

SOFTWARE USERS GUIDE
PORTAL AND PUBLIC USER

In execution of Contract: № RD 02-29-669 of 08.10.2024, subject:
"Establishment, implementation and maintenance of a unified public register on spatial planning
and an information system for its maintenance"

2025

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History of the document

Date	Author	Version	Changes made
05.06.2025	"MAPEX - TECHNOLOGICA 2023	1.0	Create and finalize

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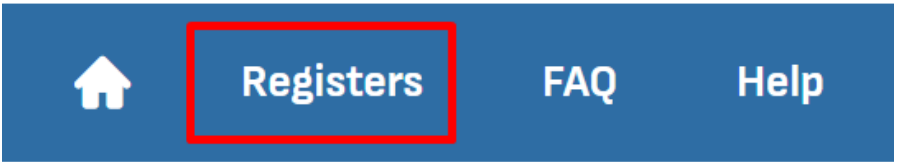
1. Public user - System rights

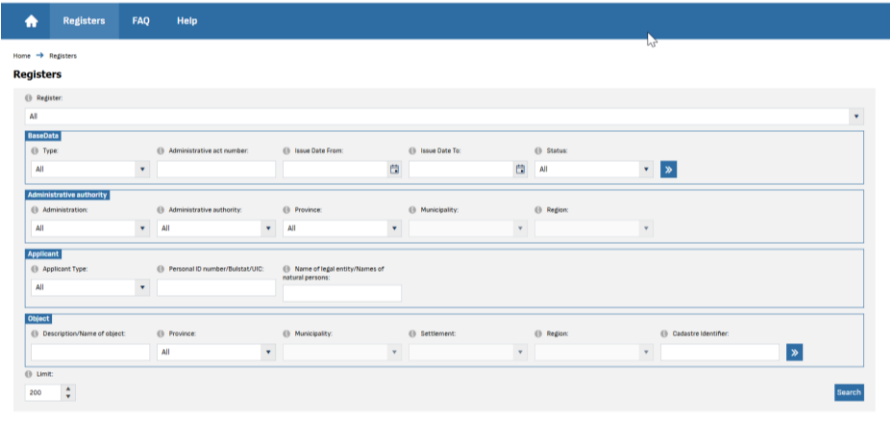
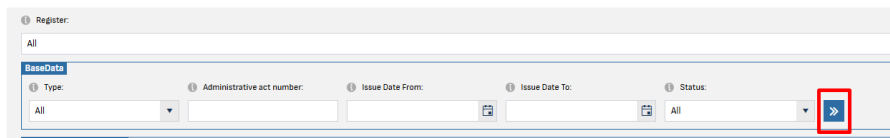
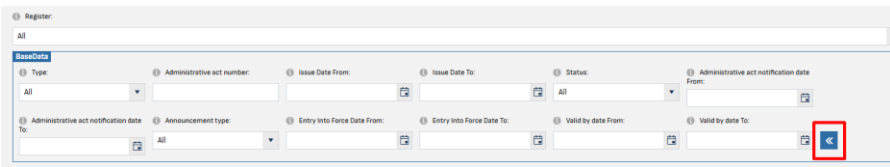
This type of user has the following rights and allowed actions in the system:

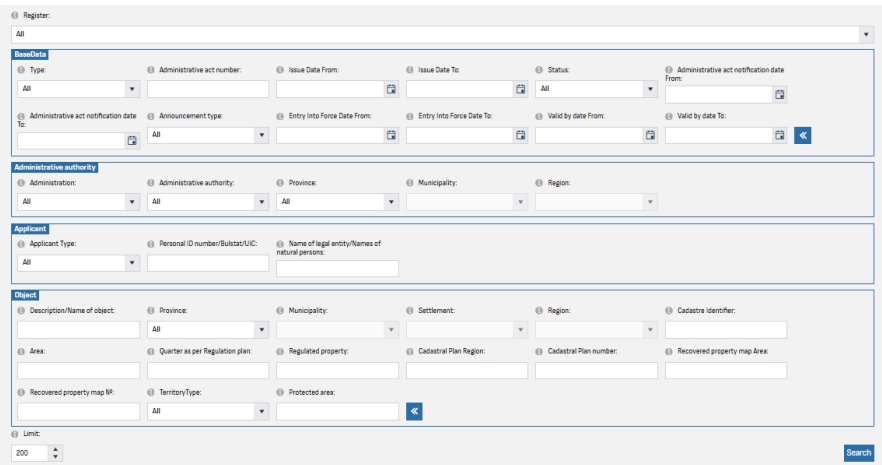
- Registers:
 - Search the public part of EPRUT;
 - View information about an administrative act;
 - View related AA
 - Download documents attached to a published administrative act;
 - Export search results;
 - Overview of all data in EPRUT.
- FAQ (Frequently Asked Questions)
 - Access to published FAQs
- Help
 - Access to published manuals

2. Public Page Registries

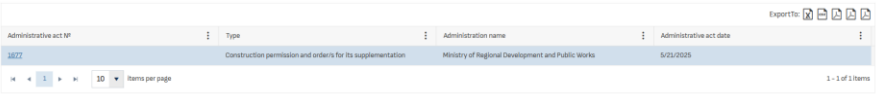
2.1. Search form in registers

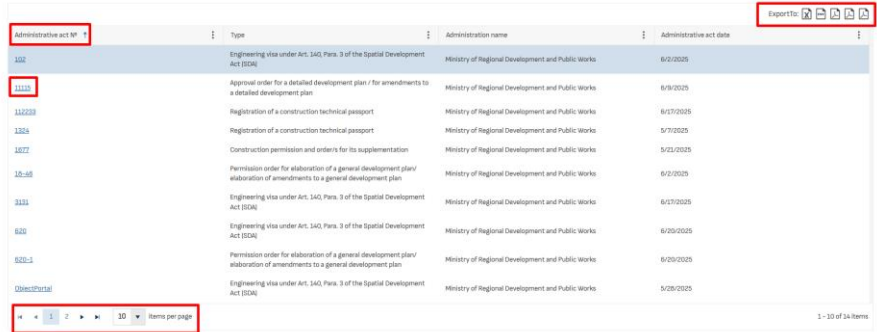
№	Step in the process	Description
1.	Opening the EPRUT public website	No registration is required to access the public part of the system. Select the "Registers" page leading to the administrative acts published in EPRUT.
2.	Navigating to the internal registry page	Select the "Registers" page.  Opens a page with a search form

No	Step in the process	Description
		 <ul style="list-style-type: none"> - Form with search criteria for an administrative act <ul style="list-style-type: none"> o Register selection - drop-down list of the registers in EPRUT. o Basic Information Section o Administrative Authority Section o Section Employer o Object section - result table when a search is performed; - export of generated results.
3.	Advanced search	<p>Selecting the advanced search option, expands the search criteria form and the user sees more fields to enter search criteria.</p> 
4.	Contraction of expanded demand	<p>Selecting the shrink advanced search option shrinks the advanced search criteria form to the original limited set of search criteria.</p> 
5.	Introduction of search criteria in the internal register	<p>Searches can be by criteria in the following categories:</p> <ul style="list-style-type: none"> • Register selection - drop-down list of registers in EPCUT • Basic Information;

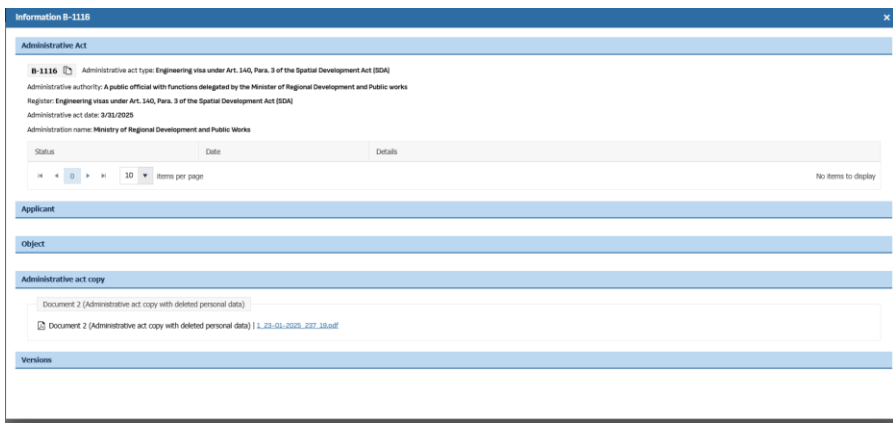
No	Step in the process	Description
		<ul style="list-style-type: none"> Administrative Authority; Employer; Object. <p>Registers</p>  <p>An additional criterion "Limit" is loaded with a default value of 200. This value limits the results of a search to 200 results. The user can change the value. If you enter 30, then if there are more than 30 results, the system will display only 30 in the result table. When navigating to the page again, the "Limit" criterion will again display the default value of 200</p> <p>Buttons:</p> <ul style="list-style-type: none"> The "Search" button is always active.

2.2. Result table from search in registers

No	Step in the process	Description
1.	Generate result table	<p>After a search is performed, a table is generated with the results found according to the criteria entered by the user.</p> 

№	Step in the process	Description
		If no results are found, the message "No data!" is generated.
2.	Result table options	<p>The result table has the following options:</p> <ol style="list-style-type: none"> 1) Sorting the results; 2) Pagination; 3) Info for a row in the result table - opens info for the selected AA; 4) Export in .xlsx, .csv and .pdf format. 

2.3. Info for a row from a result table from a records search and viewing attached documents

№	Step in the process	Description
1.	Selecting row info from the result table	<p>A table is generated after a search. Selecting a row info from the resulting table opens a form with information about the selected administrative act.</p> 

№	Step in the process	Description
2.	Info form options	<ul style="list-style-type: none"> • Close button - closes the form and returns to the search results page. Saves the search results; • "View" button - for each attached document of the respective administrative act; • Download button - for each document attached to the respective administrative act; • Link to other administrative acts - option to refer to other AAs that are specified as having a link to the specific AA. Opens info about the respective AA. • AA versions - information on each version of the administrative act (possibility to track changes on an already published act)

3. Frequently Asked Questions (FAQ) page

Frequently asked questions and answers are available on the Frequently Asked Questions page, grouped by category:

4. Page Help

A guide to using the public part of EPRUT is available on the Help page. Additional guidance on working with and accessing data in EPRUT will also be published on this page as required.

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Help

[User Manual.pdf](#)