



WiFi4EU Installation Report

- *Implementation Guide* -

V1.4

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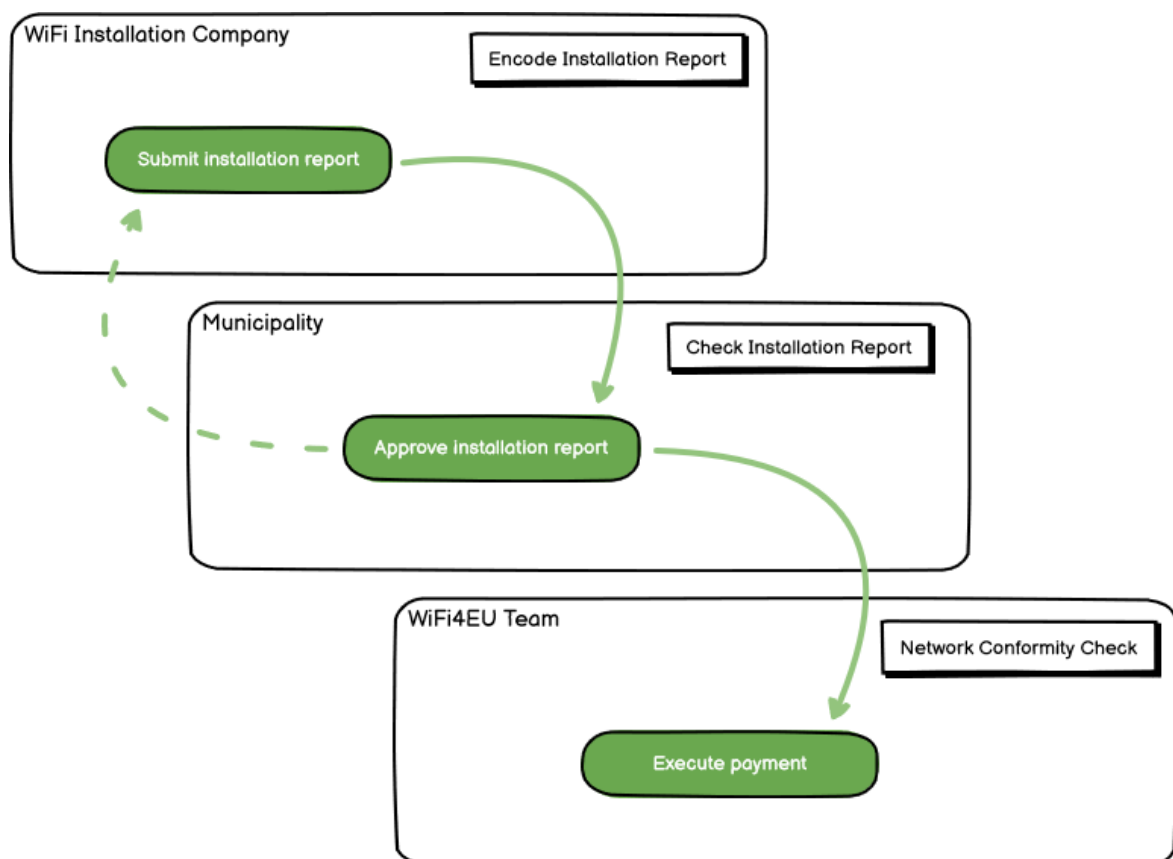
OVERVIEW

This guide describes the steps that a Wi-Fi installation Company (WIC) should follow to encode and submit the installation report. By submitting the installation report, the WIC declares that the installation is complete and compliant with the technical requirements set out in Annex I of the WiFi4EU Grant Agreement.

The installation report contains all of the technical information on the WiFi4EU network(s) and each Access Point. It is encoded by the WIC in the WiFi4EU Portal and approved by the municipality/beneficiary of the WiFi4EU voucher. The submission and approval of the installation report is one of the pre-requisites for the payment of the voucher.

WORKFLOW

1. The WIC submits the installation report in the WiFi4EU Portal and the municipality is notified by email that the installation report is ready for their approval via the WiFi4EU Portal.
2. The municipality validates the installation report in the Portal, confirming that each encoded Access Point does indeed exist and is located according to the indicated GPS coordinates.
3. Following the municipality's approval of the installation report, INEA has up to 60 days to:
 - Ensure that the installation is compliant with Article 4.2 of the Grant Agreement (i.e. that there is an operational network, the WiFi4EU logo is displayed correctly, etc.);
 - Make the payment. In case of non-compliance with the Grant Agreement requirements, the payment request is suspended until full compliance is ensured.



ENCODING AND SUBMISSION OF THE INSTALLATION REPORT

ENCODING OF THE INSTALLATION REPORT

The installation report contains all of the technical information on the WiFi4EU network(s) and each Access Point. One declared network can host all of the Access Points, irrespectively of the internet service provider or the IP address of the Access Point.

Although a WIC may choose to deploy several networks and split the minimum number of Access Points between different networks, it is highly recommended that a WIC deploys as few networks as possible for the following reasons:

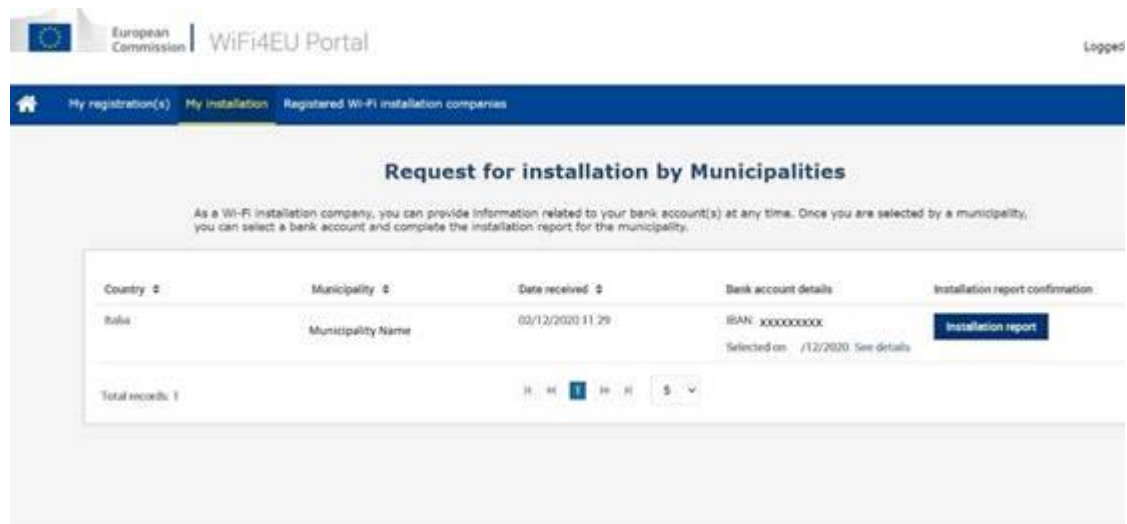
- a) Networks that include a small number of Access Points are prone to capture only a very small number of connections per week, therefore triggering automatic warning notifications by the WiFi4EU remote monitoring system.
- b) Each WiFi4EU network that is deployed has to be connected to a different captive portal and this increases the overall operating and maintenance costs.

Nevertheless, it may be useful for a municipality to deploy several networks (i.e. splitting the minimum number of Access Points between several networks) if it considers essential that the digital services on the territory are promoted in separate “landing pages” (captive portals). For example, a municipality may have one network with Access Points located in its city hall/other public buildings offering e-Government services to local citizens, as well as another network with Access Points located in its tourist office/other cultural sites, geared for external visitors.

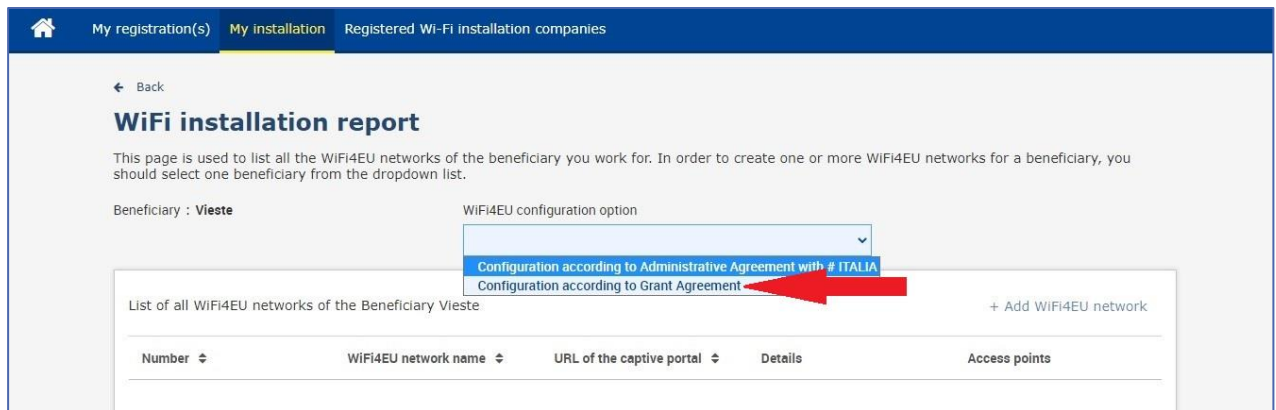
PROCEDURE

The WIC encodes the network data in the “My installation” tab of the WiFi4EU Portal.

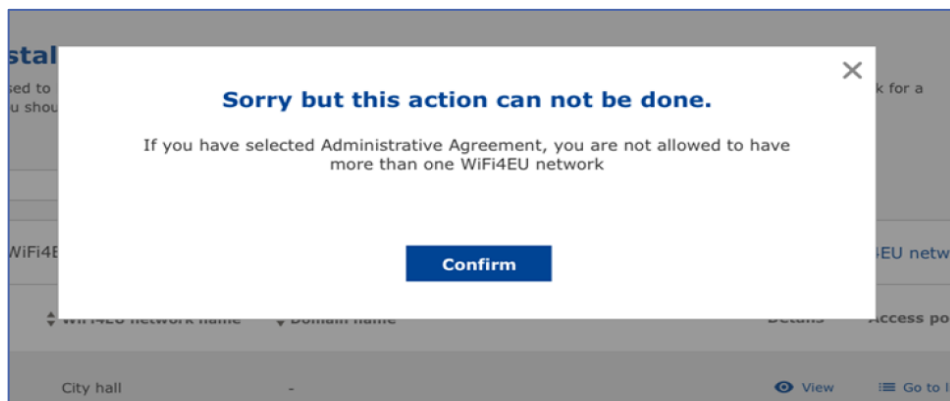
Once the IBAN is associated with the municipality, the “Installation report” button becomes available. Click on the “Installation Report” button and create a new network:



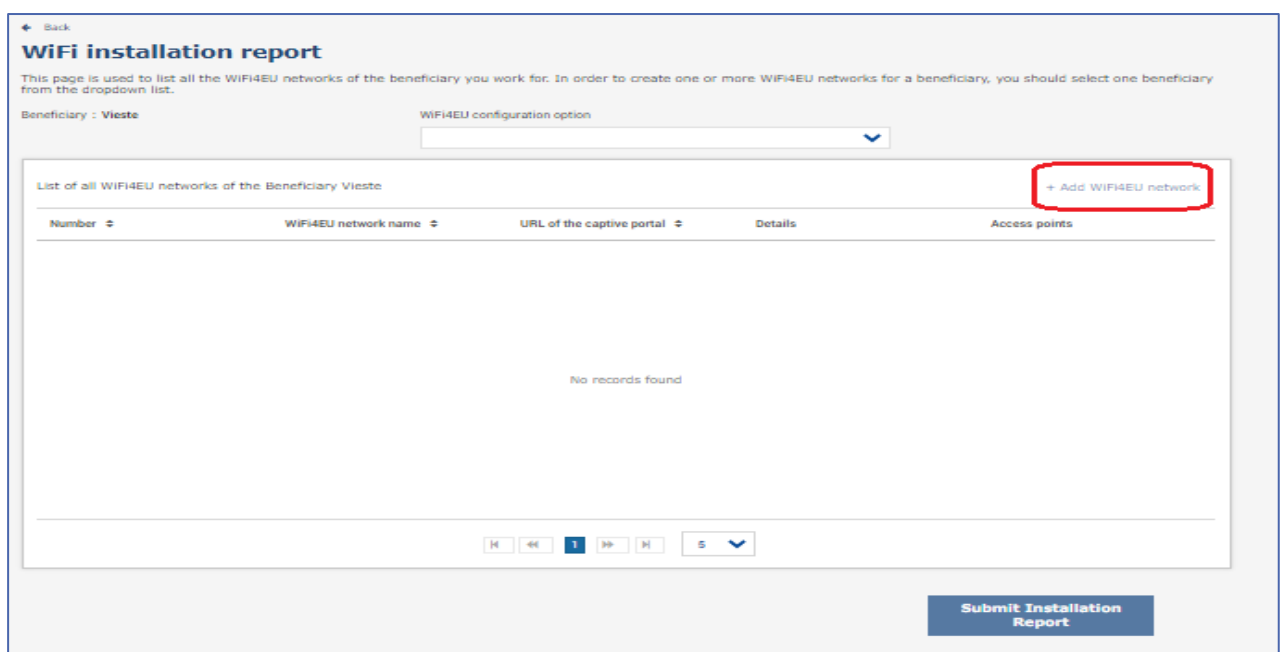
By default, choose the “Configuration according to Grant Agreement” option. Choose the “Configuration according to Administrative Agreement with # ITALIA” **only** if the network already operates with “wifi.italia.it” SSID, which is regulated by a separate agreement:



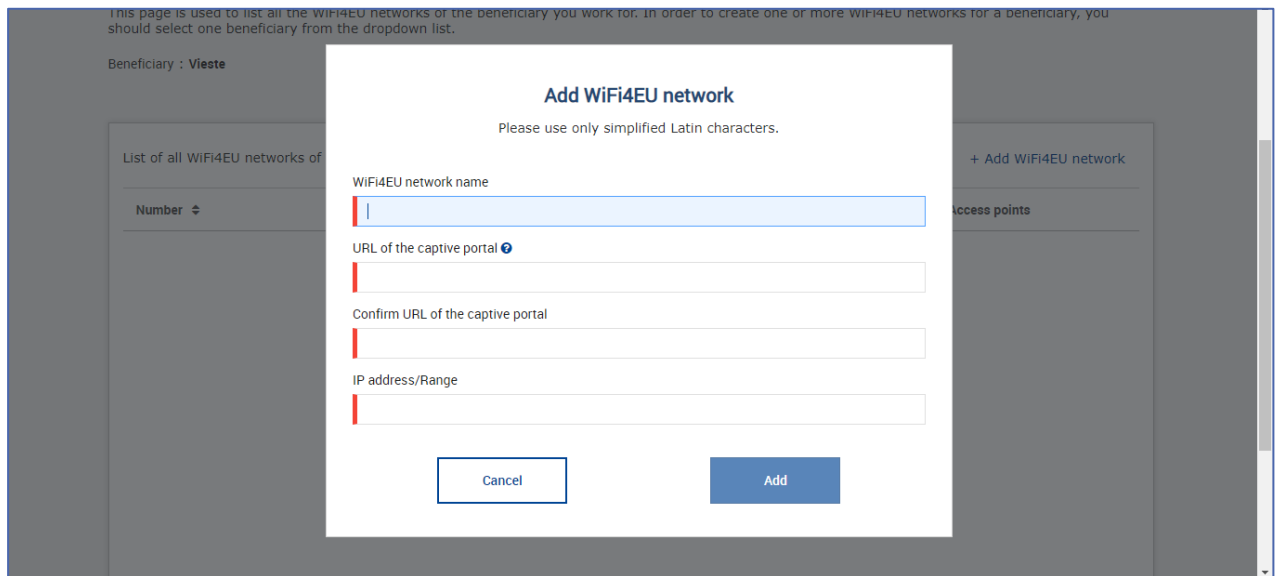
If you choose the “Configuration according to Administrative Agreement with # ITALIA”, you can set-up and encode only one Wi-Fi network in the portal and all Access Points must be connected to this network:



Click on “Add WiFi4EU network”:



Fill in the compulsory information:



This page is used to list all the WiFi4EU networks of the beneficiary you work for. In order to create one or more WiFi4EU networks for a beneficiary, you should select one beneficiary from the dropdown list.

Beneficiary : Vieste

List of all WiFi4EU networks of

Number ↕

+ Add WiFi4EU network

access points

Add WiFi4EU network

Please use only simplified Latin characters.

WiFi4EU network name

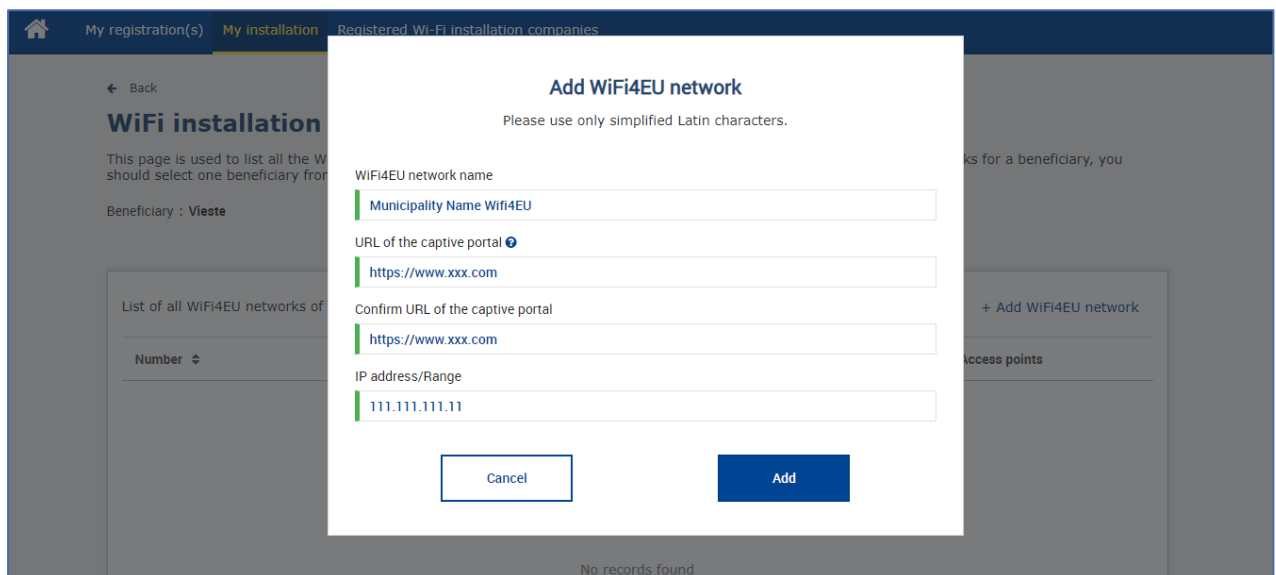
URL of the captive portal ⓘ

Confirm URL of the captive portal

IP address/Range

Cancel Add

Encode the URL of the WiFi4EU splash page in the field “URL of the captive portal”. Note that this refers to the website on which the captive portal is located, and NOT the website to which the user will be redirected after logging in:



My registration(s) My installation Registered Wi-Fi installation companies

← Back

WiFi installation

This page is used to list all the WiFi4EU networks of the beneficiary you work for. In order to create one or more WiFi4EU networks for a beneficiary, you should select one beneficiary from the dropdown list.

Beneficiary : Vieste

List of all WiFi4EU networks of

Number ↕

+ Add WiFi4EU network

access points

Add WiFi4EU network

Please use only simplified Latin characters.

WiFi4EU network name

Municipality Name Wifi4EU

URL of the captive portal ⓘ

https://www.xxx.com

Confirm URL of the captive portal

https://www.xxx.com

IP address/Range

111.111.111.11

Cancel Add

No records found

The URL of the captive portal allows for classic (Non IDN) domain names, which can contain only the following characters:

- Letters "a-z"
- Digits 0 through 9
- The hyphen (-)
- Colon (:)
- Dot (.)
- Slash (/)

The URL cannot begin or end with the hyphen, colon, dot or slash. The maximum limit for the URL is 255 characters.

In the field “IP address / Range”, encode the IP address or IP address range of the installation site captive portal. There are no limitations on the IP range dimensions. The IPs range in the WiFi4EU Portal should be

encoded in the CIDR (Classless Inter-Domain Routing) notation.

After the addition of a new WiFi4EU network, the WIC has the option to view the Network details (via the “View” button) or click on “Go to list” to add the corresponding Access Points in the network:

← Back

WiFi installation report

This page is used to list all the WiFi4EU networks of the beneficiary you work for. In order to create one or more WiFi4EU networks for a beneficiary, you should select one beneficiary from the dropdown list.

Beneficiary : **Vieste**

WiFi4EU configuration option
Configuration according to Grant Agreement

List of all WiFi4EU networks of the Beneficiary Vieste [+ Add WiFi4EU network](#)

Number ↕	WiFi4EU network name ↕	URL of the captive portal ↕	Details	Access points
1	Municipality Name Wifi4EU	xxx.com	View	Go to list

Navigation: [Previous] [Next] [Page 1 of 5] [Page 5]

[Submit Installation Report](#)

Click on the “View” button to find the Universally Unique Identifier (UUID) of the network. Use the network UUID to parametrise the captive portal JavaScript (snippet):

← Back

WiFi4EU network details

This page is used to see the detail of the WiFi4EU network of the beneficiary that you have selected.

Beneficiary: **Vieste**

Number	1	Edit Remove
WiFi4EU network name	Municipality Name Wifi4EU	
URL of the captive portal	https://www.xxx.com	
Universally Unique Identifier (UUID)	FxZWRqL8KMuaIuUCnLKXf	
IP address/Range	111.111.111.11	

Click on “Go to list”:

← Back

WiFi installation report

This page is used to list all the WiFi4EU networks of the beneficiary you work for. In order to create one or more WiFi4EU networks for a beneficiary, you should select one beneficiary from the dropdown list.

Beneficiary : **Vieste**

WiFi4EU configuration option
Configuration according to Grant Agreement

List of all WiFi4EU networks of the Beneficiary Vieste + Add WiFi4EU network

Number ↕	WiFi4EU network name ↕	URL of the captive portal ↕	Details	Access points
1	Municipality Name Wifi4EU	xxx.com	View	Go to list

⏪ ⏩ 1 5

Submit Installation Report

The “Access Point list” page is used to show all of the Access Points created within the WiFi4EU network:

Access point list

This page is used to list all the access points of one WiFi4EU network of the beneficiary that you have selected. Please add the corresponding access points once their installation has been completed.

Beneficiary: **Vieste**
WiFi4EU network: **Municipality Name Wifi4EU**

List of all access points of the **Municipality Name Wifi4EU** of **Vieste** + Add access point

Number ↕	Location type ↕	Location name ↕	Geo location	Device type ↕	Device brand ↕	Device model ↕	Device serial ↕	MAC address 2.4GHz	MAC address 5.0GHz	Details
No records found										

Click on “Add access point” to encode each Access Point:

Access point list

This page is used to list all the access points of one WiFi4EU network of the beneficiary that you have selected. Please add the corresponding access points once their installation has been completed.

Beneficiary: **Vieste**
WiFi4EU network: **Municipality Name Wifi4EU**

List of all access points of the **Municipality Name Wifi4EU** of **Vieste** + Add access point

Number	Location type	Location name	Geo location	Device type	Device brand	Device model	Device serial	MAC address 2.4GHz	MAC address 5.0GHz	Details
No records found										

When a new Access Point is added to the WiFi4EU Network, the following details for the point should be included, as indicated above:

- a) Location type;
- b) Location Name;
- c) Geo Location latitude and longitude;
- d) Device type;
- e) Device brand;
- f) Device model;
- g) Device serial;
- h) MAC address 2.4 GHz;
- i) MAC address 5.0 GHz.

The MAC addresses for 2.4GHz and 5GHz should be different. The MAC address displayed on the Access Point may be the only one (i.e. the address of the primary interface), but in reality the Access Point has multiple MAC addresses, which correspond to each network interface. Please ask your vendor for the following details:

Add access point

Please specify the details of the access point

Location type
Town Hall / Administrative building

Location name
Town Hall

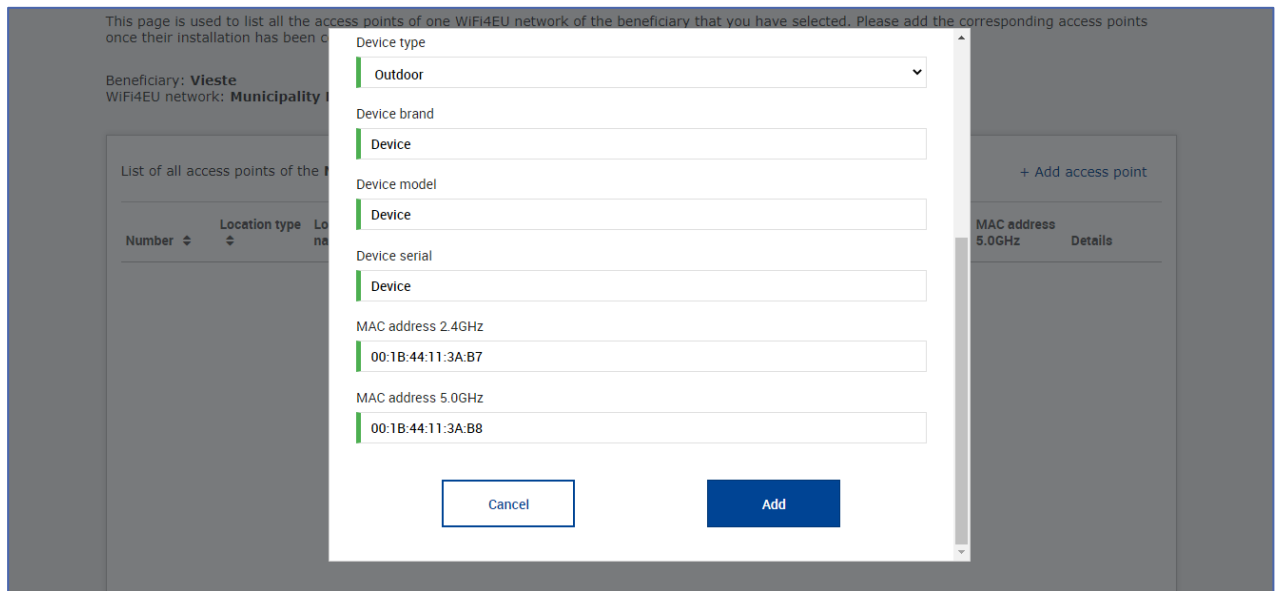
Geo Location Latitude
41.457568

Geo Location Longitude
51.789378

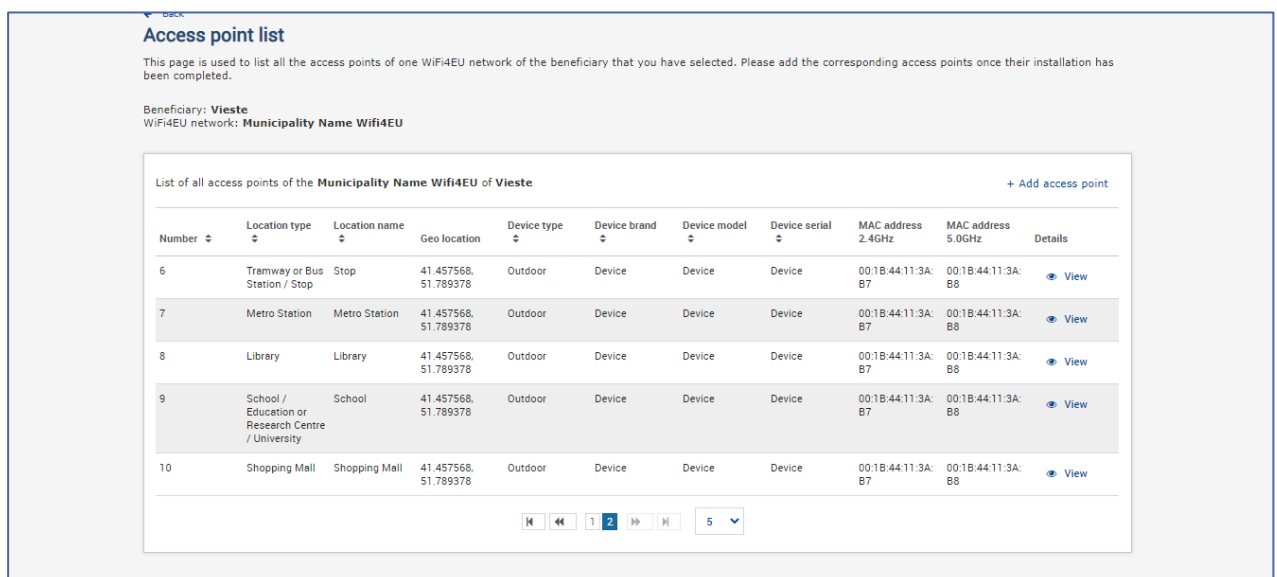
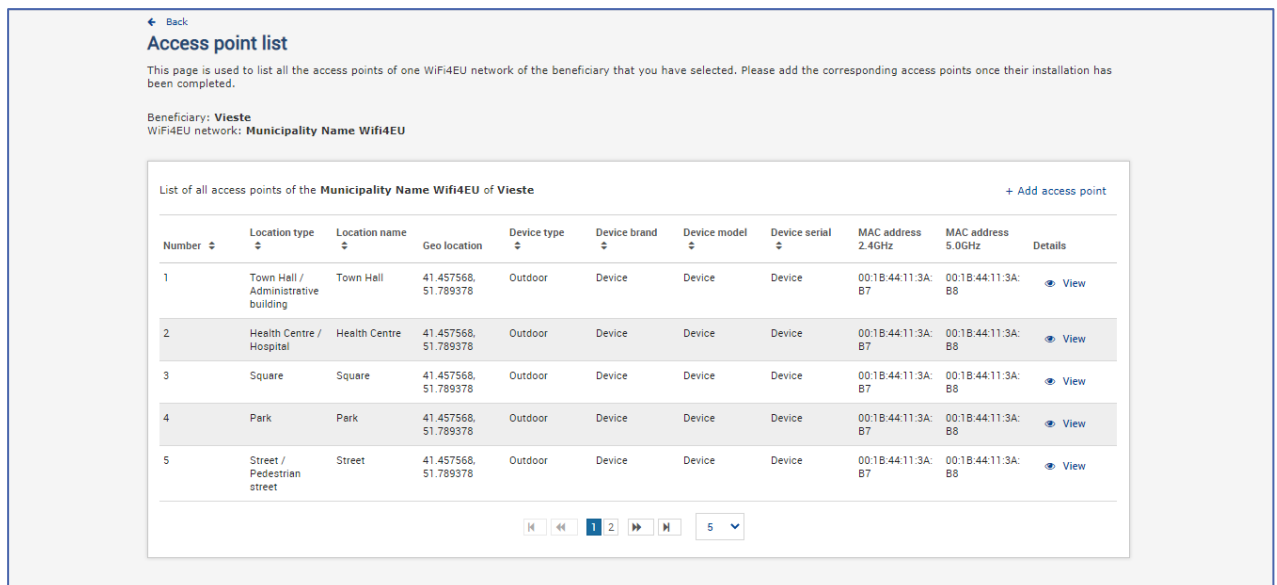
Device type
Outdoor

Device brand
Device

Device model
Device

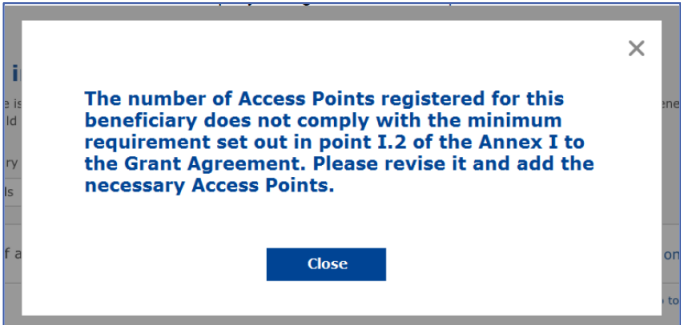


Encode all the Access Points of the network:



The minimum number of Access Points are as indicated in section 6.2.2 of the call text and point I.2 of the Annex I to the Grant Agreement:

<i>Minimum number of outdoor APs</i>	<i>Minimum number of indoor APs</i>
10	0
9	2
8	3
7	5
6	6
5	8
4	9
3	11
2	12
1	14
0	15



If the number and type of Access Points is not sufficient, install and encode additional Access Points.

SUBMISSION OF THE INSTALLATION REPORT

Once the minimum number of Access Points are encoded, the “Submit Installation Report” button will become active. By clicking on the “Submit Installation Report” button, the WIC confirms that all WiFi4EU networks for the given municipality are completed and compliant with the technical requirements specified in the Grant Agreement:

The screenshot shows a web interface for submitting a WiFi installation report. At the top, there are navigation tabs: "My registration(s)", "My installation" (selected), and "Registered Wi-Fi installation companies". Below the tabs, there is a "Back" link and the title "WiFi installation report". A message states: "This page is used to list all the WiFi4EU networks of the beneficiary you work for. In order to create one or more WiFi4EU networks for a beneficiary, you should select one beneficiary from the dropdown list." Below this, the beneficiary is set to "Vieste". A dropdown menu for "WiFi4EU configuration option" is set to "Configuration according to Grant Agreement". A table lists the WiFi4EU networks of the beneficiary "Vieste". The table has columns for "Number", "WiFi4EU network name", "URL of the captive portal", "Details", and "Access points". There is one entry with "Number" 1, "WiFi4EU network name" "Municipality Name WiFi4EU", and "URL of the captive portal" "xxx.com". Below the table is a pagination control showing "1" of 5 items. A "Submit Installation Report" button is located at the bottom right of the page.

Number	WiFi4EU network name	URL of the captive portal	Details	Access points
1	Municipality Name WiFi4EU	xxx.com	View	Go to list

After a WIC has been selected by a municipality, it must encode (in the “Bank account” section of the WiFi4EU Portal’s “My registration” page) the bank information for the account in which the payment should be made. The appropriate supporting documents must also be uploaded.

Once encoded, both the bank information and the supporting documents are validated through series of checks by the Commission services. The WIC is then notified by e-mail of the successful validation as soon as all of the checks have been satisfactorily completed.

If any additional information is required to complete the validation process, the WIC will be contacted accordingly by e-mail. The WIC can also monitor this status via the “My registration” page of the Portal.

If the bank account information of the WIC is not validated (as described above), the WIC will not be able to submit the installation report. A notification will appear when the installation report is being submitted and the procedure will not be continued and the report will not be sent to the municipality:

The screenshot shows the same web interface as above, but with a white error message box overlaid in the center. The message reads: "Bank account information of the Wi-Fi installation company is not verified. You will be able to submit the installation report only when their financial information is checked and confirmed valid." Below the message is a "Cancel" button. The "Submit Installation Report" button is still visible at the bottom right of the page.

Once the WIC has submitted the installation report, the WiFi4EU Portal will automatically notify the municipality by e-mail, inviting the municipality to verify the information entered by the WIC and confirm

that the installation is complete and compliant with the technical requirements set out in Annex I of the Grant Agreement.

MUNICIPALITY APPROVAL OF THE INSTALLATION REPORT – REQUEST FOR REVISION

APPROVAL OF THE INSTALLATION REPORT

Once validated by the municipality, the installation report is no longer editable and cannot be modified.

The validated installation report is then made available to the WiFi4EU team, which starts the conformity check verifications. If this last step is successful, the Commission will pay the voucher within 60 days. If not, the municipality will receive a notification pointing out the various possible technical problems with the WiFi4EU network(s).

The “Confirm network installation” button becomes available once the WIC has submitted the installation report:

My registration(s) My application **My voucher** Registered Wi-Fi installation companies My history

My voucher

As a selected applicant, you need to: 1) electronically sign your Grant Agreement and wait for the countersignature in order to receive the WiFi4EU voucher; 2) select the Wi-Fi installation company with whom you have a contract for the installation of the Wi-Fi hotspots, and 3) once the Wi-Fi hotspots have been installed, confirm the installation to declare the successful operations of your local WiFi4EU network.

For each municipality, please do the following:

Municipality	Action 1	Action 2	Action 3
	Grant Agreement signed on 19/12/2018. See details	Wi-Fi installation company selected on 23-07-2019. See details	Confirm network installation

Installation confirmation

I hereby confirm that the installation site WiFi4EU network(s) are completed and fully operational for the beneficiary Brussels, in full compliance with all technical requirements as specified in the Grant Agreement signed between the beneficiary and the European Commission Services. This action will inform the WiFi4EU team and will trigger either the approval or the rejection of my installation report by the beneficiary.

- The WiFi4EU network(s) have been installed on site and are up and running.
- The WiFi4EU network(s) installed comply with all the requirements of the grant agreement and the call conditions.
- The WiFi4EU network(s) have been installed in a location where no other free public or private Wi-Fi of the same characteristics, including quality, existed.
- The request for payment of the balance is full, reliable and true and is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27 of the Grant Agreement.
- Payment will be done on bank account ESAB 1234 5678 90 1 10001. Bank account cannot be changed.

[Cancel](#) [Confirm](#)

rows per page : 10 1-10 of 100

[Confirm installation](#)

After approval of the installation report, the WIC receives a notification on the installation confirmation and “My voucher” page on the municipality’s profile is updated accordingly:

My voucher

As a selected applicant, you need to: 1) electronically sign your Grant Agreement and wait for the countersignature in order to receive the WiFi4EU voucher, 2) select the Wi-Fi installation company with whom you have a contract for the installation of the Wi-Fi hotspots, and 3) once the Wi-Fi hotspots have been installed, confirm the installation to declare the successful operations of your local WiFi4EU network.

For each municipality, please do the following:

Municipality	Action 1	Action 2	Action 3
	Grant Agreement signed on 19/12/2018. See details	Wi-Fi installation company selected on 11-02-2020. See details	Installation report approved on 14-10-2020. See details

REQUEST FOR REVISION

A municipality may reject the installation report and request the WIC to revise it. The WiFi4EU Portal will send an automatic e-mail notification to the WIC providing the reason for rejection given by the municipality. If the municipality rejects the installation report, it becomes editable for the WIC to modify and resubmit it.

If the installation report has been submitted in error, the WIC should request the municipality to reject it. Provided that the municipality has not yet confirmed the installation report, the installation report will come back to the WIC for modification by clicking on the “Request Revision” button:

Municipality [redacted]

Installation report confirmation

This page is used to list all the WiFi4EU networks as installed and completed by the WiFi installation company you have contracted.

WiFi installation company: [redacted] S.p.A.

WiFi4EU configuration option: **Configuration according to Grant Agreement**

List of all WiFi4EU networks

Number	WiFi4EU network name	URL of the captive portal	Details	Access points
1	WiFi4EU	radius.sis.com	View	Go to list

Navigation: [Previous] [Next] [1] [5]

[Request for revision](#) [Confirm installation](#)

If the municipality clicks on the “Confirm” button, the WIC receives an email notifying it of the revision request by the municipality:

My registration(s) My application My voucher Registered Wi-Fi installation companies My history

← Back

STATUS: THE WIFI INSTALLATION COMPANY THAT YOU SELECTED HAS COMPLETED AND SUBMITTED THE INSTALLATION REPORT

Municipality

Installation report confirmation

This page is used to list all the WiFi4EU networks as installed and completed by the WiFi installation company you have contracted.

WiFi installation company: **Telecom**
WiFi4EU configuration option: **Conf**

List of all WiFi4EU networks

Number
1

Installation report request for revision

I hereby confirm the return of the installation report for revision to the WiFi installation company because of detected error or discrepancies.

access points

Go to list

INSTALLATION REPORT CHANGES

During the lifecycle of the program, some technical parameters initially filled in the installation report may change. The WIC cannot modify such information after the installation report has been approved by the municipality.

Any request for modification of an approved installation report should be reported to the WiFi4EU team via email at INEA-CEF-WiFi4EU@ec.europa.eu.