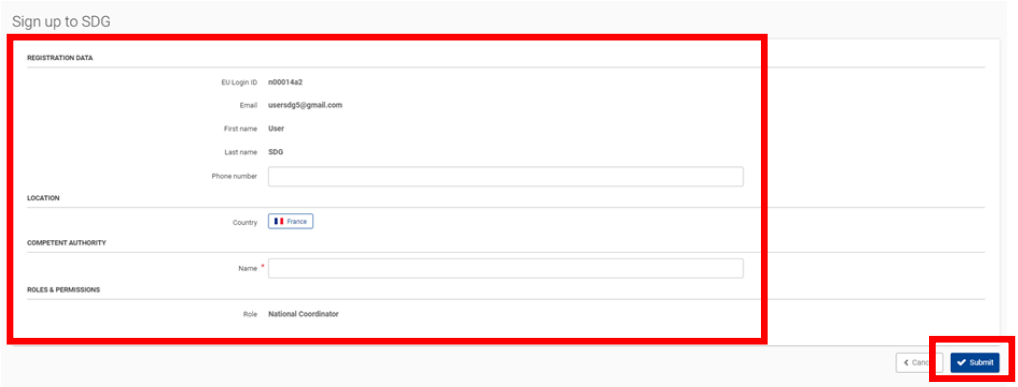
CNS (Corporate Notification System)

You can change your notification preferences here.

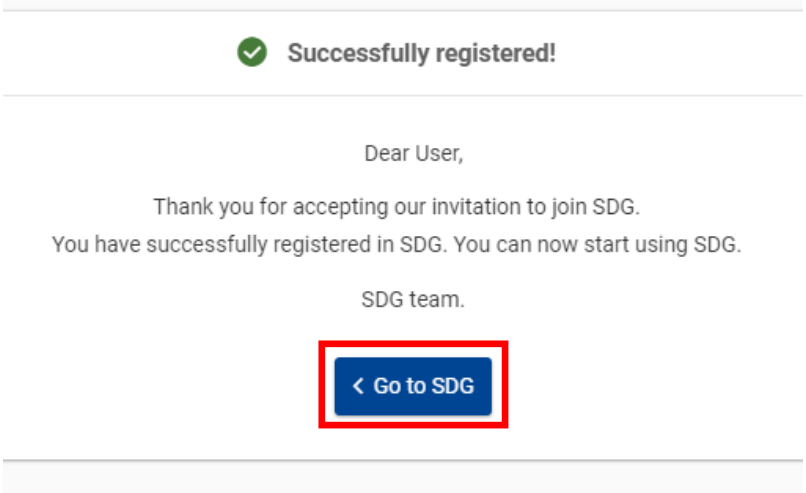
Login to EU Login. It is recommended to login to EU Login via email and password, instead of the alternative methods, like the electronic ID card. If you register using a different method, you will need to continue using the same login method.



Enter your information in the SDG signup page, then press “Submit”.



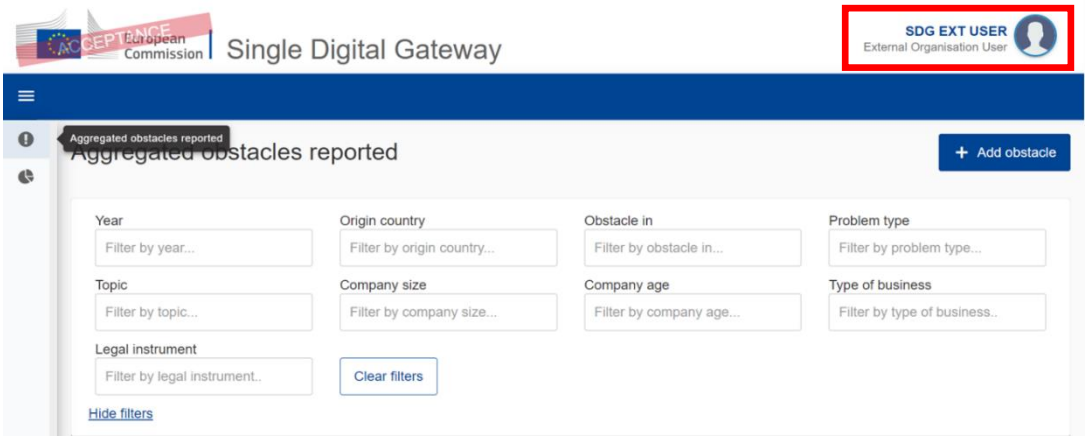
Following the submission, there should be a confirmation page. Press “Go to SDG” to complete the registration.



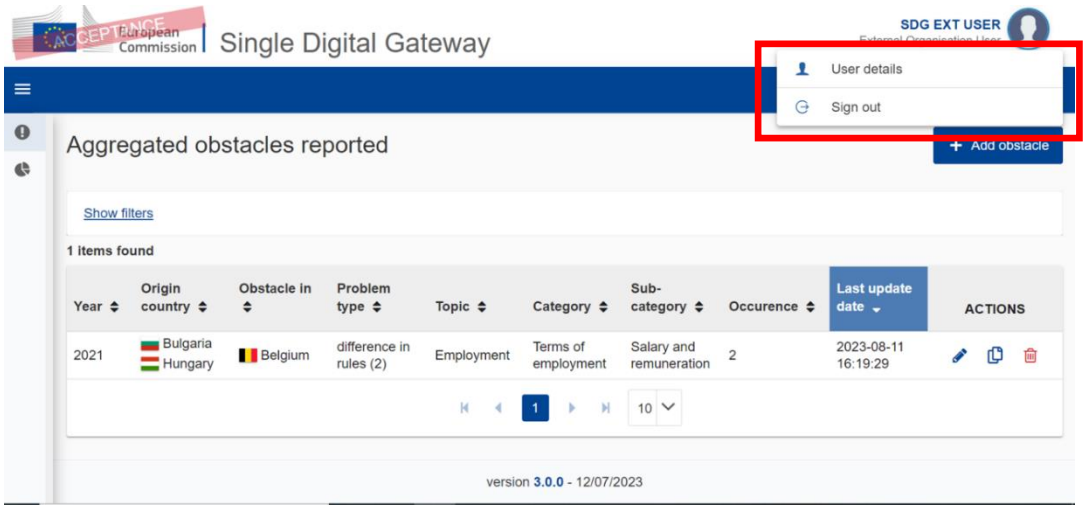
SMOT is accessible through a direct web link.

4.2. User profile

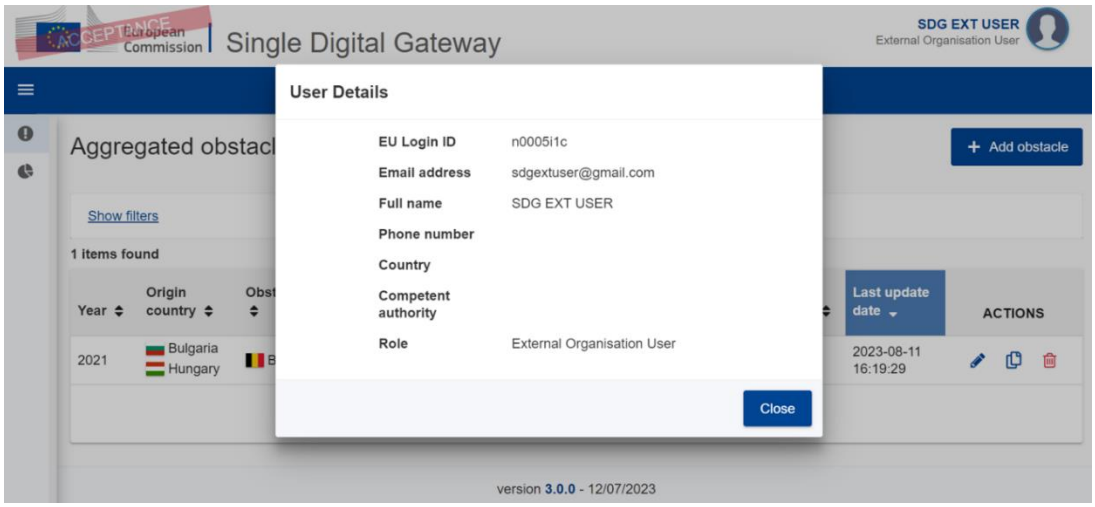
The user profile is visible on the top right of the screen. It shows the name of the user (blue text) and the user role, here defined as “External Organisation User” for business organisations.



By clicking on the profile picture, users can find the details of their profile as maintained in the user register. This is also the menu for signing out.



The user details show the EU login ID and summarise the information provided for the user, with some fields depending on the type of user role: EU Login ID, contact details, the business organisation represented by the user, their role and the geographical coverage.



4.3. User roles

Users can be attributed one of several possible roles, each with their own features:

- Application manager
- National coordinator
- External organisation user
- [EU / national] service provider

- [EU / national] observer

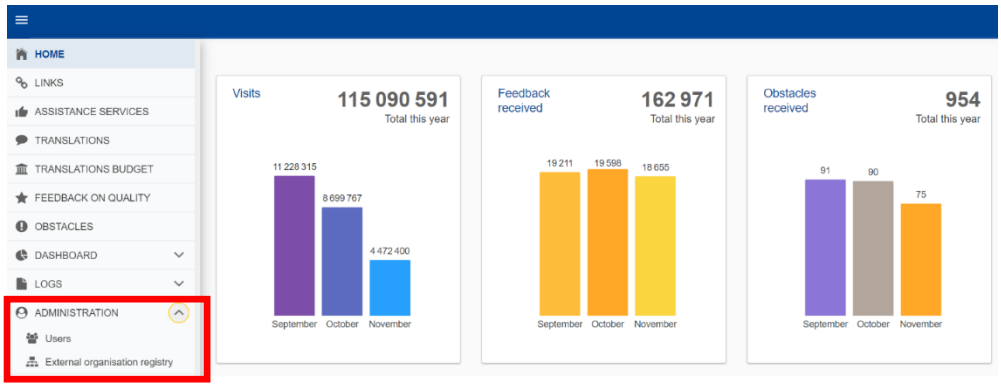
4.3.1. Application manager

The application manager has full rights to view and make changes to the technical system, i.e user management and data correction. These rights are reserved for designated DG GROW staff and developers.

4.3.1.1. Register users

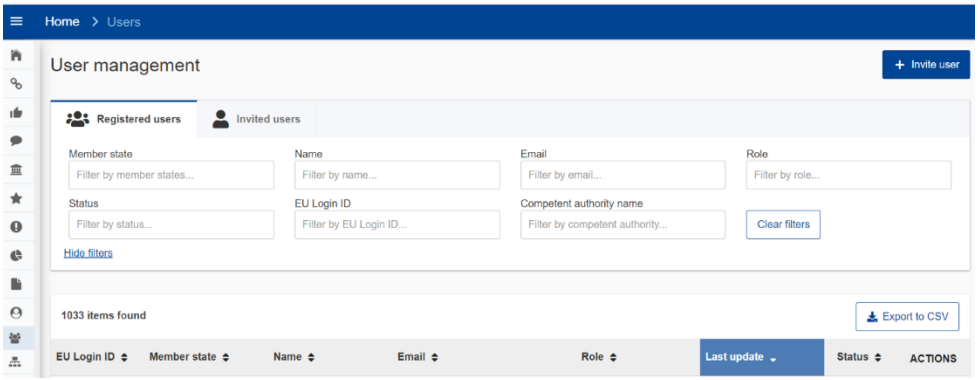
Only the application manager can register a user in the system. Users must be linked to countries and organisations. For EU and national authorities, the country of affiliation is sufficient for registration. However, for external organisations, the registration of a user requires an additional step: the organisation must be registered in the system before a user can be attributed it [10].

For registering a user, the application manager clicks the administration button in the vertical menu on the left-hand side of the screen. Two new buttons appear: a user button and an organisation button.

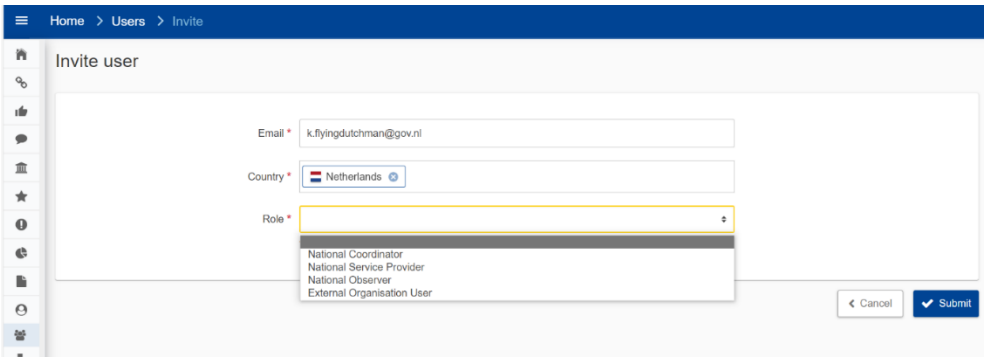


Activating the user button opens the user management screen showing a list of all registered users and their respective roles in the system under the default “registered users” tab. The list can be filtered by country, name, login ID, e-mail, role, name of the organisation and status. The application manager can change the status of the user from “active” to “inactive”. Inactive users are not deleted from the system, their details and roles are kept in the system. They can be reactivated at any time.

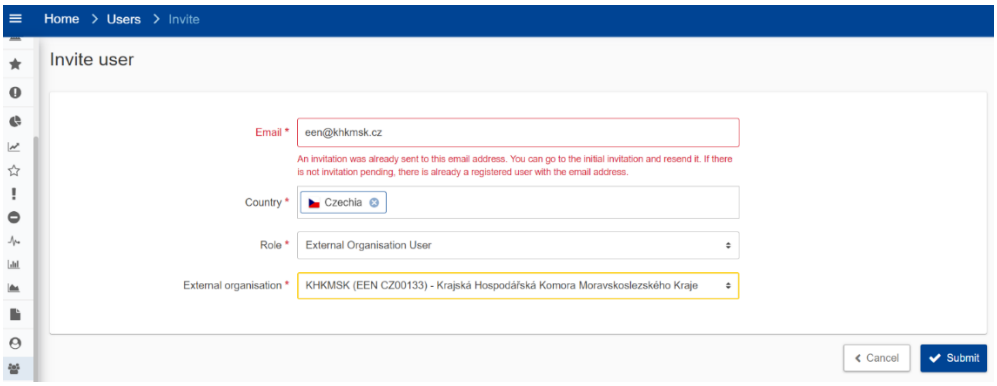
[10] Please note that assistance services under the Single Digital Gateway are not registered as external organisations for SMOT. Assistance services sign up to the SDG as a whole following a specific process managed by GROW.G.3. Once registered, they automatically receive access to the SMOT dashboard view. Data supplied to SMOT by assistant services will be linked through auxiliary tools.



Each new user must be invited by the application manager using the “invite users” tab. The registration is based on the user’s e-mail address, country of origin and role.



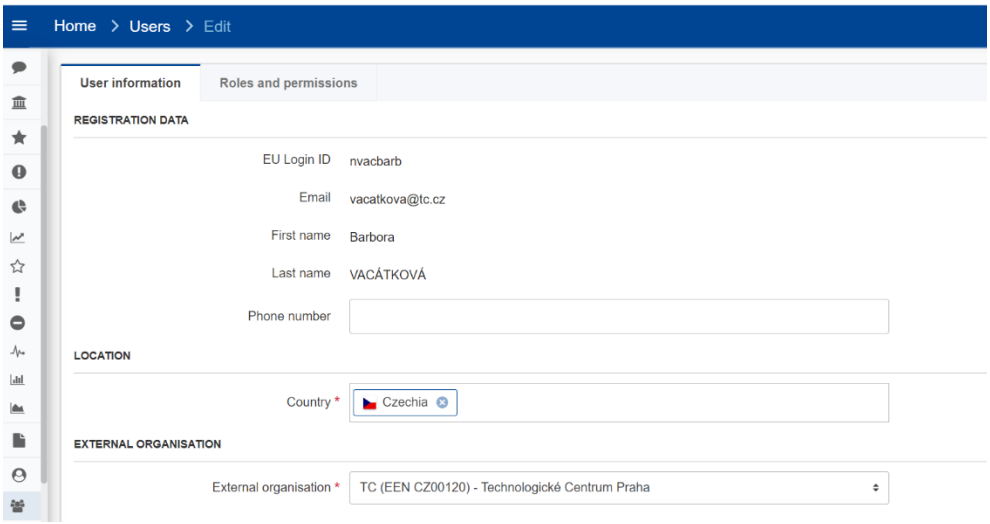
In the case of an external organisation, the user is also assigned to the relevant organisation. A user can only be registered once and be assigned to one organisation only.

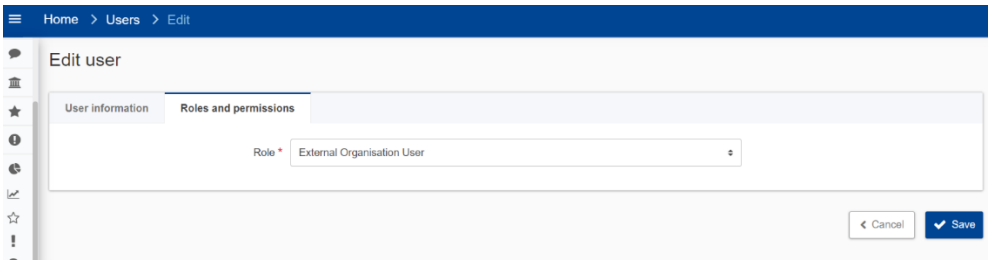


4.3.1.2. Edit users

In addition, the application manager can edit the user details in two ways: by changing the user information or by changing the roles and permissions.

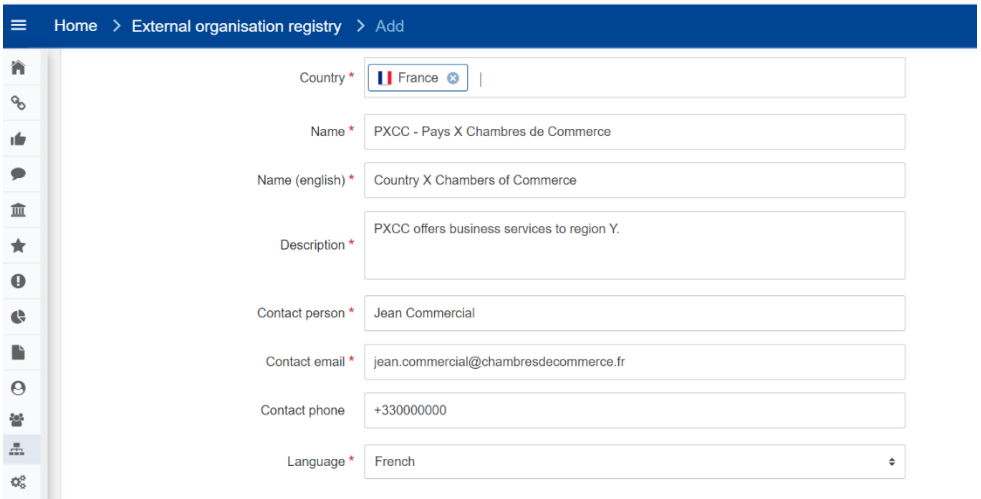
The user information tab allows for changes in the phone number, country of affiliation and the organisation the user belongs to. The roles and permissions tab allows for changes in the user role.





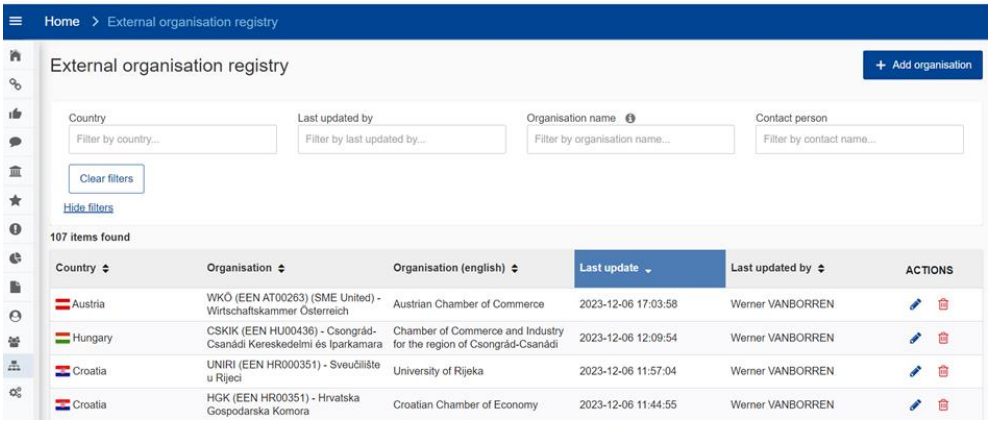
4.3.1.3. Register external organisations

For external organisations, the application manager needs to enter the details of the organisation in the system using the organisation button. A data input screen opens asking for the country of origin of the organisation, its name in native language, the name in English, a description of its main activities, a contact person as well as contact details and language. The mandatory fields are indicated with a red asterisk.



The list of registered organisations can be filtered by country, organisation name, contact person and the application manager responsible for the registration. Two action buttons are available: “edit” and “delete”. “Edit” re-opens the data input screen for the selected organisation allowing for making corrections to the input

fields. “Delete” irreversibly erases the organisation and its associated users from the system.



4.3.2. National coordinator

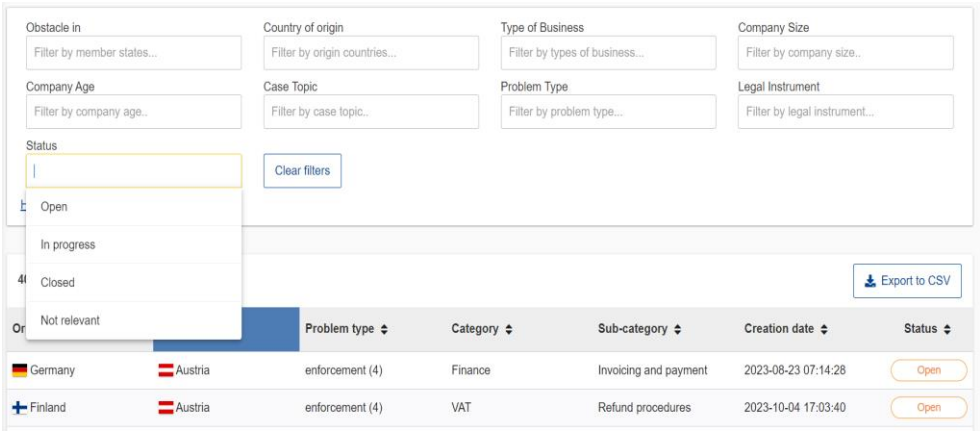
National coordinators can consult and manage the data available for their own country as reported by citizens and business. They do not provide data themselves It is possible to change the status of an individual reported problem from “open” to “in progress”, “closed” or “not relevant”). By default, cases are “open”, unless the national coordinator decides otherwise. National coordinators can also filter and export the obstacles for their country as well as consult and export aggregated obstacles from an overview dashboard, which includes obstacles reported by other countries and organisations.

4.3.2.1. Edit obstacles status

To help national coordinators making sense of the data reported by citizens and business, four actions buttons are available on the right-hand side of each item in the obstacles page: “Open”, “In progress”, “Closed” and “Not relevant”.

“Open” refers to cases that are not analysed or targeted by any initiative, “in progress“ refers to cases undergoing analysis and/or already the target of initiatives that would tackle obstacle, closed refers to obstacles no longer applicable as they are tackled by already adopted measures”, and “not relevant” relates to cases that clearly do not constitute Single Market Obstacles or relate to requests for personalised support, spam or abusive submissions.

The action buttons are used at the discretion of the user to sort and process the data, and to identify issues of a more general nature in the reported data where action on the national level may be warranted.



4.3.3. *External organisation user*

External organisations voluntarily provide data through a customized input screen available in the technical system. The application manager registers each organisation and assigns data input rights to users designated by each of the organisations. These users can manage their own data, make changes, and have access to the aggregated data from other parties in the dashboard. Specific guidance for external organisations is provided in the Single Market Obstacles Tool (SMOT) user guide for business organisations available at the SDG's technical specifications section.

4.3.4. *[EU / national service provider]*

EU and national service providers refer to the assistance services that have signed up to the SDG. In the context of SMOT their role is relevant for two reasons:

(1) they have access to the aggregate data of the dashboard, and

(2) some of these services collect internal market obstacles which are periodically included in SMOT.

4.3.5. *[EU / national] observer*

EU and national observers do not provide or manage data, but are granted access to the aggregated data in the dashboard and its functionalities. These users are typically working for authorities and organisations that have an interested in single market obstacles.

5. FURTHER INFORMATION AND TROUBLESHOOTING

5.1. Cannot access SDG on my Browser

It is recommended to use the latest version of Microsoft Edge, Google Chrome or Firefox.

Internet Explorer is no longer supported by Microsoft, and is therefore not recommended nor is troubleshooting support provided.

5.2. Have not received my invitation

Check if the email is not in your spam folder and wait if only a short timespan elapsed since requesting invitation. Failing such, ask GROW-SINGLE-DIGITAL-GATEWAY@ec.europa.eu if they sent the invitation.

5.3. No access right error

Usually resulting from either trying to access the SDG directly, without having clicked first on the link from the invitation and subsequently registering to SDG. It is necessary to first click invitation link and register.

Alternatively, could be due from trying to access a direct link to the SDG, without having received the invitation first. Necessary to contact GROW-SINGLE-DIGITAL-GATEWAY@ec.europa.eu first.

5.4. EU login different from email invitation error

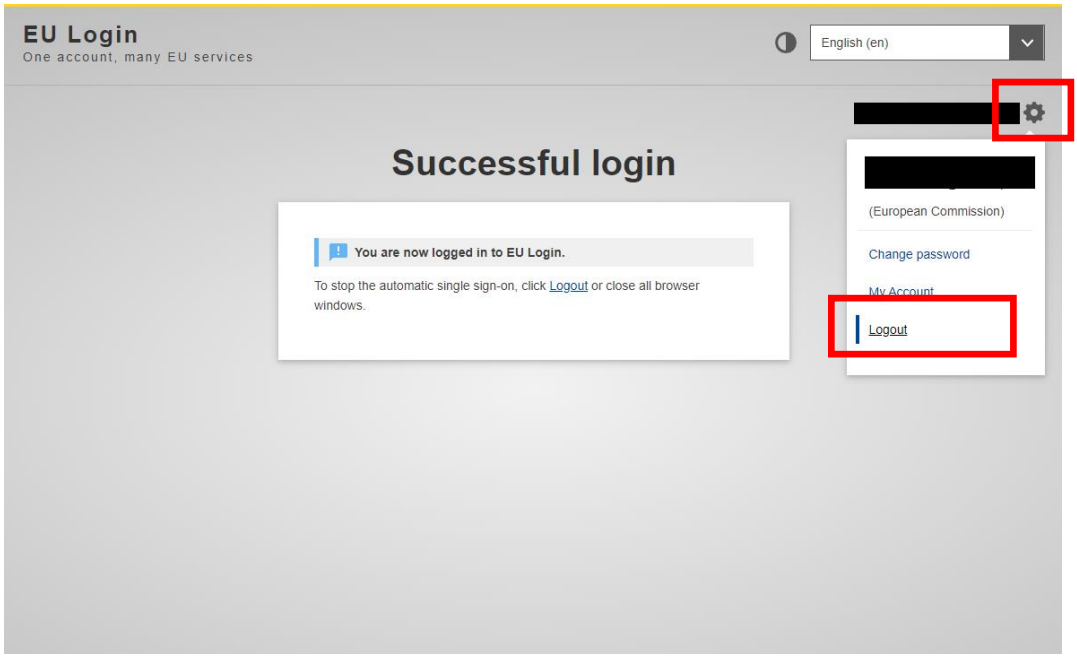
The email address for the EU login used to register in the SDG must be the same email address that was used to receive the invitation.

5.5. Lost EU Login/ECA password

Go to https://webgate.ec.europa.eu/cas/ and reset password. EU Login help available at EU Login Help page.

5.6. Cannot access the right user profile due to having two different user profiles in SDG/SMOT

Either open a new Incognito/InPrivate so that when opening https://admin.youreurope.europa.eu/home page it is necessary to login, or go to https://webgate.ec.europa.eu/cas/, press the cogwheel and logout before opening https://admin.youreurope.europa.eu/home.



6. CONTACT

In case of any questions or doubts do not hesitate to contact GROW-SINGLE-DIGITAL-GATEWAY@ec.europa.eu.

Annex I Partner organisations options

Organisation A with partner organisations B, C and D can register in different ways, and the choice may have some limitations on how data can be accessed.

Option 1: Organisation A registers as organisation A and provides also the contact details for users in A, B, C and D.

- All organisations are identified as organisation A, which is the only one registered in the system;
- In the obstacles page, all users can handle/access all the obstacles reported by all of them;
- In the dashboard page it will not be possible to filter out data between A, B, C and D.

Option 2: A, B, C and D each register as an organisation, each with their own contact details

- In the obstacles page, users can only handle/access the obstacles reported for their own organisation;
- In the dashboard page users can filter out the data between A, B, C and D or see a combined view for the group.

Annex II Form for onboarding

Form for onboarding.xlsx

Annex III Data model

Data model.xlsx