Annex 3

Technical document:
How to use Reportnet for reporting under the Urban Waste Water treatment Directive (91/271/EEC)

(Version 4 October 2013)

Contents

Introduction

These guidelines explain how to use Reportnet (the European Environment Agency's electronic infrastructure for data collection) for finding information and reporting information to the EU Commission in pursuance of the Urban Waste Water Treatment Directive (91/271/EEC). The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA).

The guidelines addresses the whole reporting process involving:

Acquiring the reporting obligation from Reportnet.

Downloading data definition, reporting templates and supporting documents.

Accessing the IT WEB-tool from compilation, quality check and import/export of reported data.

Compiling tabular and geometric UWWTD data.

Uploading UWWTD data on the Central Data Repository in Reportnet.

Confirmation of receipt.

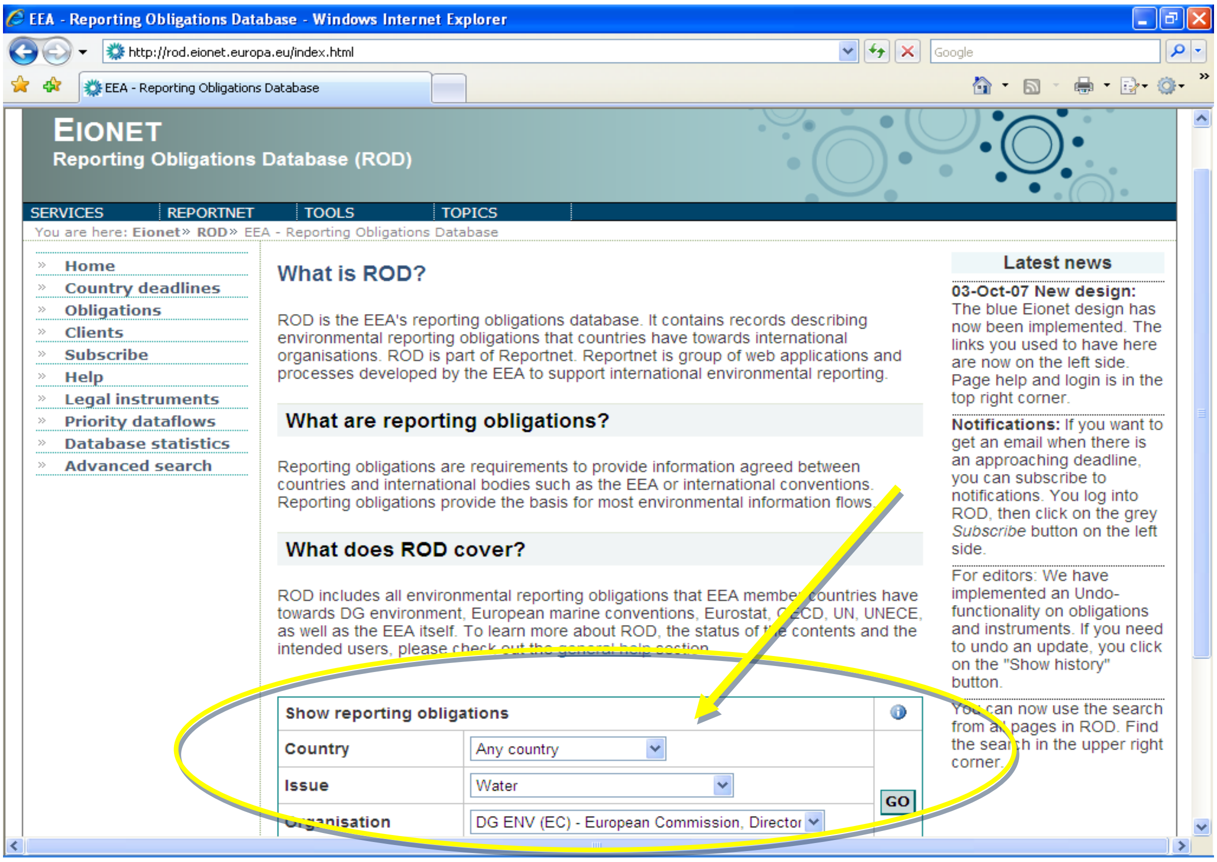
Quality analysis of reported data.

1. How to find the reporting obligation for UWWTD on Reportnet (ROD) and Forum

ROD is the part of Reportnet where you can find the EEA's reporting obligations database. It contains records describing environmental reporting obligations that countries have towards international organisations.

Finding UWWTD reporting obligations

- Go to http://rod.eionet.europa.eu/index.html
- Select issue: Water
- Select Organisation: DG ENV (EC)-European Commission, DG ENV
- Click on GO icon
- Scroll to find „UWWTD Directive-Article 15-implementation



2. How to find and download data definition, templates and supporting documents for UWWTD reporting from Forum

In the reporting obligation „UWWT Directive-Article 15-implementation " you will find links to xml schema, supporting documents and the IT reporting WEB tool for UWWTD questionnaire 2013, which are available on Forum.

Direct link to UWWT Directive reporting guidelines

http://forum.eionet.europa.eu/x_wise-reporting/library/treatment_directive/uwwtd-data-request-2013/

Member States are required to report tabular data in terms of xml-files, GIS files, additional documents and reports under the UWWT Directive. The list of documents and software relevant for the reporting under the UWWTD includes the following:

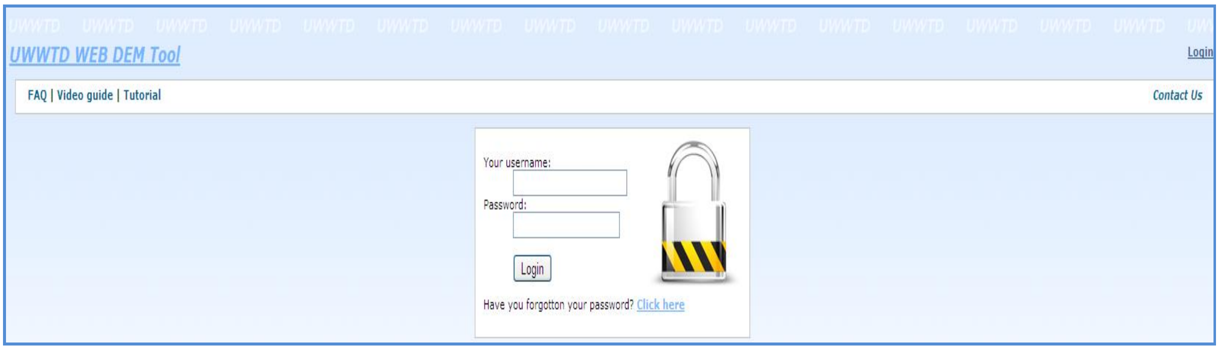
- WEB tool (IT tool for reporting)
- Description of data blocks for UWWTD Questionnaire
- List of requested parameters for UWWTD Questionnaire
- Short GIS guidance for reporting under the UWWTD
- Data dictionary and codification of parameters for UWWTD Questionnaire
- MS Excel Templates for UWWTD Questionnaire
- Xml schemas

3. How to access the Data Management and Evaluation Tool (WEB tool)

The Web tool is a web based user-friendly application, which has been designed in order to support MSs in UWWTD data compilation and data quality checks. The Web tool is accessible from any computer equipped with an Internet browser, with no specific software requirements.

Instructions on how to access the Web tool and its use are provided in the annex to this document.

The Web tool is available for all authorized WISE data providers for the UWWTD.



4. How to compile data tabular for UWWT Directive reporting

In the 2013 reporting exercise, Member States are asked to provide UWWTD tabular data in predefined templates, structured in accordance with the Data blocks.

WHAT WILL BE REPORTED - Data blocks for 2013 reporting exercise (for details see « Parameters requested for the 2013 UWWTD Questionnaire » in the « Description of Data blocks for UWWTD Questionnaire » on Forum):

1. Information on designated sensitive areas and their catchments (and also less sensitive areas in case they have been designated)

2. Information about agglomerations, including

(a) **Master data** (agglomerations/treatment plants/discharging points/receiving areas/receiving water bodies) and

(b) Complete information per each agglomeration: part (a) plus information on waste water collection, conduction, treatment performance, etc.

3. Aggregated information on Member State level on sewage sludge and waste water reuse

'Old' Member States (EU-15) are requested to report

- information for **all three parts** mentioned above (1, 2 and 3; see list of parameters) including **all** information about agglomerations related to **1998, 2000 and 2005 deadlines and to dead-lines pursuant articles 5(6) and 5(7)-update of sensitive areas.**

'New' Member States (EU-12) are requested to report

- information for **all three parts** mentioned above (1, 2 and 3; see list of parameters in Annex 2) including **all** information about agglomerations for which **transitional periods have al-ready expired**
- **master data** for agglomerations for which transitional periods **have not expired yet**

Master data (specified in Data Block 2) includes:

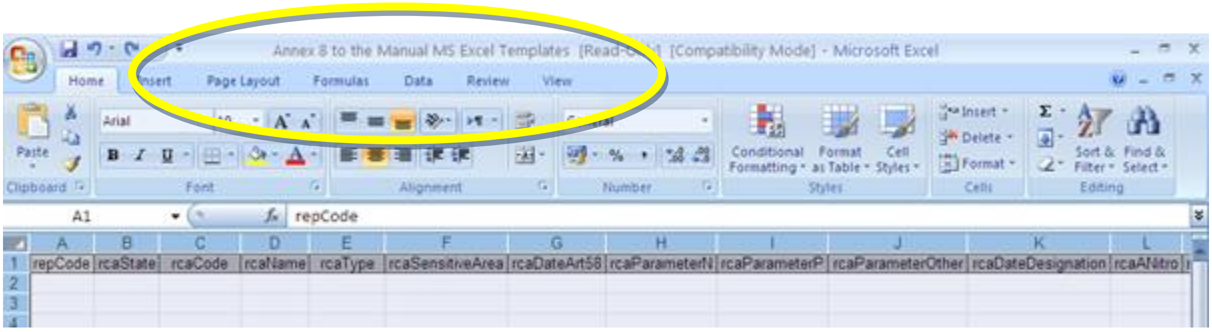
- Master data of agglomeration
- Master data of treatment plant,
- Master data of discharge point and receiving area,

In addition, Member States have the possibility**, to provide additional information beyond the requirement of the Directive.** Relevant data blocks are indicated in the description of data blocks as 'additional parameters'. These data will not be used for the compliance checking exercise. The purpose of this request is to obtain additional data that can be used by other EU institutions and thus implement the principle “report once, use many times”.

Reference year for 2013 reporting exercise:

- Status as on status as on 31/12/2012 should be reported
- Monitoring results for the year 2012: from 01/01/2012 to 31/12/2012.
- 2011 data could be reported only in case when the information on 2012 is not available.
- The information for the entire Member State has to be consistent and refer to a unique, clearly indicated, reporting year – either 2012 or 2011.

Detailed descriptions of data blocks, data dictionary and MS Excel templates for the 2013 reporting exercise are available on Forum (see Box” Direct link to UWWT Directive reporting guidelines” above).



Please note!:

It is necessary to upload tabular data in xml format on CDR, else the automatic QA procedures will not be carried out after the data upload and the data provider will not receive immediate feedback!

Member States have two options to create the requested UWWTD xml-files from tabular data and upload them into the CDR: The first option is to use the IT web tool. The other option consists of direct export of xml file from national databases.

1. Option: Creation of xml files by using the IT web tool

If the Member State has a national water information system or a central database on UWWTD data and already elaborated queries, which compile data in csv-format as required for UWWTD reporting 2013, then the csv-files can be imported into the web – tool and afterwards exported from the web-tool as xml-file.

2. Option: Creation of xml files directly from the national databases (data compilation without use of IT web tool).

If the Member State has a national water information systems and/ or a central database on UWWTD data, the Member States can elaborate queries in a way, to compile the data directly into the required xml-format. XML-schemas are available on Forum. The generated xml-format can then be up-loaded to the CDR.

Please note!:

The web tool enables the extended quality checks to be carried out prior the final upload in the CDR and thus helps to reduce time for subsequent QAQC process. Therefore it is recommended to use the web tool for data compilation..

5. How to compile GIS data for UWWTD reporting

In order to ensure that the spatial datasets on designated sensitive areas and their catchments are in conformity with the INSPIRE, Member States are asked to compile the datasets in line with the requirements of INSPIRE Technical Guidelines on "The Area management/restriction/regulation zones and reporting units " and re-submit them under the 2013 data request.

MSs will be requested to supplement tabular data on the receiving areas (sensitive areas, catchment of sensitive areas, less sensitive areas) with corresponding geometric data reported in so called "Shape File" format. The format consists of the following files:

- shp – file (*.shp): File contains geometry of the geographic features. This is a direct access, variable record length file in which each record describes a shape with a list of its vertices. *[Note: xml schemas will be developed in the frame of WISE]*
- Attribute file (*.dbf): This contains features attributes with one record per feature. The one to one relationship between geometry and attribute is based on record number. It is a Dbase IV format file which can be read by most software packages.
- Index file (*.shx): Contains relations between geometry (*.shp) and attribute (*.dbf) part of the data

All three above mentioned files have to included, else the shapefile will be incomplete and therefore corrupted and unreadable for GIS software

- Projection file (*.prj): detailed description of the geographic reference system and should be included in each spatial dataset delivered to the Commission.

These four files must be zipped (compressed) into 1 file before upload into the CDR.

The recommended coordination system is ETRS 89. Minimum scale for reported shape files is 1:250 000.
Details on reporting of geometric data are available in GIS guidance for 2013 UWWTD reporting on Forum as well as templates for reporting GIS datasets. MSs are requested to combine their data on receiving areas with the country borders shape file provided and fill in data into pre-defined templates. Each of the 27 EU Member State country border shape file is available on Forum (EEA Eionet FORUM interest group "WISE Water Directives reporting "WISE restricted data distribution").

6. How to deliver data under UWWT Directive (271/1991 EEC) through Reportnet

Step 1: User accounts and access permissions

In order to report, an Eionet account with user name and password is required as well as the permission to upload the national delivery. Please inform ETC ICM (extranet-uwwtd-support@roles.eea.eionet.europa.eu) about who will be the person(s) responsible for the reporting, so that the necessary arrangements can be made.

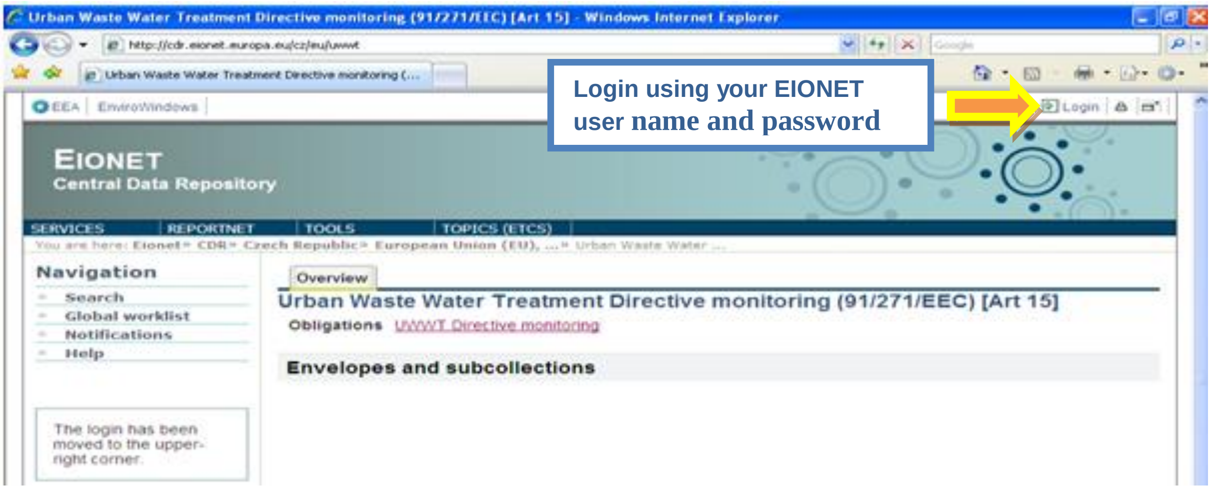
Step 2: Enter the Central Data Repository, login to your folder and create an envelope

When preparing for the Urban Waste Water Treatment Directive (UWWTD) delivery, you first have to go to the respective UWWT folder in EEA's Central Data Repository, see the links below.

Member State URL to UWWT folder in EEA Central Data Repository

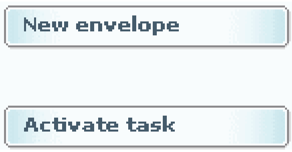
Austria http://cdr.eionet.europa.eu/at/eu/uwwt
Belgium http://cdr.eionet.europa.eu/be/eu/uwwt
Bulgaria http://cdr.eionet.europa.eu/bg/eu/uwwt
Cyprus http://cdr.eionet.europa.eu/cy/eu/uwwt
Czech Republic http://cdr.eionet.europa.eu/cz/eu/uwwt
Denmark http://cdr.eionet.europa.eu/dk/eu/uwwt
Estonia http://cdr.eionet.europa.eu/ee/eu/uwwt
Finland http://cdr.eionet.europa.eu/fi/eu/uwwt
France http://cdr.eionet.europa.eu/fr/eu/uwwt
Germany http://cdr.eionet.europa.eu/de/eu/uwwt
Greece http://cdr.eionet.europa.eu/gr/eu/uwwt
Hungary http://cdr.eionet.europa.eu/hu/eu/uwwt
Ireland http://cdr.eionet.europa.eu/ie/eu/uwwt
Italy http://cdr.eionet.europa.eu/it/eu/uwwt
Latvia http://cdr.eionet.europa.eu/lv/eu/uwwt
Lithuania http://cdr.eionet.europa.eu/lt/eu/uwwt
Luxembourg http://cdr.eionet.europa.eu/lu/eu/uwwt
Malta http://cdr.eionet.europa.eu/mt/eu/uwwt
Netherlands http://cdr.eionet.europa.eu/nl/eu/uwwt
Poland http://cdr.eionet.europa.eu/pl/eu/uwwt
Portugal http://cdr.eionet.europa.eu/pt/eu/uwwt
Romania http://cdr.eionet.europa.eu/ro/eu/uwwt

Slovakia http://cdr.eionet.europa.eu/sk/eu/uwwt
Slovenia http://cdr.eionet.europa.eu/si/eu/uwwt
Spain http://cdr.eionet.europa.eu/es/eu/uwwt
Sweden http://cdr.eionet.europa.eu/se/eu/uwwt
United Kingdom http://cdr.eionet.europa.eu/gb/eu/uwwt



a) Log into the UWWT folder for your country by using your Eionet user name and password

b) Now create a new envelope which will contain your data. Add a meaningful title for the envelope (proposed title for the envelope is “2013 UWWTD data”). Please also enter separately the year to which the data relate. Envelope description and coverage note fields are optional.



c) Open the new envelope by clicking on its title.

d) Activate the task, by clicking on the related button. Activating means that you have reserved the envelope for yourself to work on. Other users will not be able to modify it. Your new envelope is now in ***Draft*** status and files can be added.

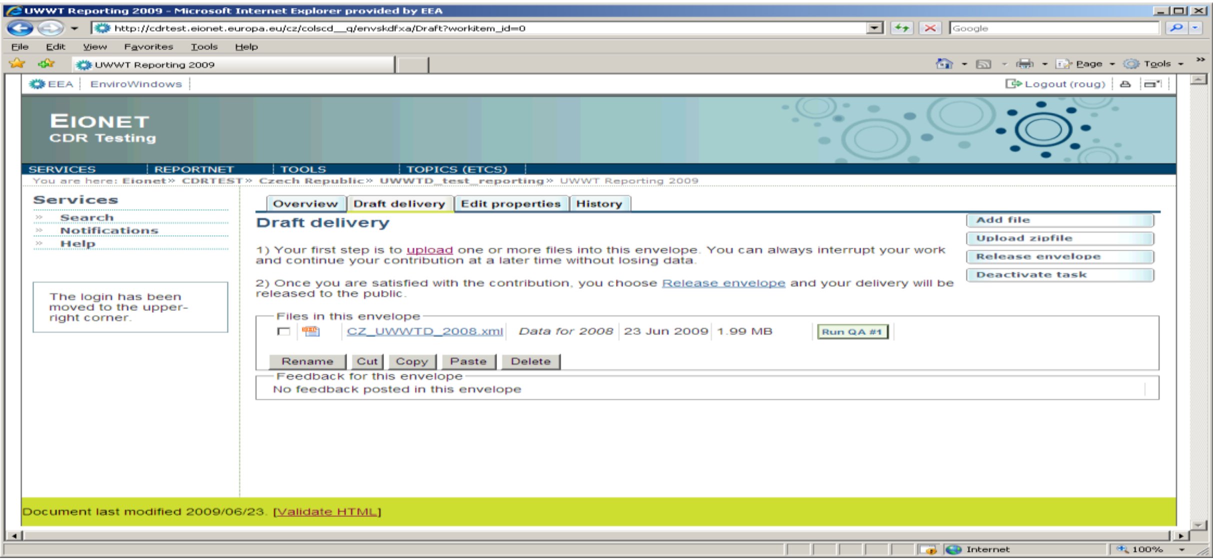
Step 3: Upload your UWWT report and make it available

Upload your report from your own system using the “add file” option. The uploading menu provides you with a check box to restrict a file from public access should this be necessary. Files with access restriction can only be downloaded by privileged users.

Step 4: Self test of data files

By clicking the “run QA #x” button this initiates a self test of the uploaded file(s) for syntax check and reference check, as appropriate. Corresponding error reports will be displayed.
By clicking on the file itself, you may view the data file in various formats. In particular, the Google Earth feature al-

lows for a map display and possibility to check own data visually.



Step 5: releasing the envelope

Once you are satisfied that you have uploaded the correct file(s), complete your delivery by releasing the envelope. The purpose of release is to signal that the data have been delivered. Your UWWT report is now publicly available in the Reportnet Central Data Repository (CDR) unless you have applied access restrictions as explained above.

Finish or go back to drafting?

There is a possibility to re-open the envelope so that you can make corrections e.g. upload a missing file or remove an incorrect one. In order to do so, click on the link “Redeliver or finish“, which brings you back to step 2 d). You will have to activate the task (as before), add or remove files and eventually release the envelope again.

7. Quality Analysis after completing the submission of UWWTD data

After submitting UWWTD tabular data and GIS files on CDR, the same automatic quality assessment (QA/QC) will be carried out to check and control the quality of the data files in the released envelope. The QA/QC consists in a set of rules and they will cover:

- Consistency of reporter and report ID
- Master data check according to Data dictionary
- Syntax check(data type, field lenght) according to Data dictionary
- Reference check (check of links between Agglomeration-UWWTP-Discharge point
- Receiving area; link between Sensitive area and Catchment of sensitive area)

The result of the QA will be saved in the feedback section of respective envelope similar to the self testing. Please check the envelope for also this QA/QC feed-back, which will be available a few minutes after the envelope has been released. *Please note that the results of the automatic QA are especially relevant for those MS, which do not use the IT Web tool for the creation of the xml file.*

8. Confirmation letter after completing the submission of the data

After data uploading on CDR and omission of QA errors, the authorized UWWTD Data provider confirms that the submission is completed and quality checked by clicking the release envelope button. Reportnet will issue and save an automated but **official confirmation letter** from the EEA to the reporter.

Example of a Confirmation letter for UWWTD data

European Environment Agency Kongens Nytorv 6 DK 1050 Copenhagen K
In support of WISE - The Water Information System For Europe

To Whom It May Concern:
This confirmation letter shows the status of national data submissions to Reportnet based on the European Reporting Obligation

UWWT Directive monitoring (http://rod.eionet.europa.eu/obligations/613)

The letter is automatically generated when the authorised national data reporter has released the respective reporting information inside the Central Data Repository (CDR).

The following files have been submitted for country *XX* into the envelope *XX(specific envelope number)* and are made publicly available on *DD/MM/YYYY*.

List of files:
(Lists files uploaded on CDR including hyperlinks)
Submitted files have passed through an automatic QA/QC process. Information on the results of QA/QC process is attached to this letter as a log file.

The above-mentioned files were submitted by: *Username of Reporter*
This confirmation letter is electronically generated by the Reportnet system and therefore not signed .
Date

9. Help desk and support

Help desk :

- **On Reportnet CDR:**
  - http://cdr.eionet.europa.eu/help
  - helpdesk@eionet.europa.eu (in case of login problems)
- **On 2013 UWWTD reporting exercise Contact**
  extranet-uwwtd-support@roles.eea.eionet.europa.eu

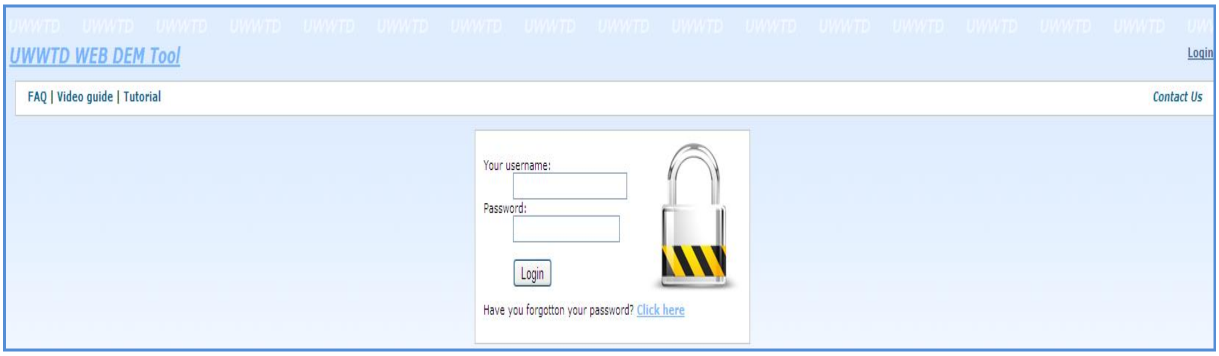
10. Annex 1:

Guidance for the use of the WEB-tool for UWWTD reporting

The Web tool application is available at http://uwwtd.eionet.europa.eu/

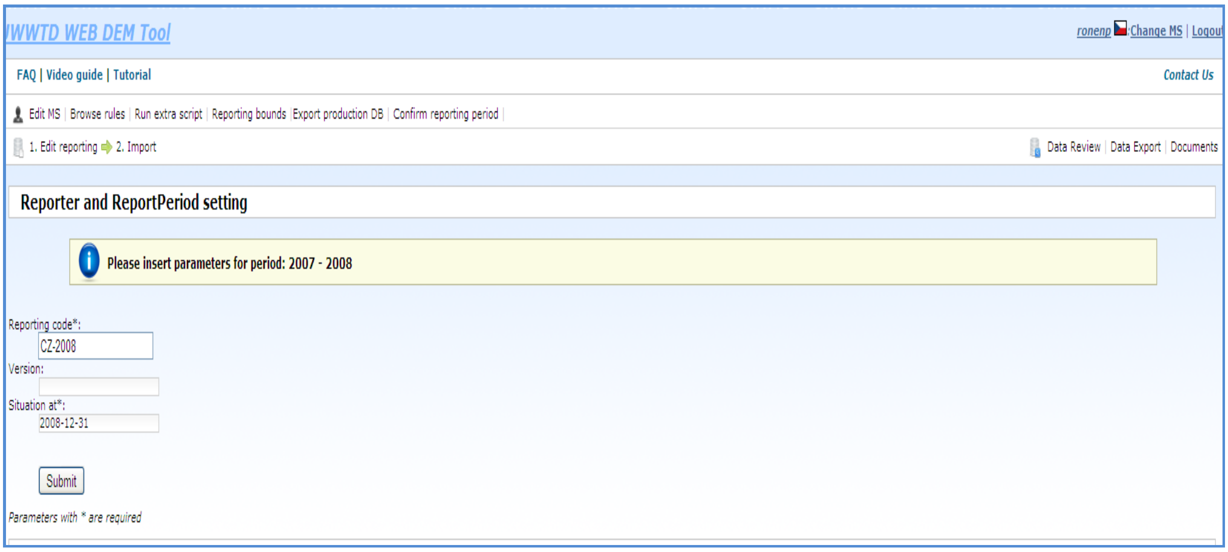
0.Login

You can access the application via the form “Login” that opens in the top right hand corner. Login details shall correspond with your Circa (Reportnet) account name and password (all reporters listed in the “Authorized WISE data providers for the UWWTD” are entitled to obtain **User accounts and access permissions**).



1.Initial setting - Edit Reporting

The form Edit reporting allows you to enter basic information on the report, the reporting period and the reference year for which the data is reported. It can be filled in only once. If the information filled in is correct (e.g. the reference year- “Situation at” falls within the requested range, you receive a confirmation notification and obtain a unique ID (RepID) for your country´s report.

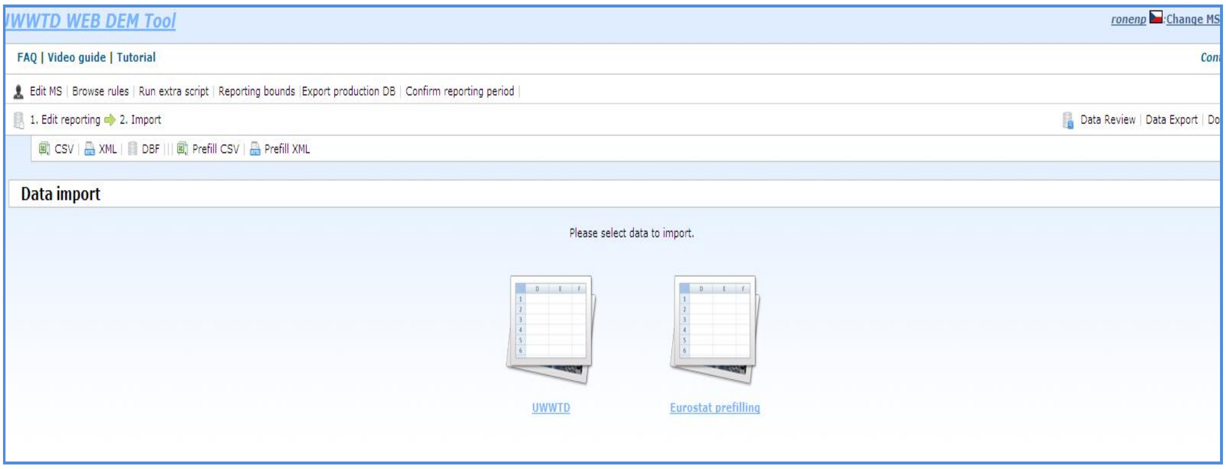


2.Importing data

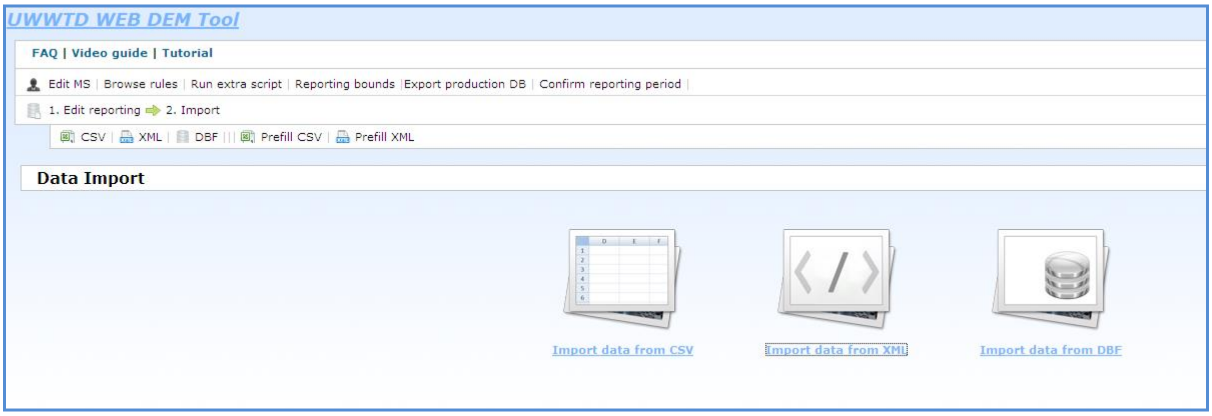
Once you have entered the report details and have obtained a report ID, you can proceed to **Import.** Import is divided up into two sections:

- Data for UWWTD reporting.

- Data for EUROSTAT/OECD joint Questionnaire on Inland Waters pre-filling (additional data request).

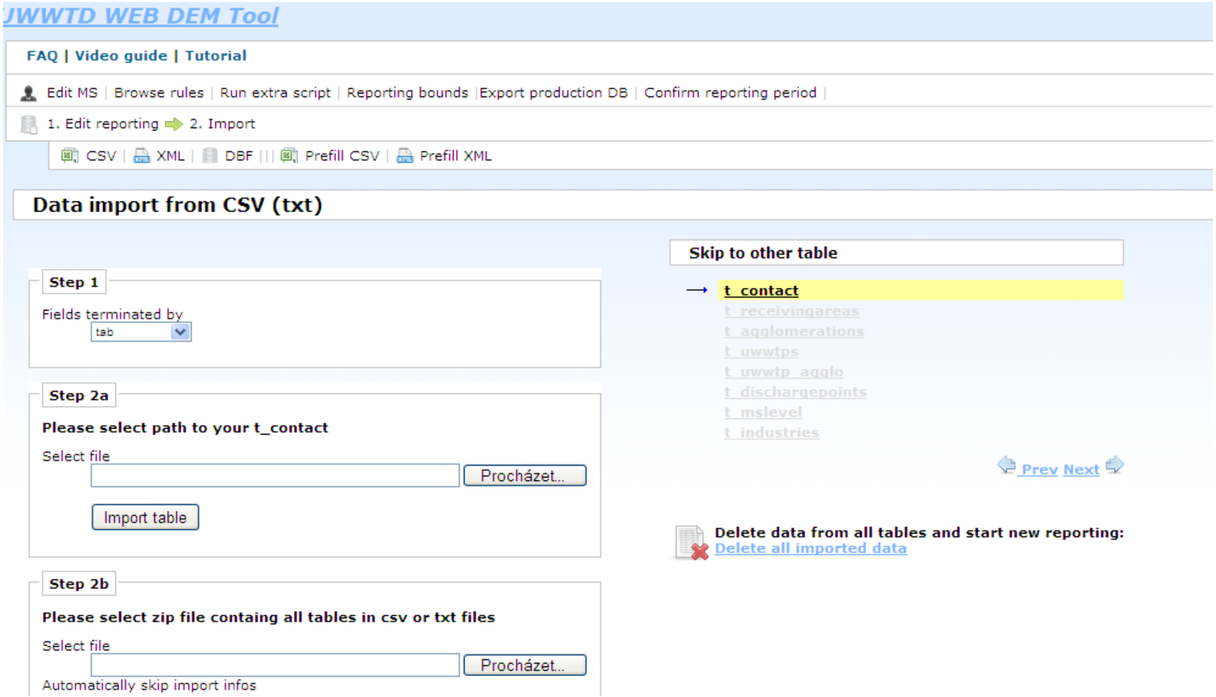


Please always import UWWTD data first.
For both data imports into the UWWTD templates and the Eurostat pre-filling you can choose either **CSV** files or **XML** files. **DBF** files are to be used only for the check of the consistency of spatial data (receiving areas) and the data reported in the template receiving areas. The consistency check should be carried out only after a successful UWWTD data import.



CSV import

If you wish to import data in CSV format, click on CSV and select the table you intend to import. Please follow the predefined order. In **Step 1,** you have to choose a proper delimiter (indicating whether the fields are terminated by tab, semi-colon or comma). Provided you wish to import one table at a time, choose **Step 2a.** In case you wish to import all of the tables at once (as a zip file) select **Step 2b.** For importing one table click **Import table.** For all tables at once from a zip file click on **Import all tables.**

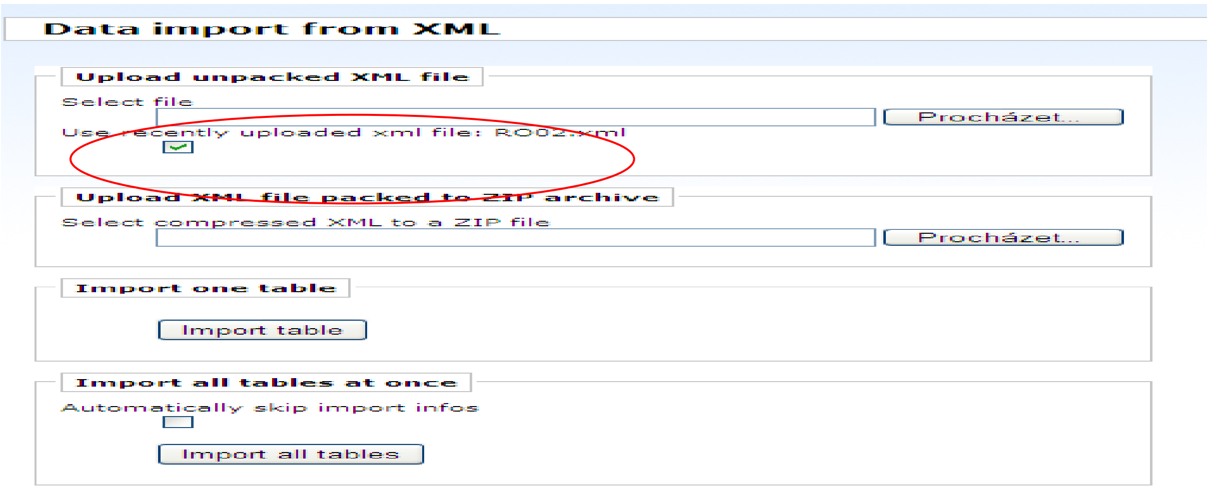


In the data import process you receive confirmation notes and log files with errors, if you tick off "**Automatically skip import infos"** you won't receive any import information.

XML import

If you wish to import data in xml format, click on 

. As under CSV import, you can import the xml file either unpacked or compressed in a **ZIP archive** (particularly useful for large files). By ticking off "Import one table" you import one table at a time. The option "Import all tables" allows you to import all tables, however without import information on particular tables. Option "**Use recently uploaded xml file** "can be used in case you have already uploaded the xml file once and you did not complete the import of all of the tables.

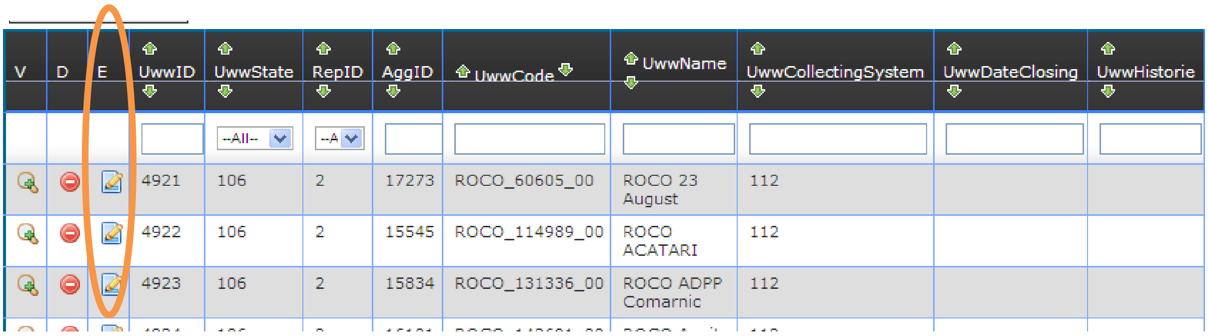


Data preview and format correction

Once you have imported the data, you will be able to see them on the screen together with the import summary (per table). It shows whether the import was complete (i.e. all records from the source table were imported). It indicates also whether there are any master errors. Master errors (entries with master errors cannot be included in the production DB) are highlighted in red. Other types of errors (e.g. formal, logical, duplicates) are highlighted as well. The legend of the types of errors and corresponding colours is available under the heading "Tutorial". The type of errors and their occurrence is displayed in the last four columns on the right. You can review what data shall be included in the production database. Data in the table can be filtered and sorted. Option "**Download LOG file with information about errors**" provides you with the error specification.

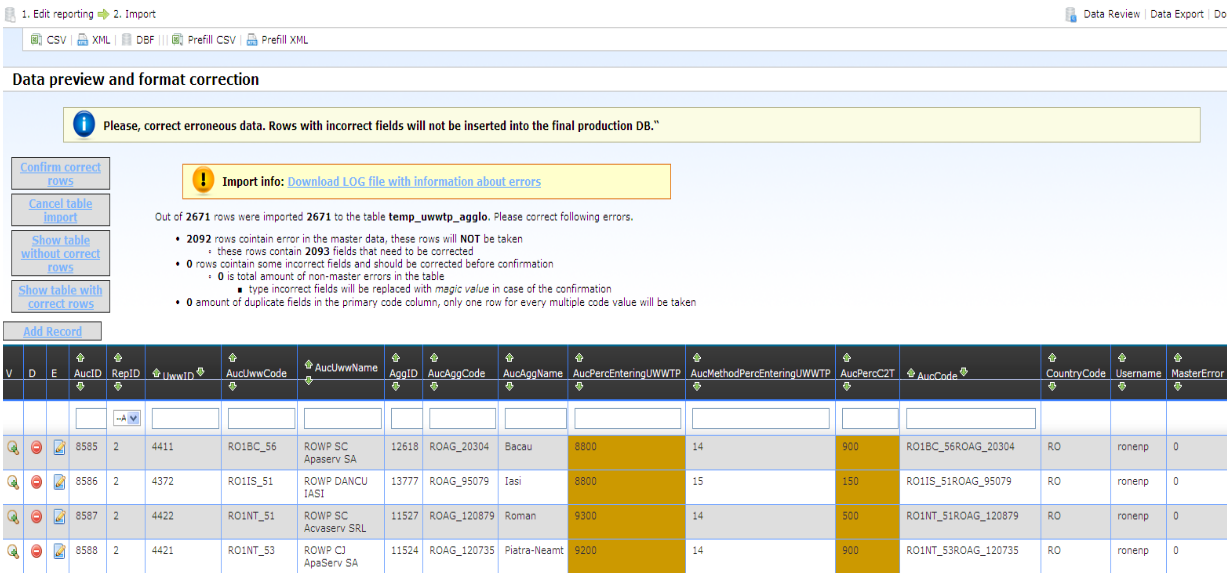
You can add new records using the **Add record** button. The **option "Show table with incorrect rows"** enables you to view only incorrect data. Likewise, selecting "**Show table with correct rows",** will show correct entries.

It is highly recommended to correct the ***Master errors*** highlighted in red colour, as rows containing these errors will not be included in the database. You can make changes directly in the table by using the options "Edit" or "Delete". In case of a higher number of errors, it is recommended to re-import the table (or its section).



V	D	E	UwwID	UwwState	RepID	AggID	UwwCode	UwwName	UwwCollectingSystem	UwwDateClosing	UwwHistorie
				--All--	--A						
			4921	106	2	17273	ROCO_60605_00	ROCO 23 August	112		
			4922	106	2	15545	ROCO_114989_00	ROCO ACATARI	112		
			4923	106	2	15834	ROCO_131336_00	ROCO ADPP Comarnic	112		

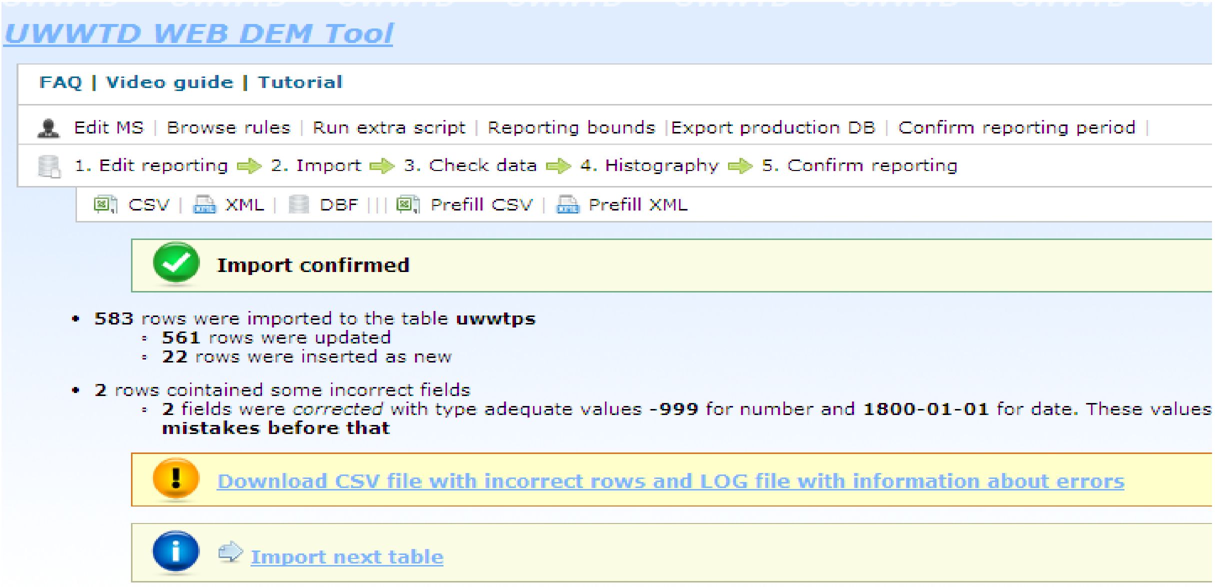
By confirming correct rows**,** you will import all rows without ***Master errors***, while formally incorrect fields will be replaced with ***-999.*** Entries with "magic values" can be corrected later. **Option "Cancel table import"** will redirect you back to the table selection and all imported data will be lost.



V	D	E	AucID	RepID	UwwID	AucUwwCode	AucUwwName	AggID	AucAggCode	AucAggName	AucPercEnteringUWWTP	AucMethodPercEnteringUWWTP	AucPercC2T	AucCode	CountryCode	Username	MasterError
				--A													
			8585	2	4411	RO1BC_56	ROWP SC Apaserv SA	12618	ROAG_20304	Bacau	8800	14	900	RO1BC_56ROAG_20304	RO	ronenp	0
			8586	2	4372	RO1IS_51	ROWP DANCU IASI	13777	ROAG_95079	Iasi	8800	15	150	RO1IS_51ROAG_95079	RO	ronenp	0
			8587	2	4422	RO1NT_51	ROWP SC Acvaserv SRL	11527	ROAG_120879	Roman	9300	14	500	RO1NT_51ROAG_120879	RO	ronenp	0
			8588	2	4421	RO1NT_53	ROWP CJ ApaServ SA	11524	ROAG_120735	Piatra-Neamt	9200	14	900	RO1NT_53ROAG_120735	RO	ronenp	0

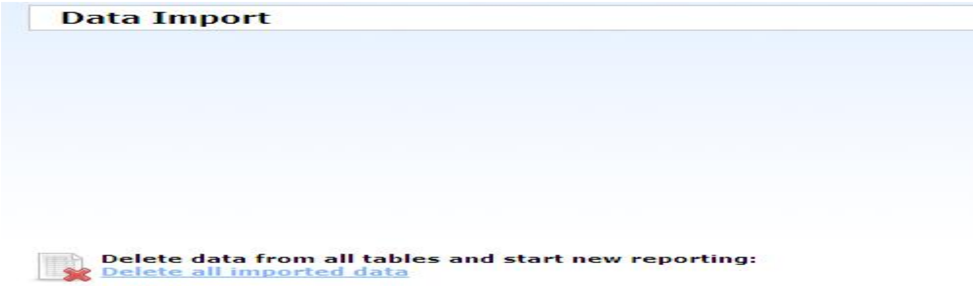
Import confirmed

After import confirmation, you receive a note with information about the status of imported data (e.g. how many rows were imported or updated etc.)



You may **Download a CSV file with incorrect rows and a LOG file with information about errors,** open the CSV file in Excel and correct the mistakes. Then you go to the **Data import from CSV** section, choose the current table again and import the CSV file with corrections. Data in the database will be ***updated***. You don't have to import the whole database for small changes.
Import next table will redirect you to the table selection and automatically switch importing to the next table.

Import summary
It is up to you whether to use CSV or XML files. You can even combine both options. You may import tables separately or all at once. You may automatically skip import information and wait for the import results without any need of your action. You may download data LOG files and CSV files with incorrect rows and use them for data update and corrections.
It is recommended to follow the import order of the predefined tables. The extent of errors shall determine whether to update the tables, or delete all data and import again instead of updating the whole database.
The data import is iterative, if you ***have already imported*** some data for the current reporting period earlier and then you import some ***new data***, then the database will be ***updated*** (data with same codes would be updated and new data would be added). If you plan to update the whole database, rewrite all imported data, please use ***Delete all imported data,*** then the data import will be much faster.

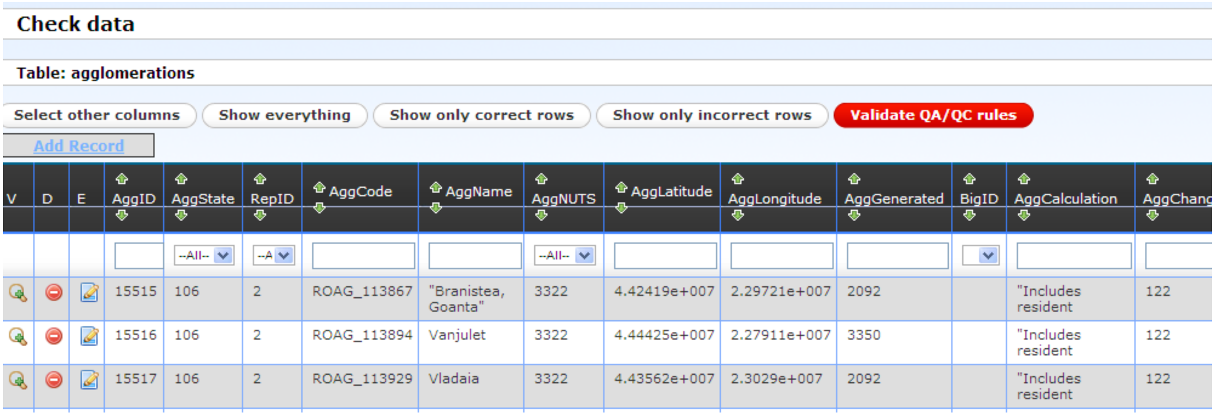


3.Check data

In this section you can review the imported data, correct formally incorrect fields, and run QA/QC rules, addressing data completeness, data consistency and technical plausibility.

Check data

Proceed by selecting a table from the list of tables for data validation.

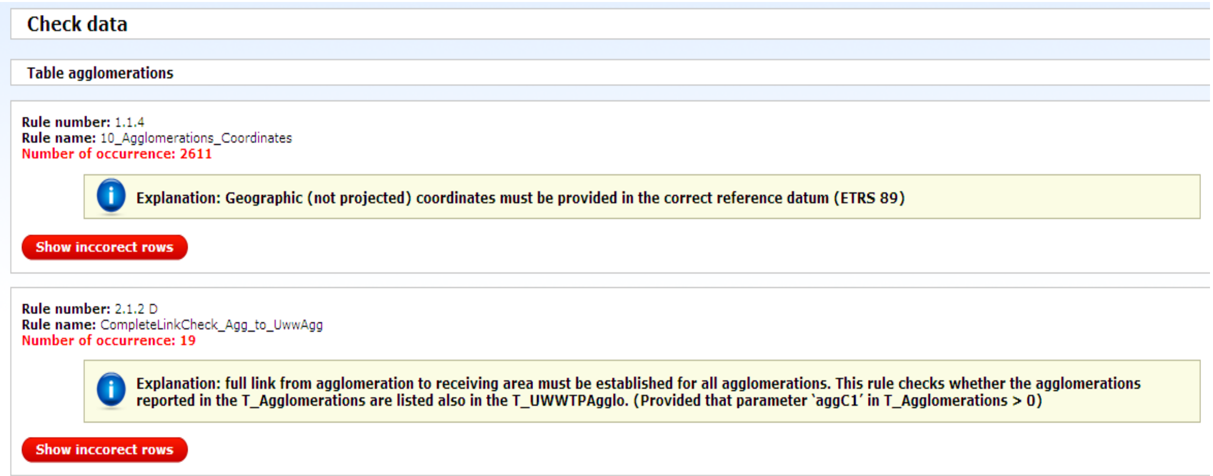


V	D	E	AggID	AggState	RepID	AggCode	AggName	AggNUTS	AggLatitude	AggLongitude	AggGenerated	BigID	AggCalculation	AggChang
				--All--	--A			--All--						
			15515	106	2	ROAG_113867	"Branistea, Goanta"	3322	4.42419e+007	2.29721e+007	2092		"Includes resident	122
			15516	106	2	ROAG_113894	Vanjulet	3322	4.44425e+007	2.27911e+007	3350		"Includes resident	122
			15517	106	2	ROAG_113929	Vladaia	3322	4.43562e+007	2.3029e+007	2092		"Includes resident	122

If you wish to display records (rows) with formal errors, click on "**Show only incorrect rows".** Likewise, the option **"Show only correct rows"** will extract data from the rows containing no formal errors. **Show everything** will show a table containing all data. The extent of the table can be reduced (for better orientation) by "**Selecting other columns**". Amendments and modifications (provided they do not involve too many records) can be made directly in the table, by use of the options "Edit", "Delete" or "Add record".

If you wish to check data completeness, consistency and plausibility click on "**Validate QA/QC rules".** (Please note that a missing button "Validate QA/QC rules" indicates that there are no QAQC rules pertaining to that particular table).

QA/QC statistics



Statistics of incorrect records pertaining to specific rules are displayed after the validation process. By clicking on "**Show incorrect rows**" you can view records with errors.

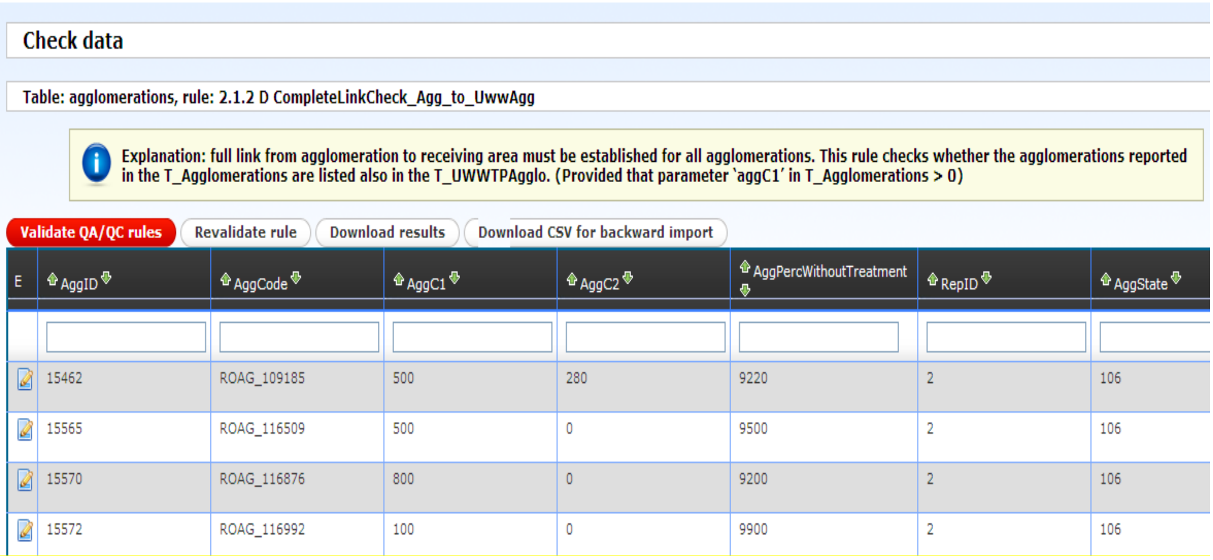

Check data

Table: agglomerations, rule: 2.1.2 D CompleteLinkCheck_Agg_to_UwwAgg

Explanation: full link from agglomeration to receiving area must be established for all agglomerations. This rule checks whether the agglomerations reported in the T_Agglomerations are listed also in the T_UWWTPAgglo. (Provided that parameter 'aggC1' in T_Agglomerations > 0)

Validate QA/QC rules | Revalidate rule | Download results | Download CSV for backward import

E	AggID	AggCode	AggC1	AggC2	AggPercWithoutTreatment	RepID	AggState
	15462	ROAG_109185	500	280	9220	2	106
	15565	ROAG_116509	500	0	9500	2	106
	15570	ROAG_116876	800	0	9200	2	106
	15572	ROAG_116992	100	0	9900	2	106

Incorrect rows

You can use the "Edit" button to amend the incorrect records directly. If the "Edit" option is missing, it means that you have to correct the data manually. For manual corrections, you have to go to the **Check data** section, find the row and correct the data. Another option (useful in case of a high number of erroneous records) is to "**Download result"** containing just those columns in which the amendment should be made, or **Download CSV result for import**, then correct the data in Excel and import it as an update.

Data Check summary

It is recommended to review ***all*** tables, correct all ***formal errors*** and run all ***QA/QC checks***. In case of a high number of errors, it is recommended to proceed with downloading of CSV files, making corrections and importing them back under the **Import section**.

4.Historiography

If you have imported data in ***previous reporting periods*** you can check the consistency of datasets. You may choose a reporting period you may want to compare with and run checks. These tests are just informative but it is recommended that you run them. They can identify objects reported in previous exercises, which do not appear in the latest dataset. The checks can also indicate differences in generated loads or in coordinates.

5.Confirm reporting

Under this section, you can display a summary of data submitted for the current reporting period. A list of all imported tables includes information about the number of correct and incorrect records (rows).

If you do not intend to make any further changes in the database, click on the "Confirm and close" button. It will send a confirmation e-mail to you and to the ETC ICM Data Manager (Michal Sik) regarding the finalization of your reporting. You will be automatically redirected to the export section, where you should download the whole database (check all tables) as an XML file and upload it to the CDR.(for details on "how to upload data on CDR see section 6 of this document).

Additional options

•Data review

This option enables you to browse through the data reported by your country for all reporting periods.

•Data export

Data export is the reverse operation to the ***Data import.*** For successful downloading of data please allow pop-up windows for the UWWTD WEB Tool application. Data export involves four steps.

1. **Select what kind of data you want to export** *UWWTD* **or** *EUROSTAT.*
2. **Choose from the three options what you want to export:**
    a. Export everything - **will return the whole database as you imported it.**
    b. Export correct rows - **will return the database with rows containing no formal errors.**
    c. Export incorrect rows - **will return the database containing only incorrect rows. This is useful for data corrections according to the LOG files.**
3. **Select the reporting year and tables you want to export.**
4. **Select the output format of the export,** CSV **or** XML.
5. If you have allowed pop-up windows for the UWWTD WEB Tool then the output will be automatically downloaded or you will be asked where you want to save it depending on your browser settings.

Data export summary

You can use data export for exporting the whole database and review it using Excel or you can use it for exporting incorrect rows with log files, to correct them and then to import them back to the database and update it.

- **Documents**

In this section you can download supporting documents, like ***CSV Templates***, ***XML schema*** etc.