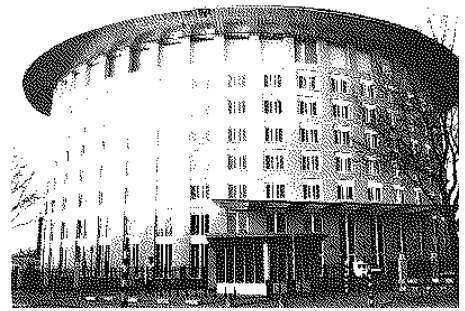


ORGANISATION  
FOR THE PROHIBITION OF  
CHEMICAL WEAPONS



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**EDNA User Guide**  
Electronic Declarations Tool for  
National Authorities  
Version 2.5

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# About EDNA

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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

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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

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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

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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 ([vis@opcw.org](mailto:vis@opcw.org)) 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

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Requests for copies of EDNA 2.5 and licence codes should be sent to: [vis@opcw.org](mailto:vis@opcw.org).

**GET STARTED!**



# Software Installation

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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

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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.



EDNA 2.5

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

| For all versions of Windows XP  |   |
|---|---|
|  | <ol style="list-style-type: none"><li>1. Double click on the EDNA 2.5 Icon.</li></ol> |



**For all versions of Windows Vista**



1.

Holding the shift key



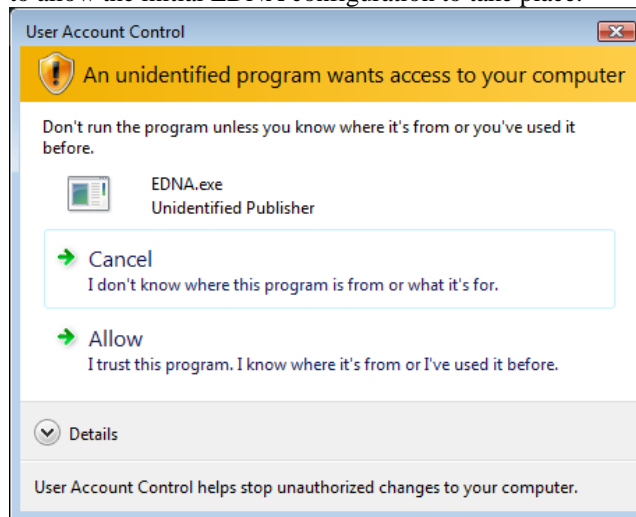
Right-Click with your mouse the EDNA 2.5 icon



2. A context menu will pop up, from the options, select



3. A confirmation window will appear, click the "Allow" button to allow the initial EDNA configuration to take place.



**For all versions of Windows 7**



1.

Holding the shift key



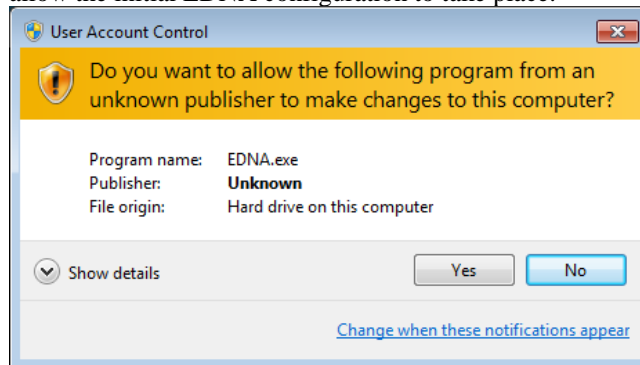
Right-Click with your mouse the EDNA 2.5 icon



2. A context menu will pop up, from the options, select.



3. A confirmation window will appear, click the "Yes" button to allow the initial EDNA configuration to take place.



# Configuring EDNA

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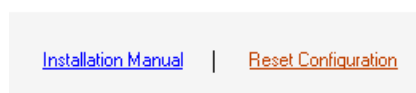
After installation, users will be required to determine a number of settings before using EDNA for the first time/.

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**  
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 <http://get.adobe.com/reader/>

- **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.

The screenshot shows the 'EDNA 2.5 Configuration Wizard' window with the 'Database Setup' tab selected. The window is divided into three main sections:

- Database Server:** Contains a 'Local Machine:' text box with 'XPSP3' entered, a 'Server name:' dropdown menu with 'XPSP3\SQLEXPRESS3' selected, a checked checkbox for 'Show only local SQL Server instances', and a 'Refresh' button.
- Logon to the server:** Contains two radio buttons: 'Use Windows Authentication' (selected) and 'Use SQL Server Authentication'. Below are 'User name:' and 'Password:' text boxes, and a 'Test Connection' button.
- Select a database:** Contains two radio buttons: 'Use an existing database:' (unselected) and 'Create New Database' (selected). Below the 'Create New Database' option is a text box containing 'EDNA'.

At the bottom right of the window, there are three links: 'Installation Manual' (blue), 'Reset Configuration' (orange), and 'Create Database' (black).

### 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.

A screenshot of the 'EDNA 2.5 Configuration Wizard' dialog box. The title bar reads 'EDNA 2.5 Configuration Wizard'. The main heading is 'License Agreement'. The text area contains the following information: 'EDNA is the intellectual property of the Organisation for the Prohibition of Chemicals Weapons (OPCW) and the source code is a proprietary right of 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. 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 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.', and 'The OPCW shall in no way be liable for any incidental, consequential and other damages resulting from the use of EDNA'. Below the text area, there is a dropdown menu labeled 'Country of the National Authority using the software' with the text 'Select a country'. Below that is a 'License Key' field consisting of four adjacent text boxes. At the bottom right, there are three buttons: 'Installation Manual' (a blue hyperlink), 'Reset Configuration' (an orange hyperlink), and 'Accept' (a standard button).

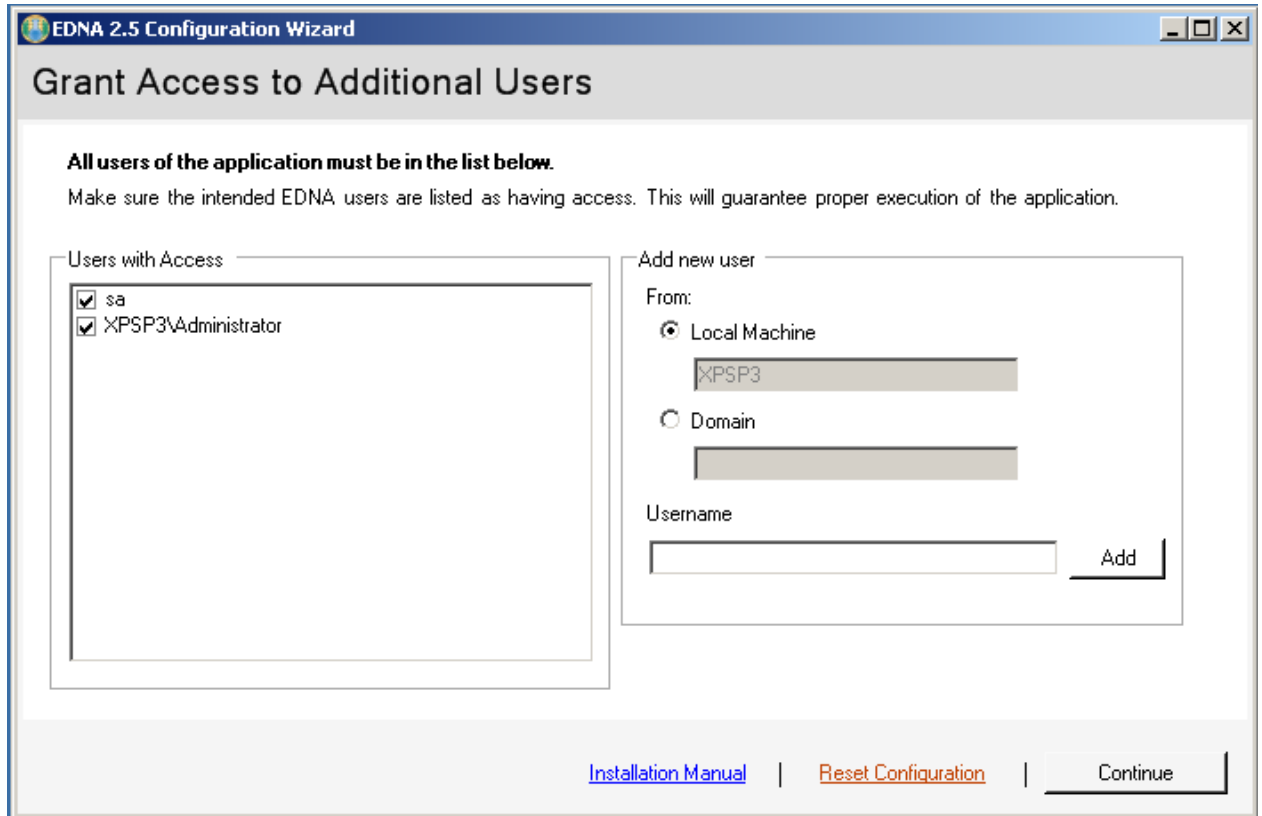
1. Choose the State Party of the National Authority using the software, from the list.
2. Enter the License Key provided to users by the OPCW Technical Secretariat and click on “Accept”



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.



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.

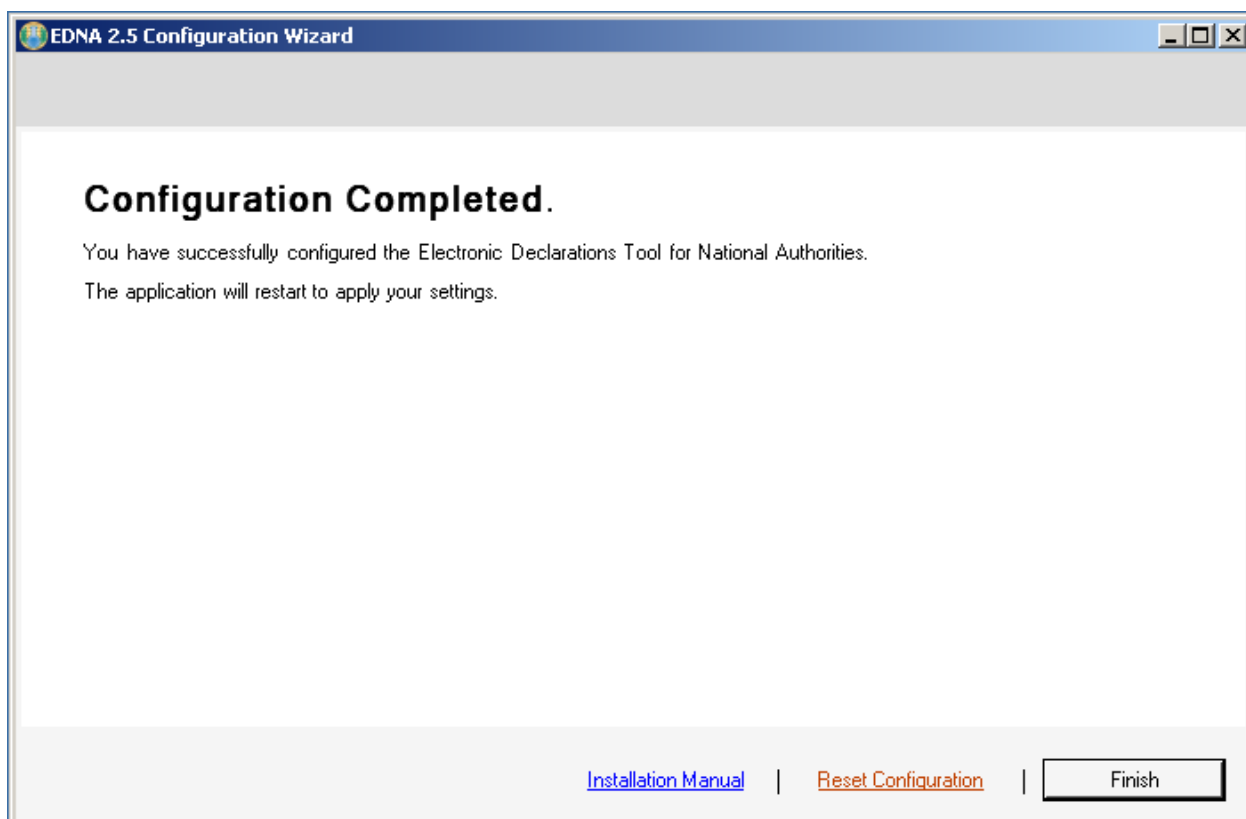


If in doubt, to determine whether you should add Local or Domain users consult your organisation’s IT support.



## 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.

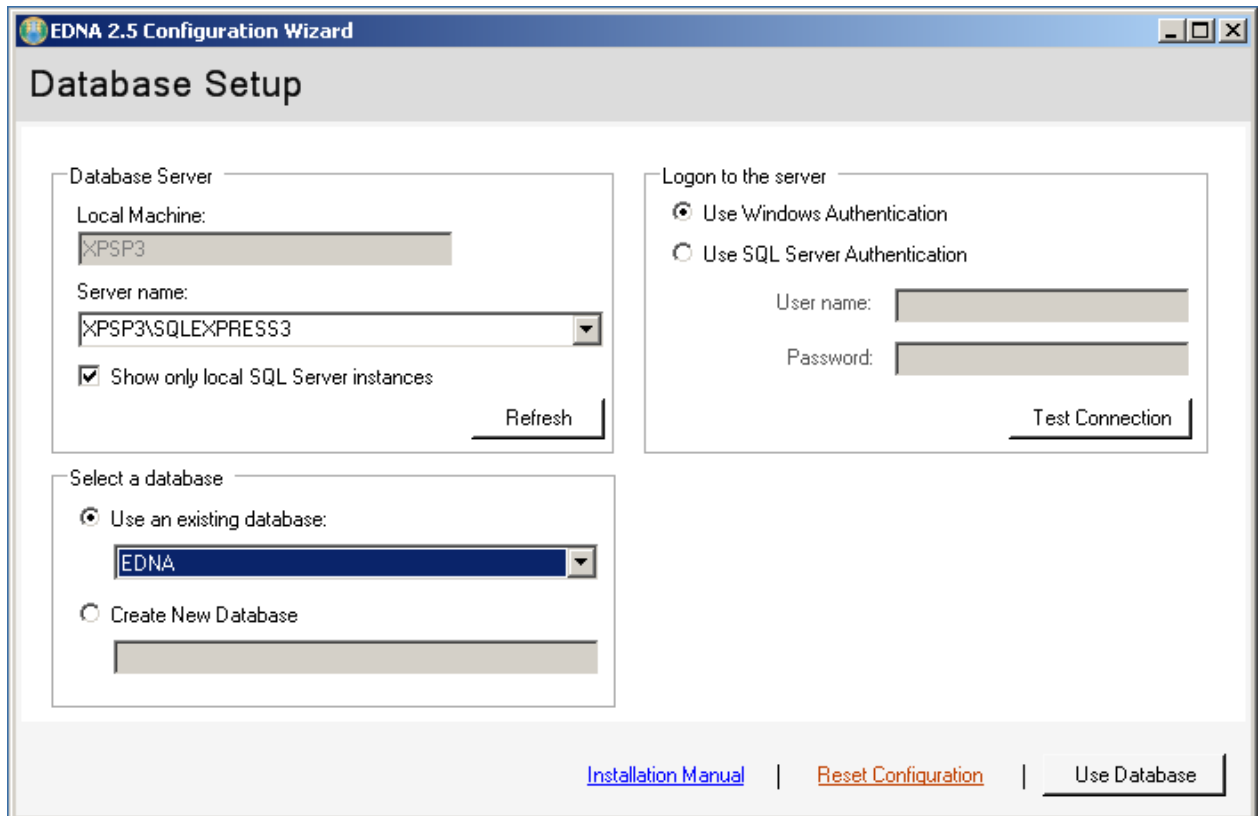
Once the application restarts the EDNA splash screen will appear.



# 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.



The screenshot shows the 'EDNA 2.5 Configuration Wizard' window with the 'Database Setup' tab selected. The window is divided into three main sections:

- Database Server:** Contains a 'Local Machine' text field with 'XPSP3' entered, a 'Server name' dropdown menu with 'XPSP3\SQLEXPRESS3' selected, a checked checkbox for 'Show only local SQL Server instances', and a 'Refresh' button.
- Logon to the server:** Contains two radio buttons: 'Use Windows Authentication' (selected) and 'Use SQL Server Authentication'. Below are 'User name' and 'Password' text fields, and a 'Test Connection' button.
- Select a database:** Contains two radio buttons: 'Use an existing database:' (selected) and 'Create New Database'. Below the first radio button is a dropdown menu with 'EDNA' selected. Below the second radio button is an empty text field.

At the bottom of the window, there are three links: 'Installation Manual' (blue), 'Reset Configuration' (orange), and 'Use Database' (black).

### 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

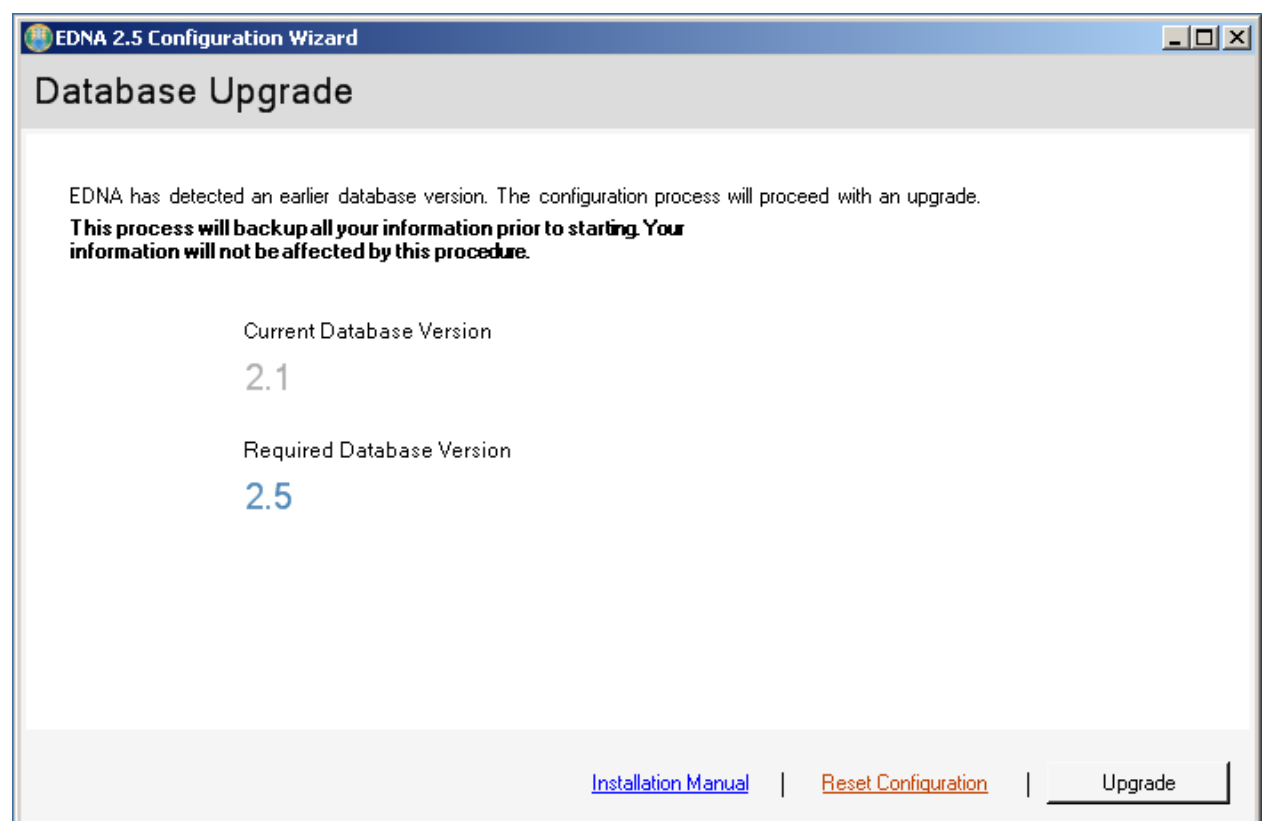
Select from the dropdown list of databases the existing EDNA database you wish to upgrade. By default the database is named “EDNA”. In this step of the configuration click on the “Use Database” button. If an error occurs a message will appear describing the error. Otherwise, the application will display 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.

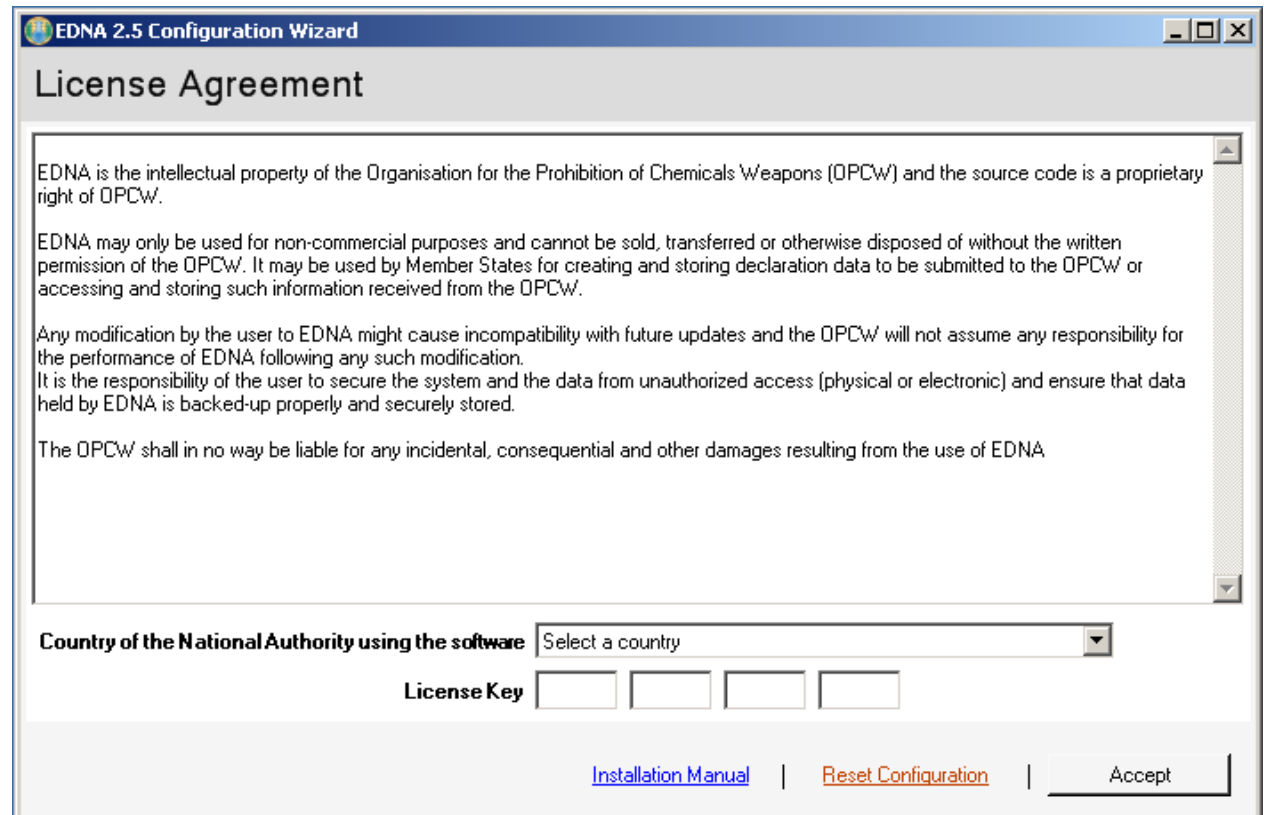
EDNA detects the current version and the required version. After checking that the information is correct, click on “Upgrade”.

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.



The screenshot shows a window titled "EDNA 2.5 Configuration Wizard" with a sub-header "License Agreement". The main text area contains the following text:

EDNA is the intellectual property of the Organisation for the Prohibition of Chemicals Weapons (OPCW) and the source code is a proprietary right of 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. 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 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

Below the text area, there is a label "Country of the National Authority using the software" followed by a dropdown menu with the text "Select a country". Below that is a label "License Key" followed by four empty text input boxes. At the bottom right, there are three buttons: "Installation Manual" (blue text), "Reset Configuration" (orange text), and "Accept" (black text).

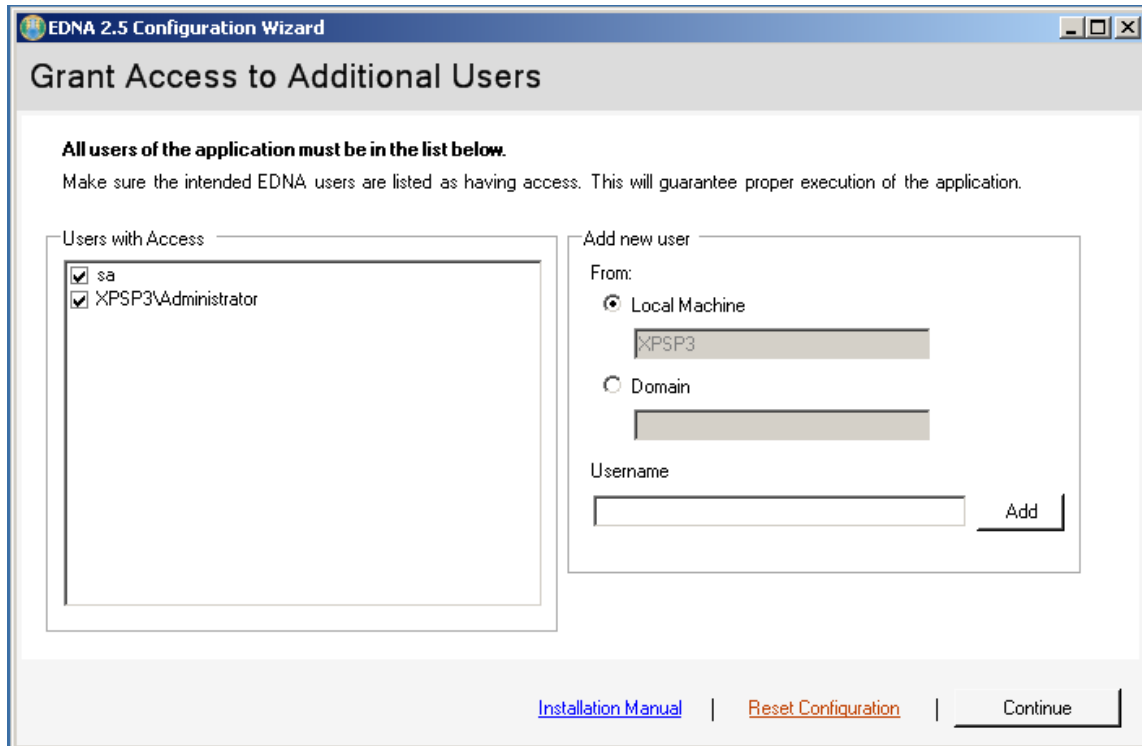
3. Choose the State Party of the National Authority from the dropdown list.
4. Enter the License Key provided by the Technical Secretariat of the OPCW and click on "Accept"



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.



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

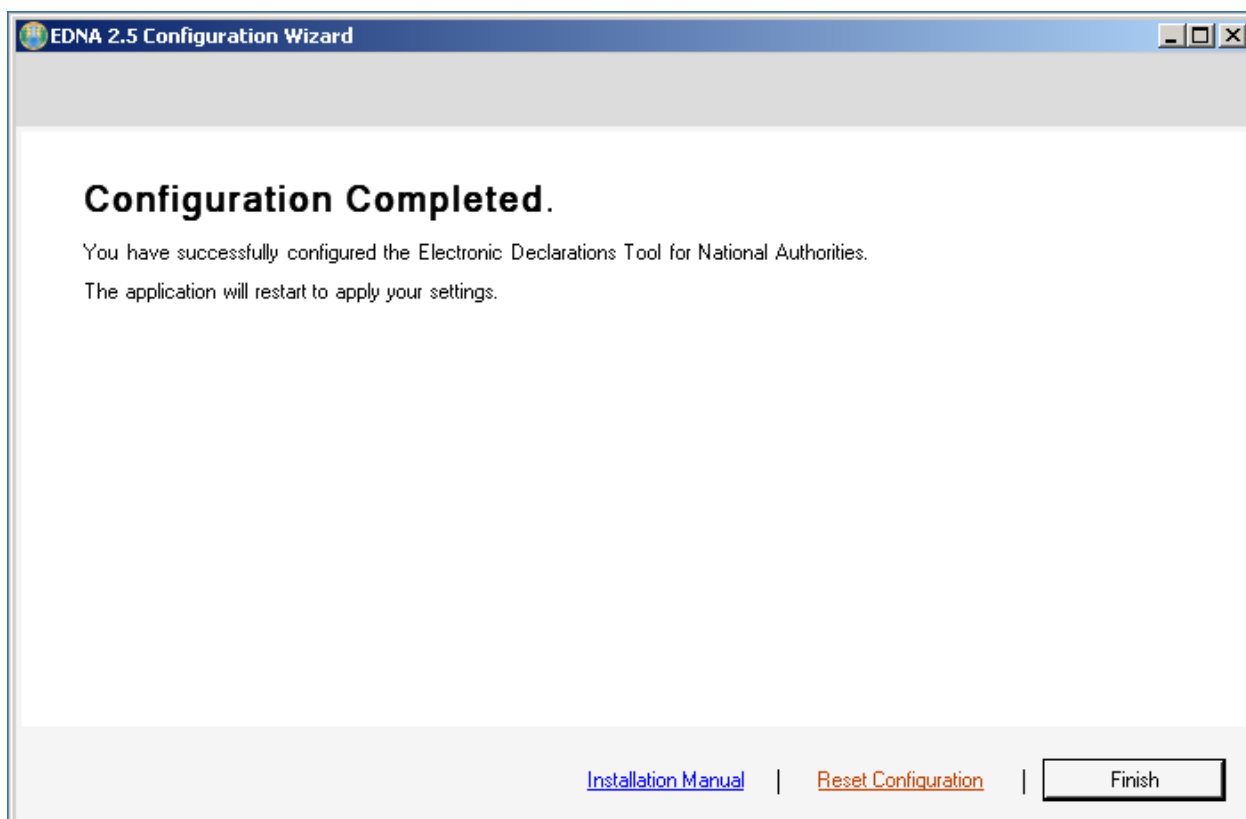
If your organisation manages accounts in a Windows domain, click on the “Domain” option and specify your Domain name, then input the user name and click the “Add” button. If the operation is successful the user name should immediately appear in the list on the left hand side.



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

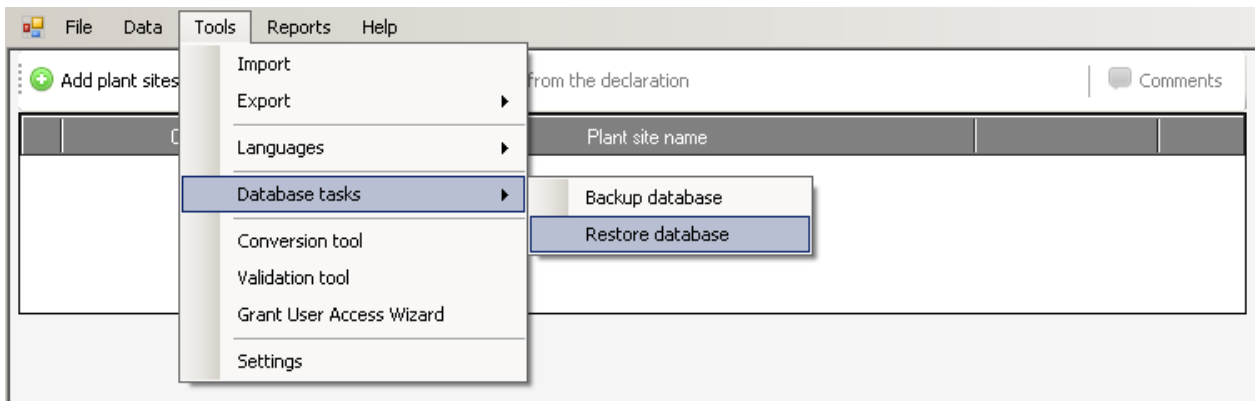
Follow the step by step process below should a situation arise where you need to restore the previous version of EDNA in your workstation.



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.

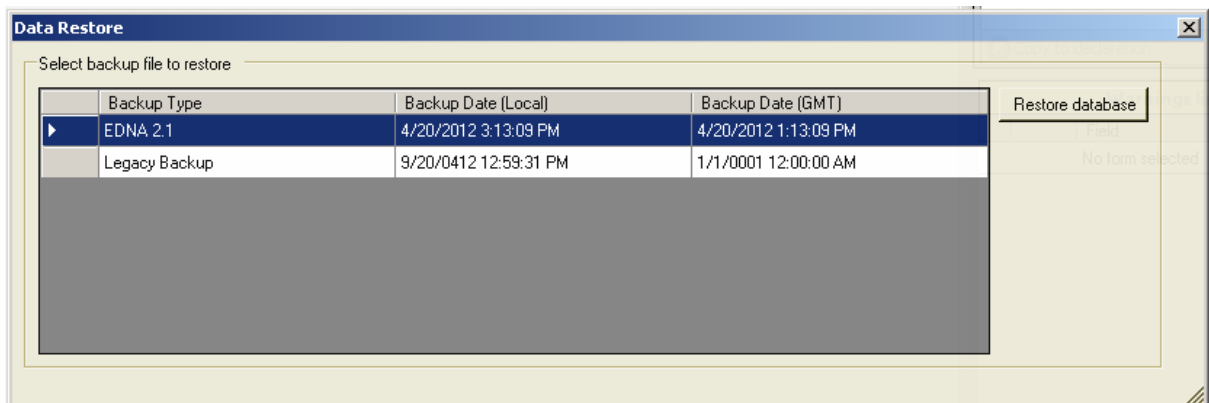
### 1. Open the Restore Database window

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

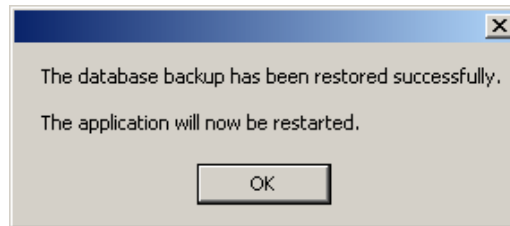


### 2. Restore the database backup performed during the upgrade process

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

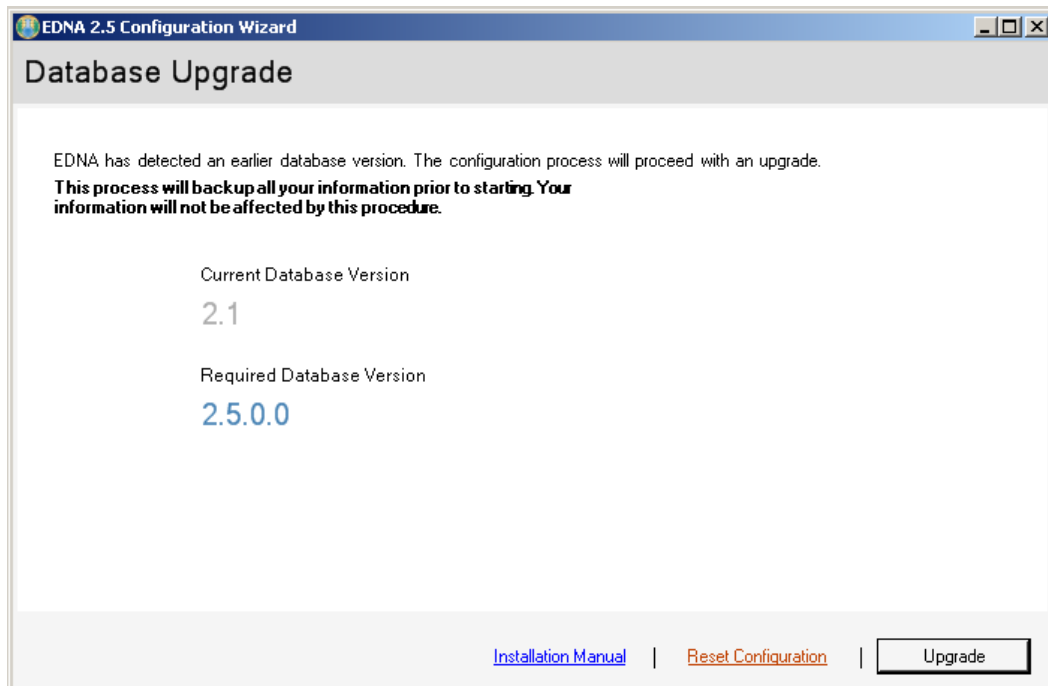


Once the restore process is complete, a pop-up message will appear informing you that the application will restart.



### 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.



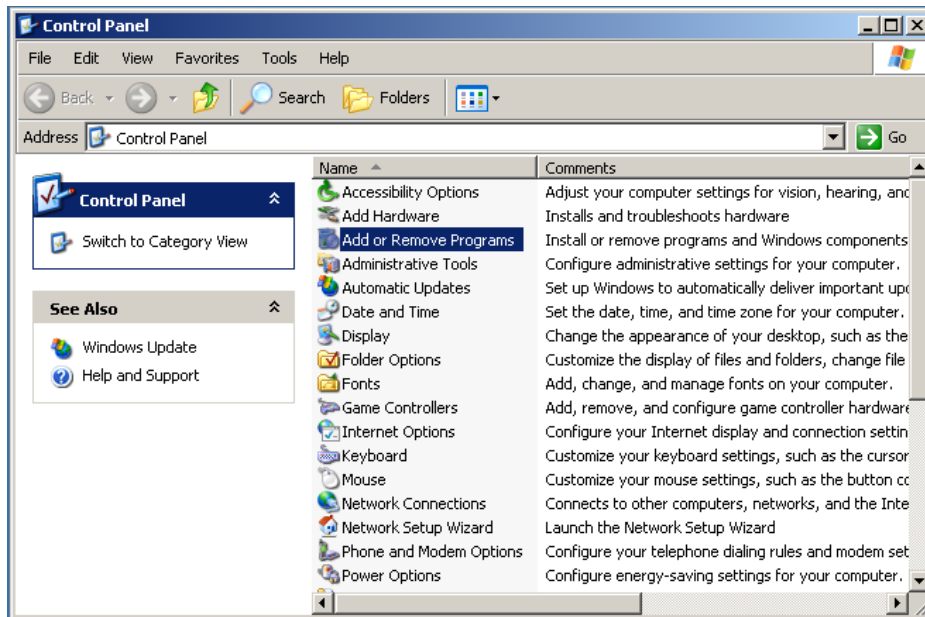


## 4. Uninstall EDNA 2.5

On Windows XP

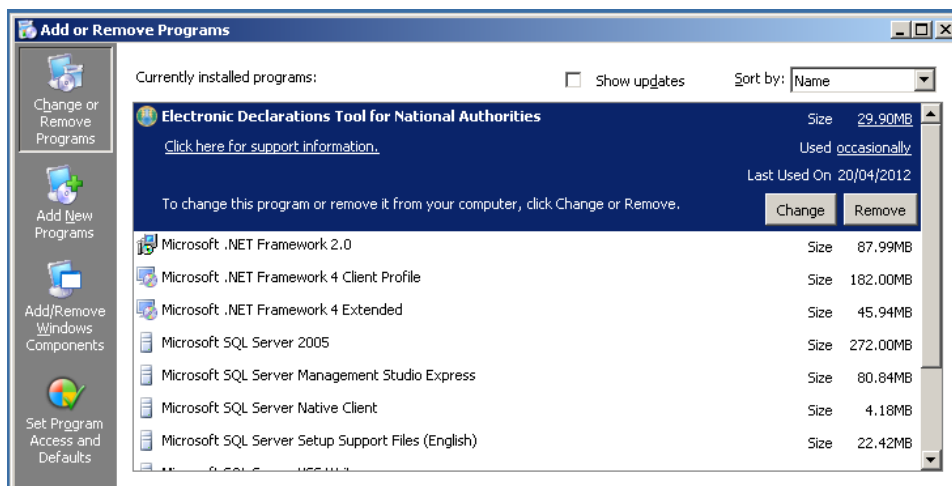
### Open Add and Remove Programs from the Control Panel

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



### Uninstall EDNA

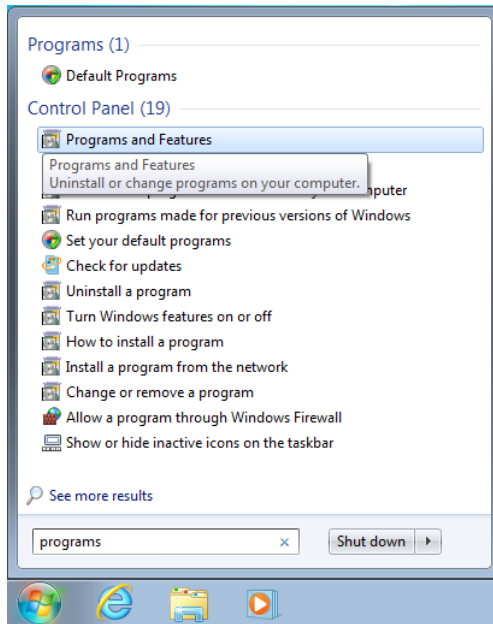
To uninstall the program, select EDNA from the program list, click “Remove” and follow the instructions to remove the application



## On Windows Vista and Windows 7

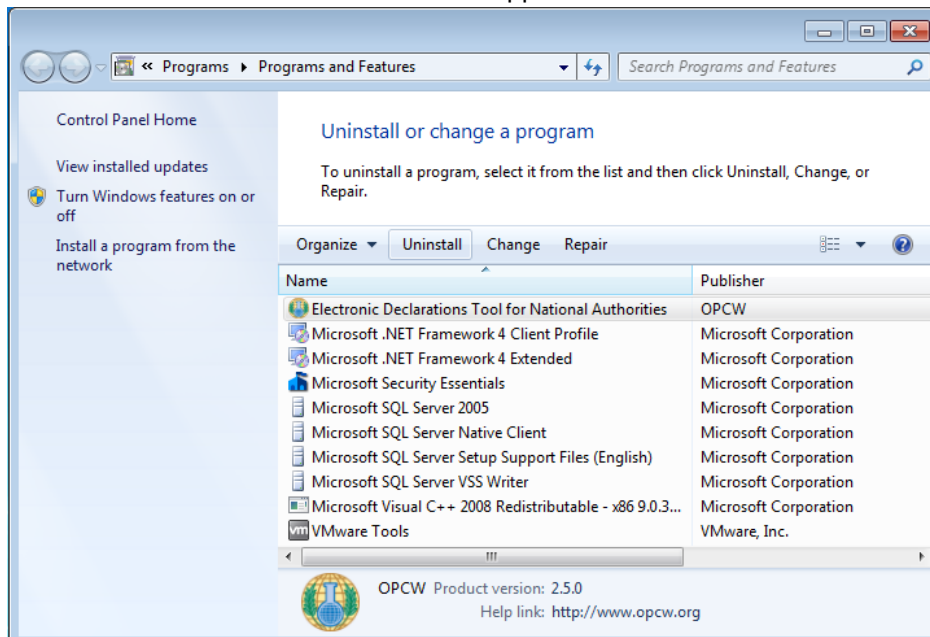
### **Go to Programs and Features**

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”.



### **Uninstall EDNA**

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



## 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.

The screenshot shows the 'EDNA 2.5 Configuration Wizard' window with the 'Database Setup' tab selected. The window is divided into three main sections:

- Database Server:** Includes a 'Local Machine' text box containing 'XPSP3', a 'Server name' dropdown menu set to 'RemoteServer', a checked checkbox for 'Show only local SQL Server instances', and a 'Refresh' button.
- Logon to the server:** Features two radio buttons: 'Use Windows Authentication' (selected) and 'Use SQL Server Authentication'. Below are 'User name' and 'Password' text boxes, and a 'Test Connection' button.
- Select a database:** Contains two radio buttons: 'Use an existing database:' (unselected) with an empty dropdown, and 'Create New Database' (selected) with a text box containing 'EDNA'.

At the bottom right, there are three links: 'Installation Manual' (blue), 'Reset Configuration' (orange), and 'Create Database' (black).

### 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.

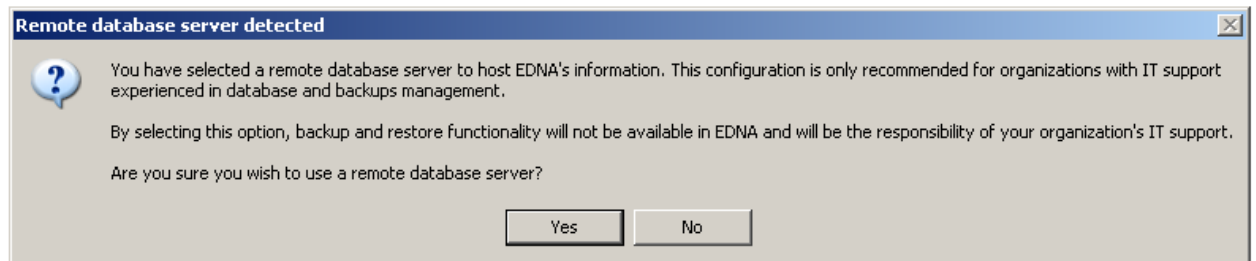


When creating the new database, make sure you use a unique name.



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:



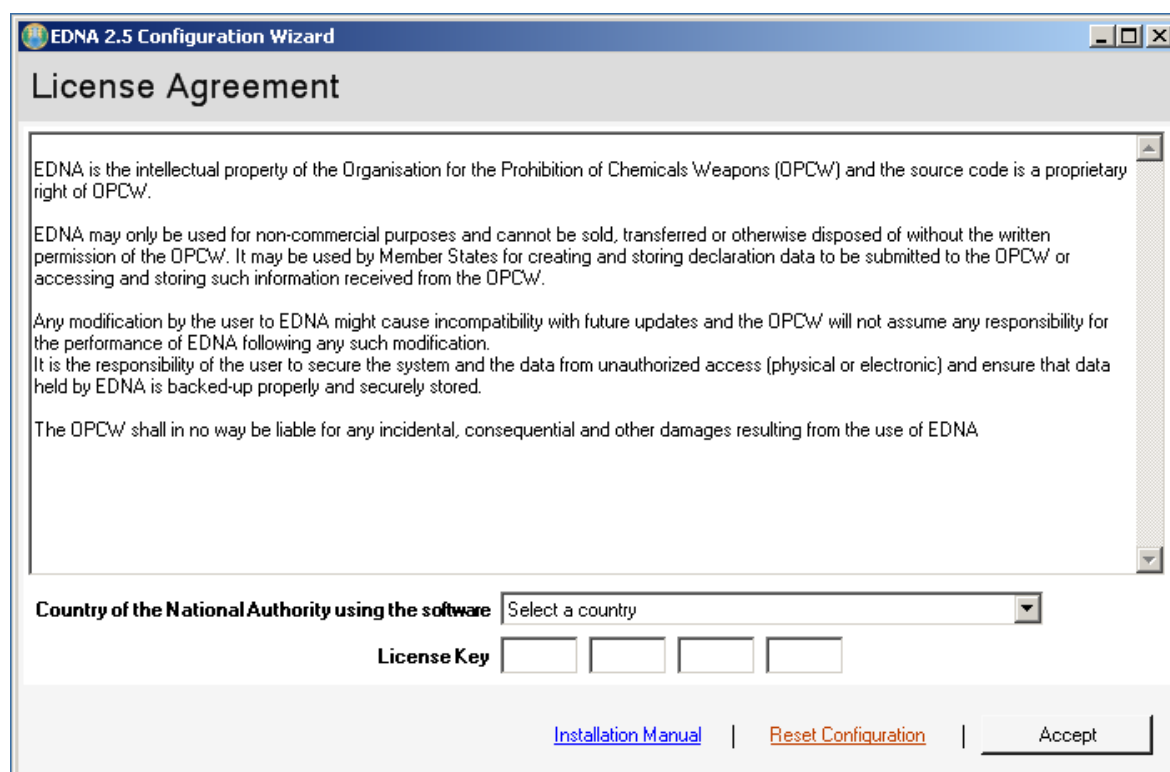
If you agree with the limitations of using a remote database click “Yes”. Otherwise click “No” and refer to the configuration section dealing with local databases.



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.



The screenshot shows a window titled "EDNA 2.5 Configuration Wizard" with a "License Agreement" header. The main text area contains the following text:

EDNA is the intellectual property of the Organisation for the Prohibition of Chemicals Weapons (OPCW) and the source code is a proprietary right of 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. 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 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

Below the text area, there is a dropdown menu labeled "Country of the National Authority using the software" with the text "Select a country". Below that is a "License Key" field consisting of four separate input boxes. At the bottom right, there are three buttons: "Installation Manual" (with a blue underline), "Reset Configuration" (with an orange underline), and "Accept" (with a black underline).

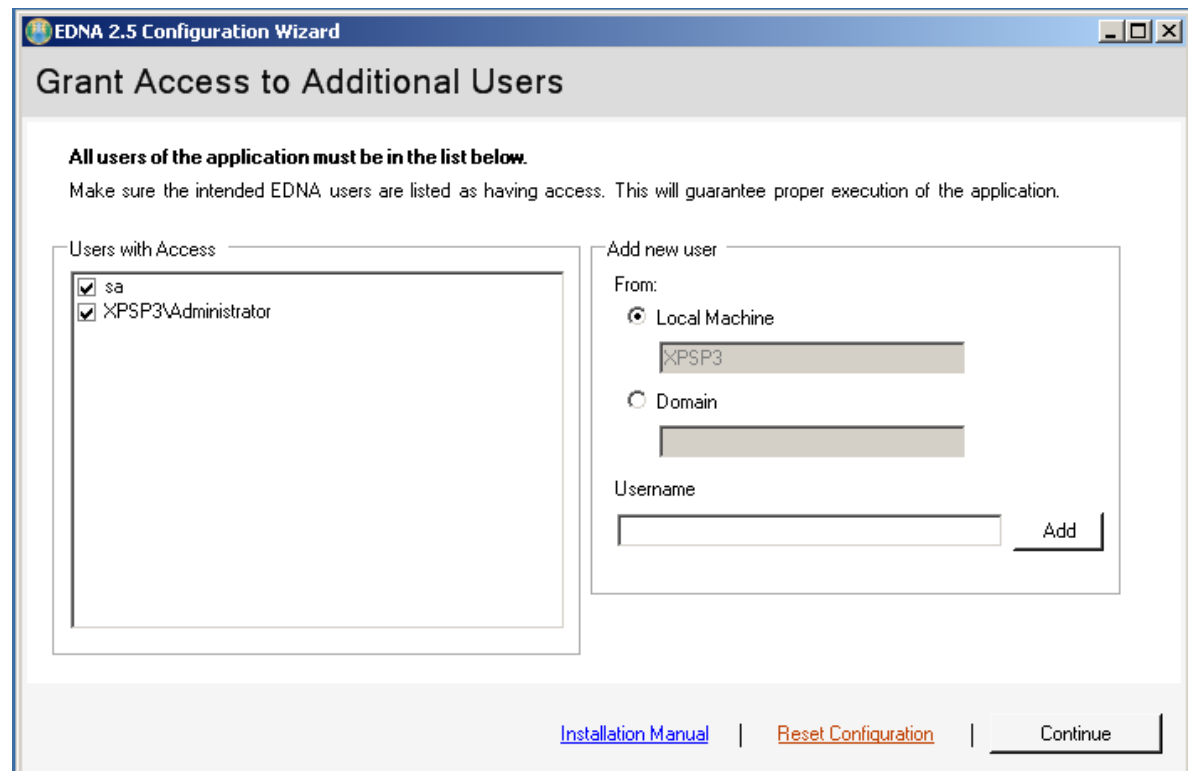
5. Choose the State Party of the National Authority using the software from the list.
6. Enter the License Key provided to you by the Technical Secretariat of the OPCW and click on 'Accept'



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.



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

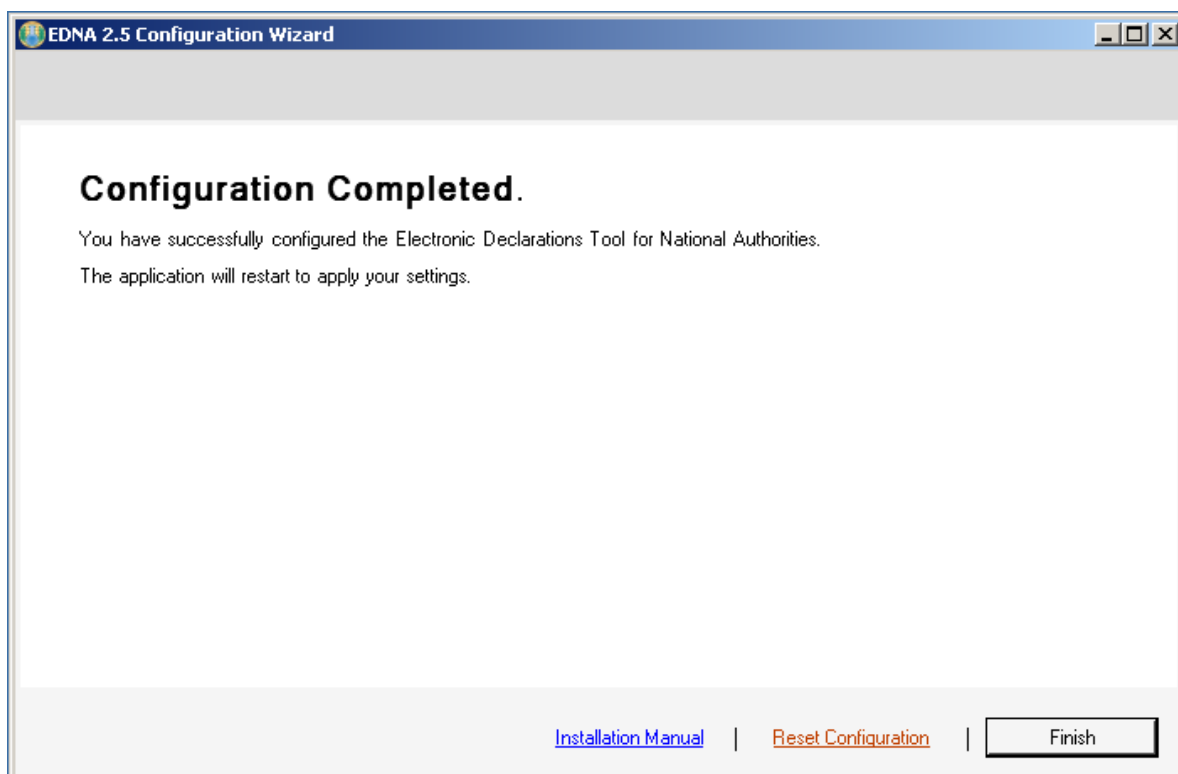
If the accounts in your organisation are managed in a Windows domain, click on the “Domain” option and specify your Domain name, then input the user name and click the “Add” button. If the operation is successful the user should immediately appear in the list on the left hand side.



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

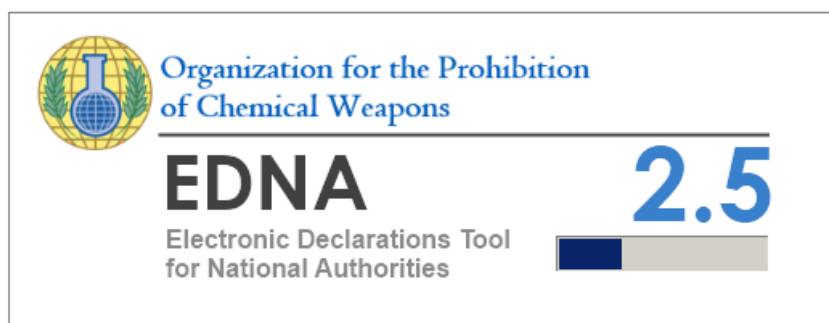
## Configuration is Complete

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.

The screenshot shows the 'EDNA 2.5 Configuration Wizard' window with the 'Database Setup' tab selected. The window is divided into several sections:

- Database Server:** Includes a 'Local Machine' text box containing 'XPSP3', a 'Server name' dropdown menu showing 'RemoteServer', and a checked checkbox for 'Show only local SQL Server instances'. A 'Refresh' button is located at the bottom right of this section.
- Logon to the server:** Features two radio buttons: 'Use Windows Authentication' (selected) and 'Use SQL Server Authentication'. Below these are 'User name' and 'Password' text boxes, and a 'Test Connection' button at the bottom right.
- Select a database:** Contains two radio buttons: 'Use an existing database:' (selected) and 'Create New Database'. Under 'Use an existing database:', there is a dropdown menu showing 'EDNA'. Below 'Create New Database' is an empty text box.

At the bottom of the window, there are three links: 'Installation Manual' (blue), 'Reset Configuration' (orange), and 'Use Database' (black).

### 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.

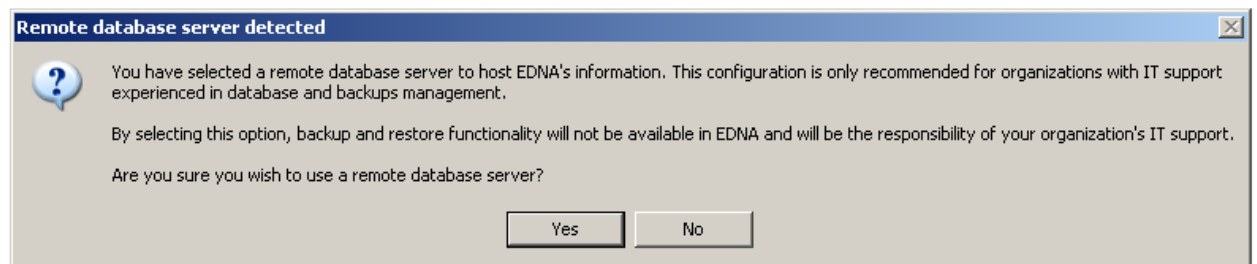
### Logon to the Server

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:



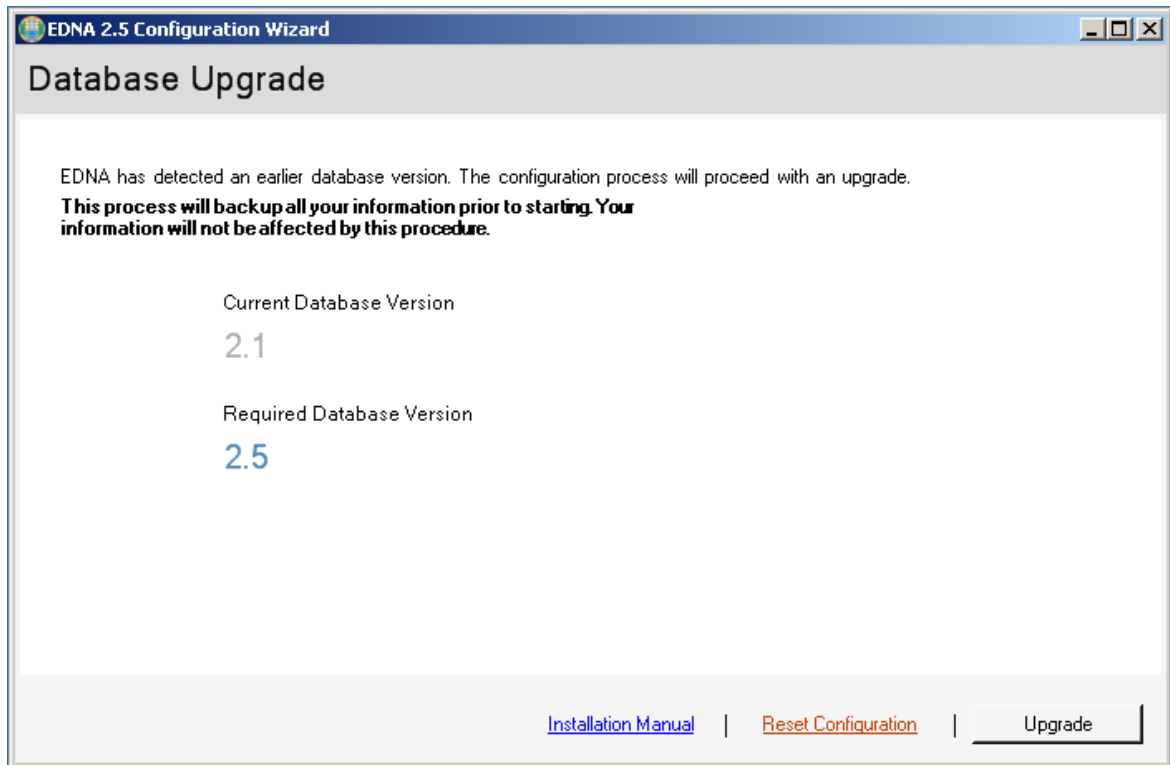
If you agree with the limitations of using a remote database click “Yes”.



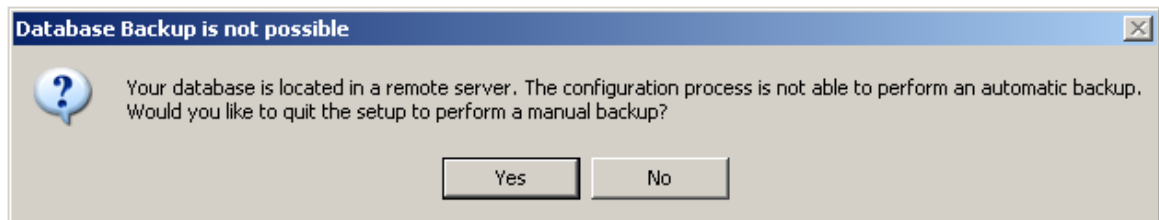
By continuing to use a remote database server some functionalities of the application will not be available, and maintenance tasks such as Backup and Restore, will require the involvement of your organisation’s IT Department. The remote database scenario is only recommended for organisations with adequate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

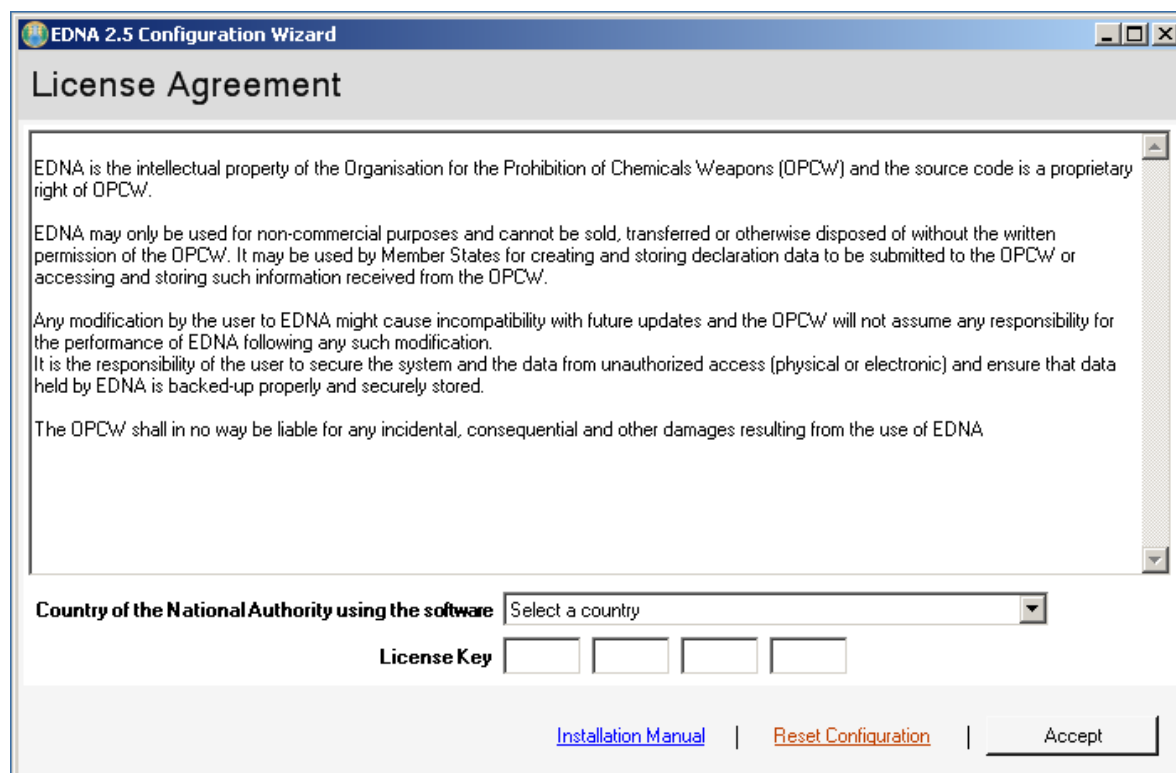


It is highly recommended that, with the assistance of your IT Department, a backup is performed on the remote database before proceeding. Otherwise you will not be able to roll back the installation, if required.

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.



The screenshot shows a window titled "EDNA 2.5 Configuration Wizard" with a "License Agreement" header. The main text area contains the following text:

EDNA is the intellectual property of the Organisation for the Prohibition of Chemicals Weapons (OPCW) and the source code is a proprietary right of 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. 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 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.

Below the text area, there is a label "Country of the National Authority using the software" followed by a dropdown menu with the text "Select a country". Below that is a label "License Key" followed by four empty text input boxes. At the bottom right, there are three buttons: "Installation Manual" (blue text), "Reset Configuration" (orange text), and "Accept" (black text).

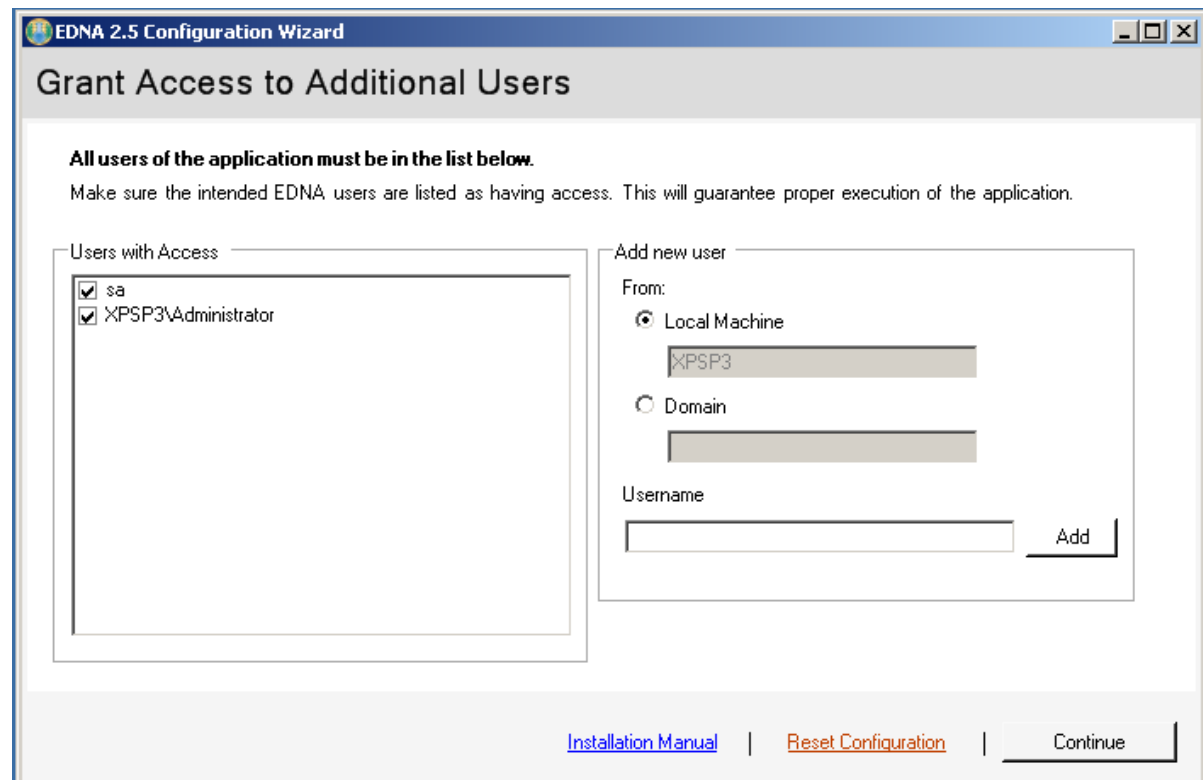
7. Choose the State Party of the National Authority using the software from the list.
8. Enter the License Key provided to you by the Technical Secretariat of the OPCW and click on 'Accept'



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.



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

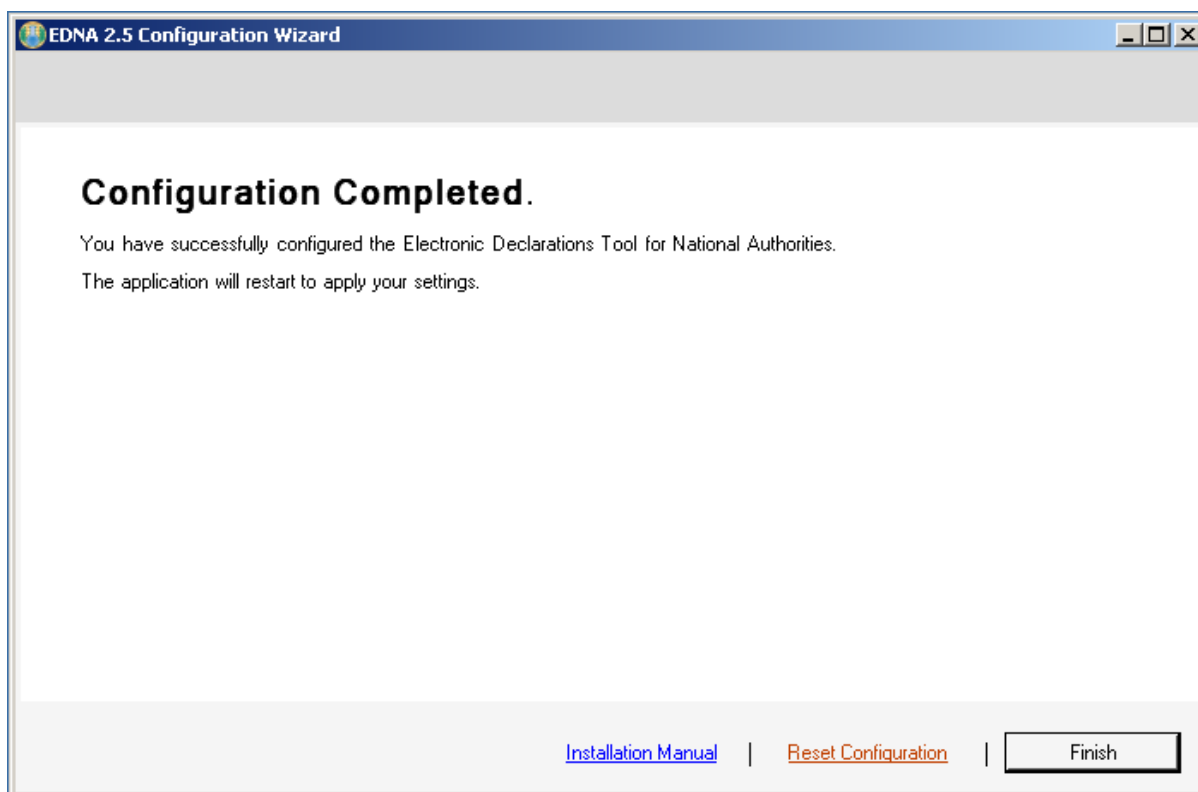
If the accounts in your organisation are managed in a Windows domain, click on the “Domain” option and specify your Domain name, then input the user name and click the “Add” button. If the operation is successful the user name should immediately appear in the list on the left hand side.



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

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## 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.

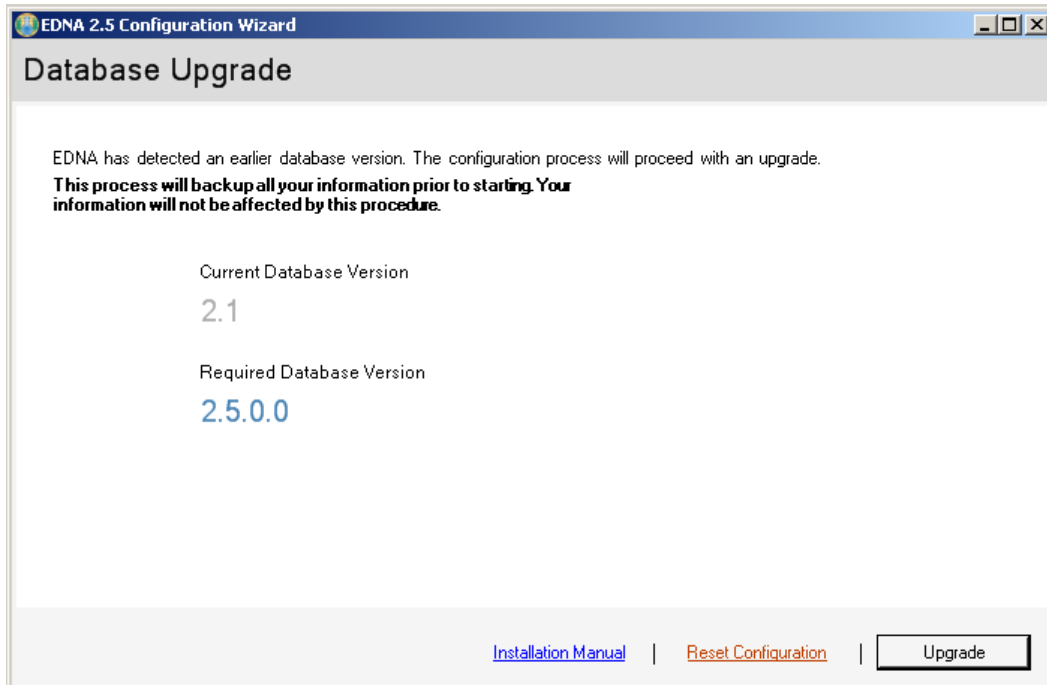
In Remote Database mode, EDNA is not able to Backup/Restore your database automatically. To roll back to the previous version you should request your IT department to restore the backup performed prior to the upgrade to EDNA 2.5, or to the latest available backup from your previous installation.



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.

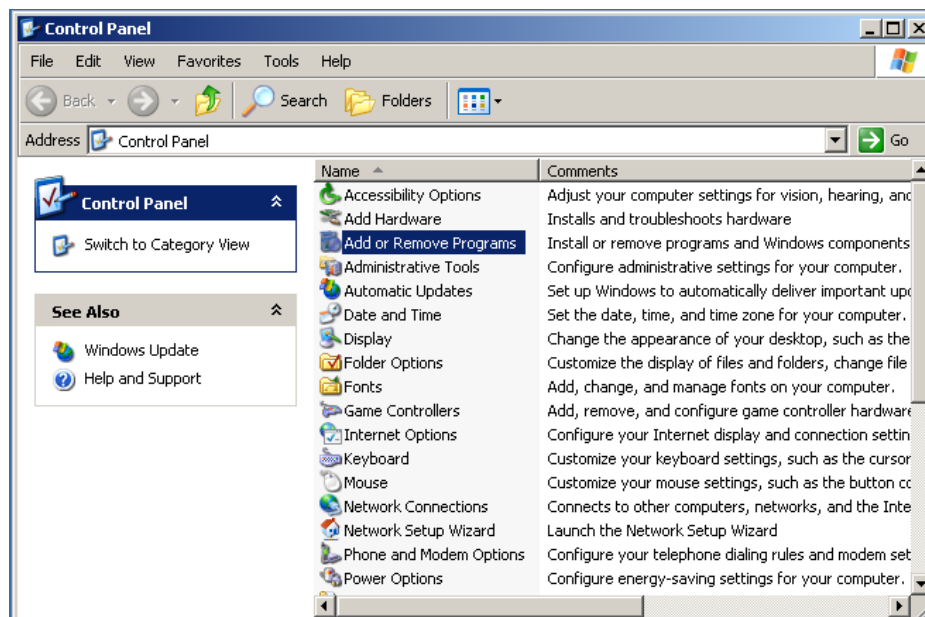


#### 4. Uninstall EDNA 2.5

On Windows XP

##### Open Add and Remove Programs from the Control Panel

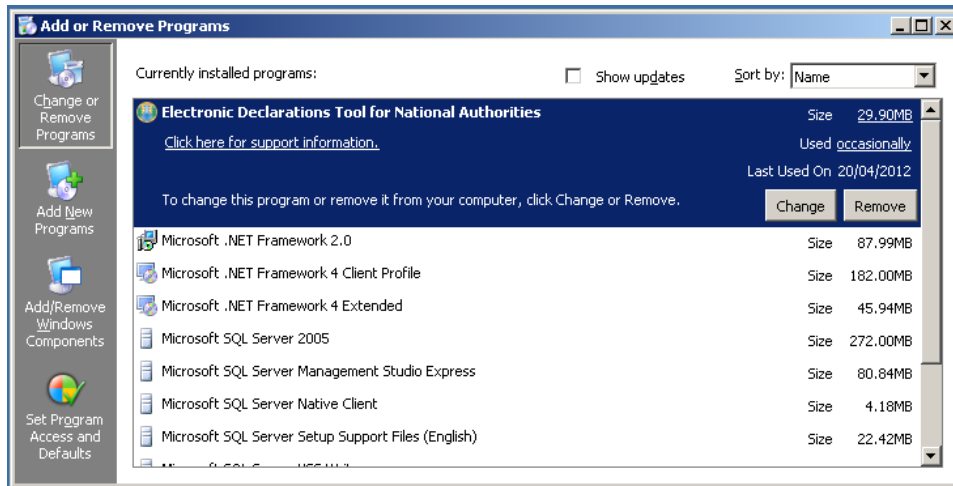
Go to Control Panel and select the “Add and Remove Programs” option.





## Uninstall EDNA

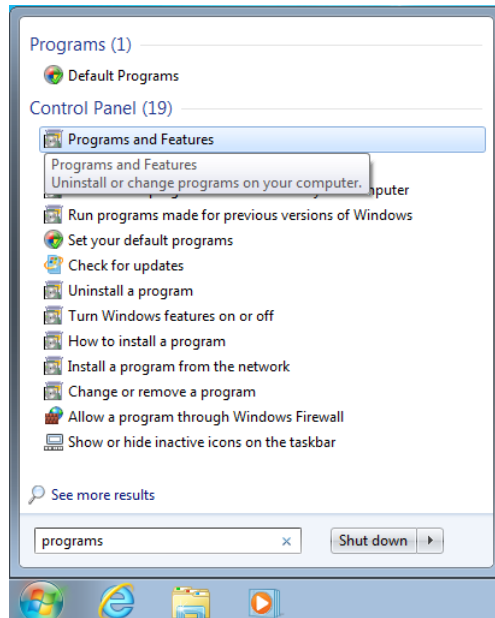
To uninstall the program, select EDNA from the program list, click “Remove” and follow the instructions to remove the application



## On Windows Vista and Windows 7

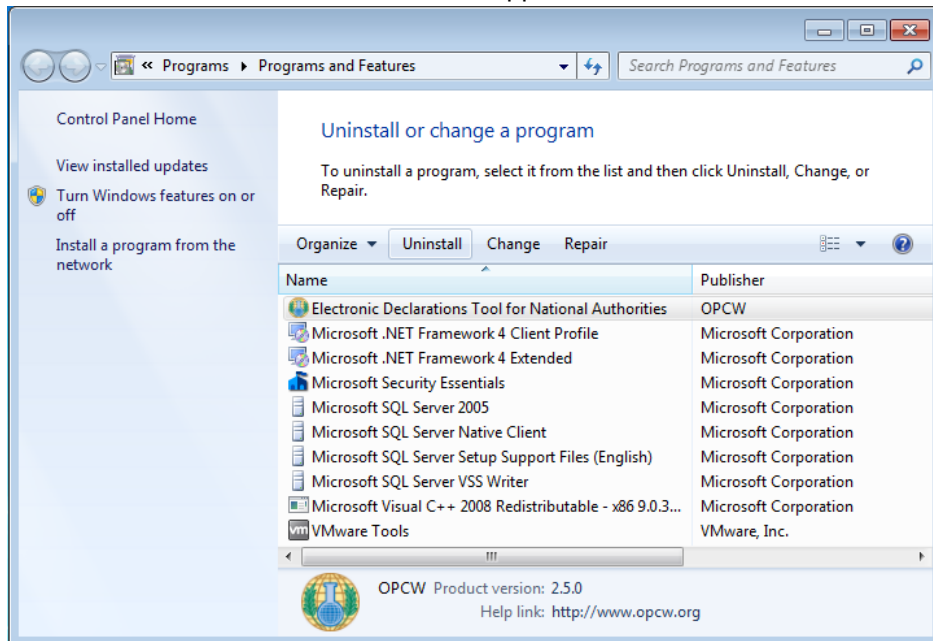
### Go to Programs and Features

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”.



## Uninstall EDNA

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



## 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

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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:

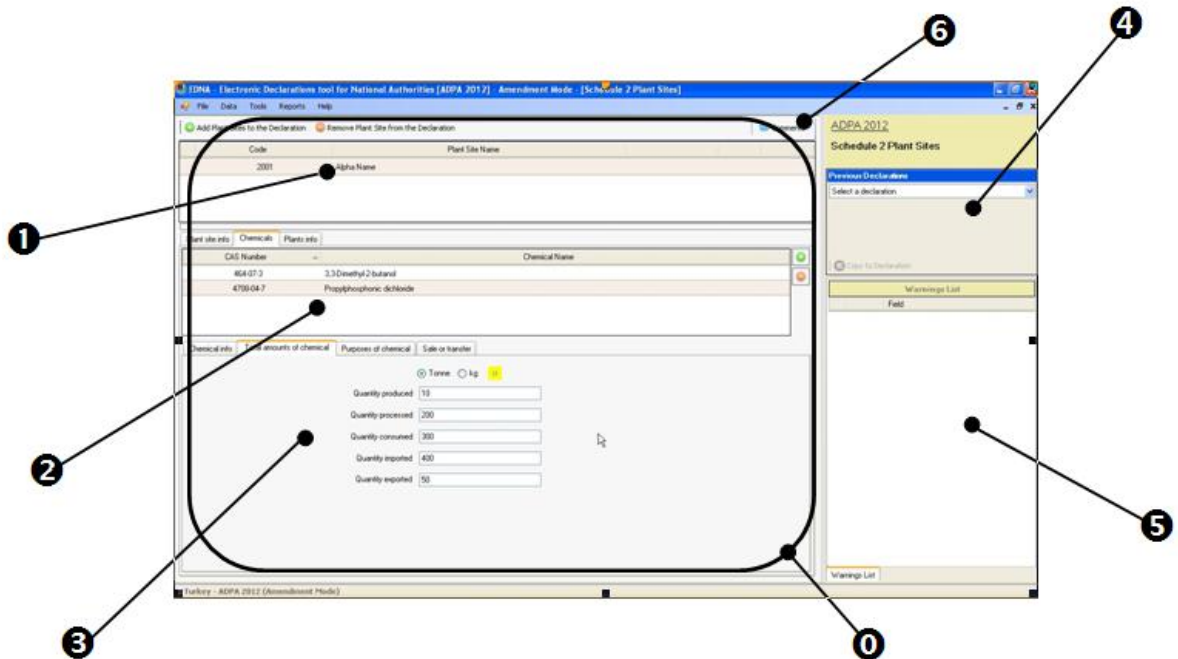
When creating an AND declaration using the *Manual Mode*, information to be declared can be entered into the modules in any order.

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:

- ❖ ❶ 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.
  - ❶ 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.
  - ❷ Lower/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.
  - ❸ 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.
- ❖ ❹ 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.
- ❖ ❺ The Bottom Right Pane is the “Warnings Pane” that shows the validation result of the currently selected form (Plant Site or AND).
- ❖ ❻ 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.



## Menus

### File

- **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.

### Data

- **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 Activities<sup>1</sup>:** Switches to the analytical reports module and shows the summary of S2 activities declared in the current ADPA
- **Schedule 2 Anticipated Activities<sup>2</sup>:** Switches to the analytical reports module and shows the summary of S2 activities declared in the current ADAA

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<sup>1</sup> 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 Activities<sup>3</sup>:** Switches to the analytical reports module and shows the summary of S3 activities declared in the current ADPA
- **Schedule 3 Anticipated Activities<sup>4</sup>:** 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<sup>5</sup>:** Switches to the analytical reports module and shows the summary of OCPF declared sites in the current declaration
- **OCPF Comparison with Previous Declaration<sup>6</sup>:** 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)<sup>7</sup>:** Switches to the analytical reports module and provides an overview of the aggregated national data import and export details
- **Aggregate National Data (Automatic Mode)<sup>8</sup>:** Switches to the analytical reports module and shows the overview of the aggregated national data.
- **Trade Summary (Automatic Mode)<sup>9</sup>:** Switches to the analytical reports module and provides an overview of the aggregated national data import and export details.

## Help

- **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

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<sup>2</sup> Only available if the currently open declaration is ADAA

<sup>3</sup> Only available if the currently open declaration is ADPA

<sup>4</sup> Only available if the currently open declaration is ADAA

<sup>5</sup> Only available if the currently open declaration is ADPA

<sup>6</sup> Only available if the currently open declaration is ADPA

<sup>7</sup> Only available in manual mode

<sup>8</sup> Only available in automatic mode

<sup>9</sup> Only available in automatic mode

**START YOUR DECLARATIONS**

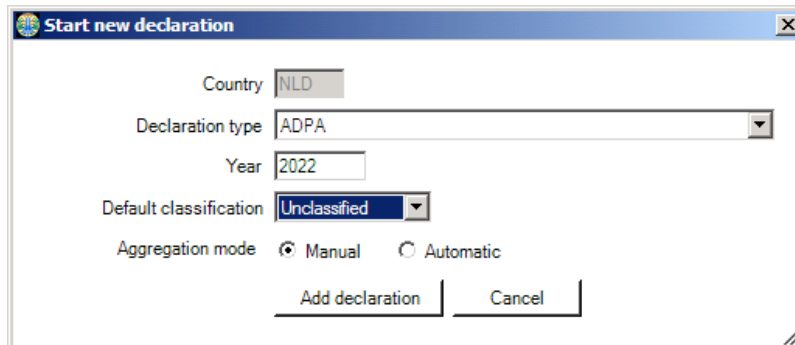


# New Declaration

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## Where to find it?

**File > New Declaration** (Shortcut: Ctrl + N)



### 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.

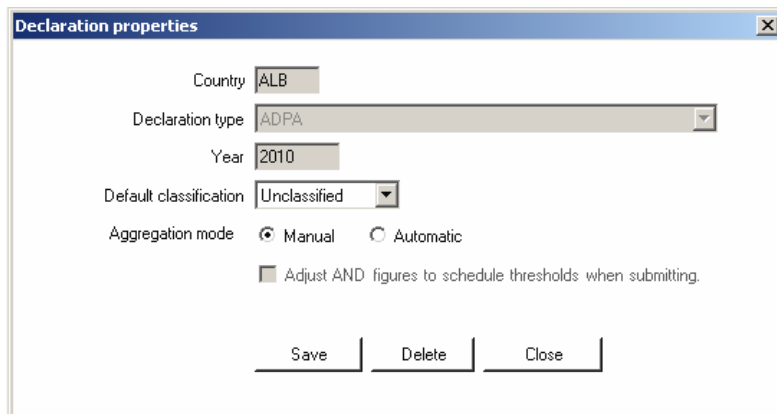
# Declaration Properties

## 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.



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 

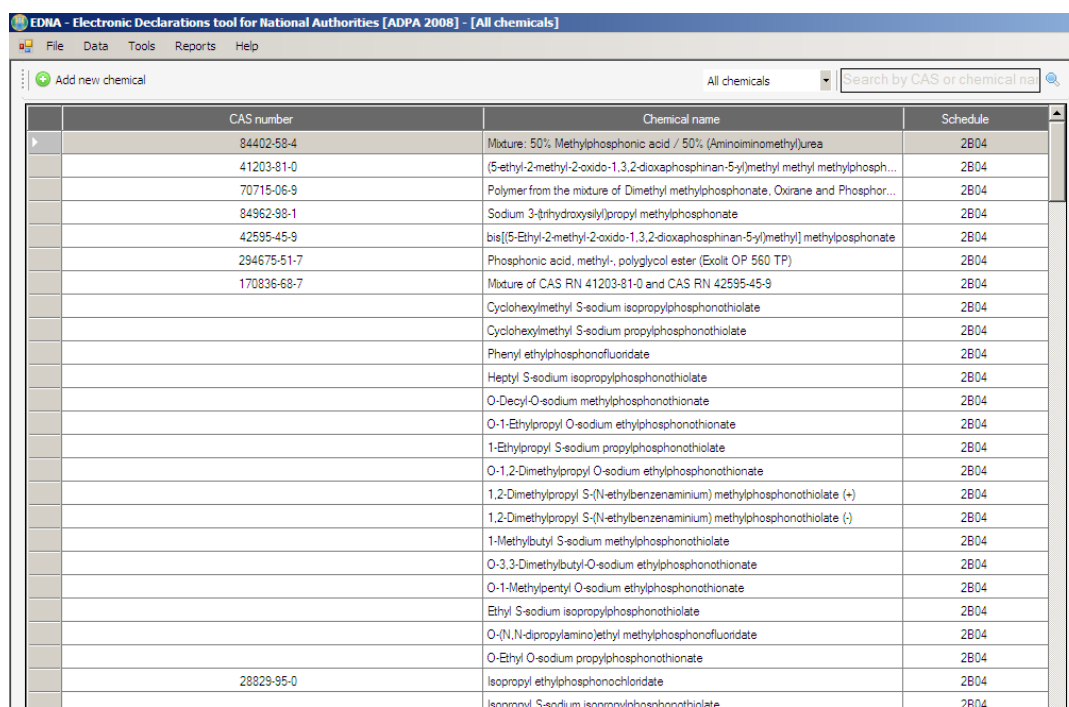
In the toolbar in the AND module Manual Mode, click on  **Add Chemical to the Declaration.**

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.



| CAS number  | Chemical name  | Schedule |
|-------------|--|----------|
| 84402-58-4  | Mixture: 50% Methylphosphonic acid / 50% (Aminiminomethyl)urea                     | 2B04     |
| 41203-81-0  | (5-ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-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-oxido-1,3,2-dioxaphosphinan-5-yl)methyl] methylposphonate  | 2B04     |
| 294675-51-7 | Phosphonic acid, methyl-, polyglycol ester (Exolit OP 560 TP)                      | 2B04     |
| 170836-68-7 | Mixture 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     |
|             | O-1-Ethylpropyl O-sodium ethylphosphonothionate                                    | 2B04     |
|             | 1-Ethylpropyl S-sodium propylphosphonothiolate                                     | 2B04     |
|             | O-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     |
|             | Isopropyl S-sodium isopropylphosphonothiolate                                      | 2B04     |

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

|                                     | CAS number  | Chemical name   | Schedule |
|-------------------------------------|-------------|---|----------|
| <input checked="" type="checkbox"/> | 84402-58-4  | Mixture: 50% Methylphosphonic acid / 50% (Aminoimino...       | 2B04     |
| <input type="checkbox"/>            | 41203-81-0  | (5-ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl)met...   | 2B04     |
| <input type="checkbox"/>            | 70715-06-9  | Polymer from the mixture of Dimethyl methylphosphonate,...    | 2B04     |
| <input type="checkbox"/>            | 84962-98-1  | Sodium 3-(trihydroxysilyl)propyl methylphosphonate            | 2B04     |
| <input type="checkbox"/>            | 42595-45-9  | bis[(5-Ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl)]... | 2B04     |
| <input type="checkbox"/>            | 294675-51-7 | Phosphonic acid, methyl-, polyglycol ester (Exolt OP 560...   | 2B04     |
| <input type="checkbox"/>            | 170836-68-7 | Mixture of CAS RN 41203-81-0 and CAS RN 42595-45-9            | 2B04     |
| <input type="checkbox"/>            |             | Cyclohexylmethyl S-sodium isopropylphosphonothiolate          | 2B04     |
| <input type="checkbox"/>            |             | Cyclohexylmethyl S-sodium propylphosphonothiolate             | 2B04     |
| <input type="checkbox"/>            |             | Phenyl ethylphosphonofluoridate                               | 2B04     |
| <input type="checkbox"/>            |             | Heptyl S-sodium isopropylphosphonothiolate                    | 2B04     |
| <input type="checkbox"/>            |             | O-Decyl-O-sodium methylphosphonothionate                      | 2B04     |
| <input type="checkbox"/>            |             | O-1-Ethylpropyl O-sodium ethylphosphonothionate               | 2B04     |

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

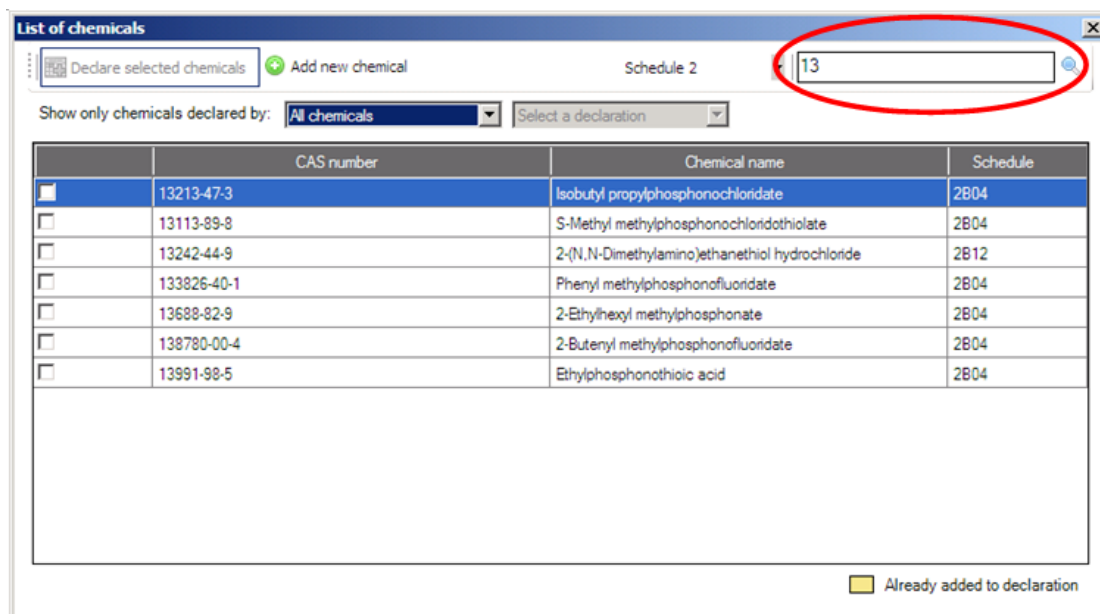
## Tool Bar

- **Declare Selected Chemicals<sup>10</sup>**: 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.

|                                     | CAS number  | Chemical name  | Schedule |
|-------------------------------------|-------------|--|----------|
| <input checked="" type="checkbox"/> | 133826-40-1 | Phenyl methylphosphonofluoridate                         | 2B04     |
| <input type="checkbox"/>            | 5284-09-3   | Ethyl methylphosphonochloridate                          | 2B04     |
| <input type="checkbox"/>            | 71760-04-8  | Dipropyldiphosphonic acid                                | 2B04     |
| <input type="checkbox"/>            | 96-79-7     | 2-(N,N-Diisopropylamino)ethylchloride                    | 2B10     |
| <input type="checkbox"/>            | 27797-35-9  | Propylphosphonothioic O,O-acid                           | 2B04     |
| <input type="checkbox"/>            | 54552-77-1  | Dimethyl isopropylphosphonate                            | 2B04     |
| <input type="checkbox"/>            |             | Ethyl N-methyl-N-(2-hydroxyethyl) methylphosphonoamidate | 2B04     |
| <input type="checkbox"/>            |             | O,O-Diheptyl methylphosphonothionate                     | 2B04     |
| <input type="checkbox"/>            | 1832-60-6   | Nonyl methylphosphonate                                  | 2B04     |
| <input type="checkbox"/>            |             | 1-Methylpentyl S-sodium ethylphosphonothiolate           | 2B04     |

**Filter to show chemicals declared in the ADPA 2010**

<sup>10</sup> Only active if the list is accessed from the Schedule 2, Schedule 3 or AND Module.



**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**<sup>11</sup>: 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.

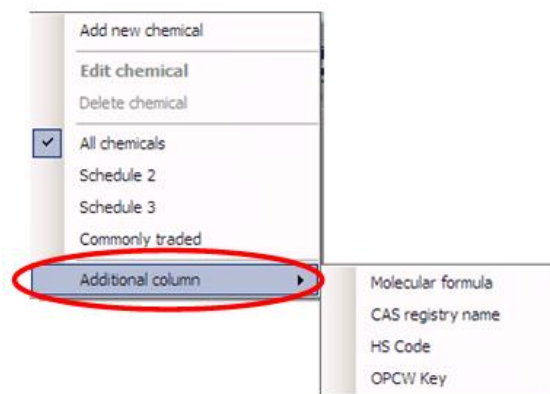
## Context Menu

- **Declare Selected Chemicals**<sup>12</sup>: 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 list<sup>13</sup>
- **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*.

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

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

<sup>13</sup> 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  **Add 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.



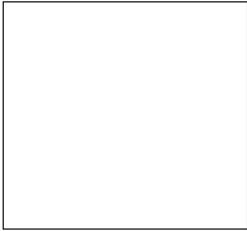
For preloaded chemicals, only the HS Code and Preferred Name field may be changed.



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** [X]

**Add new chemical**

|   |                   |                      |   |                                       |
|---|-------------------|----------------------|---|---------------------------------------|
|  | CAS number        | <input type="text"/> | HS Code                                     | <input type="text"/>                  |
|   | Chemical name     | <input type="text"/> | Structure                                   | <input type="text"/>                  |
|   | CAS name          | <input type="text"/> | Schedule                                    | <input type="text" value="--"/>       |
|   | Molecular formula | <input type="text"/> | Preferred name                              | <input type="text"/>                  |
|   | OPCW Key          | <input type="text"/> |   |                                       |
|   |                   |                      | <input type="button" value="Add chemical"/> | <input type="button" value="Cancel"/> |


**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:

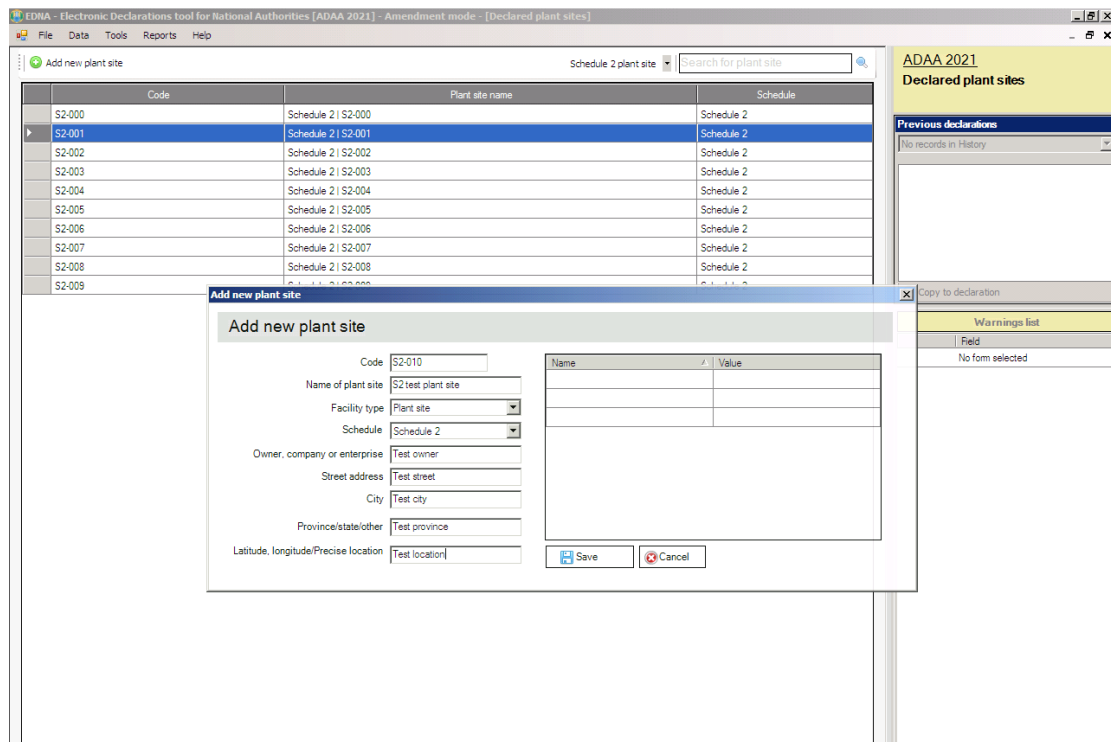
In the Schedule 2, Schedule 3, AND (Automatic Mode) and OCPF modules, click on  **Add Plant Site to Declaration** in the “Main Pane” toolbar

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”.



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



## Tool Bar

- **Declare Selected Plant Sites**<sup>14</sup>: 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 declaration<sup>15</sup>

## 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.<sup>16</sup>
- **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**<sup>17</sup>: 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 left-hand 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  **Add 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.

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

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

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

<sup>17</sup> 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..

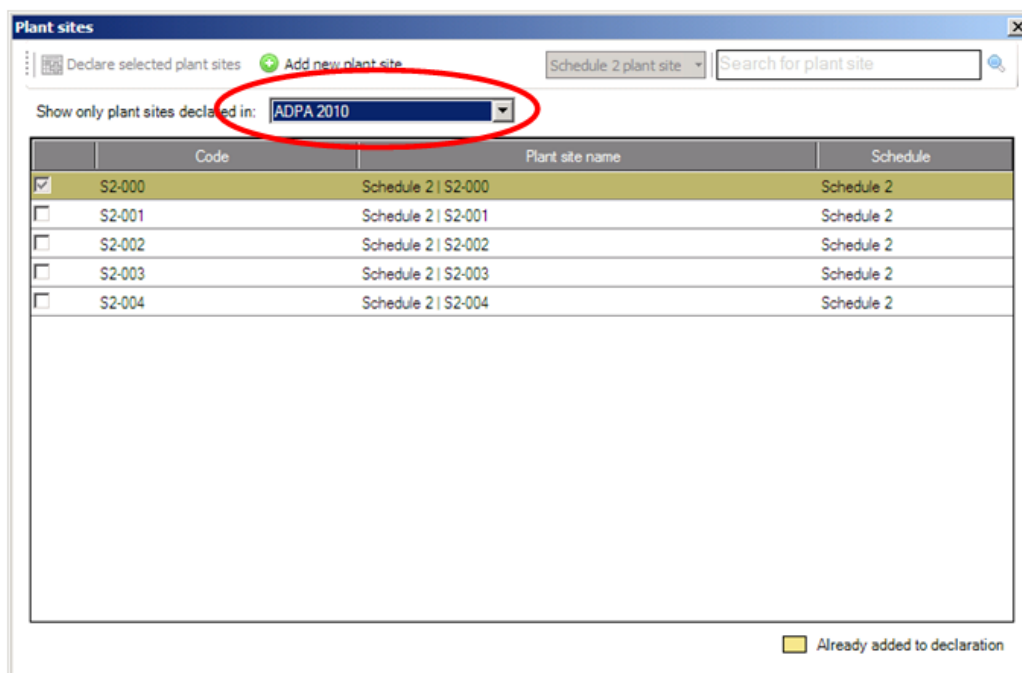
The opposite also applies: editing Plant Site information for Plant Sites will not affect information contained in a declaration already submitted.

## 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



The screenshot shows the 'Plant sites' application window. At the top, there are buttons for 'Declare selected plant sites' and 'Add new plant site', along with a search bar. Below these, a dropdown menu is set to 'ADPA 2010', which is circled in red. The main area contains a table with the following columns: Code, Plant site name, and Schedule. The table lists five entries, with the first one (S2-000) checked. A legend at the bottom right indicates that a yellow square represents 'Already added to declaration'.

|                                     | Code   | Plant site name     | Schedule   |
|-------------------------------------|--------|---------------------|------------|
| <input checked="" type="checkbox"/> | S2-000 | Schedule 2   S2-000 | Schedule 2 |
| <input type="checkbox"/>            | S2-001 | Schedule 2   S2-001 | Schedule 2 |
| <input type="checkbox"/>            | S2-002 | Schedule 2   S2-002 | Schedule 2 |
| <input type="checkbox"/>            | S2-003 | Schedule 2   S2-003 | Schedule 2 |
| <input type="checkbox"/>            | S2-004 | Schedule 2   S2-004 | Schedule 2 |

**Filter to show Plant Sites declared in the ADPA 2010**

Plant sites

Dedare selected plant sites Add new plant site Schedule 2 plant site Che

Show only plant sites declared in: Select a declaration

|                                     | Code   | Plant site name     | Schedule   |
|-------------------------------------|--------|---------------------|------------|
| <input checked="" type="checkbox"/> | S2-008 | Chemical Sample Lab | Schedule 2 |
| <input type="checkbox"/>            | S2-009 | 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

The screenshot displays the 'ADPA 2018 - Electronic Declarations tool for National Authorities [ADPA 2018] - [Schedule 2 plant sites]' window. It features a menu bar (File, Data, Tools, Reports, Help) and a toolbar with options to 'Add plant sites to the declaration' and 'Remove plant site from the declaration'. A table lists plant sites with columns for Code, Plant site name, and Warnings. The selected site is 'S2-000' with '7 Warnings'. Below the table, the 'Plant site info' tab is active, showing a form with fields for Plant site code, Name of plant site, Owner, Street address, City/district, Province/state/other, Latitude, longitude, Attachment, and Number of declared Schedule 3 plants. A checkbox asks if the site comprises one or more plants above the verification threshold. On the right, a 'Warnings list' panel shows seven warnings related to production and consumption of various substances.

| Code   | Plant site name     | Warnings   |
|--------|---------------------|------------|
| S2-000 | Schedule 2   S2-000 | 7 Warnings |

Plant site info | Chemicals | Plants info




Plant site code: S2-000  
Name of plant site: Schedule 2 | S2-000  
Owner: Owner of S2-000  
Street address: Street of S2-000  
City/district: City of S2-000  
Province/state/other: Province of S2-000  
Latitude, longitude:   
Attachment:   
Number of declared Schedule 3 plants at the plant site:   
Does this plant site comprise one or more plants which are producing, processing or consuming above the verification threshold?  Yes  No

Warnings list

| Field                                    |
|--|
| 1 Quantity produced of Polymer from t... |
| 2 Quantity produced of (5-ethyl-2-met... |
| 3 Production of plant ed                 |
| 4 Consumption of plant ed                |
| 5 Calculation Method                     |
| 6 Production of plant j                  |
| 7 Consumption of plant j                 |

Schedule 2 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 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.

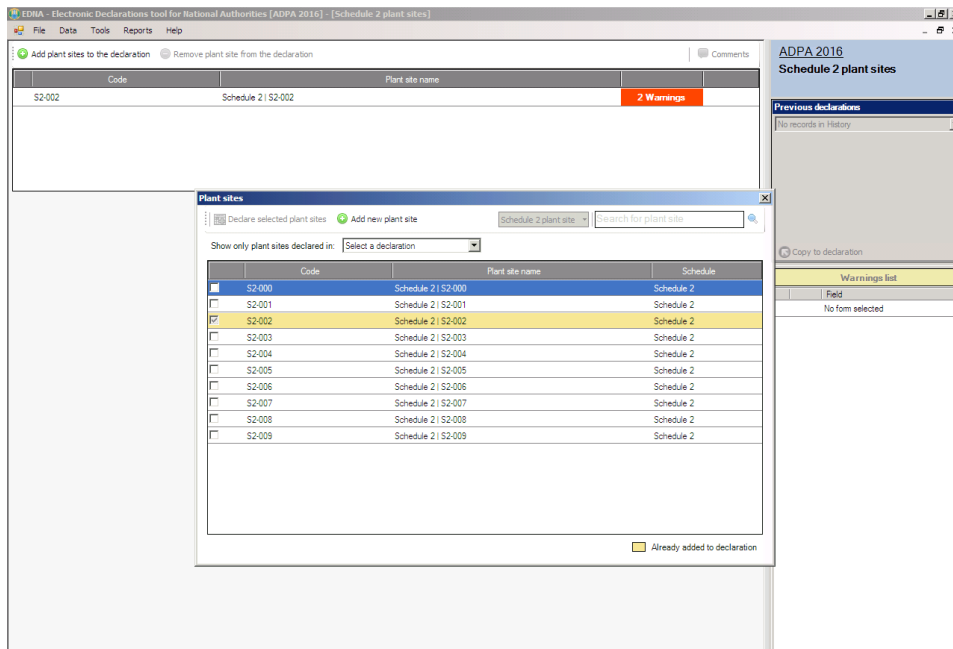
- **Code**: The Plant Site code
- **Plant Site Name**: The name of the Plant Site
- **Warnings**: The number of warnings/errors identified by the system in relation to the Plant Site.



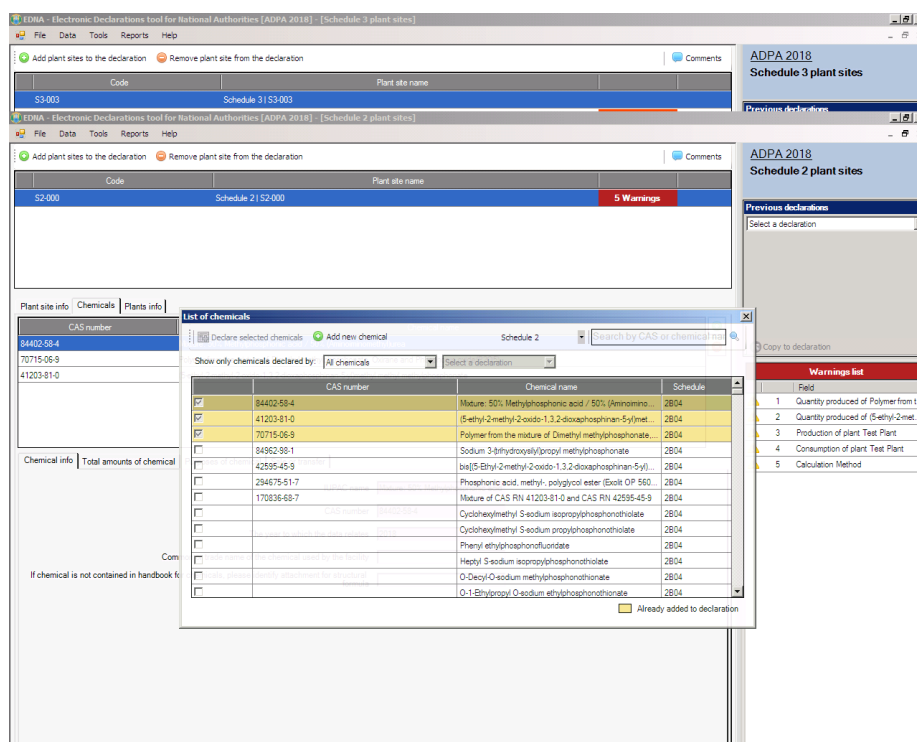
### Step by Step: How to declare a Schedule 2 Plant Site

1. Open the Schedule 2 module (**Data > Schedule 2**)
2. Click on  **Add 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*



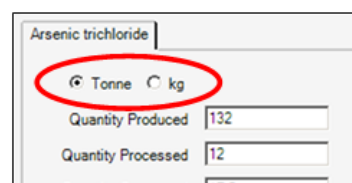
**Schedule 2 Plant Site declaration window- Adding a Plant Site to the declaration**



**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.



**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

The screenshot shows the EDMA - Electronic Declarations tool for National Authorities (ADPA 2018) - [Schedule 3 plant sites] window. The window is divided into several sections:

- Table:** A table with columns for Code and Plant site name. It contains two rows: S3-003 (Schedule 3 | S3-003) and S3-004 (Schedule 3 | S3-004) with a red button indicating 2 Warnings.
- Form:** A form for editing plant site information. It includes fields for Plant site code (S3-003), Name of plant site (Schedule 3 | S3-003), Owner (Owner of S3-003), Street address (Street of S3-003), City/district (City of S3-003), Province/state/other (Province of S3-003), Latitude, longitude, Attachment, and Number of declared Schedule 2 plants at the plant site.
- Warnings List:** A section on the right side of the window titled "Warnings list" with a "Field" column.
- Previous declarations:** A section on the right side of the window titled "Previous declarations" with a dropdown menu to "Select a declaration".

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.

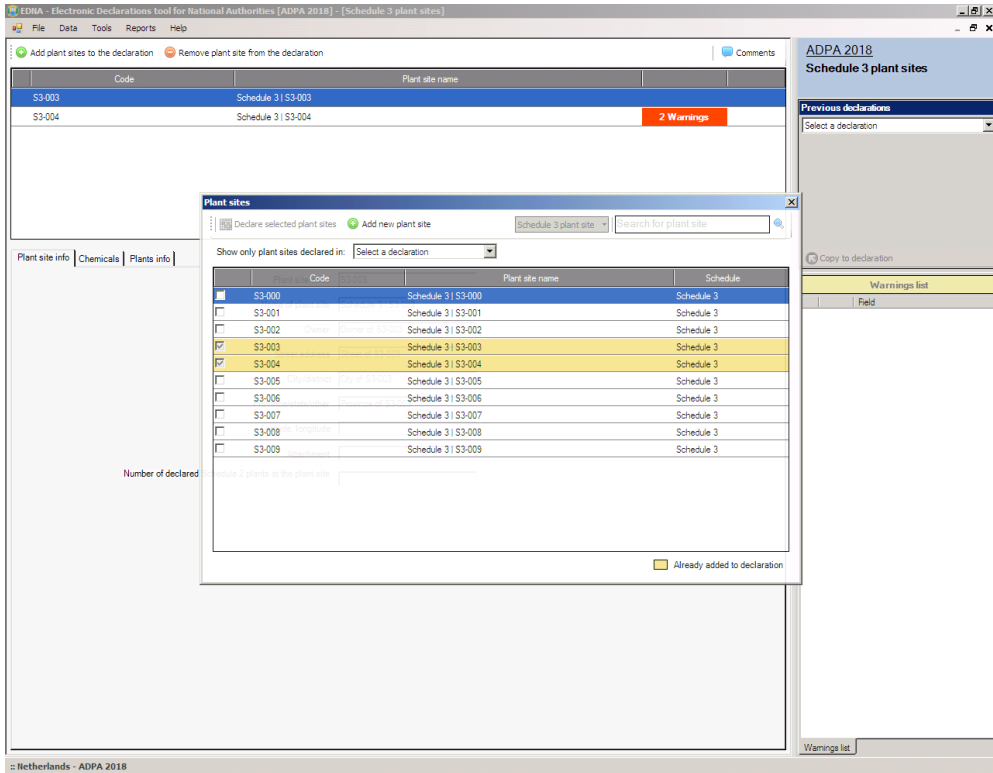


### Step by Step: How to declare a Schedule 3 Plant Site

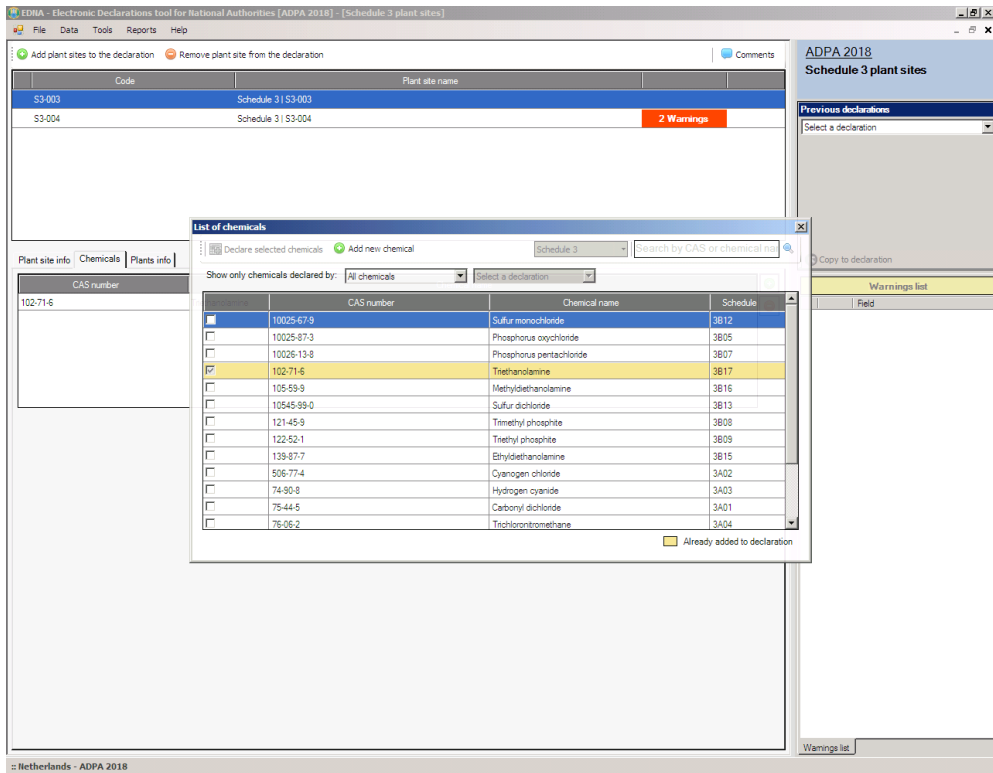
1. Open the Schedule 3 module (**Data > Schedule 3**)
2. Click on  **Add New Plant Site** in the toolbar. The Plant Sites list will be opened
3. When running EDNA for the first time, or when declaring a Plant Site not yet included in the list of Plant Sites, click  **Add Plant Site** to enter the new 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





### Adding a Schedule 3 Plant Site to the Declaration



### 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.

| CAS number | Chemical name  | Schedule | Warnings   |
|------------|--|----------|------------|
| 8442-58-4  | Mixture: 50% Methylphosphonic acid / 50% (Aminomimethyl)urea                   | 2B04     | 2 Warnings |
| 41203-81-0 | (5-ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl)methyl methyl phosphonate | 2B04     |            |




| Quantity           | Value |
|--------------------|-------|
| Quantity produced  | 100   |
| Quantity processed | 22    |
| Quantity consumed  | 33    |
| Quantity imported  | 44    |
| Quantity exported  | 5.23  |

| Country   | Import from | Export to |
|-----------|-------------|-----------|
| Angola    | 44          | 0         |
| Australia | 0           | 5.23      |

**AND window - Manual Aggregation Mode. Remember to set the correct unit of weight!**

## Tool Bar

-  **Add Chemicals to the Declaration:** Opens the chemicals list to add a chemical to the current AND module.
-  **Delete 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  **Add 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

The screenshot displays the EDNA (Electronic Declarations tool for National Authorities) interface for ADPA 2018. The main window shows a table of declared chemicals with columns for CAS number, Chemical name, and Schedule. Two chemicals are listed:

| CAS number | Chemical name  | Schedule |
|------------|--|----------|
| 84402-58-4 | Mixture: 50% Methylphosphonic acid / 50% (Aminomonomethyl)urea                 | 2B04     |
| 41203-81-0 | (5-ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl)methyl methyl phosphonate | 2B04     |

A 'Warnings' button is visible next to the first entry. A 'Chemicals' dialog box is open in the foreground, allowing for the addition of new chemicals. The dialog includes a search bar and a list of chemicals with checkboxes:

| Check                               | CAS number  | Chemical name   | Schedule |
|-------------------------------------|-------------|---|----------|
| <input checked="" type="checkbox"/> | 84402-58-4  | Mixture: 50% Methylphosphonic acid / 50% (Aminomono...      | 2B04     |
| <input checked="" type="checkbox"/> | 41203-81-0  | (5-ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl)met... | 2B04     |
| <input type="checkbox"/>            | 70715-05-9  | Polymer from the mixture of Dimethyl methylphosphonate...   | 2B04     |
| <input type="checkbox"/>            | 84962-98-1  | Sodium 3-(3-hydroxyethyl)propyl methylphosphonate...        | 2B04     |
| <input type="checkbox"/>            | 42595-45-9  | ba[5-Ethyl-2-methyl-2-oxido-1,3,2-dioxaphosphinan-5-yl)...  | 2B04     |
| <input type="checkbox"/>            | 294675-51-7 | Phosphonic acid, methyl-, polyglycol ester (Exolt OP 560)   | 2B04     |
| <input type="checkbox"/>            | 170836-68-7 | Mixture of CAS RN 41203-81-0 and CAS RN 42595-45-9          | 2B04     |
| <input type="checkbox"/>            |             | Cyclohexylmethyl S-sodium isopropylphosphonothioate         | 2B04     |
| <input type="checkbox"/>            |             | Cyclohexylmethyl S-sodium propylphosphonothioate            | 2B04     |
| <input type="checkbox"/>            |             | Phenyl ethylphosphonofluoridate                             | 2B04     |
| <input type="checkbox"/>            |             | Hexyl S-sodium isopropylphosphonothioate                    | 2B04     |
| <input type="checkbox"/>            |             | O-Decyl-O-sodium methylphosphonothioate                     | 2B04     |
| <input type="checkbox"/>            |             | O-1-Ethylpropyl O-sodium ethylphosphonothioate              | 2B04     |

The dialog also features a search bar labeled 'Search by CAS or Chemical name' and a 'Show only chemicals declared by' dropdown menu. The background interface includes a sidebar with 'ADPA 2018 Aggregate National Data', 'Previous declarations', and 'Warnings list'.

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  symbol displayed in the left-hand column.

## Entering AND data for declared Plant Sites

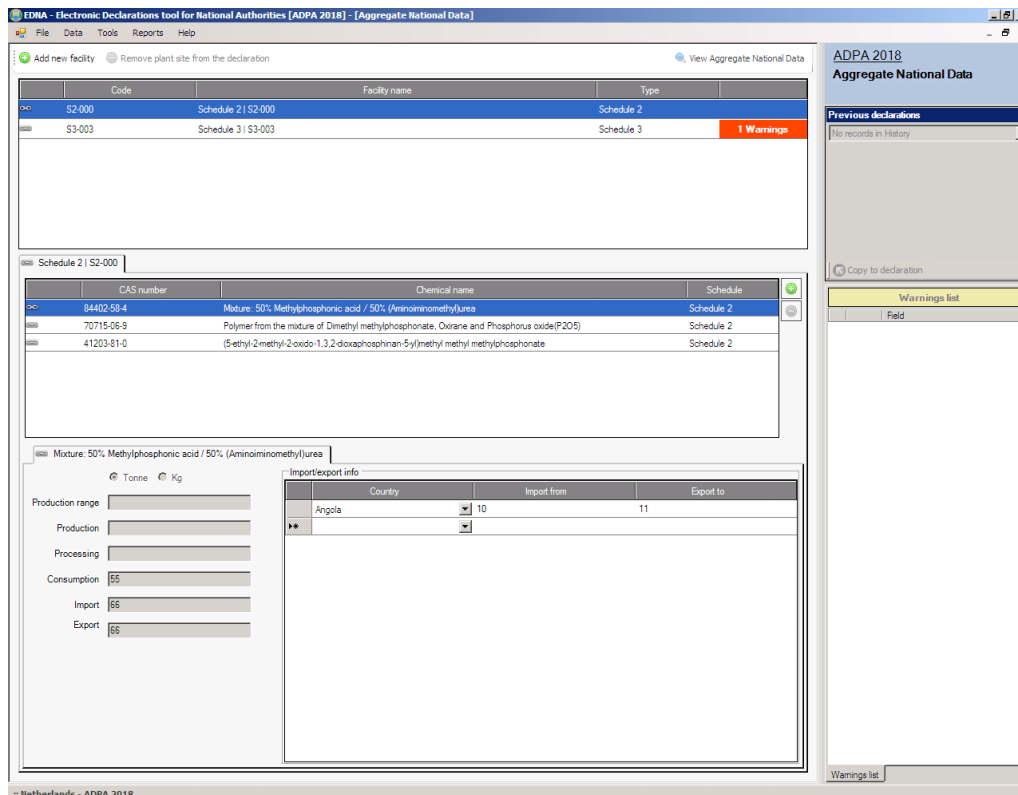
Facilities with the chain link  symbol displayed in front of their name are copies, linked to an original entry, and therefore can only be removed from the list of facilities in the AND module by removing them from the Plant Site declarations in which they were originally entered.

New chemicals can be added manually to the list of chemicals for the selected Plant Site by clicking on the  button to the right of the list of chemicals in the lower part of 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”).





### 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  **Add 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.

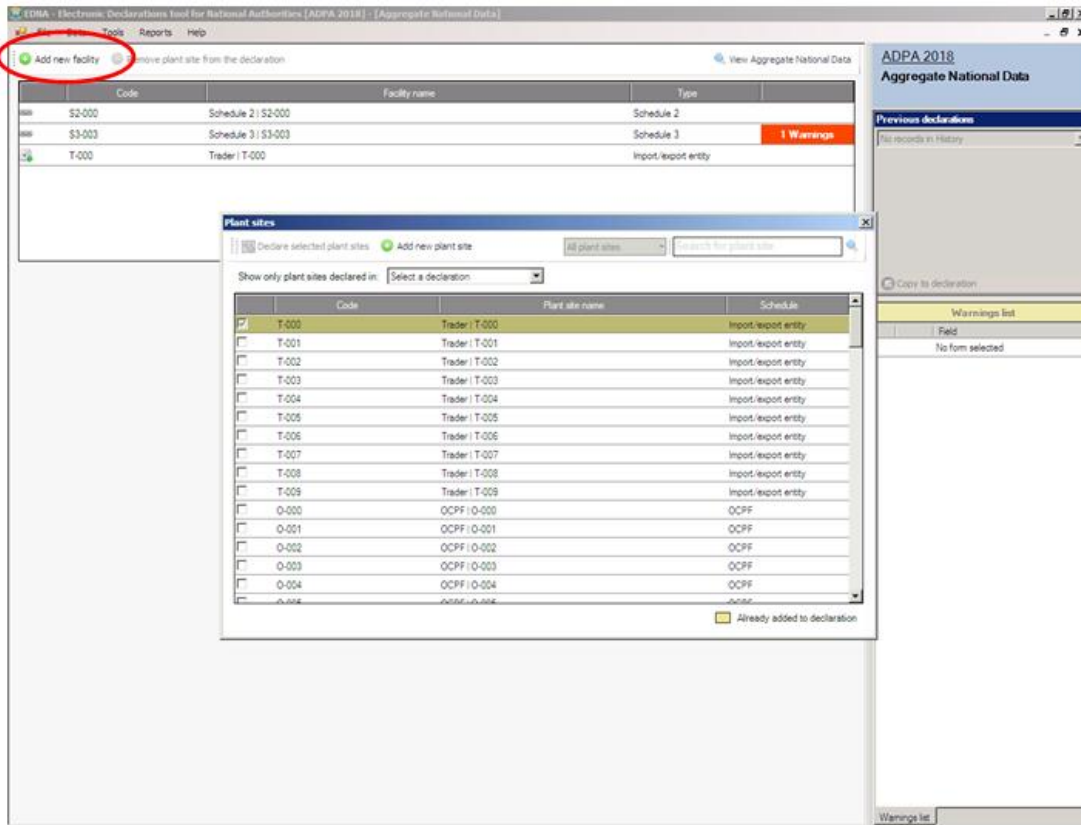
Facilities included manually in the AND declaration will not be declared as Plant Sites as such; however, their relevant activities will be included in the aggregation of AND.

Facilities included manually in the list can be removed by the  **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  button to the right of the list of chemicals in the lower part of the “Main Screen”.




The chemicals added will have the  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  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.





**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
-  **Add new chemical:** Opens the chemicals list dialog box that can be used to add new chemicals to the declaration of the facility.
-  **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

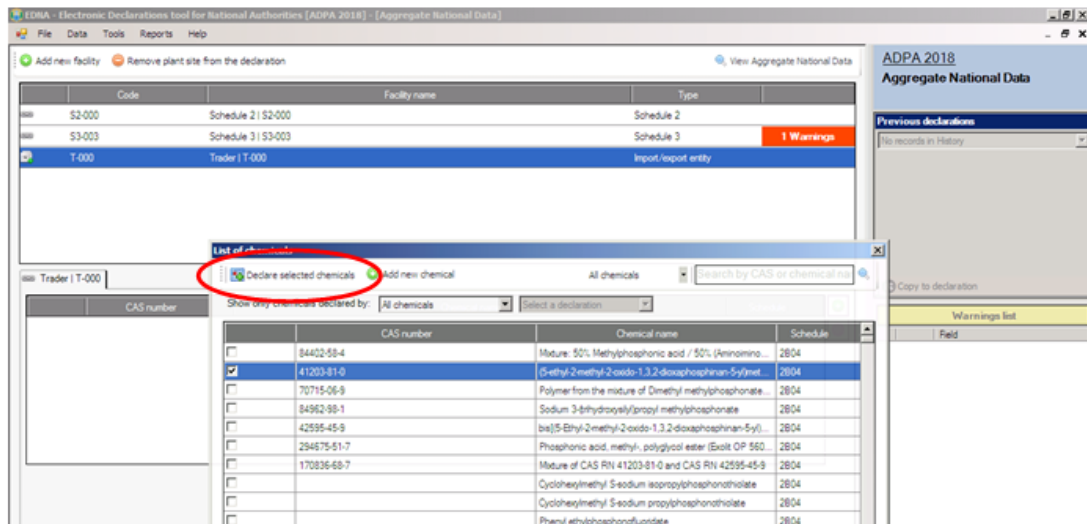
The bottom part of the “Main Pane” shows the AND activities to be declared for the selected facility and chemical. The Pane includes total export, total import, total production and, for schedule 2 Plant Sites, total processing and consumption, as well as the quantitative specification of amounts imported 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
2. Select the facility to which you want to add declaration information, or use the  **Add 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  **Declare 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  **Add 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.






AND window Automatic Aggregation Mode – adding a chemical to a facility

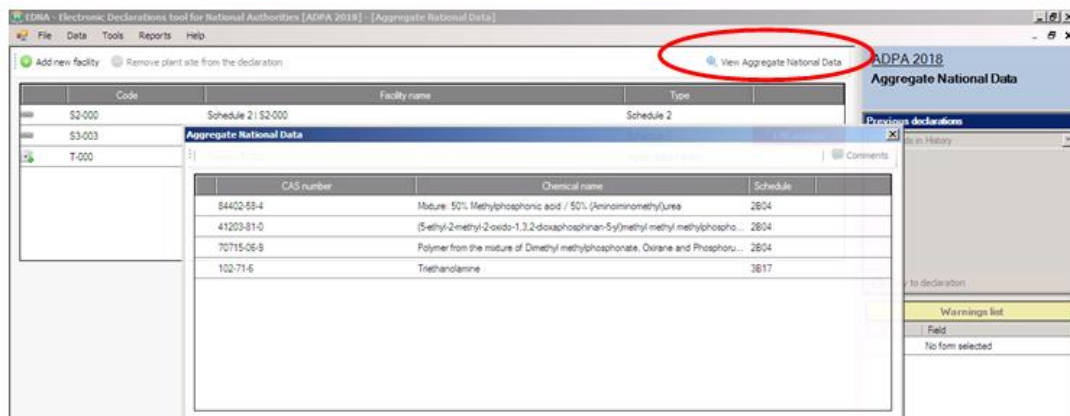
## Reviewing Aggregate National Data

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.



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.

The screenshot shows the 'EDMA - Electronic Declarations tool for National Authorities [ADPA 2018] - [Declaration of "Other Chemical Production Facilities"]' window. The main pane displays a table with columns for Code, Plant site name, and Inspectable. The first row is selected, showing Code 'O-001' and Plant site name 'OCPF | O-001'. Below the table, there are three tabs: 'Plant site info', 'OCPF declaration', and 'Production by PSF plants'. The 'Plant site info' tab is active, showing a form with the following fields: Code (O-001), Name of plant site (OCPF | O-001), Owner, company or enterprise (Owner of O-001), Street address (Street of O-001), City (City of O-001), Province/state/other (Province of O-001), Latitude, longitude/Precise location, and Identify the attachment for additional information on this plant site (if available). On the right side, there is a sidebar with the title 'ADPA 2018 Declaration of "Other Chemical Production Facilities"'. It contains a 'Previous declarations' section with a dropdown menu 'Select a declaration', a 'Copy to declaration' button, and a 'Warnings list' section with a table header 'Field'. The status bar at the bottom left indicates 'Netherlands - ADPA 2018'.

**OCPF Plant Site declaration window**

## Tool Bar

-  **Add 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

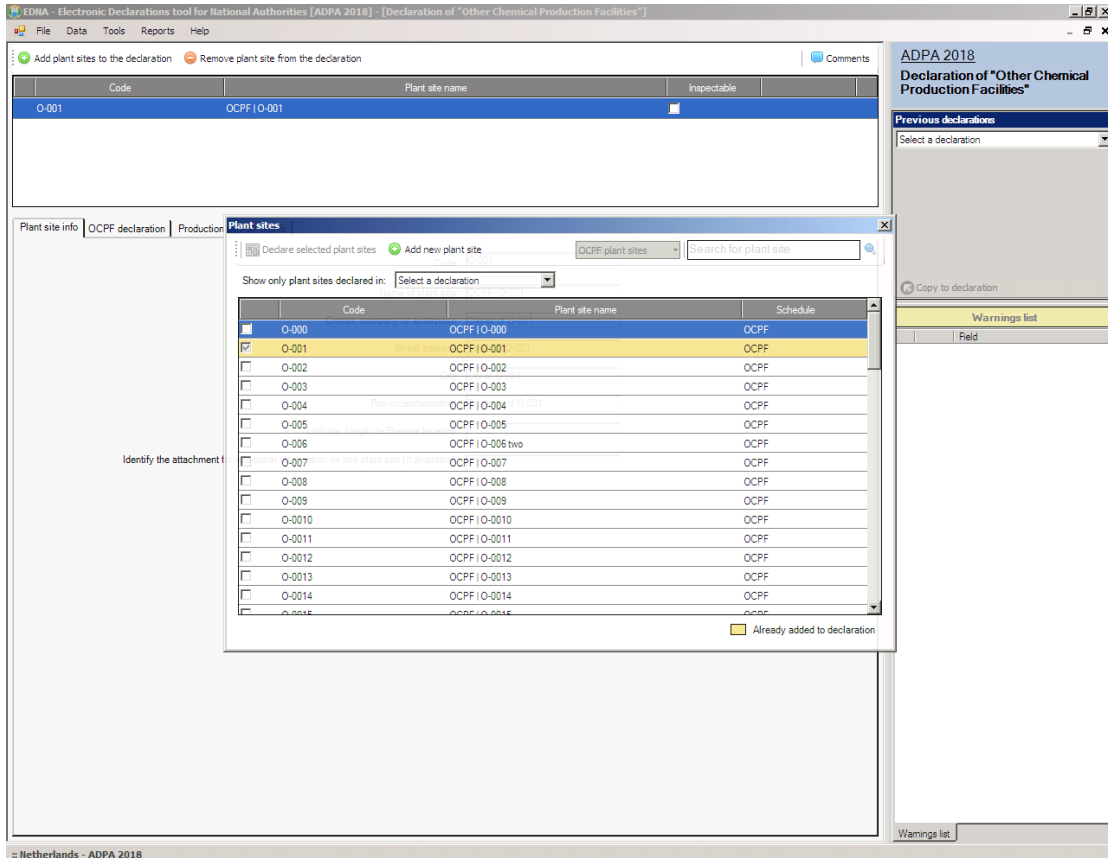
The top part of the “Main Pane” shows the Plant Sites added to the current declaration.

- **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.

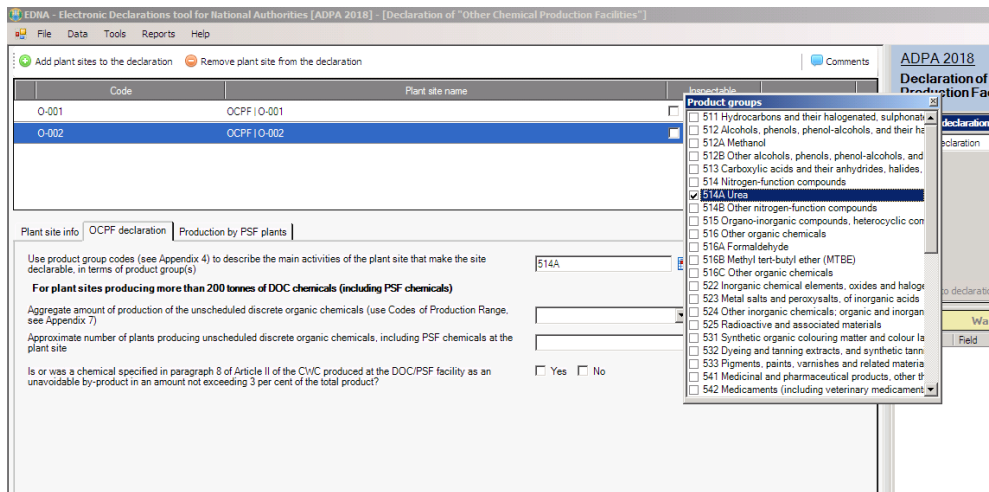


### Step by Step: How to declare an OCPF Plant Site

- Open the OCPF module (**Data > OCPF** or shortcut: Ctrl + O)
- Click  **Add 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  **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.



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




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

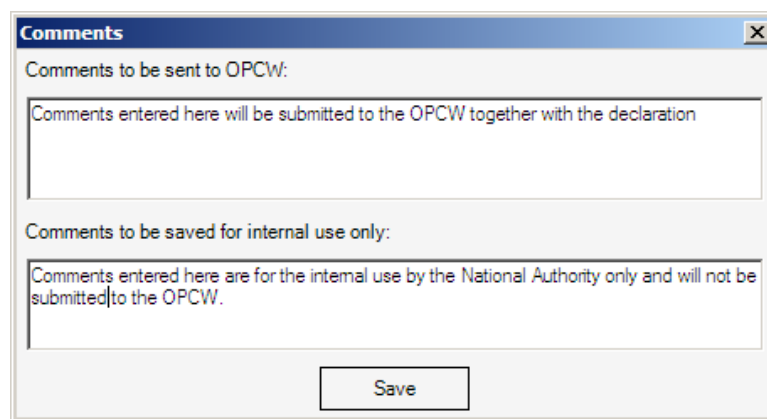
# Comments Window

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## 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.




# 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

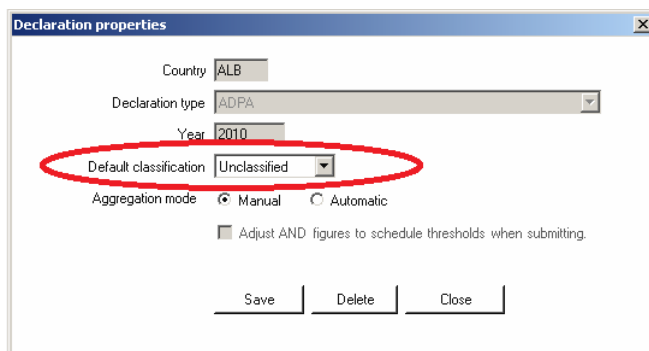
Right-click on any field and select the appropriate classification level from the context menu.

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.

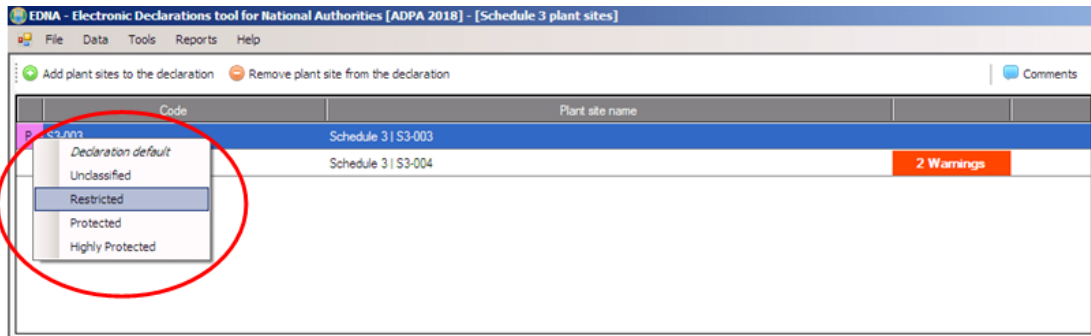
## Classification categories and colour scheme

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

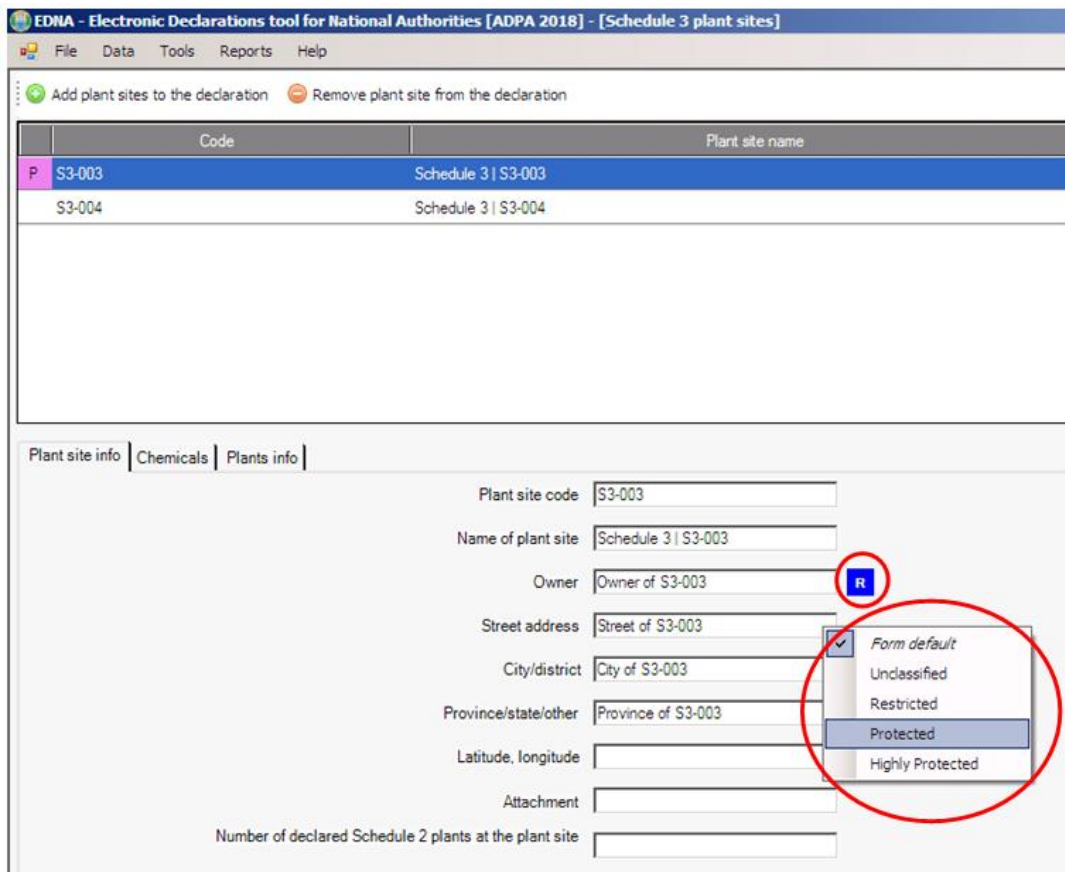


The screenshot shows a dialog box titled "Declaration properties". It contains several fields: "Country" with a text box containing "ALB", "Declaration type" with a dropdown menu showing "ADPA", and "Year" with a text box containing "2010". The "Default classification" field is a dropdown menu currently set to "Unclassified", which is circled in red. Below this are radio buttons for "Aggregation mode" with "Manual" selected and "Automatic" unselected. There is also a checkbox for "Adjust AND figures to schedule thresholds when submitting." At the bottom are three buttons: "Save", "Delete", and "Close".

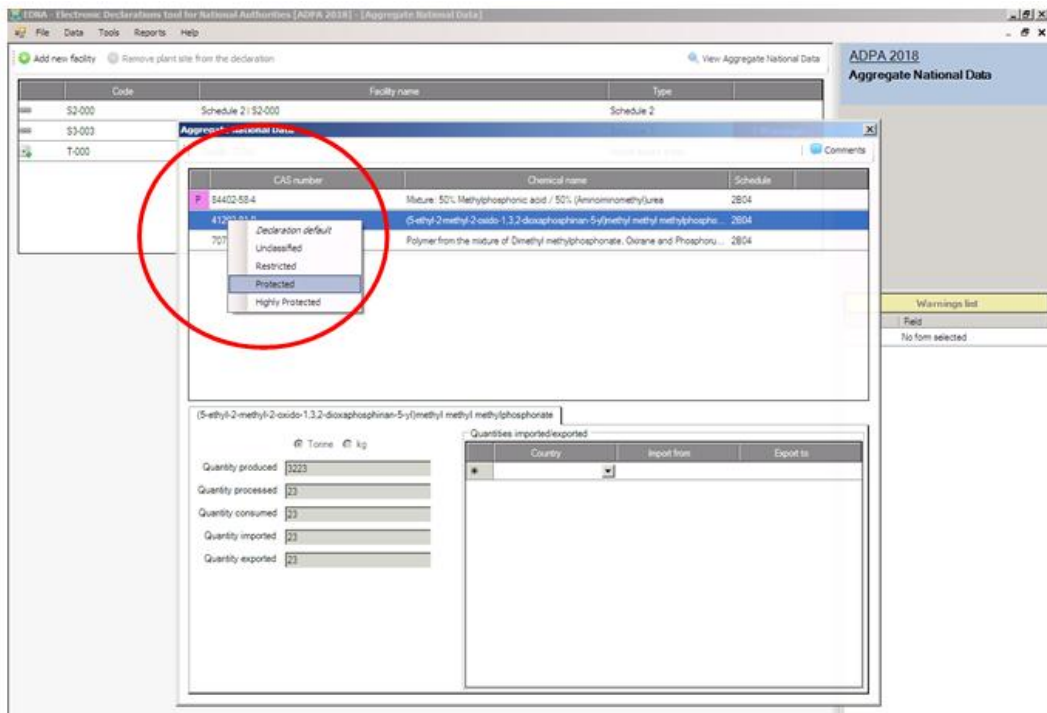
**Setting default classification for a declaration**



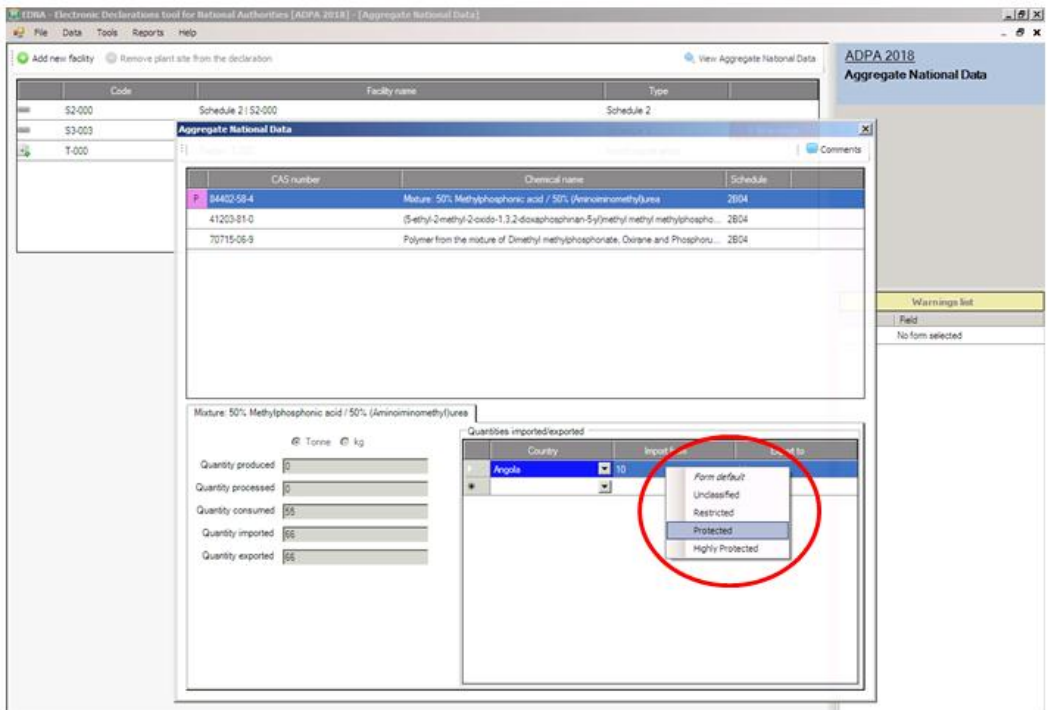
**Setting classification at the form level for a Plant Site**



**Setting classification at the field level for a Plant Site**



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



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



# Errors and Warnings

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## 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.

The screenshot shows the ADPA 2018 Declaration of "Other Chemical Production Facilities" software. The main form is titled "Plant site info" and "OCPF declaration". It contains several input fields for production data. A red circle highlights the "Number of PSF plants at plant site" field, which contains the value "2". Another red circle highlights the "Warnings list" on the right side of the interface, showing "1 PSF plants". A third red circle highlights the "Description" of the warning: "PSF plants. The number of PSF plants should be equal to the sum of the detailed fields".

**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:

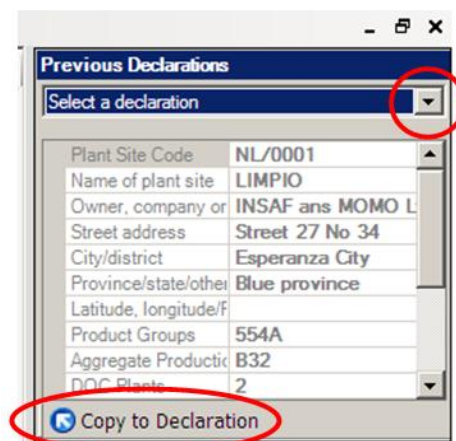
The screenshot shows a "Warnings" pop-up dialog box. The title bar says "Warnings". The message reads: "There are 23 warnings present on forms related to this screen. It is highly recommended to review these warnings before submitting your declaration. Are you sure you want to leave this screen?". There are "Yes" and "No" buttons at the bottom.

# 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.



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 **Copy 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.

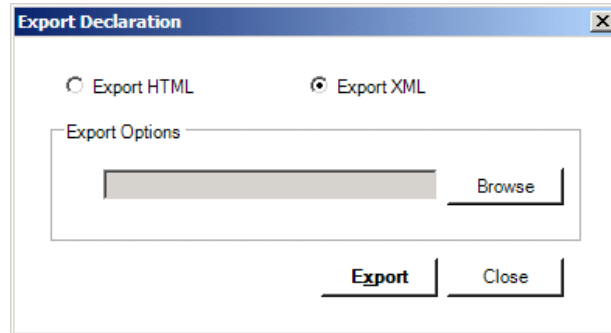
# Exporting a Declaration

## 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 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**.

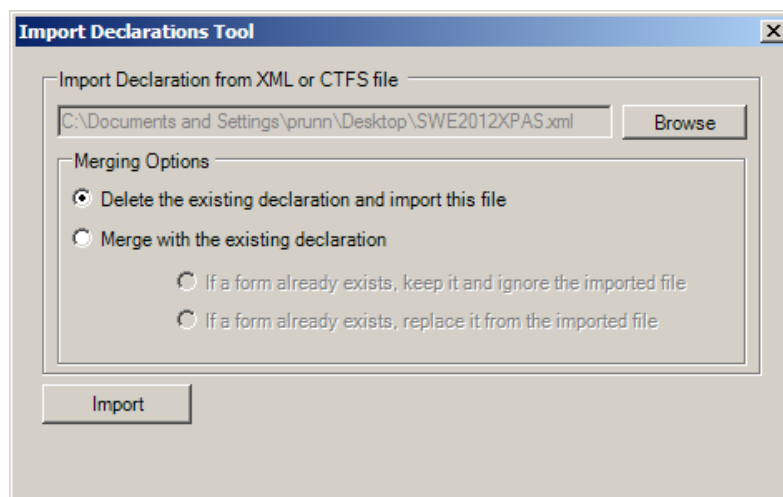
The export option in HTML format generates a file named 'index.html'. Clicking the file will open a window in the browser listing all the forms of the declaration. Clicking on a form will open the form in the browser, together with its child forms if applicable,. A 'Back to Index' option allows the user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



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.



## 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.

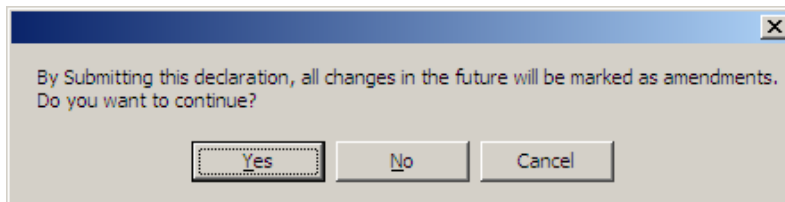
**SUBMITTING A DECLARATION AND  
AMENDMENTS**

# 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

A screenshot of the "Submit Declaration" window titled "ADPA 2020 Amended Declaration Submission". The window contains several sections:

- Default classification:** A dropdown menu set to "Unclassified". A note states: "Note: Default classification will be applied to all the fields where no explicit classification was done." Below it is a checkbox: "I understand the default classification and its implication and agree with the current setting." (Callout 1 points to the dropdown).
- Highest classification:** A yellow box displays "UNCLASSIFIED". A note states: "Note: The highest declaration classification should be clearly indicated to the Secretariat at the time of submission." Below it is a checkbox: "I acknowledge the highest classification in the declaration is the one displayed above." (Callout 2 points to the "UNCLASSIFIED" box).
- Declaration warnings:** A table with columns "#", "Regime", and "Description" is currently empty. A note states: "0 Warnings have been found in this declaration. It is HIGHLY RECOMMENDED that all the warnings are reviewed prior to submitting a declaration to the OPCW Technical Secretariat." Below it is a checked checkbox: "I acknowledge that all warnings have been reviewed and no further corrective actions are needed." (Callout 3 points to the table).
- Submission:** A note in red text states: "Please remember that declaration files SHOULD NOT BE ALTERED and should be delivered in their ORIGINAL FORM!" Below it is a checkbox: "I acknowledge that the entire package as created by EDNA will be submitted, with no alterations made." (Callout 4 points to the checkbox).
- Options:** Three unchecked checkboxes: "This declaration package is for testing purposes.", "Burn directly to CD-ROM", and "Adjust AND figures to schedule thresholds when submitting." (Callout 5 points to the "Options" section).

At the bottom, there are two buttons: "Proceed with submission" and "Go back to declaration". A note at the bottom left states: "Note: Once the declaration has been submitted, the application will create a declaration package file."

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:

❶ 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.*

❷ 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.*

❸ 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.
  - 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).*

❹ 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.

❺ 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:**<sup>18</sup> 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

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<sup>18</sup> *Only available if AND mode is set to automatic*

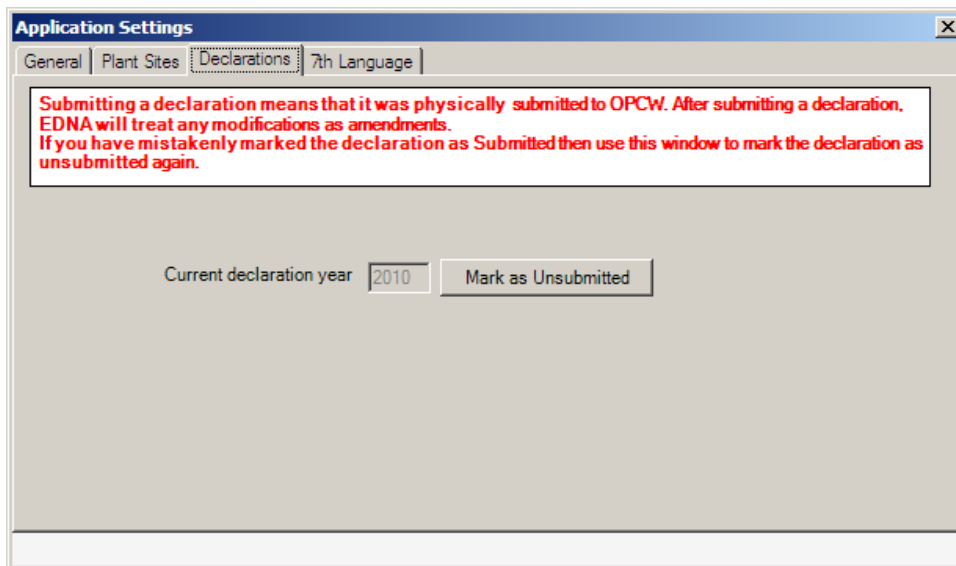
# Un-Submitting a Declaration

---

## 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.



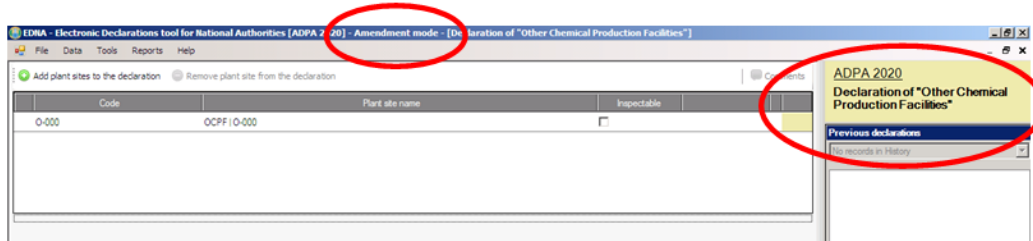
DO NOT un-submit a declaration that was already transmitted to the Technical Secretariat.



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 windows<sup>19</sup>.

|   |  |   |
|---|--|---|
| <input type="checkbox"/>  | Purpose of production (use production purpose codes B11 to B13 in Appendix 5, or specify): | <input type="text"/>  |
| Generated by EDNA Version 2.5.1204.2606 on 2012-05-03 14:56:57Z (GMT)   NLD ADPA 2010 |  |   |
| <b>Form 3.2</b><br><b>Declaration of Schedule 3 Plant Sites</b>                       |  | Country Code: NLD<br>Section: B<br>Page n of n: 95 of 176<br>Date: 2012-05-03 |
| Confid. mark  | Please complete one form for each plant site.  |   |
| <b>U</b>  | <b>Plant Site Code</b>   | <input type="text" value="S3-004"/>   |

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

<sup>19</sup> 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 on data screens.

|  |  |  |
|--|--|--|
| <b>Form 4.1</b>  |  | Country Code: NLD<br>Section: B<br>Page n of n: 1 of 4<br>Date: 2012-05-03 |
| <b>Declaration of "Other Chemical Production Facilities"</b> |  |  |
| Confid. mark   | <i>Please complete one form for each "other chemical production facility".</i> |  |
| <b>U</b>   | <b>Plant Site Code</b>   | 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)   NLD ADPA 2010 |  |   |
| <b>Form 2.2</b>   |  | Country Code: NLD<br>Section: B<br>Page n of n: 58 of 176<br>Date: 2012-05-03 |
| <b>Declaration of Schedule 2 Plant Sites</b>  |  |   |
| Confid. mark  | <i>Please complete one form for each plant site.</i> |   |
| <b>U</b>  | <b>Plant Site Code</b>                               | 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 <b>Amended</b> Declaration   | View in browser | Save as web page |
| 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

EDMA - Electronic Declarations tool for National Authorities [ADPA 2012] - [Preview declaration]

File Data Tools Reports Help

Advanced options

Full ADPA Declaration for 2012 View in browser Save as web page Print

**Form 2.1**  
**Aggregate National Data: Declaration of Schedule 2 Chemicals**

Country Code: TUR  
Section: B  
Page n of n: 1 of 91  
Date: 2012-03-19

Confid. mark  
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:

U CAS registry number: 100-38-9

U Unit of weight: Tonne

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 EDMA Version 2.5.0.117 on 2012-03-19 12:45:27Z (GMT) | TUR ADPA 2012

**Form 2.1**  
**Aggregate National Data: Declaration of Schedule 2 Chemicals**

Country Code: TUR  
Section: B  
Page n of n: 2 of 91  
Date: 2012-03-19

Confid. mark  
Please complete one form for each Schedule 2 chemical.

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:

ADPA 2012  
Preview declaration

Previous declarations  
No records in History

Copy to declaration

Warnings list  
Field  
No form selected

Warnings list

Turkey - ADPA 2012

Preview declaration window

# Advanced Declaration Preview


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## 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 they appear 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 provides 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 owner:** 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 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

| Regime     | Plant Site | Plant Site Na   | Chemical             | CAS Registry Nu | Quantity Imported | Quantity Prod | Quantity Exported | Quantity Proce | Weight Unit |
|------------|------------|-----------------|----------------------|-----------------|-------------------|---------------|-------------------|----------------|-------------|
| Schedule 2 | S2-000     | Schedule 2   S. | Dipropylidiphosp...  | 171760-04-8     |                   |               |                   |                | Kg          |
| Schedule 2 | S2-000     | Schedule 2   S. | Ethyl methylpho...   | 5284-09-3       |                   |               |                   |                | Tonne       |
| Schedule 2 | S2-001     | 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...    |                 |                   |               |                   |                | Kg          |
| 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         |                   |               |                   |                | Kg          |
| 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...    |                 |                   |               |                   |                | Kg          |
| 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 phosph...  | 121-45-9        |                   |               |                   |                | Tonne       |
| Schedule 3 | S3-000     | Schedule 3   S. | Diethyl phosphite    | 762-04-9        |                   |               |                   |                | Tonne       |
| Schedule 3 | S3-001     | Schedule 3   S. | Ethylidethanola...   | 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 phosph...  | 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       |
| Schedule 3 | S3-004     | Schedule 3   S. | Dimethyl phosph...   | 868-85-9        |                   |               |                   |                | 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 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.

Drag a column header here to group by that column.

| Country       | Chemical   | Quantity Imported | Quantity Exported | Weight Unit |
|---------------|--|-------------------|-------------------|-------------|
| Bahamas       | 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope... | 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-Methylonyl methylphosphonate                       | 216.0000          | 59.0000           | Tonne       |
| Colombia      | 1-Methylonyl methylphosphonate                       | 482.0000          | 79.0000           | Tonne       |
| Guatemala     | 1-Methylonyl methylphosphonate                       | 472.0000          | 16.0000           | Tonne       |
| Ireland       | 1-Methylonyl methylphosphonate                       | 216.0000          | 64.0000           | Tonne       |
| Malaysia      | 1-Methylonyl methylphosphonate                       | 784.0000          | 119.0000          | Tonne       |

Analytical report sorted by Chemical name, in ascending order

## 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.

Drag a column header here to group by that column.

| Country                 | Chemical   | Quantity Imported | Quantity Exported | Weight Unit |
|-------------------------|--|-------------------|-------------------|-------------|
| Georgia                 | 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope... | 831.0000          | 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-Methylonyl 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-Methylonyl 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          |
| Togo                    | 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 ▾ icon in the column header, and select the required values from the drop-down list .

**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.

Drag a column header here to group by that column.

| Country                | Chemical                                | Quantity Imported | Quantity Exported | Weight Unit |
|------------------------|---|-------------------|-------------------|-------------|
| (All)                  | 2-(trifluoromethyl)-1-prope...          | 831.0000          | 113.0000          | Kg          |
| (Custom)               | ethylchloride                           | 827.0000          | 39.0000           | Tonne       |
| (Blanks)               |   | 825.0000          | 53.0000           | Kg          |
| (NonBlanks)            |   | 813.0000          | 123.0000          | Tonne       |
| Andorra                |   | 807.0000          | 43.0000           | Kg          |
| Antigua and Barbuda    | 2-(trifluoromethyl)-1-prope...          | 807.0000          | 43.0000           | Kg          |
| Armenia                |   | 792.0000          | 69.0000           | Kg          |
| Azerbaijan             |   | 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          |

### 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 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.

Drag a column header here to group by that column.

| Country                 | Chemical   | Quantity Imported | Quantity Exported | Weight Unit |
|-------------------------|--|-------------------|-------------------|-------------|
| 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)          | 39.0000           | Tonne       |
| Lebanon                 | Carbonyl dichloride                                  | (Blanks)          | 53.0000           | Kg          |
| Saudi Arabia            | Triethyl phosphite                                   | (NonBlanks)       | 123.0000          | Tonne       |
| South Sudan             | 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-prope... | 1.0000            | 43.0000           | Kg          |
| Georgia                 | Sulfur monochloride                                  | 10.0000           | 69.0000           | Kg          |
| Qatar                   | 3-Quinuclidinyl benzilate                            | 17.0000           | 30.0000           | Kg          |
| Malaysia                | 1-Methylnonyl methylphosphonate                      | 784.0000          | 119.0000          | Tonne       |
| Democratic Republic...  |  |                   |                   |             |
| Gambia                  |  |                   |                   |             |
| United States of Ame... |  |                   |                   |             |
| Sweden                  |  |                   |                   |             |
| Chad                    |  |                   |                   |             |
| Antigua and Barbuda     |  |                   |                   |             |
| 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          |

**Custom Filter**

Filter based on All of the following conditions:




+ Add Quantity Imported ≥ Greater than or equal to 500

- Delete Quantity Imported < Less than 600

OK Cancel

### 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: . To switch off the filtering function, click the blue filter symbol  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: .

**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.

Drag a column header 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 display. This is done for reporting purposes only, values remain as declared.

Country

Chemical | Quantity Imported | Quantity Exported | Weight Unit

Country : Andorra (1 item)

Country : Antigua and Barbuda (3 items)

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)

Country : Central African Republic (2 items)

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.

Chemical | Country

| Quantity Imported  | Quantity Exported | Weight Unit |
|--|-------------------|-------------|
| + Chemical : 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene (9 items)                     |                   |             |
| + Chemical : 1-Ethylbutyl S-sodium ethylphosphonothiolate (2 items)                            |                   |             |
| + Chemical : 1-Methynonyl methylphosphonate (9 items)  |                   |             |
| + Country : Azerbaijan (1 item)  |                   |             |
| + Country : Colombia (1 item)  |                   |             |
| + Country : Guatemala (1 item)   |                   |             |
| + Country : Ireland (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)  |                   |             |
| + 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) |                   |             |
| + 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.



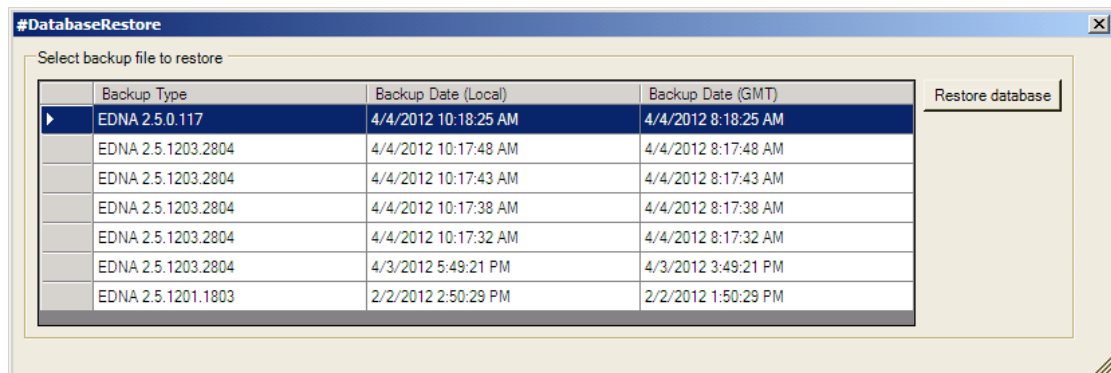
Backing up your database is a crucial task that should be performed regularly by EDNA users. EDNA periodically will prompt you to perform this task.



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.



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?

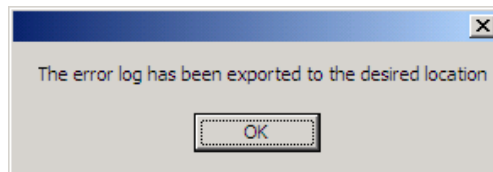
**Tools > Export > Error log**

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 be 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 [vis@opcw.org](mailto:vis@opcw.org)

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