

Q&A from Form EIA-111 Information Sessions

Topic: EIA Respondent Portal & the Form 111	
Q:	Do you allow for negative pricing in this new version?
A:	Yes, negative values are allowed in any fields with USD (\$) as the units. Following a “-“ sign, respondents are able to enter negative numbers into the webform (ex. -100). Any value outside the range of \$0-\$10,000,000, including negative values, will trigger an edit in the exception dashboard for your review, where you may then either update the value to be within the range or provide an override comment explaining the value.
Q:	When will respondents receive the registration email?
A:	Respondents will receive the email to register for the portal on September 30, 2021.
Q:	What would be the requirements for triggering revisions?
A:	Values that result in edit checks are triggered in the Exception Dashboard, giving you an opportunity to either update the value or provide an override comment explaining the value. If edits occur, an Exception Dashboard will appear at the top of the screen in pink, outlining all parts of the webform that need to be corrected. Once a comment is entered the error will turn yellow and is considered resolved, allowing a submission. There are instances where we may contact you with data quality questions. If there are enough changes made as a result of this outreach, we may ask you to re-submit your survey on a case-by-case basis. If you need to re-submit a survey prior to the Q3 2021 cycle, please contact us to arrange for a re-submission. For all cycles in the EIA Respondent Portal, you may re-submit at any time.
Q:	Will the old data from the previous portal (Data xChange) be imported into the new portal?
A:	No. Previously submitted data will still be accessible to view within the Data xChange portal until February 2022.
Q:	Are there any options for API submission, or upload templates such as MS Excel, csv, etc.?
A:	Currently, API is not an option within the webform. Respondents have to manually enter data into the webform; however, the copy and paste function does work for individual data fields.
Q:	Will registration information be sent to all respondents that are currently assigned an ID in the current frame or only to those that attended this information session?
A:	Registration emails will be sent to all respondents responsible for submitting data. Those that do not receive a registration email can visit EIA’s website to access the portal link, or contact EIA’s Customer Care Team for additional assistance at 1-855-EIA-4USA (1-855-342-4872).
Q:	Can I use the copy and paste function in the webform?
A:	Yes, the copy and paste function does work in the webform on a field by field basis only.
Q:	Should we print before we submit or we can do it afterwards?
A:	The Print function will work at any time during the data entry process. We recommend printing a hard copy while in the Review tab section of the form. Respondents can also print their data after submitting successfully by viewing their completed webform under the “Completed Surveys” tab. Once on the Completed Surveys tab, click the blue ID hyperlink to access the submission and print or save as needed.
Q:	When the negative values are enabled, how will they be entered? By using a negative sign, parenthesis, brackets, etc.
A:	Negative values should be entered using the minus sign (-).