



# إحصائيات تونس

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## STATISTIQUES TUNISIE

**Data Portal. Tunisia**

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**USER GUIDE**

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**PROGNOZ**



## Table of contents

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<b>Using the Data Portal .....</b>	<b>6</b>
About the Data Portal.....	7
System requirements .....	8
<b>Data Search .....</b>	<b>9</b>
About Data Search.....	10
Searching the data .....	11
Navigating the results.....	12
Previewing and viewing the data.....	13
Printing and exporting the results .....	15
Printing the results.....	15
Exporting the results .....	15
<b>Maps .....</b>	<b>16</b>
About Maps.....	17
Using the map.....	18
Visualizing a source and an indicator on the map.....	18
Searching an indicator in the indicators list .....	18
Viewing territory details.....	18
Viewing the indicator details .....	19
Use the following functions: .....	20
Using the legend.....	21
Map Settings .....	22
Sending the link to the map page.....	25
Exporting the map .....	26
Additional data view .....	27
Using the additional data view .....	27
Printing and exporting the additional data view document .....	30
Printing the results.....	30
Exporting the results .....	30
<b>Dashboards.....</b>	<b>31</b>
About Dashboards .....	32

Working with dashboard visualizations.....	33
Sharing the dashboard document .....	34
Getting the link to the dashboard document.....	35
Printing and exporting the dashboard document.....	36
Printing the results.....	36
Exporting the results .....	36
<b>Data Analysis.....</b>	<b>38</b>
About Data Analysis .....	39
Selecting elements from the dimensions .....	39
Changing the position of the dimensions.....	41
Undoing and redoing actions.....	42
Working in Table view.....	44
Sorting the table .....	44
Filtering data from the table .....	44
Adding conditional formatting to the table .....	45
Adding columns and rows for totals.....	47
Applying a table style.....	<b>Ошибка! Закладка не определена.</b>
Setting the data format .....	49
Working in Chart view .....	51
Changing the chart type.....	51
Customizing the chart.....	52
Viewing the indicator details .....	52
Use the following functions: .....	53
Changing the range of data displayed on the chart in Table-Chart mode .....	54
Hiding the table in Table-Chart mode .....	54
Sending the link the Data Analysis page .....	55
Printing and exporting the results .....	56
Printing the results.....	56
Exporting the results .....	56
<b>Resource Center.....</b>	<b>57</b>
Resource Center .....	58
<b>Data Query.....</b>	<b>60</b>
About Data Query wizard.....	61

Selecting the Source.....	62
Selecting the Elements.....	63
Viewing the indicator details .....	69
Use the following functions: .....	70
Constructing the Data View .....	71
Viewing the Results.....	72
Working with table mode.....	72
Working with chart mode .....	73
Printing and exporting the results .....	75
Printing the results.....	75
Exporting the results.....	75



## About the Data Portal

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The Tunisia Data Portal provides many advanced features for analyzing, visualizing, and reporting statistical data for Tunisia and its governorates and delegates. The portal's functionality works entirely in a Web browser such as Microsoft Internet Explorer.

This user guide describes the portal's features and provides step-by-step instructions for using them.

## System requirements

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To ensure trouble-free operation of the Data Portal, please check that your computer meets the following requirements.

<b>Operating system</b>	Any
<b>Browser</b>	Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 28 or higher, Google Chrome 32 or higher, or Apple Safari 5 or higher
<b>Additional software</b>	Microsoft Word, Microsoft Excel, Microsoft Power Point and Adobe Acrobat Reader are recommended for opening certain types of downloadable content



# 2

## Data Search

## About Data Search

The Data Search page of the portal enables you to search any indicator data in any of the data sources of Tunisia Data Portal.

The screenshot displays the Tunisia Data Portal's Data Search page. At the top, there is a header with the logo 'إحصائيات تونس STATISTIQUES TUNISIE' and language options for Français, English, and العربية. Below the header is a navigation bar with tabs for NEWS, STATISTICS, PUBLICATIONS, METHODOLOGIES, SURVEY, and PRESS ROOM. A secondary navigation bar includes links for Data Search, Map, Dashboards, Data Query, Data Analysis, Resource Center, API, and a User Guide link. The main search area features a dropdown menu for 'Database' and a search input field containing 'Gafsa'. Below the search bar, it indicates 'Found 334 Time Series'. A list of 20 search results is shown, each with a link to a specific data series. The results include population and migration data for Gafsa, as well as various education indicators such as the number of pupils, schools, and classes in different cycles and years. At the bottom of the results, there are navigation controls: '<- Previous Page 1 of 17 Next ->' and a list of page numbers from 1 to 15, with 'First' and 'Last' options. The footer of the page mentions 'In partnership with the African Development Bank' and 'Powered by Prognoz'.

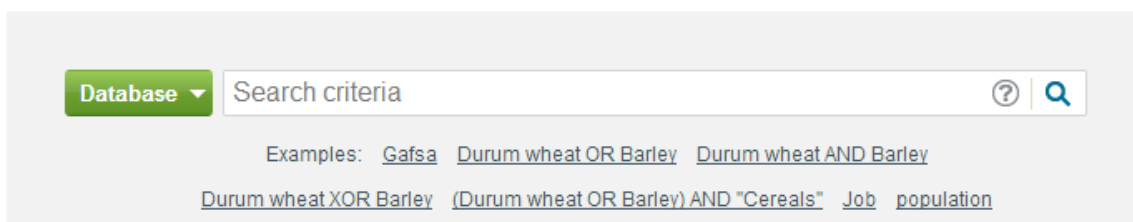
- **To browse to the Data Search page**, choose Data Search from the navigation bar.

## Searching the data

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To search the data according to any criteria, do any of the following:

- Type the search criteria in the search field.
- Click one of the pre-defined examples under the search field.



Database Search criteria ? Q

Examples: [Gafsa](#) [Durum wheat OR Barley](#) [Durum wheat AND Barley](#)  
[Durum wheat XOR Barley](#) [\(Durum wheat OR Barley\) AND "Cereals"](#) [Job](#) [population](#)

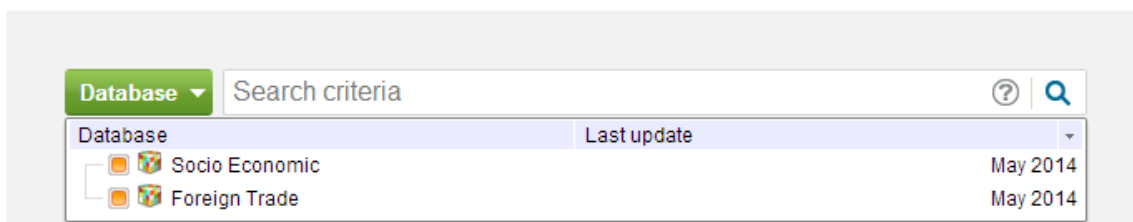
The portal starts the searching process automatically.

**TIP** Search string may contain the logical operators AND, OR and XOR and the operands () and “. AND searches for both words and phrases, while OR and XOR searches for one or the other. If the search string uses AND and OR or XOR at the same time, the AND operation takes priority, unless you enclose the OR operation in parentheses, as in (A or B) and C. To find an exact phrase, such as “Tunisia Population,” enclose the phrase in quotes.

After the search finishes, the list of data series found will be displayed under the search field.

To filter the data by a data source, do the following:

- Open the Source drop-down menu on the left-side of the search field:



Database Search criteria ? Q

Database	Last update
Socio Economic	May 2014
Foreign Trade	May 2014

- Uncheck the checkbox near the data source name to hide the results found in this data source.
- Check the checkbox near the data source name to search the data in this data source.

**NOTE** All the sources are selected by default, so by default the search returns results from all the portal's data sources.

## Navigating the results

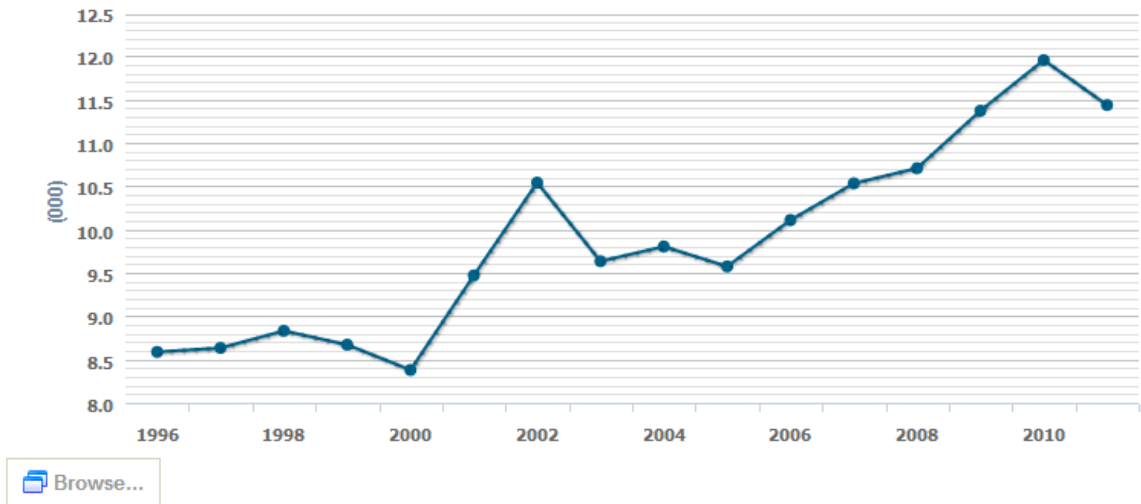
If the search returns a large number of data series, use the navigation bar under the list of results:

- **To go to a results page**, click its number button.
- **To go to the subsequent results page**, click the Next button.
- **To go to the previous results page**, click the Previous button.
- **To go to the first page of the results**, click the First button.
- **To go to the last page of the results**, click the Last button.

<-- Previous Page 1 of 17 Next -->  
First 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Last

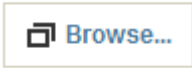
## Previewing and viewing the data



The Data Search tool enables you to preview the data of the found data series.

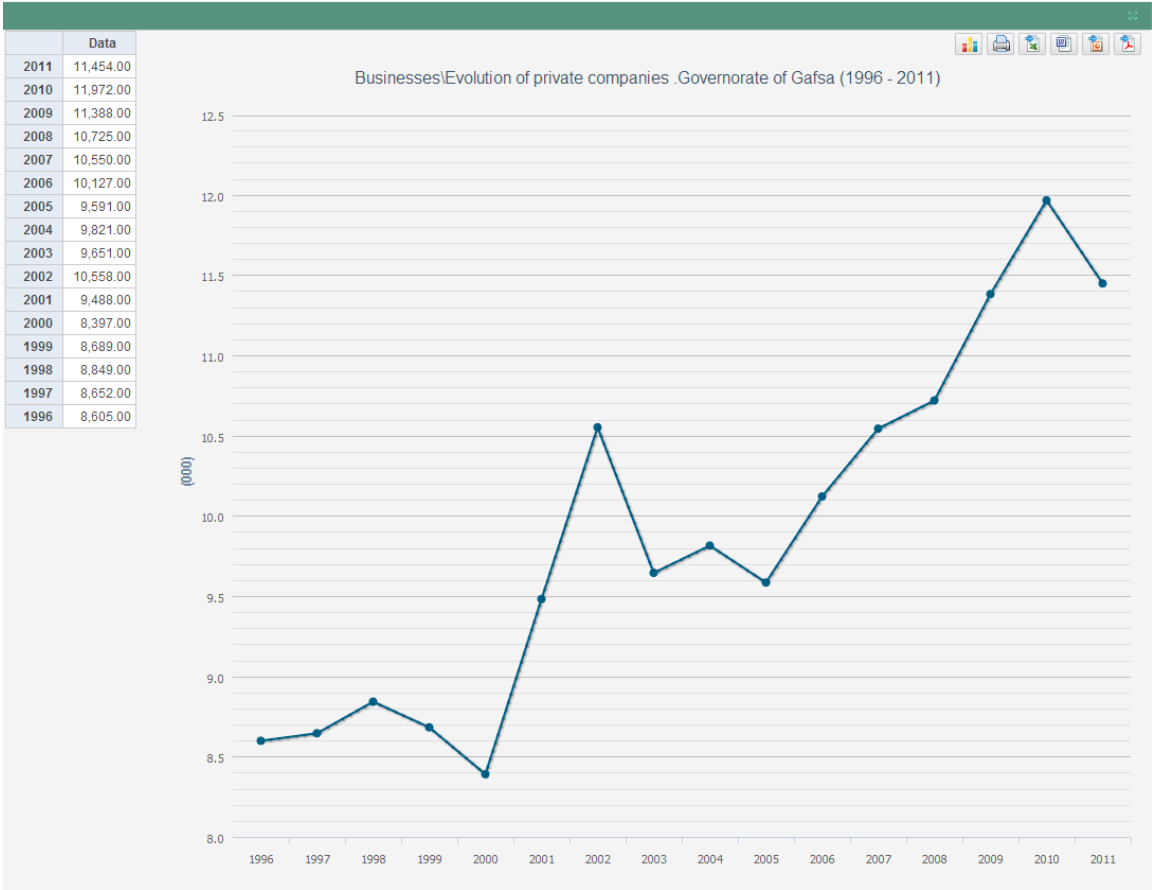


- **To preview the data of the data series**, click the desired data series name in the results list. The preview chart opens under the data series name.
- **To collapse the preview chart**, click the data series name that is opened for preview.
- **To view the full data of the data series in Table-Chart mode**, follow these steps:

1. Preview the data.

2. Click the Browse button  under the preview chart. A window opens, offering you the ability to select data for representation and exporting.

- **To select the data for representation and exporting**, select the desired data in the table.
- **To change the chart type**, do any of the following:
  1. Click the Linear button  in the toolbar to switch to the linear chart.
  2. Click the Column button  in the toolbar to switch to the column chart




## Printing and exporting the results

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The portal enables you to print the table and chart on your printer or export them to one of four external file formats.





### Printing the results

To print the table and chart, follow these steps:

1. Open the data series in the table-chart mode modal window.
2. Click the Print Preview button  in the toolbar. The portal opens a new browser window containing a printer-friendly version of the results.
3. Click the browser's Print button. Your browser sends the printer-friendly version of the results to your printer.

### Exporting the results

To export the results to an external file format, follow these steps:

1. Open the data series in the table-chart mode modal window.
2. In the toolbar, click the button corresponding to the file type to which you want to export the results:
  - **Export to XLS**  . This format opens in Microsoft Excel.
  - **Export to DOCX**  . This format opens in Microsoft Word.
  - **Export to PDF**  . This format opens in Adobe Acrobat.
  - **Export to PPTX**  . This format opens in Microsoft Power Point.
3. The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click **Save** to save the exported file to your computer

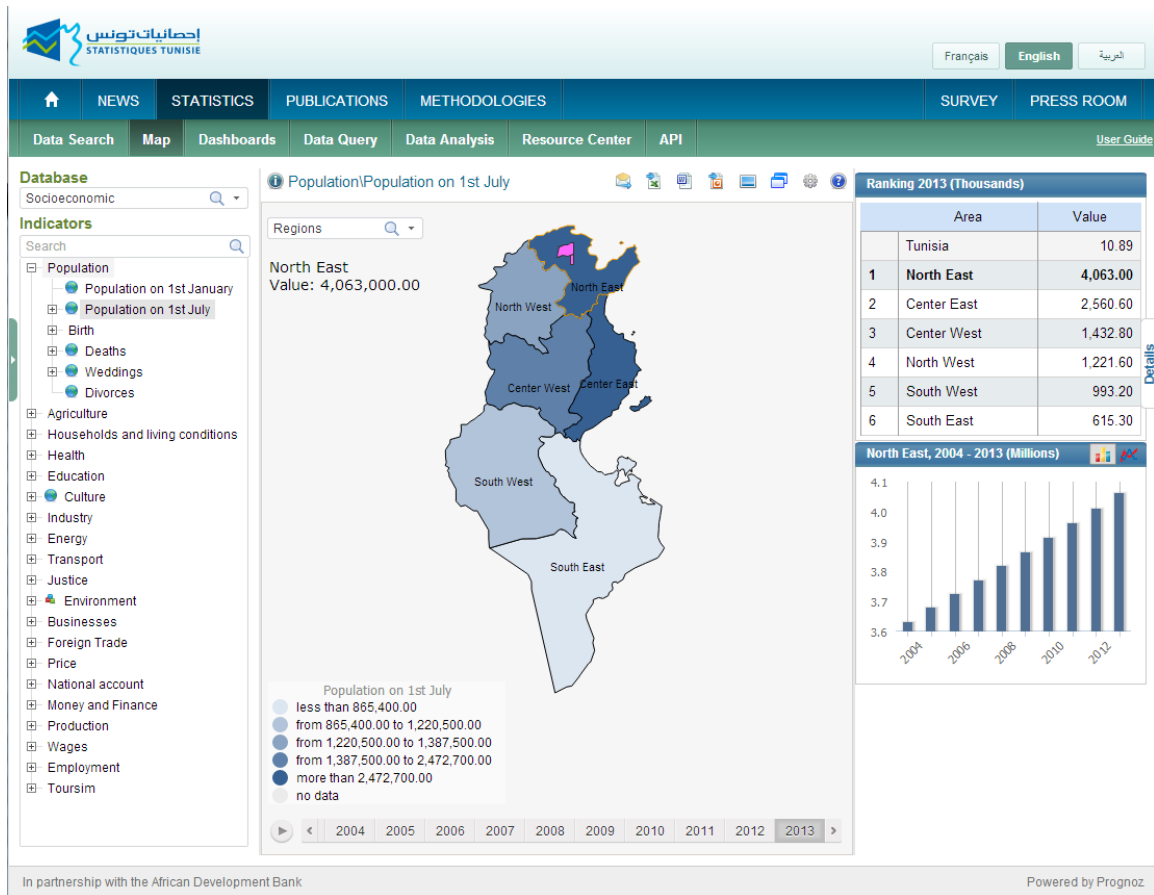
# 3

## Maps



## About Maps

The Maps page of the portal enables you to visualize any indicator in any of several preset years on an interactive map of Tunisia.



- To browse to the **Maps** page, choose Maps from the navigation bar.

## Using the map

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The map offers several convenient functions, all of which you can activate with one or two mouse clicks.

### Visualizing a source and an indicator on the map

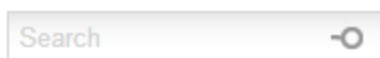
To visualize an indicator on the map, click the desired indicator in the list on the left. The portal visualizes the selected elements on the map.

- **To change the date point**, click the year point directly below the map or the desired bar column in the chart in the top right corner of the browser window.



### Searching an indicator in the indicators list

To find an indicator quickly, use the Search tool above the indicators list.





Type the text to find and either press Enter or click the magnifying-glass icon, and the portal displays all indicators names that contain this sequence of characters in the indicators list.

### Viewing territory details

The details for the currently selected territory include a chart comparing the territory data over all years and a list giving the territory's rank in this particular source and indicator.

- **To view details for a particular territory**, click this territory on the map or its name in the table on the right.

- **To change the chart type of the comparing the territory data chart,** do any of the following:
  1. Click the Linear button  in the toolbar to switch to the linear chart.
  2. Click the Column button  in the toolbar to switch to the column chart.




## Viewing the indicator details

The application provides information about an indicator description and source. To view the indicators details, do either of the following:

- Select the desired indicator in Indicators dimension, and then click the Indicators Details button in the top right corner of the browser window.

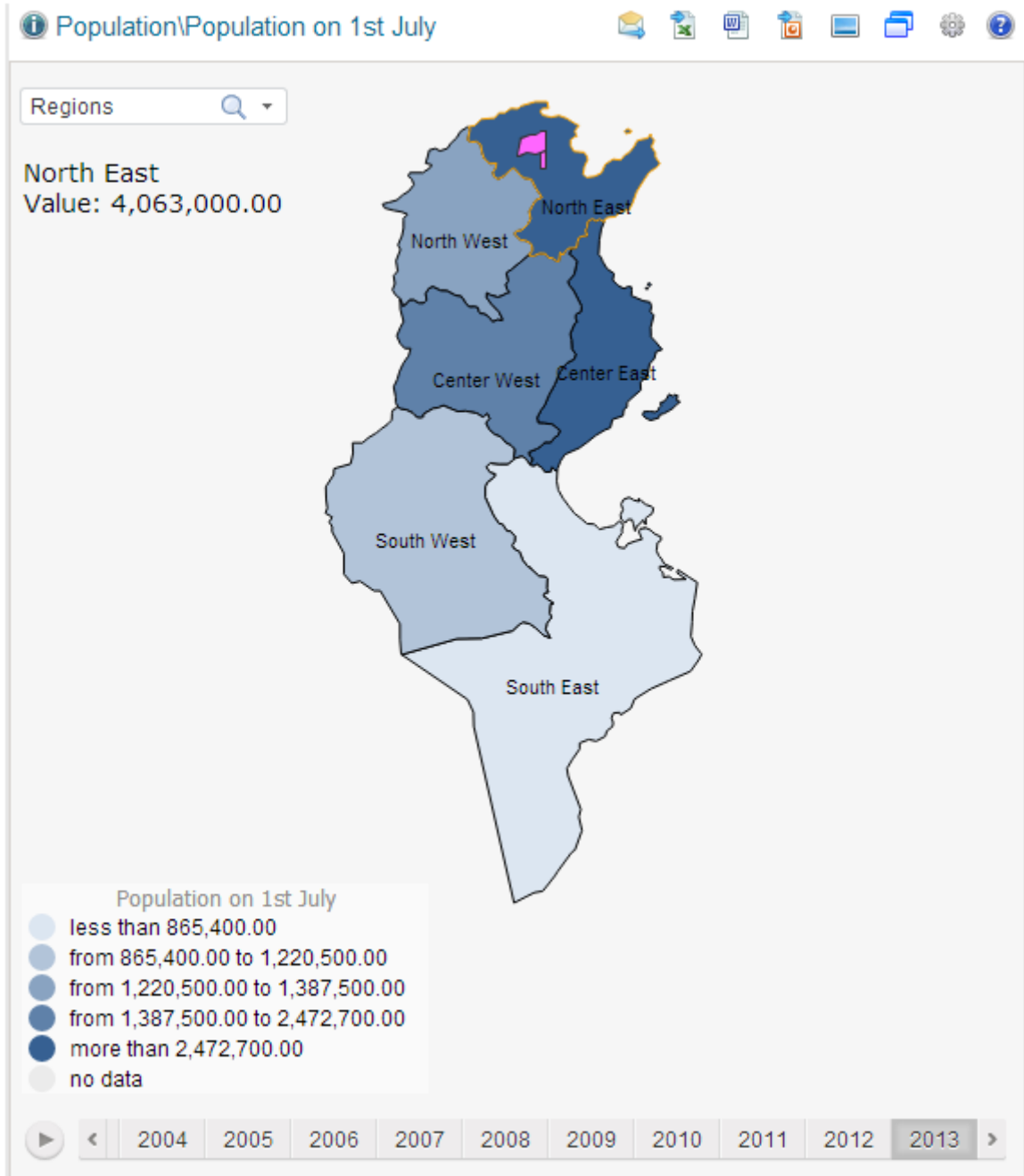
The screenshot shows a 'Details' portal with a green header 'Socio economic'. On the left, a vertical label 'Details' is positioned next to a bracket. The main content area contains two expandable sections: 'Male' and 'Female'. Each section is currently expanded, showing a list of fields with expandable icons (minus sign in a square) and plus signs. The 'Male' section includes: Full name (Population\Birth\Gender\Male), Unit, Last Update (3/17/2014 12:12:08 AM), Sources (National Institute of Statistics (INS)), Methodology, and Comment. The 'Female' section includes: Full name (Population\Birth\Gender\Female), Unit, Last Update, Sources (National Institute of Statistics (INS)), Methodology, and Comment. At the top right of the portal, there are three icons: a plus sign in a square, a minus sign in a square, and a document icon.

Use the following functions:

- **Expand All button**  . The portal expands all parent elements.
- **Collapse All button**  . The portal collapses all parent elements.
- **Export to XLSX**  . Click this button to export the indicators details to the XLSX file. This format opens in Microsoft Excel.

## Using the legend

The map's legend enables you to highlight only those partner states that belong to a specific range of data. To do so, hover over the desired range with the mouse pointer. You do not need to click the mouse button to see this effect.



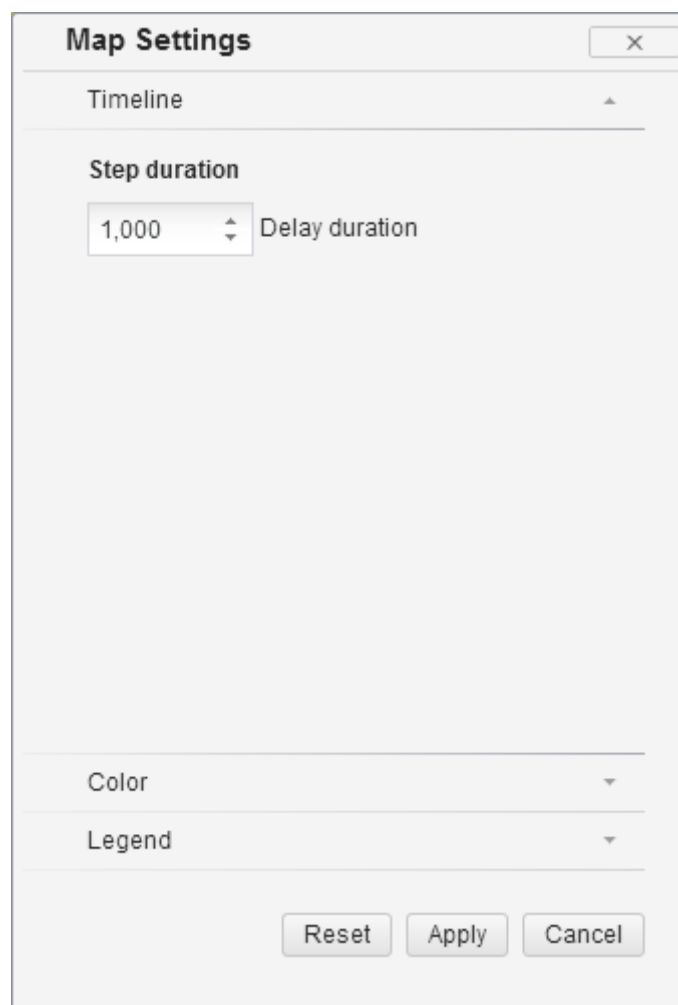
## Map Settings

The Legend Configuration tool enables you to edit the map legend relative to your needs.

To edit the map legend, click the Map Settings button under the Indicators panel on the left side of the browser window. The Map Settings dialog box appears.

To change the legend, do any of the following:

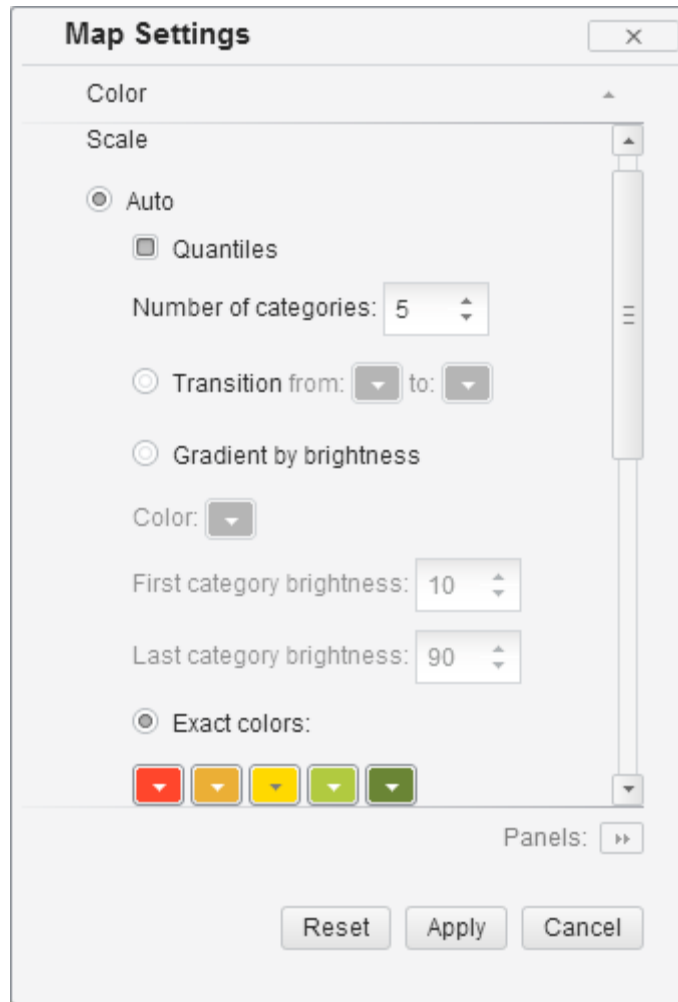
- **To configure the timeline step duration settings**, go to the Timeline panel:




Then do the following:

- Change the value in the Delay duration control to change the speed of map playing.

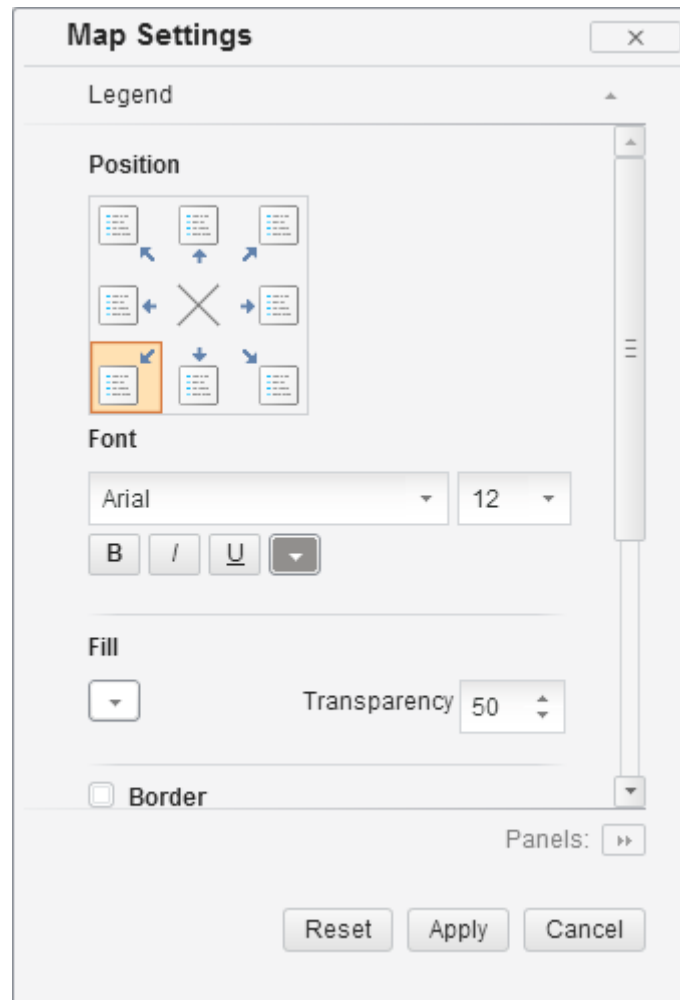
- **To configure the group settings, go to the Color panel:**



Then do any of the following:

- Change the number of groups in the Number of categories control.
- Change the grouping type by selecting the desired type in the.
- Change the fill type by selecting the desired type.
- Set up the colors of the groups by clicking the color edit buttons .
- Automatically determine the appropriate intermediate colors between your first and last color choices by clicking Calculate Gradient.

**To configure the legend settings, go to the Legend panel:**



Then do any of the following:

- Change the legend placement.
- Set up the font style, color and size of the legend.
- Change the background color and transparency under Fill.
- Customize the border of the legend if necessary.
- Uncheck the Locate With Intersection checkbox if necessary.
- Add the title to the legend by checking the Title checkbox.

**NOTE** The legend title contains the name of the selected indicator that is visualized on the map.




## Sending the link to the map page

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The portal enables you to send a link to the map or additional data view page with specific page settings.

Do the following:

- Configure the map according to your wish.
- Click the Send Link button  in the toolbar. The Send a Link dialog box appears:

http://v-nmp-1:55/en/Map?5Zq9cOqVEivDY2vOtOtRA Sincerely Tunisia Data Portal Team'. At the bottom right are 'Send' and 'Cancel' buttons." data-bbox="175 344 784 602"/>

The screenshot shows a dialog box titled "Send a Link". It has a green header bar with a mail icon and the text "Send a Link". Below the header are four input fields: "To:" with placeholder text "Please type the e-mails", "CC:" with placeholder text "Please type the e-mails", "Subject:" with the text "Map - Link to a saved page state", and "Message" with the text "Dear user, Here is the link to a saved page state: <http://v-nmp-1:55/en/Map?5Zq9cOqVEivDY2vOtOtRA> Sincerely Tunisia Data Portal Team". At the bottom right are "Send" and "Cancel" buttons.





- Type the email address in the TO field to which you wish to share the link with.
- Change the subject and the message in the corresponding fields if necessary.
- Click the Send button in the bottom right corner of the dialog box to send the email.

**NOTE** You can choose any database and indicator, and change map settings. After that get and copy link to clipboard and paste in address field in a new browser window. The application will open the page with the same settings.

## Exporting the map

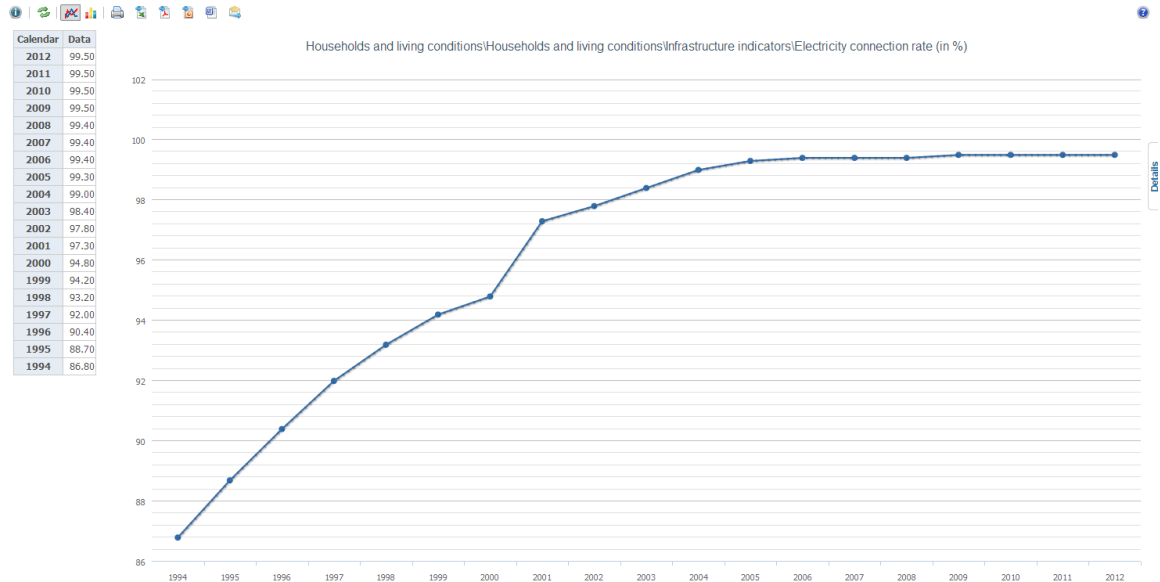
---

The Maps page of the portal enables you to export any indicator in any year to the different file formats.

- **To export map to a XLSX file**, click the Export to XLSX button  above the map. This format opens in Microsoft Excel.
- **To export map to a DOCX file**, click the Export to DOCX button  above the map. This format opens in Microsoft Word.
- **To export map to a PPTX file**, click the Export to PPTX button  above the map. This format opens in Microsoft Power Point.
- **To export map to a PNG file**, click the Export to PNG button  above the map.

## Additional data view

The additional data view enables you to visualize, customize, and print or export any indicator from Country Indicators data source.



## Using the additional data view



Select the indicator in the Indicators list that has the  icon near its name to open the table-chart data view.

Table-Chart data view enables you to change the selection in two data dimension. The customizable dimensions appear in a list of dimension boxes directly beneath the expanding list on the left side of the browser window. The dimension boxes contain selectable *elements* or items, which represent the data that appears in the report.

- **To open a dimension box**, click the inverted triangle on its right side. A drop-down menu of selectable elements appears.
- **To close the dimension box**, click anywhere outside it.
- **To expand a parent element in the Indicators dimension**, click the triangle icon to the left of the parent element's name. The child elements for this parent appear.

- **To view more elements in the dimension box**, scroll to the bottom of the drop-down menu (or the bottom of the list of child elements under a parent element) and click Next. If you do not see a Next choice, there are no more elements to display.
- **To resize the dimension box**, drag the handle in the upper right corner of the drop-down menu.
- **To select or deselect an element from the dimension box**, click the element in the drop-down menu.

After you change the element selection of a dimension and close the dimension box, the portal automatically updates the data in your report. To refresh the data in the report manually, click the Calculate button  in the toolbar.

### Using the dimension box's context menu


You can also right-click any element in the open dimension box for a context menu of time-saving commands:

- **Select All.** The portal selects all the elements in the dimension.
- **Deselect All.** The portal deselects all the elements in the dimension.
- **Select Siblings.** The portal selects all the elements at the same level in the hierarchy as current element.
- **Deselect Siblings.** The portal deselects all the elements at the same level in the hierarchy as the current element.
- **Select Children.** The portal selects all the child elements of the current parent.
- **Deselect Children.** The portal deselects all the child elements of the current parent.
- **Expand All.** The portal expands all parent elements.
- **Collapse All.** The portal collapses all parent elements.
- **Level Names.** The portal presents the dimension elements list with the selected level name.
- **Sorting.** The portal sorts dimension elements according to the selected sorting rule.

**NOTE** Not all context menu commands are available in every dimension box.

## Searching for elements in a dimension

To find an element quickly, use the dimension box's Search feature:

- Close the dimension box if necessary, and click its magnifying-glass  icon.
- In the dimension box, type the text to find, and press ENTER. The portal displays all element names that contain this sequence of characters in the dimension box's drop-down menu.


## Printing and exporting the additional data view document

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The portal enables you to print the dashboard document on your printer or export them to one of two external file formats.





### Printing the results

To print the additional data view document, follow these steps:

- Click the Print Preview button  in the toolbar. The portal opens a new browser window containing a printer-friendly version of the results.
- Click the browser's Print button. Your browser sends the printer-friendly version of the results to your printer.

### Exporting the results

To export the additional data view document to an external file format, follow these steps:

- In the toolbar, click the button corresponding to the file type to which you want to export the results:
  - **Export to XLSX** . This format opens in Microsoft Excel.
  - **Export to PDF** . This format opens in Adobe Acrobat.
  - **Export to DOCX** . This format opens in Microsoft Word.
  - **Export to PPTX** . This format opens in Microsoft Power Point.
- The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.

# 4

## Dashboards

# About Dashboards

The Dashboards page of the portal shows tables, charts, and maps for various indicators. The visualizations that you get for any given indicator are built into the portal; you cannot modify these preset types directly, although, for your convenience, you can change any chart or map into a table and back again with a simple mouse click.

**Navigation Bar:** Home, NEWS, STATISTICS, PUBLICATIONS, METHODOLOGIES, SURVEY, PRESS ROOM. Sub-menu: Data Search, Map, Dashboards, Data Query, Data Analysis, Resource Center, API. User Guide.

**Language:** Français, English, العربية

**Search:** [Search]

**Category Tree:** Social et Démographie, Conjoncture Economique, Agricultural Data, Prix et inflation, Monnaie et finance, Tourisme et transport, Production industrielle, Perceptions des industries, Comptabilité National, Produit intérieur brut, Foreign Trade, Regional statistics.

**Charts:**

- Crop Production (Bar Chart):** Apples (including cider apples), Apricots, Almonds, Sweet Oranges, Lemons, Acid line.
- Fisheries Annual Catches (Pie Chart):** ANE - European anchovy - *Engraulis encrasicolus*, PL - European pilchard (=Sardine) - *Sardina pilchardus*, SIK - *Sardinella nei* - *Sardinella* spp, SVE - Striped venus - *Chamelea gallina* (this is a mollusco-species "petite praire"), SPR - European sprat - *Sprattus sprattus*.
- Crop Production by Year (Line Chart):** Year: 2001, 2010 (10).
- Fisheries Annual Catches (Pie Chart):** Year: 2010.

**Footer:** In partnership with the African Development Bank. Powered by Prognos.





- To browse to the Dashboards page, choose Dashboards from the navigation bar.



## Working with dashboard visualizations

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To view the dashboards for a group of indicators, click on the desired dashboard document on the left side of the browser window. The portal displays this indicator's preset dashboard visualizations in the results area. Each dashboard appears in its own frame.

- **To maximize or minimize a dashboard frame**, click the Maximize/Minimize icon  in the upper right corner of the dashboard frame. A maximized dashboard frame expands to fill more of the screen, while a minimized one sits comfortably beside its neighbor.
- **To view a chart or map in table form**, click the Data button  just above the chart or map.
- **To view a table in its designated graphical form, whether chart or map**, click the As Chart button  or As Map button  as applicable. This button appears just above the table.




**TIP** The map dashboard includes Legend, just like the large map in the Maps page. For instructions on how to use these controls, see “Using the map” in Chapter 3. Please note that clicking an individual country on the map dashboard does *not* show individual country details.

## Sharing the dashboard document

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The portal enables you to share the dashboard document to different social networks.

Do any of the following:


- **To publish the link to a certain document in Twitter**, click the Share to Twitter button  in the top right corner of the browser window.
- **To publish the link to a certain document in Facebook**, click the Share to Facebook button  in the top right corner of the browser window.
- **To publish the link to a certain document in Google+**, click the Share to Google+ button  in the top right corner of the browser window.

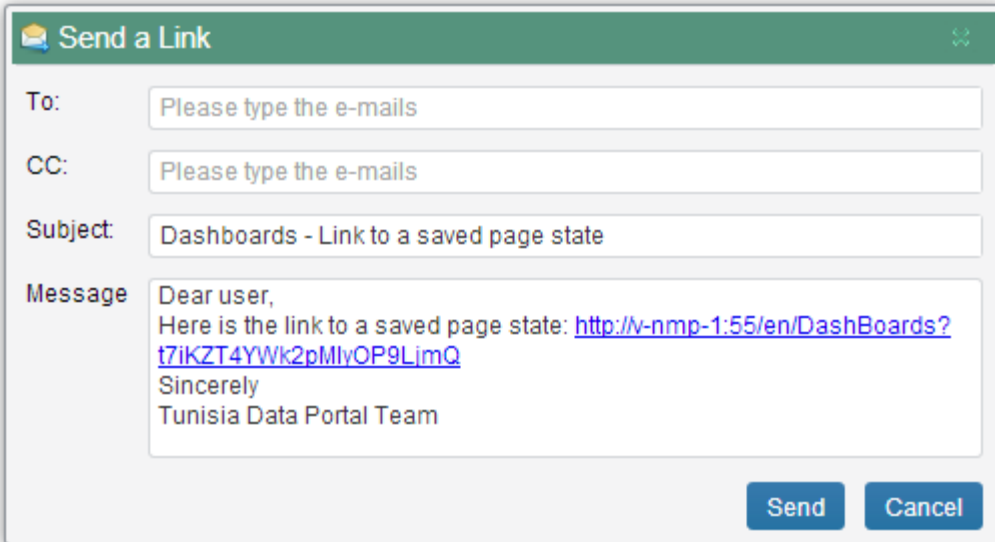
## Getting the link to the dashboard document

---

The portal enables you to send the link to the current dashboard document.

Do the following:

- Choose a dashboard document.
- Click the Send Link button  in the toolbar. The Send a Link dialog box appears:



**Send a Link**

To: Please type the e-mails

CC: Please type the e-mails

Subject: Dashboards - Link to a saved page state

Message: Dear user,  
Here is the link to a saved page state: <http://v-nmp-1:55/en/DashBoards?t7iKZT4YWk2pMlyOP9LjmQ>  
Sincerely  
Tunisia Data Portal Team

Send Cancel

- Type the email address in the TO field to which you wish to share the link with.
- Change the subject and the message in the corresponding fields if necessary.
- Click the Send button in the bottom right corner of the dialog box to send the email.

**NOTE** Copy link to clipboard and paste in address field a new browser window. The application will open the same dashboard document.


## Printing and exporting the dashboard document


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The portal enables you to print the dashboard document on your printer or export them to one of two external file formats.

### Printing the results




To print the dashboard document, follow these steps:

1. Click the Print Preview button  in the toolbar. The portal opens a new browser window containing a printer-friendly version of the results.
2. Click the browser's Print button. Your browser sends the printer-friendly version of the results to your printer.

**TIP** Use the Print button  in the top right corner of the separate dashboard toolbar to print the dashboard.

### Exporting the results

To export the dashboard document to an external file format, follow these steps:

1. In the toolbar, click the button corresponding to the file type to which you want to export the results:
  - **Export to XLSX**  . This format opens in Microsoft Excel.
  - **Export to PDF**  . This format opens in Adobe Acrobat.
  - **Export to PPTX**  . This format opens in Microsoft Power Point.
2. The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.

**TIP** Use the Export to Excel button  in the top right corner of the separate dashboard toolbar to export the dashboard to XLS document.



## About Data Analysis

The Data Analysis page of the portal offers a powerful tool for slicing and visualizing the data. The data is provided in several dimensions, such as Calendar, Regions, and Indicators.

The screenshot displays the 'Data Analysis' page of the Tunisian Statistical Portal. The navigation bar includes 'Data Search', 'Map', 'Dashboards', 'Data Query', 'Data Analysis', 'Resource Center', and 'API'. The 'Data Analysis' section is active, showing a table of population data from 1999 to 2010. The table has columns for years and rows for 'Population(Birth/Gender/Male)' and 'Population(Birth/Gender/Female)'. The interface also includes filters for Regions (Tunisia) and Units. The footer indicates 'In partnership with the African Development Bank' and 'Powered by Prognoz'.

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Population(Birth/Gender/Male)	83,097.00	85,787.00	85,000.00	84,530.00	87,202.00	86,868.00	88,847.34	89,713.50	92,231.44	95,513.20	95,907.00	101,901.00
Population(Birth/Gender/Female)	77,072.00	77,302.00	78,919.00	78,481.00	80,820.00	79,683.00	82,151.65	83,676.47	85,271.55	87,476.95	88,375.00	94,138.00

- **To browse to the Data Analysis page**, choose Data Analysis from the navigation bar.

### Selecting elements from the dimensions

The data dimensions appear in dimension boxes on the left side of the interface. These dimension boxes contain selectable *elements* or items, which represent the data that appears in the results area.

The Calendar and Regions dimensions are *flat*, in that their elements appear in a non-hierarchical list. However, the Indicators dimension is *structured*, in that it organizes its elements into a two-tiered hierarchy. For example, the Production sector in Indicators is further divided into five separate subelements: Agricultural and Livestock, Energy, Mineral Production, Manufacturing and Industry Production, Construction and Quarrying. Selecting the *parent* element, in this case Production, also selects its five *child* elements; however, you can directly select any combination of child elements without also selecting their parent.

- **To open a dimension box**, click the inverted triangle on its right side. A drop-down menu of selectable elements appears.
- To close the dimension box, click anywhere outside it.
- **To expand a parent element in the Indicators dimension**, click the triangle icon to the left of the parent element's name. The child elements for this parent appear.
- **To view more elements in the dimension box**, scroll to the bottom of the drop-down menu (or the bottom of the list of child elements under a parent element) and click Next. If you do not see a Next choice, there are no more elements to display.
- **To resize the dimension box**, drag the handle in the upper right corner of the drop-down menu.
- **To select or deselect an element from the dimension box**, click the element in the drop-down menu.

**NOTE** The dimensions in the Columns and Rows positions accept multiple element selections, while the dimension in the Fixed position accepts a single selection only. (See “Changing the position of the dimensions” later in this chapter for more information.)

### Using the dimension box's context menu

You can also right-click any element in the open dimension box for a context menu of time-saving commands:

- **Select All.** The portal selects all the elements in the dimension.
- **Deselect All.** The portal deselects all the elements in the dimension.
- **Select Level.** The portal selects all the elements at the same level in the hierarchy as current element.
- **Deselect Level.** The portal deselects all the elements at the same level in the hierarchy as the current element.
- **Select Dependent.** The portal selects all the child elements of the current parent.
- **Deselect Dependent.** The portal deselects all the child elements of the current parent.



- **Unfold Hierarchy.** The portal expands all parent elements.
- **Collapse Hierarchy.** The portal collapses all parent elements.
- **Level Names.** The portal presents the dimension elements list with the selected level name.
- **Sorting.** The portal sorts dimension elements according to the selected sorting rule.


**NOTE** Not all context menu commands are available in every dimension box

## Changing the position of the dimensions

The dimensions appear under three positions: Columns, Rows, and Fixed. The Columns and Rows represent the columns and rows of the table in the results area, while the Fixed position represents the values in the cells of the table. By default, the Calendar dimension is in the Columns position, the Regions dimension is in the Rows position, and the Indicators dimension is in the Fixed position.

**Database**  
  ▾

**Columns**  
 Calendar:  
  ▾

**Rows**  
 Indicators:  
  ▾

**Filters**  
 Regions:  
  ▾  
 Scale:  
  ▾

- **To change the position of a dimension,** drag the dimension from its current position, and drop it under the desired position.

The portal displays a blue cursor to show you where the dragged dimension will go.

**Database**  
Socio economic


**Columns**  
Calendar:  
Calendar (15 of 665 sel...)

**Rows**  
Indicators:  
Indicators (2 of 6297 selec...)



**Filters**  
Regions:  
Tunisia

Scale:  
Units

**NOTE** If you wish to construct the table and select the data before table will be updated, uncheck the Autoupdate checkbox in the toolbar. Select the data and set up the position of the dimensions. Click the Refresh Data button to update the table.

- **To invert the dimensions in rows and columns quickly**, click the Rotate Table button  in the toolbar above the Table view (see “Working in Table view” later in this chapter for more information).




## Undoing and redoing actions


To undo the most recent change to the data dimensions or the results area, click the Back button  in the toolbar above Table view. To redo an action that you previously undid, click the Forward button .

**NOTE** Not all actions are undoable.

## Working in Table view




---

Table view shows data in table form. This view appears by default in Data Analysis. You can also show the table by clicking the Table Mode button , the Chart Mode button , or the Table-Chart Mode button  in the toolbar.

**TIP** Click the Refresh button  Refresh data in the toolbar to refresh the current table values.


This section covers the portal's various commands and options for working with data in Table view.

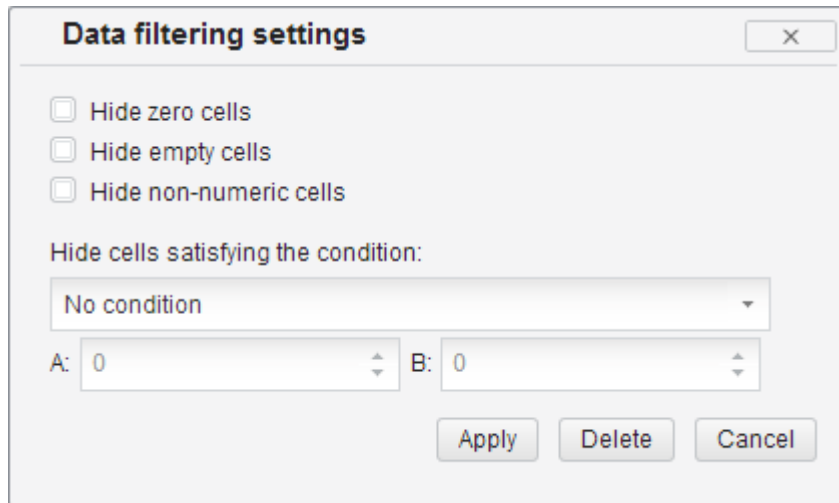
### Sorting the table

To sort the table, click the grey inverted triangle  of the column by which you want to sort. The icon changes to a dark-grey inverted triangle , meaning that the table is sorted in descending order according to the values in this column. Click the icon a second time, and it changes to a dark-grey triangle , meaning that the table is sorted in ascending order according to the values in this column. Click the icon a third time to revert it to the grey inverted triangle and turn off table sorting.

### Filtering data from the table

The portal enables you to hide or *filter* data from the table when this data matches a specific type or meets a certain condition. To filter data from the table, follow these steps:

- Click the Filter button  in the toolbar above Table view. The Data Filtering Settings dialog box appears:




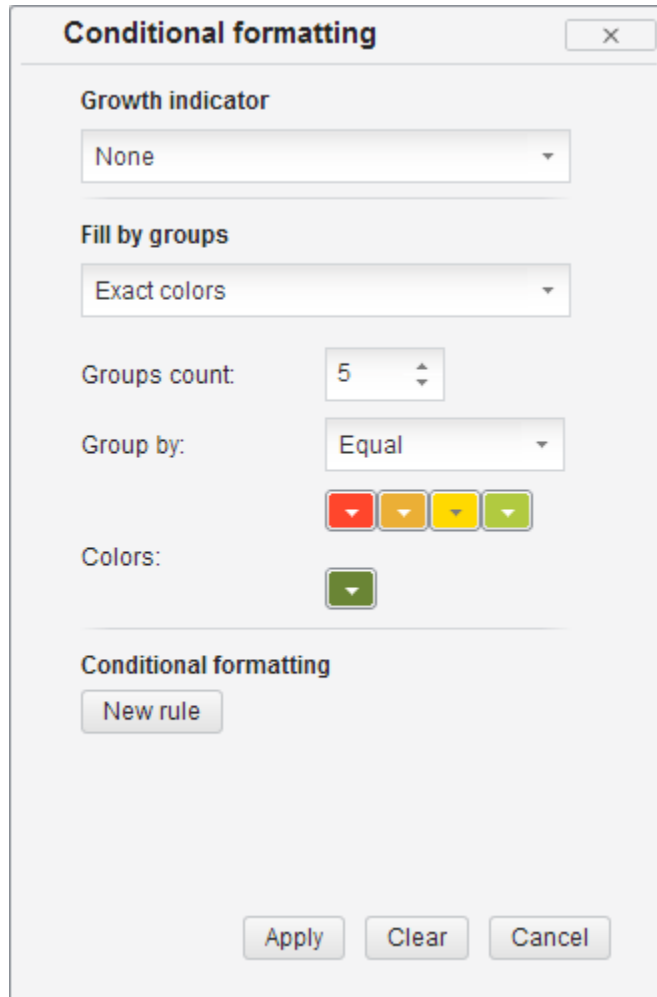
- Check or uncheck general filtering options:
  - **Hide zero cells.** Check this option to hide table cells containing the value 0.
  - **Hide empty cells.** Check this option to hide table cells containing no value whatsoever. This option does *not* filter table cells whose value is equal to 0.
  - **Hide non-numeric cells.** Check this option to hide table cells containing letters or symbols but no numbers.
- Choose a filtering condition from the Hide Cells Satisfying The Condition drop-down menu, and then type values in the A and B fields as required. The A and B values correspond to the variables A and B in the condition statement. If your filtering condition does not require a B value, then this field remains uneditable.
- Click Apply. The Data Filtering Settings dialog box closes, and the portal applies the filter to the table.

**TIP** To remove the filter from the table, choose None from the Hide Cells Satisfying The Condition drop-down menu and then click Apply, or simply click Clear at the bottom of the Data Filtering Settings dialog box.

## Adding conditional formatting to the table

*Conditional formatting* uses a color gradient or a graphical icon to indicate the relative value in any given table cell. To add conditional formatting, follow these steps:

- Click the Conditional Formatting button  in the toolbar above Table view. The Conditional Formatting dialog box appears:



**Conditional formatting**

Growth indicator  
None

Fill by groups  
Exact colors

Groups count: 5

Group by: Equal


Colors:  
[Red] [Orange] [Yellow] [Green]



Conditional formatting  
New rule

Apply Clear Cancel

**NOTE** The portal applies the default conditional formatting rule while you set your preferences for this feature.


- Choose rows or columns growth indication in the Growth Indicator drop-down menu if necessary.

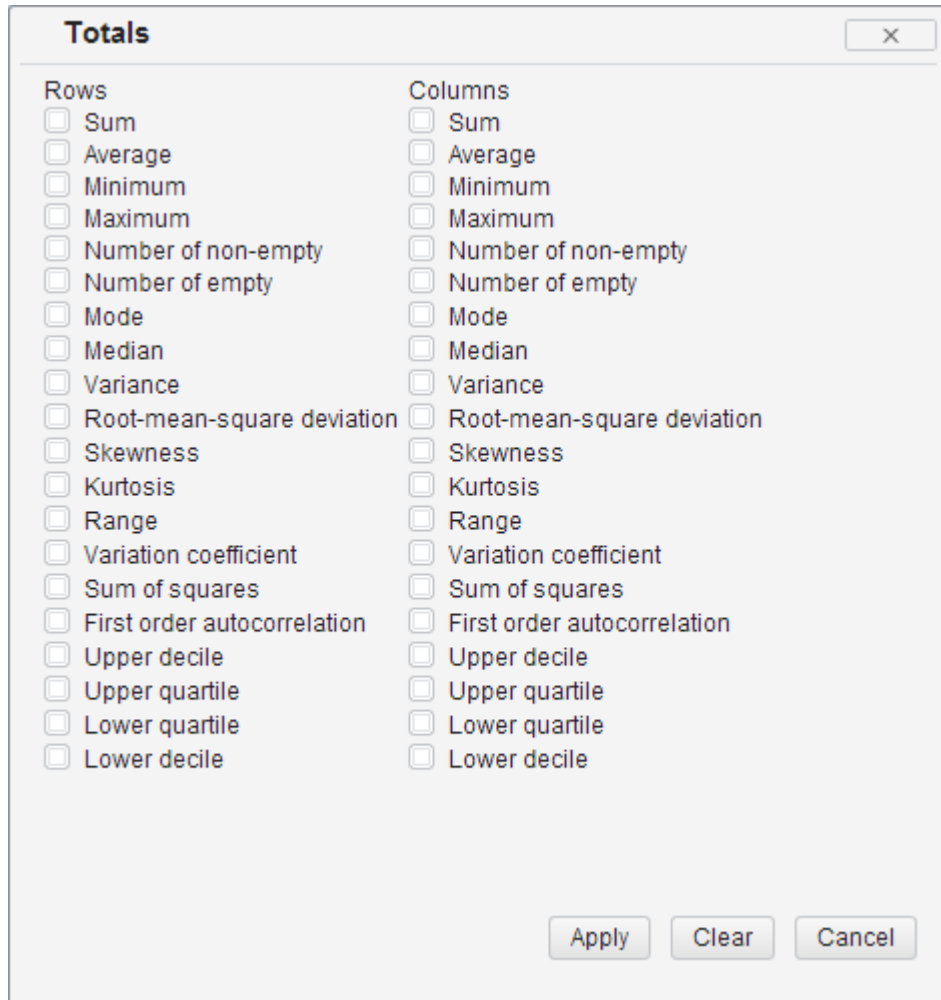
- Configure the Fill By Groups rule by selecting the desired group from the Fill By Groups drop-down menu. Then do any of the following:
  - Select the number of groups in the Number Of Groups control.
  - Select how to group the results from the Group By drop-down menu.
  - Choose the colors of the groups by clicking the color edit buttons .
- To configure your own formatting rule, click the Create A Rule button, and then do any of the following:
  - Choose a formatting condition from the Condition drop-down menu, and then type values in the A and B fields as required. The A and B values correspond to the variables A and B in the condition statement. If your filtering condition does not require a B value, then this field is hidden.
  - Set up the font style, size, and color.
  - Select the background color.

**TIP** To remove conditional formatting from the table, click the Conditional Formatting button  and then either select None in the Growth Indicator and Fill By Groups drop-down menus or click the red-cross button  to delete a particular conditional formatting rule or click the Clear button to remove all the rules simultaneously.

## Adding columns and rows for totals

The portal enables you to add *totals columns* or *totals rows*, which are columns or rows of the table containing sums, averages, or other common mathematical functions. To add totals to the table, follow these steps:

- Click the Totals button  in the toolbar above Table view. The Totals Settings dialog box appears:




- Check the total types under Rows or Columns that you would like to add. Checking items under Rows adds the designated rows to the table, while checking items under Columns adds the designated columns. You may add as many of each as you like.
- Check the Treat Empty Values As Zeroes option to make the portal assume the value of 0 for table cells that do not have any value. Doing so can affect the results of certain totals types, or it can have no effect at all.
- Click Apply. The Totals Settings dialog box closes, and the portal adds the appropriate rows and columns to the table.

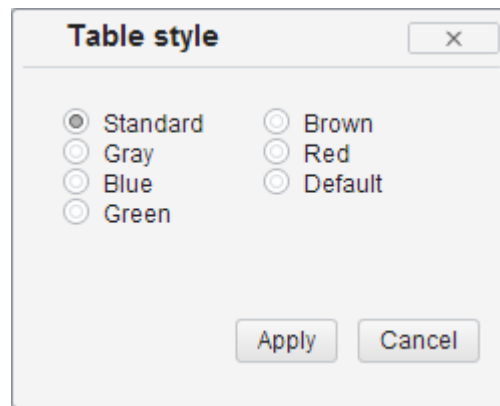
**TIP** To remove totals from the table, uncheck the totals to remove, or simply click Clear at the bottom of the Totals Settings dialog box. Please note that clicking the Clear button removes all totals from the table.



## Applying a table style

A *table style* is a collection of appearance attributes for the table. Applying a table style does not change the values in the table, but it does change the colors that the portal uses to display the table. To apply a table style, follow these steps:

- Click the Table Style button  in the toolbar above Table view. The Table Style dialog box appears:







- Choose a table style by clicking its radio button.
- Click Apply. The Table Style dialog box closes, and the portal applies the desired table style to the table.



**TIP** To revert to the default appearance of the table, select the Standard style in the Table Style dialog box.

## Setting the data format

The *data format* determines how the portal displays the values in the table cells. There are four data formats, each of which applies to all the values in the table:



- **General format.** The portal displays all data values exactly as they appear in the data source, without rounding. To apply this data format, click the General Format button  in the toolbar above Table view.

- **Currency format.** The portal displays all data values with a currency symbol and rounds to nearest hundredths by default. To apply this data format, click the Currency Format button  in the toolbar above Table view.
- **Percentage format.** The portal displays all data values with a percent symbol and rounds to nearest hundredths by default. To apply this data format, click the Percentage Format button  in the toolbar above Table view.
- **Delimiter format.** The portal rounds all data values to nearest hundredths by default. To apply this data format, click the Delimiter Format button  in the toolbar above Table view.

**TIP** To increase the decimal precision of rounded table values in Currency, Percentage, or Delimiter format, click the Increase Decimal button  in the toolbar above Table view. To decrease the decimal precision of rounded table values, click the Decrease Decimal button . Please note that these buttons do not appear in the toolbar when the table is in General format.

## Working in Chart view

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Chart view visualizes data in chart form. You can also show Chart view by clicking the Chart Mode button  or the Table-Chart Mode button  in the toolbar.

**TIP** The toolbar buttons for Chart view appear either in the toolbar above the results area when Chart Mode or Table-Chart Mode is active or in the special toolbar above Chart view when Table-Chart Mode is active.


This section covers the portal's various commands and options for working with data in Chart view.

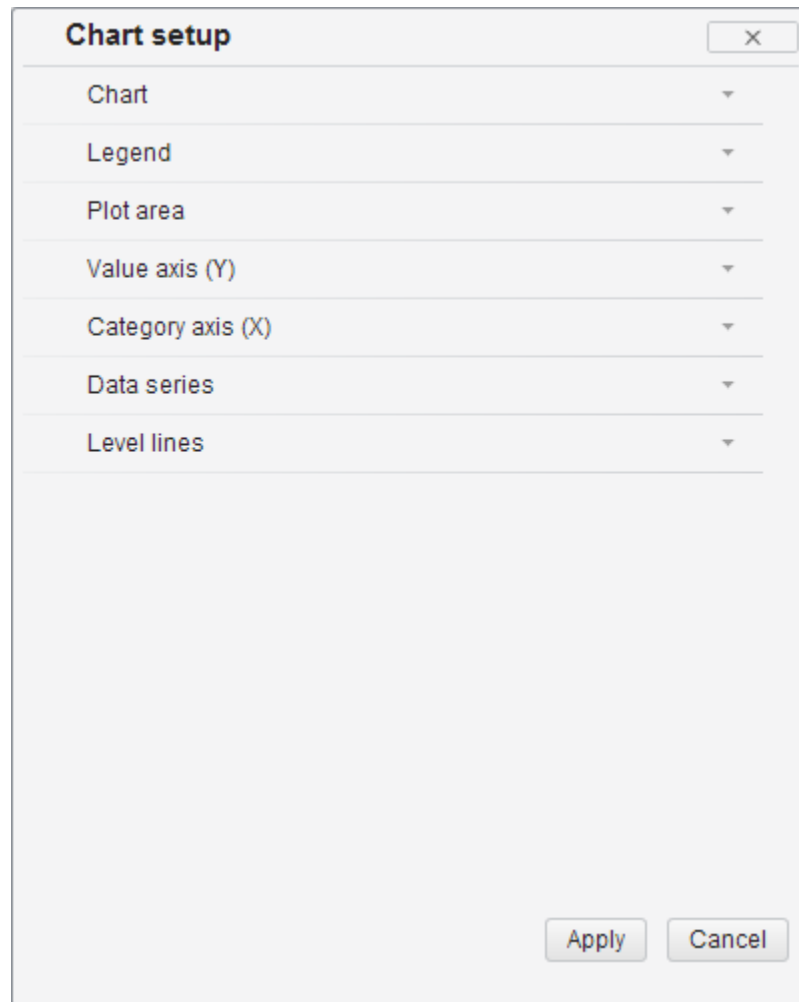
### Changing the chart type

The portal provides various chart types. To change the chart type, click any of the following toolbar buttons:

- **Line.** To apply this type of chart, click the Line button .
- **Column.** To apply this type of chart, click the Column button .
- **Bar bottom-up.** To apply this type of chart, click the Bar Bottom-Up button .
- **Stacked column.** To apply this type of chart, click the Stacked Column button .
- **Stacked bar bottom-up.** To apply this type of chart, click the Stacked Bar Bottom-Up button .
- **Area.** To apply this type of chart, click the Area button .
- **Pie.** To apply this type of chart, click the Pie button .

## Customizing the chart

To customize the chart in Table-Chart mode or Chart mode, click the Customize chart button . The chart setup dialog box appears.






## Viewing the indicator details

The application provides information about an indicator description and source. To view the indicators details, do of the following:

- Select the desired indicators in Indicators dimension, and then click the Indicators Details button in the top right corner of the browser window.

**Details**

Socio economic

**Male**

---

**Full name**  
 Population\Birth\Gender\Male

**Unit**

**Last Update**  
 3/17/2014 12:12:08 AM

**Sources**  
 National Institute of Statistics (INS)

**Methodology**

**Comment**

**Female**

---

**Full name**  
 Population\Birth\Gender\Female

**Unit**




**Last Update**

**Sources**  
 National Institute of Statistics (INS)

**Methodology**

**Comment**

Use the following functions:

- **Expand All button**  . The portal expands all parent elements.
- **Collapse All button**  . The portal collapses all parent elements.
- **Export to XLSX**  . Click this button to export the indicators details to the XLSX file. This format opens in Microsoft Excel.




## Changing the range of data displayed on the chart in Table-Chart mode

To change the range of data displayed on the chart in Table-Chart mode, drag to select the cell or range of cells in Table view that you wish to display in Chart view. The portal redraws the chart to include only the data from the selected cells.

You can also select table elements with a single click:

- **To select an entire column of the table**, click the header cell at the top of the column.
- **To select an entire row of the table**, click the header cell at the left of the row.
- **To select the entire table**, click the cell in the upper-left corner of the table, where the header column and the header row intersect.

## Hiding the table in Table-Chart mode


To hide Table view when Table-Chart mode is active, click the Hide Table button  in the toolbar above Chart view. The portal reverts to simple Chart mode. To restore the view of the table, click either the Table Mode button  or the Table-Chart Mode button .

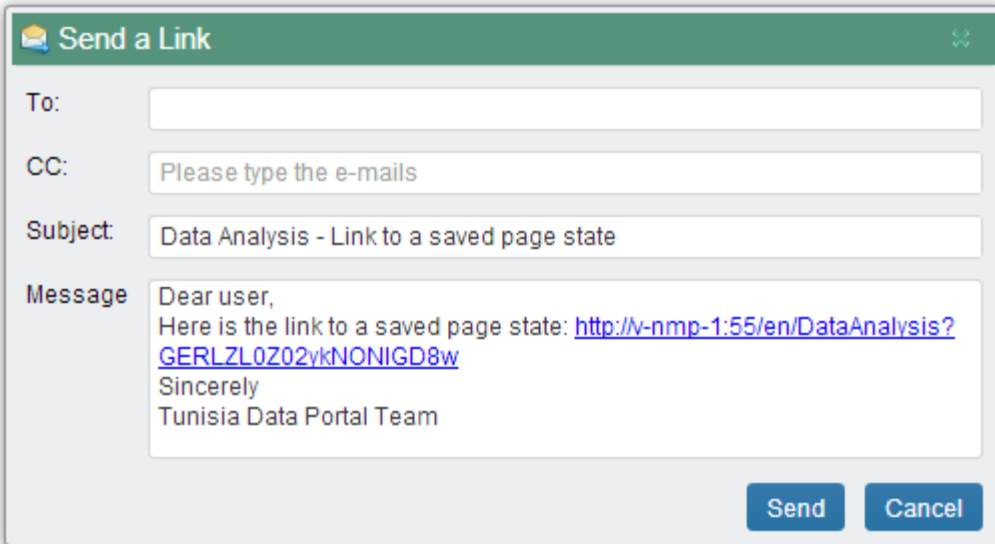
## Sending the link the Data Analysis page

---

The portal enables you to get the link to the configured report.

Do the following:

- Configure the report according to your wishes.
- Click the Send Link button  in the toolbar. The Send a Link dialog box appears:



The screenshot shows a dialog box titled "Send a Link". It has a green header bar with a mail icon and the text "Send a Link". Below the header are four input fields: "To:" (empty), "CC:" (with placeholder text "Please type the e-mails"), "Subject:" (with text "Data Analysis - Link to a saved page state"), and "Message:" (with text "Dear user, Here is the link to a saved page state: <http://v-nmp-1:55/en/DataAnalysis?GERLZL0Z02ykNONIGD8w> Sincerely Tunisia Data Portal Team"). At the bottom right are "Send" and "Cancel" buttons.

- Type the email address in the TO field to which you wish to share the link with.
- Change the subject and the message in the corresponding fields if necessary.
- Click the Send button in the bottom right corner of the dialog box to send the email.

**NOTE** You can choose any database and indicator, and change map settings. After that get and copy link to clipboard and paste in address field in a new browser window. The application will open the page with the same settings.

## Printing and exporting the results


---

The portal enables you to print the table and chart on your printer or export them to one of three external file formats.

Please note that the current mode of the results area—Table mode, Chart mode, or Table-Chart mode—determines exactly what the portal prints or exports. For example, if Table view is currently hidden because you have enabled Chart mode, then the portal ignores the table and prints or exports the chart only.




### Printing the results

To print the results, follow these steps:

1. Click the Print Preview button  in the toolbar. The portal opens a new browser window containing a printer-friendly version of the results.
2. Click the browser's Print button. Your browser sends the printer-friendly version of the results to your printer.

### Exporting the results

To export the results to an external file format, follow these steps:

1. In the toolbar, click the button corresponding to the file type to which you want to export the results:
  - **Export to XLS**  . This format opens in Microsoft Excel.
  - **Export to PDF**  . This format opens in Adobe Acrobat.
  - **Export to PPTX**  . This format opens in Microsoft Power Point.
2. The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.



# 6

## Resource Center

## Resource Center



The Resource Center page of the portal enables you to browse and download various documents and publications.

The screenshot shows the 'Resource Center' page of the Tunisian Statistics Portal. The page has a navigation bar with categories: NEWS, STATISTICS, PUBLICATIONS, METHODOLOGIES, SURVEY, and PRESS ROOM. Below the navigation bar is a search bar with a 'Search' button. The main content area displays a table of publications. The table has columns for Publication name, Source, Description, Date, and Operations. The table shows a list of publications under 'Nomenclatures et classifications', including 'Nomenclature d'Activités Tunisienne de 2009' and 'Nomenclature d'Activités Tunisiennes'.

Publication name	Source	Description	Date	Operations
Publications				
Nomenclatures et classifications				
Nomenclature d'Activités Tunisienne de 2009				
Nomenclature d'Activités Tunisiennes	INS	Cette publication est consacrée à la cl	7/14/2013	
Classification Tunisienne des Produits (CTP)				
Classification Nationale des Unités Administra				
Methodologies				
bulletin				

- To browse to the **Resource Center** page, choose Documents from the navigation bar.
- To navigate the list of resources, do either of the following:
  - Scroll down.
  - Type a search term in the Search field, and click Search. The list shows all matching resources.

**TIP** Search string may contain the logical operators AND and OR. AND searches for both words and phrases, while OR searches for one or the other. If the search string uses AND and OR at the same time, the AND operation takes priority.

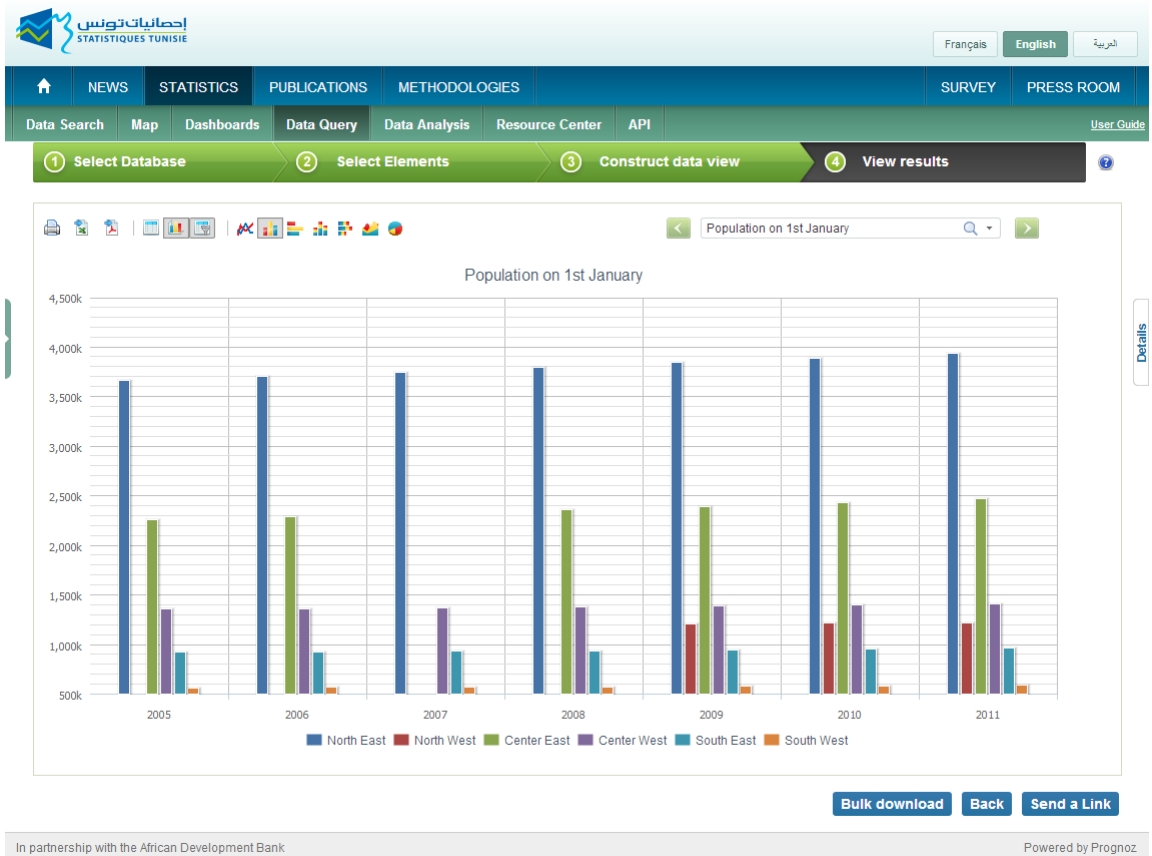
- **To download a resource, double-click its publication name or click the Download publication button** . The portal opens a new browser window and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the file to your computer.
- **To get the link to a publication click the Get Link button** . Copy link to clipboard and paste in address field a new browser window. The resource will be downloaded at once.

# 7

## Data Query

## About Data Query wizard

The Data query wizard of the portal offers a powerful tool for data visualization in table and chart mode.



- **To browse to the Data Query page, choose Data Query from the navigation bar.**

## Selecting the Source

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Start by choosing Source from the Sources list on Select Data Source page. Scroll down to see the whole list of the sources.

- **To select a desired source**, click the preset with its title.

The screenshot shows a wizard interface with four steps: 1. Select Database, 2. Select Elements, 3. Construct data view, and 4. View results. The first step is active. Below the steps, two database options are listed:

- Socio Economic**  
Database owner:  
Data span: 1980 - 2014  
Description: No description available  
Last update May 2014
- Foreign Trade**  
Database owner:  
Data span: 1980 - 2013  
Description: No description available  
Last update May 2014

Press Next to go to the next step and continue the work of the wizard.

## Selecting the Elements

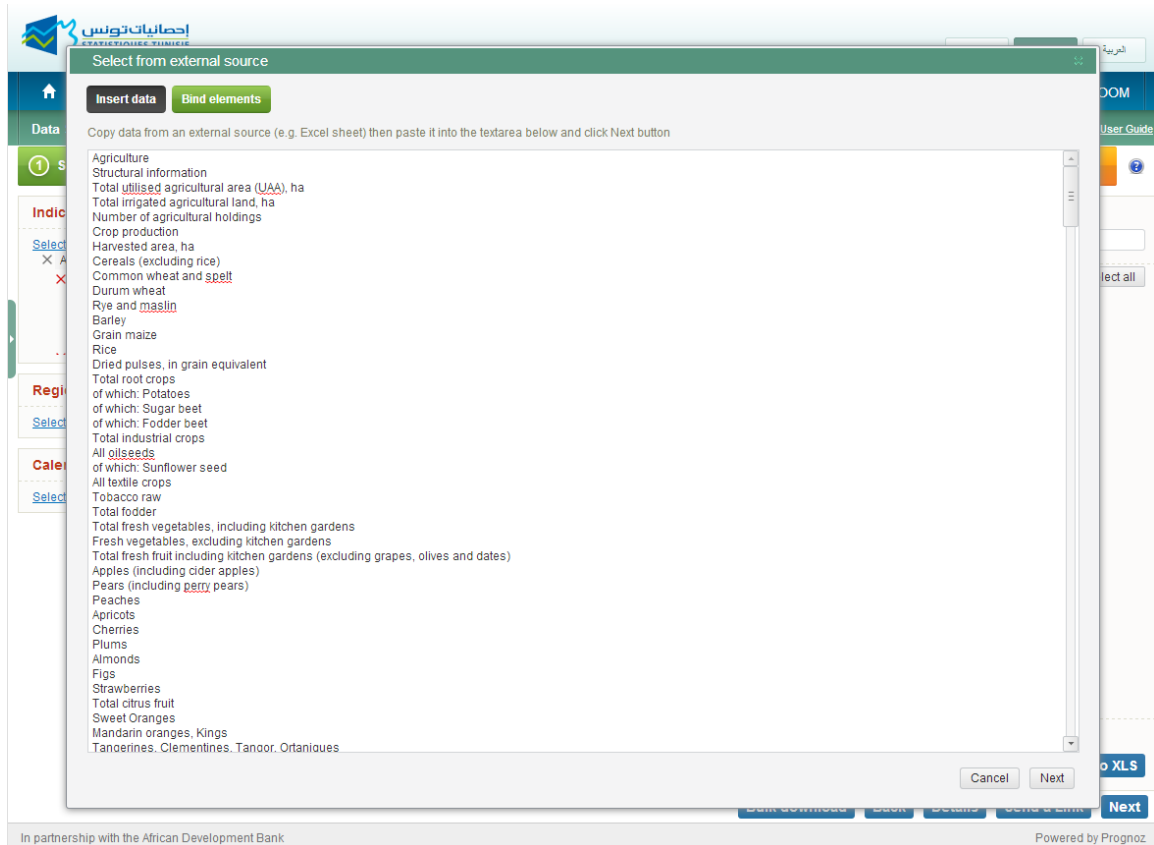
Select elements step allows you to select the data which will be visualized at the last step of the wizard.



The screenshot shows the 'Select Elements' step of a wizard. The progress bar indicates the current step is 'Select Elements'. The interface is divided into several sections:

- Indicators:** Shows 3 selected items: Total utilised agricultural area (UAA), ha; Total irrigated agricultural land, ha; and Number of agricultural holdings.
- Regions:** Shows 0 selected items.
- Calendar:** Shows 0 selected items.
- Main List:** A tree view of indicators. Under 'Agriculture', 'Structural information' is expanded, showing three selected items: 'Total utilised agricultural area (UAA), ha', 'Total irrigated agricultural land, ha', and 'Number of agricultural holdings'. Other categories like 'Crop production', 'Animal production', 'Fisheries and Aquaculture', 'Foreign Trade', 'National account', 'Culture', 'Education', 'Employment', 'Energy', 'Businesses', 'Environment', 'Industry', 'Justice', 'Households and living conditions', 'Money and Finance', and 'Population' are listed but not selected.
- Buttons:** At the bottom, there are buttons for 'Select from external source', 'Export Dimension to XLS', 'Bulk download', 'Back', 'Details', 'Send a Link', and 'Next'.

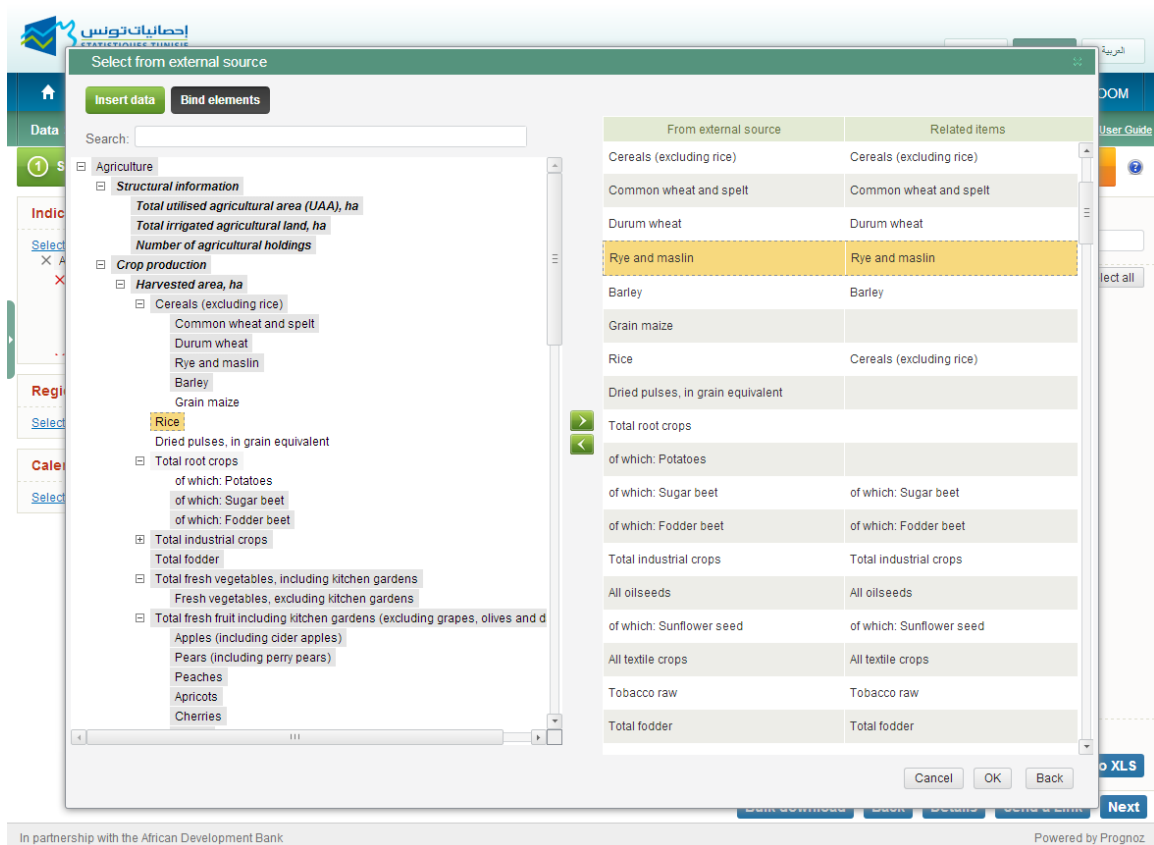
To select the elements from the dimension, do any of the following:

1. Select the dimension by clicking on its title in the list on the left side of the browser window and check the checkboxes near the desired elements.
2. Use Select all and Deselect all buttons to select or deselect all elements in the list.
3. Select the dimension by clicking on its title in the list on the left side of the browser window and press Select from an external source button, a new window opens. Then follow the steps:
  - Type the name of the elements manually or copy them from the file to the white field.



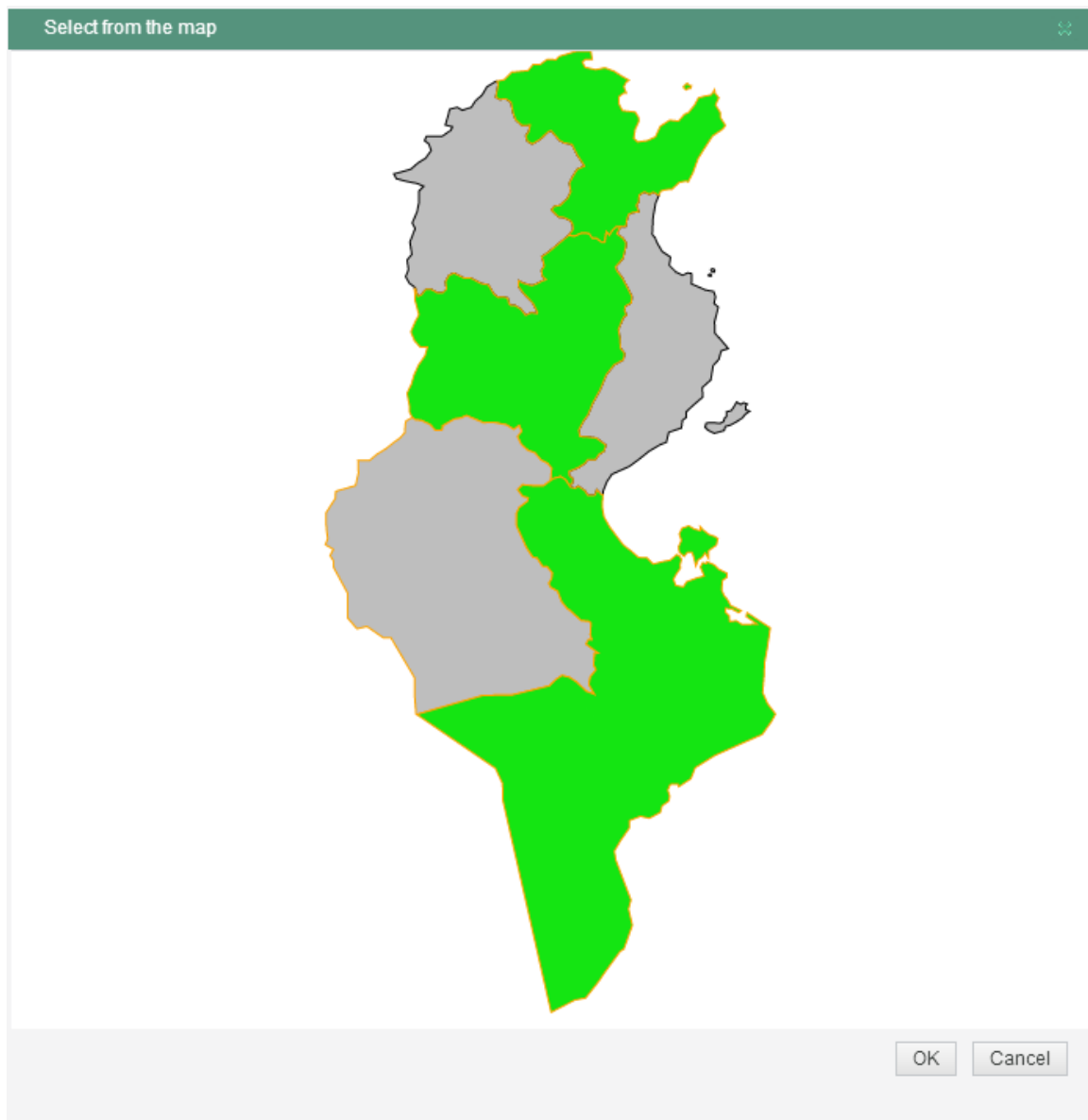
- Press Bind elements in the top left corner or Next in the bottom right corner to continue.
- Choose the element in the list on the left and its appropriate element in the table on the right, press  button to bind the elements.
- Select the element in the table on the right and press  button to unbind the element.





#### 4. Use Select on a map option for Regions dimension:

- Select the Region dimension and press Select on a map button under the dimension elements list.



- Click the territories on the map that data to which you wish to represent and press Ok to check the selected territories.

### Searching for elements in a dimension

To find an element quickly, use the Search tool above the dimensions elements field. Type the text to find and the portal displays all element names that contain this sequence of characters in the dimension box's drop-down menu.

## Exporting the dimension's elements list to XLS

To export the list of dimension's elements to XLS document, follow these steps:

- In the right bottom corner, click the Export dimension to XLS button.
- The portal opens a new browser window, prepares the XLS file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.

## Using dimension's list context menu

You can also right-click any element in the open dimension box for a context menu of time-saving commands:

**Select/Deselect.** The tool selects or deselects the element.

**Select All.** The tool selects all the elements in the dimension.

**Deselect All.** The tool deselects all the elements in the dimension.

**Select Level.** The tool selects all the elements at the same level in the hierarchy as current element.

**Deselect Level.** The tool deselects all the elements at the same level in the hierarchy as the current element.

**Select Dependent.** The tool selects all the child elements of the current parent.

**Deselect Dependent.** The tool deselects all the child elements of the current parent.

**Expand All.** The tool expands all parent elements.

**Collapse All.** The tool collapses all parent elements.

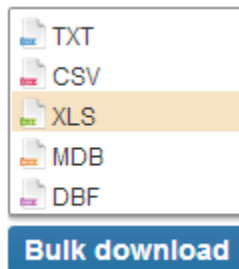
**NOTE** Not all context menu commands are available in every dimension box.

## Using the Bulk Exporting tool

The Bulk Exporting tool provides you an opportunity to export data to TXT, CSV, XLS, MDB and DBF formats for further using them in different statistical applications.

To receive the hyperlink to download the file with selected data to your e-mail, do the following.

1. Press the Bulk Export button, select the type for export.



2. The application opens the Download Options form, where you can select the way to receive the file with data.
  - Select the Download file option to receive the file directly from the application. Click Ok to start the file downloading.
  - Select the Send an email with link to download the file option to receive the link to download file by email. Type the email address to which you wish to send the link. Add some message if necessary. Click Ok and the application will send a letter with the link to the email address you have provided.
  - Select the Send an email with the file option to receive the file by email. Type the email address to which you wish to send the file.
  - Add some message if necessary. Click Ok and the application will send a letter with the file to the email address you have provided.

- **To go to the next step of the wizard, and continue the work press Next.**
- **To change the data source, press Back.**




## Viewing the indicator details

The application provides information about an indicator description and source. To view the indicators details, do the following:

- Select the desired indicators in Indicators dimension, and then click the Indicators Details button in the top right corner of the browser window.







**Details**

Socio economic







**Male**

---




-  Full name  
Population\Birth\Gender\Male
-  Unit
-  Last Update  
3/17/2014 12:12:08 AM
-  Sources  
National Institute of Statistics (INS)
-  Methodology
-  Comment

**Female**

---

-  Full name  
Population\Birth\Gender\Female
-  Unit
-  Last Update
-  Sources  
National Institute of Statistics (INS)
-  Methodology
-  Comment

Use the following functions:

- **Expand All button**  . The portal expands all parent elements.
- **Collapse All button**  . The portal collapses all parent elements.
- **Export to XLSX**  . Click this button to export the indicators details to the XLSX file. This format opens in Microsoft Excel.

## Constructing the Data View

Construct Data View step allows you to construct the table and chart which will be visualized at the last step of the wizard.

The screenshot displays the 'Construct data view' step of a wizard. The interface is divided into three main sections: Rows, Columns, and Filters. The Rows section contains two elements: 'Countries' and 'Facts'. The Columns section contains two elements: 'Calendar' and 'Flows'. The Filters section contains one element: 'Products'. At the bottom of the interface, there are four buttons: 'Bulk download', 'Back', 'Send a Link', and 'Next'. The footer text reads 'In partnership with the African Development Bank' and 'Powered by Prognoz'.

Notice that these dimensions are arranged into three positions: Columns, Rows, and Filters, which correspond to the columns, rows, and cell data of the results table. Dimensions in the position Filters can have only one selected element at a time, while dimensions in Columns and Rows positions support multiple element selections.


- **Drag and drop the dimension** to change its position.
- **Drag and Drop the dimensions** to change their order in the field.
- **To go to the next step of the wizard** and continue the work press Next.
- **To change the selection of elements** press Back.

## Viewing the Results




View Results module provides two data visualization types for selected data: table, and chart.

Regions	2005	2006	2007	2008	2009	2010	2011
North East	3,664,107.00	3,707,347.00	3,750,589.00	3,795,955.00	3,843,637.00	3,888,902.00	3,938,529.00
North West	..	..	..	..	1,214,769.00	1,219,074.00	1,225,127.00
Center East	2,260,681.00	2,294,703.00	..	2,361,700.00	2,398,415.00	2,432,837.00	2,472,998.00
Center West	1,358,933.00	1,364,982.00	1,374,128.00	1,380,556.00	1,388,779.00	1,400,148.00	1,412,903.00
South East	924,566.00	930,451.00	936,223.00	942,880.00	950,087.00	958,647.00	969,521.00
South West	567,945.00	570,599.00	574,774.00	579,076.00	583,855.00	589,510.00	595,798.00

## Working with table mode

Table mode shows data in table form. This mode is default in Data Query. To show the table mode click the Table button  in the toolbar.



Then do any of the following:

- **To hide the empty values**, click the Filter button  in the toolbar.
- **To increase the decimal precision** of rounded table values, click the Increase Decimal button  in the toolbar above Table view.
- **To decrease the decimal precision** of rounded table values, click the Decrease Decimal button .
- **To change the visualized fixed element**, do any of the following:




- Select the desired element in the drop-down menu in the right top corner of the browser window.










- Click the  button near the drop-down menu to visualize the following indicator in the list.
- Click the  button near the drop down menu to visualize the previous indicator in the list.

## Working with chart mode

*Chart mode* visualizes data in chart form. You can show Chart mode by clicking the Chart button .

**NOTE** Use the drop-down menu and buttons near it to change the visualized fixed element (see “Working with table mode” above in this Chapter

The portal provides seven different chart types. To change the chart type, click any of the following toolbar buttons:

- **Line.** To apply this type of chart, click the Line button .
- **Column.** To apply this type of chart, click the Column button .
- **Bar bottom-up.** To apply this type of chart, click the Bar Bottom-Up button .
- **Stacked column.** To apply this type of chart, click the Stacked Column button .
- **Stacked bar bottom-up.** To apply this type of chart, click the Stacked Bar Bottom-Up button .
- **Area.** To apply this type of chart, click the Area button .
- **Pie.** To apply this type of chart, click the Pie button .

**NOTE** Use the Filter button  to hide empty values.

## Printing and exporting the results


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The portal enables you to print the table and chart on your printer or to export them to one of two external file formats.

Please note that the current mode of the results area—Table mode or Chart mode—determines exactly what the portal prints or exports.



### Printing the results

To print the results, follow these steps:

- Click the Print Preview button  in the toolbar. The portal opens a new browser window containing a printer-friendly version of the results.
- Click the browser's Print button. Your browser sends the printer-friendly version of the results to your printer.

### Exporting the results

To export the results to an external file format, follow these steps:

- In the toolbar, click the button corresponding to the file type to which you want to export the results:
  - **Export to XLS** . This format opens in Microsoft Excel.
  - **Export to PDF** . This format opens in Adobe Acrobat.

The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.