Data Center Reporting Portal

User Guide for MAP Focal Points and Reporters

This guide explains how to use the reporting portal: how to sign in, how to fill in and submit a report for your country, and, if you act as a MAP Focal Point, how to review, approve and publish the reports of the workflows you are responsible for.

Everything in this guide happens on the public website. You never need access to the WordPress administration area; if you are redirected there, you will be sent straight back to the site.

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1. How roles work in this portal

This is the single most important idea in the portal, and the one that surprises people most often.

You do not have one fixed role. There is no such thing as "being a Reporter" or "being a MAP Focal Point" for your whole account. Instead, the role is decided **for each individual report**, that is, for each combination of a **workflow** and a **country**.

The same account can therefore be:

- a **Reporter** on the 2026 emissions workflow for Italy,
- a **MAP Focal Point** on the 2026 waste workflow for Italy,
- and have no involvement at all in any workflow for Spain.

What each role can do

Role	Can do	Cannot do
Reporter for one workflow & country	Fill in the report, save it as a draft, submit it for review, view the result, download it as XML or PDF, and correct and resubmit it if it is rejected.	Approve or reject a report; publish a report; decide who else may work on it.
MAP Focal Point for one workflow & country	Everything a Reporter can do, **plus**: approve or reject the report, publish an approved report on the public pages, and choose which users of the country may act as Reporters on it.	Create user accounts.

MAP Focal Points may also write the report themselves. If you are a MAP Focal Point and no one else is available, you can fill in and submit the report and then approve it yourself. This is intentional: it keeps every report on the same submit-and-review path, so the activity log tells the same story regardless of who did the work.

One report per country, shared by everyone

For a given workflow, each country has **exactly one report**. If three people are assigned to Italy on the same workflow, all three open and edit **the same report**. There are no personal copies to merge later.

Coordinate before you start typing. Because the report is shared, two people working on it at the same time will overwrite each other: whoever saves last wins, and the earlier work is lost without a warning. Agree within your team who is filling in which part, and when.

2. Getting an account

Accounts are created by a portal administrator. Neither Reporters nor MAP Focal Points can create them.

When your account is created, the administrator also assigns you one or more **countries**. That assignment is what makes you eligible to be added to a workflow: a MAP Focal Point can only choose Reporters from the users already registered for that country.

Accounts are created **without a password**, and the portal does not send you one. To get in the first time, use **Forgot your password?** on the login page with your work address: the portal will email you a password that works immediately. Section 4 explains the steps.

Your username is normally your first and last name separated by a dot, for example marie.gambin. You do not have to remember it: you can sign in with your email address instead.

Need someone added to your country? Ask an administrator to create the account and assign the country. Once that is done, the new user appears immediately in your **Reporters** tab and you can assign them yourself.

3. Signing in

1. Open the portal and go to the **Login** page.
2. Enter your **username** or your **email address**, then your password.
3. Tick **Remember me** if you are on your own device.
4. Select **Sign In**. You are taken straight to your dashboard.

Use the **EN / FR** switch in the site header to change language. The portal remembers your choice for a year on that device, and it applies to the forms as well as to the interface.

Five failed attempts locks sign-in for ten minutes from your connection. If you are locked out, wait for the ten minutes to pass rather than continuing to guess: further attempts keep the lock alive.

4. If you forget your password

The portal does not send you a link to choose a new password yourself. It generates a new password for your account and emails it to you, ready to use.

1. On the **Login** page, select **Forgot your password?** The sign-in form is replaced by a single field. You stay on the same page.
2. Enter the email address of your account and select **Send New Password**.
3. You will always see the same confirmation message, whether or not the address is registered. This is deliberate: it stops outsiders from discovering who has an account.
4. Open the email. It contains your **username** and a **new password**.
5. Select **Back to login**, sign in with them, then set a password of your own in **Change Password** (section 7).

Your old password stops working the moment you send the request. The password in the email is then the only one that will let you in, and you are signed out of any device where you were still logged in. If you do remember your password, sign in normally instead of using this form.

You can request one new password every five minutes, per connection.

Nothing arrived? Check your spam folder first, and make sure you used the address the portal holds for you. If you are not sure which address that is, ask an administrator: for the reason given in step 3, the form itself can never tell you whether an address is registered.

5. Your dashboard at a glance

After signing in you land on your dashboard. Under your name you will see the countries you are registered for. The tabs across the top depend on what you have actually been assigned to. You will

not see a tab you have no use for.

Tab	Who sees it	What it is for
My Profile	Everyone	Your name and contact details, and the countries you belong to.
Change Password	Everyone	Set a new password.
My Workflows	Anyone assigned to at least one report	Every report you may fill in, whether you are its Reporter or its MAP Focal Point. This is where the reporting work happens.
Workflow Submissions	MAP Focal Points only	The review queue: every report you are responsible for approving. The counter shows how many are waiting for your decision.
Reporters	MAP Focal Points only	Choose which users of the country may work on each of your reports.

If you are a MAP Focal Point on one workflow and a Reporter on another, you will see all five tabs, and the **My Workflows** table has a **Your Role** column telling you which hat you are wearing on each line.

6. My Profile

You can change your **first name** and **last name** here; select **Save Changes** to apply them. Your display name is rebuilt from the two, and it is the name that will appear in the activity log of every report you touch.

Your **email address**, your **username** and your **countries** are shown but cannot be edited. Contact an administrator to change any of them.

7. Changing your password

Enter your current password, then the new one twice. A checklist below the field turns green as each

requirement is met:

- at least **12 characters**;
- at least **one capital letter** (A to Z);
- at least **one special character** (for example ! @ # $ %);
- both fields must match.

A password the portal emails you already meets these rules, but it is random and not meant to be remembered: replace it here after your first sign-in. You stay signed in after the change; you do not need to log in again.

8. Reporting: filling in and submitting a report

This section applies to **both** Reporters and MAP Focal Points: the reporting work is identical for each. Everything happens in the **My Workflows** tab.

8.1 Reading the table

Each line is one report: one workflow for one country. The **Status** column tells you where it stands, and the **Action** column offers only the buttons that make sense at that point.

Status	What it means	What you can do
Not Started	Nobody has entered anything yet.	**Fill Form** opens the empty form.
Draft	Work has been saved but not submitted. Not visible to anyone outside your country.	**Continue Form** reopens it exactly where it was left.
Pending Review	Submitted and waiting for a MAP Focal Point's decision. **Locked**: nobody can edit it.	**View Submission** opens it read-only.
Approved	Accepted by a MAP Focal Point. **Locked**: this is the final record.	**View Submission** opens it read-only, with downloads.
Rejected	Sent back with feedback. Editing is	**View Feedback** to read why, then **Resubmit**

Status	What it means	What you can do
	reopened.	**Form** to correct and send it again.

8.2 Filling in the form

Selecting **Fill Form** or **Continue Form** opens the form in a window over the dashboard. Depending on how the form was designed you may find:

- **Steps or tabs.** Use **Next** and **Back** to move through them. **Next** checks the current step before letting you continue, so errors surface early rather than all at once at the end.
- **Collapsible sections.** Select a heading to open or close it.
- **Repeating tables.** Use **+ Add row** to add an entry and **Remove** to delete one. Some tables require a minimum number of rows.
- **Fields that fill themselves in**, your country code for instance. These are shown greyed out on purpose; the portal sets them from your assignment and ignores any attempt to change them.
- **Calculated fields.** Totals and similar values are computed for you and recalculated when you submit, so they always match the figures above them.
- **Fields that appear and disappear.** Many forms show extra questions only when they become relevant to an earlier answer. A hidden question is never required.

8.3 Save Draft or Submit

Button	What happens
Save Draft	Stores everything as it currently stands, **without** checking required fields. Use it freely: to stop for the day, to hand over to a colleague, or to keep partial figures safe while you chase the missing ones. The status becomes **Draft**.
Submit	Checks that every required field is filled in and that the values are consistent, then sends the report for review. The status becomes **Pending Review** and the form **locks**. The MAP Focal Points of that workflow and country are notified by email.

If something is missing, a message appears and the first field needing attention is highlighted. Nothing is sent until the form is complete.

Submitting locks the report. Once the status is **Pending Review** or **Approved**, nobody in your country can reopen the form, not even the person who submitted it. The only way back to editing is for a MAP Focal Point to reject it. Check your figures before you submit.

8.4 Viewing a submitted report

View Submission shows the report as it was sent, together with its **Activity Log**: who did what, and when. Two buttons at the top let you take a copy away:

- **XML**, the structured data, for loading into another system.
- **PDF**, a printable version, opened in a new tab ready for printing or saving.

Both reproduce the report **as it was filled in**. If the underlying form or one of its value lists is edited later, your saved report is unaffected: it keeps the questions and the wording it was answered against.

8.5 When a report is rejected

1. You receive an email saying the report was not accepted.
2. Open **View Feedback** and read the MAP Focal Point's message in the Activity Log. It explains what needs to change.
3. Select **Resubmit Form**. The form reopens with all your previous answers still in place; you only correct what was wrong.
4. Select **Submit** again. The report returns to **Pending Review**.

A report can go round this loop as many times as needed. Every attempt stays in the Activity Log.

9. For MAP Focal Points: reviewing and approving

Open the **Workflow Submissions** tab. It lists every workflow and country you are MAP Focal Point of, with the reporter who submitted, the date of the last change, and the current status. The counter on the tab tells you how many are waiting for you.

The filter buttons above the table (**All**, **Pending**, **Approved** and so on) narrow the list down. **Pending** is the one to start from.

9.1 Making a decision

Select **Review** on a pending line. The review window has the submitted report on the left and, on the right, the **Activity Log** and the **Decision** panel.

1. Read the report. Use the **XML** or **PDF** buttons if you would rather check it outside the browser, or circulate it before deciding.
2. Write a **message**. It is optional when approving, but you should treat it as required when rejecting: it is the only explanation the reporters will get.
3. Select **Approve** or **Reject**.

Decision	Effect
Approve	The report becomes the final record for that country. It stays locked, and a **Visibility** panel appears (see below). All reporters assigned to it are notified.
Reject	Editing reopens for the reporters, who are notified along with your message. Their answers are kept, so they correct rather than start again.

Only a report in **Pending Review** can be decided on. Your name, the decision and the message are written to the Activity Log and cannot be edited afterwards.

9.2 Publishing an approved report

Approved reports are private by default: only the people assigned to them can see them. To publish one, reopen it from the **Workflow Submissions** tab and use the **Visibility** panel:

- **Make Public** puts the report on the public country pages, where any visitor can read it and download the XML.
- **Make Private** withdraws it from the public pages again.

You can switch back and forth at any time; each change is recorded in the Activity Log.

Publishing makes the report readable by anyone on the internet, including the name of the reporter who submitted it. Make sure the content is cleared for publication before you use **Make Public**.

9.3 Writing the report yourself

Reports you are MAP Focal Point of also appear in your **My Workflows** tab, marked **MAP Focal Point** in the **Your Role** column. Fill them in exactly as described in section 8, then approve them from **Workflow Submissions** as usual.

10. For MAP Focal Points: managing reporters

The **Reporters** tab lists every workflow and country you are MAP Focal Point of, with the people currently assigned to each. Select **Manage** on a line to change it.

A window opens with every user registered for that country. Tick the ones who should be able to work on this report, untick the ones who should not, and select **Save Changes**. Users who are also MAP Focal Points on that report are marked, so you can tell them apart.

What this does and does not do

- The choice applies to **that workflow and that country only**. Assigning someone here gives them no access to any other report.
- Ticking a user makes the report appear in their **My Workflows** tab immediately, on their next page load. Unticking removes it just as immediately.
- Only users an administrator has already registered for the country are listed. **You cannot create accounts.** If the person you need is missing, ask an administrator to create the account and assign the country.
- Unticking someone does **not** remove the work they have already contributed. The report belongs to the country, not to the person.

If the list is empty, no user has been registered for that country yet. Contact an administrator before the reporting deadline, not after.

11. Emails the portal sends

When	Who receives it	What it tells you
You ask for a new password	The address you entered, if it belongs to an account	Your username and a new password, ready to use. Nothing is sent if the address is unknown.
A new workflow is published	MAP Focal Points assigned to it	That reporting has opened, and for which obligation.
A report is submitted	MAP Focal Points of that workflow and country	That a report is waiting for review, and who sent it.
A report is approved	Reporters assigned to it	That it was accepted, with the MAP Focal Point's message if there was one.
A report is rejected	Reporters assigned to it	That it needs correcting, with the explanation.

If you take an action yourself, you are not emailed about it. Emails are sent to the address on your account; ask an administrator if it needs updating.

12. Frequently asked questions

The dashboard says I have no workflows. Why?

Nobody has assigned you to one yet. Being registered for a country is not enough on its own: a MAP Focal Point or an administrator must add you to a specific workflow. Ask the MAP Focal Point of that workflow.

I can see a workflow for my country but there is no button to fill it in.

Somebody in your country has already submitted it, so it is locked at **Pending Review** or **Approved**. Use **View Submission** to read it. If it needs changing, ask a MAP Focal Point to reject it.

A colleague and I both edited the report. Some of my figures are gone.

The report is shared: the last person to save replaces everything that was there. Agree who works on it and when, and use **Save Draft** when you hand over.

I am a MAP Focal Point but I cannot approve a particular report.

Two possibilities. Either it is not in **Pending Review** (only pending reports can be decided on), or you are MAP Focal Point of a different country on that workflow. The role is granted per workflow *and* per country.

The person I want to add as a Reporter is not in the list.

They have no account, or their account is not registered for that country. Only an administrator can fix either.

I have been locked out after mistyping my password.

Wait ten minutes and try again. If you are not sure of your password, use **Forgot your password?** instead of guessing.

I have an account but I was never sent a password.

That is normal. Accounts are created without one, so use **Forgot your password?** on the login page with your work address. This is the usual way to sign in for the first time, not only a recovery tool.

I asked for a new password by mistake. Can I keep the old one?

No. The old password is replaced as soon as you send the request. Use the password in the email to sign in, then set a new one of your own in **Change Password**.

A value list changed. Does my approved report still say the right thing?

Yes. Each report keeps a copy of the questions and of the value lists it was answered against, so it reads today exactly as it read when it was approved.

Can I delete a report?

No. Reports are a permanent record, and every change is logged. If something must be removed, contact an administrator.

13. Quick reference

Buttons you will meet

Button	Meaning
Fill Form	Start a report that has not been opened yet.
Continue Form	Reopen a draft.
Save Draft	Save without checking required fields.
Submit	Check and send for review. Locks the report.
View Submission	Read a locked report, with downloads.
View Feedback	Read why a report was rejected.
Resubmit Form	Correct a rejected report and send it again.
Review	MAP Focal Point: open a pending report to decide on it.
Approve / **Reject**	MAP Focal Point: accept the report, or send it back with feedback.
Make Public / **Make Private**	MAP Focal Point: show an approved report on the public pages, or withdraw it.
Manage	MAP Focal Point: choose who may work on a report.

The life of a report

Not Started → **Draft** → **Pending Review** → **Approved** *or* **Rejected** → *(back to Pending Review after resubmission)*

An approved report may then be made **public**, and made private again, as many times as needed.

Who to ask

You need...	Ask...
a new user account, or a country added to one	a portal administrator
your email address or username changed	a portal administrator
access to a specific workflow for your country	the MAP Focal Point of that workflow
a submitted report reopened for editing	the MAP Focal Point of that workflow
an approved report published or withdrawn	the MAP Focal Point of that workflow