

## Natura2000 & Emerald SDF Manager

User guide

Version: 5.0 Date: 2016-05-26

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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'

🛓 SDF Manager 📃 🗆 🗙
Natura 2000 Standard Data Form Manager
Manage SDFs Serform Checks
Import 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.

WINDOW CD	F				
≦ Manage SD	rs				
ATURA 200	SDF Filter				
Filter					
General	Dates   Species   Ha	bitats Geography			
					Analy Eller
Sitetype:	- 🔻				Apply Filter
Sitecode I	lika				
Ditectue					
Sitename	like:				🏷 Reset Filter
Total number	of the sites: 86	5			
SDE					
Edited					
E Luiceu	Site code	Site pame	Updated Date		
	Site code	Site name	Updated Date		
	Site code DK008X190	Site name Vresen Volkiere Clean	Updated Date		View
	Site code DK008X190 DK008X191	Site name Vresen Kajbjerg Skov	Updated Date		View
	Site code           DK008X190           DK008X191           DK008X192           DK008X192	Site name Vresen Kajbjerg Skov Søer ved Tårup og Klintholm	Updated Date		View
	Site code           DK008X190           DK008X191           DK008X192           DK008X193           DK008X193	Site name Vresen Kajbjerg Skov Søer ved Tårup og Klintholm Storelung	Updated Date	<b>A</b>	View
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European Environment Agency



🛃 Enter new sitecode 🛛 🗙
2000 2000 XATURA 200
Enter the sitecode for the new site
DK009X061
Save Cancel

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

🕌 SDF Editor					
NATURA 200	SDF Editor	View			
1. Identificatio	2. Location 3. Ecological Info 4. Description 5. Protection Status 6. Management 7. Maps				
General	General Respondent Dates				
General		•			
Sitecode:	DK009X061 Type: Both 💌				
Site name:	Kongens Mose og Draved Skov				

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 <a href="http://bd.eionet.europa.eu/activities/Natura 2000/reference\_portal">http://bd.eionet.europa.eu/activities/Natura 2000</a> and Emerald Reference Portals respectively, see <a href="http://bd.eionet.europa.eu/activities/Natura 2000/reference\_portal">http://bd.eionet.europa.eu/activities/Natura 2000</a> and Emerald Reference Portals respectively, see <a href="http://bd.eionet.europa.eu/activities/Natura 2000/reference\_portal">http://bd.eionet.europa.eu/activities/Natura 2000/reference\_portal</a> and <a href="http://bd.eionet.europa.eu/activities/Natura">http://bd.eionet.europa.eu/activities/Natura 2000/reference\_portal</a>.

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.

SDE Editor					
SDI Editor	🖌 Validate 🛛 🖉 Exp	🔍 View	🍐 Generate PDF	🔚 Save	<b>∏</b> ∳ Cl
4. Description 5. Protect	ion Status   6. Management   7. Maps				

## 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'



🛃 SDF Manager	_ 🗆 🗙
<b>Natur</b> Standard Dat	<b>ra 2000</b> a Form Manager
Manage SDFs	Serform Checks
import SDFs	Export 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'.

🕌 Manage SDFs				
SDF	Filter			
Filter General Dates Spec Sitetype: Sitecode like: Sitename like: Total number of the sites:	ies Habitats Geography			Apply Filter
Edited Site	code S	5ite name	Updated Date	
DK002X	110 Saltholm og omliggend	le hav		🔺 🔍 View
DK002X	111 Vestamager og havet :	syd for		
DK002X	211 Bøllemose			🕂 New
DK002X	212 _ Ø∨re Mølleådal, Fures:	ø og Frederiksdal Sko∨		
DK002X	213 Vasby Mose og Senge	eløse Mose		Duplicate
DK002X	214 🛛   Brobæk Mose og Gent	tofte Sø		Dupicace

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'



🕌 SDF Manager	
<b>Natu</b> Standard Da	<b>IFA 2000</b> Ita Form Manager
Manage SDFs	Perform Checks
Import SDFs	Export 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".

💼 Mailaye s	1anage SDFs				
NATURA 200	SDF Filter				
Filter					
General	Dates Species Hat	bitats Geography			
Sitetype	e: - 💌				Apply Filter
Sitecod	e like				
Diccou					<b>N</b>
Sitenam	ne like:				ろ Reset Filter
Total pumb	er of the sites 1855	5			
rocarnamo	or or che sides. 1000				
	,	·			
SDF	,				
SDF Edited	Site code	Site name	Updated Date		
SDF Edited	Site code	Site name Kajbjerg Skov	Updated Date		View
SDF Edited	Site code DK008X191 DK008X192	Site name Kajbjerg Sko∨ Søer ∨ed Tårup og Klintholm	Updated Date	-	View
SDF Edited	Site code DK008X191 DK008X192 DK008X193	Site name Kajbjerg Skov Søer ved Tårup og Klintholm Storelung	Updated Date	<b></b>	View
SDF Edited	Site code DK008X191 DK008X192 DK008X193 DK008X193	Site name Kajbjerg Skov Søer ved Tårup og Klintholm Storelung Skove og søer syd for Brahetrolleborg	Updated Date	*	View
SDF Edited	Site code DK008X191 DK008X192 DK008X193 DK008X193 DK008X194 DK008X195	Site name Kajbjerg Skov Søer ved Tårup og Klintholm Storelung Skove og søer syd for Brahetrolleborg Arreskov Sø	Updated Date	*	View
SDF Edited	Site code DK008X191 DK008X192 DK008X193 DK008X193 DK008X195 DK008X196	Site name Kajbjerg Skov Søer ved Tårup og Klintholm Storelung Skove og søer syd for Brahetrolleborg Arreskov Sø Store Øresø, Sortesø og Iglesø	Updated Date	*	View
SDF Edited	Site code DK008X191 DK008X192 DK008X193 DK008X194 DK008X195 DK008X196 DK008X197	Site name Kajbjerg Skov Søer ved Tårup og Klintholm Storelung Skove og søer syd for Brahetrolleborg Arreskov Sø Store Øresø, Sortesø og Iglesø Bøjden Nor	Updated Date		View
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SDF Edited	Site code           DK008X191           DK008X192           DK008X193           DK008X194           DK008X195           DK008X196           DK008X197           DK008X198           DK008X199           DK008X198           DK008X201           DK008X328           DK008X328           DK008X329           DK008X328           DK008X329           DK008X329           DK008X329           DK008X329           DK008X329           DK008X329           DK008X069           DK009X069           DK009X061	Site name           Kajbjerg Skov           Søer ved Tårup og Klintholm           Storelung           Skove og søer syd for Brahetrolleborg           Arreskov Sø           Store Øresø, Sortesø og Iglesø           Bøjden Nor           Maden på Helnæs og havet vest for           Vestlige del af Avernakø           Sydfynske Øhav           Svanninge Bakker           Rødme Svinehaver           Thurø Rev           Lillebælt           Hostrup Sø, Assenholm Mose og Felsted Vester           Panhule skov og Stevning Dam           Vidåen, Tøndermarsken og Saltvandssøen	Updated Date	4	View View New View View View View View View View Vi

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'

🕌 SDF Manager	
<b>Natu</b> Standard Dat	<b>ra 2000</b> a Form Manager
Manage SDFs	Perform Checks
Import SDFs	Export SDFs

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

SDF				
Edited	Site code	Site name	Updated Date	
	DK008X191	Kajbjerg Skov		🔍 View
	DK008X192	Søer ved Tårup og Klintholm		
	DK008X193	Storelung		🕂 New
	DK008X194	Skove og søer syd for Brahetrolleborg		
	DK008X195	Arreskov Sø		Dunliante
	DK008X196	Store Øresø, Sortesø og Iglesø		
	DK008X197	Bøjden Nor		
	DK008X198	Maden på Helnæs og havet vest for		🛒 Edit
	DK008X199	Vestlige del af Avernakø		
	DK008X201	Sydfynske Øhav		前 Delete
	DK008X327	Svanninga Bakkar		

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

🕌 SDF Editor					
SDF E	clitor Validate Exp View DF Generate PDF				
1. Identification 2. Location 3. Ecological Info 4. Description	on   5. Protection Status   6. Management   7. Maps				
General Respondent Dates					
General					
Sitecode: DK008X198 Type: SCI					
Site name: Maden på Helnæs og havet vest for					
	Dialog				
	The site is not compliant with SDF schema. Please check the log file::Error5ite 26052016 0917.log for details				



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'

🛓 SDF Manager			
Natura 2000			
Standard Dat	a Form Manager		
Manage SDFs	Serform Checks		
Import SDFs	Export SDFs		

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'.

QAQC Checks Editor	
Inknown species names (3.2)     Unknown species codes (3.2)     Unknown birds names (3.2)     Unknown birds codes (3.2)     Unknown otherspecies names (3.3)     Unknown other species codes (3.3)     Unknown habitat types	Apply Filter
	Edit SDF

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.

European Environment Agency



## 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'

🛓 SDF Manager	_ 🗆 X		
Natura 2000			
Standard Dat	a Form Manager		
Manage SDFs	Serform Checks		
Import SDFs	Export 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 and 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.



🕌 Import SDFs		
SDF Import Editor		
Format		
KML (For backup or reporting)		
C Microsoft Access 2003 (old SDF)	C Microsoft Access 2007/2010 (old SDF)	
C Microsoft Access 2003 (new SDF)	C Microsoft Access 2007/2010 (new SDF)	
Select file to import		
C:\Temp\Cntrydk-2015.xml		
		Rrowse
UTF-8	Import one site Site code:	
		import 🔆

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 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'

🕌 SDF Manager			
Natura 2000			
Standard Dat	a ronn Manager		
Manage SDFs	Serform Checks		
import SDFs	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

🕌 Export SDFs		
ATTRA 201	SDF Export Editor	
Format		
XML (For backup or reporting)	C MS Access	
- Select path for export		
C:(Temp(export_2016-05-20.xm)		
		Q Browse
		Export

**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'



🕌 SDF Manager	
<b>Natu</b> Standard Dat	<b>ra 2000</b> ta Form Manager
Manage SDFs	Perform Checks
Import SDFs	Export 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.

SDF Filter     Filter   General Dates Species Habitats Geography   Sitetype:   Sitecode like:   Sitename like:     Reset I
Filter       General Dates Species Habitats Geography         Sitetype:       •         Sitecode like:       •         Sitename like:       •
General Dates Species Habitats Geography         Sitetype:         Image: Sitecode like:         Sitename like:
General Dates Species Habitats Geography         Sitetype:         Sitecode like:         Sitename like:
Sitetype:  Sitecode like: Sitename like:
Sitecode like: Sitename like: Sitena
Sitecode like:
Sitename like:
I otal number of the sites: 1865
SDF
Edited Site code Site name Updated Date
DK008X191 Kajbjerg Skov
DK008X192 Søer ved Tårup og Klintholm
DK008X193 Storelung
DK008X194 Skove og søer syd for Brahetrolleborg
DK008X195 Arreskov Sø
DK008X196 Store Øresø, Sortesø og Iglesø
DK008X197 Bøjden Nor
DK008X198 Maden på Helnæs og havet vest for 🛒 Edit
DK008X199 Vestlige del af Avernakø
DK008X201 Sydfynske Øhav
DK008X201 Sydfynske Øhav DK008X327 Svanninge Bakker
DK008X201 Sydfynske Øhav DK008X327 Svanninge Bakker DK008X328 Rødme Svinehaver
DK008X201     Sydfynske Øhav       DK008X327     Svanninge Bakker       DK008X328     Rødme Svinehaver       DK008X329     Thurø Rev
DK008X201     Sydfynske Øhav       DK008X327     Svanninge Bakker       DK008X328     Rødme Svinehaver       DK008X329     Thurø Rev       DK008Z047     Lillebælt
DK008X201       Sydfynske Øhav         DK008X327       Svanninge Bakker         DK008X328       Rødme Svinehaver         DK008X329       Thurø Rev         DK008X047       Lillebælt         DK009X058       Hostrup Sø, Assenholm Mose og Felsted Vester
DK008X201       Sydfynske Øhav         DK008X327       Svanninge Bakker         DK008X328       Rødme Svinehaver         DK008X329       Thurø Rev         DK008X047       Lillebælt         DK008X058       Hostrup Sø, Assenholm Mose og Felsted Vester         DK009X058       Pamhule skov og Stevning Dam
DK008X201       Sydfynske Øhav         DK008X327       Svanninge Bakker         DK008X328       Rødme Svinehaver         DK008X329       Thurø Rev         DK008Z047       Lillebælt         DK009X058       Hostrup Sø, Assenholm Mose og Felsted Vester         DK009X059       Pamhule skov og Stevning Dam         DK009X060       Vidåen, Tøndermarsken og Saltvandssøen



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

🕌 Generate		
NATURA 2000	Generate PDF	
Select path to general	te pdfs	
C:\SDF-exports		
		Rrowse
		📐 Generate

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'.