Dear NRC for Groundwater Quality,

As promised in the Eurowaternet data request letter sent out on 12 August, we return to you with instructions on how to use our new GDEM (Generic Data Exchange Module) system for delivering data on groundwater body characterisation.

Step 1: Create a new envelope and activate task

When you prepare for the groundwater data delivery, you first go to the EWN-3 collection under EEA request. You have to <login> with your Eionet account and create a New envelope for the data delivery 2005 - e.g. Groundwater Quality 2005.

Click on the new envelope to open it and Activate task: Draft. Activation means that you have reserved the envelope for yourself to work on. Other users will not be able to intervene until you complete or deactivate the task.

In order to enable colleagues to work in the same envelope, you have to...
Step 2: Groundwater body characterisation data – Validation and update

For the validation and update of the groundwater body characterisation data, click first on **Fetch last delivery** which pre-fills the Webform with already provided data and finally click on **Edit with Webform** to start data provision via the Webform.

Select a GW-body to **Edit GW Body** or **Add GW Body** and the pre-filled Webform opens. **Save & Close** when finished or to have a break.

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**Draft delivery**

1) Your first step is to continue last year’s GW-body description by the command **Fetch last delivery**. This produces a document in the envelope that contains your delivery after it has been checked by the Topic Centre. If your country has never delivered before the document is simply empty.

2) You must then proceed to edit the document with **Edit with Webform**. You can always interrupt your work and continue your contribution without losing data as long as the WebForm is saved during and after editing.

3) Upload the other files as Microsoft office files with **file upload**

4) Once you are satisfied with the contribution, you choose **Complete task**. Now your delivery will be quality assessed by the system after which the envelope will be automatically released to the public.

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Step 3: Groundwater quality data and saltwater intrusion data

To upload groundwater quality data and saltwater intrusion data into the “Groundwater Quality 2005” envelope, click **Add file** or **Upload zip file** to uploaded all remaining files.
Step 4: Complete task

When you are ready with the data provision, click on Complete task. Your data delivery via the Webform will be quality assessed by the system automatically. This will take about 1–2 minutes.

A feedback for this envelope is produced under Feedback. Open it, read it and go back to envelope. 

Activate task: Redeliver or finish again and go back to drafting for re-submitting data or finish your data provision.

In case of any problems with the delivery of groundwater data, please do not hesitate to contact the EIONET Helpdesk: helpdesk@eionet.eu.int

PS for countries using the national CIRCA as data repository:
It was technically not possible to integrate GDEM functionality with the CIRCA system. Please upload groundwater body characterisation data in Excel format. Please only use the Excel formats template files provided through the Data Dictionary.