

# **Instruction manual for data submission in eSTAT environment**

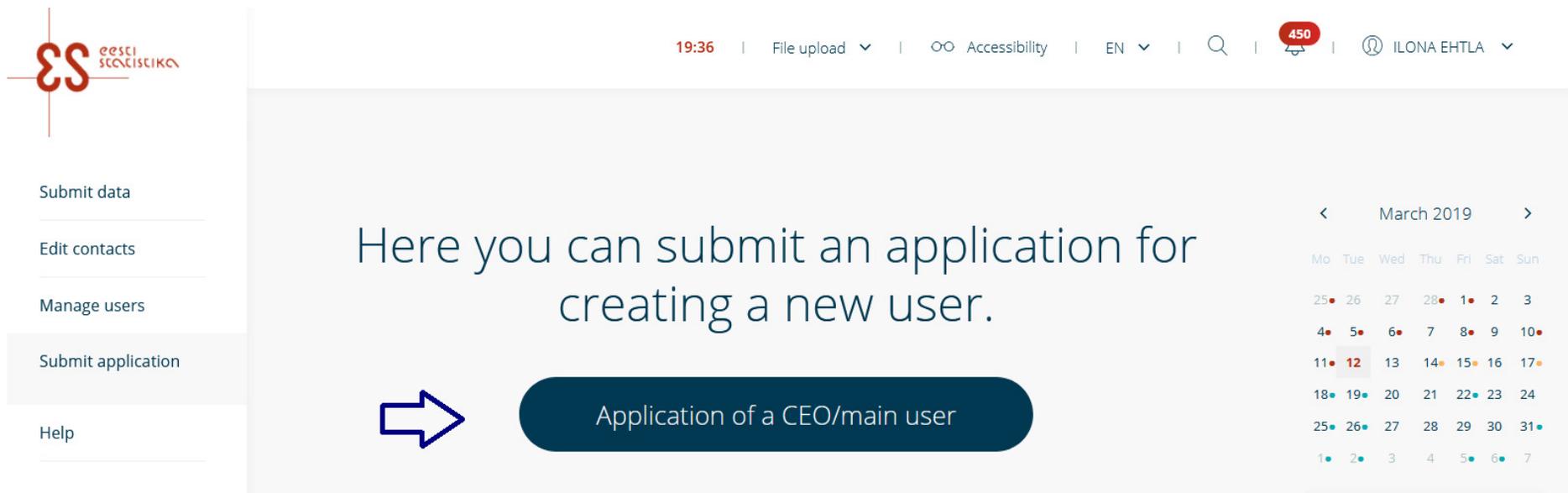
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## 1. Application for user rights

Only the person entitled to represent the economic entity can apply for user rights in eSTAT.

To create a user account, log in at <https://estat.stat.ee>. After identification of the person, click on the button “User Application”.



The screenshot shows the eSTAT user interface. On the left is a navigation menu with the following items: Submit data, Edit contacts, Manage users, Submit application (highlighted), and Help. The main content area features the text "Here you can submit an application for creating a new user." and a large dark blue button labeled "Application of a CEO/main user" with a white arrow pointing to it. The top of the page includes a header with the time 19:36, a "File upload" dropdown, an "Accessibility" icon, the language "EN", a search icon, a notification badge with "450", and the user name "ILONA EHTLA". A calendar for March 2019 is visible on the right side of the page.

The page for submitting the application opens. If you are a person with the right of representation, you can select the economic entity for which you would like to submit an application, and after having acquainted and agreed with the terms and conditions, click on the button “Submit application”.

### Application for eSTAT user rights

Applying on the basis of register data     Applying on the basis of authorisation

Choose enterprise/enterprises for which you want to submit an application

	Name	Code of economic entity	Name of person with the right of representation in eSTAT	Date of creating
<input type="checkbox"/>	Jämlar OÜ	12870870	TAAVI LAURINGSON	16.02.2016

I confirm that as an applicant I am aware of my rights and obligations and that I have got acquainted with [the terms and conditions](#).

Once the application has been submitted, the eSTAT account is created automatically. In case the person who submitted the application wishes to appoint a Super User (the person responsible for data submission and for managing the respondents within the economic entity) for the economic entity, it can be done under the menu item “Manage users”.

Click on the button „Add new respondent“ at the bottom of the page. Once the appropriate economic entity has been selected, the window for adding a respondent opens. Fill in the required fields and select “Super User” under “Select user rights”. To finish the action, click on “Save”. Note: Only a person entitled to represent the economic entity can appoint a Super User for the economic entity.

ES ESTEIS  
SISALDUSKOGA

Home page > Manage users > TESTETTEVÕTE1, AS

19:54 | File upload | Accessibility | EN | 450 | ILONA EHTLA

### Details of the economic entity and the respondent

#### Details of the respondent

\*Personal ID code:

Country of issuance of personal ID code:

\*First name:

\*Telephone:

\*Surname:

\*E-mail:

\*Job title:

#### Determining respondent rights

\*Select user rights:

Back Save

March 2019

Mo	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- Majutustegevus 10.02  
TESTETTEVÕTE1, TOIMLA 1
- INTRASTAT. DISPA... 14.04  
TESTETTEVÕTE1, AS
- INTRASTAT. ARRIV... 14.03  
TESTETTEVÕTE1, AS
- Exports (sale of fis... 15.03  
TESTETTEVÕTE1, AS
- EKOMAR M731 01.07  
TESTETTEVÕTE1, AS

## 1.1 Applying on the basis of authorisation

If you are not entitled to represent the economic entity but you have been authorised to carry out duties on behalf of the person entitled to represent the economic entity, you can submit the application by clicking on “Applying on the basis of authorisation”.

The screenshot shows the eSTAT application interface. On the left is a sidebar with the Estonian Statistical Bureau logo and navigation links: Submit data, Edit contacts, Manage users, Submit application (highlighted), and Help. The main content area is titled 'Application for eSTAT user rights'. It features two radio button options: 'Applying on the basis of register data' and 'Applying on the basis of authorisation'. A blue arrow points to the second option, which is selected. Below the options, a message states: 'There are no such enterprises that you are authorised to represent according to the register'. A 'Back' button is located at the bottom left of the main area. The top navigation bar includes the time 19:33, a file upload button, an accessibility icon, the language EN, a search icon, a notification bell with '450', and the user profile 'ILONA EHTLA'. On the right side, there is a calendar for March 2019 and a notification for 'Majutustegevus 10.02 TESTETEVÕTE1, TOIMLA 1'.

The window for submitting the application opens. Fill in all the fields and add the authorisation (if any) by clicking on “Search file”. To submit the application, acquaint yourself with the terms and conditions, confirm this and then click on the button “Submit application”. The submitted application is checked by Statistics Estonia, and if everything is correct, your application is approved.

The screenshot shows a web form for submitting an application. On the left is a vertical navigation menu with the following items: "Submit data", "Edit contacts", "Manage users", "Submit application" (highlighted), and "Help". The main form area contains several sections:

- Top section:** Two input fields. The first is labeled "\* Code of economic entity:" and contains an empty field with a blue arrow pointing to it. The second is labeled "\* Name of economic entity:" and is also empty.
- Personal details of CEO section:** A sub-section with several fields:
  - \* Personal ID code: 47601010244
  - \* First name: ILONA
  - \* Surname: EHTLA
  - \* Country of issuance of personal ID code: Estonia
  - \* Telephone: An empty field with a blue arrow pointing to it.
  - \* E-mail: An empty field with a blue arrow pointing to it.
- Authorisation file section:** A heading "Authorisation file" followed by the text "Supplement an authorization file. The file can also be submitted later by e-mail to klienditugi@stat.ee." Below this is a search bar labeled "Search file" with a magnifying glass icon and a blue arrow pointing to it.
- Confirmation section:** A checkbox with a blue arrow pointing to it, followed by the text "I confirm that as an applicant I am aware of my rights and obligations and that I have got acquainted with [the terms and conditions](#)."
- Bottom navigation:** A "Back" button on the left and a "Submit application" button on the right, with a blue arrow pointing to it.

## 1.2 Application for the rights for a foreign citizen

A foreign citizen who does not have an Estonian ID-card, Mobile-ID and cannot authenticate him/herself via internet bank can submit an application for a login password. For that, click “View other authentication options” on the login page and select “Foreign citizen login”, and “Register as a user”. An application form for an account with password opens, where all fields are mandatory fields. Read the terms and conditions, tick the checkbox and click on “Submit application”.

The screenshot shows the login interface of the Estonian State Portal. At the top left, there are logos for the Estonian Government (ES) and the European Union. On the right, there are language options: "Eesti keeles" and "По-русски".

The main content area is divided into two sections. The top section offers two login methods:

- ID-KAART:** Includes text: "The ID card allows you to access online services of the state or enterprises." and "When using the ID card, always follow these simple [security guidelines](#)." Below this is a button labeled "Log in with your ID card".
- MOBIL-ID:** Includes text: "Mobile ID is convenient and fast way of authentication. More information [here](#)." Below this is a text input field for "Enter personal code or mobile phone number" and a button labeled "Log in with Mobile ID".

Blue arrows point to the "Log in with your ID card" and "Log in with Mobile ID" buttons.

The bottom section is titled "View other authentication options" and features the EESTI logo. It includes text: "We recommend you to use the State Portal if you wish to authenticate yourself via following banks: Nordea, SEB, Swedbank, Krediidipank, Danske Bank." Below this is a button labeled "Log in via the State Portal".

Blue arrows point to the "View other authentication options" link and the "Log in via the State Portal" button.

Under the "Log in via the State Portal" button, there is a "Foreign citizen login" section with the following fields:

- Username:
- Password:
- Enter button
- Links: [Register as a user](#) | [Forgot password?](#)

Blue arrows point to the "Foreign citizen login" section and the "Register as a user" link.

An application for an **account with password** can be submitted by the main user or CEO of the economic entity for a respondent who does not have the Estonian personal identification code. The respondent can also submit the application him/herself. After submitting the application, the head of economic entity is asked by e-mail for consent to issue password. When the consent of the head of economic entity is granted, Statistics Estonia issues a password for data submission.

Respondent with password has the right to:

- 1) view and amend data submitted by him/her;
- 2) edit his/her personal details.

Respondents with password have the obligation to submit the questionnaire data assigned to him/her by deadline on the form. The obligation to submit data is provided in the [Official Statistics Act](#).

### 1.3 Procedure for issuing passwords to declarant companies

Statistics Estonia issues eSTAT user names and passwords to declarant companies separately for each economic entity for whom data are submitted. To obtain a password, a csv file needs to be sent to the address [klienditugi@stat.ee](mailto:klienditugi@stat.ee). The file must include three columns: registry code of the declarant company, registry code of the economic entity for whom data are submitted, e-mail address where the user name and password should be sent. The first row in the csv file is a header, which is ignored during uploading.

Subsequently, user accounts are created in Statistics Estonia. eSTAT will send a notification letter with the user name and password to the provided e-mail address. The text in the brackets on the subject line of the e-mail indicates the enterprise that the user name is for and the period of validity. All the issued passwords are valid for one year (so that declarant companies would not have to manage resigned and new users). After the expiry of the period of validity, a new csv file must be sent to Statistics Estonia.

The user logs in to eSTAT with the user name and password provided; changing the password on the first entry is mandatory. After a successful log-in, the eSTAT main page opens and the user can start submitting data.

Note: The respondent with a password can see all the questionnaires of the economic entity but cannot see the data filled in by others. The respondent with a password can see and change only the data that has been filled in by a user who has logged in with the same password.

## 2. Submit data

Upon entering eSTAT, the home page is displayed where you can see the respondent's "Active questionnaires" (from now on, you can go to home page by clicking on Statistics Estonia's logo in the upper left corner). This page displays all questionnaires which the user has the right to access or questionnaires of all economic entities related with the user. The questionnaires are sorted by colour. Completed questionnaires are not displayed in the list. Number in column "Active questionnaires" denotes the number of uncompleted periods. Rightward arrow opens the list of questionnaire periods, where all periods are displayed, both completed and incomplete.

Colours used in the lists and in the calendar displayed on the right-hand side.

- Red – deadline is past.
- Yellow – the questionnaire deadline will be in five days or earlier.
- Blue – the other incomplete questionnaires to be completed in the future.
- No colour – completed questionnaires.

Sorting of the questionnaires in the lists

- By first priority: red first, then yellow, blue, colourless
- Red – sorted by deadline in descending order, later deadline first
- Yellow – sorted by deadline in ascending order, earlier deadline first
- Blue – sorted by deadline in ascending order, earlier deadline first
- Colourless – sorted by questionnaire name in alphabetical order
- If the colour refers to all questionnaire periods (e.g. in the list of active questionnaires), the most "important" colour is given to the field across periods.

By default, the current month is displayed in the calendar (darker font), as well as the last week of the previous month and first week of the next month (lighter font), a total of six weeks. Circlets denote the active questionnaires under dates displayed in the calendar. Current date is red in the calendar.

Questionnaire buttons on the right-hand side: display the first two red questionnaires, first two yellow questionnaires and first two blue questionnaires. From the questionnaire buttons, you can proceed to filling in that questionnaire.

ES ESTONIAN STATISTICAL PORTAL

Home page

18:36 | XML | Accessibility | EN | 326 | ILONA EHTLA

Submit data

Edit contacts

Manage users

Submit application

Help

### Active questionnaires (343)

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÕTE1, AS	2018	11192018TEST	Annual	• 1
2	Insurance	TESTETTEVÕTE1, AS	2018	13542018TEST	Annual	• 1
3	EKOMAR G45	TESTETTEVÕTE1, AS	2018	10412018TEST	Annual	• 1
4	EKOMAR M711	TESTETTEVÕTE1, AS	2018	13292018TEST	Annual	• 1
5	EKOMAR M732	TESTETTEVÕTE1, AS	2018	13272018TEST	Annual	• 1
6	EKOMAR G46	TESTETTEVÕTE1, AS	2018	10432018TEST	Annual	• 1
7	Financial statistics of agricultural, forestry and fishing enterprises	TESTETTEVÕTE1, AS	2018	13442018TEST	Annual	• 1
8	Töajõu liikumine, hõivatud ja vabad ametikohad	TESTETTEVÕTE1, AS	2018	13642018TEST	Quarterly	• 3
9	Töajõu liikumine, hõivatud ja vabad ametikohad maakonna järgi	TESTETTEVÕTE1, AS	2018	13792018TEST	Quarterly	• 3
10	Road transport	TESTETTEVÕTE1, AS	2018	11442018TEST	Quarterly	• 4
11	Insurance (quarter)	TESTETTEVÕTE1, AS	2018	13552018TEST	Quarterly	• 4
12	Insurance (month)	TESTETTEVÕTE1, AS	2018	13562018TEST	Monthly	• 10
13	Livestock farming. Pigs	TESTETTEVÕTE1, AS	2018	14592018TEST	Quarterly	• 1
14	Economic activity	TESTETTEVÕTE11, AS	2018	14512018TEST	Quarterly	• 3
15	Test küsimustik	TESTETTEVÕTE1, AS	2018	14632018TEST	Quarterly	• 4
16	Financial statistics of financial service activities and activities auxiliary to financial services	TESTETTEVÕTE1, AS	2018	13402018TEST	Quarterly	• 4
17	Prices of warehousing and support	TESTETTEVÕTE1, AS	2018	13682018TEST	Monthly	• 9

August 2018

Mo Tue Wed Thu Fri Sat Sun

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS

Euroopa Sotsiaalf... 12.08  
TESTETTEVÕTE1, AS

Price of electricity 01.02  
TESTETTEVÕTE1, AS

Price of natural gas 01.02  
TESTETTEVÕTE1, AS

You can also use the economic entity view to submit data. For that, select “Select data” in the menu on the left – a list of all economic entities will be displayed for which the user has the right to submit data. Click on the name of economic entity or arrow at the end of the row and you can move on to the questionnaire period view. The button “Back” takes you back to the economic entity view.

Home page > Submit data - Economic entities

19:54 | XML | Accessibility | EN | 326 | ILONA EHTLA

### Select economic entity

No.	Name	Code of economic entity	KAU	Subdivision	Active questionnaires
1	BORIS NELLIS	99000001			17
2	BORIS NELLIS	99000001		BORIS NELLIS - ÜKSUS1	12
3	BORIS NELLIS	99000001		BORIS NELLIS - ÜKSUS2	12
4	TESTETTEVÕTE1, AS	99999901			1475
5	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS1	1
6	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS2	1
7	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS3	1
8	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS4	
9	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS5	1
10	TESTETTEVÕTE1, AS	99999901	TESTETTEVÕTE1, TOIMLA 1		12
11	TESTETTEVÕTE11, AS	99999911			17

August 2018

Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS

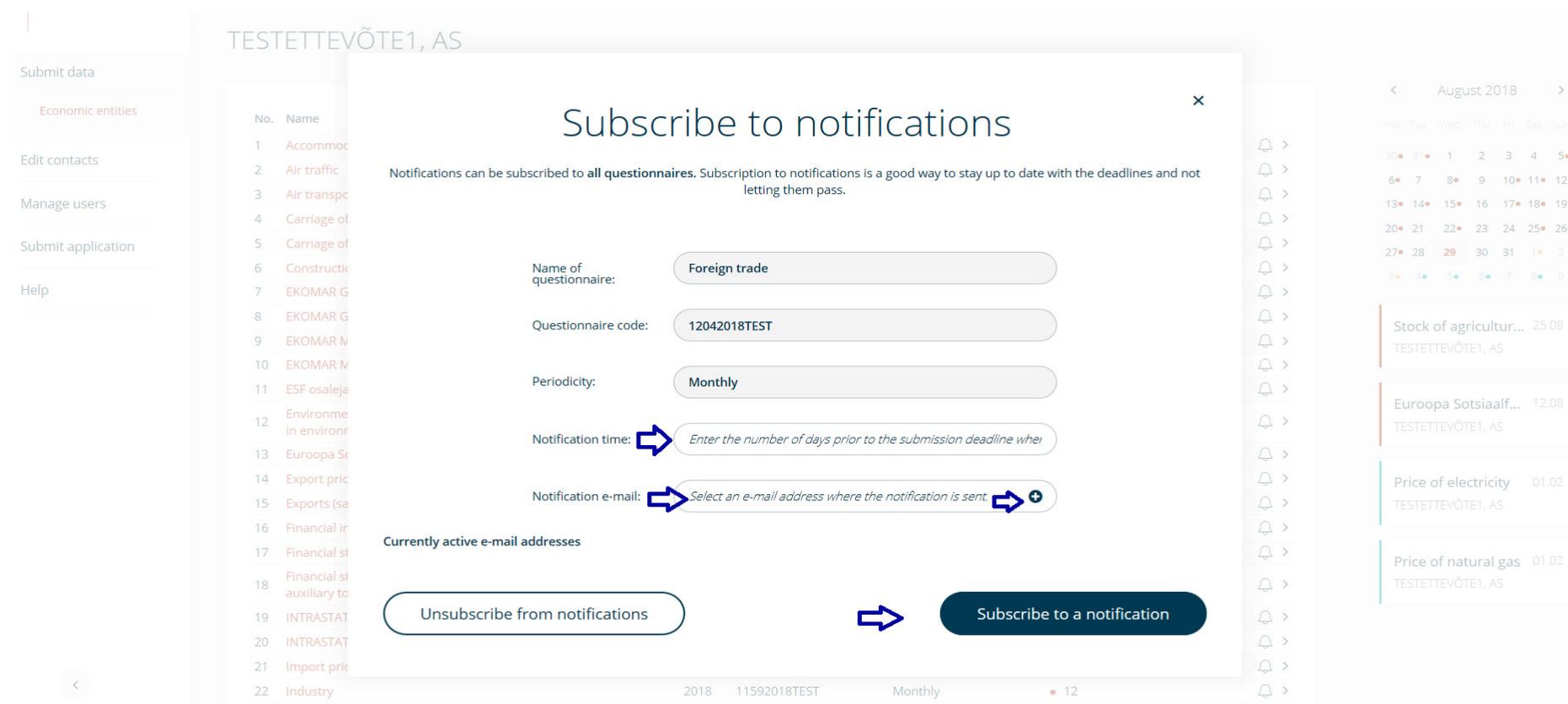
Euroopa Sotsiaalf... 12.08  
TESTETTEVÕTE1, AS

Price of electricity 01.02  
TESTETTEVÕTE1, AS

Price of natural gas 01.02  
TESTETTEVÕTE1, AS

## 2.1. Subscribe to notifications

At the end of the questionnaire period row a notifications icon  is displayed at the end of the questionnaire period row. A click on the icon opens the subscription to notifications window. Enter in the window how many days before the submission deadline you want to get a notification and then the e-mail address to which the notification should be sent. To add an e-mail address, click on the plus sign (+). The e-mail address is added to the active addresses of notification. Notifications can be subscribed to more than one e-mail address. To confirm the subscription, click “Subscribe to notifications”. You can remove e-mail addresses by clicking on the red cross after the address. To unsubscribe from all notifications, click “Unsubscribe from notifications”.



The screenshot displays the 'Subscribe to notifications' interface for the entity TESTETTEVÖTE1, AS. On the left, a sidebar menu includes options like 'Submit data', 'Economic entities', 'Edit contacts', 'Manage users', 'Submit application', and 'Help'. The main area features a table of questionnaire periods with columns for 'No.', 'Name', and a notification bell icon. The 'Subscribe to notifications' dialog box is open, containing the following fields:

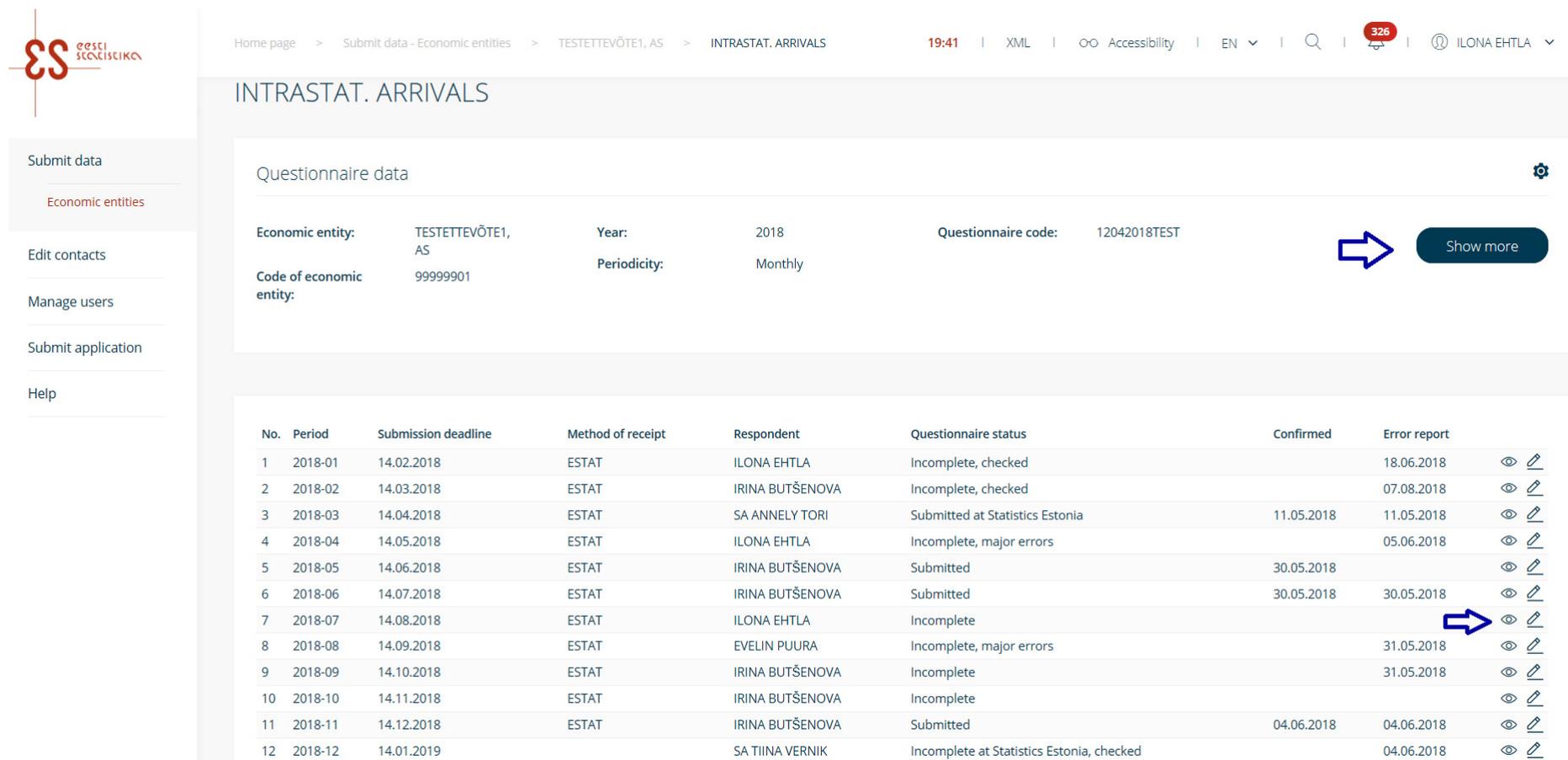
- Name of questionnaire: Foreign trade
- Questionnaire code: 12042018TEST
- Periodicity: Monthly
- Notification time: Enter the number of days prior to the submission deadline when
- Notification e-mail: Select an e-mail address where the notification is sent. (with a plus sign to add more)

Below the form, there are two buttons: 'Unsubscribe from notifications' and 'Subscribe to a notification'. The background also shows a calendar for August 2018 and a list of economic indicators such as 'Stock of agricultur...', 'Euroopa Sotsiaalf...', 'Price of electricity', and 'Price of natural gas'.

## 2.2. Viewing questionnaire data

Open a questionnaire in the questionnaire period list by clicking on the name of questionnaire or arrow at the end of the row. The list of questionnaire periods is displayed. To see data of the respective questionnaire period, click on the view icon  at the end of the respective row.

The view where you can view the questionnaire will open.



Home page > Submit data - Economic entities > TESTETTEVÕTE1, AS > INTRASTAT. ARRIVALS 19:41 | XML | Accessibility | EN | 326 | ILONA EHTLA

### INTRASTAT. ARRIVALS

Questionnaire data

**Economic entity:** TESTETTEVÕTE1, AS      **Year:** 2018      **Questionnaire code:** 12042018TEST

**Code of economic entity:** 99999901      **Periodicity:** Monthly

[Show more](#)

No.	Period	Submission deadline	Method of receipt	Respondent	Questionnaire status	Confirmed	Error report	
1	2018-01	14.02.2018	ESTAT	ILONA EHTLA	Incomplete, checked		18.06.2018	
2	2018-02	14.03.2018	ESTAT	IRINA BUTŠENOVA	Incomplete, checked		07.08.2018	
3	2018-03	14.04.2018	ESTAT	SA ANNELY TORI	Submitted at Statistics Estonia	11.05.2018	11.05.2018	
4	2018-04	14.05.2018	ESTAT	ILONA EHTLA	Incomplete, major errors		05.06.2018	
5	2018-05	14.06.2018	ESTAT	IRINA BUTŠENOVA	Submitted	30.05.2018		
6	2018-06	14.07.2018	ESTAT	IRINA BUTŠENOVA	Submitted	30.05.2018	30.05.2018	
7	2018-07	14.08.2018	ESTAT	ILONA EHTLA	Incomplete			
8	2018-08	14.09.2018	ESTAT	EVELIN PUURA	Incomplete, major errors		31.05.2018	
9	2018-09	14.10.2018	ESTAT	IRINA BUTŠENOVA	Incomplete		31.05.2018	
10	2018-10	14.11.2018	ESTAT	IRINA BUTŠENOVA	Incomplete			
11	2018-11	14.12.2018	ESTAT	IRINA BUTŠENOVA	Submitted	04.06.2018	04.06.2018	
12	2018-12	14.01.2019	ESTAT	SA TIINA VERNIK	Incomplete at Statistics Estonia, checked		04.06.2018	

## 2.3. Questionnaire instructions

To see the questionnaire instructions, click on “Show more” in the questionnaire periods page header, then click “View the instructions”. It will open the instructions view where you can select a relevant instruction by clicking on an appropriate button. The instructions are in PDF-format. “View the instructions” can also be opened in the questionnaire header. To close the header, click on “Show less”.

Home page > Submit data - Economic entities > TESTETEVÕTE1, AS > INTRASTAT.ARRIVALS 17:50 | XML | Accessibility | EN | 326 | ILONA EHTLA

### INTRASTAT.ARRIVALS

Questionnaire data

Economic entity: TESTETEVÕTE1, AS Telephone: 6259100 Year: 2018 Questionnaire code: 12042018TEST  
 Code of economic entity: 99999901 E-mail: klienditugi@stat.ee Periodicity: Monthly

Buttons: Composition of statistical enterprise, View the instructions, View period comments, Show less

No.	Period	Submission deadline	Method of receipt	Respondent	Questionnaire status	Confirmed	Error report
1	2018-01	14.02.2018	ESTAT	ILONA EHTLA	Incomplete, checked		18.06.2018
2	2018-02	14.03.2018	ESTAT	IRINA BUTŠENOVA	Incomplete, checked		07.08.2018
3	2018-03	14.04.2018	ESTAT	SA ANNELY TORI	Submitted at Statistics Estonia	11.05.2018	11.05.2018
4	2018-04	14.05.2018	ESTAT	ILONA EHTLA	Incomplete, major errors		05.06.2018
5	2018-05	14.06.2018	ESTAT	IRINA BUTŠENOVA	Submitted	30.05.2018	
6	2018-06	14.07.2018	ESTAT	IRINA BUTŠENOVA	Submitted	30.05.2018	30.05.2018
7	2018-07	14.08.2018	ESTAT	ILONA EHTLA	Incomplete		
8	2018-08	14.09.2018	ESTAT	EVELIN PUURA	Incomplete, major errors		31.05.2018
9	2018-09	14.10.2018	ESTAT	IRINA BUTŠENOVA	Incomplete		31.05.2018

## 2.4. Completing and submitting questionnaires

In the menu item “Submit data“ first select the economic entity for which you want to fill in the questionnaire by clicking on the name of economic entity, name of KAU or subdivision, or on arrow at the end of the row.

Home page > Submit data - Economic entities

19:35 | XML | Accessibility | EN | 326 | ILONA EHTLA

### Select economic entity

No.	Name	Code of economic entity	KAU	Subdivision	Active questionnaires
1	BORIS NELLIS	99000001			• 17
2	BORIS NELLIS	99000001		BORIS NELLIS - ÜKSUS1	• 12
3	BORIS NELLIS	99000001		BORIS NELLIS - ÜKSUS2	• 12
4	TESTETTEVÕTE1, AS	99999901			• 1475
5	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS1	• 1
6	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS2	• 1
7	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS3	• 1
8	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS4	
9	TESTETTEVÕTE1, AS	99999901		TESTETTEVÕTE-ÜKSUS5	• 1
10	TESTETTEVÕTE1, AS	99999901	TESTETTEVÕTE1, TOIMLA 1		• 12
11	TESTETTEVÕTE11, AS	99999911			• 17

August 2018

Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS

Euroopa Sotsiaalf... 12.08  
TESTETTEVÕTE1, AS

Price of electricity 01.02  
TESTETTEVÕTE1, AS

Price of natural gas 01.02  
TESTETTEVÕTE1, AS

The list of questionnaires for the selected economic entity will open.

To open the list of questionnaire periods, click on the name of questionnaire or arrow at the end of the row.

The screenshot displays the ESSEI (Eesti Statistika) portal interface. The main content area is titled "TESTETTEVÖTE1, TOIMLA 1". It features a table with the following data:

No.	Name	Year	Questionnaire code	Periodicity	Active questionnaires	
1	Majutustegevus	2017	11572017TEST	Monthly	• 11	 >
2	INTRASTAT. DISPATCHES	2014	12032014TEST	Month	• 1	 >

Below the table is a "Back" button. To the left is a navigation menu with options: "Submit data", "Economic entities", "Edit contacts", "Manage users", "Submit application", and "Help". A blue arrow points from "Edit contacts" to the table. To the right is a calendar for August 2018 and a list of recent data points:

- Stock of agricultur... 25.08  
TESTETTEVÖTE1, AS
- Euroopa Sotsiaalf... 12.08  
TESTETTEVÖTE1, AS
- Price of electricity 01.02  
TESTETTEVÖTE1, AS
- Price of natural gas 01.02  
TESTETTEVÖTE1, AS

Additional UI elements include a top navigation bar with "Home page", "Submit data - Economic entities", "TESTETTEVÖTE1, TOIMLA 1", "19:47", "XML", "Accessibility", "EN", a search icon, a notification bell with "326", and a user profile "ILONA EHTLA".

Select an appropriate period from the list of periods, which opens by clicking on the pencil icon at the end of the row.

SS ESTE SEOSTISKIKO

Home page > Submit data - Economic entities > TESTETTEVÖTE1, TOIMLA 1 > INTRASTAT. DISPATCHES 19:54 | XML | Accessibility | EN | 326 | ILONA EHTLA

## INTRASTAT. DISPATCHES

Questionnaire data

**Economic entity:** TESTETTEVÖTE1, TOIMLA 1      **Year:** 2014      **Questionnaire code:** 12032014TEST  
**Code of economic entity:** 99999901-K0251900      **Periodicity:** Month

Show more

No.	Period	Submission deadline	Method of receipt	Respondent	Questionnaire status	Confirmed	Error report	
1	2014-01	14.02.2014		SA IRINA BUTSENOVA	Incomplete at Statistics Estonia, major errors		12.05.2014	

Back

### **Status of the questionnaire**

The questionnaires may be in different statuses.

Not started – filling in of the questionnaire has not been started.

Incomplete – the questionnaire is incomplete, saved but not submitted.

Incomplete, major errors – the questionnaire has been saved, major errors occur due to which the questionnaire cannot be submitted.

Submitted – the questionnaire has been submitted.

Incomplete at Statistics Estonia – the questionnaire is incomplete, saved but not submitted. Data have been entered by an employee of Statistics Estonia.

Incomplete at Statistics Estonia, major errors – the questionnaire has been saved, major errors occur due to which the questionnaire cannot be submitted. Data in the questionnaire have been entered by an employee of Statistics Estonia.

Submitted at Statistics Estonia – the questionnaire has been submitted. Data in the questionnaire have been entered by an employee of Statistics Estonia.

The questionnaire can be filled in by entering values in the respective fields, by uploading data to eSTAT using CSV or Excel tables, or by selecting values from the classification. Before checking, make sure you have saved the data by clicking on “Save” in the bottom right-hand corner.

In the questionnaire header is the contents by tables, which are marked with letters. Incomplete tables are displayed in grey and completed tables in blue. To move between tables, click on the letter of the respective table.

Majutustegevus - 2017-01

Submit data  
Economic entities  
Edit contacts  
Manage users  
Submit application  
Help

Period data

Period: 2017-01    Respondent: ILONA EHTLA    Comment about period: Show more  
Submission deadline: 10.02.2017    E-mail: ilona.ehtla@stat.ee    Information about questionnaire:

B C D E Completed!

1. SISSETULEK MAJUTUSTEENUSTE MÜÜGIST, eurot    Validate table

Kokku	
1	

Sissetulek majutusteenuste müügist    1

2. MAJUTUSMAHT    Validate table

Aruandekuu andmed	Eelmise kuu aruandega esitatud andmed teadmiseks
1	1A

< Exit Save Check Forward

To check data, click “Checking the questionnaire”. It opens the checking window where the number of errors is displayed. There are two types of errors in eSTAT. Red line denotes a so-called major error, which does not allow confirming of the data. Orange line denotes a so-called soft error, which points out a possible error: this type of error allows confirming of the data. A soft error may also require a clarification, which should be written in the error header. To correct errors, click “Check and correct the errors”. You can exit the questionnaire by clicking “Exit”. This button unlocks the questionnaire for other respondents.

Home page > Submit data - Economic entities > TESTETEVÖTE1, TOIMLA 1 > Majutustegevus... 19:53 | XML | Accessibility | EN | 327 | ILONA EHTLA

## Majutustegevus - 2017-01

Checking the questionnaire

Our system performs an automatic check in the filled-out questionnaire and displays the errors, if any, after which you can correct the errors and confirm the questionnaire.

Major errors: 1  
Soft errors: 0

Check and correct the errors

Show more

Validate table

Period data	Period:	Submission deadline:	Kokku
1. SISSETULEK MAJUTU...			1

Sissetulek majutusteenuste müügist

Validate table

2. MAJUTUSMAHT

Validate table

Andmed kuu andmed

Felmice kuu andmeda ehitatud andmed

A click on “Check and correct the errors” opens the header of questionnaire errors where you can view and correct errors. The explanation of errors displays the description of error. Enter a new, correct value in the field “Edit value”. Five errors are displayed per page; you can move between pages by clicking on the page number or using arrows. Errors can also be viewed in a new tab clicking on “Show a list of errors in a separate tab”. The related errors are grouped and can be opened by clicking on the respective arrow.



- Submit data
- Economic entities
- Edit contacts
- Manage users
- Submit application
- Help

Home page > Submit data - Economic entities > TESTETEVÖTE1, TOIMLA 1 > Majutustegevus... 19:41 | XML | Accessibility | EN | 327 | ILONA EHTLA

## Majutustegevus - 2017-01

Period data **Overview of errors (2)**

No.	Type of error	In table	Code of variable	Name of variable	Explanation of control	Name of row	Name of column	Validated value	Edit value
1-2 Show related errors									
1	RASKE 738	C	ACC_2_03_1	Majutusruumide arv	Vastuolulised andmed. Majutusruumide arv peab olema väiksem või võrdne voodikohtade arvuga. Igas majutusruumis on vähemalt üks voodikoht.	Majutusruumide arv	Aruandekuu andmed	2	<input type="text" value="2"/>
2	RASKE 738	C	ACC_2_04_1	Voodikohtade arv	Vastuolulised andmed. Majutusruumide arv peab olema väiksem või võrdne voodikohtade arvuga. Igas majutusruumis on vähemalt üks voodikoht.	Voodikohad	Aruandekuu andmed	0	<input type="text" value="0"/>

[Show a list of errors in a separate tab](#)
[Save](#)
[Check](#)

B C D E Completed!

1. SISSETULEK MAJUTUSTEENUSTE MÜÜGIST, eurot

		Kokku
		1
Sissetulek majutusteenuste müügist	1	<input type="text"/>

[Validate table](#)

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking “Confirm” on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully.

Incorrect data can also be viewed and corrected in the questionnaire. The table where errors occur is marked with a red or orange line in the header. Clicking on an incorrect table, the errors are displayed with a red line around. You can see the error description if you go to the question mark at the end of the inaccurate column.

Home page > Submit data - Economic entities > TESTETEVÕTE1, TOIMLA 1 > Majutustegevus... 15:48 | XML | Accessibility | EN | 327 | ILONA EHTLA

1. SISSETOULEK MAJUTU... 2. MAJUTUSMAHT 3. MAJUTATUTE JAOTUS... 4. MAJUTATUTE JAOTUS... Completed!

2. MAJUTUSMAHT [Validate table](#)

	Aruandekuu andmed	Eelmise kuu aruandega esitatud andmed teadmiseks
	1	1A
Lahtioleku päevad	1 <input type="text" value="25"/>	<input type="text"/>
Majutusruumide arv	2 <input type="text" value="2"/>	<input type="text"/>
Voodikohad	3 <input type="text"/>	<input type="text"/>
Laagri- ja haagissuvilaplatside kohad	4 <input type="text"/>	<input type="text"/>
Majutusruumide kasutamine (müüdüd tubaööpäevade arv)	5 <input type="text"/>	<input type="text"/>

3. MAJUTATUTE JAOTUS REISI EESMÄRGI JÄRGI [Validate table](#)

Error description  
Validated value:0  
Errors:  
Vastuolulised andmed. Majutusruumide arv peab olema väiksem või võrdne voodikohtade arvuga. Igas majutusruumis on vähemalt üks voodikoht.

Mandatory fields in the questionnaire are marked with a red asterisk. You can cancel the questionnaire by clicking “Cancel questionnaire” below the gear in the questionnaire header. You can cancel a table by clicking “Cancel table” below the gear in the table header.

- Submit data
- Economic entities
- Edit contacts
- Manage users
- Submit application
- Help

## Majutustegevus - 2017-01

Period data Overview of errors (2)

No.	Type of error	In table	Code of variable	Name of variable	Explanation of control	Name of row	Name of column	Value
1-2	Show related errors							

B  
 1. SISSETULEK MAJUTU...

C  
 2. MAJUTUSMAHT

D  
 3. MAJUTATUTE JAOTUS...

E  
 4. MAJUTATUTE JAOTUS...

✓  
 Completed!

1. SISSETULEK MAJUTUSTEENUSTE MÜÜGIST, eurot

Sissetulek majutusteenuste müügist	1	
------------------------------------	---	--



Download PDF questionnaire
>

Activity history
>

Cancel questionnaire
>

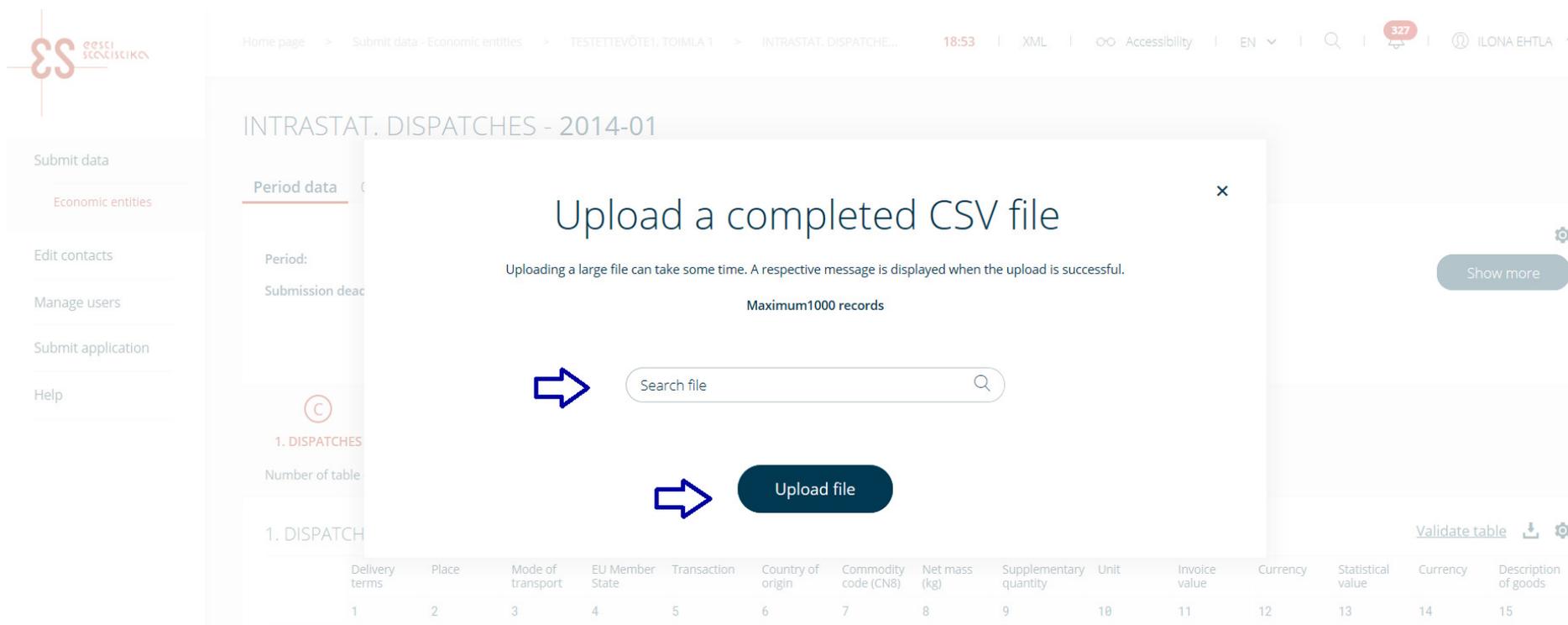
Show variable codes
>

Validate table
↓
⚙️

From below the gear in the questionnaire header, you can also download PDF questionnaire, view the history of the period and show/hide variable codes. The list of activities below the questionnaire gear refers to the whole questionnaire and the list of activities below the table gear refers to a specific table.

## 2.5. Loading tables

Data in tables can be uploaded and downloaded in CSV and Excel format. For that, click on the loading icon  in the upper right-hand corner of the table. First, download a relevant CSV or Excel template by clicking on the respective link. Then save the file in your computer, where you can write data to the file or import from your accounting programme. To upload the table to eSTAT, use a relevant link. A window for loading tables will open where you can upload a completed table pressing “Search file” and upload data to the questionnaire by clicking “Upload file”.



Home page > Submit data - Economic entities > TESTETTEVÖTEI, TOIMILA 1 > INTRASTAT. DISPATCHES... 18:53 | XML | Accessibility | EN | 327 | ILONA EHTLA

### INTRASTAT. DISPATCHES - 2014-01

Upload a completed CSV file

Uploading a large file can take some time. A respective message is displayed when the upload is successful.

Maximum 1000 records

Search file

Upload file

Validate table

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Delivery terms	Place	Mode of transport	EU Member State	Transaction	Country of origin	Commodity code (CN8)	Net mass (kg)	Supplementary quantity	Unit	Invoice value	Currency	Statistical value	Currency	Description of goods

A relevant message is displayed if uploading was successful.

Data will be loaded to eSTAT. After that, you can check them and submit the questionnaire. Form errors may occur in uploading, meaning that this file is incompatible with the template.

It is important to know that:

- You may not change the CSV-table template;
- Comma must be used as a separator; do not use spaces, decimal points etc.;
- The field “Entry number” must be filled in a CSV-file and each number must be unique.

## 2.6. Select values from the classification

Questionnaires can be filled in by adding rows from the classification. For that, click “Add row to the table”. It opens a window where you can add a row.

The screenshot displays the eSTAT questionnaire interface. On the left, there is a sidebar with navigation options: Submit data, Economic entities, Edit contacts, Manage users, Submit application, and Help. The main area shows a table titled "1. DISPATCHES" with the following columns: Column no., Name, Code of variable, Code/value, Name, and a search icon. The table lists 12 rows of classification variables, each with a search icon and a refresh icon. A blue arrow points to the "Add row to the table" button on the left. Another blue arrow points to the "Show more" button on the right. A third blue arrow points to the search icon in the "Name" column of the table. A fourth blue arrow points to the search icon in the "Code/value" column of the table. A fifth blue arrow points to the search icon in the "Name" column of the table. A sixth blue arrow points to the search icon in the "Code/value" column of the table. A seventh blue arrow points to the search icon in the "Name" column of the table. A eighth blue arrow points to the search icon in the "Code/value" column of the table. A ninth blue arrow points to the search icon in the "Name" column of the table. A tenth blue arrow points to the search icon in the "Code/value" column of the table. A eleventh blue arrow points to the search icon in the "Name" column of the table. A twelfth blue arrow points to the search icon in the "Code/value" column of the table. A thirteenth blue arrow points to the search icon in the "Name" column of the table. A fourteenth blue arrow points to the search icon in the "Code/value" column of the table. A fifteenth blue arrow points to the search icon in the "Name" column of the table. A sixteenth blue arrow points to the search icon in the "Code/value" column of the table. A seventeenth blue arrow points to the search icon in the "Name" column of the table. An eighteenth blue arrow points to the search icon in the "Code/value" column of the table. A nineteenth blue arrow points to the search icon in the "Name" column of the table. A twentieth blue arrow points to the search icon in the "Code/value" column of the table. A twenty-first blue arrow points to the search icon in the "Name" column of the table. A twenty-second blue arrow points to the search icon in the "Code/value" column of the table. A twenty-third blue arrow points to the search icon in the "Name" column of the table. A twenty-fourth blue arrow points to the search icon in the "Code/value" column of the table. A twenty-fifth blue arrow points to the search icon in the "Name" column of the table. A twenty-sixth blue arrow points to the search icon in the "Code/value" column of the table. A twenty-seventh blue arrow points to the search icon in the "Name" column of the table. A twenty-eighth blue arrow points to the search icon in the "Code/value" column of the table. A twenty-ninth blue arrow points to the search icon in the "Name" column of the table. A thirtieth blue arrow points to the search icon in the "Code/value" column of the table. A thirty-first blue arrow points to the search icon in the "Name" column of the table. A thirty-second blue arrow points to the search icon in the "Code/value" column of the table. A thirty-third blue arrow points to the search icon in the "Name" column of the table. A thirty-fourth blue arrow points to the search icon in the "Code/value" column of the table. A thirty-fifth blue arrow points to the search icon in the "Name" column of the table. A thirty-sixth blue arrow points to the search icon in the "Code/value" column of the table. A thirty-seventh blue arrow points to the search icon in the "Name" column of the table. A thirty-eighth blue arrow points to the search icon in the "Code/value" column of the table. A thirty-ninth blue arrow points to the search icon in the "Name" column of the table. A fortieth blue arrow points to the search icon in the "Code/value" column of the table. A forty-first blue arrow points to the search icon in the "Name" column of the table. A forty-second blue arrow points to the search icon in the "Code/value" column of the table. A forty-third blue arrow points to the search icon in the "Name" column of the table. A forty-fourth blue arrow points to the search icon in the "Code/value" column of the table. A forty-fifth blue arrow points to the search icon in the "Name" column of the table. A forty-sixth blue arrow points to the search icon in the "Code/value" column of the table. A forty-seventh blue arrow points to the search icon in the "Name" column of the table. A forty-eighth blue arrow points to the search icon in the "Code/value" column of the table. A forty-ninth blue arrow points to the search icon in the "Name" column of the table. A fiftieth blue arrow points to the search icon in the "Code/value" column of the table. A fifty-first blue arrow points to the search icon in the "Name" column of the table. A fifty-second blue arrow points to the search icon in the "Code/value" column of the table. A fifty-third blue arrow points to the search icon in the "Name" column of the table. A fifty-fourth blue arrow points to the search icon in the "Code/value" column of the table. A fifty-fifth blue arrow points to the search icon in the "Name" column of the table. A fifty-sixth blue arrow points to the search icon in the "Code/value" column of the table. A fifty-seventh blue arrow points to the search icon in the "Name" column of the table. A fifty-eighth blue arrow points to the search icon in the "Code/value" column of the table. A fifty-ninth blue arrow points to the search icon in the "Name" column of the table. A sixtieth blue arrow points to the search icon in the "Code/value" column of the table. A sixty-first blue arrow points to the search icon in the "Name" column of the table. A sixty-second blue arrow points to the search icon in the "Code/value" column of the table. A sixty-third blue arrow points to the search icon in the "Name" column of the table. A sixty-fourth blue arrow points to the search icon in the "Code/value" column of the table. A sixty-fifth blue arrow points to the search icon in the "Name" column of the table. A sixty-sixth blue arrow points to the search icon in the "Code/value" column of the table. A sixty-seventh blue arrow points to the search icon in the "Name" column of the table. A sixty-eighth blue arrow points to the search icon in the "Code/value" column of the table. A sixty-ninth blue arrow points to the search icon in the "Name" column of the table. A seventieth blue arrow points to the search icon in the "Code/value" column of the table. A seventy-first blue arrow points to the search icon in the "Name" column of the table. A seventy-second blue arrow points to the search icon in the "Code/value" column of the table. A seventy-third blue arrow points to the search icon in the "Name" column of the table. A seventy-fourth blue arrow points to the search icon in the "Code/value" column of the table. A seventy-fifth blue arrow points to the search icon in the "Name" column of the table. A seventy-sixth blue arrow points to the search icon in the "Code/value" column of the table. A seventy-seventh blue arrow points to the search icon in the "Name" column of the table. A seventy-eighth blue arrow points to the search icon in the "Code/value" column of the table. A seventy-ninth blue arrow points to the search icon in the "Name" column of the table. An eightieth blue arrow points to the search icon in the "Code/value" column of the table. An eighty-first blue arrow points to the search icon in the "Name" column of the table. An eighty-second blue arrow points to the search icon in the "Code/value" column of the table. An eighty-third blue arrow points to the search icon in the "Name" column of the table. An eighty-fourth blue arrow points to the search icon in the "Code/value" column of the table. An eighty-fifth blue arrow points to the search icon in the "Name" column of the table. An eighty-sixth blue arrow points to the search icon in the "Code/value" column of the table. An eighty-seventh blue arrow points to the search icon in the "Name" column of the table. An eighty-eighth blue arrow points to the search icon in the "Code/value" column of the table. An eighty-ninth blue arrow points to the search icon in the "Name" column of the table. A ninetieth blue arrow points to the search icon in the "Code/value" column of the table. A hundredth blue arrow points to the search icon in the "Name" column of the table.

Column no.	Name	Code of variable	Code/value	Name
1	Delivery terms	INTRA_R1_01		
2	Place	INTRA_R1_02		
3	Mode of transport	INTRA_R1_03		
* 4	EU Member State	INTRA_R1_04		
* 5	Transaction	INTRA_R1_05		
* 6	Country of origin	INTRA_R1_06		
* 7	Commodity code (CN8)	INTRA_R1_07		
* 8	Net mass (kg)	INTRA_R1_08		
9	Supplementary quantity	INTRA_R1_09		
10	Unit	INTRA_R1_10		
* 11	Invoice value	INTRA_R1_11		
* 12	Currency	INTRA_R1_12		

Red asterisk denotes mandatory fields. To enter data, write the respective code or name in the field. You can select the value also from the classification, which opens by clicking on the magnifying glass icon. A click on the information icon opens the explanation of value.

The screenshot shows a data entry interface with a sidebar on the left containing navigation options: Submit data, Economic entities, Edit contacts, Manage users, Submit application, and Help. The main area contains 17 input fields, each with a label, a code, and a search icon. Fields 5, 6, 7, 8, 11, and 12 are marked with a red asterisk. Fields 5 and 6 have two input boxes each. Below the fields are two buttons: 'Close' and 'Add row to the table'. On the right, a table preview is visible with columns for 'Statistical code', 'Currency', and 'Description of goods', showing a row with values '14' and '15'. Above the table is a 'Validate table' button with a download icon and a settings icon. A 'Show more' button is also present above the table.

Statistical code	Currency	Description of goods
14		15

After you have entered all values, click “Add table row”. In the add-row header, the number of table entries is displayed. Then you can proceed to the next entry. After you have entered all data, click “Close”. Now you can see all rows added to the table, you can check data and submit the questionnaire by clicking on “Confirm”. You can correct the mistakes in the header or by re-opening the row by clicking on the respective row number.

The screenshot shows a questionnaire interface with a table titled "1. DISPATCHES". The table has 15 columns: Delivery terms, Place, Mode of transport, EU Member State, Transaction, Country of origin, Commodity code (CN8), Net mass (kg), Supplementary quantity, Unit, Invoice value, Currency, Statistical value, Currency, and Description of goods. Two rows of data are visible, each with a red question mark icon in the Unit column.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	FAS - Free alongside ship		8 - Inland waterway transport	FI - Finland	11 - Outright purchase/sale	AQ - Antarctica	01022910 - Live cattle of a weight <= 80 kg (excl. pure-bred for breeding)		12	- (?)		123	HUF - Hungarian forint		
2	-			FR - France	30 - Transactions involving transfer of ownership without financial or in kind compensation (e.g. aid shipments, humanitarian aid, gifts)	AS - American Samoa	01022961 - Cows of a weight > 300 kg, for slaughter (excl. heifers)	11 111		- (?)	88 888	HUF - Hungarian forint			

Navigation buttons at the bottom include a back arrow, an "Exit" button, an "Add table row" button, and a "Check" button. Blue arrows point to the "Exit" button, the first row number "1", and the "Add table row" button.

You can exit the questionnaire by clicking on “Exit”. This button unlocks the questionnaire for other respondents.

## 2.7. Confirm the questionnaire for predefined reasons

If your economic entity has not commenced activities, has suspended or terminated its activities, does not engage in the phenomenon under study or does it seasonally, you can confirm the respective periods of the questionnaire by clicking on the link “Confirm all periods” opening under the gear icon in the periods header. It opens the view where you can confirm periods.

Home page > Submit data - Economic entities > TESTETTEVÖTE1, TOIMLA 1 > Majutustegevus

19:54 | XML | Accessibility | EN | 327 | ILONA EHTLA

### Majutustegevus

Questionnaire data

**Economic entity:** TESTETTEVÖTE1, TOIMLA 1  
**Year:** 2017  
**Questionnaire code:** 11572017TEST

**Code of economic entity:** 99999901-K0251900  
**Periodicity:** Monthly

Submitting XML questionnaire >  
 Confirm all periods >

No.	Period	Submission deadline	Method of receipt	Respondent	Questionnaire status	Confirmed	Error report
1	2017-01	10.02.2017	ESTAT	ILONA EHTLA	Incomplete, major errors		29.08.2018
2	2017-02	10.03.2017			Not started		
3	2017-03	10.04.2017			Not started		
4	2017-04	10.05.2017	ESTAT	TERJE OJALA	Incomplete		
5	2017-05	10.06.2017			Not started		
6	2017-06	10.07.2017			Not started		
7	2017-07	10.08.2017	ESTAT	AGNES KUTSAR	Incomplete		30.05.2018
8	2017-08	10.09.2017			Not started		
9	2017-09	10.10.2017			Not started		

Select a reason for confirming the questionnaire; select the period or periods to confirm and enter detailed description of confirmation. Then click “Confirm” and the respective periods of the questionnaire have been submitted.

ES eesti statistika

Home page > Submit data - Economic entities > TESTETTEVÖTEI, TOIMLA 1 > Majutustegevus 18:20 | XML | Accessibility | EN | 327 | ILONA EHTLA

### Majutustegevus

Questionnaire

Economic entity:

Code of economic entity:

**Respondent:** ILONA EHTLA, 47601010244, 6259100, ilona.ehtla@stat.ee

**Questionnaire:** Majutustegevus (11572017TEST), Monthly

Select reason

Select period

A more detailed description of confirmation (up to 250 characters)

Confirm

No.	Period	Confirmed	Error report
1	2017-01		
2	2017-02		
3	2017-03		
4	2017-04		
5	2017-05		
6	2017-06		
7	2017-07		
8	2017-08		
9	2017-09		
10	2017-10	10.11.2017	Not started
11	2017-11	10.12.2017	Not started

### 3. Editing of contacts

In the menu “Edit contacts”, you can change contact details of those economic entities for which you are the main user. If you are in the role of a respondent in eSTAT, you do not have the right to edit contacts of the economic entity.

To edit economic entity’s contacts, click on the name of economic entity or arrow at the end of the row. It opens the economic entity view where the contact details of the economic entity and the questionnaires that the economic entity has to submit to Statistics Estonia are displayed.

To edit contact details, click “Edit data”. The contacts edit view opens.

The screenshot displays the 'Edit contacts' page for the economic entity 'TESTETTEVÖTE1, AS'. The page layout includes a left-hand navigation menu with options like 'Submit data', 'Edit contacts', 'Manage users', 'Submit application', and 'Help'. The main content area shows contact details such as telephone, email, address, status, code, principal economic activity, CEO, and main user. A dark blue 'Edit data' button is highlighted with a blue arrow. Below this, the 'Questionnaires (471)' section is also highlighted with a blue arrow, showing a table of active questionnaires. On the right side, there is a calendar for August 2018 and a list of economic indicators with their values.

No.	Name	Year	Questionnaire code	Periodicity	Active questionnaires
1	Accommodation activity	2018	11572018TEST	Monthly	12
2	Air traffic	2018	13752018TEST	Quarterly	3
3	Air transport	2018	11552018TEST	Quarterly	3
4	Carriage of goods by road	2018	11362018TEST	Weekly	52

You cannot change the economic entity's name or registry code. To edit other information, change data in the respective field.

### **Description of the fields**

#### *Data of economic entity*

Telephone – economic entity's contact telephone

E-mail – economic entity's e-mail address

Website – economic entity's website address

Status – activity according to Statistics Estonia (cannot be edited)

State – activity according to the economic entity

Explanation – clarification of the change in the state of activity

Principal economic activity according to Statistics Estonia – economic activity in the Business Register (cannot be edited)

Principal economic activity – actual economic activity of the economic entity

Secondary economic activities according to Statistics Estonia – secondary activities in the Business Register (cannot be edited)

Secondary economic activity – secondary activity according to the economic entity

Note – a field for comments

#### *Postal address*

County – county from the classification

Town/rural municipality – town or rural municipality from the classification

Village/settlement/town district – the village, settlement or city district from the classification

Small place – small places are, for example, gardening associations, village centres, village parts, places, localities, small islands, former collective farm centres etc. where the houses and land units are numbered.

Street – street name

House – house number

Apartment – apartment number

Postal code – postal code (you can use the search)

Postal address in a foreign country – address of economic entity if it is located in a foreign country

*CEO data*

Personal ID code

Country of issuance of personal ID code

First name

Surname

Telephone

E-mail

*Data of main user*

Personal ID code

Country of issuance of personal ID code

First name

Surname

Telephone

E-mail

After editing the data, confirm changes by clicking “Confirm and save“. A click on “Back” takes you back to the economic entity view.

NB! The fields with a red asterisk are mandatory.

SS Eesti Statistika

Home page > Edit contacts > TESTETTEVÕTE1, AS

19:02 | XML | Accessibility | EN | 327 | ILONA EHTLA

### TESTETTEVÕTE1, AS

Legal information

Data of economic entity (Last confirmed 30.05.2018)

Code of economic entity:	99999901	Status:	
Name of economic entity:	TESTETTEVÕTE1, AS	State:	
* Telephone:	6259100	Explanation:	
* E-mail:	klienditugi@stat.ee	Principal economic activity according to SE:	H49101 Sõitjate raudteevedu
Website:		Principal economic activity:	
		Secondary economic activities according to SE:	
		Secondary economic activities:	Select secondary economic activity
		Note	

Submit data

Edit contacts

Manage users

Submit application

Help

August 2018

Mo	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS

Euroopa Sotsiaalf... 12.08  
TESTETTEVÕTE1, AS

Price of electricity 01.02  
TESTETTEVÕTE1, AS

Price of natural gas 01.02  
TESTETTEVÕTE1, AS

## 4. Manage users

You can add and block user rights in the menu item “Manage users”.

The user rights in eSTAT are as follows.

CEO – chief executive officer of the economic entity who has all the rights to add, edit and fill in data in eSTAT. CEO is responsible for performing the obligation of submitting data and he/she has the right to manage “Consents” for data publication.

Main user – main user of the economic entity who has all the rights to add, edit and fill in data in eSTAT. Main user is responsible for performing the obligation of submitting data based on the authority granted to him/her by CEO.

Respondent – respondent nominated by the main user who has the right to submit questionnaire data for all economic entities.

Limited respondent – respondent with limited rights, appointed by the main user, who has the right to submit questionnaire data for the economic entities that the main user has assigned to him/her.

Respondent with password – a respondent who is a foreign citizen and does not have an ID card for logging in or the right to use the internet bank, who has been granted the rights with the consent of the economic entity’s CEO. The respondent with password has the right to view and edit only the questionnaire data for which he/she has been granted the right of use.

Respondent with other rights – a respondent who submits questionnaire data upon entering a questionnaire on paper. Does not have the eSTAT user rights.

To add a respondent, click “Add new respondent” in the menu “Manage users“. Select the economic entity for which you want to add a respondent – an add-respondent view will open.

Home page > Manage users

19:46 | XML | Accessibility | EN | 327 | ILONA EHTLA

No.	First and surname	Personal ID code	Name of economic entity	Job title	Telephone	E-mail	Rights	Status
1	AGNES KUTSAR	6584521AF	TESTETTEVÖTE1, AS	pearaamatupidaja	56500012	agnes.kutsar@rmit.ee	CEO	Blokeeritud >
2	AGNES KUTSAR	47911276510	TESTETTEVÖTE1, TOIMLA 1	linnapea	56500012	agnes.kutsar@rmit.ee	CEO	Blokeeritud >
3	AGNES NAARITS	47107214912	TESTETTEVÖTE1, AS	juhataja asetäitja			respondent	Blokeeritud >
4	AILI MAANSO	44807100229	TESTETTEVÖTE1, AS	kontaktisik	5242392	ailli.maanso@stat.ee	respondent	Aktiivne >
5	AIME KIVISTIK	46712114226	TESTETTEVÖTE1, AS	juhtivstatistik			respondent	Aktiivne >
6	AIME LAUK	45806060218	TESTETTEVÖTE1, AS	peadirektor	6259100	klienditugi@stat.ee	respondent	Aktiivne >
7	AIRI KRUUSMAA	46603270316	TESTETTEVÖTE1, AS	vanemstatistik			respondent	Aktiivne >
8	AIVI SAAR	48505280033	TESTETTEVÖTE1, AS	metoodik	53403441	aivi.saar@stat.ee	respondent	Aktiivne >
9	ALIS TAMMUR	47304072710	TESTETTEVÖTE1, AS	vanemanalüütik			respondent	Aktiivne >
10	ALLAN ARON	37904200272	TESTETTEVÖTE1, AS	juhtivstatistik			respondent	Aktiivne >
11	ALLAN RANDLEPP	37401106011	TESTETTEVÖTE1, AS	peadirektori asetäitja	53440700	allan.randlepp@stat.ee	respondent	Blokeeritud >
12	ALLAN RANDLEPP	37401106011	TESTETTEVÖTE11, AS	direktor	625 9100	klienditugi@stat.ee	respondent	Aktiivne >
13	ANASTASSIA MEDKOVA	48708010262	TESTETTEVÖTE1, AS	juhtivstatistik			respondent	Blokeeritud >
14	ANDRES KLAUS	34204120264	TESTETTEVÖTE1, AS	juhtivstatistik			respondent	Aktiivne >
15	ANDRES OOPKAUP	36605250290	TESTETTEVÖTE11, AS	direktor	625 9100	klienditugi@stat.ee	respondent	Aktiivne >
16	ANDRUS AHVEN	38010040258	TESTETTEVÖTE1, AS	peaspetsialist			respondent	Aktiivne >
17	ANDRUS ARU	37703100277	TESTETTEVÖTE1, AS	veebilehe disainer	6259312	andrus.aru@stat.ee	respondent	Aktiivne >
18	ANGE UUEDELT	45907280224	TESTETTEVÖTE1, AS	juhtivspetsialist	6259100	ilona.ehtla@stat.ee	respondent	Aktiivne >
19	ANNE NUKA	46106140224	TESTETTEVÖTE1, AS	juhataja			respondent	Aktiivne >
20	ANNIKA LAARMAA	47511070047	TESTETTEVÖTE1, AS	juhtivstatistik-metoodik			respondent	Aktiivne >

August 2018

Stock of agricultur... 25.08  
TESTETTEVÖTE1, AS

Euroopa Sotsiaalf... 12.08  
TESTETTEVÖTE1, AS

Price of electricity 01.02  
TESTETTEVÖTE1, AS

Price of natural gas 01.02  
TESTETTEVÖTE1, AS

Back to home page

1 2 3 ... 15 16 17

Add new respondent

Fill in details of the new respondent and then select the user rights.

The user rights are as follows.

Respondent – gives to the new respondent access to all questionnaires of that economic entity.

Limited respondent – gives to the new respondent access to the specified questionnaire. Selecting “User rights of Respondent with limited rights”, the field where questionnaires can be added will open; select the questionnaires you want to add, confirm selection by clicking “Add” and save data by clicking “Save”.

Home page > Manage users 18:36 | XML | Accessibility | EN | 327 | ILONA EHTLA

### Details of the respondent

\*Personal ID code:  Country of issuance of personal ID code:

\*First name:  \*Telephone:

\*Surname:  \*E-mail:

\*Job title:

### Determining respondent rights

\*Select user rights:

Select questionnaire:  Select subunit:

Selected questionnaires:	Subunit
Questionnaire	Questionnaire

On the management of user page, data of all “Respondents of my economic entities” are displayed. In the page header, you can search for respondents by clicking on “Search”. In this view, all user related economic entities and user related questionnaires are displayed.

Home page > Manage users

19:52 | XML | Accessibility | EN | 327 | ILONA EHTLA

## Management of users

Search users

Code of economic entity: - Rights: -

Name of user: Ehtla Status: -

Search Hide search

Found 7 results Näita 20 tulemust korraga

No.	First and surname	Personal ID code	Name of economic entity	Job title	Telephone	E-mail	Rights	Status
1	ILONA EHTLA		TESTETTEVÕTE1, AS	juhataja	53009927	klienditugi@stat.ee	CEO	Aktiivne
2	ILONA EHTLA		TESTETTEVÕTE11, AS	esimees	100100	klienditugi@stat.ee	CEO	Aktiivne
3	ILONA EHTLA		TESTETTEVÕTE1, AS	4562556			limited respondent	Aktiivne
4	ILONA EHTLA		TESTETTEVÕTE1, TOIMLA 1	tegevjuht	6259100	ilona.ehtla@stat.ee	CEO	Aktiivne
5	ILONA EHTLA		BORIS NELLIS	deklarant	6259100	merle.parmson@stat.ee	CEO	Aktiivne
6	ILONA EHTLA		BORIS NELLIS - ÜKSUS2	juhtivspetsialist	6259191	klienditugi@stat.ee	CEO	Aktiivne
7	ILONA EHTLA		BORIS NELLIS - ÜKSUS1	juhtivspetsialist	6259191	klienditugi@stat.ee	CEO	Aktiivne

Back to home page Add new respondent

To edit a respondent's contact details or change the user rights, click on the triangle at the end of the respective row. The user data view will open. To edit personal data, click "Edit contacts", it opens the edit window. In this window, you can edit and save the respondent's personal details and his/her user rights. Assigning the respondent the role of "Respondent with limited rights", a row where you can add a questionnaire will open where you can assign to this respondent the questionnaire for submitting of which you grant him/her the rights. A click on "Back" takes you back to the respondent's data view.

Home page > Manage users > TESTETTEVÖTE1, AS

19:49 | XML | Accessibility | EN | 327 | ILONA EHTLA

## ILONA EHTLA

Personal ID code: [REDACTED]

First name: **ILONA**

Last name: **EHTLA**

Name of economic entity: **TESTETTEVÖTE1, AS**

Code of economic entity: **99999901**

Job title: **juhataja**

Telephone: **53009927**

E-mail: **klienditugi@stat.ee**

Country of personal ID code: **Estonia**

Rights: **CEO**

**Edit data**

**Economic entities related to the user** Questionnaires related to the user

No.	Name of economic entity	Code of economic entity	CEO	Main user
1	BORIS NELLIS	99000001	ILONA EHTLA	>
2	BORIS NELLIS - IIKSUS1	99999901-INTRA1	ILONA EHTLA	>

August 2018

Mo Tue Wed Thu Fri Sat Sun

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

Stock of agricultur... 25.08  
TESTETTEVÖTE1, AS

Euroopa Sotsiaalf... 12.08  
TESTETTEVÖTE1, AS

Price of electricity 01.02  
TESTETTEVÖTE1, AS

Price of natural gas 01.02  
TESTETTEVÖTE1, AS

In the respondent's view, you can block or remove a user by clicking "Remove/block user". It opens a window where you can temporarily block (e.g. for the period of annual leave or maternity leave) or permanently remove a user (after which the user has no access to the entity's account; he/she will remain respondent for data submitted so far).

Home page > Manage users > TESTETTEVÖTE1, AS

17:14 | XML | Accessibility | EN | 327 | ILONA EHTLA

Rights: CEO

Edit data

Economic entities related to the user | Questionnaires related to the user

No.	Name of economic entity	Code of economic entity	CEO	Main user
1	BORIS NELLIS	99000001	ILONA EHTLA	
2	BORIS NELLIS - ÜKSUS1	99000001-INTRA1	ILONA EHTLA	
3	BORIS NELLIS - ÜKSUS1	99000001-INTRA1	ILONA EHTLA	
4	BORIS NELLIS - ÜKSUS2	99000001-INTRA2	ILONA EHTLA	
5	BORIS NELLIS - ÜKSUS2	99000001-INTRA2	ILONA EHTLA	
6	TESTETTEVÖTE-ÜKSUS1	99999901-INTRA1		
7	TESTETTEVÖTE-ÜKSUS2	99999901-INTRA2		
8	TESTETTEVÖTE-ÜKSUS3	99999901-INTRA3		
9	TESTETTEVÖTE-ÜKSUS4	99999901-INTRA4		
10	TESTETTEVÖTE-ÜKSUS5	99999901-INTRA5		
11	TESTETTEVÖTE1, AS	99999901	ILONA EHTLA	KAIE VASARIK
12	TESTETTEVÖTE1, TOIMLA 1	99999901-K0251900	ILONA EHTLA	KAIE VASARIK
13	TESTETTEVÖTE11, AS	99999911	ILONA EHTLA	

Back | Remove/block user

August 2018

Stock of agricultur... 25.08  
TESTETTEVÖTE1, AS

Euroopa Sotsiaalf... 12.08  
TESTETTEVÖTE1, AS

Price of electricity 01.02  
TESTETTEVÖTE1, AS

Price of natural gas 01.02  
TESTETTEVÖTE1, AS

- Submit data
- Edit contacts
- Manage users
- Submit application
- Help

## ILONA EHTLA

Personal ID code: 47  
 First name: IL  
 Last name: EH  
 Name of economic entity: TE  
 Code of economic entity: 99  
 Job title: ju  
 Telephone: 53  
 E-mail: kl  
 Country of personal ID code: Es  
 Rights: CF

Edit data

### Do you want to remove the user?

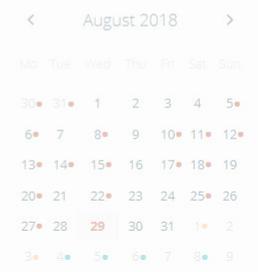
In eSTAT environment, users can be temporarily blocked or permanently deleted. Choose the appropriate method. If you have any questions or problems, write [klenditugi@stat.ee](mailto:klenditugi@stat.ee)

Temporary block     Permanently remove the user

Remove user

**Economic entities related to the user**    Questionnaires related to the user

No.	Name of economic entity	Code of economic entity	CEO	Main user
1	BORIS NELLIS	99000001	ILONA EHTLA	>



- Stock of agricultur... 25.08  
TESTETEVÖTE1, AS
- Euroopa Sotsiaalf... 12.08  
TESTETEVÖTE1, AS
- Price of electricity 01.02  
TESTETEVÖTE1, AS
- Price of natural gas 01.02  
TESTETEVÖTE1, AS

# 5. Submit an application

If you want to submit an application for the eSTAT user rights for another economic entity while being an eSTAT user for one entity already, you can do it by clicking on “Submit an application”. Then you can choose between “User Application” and “Application for an account with password”. Select type of application by clicking on the respective button.

The screenshot shows the 'Submit application' page on the eSTAT portal. The page features a main heading: 'Here you can submit an application for creating a new user.' Below this, a sub-heading states: 'You can choose between two types of accounts – CEO/main user or an account with password for a foreign citizen.' Two dark blue buttons are positioned below the text: 'Application of a CEO/main user' and 'Application for an account with password'. Blue arrows point from the 'Submit application' menu item in the left sidebar to the first button, and from the '327' notification badge in the top right to the second button. The page also includes a top navigation bar with 'Home page > Submit application', a clock showing '19:54', and a right sidebar with a calendar for August 2018 and a list of data items such as 'Stock of agricultur...', 'Euroopa Sotsiaalf...', 'Price of electricity', and 'Price of natural gas'.

The page for submitting the application opens. If you are a person with the right of representation, you can select the economic entity for which you would like to submit an application, and after having acquainted and agreed with the terms and conditions, click on the button “Submit application”.

### Application for eSTAT user rights

Applying on the basis of register data     Applying on the basis of authorisation

Choose enterprise/enterprises for which you want to submit an application

	Name	Code of economic entity	Name of person with the right of representation in eSTAT	Date of creating
<input type="checkbox"/>	Jämlar OÜ	12870870	TAAVI LAURINGSON	16.02.2016

I confirm that as an applicant I am aware of my rights and obligations and that I have got acquainted with [the terms and conditions](#).

Once the application has been submitted, the eSTAT account is created automatically. In case the person who submitted the application wishes to appoint a Super User (the person responsible for data submission and for managing the respondents within the economic entity) for the economic entity, it can be done under the menu item “Manage users”.

Click on the button „Add new respondent“ at the bottom of the page. Once the appropriate economic entity has been selected, the window for adding a respondent opens. Fill in the required fields and select “Super User” under “Select user rights”. To finish the action, click on “Save”. Note: Only a person entitled to represent the economic entity can appoint a Super User for the economic entity.

ES ESTEIS  
SISSELOGIJA

Home page > Manage users > TESTETTEVÖTE1, AS

19:54 | File upload | Accessibility | EN | 450 | ILONA EHTLA

### Details of the economic entity and the respondent

#### Details of the respondent

\*Personal ID code:

Country of issuance of personal ID code:

\*First name:

\*Telephone:

\*Surname:

\*E-mail:

\*Job title:

#### Determining respondent rights

\*Select user rights:

Back Save

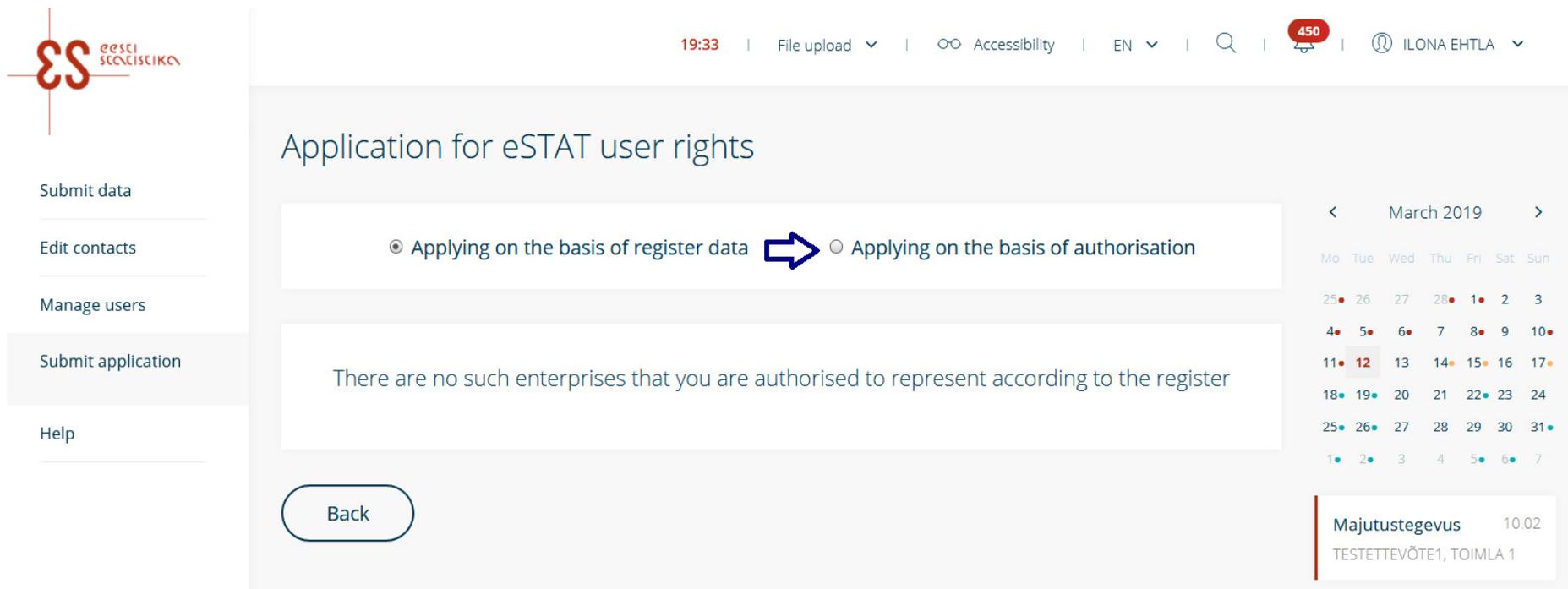
March 2019

Mo	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- Majutustegevus 10.02  
TESTETTEVÖTE1, TOIMLA 1
- INTRASTAT. DISPA... 14.04  
TESTETTEVÖTE1, AS
- INTRASTAT. ARRIV... 14.03  
TESTETTEVÖTE1, AS
- Exports (sale of fis... 15.03  
TESTETTEVÖTE1, AS
- EKOMAR M731 01.07  
TESTETTEVÖTE1, AS

## Applying on the basis of authorisation

If you are not entitled to represent the economic entity but you have been authorised to carry out duties on behalf of the person entitled to represent the economic entity, you can submit the application by clicking on “Applying on the basis of authorisation”.



The screenshot shows the 'Application for eSTAT user rights' page. The left sidebar contains navigation links: 'Submit data', 'Edit contacts', 'Manage users', 'Submit application' (highlighted), and 'Help'. The main content area has a title 'Application for eSTAT user rights' and two radio button options: 'Applying on the basis of register data' (selected) and 'Applying on the basis of authorisation' (indicated by a blue arrow). Below the options, a message states: 'There are no such enterprises that you are authorised to represent according to the register'. A 'Back' button is located at the bottom left. The top right of the page features a navigation bar with the time '19:33', 'File upload', 'Accessibility', 'EN', a search icon, a notification icon with '450', and the user name 'ILONA EHTLA'.

19:33 | File upload | Accessibility | EN | Search | 450 | ILONA EHTLA

### Application for eSTAT user rights

Applying on the basis of register data   Applying on the basis of authorisation

There are no such enterprises that you are authorised to represent according to the register

Back

March 2019

Mo	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Majutustegevus 10.02  
TESTETTEVÕTE1, TOIMLA 1

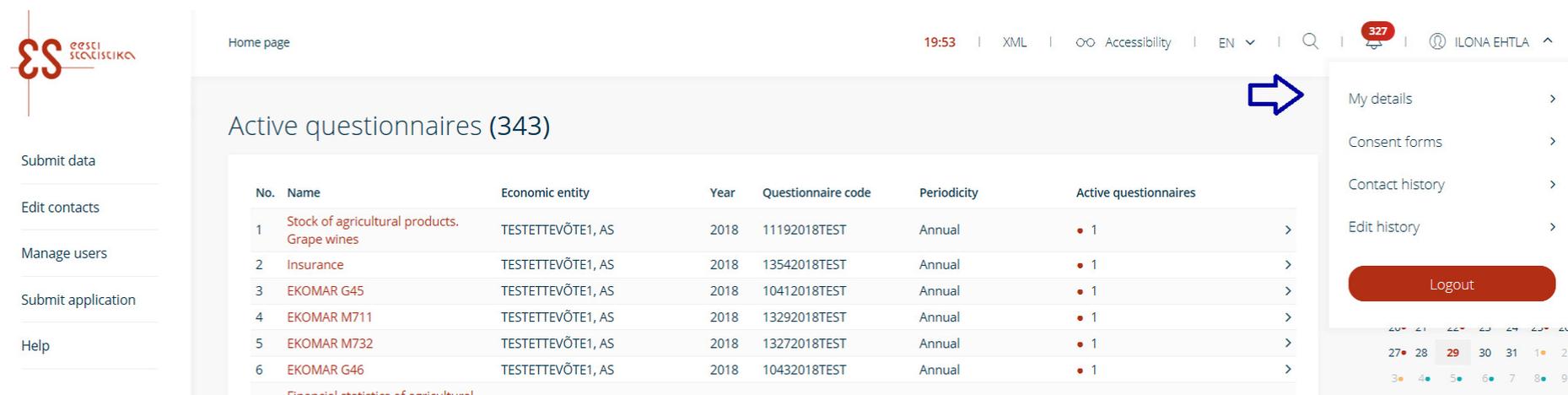
The window for submitting the application opens. Fill in all the fields and add the authorisation (if any) by clicking on “Search file”. To submit the application, acquaint yourself with the terms and conditions, confirm this and then click on the button “Submit application”. The submitted application is checked by Statistics Estonia, and if everything is correct, your application is approved.

The screenshot shows a web form for submitting an application. On the left is a vertical navigation menu with the following items: "Submit data", "Edit contacts", "Manage users", "Submit application" (highlighted), and "Help". The main form area is divided into several sections:

- Top section:** Two input fields. The first is labeled "\* Code of economic entity:" and contains a blue arrow pointing to it. The second is labeled "\* Name of economic entity:".
- Personal details of CEO section:** A sub-section with several fields:
  - \* Personal ID code: 47601010244
  - \* First name: ILONA
  - \* Surname: EHTLA
  - \* Country of issuance of personal ID code: Estonia
  - \* Telephone: (empty field) with a blue arrow pointing to it.
  - \* E-mail: (empty field) with a blue arrow pointing to it.
- Authorisation file section:** A heading "Authorisation file" followed by the text "Supplement an authorization file. The file can also be submitted later by e-mail to klienditugi@stat.ee." Below this is a search bar labeled "Search file" with a magnifying glass icon and a blue arrow pointing to it.
- Confirmation section:** A checkbox with a blue arrow pointing to it, followed by the text "I confirm that as an applicant I am aware of my rights and obligations and that I have got acquainted with [the terms and conditions](#)."
- Bottom navigation:** A "Back" button on the left and a "Submit application" button on the right, with a blue arrow pointing to it.

## 6. My data

You can see and edit your personal data in the menu “My details” opening with an arrow in the upper right-hand corner below your name.



The screenshot shows the 'Active questionnaires (343)' page. On the left, there is a sidebar with navigation options: Submit data, Edit contacts, Manage users, Submit application, and Help. The main content area features a table of active questionnaires. A blue arrow points to the 'My details' menu item in the top right corner, which is open, showing options for My details, Consent forms, Contact history, and Edit history, along with a Logout button. The table below contains the following data:

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÖTE1, AS	2018	11192018TEST	Annual	1
2	Insurance	TESTETTEVÖTE1, AS	2018	13542018TEST	Annual	1
3	EKOMAR G45	TESTETTEVÖTE1, AS	2018	10412018TEST	Annual	1
4	EKOMAR M711	TESTETTEVÖTE1, AS	2018	13292018TEST	Annual	1
5	EKOMAR M732	TESTETTEVÖTE1, AS	2018	13272018TEST	Annual	1
6	EKOMAR G46	TESTETTEVÖTE1, AS	2018	10432018TEST	Annual	1

In “my details” view you can see and edit your personal data, view the economic entities related to you and contacts edit history (who, when has changed which contacts of the enterprise). To edit personal details, click “Edit data”. It opens the data editing view. You can change your contact telephone and e-mail address. In the list of contacts “Economic entities related to me”, you can change your contacts in different economic entities by clicking on the “Edit” icon behind “Economic entity”. To finalise the activity, click “Confirm”.



# ILONA EHTLA

Personal ID code: **47601010244**  
 First name: **ILONA**  
 Surname: **EHTLA**  
 Telephone: **6259100**  
 E-mail: **klienditugi@stat.ee**

Show statistics



- Submit data
- Edit contacts
- Manage users
- Submit application
- Help

[Edit data](#)

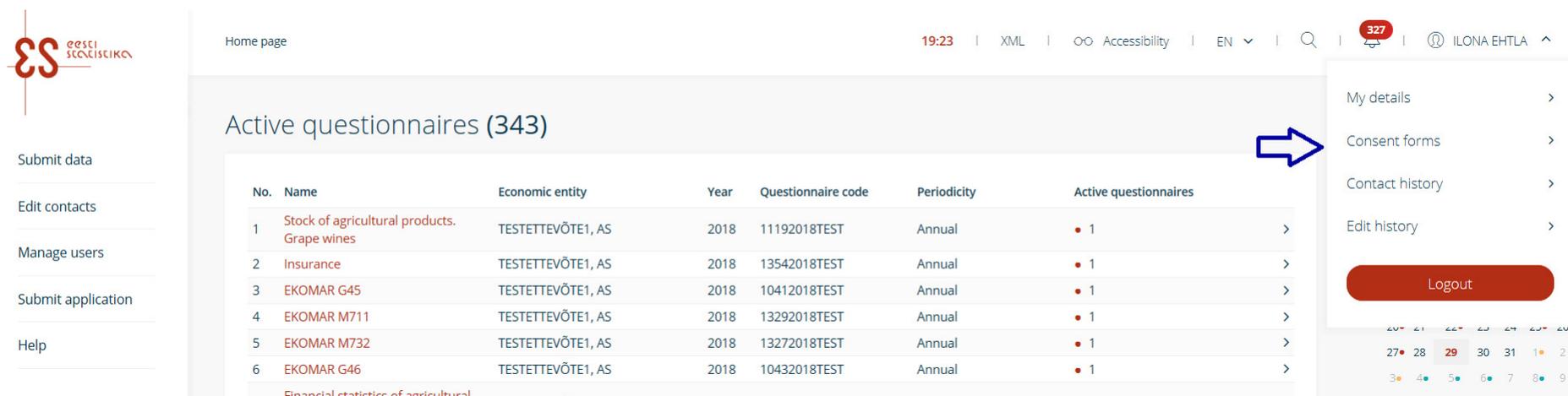
**Economic entities related to me** [Contacts history](#)

No.	Name	Code of economic entity	CEO	Main user
1	BORIS NELLIS	99000001	ILONA EHTLA	>
2	BORIS NELLIS - ÜKSUS1	99000001-INTRA1	ILONA EHTLA	>
3	BORIS NELLIS - ÜKSUS1	99000001-INTRA1	ILONA EHTLA	>
4	BORIS NELLIS - ÜKSUS2	99000001-INTRA2	ILONA EHTLA	>
5	BORIS NELLIS - ÜKSUS2	99000001-INTRA2	ILONA EHTLA	>
6	TESTETTEVÕTE-ÜKSUS1	99999901-INTRA1		>
7	TESTETTEVÕTE-ÜKSUS2	99999901-INTRA2		>
8	TESTETTEVÕTE-ÜKSUS3	99999901-INTRA3		>

- Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS
- Euroopa Sotsiaalf... 12.08  
TESTETTEVÕTE1, AS
- Price of electricity 01.02  
TESTETTEVÕTE1, AS
- Price of natural gas 01.02  
TESTETTEVÕTE1, AS

## 7. Consent forms

Statistics Estonia may publish data in the form that precludes any identification of a data subject. Data that enable identification of a data subject may be published only with the written consent of the data subject. Therefore, where necessary, the CEO of economic entity has to confirm the consent form in eSTAT.



The screenshot displays the eSTAT web application interface. On the left, there is a sidebar with navigation options: Submit data, Edit contacts, Manage users, Submit application, and Help. The main content area is titled "Active questionnaires (343)" and contains a table with the following data:

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÕTE1, AS	2018	11192018TEST	Annual	1
2	Insurance	TESTETTEVÕTE1, AS	2018	13542018TEST	Annual	1
3	EKOMAR G45	TESTETTEVÕTE1, AS	2018	10412018TEST	Annual	1
4	EKOMAR M711	TESTETTEVÕTE1, AS	2018	13292018TEST	Annual	1
5	EKOMAR M732	TESTETTEVÕTE1, AS	2018	13272018TEST	Annual	1
6	EKOMAR G46	TESTETTEVÕTE1, AS	2018	10432018TEST	Annual	1
...	Financial statistics of agricultural...	...	...	...	...	...

In the upper right corner, a user menu is open, showing options: My details, Consent forms, Contact history, Edit history, and a Logout button. A blue arrow points to the "Consent forms" option. The user's name "ILONA EHTLA" and a notification badge "327" are also visible in the top right.

For that, click “Consent forms” in the menu opening above your name in the upper right-hand corner. Then click on the triangle at the end of the appropriate consent form row or on the name of economic entity. The consent confirmation window will open. Tick the confirmation checkbox and finalise the activity by clicking “Confirm”.

- Submit data
- Edit contacts
- Manage users
- Submit application
- Help

## Consent forms



### Need confirmation



No.	Name of economic entity	Code of economic entity	Name of questionnaire	Questionnaire code	Consent	Respondent	Confirmation deadline
-----	-------------------------	-------------------------	-----------------------	--------------------	---------	------------	-----------------------



### Confirmed consent forms

No.	Name of economic entity	Code of economic entity	Name of questionnaire	Questionnaire code	Consent	Confirmer	Confirmation date
1	TESTETTEVÕTE1, AS	99999901	Prices of telecommunications services	1365TEST	Agree	ILONA EHTLA	04.06.2018
2	TESTETTEVÕTE1, AS	99999901	INTRASTAT. ARRIVALS	1204TEST	Disagree	ILONA EHTLA	04.01.2018
3	TESTETTEVÕTE1, AS	99999901	Põllumajandussaadused	1298TEST	Disagree	ILONA EHTLA	04.01.2018

< August 2018 >

Mo	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS

Euroopa Sotsiaalf... 12.08  
TESTETTEVÕTE1, AS

Then you can see the consent forms you have confirmed.

## 8. Contact history / Edit history

To see the contacts history, click “Contact history” in the menu item opening above your name in the upper right-hand corner. If you select an economic entity, all its contacts with Statistics Estonia will be displayed. These include messages sent and telephone contacts that have all been registered in the system.

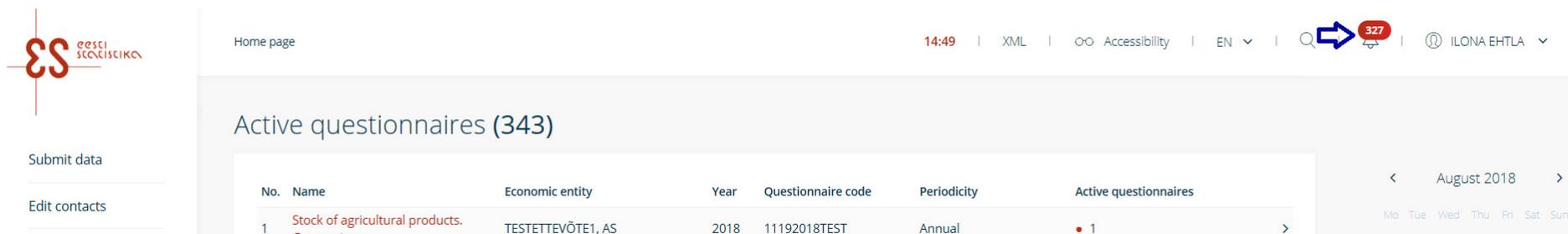
The screenshot displays the user interface of the Statistics Estonia system. On the left, there is a navigation menu with the following items: Submit data, Edit contacts, Manage users, Submit application, and Help. The main content area is titled "Active questionnaires (343)" and contains a table with the following columns: No., Name, Economic entity, Year, Questionnaire code, Periodicity, and Active questionnaires. The table lists seven active questionnaires, all from the year 2018, with one active questionnaire each. A user menu is open in the top right corner, showing options: My details, Consent forms, Contact history, Edit history, and a Logout button. Two blue arrows point to the "Contact history" and "Edit history" options in the menu.

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÖTE1, AS	2018	11192018TEST	Annual	• 1
2	Insurance	TESTETTEVÖTE1, AS	2018	13542018TEST	Annual	• 1
3	EKOMAR G45	TESTETTEVÖTE1, AS	2018	10412018TEST	Annual	• 1
4	EKOMAR M711	TESTETTEVÖTE1, AS	2018	13292018TEST	Annual	• 1
5	EKOMAR M732	TESTETTEVÖTE1, AS	2018	13272018TEST	Annual	• 1
6	EKOMAR G46	TESTETTEVÖTE1, AS	2018	10432018TEST	Annual	• 1
7	Financial statistics of agricultural, forestry and fishing enterprises	TESTETTEVÖTE1, AS	2018	13442018TEST	Annual	• 1

To see the editing history, click “Edit history” in the menu item opening above your name in the upper right-hand corner. In this view, you can see the history of editing the respondent’s contact details.

## 9. Messages

All messages Statistics Estonia has e-mailed you are also displayed in the system. When a new message arrives, the number of unread messages is displayed in the upper menu bar at the bell icon.



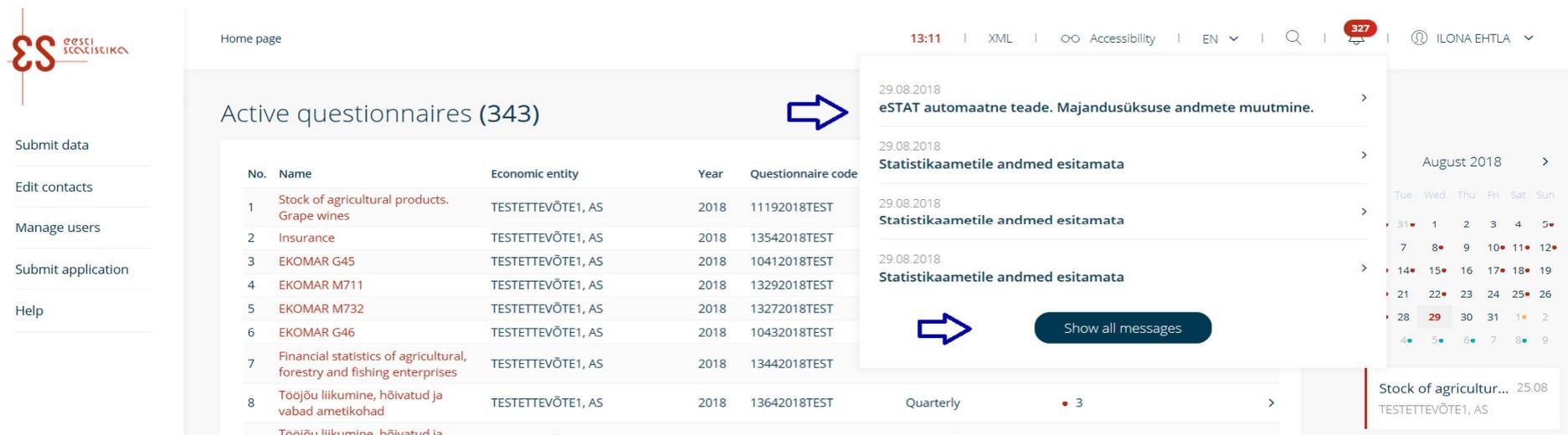
Home page 14:49 | XML | Accessibility | EN | 327 | ILONA EHTLA

### Active questionnaires (343)

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÕTE1, AS	2018	11192018TEST	Annual	1

August 2018

A click on the number opens the read-the-messages window. To read the message, click on the message or a rectangle behind the message. To see all messages, click “Show all messages”. In this view, you can see all messages sent to you.



Home page 13:11 | XML | Accessibility | EN | 327 | ILONA EHTLA

### Active questionnaires (343)

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÕTE1, AS	2018	11192018TEST		
2	Insurance	TESTETTEVÕTE1, AS	2018	13542018TEST		
3	EKOMAR G45	TESTETTEVÕTE1, AS	2018	10412018TEST		
4	EKOMAR M711	TESTETTEVÕTE1, AS	2018	13292018TEST		
5	EKOMAR M732	TESTETTEVÕTE1, AS	2018	13272018TEST		
6	EKOMAR G46	TESTETTEVÕTE1, AS	2018	10432018TEST		
7	Financial statistics of agricultural, forestry and fishing enterprises	TESTETTEVÕTE1, AS	2018	13442018TEST		
8	Töajõu liikumine, hõivatud ja vabad ametikohad	TESTETTEVÕTE1, AS	2018	13642018TEST	Quarterly	3

29.08.2018  
eSTAT automaatne teade. Majandusüksuse andmete muutmine.

29.08.2018  
Statistikaametile andmed esitamata

29.08.2018  
Statistikaametile andmed esitamata

29.08.2018  
Statistikaametile andmed esitamata

Show all messages

August 2018

Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS

## 10. Additional functions

Session duration – to ensure security of personal data, a session lasts 20 minutes. If nothing is saved or anything else done in the system during this time, the user is automatically logged out. Five minutes prior to automatic logout, a relevant warning message is displayed to the user. Directly from the warning message it is possible to prolong the session to 20, 30, 60 or 90 minutes. The same function opens by clicking on the current session time in the header.

The screenshot shows a web application interface. On the left is a navigation menu with the logo 'ES eesti statistika'. The main content area has a header with 'Home page', a clock showing '10:39', and user information 'ILONA EHTLA'. A dropdown menu is open over the clock, titled 'Choose session time:', with radio buttons for '20min', '30min', '60min', and '90min'. A blue arrow points from the '10:39' time to this dropdown. Below the header is a section 'Active questionnaires (343)' with a blue arrow pointing to it. Underneath is a table with columns: No., Name, Economic entity, Year, Questionnaire code, Periodicity, and Active questionnaires. The table lists six entries. On the right side of the interface is a calendar for August 2018.

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÖTE1, AS	2018	11192018TEST	Annual	• 1
2	Insurance	TESTETTEVÖTE1, AS	2018	13542018TEST	Annual	• 1
3	EKOMAR G45	TESTETTEVÖTE1, AS	2018	10412018TEST	Annual	• 1
4	EKOMAR M711	TESTETTEVÖTE1, AS	2018	13292018TEST	Annual	• 1
5	EKOMAR M732	TESTETTEVÖTE1, AS	2018	13272018TEST	Annual	• 1
6	EKOMAR G46	TESTETTEVÖTE1, AS	2018	10432018TEST	Annual	• 1

Contrast – for partially sighted persons it is possible to increase the contrast of colours. For that, click on the specs icon in the header and move the slider until you achieve the desired result.

Edit environment settings Restore default settings > Close ✕

Adjust the e-environment settings of Statistics Estonia according to your needs.

Colour scheme



Normal



High contrast


Home page
07:57
XML
Accessibility
EN
327
ILONA EHTLA

### Active questionnaires (343)

No.	Name	Economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Stock of agricultural products. Grape wines	TESTETTEVÕTE1, AS	2018	11192018TEST	Annual	1
2	Insurance	TESTETTEVÕTE1, AS	2018	13542018TEST	Annual	1
3	EKOMAR G45	TESTETTEVÕTE1, AS	2018	10412018TEST	Annual	1
4	EKOMAR M711	TESTETTEVÕTE1, AS	2018	13292018TEST	Annual	1
5	EKOMAR M722	TESTETTEVÕTE1, AS	2018	13272018TEST	Annual	1

Stock of agricultur... 25.08

TESTETTEVÕTE1, AS

Euroopa Sotsiaalf... 12.08

TESTETTEVÕTE1, AS

Price of electricity 01.02

TESTETTEVÕTE1, AS

Language – you can select the Estonian or English language. To change the language, click either ET or EN in the header.

Search – you can use a search from the system. A click on the magnifying glass icon in the header opens the search box. Enter the word you search and then press “Enter” on the keyboard. Search results in six categories will be displayed.

All results

Questionnaires

Economic entities

Users

Messages

User instructions

The number of results in brackets is displayed after each option. The results are displayed as a list. You can move to the search results you need by clicking on the arrow at the end of the search results row.

- Submit data
- Edit contacts
- Manage users
- Submit application
- Help

## Search results

Ehtla

All results (10)

Questionnaires (0)

Economic entities (0)

Messages (10)

User instructions (0)

Found 10 results

Näita 20 tulemust korraga

Category	Content
Messages	eSTAT automaatne teade. Majandusüksuse andmete muutmine. Lugupeetud ILONA,EHTLA Teie majandusüksuse KLIENDITOE ETTEVÕTE 253 253 kontaktandmeid eSTATis on muudetud/ kinnitatud. Seda, kes ja milliseid kontaktandmeid muutis saate vaadata eSTATist menüüst „Majandusüksus“, klõpsates vastava ettevõtte taga nuppu „Ajalugu 1“. Küsimuste ja probleemide korral võtke ühendust meie klienditoeaga, aitame meelsasti. Lugupidamisega Statistikaameti klienditugi Tel. 6259 100 klienditugi@stat.ee
Messages	eSTAT automaatne teade. Majandusüksuse andmete muutmine. Lugupeetud ILONA,EHTLA Teie majandusüksuse KLIENDITOE ETTEVÕTE 273 273 kontaktandmeid eSTATis on muudetud/ kinnitatud. Seda, kes ja milliseid kontaktandmeid muutis saate vaadata eSTATist menüüst „Majandusüksus“, klõpsates vastava ettevõtte taga nuppu „Ajalugu 1“. Küsimuste ja probleemide korral võtke ühendust meie klienditoeaga, aitame meelsasti. Lugupidamisega Statistikaameti klienditugi Tel. 6259 100 klienditugi@stat.ee
Messages	eSTAT automaatne teade. Andmeesitaja muutmise/lisamise/blokeerimine. Lugupeetud andmeesitaja! Teie majandusüksuse 251, KLIENDITOE ETTEVÕTE 251 eSTATi andmeesitaja ILONA EHTLA on lisatud või tema andmeid on muudetud. Seda, kes ja milliseid andmeid muutis saate vaadata eSTATist menüüst „Majandusüksus“, klõpsates vastava ettevõtte taga nuppu „Ajalugu 2“. Kontakti liik: Andmeesitaja lisamine, muutmise, kustutamine. Küsimuste ja probleemide korral võtke ühendust meie klienditoeaga, aitame meelsasti. Lugupidamisega Statistikaamet Andmetööluse ja registre osakond Klienditugi tel: 6259100 klienditugi@stat.ee
Messages	eSTAT automaatne teade. Majandusüksuse andmete muutmine. Lugupeetud ILONA,EHTLA Teie majandusüksuse KLIENDITOE ETTEVÕTE 163 333333 kontaktandmeid eSTATis on muudetud/ kinnitatud. Seda, kes ja milliseid kontaktandmeid muutis saate vaadata eSTATist menüüst „Majandusüksus“, klõpsates vastava ettevõtte taga nuppu „Ajalugu 1“. Küsimuste ja probleemide korral võtke ühendust meie klienditoeaga, aitame



- Stock of agricultur... 25.08  
TESTETTEVÕTE1, AS
- Euroopa Sotsiaalf... 12.08  
TESTETTEVÕTE1, AS
- Price of electricity 01.02  
TESTETTEVÕTE1, AS
- Price of natural gas 01.02  
TESTETTEVÕTE1, AS

## 10.1 Submitting XML questionnaires

To upload a XML questionnaire, click on the link “File upload” in the eheader and select “XML”. A data submission window opens. There you can select from your computer an XML file that you want to deliver, and upload the file by clicking “Upload file”. The XML-file must conform to the requirements of eSTAT questionnaires (the questionnaire has a downloadable XSD-file) or is an InstatXML6.5.-file (international format developed by Eurostat for intrastat questionnaires 1203 and 1204). You can find the XSD-files describing the structure at the home page in the respective questionnaire data behind the link “InstatXML-files”, for example, <http://www.stat.ee/15717>). Files can be sent also in ZIP format. After you have uploaded and checked the data, the questionnaire is submitted in eSTAT.

17:24 XML Ligipääsetavus ET

Otsingu tulemused

nellis

### XML küsimustiku esitamine

xml-fail peab vastama eSTATi küsimustiku reeglitele (küsimustiku juurest on alla laaditav vastav xsd-fail) või olema InstatXML6.5.-fail (intrastati küsimustike 1203 ja 1204 jaoks Eurostati poolt välja töötatud rahvusvaheline formaat, struktuuri kirjelduse xsd-failid on leitavad kodulehel vastavate küsimustike andmetes lingi "InstatXML failid" alt, näiteks <http://www.stat.ee/15717>). Faili võib edastada ka pakitud kujul zip-formaadis.

Suure faili korral võib üles laadimine võtta aega. Õnnestunud üleslaadimise korral kuvatakse vastavat teadet.

Andmete töötlemise tulemust võib eSTATis näha umbes 1 h möödumisel.

Otsi fail

Laen faili üles

Aprill 2018

T	K	N	R	L	P
27	28	29	30	31	1
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
1	2	3	4	5	6

intrastat. Kauba... 14.02  
ESTETTEVÕTE11, AS

intrastat. Kauba... 14.02  
ESTETTEVÕTE1, TOIMLA 1

## 10.2 Uploading a complex file to eSTAT

A complex file may include various entities, periods, economic entity registry codes and trade flows (dispatches, arrivals). Currently only Intrastat questionnaires can be uploaded as complex files.

Declarant companies to whom a user name and password have been issued can submit data only for the economic entity whose user name and password were used for logging in. To submit data for other economic entities, the respective user names and passwords have to be used.

The names and order of columns must be identical to the ones in the sample table. All the columns must be represented in the file and the order must not be changed. The required format is xlsx. The sample file is available at <https://www.stat.ee/?id=15730&lang=en> in the section “Materials for software developers”.

Possible processing scenarios:

- Processing was successful, all the questionnaires were approved – the file structure was correct, all rows were successfully linked to questionnaires, questionnaire checking was completed, there were no obstructing errors. A message is displayed to the user informing that the file was successfully uploaded and processed and that all the questionnaires in the file have been approved.
- Processing was successful, there are errors in some questionnaires – the file structure was correct, all rows were successfully linked to questionnaires, questionnaire checking was completed, there were obstructing errors in some questionnaires. A message is displayed to the user informing that the file was successfully uploaded and processed and the results (including error reports for questionnaires) can be viewed in eSTAT.
- Processing failed – the file structure was incorrect or some rows could not be linked to questionnaires (e.g. wrong registry code, wrong questionnaire code, wrong period, etc.). A general message is displayed to the user informing that the file format was incorrect, the registry codes, questionnaire codes, periods, number of columns, etc. need to be checked.
- Processing takes time – the system was unable to complete processing within the agreed time interval. A message is displayed to the user informing that a notification with the processing results will be sent to them by e-mail.
- The user leaves the form (opens another form, closes the browser, etc.). The system completes the processing of the file; the user is not sent a notification.

The next time that the respondent opens the Excel file upload form, a list of failed uploads is displayed. A general error message is displayed informing about possible reasons for the failed upload and the names of the last three files which could not be uploaded/processed.

To upload a complex file, click on the link “File upload” in the eSTAT header and select “Complex file”.

The screenshot shows the eSTAT web application interface. On the left, there is a sidebar with navigation options: "Submit data", "Edit contacts", "Manage users", "Submit application", and "Help". The main content area displays "Active questionnaires (777)". A table lists the questionnaires with columns for No., Questionnaire name, Name of economic entity, Year, Questionnaire code, Periodicity, and Active questionnaires. A "File upload" button in the top navigation bar is highlighted with a blue arrow, and a dropdown menu is open, showing "XML" and "Complex file" options, with "Complex file" also highlighted by a blue arrow. The top right of the page shows the time "19:52", accessibility settings, language "EN", a search icon, a notification bell with "450", and the user name "ILONA EHTLA". On the right side, there is a calendar for March 2019 and a list of recent transactions, including "Majutustegevus" and "INTRASTAT. DISPA...".

No.	Questionnaire name	Name of economic entity	Year	Questionnaire code	Periodicity	Active questionnaires
1	Film	TESTETTEVÕTE1, AS	2019	12272019TEST	Annual	1
2	Railway transport	TESTETTEVÕTE1, AS	2019	11482019TEST	Annual	1
3	Research and development (R&D)	TESTETTEVÕTE1, AS	2019	11332019TEST	Annual	1
4	Environmental protection expenditures of enterprises	TESTETTEVÕTE1, AS	2019	10022019TEST	Annual	1
5	Structure of earnings	TESTETTEVÕTE11, AS	2019	10892019TEST	Annual	1
6	Structure of earnings	TESTETTEVÕTE1, AS	2019	10892019TEST	Annual	1
7	Railway and rolling stock	TESTETTEVÕTE1, AS	2019	11472019TEST	Annual	1
8	Tramway and trolleybus transport entity	TESTETTEVÕTE4, AS	2019	11522019TEST	Annual	1
	Accommodation					

The file upload window opens. To upload a file from your computer, click on “Search file” in the search bar and then upload the file by clicking on the button “Upload file”.

16:26 | File upload | Accessibility | EN | 450 | ILONA EHTLA

## Submission of a complex file

With a large file, uploading may take some time. When uploading was successful, a corresponding message is displayed.

Data processing outcome can be seen in eSTAT after about an hour.

Search file

Upload file

No	Name	Status	Entered
1	Copy of Intrastat_1.xlsx	File processing was successful, but some errors that prevented submission of ...	27.02.2019 14:36
2	Copy of Intrastat_1.xlsx	File processing was successful, but some errors that prevented submission of ...	27.02.2019 09:28
3	Excel_2019_EST.xlsx	File processing failed. Please check the registry codes, questionnaire codes,...	27.02.2019 09:25

As a result, the file is uploaded to eSTAT. If no errors are discovered by the system during verification, the questionnaire is approved in eSTAT. A corresponding message is displayed to the user.

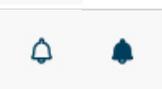
The screenshot shows the eSTAT web application interface. At the top left is the logo for the Estonian Statistical Agency (ESS). The top navigation bar includes the time 13:48, a 'File upload' dropdown, 'Accessibility' link, 'EN' language selector, a search icon, a notification bell with '450' alerts, and the user name 'ILONA EHTLA'. A green banner at the top contains a blue arrow pointing right and the text: 'File Excel\_2019\_1\_EST.xlsx processing was successful, the questionnaire has been submitted.' Below this is a modal window titled 'Submission of a complex file' with a close button (X). The modal text reads: 'With a large file, uploading may take some time. When uploading was successful, a corresponding message is displayed. Data processing outcome can be seen in eSTAT after about an hour.' Below the text is a search bar labeled 'Search file' and a large dark blue 'Upload file' button. At the bottom of the modal is a table with the following data:

No	Name	Status	Entered
1	Copy of Intrastat_1.xlsx	File processing was successful, but some errors that prevented submission of ...	27.02.2019 14:36
2	Copy of Intrastat_1.xlsx	File processing was successful, but some errors that prevented submission of ...	27.02.2019 09:28
3	Excel_2019_EST.xlsx	File processing failed. Please check the registry codes, questionnaire codes,...	27.02.2019 09:25

On the right side of the screenshot, a calendar for March 2019 is visible, showing dates from 26 to 5. Below the calendar, there are links for 'Majutustegevus', 'INTRASTAT. DISPA...', and 'Exports (sale of fis...'. A left sidebar contains navigation links: 'Submit data', 'Edit contacts', 'Manage users', 'Submit application', and 'Help'.

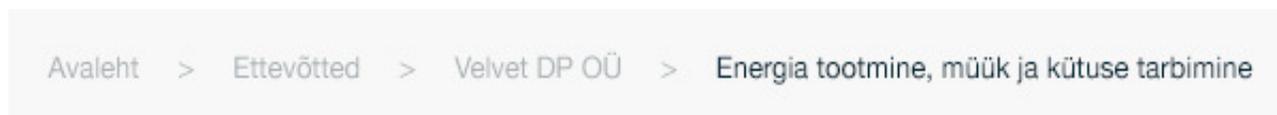
Once the file has been uploaded, click on x to close the window. Open the error report in the eSTAT header to view descriptions of errors found in the questionnaire. Errors can be corrected either in eSTAT or by uploading a corrected complex file.

## 11. Icon explanations

Navigation in the menu	
Search	
Notification	
Close	
Profile	
Reminder	
View	
Edit	
Settings	
Select date	
Download	

Information	
More options	

*Breadcrumbs* or breadcrumb trail in eSTAT environment always refers to in which subsection of the structure the user currently is and it enables user to navigate to different levels of the structure.



The “Back” button function is to take you one step back in the forms. If the “Back” button takes to the home page, for the sake of clarity, the button name is “Back to home page”. The “Back” button takes from a detailed form to the list form in the following cases.

- “Back” button from the period comment form takes to the period data form.
- “Back” button from the period data form takes to the economic entity’s list of questionnaires form.
- “Back” button from the economic entity’s list of questionnaires form takes to the economic entities list form.
- “Return to Home Page” button from the end of the questionnaire form takes to the home page.
- “Back” button from the management of economic entity’s data form takes to the economic entity’s detailed data view.
- “Back” button from the economic entity’s detailed data view takes to the economic entities list form
- “Return to Home Page” button from my data form takes to the home page.
- “Return to Home Page” button from the list of users takes to the home page.
- “Back” button from the add user form takes to the list of users form.
- “Back” button from the detailed management form takes to the list of users form.
- “Back” button from the confirm consent form takes to the list of consent forms.

- “Return to home page” button from the list of consent forms takes to the home page.
- “Back” button from the notification detailed view form takes to the list of notifications.

Exit – the button unlocks the questionnaire and logs you out. If you close from the eSTAT cross, the questionnaire remains locked for other users for 20 minutes.

### **The meaning of colours in the questionnaire**

Displayed with grey background are uneditable fields, for example, autoSum.

Light blue line denotes the fields displaying prefilled values.

Red line denotes major errors.

Orange line denotes minor errors.

**NB!** To use it make sure that pop-up windows are enabled in your web browser.

### **Enabling pop-up windows**

If you use Internet Explorer, to allow pop-up windows, open your browser and press “Tools” in the upper menu bar. It opens a menu bar where select “Pop-up blocker” and then “Turn off pop-up blocker”. If pop-up windows are allowed, try again later.

If your web browser is Mozilla Firefox, select from the menu bar “Tools” or in its absence choose “Firefox”, then select “Options”.

In the new window select “Content” and remove checkmark from the checkbox before “Block pop-up windows”.

If you use Google Chrome, tap the three-dotted icon in the top right corner and select Settings -> Show advanced settings...->Privacy -> Content settings -> Pop-ups -> Allow all sites to show pop-ups.

If a pop-up window is open in your computer and you mouse-click on the screen (not in the *pop-up* window), the window disappears behind the large browser window. To use the pop-up window again, minimise your browser screen display using the icon “Minimise” at the upper right.