EUDAMED

European Database on Medical Devices

BULK DOWNLOAD PROCESS

How to download pending Actor registration requests as a bulk download*
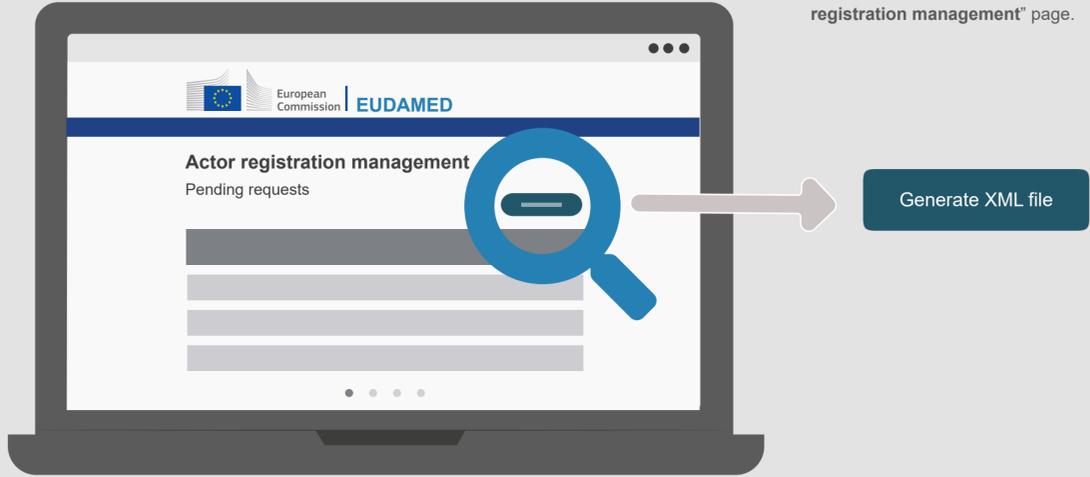
01 Find pending 'Actor registration requests'

A **competent authority** user with the Validator profile (or higher) can access the **Actor registration management** page from the dashboard (under the "**Actor management**" section), or from the "**Tasks**" item in the horizontal menu via the "**Validate Actor registration requests**" link.

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02 Request an XML file

Users with the required profile for a **competent authority** will be able to request an XML file of pending 'Actor registration requests' via the "**Actor registration management**" page.

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Actor registration management
Pending requests

Generate XML file

03 Generation of XML file

Download requests are sent to EUDAMED for generation in an asynchronous way.
The **competent authority** is informed by a notification in EUDAMED, and by email when the download file is available.
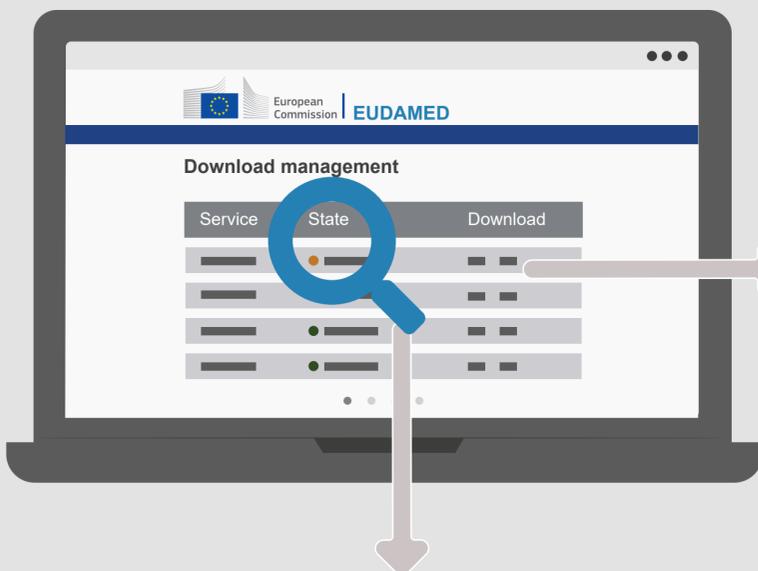
An email notification is sent to the Actor notification email address provided in the Actor module.

EUDAMED notifications inbox is accessible from the menu and the dashboard.

04 Manage downloads

An overview of requested downloads is available on the **Download Management** page. The current state of the requests can be consulted, and generated files can be downloaded from this page.

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Download management

Service	State	Download

EUDAMED data is exported based on a defined XML format.

Files attached to this data are grouped and downloadable in ZIP format.

Download files are removed after 15 days.

Download state

● Pending
● Successful
● Failed

Machine-to-machine download is possible as well (not described here)

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UPLOAD PROCESS

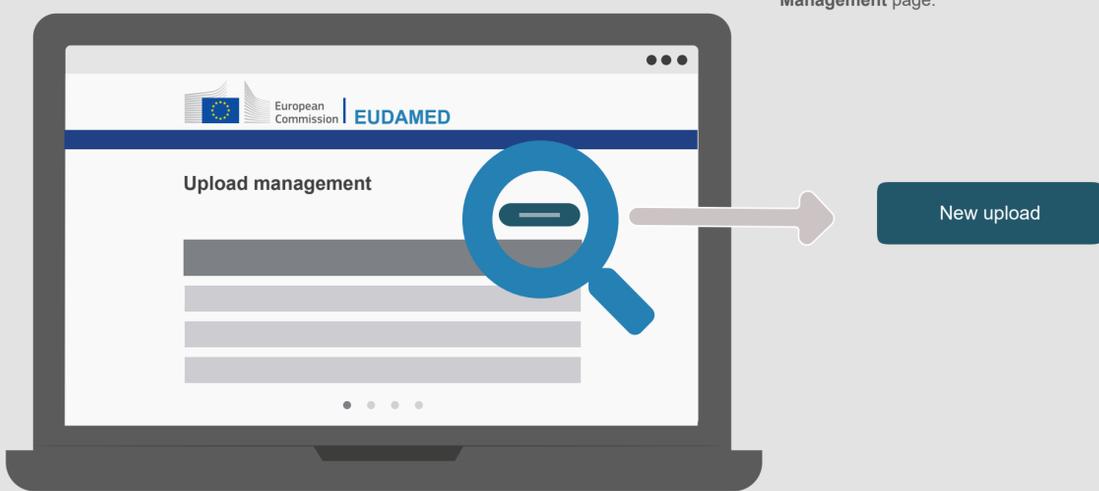How to upload assessment outcomes for Actor registration requests

01 Find the Upload Management page

A **competent authority** user with the Validator profile (or higher) can access the **Upload Management** page from any pages under **Transmission** in the horizontal menu.
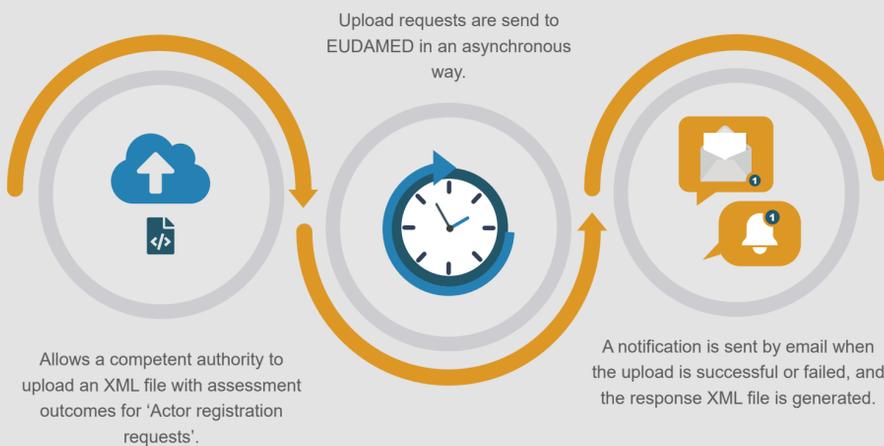
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02 Upload service

Users with the required profile for a **competent authority** can access the **Upload** page via the **Upload Management** page.

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Upload management

New upload

03 Upload files

Competent authority users with the required profile will be able to upload assessment outcomes for 'Actor registration requests'.

Upload requests are send to EUDAMED in an asynchronous way.

Allows a competent authority to upload an XML file with assessment outcomes for 'Actor registration requests'.

A notification is sent by email when the upload is successful or failed, and the response XML file is generated.

04 Manage uploads

An overview of the uploads is available on the **Upoad Management** page.
The current state of the requests, the response and the uploaded files can be consulted from this page.

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Upload management

Service	State	Uploaded	Response

Each call to an upload service results in an XML response file, containing a state and possible outcome for every record part of that upload.

Upload state

- 🟠 Pending
- 🟢 Successful
- 🔴 Failed

DG Health and Food Safety