
FDI Data Call

QUICK GUIDE TO THE DATA VALIDATION TOOL AND TO THE DATA UPLOAD TOOL (last update: 31 May 2021)

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Quick guide to the Data Validation tool

The online DV tool can be used to check data files before uploading. We recommend the use of this facility to help detect errors and avoid problems during the data upload phase.

Account Name and Password

The access to the data validation tool is protected. 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.

File format

The file accepted by the data validation tool must conform to the template given and must have the following characteristics:

- The file format accepted by the data validation tool is the Excel2007 XML-based file format (extension .xlsx).
- The name of the file is not checked by the tool (you can name it as you wish).
- The name of the worksheet is checked by the tool; each template is distinguished by the following labels: TABLE_A, TABLE_B, TABLE_C, TABLE_D, TABLE_E, TABLE_F, TABLE_G, TABLE_H, TABLE_I, TABLE_J, TABLE_K.
- The number of columns in the EXCEL file and the names of the columns 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.

Step by step

To access the data validation tool, please insert the account name and the password in the corresponding fields, and then press the *Sign in* button (see Figure 1).

FDI data validation tool

Username

Password

The FDI data validation tool was tested on the latest versions of Chrome and Firefox.

For any question related to the data validation tool, please contact JRC-DATASUBMISSION@ec.europa.eu


Figure 1: Sign in page

After 5 unsuccessful access attempts (e.g. because of a wrong password), the tool will request to provide a CAPTCHA to proceed (see Figure 2).

FDI data validation tool

Username

Password



Retype the characters displayed in the image:

Figure 2: Sign in page with CAPTCHA request

Once you are logged in, a *Welcome page* will open (see figure 3). The menu at the top of the page will allow you to navigate the tool environment. To validate your data, select the *Validation* link from the menu.

Welcome	Validation	History	Logout
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Welcome to the data validation (DV) tool for the FDI data call

The data can be validate from the *Validation* page

The DV tool accepts files in Excel (.xlsx) format. The Excel templates are available on the website: <https://datacollection.jrc.ec.europa.eu/dc/fdi>

After you have sent the file, the DV tool will perform some checks on the data contained in the file.

The History page shows the status of each file submitted. Do not worry if, after the submission of a file, your browser session expires; you can reconnect to the application at any time and verify the status of your submission.

For any question related to the data validation tool, please contact JRC-DATASUBMISSION@ec.europa.eu

Figure 3: Welcome page

In the validation page (see figure 4) you can select the file to be checked.

To start the file transfer process, please press the *Validate the file* button and wait until the transfer of the file has finished; you will see a confirmation message (see figure 5).

Welcome
Validation
History
Logout

File Validation Page

Member State: JRC

Please choose an excel file (.xlsx) No file chosen

For any question related to the data validation tool, please contact JRC-DATASUBMISSION@ec.europa.eu

Figure 4: Data validation page

After the transfer of the file ends, the tool starts the data validation step. Please, check the result of the data validation process by clicking the *History* link on the menu.

Welcome
Validation
History
Logout

File Validation Page

Member State: JRC

Please choose an excel file (.xlsx) No file chosen

**The file has been received and the validation step has started.
Please check the result of the data validation process by clicking the History link on the menu.**

For any question related to the data validation tool, please contact JRC-DATASUBMISSION@ec.europa.eu

Figure 5: Confirmation page

If the validation of the file was successful, you will see the message 'File successfully validated' in the *validation status* column in the row corresponding to the submitted file (see Figure 6). Otherwise, an error message is displayed in the *validation status* column and a button will be displayed in the *details* column (see Figure 6).

By clicking on the button in the *details* column, you can download the detailed list of the issues with the information about the cells of the Excel file presenting the issues.

Welcome
Validation
History
Logout

History page

Country	Upload date	File name		Validation status	Details
JRC	26/05/2021 10:33:45	TABLE_J_CAPACITY.xlsx		Data validation failed	
JRC	25/05/2021 16:13:04	TABLE_B_ese2.xlsx		File successfully validated	
JRC	25/05/2021 16:04:41	TABLE_B_ese2.xlsx		Data validation failed	
JRC	25/05/2021 15:50:45	TABLE_B_ese2.xlsx		Columns error	

Figure 6: History page

Quick guide to the Data Upload tool

Account Name and Password

The access to the data upload tool is protected. 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.

File format

The file accepted by the data upload tool 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).
- The name of the file is not checked by the tool (you can name it as you wish).
- The name of the worksheet is checked by the tool; each template is distinguished by the following labels: TABLE_A, TABLE_B, TABLE_C, TABLE_D, TABLE_E, TABLE_F, TABLE_G, TABLE_H, TABLE_I, TABLE_J, TABLE_K.
- The number of columns in the EXCEL file and the names of the columns 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.

Step by step

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



The screenshot shows a web form titled "FDI data upload facility". It contains two input fields: "Username" and "Password", each with a text box. Below the "Password" field is a "Sign in" button. Below the form, there is a note: "The FDI data upload facility was tested on the latest versions of Chrome and Firefox." and a contact instruction: "For any question related to the upload procedure, please contact JRC-DATASUBMISSION@ec.europa.eu".


Figure 1: Sign in page

After 5 unsuccessful access attempts (e.g. because of a wrong password), the tool will request to provide a CAPTCHA to proceed (see Figure 2).

FDI data upload facility

Username

Password



Retype the characters displayed in the image:

Figure 2: Sign in page with CAPTCHA request

Once you are logged in, a *Welcome page* will open (see figure 3). The menu at the top of the page will allow you to navigate the tool environment. To upload your data, select the *Upload* link from the menu.

Welcome	Upload	History	Logout
<p>Welcome to the upload facility for the FDI data call</p> <hr/> <p>The upload facility accepts files in Excel (.xlsx) format. The Excel templates are available on the website: https://datacollection.jrc.ec.europa.eu/dc/fdi</p> <p>In the upload page you can select the file to be uploaded and, optionally, you can specify your email address that could be used to contact you. 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.</p> <p>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 in the DCF database.</p> <p>The History page shows the status of each file submitted. Do not worry if, after the submission of a file, your browser session expires; you can reconnect to the application at any time and verify the status of your submission.</p> <p>It is possible to overwrite data that you already uploaded (for example if you want to change some of the data previously sent). 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.</p> <p>Please note that the validation of Tables C, D, E, F and K can be completed only after a successful upload of the Table A.</p> <hr/> <p>For any question related to the upload procedure, please contact JRC-DATASUBMISSION@ec.europa.eu</p>			

Figure 3: Welcome page

In the upload page (see figure 4) you can select the file to be uploaded.

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 5).

After the transfer of the file ends, the upload tool 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 process by clicking the *History* link on the menu.

Welcome	Upload	History	Logout
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Upload page

Member State: JRC

Please choose an excel file (.xlsx) No file chosen

Email address (optional):

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

Figure 4: Data upload page

Welcome	Upload	History	Logout
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Upload page

Member State: JRC

Please choose an excel file (.xlsx) Nessun file selezionato.

Email address (optional)

**The file has been received and the validation step has started.
Please check the result of the data upload process by clicking the History link on the menu.**

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

Figure 5: Confirmation page

If the data validation and storing process was successful, you will see the message 'File successfully uploaded' in the *upload status* column in the row corresponding to the submitted file (see Figure 6). Otherwise, an error message is displayed in the *upload status* column and a button will be displayed in the *details* column (see Figure 6).

By clicking on the button in the *details* column, you can download a detailed list of the issues with the information about the cells of the Excel file presenting the issues.

Welcome	Upload	History	Logout
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History page

Country	Upload date	File name		Upload status	Details
JRC	24/05/2021 12:23:00	TABLE_B_ese2.xlsx		Data validation failed	
JRC	24/05/2021 12:22:14	TABLE_D.xlsx		File successfully uploaded	
JRC	24/05/2021 12:21:16	TABLE_C.xlsx		File successfully uploaded	

Figure 6: History page

If the file does not successfully pass the validation step, the data contained in the file are not stored in the DCF database; please correct the issues and submit the file again.

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

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.