

Quick Guide for Reporters on IDEV (Internet Datenerhebung im Verbund)

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1 General Information

This quick guide is designed to provide a fast introduction to the IDEV application for you as a reporter to transmit data for official statistics. If you need more detailed information beyond this guide, you can find it in the online help referenced in Chapter 4 of this quick guide.

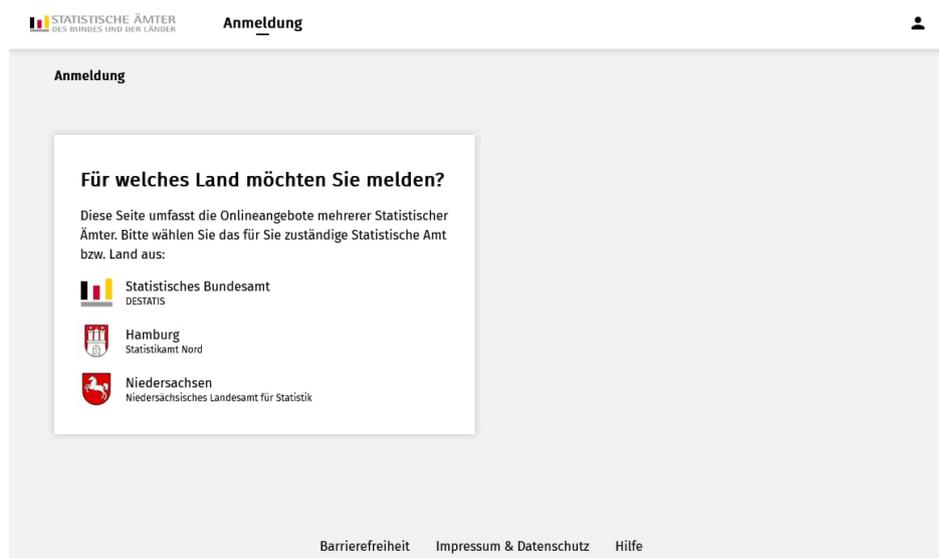
Please note that certain configurations/settings on the IDEV pages of individual statistical offices or statistics may be disabled, and therefore, not all tiles may be displayed.

You will receive the web address for accessing the IDEV application and your IDEV login credentials (Kennung und Passwort (username and password)) by mail from your respective statistical office.

2 Login Process

2.1 Accessing the IDEV-Website

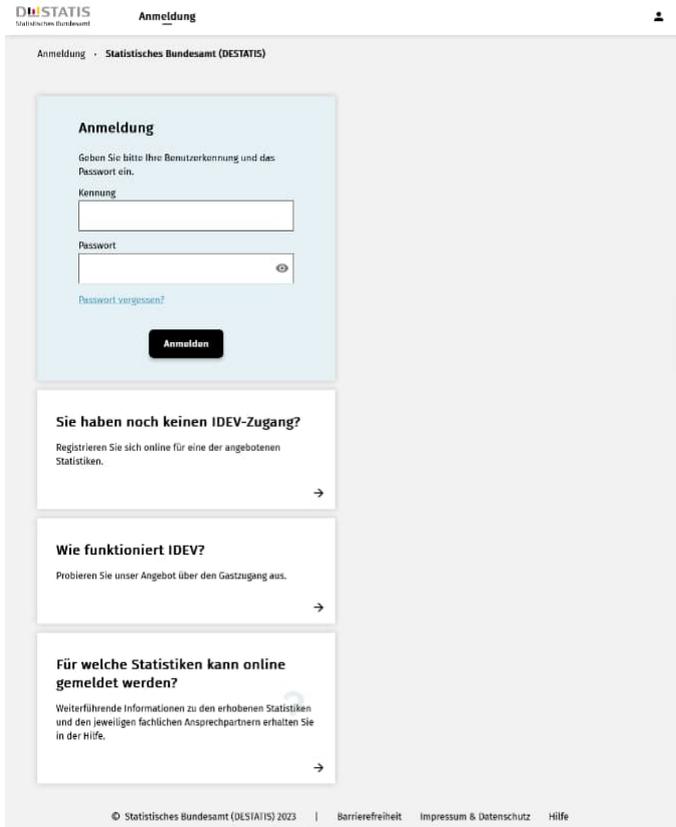
a) If the IDEV website includes online services from multiple statistical offices, you must select the statistical office responsible for you before logging in. You will then be directed to the “Anmeldungsseite” (“login page”).



b) If the website includes the online services of only one statistical office, the “Anmeldungsseite” (“login page”) of the respective office will be displayed directly.

2.2 Performing the Login

Login Page:



You have received online access and would like to log in:

Enter your username and password in the designated fields on the blue “Anmeldung” (“Login”) tile. Then click on “Anmelden” (“Login”).

Please note the following: After your first login with the credentials sent to you, changing the password is required for security reasons.

We strongly recommend that you provide your contact information (see Chapter 3.2, “Benutzerdaten” (“User Data”) tile). If this information is not provided, you will not be able to reset your password automatically in case of loss.

or

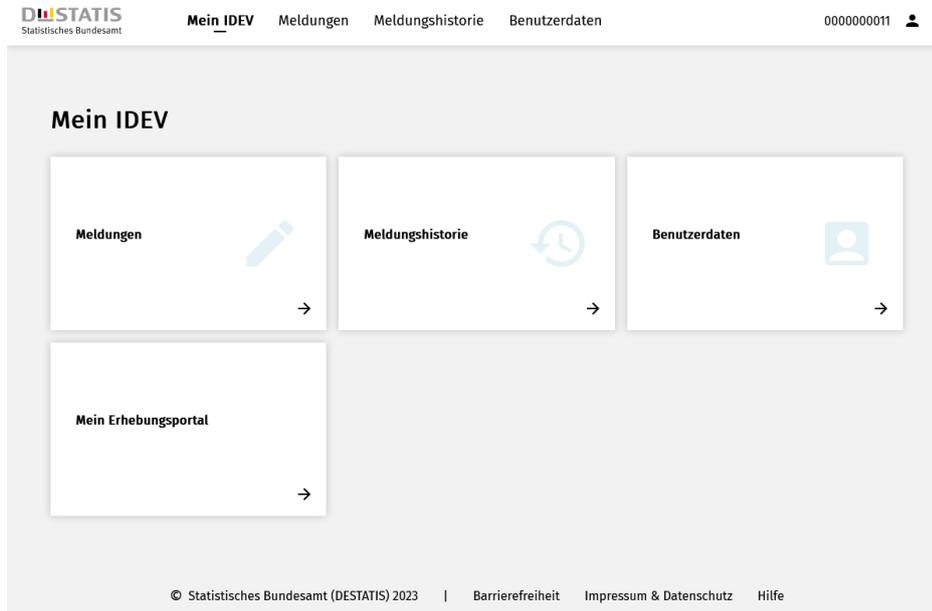
You have forgotten your password:

If you have forgotten your password, select the **“Passwort vergessen?” (“Forgot Password?”)** link. This will redirect you to the page „Erhebungsportal“ (“reporting portal”) of the Federal and State Statistical Offices. where you can request a password reset.

3. Application / User Interface

3.1 Selection Page

After logging in, you will be redirected to your personal area, "Mein IDEV" ("My IDEV").



3.2 Tiles of the Selection Page

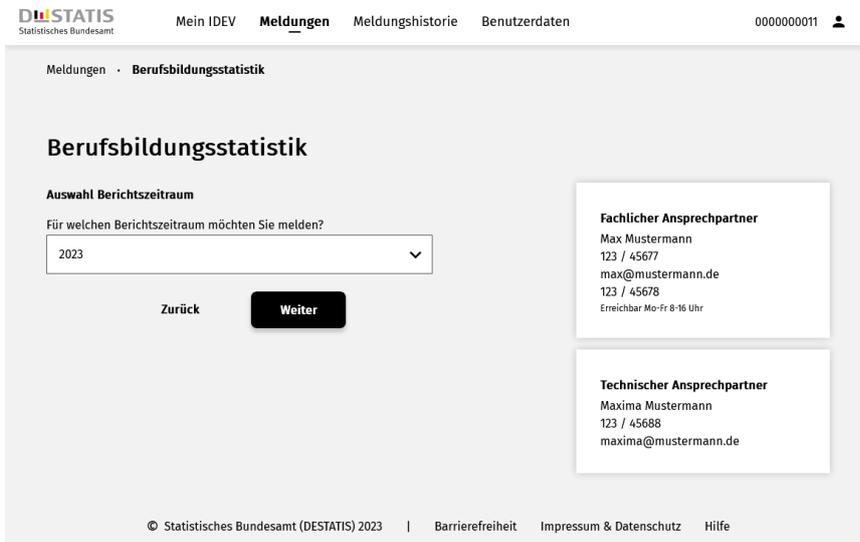
Tile "Meldungen" („report“)

Through the "Meldungen" ("report") tile you can access the form(s) for the statistics you are authorized to report. **After completing all required fields in the respective reporting form, you can submit the statistical survey.**

The following illustration shows examples of the "Berufsbildungsstatistik" ("Vocational Training Statistics") and "Unternehmensstatistik im Luftverkehr" ("Air Transport Company Statistics") forms:



The form selection may involve several steps. That depends on whether you are authorized to report for multiple survey periods or if there are multiple forms to choose from.



Meldungen · **Berufsbildungsstatistik**

Berufsbildungsstatistik

Auswahl Berichtszeitraum

Für welchen Berichtszeitraum möchten Sie melden?

2023

Zurück Weiter

Fachlicher Ansprechpartner
Max Mustermann
123 / 45677
max@mustermann.de
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Erreichbar Mo-Fr 8-16 Uhr

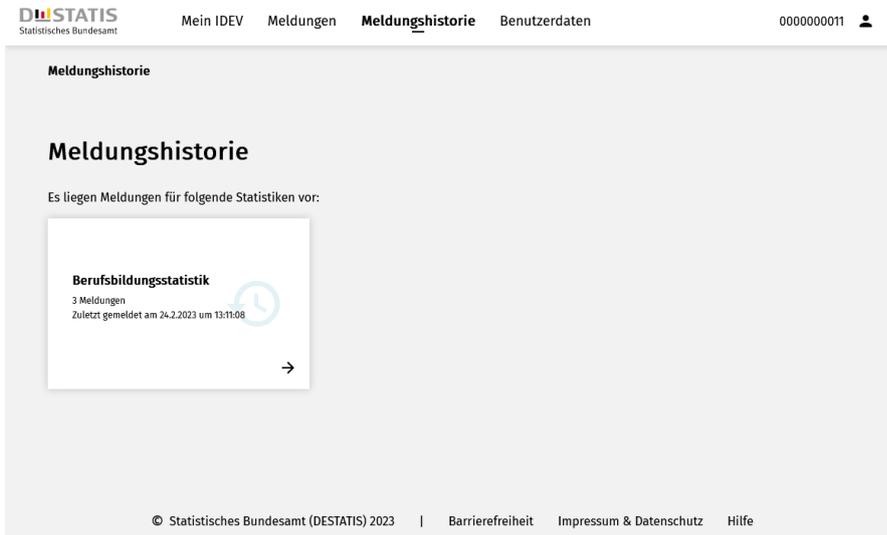
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Click on the **"Weiter"** (**"Next"**) button to proceed to the form. Complete it and submit it after entering all the required information. Use the **"Zurück"** (**"Back"**) button to return to the statistics selection page.

Tile "Meldungshistorie" ("report history")

Through the tile "Meldungshistorie" ("report history") you gain access to a list of all statistics for which you have already submitted reports.



Meldungshistorie

Meldungshistorie

Es liegen Meldungen für folgende Statistiken vor:

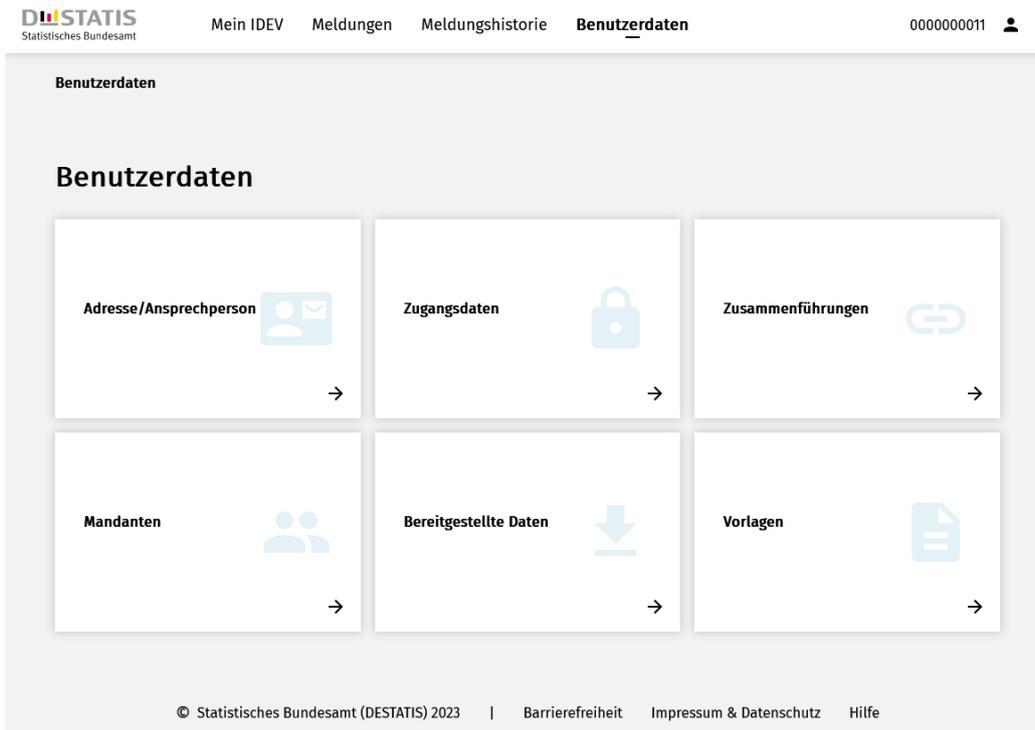
Berufsbildungsstatistik
3 Meldungen
Zuletzt gemeldet am 24.2.2023 um 13:11:08

→

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When you select a statistics tile, you will be taken to a tabular overview of all submitted surveys for that statistic. Further possible uses within the "Meldungshistorie" can be found in the detailed information in the "Help" section (see Chapter 4).

Tile „Benutzerdaten“ (“User Data”)



Benutzerdaten

Mein IDEV Meldungen Meldungshistorie **Benutzerdaten** 0000000011

Benutzerdaten

Adresse/Ansprechperson →

Zugangsdaten →

Zusammenführungen →

Mandanten →

Bereitgestellte Daten →

Vorlagen →

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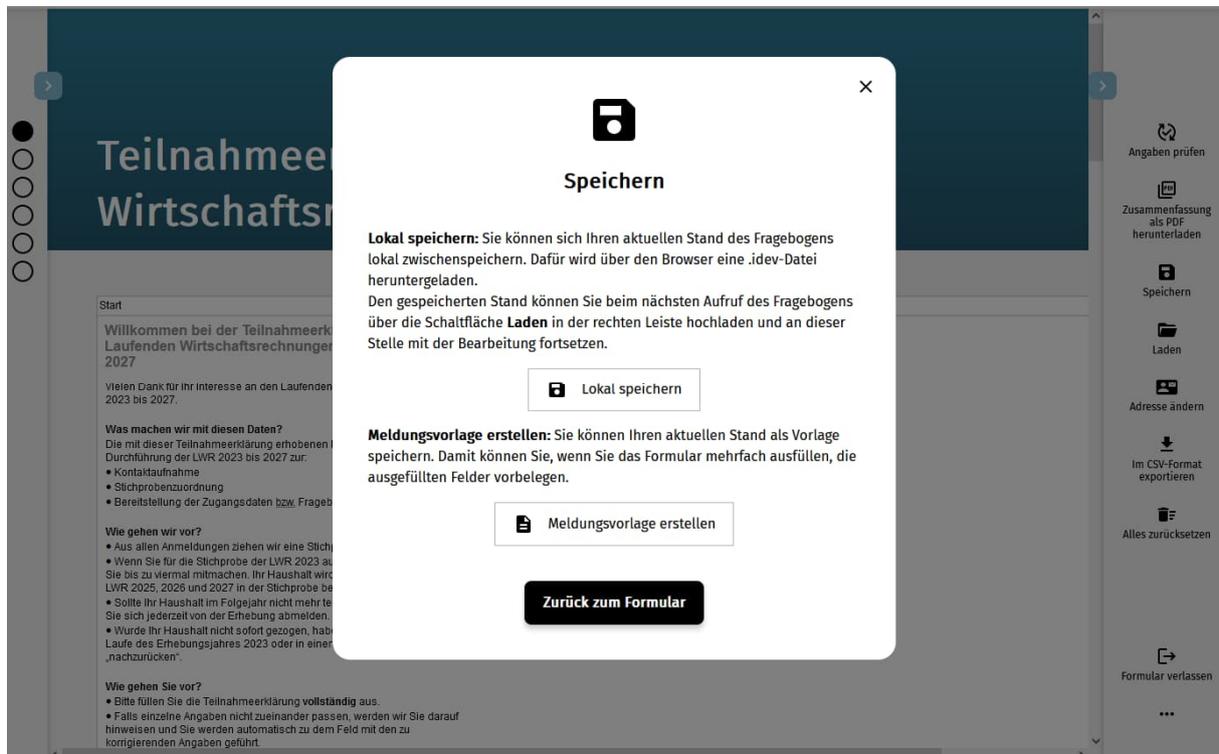
The „Benutzerdaten“ (“User Data”) tile provides various functions for managing the data stored for a user.

Example (depending on configuration):

- **Adresse/Ansprechperson** (“Address/Contact Person”): If you need to update your address or contact person, you can do so here.
- **Zugangsdaten** (“Login Data”): On the **Zugangsdaten** page, you have the option to change your password and/or provide contact details for automated password reset.
- **Zusammenführungen** (“Mergers”): Here you can merge reporters, view and possibly delete existing mergers, or switch to one of the merged reporters.
- **Mandanten** (“Clients”): If your statistics system supports multi-tenancy, you can register companies here, change the address of a registered company, or deregister a company. You can then submit reports on behalf of these companies.

3.3 How can I save my entered data as a draft?

By clicking the "Speichern" ("Save") button in the function bar on the right edge of the screen, you will access the following mask:



Here, you can either "Lokal speichern" ("Save Locally") your previous entries or "Meldungsvorlage erstellen" ("Create a Report Template"). The saved data can then be uploaded for further editing using the "Laden" ("Load") button.

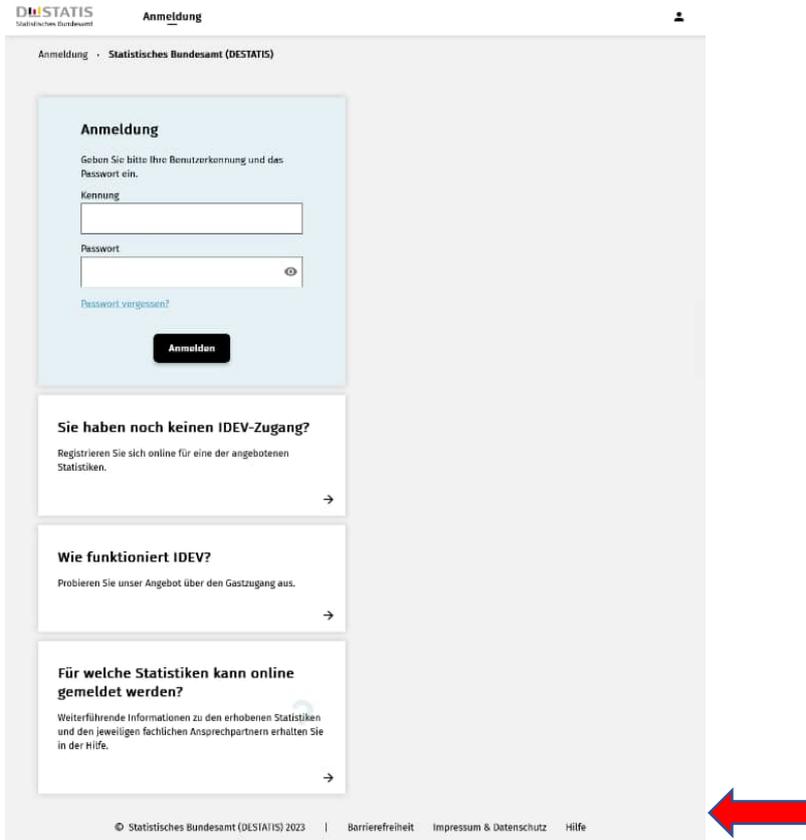
3.4 How can I save/document my submitted data?

By clicking "Sendebestätigung als PDF herunterladen" ("Download Submission Confirmation as PDF") in the following view, you can save or document your submitted data. Subsequent saving will no longer be possible.



4 Do you have any further questions about IDEV?

You can find detailed information in the “Hilfe” (“Help”) section located in the lower right corner of each page of the IDEV application (see the red arrow on the example page at login).



The screenshot shows the login page of the IDEV application. At the top left, there is the logo for 'STATISTISCHES BUNDESAMT' and the text 'Anmeldung'. Below this, there is a form titled 'Anmeldung' with the instruction 'Geben Sie bitte Ihre Benutzerkennung und das Passwort ein.' The form contains two input fields: 'Kennung' and 'Passwort'. Below the password field is a link 'Passwort vergessen?'. A black button labeled 'Anmelden' is positioned below the form. Below the login form are three informational cards, each with a right-pointing arrow: 'Sie haben noch keinen IDEV-Zugang?', 'Wie funktioniert IDEV?', and 'Für welche Statistiken kann online gemeldet werden?'. At the bottom of the page, there is a footer with the text '© Statistisches Bundesamt (DESTATIS) 2023 | Barrierefreiheit Impressum & Datenschutz Hilfe'. A red arrow points to the 'Hilfe' link in the footer.