



How to use Reportnet for the BWD reporting

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This document contains the current procedure applied on 31th October 2020. Since the development of the updated BWD dataflow is on-going and will be final following the agreements of the BWD reporting workshop to be held in November/December 2020, the document will be updated after the workshop.

The most recent version of the document is available at <http://cdr.eionet.europa.eu/help/BWD>.

These guidelines explain how to use Reportnet (the European Environment Agency's digital infrastructure for data collection) for reporting information to the European Commission in pursuance of the Bathing Water Directive (2006/7/EC). The reporting is organised in collaboration between DG Environment and the European Environment Agency (EEA).

The reporting is done under ROD obligations [787 – Monitoring and Classification of Bathing Waters](#) and [788 – Identification of Bathing Waters](#). The two reporting flows are described in separate sections below.

User accounts and access permissions

In order to report, an EIONET account with username and password is required as well as permission to upload the national delivery. Each country has nominated national reporting contact responsible for the for Bathing Water Directive reporting. The list of national reporting contacts is maintained in the [Eionet Roles directory](#). Any changes of nominated reporters are to be delegated through the [WISE - National reporting coordinators \(extranet-wise-nfp\)](#).

1. Identification of Bathing Waters (dataflow 788)

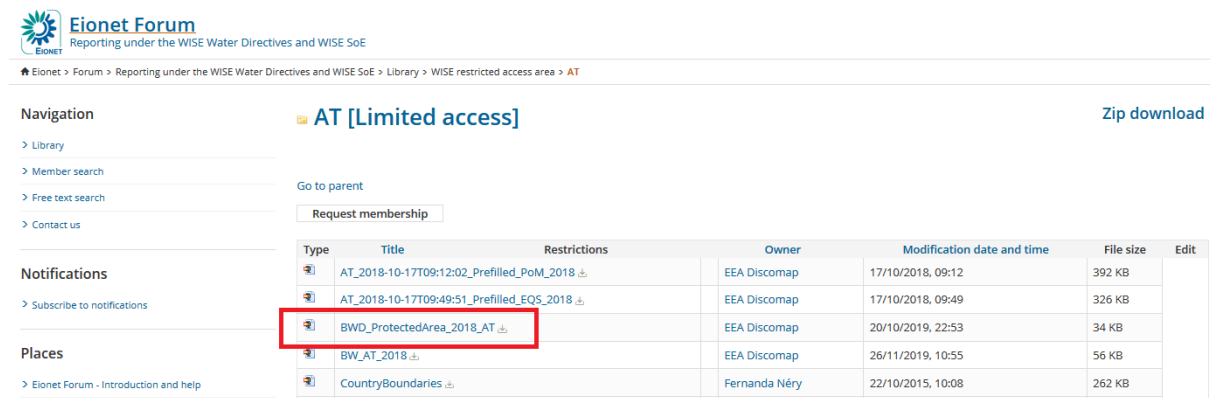
All help for using the dataflow 788 is available at the [BWD Help section – dataflow 788](#). This section describes step-by-step delivery of data.

Step 1: Download pre-filled data file from WISE restricted area

The dataset of the most recent reported season by country was pre-filled to the reporting template, which is based on Data Dictionary WFD 2022, and is available at the linked "WISE restricted access area":

https://forum.eionet.europa.eu/x_wise-reporting/library/restricted_distribution/

A file *BWD_ProtectedArea_2018_{countryCode}.zip* should be downloaded.



The screenshot shows the Eionet Forum interface. The main content area displays a table of files under the heading "AT [Limited access]". The table has columns for Type, Title, Restrictions, Owner, Modification date and time, File size, and Edit. The file "BWD_ProtectedArea_2018_AT.zip" is highlighted with a red box. Other files in the table include "AT_2018-10-17T09:12:02_Prefilled_PoM_2018.zip", "AT_2018-10-17T09:49:51_Prefilled_EQ5_2018.zip", "BW_AT_2018.zip", and "CountryBoundaries.zip".

Type	Title	Restrictions	Owner	Modification date and time	File size	Edit
File	AT_2018-10-17T09:12:02_Prefilled_PoM_2018.zip		EEA Discomap	17/10/2018, 09:12	392 KB	
File	AT_2018-10-17T09:49:51_Prefilled_EQ5_2018.zip		EEA Discomap	17/10/2018, 09:49	326 KB	
File	BWD_ProtectedArea_2018_AT.zip		EEA Discomap	20/10/2019, 22:53	34 KB	
File	BW_AT_2018.zip		EEA Discomap	26/11/2019, 10:55	56 KB	
File	CountryBoundaries.zip		Fernanda Néry	22/10/2015, 10:08	262 KB	

Step 2: Inspect the data and edit if necessary

The data file should be open in a GIS software that works with Shapefile (SHP) format. The structure of the dataset and instructions on editing are available in the document "[BWD Reporting Guidance](#)".

Introduce any changes to the dataset – such as adding newly identified or removing delisted bathing waters, changing names or coordinates – and save the updated *Shapefile*.

The file naming must follow the requested nomenclature:
ProtectedAreaPoint_{countryCode}_{YYYYMMDD}.shp

(Example: *ProtectedAreaPoint_AT_20201028.shp*)

Step 3: Convert Shapefile to GML format

The Reported CDR is designed to accept spatial data in GML format. An online converter was developed to convert the Shapefile format to GML: [Shape2GML](#).

Upload the zipped Shapefile to the tool. Also, add your email to which the converted dataset will be delivered.

You are here: Eionet» CDR» General Help» Water Framework Directive» Water Framework Directive - River Basin Management Plans - 2022 Spatial data» Reporting tools
Reporting tools

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Account Services

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Page updated on March 25th 2020

Shape2GML: Conversion tool for the WFD 2022 Protected Area Point dataset



Use this tool to convert the **WFD Shapefile** to a GML file. A single Shapefile must be used per country.

Note:
EEA Reportnet works best with Google Chrome (recommended) or Mozilla Firefox. **The use of Internet Explorer is not recommended.**

Instructions:

- Click the "Choose File" (or "Browse...") button to select the Access database you want to convert.
- Click the "Upload File" button to upload the Access Database (please be patient, some files may take a while to upload).
- Provide a valid e-mail address and click the "Execute" button.
- When the conversion is ready, the system will send you an e-mail, with a link to the converted file.
- You can then download the file.

Zip ProtectedAreaPoint_SL_20201022.zip

In addition, please provide us a valid e-mail address. The system will deliver in your mailbox a link with the generated GML (zipped)

E-mail:

Once the converted dataset is in your mailbox, proceed with delivery on the CDR.

Step 4: Choose the correct reporting folder

a) Enter the Central Data Repository at <http://cdr.eionet.europa.eu/> or follow the link below.

Country	URL to BWD Monitoring folder at the EEA CDR
Albania	http://cdr.eionet.europa.eu/al/eu/bwd/bwd_788/
Austria	http://cdr.eionet.europa.eu/at/eu/bwd/bwd_788/
Belgium	http://cdr.eionet.europa.eu/be/eu/bwd/bwd_788/
Bulgaria	http://cdr.eionet.europa.eu/bg/eu/bwd/bwd_788/
Croatia	http://cdr.eionet.europa.eu/hr/eu/bwd/bwd_788/
Cyprus	http://cdr.eionet.europa.eu/cy/eu/bwd/bwd_788/
Czech Republic	http://cdr.eionet.europa.eu/cz/eu/bwd/bwd_788/
Denmark	http://cdr.eionet.europa.eu/dk/eu/bwd/bwd_788/
Estonia	http://cdr.eionet.europa.eu/ee/eu/bwd/bwd_788/
Finland	http://cdr.eionet.europa.eu/fi/eu/bwd/bwd_788/
France	http://cdr.eionet.europa.eu/fr/eu/bwd/bwd_788/
Germany	http://cdr.eionet.europa.eu/de/eu/bwd/bwd_788/
Greece	http://cdr.eionet.europa.eu/gr/eu/bwd/bwd_788/
Hungary	http://cdr.eionet.europa.eu/hu/eu/bwd/bwd_788/
Ireland	http://cdr.eionet.europa.eu/ie/eu/bwd/bwd_788/
Italy	http://cdr.eionet.europa.eu/it/eu/bwd/bwd_788/
Latvia	http://cdr.eionet.europa.eu/lv/eu/bwd/bwd_788/
Lithuania	http://cdr.eionet.europa.eu/lt/eu/bwd/bwd_788/
Luxembourg	http://cdr.eionet.europa.eu/lu/eu/bwd/bwd_788/
Malta	http://cdr.eionet.europa.eu/mt/eu/bwd/bwd_788/

Netherlands	http://cdr.eionet.europa.eu/nl/eu/bwd/bwd_788/
Poland	http://cdr.eionet.europa.eu/pl/eu/bwd/bwd_788/
Portugal	http://cdr.eionet.europa.eu/pt/eu/bwd/bwd_788/
Romania	http://cdr.eionet.europa.eu/ro/eu/bwd/bwd_788/
Slovakia	http://cdr.eionet.europa.eu/sk/eu/bwd/bwd_788/
Slovenia	http://cdr.eionet.europa.eu/si/eu/bwd/bwd_788/
Spain	http://cdr.eionet.europa.eu/es/eu/bwd/bwd_788/
Sweden	http://cdr.eionet.europa.eu/se/eu/bwd/bwd_788/
Switzerland	http://cdr.eionet.europa.eu/ch/eu/bwd/bwd_788/
United Kingdom	http://cdr.eionet.europa.eu/gb/eu/bwd/bwd_788/

For each Member State, the EIONET Helpdesk has created a folder named “Bathing Water Directive Report 2006/7/EC”, and the subfolders: (1) Identification of Bathing Waters and (2) Monitoring and Classification of Bathing Waters. These folders are linked to the Bathing Water Directive 2006/7/EC data dictionary to initiate automatic QA/QC procedure and CDR notification when the BWD report (delivery) is uploaded.

Step 5: Create a new envelope

Now create a new envelope which will contain your data.

Overview Task list Edit properties List of reporters

Identification of Bathing Waters New envelope

Obligation(s) [Bathing Water Directive - Identification of Bathing Waters - 2019](#)

Envelopes and subcollections

Add a meaningful title for the envelope. Please also enter the year to which the data relate (e.g. 2019). “Description” and “Coverage note” fields are optional. Click “Add”.

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="BWD reporting 2019"/>
Description	<input type="text" value="BWD data reported for the 2019 season in Slovenia under ROD obligation 531 (Bathing Water Directive - Monitoring and Classification of Bathing Waters)"/>
Relating to which year	2019 <input type="text" value="Whole Year"/> to <input type="text"/>
Please enter the year covered by the dataset you are reporting	
Coverage	Slovenia
Coverage note	<input type="text"/>
	<input type="button" value="Add"/>

Open the new envelope by clicking on its title.

Step 5: Activate the task

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.

The screenshot shows the interface for an envelope titled "SI_TEST_ETC_20201027_G2". At the top, there are tabs for "Overview", "Edit properties", and "History". Below the title, there are buttons for "Zip envelope" and "Activate task", with the latter being highlighted by a red box. The "Description" section includes "Obligations: Bathing Water Directive - Identification of Bathing Waters - 2019", "Period: 2018 - Not applicable", "Coverage: Slovenia", and "Status: Task(s) waiting to be assigned: **Activate task: Draft** (You have to activate this task first before you can upload your files.)". A "Note" section at the bottom contains a message about subscribing to notifications.

Step 6: Upload the BWD delivery

Upload your report from your own system using the “Add file” button.

The screenshot shows the "Draft delivery" page. At the top, there are tabs for "Overview", "Draft delivery", "Edit properties", and "History". Below the title, there are buttons for "Add file", "Add prefilled file(s)", "Upload zipfile", "Upload and convert file", and "Deactivate task", with the "Add file" button being highlighted by a red box. The main content area contains four numbered steps: 1) Upload files, 2) Run automatic quality assessment, 3) Check report for errors, and 4) Release envelope after assessment. Step 3 includes the instruction: "You can only release the envelope if there are no blocking errors left."

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. If the delivery is uploaded in the correct template (the most recent delivery template, see Step 1), the system is to confirm successful upload. Click “OK” to continue.

The screenshot shows a confirmation dialog box with a red exclamation mark icon. The text inside the dialog reads: "The file was successfully uploaded in the envelope and converted into an XML delivery." Below the text is an "ok" button, which is highlighted by a red box. To the left of the dialog is a "Services" menu with options like "Search by obligation", "Search XML files", "Search for feedback", "Global worklist", "Notifications", and "Help".

Step 7: Run quality assurance/check (QA/QC) tests

For the uploaded data, a set of automatic QC tests should be performed by clicking “Run full QA”.

The screenshot shows the 'Draft delivery' tab selected in a navigation menu. Below the menu are several buttons: 'Add file', 'Upload zipfile', 'Upload and convert file', 'Run automatic QA' (highlighted with a red box), and 'Deactivate task'. The main content area contains four numbered instructions: 1) Upload files, 2) Run automatic quality assessment (with a link to 'run the automatic quality assessment on the data'), 3) Review the report and blocking errors, and 4) Release the envelope. Below the instructions is a table of files in the envelope, with a file named 'ProtectedAreaPoint_SI_20201022.gml' and two 'Run QA' buttons. At the bottom of the file list are 'Rename', 'Cut', 'Copy', and 'Delete' buttons.

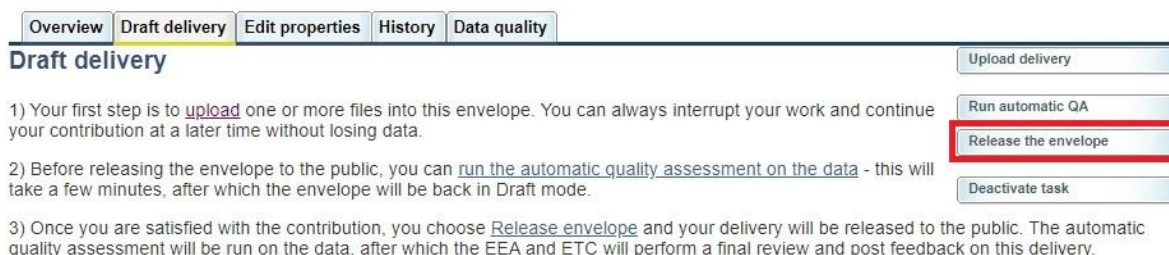
Once the QC has been started, the system displays a rotating circle icon informing about the QC checking in progress. Go to tab window “Data quality” to see the validation results.

The screenshot shows the 'Data quality' tab selected in a navigation menu. The main heading is 'Results of automatic data quality checks'. Below this is a paragraph explaining that the page displays summary information from all automatic data quality checks. The content lists several XML files with their respective test results, all of which are 'INFO: All tests passed without errors or warnings'. The files listed are: 'SI_2019_BWQ_2006_531_BWQD_2006_AbnormalSituations.xml', 'SI_2019_BWQ_2006_531_BWQD_2006_IdentifiedBW.xml', 'SI_2019_BWQ_2006_531_BWQD_2006_MonitoringResults.xml', 'SI_2019_BWQ_2006_531_BWQD_2006_SeasonalInfo.xml', and 'SI_2019_BWQ_2006_531_BWQD_2006_ShortTermPolut.xml'. There is also an 'Envelope test' section with a similar 'INFO' result.

If there were errors identified by the QC, please update and re-upload the delivery, along with running full QC again. Note that you will be able to upload data even with errors flagged by the automatic QC; however in this case you will be most likely contacted by the ETC by e-mail and asked for clarifications.

Step 8: Release the envelope

Once you are satisfied with the uploaded file(s), complete your delivery by releasing the envelope. First click “Activate task” and then click the button “Release the envelope”. The purpose of the release is to signal that the data have been delivered.



The screenshot shows the 'Draft delivery' interface with tabs for Overview, Draft delivery, Edit properties, History, and Data quality. On the right, there are buttons for 'Upload delivery', 'Run automatic QA', 'Release the envelope' (highlighted with a red box), and 'Deactivate task'. The main content area contains three numbered instructions:

- 1) Your first step is to [upload](#) one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data.
- 2) Before releasing the envelope to the public, you can [run the automatic quality assessment on the data](#) - this will take a few minutes, after which the envelope will be back in Draft mode.
- 3) Once you are satisfied with the contribution, you choose [Release envelope](#) and your delivery will be released to the public. The automatic quality assessment will be run on the data, after which the EEA and ETC will perform a final review and post feedback on this delivery.

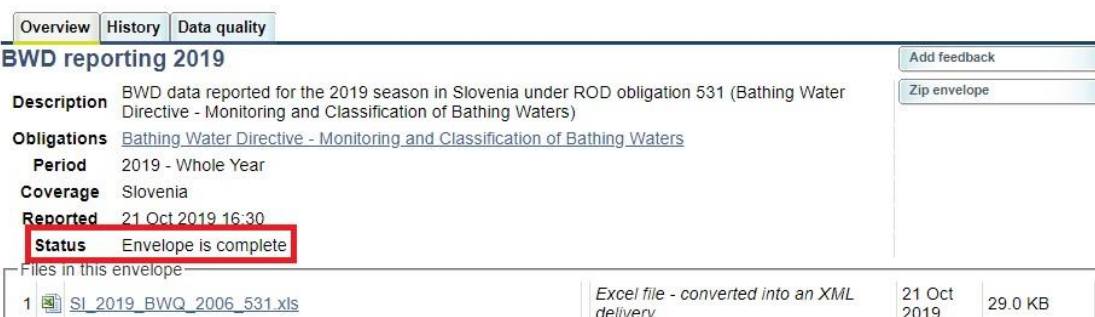
Once the envelope is released, it is marked as an official delivery and the specific file cannot be changed by reporter anymore. The delivery has to be inspected and accepted by data manager. Before it is inspected by the manager, the status of the delivery is “Task(s) waiting to be assigned: **Final feedback**”.



The screenshot shows the 'BWD reporting 2019 (errors)' interface with tabs for Overview, Edit properties, History, and Data quality. On the right, there is a 'Zip envelope' button. The main content area displays the following details:

- Description**
- Obligations** [Bathing Water Directive - Monitoring and Classification of Bathing Waters](#)
- Period** 2019 - Not applicable
- Coverage** Slovenia
- Reported** 22 Oct 2019 09:00
- Status** Task(s) waiting to be assigned: **Final feedback** (highlighted with a red box)

The final feedback is given by the client (EEA/ETC) who is the only one that can activate the envelope now. Once the client inspects the delivery, the status changes to “**Envelope is complete**”. The delivery is then marked as an official delivery and the specific file cannot be changed anymore; data updates, corrections and re-submissions can always be delivered via separate envelope, which enables clear and automated tracking of delivery versions in the database. If the client has **technically rejected** the delivery due to incompleteness, you will be contacted and asked for clarifications. In such case, inconsistencies in the data will have to be corrected by reporter and submitted under new envelope as described above (Steps 4-8). If client has **technically accepted** the delivery, no further actions are necessary.



The screenshot shows the 'BWD reporting 2019' interface with tabs for Overview, History, and Data quality. On the right, there are buttons for 'Add feedback' and 'Zip envelope'. The main content area displays the following details:

- Description** BWD data reported for the 2019 season in Slovenia under ROD obligation 531 (Bathing Water Directive - Monitoring and Classification of Bathing Waters)
- Obligations** [Bathing Water Directive - Monitoring and Classification of Bathing Waters](#)
- Period** 2019 - Whole Year
- Coverage** Slovenia
- Reported** 21 Oct 2019 16:30
- Status** Envelope is complete (highlighted with a red box)

Files in this envelope:

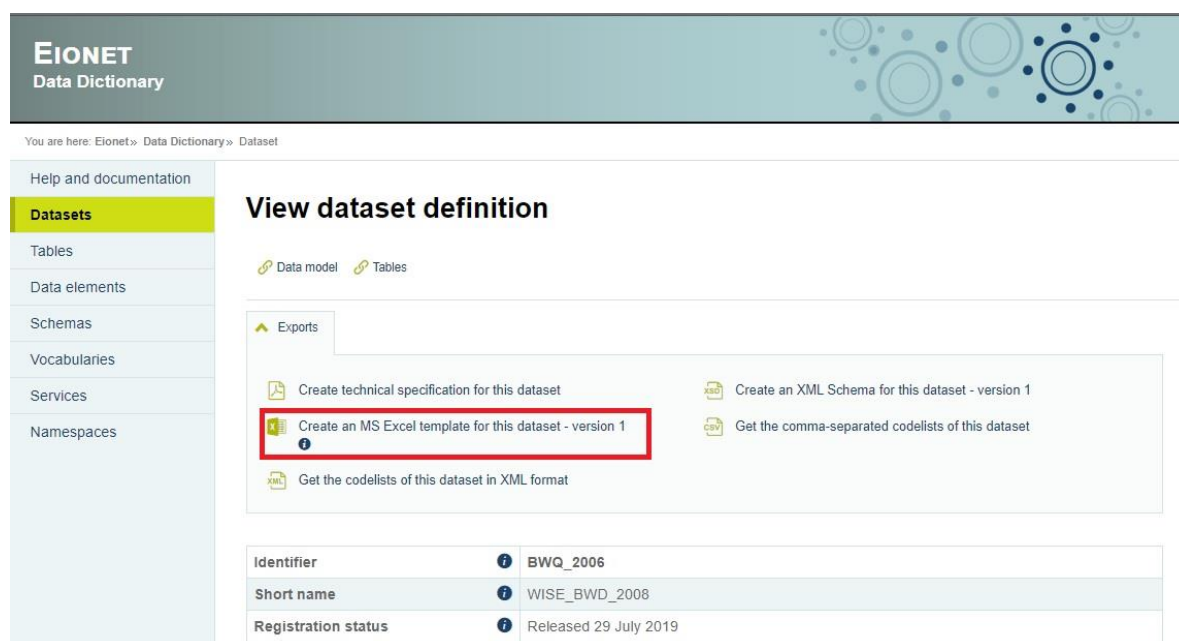
File Name	Format	Date	Size
SI_2019_BWQ_2006_531.xls	Excel file - converted into an XML delivery	21 Oct 2019	29.0 KB

Your BWD report is now publicly available at the Reportnet Central Data Repository (CDR) unless you have applied access restrictions as explained above.

2. Monitoring and Classification of Bathing Waters (dataflow 787)

Step 1: Downloading Data Dictionary

Go to the EEA Data Dictionary website at http://dd.eionet.europa.eu/datasets/latest/BWD_2006. Click the “Exports” section and download the latest version of template where the data will be inserted in.



The screenshot shows the EIONET Data Dictionary interface. The main heading is "View dataset definition". Under the "Exports" section, there are several options: "Create technical specification for this dataset", "Create an MS Excel template for this dataset - version 1" (highlighted with a red box), "Create an XML Schema for this dataset - version 1", "Get the comma-separated codelists of this dataset", and "Get the codelists of this dataset in XML format". Below the exports section, a table provides dataset details:

Identifier	BWD_2006
Short name	WISE_BWD_2008
Registration status	Released 29 July 2019

Click the “Create an MS Excel template for this dataset – version 2” link.

By clicking the “Create technical specification for this dataset”, BWD data dictionary pdf can be opened and downloaded.

Step 2: Choose the correct reporting folder

a) Enter the Central Data Repository at <http://cdr.eionet.europa.eu/>.

When preparing for the BWD delivery under ROD obligation 787, you must first go to the respective BWD folder in the EEA’s Central Data Repository – see the links below.

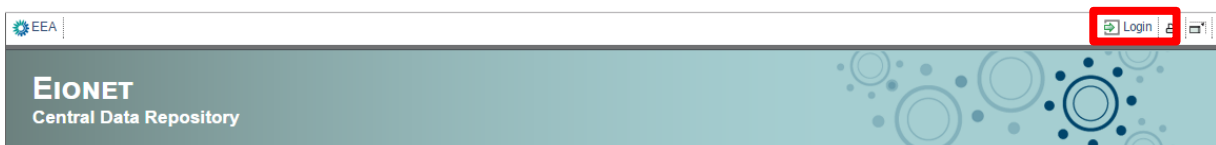
Country	URL to BWD Monitoring folder at the EEA CDR
Albania	http://cdr.eionet.europa.eu/al/eu/bwd/bwd_787/
Austria	http://cdr.eionet.europa.eu/at/eu/bwd/bwd_787/
Belgium	http://cdr.eionet.europa.eu/be/eu/bwd/bwd_787/
Bulgaria	http://cdr.eionet.europa.eu/bg/eu/bwd/bwd_787/

Croatia	http://cdr.eionet.europa.eu/hr/eu/bwd/bwd_787/
Cyprus	http://cdr.eionet.europa.eu/cy/eu/bwd/bwd_787/
Czech Republic	http://cdr.eionet.europa.eu/cz/eu/bwd/bwd_787/
Denmark	http://cdr.eionet.europa.eu/dk/eu/bwd/bwd_787/
Estonia	http://cdr.eionet.europa.eu/ee/eu/bwd/bwd_787/
Finland	http://cdr.eionet.europa.eu/fi/eu/bwd/bwd_787/
France	http://cdr.eionet.europa.eu/fr/eu/bwd/bwd_787/
Germany	http://cdr.eionet.europa.eu/de/eu/bwd/bwd_787/
Greece	http://cdr.eionet.europa.eu/gr/eu/bwd/bwd_787/
Hungary	http://cdr.eionet.europa.eu/hu/eu/bwd/bwd_787/
Ireland	http://cdr.eionet.europa.eu/ie/eu/bwd/bwd_787/
Italy	http://cdr.eionet.europa.eu/it/eu/bwd/bwd_787/
Latvia	http://cdr.eionet.europa.eu/lv/eu/bwd/bwd_787/
Lithuania	http://cdr.eionet.europa.eu/lt/eu/bwd/bwd_787/
Luxembourg	http://cdr.eionet.europa.eu/lu/eu/bwd/bwd_787/
Malta	http://cdr.eionet.europa.eu/mt/eu/bwd/bwd_787/
Netherlands	http://cdr.eionet.europa.eu/nl/eu/bwd/bwd_787/
Poland	http://cdr.eionet.europa.eu/pl/eu/bwd/bwd_787/
Portugal	http://cdr.eionet.europa.eu/pt/eu/bwd/bwd_787/
Romania	http://cdr.eionet.europa.eu/ro/eu/bwd/bwd_787/
Slovakia	http://cdr.eionet.europa.eu/sk/eu/bwd/bwd_787/
Slovenia	http://cdr.eionet.europa.eu/si/eu/bwd/bwd_787/
Spain	http://cdr.eionet.europa.eu/es/eu/bwd/bwd_787/
Sweden	http://cdr.eionet.europa.eu/se/eu/bwd/bwd_787/
Switzerland	http://cdr.eionet.europa.eu/ch/eu/bwd/bwd_787/
United Kingdom	http://cdr.eionet.europa.eu/gb/eu/bwd/bwd_787/

For each Member State, the Eionet Helpdesk has created a folder named “Bathing Water Directive Report 2006/7/EC”, and the subfolders: (1) Identification of Bathing Waters and (2) Monitoring and Classification of Bathing Waters. These folders are linked to the Bathing Water Directive 2006/7/EC data dictionary to initiate automatic QA/QC procedure and CDR notification when the BWD report (delivery) is uploaded.

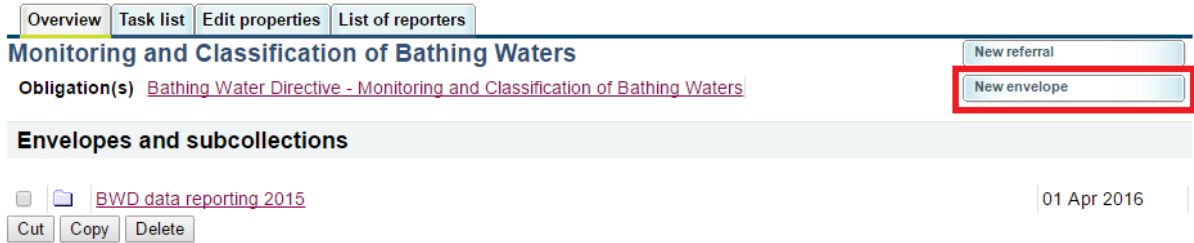
Step 3: Login

Login to the “Bathing Water Directive Report 2006/7/EC Report” or “Bathing Water Directive Report” for your country by using your Eionet username and password.



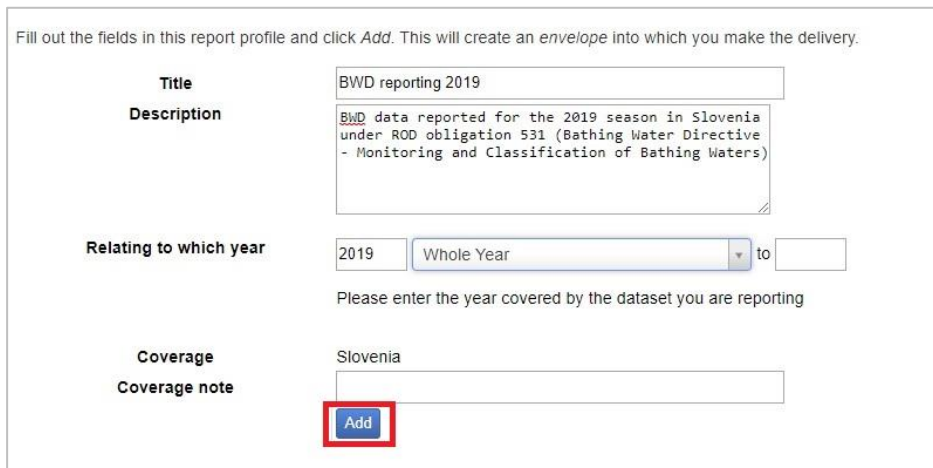
Step 4: Create a new envelope

Now create a new envelope which will contain your data.



The screenshot shows a web interface for 'Monitoring and Classification of Bathing Waters'. At the top, there are tabs for 'Overview', 'Task list', 'Edit properties', and 'List of reporters'. Below the tabs, the title 'Monitoring and Classification of Bathing Waters' is displayed. To the right of the title, there are two buttons: 'New referral' and 'New envelope'. The 'New envelope' button is highlighted with a red rectangular box. Below the title, the 'Obligation(s)' is listed as 'Bathing Water Directive - Monitoring and Classification of Bathing Waters'. Underneath, there is a section titled 'Envelopes and subcollections' with a sub-collection 'BWD data reporting 2015' and a date '01 Apr 2016'. At the bottom left of this section, there are 'Cut', 'Copy', and 'Delete' buttons.

Add a meaningful title for the envelope. Please also enter the year to which the data relate (e.g. 2020). “Description” and “Coverage note” fields are optional. Click “Add”.



The screenshot shows a form for adding a new envelope. At the top, it says 'Fill out the fields in this report profile and click Add. This will create an envelope into which you make the delivery.' The form has four main sections: 'Title' with the text 'BWD reporting 2019'; 'Description' with a text area containing 'BWD data reported for the 2019 season in Slovenia under ROD obligation 531 (Bathing Water Directive - Monitoring and Classification of Bathing Waters)'; 'Relating to which year' with a text input '2019', a dropdown menu set to 'Whole Year', and a 'to' input field; and 'Coverage' with the text 'Slovenia'. Below the 'Coverage' section is a 'Coverage note' text area. At the bottom left of the form, there is a blue 'Add' button highlighted with a red rectangular box.

Open the new envelope by clicking on its title.

Step 5: Activate the task

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 6: Upload the BWD delivery

Upload your report from your own system using the “Upload delivery” button.

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. If the delivery is uploaded in the correct template (the most recent delivery template, see Step 1), the system is to confirm successful upload. Click “OK” to continue.

Step 7: Run quality assurance/check (QA/QC) tests

For the uploaded data, a set of automatic QC tests should be performed by clicking “Run full QA”.

Overview Draft delivery Edit properties History

Draft delivery Upload delivery Run automatic QA Deactivate task

1) Your first step is to [upload](#) one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data.

2) Before releasing the envelope to the public, you can [run the automatic quality assessment on the data](#) - this will take a few minutes, after which the envelope will be back in Draft mode.

3) Once you are satisfied with the contribution, you choose Release the envelope and your delivery will be released to the public. The automatic quality assessment will be run on the data, after which the EEA and ETC will perform a final review and post feedback on this delivery.

Once the QC has been started, the system displays a rotating circle icon informing about the QC checking in progress. Go to tab window “Data quality” to see the validation results.

Overview Edit properties History **Data quality**

Results of automatic data quality checks

This page displays summary information from all automatic data quality checks for this envelope. If you want to see more detailed results, just follow the "Show more.." links to the individual feedback items.

Characterisation.xml

- **WARNING:** The quality control found 47 warnings in the Characterisation file - the records should be reviewed. [Show more...](#)
- [Show more...](#)

MonitoringResult.xml

- **WARNING:** The quality control found 373 warnings in the MonitoringResult file - the records should be reviewed. [Show more...](#)
- [Show more...](#)

SeasonalPeriod.xml

- **WARNING:** The quality control found 47 warnings in the SeasonalPeriod file - the records should be reviewed. [Show more...](#)
- [Show more...](#)

Envelope test

- [Show more...](#)
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If there were errors identified by the QC, please update and re-upload the delivery, along with running full QC again. Note that you will be able to upload data even with errors flagged by the automatic QC; however in this case you will be most likely contacted by the ETC by e-mail and asked for clarifications.

Step 8: Release the envelope

Once you are satisfied with the uploaded file(s), complete your delivery by releasing the envelope. First click “Activate task” and then click the button “Release the envelope”. The purpose of the release is to signal that the data have been delivered.

Overview **Draft delivery** Edit properties History Data quality

Draft delivery Upload delivery

1) Your first step is to [upload](#) one or more files into this envelope. You can always interrupt your work and continue your contribution at a later time without losing data. Run automatic QA

2) Before releasing the envelope to the public, you can [run the automatic quality assessment on the data](#) - this will take a few minutes, after which the envelope will be back in Draft mode. Release the envelope

3) Once you are satisfied with the contribution, you choose [Release envelope](#) and your delivery will be released to the public. The automatic quality assessment will be run on the data, after which the EEA and ETC will perform a final review and post feedback on this delivery. Deactivate task

Once the envelope is released, it is marked as an official delivery and the specific file cannot be changed by reporter anymore. The delivery has to be inspected and accepted by data manager. Before it is inspected by the manager, the status of the delivery is “Task(s) waiting to be assigned: **Final feedback**”.

Overview **Edit properties** History Data quality

BWD reporting 2019 (errors) Zip envelope

Description

Obligations [Bathing Water Directive - Monitoring and Classification of Bathing Waters](#)

Period 2019 - Not applicable

Coverage Slovenia

Reported 22 Oct 2019 09:00

Status Task(s) waiting to be assigned: **Final feedback**

The final feedback is given by the client (EEA/ETC) who is the only one that can activate the envelope now. Once the client inspects the delivery, the status changes to “**Envelope is complete**”. The delivery is then marked as an official delivery and the specific file cannot be changed anymore; data updates, corrections and re-submissions can always be delivered via separate envelope, which enables clear and automated tracking of delivery versions in the database. If the client has **technically rejected** the delivery due to incompleteness, you will be contacted and asked for clarifications. In such case, inconsistencies in the data will have to be corrected by reporter and submitted under new envelope as described above (Steps 4-8). If client has **technically accepted** the delivery, no further actions are necessary.

Overview **History** Data quality

BWD reporting 2019 Add feedback

Description BWD data reported for the 2019 season in Slovenia under ROD obligation 531 (Bathing Water Directive - Monitoring and Classification of Bathing Waters) Zip envelope

Obligations [Bathing Water Directive - Monitoring and Classification of Bathing Waters](#)

Period 2019 - Whole Year

Coverage Slovenia

Reported 21 Oct 2019 16:30

Status Envelope is complete

Files in this envelope

1	SI_2019_BWQ_2006_531.xls	Excel file - converted into an XML delivery	21 Oct 2019	29.0 KB
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Your BWD report is now publicly available at the Reportnet Central Data Repository (CDR) unless you have applied access restrictions as explained above.

Note that the deliveries that are not released cannot be processed in the system and are therefore not officially delivered.

3. Further steps

An acknowledgment **of receipt** is generated when an envelope has been released and completed. This confirmation document is available in the feedback section of the CDR envelope and a notification will be forwarded to the subscribers.

4. More help is available

More help on Reportnet Central Data Repository is available at:

<http://cdr.eionet.europa.eu/help/BWD>.

In case of technical problems, please contact the BWD helpdesk:

bwd.helpdesk@eionet.europa.eu.

In case of login problems, please contact Eionet Helpdesk: helpdesk@eionet.europa.eu.