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## Bank of Finland's user instructions for its system for reporting the statistical data

Version	Date	Change description
1.0	24.6.2024	First version

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## 1 Logging in to the system

Login to the Bank of Finland's system for reporting the statistical data (Reporting System) takes place using Suomi.fi e-Authentications and the Suomi.fi e-Authorisations service. The system has two separate elements. Through the Reporter Portal, reporters submit reports to the Bank of Finland (BoF) and communicate securely. The Validation Service is a separate element for testing reports before their submission to the BoF.

### 1.1 Suomi.fi identification and authorisation

For Suomi.fi authentication and authorisation, there are separate instructions, which can be found on the BoF's website at [https://www.suomenpankki.fi/globalassets/fi/tilastot/raportointiohjeet/mbs/suomi.fi\\_e-authorizations\\_instructions\\_en\\_v2.pdf](https://www.suomenpankki.fi/globalassets/fi/tilastot/raportointiohjeet/mbs/suomi.fi_e-authorizations_instructions_en_v2.pdf)

### 1.2 Reporter Portal

The Reporter Portal contains reporter-specific reporting obligations. In the Reporter Portal, the reporter can fulfil its reporting obligations either by uploading reports it has produced itself or by completing data collection-specific reporting forms. Forms are not recommended for use in large-scale reporting. In the portal, the reporter receives reporting feedback on submitted reports.

Please contact the BoF about the revision reports submitted after the reporting deadline, by using the discussion functionality of the Reporter Portal. At the same time, provide a clarification why the report is being submitted again.

In the future, communication between the BoF and the reporter will take place via the Reporter Portal.

The address of the Reporter Portal is:  
<https://reporting.finanssivalvonta.fi>

The dedicated BoF address will be informed later. Both BoF and FIN-FSA addresses direct to the same reporter portal.



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### 1.3 Validation Service

The Validation Service is a test environment for reporters. It is recommended that reports are sent to the Validation Service for checking before they are submitted as official reports to the BoF. These reports will not fulfil the reporting obligation. It is possible to submit reports for future reporting dates. Submitted reports will be removed from the Reporter Portal four (4) weeks after their receipt.

The address of the Validation Service is:

<https://validationsservice-reporting.finanssivalvonta.fi>.


The dedicated BoF address will be informed later. Both BoF and FIN-FSA addresses direct to the same reporter portal.

### 2 Supported browsers

The browsers supported by the Reporter Portal and Validation Service are:

- Microsoft Edge
- Google Chrome
- Apple Safari.

### 3 Refreshing screens

Reporter Portal screens are refreshed by clicking the icon  , for example after uploading a report.

### 4 Reporter's contact information

When logging in to the Reporter Portal for the first time, the reporter must provide contact information. If this information changes, it must be updated.

The contact information form can be found at the bottom left of the navigation panel in connection with the user information by clicking the icon where the user ID is displayed.

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The screenshot shows a user profile page for 'VivviEloranta'. The page is divided into several sections:

- Login details:** Username: VivviEloranta
- General:**
  - Name: Eloranta
  - First name: Vivi
  - Email notifications:  Be notified
  - personal.email@address.fi
  - joint work email address: joint\_email@address.fi
  - Phone number: [empty]
  - Interface language: en
  - Language of framework labels: en
  - Language of documents and checks labels: en
- Company:**
  - Name: [empty]
  - Address: [empty]
  - Postal code: [empty]
  - City: [empty]
  - Country: [empty]

Contact information includes the opportunity to subscribe to email notifications about a Reporter Portal incoming message and missing report. Email notifications are subscribed to by selecting the item Be notified. Email notifications can be ordered to a personal email address and/or a joint email address by completing the fields Email and/or Joint work email address. More information on the content of email notifications can be found in section 9 *Discussion functionality* of the user instructions.

Please note. If a user's access authorisations are to be revoked in the near future, the user should disable email notifications before the authorisations are revoked. If a user receives email notifications from the Portal and the access authorisations have already been revoked, the ReportingSupport(at)bof.fi helpdesk should be contacted.

In the contact information it is also possible to change interface language, language of framework labels and language of documents and checks labels. It is recommended to use the same language for all settings. For the first two settings, the language can be changed from the dropdown menus, while the abbreviation of the language must be written for the last setting. Supported languages are Finnish, Swedish and English.

After completing the form, remember to click the **Save** icon.

The page must be refreshed after the changes, for example by pressing F5.

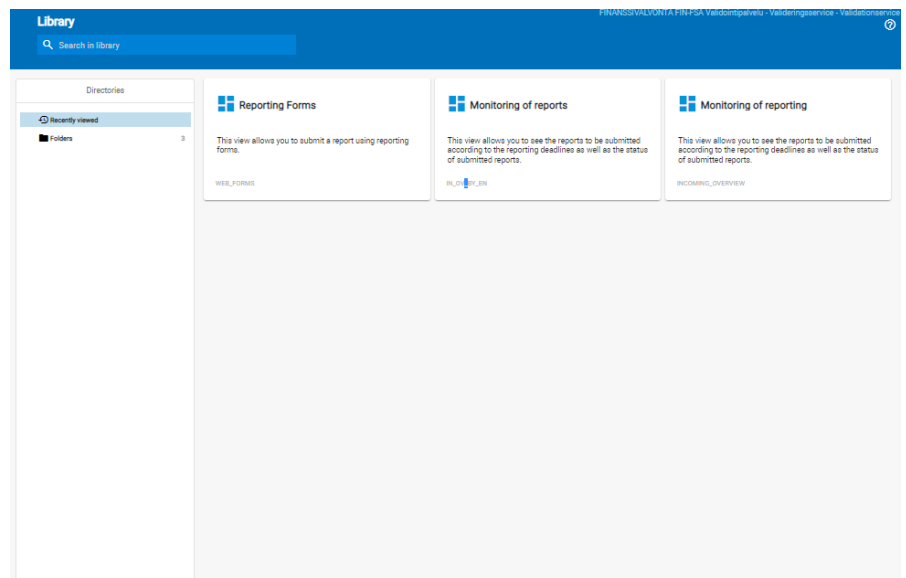


## 5 Reporter Portal displays

### 5.1 Library

The following Reporter Portal displays are accessed through the Library page:

- Monitoring of reporting
  - Monitoring of reports
- Monitoring of reports
- Reporting forms
  - Tables



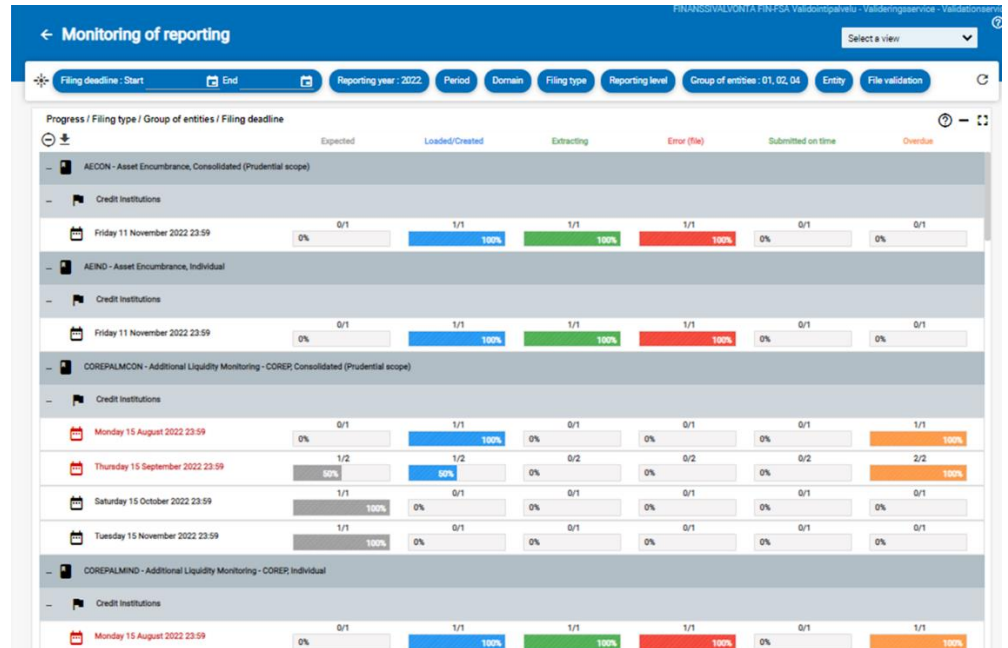
### 5.2 Monitoring of reporting

The Monitoring of reporting display includes the reports to be submitted according to the reporting deadlines as well as the status of submitted reports.



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The bars in the display describe the progress of reporting.

The following menu lists are available in the display:

- Filing deadline: Start and End
- Reporting year
- Period
- Domain: abbreviation for data collection
- Filing type
- Reporting level: DEFAULT for BoF data collections
- Group of entity
- Entity
- File validation

Reporting progress is displayed by data collection:

- Expected
- Loaded / Created
- Extracting
- Error (file)
- Submitted on time
- Overdue



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The grey Expected bar shows the number of reports expected for each deadline. When all expected reports at the certain deadline have been delivered, the expected bar shows zero.

The blue Uploaded/Created bar shows whether a report for the deadline has been uploaded or created with reporting forms into the system. However, this does not mean that the report has been submitted.

The green Extracting bar is activated when a report uploaded or created using reporting forms is accepted for submission.

A red Error (file) bar appears if errors are found in the contents of the submitted report.

The green Submitted on time bar and the orange Overdue bar are activated, depending on whether the submitted report was received by the reporting deadline or after the deadline.

Click on reporting deadline to move to a more detailed display, where more detailed information about an individual report can be found, see next section.

### 5.3 Monitoring of reporting > Monitoring of reports

The Monitoring of reports display has corresponding menu lists as the Monitoring of reporting display.

Filing type code	Entity label	Identifier	Reporting level code	Reference date	User	File validation	File status
AEDON	Suomen Pankki	0000002	205	30/09/2022	FINFSA_SYSTEM	(red error icon)	Extracting

The following information is available for an individual report:

- Filing type code: abbreviation for data collection
- Entity label
- Identifier: VAT or MFI
- Reporting level code: DEFAULT for BoF data collections
- Reference date
- User


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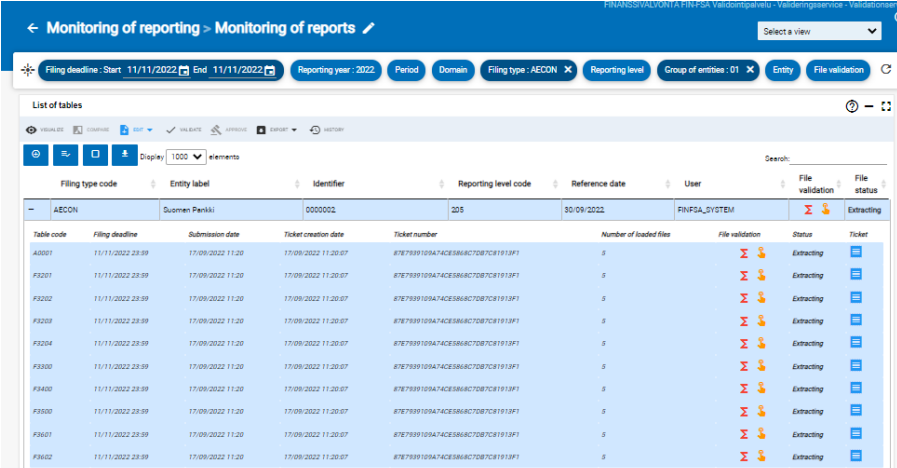
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- File validation
- File status

For further information on report validation, see section 7 *Validation feedback*.

Visualisation of the sent reports is possible by clicking the **Visualise** icon. In that case, it is possible to download the report information in Excel format to one's own computer. Via the **Export** icon, it is possible to receive, for example, validation feedback in Excel format to one's own computer.

It is possible to see report information by form by clicking on the icon  to the left of the reporting type:



The screenshot shows a web application interface for monitoring reports. The main heading is 'Monitoring of reporting > Monitoring of reports'. Below this, there are filters for 'Filing deadline: Start 11/11/2022, End 11/11/2022', 'Reporting year: 2022', 'Domain', 'Filing type: AECON', 'Reporting level', 'Group of entities: 01', 'Entity', and 'File validation'. The main content area is titled 'List of tables' and displays a table with columns: Filing type code, Entity label, Identifier, Reporting level code, Reference date, User, File validation, and File status. The table lists multiple reports for AECON, all with a status of 'Extracting'.

Filing type code	Entity label	Identifier	Reporting level code	Reference date	User	File validation	File status	
AECON	Suomen Pankki	0000002	205	30/09/2022	FINFSA_SYSTEM		Extracting	
Table code	Filing deadline	Submission date	Ticket creation date	Ticket number	Number of loaded files	File validation	Status	Ticket
A3001	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3201	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3202	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3203	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3204	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3300	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3400	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3500	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3601	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	
F3602	11/11/2022 23:59	17/09/2022 11:20	17/09/2022 11:20:07	#78789910947ACE8868C7087C81913F1	5		Extracting	

In the form level information, it is possible to see the following:

- Table code
- Filing deadline
- Date of delivery
- Submission date
- Ticket creation date
- Ticket number
- Number of loaded files
- File validation
- Status

For further information on report validation, see section 7 *Validation feedback*.





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## 5.4 Monitoring of reports

The Monitoring of reports display includes the reports to be submitted according to reporting deadlines as well as the status of submitted reports.

The screenshot shows the 'Monitoring of reports' interface. At the top, there are filters for 'Filing deadline: Start', 'End', 'Reporting year: 2022', 'Period: Q3', 'Domain', 'Filing type', 'Reporting level', 'Group of entities: 01, 02, 04', and 'Entity'. Below these are buttons for 'File ticket status' and 'File validation'. The main area is titled 'List of tables' and contains a table with the following data:


Filing type code	Entity label	Identifier	Reporting level code	Reference date	User	File status	File validation
+ COREPALMCON	Suomen Pankki	0000002	205	31/08/2022		Required	
+ COREPLORDACON	Suomen Pankki	0000002	205	31/08/2022	FINFSA_SYSTEM	Extracting	✘ ⓧ
+ COREPLORDAND	Suomen Pankki	0000002	201	31/08/2022	FINFSA_SYSTEM	Extracting	✘ ⓧ
+ COREPALMIND	Suomen Pankki	0000002	201	31/08/2022		Required	

The following menu lists are available in the display:

- Filing deadline: Start and End
- Reporting year
- Period
- Domain: abbreviation for data collection
- Filing type
- Reporting level: DEFAULT for BoF
- Group of entities
- Entity
- File ticket status
- File validation

A report to be submitted is identified by the fact that the user and file validation columns are empty.

For further information on report validation, see section 7 *Validation feedback*.

It is possible to see report information by form by clicking on the icon  to the left of the reporting type:

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The screenshot shows the 'Monitoring of reports' interface. At the top, there are filters for 'Filing deadline: Start', 'End', 'Reporting year: 2022', 'Period: 08', 'Domain', 'Filing type', 'Reporting level', 'Group of entities: 01, 02, 04', and 'Entity'. Below the filters, there are buttons for 'File ticket status' and 'File validation'. The main area is titled 'List of tables' and contains a table with the following data:

Filing type code	Entity label	Identifier	Reporting level code	Reference date	User	File status	File validation
COREPALMCON	Suomen Pankki	0000002	005	31/08/2022		Required	Required

Below this table, there is a detailed view of the table code 'C0601' with columns: Table code, Filing deadline, Submission date, Ticket creation date, Ticket number, Number of loaded files, Status, File validation, and Ticket. The data for C0601 is as follows:

Table code	Filing deadline	Submission date	Ticket creation date	Ticket number	Number of loaded files	Status	File validation	Ticket
C0601	15/09/2022 23:59				0	Required		
C6601	15/09/2022 23:59				0	Required		
C6700	15/09/2022 23:59				0	Required		
C6800	15/09/2022 23:59				0	Required		
C6900	15/09/2022 23:59				0	Required		
C7000	15/09/2022 23:59				0	Required		
C7100	15/09/2022 23:59				0	Required		

In the form level information, it is possible to see the following:

- Table code
- Filing deadline
- Submission date
- Ticket creation date
- Ticket number
- Number of uploaded files
- Status
- File validation
- Ticket

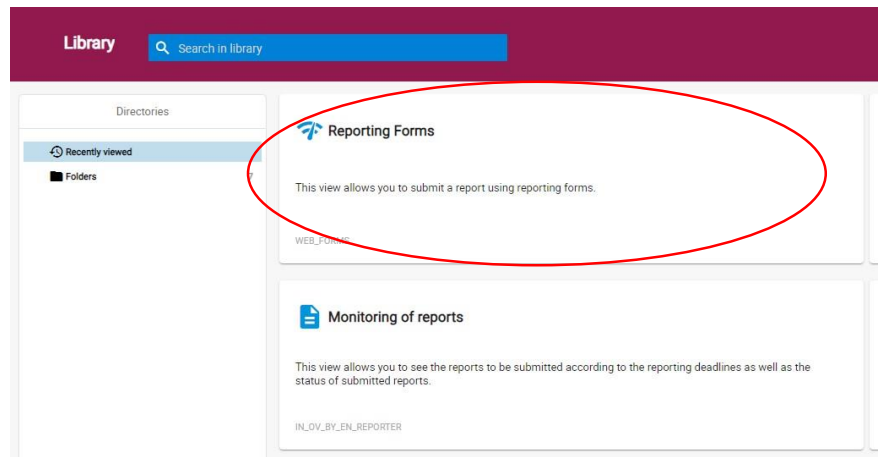
For further information on report validation, see section 7 *Validation feedback*.

## 5.5 Reporting forms

This display allows reports to be submitted using reporting forms (reporting forms). **Bank of Finland recommends using Reporting Forms display in the Main page. Bank of Finland has ensured its functionality for the reporting.** For more detailed instructions on using reporting forms, see section 6.2 *Using Reporting forms*.

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## 5.6 Submission of reports


As the portal is shared between Bank of Finland and Financial Supervisory Authority, the portal also provides a Submission of Reports view for the FIN-FSA's needs. The view is intended for reporting in XBRL and CSV format, which is why it is not recommended to use it for submitting reports in XML format to the Bank of Finland.

## 5.7 Load file

The Load file display can be found in the left navigation panel. 

In the display, report files are uploaded to the Reporter Portal. For more detailed instructions on uploading report files, see section 6.1 *Uploading of reports to the Reporter Portal* of the user instructions.

## 5.8 Asynchronous task monitoring

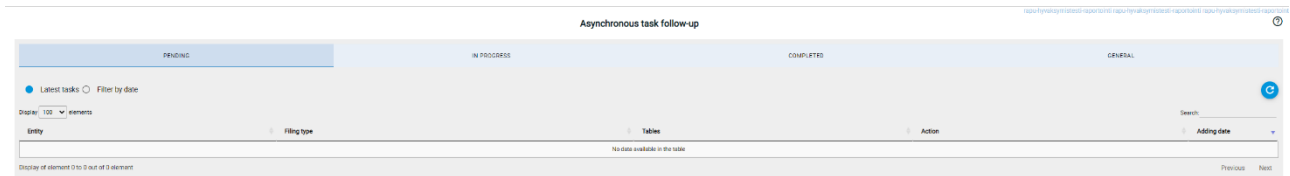
The Asynchronous tasks display can be found in the left navigation panel. 




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In the Reporter Portal, it is possible to see in the Asynchronous task monitoring display the processing stages of files that require processing time. Most reporters will not need this function to monitor the submission of reports.



## 5.9 Discussions

The Discussions display can be found in the left navigation panel. 

For more detailed instructions, see section *9 Discussion functionality* of the user instructions.

## 6 Submission of reports to the Reporter Portal

### 6.1 Uploading of reports to the Reporter Portal

Reports can be submitted to the Reporter Portal by uploading report files to the portal manually. In that case, the report files must be generated outside the Reporter Portal before uploading. Multiple report files can be submitted at the same time by compressing the reports into a ZIP file.

The report files must meet the technical specifications in order to be successfully uploaded to the Reporter Portal. The specifications include e.g. the file name and identifier. A description of machine-language data transmission can be found on the BoF website:

[Instructions and recordings concerning the reporting system \(suomenpankki.fi\)](https://www.fin.fi/en/bof/instructions-and-recordings-concerning-the-reporting-system)

Uploading of reports takes place on the Load file screen, which can be found in the left navigation panel of the Reporter Portal. The Load file screen displays the reports uploaded by the user on the same day. Of the reports uploaded before the current date, only reports approved by the Portal and to which the reporter has rights through the current session's Suomi.fi mandates are displayed. Reports with integration errors are deleted from the list at the end of the day. Reports displayed in the list can be restricted using the filters at the top of the screen, by date of uploading of the reports, for example.



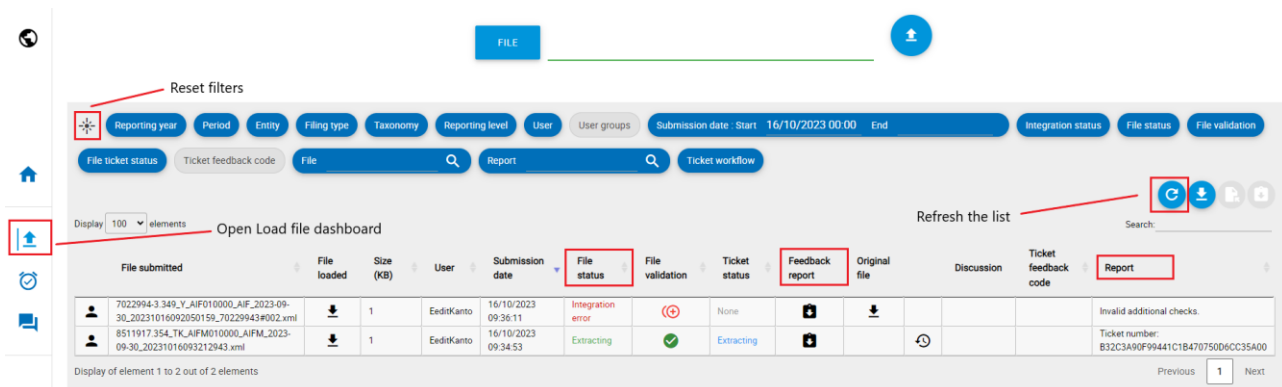
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Uploading of a report is done by selecting File, then selecting the correct report file from the workstation files. Once the selection has been made, the file name will be displayed in the centre of the screen. The report is uploaded by clicking the blue upload button located on the right of the display, after which the upload will start. The Reporter Portal first notifies that the report file is being uploaded, after which the Reporter Portal gives another notification that the report file has been uploaded. The report is automatically validated in connection with uploading.

Please note. If filter selections have been made in the display when uploading reports, the report will not be displayed immediately after uploading. By clearing the filters using the 'Reset filters' option, all uploaded reports will appear in the list.

Update the display using the 'Refresh the list' option until the File status column is updated with the report status Extracting or Integration error. If the report status is Extracting, check the File validation column for the report validation result. The validation result is described in more detail in the validation report, which can be downloaded to your own device by selecting the option in the Feedback report column. If the report status is Integration error, check the feedback in the Report column.





The uploaded report file will appear in its own row in the list. The Load file screen provides information about the report and the result of the upload in different columns, and it is possible to restrict the display with the aid of filters. The columns on the screen are explained below.

Column	Description
 / 	Submission method



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	<ul style="list-style-type: none"> <li>•  manual</li> <li>•  via SFTP connection</li> </ul>
File submitted	Filename of the submitted XML- report
File loaded	Uploading of report file
kb	Size of report file in kilobytes
User	Sender of the report
Submission date	Submission date of the report
File status	Report processing status
File validation	Report validation status
Ticket status	BoF's internal file status
Feedback report	Downloading of report feedback file
Ticket feedback code	Reporting feedback code (unavailable at the moment)
Report	Report number or information about errors in the report.

When the report is uploaded successfully, the File status column receives the value Extracting. For further information on report validation, see section 7 *Validation feedback*.

## 6.2 Using reporting forms

Reporting forms can be used to create a report in the Reporter Portal. The function has its own display Reporting forms.

Navigate on the Reporting forms display by selecting the desired data collection and information date using the filters. Selecting the desired row opens a new display, Reporting forms > Tables, in which the selected report is displayed by form.

Reporting forms allow the creation of reports by entering values into ready-made forms or Excel templates. Reporting forms are completed one form at a time.

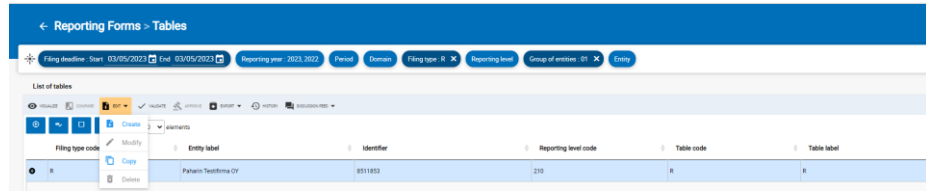
### 6.2.1 Reporting using forms

Reporting using a form takes place on the Reporting Forms > Tables display, in which case the Edit tool is activated. Click the **Edit** tool and select **Create**. The next time you edit the form, select Edit -> Modify. The selected form opens in a new Tables window. In the Tables window, the form is completed by entering values. The **Save** function saves the values in the form.



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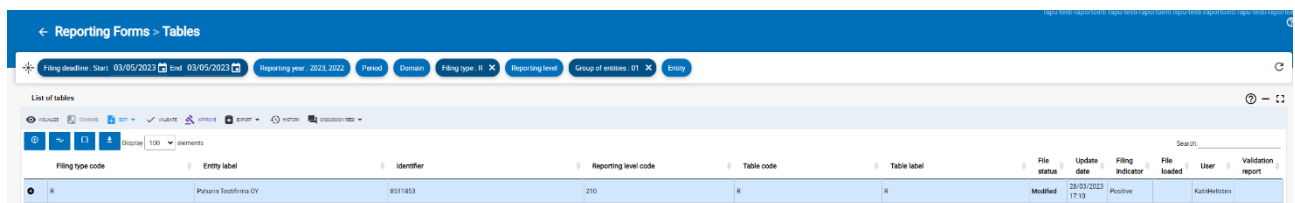
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If an earlier version of a report has already been submitted using the reporting forms, the **Copy** function, by which the data from the earlier version of the report can be imported for re-editing, can also be selected in the Edit menu. After copying, the report is edited by selecting Edit -> Edit. The Copy function is only available for the latest submitted version of a report. If no version of a report has been previously submitted, the only selectable option in the menu is Create. Using a previously submitted version of the report as a basis for future reports should be done by using the Excel Export import function.

If the reporter has not completed the required expected forms, the system will not allow the report to be saved.

Once the form is saved, it changes to Created status. At the same time, all the other forms in the same report will change from Expected or Required status to Created status, even if the other forms have not been completed with values.



In forms where it is possible to add rows, rows can be added either from the button that appears in front of the row or by clicking the arrow found in the upper left corner and then the button that appears in the sidebar that opens.



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The screenshot shows a software interface titled "Tables". At the top, there is a menu bar with options: "EXPORT IN EXCEL FORMAT", "IMPORT AN EXCEL FILE", "RUN VALIDATION" (checked), "SAVE", "CLEAR SHEET", "CLEAR ROW", and "C". Below the menu bar, a grid is visible with columns labeled "A" and "B". On the left side, row numbers 1 through 8 are listed. A red box highlights a dropdown arrow in the cell at row 1, column A. Another red box highlights a small icon in the cell at row 6, column A. To the right of the grid, there is a table titled "SBS Record".

SBS Record	
Category	
0010	
A - Asset	
A - Asset	

### 6.2.1.1 Completing header information

For reporting forms, the Header table contains general reporting information. The fields in the header table are pre-filled as shown below. The reporter must fill in the details of the data provider ID. The reporter can add additional information in the Comment field.





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The screenshot shows the 'Tables' interface with a toolbar containing: EXPORT IN EXCEL FORMAT, IMPORT AN EXCEL FILE, RUN VALIDATION, SAVE, CLEAR SHEET, CLEAR ROW, and CLEAR COLUMN. Below the toolbar is a table with the following data:

Header		
Type of Data Provider's Identifier	H1	
Data Provider's Identifier	H2	
Type of Reporter's Identifier	H3	VAT
Reporter's Identifier	H4	F170263287
Survey Code	H5	SAVE
End date of reporting period	H6	20240131
Data Frequency	H7	M
Creation Date	H8	20240624
Entity's Comment	H9	

### 6.2.2 Reporting using Excel templates

It is possible to complete reporting forms in the Reporter Portal using Excel. Select the form to be completed and open it in the Tables window (Edit -> Create). Save an empty spreadsheet by selecting **Save**, after which the **Export to Excel format** function is activated. Selecting 'Export in Excel format' will save to your computer an Excel file into which you can enter the data to be reported.

The screenshot shows the 'Tables' interface with a toolbar containing: EXPORT IN EXCEL FORMAT, IMPORT AN EXCEL FILE, RUN VALIDATION, SAVE, CLEAR SHEET, CLEAR ROW, and CLEAR COLUMN. Below the toolbar is a table with the following data:

SBS Record	
Category	Contract Type
0010	0020



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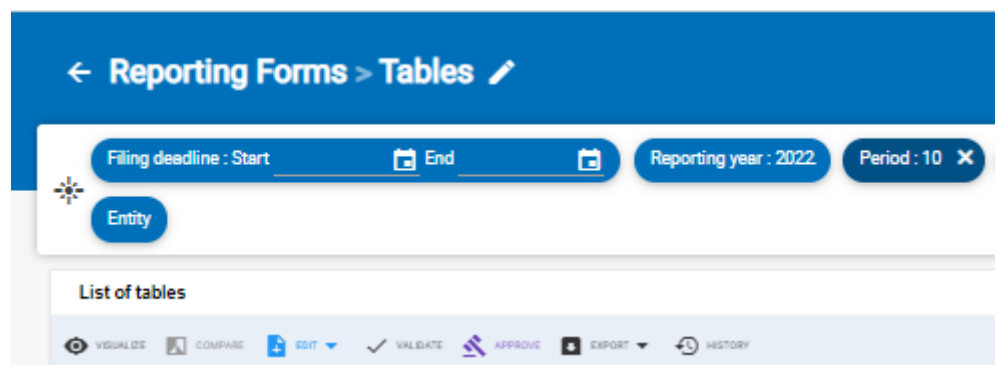
When the form file created in Excel is complete, it is saved and transferred back to the Reporter Portal to the form Tables screen. Select **Import an Excel file** and select the previously saved Excel. Click OK. The cell values in Excel are updated in the Reporting Portal form. Select Save before closing the Tables window.

### 6.2.3 Validation and submission of reporting forms

The report is ready for submission when all of the report's forms have been completed. Forms cannot be submitted individually. It is recommended to validate a report before submitting it. Validation of an individual form is possible, but not recommended, as validation is then also performed on missing or incomplete forms. To validate all forms at the same time, all forms must first be selected. The latest version of all forms can be selected using the **Select the latest element of each parent row** button. Then click Validate.

When **Validate** is selected, the portal generates a validation report containing the desired validation types and format. The available validation types depend on the forms being validated. The validation report can be viewed either in the portal, in Excel or in XML format. In Excel format, you can choose whether you want the validation report to include the completed forms in addition to updates.

Once the report has been validated and is ready for submission, select one of the report's tables and **Approve**. A pop-up window will open, noting that all the report's tables will be submitted at the same time. Select OK.





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### 6.3 Submitting reports using SFTP connection

Reports can also be submitted to the Bank of Finland directly from the reporter's own reporting system via an interface (A2A) provided for the reporter. For submitted reports, the reporting entity will receive reporting feedback via the interface (A2A) directly to its own reporting system.

Use of the interface requires contacting, using secure email, the address ReportingSupport(at)bof.fi.









### 7 Validation feedback

Validation feedback is available from the Reporter Portal in the following formats:

- Excel
- HTML
- XML

On the Load file screen, validation feedback (Excel, HTML, and XML) is available from Validation feedback. Excel feedback is not published when a report has not been successfully uploaded in the Reporter Portal. On the screens, validation feedback is available from File validation.

When a validation error is found in a report, the Reporter Portal will display an icon regarding the validation error type.

Icon	Description
	No error found
	Missing table error
	XML types
	Hypercubes
	Duplicate facts
	Schema
	Taxonomy validation
	Calculations



	Formulae (blocking error)
	Formulae (warning)
	Orphan facts
	Filing rules (blocking error)
	Filing rules (warning)
	Additional checks (blocking error)
	Additional checks (warning)
	Check (error)
	Checks (warning)

### 7.1.1 Excel validation feedback

Excel validation feedback contains a summary of the validated report and the validations performed, both the validation result by form and the invalid validations.

The validation feedback summary page provides basic information about the report, validations performed, and validation feedback by form.

The validation status is shown in green when validation is approved (OK), and errors in red (blocking error).

Validation	Status
Validations: 'SAVE.rsc'	—
Schema 'SAVE_1.0.xsd'	<b>NOK</b>
Validations: 'Additional checks'	<b>OK</b>

From the summary page, it is possible to review form-specific validation feedback by clicking on the validation status.

On the forms, the report validation status appears as either yellow (Warning) or red (Error) data points. You can display the validation next to the data point by hovering the mouse cursor over it.



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### 7.1.2 HTML validation feedback

The HTML validation feedback includes information on the following:

- Report identifying information
- Summary of validations
- More detailed breakdown of validation errors.

### 7.1.3 XML validation feedback

XML validation feedback is intended to be used in the reporter's own reporting system, see section 6.3 *Submitting reports using SFTP connection*.

## 8 Downloading the submitted report

A submitted report can be downloaded from the Reporter Portal in Excel format, as follows:

1. Go to Monitoring of reporting > Monitoring of reports
2. Select the report you wish to view
3. Click the **Visualise** button
4. Data can be uploaded by clicking the **Export in Excel Format** icon.

## 9 Discussion functionality

The Reporter Portal's discussion functionality consists of discussions held in the Portal and email notifications subscribed to from the Portal. The discussion functionality is not available in the validation service.

Receiving email notifications requires that the user has entered an email address in their contact information and activated the option Receive email notifications. Subscribing to email notifications is described in more detail in section 4 *Reporter's contact information*. Email notifications include notifications about messages that have arrived in the Reporter Portal as well as reminders about missing reports.

Email notifications are sent from the address:  
no-reply.notifications(at)finanssivalvonta.fi.



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
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A notification of a new message in Reporter Portal is entitled *BOF / Uusi viesti Raporttoijan portaalissa / Nytt meddelande i Rapportörsportalen / New message on the Reporter Portal*. Email notifications subscribed to in the Reporter Portal cannot be read in the Portal.


When receiving email notifications, please note that email notifications are always sent according to the access authorisations of the last login. Example situation: a user has mandates to access the Portal on behalf of three entities, but last time the user logged in only on behalf of one entity. In this case, email notifications will only be sent for the entity in question. It is therefore recommended that, each time, users always log in on behalf of all the entities.

A discussion can be held in the Discussions display as well as in the Monitoring of reporting > Monitoring of individual reports, Monitoring of reports, and Submission of reports displays.

By default, the Discussions display shows unread messages, which are highlighted in blue. All messages can be displayed by pressing the letter icon next to the search bar. The filter icon next to the letter icon, on the other hand, displays menu lists that allow you to restrict messages by, for example, entity or reporting type. The search bar finds messages based on the message title and tags.

 Discussions 

[NEW DISCUSSION](#)

 Search



Information - testi

<05/01/2024 14:40:27>

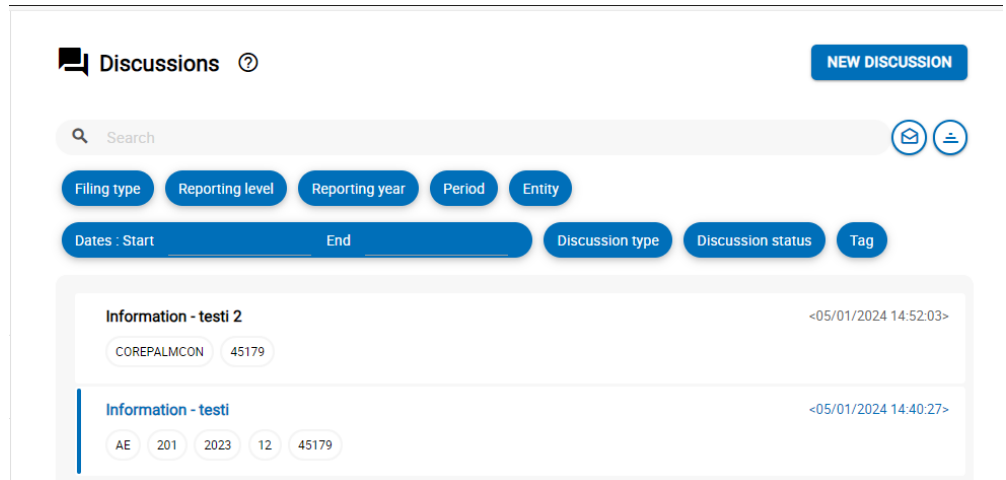
AE 201 2023 12 45179

Read messages can be reset to unread by pressing the left edge of the message.

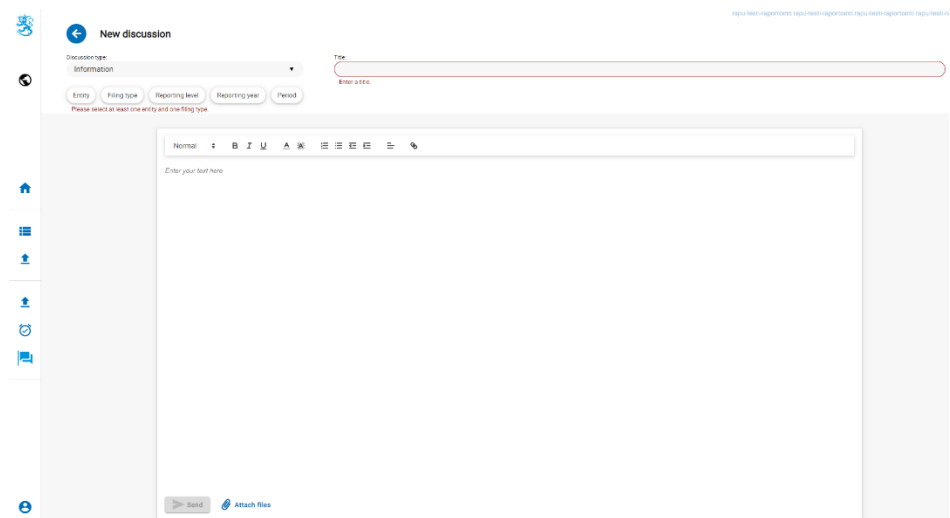


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In the Discussions display, the option Information is used as the type of discussion. A name must be given to a new discussion and select at least one entity selected from the Entity menu list and at least one data collection from the Reporting type menu selection. The selectable values in the Entity and Reporting type menu lists are determined according to the user's Suomi.fi mandates. These selections also restrict who can see the discussion in the future. The menu lists for reporting institution category, reporting year and period do not restrict the rights of other users to see the conversation.



An attachment can be added to the discussion by selected Attach files.

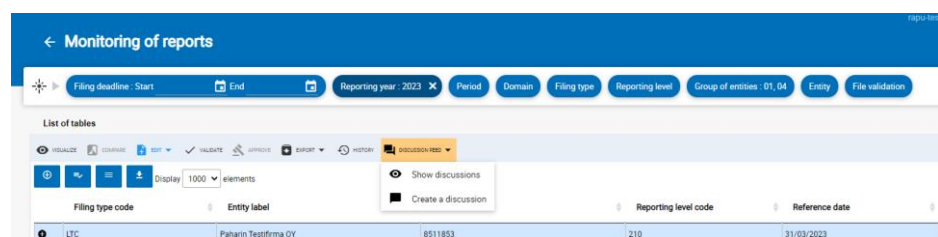


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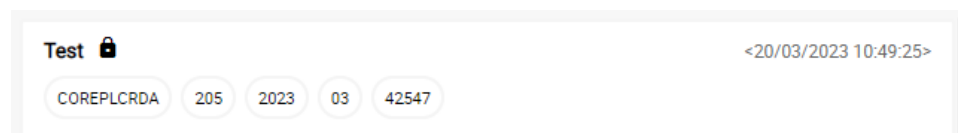
The discussion is added to the Reporter Portal by selecting Send. The discussion remains visible in the Discussions display. The BoF's response is shown in the Discussions display.

In the Monitoring of reporting > Monitoring of reports and Monitoring of reporting displays, a discussion type can be initiated on a received report from the option Discussion feed.



Only discussions related to the latest report version are displayed in the discussion feed of the Report monitoring display. Discussions related to old report versions can be found in the Discussions display.

A discussion may be terminated by the BoF, after which no more messages can be added to the discussion. A closed discussed can be recognised by the lock icon on the right side of the title. If the reporter or the BoF still wants to continue a terminated discussion, a new discussion must be created.



## 10 Logging out

Remember to exit via "Logout" when you stop using the service, so that the connection to the data on the Reporter Portal is not left open and potentially accessible by third parties.

First click the icon in the lower left corner that shows your username, and then click the **Log out** button in the upper right corner.





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### 11 Reporter Portal contact information

Questions related the Reporter Portal may be sent to:  
ReportingSupport(at)bof.fi