



# *USER MANUAL*

## **Energy Data Management Center Website**

*Version: 2.7  
Date: April 11, 2013*

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>6</b>
<b>TWO BACKGROUND CONCEPTS .....</b>	<b>7</b>
1) DATA CYCLES .....	7
2) SOURCE .....	7
<b>A) LOGGING ON TO THE ENERGY MANAGEMENT DATA CENTER .....</b>	<b>8</b>
USER ACCOUNT .....	8
1) YOUR “FIRST TIME” LOGIN .....	8
2) REGULAR LOGIN .....	9
<b>B) ACCESSING THE QUESTIONNAIRES .....</b>	<b>11</b>
<b>C) ENTERING OR MODIFYING DATA .....</b>	<b>13</b>
1) IMPORTING A DATA FILE .....	13
a) <i>Importing Data to the Website</i> .....	14
b) <i>Undo Import</i> .....	15
c) <i>Data Imports in progress</i> .....	17
2) MANUAL DATA ENTRY/MODIFICATION .....	17
<b>D) DOCUMENTATION OF DATA UPDATES / MODIFICATIONS .....</b>	<b>18</b>
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
<b>E) CONSISTENCY CHECKS.....</b>	<b>20</b>
RUNNING THE CHECKS .....	20
a) <i>If “No Inconsistencies are found”</i> .....	21
b) <i>“Inconsistencies Found”</i> .....	22
<b>F) NOTIFICATION OF QUESTIONNAIRE COMPLETED .....</b>	<b>23</b>
<b>G) EXPORTING DATA .....</b>	<b>25</b>
1) STANDARD CRITERIA .....	26
2) IMPORT CRITERIA .....	27
3) FILE GROUPING OPTION .....	27
<b>H) DOWNLOADS.....</b>	<b>27</b>
<b>I) MY ACCOUNT.....</b>	<b>28</b>
1) CHANGING YOUR E-MAIL ADDRESS .....	29
2) CHANGING YOUR PASSWORD .....	29
3) CHANGING THE FIELD SEPARATOR.....	30
4) CHANGING THE COUNTRY CODES .....	30
<b>J) PUSH PARAMETERS.....</b>	<b>31</b>
<b>K) LOGOUT.....</b>	<b>32</b>
<b>L) FREQUENTLY ASKED QUESTIONS.....</b>	<b>33</b>

1) ALLOWING POP-UPS .....	33
2) PERMITTING CLIPBOARD ACCESS .....	33
<b>ANNEXES .....</b>	<b>36</b>
<b>A) CREATING OR MODIFYING AN ACCOUNT.....</b>	<b>36</b>
<b>B) UNBLOCKING AN ACCOUNT.....</b>	<b>38</b>

## 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 prerequisite 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).

Value modifications					
Date	Value	Status	Source	User	Modif mode
22-Jul-2008	6756		Country	S. Gervais	Initialization
23-Oct-2008	6841		Country	J. Smith	Questionnaire data entry
23-Oct-2008	6899		IEA	S. Gervais	Questionnaire data entry

Status:

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.

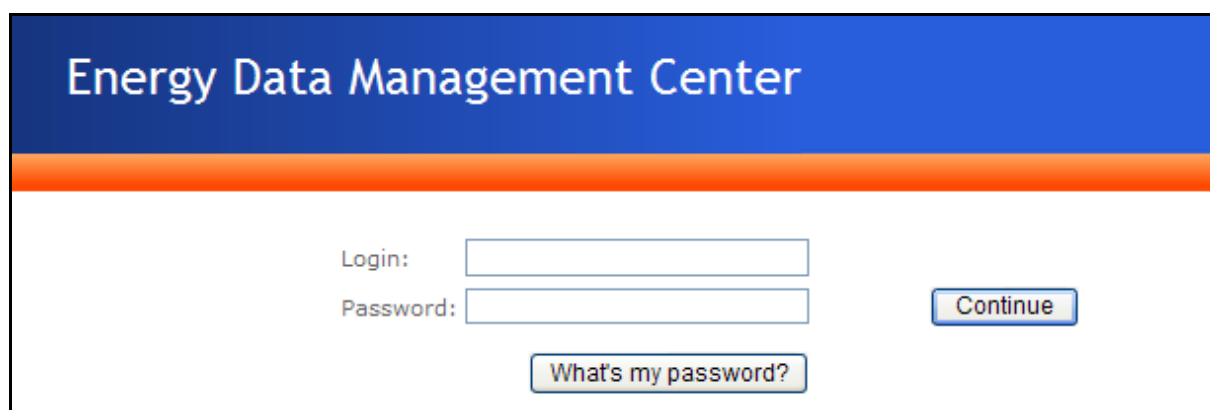



Figure 3: Login page

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”.





The form is titled "Password Change". It contains three input fields: "Old Password", "New Password", and "Verify". Below these fields are two buttons: "Save" and "Cancel".

**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.



The main page features a blue header with the title "Energy Data Management Center" and a version number "Version 3.4.5.0" in the top right corner. Below the header is an orange navigation bar with a "Home" link. The main content area is white and displays the following information:

- Logged in user: John Smith from United Kingdom
- Link to change account parameters: [here](#)
- Section: Questionnaires available:
- Annual questionnaires: [Joint Questionnaires](#), [Mini Questionnaires](#)
- Monthly questionnaires: [MOS](#), [JODI](#)
- Welcome message: **Welcome to the Energy Data Management Center**

**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 (

Joint Questionnaires

Energy Data Management Center

Version 3.4.5.0

Home Questionnaires Checks Data transfers Downloads

ANNUAL QUESTIONNAIRES

Monday, March 25, 2013

[Inconsistencies report](#) To see the inconsistencies encountered during the check  
[My push parameters](#) To modify the parameters of the push service

Status of your questionnaires

Cycle	Questionnaire	Country	Status
2012/2013	Coal	United Kingdom	Data entry in progress, not validated
2012/2013	Electricity and Heat	United Kingdom	Validation done
2012/2013	Natural Gas	United Kingdom	Validation done
2012/2013	Oil	United Kingdom	Data entry in progress, not validated

Annual Energy Questionnaires

Figure 6).

Joint Questionnaires

Energy Data Management Center

Version 3.4.5.0

Home Questionnaires Checks Data transfers Downloads

ANNUAL QUESTIONNAIRES

Monday, March 25, 2013

[Inconsistencies report](#) To see the inconsistencies encountered during the check  
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Status of your questionnaires

Cycle	Questionnaire	Country	Status
2012/2013	Coal	United Kingdom	Data entry in progress, not validated
2012/2013	Electricity and Heat	United Kingdom	Validation done
2012/2013	Natural Gas	United Kingdom	Validation done
2012/2013	Oil	United Kingdom	Data entry in progress, not validated

Annual Energy Questionnaires

Figure 6: Annual questionnaires page

Joint Questionnaires

Energy Data Management Center

Version 3.4.3.6

Home Questionnaires Checks Data transfers Downloads

ANNUAL QUESTIONNAIRES

Monday, March 25, 2013

[Inconsistencies report](#) To see the inconsistencies encountered during the check  
[My push parameters](#) To modify the parameters of the push service

Status of your questionnaires

Cycle	Questionnaire	Country	Status
2012/2013	Coal	United Kingdom	Data entry in progress, not validated
2012/2013	Electricity and Heat	United Kingdom	Validation done
2012/2013	Natural Gas	United Kingdom	Validation done
2012/2013	Oil	United Kingdom	Data entry in progress, not validated

Annual Energy Questionnaires

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).

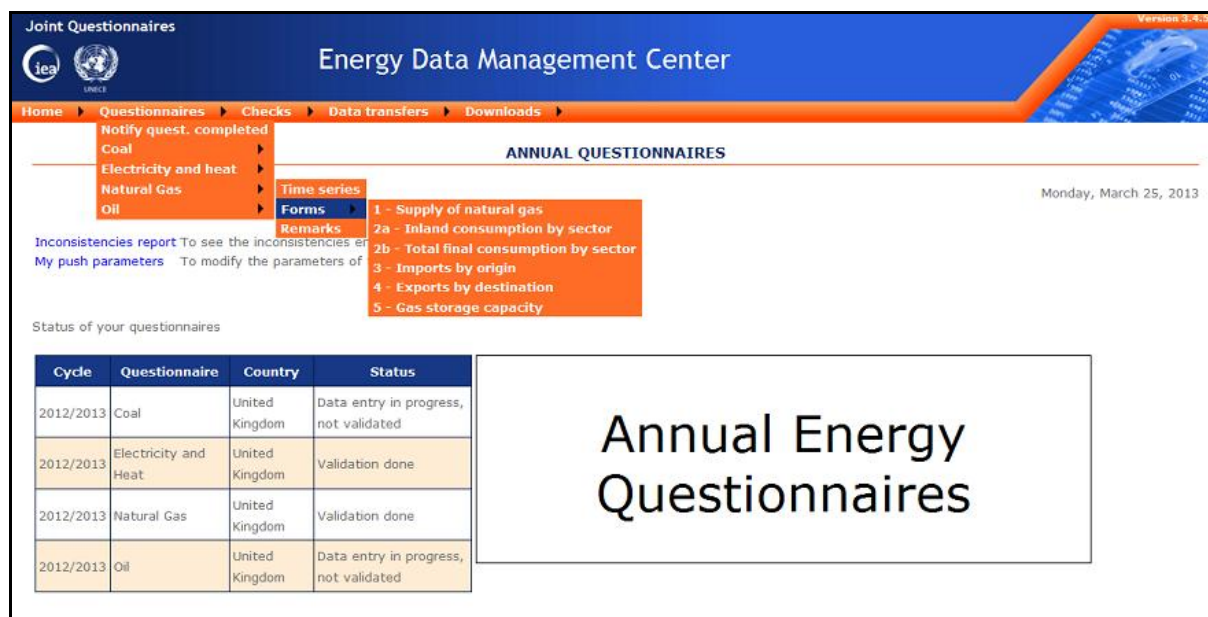
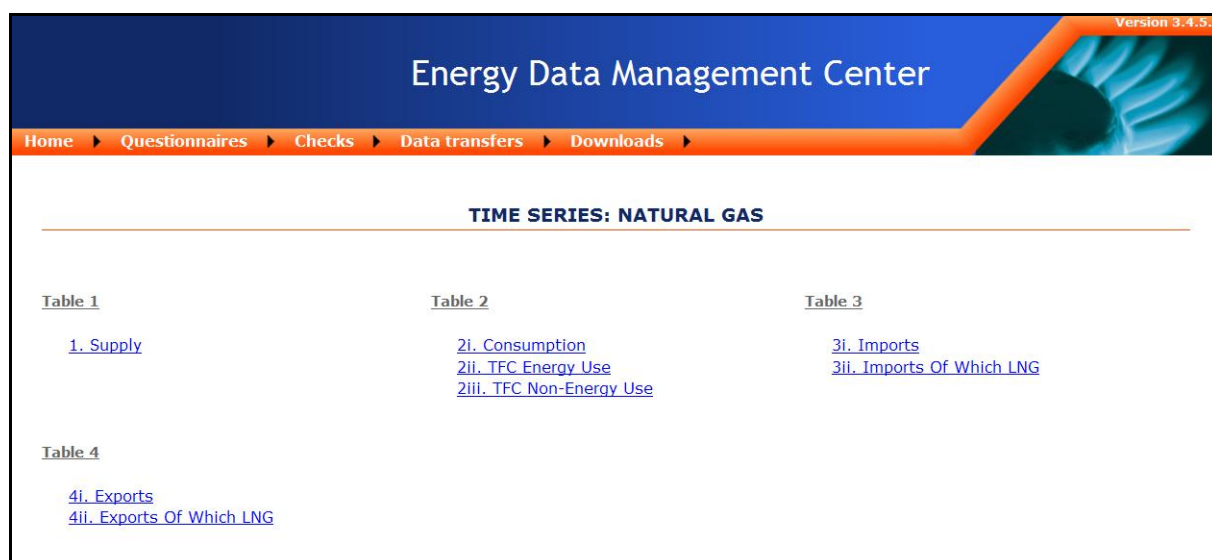


Figure 7: Questionnaire Menu

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.

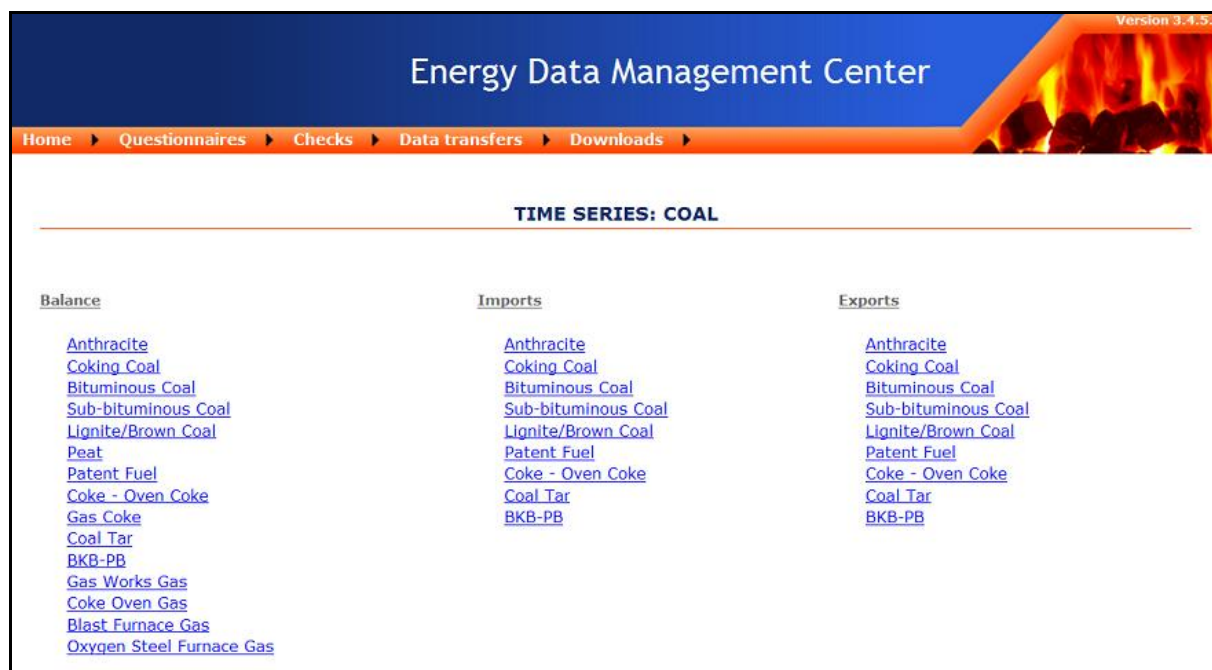
For each **Annual Questionnaire**, there are three submenus: Time Series, Forms, and Remarks. These submenus correspond to the different sheets in the Excel questionnaire. Clicking on "Time Series" produces a list corresponding to the Excel questionnaire sheets that show historical data by flow and product (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 MODIFYING 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).

The screenshot shows an Excel spreadsheet interface with a questionnaire menu for Natural Gas. The menu is organized into four main sections:

- DATA ENTRY MENU**: Contains a text box with instructions ("Control the integrity and coherence of your entries: Run the 'Check data' program.") and a "Check data" button.
- DATA ENTRY IN TIME SERIES**: Contains eight buttons for different data categories: "1. Supply", "2i. Consumption", "2ii. TFC Energy Use", "2iii. TFC Non-Energy Use", "3i. Imports", "3ii. Imports of which LNG", "4i. Exports", and "4ii. Exports of which LNG".
- DATA ENTRY IN FORMS**: Contains a text box asking to select a year (with a dropdown menu showing "2006") and several buttons for different tables: "Table 1", "Table 2a", "Table 2b", "Table 3", "Table 4", "Table 5", and a "Remarks" button.
- ASCII DATA TRANSFERS**: Contains two buttons: "Import" and "Export". The "Export" button is highlighted with a red circle.

At the bottom of the menu, there is a tip: "Tip : press Ctrl+M to come back to that page from anywhere".

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).

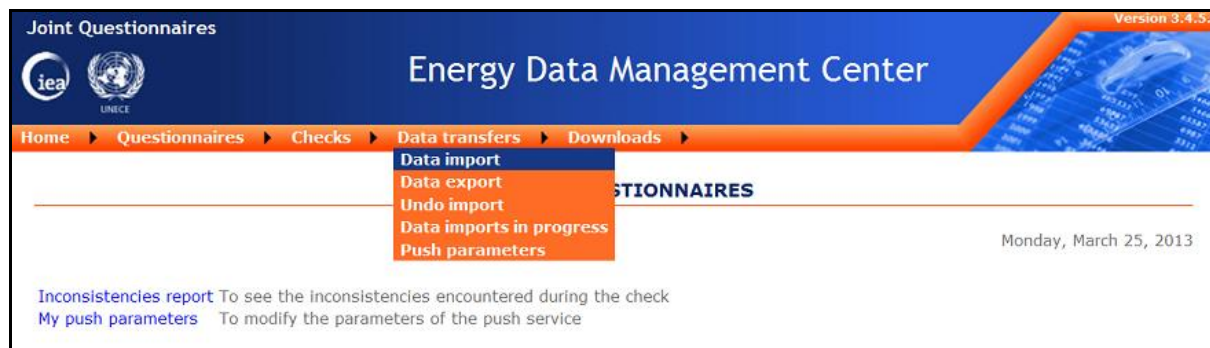


Figure 11: Data transfers menu

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

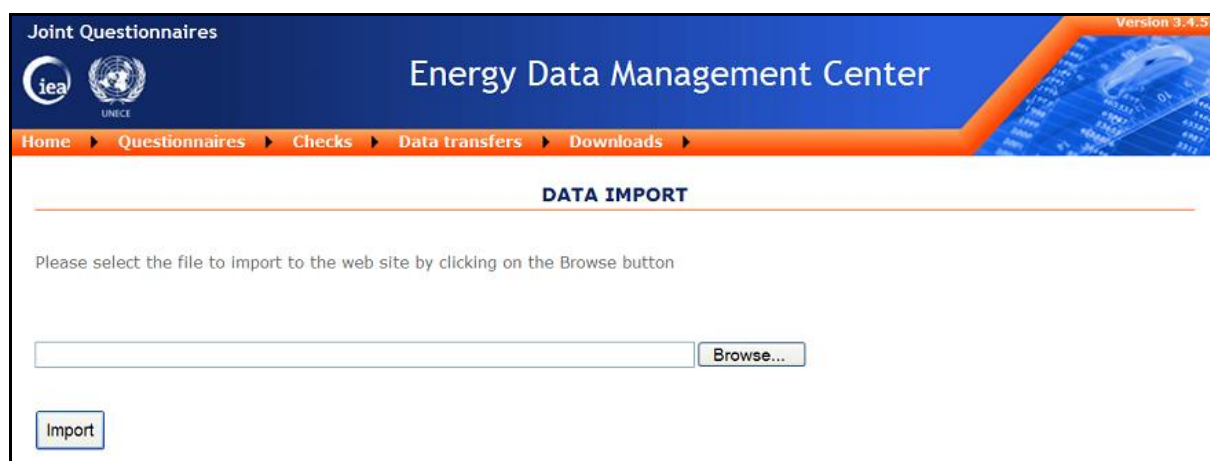


Figure 12: Data import

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.

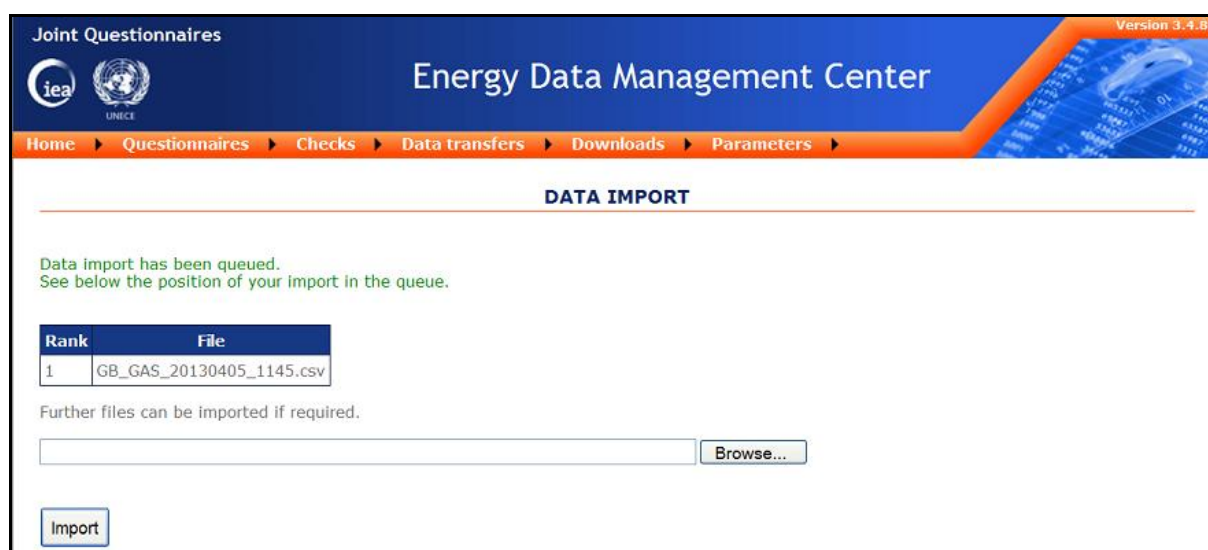


Figure 14: Data import processing

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).



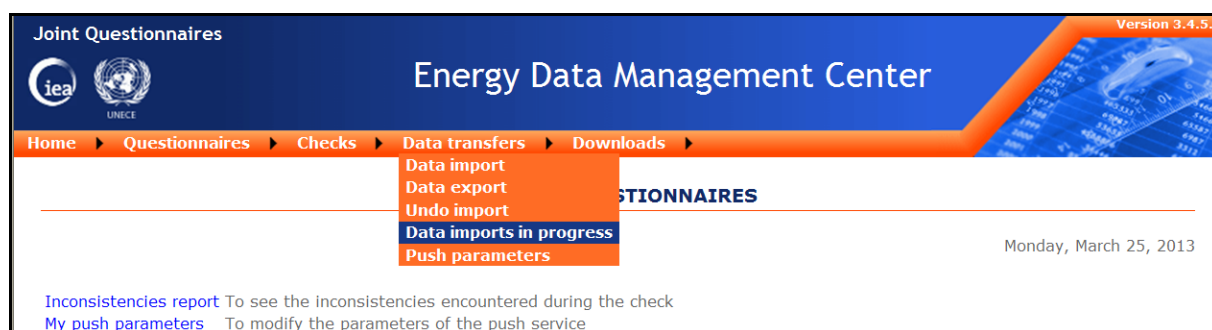


Figure 15: Undo import menu

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”.

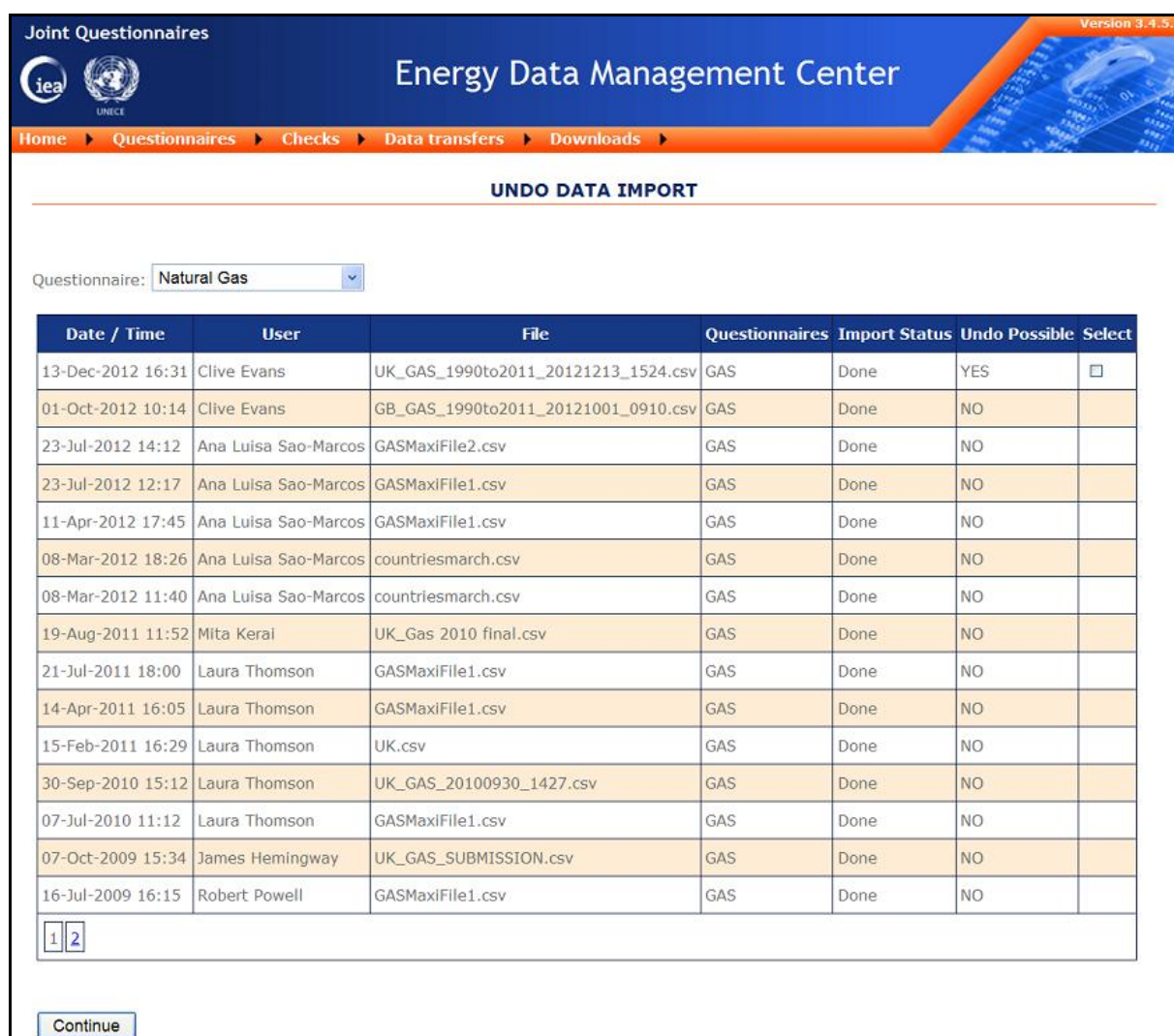


Figure 16: Undoing data import

### 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.

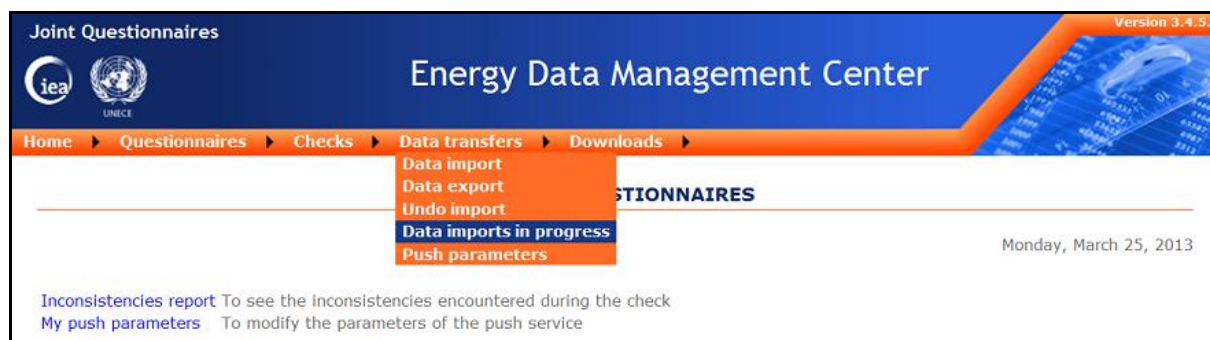


Figure 17: Data import in progress menu

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.

 The screenshot shows the 'DATA IMPORTS IN PROGRESS' table. The table has five columns: Date / Time, User, File, Questionnaires, and Import Status. It lists three data import records initiated by John Smith on April 5, 2013.
 

Date / Time	User	File	Questionnaires	Import Status
05-Apr-2013 11:57	John Smith	GB_GAS_20130405_1128.csv	GAS	Processing
05-Apr-2013 11:57	John Smith	UK_GAS_2000-2012.csv	GAS	Queued
05-Apr-2013 11:58	John Smith	UK_GAS_2000-2012.csv	GAS	Queued

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 m <sup>3</sup> (at 15°C, 760 mm Hg)	TJ (Gross Calor. Value)	Average GCV (kJ/m <sup>3</sup> )	Average NCV (kJ/m <sup>3</sup> )
		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

Joint Questionnaires

Energy Data Management Center

Home Questionnaires Checks Data transfers Downloads

Cycle: 2012/2013 Country: United Kingdom Ending: 2011 In yellow, modifications since: 01-10-2012 (DD-MM-YY) By: <All> Save

Time Series

NATURAL GAS - 2I. CONSUMPTION

Right click in a cell to add a comment

Table 2i - Consumption

Terajoules	2006	2007	2008	2009	2010	2011
Inland Demand (Total Consumption)	1,538,489	1,683,714	3,930,005	3,630,510	3,936,681	3,263,355
Transformation Sector	1,200,549	1,366,544	1,448,297	1,376,683	1,431,201	1,191,589
Main Activity Producer Electricity Plants	930,114	1,088,088	1,173,921	1,123,581	1,174,096	932,348
Autoproducer Electricity Plants	22,208	25,648	16,529	15,439	15,116	16,922
Main Activity Producer CHP Plants						
Autoproducer CHP Plants	168,746	167,425	166,068	154,470	155,696	156,883

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).

Joint Questionnaires Version 3.4.8.0

**Energy Data Management Center**

Home Questionnaires Checks Data transfers Downloads Parameters

Cycle: 2012/2013 Country: United Kingdom Ending: 2011 In yellow, modifications since: 11-01-2013 (DD-MM-YYYY) By: <All> Save

Time Series

**NATURAL GAS - 2I. CONSUMPTION**

Right click in a cell to add a comment

Table 2i - Consumption

Terajoules	2006	2007	2008	2009	2010	2011
<b>Inland Demand (Total Consumption)</b>	<b>1,538,489</b>	<b>1,683,714</b>	<b>0</b>	<b>0</b>	<b>1,447,624</b>	<b>1,347,031</b>
<b>Transformation Sector</b>	<b>1,200,549</b>	<b>1,366,544</b>	<b>0</b>	<b>0</b>	<b>680,182</b>	<b>590,930</b>
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				
<b>Energy Sector</b>	<b>294,690</b>	<b>273,690</b>	<b>0</b>	<b>0</b>	<b>70,879</b>	<b>69,696</b>
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).

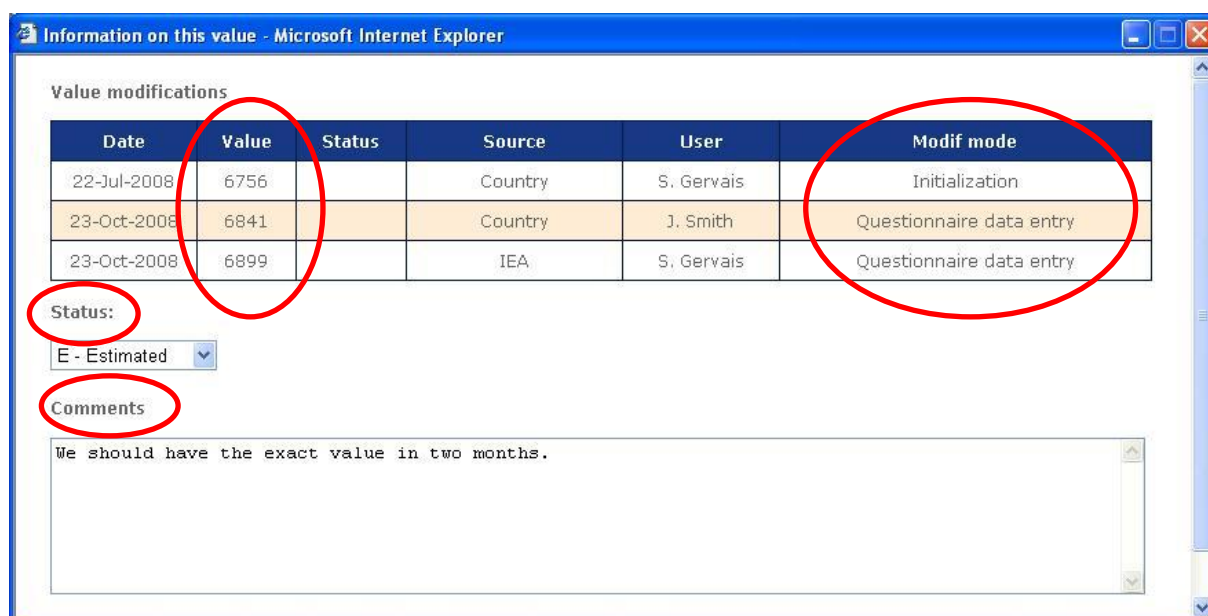
### 3) History of Updates/Modifications of a Data Point

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).





Information on this value - Microsoft Internet Explorer

Value modifications

Date	Value	Status	Source	User	Modif mode
22-Jul-2008	6756		Country	S. Gervais	Initialization
23-Oct-2008	6841		Country	J. Smith	Questionnaire data entry
23-Oct-2008	6899		IEA	S. Gervais	Questionnaire data entry

Status:

Comments  
 We should have the exact value in two months.

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).

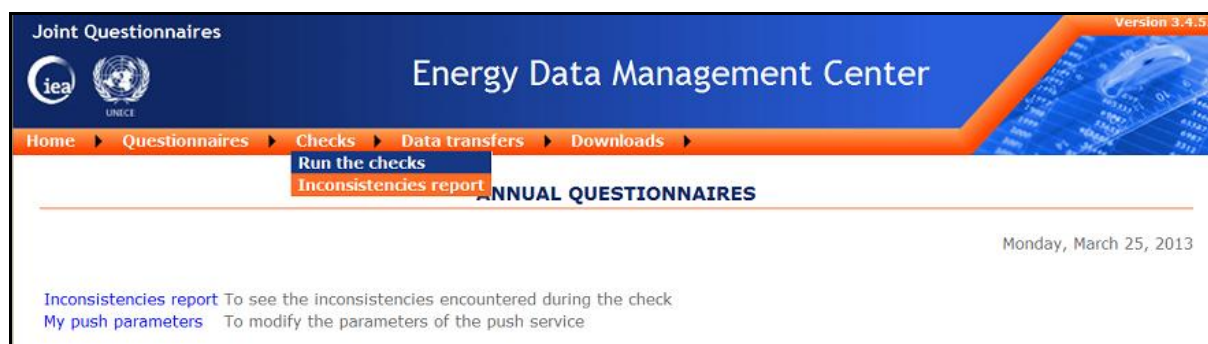


Figure 23: “Check and notify” menu

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.

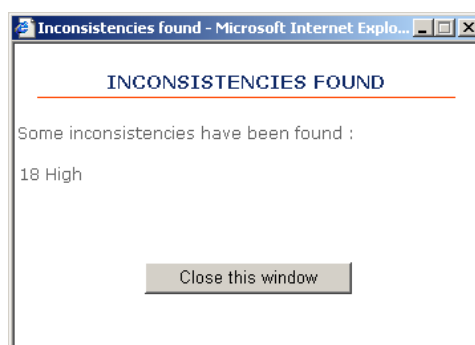
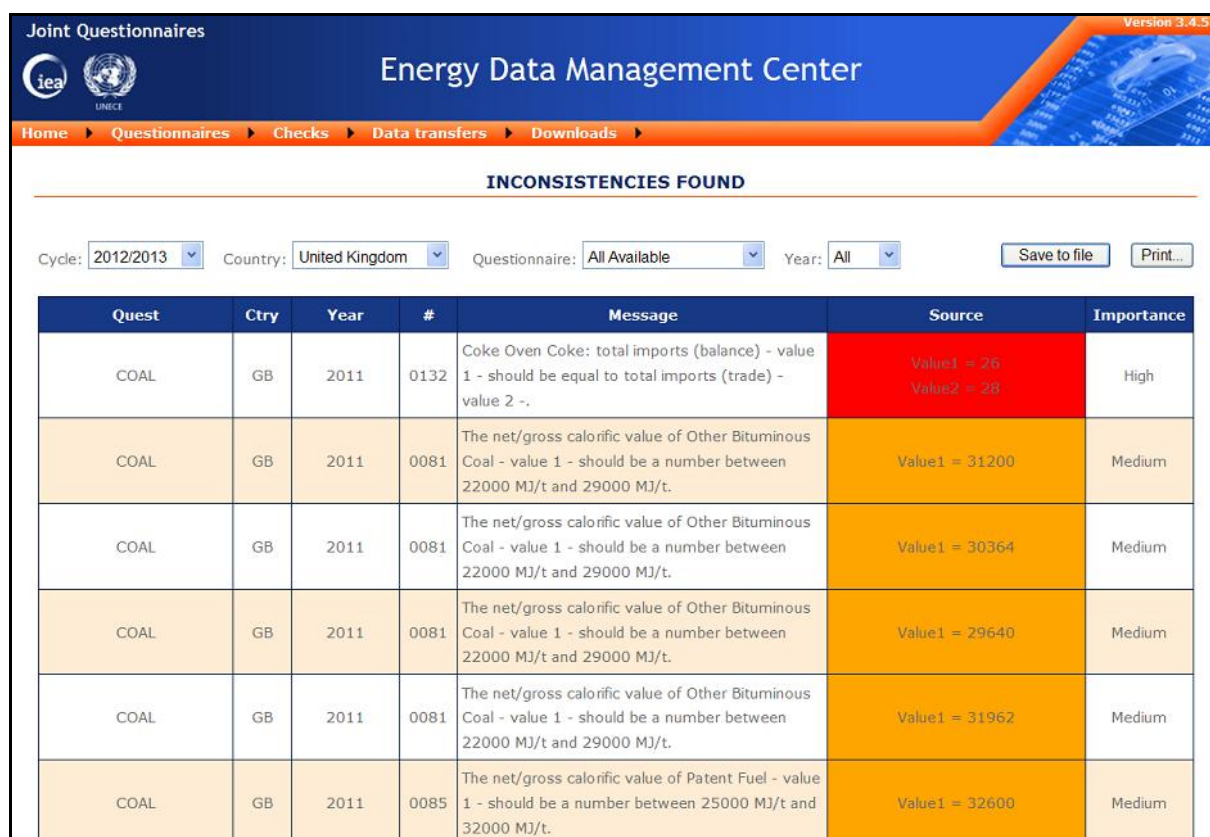


Figure 26: Inconsistencies found

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.



Joint Questionnaires  
Energy Data Management Center  
Version 3.4.5.0

Home ▶ Questionnaires ▶ Checks ▶ Data transfers ▶ Downloads ▶

**INCONSISTENCIES FOUND**

Cycle: 2012/2013 Country: United Kingdom Questionnaire: All Available Year: All Save to file Print...

Quest	Ctry	Year	#	Message	Source	Importance
COAL	GB	2011	0132	Coke Oven Coke: total imports (balance) - value 1 - should be equal to total imports (trade) - value 2 -.	Value1 = 26 Value2 = 28	High
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 31200	Medium
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 30364	Medium
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 29640	Medium
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 31962	Medium
COAL	GB	2011	0085	The net/gross calorific value of Patent Fuel - value 1 - should be a number between 25000 MJ/t and 32000 MJ/t.	Value1 = 32600	Medium

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.

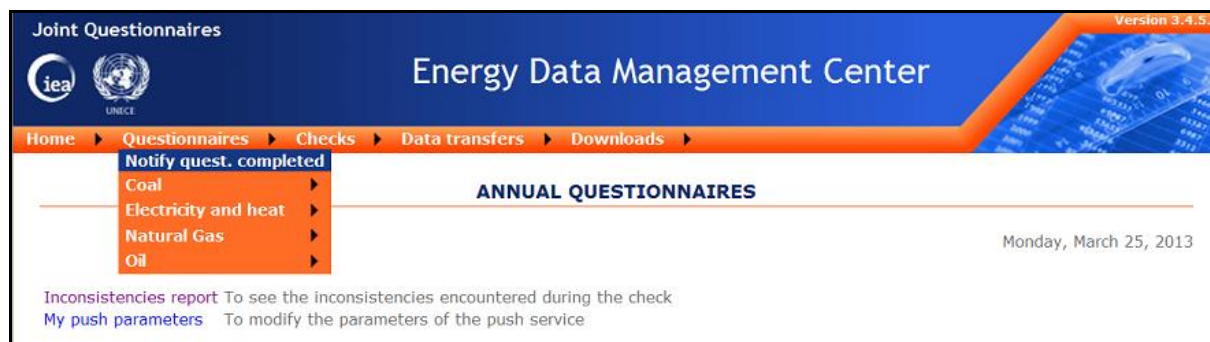
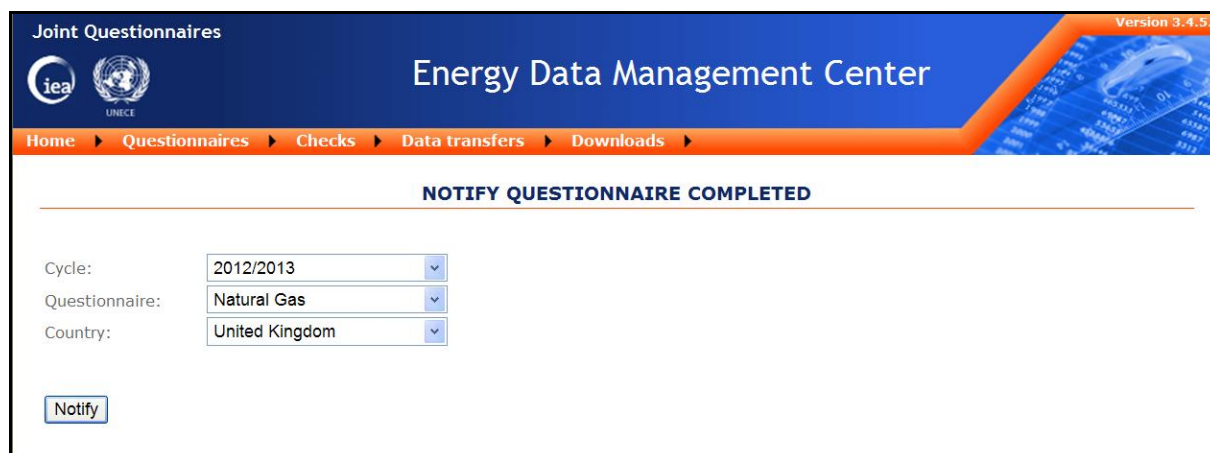


Figure 28: Notify menu



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

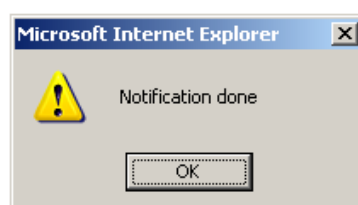


**Figure 29: Notify questionnaire completed**

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.



Joint Questionnaires

Energy Data Management Center

Home ▶ Questionnaires ▶ Checks ▶ Data transfers ▶ Downloads ▶

**INCONSISTENCIES FOUND**

Cycle: 2012/2013 Country: United Kingdom Questionnaire: All Available Year: All Save to file Print...

Quest	Ctry	Year	#	Message	Source	Importance
COAL	GB	2011	0132	Coke Oven Coke: total imports (balance) - value 1 - should be equal to total imports (trade) - value 2 -.	Value1 = 26 Value2 = 28	High
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 31200	Medium
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 30364	Medium
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 29640	Medium
COAL	GB	2011	0081	The net/gross calorific value of Other Bituminous Coal - value 1 - should be a number between 22000 MJ/t and 29000 MJ/t.	Value1 = 31962	Medium

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).

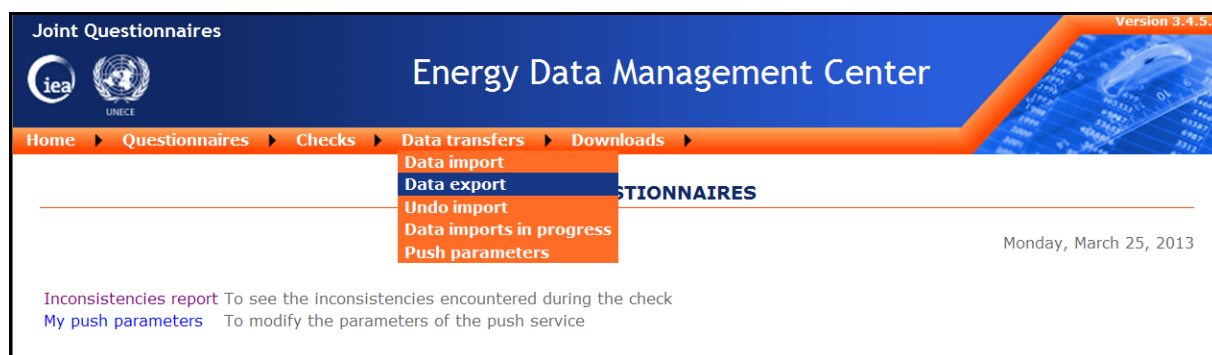


Figure 32: Data export menu

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.

Joint Questionnaires

Energy Data Management Center

Version 3.4.5.1

Home Questionnaires Checks Data transfers Downloads

**DATA EXPORT**

Country: United Kingdom

Questionnaire: Natural Gas

Cycle: 2012/2013

☒ Standard criteria ☐ Import criteria

Years: from: 1990 to: 2011

Version: Most recent

Only modified data: ☐

Imported by: Clive Evans

Since: 13-12-2012 (DD-MM-YYYY)

☒ One global file  
☐ One file per country  
☐ One file per country/questionnaire

SDMX-ML export ASCII export

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).



The screenshot shows the top navigation bar of the Energy Data Management Center website. The 'Downloads' menu item is highlighted with a red circle and a red arrow. Below the navigation bar, a table titled 'AVAILABLE DOWNLOADS' lists various documents available for download.

Name	Description
<a href="#">Flow_Chart_Online_Submission.pdf</a>	Flow_Chart_Online_Submission
<a href="#">Energy_Statistics_Manual.pdf</a>	Energy Statistics Manual
<a href="#">Energy_Stats_Manual_Ch.pdf</a>	Energy Statistics Manual - Chinese
<a href="#">Energy_Stats_Manual_FR.pdf</a>	Manuel sur les statistiques de l'énergie
<a href="#">Energy_Stats_Manual_De.pdf</a>	Handbuch Energiestatistik
<a href="#">Energy_Stats_Manual_Ru.pdf</a>	Energy Statistics Manual - Russian
<a href="#">Gasques.xls</a>	Natural Gas Annual Questionnaire - Template
<a href="#">Gaseng.pdf</a>	Natural Gas Reporting Instructions / Definitions
<a href="#">Gas_doc.pdf</a>	Natural Gas User Guide to Excel Questionnaire
<a href="#">EDC_User_Manual.pdf</a>	Energy Data Center User Manual
<a href="#">coal_doc.pdf</a>	Coal User Guide to Excel Questionnaire
<a href="#">EleQues.xls</a>	Electricity Annual Questionnaire - Template

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).

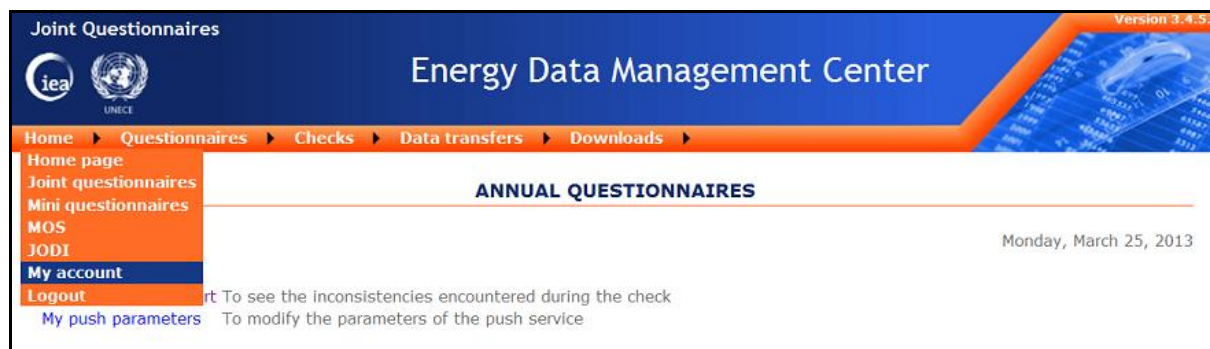


Figure 35: My account menu

The page that appears is shown in Figure 36.

The screenshot shows the 'MY ACCOUNT' page. It is divided into two main sections: 'Account Information' and 'Questionnaires'. The 'Account Information' section contains fields for Last Name (Smith), First Name (John), From (United Kingdom), Login (usr\_cou), Country (United Kingdom), Email (john.smith@uk.gov), ASCII CSV export separator (comma), and ASCII CSV country export type (IEA). The 'Questionnaires' section lists various questionnaire types and their associated data sources, along with the permissions for each (Read, Read/Write, or Read/Write/Verify).

Account Information		Questionnaires	
Last Name	Smith	Annual	Coal
First Name	John	Annual	Electricity and Heat
From	United Kingdom	Annual	Natural Gas
Login	usr_cou	Annual	Oil
Country	United Kingdom	Mini	Coal
Email	john.smith@uk.gov	Mini	Electricity and Heat
ASCII CSV export separator	comma	Mini	Natural Gas
ASCII CSV country export type	IEA	Mini	Renewables
Password Change		Mos	MOS Oil
Old Password		Mos	MOS Gas
New Password		Jodi	JODI
Verify		Jodi	Maxi JODI
		Jodi	JODI Gas

Permissions for Questionnaires:

- Annual Coal: Read
- Annual Electricity and Heat: Read
- Annual Natural Gas: Read/Write
- Annual Oil: Read
- Mini Coal: Read
- Mini Electricity and Heat: Read
- Mini Natural Gas: Read/Write
- Mini Renewables: Read
- Mos MOS Oil: Read/Write
- Mos MOS Gas: Read/Write
- Jodi JODI: Read/Write
- Jodi Maxi JODI: Read/Write
- Jodi JODI Gas: Read/Write

Buttons: Save, Cancel

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).

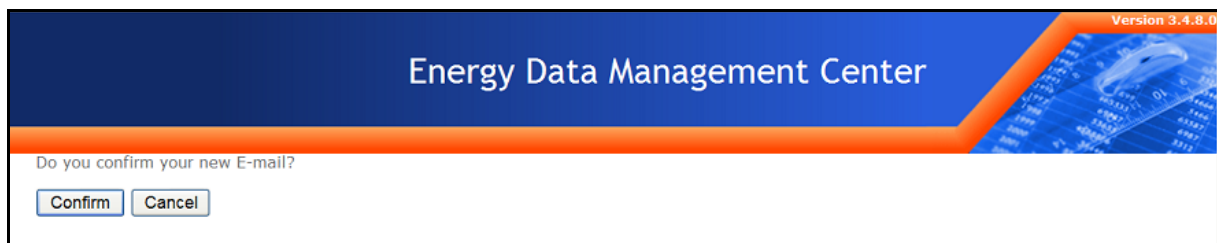


Figure 37: Email confirmation

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).

The screenshot shows a form titled "Password Change". It contains three input fields: "Old Password", "New Password", and "Verify". The "Old Password" field is on the left, and the "New Password" and "Verify" fields are on the right, with the "Verify" label placed between them.

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”.

A screenshot of a web form element. It consists of a rectangular box with a light gray border. Inside the box, on the left, is the text 'ASCII CSV export separator' in a small, dark font. To the right of this text is a drop-down menu. The menu is currently open, showing a list of options. The top option, 'comma', is highlighted in a light blue color. Below it, other options are visible but not highlighted. The drop-down menu has a small downward-pointing arrow on its right side.

**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”.

A screenshot of a web form element. It consists of a rectangular box with a light gray border. Inside the box, on the left, is the text 'ASCII CSV country export type' in a small, dark font. To the right of this text is a drop-down menu. The menu is currently open, showing a list of options. The top option, 'IEA', is highlighted in a light blue color. Below it, other options are visible but not highlighted. The drop-down menu has a small downward-pointing arrow on its right side.

**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).

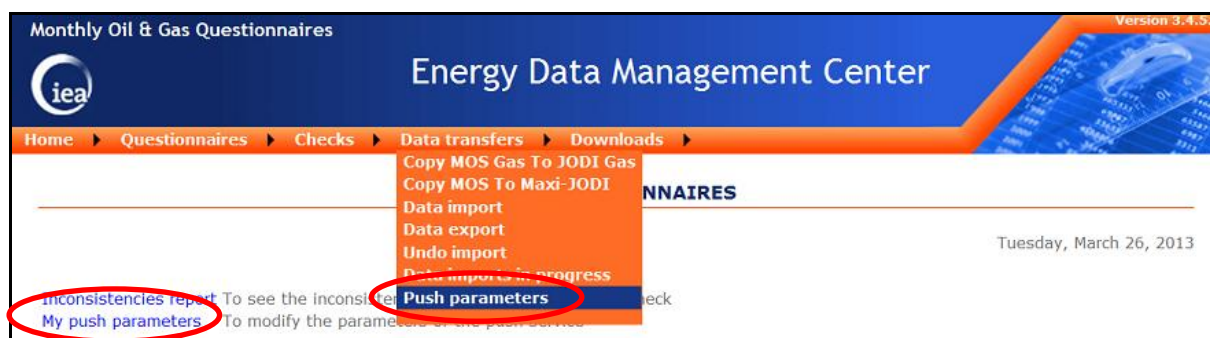


Figure 42: Push parameters link

The page that pops up is shown in Figure 43.

 The screenshot shows the 'MOS PUSH MANAGEMENT' page. It has a header with 'Monthly Oil & Gas Questionnaires' and 'Energy Data Management Center'. Below the navigation bar, the page is titled 'MOS PUSH MANAGEMENT'. Under 'Account information', the following details are listed: Family Name: Smith, First Name: John, Login: usr\_cou, and Email: ryszard.pospiech@iea.org. Under 'Stay informed', there's a section for frequency: 'If the data changes, I want to be informed every' followed by a text input '1' and a dropdown menu set to 'hour'. A note says 'Put zero if you do not want to stay informed'. Below this, there are radio buttons for 'Email only', 'Email + ASCII file' (which is selected), and 'Email + SDMX-ML file (coming soon)'. At the bottom, there are 'Save' and 'Cancel' buttons.

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).

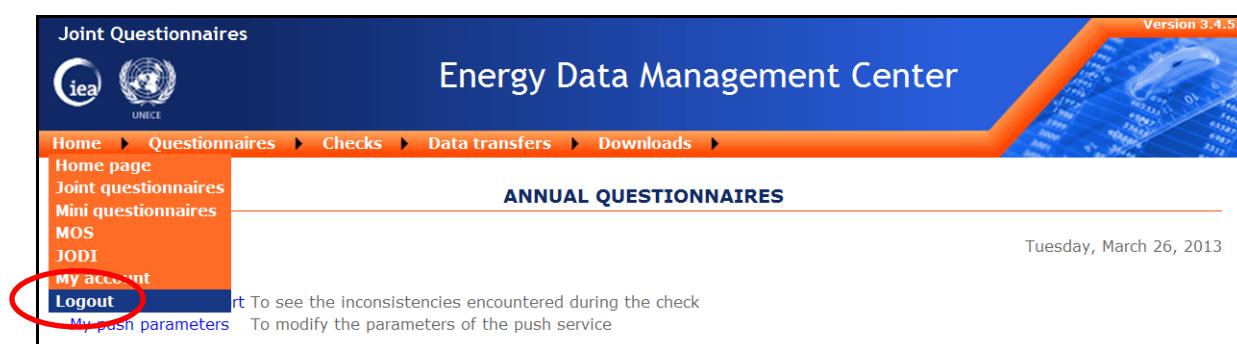


Figure 44: Logout

## 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.

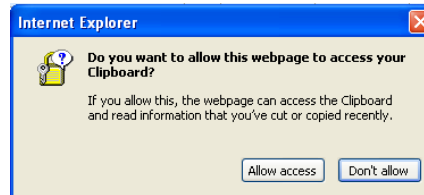


Figure 45: Asking for permit on Clipboard access

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);

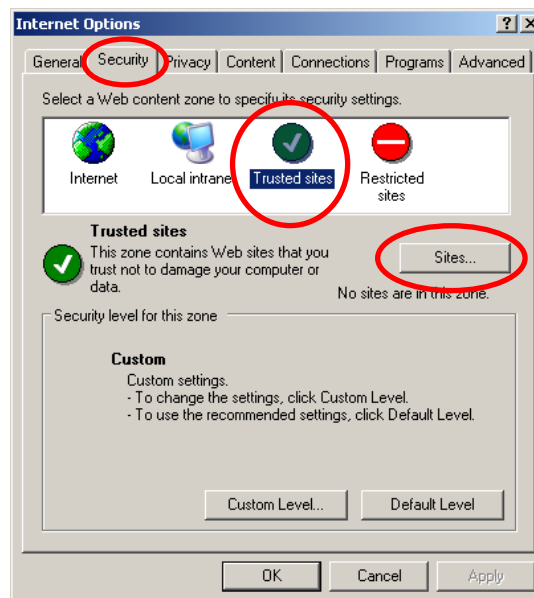
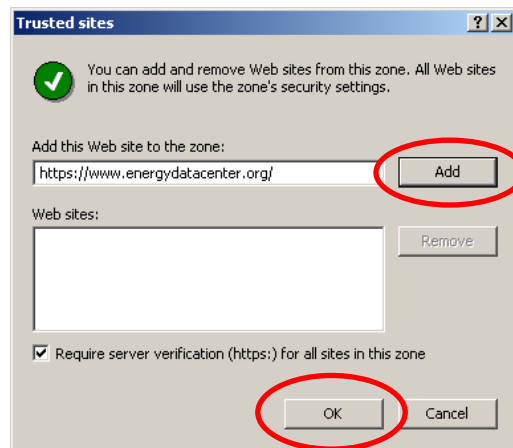


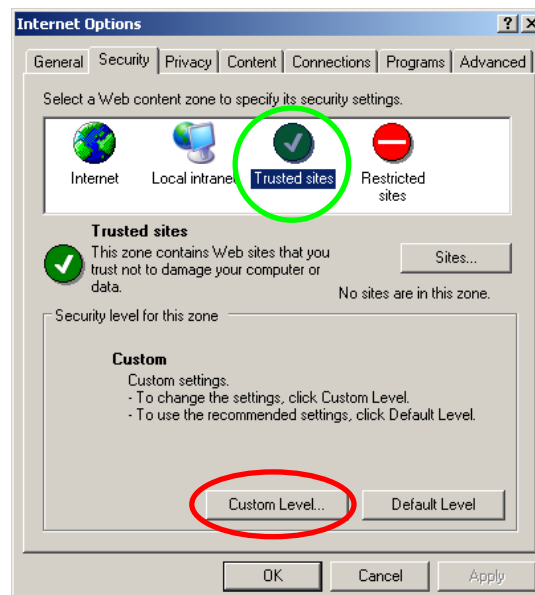
Figure 46: Internet security settings

- 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;



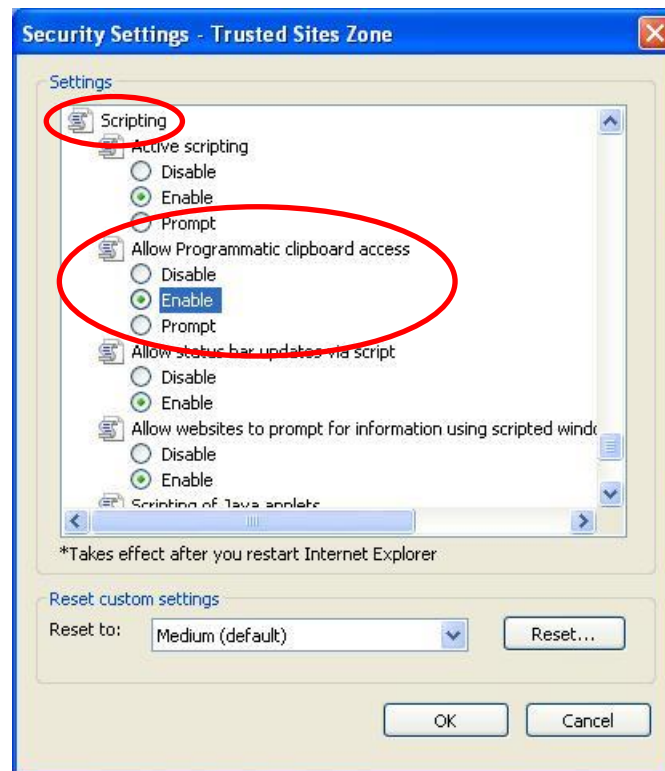
**Figure 47: Add Trusted sites**

- 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.

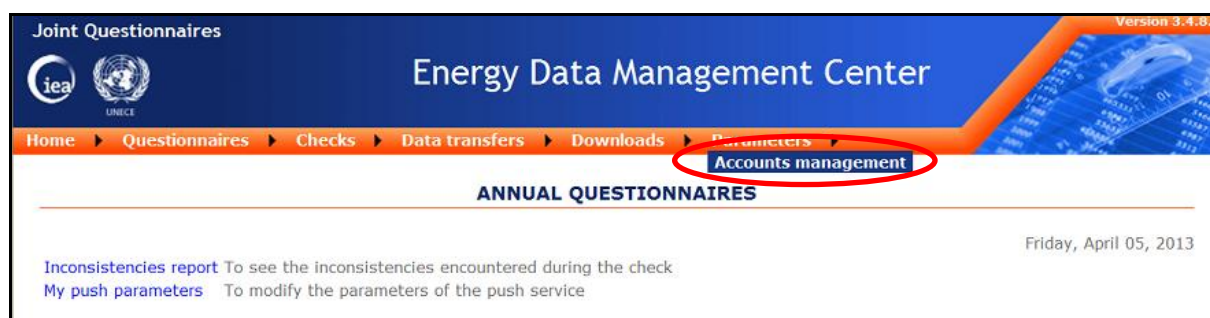


Figure 50: Accounts management menu

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.

Questionnaires rights			
Annual	Renewables	Read	Add
Family	Type	Rights	Select
Annual	COAL	Read	<input type="checkbox"/>
Annual	ELE	Read/Write	<input type="checkbox"/>
Annual	GAS	Read	<input type="checkbox"/>
Annual	OIL	Read	<input checked="" type="checkbox"/>
<div>Modify</div> <div>Delete</div>			

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).

The screenshot shows the 'Accounts Modification' page in the Energy Data Management Center. The page has a blue header with the IEA logo and the title 'Energy Data Management Center'. Below the header is a navigation bar with links: Home, Questionnaires, Checks, Data transfers, Reports, Downloads, and Parameters. The main content area is titled 'ACCOUNTS MODIFICATION' and contains a form for editing user accounts. The form includes fields for Last Name, First Name, Login, Password, Country, Category, Phone, and Email. There are also checkboxes for 'Is Database Administrator for Annual', 'Is Database Administrator for Monthly', and 'Can manage profiles'. A 'Verify' field and a 'Reinitialize password' button are also present. The 'Is Blocked' checkbox is checked and circled in red. Below the form is a 'Comments' text area and a section for 'Is Active' and 'ASCII CSV export separator' and 'ASCII CSV country export type'. At the bottom are 'Save', 'Cancel', and 'Delete' buttons.

ACCOUNTS MODIFICATION	
<b>Account</b>	
Last Name	Smith
First Name	John
Login	Smith_J
Password	*****
Country	United Kingdom
Category	Country
Phone	6635
Email	John.Smith@uk.gov
Is Blocked	<input checked="" type="checkbox"/>
Comments	
Is Active	<input checked="" type="checkbox"/>
ASCII CSV export separator	comma
ASCII CSV country export type	IEA
* All fields are mandatory, except Comments	
Save Cancel Delete	

Figure 54: Unblocking an account