



# **EUAA Site Assessment Tool v1.0.0**

## User Guide

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## Revision History

Version	Description	Author	Date	Approved By
1.0.0	Created for version 1.0.0		12/11/2024	

## Definitions, Acronyms & Abbreviations

Abbreviation	Meaning
CSV	Comma-Separated Values
EU+	EU Member States including Norway, Switzerland, and Lichtenstein
EUAA	European Union Agency for Asylum
JSON	JavaScript Object Notation
PDF	Portable Document Format
SAT	Site Assessment Tool
URL	Uniform Resource Locator





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# 1 Introduction

The EUAA has developed a technical solution to identify and assess site and building in view of developing a site/camp for asylum seekers, migrants and refugees. The Site Assessment Tool (SAT) provides EU+ Member States and reception experts with a user-friendly tool for a more streamlined and efficient way to make a rapid and thorough assessment of infrastructural components and various criteria of potential reception facilities.

This app enables assessment of sites (potential empty plots to be used for reception accommodation purposes) and/or buildings (the potential existing buildings such as warehouses, military barracks, etc.) and related infrastructure such as sewage, electricity, water, etc. The app also enables the generation of detailed individual reports and comparative reports based on a number of completed assessments.

It is recommended that a mobile device such as a smartphone or tablet is used for the initial gathering of information when performing a field assessment. Combining assessments and generating reports is more efficiently done on a larger screen such as with a laptop or on a PC.

When using this tool either online or offline, no data is sent to a server nor is it saved by the EUAA. All processing is done on the host device e.g., mobile or laptop. Additionally, all assessment data is saved locally on the user's device.

The individual assessment forms are saved in the JSON (.json) format, and the files can only be viewed and modified through this tool. All assessment reports can also be exported to PDF.

This user manual is for the electronic version of the EUAA Site Assessment Tool and provides basic information for the rapid assessment team. The guide is based on the functionalities that are available up to the current date and release. The purpose of this document is to provide a guideline in the use of the tool from a content and technical perspective.

Supported browsers for the SAT are **Google Chrome**, and **Microsoft Edge** only and is mobile friendly. The application is currently only available in **English**, other languages will be available in future updates.

For specific queries and questions regarding the application please contact:

- The EUAA reception team who developed the tool ([reception@euaa.europa.eu](mailto:reception@euaa.europa.eu)).
- For technical support in accessing the application please contact the [IT Service Desk](#).



## 2 How to Access and Install the Application

To access the SAT tool, open either **Google Chrome** or **Microsoft Edge** (See [Annex 3 – Device Compatibility](#) for more information) and navigate to <https://sat.euaa.europa.eu/>. You can use the tool immediately after the page loads.

The application can also be installed for easier access and be able to use it whilst offline, for example when in the field without access to a stable internet connection.

When visiting the URL of the application from a computer, the following icon will appear at the end of the address bar (may vary depending on browser).

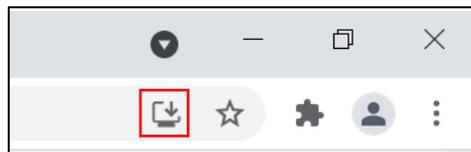


Figure 1 - Install Icon in Chrome Browser Address Bar

When clicking on the icon, the following pop-up appears, and you can install the SAT application by clicking **'Install'**.

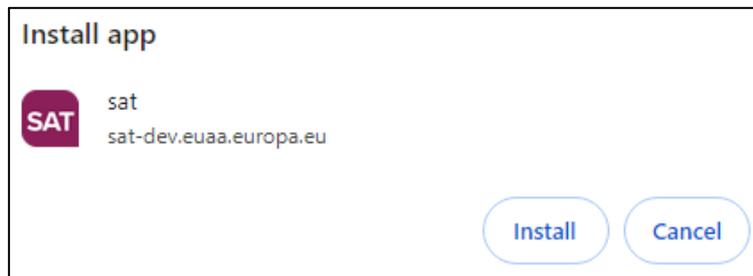


Figure 2 - Install SAT pop-up on Desktop (Chrome)

The assets will then be installed to your device and a shortcut will appear on your desktop, from which you can now access the tool.

**NOTE:** When using this tool either online or offline, no data is sent to a server, all processing is done on the host device e.g., laptop. Additionally, all assessment data is saved locally on the user's device. For more information on the security aspects please see [Annex 1 - Data Protection Disclaimer](#).





## 2.1 Homepage

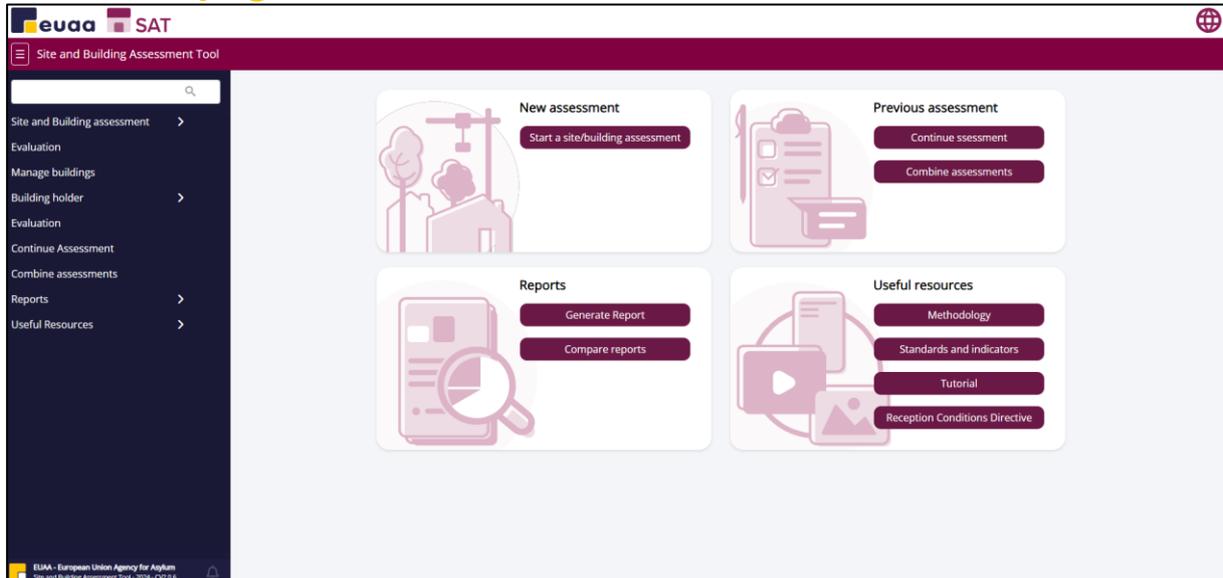


Figure 3 - SAT Homepage

When landing on the homepage, the user can:

- start a new Site and/or a new Building assessment. To create a building assessment, start by opening site assessment.
- continue a previous assessment, combine assessments, generate and compare reports.
- access useful resources.





## 2.2 Navigation Menu

A menu on the left of the screen is always present and has headings with list of elements and criteria for the site and building assessment which can be expanded to display the various form pages, to manage various building assessments, and to continue and combine assessments. Additionally, it provides a convenient way to navigate to generate reports and to access useful resources. The navigation menu can be collapsed by and expanded by clicking and burger menu  icon at the top.



Figure 4 - Navigation Menu

- Site assessment
  - 1. General Information
  - 2. Size
  - 3. Site Topography, Environment and Soil
  - 4. ...
  - 9. Compensation and Inclusion
- Site Evaluation
- Manage buildings
- Building
  - 10. General Details of the building
  - 11. Basic Structural System
  - 12. Structural Issues and Hazards
  - 13. ....
  - 20. Furniture
- Building evaluation
- Continue Assessment
- Combine Assessments
- Reports
  - Generate Report
  - Compare Reports
- Useful Resources
  - Standards and Indicators
  - Tutorial
  - RCD





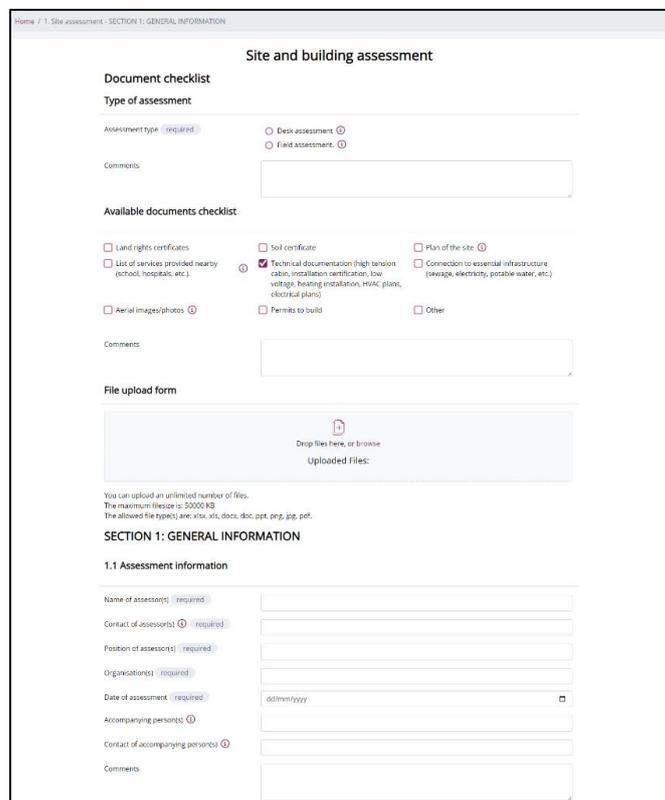
### 3 Site and Building Assessment

To start a new assessment, click on the Site and Building assessment button from the homepage. Note that for building assessment only, it shall start by opening a site assessment.



Figure 5 - Start a Site and Building assessment

The site assessment will load, and the user can complete the initial site assessment. It consists of 9 sections with various information that needs to be captured.



The screenshot shows a web form titled "Site and building assessment". It includes a "Document checklist" section with "Type of assessment" (Desk/Field), "Available documents checklist" (Land rights, Soil certificate, etc.), and a "File upload form". Below is "SECTION 1: GENERAL INFORMATION" with fields for "1.1 Assessment information" such as Name of assessor(s), Contact of assessor(s), Position of assessor(s), Organisations, Date of assessment, and Accompanying personnel(s). Required fields are marked with a "required" label.

Figure 6 - Site and Building assessment - General Information Section

Required fields will be represented by **required** beside the field label. In the navigation menu, required fields that have not been completed will be denoted by a number **9** besides its respective form page. Hovering over the tooltip **i** icon will reveal additional information to help inform your answers. Questions or answers with the **🚩** icon denote that these are elements to which the assessor needs to pay particular attention as these are key criteria which should be assessed as a minimum.





## 4 Site and Building Criteria

In each page of the assessment of site and/or building there is a list of criteria. Those criteria are the elements to be assessed on site. If there is a need to complement with more information, there is an empty box to add relevant comments at the end of each section.

### 4.1 Uploading Photos and Videos

In some of the section, there is opportunity to add pictures and videos to facilitate the overall assessment and coordination, exchange with respective colleagues after the field assessment thank to the generated report. Up to 3 photo and video files can be uploaded to most sections of the assessment to provide further evidence of the site or building in question. The current allowed filetype is MP4 at a maximum size of 50 MB.



Figure 7 - Uploading Photos and Videos

Clicking on the picture or video will open it up in a carousel to view and browse through.

Platform administrators can change the number of files and the maximum size of files if needed, please refer to the Administrator Manual for further information.

### 4.2 Saving and Clearing Assessments

At the bottom of every assessment form page will be several buttons and navigation options.



Figure 8 - Save, Save and Next, Skip to Section, Clear Assessments

Here the user can do the following:

- **Save:** Save the current form page.
- **Save and next:** Save the current form page and move to the next page.
- **Skip to section:** Use the dropdown to skip to a particular section (**without saving**).
- **Clear Assessments:** Clear all the currently populated assessment form pages.

**NOTE:** Do not forget to save frequently during your assessment.

Underneath this is another horizontal navigation bar that can be used to quickly navigate to different form pages – **without saving** (hovering over the icon will reveal the form name).



Figure 9 - Horizontal Navigation Icons





### 4.3 Manage Buildings

Once the site assessment has been completed, a new building assessment can be started by continuing past the site evaluation. Additionally, multiple buildings can be assessed by clicking on the 'Manage buildings' link in the left navigation menu. Type the building name into field and click on the + icon. You'll then be redirected to start the building assessment.

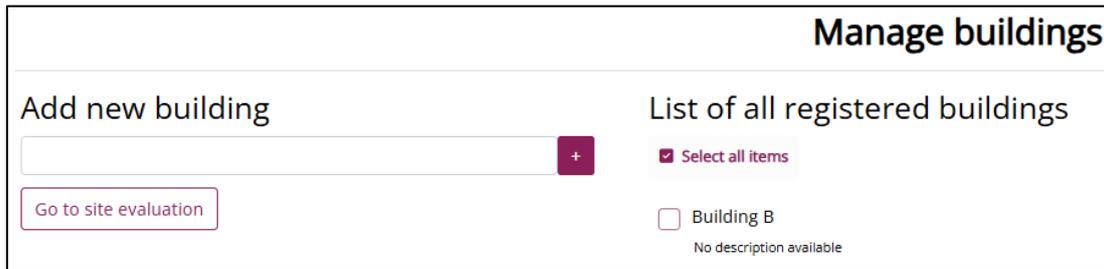


Figure 10 - Manage Buildings

Return to the manage buildings page to switch between building assessments by clicking on the building name to load the data into the assessment forms.

### 4.4 Create, Save, and Delete Assessment Downloads

Once an assessment has been partially completed or completed, a download of the assessment can be created to be distributed within the team or to be completed later. At the bottom of the form pages after saving, click on 'Generate assessment file'. This will then populate the table beneath with a new row.

	Filename	Date	Time
<input type="checkbox"/>	📄 SAT_2025_10_17_11h37m_Bethlehem_E122.00000_N304.00000.json	2025-02-24	13:20:27

Figure 11 - Downloadable Assessments Table

Multiple assessment downloads can be created. Note that the filename structure is as follows:

SAT\_<Date and time of assessment>\_<Nearest city/town>\_<GPS coordinates>.

**NOTE:** Clicking on the Filename will download the file, this will save it to your device. This can then be uploaded in the tool to [continue that saved assessment](#) and/or [generate a report](#).

To delete an entry in the table, click on the checkbox in the left-most column and then click 'Delete Selected Rows' beneath the table.



Figure 12 - Delete Selected Rows Button





## 4.5 Continue Assessment

The tool allows different team members to work on the assessment either to continue it or to merge it. Therefore, an assessment that has been saved as a draft can be reopened in the application to continue working it. On the homepage, click on the **'Continue assessment'** button. Additionally, this option can be found in the navigation menu.



Figure 13 - Continue Assessment Button

On the next screen, either drag and drop an assessment from your file system or click in the zone to upload a file.

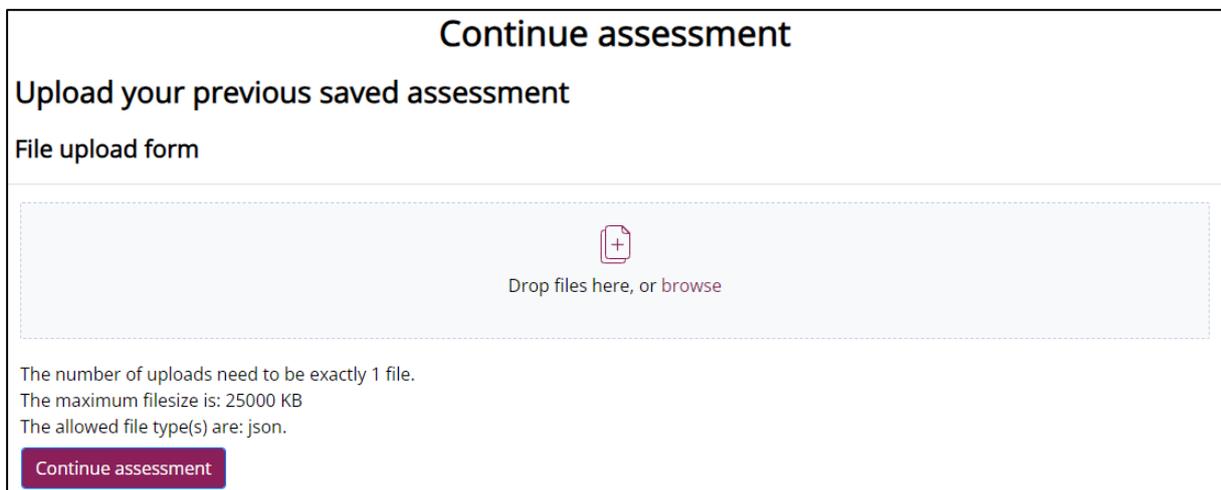
A screenshot of the "Continue assessment" page. The page has a white background with a black border. At the top, the title "Continue assessment" is centered. Below it, the instruction "Upload your previous saved assessment" is displayed. Underneath, the text "File upload form" is shown. A large light blue dashed box contains a document icon with a plus sign and the text "Drop files here, or browse". Below this box, three lines of text provide upload details: "The number of uploads need to be exactly 1 file.", "The maximum filesize is: 25000 KB", and "The allowed file type(s) are: json.". At the bottom left of the page, there is a dark purple button labeled "Continue assessment".

Figure 14 - Continue Assessment Page

Click on **'Continue assessment'** to load it.

**NOTE:** If the assessment you are trying to load is of a previous version of the application, a notification will appear that this file is not compatible.





The assessment data will be loaded into a table where the information can be reviewed and by clicking on the checkboxes you can choose which data to load into the assessment form, at the bottom of the table, click 'Load Selection' to continue.

<input checked="" type="checkbox"/>	SAT_2025_02_15_05h02m_Southaven_E584.00000_N619.00000.json
▼	<input checked="" type="checkbox"/> <b>Site assessment</b>
▶	<input checked="" type="checkbox"/> 1. Site assessment - SECTION 1: GENERAL INFORMATION
▶	<input checked="" type="checkbox"/> 2. Site assessment - SECTION 2: Size
▶	<input checked="" type="checkbox"/> 3. Site assessment - SECTION 3: SITE TOPOGRAPHY, ENVIRONMENT AND SOIL
▶	<input checked="" type="checkbox"/> 4. Site assessment - SECTION 4: NATURAL AND MANMADE HAZARDS
▶	<input checked="" type="checkbox"/> 5. Site assessment - SECTION 5: WILDLIFE AND DOMESTIC USE
▶	<input checked="" type="checkbox"/> 6. Site assessment - SECTION 6: SECURITY AND SURROUNDINGS
▶	<input checked="" type="checkbox"/> 7. Site assessment - SECTION 7: INFRASTRUCTURE AND SUPPLIES
▶	<input checked="" type="checkbox"/> <b>Building A</b>
▶	<input checked="" type="checkbox"/> <b>Building B</b>
<input type="button" value="Load Selection"/>	

Figure 15 - Continue Assessment Loading Table





## 4.6 Combine Assessments

A maximum of 4 different draft or completed assessments can be uploaded to combine them. On the homepage, click on the 'Combine Assessment' button. Additionally, this option can be found in the navigation menu.

### Combine assessments

#### Upload assessments to combine

File upload form



Drop files here, or [browse](#)

Uploaded Files:

- BA\_25.01.25\_Youngstown\_E445.78125\_N33.13755.json (80.02 KB)
- SA\_18.01.25\_Rocklin\_E601.87500\_N56.55948.json (34.26 KB)

Upload up to 4 assessment files  
The maximum filesize is: 50000 KB  
The allowed file type(s) are: json.

[Combine assessments](#)

Figure 16 - Combine Assessments Page

The assessment data will be loaded into a table where the information can be reviewed and by clicking on the checkboxes you can choose which data to load into the assessment form. When combining, some fields will be single select and others will have the option to combine for example text fields. At the bottom of the table, click 'Load Selection' to continue.

	<input checked="" type="checkbox"/> SAT_2025_02_26_12h12m_Valletta_E14.50067_N35.88717.json	<input checked="" type="checkbox"/> SAT_2025_02_26_12h12m_Valletta_E14.50067_N35.88717.json
	<input checked="" type="checkbox"/> Site assessment	<input checked="" type="checkbox"/> Site assessment
	<input checked="" type="checkbox"/> 1. Site assessment - SECTION 1: GENERAL INFORMATION	<input checked="" type="checkbox"/> 1. Site assessment - SECTION 1: GENERAL INFORMATION
Assessment type	<input checked="" type="checkbox"/> desk_assessment	<input checked="" type="checkbox"/> desk_assessment
Comments	<input checked="" type="checkbox"/> qweqwe	<input checked="" type="checkbox"/> qweqwe
Land rights certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Soil certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 17 - Combine Assessment Loading Table





## 5 Reports

The outcome of the assessment is the generation of a written report. Reports for assessments can be generated and saved as a PDF or physically printed out.

### 5.1 Generate Report

On the homepage, click on the **'Generate Report'** button. Additionally, this option can be found in the navigation menu.



Figure 18 - Generate Report Button

On the next screen, either drag and drop an assessment from your file system or click in the zone to upload a file.

### Generate assessment report

#### Step 1: Upload your previous saved assessment



Drop files here, or [browse](#)

Uploaded Files:

- SAT\_03.09.20\_Berlin\_E13.40254\_N52.50389 (3) 1.json (10.24 MB)

Upload an assessment file to create a report with the provided data.  
The number of uploads need to be exactly 1 file.  
The maximum filesize is: 50000 KB  
The allowed file type(s) are: json.

[Submit assessment](#)

Figure 19 - Generate Report Page

Click **'Submit Assessment'** to load. A section beneath will appear with the various sections in the assessment.





### Select type of report

#### Evaluation only

Export sections to PDF:

1.Site assessment - SECTION 1: GENERAL INFORMATION

[Generate PDF Download](#)

#### Evaluation and selected

Export sections to PDF:

1.Site assessment - SECTION 1: GENERAL INFORMATION

10. Building assessment - SECTION 10: GENERAL DETAILS OF THE BUILDING

2.Site assessment - SECTION 2: Size

3.Site assessment - SECTION 3: SITE TOPOGRAPHY, ENVIRONMENT AND SOIL

4.Site assessment - SECTION 4: NATURAL AND MANMADE HAZARDS

5.Site assessment - SECTION 5: WILDLIFE AND DOMESTIC USE

6.Site assessment - SECTION 6: SECURITY AND SURROUNDINGS

7.Site assessment - SECTION 7:INFRASTRUCTURE AND SUPPLIES

8.Site assessments - SECTION 8: SERVICES

9.Site assessment - SECTION 9: COMPENSATION AND INCLUSION

11. Building assessment - SECTION 11: BASIC STRUCTURAL SYSTEM

12. Building assessment - SECTION 12: STRUCTURAL ISSUES AND HAZARDS

13. Building assessment - SECTION 13: RELEVANT EXISTING TECHNICAL INSTALLATION

14. Building assessment - SECTION 14: ROOF

15. Building assessment - SECTION 15: EVACUATION MEASURES

16. Building assessment - SECTION 16: CLIMATE SUITABILITY

17. Building assessment - SECTION 17: LIGHT AND VENTILATION

18. Building assessment - SECTION 18: LIMITATIONS FOR PERSONS WITH DISABILITIES

19. Building assessment - SECTION 19: EXISTING ROOMS

20. Building assessment - SECTION 20: FURNITURE

[Generate PDF Download](#)

Figure 20 - Generate Report - Select Sections

From here you can generate a PDF for only the site assessment evaluation or a report with the evaluation and selected sections of the assessment. Click '**Generate PDF Download**' to load those sections.





Evaluation and selected		SAT_19.09.25_Independence_E378.28125_N8.40717.json	Select
1. Site assessment - SECTION 1: GENERAL INFORMATION			
Assessment type	field_assessment		<input checked="" type="checkbox"/>
Comments	Magnam molestias quis error quod occaecati atque nesciunt nostrum molestiae. In quasi voluptate quod quae ipsam corporis quisquam cum expedita. Nostrum in aperiam.		<input checked="" type="checkbox"/>
Land rights certificates	no		<input checked="" type="checkbox"/>
Soil certificate	no		<input checked="" type="checkbox"/>
Plan of the site	yes		<input checked="" type="checkbox"/>
List of services provided nearby (school, hospitals, etc.).	no		<input checked="" type="checkbox"/>

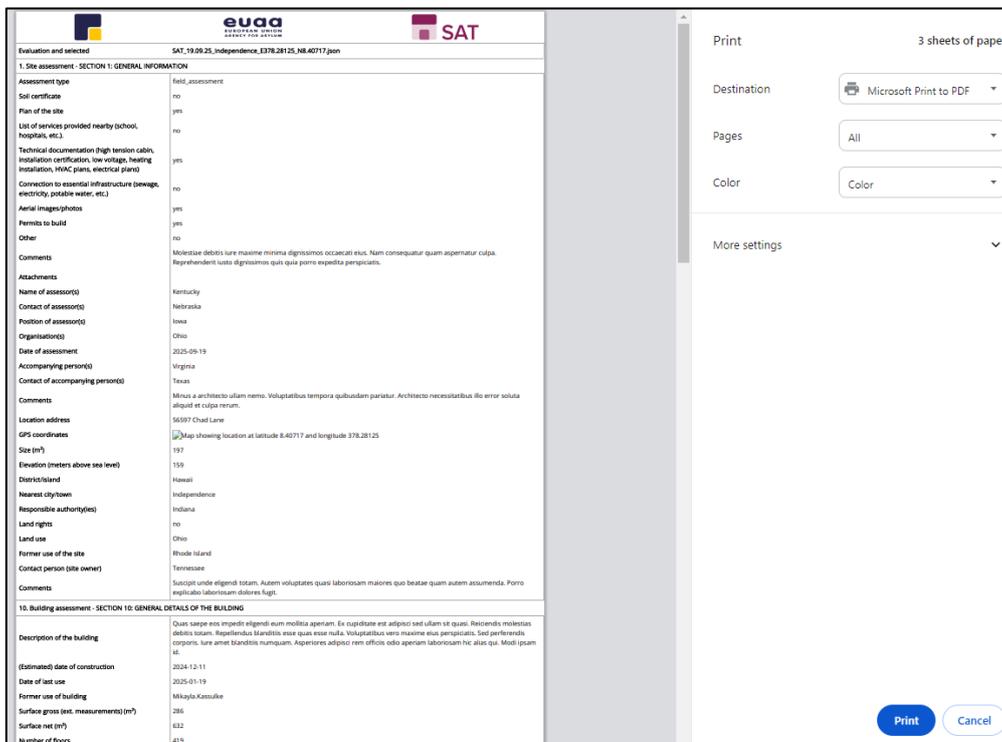
Figure 21 - Print Assessment - Select Questions

The report can then be further filtered by unselecting the various questions in the assessment sections that you would not like to include by clicking on the checkboxes. Deselecting the checkbox on the section heading will deselect all questions in that section. Click **'Print PDF Report'** at the bottom of the page to continue.



Figure 22 - Print PDF Report Button

The browser's print preview dialogue will open, select a printer and click **'Print'** to continue.



The screenshot shows a print preview window for a report. On the left, the report content is visible, including sections for '1. Site assessment - SECTION 1: GENERAL INFORMATION' and '10. Building assessment - SECTION 10: GENERAL DETAILS OF THE BUILDING'. On the right, the print settings are displayed, showing '3 sheets of paper', 'Destination: Microsoft Print to PDF', 'Pages: All', and 'Color: Color'. At the bottom right, there are 'Print' and 'Cancel' buttons.

Figure 23 - Print Preview (Chrome)





## 5.2 Compare Reports

On the homepage, click on the **'Compare reports'** button. Additionally, this option can be found in the navigation menu.

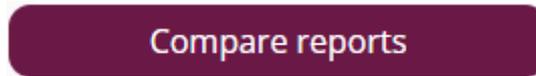


Figure 24 - Compare Reports Button

On the next screen, either drag and drop an assessment from your file system or click in the zone to upload a file.

### Compare assessment reports

#### Step 1: Upload your previous saved assessments

---



Drop files here, or browse

Uploaded Files:

- SAT\_2025\_02\_26\_12h12m\_Valletta\_E14.50067\_N35.88717.json (11.13 KB)
- SAT\_2025\_02\_26\_12h12m\_Valletta\_E14.50067\_N35.88717 - Copy.json (9.42 KB)

Upload up to 4 assessment files to create a report with.  
The maximum filesize is: 524288 KB  
The allowed file type(s) are: json.

[Submit assessments](#)

## 6 Useful Resources

### 6.1 User Manual

The methodology behind the creation of the tool can be found here.





## 7 Browser Settings

If a specific file location is needed to be set to download assessments or reports e.g., an old report needs to be overwritten, or a certain cache of assessments should belong in a specific folder for easy report generation, the browser settings can be updated so every time a file is downloaded the user is prompted to specify the download location of the file.

### 7.1 Google Chrome

Click on the three dots menu in the top right of the browser window, then click on ‘Settings’.

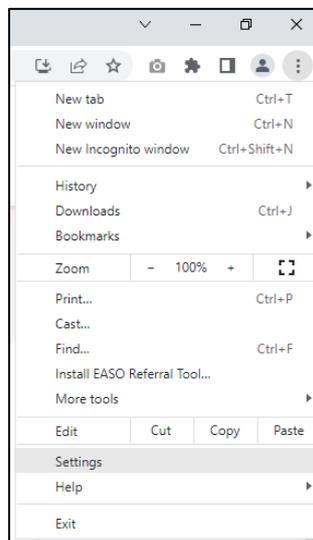


Figure 25 - Google Chrome Options Menu

In the new tab that opens, in the left-hand menu, click on ‘Downloads’. Enable the setting labelled ‘Ask where to save each file before downloading’.

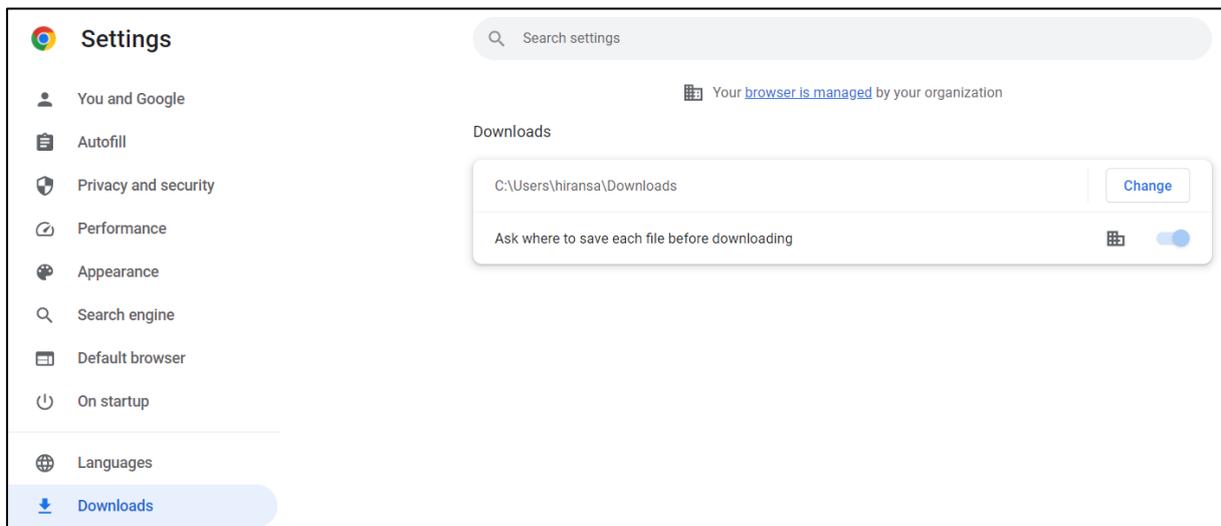


Figure 26 - Google Chrome Download Settings





## 7.2 Mozilla Firefox

Click on the burger menu in the top right of the browser window, then click on **'Settings'**.

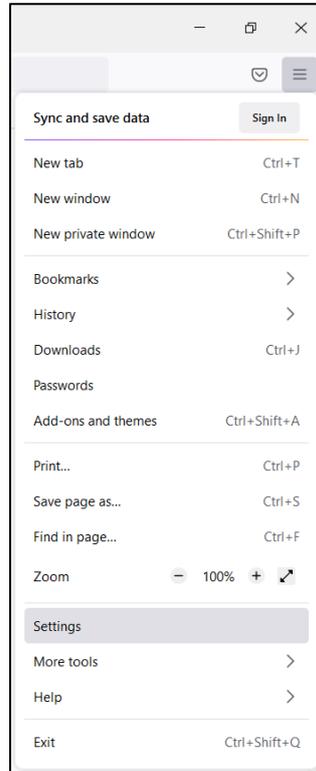


Figure 27 - Mozilla Firefox Options Menu

In the new tab that opens, scroll down to the **'Files and Applications'** section and to the **'Downloads'** heading. Enable the checkbox labelled **'Always ask you where to save files'**.



Figure 28 - Mozilla Firefox Download Settings



## 7.3 Microsoft Edge

Click on the three dots menu in the top right of the browser window, then click on **'Settings'**.

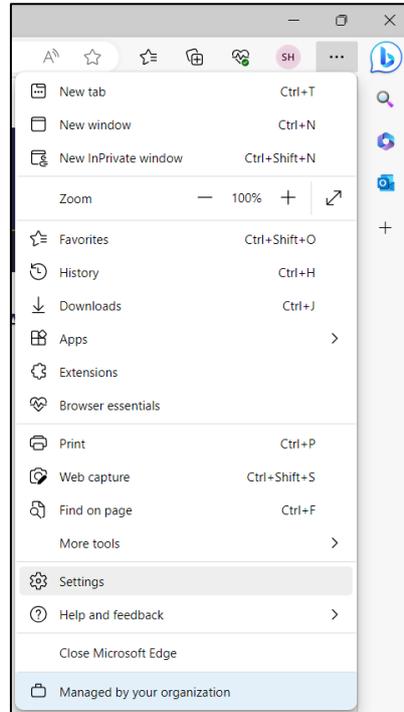


Figure 29 - Microsoft Edge Options Menu

In the new tab that opens, in the left-hand menu, click on **'Downloads'**, this will show the relevant setting. Enable the setting labelled **'Ask me what to do with each download'**.

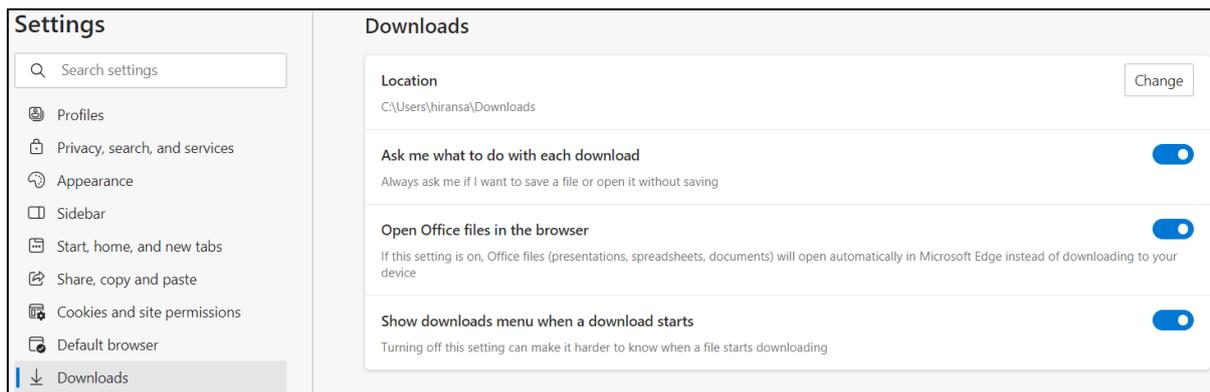


Figure 30 - Microsoft Edge Download Settings





## 8 Annexes

### 8.1 Annex 1 – Methodological guidance

### 8.2 Annex 1 – Data Protection Disclaimer

In both online and offline versions of the SAT app, all interactions, and data processing within the SAT app happen locally in the user's browser. All data inserted and processed in the SAT app is saved only in the user's device. No data is sent to any external location or server. Even data which are temporary stored on the browser are stored on the local device of the user. The app is created using a technique called PWA (Progressive Web App). The app essentially runs within the browser using the URL of the web application.

The data processed in the SAT app are not encrypted and the saved files can be reopened and viewed. It is the user's responsibility to protect the data when processing them and saving them in the user's device.

EUAA therefore recommends that Member States shall implement appropriate technical and organisational measures to protect personal data (including special categories of personal data) contained in the files. For example, when files are saved or shared further. Please contact your local Data Protection Officer for further guidance.





## 8.3 Annex 2 – Uninstalling the Application

### 8.3.1 Google Chrome

Within the application click on the three dots menu in the top right corner of the screen and then click on **'Uninstall EUAA Site Assessment Tool...'**.

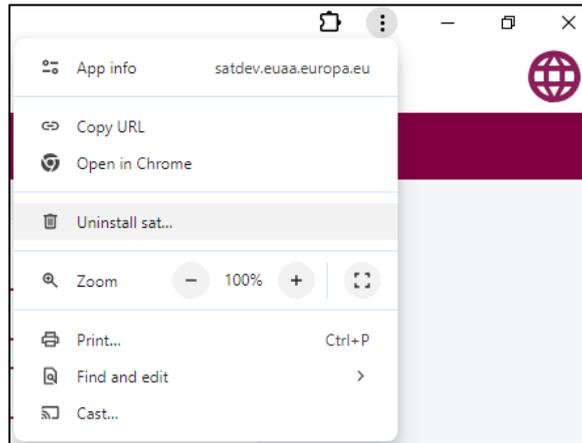


Figure 31 - Uninstall Application - Chrome

In the pop-up that follows, check the box to clear the cached data from Chrome. Click **'Remove'** to confirm.

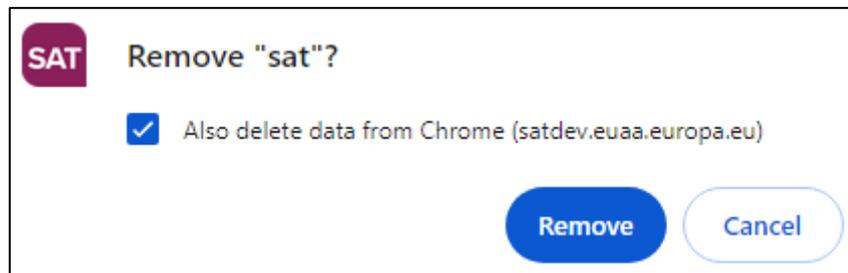


Figure 32 - Confirm Uninstallation - Chrome

The application will then successfully be removed from the device.





### 8.3.2 Microsoft Edge

Within the application click on the three dots menu in the top right corner of the screen and then click on 'App settings'.

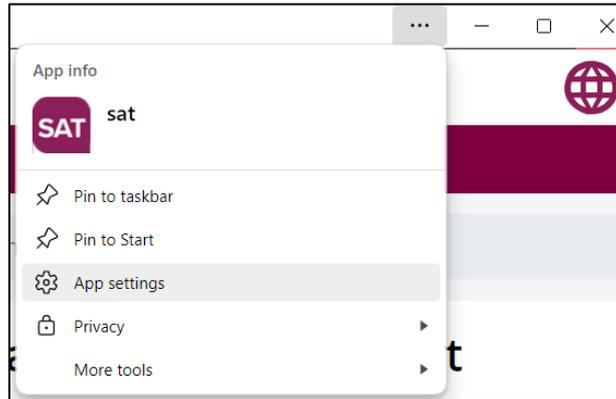


Figure 33 - Uninstall Application - Edge

In the new window that opens, click 'Uninstall' to confirm.

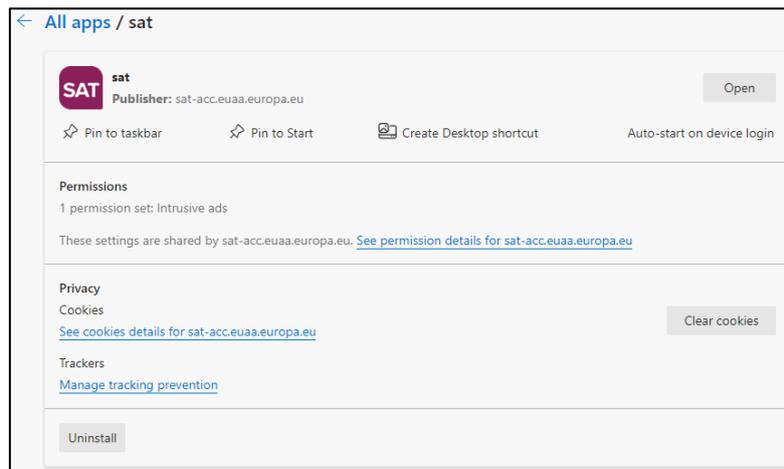


Figure 34 - App Settings - Edge

Check the box to clear the cached data from Edge. Click 'Remove' to confirm.

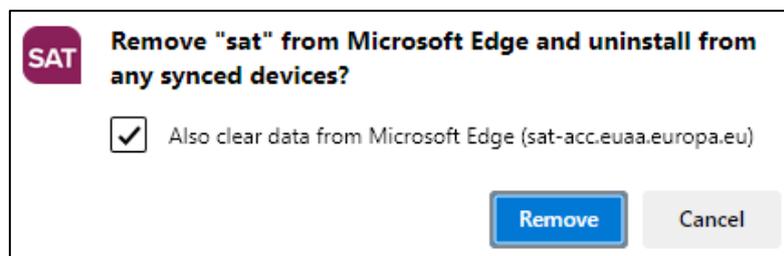


Figure 35 - Confirm Uninstallation - Edge

The application will then successfully be removed from the device.





## 8.4 Annex 3 – Device Compatibility

Browser	Support					Comment
	Windows	MacOS	Linux	Android	iOS & iPadOS	
<b>Chromium-based</b>	Yes	Yes	Yes	Yes	-	Includes Google Chrome, Microsoft Edge, Brave, Opera, Vivaldi, etc.
<b>Firefox</b>	No	No	No	Partial	No	

*Table 1 - Device Compatibility*

This was taken from [Wikipedia](#) on **12/11/2024**. Please visit the link for up-to-date information.

