

## Data Entry Tool, version 3.0

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The aim of this document is to help you to install the Data Entry tool and to explain its collaboration with the Item List Management Tool and finally to explain shortly the (optional) use of the DET by the price collectors. A complete user-friendly manual of the DET can be found in the DET itself, under the "Help"-item in the main menu.

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### A. Introduction

This Data Entry tool is the second tool in the PPP database exercise and can be found via the homepage of the PPP database:

[https://webgate.ec.europa.eu/ppp\\_tool/monitor/](https://webgate.ec.europa.eu/ppp_tool/monitor/)

The DET is the next step in the survey process after the creation of the item list in the ILMT. Both tools are related to each other in that way that the Data Entry tool uses the Final Country list (or translated final country list) for the price collection. This list was created as a copy of the Final European List of your own group. Afterwards you were able to add extra items and delete items which you were not able to price. As mentioned before, this list is also the one that you can translate (optionally). This means that you can import your Final Country List either in English or in your own language(s). (See also the separate note on the ILMT which has been distributed)

The Data Entry tool is a stand-alone application which has to be installed on your own computer. The only requirement needed is that Java 1.5 (or higher) is available. After installation you can open the tool on your PC and no authentication (username/password) is needed to use the tool.

### B. New in version 3.0

Version 3.0 brings a number of important improvements compared to the version used in E08-1. Many improvements will not immediately be visible to the user as they relate to repair of bugs. A few of the most important changes are:

- A new menu structure, more clearly separating between "List" actions and "Dataset" actions. This has an impact on the way list and data can be exchanged between national co-ordinator and price collectors. Please see section E of this note for further guidance on that.
- The new menu includes a "Save as" option, to create a copy of the current dataset under a different name.
- Prices and quantities will be shown with two decimals instead of three and the "thousand divider" is dropped.

Please see the DET homepage for more detailed information on new features.

The new menu structure brings along also a restructuring of the data files. Upon installing version 3.0 the DET will warn you that the data will be migrated to a new survey folder, which you will be asked to specify.

Unfortunately, it was not possible to include a number of other important requests in this release. Therefore, a new release (version 3.1) will be made available before 31<sup>st</sup> October that shall include:

- the possibility to paste more than 10 observations at the same time
- numbering and sorting of observations by price upon finalisation of an item
- flagging observations as eliminated instead of deletion

- a functional "edit" menu
- a functional "delete data set" option.

## C. Installation of the tool

The installation of the tool can be done in 2 ways. The first one uses "webstart" technology and is the recommended one (see further below). The second possibility exists of downloading the tool as a zip file followed by manual installation.

### B.1. Recommended way of installation : Webstart

The DET can be started/installed from the DET homepage which can be reached via the above mentioned PPP homepage.

There is also a direct link in the main menu of the ILMT to this DET homepage :

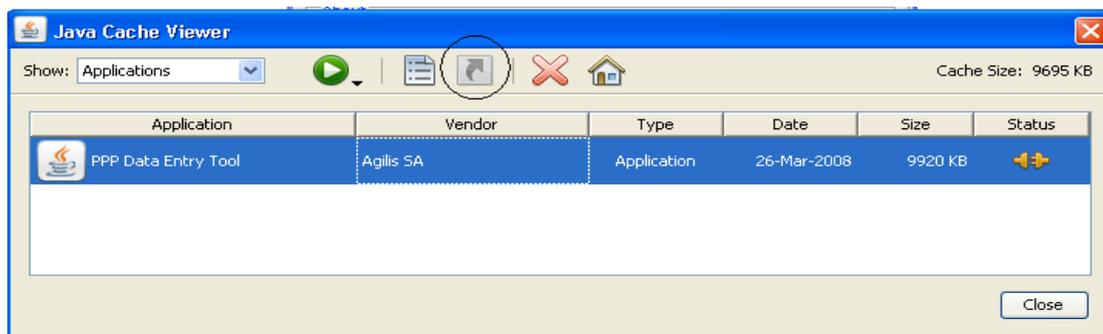


The purpose of this DET-homepage is to give you the latest information and updates of the tool. The latter one is made possible by a technology called "Webstart". With webstart, we offer you a button in order to start the DET application which is installed on your computer. If the tool has not been installed yet or a newer version is available<sup>1</sup>, the updated version will download and install itself on your computer on the same place where the previous version was installed.

Thus, in order to start up the DET, you can make a shortcut (e.g. in your browser on your desktop) to the DET homepage and click on the on the launch button here below.



Once installed for the first time, you can also skip the step of going to the DET homepage by creating a direct link on your desktop. To create this shortcut, go to your control panel ("start" > "control panel") and double click on the Java item to open the Java Control Panel. On the General Tab, click on the button "View" in the "Temporary Internet Files"-section and the Java Cache Viewer will open (see below). Look for "PPP Data Entry Tool" in your list of Java Applications and select it. You can create now a link to your desktop by clicking on the grey arrow in the circle shown here below.



In both cases, if you use the button on the DET homepage or the direct link on your desktop, you are always sure to have the latest version of the DET installed.

<sup>1</sup> After clicking this button, the webstart technology compares the tool on the DET-homepage with the one installed on your PC

## B.2. Alternative way of installation : Downloading the file

If you experience problems with webstart, we offer you an alternative solution for downloading and installing the tool manually. At the bottom of the DET homepage you find the button to download the DET manually by downloading a zip file. In this zip file, you'll find a file called run.bat. Clicking on this file will install the DET. Keep in mind that this way of installation has the disadvantage that you should check manually for updates of the DET.

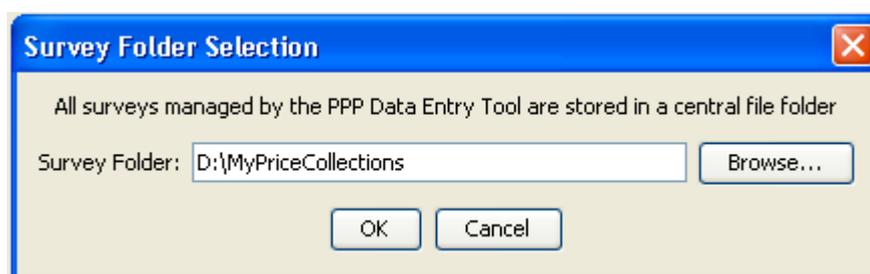
If you encounter problems with WebStart you can download the DET for manual installation



## B.3. Data directory

When you install the DET for the first time, you have to specify a folder in which your price collections will be saved. It is recommended that you should store your price collections in a folder which is backed up regularly.

Afterwards you can check (and change) this folder by clicking on "Settings" > "Change survey folder" in the DET :



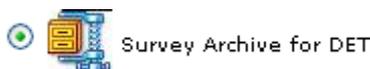
## B.4 References in the DET manual

Further detailed information can be found in the DET Manual  
["Help"](#) > ["Help contents"](#) > ["Basic concepts"](#) > ["Surveys"](#)

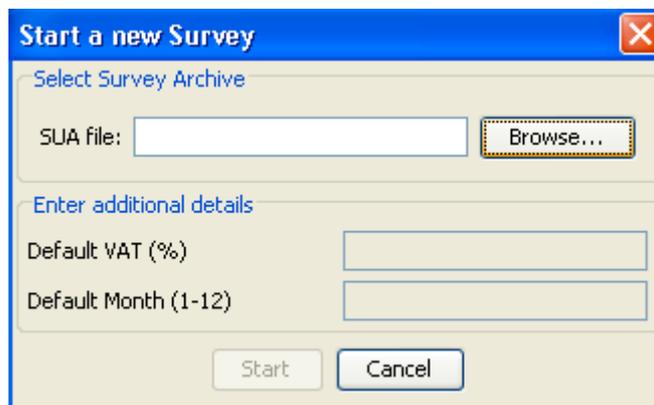
## D. Initializing a survey

Initializing a survey means that you import a survey instance for the first time into the DET. Once initialised, the DET stores automatically your data into the data directory described in "B.3. Data Directory".

The way to initialise a survey is to import a "Survey Archive" file which can be exported out of the ILMT. This file has the extension \*.sua what means SURvey Archive and can be found in the ILMT by clicking on "Lists" > "Export".



Once exported out of the ILMT, this file can be imported into the DET by clicking on "Survey" > "Initialize List" > "Manually from SUA" in the DET :



The DET automatically extracts the name of the country, currency and the exchange rate out of the sua-file. Those extracted values can be seen in the DET via "Settings" > "Survey details"

References in the DET manual

Further detailed information can be found in the DET Manual

["Help"](#) > ["Help contents"](#) > ["Managing concepts"](#) > ["Creating a survey"](#)

## E . Price collectors and national coordinators mode

The Data Entry Tool is a compulsory tool for the National Coordinators in the PPP exercise and has been designed especially for this aim. However, the tool could also be used by price collectors. Therefore, the DET can run in 2 modes : the NC-mode for National Coordinators and the PC-mode for the Price Collectors. The former one is the default mode in which the DET starts up. Swapping between the 2 modes can be done by clicking on "Settings" > "Enable NC mode" (or pressing Control+N).

The general mechanism behind the use of the DET by the national coordinator (NC) and the price collectors (PC) can be defined in the following steps :

1. The NC imports the list out of the ILMT into the DET
2. The NC creates the lists for the PC's using the window in "Survey" > "Export List". The NC chooses partial list and defines a set of BH, SPD's or items per PC. Overlaps are allowed and the set is saved in an SUA file per PC.
3. The PC initialises the survey by using this SUA file ("Survey" > "Initialise" > "Manually from SUA") and starts working in the PC-mode of the tool
4. Once finished the PC exports the dataset as an XML file ("Dataset" > "Export") with observations and sends it to the NC.
5. The NC imports the different zip-files ("Dataset" > "Import") and merges them together ("Dataset">"Merge")
6. After finalisation, the PC sends the (merged) file to Eurostat via eDamis.

Further detailed information can be found in the DET Manual

1) for information about the different modes :

["Help"](#) > ["Help contents"](#) > ["Basic concepts"](#) > ["Application Modes"](#)

2) about exporting, importing and merging datasets :

["Help"](#) > ["Help contents"](#) > ["Managing concepts"](#)

## Frequently Asked Questions

### **1. Do I need an internet connection to work with the DET ?**

No, an internet connection is not needed to do your work in the DET. It is a completely stand-alone application which has to be installed on your own computer. However, if you have an internet connection it makes life easier because new versions of the tool will be installed automatically (webstart).

### **2. Can I work further when I don't have the latest version of the DET ?**

Yes, if the DET can't check whether there is an updated version available, you can continue your work. However, it's recommendable to install this new version as soon as possible since you are probably missing new features which can be interesting for you.

### **3. Where can I find technical information about the Webstart technology ?**

Detailed, technical information can be found on the next URL :

<http://java.sun.com/products/javawebstart/>

### **4. How can I load the item list from the ILMT ?**

You should click on "Survey" > "Initialise List" > "Manually from SUA" and import the \*.sua file you exported directly out of the ILMT (see section C above).

### **5. Which item lists can I download for my price observations ?**

The item lists available for downloading are the Final Country Lists in English and in your own language(s). The latter one(s) only if you decided to translate them.

### **6. I noticed during the price collection that I deleted some items while building my Final Country list in the ILMT. Can I add them afterwards ?**

Yes, you can update your Final Country List as desired in the ILMT, download it again as SUA file and re-initialise the survey in the DET. This will overwrite the old list with the new one, while all observations are kept.

### **7. How can I send the price observations to Eurostat ?**

When ready to submit your dataset, please go to "Dataset" > "Submit to Eurostat" > "Manually via eDAMIS". This will create an XML file that you should send via eDAMIS to Eurostat.

### **8. Where is my data saved on my PC ?**

Click on "Settings" and "Change survey folder". It is recommended to use a folder which will be backed up regularly.

### **9. Where is the tool physically stored on my PC ?**

The DET is a JAVA application and is stored in your local settings. Therefore, the tool is not installed like a program in your program files folder but instead, it is managed by your Java Control Panel.