

How to use Reportnet for reporting under the Drinking Water Directive 98/83/EC

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ETC/ICM task 1/5/1/b, milestone: 3

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Version history

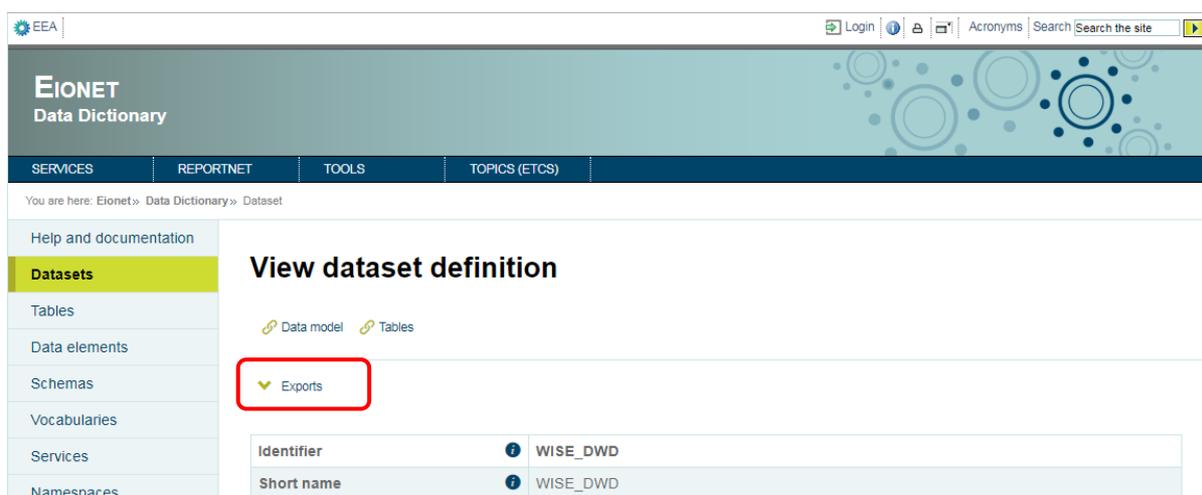
Version	Date	Author	Status and description	Distribution
1.0	29/09/14	JKV, AKU	First draft for EEA	Forum, EEA
1.1	29/09/14	JKV	Final draft for EEA	Forum, EEA
1.2	5/11/2014	JKV	Final draft for EEA - update	Forum, EEA
1.3	5/9/2018	Tracasa	Update for 2018 DWD reporting	Forum, EEA

This document provides a step-wise guidance for national DWD reporters on the upload of national datasets under the Drinking Water Directive 98/83/EC into EEA's Reportnet.

Step 1

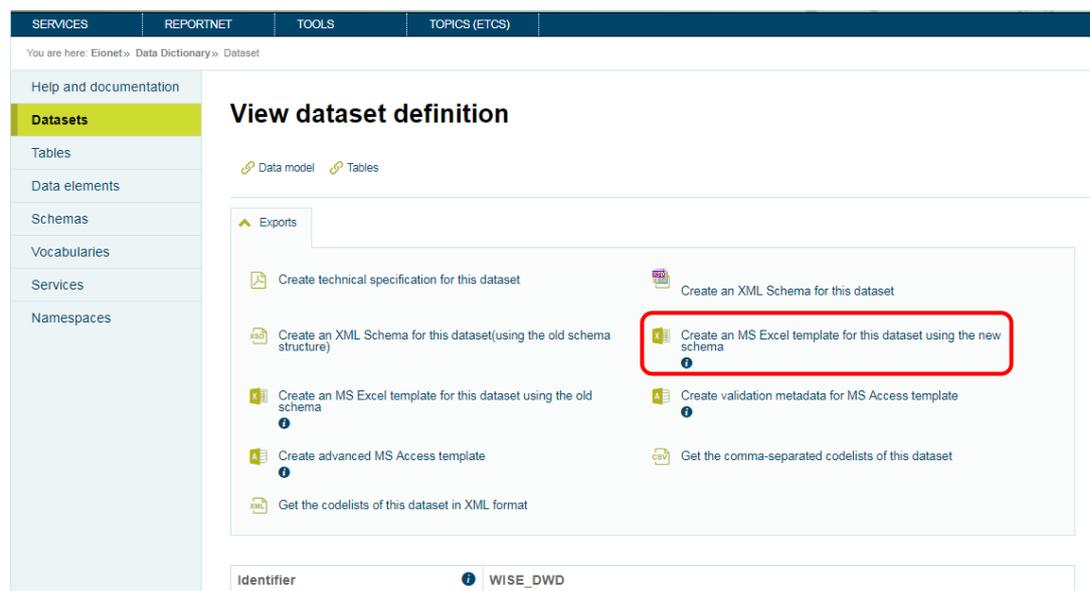
Go to EEA Data dictionary website on http://dd.eionet.europa.eu/datasets/latest/WISE_DWD and download the latest version of Excel template where the data will be inserted in.

Click on the Exports button and then, select the required format:



The screenshot shows the EIONET Data Dictionary interface. The top navigation bar includes 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The breadcrumb trail indicates the user is in 'Dataset'. The left sidebar contains a menu with 'Datasets' highlighted. The main content area is titled 'View dataset definition' and includes links for 'Data model' and 'Tables'. A red box highlights the 'Exports' button. Below this, a table displays the dataset's 'Identifier' and 'Short name', both set to 'WISE_DWD'.

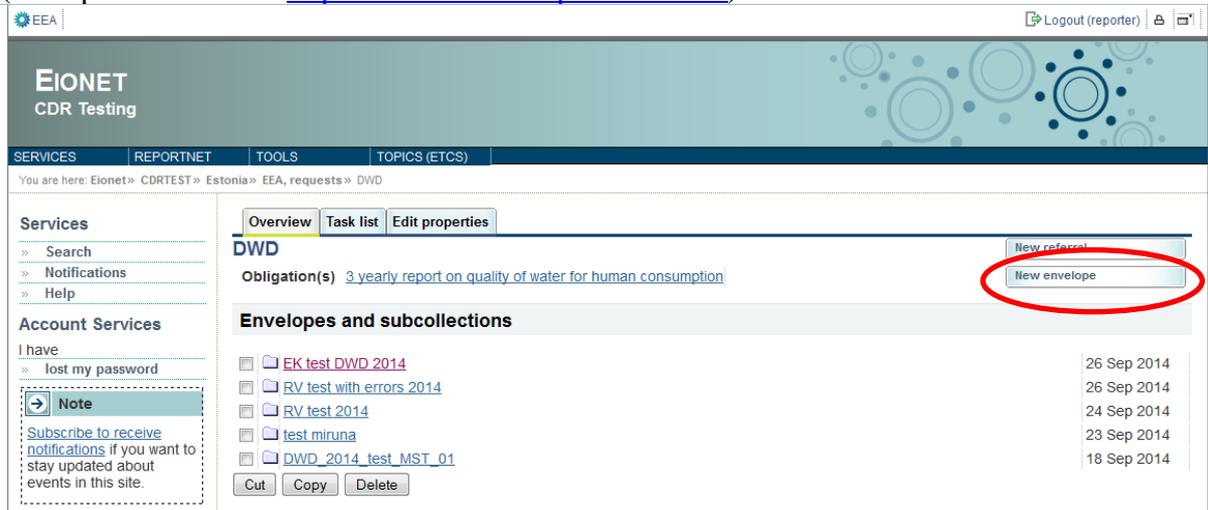
Click the *Create an MS Excel template for this dataset using the new schema* link. Alternatively you can download only XML schemas and deliver XML files directly (not generally recommended – only for very advanced users).



This screenshot shows the same 'View dataset definition' page, but with the 'Exports' dropdown menu expanded. The menu lists several options, with 'Create an MS Excel template for this dataset using the new schema' highlighted by a red box. Other options include 'Create technical specification for this dataset', 'Create an XML Schema for this dataset', 'Create an XML Schema for this dataset (using the old schema structure)', 'Create an MS Excel template for this dataset using the old schema', 'Create advanced MS Access template', 'Get the comma-separated codelists of this dataset', and 'Get the codelists of this dataset in XML format'. The 'Identifier' field at the bottom still shows 'WISE_DWD'.

Step 2

Once you have your data filled in the template, go to the CDR website (<http://cdr.eionet.europa.eu/>) and there to the DWD folder created under your country (example for Estonia: <http://cdr.eionet.europa.eu/ee/dwd>)



The screenshot shows the EIONET CDR Testing website interface. The top navigation bar includes 'SERVICES', 'REPORTNET', 'TOOLS', and 'TOPICS (ETCS)'. The breadcrumb trail indicates the user is in the 'DWD' folder. On the left, there are sections for 'Services' (Search, Notifications, Help) and 'Account Services' (lost my password, Note). The main content area is titled 'DWD' and shows an obligation: '3 yearly report on quality of water for human consumption'. Below this, there is a section 'Envelopes and subcollections' with a list of items:

Envelope Name	Date
<input type="checkbox"/> EK test DWD 2014	26 Sep 2014
<input type="checkbox"/> RV test with errors 2014	26 Sep 2014
<input type="checkbox"/> RV test 2014	24 Sep 2014
<input type="checkbox"/> test miruna	23 Sep 2014
<input type="checkbox"/> DWD_2014_test_MST_01	18 Sep 2014

At the top right of the envelope list, there are two buttons: 'New referral' and 'New envelope'. The 'New envelope' button is circled in red. Below the list, there are 'Cut', 'Copy', and 'Delete' buttons.

Click *New envelope* to add envelope for your delivery.

Step 3

Fill in the details for your newly created envelope.

Add Envelope

Fill out the fields in this report profile and click *Add*. This will create an *envelope* into which you make the delivery.

Title	<input type="text" value="DWD_reporting_2011-2013"/>
Description	<input type="text" value="DWD data reported for Estonia for 2011 - 2013"/>
Relating to which year	<input type="text" value="2011"/> <input type="text" value="Whole Year"/> to <input type="text" value="2013"/>
Coverage	<input type="text" value="Estonia"/>
Coverage note	<input type="text" value="whole country"/>
	<input type="button" value="Add"/>

When finished, click *Add* button.

Step 4

The new envelope is listed in the folder.

Overview Task list Edit properties

DWD

Obligation(s) [3 yearly report on quality of water for human consumption](#)

Envelopes and subcollections

<input type="checkbox"/> DWD_reporting_2011-2013	28 Sep 2014
<input type="checkbox"/> EK test DWD 2014	26 Sep 2014
<input type="checkbox"/> RV test with errors 2014	26 Sep 2014
<input type="checkbox"/> RV test 2014	24 Sep 2014
<input type="checkbox"/> test miruna	23 Sep 2014
<input type="checkbox"/> DWD_2014_test_MST_01	18 Sep 2014

Click the new envelope name to open it and proceed further to the data upload.

Step 5

The envelope details open.

The screenshot shows the 'DWD_reporting_2011-2013' envelope details page. At the top, there are tabs for 'Overview', 'Edit properties', and 'History'. The main content area includes: 'Description: DWD data reported for Estonia for 2011 - 2013'; 'Obligations: 3 yearly report on quality of water for human consumption'; 'Period: 2011 to 2013'; 'Coverage: Estonia'; and 'Status: Task(s) waiting to be assigned: [Activate task: Draft](#) (Draft WISE-SOE)'. On the right side, there are two buttons: 'Zip Envelope' and 'Activate task', with the latter circled in red. Below this is a 'Note' section with a right-pointing arrow icon and the text: 'If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s)'. At the bottom, there are sections for 'Files in this envelope' (empty), 'Remember to release the envelope when you have uploaded all files', and 'Feedback for this envelope' (containing 'No feedback posted in this envelope').

Click *Activate task* to open the data upload menu.

Step 6

A website with all supported formats for data upload is opened.

The screenshot shows the 'Draft WISE-SOE' data upload page. At the top, there are tabs for 'Overview', 'Draft WISE-SOE', 'Edit properties', and 'History'. The main content area starts with the text: 'Use the right-side *Upload delivery* button to upload data for this obligation using one of the following formats:'. On the right side, there is a button labeled 'Upload delivery', which is circled in red. Below this are four text boxes providing instructions: 1) 'Excel file, based on the [Data Dictionary template](#). If the file structure was not changed or otherwise corrupted, the system will automatically convert it to a series of XML files - one file for each template table where you have entered some records.' 2) 'XML files, following the [Data Dictionary template](#).' 3) 'Any other format (ZIP, Word, etc.), for accompanying or explanatory information. Please keep in mind that your formal delivery must be done using one of the first two options.' 4) 'Delivery of data in [MS Access format](#) can help to speed up their further manual processing but it can't be used as a solitary delivery format. If you want to use the Automatic QA service (see below), which is very recommended, the data must be delivered either in XLS format or directly as XML files. The MS Access template has implemented functions for easy exporting of the data into these formats.' Below these instructions, there is a text box: 'You can interrupt your work and continue at a later date without losing data by deactivating the task.' and a button labeled 'Deactivate task'. At the bottom, there is a section for 'Files in this envelope' which contains 'No files uploaded'.

Follow the *Upload delivery* link by clicking its button.

Step 7

Upload file menu finally appears allowing you to select the files you wish to upload.

Upload file

[Back to envelope](#)

If you filled the file from the correct Data Dictionary template (.XLS or .ODS), the conversion facility will extract the information from it and convert the delivery to XML format. You can also directly upload the XML files following the Data Dictionary schema.

 **Note**

In each of these cases above, the XML files already existing in this envelope and the previous delivery in the original format (if any) will be first deleted.

Additionally, upload accompanying or explanatory information in any other format.

File **Procházet...** Soubor nevybrán.

Restricted from public view

[Add](#)

Click **Browse...** (button name will differ in various language versions of operating systems) to open operating system upload dialogue. Select the files you want to upload and click **OK**.

Note: Numeric fields in the reported sheets where no value is reported can either be left blank or following explanatory code can be used:

-9999 = Unknown

-8888 = Yet to be measured

-7777 = Not Applicable

Step 8

Once the upload is finished, the confirmation message appears.

 The file was successfully uploaded in the envelope and converted into an XML delivery.

[ok](#)

Click **ok** button to continue.

Step 9

Now the list of uploaded files is displayed. In case the data was uploaded in the Excel format, automatically generated XML files are also shown (for each non-empty sheet of Excel file there is a corresponding XML file).

Overview Edit properties History

DWD_reporting_2011-2013 Zip Envelope

Description DWD data reported for Estonia for 2011 - 2013

Obligations [3 yearly report on quality of water for human consumption](#)

Period 2011 to 2013

Coverage Estonia

Status Task(s) in progress: **Automatic quality assessment** (the results will be posted in the envelope feedback in a few minutes)

Note

If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s).

Files in this envelope

1	WISE_DWD_test.xls	Excel file - converted into an XML delivery	28 Sep 2014	39.5 KB
2	WISE_DWD_test_DWD_AM.xml	Converted from - WISE_DWD_test.xls	28 Sep 2014	994 B

Remember to release the envelope when you have uploaded all files

Feedback for this envelope

[Conversion log for file WISE_DWD_test.xls](#) (Posted automatically on 28 Sep 2014)

Step 10

For the data uploaded a set of automatic QA tests can be started.

You can run a quality assessment operation yourself on all files at once. It will interrupt the drafting activity for a few minutes (task is deactivated), after which you can return to Draft (by activating the task) and read the QA feedback.

Run full QA

Relational rules between the individual database tables can be tested using the **Run relation QA** button.

Run relation QA

Files in this envelope

	WISE_DWD.xls	Excel file - converted into an XML delivery	26 Sep 2014	33.0 KB	
	WISE_DWD_DWD_NCI.xml	Converted from - WISE_DWD.xls	26 Sep 2014	2.67 KB	Run QA #1
	WISE_DWD_DWD_NCI_1.xml	Converted from - WISE_DWD.xls	26 Sep 2014	2.28 KB	Run QA #1
	WISE_DWD_DWD_SmallWaterSupplyZone_2.xml	Converted from - WISE_DWD.xls	26 Sep 2014	2.67 KB	Run QA #1

Click **Run full QA** button to perform all tests on all tables uploaded or any other partial test for a single table.

Step 11

After the QA is started, the system displays a rotating circle icon informing about the QA checking in progress.

Overview Edit properties History

DWD_reporting_2011-2013

Zip Envelope

Description DWD data reported for Estonia for 2011 - 2013

Obligations [3 yearly report on quality of water for human consumption](#)

Period 2011 to 2013

Coverage Estonia

Status Task(s) in progress:  **Automatic quality assessment** (the results will be posted in the envelope feedback in a few minutes)

Note

If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s).

Files in this envelope

1	 WISE_DWD_test.xls	Excel file - converted into an XML delivery	28 Sep 2014	39.5 KB
2	 WISE_DWD_test_DWD_AM.xml	Converted from - WISE_DWD_test.xls	28 Sep 2014	994 B

Remember to release the envelope when you have uploaded all files

Feedback for this envelope

-  [Conversion log for file WISE_DWD_test.xls](#) (Posted automatically on 28 Sep 2014)

Return to the envelope main folder in a few moments to see the validation results.

Step 12

Click the link with the QA results.

Overview Edit properties History

DWD_reporting_2011-2013

Zip Envelope

Activate task

Description DWD data reported for Estonia for 2011 - 2013

Obligations [3 yearly report on quality of water for human consumption](#)

Period 2011 to 2013

Coverage Estonia

Status Task(s) waiting to be assigned: **Activate task: Draft** (Draft WISE-SOE)

Note

If you want to stay updated about events in this envelope [Subscribe to receive notifications](#) for this country and the current dataflow(s).

Files in this envelope

1	 WISE_DWD_test.xls	Excel file - converted into an XML delivery	28 Sep 2014	39.5 KB
2	 WISE_DWD_test_DWD_AM.xml	Converted from - WISE_DWD_test.xls	28 Sep 2014	994 B

Remember to release the envelope when you have uploaded all files

Feedback for this envelope

-  [Conversion log for file WISE_DWD_test.xls](#) (Posted automatically on 28 Sep 2014)
-  [Automatic QA result for: DWD cross table checks](#) (Posted automatically on 28 Sep 2014)

Step 13

The results of the QA are displayed.

Feedback: AutomaticQA result for: DWD cross table checks

[Back to envelope](#)

Subject: AutomaticQA result for: DWD cross table checks
Posted automatically on: 28 Sep 2014 22:54
Task: Automatic quality assessment

The following cross table checks were made in DWD envelope

1. Cross table relations check

The test checked the presence of different IDs in related tables. The rules are:

- DWD_NCI.WSZ_ID <-> DWD_WSZ.WSZ_ID
- DWD_WSZ_1.WSZ_ID -> DWD_WSZ.WSZ_ID
- DWD_S_WSZ_3.DWD_S_WSZ_ID -> DWD_S_WSZ_2.DWD_S_WSZ_ID
- NCI_Cause.DWD_NCI_Row_ID <-> DWD_NCI.DWD_NCI_Row_ID
- NCI_NCI_1.DWD_NCI_Row_ID -> DWD_NCI.DWD_NCI_Row_ID
- NCI_Remedial.DWD_NCI_RemedialID <-> NCI_Cause.DWD_NCI_RemedialID

-> means that all values in the left hand field must be also present in the right hand field

<-> means that all values in the left hand field must be also present in the right hand field and vice versa

OK - the test was passed successfully.

In case of any errors found, please try to correct if possible all of them and upload an updated dataset.

Step 14

Once you are satisfied with the QA results performed on your dataset, finalize your delivery and release it for further processing at ETC side.

[Overview](#) [Draft WISE-SOE](#) [Edit properties](#) [History](#)

Draft WISE-SOE

Use the right-side *Upload delivery* button to upload data for this obligation using one of the following formats:

[Upload delivery](#)

Excel file, based on the [Data Dictionary template](#). If the file structure was not changed or otherwise corrupted, the system will automatically convert it to a series of XML files - one file for each template table where you have entered some records.

XML files, following the [Data Dictionary template](#).

Any other format (ZIP, Word, etc.), for accompanying or explanatory information. Please keep in mind that your formal delivery must be done using one of the first two options.

Delivery of data in [MS Access format](#) can help to speed up their further manual processing but it can't be used as a solitary delivery format. If you want to use the Automatic QA service (see below), which is very recommended, the data must be delivered either in XLS format or directly as XML files. The MS Access template has implemented functions for easy exporting of the data into these formats.

You can interrupt your work and continue at a later date without losing data by deactivating the task.

[Deactivate task](#)

Once you are satisfied with the contribution, choose complete task and your delivery will be released to the public.

[Complete task](#)

Click **Complete task** to close the envelope and note the ETC about your delivery. Please do note that you will be able to upload data even with errors flagged by the automatic QA, however in this case you will be very likely contacted by the ETC by e-mail and asked for

clarifications. Additional QA rules may be developed as part of the Helpdesk function to facilitate the early detection of errors or susceptible data in the reporting

Step 15

A Confirmation letter of receipt' is generated when an envelope has been released and completed. This confirmation is available in the feedback section of the CDR envelope and a notification will be forwarded to the subscribers.