**RDBES upload of files**

The following are the steps to follow to upload data files to the RDBES:

1. Information about the data model/data exchange format can be found at <https://github.com/ices-tools-dev/RDBES> under ‘Documents’
2. Read the ‘RDBES Documentation of the Data Model.docx’ from now on referred to as the ‘Documentation’
3. Find the right upper hierarchy by reading in the documentation and discus the hierarchies with colleagues, who knows how the sampling was done. Once the right hierarchy is identified go to the section ‘Upload order of the record types’ in the Documentation, to identify which tables/record types that should be uploaded and in what order. When the upper hierarchy have been determined, then determine the lower hierarchy based on the sample data that exists and the next section in the documentation the ‘Table 2 Lower hierarchies’.
4. Open the data model for sample data ‘RDBES Data Model.xlsx’ and select the table/record type on the sheet, which should be inserted in the first line in the upload file. This will for all sample hierarchies be the DE for design. Then go to the DE sheet in the ‘RDBES Data Model.xlsx’. Here the fields and the order of the fields are given. Always ignore the first rows which are grey and in the ‘Order’ column says ‘Not in format’. Start with the field where order is 1, which is a prefix of the record type. For DE it is ‘DE’ and continue with the next fields.
5. For the fields which are based on a code list, use the ICES vocabulary at: <https://vocab.ices.dk/> in the search field write ‘RS\_’ and press search. Then find the right code type by finding the code type that match the field name the best. A few generic code types are used, the list for them can be found at <https://github.com/ices-tools-dev/RDBES> under ‘Documents’.
6. Before the sample data file can be uploaded please upload the vessel detail ‘VD’ and species list ‘SL’, see below. The hierarchy sample file name should end with ‘\_H1’ to ‘\_H9’ or ‘H10’ to ‘H13’ depending on the hierarchy number.
7. Upload the vessel file with anonymised/encrypted vessel code ‘VDencryptedVesselCode’, which can be referred to in the sample data in the hierarchy selected. The vessel detail file name should be ending with ‘HVD.csv’
8. Upload the species list file with the species list name ’ SLspeciesListName’, which can be referred to in the sample data in the table/record type ‘Species selection’ The species list name file name should be ending with ‘HSL.csv’
9. Upload commercial landing data and effort data as described in the section ‘Aggregated Commercial Landing (CL) and Commercial Effort (CE)’ in the documentation. There is only one record type in each file. The landing data file should be ending with ‘HCL.csv’ and the effort data file should be ending with ‘HCE.csv’