



How to use Reportnet 3 for Nationally designated areas (CDDA) reporting

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Version 1



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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 nationally designated protected areas (CDDA) annual data collection, which is one of the agreed EIONET core data flows.

The reporting is possible in Reportnet 3 in 2022 under ROD obligation 32 – Nationally designated areas (CDDA) - <https://rod.eionet.europa.eu/obligations/32>. The reporting flow is described in the sections below.

User accounts and access permissions

In order to report in Reportnet 3, an EU login¹ with the same email as is used for reporting is required as well as permission to upload the national delivery. Each country has nominated national reporting contact responsible for the CDDA reporting.

The list of national reporting contacts is maintained in the Eionet Roles directory by the Eionet National Focal Point. Any changes of nominated reporters are to be delegated through the Eionet NFP.

¹ Annex I explains how an EU login can be acquired.



1 Nationally designated areas (CDDA)

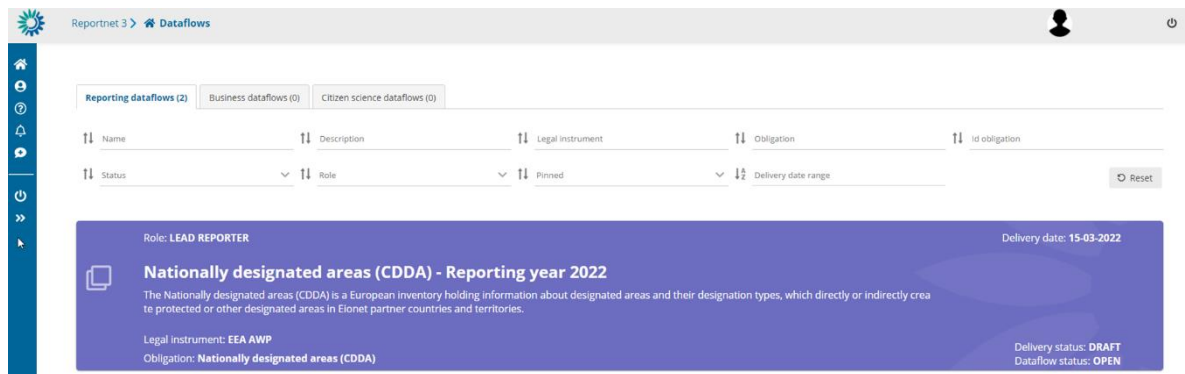
1.1 Step 1: Log on to Reportnet 3

<https://reportnet.europa.eu/>

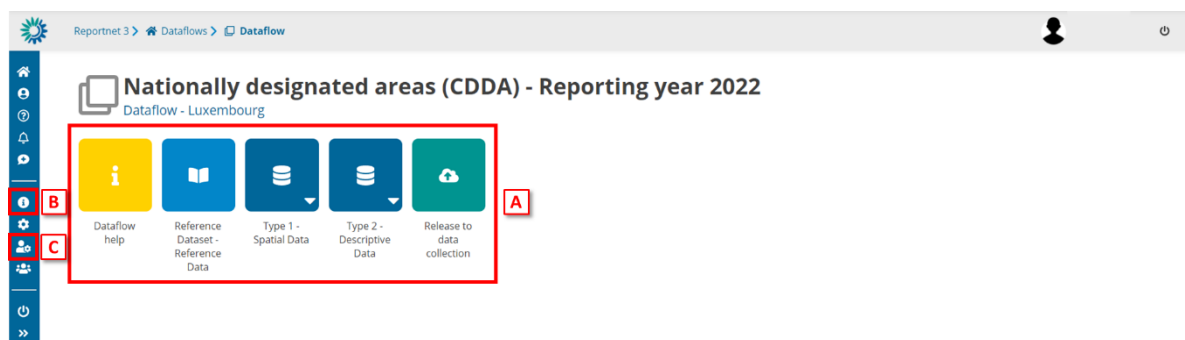
- If you do not have an EU login – Follow the steps in **Annex 1 – Acquire an EU login**
- If this is the first time you log on to Reportnet 3 – Follow the steps in **Annex 2 – Register on Reportnet 3**
- If you have logged on before – Follow the steps in **Annex 3 – Log on to Reportnet 3**

1.2 Step 2: Open the CDDA dataflow

1. Find the dataflow 'Nationally designated areas (CDDA) - 2022 reporting' in the list



2. Go into the dataflow by clicking on it



The dataflow overview page provides the most relevant functions to delivering Nationally designated areas (CDDA) reporting

- [A] – The main part of the page are icons which take you to the components of the dataflow:
 - **Dataflow help** – in here you will find three tabs showing documents, links and technical overview of the reporting schema.



- **Reference data** contains data which is used to validate the quality of the reporting checking vocabularies for all elements where a predefined dictionary exists (e.g., previously reported site codes or country codes) and evaluating the position of reported sites against reference country borders.
- **Type 1 – Spatial data** is where the spatial data is provided as GML file or Shapefile or harvested from services is uploaded and validated.
- **Type 2 – Descriptive data** is where the tabular data in the Excel spreadsheet or the XML file is uploaded and validated.
- **Confirmation receipt** is only visible after a reporting has been released informing of the successful reception of the data by Reportnet 3.0.
- **Release to data collection** for submitting your reported data once you have uploaded and validated it.
- [B] – **Properties** displays the information regarding the dataflow, reporting obligation and legal instrument (extracted from ROD).
- [C] – **Manage reporters** displays a dialog where a lead reporter can provide access to the dataflow for other reporters – **PLEASE REFER TO ANNEX 4**

1.3 Step 3: Find the needed files

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

Dataflow help Nationally designated areas (CDDA) - Reporting year 2022

Supporting documents							
Web links							
Dataset schemas							
Title	Description	Category	Language	Public	Upload date	Size	File
CDDA.xls	CDDA excel template - version 2 (exported from DD 10-11-2021)	xls	English		11-11-2021	6.00 KB	
How_to_use_Reportnet_3_for_CDDA_reporting.docx	CDDA Reportnet 3 reporter guidance	docx	English		11-11-2021	1.07 MB	
CDDA.pdf	CDDA technical specification (exported from DD 10-11-2021)	pdf	English		11-11-2021	142.57 KB	

2. **Alternatively**, go to the EEA Data Dictionary website at <http://dd.eionet.europa.eu/datasets/latest/CDDA>. Click the “Exports” section and download the latest version of template where the data will be inserted in.



View dataset definition

Tables

Exports

- Create technical specification for this dataset
- Create an XML Schema for this dataset - version 2
- Create an MS Excel template for this dataset - version 2
- Get the comma-separated codelists of this dataset
- Get the codelists of this dataset in XML format
- CDDA SiteCode allocation User Guide v02.pdf

Identifier		CDDA
Short name		CDDA
Registration status		Released 21 February 2020
Reference URL		http://dd.eionet.europa.eu/datasets/latest/CDDA
Name		Nationally Designated Areas (CDDA)

Click the “Create an MS Excel template for this dataset – version 2” link.

By clicking the “Create technical specification for this dataset”, CDDA data dictionary pdf can be opened and downloaded.

1.4 Step 4: Upload the CDDA data

1.4.1 Type 1 – Spatial Data

Two different import methods

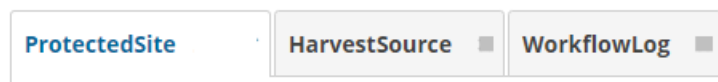
This dataflow provides two methods to import spatial data. In the first method (import from file) a file (shapefile or gml) can be uploaded and the data from that file will be imported. In the second method (import from service) one or more download services can be provided. Reportnet will contact the services and download the spatial data directly from the service. This second method allows direct file download in gml (*.gml or *.zip) or download through a WFS 2.0 service.

Combining import methods

A combination of import from file and import from service is allowed and can be accomplished by executing several imports after each other. Each import by default appends data to the tables. Be aware that if it is selected to first remove data from a table, ALL data from all tables in that data schema will be removed, also the data from other spatial data imports. As a result, all import steps have to be redone once you select to remove data from a table.

Data tables and deleting data

The dataset schema Type 1 – Spatial Data contains three data tables.



ProtectedSite contains all imported data. This table is used by both import from file and import from a service.

HarvestSource is only used by Import from a service.



In this table you can manually enter the service(s) to harvest from or import a file with required service(s) information.

WorkflowLog is only used by Import from a service. In this table Reportnet will log feedback about the harvesting process.

Warning! If you want to delete existing ProtectedSite data before importing, it is advised NOT to do that by checking Replace data at the beginning of the import process.

Import from a service

Do you want to import using "Import from a service" integration?

☒ Replace data

Import

Cancel

This will delete the data in all three data tables, meaning it will also remove the service information you added to the HarvestSource table and the logged feedback in the WorkflowLog.

If you want to delete all data in the ProtectedSite table, use the **Delete table data** option that is available for the ProtectedSite table.

Import table data	Export table data	Delete table data	Show/Hide columns	Validations
Actions	Validations	inspireIDLocalid	inspireIDNamespace	inspireIDVersionid
			EIONET.ENVIRONMENT.PS.CDDA.L	

1.4.2 Type 1 – Spatial Data – Import from file

- Go into the **Type 1 - Spatial data** schema

Reportnet 3 > Dataflows > Luxembourg > Dataset

Type 1 - Spatial Data Pending

CDDA 2021 testing [TEST] - Luxembourg

Import dataset data

Export dataset data

Delete dataset data

Validate

Show validations

QC Rules

Dashboards

Manage copies

Refresh

ProtectedSite

HarvestSource

WorkflowLog

Import table data

Export table data

Delete table data

Show/Hide columns

Validation filter

Filter by value

Actions	Validations	inspireIDLocalid	inspireIDNamespace	inspireIDVersionid	legalFoundationDate	siteName	Geometry.polygons	Geometry.point
		555698355	EIONET.ENVIRONMENT.PS.CDDA.L		2019-03-29 01:01:01	Sonlez-Pamer	-679447.4376995,8946625.6445...	
		555698356	EIONET.ENVIRONMENT.PS.CDDA.L		2019-03-29 01:01:01	Leiffrächen	-684831.722455,8890766.80734...	
		555698357	EIONET.ENVIRONMENT.PS.CDDA.L		2019-03-29 01:01:01	Hautbellain	-651443.2294116,8964882.2805...	

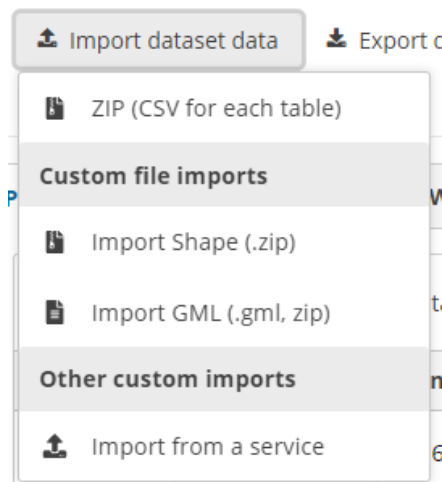
- If you want to start from an empty ProtectedSite table and import all data again, clear the ProtectedSite table using the **Delete table data** button available for the ProtectedSite table.



Import table data Export table data Delete table data Show/Hide columns Validations				
Actions	Validations	inspireIDLocalId ⓘ	inspireIDNamespace ⓘ	inspireID ⓘ
			FIONFT.ENVIRONMENT.PS.CDDA.F	

Be aware that this deletes all data in the table. It is not possible to delete records from one import only.

- Click on the **Import dataset data** button on the top left of the menu, either choose 'Import GML (.gml, .zip)' or 'Import Shape (.zip)' and select the file to upload in the dialog.



- It is advised not to check **Replace data**. See step 2 if you want to start importing all data again.

Import GML (.gml, zip)

Select or drag here a file

☐ Replace data

Reset

Upload

Close

- The application will automatically extract the data from a zip-file and input into the dataset. Note: When uploading a Shapefile all associated files (*.shp, *.dbf, *.shx, *.prj) must be packed into a zip file and uploaded.
- After import the validation will be automatically run.
- Notifications in the top right will inform you the import has started and when the validation has finished.
- Once the validation is finished the 'Refresh' button will be highlighted and after clicking you will see the results of the validation. The validation can also be run manually – see next



section.

[Validate](#)
[Show validations](#)
[QC Rules](#)
[Dashboards](#)
[Manage copies](#)
[Refresh](#)

- If you want to upload additional files, repeat the process starting from step 3. If you want to import additional data from one or more download services, continue with 1.4.3.

1.4.3 Type 1 – Spatial Data – import from a service

Geospatial data can also be imported from an existing INSPIRE Protected Sites download service. For this purpose, the table HarvestSource must include service(s) information. The table HarvestSource has the following definitions:

Field name	Field description	Field type	Extra information
serviceType	The service type indicates whether the given service URL points to a file download or to a WFS service providing the INSPIRE ProtectedSite features. In case of WFS, only WFS version 2.0 is accepted.	CODELIST	Direct file WFS 2.0
serviceUrl	In case of serviceType 'Direct download', serviceURL points directly to the dataset file to download. In case of WFS it contains the FULL WFS GetFeature request providing the INSPIRE ProtectedSite features from the INSPIRE Download Service (WFS). It is NOT enough to provide the WFS endpoint or the GetCapabilities request.	URL	
operation	This field is used to indicate the type of operation – how to use the service: a) service will add data to the table, b) service will replace data in the table or c) service will not import data (Don't import) – service is omitted. Keep in mind that the table will be deleted in its entirety if one of the operations assigned to a service is "Delete all table data before import".	CODELIST	Append to table data Delete all table data before import Do not import

A typical import from a service workflow will look as the following:

- Manually enter the information about the download services to use in the HarvestSource table.

Actions	Validations	serviceType ⓘ	serviceUrl ⓘ	operation ⓘ
		WFS 2.0	https://wfs.geonorge.no/skwms1/wfs.protectedsites?typenames=ps:ProtectedSite&request=GetFeature&service=WFS&version=2.0.0	Append to table data

Another option is to upload a pre-defined file with service information in csv format using function Import table data.

All three fields in the table HarvestSource must be provided.

ServiceType can be WFS2.0 or Direct file.



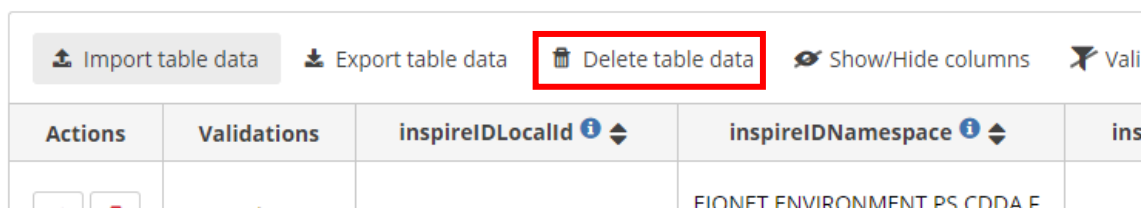
ServiceUrl contains the link to the service. If Direct file is selected, ServiceUrl must point to a downloadable gml file (zipped or unzipped). It is not allowed to point to an atom feed containing the information of a downloadable file. If WFS2.0 is selected, make sure the ServiceUrl does not contain a "count=" parameter.

Operation tells Reportnet what to do with this service.

- **Append to table data:** This will add the downloaded data to the data already in the ProtectedSite table.
- **Delete all data before import:** This will delete the data in ProtectedSite before starting import. You cannot delete data from one source only. If Delete all data before import is selected for one of the services, ALL ProtectedSite data will be deleted before the process starts.
- **Do not import:** This will ignore this record when import is started. For example: if you have three services in you harvest table and you want to test one of them, you can set operation=Do not import for the other two services

Remark: Import from file can only process one file for each import. Import from service will import in one step ALL services in HarvestSource that do not have operation set to 'Do not import'.

2. If you want to start from an empty ProtectedSite table and import all data again, clear the ProtectedSite table using the Delete table data button available for the ProtectedSite table.



Be aware that this deletes all data in the table, also those previously imported from a file. It is not possible to delete records from one import only.

If you don't need the logged feedback from previous service imports, you can also delete table data for WorkflowLog.

3. Click on the **Import dataset data** button on the top left of the menu, choose 'Import from a service'
4. **Do not check Replace data.** See step 2 if you want to start from an empty ProtectedSite table and import all data again.
5. If the operation field of one of the services in HarvestSource is set to 'Delete all data before import', Reportnet will first empty the ProtectedSite table. After that it will connect to each service in HarvestSource and download the data provided by the service. Services with operation set to 'Do not import' are not processed.
6. During the process, Reportnet will enter feedback on the process in the WorkflowLog table. This can be information (logType=info, e.g. number of records downloaded from a service), warnings (logType=warning, e.g. if HarvestSource doesn't contain any services to harvest) or errors (logType=error, e.g. there is something wrong with a service or with the data provided by a service. The logMessage will contain the error received).
7. After import the validation will automatically run.
8. Notifications in the top right will inform you the import has started and when the validation has finished.
9. Once the validation is finished the 'Refresh' button will be highlighted and after clicking you will see the results of the validation. The validation can also be run manually – see next section.



[Validate](#)
[Show validations](#)
[QC Rules](#)
[Dashboards](#)
[Manage copies](#)
[Refresh](#)

10. If you want to upload additional data from files, continue with step 3 from 1.4.2.

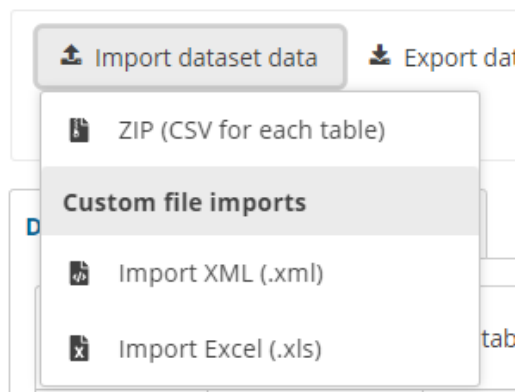
A reporter can consult the WorkflowLog table for feedback information from processing the services, see step 6 in the workflow above. The WorkflowLog information should help a reporter to adjust service information and parameters.

1.4.4 Type 2 – Descriptive Data

10. Go into the **Type 2 - Descriptive Data** schema

Actions	Validations	cddaid	nationalid	PSlocalid	PSnamespace	PSversionid	designatedAreaType	cddaCountryCode	cddaRegionCode
		5813	ZH 58	5813	EIONET.ENVIRONMENT.PS.CDDA.LU		designatedSite	LU	LU
		16265	PS 05	16265	EIONET.ENVIRONMENT.PS.CDDA.LU		designatedSite	LU	LU
		16288	RF 11	16288	EIONET.ENVIRONMENT.PS.CDDA.LU		designatedSite	LU	LU

11. Click on the **Import dataset data** button on the top left of the menu, either choose 'Import Excel (.xls)' or 'Import XML (.xml)' and select the file to upload in the dialog.



12. If you are importing the file 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.



Import Excel (.xls)

+ Select or drag here a file

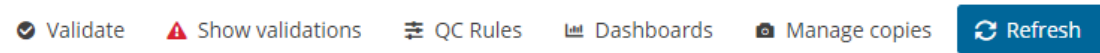
☐ Replace data

Reset

Upload

Close

13. The application will automatically extract the data from the xml/excel and input into the dataset. **Note:** the excel file is not stored on the platform.
14. After import the validation will be automatically run.
15. Notifications in the top right will inform you the import has started and when the validation has finished
16. Once the validation is finished the 'Refresh' button will be highlighted and after clicking you will see the results of the validation. The validation can also be run manually – see next section.



17. To delete the whole dataset and reupload the descriptive data, e.g., after correcting an issue in the data, click 'Delete dataset data' in the top row next to the import button. The system will ask for a confirmation to delete the data and propose to create a copy before deleting (PLEASE REFER TO ANNEX 5).

1.5 Step 5: Run quality control check (QA/QC) tests on the data

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



- **Validate** – Runs validations for the whole dataset
 - **Show validations** – Shows a table of all the validation issues found across the whole dataset after a validation has been run.
 - **QC rules** – shows a list of all the validations which have been created for the dataset.
 - **Dashboards** – Provides a visualisation of the validation feedback.
 - **Manage copies** – Functionality to save copies of the data (snapshots or restore points) – **PLEASE REFER TO ANNEX 5**
 - **Refresh** – After import, validation and restore copy, you need to refresh the tables.
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 table once the validations are complete.



Validate

Show validations

QC Rules

Dashboards

Manage copies

Refresh

1.6 Step 6: Review quality control check (QA/QC) results

- Errors are displayed at four types – the field; record; table; and dataset. Errors or validation feedback can have four different levels.

ERROR





BLOCKER

WARNING

INFO

While 'INFO' and 'WARNING' more highlight points to be checked by the reporter, 'ERROR' indicates a more crucial issue which needs to be solved. A 'BLOCKER' message is returned for critical errors found and prevents the reporting from being released.

- The column 'Validations' in the table shows for each record which level of errors at field and record level has been found.

Import table data		Export table	
Actions	Validations	insp	
 	 	33749	

- Field level errors have icons next to value in the field. Hover over it to see the error message.
- Click on **Show validations** button (dataset menu) to view the list of all errors in the dataset.

Validations						
Type of QC	Table name	Field	Level error	Apply filters Reset		
Entity	Table	Field	Code	Level error	Message	Number of records
TABLE	Characterisation		DO01	ERROR	The Characterisation table does not contain a record for the bathing water [DO01]	1
RECORD	Characterisation		DC01B	ERROR	The Characterisation table contains a record for a deprecated bathing water [DC01B]	2
FIELD	MonitoringResult	season	DR03B	INFO	The MonitoringResult table contains records for previous seasons [DR03B] - changed to 2020	2081
FIELD	Characterisation	season	DR01B	INFO	The Characterisation table contains records for previous seasons [DR01B] - changed to 2020	120
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]	18
FIELD	SeasonalPeriod	season	DR02B	INFO	The SeasonalPeriod table contains records for previous seasons [DR02B] - changed to 2020	148
RECORD	MonitoringResult		DC03C	ERROR	The MonitoringResult file contains a replacement sample that could not be matched to a short-term pollution event reported in the SeasonalPeriod file [DC03C]	19

Rows per page: 10 of 1 Total: 7 records (total errors: 2389)

Download validations Close

- This table has four columns:
 - Entity – One of FIELD/RECORD/TABLE/DATASET.

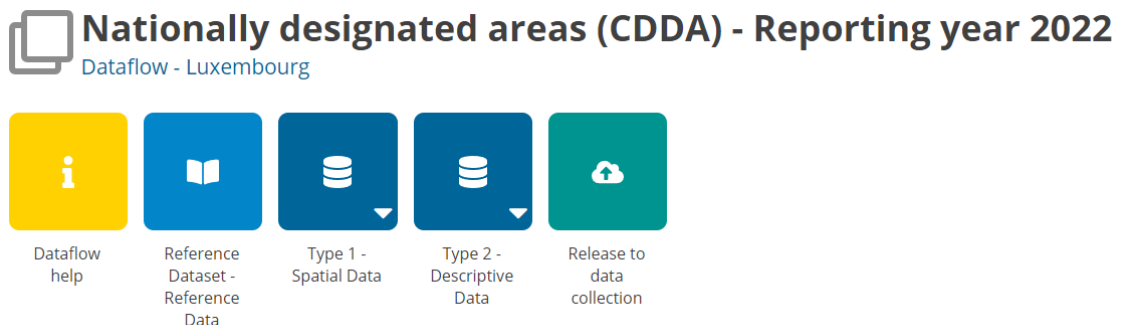


- Table – table name
 - Field – field name (if applicable)
 - Code – short code
 - Level error – One of INFO/WARNING/ERROR/BLOCKER.
 - Error message – What the issue is.
 - Number of records – the number of records which have triggered the error (the table is grouped by error)
6. Page through it and 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.
 7. Double-click on an error in the list to go to group of records in the reporting table.
 8. Click on **Dashboards** to get a visual overview of the number of errors in the data by table.
 9. Corrections to the data should be made in your source data and the excel/xml reimported. Remember when reimporting your excel, to either **Delete dataset data** first, or check the **Replace data** in the excel import dialog. Once imported revalidate the data.
 10. Only BLOCKERS will stop the data from being released to the data collection.

1.7 Step 7: 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.



2. Click on the button **Release to data collection**. You will be asked again if the data is ready to be released into the data collection.
3. In the background, QC is run on each dataset and the 'Show validations' list refreshed in the dataset.
4. If there are blockers in any dataset, the release is stopped and there will be a message to inform about that.
5. If the QCs run fine, a notification will appear saying the data has been 'released successfully'. An automatic copy will be created.
6. You will also see a new icon from which you can download a **Confirmation receipt**. If you change the data and resubmit a new copy to the data collection, then a new confirmation receipt is 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.

Once the data is released, it is marked as an official delivery. The status of the delivery is **"Final feedback"**.



The final feedback is given by the client (EEA and ETC/BD). Once the client inspects and accepts 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. The tracking of delivery versions is enabled through ‘Historic releases’. If the client has **technically rejected** the delivery due to incompleteness, you will be contacted and asked for clarifications. In such case, inconsistencies in the data will have to be corrected by reporter and submitted under a new release to the data collection as described above (Steps 1-8). If client has **technically accepted** the delivery, no further actions are necessary.

2 More help is available

More help on Reportnet 3 is available at:

https://www.eionet.europa.eu/reportnet/docs/prod/reporter_howto_reportnet3.0

In case of login or platform problems, please contact Reportnet Helpdesk:

helpdesk@reportnet.europa.eu.

CDDA additional reporting resources page: <https://cdr.eionet.europa.eu/help/cdda>

Guidance documents are also stored in the CDDA Dataflow help area on the Reportnet 3 platform.

In case of questions related to the content of the data, please contact the CDDA helpdesk:

cdda.helpdesk@eionet.europa.eu.



Annex 1 – Acquire an EU login

1. Navigate to Reportnet 3.0 <https://reportnet.europa.eu/> and click on “Login” button on the top right corner of the page
2. You will be redirected to authenticate using EU login
3. Click on the **Create an account** link on the EU Login sign-in page

The screenshot shows the EU Login sign-in page. At the top, it says 'auth requires you to authenticate' and 'Sign in to continue'. Below this, there is a section 'Use your e-mail address' with a text input field. A blue 'Next' button is below the field. A red box highlights a link 'Create an account' below the 'Next' button. Below this, there is a horizontal line with 'Or' in the center. Underneath, it says 'Or use the eID of your country' and shows a user icon with the text 'Select your country'.

4. Fill in the provided form with your personal details
 - **First name** – Your first name cannot be empty and can contain letters in any alphabet;
 - **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
 - **E-mail** – An e-mail address that you have access to;
 - **Confirm e-mail** – Type your e-mail address again to make sure it is correct;
 - **E-mail language** – The language used when EU Login sends you e-mails regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered mistakenly. EU Login only sends you e-mails for validating your identity or for notifying you about security events affecting your account;
 - **Enter the code** – By entering the letter and numbers in the picture, you demonstrate that you are a human being who is legitimately creating an account. If the code is too difficult to read, click on the button with two arrows to generate a new one;

The screenshot shows the 'Create an account' form. It has a title 'Create an account' and a link 'Help for external users'. The form fields are: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', 'E-mail language' (with a dropdown menu showing 'English (en)'), and 'Enter the code' (with a text input field and a CAPTCHA image). Below the CAPTCHA, there is a checkbox with the text 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. At the bottom, there is a blue 'Create an account' button.



- Check the **privacy statement** by clicking on the link and tick the box to accept the conditions;
 - Click on **Create an account** to proceed.
5. If the form is correctly filled in, an e-mail is sent to the address you provided to verify that you have access to it. If you cannot find the e-mail, check your spam, or junk folder.

Dear,

You have been registered in EU Login.

Your email address is@....

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
<https://ecas.cc.ec.eu.int:7002/cas/init/initialisePasswordLogin.cgi?xxx..>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

6. **Click the link** in the e-mail or copy/paste it in the address bar of your browser.

You are invited to **select a password** and to **confirm it** to make sure you did not mistype it.

Your new password must contain at least 10 characters and a combination of:

- upper case letters,
- lower case letters,
- numbers and
- special characters.

The E-mail field is prefilled and cannot be changed. It should contain the e-mail address you provided previously.

Type your password again in the **"Confirm new password"** and click on **Submit**.

New password

Please choose your new password.

n...
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 8 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[\\]^_`{|}~

Examples: SEN5RbaW GwOzMg9m U(nuCuwh

[\[Generate other sample passwords\]](#)

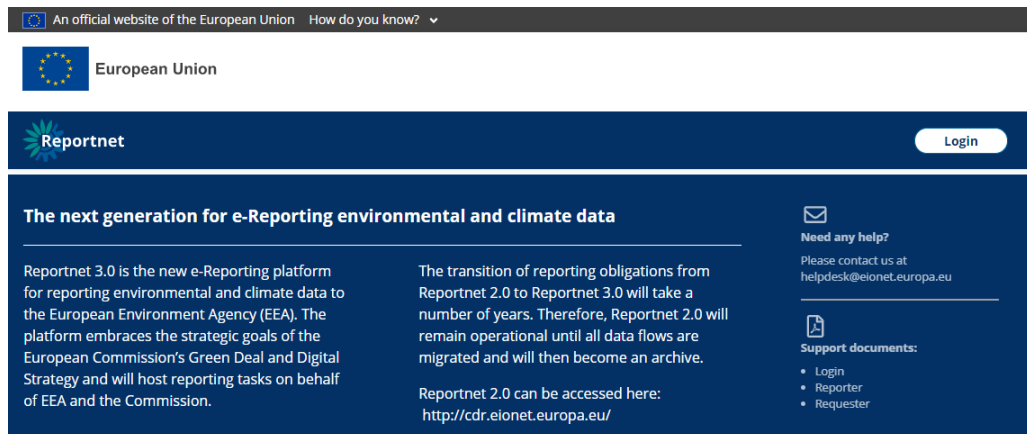
7. You now have an EU Login account and can proceed with the login for Reportnet 3 following the process for first time login



Annex 2 – Register on Reportnet 3

If you DO NOT have an EU login, follow the steps in Annex 1. The following steps only need to be done one time.

1. Navigate to Reportnet 3.0 <https://reportnet.europa.eu/> and click on **Login** button on the top right corner of the page



2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.

3. If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account. See Annex 1 – Acquire an EU login.



auth requires you to authenticate

Sign in to continue

Use your e-mail address


User not found

Next

[Create an account](#)

Or

Or use the eID of your country

 [Select your country](#)

4. If you do have an EU login, you will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**

auth requires you to authenticate

Sign in to continue

Welcome


ext.jose.luis.anton@altia.es
(External)


[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password 



Sign in



- In your first login to Reportnet 3.0, after you have been authenticated by EU login, you will be asked to fill a form. Username should be the same email address as your EU login. Fill the form and press **Submit**

- You will now be logged in to the platform, but you will not see any dataflows (the dataflow list will be empty)

- EEA will monitor for your registering on the platform and will then add you to the bathing water dataflow. A confirmation email will be sent from helpdesk when this has been done. Then you can log on to the platform as normal and will see your dataflows



Annex 3 – Log on to Reportnet 3

If you do NOT have an EU login, follow the steps in Annex 1

If you have NOT registered on Reportnet 3, follow the steps in Annex 2

1. Navigate to Reportnet 3.0 <https://reportnet.europa.eu/> and click on **Login** button on the top right corner of the page
2. You will be redirected to authenticate using EU login. Enter your email and press **Next**.

The screenshot shows a login interface with a grey header bar containing the text 'auth requires you to authenticate'. Below this is a white box with the title 'Sign in to continue'. Inside the box, there is a text input field labeled 'Use your e-mail address'. Below the field is a blue button labeled 'Next'. Under the button is a link that says 'Create an account'. Below this is a horizontal line with the word 'Or' in the center. Below the line is the text 'Or use the eID of your country'. To the left of this text is a small teal icon of a person. To the right is a link that says 'Select your country'.

3. You will be directed to the next screen where you enter your EU login password and chosen verification method, and press **Sign in**

The screenshot shows a login interface with a grey header bar containing the text 'auth requires you to authenticate'. Below this is a white box with the title 'Sign in to continue'. Inside the box, there is a 'Welcome' message followed by the email address 'ext.jose.luis.anton@altia.es' and the text '(External)'. Below this is a link that says 'Sign in with a different e-mail address?'. Below the link is a text input field labeled 'Password' with a masked password '*****'. Below the field is a link that says 'Lost your password?'. Below the link is a section labeled 'Choose your verification method' with a dropdown menu showing 'Password'. Below the dropdown is a teal icon of a computer monitor with a masked password '*****' on the screen. Below the icon is a blue button labeled 'Sign in'.



- If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account and then follow the steps for the first time login. See Annex 1 – Acquire an EU login.

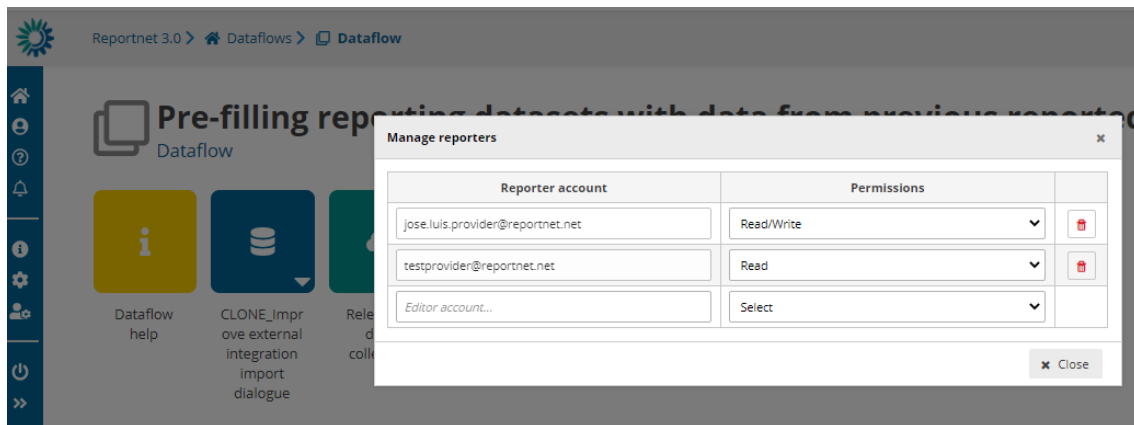
- With successful login you will be redirected back to Reportnet 3. You are now logged in and can see all your dataflows



Annex 4 – Adding supporting reporters

Note: Only a lead reporter can use this functionality

Pre-requisite: Supporting reporters can only be added if they have registered on Reportnet 3 – See **Annex 2 – Register on Reportnet 3**.



1. Go to the dataflow page
2. Click on the **double arrow** at bottom left to expand the left menu, and click on the button **'Manage reporters'**
3. A pop-up will appear where you can add supporting reporters
4. Add the reporter accounts using the email. Under the account field, add the registered users email address and select an access level of 'read' or 'read-write'. Click on the dialogue away from the input fields.

Note: **'read-write'** can add data to the schema and run the validations. **'read'** can only see the dataflow schema through the 'Dataflow help' -> 'Dataset schemas' page

5. If the system cannot find the email as a registered user, then a red box will appear around the email address. If not found, then the reporter to be added has not registered on the platform – see **Annex 2 – Register on Reportnet 3**
6. If it is accepted, then you will be able to add another editor (the account field is automatically generated after a successful entry) and so on.
7. Once you have added all your reporters click **'Close'**

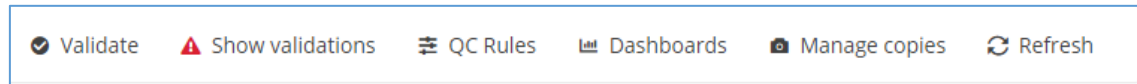


Annex 5 – Using dataset copies

As you upload and edit data, you may wish to create a save point in your data which you can later restore from. This is possible from the dataset menu.

How to save a copy of the dataset

1. On the table menu bar, click on **Manage copies**.



2. In the dialogue, give your copy a description in the text field at the top and press the '+' button.

A dialog box titled 'Manage copies' with a close button (X) in the top right corner. It contains a text input field with the placeholder 'Description' and a blue '+' button to its right. Below the input field, the character count '0/255' is displayed. At the bottom of the dialog, the timestamp '2021-11-10 12:28:26 CET' and the text 'A test copy' are shown. To the right of this text are two buttons: a blue circular arrow icon and a red trash can icon.

3. Click **Yes** to confirm in the popup.
4. The platform will create the copy and when finished will now be listed.
5. **Close** the right panel and continue working.

How to restore a copy of the dataset

1. On the table menu bar, click on **Manage copies**.
2. In the list, press the **Restore copy** button next to the copy you wish to revert to (WARNING: the current data will be overwritten – consider taking a copy of the current dataset before reverting to an older one).
3. Confirm in the dialogue you wish to continue.
4. Wait for the green notification to appear in the top right, confirming the copy has been successfully restored.
5. **Close** the right panel, refresh the dataset and continue working.