

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.

The screenshot shows the Eionet Data Dictionary website. The header includes the EEA logo, a navigation menu with 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)', and a search bar. The main content area is titled 'Site codes' and contains the following text:

Site codes

Site code is a unique identifier of site records in the [Common database of designated areas \(CDDA\)](#) which is annually updated in one of the EEA's priority dataflows.

CDDA is main European inventory of nationally designated protected areas and it provides data for [World Database on Protected Areas \(WDPA\)](#). In order to keep identification of the CDDA site records compatible with the WDPA, the EEA agreed to use the site identifier code list maintained by the WDPA. Whenever it is needed the WDPA provides free codes from the codelist to the EEA. These free codes are then distributed to the individual countries on demand. The countries then assign the codes to their new national sites during the update of the CDDA data.

In the past the distribution of the free codes, as well as maintenance of the European codelist, has been performed manually by the ETC/BD. This service automates the process of the code distribution.

Appointed Reportnet users, which are all Eionet [NFPs](#) and [NRCs for Biodiversity data and information](#), can reserve a set of new site codes for their new sites after logging into the service. The process is called allocation of site codes.

Detailed instructions on how to use the site code allocation service can be found in this [User guide](#).

Number of available Site codes in the system: **2943**

Note

Please [log-in](#) with your Eionet user name and password in order to allocate new site codes or see the list of codes already allocated.

Search site codes

Country: Status:

Site code: Site name:

Page size:

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.

The screenshot shows the Eionet Central Authentication Service login page. At the top, there is a header with the EEA logo and 'EnviroWindows' on the left, and 'Acronyms' and a search box on the right. Below the header is a navigation bar with 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The main content area is titled 'Sign-on' and contains the following elements:

- A 'Not logged in' sidebar with a 'Login' link.
- A 'Sign-on' section with the text: 'You have requested access to a site that requires Eionet authentication. Enter your Eionet NetID and password below; then click on the **Login** button to continue.'
- Input fields for 'NetID:' and 'Password:'.
- A checkbox labeled 'Warn me before logging me in to other sites.' with a 'Login' button next to it.
- A yellow 'Caution' box with a warning icon and the text: 'For security reasons, quit your web browser when you are done accessing services that require authentication!'
- A paragraph of security advice: 'Be wary of any program or web page that asks you for your NetID and password. Secure Eionet web pages that ask you for your NetID and password will generally have URLs that begin with "https://sso.eionet.europa.eu" In addition, your browser should visually indicate that you are accessing a secure page.'
- A link to 'Eionet Network Management Center'.

At the bottom of the page, there is a footer with the text: 'European Environment Agency' and 'Kgs. Nytorv 6, DK-1050 Copenhagen K, Denmark - Phone: +45 3336 7100'.

Figure 2 - Log in page

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

Site codes

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In the past the distribution of the free codes, as well as maintenance of the European codelist, has been performed manually by the ETC/BD. This service automates the process of the code distribution.

Appointed Reportnet users, which are all Eionet [NFPs](#) and [NRCs for Biodiversity data and information](#), can reserve a set of new site codes for their new sites after logging into the service. The process is called allocation of site codes.

Detailed instructions on how to use the site code allocation service can be found in this [User guide](#).

Number of available Site codes in the system: **2943**

Country: Austria

Number of allocated, used codes: **1360** [See the list](#)

Number of allocated, unused codes: **0**

Allocate site codes

Search site codes

Country: Status:

Site code: Site name:

Page size:

Search

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)

Allocate site codes

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

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.

site name 1
site name 2
site name 3
...

OK Cancel

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 [X]

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
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).

20 site codes successfully allocated. For new allocated site codes, see the table below. (2013-12-12 16:28:41)

Site codes

Operations:

Country: Austria

Number of allocated, used codes: **1335** [See the list](#)

Number of allocated, unused codes: **25** [See the list](#)

Please check the list and consider using the codes before requesting any new ones.

Allocate site codes

Search site codes

Country	All	Status	Allocated
Site code		Site name	
Page size	20		
<input type="button" value="Search"/>			

20 items found, displaying all items.1

Site code	Site name	Status	Country	Allocated	User	Preliminary site name/identifier
555552530	<allocated>	Allocated	AT	2013-12-12 16:28:41	bankoge	1 AUT_preliminary_test_sitecode_0001
555552531	<allocated>	Allocated	AT	2013-12-12 16:28:41	bankoge	2 AUT_preliminary_test_sitecode_0002
555552532	<allocated>	Allocated	AT	2013-12-12 16:28:41	bankoge	3 AUT_preliminary_test_sitecode_0003
555552533	<allocated>	Allocated	AT	2013-12-12 16:28:41	bankoge	4 AUT_preliminary_test_sitecode_0004
555552534	<allocated>	Allocated	AT	2013-12-12 16:28:41	bankoge	5 AUT_preliminary_test_sitecode_0005
555552535	<allocated>	Allocated	AT	2013-12-12 16:28:41	bankoge	6 AUT_preliminary_test_sitecode_0006
555552536	<allocated>	Allocated	AT	2013-12-12	bankoge	7

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).

✖ Validation Errors

- Unable to allocate site codes! You already have or after the allocation you would have more than 200 site codes, yet unassigned, allocated. Try using the allocation method 2 by providing site names or IDs in the dedicated textarea. In this case you are able to allocate up to 1000 site codes. If you need more site codes allocated than this criteria allows, then please contact cdda.helpdesk@eionet.europa.eu with explanation of why you need more codes. If the explanation is valid the CDDA helpdesk will allocate the codes for your country.

Site codes **Operations:**

Country: Austria

Number of allocated, used codes: **1360** [See the list](#)

Number of allocated, unused codes: **0**

Search site codes

Country	<input type="text" value="All"/>	Status	<input type="text" value="All"/>
Site code	<input type="text"/>	Site name	<input type="text"/>
Page size	<input type="text" value="20"/>		
<input type="button" value="Search"/>			

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.