Work Instructions

Number: **027**

Name: **Upload data**

Title: Uploading data to data tables on the EU Pollinator Hub

Status: Approved

Version: 1.0

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2024-01-28 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-29 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-01-29 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instruction

3 Introduction

This document contains instructions for uploading data to data tables on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to uploading data to data tables on the EU Pollinator Hub.

4.2 Time

The period of validity of this document begins on 2024-01-29 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	024	Access application
WI	026	Table creation

5 Procedure

5.1 Upload data

5.1.1 Upload data to an existing data table

5.1.1.1 Log into the EUPH account

- Log in to the EU Pollinator Hub application as described in WI-024.

5.1.1.2 Select data provider

- Select the data provider for which you intend to create the dataset in the dropdown on the right-hand side of the header.

5.1.1.3 Select the data provider's data catalog

- Select ***My Data Catalog*** in the menu.
- Select the dataset from the Data Catalog where the data table to which the data should be uploaded is located.

5.1.2 Create a new data table

- Proceed as described in WI-026.

5.1.3 Upload data

- Select the data table to which the data should be uploaded in the dataset dashboard.
- Select ***Upload data*** in the data table dashboard.

5.1.4 Provide details on the file source

- Select the source file to be uploaded in the field ***Select a file***.
- Select the type of column delimiter used in the source file from the list in field ***Column delimiter***.
- Select the type of decimal separator used in the source file from the list in field ***Decimal separator***.
- Select the type of character encoding used in the source file from the list in field ***Encoding***.
- Enter the sequences of characters used to designate missing values in the sourtce file into field ***Character sequence to be interpreted as missing values***.
- Select ***Upload*** to upload the selected sourcefile.
- Select ***Cancel*** to exit the form without saving.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.