# OXFORD ECONOMICS **Oxford Economics Global Data Services User Guide**

An introduction to Oxford Economics Global Data Services

User Guide v2.4

9 August 2013





# **Prerequisites**

- The latest version of either Google Chrome, Firefox, Safari, and Internet Explorer (IE7+)
- We recommend using Internet Explorer with the Google Chrome plug-in
- We recommend a minimum screen resolution of 1024 x 768
- An active internet connection

If you use IE and do not have Chrome Frame installed, you will be prompted to install it when you access the Oxford Economics Global Data Services. In order to see the prompt, you must turn off any popup blockers you may have installed or opt to allow popups for the website.

Oxford Economics Global Data Services will not function correctly in IE version 6 or lower unless you install Chrome Frame.

#### How to manually install Google Chrome Frame in Internet Explorer

Start **Internet Explorer** and go to the service.

If you are using Internet Explorer you will be prompted to:

- Continue using IE if your version of IE is >= IE7
- 2. Install Chrome Frame
- 3. Upgrade your browser

If you're using <= IE6, you must install Chrome Frame to use the service.

If you choose option 1, then you will not see this screen for 20 days.

If you choose option 2 or if you wish to install Chrome Frame manually in IE or any other (non-Chrome) browser, then please visit: <a href="https://www.google.com/chromeframe">www.google.com/chromeframe</a>.

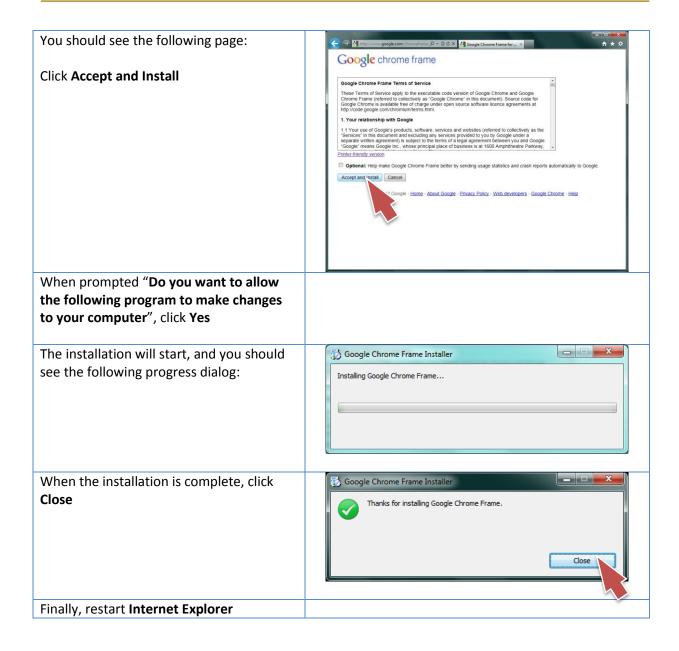
You should see the following page:

Click Get Google Chrome Frame











## Introduction

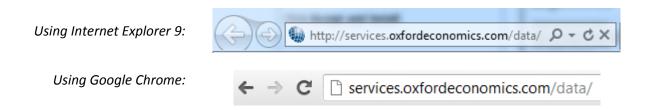
The Oxford Economics Global Data Service platform covers 190 countries, 100 industries and over 2,600 cities and sub-regions. There are currently 12 separate databanks, with the intention to add more over time.

We have introduced substantial improvements over the previous Oxford Economics databank. The new online software provides rapid access to economic data. Results can be viewed on-screen as a table, chart, heat-map, or downloaded to your computer.



#### Accessing the service

The release version of the service is located at <a href="http://services.oxfordeconomics.com/data/">http://services.oxfordeconomics.com/data/</a>



The service works best when the browser is **at least 1024 by 768 pixels**. Using a lower resolution is less convenient for selecting and view data. However, the service is still perfectly useable.

Ideally you should access the service with your browser maximised. To achieve this:

- 1. Open the browser
- 2. Press F11 to maximise the view
- 3. Navigate to the Oxford Economics Global Data Services website

Press F11 again to return to normal view at any time.



# Logging in

Your existing login credentials for My Oxford will also provide access to the service.



Welcome to Oxford Economics secure login. If you are not a subscriber to any of our services, please contact your nearest Oxford Economics office for more information.				
	User name			
	subscriber			
	Password			
	•••••			
	Sign In			

To log in, type in your username and password, then click the **Login** button.

If the credentials are not recognised you will see a message saying "Sign In was unsuccessful. Please correct the errors and try again. Username or password is incorrect". Try again to ensure the problem is not just a typing error. If you still cannot obtain access, get in touch with your System Manager or your Oxford Economics contact.

Note: If your organisation authenticates using IP addresses, you will be automatically logged into the service. A login prompt will only be presented if there is a problem with the authentication.



# **Getting started**

The Oxford Economics Global Data Services contain a range of individual databanks, including:

#### **Economics**

Global Economics Global Trade Service Global Scenarios Service

#### Industry

Global Industry Global Tourism [TDM]

#### Cities

Asian Cities and Regional Forecasts
China Cities and Regional Forecasts
European Cities and Regional Forecasts
Latin American Cities and Regional Forecasts
North American Cities and Regional Forecasts
UK Regional Forecasts
UK Local Authority Districts Forecasts

#### Labour

Global Diversity Global Talent

You may see some databanks disabled (i.e. greyed-out), depending on the subscription level of your organisation. Additional databanks are likely to be added over time.

Each databank contains:

- Locations Countries, Regions or Cities for which economic data is available.
- Indicators specific topics such as *Gross Domestic Product* or *Agricultural Exports*.
- Data series annual or quarterly values published since 1980 and forecast as far as 2040.

Note: some locations with a databank do not publish data for every indicator, and some data series may not be published for every year since 1980. Not all databanks contain data up to 2040.

The service allows you to do two things:

#### Manage selections

- o Select what economic data series you want to see.
- Save and retrieve regularly-used selection criteria.
- Manage related settings, such as the date range and whether to see annual or quarterly data.

#### View results

- See data in tables, charts and maps.
- Download data in Excel format or in comma-separated files.



All available features can be reached from the main menubar, which is colour coded accordingly:

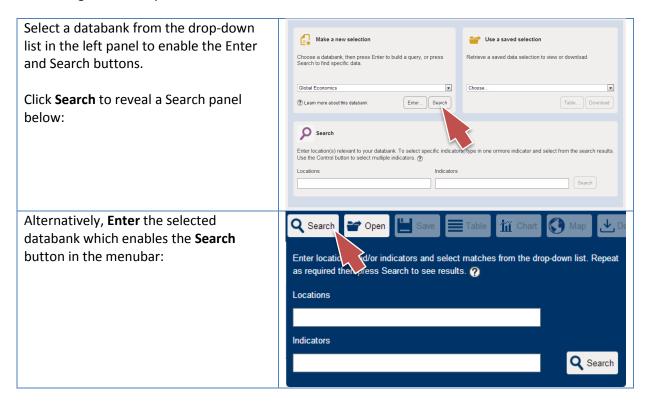


The purpose of each button is briefly described below. A fuller explanation of the functionality appears later in this Guide – just follow the links in the right-hand column.

Button	Description
<b>←</b>	Back to the previous page
<b>→</b>	Return to the page you just went back from
	Allows you to choose a <u>new databank</u> to work with. You will be asked if the current selections should be cleared.
<b>₽</b> New	Allows you to choose a <u>new databank</u> to work with. Any existing selections will remain.
<b>Edit</b>	Displays the <u>Selections Page</u> where you can define what data to see by choosing locations and indicators and adjusting settings.
Q Search	<u>Searches</u> for matching locations and indicators and displays results in a table. The basic principles of searching are described <u>here</u> .
Open	Opens a previously saved selection.
<b>Save</b>	Saves the current selection for later retrieval.
Table	Shows the results of a selection in a <u>table</u> .
111 Chart	Shows selection results as a <u>chart</u> .
Map	Shows selection results on a map.
<b>→</b> Download	Downloads and <u>Saves</u> selection results to the local disk drive.
Website	Opens the Oxford Economics website home page in another browser tab or window.
? Help	Provides Help facilities.
🛨 Tour	Provides a guided tour of the some of the main features.



Oxford Economics Global Data Services is equipped with a powerful search facility available on the Home Page and once you've entered a databank:



Both search facilities work in the same way. You can quickly find relevant data for a single location, e.g. Chicago, or a single economic indicator, e.g. CPI, or you can build up a complex query involving many locations and indicators.

#### **Basic rules of search**

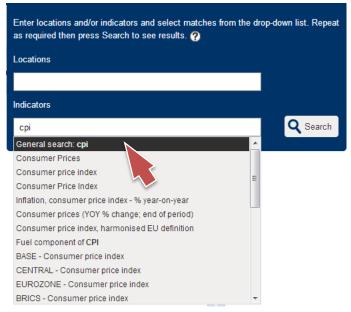
- Search items are selected from a drop-down list of suggestions that appears as you type in the search input box.
- Input text is case-insensitive it does not matter if you type in lower case, upper case or mixed case.
- Matches will be looked for in the currently selected databank first. If no matches are found
  in the current databank, the search engine will look in other databanks and suggest that you
  switch to the one likely to contain the results you are seeking.
- Matches will only be displayed from one databank. If search terms belonging to two different databanks are entered, such as "California" "Belgium" (from US States and Global Macro respectively) the results for just one of those locations will be shown<sup>1</sup>.

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<sup>&</sup>lt;sup>1</sup> The exact outcome will depend on which databank is currently selected, and how many results each term will generate.



• Type in a search term (e.g. CPI in the *Global Economics* databank) to see suggestions in a drop-down list.



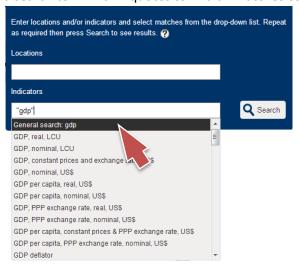
- Select the first item in the list (i.e. General search: cpi) to search with synonyms.
  - The selected item will appear as a search item without quotes



- Because there are no quotes around the search term, synonyms will be matched instead. In the case of CPI, the results will include indicators with "consumer price index" in their titles, as "consumer price index" is a synonym of "cpi".
- o Select any other item in the suggestions list if you only want exact matches.
  - In this instance, only one indicator has CPI in its name, "Fuel component of CPI" and will only find data series for that indicator.



o Type in a search term within quotes to find all matches containing that text, e.g.:

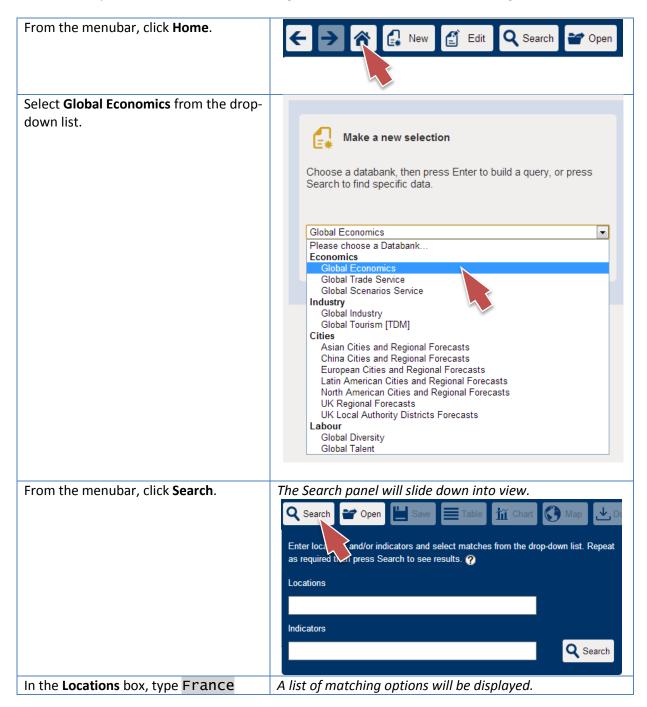




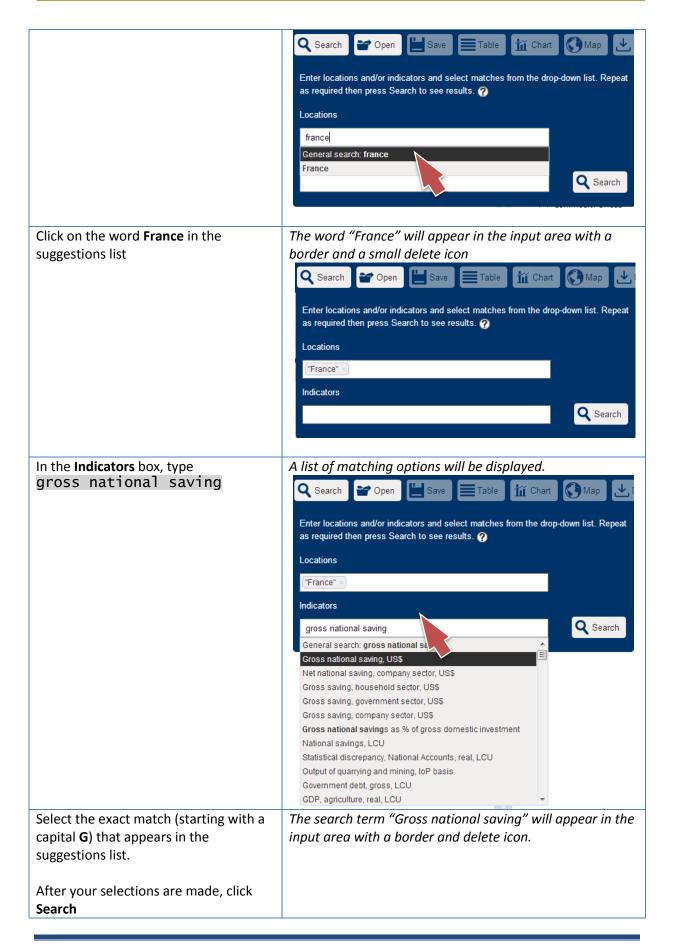
- o Use the scroll bar to view all suggestions if a long list is displayed.
- Use the up/down arrow keys to highlight the desired suggestion.
- Click the Enter key or click to add the highlighted suggestion to the list of search terms.

#### A simple search example

Here is a simple search which retrieves a single data series: "Gross National Savings" of "France".

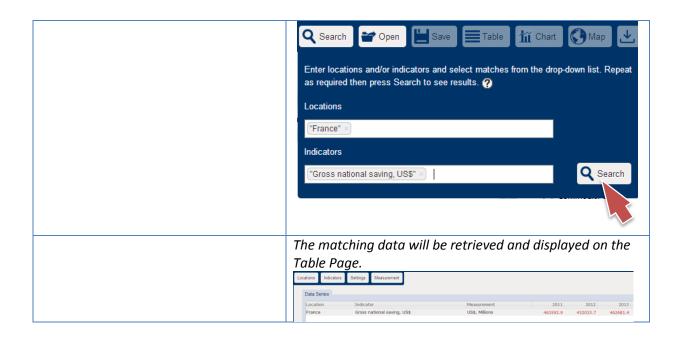








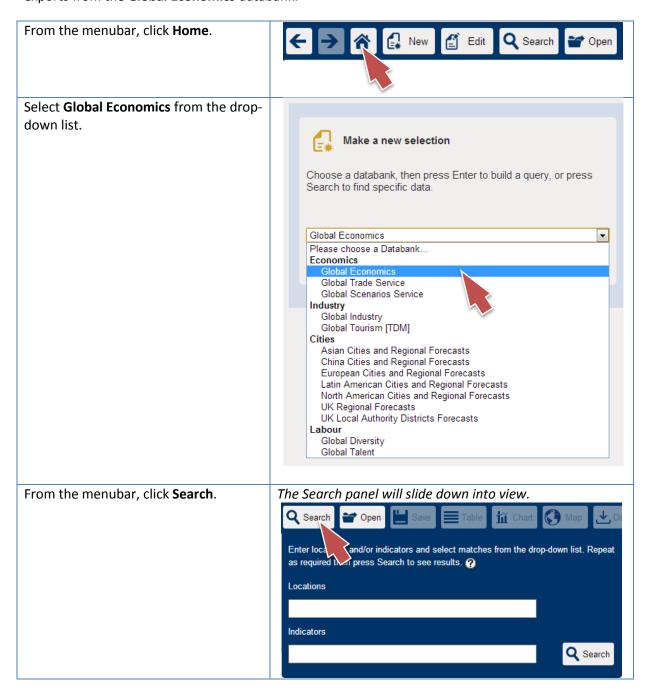




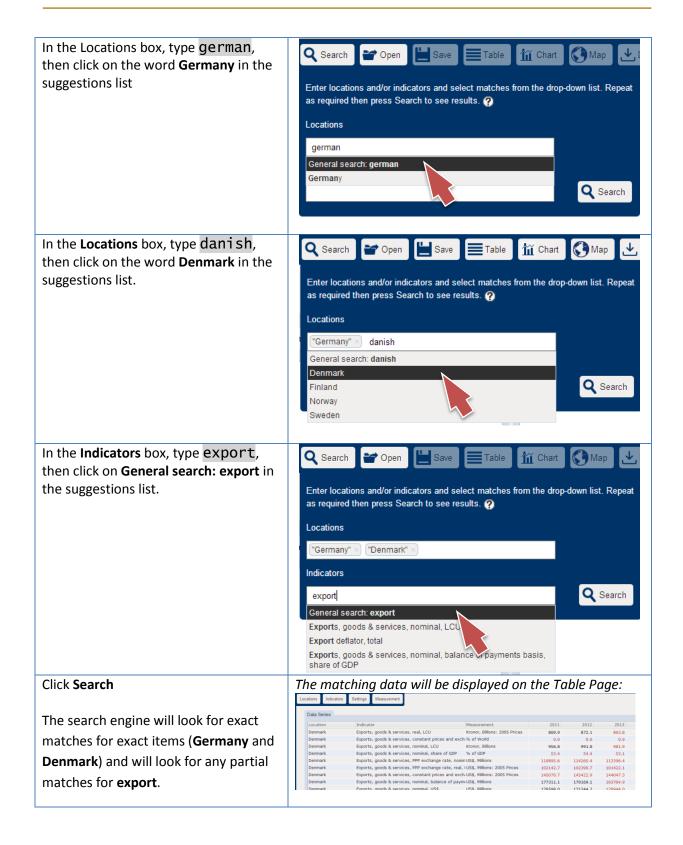


## An advanced search example

Here is a more advanced search which retrieves many data series related to *German* and *Danish* exports from the **Global Economics** databank.









# **The Main Page**

The Main Page will be displayed when you first access the application, and provides ready access to three frequently-used facilities. You can go to the Main Page at any time by clicking **Home** on the menubar.

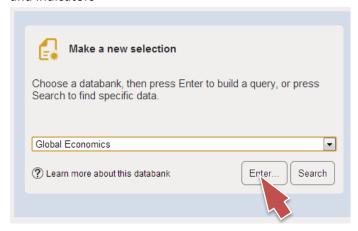


#### Make a new selection



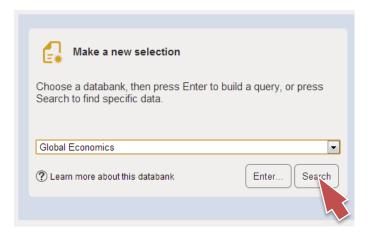
After selecting a databank from the drop-down list, you have two options:

 Click Enter to go to the Selections Page, where you can change settings and choose locations and indicators



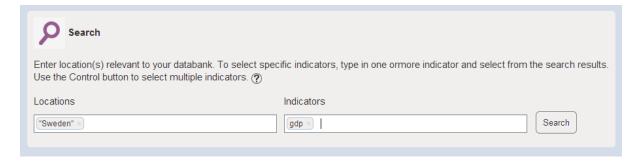
• Or click **Search** to enter your search criteria in the search panel that appears:





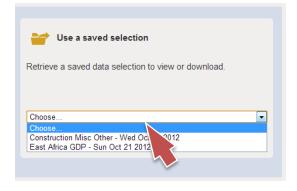
#### Search

Type in a location (e.g. Sweden) and/or an indicator (e.g. GDP). As you type, a list of matches will be displayed for you to select from. There are more details in the **Search** section of this guide.



#### Use a saved selection

Choose a saved selection from the dropdown and then opt to see the data in the **Table Page** or download data to a file on your computer.

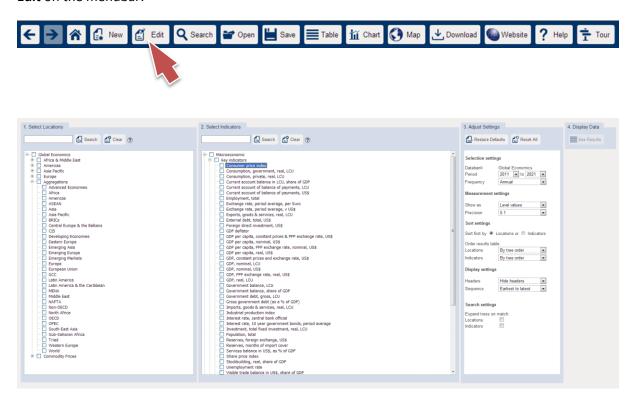




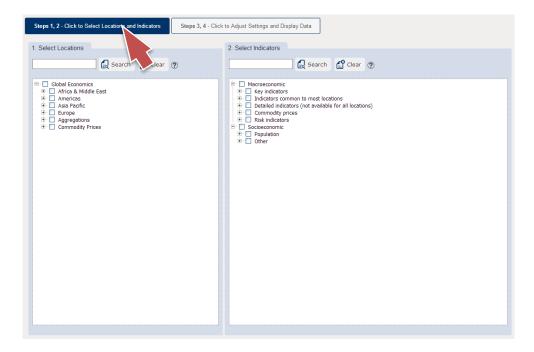


## Define and refine detailed selections

The **Edit Selections Page** allows you to define the data you are looking for, or refine the results of a search, and adjust how the results will be presented. The Edit Selections Page is reached by clicking **Edit** on the menubar:



This screen works best with a browser width of at least **1024 pixels**. Using a lower resolution will rearrange the contents into interactive tabs (notice the tab buttons above the blue columns):

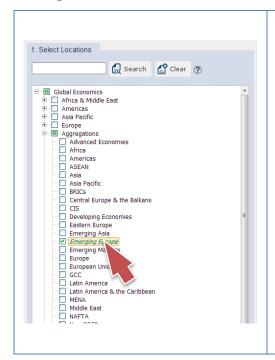




#### The Locations and Indicators Columns

The Locations and Indicators columns both operate in exactly the same way. This section describes the specifics for the Locations column, but applies equally to the Indicators column.

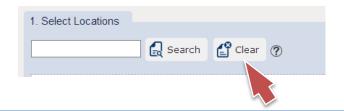
#### Using the tree selector



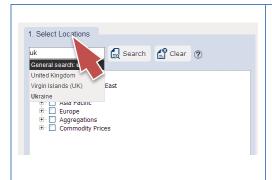
The trees behave in standard fashion.

- Click on the [+]/[-] to expand or collapse branches.
- Use the tick box to toggle the selection of a branch or a node.
- If you select or deselect a branch, all of its children will match your choice.
- The tick box is shaded green when some but not all of its child nodes have been selected.

Click Clear to clear selections from the tree:



#### Searching the tree



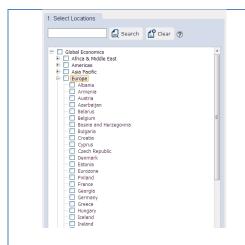
At the top of each tree control there is a search box to help find items in the tree.

- If required, click **Clear** to clear any existing selections from the trees.
- Type in a search term and click Search to find matches.
- Repeat as often as needed: new matches will be added to existing ones.
- You can type in many search terms at once, e.g.
   Austria Germany Netherlands.
- Partial matches from the start of words will work, e.g. **Den** will match **Denmark**.
  - Take care with partial matches: for example, UK will match with Virgin Islands (UK), Ukraine and United Kingdom.
- Put multi-word search terms in quotes, e.g. "United States".

Click **Search** to tick all matching entries within the tree.



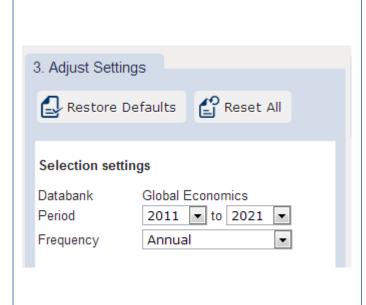
## **Subscription levels and limited access**



If any entries in **Locations** or **Indicators** trees appear grey or disabled, it suggests that your organisation does not have the appropriate level of Subscription for that data.

Please contact Oxford Economics to arrange a call.

#### **The Settings Column**



The **Selection Settings** affect *what* data is shown in the results table.

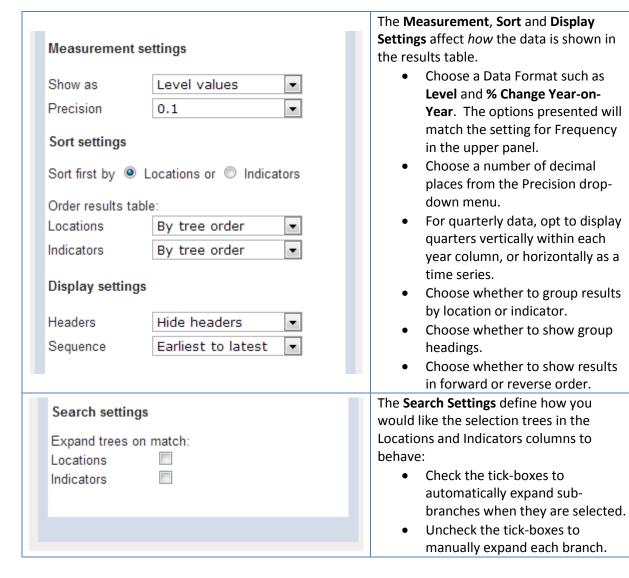
- Change the range of years for which data is required.
- Change the frequency of data points (Annual, Quarterly, or Both)

Note: many data series are not published quarterly.

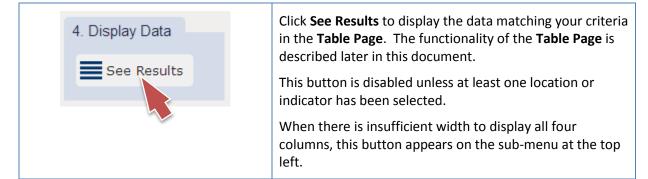
Click **Restore Defaults** to return all settings in this column to the standard values.

Click **Reset All** to clear all tree settings, and return all settings in this column to the standard values.





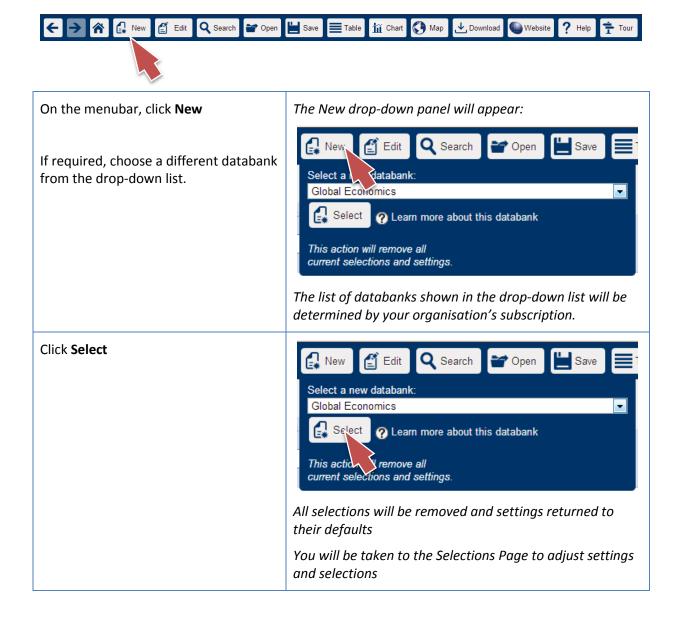
#### The Display Column





## Select a new databank

The **New** button allows you to select a different databank to work with. It will clear all the selection settings from the selected databank.



To close the panel at any time, move the mouse away and it will disappear.

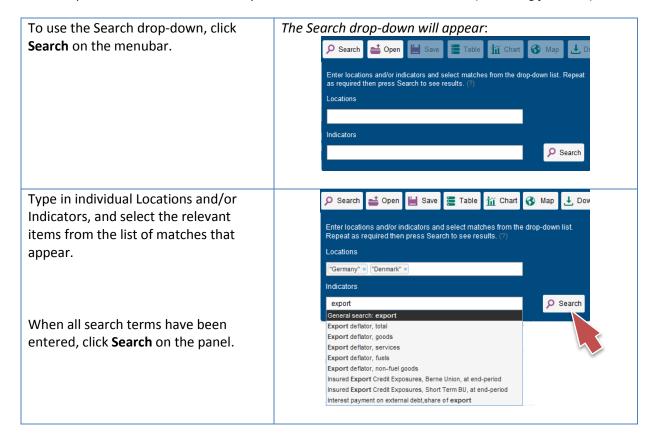


# Define a quick search

The Search drop-down can be used to quickly obtain matching results for a particular topic, such as "California GDP" or "French exports".



A full explanation of the search facility is available earlier in this document (Searching for Data).



You can close the search panel at any time by moving the mouse away from it.



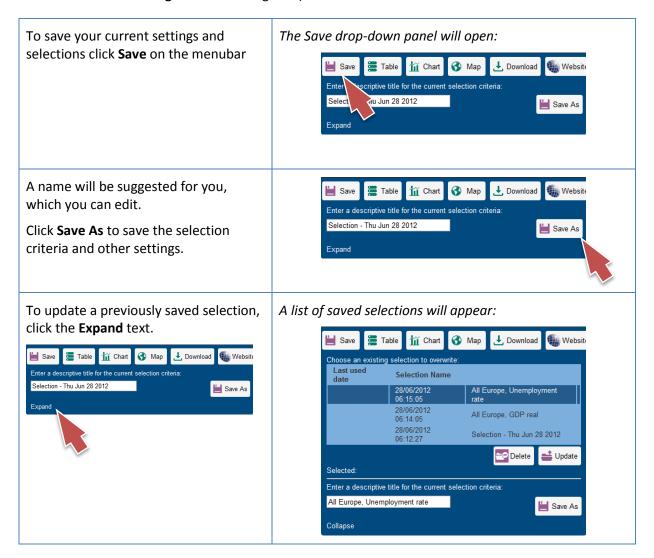
# Save selections and settings

You can save selection criteria and settings for future use. This allows you to define a query once and then run it to view matching results whenever you wish. This option is available whenever you have defined a valid selection, which must comprise at least one location or indicator.

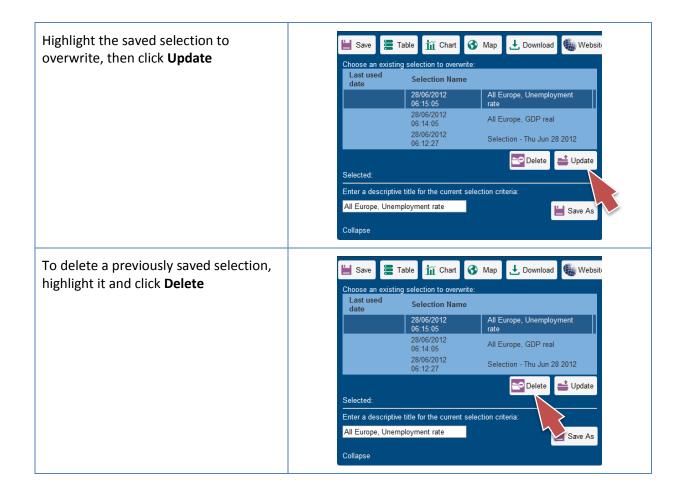


NB: If members of your organisation share login credentials then you will also share Saved Selections. It may help to prefix your saved selections with your initials, thereby limiting someone else from inadvertently editing or deleting your saved selection.

(If you want to preserve the *results* of a selection, rather than the criteria and settings, then see the section on **Downloading Results** in this guide.)







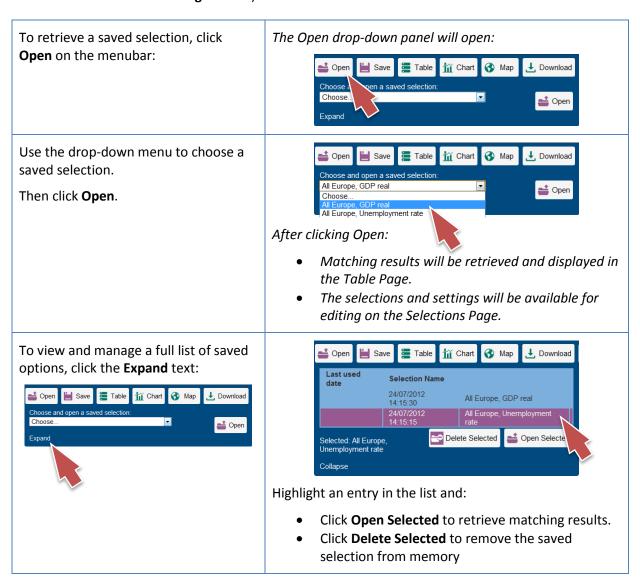


#### Retrieve a saved selection

You can retrieve a saved selection by clicking **Open** on the menubar. When a saved selection is retrieved, matching data is automatically retrieved and shown in the Table Page.



This option is only available when you have previously saved at least one selection (see the section on **Save selections and settings** above.)



Please note that deleted Selections cannot be recovered once they are deleted.



## View results in a table

Selection results are displayed on the **Table Page**. You will be automatically taken to the Table Page when you perform a search, or open a saved selection, or define a selection on the Selection page and click **Display Results**.

At any time, you can display the Table Page by clicking **Table** on the menubar.

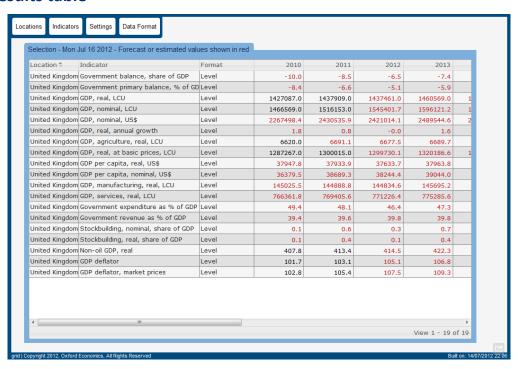


Note: this button is only enabled when a valid selection exists (i.e. you have selected at least one Location or Indicator).

When the Table Page is displayed, a submenu appears which provides immediate access to the facilities available on the **Selections Page** (see later in this section):



#### The results table



- When the table is initially viewed, it will be sorted by the first column.
- To swap the Location and Indicators columns, change the Group By... setting in the Settings panel (see below).
- Click on any column heading to sort by that column.



- Click on any column heading for a second time to reverse the sort order on that column.
- You can cut and paste from the visible contents of the table by highlighting the required values and either:
  - Pressing Ctrl+C on your keyboard.
  - Right-clicking inside the selected region and selecting Copy from the context menu.

**Note**: If you include column headings in the selection, all values from the top of the table will be selected, even if they are not currently visible.

- Scroll the table to see other values using the vertical and horizontal scrollbars. If the table is very long there may be some pauses as more data is fetched from the server. The total number of records in the table is shown on the bottom right of the table.
- Table settings can be adjusted using the Settings Panel (see below).

BETA note: currently, the table does not resize automatically when the browser is resized. After changing the size of the browser, go to the Table Page, open a flyout by clicking any submenu button and click **Update Table**. This will refresh the data shown in the table and it will resize the table to make best use of the available space within the browser.

#### **Locations and Indicators flyouts**



To change the locations and indicators shown in the table, click **Locations** or **Indicators** on the submenu.



The screenshot on the left shows the Locations flyout: the behaviour of the Indicators flyout is identical.

The flyout exactly replicates the Locations column from the Selections Page, which is described earlier in this Guide.

To close the flyout panel:

- Click the small X at the top right of the panel
- Click the mouse outside the panel
- Click Update Table

Any changes made in these flyouts will also be reflected on the Selection Page.

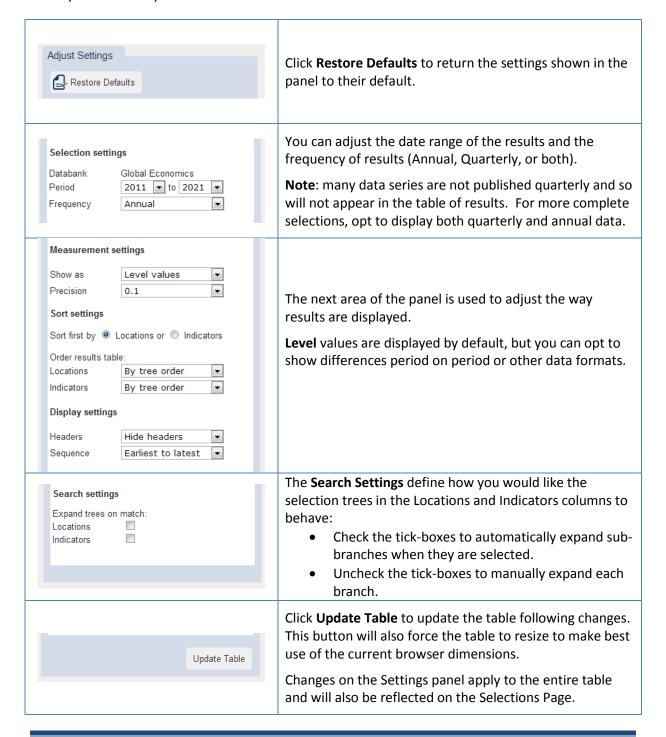


#### **Settings Flyout**



To open the Settings fly-out, click **Settings** on the submenu.

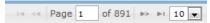
The Settings Panel fly-out can be closed at any time by clicking the mouse away from the panel. The contents of the Settings Panel are identical to those shown on the Selections Page and operate in exactly the same way.





#### Notes:

- The setting for Group Headers affects the way the table shows large amounts of data.
  - o When Group Headers are not shown, you can scroll continuously to see more rows.
  - When Group Headers are shown, the table becomes paged.



Click the grey forward and back buttons to navigate to the first page, the previous page, the next page and the last page respectively.

Type in a new page number to go directly to that page.

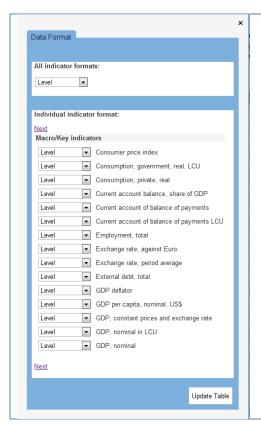
Use the drop-down box to change how many data series will be shown on a page.

 This behaviour is dictated by the grid control used to render the table. It cannot be altered.

#### **Data Format flyout**



To alter data formats, either for the entire table or for individual indicators, click **Data Format** on the Table submenu.



All data formats can be changed by selecting a value from the **All indicator formats** drop-down menu.

Individual data formats can be changed by selecting a value from the appropriate drop-down.

Note that all instances of each indicator are set to the same data format.

The **Previous** and **Next** labels allow you to navigate through large lists of indicators.

After you have made your changes, click **Update Table** to see the new results.

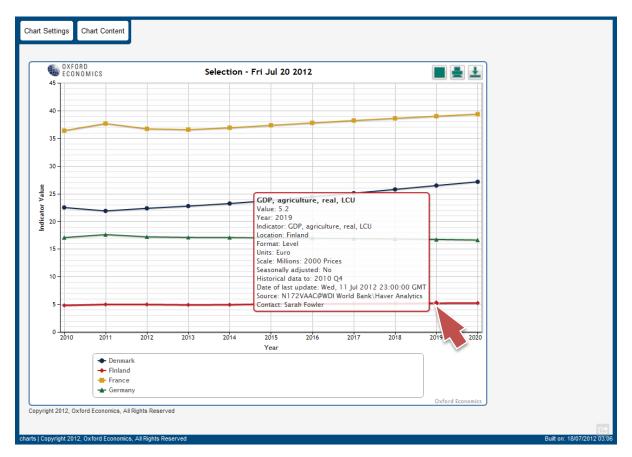


## View results in a chart

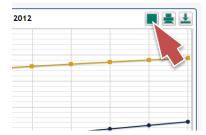
Selection results can also be displayed in a **Chart Page**. To open this page, click **Chart** on the submenu:



The results of your current search will now be rendered as a chart. Hover the mouse over a data point to see its detail:



You can enable and disable the details by clicking the tooltip icon in the top-right corner of the chart:

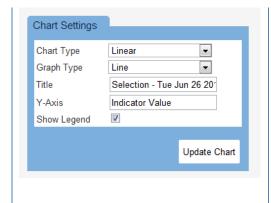




## **Changing the Chart Settings**



To adjust the settings for the chart, click **Chart Settings** from the submenu:



Use the **Chart Type** drop-down to select between Linear and Logarithmic scales.

Use the **Graph Type** drop-down choose a line, bar, pie or area chart format.

Edit the text for the chart title and the Y Axis as required.

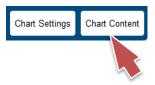
Opt to show or hide the legend.

Click **Update Chart** to see the changes made in this flyout.

To close the flyout panel:

- Click the small **X** at the top right of the panel
- Click the mouse outside the panel
- Click Update Chart

## Changing the chart content



To adjust which data series to show in the Chart, click **Chart Content** on the submenu:



The **Chart Content** flyout lists all the combinations of locations and indicators resulting from the search.

Use the check boxes to include or exclude data series from the chart.

Click Clear to unselect all data series.

Click Select All to select all data series.

Click **Update Chart** for the changes to take effect on the chart itself.

To close the flyout panel:

- Click the small X at the top right of the panel
- Click the mouse outside the panel
- Click Update Chart

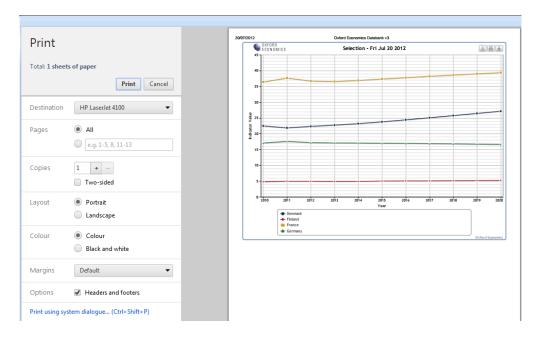


# **Printing a chart**

Click the print button in the top-right corner of the chart to manage printing to a local printer:

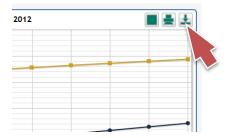


The following dialog window will open:



#### **Downloading a chart**

Click the download button in the top right corner of the chart to manage downloading to your computer:



You will be offered the following choices:

- Download a small PNG (image) file
- Download a large PNG (image) file
- Download a PDF (document) file

The download file will be given a default name and saved in your computer's designated download folder.



# View results on a map

To view data on a global map, click **Map** on the menubar.



The map will automatically zoom into the locations shown on the **Table Page**:



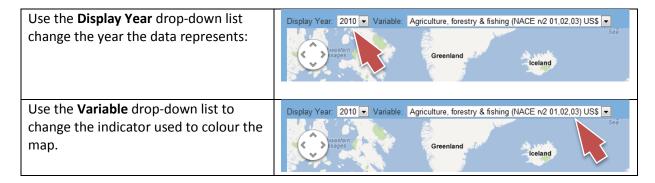
The map can be adjusted using controls or the mouse:

Task	Using the mouse	Using controls
Zoom in or out	Rotate the slider wheel on your mouse	Use the slider bar towards the top left of the map.
Move the map	Position the mouse over the map so the pointer changes to a hand. Drag in any direction by holding down the left mouse button and moving the mouse.	Click on the arrows within the circular button at the top left of the map.
View data details	Value: 21.2 Location: Germany Location Code: DEU Indicator: Agriculture, forestry & fisheries, Value-added output Indicator Code: YAS Units: USS Scale factor: Billions Seasonally adjusted Measure: Level Base year index: 2005 Date of last update: 17 May 2012 Source: Output Agriculture, forestry & fisheries rebased to 2005 prices Contact: Sarah Fowler  Denmark Poland  Germany  Germany  Germany  Romania  Romania	Not applicable

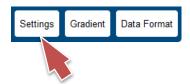


## Adjust what data is displayed

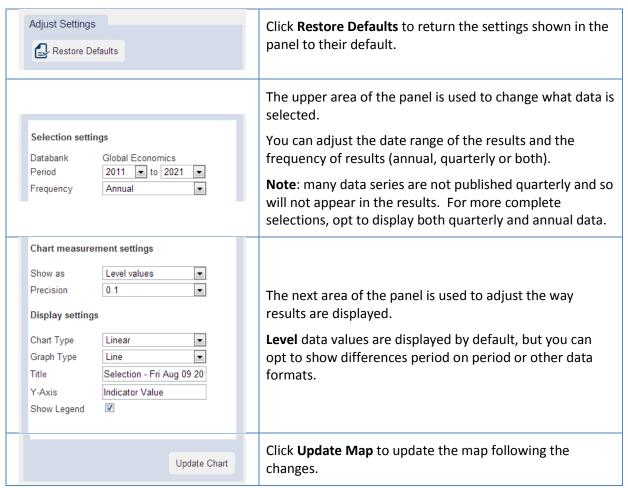
Use the drop-down menu items on the top border of the map to select a specific datapoint to compare.



#### **Settings Flyout**



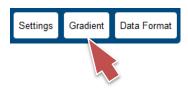
To open the Settings fly-out, click **Settings** on the submenu



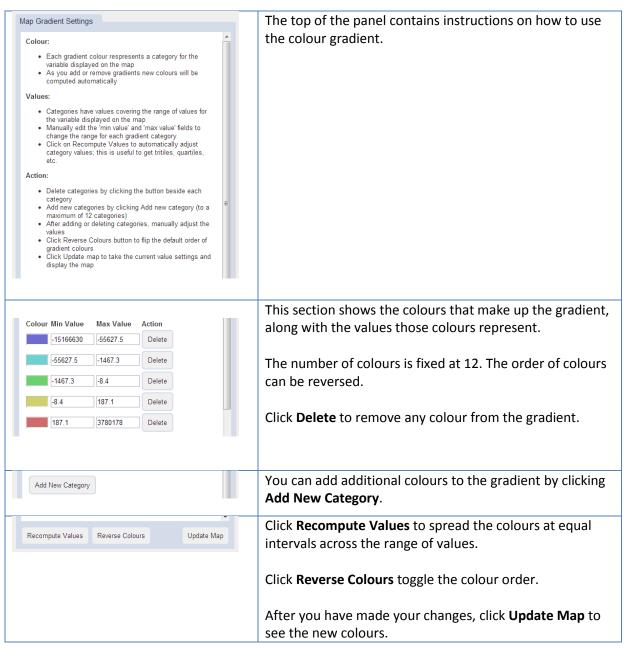
The fly-out panels can be closed at any time by clicking the mouse away from the panel.



## **Gradient Flyout**

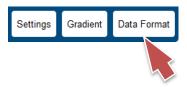


To alter the colour gradient used to represent values on the map, click **Gradient** on the Table submenu.

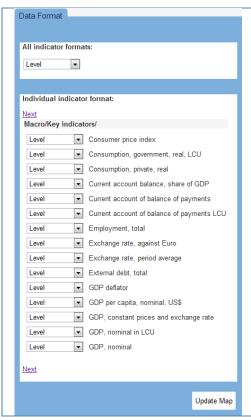




# **Data Format Flyout**



To alter data formats, either for the entire table or for individual indicators, click **Data Format** on the Table submenu.



All data formats can be changed by selecting a value from the **All indicator formats** drop-down menu.

Individual data formats can be changed by selecting a value from the appropriate drop-down.

Note that all instances of each indicator are set to the same data format.

The **Previous** and **Next** labels allow you to navigate through large lists of indicators.

After you have made your changes, click **Update Map** to see the new results.



# **Download results to your computer**

Click **Download** on the menubar to open the **Download Data** panel:



currently selected data. You may edit the download's filename, and opt to save the data in one of the following formats:

- CSV (plain, comma-separated, text)
- XLSX (Microsoft Excel 2007/2010)

Click **Download** to download the file to your computer's designated download folder.

To expand the panel to download previously-saved selections, click on the **Expand** text:



Download your currently selected data. If required, edit the download filena

▲ Download

Selection - Thu Jun 28 2012

.xlsx - Microsoft Excel 2007 and later 🔻

Choose a file type

The expanded version of the panel allows you to download data from many saved selections at once.

Use the checkboxes to choose which selections are to be downloaded. Use the **Clear All** and **Select All** buttons to help you make these choices.

When you are ready, click **Download Selected**. A download file is created for each selection and placed in your computer's designated download folder.

To return to the short form, click on the word **Collapse**.

