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## *EU Aquaculture sector data call*

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### **Quick guide to the Upload tool**

(last update: 01 December 2020)

To use the upload facility on the [Data Collection](#) web site you need to have:

1. Dedicated 'user name' and 'password',
2. One or more files to be uploaded.

### **User Name and Password**

The access to the upload facility is protected. Only users with a 'user name' and 'password' can gain access. In order to obtain access rights please contact your [National Correspondent](#). For any other issue you need to submit a request by sending an e-mail to the following address: [jrc-datasubmission@ec.europa.eu](mailto:jrc-datasubmission@ec.europa.eu).

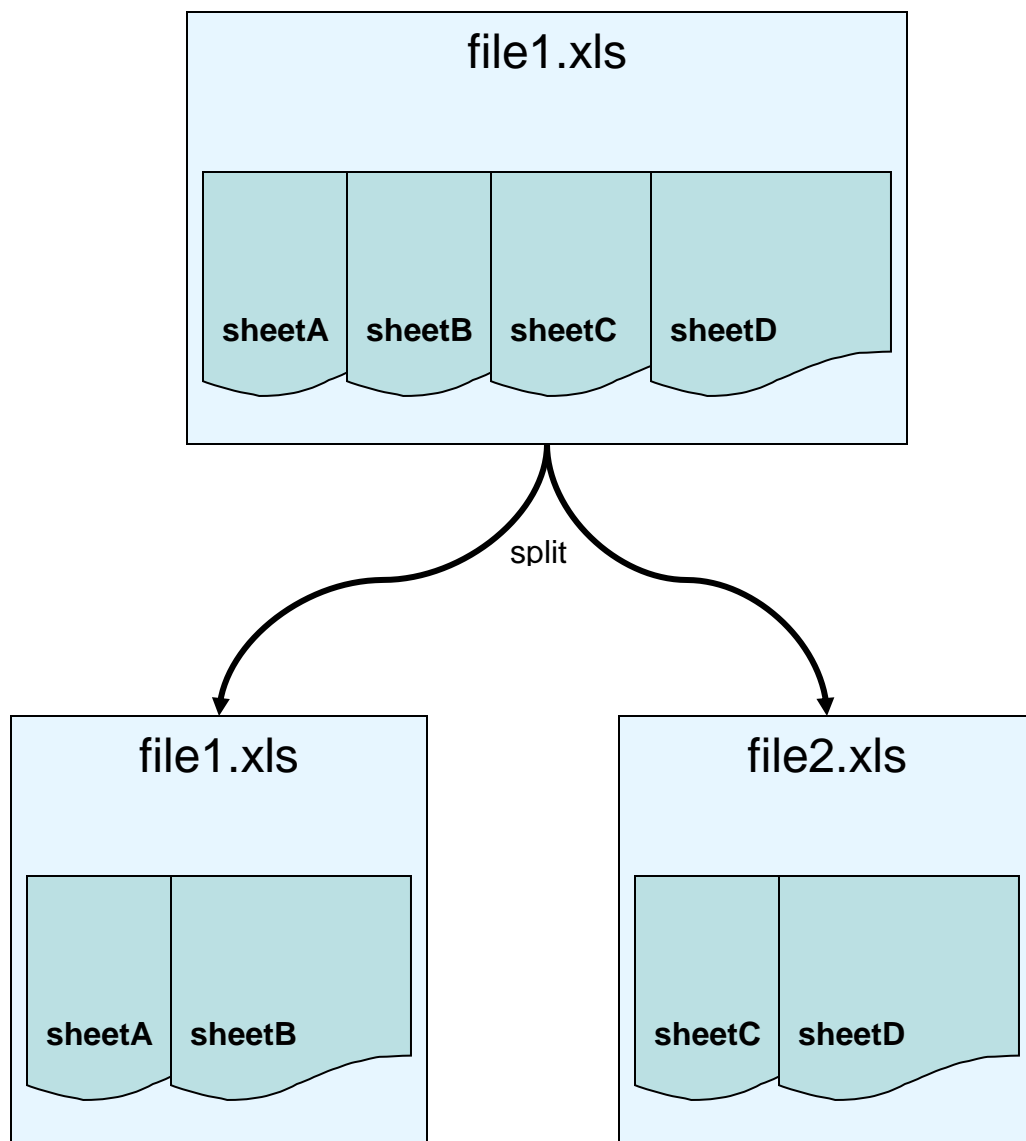
### **File's format**

The files accepted during the uploading process must conform to the [templates](#) given as examples on our website. The file you have to create must have the following characteristics:

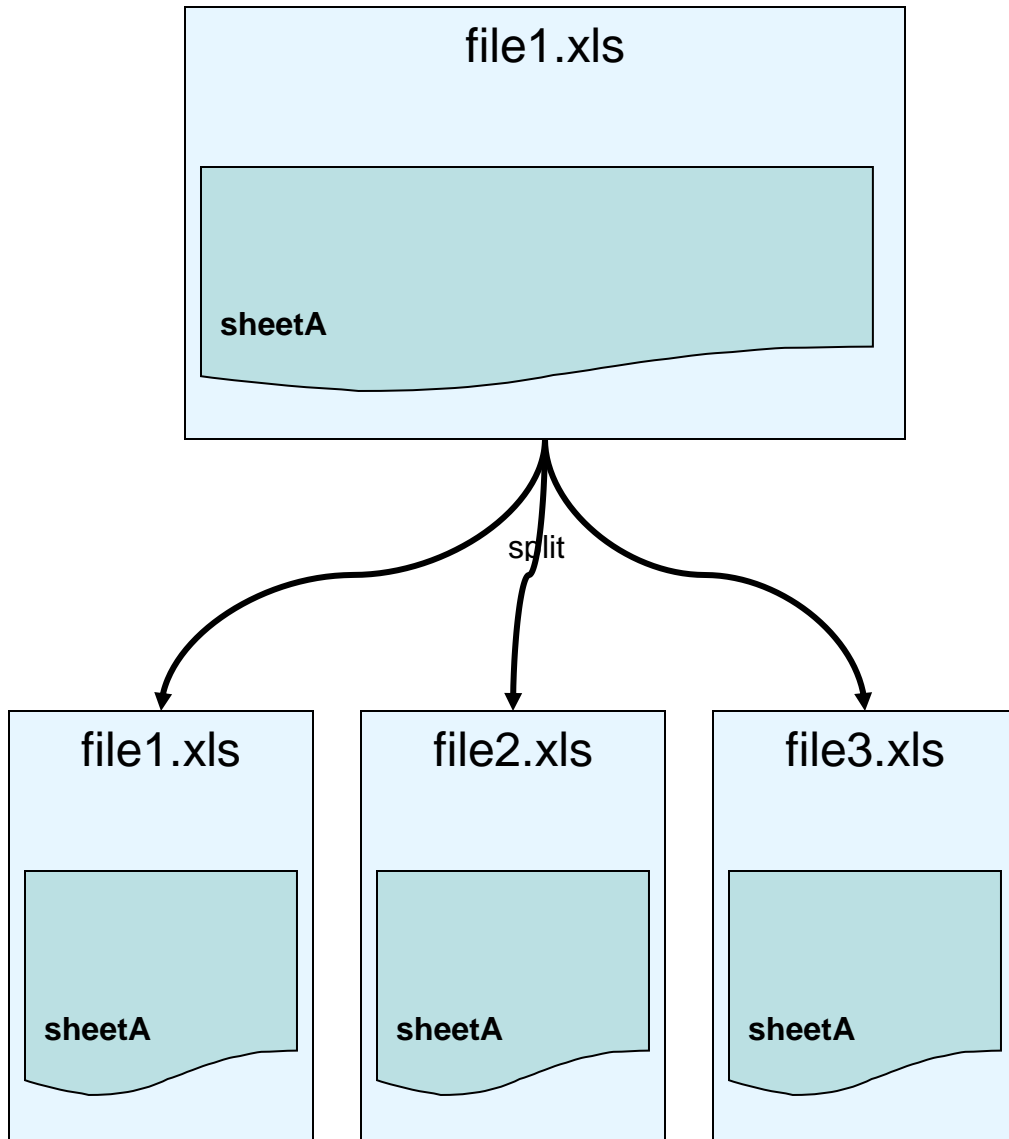
- the system accepts only excel with extension: .xls and .xlsx,
- an excel file may contain more than one worksheet; if the excel file contains more than one worksheet with the same name then the worksheets are appended one after the other,

- each worksheet must have the exact name and headers as in the samples (not key sensitive), you can name the file as you wish.
- the system will not accept duplicated variables for the same aggregation,
- the system accepts only decimal numbers with the dot as separator: for example 23.56;
- formulas and filters in the excel files are not accepted by the system.
- the file's size must not exceed the 7 MBytes (~ 40 thousand rows by 10 columns); **if the size exceeds the limit, then split your data into separate files.**

If the excel file contains different sheets, group the sheets into different files.



If the excel file contains one unique big sheet, split the sheet into different sheets with the same name and move them into different files.



If you have any questions, please contact us at:

[jrc-datasubmission@ec.europa.eu](mailto:jrc-datasubmission@ec.europa.eu).

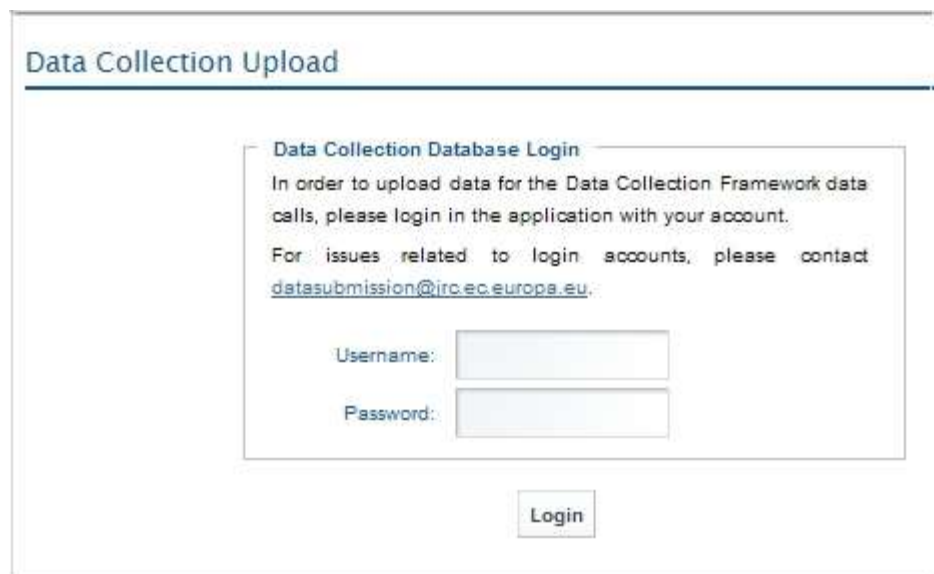
## How to upload

1. Go to: <https://datacollection.jrc.ec.europa.eu>
2. Select the 'Data calls and Uploading' tab
3. Select the 'Upload tool' link for the Aquaculture data call
4. Login
5. Click the 'Upload data' link
6. Fill in all the fields
7. Press the 'Upload' button
8. Wait until the process has finished

For an extensive explanation please read the next chapter.

## Step by step

Once you have your 'user name' and 'password' you can access the [login page](#) (see picture 1) of the upload tool by inserting these details in the correspondent fields. Then press the 'login' button.



The screenshot shows a web page titled "Data Collection Upload". Inside the page, there is a section titled "Data Collection Database Login". The text in this section reads: "In order to upload data for the Data Collection Framework data calls, please login in the application with your account. For issues related to login accounts, please contact [datasubmission@jrc.ec.europa.eu](mailto:datasubmission@jrc.ec.europa.eu)." Below this text are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field.

Picture 1.

Once you are logged in, a 'User information' page will open.

On the left hand side of the screen you will find links to navigate the Data Collection upload environment.

To upload your data select the 'Data Upload' link that you can find in the 'Menu' area.

Data Collection Upload

Menu

- User Information
- Data Upload
- Data Summary
- Logout

Email address

Email address of the person uploading the data.

Excel File to be uploaded

Browse...

Only Excel files can be uploaded: Excel 95, 97, 2003 - filename.xls - & Excel 2007 - filename.xlsx. An excel file can contain more than one worksheet.

Overwrite or Append option

OVERWRITE  APPEND

The 'OVERWRITE' option will permanently DELETE the data that you may have uploaded previously for the WORKSHEET with the SAME NAME you are currently uploading and will replace them with the new data that you are going to upload.

Upload

Upload Results

Picture 2.

In the upload page (see picture 2) you are requested to insert your e-mail address (not mandatory) and to select the file to be uploaded. The e-mail address will be useful for us to contact you directly in case we need more information about the data you have uploaded or in case an issue arise on the system.

Please check that the fields are consistent with the data to be submitted.

If you submit a dataset for a particular template multiple times, each time you upload the existing data is automatically appended to the data of the previous upload. This is the behavior if the 'append' option is selected. The 'overwrite/append' option has the following meaning:

- **OVERWRITE:** means that you do not intend to append the data of the file selected to the same type of data already on the database that you may have uploaded previously; in this case the data in the database is deleted and overwritten by the one you are going to upload.

- **APPEND:** means that you want to append the data you are going to upload to the same type of data on the database; in this case the existing data in the database is retained.

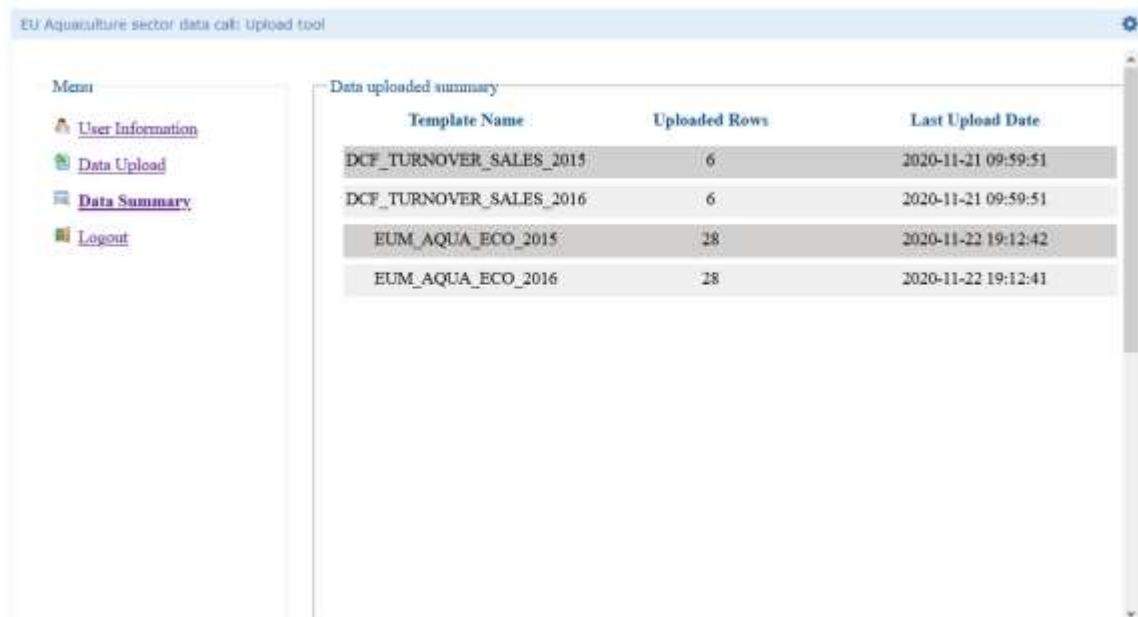
Once you have completed the information requested then press the 'Upload' button to start the uploading process.

Please wait until the upload process is ended. In some cases, it can take more than 10 minutes depending on the internet connection.

If the execution of the process ends correctly a green message will appear on the 'Upload Results' area; otherwise a list of errors will be given to identify the location of the errors in the excel file. In this case, please correct the errors and submit the data again.

If you are new to this process, or you are trying to work out why one dataset doesn't upload, please put one dataset in one workbook as it will make it much easier for us and for you to see what the issue may be.

All the files uploaded successfully are listed in the table visible by clicking the 'Data Summary' link on the pane at your left-hand-side.



Template Name	Uploaded Rows	Last Upload Date
DCF_TURNOVER_SALES_2015	6	2020-11-21 09:59:51
DCF_TURNOVER_SALES_2016	6	2020-11-21 09:59:51
EUM_AQUA_ECO_2015	28	2020-11-22 19:12:42
EUM_AQUA_ECO_2016	28	2020-11-22 19:12:41

## Important issues

It is **important** to remember that:

- The excel files need to conform to rules listed in the 'File's format' chapter of this quick guide.
- To upload files of more than 7 MByte can take a long time. Please split your data into separate worksheets and upload them into different excel files. Upload the first file with the 'overwrite' option selected. Then for the subsequent files, execute the upload with the 'append' option selected.
- The 'overwrite' option will permanently delete the data you may have uploaded previously and will replace them with the new data that you are going to upload. This happened for data contained in different files and leaving in worksheet having the same name. Data from the same file and leaving in worksheet having the same name are by default appended one after the other.
- If a templates is uploaded with column 'year' in blank, it will DELETE previous uploaded data.
- Please submit 0 for the number of enterprises in case there was no activity in certain segments. Otherwise, provide the number of enterprises even if no other values can be provided because of confidentiality and the data cannot be clustered in another segment.
- In case of copying the data to the template from the other Excel file, please use Copy – Paste Special (as Value) option.

For any questions or concerns, please email us at:

[jrc-datasubmission@ec.europa.eu](mailto:jrc-datasubmission@ec.europa.eu).