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# *EU Fleet Economic data call*

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## **Quick guide to the Upload facility and Data Validation tool**

(last update: 12 February 2020)

The Upload facility and Data Validation tool (DV tool) are developed by the JRC.D.2 to serve the EU framework for the collection and management of fisheries data. Under this framework, Member States (MS) collect, manage and make available a wide range of fisheries data needed for scientific advice.

The data are collected on the basis of National Programmes in which MS indicate which data are collected, the resources allocated for the collection and how the data are collected. MS must report annually on the implementation of their National Programmes and the Scientific, Technical and Economic Committee for Fisheries (STECF) evaluates these Annual Reports.

Part of the data collected by MS are uploaded to databases managed by the JRC in response to data calls issued by DG MARE. These data are analysed by experts of the STECF and form the basis for scientific opinions and recommendations formulated in STECF reports. The resulting scientific advice is used to inform the CFP decision-making process. JRC is assembling the data, storing it in databases, analysing its quality and coverage and making it available to the STECF working groups. Once the STECF reports are finalized, the data are disseminated in aggregated form for a target audience of experts for further use in scientific analyses and policy.

### **Account Name and Password**

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**

Files accepted during the uploading process must conform to the template provided and must have the following characteristics:

- Excel XML-based file format (extension .xlsx): all version starting from Excel-2007.
- Must contain no formulas, filters or Macros - these are not accepted by the upload tool.
- File name must start with the specific template name:

- map\_capacity,
- map\_fs,
- map\_fsfa0,
- map\_fssub,
- map\_ms,
- map\_msfa0,
- map\_recatch.

For example: map\_capacity\_2018 is accepted but 2018\_map\_capacity is not.

- The number, order and headers of columns must be identical to the templates provided: <https://datacollection.jrc.ec.europa.eu/dc/fleet>
- The file to be uploaded may contain more than one worksheet but only if the worksheets have the same format (same name and order of columns). For example: map\_capacity can contain one worksheet for each year. However, we recommend splitting years for a specific template into several files, one file per year, if needed, and use more than one worksheet in a file only if the quantity of rows for that specific year is more than the Excel limit. In this way, maintenance, corrections, and eventual resubmissions will involve only one year at a time and make detecting errors easier.
- Comma or dot as decimal separator can be used according to country preferences.

## **Procedure of upload**

The online DV tool can be used to check data files before uploading. We recommend that you use this facility to help detect errors and avoid problems while uploading. Depending on the tool used, you need to follow specific steps. The schemas below will guide you in this process.

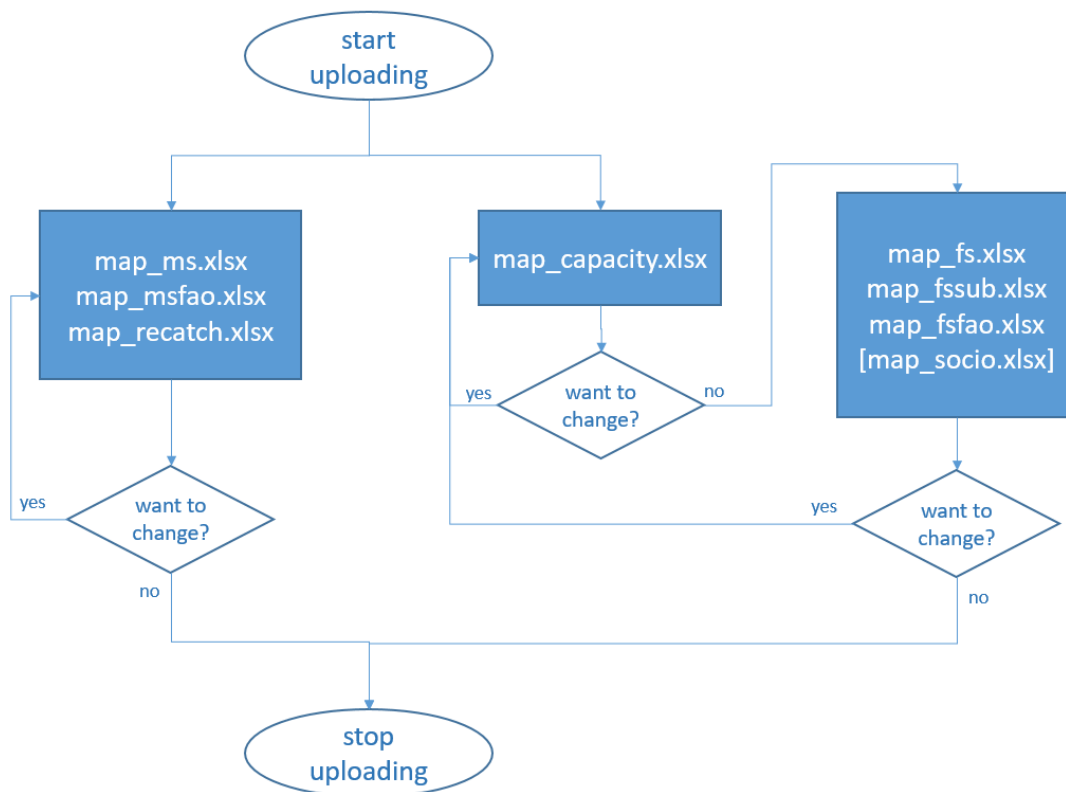


Figure 1: Uploading facility steps

In the case of the DV tool, the “capacity” file after the validation needs to be uploaded on the “upload facility” in order to store the data into the database; only afterwards other fleet segment dependent files can be checked with the DV tool.

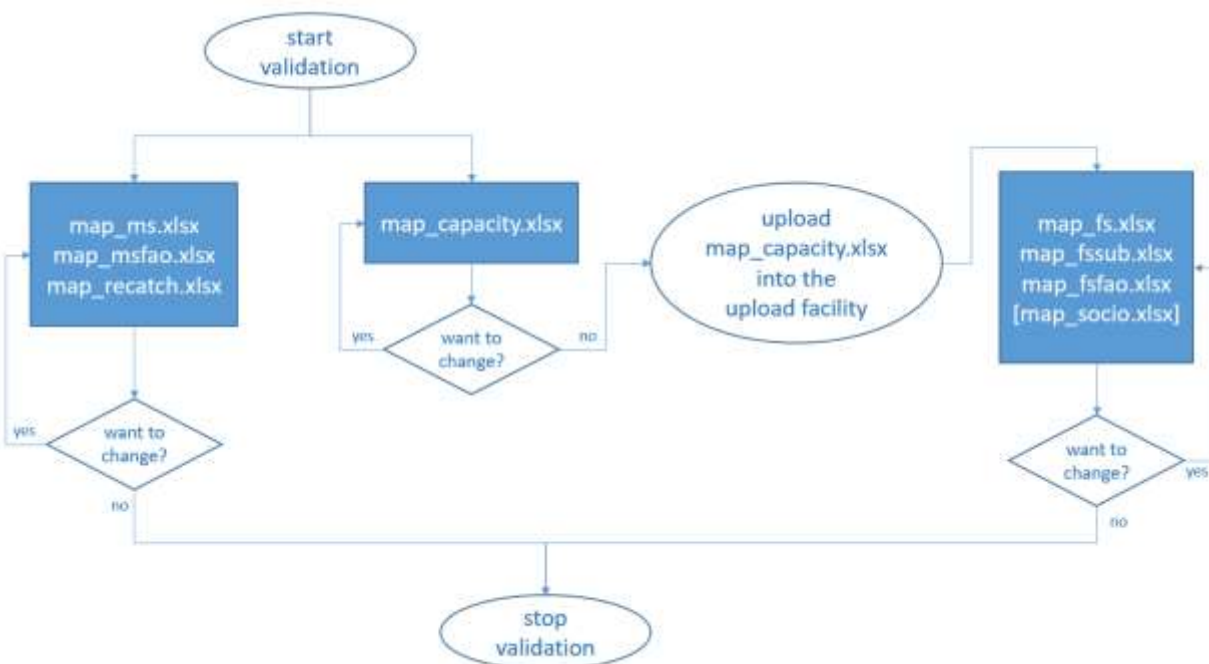
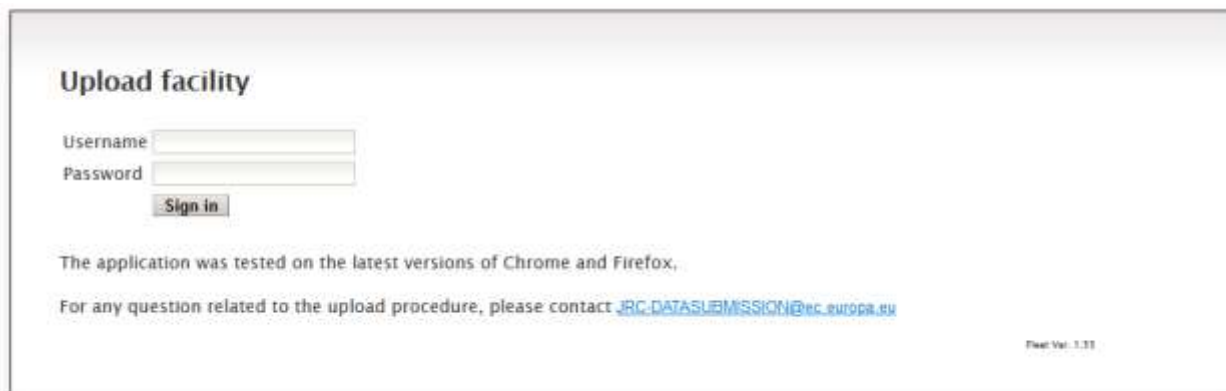


Figure 2: Data Validation tool steps

## How to validate and upload your data

To access the 'Upload facility' and 'DV tool', insert the account name and the password in the corresponding fields, and press the 'Sign in' button (see **Figure 3**).



**Upload facility**

Username

Password

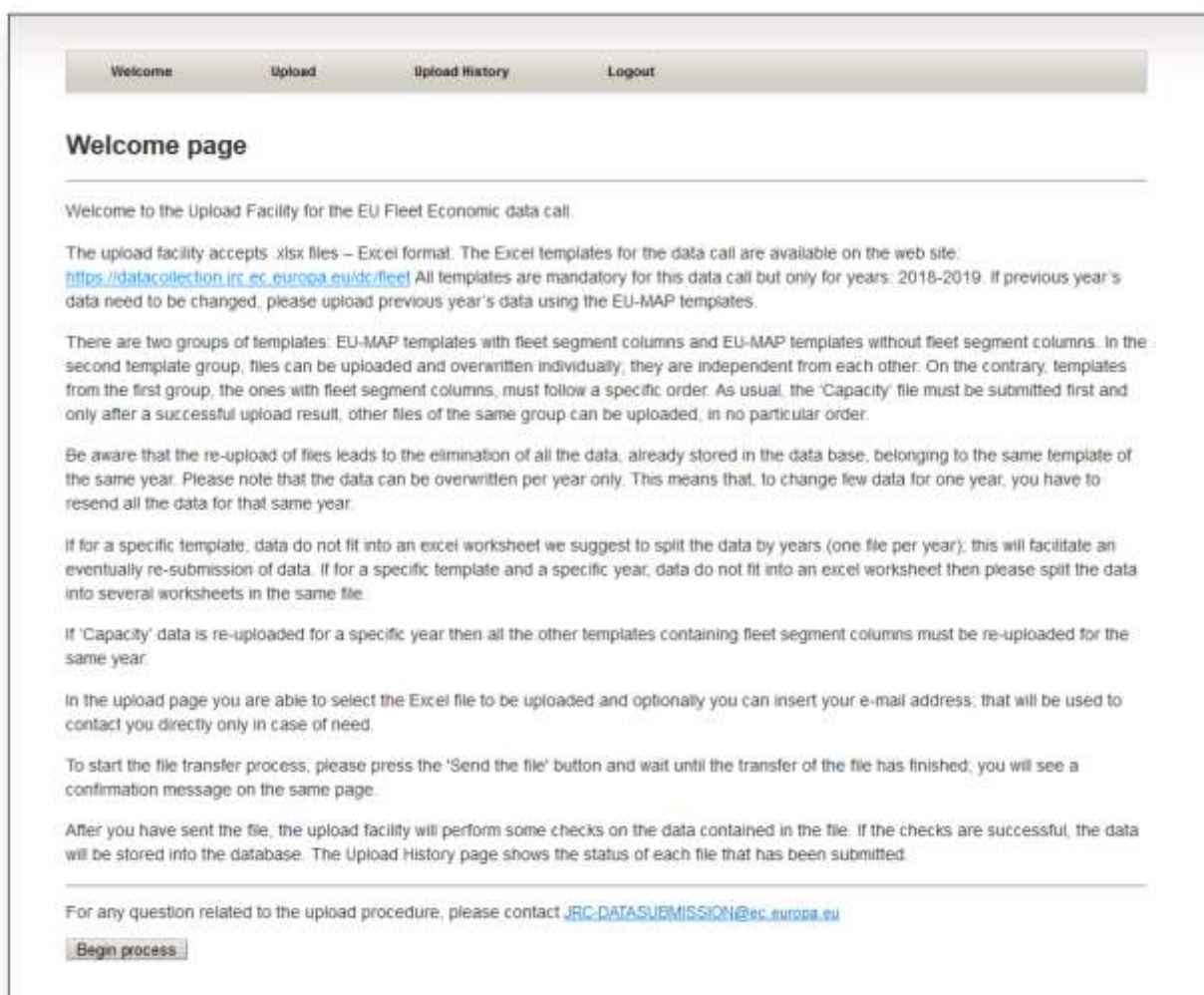
The application was tested on the latest versions of Chrome and Firefox.

For any question related to the upload procedure, please contact [JRC\\_DATASUBMISSION@ec.europa.eu](mailto:JRC_DATASUBMISSION@ec.europa.eu)

Fleet Ver: 1.11

*Figure 3: Sign in web page – Upload facility option shown*

Once you are logged-in, a 'Welcome' page will open. The menu at the top of the page will allow you to select the upload tool functionalities (see **Figure 4** - see **Figure 5** for DV tool).



Welcome   Upload   Upload History   Logout

### Welcome page

Welcome to the Upload Facility for the EU Fleet Economic data call.

The upload facility accepts .xlsx files – Excel format. The Excel templates for the data call are available on the web site: <https://datacollection.jrc.ec.europa.eu/dc/fleet/> All templates are mandatory for this data call but only for years: 2018-2019. If previous year's data need to be changed, please upload previous year's data using the EU-MAP templates.

There are two groups of templates: EU-MAP templates with fleet segment columns and EU-MAP templates without fleet segment columns. In the second template group, files can be uploaded and overwritten individually, they are independent from each other. On the contrary, templates from the first group, the ones with fleet segment columns, must follow a specific order. As usual, the 'Capacity' file must be submitted first and only after a successful upload result, other files of the same group can be uploaded, in no particular order.

Be aware that the re-upload of files leads to the elimination of all the data, already stored in the data base, belonging to the same template of the same year. Please note that the data can be overwritten per year only. This means that, to change few data for one year, you have to resend all the data for that same year.

If for a specific template, data do not fit into an excel worksheet we suggest to split the data by years (one file per year); this will facilitate an eventually re-submission of data. If for a specific template and a specific year, data do not fit into an excel worksheet then please split the data into several worksheets in the same file.

If 'Capacity' data is re-uploaded for a specific year then all the other templates containing fleet segment columns must be re-uploaded for the same year.

In the upload page you are able to select the Excel file to be uploaded and optionally you can insert your e-mail address; that will be used to contact you directly only in case of need.

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 on the same page.

After you have sent the file, the upload facility will perform some checks on the data contained in the file. If the checks are successful, the data will be stored into the database. The Upload History page shows the status of each file that has been submitted.

For any question related to the upload procedure, please contact [JRC\\_DATASUBMISSION@ec.europa.eu](mailto:JRC_DATASUBMISSION@ec.europa.eu)

*Figure 4: Welcome web page – Upload facility*

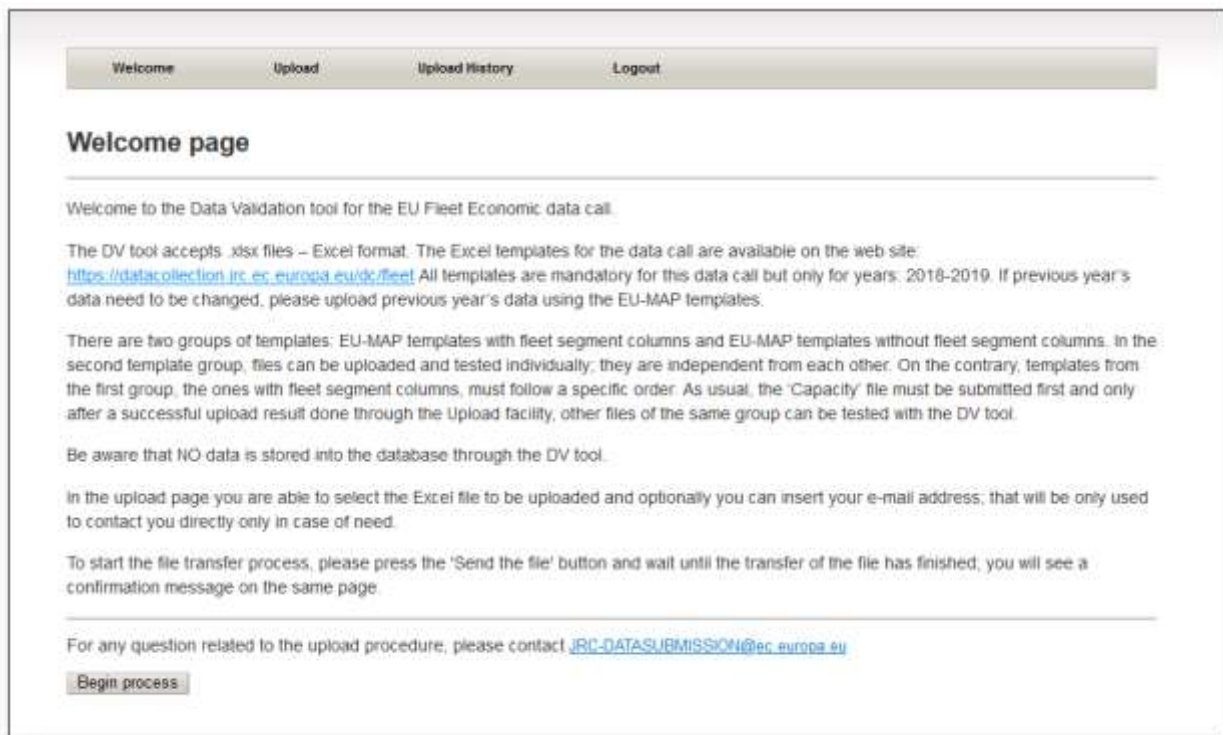


Figure 5: Welcome web page – DV tool

To upload your data, select the 'Upload' link from the menu. In the upload page (see **Figure 7**) you can select the Excel file to be uploaded and (optionally) specify your e-mail address – that may be used to contact you directly in case of need.



Figure 6: Upload web page - Firefox

Depending from the browser used you may see slightly different layouts: for example in Chrome (see **Figure 7** and in Edge (see **Figure 8**) the button is shown differently.

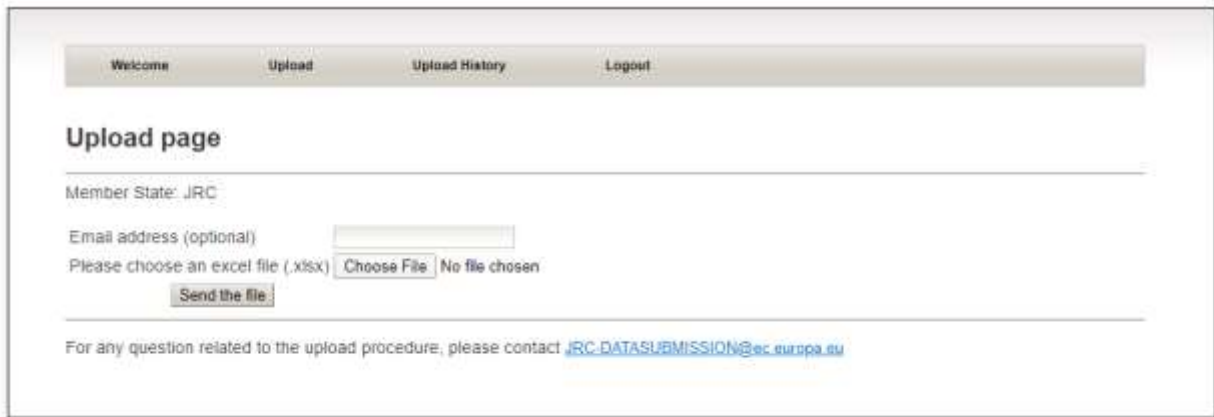


Figure 7: Upload web page - Chrome

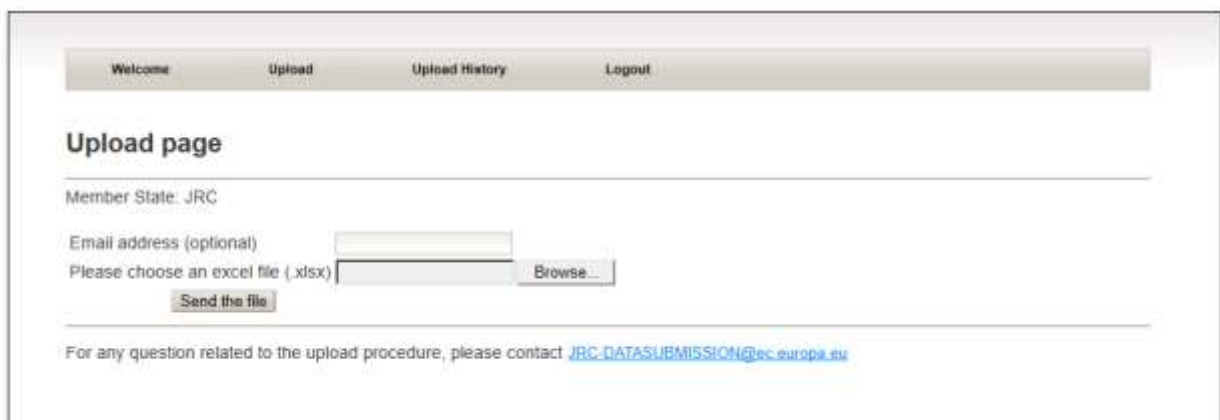


Figure 8: Upload web page - Edge

If needed, it is possible to overwrite data already uploaded (for example if you want to change some of the data previously sent). Please note that data can be overwritten 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.

To start the file transfer process, press the 'Send the file' button and wait until the file transfer is completed; you will see a confirmation message under the send button (see **Figure 9**).

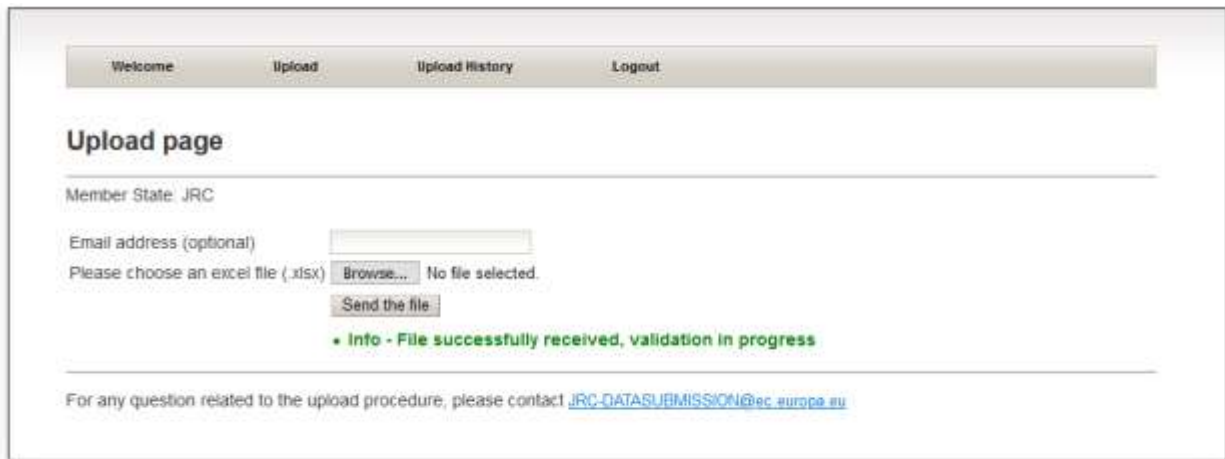


Figure 9: Confirmation of good received file

The file may be rejected during transfer; in this case, an error message will appear under the send button (see **Figure 10**). This error is logged as 'File transferred'<sup>1</sup> (see **Figure 11**).

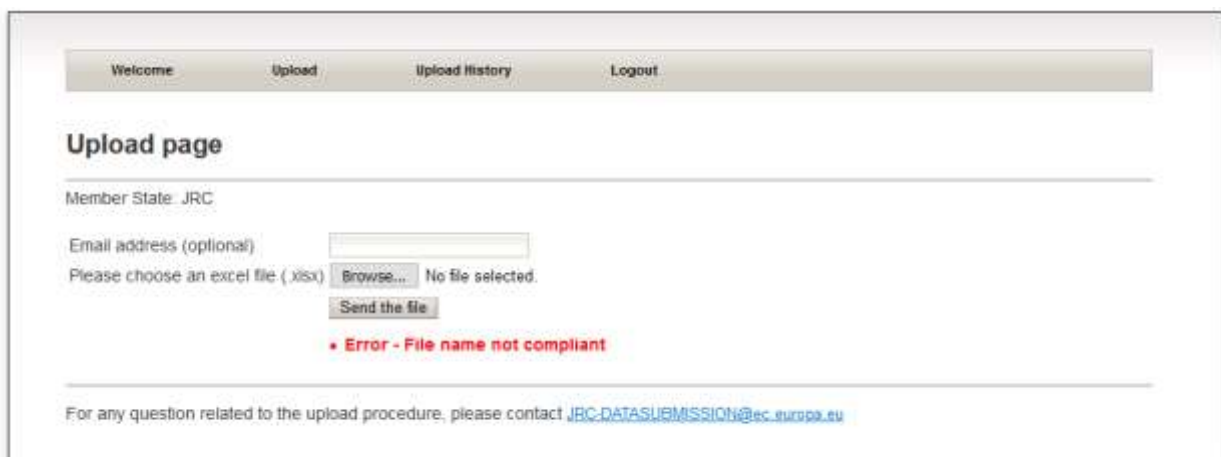


Figure 10: Error in transferring the file

Once the file transfer is completed, the upload facility initiates the data validation process and, if there are no errors, the data are stored in the database.

<sup>1</sup> Note - this mean that the data are in the file system but have not been processed and stored. A resubmission will be required.

Result of the data validation and storing processes can be checked by clicking the ‘Upload History’ link on the menu bar (see **Figure 11**).

Upload date	Country	Email address	File name	Rows	Years	Upload status	Details
09/01/2020 12:31:01	FRA		map_fs - .xlsx			Mandatory Vars missing	
09/01/2020 12:30:43	FRA		map_rns.xlsx	1660	2017	Data stored in database	
09/01/2020 12:29:19	FRA		map_capacity_fra.xlsx			fail columns check	
09/01/2020 12:28:57	FRA		map_capacity_new2017.xlsx	1660	2017	Data stored in database	
07/01/2020 11:31:52	FRA	u@u.f	H.xlsx			File received	
22/11/2019 10:09:31	FRA	f@f.f	map_fssub-2017.xlsx	4	2017	Data stored in database	
22/11/2019 10:01:13	FRA	f@f.f	map_fsfco.xlsx			fail columns check	
22/11/2019 09:57:03	FRA	f@f.f	map_fssub-2019112.xlsx			fail columns check	
22/11/2019 09:57:01	FRA	f@f.f	map_fssub_fra.xlsx			File transformed	
21/11/2019 15:13:58	FRA		map_capacity-2017.xlsx	2660	2017	Data stored in database	

Refresh list

Figure 11: Upload History web page

The following information is provided for every file uploaded:

- Upload date = timestamp of the upload request.
- Email address = email indicated in the textbox by the user before the upload request.
- File name = name of the file uploaded. Clicking on the icon next to the file name downloads the specific file.
- Rows = number of rows uploaded for the specific file.
- Years = year(s) in the data in the file uploaded.
- Upload status = the message indicating how far the process progressed.
- Details = excel file containing the errors found by the system, if that is the case.

If the upload was effective, you will see the message ‘Data stored in database’ (or ‘Data with no errors’ in case of the DV tool) 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 11**), you can download the 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 bottom of the page, the “refresh list” button updates the status of the uploads that are still shown as “in progress”.

Files containing data with errors are not stored in the DCF database; please correct the errors and re-submit each file until a success result is obtained.

Please note that the validation of map\_fs, map\_fssub, map\_fsfa0 can be completed only after a successful upload of the map\_capacity for a specific year.

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.

Some possible ‘Upload status’ messages include:

- FILE RECEIVED = file received but not processed and not saved in the file system.
- FILE TRANSFERRED = file received and saved on the file system but cannot be processed further, i.e., checks cannot be performed and data cannot be stored in the database. This can happen for example because the name is not among the template’s name list.
- IN PROGRESS = the file is being processed and checks are being executed; data have not yet been stored in the database. In this case, please wait and press the ‘Refresh list’ button to see the outcome.
- FS UNDEFINED and/or MISSING VARIABLE(s) = uploaded file processed and the system detected errors one or more of the following errors:
  - Fleet segment not defined in previous map\_capacity file uploaded
  - Not all mandatory variables have been submitted.
- FAIL COLUMNS CHECK = uploaded file processed and the system detected errors in the format, i.e., column header name(s) and/or order do not comply with the template.
- FAIL ROWS CHECK = uploaded file processed and the system detected errors in one or more rows of data; data have not been stored in the database.
- DATA STORED IN DATABASE = uploaded file processed successfully; data checked and stored in the database. For the DV tool the message is different: DATA WITH NO ERRORS

Messages in **green** mean that the uploading procedure ran smoothly.

Messages in **red** mean errors were detected in the template or data. Check the error file. Correct and resubmit.

Messages in **orange** mean that an unknown issue occurred during the file transmission process. **Please contact the [JRC data submission team](#) to resolve the issue (no need to send the data file by email – it is already in the file system).**