Quick User Guide for Data Provider
EDAMIS 3.3

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1 Introduction

The EDAMIS Web Portal (EWP) is a web based application which allows the exchange of data files mainly between Eurostat and statistical organisations in the EU and offers control and reporting functions to manage the dataset inventory and monitor the data transmissions. EWP functionalities are accessible according to the user's profile.

This quick user guide explains how you can access EDAMIS and become a data sender. It guides you through the basic steps from the registration to data transmission and to the monitoring of data files traffic.

2 Connection to EDAMIS

Use the following address to connect to the EWP ➔ https://webgate.ec.europa.eu/edamis.

On the 'Welcome' page log in using the EC Authentication System. When you click on the "ECAS authentication" button the application will check if you are already authenticated (Figure 1).

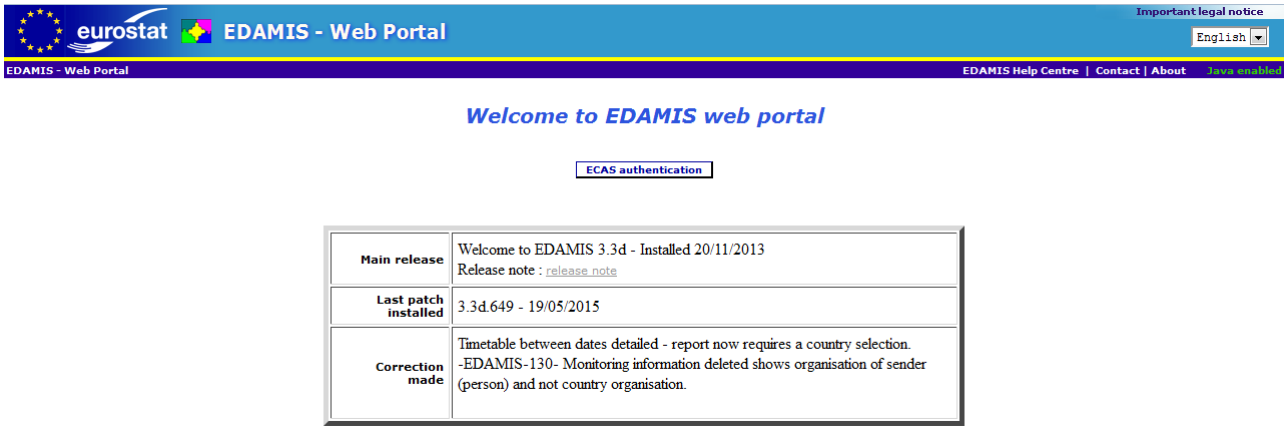

Figure 1 – EWP login page

If you are, the main page of EDAMIS will appear. Otherwise you will be redirected to the ECAS login page (Figure 2). Make sure that the selected domain is "External". If not, click on "Change it".

There are three possibilities:

- You have an ECAS account;
- You have an ECAS account (but forgot your password);
- You do not have an ECAS account yet.

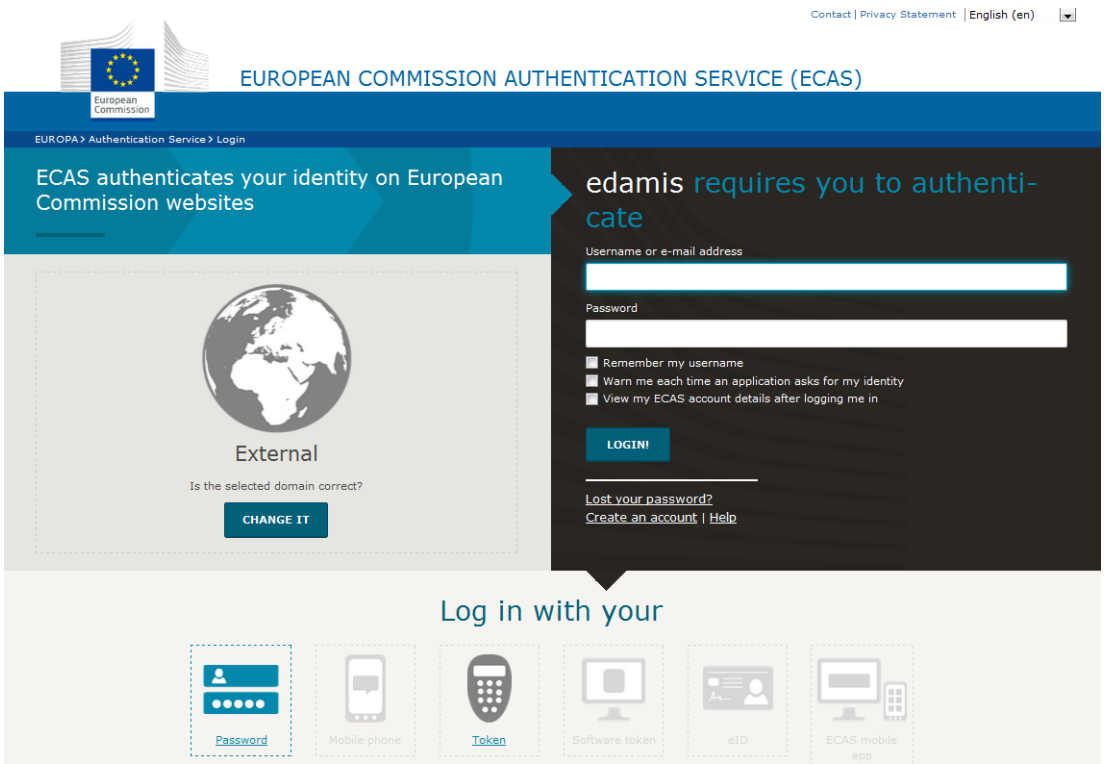

Figure 2 - ECAS login page

➔ *You have an ECAS account*

Fill in the login page: username (with the username or the mail address) and password, then click on the "login" button.

➔ *You have an ECAS account, but forgot your password*

If you forgot your password or wish to obtain a new one, click on the link "Lost your password?" or the link "New password" at the top (Figure 2).

In order to obtain a new password, fill in the "New password" page: username (or email address) and the CAPTCHA security code.

You will receive an email with instructions to enter your new password.

➔ *You do not have an ECAS account yet*

Create an ECAS account in order to use EDAMIS. Click on "Not registered yet" or the link "Sign Up" at the top. Fill in the "Sign up" page: username, first name, last name, email and the CAPTCHA security code.

Once the account is created in ECAS, you will receive an email "ECAS Password Initialization" with instructions to enter your password (with a time limit of 90 minutes). Now you may go back to EDAMIS and log in.

3 Self-registration in EDAMIS

When you log in to the EWP for the first time, you have to complete the "Self Registration Request" form and request rights on datasets of interest to you. You can ask for Sender, Receiver, Informed or Data preparer (Web Forms only) rights, but most users need Sender rights. The request is then accepted (or rejected) by the Transmission Coordinator[1] in your organization or the Domain Managers in Eurostat and you will receive an email with the result. The next steps describe how to perform the self-registration in the EWP.

[1] The Transmission Coordinator (TCO) is responsible for coordinating data transmission issues in your organisation.

3.1 Connect to the EDAMIS portal

As explained in Chapter 2, go to "ECAS Authentication" then sign in with your ECAS account and password.

3.2 Fill in the EDAMIS self-registration request form

The EWP invites you to start the registration by selecting your country group, country and organisation (Figure 3).

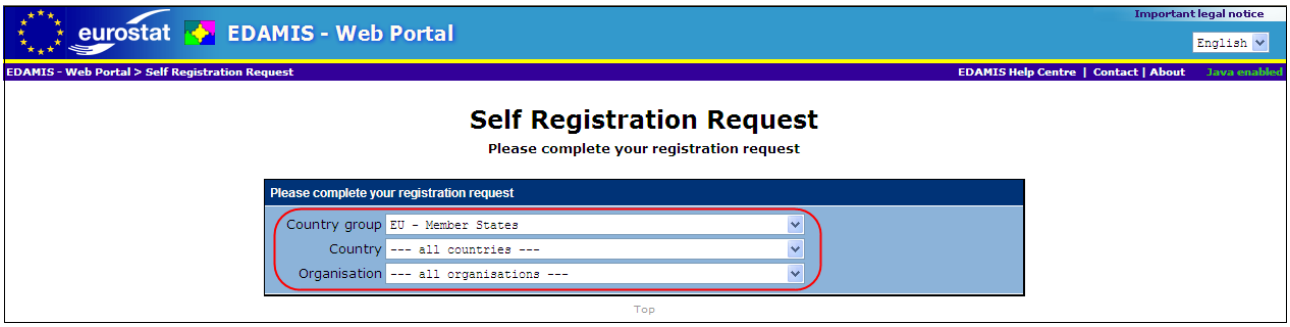

Figure 3 – Starting the self-registration in the EWP

Select the option "I want to send data files to Eurostat" (Figure 4).

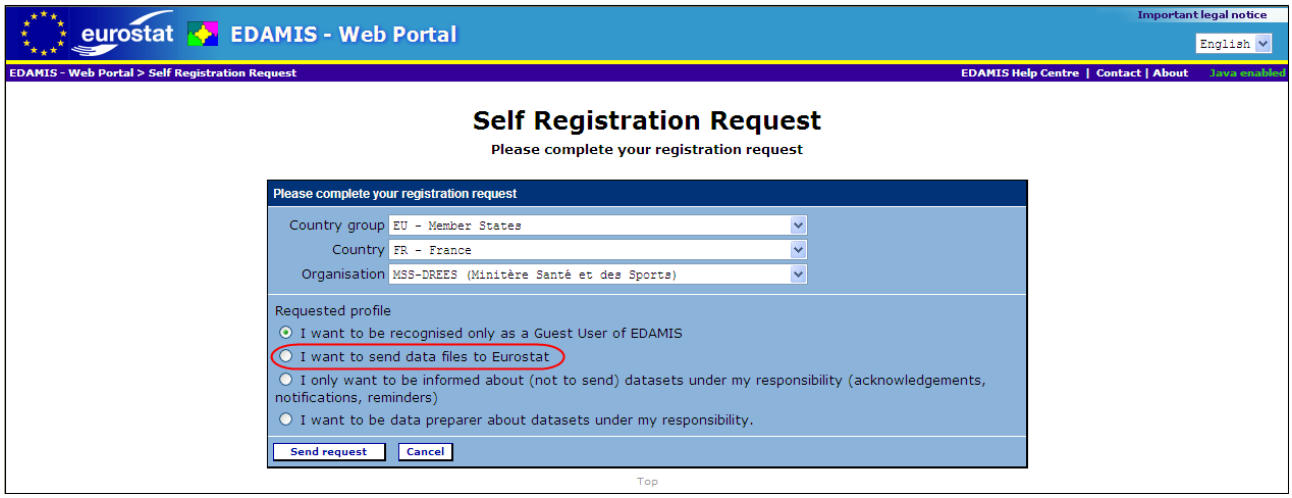

Figure 4 – Selecting the 'sender' profile

The form automatically refreshes and allows you to select the domain(s) and/or dataset(s) for which you are the sender.

Select the domain(s) and/or dataset(s) you want to transmit (Figure 5).

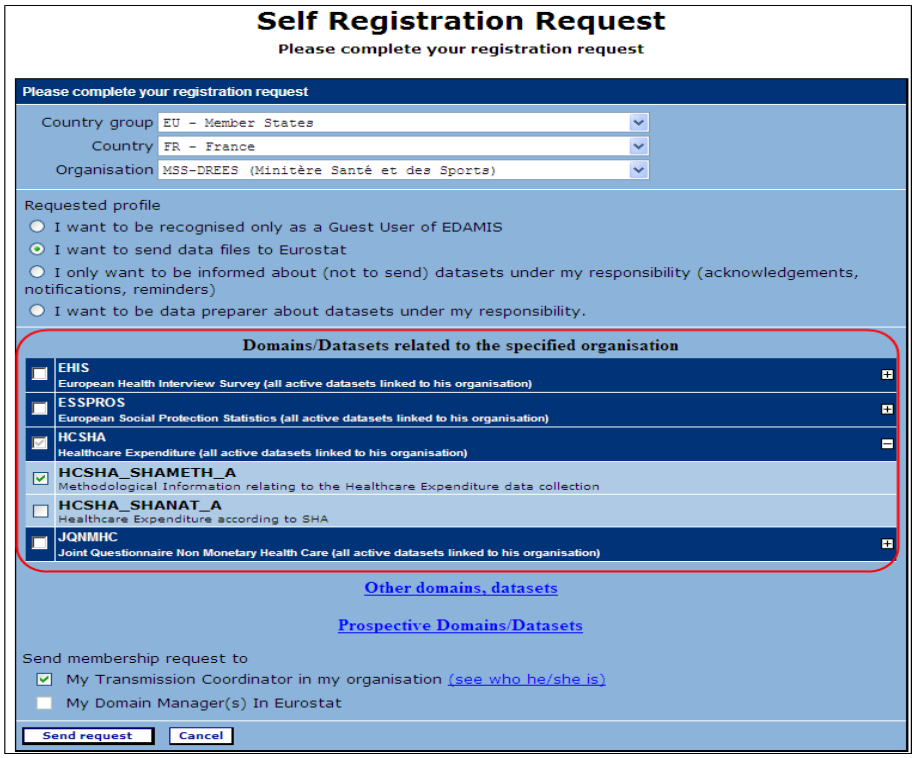

Figure 5 – Selecting the domain(s)/dataset(s)

If no dataset is visible, click on the '+' sign at the domain name to display the available datasets underneath.

Select the person(s) who will receive your request (Figure 6).

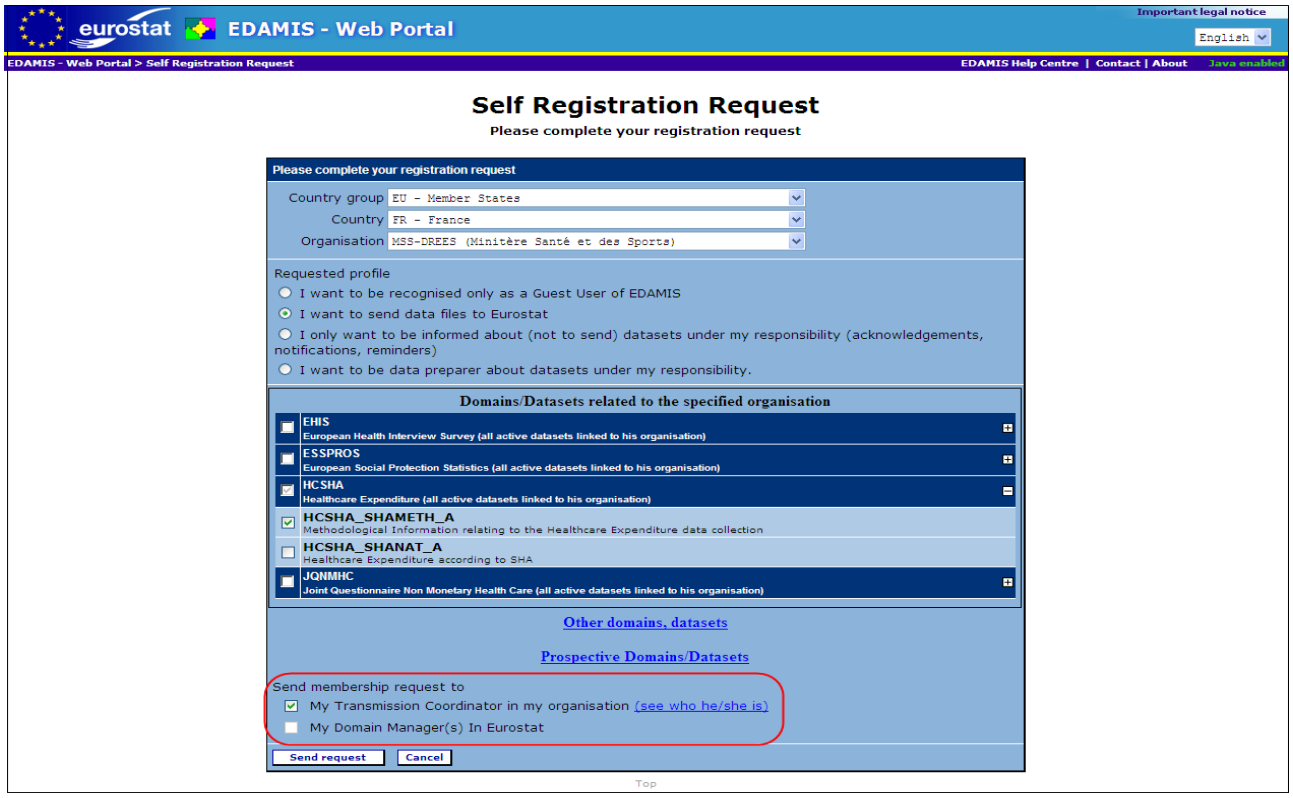

Figure 6 – Selecting the recipients of the request

In organizations without Transmission Coordinator (TCO), only the "My Domain Manager(s) in Eurostat" option can be selected.

In organizations with appointed TCO (most National Statistical Offices), the TCO can decide whether the Domain Managers at Eurostat are allowed to manage user rights. If they are not, only the "My Transmission Coordinator in my organisation" option can be selected.

3.3 Send the self-registration request and wait for the reply

Click on the "Send request" button. A confirmation is then displayed (Figure 7).

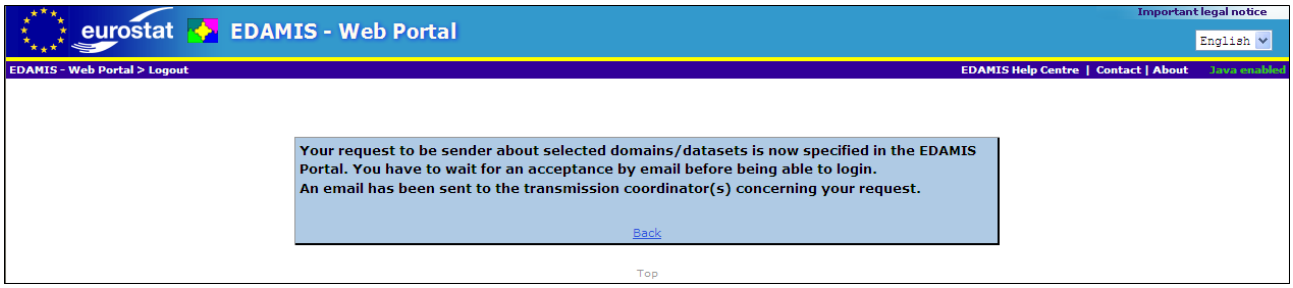

Figure 7 – Confirmation message

The DMA and the TCO receive an e-mail with the requested right and will grant/approve it (in function of the request reception; see 0). Check your e-mails. EDAMIS will inform you about their decision (Figure 8).

Figure 8 – Self-registration confirmation e-mail

The self-registration is completed. From now on, you are allowed to connect to the EWP using your ECAS username and password and send statistical data files to Eurostat.

4 Main menu

The next time you log in to the EWP the home page is displayed (Figure 9).

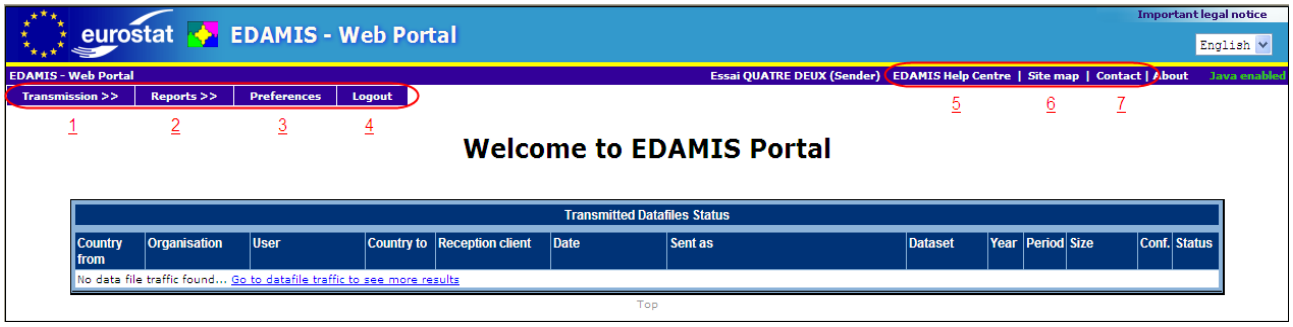

Figure 9 – General layout

The main menu bar depends on your profile. The menu bar available for a "Sender" profile is described below:

1. ***Transmission***: Allows you to send files to Eurostat.
2. ***Reports***: Gives access to a series of reports e.g. traffic monitoring as well as to search functions.
3. ***Preferences***: Allows you to change your preferences such as the UI language.
4. ***Logout***: Allows you to terminate your session.
5. ***EDAMIS Help Centre***: Link to the EDAMIS Help Centre.
6. ***Site Map***: Gives an overview of the functionalities you are allowed to use in the EWP.
7. ***Contact***: Allows you to send e-mails to the EDAMIS Support.

5 Sending files

In the EWP you can send data files to Eurostat in three ways by clicking on the main menu item **"Transmission"** and then on the sub-menu item **"Send Datafile (Traditional)", "Send Datafile (Advanced)"** or **"Web Form Entry"**.

5.1 Send Datafile (Traditional)

Datafiles can be sent with **Simple upload - [Java disabled]** or secure upload **[Java enabled]** form. After clicking on the "***Send Datafile (Traditional)***" sub-menu item from the **"Transmission"** menu, the user has access to the simple (**Figure 10**) or secure upload form.

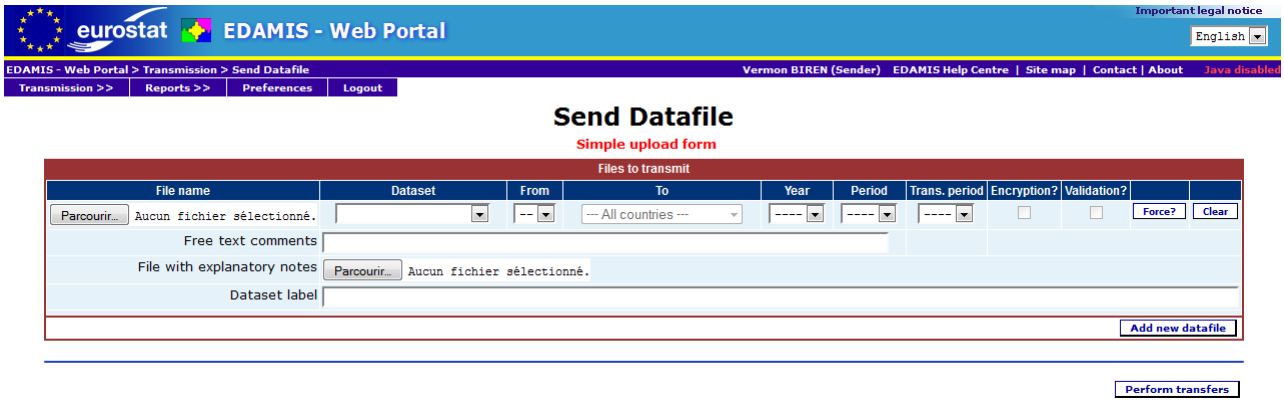

Figure 10 – Simple upload form

A user has the possibility to browse for a file respecting the DSNC. A file respecting the DNSC fills automatically the fields on the simple upload form, otherwise the user has to select the Dataset manually and the other fields are automatically filled with the current year, period.

5.2 Send Datafile (Advanced)

Datafiles can be sent in **secure upload Form – [Java enabled]** This mode is available in Firefox and Internet Explorer v. 9 and higher, and it enables sending confidential data.

After clicking on the "***Send Datafile (Advanced)***" sub-menu item, the web browser downloads a small Java program, an applet, which will be used for sending the data. The applet contains compression and encryption functions that will be automatically applied on the data file before sending. Before the download several requests can be asked (java and/or security request).

5.2.1 Accept the requests

The user will be requested to 'Allow the following application from this web side' and/or to 'Allow access to the following application from this side' (See Figure 11 and Figure 12)

Answer '**Allow**' and '**Run**' to run the application using java.

These Security messages displayed may vary depending on the version of the Java Runtime Environment installed.

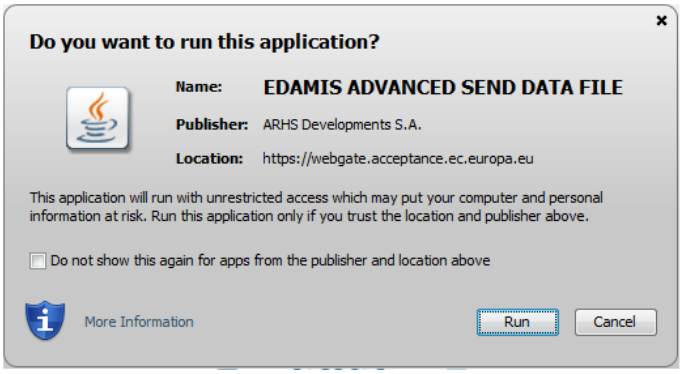

Figure 11 – Security request 1

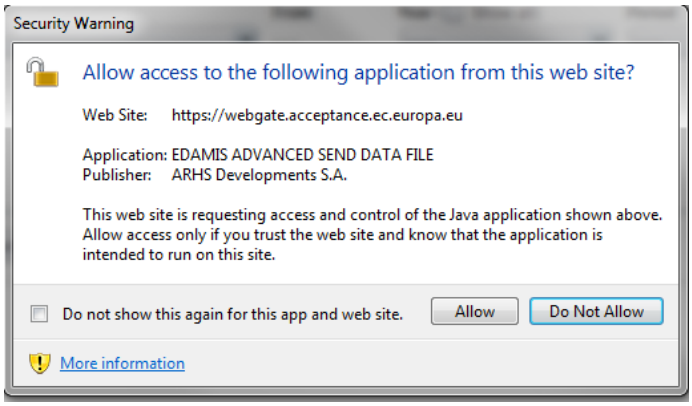

Figure 12 – Security request 2

After running the application, the **"Send Data secure"** form is displayed. Follow these three steps in order to send a data file (Figure 13):

1. Select the ***data file*** (cf. 5.2.2),
2. Fill in the ***metadata*** describing the content (cf. 5.2.3),
3. Perform the ***transfer*** and check the transmission status (cf. 5.2.4),

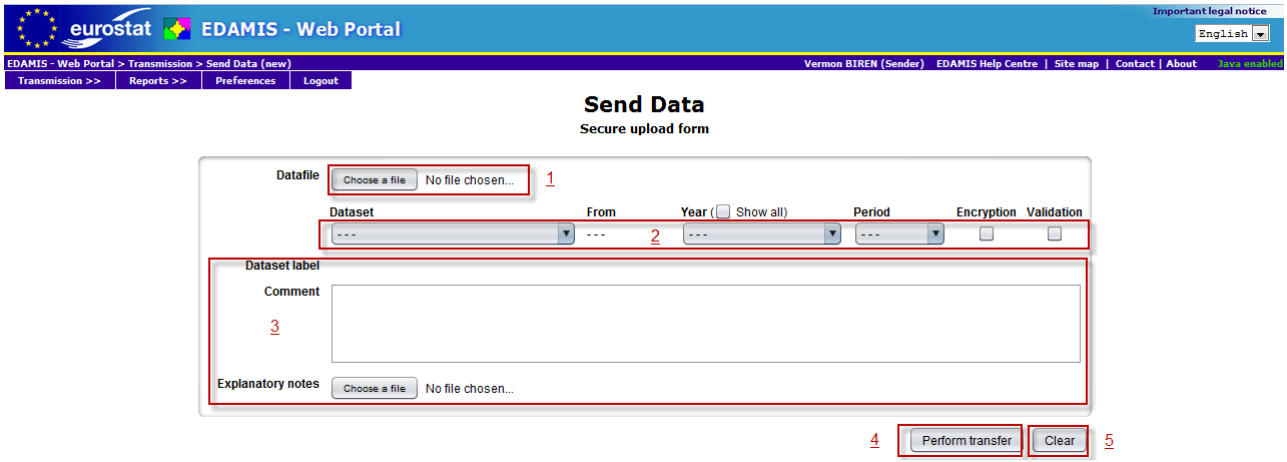

Figure 13 – Send datafile form

5.2.2 Select the data file

Use the **"Choose a file"** button to select the file you want to send (Figure 14). The file content and format should follow the rules agreed with the data receiver counterpart.

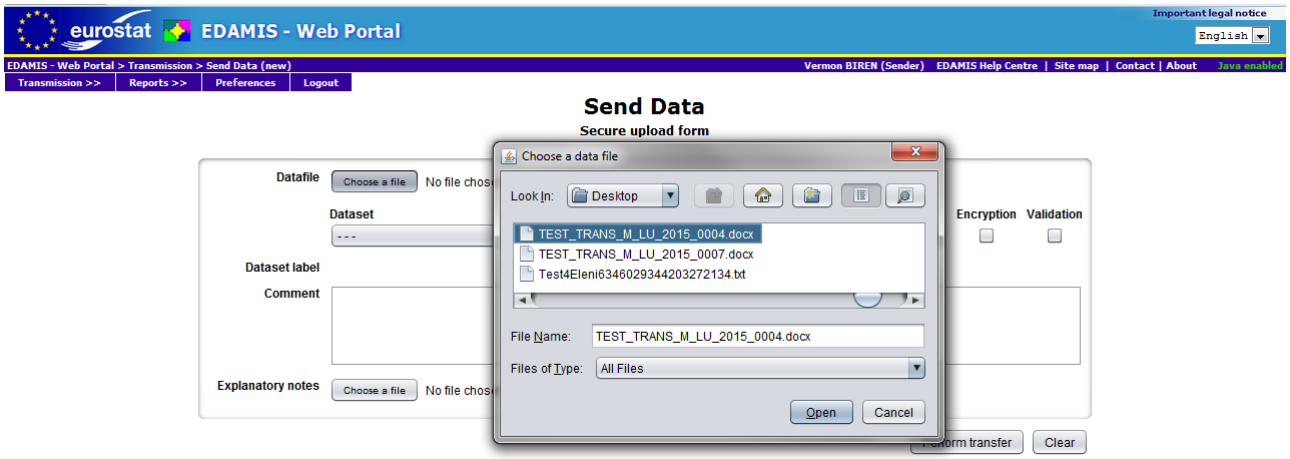

Figure 14 – Selecting the data file

5.2.3 Fill in the metadata

The metadata describes the data content of the file and will be used to deliver it to the appropriate Production Unit(s) in Eurostat (Figure 15). If the file name observes the Dataset Naming Convention (see also the EDAMIS Help Centre) some of the metadata fields will be automatically completed by the application.

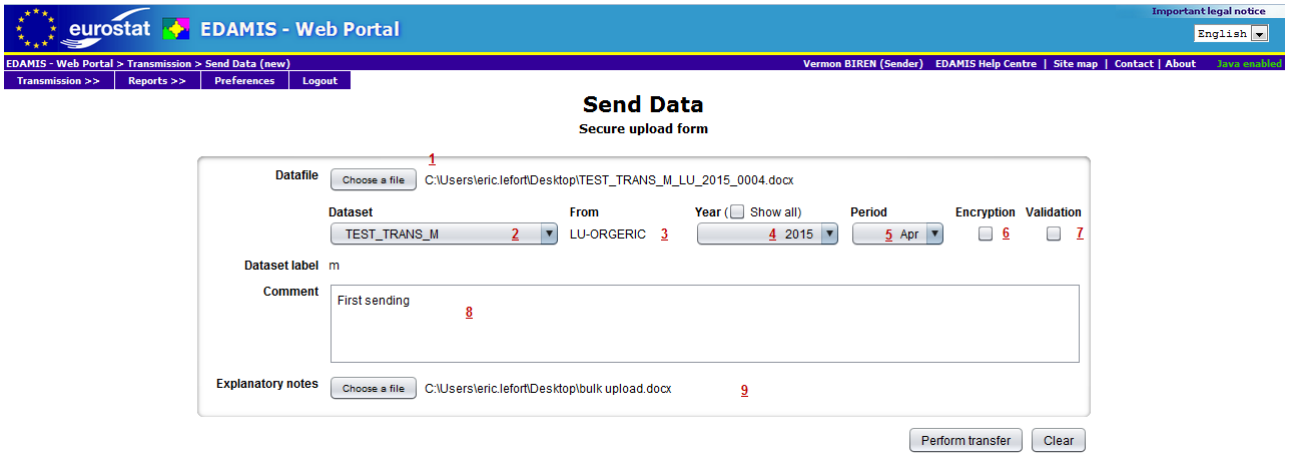

Figure 15 – Metadata about the file content

1. ***File name:*** The file selected for transmission.
2. ***Dataset:*** The name of the dataset describing the content of the file.
3. ***From:*** Country and organisation of the sender.
4. ***Year:*** The reference year for the dataset occurrence.
5. ***Period:*** The reference period for the data collection within the year. The possible values depend on the periodicity of the dataset. For a monthly dataset 1 to 12, for a quarterly dataset 1 to 4 can be selected etc.
6. ***Encryption:*** This flag can be set only if the dataset is confidential and has a public encryption key available in EDAMIS. In this case the flag is checked and enabled by default. The user cannot decide to not encrypt the file by unchecking the box.
7. ***Validation:*** This flag can be set only if validation rules exist for the selected dataset. In this case the flag is ticked and enabled by default. The user cannot decide to not validate the file by unchecking the box[2].

[2] Validation and encryption are mutually exclusive

8. **Free text comments:** Your comment will be forwarded to the receivers in the notification e-mail.
9. **File with explanatory notes:** A file (e.g. methodological note) can be attached. It will be forwarded to the receivers via e-mail.

NB: the 2 fields Comment and explanatory note are optional.

5.2.4 Perform the transfer and check the transmission status

Now the applet starts sending the file. You can follow the progress (one progress bar for the file and one progress bar for the exploratory note) on the next screen (Figure 16).

When the process is completed, the status of the transmission is displayed (In this case: 'Transfer finished with success. The file has been delivered').

If you perform a second transfer; the application will present a second transmission report below the first one.

By clicking on the '**Close**' button you can delete the transmission reports.

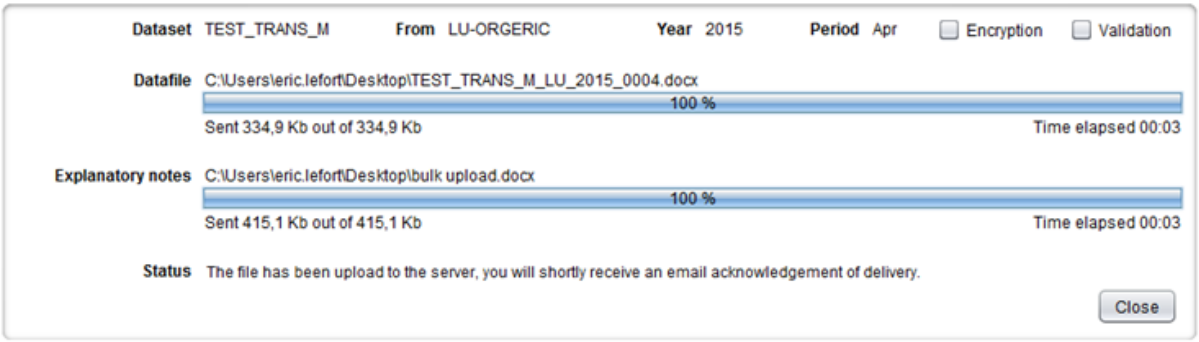

Figure 16 – Transmission report

5.3 Web Form Entry

EDAMIS Web Forms (EWF) is an integrated component of the EDAMIS Web Portal that supports data transmissions of low volume. Beside the basic functions of EWP it enables a simple validation mechanism upon data entry. For more details about EWF, please refer to the document "QUG-03-2014-07-30 [QUG] (EDAMIS Web Forms for data providers) .pdf".

5.4 Data reception

EDAMIS users can send as well as receive data files via the EWP. Select the item "**Received File"** in the "**Transmission**" menu (Figure 17).

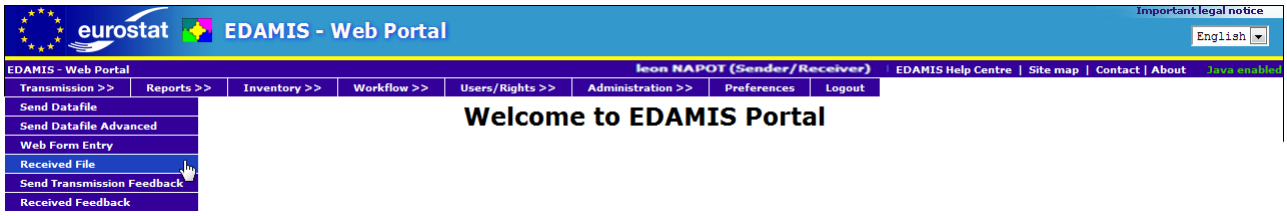

Figure 17 - Received File menu

The list of available files is shown on the **"Received File"** screen (Figure 18). Click on the name of the data file to download it.

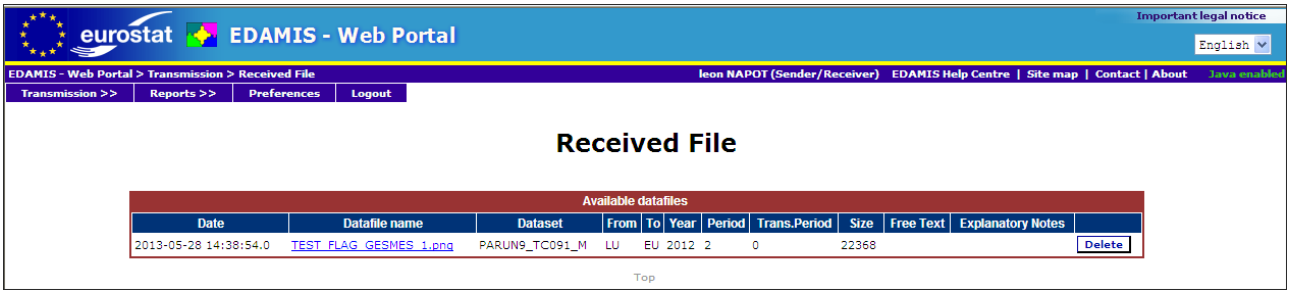

Figure 18 - Received files

After a successful download, it is recommended that you erase the file stored on the EWP server using the "**Delete**" button in the same row. Confirm the deletion of the selected file (Figure 19).

Data files sent by EUROSTAT are delivered

- either to the receiver's dedicated folder on the EWA client machine if EWA is installed in that organisation;
- or to the EWP if the organisation has no EWA client installed.

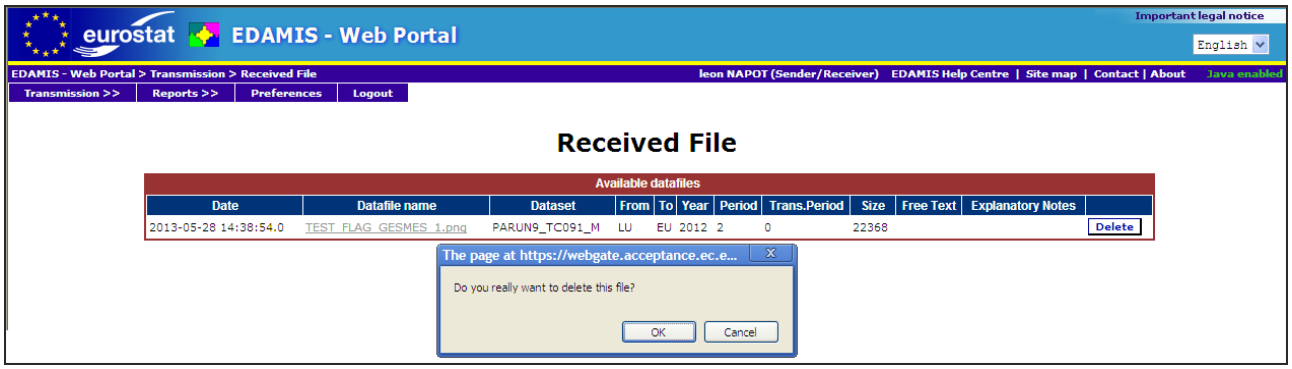

Figure 19 - Delete the received data file on the EWP server

6 Feedback

6.1 Send feedback

You may send comments/information back to the senders of the file you have received. Select the item **"Send Transmission Feedback"** in the **"Transmission"** menu (Figure 20).

Figure 20 – Menu Send Transmission Feedback

The list of received files is shown on the **"Send Transmission Feedback"** screen (

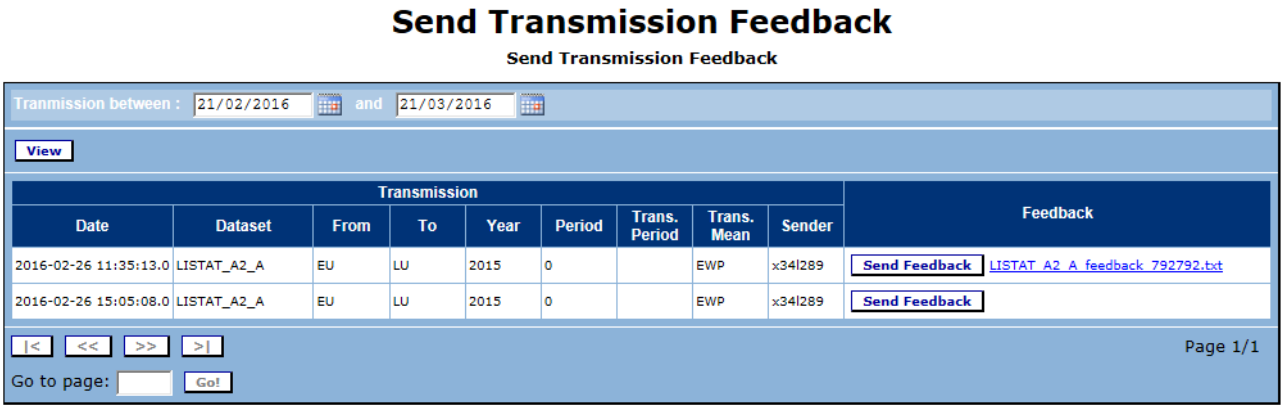

Figure **21**).

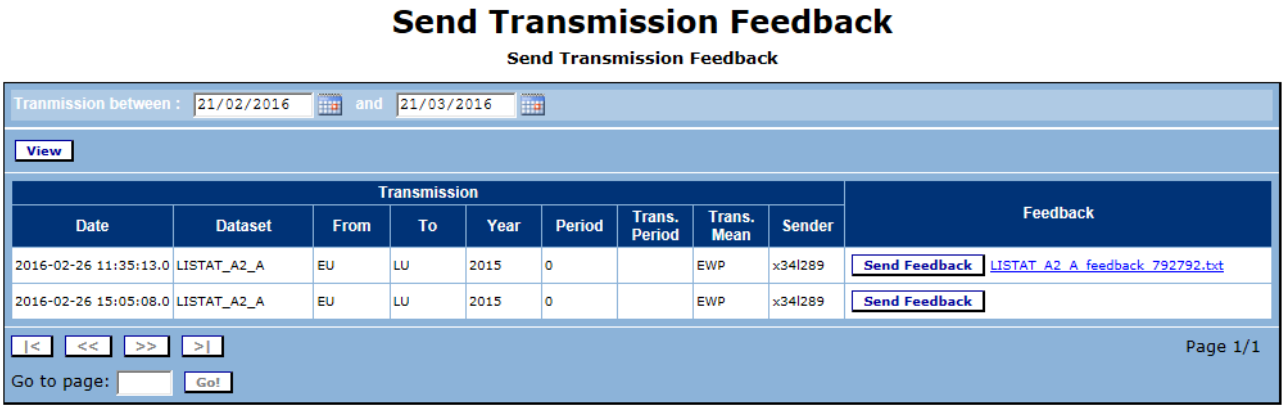

Figure 21 – Send Transmission Feedback

- **Send Feedback**: Click on the [Send Feedback] button to send a feedback on the transmission (Figure 22).
- **Feedback *file name***: Click on the link to download and view the feedback file(s) concerning a past transmission.

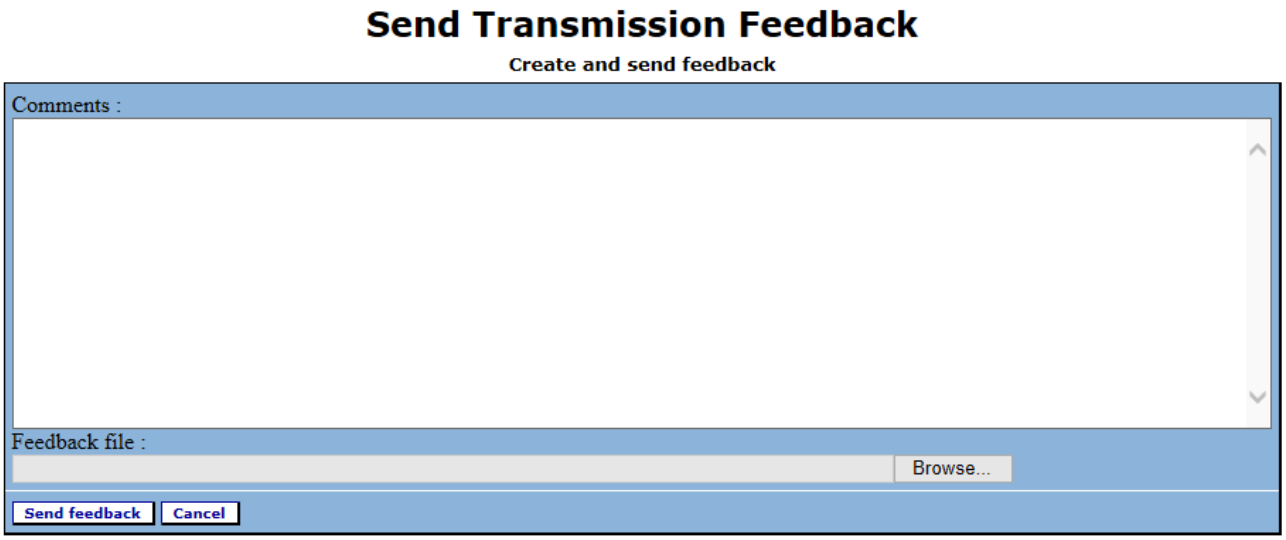

Figure 22 – Create and send feedback

- **Comments:** Write your text message in the **"Comments"** area.
- **Feedback file / Browse:** Click on the **"Browse"** button to attach a file.
- **Send feedback:** Click on the **"Send feedback"** button to send the file with your message to the sender. It is processed like a regular file transmission. Click on **"Cancel"** to go back to the previous screen.

6.2 *Receive feedback*

You may read the feedback(s) received on the data files you have sent. Select the item "**Received Feedback**" in the "**Transmission**" menu.

The list of received feedback(s) is shown on the **"Received Feedback"** screen (Figure 23).

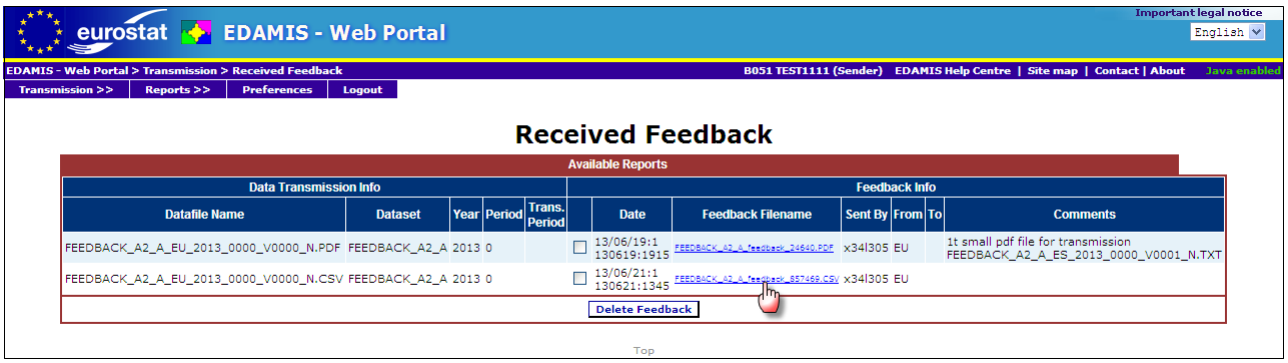

Figure 23 – Received Feedback

Click on the link under **"Feedback Filename"** to download and view the feedback file(s) concerning a past transmission. After a successful download, it is recommended that you erase the files stored on the EWP server. Tick the checkbox for all feedback transmissions you wish to delete and then click on the "**Delete Feedback**" button (Figure 23). The deletion affects only the file instance under your own feedback folder. Other recipients of this feedback may keep or delete their own copies.

6.3 *Feedback report*

The transmission feedback report displays the feedbacks sent for a transmission. Select the main menu **"Reports"**, then the sub-menu **"Traffic Monitoring"** and then the item **"Transmission feedback"** (Figure 24).

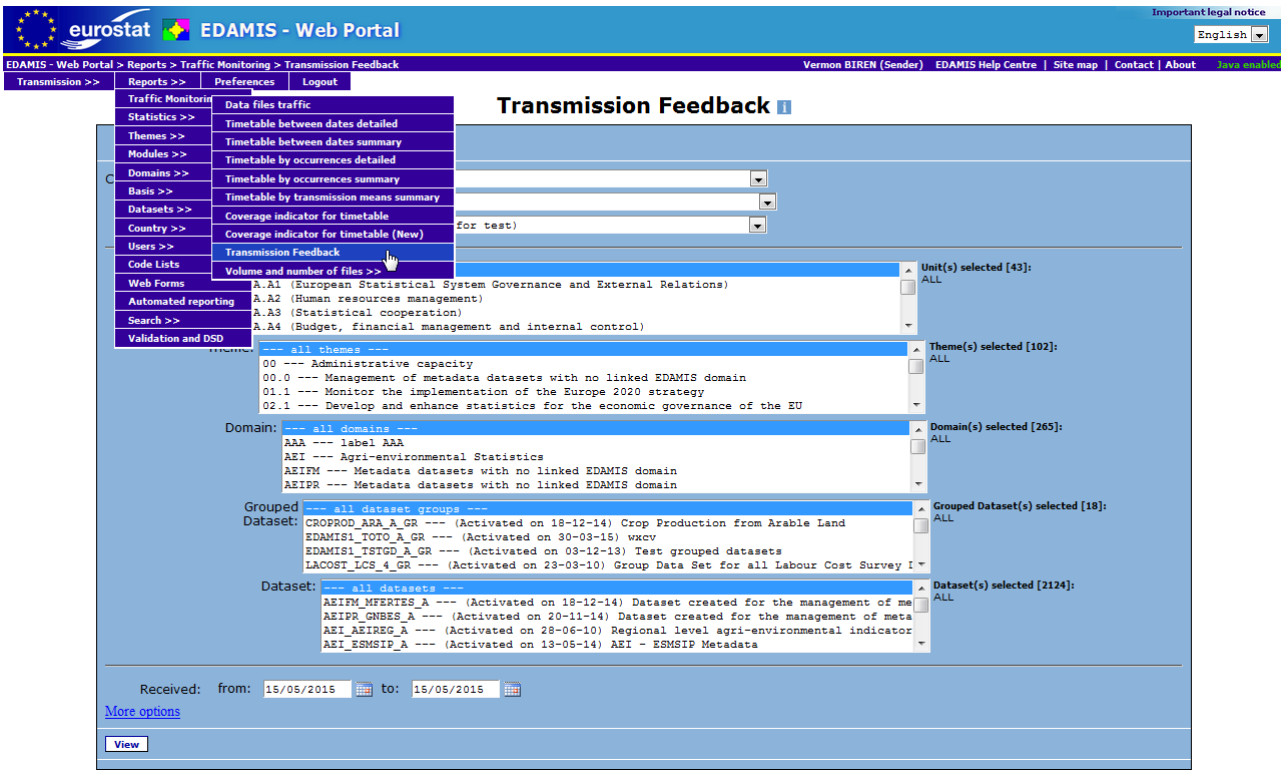

Figure 24 – The Transmission Feedback menu item

Select the criteria defining the scope of the transmission feedbacks to be displayed and click on the **"View"** button (Figure 25).

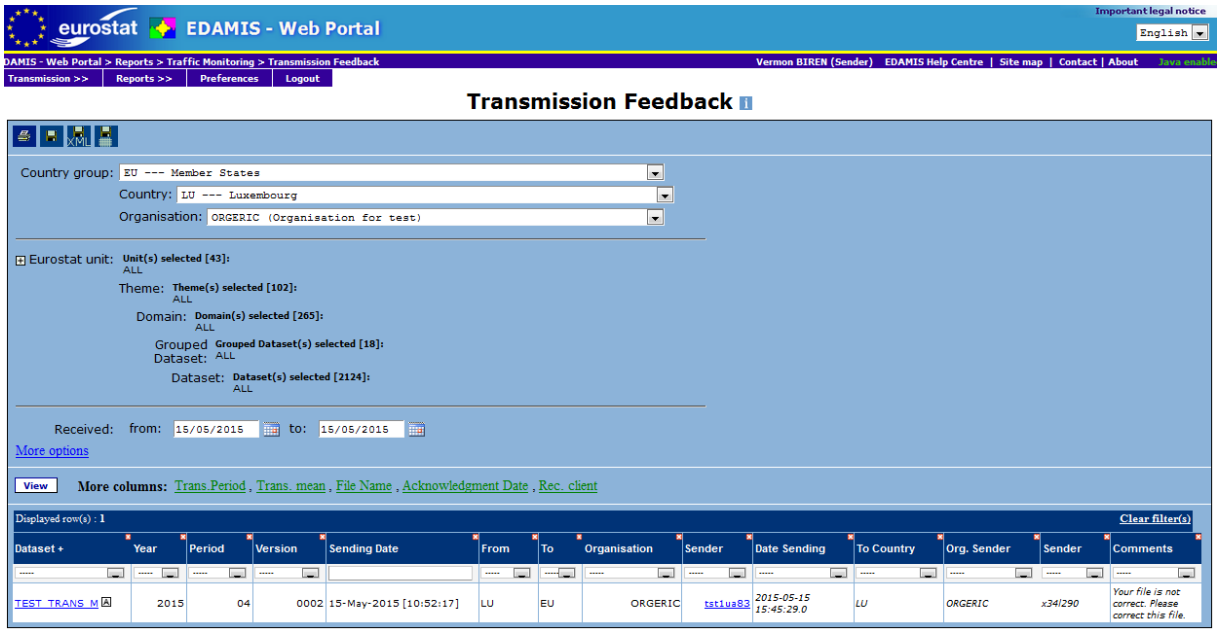

Figure 25 –Transmission Feedback

7 Preferences

If you have rights on specific datasets, you can ask for more rights. To do this, click on the menu Preferences > My rights, select the role you want for another dataset and click on the 'Save' button (see Figure 26). The request is sent to DMA and/or to TCO. The same workflow can be used to update / remove rights.

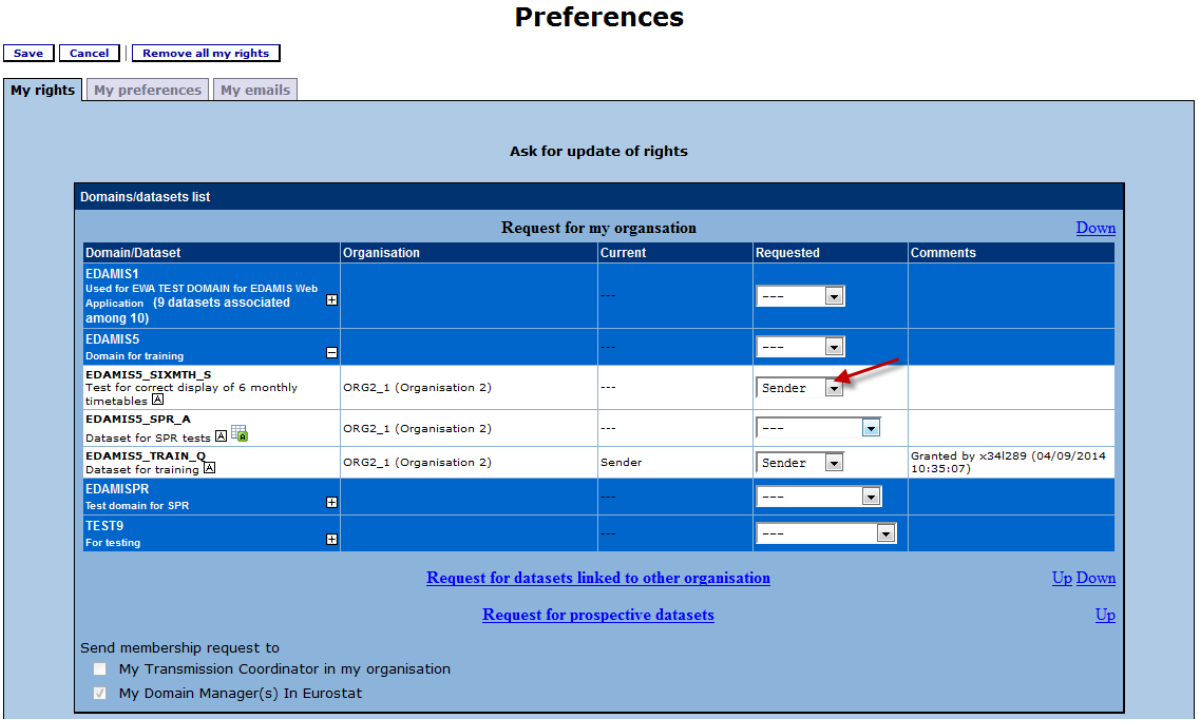

Figure 26 –Preferences – My rights

8 Monitoring data file transmissions

You can monitor the actual data file traffic as well as the timetable for past and future transmissions using the different filters offered by the EDAMIS reports.

To see the data file traffic, select the main menu **"Report"**, then the sub-menu **"Traffic Monitoring"** and then the item **"Data files traffic"** (Figure 27).

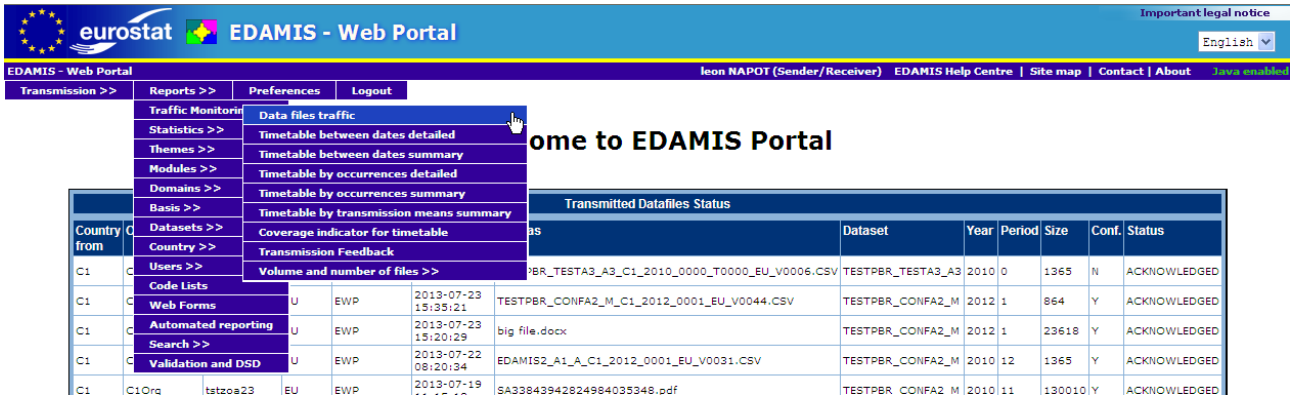

Figure 27 – The Data files traffic menu item

Select the criteria defining the scope of the data files to be displayed (Figure 28).

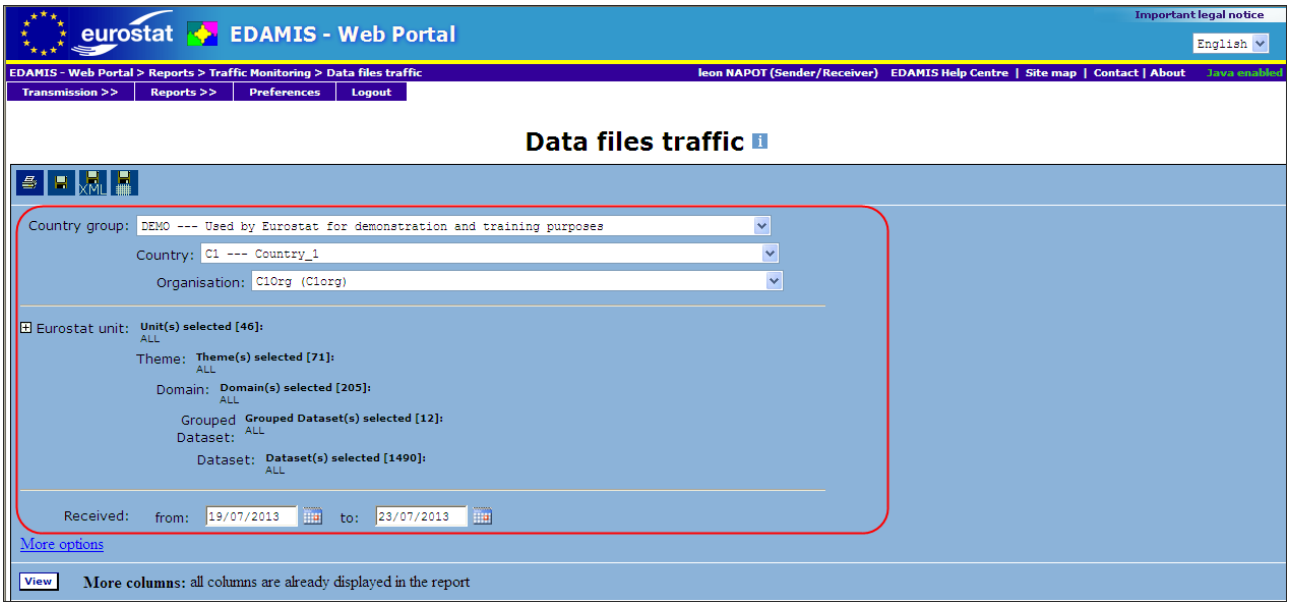

Figure 28 – Criteria for data files traffic

Click on the **"View"** button to see the results (Figure 29).

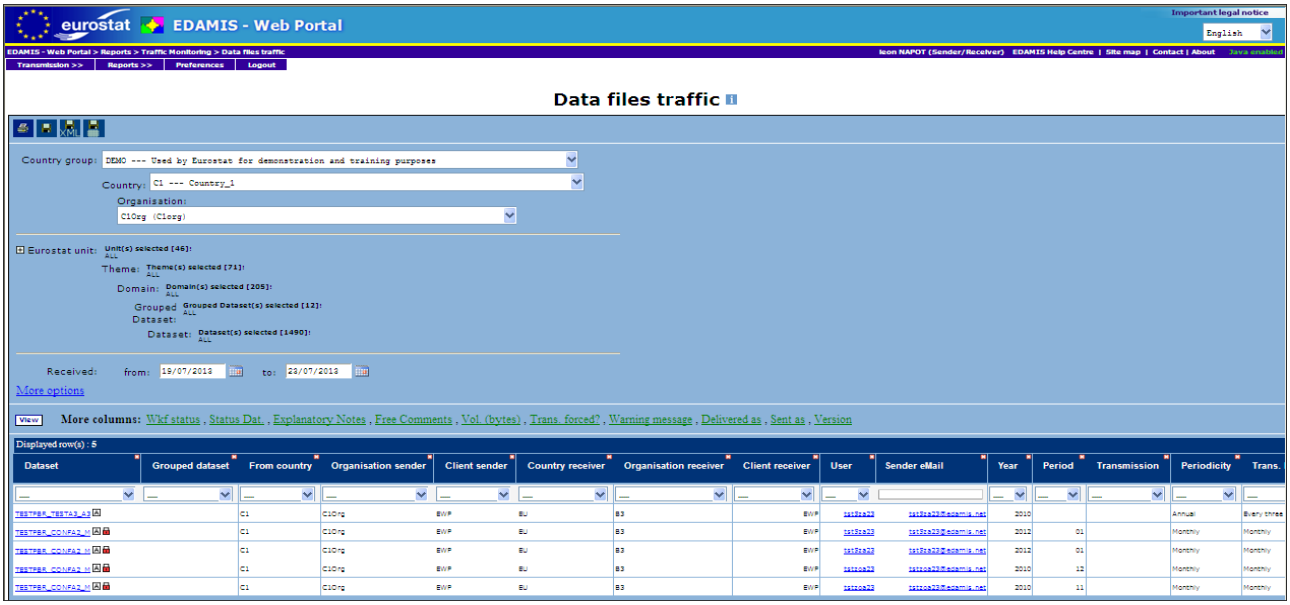

Figure 29 – Data files traffic

9 EDAMIS Help Centre

For further information, reading the FAQ, downloading user guides and software tools we recommend you visit the EDAMIS Help Centre. Click on the main menu item **"EDAMIS Help Center".**

10 EDAMIS Support

In case you have questions or encounter a problem with the application, you may contact the support team using the following address: estat-support-edamis@ec.europa.eu;

or at this phone number (+352) 4301 33213, working days 9:00 to 18:00 (CET).