

Fisheries Dependent Information data call

Upload facility instructions

Account Name and Password

The access to the upload facility is protected; only National Correspondents are entitled to receive the credential to access the tool.

For any other issue please submit a request by sending an e-mail to the following address: JRC-DATASUBMISSION@ec.europa.eu.

File format

The file accepted during the uploading process must conform to the template given and must have the following characteristics:

- The file format accepted by the upload facility is the Excel2007 XML-based file format (extension .xlsx).
- Each worksheet need to start with a particular name: TABLE_A, TABLE_B, TABLE_C_NAO_OFR, TABLE_D_NAO_OFR, TABLE_E_NAO_OFR, TABLE_F_NAO_OFR, TABLE_C_MBS, TABLE_D_MBS, TABLE_E_MBS, TABLE_F_MBS, TABLE_G, TABLE_H, TABLE_I, TABLE_J
- The number of columns in the EXCEL file and their names must be exactly like in the template that are available on the website <https://datacollection.jrc.ec.europa.eu/dc/fdi>
- An Excel file may not contain more than one worksheet.
- Formulas and filters in the Excel files are not accepted by the upload tool.
- Comma or dot as decimal separator can be used according to country preferences.

How to upload

To access the upload facility, please insert the account name and the password in the corresponding fields, and then press the 'Sign in' button (see Figure 1).

JRC-DATASUBMISSION@ec.europa.eu'."/>

FDI data upload facility

Username

Password

For any question related to the upload procedure, please contact JRC-DATASUBMISSION@ec.europa.eu

Figure 1: Sign in page

Once you are logged in, a 'Welcome' page will open (see figure 2). The menu at the top of the page will allow you to select the upload tool functionalities. To upload your data, select the 'Upload' link from the menu.

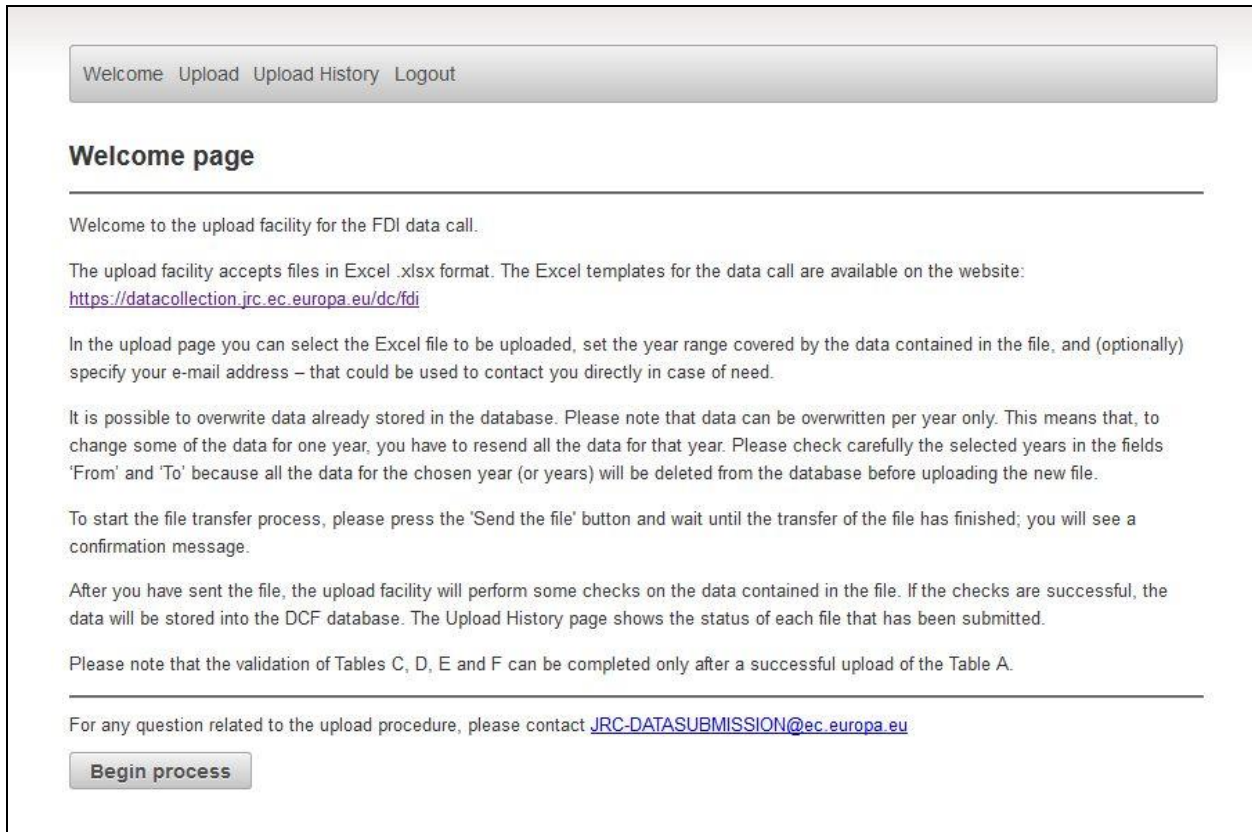


Figure 2: Welcome page

In the upload page (see figure 3) you can select the Excel file to be uploaded, set the year range covered by the data contained in the file, and (optionally) specify your e-mail address – that could be used to contact you directly in case of need.

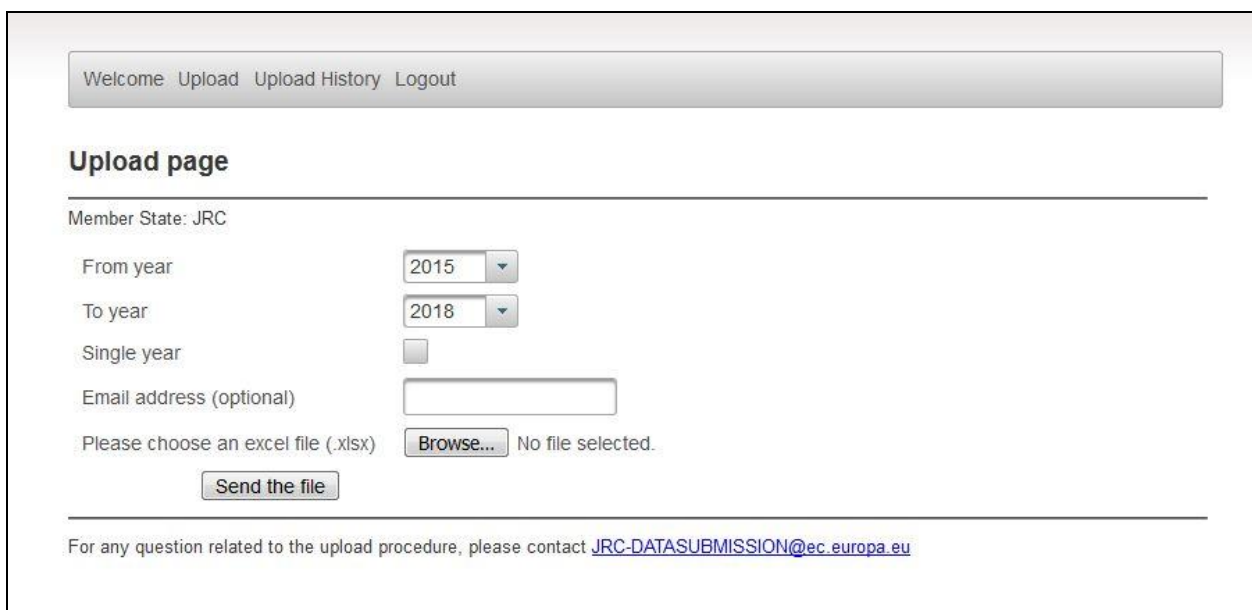
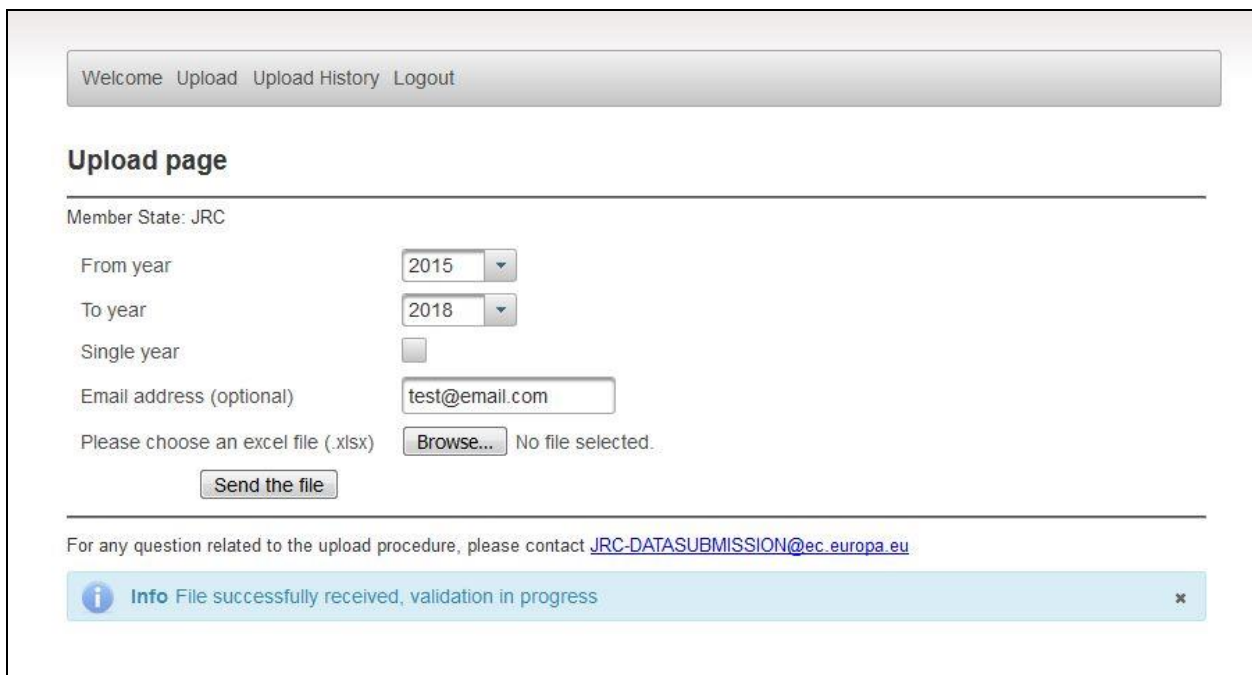


Figure 3: Upload page

If you wish, it is possible to overwrite data that you already uploaded (for example if you want to change some of the data previously sent). Please note that data can be overwrite per year only. This means that, to change some of the data for one year, you have to resend all the data for that year. Please check carefully the selected years in the fields 'From' and 'To' because all the data for the chosen year (or years) will be deleted from the database before uploading the new file.

To start the file transfer process, please press the 'Send the file' button and wait until the transfer of the file has finished; you will see a confirmation message (see figure 4).




The screenshot shows a web interface for file uploads. At the top, there is a navigation bar with links: 'Welcome', 'Upload', 'Upload History', and 'Logout'. Below this is the 'Upload page' header. The main content area shows the 'Member State' as 'JRC'. There are two dropdown menus for 'From year' (set to 2015) and 'To year' (set to 2018). A 'Single year' checkbox is unchecked. An 'Email address (optional)' field contains 'test@email.com'. A 'Browse...' button is next to the text 'Please choose an excel file (.xlsx) No file selected.'. A 'Send the file' button is located below these fields. At the bottom of the form area, there is a note: 'For any question related to the upload procedure, please contact JRC-DATASUBMISSION@ec.europa.eu'. A blue information banner at the bottom of the page displays the message: 'Info File successfully received, validation in progress' with a close button (x).

Figure 4: File transfer confirmation message

After the transfer of the file ends, the upload facility starts the data validation step and, if there are no errors, the data are stored in the database.

Please, check the result of the data validation and storing processes by clicking the 'Upload History' link on the menu (see Figure 5).

If the upload was successful, you will see the message 'Success' in the *upload status* column in the row corresponding to the submitted file.






Otherwise, an error message is displayed in the *upload status* column and, by clicking on the download icon  (see Figure 5), you can download to your local machine an Excel file containing the list of errors. The Excel file generated by the tool contains the rows with the data that were rejected by the data validator plus two extra columns called *originalRow* and *rejectReason*. The *originalRow* column contains the number of the row in the original Excel file, and the *rejectReason* column contain the description of the reason of the rejection; when more reject reasons are present, they are separated by '|'.

At the end of the page, a button "refresh list" allow the update of the status of the upload that are still shown as "in progress".

The files containing data with errors are not stored in the DCF database; please correct the errors and submit the file again.

Welcome Upload Upload History Logout

Upload history

Country	Upload date	Email address	File name	From	To	Upload status	Details
JRC	25/06/2019 15:30:58	test@email.com	TABLE_H_test	2015	2018	Success	
JRC	25/06/2019 15:14:16	test@email.com	TABLE_I_test	2015	2018	Data checks failure	
JRC	25/06/2019 14:10:49	test@email.com	TABLE_I_test	2015	2018	File format not compliant	
JRC	25/06/2019 14:01:33	test@email.com	TABLE_G_test	2015	2018	Success	
JRC	25/06/2019 14:01:31	test@email.com	TABLE_G_test	2015	2018	Data checks failure	
JRC	25/06/2019 13:59:08	test@email.com	TABLE_J_test	2015	2018	Success	
JRC	25/06/2019 13:53:50	test@email.com	TABLE_B_test	2015	2018	Data checks failure	
JRC	25/06/2019 11:27:25	test@email.com	TABLE_A_test	2015	2018	Success	
JRC	25/06/2019 11:26:36	test@email.com	TABLE_A_test	2015	2018	Data checks failure	
JRC	25/06/2019 11:24:59	test@email.com	TABLE_A_test	2015	2018	Data checks failure	

Refresh list

Figure 5: Upload History page

Please note that the validation of Tables C, D, E and F can be completed only after a successful upload of the Table A.

All the files uploaded successfully or not uploaded because of issues (in the file format or data codes) are listed in the 'Upload History' page.