



SafeSeaNet

Central Location Database

USER MANUAL

Version: 1.0

Date: 15 November 2017

Document History

Version	Date	Changes	Prepared	Approved
1.0	15/11/2017	First version	EMSA	EMSA

Table of Contents

Abbreviations and Acronyms.....	3
List of Figures	3
1. Introduction.....	4
1.1 Purpose of the document	4
1.2 Scope and description of the Central Location Database	4
1.3 Users	4
2. Central Locations Database (CLD) Web Interface	5
2.1 Log in to EMSA Portal	5
2.2 How to access the CLD web interface	5
2.3 User interface Overview	6
2.4 Create SSN Location.....	7
2.4.1 Permissions.....	7
2.4.2 Steps	7
2.5 Search / Update Location.....	8
2.5.1 Permissions.....	8
2.5.2 Steps	9
2.6 Download Locations	10
2.6.1 Permissions.....	10
2.6.2 Steps	11

Abbreviations and Acronyms

A list of the principal abbreviations and acronyms used in the document is provided here:

Abbreviation	Definition
BIP	Border Inspection Post
CLD	Central Location Database
EIS	European Index Server
EFCA	European Fisheries Control Agency
EMSA	European Maritime Safety Agency
GISIS	Global Integrated Shipping Information System
IMO	International Maritime Organization
ISO	International Organization for Standardization
MARPOL	International Convention for the Prevention of Pollution from Ships
MS	Member State
NCA	National Competent Authority
SECA	Sulphur Emission Control Area
SEG	SafeSeaNet Ecosystem Graphic Interface
SSN	SafeSeaNet
UN/LOCODE	United Nations Code for Trade and Transport Locations

List of Figures

Figure 1 – EMSA Maritime Applications Portal.....	5
Figure 2 – Access to Central Location Database	6
Figure 3 – User Interface Overview	6
Figure 4 – Location management sub-menu	7
Figure 5 – Assignment of EMSA applications to location	8
Figure 6 – Search/Update Location panel	10
Figure 7 – Search/Update Location - Search results.....	10
Figure 8 – Download Locations panel	11
Figure 9 – Download Locations - Search results.....	12

1. Introduction

1.1 Purpose of the document

This document is an introduction to the Central Location Database (CLD) Web User Interface. It provides an overview of the CLD features available to the users and their usage.

EMSA may provide further assistance through the Maritime Support Services by telephone (+351 211 209 415) or email (MaritimeSupportServices@emsa.europa.eu).

1.2 Scope and description of the Central Location Database

The Central Location Database (CLD) includes all the LOCODEs listed in the UN/LOCODE list, the SSN Specific locations as well as the port facilities information included in the IMO Maritime Security module of the Global Integrated Shipping Information System (GISIS).

1.3 Users

The CLD Web User Interface is available via the SafeSeaNet textual interface to authorised SSN users of the Member States who are allowed to create and update information on the locations designated by the Member States.

In addition, other SSN users may be granted access to consult the information available in the CLD (*read only* access).

The technical work associated with the display of the CLD information on the SSN Ecosystem Graphic Interface (SEG) is ongoing.

The CLD information is available to other EMSA maritime applications (e.g. Thetis and EU LRIT DC) in order to enable cross-checking with similar data stored in the different databases.

2. Central Locations Database (CLD) Web Interface

The Central Location Database (CLD) is a web application accessible via the EMSA Portal <https://portal.emsa.europa.eu> by using a valid login and password (see Figure 1):

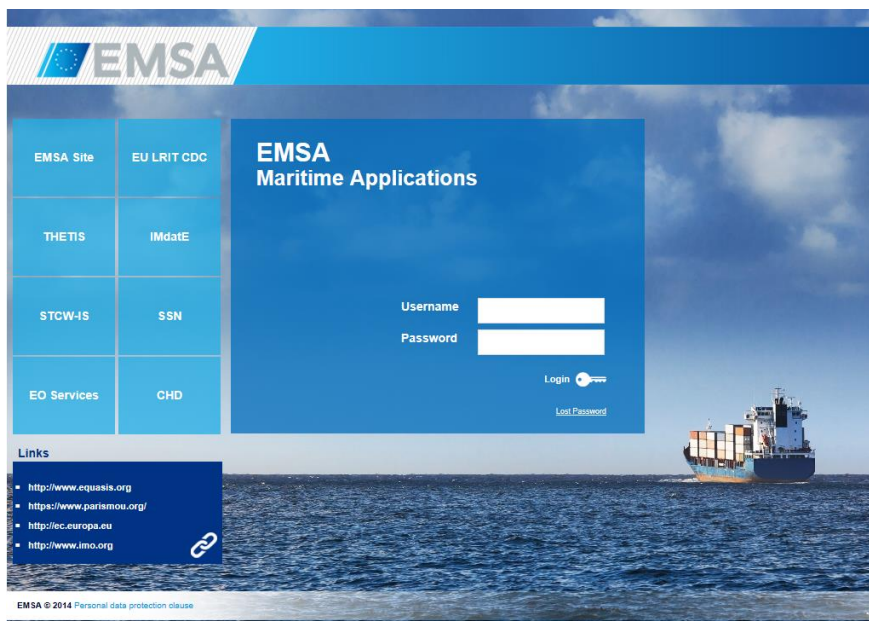
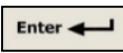


Figure 1 – EMSA Maritime Applications Portal

2.1 Log in to EMSA Portal

1. Enter Username in the Username field
2. Enter Password in the Password field
3. Press  or  to log in (see Figure 1).

2.2 How to access the CLD web interface

After successful login, the user is redirected to the EMSA Portal, where the Central Location Database can be started by:

- Selecting **Portals → SSN → Central Location Database**

Or

- Selecting directly under **SSN Central Location Database**.

See Figure 2:

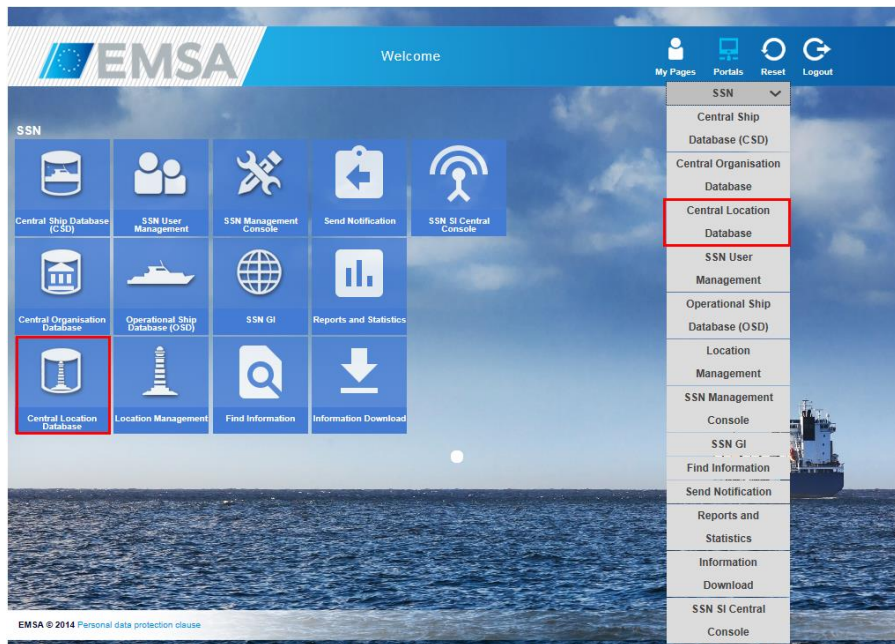


Figure 2 – Access to Central Location Database

2.3 User interface Overview

Starting the CLD will launch the User Interface (see Figure 3 for an overview of the components available):

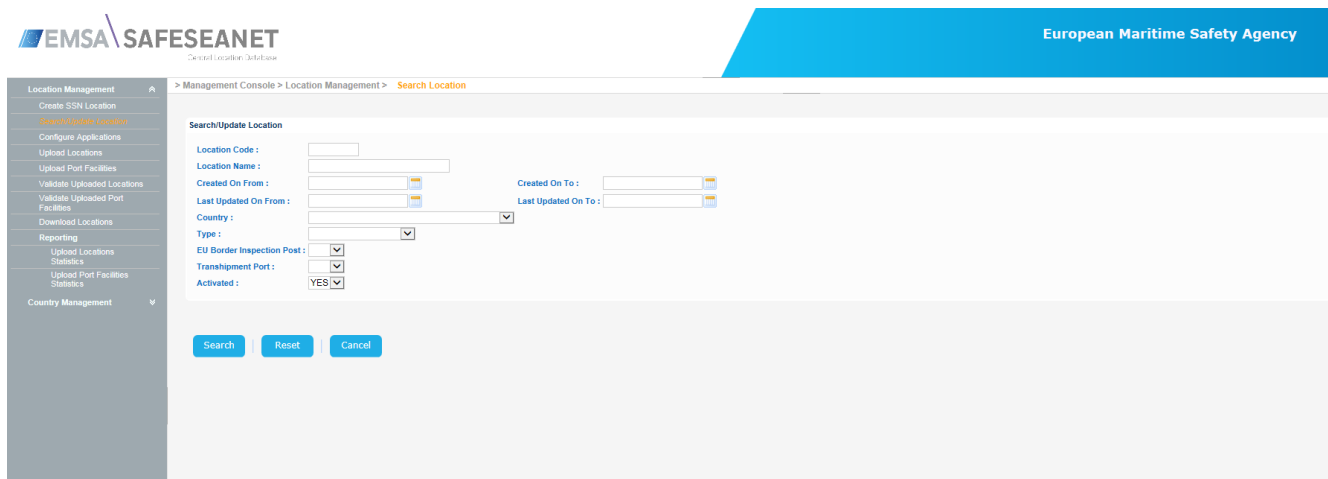


Figure 3 – User Interface Overview

The following options are available at the left side (see Figure 4):

- **Create SSN Location:** used to create a new SSN Specific Location.
- **Search/Update Location:** used to update or view an existing location in the CLD.
- **Download Locations:** used to extract locations from the CLD as XML, XLS or CSV files.
- **Configure Applications:** this functionality is for the EMSA CLD administrator to configure EMSA applications which have access to the CLD, and will be removed for Member State users in the coming versions of SSN. This functionality does not form part of this User Manual, and **shall not be used** by MS users.

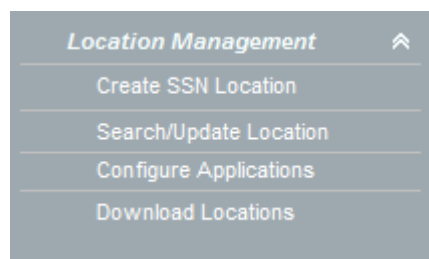


Figure 4 – Location management sub-menu

2.4 Create SSN Location

2.4.1 Permissions

This function allows the administrator to create a new SSN Location.

The user must be granted the permission: “CLD_MANAGER”. Users can be configured by EMSA upon request from NCAs.

MSs can only create locations for their own country. Further information on the management of LOCODEs can be found in the document *SSN LODODEs Guidelines* available in <http://www.emsa.europa.eu/ssn-main/documents.html>.

2.4.2 Steps

To create a Location, the user must click on *Create SSN Location* and insert the criteria in the fields displayed.

All mandatory fields are marked with a red colour asterisk (*).

To complete the *Location details*:

1. Enter the *Location Code* information (mandatory - 5 characters. The first two letters identify the country according to the ISO 3166 two-letter Code, and three characters identify the location within the country).
2. Enter the *Location Name with diacritics* information (optional - 50 characters maximum).
3. Enter the *Location Name without diacritics* information (mandatory - 50 characters maximum).
4. Enter *Comments* (optional – maximum of 256 characters to provide any additional information on the location)
5. Select *Country* from the drop-down menu if not selected automatically (mandatory).
6. Select *Type* from the list box (mandatory). **Please note that only SSN Specific locations should be created using the CLD user web interface, and that UNECE locations should be created by contacting UNECE.**
7. Add *Function(s)* that you consider necessary for your location (optional).
8. Enter the *Coordinates* (Latitude and Longitude). This is the only option for waypoint, and the real location should be entered.
9. Enter *Other Location Name* (optional – 100 characters maximum).
10. Enter *Subsidiary Location* (optional).

11. Select if this location is in a Sulphur Emission Control Area – *In SECA* set to YES or NO (optional – this field is a consequence of the geographical location inside, or outside the area defined in Annex VI to MARPOL).
12. Select if this location is an EU Border Inspection Post (BIP) – (optional – this field is managed by the European Fisheries Control Agency – EFCA)
13. Select if this location is a location in the list of designated EU ports where transshipment and/or landing operations of fishery products are authorised according to EC Regulation 1005/2008 – (optional – this field is managed by the European Fisheries Control Agency – EFCA)
14. Add *Port Facilities* (optional) – **the port facilities must correspond to port facilities declared in the IMO Maritime Security module of the Global Integrated Shipping Information System (GISIS).** The EMSA CLD administrator compares the port facilities in the CLD with those registered in GISIS on a monthly basis.
15. Add *Location Images* (optional – either attach a file or provide a link).
16. Select *EMSA Application(s)* to which you would like to assign this location. **SSN locations by default shall be assigned to IMDATE, SEG and SSN** as below:

Acronym ▲	Name ▲	Active	Updated On ▲	☐
AutoCode	AutomaticTest Update	☐		☐
CSN	CleanSeaNet	☐		☐
IMDATE	IMDate	☒		☒
LRIT	LRIT	☐		☐
SEG	SSN Ecosystem Graphical UWI	☒		☒
SSN	SafeSeaNet	☒		☒
THETIS	THETIS	☐		☐

Figure 5 – Assignment of EMSA applications to location

To save the information:

1. Click on the *Save changes* button to validate the information. Should incorrect data be provided, the system gives a warning message. If this appears, please correct the information and press the *Save changes* button.
2. When everything has been properly completed, you will receive the message “*Location was created successfully*”.

2.5 Search / Update Location

2.5.1 Permissions

To search and consult, users must have CLD_READER permission. To update, users must be granted the permission “CLD_MANAGER” by the NCAs.

MSs can view all locations stored in the Central Location database, but can only update those that belong to their own countries.

2.5.2 Steps

To perform a search, type the criteria in one or more of the fields below (see Figure 6):

1. Enter the *Location Code* information (5 characters. The first two letters identify the country according to the ISO 3166 two-letter Code, and three characters identify the location within the country).
2. Enter the *Location Name*.
3. You may search for locations created within the specific period by using *Created On From* and *Created On To* fields.
4. You may search for locations updated within the specific period by using *Last Updated On From* and *Last Updated To* fields.
5. Select the *Country* from the drop-down list.
6. Select the *Type* from the drop-down list.
7. Select *EU Inspection Post* (Yes, No or Null which means that this filter is not applied)
8. Select *Transshipment Port* (Yes, No or Null which means that this filter is not applied)
9. Select the status in *Activated* (*Active* or *Inactive*).
10. When all the required criteria have been specified, click on the *Search* button. The entered search criteria are combined using an "AND" operator.
 - a. The Search Results panel opens and the following details of the Location are displayed: Location Code, Location Name with diacritics, Location Name without diacritics, Location Type, Country, EU Border Inspection Post and Transshipment Port (see Figure 6).
 - b. The list displayed can be sorted against each of the columns shown in the table, and clicking on the labels sorts the list in ascending or descending order (First click on the sorts list in descending order, and secondly in ascending order).
 - c. The results of the query can be exported in XLS, XML and CSV formats.
 - d. Click on the relevant *Location Code* hyperlink from the list to select a location. The Location Details Panel will then show all of the available details for the location.
11. Click on the *Reset* button to reset the fields to the values in place before the search.
12. Click on the *Cancel* button to exit.

> Management Console > Location Management > Search Location

Search/Update Location

Location Code :

Location Name :

Created On From :

Last Updated On From :

Country :

Type :

EU Border Inspection Post :

Transhipment Port :

Activated :

YES

Created On To :

Last Updated On To :

Search

Reset

Cancel

Figure 6 – Search/Update Location panel

> Management Console > Location Management > Search Location

Search/Update Location

Location Code :

Location Name :

Created On From :

Last Updated On From :

Country :

Type :

EU Border Inspection Post :

Transhipment Port :

Activated :

Poland

SSN specific locations

YES

Created On To :

Last Updated On To :

Search

Reset

Cancel

Search Results

Location Code ▲	Location Name with diacritics ⇅	Location Name without diacritics ⇅	Location Type ▲	Country ⇅	EU Border Inspection Post ⇅	Transhipment Port ⇅
PL888	Poland (GENERIC)	Poland (GENERIC)	SSN specific locations	Poland	NO	NO
PL88P	Poland - offshore installations	Poland - offshore installations	SSN specific locations	Poland	NO	NO
PL88R	Poland - Ship to ship transfer	Poland - Ship to ship transfer	SSN specific locations	Poland	NO	NO

Figure 7 – Search/Update Location - Search results

2.6 Download Locations

2.6.1 Permissions

To download locations, users must have LOCATION_DOWNLOAD permission.

MSs can download all locations stored in the Central Location database.

2.6.2 Steps

To download locations, select the criteria in one or more of the fields below (see Figure 6):

The screenshot shows the 'Download Locations' panel. On the left is a sidebar with a 'Location Management' menu containing 'Create SSN Location', 'Search/Update Location', 'Configure Applications', and 'Download Locations' (which is highlighted in orange). The main content area has a breadcrumb trail: '> Management Console > Location Management > Download Lists > Locations'. Below this is a 'Locations Report' section with two dropdown menus: 'Country' (empty) and 'Type' (set to 'SSN specific locations'). At the bottom of this section are two blue buttons: 'Search' and 'Reset'.

Figure 8 – Download Locations panel

1. Select the *Country* from the drop-down list. If no country is selected, the country filter is not applicable.
2. Select the *Type* from the drop-down list (SSN Specific locations, UNECE or Both).
3. When all the required criteria have been specified, click on the *Search* button. The search criteria that have been entered are combined using an "AND" operator.
 - a. The Search Results panel opens and the following details of the Location are displayed: Location Code, Location Name with diacritics, Location Name without diacritics, Country, Location Type, Latitude and Longitude (see Figure 6).
 - b. The list displayed can be sorted against each of the columns shown in the table, and clicking on the labels sorts the list in ascending or descending order (First click on the sorts list in descending order, and secondly in ascending order).
 - c. The results of the query can be exported in XLS, XML and CSV formats.
4. Click on the *Reset* button to reset the fields to the values in place before the search.

> Management Console > Location Management > Download Lists > **Locations**

Locations Report

Country : ▼

Type : ▼

Uploaded Locations

Location Code ▲	Location Name with diacritics ▲	Location Name without diacritics ▲	Country ▲	Location Type ▲	Latitude ▲	Longitude ▲
AGANU	Antigua	Antigua	Antigua and Barbuda	Unece locations		
AGBBQ	Barbuda	Barbuda	Antigua and Barbuda	Unece locations		
AGFAM	Falmouth	Falmouth	Antigua and Barbuda	Unece locations	(N)17° 1' 0"	(W)61° 47' 0"
AGPHM	Parham	Parham	Antigua and Barbuda	Unece locations	(N)17° 5' 0"	(W)61° 45' 0"
AGSJO	Saint John's	Saint John's	Antigua and Barbuda	Unece locations	(N)17° 7' 0"	(W)61° 51' 0"

Figure 9 – Download Locations - Search results

European Maritime Safety Agency

Praça Europa 4
1249-206 Lisbon, Portugal
Tel +351 21 1209 200
Fax +351 21 1209 210
emsa.europa.eu

