

I WANT TO.....Load and report seismic datasets


Starting Point for Seismic Data Submission

- Contact the OGA ndr@ogauthority.co.uk for approval to load data, stipulating the reason and include CDA NDR.Orders@cdal.com
- Once approval is granted, send an email to NDR.Orders@cdal.com regarding data to be loaded. The email should detail the basic parameters:
 - CS9 Survey Name (Please refer to the [CS9-9 \(Standard\) Seismic guide](#) under User Information for definition and how to define a code)
 - The number of datasets to be loaded
 - The type of datasets (Field/Pre-stack or Poststack)
 - The number of lines per dataset (for 2D surveys)
 - The number of tapes or USB disks or SFTP files
 - The Data Volume (if known)
- A quote will be provided and once approved, create a transmittal on the NDR.

Creating Transmittal in the NDR

SFTP Data Submission

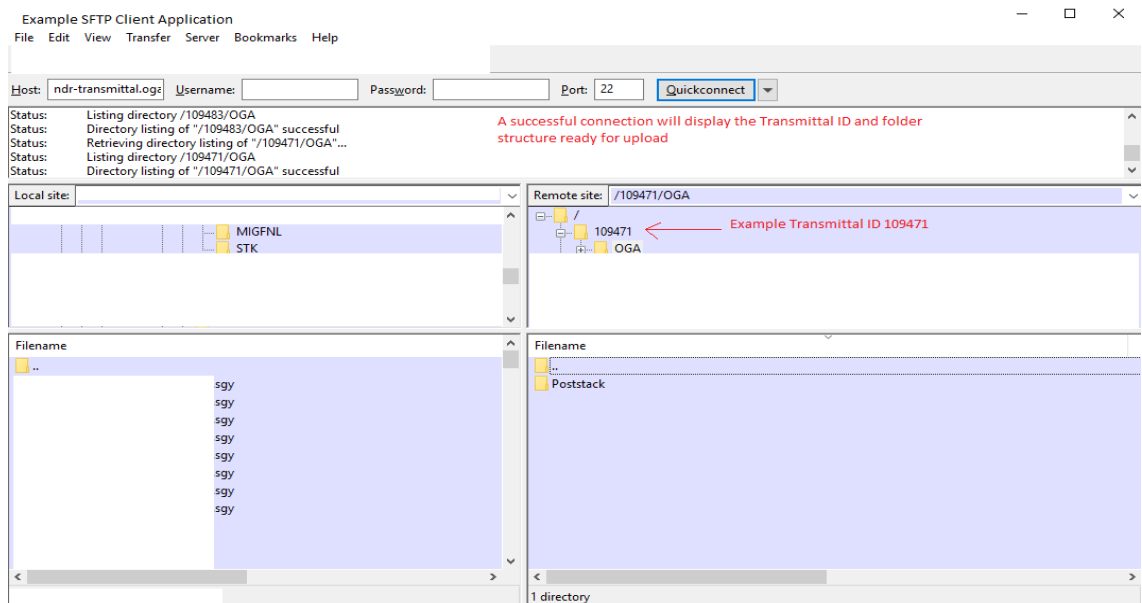
NB: You must have access to an SFTP client application from your workstation to use the SFTP option. Additionally, if you have a local Firewall, your Internet network connection will need to allow outbound connections to the following URL ndr-transmittals.ogauthority.co.uk using **port 22**. Please verify these details with your local IT support if you experience issues connecting.

- Locate the Surveys Tab, enter the name of the survey, select the search button.
 - Left click on the survey to select it and then Right click and select Create Transmittal.
 - Check the SFTP option
 - Complete the form and click save 
 - Your request must include completed versions of both the Data Loading Form and the Data Catalogue Form which can be downloaded from the Create Transmittal window
 - Both forms can be uploaded in the section Files to Upload
- NB:** This is only for data loading and catalogue forms, NOT for SEGY or other seismic data files, which are addressed below



- A pop up will appear with the Transmittal ID. Click OK and the Transmittal Number will populate the Transmittal ID section of the General Information Section.
- The NDR Helpdesk team will be notified of the SFTP transmittal request and will use the Data Catalogue file attached to the transmittal form to create an empty directory structure on the NDR disk.
- Once the structure is in place and ready, you will receive an email informing you that the folder structure is ready for you to begin the SFTP upload. Note that this process is managed in sequential order, and there may be a waiting period depending on the number and volume of loading requests taking place at the same time.
- Using an SFTP client application, connect to the ndr-transmittals.ogauthority.co.uk URL on port 22 using your NDR username and password.

The image below shows a typical SFTP client connection using an Example SFTP Client.



- Upload data to the relevant folders below the Transmittal ID. Then notify the NDR Helpdesk by selecting the SFTP Complete option on the transmittal form within the NDR application as shown below:



- You will receive a pop-up notification to advise that the NDR Helpdesk has been notified of your completed request. You may now click "Close"

