

READ CAREFULLY BEFORE STARTING THE DATA-ENTRY

1 DATA-ENTRY

The data-entry process **MUST** be done through the "Data-Entry" section according to the standard Codification given in the "References" section.
Data could be entered either manually or by pasting an Excel table generated by a national software.

2 IMPORT FROM A SOFTWARE

Important: the Excel table created by your software **MUST** have exactly the same **STRUCTURE** as given in the "Data-Entry" section and the data it contains is in accordance with the standard **CODIFICATION** given in the "References" section.
When these conditions are satisfied you may proceed in pasting the Excel table into the "Data-Entry" section.

3 VESSEL ENTRY SUCCESSFULLY COMPLETED

The record of a vessel is "COMPLETE" when all the required fields have been filled in: a green indicator will appear.

4 VALIDATION

Run the Data Quality Control Routine by clicking on **VALIDATION**.
All the completed fields will be immediately analyzed and the results of the validation process will appear.
Go back to the "Data-Entry" section and complete/correct any information which has been associated with one of the following messages: **MISSING**, **OUT OF RANGE** or **ERROR**. Re-run the Data Quality Control Routine and repeat correction process as necessary.

5 SAVE AND SEND

Once the data-entry has been completed and all the data has been validated, **SAVE** the file (without changing its name) and send it by email to the GFCM Secretariat (see "Contacts" section).
It is recommended to use any tool available on your PC to compress (zip) this file before sending it.

Note for EUROPEAN COMMUNITY: a separate file must be completed for each EC country.

DO NOT TRY TO DELETE, REMOVE OR RENAME ANY ROW, COLUMN AND WORKSHEET.