How to use Reportnet 3 for protected areas pledges reporting

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Version 1

Contents

Overview

These guidelines explain how to use **Reportnet 3** (the European Environment Agency's new digital infrastructure for data collection) for reporting protected area pledges.

The reporting is possible in Reportnet 3 in 2022 under ROD obligation 815 – Pledges on protected areas - https://rod.eionet.europa.eu/obligations/815. The reporting flow is described in the sections below.

User accounts and access permissions

In order to report in Reportnet 3, an EU login[1] with the same email as is used for reporting is required as well as permission to upload the national delivery. Each country has nominated a national reporting contact responsible for the pledges reporting.

The list of national reporting contacts is maintained in the Eionet Roles directory by the European Environment Agency. Any changes of nominated reporters are to be delegated through the Member States' NADEG members.

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

1 How to use Reportnet 3 for reporting protected area pledges

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**
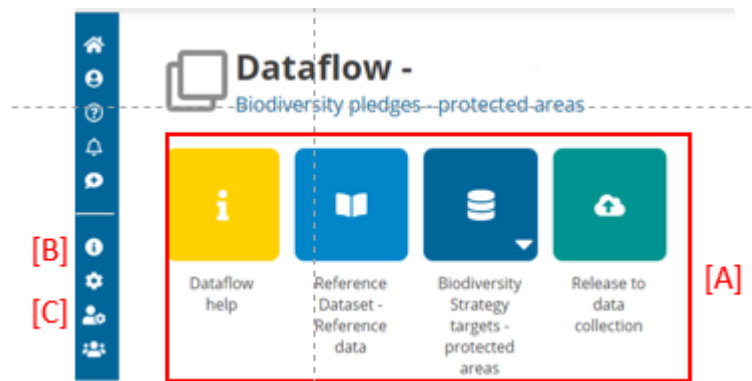
1.2 Step 2: Open the protected areas pledges dataflow

1. Find the dataflow 'Biodiversity pledges – protected areas' in the list

2. Go into the dataflow by clicking on it

The dataflow overview page provides the most relevant functions to delivering protected areas pledges reporting

- [A] – The main part of the page are icons which take you to the components of the dataflow:
  - **Dataflow help** - here you will find the link to the Pledges reference portal.
  - **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., reported CDDA site codes or country codes).
  - **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**
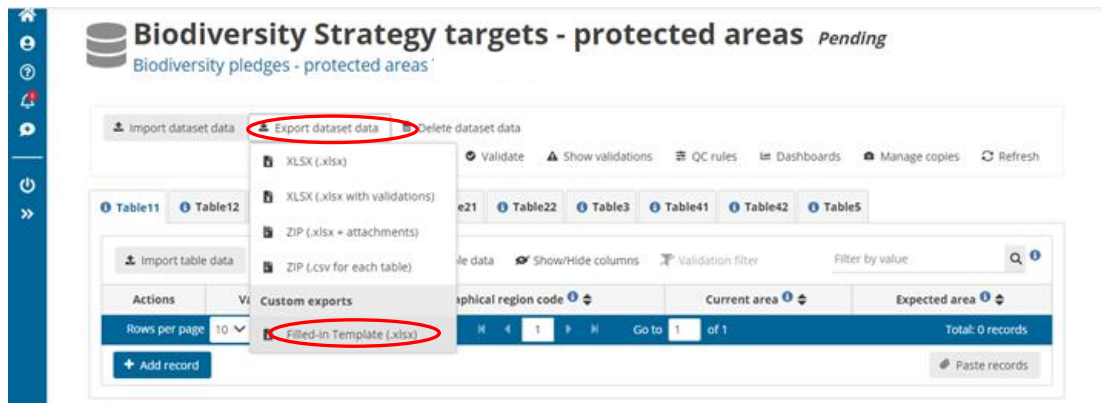
1.3 Step 3: Get the Excel template for reporting protected areas pledges

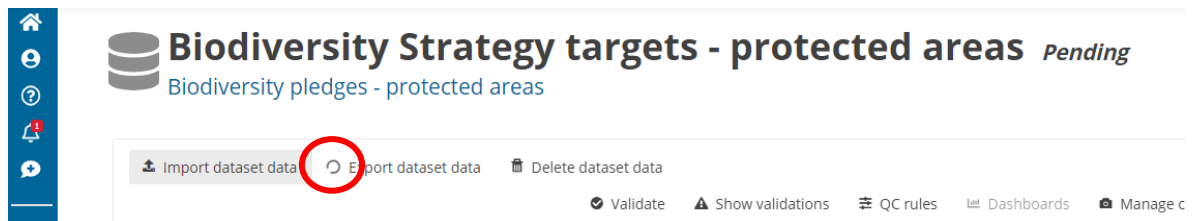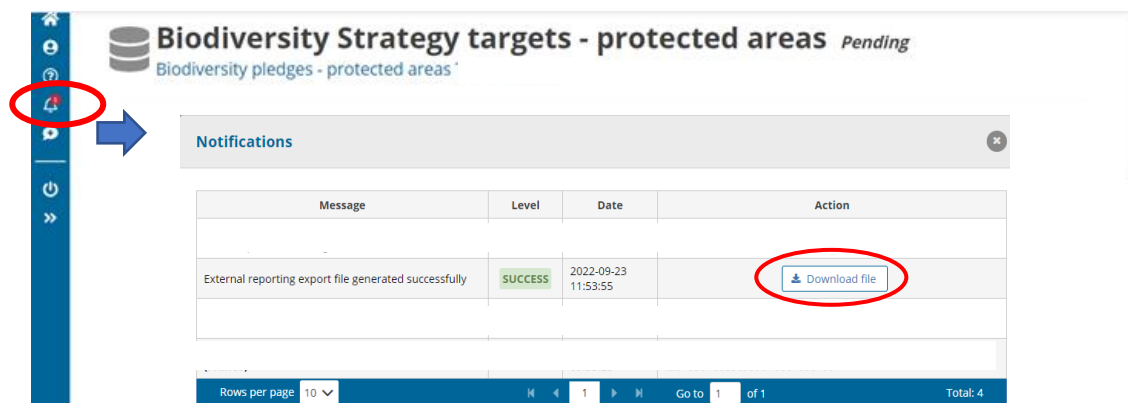1. Go to 'Biodiversity Strategy targets –protected areas'
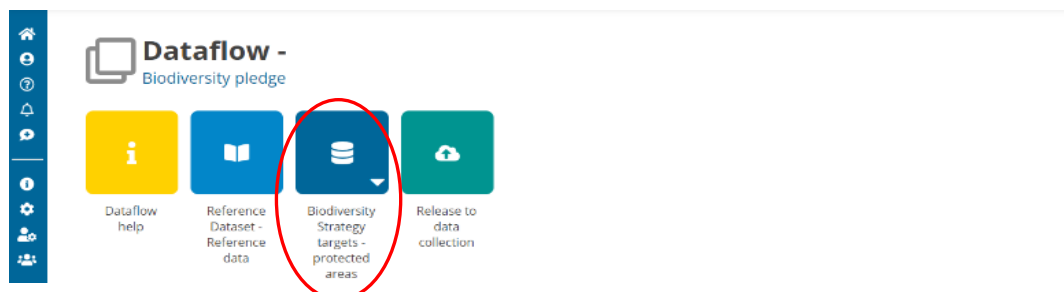
2. Go to Export dataset data and click on 'Filled in Template'

3. Once the export has been initiated a 'turning wheel' will indicate that the export is running. This might take a while.

4. Click on the 'bell button' (left side) to see the 'Notifications'. Once the export is ready the 'Level' will show 'SUCCESS' and the button 'Download file' will appear.
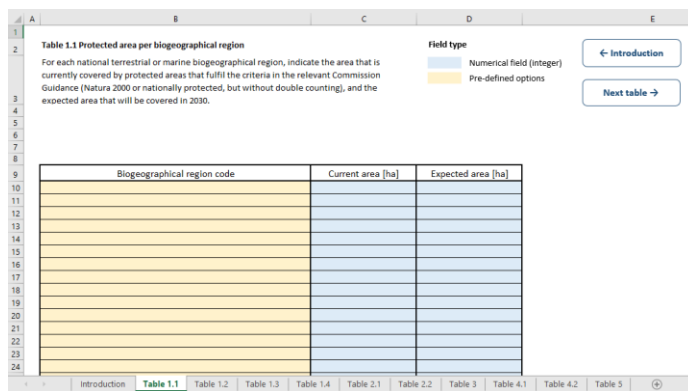
5. Save the Excel file locally
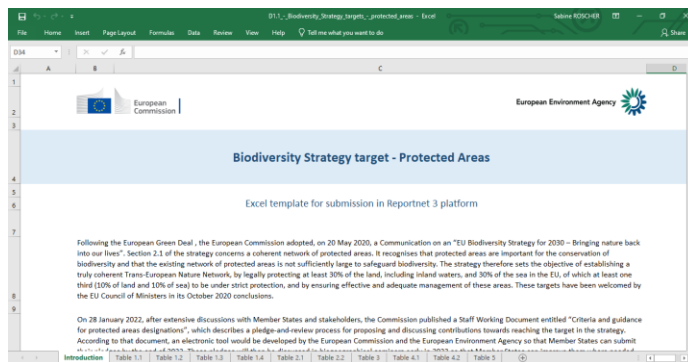
6. Start to fill in the Excel file according to the guidelines and save the Excel file from time to time.
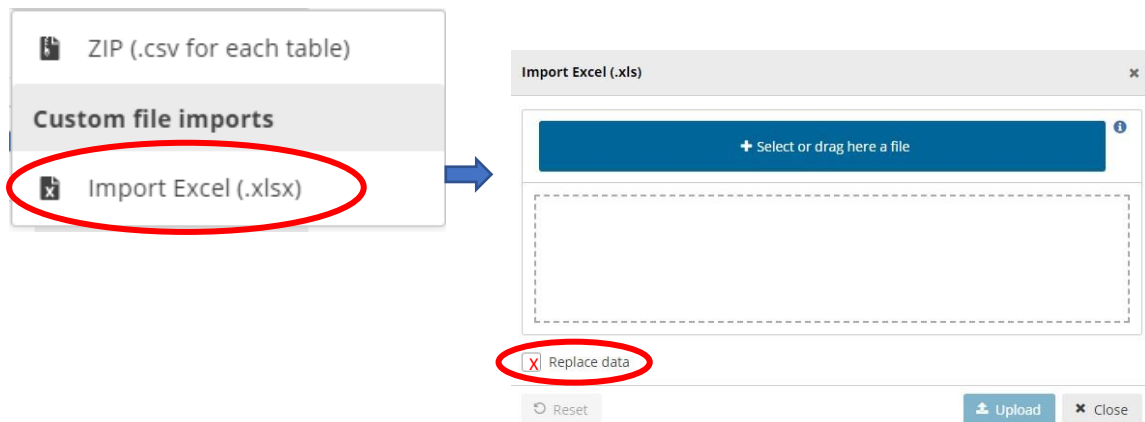

1.4 Step 4: Upload the protected areas pledges

7. Go into the **Biodiversity Strategy targets – protected areas** schema

8. Click on the **Import dataset data** button on the top left of the menu and choose 'Import Excel (.xlsx)' and select the file to upload in the dialog.

9. 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 (see the image above.

10. 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.
    Notifications in the top right will inform you when the import is done. You can also see the status of the import when clicking on the 'bell button' (left).

11. After import the validation will be automatically run.
12. Notifications in the top right will inform you the import has started and when the validation has finished.
13. 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.


14. 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:
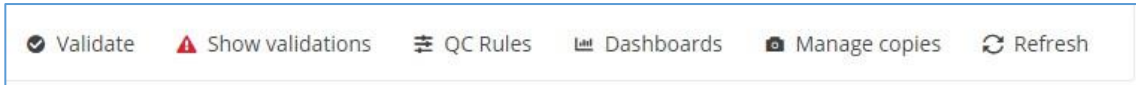
- **Validate** – Runs validations for the whole dataset
- **Show validations** – Shows a table of all the validation issues found across the whole dataset after a validation has been run.
- **QC rules** – shows a list of all the validations which have been created for the dataset.
- **Dashboards** – 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 of the dataset, 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.

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

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

While 'INFO' and 'WARNING' 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.

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

3. Field level errors have icons next to value in the field. Hover over it to see the error message.

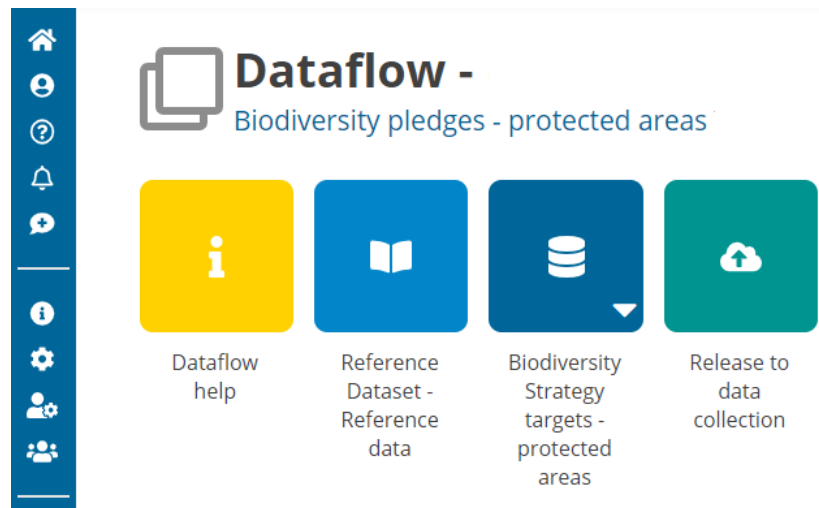4. Click on **Show validations** button (dataset menu) to view the list of all errors in the dataset.

5. 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.

   Note: Do not use the options for single tables (import table data/export table data/delete table data, instead use the options for dataset 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

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

helpdesk@reportnet.europa.eu.

Pledges additional reporting resources page: https://cdr.eionet.europa.eu/help/pledge

In case of questions related to the content of the data, please contact the pledge helpdesk for protected area: pledges-PA.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

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 emails 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;
- 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.

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**.

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 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.

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**

5. 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**

6. You will now be logged in to the platform, but you will not see any dataflows (the dataflow list will be empty)
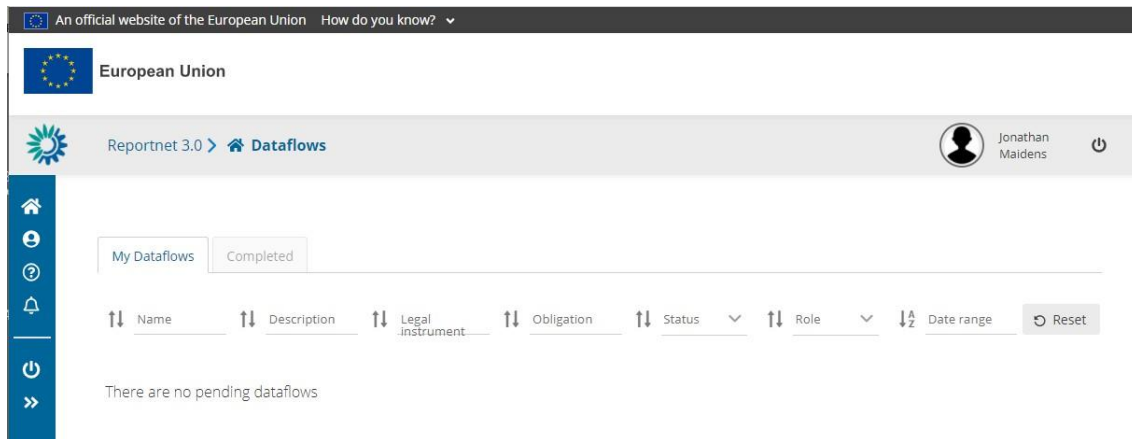
7. EEA will monitor for your registering on the platform, but please send an email to the pledges-PA.helpdesk@eionet.europa.eu once you logged in to the platform for the first time. The EEA will then add you to the protected areas pledges dataflow. A confirmation email will be sent from helpdesk when 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**.

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

4. 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.

5. With successful login you will be redirected back to Reportnet 3. You are now logged in and can see all your dataflows
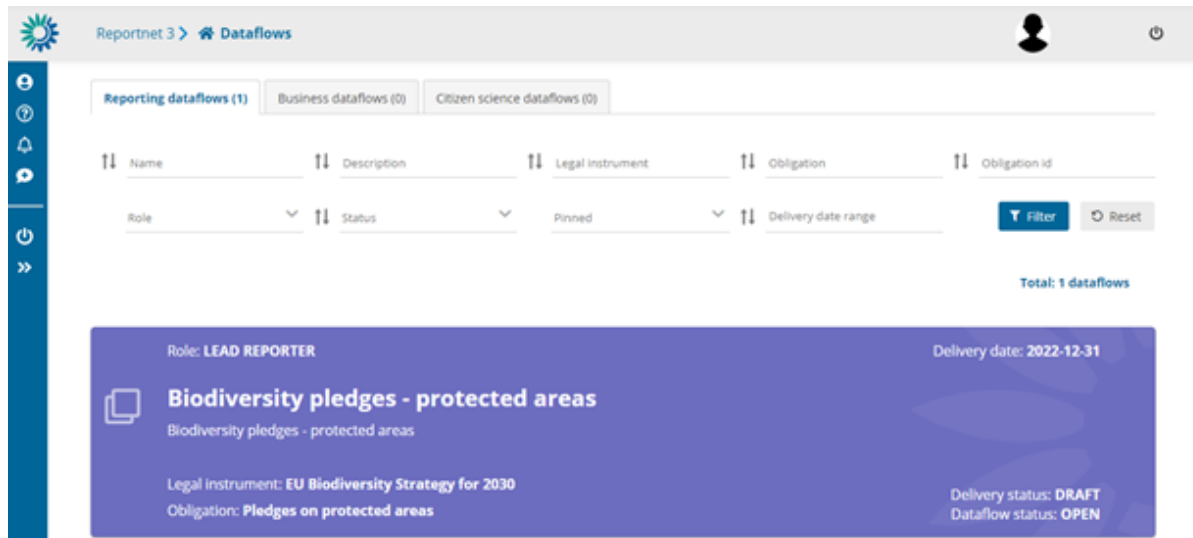
Annex 4 – Adding supporting reporters

Note: Only a lead reporter can use this functionality
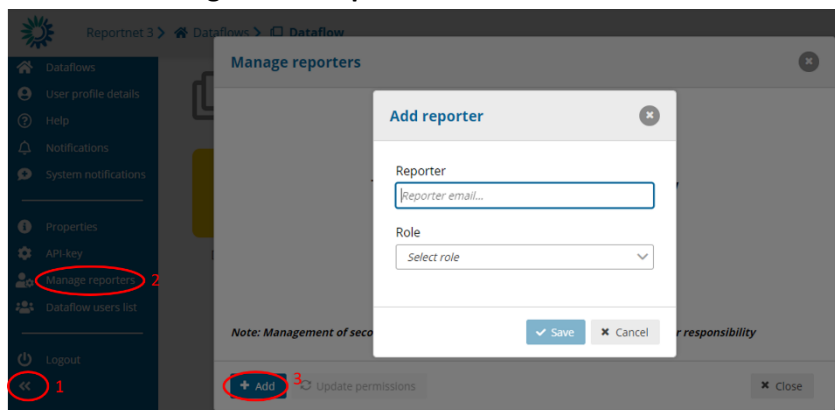
Pre-requisite: Supporting reporters can only be added if they have registered on Reportnet 3 – See **Annex 2 – Register on Reportnet** 3.

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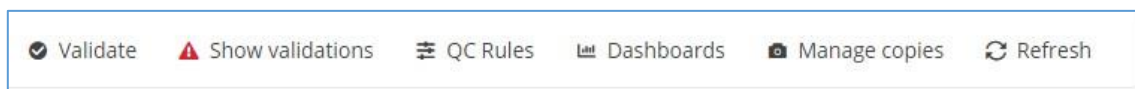
2. In the dialogue, give your copy a description in the text field at the top and press the '**+**' button.

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.