

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

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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.

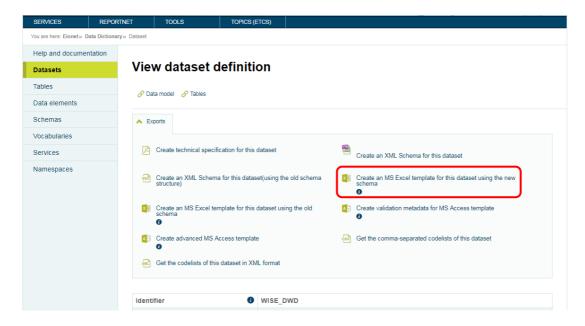
#### Step 1

Go to EEA Data dictionary website on <a href="http://dd.eionet.europa.eu/datasets/latest/WISE\_DWD">http://dd.eionet.europa.eu/datasets/latest/WISE\_DWD</a> and download the latest version of Excel template where the data will be inserted in.

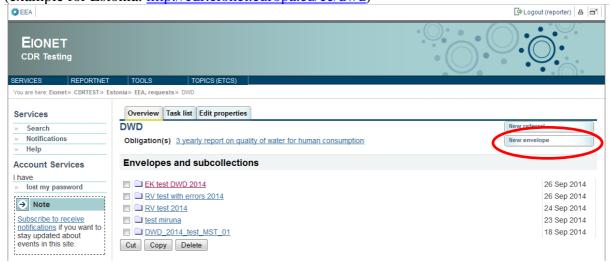
Click on the Exports button and then, select the required format:



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).



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: <a href="http://cdr.eionet.europa.eu/ee/dwd">http://cdr.eionet.europa.eu/ee/dwd</a>)



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

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.



When finished, click Add button.

### Step 4

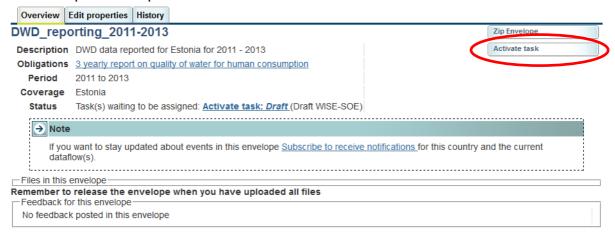
The new envelope is listed in the folder.



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

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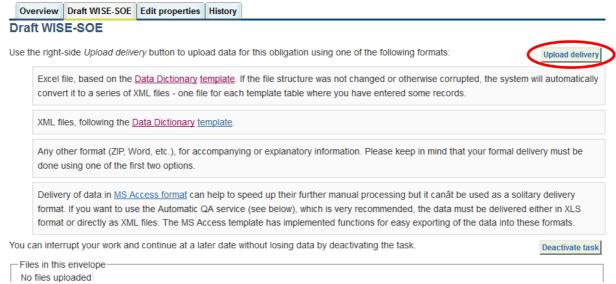
The envelope details open.



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

## Step 6

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



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

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

Upload file

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.



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



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 useds:

-9999 = Unknown

-8888 = Yet to be measured

-7777 = Not Applicable

#### Step 8

Once the upload is finished, the confirmation message appears.

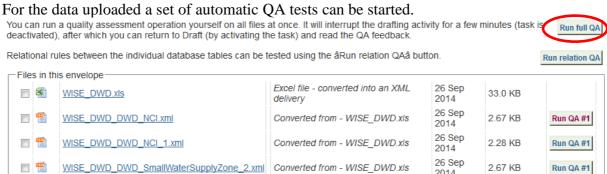


Click *ok* button to continue.

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).



#### Step 10



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

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



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

#### Step 12

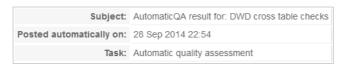
Click the link with the QA results.



The results of the QA are displayed.

Feedback: AutomaticQA result for: DWD cross table checks

Back to envelope



#### 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:

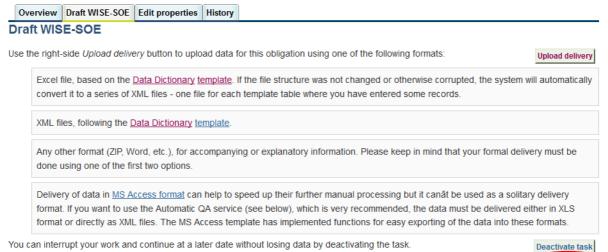
- DWD NCI.WSZ ID <-> DWD WSZ.WSZ ID
- DWD\_WSZ\_1.WSZ\_ID -> DWD\_WSZ.WSZ\_ID
- DWD\_S\_WSZ\_3.DWD\_S\_WSZ\_ID -> DWD\_S\_WSZ\_2.DWD\_S\_WSZ\_ID
- NCI\_Cause.DWD\_NCI\_Row\_ID <-> DWD\_NCI.DWD\_NCI\_Row\_ID
- NCI NCI 1.DWD NCI Row ID -> DWD NCI.DWD NCI Row ID
- NCI\_Remedial.DWD\_NCI\_RemedialID <-> 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.



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

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

Complete task

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.