



STATISTICAL BUSINESS REGISTER BHUTAN

USER GUIDE



USER GUIDE

User guide page structure

Database ¹ **3**²

3.1 Create a new record ³ **ENCODER** ⁴

5 **STEP 1**
From the **menu**, select [Database > Record Entry](#).

STEP 2
Under [Create a new record](#), enter the establishment information in their respective fields.
Click **CREATE**.

6

7 **Note:** To avoid duplicating an already existing record, the system will initially scan the database for possible matches.

Exact match found?
If a returned matching record pertains to the exact same establishment which needs its information to be updated, see Section 3.2 [Update an existing record](#).

- 1 **Main section title**
- 2 **Main section number**
- 3 **Sub-section number and title**

- 4 **User access restriction**
Indicates the specific user account type/s that are given access to the specific feature described in the sub-section.

- 5 **Instructions**

- 6 **Screenshots**

- 7 **Notes and reminders**

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Project background

A Statistical Business Register (SBR) is a regularly updated and structured database of business establishments in a territorial area, maintained and used for statistical purposes.

Recognizing the importance of an SBR in providing information for evidence-based decision- and policy-making, the Asian Development Bank (ADB) implemented ***R-CDTA 8594: Statistical Business Registers for Improved Information on Small, Medium-Sized, and Large Enterprises.***

Key components of ADB's R-CDTA 8594 project are the establishment and maintenance of SBR systems and databases in the national statistics offices of partner countries. However, developing an SBR is a complex undertaking, requiring comprehensive understanding of both the conceptual and technical matters, as well as the intended practical uses and applications of the data derived from such a system. In this regard, ADB developed an adequate yet simple prototype SBR for countries to easily adopt and modify for their own purposes or to address emerging requirements.

System overview

Below are the key features and characteristics of the SBR

- (i) Organized storage of historical and current information on businesses for efficient retrieval of records;
- (ii) Generation of statistics aggregated / disaggregated according to the applied standard classification systems (geographic, industry, and commodity) or other variables;
- (iii) Integration of information from multiple reliable sources to contribute to completeness and accuracy

Through the SBR, the availability of information and the ease at which these are to be generated are intended to contribute to evidence-based policy and program administration.

1

Getting started

1.1 Launch the application

Note: Before application launch, make sure the computer being used is connected to the internet through a secure and reliable network.

STEP 1

Launch the **internet browser**.

STEP 2

In the browser **address bar**, input **https://sbr.nsb.gov.bt** and press **Enter** from the keyboard.

Recommended internet browsers:



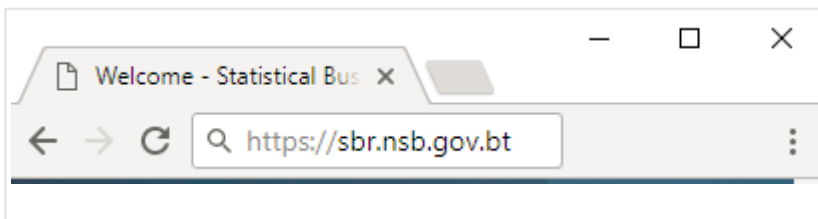
Google Chrome
version 61 or later



Mozilla Firefox
version 55 or later



Safari
version 10.1 or later



Getting to know the SBR login page

The image shows a login form with the following elements:

- 1**: A text input field labeled "Email address or username".
- 1**: A text input field labeled "Password".
- 2**: A blue "Submit" button.
- 3**: A link labeled "Forgot Password".
- 4**: A link labeled "Create Account".
- 5**: A link labeled "Contact Support".

1 Login fields

See Section 1.3 [Log in](#).

3 Forgot password link

See Section 1.4 [Reset password](#).

2 **SUBMIT button**

4 Create account link

See Section 1.2 [Create an account](#).

5 Contact support link

1.2 Create an account

STEP 1

From the login page, click on the **Create account link**.

STEP 2

Completely **fill-up** the form with your information and click

SUBMIT .

The form contains the following fields and controls:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- Position/Designation ***: Text input field.
- Contact Number**: A dropdown menu with "+975" selected and a text input field for the "Contact Number".
- Department/Division ***: Text input field with a search icon.
- Office/Section ***: Text input field with a search icon.
- Username ***: Text input field.
- Email Address ***: Text input field.
- Password ***: Text input field.
- Confirm Password ***: Text input field.
- Submit**: A blue button.
- Cancel**: A white button.

STEP 3

Check your e-mail for a **verification request**, and click

VERIFY .

This will forward the account creation request to your system supervisor for approval.

STEP 4

Check your e-mail for an **account approval confirmation**.

Once approved, you may log in using your e-mail address / username and password.



Required

The form will not be submitted if a required field is left blank or contains errors.

1.3 Log in

The image shows a login form with two input fields: "Email address or username" and "Password". Below the fields is a blue "Submit" button. Underneath the button are three links: "Forgot Password", "Create Account", and "Contact Support".

Enter your registered **email address or username** and **password** and click **SUBMIT** .

If you have not registered for an account, see Section 1.2 [Create an account](#).

Can't log in?

Invalid email address / username

If you have not registered for an account, see Section 1.2 [Create an account](#).

If you have registered for an account, check if the entered information is correct and that it matches the information entered during account creation.

If you want to use another email address or username, see Section 2.1 [Update profile](#).

Invalid password

Five failed attempts will lock the account, and the user will not be able to log in even with the correct password. To recover a locked account, click [Contact Support](#) from the login page.

1.4 Reset password

STEP 1

From the login page, click on the ***Forgot password link***.

STEP 2

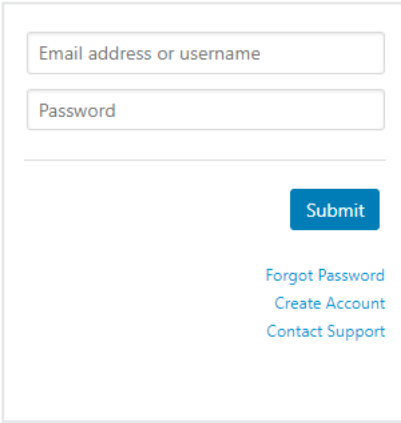
Enter the **email address** associated with your account.

STEP 3

Check your e-mail and click on the ***Reset password link***.

STEP 4

Enter your **new password** and click **SUBMIT**.



The image shows a screenshot of a password reset form. It features two input fields: "Email address or username" and "Password". Below these fields is a blue "Submit" button. To the right of the "Submit" button, there are three links: "Forgot Password", "Create Account", and "Contact Support". A dotted blue line connects the "Forgot password link" mentioned in Step 1 to the "Forgot Password" link in the form.

1.5 Explore the home page

The screenshot shows the SBR Bhutan home page dashboard. It features a dark sidebar menu on the left with items: Home (1), Database, Reports, System, and Help. The main content area is divided into several sections: a 'DATABASE' table with 5 rows of record counts, a 'USER MANAGEMENT' table with 4 rows of user-related counts (5), a 'TOTAL ENTRIES THIS MONTH' summary table, and a 'USERS ACTIVITY THIS MONTH' summary table. On the right, there are three panels: 'Announcements' (6) with a 'Security Reminder', 'Links' (7) with various external links, and a user profile section at the top right showing 'Albert', 'English', and a notification bell icon (4).

DATABASE		USER MANAGEMENT	
15185	new records for approval	0	accounts pending approval
79	updated records for approval	0	role change requests
3	entries flagged for correction	2	accounts expiring
1	requests for recall	0	validity extension requests
0	requests for record deletion	1	accounts for deletion

TOTAL ENTRIES THIS MONTH				
NEW RECORDS APPROVED	UPDATES APPROVED	RECORDS DISAPPROVED	RECORDS RECALLED	RECORDS DELETED
382	15	0	0	0

USERS ACTIVITY THIS MONTH				
NEW USERS REGISTERED	NEW USERS APPROVED	USERS DISAPPROVED	USERS DEACTIVATED	USERS DELETED
15	15	0	1	0

1 Main menu

Navigate through the modules of the system: Database, Reports, System, and Help

2 User account

Update your profile, change your password, view your activity, and log out

3 Language

Select between English and your national language

4 Notifications

View recent updates

5 Dashboard

Summary of key actions performed and other actionable items **available information will vary per user and account type*

6 Announcements

Includes updates, instructions, and other messages posted for all users of the system

7 Links

Easy access to the most common pages that users navigate to

2

User account

2.1 Update profile

STEP 1

From the top bar, hover over your account username, and select [Update profile](#).

STEP 2

Update your profile and click [UPDATE](#).

First Name *	Last Name *
<input type="text" value="Albert"/>	<input type="text" value="San Juan"/>
Position/Designation *	
<input type="text" value="Developer/Programmer"/>	
Contact Number	
<input type="text" value="+975"/>	<input type="text" value="Contact Number"/>
Department/Division *	Office/Section *
<input type="text" value="Secretariat Services Division"/>	<input type="text" value="Administration Section"/>
Username	Account Type
<input type="text" value="albert"/>	<input type="text" value="Administrator"/>
Email Address *	
<input type="text" value="albert@adb.org"/>	
<input type="button" value="Update"/>	

Changing your account type?

The account type is assigned by the system supervisor and **cannot be changed by the user through the Update profile page**. To request for a change in account type, see Section 6.2 [Contact support](#).

Changing your email address?

After completing steps 1 and 2, check your e-mail for a **verification request**, and click [VERIFY](#). This will save your new email address in the system.

2.2 Change password

Current Password *

New Password *

Minimum of 8 characters, with at least 1 of each (uppercase letter, lowercase letter, numerical digit, and non-alphanumeric character)

Confirm New Password *

STEP 1

From the top bar, hover over your account username, and select [Change password](#).

STEP 2

Enter your **current password** and **new password**. Confirm your new password and click .

2.3 View user activity

From the top bar, hover over your account username, and select [View user activity](#).

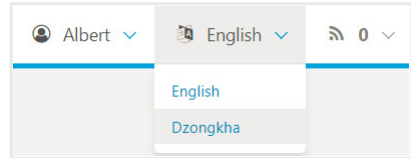
	Action	Details
3h ago	✓ Update(s) approved	18 records approved by Irene Talam
4h ago	✗ New record(s) disapproved	1 record disapproved by Irene Talam
4h ago	➔ Login	
4h ago	➔ Login	
4h ago	🔄 Record recall request approved	1 record approved by Sherwin Luna
4h ago	➔ Login	
4h ago	🔄 New record recall request	1 record
4h ago	🗑️ Record delete request approved	3 records approved by Sherwin Luna
4h ago	🗑️ Record delete request disapproved	2 records disapproved by Sherwin Luna
4h ago	🗑️ New record delete request	5 records
6h ago	➔ Login	
9h ago	📄 Batch upload accepted	

Click on the link to view the record(s) being referenced. ●.....

2.4 Select language

From the top bar, hover over the language indicator, and select the **preferred language** to be used:

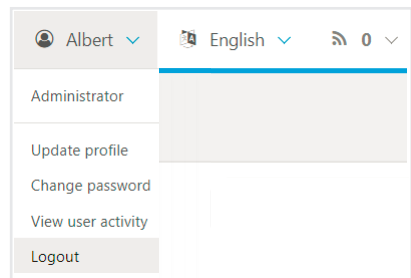
- (i) English
- (ii) Dzongkha



Note: Certain English words or phrases that do not have direct local language translations will be retained in their English forms, even if the selected language is Dzongkha.

2.5 Log out

From the top bar, hover over your account username, and select **Log out**.



Database

3

3.1 Create a new record

ENCODER

STEP 1

From the **menu**, select [Database > Record Entry](#).

STEP 2

Under [Create a new record](#), enter the establishment information in their respective fields.

Click **CREATE**.

1 - Business Name

2 - Tax Identification No.

3 - Location (Village)

Create

Note: To avoid duplicating an already existing record, the system will initially scan the database for possible matches.

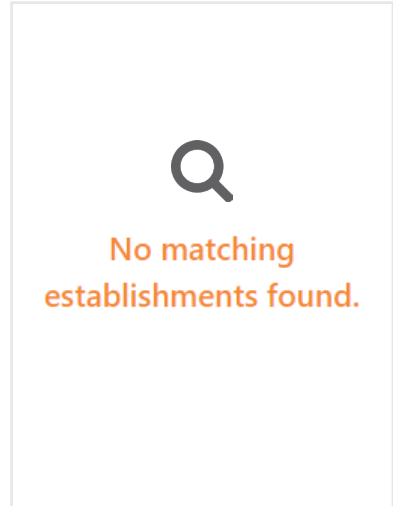
Exact match found?

If a returned matching record pertains to the exact same establishment which needs its information to be updated, see Section 3.2 [Update an existing record](#).

STEP 3

If **no reported matching records** are found, click **CREATE NEW** .

Similarly, if **there are returned matches but they do not pertain to the same establishment**, click **CREATE NEW** .



STEP 4

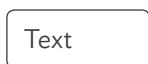
Enter all available establishment information in their respective fields*, and click **PROCEED** or **SUBMIT** .

* See next page for a guide on the different types of input fields, tools, and indicators.

Tax Identification (ID) Number *
VHO10492
Business Name *
ABC Company
Registered Name * <input type="checkbox"/> Same as Business Name
Registration Date
<input type="text" value="DD-MMM-YYYY"/>
Operations Start Date
<input type="text" value="DD-MMM-YYYY"/>
Closure Date
<input type="text" value="DD-MMM-YYYY"/>

Note: Once submitted, the record will already be included in the list for approval of the supervisor. To cancel the submission, see Section 3.5 [Recall a submitted record.](#)

INPUT TYPES



Text field

Most basic and common type; allows the user to enter plain text information



Search-assisted text field

Allows the user to input even a partial value and select from the suggested options (search results)



Date picker

Displays a monthly calendar that allows the user to select a specific date



Not selected



Selected

Check box

Allows the user to select one or more from a list of pre-defined options



Not selected



Selected

Radio buttons

Allows the user to select one from a list of pre-defined options



Drop-down list

Allows the user to select one from a list of pre-defined options



Add / expand field

Allows the user to add a field of the same type or expand the current field to include disaggregations

SPECIAL INDICATORS



Required

The form will not be submitted if a required field is left blank or contains errors



Automatically generated input

Grayed out fields do not allow manual input from the user because the value is system-generated


3.2 Update an existing record
















ENCODER

STEP 1

From the **menu**, select **Database > All Records**.

STEP 2

Select the specific record to be updated, click on the **update**  icon.

○	Actions	Business name	EIN	Tax ID	Location
○	  	Engineer Dynamic Web-readiness	BTN0000000361	AFK32238	Tomla
○	  	Synthesize Dot-com Interfaces	BTN0000000360	VRG32577	Tsholadrang.
○	  	Revolutionize E-business Platforms	BTN0000000359	RLE60862	Jagarlichu
○	  	E-enable Seamless Eyeballs	BTN0000000358	TYC84773	Doongda
○	  	Cultivate Visionary Content	BTN0000000357	FBF11936	Gongphu

STEP 3

Update the establishment information in their respective fields, and click **PROCEED** or **SUBMIT**.

Can't find the record to update?

If the record to be updated is not found by the system, then it might not yet be existing in the database. To have the establishment record included in the database, see Section 3.1 [Create a new record](#).

Why is the update icon disabled?

Depending on the **status of the record**, the update action icon may be disabled. Only the following record statuses will have their update action icons enabled: **New (for approval)** **Updated (for approval)**

Flagged **Approved**

Note: Once submitted, the record will already be included in the list for approval of the supervisor. To cancel the submission, see Section 3.5 [Recall a submitted record](#).

3.3 Import multiple new records from file

ENCODER

STEP 1

From the **menu**, select [Database > Records Import](#).

STEP 2

Select the **file*** from which to import records.

Import records from the filled out template file:

Batch upload data 2016.csv

Calendar Year *

2014

Primary Source of Information *

2014 Census Data

Supplementary Source(s) of Information

2014 Chamber of Commerce and Industry_Data

2014 Dept of Agriculture (Registered Establishments)

STEP 3

Set the **year covered and source(s) of information**.

STEP 4

Click .

*About the file for import

- (i) must **follow the prescribed template**
- (ii) must be in either **.xlsx** or **.csv** format**
- (iii) the **template may be downloaded** from the page
Also available in [Help > Downloads](#)

** .xlsx (Microsoft Excel Open XML Format Spreadsheet)

** .csv (comma-separated values)


File import results

User ID:	supervisor
Upload started:	2017-10-06 11:30:10
Upload completed:	2017-10-06 11:30:33
Filename:	2016 Census Data.csv
Type:	csv
No. of records found:	108
No. of valid records: <i>Submitted for approval</i>	64
No. of invalid records: <i>Rejected due to errors</i>	44
File status	accepted

SUCCESSFUL

The system **accepted the valid records** and submitted these for review and approval. The **invalid records* were not entered into the system.**

**See next page for information on how to deal with invalid records.*

 Batch upload failed.
Please check the format of the file you uploaded.

UNSUCCESSFUL

The system was not able to successfully process the file. This result is **unrelated to the validity or invalidity of the records** in the file, and may have been caused by a system error, network error, or file error (e.g. corrupted file, non-use of template). **No records were entered into the system.**

What to do with the invalid records

STEP 1

From the menu, select **Database > Records Import.**

STEP 2

Download the list of invalid records.

Filename	Status	# Records	# Valid	# Invalid	Rejects
2015 Tax Data.csv	FAILED	108	0	0	
2015 Census Data.csv	ACCEPTED	108	64	44	CSV XLSX
2016 Census Data.csv	ACCEPTED	108	64	44	CSV XLSX

STEP 3

Using MS Excel, revise the record information that need updating, based on the **Validation Remarks (column A)**. Make no changes to the structure and formatting to **ensure compatibility** for the succeeding steps.

STEP 4

Repeat the file import procedure, using the corrected file.


A	B	C	D
	Identification Information	Identification Information	Identification Information
VALIDATION REMARKS	ESTABLISHMENT IDENTIFICATIO	BUSINESS NAME	REGISTERED NAME
Leave blank for system-generate An SBR system-generated numbr	The common / popular name the	The legal name the business is r	
	NOT REQUIRED	REQUIRED	
The legal organization id field is r	BTN0000000505	Tiffany & Co	Tiffany & Co
The other products id 05 field is	BTN0000000509	VISA	VISA
The other products id 02 field is	BTN0000000518	Intel Corporation	Intel Corporation
The legal organization id field is	BTN0000000521	Wal-Mart	Wal-Mart
The owner gender 03 field is rec	BTN0000000525	Johnnie Walker	Johnnie Walker
The principal activity id field is r	BTN0000000527	Wells Fargo	Wells Fargo




3.4 View an existing record

STEP 1

From the menu, select [Database > All Records](#).

STEP 2

Select the specific record to be viewed, and click on the **view**  icon.

	Business name	EIN	Tax ID	Location
	Transition 24/365 Web-readiness	BTN0000000099	MMB92104	Khothangkha
	Implement One-to-one Supply-chains	BTN0000000098	TZP17579	Bartseri
	Extend Intuitive Partnerships	BTN0000000097	OQY43923	Chhubar
	Evolve Bricks-and-clicks Action-items	BTN0000000096	ALL90510	Aulinang
	Recontextualize Integrated Metrics	BTN0000000095	CFM28806	Dechhenling

Engage Visionary Supply-chains ✕

2014 EIN: **BTN0000000097**
 Location: **Neychhu, Dochhoeten Neyphu, Sharpa, Pare**
 Last Updated: **27-Sep-2017**

[Identification](#) | [Contact](#) | [Classification](#) | [Business Linkage](#)

Business Identification

Establishment Identification Number (EIN)

Tax Identification (ID) Number

Business Name

Registered Name Same as Business Name

Registration Date

Operations Start Date

Closure Date

Record Identification

Calendar Year

Principal Source of Information Not Applicable

Supplementary Source(s) of Information

- 2016 Supplementary Source - Administrative Data - Business Tax Returns / Tax Register
- 2016 Supplementary Source - Administrative Data - Customs Data
- 2016 Supplementary Source - Administrative Data - Business Tax Returns / Tax Register
- 2015 Supplementary Source - Administrative Data - Customs Data
- 2014 Supplementary Source - Administrative Data - Customs Data
- 2014 Supplementary Source - Administrative Data - Customs Data
- 2014 Supplementary Source - Administrative Data - Customs Data

[View change history](#) | [Close](#)

3.5 Recall a submitted record
















ENCODER

STEP 1

From the menu, select **Database > All Records**.

STEP 2

Select the specific record to be recalled, and click on the **recall** icon.

<input type="radio"/>	Actions	Business name	EIN	Tax ID	Location
<input type="radio"/>	  	Incubate Global Partnerships	BTN0000000250	RWP65785	Maenchhugang
<input type="radio"/>	  	Engineer Compelling Models	BTN0000000249	WGG78667	Wooli
<input type="radio"/>	  	Mesh Seamless Action-items	BTN0000000248	LUU08911	Pangliwog
<input type="radio"/>	  	Engage Revolutionary Mindshare	BTN0000000247	RUU04827	Na-yekha
<input type="radio"/>	  	Syndicate Virtual Models	BTN0000000246	GCD55428	Tshachhugang


STEP 3

Enter the **reason for recalling** and click **RECALL RECORD**.

Why is the recall icon disabled?

Depending on the **status of the record**, the recall action icon may be disabled. Only the following record statuses will have their recall action icons enabled: **New (for approval)** **Updated (for approval)**

How to recall multiple records at the same time

Mark the **selectors**  of the records to be recalled, and click **RECALL** at the top-right corner of the screen.


3.6 Flag a submitted record


























SUPERVISOR

STEP 1

From the menu, select **Database > All Records**.

STEP 2

Select the specific record to be flagged, and click on the **flag**  icon.

<input type="radio"/>	Actions	Business name	EIN	Tax ID	Location
<input type="radio"/>	    	Unleash Web-enabled Synergies	BTN0000000500	VYJ19438	Gadzari
<input type="radio"/>	    	Transform Global Communities	BTN0000000499	AUP57069	Goephu
<input type="radio"/>	    	Enhance Interactive Architectures	BTN0000000495	IAV30928	Gagona
<input type="radio"/>	    	Engineer Out-of-the-box Relationships	BTN0000000494	DST46403	Mekhu/Sikhu
<input type="radio"/>	    	Syndicate Revolutionary Deliverables	BTN0000000493	YTB87384	Pogtor


STEP 3

Enter the **reason for flagging** and click **FLAG RECORD**.

Why is the flag icon disabled?

Depending on the **status of the record**, the flag action icon may be disabled. Only the following record statuses will have their flag action icons enabled: **New (for approval)** **Updated (for approval)**

How to flag multiple records at the same time

Mark the **selectors**  of the records to be flagged, and click **FLAG** at the top-right corner of the screen.

Note: The encoder who submitted the record will be notified and instructed to **re-submit a revised record**. Once resubmitted, the record will again be included in the list of records for approval.


3.7 Approve a submitted record


























SUPERVISOR

STEP 1

From the menu, select [Database > All Records](#).

STEP 2


Select the specific record to be approved, and click on the **approve**  icon.

<input type="radio"/>	Actions	Business name	EIN	Tax ID	Location
<input type="radio"/>	    	Unleash Web-enabled Synergies	BTN0000000500	VVJ19438	Gadzari
<input type="radio"/>	    	Transform Global Communities	BTN0000000499	AUP57069	Goephu
<input type="radio"/>	    	Enhance Interactive Architectures	BTN0000000495	IAV30928	Gagona
<input type="radio"/>	    	Engineer Out-of-the-box Relationships	BTN0000000494	DST46403	Mekhu/Sikhu
<input type="radio"/>	    	Syndicate Revolutionary Deliverables	BTN0000000493	YT887384	Pogtor

Why is the approve icon disabled?

Depending on the **status of the record**, the approve action icon may be disabled. Only the following record statuses will have their approve action icons enabled: [New \(for approval\)](#) [Updated \(for approval\)](#)

How to approve multiple records at the same time

Mark the **selectors**  of the records to be approved, and click [APPROVE](#) at the top-right corner of the screen.

3.8 Disapprove a submitted record


























SUPERVISOR

STEP 1

From the menu, select [Database > All Records](#).

STEP 2

Select the specific record to be disapproved, and click on the **disapprove**  icon.

<input type="radio"/>	Actions	Business name	EIN	Tax ID	Location
<input type="radio"/>	    	Unleash Web-enabled Synergies	BTN0000000500	VYJ19438	Gadzari
<input type="radio"/>	    	Transform Global Communities	BTN0000000499	AUP57069	Goephu
<input type="radio"/>	    	Enhance Interactive Architectures	BTN0000000495	IAV30928	Gagona
<input type="radio"/>	    	Engineer Out-of-the-box Relationships	BTN0000000494	DST46403	Mekhu/Sikhu
<input type="radio"/>	    	Syndicate Revolutionary Deliverables	BTN0000000493	YTB87384	Pogtor


STEP 3

Enter the **reason for disapproving** and click **DISAPPROVE RECORD**.

Why is the disapprove icon disabled?

Depending on the **status of the record**, the disapprove action icon may be disabled. Only the following record statuses will have their disapprove action icons enabled: **New (for approval)** **Updated (for approval)**

How to disapprove multiple records at the same time

Mark the **selectors**  of the records to be disapproved, and click **DISAPPROVE** at the top-right corner of the screen.


3.9 Delete an approved record


























SUPERVISOR

STEP 1

From the menu, select **Database > All Records**.

STEP 2

Select the specific record to be deleted, and click on the **delete**  icon.

<input type="radio"/>	Actions	Business name	EIN	Tax ID	Location
<input type="radio"/>	    	Unleash Web-enabled Synergies	BTN0000000500	VYJ19438	Gadzari
<input type="radio"/>	    	Transform Global Communities	BTN0000000499	AUP57069	Goephu
<input type="radio"/>	    	Enhance Interactive Architectures	BTN0000000495	IAV30928	Gagona
<input type="radio"/>	    	Engineer Out-of-the-box Relationships	BTN0000000494	DST46403	Mekhu/Sikhu
<input type="radio"/>	    	Syndicate Revolutionary Deliverables	BTN0000000493	YTB87384	Pogtor


STEP 3

Enter the **reason for deleting** and click **DELETE RECORD**.

Why is the delete icon disabled?

Depending on the **status of the record**, the delete action icon may be disabled. Only the **Approved** record status will have its delete action icon enabled.

How to delete multiple records at the same time

Mark the **selectors**  of the records to be deleted, and click **DELETE** at the top-right corner of the screen.

Note: The IT administrator or supervisor will have to **confirm the request for deletion**. Once confirmed, the record will be removed from the list of approved records. If rejected, the record will remain in the list of approved records.

If the requester is the IT administrator, the confirmation will have to come from the supervisor, and vice versa.

3.10 Export the database

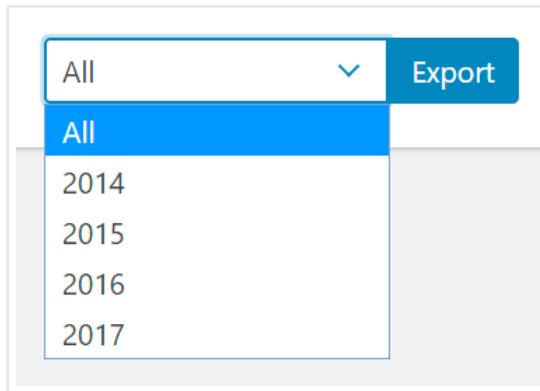
SUPERVISOR

STEP 1




From the menu, select [Database > Data Export](#).

STEP 2

Select the year covered, and click **EXPORT**.



Note: Once completed, the export file will be included in the list available for download. The exported output file is a raw compilation of all the approved records in the system. To create standard and custom reports, see Sections 4.1 [Generate a list of establishments](#) and 4.2 [Generate summary statistics](#).

Actions	Generated by	Last downloaded	Status	Total records	Size
	Nikko Antonio	Never	Ready	15493	6.91 MB
	An Ferrer	Never	Ready	15493	6.91 MB
	Albert San Juan	Never	Ready	15493	6.91 MB

Reports

4

4.1 Generate a list of establishments

IT ADMINISTRATOR

SUPERVISOR

ENCODER

STEP 1

From the menu, select **Reports**.

STEP 2

Under **List of Establishments**, select the **parameter** to be used using the dropdown list.

The screenshot shows a 'List by:' dropdown menu with the following structure:

- A dropdown menu with 'Location' selected.
- A search input field containing 'bum'.
- A search results list with four items:
 - DISTRICT** Bumthang
 - DIVISION** Chhoekhor, **Bumthang** (highlighted in blue)
 - SUBDIVISION** Nangsiphel Zangling Zhabjethang, Chhoekhor, **Bumthang**
 - VILLAGE** Damphel, Nangsiphel Zangling Zhabjethang, Chhoekhor, **Bumthang**

STEP 3

Set a **specific parameter**, if necessary. (Optional)

STEP 4

Click **GENERATE**.

4.2 Generate summary statistics

STEP 1

From the menu, select **Reports**.

STEP 2

Under **Summary Statistics**, select the **parameters** to be used by clicking on their radion buttons.

Variable to aggregate:	Summarize by:
<input checked="" type="radio"/> Number of establishments	<input checked="" type="radio"/> Location
<input type="radio"/> Number of employees	<input type="radio"/> Establishment role
<input type="radio"/> Assets	<input type="radio"/> Legal organization
<input type="radio"/> Revenue	<input type="radio"/> Economic activity
	<input type="radio"/> Commodity supplied
	<input type="radio"/> Residency of ownership
	<input type="radio"/> Employment category

Generate

STEP 3

Click **GENERATE** .

4.3 Navigate through the report

Report header

Type of report, parameter(s) selected, and the date and time the report was generated

Parameter selector

Click to select a new parameter (will refresh the current page to display the new report)

List of establishments by location

Statistical Business Register - Bhutan
Data as of September 27, 2017, 20:46 (GMT+08:00)

[Download XSLX](#) [Download CSV](#)

	District	Division	Subdivision	Village	EIN	Business name
1	Chhoeikhor	Nangsiphel Zangling Zhabjethang	Nangsiphel	Nangsiphel	BTN00000000463	Monetize Interactive Systems
2	Chhoeikhor	Pedtsheing Tamzhing	Tamzhing	Tamzhing	BTN00000000032	Engage Open-source Vortals
3	Tang	Tandingang	Tandingang	Tandingang	BTN00000000086	Engineer Ubiquitous Web-readiness
4	Chhumig	Gyaltsa	Uru	Uru	BTN00000000250	Productize Open-source Content
5	Chhumig	Gyaltsa	Samtenling	Samtenling	BTN00000000188	Enhance Back-end Vortals
6	Chhumig	Choongphel	Choongphel	Choongphel	BTN00000000029	Disintermediate One-to-one Web-readiness
7	Ura	Beteng Pangkhar Somthrang	Belteng	Belteng	BTN00000000002	Kini Rogers
8	Ura	Beteng Pangkhar Somthrang	Somthrang	Somthrang	BTN00000000497	Scale 24/365 Infomediaries--edited
9	Ura	Ura-Dozhi	Ura-Tarshong	Ura-Tarshong	BTN00000000355	Envisioneer Turn-key Partnerships
10	Chhumay Thromde	Chhumay Thromde	Chhumay Thromde	Chhumay Thromde	BTN00000000214	Monetize 82B Initiatives

Report

List of establishment records, arranged based on the selected parameter

Export

Download copies of the report in the selected file format

5

System

5.1 Manage classifications

IT ADMINISTRATOR

SUPERVISOR

From the menu, select **System > Configuration > Classification > Type of Classification**

- (i) **Geographic**
- (ii) **Industry**
- (iii) **Product**

Search

Look for specific entries by typing in the exact code or a partial description

▼	BHU01000000	Bumthang	District	
▶	BHU01010000	Chhoekhor	Division	36
▶	BHU01020000	Tang	Division	32
▶	BHU01030000	Chhumig	Division	29
▶	BHU01040000	Ura	Division	21

Expand

Click on an entry to show its sub-categories

Hierarchical level

Specifies whether the entry is a section (highest level), division, group, class, or subclass (lowest level)

How to update the classifications

BT-2008: Bhutan 2008

Download CSV Import New Classification

All

▶	BHU01000000	Bumthang
▶	BHU02000000	Chhukha
▶	BHU03000000	Dagana
▶	BHU04000000	Gasa
▶	BHU05000000	Haa
▶	BHU06000000	Lhuentse
▶	BHU07000000	Monggar

STEP 1

Click **DOWNLOAD** to get an MS Excel version of the codes and descriptions.

** Also available in [Help > Downloads](#)*

STEP 2

Using MS Excel, revise the codes and descriptions that need updating. Make no changes to the structure and formatting to **ensure compatibility** for the succeeding steps.

STEP 3

In the classification page, click **IMPORT NEW** .

Code *

Name *

Remarks

Upload Classification

Select file...

STEP 4

Enter the **name** of the new classification.

STEP 5

Select the file to be uploaded.

STEP 6

Click **UPLOAD** .

5.2 Manage data sources

IT ADMINISTRATOR

SUPERVISOR

From the menu, select **System > Configuration > Data sources > Primary or Supplementary Sources**.

Action icons

View, edit, or delete data sources

	Year	Name	Type
  	2017	Annual Survey of Bhutan Business and Industry	Survey
  	2016	Business Census	Census
  	2015	Business Tax Returns / Tax Register	Administrative Data
  	2014	Customs Import-Export Trade Data	Administrative Data

Create new data source

Click **ADD NEW**, then enter the name, type, year covered, and other remarks, and click **SAVE**.

The system will only allow a **single primary source per year*

Year *

Name *

Source Type *

Description

Cancel **Save**

Note: A data source must be created **before any establishment record** may be tagged under it (see Sections 3.1 [Create a new record](#) and 3.2 [Update an existing record](#)).

Importing multiple records from a file (see Section 3.3 [Import multiple records from file](#)) will tag all the records to the selected **primary and supplementary data sources**.

5.3 Manage announcements

IT ADMINISTRATOR

SUPERVISOR

















From the menu, select **System > Configuration > Announcements**.

Action icons

View, edit, show / hide, or delete links

Status

Indicates whether the link is viewable in the home page or not

	Title	Created at	Updated at
●    	Training on Excel (Basic)	27-Sep-2017 by An Ferrer	27-Sep-2017 by An Ferrer
   	System Maintenance Schedule	27-Sep-2017 by An Ferrer	27-Sep-2017 by An Ferrer
   	Team Meeting	27-Sep-2017 by An Ferrer	27-Sep-2017 by An Ferrer
   	Security Reminder	27-Sep-2017 by Albert San Juan	27-Sep-2017 by An Ferrer

Create a new announcement

Click **ADD NEW**, and then enter the title, content, and status of the new announcement, and click **SAVE**.

Title *

Content *

Visibility *

Cancel Save

5.4 Manage quick links

IT ADMINISTRATOR

SUPERVISOR

















From the menu, select **System > Configuration > Links**.

Action icons

View, edit, show / hide, or delete links

Status

Indicates whether the link is viewable in the home page or not

	Title	Created at	Updated at
   	Asian Development Bank	27-Sep-2017 by Albert San Juan	27-Sep-2017 by An Ferrer
   	National Statistics Bureau	27-Sep-2017 by Albert San Juan	27-Sep-2017 by An Ferrer
   	Tourism Council of Bhutan	27-Sep-2017 by An Ferrer	
   	UN Statistics Division	27-Sep-2017 by An Ferrer	

Create a new link

Click **ADD NEW**, and then enter the title, URL, and status of the new link, and click **SAVE**.

What is a URL?

The **Uniform Resource Locator (URL)** of a specific page may be found in the **address bar of the web browser**. Make sure the correct URL is provided for each link.

Title *

URL *

Visibility *

Cancel Save

5.5 Manage user support files







IT ADMINISTRATOR

SUPERVISOR

From the **menu**, select **System > Configuration > Downloadables**.

• Action icons

Download, replace, or delete files

	Name	Uploaded by	Uploaded on
  	User Guide	JP Acuña	04-Oct-2017
  	SBR Logo	JP Acuña	04-Oct-2017

Upload a new file

Click **ADD NEW**, and then enter the name of the file, select the file, and click **SAVE**.

Name *

Select File: *

Max file size: 25 MB

5.6 Manage user accounts

IT ADMINISTRATOR

SUPERVISOR

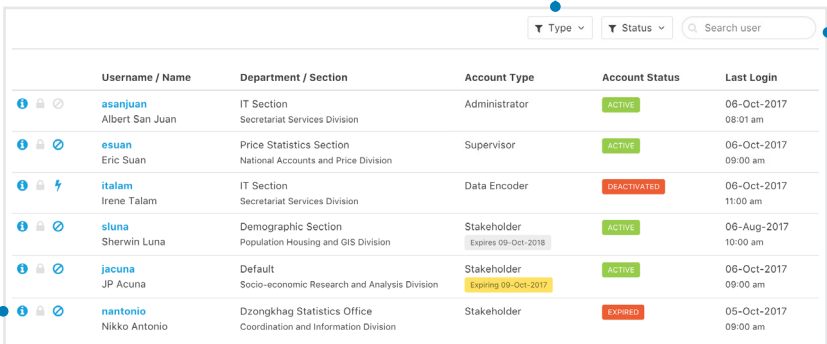
From the menu, select
System > User Management.

Filters

Narrow down the list of users based on account type and / or status

Search

Find a specific user account by typing in the full or partial username or name



The screenshot shows a user management interface with a table of users. At the top right, there are two dropdown menus for 'Type' and 'Status', and a search bar labeled 'Search user'. The table has columns for 'Username / Name', 'Department / Section', 'Account Type', 'Account Status', and 'Last Login'. Each row includes a user's name, department, account type, status (Active, Deactivated, Expired), and last login time. Some rows also show expiration dates.

Username / Name	Department / Section	Account Type	Account Status	Last Login
asanjuan Albert San Juan	IT Section Secretariat Services Division	Administrator	ACTIVE	06-Oct-2017 08:01 am
esuan Eric Suan	Price Statistics Section National Accounts and Price Division	Supervisor	ACTIVE	06-Oct-2017 09:00 am
italam Irene Talam	IT Section Secretariat Services Division	Data Encoder	DEACTIVATED	06-Oct-2017 11:00 am
sluna Sherwin Luna	Demographic Section Population Housing and GIS Division	Stakeholder Expires 09-Oct-2018	ACTIVE	06-Aug-2017 10:00 am
jacuna JP Acuna	Default Socio-economic Research and Analysis Division	Stakeholder Expires 09-Oct-2017	ACTIVE	06-Oct-2017 09:00 am
nantonio Nikko Antonio	Dzongkhag Statistics Office Coordination and Information Division	Stakeholder	EXPIRED	05-Oct-2017 09:00 am

Detailed view

Opens a detailed view of the user's account information, recent activity, submissions, and the applicable actions

User account details

Quick view of key information such as username, name, department / section, account type, status, and date of last login

Detailed view of user account

1 Albert San Juan ✕

Developer/Programmer
Administration Section
Secretariat Services Division

2 Account Info Recent Activity Submissions

Account Information **Account Status** **ACTIVE**

Account Type
Administrator ▼

Date Registered
27-Sep-2017 **3**

Username
albert

Approved by
🔄

Contact Number

Last Login
27-Sep-2017 (1 minute ago)

Email Address
albert@adb.org

Expires on
No expiry

4 🔍 Reset Password Close

1 User identification

Key information such as name, account type, department, and section

2 Tabs

Switch between viewing the account information, recent activity, and submissions

3 Information fields

Depending on the selected tab, different information will be displayed

4 Other action buttons

Contains buttons for deleting, reactivating, deactivating, and unlocking the account

5.7 Create a backup of the database

IT ADMINISTRATOR







SUPERVISOR

STEP 1

From the menu, select
System > Database Backup.

STEP 2

Click **BACKUP NOW**.

Actions	Generated by	Generated on	Last downloaded	Status	Total records
 	Administrator	24-Nov-2017 11:35 am	24-Nov-2017 11:54 am	Downloaded	20,643
 	Administrator	23-Nov-2017 12:10 pm	Never	Ready	20,645
 	Administrator	22-Nov-2017 9:40 am	22-Nov-2017 9:43 am	Downloaded	21,655

Note: Once completed, the backup will be included in the list of recent backups, available for download.

5.8 View system activity

IT ADMINISTRATOR

SUPERVISOR

STEP 1

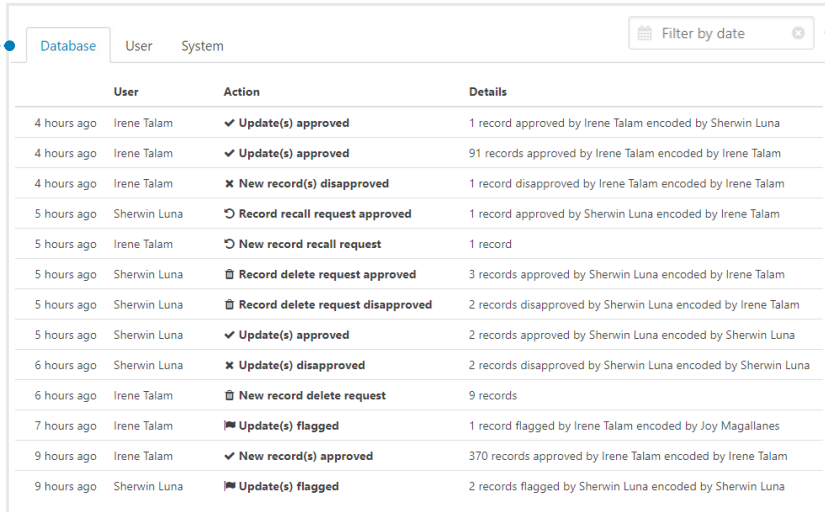
From the menu, select
System > System activity.

Switch tabs

View system activity, record activity, or user activity

Filter by date

Specify specific date to narrow down activity list



	User	Action	Details
4 hours ago	Irene Talam	✓ Update(s) approved	1 record approved by Irene Talam encoded by Sherwin Luna
4 hours ago	Irene Talam	✓ Update(s) approved	91 records approved by Irene Talam encoded by Irene Talam
4 hours ago	Irene Talam	✗ New record(s) disapproved	1 record disapproved by Irene Talam encoded by Irene Talam
5 hours ago	Sherwin Luna	🗂 Record recall request approved	1 record approved by Sherwin Luna encoded by Irene Talam
5 hours ago	Irene Talam	🗂 New record recall request	1 record
5 hours ago	Sherwin Luna	🗑 Record delete request approved	3 records approved by Sherwin Luna encoded by Irene Talam
5 hours ago	Sherwin Luna	🗑 Record delete request disapproved	2 records disapproved by Sherwin Luna encoded by Irene Talam
5 hours ago	Sherwin Luna	✓ Update(s) approved	2 records approved by Sherwin Luna encoded by Sherwin Luna
6 hours ago	Sherwin Luna	✗ Update(s) disapproved	2 records disapproved by Sherwin Luna encoded by Sherwin Luna
6 hours ago	Irene Talam	🗑 New record delete request	9 records
7 hours ago	Irene Talam	🚩 Update(s) flagged	1 record flagged by Irene Talam encoded by Joy Magallanes
9 hours ago	Irene Talam	✓ New record(s) approved	370 records approved by Irene Talam encoded by Irene Talam
9 hours ago	Sherwin Luna	🚩 Update(s) flagged	2 records flagged by Sherwin Luna encoded by Sherwin Luna

6.1 Download support files

From the menu, select *Help*.



-  **User Guide**
05-Oct-2017
-  **Geographic Assignments for SBR Encoder**
05-Oct-2017
-  **SBR FAQs**
05-Oct-2017

Click to download
Select the file to be
downloaded for offline
reference

6.2 Contact support

Send an email to sbrbhutan@gmail.com.

Appendix 1

Account types



- **IT Administrator**
 - (i) Has access and control over major components of the system (see Appendix 2. User access)
 - (ii) Is responsible for the **installation, configuration, and maintenance** of the system
 - (iii) Only one IT administrator account may be active at any given time
- **Supervisor**
 - (i) Has access and control over major components of the system (see Appendix 2. User access)
 - (ii) Is primarily responsible for the **data integrity (review and approval) of records** entered into the system
- **Encoder**
 - (i) Has limited access to certain components of the system (see Appendix 2. User access)
 - (ii) Is primarily responsible for the **entering and updating of records** into the system
- **Stakeholder**
 - (i) Has limited access to certain components of the system (see Appendix 2. User access), particularly on **viewing the data of individual records or the summarized data from reports**

Appendix 2

User access

			A	Su	E	St
GETTING STARTED	1.1	Launch the application	•	•	•	•
	1.2	Create an account	•	•	•	•
	1.3	Log in	•	•	•	•
	1.4	Reset password	•	•	•	•
	1.5	Explore the dashboard	•	•	•	•
ACCOUNT	2.1	Update profile	•	•	•	•
	2.2	Change password	•	•	•	•
	2.3	View user activity	•	•	•	•
	2.4	Select language	•	•	•	•
	2.5	Log out	•	•	•	•
DATABASE	3.1	Create a new record			•	
	3.2	Update an existing record			•	
	3.3	Import multiple new records from file			•	
	3.4	View an existing record	•	•	•	•
	3.5	Recall a submitted record			•	
	3.6	Flag a submitted record		•		
	3.7	Approve a submitted record		•		
	3.8	Disapprove a submitted record		•		
	3.9	Delete an approved record		•		
	3.10	Export data		•		

		A	Su	E	St	
REPORTS	4.1	Generate a list of establishments	•	•	•	
	4.2	Generate summary statistics	•	•	•	•
	4.3	Navigate through the report	•	•	•	•
SYSTEM	5.1	Manage classifications	•	•		
	5.2	Manage data sources	•	•		
	5.3	Manage announcements	•	•		
	5.4	Manage quick links	•	•		
	5.5	Manage user support files	•	•		
	5.6	Manage user accounts	•	•		
	5.7	Create a backup of the database	•	•		
	5.8	View system activity	•	•		
HELP	6.1	Download support files	•	•	•	•
	6.2	Contact support	•	•	•	•

A - IT Administrator; Su - Supervisor; E - Encoder; St - Stakeholder

User Guide

Statistical Business Register - Bhutan

A Statistical Business Register (SBR) is a regularly updated and structured database of business establishments in a territorial area, maintained and used for statistical purposes. ADB's R-CDTA 8594: Statistical Business Registers for Improved Information on Small, Medium-Sized, and Large Enterprises is for the establishment and maintenance of SBR systems and databases in the national statistics offices of partner countries.

This instructional material is provided to the national statistics offices to aid in the use of the SBR system.

About the Asian Development Bank

ADB's vision is an Asia and Pacific region free of poverty. Its mission is to help its developing member countries reduce poverty and improve the quality of life of their people. Despite the region's many successes, it remains home to two-thirds of the world's poor: 1.7 billion people who live on less than \$2 a day, with 828 million struggling on less than \$1.25 a day. ADB is committed to reducing poverty through inclusive economic growth, environmentally sustainable growth, and regional integration.

Based in Manila, ADB is owned by 67 members, including 48 from the region. Its main instruments for helping its developing member countries are policy dialogue, loans, equity investments, guarantees, grants, and technical assistance.



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