



Natura2000 & Emerald SDF Manager

User guide

Version: 5.0

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Document History

Version	Date	Author(s)	Remarks
1.0-4.2.1	2011-2014	Alberto Telletxea, Jaanus Heinlaid	Installation guide and user manual
5.0	2016-05-26	Michael Norén	Split of the two documents and update of screenshots and procedures.

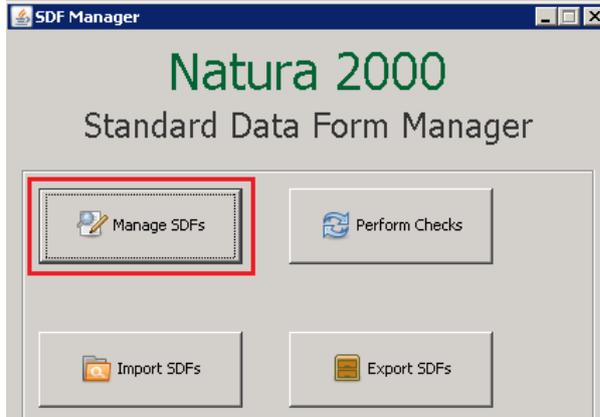
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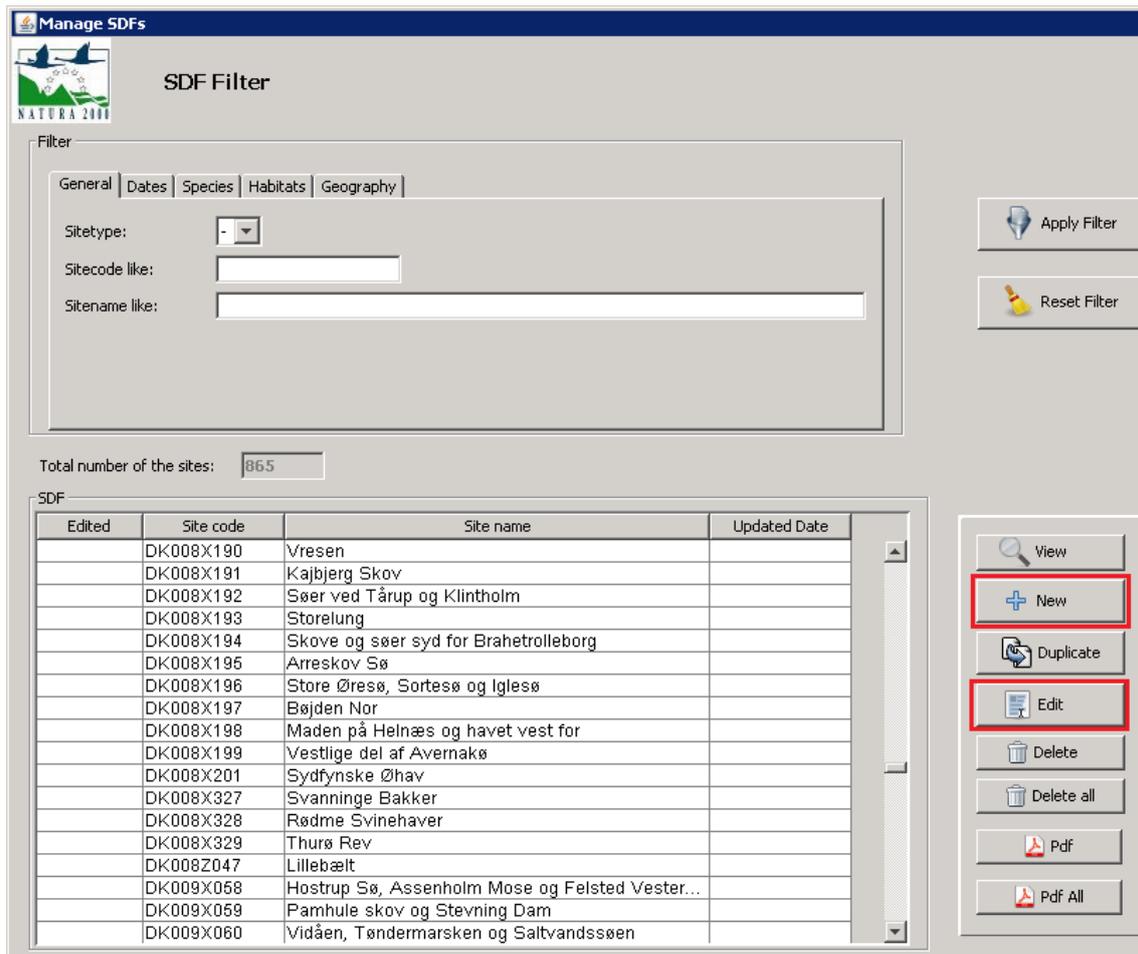


1 Create new- or edit existing sites

In the main menu of the tool, select 'Manage SDFs'



A list of existing sites will be shown, select a site in the list and click 'Edit' or 'New' respectively to update an existing site, or to create a new site.





When creating a new site, a window will first appear for assigning a site code (9 characters code).

Once in the SDF Editor, the information for the site can be edited by updating the fields shown under the different tabs, and sub-tabs

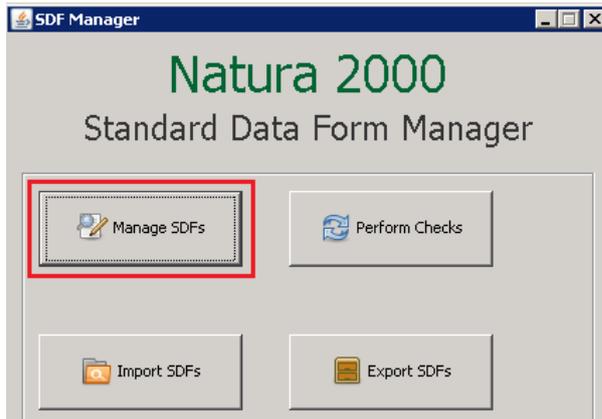
The different forms for the completion of the data are aligned with the new Natura 2000 SDF XML schema, covering also the specifics of Emerald where needed (and if you run the tool in Emerald mode). This information is documented on the Natura 2000 and Emerald Reference Portals respectively, see http://bd.eionet.europa.eu/activities/Natura_2000/reference_portal and <http://www.coe.int/en/web/bern-convention/emerald-network-reference-portal>.

When having finished editing the site, remember to save the information by clicking the 'Save'-button, and thereafter 'Close' to return to the list of sites.

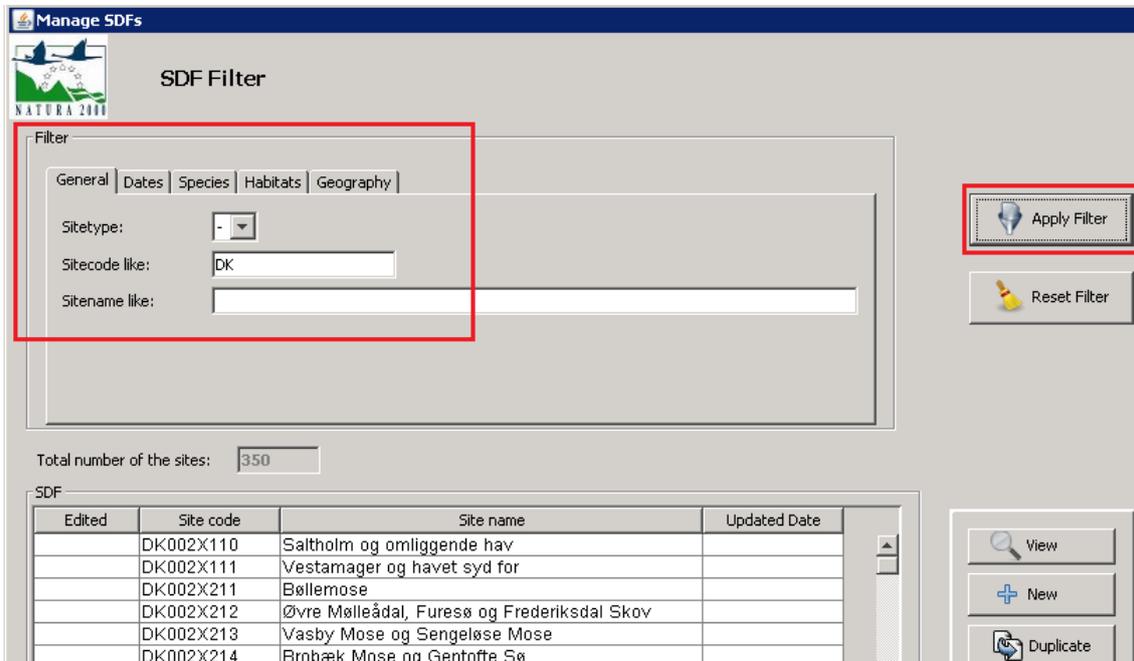
2 Search and filter sites

When working in the application, at times it can be useful to narrow down the list of sites shown or to find a specific site.

In the main menu of the tool, select 'Manage SDFs'



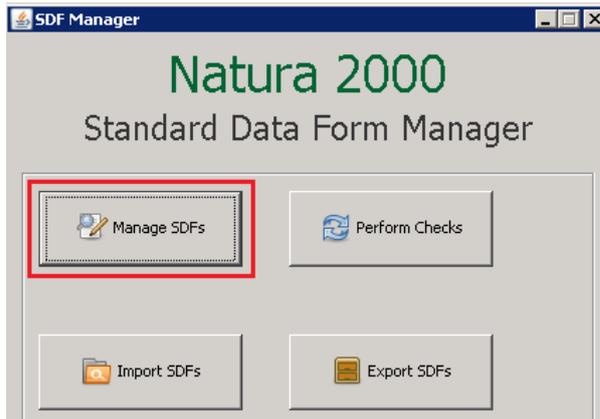
A list of all existing sites will be shown. Under the filter section, enter- or select your criteria before clicking 'Apply Filter' to update the list of sites below. In this example shown, the list is filtered to show only sites where the Site code starts with 'DK'.



To remove any filters and show all sites in the application again, click 'Reset Filter'.

3 Delete one or multiple sites

In the main menu of the tool, select 'Manage SDFs'

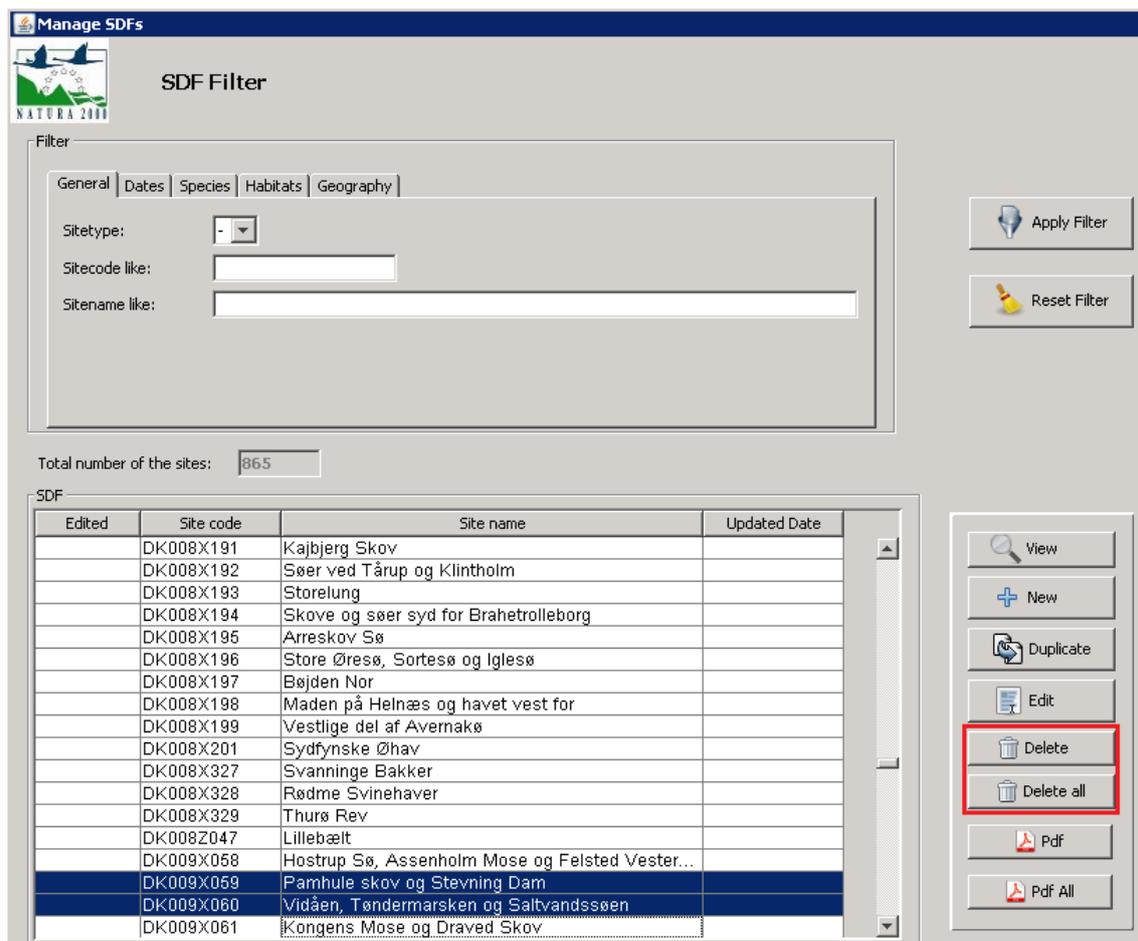


A list of existing sites will be shown.

To delete a single site, select the site in the list and click 'Delete'.

For multiple sites, select the ones you would like to delete while holding down the Shift-key (select a range), or while holding down the Ctrl-key (select single sites), and then click 'Delete'.

To delete all your sites regardless of the current selection, click "Delete all".



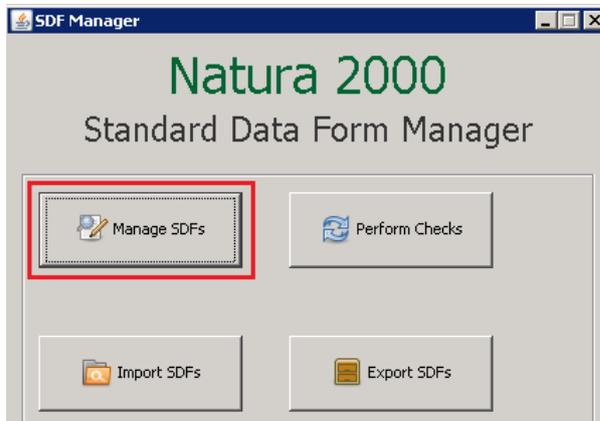
Before deleting sites, keep in mind that there is no undo functionality.



4 Check sites for quality issues

4.1 Validate a single site

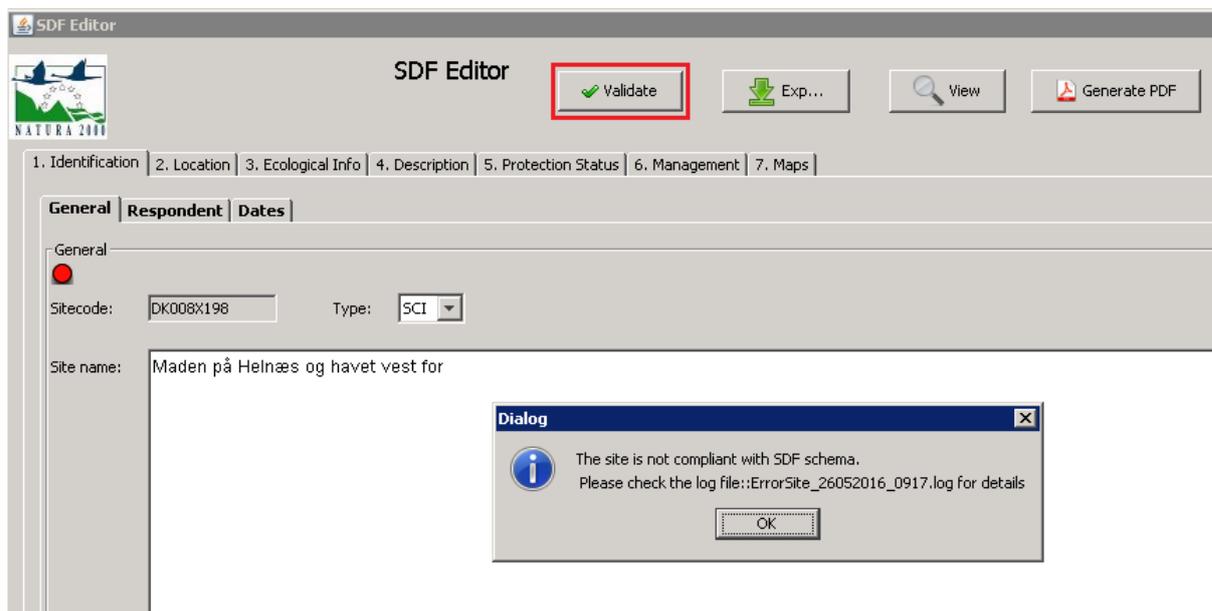
To validate one site, in the main menu of the tool, select 'Manage SDFs'



A list of existing sites will be shown. Select a site and click 'Edit'



In the SDF Editor window, click 'Validate' to perform a quality check of the site information.

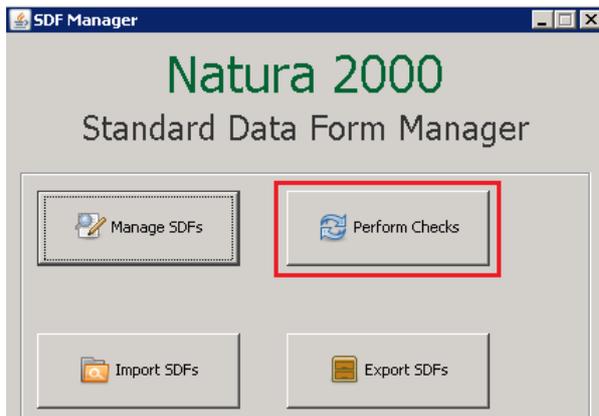




If there are validation errors, review the log-file that will be shown after selecting 'OK' in the dialogue shown. The log-file can also be found in the folder 'Logs' in the directory of where the application was installed.

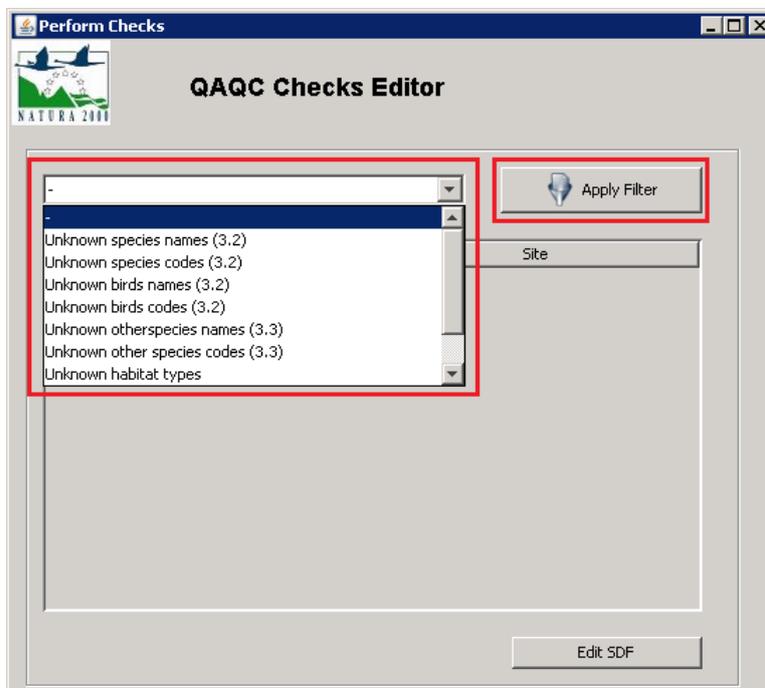
4.2 Validate all sites

To validate all sites in the application, from the main menu of the application select 'Perform checks'



Select a criteria (e.g. unknown species names used, unknown birds' codes, unknown habitat types) from the dropdown menu of the QA Checks Editor.

Run the selected quality check by clicking on 'Apply Filter'.

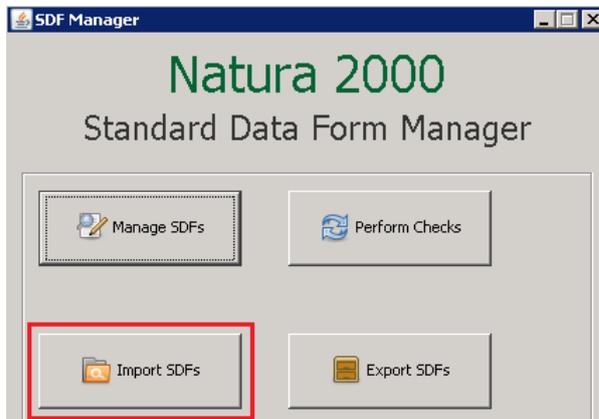


To correct issues found, select the site in the list and click "Edit SDF" in order to update the site information. After closing the SDF Editor, you can return to the list again for updating the other sites.



5 Import sites from MS Access or XML-files

To import existing SDFs from a Microsoft Access database or an XML-file, from the main menu select 'Import SDFs'



In the Import editor window, first select the format of your source data. If you are unsure of the source format when importing from a MS Access database, choose an option and try to import, if it fails, review the choice and try another option.

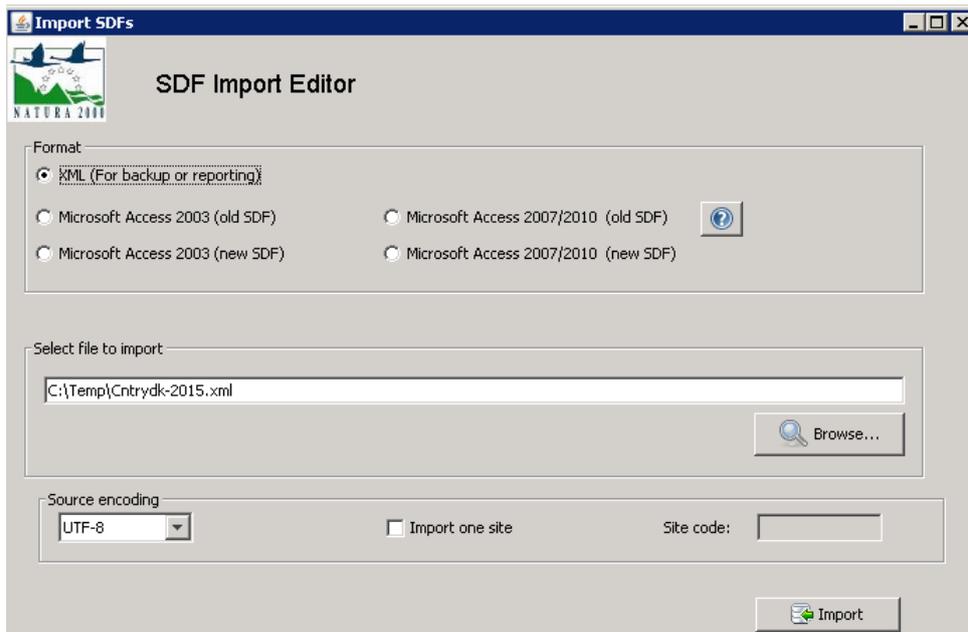
Note: In EMERALD mode there will be less choices, as the EMERALD mode recognizes databases in both old and new SDF formats.

Click 'Browse' to select the file you want to import.

Before starting the import, please review the character encoding system to be used for the import.

Note: MS Access still uses single-byte encoding of characters. Due to the low number of possible characters in single-byte encoding, Europe was partitioned into regions using similar diacritical marks. Countries in the traditional Western Europe use "ISO-8859-1". Other countries (e.g. SK, HU, etc.), should try with "ISO-8859-2". XML should always be "UTF-8".

Finally click 'Import' to import all the sites, or first tick 'Import one site' and enter your site code in the 'Site code' input to import only a specific site.



An information message is displayed when import process finishes successfully.

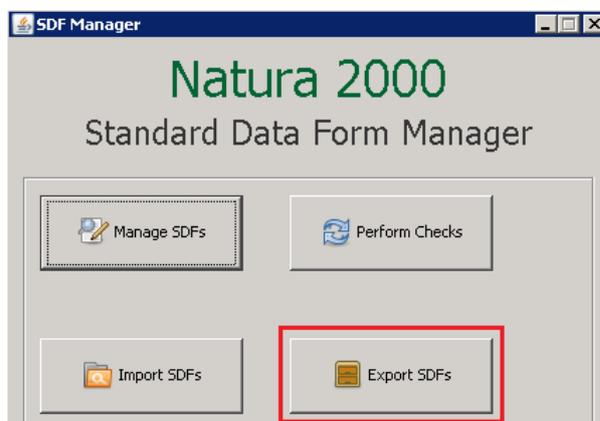
In case of errors, the import process stops and the issue can be reviewed in the log-files created (see the folder 'Logs' in the directory of where the application was installed).

After a successful import, the new site information will be stored in the application's database, further editing of the imported data.

6 Export sites as MS Access or XML-files

Exporting sites into a Microsoft Access database- or an XML-file, can be useful for making backups of your site information, or to share it with others, as well as producing the file for reporting to the EU. The files exported can always be re-imported again into the application.

From the main menu select 'Export SDFs'

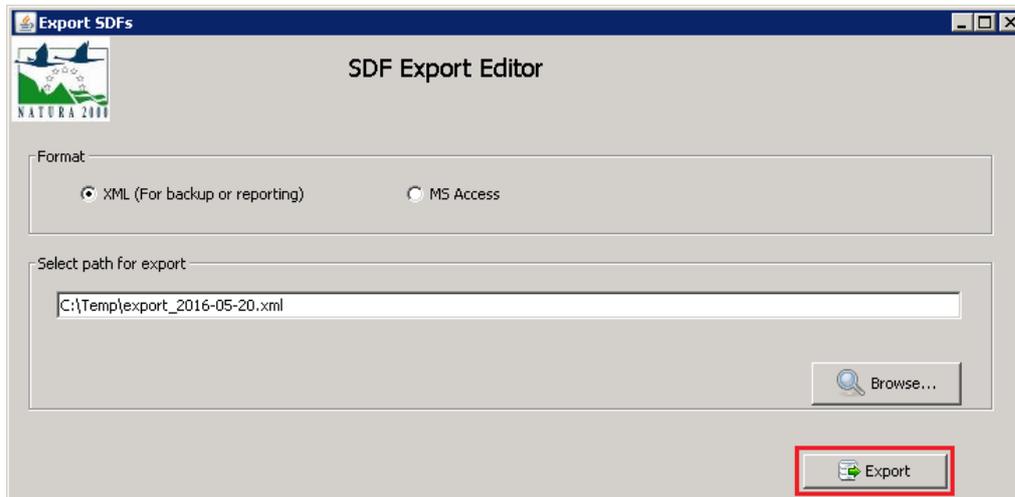




Next, choose which format to export into, which can be either an XML-file or a MS Access database following the latest SDF schema and template.

Choose a folder for the resulting XML- or MS Access file by clicking 'Browse...' and selecting a folder. The application will suggest a filename, which can be changed by updating it in the input field 'Select path for export'.

Click 'Export' to start exporting the sites



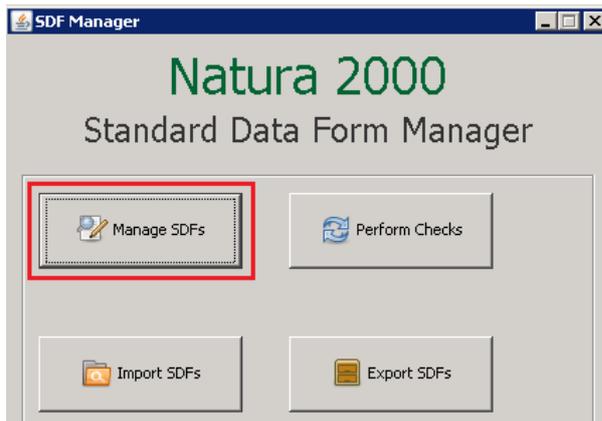
Note: The exporting function also performs the validation of sites that are being exported. The validation is done according to the rules defined by the SDF XML Schema. If any of the sites' validation will fail, you will get an error message and log informing about it at the end of the export process. However, this does not mean that the export has failed: it is just information about the validation status of your sites.

If there is an error during the course of the export, the export is stopped and an error message is shown.

7 Export sites as PDF-documents

Site information can be exported in a human-friendly format for reading and reviewing.

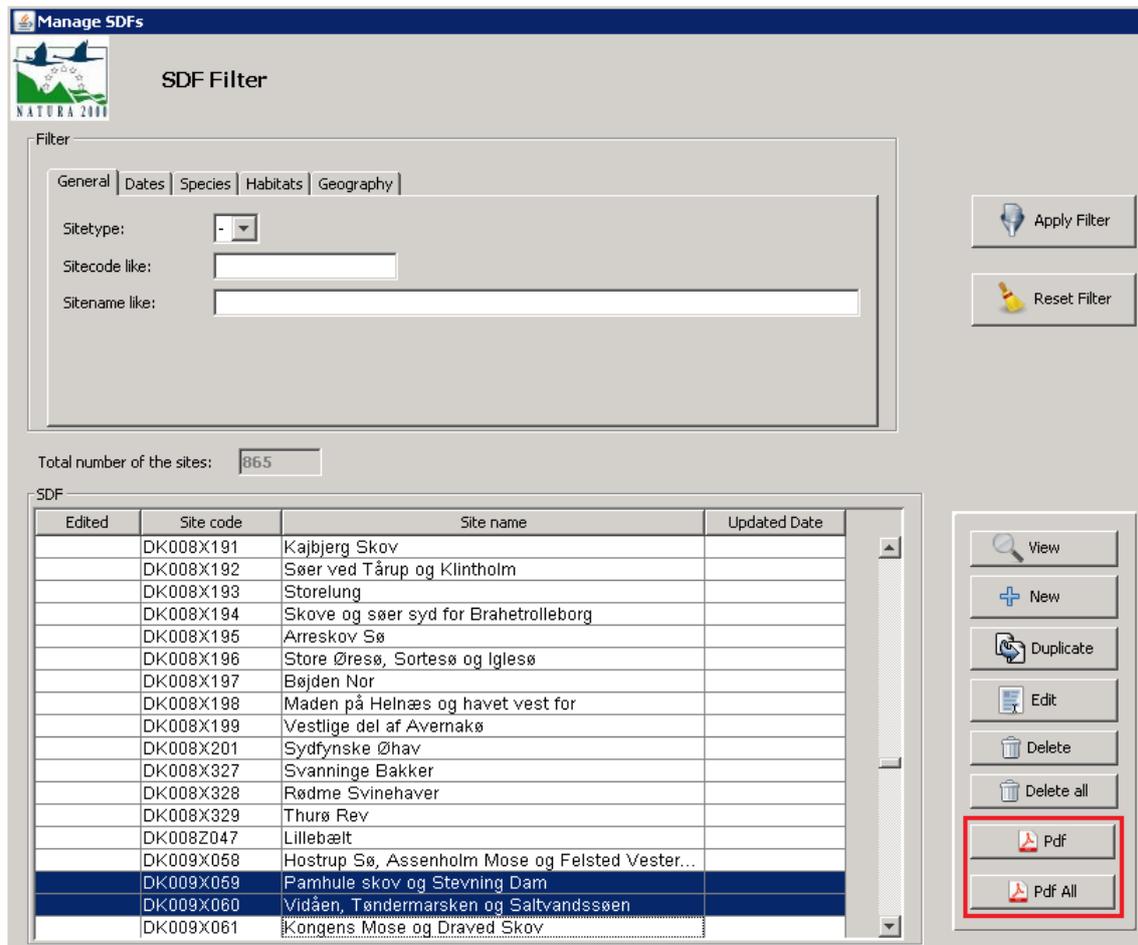
From the main menu select 'Manage SDFs'



To export a single site, select the site in the list and click 'PDF'.

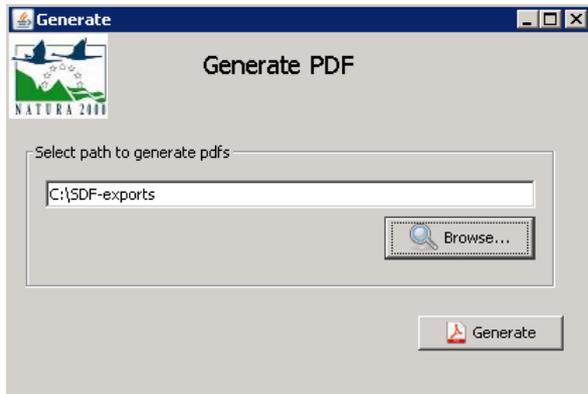
For multiple sites, select the ones you would like to export while holding down the Shift-key (select a range), or while holding down the Ctrl-key (select single sites), and then click 'PDF'.

To export all sites regardless of the current selection, click "PDF All". The application will ask for a confirmation as exporting all sites can take some time.





In the next window, choose a folder where the exported files should be saved by clicking 'Browse...' and selecting a folder.



Click 'Generate' to start exporting the sites.

After acknowledging the application's notice that the export is finished, navigate to the chosen folder and there review the exported files. There will be one file for each site exported, named 'Site_<site code>.pdf'.