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# *FDI Data Call*

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## QUICK GUIDE TO THE DATA VALIDATION TOOL AND TO THE DATA UPLOAD TOOL (last update: 27 July 2020)

### Contents

<b>Quick guide to the Data Validation tool .....</b>	<b>1</b>
<b>Quick guide to the Data Upload tool .....</b>	<b>5</b>

### 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.

## FDI Data Validation Tool



Account Name

Password

Sign In

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For issues related to the data validation tool, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu).  
Please, note that the password is case sensitive.

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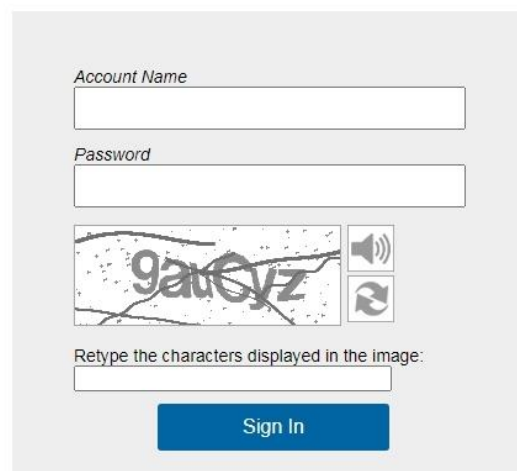
*Figure 1: Sign in page*

### 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).

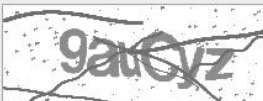

After 5 unsuccessful access attempts (e.g. because of a wrong password), the tool will request to provide a CAPTCHA to proceed (see Figure 2).

## FDI Data Validation Tool



Account Name

Password

Retype the characters displayed in the image:

Sign In

**Too many invalid attempts: please provide the CAPTCHA**

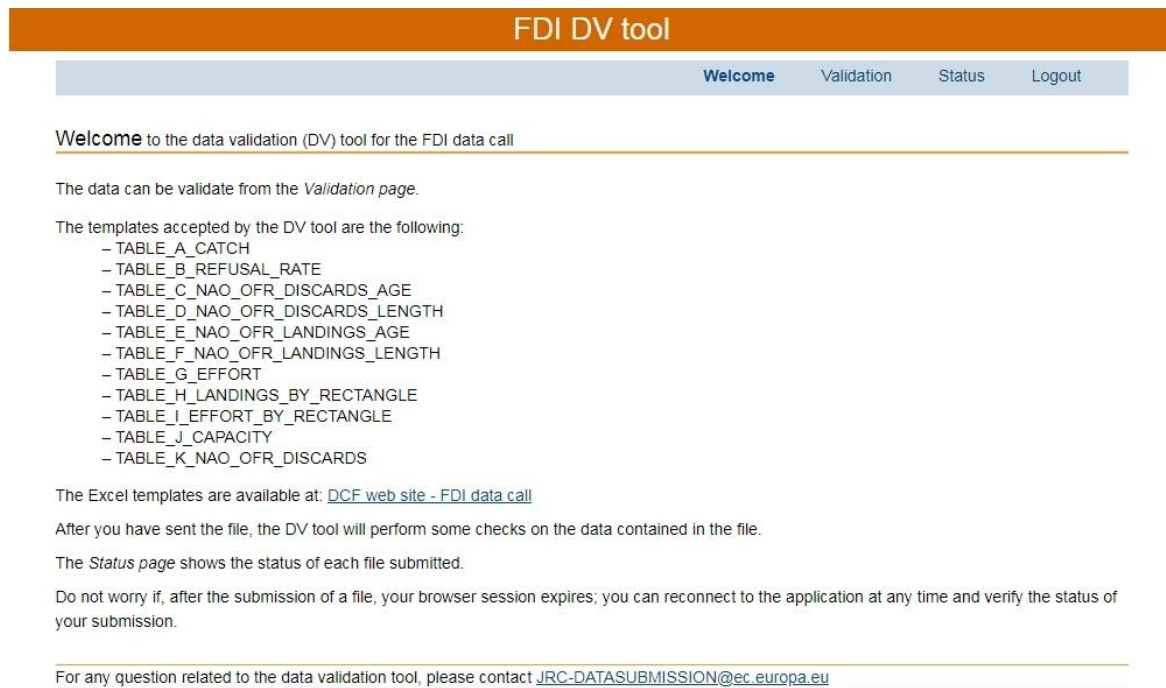
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For issues related to the data validation tool, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu).  
Please, note that the password is case sensitive.

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*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.



*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).



*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 *Status page* link available in the confirmation page (see Figure 5) or the *Status* link on the menu.



*Figure 5: Confirmation page*

If the validation of the file was successful, you will see the message 'File successfully validated' 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, two buttons will be displayed in the *issues found* column (see Figure 6).

By clicking on the 'Download issues summary' button, you can download a summary of the issues found in the file; while by clicking on the 'Download full issues list' button, you can download the detailed list of the issues with the information about the cells of the Excel file presenting the issues.

FDI DV tool				
Welcome   Validation <b>Status</b> Logout				
File Validation Status				
TEMPLATE NAME	FILE NAME	UPLOAD DATE	UPLOAD STATUS	ISSUES FOUND
TABLE_G	TABLE_G.xlsx	2020-07-21 11:44:48.509	Data format issues	<a href="#">Download issues summary</a> <a href="#">Download full issues list</a>
TABLE_A	TABLE_A.xlsx	2020-07-19 18:33:30.659	File successfully validated	

*Figure 6: Status 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.

### FDI Data Upload Tool



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For issues related to the data upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu).  
Please, note that the password is case sensitive.

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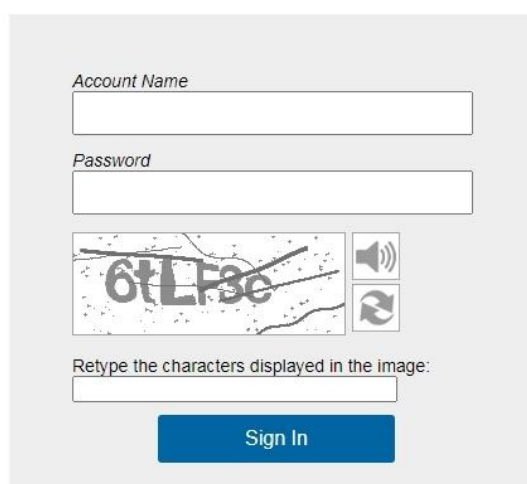
*Figure 1: Sign in page*

### 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).

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 Tool



The image shows the 'Sign In' page of the FDI Data Upload Tool. It features a light gray background with a white form area. The form contains three input fields: 'Account Name', 'Password', and a CAPTCHA field. The CAPTCHA field is preceded by an image showing the characters '6tLf3e' with a speaker icon and a refresh icon to its right. Below the CAPTCHA field is a blue 'Sign In' button.

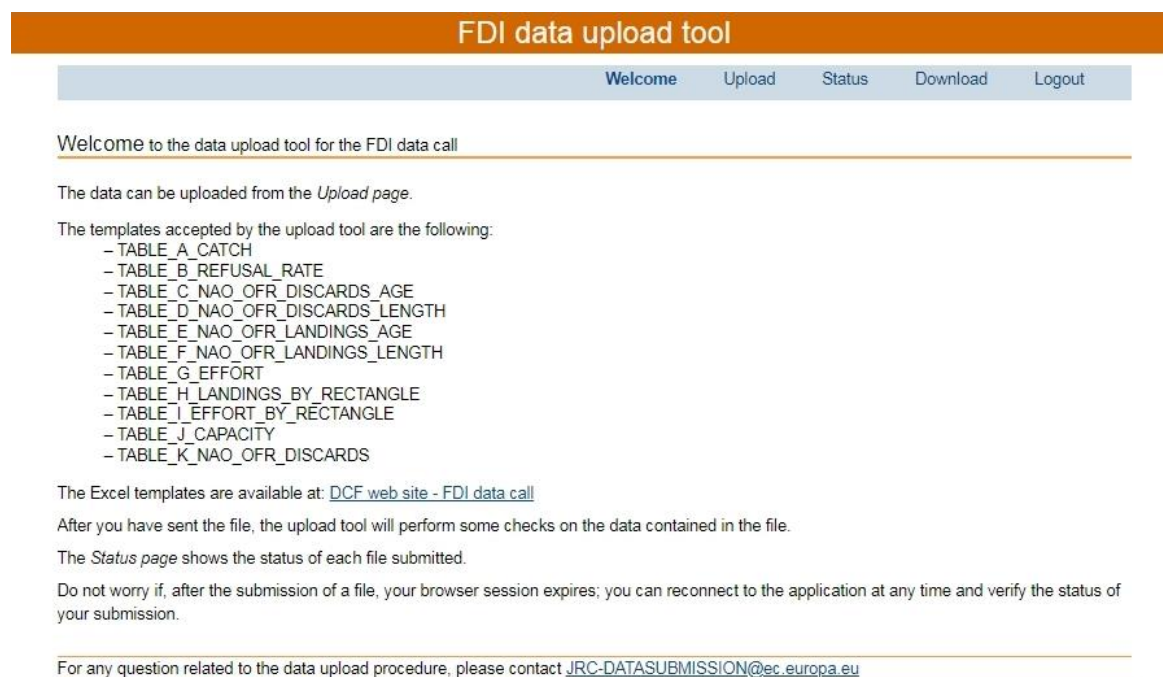
**Too many invalid attempts: please provide the CAPTCHA**

For issues related to the data upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu).

Please, note that the password is case sensitive.

*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.



The image shows the 'Welcome' page of the FDI data upload tool. It has an orange header bar with the text 'FDI data upload tool'. Below the header is a navigation bar with links: 'Welcome' (active), 'Upload', 'Status', 'Download', and 'Logout'. The main content area has a light gray background and contains the following text:

Welcome to the data upload tool for the FDI data call

The data can be uploaded from the *Upload page*.

The templates accepted by the upload tool are the following:

- TABLE\_A\_CATCH
- TABLE\_B\_REFUSAL\_RATE
- TABLE\_C\_NAO\_OFR\_DISCARDS\_AGE
- TABLE\_D\_NAO\_OFR\_DISCARDS\_LENGTH
- TABLE\_E\_NAO\_OFR\_LANDINGS\_AGE
- TABLE\_F\_NAO\_OFR\_LANDINGS\_LENGTH
- TABLE\_G\_EFFORT
- TABLE\_H\_LANDINGS\_BY\_RECTANGLE
- TABLE\_I\_EFFORT\_BY\_RECTANGLE
- TABLE\_J\_CAPACITY
- TABLE\_K\_NAO\_OFR\_DISCARDS

The Excel templates are available at: [DCF web site - FDI data call](#)

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

The *Status 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 upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu)

*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 *Upload 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.

**FDI data upload tool**

[Welcome](#)   **[Upload](#)**   [Status](#)   [Download](#)   [Logout](#)

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**File Select Page**

Please, choose an Excel file (with extension *xlsx*): Scegli file Nessun file selezionato

Email address (optional):  Upload the file

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For any question related to the data upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto:JRC-DATASUBMISSION@ec.europa.eu)

*Figure 4: Data upload page*

Please, check the result of the data validation and storing process by clicking the *Status page* link available in the confirmation page (see Figure 5) or the *Status* link on the menu.

**FDI data upload tool**

[Welcome](#)   **[Upload](#)**   [Status](#)   [Download](#)   [Logout](#)

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**Data Upload Page**

**The file has been submitted**

You can consult the status of the upload process in the [Status page](#)

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For any question related to the data upload procedure, please contact [JRC-DATASUBMISSION@ec.europa.eu](mailto: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, two buttons will be displayed in the *issues found* column (see Figure 6).

By clicking on the ‘Download issues summary’ button, you can download a summary of the issues found in the file; while by clicking on the ‘Download full issues list’ button, you can download the detailed list of the issues with the information about the cells of the Excel file presenting the issues.

**FDI data upload tool**

[Welcome](#)   [Upload](#)   **[Status](#)**   [Download](#)   [Logout](#)

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**Data Upload Status**

TEMPLATE NAME	FILE NAME	DATE	STATUS	ISSUES FOUND
TABLE_G	TABLE_G.xlsx	2020-07-27 15:55:37.575	File successfully uploaded	
TABLE_C	TABLE_C.xlsx	2020-07-27 15:01:57.553	File successfully uploaded	
TABLE_C	TABLE_C.xlsx	2020-07-27 15:01:25.225	Data format issues	<a href="#">Download issues summary</a> <a href="#">Download full issues list</a>
TABLE_A	TABLE_A.xlsx	2020-07-27 14:57:03.7	File successfully uploaded	
TABLE_A	TABLE_A.xlsx	2020-07-27 14:49:48.847	Data format issues	<a href="#">Download issues summary</a> <a href="#">Download full issues list</a>
TABLE_B	TABLE_B.xlsx	2020-07-26 19:33:17.939	File successfully uploaded	
TABLE_B	TABLE_B.xlsx	2020-07-26 19:32:49.197	Data format issues	<a href="#">Download issues summary</a> <a href="#">Download full issues list</a>
TABLE_A	TABLE_A.xlsx	2020-07-20 18:08:39.242	Data format issues	<a href="#">Download issues summary</a> <a href="#">Download full issues list</a>

*Figure 6: Status 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.

From the *Download* page (see Figure 7) it is possible to download the data (in files in CSV format) that were stored in the database.

FDI data upload tool				
Welcome   Upload   Status <b>Download</b> Logout				
Download Uploaded Data				
TEMPLATE NAME	COUNTRY	YEAR	NUMBER OF ROWS	DOWNLOAD DATA
TABLE_G	JRC	2017	10209	<a href="#">Download the data</a>
TABLE_G	JRC	2018	8338	<a href="#">Download the data</a>
TABLE_A	JRC	2019	9374	<a href="#">Download the data</a>
TABLE_C	JRC	2019	47	<a href="#">Download the data</a>
TABLE_B	JRC	2019	20	<a href="#">Download the data</a>

*Figure 7: Data download page*