# Review CLC+ Core guidelines

General recommendations from

* Luxembourg
* UK
* The Netherlands

## Recommendations:

**Improve the structure of the guideline:**

* separate user interface description and processes (EAGLE mapping, ingestion, extraction) description
* "Chunk down" information: better to have more subsections with clearly defined goals than all-inclusive large sections. This improves findability.
* use prescriptive approach rather than reporting approach: users need guidance on how to do things rather than description of what has been done
* consider / use consistent terminology when referring to the use of the EAGLE approach: barcoding OR mapping or explain that both are used interchangeably
* consider making the document an online document which could be continuously updated / improved

**Improve Section headings:**

* headings should tell exactly what part of the process or user interface is explained there.
* users should be able to quickly find relevant information by looking at the TOC.

**Use of images and pointing numbers:**

* Use images sparingly. While images can be very helpful to convey information, too many images lead the user to lose the overview.
* Images are partially blurry or much too small in detail to be read. Either images need to be cropped and thus showing only needed data being better readable or images need to be increased in size generally. Nonetheless, the latter is not proposed as already now images take a significant part of the document making following the guide rather tiring.
* Images and its accompanying text must be close, in the same page. A solution may be a two-column layout, text on the left and image on the right. For some descriptions, explanations and examples given in the text it is not clear to which image the text refers to.
* All Figures and Tables must be referenced in text.
* Do not use the same pointing number in the same image. Even if referring to the similar issue or feature to be explained in the corresponding text, use of sequential numbers makes it much easier to follow and find described elements (e.g. Figure 1-12 uses “1” three times what makes it unclear what is refers to)
* Where the wording on the figure exactly matches the information being presented is there any need for the numbered circles? See Figure 1-6
* Use numbered circles more consistently. Sometimes they seem to also refer to stages in a process. Eg Section 5.1 Add ingestion.
* Consider adding overlay text to the image to explain smaller concepts (e.g. buttons)
* Avoid images only describing steps which have been carried out once for a specific input dataset (e.g. CLMS portal download) as is does not add significant information but inflates the whole guide only.
* Figures should preferably appear after the end of the paragraph in which they are first mentioned. For example, on page 15, Figure 1-7 should appear after the bullet list of section 2.1.1

The **use of green boxes** should also be checked, because sometimes it is not consistent, i. e., content of the green box is not a remark but the main content of the paragraph. Examples: 2.1 Getting started/Login to CLC+ Core; 2.5 About EAGLE.

**Content:**

* Many parts are very specific for ingesting CLMS data from the Copernicus portal. The end user most likely is more interested in ingesting other data like national datasets, as most of the CLMS data has already been ingested by the service providers (see also comments before)). Thus, these sections are too specific and any very detailed instruction on CLMS data is not needed.
* Use consistent naming for processes (e.g., EAGLE Barcoding vs. EAGLE Mapping)
* During ingestion, it is asked whether raw data should be deleted or not. While this part is somehow described in the Guidelines, the necessity of such an option is not fully comprehensible, or why this decision is left to the user.

## EAGLE barcoding:

The EAGLE concept section needs extensive revision.

**Include missing information:**

* prerequisites to EAGLE mapping
* EAGLE mapping step-by-step description
* description of the EAGLE barcoding template, including if and how to fill in the Factor column, what does it mean “100% EAGLE compliant”
* links to relevant documents (e.g., EAGLE conceptual document)

**Consolidate existing information.**

* caveats, notes
* best practices/lesson learned/tips (E.g., there are two separate sections with list of hints; should be merged and converted more into guidelines what to do, less what has been done)

**Remove or move to annex extra information:**

* list of ingested datasets, Table 2-1
* extraction rules example, Table 2-2

## Technical feedback for CLC+ Core platform:

* When setting the metadata for the ingested data (“General Information”) the user is asked to define the Time Range of the ingested data (same for extraction). While it is possible to enter the dates manually in a format like 01.01.2018 - 31.12.2018, which is then automatically translated into 1.1.2018 - 31.12.2018, the system does not accept the manually entered time range and returns a “Valid data is required” error. Only selecting the dates again using the calendar function will produce time ranges that are accepted by the platform. Either a restriction to the "selected from calendar” method is required or the date entry needs to be debugged.
* When selecting Input classes for an extraction (see e.g. Figure 4-8 of the Guidelines), add the possibility to sort the table by e.g. name, code etc.
* When editing extraction rules, let the drop-down open at the place of the selected class, instead of at the beginning of the list
* Add the possibility to perform the extraction stepwise, ie per output class
* Improve quality control: add a preview of the output for the selected rule