SCHWEIZERISCHE NATIONALBANK
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SWISS NATIONAL BANK

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Statistics

# Guide: Uploading multiple reports simultaneously in eSurvey

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#### 1. Introduction

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

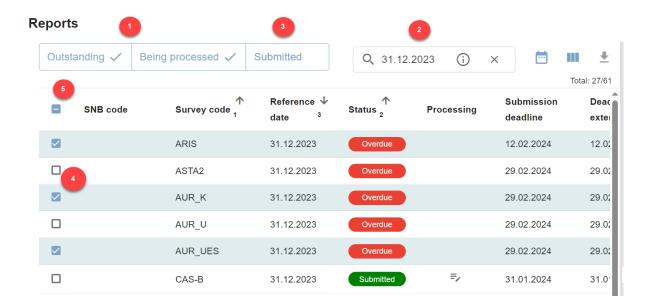
Exceptions are the following reporting processes that are not permitted:

- 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



#### 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.

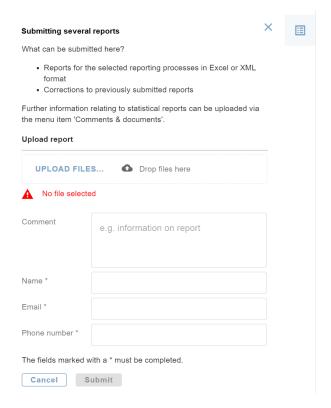
### 2.2. Selecting reporting processes

- 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.



## 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 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'.