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# *SIGMA-EST and DATA SUBMISSION OPERATIVE MANUAL*

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## SIGMA EST Version 1.10.2 Manual Version 1.3

This short set of instructions will guide you through the steps to match the variables present in your national database to the variables required by the EFSA SIGMA data model components.

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### *DATA MAPPING*

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**Definition:** Data Mapping is the process through which you define the relationship between the variables and values of your national data model and the variables and values of the EFSA SIGMA data model components. Each component (Animal Population and Laboratory data) is called “Activity” in the SIGMA-EST vocabulary.

An Activity is composed of one or more Entities. Each Entity has a set of attributes, which are individual properties that:

- can be reported as a simple value (text or number) or
- refer to a Catalogue of values defined by EFSA.

The data mapping must be performed at all levels:

- for each attribute of each entity
- for those values of the EFSA catalogues that are needed for your national data submission

**Outcome:** the result of this mapping exercise generates a schema that, similarly to a “logical dictionary” bridges between your national standards and the EFSA (SIGMA) standards, taking into account the structure and codes used by both sides (country / EFSA).

The steps to be performed for this customisation are:

- attribute mapping
- catalogue mapping.

## 1. INTRODUCTION: THE VIEWER

The Activity Viewer allows you to explore the EFSA data model and the structure of (relationship between) its components.

1. Select “Activities” – “Viewer” (see Figure 1, action 1).
2. Select the destination data model component of interest (e.g. AnimalPopulation) - (see Figure 1, action 2)
3. Click on the (+ / -) to open/close the sublevels of the data model to visualise the structure (see Figure 1, action 3)
4. If you want to download the list and description of all the attributes related to the component / activity of interest (e.g. the AnimalPopulation), click on the button “Print Schema Attributes”. (see Figure 1, action 4)

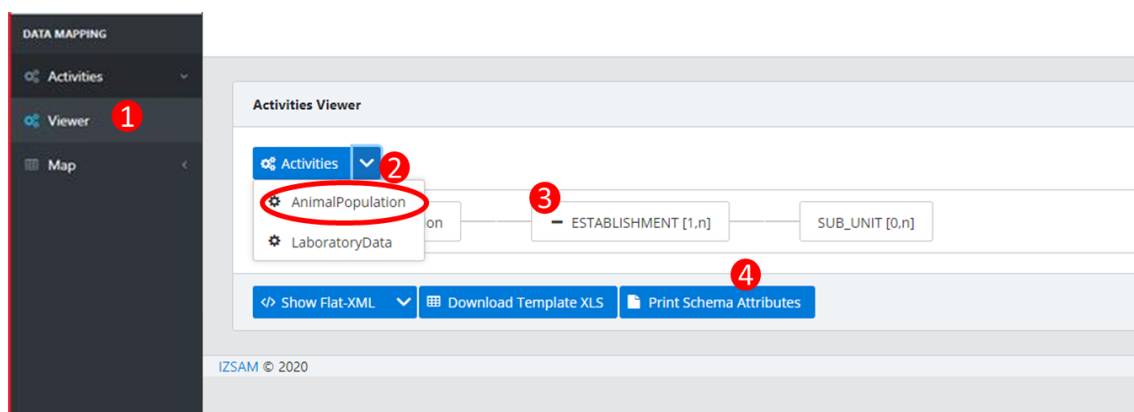


Figure 1

## 2. ATTRIBUTE MAPPING

### 2.1. General instructions

In this phase, you should fit your attributes to the destination data model component / activity, thus creating a relationship between your national attributes and the EFSA attributes.

1. Click on “Map” and then on “Entity” (Figure 2, action 1)
2. Select from the first drop-down menu (“select Activity”) the data model component of interest (e.g. AnimalPopulation) (Figure 2, action 2)
3. Select from the second drop-down menu (“select/choose Entity”) the entity of interest (e.g. SUB\_UNIT) - (Figure 2, action 3)

After the selection, the list of attributes belonging to the entity will appear with the related information (Name, Type of data, Value, Mandatory/Optional, Description), as shown in Figure 2 (green square).

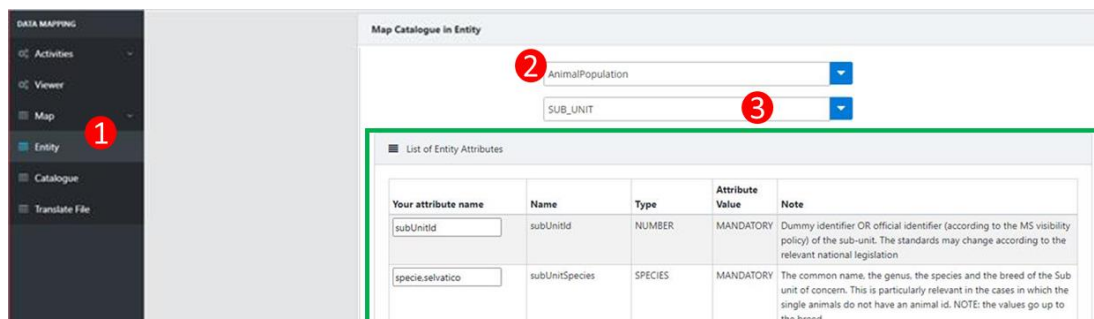


Figure 2

In the table that appears the first column is in EDIT MODE: each box reports the original attribute name in the EFSA data model. Each name **can** be modified, if necessary. In detail:

- IF the attribute **in your national database** has **the same name** as in the SIGMA data model, THEN no modification in the box is needed (case 1 – Figure 3)

Your attribute name	Name	Type	Attribute Value	Note
subUnitId	subUnitId	NUMBER	MANDATORY	Dummy identifier OR official identifier (according to the MS visibility policy) of the sub-unit. The standards may change according to the relevant national legislation
subUnitSpecies	subUnitSpecies	SPECIES	OPTIONAL	The common name, the genus, the species and the breed of the Sub unit of concern. This is particularly relevant in the cases in which the single animals do not have an animal id. NOTE: the values go up to the breed

Figure 3

- IF the attribute **in your national database** has a **different name**, THEN this name should be inserted in the appropriate box (e.g. “subUnitId” must be changed into “idStalla” from the Italian data provider) (case 2 – Figure 4)

Your attribute name	Name	Type	Attribute Value	Note
idStalla	subUnitId	NUMBER	MANDATORY	Dummy identifier OR official identifier (according to the MS visibility policy) of the sub-unit. The standards may change according to the relevant national legislation
subUnitSpecies	subUnitSpecies	SPECIES	OPTIONAL	The common name, the genus, the species and the breed of the Sub unit of concern. This is particularly relevant in the cases in which the single animals do not have an animal id. NOTE: the values go up to the breed

Figure 4

- IF the attribute **does not exist in your national database**, you must map it anyway, as the tool **does not allow empty attributes**. You can either (i) keep the SIGMA standard name or (ii) rename it to a name you invent. For example, if you do not have in your national database the attribute “estabCoordPrecision”

that becomes Mandatory when the geo-coordinates are provided, you can decide to call it “estabCoordPrec\_missing”. The tool is now able to generate the schema.

In section 3.3 there are the instructions on how to proceed with this type of missing variables. NOTE: in some cases, the attribute might not exist as such in your national database, but it might make sense to associate (map) one attribute from your local database to TWO different attributes in the SIGMA data model. A typical example is the Establishment ID and the Sub Unit ID (both compulsory): in some countries the Sub Unit ID does not exist. In this case, it is possible to use the same Establishment ID for both the SIGMA attributes. More information on this are available in section 2.5 below.

**IMPORTANT:** this check must be done for each row!

## 2.2. Attribute mapping cases

There are three types of attribute mapping: (1) simple match, (2) complex match and (3) multiple match.

1. **[simple match]:** When an attribute perfectly fits to your data (“1 to 1” relationship between the attribute in the two data models). This occurs when the EFSA attribute perfectly corresponds to that used in your national database. In the previous example (see Figure 3 and Figure 4) the attribute “subUnitId” in the EFSA SIGMA data model perfectly corresponds to one single attribute in your national database (“idStalla”). In this case, the only thing you need to do is to write the name of that variable as it appears in your national database.  
This is the ONLY type of mapping applicable to attributes with no catalogues associated.
2. **[complex match]:** When your data are characterised by a **higher degree of aggregation** than the EFSA SIGMA data model (“1 to many” relationship between your attribute and the ones in the EFSA SIGMA data model).  
For example, the attributes “subUnitPurpType” and “subUnitRepLevel” of the EFSA SIGMA data model might be covered by ONE SINGLE ATTRIBUTE in your national database. In this case, you simply need to repeat the name of your attribute (e.g. “prodAnimale”) in all the boxes that are covered by that single attribute (see Figure 5).  
This type of mapping is only applicable to attributes linked to catalogues. However, a special case of complex mapping might be applicable also to attributes not linked to catalogues through the use of the “inherit” option (see section 2.5 below)

<input type="text" value="prodAnimale"/>	<input type="text" value="subUnitPurpType"/>	SUBUNIT PURPOSE TYPE	OPTIONAL	the breed Type of final products kept and/or I
<input type="text" value="prodAnimale"/>	<input type="text" value="subUnitRepLevel"/>	REPRODUCTIVE LEVEL	OPTIONAL	The reproductive
<input type="text" value="subUnitCapacity"/>	<input type="text" value="subUnitCapacity"/>	NUMBER	OPTIONAL	The capacity of t

Figure 5

3. **[multiple match]:** When your data are characterised by a **lower degree of aggregation** than the EFSA SIGMA data model (“many to 1” relationship between your attributes and the one in the EFSA SIGMA data model).  
For example, the attribute “subUnitSpecies” in your national database might be described by more than one attributes. In this case you can list your attributes, **separated by a comma** (e.g.

“specie,selvatico”), in the corresponding box of the relevant attribute, e.g. “subUnitSpecies” (see Figure 6).

This type of mapping is only applicable to attributes linked to catalogues.

				policy) of the s relevant nation
specie,selvatico	subUnitSpecies	SPECIES	OPTIONAL	The common n unit of concern single animals the breed
prodAnimale	subUnitPurpType	SUBUNIT	OPTIONAL	Type of final pr

Figure 6

## 2.3. Final steps

When you finish matching all your national attributes with the EFSA attributes of an Entity (e.g. ESTABLISHMENT, SUB-UNIT), you can click the "Generate" (red) button (see Figure 7, action 1) which you can find at the bottom of the table.

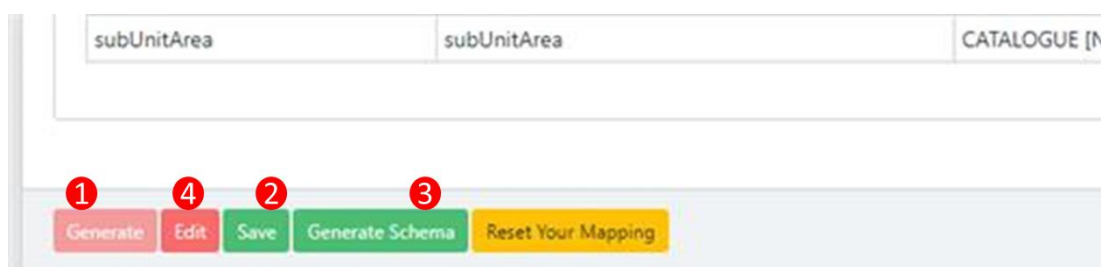


Figure 7

The tool exits the Edit mode (the boxes in the first column disappear) and shows the result of your attribute mapping (see Figure 8).

Your attribute name		Name
idStalla	↔ 1:1 ↔	subUnitId
specie,selvatico	↔ n:1 ↔	subUnitSpecies
prodAnimale	↔ 1:n ↔	subUnitPurpType - subUnitRepLevel

Figure 8

In case you spot a mistake (e.g. a typo or else) you have the possibility to correct your mapping by clicking on the “Revert” red button (see Figure 7, action 4): the tool will go back into EDIT mode and you can proceed with amending the attribute names.

If the mapping is correct, click on the “Save” green button (see Figure 7, action 2).

## 2.4. Do it again

The instructions in this section (Section 2) must be repeated for EACH entity of the EFSA SIGMA data model activity/component. In the case of the Animal Population component the process must be

repeated twice: once for the “ESTABLISHMENT” entity and one for the “SUB-UNIT” entity. The Laboratory Data component has more entities, but the process is exactly the same.

Once you have clicked the “Save” button **for all entities** of a component/activity, the button “Generate Schema” becomes available (turns from pale green to dark green). Click on this button (see Figure 7, action 3): this action will generate an XML Schema using the attributes as defined by your mapping exercise.

## 2.5. The “inherit” option

The “inherit” option is a **special case of complex mapping** that should be used **when exactly the same information from your national database has to be repeated in two different attributes** that belong to entities of the **same activity**.

For example, for the animal population activity it is possible that a country does not register sub-units within the establishments. In this case the same information about the unique identifier of the establishment and its geographical location can be repeated in the entities ESTABLISHMENT and SUB-UNIT using the “inherit” option.

Let’s suppose that in your national database the identifier for the establishment is “idStabilimento” and there are no sub-units (or there are, but they have not been assigned an identifier). In this case you will need to use the “idStabilimento” both for the establ and subUnitId attributes in the SIGMA data model:

- In the ESTABLISHMENT entity you should insert “idStabilimento” as your attribute name for “establ”
- In the SUB\_UNIT entity you should insert “inherit(idStabilimento)” as your attribute name for “subUnitId”

The same approach can be followed for other fields that have such an overlap. For example, if the longitude of the establishment is stored in your national database in the field “long” and you don’t have information about the coordinates of specific sub-units, you can map “estabXCoord” to “long” and map “subUnitXCoord” to “inherit(long)”. See also Table 1

NATIONAL DATABASE		SIGMA POPULATION DATA MODEL	
Longitude Establishment	long	estabXCoord	long
Longitude Sub Unit	MISSING / NA	subUnitXCoord	inherit(long)

Table 1

Please note that the “inherit” option **cannot be used for**

- two attributes within the same entity OR
- to inherit information from more detailed entities  
(e.g. attributes in SUB-UNIT cannot be used to inherit information to attributes in ESTABLISHMENT in the animal population activity. Similarly, regarding the Laboratory Data activity, attributes in the RESULT entity cannot be used to inherit information to attributes in SAMPLE attribute.

## 3. CATALOGUE MAPPING

### 3.1. General instructions

**Definition:** the catalogue mapping consists in mapping the values (and underpinning codes) used in your national catalogues with those used in the EFSA SIGMA catalogues.

**NOTE:** the catalogue mapping cannot be done if the Attribute Mapping has not been completed (see Section 2).

**WARNING:**

Before proceeding with the Catalogue mapping, **make sure that your Attribute mapping is fully correct!**

If you spot errors in the Attribute mapping while performing the Catalogue mapping you need to follow an *ad hoc* procedure which requires some time. Nothing dramatic nor irreversible, but a bit laborious. See section 4.

The catalogue mapping is available under the menu “Catalogue” of the "Map" section (see Figure 9, action 1).

Select the Entity and the Component (activity) of interest (e.g. AnimalPopulation & SUB-UNIT) using the drop-down menu (see Figure 9, actions 2 and 3).

Please note that all the attributes mapped during the “attribute mapping” are shown (see Figure 9, green square) even if not all of them are associated to EFSA catalogues.

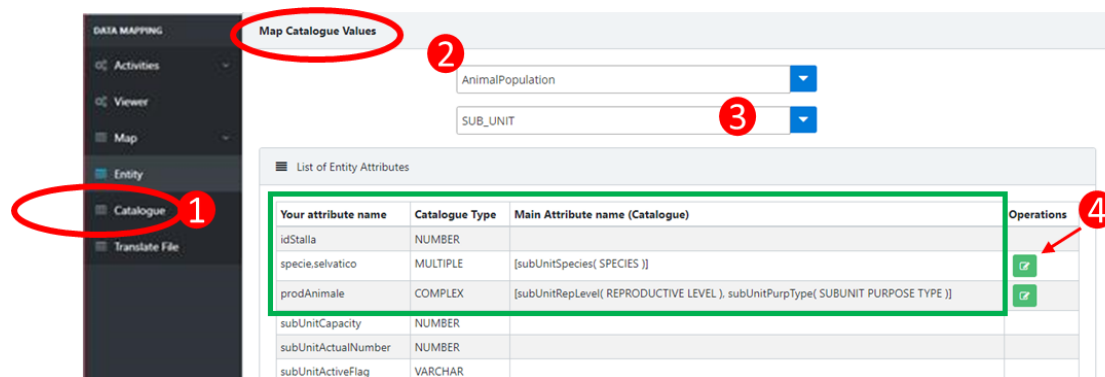


Figure 9

Similarly to what has been done in the Attribute mapping exercise, you need to type in, for each EFSA SIGMA catalogue value relevant for your data submission, the corresponding value in your national database.

Click on the EDIT green button on the right side of each attribute associated to a catalogue (see Figure 9, action 4). The attributes with no green button are NOT associated to any catalogue and no mapping is necessary. A new table appears at the bottom of the page (**scroll-down** – see Figure 10).

subUnitArea SIMPLE [subUnitArea( NUTS )]

List of Catalogue Values

dentroFuori	SUBUNIT LOCATION	Operations
		+ 1

Prev Next

Figure 10

Please note: the national catalogue values must be inserted in the first column under the name of the national attribute (Figure 10 – red circle); in the second column, under the name of the corresponding EFSA SIGMA attribute (Figure 10 – green circle) you can find the EFSA SIGMA catalogue values.

To add a new value, you need to click on the (+) blue button under “Operations” (see Figure 10 – action 1)

### 3.2. Catalogue mapping cases

At this point, based on the type of relationship between attributes (see section 2.2) you need to perform the mapping of the catalogue values in a slightly different way.

1. **[simple match]:** The attributes perfectly fit to your data (“1 to 1” relationship between the attributes in the two data models).
  - Select the EFSA SIGMA catalogue value of interest (e.g. “Outdoor”) – see Figure 11, action 1
  - Type in the name of the **corresponding national catalogue value** (e.g. “allAperto”) - see Figure 11, action 2. **NOTE:** the first column **cannot be empty!** You need to type in the value used in your country **even if it is the same!**
  - Save the value by clicking the Save blue button (see Figure 11, action 3)
  - Repeat the process for all the EFSA SIGMA catalogue values for which you have a corresponding national value, relevant for your data submission.

List of Catalogue Values

dentroFuori	SUBUNIT LOCATION	Operations
alChiuso	Indoor	Save Delete
allAperto 2	Select Catalogue Value	Save Delete 3
	Indoor	
	Outdoor 1	

Prev 1 Next

Figure 11

**NOTE:** It is possible that two (or more) national catalogue values of the same attribute correspond to one EFSA catalogue value. In this case, one separate line must be inserted in the catalogue mapping for each one of the catalogue terms and all of them should be mapped to the same EFSA term. For example, if there are two different ways to indicate a farm in your national database (e.g. “FARMA” and “farm”, when mapping the catalogue values for the



attribute `estabType`, you should insert one line for “FARMA” and one line for “farm” and select for both the EFSA catalogue value “Farm” from the drop-down menu (Figure 12).

<code>estabType</code>	ESTABLISHMENT TYPE	Operations
FARMA	Farm	
farm	Farm	

Prev 1 Next

Figure 12

2. **[complex match]:** When your data are characterised by a **higher degree of aggregation** than the EFSA SIGMA data model (“1 to many” relationship between your attributes and the ones in the EFSA SIGMA data model).

In this example, the national attribute “`prodAnimale`” covers two EFSA SIGMA attributes (“reproductive level” and “subunit purpose type”).

- Click on the first EFSA SIGMA catalogue (Figure 13, action 1) and select the value of interest (e.g. “Parent breeding animal”)
- Click on the second EFSA SIGMA catalogue (Figure 13, action 2) and select the value of interest (e.g. “Breeding purpose for egg production”)
- Type in the first column your national catalogue value (e.g. “parent-ovaioia”) – see Figure 13, action 3
- Save using the blue disk button
- Repeat the process for all relevant **combinations** of the two EFSA SIGMA catalogue values that are relevant for your data submission.

**Note:** in case one of the two EFSA SIGMA catalogue value is not relevant (e.g. the reproductive level must be filled in only in case of breeders), you just have to SKIP action 1 (Figure 13) and jump to action 2 directly (Figure 13). When you save, the field will appear empty (see Figure 13, red arrows).

<code>prodAnimale</code>	REPRODUCTIVE LEVEL	SUBUNIT PURPOSE TYPE	Operations
na-broiler		Meat production purpose	
na-oca selvatica		Game purpose	
parent-ovaioia 3	select Catalogue Value 1 Parent breeding animal Elite breeding animal Grandparent breeding animal	Breeding purpose for egg produc: 2	

Prev 1 Next

Figure 13

3. **[multiple match]:** When your data are characterised by a **lower degree of aggregation** than the EFSA SIGMA data model (“many to 1” relationship between your attributes and the one in the EFSA SIGMA data model).

specie	selvatico	SPE	Operations
Sus scrofa	NO	Pig (as animal)	[Save] [Delete]
Sus scrofa <sup>2</sup>	SI <sup>3</sup>	Select Catalogue Value	[Save] [Delete]
		Pig (as animal)	
		Wild boar (as animal) <sup>1</sup>	
		Sheep (as animal)	
		Turkey (as animal)	
		Goat (as animal)	

Figure 14

- Click on the EFSA SIGMA catalogue (Figure 14, action 1) and select the value of interest (e.g. “Wild boar (as animal)”)
- Type in the national attributes the **two** VALUES that, combined, will correspond to the single selected EFSA SIGMA catalogue value, i.e.
  - Type in “Sus scrofa” in the “specie” attribute (Figure 14, action 2)
  - Type in “SI” in the “selvatico” (i.e. “wild”) attribute
- Click on the blue “Save” button on the right, under “Operations”

In other words, in this example, the Italian data provider needs to combine TWO pieces of information to match with a SINGLE value of the SIGMA EST catalogue, as follows:

*Species "Sus scrofa" + "Not wild" = Pig (as animal)*  
*Species Sus scrofa + "Wild" = Wild boar (as animal)*

**REMEMBER:** you do not have to map ALL the catalogue values proposed in the EFSA SIGMA catalogues, but only the ones relevant for the data submission.

**NOTE:** there is also the possibility of performing the catalogue mapping by uploading an Excel file. This feature, although already implemented, needs to be improved and we do not advise to make use of it at present.

### 3.3. In case of a missing variable

During the attribute mapping you might have noticed that some attributes are mandatory or become mandatory under certain conditions, e.g. the “estabCoordPrecision” becomes Mandatory if the coordinates are provided. However, you may not have this variable recorded in your system. Following on the example in section 2.1, the SIGMA EST tool will ask you to map the VALUES for that specific attribute that we have renamed “estabCoordPrec\_missing”:

- If you intend to repeat the same value for all records, choose one from the list (e.g. “Exact”) and type in the field the same value (i.e. “Exact”)
- If you need to use more than one value, repeat the action above for all the values of interest (e.g. “Exact” and “Unknown”)

## 4. AMENDMENT / RESET PROCEDURE

As stated earlier, it is essential to perform the mapping exercise in the indicated order, i.e.:

1. Attribute mapping
2. Catalogue mapping

In order to proceed with the Catalogue mapping, you need first to complete the Attribute mapping. Remember that the Attribute mapping ends with the three buttons / actions (see Figure 7):

1. Generate
2. Save
3. Generate schema (activated only if all entities, i.e. ESTABLISHMENT & SUB-UNIT, are mapped)

However, it can happen that during the Catalogue mapping, you spot a mistake in the Attributes. It is possible to fix that, but you need to proceed in the following way to NOT LOSE ALL THE WORK DONE WITH THE CATALOGUE MAPPING up to that point.

Indeed, **going back to the Attribute mapping will DELETE EVERYTHING YOU'VE DONE IN THE CATALOGUE MAPPING.** This is because the system perceives that you are changing a structure which is at the roots of the catalogue mapping.

To avoid losing all your work, please proceed as follow:

Map Catalogue Values

AnimalPopulation

SUB\_UNIT

List of Entity Attributes

Your attribute name	Catalogue Type	Main Attribute name (Catalogue)	Operations
subUnitId	NUMBER		
specie.selvatico	MULTIPLE	[subUnitSpecies( SPECIES )]	
prodAnimale	COMPLEX	[subUnitRepLevel( REPRODUCTIVE LEVEL ), subUnitPurpType( SUBUNIT PURPOSE TYPE )]	
subUnitCapacity	NUMBER		
subUnitAnimalNumber	NUMBER		
subUnitZipCode	VARCHAR		
subUnitMunicipality	SIMPLE	[subUnitMunicipality( LOCAL ADMINISTRATIVE UNITS )]	
subUnitArea	SIMPLE	[subUnitArea( NUTS )]	

List of Catalogue Values

subUnitCoordPrecision	COORDINATES PRECISION	Operations
Centroide area	Centroid Admin	
Esatta	Exact	
<input type="text"/>	Select Catalogue Value <input type="text"/>	

Prev 1 Next

+ Upload File Confirm Revert Download File

Figure 15

- Edit, the catalogue that you have already mapped by clicking the green button on the right (Figure 15, red arrow)

- When the catalogue appears at the bottom of the list, click on “Download file” (Figure 15, action 1)
- Repeat these steps for ALL the catalogues that you have already mapped (and you want to keep as it is correct)
- Take note of the location where the files are saved

With this simple operation, all the work you have done so far is saved in Excel files.

- Go back to the Attribute mapping and select the Activity and Entity of interest (Figure 2)
- Click on the “Reset your mapping” button (Figure 16, action 4)
- Redo your Attribute mapping from the start (**this is why you should be very careful before you start mapping the catalogues ! The entire job needs to be redone**)
- Click on “Save”, “Generate”, “Generate schema”

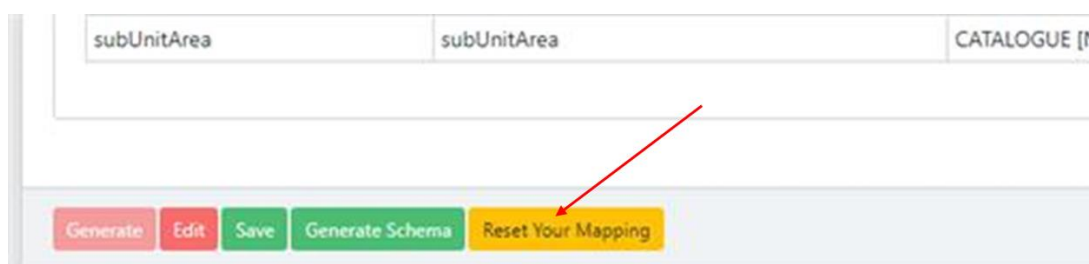


Figure 16

Now you can go on with your Catalogue mapping:

- Go to the Attribute mapping page (Figure 9, action 1)
- Select the catalogue that you already mapped before the correction (see Figure 15, red arrow)
- Click on the “+ Upload file” blue button (Figure 15, action 2)
- Select the relevant Excel file
- Click “Open”
- Click on the new button that appeared with the name of the Excel file (Figure 17, red circle)
- A message in a yellow box appears on top, in which you can appreciate the number of rows (values) that were processed (Figure 18)
- Click on “confirm” (Figure 17, red circle)
- Repeat this action for all the catalogues that you downloaded and you want to restore
- Proceed with the remaining catalogues to be mapped, if any

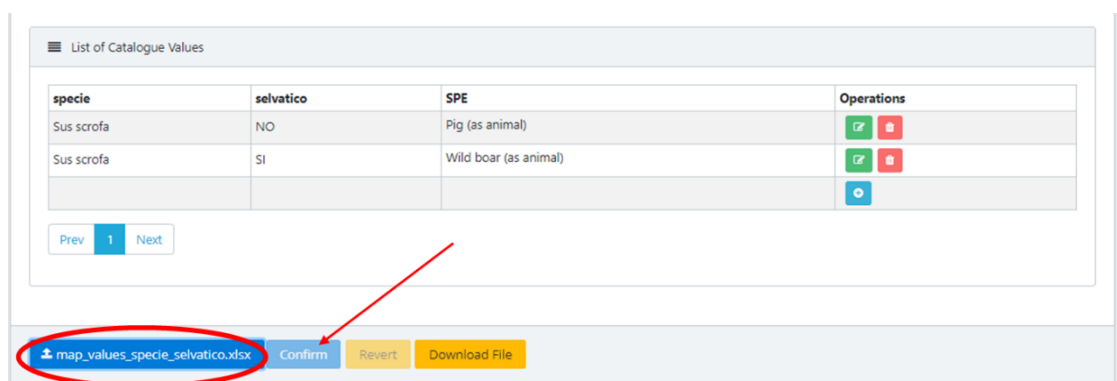


Figure 17

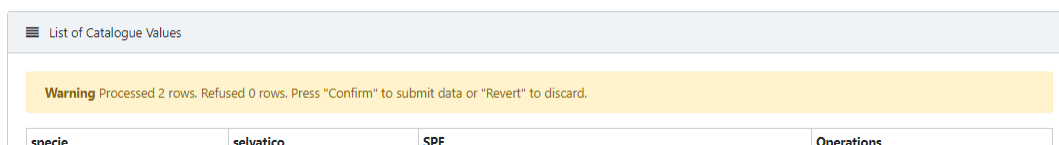


Figure 18

## 5. TRANSLATE FILE

Once you have performed the Attribute mapping and the Catalogue mapping, the SIGMA EST is configured and ready to transform your national database into a database fitting the EFSA SIGMA standards and in the proper format (.xml).

There are two procedures, according to the format of your national original file.

### 5.1. Using the Excel format (.xls)

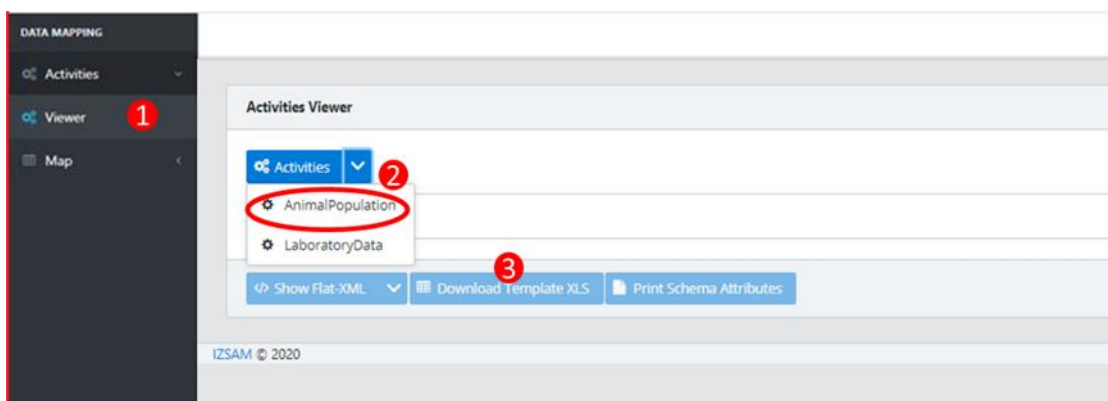


Figure 19

- Go to the “Viewer” section (Figure 19, action 1)
- Select the Activity / Component of interest (Figure 19, action 2)
- Click on “Download Template XLS” (Figure 19, action 3)
- Open the file (Figure 20)

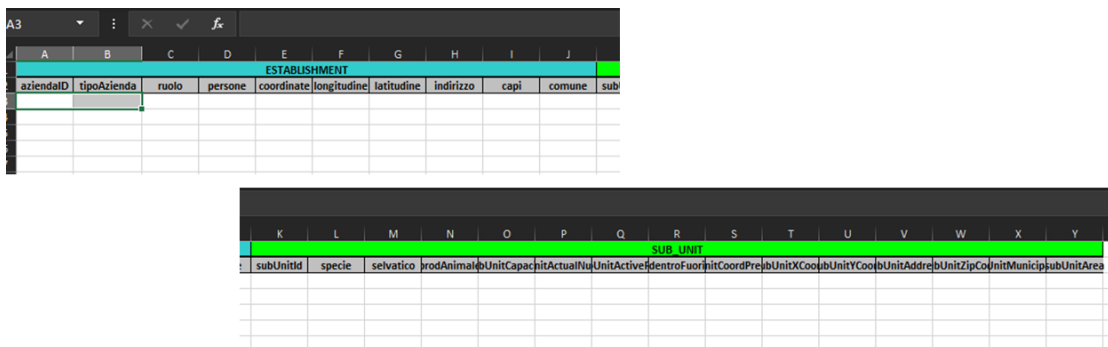


Figure 20

- Extract from your national database the data, **following the order of the attributes (variables / columns) as in the template** that you have just downloaded

**IMPORTANT:** in case you have missing variables (see sections 2.1 and 3.3), these must be manually added. For example, in your extraction, the variable “estCoordPrecision\_missing” will not be present. You have to add this column in the right place and fill it in with either:

- the single value that you have chosen (e.g. “Exact”). In this case, a quick “copy/paste” for all rows will make the job
- all the values that you have chosen in the catalogue mapping (e.g. “Exact” and “Unknown”) as appropriate for each row.

- Copy / paste the data into the template.

**NOTE:** you don’t have to further manipulate your data. The SIGMA EST will take care of the next operations

- Save your file (now populated with data) locally, in your computer

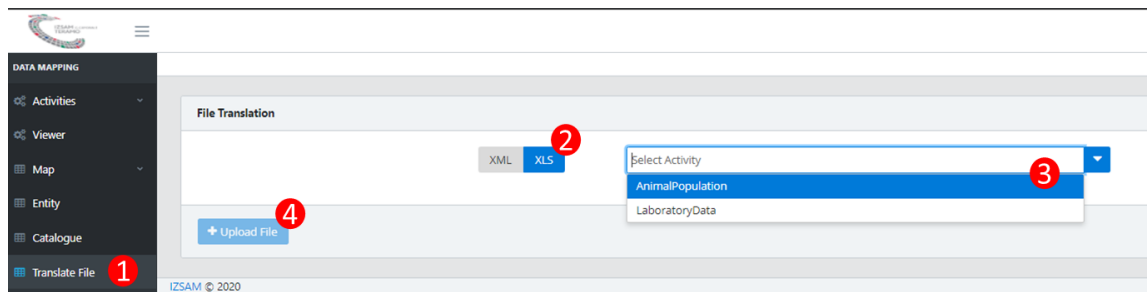


Figure 21

- Go to the “Translate File” section (Figure 21, action 1)
- Select the format of the input file (Figure 21, action 2), “XLS” in this case
- Select the Activity / Component of interest (Figure 21, action 3), “AnimalPopulation” in the example
- Click on “Upload file” (Figure 21, action 4)
- Look for the Excel file that you created with your national data following the downloaded template
- Click on the same button (which has now a different name, i.e. the name of your file – see Figure 22, red arrow

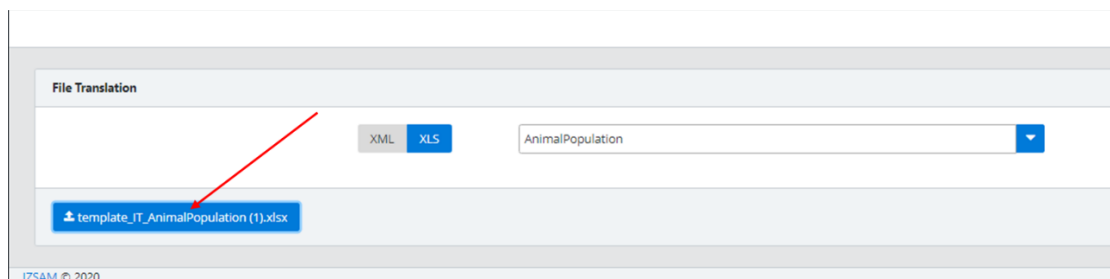
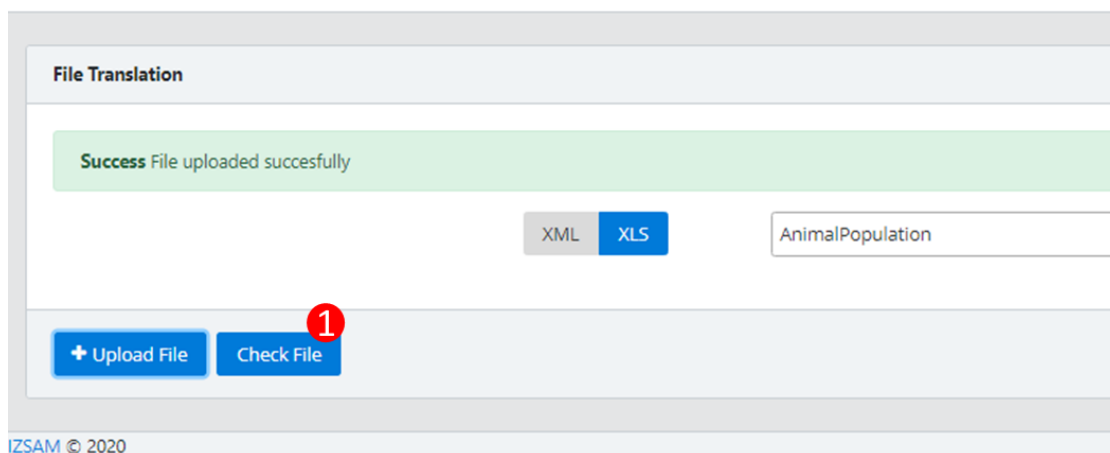


Figure 22

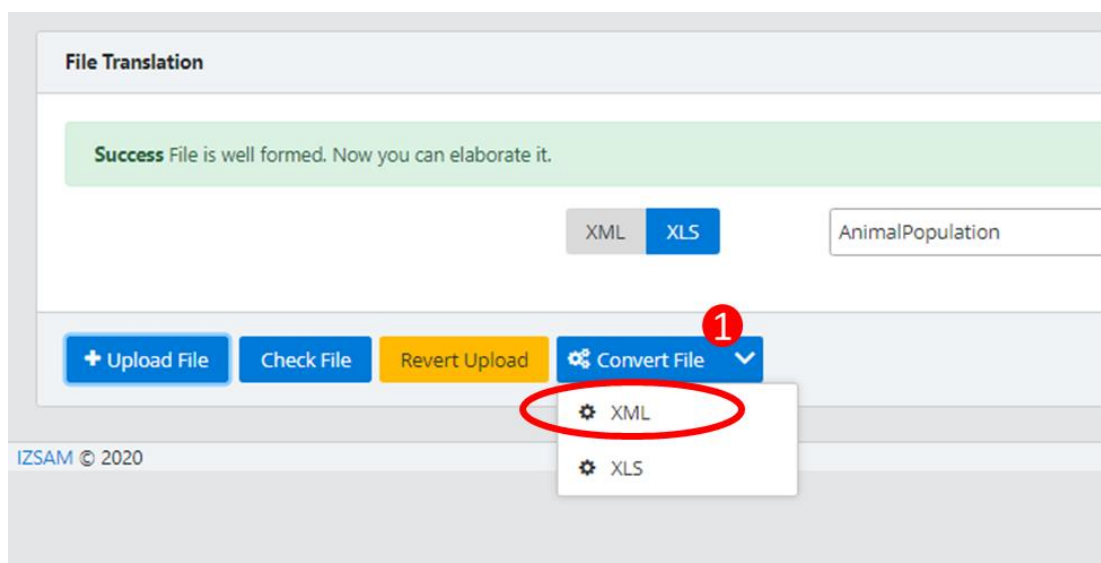
- Make sure that you get a green message that the upload was successful (Figure 23)



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Figure 23

- Click on the “Check File” button (Figure 23, action 1). The tool performs an overall check, making sure that all the expected columns were reported in the proper format and order
- Make sure that you get the second green message about the quality of the upload (Figure 24)



IZSAM © 2020

Figure 24

- Click on “Convert File” (Figure 24, action 1) and choose “XML”. The SIGMA EST scheduler is set to process your data every hour. You will get an email once your database is converted.

## 5.2. Using the XML format

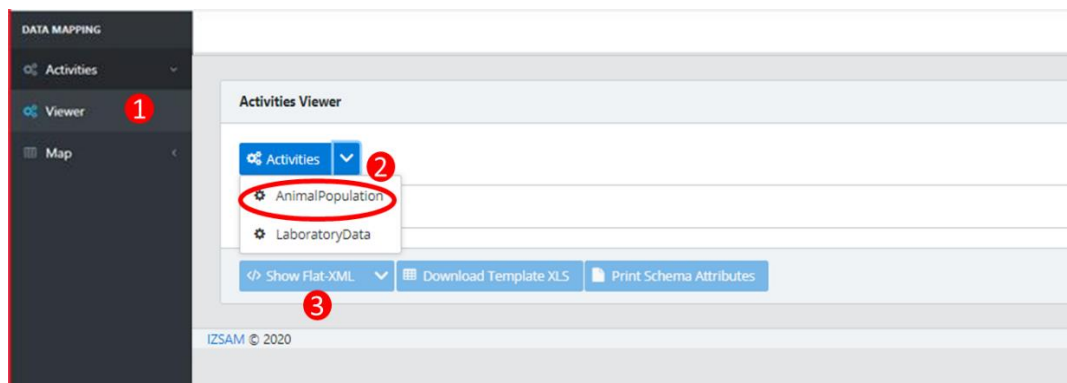


Figure 25

- Go to the “Viewer” section (Figure 25, action 1)
  - Select the Activity / Component of interest (Figure 25, action 2)
  - Click on “Show Flat XML” (Figure 25, action 3)
  - Choose “XML” from the dropdown menu
  - An XML script is shown in a box (you can copy it, if needed). This is the template you need to use to generate your national XML dataset to be submitted
  - Generate your national XML file, with the data, following the same structure of the XML script returned by the SIGMA EST.
- NOTE:** you don’t have to further manipulate your data. The SIGMA EST will take care of the next operations
- Save your file (now populated with data) locally, in your computer

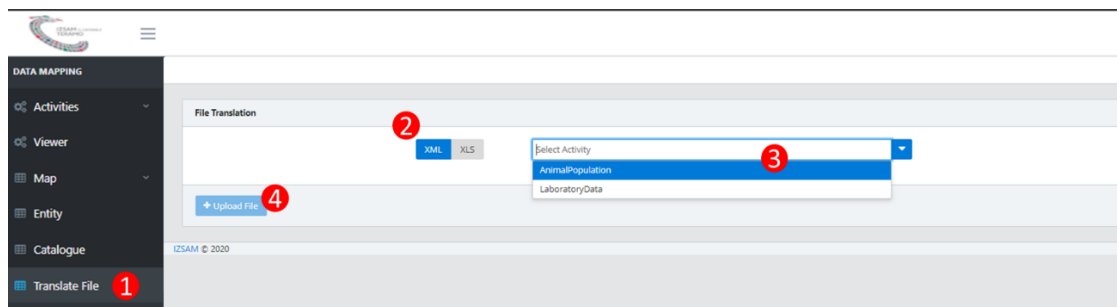


Figure 26

- Go to the “Translate File” section (Figure 26, action 1)
- Select the format of the input file (Figure 26, action 2), “XML” in this case
- Select the Activity / Component of interest (Figure 26, action 3), “AnimalPopulation” in the example
- Click on “Upload file” (Figure 26, action 4)
- Look for the XML file that you created with your national data following the XML template
- Click on the same button (which has now a different name, i.e. the name of your file – see Figure 27, red arrow



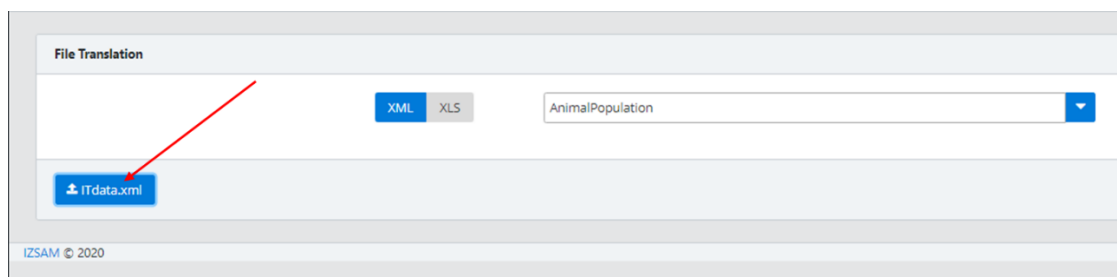


Figure 27

- Make sure that you get a green message that the upload was successful (Figure 28)

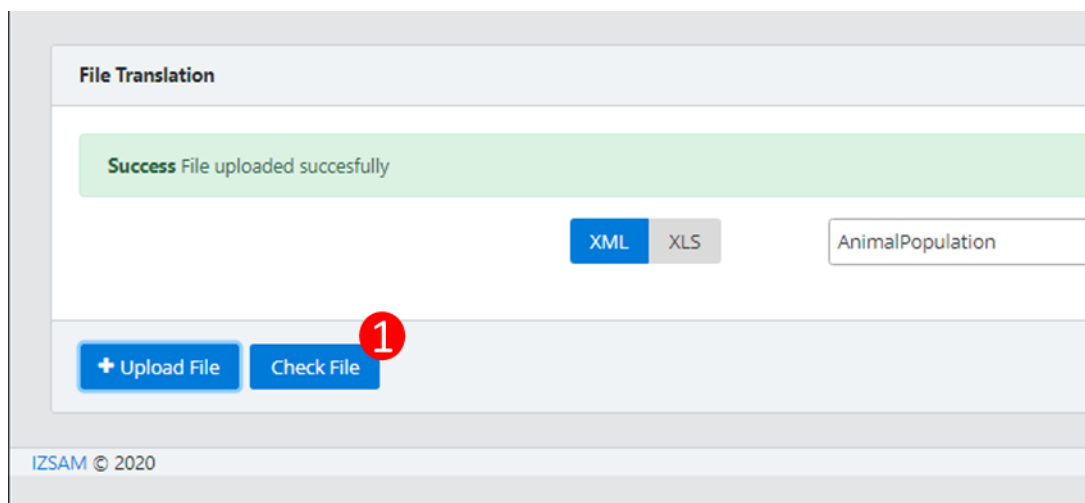


Figure 28

- Click on the “Check File” button (Figure 28, action 1). The tool performs an overall check, making sure that all the expected columns were reported in the proper format and order
- Make sure that you get the second green message about the quality of the upload (Figure 24)

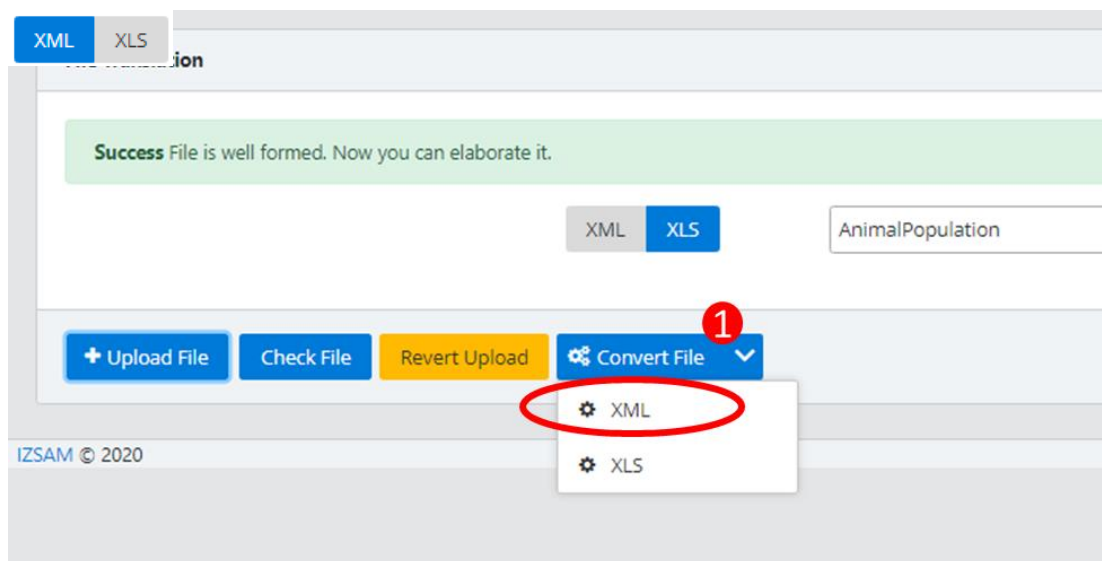


Figure 29

- Click on “Convert File” (Figure 29, action 1) and choose “XML”. The SIGMA EST scheduler is set to process your data every hour. You will get an email once your database is converted

## 6. DOWNLOAD THE CONVERTED XML FILE

Once you receive the message from the SIGMA EST tool at the email address that you have indicated when you registered, **you are ready to submit the data to EFSA.**

**NOTE:** in case after two hours you don't get any message, please do the following:

- Check in the Spam folder. Being a message sent by a machine, your protection rules may classify this message as malicious.
- Check also among the quarantined message
- In case you are not able to retrieve it, please send an email to the functional mailbox [sigma-est.support@izs.it](mailto:sigma-est.support@izs.it)

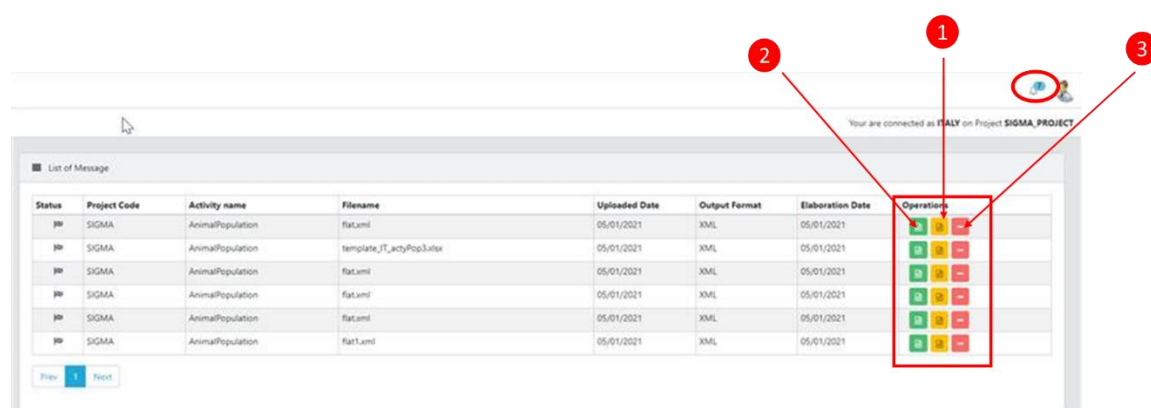


Figure 30

Once you receive the message:

- open the SIGMA EST tool and click on the bell, at the top right corner of the screen (Figure 30, red circle)
- Click on the yellow button (Figure 30, action 1) and save the converted file locally, on your PC

## 7. SUBMIT THE XML FILE IN THE EFSA DCF

The Data Collection Framework (i.e. the EFSA interface for data submission) is available at the following link: <https://dcf.efsa.europa.eu/dcf-war/dc>. You will need an account to transmit data to EFSA. If you are experiencing problems with you DCF account please send an email to [zoonoses\\_support@efsa.europa.eu](mailto:zoonoses_support@efsa.europa.eu).

If you already have an account, you can follow the steps below.

1. Log in to your account using the username and password you have received by e-mail from EFSA ServiceDesk (Figure 31).



Figure 31

2. Select data provider (DP) from the drop-down list under 'Choose One' (Figure 32).

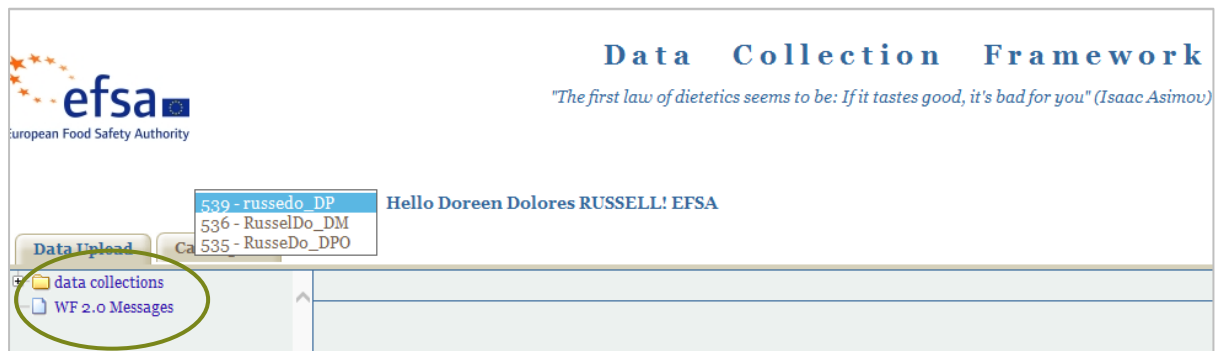


Figure 32

3. Extend the list under 'data collections' by clicking on the + sign on the left-hand side. Click on the + next to 'Animal Health' and then click on + beside 'ASF' and + next to the current data collection (e.g. 'ASF.2020') to submit your data. Click on 'datasets', which gives an overview of the data files that have been submitted. To submit a new dataset, click on the 'insert new dataset' button (Figure 33).

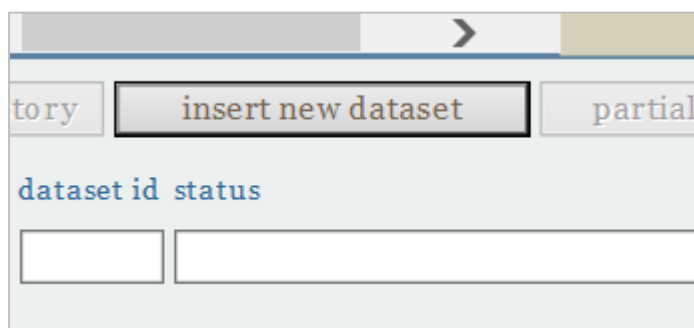


Figure 33

- To upload a dataset, click the button 'Choose file' next to the relevant table. Animal population data should be submitted in the ANIMAL\_POPULATION table, while laboratory results should be sent to SSD2\_CENTRAL. Locate in the pop-up window the saved XML file and click 'Open'. Then click on the 'send' button (Figure 34). **Do not upload the Excel workbook: only XML files can be submitted.**

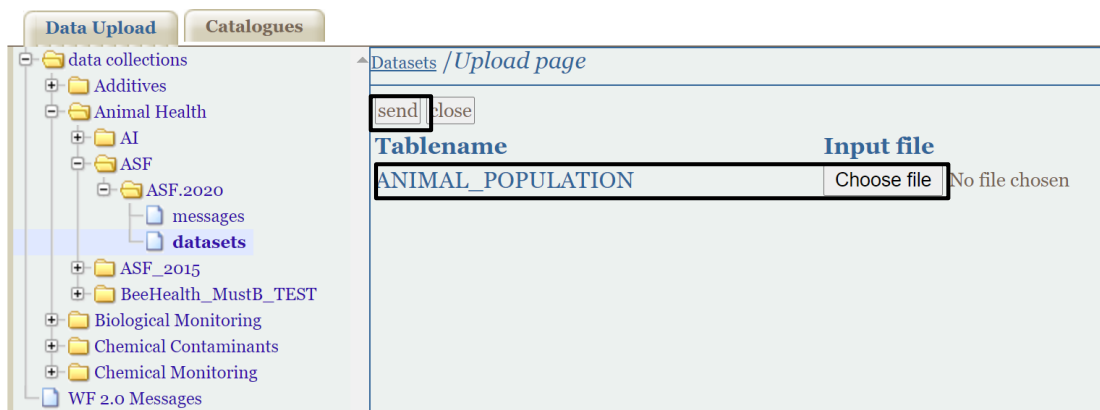


Figure 34

You will receive an e-mail once the file has been processed. Where there has been a validation failure you can check the message attached to the email or alternatively check it in the DCF as shown below by clicking on 'ack view' (Figure 35).

dataset id	status	last update	user	table name	sender dataset id	confirmed	
<input checked="" type="checkbox"/>	24475	Rejected Editable	PROCESSING COMPLETE	2019-04-04 06:30:34	forguau	69475	DatasetExport_15902_VMI SSD2_

Figure 35

For a more detailed report on the errors click on 'ack details'. Then click save > open with > open with internet explorer > ok. A new window will open where you can view a more detailed report (Figure 36).

List of Errors								
Business Rule Code	Type	Message	Error sequence	Context Description				
	error	Term not found: the provided term code either is not present in the catalogue, or it is deprecated, or it is not reportable in the hierarchy associated to the data element.	1	<table border="1"> <tr> <td>recordUniqueid</td> <td>paramCode.base.param</td> </tr> <tr> <td>samp1RF-00000114-ORG</td> <td>RF-00000114-ORG</td> </tr> </table>	recordUniqueid	paramCode.base.param	samp1RF-00000114-ORG	RF-00000114-ORG
recordUniqueid	paramCode.base.param							
samp1RF-00000114-ORG	RF-00000114-ORG							
	error	Term not found: the provided term code either is not present in the catalogue, or it is deprecated, or it is not reportable in the hierarchy associated to the data element.	2	<table border="1"> <tr> <td>recordUniqueid</td> <td>paramCode.base.param</td> </tr> <tr> <td>samp1RF-00005733-PAR</td> <td>RF-00005733-PAR</td> </tr> </table>	recordUniqueid	paramCode.base.param	samp1RF-00005733-PAR	RF-00005733-PAR
recordUniqueid	paramCode.base.param							
samp1RF-00005733-PAR	RF-00005733-PAR							

Figure 36

Most errors can be resolved by making the necessary corrections to your original file. For other types of errors, questions or clarifications please contact [zoonoses\\_support@efsa.europa.eu](mailto:zoonoses_support@efsa.europa.eu).

If you want to send a corrected version of a rejected dataset you can select the dataset and click the 'replace' button (Figure 35).

# Versions detail

Version	Modifications	Pages / Sections
<b>1.0</b>		
<b>1.1</b>	Inclusion of the instructions on how to deal with variables not recorded (missing variables) at country level	Page 3; Section 3.3, Page 12
<b>1.2</b>	Minor editorial modifications	
<b>1.3</b>	Addition of the “inherit” option  Instructions on how to map two national catalogue terms to one EFSA catalogue term	Sections 2.1, 2.2 and 2.5  Section 3.2