



Reportnet 3 Reporter HowTo

(14-01-2022)

Contents

Contents	1
1 Logging on	3
1.1 How to log on to the production platform.....	3
1.2 How to log on to the test platform	3
1.3 How to change my profile picture.....	3
1.4 How to change my global settings	3
1.5 How to log off.....	3
2 Dataflows	5
2.1 Dataflows overview.....	5
2.2 How to sort and filter my dataflow list	5
2.3 How to pin a dataflow	6
3 Dataflow.....	7
3.1 Dataflow overview	7
3.1.1 How to add reporters to my dataflow	8
3.1.2 How to submit the data	9
3.1.3 How to show/hide released data	11
3.1.4 How to consult Reported data publicly available	11
3.1.5 How to receive technical acceptance review.....	13
3.1.6 How to submit an updated version of the data	15
3.1.7 How to generate API-key	15
3.1.8 How to consult Historic Releases	16
3.1.9 How to Communicate with Custodian	17
3.1.10 How to check dataflow users list.....	18
3.2 Dataflow support documents	19
3.3 Dataset schema	20
3.3.1 How to add records through the web interface	20
3.3.2 How to edit records through the web interface	21
3.3.3 How to import records to a table from a CSV file	21
3.3.4 How to import records to a table from a custom template file.....	21
3.3.5 How to load data from a previous reporting	21
3.3.6 How to filter table data	22
3.3.7 How to load data for a Point field	23



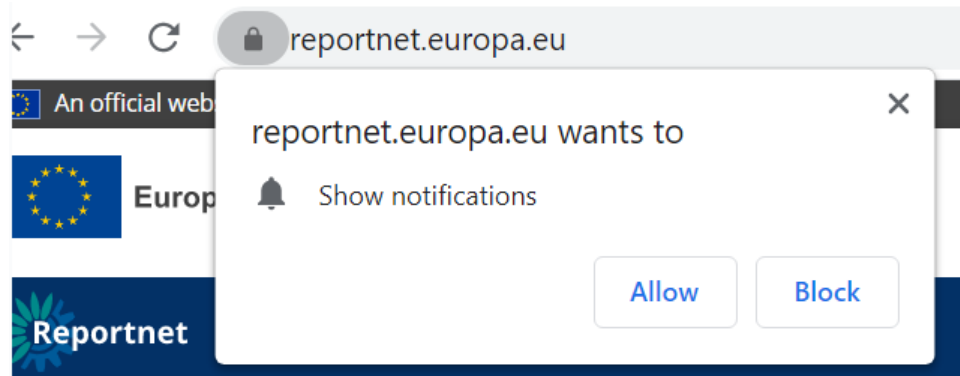
3.3.8	How to load data for other Spatial fields	23
3.3.9	How to see the list of QC checks	23
3.3.10	How to validate the data manually	24
3.3.11	How to delete a row	25
3.3.12	How to save a copy of the dataset	25
3.3.13	How to restore a copy of the dataset	25
3.3.14	How to fill a Webform	25



1 Logging on

1.1 How to log on to the production platform

1. Go to <https://reportnet.europa.eu/>
2. A notification for allowing notifications from Reportnet is displayed. It is recommended to allow them.



3. Following steps are detailed in a separate HowTo.
4. A dialogue with cookies information appears like in other EEA pages.

1.2 How to log on to the test platform

1. Go to <https://rn3test.eionet.europa.eu/>
2. Log on by using your email.

1.3 How to change my profile picture

1. On any screen, click on the **'User profile details'** button in the left menu.
2. Click on the picture space to either select a default Avatar or upload your own image.

1.4 How to change my global settings

1. On any screen, click on the **'User profile details'** button in the left menu.
2. Available global settings can be managed from this page.
 - **Pagination rows** - Configure the number of rows displayed in the pagination.
 - **Date Format** - Select the desired date format to visualize.
 - **Theme** - Choose the theme to display in the system.
 - **Type of view** - Choose default layout to search obligations and dataflows.
 - **Logout confirmation** - Configure the way to logout with or without a confirmation popup.
 - **Basemap layer** - Configure the default basemap layer for your map.

1.5 How to log off

1. On any page, click on the power button in the top right or bottom left of the screen.



-
2. By default, you will be asked to confirm you wish to log off, however this can be turned off in your global settings or in the same pop-up window by clicking “Do not ask again”.



2 Dataflows

2.1 Dataflows overview

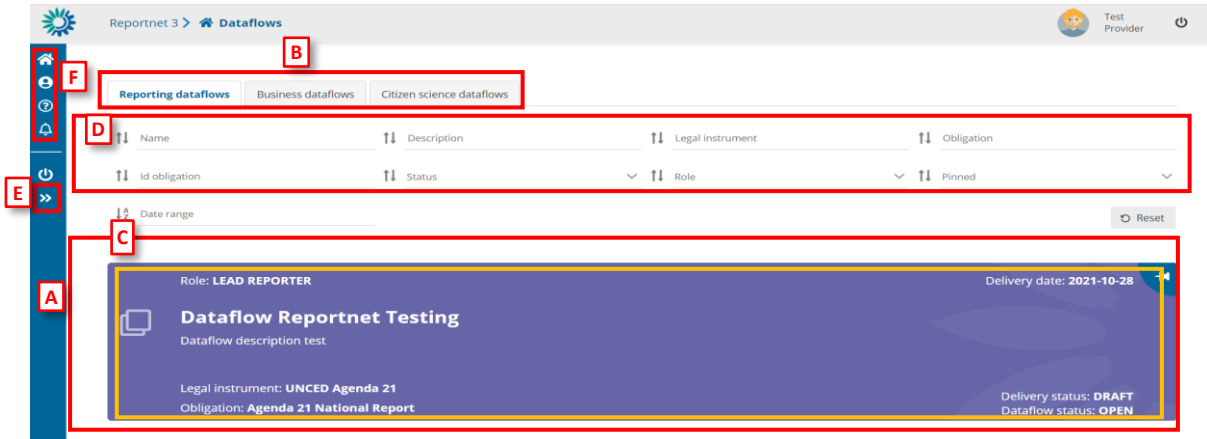


Figure 1 - Dataflow list

- [A] – The main part of the page comprises the list of dataflows which you have access to – ‘Reporting dataflows’ and ‘Business dataflows’.
- [B] – The list of the ‘Reporting dataflows’, ‘Business dataflows’ and ‘Citizen science dataflows’
- [C] – A dataflow. On the dataflow card, you can see various metadata – Your role; Delivery date; Dataflow name; Dataflow description; Associated obligation and instrument; Reporting datasets status; Status.
- [D] – Filters and sort on the various metadata of the dataflows list allow you to find things easily in the dataflows list.
- [E] – This button will expand the menu, to show the icon labels.
- [F] – The static menu is available on every page and has four buttons. From top to button, the buttons are:
 - My dataflows – will return you to this page.
 - User profile details – allows you to manage some global settings and see your user profile.
 - Help – Triggers a help walkthrough of the page you are currently on.
 - Notifications – Provides the history of all notifications (which appear in the top right of the screen) as a list.

2.2 How to sort and filter my dataflow list

1. The dataflow list is by default ordered first by status (design dataflows at the top) and secondly by delivery date (descending).
2. Each of the metadata fields on the dataflows (name, description, legal instrument, obligation, status, role, date range of etc) can be filtered or sorted on using the filter bar at the top of the dataflows list. The filters are applied on entering.
3. Combinations of more than one filter can be used.
4. The button on the right ‘Reset’ will put the list back to its default state.



2.3 How to pin a dataflow

1. There is a **pin** icon in the top right of each dataflow card.
2. When clicking on pin, there is a notification message. The dataflow displays a pin icon in the right side and it goes to top of the list.
3. When I have others already pinned, it keeps the same order criteria than when unpinned.
4. When I unpin any, there is a notification message. The dataflow turns unpinned and come back to dataflow list following proper order criteria.

The screenshot shows the 'Dataflows' section of the Reportnet 3.0 interface. The user is logged in as 'testprovider'. The interface includes a navigation sidebar on the left and a main content area. The main content area has tabs for 'My Dataflows' and 'Completed'. Below the tabs is a filter bar with columns: Name, Description, Legal instrument, Obligation, Status, Role, Pinned, and Date range. A 'Reset' button is also present. The main dataflow card is titled 'Dataflow Reportnet Testing' and is pinned, indicated by a yellow pin icon in the top right corner. The card displays the role 'LEAD REPORTER', the delivery date '2021-01-31', and the description 'Dataflow description test'. At the bottom, it shows the legal instrument 'UNCED Agenda 21' and the obligation 'Agenda 21 National Report'. The delivery status is 'DRAFT' and the dataflow status is 'OPEN'.



3 Dataflow

3.1 Dataflow overview

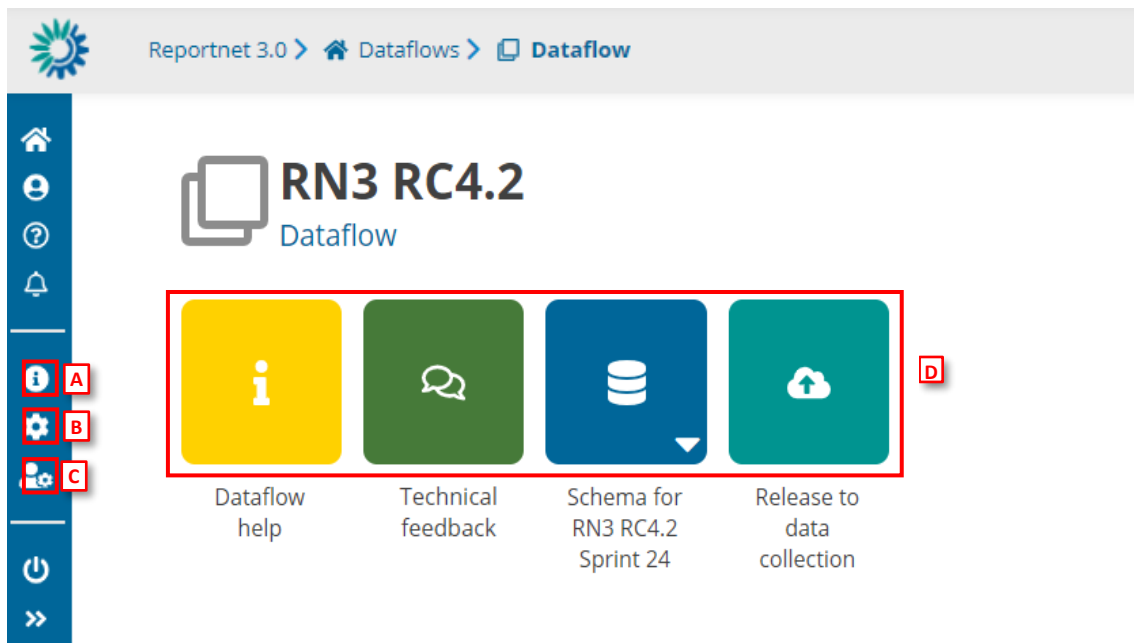


Figure 2 - Dataflow

- [A] – **Properties** displays the information regarding the dataflow, reporting obligation and legal instrument (extracted from ROD).
- [B] – ‘API-key’ displays a dialog showing the parameters which are needed to access the Reportnet 3 API (explained in section 3.1.4).
- [C] – **Manage reporters** displays a dialog where a lead reporter can provide access to the dataflow for other reporters.
- [D] – 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.
 - ‘**Technical Feedback**’ for communicating with Custodian and for receiving technical acceptance review.
 - **Reporting data** is where the data in the excel spreadsheet is uploaded and validated.
 - **Release to data collection** for submitting your reported data once you have uploaded and validated it.



3.1.1 How to add reporters to my dataflow

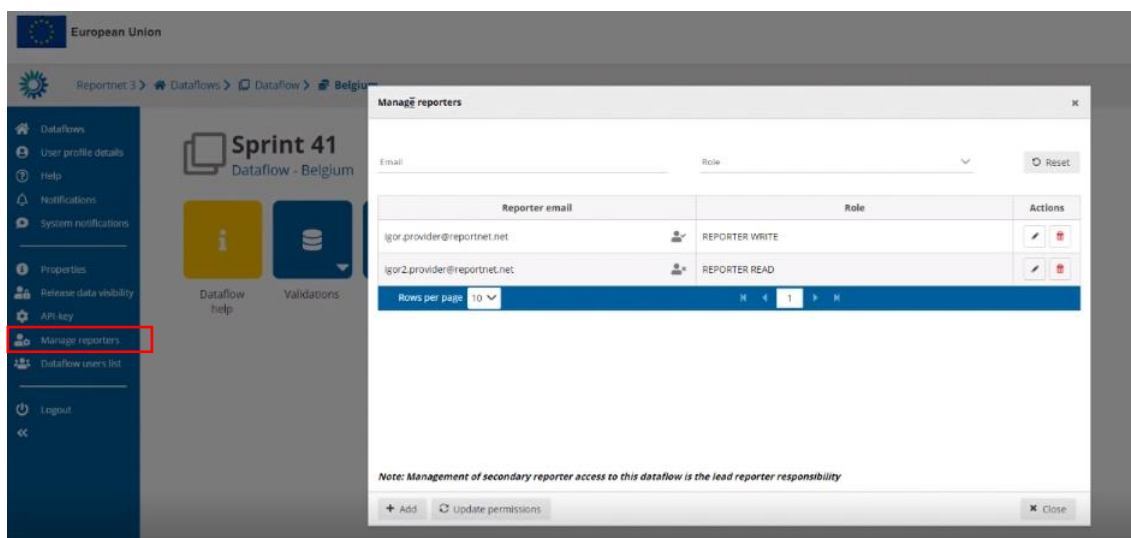


Figure 3 Manage reporters

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 reporters.
4. Add the reporter accounts. 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.
 - i. If the system cannot find the email as a registered user, then a red box will appear around the email address and an icon indicating the user is not valid. Moreover, you have a button "Update the permissions" to check if the user is or not created and has permissions.
 - ii. 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.
5. Note: 'read' can only see the dataflow schema through the 'Dataflow help' -> 'Dataset schemas' page.
6. Note: This added reporter see different things in the dataflow overview than Lead Reporter (e.g, Technical Feedback button).
7. Once you have added all your reporters click **'Close'**.



3.1.2 How to submit the data

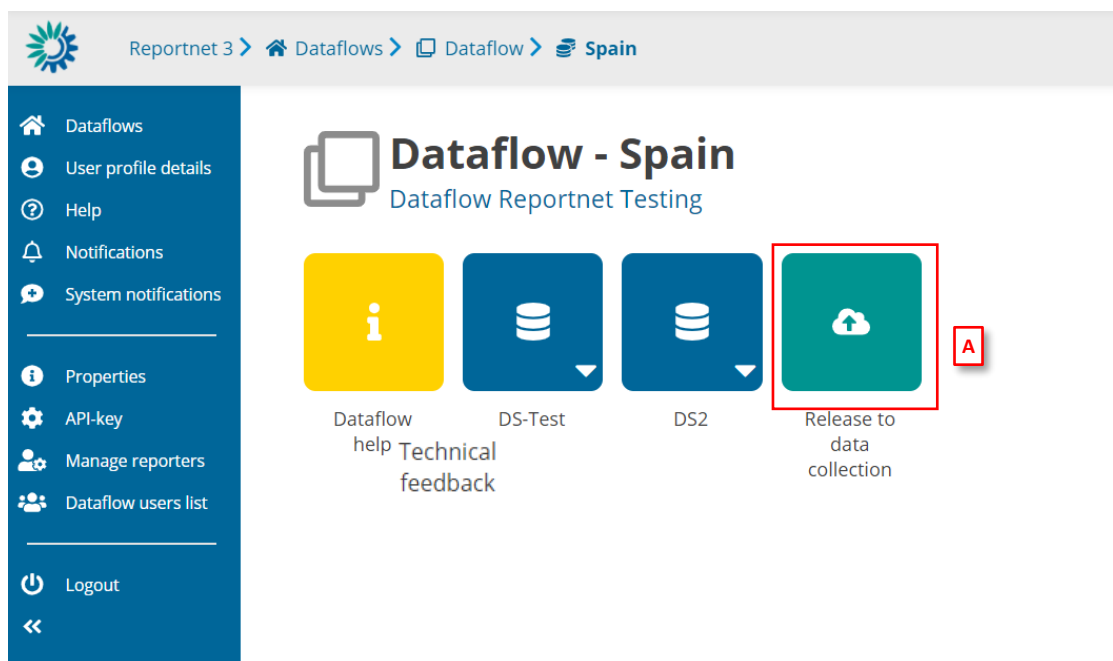


Figure 4 Submit data

1. Go to the Dataflow overview.
2. [A] – Click on **'Release to data collection'**.

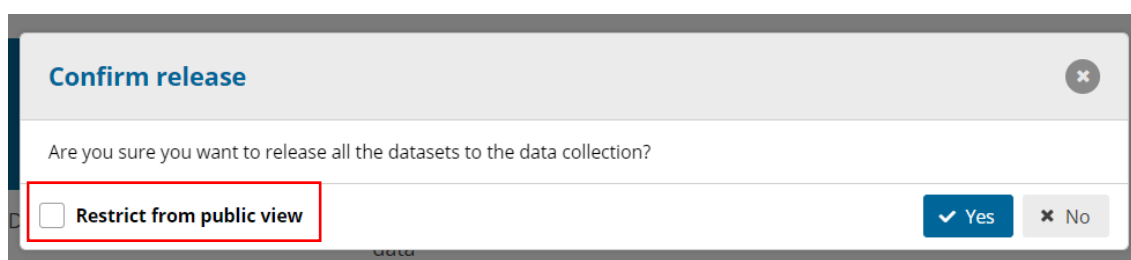


Figure 5 Restrict from public view

3. A confirmation dialogue appears with a checkbox **'Restrict from public view'** (default: false). This checkbox is only visible if custodian has previously set the datasets as **'Available at public view'** and **'Show public information'**. If checked, previous downloadable release will be deleted (if existed one).
4. The QC is run on each dataset and the 'Show validations' list refreshed in the background.
5. If there are blockers in any dataset, the release is stopped and there is a message to user to inform about that.
6. If the QCs run fine, a notification will appear saying the data is being validated and sent to the data collection. An automatic copy will be created.
7. Note: the user cannot release a copy they have made themselves. But the user can make copies for themselves as convenient restore points.
8. [B] – You will also see a new icon from which you can download a simple **'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.



European Environment Agency
Kongens Nytorv 6
DK 1050 Copenhagen K

Receipt date: 2020-11-05
Representative: Austria

To Whom It May Concern

This is a confirmation of receipt for national data submission under the reporting obligation

DF name for testing RC4

Obligation: WISE SoE - Emissions (WISE-1)
<https://rod.eionet.europa.eu/obligations/632>

Datasets

DS name for RC4

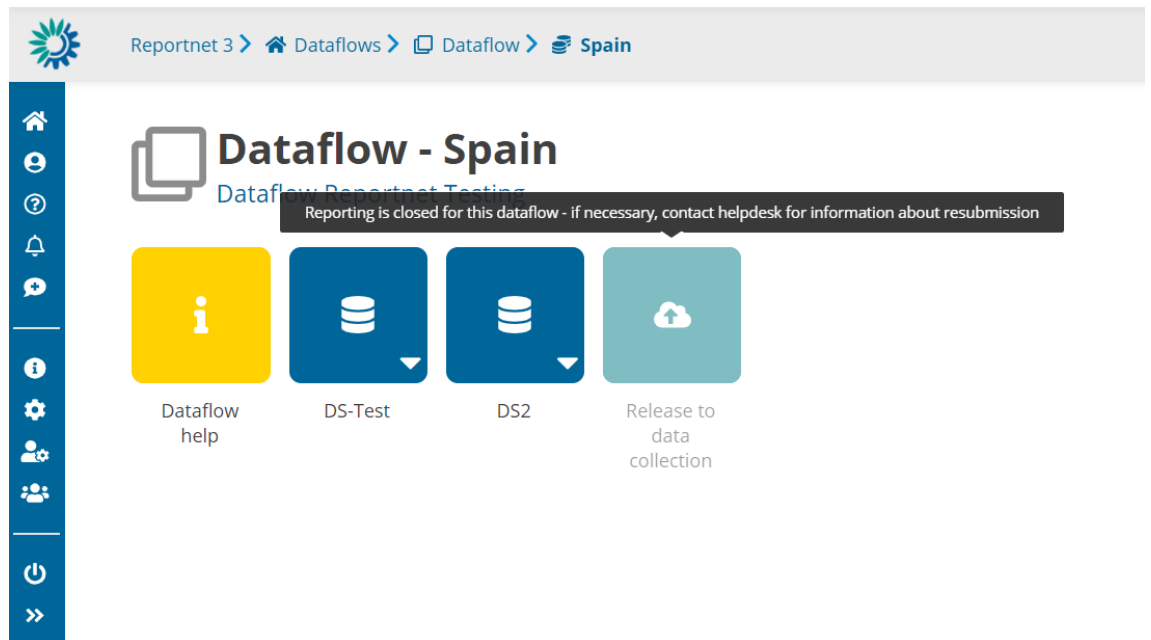
Release date

2020-10-07 10:56:45 UTC

The above-mentioned files were submitted by user: patricia.provider (patricia provider)

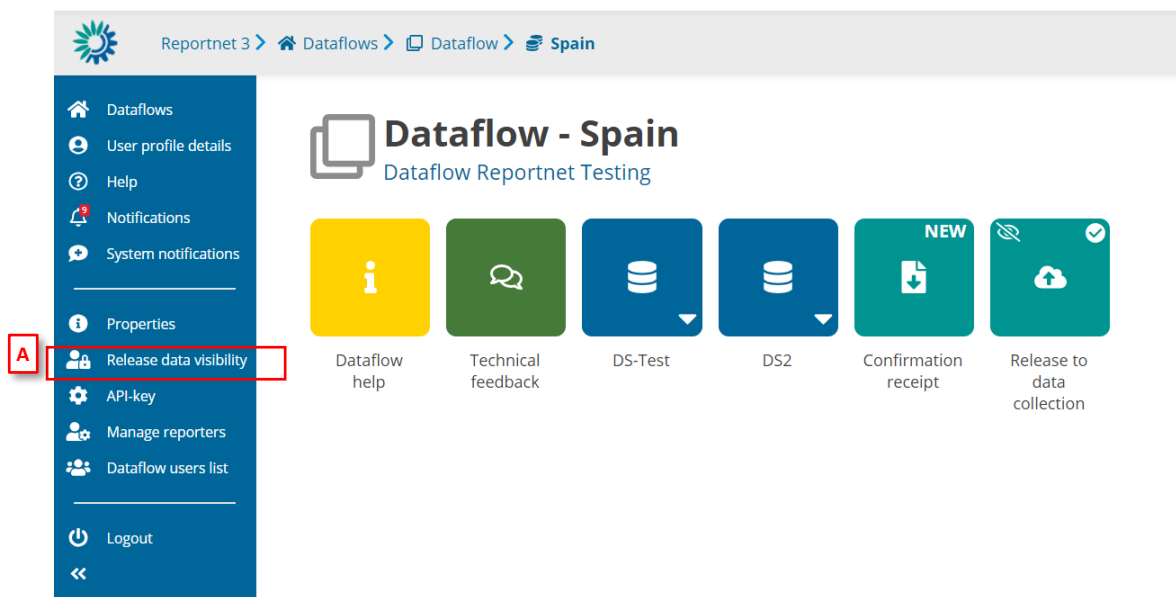
Figure 6 Confirmation Receipt

- There is a possibility where reporter cannot submit data, and this is when requester has closed release process.



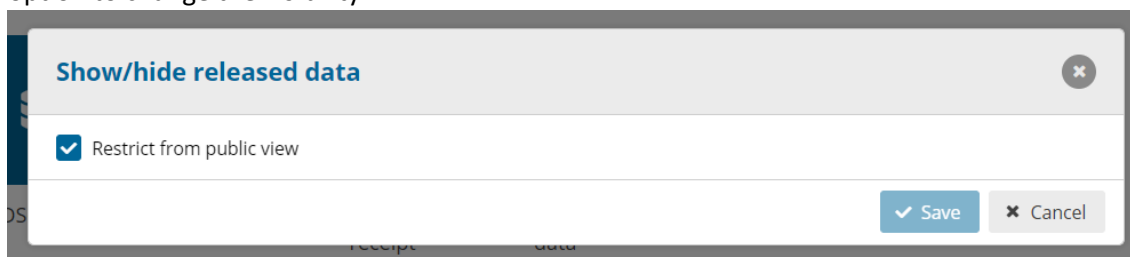


3.1.3 How to show/hide released data



Once you have released the data, you can show or hide the released data.

1. Go to the Dataflow overview.
2. [A] – Click on **'Release data visibility'**. If you didn't check the option of as 'Restrict from public view' when you made the release data collection, you will see the modal with the option to change the visibility.



But if you marked the release data collection with the check 'Restrict from public view', the option is disabled. If you want to release the new data, you must release the data collection again.



3.1.4 How to consult Reported data publicly available

1. Lead reporter has previously released to data collection without selecting **"Restrict from public"** view option (see section 3.1.2)



- Public user can choose in Reportnet3 Home page **View by Obligation** or **View by country** to see dataflow status and download reported data.



Figure 7 View public data

- By selecting any of the available dataflows or countries, a summary table is displayed with release information, weblinks, documents, reference datasets, reporting datasets, a button to download the schemas information and a ZIP files with reported data downloadable.



Reportnet Reportnet 3 > Dataflows > Dataflow Login

Sprint 40 - Review (Part 2)
Sprint 40 - Review (Part 2)

[Download schema's info](#)

Country	Delivery date	Delivery status	Files
Austria	-	Pending	

Reference datasets

File

Documents

Title	Description	Category	Language	Size	File
Table1.csv	Table 1	csv	Bulgarian	86.55 KB	

Web links

Description	URL
Rapid board	https://jira-oami.althia.es/secure/RapidBoard.jspa?rapidView=98&projectKey=REP&view=planning&selectedIssue=REP-1478

Reportnet Reportnet 3 > Countries > Country Login

Belgium
Dataflows

Name	Obligation	Legal Instrument	Deadline	Status	Delivery date	Delivery status	Reference datasets	Files
Sprint 41 Popub bug test 6	(D) Information on the assessment methods (Articles 8 and 9) - for fixed and indicative measurements	Air Quality Directive IPR	2021-10-29	Open	-	Pending		
delivery 2 2037	MSPD monitoring programmes (Art. 11)	Marine Strategy Framework Directive	1970-01-23	Open	-	Pending		
test 1308 2021	(C) Information on the assessment regime (Article 7)	Air Quality Directive IPR	2021-10-01	Open	-	Pending		
TAS yes - Add technical acceptance status in the public dataflow/country information table 01 09 21	(D1b) Information on the assessment methods (Articles 8 and 9) - for models and objective estimation	Air Quality Directive IPR	2021-09-30	Open	2021-09-01 14:06	Technically accepted		
TAS no - Add technical acceptance status in the public dataflow/country information table 01 09 21	(C) Preliminary information on the assessment regime (Article 7)	Air Quality Directive IPR	2022-01-01	Open	-	Pending		
S38 Download test	(C) Information on the assessment regime (Article 7)	Air Quality Directive IPR	2021-09-30	Open	-	Pending		
Dataflow without Manual Acceptance	(D) Information on the assessment methods (Articles 8 and 9) - for fixed and indicative measurements	Air Quality Directive IPR	2021-09-30	Open	-	Pending		
TAS yes - one schema - Add technical acceptance status in the public dataflow/country information table 01 09 21	(E1b) Information on primary validated assessment data - modelled (Article 10)	Air Quality Directive IPR	2022-01-01	Open	-	Pending		
Dataflow without Manual Acceptance 2 schemas	(D) Information on the assessment methods (Articles 8 and 9) - for fixed and indicative measurements	Air Quality Directive IPR	2021-10-01	Open	-	Pending		
Dataflow WITH Manual Acceptance 2 schemas	(D) Information on the assessment methods (Articles 8 and 9) - for fixed and indicative measurements	Air Quality Directive IPR	2021-10-01	Open	-	Pending		

Rows per page: 10 Total: 24 records

Figure 8 Public information

3.1.5 How to receive technical acceptance review

When a dataflow has been configured as “manual acceptance”, its status appears as ‘Pending’ (displayed in Reporting datasets status and status next to dataset name):



Reportnet 3.0 > Dataflows > Dataflow > Dataset

testprovider testprovider

Schema for RN3 RC4.2 Sprint 24 *Pending*

RN3 RC4.2 - France

Export dataset data Delete dataset data Validate Show validations QC Rules Dashboards Manage copies Refresh

Table 1

Actions	Validations	Text field	Number
		blabla	10
			1
		text	
			9
		blablabla	-100

Total: 5 records

Figure 9 Manual Acceptance status

1. When the reporter releases data, the status is marked as 'Final feedback'.
2. The custodian makes a review of the data released in the data collection and sends feedback.
3. It is possible to set the status to 'technically accepted' or 'correction requested'.
4. If 'correction requested', the data stays in the data collection, feedback is received and status is updated.

Reportnet 3.0 > Dataflows > Dataflow > Dataset

testprovider testprovider

Schema for RN3 RC4.2 Sprint 24 *Correction requested*

RN3 RC4.2 - France

Export dataset data Delete dataset data Validate Show validations QC Rules Dashboards Manage copies Refresh

Table 1

Actions	Validations	Text field	Number
		blabla	10
			1
		text	
			9
		blablabla	-100

Total: 5 records

+ Add record Paste records

Figure 10 Correction Requested

Reportnet 3.0 > Dataflows > Dataflow > Feedback

Technical feedback

RN3 RC4.2

Please, correct errors. 2020-11-17 11:18

Figure 11 Feedback received

5. If its 'technical accepted' then the version in the data collection is marked as such and status is updated.



3.1.6 How to submit an updated version of the data

1. It is possible to resubmit data to the data collection whilst the reporting is still open.
2. Go to the Dataflow overview.
3. Click on **'Release to data collection'**.
4. The QC is run on each dataset and the 'Show validations' list refreshed in the background.
5. If there are blockers in any dataset, the release is stopped and there is a message to user to inform about that.
6. If the QCs run fine, a notification will appear saying the data is being validated and sent to the data collection. A new automatic copy will be created.
7. You will also see the icon **'confirmation receipt'** is now updated from which you can download a new receipt reflecting the new delivery.

3.1.7 How to generate API-key

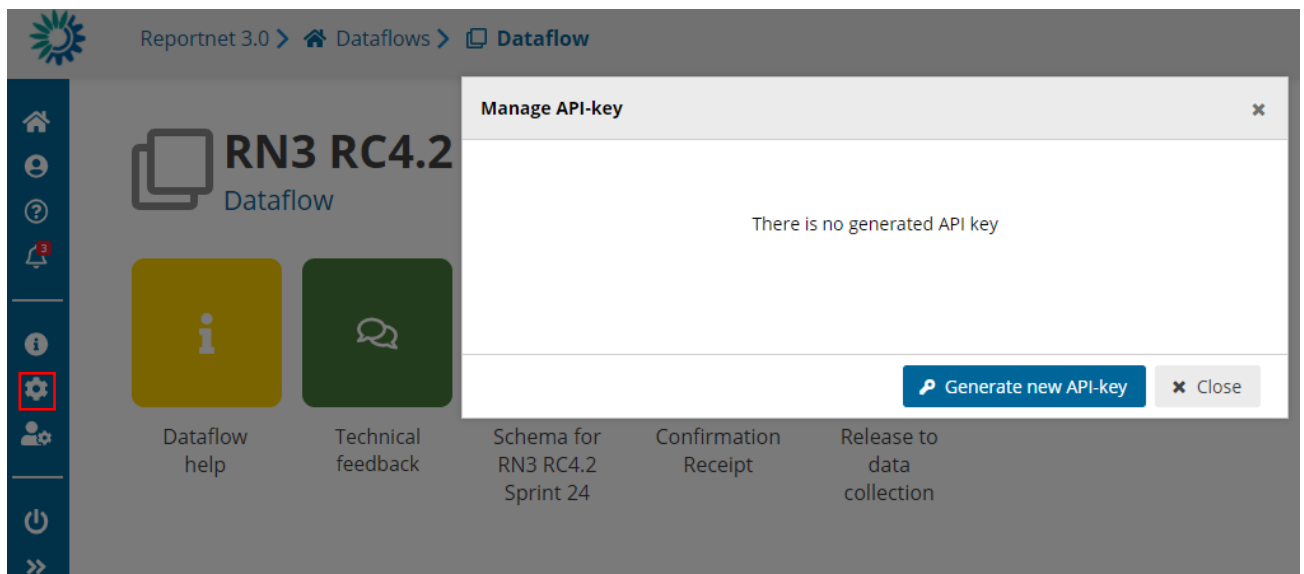


Figure 12 Manage API-key

1. Go to the dataflow page.
2. There will not be API generated if it is the first time for the user.
3. Click on **'Generate new API-key'**.

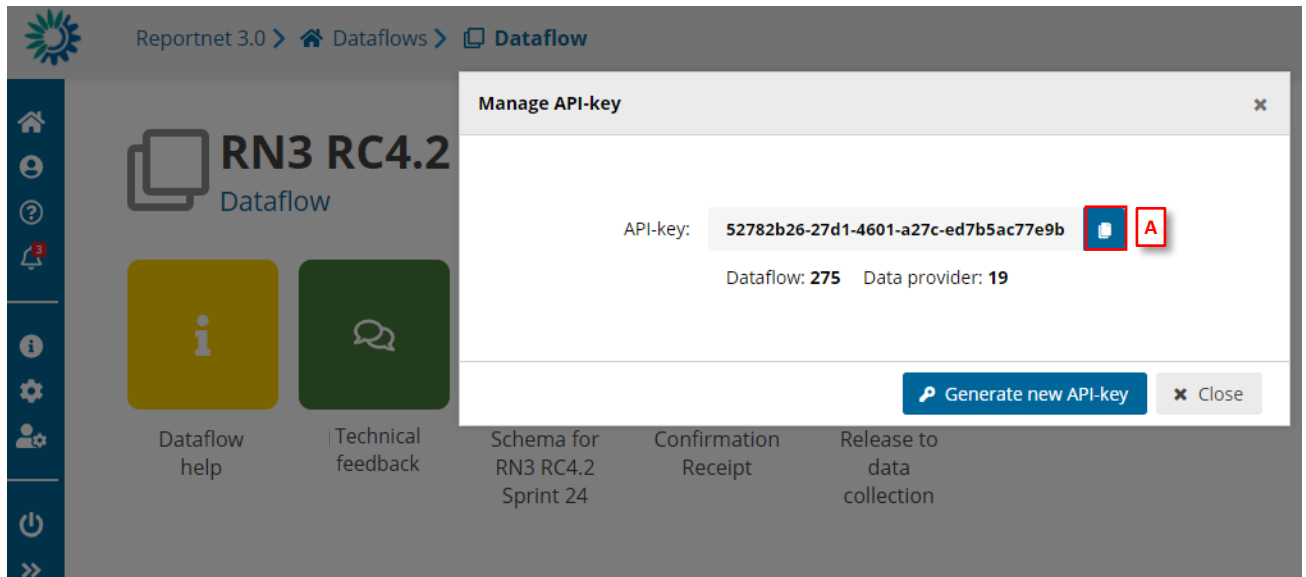


Figure 13 Generate API-key

4. Once the API-key is generated, it can be copied on clipboard using [A].
5. Different API-keys will be generated every time user clicks on 'Generate new API-key'.
6. API-key could be used as explained in 3.3.13.

3.1.8 How to consult Historic Releases

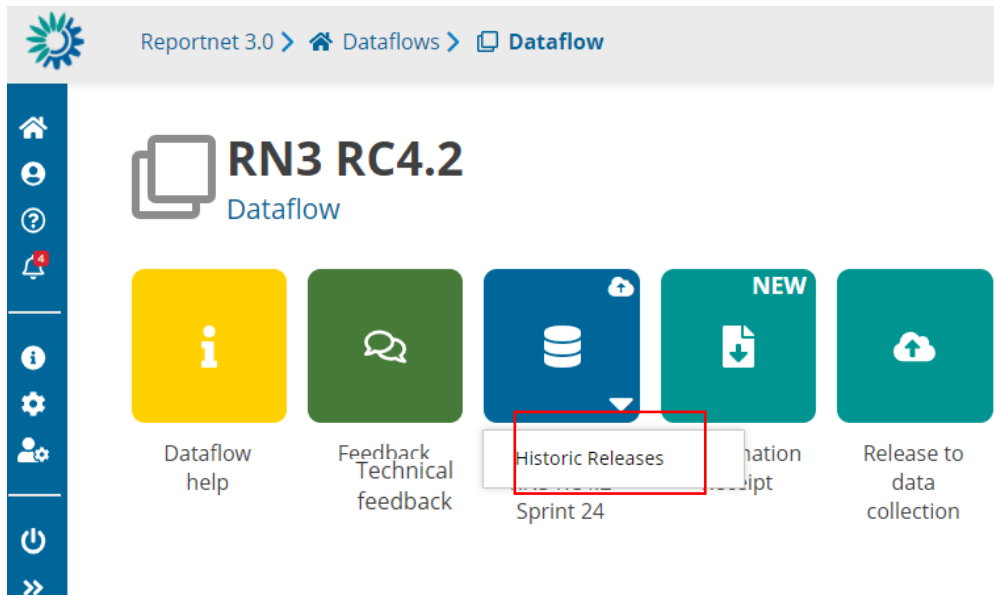


Figure 14 Historic Releases reporting DS

1. Once you have released one or more data to data collection, click on 'Historic Releases' button inside Reporting dataset context menu.
2. A new dialogue will appear with the release history for this dataset.



3.1.9 How to Communicate with Custodian

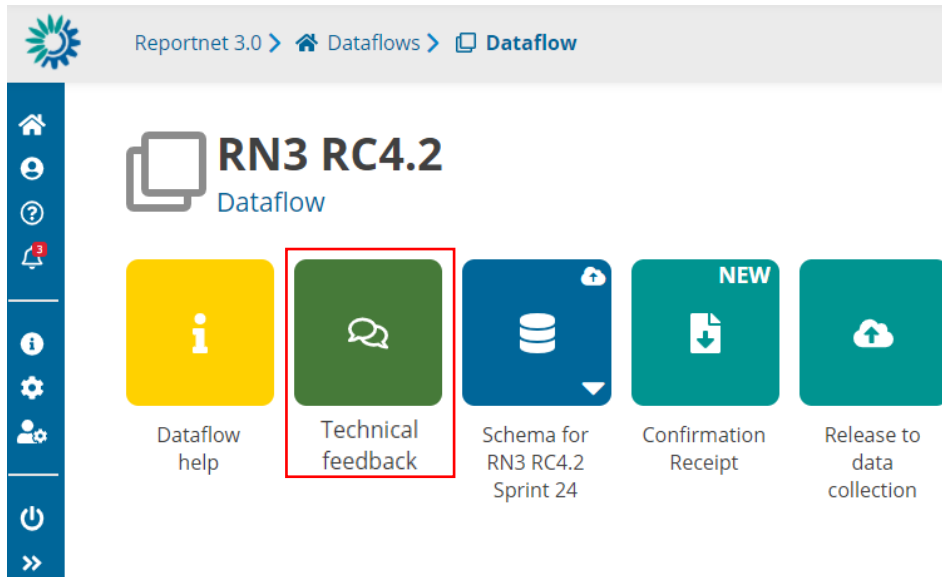


Figure 15 Feedback

1. There is a channel to communicate with Custodian at Dataflow level ('**Technical Feedback**' button).
2. User can see the messages (not read), get previous messages and the option to add new messages.
3. Note: Communication for technical acceptance review (see section 3.1.3) is also included in this Feedback section.

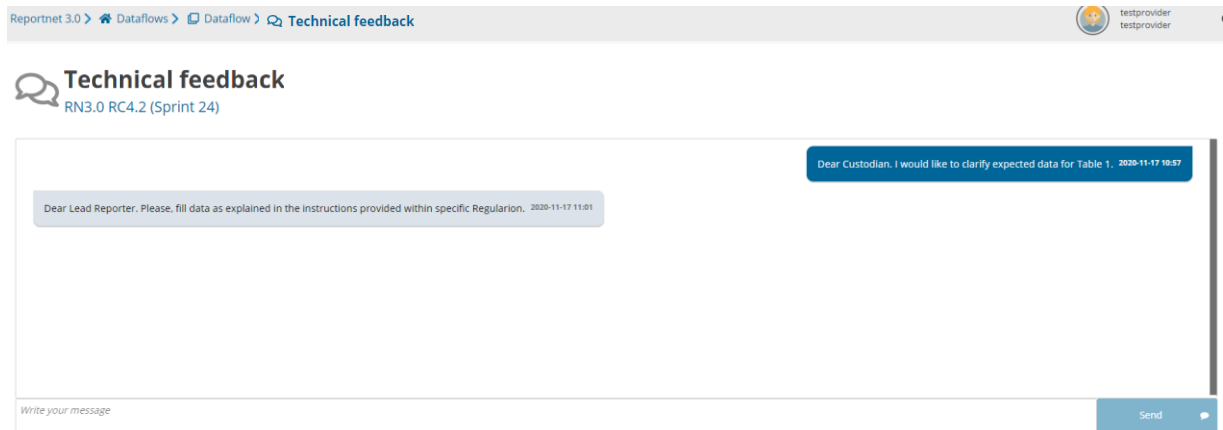


Figure 16 Feedback messages



3.1.10 How to check dataflow users list

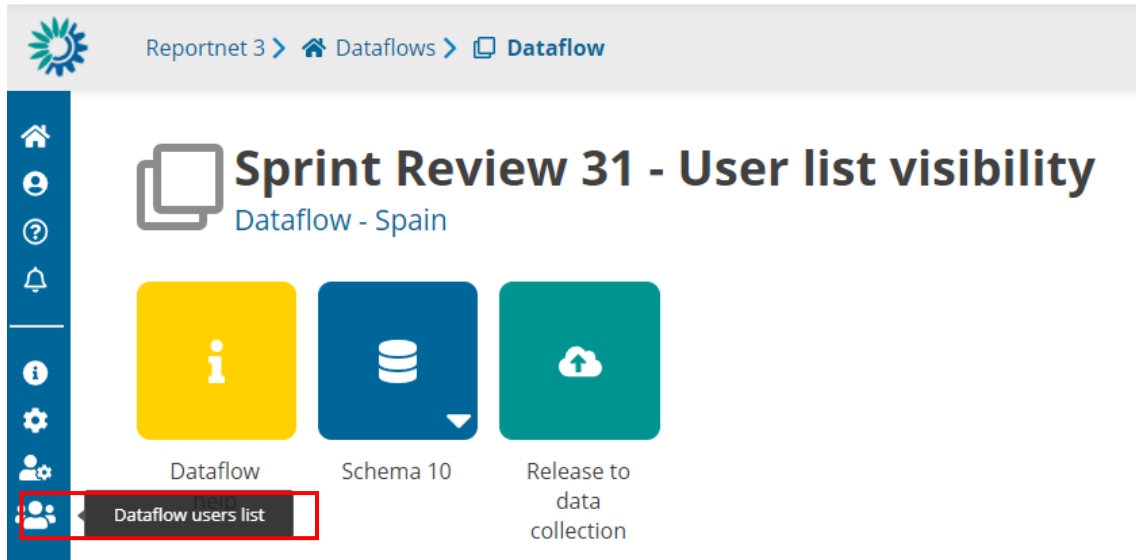


Figure 17 Dataflow users list

Dataflow users list

Role Email

Role	User
DATA CUSTODIAN	miguel.custodian@reportnet.net
LEAD REPORTER	miguel.provider@reportnet.net
NATIONAL COORDINATOR	national.spain@reportnet.net
REPORTER READ	kiko.provider@reportnet.net
REPORTER WRITE	igor.provider@reportnet.net
REPORTER WRITE	pablo.provider@reportnet.net

Navigation: 1 / 10 Tot

Figure 18 Dataflow users list Roles

1. From a dataflow inside a country selection (if applies, if there are not more than one country, directly in dataflow main page) I can see all users assigned to this dataflow country by selection 'Dataflow users list' in the left bar.
2. All roles, when applies, are displayed; Data Custodian, Lead Reporter, National Coordinator, Reported Read, Reporter Write...



3.2 Dataflow support documents

The screenshot shows the 'Dataflow help' page in the Reportnet interface. The page has a breadcrumb trail: Dataflows > Dataflow > Dataflow help. The user is identified as 'jonathan.maidens.provider'. The main heading is 'Dataflow help' with a sub-heading 'setting up help'. There are three tabs: 'Supporting documents' (labeled A), 'Web links' (labeled B), and 'Dataset schemas' (labeled C). Below the tabs is a table with the following columns: Title, Description, Category, Language, Is public, Upload date, Size, and File. The table is currently empty, showing 'No documents uploaded'.

Figure 19 - Dataflow help

- [A] – **'Supporting documents'** - Documents to support the data delivery for example reporting guidance or templates.
- [B] – **'Web links'** to external resources relevant to the reporting.
- [C] – **'Dataset schemas'** - Information on the dataset schema – Extension Operations, Uniques, Validations, table and field names and descriptions.



3.3 Dataset schema



Figure 20 - Reporting dataset

- [A] – The top menu bar provides various functions which operate on the whole dataset:
 - **Export dataset data** – Exports the whole dataset into a downloadable file (XLSX(.xlsx), XLSX (.xlsx with validations), ZIP(XLSX + attachments), ZIP(CSV for each table)).
 - **Delete dataset data** – Deletes all the data in the dataset.
 - **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).
 - **Refresh** – After import, validation and restore copy, you need to refresh the tables.
- [B] – This menu bar provides functionality applicable to the selected (visible) table:
 - **Import table data** – import data into the table from an external file.
 - **Export table data** – export data from the table into an external file.
 - **Delete table data** – Deletes all the data in the selected table.
 - **Show/hide columns.**
 - **Validation filter** – Show/hide records based on validation results.
- [C] – Column heading – however the mouse over the ‘i’ icon to see a pop-up with the field type and description.
- [D] – Below the table are buttons to add single records or paste single or multiple records.
- [E] – Navigate back to the dataflow overview using the breadcrumb. The delivery of the data is triggered from the dataflow page.

3.3.1 How to add records through the web interface

1. Add rows using the ‘Add record’ button on the bottom left of the table.
2. In the dialog, tab between fields to enter data.
3. Enable the ‘Add another record’ and the dialog will remain after ‘Save’ is clicked for the adding of the next record.



3.3.2 How to edit records through the web interface

1. Either click directly on the field you wish to edit or click on the **'edit'** icon to the left of the record to see the pop-up.
2. Note: Changes should be reflected in the source data on your own system. You can export your dataset to your source system after these changes are finalised. Alternatively, correct the data in your source system, delete the table dataset data and then reimport.

3.3.3 How to import records to a table from a CSV file

1. Export the empty dataset schema using the **'export table data'** button and selecting 'CSV'.
2. Use this template to create a CSV file in the right format to import your data. Note: the field separator '|' used for CSV files.
3. Use the **'import table data'** to bring the data back into the table via the CSV file.
4. Note: Rows will be appended to the current table except when **'Replace data'** check is selected.
5. The dataset will be automatically validated after import.

3.3.4 How to import records to a table from a custom template file

1. The requester will have distributed the custom template which can be used to deliver the data. This could be in, for example, XLSX or XML file types. Populate the template according to the provided instructions.
2. Click on the **'Import table data'** button and select the file.
3. The application which automatically know from the file type that a custom transformation is being used.
4. Rows will be appended to the current table except when **'Replace data'** check is selected.

3.3.5 How to load data from a previous reporting

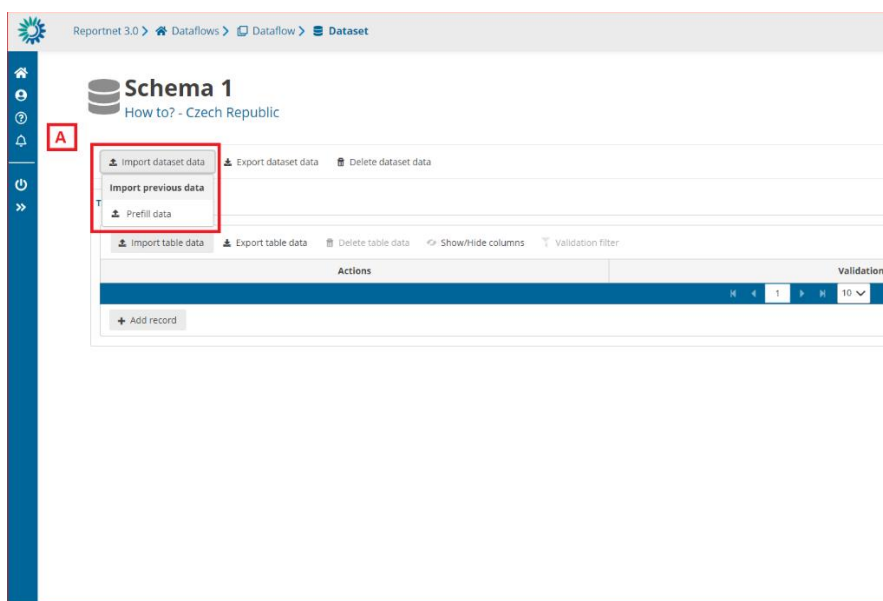


Figure 21 Import previous data

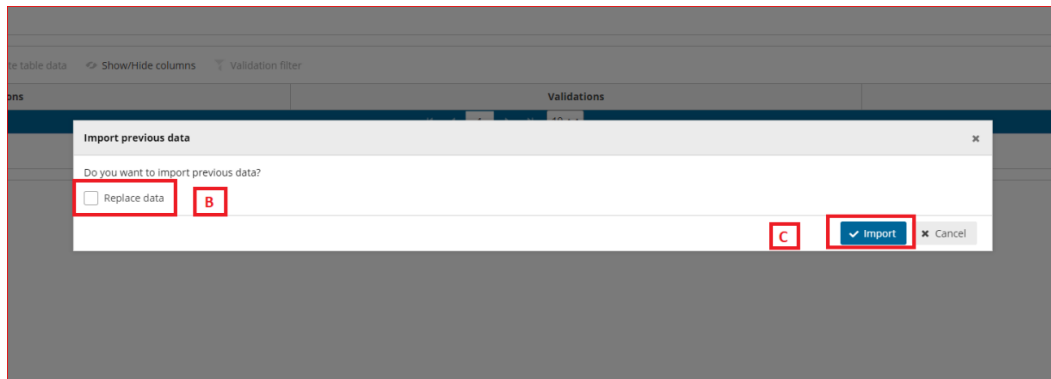


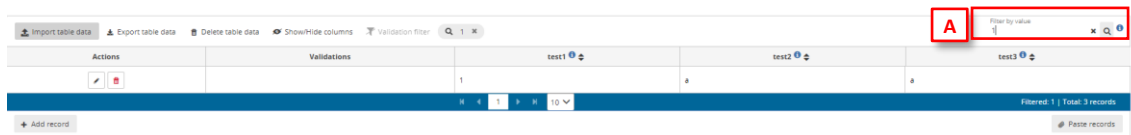
Figure 22 Replace data

- [A] – The **'Import dataset data'** will show a dropdown with different tools to import data depending on the dataflow schema configuration. The one below 'Import previous data' is the option to click to load data from previous reporting.
- [B] – If we mark the **'Replace data'** option, all data will be replaced with the imported data of the process.
 - If not, the data will be added as appended following existing data.
- [C] – Confirm the action with the **'Import'** button.
- 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.

3.3.6 How to filter table data

To filter table data, insert in an input text in the table bar **'Filter value'** [A] the text you want to search in all fields.

The geometrizer fields will be omitted, and the filter is case sensitive.





3.3.7 How to load data for a Point field

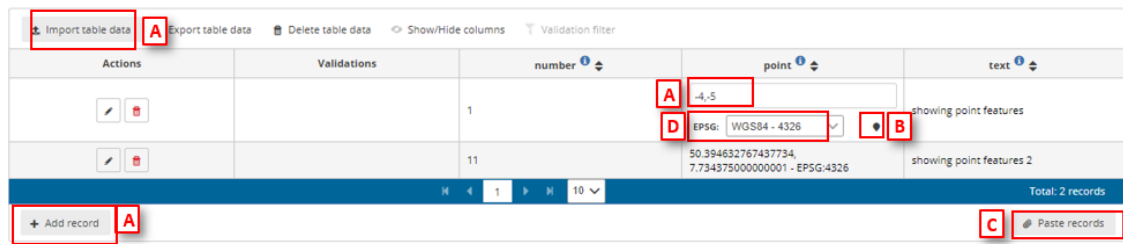


Figure 23 Point data

1. Data can be introduced by:
 - i. [A] – Typing directly in box, importing or with ‘Add record’.
 - ii. [B] – Selecting point in the map.

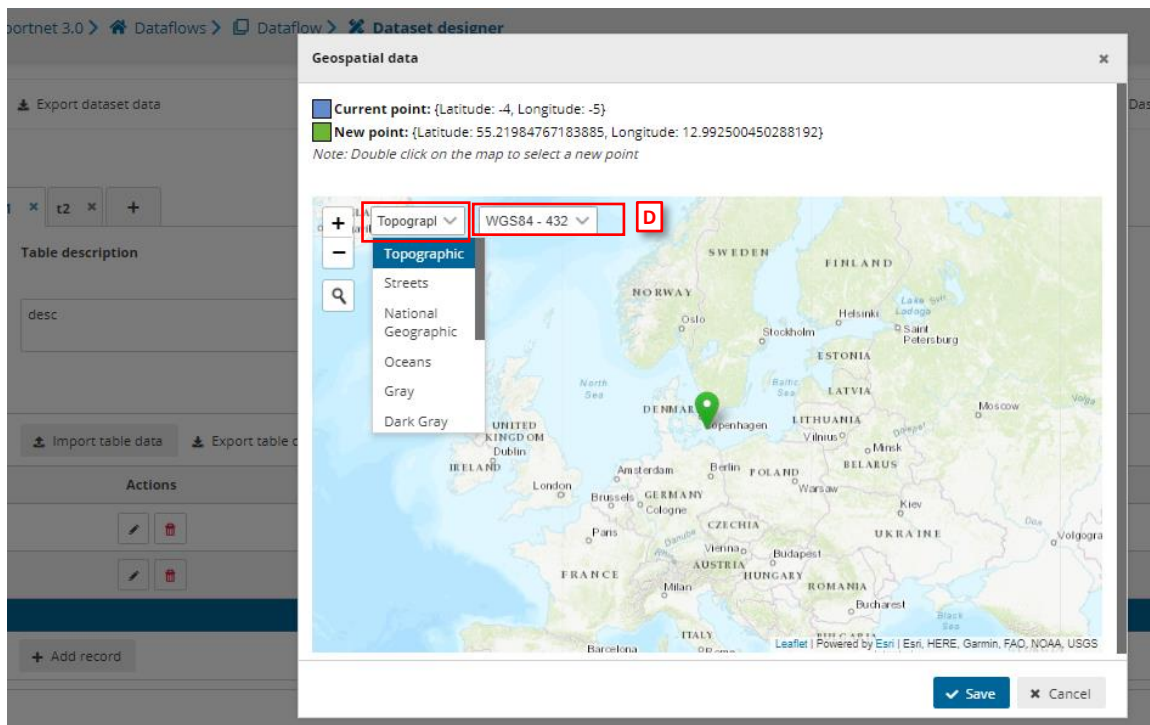


Figure 24 Point in the map

- iii. [C] – Pasting records.
2. [D] – Different spatial reference and basemap layer can be chosen.

3.3.8 How to load data for other Spatial fields

Fields type *Line*, *Polygon*, *Multiple points*, *Multiple lines* and *Multiple polygons* should be added through “**Import table data**” functionality.

3.3.9 How to see the list of QC checks

1. In the top menu click on ‘**QC rules**’ to see which rules have been defined for the dataset.
 - i. It is possible to download the list of QCs in a CSV file by clicking on the ‘**Download QCs**’ button.



3.3.10 How to validate the data manually

1. Click on **'Validate'**.
2. A notification in the top right will indicate the validation has started and when it has been completed.
3. **'Refresh'** the table once the validations are complete.
4. Errors are displayed at four types – the field; record; table; and dataset.
5. Field level errors have icons next to value in the field. Hover over it to see the error message.
6. The column *'Validations'* shows for each record which level of errors at field and record level.
7. Click on **'Show validations'** button (dataset menu) to view the list of all errors in the dataset. These errors are displayed in a summary table, grouped by a particular error type. This table has four columns:
 - Entity – One of FIELD/RECORD/TABLE/DATASET.
 - Table – the table with the error.
 - Field – the type of field affected with the error.
 - Code – the error code.
 - Validation level:
 - **BLOCKER**: Blocker messages indicate that the detected error will prevent data submission (data release is not possible).
 - **ERROR**: Error messages indicate issues that clearly need corrective action by the data reporter.
 - **WARNING**: Warning messages indicate issues that may be an error. Data reporters are expected to double-check relevant records.
 - **INFO**: Informative message. Neutral or statistical feedback about the delivery, e.g. number of species reported.
 - Error message – What the issue is.
 - Number of records – Number of records grouped.
8. 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.
9. You can filter on the error messages either by the error level or the entity type.
10. Click on an error in the list to go to the record in the table and it will be highlighted. When clicking on a grouping, it filters the main table with all those records that triggered the error.
11. Click on button **'Download validations'** if you want to download the validation information grouped by a particular error type.
12. Click on **'Dashboards'** to get a visual overview of the number of errors in the data.
13. Correct the errors and revalidate the data.
14. Only BLOCKERS will stop the data from being released to the data collection.



3.3.11 How to delete a row

A Design View data

t1 x +

Table description

desc

Read only table
 Prefilled
 Fixed number of records
 Mandatory table

Actions	Validations	number	point	text
<div style="border: 1px solid red; display: inline-block; padding: 2px;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>		1		bia
<input type="button" value="Edit"/> <input type="button" value="Delete"/>		11	50.394632767437734, 7.734375000000001 - EPSG:4326	biabia

Total: 2 records

1. [A] Click on View data.
2. Click on the red trash-can icon in the first column.
3. You will be prompted to confirm the deletion – click ‘yes’ to confirm.
4. Note: All associated QC checks both automatic and manually added are also deleted.

3.3.12 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 copy will now be listed on the right.
5. Note: the user cannot release a copy they have made themselves. But the user can make copies for themselves as convenient restore points.
6. Close the right panel and continue working.

3.3.13 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.
6. Click on the **‘Refresh’** button.

3.3.14 How to fill a Webform

Documentation regarding Webforms can be found in a separate HowTo document.