



CONVENTION ON WETLANDS
CONVENTION SUR LES ZONES HUMIDES
CONVENCIÓN SOBRE LOS HUMEDALES
(Ramsar, Iran, 1971)

Ramsar Online Reporting System: Tutorial

Accessing the online reporting system

1. Click on <https://reports.ramsar.org> or type this address in your preferred browser. Please note that the online reporting system works best with an up-to-date version of your browser. Check for compatibility in the section “Browser compatibility” below.
2. The system is only available to registered users, so please log in first. If this is the first time you log in, follow the instructions in the section “First login” below.
3. After successfully logging in, you will see your “Submission Dashboard”. You can start working with the “Ramsar National Report to COP15”.

First login

1. The first time you log in you need to set a password. Click on https://reports.ramsar.org/password_resets/new or enter this address in your browser to access the reset password page.
2. Type in your e-mail address and click on the button “Reset Password”.
3. You will receive an e-mail with a link (if you don’t find it, check your spam folder). Click on the link or copy it in to the address bar of your browser to open the page to set your new password.
4. Choose a password and enter it in to the field displayed. Then click on “Update Password”
5. Your password is now set and you are logged in.

In case of problems with the above procedure, please send an e-mail to nationalreports@ramsar.org, indicating your username and e-mail address. The Secretariat will define a new, temporary password for your account and send it to you.

Lost password

In case you lost your password, follow the instructions in the section “First login” to reset your password.

Browser compatibility

The online reporting system supports recent versions of Firefox, Chrome, Safari and Opera as well as Internet Explorer 9 and later, and it is best displayed with Firefox or Chrome.

Completing the questionnaire



Definitions

- Questionnaire** The Ramsar National Report to COP15 online questionnaire.
- Respondent** The National Focal Point registered in the online reporting system. This person is responsible for completing and submitting the questionnaire.
- Delegate** Any person helping in the completion of the questionnaire. The delegates can be added and managed by the respondent.

Open the questionnaire

After logging in you will see your “Submission Dashboard”; from here you have access to the current and previous Ramsar National Report questionnaires. The top menu link to access the dashboard will stay visible all the time during the navigation in the Online Reporting System.

Figure 1 - Submission Dashboard

Questionnaires for submission					
Questionnaire title ⓘ	Created by	Creation date	Status	PDF download ⓘ	PDF download - short version ⓘ
Ramsar National Report to COP14	Ramsar Convention	08/06/2019	Underway	 (Last generated at: 04 October 2019, 12:42) Regenerate	Generate
Ramsar National Report to COP13	Ramsar Convention	07/25/2016	Not available	 (Last generated at: 04 October 2019, 12:42) Regenerate	 (Last generated at: 09 March 2018, 19:26) Regenerate

View previous questionnaires

If your country has submitted a questionnaire through the online reporting system it will be available on the submission page. If it has not already been generated you can generate it now (see chapter “Generate long and short PDFs”) and download it. If the previous report was submitted offline in Word format, please visit the [Ramsar website here](#), choose your country from the menu on the left hand side, and download your report.

Open current questionnaire

By clicking on “Ramsar National Report to COP15” the online questionnaire will open.

Figure 2 - Overview of the questionnaire

1. Left hand menu to navigate through the sections
2. Left hand menu sub-menu entry for Section 3, they represent the 4 Ramsar Strategic Plan Goals.
3. Button to expand / collapse a sub-section, such as a Strategic Plan target
4. Delegate this section (see more details in the section “Delegation” below)
5. Example of a multiple choice answer

Navigation

On the left hand you will find an outline of the different sections of the Ramsar National Report, which correspond to the sections in the National Report form.

When you click on a section in the left hand menu the questions for that section are loaded on the right.



Hint: When clicking on Section 3 all Goals and Targets are loaded which results in many questions. Click on a specific Goal to reduce the number of questions and the loading time.

Complete the questionnaire

You can now go through all the Sections and Goals and answer the questions. While you are working on the report the system automatically saves your changes regularly. However, before changing to another section make sure to click on the button “**Save all**” at the top or at the bottom of the page.

Mandatory questions

Mandatory questions are marked with a red asterisk *.

Mark question as Answered

When a question is answered, after a page reload the option “Mark question as answered” appears under the question. This is only available for the respondent, when ticked the question will be made read only for all delegates. The respondent can open the question at any time by removing the tick of the option.

Attach additional documents and links

Many questions contain a section where additional information can be added. You can simply provide text in the box or use the blue symbols to add documents or external links.

Figure 3 – Additional information



1. Box to provide additional information as text
2. Open a dialogue to attach a document
3. Open a dialogue to add a link to an external web page

Generate long and short PDFs

At any time you can generate a PDF from your report on the “Submission Dashboard” which can be accessed through the top menu. Use the “Generate” link in the columns “PDF download” and “PDF download - short version” (see Figure 1).

PDF download

The full PDF outputs all the questions in the questionnaire, even those you have not answered. Before you can download the questionnaire in PDF format it will have to be generated. To do so you should click on “Generate”. The generation of the PDF takes place in the background and once it is finished you will be notified by e-mail. After being generated the file will be available for download on this same page and you will be able to do so by clicking the PDF icon. The file can be re-generated to include your most recent changes, you can do so by clicking on the “Regenerate” link. The date displayed by the PDF icon refers to the last time the file was generated. Regeneration of a PDF will erase the previously generated file.

PDF download - short version

The short version of the PDF only outputs questions for which there are answers.

Generate Word versions of the report

It can be useful to have an old report or the current report in Microsoft Word format including the existing answers. To do so generate the report in PDF format as described above. This PDF report can then be converted into a Microsoft Word file, either using a tool you have installed on your computer, or by using one of the various online converters available on the internet, e.g. <https://pdf2docx.com/>

Delegation

The delegation feature allows a respondent to delegate either all or part of a questionnaire to another user; all the Ramsar questionnaires have this feature enabled. Each respondent can manage their own delegates and choose which questionnaires, or sections of questionnaires, each delegate should have access to.

You can access the delegate page through the item “Manage my Delegations” in the top menu.

Figure 4 - Delegation

Manage your delegates

Add delegate 1

Help

A delegate is a user that can help you fill your questionnaires. A delegate can be assigned with all the sections of your questionnaires or a subset of sections. You can add a delegate by clicking on the 'Add delegate' button.

For each of your delegates, listed in the table below, you have two available options: **Show**, and **Remove**. The **Remove** option will remove that delegate and all the delegations that were associated with it. The **Show** option will take you to a page with the details of the delegate, including the questionnaires that you have delegated it to.

You can associate a delegate with a questionnaire directly from the questionnaire's submission page. Bare in mind that not all questionnaires have the delegation feature enabled.

You have the following Delegates 2

Delegate full name	Created at	Email	Options
John Smith	10/10/2017	john@mail.com	3 Show Remove

1. Button to add a new delegate
2. List of available delegates
3. Links to open the delegate details page / remove a delegate

Add a delegate

Before you can delegate a questionnaire or a section you have to add one first. Click on the “Add delegate” button.

Figure 5 – Add delegate

Create a new delegate

Email
jane@mail.com

Delegate first name
Jane

Delegate last name
Douglas

Language
English

☒ Allow this delegate to overwrite text answers.

Add delegate

1. Delegate details to fill in
2. Delegate text answers behaviour

After completing the form the new delegate will be available in the list. The delegate will receive an automatic e-mail notification from the system.

Option “Allow this delegate to overwrite text answers”

This option controls the way text answers are delegated.

1. If checked, the delegate can write their text answer directly into the text field, their answer will **overwrite** the answer of the respondent.
2. If not checked, the delegate will see the respondent’s answer and be provided with an additional text box to make **suggestions**. Before submitting the questionnaire to the secretariat, the respondent has to approve the text answers otherwise the suggestions are not submitted.

Delegate details

By clicking on “Show” in the options column you can access the delegate details page, from here you can control the access of a delegate to the questionnaire.

Figure 6 – Delegate details page

Delegate details

Name: John Smith
Email: john@mail.com
Language: English

Help

You are a Delegator of John Smith.

Delegated Questionnaires

Delegate new questionnaire

Questionnaire	Remarks	Options
Ramsar National Report to COP13		Edit Manage Remove

1. Delegate information
2. Button to delegate a questionnaire to the delegate
3. Manage the delegation of a questionnaire

Delegate an entire questionnaire

You can give access to the whole questionnaire for a delegate. To do so click on the button “Delegate new questionnaire” and choose the “Ramsar National Report to COP15” in the list of available questionnaires.



Hint: If you delegated sections to a delegate and now want to grant them access to the whole questionnaire, remove each section individually first by clicking “Manage” in the options column. When the questionnaire has disappeared from the list, click on the button “Delegate new questionnaire”.

Delegate a section

It is possible to delegate only certain sections of a questionnaire. There are two ways to achieve this, either through the “Delegate details” page or directly on the questionnaire.

Through the “Delegate details” page

On the delegate details page click on “Manage” in the table at the bottom, the “Delegated task details” will open. Click on “Add Section” at the bottom of this page and select the section you want to delegate.

Directly on the questionnaire

Click on the button “Delegate section” and choose the delegate that should have access to this section. The delegate will have access to this section and all sub-sections (for example, if you delegate section Goal 1, the delegate will have access to all Targets of Goal 1).

Figure 7 – Delegation of a section

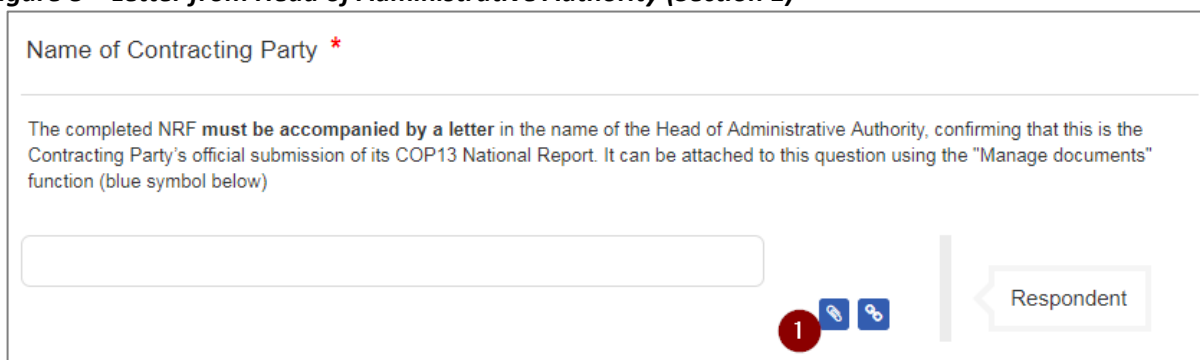


1. Button to delegate this section

Submitting the report

The completed National Report must be accompanied by a letter in the name of the Head of the Ramsar Administrative Authority, confirming that this is the Contracting Party’s official submission of its COP15 National Report. It can be attached to the question “Name of Contracting Party” in Section 1 using the “Manage documents” function.

Figure 8 – Letter from Head of Administrative Authority (Section 1)



1. Button to open the dialogue to attach the official letter

After filling the questionnaire and attaching the letter, the questionnaire can be submitted by the respondent to the Secretariat by using the button “Submit questionnaire” available on top of the questionnaire page. You will receive an e-mail confirming the submission.

Figure 9 – Submit the questionnaire



1. Button to submit the questionnaire