



CSR BACK-OFFICE: USER MANUAL



HORIZON 2020

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SeaDataNet - The pan-European infrastructure for marine and ocean data management

Deliverable number	Short title
	CSR BACK-OFFICE User manual
Long title	
CSR BACK-OFFICE User manual	
Short description	
CSR BACK-OFFICE is an online tool which enables to create and update CSR entries This document is the detailed user manual of CSR BACK-OFFICE.	
Author	Working group
Tosello V.	PO
Dissemination	Copyright terms
Public	

History

Version	Authors	Date	Comments
1.0	Tosello V.	17/05/2021	Creation
2.0	Tosello V.	23/03/2022	Addition of paragraphs 2.4 Submission of CSR entries using online forms and 2.5 Workflow after CSR submission
		29/03/2022	Additional information about track chart referenced in CSR XML files (2.3.2)
2.1	Tosello V.	12/10/2022	Additional information about Measurements and moorings dates (2.4.1.9)

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1. Introduction

Cruise Summary Reports (CSR = former ROSCOPs) are the usual means for reporting on cruises or field experiments at sea. Traditionally, it is the Chief Scientist's obligation to submit a CSR to his/her National Oceanographic Data Centre (NODC) not later than two weeks after the cruise. This provides a first level inventory of measurements and samples collected at sea. Currently, the Cruise Summary Reports directory covers cruises from 1873 till today from more than 2.000 research vessels: a total of nearly 53.000 cruises, in all European waters and global oceans. This also includes historic CSRs from European countries, that have been loaded from the ICES database from 1960 onwards.

For many years, the CSR catalogue has been managed by BSH, Germany. In 2022, the CSR catalogue will be transferred from BSH to IFREMER. In the frame of this transfer, a new on-line tool has been developed to enable to create and update CSR entries in the new CSR catalogue managed by IFREMER: CSR Back-office. This tool is available at <https://csr-backoffice.seadatanet.org/>

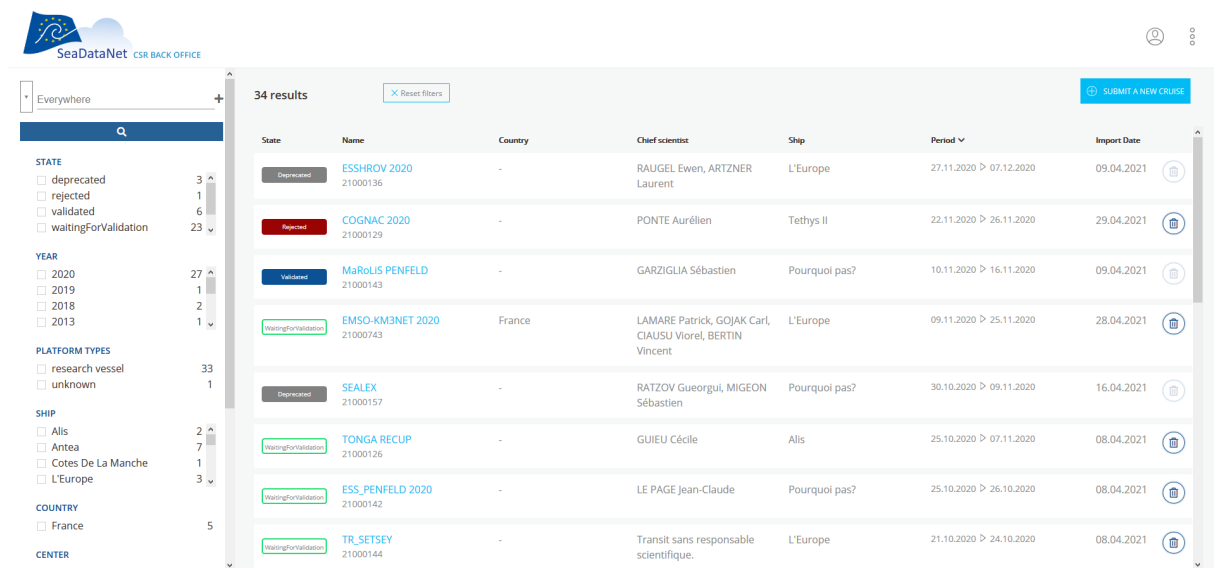


Figure 1 : CSR back-office

The CSR back-office V1, delivered in June 2021, allowed to create and update CSR entries by submitting CSR XML files. The CSR back-office V2, delivered in March 2022 includes on-line forms to replace the current CMS managed by BSH. The corresponding CSR workflow is shown in Figure 2.

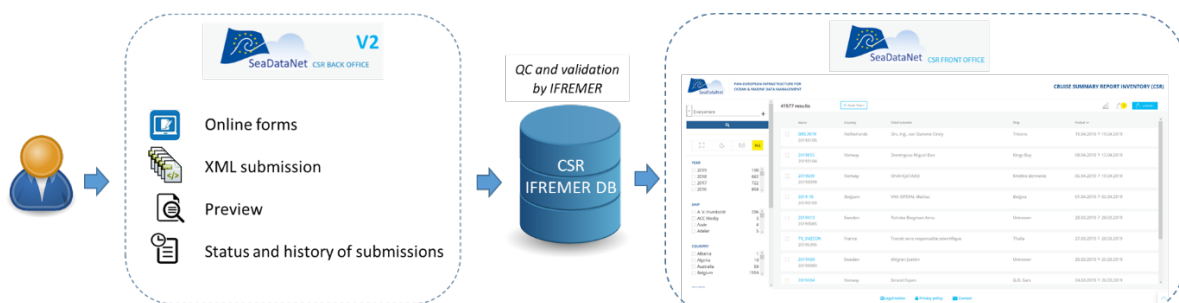


Figure 2 : Workflow including CSR back-office V2 (XML submission + online forms)



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2. CSR back-office functionalities

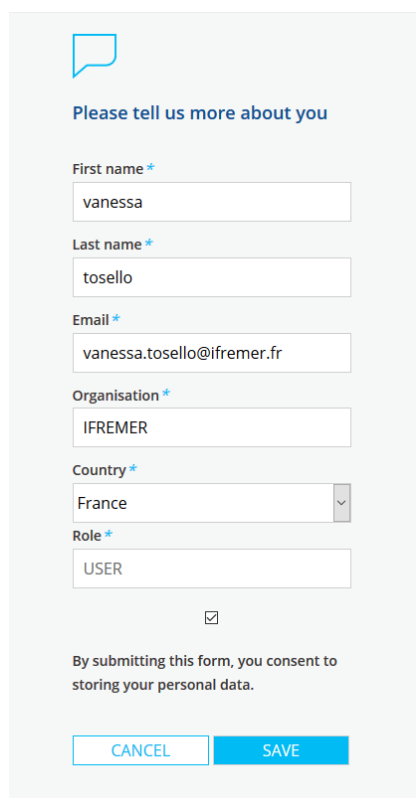
2.1. Identification using Marine-id

The CSR back-office makes use of the Marine-id services. Therefore, you are asked to register with marine-id (in order to get a personal login name and password). The marine-id registration includes details such as e-mail address which are required for handling and keeping you informed about the progress of your CSR submissions.

- Register as Marine-id user
- Ask for a new password (if already registered), on marine-id
- Change your personal information (if already registered), on marine-id

At first connection to the CSR back-office, you will be asked to:

- Precise the name of your organization
- Give your consent for storing your personal data (check box)



The screenshot shows a user profile window with the following fields and options:

- First name ***: vanessa
- Last name ***: tosello
- Email ***: vanessa.tosello@ifremer.fr
- Organisation ***: IFREMER
- Country ***: France (dropdown menu)
- Role ***: USER
- (consent checkbox)
- By submitting this form, you consent to storing your personal data.
- CANCEL** button
- SAVE** button

Figure 3 : User profile window

2.2. Rights

Once logged in, you will have access to your own CSR entries.

State	Name	Country	Chief scientist	Ship	Period	Import Date
Deprecated	ESSHROV 2020 21000136	-	RAUGEL Ewen, ARTZNER Laurent	L'Europe	27.11.2020 > 07.12.2020	09.04.2021
Rejected	COGNAC 2020 21000129	-	PONTE Aurélien	Tethys II	22.11.2020 > 26.11.2020	29.04.2021
Validated	MaRoLIS PENFELD 21000143	-	GARZIGLIA Sébastien	Pourquoi pas?	10.11.2020 > 16.11.2020	09.04.2021
Deprecated	SEALEX 21000157	-	RATZOV Gueorgui, MIGEON Sébastien	Pourquoi pas?	30.10.2020 > 09.11.2020	16.04.2021
WaitingForValidation	TONGA RECUP 21000126	-	GUIEU Cécile	Allis	25.10.2020 > 07.11.2020	08.04.2021
WaitingForValidation	ESS_PENFELD 2020 21000142	-	LE PAGE Jean-Claude	Pourquoi pas?	25.10.2020 > 26.10.2020	08.04.2021
WaitingForValidation	TR_SETSEY 21000144	-	Transit sans responsable scientifique.	L'Europe	21.10.2020 > 24.10.2020	08.04.2021
WaitingForValidation	TV_ECHOSONDE 21000145	-	Transit sans responsable scientifique.	Thalia	19.10.2020 > 20.10.2020	08.04.2021

Figure 4: CSR back-office homepage for an user who owns CSR entries

Currently, a CSR entry is associated with only one owner. If in your organization, several people manage the same CSR entries, we recommend you to create a generic marine-id account to manage them.

If you never submitted CSR entries neither in the BSH system nor in the IFREMER one, no CSR entries will be displayed, as shown in Figure 5.

State	Name	Country	Chief scientist	Ship	Period	Import Date
0 result						

Figure 5: CSR back-office homepage for an user who doesn't own CSR entries

If some of your CSR entries are not displayed in the CSR back-office, it is probably because you have not been identified as their owner. If changes are needed, please contact sdn-userdesk@seadatanet.org.

2.3. Submission of CSR XML files

In the CSR back-office V1, only XML submissions are possible. The CSR submissions using online forms will be possible in the CSR back-office V2 in 2022.

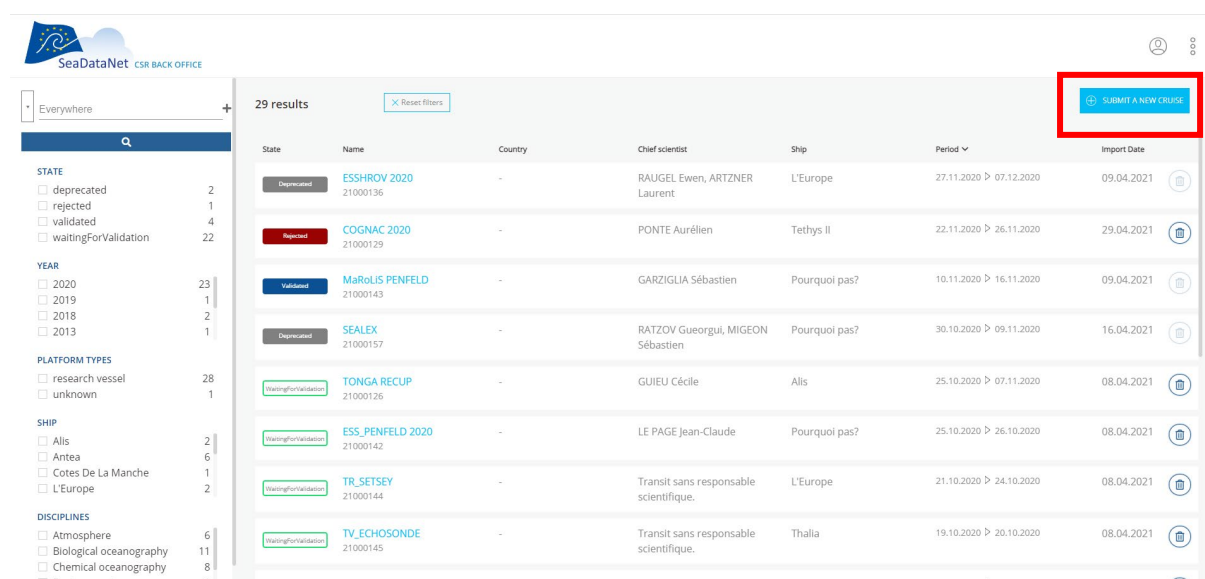
2.3.1. CSR XML format

The required XML format is the SeaDataNet ISO 19139 Cruise Summary Report (CSR) format as described at <https://www.seadatanet.org/Standards/Metadata-formats/CSR>. You can produce your CSR XML files using the MIKADO software freely available at <https://www.seadatanet.org/Software/MIKADO>.

2.3.2. Upload

To upload and submit CSR XML entries (new or update):

1. click on “Submit a new cruise” button



The screenshot shows the SeaDataNet CSR BACK OFFICE interface. On the left, there is a sidebar with filters for STATE, YEAR, PLATFORM TYPES, SHIP, and DISCIPLINES. The main area displays a table of 29 results with columns for State, Name, Country, Chief scientist, Ship, Period, and Import Date. A red box highlights the 'SUBMIT A NEW CRUISE' button in the top right corner of the main area.

State	Name	Country	Chief scientist	Ship	Period	Import Date
Deprecated	ESSHROV 2020 21000136	-	RAUGEL Ewen, ARTZNER Laurent	L'Europe	27.11.2020 > 07.12.2020	09.04.2021
Repaired	COGNAC 2020 21000129	-	PONTE Aurélien	Tethys II	22.11.2020 > 26.11.2020	29.04.2021
Validated	MaRoLIS PENFELD 21000143	-	GARZIGLIA Sébastien	Pourquoi pas?	10.11.2020 > 16.11.2020	09.04.2021
Deprecated	SEALEX 21000157	-	RATZOV Gueorgui, MIGEON Sébastien	Pourquoi pas?	30.10.2020 > 09.11.2020	16.04.2021
Waiting for Validation	TONGA RECUP 21000126	-	GUIEU Cécile	Alis	25.10.2020 > 07.11.2020	08.04.2021
Waiting for Validation	ESS_PENFELD 2020 21000142	-	LE PAGE Jean-Claude	Pourquoi pas?	25.10.2020 > 26.10.2020	08.04.2021
Waiting for Validation	TR_SETSEY 21000144	-	Transit sans responsable scientifique.	L'Europe	21.10.2020 > 24.10.2020	08.04.2021
Waiting for Validation	TV_ECHOSONDE 21000145	-	Transit sans responsable scientifique.	Thalia	19.10.2020 > 20.10.2020	08.04.2021

Figure 6 : Submit your CSR entries

2. drag and drop your XML files (or a zip containing your XML files) in the CSR back-office interface.

- **Attention, for performance reasons: you can only upload 100 files at the same time.**
- If your CSR entries are associated with a track chart (PDF or image), you should upload a zip containing your XML files and the corresponding track charts (max 100 files including track chart, max size 5Mbytes) except if the track chart is referenced in the XML file as URL. In that specific case, for security reasons, it may be necessary to include an exception in the CSR back-office to authorizing the track chart downloading (please contact sdn-userdesk@seadatanet.org if you have the following error: “Problem with track chart” when uploading your XML file).

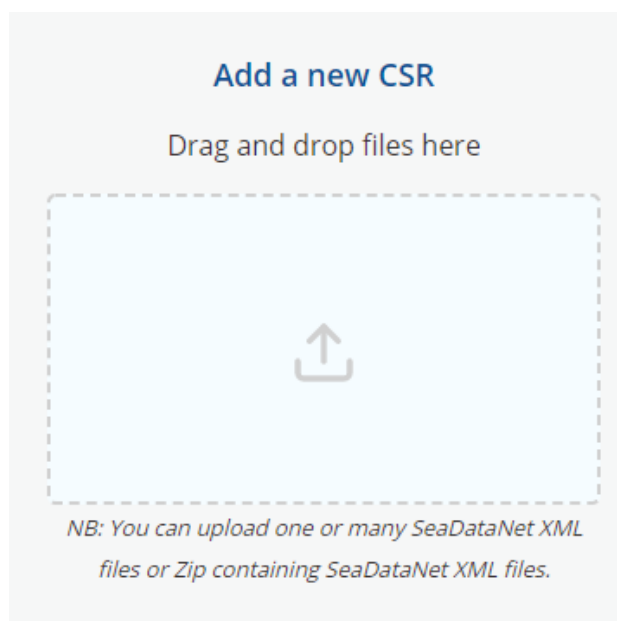


Figure 7 : Upload CSR entries by drag and drop

2.3.3. XML Validation

Once you uploaded your CSR XML files, the CSR back-office will perform the following checks:

- **Create/Update:** the CSR back-office will detect automatically if your CSR XML file is a new CSR entry or an update taking into account the EDMO code of the collate centre, the CSR local id and the name of the depositor (owner or not). Note that you will be authorized to update only your own CSR entries and to create a new CSR entry only if this new CSR entry is not a duplicate with an existing one (same name, same ship, same dates). If you tried to update a CSR entry you don't own, you will receive an error message ("Potential duplicates").

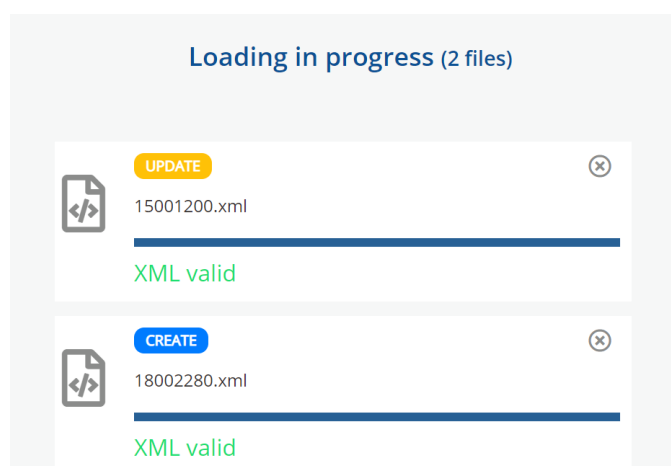


Figure 8 : Create and update detection

- **XML validation:** the CSR back-office will check if your XML file is valid or not.

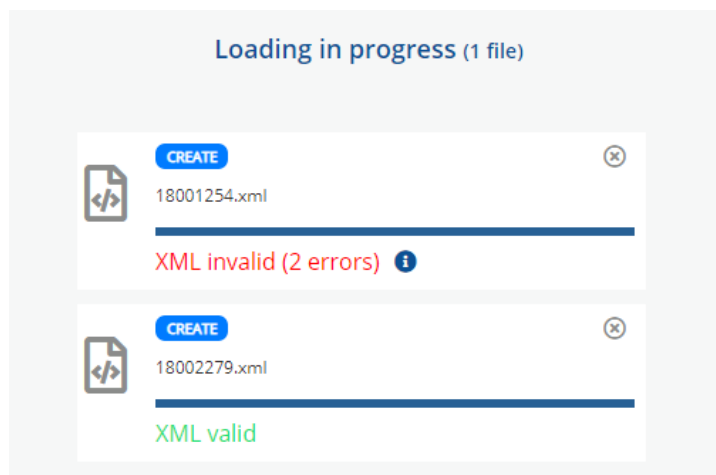


Figure 9 : XML validation

- **Duplicates checks:** the CSR back office will detect the potential duplicates when a CSR XML entry is uploaded
 - ERROR (red message): Same ship, same dates, same names
 - WARNING (orange message)
 - Same ship, same dates, different names
 - Same ship, overlapping dates

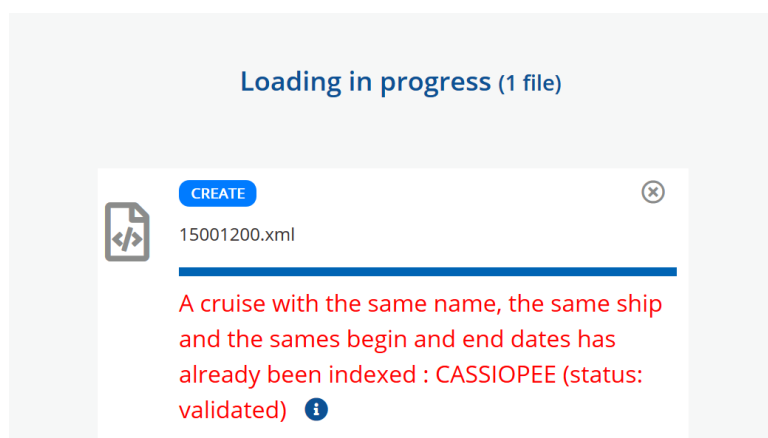


Figure 10 : Detection of Potential duplicate (ERROR)

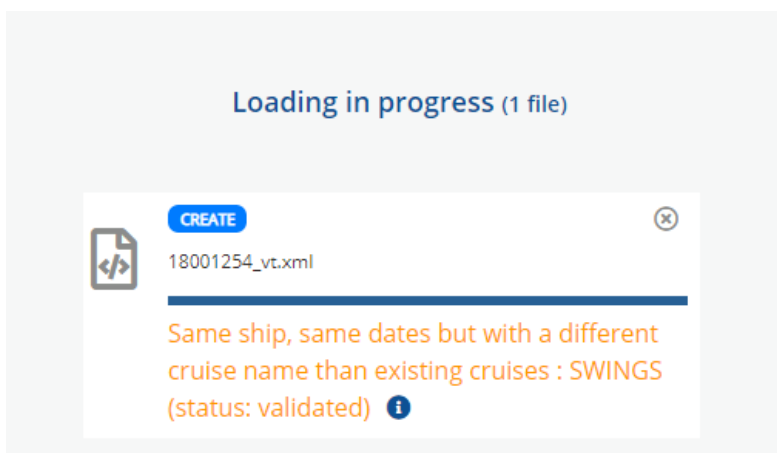


Figure 11 : Detection of potential duplicate (WARNING)

You can download the log report by clicking on “Result logs” button.

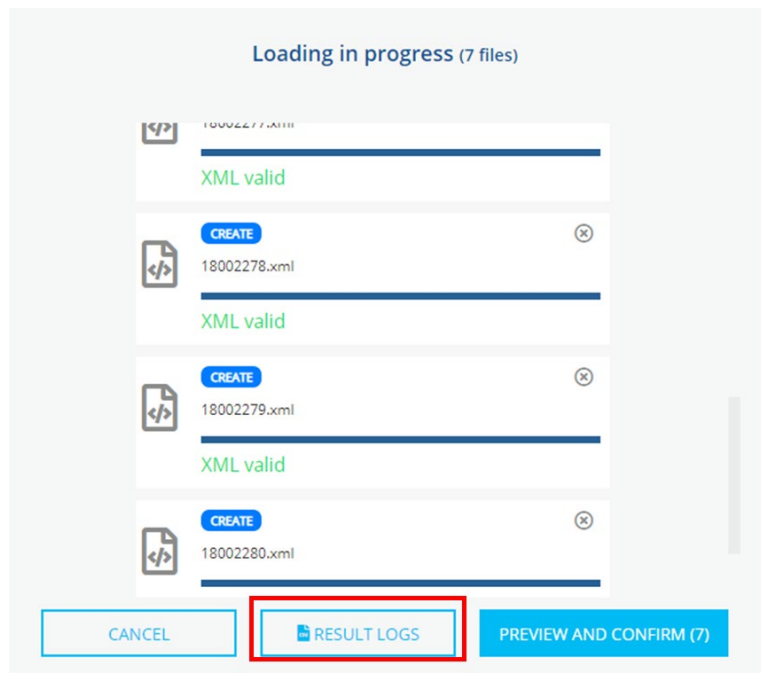


Figure 12 : Download the log report

2.3.4. Preview and submission

The next step is the preview of your uploaded CSR entries (only valid ones) by clicking on the “Preview and Confirm” button.

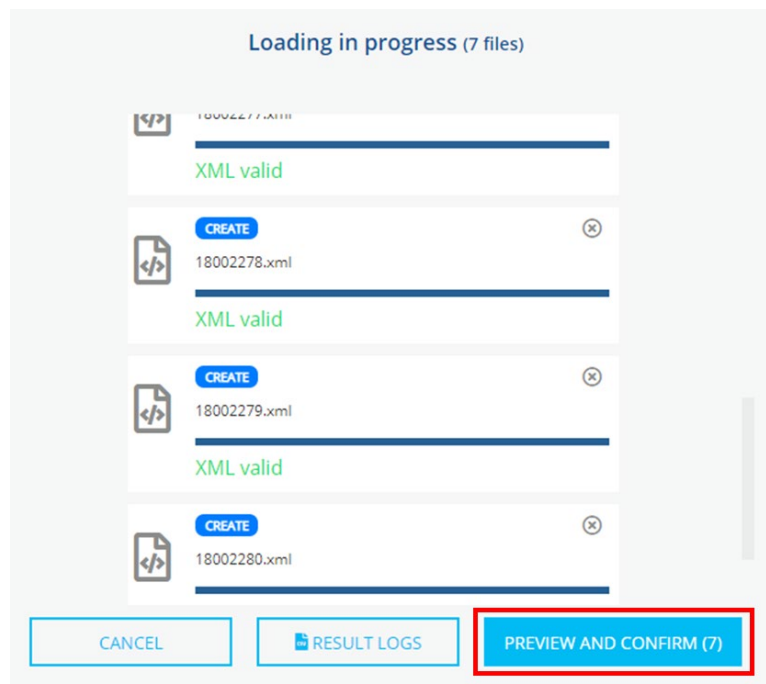


Figure 13 : Access to the Preview window

The preview window is shown on Figure 14.

Figure 14 : Preview of the uploaded CSR entries

On the Preview window, you will be able to check all the fields imported from your XML file and to submit your CSR entries one by one or all together:

- Click on « Submit current » button to submit the current CSR entry
- Or click on “Submit all » button to submit all the uploaded valid CSR entries.

If everything goes well, you will have a successful message, as shown on Figure 15 .

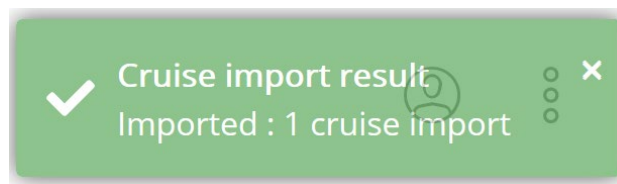


Figure 15: Submission OK - Green message

2.4. Submission of CSR entries using online forms

2.4.1. Creation of a new CSR entry

To create a new CSR entry using the online forms:

- 1- click on “Submit a new cruise” button

SeaDataNet CSR BACK OFFICE

29 results Reset filters

SUBMIT A NEW CRUISE

State	Name	Country	Chief scientist	Ship	Period	Import Date
Deprecated	ESSHROV 2020 21000136	-	RAUGEL Ewen, ARTZNER Laurent	L'Europe	27.11.2020 > 07.12.2020	09.04.2021
Rejected	COGNAC 2020 21000129	-	PONTE Aurélien	Tethys II	22.11.2020 > 26.11.2020	29.04.2021
Validated	MaRoLiS PENFELD 21000143	-	GARZIGLIA Sébastien	Pourquoi pas?	10.11.2020 > 16.11.2020	09.04.2021
Deprecated	SEALEX 21000157	-	RATZOV Gueorgui, MIGEON Sébastien	Pourquoi pas?	30.10.2020 > 09.11.2020	16.04.2021
Waiting for validation	TONGA RECUP 21000126	-	GUIEU Cécile	Alis	25.10.2020 > 07.11.2020	08.04.2021
Waiting for validation	ESS_PENFELD 2020 21000142	-	LE PAGE Jean-Claude	Pourquoi pas?	25.10.2020 > 26.10.2020	08.04.2021
Waiting for validation	TR_SETSEY 21000144	-	Transit sans responsable scientifique.	L'Europe	21.10.2020 > 24.10.2020	08.04.2021
Waiting for validation	TV_ECHOSONDE 21000145	-	Transit sans responsable scientifique.	Thalia	19.10.2020 > 20.10.2020	08.04.2021

2- click on 'From empty online form' button

Add a new CSR

FROM EMPTY ONLINE FORM

Or Import CSR from ZIP/XML files

Drag and drop files here

NB: You can upload one or many SeaDataNet XML files or Zip containing SeaDataNet XML files.

3- Fill in the online forms.

There are 9 main forms to describe your cruise:

- Identification of the cruise
- Responsible party of the cruise
- Objectives
- Projects
- Parameters and instruments
- Geographical areas
- Measurements
- Moorings
- Other information (data access restriction, documentation)

2.4.1.1. Common screen characteristics

2.4.1.1.1. Mandatory fields

In the different forms, the mandatory fields are highlighted with a blue star:

The screenshot shows a form with the following fields:

- Name of the cruise *** (with a question mark icon): Input field containing "Torungen 1". A small "10/160" is visible at the bottom right of the field.
- Collate centre *** (with a question mark icon): Input field containing "Institute of Marine Research, Norwegian Marine Data Centre (612)".
- Cruise DOI** (with a question mark icon): Empty input field.
- Cruise local id** (with a question mark icon): Input field containing "BSH19685242". A small "11/80" is visible at the bottom right of the field.
- Alternative name** (with a question mark icon): Empty input field.

Figure 16 : Mandatory fields highlighted by a blue star

2.4.1.1.2. Tooltips

The CSR back-office provides tooltips, which give supplementary information in order to help to fulfill the fields. To access tool tips, put the mouse cursor over the question mark, without clicking it, and a small box will appear with supplementary information regarding the chosen item.

The screenshot shows the same form as Figure 16, but with a tooltip displayed over the "Cruise local id" field. The tooltip text reads: "Unique local identifier of the cruise, given by the data centre or by default central CSR reference will be inserted after saving the form (max 80)". The "Cruise local id" field contains "BSH19685242" and has a small "11/80" at the bottom right.

Figure 17 : Tooltips

2.4.1.2. Identification

The first form to be completed is the Identification form. It includes the following information:

- Name of the cruise (max 160 characters)
- Collate centre: organisation responsible for the CSR metadata creation, should be referenced in the [EDMO catalogue](#)
- Cruise DOI: link to the cruise DOI when exists
- Cruise local ID: unique local identifier of the cruise, given by the data centre or by default central CSR reference will be inserted after saving the form (max 80 characters).

- Alternative name or ID of the cruise: alternative name or ID of the cruise (max 80 characters)
- Ship/Platform: ship/platform name (ICES code), C17 vocabulary list
- Start: start date of the cruise
- End: end start of the cruise

Figure 18 : Identification form

Duplicates checks: the CSR back office will detect the potential duplicates:

- ERROR (red message): Same ship, same dates, same names

⚠ A cruise with the same name, the same ship and the same begin and end dates has already been indexed : FocusX2 (state: validated)

- WARNING (orange message)
 - Same ship, same dates, different names
 - Same ship, overlapping dates

ⓘ Same ship, same dates but with a different cruise name than existing cruises : FocusX2 (state: validated)

If no duplicate error appears, the 8 other forms will become active and could be completed.

MOOSE (ANTARES) 2021 : 21024728 - SISMER SONIFR - IFREMER

IDENTIFICATION

RESPONSIBLE

OBJECTIVES

OTHER INFORMATION

PROJECTS

PARAMETERS

AREAS

MEASUREMENTS

MOORINGS

SUBMIT YOUR CRUISE

Identification

Name of the cruise *

Callate centre *

Cruise DOI

Cruise local Id

Alternative name

Ship/Platform *

Start * End *

SAVE **CANCEL**

After saving this form, a draft CSR entry is created:

Status	Name	Country	Chief scientist	Platform	Period	Revision Date
Draft	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022

2.4.1.3. Responsible party

The “Responsible” form includes information about the person(s) in charge of the scientific work (chief scientists) and laboratory responsible for coordinating the scientific planning of the cruise.

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SUBMIT YOUR CRUISE

Responsible

Chiefs scientists are required

Responsible Organisations are required

Chief scientist(s) * **Select**

Responsible Organisation(s) * **Select**

SAVE **CANCEL**

Figure 19 : Responsible party

2.4.1.3.1. Chief scientists

The first part of this form allows to include information about the Chief scientist(s) and his/her personal address details at his/her present laboratory.

This section allows to select the chief scientists in a list of contacts by searching by first and last name:

- 1- Click on the “Select button”



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Responsible

▲ Chiefs scientists are required

▲ Responsible Organisations are required

Chief scientist(s) [x] + ? [Select]

None

Responsible Organisation(s) [x] + ? [Select]

None

[SAVE] [CANCEL]

2- Enter the first letters of the name of the chief scientist

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SUBMIT YOUR CRUISE

Responsible

▲ Chiefs scientists are required

▲ Responsible Organisations are required

Chief scientist(s) [x] + ? [Validate and close]

Lefevre Dominique [ADD NEW]

0 Selection 1 Result

LEFEVRE Dominique (Mediterranean Institute of Oceanography (Marseille) - 3078) [Select]

3- Select the corresponding chief scientist in the list by clicking on the "Select" button

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Responsible

▲ Chiefs scientists are required

▲ Responsible Organisations are required

Chief scientist(s) [x] + ? [Validate and close]

Lefevre Dominique [ADD NEW]

0 Selection 1 Result

LEFEVRE Dominique (Mediterranean Institute of Oceanography (Marseille) - 3078) [Select]

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Responsible

▲ Chiefs scientists are required

▲ Responsible Organisations are required

Chief scientist(s) [x] + ? [Validate and close]

[ADD NEW]

1 Selection 1 Result

LEFEVRE Dominique (Mediterranean Institute of Oceanography (Marseille) - 3078) [Unselect]

4- Repeat the process for all the chiefs scientists of the cruise



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PREVIEW

IDENTIFICATION

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SUBMIT YOUR CRUISE

Responsible

⚠ Chiefs scientists are required

⚠ Responsible Organisations are required

Chief scientist(s) [x] [i]

Validate and close

ADD NEW

2 Selections

1 Result

Didry Morgane (Flanders Marine Institute - 422)

Unselect

- 5- If the desired chief scientist does not appear in the list, you can create it by clicking on the “ADD NEW” button

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Responsible

⚠ Chiefs scientists are required

⚠ Responsible Organisations are required

Chief scientist(s) [x] [i]

Validate and close

ADD NEW

gouzien

2 Selections

0 Result

Responsible Organisation(s) [x] [i]

Select

None

SAVE CANCEL

- 6- Complete the information about the chief scientist to create and his/her personal address details at his/her present laboratory (EDMO code)

Declaration of a new chief scientist in the CSR catalog

First name * Last name *

Organisation *

Email *

Phone Fax

SAVE Cancel

Declaration of a new chief scientist in the CSR catalog

First name * Last name *

7/40 7/40

Organisation *

Ifremer, Scientific Information Systems for the sea (486)

Email *

stefane.gouzien@ifremer.fr 26/80

Phone Fax

0142090026 10/60 0142090026 10/60

SAVE Cancel

- 7- Click on “Save” button. The new chief scientist is created and appears in your selection of chief scientists.
- 8- When all the chief scientists have been selected, click on “Validate and close” button to validate your selection. Then, all the chief scientists appear in the “Chief scientist” section.

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNIFR - IFREMER PREVIEW

- IDENTIFICATION
- RESPONSIBLE
- OBJECTIVES
- OTHER INFORMATION
- PROJECTS
- PARAMETERS
- AREAS
- MEASUREMENTS
- MOORINGS
- SUBMIT YOUR CRUISE

Responsible

⚠ Chiefs scientists are required

⚠ Responsible Organisations are required

Chief scientist(s) Select

<div style="display: flex; align-items: center;"> LEFEVRE Dominique (Mediterranean Institute of Oceanography (Marseille) - 3078) ⊗ </div>
<div style="display: flex; align-items: center;"> Didry Morgane (Flanders Marine Institute - 422) ⊗ </div>
<div style="display: flex; align-items: center;"> Stéfane Gouzien (Ifremer, Scientific Information Systems for the sea - 486) ⊗ </div>

Responsible Organisation(s) Select

None

SAVE
CANCEL

2.4.1.3.2. Responsible organisations

The second part of this form allows to select the laboratories responsible for the cruise (originators of the dataset). These laboratories should be referenced in the [EDMO catalogue](#).

- 1- Search the desired organisations (by typing their names or their EDMO codes)

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNIFR - IFREMER PREVIEW

- IDENTIFICATION
- RESPONSIBLE
- OBJECTIVES
- OTHER INFORMATION
- PROJECTS
- PARAMETERS
- AREAS
- MEASUREMENTS
- MOORINGS
- SUBMIT YOUR CRUISE

|| Stéfane Gouzien (Ifremer, Scientific Information Systems for the sea - 486) ⊗

Responsible Organisation(s) Validate and close

🔍 mediterranean institute of|

0 Selection 6 Results

<div style="display: flex; align-items: center;"> Mediterranean Institute Of Oceanography (Luminy) (4490) Select </div>
<div style="display: flex; align-items: center;"> Mediterranean Institute Of Oceanography (Toulon) (4625) Select </div>
<div style="display: flex; align-items: center;"> Mediterranean Institute of Oceanography (Endoume) (3077) Select </div>
<div style="display: flex; align-items: center;"> Mediterranean Institute of Oceanography (Marseille) (3078) Select </div>
<div style="display: flex; align-items: center;"> Mediterranean Institute of Oceanography, La Seyne sur Mer (2975) Select </div>
<div style="display: flex; align-items: center;"> Mediterranean Institute of Oceanography, Noumea (4513) Select </div>

- 2- Select them by clicking on the “Select button”

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNIFR - IFREMER PREVIEW

IDENTIFICATION
RESPONSIBLE
OBJECTIVES
OTHER INFORMATION
PROJECTS
PARAMETERS
AREAS
MEASUREMENTS
MOORINGS
SUBMIT YOUR CRUISE

Stéfane Gouzien (Ifremer, Scientific Information Systems for the sea - 486)

Responsible Organisation(s) Validate and close

Q mediterranean institute of]

0 Selection 6 Results

Mediterranean Institute Of Oceanography (Luminy) (4490)	Select
Mediterranean Institute Of Oceanography (Toulon) (4625)	Select
Mediterranean Institute of Oceanography (Endoume) (3077)	Select
Mediterranean Institute of Oceanography (Marseille) (3078)	Select
Mediterranean Institute of Oceanography, La Seyne sur Mer (2975)	Select
Mediterranean Institute of Oceanography, Noumea (4513)	Select

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNIFR - IFREMER PREVIEW

IDENTIFICATION
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OBJECTIVES
OTHER INFORMATION
PROJECTS
PARAMETERS
AREAS
MEASUREMENTS
MOORINGS
SUBMIT YOUR CRUISE

Stéfane Gouzien (Ifremer, Scientific Information Systems for the sea - 486)

Responsible Organisation(s) Validate and close

Q

1 Selection 6 Results

Mediterranean Institute Of Oceanography (Luminy) (4490)	Select
Mediterranean Institute Of Oceanography (Toulon) (4625)	Select
Mediterranean Institute of Oceanography (Endoume) (3077)	Select
Mediterranean Institute of Oceanography (Marseille) (3078)	Unselect
Mediterranean Institute of Oceanography, La Seyne sur Mer (2975)	Select
Mediterranean Institute of Oceanography, Noumea (4513)	Select

If the desired laboratory or organisation is not included in the EDMO catalogue, please contact sdn-userdesk@seadatanet.org.

2.4.1.4. Objectives

This form allows to complete the objectives of the cruise: purpose and nature of the cruise as to provide the context in which the data were collected.

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNIFR - IFREMER PREVIEW

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Objectives

▲ Objectives field is required

Objectives of the cruise 818/4000

Paragraph B I U

The MOOSE Network (Mediterranean Ocean Observing System on Environment) has been set up as an interactive, distributed and integrated observatory system of the NW Mediterranean Sea to detect and identify long-term environmental anomalies. Another target is to build efficient indicators of the health of the NW Mediterranean basin. MOOSE also provides a large flux of real-time data to facilitate validation of operational oceanographic models. It is based on a multisite system of continental-shelf and deep-sea fixed stations as well as Lagrangian platforms network to observe the spatio-temporal variability of processes interacting between the coastal open ocean and the ocean-atmosphere components. It currently provides and maintains long-term time series, the only data sets to highlight climatic trends.

SAVE CANCEL

Figure 20 : Objectives of the cruise



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2.4.1.5. Other information

In this form, the following information are requested:

- Platform class (L06 vocabulary list)
- Data access restriction: restrictions for accessing and using the resource and metadata (L08 vocabulary list). Several values can be added in this field.
- Link/URL for additional documentation (link to cruise report for example). Several links can be added in this field using the “ADD” button.

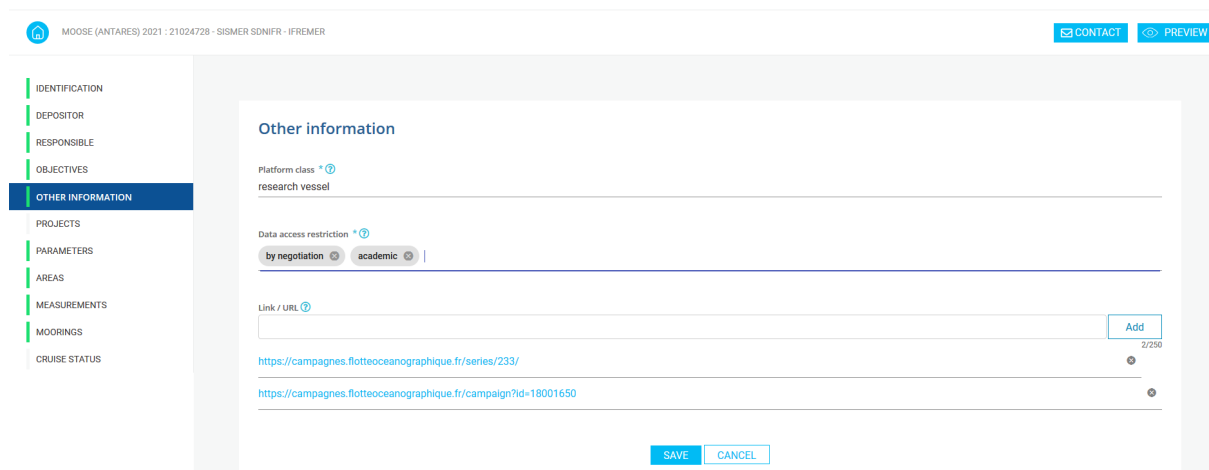


Figure 21 : Other information

2.4.1.6. Projects

This form allows to include information about the projects related to the cruise. These projects should be referenced in the EDMERP catalogue.

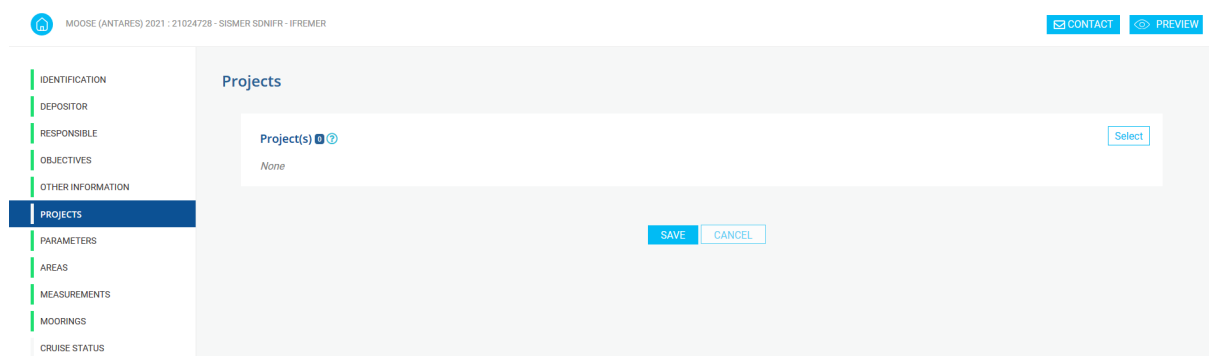


Figure 22 : Projects related to the cruise

- 1- Search the desired project (by typing their names or their EDMERP codes)



2- Select them by clicking on the “Select button”



3- You can select as many projects as you need.



If the desired project is not included in the EDMERP catalogue, please contact sdn-userdesk@seadatanet.org.

2.4.1.7. Parameters/Instruments

This form allows to include information about the parameters (P02 vocabulary list) measured during the cruise and the instruments (L05 vocabulary list) used for these measurements. You can select as many parameters and instruments as you need.

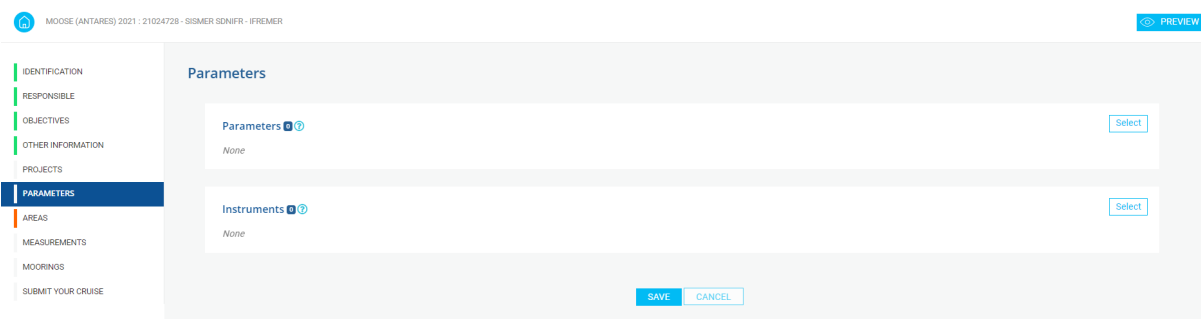


Figure 23 : Parameters and instruments

1- Search the desired parameter/instrument (using label or code)

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNFR - IFRIMER

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Parameters 0 0

Validate and close

Q TEMP

0 Selection 7 Results

Air temperature (CDTA)	Select
Land surface temperature (LSST)	Select
Raw temperature and/or salinity instrument output (TCNT)	Select
Skin temperature of the water column (PSST)	Select
Temperature of geological units (STMP)	Select
Temperature of the water column (TEMP)	Select
Temperature variation in the water column (PTDZ)	Select

2- Select them by clicking on the “Select button”

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNFR - IFRIMER

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Parameters 0 0

Validate and close

Q TEMP

0 Selection 7 Results

Air temperature (CDTA)	Select
Land surface temperature (LSST)	Select
Raw temperature and/or salinity instrument output (TCNT)	Select
Skin temperature of the water column (PSST)	Select
Temperature of geological units (STMP)	Select
Temperature of the water column (TEMP)	Select
Temperature variation in the water column (PTDZ)	Select

3- You can select as many parameters and instruments as you need.

MOOSE (ANTARES) 2021 : 21024728 - SISMER SDNFR - IFRIMER

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Parameters 2 0

Select

Salinity of the water column (PSAL)	⊗
Temperature of the water column (TEMP)	⊗

Instruments 2 0

Select

discrete water samplers (30)	⊗
CTD (130)	⊗

SAVE CANCEL

2.4.1.8. Areas

This form allows to include information about the geographic coverage of the cruise.

2.4.1.8.1. Ports of departure and return

The “Port of departure” and “Port of return” fields make reference to the [C38 vocabulary list](#).

You can search the desired port using its name or its C38 code.

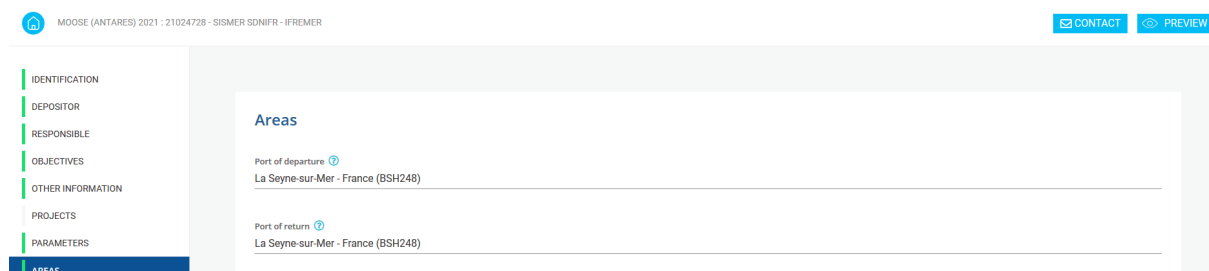



Figure 24 : Ports of departure and return

If the desired port is not included in the C38 vocabulary list, please contact sdn-userdesk@seadatanet.org.

2.4.1.8.2. General ocean areas and specific areas

This part allows to include information about:

- General Ocean areas ([C19 vocabulary list](#)). You can include as many areas as you need.
 - by filtering directly in the dropdown list



- by selecting areas using the tree of predefined areas



- Specific areas: free text describing the geographical areas. You can include as many specific areas as you need using the “ADD” button.



2.4.1.8.3. Marsden squares

The geographical coverage of the cruise can be described by one or more 10-degree Marsden Squares ([C37 vocabulary list](#)).

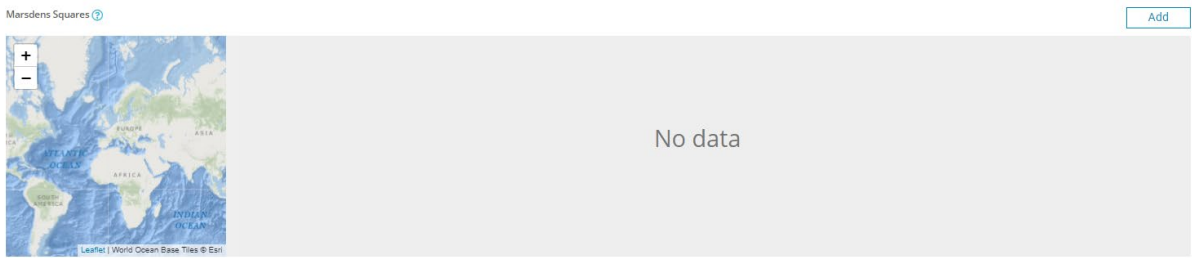
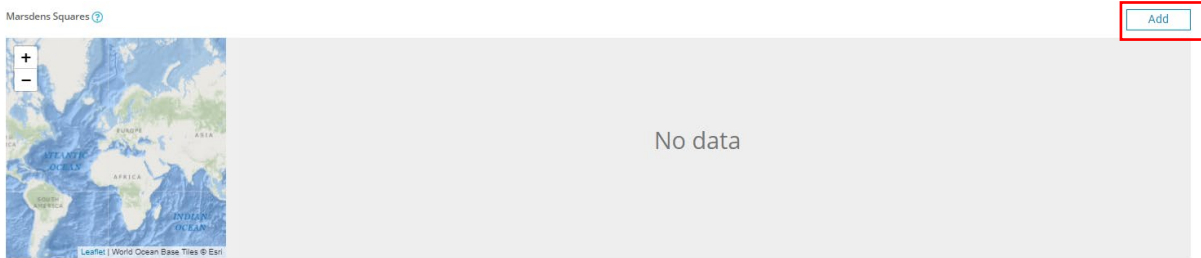
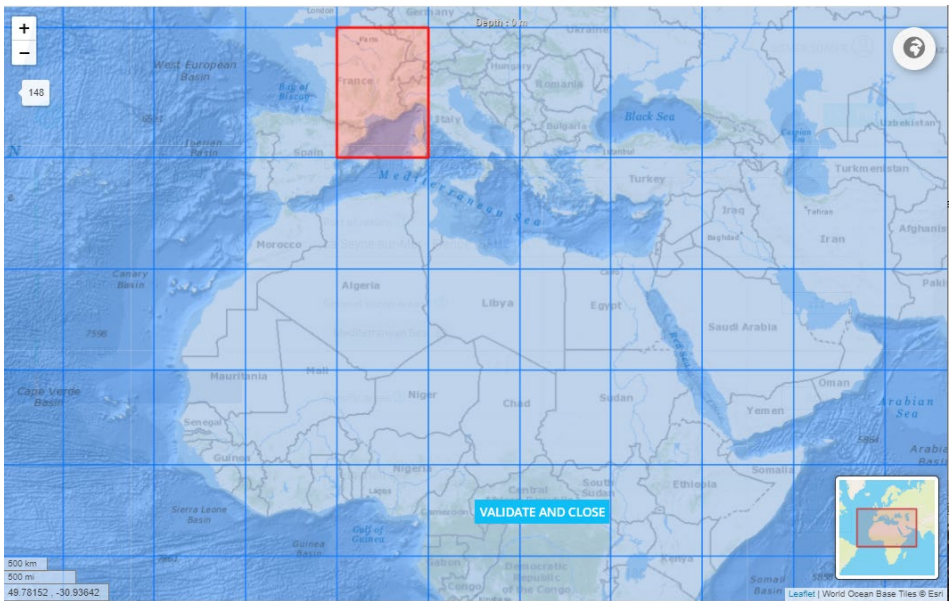


Figure 25 : Marsden squares

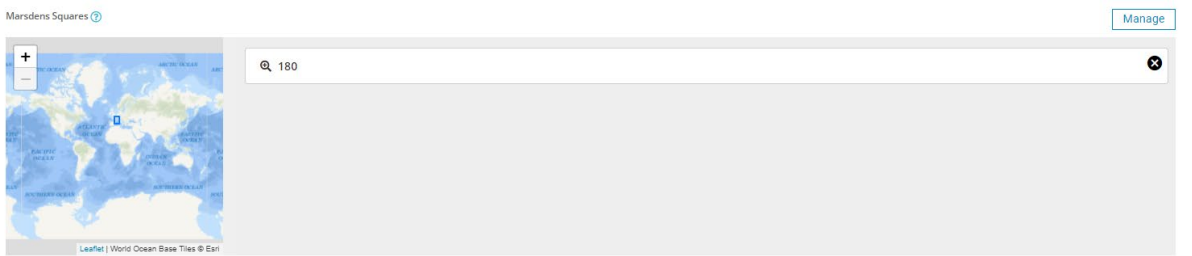
1- To select the Marsden squares, click on « Add » button



2- Select the Marsden squares by clicking on the map and then, click on “Validate and Close”.



3- You can select as many Marsden Squares as you need



2.4.1.8.4. Bounding boxes

The geographical coverage of the cruise should be described by one or more bounding boxes.



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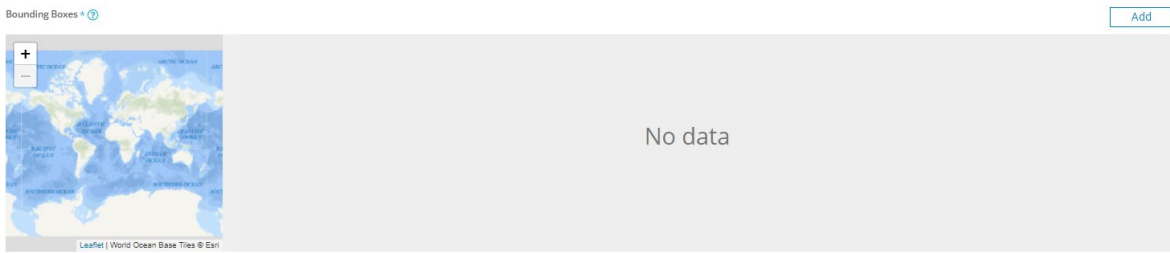
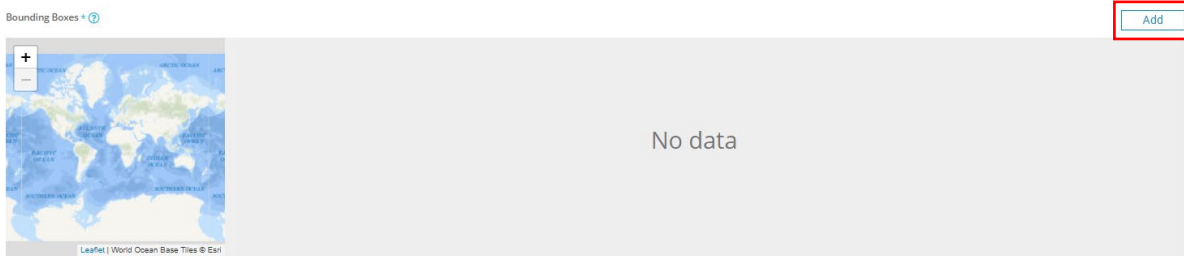


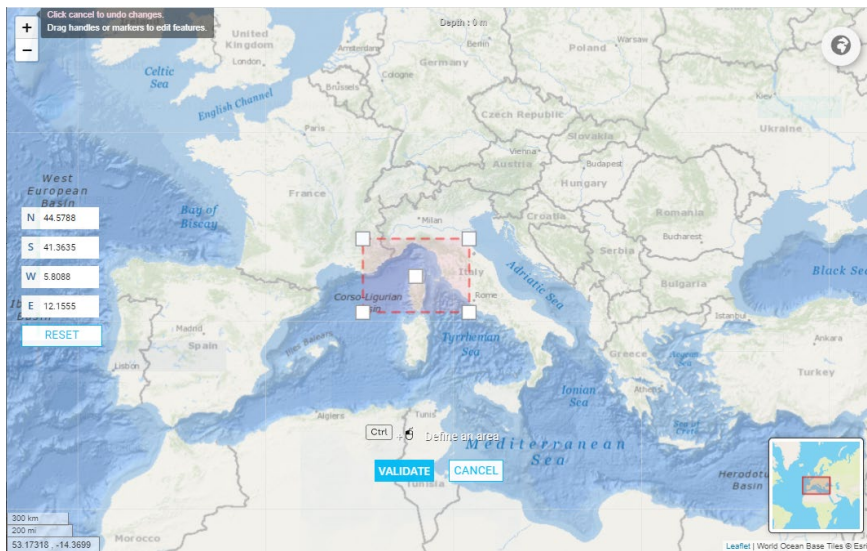
Figure 26 : Bounding boxes

1- To define these bounding boxes, click on « Add » button

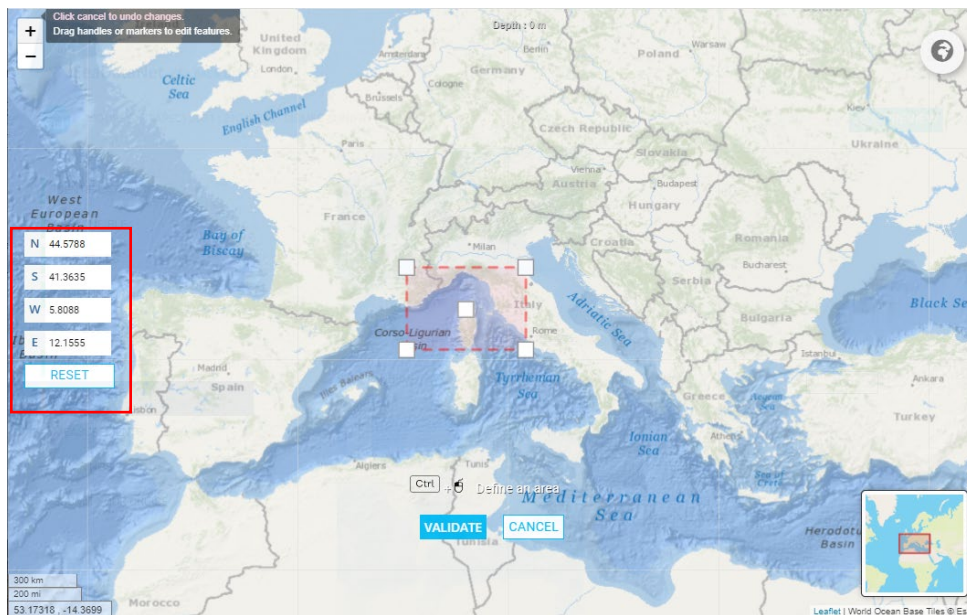


2- Two options are possible:

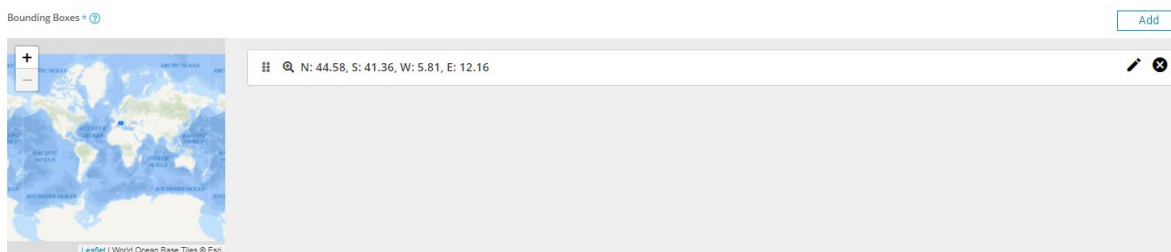
a. draw the bounding box using the CTRL + mouse on the map



b. enter the minimum and maximum latitude/longitude to define a bounding box.



3- click "Validate" button




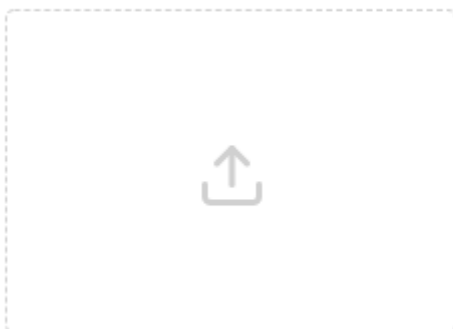
4- You can define as many bounding boxes as you need.

2.4.1.8.5. Track chart

In this section, you can upload the track chart of the cruise in GIF, PNG, JPEG or PDF format.

1- Click on  to upload your track chart

Upload your trackchart 



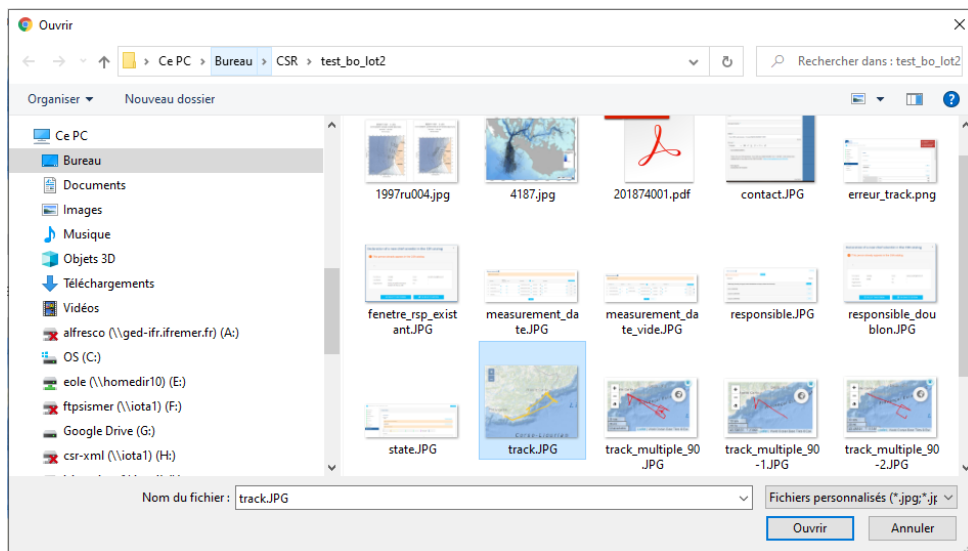
NB: Click to upload your trackchart

2- Select your track chart file

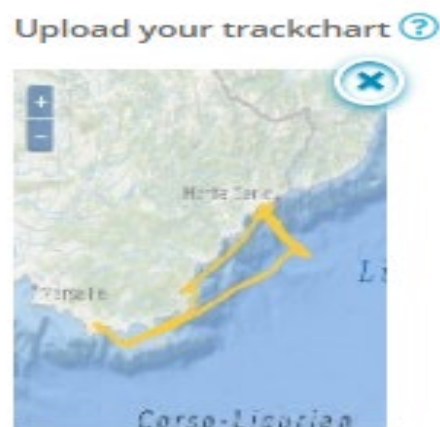


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3- The track chart is uploaded and a thumbnail is created



2.4.1.8.6. Track (ship route)

In this section, you can upload the track (ship route) of the cruise stored in a txt or csv file.

- 1- Create a txt or csv file following the provided template (click on “Download an example file”):
 - the header is mandatory,
 - the first column (mandatory) includes the latitude,
 - the second column (mandatory) includes the longitude,
 - the third column (optional) can be used to include several tracks or curves. In that case, the different tracks should be numbered using an order number.
 - the latitudes/longitudes should be arranged chronologically.
 - for the sake of performance, the ship route should be sampled as much as possible.

Upload your tracks ?

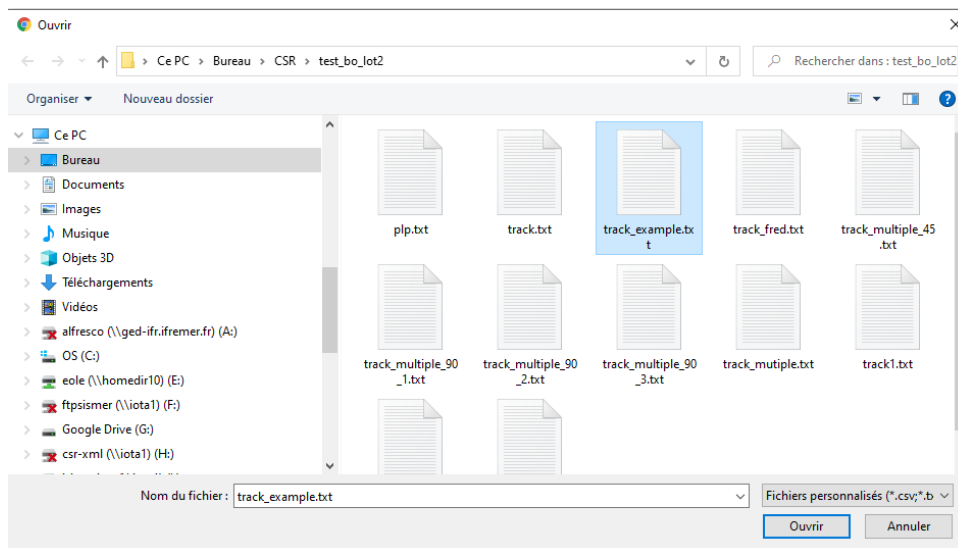


NB : Possible upload format .txt or .csv

[Download an example file](#)

```
LAT;LON;ORDER
43.6942;7.2838;1
43.6862;7.291;1
43.6117;7.3102;1
43.6102;7.3055;1
43.652;7.3018;1
43.6513;7.2977;1
43.611;7.3083;1
43.611;7.3042;1
43.6448;7.3002;1
43.6445;7.2957;1
43.5285;7.3268;1
```

2- Click on  to upload your file



3- The ship route is displayed and is now included to your CSR entry

Upload your tracks ?

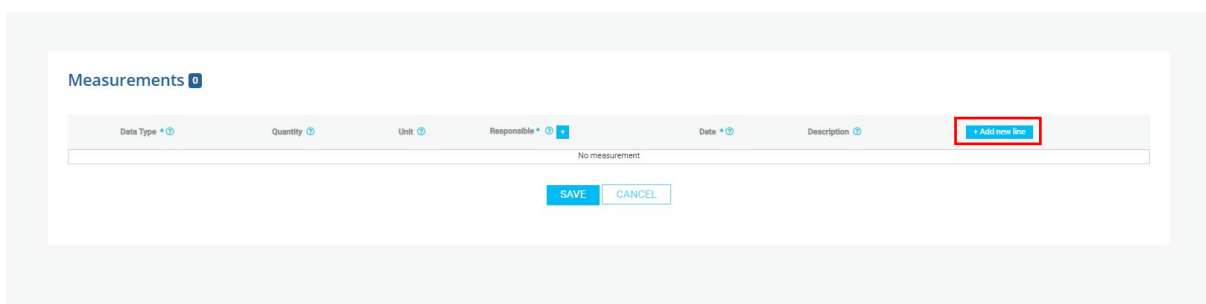


[Download an example file](#)

2.4.1.9. Measurements/Moorings

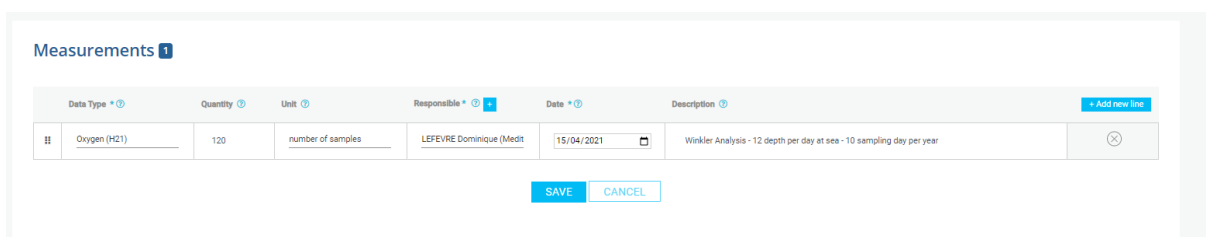
In your CSR entry, you can include information about measurements/moorings done during the cruise. The Measurement and Mooring forms are presented in the form of a table which enables to input the information about one or several measurements and moorings.

- 1- To add a line in the table, click on “ADD NEW LINE” button. You can add as many lines as you need. It is recommended not to include several lines for the same data types, prefer to fill in only a row with all the measurements for each data type. Exemple: include only one row “H10” for all the CTD measurements of the cruise, including the total number of stations in the Quantity/Units fields.



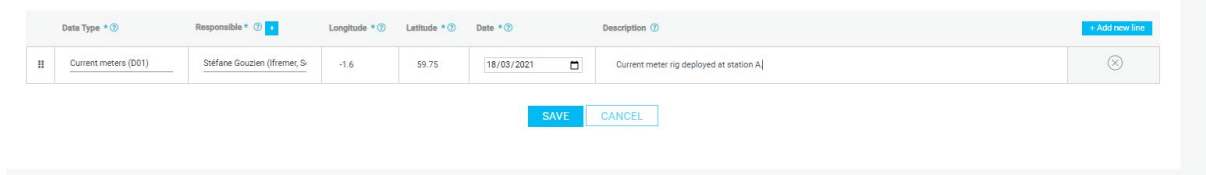
The screenshot shows the 'Measurements' form with a table that is currently empty. The table headers are: Data Type, Quantity, Unit, Responsible, Date, and Description. A red box highlights the '+ Add new line' button in the top right corner of the table. Below the table are 'SAVE' and 'CANCEL' buttons.

- 2- Complete the different fields for each line of measurements and moorings




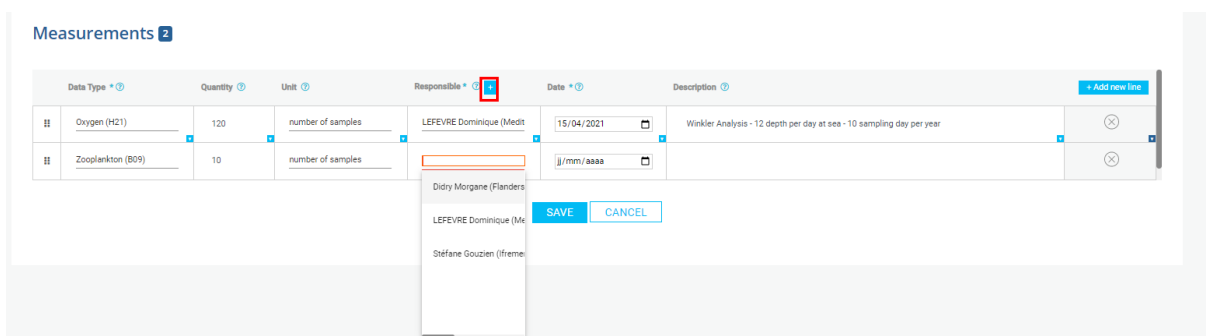
The screenshot shows the 'Measurements' form with one row filled out. The table headers are: Data Type, Quantity, Unit, Responsible, Date, and Description. The row contains: Oxygen (H21), 120, number of samples, LEFEVRE Dominique (Medit), 15/04/2021, and Winkler Analysis - 12 depth per day at sea - 10 sampling day per year. A red box highlights the '+ Add new line' button. Below the table are 'SAVE' and 'CANCEL' buttons.

Moorings



The screenshot shows the 'Moorings' form with one row filled out. The table headers are: Data Type, Responsible, Longitude, Latitude, Date, and Description. The row contains: Current meters (D01), Stéphane Gouzien (Ifremer, Si), -1.6, 59.75, 18/03/2021, and Current meter rig deployed at station A|. A red box highlights the '+ Add new line' button. Below the table are 'SAVE' and 'CANCEL' buttons.

- 3- You should include the name of the principal investigator of the measurement or mooring. By default, the list of responsible persons displayed in the table includes only chief scientists defined in the “Responsible party” form. If you need to add another principal Investigators, please use  button



The screenshot shows the 'Measurements' form with two rows. The first row is filled out with Oxygen (H21). The second row is partially filled out with Zooplankton (B09). A dropdown menu is open for the 'Responsible' field of the second row, showing a list of names: Didry Morgane (Flanders), LEFEVRE Dominique (Medit), and Stéphane Gouzien (Ifremer). A red box highlights the dropdown arrow icon. Below the table are 'SAVE' and 'CANCEL' buttons.

- 4- A new window will open and allow you to select or create other responsible persons (this window is similar to the window used for the selection of chief scientist – see 2.4.1.3.1)

Link new responsables to current cruise 0 + Select

None

VALIDATE AND GO BACK

Link new responsables to current cruise 0 + Validate and close

carlott|

0 Selection 1 Result

CARLOTTI François (Mediterranean Institute of Oceanography (Marseille) - 3078) Select

Link new responsables to current cruise 0 + Select

CARLOTTI François (Mediterranean Institute of Oceanography (Marseille) - 3078) ⊗

VALIDATE AND GO BACK

- 5- You should include a date for each line of measurements and moorings. In this field, you can include the start date of the measurements or the start date of the cruise.

- 6- The measurements and moorings tables allow to duplicate information from one row to the next row using the arrow icons

- light blue arrow icon allows to duplicate only the current field to the next row
- dark blue arrow icon allows to duplicate all the fields of the current row to the next row

Measurements 2


Data Type *	Quantity	Unit	Responsible *	Date *	Description	+ Add new line
Oxygen (H21)	120	number of samples	LEFEVRE Dominique (Medit	15/04/2021	Winkler Analysis - 12 depth per day at sea - 10 sampling day per year	⊗
Zooplankton (B09)	10	number of samples	CARLOTTI François (Medite	jj/mm/aaaa		⊗

SAVE **CANCEL**

Moorings 2

Data Type *	Responsible *	Longitude *	Latitude *	Date *	Description	+ Add new line
Current meters (D01)	Stéfane Gouzien (Ifremer, St	7.79	43.5	18 / 03 / 2021	Current meter rig deployed at station A.	⊗
Current meters (D01)	Stéfane Gouzien (Ifremer, St	7.65	43.3	19 / 03 / 2021	Current meter rig deployed at station B.	⊗

SAVE **CANCEL**

- 1- The measurements and moorings tables allow to order the different rows. To do so, click on the  button and drag and drop the rows as you want.



2.4.1.10. Preview

At any time during the input, a preview of the CSR entry is possible by clicking on the “Preview” button.

The screenshot displays the MOOSE (ANTARES) 2021 application interface. On the left, a navigation menu includes options like IDENTIFICATION, RESPONSIBLE, OBJECTIVES, OTHER INFORMATION, PROJECTS, PARAMETERS (highlighted), AREAS, MEASUREMENTS, MOORINGS, and SUBMIT YOUR CRUISE. The main area shows the 'Parameters' form with fields for 'Parameters' (set to 'None') and 'Instruments' (set to 'None'), each with a 'Select' button. 'SAVE' and 'CANCEL' buttons are at the bottom. A red box highlights a 'PREVIEW' button in the top right corner.

Below the form, a 'MOOSE (ANTARES) 2021' preview is shown. It includes 'GENERAL INFORMATION' with details such as DOI, Cruise name, Platform type, Cruise begin, Cruise end, Port of Departure, and Chief Scientist(s). A map of the Ligurian Sea region is also displayed. A 'DESCRIPTION' section at the bottom provides context about the MOOSE Network.

Figure 27 : Preview

2.4.1.11. Save your cruise

During your CSR input, the forms are automatically saved when you switch from one form to another or when you quit the CSR application.

You have also the possibility to save your input using the “Save” button in each form or to cancel your input using the “Cancel” button.

The screenshot shows the 'Responsible' form in the MOOSE (ANTARES) 2021 application. The left navigation menu is the same as in the previous screenshot, with 'RESPONSIBLE' highlighted. The main area contains a 'Responsible' section with a warning: 'Chiefs scientists are required'. Below this, there are fields for 'Chief scientist(s)' and 'Responsible Organisation(s)'. The 'Chief scientist(s)' field is populated with three entries: 'LEFEVRE Dominique (Mediterranean Institute of Oceanography (Marseille) - 3078)', 'Didry Morgane (Flanders Marine Institute - 422)', and 'Stéfan Gouzien (Ifremer, Scientific Information Systems for the sea - 486)'. The 'Responsible Organisation(s)' field is currently empty. 'SAVE' and 'CANCEL' buttons are at the bottom, with a red box highlighting them.

Figure 28 : Save and cancel

2.4.1.12. Submit your cruise

Once all the forms have been completed, you could submit your cruise.

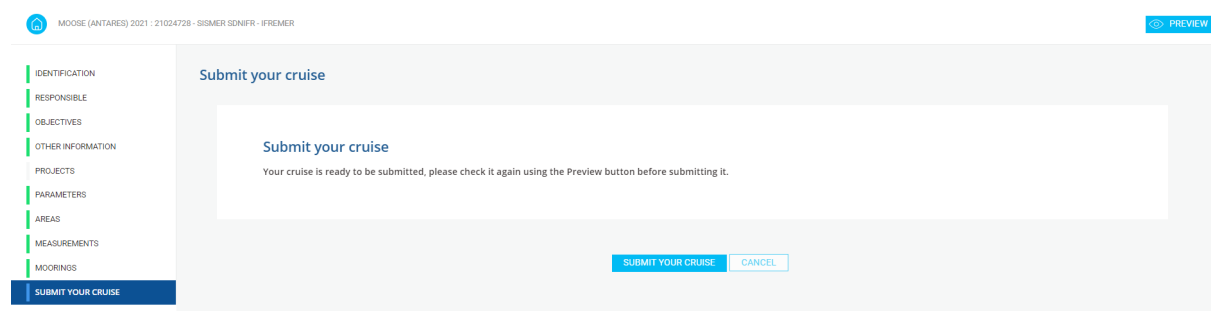


Figure 29 : Submit your cruise

After submitting your cruise, the status of the CSR entry becomes “Waitingforvalidation”. The administrator will be notified by email that a CSR entry has been submitted. No change is possible until the validation by the administrator (except deletion).

Status	Name	Country	Chief scientist	Platform	Period	Revision Date
WaitingForValidation	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane,...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022


2.4.2. Update of an existing CSR entry

As long as the CSR entry has not been submitted (status Draft, UpdateInProgress), it is possible to edit and update it using the online forms by clicking on the name of cruise.

Draft	FOCUS X2 21024766	France	-	Pourquoi pas?	15.01.2022 > 25.01.2022	21.03.2022
-------	----------------------	--------	---	---------------	-------------------------	------------

Once a CSR entry has been submitted (status WaitingForValidation and WaitinfForValidation AfterAnUpdate), it is no more possible to edit and update it until the validation by the administrator.

Once a CSR entry has been validated, it is possible to update it using the online forms but the process is slightly different:

- 1- click on the  button as shown in the figure below:

Status	Name	Country	Chief scientist	Platform	Period	Revision Date
Validated	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022

Figure 30 : Update an existing CSR entry

- 2- Confirm that you want to update the CSR entry

Update cruise

Are you sure you want to update the cruise "MOOSE (ANTARES) 2021" (id: 21024728) ?

3- You will be redirected to the online forms and you will be able to update the CSR entry.

The screenshot shows a web form titled 'Identification' for the cruise 'MOOSE (ANTARES) 2021'. The form includes the following fields:

- Name of the cruise: MOOSE (ANTARES) 2021
- Collate centre: Ifremer, Scientific Information Systems for the sea (486)
- Cruise DOI: https://doi.org/10.17600/18001650
- Cruise local id: 18001650
- Alternative name: FIS2021165000
- Ship/Platform: Tethys II (3STT)
- Start: 15/04/2021
- End: 03/12/2021

At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons. A 'PREVIEW' button is visible in the top right corner of the interface.

Note that at this stage, a new version of the CSR entry has been created and its status is "UpdateInProgress". The "Validated" version is still available on the CSR back-office until the submission and validation of the update.

Status	Name	Country	Chief scientist	Platform	Period	Revision Date
UpdateInProgress	MOOSE (ANTARES) 2021 21024728	-	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022

4- After updating the information, you should submit again the cruise in "Submit your cruise" form. The status of the CSR entry becomes "WaitingforvalidationafteranUpdate" until the validation by the administrator.

Status	Name	Country	Chief scientist	Platform	Period	Revision Date
WaitingforvalidationafteranUpdate	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	23.03.2022

2.4.3. Duplication of an existing CSR entry

To go faster in creating a new CSR entry, it is possible to duplicate an existing CSR entry.

Note that only "Validated" CSR entries can be duplicated.

1- To do so, click on the  button as shown in the figure below:

Status	Name	Country	Chief scientist	Platform	Period	Revision Date
Validated	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022

Figure 31 : Duplication of an existing CSR entry

2- Confirm that you want to duplicate the cruise.

Duplicate cruise

Are you sure you want to duplicate the cruise **"MOOSE (ANTARES) 2021"** (id: 21024728) ?

CANCEL

CONFIRM

- 3- A new draft has been created and can be updated to create the new CSR entry. To access the online forms, click on the name of the new Draft.

▲ Status	Name	Country	Chief scientist	Platform	Period	Revision Date	Depositor
Draft	MOOSE (ANTARES) 2021 - DUPLICATED 21024773	France	Didry Morgane, ...	Tethys II	15.04.2021 ▷ 03.12.2021	23.03.2022	SISMER SDNIFR
Validated	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 ▷ 03.12.2021	18.03.2022	SISMER SDNIFR

All the fields are pre-filled with the same information as the cruise which has been duplicated.

Note that :

- some fields had to be modified by the CSR back-office to allow duplication: name of the cruise and cruise local ID include a "DUPLICATED" suffix.

Identification

⚠ Same ship, same dates but with a different cruise name than existing cruises : MOOSE (ANTARES) 2021 (state: validated)

Name of the cruise * ⓘ

MOOSE (ANTARES) 2021 - DUPLICATED

33/160

Collate centre * ⓘ

Ifremer, Scientific Information Systems for the sea (486)

Cruise DOI ⓘ

https://doi.org/10.17600/18001650

33/250

Cruise local id ⓘ

18001650-DUPLICATED

19/80

Alternative name ⓘ

FI352021165000

14/80

Ship/Platform * ⓘ

Tethys II (35TT)

- A warning will appear because the new CSR entry has been identified as duplicate. This warning will disappear if the ship name and/or the begin and end dates are updated.

Identification

● Same ship, same dates but with a different cruise name than existing cruises : MOOSE (ANTARES) 2021 (state: validated)

Name of the cruise * [?](#)

MOOSE (ANTARES) 2021 - DUPLICATED

33/160

Collate centre * [?](#)

Ifremer, Scientific Information Systems for the sea (486)

Cruise DOI [?](#)

https://doi.org/10.17600/18001650

33/250

Cruise local id [?](#)

18001650-DUPLICATED

19/80

Alternative name [?](#)

FI352021165000

14/80

Ship/Platform * [?](#)

Tethys II (35TT)

4- Update the desired fields and submit the CSR entry using the “Submit your cruise” form.

2.5. Workflow after CSR submission

2.5.1. Notification

You will not receive notification by email when submitting CSR entries using the CSR back-office. But you will be able to check the list of your CSR entries which have been submitted and are waiting for validation by the administrator :

- status = Waiting for validation for a new CSR entry,
- status = Waiting for Validation after an update for an updated CSR.

To display only these status, use the “State” filter, as shown on Figure 32.

State	Name	Country	Chief scientist	Ship	Period	Import Date	Depositor
Waiting for validation	TR_BESCEER 21000928	France	Transit sans responsable scientifique.	Cotes De La Manche	17.02.2021 > 18.02.2021	09.06.2021	Vanessa TOSELLO
Waiting for Validation after An update	SURVOSTRAL 2020/2021 21000923	France	MORROW-GREINER Rosemary	L'Astrolabe	06.11.2020 > 06.03.2021	03.06.2021	SISMER SDNIFR
Waiting for validation	2019-77VS/0001-0005 21000925	Denmark	ng	Oscar Von Sydow	22.01.2019 > 22.08.2019	03.06.2021	Vanessa TOSELLO
Waiting for validation	2020204 21000924	Denmark	ng	Johan Hjort	25.03.2020 > 11.04.2020	03.06.2021	Vanessa TOSELLO
Waiting for validation	ESSCORAL 20 21000916	France	BRIGNONE Lorenzo	L'Europe	08.12.2020 > 21.12.2020	03.06.2021	SISMER SDNIFR
Waiting for Validation after An update	GRAVIMOB 2021 21000921	France	MAIA Marcia, POITOU Charles	L'Europe	10.03.2021 > 15.03.2021	03.06.2021	SISMER SDNIFR
Waiting for validation	TEST FM 494 21000510	France	SARRADIN Pierre-Marie, CANNAT + + + + +	Pourquoi pas?	10.05.2022 > 10.05.2022	07.05.2021	SISMER SDNIFR

Figure 32 : Display only “Waiting for validation” and “Waiting for validation after an update” CSR entries

You will receive a notification by email when your submission will be validated or rejected.



sdn-userdesk@seadatanet.org – www.seadatanet.org

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2.5.2. Status

The different possible status for a CSR entry are:

- **Draft:** new CSR entry in progress, created using the CSR online forms, not yet submitted
- **Waiting for validation:** new CSR entry submitted and waiting for validation by the administration (IFREMER)
- **Update in progress:** update in progress of an existing CSR entry using the CSR online forms, not yet submitted
- **Validated:** CSR entry has been validated by the administrator and appears on the CSR front-office
- **Waiting for validation after an update:** an existing CSR entry has been updated and the update is waiting for validation by the administration (IFREMER)
- **Rejected:** the submitted entry (new or update) has been rejected
- **Deprecated:** the CSR entry has already been online on the CSR front-office and has been deprecated instead of deleted.

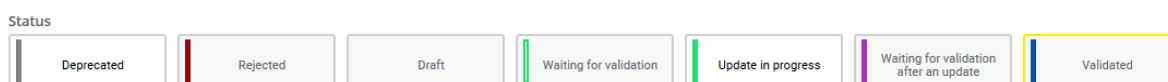


Figure 33 : Different CSR status

You can check the status of your CSR entries on the homepage of the CSR back-office.

Status	Name	Country	Chief scientist	Platform	Period	Revision Date
Draft	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022
Waiting for validation	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022
Validated	MOOSE (ANTARES) 2021 21024728	France	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022
Rejected	MOOSE (ANTARES) 2021 21024728	-	Didry Morgane, ...	Tethys II	15.04.2021 > 03.12.2021	18.03.2022

Figure 34 : Status of your CSR entries

2.5.3. Deletion of CSR entries

Only the CSR entries with the following status can be deleted by a user:

- Draft
- Rejected
- Waiting for validation
- Update in progress



- Waiting for validation after an update.

To delete a CSR entry, use the “Trash” icon, as shown in Figure 35.

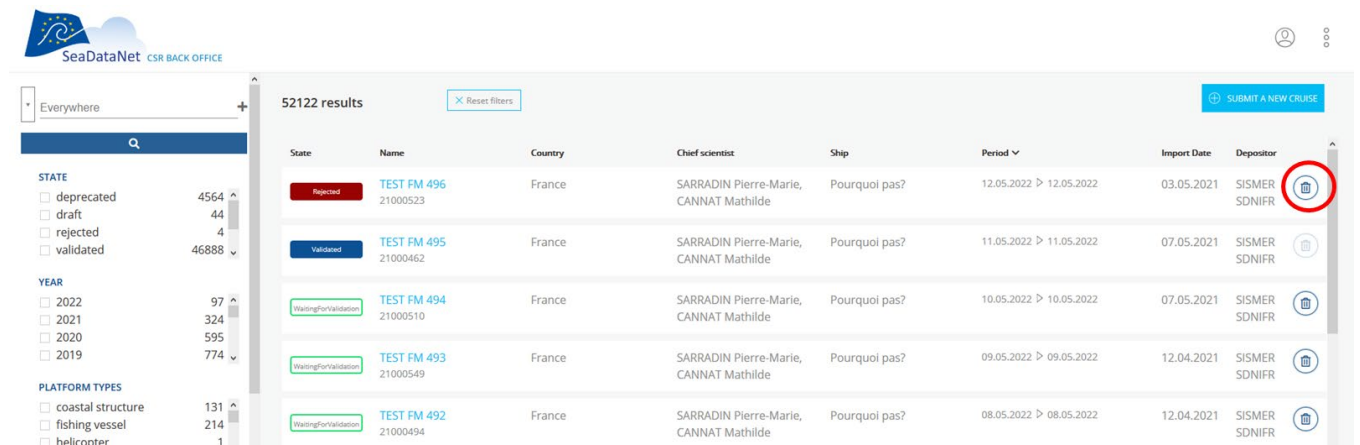


Figure 35 : Deletion of a CSR entry

2.6. SeaDataNet controlled vocabularies

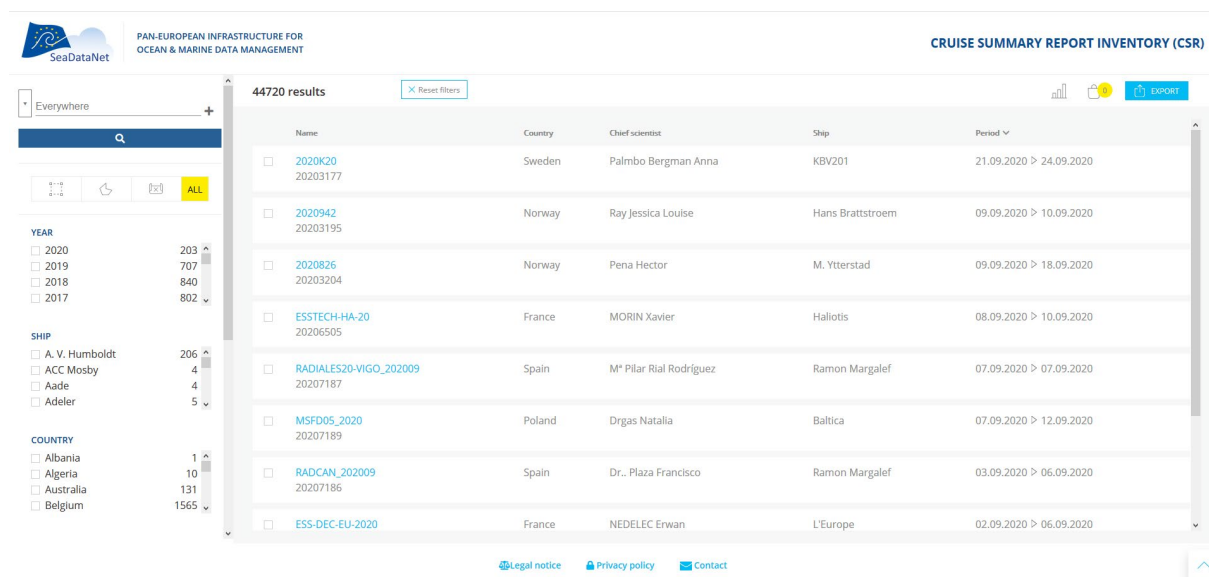
The CSR Back-office uses the following SeaDataNet controlled vocabularies (http://seadatanet.maris2.nl/v_bodc_vocab_v2/welcome.asp):

List code	List Name
C19	SeaVoX salt and fresh water body gazetteer
C77	ICES ROSCOP data types
C17	SeaDataNet CSR ship metadata
C32	ISO countries
C37	Ten-degree Marsden Squares
C38	Ports Gazetteer
L05	SeaDataNet device categories
L06	SeaDataNet Platform Classes
L08	SeaDataNet Data Access Restriction Policies
L18	ROSCOP sample quantification units
P02	BODC Parameter Discovery Vocabulary
EDMO	European marine organisations
EDMERP	European marine projects

The vocabulary lists used by the CSR back-office are updated **every night**.

3. Publication on the CSR front office

When your CSR entries are “Validated”, they will appear automatically on the CSR front office at <https://csr.seadatanet.org>.



The screenshot shows the 'CRUISE SUMMARY REPORT INVENTORY (CSR)' interface. It features a search bar at the top left with 'Everywhere' entered. Below the search bar are filters for Year (2020: 203, 2019: 707, 2018: 840, 2017: 802), Ship (A. V. Humboldt: 206, ACC Mosby: 4, Aade: 4, Adeler: 5), and Country (Albania: 1, Algeria: 10, Australia: 131, Belgium: 1565). The main table displays 44720 results with columns for Name, Country, Chief scientist, Ship, and Period. The table lists several entries, including 2020K20, 2020942, 2020826, ESSTECH-HA-20, RADIALES20-VIGO_202009, MSFD05_2020, RADCAN_202009, and ESS-DEC-EU-2020.

Name	Country	Chief scientist	Ship	Period
2020K20 20203177	Sweden	Palmo Bergman Anna	KBV201	21.09.2020 > 24.09.2020
2020942 20203195	Norway	Ray Jessica Louise	Hans Brattstroem	09.09.2020 > 10.09.2020
2020826 20203204	Norway	Pena Hector	M. Ytterstad	09.09.2020 > 18.09.2020
ESSTECH-HA-20 20206505	France	MORIN Xavier	Haliotis	08.09.2020 > 10.09.2020
RADIALES20-VIGO_202009 20207187	Spain	M ^a Pilar Rial Rodríguez	Ramon Margalef	07.09.2020 > 07.09.2020
MSFD05_2020 20207189	Poland	Drgas Natalia	Baltica	07.09.2020 > 12.09.2020
RADCAN_202009 20207186	Spain	Dr. Plaza Francisco	Ramon Margalef	03.09.2020 > 06.09.2020
ESS-DEC-EU-2020	France	NEDELEC Erwan	L'Europe	02.09.2020 > 06.09.2020

Figure 36 : CSR front office

4. Reference to a CSR entry in CDI

The day after the publication of a CSR entry, it will be possible to include references to this new CSR entry in CDIs entries using the MIKADO software.

If, after a successful vocabulary update, you did not find your CSR entry in the MIKADO CSR list, please check that you find it:

- in the CSR front office: <https://csr.seadatanet.org>
- in the following `csrCodeList.xml` file which is used by MIKADO to update the MIKADO CSR list (copy this file in local): <http://csr.seadatanet.org/isoCodelists/csrCodeList.xml>

If your CSR does not appear in the CSR front office or in the `csrCodeList.xml` file, please contact SeaDataNet Userdesk.

5. Reference to a CSR entry in your data files

If you make use of the `sdn-reference` tag in your data files to link them to a CSR entry, you will have to use the new CSR URLs:

- [https://csr.seadatanet.org/report/\[CSR central ID\]/xml](https://csr.seadatanet.org/report/[CSR central ID]/xml)
- [https://csr.seadatanet.org/report/edmo/\[EDMO collate centre\]/\[CSR local id\]/xml](https://csr.seadatanet.org/report/edmo/[EDMO collate centre]/[CSR local id]/xml)

It will be necessary to update the configuration files of your NEMO and Octopus software in consequence. To do so, please contact sdn-userdesk@seadatanet.org.