User manual – reporting in the Indata portal

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1. Reporting to VINN or KRITA

1.1 General

Statistics Sweden provides a website called the Indata portal where respondents submit their data for reporting to VINN and KRITA. Data may be submitted manually by the respondent (by a data provider). The data that is to be submitted is compiled in an XML file, which is checked against a set of file specifications. When the file has been created by the respondent, it should be reported to Statistics Sweden, according to the description provided in this document. During the uploading process, the file format will be checked against a specific XML schedule.

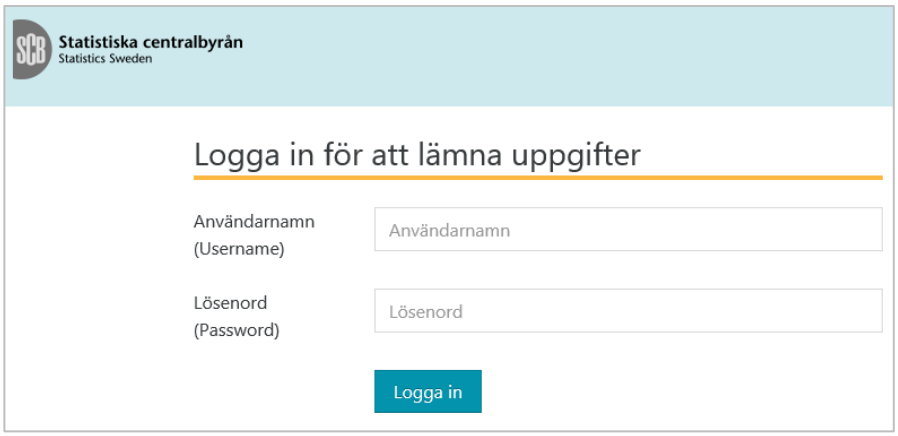
1.2 Terminology

The indata portal	A web portal for reporting to VINN (for securities holdings) or KRITA (the credit database).
Respondent	An enterprise/public sector that owns data and has collected them from their systems.
User	Currently, 'data provider' is the only role available for reporting data to Statistics Sweden. This may be expanded in future versions of the service.
Data provider	A role in the indata portal. A physical person who represents the respondent and aims to log in to Statistics Sweden's indata portal to upload a file (report).
Two-factor authentication	Identity control (authentication) with the help of two separate forms of information, such as a password (known by the user) and a one-time password in their mobile phone (belonging to the user). Separately, the password and the codes in the mobile phone are unusable.

2. Logging in

Two-factor authentication is used for logging in, either through each product web page at www.scb.se/product name or directly at the following address:

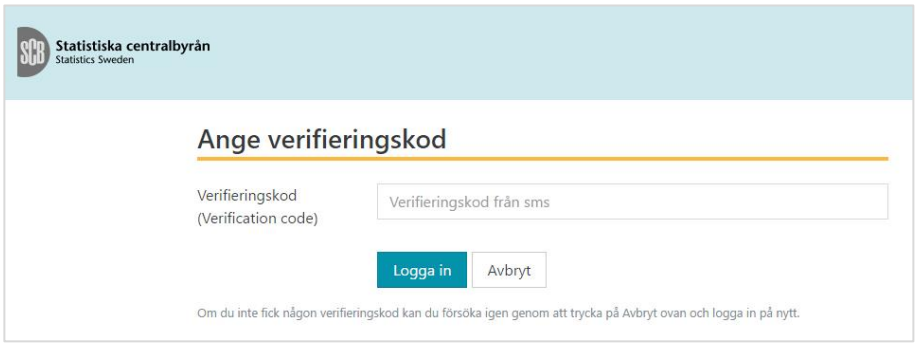
https://www.indataportalen.gdb.scb.se/



Enter your user name and password and click on ***Logga in***.

A verification code will be sent as a text message to the mobile phone number associated with the user name.

A new site will open, requesting the user/data provider to provide a verification code.



Enter the code you received in the text message and click on ***Logga in***.

If a user/data provider makes three failed login attempts, the account will be temporarily deactivated for approximately an hour.

3. The indata portal

3.1. Start page

After approved two-factor authentication, the user/data provider lands on the indata portal start page.

3.2. Submitting information

Choose *"Lämna uppgifter"* in the main menu.

- ⇨ The user/data provider should first choose the respondent to which the data refer.
- ⇨ The user/data provider should then choose survey.

- ⇨ It is then possible to state the file format to be used for the reporting.
- ⇨ Choose the pathway to the relevant XML file and press *"Ladda upp"* to submit the file to Statistics Sweden.

When the file is being uploaded, a row will be created in the list of total uploads, with the current status shown as " Verifiering pågår".

If the upload was successful, the file status will be set as "Inläst", but if something went wrong, the status will be changed to "Felmeddelande" and require action by the data provider.
For more information, please see section 3.3.

3.3. List of total uploads

The list provides a status overview/history of recent events. The history in the indata portal provides an overview of all upload attempts to Statistics Sweden, both automatic and manual. Incorrect, ongoing and uploaded files are listed here. Here, the user can also choose to view detailed information about an error that has arisen during the submission of data.

3.3.1. Status

The statuses that may be indicated are explained below:

"Verifiering pågår"
A file is in the process of being uploaded

" Inläst"
The file has been uploaded, passed the validation step without problems and been transferred to the VINN or KRITA system.

"Felmeddelande"
One or more errors were identified during the validation process and the file has been prevented from further processing. This status requires an action by the data provider.

Click on "**Felmeddelande**"; a window will open, displaying the file contents, and the errors to be corrected have been marked. If desired, the error report can be saved as a file.

=> The data provider corrects the file in their systems and resubmits it to Statistics Sweden. Please note that *the complete file should be resubmitted* for new verification.

3.3.2. View additional information

If several uploads/attempted uploads have been made, it is possible to check the history by clicking on the arrow to the left of the row in question.

4. Logging out

To log out actively, there is a *"Logga ut"* button on the upper right side.

If the user is inactive, the session will be terminated after 65 minutes. The longest time a user can remain logged in is 10 hours; thereafter, they are logged out automatically.

5. Testing environment

It is also possible to use the testing environment. To log in, use:

https://test.indataportalen.gdb.scb.se

Files submitted to the testing environment are stored separately. Please note that different login details are used for the testing and production environments.

6. Contacts

In case of questions or problems, please contact vinn@scb.se or krita@scb.se, depending on the survey in question.