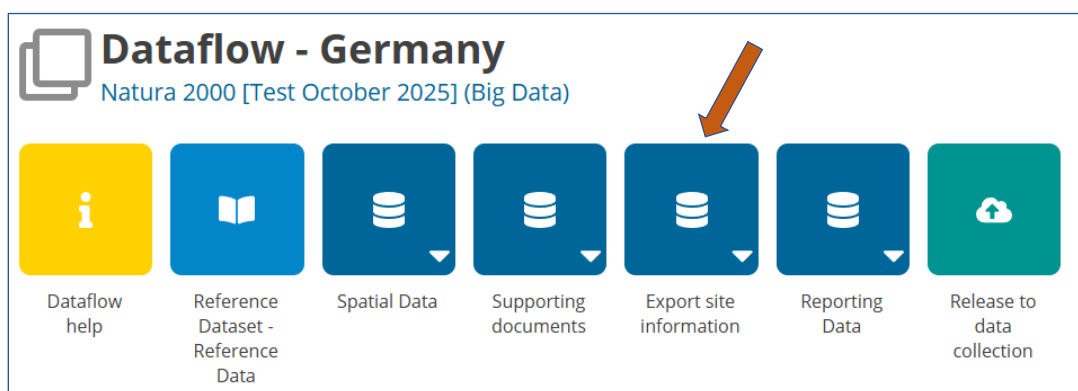


How to export the Standard Data Form from Reportnet 3

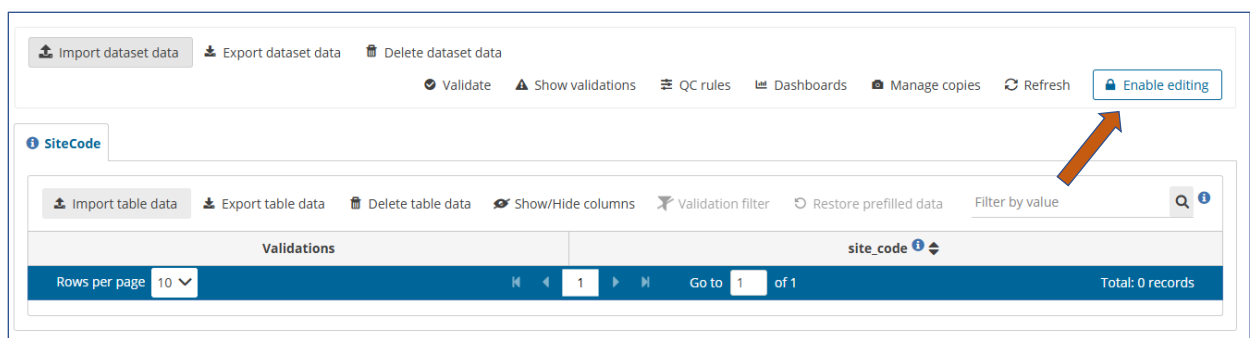
The Natura 2000 Dataflow from Reportnet 3 platform offers the option to export individual or a series of Standard Data Forms (SDFs) in pdf format, even prior to your final release of the official Natura 2000 submission. Certain fields in the SDF will be populated only after EEA harvests your final release (for example, Date confirmed as SCI and Longitude/Latitude). The complete SDF will become available when EEA creates the European release.

Below you will find instructions on how to proceed.

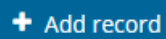
After starting the dataflow, a button for the function (Export site information) can be found here:



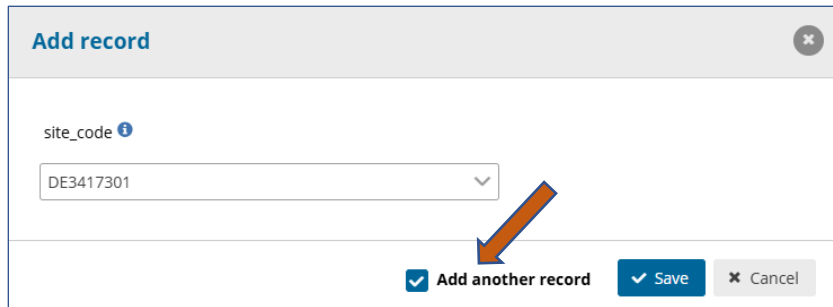
In the next step, select one or more sites for which you want to export the SDF. To do this, you must first activate editing of your data (Enable editing):



Once the data flow has been switched into edit mode, you will find the button for adding data records on the left in the last row:

 + Add record

Clicking this button opens a window where you can select the sites from a drop-down list. The list displayed contains all sites which are currently part of the dataflow. Clicking the “Add another record” option allows you to select additional sites. Each individual selection has to be saved.



The 'Add record' dialog box features a title bar with a close button. Below the title, there is a label 'site_code' with an information icon. A dropdown menu is positioned below the label, showing 'DE3417301'. At the bottom of the dialog, there are three buttons: 'Add another record' (with a checkmark icon), 'Save' (with a checkmark icon), and 'Cancel' (with an 'x' icon). An orange arrow points to the 'Add another record' button.

Another way to select sites is to use the buttons in the ‘Action’ column:

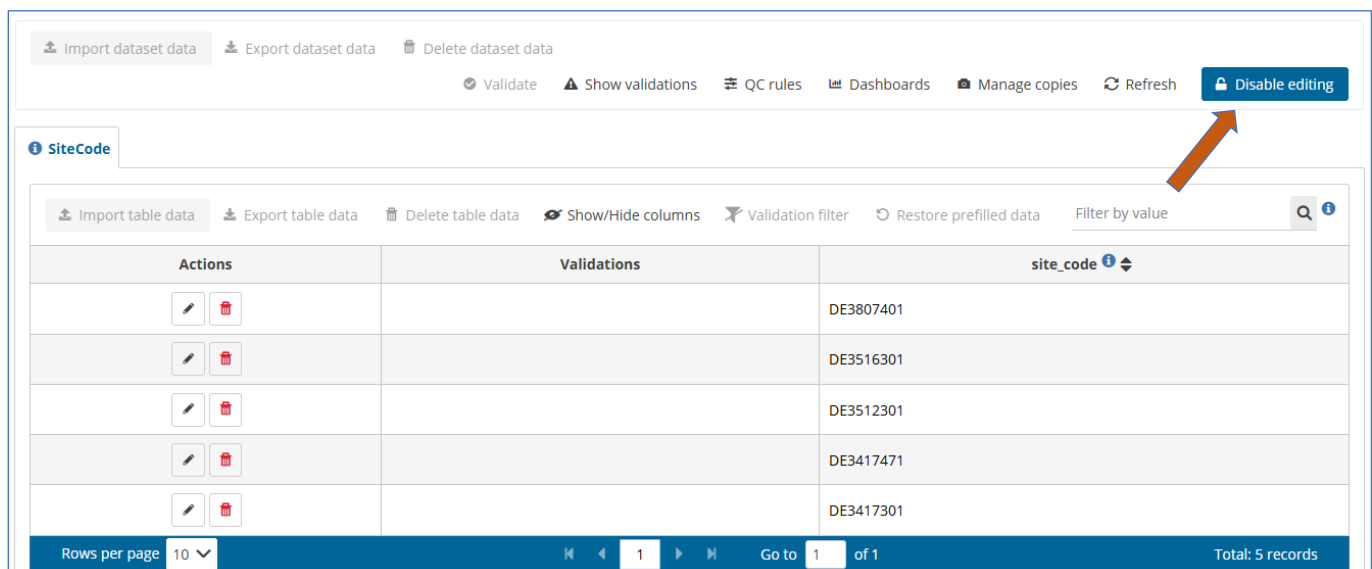


is for changing the site code













is for deleting a site code

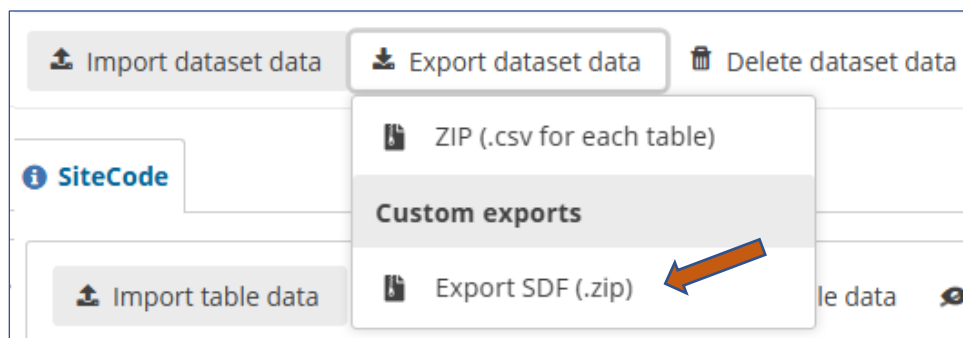
After selecting the sites for which the SDFs are to be exported, the edit mode must be deactivated (Disable editing) before you can continue:



The main application interface shows a top navigation bar with buttons for 'Import dataset data', 'Export dataset data', and 'Delete dataset data'. Below these are buttons for 'Validate', 'Show validations', 'QC rules', 'Dashboards', 'Manage copies', 'Refresh', and 'Disable editing' (highlighted with an orange arrow). The main content area is titled 'SiteCode' and contains a table with columns 'Actions', 'Validations', and 'site_code'. The table lists five records with site codes: DE3807401, DE3516301, DE3512301, DE3417471, and DE3417301. Each record has an 'Actions' column with edit and delete icons. The bottom of the interface shows a pagination bar with 'Rows per page' set to 10, a page number of 1, and a total of 5 records.

Actions	Validations	site_code
 		DE3807401
 		DE3516301
 		DE3512301
 		DE3417471
 		DE3417301

To start the export, please choose this option under the button “Export dataset data” from the top menu bar and here the option “Export SDF (.zip)”:

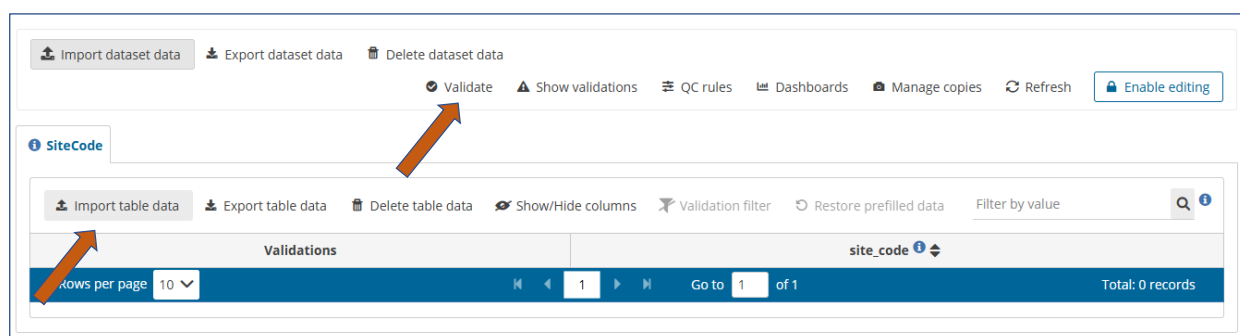


As a result, you will receive a notification that the SDF export completed successfully. In addition, here you have the option to download the zip file with one pdf document for each site you selected before.

Notifications			
Message	Level	Date	Action
External reporting dataset export completed successfully	SUCCESS	2025-10-15 14:12:24	Download file
Export dataset data initiated	INFO	2025-10-15 14:11:27	

Rows per page: 10 | 1 | Go to: 1 of 1 | Total: 2

Alternatively, using the Import table data button you may import a simple csv file with the list of site codes for which you wish to export the SDFs. You can validate that the site codes are correct using the Validate button.



The csv file should have one field only, “site_code”. The file name is optional.

	A
1	site_code
2	DE2547301
3	DE2549301