



## Submission Service Help Guide for Data Submitters

<b>Project Title:</b>	<b>INGESTION AND SAFE-KEEPING OF MARINE DATA</b>
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<b>Website:</b>	<a href="http://emodnet-ingestion.eu/">http://emodnet-ingestion.eu/</a>
<b>Manual</b>	
<b>WP1 – Construct and operate central Data Ingestion portal with services</b>	

First EMODnet Ingestion project with reference EASME/EMFF/2015/1.3.1.3/SI2.727770, started at 19 May 2016 with a duration of 3 years.

Second EMODnet Ingestion project with reference EASME/EMFF/2018/1.3.1.8/01/SI2.810021, started at 11 October 2019 with a duration of 2 years.

### Revision History Log

<b>Revision</b>	<b>Date of Release</b>	<b>Author</b>	<b>Summary of Changes</b>
1.0 Draft	10 July 2017	S. Iona	Initial Draft
1.10 Draft	30 August 2017	S. Iona	Edits incorporating partners feedback
2.1 Draft	19 September 2017	S. Iona	Phase II added
2.2 Draft	20 July 2022	S. Iona	New webpage style sheet added, new fields added (DOI, How to cite)

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# 1. Introduction

This is a help document to guide the Data Submitter (DS) on how to use the EMODnet Data Submission service. The submission involves completing the on-line submission form (an ISO19115-INSPIRE compliant model), including uploading the data package and possible associated documentation as a zip file.

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 DS to easily understand what to do.

## General information on the Data Submission process

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 1 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 submission workflow includes 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 Submitter can follow the workflow statuses.

This Help Guide is addressed to Data Submitters only and will be subject of updates, since the submission service is under continuous upgrade.

## Important notes










- 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 3.2.2.1 below).
- You can complete the metadata elements in any order and temporarily save the form (using the **"SAVE DRAFT"**).
- Only **"VIEW"** and **"EDIT"** operations are available to the Data Submitters regarding his 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 data package upload is allowed.
- A **unique identifier (UUID)** is generated by the system for each submission allowing further monitoring and managing of the submission.
- The Data Submitter will be alerted with automatic **notification e-mails** by the system regarding the progress of his submission or further actions she/he has to undertake before the final publishing of the submission at the EMODnet Public Discovery and Access Service.
- In case of inaccurate submissions or questions during the completion of the form, please contact the Help Desk (<https://emodnet-ingestion.eu/help>).

### Explanation of basic submission form elements

#### Screen Symbols:

The submission form contains several visual highlights and symbols that help the Data Submitter 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.
	Manual for Data Submitters.
	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.
	During the Final Save of the form, click to choose the zip-file to be uploaded. It will become in green colour to indicate that the zip-file has been chosen.
	Click to start the data package uploading to the EMODnet Data Ingestion Service Cloud.
	Click to temporarily pause the data package uploading.

#### Types of input fields:

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

Metadata input fields	Description
<b>License for use</b> * ⓘ <input type="text" value="-Select value from the list-"/>	Dropdown list box. Click to select one value from the drop down list.
<b>Project / Programme</b> ⓘ <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.
<b>Title of dataset</b> * ⓘ <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 **“PROCEED”**.

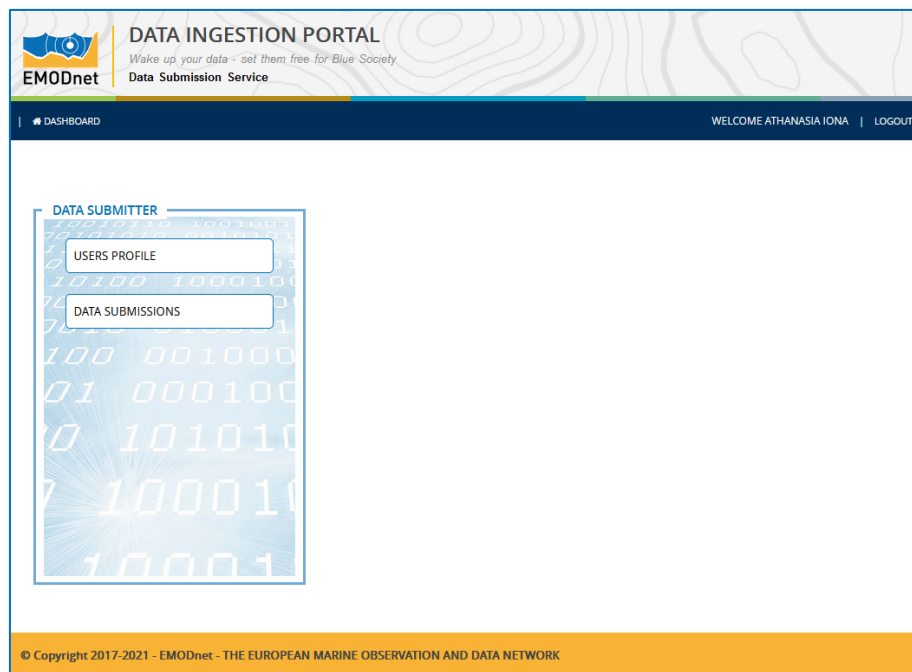
The screenshot shows the 'DATA INGESTION PORTAL' interface. At the top, it says 'EMODnet' and 'Data Submission Service'. Below this is a navigation bar with 'DASHBOARD' and 'WELCOME ATHANASIA IONA (DS) | ? | LOGOUT'. The main content area is titled 'USER INFORMATION' and contains a form with the following fields:

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

At the bottom right of the form are two buttons: 'PROCEED' and 'CANCEL'. A red asterisk indicates that fields marked with an asterisk are required. The footer of the page contains copyright information: '© Copyright 2017-2021 - EMODnet - THE EUROPEAN MARINE OBSERVATION AND DATA NETWORK' and a statement about funding by the European Union.

### 3. The Data Submitter Dashboard

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



Your Dashboard 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.

#### 3.1 The Dashboard Header



1. **"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).
2. Icon Link to the EMODnet Ingestion Portal home page (<https://www.emodnet-ingestion.eu/>)
3. Your name (from your MarineID profile).
4. **"LOGOUT"**: Log out from the submission service.

## 3.2 The Dashboard functions

### 3.2.1 Users Profile

This is a user's management service where you can update your personal details if it is needed.

**NOTE:** You can update your details at any time during the submission process.



By clicking the “USERS PROFILE” button you will see the screen below:

A screenshot of a web form titled 'USER INFORMATION' within a 'DATA INGESTION PORTAL'. The portal's header includes the 'EMODnet' logo, the title 'DATA INGESTION PORTAL', the tagline 'Wake up your data - set them free for Blue Society', and the subtitle 'Data Submission Service'. The user is logged in as 'ATHANASIA IONA (DS)' and can access 'DASHBOARD', a help icon, and 'LOGOUT'. The form itself is titled 'USER INFORMATION' and includes a legend indicating that an asterisk (\*) denotes required fields. The form contains five input fields: 'Name' (filled with 'Athanasia'), 'Surname' (filled with 'IONA'), 'Email' (filled with 'sissy@hnodc.hcmr.gr'), 'Country' (a dropdown menu currently showing 'Greece'), and 'Organization' (a dropdown menu currently showing 'HCMR'). At the bottom right of the form, there are two yellow buttons: 'PROCEED' and 'CANCEL'.

Make the appropriate changes and click “PROCEED”, otherwise click “CANCEL” to abort changes.

### 3.2.2 Data Submissions

With the “DATA SUBMISSIONS” function you can open the list of your submission forms (if any) or start a new one.



By clicking the “DATA SUBMISSIONS” button you get the screen below where you can:

1. Start a new Submission form, using the ADD button located at the upper right.
2. Navigate to the list of your submission forms in order to EDIT or VIEW depending on their status.
3. Data Submitters’ Help Guide.

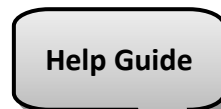
The screenshot shows the 'Submitter's Data Submission List' page. At the top, there is a header for 'EMODnet DATA INGESTION PORTAL' with the tagline 'Wake up your data - set them free for Blue Society' and 'Data Submission Service'. Below this is a dark blue navigation bar with 'DASHBOARD' and 'WELCOME ATHANASIA IONA (DS) | ? | LOGOUT'. The main content area has the title 'Submitter's Data Submission List' and an 'ADD' button in the top right corner. Below the title, there is a 'Show 10 entries' dropdown. A table lists submission data with columns: 'Submission identifier (UUID)', 'Title of dataset', 'Status', 'Last Update', and 'Controls'. The first row is highlighted with a red box, and a red arrow points from the 'ADD' button to it. Another red arrow points from the 'ADD' button to the 'ADD' button itself. A third red arrow points from the 'ADD' button to the 'VIEW' button of the first row.

Submission identifier (UUID)	Title of dataset	Status	Last Update	Controls
d8020889-128c-412f-805d-559bcf04861b	CINCS-3 Project	Published at Discovery and Access Service	2022-07-22 13:44:44.505194	VIEW
c5cf6330-7732-40e4-ad9c-da915db5fbf7	CINCS-2 Project	Phase II completed by Data Centre for final publishing	2021-09-03 18:11:07.255907	VIEW
2c903368-df17-4b9b-98c5-97d56e0c02f5	Aegean Bathymetry	Leading Data Centre assigned by Master	2021-06-04 18:24:22.001393	VIEW



### 3.2.2.1 Start a new Submission

Click the “ADD” button to start a new Submission.



The screenshot shows the EMODnet Data Ingestion Portal interface. At the top, the header includes the EMODnet logo and the text "DATA INGESTION PORTAL" with the tagline "Wake up your data - set them free for Blue Society" and "Data Submission Service". Below the header is a dark blue navigation bar with "DASHBOARD" on the left and "WELCOME ATHANASIA IONA (DS) | ? | LOGOUT" on the right.

The main content area is titled "Submitter's Data Submission List". Below the title, there is a "Show 10 entries" dropdown. A red arrow points from the "ADD" button in the top right corner of the list to the "Help Guide" callout bubble.

Submission Identifier (UUID)	Title of dataset	Status	Last Update	Controls
44c61f60-be00-4ce2-8803-c7257983d345	CINCS-4 Project	✉ Form part 1 submitted by Data Submitter	2022-07-25 11:44:41.796699	<a href="#">VIEW</a>
6e86bc92-b5a2-4963-a847-ca2eeb7739a8	CORFU-3 System project CTD data	✎ Drafting form part 1 by Data Submitter	2022-07-25 11:35:42.04757	<a href="#">EDIT</a> <a href="#">VIEW</a>
d8020889-128c-412f-805d-559bcf04861b	CINCS-3 Project	☑ Published at Discovery and Access Service	2022-07-22 13:44:44.505194	<a href="#">VIEW</a>
c5cf6330-7732-40e4-ad9c-da915db5fbf7	CINCS-2 Project	Phase II completed by Data Centre for final publishing	2021-09-03 18:11:07.255907	<a href="#">VIEW</a>
2c903368-df17-4b9b-98c5-97d56e0c02f5	Aegean Bathymetry	🕒 Leading Data Centre assigned by Master	2021-06-04 18:24:22.001393	<a href="#">VIEW</a>

After clicking the “ADD” button you will see the page below. This is the “**Process Info**” page where all the information about processing actions are maintained and helps you to track the progress of your submission. The new submission is assigned with a unique ticket –the submission identifier (**UUID**) that is generated automatically by the system.

**EMODnet** DATA INGESTION PORTAL  
Wake up your data - set them free for Blue Society  
Data Submission Service

DASHBOARD WELCOME ATHANASIA IONA (DS) ? LOGOUT

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

**Process Info**

\* = Required

**FORM INFORMATION**

Submission Identifier (UUID) d0cb4939-359f-4727-a0b5-32ba849a21ae

Status Rejected by DC Contact: NO

Assigned Data Centre

Contact Data Centre

Last Update

Dataset URL

Date of phase 1 dataset publication

Date of phase 2 dataset publication

DOI DOI

How to cite How to cite

PREVIOUS CONTINUE

You can add a Digital Object Identifier (**DOI**) if available or a **How to cite** link.

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 move and start completing the submission form.

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

## Metadata Entry

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:



To start completing the metadata, select one of the tabs.

**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 to the form at a later stage for completing information missing.

- Organizations

Click the icon to make the field editable, as below (or the icon to delete this entry)

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

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

Click “SAVE” to save your entries.

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 form for dataset identification. The top navigation bar includes icons for Process Info, Organizations, Dataset Identification (active), Data Types, Locations & Dates, and Data Links & Finish. The form is divided into several sections:

- DATASET GENERAL INFORMATION**: Contains fields for 'Title of dataset' (with a red asterisk and info icon) and 'Narrative summary of dataset' (with a red asterisk and info icon).
- DATASET FORMATS**: Contains a 'Dataset format' field (with a red asterisk and info icon) set to 'Text or Plaintext'. This section is circled in red, and a callout box labeled '1' points to it.
- DATA QUALITY PROCESSING INFORMATION**: Contains a 'Summary of data quality processing' field (with an info icon).
- DOCUMENTATION**: Contains a 'Documentation' field (with an info icon) set to 'Supporting documents.doc'. This section is circled in red, and a callout box labeled '2' points to it.
- DATASET AVAILABILITY**: Contains fields for 'Public access' (set to 'No limitations'), 'License for use' (with a red asterisk and info icon, set to 'Public Domain Dedication and License (PDDL)'), and 'Type' (set to 'Dataset'). The 'License for use' field is circled in red, and a callout box labeled '3' points to it.
- DATES**: Contains fields for 'Date of metadata creation' (with an info icon) and 'Date of dataset creation' (with a red asterisk and info icon). The 'Date of dataset creation' field is circled in red, and a callout box labeled '4' points to it.

At the bottom of the form are 'PREVIOUS' and 'CONTINUE' buttons. A red asterisk (\*) indicates required fields.

1. **NOTE:** Only file based formats are allowed.

2. **NOTE:** Try to **include relevant supporting documents**, especially when new formats are submitted. Make sure the name of the supporting documents be 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/>
4. **NOTE:** If the exact date is unknown, use convention as close as possible to reality (e.g. the first day of the reference month or the first month of the reference year).

## • 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

Summary of processing methodology

**OBSERVATIONS**

Observation Type



**ADD**







**PREVIOUS CONTINUE**

The fields are self-explained.

## • Location and Dates

To select the 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 coordinates of the bounding box below the map.
4. Click the  button to clear the map.

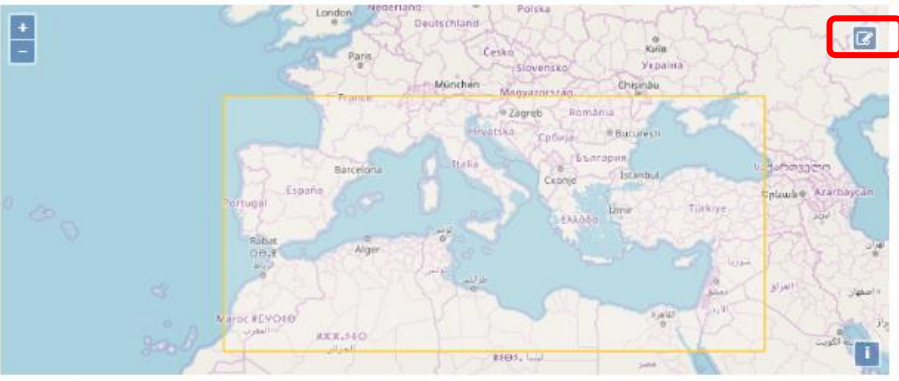
Process Info
Organizations
Dataset Identification
Data Types
Locations & Dates
Data Links & Finish



### Locations & Dates

\* = Required

**GEOGRAPHIC BOUNDING BOX**

Geographic Bounding Box



West Bound Longitude

South Bound Latitude

East Bound Longitude

North Bound Latitude

-10.655780475726859

27.74182930938929

40.760235149273136

46.84512167640207

Coordinate reference system ⓘ
EPSG:4326 (WGS84)

**SEA AREAS**

Sea area ⓘ

ADD

**PERIOD COVERED BY THE DATASET**

Start Date \* ⓘ

Start Date

Provide a date in 'yyyy-mm-dd' format.

End Date \* ⓘ

End Date

Provide a date in 'yyyy-mm-dd' format.

PREVIOUS
CONTINUE

- Data Links and Finish

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

### Data Links & Finish

\* = Required

**DATA LINKS & FINISH**

**Choose File** Please perform "Final Save" of the form before uploading the data package

**PREVIOUS** **VALIDATE** **SAVE DRAFT** **FINAL SAVE** **CANCEL**

1 2 3 4

1. **"VALIDATE"**: Click to validate the form before the final save. In case of errors, useful messages and links back to the related fields (see image below), will help you to correct them:

### Data Links & Finish

\* = Required

**DATA LINKS & FINISH**

**Choose File** Please perform "Final Save" of the form before uploading the data package

**Error: The field 'Organization' cannot be empty!**  
The field 'Role of organization' cannot be empty!

**Error: The field 'License for use' cannot be empty!**

**Error: The field 'Observation Types' cannot be empty!**

**Error: The field 'Start Date' cannot be empty!**

**Error: The field 'End Date' cannot be empty!**

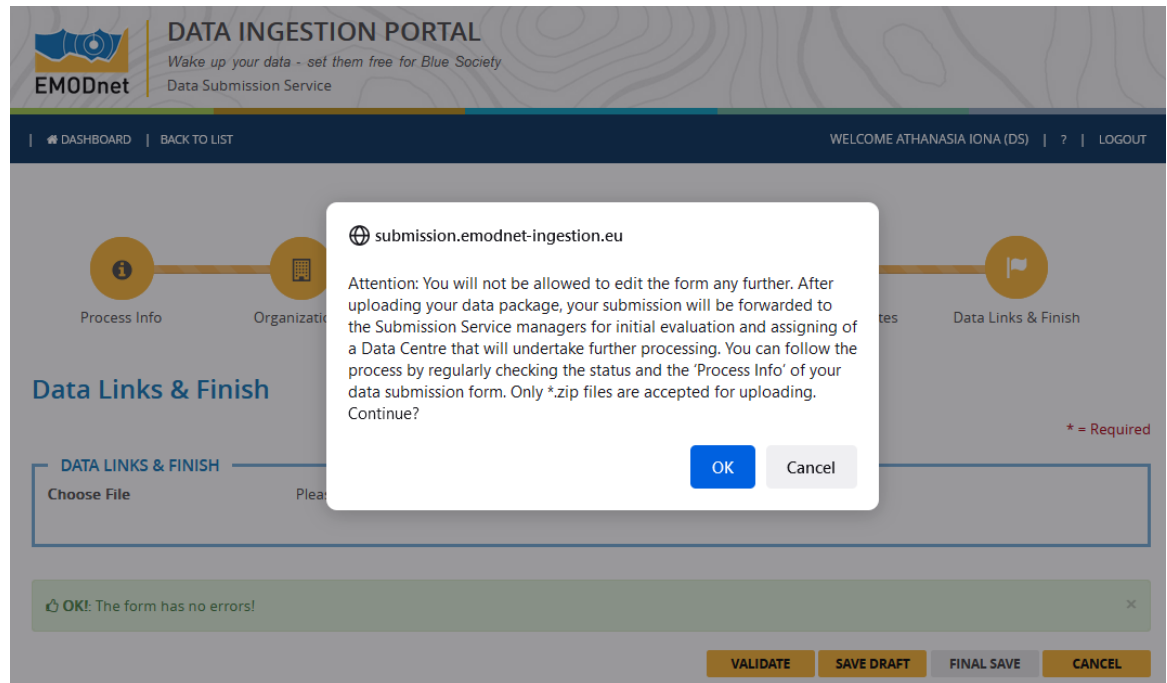
**VALIDATE** **SAVE DRAFT** **FINAL SAVE** **CANCEL**

You can also validate the form between the temporal savings.

2. **"SAVE DRAFT"**: Click to temporally save the information entered, especially when you are intending to LOGOUT from the submission service.
3. **"FINAL SAVE"**: Click this button after successfully filling in the required metadata fields.



3a. You will be then alerted by the system to continue as below:



3b. Click "OK" to continue

3c. Click the "+ ADD FILE" button to choose the file to be uploaded. **Only zip file containing the actual data package is allowed.**

**NOTE:** The system expects only ONE zip file. It is not possible to upload multiple zip files, unless bundled in one zip.

**NOTE:** Do not forget to **include in the zip file** the relevant **supporting documents**, especially when new formats are submitted. Pay attention so as the name of the submitted supporting document is the same with the one included in the "Dataset Identification" tab.

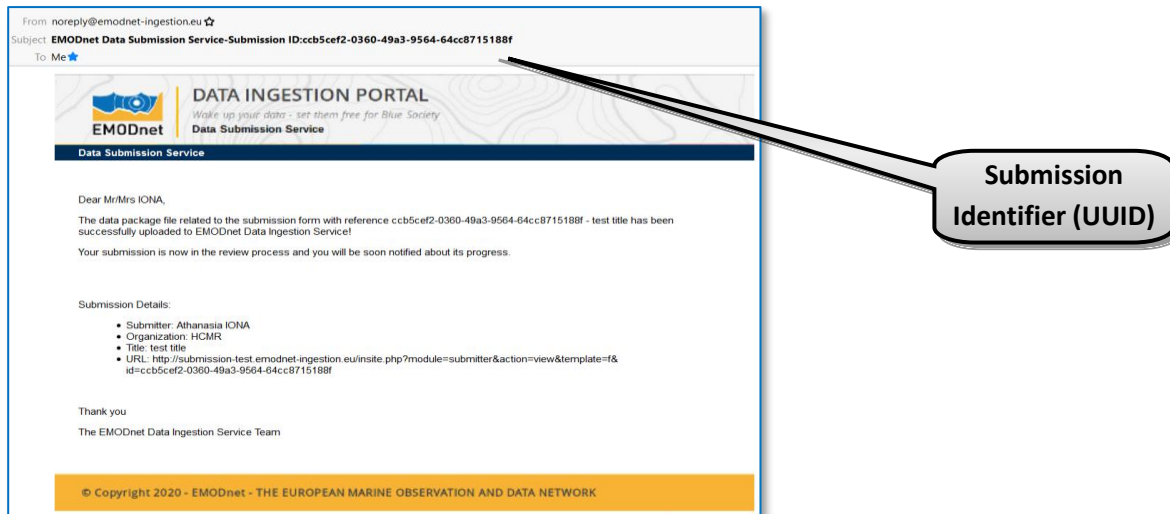
3d. Click the "⬆ START UPLOAD" button to choose the file to be uploaded.

4. "CANCEL": Click to cancel and return to the DASHBOARD page.

## Notifications

After successful data package upload at the EMODnet Data Ingestion Service Cloud, you will receive the relevant notification email from the submission service informing you about the next steps at the submission process. An example is presented below.

Notification messages will be also send throughout the processing procedure, informing you for required actions.



### 3.2.2.2 Manage Data Submission List

The general options at the Data Submitter's list are:

Show  entries

Submission identifier (UUID)	Title of dataset	Status	Last Update	Controls
<input type="text" value="Search Submission identifier (UUID)"/>	<input type="text" value="Search Title of dataset"/>	<input type="text" value="10 of 18 selected"/>		
b54447e1-ac4d-45cf-a3df-53b79ec3e98d	Dataset Title	Drafting form part 1 by Data Submitter	2017-09-19 13:54:05.109713	<b>EDIT</b> <b>VIEW</b>
f85f3821-d508-4961-ab04-8b3318c93b56	CORFU-1 System Project CTD data	Sent to Discovery and Access Service	2017-09-19 12:31:36.434249	<b>VIEW</b>
8088ebb1-3848-4d92-8885-6cf2242ebe81	CINCS-1 Project	Form part 1 submitted by Data Submitter	2017-09-19 12:28:35.240235	<b>VIEW</b>
0574de11-591d-4e78-8e38-e8d29cae3ab6	Oil spill data from Saronikos Sept. 2017	Drafting form part 1 by Data Submitter	2017-09-19 12:19:18.722046	<b>EDIT</b> <b>VIEW</b>

Showing 1 to 4 of 4 entries

Previous **1** Next

1. You can select the number of displayed submissions per page.
2. You can return and continue many times with editing and saving a form before the final data submission. The status of your submission is shown at the 3<sup>rd</sup> column of the above table.
3. You can just view a form (but not edit).
4. You can go to the next or previous page of the displayed submissions.

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



**NOTE:** Your role as Data Submitter is indicated as (DS) next to your name at the Dashboard header.

## 4. After the data submission

After successfully filling the required metadata fields, you (Data Submitter) will be able to upload the data packages as compressed zip file. The submission of Part 1 of the submission form will not take place until the related data package has been successfully uploaded.

During uploading/retrieving the data package the status will be:

- Package upload pending

From the moment, the file gets uploaded to the system there is an extra validation step where the file is moved to cloud storage. During this step, the file is checked for viruses and gets renamed. Depending on the file size, this procedure might take some time. That period, the status will be:

- Uploaded package under validation

If the submission including uploading of the data package is ok, then the status will be:

- Form Part 1 submitted by Data Submitter

After your successful data submission, the workflow continues with a series of steps performed by the 3 actors of the system. The status of the submission form changes with every step.

**Checking of your submission by the Masters and assignment of a Data Centre:** The Masters will be alerted by a notification email of the new submission. They will check the submission form (Part 1) and if needed download the data package for visual inspection. Based upon your country origin (**Data Submitter's country**) and the **data discipline** they will select and assign a Leading Data Centre (DC) responsible for the further processing of your submission. In case of multiple disciplines a leading Data Centre will be selected.

**Phase I processing of your submission by the Data Centre:** As next, the Data Centre will review your submission (Part 1) and complete the form with additional metadata (Part 2).

**NOTE:** The Data Centre might need to contact you in case of questions.

It might also be possible that the system managers decide to reject the submission form. You will then be informed by a notification e-mail to edit the submission (Part 1) and resubmit it. The loop between you and the system managers might be repeated several times till the latter are OK and assign a Data Centre. Alternatively you might decide to halt the completion of the submission. Note that rejections will be driven by the nature of the provided metadata and/or data package contents.

**NOTE:** *In case of rejection, the Data Centre will keep contact with you in order to help you to edit the submission and re-submit it.*

**Track the progress of your submission:** you can follow the processing actions performed by the Data Centre in the “Phase 1 log” field in the Process Info” tab of the submission.

PROCESS SUMMARY PHASE 1	
<b>Phase 1 log</b>	New title set to: CTD DATA FROM JOINT PROGRAMS
<b>Phase 1 publication URL</b>	<a href="https://www.emodnet-ingestion.eu/datasets/browse_step.php">https://www.emodnet-ingestion.eu/datasets/browse_step.php</a>

At any time during the submission process you can follow the workflow statuses and their changes here:

**DATA INGESTION PORTAL**  
Wake up your data - set them free for Blue Society  
Data Submission Service

MODnet

DASHBOARD WELCOME ATHANASIA IGNA | LOGOUT

DATA SUBMITTER

USERS PROFILE

DATA SUBMISSION

### Submitter's Data Submission List

Show 10 entries

ADD

Submission identifier (UUID)	Title of dataset	Status	Last Update	Controls
b54447e1-ac4d-45cf-a3df-53b79ec3e98d	Dataset Title	Drafting form part 1 by Data Submitter	2017-09-19 13:54:05.109713	EDIT VIEW
f85f3821-d508-4961-ab04-8b3318c93b56	CORFU-1 System Project CTD data	Sent to Discovery and Access Service	2017-09-19 12:31:36.434249	VIEW
8088ebb1-3848-4d92-8885-6cf2242ebe81	CINCS-1 Project	Form part 1 submitted by Data Submitter	2017-09-19 12:28:35.240235	VIEW

## 5. Before the Publishing

The Data Centre responsible for the further processing and completion of your form with additional metadata (Part 2) will request your approval before publishing your submission at the EMODnet Ingestion Summary Records service (you will be alerted by an e-mail).

- At your “Submitter’s Data Submission List”, click the “EDIT” button to open the corresponding form:

**EMODnet DATA INGESTION PORTAL**  
Wake up your data - set them free for Blue Society  
Data Submission Service

DASHBOARD WELCOME ATHANASIA IONA (DS) ? LOGOUT

### Submitter's Data Submission List

ADD

Show 10 entries

Submission identifier (UUID)	Title of dataset	Status	Last Update	Controls
c5cf6330-7732-40e4-ad9c-da915db5fbf7	CINCS-2 Project	Approval for publishing requested from Data Submitter	2021-03-19 15:56:27.516188	<div>EDIT</div> <div>VIEW</div>

- At the “Process info” tab, click the “APPROVE TO BE PUBLISHED” button at the lower right part of the screen. You will have 2 weeks to respond; otherwise approval is given automatically.

**AMENDMENT REQUEST**

Amendment Request Details

change of title

**REQUEST AMENDMENT**

**PROCESS SUMMARY PHASE 2**

Phase 2 log \*

Phase 2 publication URL \*

**APPROVE TO BE PUBLISHED**

By clicking the “REQUEST AMENDMENT” button, you can also request the Data Centre for an amendment if you do not agree with the content of the submission form; make sure that you provide the reason for amendment in the “Amendment Request Details” field.

Then, the Data Centre will apply the amendment. The dialogue between you and the Data Centre can be repeated as many times as needed. You can retrieve your original submission in case of discussion from here:

### Process Info

\* = Required

#### FORM INFORMATION

Submission identifier (UUID)	d61a9d3b-2837-42be-9b39-806e1748140c
Status	<input checked="" type="radio"/> Approval for publishing requested from Data Submitter 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 <a href="mailto:sissy@hnodc.hcmr.gr">✉ sissy@hnodc.hcmr.gr</a>
	<div>Initial Submission by Data Submitter</div>
Dataset URL	<a href="http://hcmr.hcmr.gr/dataset/initialsubmission/d61a9d3b-2837-42be-9b39-806e1748140c">http://hcmr.hcmr.gr/dataset/initialsubmission/d61a9d3b-2837-42be-9b39-806e1748140c</a>
Date of phase 1 dataset publication	
Date of phase 2 dataset publication*	
DOI	
How to cite	

**Phase I final check for publishing:** Once agreement is reached between you and the Data Centre, the submission form and dataset package are released for publishing. The Masters 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 status will be set to:

- Sent to Discovery and Access service

## 6. Phase I Data Publishing

Then, the resulting metadata forms and associated data packages of phase I will be made publicly available by means of the Summary Records service. The service includes a facet search interface as below:

### View submissions

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. Once elaborated and included, users can also find the URLs of the European data infrastructures. See also [Conditions of Use](#).

#### Filter Search

Free search

Date [yyyymmdd]

Date from

Date to

Geobox

#### Stage of processing

Phase 1 - Published 'as-is'	(587)
Phase 2 - Elaborated	(488)

#### Sea areas

Black Sea	(221)
North Atlantic Ocean	(160)
Northeast Atlantic Ocean (4...	(155)
Atlantic Ocean	(145)
North Sea	(67)
Mediterranean Sea, Wester...	(58)
Adriatic Sea	(57)
Mediterranean Sea	(55)
Baltic Sea	(41)
Mediterranean Sea, Easter...	(38)

#### Data Theme

Physics	(452)
Chemistry	(286)
Bathymetry	(138)

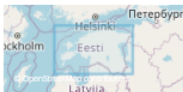
#### Results

Found 1075 Show (21 - 40) < Prev Next >

##### Beach litter monitoring data 2020 (Estonia)

Period: 2020-04-21 - 2020-11-12


Observation type: Other physical oceanographic measurements,Pollution



##### Sea Level III/2021 Poti Sea Port Tide Station

Period: 2021-03-01 - 2021-03-31


Observation type: Currents, sea level and waves



##### Sesame 2008 WP3-March

Period: 2008-03-12 - 2008-03-21


Observation type: Nutrients



##### Sesame 2008 IT4

Period: 2008-03-26 - 2008-04-07


Observation type: Nutrients



##### Organic carbon (OC), total nitrogen (TN), carbon isotope ratio (d13C) in sediments from a coastal lagoon ( Northwestern Adriatic Sea)

Period: 2008-04-20 - 2008-07-20


Observation type: inapplicable



##### Swedish marine beach litter data from Kattegat, the Sound and the Baltic Sea 2021

Period: 2021-01-01 - 2021-12-31

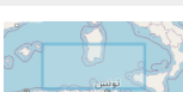
Observation type: Pollution



##### Cruises SICILY 1995 (CNR IT): Hydrographic measurements in the Western Mediterranean (winter and summer 1995)

Period: 1995-03-08 - 1995-07-16

Observation type: inapplicable



## 7. Phase II

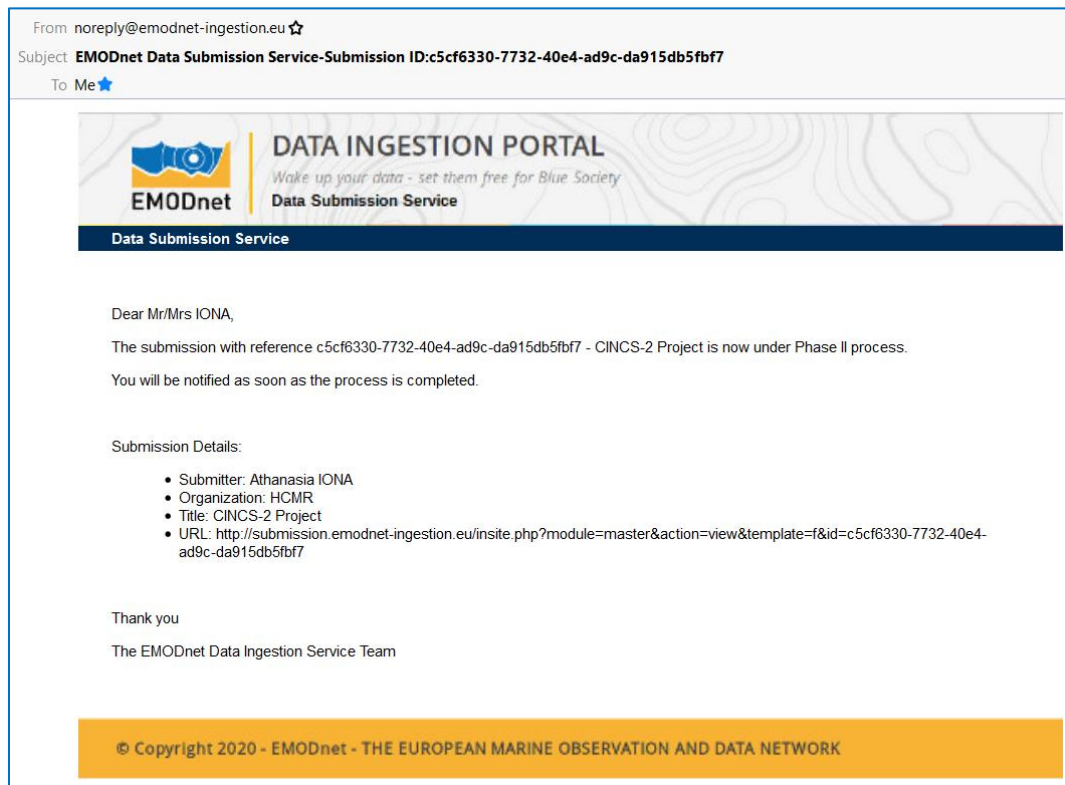
Phase II deals with further elaboration of your dataset packages by the assigned Data Centre and integration (might be only a subset) in national, European and EMODnet thematic portals.

**NOTE:** *The Data Centre might need to contact you again in the near future for completing Phase II.*

### Phase II Data Centre processing of datasets:

The assigned Data Centre will further process and curate your submission(s) at dataset level and will work up (subsets of) the received dataset(s) to the level of inclusion in the data management system of the Data Centre, including detailed metadata. For this purpose the Data Centre might have extra communication with you. The Data Centre will maintain also an **extra Phase II log** in the Process Info page of the Submission service for documenting the processing steps.

Once the Data Centre make changes to the Phase II log, you will receive an automatic notification email as below informing you about the start of Phase II process:

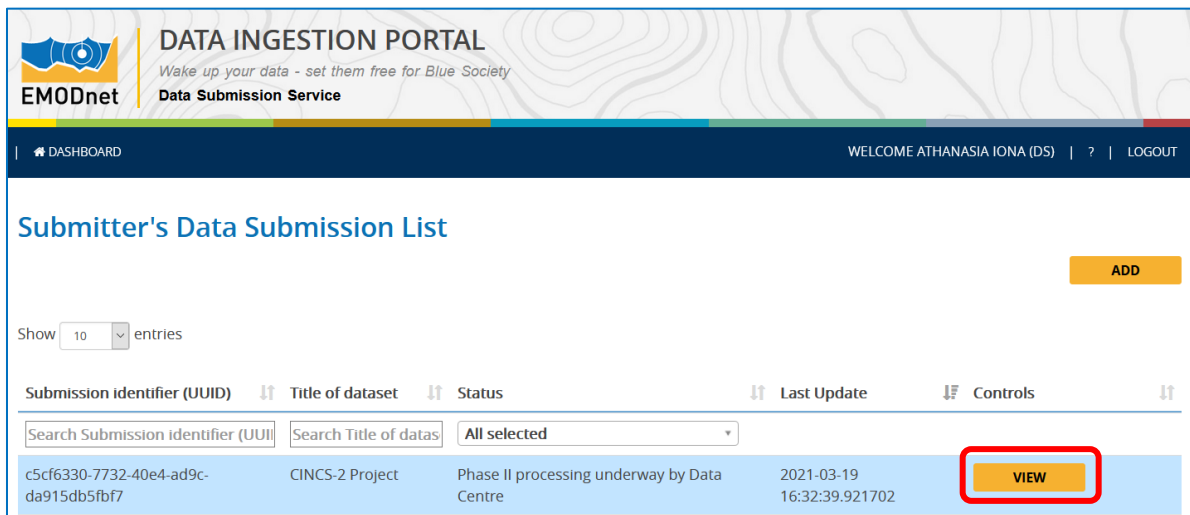


Your submission will have then the status:

- Phase II processing underway by Data Centre



**NEXT STEP:** Click the “VIEW” button of the corresponding submission under status “Phase II processing underway by Data Centre” at your Submission List to view the Phase II log:



**EMODnet DATA INGESTION PORTAL**  
Wake up your data - set them free for Blue Society  
Data Submission Service

DASHBOARD WELCOME ATHANASIA IONA (DS) ? | LOGOUT

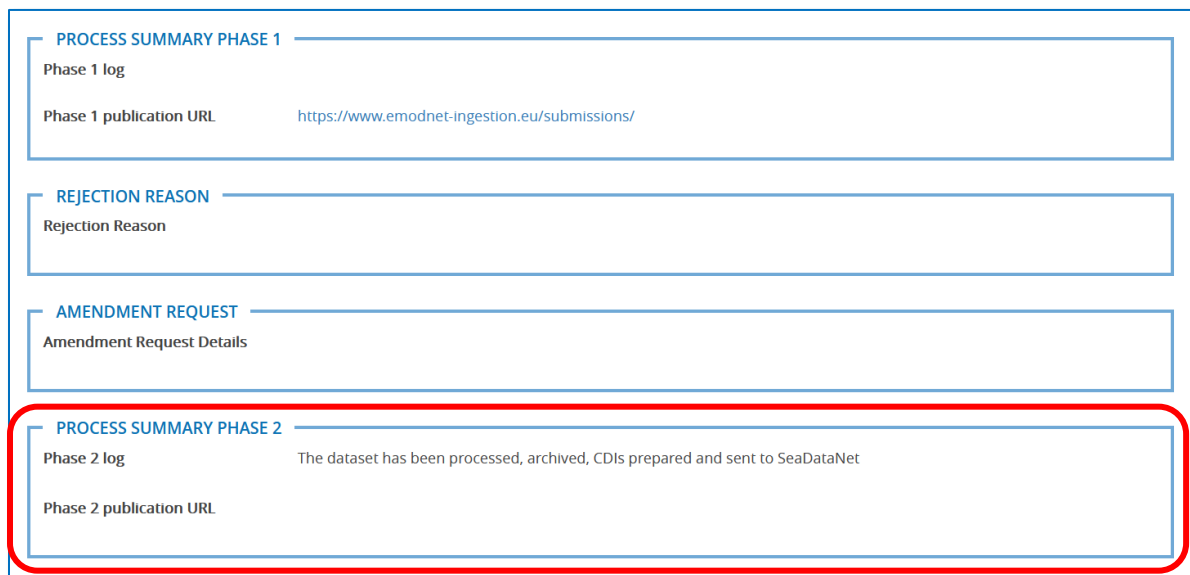
### Submitter's Data Submission List

ADD

Show 10 entries

Submission identifier (UUID)	Title of dataset	Status	Last Update	Controls
c5cf6330-7732-40e4-ad9c-da915db5fbf7	CINCS-2 Project	Phase II processing underway by Data Centre	2021-03-19 16:32:39.921702	<b>VIEW</b>

By clicking the “VIEW” button you will get the Process Info page where you can follow the processing summary of Phase 2:



**PROCESS SUMMARY PHASE 1**

Phase 1 log

Phase 1 publication URL <https://www.emodnet-ingestion.eu/submissions/>

**REJECTION REASON**

Rejection Reason

**AMENDMENT REQUEST**

Amendment Request Details

**PROCESS SUMMARY PHASE 2**

Phase 2 log The dataset has been processed, archived, CDIs prepared and sent to SeaDataNet

Phase 2 publication URL

Finalized datasets (possibly parts of original data package) will be included in the data management system of the Data Centre and also published at the Data Centre portals and taken up for long term stewardship.

## Phase II European and EMODnet publishing

The Data Centre will populate the finalized curated datasets and related metadata into the appropriate European infrastructures (SeaDataNet, EurOBIS, EGD, ICES, COGEE). The finalized datasets and related metadata will be pushed forward from the European infrastructures towards inclusion and publishing in

EMODnet thematic portals. Once done, the Data Centre will complement the Process Info of the data submission form with details of the national, European and EMODnet URLs:

PROCESS SUMMARY PHASE 2	
Phase 2 log	The dataset has been processed, archived, CDIs prepared and sent to SeaDataNet
Phase 2 publication URL	<a href="https://hnodc.hcmr.gr/">https://hnodc.hcmr.gr/</a> <a href="https://cdi.seadatanet.org/search/welcome.php?query=428&amp;query_code={D0B9596B-8134-4C52-8245-8D4FF69B0F64}">https://cdi.seadatanet.org/search/welcome.php?query=428&amp;query_code={D0B9596B-8134-4C52-8245-8D4FF69B0F64}</a> <a href="https://www.emodnet-physics.eu/Portal/">https://www.emodnet-physics.eu/Portal/</a>

Once Data Centre completes Phase II, you will be notified with an automatic notification email that Phase has been completed. Then the status of your submission will become:

- Phase II completed by Data Centre for final publishing.

Finally, the administrators (Master) of the Data Submission service will include the Phase 2 URLs into the Summary records service. This will set the status of the submission to:

- Phase II completed by system managers

Once the administrator publishes Phase II, you will be notified with an automatic notification email that **the Phase II process of your corresponding submission has been completed.**