



# User guide

## Accessing OECD STAN

This guide is intended to introduce you to the Beyond 20/20 Web Data Server interface by carrying out a simple and hopefully typical research task using the OECD STructural ANalysis (STAN) dataset.

## Task

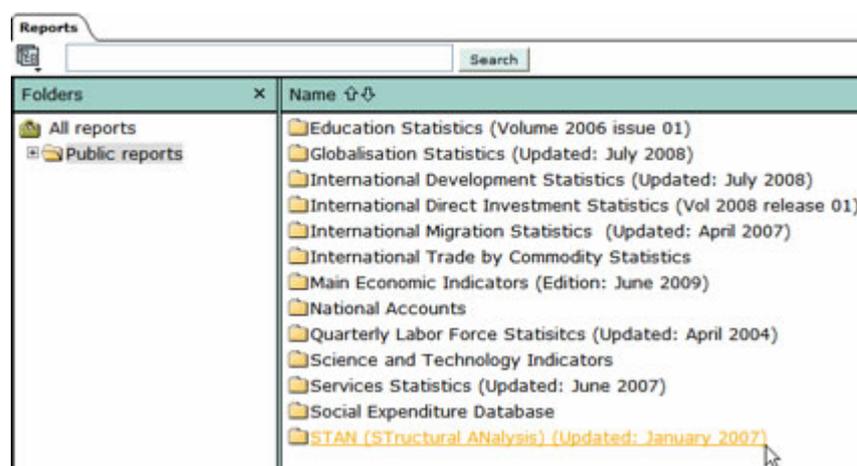
Visualise and download data on employment shares in finance, insurance, real estate and business services between 1990 and 2003 for a select group of European countries.

### 1. Finding and selecting the data

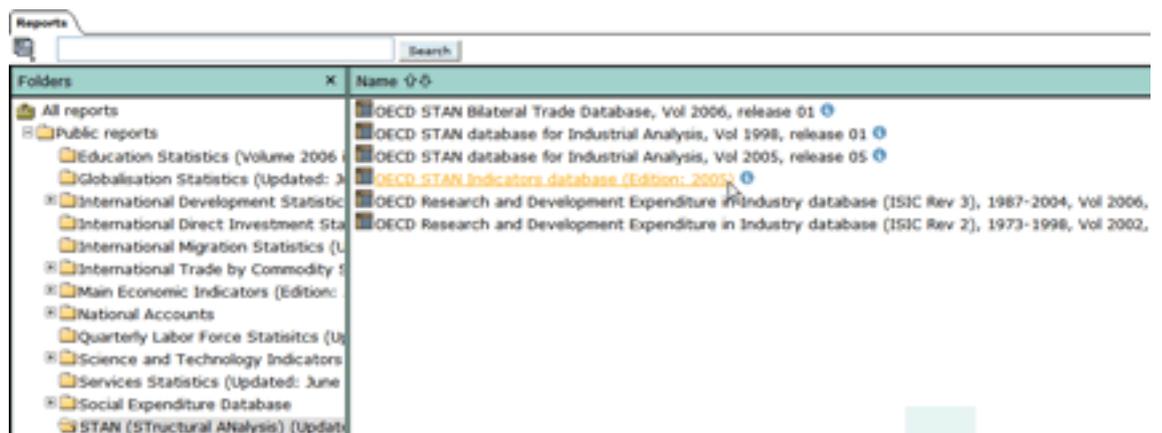
Find OECD on the UK Data Service website or via <http://esds80.mcc.ac.uk/>

Input UK HE/FE institutional username and password in the login window. If you have not already registered with the UK Data Service, you will then be automatically redirected to complete an online registration after which you will need to agree to the IMF special conditions prior to being able to access the data using only your UK HE/FE institutional username and password.

You will see a folder, labelled 'Balance of Payments and International Investment Position Statistics'. Open this and then select the 'BOPS Country Data - BPM6 2005 Onwards' folder, then the 'Country Tables View', and finally choose 'Standard Presentation' to reveal the tables that it contains.



Expand the 'STAN (STructural ANalysis)' folder to display 4 OECD STAN tables: STAN Bilateral Trade Database; STAN Indicators; STAN Database for Structural Analysis; and STAN Research and Development Expenditure in Industry (ISIC Rev. 3).



Click on the 'STAN Indicators' database and you will be taken directly to the default view.

The screenshot shows the 'OECD STAN Indicators database (Edition: 2005)' interface. The 'Country' dropdown is set to 'Australia' and the 'Variable' dropdown is set to 'Intra-industry trade (IIT)'. The table below shows data for various industries from 1980 to 1989. A box labeled 'Dimensions' points to the 'Time period' and 'Industry' rows.

Time period	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989
Industry	↑ ↓									
GRAND TOTAL	-	-	-	-	-	-	-	-	-	-
AGRICULTURE, HUNTING, FORESTRY AND FISHING	-	-	-	-	-	-	-	-	-	-
MINING AND QUARRYING	-	-	-	-	-	-	-	-	-	-
TOTAL MANUFACTURING	32.2	31.7	31.9	32.9	31.5	30.4	29.7	31.7	37.0	35.6
Food products, beverages and tobacco	35.1	38.1	42.5	47.0	57.7	60.5	53.2	48.3	48.5	53.1
Textiles, textile products, leather and footwear	44.5	45.3	43.5	44.2	42.3	47.4	53.6	54.5	66.7	58.2
Wood, paper, printing, publishing	-	-	-	-	-	-	-	-	-	-
Wood and products of wood and cork	84.5	75.7	76.0	76.8	67.6	58.2	74.5	83.5	78.6	67.3
Pulp, paper, paper products, printing and publishing	21.7	19.0	17.0	18.3	17.7	16.0	17.3	18.4	23.6	24.8
Chemical, rubber, plastics and fuel products	41.8	41.8	60.0	68.9	60.2	55.5	47.4	47.6	49.2	47.2
.....Coke, refined petroleum products and nuclear fuel	56.2	61.8	99.4	83.7	90.9	96.3	99.4	93.7	94.1	85.6
.....Chemicals and chemical products	38.2	33.7	34.0	36.4	30.8	29.9	28.2	29.3	38.4	40.3
.....Chemicals excluding Pharmaceuticals	37.4	31.4	32.2	34.7	29.8	29.9	28.2	30.3	38.1	40.2



Select the 'Country' dimension by using the 'Select items to view' icon.

Use the 'Clear all' icon to remove all default selected Series.

Using the search box, search for 'Italy' and press enter. By placing a tick in the appropriate checkbox, select Italy. Do the same for the following countries: Greece, Portugal, and Spain.



The screenshot shows the 'Item selection' interface for the OECD STAN Indicators database (Edition: 2005). The table size is 65 rows by 74 columns. The 'COLUMNS' section includes 'Time period', which is highlighted with a red arrow and a callout box labeled 'Set Dimension Order tool'. The 'ROWS' section includes 'Industry', 'Country', and 'Variable'. A list of years from 1982 to 1999 is shown on the right, with checkboxes next to each year. A search box and 'Show all' button are also visible.

Use the 'Clear all' tool to deselect all years. Use the 'Select range' tool at the top of the screen by placing a tick in the appropriate checkbox.

First click the 1990 checkbox and then scroll down and select the 2003 checkbox. This gives you a 14 year range from 1990 to 2003.

Select the 'Variable' dimension by either using the 'Select items to view' icon or by clicking on the variable dimension name under 'Other'. Deselect all variables by using the 'Clear all' tool. Using the search box, search for 'Employment Share'.

You should get two matches: 'Employment shares in the total economy' and 'Employment shares in manufacturing'. Select 'Employment shares in total economy' by placing a tick in the appropriate checkbox.

Select the 'Industry' dimension under 'Rows' and deselect all. Note that, in this dimension, the industries are tiered so it means you now have a 'Clear all' tool as well as the individual 'Clear level' and 'Clear group' tools. You can hover over the tools to highlight the industries it will clear. Again, use the search box to search for 'finance'. This search should return the industry 'C65T74 FINANCE, INSURANCE, REAL ESTATE AND BUSINESS SERVICES'. Select this.

Note: There is a profile function in Beyond 20/20, which enables you to save your selections from each dimension (e.g. country or series) of the database. When you return to the database, you can reactivate your previously saved profiles. Selections in each dimension are saved individually so you can save selections in as many or few dimensions as you want.

For example, say you wish to select data for a number of countries. Once you have selected your countries, you can then save this selection as a named profile by clicking on the profile icon, then choosing the 'Save current selections as a profile' option: Beyond 20/20 will then remember the countries you have selected and store this selection as a named profile for you to use in future



sessions. The procedure can be repeated for any other dimension of the database.

Each time you log on, Beyond 20/20 will recognise who you are and can retrieve your previously saved selections for that database. This means that the next time you wish to run the same query, you can click on the profile icon then select 'Activate profile' to reopen your saved selections. The profiles will be saved until you choose to delete them.

You have now completed the 'Finding and Selecting data' stage and can move on to visualising your data.

## 2. Visualising the data

There are two ways of visualising data in Beyond 20/20. In chart format or table format.

### 2.1. Table format

View the report in table format by using the 'Show Table' button at the top of the screen.



You can use the 'Set Dimension Order' tool to change the layout of the dimensions.

Rearrange the format of the table by dragging and dropping the dimension headings. To do this, you can move your cursor over the dimension you want to move until it changes into a four-pointed arrow. You can then left-click to drag and drop it next to another dimension. Please note that dropping one dimension directly on top of another dimension will swap them; it needs to be dropped at the side of it. The yellow bar at the side (as opposed to the entire cell being coloured yellow) indicates the correct area to drop the dimension.

In the 1990-1994 data cells for Greece, you will see the following: "-". This indicates that there is a footnote available. If you hover your cursor over the cell, the footnote text will appear saying '- Missing value'.

You should now reformat the table so that the 'Time' is shown as columns and the 'Industry' and 'Country' dimensions are shown as rows.

The screenshot shows the OECD STAN Indicators database interface. At the top, there are tabs for 'Reports', 'Table', and 'Chart'. Below the tabs are several icons for navigation and actions. The main header reads 'OECD STAN Indicators database (Edition: 2005)'. Underneath, there is a search bar with 'Other: Variable - Employment shares in the total economy (EMPSH)'. The main table has columns for 'Country' (Greece, Italy, Portugal, Spain) and 'Industry' (FINANCE, INSURANCE, REAL ESTATE AND BUSINESS SERVICES). The 'Time period' column lists years from 1990 to 2003. The table data is as follows:

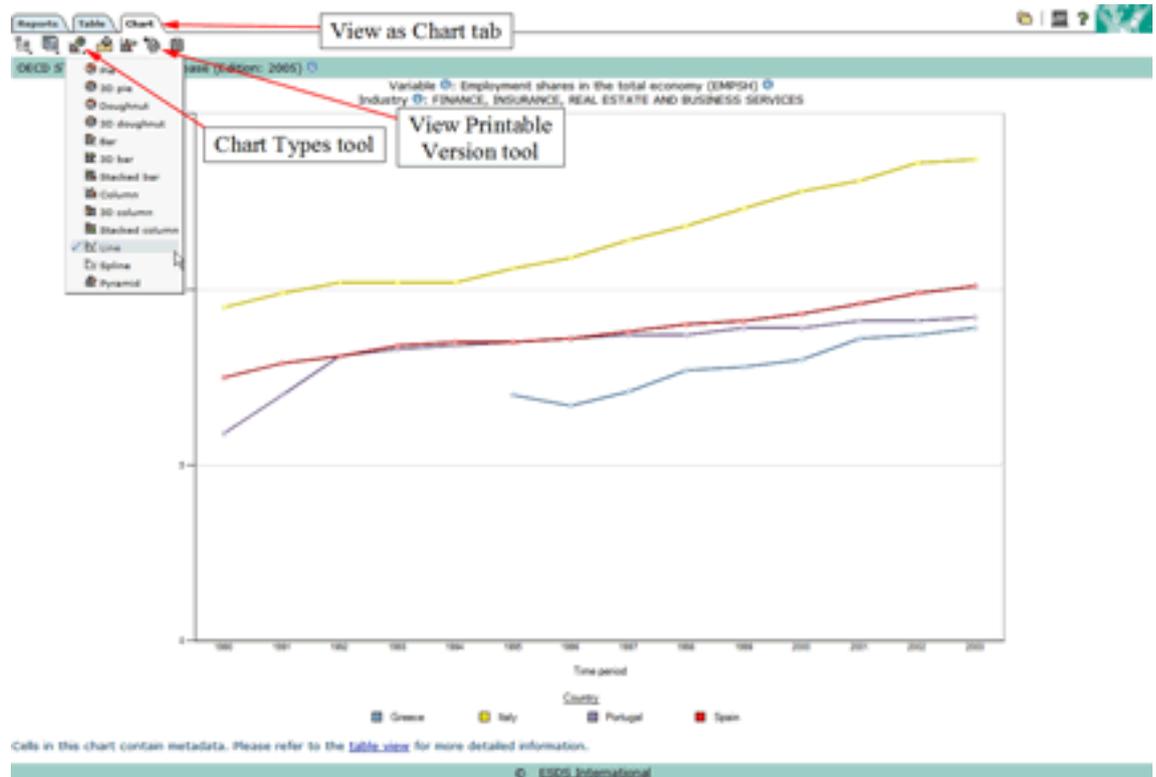
Country	Greece	Italy	Portugal	Spain
Industry				
Time period				
1990	-	9.5	5.9	7.5
1991	-	9.9	7.0	7.9
1992	-	10.2	8.1	8.1
1993	-	10.2	8.3	8.4
1994	-	10.2	8.4	8.5
1995	7.0	10.6	8.5	8.5
1996	6.7	10.9	8.6	8.6
1997	7.1	11.4	8.7	8.8
1998	7.7	11.8	8.7	9.0
1999	7.8	12.3	8.9	9.1
2000	8.0	12.8	8.9	9.3
2001	8.6	13.1	9.1	9.6
2002	8.7	13.6	9.1	9.9
2003	8.9	13.7	9.2	10.1

The format of the table can be rearranged either by dragging and dropping the dimension headings or by using the 'Set Dimension Order' icon situated in the top left of the interface.

## 2.2. Chart format

View the report in chart format by using the 'Chart' tab at the top of the screen.

In the example screenshot below, the line chart shows employment shares in Finance, Insurance, Real Estate, and Business Services for Greece, Spain, Portugal, and Italy in chart format.



Use the 'Chart Types' icon to change chart type and the 'View printable version' icon to print the chart.

Save the chart image, (use Alt + Print Screen and paste into a paint program as right-clicking to 'Save picture as' only saves the chart itself and not the chart key or heading.)

### 3. Downloading the data

Return to the 'Table' tab to download the data to your computer. Manipulate the table into desired format using the dimension headers as the table layout and contents are downloaded exactly as they appear on screen.

Use the 'Download' icon and select your desired download format.

The screenshot shows the OECD STAN interface with a data table and a download menu. The table displays data for the industry 'FINANCE, INSURANCE, REAL ESTATE AND BUSINESS SERVICES' across four countries: Greece, Italy, Portugal, and Spain, for the year 1990. The download menu is open, showing options for Beyond 20/20 table format, Microsoft Excel format, Comma-delimited ASCII format, and Semicolon-delimited ASCII format.

Industry	Country	1990
FINANCE, INSURANCE, REAL ESTATE AND BUSINESS SERVICES	Greece	-
	Italy	9.5
	Portugal	5.9
	Spain	7.5

The rest of the process is the same as downloading any file from the web.

Once you have downloaded the data, you can see information on how to cite the data towards the top of the file.

Congratulations!

You have successfully completed the OECD STAN tutorial. Now you are ready to do some serious work with your downloaded data!

If you would like to move to another database you can select the 'Useful links' dropdown box at the top of the page then select the database you require.

Tested on Firefox 17.0 and Internet Explorer 8.

Note: All Beyond 20/20 images used on this page are Copyright © Beyond 20/20 Inc. All rights reserved.