BANK ĊENTRALI TA' MALTA
EUROSISTEMA
CENTRAL BANK OF MALTA

INFOSTAT

Data Collection Platform

USER GUIDE

Version 2.0

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1. “INFOSTAT” Context

Introduction

The INFOSTAT Data Collection Platform (referred to as INFOSTAT) is an IT platform used for the secure submission of periodic statistical and supervisory reports to be sent to the Central Bank of Malta (CBM).

INFOSTAT is designed to enable a wide range of information exchange with the CBM. This user guide contains information that applies to the usage of the INFOSTAT platform and any exchange of information with the CBM.

Images shown in this user guide are examples of the features supported by the platform; they may differ slightly from those which users may see for a specific survey.

Accessible via the following website address:

https://registration-cbm.centralbankmalta.org.mt/RegistrationMalta/

The INFOSTAT platform is comprised of the following functions:

- Request access and manage survey authorisation.This functionality is used to enable users to access the portal.
- The schedule function. This provides an overview of calendar and the deadlines for the submission of reports.
- The data-entry function. This is used to enter in data or to select reports to be uploaded to the CBM; this function also performs a data validation check on any data or report that is being submitted to the CBM.
- The diagnostic function. This is available to reporting agents (referred to as “respondents”) in order to run a pre-check on the quality of the data and reports submitted.
- The upload function. This enables the standard upload / submission of report files and data according to pre-defined standard formats.
- The data submission function. This enables the electronic data submission of reports to the CBM.
- The confirmation function. This allows respondents to view and confirm any remarks / comments received from the CBM, and in turn add explanatory notes.

In order to use the INFOSTAT functions the respondent user will require access to the Internet via a working web browser as well as an Adobe-Flash plug in, which is freely downloadable from the Adobe website.

Due to the confidential nature of the information processed via the INFOSTAT Portal, access to the platform is only allowed to authorised users.

The Authorisation Process

The authorisation process ensures that respondents and the respondent users are fully authorised to access INFOSTAT and are set up in the system. It also ensures that access rights are effectively assigned to the respective user in terms of report submission and access to data. The authorisation process involves the following steps :

1. The CEO of the respondent institution will identify two Senior Administrators.
    - The Senior Administrator profiles can view <u>all</u> data pertaining to their institution,
    - Senior Administrators can authorise operators to upload data pertaining to specific processes for their institution,
    - Operators will have access restricted only to those processes authorised by the Senior Administrator.

2. Once the CEO has identified the two Senior Administrators, the CBM will send an email to the Senior Administrators with an url link to access the Registration and Login Forms of the INFOSTAT Respondents' Portal.

3. Once the Senior Administrator registers via the online registration page and completes the details, an email will be automatically sent to his/her mail box, asking him/her to confirm his/her online registration, by clicking on a specified link. Refer to section 2 below for further details on the registration form.

4. Once the Self Registration step is complete for both Senior Administrators, the CBM will then forward a confirmation form for signature. The Senior Administrators are to complete the CBM Official Form and have it signed by the CEO, or equivalent, for an additional layer of security. This is only required for the Senior Administrator layer of registration and not the operator. This form will need to be re-submitted if there is a change in Senior Administrator for the institution.

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FORM TO BE FILLED OUT FOR THE USE OF CBM INFOSTAT PORTAL

Company details	
Infostat Code/Lei Code	
Company Name	
Address	

Senior Administrator Details	
Name	
Designation	
Portal Username	
Email address	
Telephone Number	

Authorising Officer Details *(CEO/ equivalent)*	
Name	
Designation	
Date	
Email address	
Signature	

Important note: The CEO (or equivalent) is to immediately notify the Central Bank of Malta on email address statsreg@centralbankmalta.org as soon as the Senior Administrator (mentioned in this document) resigns from the company or another Senior Administrator is appointed in his/her stead. Moreover, the Senior Administrator has to revoke the rights of an operator if the latter is no longer responsible to report the statutory statistical information on behalf of your company to the Central Bank of Malta.

The Central Bank of Malta guarantees that any personal data processed within this form shall be in accordance with the requirements of local and EU legislation on data protection in force at the time of the data processing, including the General Data Protection Regulation - GDPR (Regulation (EU) 2016/679). Personal data in this form will be processed for the secure identification of persons who are authorised to upload/extract data to/from Infostat. Furthermore, personal data collected in this form will be available to a restricted number of employees within the Statistics Department of the Central Bank of Malta and Banca d' Italia. The personal data collected in this form will be retained by the Central Bank of Malta for 15 years. Persons have the right to access and port their personal data, rectify, erase and restrict their personal data and to object to processing in terms of the GDPR. Failure to provide personal data as required in this form will result in the applicant not being granted access to upload/extract data to/from Infostat. Complaints on data protection may also be addressed to the Office of the Information and Data Protection Commissioner via www.idpc.org.mt

5. A scanned electronic version of this form is to be sent by email to CBM on statsreg@centralbankmalta.org

6. The officially signed hardcopy of the form is also to be sent to **CBM Manager Statistical Collection and Information Management Office.**

7. Receipt of the form is necessary to complete and activate the online registration process. CBM will activate the request for the new profile of the Senior Administrators within 72 hours of receipt of the electronic form.

8. Once registered, Senior Administrators will need to identify the internal users who will be submitting the respective data and reports to the CBM. These individuals will have an Operator profile and will need to be set up by the Senior Administrator within the institution.

9. Operators will subsequently register their details, through the same link used by the Senior Administrators i.e. http://infostat-cbm.centralbankmalta.org.mt/ There is no need for the Operators to complete the signed registration form and send it to the CBM, as **management of Operator authentication and access rights will be managed internally by the Super Administrator within the Respondent institution.**

10. Once Operators input their details on the portal; an email will be automatically sent to their mail box, asking them to confirm their online registration, by clicking on the specified link.

11. Once the Operators have registered and confirmed their details, Operators will need to make a request for access to a survey(s) to their Senior Administrator, asking to have their profiles enabled.

12. Senior Administrators can then enable and activate the Operator profile through a Menu in the Portal Home page in respect of the survey/s that the Operator will have access to. This step sets up the actual Operator access rights to load up and view data only related to their areas of responsibility. This is referred to as the Delegation method.

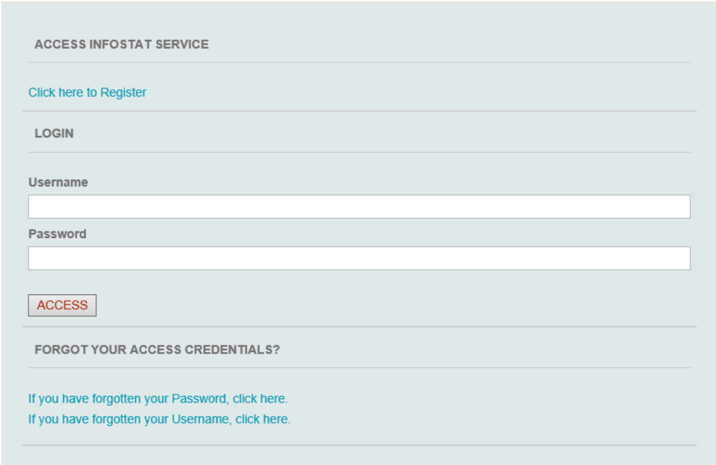
13. The credentials (username and password) chosen by the user during registration will be required for all further access to INFOSTAT. It is important that this username and password be treated with the full confidentiality and security as for all passwords; it is to be kept securely and not shared with other users or institutions.

All INFOSTAT communication uses a secure encryption link via https to access the INFOSTAT services.

For technical inquires and for all matters related to accessing INFOSTAT as well as the use of related services please send an e-mail to the mailbox: **statsinfo@centralbankmalta.org**

2. Registration and Authentication

It is necessary to register and have a username and a password in order to access INFOSTAT. This can be acquired via the **registration** process on the INFOSTAT portal.


ACCESS INFOSTAT SERVICE

Click here to Register

LOGIN

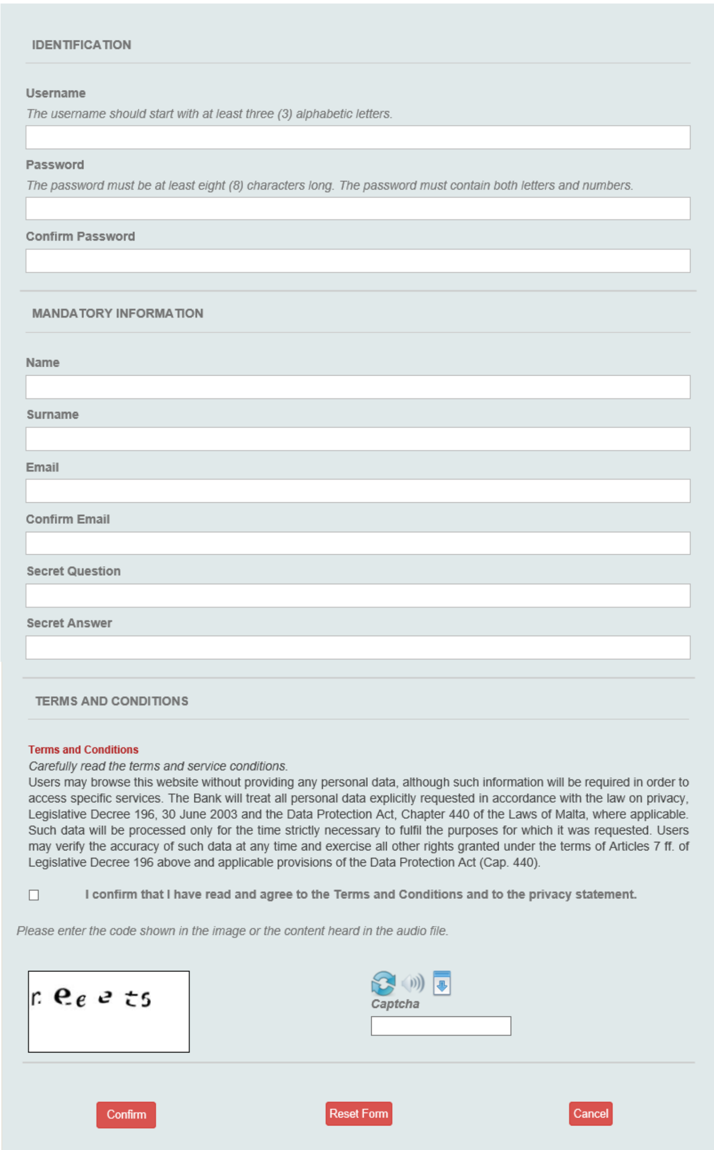
Username

Password

ACCESS

FORGOT YOUR ACCESS CREDENTIALS?

If you have forgotten your Password, click here.
If you have forgotten your Username, click here.


IDENTIFICATION

Username
The username should start with at least three (3) alphabetic letters.

Password
The password must be at least eight (8) characters long. The password must contain both letters and numbers.

Confirm Password

MANDATORY INFORMATION

Name

Surname

Email

Confirm Email

Secret Question

Secret Answer

TERMS AND CONDITIONS

Terms and Conditions
Carefully read the terms and service conditions.
Users may browse this website without providing any personal data, although such information will be required in order to access specific services. The Bank will treat all personal data explicitly requested in accordance with the law on privacy, Legislative Decree 196, 30 June 2003 and the Data Protection Act, Chapter 440 of the Laws of Malta, where applicable. Such data will be processed only for the time strictly necessary to fulfil the purposes for which it was requested. Users may verify the accuracy of such data at any time and exercise all other rights granted under the terms of Articles 7 ff. of Legislative Decree 196 above and applicable provisions of the Data Protection Act (Cap. 440).

I confirm that I have read and agree to the Terms and Conditions and to the privacy statement.

Please enter the code shown in the image or the content heard in the audio file.

Captcha

Confirm Reset Form Cancel

The registration process provides data which is essential for access to INFOSTAT, including a username, an e-mail address and a password.

The e-mail address which is to be used to register and sign into INFOSTAT should be the end user's business email address to confirm the end user registration and will be used for all communication related to the management of the user's data such as password changes.

The USERNAME should be FirstName.Surname and the choice of PASSWORD is free to each individual, as long as it is in accordance with the password rules written on the form provided. In choosing a password, pay attention to the required upper and lower cases.

The user will also need to enter in a secret question and answer to be used in the event that a password is forgotten.

Self-registration assistance can be accessed by emailing *statsreg@centralbankmalta.org*

The Home Page

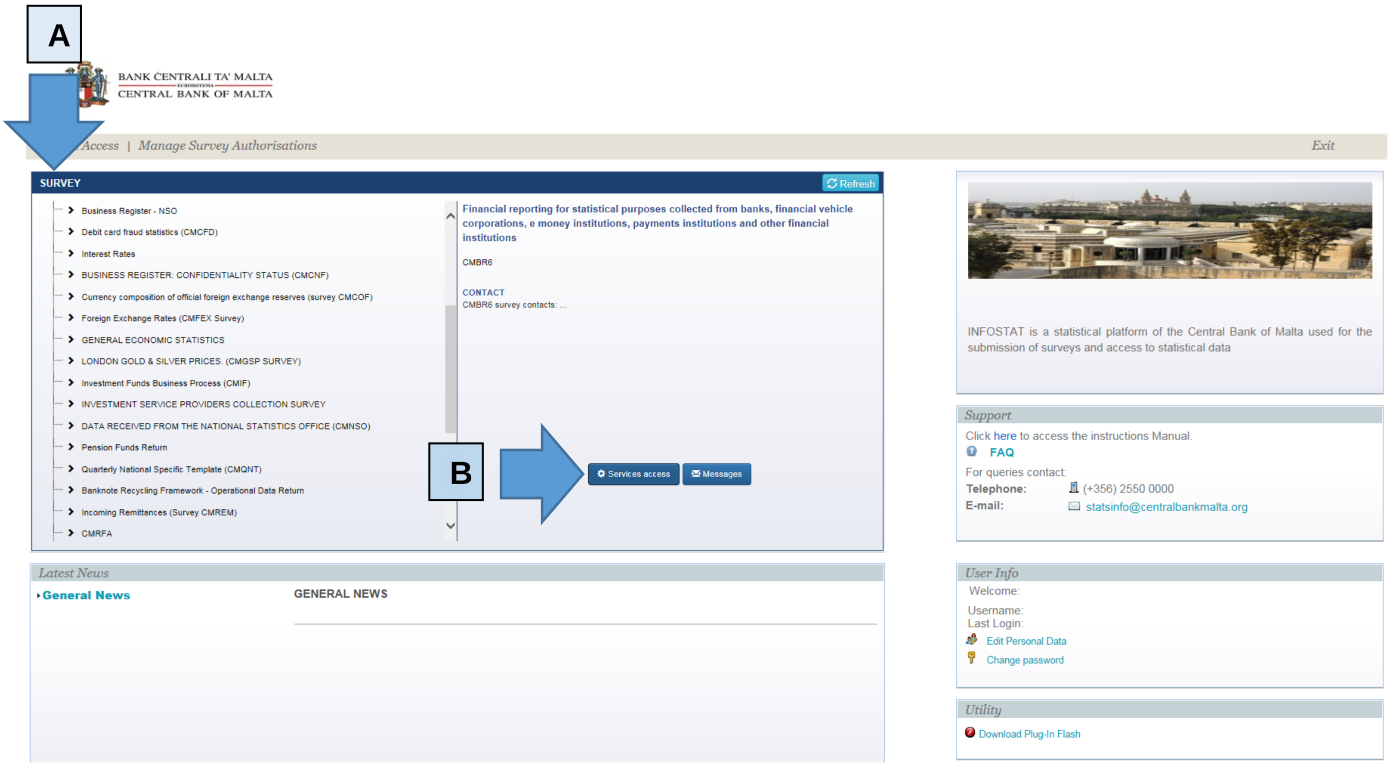
After the authentication [log-in] process, users will be directed to the INFOSTAT Home Page.

If this is the first login for the user [Operator], the user will need to request authorisation for the specific surveys to the Senior Administrator. If the operator has not done this step, the operator will not be able to view, access or upload any data in the system. This important first step is done via selecting the: **Request Access Function** as per A below.

The Senior Administrator will then delegate rights to particular surveys on an 'as needed' demand basis. Refer to section 3 below for further information on the Delegation request.

All services related to the submission of data with the CBM are accessed via the "**Access to Services" function** on the Home page, once a survey has been selected and clicked on it.

Users that are already authorised will have direct access to the surveys through the "Access Services" button as per B Below.

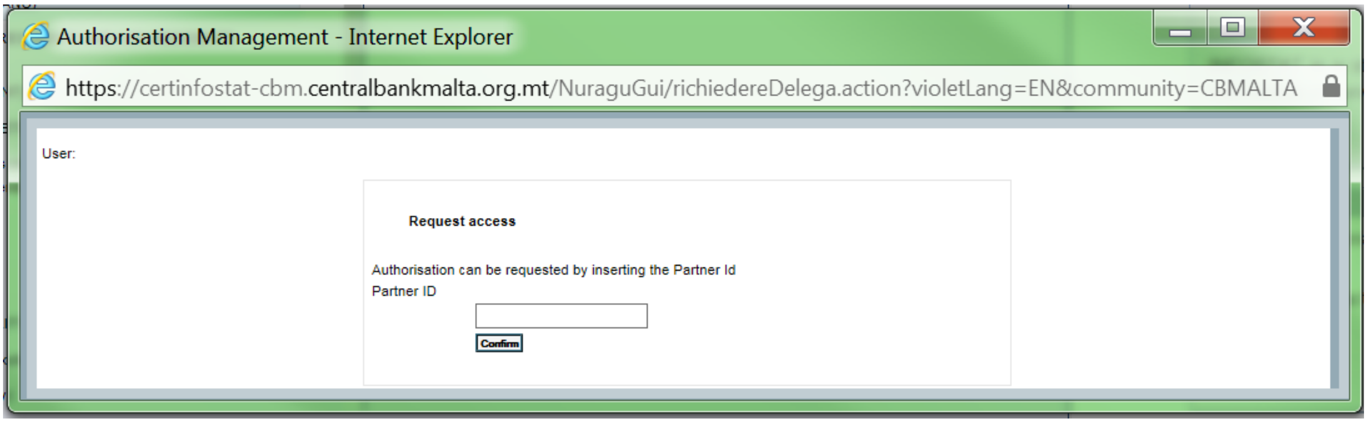


3. Authorisation Management

The Delegation Request

Operators must request access from their respective Senior Administrator. This can only be done once the Operator has completed the registration process. Access must be granted by the Senior Administrator prior to using the INFOSTAT survey services for the preparation and submission of data.

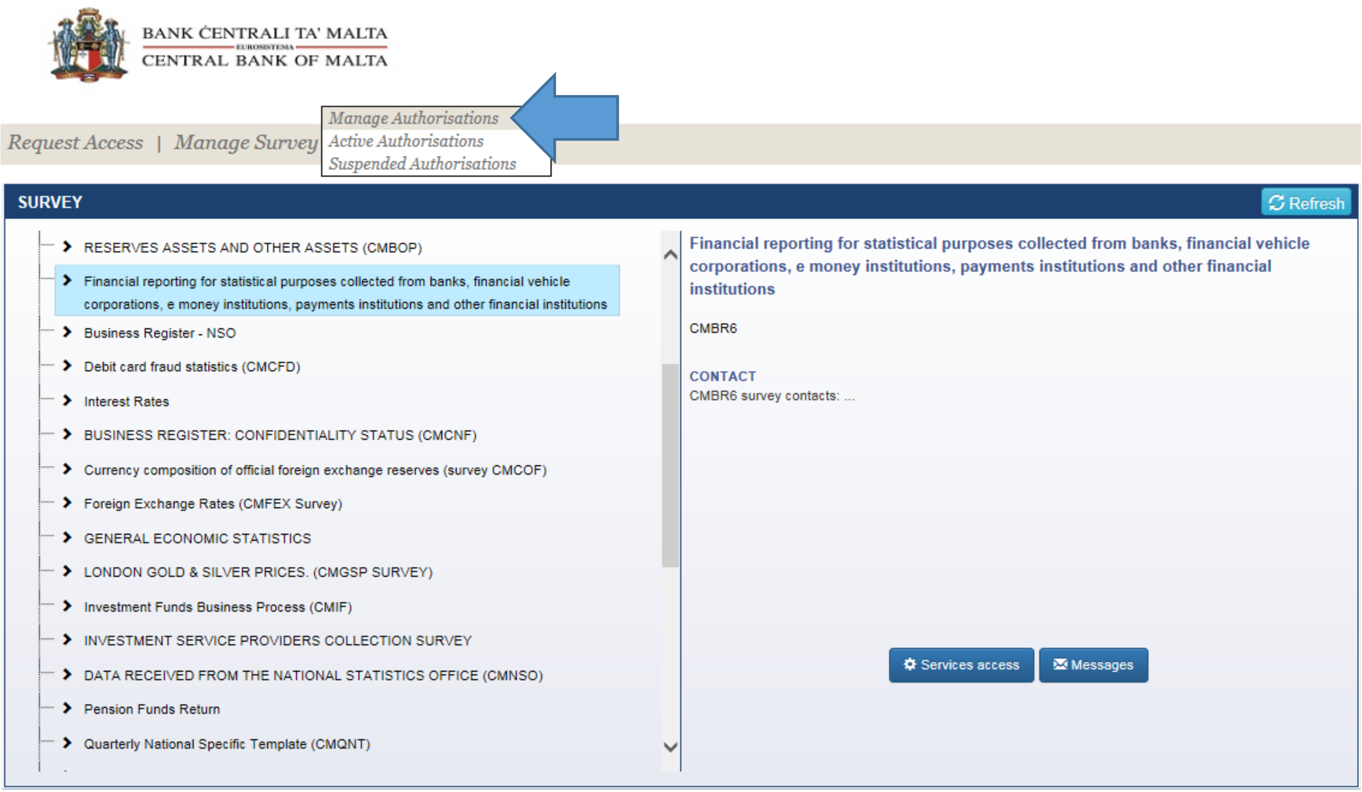
The Access request can be done from the home page of INFOSTAT as per A is section 2 above. In the Access request window, the user must enter the Partner's ID number for the organisation on whose behalf the operator will submit data. This Partner ID number will be forwarded to each institution by the Central Bank of Malta and will be provided by the Senior Administrator to the Operator upon registration.



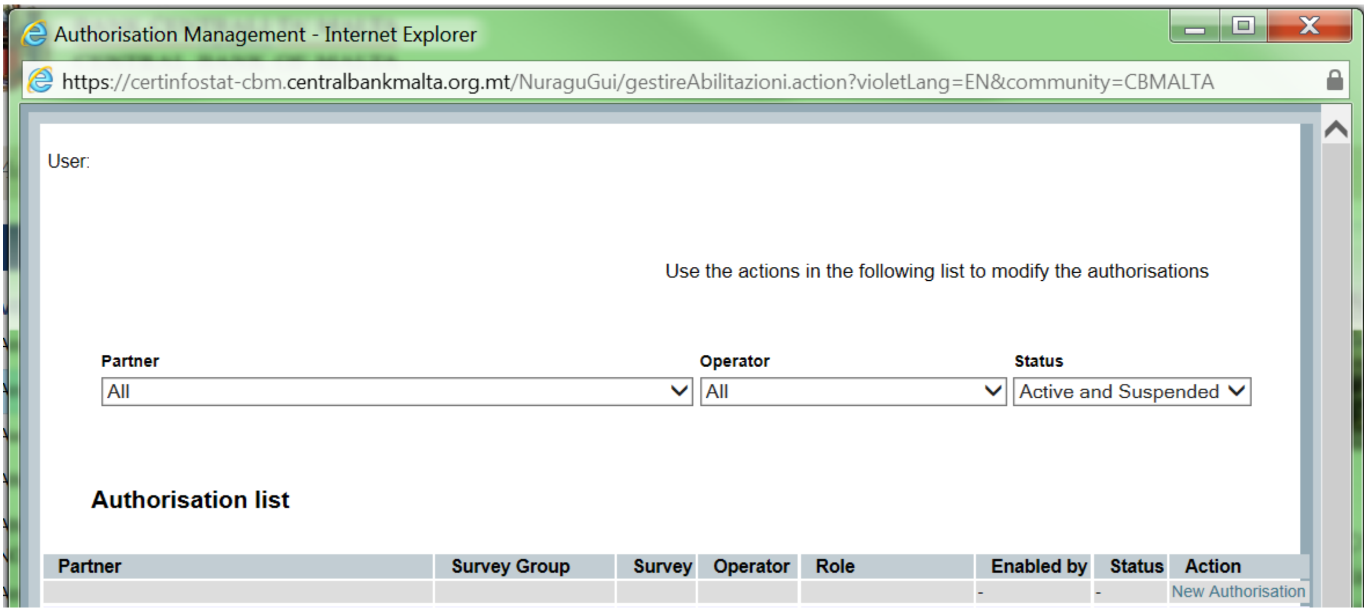
Note that this Access request is the first step and is a request only. The actual granting of the access can only be provided by the Senior Administrator. Once the authorisation process has been completed by the Senior Administrator, the Operator will then have access to the INFOSTAT services for the preparation and the transmission of data.

Granting Access

For a Senior Administrator to be able to grant access to an Operator who has requested access to a set of reports, the Senior Administrator must use the **"Manage Authorisations" function**, which is accessible from the bar at the top of the main menu.

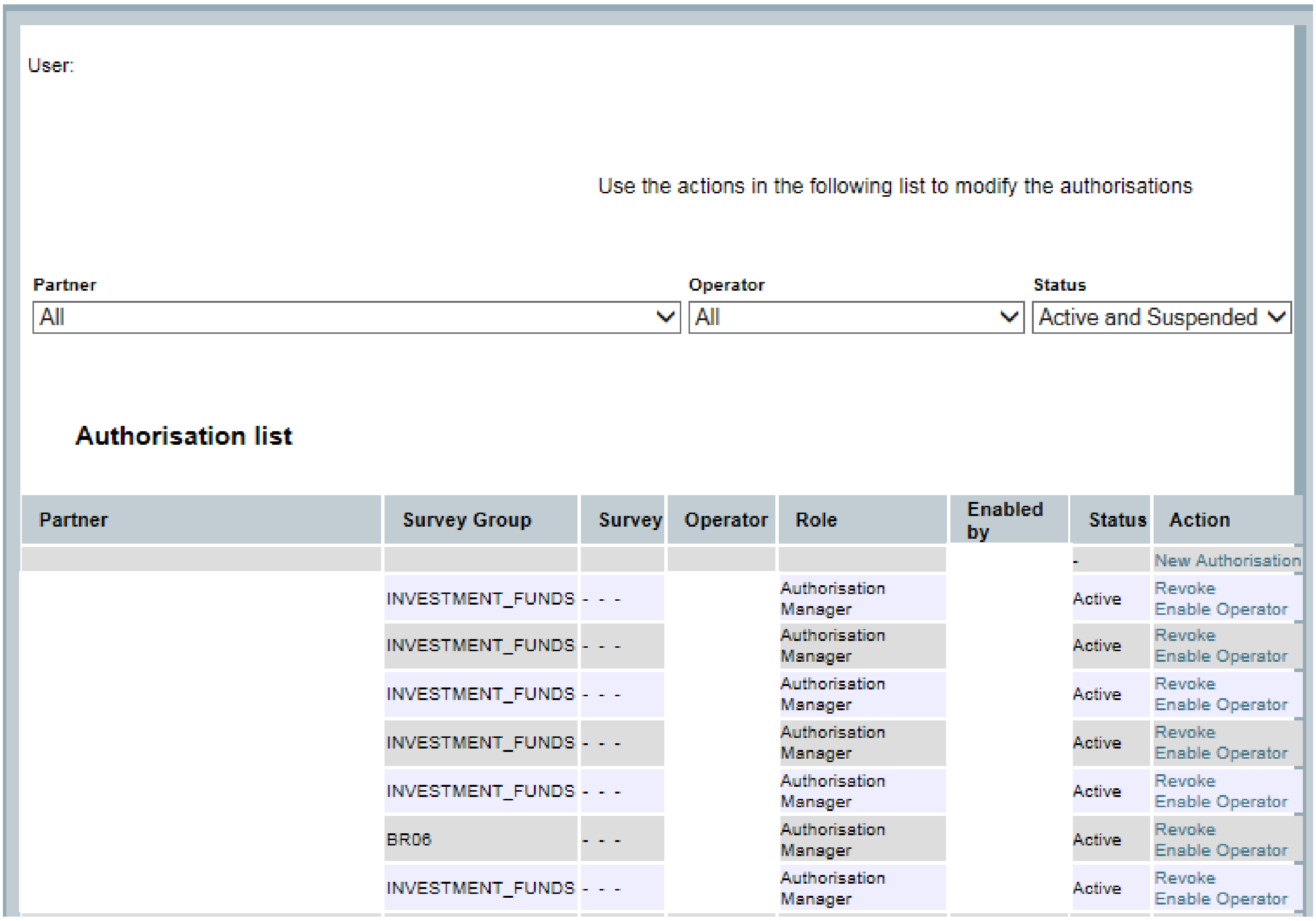


The Operator requesting the access may also be authorised to act in the role of "manager", which in turn will provide the user with the authority to further delegate to other users. They can also be authorised to be the "manager" of an individual survey or survey group. The following screen print shows the Senior Administrators screen to view and manage all authorisations for the Institution. This screen shows all active authorisations as well as old, suspended authorisations. It is important for the Senior Administrator to keep this list up to date, especially if Operators need to be revoked on the system.



Managing Authorisations

The authorisation management tool contains the list of possible authorisations that can be assigned to the Operators. Depending on the user's role, they may be able to see either a total or partial view of possible authorisations. The total view is reserved to the "Senior Administrator", who is able to see both their own authorisations and those of the other users who are authorised on behalf of the respondent. Regular "Managers" will have a partial view consisting only of the list of their own possible authorisations.


User:

Use the actions in the following list to modify the authorisations

Partner: All | Operator: All | Status: Active and Suspended

Authorisation list

Partner	Survey Group	Survey	Operator	Role	Enabled by	Status	Action
						-	New Authorisation
	INVESTMENT_FUNDS	- - -		Authorisation Manager		Active	Revoke Enable Operator
	INVESTMENT_FUNDS	- - -		Authorisation Manager		Active	Revoke Enable Operator
	INVESTMENT_FUNDS	- - -		Authorisation Manager		Active	Revoke Enable Operator
	INVESTMENT_FUNDS	- - -		Authorisation Manager		Active	Revoke Enable Operator
	INVESTMENT_FUNDS	- - -		Authorisation Manager		Active	Revoke Enable Operator
	BR06	- - -		Authorisation Manager		Active	Revoke Enable Operator
	INVESTMENT_FUNDS	- - -		Authorisation Manager		Active	Revoke Enable Operator

An authorisation can have three different statuses:

- Active : the authorisation is currently in place;
- Suspended : the authorisation request is still pending;
- Revoked: the authorization is closed or revoked.

For each active authorisation the Senior Administrator is allowed to:

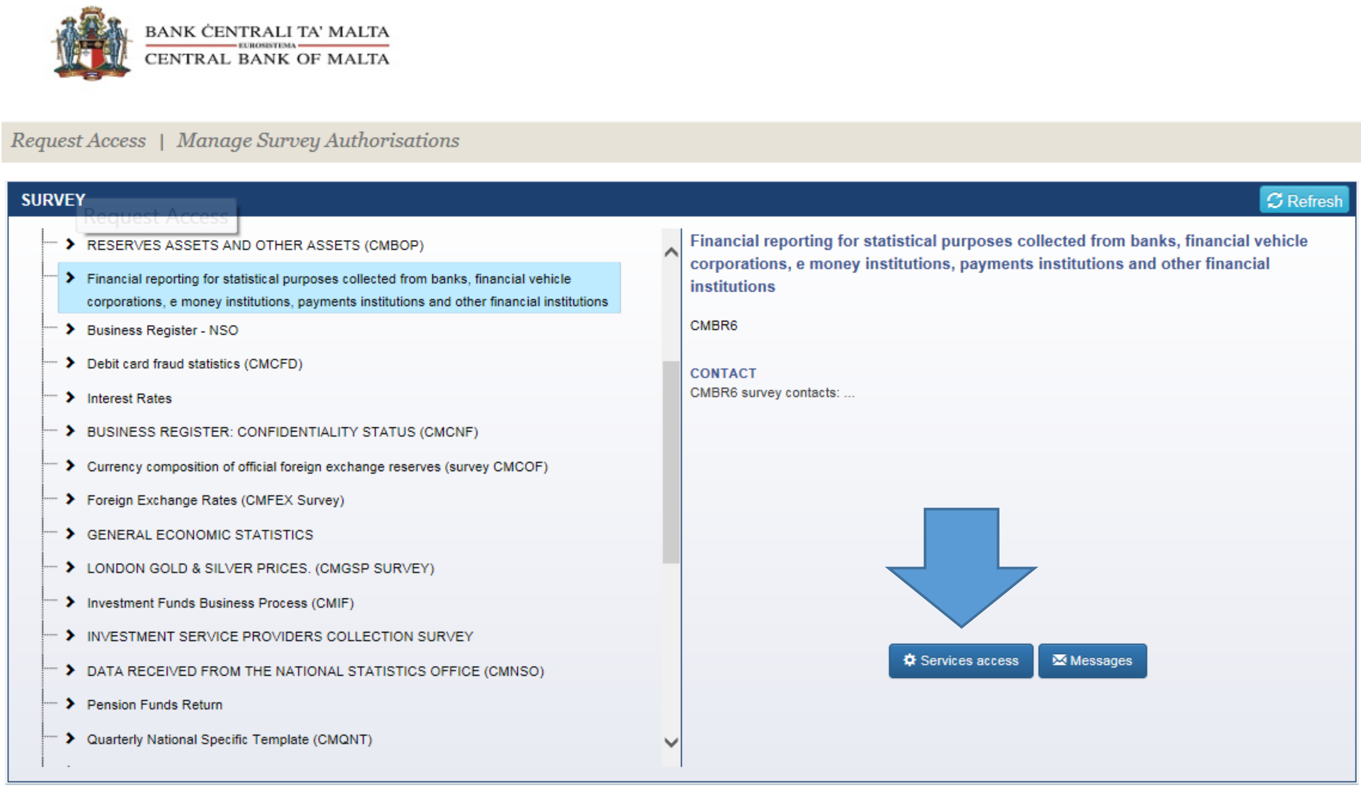
- Revoke the authorisation ("Revoke" action);
- Enable access to an individual survey;
- Deny access to a particular survey.

No actions are possible on revoked authorisations.

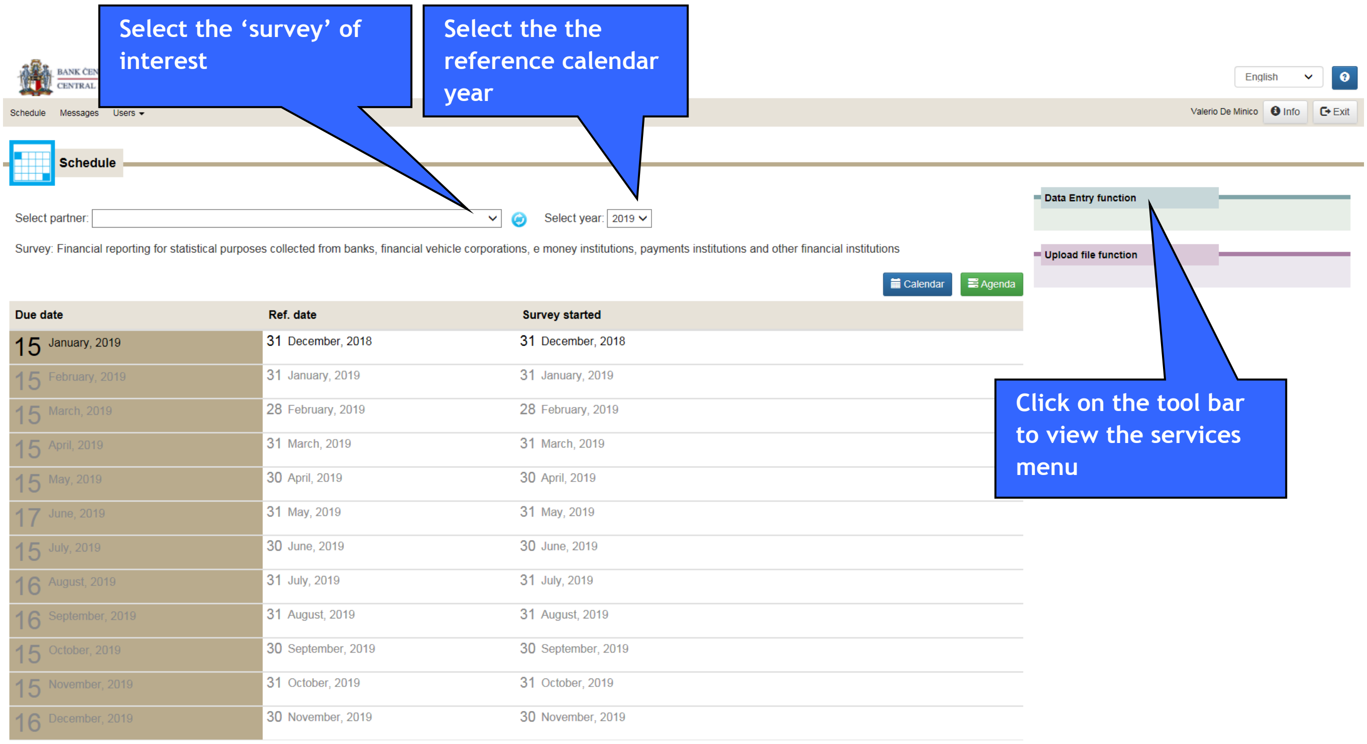
Any actions required to change the present authorisations (such as granting of a delegation, a revocation or to update a current authorization) can be carried out by selecting this "Manage Authorisations" function.

The Annual Submission Calendar

The **"Access to Services" function** from the Home page of INFOSTAT takes you to the area of the portal for data preparation and submission. This page is organized around a submission calendar, also called a "Schedule". This provides the respondent with the annual summary of its reporting obligations.



The **'Schedule' function** displays the annual calendar and indicates for each survey what the respondent is required to submit in terms of periodicity and submission due dates [reporting deadlines].



Select the respondent name if the user is authorised to act on behalf of multiple respondents as well as the calendar year to view the reporting deadlines. The schedule shows the submission deadlines for each survey.

By moving the mouse over a highlighted cell, survey specific data is shown such as the accounting reference date, the dates when data is permitted to be submitted and the deadlines for the report submission.

When selecting a cell of the schedule, if the data is permitted to be processed, features related to the data submission are enabled. These features are grouped into two general categories:

- "**Data Entry**". This enables functions related to data entry:
  - data entry, checking of data, diagnostics, and official transmission;
  - ancillary functions such as management of confirmations and message exchange with the CBM.
- "**Upload file function**". This includes services for respondents who don't use the data entry function to prepare their submission reports, but rather more automated methods including:
  - Up-loading functions and diagnostic functions for external reporting data files; produced by respondents and compliant with pre-defined formats;
  - Transmission of data, confirmation of comments/ remarks, message exchange with the CBM.

By default the service menu shows the functions related to the "data entry" category, switch to other means of submission by clicking on the reference tool bar.

4. The Data Entry Function

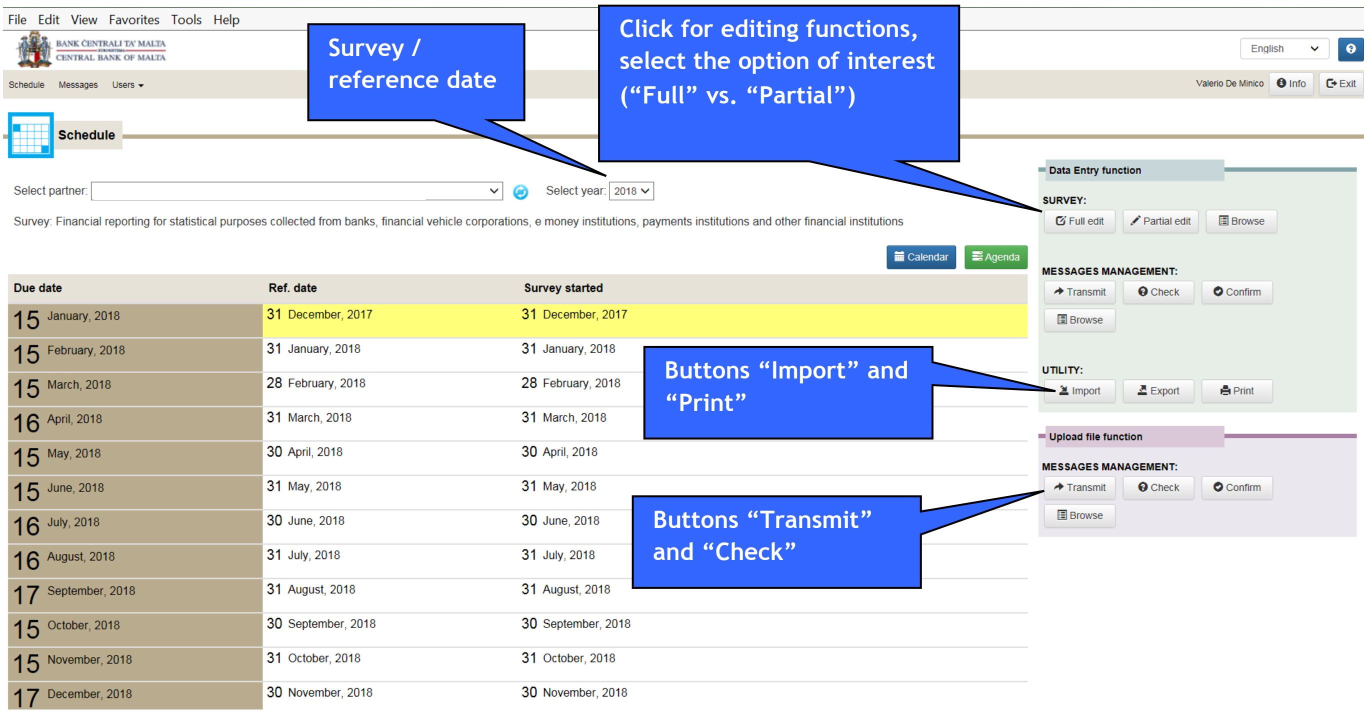
The data entry function consists of a set of services available to respondents for compiling, checking and submitting data to CBM.

It is a virtual space where respondents can enter, edit and check data even across multiple sessions over time. Any operation carried out in the ‘data entry’ space will not be considered “official” with the CBM, until the official submission of all data to CBM.

Data entry services are available as follows:

- Survey Management
  - The editing function for entering data
  - The data display function for displaying data
- Message management
  - The diagnostic tool to check data input
  - The transmission function to officially submit data to CBM
  - The confirmation management tool to review and confirm remarks and comments
  - The ability to view any messages sent to or from CBM
- Other Utilities
  - Ability to prepare a report from data that has already been transmitted to CBM in the past
  - Ability to print the latest data officially transmitted to CBM or data that has already been entered into the data entry space and is still in a ‘work in progress’ status

Once authorised, users will be able to work on behalf of their respondents using the data entry functions, will be able to review all messages sent and received for the survey on behalf of the respondent (regardless of the user who submitted the data), will be able to access the diagnostic function and confirm remarks.


Survey / reference date
Click for editing functions, select the option of interest (“Full” vs. “Partial”)
Buttons “Import” and “Print”
Buttons “Transmit” and “Check”
File Edit View Favorites Tools Help
Schedule
Select partner:
Select year: 2018
Survey: Financial reporting for statistical purposes collected from banks, financial vehicle corporations, e money institutions, payments institutions and other financial institutions
Calendar
Agenda
Due date
Ref. date
Survey started
Data Entry function
SURVEY:
Full edit
Partial edit
Browse
MESSAGES MANAGEMENT:
Transmit
Check
Confirm
Browse
UTILITY:
Import
Export
Print
Upload file function
MESSAGES MANAGEMENT:
Transmit
Check
Confirm
Browse

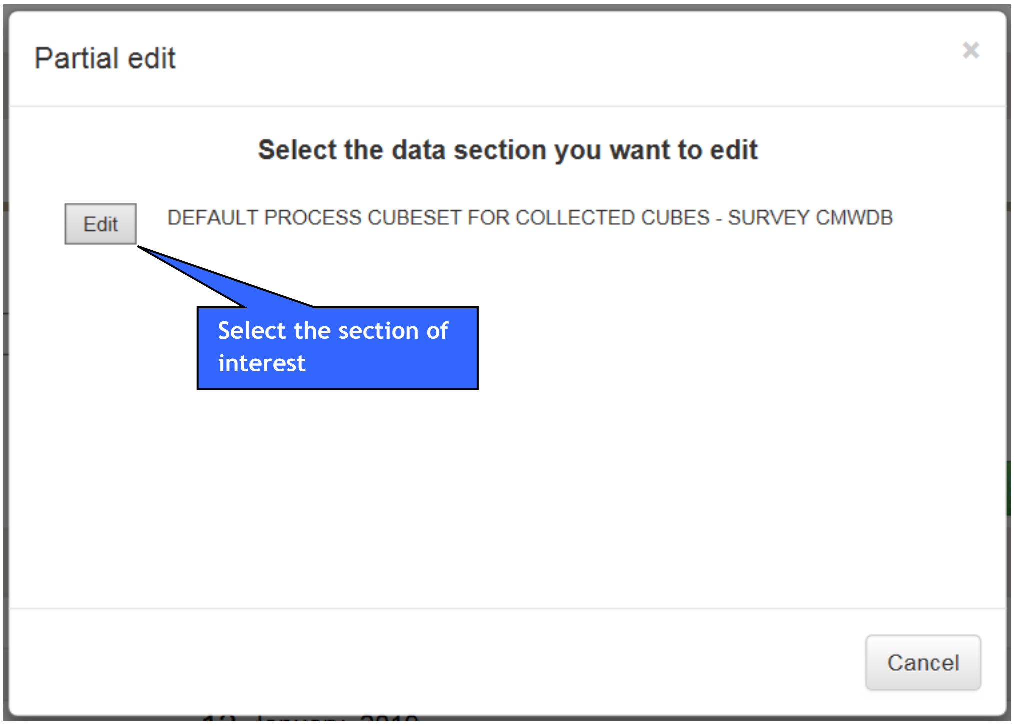
The "Edit" function

Data entry is done using the "Edit" function. Data editing can be 'total', if you want to enter the entire reporting scheme, or 'partial', if you only want to update a specific section of the reporting scheme. In both cases the "Edit" function activates a panel composed of two sections. The section on the left side shows the details of the survey, organised in a hierarchical structure (taxonomy) based on the reporting scheme. The right section shows, for each observation, the data entry frame depending on the structure of data.

In order to minimise potential data entry errors, predetermined values are displayed and cannot be modified.

Data Entry of a subset of data – “Partial Edit”

You can access the editing function for any single data section by choosing the "Partial edit" option from the data entry menu. A list will then be displayed showing all the sections of the survey; it is then possible to select the one of interest in order to edit it.

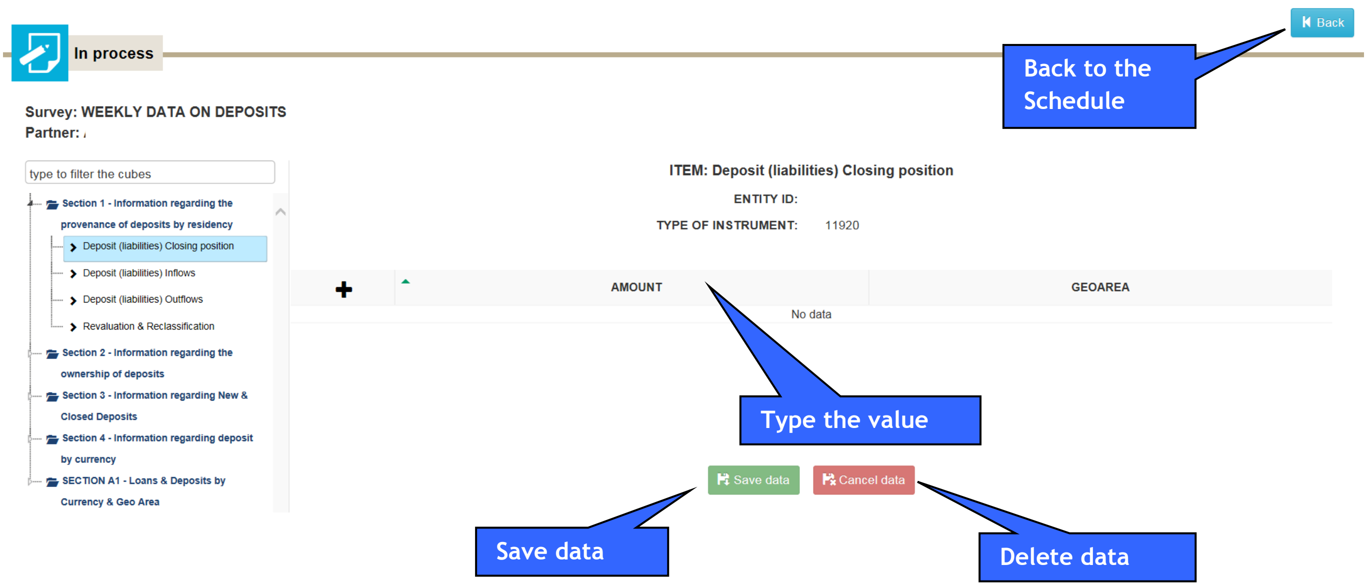


The “partial edit” option provides functions similar to those of the “full edit” option; the only difference is that only the information for the section that has been selected is made available for updating.

The function also allows the simultaneous update of the reporting data by different individuals compiling different portions of the same survey. When a user is updating a specific section, the same section cannot be available for other users.

Data entry of a "single" observation

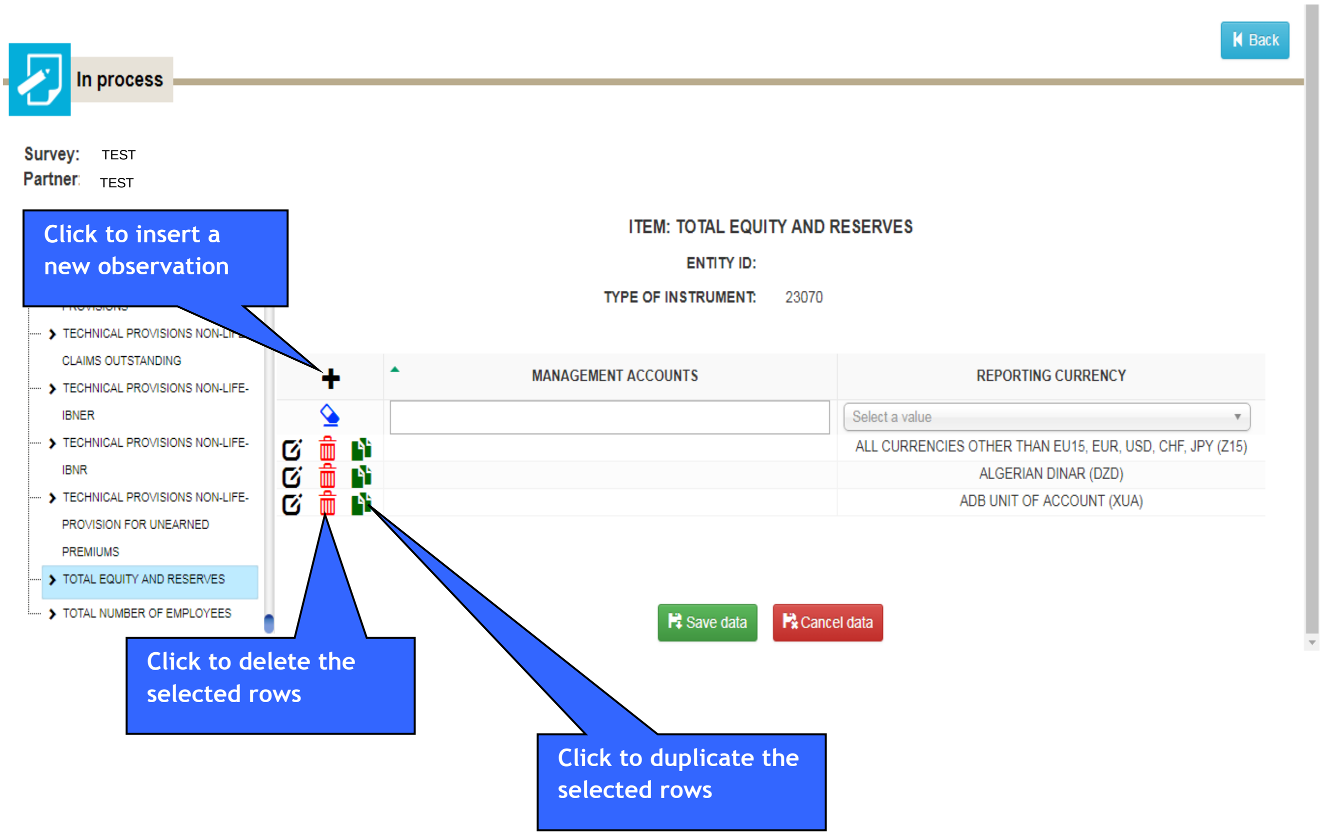
There is a pre-set 'mask' for those observations that are 'single' observations, i.e. where the value does not need to be broken down into further detail. The following is a sample of a mask for the data entry of a single variable.



If a data entry variable is mandatory, then the data entry template will indicate a "check-box" for the observation in question.

Data entry of "multiple" observations

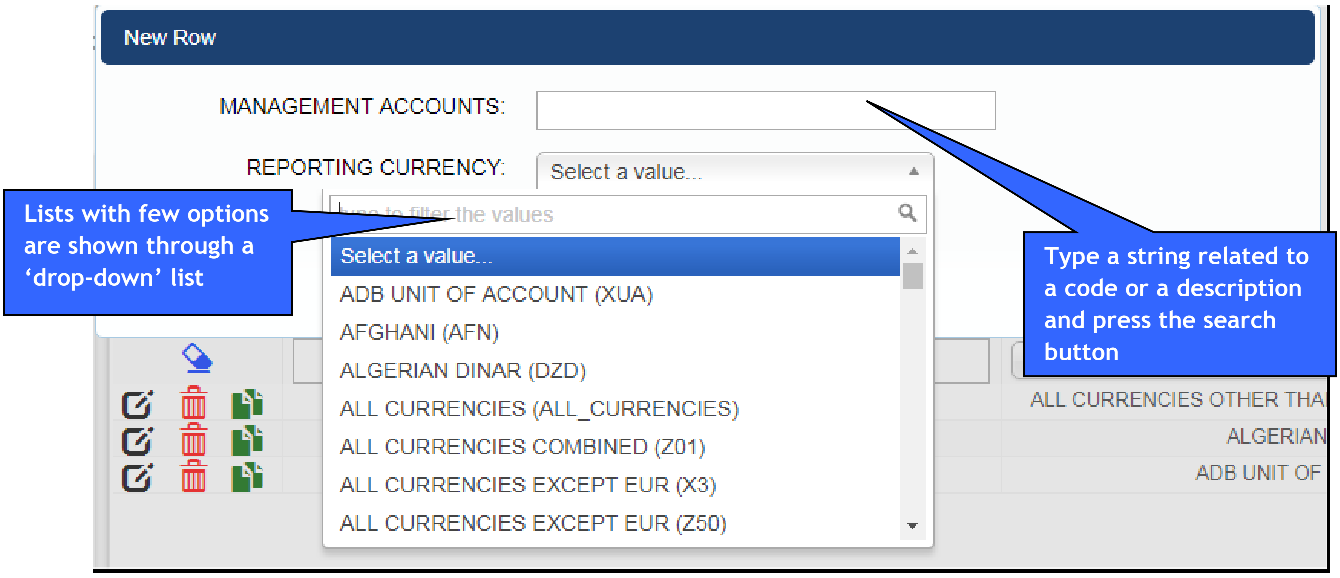
Observations that are required to be broken down into combined values of one or more classification variables are entered using a template with a matrix structure, where it is possible to insert multiple values at one time. The screen print below illustrates the template for the data entry of multiple observations at a time.



The Search Function

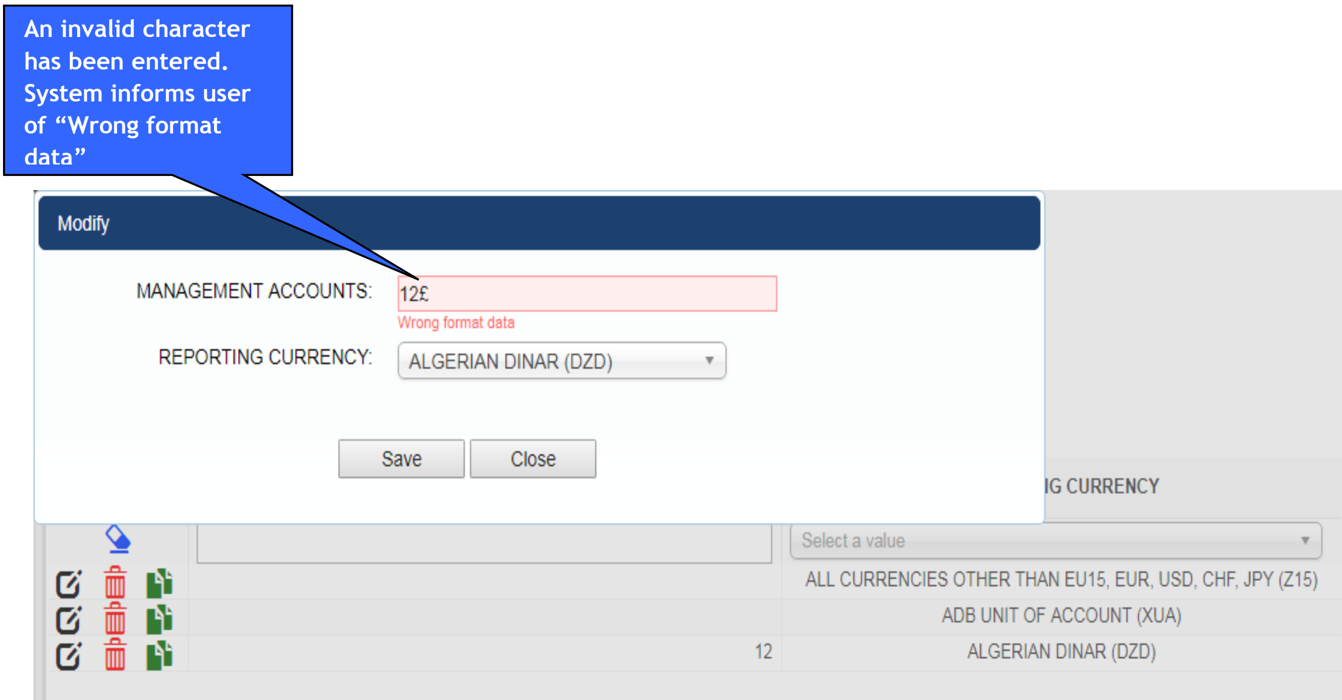
The 'search' function is an effective tool to find and retrieve data. This function is activated by clicking the "lens" icon that appears when you select a referenced cell.

If the search criteria proves to be too broad, a warning message will be displayed and you will need to refine the search using more specific criteria. The search function can also be used to minimize the risk of errors when entering data in order to narrow down the results.



Validation of Data

When data is saved, the system will automatically check the data values to ensure that they are consistent with the accepted values for each variable. Errors will be highlighted along with their corresponding rows.



Saving data will still be allowed even if 'formal' errors occur, such as the presence of values which are not in the region of accepted values. Very few errors result in not being able to save data, these are:

- presence of double observations;
- values that are not compliant with the expected formats (e.g. the presence of alphabetic characters in a field that has to be numerical).

The 'editing' function is blocked when there is an official data submission or diagnostic function in progress; in these situations, an icon will be in the left section of the screen.

List of Data Entry Remarks

Below is a list of possible errors that may occur during data entry:

ERROR	ISSUE	ISSUE DESCRIPTION	SOLUTION
You cannot update the survey data because, at the time, other users' activities are in progress (information is not available and therefore cannot be changed, icons showing the ongoing processes are shown in RED)	Data submission or diagnostic process underway	During data submission/ diagnostic processes it is not possible to access the editing function to perform updates	Please try again at a later stage to verify data availability
Duplicated values have been observed in the database	Duplicated observation	Observations with identical values referring to the same classification variables cannot be included in the database	Correct the reported value for the one or more classification variables that are inside the duplicated row or delete the entire duplicated row
Variable with a wrong format	Wrong format	Format of the entered values must comply with the format provided for the variable	Correct the entered value
Variable with an unacceptable value	Wrong value	Entered values must correspond to the list of values accepted for each variable	Correct the entered value

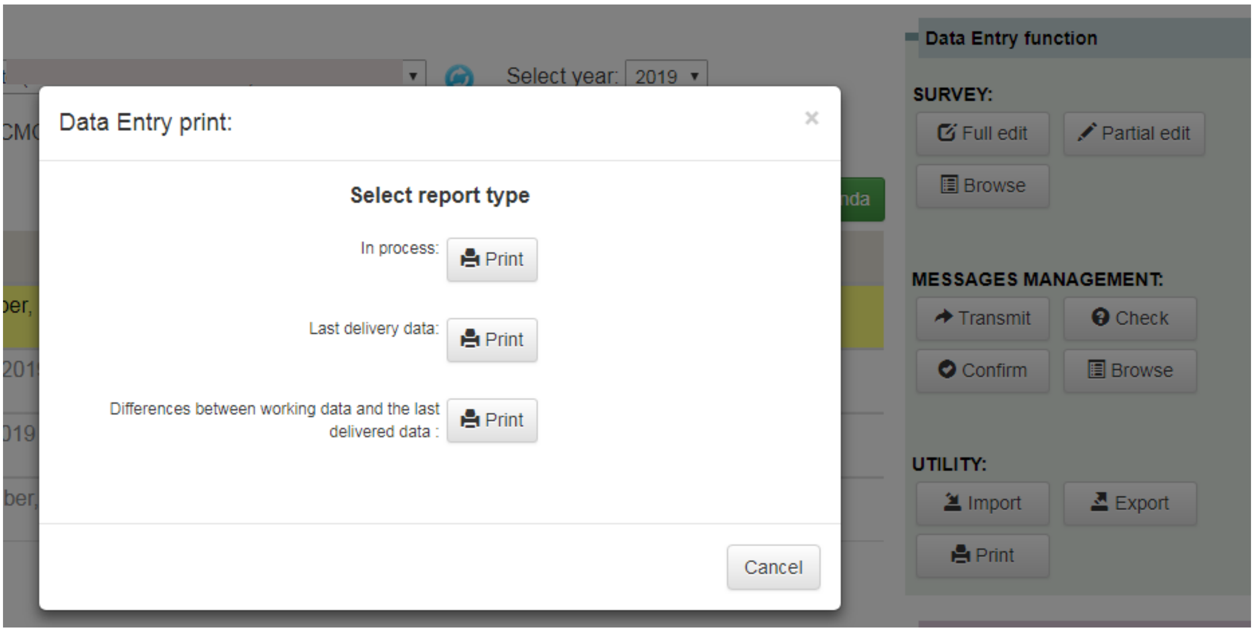
Displaying Data

The data display function, which is accessed by pressing the "survey: browse" button, has the same display format as the data entry table; however it is used for the display of data only. On this screen, the functions for updating data are not present.

Printing data

Data which is stored as working data can be printed by selecting the "print" button. In addition, the data from the last official submission to the CBM can also be printed by selecting the "data entry" function and then clicking on the 'Last delivery data' option.

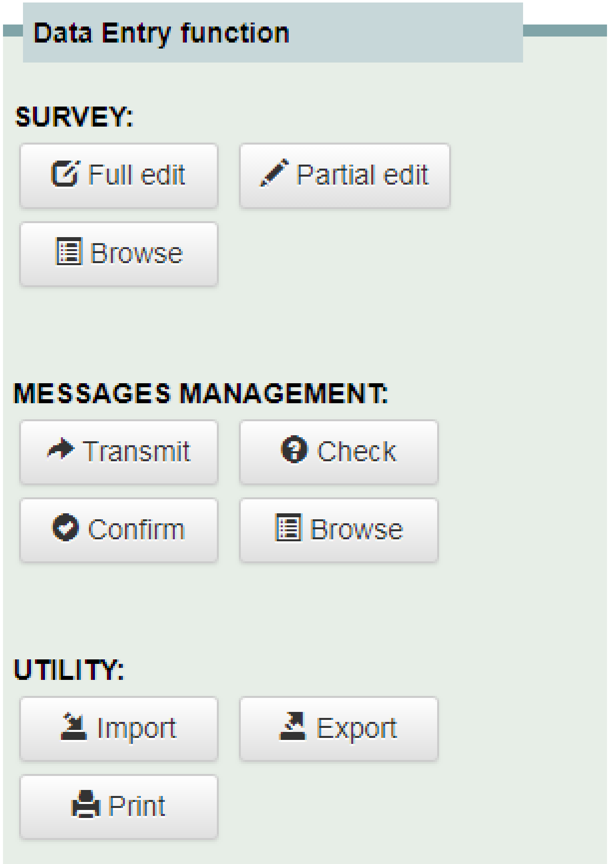
It is also possible to print out the differences between the current working data and the data from the last official submission to the CBM. This option is available only if the data differs from each other. The following screen illustrates the various print options:



Data import

The data entry tool supports the import of data. This function can be selected via the “Utility” section of the Data Entry menu.

Note: It is not possible to import of data of files exceeding 1 megabyte of size.



In order to facilitate data entry, files from different data sources can also be imported. This function can be selected by pressing the "import" button. There are two types of data import:

- **Total replace**: this deletes any data that is already present in the data entry working area and replaces it with the new data.
- **Integration**: this appends the data to the data already present in the data entry working area.

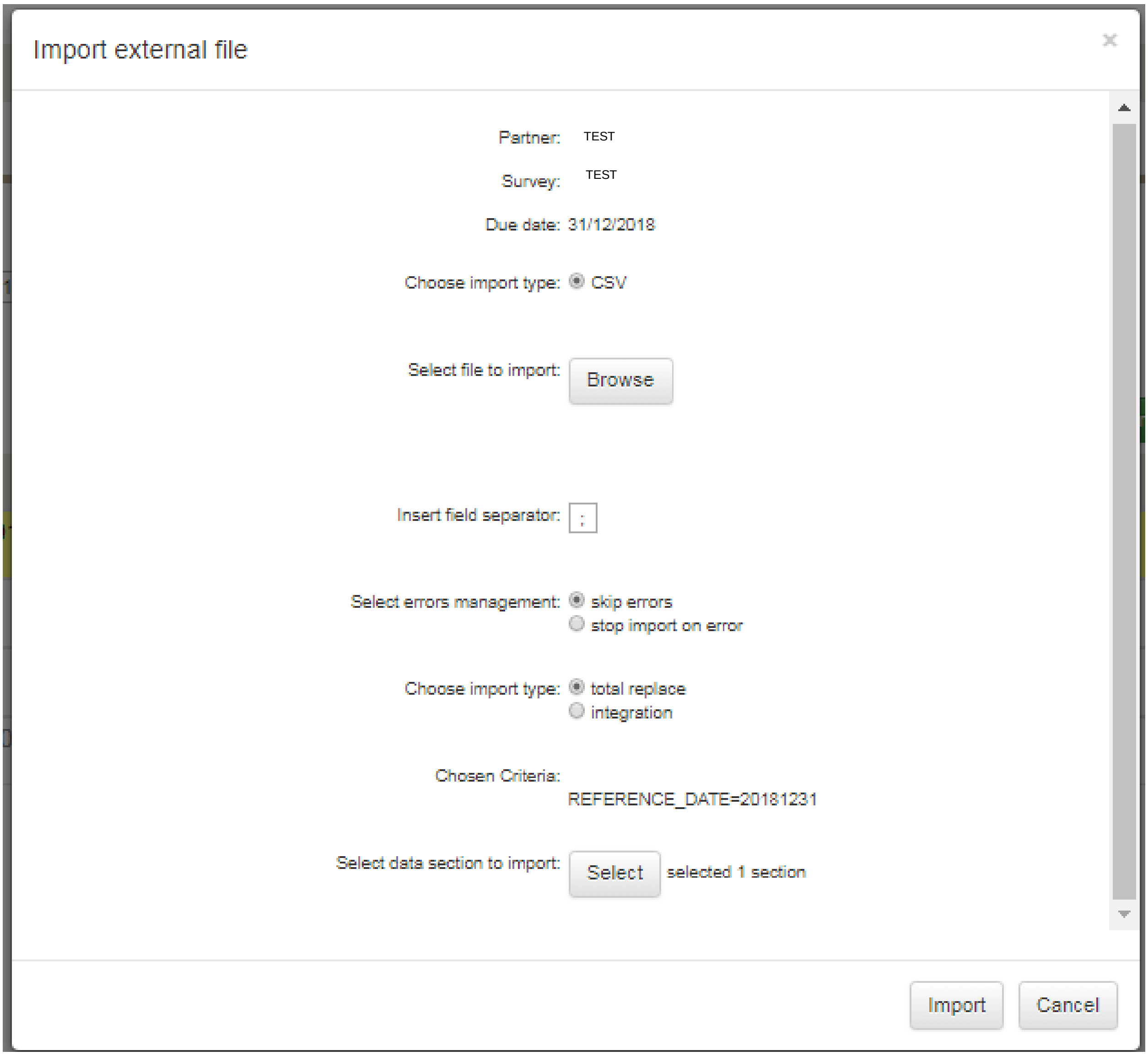
The following options are available for the selection of the data source:

- **Last date delivered**: This option resets the data in the working space with data from the last official data submission to the CBM for the referenced accounting time. In this case the function completely replaces all data that was previously present with the newly imported data.
- **Previous date**: This option resets the data present in the working space with data that has been officially submitted to the CBM in the previous reference accounting date. In this option, it is possible to import all data for a previous date or just the date related to a single data section (as indicated). “Partial editing” is allowed for data sections that are managed separately.
- **External file:** This option allows the import of data stored on an external file. This function supports the CSV format (refer to the section: “CSV format – operating instructions”). If the CSV format is chosen, it is

important to indicate the “separator” that is used in the CSV file itself. It is possible to import all data or just the data related to a single data section (as indicated).

When importing data from an external file, users must specify how to manage the possible errors that may arise during the import itself, such as errors in the data structure or “duplicated” observations; the following options are available:

- **Stop import on error**: This option stops the import function and will list the errors along with the incorrect data;
- **Skip errors**: In this option the import function will continue however only the import of correct data will be uploaded. At the end of the import, an error log with all the detected errors will be provided, along with the incorrect data that was discarded.



Data export

The data entry tool supports the export of data. This function can be selected via the “Utility” section of the Data Entry menu.

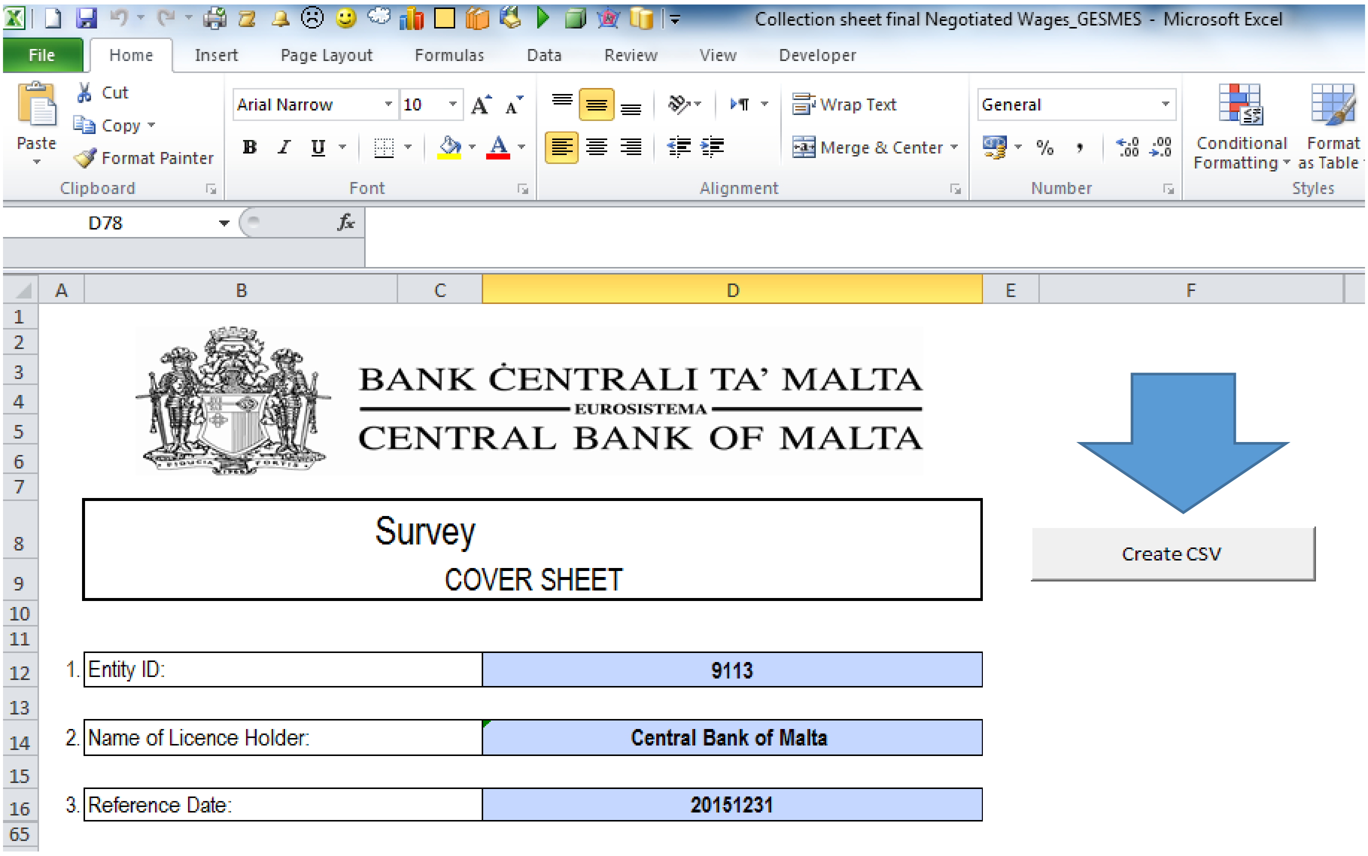
The "Export" button allows you to produce a CSV file containing the data currently stored inside the working space for the selected survey and accounting date. This function requires you to specify the source of the data to be exported, with the following options:

- **Working data**: data that has been stored in the working space which has not yet been transmitted to the CBM;
- **Last delivery data**: data which corresponds with the last official submission to the CBM, irrespective of the data currently stored in the working space.

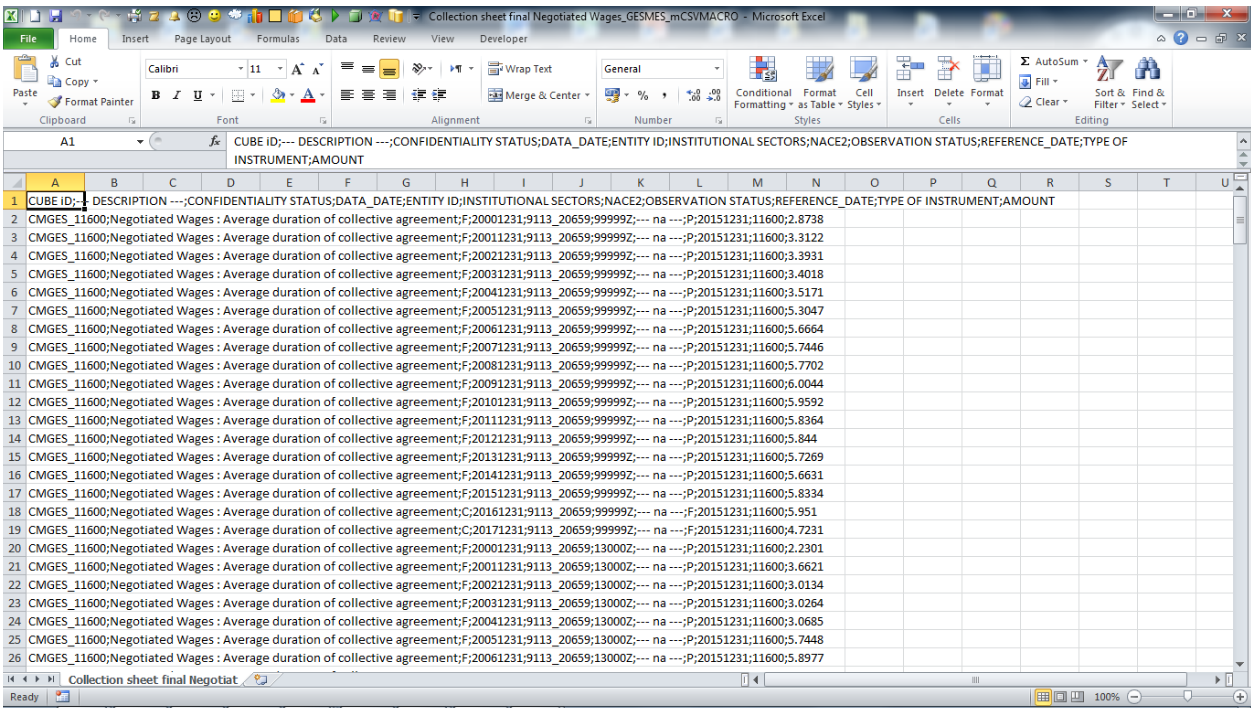
It's also possible to only export the ‘structure’ of the survey (the "template") in CSV format. In this case, the exported file contains no data but the set of variables required by the reference survey. This function is accessible by the "Template export" link and is useful for populating the data externally prior to loading it back onto INFOSTAT.

CSV FORMATS

In order to save the data in .csv format, press the button title “Generate CSV File” on the main Cover Sheet of the Excel file. This will automatically create the CSV and saves it on your desktop. This is the file you need then to select to upload the csv data.



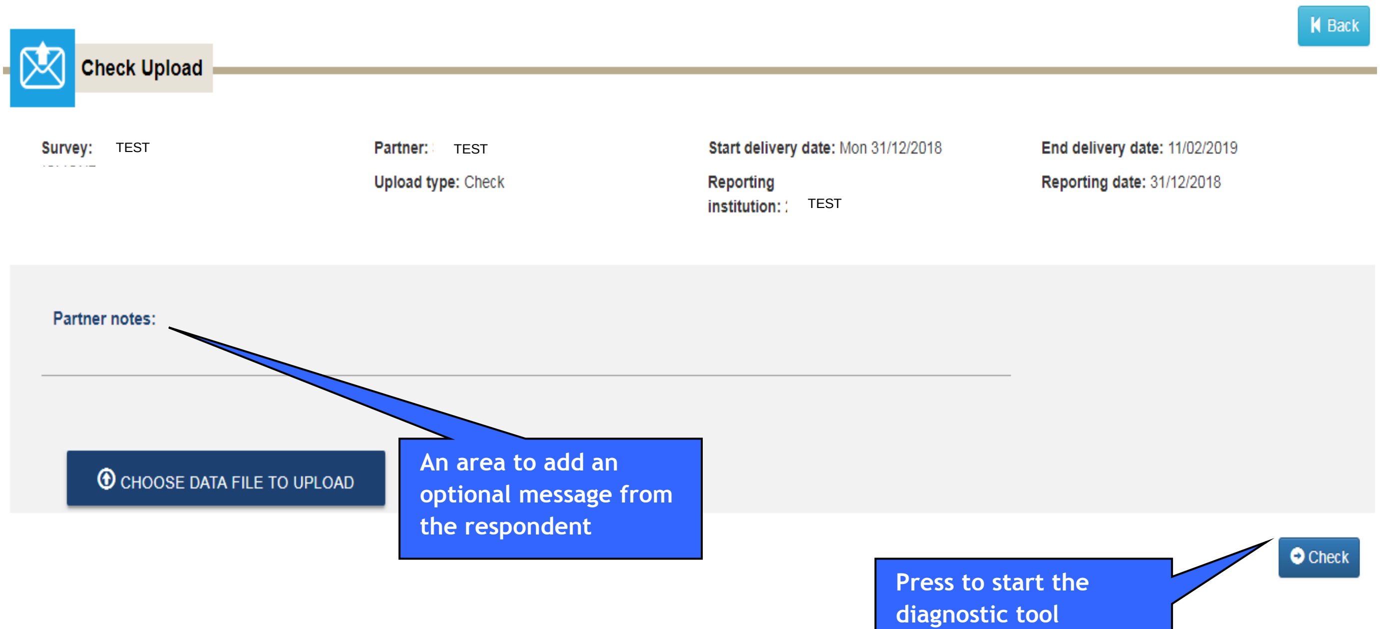
The following screen print illustrates the structure of a CSV data file compiled in Excel for the GES Survey.



The Diagnostic Tool

The Diagnostic tool is available to respondents and provides a preliminary verification check of the data entered, before the official submission of data to the CBM. In all cases, after data submission, such verification checks will be repeated by the CBM as a precaution. The CBM also reserves the right to perform additional checks on all data submitted in regards the various uses of each data set.

This Diagnostic tool can be used without any limitations and returns a message after each check with the key remarks on the errors that were found in the data. These remarks are generated by the diagnostic tool and are delivered only to the respondents. If there are no errors, the diagnostic tool returns a positive message.

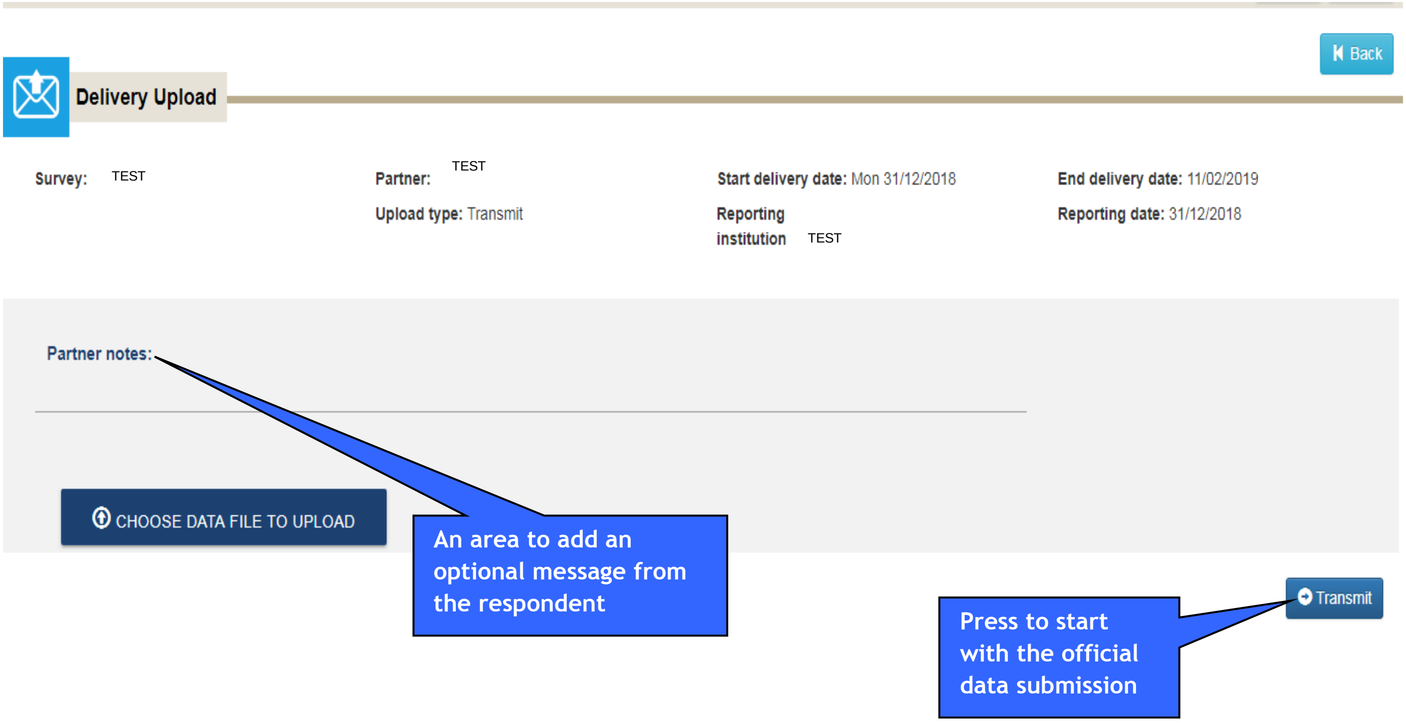


The diagnostic tool performs two types of checks:

- Formal checks: these are checks on the validity of the single observation values;
- Deterministic checks: these are check on the consistency between different parts of the data. This also includes checks on the trends of reported observations which compares data across different time periods and / or cross-checks against data from different surveys for the same reference date.

Data Submission

The data submission function allows respondents to officially submit their reports to CBM.



Remarks

Once data is officially submitted, the data is checked by CBM to ensure its consistency, accuracy and reliability. CBM may also perform additional control checks in addition to the diagnostic checks.

Remarks generated during this process can be accessed in INFOSTAT and it is important that respondents review and address the remarks in a timely manner. To facilitate this, these remarks are also sent to the respondents' mailbox via e-mail.

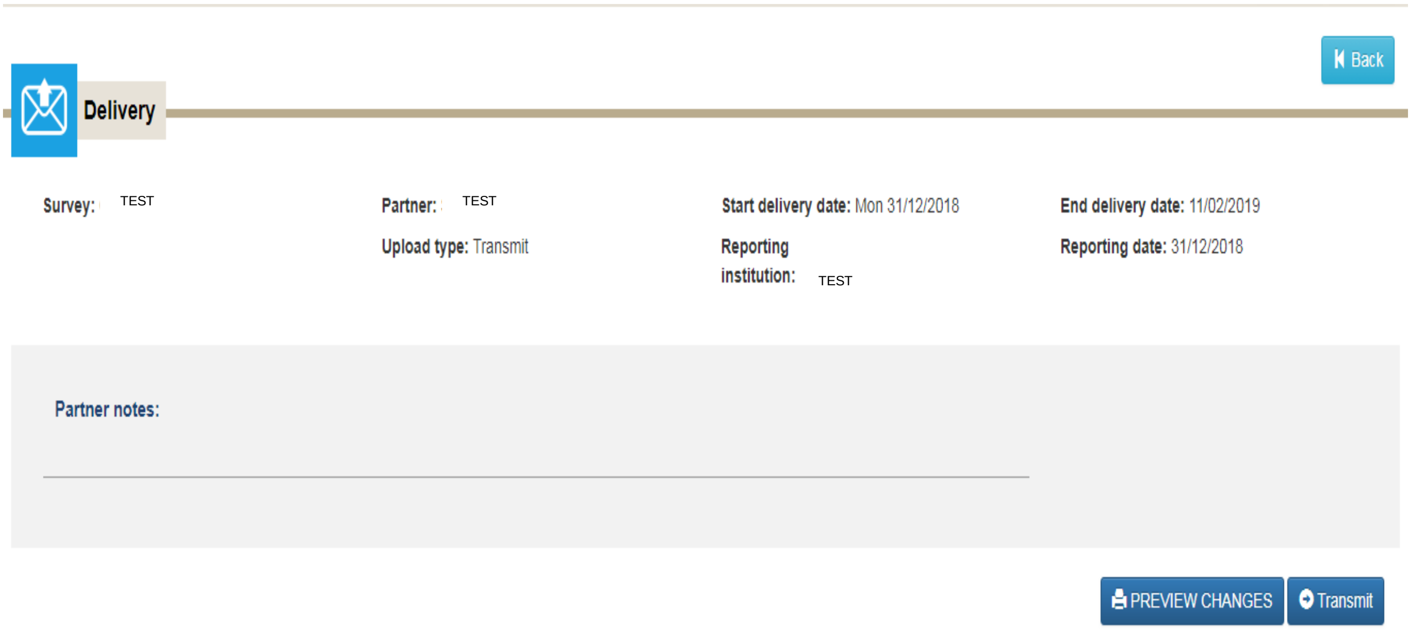
Respondents can either reply to the remarks by revising their submitted data or by sending a message confirming that they have taken note of the errors in the data. No remarks are issued if there are no errors in the data, instead a message is generated with the positive remark

In the case of the absence of any remarks, respondents won't receive message back.

Revisions

The data entry function does not provide a specific function for revising data that has already been submitted to the CBM, regardless of the delivery method used (e.g.: data entry or upload). Therefore if respondents choose to revise the data already delivered using the data entry tool, it will be necessary to create a new complete submission of their data along with the necessary corrections. They will therefore need to select the reference accounting date from the schedule, and then update their data with the necessary revisions, saving the changes.

It is possible to view the data updates by using the "print" or "preview changes" functions. The last step is then to use the "Check" and "Transmit" buttons to validate and submit the data.



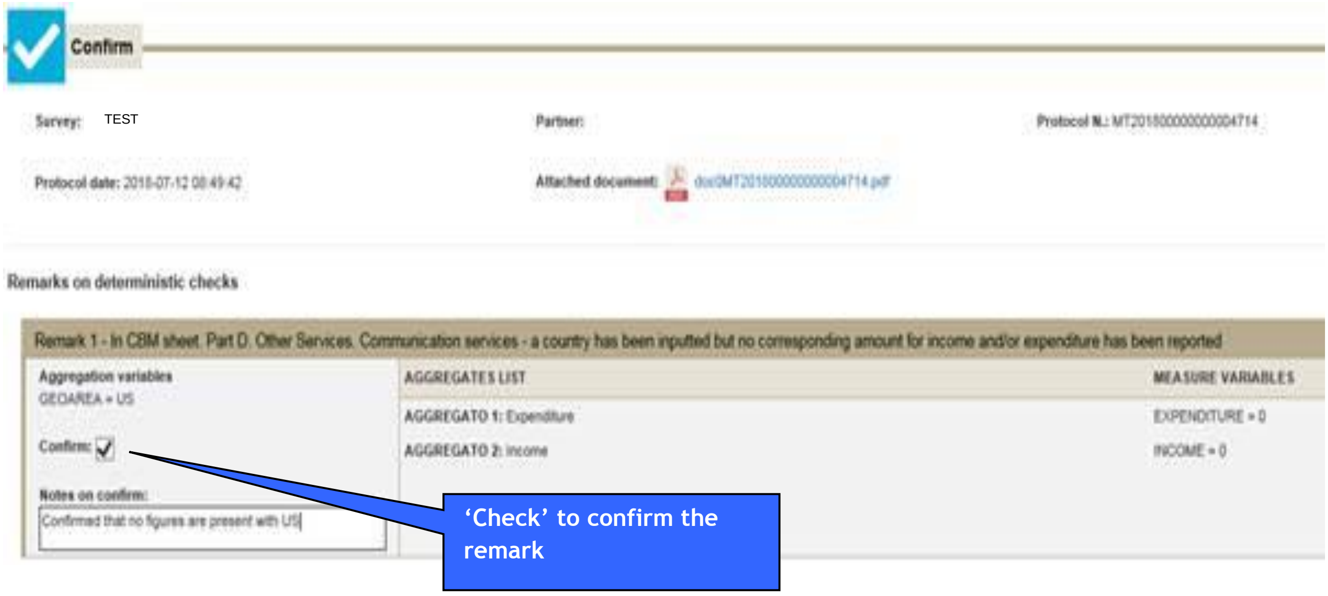
Confirmations

One of the functions in ‘Data entry’ is a specific tool to validate any deterministic checks.

When on the schedule, first select the cell for the specific submission date and then select the ‘confirm’ button. After confirmation a new frame provides a list of all of the deterministic checks that have been sent to the respondent. When there are no deterministic remarks, then a message will be sent to the user informing them of the lack of remarks on the dataset.

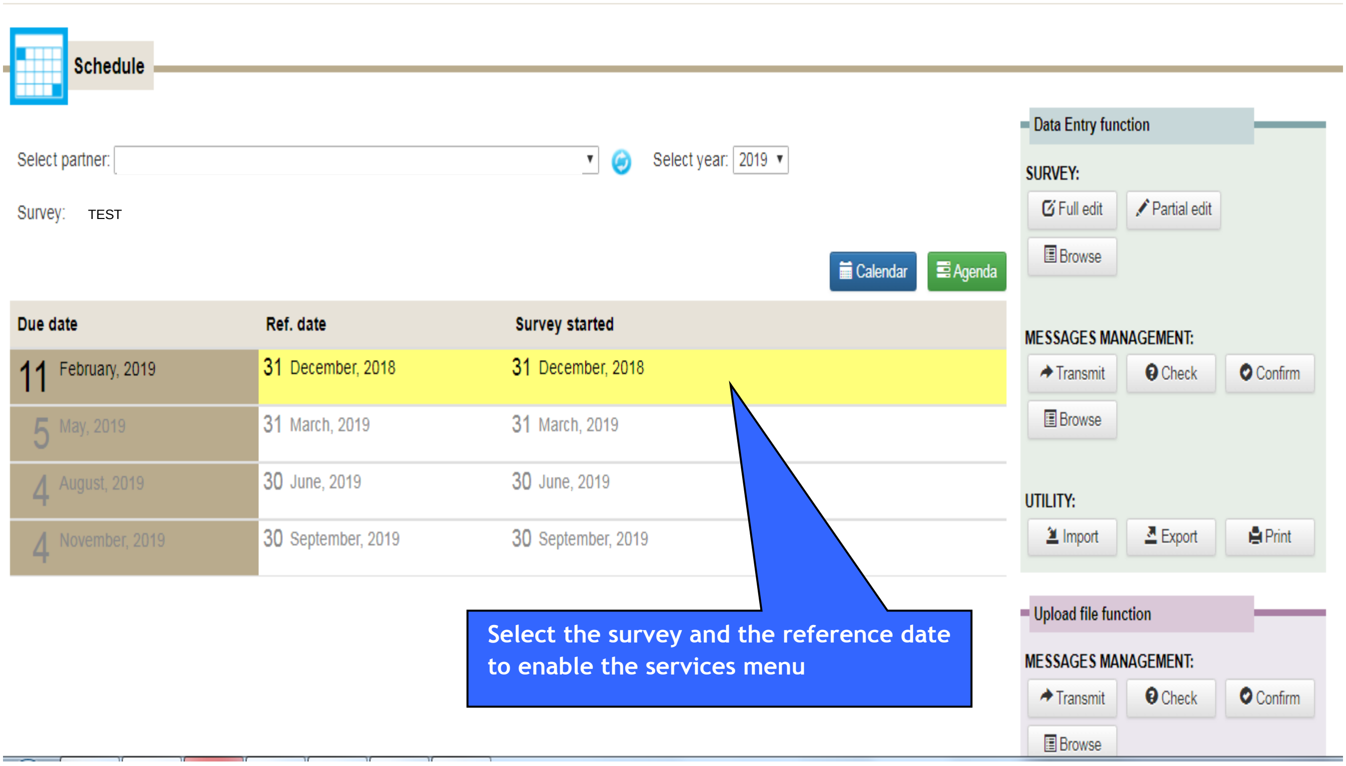
As such, the template for confirmation management will list all the deterministic remarks as well as any information that was related to the remarks. In order to confirm a remark, simply select the appropriate check-box and write in the ’explanatory notes’ column any further comments related to the remark.

Once all of the necessary remarks have been confirmed the template may be updated by selecting the “send confirmations” button which will forward the messages to CBM.

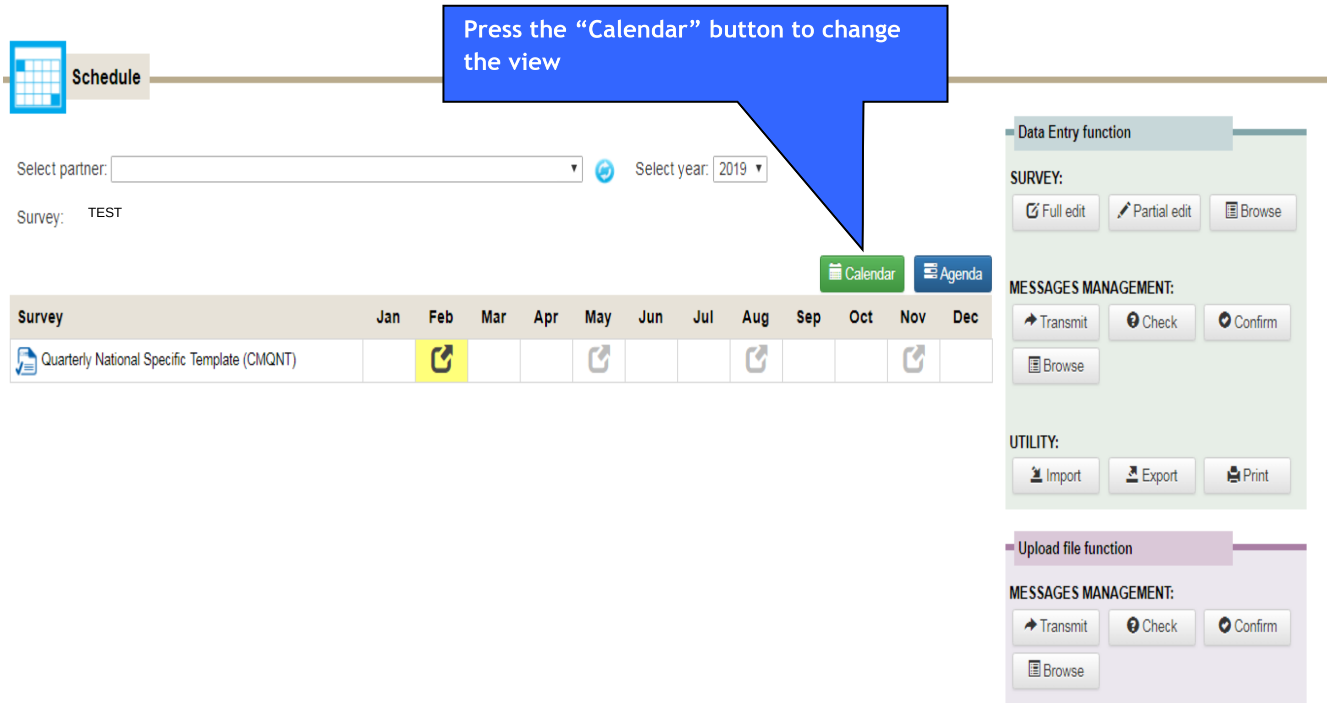


5. The Upload Function

The upload function enables users to complete the diagnostic reports and transmit these reports to the CBM.



An alternative view is to press on "Calendar" button to be able to view the "Agenda" in calendar format as was in the old version of the respondents' Portal view system.



Message Characteristics

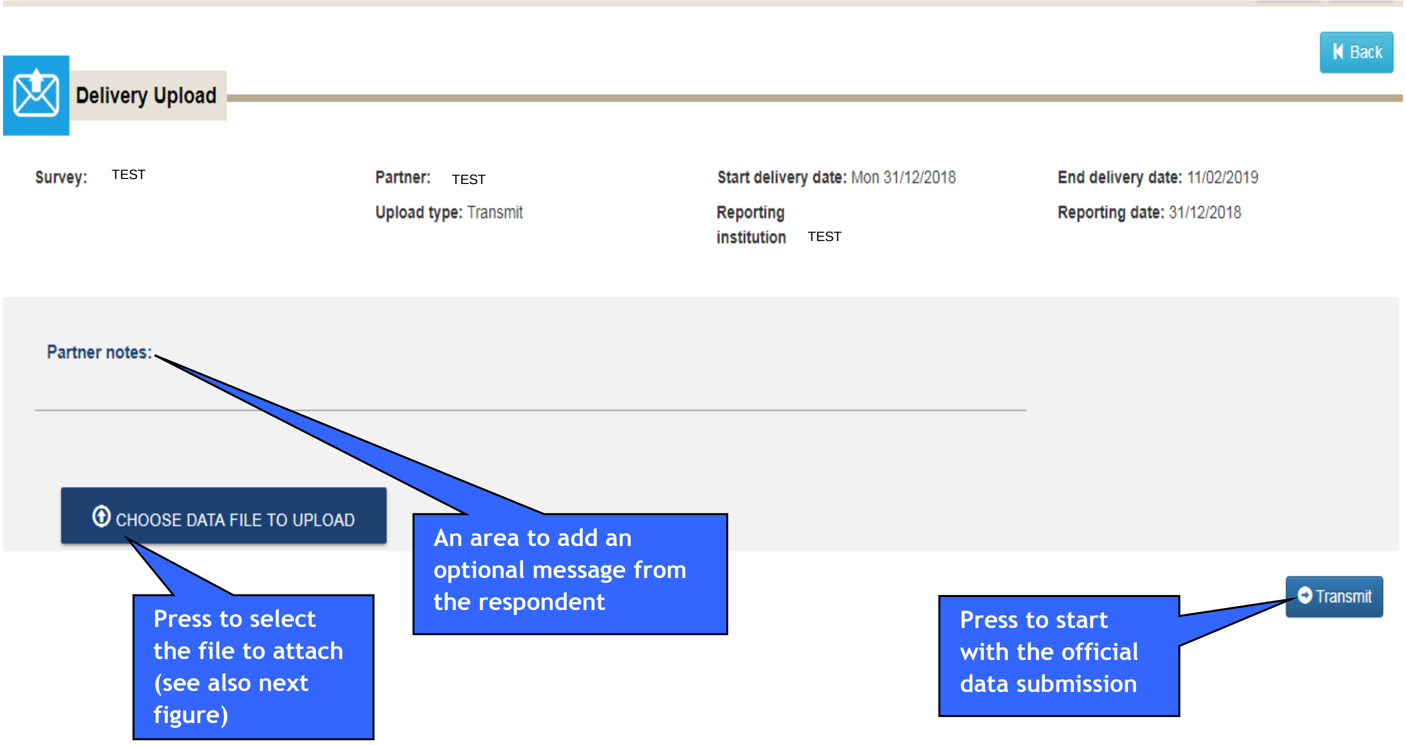
Data transmission messages must be in compliance with the expected formats of each survey. The upload functions verify that formats are consistent with the guidelines; if not, a message will be sent to the user.

This message is placed on the portal and can be viewed using the message display functions (the “Browse” or “Messages” options on the main menu); it is also sent to respondents’ mailbox.

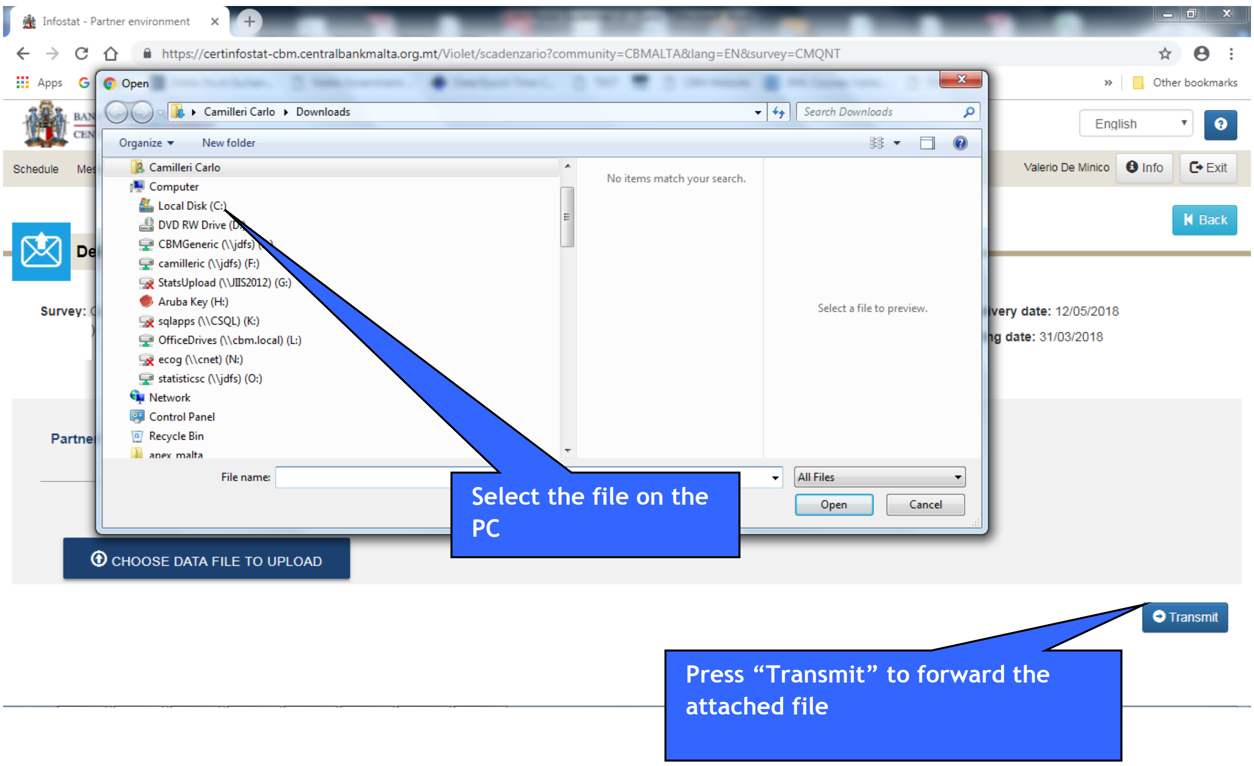
Note: Ensure that each submission is flagged appropriately as either: "Transmission", "Revision" or "Confirmation" and indicate the type of file that is being sent. For example, if a second submission is being sent that is completely separate from the previous one, select "Transmission" and not "Revision".

Data diagnostics and submission

The upload functions [accessed through the “Check” or “Transmission” buttons] will display the following window:



The “Add file” option opens a panel that allows the user to search the file to be submitted and checked on.



The diagnostic tool performs three types of checks: a storage check, a formal check and deterministic checks.

Remarks

Once a dataset is officially submitted, the data is then checked by CBM in order to verify its integrity, accuracy and reliability. The remarks produced by CBM during this validation phase are the same as those for the data entry functions.

Revisions

Revisions to data that has already been submitted can be done by revising the file with the specific dataset or by submitting the file containing the whole dataset. In both cases the submission of the data is completed by selecting the "Transmit" function.

Confirmations

Respondents who use their own procedures or software to produce a data file will need to forward the confirmation file as well, using the "transmit" function.

Alternatively, confirmations can be managed via the specific function "Confirm", in the same way as described for data entry.

Warnings

Revisions and confirmations must be submitted separately. In addition, revisions and confirmations must have different production dates. Note: confirmations sent via the Data Entry function assume the date assigned by the software as the "production date"; revisions / confirmations sent via the Upload Functionality assume the date indicated in the files as the "production date".

6. Message Management

Message structure

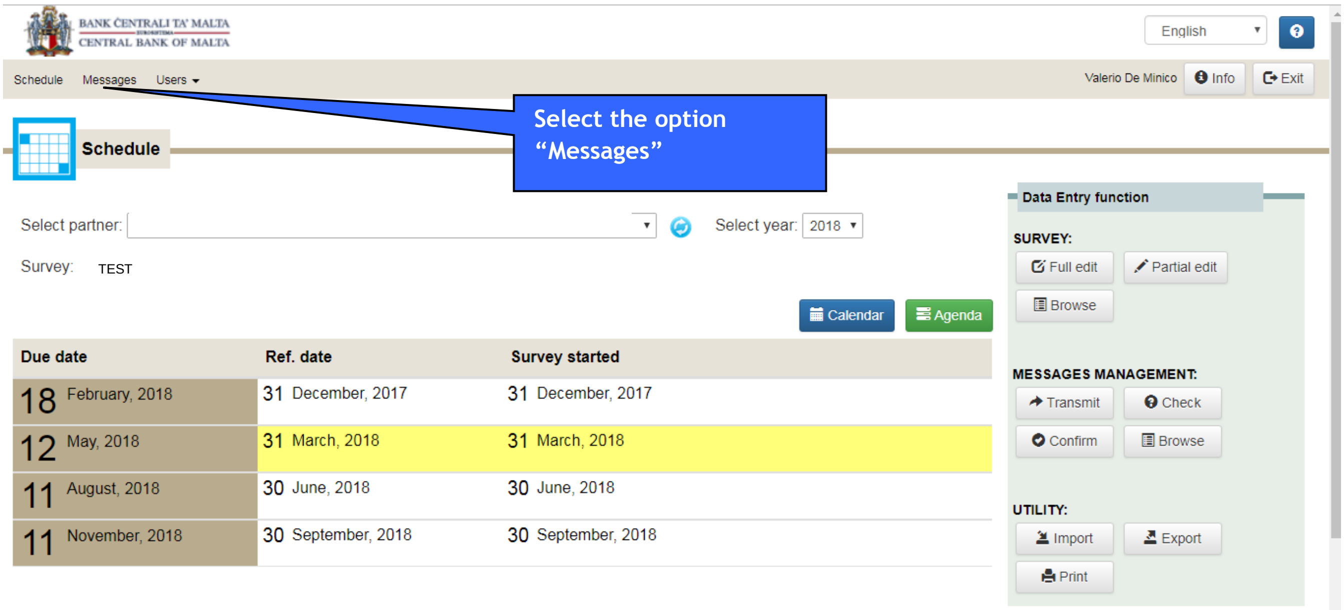
Messages exchanged between respondents and CBM can contain different components, referred to as “annexes” which consist of datasets, confirmations, remarks and documents.

Each message is assigned a serial number (protocol) with specific details such as the name of the sender and the date of transmission. If any of the upload functions are used to transmit the message, the respondent code, the survey code and the production date must also be included in the message, in accordance with relevant regulations.

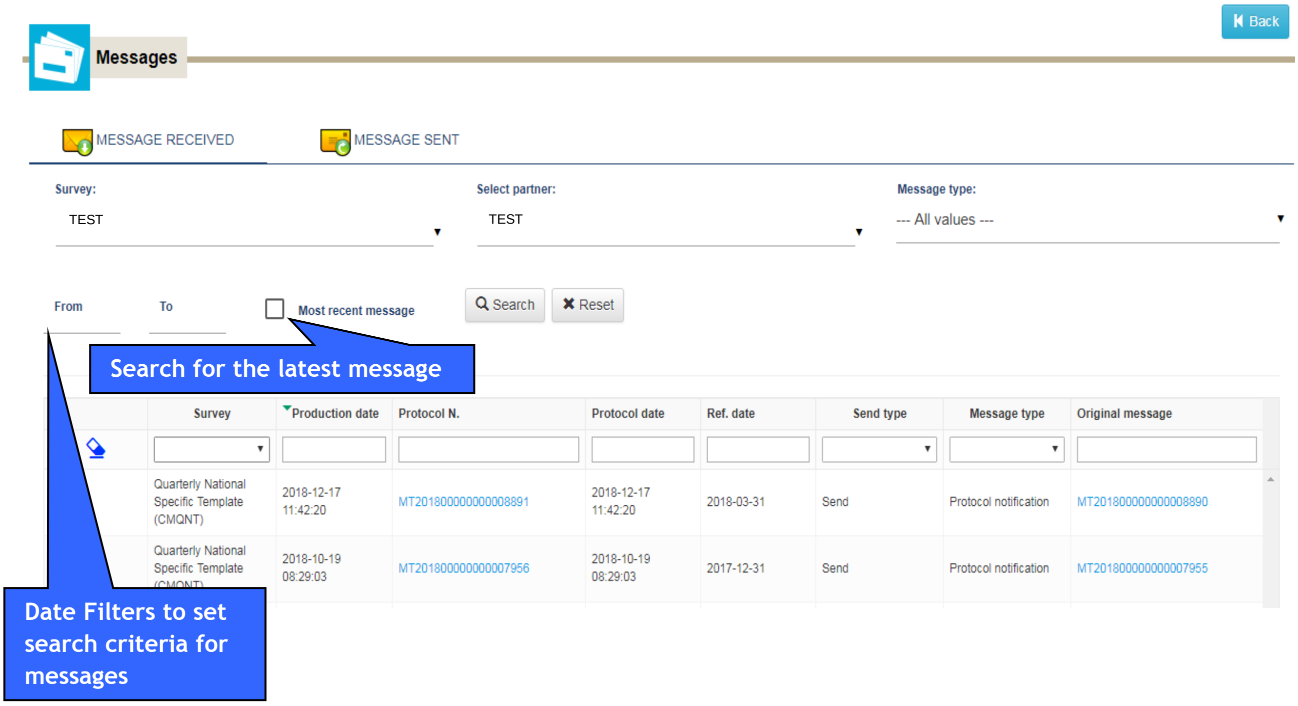
Message display

The message display function allows users to view the main components of messages and their annexes. The message display function has two distinct sections, referred to as ‘sent’ messages (eg. datasets) and ‘received’ messages (eg. remarks, notifications). The search function provides access to view specific messages in the archive.

The message display function can be activated from the INFOSTAT main menu, by selecting the option ‘Messages’:



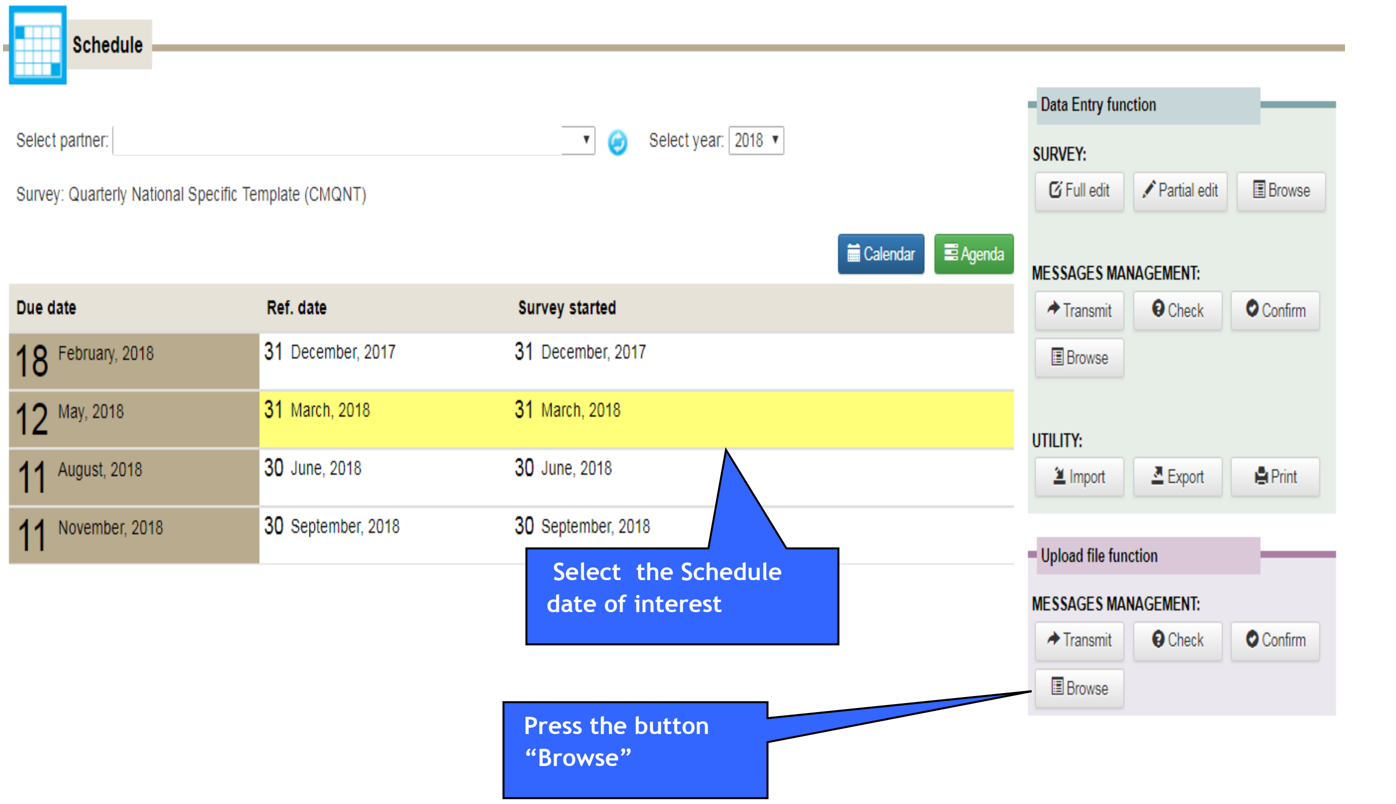
It will then display the following frame:



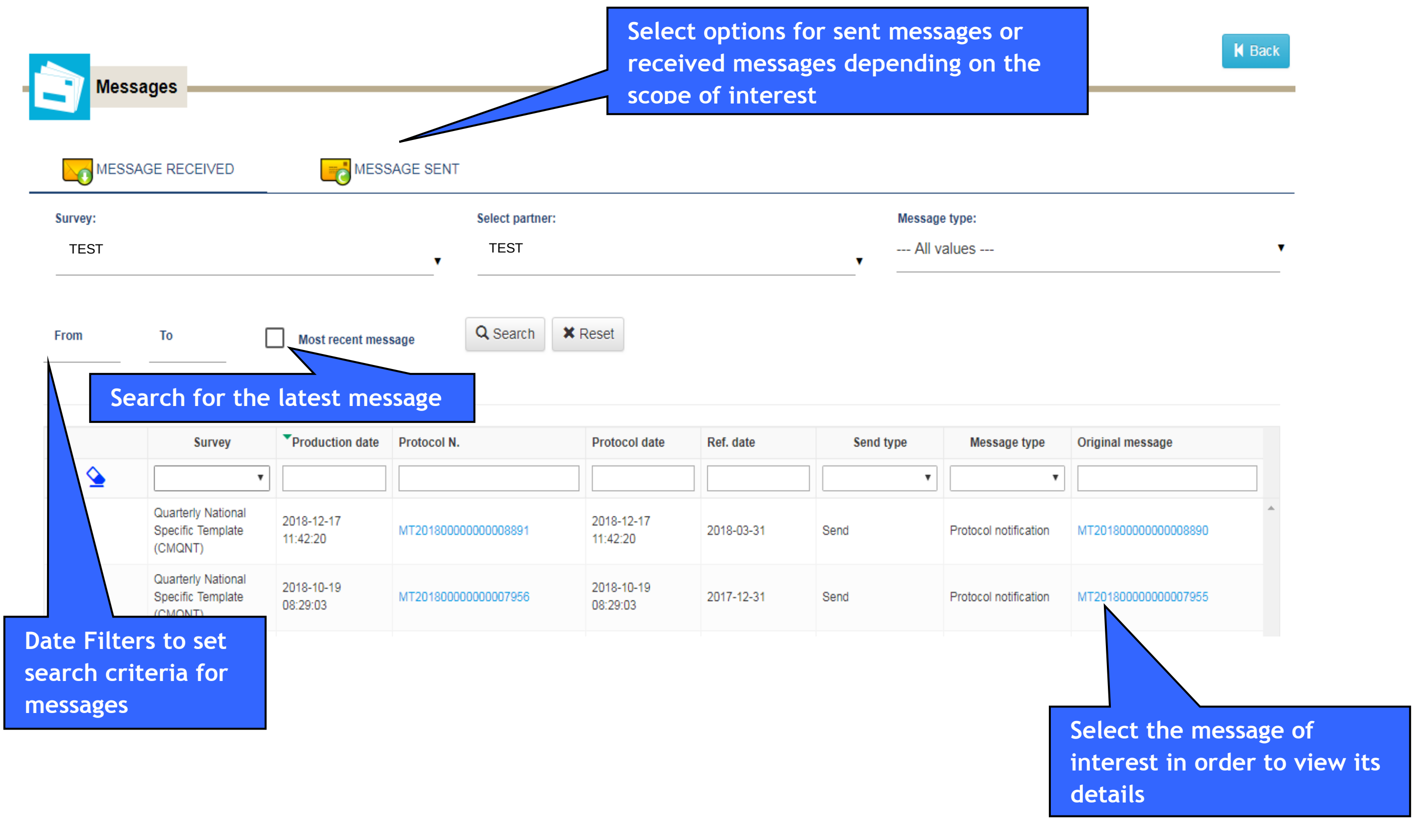
After selecting the message of interest, a window is opened with its details.

The messages can be downloaded using the icon which appears next to the 'annex'. However, if the messages have been sent using the data entry function they cannot be downloaded.

The message display function can also be accessed through the calendar. In this case you will only get the messages related to the selected survey and the survey reference date.



When accessing the message option, the following panel is displayed:

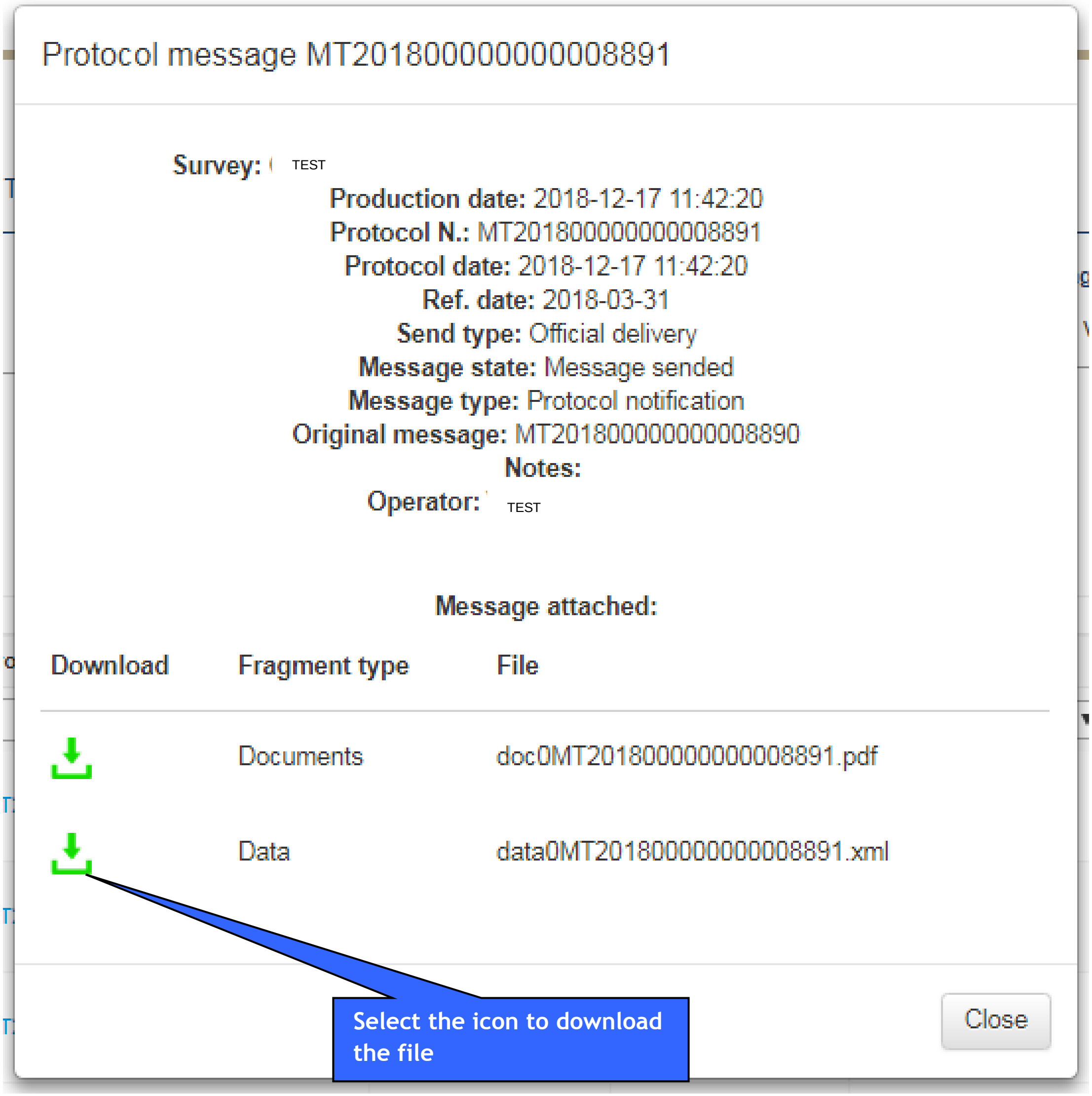


Related messages

Messages sent and received are often related to one another.

Received messages, in particular, may show a reference to the “original” message that was transmitted (for example, the remarks message will show a reference to the original message of the official transmission of data that the remarks were based on); sent messages instead may have an answer message attached to them.

If there is a reference to another message, it is possible to see the related message by clicking on the appropriate link; this will open a window with a summary of the information from the original message as well as the option to download the attached file.

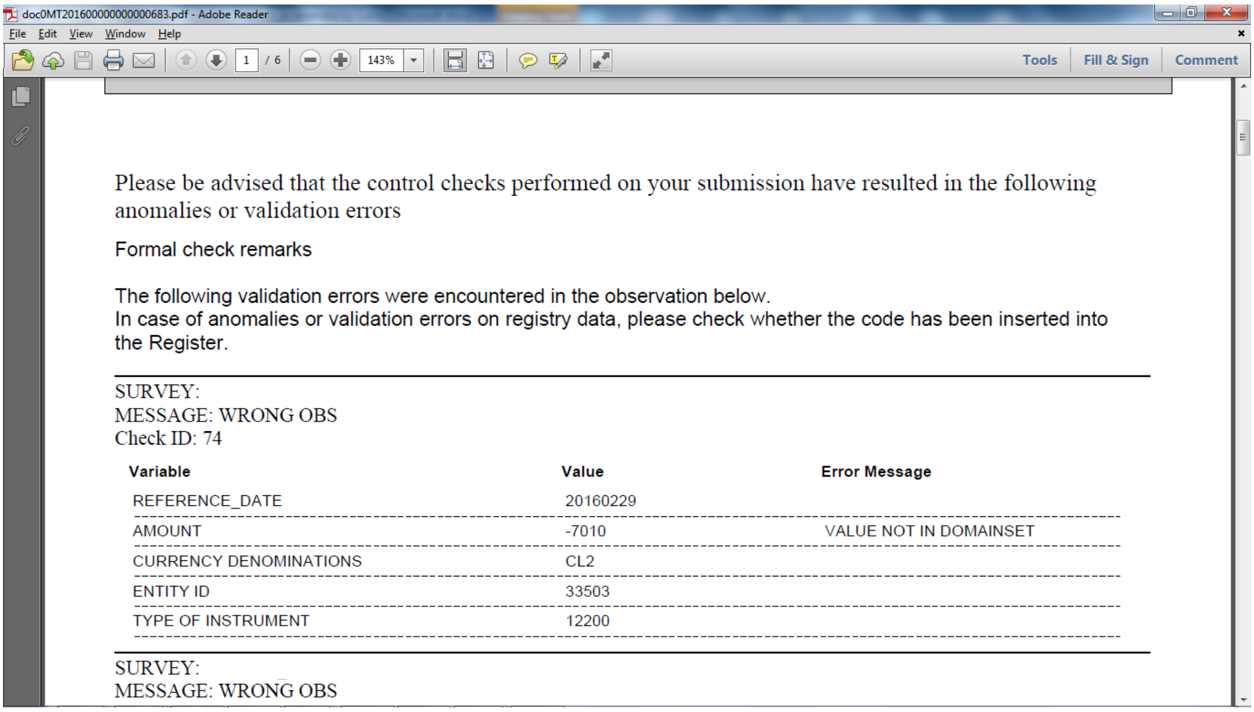


Guide to Remarks

The remarks that are communicated with the user include a list of errors that were encountered during the validation process. These errors will be classified according to type as follows:

Remarks from storage: These specific checks verify the validity of the variables as well as the observation codes used. These include consistency checks such as accuracy of the header information, the Respondent ID and the survey date, as well as the accuracy of the 'control values' (the record ID, record type and the total number of records).

In the remarks report the errors provided from storage will also indicate the entire row which has been affected by the error as well as highlighting the wrong value.


doc0MT201600000000000683.pdf - Adobe Reader

File Edit View Window Help

Tools Fill & Sign Comment

Please be advised that the control checks performed on your submission have resulted in the following anomalies or validation errors

Formal check remarks

The following validation errors were encountered in the observation below.
In case of anomalies or validation errors on registry data, please check whether the code has been inserted into the Register.

SURVEY:
MESSAGE: WRONG OBS
Check ID: 74

Variable	Value	Error Message
REFERENCE_DATE	20160229	
AMOUNT	-7010	VALUE NOT IN DOMAINSET
CURRENCY DENOMINATIONS	CL2	
ENTITY ID	33503	
TYPE OF INSTRUMENT	12200	

SURVEY:
MESSAGE: WRONG OBS

This type of remark, by definition, does not relate to data submitted via the data entry tool.

Formal remarks: These remarks are produced by validity checks on the data values for each of the observations. These verify the correctness of the value formats for each variable and as well as their inclusion in the list of accepted. This check also confirms consistency against previously reported values for related observations.

Formal errors listed in the remarks report indicate the list of all the observations included in the wrong record, describing the type of error encountered for each observation.

Deterministic remarks refer to checks that verify the consistency between the various parts of the message.

The deterministic errors in the remarks report provide a description of the aggregates that were compared as well as their calculated values. For such remarks, if a similar remark had been previously made in a previous submission, the number of the relevant / related remark will be indicated in brackets.