ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



EDNA User Guide

Electronic Declarations Tool for National Authorities Version 2.5

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About EDNA

The Electronic Declaration software for National Authorities (EDNA) is a software tool, developed by the Technical Secretariat of the OPCW to provide assistance to National Authorities when compiling declarations pursuant to Article VI of the CWC, including the option of submitting those declarations in electronic format.

With the help of EDNA 2.5 States Parties can prepare and submit declarations pursuant to Part VII (Schedule 2), Part VIII (Schedule 3) and Part IX (Other Chemical Production Facilities (OCPF)) of the Verification Annex, including Aggregate National Data (AND) declarations.

The Technical Secretariat will ensure that EDNA is kept current and updated to reflect applicable recommendations and decisions of the Secretariat for the Policy-making Organs of the OPCW.

The Technical Secretariat will also provide assistance to Member States on the use of EDNA.

Disclaimer

EDNA, including its source code is the intellectual property of the OPCW.

EDNA may only be used for non-commercial purposes and cannot be sold, transferred or otherwise disposed of without the written permission of the OPCW. The software may be used by Member States for creating and storing declaration data to be submitted to the OPCW or for accessing and storing such information received from the OPCW.

Any unilateral modification by the user to EDNA might cause incompatibility with future updates and therefore the OPCW will not assume any responsibility for the performance of EDNA following any such modification.

It is the responsibility of the user to secure the system and its data from unauthorized access (physical or electronic). It is also the responsibility of the user to make data backups as necessary and secure the content of these data backups from unauthorised access.

The OPCW shall in no way be liable for any incidental, consequential and other damages resulting from the use of EDNA

INFORMATION NOTE: VERSION 2.5 OF THE ELECTRONIC DECLARATION TOOL FOR NATIONAL AUTHORITIES (EDNA)

Changes in EDNA Version 2.5

EDNA Version 2.5 resolves some of the problems identified in earlier releases, and introduces several new features requested by States Parties.

The installation of Version 2.5 offers the possibility of retaining the database created during installation of earlier versions as well as all the data contained in database.

The key new features implemented in Version 2.5 (as compared to 2.1) comprise:

New Features

- 1. EDNA 2.5 enhances existing analytical reports, and introduces a new set of reports to assist States Parties in analysing data. Advanced features, such as data filtering, sorting, grouping and exporting are also supported.
- 2. EDNA 2.5 introduces a new way of previewing declaration data, within the application and using rich filtering/sorting capabilities. This allows easier review of declaration data, especially in the case of large declarations, and improves the ability of States Parties to quality control their declarations prior to submission.
- 3. In order to make warnings more visible and easier to detect, understand and correct, EDNA 2.5 brings several improvements to the internal system of warnings and errors, both in the area of validation logic, as well as in the user interface,
- 4. EDNA 2.5 introduces a new submission window for preparing the electronic declaration package for submission to the Technical Secretariat. This enhanced window allows improved quality control and is aimed at ensuring the completeness and accuracy of declarations, for the benefit of both the State Parties and the Technical Secretariat.
- 5. EDNA 2.5 includes support for declaring "< threshold>" values for aggregate national data, , both in manual and automated AND mode, as per Decision C-7/DEC.14.
- 6. Several bugs and issues, discovered during testing or reported by States Parties, have been fixed in Version 2.5, solutions included, *inter alia*: problems with amendments to previously submitted declarations; issues with installing and configuring EDNA on Windows Vista/Windows 7 operating systems; several corrections in the area of input data validation; and a number of minor cosmetic user interface improvements.

Distribution of EDNA

1. Member States can receive EDNA Version 2.5 on CD-ROM, provided to the respective Permanent Representative to the OPCW at OPCW Headquarters in The Hague, or transmitted by post to the Member State upon receipt of a written request from the Permanent Representative to the VIS Project Manager. The EDNA software can also be downloaded from the OPCW External Server under the section "EDNA/downloads".

2. There are two options for Member States opting to download the software from the OPCW External Server:

a) Complete installation file for those installing EDNA for the first time. The file size is approximately 230 MB.

b) Light installation for those who previously have installed EDNA. File size: approximately 13 MB.

For both options, the installation procedure is the same.

3. Please inform the Project Manager VIS by email (<u>vis@opcw.org</u>) if you want to receive the new version of EDNA, and indicate your preferred option for receiving the software as per paragraph 1 above.

4. To run and install the new version, a Licence code is required that either will be provided together with the CD-ROM, or on request to Member States opting to download the software from the OPCW External Server.

5. Please note that if you have already have installed EDNA Version 2.0 or 2.1 and have been provided a licence code from the Secretariat, you will NOT need a new licence code to install EDNA 2.5.

Points of Contact

Requests for copies of EDNA 2.5 and licence codes should be sent to: vis@opcw.org.

GET STARTED!

Software Installation

The EDNA software is intended to run under Windows©, either Windows XP Service Pack 3, Windows Vista or Windows 7 and is designed to run on a stand-alone workstation. EDNA requires the installation of SQL Server 2005 Express and .Net framework 4.0 (Both components are free and are included in the Installer package).

Minimum Requirements:

Processor: Pentium IV-Compatible or higher

RAM: 512 MB or higher

OS: Windows XP Service Pack 3 or higher on 32 Bits

Windows XP Service Pack 2 or higher on 64 Bits

Screen resolution: 1024 X 768



EDNA installer installs Microsoft SQL Server 2005 Express Edition with Service Pack 3 and Microsoft .Net Framework 2.0 and 4.0, if they are not detected on the machine.



The installation of Microsoft SQL Server 2005 Express Edition SP3 is performed in Silent mode, thus no user interaction is required. Advanced users may want to customise the installation (security settings etc...), and run the installation of Microsoft SQL Server 2005 Express SP3 separately from the EDNA CD-ROM. Please be aware that this requires technical knowledge and may cause problems for EDNA if carried out incorrectly. OPCW does not support problems that may occur during the installation of the external components used by EDNA including .Net Framework and SQL Server 2005 Express Edition. Problems may be encountered if it is attempted to install EDNA on a computer which belongs to a security controlled environment. Please contact your IT support in the event of such problems.



Please note that users need to have administrative rights to install EDNA software on a computer. Without this authority the operating system will prevent the installation of EDNA. In case of doubt, please contact IT support.

Getting Started

- 1. Insert the EDNA CD-ROM
- 2. The CD-ROM should automatically start the setup process. If it does not start automatically, run the file Setup.exe in the CD-ROM folder.
- 3. The installer will automatically install any missing components. This requires no interaction from the user (except for agreeing to the licence agreement s).



Depending on your environment, you may be requested to restart the computer during this step. This is normal behaviour and once windows starts up the installation wizard will resume.

- 4. After the required components are installed, the EDNA installation process will start.
- 5. Click "Next" on the Welcome Screen
- 6. Select the folder where you would like to install EDNA. Click "Next".
- 7. Click "Next" on the "Confirm Installation" window.
- 8. EDNA installation will be launched. When the installation finishes, click "Close".
- 9. A shortcut will be added to the Desktop and Start Menu.



10. To start the application and configure EDNA follow the instructions for your operating system.

For all versions of Windows XP			
Windows*P	1. Double click on the EDNA 2.5 Icon.		

For all versions of	Windov	vs 7
Windows 7	1.	Holding the shift key Right-Click with your mouse the EDNA 2.5 icon
	2.	A context menu will pop up, from the options, select. Run as administrator
	3.	A confirmation window will appear, click the "Yes" button to allow the initial EDNA configuration to take place. ^(*) User Account Control ^(*) Do you want to allow the following program from an unknown publisher to make changes to this computer?
		Program name: EDNA.exe Publisher: Unknown File origin: Hard drive on this computer Show details <u>Yes No</u>

After installation, users will be required to determine a number of settings before using EDNA for the first time/.

One of the choices user will need to make is whether to host the EDNA Database on a personal workstation or on a network database. Depending on the selection, the application will behave in slightly different manner, as explained below:

EDNA Configuration with Local Database

This continues to be the preferred EDNA installation method. Having the database onin the same workstations allows the application to provide backup and restore services that guarantee that your data is kept safe, as well as providing a straightforward solution that requires no involvement of the organisation's IT department.

EDNA Configuration with Remote Database

The use of a remote database server is being supported for organizations that require their data to be centralised normally utilise a remote database server supported by IT experts with database management and server maintenance expertise. For technical reasons EDNA is not able to perform automatic backup and restore of remote databases. This requires intervention from the IT experts in the organisation, and therefore this mode of installation is only recommended for organisations where database administration professionals are available.

Options during configuration

During the entire configuration process two options are available:

Installation Manual Reset Configuration

Installation Manual

By clicking this option, the application will open the Installation Manual in PDF format using the default PDF reader.



If the PDF reader is not installed, a free version is available from Adobe Systems, at <u>http://get.adobe.com/reader/</u>

Reset Configuration

By clicking this option, all previous configuration information is removed and the application re-starts the configuration wizard.

First time configuration with Local Database

Database Setup

The first time the program runs, users will be prompted to setup the database to be used by the application.

EDNA 2.5 Configuration Wizard	
Database Setup	
Database Server Local Machine: XPSP3 Server name:	Logon to the server © Use Windows Authentication © Use SQL Server Authentication User name:
Show only local SQL Server instances Refresh	Password:Test Connection
Select a database O Use an existing database:	
 Create New Database EDNA 	
Inst	allation Manual Reset Configuration Create Database

Local Machine

Alphanumeric code denoting the name of the current machine on which the software is running.

Server Name

Enumerates all SQL Server instances available on the workstation. Select one of the database servers from the list



The database server installed by default for EDNA ends with \SQLEXPRESS3. If users wish to use the default configuration, this server should be selected from the list.

Logon to the Server

Users can choose between Windows Authentication and SQL Server Authentication

to connect to the SQL Server (specified in Server Name). The default configuration is set to "use Windows Authentication". Click on "Test Connection" to check if the application connects successfully.

Create a Database

Click on the "Create Database" button. By default the database is named "EDNA". If required the name can be changed by typing the new name in the "Create new database" box. If an error occurs a message will appear describing the error. Otherwise, the application will display a message indicating that the action was performed successfully and setup will proceed to the succeeding configuration step.



When creating the new database, make sure to use a unique name.

License Agreement

If EDNA is not already installed on the workstation, the program will prompt the user to select the Country of the National Authority using the software and the license keys.

EDNA 2.5 Configuration Wizard	<u>_ </u>	
License Agreement		
EDNA is the intellectual property of the Organisation for the Prohibition of Chemicals Weapons (OPCW) and the source or right of OPCW.	code is a proprietary	
EDNA may only be used for non-commercial purposes and cannot be sold, transferred or otherwise disposed of without t permission of the OPCW. It may be used by Member States for creating and storing declaration data to be submitted to th accessing and storing such information received from the OPCW.	he written ne OPCW or	
Any modification by the user to EDNA might cause incompatibility with future updates and the OPCW will not assume any responsibility for the performance of EDNA following any such modification. It is the responsibility of the user to secure the system and the data from unauthorized access (physical or electronic) and ensure that data held by EDNA is backed-up properly and securely stored.		
The OPCW shall in no way be liable for any incidental, consequential and other damages resulting from the use of EDNA	4	
	*	
Country of the National Authority using the software Select a country	•	
License Key		
Installation Manual Reset Configuration	Accept	

- 1. Choose the State Party of the National Authority using the software, from the list.
- 2. Enter the License Key provided to users by the OPCW Technical Secretariat and click on "Accept"



If users already have an EDNA 2.0 or 2.1 serial key, this may be used as the license key for this version.

Grant Access to Additional Users

If the user has access permission rights on the workstation, the configuration wizard will present a screen prompting the user to give access to additional users for EDNA.

EDNA 2.5 Configuration Wizard	
Grant Access to Additional Users	
All users of the application must be in the list below. Make sure the intended EDNA users are listed as having access. This will guarantee proper execution of the application.	
Users with Access Image: Sa Image: XPSP3\Administrator Image: Comparison of the second	id
Installation Manual Reset Configuration Co	ntinue

The list on the left side of this window lists users who are granted access to the application. If a user who needs to access EDNA is not shown on this list, add the name by using the "Add new user" feature on the right hand side of the screen.

Adding Local Machine users

This default option assumes that the users to be added are listed on the local machine. To add a user, input the user name and click the "Add" button. If the operation is successful the user name should immediately appear in the list on the left hand side.

Adding Domain users

If the accounts in the organisation are managed in a Windows domain, click on the "Domain" option and specify the Domain name, then input the user name and click the "Add" button. If the operation is successful the user name should immediately appear in the list on the left hand side of the screen.



If in doubt, to determine whether you should add Local or Domain users consult your organisation's IT support.

Configuration is Complete

Once the user has specified all the configuration settings. The application will display the following confirmation.



Click "Finish" to apply the user settings, then restart EDNA.

Once the application restarts the EDNA splash screen will appear.



Upgrade Configuration with Local Database

Database Setup

The first time the program runs, the user will be prompted to setup the Database to be used by the application.

EDNA 2.5 Configuration Wizard	
Database Setup	
Database Server Local Machine: XPSP3 Server name: XPSP3\SQLEXPRESS3 Show only local SQL Server instances Refresh	Logon to the server © Use Windows Authentication © Use SQL Server Authentication User name: Password: Test Connection
Select a database Use an existing database: EDNA Create New Database	
Insta	llation Manual Reset Configuration Use Database

Local Machine

The name of the current machine the software is running on.

Server Name

The setup lists all SQL Server instances available in the workstation. Select from the dropdown list the server name that hosts the existing EDNA Database.



The database server installed by default for EDNA ends with \SQLEXPRESS3. It is likely that this is the server for your existing database.

Logon to the Server

Users can choose between Windows Authentication and SQL Server Authentication to connect to the SQL Server (specified in Server Name). The default configuration is to use Windows Authentication. Click on "Test Connection" to check if the application connects successfully.

Use Database

Select from the dropdown list of databases the existing EDNA database you wish to upgrade. By default the database is named "EDNA". In this step of the configuration click on the "Use Database" button. If an error occurs a message will appear describing the error. Otherwise, the application will display a message indicating that the action was performed successfully and setup will proceed to the upgrade screen.

Database Upgrade

The configuration process will check if the database version is correct and, if necessary, will prompt the user to upgrade the database.

EDNA detects the current version and the required version. After checking that the information is correct, click on "Upgrade".

Before upgrading, the configuration wizard will backup the current database, to provide the option of rollback to the previous version of EDNA. The system will then proceed with the upgrade.



License Agreement

If upgrading from version 2.0 or above the configuration wizard reuses the country and serial keys of the existing installation. In the event that the current version is not compatible with this, the program will prompt the user to select the country of the National Authority from the dropdown list, and to input the license key.

EDNA 2.5 Configuration Wizard		
License Agreement		
EDNA is the intellectual property of the Organisation for the right of OPCW. EDNA may only be used for non-commercial purposes and permission of the OPCW. It may be used by Member State accessing and storing such information received from the 0 Any modification by the user to EDNA might cause incomp the performance of EDNA following any such modification. It is the responsibility of the user to secure the system and held by EDNA is backed-up properly and securely stored. The OPCW shall in no way be liable for any incidental, cor	e Prohibition of Chemicals Weapons (OPCW) and the source code d cannot be sold, transferred or otherwise disposed of without the w is for creating and storing declaration data to be submitted to the O OPCW. patibility with future updates and the OPCW will not assume any res , the data from unauthorized access (physical or electronic) and ens nsequential and other damages resulting from the use of EDNA	ritten PCW or ponsibility for sure that data
		V
Country of the National Authority using the software	Select a country	•
License Key		
	Installation Manual Reset Configuration	Accept

- 3. Choose the State Party of the National Authority from the dropdown list.
- 4. Enter the License Key provided by the Technical Secretariat of the OPCW and click on "Accept"



If you already have an EDNA 2.0 or 2.1 serial key, you may use it as the licence key for this version.

Granting Access to Additional Users

If you have access permission rights on your workstation, the configuration wizard will present a screen prompting you to give access to additional users for EDNA.

BEDNA 2.5 Configuration Wizard		
Grant Access to Additiona	al Users	
All users of the application must be in the I Make sure the intended EDNA users are listed	ist below. d as having access. This will guarantee proper execution of the application	n.
Users with Access	Add new user From: C Local Machine XPSP3 C Domain Username	idd
	Installation Manual Reset Configuration	Continue

The list on the left side of this window shows users who are granted access to the application. If there is a user who needs to access EDNA but is not shown on this list, the name should be added using the "Add new user" feature located on the right hand side of the screen.

Adding Local Machine users

This is the default option and assumes that the users to be added are users on the local machine. To add a user, input the user name and click the "Add" button. If the operation is successful the user name should immediately appear in the list on the left hand side.

Adding Domain users

If your organisation manages accounts in a Windows domain, click on the "Domain" option and specify your Domain name, then input the user name and click the "Add" button. If the operation is successful the user name should immediately appear in the list on the left hand side.



If in doubt, to determine whether you should add Local or Domain users consult your organisation's IT support.

Configuration is Complete

Once you have specified all the configuration settings. The application will display a confirmation.



Click "Finish" to apply your settings, then restart EDNA.

Once the application restarts you will see the EDNA splash screen.



Rollback to Previous Version with Local Database

Step by Step

Follow the step by step process below should a situation arise where you need to restore the previous version of EDNA in your workstation.



By rolling back to the previous version of EDNA, all the information you have modified or added in EDNA 2.5 will be lost. The application will be rolled back to the state it was in before the version upgrade.

1. Open the Restore Database window

In the application menu, select Tools -> Database Tasks -> Restore Database.

🖳 File Data	Tools Reports Help	
Add plant sites	Import Export •	from the declaration Comments
C	Languages •	Plant site name
	Database tasks 🛛 🔸	Backup database
	Conversion tool Validation tool Grant User Access Wizard Settings	Restore database

2. Restore the database backup performed during the upgrade process

From the pick list, select the latest backup with the version number of your previous version of EDNA. Click "Restore database".

Data I	Restore			×
Sel	ect backup file to restore			G Copy to declaration
	Backup Type	Backup Date (Local)	Backup Date (GMT)	Restore database
Þ	EDNA 2.1	4/20/2012 3:13:09 PM	4/20/2012 1:13:09 PM	Field
	Legacy Backup	9/20/0412 12:59:31 PM	1/1/0001 12:00:00 AM	No form selected

Once the restore process is complete, a pop-up message will appear informing you that the application will restart.



3. Confirm the database has been rolled back.

When EDNA restarts you will be greeted by the Upgrade wizard. Close this window by clicking the "X" in the top right corner.

EDNA 2.5 Configuration Wizard	
Database Upgrade	
EDNA has detected an earlier database version. The configuration process will proceed with an upgrade.	
This process will backup all your information prior to starting. Your information will not be affected by this procedure.	
Current Database Version	
2.1	
Required Database Version	
2.5.0.0	
Installation Manual Reset Configuration Up	grade

4. Uninstall EDNA 2.5

On Windows XP

Open Add and Remove Programs from the Control Panel

Go to Control Panel and select the "Add and Remove Programs" option.



Uninstall EDNA

To uninstall the program, select EDNA from the program list, click "Remove" and follow the instructions to remove the application

🐞 Add or Rer	nove Programs	
5	Currently installed programs:	Sort by: Name
C <u>h</u> ange or Remove	Electronic Declarations Tool for National Authorities	Size <u>29.90MB</u> 🔼
Programs	Click here for support information.	Used <u>occasionally</u>
1		Last Used On 20/04/2012
Add New	To change this program or remove it from your computer, click Change or Remove.	Change Remove
Programs	🔀 Microsoft .NET Framework 2.0	Size 87.99MB
5	🌄 Microsoft .NET Framework 4 Client Profile	Size 182.00MB
Add/Remove	nicrosoft .NET Framework 4 Extended	Size 45.94MB
<u>W</u> indows Components	Microsoft SQL Server 2005	Size 272.00MB
	Microsoft SQL Server Management Studio Express	Size 80.84MB
Set Program	Microsoft SQL Server Native Client	Size 4.18MB
Access and Defaults	Microsoft SQL Server Setup Support Files (English)	Size 22.42MB
Donadics		_

On Windows Vista and Windows 7

Go to Programs and Features

Click on the start button and in the textbox that appears type "programs". You should get a list like the one shown below. From the list click on "Programs and Features".

Programs (1)		
of Default Programs		
Control Panel (19)		
Programs and Features		
Programs and Features Uninstall or change programs on your computer.		
Run programs made for previous versions of Windows		
👦 Set your default programs		
Check for updates		
📷 Uninstall a program		
📷 Turn Windows features on or off		
📷 How to install a program		
Install a program from the network		
📷 Change or remove a program		
Allow a program through Windows Firewall		
📟 Show or hide inactive icons on the taskbar		
₽ See more results		
programs × Shut down +		
ی 🜔 🚊 🤄		

Uninstall EDNA

To uninstall the program, select EDNA from the program list, click the "Uninstall" button and follow the instructions to remove the application.

0	🕖 🗢 🧱 « Programs 🕨 Pro	ograms and Feat	ures		• +	Search P	rograms and Features	Q
	Control Panel Home	Uninsta	ll or chan	ige a proç	gram			
	View installed updates	To uninsta	all a program	n, select it fr	om the li	st and then	click Uninstall, Change, o	r
0	Turn Windows features on or off	Repair.	Repair.					
	Install a program from the	Organize 🔻	Uninstall	Change	Repair		:== •	0
	network	Name		*			Publisher	
		Electronic [eclarations	Tool for Nat	tional Aut	thorities	OPCW	
		💀 Microsoft .I	NET Framew	ork 4 Client	Profile		Microsoft Corporation	
			Microsoft .NET Framework 4 Extended		Microsoft Corporation			
		🚠 Microsoft S	ecurity Esse	ntials			Microsoft Corporation	
		Microsoft SQL Server 2005		Microsoft Corporation				
		🗧 Microsoft S	QL Server N	ative Client			Microsoft Corporation	
		🗧 Microsoft S	QL Server Se	atup Support	t Files (En	iglish)	Microsoft Corporation	
		Microsoft SQL Server VSS Writer			Microsoft Corporation			
	Microsoft Visual C++ 2008 Redistributable - x86 9.0.3		x86 9.0.3	Microsoft Corporation				
		VMware Tools		VMware, Inc.				
		•		III				F.
		•	PCW Produ	uct version: Help link:	2.5.0 http://wv	ww.opcw.oi	rg	

5. Install your previous version of EDNA

Once the uninstall process is finished, follow instructions from the manual relevant to the version of EDNA you wish to install.



When installing the previous version of EDNA, in order to regain access to an exact replica of the data that existed prior to the upgrade to 2.5, you must ensure that the existing database is selected.

First time configuration with Remote Database

Database Setup

The first time the program runs, you will be prompted to setup the database to be used by the application.

EDNA 2.5 Configuration Wizard	
Database Setup	
Database Server Local Machine: XPSP3 Server name: RemoteServer Show only local SQL Server instances	Logon to the server Use Windows Authentication Use SQL Server Authentication User name: Password:
Refresh	Test Connection
Select a database O Use an existing database:	
Create New Database EDNA	
Insta	allation Manual Reset Configuration Create Database

Server Name

The server name enumerates all SQL Server instances available on your workstation. To view a list of all the database servers available in the network, uncheck the "Show only local SQL server instances" option and click the "Refresh" button. When the installer is done searching open the Server Name dropdown list to select your remote database server.



If you know the name of the remote server, you can also type it in the Server name list.

Logon to the Server

You can choose between Windows Authentication and SQL Server Authentication to

connect to your SQL Server (specified in Server Name). The default configuration is to use Windows Authentication. Click on "Test Connection" to check if the application connects successfully.

Create a Database

By default the database created is named EDNA. In this step of the configuration click on the "Create Database" button.



When creating the new database, make sure you use a unique name.



The IT Department needs to grant Create Database permissions to the EDNA user on the remote database server.

Since your installation is remote, you will get the following warning:

Remote o	database server detected 🔀
2	You have selected a remote database server to host EDNA's information. This configuration is only recommended for organizations with IT support experienced in database and backups management.
	By selecting this option, backup and restore functionality will not be available in EDNA and will be the responsibility of your organization's IT support.
	Are you sure you wish to use a remote database server?
	Yes No

If you agree with the limitations of using a remote database click "Yes". Otherwise click "No" and refer to the configuration section dealing with local databases.



By using a remote database server some functionality of the application will not be available and maintenance tasks, such as Backup and Restore will require the involvement of your organisation's IT Department. The remote database scenario is only recommended to organisations with the IT infrastructure and personnel to support it.

License Agreement

If you do not already have EDNA installed on your workstation, the program will prompt you to select the Country of the National Authority using the software and the license key.

EDNA 2.5 Configuration Wizard	
License Agreement	
EDNA is the intellectual property of the Organisation for the right of OPCW. EDNA may only be used for non-commercial purposes and permission of the OPCW. It may be used by Member States accessing and storing such information received from the O Any modification by the user to EDNA might cause incompa- the performance of EDNA following any such modification. It is the responsibility of the user to secure the system and the held by EDNA is backed-up properly and securely stored. The OPCW shall in no way be liable for any incidental, con-	Prohibition of Chemicals Weapons (OPCW) and the source code is a proprietary cannot be sold, transferred or otherwise disposed of without the written for creating and storing declaration data to be submitted to the OPCW or PCW. atibility with future updates and the OPCW will not assume any responsibility for he data from unauthorized access (physical or electronic) and ensure that data sequential and other damages resulting from the use of EDNA
Country of the National Authority using the software	Select a country
License Key	
	Installation Manual Reset Configuration Accept

- 5. Choose the State Party of the National Authority using the software from the list.
- 6. Enter the License Key provided to you by the Technical Secretariat of the OPCW and click on 'Accept'



If you already have an EDNA 2.0 or 2.1 serial key, you may use it as the license key for this version.

Grant Access to Additional Users

If you are able to manage access permissions on your workstation, the configuration wizard will present a screen prompting you to give access to additional users for EDNA.

EDNA 2.5 Configuration Wizard	
Grant Access to Additional Users	
All users of the application must be in the list below. Make sure the intended EDNA users are listed as having access. This will guarantee proper execution of the application.	
Users with Access Add new user	
✓ sa From: ✓ XPSP3\Administrator	
Installation Manual Reset Configuration Contin	nue

The list on the left side of this window shows users who are granted access to the application. If there is a user who needs to access EDNA but is not shown on this list, the name should be added using the "Add new user" feature at the right hand side of the screen.

Adding Local Machine users

This is the default option and assumes that the users to be added are users on the local machine. To add a user, input the user name and click the "Add" button. If the operation is successful the user name should immediately appear in the list on the left hand side.

Adding Domain users

If the accounts in your organisation are managed in a Windows domain, click on the "Domain" option and specify your Domain name, then input the user name and click the "Add" button. If the operation is successful the user should immediately appear in the list on the left hand side.



If in doubt, to determine whether you should add Local or Domain users consult your organisation's IT support.

Configuration is Complete

Once you have specified all the configuration settings. The application will display a confirmation.



Click "Finish" to apply your settings and restart EDNA.

Once the application restarts you will see the EDNA splash screen.



Upgrade configuration with Remote Database

Database Setup

The first time the program runs, you will be prompted to setup the database to be used by the application.

EDNA 2.5 Configuration Wizard	
Database Setup	
Database Server Local Machine: XPSP3 Server name: RemoteServer Show only local SQL Server instances Refresh Select a database © Use an existing database: EDNA Create New Database	Logon to the server Use Windows Authentication User name: Password: Test Connection
Insta	lation Manual Reset Configuration Use Database

Server Name

The server name enumerates all SQL Server instances available on your workstation. To retrieve a list of all the database servers available in your network, uncheck the "Show only local SQL server instances" option and click the "Refresh" button. When the installer is done searching open the Server Name dropdown list to select your remote database server.



If you know the name of the remote server, you can input it directly into the Server Name box.

Logon to the Server

You can choose between Windows Authentication and SQL Server Authentication to connect to your SQL Server (specified in Server Name). The default configuration setting uses Windows Authentication. Click on "Test Connection" to check if the application connects successfully.

Use Database

Select the existing EDNA database from the list of databases you wish to upgrade. By default the database is named EDNA. In this step of the configuration click on the "Use Database" button.

Since your installation is remote, you will get the following warning:

Remote o	database server detected 🔀
2	You have selected a remote database server to host EDNA's information. This configuration is only recommended for organizations with IT support experienced in database and backups management.
	By selecting this option, backup and restore functionality will not be available in EDNA and will be the responsibility of your organization's IT support.
	Are you sure you wish to use a remote database server?
	Yes No

If you agree with the limitations of using a remote database click "Yes".



By continuing to use a remote database server some functionalities of the application will not be available, and maintenance tasks such as Backup and Restore, will require the involvement of your organisation's IT Department. The remote database scenario is only recommended for organisations with adequate IT infrastructure and personnel support.

Database Upgrade

The configuration process will check if your database version is correct. If not it will show the current version and the required version. After checking that this is correct, click on "Upgrade".



By using a remote database, the configuration wizard is unable to backup the database before upgrading and the wizard will show the following message:

Database	Backup is not possible
2	Your database is located in a remote server. The configuration process is not able to perform an automatic backup. Would you like to quit the setup to perform a manual backup?
	Yes No



It is highly recommended that, with the assistance of your IT Department, a backup is performed on the remote database before proceeding. Otherwise you will not be able to roll back the installation, if required.

Once you backup your database, click "No" to continue the upgrade process.

License Agreement

If you are upgrading from version 2.0 or above the configuration wizard reuses the country and serial keys of your existing installation. In the event that your current version is not compatible with this process, the program will prompt you to select the Country of the National Authority using the software and the license key.

EDNA 2.5 Configuration Wizard	- 🗆 ×
License Agreement	
EDNA is the intellectual property of the Organisation for the Prohibition of Chemicals Weapons (OPCW) and the source code is a propriet right of OPCW.	etary 📩
EDNA may only be used for non-commercial purposes and cannot be sold, transferred or otherwise disposed of without the written permission of the OPCW. It may be used by Member States for creating and storing declaration data to be submitted to the OPCW or accessing and storing such information received from the OPCW.	
Any modification by the user to EDNA might cause incompatibility with future updates and the OPCW will not assume any responsibility f the performance of EDNA following any such modification. It is the responsibility of the user to secure the system and the data from unauthorized access (physical or electronic) and ensure that data held by EDNA is backed-up properly and securely stored.	or Ita
The OPCW shall in no way be liable for any incidental, consequential and other damages resulting from the use of EDNA	
	7
Country of the National Authority using the software Select a country	
License Key	
Installation Manual Reset Configuration Accep	t

- 7. Choose the State Party of the National Authority using the software from the list.
- 8. Enter the License Key provided to you by the Technical Secretariat of the OPCW and click on 'Accept'



If you already have an EDNA 2.0 or 2.1 serial key, you may use it as the license key for this version.
Grant Access to Additional Users

If you are able to manage access permissions on your workstation, the configuration wizard will present a screen prompting you to give access to additional users for EDNA.

BDNA 2.5 Configuration Wizard	
Grant Access to Additional Users	
All users of the application must be in the list below. Make sure the intended EDNA users are listed as having access. This will guarantee proper execution of the application.	
Users with Access Image: Sa Image: XPSP3\Administrator Add new user From: Image: Control Contro Control Control Control Control	
Installation Manual Reset Configuration Conti	nue

The list on the left side of this window shows users who are granted access to the application. If there is a user who needs to access EDNA but is not shown on this list, the name should be added using the "Add new user" feature located on the right hand side of the screen.

Adding Local Machine users

This is the default option and assumes that the users to be added are users on the local machine. To add a user, input the user name and click the "Add" button. If the operation is successful the user name should immediately appear in the list on the left hand side.

Adding Domain users

If the accounts in your organisation are managed in a Windows domain, click on the "Domain" option and specify your Domain name, then input the user name and click the "Add" button. If the operation is successful the user name should immediately appear in the list on the left hand side.



If in doubt, as to whether you should add Local or Domain users, consult your organisation's IT support.

Configuration is Complete

Once you have specified all the configuration settings. The application will display a confirmation message.



Click "Finish" to apply your settings and restart EDNA.

Once the application restarts you will see the EDNA splash screen.



Rollback to previous Version with Remote Database

Step by Step

A situation might arise where you need to restore the previous version of EDNA on your workstation. Do this by following the step by step process below.



By rolling back to the previous version of EDNA, all information modified or added in EDNA 2.5 will be lost. The application will be rolled back to the pre-upgrade content.

1. Request for a restore of your database.

In Remote Database mode, EDNA is not able to Backup/Restore your database automatically. To roll back to the previous version you should request your IT department to restore the backup performed prior to the upgrade to EDNA 2.5, or to the latest available backup from your previous installation.



When using a remote database you should always request for a backup to be made prior to any application upgrade. EDNA is unable to do this automatically on your behalf.

3. Confirm that the database has been rolled back.

Open EDNA 2.5 and verify that you are greeted with the Upgrade configuration wizard. Close the window by clicking the "X" in the top right corner.

() EDNA 2.5 Configuration Wizard	
Database Upgrade	
EDNA has detected an earlier database version. The configuration process will proceed with an upgrade. This process will backup all your information prior to starting. Your information will not be affected by this procedure. Current Database Version	
2.1	
Required Database Version	
2.5.0.0	
Installation Manual Reset Configuration Upg	rade

4. Uninstall EDNA 2.5

On Windows XP

Open Add and Remove Programs from the Control Panel Go to Control Panel and select the "Add and Remove Programs" option.

😼 Control Panel		
File Edit View Favorites Tools	Help	🦧
🕞 Back 👻 🕥 👻 🏂 🔎 Sea	arch 😥 Folders 🛛 🎹 🗸	
Address 📴 Control Panel		💌 🄁 Go
	Name 🔺	Comments
Control Panel 🖈	🔥 Accessibility Options	Adjust your computer settings for vision, hearing, and
	💐 Add Hardware	Installs and troubleshoots hardware
🔂 Switch to Category View	🐻 Add or Remove Programs	Install or remove programs and Windows components
	🦚 Administrative Tools	Configure administrative settings for your computer.
	🌯 Automatic Updates	Set up Windows to automatically deliver important upo
See Also 🏾 🕆	🔗 Date and Time	Set the date, time, and time zone for your computer.
Mindows Lladate	Display	Change the appearance of your desktop, such as the
	🔂 Folder Options	Customize the display of files and folders, change file
Help and Support	🛅 Fonts	Add, change, and manage fonts on your computer.
	≽ Game Controllers	Add, remove, and configure game controller hardwar
	🔂 Internet Options	Configure your Internet display and connection settin
	aw Keyboard	Customize your keyboard settings, such as the cursor
	Mouse	Customize your mouse settings, such as the button cc
	📚 Network Connections	Connects to other computers, networks, and the Inte
	ᡚ Network Setup Wizard	Launch the Network Setup Wizard
	🖢 Phone and Modem Options	Configure your telephone dialing rules and modem set
	Carlo Power Options	Configure energy-saving settings for your computer. 🥃
	<u>.</u>	

Uninstall EDNA

To uninstall the program, select EDNA from the program list, click "Remove" and follow the instructions to remove the application



On Windows Vista and Windows 7

Go to Programs and Features

Click on the start button and in the textbox that appears type "programs". You should get a list like the one shown below. From the list click on "Programs and Features".

Programs (1)
😿 Default Programs
Control Panel (19)
🕎 Programs and Features
Programs and Features Uninstall or change programs on your computer.
🕎 Run programs made for previous versions of Windows
🗑 Set your default programs
Check for updates
🔄 Uninstall a program
Turn Windows features on or off
💽 How to install a program
🔤 Install a program from the network
🛐 Change or remove a program
Allow a program through Windows Firewall
📟 Show or hide inactive icons on the taskbar
₽ See more results
programs × Shut down +
🗿 🥝 🚞 🔍

Uninstall EDNA

To uninstall the program, select EDNA from the program list, click the "Uninstall" button and follow the instructions to remove the application.

	ograms and Features	marams and Features
Control Panel Home	Uninstall or change a program	
View installed updates View Turn Windows features on or off	To uninstall a program, select it from the list and then Repair.	click Uninstall, Change, or
Install a program from the	Organize 🔻 Uninstall Change Repair	= • 0
network	Name	Publisher
	Electronic Declarations Tool for National Authorities	OPCW
	Microsoft .NET Framework 4 Client Profile	Microsoft Corporation
	Microsoft .NET Framework 4 Extended	Microsoft Corporation
	Microsoft Security Essentials	Microsoft Corporation
	Microsoft SQL Server 2005	Microsoft Corporation
	Microsoft SQL Server Native Client	Microsoft Corporation
	Microsoft SQL Server Setup Support Files (English)	Microsoft Corporation
	Microsoft SQL Server VSS Writer	Microsoft Corporation
	Microsoft Visual C++ 2008 Redistributable - x86 9.0.3	Microsoft Corporation
	VMware Tools	VMware, Inc.
	•	F
	OPCW Product version: 2.5.0 Help link: http://www.opcw.or	rg

5. Install your previous version of EDNA

Once the uninstall process is finished, refer to the manual of the version of EDNA you wish to install and follow the instructions.



To regain access to your data as it was prior to the upgrade to 2.5, please ensure that the existing database is selected when installing the previous version of EDNA.

EDNA INTERFACE

EDNA Modules and Workflow

EDNA has six main modules for entering and managing declaration data:

- OCPF
- Schedule 2
- Schedule 3
- Aggregate National Data (Automatic and Manual Mode)
- Chemicals Data
- Plant Sites Data

In addition to the modules for entering the requisite declaration data, there are a number of functions that are common for several modules. These include:

- Comments Window
- Confidentiality Settings
- Warnings
- Copy from Previous Declarations
- Analytical Reports

Note:

When creating an AND declaration using the *Manual Mode*, information to be declared can be entered into the modules in any order.

If using the *Automated Mode* for AND, the Schedule 2 and/or Schedule 3 Plant Site declaration must be completed *first*, using the Schedule 2 and/or Schedule 3 modules. *Only then* can additional detailed information such as specification of import/export per country or data on chemicals below the threshold be entered for that Plant Site in the AND module.

User Interface

The EDNA window typically has three panes:

- ✤ The left Pane is the "Main Pane" for displaying and entering information for the current declaration. Depending on the task, the "Main Pane" can be divided into several levels.
 - Top level: The list of Plant Sites to be declared. For AND in Automatic Mode other entities contributing to the information to be declared may also be displayed. For AND Manual Mode the list of chemicals is displayed.
 - Cover/middle level: Data entry for the item currently selected (Plant Site, Chemical or Import/Export Entity). This part may be sub-divided into tabs when display of all the data fields is required. This part can also display a list of chemicals or plants to be declared for a Plant Site or chemicals for AND in Automatic Mode.
 - Bottom level: As applicable, data entry for an item selected in the lists above. This part may be sub-divided into tabs when display of all the data entry fields is required.
- The Top Right Pane is the "Previous Declarations Pane" that shows the history of the Plant Site, or a chemical in AND Manual Mode, if it was previously declared. The function for 'copy data from previous declaration' is located in this pane.
- • The Bottom Right Pane is the "Warnings Pane" that shows the validation result of the currently selected form (Plant Site or AND).
- Below the main menu is the "Comments" button that opens a new window and provides the possibility of adding an internal comment and/or a comment to be sent to the OPCW, on the Plant Site currently selected. For AND, the corresponding function can be found in the 'View Aggregate National Data' pop-up window.

Add Place Tools Tools	epons Hep anation Categorie Hart Sta from the Declanation Devict Stan Monor	~	ADPA 2012 Schedule 2 Plant Sites
2001	Alpha Name		Pressous Declar dana
			•
Call Number	Particip	Nata	5
864.07.3	3.3Dmethyl 2 butanal		O the to believe
	<u>^</u>		Feld
	(is of chemical Purposes of chemical Sale or handler)		
	Guarity produced [10		
	Quarkity processed 200		
	Quarkly commend [300	De la	
	Duanity imported 400		
	Quantity equated 50		
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\sim			Varing-Lit

Menus

<u>File</u>

- New Declaration: Opens the window to start a new declaration
- **Open Declaration**: Opens an existing declaration
- **Declaration Properties**: Opens the window for setting properties for the current declaration
- **Submit Declaration**: Opens the Export window to export the current declaration to XML or HTML format, or to create the files containing the declaration to be submitted to the OPCW.
- **Preview Declaration**: Opens a printable version of the current declaration to view before printing
- Advanced Preview Declaration: Opens a printable version of the current declaration in advanced mode, to view before printing using the advanced sorting and filtering options
- **Exit**: Exits the EDNA application.

<u>Data</u>

- **OCPF**: Switches to the OCPF declaration module
- Schedule 2: Switches to the S2 declaration module
- Schedule 3: Switches to the S3 declaration module
- Aggregate National Data: Switches to the S3 declaration module
- Chemicals Data: Switches to the module for managing the list of chemicals
- Plant Site Data: Switches to the module for managing the list of plant sites
- **Reload data from the database**: Refreshes the data on the screen by re-loading it from the database

Tools

- **Import**: Imports an Electronic Declaration to EDNA (typically the Electronic Declaration is provided by OPCW in a format that contains a previously submitted declaration or an Electronic Declaration created by another software)
- **Export**: Opens the Export window, to export the current declaration to XML or HTML format, or generate the electronic declaration ZIP file to be submitted to the Technical Secretariat.
- Languages: Switches between the languages available in EDNA
- **Database Tasks**: Backs up and restores the EDNA database
- Conversion Tool: Opens the tool convert files from CTFS to XML format.
- Validation Tool: Opens the Validation tool.
- **Grant User Access Wizard:** Allows the granting of access to EDNA for new users or users that were not configured during the initial setup.
- Settings: Opens a dialog box where miscellaneous settings of EDNA can be changed, including: the country of the National Authority using EDNA; the start up module: defining the custom fields for Plant Sites; un-submitting a declaration already submitted; or translating EDNA to a user-defined language.

Reports

- Analytical Reports: Switches to the analytical reports module
- **Declaration Plant Sites by Regime**: Switches to the analytical reports module and shows the summary breakdown report for the number of declared plant sites per regime in the current declaration
- Schedule 2 Past Activities¹: Switches to the analytical reports module and shows the summary of S2 activities declared in the current ADPA
- Schedule 2 Anticipated Activities²: Switches to the analytical reports module and shows the summary of S2 activities declared in the current ADAA

¹ Only available if the currently open declaration is ADPA

- Schedule 2 Plants: Switches to the analytical reports module and shows the summary of S2 plants declared in the current declaration
- Schedule 3 Past Activities³: Switches to the analytical reports module and shows the summary of S3 activities declared in the current ADPA
- Schedule 3 Anticipated Activities⁴: Switches to the analytical reports module and shows the summary of S3 activities declared in the current ADAA
- Schedule 3 Plants: Switches to the analytical reports module and shows the summary of S3 plants declared in the current declaration
- **OCPF Declaration Summary**⁵: Switches to the analytical reports module and shows the summary of OCPF declared sites in the current declaration
- **OCPF Comparison with Previous Declaration**⁶: Switches to the analytical reports module and shows a comparison report for comparing the OCPF declaration for the current and previous years
- **Trade Summary** (Manual Mode)⁷: Switches to the analytical reports module and provides an overview of the aggregated national data import and export details
- Aggregate National Data (Automatic Mode)⁸: Switches to the analytical reports module and shows the overview of the aggregated national data.
- **Trade Summary** (Automatic Mode) ⁹: Switches to the analytical reports module and provides an overview of the aggregated national data import and export details.

<u>Help</u>

- **Contents**: Displays the EDNA Help File Table of Contents
- Search: Displays a dialog box that can be used to search the EDNA Help File
- About: Displays an information window about EDNA, including its Licence terms

² Only available if the currently open declaration is ADAA

³ Only available if the currently open declaration is ADPA

⁴ Only available if the currently open declaration is ADAA

⁵ Only available if the currently open declaration is ADPA

⁶ Only available if the currently open declaration is ADPA

⁷ Only available in manual mode

⁸ Only available in automatic mode

⁹ Only available in automatic mode

START YOUR DECLARATIONS

New Declaration

Where to find it?

File > New Declaration (Shortcut: Ctrl + N)

Start new declaration		×
Country Declaration type Year	NLD ADPA 2022	•
Default classification	Unclassified	
Aggregation mode	⊙ Manual O Automatic	
	Add declaration Cancel	

Start a New Declaration

The New Declaration window is used to start a new declaration. The declaration type is by default Annual Declaration of Past Activities (ADPA), but can be changed to Annual Declaration of Anticipated Activities (ADAA) when required. Specify the Year of the declaration to be added, set the default confidentiality classification for the declaration, select the aggregation method to be used in AND declarations, then click on "Add Declaration."



When the window is opened, it is automatically filled with the type of declaration, as well as a year for that declaration that is one year higher than the most recent declaration in the system. The type of declaration and year subsequently can be modified by the User.



Users should enter a year for the selected type of declaration that is not already added to EDNA.

Declaration Properties

Where to find it?

File > Declaration Properties

The Declaration Properties window provides you with the ability to change the settings of the current Declaration. This option will be disabled if the declaration has already been submitted.

- 1. Year: Changing the year will not be accepted once the declaration has been created.
- 2. **Default Classification**: This is the default classification that will be used, for any field in any form if there is no specific classification set at the Form or Field levels.
- 3. Delete Declaration: Deletes the current declaration.
- 4. **Aggregation mode**: The aggregation method is used for AND declarations. Changing the aggregation method may result in loss of any AND data already entered into the declaration. It is recommended to decide the aggregation mode for AND prior to any data entry.
- 5. Adjust AND figures to schedule thresholds when submitting: Allows the user to configure how the import/export amounts of trade breakdown per country in the automatic AND will be represented when they are *below* the declaration threshold. If this box is checked, such amounts will be represented as per decision C-7/DEC.14 (in the form "< (relevant threshold activity)". If the box is left unchecked, such amounts will be represented as exact quantities, as entered into the AND module.
- 6. The dialog box also displays the National Authority country code. The code cannot be modified from this dialog box. Use the Tools->Settings menu point to change the country code setting.

Declaration properties		X
Country Declaration type	ALB ADPA	
Year Default classification	Unclassified	
Aggregation mode	 Manual C Automatic Adjust AND figures to schedule thresholds when submitting. 	
	Save Delete Close	



Deleting a Declaration will **permanently** remove all Plant Site and AND included in the declaration.



Changing the aggregation method for AND, after having started to enter declaration data, may result in loss of the AND data already entered into the declaration.

Chemicals Data

Where to find it?

Data > Chemicals Data

Chemicals Data can also be accessed from other EDNA modules:

In the toolbar of the Schedule 2 and 3 modules, in the lower part of the "Main Pane" select the Chemicals tab then click on 💿

In the toolbar in the AND module Manual Mode, click on ³Add Chemical to the Declaration.

In the AND module Automatic Mode, select a Plant Site/entity in the "Main Pane" and click on 😳 in the lower part of the screen that contains the list of chemicals,

The Chemicals Data module contains a database pre-loaded with chemicals extracted from the OPCW Handbook on Chemicals. This module provides the user with the ability to search chemicals by Chemical Name or CAS Number. The list of chemicals can be filtered, or a new chemical added by the user to the database, if not yet included on the list.

If the list is opened from the Schedule 2 or the Schedule 3 module, the chemicals relevant to that module will be made available. Opening the list from the AND module will display all chemicals contained in the database, irrespective of the schedule to which they pertain.

Opening the Chemical List window from any of these modules also provides additional options for filtering the list of chemicals.

File Data Tools Reports Help	JPA 2008j - [All Chemicals]	
Add new chemical	All chemicals	CAS or chemical na
CAS number	Chemical name	Schedule
84402-58-4	Moture: 50% Methylphosphonic acid / 50% (Aminoiminomethyl)urea	2B04
41203-81-0	(5-ethyl-2-methyl-2-axido-1,3,2-diaxaphosphinan-5-yl)methyl methyl methylphosph	2B04
70715-06-9	Polymer from the mixture of Dimethyl methylphosphonate, Oxirane and Phosphor	2B04
84962-98-1	Sodium 3-(trihydroxysilyl)propyl methylphosphonate	2B04
42595-45-9	bis[(5-Ethyl-2-methyl-2-axido-1,3,2-diaxaphosphinan-5-yl)methyl] methylposphonate	2B04
294675-51-7	Phosphonic acid, methyl-, polyglycol ester (Exolit OP 560 TP)	2B04
170836-68-7	Moture of CAS RN 41203-81-0 and CAS RN 42595-45-9	2B04
	Cyclohexylmethyl S-sodium isopropylphosphonothiolate	2B04
	Cyclohexylmethyl S-sodium propylphosphonothiolate	2B04
	Phenyl ethylphosphonofluoridate	2B04
	Heptyl S-sodium isopropylphosphonothiolate	2B04
	O-Decyl-O-sodium methylphosphonothionate	2B04
	0-1-Ethylpropyl O-sodium ethylphosphonothionate	2B04
	1-Ethylpropyl S-sodium propylphosphonothiolate	2B04
	0-1,2-Dimethylpropyl O-sodium ethylphosphonothionate	2B04
	1,2-Dimethylpropyl S-(N-ethylbenzenaminium) methylphosphonothiolate (+)	2B04
	1,2-Dimethylpropyl S-(N-ethylbenzenaminium) methylphosphonothiolate (-)	2B04
	1-Methylbutyl S-sodium methylphosphonothiolate	2B04
	O-3,3-Dimethylbutyl-O-sodium ethylphosphonothionate	2B04
	O-1-Methylpentyl O-sodium ethylphosphonothionate	2B04
	Ethyl S-sodium isopropylphosphonothiolate	2B04
	O-(N,N-dipropylamino)ethyl methylphosphonofluoridate	2B04
	O-Ethyl O-sodium propylphosphonothionate	2B04
28829-95-0	Isopropyl ethylphosphonochloridate	2B04
	Isanmavi S-sadium isanmaviahasahanathialate	2804

The Chemicals data window (accessed from the Data menu command)

Decla	are selected chemicals 🛛 😳 Add new chemical	Schedule 2 Search by CAS or chemical name
how only	y chemicals declared by: All chemicals	Select a declaration
	CAS number	Chemical name Schedule
1	84402-58-4	Mixture: 50% Methylphosphonic acid / 50% (Aminoimino 2804
]	41203-81-0	(5-ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl)met 2B04
1	70715-06-9	Polymer from the mixture of Dimethyl methylphosphonate, 2804
1	84962-98-1	Sodium 3-(trihydroxysilyl)propyl methylphosphonate 2804
1	42595-45-9	bis[(5-Ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl) 2804
1	294675-51-7	Phosphonic acid, methyl-, polyglycol ester (Exolit OP 560 2804
1	170836-68-7	Mixture of CAS RN 41203-81-0 and CAS RN 42595-45-9 2804
1		Cyclohexylmethyl S-sodium isopropylphosphonothiolate 2804
1		Cyclohexylmethyl S-sodium propylphosphonothiolate 2804
1		Phenyl ethylphosphonofluoridate 2804
1		Heptyl S-sodium isopropylphosphonothiolate 2B04
]		O-Decyl-O-sodium methylphosphonothionate 2804
1		0-1-Ethylpropyl O-sodium ethylphosphonothionate 2B04

List of chemicals (chemical data accessed from the S2 module)

Tool Bar

- **Declare Selected Chemicals**¹⁰: Adds the checked chemical(s) to the current declaration.
- Add New Chemical: Opens the "Add New Chemical" window for the purpose of adding a new chemical to the chemical data list
- Filter Menu: Displays the filtering options for the list of chemicals. The user can filter the list to display only Schedule 2, Schedule 3, list of commonly traded chemicals, or the entire chemicals list.
- Show only chemicals declared by: When accessing the list of chemicals from the Schedule 2, Schedule 3 or AND Module, additional filters are made available based on the declaration history of the chemicals in question, including the options 'All Chemicals', 'All Plant Sites', 'This Plant Site' and a specific declaration.
- Search Box: Filters the list of chemicals by CAS number or Chemical name.

st of chem	icals		
Dedar	re selected chemicals 🛛 🔘 Add new chemical	Schedule 2 • Search by CAS of	or chemical nar 🔍
Show only	chemicals declared by: All plant sites	ADPA 2010	
	CAS number	Chemical name	Schedule
	133826-40-1	Phenyl methylphosphonofluoridate	2804
	5284-09-3	Ethyl methylphosphonochloridate	2804
	71760-04-8	Dipropyldiphosphonic acid	2B04
	96-79-7	2-(N,N-Diisopropylamino)ethylchloride	2B10
	27797-35-9	Propylphosphonothioic O.O-acid	2B04
	54552-77-1	Dimethyl isopropylphosphonate	2804
		Ethyl N-methyl-N-(2-hydroxyethyl) methylphosphonoamidate	2804
		O,O-Diheptyl methylphosphonothionate	2804
	1832-60-6	Nonyl methylphosphonate	2804
		1-Methylpentyl S-sodium ethylphosphonothiolate	2804
		Already	v added to declaration

Filter to show chemicals declared in the ADPA 2010

 $^{^{10}}$ Only active if the list is accessed from the Schedule 2, Schedule 3 or AND Module.

	CAS number	Chemical name	Schedule
	13213-47-3	Isobutyl propylphosphonochloridate	2804
1	13113-89-8	S-Methyl methylphosphonochloridothiolate	2804
]	13242-44-9	2-(N,N-Dimethylamino)ethanethiol hydrochloride	2B12
]	133826-40-1	Phenyl methylphosphonofluoridate	2B04
1	13688-82-9	2-Ethylhexyl methylphosphonate	2804
	138780-00-4	2-Butenyl methylphosphonofluoridate	2804
	13991-98-5	Ethylphosphonothioic acid	2804

Filter to show chemicals with a CAS number starting with '13'

Chemicals List

This list displays the chemicals according to the current filter and search criteria. You can also select a 'hide' option to remove from the display any chemicals that have already been added to the declaration.

- **Check Box**¹¹: check to select the chemical(s) to be added to the current declaration.
- CAS Number: The Chemical Abstracts Service Number of the chemical
- **Chemical Name**: The name used by the CWC to identify the chemical unless the user has provided a preferred synonym.
- **Schedule**: The schedule of the chemical.
- **Custom Field**: The content of this column is selected from the context menu shown below.

Context Menu

- **Declare Selected Chemicals**¹²: Adds the checked chemical(s) to the current declaration.
- Add New Chemical: Opens the Add New chemical window.
- Edit Chemical: Opens the Edit Chemical window for the selected chemical.
- **Delete Chemical**: Allows deletion of a chemical from the chemical data list¹³
- Filtering Options (All/S2/S3/Commonly traded): These options are displayed in the toolbar.
- Additional column: Provides options for the information on the chemical to be displayed in an additional left-hand column. The following options can be selected: *CAS Name, Molecular Formula, HS Code* or *OPCW Key.*

¹¹ Only active if the list is accessed from the Schedule 2, Schedule 3 or AND Module.

¹² Only active if the list is accessed from the Schedule 2, Schedule 3 or AND Module.

¹³ Only possible for manually added chemicals. Pre-loaded chemicals cannot be deleted.





The changes you make to the layout of the Chemicals List, including the additional column and the filter option, are saved and loaded the next time you open the program

Adding a new chemical to the Chemicals List

Where to find it?

In the Chemicals List window, either click ^OAdd New Chemical in the toolbar, or right-click on the list and click "Add New Chemical."

The "Add New Chemical" window is used to update the Chemicals database, in Edit mode or Add mode. When adding a chemical, the user can also enter all information relevant to the chemical. However, if the chemical was in the list preloaded with the software, only the HS code or the synonym can be modified, using the Edit mode.

- CAS Registry Number: The CAS Number of the chemical
- CAS Registry Name: The name used by CAS to identify the chemical
- **Chemical Name**: The chemical name to be shown in the declaration. For chemicals preloaded in EDNA, the chemical name corresponds to the nomenclature used by the CWC
- Molecular formula: The molecular formula of the chemical
- **OPCW Key**: An internal key used by OPCW to identify chemicals with no assigned CAS number
- **HS Code**: The Harmonised System code of the chemical. This value may be changed, in accordance of national legislation.
- Structure: Currently not in use. For information see "Handbook of Chemicals".
- Schedule: The schedule of the chemical in accordance with the CWC.
- **Preferred name**: Chemical synonym an EDNA user-defined alternative name for the chemical. If a Preferred Name is defined, this will be used instead of the Chemical Name in the declaration.



For preloaded chemicals, only the HS Code and Preferred Name field may be changed.



If a Preferred name is provided for a chemical by the user, the former will be used as the chemical name in the declaration.

Add new chemical		×
Add new chemical		
	CAS number Chemical name CAS name Molecular formula	HS Code Structure Schedule Preferred name
	OPCW Key	Add chemical

Window for adding a new chemical

Plant Sites Data

Where to find it?

Data > Plant Sites Data

Plant Sites Data can also be accessed from other modules of EDNA:

In the Schedule 2, Schedule 3, AND (Automatic Mode) and OCPF modules, click on **3**Add **Plant Site to Declaration** in the "Main Pane" toolbar

Opening the Plant Site module, or accessing the list of Plant Sites from the AND module using Automatic mode, will display all Plant Sites by default. To facilitate finding specific Plant Sites there are a number of options for filtering the information displayed

Opening the Plant Site list from the Schedule 2, Schedule 3 or OCPF module will display only the Plant Sites that belong to that schedule. Additional options exist for filtering the information displayed.

The Plant Sites Data window contains the list of Plant Sites added by the National Authority. The list is empty when EDNA is first installed, and plant sites need to be added to the list. The Plant Sites Data module can be used to maintain a complete list of Plant Sites, including those that fall below the declaration threshold.

The Plant Site Data modules can also be used to maintain information on entities that only provide data for the compilation of the AND declaration, including traders or other data providers such as customs authorities. In EDNA these types of facilities are called "Import/Export entities".

😩 EC	NA - Electronic Declarations too	l for National Authorities [ADAA 2021] - A	Amendment mode - [Declared	plant sites]			×
	Add new plant site	nep		Schedule 2 plant site 🔻	Search for plant site		ADAA 2021
i n	Code		Plant site name		Schedule		Declared plant sites
	\$2-000	Schedule 2 S2-000			Schedule 2		
	S2-001	Schedule 2 S2-001			Schedule 2	P	revious declarations
	S2-002	Schedule 2 S2-002			Schedule 2	N	No records in History
	S2-003	Schedule 2 S2-003			Schedule 2		
	S2-004	Schedule 2 S2-004			Schedule 2		
	\$2-005	Schedule 2 S2-005			Schedule 2		
	S2-006	Schedule 2 S2-006			Schedule 2		
	S2-007	Schedule 2 S2-007			Schedule 2		
	S2-008	Schedule 2 S2-008			Schedule 2		
	S2-009	Add now plant site			Schedule 2		Copy to declaration
		ride new plane site				2	
		Add new plant site					Warnings list
							Field
		Code	S2-010	Name	△ Value		No form selected
		Name of plant site	S2 test plant site				
		Facility type	Plant ste				
		Schedule	Schadula 2				
		Owner, company or enterprise	lest owner				
		Street address	Test street				
		City	Test city				
		Province/state/other	Test province				
		Latituda Jonaituda/Preside Jonation					
		Latitude, folgitude/ recise location	lest location	🔚 Save 🔞 Car	ncel		

Plant Sites Data pane with the pop-up window for adding a new plant site

Tool Bar

- **Declare Selected Plant Sites**¹⁴: Adds the checked Plant Site(s) to the declaration
- Add New Plant Site: Opens the Add New Plant Site window
- Search Box: Searches the list of Plant Sites by Plant Site name or code
- Filter: Displays only those Plant Sites that are declared in the specified declaration¹⁵

Plant Sites List

This list displays the list of Plant Sites added to the database. The option exists to hide Plant Sites that have already been added to the declaration.

- **Check Box**: Check to select a Plant Site to be added to the current declaration.¹⁶.
- **Code**: The code of the Plant Site.



Note: If a Plant Site belongs to more than one schedule, it is highly recommended that the same Plant Site code be used for the different schedules. Ensure that the Plant Site code is unique, as duplicate codes that have already been assigned to another Plant Site under the same schedule will be rejected by EDNA.

- **Plant Site Name**: The name of the Plant Site.
- Schedule: The schedule to which the Plant Site belongs, or "Import/Export entity" for information on entities other than Plant Sites, provided for AND declaration s.

Context Menu

- **Declare Selected Plant Sites**¹⁷: Adds the checked Plant Sites to the current declaration.
- Add Plant Site: Opens the Add New Plant Site window
- Edit Plant Site: Opens the Edit Plant Site window for the selected Plant Site



Note: Editing the information for a Plant Site will not affect Plant Site information contained in a declaration already submitted. Plant Site details will be only be updated in declarations that have yet to be submitted

- **Delete Plant Site**: Deletes the selected Plant Site from the list. Note that a Plant Site can only be deleted if it has not been submitted in any previous declaration
- Schedule specific filters: With the help of these menu points, Plant Sites that belong to a specific schedule can be filtered out from the complete list
- Additional column: Provides an option for Plant Site information to be displayed in the lefthand column. The following fields are available: Owner, Street Address, City or Province of the Plant Site.



The changes you make to the layout of the Plant Sites List, including the additional column, are saved and loaded the next time the program is launched.

Adding new Plant Sites

Clicking on the button **OAdd New Plant Site** will open a dialog box showing Plant Site details. Users may add Plant Sites with a specific Schedule or Export/Import entities with no Schedule defined. The latter entities are only used for declaring Import and Export for AND in automatic aggregation mode, and cannot be included in any Plant Site declaration.

¹⁴ Only active if the list of Plant Sites is accessed from the Schedule 2, Schedule 3, OCPF or AND Module

¹⁵ Only active if the list of Plant Sites is accessed from the Schedule 2, Schedule 3, OCPF or AND Module

¹⁶ Only active if the list of Plant Sites is accessed from the Schedule 2, Schedule 3, OCPF or AND Module – Automatic mode.

¹⁷ Only active if the list of Plant Sites is accessed from the Schedule 2, Schedule 3, OCPF or AND Module – Automatic Mode.

Editing Plant Site information

Plant Site information can be edited by: modifying the information stored in the "Plant Site Data" module, through the Context Menu > Edit Plant Site; or by clicking Edit Plant Site Info in the Main Pane and by modifying the > Plant Site Info in the Schedule2, Schedule 3 or OCPF module.

If working in Amendment Mode, with a declaration marked as "submitted," the option of "Edit Plant Site Info" is not available under the Plant Site Info tab in the "Main Pane" and any changes made will not be stored in the Plant Site Data module. Plant Site information can be edited directly in the respective data field, however the changes will apply only to the current amended declaration, and will not impact any other declarations stored in EDNA..

The opposite also applies: editing Plant Site information for Plant Sites will not affect information contained in a declaration already submitted.

Custom Fields

When creating or editing a new Plant Site users have the option of providing additional information for the Plant Site for local use only, and not to be submitted as part of the declaration. These "Custom Fields" are defined from the main menu line through: Tools -> Settings -> Tab 'Plant Sites'.

Users can create and name as many custom fields as required. Typical information to be stored locally can include extended contact information e.g. contact person(s), telephone number, email address etc.

Filters

nt sil	tes			
	edare selected plant sites	Add new plant site	Schedule 2 plant site 💌	earch for plant site
Show	only plant sites declared in:	ADPA 2010		
	Code		Plant site name	Schedule
2	S2-000	Schedule 2 S2-000		Schedule 2
	S2-001	Schedule 2 S2-001		Schedule 2
	S2-002	Schedule 2 S2-002		Schedule 2
	S2-003	Schedule 2 S2-003		Schedule 2
1	S2-004	Schedule 2 S2-004		Schedule 2
				Already added to declaratic

Filter to show Plant Sites declared in the ADPA 2010

Pla	ant sites				×
1	E Ded	lare selected plant sites 🛛 📀 Ad	d new plant site	Schedule 2 plant site Che	
	Show onl	ly plant sites declared in: Sele	ct a declaration		
		Code	_	Plant ste name	Schedule
		S2-008	Chemical Sample Lab		Schedule 2
		\$2-009	Chemico Plus		Schedule 2
					Already added to declaration

Filter to show Plant Sites with a name beginning with 'Che'

Schedule 2 Module

Where to find it?

Data > Schedule 2

The Schedule 2 module is used to add Schedule 2 Plant Sites to a declaration and to enter the relevant declaration data

This module maintains a list of Schedule 2 Plant Sites currently added to the declaration. When a Plant Site is selected from the "Main Pane", the information related to that Plant Site is displayed, together with the declaration history and any 'warnings' pertaining to the site

Once a Plant Site is selected, the lower part of the "Main Pane" displays three tabs: "Plant Site Info", "Chemicals" and "Plants Info".

The "Plant Site Info" tab displays information for the Plant Site. This information can be edited and saved in the "Plant Site Data"

Chemicals produced, processed or consumed at the Plant Site can be added by using the "Chemicals" tab. After selecting a chemical, four sub-tabs are displayed, to allow for the entry of the relevant information to be declared

Information about the plants at the Plant Site can be entered from the "Plants Info" tab. After selecting a plant, data can be entered by clicking on the relevant sub-tabs

BDNA - Electronic Declarations tool for National Authorities [ADPA 2018]	[Schedule 2 plant sites]		_8×
P File Data Tools Reports Help			_ @ ×
O Add plant sites to the declaration O Remove plant site from the declaration		Comments	ADPA 2018
Code	Plant site name		Schedule 2 plant sites
S2-000 Schedule 2 S2-000		7 Warnings	
			Previous declarations
			I select a declaration
Plant site info Chemicals Plants info			
Plant site code	<u>S2-000</u>		
Name of plant site	Schedule 2 S2-000		Copy to dedaration
Owner	Owner of S2-000		Warnings list
Street address	Street of S2-000		Field
Citudiatiot	City of \$2,000		Quantity produced of Polymer from t
City/district			3 Production of plant ed
Province/state/other	Province of S2-000		4 Consumption of plant ed
Latitude, longitude			▲ 5 Calculation Method
Attachment			6 Production of plant j 7 Consumption of plant i
Number of declared Schedule 3 plants at the plant site			Consumption of plant j
Does this plant site comprise one or more plants which are producing, processing	□ Yes □ No		
or consuming above the vehication threshold?			
			Wamings list
:: Netherlands - ADPA 2018			

Schedule 2 Plant Site declaration window

Tool Bar

- **Openation** Add Plant Site to Declaration : Opens the Plant Sites list to add a Plant Site to the current declaration.
- **© Remove Plant Site from Declaration** : Deletes the Plant Site currently selected from the list of sites to be declared.
- **Comments**: Opens the comments window for entering comments that are to be attached to the Plant Site currently selected.

List of Schedule 2 Plant Sites in the declaration

The top level of the "Main Pane" shows the Schedule 2 Plant Sites added to the current declaration.

- Code: The Plant Site code
- Plant Site Name: The name of the Plant Site
- **Warnings**: The number of warnings/errors identified by the system in relation to the Plant Site.

Step by Step: How to declare a Schedule 2 Plant Site

- 1. Open the Schedule 2 module (Data > Schedule 2)
- 2. Click on **OAdd New Plant Site** in the toolbar. The Plant Sites list will be opened
- 3. When running EDNA for the first time, or when declaring a Plant Site not yet contained in the list of Plant Sites, click **Add Plant Site** to enter the new Plant Site information and add it to the list
- 4. Check the Plant Sites that you want to declare. Search for a specific Plant Site using its code or name and/or select a previous declaration
- 5. Click on Declare Selected Plant Sites in the toolbar
- 6. The selected Plant Sites are added to the list of declared Plant Sites. Close the Plant Sites List window
- 7. In the "Main Pane", select a Plant Site from the list
- 8. Click on the tabs and sub-tabs in lower land bottom levels of the "Main Pane" to navigate through the different elements of the Schedule 2 Plant Site declaration. Enter the information related to the selected Plant Site
- 9. On the "Chemicals" tab, chemicals produced at the Plant Site can be added by pressing the button, or removed using the button. After selecting the chemical, relevant information on production, processing, consumption, import and/or export can be entered by clicking on the respective sub-tabs
- 10. Information about the plants at the Plant Site can be entered from the "Plants Info" tab. Plants can be added by pressing the 😳 button, or removed by the 🤤 button. After selecting a plant, relevant information can be entered after clicking on the respective sub-tabs

Note: The warnings displayed in the Warnings List will help to ensure that all required information has been entered and that it is logically consistent

EDNA - Electronic Declarations tool for I	National Authorities [ADPA 2016] - [Schedule 2 plant sites]		
Add plant sites to the declaration	move plant site from the declaration		Comments	ADPA 2016
Code	nove parte are non one decardion	Plant site name		Schedule 2 plant sites
\$2-002	Schedule 2 S2-002		2 Warnings	
				Previous declarations
				No records in History
-	Plant sites			×
	Declare selected plant sites	Add new plant site Scher	dule 2 plant site 🔹 Search for plant site 🔍 🔍	
	Show only plant sites declared in:	Select a declaration		Copy to declaration
	Code	Plant site	name Schedule	
	S2-000	Schedule 21S2-000	Schedule 2	Warnings list
	S2-001	Schedule 2 S2-001	Schedule 2	Field
	S2-002	Schedule 2 S2-002	Schedule 2	
	S2-003	Schedule 2 S2-003	Schedule 2	
	S2-004	Schedule 2 S2-004	Schedule 2	
	S2-005	Schedule 2 S2-005	Schedule 2	
	S2-006	Schedule 2 S2-006	Schedule 2	
	S2-007	Schedule 2 S2-007	Schedule 2	
	C \$2-008	Schedule 2 S2-008	Schedule 2	
	S2-009	Schedule 2 S2-009	Schedule 2	
			Already added to declaration	- I

Schedule 2 Plant Site declaration window- Adding a Plant Site to the declaration



Schedule 2 Plant Site declaration window- Adding a Chemical to a S2 plant site



Remember to set the correct unit of weight when entering amounts of chemicals.

Arsenic trichloride	
© Tonne C kg	>
Quantity Produced	132
Quantity Processed	12
Ourselity Consumed	17.5

Setting unit of weight for amounts of chemicals

Schedule 3 Module

Where to find it?

Data > Schedule 3

The Schedule 3 module is used to add Schedule 3 Plant Sites to a declaration, and to enter the relevant declaration data

This module maintains a list of Schedule 3 Plant Sites currently added to the declaration. When a Plant Site is selected from the "Main Pane", the information related to that Plant Site is displayed, together with the declaration history and any warnings that may exist

Once a Plant Site is selected, the lower part of the "Main Pane" displays three tabs: "Plant Site Info", "Chemicals" and "Plants Info"

The "Plant Site Info" tab displays the information for that Plant Site. The information can be edited and saved in "Plant Site Data"

Chemicals produced at the Plant Site can be added via the "Chemicals" tab. Select a chemical and add the required information

Information about the plants at the Plant Site can be entered via the the "Plants Info" tab. After selecting a plant, any relevant information can be entered by clicking on the two sub-tabs

EDNA - Electronic Deck	arations tool for National Au	thorities [ADPA 2018]	- [Schedule 3 plant sites]				_ 8 ×
Pile Data Tools	Reports Help						- 8 ×
Add plant sites to the d	leclaration 😑 Remove plant s	ate from the declaration			Comments	ADPA 2018 Schedule 3 plant sites	
	Code		Plant site name			Schedule 5 plant sites	
S3-003		Schedule 3 S3-003				Previous declarations	
\$3-004		Schedule 3 S3-004		2 Warning	8	Select a declaration	-
Plant site info Chemical	s Plants info					Copy to declaration	
		Plant site code	\$3-003			Warnings list	
		Name of plant site	Schedule 3 \$3-003			Field	
		Owner	Owner of \$3-003				
		Street address	Street of \$3-003				
		City/district	City of \$3-003				
		Province/state/other	Province of \$3-003				
		Latitude, longitude					
		Attachment					
	Number of declared Schedule	e 2 plants at the plant site					
						Warnings list	
:: Netherlands - ADPA 20	18						

Schedule 3 Plant Site declaration window

Tool Bar

- • Add Plant Site to Declaration: Opens the Plant Sites list to add a Plant Site to the current declaration.
- **©Remove Plant Site from Declaration**: Deletes the currently selected Plant Site from the list of sites to be declared.
- **Comments**: Opens the comments window for entering comments that are to be attached to the Plant Site currently selected.

List of Schedule 3 Plant Sites in the declaration

The "Main Pane" shows the Plant Sites added to the current Schedule 3 declaration.

- Code: The Plant Site code
- Plant Site Name: The name of the Plant Site
- **Warnings**: The number of warnings/errors identified by the system in relation to the Plant Site.

Step by Step: How to declare a Schedule 3 Plant Site

- 1. Open the Schedule 3 module (**Data** > **Schedule 3**)
- 2. Click on **CAdd New Plant Site** in the toolbar. The Plant Sites list will be opened
- 3. When running EDNA for the first time, or when declaring a Plant Site not yet included in the list of Plant Sites, click **Add Plant Site** to enter the new Plant Site information and add it to the list
- 4. Check the Plant Sites that you want to declare. You can search for a specific Plant Site using its code or name and/or select a previous declaration
- 5. Click on Declare Selected Plant Sites in the toolbar
- 6. The selected Plant Sites will be added to the list of declared Plant Sites. Close the Plant Sites List window
- 7. In the "Main Pane", select a Plant Site from the list
- 8. Use the tabs and sub-tabs in the lower and bottom levels of the "Main Pane" to navigate through the different elements of the Schedule 3 Plant Site declaration. Select a Plant Site and enter any relevant information
- 9. Using the "Chemicals" tab, chemicals produced at the Plant Site can be added by pressing the
 button, or removed by the
 button. After selecting a chemical, relevant information can be entered after clicking on the active sub-tabs
- 10. Information about the plants at the Plant Site can be entered from the "Plants Info" tab. Plants can be added by pressing the 😳 button, or removed by the 🤤 button. After selecting a plant, relevant information can be entered after clicking on the relevant sub-tabs

Note: The warnings displayed in the Warnings List will help to ensure that all information has been entered and that it is logically consistent

EDNA - Electronic Declarations tool for Nat Place File Data Tools Reports Help	tional Authorities [ADPA 2018] - [Schedule 3 plant sites]		X 7 ×
Add plant sites to the declaration	ve plant site from the declaration		Comments	ADPA 2018
Cada		Plant etc. pages		Schedule 3 plant sites
\$3,003	Schedule 31 S3.003			
\$3,004	Schedule 31 S3-003		2 Warninge	Previous declarations
33-004	301e00le 3133-004		2 thailings	Select a declaration
	Pl - 1 - 1			
	Plant sites	Add any aleast site	Rearch feedballaite	2
	: Bill Declare selected plant sites	V Add new plant site	Schedule 3 plant site)
Plant site info Chemicals Plants info	Show only plant sites declared in	Select a declaration		Copy to declaration
	Plant site Code	13-003	Plant site name Schedule	Automations Ent
	S3-000	Schedule 3 S3-000	Schedule 3	Warnings list
	S3-001	Schedule 3 S3-001	Schedule 3	Helu
	S3-002 Owner 0	when of \$3-003 Schedule 31 \$3-002	Schedule 3	
	S3-003	Schedule 3 S3-003	Schedule 3	
	S3-004	Schedule 3 S3-004	Schedule 3	
	S3-005 City/district C	2y of S3-003 Schedule 3 \$3-005	Schedule 3	
	S3-006	Schedule 3 \$3-006	Schedule 3	
	S3-007	Schedule 3 \$3-007	Schedule 3	
	S3-008 de, longitude	Schedule 3 S3-008	Schedule 3	
	S3-009 Attachment	Schedule 3 S3-009	Schedule 3	
Number of declared	Scredule 2 plants at the plant site			
	-		Already added to declaration	
				Wamings list
:: Netherlands - ADPA 2018				

Adding a Schedule 3 Plant Site to the Declaration

EDNA - Electronic Declarations tool fo	or National Authorities [ADPA 2	018] - [Schedule 3 plant sites]			X
Add plant sites to the declaration	P	20		Comments	ADPA 2018
					Schedule 3 plant sites
C2 002	C-L-+1-21 C2 002	Plant site name			
53903	Schedule 3153-003			2 Westers	Previous declarations
					Select a declaration
	List of chemicals				×
<u> </u>	Declare selected chemic	sis 📀 Add new chemical	Schedule 3 -	Search by CAS or chemical nar	
Plant site info Chemicals Plants info	Show only chemicale dealer	nd hus and a second sec			Copy to declaration
CAS number	Show only chemicals decia	ed by: All chemicals	Select a declaration	0	Warnings list
102-71-6	Tristhanolamine	CAS number	Chemical name	Schedule	Field
	10025-67-9		Sulfur monochloride	3812	
	10025-87-3		Phosphorus oxychloride	3805	
	10026-13-8		Phosphorus pentachloride	3807	
	102-71-6		Triethanolamine	3817	
	105-59-9		Methyldiethanolamine	3816	
	10545-994		Sutur dichlonde	3813	
	121-45-9		Inmethyl phosphite	3808	
	122-52-1		Inethyl phosphite	3809	
	I 139-87-7		Etnyidietnanolamine	3810	
	E 306-77-4		Cyanogen chloride	3402	
	T 74-50-8		Hydrogen cyanide	3403	
	T 7544-5		Tricklassessesses	3404	-
	1		Thehloronicromechane	Already added to declaration	
				Arready added to decidiate	
					Wamings list
:: Netherlands - ADPA 2018					

Adding a Chemical to a Schedule 3 Plant Site

AND Module – Manual aggregation mode

Where to find it?

Data > Aggregate National Data - by chemical (manual mode) or shortcut: Ctrl + A



Please note that this module is only available if **manual** aggregation mode was selected in the "Declaration Properties" window when the declaration was created. If the current aggregation method is set to automatic, please refer to the section AND Module – automatic mode.

The AND (Aggregate National Data) module is used to add AND information for Schedule 2 and Schedule 3 chemicals (corresponding to Form 2.1 or 3.1). The Module also contains the quantitative specification of Import and Export information for each country involved (corresponding to Form 2.1.1 or 3.1.1). Please note that this version of EDNA does not support the declaration of transfers of Schedule 1 Chemicals.

The AND module maintains the list of chemicals to be included in the declaration of AND. When a chemical is selected in the "Main Pane", the related AND information is displayed in the lower part of that pane, together with panes showing the declaration history and any warnings.

EDNA - Electronic Declarations tool for National Authorities	[ADPA 2018] - [Aggregate National Data]		<u>. 0 ×</u>
Ple Data Tools Reports Help	derlaration		ADPA 2018
			Aggregate National Data
CAS number	Chemical name	Schedule	
84402-08-4 Moture: 007	Methyphosphonic acid / 50% (Amnominomethy)(urea	2804 Z Warnings	Previous declarations
(5-ethyl-2-methyl-2-oxido: 1.3.2-dioxephosphinan-5-y()methyl methy G Torne C kg Quantity produced 122 Quantity processed 22 Quantity consumed 133 Quantity exported 44 Quantity exported 5:23	y/ methylphosphorate Countries imported/exported Country Argola 4 Australia 0 * *	Import from Export to 0 523	Copy to declaration Warnings list Field
= Netherlands - ADPA 2018			Warrings list



Tool Bar

- • • Add Chemicals to the Declaration: Opens the chemicals list to add a chemical to the current AND module.
- **ODelete Chemical from the Declaration**: Deletes the AND form of the selected chemical from the current declaration.
- **Comments**: Opens the window for comments to be attached to the AND form currently selected.

AND Forms List

The "Main Pane" shows the chemicals added to the current AND module.

- CAS Number: The CAS Number of the chemical.
- Chemical Name: The name of the chemical.
- Schedule: The Schedule of the chemical.
- The number of warnings associated with the selected AND record. If this field is empty, there are no warnings and the record is considered by the system to be correct.



Step by Step: How to declare a Chemical

- 1. Open the AND module Data > Aggregate National Data by chemical (manual mode) or shortcut: Ctrl + A
- 2. Click on ^OAdd Chemicals to Declaration in the toolbar. The Chemicals list will be opened
- 3. Check the Chemicals to be declared. You can filter the list or search for a specific chemical using the CAS Number, Chemical Name or previous declaration
- 4. Click on Declare Selected Chemicals in the toolbar
- 5. The selected chemicals will be added to the list of Chemicals included in AND in the "Main Pane". Close the Chemicals List window
- 6. In the "Main Pane", select a chemical from the list by clicking on the required name
- 7. In the lower part of the "Main Pane", enter the AND declaration information relating to the selected chemical. Warnings will be provided if the sum of the individual transfers do not match the aggregate amounts for import and export

dd chemicals to the declaration	Remove chemical	from the declaration			Comments	ADPA 2018
CASmether		Demcel nere	Statia			Aggregate National Data
84402-58-4	Ma	ture: 50% Methylphosphonic ecid / 50% (Aminoiminor	nethy/urea 2804	2 Warnings		
41203-81-0	64	thy/2methy/2code 1.3.2 doublesphinan 5ylmet	al methyl methylphosphonate 2804		2	Previous declarations
	t 1 🖾 Deda	re selected chemical	Al chemcais	Search by CAS	r chemical na	Cary to dederation
	Show only	chemicals declared by: N/A	Select a declaration			Warnings list
stryl-2-methyl-2-civido-1.3.2-dioxas	host	CAS number	Chemical name		Schedule	A Field
	P	84402-58-4	Meture: 50% Methylohosphonic acc	1 / 50% (Amnomine	2804	
@ Tonne C	kg 🔽	41203-81-0	(5-ethyl-2-methyl-2-oxdo-1.3.2-dioxa	phosphinan-5-y(met	2804	
antity produced 102		70715-05-9	Polymer from the moture of Dimethyl	methylphosphonate	2804	
ntity processed 22	_ r	84962-98-1	Sodium 3-brhydroxysly/propyl meth	/phosphonate	2804	
		42595-45-9	bis)5-Ethyl-2-methyl-2-oxido-1,3,2-di	oxaphosphinan-5-y()	2804	
anoty consumed [33		294676-51-7	Phosphonic acid, methyl-, polyglyco	ester (Exolt OP 560	2804	
uantity imported 44		170836-68-7	Moture of CAS RN 41203-81-0 and	CAS RN 42595-45-9	2804	
uantity exported 5.23			Cyclohexylmethyl S-sodium isopropy	phosphonothiolate	2804	
	E		Cyclohexpirrethyl S-codium propylph	osphonothiolate	2804	
	E		Phenyl ethylphosphonofluoridate		2804	
			Heptyl S-sodium isopropylphosphon	sthiolate	2804	
			O-Decyl-O-sodium methylphosphone	thionate	2804	
			0-1-Ehylpropyl 0-sodium ethylphos	honothionate	2804	-
				Already	added to declaration	2n
						and an

AND window Manual Aggregation Mode - adding a chemical

AND Module – Automatic mode

Where to find it?

Data > Aggregate National Data - by facility (automatic mode) or Shortcut: Ctrl + A



Please note that this module is only available if **automatic** aggregation mode was selected in the "Declaration Properties" window when the declaration was created. If the current aggregation method is set to manual, please refer to the AND Module – manual aggregation mode section.

The AND (Aggregate National Data) module is used to add AND information for Schedule 2 and Schedule 3 chemicals (corresponding to Form 2.1 or 3.1). This module also contains the quantitative specification of Import and Export information for each country involved (corresponding to Form 2.1.1 or 3.1.1). Please note that this version of EDNA does not support the declaration of transfers of Schedule 1 Chemicals.

In automatic aggregation mode AND data is aggregated automatically based on production (for Schedule 2 also processing and consumption), as well as on export and import data declared for individual facilities. There is no need to manually sum up the declared data per chemical and by trade relation: this activity will be performed automatically by EDNA when the declaration data is calculated.

The "Main Pane" displays the Plant Sites/facilities included in the declaration. The chain link symbol displayed to the left of the name of a Plant Site indicates that the Plant Site was declared in the Schedule 2 or Schedule 3 part of the declaration, and has been included automatically by EDNA for declaration of the production (for Schedule 2 also processing and consumption), import

and/or export activities of the facility. A symbol displayed to the left of the name of a facility indicates that the facility has been added manually in the AND module (i.e. these facilities were included in the AND declaration only, but are not included in the Schedule 2, Schedule 3 or OCPF Plant Site declaration).

The lower part of the "Main Pane" contains the list of chemicals produced (for Schedule 2 also processed and consumed), imported and/or exported by the facility selected. The chain link symbol displayed in front of the name of the chemical indicates that the chemical has been copied from the Schedule 2 or Schedule 3 Plant Site declaration. Chemicals added manually in the

AND module will have a is symbol displayed in the left-hand column.

Entering AND data for declared Plant Sites

Facilities with the chain link symbol displayed in front of their name are copies, linked to an original entry, and therefore can only be removed from the list of facilities in the AND module by removing them from the Plant Site declarations in which they were originally entered.

New chemicals can be added manually to the list of chemicals for the selected Plant Site by clicking on the ² button to the right of the list of chemicals in the lower part if the "Main Pane". Chemicals

added manually in the AND module will have a symbol displayed in the left-hand column of the list of chemicals.

Chemicals added manually to a declared Plant Site in the AND module are not included in the declaration of the Plant Site, within the Plant Site declaration.

Chemicals added manually to the list can be removed by selecting the chemical name and clicking on the 😑 button. Chemicals with the chain link 📼 symbol displayed in front of their name can only be removed by removing them from the Plant Site declarations in which they were originally entered.

The bottom part of the "Main Screen" is used to enter data pertaining to the chemicals selected for the facility. Detailed information is pre-filled for chemicals included in the Plant Site declaration, and the respective field greyed out. The information to be added varies according to the Schedule and depends on whether or not the chemical has been included in the declaration of a Plant Site ("above threshold").

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AND window Automatic Aggregation Mode

Entering AND data for non-declared Plant Sites or an Import/Export Entity

New facilities can be added to the list of facilities in the AND module by clicking **OAdd new facility**., Plant Sites or Import/Export Entities, added manually to the AND module will have the symbol displayed in the left-hand column in the list of facilities included for the calculation of AND.

Facilities included manually in the AND declaration will not be declared as Plant Sites as such; however, their relevant activities will be included in the aggregation of AND.

Facilities included manually in the list can be removed by the \bigcirc **Remove facility**. Please note that facilities can only be removed if all chemical activities related to them have already been removed.

Chemicals can be added to the list of chemicals for the respective facility by selecting the facility and clicking on the ^Obutton to the right of the list of chemicals in the lower part of the "Main Screen".

The chemicals added will have the \square symbol displayed in the left-hand column in the list of chemicals. Chemicals included in the list can be removed by selecting the chemical(s) and clicking on the \bigcirc button.

The bottom part of the "Main Pane" is used to enter data for a selected chemical for a specific facility. The information to be added varies depending on the Schedule.

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AND window Automatic Aggregation Mode – adding a new facility

Tool Bar

- • Add new Facility: Opens the list of facilities in order to add new facility/facilities to the AND declaration.
- **©Remove facility**: Removes the selected facility from the AND declaration. This option is available only if all chemicals associated with the facility have already been removed and the facility has not automatically been carried over from the Plant Site declaration.
- **View Aggregate National Data**: Displays the AND data aggregated by EDNA. This feature can be used to check the final aggregated numbers that will be included in the declaration.

List of activities included in AND

The top part of the "Main Pane" shows the facilities added to the AND module.

- **Symbol** in front of the facility name: The chain link symbol indicates that the facility has been copied automatically from the Plant Site declaration. The manually added symbol indicates that the facility has been added manually to the AND declaration, and not included in the Plant Site declaration.
- **Code**: The code of the facility.
- Facility name: The name of the facility
- Schedule: The schedule of the Plant Site. (A Plant Site can trade any kind of scheduled chemicals, irrespective of its schedule). An Export/Import entity is not associated to any specific schedule.

Chemicals associated to the facility selected

The lower part of the "Main Pane" shows the chemicals added to the currently selected facility.

- CAS Number: The CAS Number of the chemical
- Chemical Name: The Chemical Name.
- **Schedule**: The schedule of the chemical
- **©Remove chemical**: Removes the selected chemical from the declaration. *Note: This is only applicable if the chemical has been added manually in the AND module (indicated with the symbol).*

Activities to be declared

The bottom part of the "Main Pane" shows the AND activities to be declared for the selected facility and chemical. The Pane includes total export, total import, total production and, for schedule 2 Plant Sites, total processing and consumption, as well as the quantitative specification of amounts imported and exported by country.



Step by Step: How to declare a Chemical

- 1. Open the AND module (**Data** >**Aggregate National Data by facility (automatic mode)** or shortcut: Ctrl + A
- Select the facility to which you want to add declaration information, or use the SAdd New Facility button to add a new facility to the declaration. In this case a list of available facilities will be displayed. Select the facilities to be included in the declaration, then press the Beclare Selected Facilities button.
- 3. The selected facilities are added to the "Main Pane." Close the facility list window.
- 4. Select a facility from the "Main Pane." The list of chemicals associated with the facility to be included in the aggregation of AND will be shown in the lower part of the pane.
- 5. To add a chemical to the list, click the **OAdd New Chemical** button to the right of the list. The Chemicals list window will be opened.
- 6. Check the Chemicals that you want to declare. You can search for a specific chemical using the CAS Number or Chemical Name, and filter the list by Schedule, commonly traded chemical, chemical previously declared by any Plant Site, or chemical previously declared for the current Plant Site and declaration year.
- 7. Click on the Declare Selected Chemicals button in the toolbar
- 8. The selected chemicals will be added to the list of chemicals for the selected facility. Close the Chemicals List window.
- 9. In the lower part of the "Main Pane", select a chemical from the list; the AND information will be displayed in the bottom level of the pane.
- 10. Enter the information related to the selected chemical.
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AND window Automatic Aggregation Mode - adding a chemical to a facility

Reviewing Aggregate National Data

EDNA provides a number of options for reviewing activities contained in the AND declaration.

Clicking **View Aggregate National Data** in the toolbar of the "Main Pane" opens a window listing all chemicals included in the AND declaration. Clicking on a chemical will display total export, total import, total production and, for schedule 2 Plant Sites, total processing and consumption as well as the quantitative specification of amounts imported and exported by country for that chemical.

Right-clicking on a chemical opens the context menu to set the classification level.

Right-clicking on a data field opens the context menu to set the classification for the individual field.

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AND window Automatic Aggregation Mode - View Aggregate National Data

OCPF Module

Where to find it?

Data > **OCPF** (Shortcut: Ctrl + O)

The OCPF module is used to add DOC/PSF Plant Sites to the declaration and to enter the relevant declaration data.

The module maintains the list of Plant Sites currently added to the declaration. When a Plant Site is selected in the "Main Pane", the information related to that Plant Site is displayed together with the declaration history of the Plant Site and any applicable warnings.

In the bottom left pane of the screen users can select the "Plant Site Info", the "OCPF Declaration" and the "Production by PSF Plants" tab.

The "Plant Site Info" tab displays information for that Plant Site. The information can be edited and saved in the "Plant Site Data".

The chemical information to be declared for the Plant Site is entered via the "OCPF Declaration" and "Production by PSF Plants" tabs.

EDNA - Electronic Declarations tool for P. File Data Tools Reports Help	National Authorities [ADPA 2018] - [Declaration of "	Other Chemical Production Facilities"]		_ 5 ×
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	City	City of 0-001		
	Province/state/other	Province of O-001		
	Latitude, longitude/Precise location			
Identify the attachme	ent for additional information on this plant site (if available)			
				Wamings list
:: Netherlands - ADPA 2018				

OCPF Plant Site declaration window

Tool Bar

- **OAdd Plant Site to the Declaration**: Opens the Plant Sites list to add Plant Site(s) to the current declaration.
- **©Remove Plant Site from Declaration**: Deletes the Plant Site currently selected from the list of Plant Sites to be declared.
- **Comments**: Opens the comments window for comments that are to be attached to the currently selected OCPF Plant Site.

OCPF Forms List

The top part of the "Main Pane" shows the Plant Sites added to the current declaration.

- Code: The Plant Site code.
- Plant Site Name: The name of the Plant Site
- **Inspectable**: A calculated field that shows whether that Plant Site is inspectable, based on the information entered into the system.

Step by Step: How to declare an OCPF Plant Site

- Open the OCPF module (**Data** > **OCPF** or shortcut: Ctrl + O)
- Click OAdd New Plant Site in the toolbar. The Plant Sites list will be opened
- When running EDNA for the first time, or when declaring a Plant Site not yet contained in the list of Plant Sites, click ⁽²⁾Add Plant Site to enter the new Plant Site information and add it to the list
- Check the Plant Sites that you want to declare. You can search for a specific Plant Site using its code or name, or filter for a previous declaration
- Click on the Declare Selected Plant Sites button in the toolbar
- The selected Plant Sites are added to the "Main Pane". Close the Plant Sites List window
- In the "Main Pane", select a Plant Site from the list then add the relevant OCPF Plant Site information via the three tabs located in the lower part of the "Main Pane": 'Plant Site Info', 'OCPF Declaration' and ' Production by PSF Plants'
- Click on the tabs to navigate through the different parts of the OCPF form. Enter the required information related to the selected Plant Site.

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OCPF Plant Site declaration window - adding a Plant Site to the declaration

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OCPF Plant Site declaration window – entering data through a pop-up selection window

Comments Window

Where to find it?

In the toolbar of the Schedule 2, Schedule 3, OCPF and AND modules, click on **Comments**. The Comments window will appear in the bottom pane of the program.

The Comments window is used to add comments to the Plant Site currently selected, or to a chemical in the AND declaration. There are two types of comments: internal comments and OPCW comments. The internal comments are saved for internal use by the National Authority and will not be submitted to the OPCW. OPCW comments will be attached to the XML file containing the Electronic Declaration that is sent to OPCW and therefore will be viewed by OPCW as part of the declared information.

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Save	

Confidentiality settings

Where to find it?

Declaration Default

 $File > Declaration \ Properties$ to set the default confidentiality classification of the declaration.

Form level

- Right-click on the Plant Site in the main window in the Schedule 2, Schedule 3 or OCPF module, or on a chemical in the main window for AND Manual Mode, and select the applicable classification level from the context menu.
- For AND Automatic Mode, open the window View Aggregated National Data and right-click on a chemical listed in that window to access the context menu.

Alternatively, left-click on the left-hand part of the listing of a Plant Site or chemical. This will successively cycle you through the classification levels.

Field level

Right-click on any field and select the appropriate classification level from the context menu.

EDNA provides three levels for setting the classification of a field:

- 1. Declaration level: EDNA will use this as the default classification for the entire Declaration.
- 2. Form level: EDNA will use the classification set at the form level for the fields contained on that form (parent form and applicable child forms) overriding the classification set at the declaration level. If no classification level is set at the form level, no confidentiality mark will be shown to the left of the listing of the Plant Site or chemical.
- 3. Field level: Classification at the field level has the highest priority. It will overwrite the classification set on the Declaration or Form level. If no classification level is set at the field level, no Confidentiality mark will be added to any field.

Classification categories and colour scheme

- Unclassified (yellow)
- **R**estricted (blue)
- **P**rotected (purple)
- **H**ighly Protected (red)

Declaration properties		×
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Setting default classification for a declaration

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Setting classification at the form level for a Plant Site

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Setting classification at the field level for a Plant Site

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Setting classification in the window 'View Aggregate National Data' at the form level for a chemical in AND using Automated Aggregation Mode

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			Mature 50% Methylphosphonic add / @ Tone @ Quantity produced [0 Quantity processed [0 Quantity consumed [55 Quantity reported [55 Quantity exported [55	50% (Aminoimionethyllures) kg Cuatrolies incontrolies ported Age Country Argola 10 * 2000	Provide the form default Unclassified Restricted Protected Monty Protected	

Setting classification in the window 'View Aggregate National Data' at the field level in AND using Automated Aggregation Mode

Errors and Warnings

Where to find it?

Errors

Errors will be displayed as a pop-up window or as a marker in the applicable data entry field.

Warnings

The warnings applicable to the selected form will appear in the "Warnings List" in the bottom right pane of the window.

The system for Errors and Warnings is active when you select a form in any module. The Errors and Warnings have been drawn from the validation rules used by the OPCW Verification Information System (VIS) to validate the forms received from National Authorities.

Errors generally indicate an error in the data types of the values entered (such as entering text where a number is expected) and will prevent you from continuing data entry or moving to a new tab before the error has been corrected. While a large number of rules are checked by EDNA, a lack of warnings does not automatically indicate a completely correct declaration. Similarly, warnings only indicate data that may be, but are not necessarily, incorrect.

Warnings are at a lower severity level than errors, and generally show some logical discrepancy in the data. Clicking on a warning will display an explanatory text for that warning at the bottom of the 'Warning List' pane and move the cursor to the applicable data entry field that will be highlighted in yellow.



Errors will prevent a user from saving the data entered, e.g. when entering text in a data field where a number is expected (i.e. number of plants), or when providing a negative number when only positive values are valid.



Warnings list: Selecting one warning, the relevant data entry field is highlighted in yellow and the warning description is displayed in the bottom right corner



Note: When leaving a module that has one (1) or more unresolved warnings, a pop-up warning message will be displayed, indicating then number of warnings present, and recommending that the user review these warnings. If you have already reviewed the content of the warnings, or if you intend to conduct the review at a later stage, click **Yes**. Otherwise, click **No** to stay within the current module and review the outstanding warnings:

Warnings	×
1	There are 23 warnings present on forms related to this screen. It is highly recommended to review these warnings before submitting your declaration. Are you sure you want to leave this screen?
	<u>Yes</u> <u>№</u> о

Copy from Previous declarations

Where to find it?

When a user selects a Plant Site in the Schedule 2, Schedule 3 or OCPF module or a chemical in the AND (Manual Mode) module, the **Previous Declarations Pane** will either indicate **Select a declaration** if the Plant Site or chemicals have previously been included in a declaration, or **No Records in History** if no declaration has hitherto been made.

The **Previous Declarations Pane** will display the history of the current item. In cases where the current item previously has been declared, the drop-down menu **Select a declaration** allows the user to select a previous declaration, view its contents, and copy any relevant data into the current declaration.

ect a declaration	(
Plant Site Code	NL/0001
Name of plant site	LIMPIO
Owner, company or	INSAF ans MOMO I
Street address	Street 27 No 34
City/district	Esperanza City
Province/state/othe	Blue province
Latitude, longitude/l	
Product Groups	554A
Aggregate Production	B32
DOC Plants	2

Previous Declaration pane with the option to copy data from a previous declaration.

How to use Copy to Declaration

The Menu **Select a declaration** at the top of the "**Previous Declarations Pane**" will display a list of the declarations in which the Plant Site, or in the case of AND Manual Mode the chemical, has previously been included. Selecting one declaration will display the key information that was included in that declaration.

The button **OCopy to Declaration** allows the previously declared information to be copied to the current declaration. Copying the information will replace all information previously entered in the current declaration. In many cases the copied information must be reviewed and updated to reflect the current situation.

Exporting a Declaration

Where to find it?

Tools > Export XML, or:

Tools > Export HTML

The Export window is used to generate an electronic copy of the declaration in the form of XML or HTML files.

		[
Export XML		
	Browse	
E <u>x</u> port	Close	
	© Export XML	Export XML Browse Export Close

Export Options

• Edit field with the Browse button: The user must select a valid location for the export of the declaration

Export File Format

- **Export HTML** should be used when the output format of the exported declaration should be HTML. This format will be selected by default if the command activated was **Export HTML** The format can, however, be changed.
- **Export XML** should be used when the output format of the exported declaration should be XML. This format will be selected by default if the command activated was **Export XML**. The format can, however, be changed.

The Export option in HTML format is an effective tool for reviewing the declaration, as each form, together with related child forms, are exported as a separate file. This option is different from File > Preview Declaration which shows all forms of the current declaration in one window.

Depending on the complexity of the declaration, the HTML export can generate a significant number of files. It is therefore recommended to first create a folder for the export that subsequently can be selected through the **Browse** function in **Export Options**.

The export option in HTML format generates a file named 'index.html'. Clicking the file will open a window in the browser listing all the forms of the declaration. Clicking on a form will open the form in the browser, together with its child forms if applicable,. A 'Back to Index' option allows the user to return to the window that lists all forms included in the declaration.

Importing a Declaration file

Where to find it?

Tools > **Import**

The import function allows the user to import a declaration in electronic form to EDNA or to merge information from two declaration files into one declaration.

\Documer	ts and Settings\prunn\Deskto	p\SWE2012XPAS.xml	Browse
Merging C 	otions		
Delete	he existing declaration and i	mport this file	
) Merge	with the existing declaration		
	C If a form already exists,	keep it and ignore the imp	orted file
	C If a form already exists,	replace it from the importe	ed file

The import functions of EDNA allow for the import of declarations files in XML or CTFS format. These files contain only the information that is to be submitted in the declaration. Consequently, the detailed information entered for AND data when using automatic aggregation mode cannot be imported using these functions.



EDNA can only import declaration files that are of the same type (ADAA or ADPA) and year as the declaration currently open in EDNA.

Declaration files containing AND information (2.1 and 3.1 forms) cannot be imported if the aggregation mode for AND is set to "automatic" for the declaration currently open.

The import function does not allow for the import of declaration data to a declaration that has been submitted.

The Import of declaration files provides two main options for merging:

- 1. Delete the existing declaration and import the new file. All information that has been entered into the declaration currently open is deleted,
- 2. Merge the file to be imported with the declaration currently open. When merging an imported file with the open declaration there are two alternatives for handling duplicate forms for Plant Sites: either maintaining the original record and ignoring the duplicate form from the imported declaration file; or replacing the existing form with the form from the imported file.



Note: EDNA does not check the duplication of AND forms for the same chemical. Any occurrence of the same chemical in duplicate entries must be handled manually after the import has taken place.

Ï,

Step by Step: Importing an Electronic Declaration into EDNA

- 1. Open a declaration or create a new declaration.
- 2. Open the Import module (**Tools** > **Import**).
- 3. Browse for the Electronic Declaration to be imported, select the file to be imported and click **Open**. Note that the declaration file to be imported must be of the same type and year as the file already open.
- 4. Select the preferred merge option.
- 5. Click Import.
- 6. EDNA will prompt you if any errors are found that prevent the file from being imported.

SUBMITTING A DECLARATION AND AMENDMENTS

Submitting a Declaration

Where to find it?

File > Submit declaration

IMPORTANT! When creating the final declaration file to be submitted, the system adds a time/date stamp to the database indicating that the declaration was finalised for transmission to the Secretariat. Any subsequent changes will be marked as Amendments. Enter *Amendment Mode* when changes are made to a Declaration that has already been submitted.





Marking a Declaration as "Submitted" means that the generated electronic file is ready to be transmitted to the Secretariat. The time stamp is included in this file and used by OPCW as a reference point for handling amendments.

Submission Window

DPA 2020 Amended Declaration Submission Default classification Unclassified Note: Default classification will be applied to all the fields where no explicit classification was done.	Highest classification UNCLASSIFIED Note: The highest declaration classification should be clearly indicated to the
Default classification Unclassified Note: Default classification will be applied to all the fields where no explicit classification was done.	Highest classification UNCLASSIFIED Note: The highest declaration classification should be clearly indicated to the
Unclassified Note: Default classification will be applied to all the fields where no explicit classification was done.	UNCLASSIFIED Note: The highest declaration classification should be clearly indicated to the
Note: Default classification will be applied to all the fields where no explicit classification was done.	Note: The highest declaration classification should be clearly indicated to the
I understand the default classification and its implication and agree with the	Secretariat at the time of submission.
# Regime Description /	Warnings have been bund in this declaration. It is HIGHLY RECOMMENDED that all the warnings are reviewed prior to submitting a declaration to the OPCW Technical Secretariat. It lacknowledge that all warnings have been reviewed and no further corrective actions are needed.
Submission Please remember that declaration files SHOULD NOT BE ALTERED and should be delivered in their ORIGINAL FORM!	Options
I acknowledge that the entire package as created by EDNA will be submitted, with no alterations made.	 Burn arrectly to CD-ROM Adjust AND figures to schedule thresholds when submitting.

Appearance of the Submission Window (screenshot)

As of version 2.5, the Submission Window contains an enhanced set of data quality checks and controls.

The window has five (5) main areas:

1 Top left pane: **Default classification**

- The drop-down list displays the current default classification of the declaration and allows for another default classification to be selected prior to submission of the declaration
- The check box requests the user to acknowledge understanding of the meaning and implications of the default classification. By default this box is left unchecked and has to be manually checked by the user before the submission can take place
- *Reminder: the default classification is the classification that will be applied to all the fields in the declaration, unless an explicit classification has been assigned at the form/field level, in which case the latter overrides any default classification that has been applied.*

2 Top right pane: **Highest classification**

- The coloured marking of the highest confidentiality shows the current highest classification of the declaration, and applies the same colour coding as elaborated earlier in this document.
- The check box for acknowledging and confirming that the highest classification is by default left unchecked. The box has to be explicitly checked before the submission can be carried out.
- Note: The highest classification is determined on the basis of the highest level of classification for the forms and fields within the declaration. It is recommended that this classification is clearly indicated to the TS at the time of submission.

3 Middle pane: **Declaration warnings**

- The information displayed on the right side of the pane shows if there are any warnings in the declaration.
 - If there are warnings, the message will be displayed in red and will indicate the total number of outstanding warnings.
 - $\circ~$ If there are no warnings, the message will be displayed in blue and will indicate that there are 0 warnings.
- A grid on the left side of the pane shows each of the warnings (if any) with additional details, including the schedule for which the warning is generated, the relevant field, and a description of the warning.
- A check box for acknowledging that warnings have been reviewed, and confirming that no further corrective actions are needed. The box is by default unchecked and has to be explicitly checked before the submission can be carried out. *Note: In the case of no warnings, the check box is checked automatically.*
- Note: It is recommended that all outstanding warnings are reviewed prior to submission. If there is a to correct any of the warnings, it is recommended to click **Go Back to Declaration** and to examine the data and make the necessary corrections (if any).

4 Bottom left pane: Submission Package Reminder

• The check box requests the user to acknowledge that the declaration package will not be altered and will be delivered in its original form, as created by the application.

9 Bottom right pane: **Options**

• This declaration package is for testing purposes: indicates that the operation would not result in marking the declaration as "submitted" (and will hence not switch the application

into the "amendment mode"). This option can be used if additional quality control checks need to be performed prior to the "actual submission".

- **Burn directly to CD-ROM:** indicates that the submission package will be burned directly to a CD from inside EDNA, as an alternative to saving the files to a directory in the PC. This facilitates the application preparation process.
- Adjust AND figures to schedule thresholds when submitting:¹⁸ allows the declaration of "< threshold" values for the breakdown of import/export quantities per country in the aggregate national data AND, as per the Decision C-7/DEC.14.
 - If checked, all individual import/export quantities per country below the declaration threshold will be exported in the "< threshold" format both into XML and HTML generated declaration forms.
 - If unchecked, all individual import/export quantities per country below the declaration threshold will be exported exactly as entered in the AND module

¹⁸ Only available if AND mode is set to automatic

Un-Submitting a Declaration

Where to find it?

Tools > Settings > Declarations tab

If you have mistakenly marked the Declaration as "Submitted," and only *before transmitting the declaration to the TS*, you may use this window to undo the action by removing the date/time stamp of the submission.

Application Settings	×
General Plant Sites Declarations 7th Language	
Submitting a declaration means that it was physically submitted to OPCW. After submitting a declaration, EDNA will treat any modifications as amendments. If you have mistakenly marked the declaration as Submitted then use this window to mark the declaration as use where the declaration as the declaration of the declaration as the declaration of the declaration as the declaratin as the declaratin as the declar	
Current declaration year 2010 Mark as Unsubmitted	



DO NOT un-submit a declaration that was already transmitted to the Technical Secretariat.



Un-submitting a declaration after it has been transmitted to the TS would change the reference date used to identify amendments. This could eventually cause a discrepancy between the data imported to the VIS and the data maintained by the National Authority using EDNA.

Amendment Mode

When you are in *Amendment Mode*, you will notice a few changes in the user interface. An indication of the *Mode* is displayed in the window title, and the declaration title is marked with a light yellow background.



OCPF Plant Site declaration window in 'Amendment Mode'

When in amendment mode, any changes carried out in the application will be recorded as amendments, and marked accordingly, as follows:

- Newly added forms will be marked as [ADDED] in the declaration preview and in exported or submitted declaration forms.
- Forms which existed in a previous year, but have had their content changed (e.g. specific values updated) will be marked as [UPDATED] in the declaration preview and in exported or submitted declaration forms.
- Forms which existed in previous year, but are now being removed from the declaration will be marked as [DELETED] in the declaration preview and in exported or submitted declaration forms. Such forms will no longer be visible in the application data windows¹⁹.



Example - display of *deleted* forms in the declaration preview in amendment mode

¹⁹ Note that this is a change in behaviour from Version 2.1, when deleted forms would remain on the screen, with the "D" mark next to them. In Version 2.5 this is no longer the case, and deleted forms are not displayed ton data screens.

	Form 4.1 Declaration of "Other Chemical Production Facilities"	([ADDED]	Country Code Section: Page n of n: Date:	: NLD B 1 of 4 2012-05-03
Confid. mark	Please complete one form for each "other chem facility".	ical p	roduction		
U	Plant Site Code				O-000

Example - display of *added* forms in the declaration preview in amendment mode

	Generated by EDNA Version 2.5.1204.2606 on 2012-05-03 14:	58:31Z (GMT) I	NLD ADPA 2010
	Form 2.2	Country Code	: NLD
	Declaration of Schedule 2 Plant	Section: Page n of n: Date:	B 58 of 176 2012-05-03
Confid. mark	Please complete one form for each plant site.		
U	Plant Site Code		S2-003

Example - display of *updated* forms in the declaration preview in amendment mode

In the preview mode for amended declarations, it is clearly indicated that the declaration has been amended, and the reference declaration is made apparent:

+ Advanced options			
ADPA 2012 Amended Declaration	View in browser	Save as web page	Print
All amendments since the submission of the original declaration on 07 May 2012, 11:	23 AM are included.		

Example - display of amended declaration in the declaration preview



Marking of amended forms in the declaration preview and HTML output is carried out at the **parent form** level. Child forms are not explicitly marked as amended. For example, if an S3 plant site is removed, the top level plant site forms (3.2) will be marked as [DELETED], whilst its child forms (if any), will implicitly be deleted, without an explicit amendment deletion marking displayed on the screen.



Hint: If you have removed a form in amendment mode and you cannot locate it in the declaration preview (marked as "DELETED"), ensure that no preview filters have been activated and that the full declaration is always shown. This should allow the deleted forms to appear in the preview.



Unlike the previous EDNA Version (2.1), EDNA always exports and submits the whole declaration, including amendments. The option to submit only amendments, which existed in earlier versions, has been removed in Version 2.5, in order to simplify the submission process and prevent the submission errors which occasionally were experienced.

DECLARATION PREVIEW

Simple Declaration Preview

Where to find it?

File > Preview declaration

The **Preview declaration** option allows you to view the entire declaration in print form. When activated, the application will prepare all the declaration forms (as they appear in the Declaration handbook), based on the data contained in the declaration. You can then easily review the information and check that it is correct.

Tool Bar

- **+**(**-**)**Advanced options**: Opens (or closes) the pane, with extended options for declaration sorting and filtering. For more information, see section (Advanced Declaration Preview) below.
- **View in browser**: Opens the web browser and displays the declaration preview within the browser.
- **Save as web page**: Saves the content of the declaration preview into an external web file, for subsequent review in a web browser
- Print: Opens the standard print dialog from which declaration forms can be printed

IA - Electronic Declarations tool for National Authorities [ADPA 2012] - [Pre	view declaration]		
			ADPA 2012
Advanced options			Preview declaration
ull ADPA Declaration for 2012 View in browser	Save as web page Print		
		^	Previous declarations
Form 2.1	Section: B		No records in History
Aggregate National Data: Declaration of Schedule 2 Chemicals	Page n of n: 1 of 91 Date: 2012-03-19		
Confid. Please complete one form for each Schedule 2 chemical.			
U IUPAC chemical name:	2-(N,N-Diethylamino) ethanethiol		
If chemical is not contained in handbook for chemicals, please identify attachment for structural formula:			Copy to declaration
U CAS registry number:	100-38-9		Warnings list
U Unit of weight:	Tonne		Field No form selected
Aggregate quantity for the previous calendar year:			
U Produced:	0.044		
U Processed:	0.055		
U Consumed:	0.055		
U Imported:	0.066		
U Exported:	0		
Generated by EDNA Version 2.5.0.117 on 2012-03-19	12:45:27Z (GMT) TUR ADPA 2012		
Form 2.1	Country Code: TUR		
Aggregate National Data: Declaration of Schedule 2 Chemicals	Section: B Page n of n: 2 of 91 Date: 2012-03-19		
Confid. Please complete one form for each Schedule 2 chemical. mark			
U IUPAC chemical name:	Bis(2-hydroxyethyl) sulfide		
If chemical is not contained in handbook for chemicals, please identify attachment for structural formula:			
U CAS registry number:	111-48-8		
U Unit of weight:	Tonne		
Aggregate quantity for the previous calendar year:		•	
			Warnings list
xey - ADPA 2012			

Preview declaration window

Advanced Declaration Preview

Where to find it?

Tools > **Advanced declaration preview**

Advanced declaration preview option allows the user to view how the declaration appears on the page, and to choose which parts of the declaration and in which order information should be displayed. When activated, the application will prepare all the declaration forms (as theyappear in the Declaration handbook), based on the data contained in the declaration and on the configuration criteria used in advanced options.

Tool Bar

- **±**(**-**)**Advanced options**: Opens (or closes) the pane and provdes extended options for sorting and filtering declaration data.
- View in browser: Opens the web browser and displays the declaration preview within the browser.
- **Save as web page**: Saves the content of the declaration preview into an external web file, for review later on, in a web browser
- **Print**: Opens the standard print dialog from which the declaration forms can be printed

Advanced options – Filters

Filters allow you to select which parts of the declaration should be displayed. You can combine different filters to personalise the filtering process. Note that filtering certain forms out from the preview does not have any impact on the actual declaration data. All the data and all the forms remain in the declaration, but only those you have selected are displayed in the preview window.

- **Full declaration (no filter)**: If checked, the full content of the entire declaration will be displayed, regardless of any previously configured filters
- Aggregate National Data only (S2 and S3): If checked, only the AND related forms will be shown
- **By regime**: Allows filtering of the displayed content per selected regime (Schedule 2, Schedule 3, OCPF or any combination of these three)
- **By plant site code**: Allows filtering of the displayed content to show only forms related to the selected plant sites, identified by the plant site code
- **By chemical**: Allows filtering of the displayed content to show only forms related to the selected chemicals, identified by the chemical IUPAC name
- **By plant site owner**: Allows filtering of the displayed content to show only forms related to the selected plant sites, identified by the plant site owner

Advanced options – Sorting

Sorting allows the user to select the order in which declaration forms should be displayed. Note that sorting flexibility is limited, in order to respect the structure of declaration forms in accordance with the Declaration handbook.

- **Sort forms by plant site code**: If selected, forms related to plant sites within a single regime will be sorted in ascending order, according to the plant site code
- **Sort forms by plant site code**: If selected, forms related to plant sites within a single regime will be sorted in ascending order, according to the plant site owner

- **Sort forms by plant site code**: If selected, forms related to plant sites within a single regime will be sorted in ascending order, according to the plant site code
- Then by Chemical CAS#: If selected, sorting of forms related to chemicals will be done in an ascending order, based on the chemical CAS number
- Then by Chemical IUPAC name: If selected, forms related to chemicals will be sorted in ascending order, based on the chemical IUPAC name



If filtering and. or sorting options are modified, click the **View declaration** button (circled below in red marking) to activate the options and display the declaration content according to the selected options.

Advanced options							ADPA 2012
iters					Sort forms by		Preview declaration
Full declaration (no filter)					C Schedule (def	(flue	Previous declarations
Aggregate National Data or	ly (S2 & S3)				Plant site cod		No records in History
By regime	By chemical				C Plant site nam	•	
OCPF	Cyanogen chloride				Then by	- 11	
Schedule 2	Hydrogen cyanide				Chemical (CA	5#)	
	Sulfur monochloride				C Chemical (IUF	AC)	
By plant site code	By plant site owner						
s3-ps-code1	Hans van de Bruin				View declaration		Copy to declaration
s3-ps-code2	John Smith						
							Warnings list
							Field No form selected
tered ADPA Dec	laration for 2012	/iew in browser Si	ave as web page Pri	nt			
tered ADPA Dec Form 3.1 Aggregate Schedule 3	laration for 2012	View in browser Si On of Page Date:	ave as web page Pri try Code: TUR on: 8 n of n: 1 of 14 : 2012-03-19	nt		-	
Form 3.1 Aggregate Schedule 3 onfid. mark	National Data: Declarati Chemicals	New in browser Si on of Count Page Date:	ave as web page Pri try Code: TUR on: 8 n of n: 1 of 14 : 2012-03-19	nt		1	
Form 3.1 Aggregate Schedule 3 onfid. // Please complete of unark	National Data: Declarati Chemicals nee form for each Schedule 3 chem	New in browser Si On of Secti Page Date: Inical.	ave as web page Pri try Code: TUR on: 8 n of n: 1 of 14 : 2012-03-19 Methyldiethanolamine	<u>.</u>			
Form 3.1 Aggregate Schedule 3 onfid. <i>Please complete o</i> <i>IVPAC chemical</i> <i>if chemical</i> is not identify attachme	National Data: Declarati Chemicals Ine form for each Schedule 3 chem name: contained in handbook for chemica it for structural formula:	View in browser S Count Section Date: Is, please	ave as web page Pri try Code: TUR on: 8 n of n: 1of 14 : 2012-03-19 Methyldiethanolamine	<u>.</u>		1	
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Form 3.1 Aggregate Schedule 3 Please complete of Mark Please complete of U IVPAC chemical If chemical is not identify attachmer U CAS registry nu U Unt of weight:	Antional Data: Declaration Chemicals Ine form for each Schedule 3 chemicals aname: contained in handbook for chemical th for structural formula: mber:	View in browser S	ave as web page Pri try Code: TUR on: 8 nofn: 1of 14 : 2012-03-19 Methyldiethanolamine 105-59-9 Tonne Tonne	<u>.</u>		1	
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Form 3.1 Aggregate Schedule 3 Confid. Please complete of mark U IVPAC chemical If chemical is not identify attachmer U CAS registry nu U Unit of weight: Aggregate quantit Produced:	Antional Data: Declaration Chemicals Ine form for each Schedule 3 chemicals ine form for each Schedule 3 chemicals the structural formula: mber: y for the previous calendar year:	Arew in browser S on of Section Page Date: Is, please	ave as web page Pri try Code: TUR on: 8 nof 1: 1of 14 : 2012-03-19 Methyldiethanolomine 105-59-9 Tonne 200	<u>.</u>		•	
tered ADPA Dec Form 3.1 Aggregate Schedule 3 Confid. // Flease complete of mark // IUPAC chemical is not // Schedule 3 // CAS registry nu // Unit of weight: Aggregate quantit // Produced: // Imported:	National Data: Declaration Chemicals Interform for each Schedule 3 chemicals name: contained in handbook for chemical tf or structural formula: mber: y for the previous calendar year:	Aew in browser S Court Section Secti	ave as web page Pri try Code: TLR on: 8 : 2012-03-19 Methyldiethanolamine 105-59-9 Tonne 200 0	<u>a</u>			
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Advanced declaration preview window

ANALYTICAL REPORTS

Analytical Reports

Where to find it?

Reports > Analytical Reports

Analytical reports provide the ability to users to analyse data from the current or previous declarations. A collection of pre-defined reports has been developed, allowing various data analysis capabilities focused on different aspects of the declaration data. Reports generated in this way can be viewed on the screen, filtered and sorted, and printed or exported for further analysis in external analytical tools.

Tool Bar

- **Report** menu **or Report selection** drop down list: These options allow the user to select the report type to be displayed.
- Show Report: Displays the data from the selected report on the screen.
- **Print**: Opens a standard print dialog for setting up and printing the content of the selected report.
- **Save To Excel**: Allows export of data from the currently selected report into an Excel compatible format, for further analysis.
- **Drag column header here to group by that column**: A special area of the report window that allows the user to drag any of the columns from the currently displayed report, in order to group data on the basis of user-defined criteria

🖳 File 🛛	ata Tools	Reports Help							
Analytic	al reports								
Aggregate	National Dat	a (Automatic Mo	ode) 💌	Show Report	Print Save To	Excel			
Drag a colu	mn header her	e to group by tha	t column.						
Regime 🏹	Plant Site V	Plant Site Na 🔽	Chemical V	CAS Registry Nu V	Quantity Imported	Quantity Prod V	Quantity Exported	Quantity Proce V	Weight Unit
Schedule 2	S2-000	Schedule 2 S	Dipropyldiphosp	71760-04-8					Kg
Schedule 2	S2-000	Schedule 2 S	Ethyl methylpho.	5284-09-3					Tonne
Schedule 2	S2-000	Schedule 2 S	1-Methylpentyl S						Tonne
Schedule 2	S2-001	Schedule 2 S	Phenyl methylph	133826-40-1					Tonne
Schedule 2	S2-001	Schedule 2 S	Ethyl N-methyl						Ka
Schedule 2	S2-001	Schedule 2 S	1-Methylpentyl S						Tonne
Schedule 2	S2-002	Schedule 2 S.,	2-(N.N-Diisoprop.	96-79-7					Ka
Schedule 2	S2-002	Schedule 2 S	Nonyl methylpho	1832-60-6					Kg
Schedule 2	S2-002	Schedule 2 S.,	Phenyl methylph	133826-40-1					Tonne
Schedule 2	S2-003	Schedule 2 S	Propylphosphon	27797-35-9					Tonne
Schedule 2	S2-003	Schedule 2 S.,	Phenyl methylph	133826-40-1					Tonne
Schedule 2	S2-003	Schedule 2 S	Dimethyl isoprop	54552-77-1					Kg
Schedule 2	S2-004	Schedule 2 S	Ethyl N-methyl						Ka
Schedule 2	S2-004	Schedule 2 S	O,O-Diheptyl me						Kg
Schedule 2	S2-004	Schedule 2 S	1-Methylpentyl S						Tonne
Schedule 3	S3-000	Schedule 3 S	Trimethyl phosp.	121-45-9					Tonne
Schedule 3	S3-000	Schedule 3 S	Diethyl phosphite	762-04-9					Tonne
Schedule 3	S3-001	Schedule 3 S	Ethyldiethanola	139-87-7					Tonne
Schedule 3	S3-001	Schedule 3 S.	Carbonyl dichlori.	75-44-5					Tonne
Schedule 3	S3-002	Schedule 3 S	Hydrogen cyanide	74-90-8					Tonne
Schedule 3	S3-002	Schedule 3 S.	Dimethyl phosph	868-85-9					Tonne
Schedule 3	S3-003	Schedule 3 S	Trimethyl phosp.	121-45-9					Tonne
Schedule 3	S3-003	Schedule 3 S	Dimethyl phosph	868-85-9					Tonne
Schedule 3	S3-004	Schedule 3 S	Sulfur dichloride	10545-99-0					Tonne

Typical analytical report window

Hint: To change the order of columns, click a column header and drag it to the left or right. To change the column width, drag the edges of the column header to the left or right, as needed.

Types of reports

- **Declaration Plant Sites by Regime**: A report showing a simple breakdown of the number of declared plant sites per regime (Schedule 2, Schedule 3 and OCPF) in the declaration that is currently open on the screen (current declaration).
- Schedule 2 Plants: A report showing a summary of Schedule 2 plants declared in the current declaration
- Schedule 3 Plants: A report showing a summary of Schedule 2 plants declared in the currentl declaration
- Schedule 2 Past Activities: A report showing a summary of past activities of Schedule 2 plants declared in the current ADPA declaration
- Schedule 3 Past Activities: A report showing a summary of past activities of Schedule 3 plants declared in the current ADPA declaration
- Schedule 2 Anticipated Activities: A report showing a summary of anticipated activities of Schedule 2 plants declared in the current ADAA declaration
- Schedule 3 Anticipated Activities: A report showing a summary of anticipated activities of Schedule 3 plants declared in the current ADAA declaration
- **OCPF Declaration Summary**: A report showing a summary of all the OCPF sites and related activities, as declared in the current ADPA declaration
- **OCPF Comparison with Previous Declaration**: A report showing a side-by-side comparison of the OCPF plant sites and related activities, as declared in the current and previous ADPA declarations.
- **Trade Summary (Manual Mode)**: A report providing an overview of import and export quantities per country, as declared in the current declaration using the manual AND aggregation
- **Trade Summary (Automatic Mode)**: A report providing an overview of import and export quantities per country, as declared in the current declaration with the automatic AND aggregation
- Aggregate National Data (Automatic Mode): A report showing an overview of Aggregate National Data in the current declaration with the automatic AND aggregation

Operations with data in analytical reports

• **Sorting**: To sort data shown in the report based on specific filter criteria, click on the column header of the column you want to sort. The arrow which appears alongside the column title will indicate the sorting order (ascending/descending). To change the sorting order, click the column header once again.

Analytical	reports			
Trade Summa	ary (Manual Mode)	💌 Show Rep	ort Print Sav	e to Excel
Decimal values ar	e rounded to 4 decimal places for display. This is done fo	or reporting purposes only,	values remain as declared	
Drag a column	header here to group by that column.			
Country	Chemical	Duantity Imported 🛛 🗸	Quantity Exported 🛛 🗸	Weight Unit 🔽
Bahamas	1,1,3,3,3-т епкатасто 2 (літаотопеннут-т-ргоре	131.0000	5.0000	Kg
Côte d'Ivoire	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	312.0000	62.0000	Kg
Georgia	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	831.0000	113.0000	Kg
Guatemala	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	181.0000	84.0000	Kg
Kyrgyzstan	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	638.0000	6.0000	Kg -
Cambodia	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	556.0000	123.0000	Kg
Luxembourg	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	508.0000	28.0000	Kg
South Sudan	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	807.0000	43.0000	Kg
Chad	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	737.0000	93.0000	Kg
Djibouti	1-Ethylbutyl S-sodium ethylphosphonothiolate	306.0000	99.0000	Tonne
Suriname	1-Ethylbutyl S-sodium ethylphosphonothiolate	514.0000	52.0000	Tonne
Azerbaijan	1-Methylnonyl methylphosphonate	216.0000	59.0000	Tonne
Colombia	1-Methylnonyl methylphosphonate	482.0000	79.0000	Tonne
Guatemala	1-Methylnonyl methylphosphonate	472.0000	16.0000	Tonne
Ireland	1-Methylnonyl methylphosphonate	216.0000	64.0000	Tonne
Malaysia	1-Methylnonyl methylphosphonate	784.0000	119.0000	Tonne

Analytical report sorted by Chemical name, in ascending order

Analytical rep	orts				
Trade Summary (N	Trade Summary (Manual Mode)				
ecimal values are rounded to 4 decimal places for display. This is done for reporting purposes only, values remain as declared.					
Drag a column head	Drag a column header here to group by that column.				
Country 🗸 🗸	Chemical 🏹	Quantity Imported 🛛 🔽 🖓 Quar	ntity Exported 🛛 🗸 Weight Unit 🗸 📥		
Georgia	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	ອະເຫັນ	113.0000 Kg		
United Republic of T	2-(N-Methyl-N-propylamino)ethylchloride	827.0000	39.0000 Tonne		
Lebanon	Carbonyl dichloride	825.0000	53.0000 Kg		
Saudi Arabia	Triethyl phosphite	813.0000	123.0000 Tonne		
South Sudan	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	807.0000	43.0000 Kg 🛁		
Georgia	Sulfur monochloride	792.0000	69.0000 Kg		
Qatar	3-Quinuclidinyl benzilate	787.0000	30.0000 Kg		
Malaysia	1-Methylnonyl methylphosphonate	784.0000	119.0000 Tonne		
Democratic Republic	2-(N-Methyl-N-propylamino)ethylchloride	780.0000	96.0000 Tonne		
Gambia	Phosphorus oxychloride	768.0000	31.0000 Kg		
United States of Ame	Phosphorus oxychloride	742.0000	118.0000 Kg		
Sweden	2-(N-Methyl-N-propylamino)ethylchloride	741.0000	100.0000 Tonne		
Chad	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	737.0000	93.0000 Kg		
Antigua and Barbuda	Sulfur monochloride	732.0000	30.0000 Kg		
Cuba	Phosphonic acid, ethyl-, polyglycol ester	731.0000	61.0000 Kg		
Kiribati	Methyldiethanolamine	717.0000	50.0000 Tonne		
Ireland	Phosphonic acid, ethyl-, polyglycol ester	705.0000	61.0000 Kg		
United Arab Emirates	Sulfur monochloride	703.0000	12.0000 Kg		
Bahrain	Sulfur monochloride	694.0000	123.0000 Kg		
Romania	Hydrogen cyanide	679.0000	107.0000 Kg		
Portugal	1-Methylnonyl methylphosphonate	674.0000	114.0000 Tonne		
Uruguay	Phosphorus oxychloride	668.0000	79.0000 Kg		
Thailand	3-Quinuclidinyl benzilate	666.0000	104.0000 Kg		
Kyrgyzstan	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	638.0000	6.0000 Kg		
Тодо	Isopropyl S-sodium propylphosphonothiolate	637.0000	73.0000 Kg		
Central African Repu	Methyldiethanolamine	635.0000	68.0000 Tonne		
France	Cyclohexyl ethyl ethylphosphonate	628.0000	64.0000 Kg		
South Sudan	Carbonyl dichloride	612.0000	102.0000 Kg		
Papua New Guinea	Cyclohexyl ethyl ethylphosphonate	607.0000	13.0000 Kg		
Libya	Hydrogen cyanide	606.0000	91.0000 Kg 🗨		

Analytical report sorted by Quantity Imported, in descending order

• **Filtering**: To filter the data, click the **v** icon in the column header, and select the required values from the drop-down list .

Analytical rep	orts				
Trade Summary (N	fanual Mode)		▼ Show Re	port Print Sav	e to Excel
Decimal values are rour	nded to 4 decimal places	; for display. This is done fo	r reporting purposes only.	values remain as declared	
Drag a column have	er here to group by tha	at column.			
Ce antry 🔽 🔽	Chemical	7	Quantity Imported 🛛 🖓 🖓	Quantity Exported 🛛 🗸	Weight Unit 🔽 🖆
A 0)	-		831.000) 113.0000	Kg
Custom)		p)ethylchloride	827.000	39.0000	Tonne
(Blanks)			825.000) 53.0000	Kg
NonBlanksj Indorra			813.000) 123.0000	Tonne
Atigua and Barbuda		2-(trifluoromethyl)-1-prope	807.000) 43.0000	Kg –
Armania			792.000) 69.0000	Kg
Azerbaijun			787.000) 30.0000	Kg
Malaysia	1-Methylnonyl methylpho	osphonate	784.000) 119.0000	Tonne
Democratic Republic	2-(N-Methyl-N-propylamir	no)ethylchloride	780.000) 96.0000	Tonne
Gambia	Phosphorus oxychloride		768.000) 31.0000	Kg

Setting filters in analytical reports

• **Custom filtering:** To filter using more advanced options, click the **▼** icon in the column header and select **Custom** from the drop-down list. From the custom filtering window, configure one or more filter criteria and click **OK** to confirm.

Analytical rep	orts		
Trade Summary (N	Manual Mode)	Show Rep	ort Print Save to Excel
	· · · · · · · · · · · · · · · · · · ·		
Decimal values are rou	nded to 4 decimal places for display. This is done fo	or reporting purposes only, '	values remain as declared.
Drag a column head	der here to group by that column.		
Country V	Chemical V	Quantity Imported V	Quantity Exported V Weight Unit V
Georgia	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	(All)	113.0000 Kg
United Republic of T	2-(N-Methyl-N-propylamino)ethylchloride	(Custom) — (Claston)	39.0000 Tonne
Lebanon	Carbonyl dichloride	(NonBlanks)	53.0000 Kg
Saudi Arabia	Triethyl phosphite	1.0000	123.0000 Tonne
South Sudan	1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope	10.0000	43.0000 Kg —
Georgia	Sulfur monochloride	17.0000	69.0000 Kg
Qatar	3-Quinuclidinyl benzilate	18.0000	30.0000 Kg
Malaysia	1-Methvlnonvl methvlphosphonate	784.0000	119.0000 Tonne
Democratic Republic	T Custom Filter		×
Gambia			
United States of Ame	Filter based on All 🚽 of the followi	ing conditions:	
Sweden			
Chad	Add Quantity Imported ≥ Great	ter than or equal to 📃 💌	500
Antigua and Barbuda	Delete Quantity Imported < Less	than 💌	600
Cuba			
Kiribati			
Ireland			
United Arab Emirates			
Bahrain			
Romania	· · · · ·		
Portugal	1-Methylnonyl methylphosphonate	674.0000	114.0000 Tonne
Uruguay	Phosphorus oxychloride	668.0000	79.0000 Kg

Configuring advanced filter criteria in the custom filter set-up window



Hint: When the column filter is active, the filter symbol will be displayed in blue: \mathbf{T} . To switch off the filtering function, click the blue filter symbol \mathbf{T} and select **All** from the drop-down list of filter options. All the data available in the column will be displayed, and the filter symbol will change back to the original grey colour: \mathbf{T} .

Analytical rep	orts		
Trade Summary (N	Manual Mode)	Show Report	Print Save to Excel
Decimal values are rour	nded to 4 decimal places for display. This is done for r	eporting purposes only, va	lues remain as declared.
Drag a column head	er here to group by that column.		
Country 🗸 🗸	Chemical 🛛 🔻	Quantity Imported 🛛 🗸 🗸	Quantity Exported 🛛 🗸 Weight Unit 🗸
Tonga	Triethanolamine	457.0000	86.0000 Tonne
Cambodia	Triethanolamine	290.0000	12.0000 Tonne

Analytical report with active filter (on Chemical column)

• **Grouping:** To group data according to one or more criteria, click the header of the column by which you want to group, and drag the cursor to the area just above the data table.

Analytical reports				
Trade Summary (Manual Mode)	•	Show Report	Print Save to Excel	
Decimal values are rounded to 4 decimal places for dis	play. This is done for reporti	ng purposes only, values	remain as declared.	-
Country /	1 1		1	
Chemica 7	7 Quantity Imported ∇∇	Quantity Exported V	Weight Unit 🔽	
王 Country : Andorra (1 item)				
土 Country : Armenia (1 item)				
🛨 Country : Azerbaijan (2 items)				
🖬 Country : Bahamas (3 items)				
Dimethyl ethylphosphonite	294.0000	114.0000	Kg	_
2-(N-Ethyl-N-methylamino)ethanol	160.0000	84.0000	Tonne	
1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene	131.0000	5.0000	Kg	
🛨 Country : Bahrain (1 item)				
🛨 Country : Bangladesh (1 item)				
▪ Country : Barbados (1 item)				
▪ Country : Bosnia and Herzegovina (2 items)				
± Country : Brunei Darussalam (1 item)				
± Country : Burkina Faso (1 item)				
± Country : Cambodia (3 items)				
+L Country : Chad (1 item)				

Trade summary analytical report grouped by Country



Hint: You can group by more than one column by using the same principle of clicking and dragging a column header to the grouping area.

Analytical reports
Trade Summary (Manual Mode) Show Report Print Save to Excel
Decimal values are rounded to 4 decimal places for display. This is done for reporting purposes only, values remain as declared.
Quantity Imported V Quantity Exported V Weight Unit V
土 Chemical : 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene (9 items)
🛨 Chemical : 1-Ethylbutyl S-sodium ethylphosphonothiolate (2 items)
E Chemical : 1-Methylhonyl methylphosphonate (9 items)
🛨 Country : Azerbaijan (1 item)
🖭 Country : Colombia (1 item)
🛨 Country : Guatemala (1 item)
⊟ Country : Malaysia (1 item)
784.0000 119.0000 Tonne
🛨 Country : Papua New Guinea (1 item)
± Country : Portugal (1 item)
🛨 Country : Qatar (1 item)
🛨 Country : Turkey (1 item)
E Chemical : 2-(N-Ethyl-N-methylamino)ethanol (3 items)
± Chemical : 2-(N-Methyl-N-propylamino)ethylchloride (4 items)
🛨 Chemical : 2,2-Dimethylpropyl S-(N-ethylbenzenaminium) methylphosphonothiolate (-) (4 items)
E Chemical : 3-Quinuclidinyl benzilate (4 items)
± Chemical : Carbonyl dichloride (8 items)

Trade summary analytical report grouped by two columns (Chemical, then by Country)



Hint: To ungroup, click a column in the grouping area and drag it away from the area.

MAINTENANCE TASKS

Database Tasks

Where to find it?

Tools > Database Tasks

'Database tasks' provides an easy way to backup and restore the EDNA database directly from the program when the database is hosted on a local machine.



When the EDNA Database is hosted on a remote database server in your network, the application is unable automatically to backup and restore data. The organisation's IT department will need to perform these tasks on your behalf. It is highly recommended to use local databases, unless your organisation employs technical staff with knowledge of database administration and backup/restore operations.

Backup Database:

Saves a backup of the EDNA database in the folder %PROGRAMDATA%\EDNA\Backups. The database retains all the backups performed by the application, identified by date and version.



Backing up your database is a crucial task that should be performed regularly by EDNA users. EDNA periodically will prompt you to perform this task.



When backups are performed by EDNA, the backup file will reside in the SQL Server folder (normally C:/Program Files/Microsoft SQL Server/MSSQL.1/MSSQL/DATA). These files should be copied manually to an external device on a regular basis, in order for them to be restored whenever necessary.

Restore Database:

This feature provides users with the option of restoring one of five previously saved backups.

Backup Type	Backup Date (Local)	Backup Date (GMT)	Restore database
EDNA 2.5.0.117	4/4/2012 10:18:25 AM	4/4/2012 8:18:25 AM	
EDNA 2.5.1203.2804	4/4/2012 10:17:48 AM	4/4/2012 8:17:48 AM	
EDNA 2.5.1203.2804	4/4/2012 10:17:43 AM	4/4/2012 8:17:43 AM	
EDNA 2.5.1203.2804	4/4/2012 10:17:38 AM	4/4/2012 8:17:38 AM	
EDNA 2.5.1203.2804	4/4/2012 10:17:32 AM	4/4/2012 8:17:32 AM	
EDNA 2.5.1203.2804	4/3/2012 5:49:21 PM	4/3/2012 3:49:21 PM	
EDNA 2.5.1201.1803	2/2/2012 2:50:29 PM	2/2/2012 1:50:29 PM	



Restoring the database will OVERWRITE any data currently saved in the EDNA database. Make sure to use this feature with extreme caution.

Error Log

Where to find it?

Tools > Export > Error log

This is a straightforward option for saving the application error log which contains technical information about the functioning of EDNA, as well as any errors that may have occurred during the use of the application. This information may of assistance to the Technical Secretariat's EDNA technical support personnel, for support and troubleshooting

Export Error Log:

Should you encounter problems while using EDNA, or if errors or irregular application behaviour are observed, you are advised to contact the Secretariat's EDNA support team. If instructed by the team to provide an error log, for the purpose of troubleshooting, please follow the following procedure:

- 1. From the menu Tools select Export and then Error log
- 2. Select the location where the log will be saved
- 3. Wait for the following confirmation to appear:



4. Navigate to the location where the file has been saved, check that the file exists and, if required by the technical support team, transmit the report to the Secretariat for analysis.



Note: Before transmitting the error log to the Secretariat, it is advisable to browse through the document to ensure that it contains no confidential information. Note that the file will contain technical details that will be deciphered by the TS EDNA support team.

TECHNICAL SUPPORT
The Secretariat stands ready to provide support for National Authorities in the use of EDNA. The primary means for contacting the Secretariat, for EDNA support purposes, is via the dedicated email address <u>vis@opcw.org</u>

For urgent enquiries the EDNA help desk is available at the OPCW central telephone number +31 (0)70 416 3300.