USER MANUAL

Energy Data Management Center

Website

Version: 2.7
Date: April 11, 2013

TABLE OF CONTENTS

INTRODUCTION **6**

TWO BACKGROUND CONCEPTS **7**

1) DATA CYCLES 7
2) SOURCE 7

A) LOGGING ON TO THE ENERGY MANAGEMENT DATA CENTER **8**

USER ACCOUNT 8
1) YOUR "FIRST TIME" LOGIN 8
2) REGULAR LOGIN 9

B) ACCESSING THE QUESTIONNAIRES **11**

C) ENTERING OR MODIFIYING DATA **13**

1) IMPORTING A DATA FILE 13
a) Importing Data to the Website *14*
b) Undo Import *15*
c) Data Imports in progress *17*
2) MANUAL DATA ENTRY/MODIFICATION 17

D) DOCUMENTATION OF DATA UPDATES / MODIFICATIONS **18**

1) IDENTIFY UPDATES/MODIFICATIONS USING TIME OR OWNERSHIP 18
2) ADDING A STATUS OR COMMENT 18
3) HISTORY OF UPDATES/MODIFICATIONS OF A DATA POINT 19

E) CONSISTENCY CHECKS **20**

RUNNING THE CHECKS 20
a) If "No Inconsistencies are found" *21*
b) "Inconsistencies Found" *22*

F) NOTIFICATION OF QUESTIONNAIRE COMPLETED **23**

G) EXPORTING DATA **25**

1) STANDARD CRITERIA 26
2) IMPORT CRITERIA 27
3) FILE GROUPING OPTION 27

H) DOWNLOADS **27**

I) MY ACCOUNT **28**

1) CHANGING YOUR E-MAIL ADDRESS 29
2) CHANGING YOUR PASSWORD 29
3) CHANGING THE FIELD SEPARATOR 30
4) CHANGING THE COUNTRY CODES 30

J) PUSH PARAMETERS **31**

K) LOGOUT **32**

L) FREQUENTLY ASKED QUESTIONS **33**

1) ALLOWING POP-UPS 33
2) PERMITTING CLIPBOARD ACCESS 33

ANNEXES 36

A) CREATING OR MODIFYING AN ACCOUNT 36

B) UNBLOCKING AN ACCOUNT 38

LIST OF FIGURES

Figure 1: How to select a cycle 7
Figure 2: Source 7
Figure 3: Login page 8
Figure 4: Password change 9
Figure 5: Main page 9
Figure 6: Annual questionnaires page 10
Figure 7: Questionnaire Menu 11
Figure 8: Time Series Menu for Natural Gas 12
Figure 9: Tables split 12
Figure 10: Data-entry 18
Figure 11: Changes in yellow 18
Figure 12: Data history 20
Figure 13: Cell with status or comment 19
Figure 14: Excel questionnaire menu for Natural Gas 13
Figure 15: Data transfers menu 14
Figure 16: Data import 14
Figure 17: Data import mode 15
Figure 18: Data import processing 15
Figure 19: Undo import menu 16
Figure 20: Undoing data import 16
Figure 21: Data import in progress menu 17
Figure 22: Data import in progress 17
Figure 23: “Check and notify” menu 20
Figure 24: Run the checks 21
Figure 25: No inconsistencies 22
Figure 26: Inconsistencies found 22
Figure 27: Inconsistencies list 23
Figure 28: Notify menu 23
Figure 29: Notify questionnaire completed 24
Figure 30: Notification done 24
Figure 31: Inconsistencies during notification 25
Figure 32: Data export menu 25
Figure 33: Data export 26
Figure 34: Downloads 27
Figure 35: My account menu 28
Figure 36: My account 28
Figure 37: Email confirmation 29
Figure 38: Email change 29
Figure 39: Password change 29
Figure 40: Separator drop down list 30
Figure 41: Country code drop down list 30
Figure 42: Push parameters link 31
Figure 43: My push parameters 31
Figure 44: Logout 32
Figure 45: Asking for permit on Clipboard access 33
Figure 46: Internet security settings 33

Figure 47: Add Trusted sites 34
Figure 48: Trusted site added 34
Figure 49: Scripting 35
Figure 50: Accounts management menu 36
Figure 51: Accounts list 36
Figure 52: Accounts modification 37
Figure 53: Questionnaires rights 37
Figure 54: Unblocking an account 38

INTRODUCTION

The Energy Data Management Center builds on our common objective to continuously improve energy data and to provide the policy and analytical communities with a strong foundation and capacity to understand and monitor the markets they are trying to influence.

The objective of the Energy Data Management Center is to provide users with an online reporting tool to facilitate gains in timeliness, completeness and consistency of data submissions.

It builds on the gains already made from the introduction of data files import/export capacity in the Excel version of the annual and mini questionnaires. This feature provided users with the capacity to automate the transfer of their data from National Administration databases directly to the annual and mini questionnaires. These questionnaires can also generate data files for re-export of the data.

The online Energy Data Management Center reporting system provides National Administrations with an increased level of flexibility for the electronic transfer of data from National Administration databases directly to the online annual and mini questionnaires. The electronic data submission can be produced using either ASCII-CSV or SDMX-ML data transfer protocol. It will also be possible to use the Energy Data Management Center as a "translator" to convert from one of the data transfer protocol to the other. Again, the only pre-requisite to automating the data transfer is to use the same "data dictionary" (naming convention of the different dimensions - products, flows, time…) as the one embedded in the annual questionnaires.

This online reporting system provides an alternative route to emails for data submissions and most importantly the ability to work in an interactive and secured mode on your data submission (e.g. updating/correcting a data point, running cross-questionnaires checks…).

This user guide is to help users get the full benefit of all its features for sending data and managing your data submission.

The Energy Data Management Center has been designed and optimized for Internet Explorer. Other browsers such as Mozilla Firefox can be alternatively used, although some of the implemented layout features may not work properly.

Note: Unless specified otherwise, the following documentation applies to both the Annual questionnaires and the Mini-questionnaires.

TWO BACKGROUND CONCEPTS

The Energy Data Management Center makes use of two important concepts; the data cycles and the data sources.

1) Data Cycles

A "Cycle" corresponds to the data collection period when data submissions were received. For example, the 2012/2013 cycle ran from September 2012 until February 2013 and corresponds to when data for 2011 and revisions for the 1990 to 2010 period were collected.

To select a cycle for which you wish to see the data, go to the drop-down list at the top left corner of the screen (Figure 1).

Figure 1: How to select a cycle

While data from previous cycles can be viewed, only that of the current cycle can be modified. Data entries, modifications or updating can only be done by users with "write" access privilege to the questionnaire.

2) Source

The concept of "Source" refers to the ownership and sequence of data entries. Providing transparency, the Energy Data Management Center identifies the "Source" of all data entries. In other words for each individual data point it is now possible to know of its history in terms of data entry/changes that were made, when and by whom. Should the IEA Secretariat produce an estimated value, it would be identified as such. This functionality also provides the capacity to add comments in relation to a specific data point.

To see details and comments on a given figure and on value modifications, right click in the corresponding cell (Figure 2).

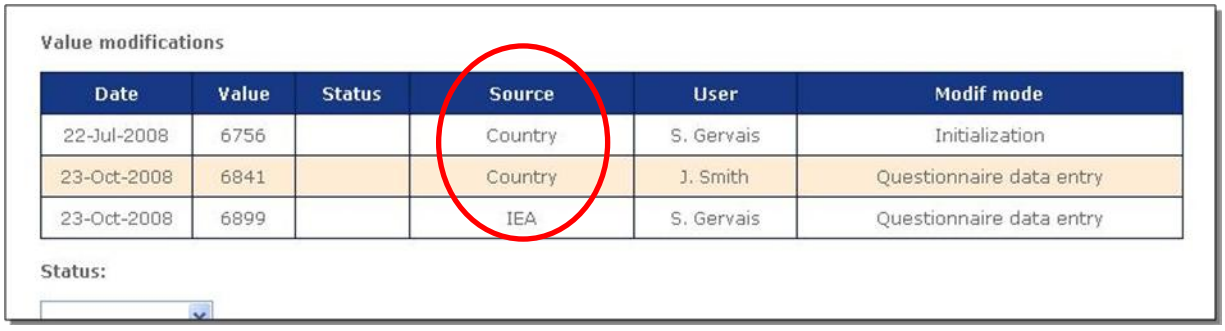


Figure 2: Source

Note that "Source" information is available via the Energy Data Management Center only and cannot be transferred by the data import/ export procedure which will be discussed in a further chapter.

A) LOGGING ON TO THE ENERGY DATA MANAGEMENT CENTER

User Account

To access the Energy Data Management Center, you need a personal account. If you are a first time user contact your country coordinator or IEA account manager to have your account created.

A confirmation e-mail will automatically be sent to you when your account is created. The subject line of this e-mail is: *"Your account has been created on EnergyDataCenter.org"*.

1) Your "First Time" Login

1. Access the Energy Data Management Center at: https://www.energydatacenter.org.
   It will bring you to the login page shown in Figure 3.

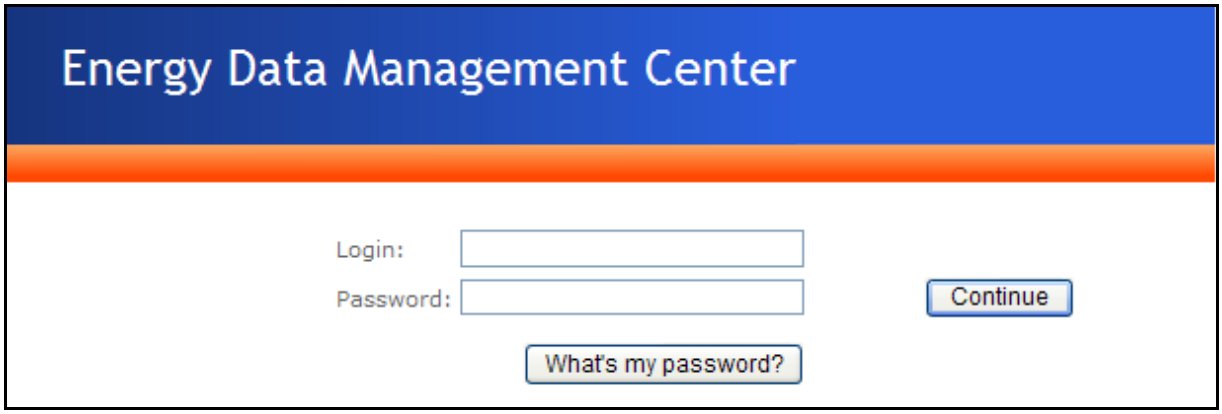


Figure 3: Login page

2. To receive your password, type your login identification in the first field, and then click on « What's my password? ». Your password will be emailed to you as follows:

   Object: Password reception for *Smith John*
   Message: Hello *Smith John*,
   To connect, here is your password: ***Password.***
   You can now connect using your login and this password.

3. Type your user Login and Password on the Energy Data Management Center login page and then click on « Continue ».

4. As you login with your new password, you will be automatically redirected to the page « My account » where you must change your password (Figure 4).

   - Type your old password in the box "Old Password",
   - Type your new password in the box "New Password",
   - Type your new password again in the box "Verify",
   - Click on "Save".

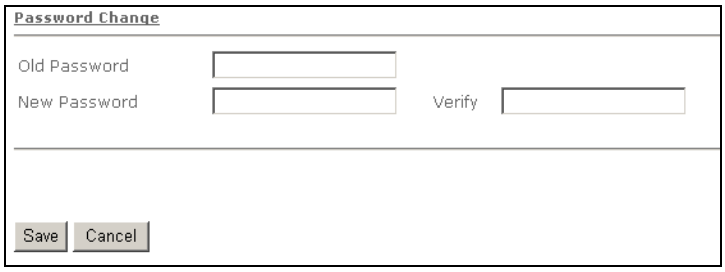


Figure 4: Password change

2) Regular Login

Access the website at https://www.energydatacenter.org.
After typing your user login and password (Figure 3), click on "Continue". The "Main page" will pop up (Figure 5). The textbox message on the bottom right may change.

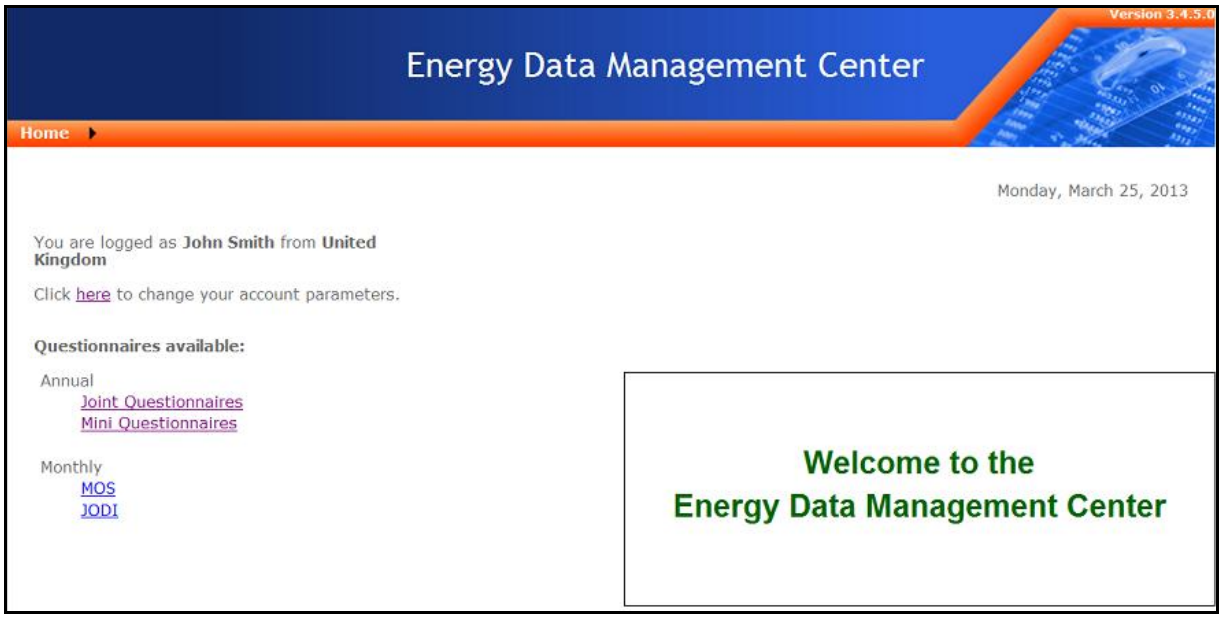


Figure 5: Main page

Select « Annual Questionnaires » or « Mini Questionnaires » to access the related options and view the questionnaires for which you have access privileges
(

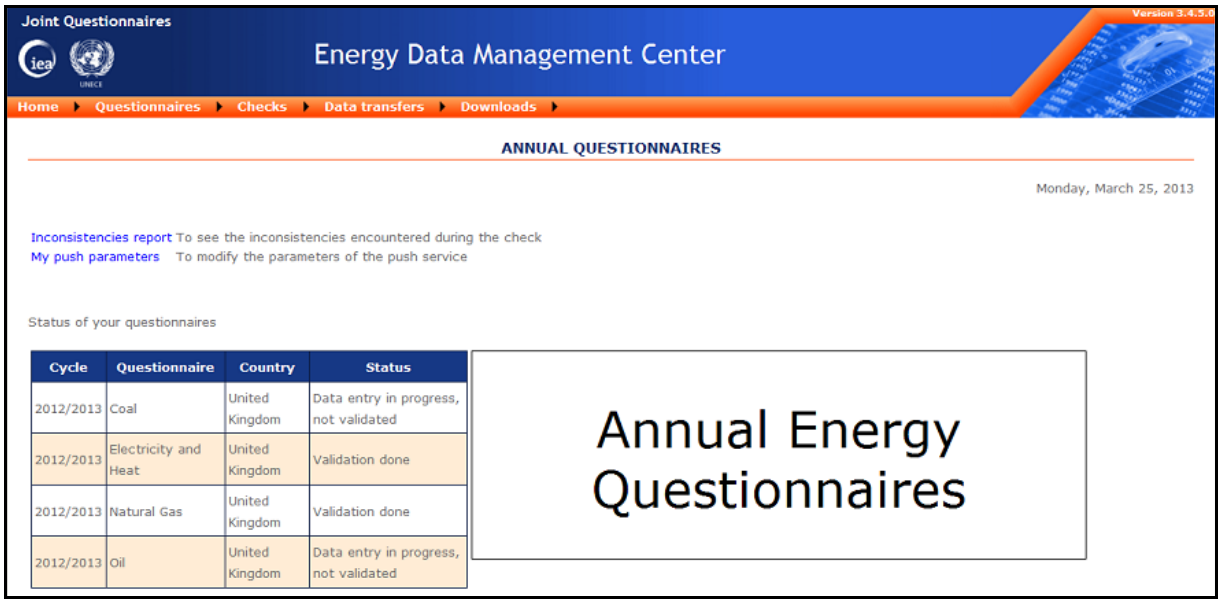


Figure 6).

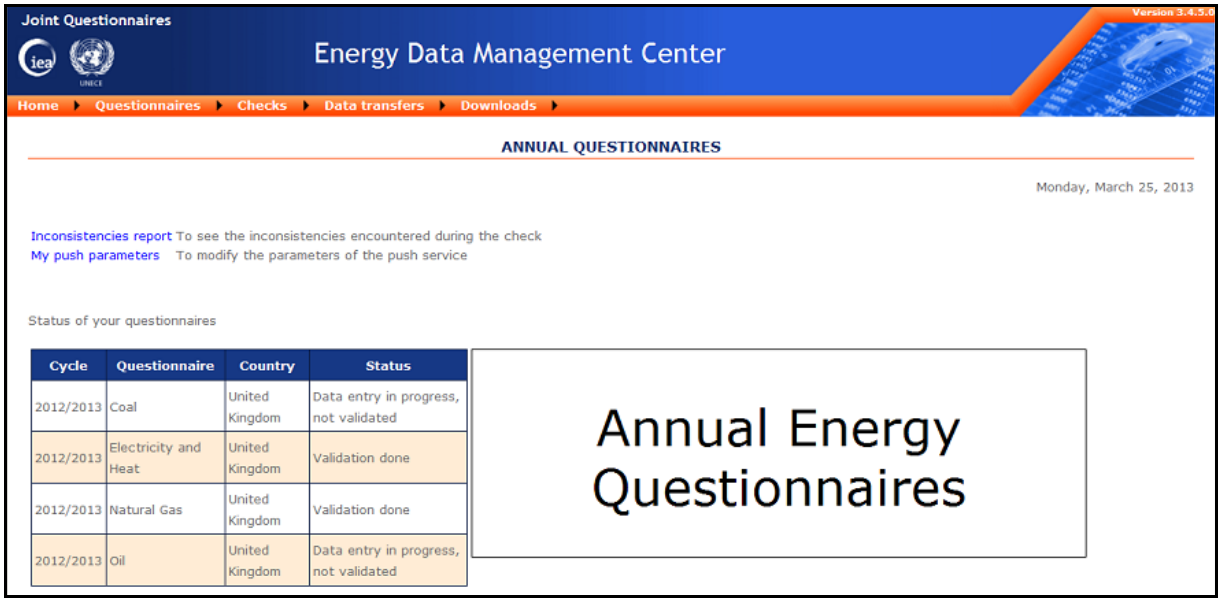


Figure 6: Annual questionnaires page

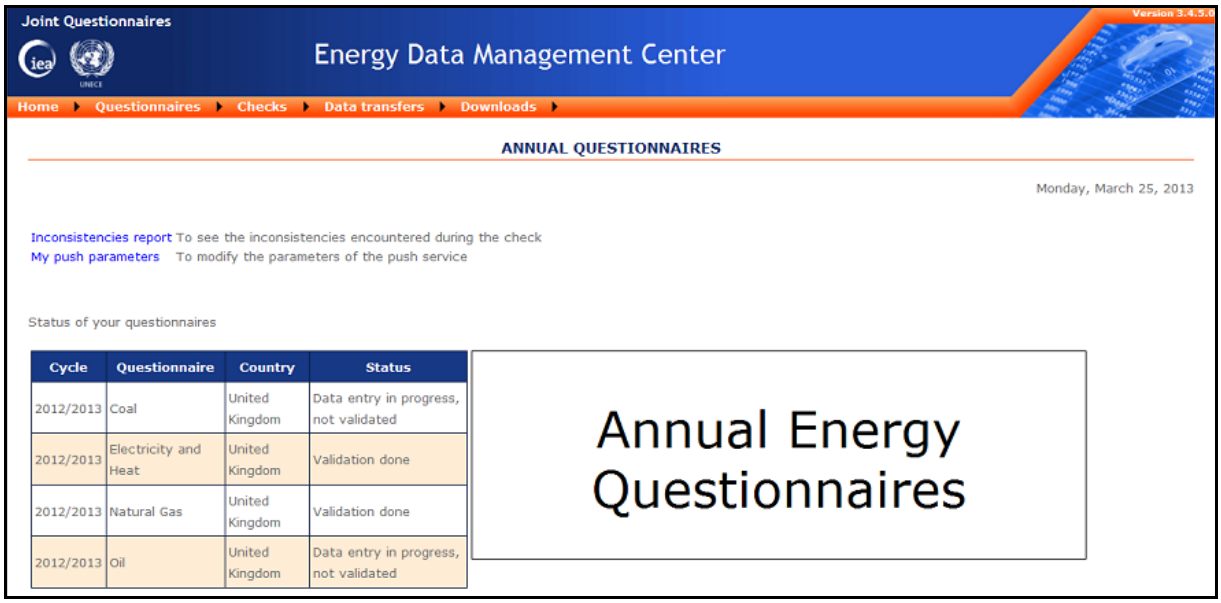


Figure 6 shows an example of the « Annual Questionnaires » main page. From this main page, the user can access all applications of the Energy Data Management Center.

B) ACCESSING THE QUESTIONNAIRES

All questionnaires can be accessed from the menu « Questionnaires » (Figure 7).

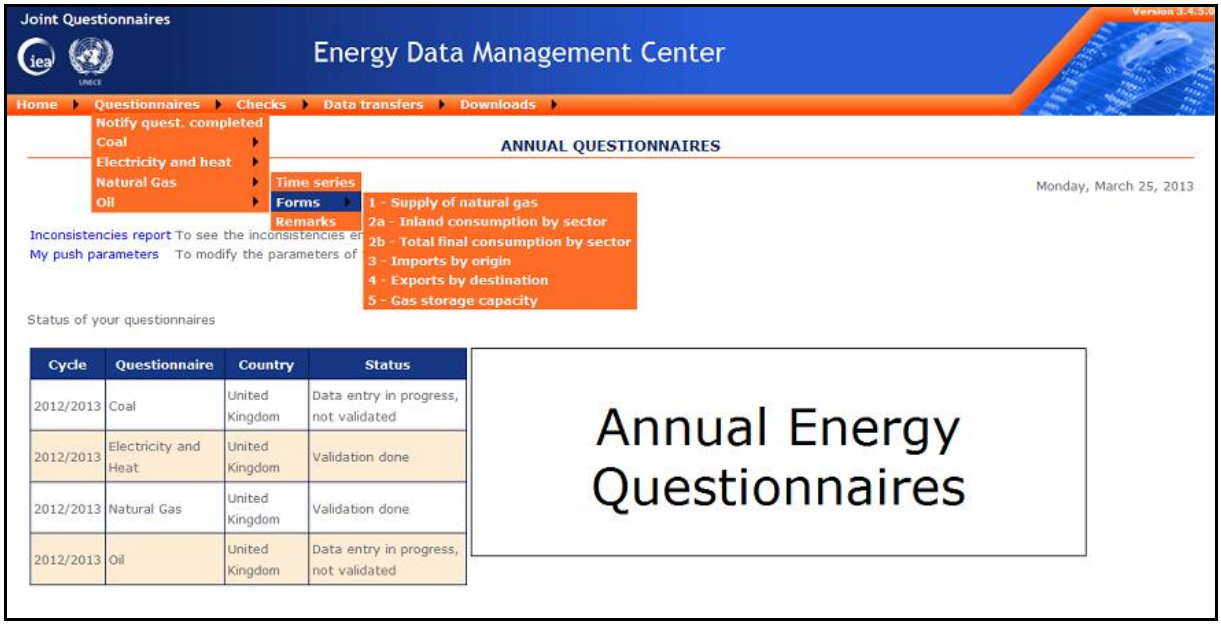


Figure 7: Questionnaire Menu

The content of the Questionnaires menu is dependent on the extent of the user's rights. Only questionnaires for which the user has at least read permission will appear in the list and in the summary table in the section "Status of your questionnaires" (Figure 7).

For each **Mini Questionnaire**, there is a single menu providing access to forms and Remarks. This menu corresponds to the different sheets in the Excel version of the mini questionnaire.

For each **Annual Questionnaire**, there are three submenus: Time Series, Forms, and Remarks. These submenus correspond to the different sheets in the Excel questionnaire. Clicking on "Time Series" produces a list corresponding to the Excel questionnaire sheets that show historical data by flow and product (Figure 8). "Forms" corresponds to the "Table" sheets and shows data from a single process year. The "Remarks" sheet includes notes from the contacts for a specific cycle. Each annual questionnaire has its own specific Time Series menu.

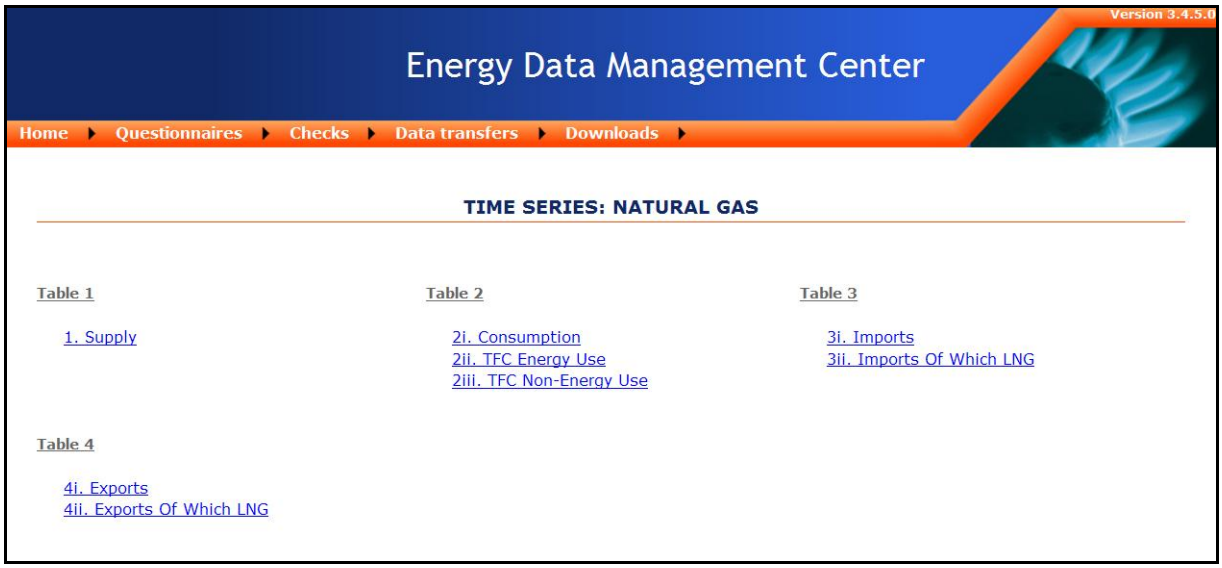


Figure 8: Time Series Menu for Natural Gas

You can go back to the Time Series Menu for the selected questionnaire by clicking on the "Time Series" button (Figure 9).

For products with time series showing a large number of flows, such as solid fossil fuels or crude oil and oil products, the tables have been split into 3 parts to improve the computer response time (balance, imports, exports). (Figure 9).

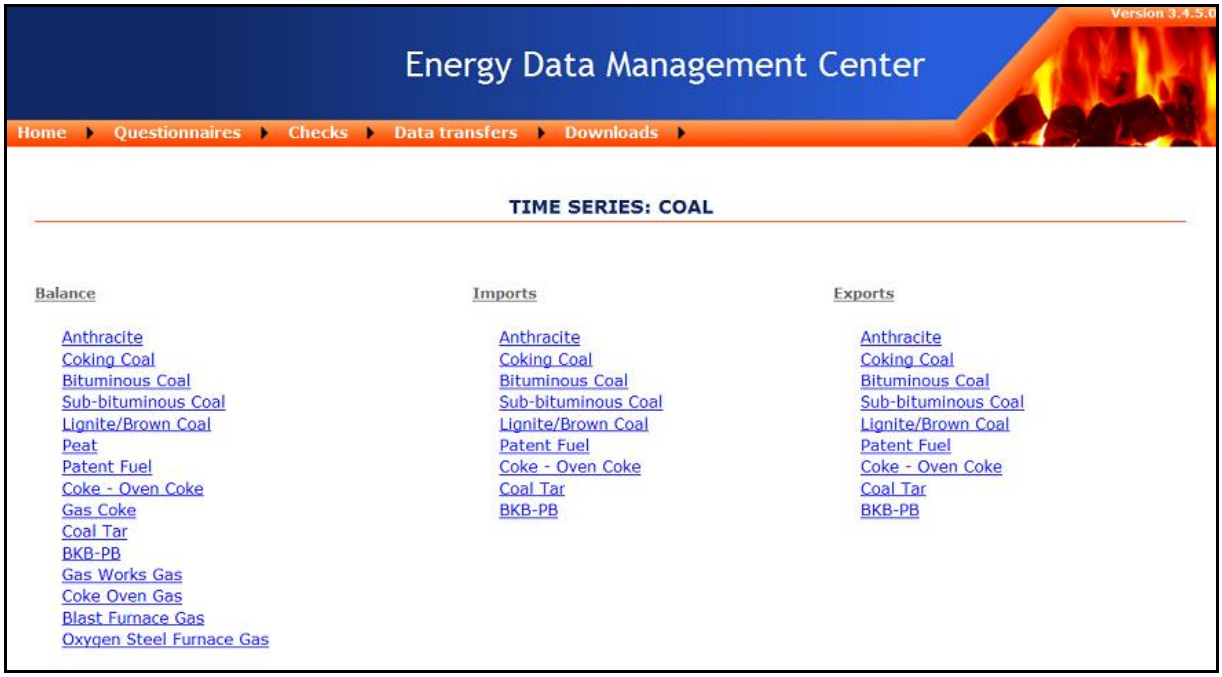


Figure 9: Tables split

C) ENTERING OR MODIFIYING DATA

Data can be entered / modified in two different ways. You can import a data file using the ASCII - CSV or SDMX-ML format or you can enter/modify data manually.

1) Importing a Data File

ASCII/CSV (Comma Separated Values) and SDMX-ML data files can be imported to the Energy Data Management Center. This is a useful feature that enables the transfer of data from other databases to the Energy Data Management Center, therefore minimizing manual data entries.

The data file to be imported to the Energy Data Management Center should be generated using the same "data dictionary" (nomenclature of the different dimensions - products, flows, time...) that is also in the Excel version of the annual and mini questionnaires. Documentation regarding the data dictionary is available upon request from your IEA statistical contacts and from the download section of the Energy Data Management Center.

Note that if you intend to first complete your submission using the Excel questionnaire, you can use the export feature of the questionnaire to create an ASCII/CSV data file that can be imported by the Energy Data Management Center. To create the ASCII/CSV file, click on « Export » on the menu page of the Excel questionnaire (Figure 10).

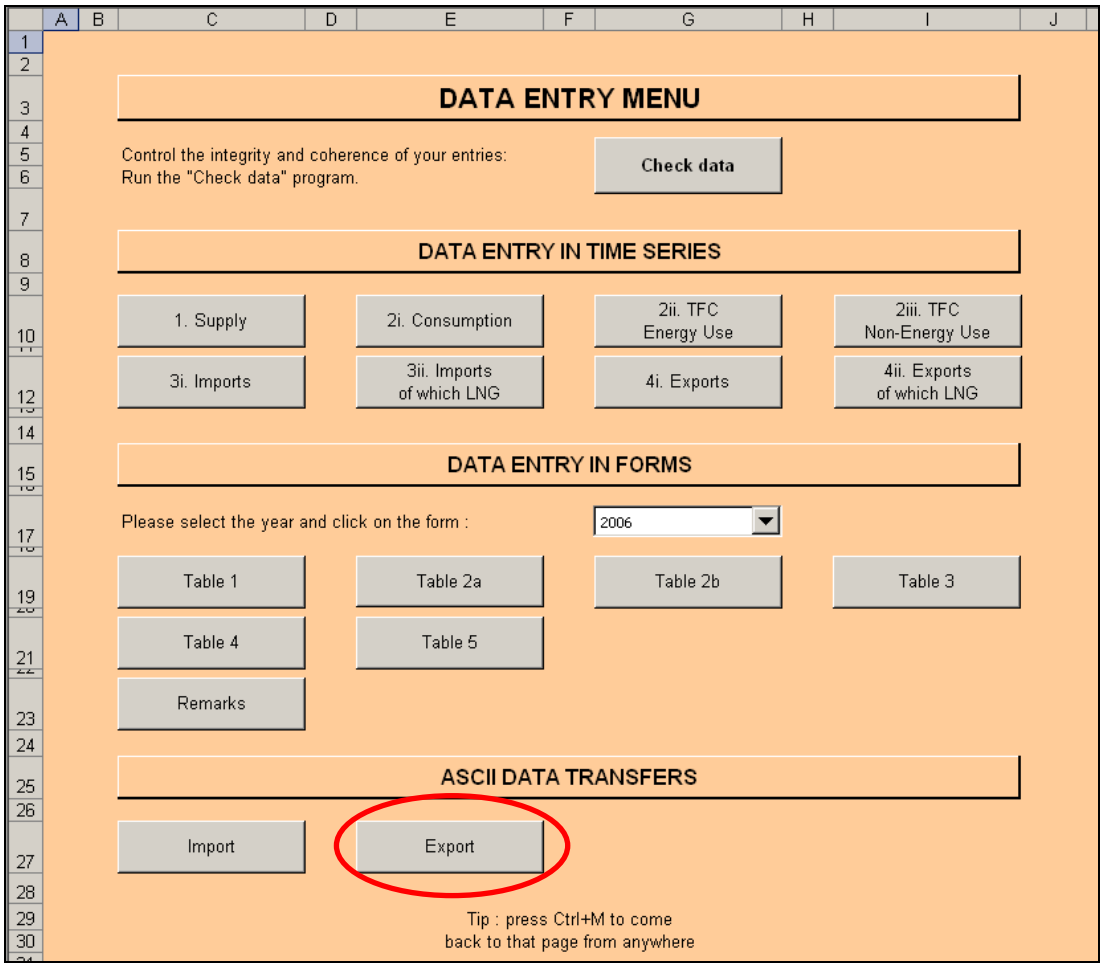


Figure 10: Excel questionnaire menu for Natural Gas

a) Importing Data to the Website

To import a data file generated from Excel questionnaires or from your own databases to the website, go to the "Data transfers" menu, then click "Data import" (Figure 11).

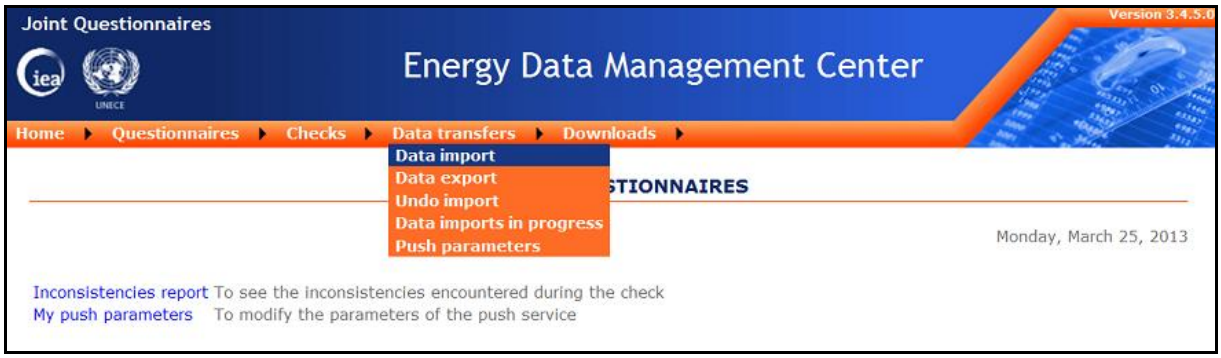


Figure 11: Data transfers menu

It will bring up the "Data Import" page as shown in Figure 12.

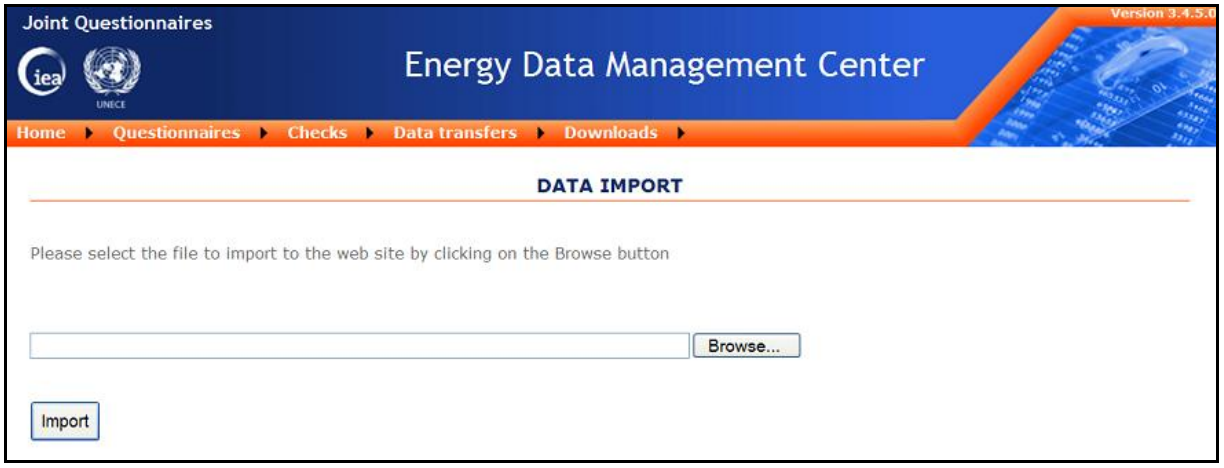


Figure 12: Data import

To import a file:

- Click on "Browse" and navigate to the folder where your data file is stored;
- Select the file to be imported and click Enter (↵): the name of the file will automatically appear on your page;
- Click on "Import".

For the **Annual Questionnaire** you need to select the import mode (Figure 13).

Two options are possible:

- **Full import**: This mode is recommended if you want to import the entire data set for given year(s). The procedure erases all data for the selected year(s) before uploading the CSV data file.

- **Partial Import**: This option should be used only to revise selected data entries.

For the **Mini Questionnaire** only the "Full import" option is available.

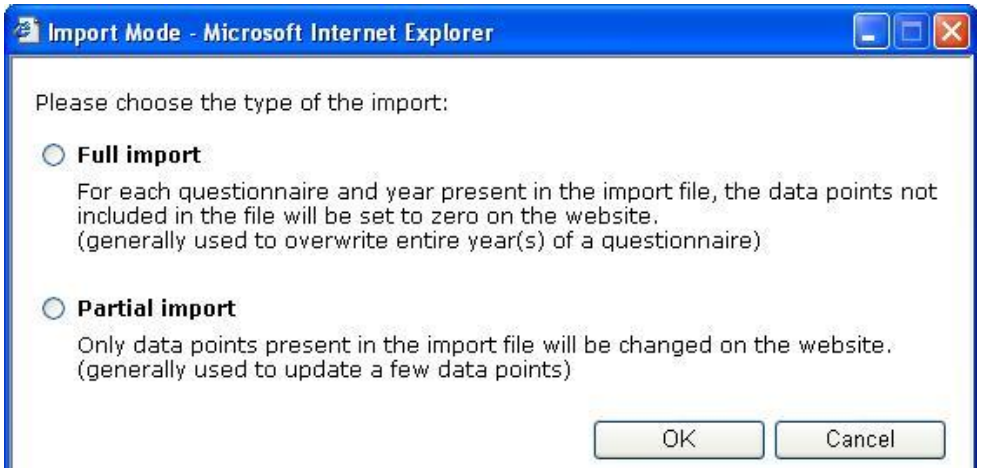


Figure 13: Data import mode

The selected file is queued (Figure 14) and the status of the import process can be seen in a table appearing at the bottom of the "Data Import" menu. Please refer to paragraph c) if you wish to revisit the status later on.

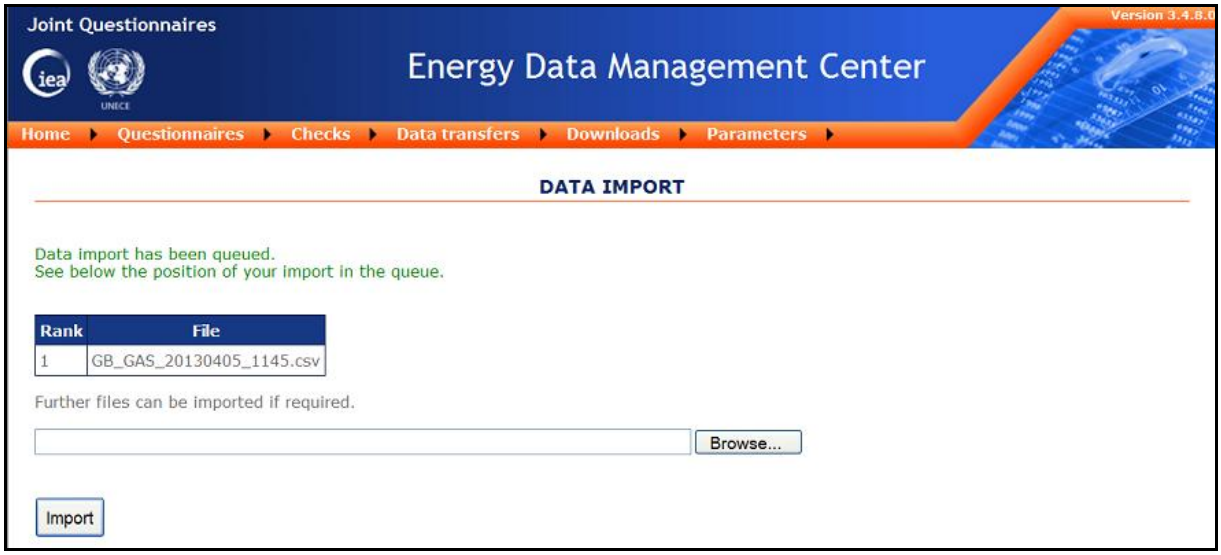


Figure 14: Data import processing

Note: depending on the size of questionnaire, the number of years and the amount of data being imported, the transfer may take several minutes.

b) Undo Import

If you wish to undo your last data import and return to the online data values as they were prior to this import, you need to run the "Undo Import" procedure. However, this cannot be done while a "Data import" is still running, nor if any data values of the affected questionnaire(s) were modified after the completed "Data import". To undo the data import, the procedure is to go to the "Data transfers" menu and click on "Undo import" (Figure 15).

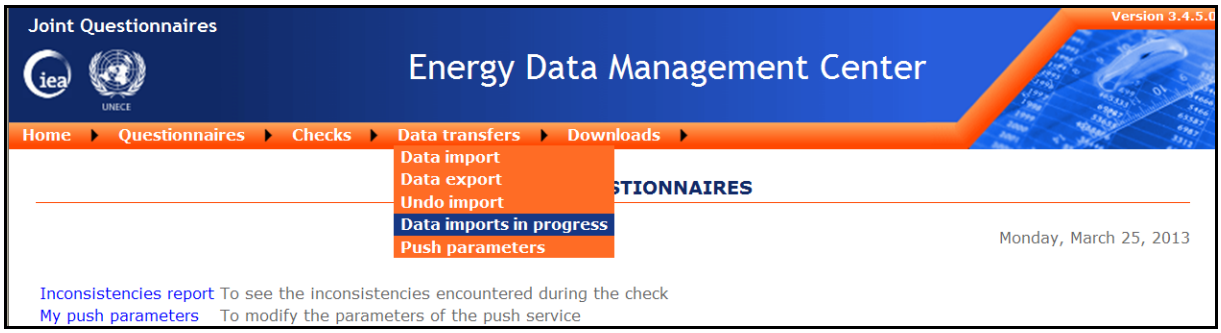
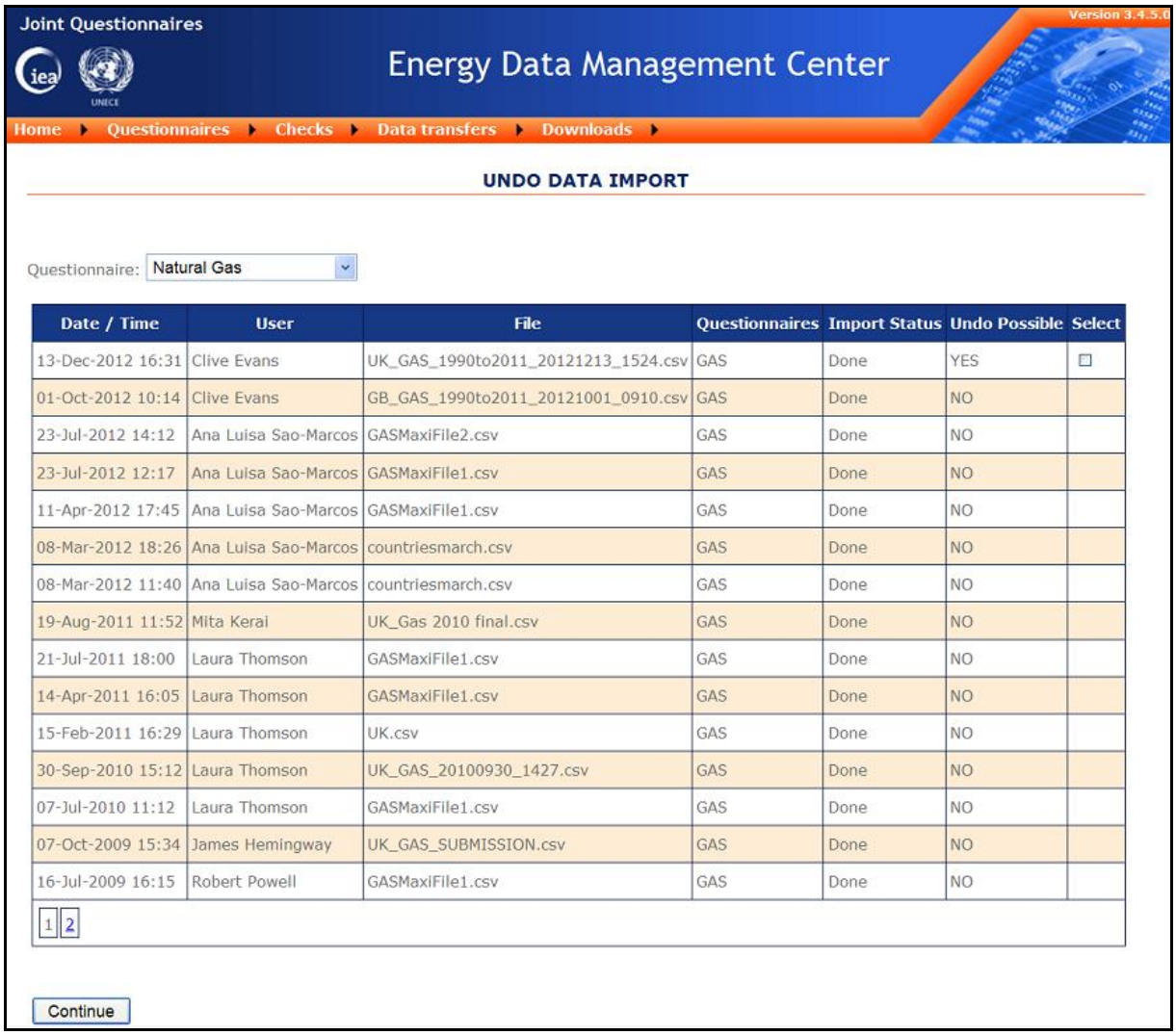


Figure 15: Undo import menu

The "Undo Data Import" page will appear as shown in Figure 16. This table is automatically updated with the files that have been imported and confirms which data imports can or cannot be undone.

From the drop down list select the questionnaire for which you would like to run the "Undo Import" procedure. Then check the box corresponding to the file for which you want the import to be undone. Finally, click on "Continue".



Date / Time	User	File	Questionnaires	Import Status	Undo Possible	Select
13-Dec-2012 16:31	Clive Evans	UK_GAS_1990to2011_20121213_1524.csv	GAS	Done	YES	☐
01-Oct-2012 10:14	Clive Evans	GB_GAS_1990to2011_20121001_0910.csv	GAS	Done	NO	
23-Jul-2012 14:12	Ana Luisa Sao-Marcos	GASMaxiFile2.csv	GAS	Done	NO	
23-Jul-2012 12:17	Ana Luisa Sao-Marcos	GASMaxiFile1.csv	GAS	Done	NO	
11-Apr-2012 17:45	Ana Luisa Sao-Marcos	GASMaxiFile1.csv	GAS	Done	NO	
08-Mar-2012 18:26	Ana Luisa Sao-Marcos	countriesmarch.csv	GAS	Done	NO	
08-Mar-2012 11:40	Ana Luisa Sao-Marcos	countriesmarch.csv	GAS	Done	NO	
19-Aug-2011 11:52	Mita Keral	UK_Gas 2010 final.csv	GAS	Done	NO	
21-Jul-2011 18:00	Laura Thomson	GASMaxiFile1.csv	GAS	Done	NO	
14-Apr-2011 16:05	Laura Thomson	GASMaxiFile1.csv	GAS	Done	NO	
15-Feb-2011 16:29	Laura Thomson	UK.csv	GAS	Done	NO	
30-Sep-2010 15:12	Laura Thomson	UK_GAS_20100930_1427.csv	GAS	Done	NO	
07-Jul-2010 11:12	Laura Thomson	GASMaxiFile1.csv	GAS	Done	NO	
07-Oct-2009 15:34	James Hemingway	UK_GAS_SUBMISSION.csv	GAS	Done	NO	
16-Jul-2009 16:15	Robert Powell	GASMaxiFile1.csv	GAS	Done	NO	

1 2

Figure 16: Undoing data import

c) Data Imports in progress

To monitor the progress status of a recently initiated data import, go to the "Data transfers" menu and select "Data imports in progress" as in Figure 17.

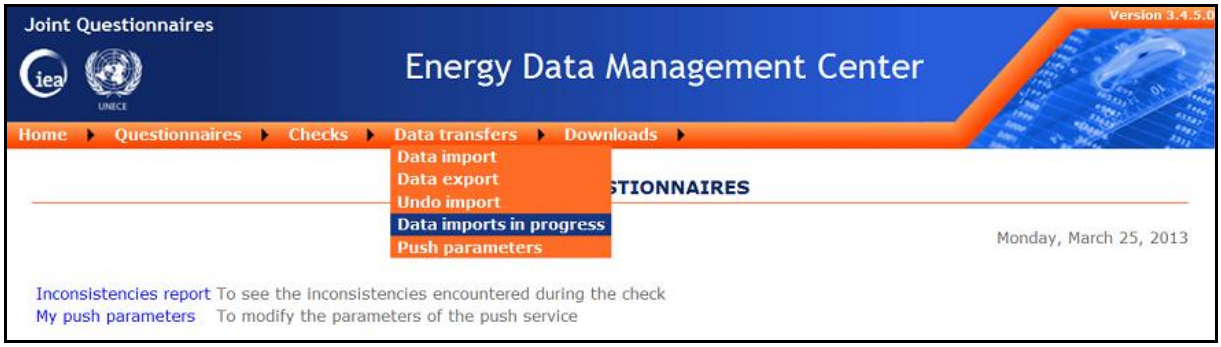


Figure 17: Data import in progress menu

A table showing the status of your data imports currently in progress will appear (Figure 18). Note that the information will be provided only for data imports you have initiated. Import details do not appear for imports done by other users.

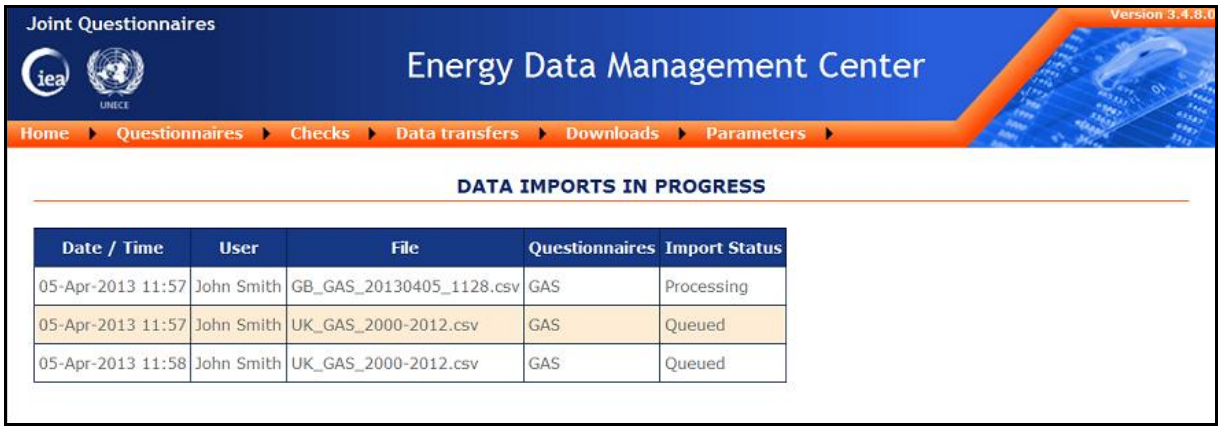


Figure 18: Data import in progress

2) Manual Data Entry/Modification

The user can choose to manually enter/modify the content of a data cell. However, row or column headers, grey shaded cells or cells that include automatically calculated numbers cannot be modified. Moreover, the user may modify figures only for the current cycle.

To manually enter or modify a figure in a questionnaire

- Under the "Questionnaires" menu select the questionnaire and form or time series,
- Navigate to the data point you want to enter or modify,
- Left click in the given cell (highlighted in blue)
- Type in or modify the figure and press Enter (↵)

The figure will appear in the cell and the total will be automatically recalculated.

SUPPLY OF NATURAL GAS

		Million m3 (at 15°C, 760 mm Hg)	TJ (Gross Calor. Value)	Average GCV (kJ/m3)	Average NCV (kJ/m3)
		A	B	C	D
Indigenous Production	1	100			0
Associated Gas	2				0
Non-Associated Gas	3				0

Figure 19: Data-entry

However, once the data submission cycle is completed and data finalized, the figures can no longer be modified and you must contact the database managers should further modifications be required.

D) DOCUMENTATION OF DATA UPDATES / MODIFICATIONS

1) Identify Updates/Modifications using time or ownership

The Energy Data Management Center provides the user with the option to view all the changes that have been made after a certain date and/or by a certain source. Insert the date (dd-mm-yyyy) from which you want to display modifications and/or select the source (All/Country/IEA) as indicated in Figure 20. The cells of figures meeting these criteria will be highlighted in yellow. The date by default is the date of the data initialization. For the monthly, it's the oldest data for the month given from the criteria in the grey part

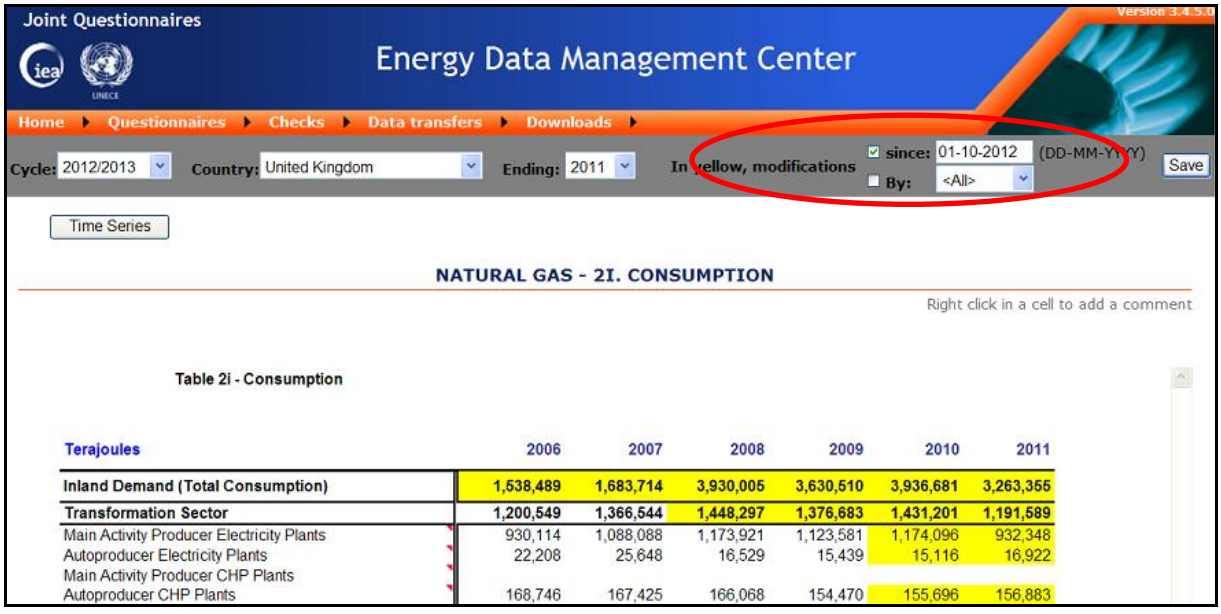
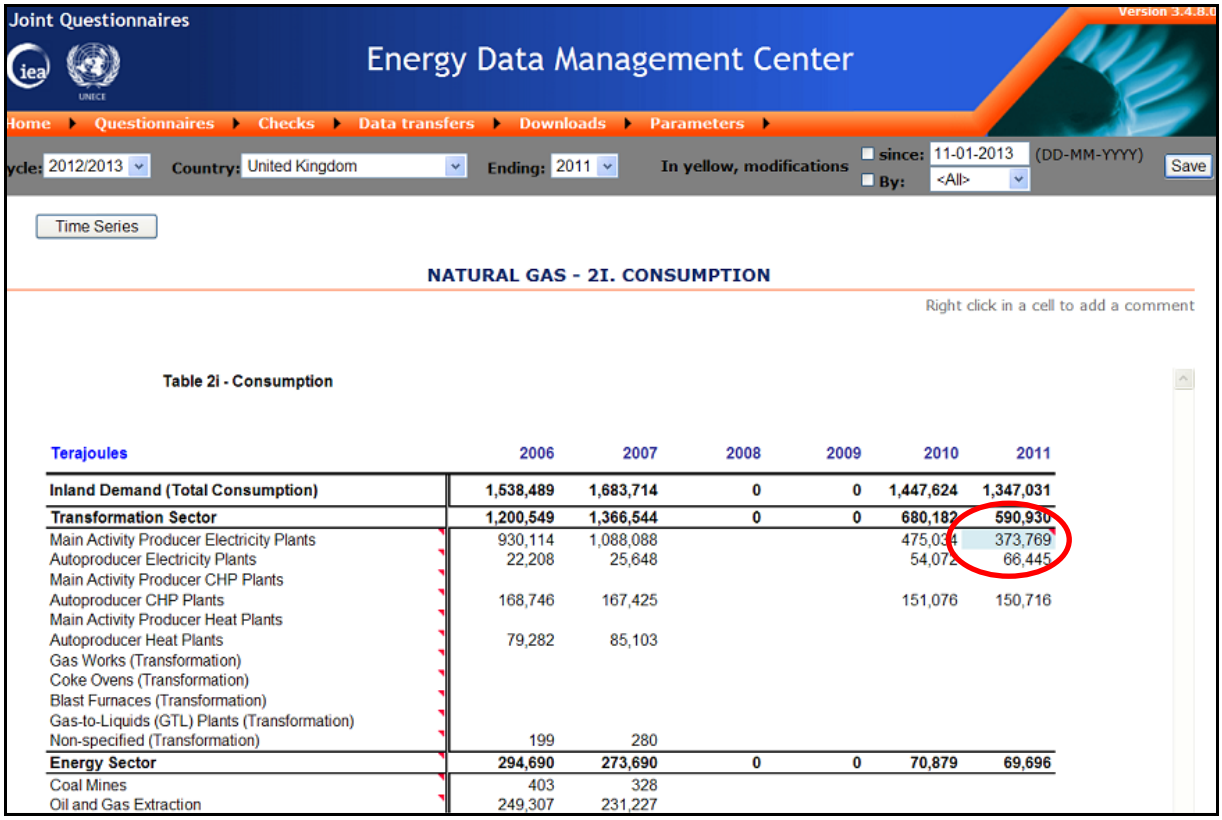


Figure 20: Changes in yellow

2) Adding a Status or Comment

The user can modify the status of a data point (e.g.: E-Estimated) or add a comment by right clicking on the selected cell (a table like in Figure 22 will pop up). Note that comments are stored in the online database but cannot be exported or imported. A small red triangle in the

upper right corner of the cell indicates that a status or a comment is attached to the cell (Figure 21).



Terajoules	2006	2007	2008	2009	2010	2011
Inland Demand (Total Consumption)	**1,538,489**	**1,683,714**	**0**	**0**	**1,447,624**	**1,347,031**
Transformation Sector	**1,200,549**	**1,366,544**	**0**	**0**	**680,182**	**590,930**
Main Activity Producer Electricity Plants	930,114	1,088,088			475,034	373,769
Autoproducer Electricity Plants	22,208	25,648			54,072	66,445
Main Activity Producer CHP Plants						
Autoproducer CHP Plants	168,746	167,425			151,076	150,716
Main Activity Producer Heat Plants						
Autoproducer Heat Plants	79,282	85,103				
Gas Works (Transformation)						
Coke Ovens (Transformation)						
Blast Furnaces (Transformation)						
Gas-to-Liquids (GTL) Plants (Transformation)						
Non-specified (Transformation)	199	280				
Energy Sector	**294,690**	**273,690**	**0**	**0**	**70,879**	**69,696**
Coal Mines	403	328				
Oil and Gas Extraction	249,307	231,227				

Figure 21: Cell with status or comment

Please note that comments can only be added for unlocked cells (not for totals or other cells that are associated with formulas).

3) History of Updates/Modifications of a Data Point

Details regarding the history of changes that were made in a given cell can be viewed:

- Select the cell (cell highlighted in blue)
- Right click in the cell (a table like in Figure 22 will pop up).

Historical data can be classified into three categories: "Initialization" for data carried over from the previous cycle to the new one, "Import" refers to imported data files (ASCII/CSV or SDMX-ML) while "Questionnaire data entry" corresponds to manual data entries. The category to which historical data points are associated is shown in the column "Modification mode" of the table (Figure 22).

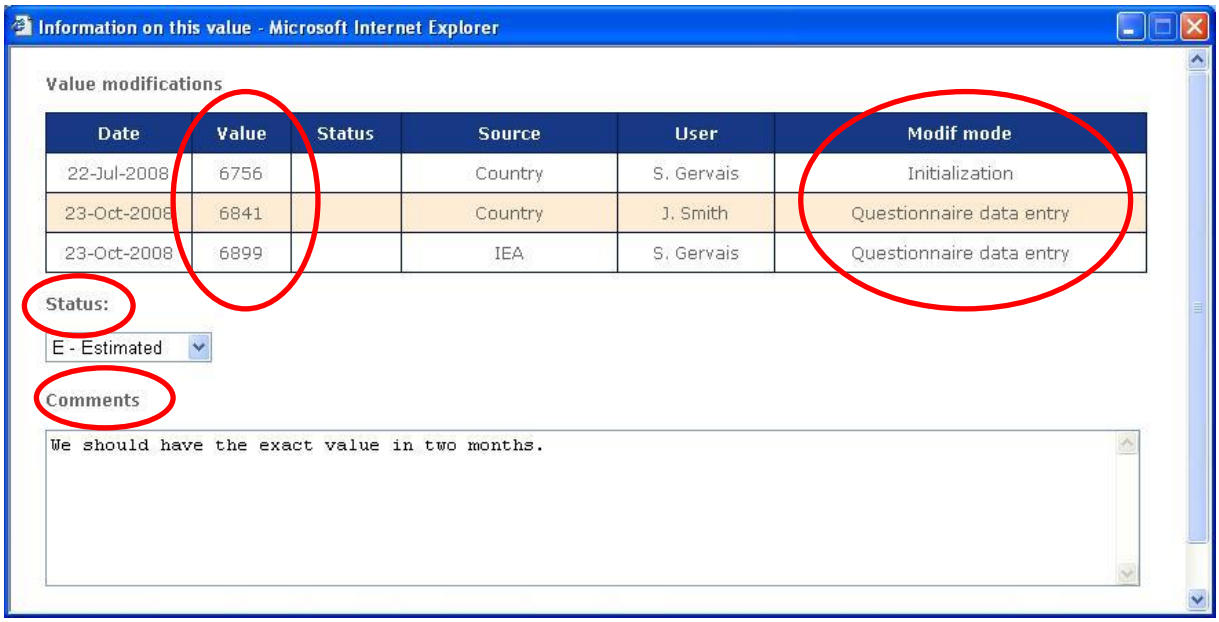


Figure 22: Data history

E) CONSISTENCY CHECKS

This feature allows the user to check for data consistency within the questionnaires and across questionnaires.

The "Internal" questionnaires consistency check is equivalent to the "Check Data" procedure in the Excel questionnaires (Figure 10). This procedure will run a pre-defined set of coherence checks to assess consistency of the data within a given questionnaire.

The Energy Data Management Center provides an additional feature, which allows comparison between questionnaires (Coal, Natural Gas, Oil, Electricity, Renewables) of data on products and flows that are related to each other (e.g.: fuels for electricity generation). This tool is to facilitate the identification of any such cross-questionnaire discrepancies.

Running the Checks

To access this function in the website, click on "Checks" in the main menu bar, then click on "Run the checks" in the drop down menu (Figure 23).

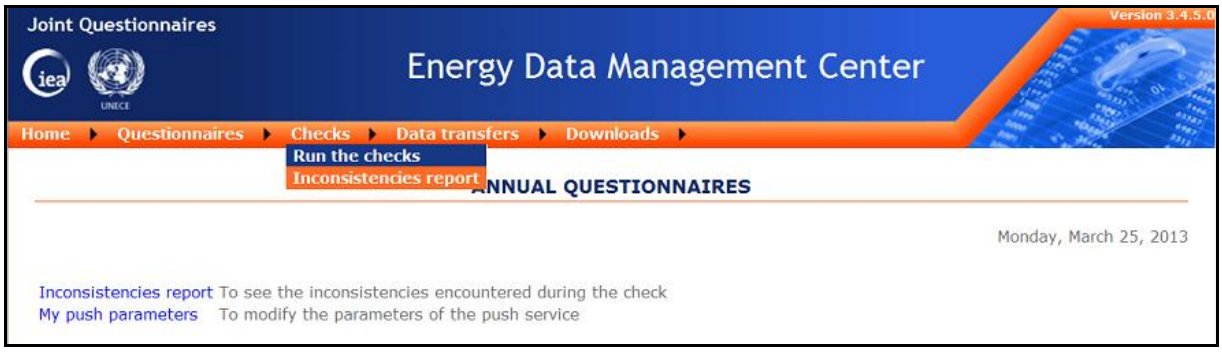


Figure 23: "Check and notify" menu

It will provide you with the following menu page (Figure 24).

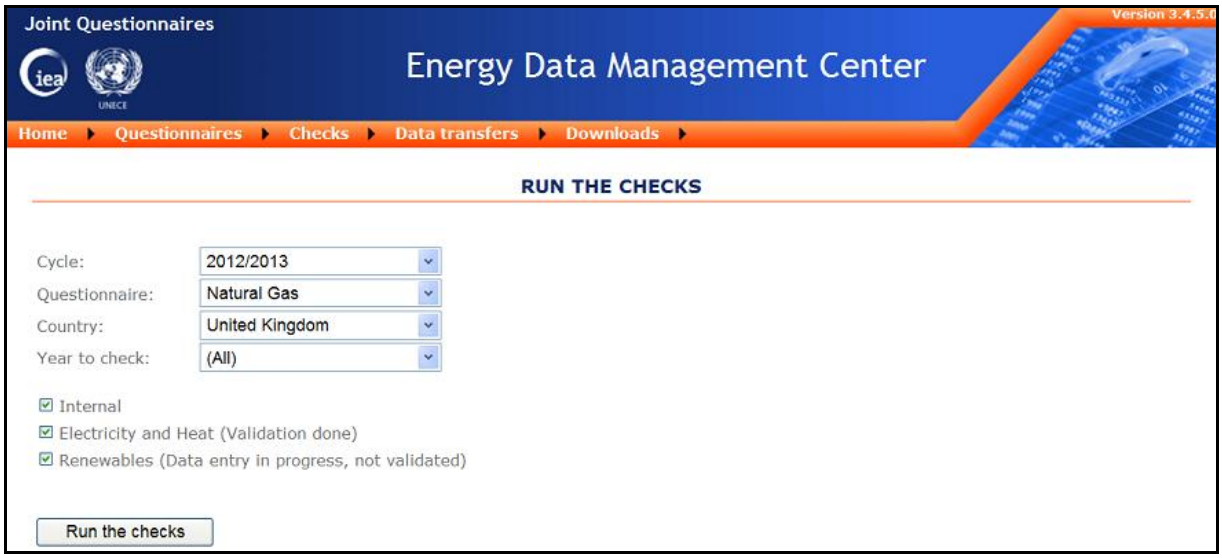


Figure 24: Run the checks

Follow the steps below:

- Select the "Cycle", the "Questionnaire" and "Year" on which you want to run the consistency checks,
- Using the tick boxes, define the checks you want to run:
  - "Internal" to verify the data consistency within the selected questionnaire,
  - Select other questionnaires for which you want to run the cross-questionnaires consistency (inside the parentheses the reporting status of the other questionnaires is reported)
- Finally click on "Run the checks".

Note: depending on the questionnaire, the number of years and the amount of data to be checked, the processing time can be from a few seconds to several minutes. Do not shut down your browser during this time.

a) If "No Inconsistencies are found"

If no inconsistencies are found, the message as in Figure 25 appears. If you have no other data to enter you can click on "Notify us that this questionnaire is completed". This function will be discussed further in this chapter.

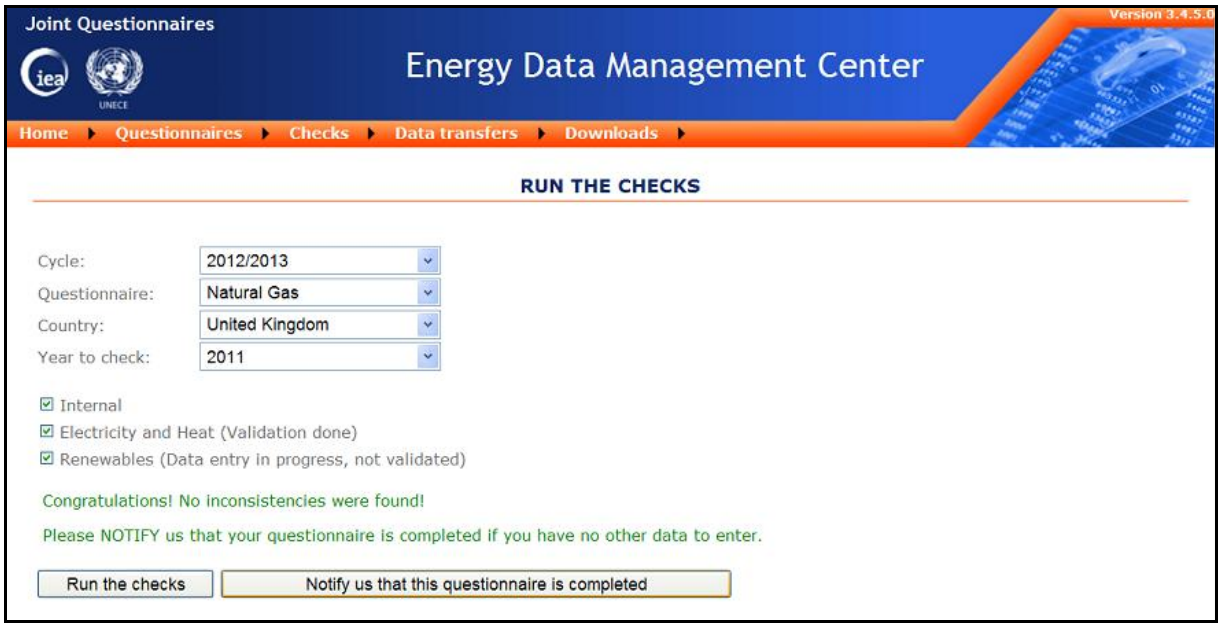


Figure 25: No inconsistencies

b) "Inconsistencies Found"

If inconsistencies are identified by the procedure, a dialogue box (Figure 26) will provide you with the number of inconsistencies found and level of importance.

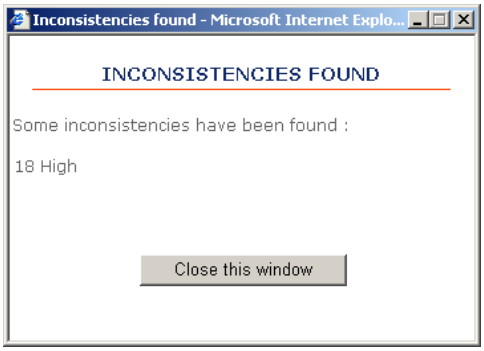


Figure 26: Inconsistencies found

You then click on "Close this window" to review the details of all inconsistencies that were found. The presented table (Figure 27) may be of one or more pages (page numbers appear at the bottom right of the table).

Using the drop down lists, you can restrict the content of the table to review specific issues or inconsistencies (i.e. for a certain year). For each inconsistency the report provides useful information to guide you toward the issues brought forward by the consistency check. For each inconsistency, the report identifies the affected questionnaire(s), and year, as well as providing a description, the reported values and estimating the level of importance.

Once corrections to the data have been implemented, it is advisable to re-run the consistency checks to confirm that the identified issues have been solved.

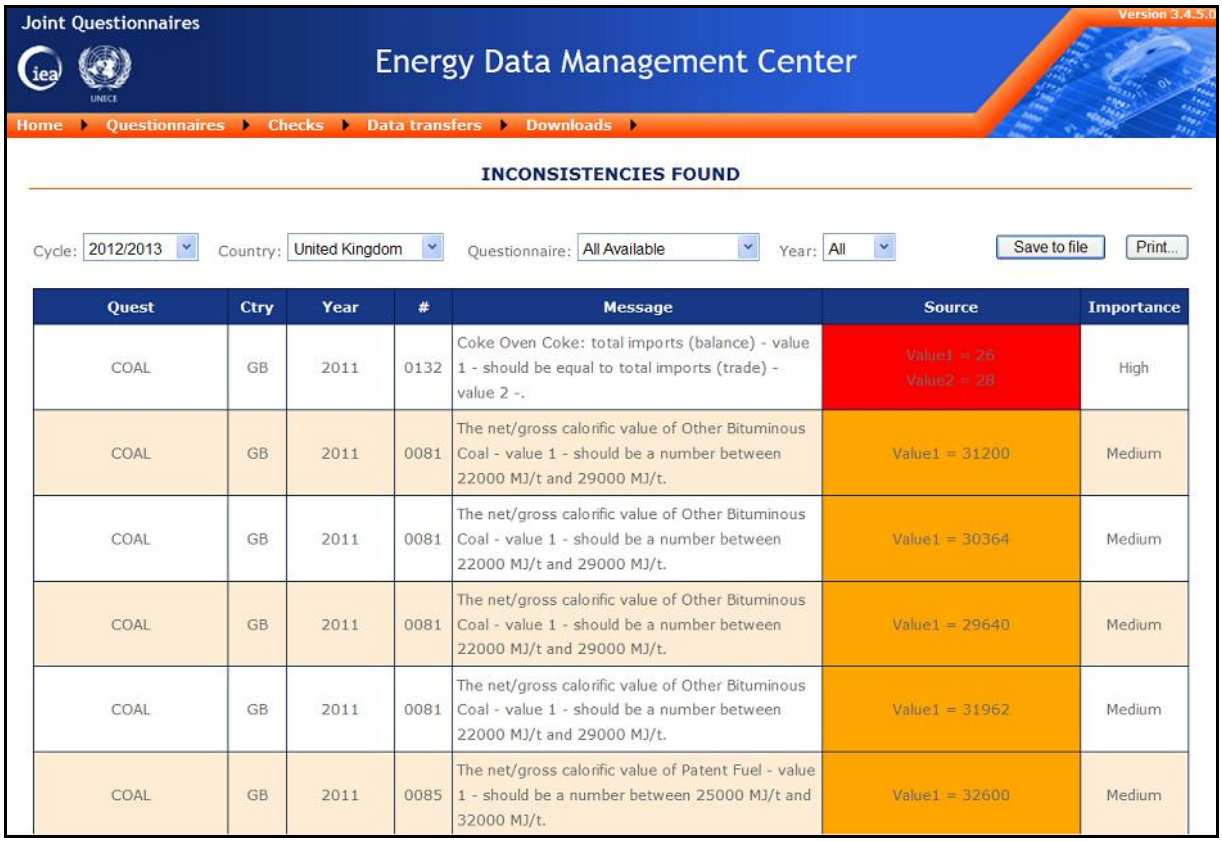


Figure 27: Inconsistencies list

The inconsistencies report can be saved or printed by clicking on the appropriate buttons.

F) NOTIFICATION OF QUESTIONNAIRE COMPLETED

Once you are pleased with your data as being complete and consistent and that the questionnaire is ready for submission use the "Notify Questionnaire Completed" function to inform the IEA that your data submission is now complete.

For this go to "Questionnaires" in the general menu and select "Notify quest. completed" as in Figure 28.

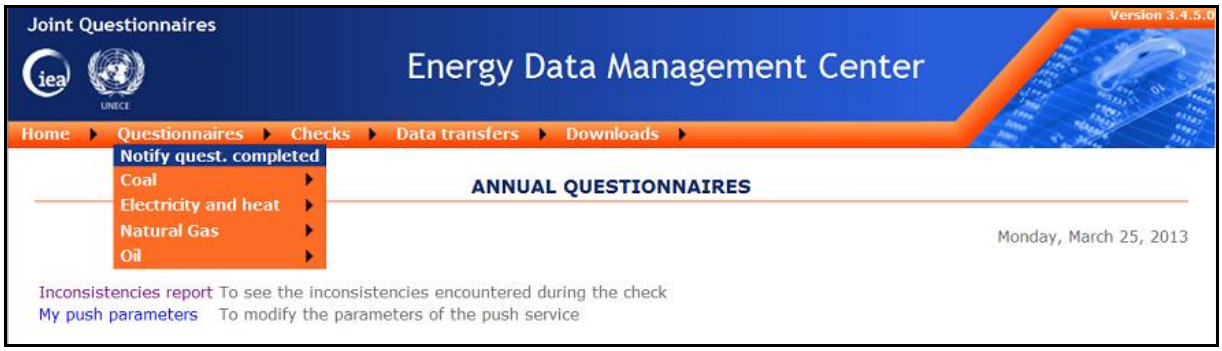


Figure 28: Notify menu

This will bring you to a "NOTIFY QUESTIONNAIRE COMPLETED" page (Figure 29) where you will select the completed questionnaire from the drop down lists.

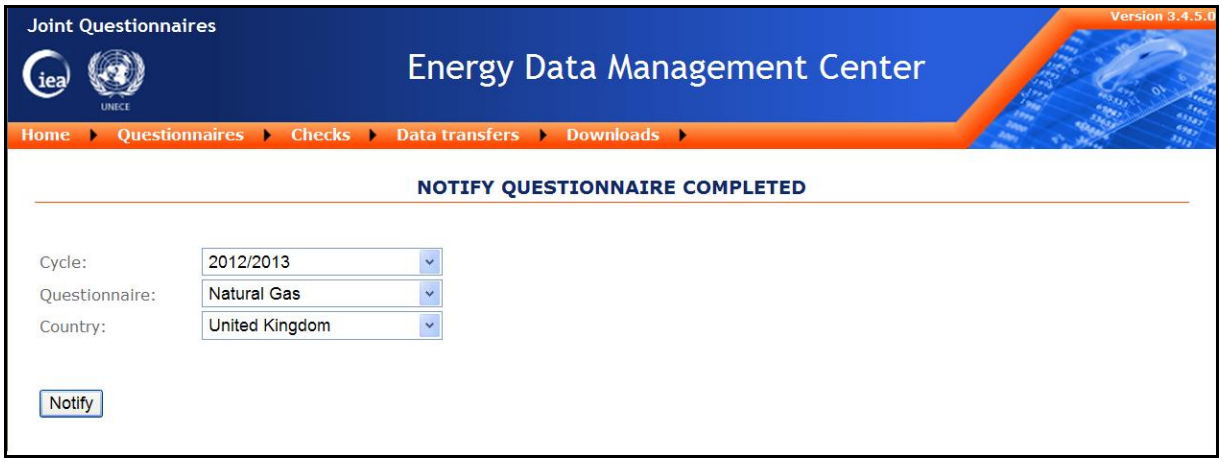


Figure 29: Notify questionnaire completed

Once you have selected the completed questionnaire, click on "Notify". A consistency check will automatically be produced for your final validation.

Reminder: depending on the questionnaire, the number of years and the amount of data to be checked, this can take several minutes. Do not shut down your browser during this time.

If the questionnaire contains no inconsistencies, the message "Notification done" will appear (Figure 30). An e-mail will automatically be sent to the contacts of the different organizations responsible for the questionnaires.

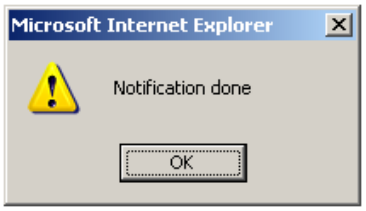


Figure 30: Notification done

If inconsistencies are found, a list will appear on your screen (Figure 31), similar to the list of inconsistencies that appears after the consistency check procedure.

You can cancel the notification process by clicking on the corresponding button. The message "Notification cancelled" will appear.

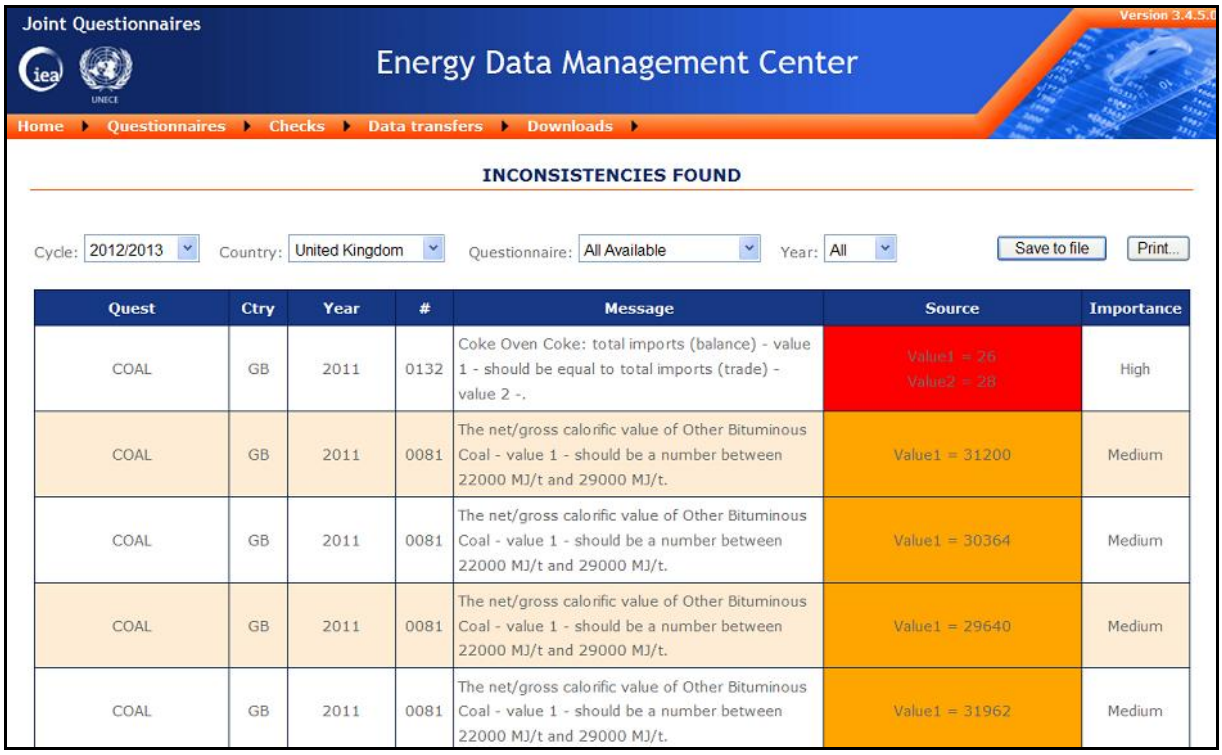


Figure 31: Inconsistencies during notification

If those inconsistencies cannot be corrected you can choose to click on "Notify anyway".

G) EXPORTING DATA

Exporting data can be done using ASCII / CSV or SDMX-ML format files. To run the export procedure, click on « Data transfers » in the main menu, and then click on « Data export » (Figure 32).

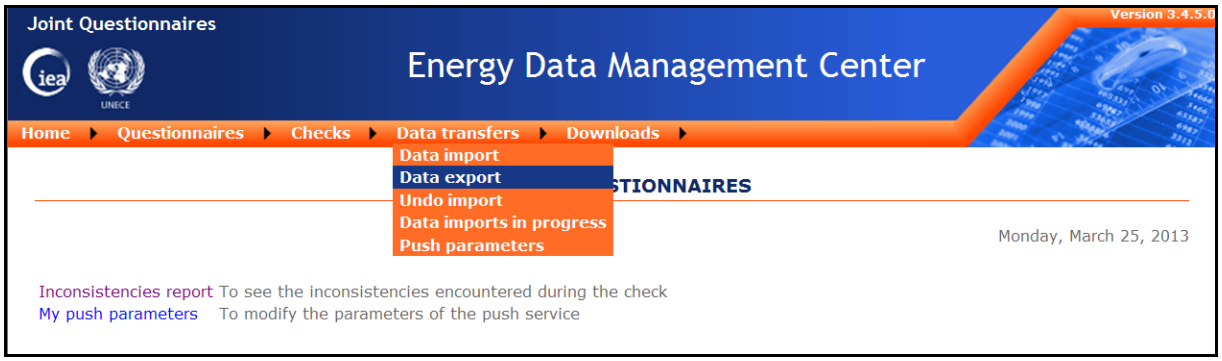


Figure 32: Data export menu

The screen shown in Figure 33 will appear. Select the country, the questionnaire, and the cycle for which you wish to export data.

Then, choose your exporting criteria (either "Standard criteria" or "Import criteria") by clicking on the relevant button. Details of the different criteria follow.

1) Standard criteria

Select one or several years for which you wish to export data, then choose the type of figures:

- Oldest: for the selected cycle and year, this option allows you to export data as entered into the online database at the beginning of the given cycle. It only shows original numbers (regardless of who entered them).
- Most recent: for the selected cycle and year, this option allows you to export data as it is available on the website at the time of the export procedure (the latest figures will appear). It only shows latest revisions and changes (regardless of the person who entered them).
- Country: for the selected cycle and year, this option allows you to export the data as it was changed the last time by the submitting country. Latest IEA revisions or estimates are not shown.
- IEA: for the selected cycle and year, this option allows you to export data as it was changed the last time by the IEA. Latest revisions or changes by the submitting country are not taken into account.
- All: for the selected cycle and year, this option allows you to export all the figures, including the whole history of revisions since the beginning of the given cycle. This format is only used for information purposes.

Click on "Only modified data" to only export data that was modified after the beginning of a given cycle. If several data have been entered after the beginning of the cycle, only the data entered last will be exported, depending on the criteria defined above.

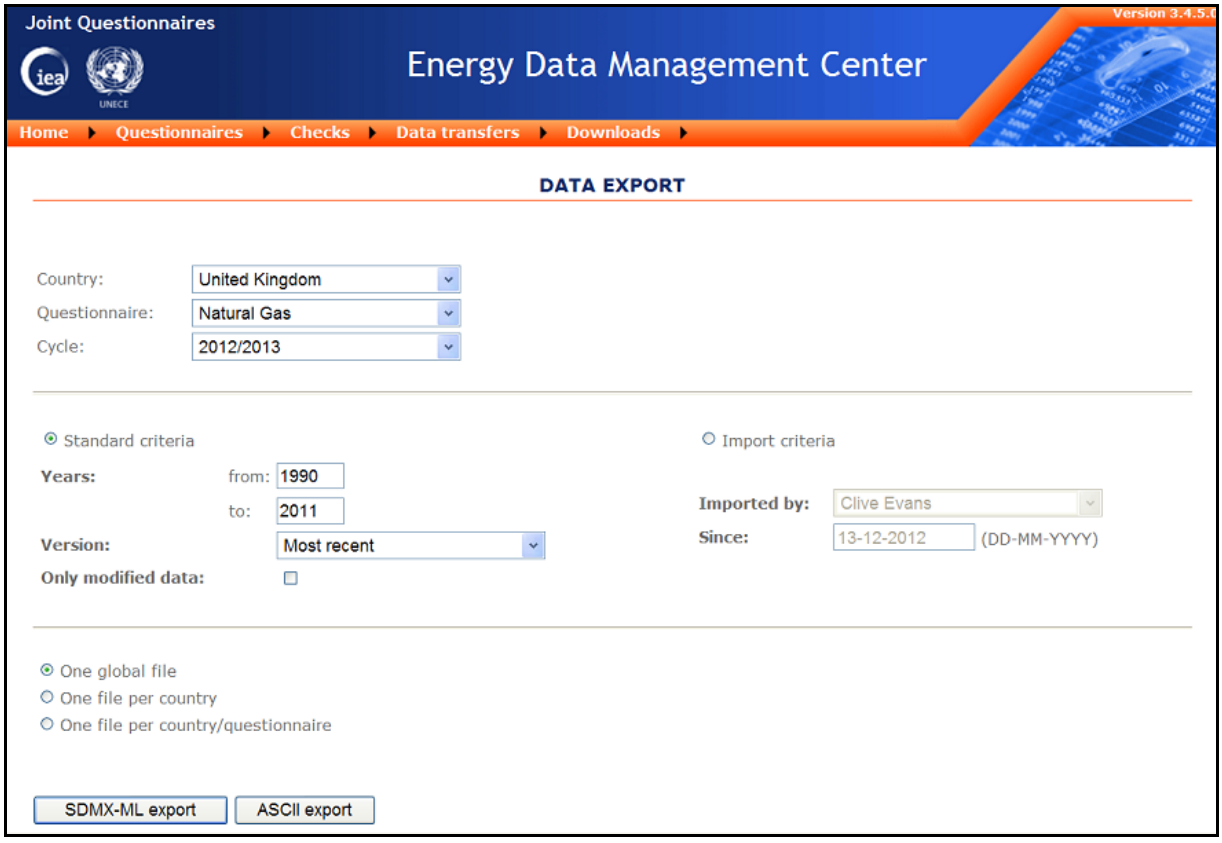


Figure 33: Data export

2) Import Criteria

This option allows the user to export previously imported files. If data was imported several times, only the last value that has been entered will be exported. The export can be done either in ASCII/CSV or SDMX-ML format.

3) File Grouping Option

This option was implemented to simplify data transferability. It can be used by the individual countries, the IEA or partner organizations where applicable.

For an individual country the first two options produce the same output

- One global file / One file per country: generates a single global data file incorporating data of all 5 annual questionnaires;
- One file per country/questionnaire: generates a data file for each single questionnaire of a given country. In this case if the « ASCII export » format is selected the data file can be re-imported in the Excel questionnaires.

To create the files, click on "ASCII export". The "SDMX-ML export" feature will provide the capacity to translate the data files from one format to the other.

H) DOWNLOADS

You may also download certain documents which have been put on the website for your convenience. Simply click on "Downloads" in the main menu (Figure 34).

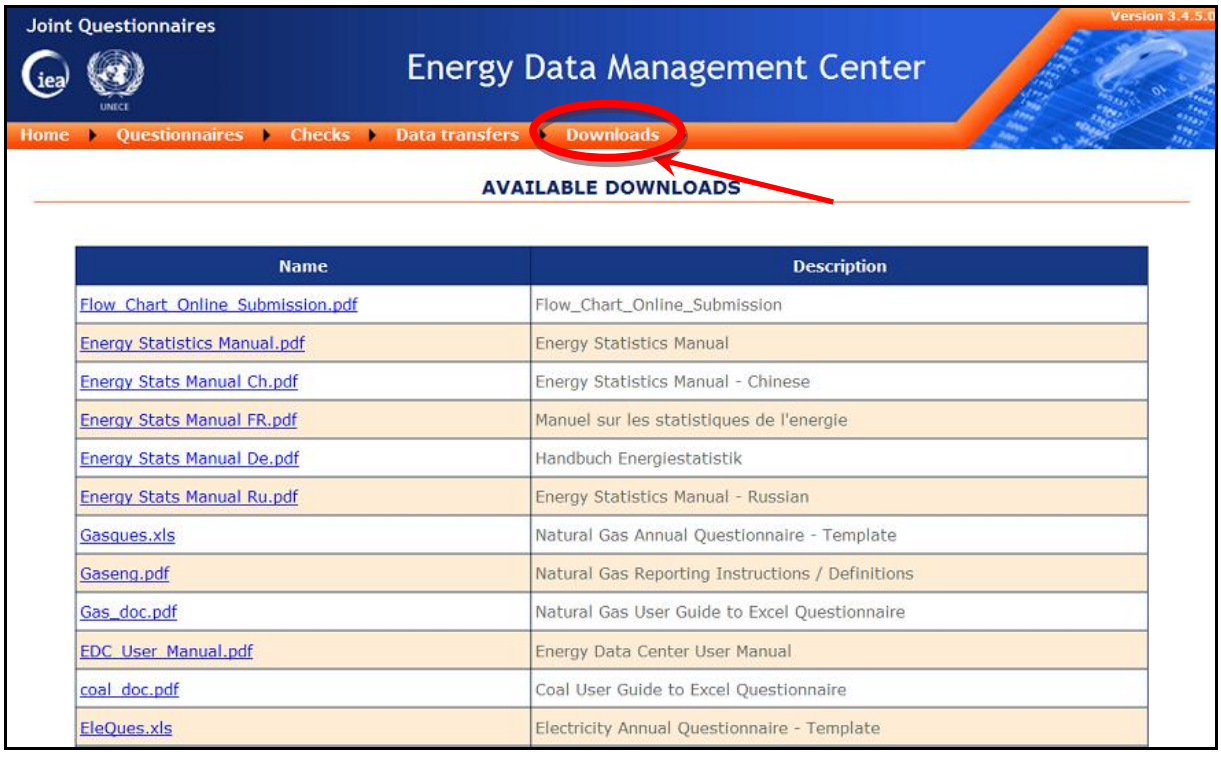


Figure 34: Downloads

I) MY ACCOUNT

An account was created for you to access the website. From here you can see your setup details, change your e-mail address or password. You can also select the type of separator and the type of country code that your system will use for exporting data.

To access this feature, select "Home" then "My account" in the main menu (Figure 35).

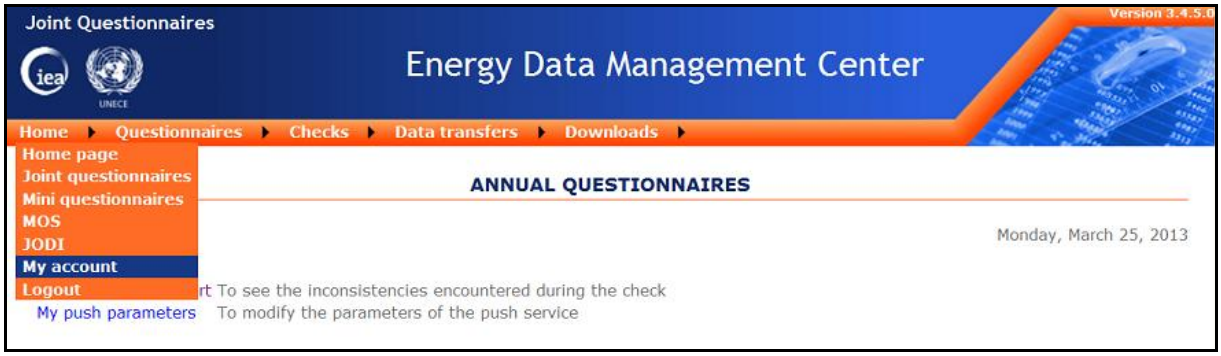


Figure 35: My account menu

The page that appears is shown in Figure 36.

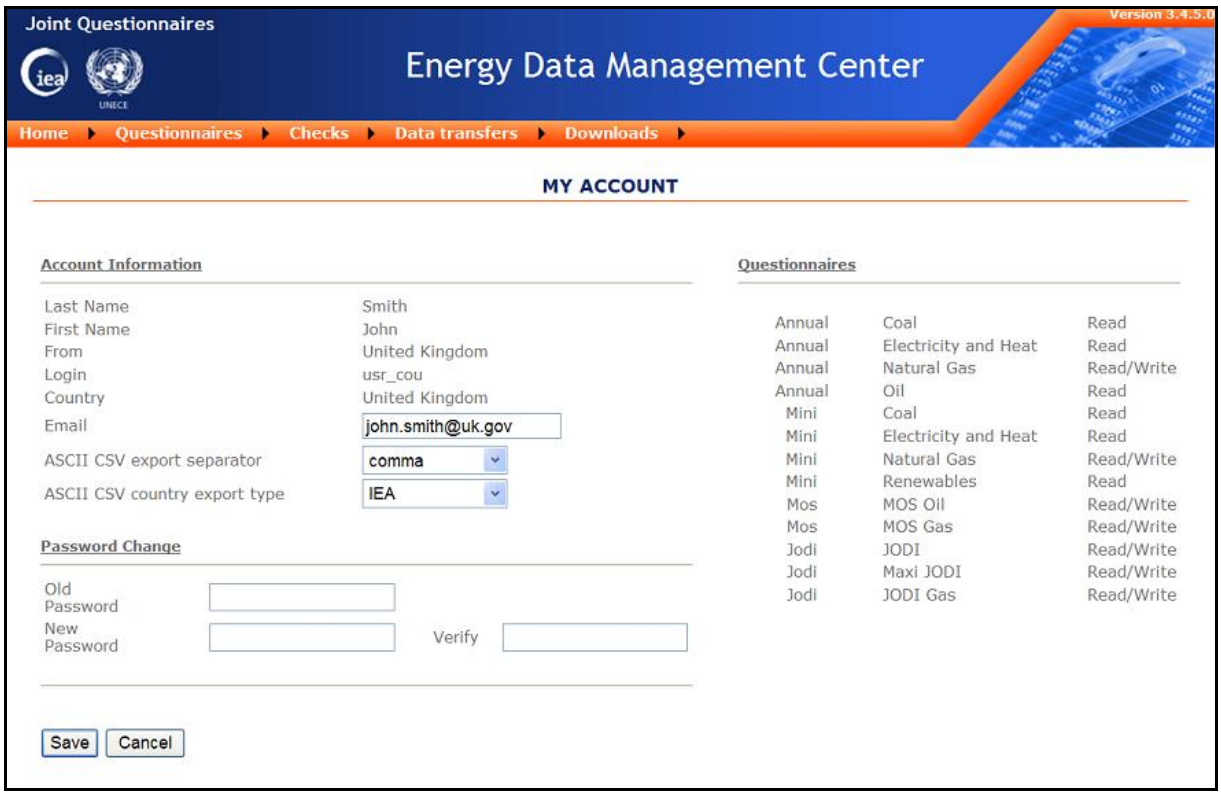


Figure 36: My account

1) Changing Your E-mail Address

Type your new e-mail address in the corresponding field, then click on "Save". The following message will appear:

> Your e-mail address modification request has been recorded.
> An e-mail message has been sent to your new address with a validation link.
> You must follow the link to confirm your modification.

You will receive a message at your new e-mail address validating the new information. The subject of the e-mail is "E-mail confirmation", and contains the following text:

> You recently wanted to change your e-mail on the EnergyDataCenter.org.
> Please click here to confirm this modification.
> Please note that this link will be valid just for a day.After, you'll have to rechange your e-mail again.

Click on "here" within 24h to confirm. After that time limit the e-mail confirmation will no longer be effective. A website page pops up (Figure 37).

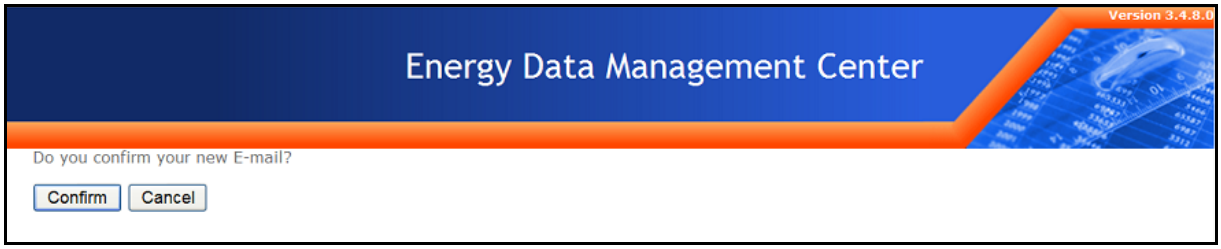


Figure 37: Email confirmation

Click on "Confirm".

Figure 38: Email change

Your email address has now been changed.

2) Changing your password

On the same page as on Figure 36, select your current password in the field "Old password".

Now type in your new password in the field "New password" and re-type it in the field "Verify" (Figure 39).

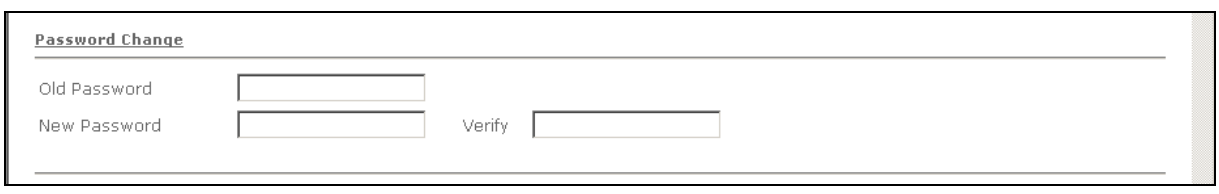


Figure 39: Password change

Click on "Save" at the bottom of the page so that all changes can be registered. The following message will appear: "Account modification successful".

3) Changing the Field Separator

The field separator is only used during the data export procedure. The most commonly used separator for CSV files is the "comma" separator (Comma Separated Value or CSV).

While the comma is used to separate decimals in many countries, some versions of Microsoft Excel may use a semi-colon separator for CSV files (e.g. French version). Please check your version of Microsoft Excel to choose the right separator for exporting the files from the website.

This is not an issue for importing data files to the Energy Data Management Center, which can process both comma and semi-colon separators.

On the previous page (Figure 36), use the drop-down list to change the separator, then click on "Save".

Figure 40: Separator drop down list

After saving, the message "Account modification successful" will appear on your screen.

4) Changing the Country Codes

CSV data files generated by the data export procedure can contain either IEA country codes or ISO country codes.

When importing CSV files to the Energy Data Management Center, it automatically detects which codes are used and processes the data accordingly.

To change the settings, use the drop down list in the "My account" page (Figure 36) and select the desired set of codes. Then click on "Save".

Figure 41: Country code drop down list

After saving, the message "Account modification successful" will appear on your screen.

J) PUSH PARAMETERS

You can use this option to be notified of any data updates/modifications affecting your country's submission on the website. The system can be set up to automatically send you an e-mail to inform you about any changes in the different questionnaires.

To set your parameters, click on "My push parameters" on the main page or in the menu "Data transfers" (Figure 42).

Figure 42: Push parameters link

The page that pops up is shown in Figure 43.

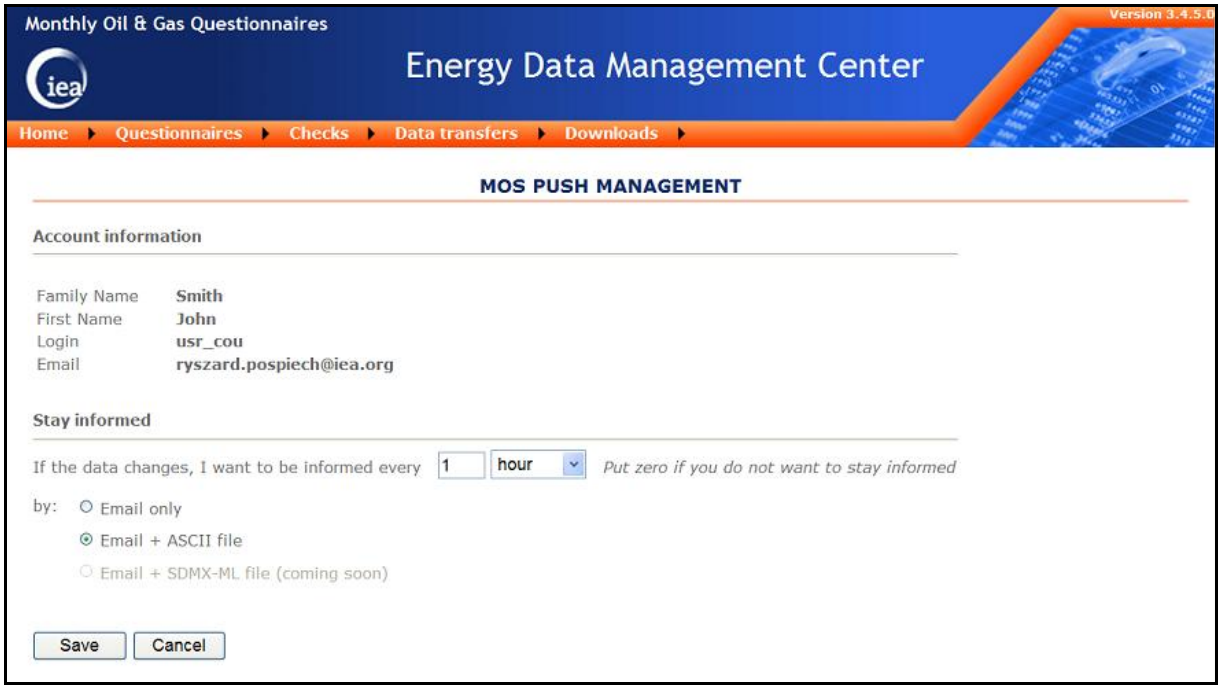


Figure 43: My push parameters

In the section "Stay Informed", select the frequency with which the system should inform you if any changes have occurred in the online database.

You can also request to receive details of the changes via e-mail. If you wish to automatically use the revised data, you can choose to receive them in an attached file. Keep in mind that at

any time you can choose to export the data directly from the website, where the most recent data is available.

When you have finished updating your settings, click on "Save". The message "Push modification succeeded" will appear on your screen. You will automatically receive an e-mail right after the time period that you indicated.

K) LOGOUT

To exit the site, you can either close your browser or go to « Home » then « Logout » (Figure 44).

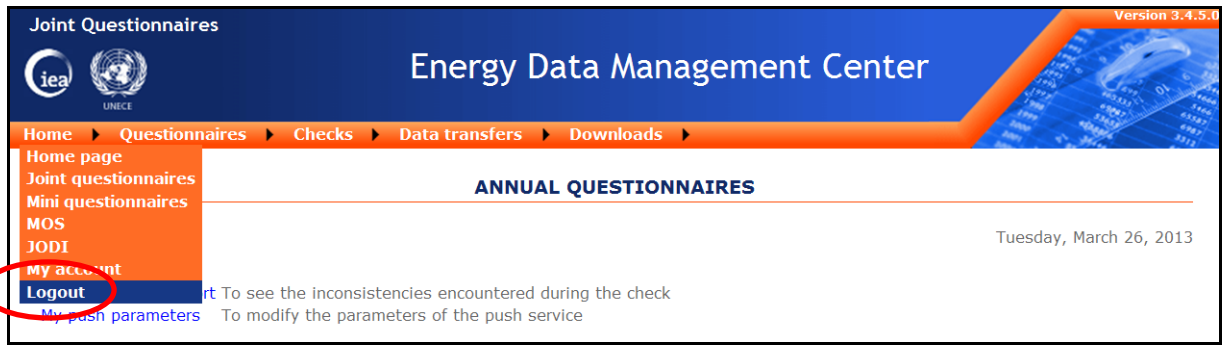


Figure 44: Logout

L) FREQUENTLY ASKED QUESTIONS

1) Allowing Pop-ups

To be able to use the website EnergyDataCenter.org, you must allow pop-ups.

2) Permitting Clipboard Access

If you are using Internet Explorer (IE7 or previous), a warning message may pop up as shown in Figure 45.

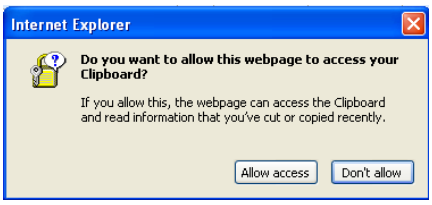


Figure 45: Asking for permit on Clipboard access

To disable this message, please follow the steps below:

- In the Internet Explorer menu go to Tools/ Internet Options;
- Select the Security tab (Figure 46);

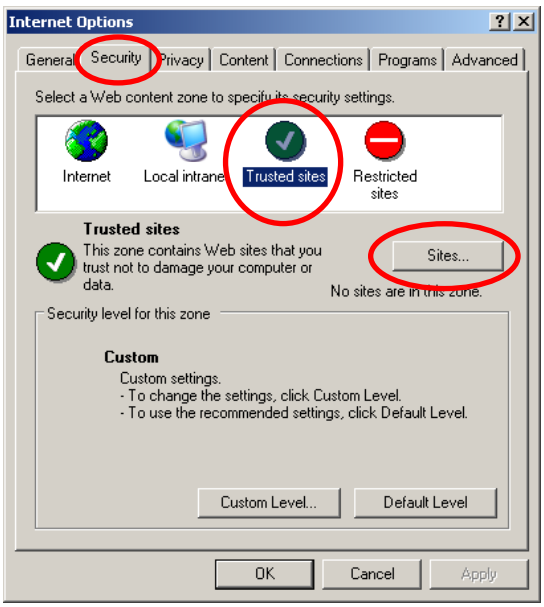


Figure 46: Internet security settings

- Select "Trusted sites" within the box, then click on "Sites" (Figure 46);
- Figure 47: enter the internet address of the Energy Data Management Center and press "Add". The internet address appears in the list below. Then click on "OK" once;

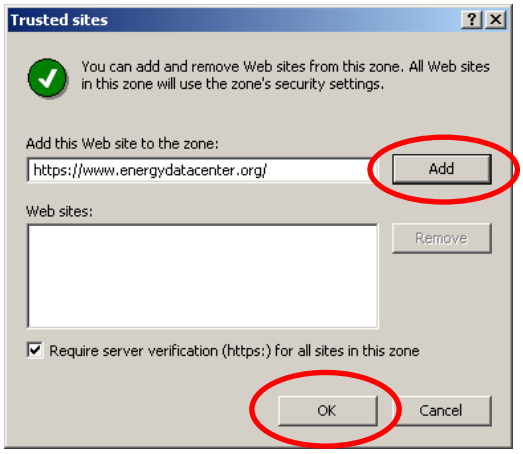


Figure 47: Add Trusted sites

- You are now back to the "Internet Options". The "Trusted Sites" icon is still selected. Click on "Custom Level..." at the bottom of the window (Figure 48);

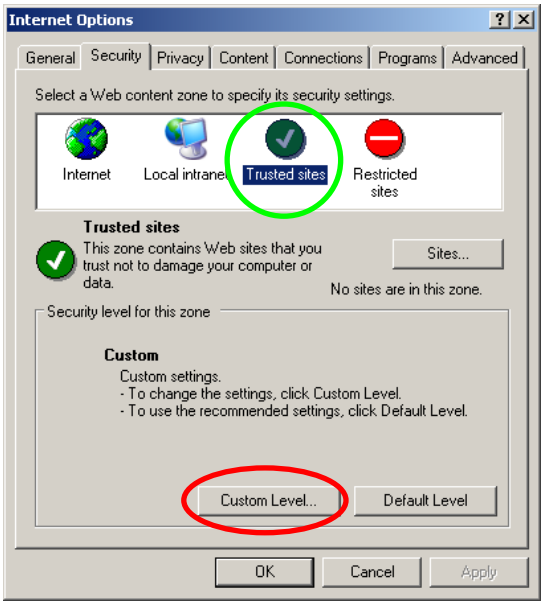


Figure 48: Trusted site added

- Scroll down to the end of the list to the section "Scripting" (Figure 49);
- For the element "Allow programmatic clipboard access", choose "Enable".

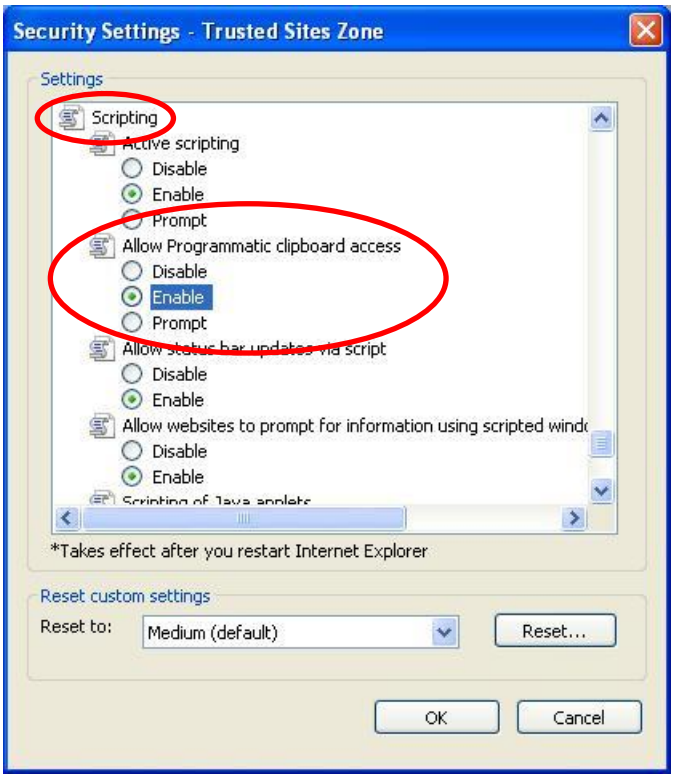


Figure 49: Scripting

- Click on "OK" twice to exit the Internet Options.
- You must exit Internet Explorer to validate your changes.

ANNEXES

A) CREATING OR MODIFYING AN ACCOUNT

If the option "Parameters" / "Accounts management" appears in your menu (Figure 50), you will be able to manage your colleagues' accounts. This option is only available if you are a country manager.

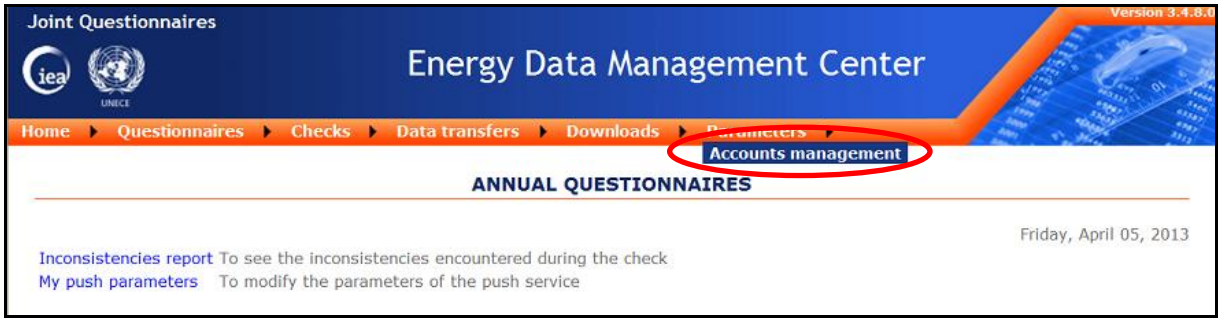


Figure 50: Accounts management menu

You will access the page shown in Figure 51.

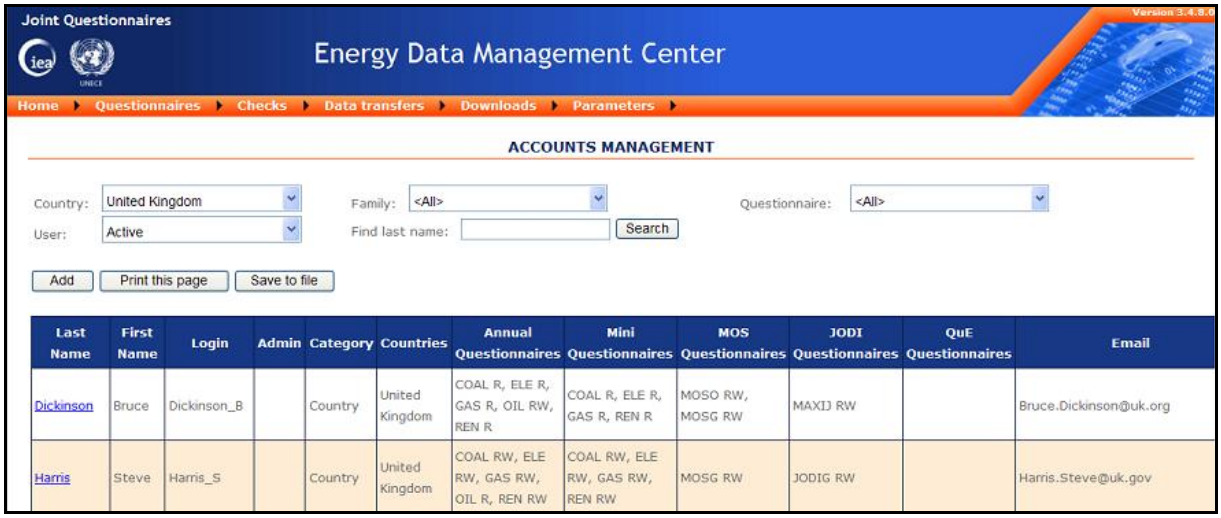


Figure 51: Accounts list

To change an account, click on the associated name. To add an account, click on "Add". In both cases you will access the accounts modification page (Figure 52).

Except for "Comments", all fields are mandatory.

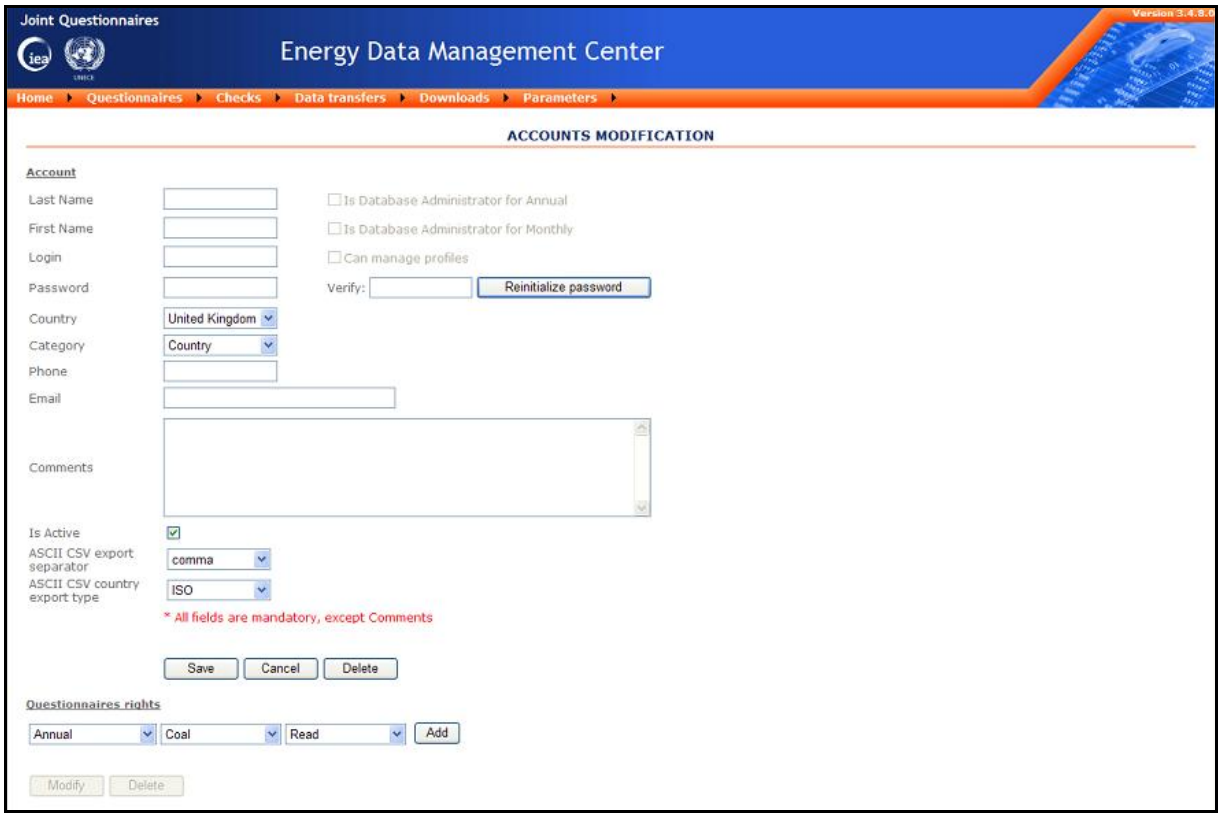


Figure 52: Accounts modification

Before clicking on "Save", allocate "Read" or "Read/Write" access to the new user in the section "Questionnaires rights". You cannot grant more access rights than your own. First select a questionnaire (i.e. Coal) and then the access rights to be granted, then click on "Add". A table will automatically appear (Figure 53) as you add questionnaires and rights to the new user.

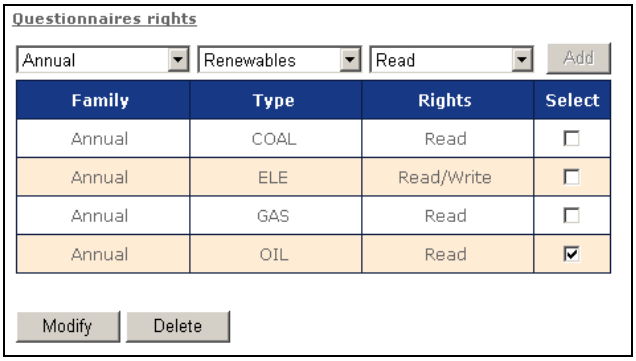


Figure 53: Questionnaires rights

To modify a right that you attributed to someone, check the corresponding box in the "Select" column, then click on "Delete" or "Modify". It will appear at the top of the table. Change it, then click on "Update" to the right (which was "Add" before).

Do not forget to click on "Save" in order to update your changes.

B) UNBLOCKING AN ACCOUNT

If a user enters a false password more than five times, his account is blocked. To unblock the account, the database administrator has to deselect the box "Is Blocked" in the "Accounts Modification" menu of the given user (Figure 54).

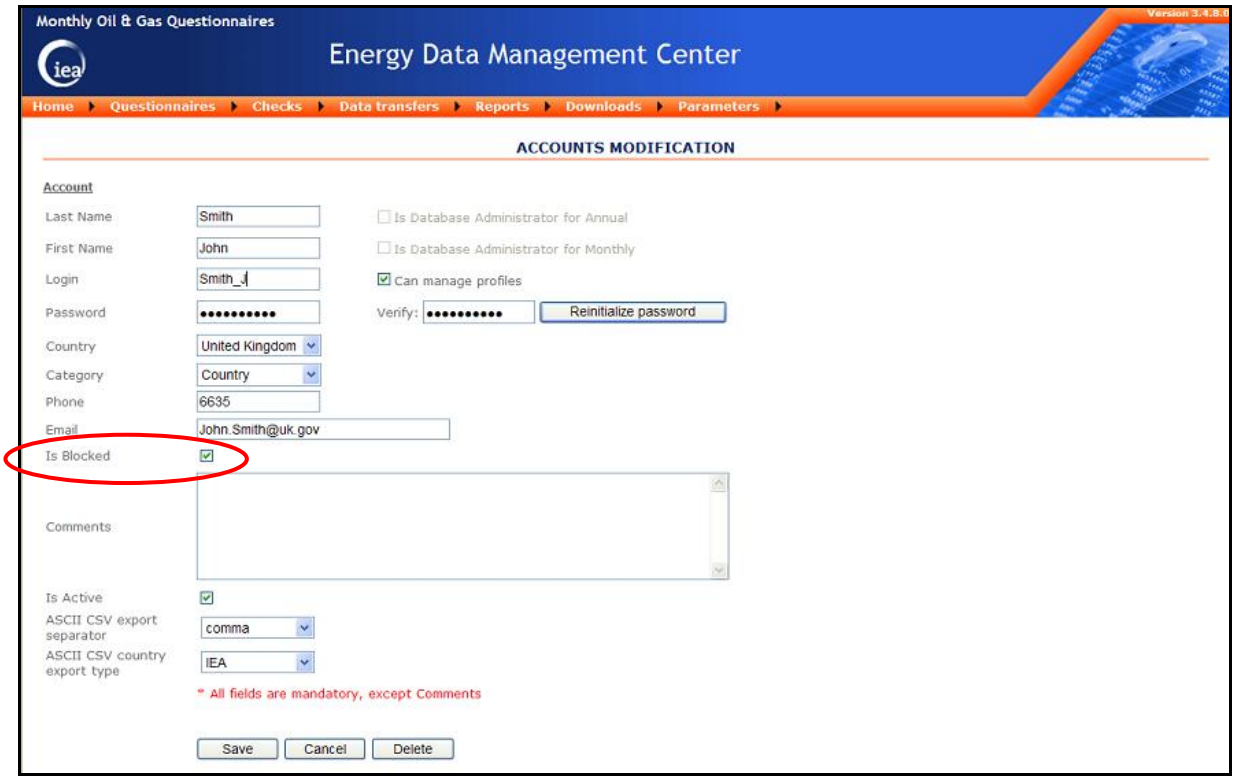


Figure 54: Unblocking an account