User guide for allocation of CDDA site codes
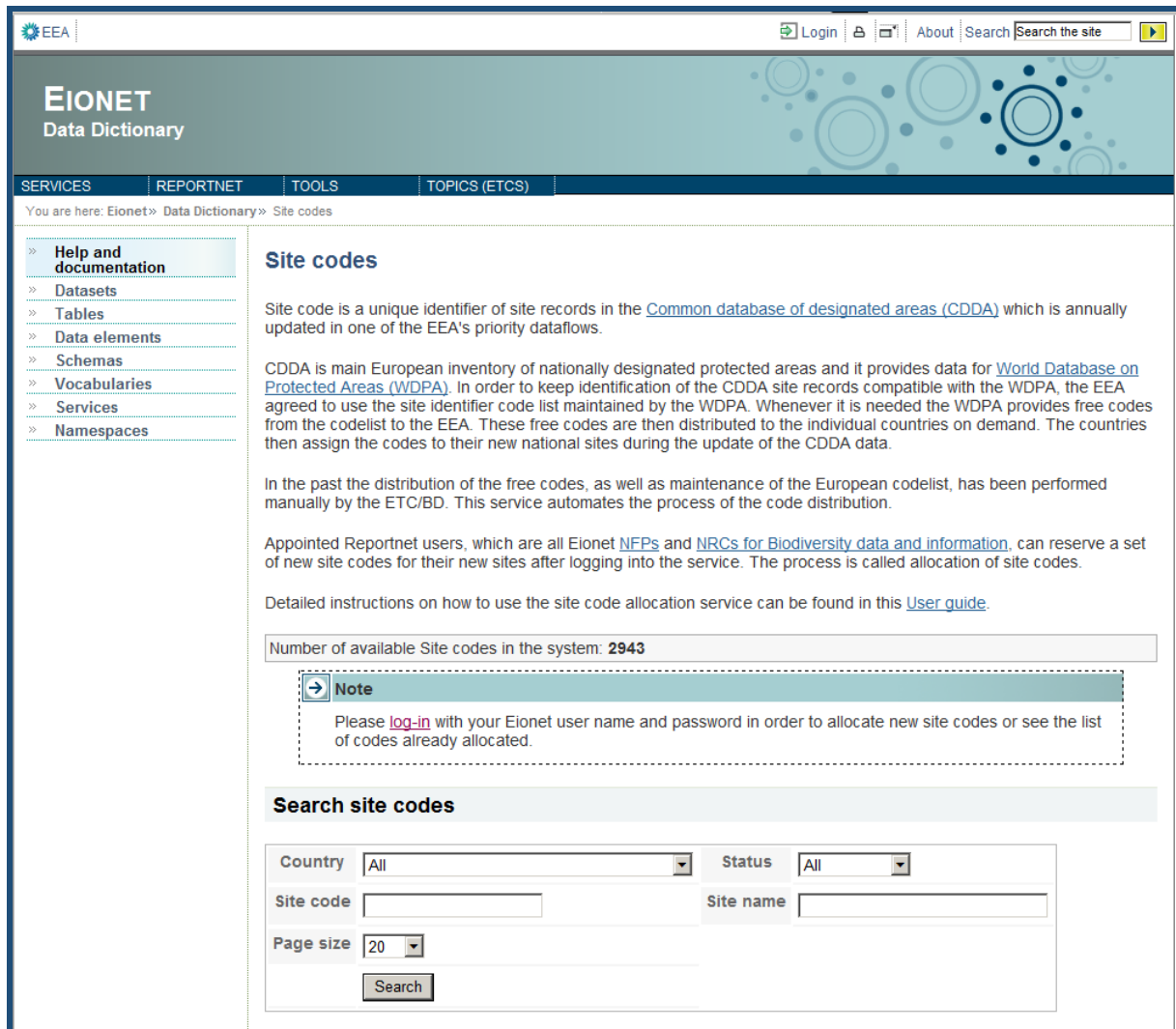
The EEA has developed an online system for the allocation of site codes for the CDDA - http://dd.eionet.europa.eu/services/siteCodes. This website allows those working on CDDA in countries to allocate Site codes for their sites.

Users that want to use the system for allocation of new site codes need to ensure they have an Eionet username and are listed as either *Eionet NFPs or NRCs for Biodiversity data and information*. Users can check if they are on these lists by following the respective links on the home page of the Site code allocation service. If you are not on these lists please contact the Eionet helpdesk at helpdesk@eionet.europa.eu.

Figure 1 - Site code website homepage.

In order to allocate site codes you need to log in using your Eionet username and password. Click the **Login** button on the top right hand corner or the **log-in** link in the Note frame in the centre of the web page. When you click the log in options a new webpage is opened. Sign into this page using your Eionet password.

Figure 2 - Log in page

Once you have logged in you are returned to the Site code home page (figure 3).

Figure 3 - Site code page showing the 'Allocate site codes' option.

On the right hand side of the page mouse over the **Operations** button. Select the **'Allocate site code'** button. This opens up a new screen (figure 4)

Figure 4 - Allocate site codes page

Country is selected automatically. In order to allocate site codes you tell the system how many of them you need. To do this you have two options:

1. The first option is to enter the number of site codes you would like.
2. The second option is to copy a list of the sites (the site name or the national code or any other unique identifier) and paste them into the box shown on the picture as grey. Each site should be on one line (see figure 5)
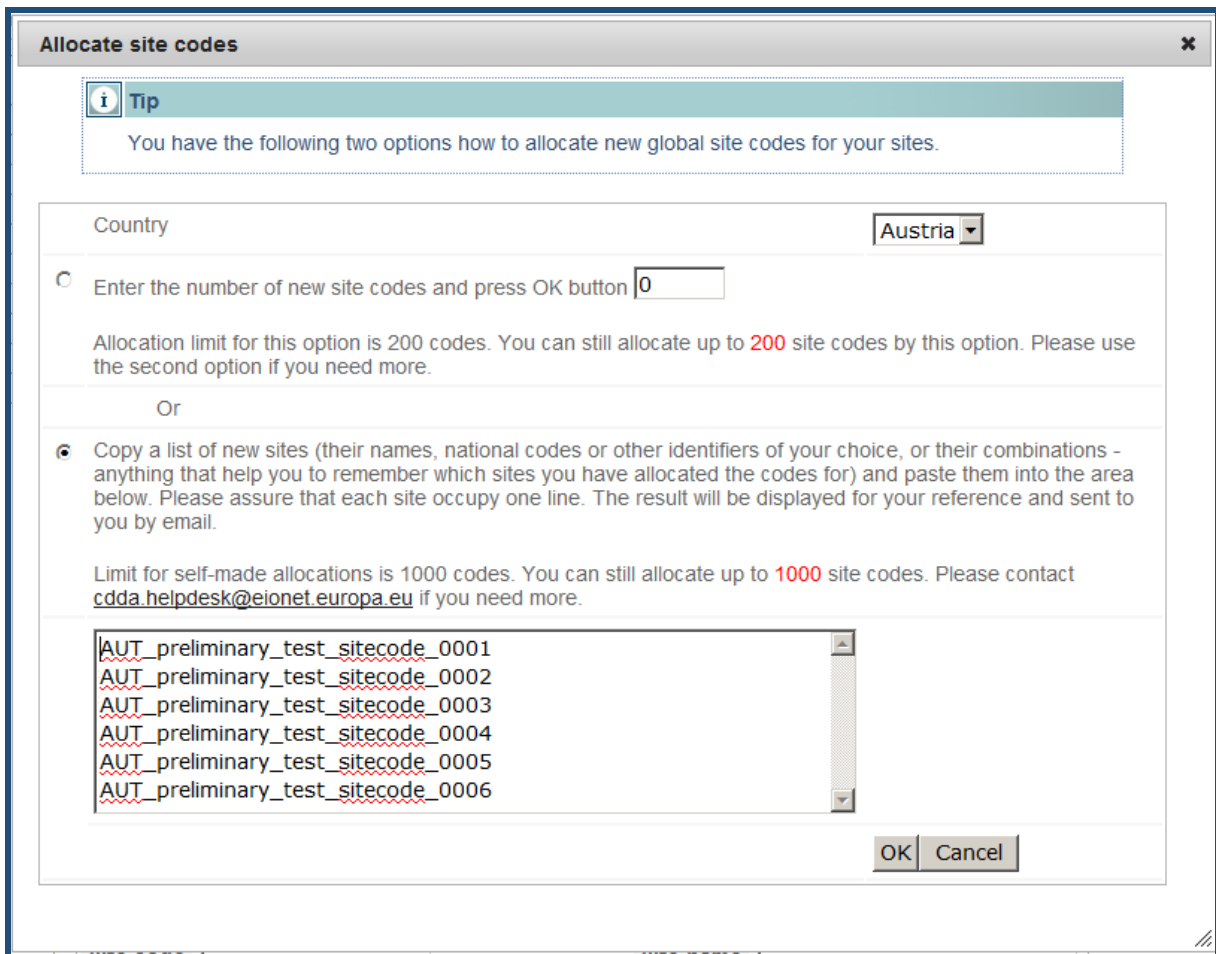
Allocate site codes   ✖

> ℹ **Tip**
>
> You have the following two options how to allocate new global site codes for your sites.

Country   Austria ▾

○ Enter the number of new site codes and press OK button [0]

Allocation limit for this option is 200 codes. You can still allocate up to 200 site codes by this option. Please use the second option if you need more.

Or

◉ Copy a list of new sites (their names, national codes or other identifiers of your choice, or their combinations – anything that help you to remember which sites you have allocated the codes for) and paste them into the area below. Please assure that each site occupy one line. The result will be displayed for your reference and sent to you by email.

Limit for self-made allocations is 1000 codes. You can still allocate up to 1000 site codes. Please contact cdda.helpdesk@eionet.europa.eu if you need more.

```
AUT_preliminary_test_sitecode_0001
AUT_preliminary_test_sitecode_0002
AUT_preliminary_test_sitecode_0003
AUT_preliminary_test_sitecode_0004
AUT_preliminary_test_sitecode_0005
AUT_preliminary_test_sitecode_0006
```

                                                          OK Cancel

Figure 5 - Allocate site codes using a list of sites

Click '**OK**' and the system allocates the site codes for these sites (see figure 6).

Figure 6 - Sites allocated

The resulting table displays the site codes that have been allocated to each site. In addition it adds a time stamp to each record. The table is available as a csv file for you to download. The system also sends you an email from the address 'dd@eionet.europa.eu'; in the body of this email it gives you a list of the Site codes allocated and if you have used the second option the relevant unique identifiers you used.

Note: You don't have to be worried about the text "<allocated>" in the Site_name column. These are just temporary placeholders put there by the system. They will be replaced with the names you assign to the sites in your next CDDA delivery after we process it.

One country can allocate only 200 codes using the first option and 1000 in total (achieved only by using the second option). If you try to allocate more it fails which you'll be informed about (see figure 7).

Figure 7 - Sites allocated

Don't try to allocate 1000 once and then more next time. Only 1000 codes can be allocated by country in total. If you require more than 1000 codes please contact the CDDA helpdesk at cdda.helpdesk@eionet.europa.eu.