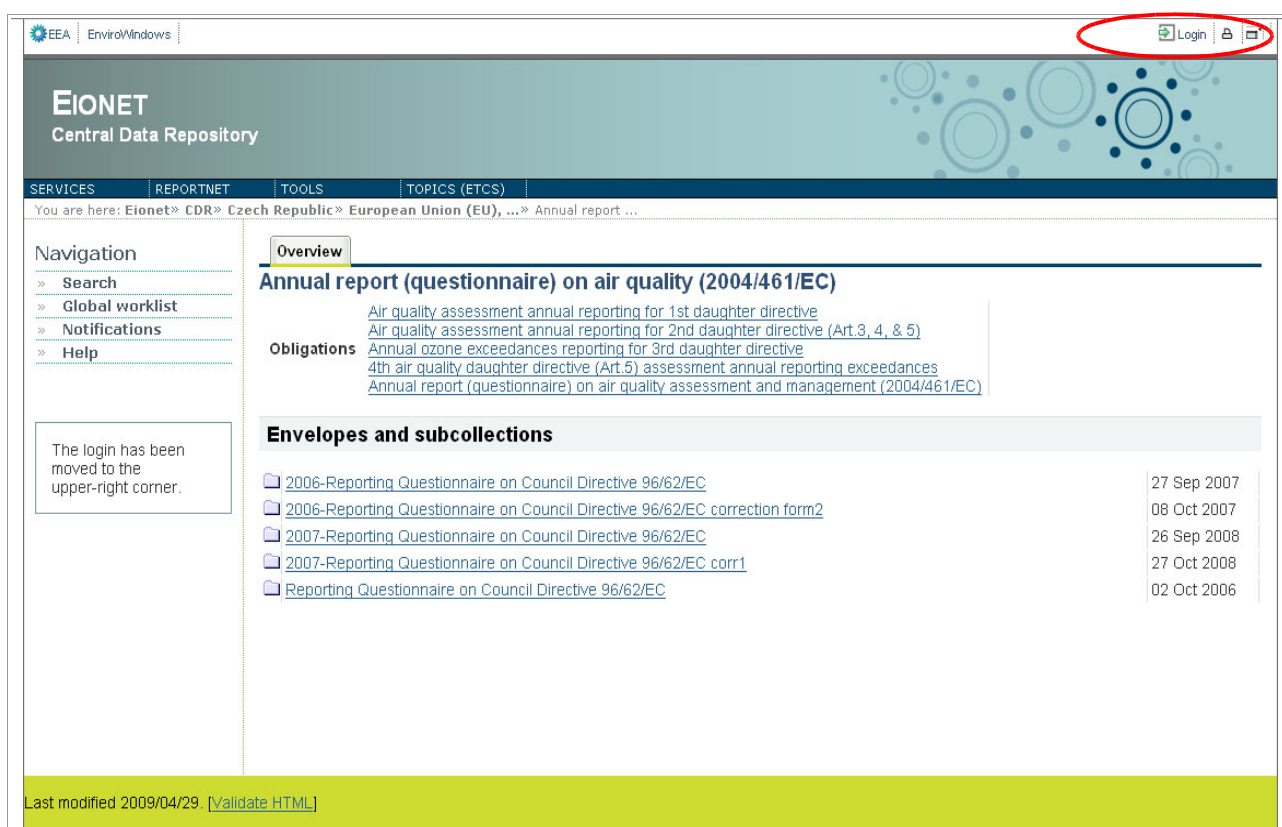


How to deliver data on the Air Quality using the Central Data Repository (CDR)

Step 1: Create a new envelope

Go to your country folder in Reportnet Central Data Repository (CDR) at <http://cdr.eionet.europa.eu>, enter the “European Union (EU), obligations” collection and then the “Annual report (questionnaire) on air quality (2004/461/EC)” one.

Login with your Eionet username and password



The screenshot shows the EIONET Central Data Repository interface. At the top right, a red circle highlights the 'Login' button. The main content area is titled 'Annual report (questionnaire) on air quality (2004/461/EC)'. Below this title, there are links for 'Obligations' and a section for 'Envelopes and subcollections' which contains a table of reports.

Envelope/Collection	Date
2006-Reporting Questionnaire on Council Directive 96/62/EC	27 Sep 2007
2006-Reporting Questionnaire on Council Directive 96/62/EC correction form2	08 Oct 2007
2007-Reporting Questionnaire on Council Directive 96/62/EC	26 Sep 2008
2007-Reporting Questionnaire on Council Directive 96/62/EC corr1	27 Oct 2008
Reporting Questionnaire on Council Directive 96/62/EC	02 Oct 2006

Figure 1: Air Quality Questionnaire country collection

Contact the helpdesk if you have any problems helpdesk@eionet.europa.eu

In this collection, create a new envelope for your delivery.

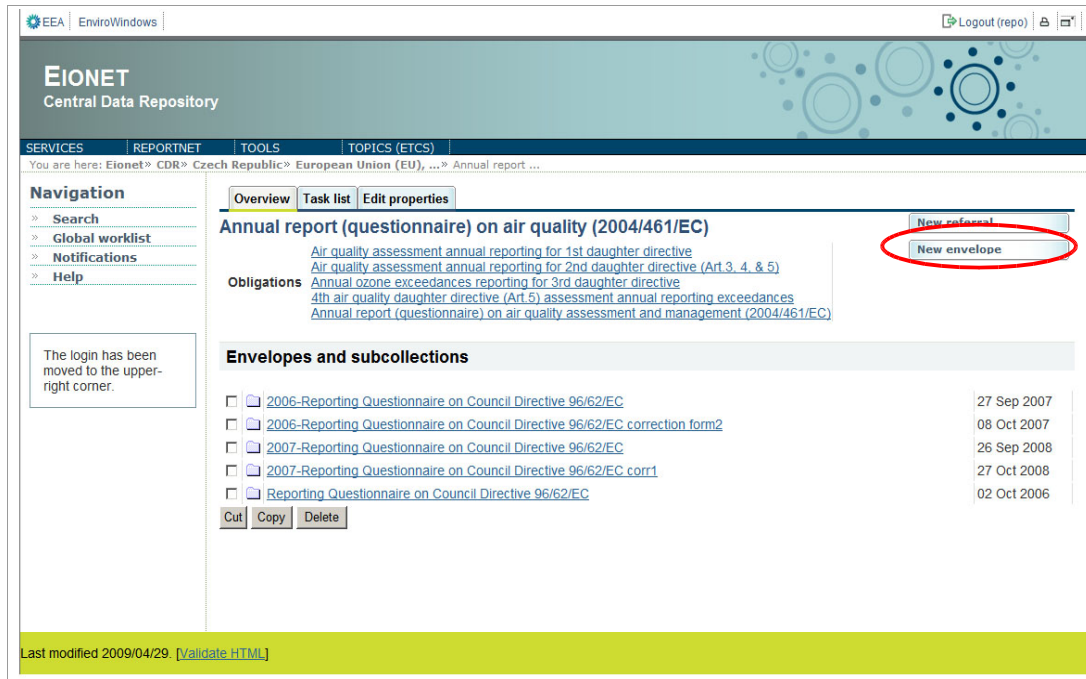


Figure 2: Collection page after login, click on "Create Envelope"

Make sure you fill in the correct year for the dataset you are about to upload. If you are reporting separately in more regions from your country, you need to create different envelopes for each region. In this case, mention the name of the region in the field "Coverage note" when adding the envelope, otherwise leave the field empty.

Figure 3: New envelope form

Step 2: Draft your delivery

Open the newly created envelope. The way to start the work in the envelope (which will also informs other users that you are executing that action) is to enter the envelope and *activate* the **Draft** task by clicking on the *Activate task: Draft* link or by pressing the *Activate task* button.

Figure 4: Envelope overview - activate the "Draft" task

After activation, you have reserved the envelope for yourself to work on (creating/updating documents).

Other users will not be able to intervene on the envelope until you:

- *Release the envelope* (the system will move forward to the next step in the reporting process, validating data) - or
- *Deactivate the task* from the corresponding right-side button which saves the work already done and makes it possible for someone else to take over the task

During the time someone works on a task, their colleagues are able to see this by consulting the *Status* of the envelope. (which will show: Task in progress: Draft (user: *username*))

The data in the envelope is not available to the public until the release of the envelope to the public.

Upload data

You have now created all the necessary prerequisites to start the data delivery. The Draft page will look like the figure below:

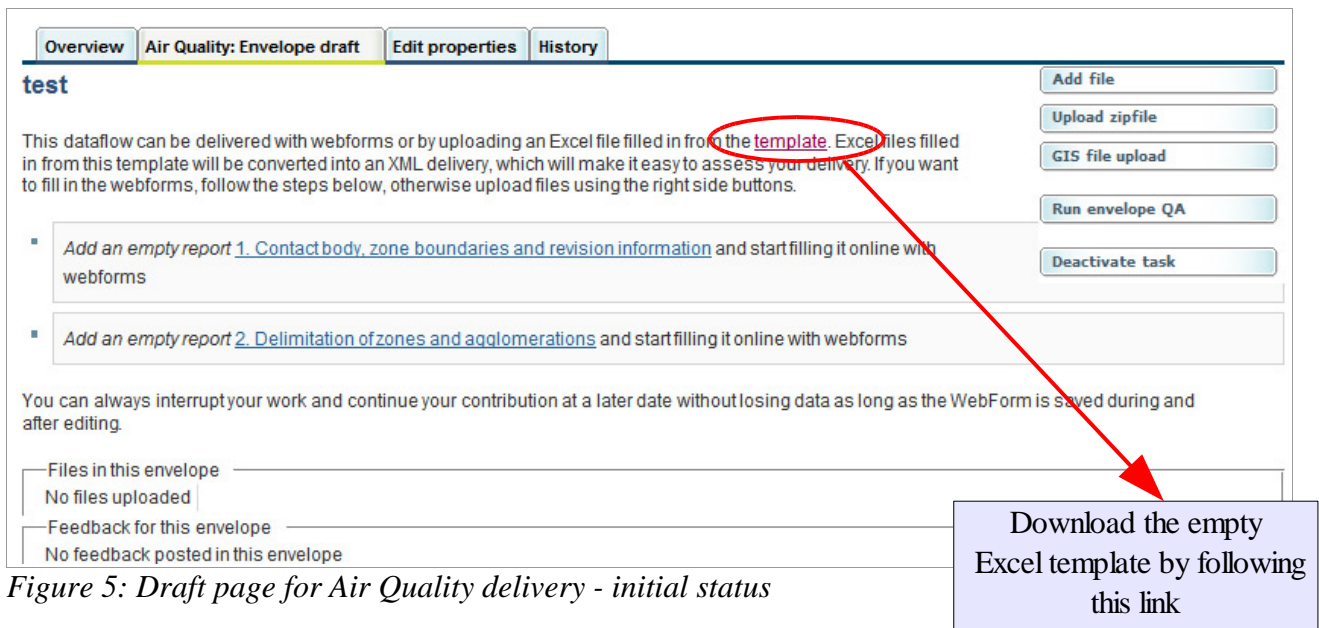


Figure 5: Draft page for Air Quality delivery - initial status

The next step is to add documents, which can be achieved in three ways:

- by *filling in 27 online Web forms*, in the order in which they appear in the page. Since some of the Web forms depend on the data provided in others (e.g. the zones and stations must be filled in before they can be listed in future forms), the link to create a form will appear only when the data necessary to build them will have been provided
- by *filling in the empty Excel template* provided for this delivery and then uploading it in the envelope using the “Add file” right side button. The system will convert the Excel file into 26 XML files (Form 1 not included), one for every Excel sheet, which can be later edited using the Web forms.
- by adding any other supporting files using one of the following right-side buttons:
 - “Add file” to add single files, which the system will upload as they are
 - “Upload zipfile” if you have more than one file which you packed into a .zip archive; the system will read the archive and upload its content into the envelope
 - “GIS file upload” to upload shape files generated by a GIS application

Working with Web forms

The Draft page offers the listing of the forms you need to create, in the order you need to create them in. Once you have filled in a form and returned to the envelope, another link to create a form will appear. The total number of forms is 27.

When you click on the link “Add an empty report <form name> and start filling it online with webforms”, you will be directed to an empty Web form such like in the figure below, where you should follow the instructions in providing the necessary data.

Form 3 Language English

Save Save & Close Close

Stations and measuring methods used for assessment under 1999/30/EC (Annex IX), 2000/69/EC (Annex VII) and 2004/107/EC (Annex V)

Insert station

Eol station code*	Local station code	Zone code(s)*	Use for directive	Use for Directive / Measuring method code for PM10 and PM2,5	Correction factor or equation used	Use for Directive / Measuring & analytical method code for arsenic, cadmium, nickel and B(a)P	Function of station
		Jihomoravská Praha Středočeská Jihočeská	SO2 <input type="checkbox"/> NO2 <input type="checkbox"/> NOx <input type="checkbox"/> Lead <input type="checkbox"/> Benzene <input type="checkbox"/> CO <input type="checkbox"/>	PM10* M1 M2 M2dxxx M3 PM2,5* M1 M2 M2dxxx M3	PM10 PM2,5	arsenic Sampling* Analysis* cadmium Sampling* Analysis* nickel Sampling* Analysis* B(a)P Sampling* Analysis*	

Insert station

Form comments

Figure 6: Form 3 editing

If you change the language of the form, the labels will appear in that particular language and the delivery will be considered to be written in that language.

Both in the upper and lower parts of a page there are 3 buttons that allow you to:

- “Save” the work every once in a while without closing the form
- “Save & Close” which preserves the changes and directs you back to the envelope
- “Close” the form without saving the changes

You can go back and modify each previously created form for completions or amendments:

- either by clicking on the corresponding “*Modify the <name of the form> questionnaire*” link from the Draft activity page,
- or by clicking on the corresponding XML file in the files' listing and clicking the “*Edit with Web form*” link

File: form1.xml [Back to envelope](#)

View file as

- Original
- HTML

Change file

- Edit file with [Web form](#)

Edit file properties

Title

Schema location http://air-climate.eionet.europa.eu/schemas/AirQualityQuestionnaire/AirQualityQuestionnaire-form1.xsd

File size 865 Bytes (865 Bytes)

Last uploaded 27 May 2009 15:50

Restricted from public view

Quality assessment

- Run XML Schema Validation

Feedback posted for this file

No feedback available for this file.

Figure 7: Document page for Form 1

If you want to disallow the public to see the content of a document because it contains data that should remain restricted, you should tick the “*Restrict from public view*” checkbox in the document page. These data will be later aggregated by the system into various statistics, reports and indicators, but the individual records will not be made public.

Also from this page you can check your XML delivery by choosing to *view it as HTML* from the upper link, which will open a page with the data displayed in a tabular form. The figure below shows an example with bogus data:

Stations and measuring methods used for assessment under 1999/30/EC (Annex IX), 2000/69/EC (Annex VII) and 2004/107/EC (Annex V)

EoI station code	Local station code	Zone code(s)	Use for directive							Use for Directive / Measuring method code for PM10 and PM2.5		Correction factor or equation used	Use for Directive / Measuring & analytical method code for arsenic, cadmium, nickel and B(a)P								Function of station
			SO2	NO2	NOx	Lead	Benzene	CO	PM10	PM2.5	arsenic		cadmium		nickel		B(a)P				
											Sampling		Analysis	Sampling	Analysis	Sampling	Analysis	Sampling	Analysis		
test1	test2		y	y		y	y	y	M1 M2 M2dxxxx M3	M2dxxxx M3	23	234	M2	M10subcode 1)	M3	M2dxxxx	M2	M3	M15	M17	HEV
test3	test4			y				y	M1 M2 M2dxxxx M3	M2dxxxx M3	46	456	M16	M3a	M2dxxxx	M2dxxxx	M2dxxxx	M2dxxxx	M1	M18	H

Figure 8: HTML conversion of a document

Note that if you are using Internet Explorer to edit the Web forms, you might see the warning message below which asks you to allow an ActiveX control to run. You need to click on that bar and allow the control to run.

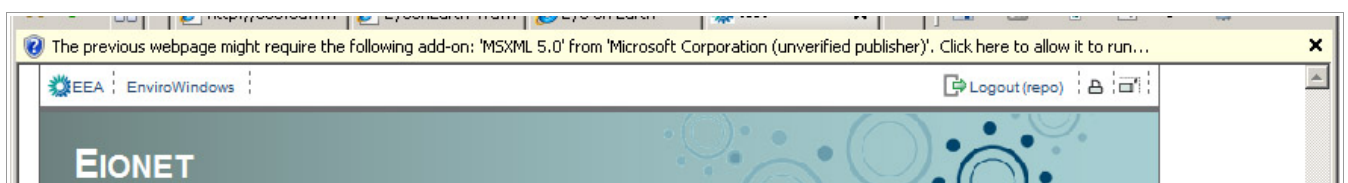
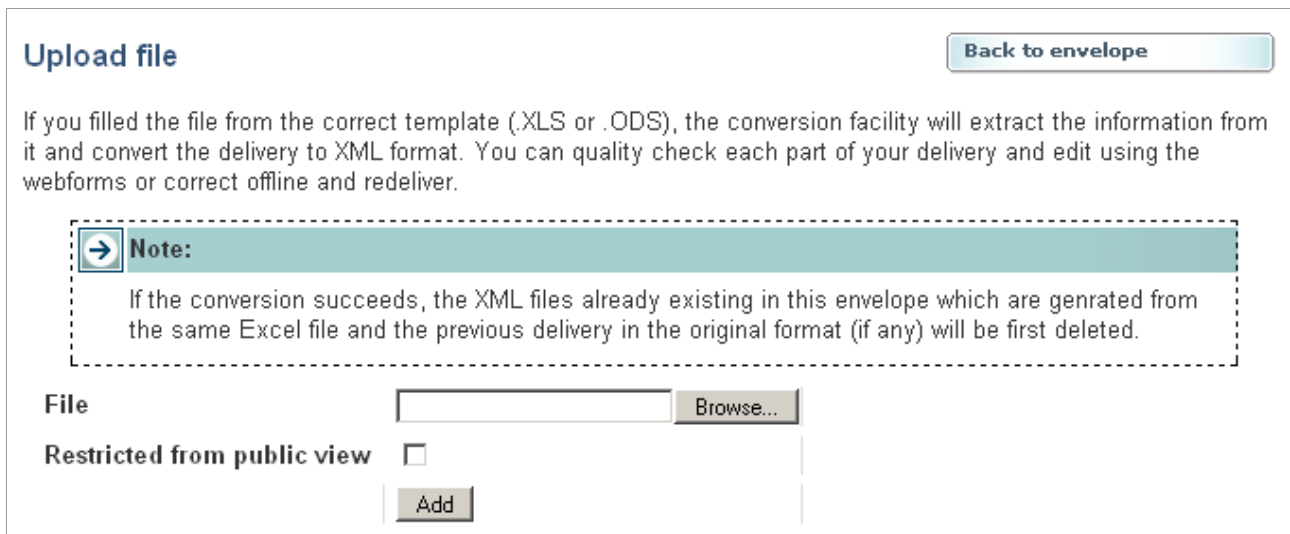


Figure 9: Warning message on Internet Explorer

Uploading Excel file for conversion

This method is advised if you are reporting large quantities of data, and especially if you have many rows for a specific reporting table. The “*Upload file*” page allows you to restrict the initial Excel file and the resulting XML document from public view:



Upload file Back to envelope

If you filled the file from the correct template (.XLS or .ODS), the conversion facility will extract the information from it and convert the delivery to XML format. You can quality check each part of your delivery and edit using the webforms or correct offline and redeliver.

Note:
If the conversion succeeds, the XML files already existing in this envelope which are generated from the same Excel file and the previous delivery in the original format (if any) will be first deleted.

File

Restricted from public view

Figure 10: Upload file for conversion page

If you choose to fill in the Excel template, make sure you are using the one linked from the *Draft* page, otherwise the format will not be recognized and it will not be converted into an XML delivery. Only an XML delivery can be automatically assessed and makes the aggregation mechanism straight forward.

Even in the case you use the Excel conversion, the first two sheets should be filled in online by using the Web form 1: “*Contact body, zone boundaries and revision information*”.

Validation

The Web forms offer you an easier way to fill in the data by displaying options for some of the fields, you can validate you XML data by running quality assessment checks:

- on each file by clicking button “*Run QA*” next to each XML file
- an the entire envelope by clicking the right side button “*Run envelope QA*” from the Draft page

In both cases, you can return to the previous page by clicking on the “*Back*” button of your browser.

These checks are ran after the completion of the Draft task of the envelope and their result is saved as feedback in the envelope then. However, checking your data before releasing it to the public may save you future work in correcting it.

Step 3: Complete the task and inspect the quality assessment results

When you finish the drafting work, you need to click on the right side button “*Complete task*”. Now the envelope is available to the public and the automatic quality assessment is in progress.

Overview Edit properties History


test Zip Envelope

Description

Obligations [Air quality assessment annual reporting for 1st daughter directive](#)
[Air quality assessment annual reporting for 2nd daughter directive \(Art.3, 4, & 5\)](#)
[Annual ozone exceedances reporting for 3rd daughter directive](#)
[4th air quality daughter directive \(Art.5\) assessment annual reporting exceedances](#)
[Annual report \(questionnaire\) on air quality assessment and management \(2004/461/EC\)](#)

Period 2008 - Whole Year

Coverage Czech Republic

Status Task(s) in progress:  **Automatic quality assessment** (Automatic quality assessment)

Files in this envelope





	form1.xml	Contact body, zone boundaries and revision information	27 May 2009	865 Bytes
	form2.xml	Delimitation of zones and agglomerations	27 May 2009	10.8 KB
	form3.xml	Stations and measuring methods	27 May 2009	2.15 KB
	form7.xml	Methods used to measure, sample and analyse PM10, PM2,5 ozone precursor substances, arsenic, cadmium, nickel, mercury, PAH: optional additional codes to be defined by the Member State	27 May 2009	5.26 KB

Figure 11: Automatic quality assessment in progress

After a few minutes, feedback will be automatically posted in the envelope with the result of the assessment.

Feedback for this envelope






-  [AutomaticQA result for file form1.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)
-  [AutomaticQA result for file form2.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)
-  [AutomaticQA result for file form2.xml: check for duplicate codes](#) (Posted automatically on 27 May 2009)
-  [AutomaticQA result for file form3.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)
-  [AutomaticQA result for file form7.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)

Figure 12: Feedback posted by the automatic quality assessment

The reviewers receive an email when you release the envelope to the public. They will read the automatic feedback, manually inspect the delivery and may post a manual feedback in the envelope.

Step 4: Decide to complete or redeliver

After the feedback – automatic and manual – has been posted in the envelope, you should come back to and decide what to do next, based on this feedback. In order to accomplish this, you need to activate the “Redeliver or finish” task:

Overview Edit properties History

test Zip Envelope

Activate task

Description

Obligations [Air quality assessment annual reporting for 1st daughter directive](#)
[Air quality assessment annual reporting for 2nd daughter directive \(Art.3, 4, & 5\)](#)
[Annual ozone exceedances reporting for 3rd daughter directive](#)
[4th air quality daughter directive \(Art.5\) assessment annual reporting exceedances](#)
[Annual report \(questionnaire\) on air quality assessment and management \(2004/461/EC\)](#)

Period 2008 - Whole Year

Coverage Czech Republic

Status Task(s) waiting to be assigned. **Activate task: Redeliver or finish** (The envelope is released to public. Decide to finish or to go back to drafting to redeliver)

Figure 13: Activate the task

You can either choose to go back to the drafting phase and change or complete your delivery, or complete the envelope, which makes it impossible to alter its content. For further delivery after the completion, you will need to create a new envelope.

Overview Finish or go back to drafting? Edit properties History

Re-deliver or finish data upload Deactivate task

The envelope has now been released to the public and the task deactivated. You should now either:

- Revoke the release and re-deliver the data **Re-deliver**

 - You may wish to re-deliver data taking into account issues identified during validation, as detailed in the results in the Feedback section below.
 - The envelope will be revoked and the data will not be made available to the public.
 - The upload process will be re-started.
- Finish the data upload **Finish**

 - The envelope and task will be finalised and it will not be possible to revoke this status.
 - Any re-deliveries of data after this point will have to be made within a new envelope.

Feedback for this envelope

- [AutomaticQA result for file form1.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)
- [AutomaticQA result for file form2.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)
- [AutomaticQA result for file form2.xml: check for duplicate codes](#) (Posted automatically on 27 May 2009)
- [AutomaticQA result for file form3.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)
- [AutomaticQA result for file form7.xml: XML Schema validation](#) (Posted automatically on 27 May 2009)

Figure 14: Redeliver or finish