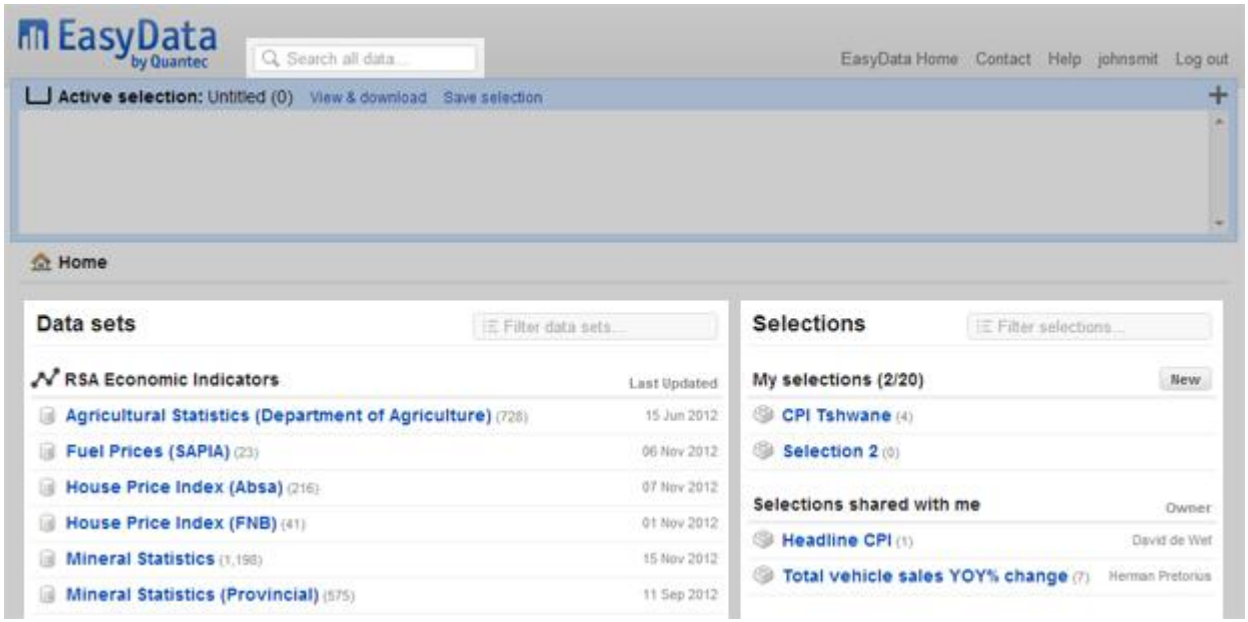
Find, View & Download a Single Time Series

1. Find a Time Series
2. View a Time Series
3. Download a Time Series

1. Find a Time Series

The home screen is the **starting point** for finding time series data. Click on **Home** at any time to return to the home page.



There are various methods available to find time series:

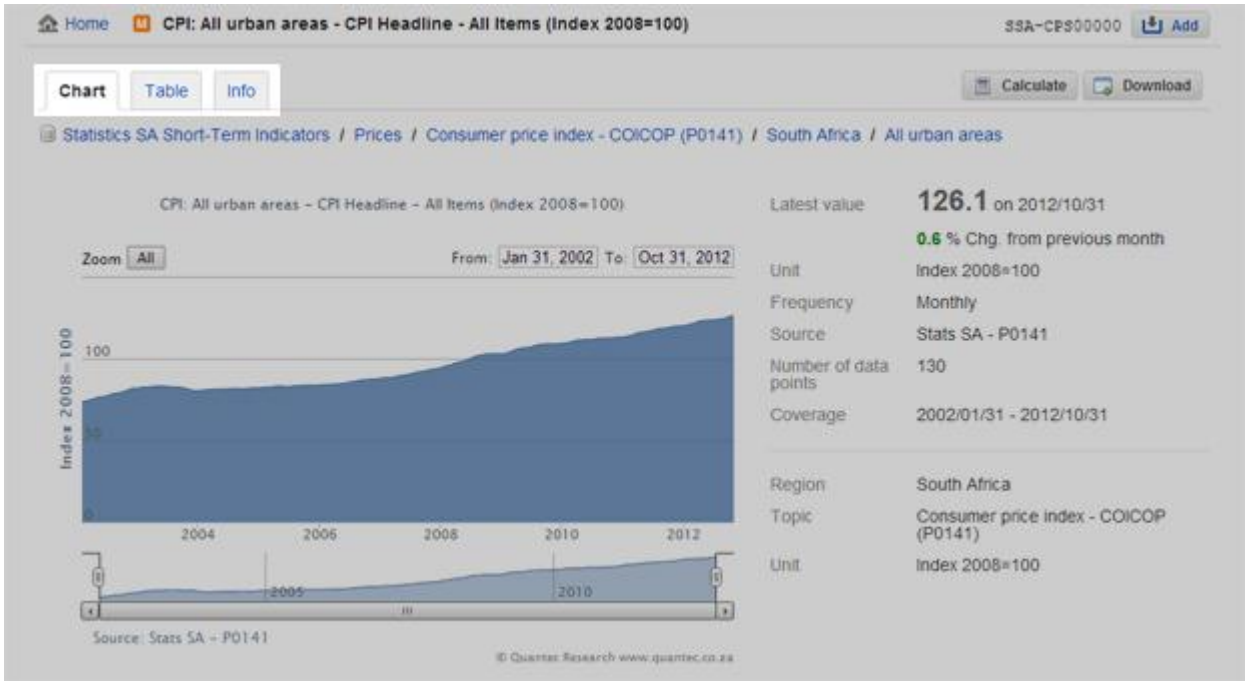
1. **Browse data sets** — All the data sets in a subscription are listed on the left hand side of the home screen.
2. **Search** — Search for keywords or phrases across all data sets.
3. **Browse selections** — Selections of time series previously saved by you and your colleagues are listed on the right-hand side of the home screen.

2. View a Time Series

Once you have browsed a data set, searched for a keyword or clicked on a selection, you may **view** an individual time series page by **clicking on the name of a time series**.

The Time Series Page

Each time series page displays all the information about the individual time series. For each time series you will see **basic information**, a **chart**, a **table** with all the data points and when applicable some additional important information pertaining to the time series.

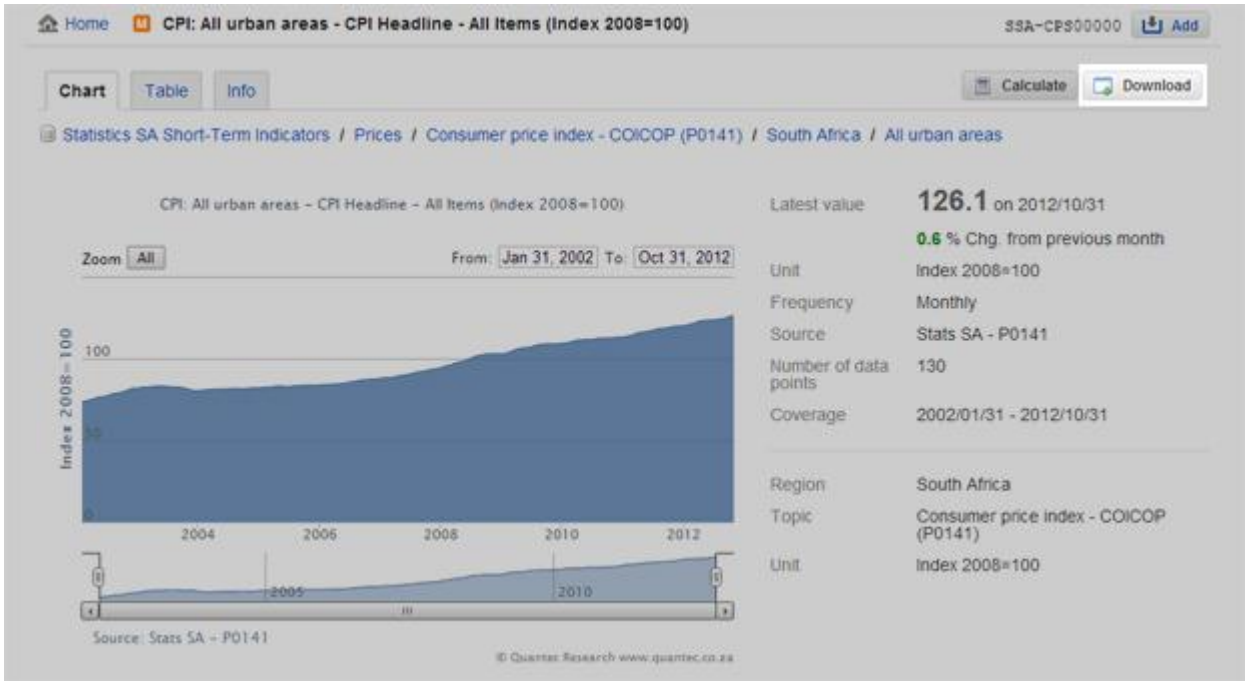


Tips

1. Perform calculations on any time series by clicking on the 'Calculate' button on the top right-hand-side of the time series page. Calculations include frequency changes and percentage changes.
2. Find any data point quickly in a time series table by using the filter.

3. Download a Time Series

Each time series page has a 'Download' button. Click the button to download the times series in Excel and other formats.



Create & Download a Selection of Multiple Time Series

1. Create a Selection of Multiple Time Series
2. View a Selection
3. Download a Selection of Multiple Time Series

1. Create a Selection of Multiple Time Series

Selections are a convienent way to group various time series together. These selections may be saved and revisited at a later stage.

The Active Selection Box

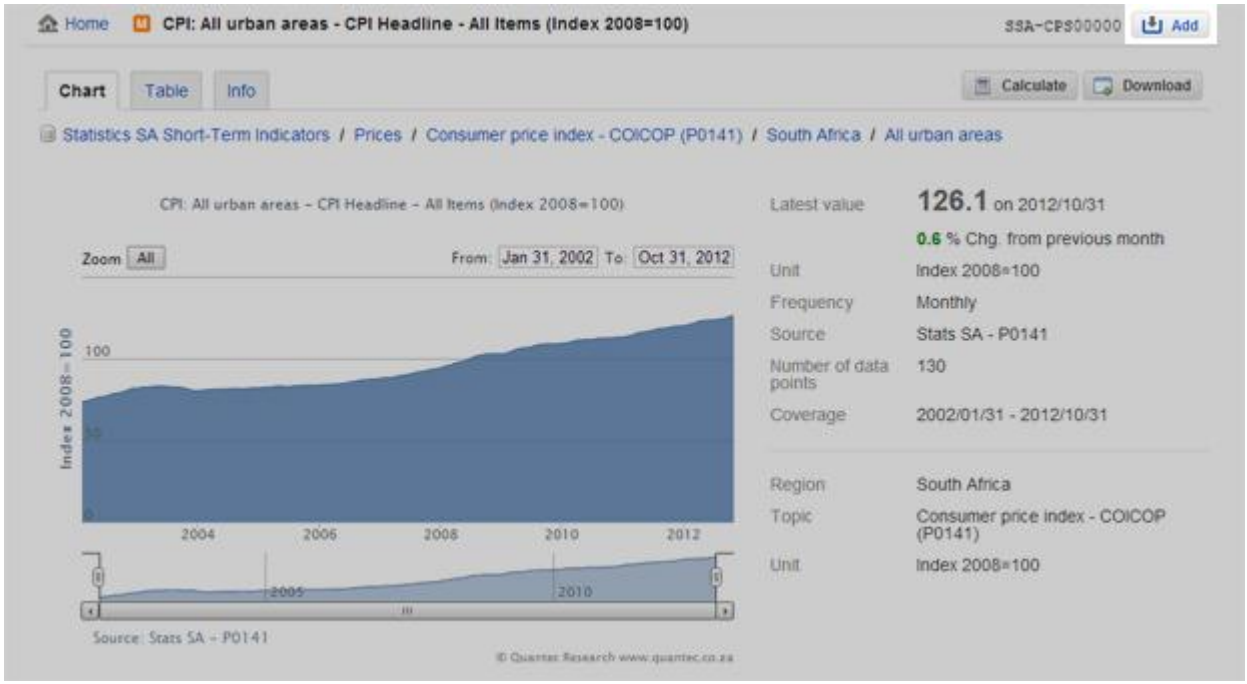
You create a selection by adding time series to your active selection box, situated at the top of the page.

After you log in, your active selection box is empty and untitled. You may start adding time series to this empty selection. Alternatively you can activate one of your existing selections on the dashboard page to add and remove time series from it.

The active selection box shows a list of the time series you have added to the selection. It remains at the top of the page and 'travels' with you while you navigate the site. Hover your mouse pointer over the active selection to quickly remove a single time series, remove all time series or click to view an individual time series in detail.

Add Time Series to Your Active Selection

Start by activating the selection you want to edit, or create a new 'untitled' selection. As you browse the site you are able to add time series to your active selection. You simply click on the 'Add' button to the right of the time series. The 'Add' button is also available on the top right-hand-side of the time series detail page.



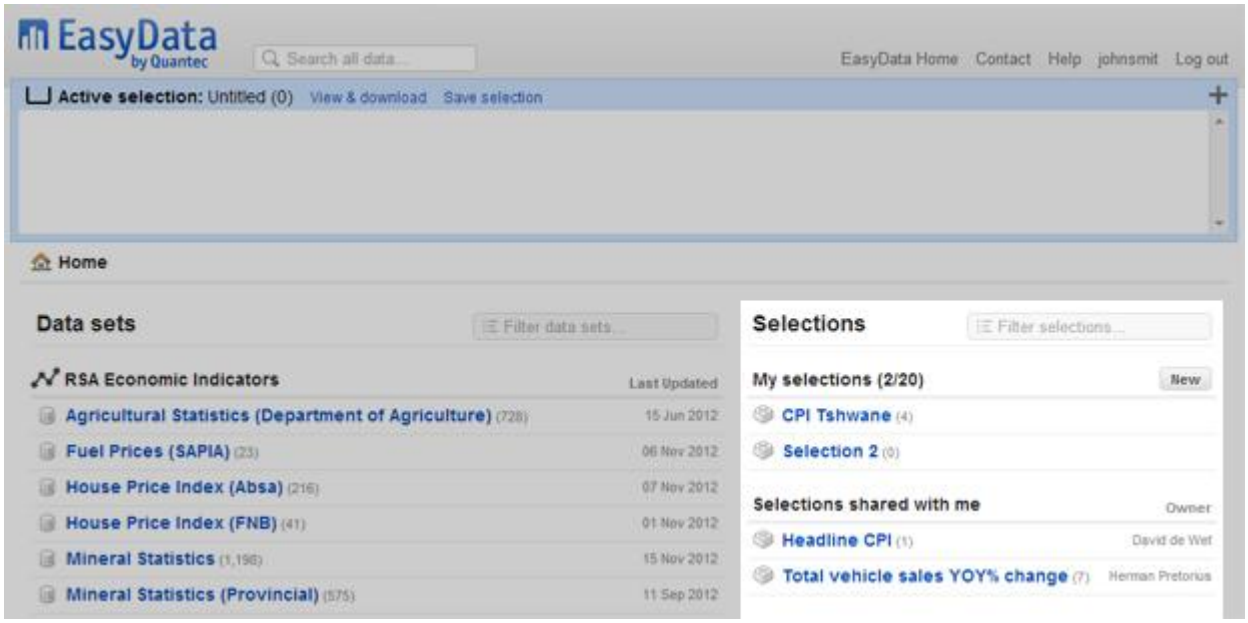
Save Your Active Selection

You can save your active selection at any time by clicking on the 'save selection' link in the active selection box. Once you have saved a selection, any changes you make by adding or removing time series will automatically be saved for that selection.

2. View a Selection

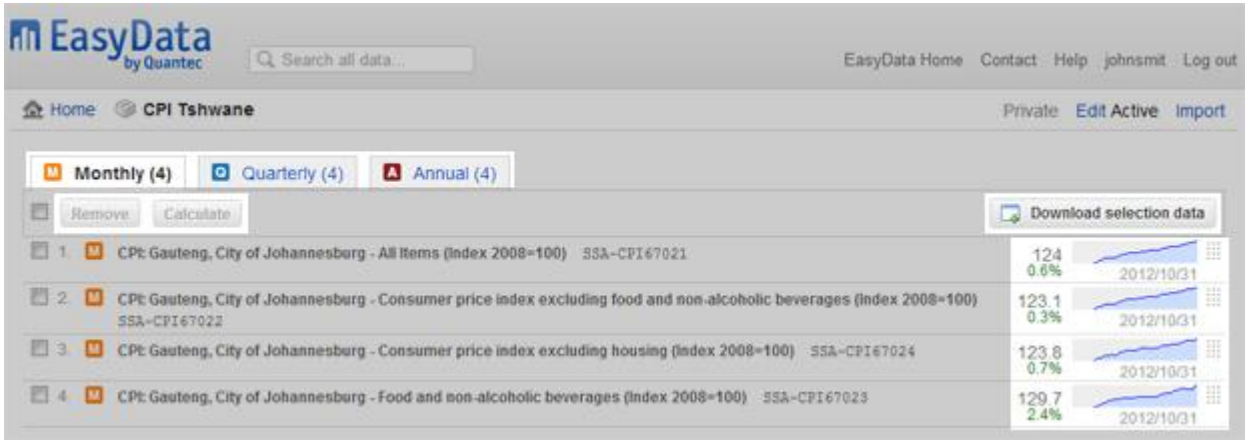
You can view your active selection in detail at any time by clicking on the 'view & download' link in the active selection box.

As you create and save selections, you will find a list of your selections on the right-hand side of the dashboard page. You will also see any selections shared by your colleagues. You can view any of your saved selections by clicking on its title on the dashboard page.



The Selection Page

On the selection page you are be able to toggle between the various frequencies to view the time series you selected for that frequency. For each time series you can see the **latest value**, the **percentage change** from the previous value and a **sparkline showing the past 5 years values** to date.



Tips

1. Drag the individual time series up and down to **change the order**.
2. Click on '**Edit**' to change the title of your selection, add a decription or to make your selection private or shared.
3. Use the checkboxes to **remove multiple time series** at once from your selection.

3. Download a Selection of Multiple Time Series

Each selection page has a 'Download selection data' button. Click the button to download the selection in Excel and other formats.

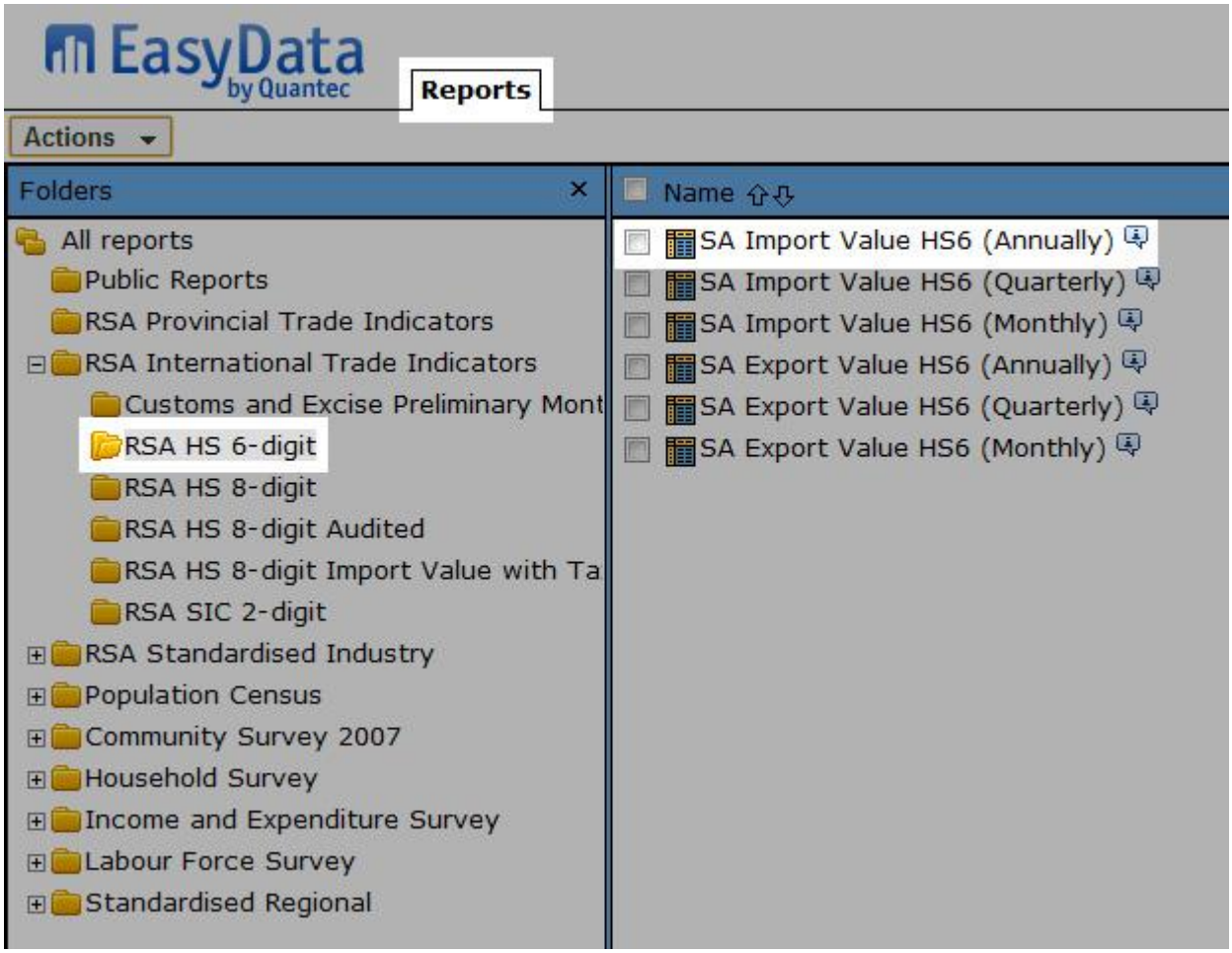
Find, Customise & Download a Report

The EasyData Pivot Table Tool helps you create customised reports that show your data the way you want to see it. You can download these reports to your computer in Microsoft Excel and other formats.

1. Find a Report
2. Customise Your Report
3. Download Your Report

1. Find a Report

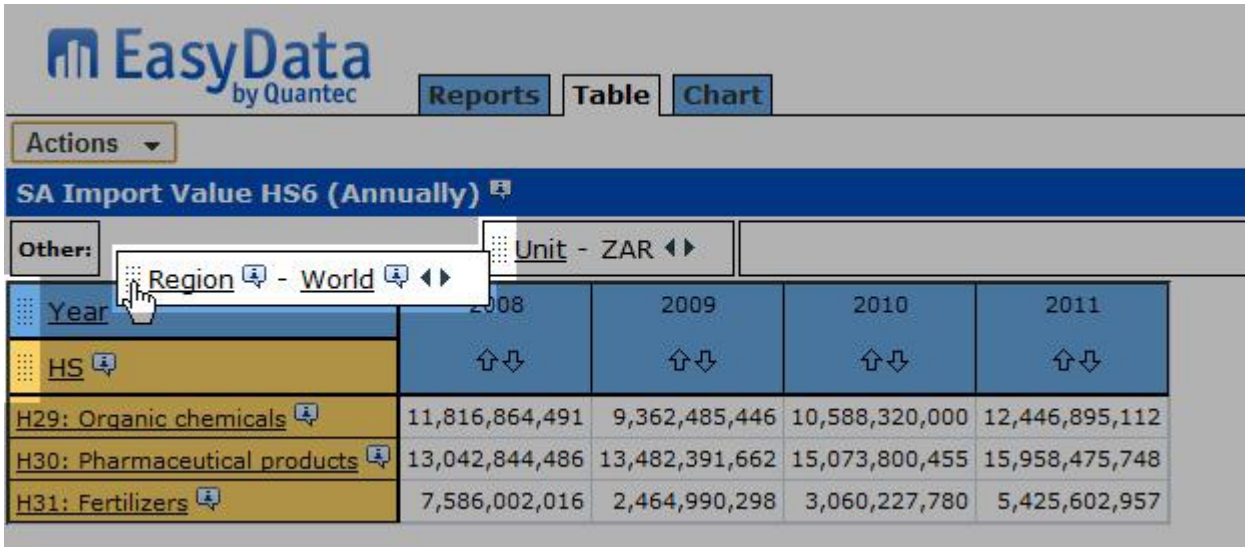
Use the Reports tab to look for a report on the Report Folders Page. When you find a report that contains the data you want to work with, click the report's name to open it.



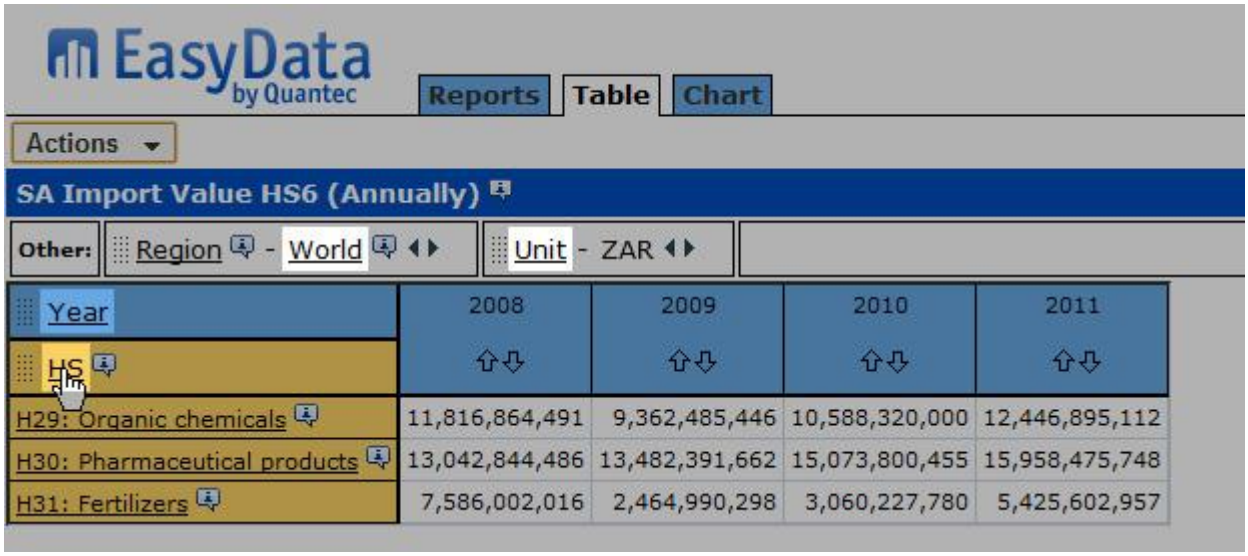
2. Customise Your Report

Once you have found a report and opened it, you can customise it in many ways:

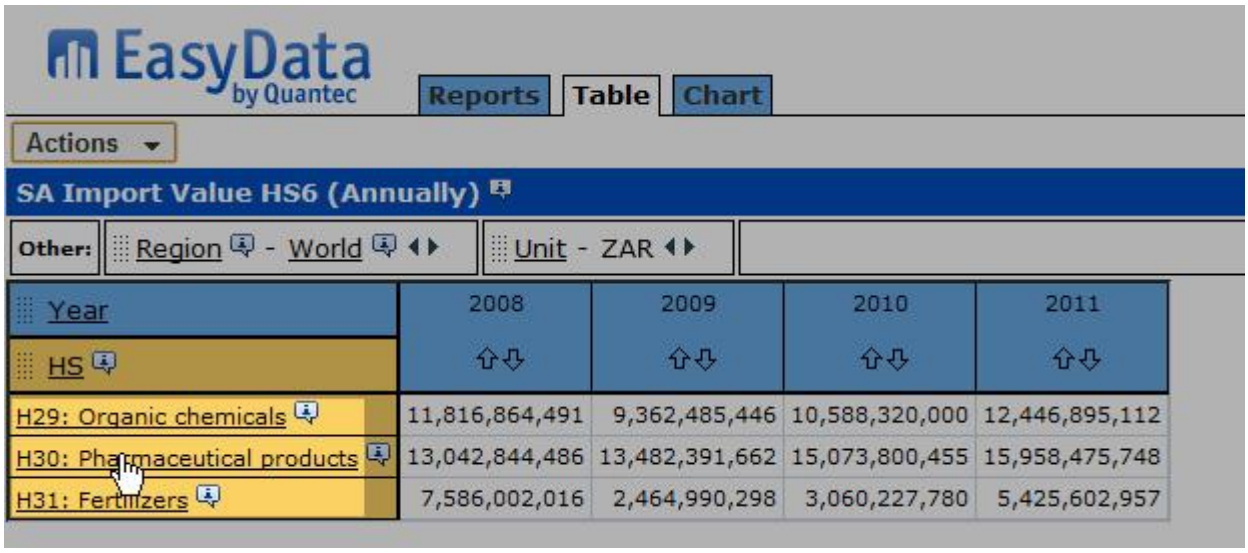
Move dimensions around among the row column, and other dimension areas.



View all the possible items for every dimension, and choose the ones you want to have in your report.

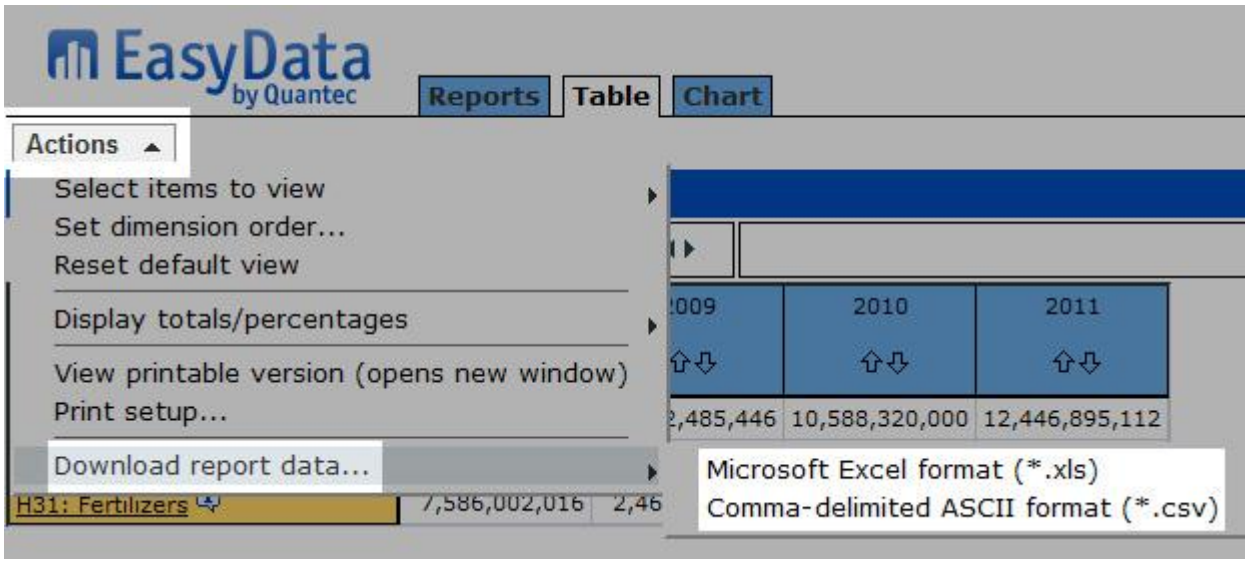


Drill into a group to reveal the group members.



3. Download Your Report

When your report looks the way you want it to look, you can download it to your computer. Click the 'Actions' button, then click 'Download report data...' and select the file format you wish to download.



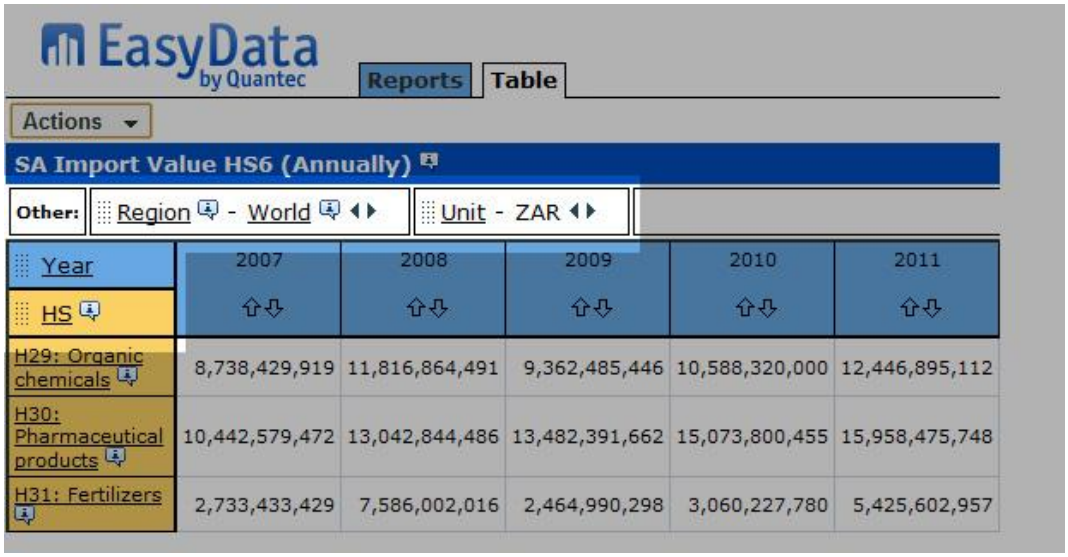
View Your Data in a Table

A Table View displays your report in the form of a table. You can perform the following tasks in a table view:

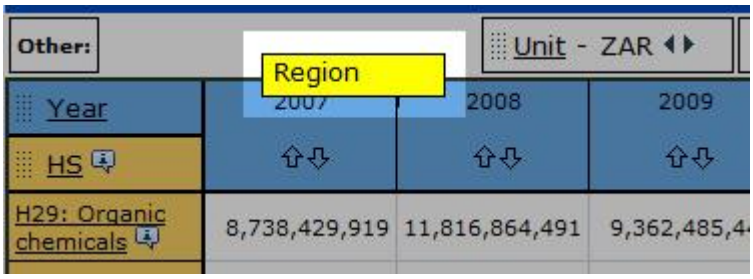
1. Customise Your Report Dimensions
2. Move Dimensions
3. Drill Down Into a Group
4. Download Your Report

1. Customise Your Report Dimensions

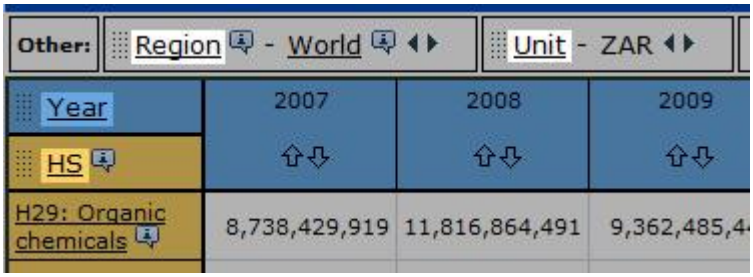
The dimension area appears at the top of a table view, just below the tabs.



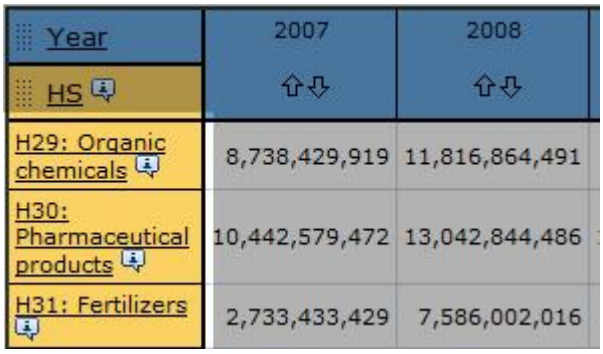
Dimension tiles can be **dragged and dropped**.



Dimension names are underlined. Clicking on a dimension name opens the Item List page so you can choose different items for the dimension.

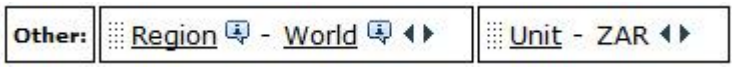


If the name of a **dimension item** is underlined, the item represents a group. Click on the underlined item name to drill into the group and view its members.



Other dimensions do not appear on the rows or columns of a report, but their data is included in the calculation of the report's data values. The Other dimensions are at the top of the dimension area. They have a white background.

The name of the currently active item appears on the right-hand side of an Other dimension tile. Clicking on the Next Item and Previous Item arrows cycles through all the items in the dimension. The report's data values change to reflect the item that is currently active.



The **Column** dimension(s) have a blue background and are below the Other dimensions. Column dimension items run along the top of the data area.

The **Row** dimension(s) have a yellow background and are below the column dimension. Row dimension items run down the left-hand side of the data area.

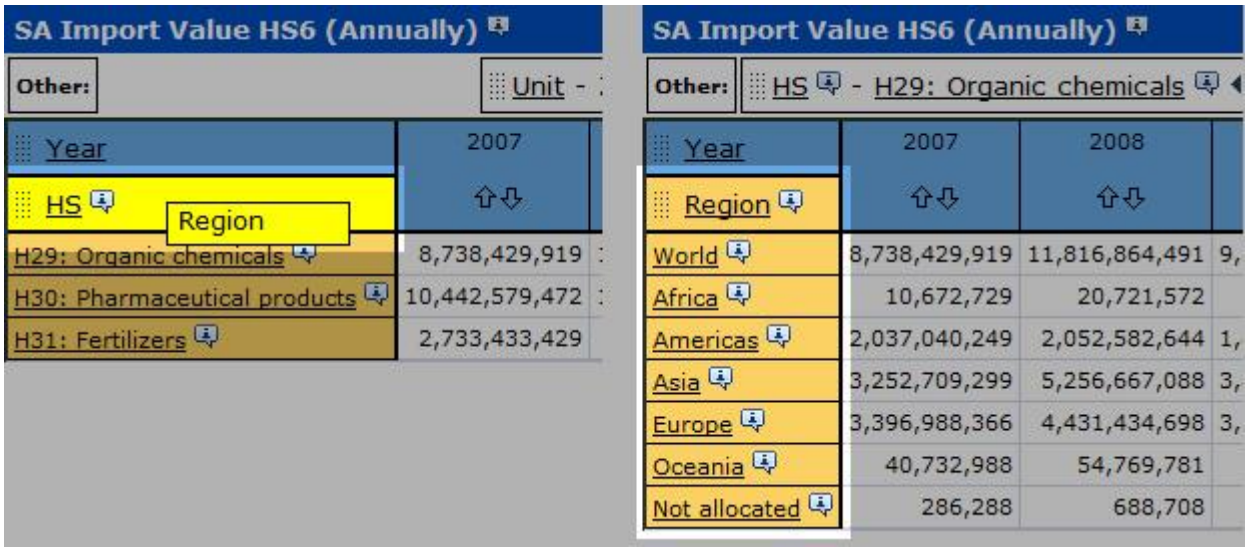
2. Move Dimensions

Dimensions can be moved by dragging and dropping them. Click and hold on the dots next to the dimension name to drag and drop a dimension.

Switching two dimensions

Switching dimensions exchanges their positions. You can switch any dimension with any other.

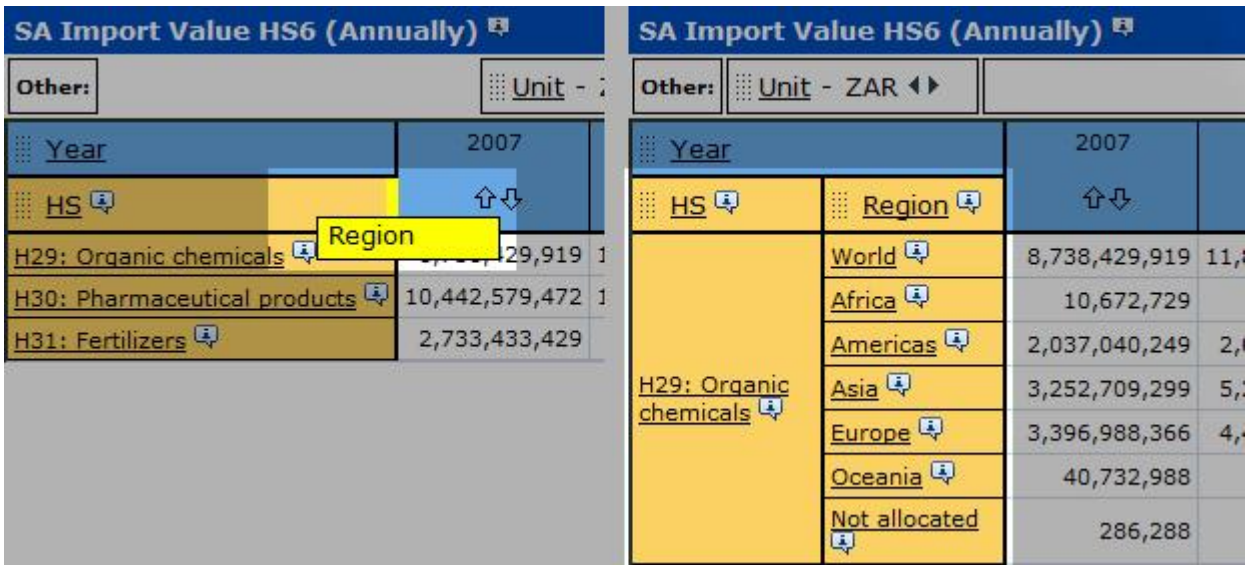
To switch dimensions, drag and drop one dimension onto another. The underlying dimension changes colour to show that the dragged dimension can be dropped. In the following screenshot, an Other dimension has been dragged to the column dimension area. The column dimension has changed colour to show that you can drop the dragged dimension onto it and switch their places.



Nesting dimensions

Nesting dimensions places one dimension inside another. It allows a report to have more than one row or column dimension at a time.

Nest dimensions by dragging and dropping. The underlying dimension changes colour on one edge only, to indicate where the nested dimension will appear. In the screenshot below, an Other dimension has been dragged to the right edge of the row dimension. The right edge of the row dimension has changed colour to show that the dragged dimension can be dropped and nested into it.

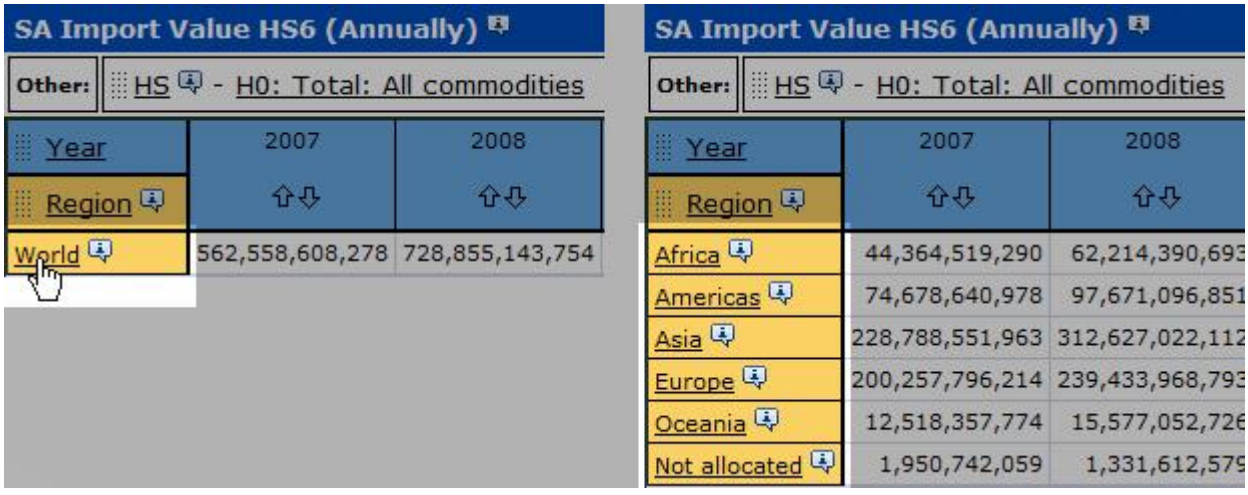


3. Drill Down Into a Group

Items that define a group appear underlined in an EasyData report.

To drill down into a group, click on its name. Drilling into a group creates a new report containing only the group members.

Note: To drill back up out of a group, use your browser's Back button.



4. Download Your Report

When your report looks the way you want it to look, you can download it to your computer. Click the 'Actions' button, then click 'Download report data...' and select the file format you wish to download.

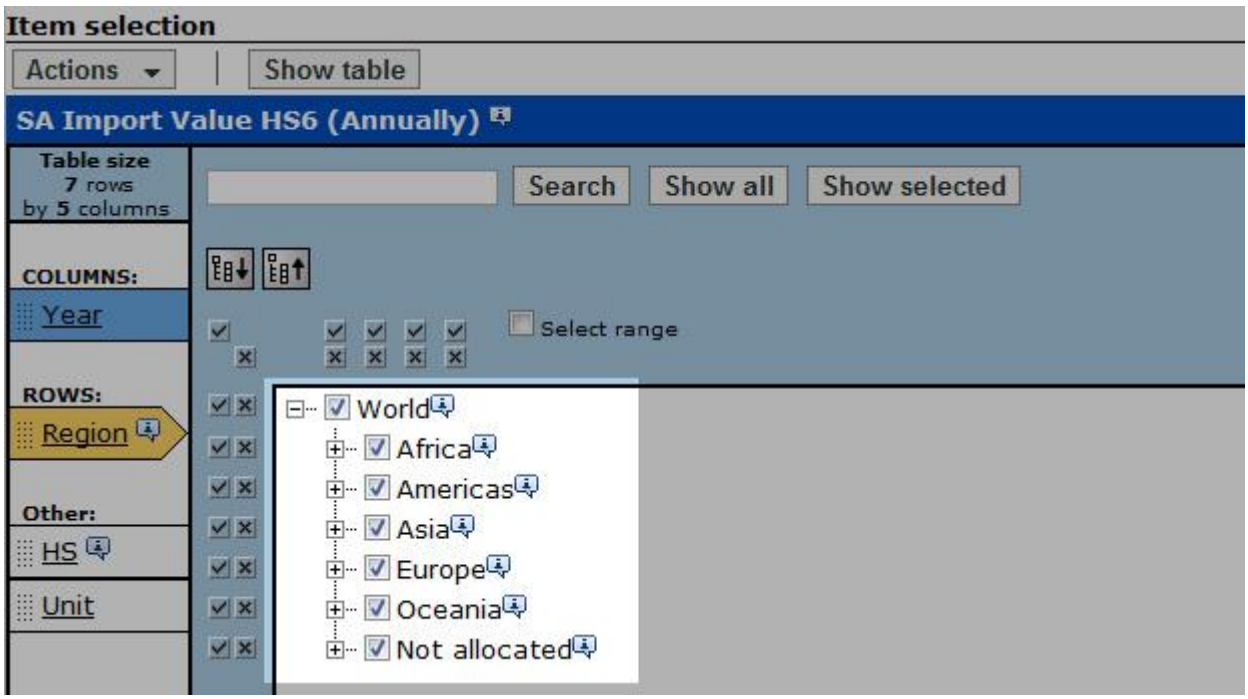
Select Your Data Items

Use the Item List Page to choose the dimension items for each dimension in your report.

1. Select Your Items
2. Dimension Area
3. View Your Selected Data

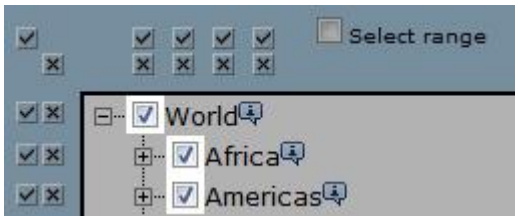
1. Select Your Items

The Item List area shows all the items for the selected dimension.



Select Items

Select the checkboxes for all the items that you want to appear in this dimension.



Select Levels

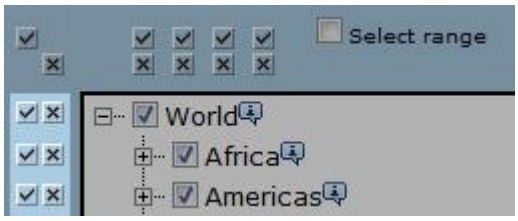
Use the checkmark or X buttons along the top of the item list area to select or clear all the items that are on the same level. (For example, you could select the third level of every group.)

Buttons affect the level that is directly beneath them. The affected level is highlighted when you hover over a button.

Select Groups

Use the checkmark or X buttons on the left-hand side of the item list area to select or clear entire groups of items.

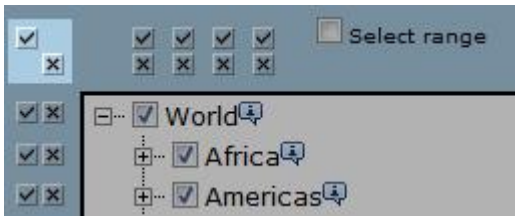
Buttons affect the group to their right. The affected group is highlighted when you hover over a button.



Select all/Clear all

Use the buttons in the top left-hand corner to select or clear all the items at once.

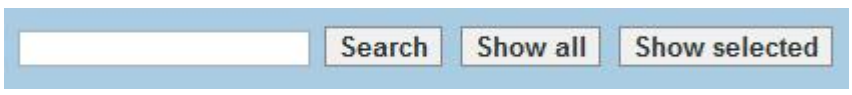
All the items are highlighted when you hover over the Select all/Clear all buttons.



Search for specific items

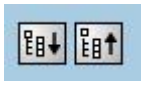
If a dimension has a lot of items, the search box may be the best way to find the ones you want.

To search for items, enter a word or phrase in the search box and click Search. To clear the search and show all the items again, click Show All.

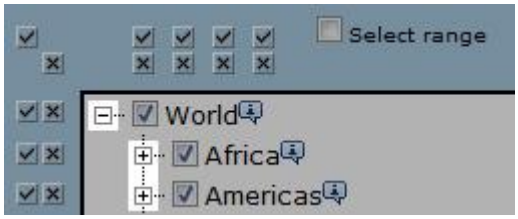


Tips

Expand All/Collapse All - Expand or collapse your view of all the items at once.

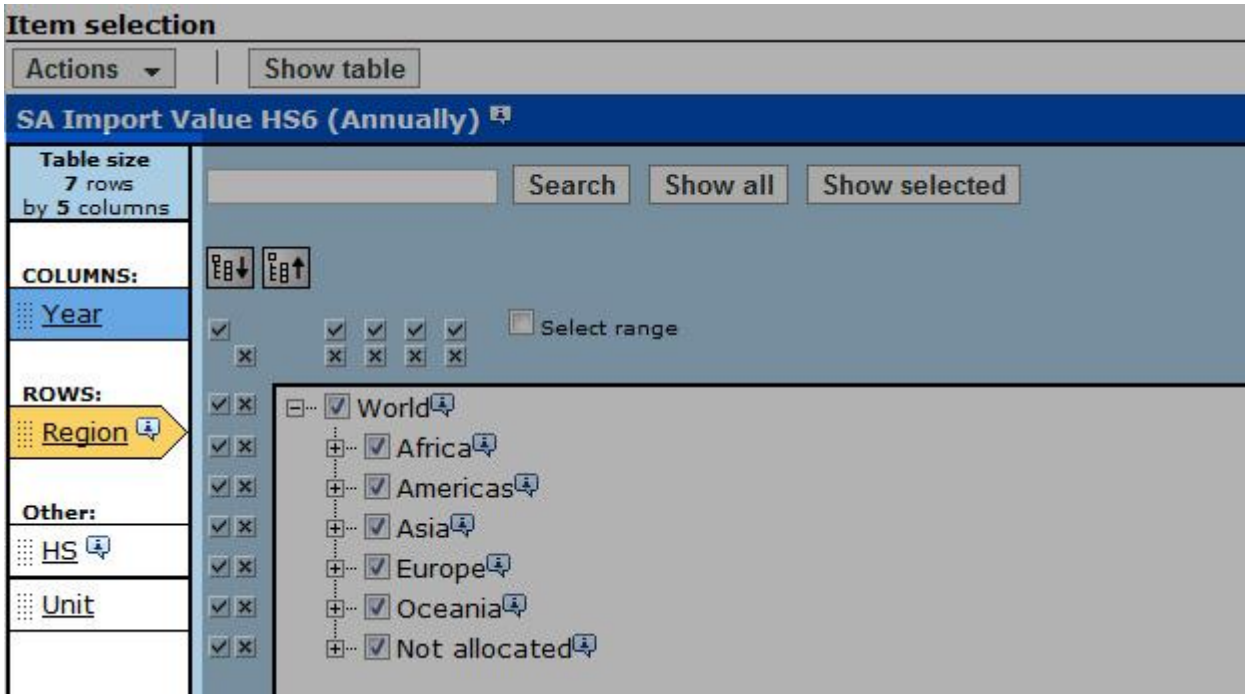


Plus/minus - Expand or collapse your view of groups of items.



2. Dimension Area

The Dimension area shows all the dimensions in your report.



The dimension that is open in the item list area appears yellow colour and shaped like an arrow.

You can perform the following actions in the dimension area:

- Click on the name of a dimension to open it in the Item List Area.
- Find out the projected table size for your current item selection, in rows and columns.
- Note: In general, the best report is the smallest one that includes all the information you need.

3. View Your Selected Data

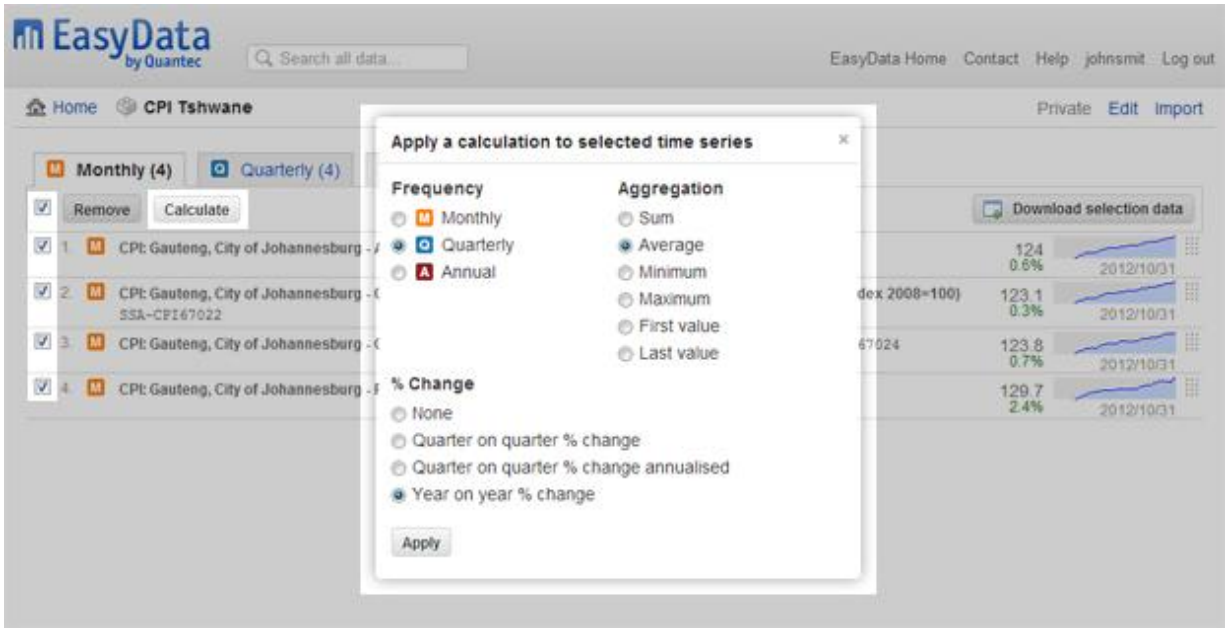
Click on the Show table button to return to the table view page.

Tips

1. Calculations
2. Filter time series
3. Copy charts

1. Calculations

It is possible to apply calculations to 1 or more time series. Click the 'Calculate' button on your selections pages or any time series page.



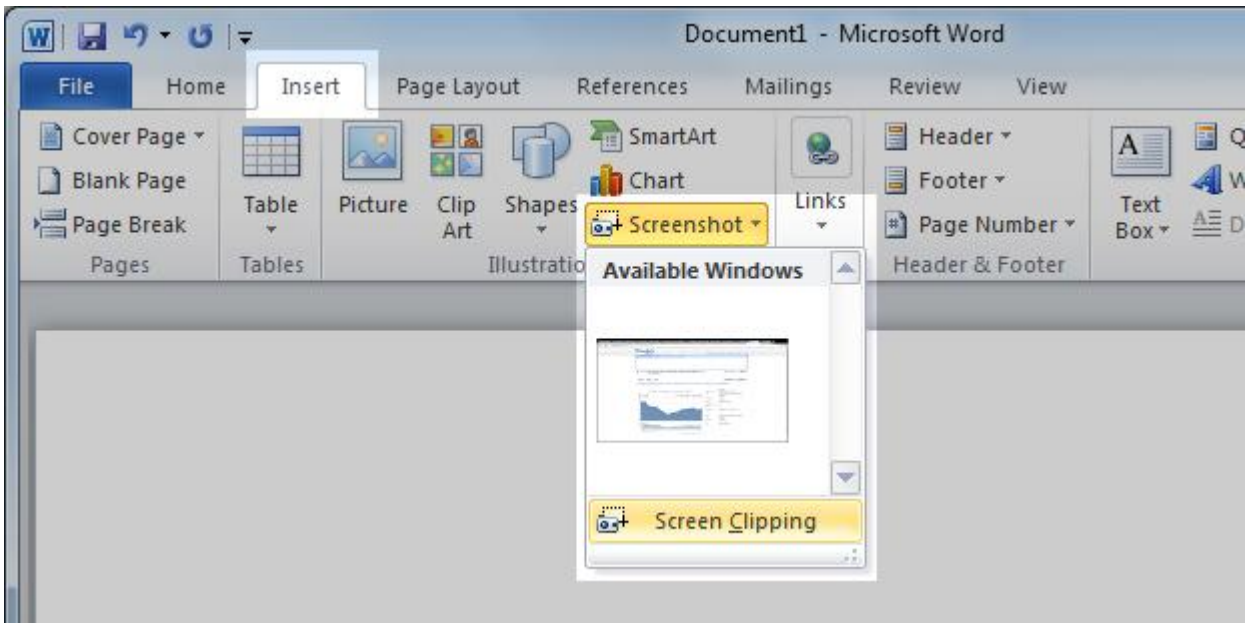
2. Filter time series

When browsing a data set, you can filter a list of time series by typing **keywords** in the filter box or checking the **frequency check boxes**.

3. Copy charts

Office 2010 allows you to easily copy charts into your documents by using the screen clipping feature.

1. In EasyData, browse to the chart you want to copy.
2. Open Word, Excel, or Powerpoint.
3. Click on the **Insert** tab.
4. Click on the **Screenshot** drop down box.
5. Click on **Screen Clipping**.
6. Wait for the screen to dim, and drag around the chart with your mouse cursor to copy the chart into your document.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Home
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Mailings
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View
Cover Page
Blank Page
Page Break
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Table
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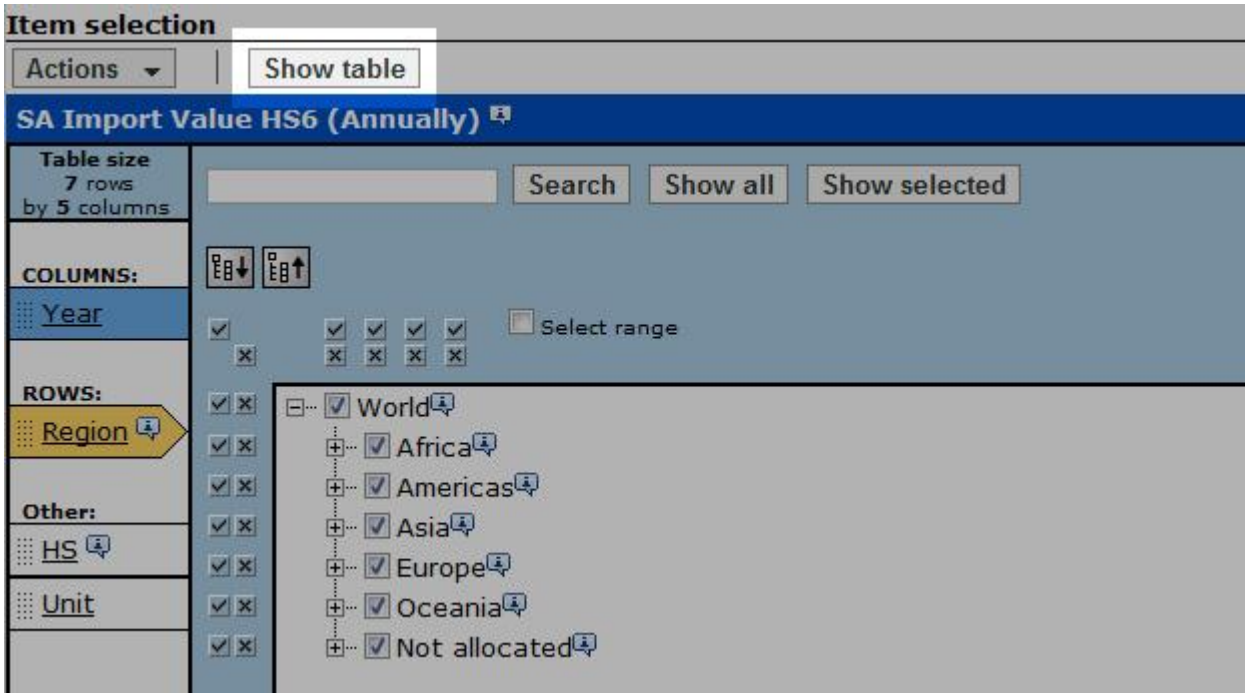
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COLUMNS:
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Search
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Select range
World
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Americas
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