

Zurich, 21 March 2024

Statistics

Guide: Uploading multiple reports simultaneously in eSurvey

Contents	Page
1. Introduction	2
2. Procedure	2
2.1. Filtering reporting processes	2
2.1.1. For initial submissions	2
2.1.2. For submitting corrections	2
2.2. Selecting reporting processes	3
2.3. Uploading reports	3
2.4. Checking email notifications	3
2.5. Handling problems with reports	4

1. Introduction

Under the 'Reports' menu item in eSurvey, multiple reports can also be uploaded simultaneously.

Exceptions are the following reporting processes that are not permitted:

- Reports for which there are web tables (e.g. current account). These have to be uploaded individually.
- Reports with a reference date in the future. These can only be submitted after the reference date.

We recommend that initial submissions and subsequent corrections are made separately.

2. Procedure

2.1. Filtering reporting processes

The screenshot shows the 'Reports' section of the eSurvey interface. At the top, there are three filter buttons: 'Outstanding' (checked), 'Being processed' (checked), and 'Submitted'. A search bar contains the date '31.12.2023'. Below the filters is a table with columns: SNB code, Survey code, Reference date, Status, Processing, Submission deadline, and Deadline extension. The table contains six rows of data. Red circles with numbers 1 through 5 highlight specific elements: 1 points to the filter buttons, 2 to the search bar, 3 to the 'Reference date' column header, 4 to a checkbox in the first column, and 5 to a minus sign icon in the first column.

SNB code	Survey code	Reference date	Status	Processing	Submission deadline	Deadline extension
<input checked="" type="checkbox"/>	ARIS	31.12.2023	Overdue		12.02.2024	12.02.2024
<input type="checkbox"/>	ASTA2	31.12.2023	Overdue		29.02.2024	29.02.2024
<input checked="" type="checkbox"/>	AUR_K	31.12.2023	Overdue		29.02.2024	29.02.2024
<input type="checkbox"/>	AUR_U	31.12.2023	Overdue		29.02.2024	29.02.2024
<input checked="" type="checkbox"/>	AUR_UES	31.12.2023	Overdue		29.02.2024	29.02.2024
<input type="checkbox"/>	CAS-B	31.12.2023	Submitted		31.01.2024	31.01.2024

2.1.1. For initial submissions

Under 'Reports', filter for those reporting processes which are outstanding and/or overdue **1**.

2.1.2. For submitting corrections

Under 'Reports', filter out the **submitted** reporting processes **3**. Via the search function **2** limit the selection further using the desired reference date.

2.2. Selecting reporting processes

- Tick the boxes on the left for those reporting processes for which you want to upload reports **4** or
- Select all reporting processes **5**. Reporting processes that are not permitted as well as reporting processes for which no reports are available are ignored.

If you only select appropriate reporting processes wherever possible, this can shorten processing times.

2.3. Uploading reports

Upload your reports in the right of the window. The upload will be confirmed.

Submitting several reports [Close] [Menu]

What can be submitted here?

- Reports for the selected reporting processes in Excel or XML format
- Corrections to previously submitted reports

Further information relating to statistical reports can be uploaded via the menu item 'Comments & documents'.

Upload report

UPLOAD FILES... Drop files here

No file selected

Comment: e.g. information on report

Name *

Email *

Phone number *

The fields marked with a * must be completed.


Cancel Submit

2.4. Checking email notifications

For each reporting process to which an uploaded file can be allocated, you will receive an email informing you whether the submission was successful or not.

You will also receive a notification for each uploaded file that could not be allocated to a selected reporting process.

2.5. Handling problems with reports

Reporting processes that could not be successfully processed are indicated by a  in the 'Reports' menu, but only if a report can be allocated to them. Please correct the errors and resubmit.

Example: If you upload a file xyz.doc, you will receive a notification that the file could not be processed. However, as it is not possible to allocate it to any reporting process, you will not find any information on this file under 'Reports'.