UIS USER GUIDE DECEMBER 2015

USER GUIDE FOR UIS.STAT





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UIS.STAT – GETTING STARTED

Objectives

In this user guide, you will learn:

- How data are presented in UIS.Stat
- How to navigate within UIS.Stat
- How to use UIS.Stat

If you need additional help or advice, please contact the UNESCO Institute for Statistics (UIS):

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1. HOW DATA ARE PRESENTED IN UIS.STAT

1.1 Flags and symbols glossary

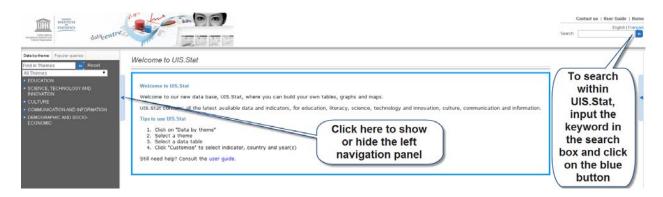
Flags represent metadata that recur frequently within a dataset. Flags appear as letters in parentheses in the cell alongside the data to which they correspond. Any table that contains flags has a legend below the table that explains the meaning. The following status flags and symbols are used:

- .. No data available
- (a) Not applicable
- (n) Nil or negligible
- (+) National estimation
- (‡) UIS estimation (For regional averages: partial imputation due to incomplete country coverage ranging from 33% to 60% of population depending on the indicator)

For more information on metadata, please see section 3.4

Albania	~ ~~	00.000	~~~~	78,473	81,285	79,906	78,765	78,483	75,781	76,278	75,445
Algeria	Hover over symbol to learn what it means			57,013	50,095	56,606	71,265	166,205	170,523	206,159	464,499
American											
Samoa	Touris Infactions										
Andorra				2,440	2,640	2,614	2,655	2,614	2,558	2,507	2,408
Angola	(*) 388,605								938,389	716,061	695,562
Anguilla	UIS Estimation	452	460	468	469	499	427	468	411	450	451
Antigua and		1,636							2,318	2,356	
Barbuda											

2. HOW TO NAVIGATE WITHIN UIS.STAT



2.1 Technical information

If the browser has not been used for 20 minutes, UIS. Stat will time out. If this happens, refresh the browser. Any work done previously to customise a table will be lost.

UIS.Stat is best used in full screen view at 1024x768 pixel screen resolution or higher.

2.2 Data by theme

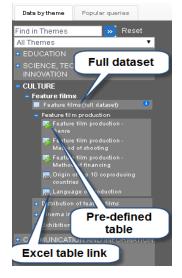
The left-hand navigation panel allows users to do the following:

- Browse through themes by clicking on the Data by theme tab;
- Search for a dataset by clicking on the Data by theme tab and then typing keywords in the Find in Themes search*.





When you type a keyword in the **Find by Themes** search bar, the lefthand menu will display a list of indicators that contain the keyword in a dataset or pre-defined table.



To browse, click on the **All Themes** filter, select a theme and then expand or collapse a theme or sub-theme by clicking on the '+' or '-' sign.

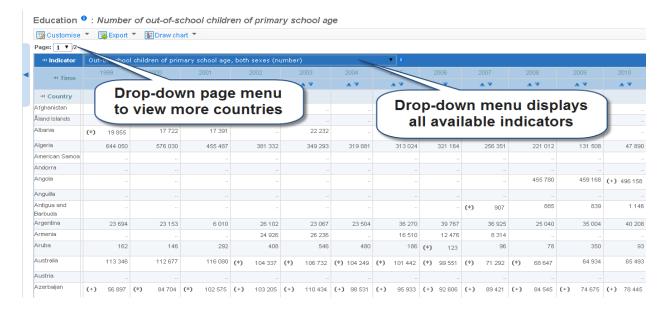
To select an indicator, click on the dataset name. It will be accompanied by the text "full dataset".

More specific pre-defined tables, focusing on a particular indicator or variable, are available as well. They are denoted with an icon containing a green plus sign.

Click on the indicator to display the table. Your selection will be highlighted in the menu.

2.3 Navigating within a dataset or pre-defined table

Once you have selected a dataset or pre-defined table, you will have two navigation options. The first is the drop-down page menu which allows you to navigate to additional pages of data. The second is the drop-down menu associated with the indicator, which allows you to browse pre-defined tables with associated indicators you selected.



2.4 Popular gueries

Ten of the most popular queries are presented in this tab.

2.5 Using UIS.Stat search

Enter keywords in the UIS.Stat search box at the top right of the screen. Click "Enter" or the ">>" symbol to launch the search. UIS.Stat will search through dataset names, dimensions (indicator, year, country) and set information for the keywords.

A list of search results will appear. Each item will include a link to the dataset containing the keyword and details of where the keyword appears in the dataset. To open a dataset, click on the link.

The most relevant links are shown first, based on how often the keyword appears in each dataset. A keyword in the name of a dataset is considered more relevant than a keyword found in the metadata, for example.

Once you leave the search results page, you must do another search to access the results.

2.6 Language

UIS.Stat is available in English and French. The default language is English. In order to switch to French, click on the link **Français** located on the top right-hand corner of the page below home.



3. HOW TO USE UIS.STAT

When you first open a dataset, you see the default table view. You can modify this by using the following options at the top of the table:

Customise: To select variables for each dimension and change the table layout and display options

Export: To download and save your selection as an Excel, CSV, PC-axis or SDMX file.

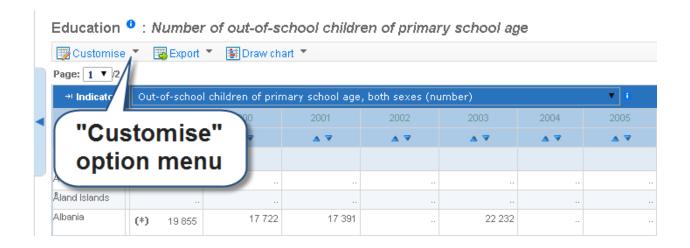
Draw chart: To graph the displayed data

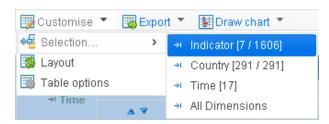
3.1 Customise your table



Once you have selected a full dataset or pre-defined table, you can set additional criteria. The **Customise** menu has three main options.

To begin, click on **Customise** to see **Selection**, **Layout**, and **Table options**.

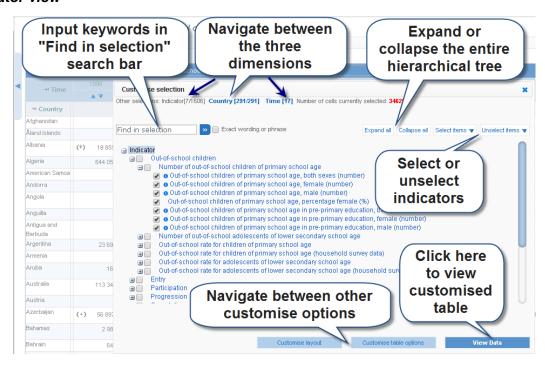




3.1.1 Selection

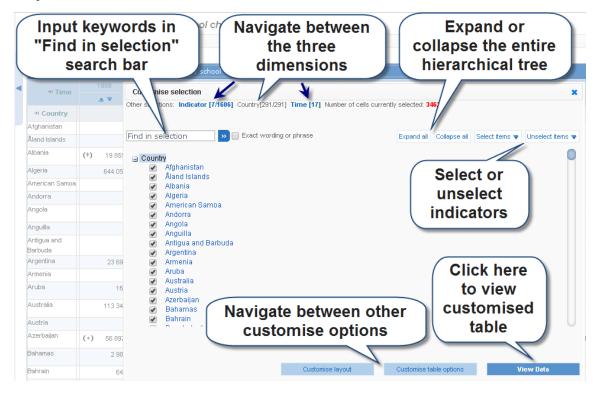
The **Selection** option allows you to specify which indicators, countries and years will appear in a table. There are four views to choose from: **Indicator**, **Country**, **Time** and **All Dimensions**.

Indicator view

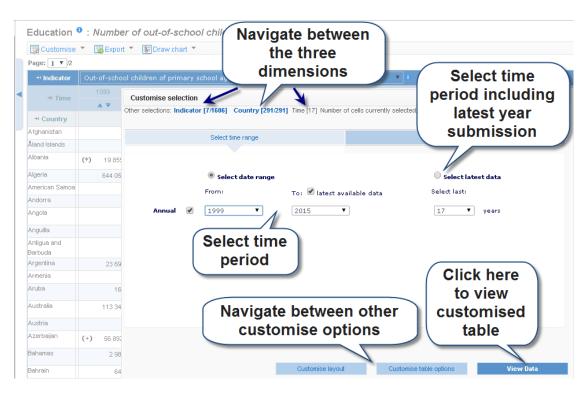


TIP: To choose multiple indicators at once, click on the tick box of one indicator and then hold shift. While continuing to hold shift, click the last tick box within the same level.

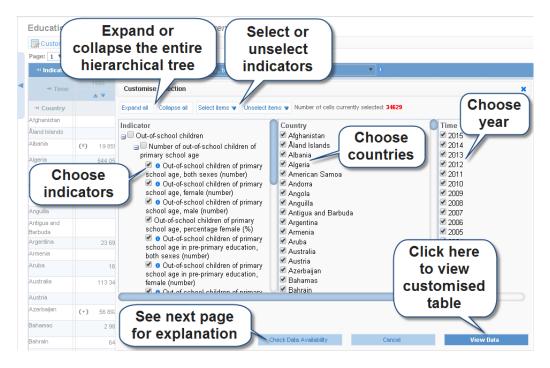
Country view



Time view



All dimensions view

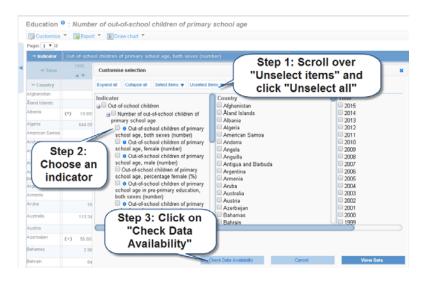


TIP: You can also organise your table by region. Scroll to the bottom of the country list to different sets of regional groupings.

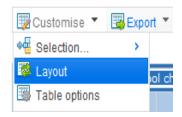
Check Data Availability

This option allows users to identify the availability of data for a particular indicator. To use this function, please perform the following three steps:

- 1. Ensure you are in the All Dimensions view and click Unselect all
- 2. Choose an indicator
- 3. Click on **Check Data Availability.** Countries with no data for all years will be italicised with grey font

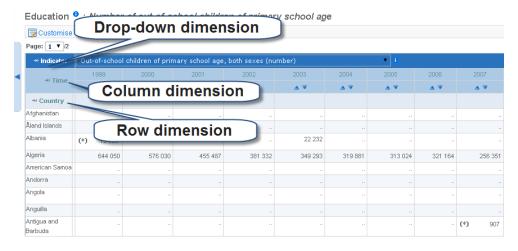


3.1.2 Layout

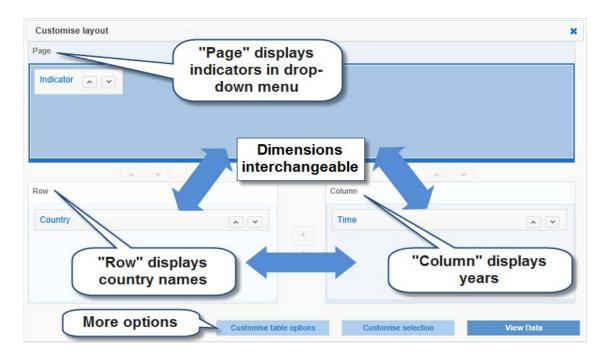


In the **Customise** menu, users can change the layout of the dimensions. In the default table view, the **Indicator** dimension allows you to select from a drop-down menu of all the indicators available. The **Country** dimension displays the countries available by row and the **Time** dimension displays the specified years across the columns.

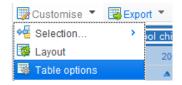
Default table view



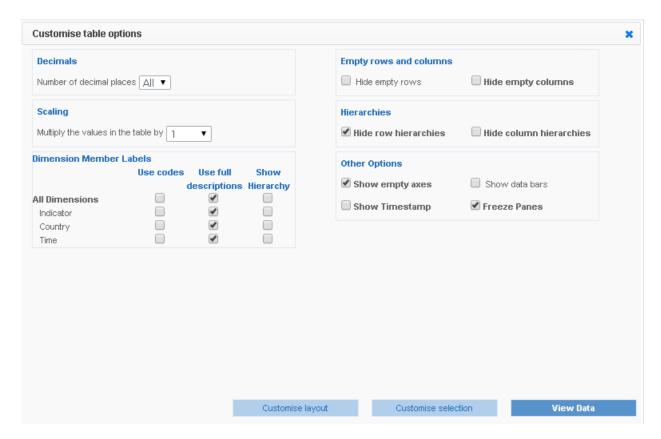
When a user clicks on the **Layout** option in the **Customise** menu, a pop-up screen appears (see below). The **Customise layout** screen allows users to interchange dimensions and alter the table layout. Simply drag and drop the interchangeable elements into place. Click **View Data** to see the new table layout. Or, use the arrows to move the selected dimension to a different location.



3.1.3 Table options



The last of three options under the **Customise** menu is **Table options**. After clicking on **Table options**, the user will see a pop-up screen with a set of options described below.



Decimal places

Users can specify the number of decimal places to be displayed within the cells. The range of options is from 0 to 10. The default option is **0**.



Scaling data

Users can scale the data by multiplying the cell value by a factor. The default option is '1'.



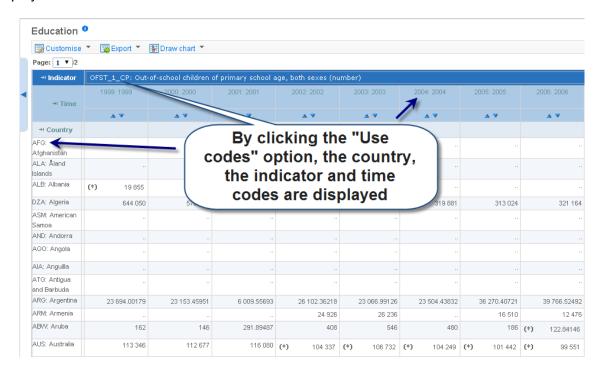
Changing labels

By default, the option **Use full descriptions** is specified for all dimensions.



Use codes option

Display codes are the associated codes within the UIS.Stat database.

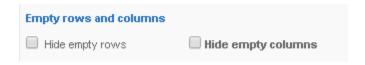


Show hierarchy option

This function appears in the Dimension Member Labels list but has been disabled.

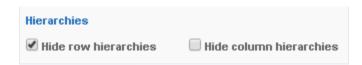
Hiding rows or columns

For some indicators, there are countries that have no data for the entire time period covered in the database.

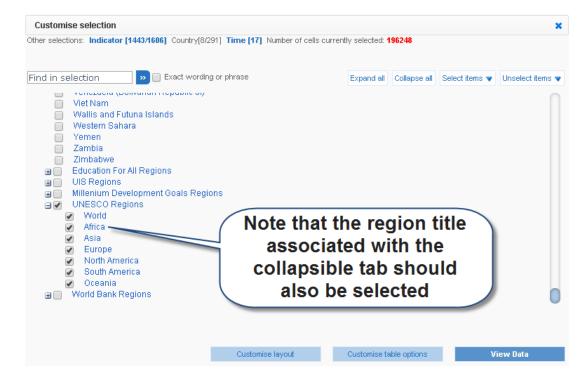


Hiding row or column hierarchies

This feature works only with the regional groupings in the **Country** dimension.



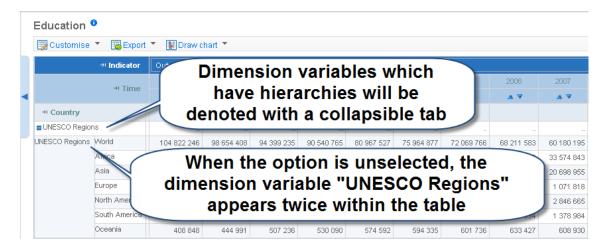
The UIS organises data in various groups. To have the regional grouping name appear in the table, you must select it. In the screenshot below, the grouping "UNESCO Regions" is selected along with the sub-regions (see 3.1.1 for more information).



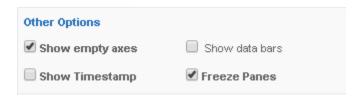
By default, the table viewer will present the hierarchy as shown below:



In the case the option **hide row hierarchies** is unselected, it will create a display where the dimension variable "UNESCO Regions" appears twice:



Other options

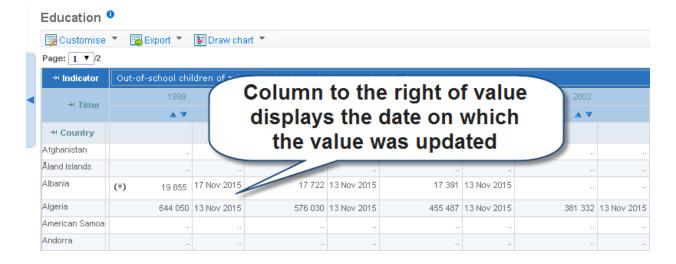


Show empty axes & Show data bars

The option *Show empty axes* is always selected by default while *Show data bars* is disabled by default.

Show Timestamp

The timestamp option indicates when a particular cell value was updated. Once selected, a column with the timestamp for each value is created for each year.



Freeze Panes

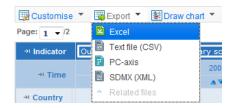
This option lets users to lock the columns so they will always be visible at the top of the screen. It is applied by default.

3.2 Export data

The **Export** option allows users to download tables in four different file types. Once you make a selection, a dialogue box appears which lists a series of options depending on the file type.

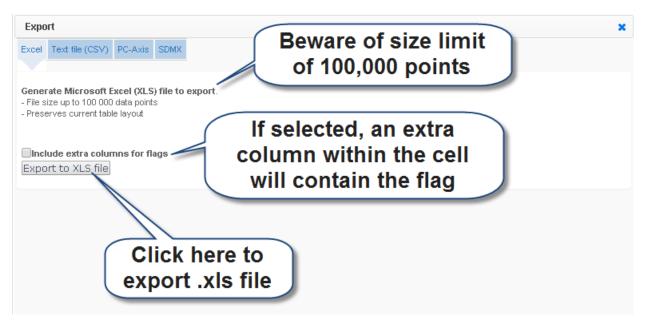
Excel

Click on the **Export** option above the table and then select **Excel** to export your data selection to an Excel file.



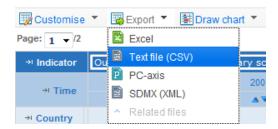
You will be prompted to either save the Excel file or open it directly. As your computer settings may not allow for the file to be opened directly, it is recommended that you save the file to the desktop and then open it from there.

Generating your table in Microsoft Excel preserves the table format; however, it can only contain 100,000 data points. You have the option to include flags with metadata. If you select this option, the cell containing the value is split into two: the flag symbol appears on the left and the cell value is on the right.



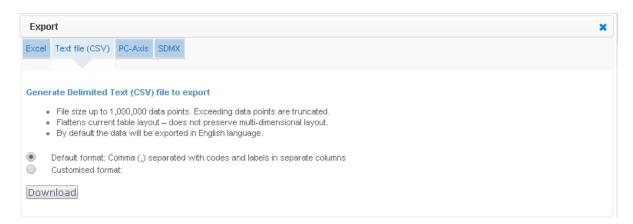
Text (CSV)

Click on the Export option above the table and then select Text file (CSV).

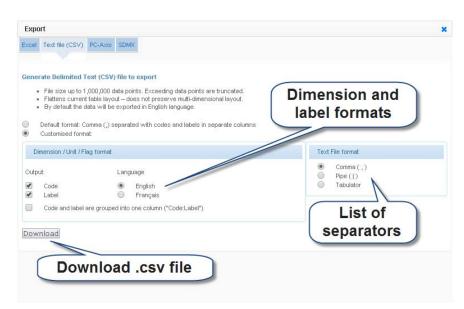


Generating your table in Text (CSV) does not preserve the table format; however, you can view up to 1,000,000 data points.

The option **Default format** generates the file using a comma as a separator with codes and labels in separate columns.

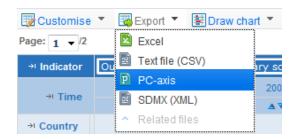


The option **Customised format** determines what information is included in your file for each variable.



PC-axis

Click on the **Export** menu option above the table and then select **PC-axis** to export your data selection to a PC-axis table file.

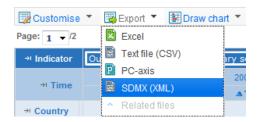


As your computer setting may not allow you to open the file directly, first save the file to your desktop and then open it. This option allows you to download the entire dataset.



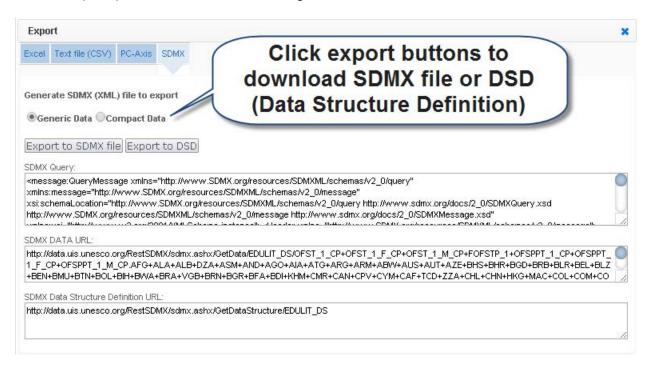
SDMX (XML)

Click on the **Export** menu option and then select **SDMX (XML)** to export your data to an XML file.



You will be prompted to either save the XML file to disk or open it directly. As your computer settings may not allow for the file to be directly opened, it is recommended to save the file directly to the desktop and then open it from there. This option allows you to download the entire dataset.

The data is available in compact or generic SDMX XML data format. The structure of the dataset, including the variable codes and labels is available to export via the Data Structure Definition (DSD) file. Refer to www.sdmx.org for more information.



3.3 Generate a chart

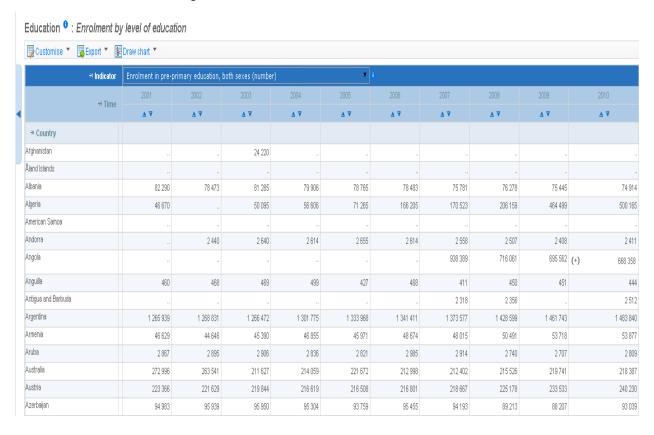
A charting tool allows users to create maps, line charts, bar charts and scatterplots using the current data selection. The charting engine is limited to 20,000 data points. If your selection exceeds 20,000 data points, the chart will not load.

Chart views can be animated to show change over time by clicking on the **Play** button.

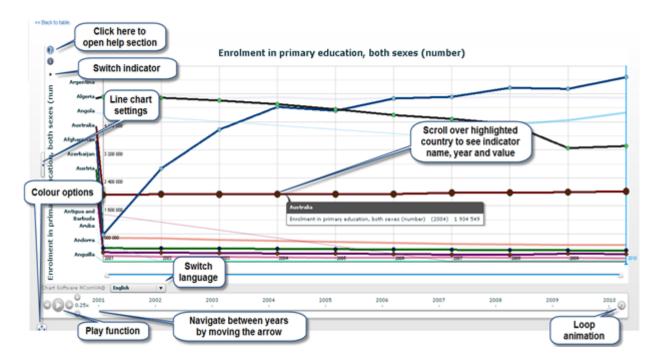


Please limit the data selection in the table before creating a chart. The table dimensions and variable selections are reflected in the chart you create. Under the **Draw chart** menu, users are provided with two chart types.

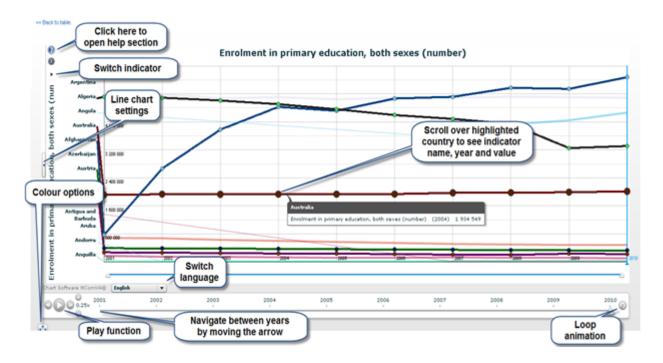
Below is a screenshot of a data table which compares primary enrolment figures in 14 countries. These data will be used to generate each of the charts indicated.



Bar
From the Draw chart menu, choose Bar.



LineFrom the **Draw chart** menu, choose **Line**.

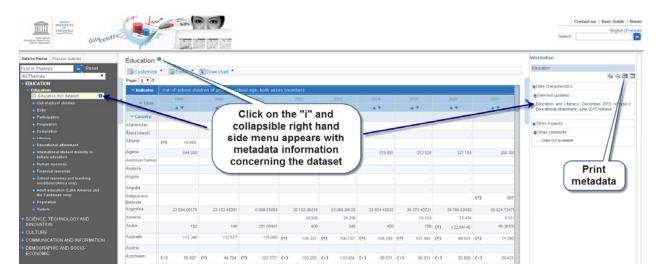


3.4 Viewing metadata in tables

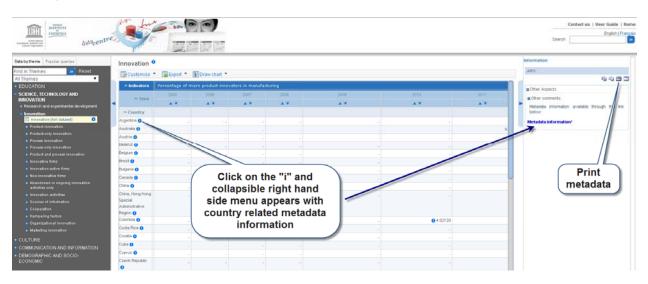
Metadata can be viewed at two levels: full dataset and cell levels. The presence of metadata is flagged by an "i" next to the table name or value within a cell. Clicking on the "i" reveals an information panel on the right-hand side of the screen.

When you export a table into Excel, the metadata link "i" is still active in the Excel file.

Dataset level



Country level



Indicator level



Cell level

