How to use Reportnet 3 for the Bathing Water reporting

Date: December 2022

Document History (optional)

Version	Date	Author(s)	Remarks
1.0	03-11-2020	JBM	
1.1	05-12-2022	FTI	

Kongens Nytorv 6
1050 Copenhagen K
Denmark
Tel.: +45 3336 7100
Fax: +45 3336 7199
eea.europa.eu

Contents

Overview

These guidelines explain how to use **Reportnet 3** (the European Environment Agency's new 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).

User accounts and access permissions

In order to report in Reportnet 3, an EU login with the same email as is used for reporting is required as well as permission to upload the national delivery.

Each country has a nominated national reporting contact responsible for the Bathing Water Directive reporting. The list of national BWD nominated reporters is available in the EIONET portal. Any changes of nominated reporters can be communicated by the WISE - National reporting coordinators to the BWD helpdesk team bwd.helpdesk@eionet.europa.eu.

Monitoring and Classification of Bathing Waters

Step 1: Log on to Reportnet 3

- Follow the steps in the Reportnet3 login guidance

Step 2: Open the dataflow

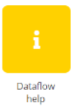
1. Find the dataflow **Monitoring and Classification of Bathing Waters (787)** corresponding to the current reporting year (in the example below, the 2022 data call).

2. Go into the dataflow by clicking on it

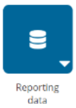
The overview page provides access to the most relevant functions:

Properties displays the information regarding the dataflow, reporting obligation and legal instrument (extracted from ROD).

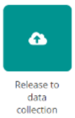
Manage reporters displays a dialog where a lead reporter can provide access to the dataflow for other reporters.



Dataflow help displays 3 tabs containing guidance documents, links and technical overview of the reporting schema. The Excel spreadsheet template for reporting can also be found here.



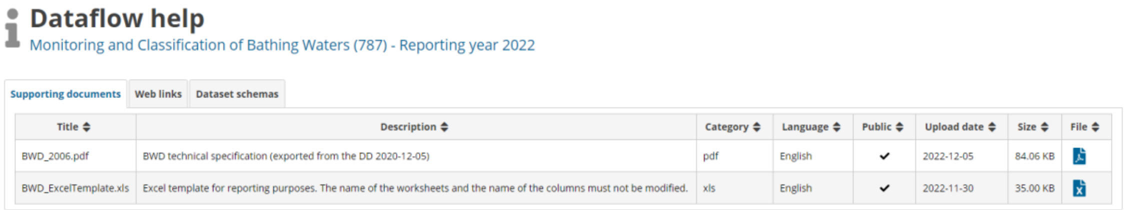
Reporting data is where the data in the Excel spreadsheet is uploaded and validated.



Release to data collection for submitting your reported data once you have uploaded and validated it.

Step 3: Find the needed files

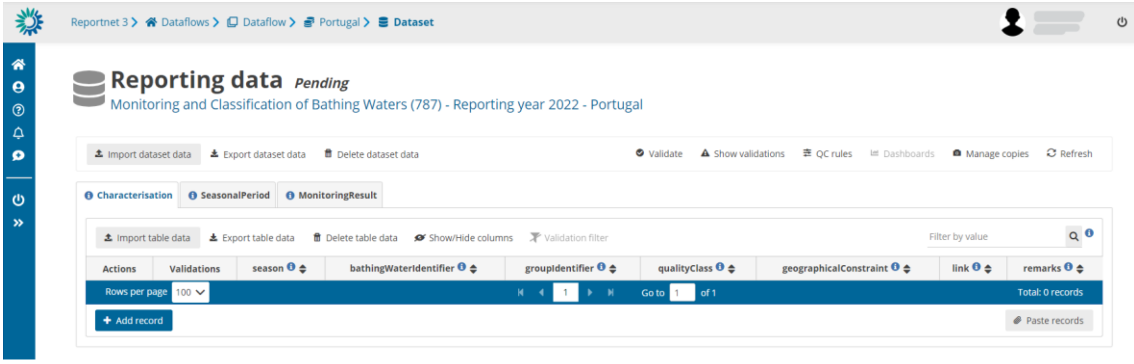
1. Click on the **Dataflow help** button. Under supporting documents, you will find the supporting files



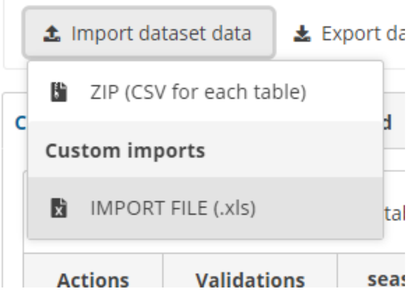
2. Download the empty **BWD_ExcelTemplate.xls** file. Do not modify the name of the worksheets, nor the name of the columns.

Step 4: Upload the BWD data

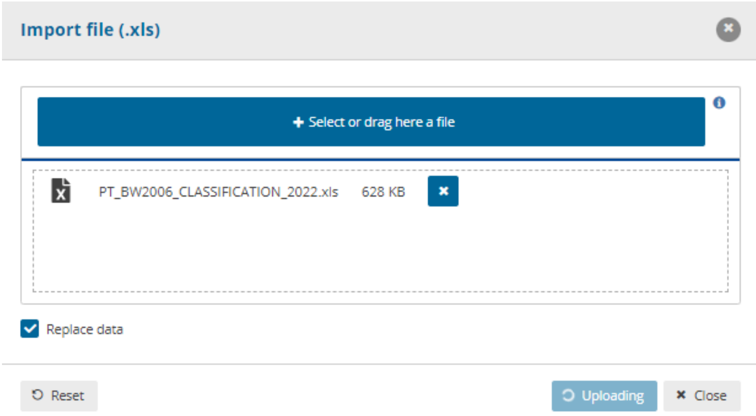
1. Go into the **Reporting data** schema



2. Click on the **Import dataset data** button on the top left of the menu, choose ‘Import File’ and select the file to upload in the dialog.



3. If you are importing the excel again with all the data, then make sure **Replace data** is checked. Rows will be appended to the current tables except when **Replace data** check is selected.
4. The application will automatically extract the data from the excel and input into the dataset. **Note**: the excel file is not stored on the platform.

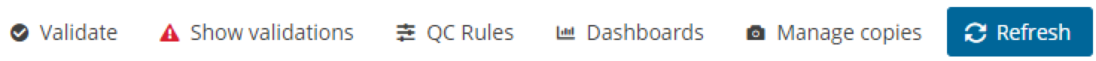


Step 5: Run quality control (QC) tests on the data

1. In the reporting dataset you will find several menu buttons for quality control:

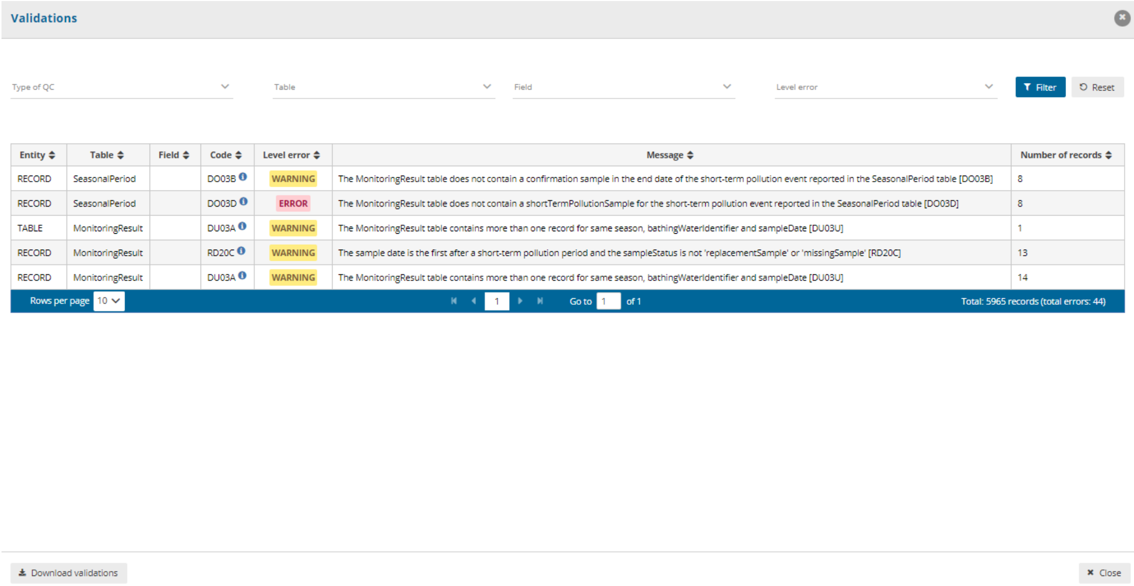
Validate	**Validate** – Runs validations for the whole dataset.
Show validations	**Show validations** – Shows a table of all the validation issues found across the whole dataset after a validation has been run.
QC rules	**QC rules** – Shows a list of all the quality control rules which have been created for the dataset.
Dashboards	**Dashboards** – Provides a visualisation of the validation feedback.
Manage copies	**Manage copies** – Provides functionality to save copies of the data (snapshots or restore points).
Refresh	**Refresh** – After import, validation and restore copy, you need to refresh the interface.

2. Click on **Validate.**
3. A notification in the top right will indicate the validation has started and when it has been completed.
4. **Refresh** the interface once the validations are complete.



Step 5: Review the quality control results

1. Click on **Show validations** button (dataset menu) to view the list of all errors in the dataset.



Entity	Table	Field	Code	Level error	Message	Number of records
RECORD	SeasonalPeriod		DO03B	WARNING	The MonitoringResult table does not contain a confirmation sample in the end date of the short-term pollution event reported in the SeasonalPeriod table [DO03B]	8
RECORD	SeasonalPeriod		DO03D	ERROR	The MonitoringResult table does not contain a shortTermPollutionSample for the short-term pollution event reported in the SeasonalPeriod table [DO03D]	8
TABLE	MonitoringResult		DU03A	WARNING	The MonitoringResult table contains more than one record for same season, bathingWaterIdentifier and sampleDate [DU03U]	1
RECORD	MonitoringResult		RD20C	WARNING	The sample date is the first after a short-term pollution period and the sampleStatus is not 'replacementSample' or 'missingSample' [RD20C]	13
RECORD	MonitoringResult		DU03A	WARNING	The MonitoringResult table contains more than one record for same season, bathingWaterIdentifier and sampleDate [DU03U]	14

The table has the following columns:

- Entity – specifies if the validation issue affects the entire DATASET, or a specific TABLE, or a specific FIELD, or a specific RECORD
- Table – the table affected by the validation issue
- Field – the field affected by the validation issue
- Code – a short code identifying the validation issue
- Level error – the severity level of the validation issue (INFO/WARNING/ERROR/BLOCKER)
- Error message – a textual description of the validation issue
- Number of records – the number of records affected by the validation issue

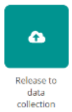
2. Page through the table and sort it to understand errors in data.
   It is also possible to filter records in the validation table to make it easier to work with.
3. Click on an error in the validation table to see the affected records in the reporting table.

4. Corrections to the data should be made in your source data and the Excel file should be reimported. When reimporting the Excel file, remember to either **Delete dataset data** first, or check the **Replace data** in the excel import dialog. **Revalidate the data** after it has been corrected and reimported**.**
5. Only BLOCKERS will stop the data from being released to the data collection.

Step 6: Release the data to the data collection

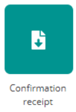
Once you are satisfied with the uploaded data, complete your delivery by releasing to the data collection.

1. Go to the Dataflow overview and click on the button **Release to data collection**.

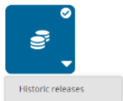


2. In the background, the quality control is run on each dataset and the **Show validations** list is refreshed in the dataset.
3. If there are **BLOCKERS** in the dataset, the release is stopped and there will be a message to inform about that.
4. If there are no blockers, a notification will appear saying the data has been **'released successfully'**. An automatic copy will be created.

5. You will also see a new icon from which you can download a **Confirmation receipt**.



6. If you change the data and released a new version to the data collection, then a new confirmation receipt will be available for download.
7. To look at your submission history, on the dropdown menu for the Reporting data, you will find **Historic releases** which opens a dialog showing the releases metadata.



8. Once the data is released, it is marked as an official delivery. The delivery must be inspected and accepted. Before it is inspected by the manager, the status of the delivery is "**Final feedback**".

The final feedback is given by the client (EEA/ETC). Once the client inspects the delivery, the status changes to "**Envelope is complete**". The delivery is then marked as an official delivery.

Data updates, corrections and re-submissions can always be delivered via making a new release to the data collection.

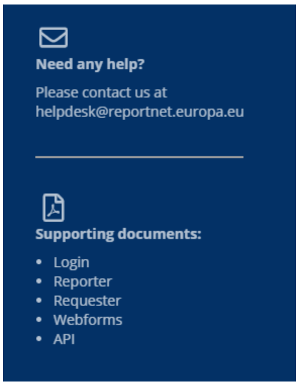
If the client has **technically rejected** the delivery, you will be contacted and asked for clarifications. In such case, the data will have to be corrected by the reporter and submitted under a new release as described above (Steps 1-8).

If the client has **technically accepted** the delivery, no further actions are necessary.

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.

More help is available



More help on Reportnet 3 is available at https://reportnet.europa.eu

- How to login to Reportnet3
- How to report to Reportnet3

The support teams can be reached via email:

- In case of login problems, contact the Eionet Helpdesk: helpdesk@reportnet.europa.eu.
- In case of data problems, contact the BWD helpdesk: bwd.helpdesk@eionet.europa.eu