Article 17 reporting tool for the 2013-2018 reporting period

This is the final version of the Reporting Tool (updated version 3.2).

The current version (updated 3.2 version from 01/03/2019) contains a few important changes (i.e. correction of export of XML file for species checklist and correction of bug preventing use of "Run QA" validation). Furthermore, some errors in the validation rules have been corrected.

There have been no modifications to the backend database.

If you have already prepared data using earlier versions please read the Installation section carefully.

The previous versions of the tool including the version 3.2 from 11/09/2018 and updated version 3.2 from 15/01/2019 should not be used

1/ Description

The Article 17 reporting tool is meant to support reporters & national coordinators in their reporting tasks.

It consists of 2 Microsoft Access 2010 databases, the **'database'**, namely "Article17-database.accdb" and the '**frontend'**, namely "article17-frontend.accdb". The 'database' stores the reported data. The 'frontend' contains all the editing forms required to prepare the Member States reporting datasets and, at a later stage, to export XML reports ('Export XML') that are compliant with the new reporting format.

The frontend also implements the main generic validation checks meant to prevent most kinds of errors (i.e. those made by mistake or by omission). It also provides an updated 'Import ACCDB' feature to retrieve data from another version of reporting tool. This feature is compliant with newer versions, starting from the first version (3.0). An updated 'Export XML' feature is also supported for any test deliveries to CDR.

2/ Requirements

The Article 17 reporting tool is compliant with Microsoft Office suite version 2010 and above and should run from any fully compliant operating system. For instance Microsoft Windows, starting from the XP version.

About half a GB of free hard disk space & depending on the version of your Microsoft Office distribution, 2 GB of RAM should be enough to get it running.

In order for the tool to work correctly, it's necessary to adjust the language settings to "English" (i.e. file -> options -> languages, select English in 'Choosing editing languages' and set English as priority 1). Access will need to be restarted before the change is made.

3/ Known issues

Due to some pending issues with the Article 17 checklist (http://biodiversity.eionet.europa.eu/activities/Reporting/Article_17/Reports_2019/Files_2 019/Art17_checklists_update20180615.xls) the checklist look up table in the tool has not been updated.
The version of the tool with the updated checklists will be available in coming days.
This further update of the tool is not mandatory. It only concerns those Member States who provided recent feedback to the Article 17 checklist. In addition those Member States, can manually update reporting checklists in their downloaded reporting tool.

The validation features inbuilt in the tool ('validate' buttons) are not exhaustive with regards to the validation the CDR ones provide ('Run QA' button in the reporting tool application provides a preview of the validation results on CDR). For specific situations (e.g. reports for occasional, marginal habitat and species), users might experience wrong error messages although the data are in line with the specific reporting requirements for those habitat and species as outlined in the Explanatory notes and guidelines. However, these specific reports can be checked via 'Run QA' function or via the CDR validation (i.e. where the validation respects specific reporting requirements for those habitat and species).

The interactive 'Validate section' (new feature) and 'Validate Report' QAs are implemented. 'Validate Region' is not fully implemented and 'Run QA'[1], is not finalised yet.

4/ Changes

Main changes in this updated version are :
* correction of export of XML file for species checklist;
* correction of bug preventing use of "Run QA" validation (which provides preview of the validation results on CDR);
* correction of some errors in validation inbuilt in the tool
* Full implementation of the 'Run QA' tool.

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[1] Run QA downloads the results of the QA checks run on CDR

5/ Installation

Installing the updated version 3.2 from 01/03/2019

If using the tool **version 3.2 from 11/09/2018 and updated version 3.2 from 15/01/2019** only replace the frontend and use the application as usual.
Warning: If data were already prepared with the previous version of 3.2 then do NOT delete the previous database file, namely "Article17-database.accdb" only replace the frontend file 'article17-frontend .accdb'

If still using the test versions of the tool (3.0 or 3.1), contact nature.helpdesk@eionet.europa.eu for further assistance.

General installation instructions
The Article 17 reporting tool consists of 2 Access files, which are delivered together in a ZIP archive. This archive should be downloaded to your computer and into your working folder.

Once unpacked and scanned with your preferred anti-virus application, open the frontend, namely "article17-frontend.accdb" and click 'Enable Content' from the Security Warning popup. This will launch the desktop tool.

Depending on your IT department security policy (for instance), the above mentioned Security Warning might not popup.

If, despite the steps above, the main form does not work, it may be related to Access user level administrative options.

Please follow the instructions below or get assistance from IT support:
- Copy the path of your working folder to your clipboard or anywhere for later use
- Open the Access frontend reporting tool application from your working folder
- Open Access backstage 'File' tab (top leftmost red one)
- Click on the 'Options' button (just above the 'Exit' button, on the bottom left side there)
- From the Access Options window, click on 'Trust Center' (last button on the bottom left side)
- Click on 'Trust Center Settings...' (bottom rightmost button, under the Microsoft Access Trust Center section)
- From the Trust Center window, click on 'Trusted Locations' (second one from top left)
- Click on 'Add new location' (bottom leftmost button, under the single Trusted Locations section)
- Write the path of your working folder as copied in first step or browse to its location and click OK
- Click OK for each opened Access window and close all running instances of Access
- Open back the Access frontend reporting tool application

If main form still does not work, it might also have to do with your Windows or anti-virus settings, this will require IT support.

6/ Support

In case of unexpected issues while using this reporting tool, this can be reported to **nature.helpdesk@eionet.europa.eu**.

Please then prefix the subject with [Art.17 reporting tool] and in your message, provide the information below.
Operating system and version (for instance Windows 7 SP1)
Microsoft Office version (for instance MSO 2010)
Tool version (for instance 3.2)
Description of the context, if any (e.g. on which form, which data field, for which data, using which feature)
Description of the issue (e.g. what is the issue, what is the error message if any)