WISE SoE Reportnet Guidance

How to use Reportnet for reporting under WISE SoE reporting obligations

Version 1.9
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WISE
WATER INFORMATION
SYSTEM FOR EUROPE

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Introduction

This document explains how to use Reportnet for the WISE SoE reporting on Water Quality, Water Quantity and Emissions to Water to the European Environment Agency (EEA).

Information on the WISE SoE reporting obligations is available in the Reporting Obligations Database.
The structure and content of the requested data is described in the Data Dictionary.
Once the data files are prepared, the authorised national reporters upload the data on the designated country collection in the Central Data Repository. One collection exists for each WISE SoE obligation. Within each collection, an envelope must be created for the data delivery.
An automatic quality control process is implemented on CDR, to check the structure and content of the data file(s) within the envelope. After successful passing the QC tests, the envelope can be released and a confirmation letter of receipt is generated.
These operations are described in detail in the chapters below.

Most of the screenshots used in this document are from Water Quality data flow (WISE-4). The procedures described – and the look and feel of the user interfaces – are the same also for other WISE SoE data flows: Emissions to Water (WISE-1), Biology in Rivers, Lakes, Transitional and Coastal Waters (WISE-2), Water Quantity (WISE-3) and Water Quality in Inland, Coastal and Marine waters (WISE-6).

All relevant information is also available in the WISE SoE help pages.

Using the Reporting Obligations Database

In the Reporting Obligations Database (ROD) you will find information about all the WISE SoE data flows. Use the ROD search form, as illustrated in Figure 1.

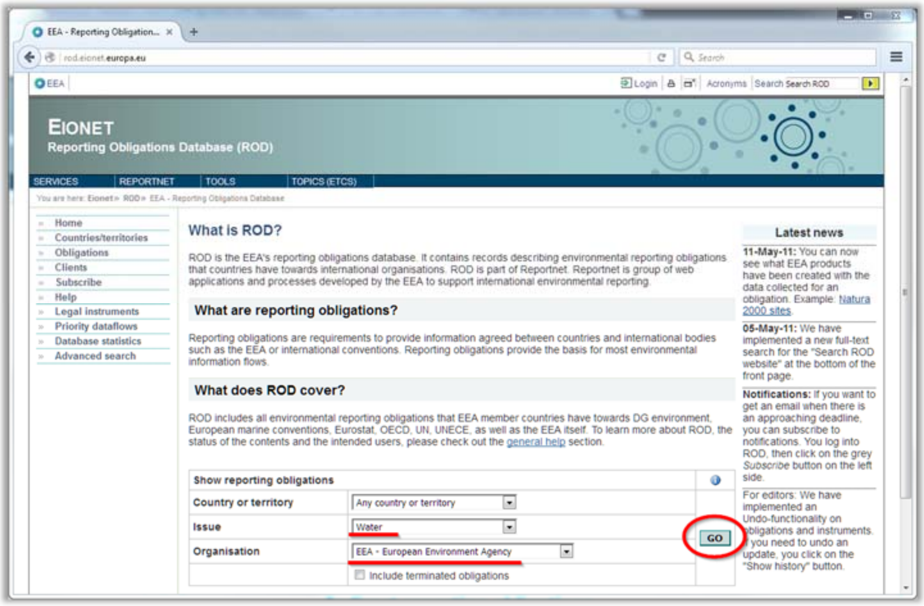


Figure 1. Find the WISE SoE reporting obligations in ROD.

You will obtain the list of all reporting obligations related to water where the EEA is the main data client organisation. Click the appropriate link to obtain further information (Figure 2).

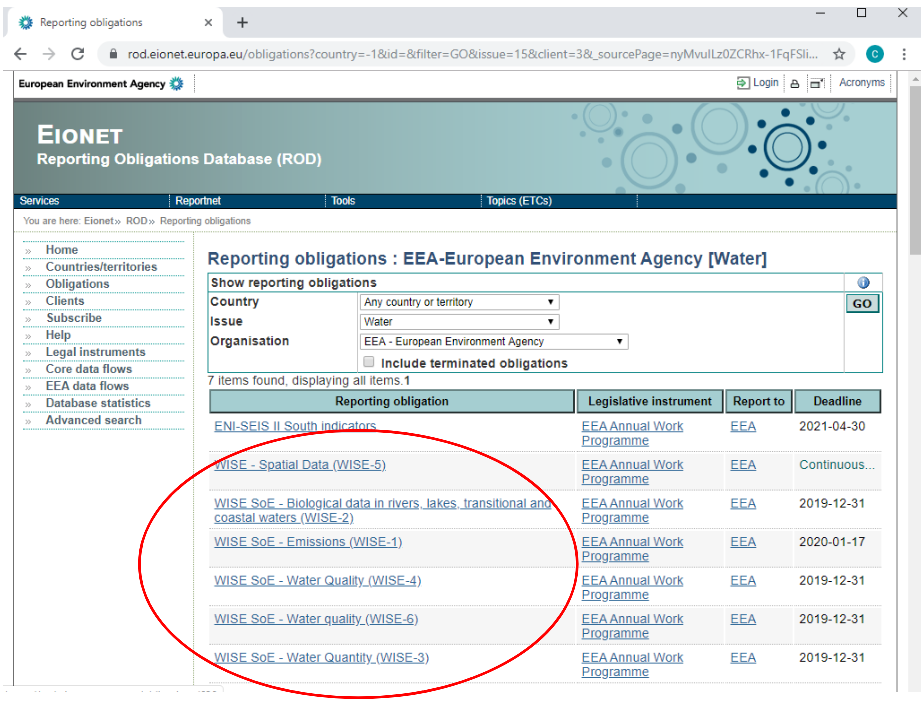


Figure 2. Select the relevant WISE SoE reporting obligation.

For each reporting obligation, the ROD page will provide the links to all relevant information, namely the location of the data specifications and reporting guidance documents, the location of any additional help pages, and the link to the repository where the data must be delivered (Figure 3).

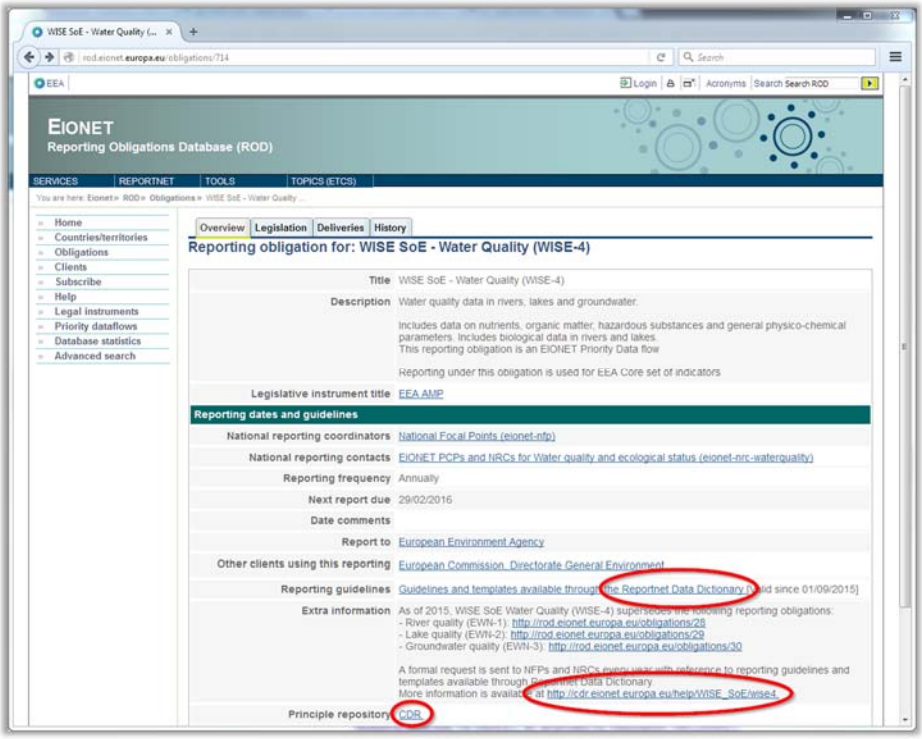


Figure 3. Description of the WISE-4 reporting obligation in ROD.

Using the Data Dictionary

The data specifications for the WISE SoE reporting obligations are in the Data Dictionary.
Use always the latest available data specification (see Table 1).

Table 1. Data specifications for each WISE SoE obligation.

Obligation	Title	Data Dictionary specification
WISE-1	WISE SoE - Emissions	http://dd.eionet.europa.eu/datasets/latest/Emissions
WISE-2	WISE SoE - Biology in Rivers, Lakes, Transitional and Coastal Waters	http://dd.eionet.europa.eu/datasets/latest/WISE-SoE_Biology
WISE-3	WISE SoE - Water Quantity	http://dd.eionet.europa.eu/datasets/latest/WISE-SoE_WaterQuantity
WISE-4	WISE SoE - Water Quality	http://dd.eionet.europa.eu/datasets/latest/WISE-SoE_WaterQuality
WISE-6	WISE SoE - Water Quality in Inland, Coastal and Marine waters	http://dd.eionet.europa.eu/datasets/latest/WISE-SoE_WaterQualityICM

To download the technical specification of the dataset, the MS Excel template or the XSD schema, please go to the Data Dictionary specification web page (shown in Table 1), click on the Exports icon to expand the list of downloadable files and then select the appropriate output as shown in Figure 4 and Figure 5.

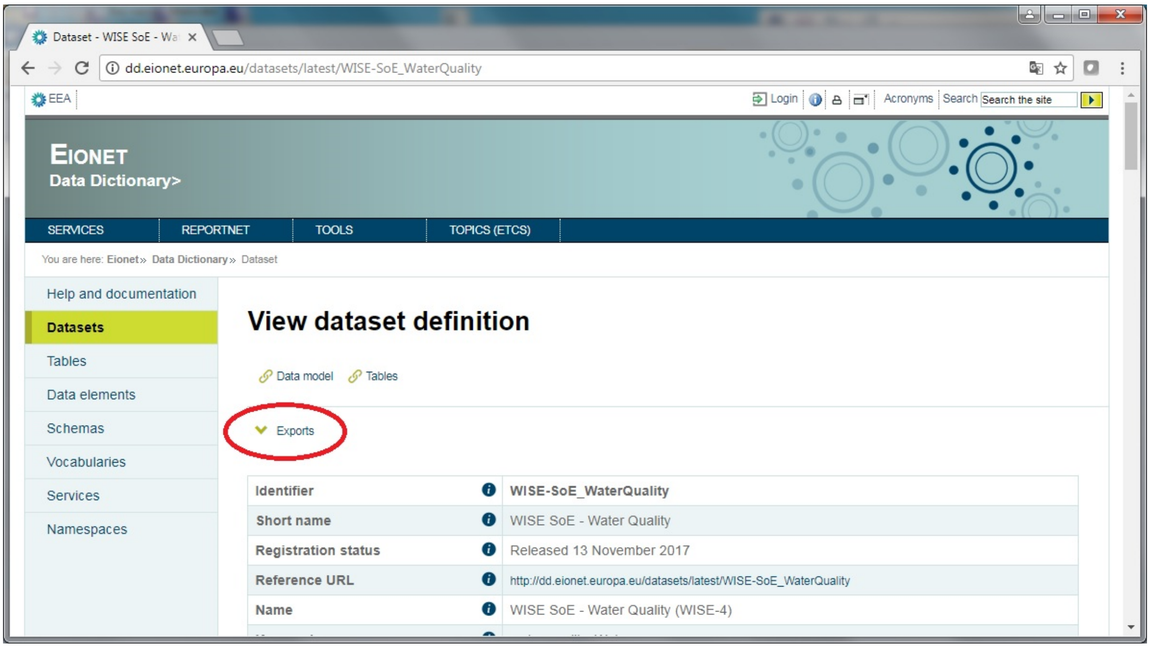


Figure 4. WISE-4 Water Quality Data Dictionary web page – Exports icon

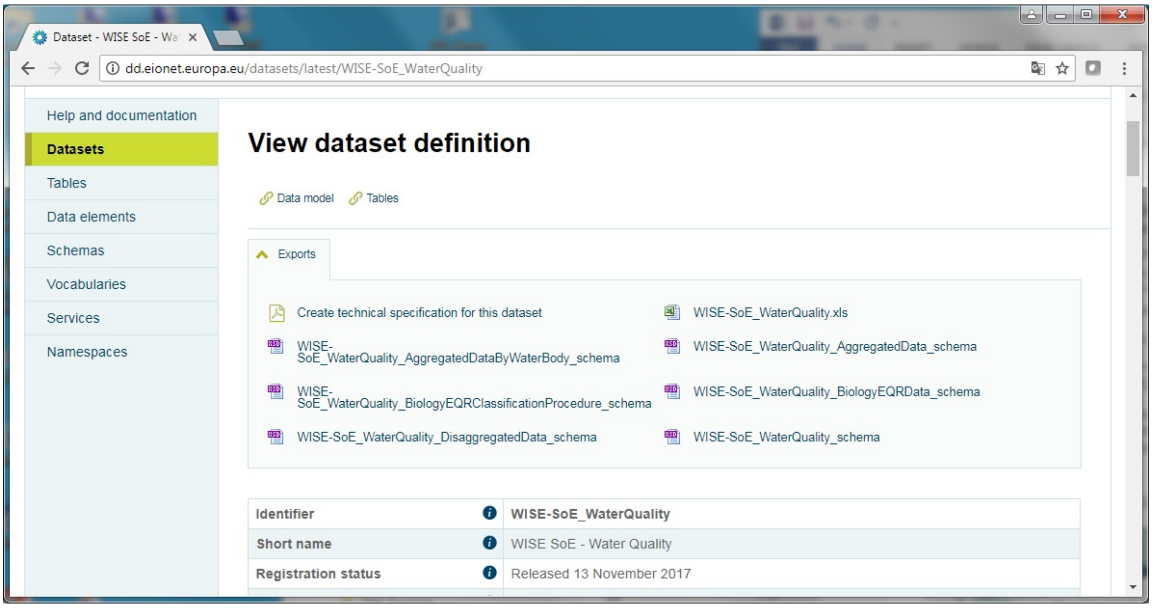


Figure 5. WISE-4 Water Quality Data Dictionary web page – list of downloadable files

Examples:

- To download the technical specification of the dataset in the pdf format, click on 'Create technical specification for this dataset'
- Select 'WISE-SoE_WaterQuality.xls' to download an empty WISE-4 MS Excel template
- If you want to download the full xsd schema file for WISE-4 dataset, select 'WISE-SoE_WaterQuality_schema' on the lower right corner of the Exports frame
- If you want to download xsd schema file for individual table, click on the icon relevant for the selected table in the Exports frame (e.g. select 'WISE-SoE_WaterQuality_DisaggregatedData_schema' to download the WISE-4 DisaggregatedData table)

Using the Central Data Repository

User accounts and permissions

Only the authorised national Data Reporters can deliver data in the Central Data Repository (CDR).
The list of authorised national Data Reporters is managed by the EIONET National Focal Point.
Contact your EIONET National Focal Point, if you require reporting permissions.

A valid EIONET user account is required to login to CDR (Figure 6).
Contact the EIONET helpdesk, if you have authentication problems.

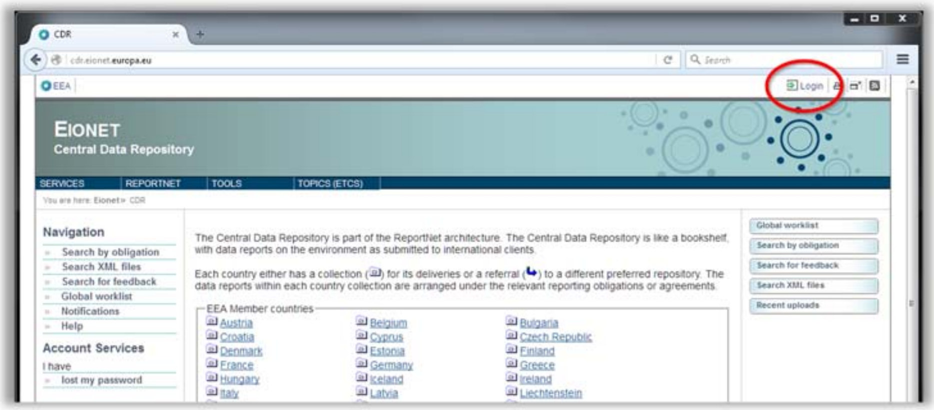


Figure 6. Login to CDR.

Find the country collection for the reporting obligation

When the data is ready for delivery, go to your country collection in CDR. Generic folders are already created for each WISE SoE obligation (Figure 7).

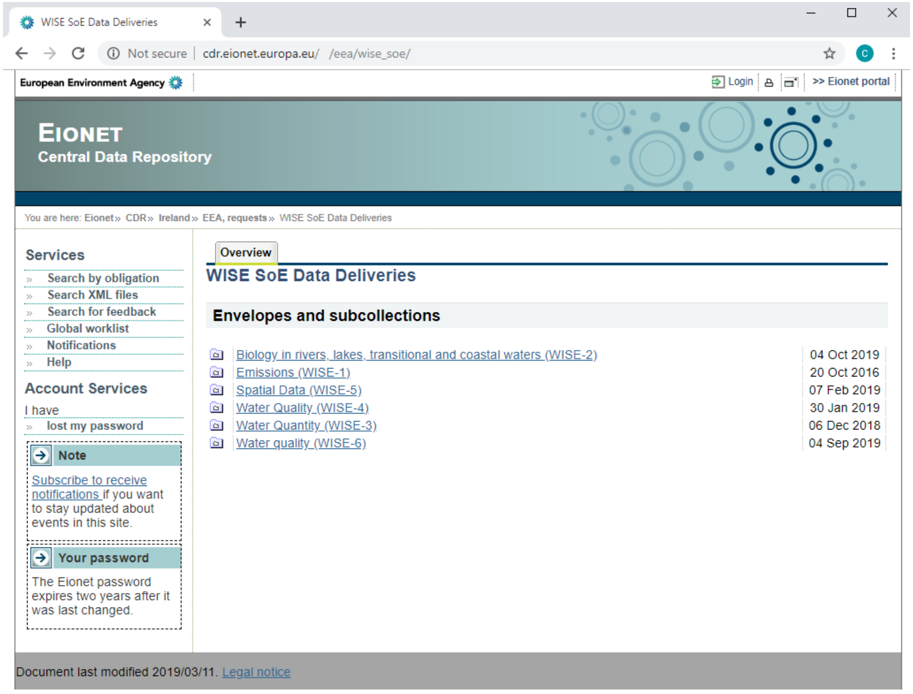


Figure 7. WISE SoE collections in CDR.

The path to these folders looks like this:

```
cdr.eionet.europa.eu/{countryCode}/eea/wise_soe/wise{1,2,3,4,5,6}
```

Table 2. CDR folders for each WISE SoE obligation (examples).

Obligation	Country (example)	CDR collection (folder)
WISE-1	Austria (AT)	http://cdr.eionet.europa.eu/at/eea/wise_soe/wise1/
WISE-3	The Czech Republic (CZ)	http://cdr.eionet.europa.eu/cz/eea/wise_soe/wise3/
WISE-4	Portugal (PT)	http://cdr.eionet.europa.eu/pt/eea/wise_soe/wise4/

Create a new envelope

Click on the appropriate collection and create the new envelope that will contain your data (Figure 8).

Figure 8. Create a new envelope.

Please perform the following steps now (Figure 9):

- Fill in the **Title**.
  Use 'WISE SoE - Water Quality YYYY', 'WISE SoE - Water Quantity YYYY', 'WISE SoE - Emissions YYYY' or 'WISE SoE – Biology YYYY' respectively, where YYYY stands for the Data Call year.
  In the example in Figure 9, the Data Call year is 2015.
- Fill in the **Description**.
  Add a textual description for the envelope (optional). It is recommended to provide a short description, especially if there is a particular aspect that needs to be highlighted (e.g. resubmissions).
- Fill in the **Relating to which year** information.
  Enter the year(s) to which the data relate (year of sampling).
  In the example in Figure 9, the data delivery covers two years: 2013 and 2014.
- The **Coverage** information is filled automatically with the country name.
  Please don't change it.
- You may fill in a **Coverage Note**.
  This is recommended when there is an incomplete coverage that needs to be described. Say, for example, "No data available for the northern part of the country, namely for monitoring stations in river basin X and Y"….
- Finally click the **Add** button to create the envelope.

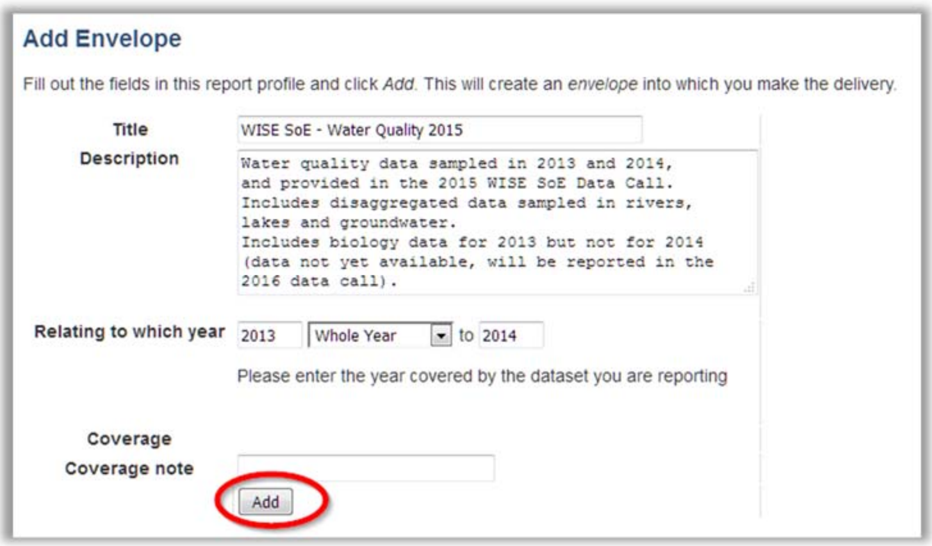


Figure 9. Add the new envelope.

Open the envelope by clicking on its title (Figure 10).

Figure 10. Open the envelope.

How to edit the envelope properties

If you need to correct the title or the time coverage of the envelope, or if you want to improve the description, you can use the **Edit properties** tab (Figure 11).
Don't change the country (in the **Coverage** box) or the associated obligation (in the **Obligations** list).
When you click **Change**, the message in Figure 12 will appear.
It is always possible to edit the properties of an envelope.

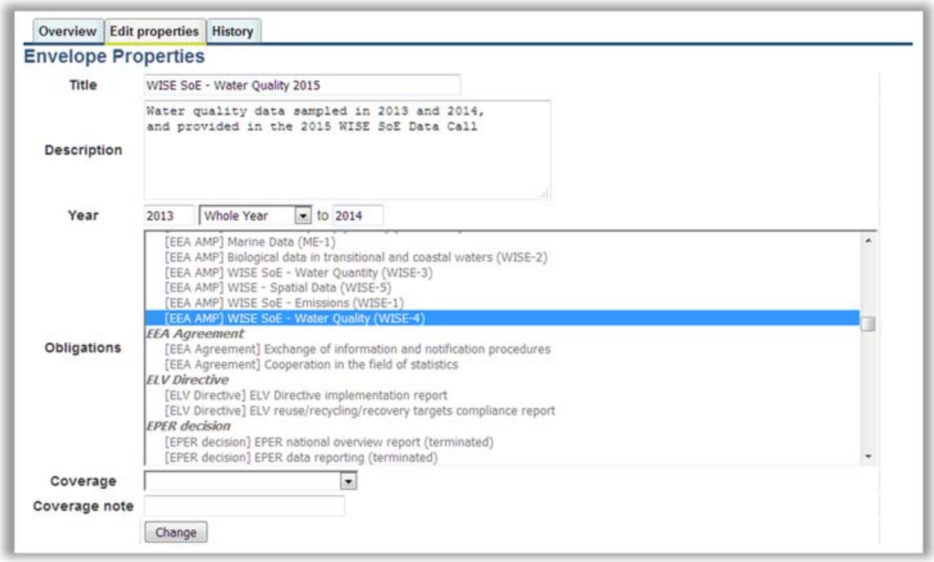


Figure 11. The Edit properties tab.

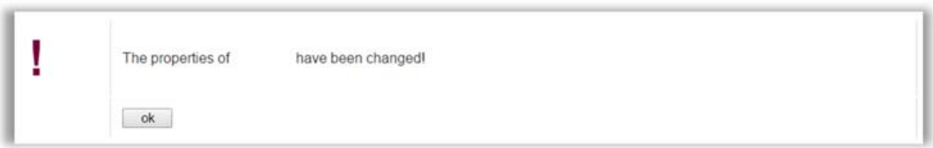


Figure 12. Message box when the envelope properties are changed.

Activate task

Click **Activate task** to reserve the envelope for yourself to work on (Figure 13).
Other users will not be able to view or modify the envelope.

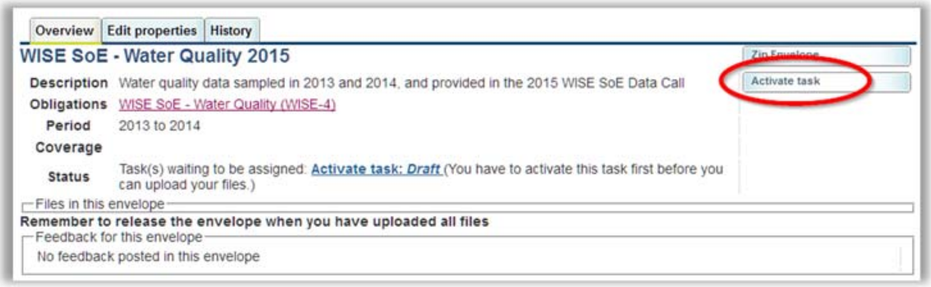


Figure 13. Activate task.

Upload delivery

Your envelope is now in **Draft** status and files can be added.
Upload the data file from your own system using the **Upload delivery** button (Figure 14).

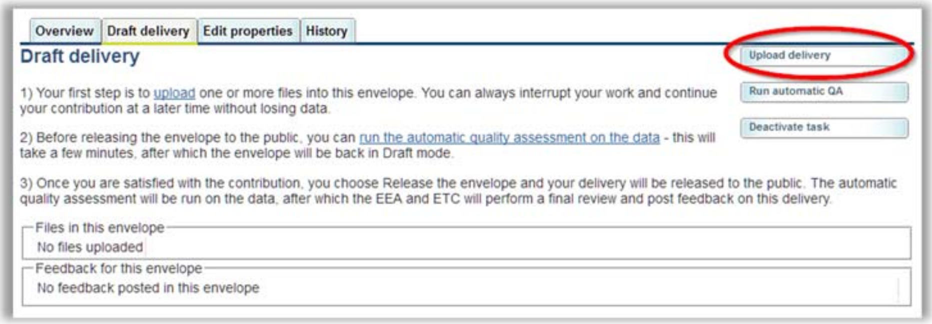


Figure 14. Upload delivery.

Use **Browse…** to find the data file in your computer (Figure 15).
If necessary, you can use the check box to restrict a file from public access.
Restricted files can only be downloaded by authorised users (Data Clients).
Press the **Add** button to upload the file.

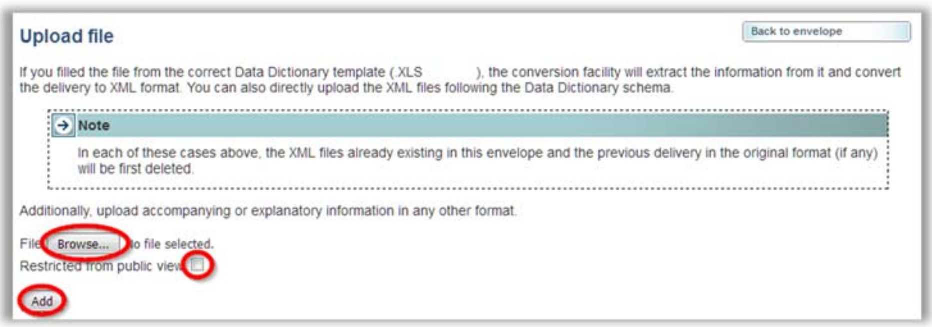


Figure 15. Uploading files.

Repeat the steps above, if you need to upload more files.

Uploading an EXCEL file

When an Excel file is uploaded to an envelope, the system will try to convert it to a valid XML file. This can only succeed if the Excel file is created with the correct template (see Figure 4). The Excel file must always contain the DO_NOT_DELETE_THIS_SHEET sheet (Figure 16).

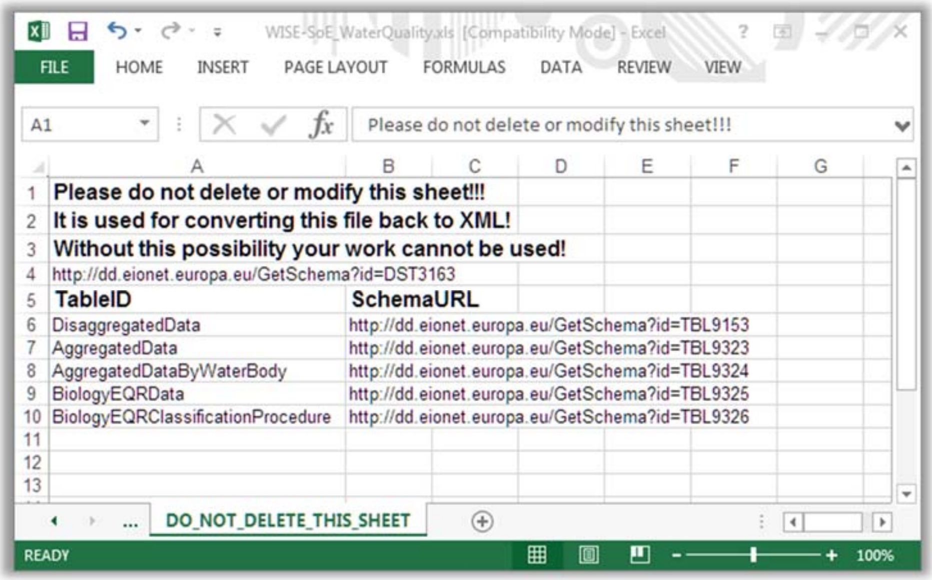


Figure 16. The DO_NOT_DELETE_THIS_SHEET sheet in an Excel template.

When the data is uploaded in the correct Excel template and the conversion to XML succeeds, the message in Figure 17 is presented. Click **OK** to continue.

Figure 17. Successful upload of an Excel file and successful conversion to an XML delivery.

The envelope will now contain one or more XML files created from the uploaded Excel file. It will also contain a link to the conversion log (Figure 18).

Figure 18. Example: envelope with an Excel file converted to an XML delivery.

It is recommended to look at the conversion logs. In Figure 19, you can see that the Excel file contained 6 sheets (including the DO_NOT_DELETE_THIS_SHEET sheet) and that the DisaggregatedData sheet contained 14999 records. The remaining sheets were empty: no XML file is created for an empty sheet.

Log level	Category	Log message
INFO	Workbook	Start reading spreadsheet
INFO	Workbook	Found 6 sheets from the workbook: DisaggregatedData, AggregatedData, AggregatedDataByWaterBody, BiologyEQRData, BiologyEQRClassificationProcedu, DO_NOT_DELETE_THIS_SHEET
INFO	Sheet: DisaggregatedData	Start reading sheet: DisaggregatedData
INFO	Sheet: DisaggregatedData	Sheet schema is: http://dd.eionet.europa.eu/GetXmlInstance?id=9153&type=tbl
INFO	Sheet: DisaggregatedData	Found 15 columns on sheet: DisaggregatedData
INFO	Sheet: DisaggregatedData	Found 14999 records on sheet: DisaggregatedData
INFO	Sheet: DisaggregatedData	End reading sheet: DisaggregatedData
INFO	Sheet: AggregatedData	The sheet is empty: AggregatedData
INFO	Sheet: AggregatedDataByWaterBody	The sheet is empty: AggregatedDataByWaterBody
INFO	Sheet: BiologyEQRData	The sheet is empty: BiologyEQRData
INFO	Sheet: BiologyEQRClassificationProcedu	The sheet is empty: BiologyEQRClassificationProcedu
INFO	Workbook	End reading spreadsheet. 2 MB file conversion took 1.279 seconds.

Figure 19. Example: Excel file to XML file conversion log.

When an Excel file is uploaded and converted to XML with validation warnings

In other cases, the conversion may be completed, but with validation warnings (Figure 20).

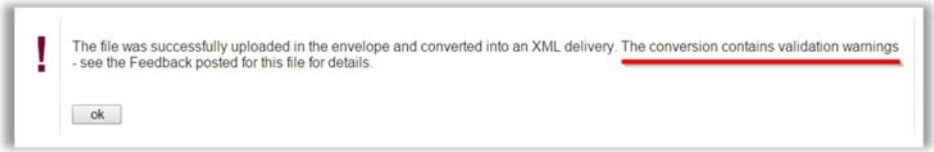
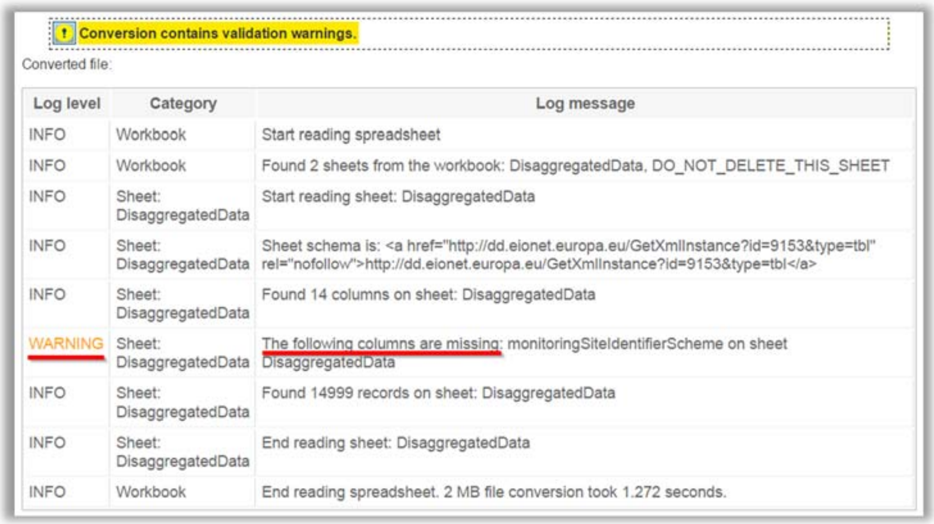


Figure 20. Successful upload of an Excel file but validation warnings in the conversion to an XML delivery.

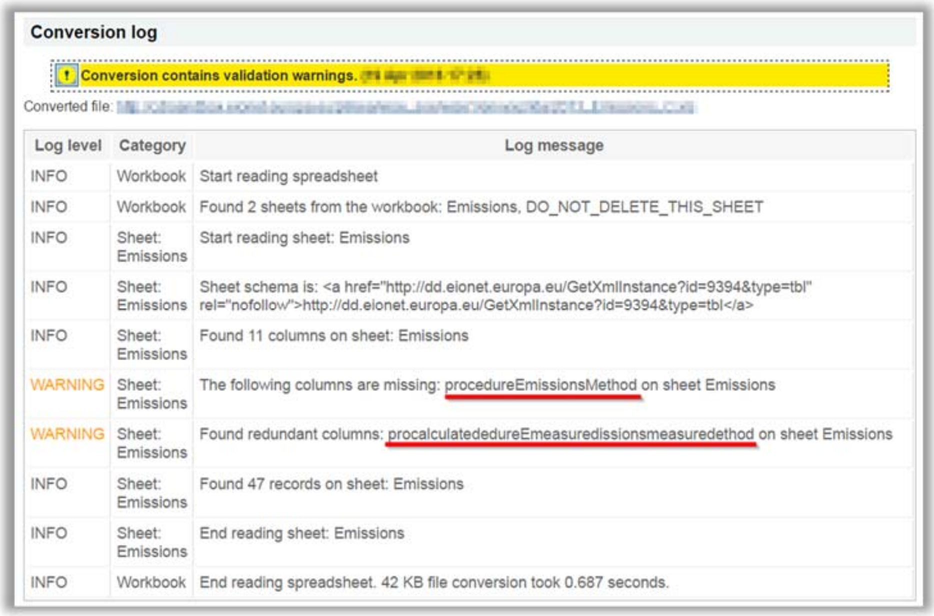
This occurs, for example, when some columns are missing in a given sheet.
In the example in Figure 21, the conversion was completed, but the subsequent automatic quality control would fail (because the missing column is one of the required columns).



Log level	Category	Log message
INFO	Workbook	Start reading spreadsheet
INFO	Workbook	Found 2 sheets from the workbook: DisaggregatedData, DO_NOT_DELETE_THIS_SHEET
INFO	Sheet: DisaggregatedData	Start reading sheet: DisaggregatedData
INFO	Sheet: DisaggregatedData	Sheet schema is: http://dd.eionet.europa.eu/GetXmlInstance?id=9153&type=tbl
INFO	Sheet: DisaggregatedData	Found 14 columns on sheet: DisaggregatedData
WARNING	Sheet: DisaggregatedData	The following columns are missing: monitoringSiteIdentifierScheme on sheet DisaggregatedData
INFO	Sheet: DisaggregatedData	Found 14999 records on sheet: DisaggregatedData
INFO	Sheet: DisaggregatedData	End reading sheet: DisaggregatedData
INFO	Workbook	End reading spreadsheet. 2 MB file conversion took 1.272 seconds.

Figure 21. Excel file to XML delivery conversion log: missing columns in one sheet.

It can also occur when the name of a column is misspelled in the EXCEL file (Figure 22): the column is not converted into the XML file and the data in that column is lost.
If the "misspelled" column is not a required column, the XML file will still pass the automatic quality control, but the data will not be in the XML file and will not be harvested and integrated in the European dataset. Always check the conversion log to make sure the file was properly converted.


Conversion log

Conversion contains validation warnings.

Converted file:

Log level	Category	Log message
INFO	Workbook	Start reading spreadsheet
INFO	Workbook	Found 2 sheets from the workbook: Emissions, DO_NOT_DELETE_THIS_SHEET
INFO	Sheet: Emissions	Start reading sheet: Emissions
INFO	Sheet: Emissions	Sheet schema is: http://dd.eionet.europa.eu/GetXmlInstance?id=9394&type=tbl
INFO	Sheet: Emissions	Found 11 columns on sheet: Emissions
WARNING	Sheet: Emissions	The following columns are missing: procedureEmissionsMethod on sheet Emissions
WARNING	Sheet: Emissions	Found redundant columns: procalculatededureEmeasuredissionsmeasuredethod on sheet Emissions
INFO	Sheet: Emissions	Found 47 records on sheet: Emissions
INFO	Sheet: Emissions	End reading sheet: Emissions
INFO	Workbook	End reading spreadsheet. 42 KB file conversion took 0.687 seconds.

Figure 22. Excel file to XML delivery conversion log: missing columns in one sheet.

When an Excel file is uploaded but not converted to XML

The conversion of an Excel file to a valid XML file may fail for different reasons.

The message in Figure 23 appears if the file was successfully upload, but was not converted to an XML delivery.

Figure 23. Successful upload of an Excel file but unsuccessful conversion to an XML delivery.

This occurs, for example, when the Excel file does not have the DO_NOT_DELETE_THIS_SHEET sheet. See Figure 24 for an example of a conversion log in this case.

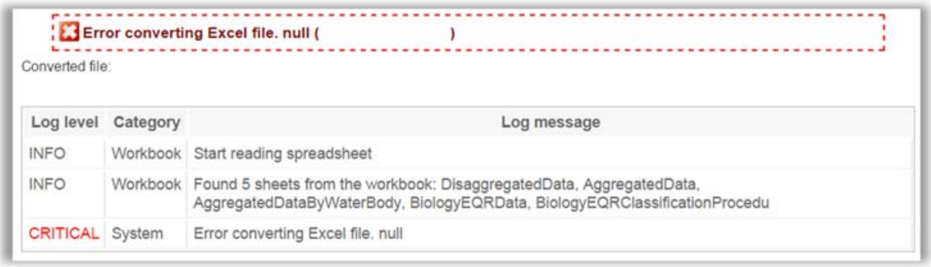


Figure 24. Excel file to XML conversion log: missing DO_NOT_DELETE_THIS_SHEET sheet.

In this situation, you should delete the Excel file that was not converted (Figure 25).

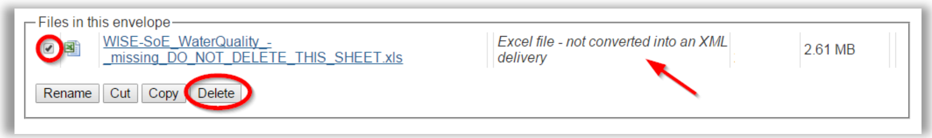


Figure 25. Example: delete a file that was not converted.

When an Excel file is uploaded and not converted to XML due to a system error

The conversion from Excel to XML may also fail due to a system error (Figure 26).
The message will normally include the technical description of the system error.

Figure 26. Successful upload of an Excel file but system error in the conversion to XML.

The conversion process is known to fail with very large Excel files.
This is independent of the format (XLS or XLSX) and occurs mainly with large sheets (i.e. tables with many fields) and with long sheets (i.e. tables with many records, typically more than 65000 records).

If your data set fits the criteria above and the conversion from Excel to XML is failing, the following strategies may solve the problem:

- Convert your Excel file to an XML delivery with the offline converter tool and deliver the XML directly: this procedure is explained the section "Using the conversion tool from Excel to XML"
- Use a different Excel file for each relevant data table;
- If you are reporting data for different reference years, use a different Excel file for each year.

Remember to always keep the DO_NOT_DELETE_THIS_SHEET sheet in every Excel file.

Recommended way to delivery very large files is to use XML directly (it can be exported from the Data Dictionary, see Figure 4).

Not all system errors are necessarily due to the size of Excel files. First make a test with a small file.
If the conversion problem persists, please contact wisesoe.helpdesk@eionet.europa.eu.
Remember to include the link to the envelope, and the error message given by the system.

Using the conversion tool from Excel to XML

If the conversion from Excel to XML is not possible at envelope level, due to the large file size, an alternative conversion tool is available via the WISE SoE help page.

This **Excel2XML** converter (Figure 27) converts a valid Excel file - created according to the WISE-1, WISE-3 or WISE-4 template - into valid XML files that can be directly uploaded to the CDR envelope.

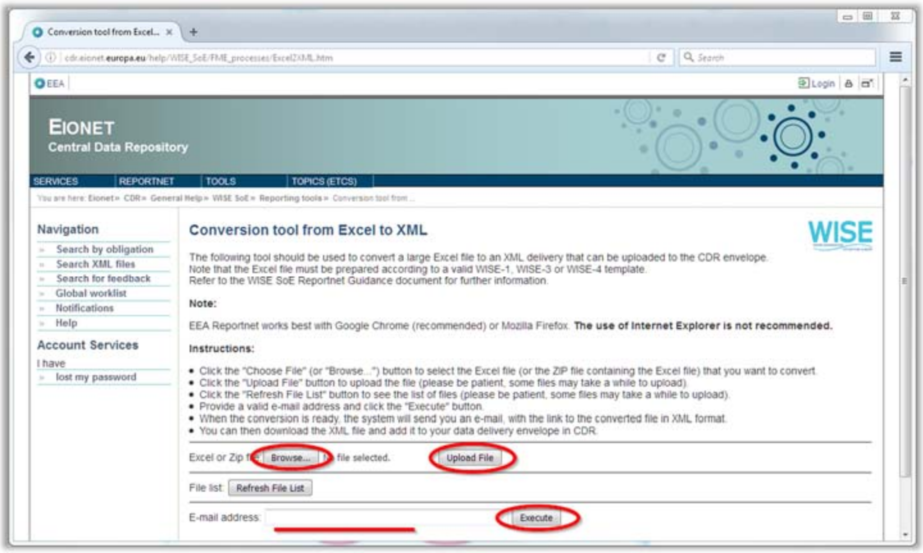


Figure 27. Offline conversion tool from EXCEL format to an XML delivery.

The steps to perform the conversion are:

- Go to http://cdr.eionet.europa.eu/help/WISE_SoE/FME_processes/Excel2XML.htm
- Click the **Browse…** button (it may have a different name according to your browser and language) to select the Excel file that you want to convert. You can also upload a ZIP file, but it must contain a single Excel file.
- Click the **Upload File** button to upload the file (some files may take a while to upload).
- Click the **Refresh File List** button to see the list of files.
- Provide a valid e-mail address and click the **Execute** button. The pop-up in Figure 28 will appear. No other action is required.

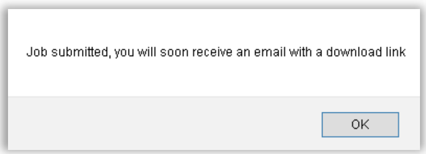


Figure 28. System message after pressing the Execute button.

When the conversion is ready, the system will send you an e-mail with a link to a ZIP file (Figure 29).

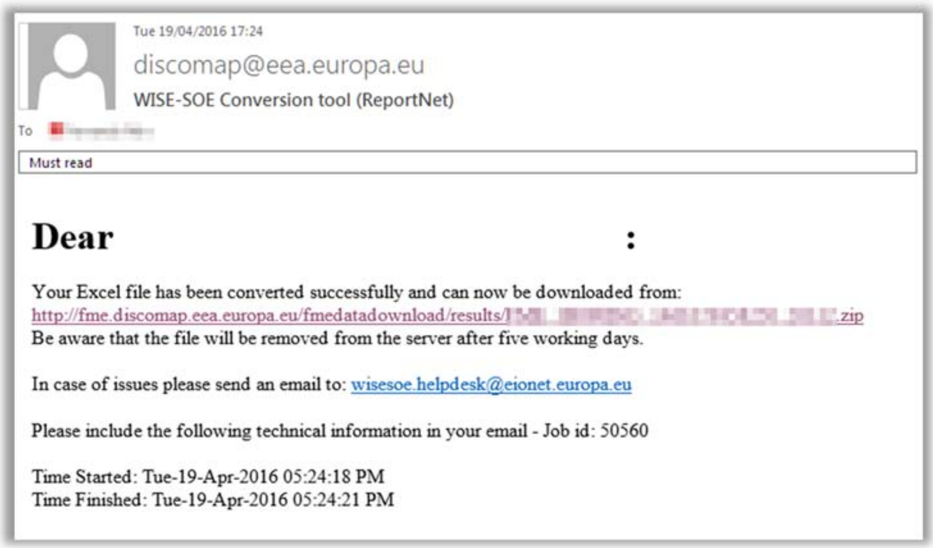


Figure 29. Notification from the WISE-SoE conversion tool.

Download the ZIP file, which will contain the XML files and the conversion log file. Always check the conversion log file, before uploading the XML file to the envelope (see Figure 15).

Follow this procedure for every Excel file that could not be converted directly at envelope level, and upload the resulting XML files to your envelope.

The remaining steps of the delivery process are described in the following sections.

Automatic quality control

Run the automatic quality control tests

Once the data file(s) are uploaded, a set of automatic quality control tests should be performed by clicking the **QA** buttons (Figure 30). The list of quality control tests implemented for each reporting obligation is available in the WISE SoE help pages.

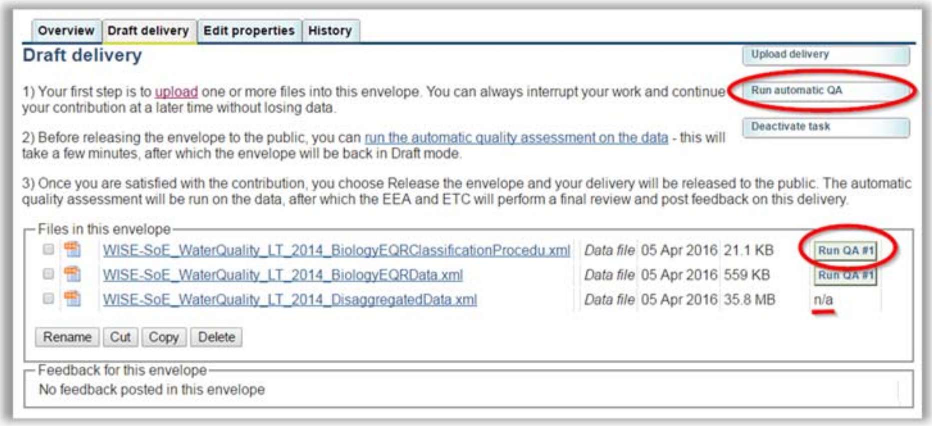


Figure 30. Run the automatic quality control for all uploaded files.

You can run the quality control tests for each file individually, by pressing the **Run QA#1** button. Always try to run this interactive quality control before running the full quality control. In the interactive quality control, the test is run immediately instead of being added to the (long) queue of all Reportnet deliveries.

For large XML files it is not possible to run the QC for individual files (the **Run QA#1** button will not be visible, and the text "n/a" will be shown instead). You can still use the **Run automatic QA** button, which will analyse every data file in the envelope.

Before been able to release the envelope, the quality control for all files must always be run at least once, by pressing the **Run automatic QA** button. This will run the individual file checks and also run some checks across different files (if applicable). Note that the **Release the envelope** button will not appear until then.

While the quality control tests are in progress, the system displays an icon with a rotating circle (Figure 31). Your request was sent to the Reportnet servers and added to a queue of quality control checks: so the time of response depends on the size of your file but also on the size of the queue of pending jobs.

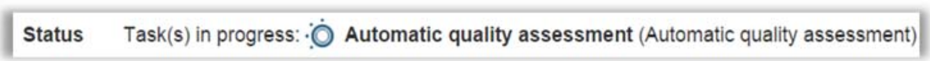


Figure 31. Status of the envelope while the automatic quality control is running.

Review the quality control results

When the quality control process ends, the **Overview** tab will show the status and feedback for the envelope (see also the **Data quality** tab, for detailed information).

If critical errors were detected in the data, the envelope remains in **Draft** status.
The text **The last AutomaticQA run has flagged this envelope as unfit for release** appears (Figure 32).

Check the frame **Feedback for this envelope** – it will show the results for each file.
Note the word [BLOCKER] next to the files where critical errors were detected. It is not possible to release an envelope with critical errors: the status of the envelope will remain in **Draft** to allow you to replace the files with corrected ones.

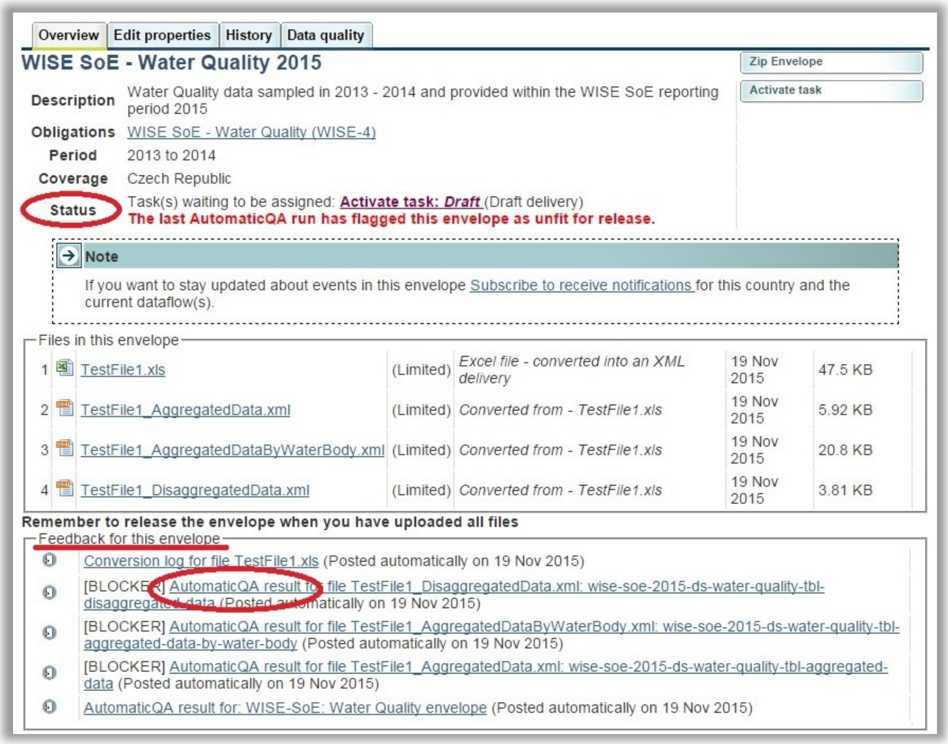


Figure 32. Review the results of the automatic quality control.

The envelope will also remain in Draft is it is empty, i.e. if it contains no XML file.
For example, if an Excel file is uploaded, but the conversion to XML was unsuccessful, then the envelope contains no XML file. It is "empty" and cannot be released.

The envelope will also remain in Draft if when a quality control check fails due to a system time-out or a system error. In this case, the result of the test is [UNKNOWN]: since it is not possible to ascertain if the data contains critical error or not, it is not possible to release the envelope.

You can see the errors by clicking on the **Automatic QC result…** link for each file.
Click on the **see attachment** link if the errors are not displayed immediately (Figure 33).

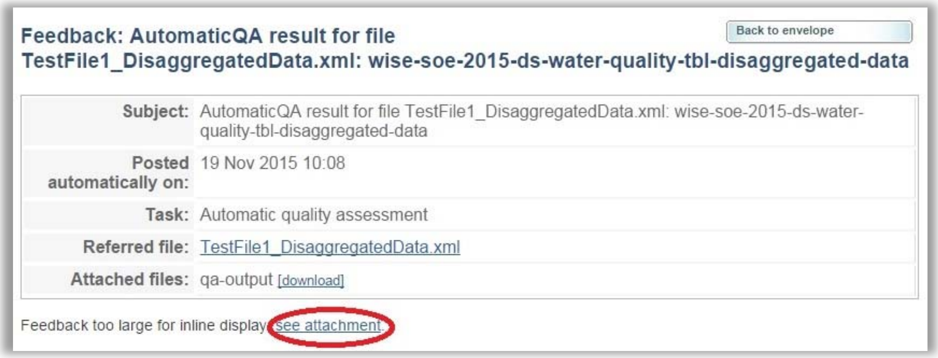


Figure 33. Feedback of the automatic quality control for a file.

A detailed description of the identified errors will be given after clicking the link marked in Figure 33.

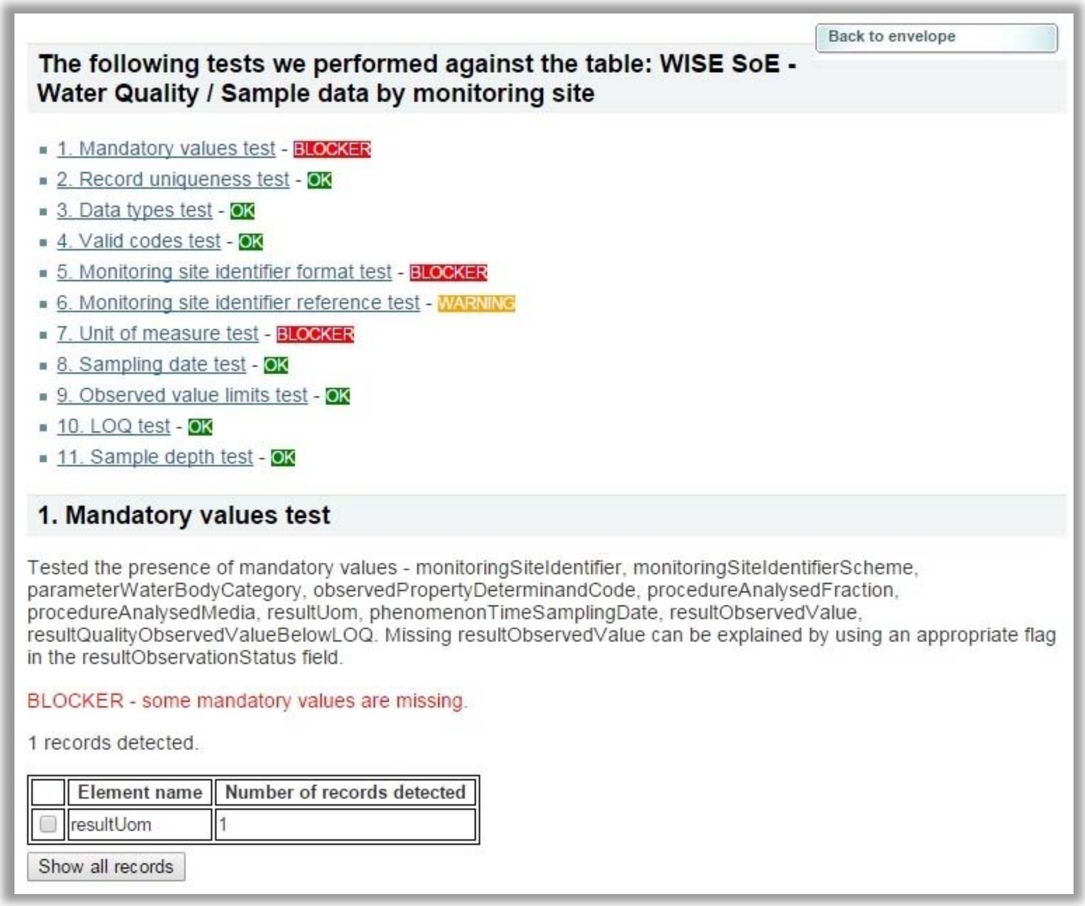


Figure 34. Detailed description of the automatic quality control results (example).

When critical errors are identified by the automatic quality control, you need to correct the data, replace the files in the envelope and run the quality control again.

You can delete any data file from an envelope in **Draft** status. Press the **Activate task** button on the **Overview** tab (see Figure 32, right upper corner). Mark each file to be deleted using the checkbox on the left-hand side of the filename, and press the **Delete** button (Figure 35).

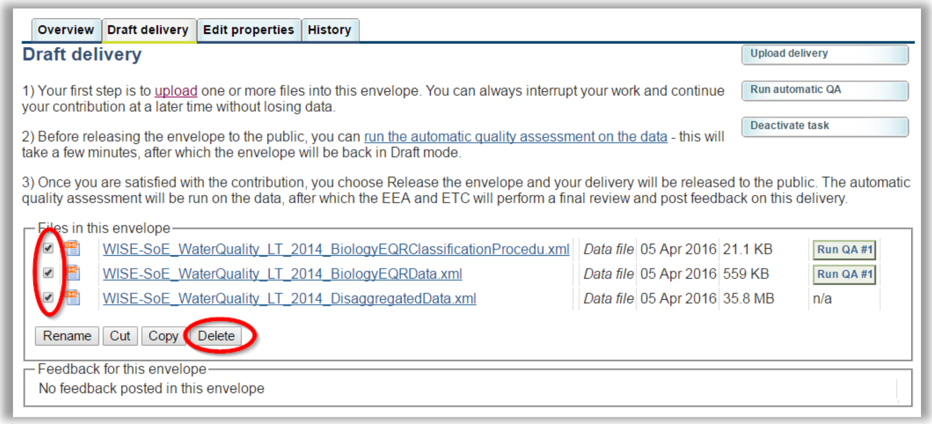


Figure 35. Deleting files from an envelope.

After correcting the data, upload the new files and run the quality control. Figure 36 shows the envelope **Overview** tab after a quality control check where no critical errors were detected.
The envelope can now be released.

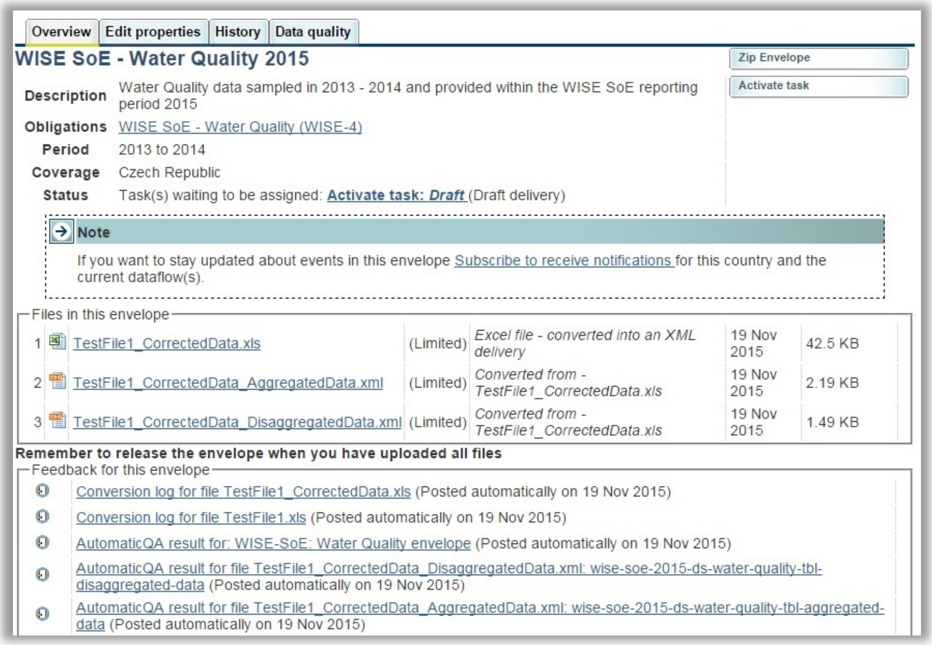


Figure 36. Content of the "Overview" tab after running the automatic quality control.

Release the envelope

Once you are satisfied with data delivery, you must finalise it by pressing the **Release the envelope** button. This will release the envelope.

Remember that the **Release the envelope** button is not available if the uploaded Excel file could not be converted to XML due to an error (e.g. Excel file to large, please compare "*When an Excel file is uploaded and not converted to XML due to a system error*"). From a Reportnet perspective the envelope is empty because no XML is available, no automatic QC can be done and the envelope cannot be released (completed).

A confirmation letter of receipt is generated when an envelope has been released. This confirmation is available in the feedback section of the CDR envelope and a notification will be forwarded to the subscribers. The letter lists only the XML files that were uploaded or automatically converted from Excel files. Other file formats cannot be automatically harvested and processed, meaning that the data in such files cannot be added to the European data sets: such files are not listed in the receipt.

The data files and the quality control results will became publicly available in CDR (unless you have applied access restrictions when uploading the data files – in such case, only authorised users will be able to access the data in CDR) after the Final Feedback phase

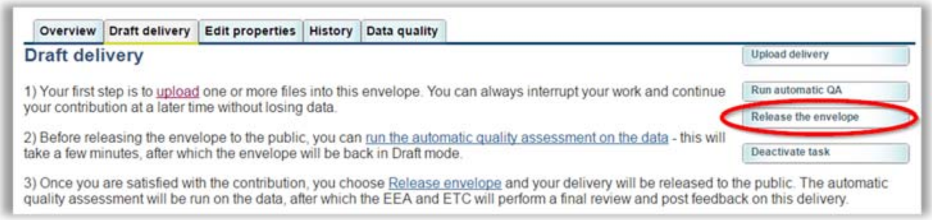


Figure 37. How to release the data delivery.

Figure 38. Status after releasing the envelope: Final feedback.

The final feedback phase

Figure 39 illustrates, in a simplified diagram, the different phases of the WISE SoE workflow and the responsibilities for each phase. The light grey boxes depict automated or semi-automated processes. The dark grey boxes show the initial and final status of the envelope.

The green boxes are actions taken by the Data Reporters: until the envelope is released, the envelope belongs to the reporter, who can add, delete or replace files... or even delete the envelope.
When the reporter releases the envelope, it is moved to the Data Client for the final feedback phase.

The blue boxes are actions taken by the Data Client (ETC and EEA). The data client will check the data against previous deliveries, or perform a number of quality control checks that could not be implemented automatically at Reportnet level. If a serious issue is detect, the Data Client will request a correction of the data delivery, and include a detailed explanation of the issue and of the type of required correction.
Otherwise, the Data Client will mark the envelope as technically accepted.
In either case, the envelope is completed and the information becomes publicly available (unless the Data Reporter has restricted it).

Once the envelope is complete, its content can no longer be changed.
(The Data Client can still attach additional manual feedback, but that's all).

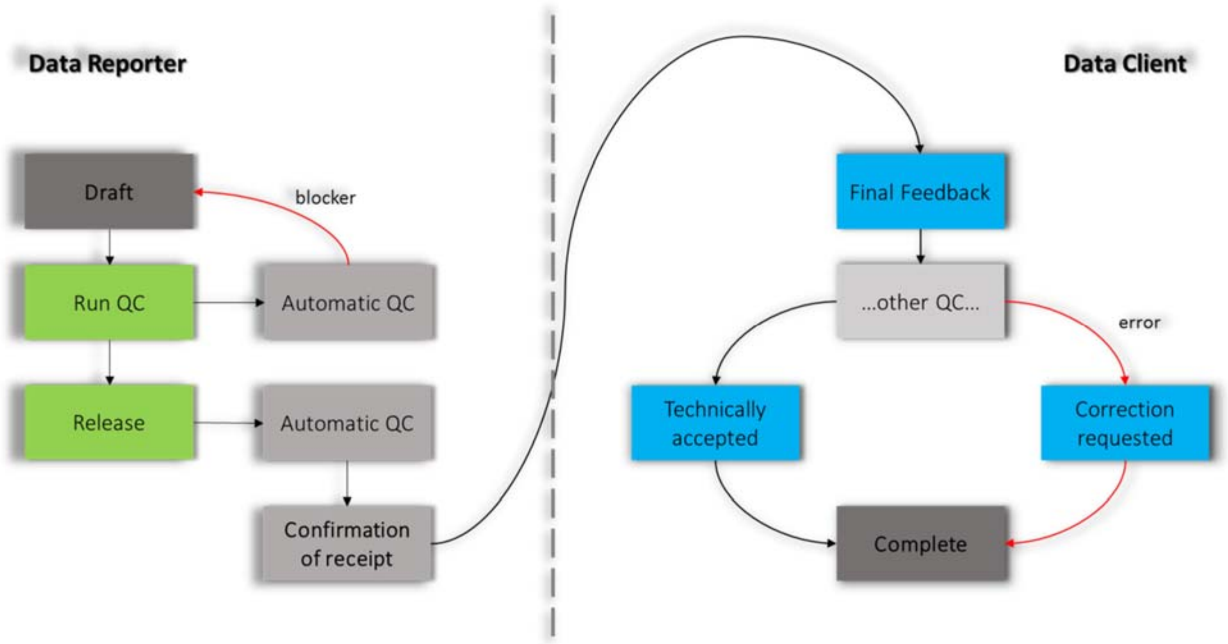


Figure 39. The WISE SoE worflow.

---- This section is included for information purposes only. ----

All the steps described in this section are performed by the Data Client.
The Data Reporters do not have access to the interface described in this section.

After completing the envelope with the **Release the envelope** button a "Final feedback" phase follows (Figure 38). This final feedback replaces the former validation questions and is related to a specific envelope. All steps described in this section are performed by EEA and ETC.

The final feedback is given by the Data Client. After performing the necessary checks, the Data Client can mark the envelope so that it is accepted or not into further data processing.
Normally, the released envelopes can be processed and, if no serious issue is found, they will be technically accepted (Figure 40). A feedback item is automatically added to the envelope (Figure 41).

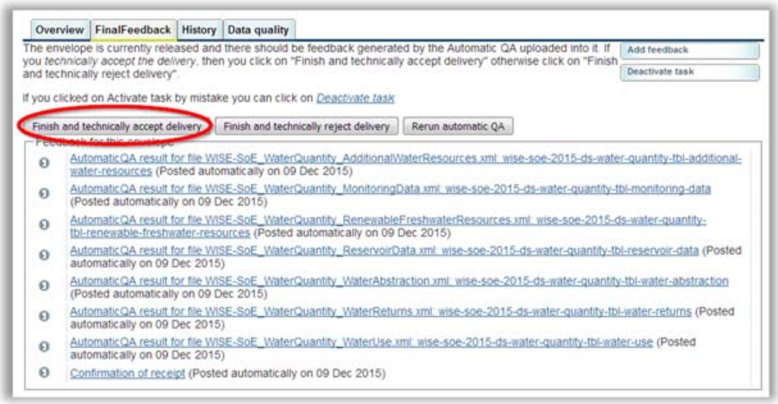


Figure 40. Final feedback interface (for the Data Client only).

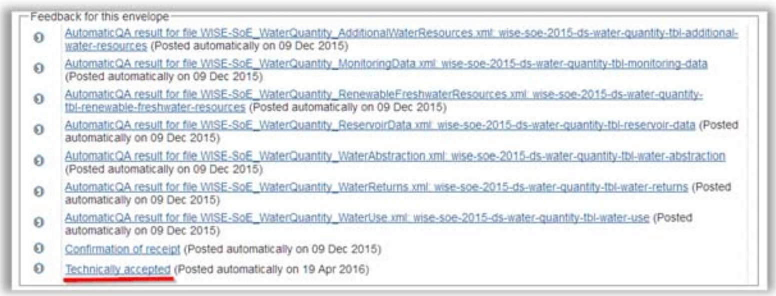


Figure 41. Automatic feedback for an envelope technically accepted.

The envelope is now complete (Figure 42): its content cannot be changed, the envelope cannot be deleted.

Figure 42. Complete envelope.

If the Data Client detected any serious problem with the envelope, a correction will be requested.
A feedback item is automatically added to the envelope and the Data Client will also add a more detailed feedback explaining the issues found in the delivery (Figure 43). If the data files where restricted by the Data Reporter, the Data Client will also restrict access to the final feedback provided in the envelope.
The user that created the envelope will also be contacted by mail, via wisesoe.helpdesk.

Figure 43. Automatic feedback for an envelope where a correction is requested.

How to add, correct or delete data

Once an envelope is completed, it is not possible to open it again.

If you need to add or correct data, please create a new envelope and upload added and / or corrected data into it. You do not need to upload the entire dataset, just the added and / or corrected records.

Nevertheless, redelivery of the entire dataset would be appreciated. But we are understanding, that such request is not comfortable for reporters, especially when large datasets are provided. If the country delivery contains more than one envelope, the oldest envelope is processed at first and the newest envelope as the last one. It means, corrected versions of records reported later will overwrite previous versions of these records.

If you need to delete records reported before (in current or previous reporting periods), just report these records once more and add character “Z” (for WISE-1, WISE-2 and WISE-6) or “O” (for WISE-4) to the field Observation status flag . Please avoid to use the number zero instead of “O” by mistake. If the deleted record has been reported under 2013 SoE reporting period and before (i.e. in the “old” data model), you have to report it with the Observation status flag = Z (resp. O) in the current data model, of course.

Please use easily understandable names of your envelopes, if possible (examples):

- WISE SoE - Water Quality 2017 - redelivery1
- WISE SoE - Emissions 2017 - Scotland - added data1
- WISE SoE - Water Quantity 2018 - groundwater - correction1
- etc.

Getting help

All the documentation related to the WISE SoE data flows can accessed via the WISE SoE help pages.

In case of questions related to the content of the data requested, please contact the WISE-SoE support team using wisesoe.helpdesk@eionet.europa.eu. If your question is related to a specific data delivery, please include the link to relevant CDR envelope in your email.

In case of login problems or other technical difficulties with Eionet systems, please contact the Eionet helpdesk using helpdesk@eionet.europa.eu.

Using CDRSandbox

CDRSandbox is a training and testing environment (Figure 44) similar to the real CDR. It can be used only for the WFD and WISE SoE reporting flows and will be operational only until the end of the WFD and WISE SoE formal reporting period.

In CDRSandbox, users can test the delivery process, quality control checks and workflow associated with the different reporting obligations. CDRSandbox can also be used for training of new reporters or during the preparation of data deliveries.

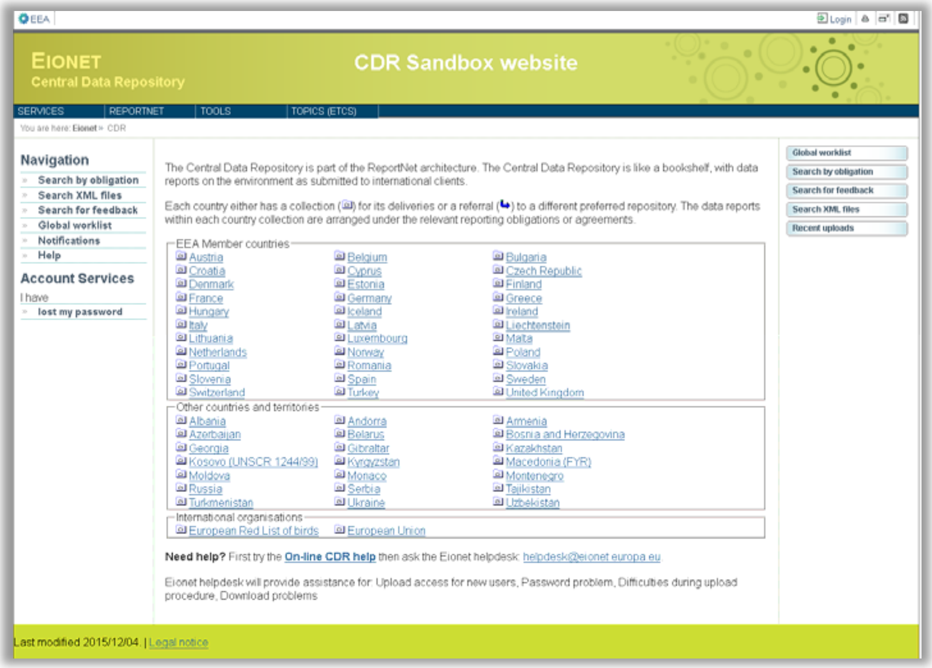


Figure 44. CDR Sandbox website

User accounts and permissions

Your EIONET credentials will not work on CDRSandbox.
All CDRSandbox users must use the following credentials (Figure 45):

User Name: **datareporter**
Password: **datareporter**

Figure 45. Login to CDRSandbox.

Collections and envelopes

You will find the different collections for the WISE SoE data deliveries already prepared (Figure 46).

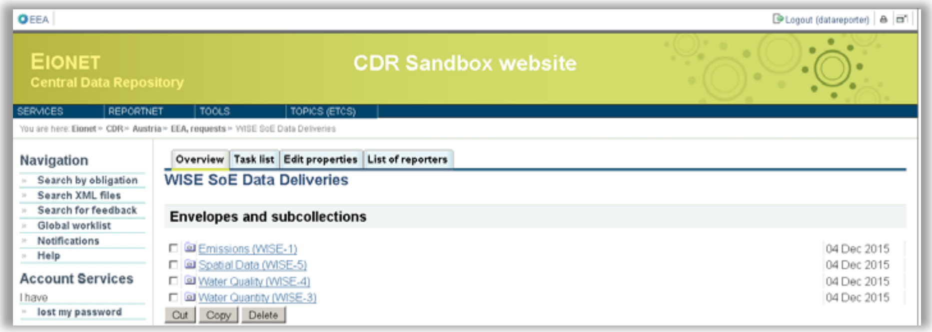


Figure 46. WISE SoE collections in CDRSandbox.

After the login, the CDRSandbox works in the same way as the real CDR.
Envelopes can be created (Figure 47), data can be uploaded and all quality control tests can be performed following the instructions given in this document.
All the necessary steps up to the release of the envelope can be tested.

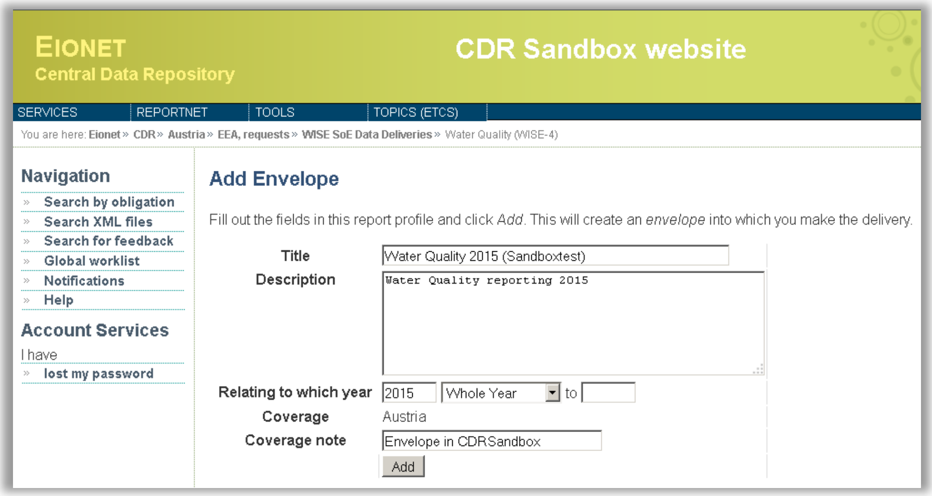


Figure 47. Adding a new envelope in CDRSandbox.

Very important notes about CDRSandbox

All data in CDRSandbox can be seen and modified by anyone using the system.

Avoid using envelopes created by other colleagues for your own tests.
Create your own envelope and use the title, description and coverage note (Figure 47) to distinguish it.

CDRSandbox will be cleaned up in regular intervals, to keep a well-organised training environment. All envelopes including uploaded data will be removed during this clean up. The predefined collections (top level folders) will remain stable (Figure 44, Figure 46).

The CDRSandbox system does not have the same capacity as the real CDR: expect it to be slower (and also expect that big files may generate system time-outs than may not occur in CDR).

If you have any related to CDRSandbox, contact the support team at wisesoe.helpdesk@eionet.europa.eu.
Please do not contact EIONET helpdesk: contact directly the WISE-SoE helpdesk.

CDRSandbox is currently a pilot system used exclusively for the WFD and WISE SoE dataflows.
Its continuity will be evaluated after this pilot phase.