COOL - User Guide

Table of contents

1. What's COOL?

COOL is a web application intended for Domain Managers who wish to access in a single portal, data transmission information and manage the services comprised in the validation architecture. In other words, COOL enables EU users to view key information related to data transmission such as data file format, sender email address or the transmission date. Depending on the business requirements, EU users may also be able to download the original data file as well as the validation reports from STRUVAL and / or CONVAL services and provide input, if required.

1.1. Who can access?

COOL is available to EU users only.

The COOL web app can be accessed here.

1.2. Roles

User: Access transmission information and downloads validation reports;

Manager: S/he is able to create Publication/s and Event/s as well as perform all the actions available to the User;

Support: In addition to the Manager's rights, s/he will be able to create new domains;

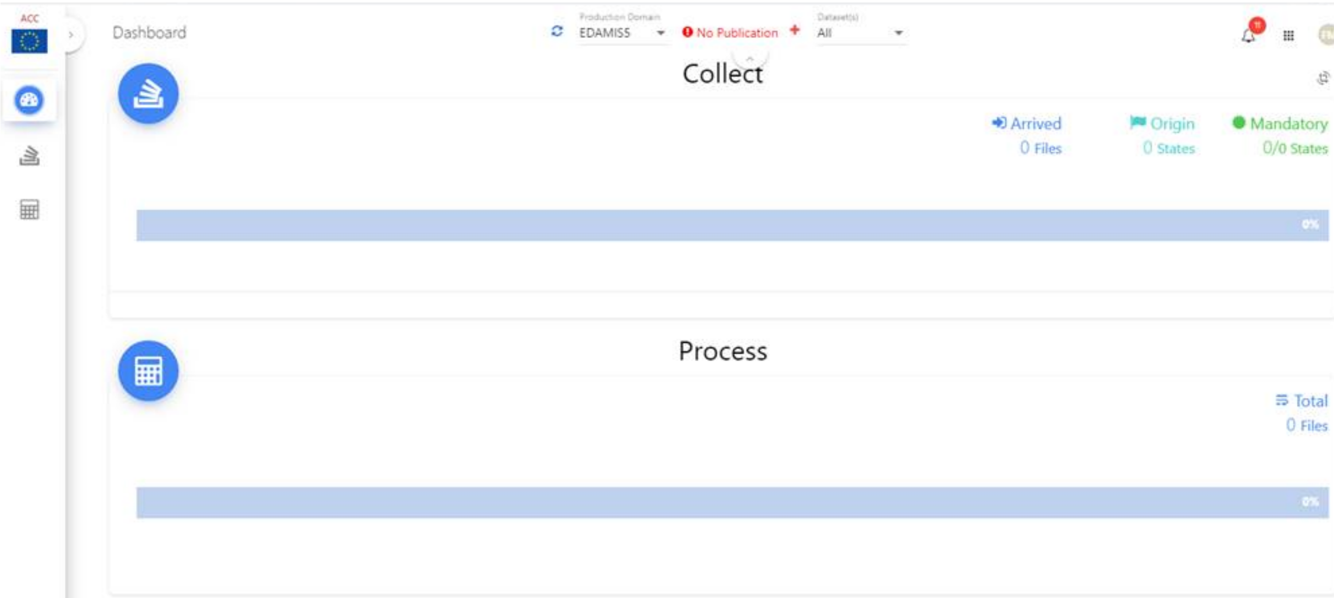
Super admin: Further to the Support's functionalities, s/he overviews all processes and ensures the well functioning of the application.

2. Publication and Event calendar

In the ESS, Members States are often required to send data within an agreed time frame, making the transmission deadline an important milestone in the data process management. The *Publication and Event* functionalities allow users to group data in line with specific business requirements. That is, setting up a *Publication* will enable users to monitor a set of data while the Event will establish the time frame.

2.1. Publication

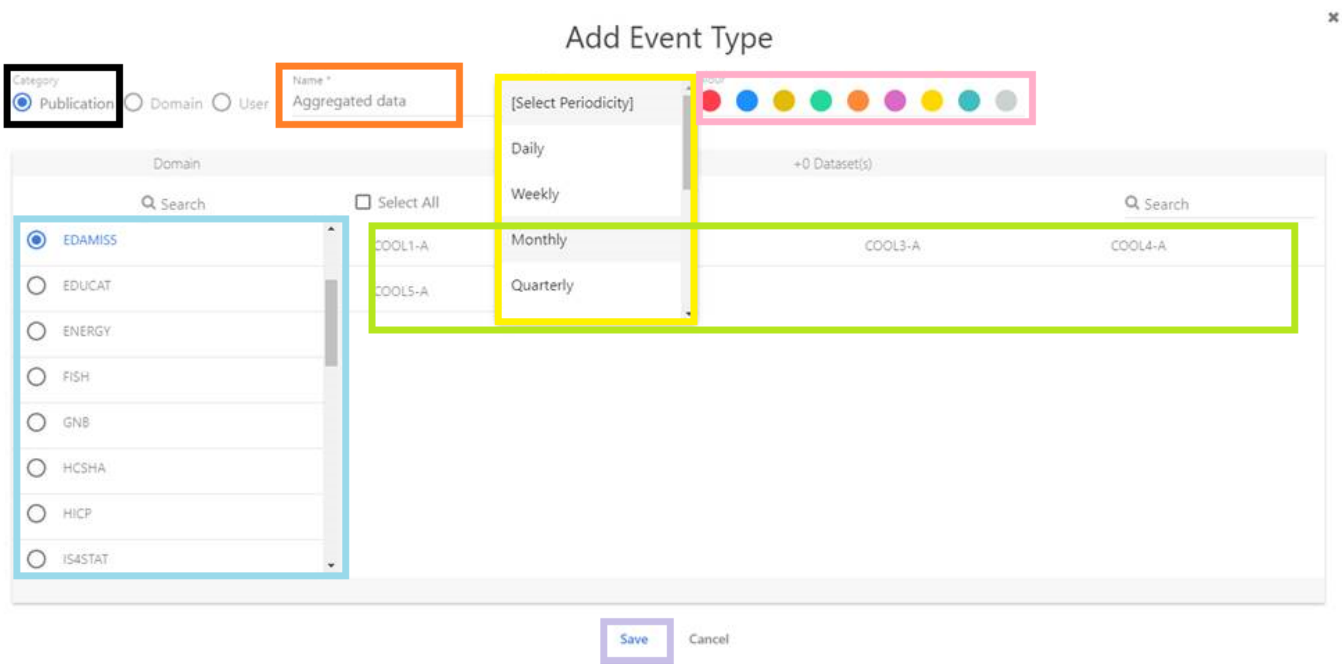
Publication/s can be set up by COOL *Managers* who have the knowledge to correctly identify the specific datasets. In order to create a *Publication* please click '+' next to 'No Publication'



You will be redirected to a new window where a number of items have to be filled in. In the upper part of the screen, you will be requested to select the *Category* (Publication), enter a *Name* for the publication (free text) and *Periodicity* (in line with data collection requirements). If several publication items are set up, you may want to associate each one of the publication items with a specific color to help you and other users identify them on the calendar.

In the lower part of the window you will be requested to first select the appropriate statistical *Domain*, followed by the datasets/s that will be part of the *Publication*. A *Select All* button is also included, to ease the selection of all available datasets at once.

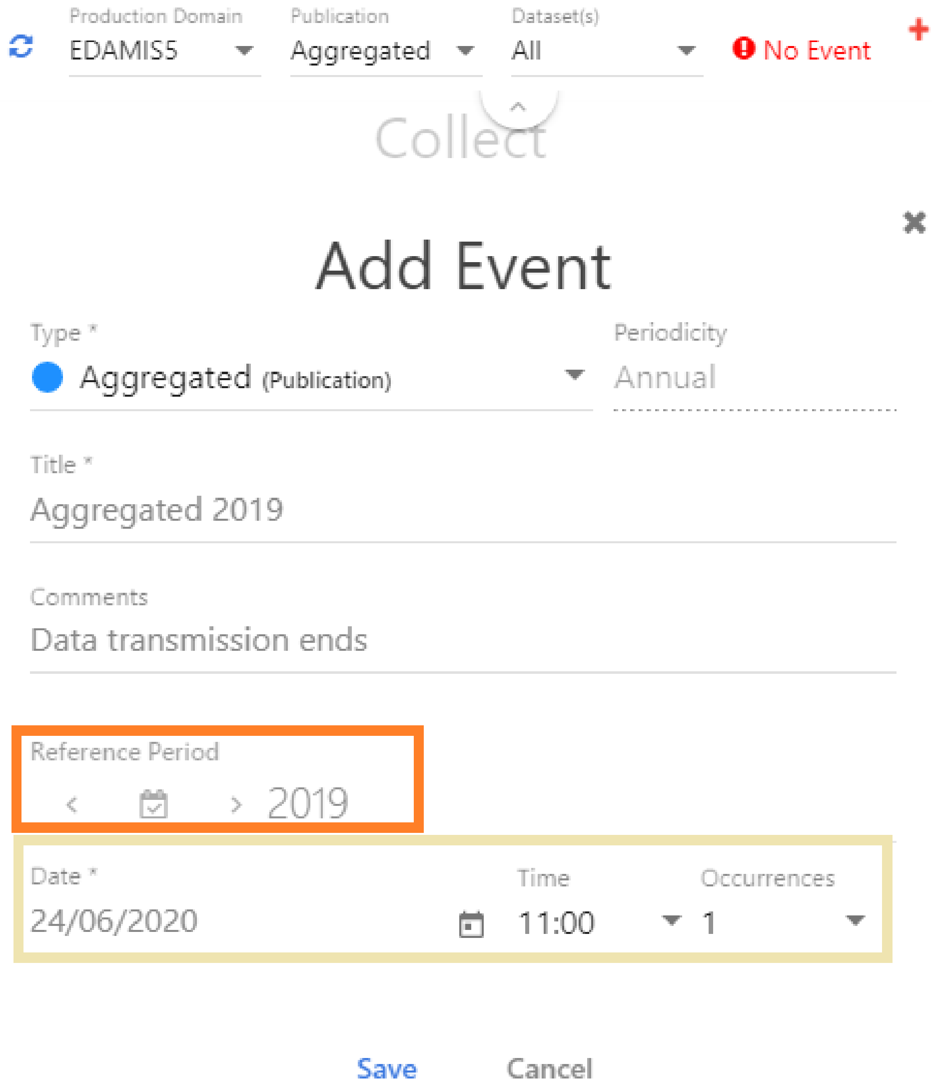
The *Publication* will be completed after it has been correctly saved.



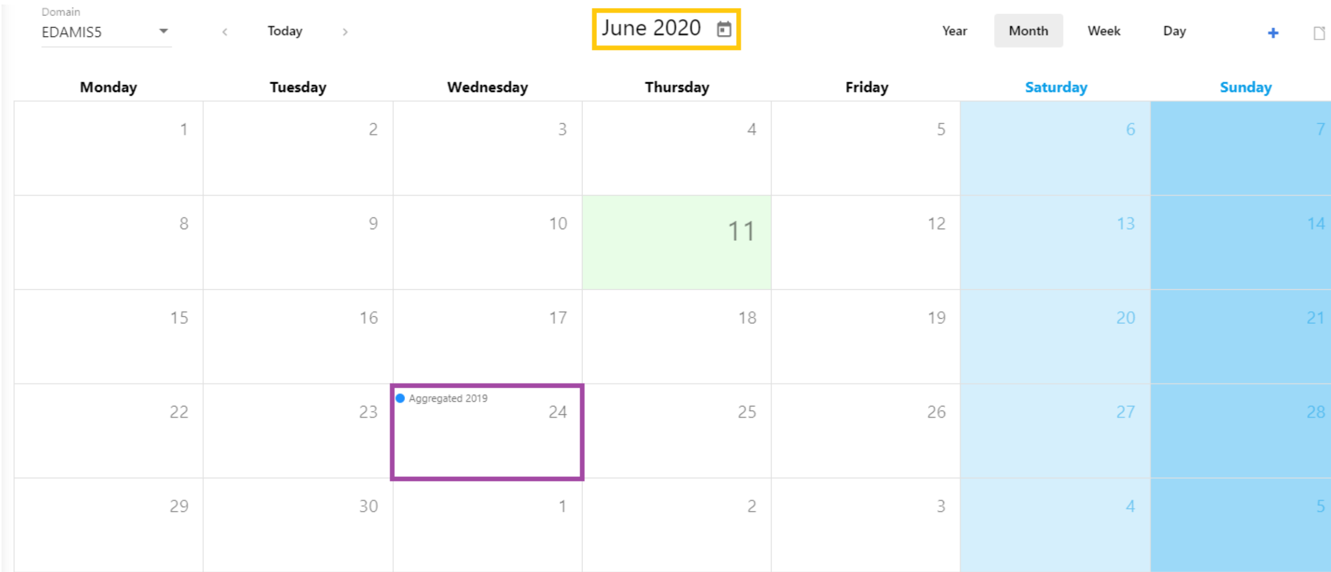
2.2. Event calendar

One further step is required to make the most of this functionality. The *Event* will build on the parameters identified in the *Publication* and add important information such as *Reference period* and the date on the calendar,so the datasets selected in the *Publication* will be grouped according to a chosen reference period which is identified in the *Event*.

In order to create an *Event* please click *No Event.* A pop up window will then appear, reusing the information already provided in the *Public ation* such as *Name* and *Periodicity*. Please introduce a *Reference period* and select the deadline for that specific event (Date), that support your business-defined time line.



The resulting Publication and Event selection will be reflected in the banner, located at the top of the web app, as well as on the calendar.



Please note that *Event Types* and *Events* can be accessed on Settings / Administration / Event Types and Settings / Calendar respectively.

3. Dashboard (Transmission and Validation)

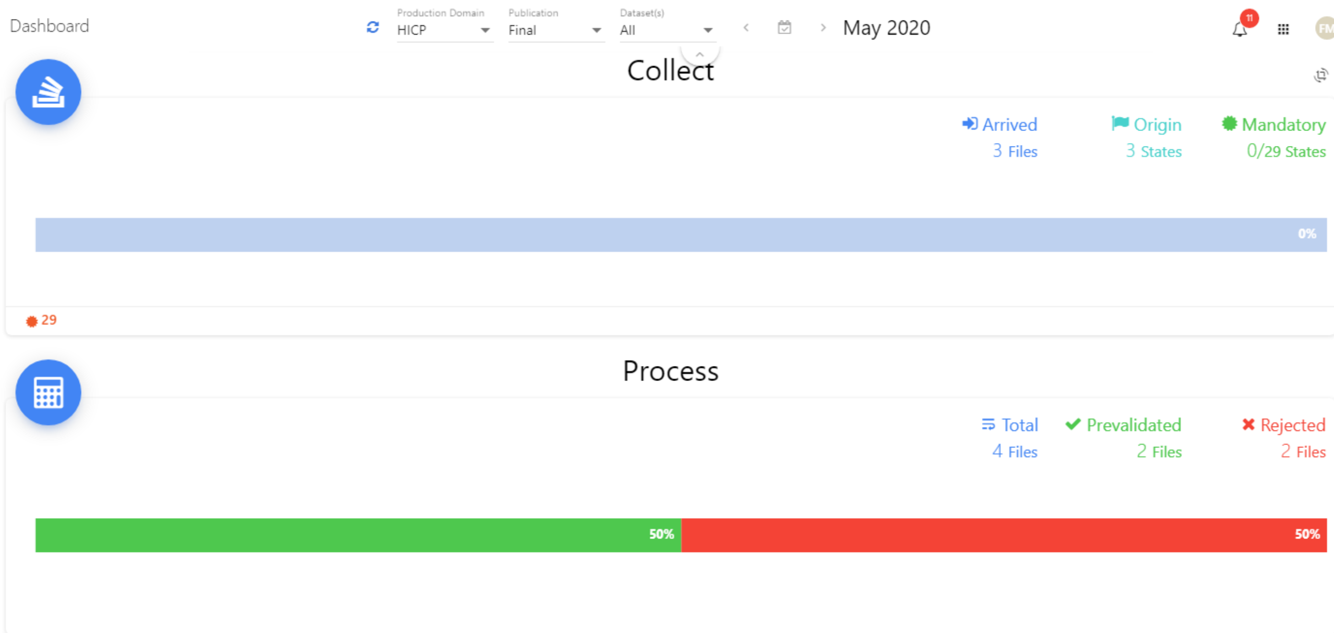
The dashboard provides an overview of the data files that have been transmitted to Eurostat as well as the data files that have been processed via its validation architecture. The two processes are reflected in the Collect and Process windows, respectively.

The dashboard will show data according to the parameters identified in the *Publication* (set of datasets & periodicity) and *Event* (reference period & date), splitting the information into:

Collect window

Data files that have been transmitted to Eurostat broken down by useful categories:

- Arrived: Number of files that have been transmitted successfully;
- Origin: Number of sender countries;
- Mandatory: Number of sender countries from which the data are mandatory;
- The star icon Represents the number of missing mandatory countries. If selected, the full list of missing mandatory countries can be displayed;
- The bar line: Provides the percentage of submitted countries in relation to what's Mandatory.



Process window

Data files that have followed the business-defined validation workflow.

- Total: refers to the total number of files that were processed;

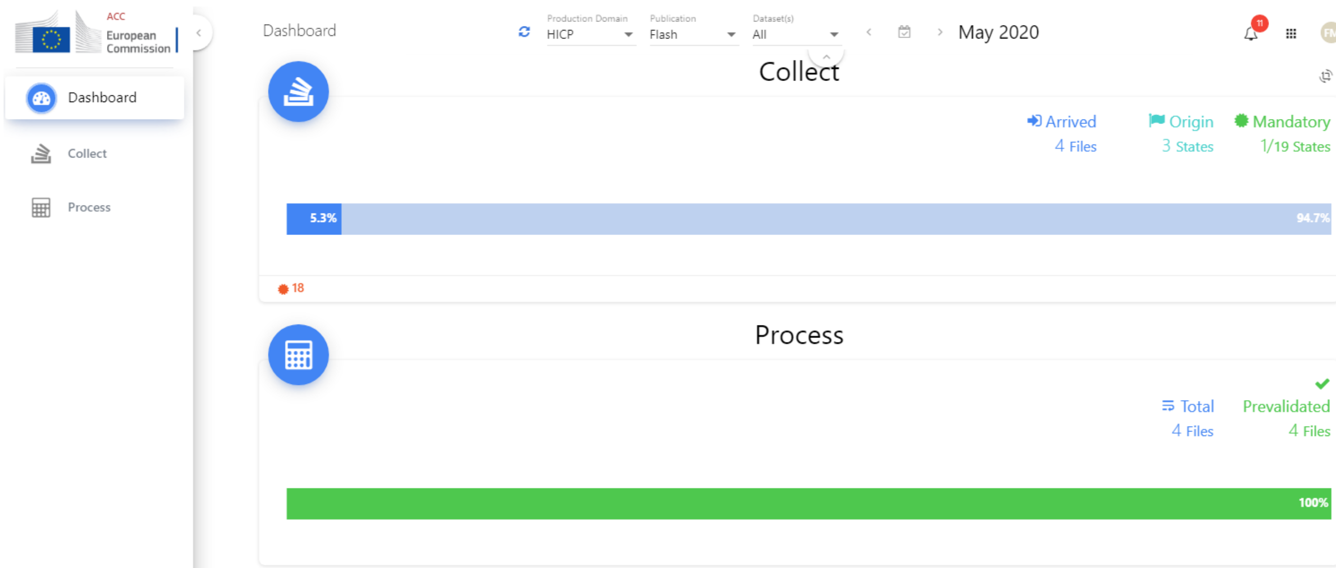
Depending on the validation status of the transmitted files, the following indicators may be available

- Prevalidated: Number of files that the validation services did not find any errors (Please note that this may refer to only STRUVAL or CONVAL or both, depending on the business' needs);
- Rejected: Number of files that which contain errors and therefore could not be Prevalidated;
- Warning: CONVAL service found some cases for which action from the COOL Manager / User is required;
- Info: No action is required, the file is prevalidated. But still CONVAL makes a note;
- The bar line: Represents the percentage of prevalidated and/or rejected files.

3.1. Collect (transmission)

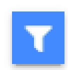
The Collect page comprises extensive information on each one of the files that have been transmitted to Eurostat.

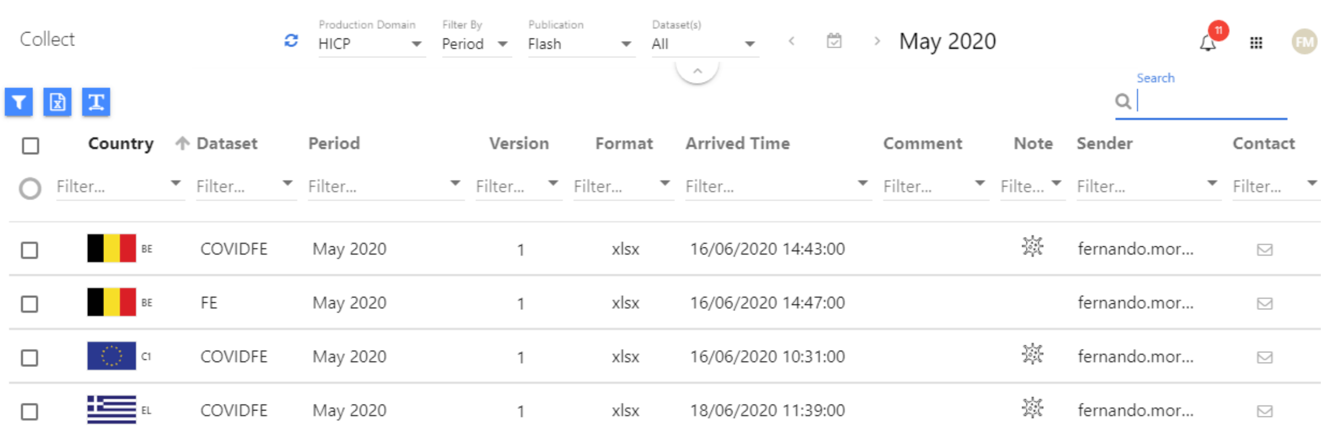
You can enter the Collect page by either clicking one the three indicators available (Arrived, Origin or Mandatory) or selecting the Collect tab, located on the left pane.

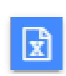


In the Collect page you can view the following information

- Country: The country associated to the data file;
- Dataset: The name of the dataset use for the data transmission in EDAMIS;
- Period: Reference period for the data collection;
- Version: The number will correspond to the number of times that a data file was sent for a given Country, Dataset and Period;
- Format: The format of the data file that was transmitted;
- Arrive time: The date and time of the data file being received;
- Comment: Any additional comments provided by the sender;
- Note: Additional file accompanying the data file;
- Sender: email address of the person sending the data file.
- Contact: Generates an email which may be used to contact an user

You can filter by each one of the above categories to ease your search. In order to active the filter please click 



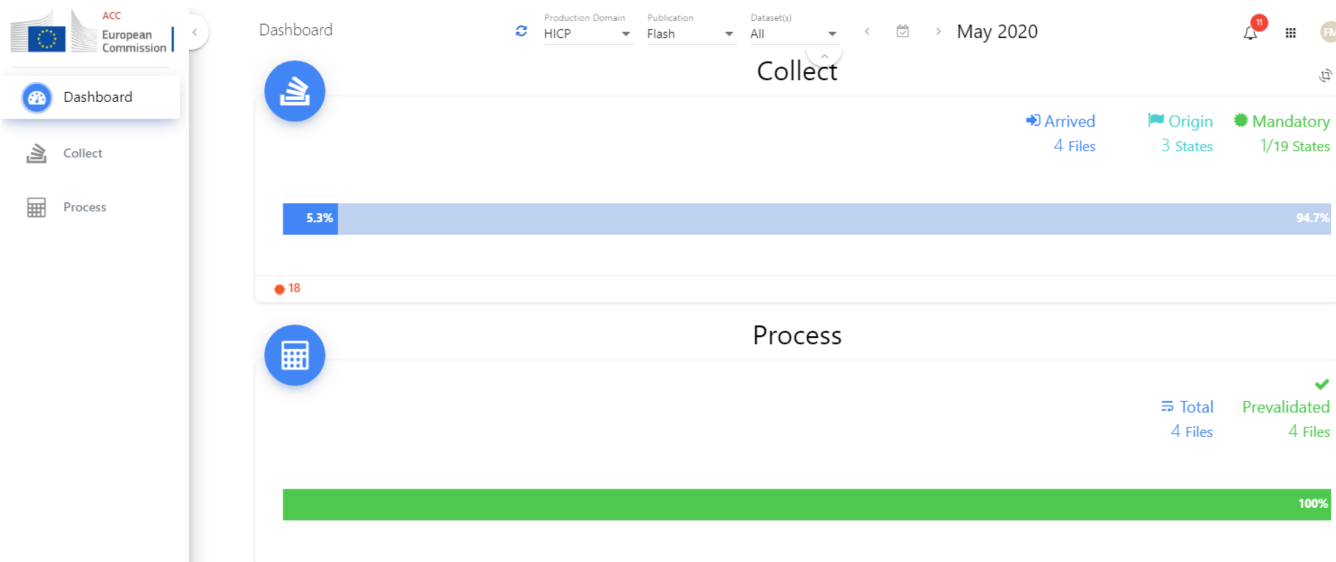
All the information comprised in the *Collect* window can be exported to MS Excel by clicking 

The table's information can be sorted in ascending and/or descending order by selecting the arrow pointing upwards /downwards. Also the column's width can be modified manually, making it possible to revert to the default column by selecting

3.2. Process (Validation)

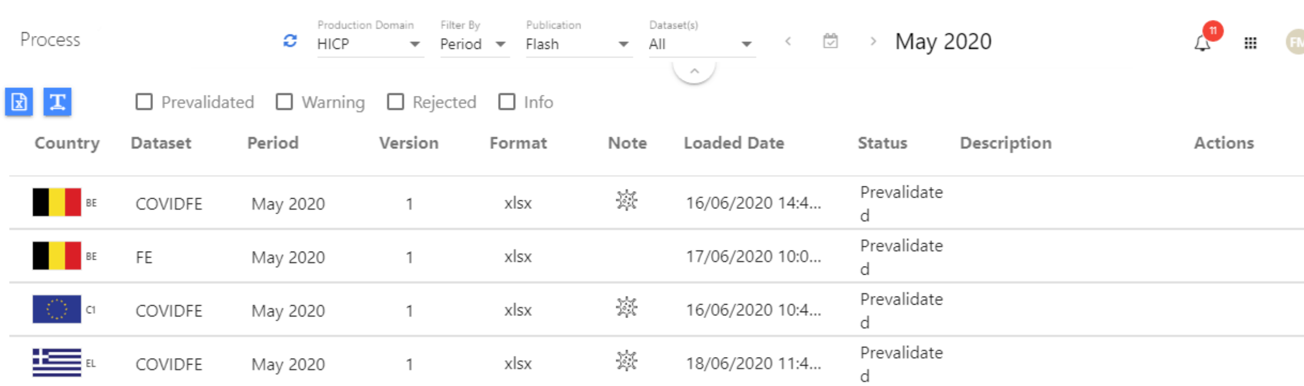
Similarly to *Collect*, you can get more detailed information about all the files that call the validation services in *Process*.

You can access the Process page by either clicking on one of the indicators available (Total, prevalidate, etc) or selecting the Process tab, located on the left pane.



In the Process page you can view the following information

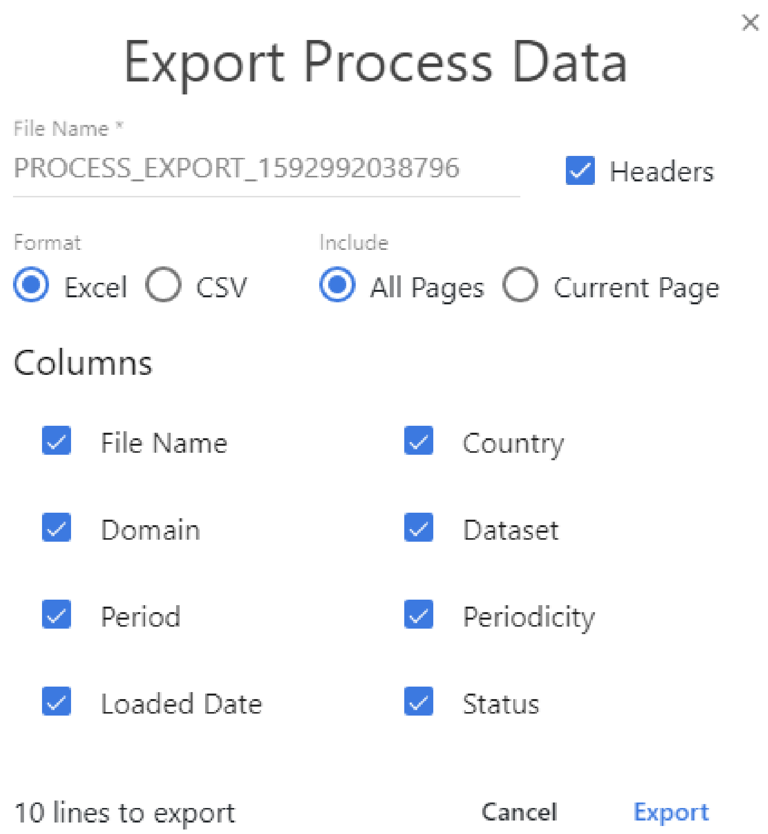
- <u>Country</u>: The country associated to the data file;
- <u>Dataset</u>: The name of the dataset use for the data transmission in EDAMIS;
- <u>Period</u>: Reference period for the data collection;
- <u>Version</u>: The number will correspond to the number of times that a data file was sent for a given Country, Dataset and Period;
- <u>Format</u>: The format of the data file that was transmitted;
- <u>Note</u>: Additional file accompanying the data file;
- <u>Loaded Date</u>: Time and date when the data file started the validation process;
- <u>Status</u>: Outcome of the validation process. 4 categories are available: Prevalidated, Warning, Rejected and Info.;
- <u>Description</u>:
- *Action*: The user and/or Manager will interact and manually decide whether a data file which status is Warning should be 'prevalidated' or 'rejected'.



Country	Dataset	Period	Version	Format	Note	Loaded Date	Status	Description	Actions
BE	COVIDFE	May 2020	1	xlsx		16/06/2020 14:4...	Prevalidated		
BE	FE	May 2020	1	xlsx		17/06/2020 10:0...	Prevalidated		
CI	COVIDFE	May 2020	1	xlsx		16/06/2020 10:4...	Prevalidated		
EL	COVIDFE	May 2020	1	xlsx		18/06/2020 11:4...	Prevalidated		

The information available on the showing list can be sorted by ticking one or several 'Status' categories. As result, the *Process* page will show only those data files which comply with the selection.

Also, in the *Collect* window, the information can be exported by selecting  and then identifying the parameters and preferred format.



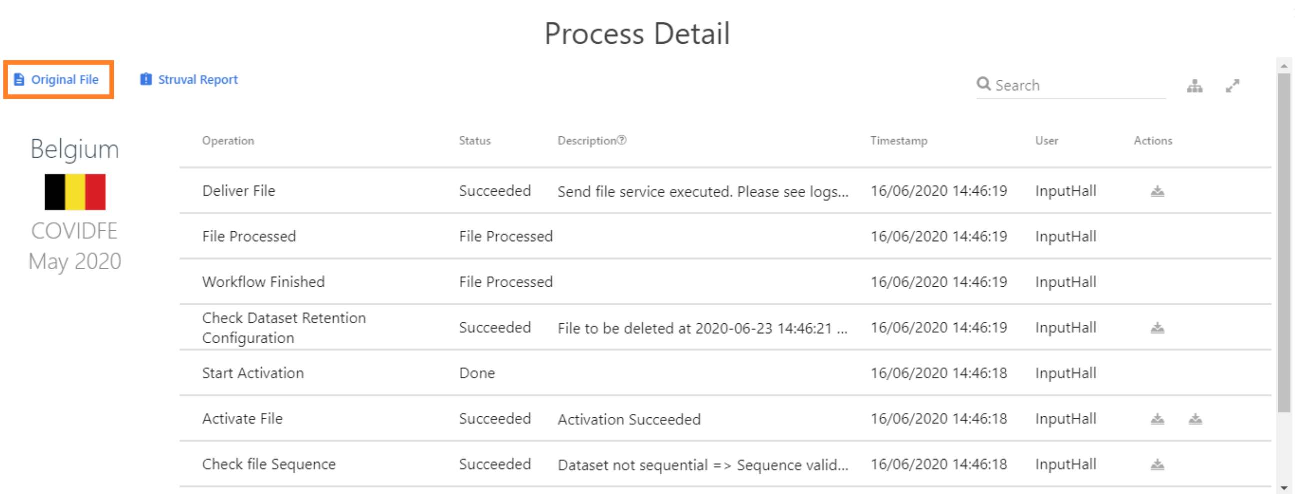
4. Products

Besides providing key information regarding the transmission and validation of data files, COOL enables users to download a number of key products which enhance the user in take in those two processes.

4.1. Original file

Being able to access the *Original file* that has been transmitted to Eurostat may support users to view and analyse the data.

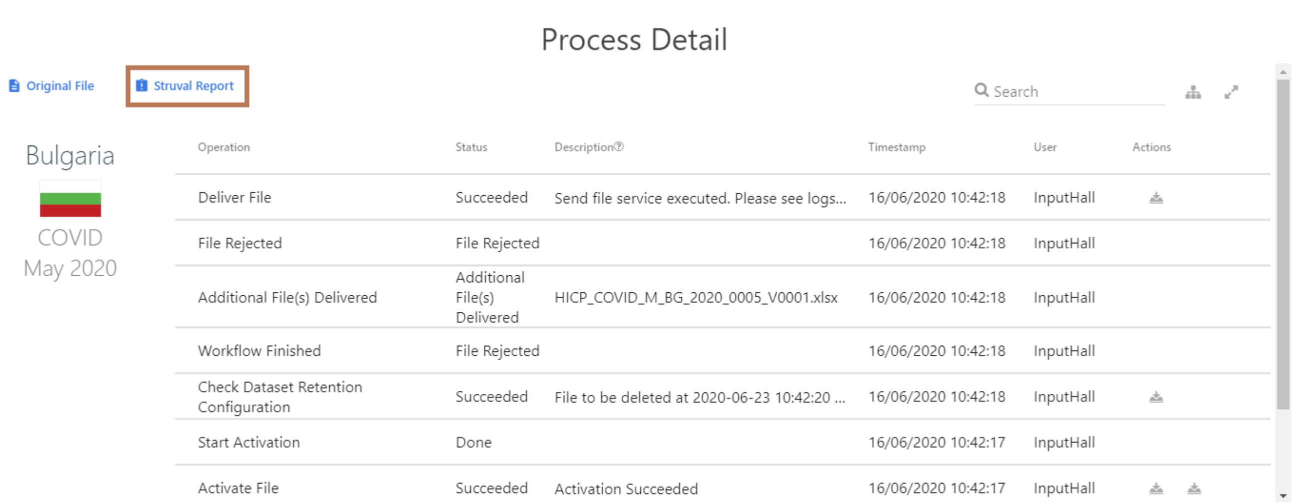
You can access the *Original file* by selecting the appropriate line in the *Process* page. A new window will open up with the *Original file* button appearing on the left hand side. The file will keep the original format i.e. XML, MS Excel, etc.



4.2. STRUVAL report

The first validation service offered to users will look at the data file respects certain agreed elements in the data transmission such as file format, codes that belong to a specific codelist, etc. The STRUVAL report is produced in accordance to a well defined template. A use r guide which describes the structure of the report as well as all types of potential errors is available.

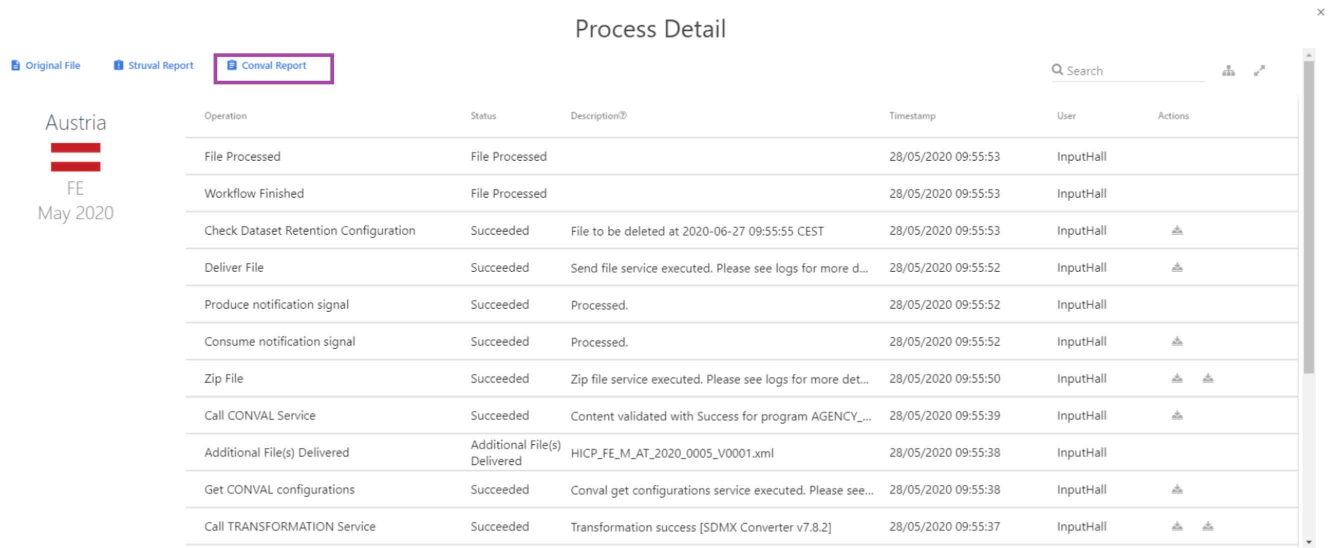
Similarly to the previous case, you can access the STRUVAL report by selecting the corresponding file in the *Process* page, and then clicking STRUVAL report. You can open the STRUVAL report using WordPad.



4.3. CONVAL report

A second validation service is available to business units who wish to perform checks on the content of the data file. The content validation service comprises a set of validation rules that will be used to verify its content. This service complements the the previous one and together they ensure that the transmitted data file is compliant with agreed format and content rules.

The CONVAL report will also be available on the *Process* page, where a CONVAL report button will appear, in the specific data file.



4.4. Action required

In certain cases, because the way that validation rules were created, the user may be required to provide input. These cases are grouped in the *Warning* status, meaning that only files with that status will show a binary choice in the *Actions* column, prompting the user to manually Accept , Reject or Retry CONVAL .

As in all previous cases, actions column is accessible on the *Process* page and the corresponding icons will only be visible to data files which status are *Warning*.