

Submission Service Help Guide for Data Centres, Version 1

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1. Introduction

This is a help document to guide the Data Centres (DC) on how to use the EMODnet Data Submission service for the review of the received Part 1 submission form and the completion with additional metadata fields the Part2 submission form.

Details about each metadata element of the submission form are not included here but provided in a separate document available at the EMODnet Ingestion portal (click [here](#) to access it). Additional hints are provided at the on-line form as informational buttons next to each metadata element which help the DC to easily understand what to do.

Data Submission process and Workflow

A distinction is made between 2 phases in the life cycle of a data submission:

- **Phase I:** from data submission to publishing of the submitted datasets package as is;
- **Phase II:** further elaboration of the datasets package and integration (of subsets) in national, European and EMODnet thematic portals.

To make the threshold for submission relatively low it is decided to split completion of the submission form (ISO19115 –INSPIRE compliant model) in 2 parts:

- **Part 1 submission form:** a number of key fields to be completed by the Data Submitter, including uploading of a zip file with the datasets and related documentation;
- **Part 2 submission form:** review of the received datasets package and part I metadata, and consecutive completion of the additional metadata fields of the submission form by the appointed Data Centre (DC).

There are 3 actors in the submission:

- **DS=** Data Submitter
- **DC=** Data Centre
- **M=** Master

The workflow process for Phase I include multiple steps, to be performed by the 3 actors DS, DC and M. The status of the submission form changes with every step. The Submission Service includes a Dashboard where the Data Centre can follow the workflow statuses which are outlined below.

Workflow status

The following status fields are applied for Phase I and II:

10 = Drafting form part 1 by Data Submitter

15 = Package upload pending

19 = Uploaded package under validation

20 = Form part 1 submitted by Data Submitter

25 = Leading Data Centre assigned by Master

90 = Rejected by Master and returned to Data Submitter

30 = Data Centre Contact assigned by Data Centre

- 40 = Completing parts 1 and 2 by Data Centre Contact
- 91 = Rejected by Data Centre and returned to Data Submitter
- 50 = Approval for publishing requested from Data Submitter
- 60 = Amendment requested by Data Submitter
- 70 = Submitted for publishing by Data Centre
- 75 = Publication draft
- 80 = Sent to Discovery and Access service
- 85 = Published at Discovery and Access service

The contact persons of the Data Centre can act also under the Data Submitter role. The Submission Service Help Guide for Data Submitters is a separate document and can be accessed from the Data Submitter's Dashboard.

This Help Guide is addressed to EMODnet Data Centres (EMODnet - Ingestion partners and coordinators of the EMODnet Thematic portals) and analyzes the steps that the Data Centres have to perform for the processing of the submissions during Phase I only.

This document will be subject of updates, since the submission service is under continuous upgrade.

Important notes

- The Data Centre should undertake efforts to **replace free texts ('orphans')**, entered by the data submitter, with controlled terms from the SeaDataNet vocabularies and directories. In case these are not yet available, Data Centre will propose new entries as appropriate, following the existing SeaDataNet governance procedures.
- The submission form is an 'auto-save' form. However, you are advised to save your form especially before you log out the service (using the **"SAVE DRAFT"** button, see **"Data Links and Finish"** of paragraph 3.3.1.2.2 below).
- You can complete the metadata elements in any order and temporarily save the form (using the **"SAVE DRAFT"**).
- Only **"VIEW"**, **"EDIT"** and **"ASSIGN"** operations are available to the Data Centres regarding their Data Submission List.
- There is a **"VALIDATE"** operation available at **"Data Links and Finish"** (last) tab, which can be invoked any time during the completion of the form providing error messages and links to the corresponding fields. In any case, the form is automatically validated before your request for publishing the form is sent to data Submitter.
- A **unique identifier (UUID)** is generated by the system for each submission allowing further monitoring and managing of the submission.
- You (as registered Data Centre's contacts and as Data Centre contact person responsible for the processing of a specific submission) will be alerted with automatic **notification e-mails** by the system regarding the progress of the submission or further actions she/he has to undertake before the final publishing of the submission at the EMODnet Public Discovery and Access Service

- The Data Centre might need to come in **contact with the Data Submitters** in case of question during the submission processing at Phase I as well as at Phase II during the integration of the data packages at the final data repositories.

Explanation of basic submission form elements

Screen Symbols:

The submission form contains several visual highlights and symbols that help the Data Centre throughout the submission process:

Screen Symbols	Action
*	Indicates a required field to be completed.
	Place the mouse on it for help on how to complete each field.
	Click to start a new Submission form or add a new metadata entry.
	Click the “pencil” icon to start editing a metadata field. Click the “bin” icon to delete a metadata field.
	Click to save a typed entry at a metadata field.

The table below summarizes the metadata input fields that are used in the form and explains how to complete them:

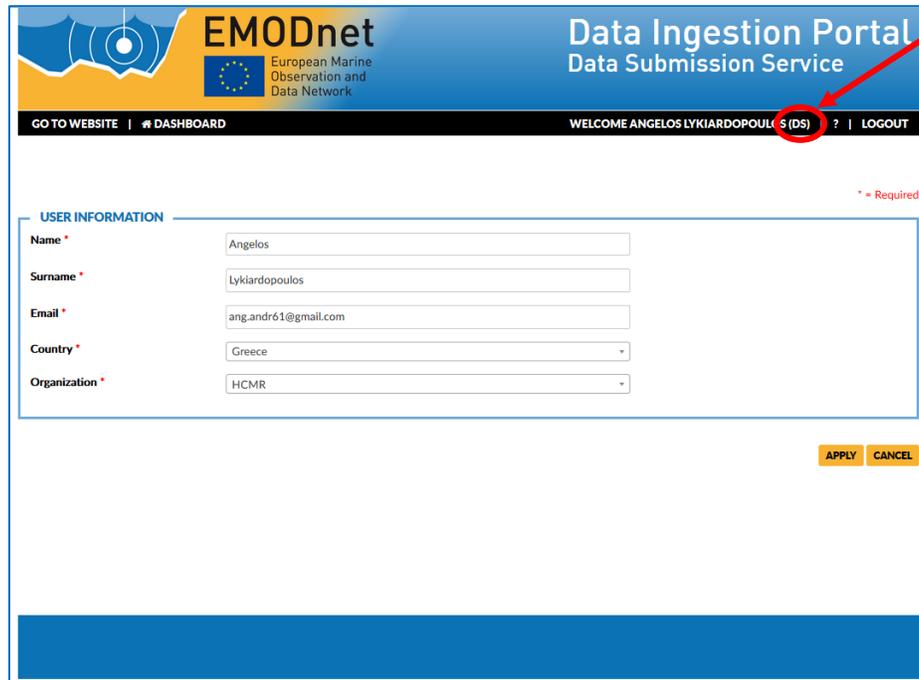
Metadata input fields	Description
License for use *  <input type="text" value="-Select value from the list-"/>	Dropdown list box. Click to select one value from the drop down list.
Project / Programme  <input type="text"/>	Autocomplete with drop down list box. Click to start typing. As you type the drop down list displays options to select or you can enter your typed value as NEW if your entry value does not match the underlying SeaDataNet controlled vocabularies.
Title of dataset *  <input type="text" value="Enter the title of the dataset"/>	Free text box. Click and start entering free text.

2. First login

When you login for the first time to the Data Submission service, you will be asked to confirm your personal details (which are originating from your MarineID profile metadata).

If you agree with the information presented on the screen and have no changes, then press **“CANCEL”**, otherwise make the necessary changes and press **“APPLY”**.

NOTE: When you enter the service for the first time, you are being authorized with the Data Submitter (**DS**) role.



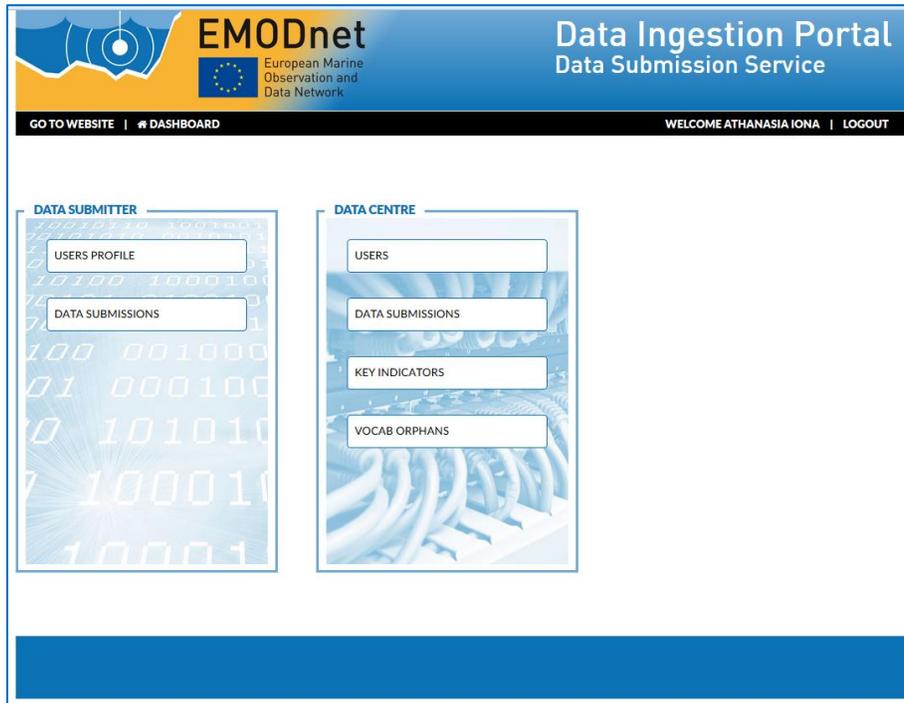
The screenshot shows the EMODnet Data Ingestion Portal user information form. The header includes the EMODnet logo and the text "Data Ingestion Portal Data Submission Service". The user is identified as "ANGELOS LYKIIDOPOULOS (DS)". The form contains the following fields:

USER INFORMATION	
Name *	Angelos
Surname *	Lykiardopoulos
Email *	ang.andr61@gmail.com
Country *	Greece
Organization *	HCMR

Buttons for "APPLY" and "CANCEL" are located at the bottom right of the form. A red arrow points to the "(DS)" role indicator in the top navigation bar.

3. The Dashboard

After successful login to the Data Submission service, you will see your Dashboard page:



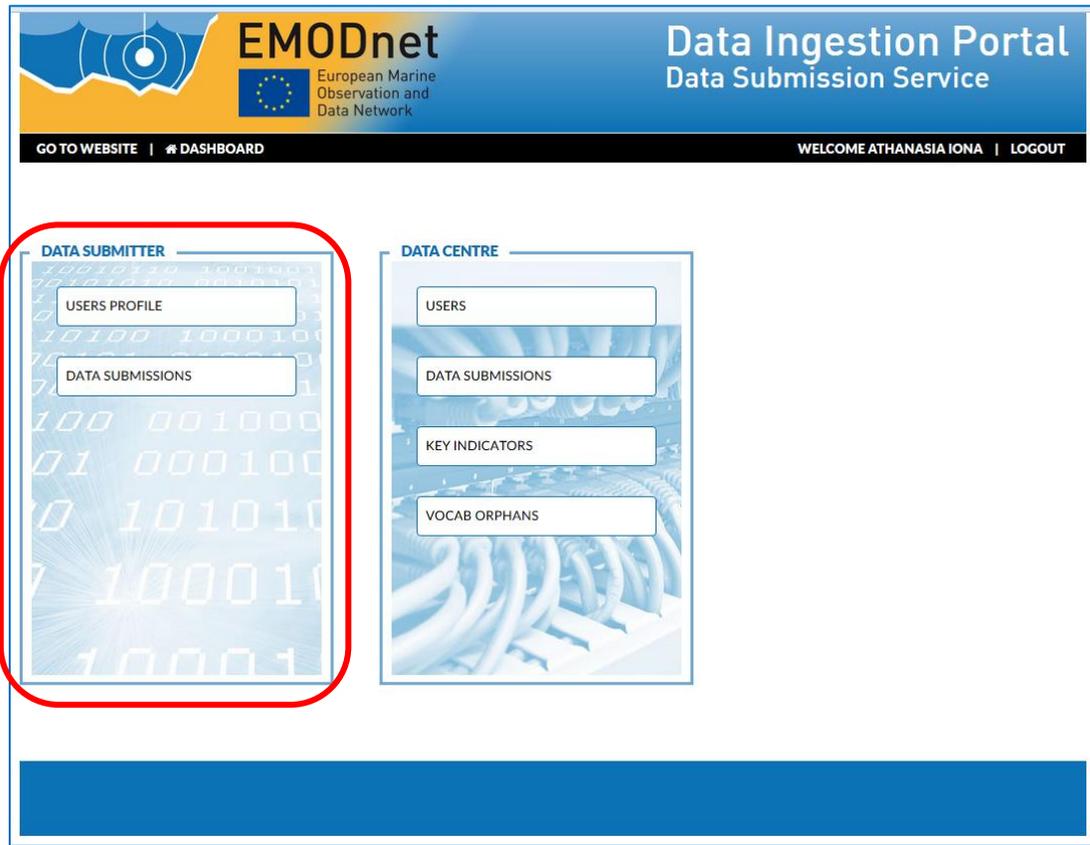
Your Dashboard allows you to act both as Data Submitter (left part of the screen) and as Data Centre (right part of the screen).

3.1 The Dashboard Header



1. **"GO TO WEBSITE"**: Link to the EMODnet Ingestion Portal home page (<https://www.emodnet-ingestion.eu/>)
2. **"DASHBOARD"**: By clicking it you can return to your Dashboard page at any time during the submission process (once you are logged in of course).
3. Your name (from your MarineID profile).
4. **"LOGOUT"**: Log out from the submission service.

3.2 The Data Submitter Dashboard



This is the Dashboard under your DS role which gives you 2 options:

- a) allows you to amend your personal details as derived from MarineID, and
- b) to open a list of submission forms, if any, or to start a new submission form (Part 1 submission form).

3.3 The Data Centre Dashboard

The screenshot shows the EMODnet Data Ingestion Portal Data Submission Service dashboard. The top navigation bar features the EMODnet logo (European Marine Observation and Data Network) and the text 'Data Ingestion Portal Data Submission Service'. Below the navigation bar, there are two main sections: 'DATA SUBMITTER' and 'DATA CENTRE'. The 'DATA SUBMITTER' section contains two buttons: 'USERS PROFILE' and 'DATA SUBMISSIONS'. The 'DATA CENTRE' section, which is highlighted with a red border, contains four buttons: 'USERS', 'DATA SUBMISSIONS', 'KEY INDICATORS', and 'VOCAB ORPHANS'. The background of the dashboard features a blue and white color scheme with binary code and server rack imagery.

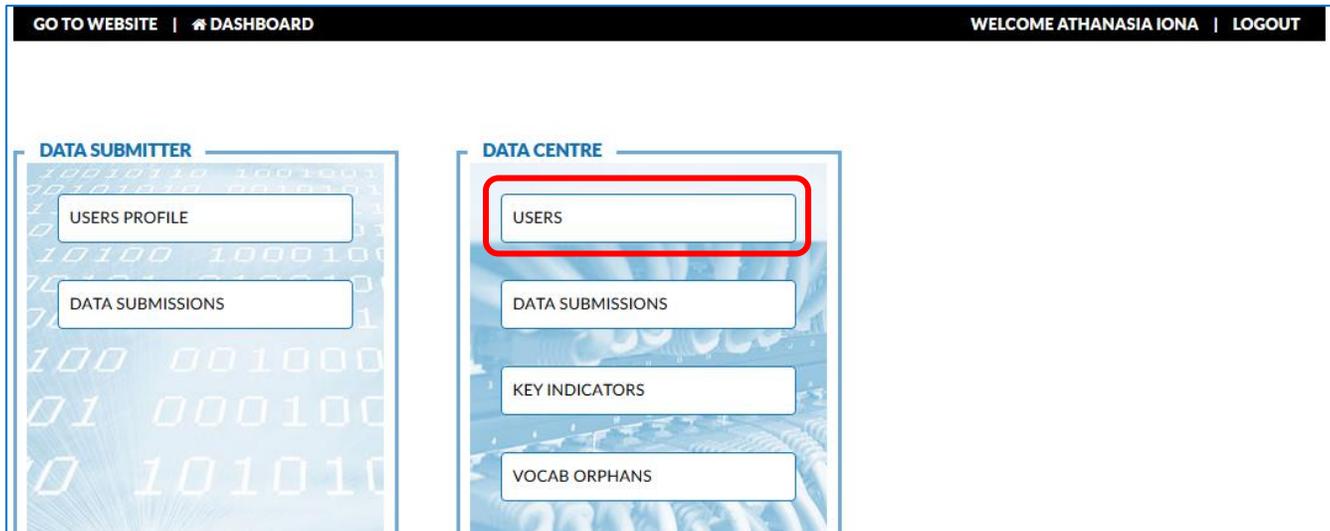
This is the Dashboard under your DC role which gives you 4 options:

- a) to open the list of the data providers list of your Data Centre,
- b) to open the list of submissions which have been assigned by the Masters to your Data Centre in order,
- c) to view the submission service content and progress on the workflow,
- d) to open the list of possible 'orphans' included in the submitted forms.

3.3.1 The Data Centre Dashboard functions

3.3.1.1 Users

This function can be used to access the list of Data Submitters whom submissions have been assigned by the Masters to your Data Centre.



FIRST STEPS: Click the “USERS” button and you will see a screen as below:

The screenshot shows the EMODnet Data Ingestion Portal Data Submission Service. The header includes the EMODnet logo, the European Marine Observation and Data Network logo, and the text 'Data Ingestion Portal Data Submission Service'. The navigation bar includes 'GO TO WEBSITE | DASHBOARD' and 'WELCOME ATHANASIA IONA (DC) | ? | LOGOUT'. A 'Help Guide' callout points to the '?' button.

The main content area is titled 'Data Centre's User Profile list'. It features a search bar with 'Show 10 entries' and a table with columns: Marine ID, Full Name, Email, Country, Organization, and Controls. The table contains three entries:

Marine ID	Full Name	Email	Country	Organization	Controls
ai30d6a	Athanasia IONA	sissy@hnodc.hcmr.gr	Greece	HCMR	VIEW
a.lykiardopoulos	Angelos Lykiardopoulos	ang.andr61@gmail.com	Greece	HCMR	VIEW
pt1eaab	Peter THIJSE	peter@maris.nl	Netherlands	MARIENE INFORMATIE SERVICE MARIS B.V.	VIEW

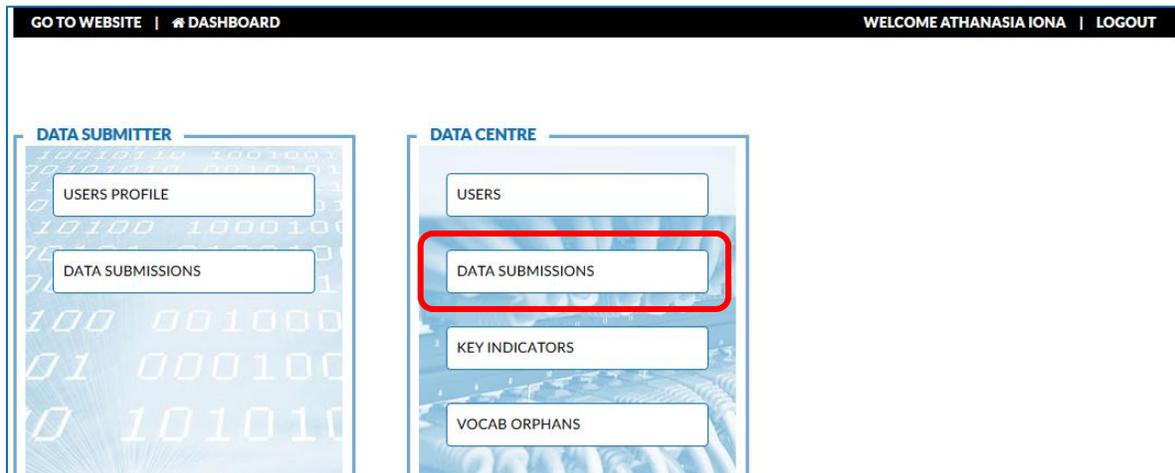
At the bottom, it says 'Showing 1 to 3 of 3 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

By clicking the “VIEW” button you can open the complete user information as derived from his MarineID profile.

By clicking the ? button at the top menu next to your name, the Data Centre’s Help Guide will open at a new browser tab.

3.3.1.2 Data Submissions

With the “**DATA SUBMISSIONS**” function you can access the list of the submissions that have been assigned to your Data Centre by the Masters of the Submission service. The assignment is based upon the Data Submitter’s Country and the data discipline.



FIRST STEPS: Click the “**DATA SUBMISSIONS**” button and you will get a screen as below.

From there, you can **control the workflow of Phase I** (reviewing of part 1, completion of part2 of submissions) in communication with the Data Submitter.

The screenshot shows the EMODnet Data Ingestion Portal interface. The header includes the EMODnet logo and the text 'Data Ingestion Portal Data Submission Service'. The main content area is titled 'Data Centre's Data Submission List'. Below the title, there is a search bar and a table of submissions. A 'Help Guide' callout box is visible on the right side of the page.

Submission identifier (UUID)	Title of dataset	Status	Assigned to	Last Update	Controls
553135f2-82f7-4665-985f-299343859b17	Bathymetric test data	Leading Data Centre assigned by Master		2017-07-09 23:30:52.619134	VIEW ASSIGN
00e91826-82df-46c0-aa8c-20f9f5d69f1a	Biological data for national programmes	Sent to Discovery and Access Service	Athanasia IONA	2017-07-09 21:01:12.17495	VIEW
2dc465ae-907e-4bac-ac1b-d67947c34eb5	CTD DATA FROM JOINT PROGRAMS	Sent to Discovery and Access Service	Athanasia IONA	2017-07-09 16:51:08.717059	VIEW
9e6f2047-8529-42eb-a30d-42cd3af17ab8	Saronikos monitoring data	Completing parts 1 and 2 by Data Centre Contact	Athanasia IONA	2017-07-08 00:33:15.046904	VIEW EDIT
5116cf4c-a856-4804-9818-c139e14587e7	Dataset title	Leading Data Centre assigned by Master		2017-07-03 13:20:50.726655	VIEW ASSIGN

NOTE: The submissions status in your Data Centre’s Data Submission List is always ≥ 25 (Leading Data Centre assigned by Master).

The general options at the Data Centre's Submission list are:

The screenshot shows a table of submission entries with the following columns: Submission identifier (UUID), Title of dataset, Status, Assigned to, Last Update, and Controls. The table contains three entries. Callout 1 points to the 'VIEW' button, callout 2 to the 'ASSIGN' button, callout 3 to the 'EDIT' button, callout 4 to the 'Next' button, and callout 5 to the 'Show 10 entries' dropdown menu.

Submission identifier (UUID)	Title of dataset	Status	Assigned to	Last Update	Controls
553135f2-82f7-4665-985f-299343859b17	Bathymetric test data	Leading Data Centre assigned by Master		2017-07-09 23:30:52.619134	VIEW ASSIGN
9e6f2047-8529-42eb-a30d-42cd3af17ab8	Saronikos monitoring data	Completing parts 1 and 2 by Data Centre Contact	Athanasia IONA	2017-07-08 00:33:15.046904	VIEW EDIT
5116cf4c-a856-4804-9818-c139e14587e7	Dataset title	Leading Data Centre assigned by Master		2017-07-03 13:20:50.726655	VIEW ASSIGN

Showing 1 to 3 of 3 entries

Previous 1 Next

1. All the registered Data Centre contacts can view (but not edit) a form but before the assignment of the responsible contact person). The selection of the appropriate contact person to handle a specific submission form is performed outside the Submission service.
2. As soon as the selection has been decided, use the **"ASSIGN"** function to let the Submission service know who is going to continue with the process of the form (review Part 1 and complete Part2),
3. only the assigned Data Centre contact person can edit the form. The contact person can return and continue many times with editing and saving the submission form (Part 1 and Part 2),
4. to go to the next or previous page of the displayed submissions,
5. to select the number of displayed submissions per page.

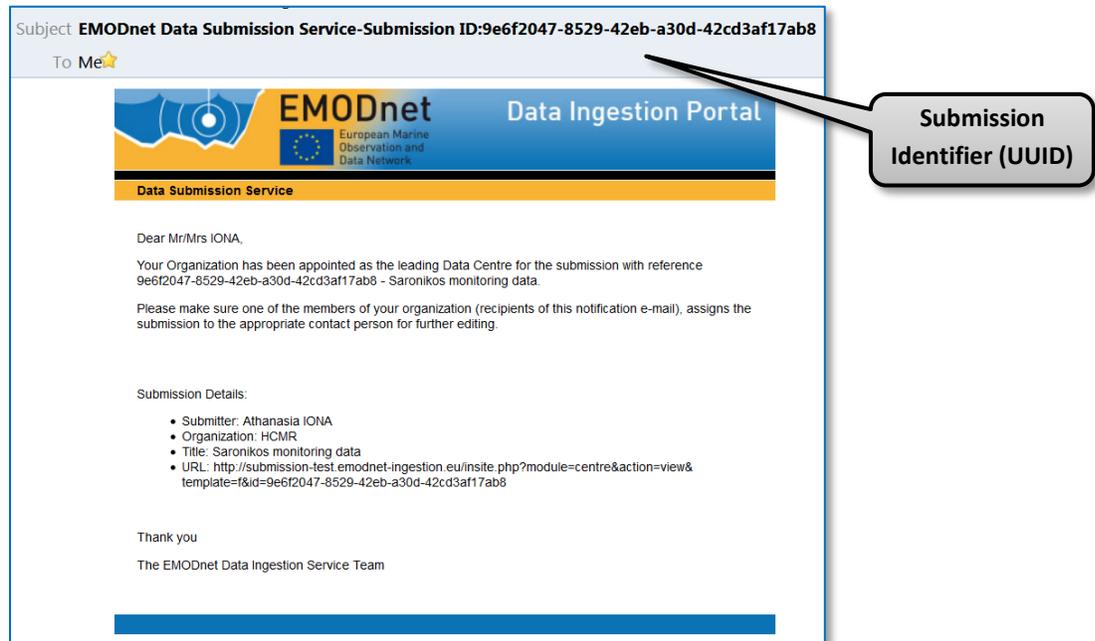
NOTE: When you "VIEW" or "EDIT" a submission form, you can return to the Data Submission List by clicking the **"BACK TO LIST"** button, located at the header of your Dashboard page:

The header features the EMODnet logo (European Marine Observation and Data Network) and the text 'Data Ingestion Portal Data Submission Service'. The navigation menu includes 'GO TO WEBSITE', 'DASHBOARD', and 'BACK TO LIST'. The welcome message reads 'WELCOME ATHANASIA IONA (DC) ? | LOGOUT', with '(DC)' circled in red and a red arrow pointing to it.

NOTE: Your role as Data Centre is indicated as (DC) next to your name at the top menu of your DC Dashboard.

3.3.1.2.1 Assignment of Data Centre Contact

Once your Data Centre is assigned by the Masters as the Leading Data Centre for the further processing of the submission form, you (as well as the rest of the registered contacts of your Data Centre) will receive an automatic notification email to assign the submission to the appropriate contact person for further editing:



NEXT STEP: one of the registered contact of the Data Centre will have to:

- Login the submission service and go to the Data Centre’s Data Submission List.
- Search the forms by filtering for *status = Leading Data Centre assigned by Master (=25)* (use also as filter the *UUID* in case of more than submissions under the same status), as shown at the image below.

GO TO WEBSITE | DASHBOARD WELCOME ATHANASIA IONA (DC) | ? | LOGOUT

Data Centre's Data Submission List

Show 10 entries

Submission identifier (UUID)	Title of dataset	Status	Assigned to	Last Update	Controls
9e6f2047-8529-42eb-a30d-42cd3af17ab8	Saronikos monitoring data	Leading Data Centre assigned by Master	All selected	2017-07-06 14:44:18.250653	VIEW ASSIGN
5116cf4c-a856-4804-9818-c139e14587e7	Dataset title	Leading Data Centre assigned by Master		2017-07-03 13:20:50.726655	VIEW ASSIGN

Showing 1 to 2 of 2 entries

Previous 1 Next

NEXT STEP: click the “ASSIGN” button for the selected submission.

After clicking the “ASSIGN” button you will see the page below. This is the “Process Info” page, part of the tracking service where you will maintain a log of all your activities when processing the data submission. The Process info” page is used also by the Data Submitters to track the progress of their submissions until to the storage in the final repository.

GO TO WEBSITE | [DASHBOARD](#)
WELCOME ATHANASIA IONA (DC) | ? | LOGOUT

Process Info * = Required

FORM INFORMATION

Submission identifier (UUID)	9e6f2047-8529-42eb-a30d-42cd3af17ab8
Status	⊙ Leading Data Centre assigned by Master Rejected by DC Contact: NO
Assigned Data Centre	Hellenic Centre for Marine Research, Hellenic National Oceanographic Data Centre (HCMR/HNODC) Greece
DC Contact Assigned by	
Contact Data Centre	<input type="text" value="Athanasia IONA"/>
Dataset URL	http://elkethe.getmap.gr/owncloud/index.php/s/36CdLk2PMRmkRo
Date of dataset publication	
Publication URL	
DOI	

PROCESS SUMMARY

Phase 1 log

REJECTION REASON

Rejection Reason

AMENDMENT REQUEST

Amendment Request Details

[CONTINUE](#)
[CONFIRM DC ASSIGNMENT](#)

Select from the dropdown list box “Contact Data Centre” the specific Data Centre contact person who will be responsible for the curation of the submission.

Click “CONFIRM DC ASSIGNMENT” to confirm the Data Centre contact person assignment.

After clicking the “CONFIRM DC ASSIGNMENT” button, you will be alerted by the system with a notification email about your appointment as the Contact Person of your organization for the specific submission and you will be invited to proceed with the form, contacting, if necessary, the Data Submitter or other Data Centres for more information.

The “Process Info” page logs the confirmation of DC assignment as below:

GO TO WEBSITE | DASHBOARD | BACK TO LIST WELCOME ATHANASIA IONA (DC) | ? | LOGOUT

Process Info Organizations Dataset Identification Data Types Locations & Dates Data Links & Finish

Process Info

* = Required

FORM INFORMATION

Submission identifier (UUID)	9e6f2047-8529-42eb-a30d-42cd3af17ab8
Status	☑ Data Centre Contact assigned by Data Centre Rejected by DC Contact: NO
Assigned Data Centre	Hellenic Centre for Marine Research, Hellenic National Oceanographic Data Centre (HCMR/HNODC) Greece
DC Contact Assigned by	Athanasia IONA
Contact Data Centre	Athanasia IONA ✉ sissy@hnodc.hcmr.gr
Dataset URL	http://elke.the.getmap.gr/owncloud/index.php/s/36CdtLk2PMRmkRo
Date of dataset publication	
Publication URL	
DOI	

NEXT STEP: Download the dataset package (it is a zip-file) from the “Dataset URL” (just below the “Contact Data Centre”) and start checking it.

Click the “BACK TO LIST” button located at the header of your Dashboard page, to return to your Data Centre Data Submission List to start editing the corresponding form.

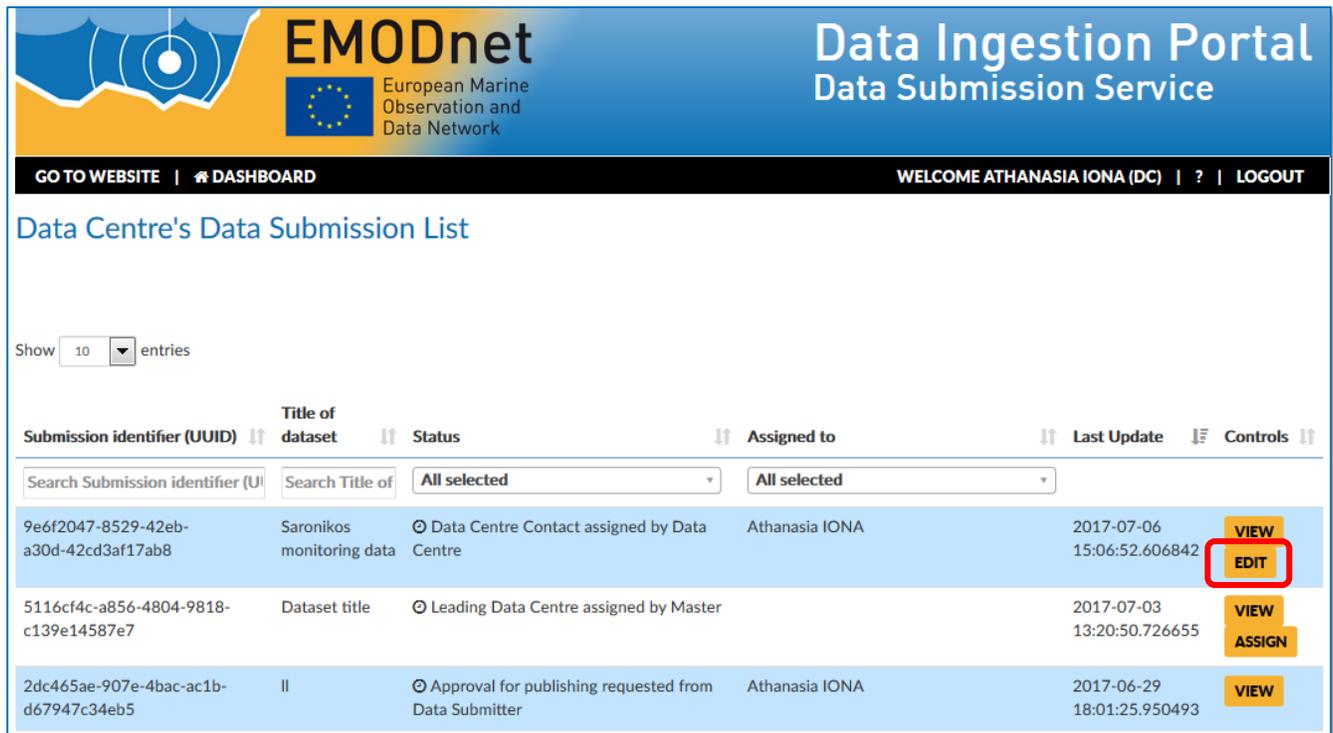


Then, you will see that the form status is set to:

- Data Centre Contact assigned by Data Centre (=30)

3.3.1.2.2 Submission Form processing by the Data Centre-Phase I

NEXT STEP: Click the “EDIT” button of the corresponding form:



The screenshot displays the EMODnet Data Ingestion Portal interface. The header includes the EMODnet logo and the text 'Data Ingestion Portal Data Submission Service'. Below the header, there are navigation links for 'GO TO WEBSITE' and 'DASHBOARD', and a welcome message for 'ATHANASIA IONA (DC)'. The main content area is titled 'Data Centre's Data Submission List' and features a 'Show 10 entries' dropdown menu. A table lists submission records with columns for 'Submission identifier (UUID)', 'Title of dataset', 'Status', 'Assigned to', 'Last Update', and 'Controls'. The first record is highlighted in blue, and its 'EDIT' button is circled in red.

Submission identifier (UUID)	Title of dataset	Status	Assigned to	Last Update	Controls
9e6f2047-8529-42eb-a30d-42cd3af17ab8	Saronikos monitoring data	⊙ Data Centre Contact assigned by Data Centre	Athanasia IONA	2017-07-06 15:06:52.606842	VIEW EDIT
5116cf4c-a856-4804-9818-c139e14587e7	Dataset title	⊙ Leading Data Centre assigned by Master		2017-07-03 13:20:50.726655	VIEW ASSIGN
2dc465ae-907e-4bac-ac1b-d67947c34eb5	II	⊙ Approval for publishing requested from Data Submitter	Athanasia IONA	2017-06-29 18:01:25.950493	VIEW

After clicking the “EDIT” button, you will see the “Process Info” page, where you can:

GO TO WEBSITE | DASHBOARD | BACK TO LIST WELCOME ATHANASIA IONA (DC) | ? | LOGOUT

Process Info Organizations Dataset Identification Data Types Locations & Dates Data Links & Finish

Process Info

* = Required

FORM INFORMATION

Submission identifier (UUID)	9e6f2047-8529-42eb-a30d-42cd3af17ab8
Status	⊙ Data Centre Contact assigned by Data Centre Rejected by DC Contact: NO
Assigned Data Centre	Hellenic Centre for Marine Research, Hellenic National Oceanographic Data Centre (HCMR/HNODC) Greece
DC Contact Assigned by	Athanasia IONA
Contact Data Centre	Athanasia IONA ✉ sissy@hnodc.hcmr.gr
Dataset URL	http://elkethe.getmap.gr/owncloud/index.php/s/36CdtLk2PMRmkRo
Date of dataset publication	<input type="text"/>
Publication URL	<input type="text"/>
DOI	<input type="text"/>

PROCESS SUMMARY

Phase 1 log

REJECTION REASON

Rejection Reason

AMENDMENT REQUEST

Amendment Request Details

1. “Dataset URL”: download the dataset package (it is a zip-file) from the cloud service using and start checking the datasets collection and the associated documentation that are included in the zip-file. Contact the Data Submitter in case of questions.
2. “PROCESS SUMMARY”: maintain the history of your processing actions in the “Phase 1 log” field.

NOTE: DO NOT FORGET TO UPDATE THIS PROCESS LOG as it will help you to track the progress of the processing. The Data Submitter” can follow it as well.

3. “REJECTION REASON”: explain the reason if you decide to reject the submission.
4. “CONFIRM REJECTION”: click this button to confirm the rejection.

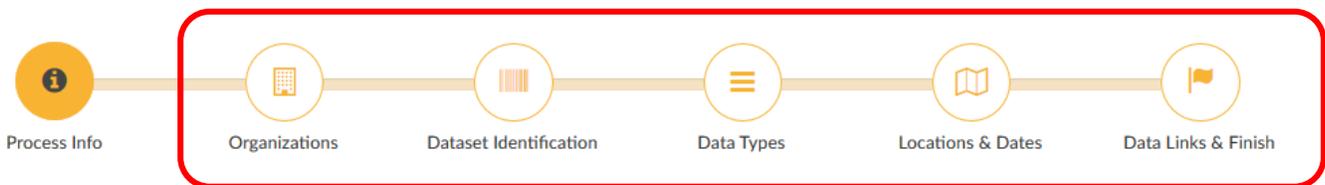
NOTE: using the “VIEW” instead of the “EDIT” button you can download the data package, but then you can only view and not edit the submission form.

By clicking the “CONTINUE” button located at the bottom of the “Process Info” page or any other tab at the top of the screen you can start the reviewing submission form part 1 and completing part 2.

Use the **PREVIOUS** **CONTINUE** controls at the bottom of the page to move back and forward between the tabs of the forms.

Review the submission form part 1 and complete part 2:

The submission form consists of several metadata elements which describe the data package. The metadata elements are logically grouped in tabs (Organizations, Dataset Identification, Data Types, Location & Dates, Data Links and Finish), next to the “Process info” tab as below:



NEXT STEP: Start the processing of the form, by selecting one of the tabs.

NOTE: The original submission form Part I is frozen in the database, from now on you work with a copy of the original.

NOTE: in order to **complete** the metadata elements, you can select the tabs **in any order**. Temporary saving is allowed, using the “SAVE DRAFT” button at the last tab “Data Links & Finish”. You are suggested to use the “SAVE DRAFT” especially when you are intending to LOGOUT. Also, you do not have to complete the form at once. You can return and continue many times with editing and saving the submission form (part 2). While editing the form, its status will be:

- Completing parts 1 and 2 by Data Centre Contac (=40)

NOTE: If you reject a form, the Data Submitter will be informed by a notification email to edit the submission form part1 and resubmitt it. This loop between you, your Data Centre and the Data Submitter might be repeated several times untill you as responsible Data Centre contact person feel OK with the submission.

- Organizations

EMODnet
European Marine Observation and Data Network

Data Ingestion Portal
Data Submission Service

GO TO WEBSITE | [DASHBOARD](#) | [BACK TO LIST](#) WELCOME ATHANASIA IONA (DC) | ? | LOGOUT

Process Info — Organizations — Dataset Identification — Data Types — Locations & Dates — Data Links & Finish

Organizations

* = Required

CONTACT PERSON FOR THIS DATASET SUBMISSION FORM

Name *	Athanasia
Surname *	IONA
Email *	sissy@hnodc.hcmr.gr
Country *	Greece
Organization *	HCMR

ORGANIZATIONS RESPONSIBLE FOR THE DATASET

Country *	Greece
Organization *	Hellenic Centre for Marine Research, Institute of Oceanography (HCMR/IO)
Email of organization	iosecretariat@hcmr.gr
Role of organization	Originator of Dataset

[ADD](#)

LANGUAGE USED FOR COMPLETING FORM

Language	English
-----------------	---------

[PREVIOUS](#) [CONTINUE](#)

By clicking the icon at the “Contact person for this dataset submission form” (first field), it will become editable as below. You can change only the Data Submitter’s organization:

Organizations * = Required

CONTACT PERSON FOR THIS DATASET SUBMISSION FORM

Name *	<input type="text" value="Athanasia"/>
Surname *	<input type="text" value="IONA"/>
Email *	<input type="text" value="sissy@hnodc.hcmr.gr"/>
Country *	<input type="text" value="Greece"/>
Organization *	<input type="text" value="HCMR"/>

SAVE

Click **“SAVE”** to save your edit.

By clicking the  icon at the “Organizations responsible for the dataset” (second field), it will become editable as below (or click the  icon to delete the entry).

NOTE: You have to save the record first before deleting it.

ORGANIZATIONS RESPONSIBLE FOR THE DATASET

Country *	<input type="text" value="Greece"/>
Organization *	<input type="text" value="Hellenic Centre for Marine Research, Institute of Oceanography (HCMR/IO)"/>
Email of organization	<input type="text" value="iosecretariat@hcmr.gr"/>
Role of organization	<input type="text" value="Originator of Dataset"/>

SAVE

ADD

NOTE: *Country is a mandatory field to be changed, in order to filter the Organizations for this country.*

Click **“SAVE”** to save your edits.

Click **“ADD”** to add a new Organization responsible for the data set. You can add as many organizations as needed.

- Dataset Identification

The screenshot shows a multi-step process for dataset identification. At the top, a progress bar includes icons for Process Info, Organizations, Dataset Identification (highlighted), Data Types, Locations & Dates, and Data Links & Finish. The main form is divided into several sections:

- DATASET GENERAL INFORMATION:** Includes fields for 'Title of dataset' (Saronikos monitoring data) and 'Narrative summary of dataset' (Saronikos gulf data collected within the WFD monitoring Programme).
- DATASET FORMATS:** Contains a table with 'Dataset format' (Ocean Data View) and an 'ADD' button. A red circle highlights this section, with callout '1' pointing to the 'ADD' button. Below it is a 'Language used in dataset' dropdown menu.
- DATA QUALITY PROCESSING INFORMATION:** Includes a 'Summary of data quality processing' text area.
- DOCUMENTATION:** Contains a 'Documentation' field with 'Supporting documents.doc' and an 'ADD' button. A red circle highlights this section, with callout '2' pointing to the 'ADD' button.
- DATASET AVAILABILITY:** Includes 'Public access' (No limitations), 'License for use' (Attribution License (ODC-By)), 'Type' (Dataset), and 'Dataset identifier' (9e6f2047-8529-42eb-a30d-42cd3af17ab8). A red circle highlights the 'License for use' dropdown, with callout '3' pointing to it.
- DATES:** Includes 'Date of metadata creation' (2017-07-06) and 'Date of metadata latest revision'.

At the bottom, there are 'PREVIOUS' and 'CONTINUE' buttons. A legend indicates that an asterisk (*) denotes a required field.

1. **NOTE:** Only *file based formats* are allowed.
2. **NOTE:** carefully check the *content of relevant supporting documents* submitted by the Data Submitters in the uploaded zip-file package especially when new formats are submitted. Make sure the name of the supporting documents are the same with the one included in the upload zip-file.
3. **NOTE:** *Open Data Policy is adopted*. Data submitters are requested to choose the suitable one from the following collection:
 - Attribution License (ODC-By): <https://opendatacommons.org/licenses/by/1-0/>
 - CC0 1.0 Universal – public domain dedication (CC0 1.0): <https://creativecommons.org/publicdomain/zero/1.0/>
 - Creative Commons Attribution 4.0 International (CCBY 4.0): <https://creativecommons.org/licenses/by/4.0/>
 - Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0): <https://creativecommons.org/licenses/by-sa/4.0/>
 - Open Database License (ODC-ODbL): <https://opendatacommons.org/licenses/odbl/>
 - Public Domain Dedication and License (PDDL): <https://opendatacommons.org/licenses/pddl/>

- Data types

Data Types


Process Info


Organizations


Dataset Identification


Data Types


Locations & Dates


Data Links & Finish

Data Types

* = Required

DATASET COLLECTION AND PROCESSING INFORMATION

Project / Programme ⓘ

Cruise ⓘ

ADD

Summary of processing methodology ⓘ

PLATFORMS

Platform type ⓘ  

Platform name ⓘ

ADD

INSTRUMENTS

Instrument type ⓘ  

Instrument name ⓘ

ADD

PARAMETER / VARIABLE

Parameter / Variable * ⓘ

ADD

MARINE ORGANISM

Marine organism ⓘ

ADD

OBSERVATIONS

Observation Type * ⓘ  

ADD

PREVIOUS
CONTINUE

NOTE: Platforms, Instruments, Parameter/Variable, Marine Organism are the **additional fields** than part 1 that you have to complete **in the part 2** of the submission form. Try to complete as much information possible, even if the fields are not mandatory. Contact the Data Submitter if necessary.

• Location and Dates

Select another area on the map if you need to change the area defined by the Data Submitter:

1. Click on the  button located on the top right part of the map
2. Click on the map and draw a rectangular
3. Alternatively, you may type the correct coordinates of the bounding box below the map
4. Click the  button to clear the map

NOTE: *Vertical Extent of dataset, spatial resolution, frequency of observations are additional fields than part 1 that you have to complete in the part 2 of the submission form. Try to complete as much information possible, even if the fields are not mandatory. Contact the Data Submitter if necessary.*

NOTE: *The Conformance field is used to indicate possible conformance with EU Regulations under the INSPIRE Directive. This is achieved by declaring the **degree of Conformance**, which is set **either as Conformant or Not Conformant** at the form.*

IMPORTANT: *By default the conformance to metadata regulations are set to Conformant, since the submission service has been designed and implemented to support INSPIRE mandatory metadata elements. Consequently, you are advised to leave the metadata regulation elements AS IS, unless there is a very specific reason.*

In (rather improbable for the time being) case that a submission includes INSPIRE compliant data, DC should change the degree of conformance to Regulation EU 1089/2010 to Conformant.

Process Info
Organizations
Dataset Identification
Data Types
Locations & Dates
Data Links & Finish

Locations & Dates

* = Required

GEOGRAPHIC BOUNDING BOX

Geographic Bounding Box



✕ Clear

West Bound Longitude	South Bound Latitude	East Bound Longitude	North Bound Latitude
<input type="text" value="23.41989344956885"/>	<input type="text" value="37.55589548587311"/>	<input type="text" value="24.24936711839439"/>	<input type="text" value="38.07230669575253"/>

Coordinate reference system ? EPSG:4326 (WGS84)

SEA AREAS

Sea area ? Aegean Sea ✎ ✕

ADD

VERTICAL EXTENT OF DATASET

Minimum value ?

Maximum value ?

Unit of measure ? -Select value from the list-

SPATIAL RESOLUTION

Spatial resolution value ?

Spatial resolution unit ? -Select value from the list-

PERIOD COVERED BY THE DATASET

Start Date ?
Provide a date in 'yyyy-mm-dd' format.

End Date ?
Provide a date in 'yyyy-mm-dd' format.

Frequency of observations ? -Select value from the list-

DATES

Date of dataset revision ?
Provide a date in 'yyyy-mm-dd' format.

Date of dataset creation ?
Provide a date in 'yyyy-mm-dd' format.

CONFORMANCE

Specification ?	COMMISSION REGULATION (EC) No 1205/2008 of 3 December 2008 implementing Directive 2007/2/EC of the European Parliament and of the Council as regards metadata ✎ ✕
Degree ?	Conformant
Specification ?	Corrigendum to INSPIRE Metadata Regulation published in the Official Journal of the European Union, L 328, page 83 ✎ ✕
Degree ?	Conformant
Specification ?	Commission Regulation (EU) No 1089/2010 of 23 November 2010 implementing Directive 2007/2/EC of the European Parliament and of the Council as regards interoperability of spatial data sets and services ✎ ✕
Degree ?	Not conformant

PREVIOUS
CONTINUE

• Data Links and Finish

* = Required

DATA LINKS & FINISH

Filename CSP.zip

PREVIOUS VALIDATE REQUEST PUB. APPROVAL SAVE DRAFT CANCEL

1 2 3 4

1. **“VALIDATE”**: Click to validate the form for missing of mandatory fields for part2. In case of errors, useful messages and links back to the related fields (see image below), will help you to correct them. Each correction will dynamically update the validation overview at the last TAB every time validation is triggered. It will also check that the download URL and file UUID are included and active for the Ingestion cloud where the original data package can be downloaded by future users:

* = Required

DATA LINKS & FINISH

Filename CSP.zip

! Error: The field 'Parameter / Variable' cannot be empty!

PREVIOUS VALIDATE REQUEST PUB. APPROVAL SAVE DRAFT CANCEL

You can also validate the form between the temporal savings.

2. **“REQUEST APPROVAL”**: once you are fully satisfied and the validation is ok, request approval from the Data Submitter for publishing the complete submission form (part 1 and 2) and the original data package.
3. **“SAVE DRAFT”**: Click to temporarily save the form, especially when you are intending to LOGOUT from the submission service.
4. **“CANCEL”**: Click to cancel and return to the DASHBOARD page.

After you click the **“REQUEST PUB. APPROVAL”** button, the Data Submitter will be notified by an email to provide his consent to its publication. The status then will be:

- Approval for publishing requested from data Submitter (=50)

The Data Submitter has 2 weeks for response; otherwise approval is given automatically.

NOTE: The Data Submitter may identify elements requiring amendment and provide feedback using the "Amendment Request" operation in the "Process Info" tab. Status will be then set to 60 = Amendment requested by Data Submitter
Then, you (the Data Centre) will be alerted by a notification email to apply the amendment in the submission form and resubmit the request for approval for publishing.

DO NOT FORGET TO UPDATE ACCORDINGLY THE "PROCESS SUMMARY" LOG FIELD. This will help you (as well as the Data Submitter) to follow all processing actions.

The dialogue between you and the Data Submitter can be repeated as many times as needed. You can retrieve the original submission of the Data Submitter in case of discussion from here:

Process Info

Process Info Organizations Dataset Identification Data Types Locations & Dates Data Links & Finish

FORM INFORMATION * = Required

Submission identifier (UUID)	9e6f2047-8529-42eb-a30d-42cd3af17ab8
Status	⊙ Completing parts 1 and 2 by Data Centre Contact Rejected by DC Contact: NO
Assigned Data Centre	Hellenic Centre for Marine Research, Hellenic National Oceanographic Data Centre (HCMR/HNODC) Greece
DC Contact Assigned by	Athanasia IONA
Contact Data Centre	Athanasia IONA ✉ sissy@hnodc.hcmr.gr
Dataset URL	http://elkethe.getmap.gr/owncloud/index.php/s/36CdtLk2PMRmkRo
Date of dataset publication	
Publication URL	
DOI	

PROCESS SUMMARY

Phase 1 log

New title set to: CTD DATA FROM JOINT PROGRAMS

Once agreement is reached between you and the Data Submitter, you will be informed by a notification email that the submission has the submitter's consent to publish it. The status then will be, as also shown at the image below:

- Submitted for publishing by Data Centre (=70)

GO TO WEBSITE | # DASHBOARD WELCOME ATHANASIA IONA (DC) | ? | LOGOUT

Data Centre's Data Submission List

Show entries

Submission identifier (UUID) ↑↓	Title of dataset ↑↓	Status ↑↓	Assigned to ↑↓	Last Update ↑↓	Controls ↑↓
<input type="text" value="Search Submission identifier (UI)"/>	<input type="text" value="Search Title of"/>	<input type="text" value="14 of 15 selected"/>	<input type="text" value="All selected"/>		
00e91826-82df-46c0-aa8c-20f9f5d69f1a	Biological data for national programmes	⊙ Submitted for publishing by Data Centre	Athanasia IONA	2017-07-09 20:38:58.44422	VIEW
2dc465ae-907e-4bac-ac1b-d67947c34eb5	CTD DATA FROM JOINT PROGRAMS	⊙ Sent to Discovery and Access Service	Athanasia IONA	2017-07-09 16:51:08.717059	VIEW
9e6f2047-8529-42eb-a30d-42cd3af17ab8	Saronikos monitoring data	⊙ Completing parts 1 and 2 by Data Centre Contact	Athanasia IONA	2017-07-08 00:33:15.046904	VIEW EDIT
5116cf4c-a856-4804-9818-c139e14587e7	Dataset title	⊙ Leading Data Centre assigned by Master		2017-07-03 13:20:50.726655	VIEW ASSIGN

3.3.1.2.3 Final checks for Publishing Phase I

After the submission has received the submitter's consent for publishing, the Masters will be informed by a relevant notification email. Then, they will perform the final checks at the overall submission (part 1 and part 2 of the submission form) and once they indicate that they are fully ready and satisfied, the submission will be available "as is" for publishing at the Summary Records service (Public Discovery and Access Service).

The status will be set to:

- Sent to Discovery and Access service (=80)

Regularly all forms with status 80 will be exchanged by a web service to the Summary Records service, by which the submission forms will be published after final agreement by the system managers.

3.3.1.2.4 Phase I Publishing

After successful ingestion of the XML information into the Summary Records service, then the submission form and associated datasets package (datasets collection and documentation) 'as is' will be publicly made available for searching and downloading in the Summary Records service. The service includes a facet search interface as below:

Summary service of submitted datasets

This service allows users to search and download the datasets that have been submitted via the Submission service and that have been reviewed and completed in metadata by assigned data centers. These datasets are published "as-is" and will be further inspected and elaborated, where possible, for uptake in the national and European infrastructures supporting EMODnet.

Search by

Free search

Date [dd/mm/yyyy]

Date from

Date to

Geobox

North

West
East

South

RESET
SEND

Sea areas

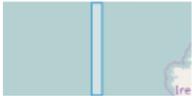
- Mediterranean Sea, Easte... (3)
- Mediterranean Sea (2)
- Mediterranean Region (2)
- Wadden Sea (1)
- Aegean Sea (1)
- Ionian Sea (1)
- Gulf of Finland (1)

Results (6)

Test MARIS - tide gauge station

Period: 2000-05-01- 2017-05-31

Observation type: Field geophysics,Hydrocarbons,Underwater photography



Fish data - Testset MARIS

Period: 2015-05-22- 2016-05-22

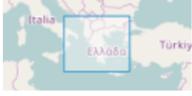
Observation type: Fish,Fisheries



CSP2-5 Project CDT daya

Period: 1991-01-01- 1992-12-31

Observation type: Administration and dimensions,Nutrients,Water column temperature and s



test bathymetric survey - PT

Period: 2010-05-01- 2017-05-01

Observation type: Amino acids,Aquaculture



CINCS Cruise "Hydrological" Data

Period: 1990-01-04- 1995-08-15

Observation type: Administration and dimensions,Other physical oceanographic m,Water column temperature and s

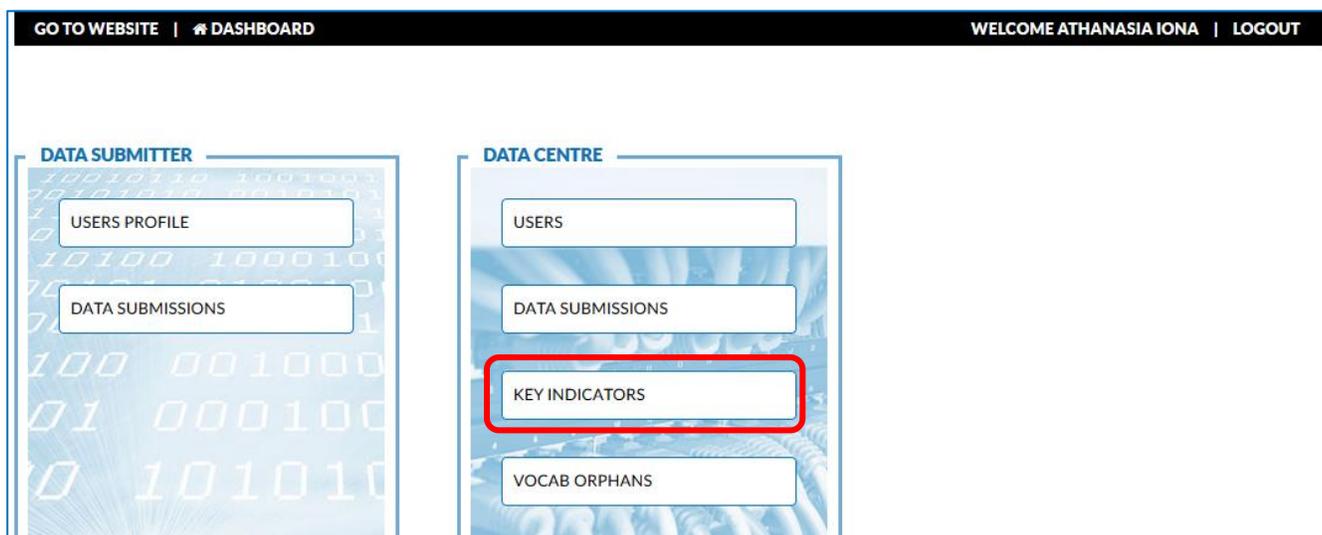


Once the submission has been made public, Masters will complete the form in the Submission service with a new status:

- Published at Discovery and Access service (=85)

3.3.1.3 Key Indicators

With the **“KEY INDICATORS”** function you can have overviews of systems performance e.g. the progress the EMODnet Ingestion workflow.



NEXT STEP: Click the **“KEY INDICATORS”** button and you will get a screen as below.

The indicators can be generated and accessed in two ways:

1. Filtering the submissions.
2. Generating summary reports and graphical representations on the submission forms database

The screenshot displays the EMODnet Data Ingestion Portal interface. At the top, the header includes the EMODnet logo (European Marine Observation and Data Network) and the title 'Data Ingestion Portal Data Submission Service'. Navigation links for 'GO TO WEBSITE' and 'DASHBOARD' are on the left, while 'WELCOME ATHANASIA IONA (DC)', a help icon, and 'LOGOUT' are on the right.

The main content area is titled 'Data Centre's Key Indicators'. On the left, there is a 'Search by' sidebar with several filter categories: 'Dates' (From/To fields), 'Status' (a list of submission statuses with counts), 'Data Submitter Organization' (a list of organizations with counts), 'Country' (a list of countries with counts), 'Specialism' (a list of scientific fields with counts), 'Processing period (days)' (a list of time ranges with counts), and 'Sea Area' (a list of sea areas with counts). A callout box labeled '1' points to the 'Processing period (days)' filter.

The central part of the page features a table of submission records. The table has columns for 'UUID', 'Title', 'Current Status', and 'Latest change'. Each row includes a 'More' link. A callout box labeled '2' points to the table area. A callout box labeled '3' points to the 'More' link in the last row of the table.

On the right side of the table, there are two buttons: 'Graph view' and 'Export CSV'. A callout box labeled '4' points to these buttons.

UUID	Title	Current Status	Latest change	
00e91826-82df-46c0-aa8c-20f9f5d69f1a	Biological data for national programmes	80	2017-07-09	More
0766d728-75b4-46d5-8b4c-64eaff3066bd	ppp	50	2017-07-08	More
14616822-ccfb-4bd4-91ea-32aa4c24a098	ccccccc	85	2017-07-12	More
23b97bbb-7efe-4589-b35f-e0e600718635	CINCS Cruise "Hydrological" Data	80	2017-03-20	More
28d34aba-64bc-44b3-8a24-dcfd319cf049	vttest	30	2017-07-10	More
2dc465ae-907e-4bac-ac1b-d67947c34eb5	CTD DATA FROM JOINT PROGRAMS	80	2017-07-09	More
5116cf4c-a856-4804-9818-c139e14587e7	Dataset title	25	2017-07-03	More
553135f2-82f7-4665-985f-299343859b17	Bathymetric test data	25	2017-07-09	More
76bf5e29-5341-4dcc-ba9b-9e3a75ab4263	Test MARIS - tide gauge station	80	2017-05-23	More
7a528cb1-103b-496a-903b-81a82cfd96ac	test bathymetric survey - PT	80	2017-05-23	More
89fd2340-783f-48f8-b324-426e07bd0155	Active Seismics in 3 Greek gulfs	80	2017-03-20	More
9a8f246d-d277-44e3-8897-448e63c2cbe3	Fish data - Testset MARIS	80	2017-05-22	More
9e6f2047-8529-42eb-a30d-42cd3af17ab8	Saronikos monitoring data	40	2017-07-08	More
e510fcf5-6b83-46aa-afb7-c9dda95e7c76	new ant title	80	2017-06-13	More
ec575fb6-91b8-4427-8dbe-6c60ff92a19d	CSP2-5 Project CDT daya	80	2017-03-20	More

The general options are:

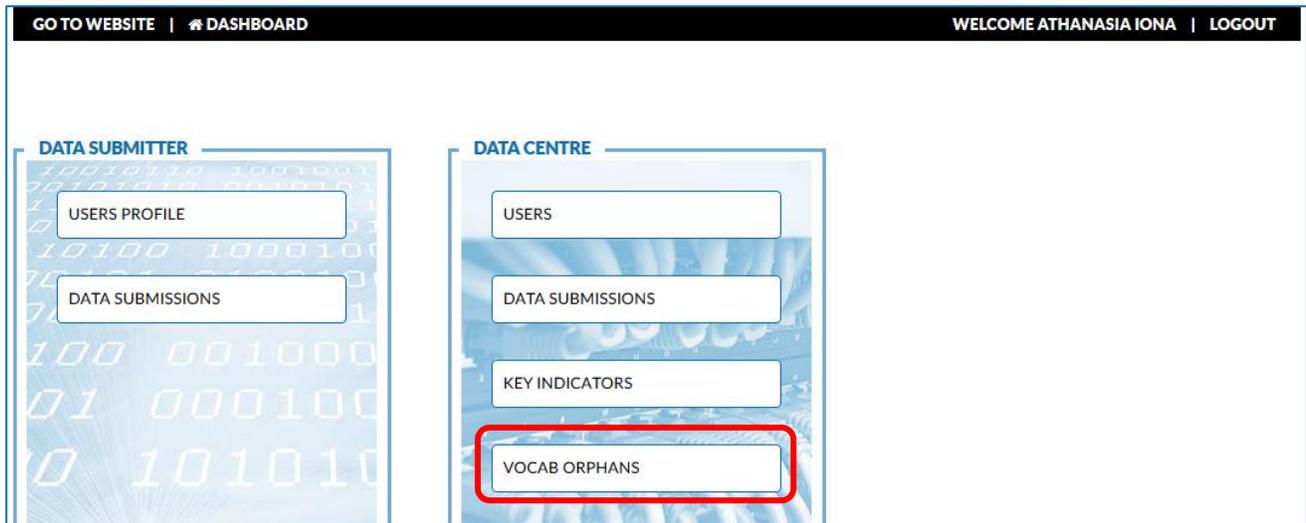
1. Filtering the lists of submissions in the system using several search criteria.
2. Result list with overviews of the submission forms such as title, status.
3. Links to the forms for full details.
4. Visualization of the results graphically (in pie-charts) or export as a CSV file for further offline analysis by the DC. In case you open the csv file with Microsoft Excel, the following tips might be helpful in order to view the csv file properly:
 - Select column A (all results are in column A)
 - Use the “Text to columns” operation located at the “Data” tab
 - Use the options:
 - Delimited
 - Delimiters => Comma, Text qualifier => “
 - Finish
 - Check that columns A to F are created and populated accordingly
 - Select the values of columns E and F -> right click -> Format cells -> Date - Select the appropriate date format that suites your needs best.

3.3.1.4 Vocab Orphans

The ‘orphans’ were entered as NEW terms by the Data Submitters during the of part 1 submission completion because they could not match their entries with the underlying controlled vocabularies. It also might occur that the terms are already present in the vocabularies, but that the Data Submitters could not find them.

With the “VOCAB ORPHANS” function you can oversee possible ‘orphan’ terms in the submissions and see if you can resolve the possible free text entries by controlled terms from the [SeaDataNet vocabularies](#) and directories ([EDMERP-Projects/Programme](#), [EDMO-Organizations](#)). If missing, you (as Data Centre and outside the Submission service) can undertake actions for expanding and updating the vocabularies with new terms, following the existing SeaDataNet governance procedures.

The ‘orphans’ function is used to indicate that the ‘orphans’ have been resolved.



NEXT STEP: Click the “VOCAB ORPHANS” button.

If there ‘orphans’ in the submissions, then you will get a screen as below:

The screenshot shows the 'Data Centre's Vocab Orphans' page. At the top, there is a header with the EMODnet logo and 'Data Ingestion Portal Data Submission Service'. Below the header, there is a navigation bar with 'GO TO WEBSITE | DASHBOARD' and 'WELCOME ATHANASIA IONA (DC) | ? | LOGOUT'. The main content area has a title 'Data Centre's Vocab Orphans' and an 'EXPORT TO CSV' button (labeled with a callout '1'). Below the title, there is a 'Show 10 entries' dropdown. A table lists the orphans with columns for ID, Vocabulary, Value, Resolved, Insert Date, and Edit. The table has search filters for 'Search Vocabulary', 'Search Value', and 'All selected'. The table contains four rows of data, each with an 'EDIT' button (labeled with a callout '2').

ID	Vocabulary	Value	Resolved	Insert Date	Edit
165	EDMERP - European Directory of Marine Environmental Research Projects	Corfu Monitoring Project	NO	2017-03-15 07:00:54.638441	EDIT
166	EDMO - European Directory of Marine Organizations	A new Greek Organization	YES	2017-03-15 07:38:36.526584	EDIT
168	M01 - MEDIN data format categories	new seismic format	NO	2017-03-15 16:15:03.405161	EDIT
169	EDMERP - European Directory of Marine Environmental Research Projects	Active Seismics in 3 Greek gulfs	NO	2017-03-15 16:26:36.786337	EDIT

The general options at the Data Centre’s Vocab Orphans list are:

1. “EXPORT TO CSV”: to export them in a csv file.
2. “EDIT”: to indicate that they have been resolved.

Once the vocabularies have been updated, return back to submission service to indicate that the orphans have been resolved.

NEXT STEP: click the “EDIT” button for a selected ‘orphan’ value of a vocabulary.

You will get a screen as below:

DATA CENTRE'S VOCAB ORPHANS	
ID	165
Vocabulary	EDMERP - European Directory of Marine Environmental Research Projects
Value	Corfu Monitoring Project
Form UUID	ec575fb6-91b8-4427-8dbe-6c60ff92a19d
Resolved	<input checked="" type="checkbox"/>
Insert Date	2017-03-15 07:00:54.638441

Submission Identifier (UUID)

SAVE CANCEL

Once the vocabularies have been updated, tick the **“Resolved”** field and click **“SAVE”**.

By (CTRL) clicking the **“Form UUID”** link, the corresponding submission form opens in a new tab at your browser where you can view (only) the submission.

4. Phase II

In the next Phase II (not included in this version of the help manual), the Data Centre will undertake steps for further processing and working up (subsets of) the data package, most probably in further contact with DS for the data integration in national, European and EMODnet thematic portals.