



Manual

For the use of the Data Entry Tool (DET Ver. 5.1) to conduct a PPP survey

1. INTRODUCTION

This manual should help the national coordinators and the price collectors to conduct a survey with the DET.

2. START AND INSTALLATION OF THE DET

2.1. Web Start

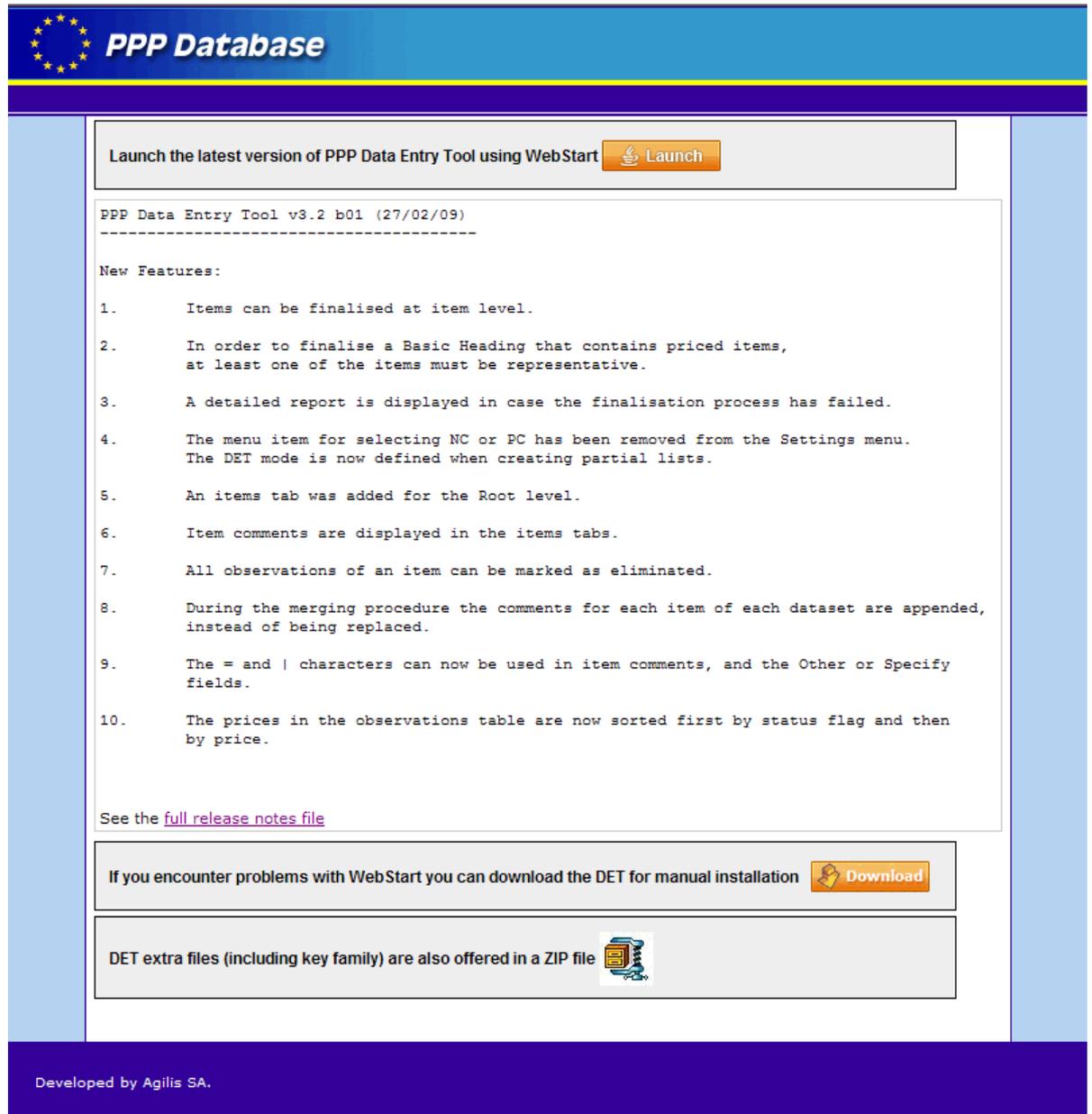
You reach the home page of the DET by using this URL:

<http://circa.europa.eu/irc/dsis/paloppi/info/data/det/index.html>

Or you login on the PPP-Tools (https://webgate.ec.europa.eu/ppp_tool/) where you will find a link to the DET.



You see the DET home page in the following picture.



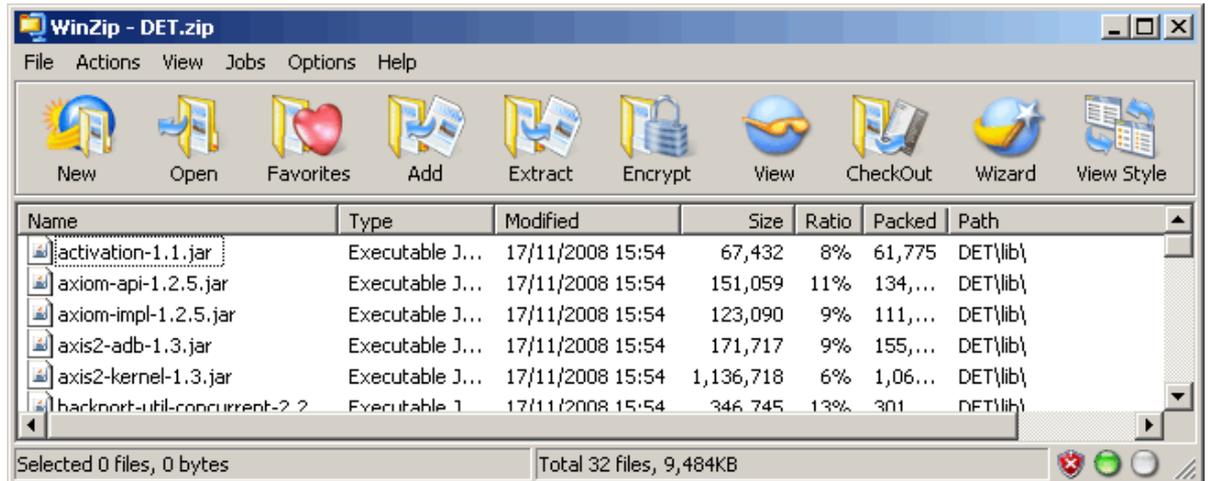
For the web start you just click on the  button. It is possible that your browser opens a dialogue box and asks you if you want to open or save a JNLP file. Please choose open. It is also possible, that another dialogue box asks you, if you are sure to run this application.

The web start option ensures that you will always work with the latest version of the DET.

2.2. Download of the DET Software

If you have problems with the web start, you can download the software to your computer or network. Just click on the button . Now your browser asks you if you want to open or save a ZIP file.

If you open the ZIP file WinZip or a similar ZIP archive application will start.



Click on the  button, choose the folder where you want to save the DET and extract the DET software to this folder.

You can also save the ZIP file on your local computer or network but you have to extract the DET software out of the ZIP file before you can use it. It **does not** run when it is still packed in a ZIP file. You can use WinZip or similar ZIP archive applications for this purpose.

If you use another archive application it is possible that the button is called "unpack" instead of "extract".

After you extracted the DET software successfully you will find the following folders.



The folder  contains the files "DS_Store", "PPP_offlineTool", "ReleaseNotes" and "run". You can start the DET by a double click on "run" or "PPP_offlineTool".



You can create a shortcut on the desktop to start the DET more comfortable. If you click with the right mouse button on one of these files you will see a context menu. Choose "Create shortcut" and

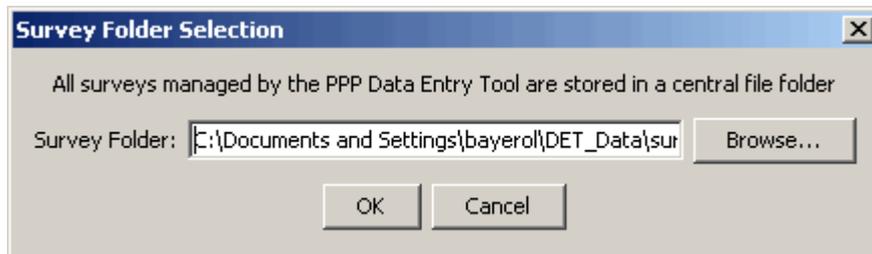


or  will be created. You can move this shortcut to the desktop and start the DET by double click on the shortcut.

Please keep in mind that you have to download the DET software again and replace the old version when a new one is published.

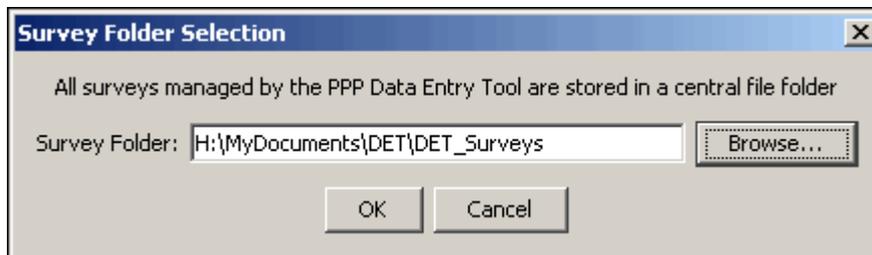
2.3. First use of the DET

If you use the DET for the first time a dialogue box opens, that requests the definition of a central file folder (survey folder) in which all survey data will be stored.



The DET proposes by default a folder in the user profile on the local hard disk drive. **Be careful** the local hard disk drive is not backed up by your network administration. You have to take care for the back up by yourself. It is better to choose a backed up drive in your network.

Click therefore the button . A dialogue box opens and you can choose or create the folder for the survey data and confirm it. You get back to the previous dialogue box, but the survey folder is now the one chosen by you and not the preset by the DET. Confirm again.



Please choose an empty folder as survey folder and don't create any subfolders in it. The DET will create automatically the necessary subfolders when you start a new survey.

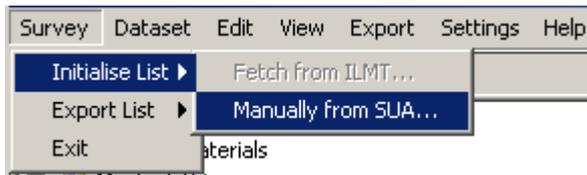
As the last step the DET starts automatically the process to import a SUA-file for the initialisation of a survey.

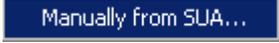
3. INITIALISING A SURVEY

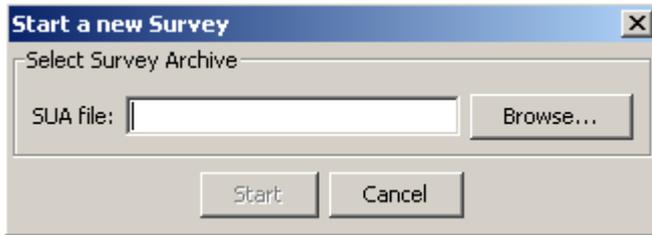
3.1. Import of the SUA file

If you want to start a new survey you have to initialise a list by the import of a SUA file. It will be provided by your national coordinator.

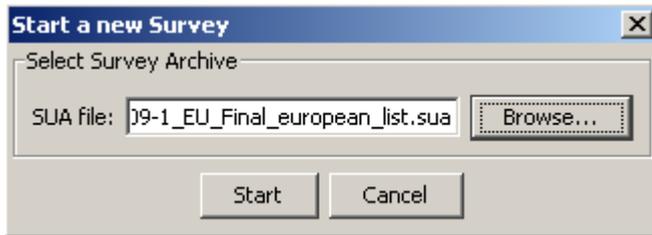
As national coordinator you download it from the Item List Management Tool (ILMT).



Click on  and a dialogue box opens

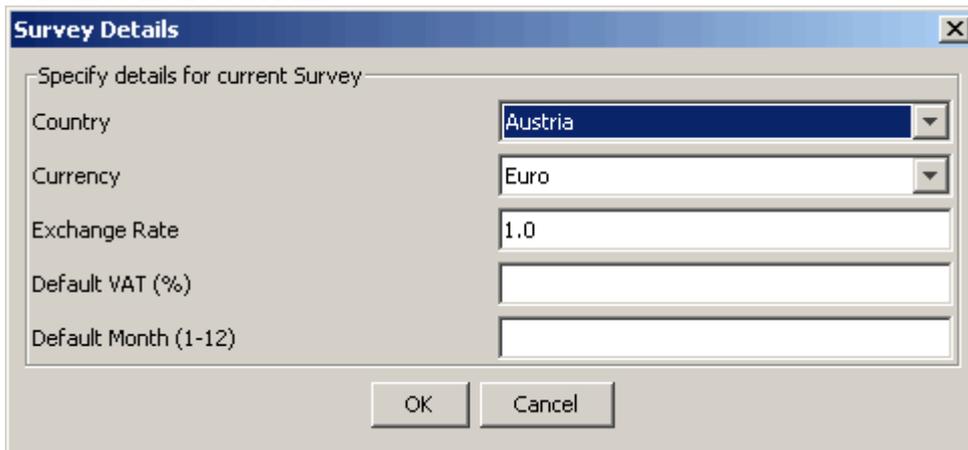


Click on  and the dialogue box opens where you can select the SUA file. Then the first dialogue box appears again, but now the field SUA file is filled in.



Click on .

If you initialise as a **national coordinator** the survey with a SUA file downloaded from the ILMT, a new dialogue box opens. It shows the survey details contained in the SUA file.



Please check country, currency and exchange rate. Set the default VAT and survey month. Country, currency and exchange rate are only filled in, when a final country list or a translated list is used.

The exchange rate is preliminary and will be different for the validation.

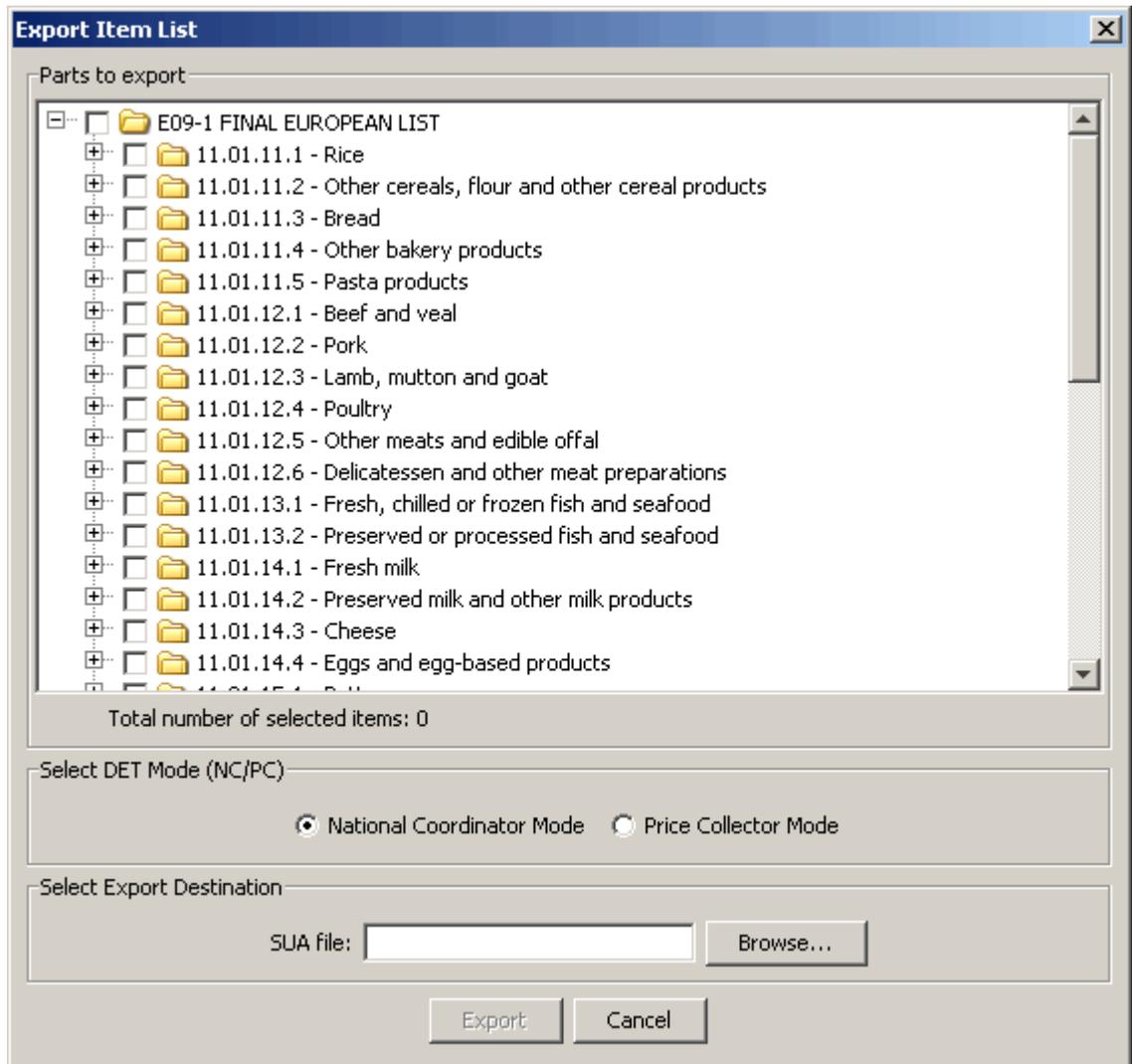
3.2. Export SUA files for the price collectors (affects **only national coordinators**)

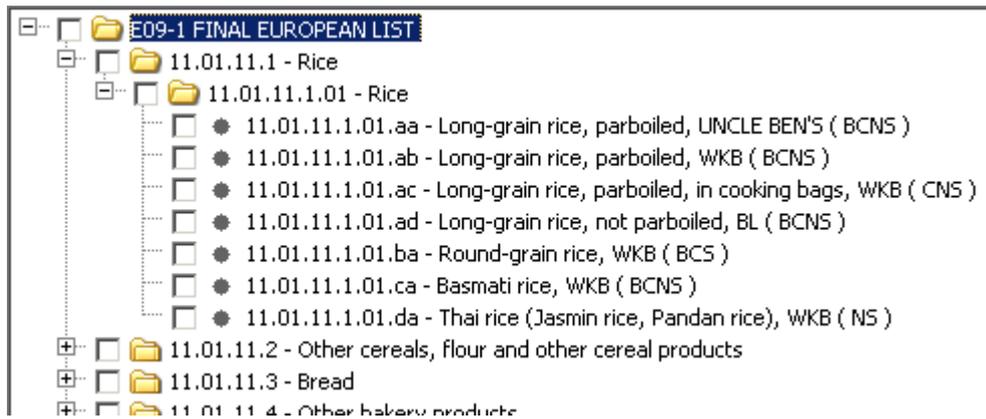
Here you see how you can start the list export.



A dialogue box opens that offers you several features for the export of the lists to your price collectors.

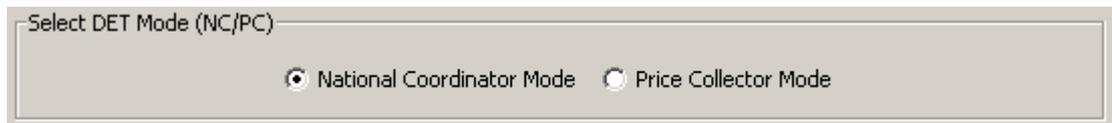
You can determine the content of the list very detailed. It is possible to choose with one click the whole list for the export. You can also leave out or export single BHs, SPDs and items.





In this dialogue box you also decide if the user of the exported list will work in the Price Collectors Mode or in the National Coordinators Mode.

In the Price collectors mode it is not possible to set the representativity, to change the preset VAT for an item, to change the survey details or to finalise items.



Click on **Browse...** to open the dialogue box to choose the folder where to save the SUA file and give a name to it.

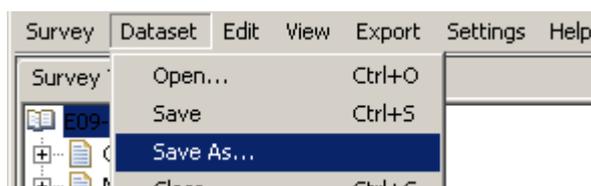


Confirm your settings and click finally **Export**.

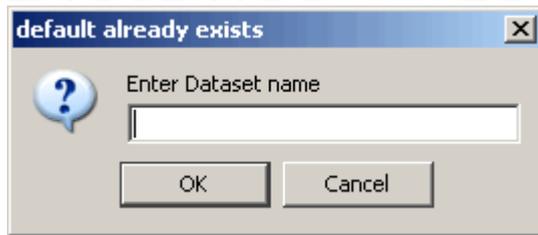
4. PRICE COLLECTION

4.1. Management of datasets

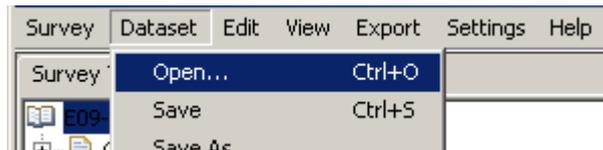
The DET creates automatically the first dataset with the name "default". If you need an additional dataset, use **Save As...**.



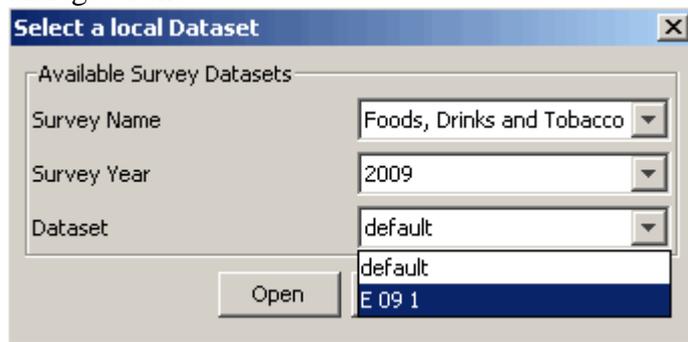
Enter the name for the new dataset in the dialogue box.



Be aware that already entered data will be copied to the new dataset.

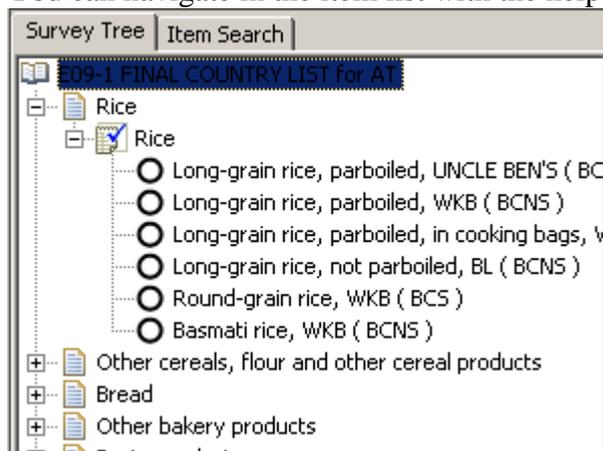


To switch between datasets click on **Open...** and choose a dataset in the next dialogue box.

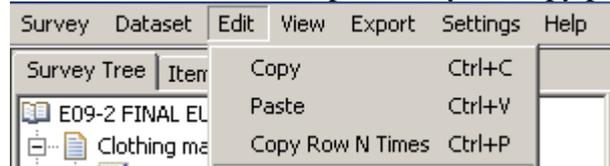


4.2. Entering data

You can navigate in the item list with the help of the survey tree,

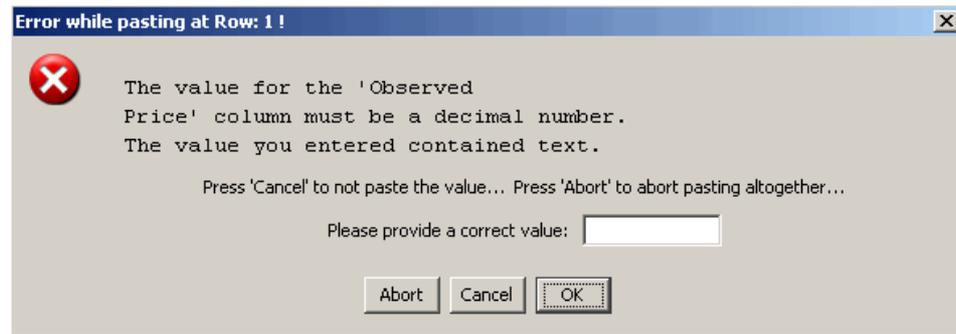


The DET offers also the possibility for copy/paste.



To copy a complete row in the DET, please use Copy Row N Times Ctrl+P.

You can also copy data from other software e.g. Excel to the DET. If you try paste data that are not allowed in a column, you will get a warning message.

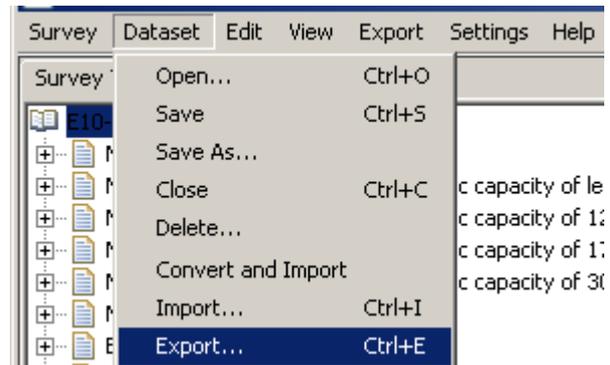


If you tried to paste a whole wrong column e.g. brand names into the column for the observed prices, the easiest way out is to abort the pasting altogether.

Please do not try to copy into the grey columns.

4.3. Export of datasets

After the price collection export your datasets.



Choose in the opened dialogue box folder and name for your exported dataset.

4.4. Additional features of the national coordinator mode.

- Change VAT
- Define representativity
- Finalisation of items
- Table to identify problematic items

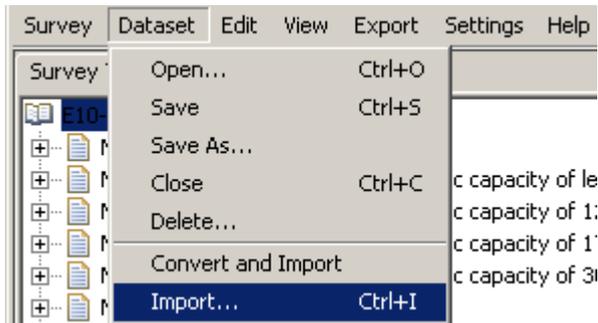
- Eliminate and Restore

Eliminated items are not deleted physically. They are just marked in the column "Flag" with E and ignored for the calculations. But they will be submitted to the database. They can be easily restored in the DET or later in the Validation Tool.

5. PREPERATION OF DATA BY THE NATIONAL COORDINATOR FOR THE SUBMISSION TO EUROSTAT

5.1. Import of the Datasets submitted by the price collectors

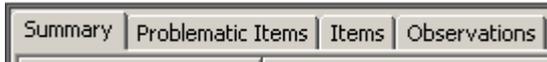
Click on **Import...** and browse for the dataset to be imported. The DET will confirm successful import.



Be aware that the imported dataset is not opened in the DET automatically.

5.2. Check of data

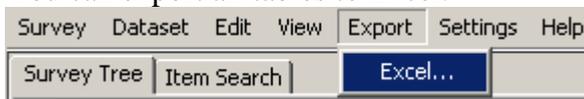
In the right frame are several tables available to check the data.



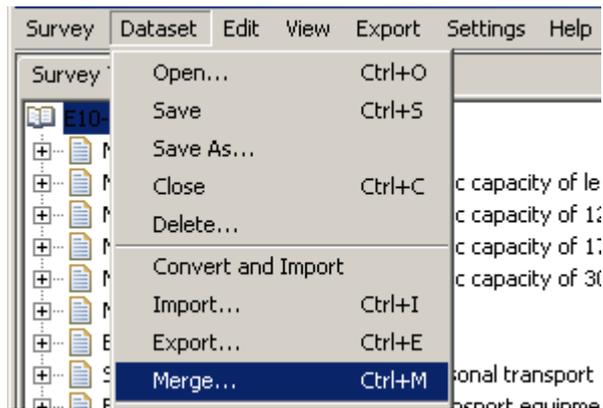
The table "Problematic Items" is only on the survey level available.

In the table "Summary" BHs are marked in purple if they have no priced items and in blue if they have no representative items.

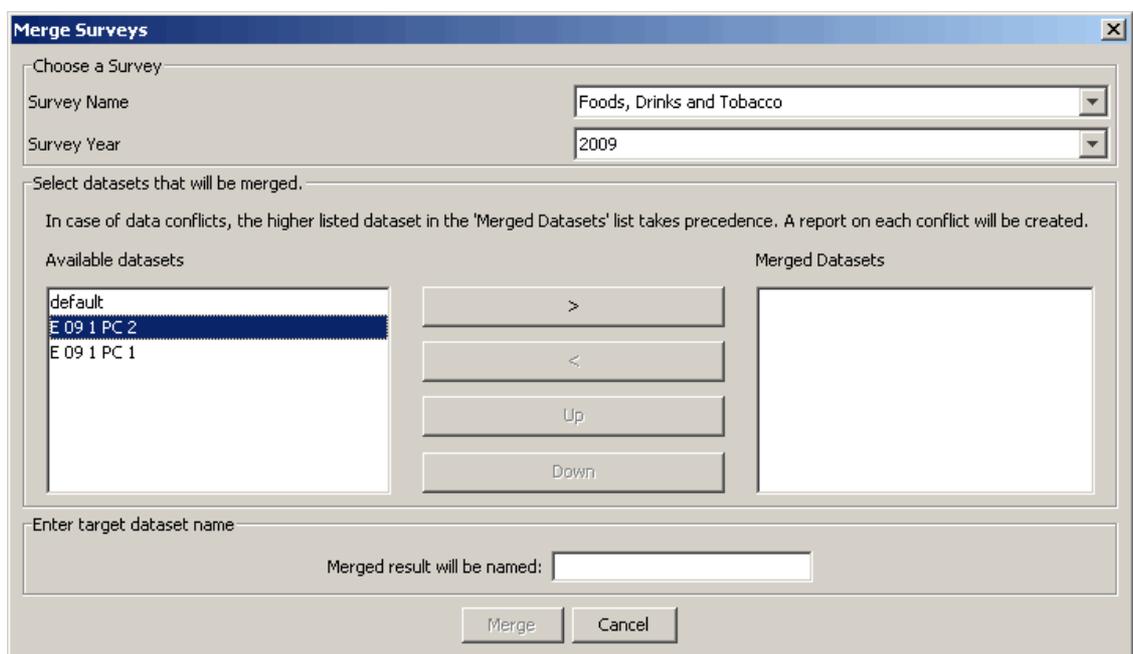
You can export all tables to Excel.



5.3. Merging of datasets



Click on **Merge...** to open the merging dialogue box.



Don't forget to define a name for the dataset that will be created.

You can change the order of datasets that will be merged with the buttons "Up" and "Down". It is important if conflicts occur during the merging process. E.g. if in a dataset for one item the representativity is set on "yes" and in the other dataset it is set on "no" the DET takes the setting from the dataset at the top of the list.

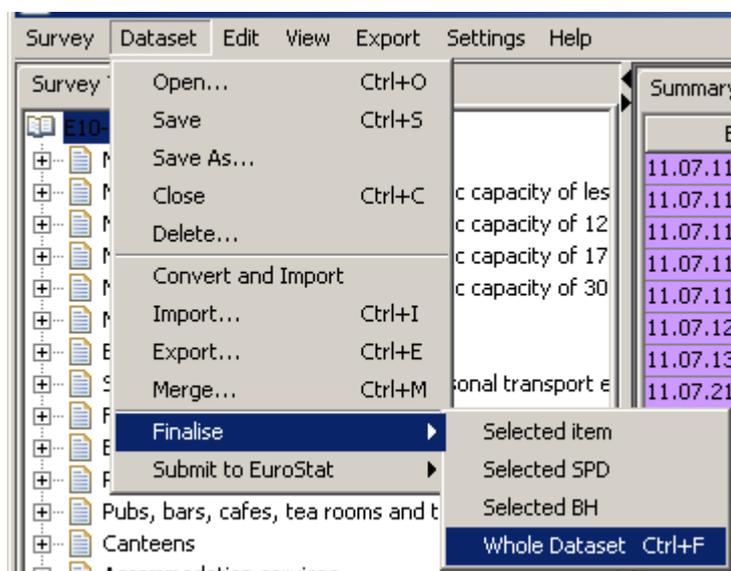
In case of conflicts during the merging the DET will create a merging report and ask you to save it. The merging report lists all conflicts occurred during the merging.

Please check all items in the merging report.

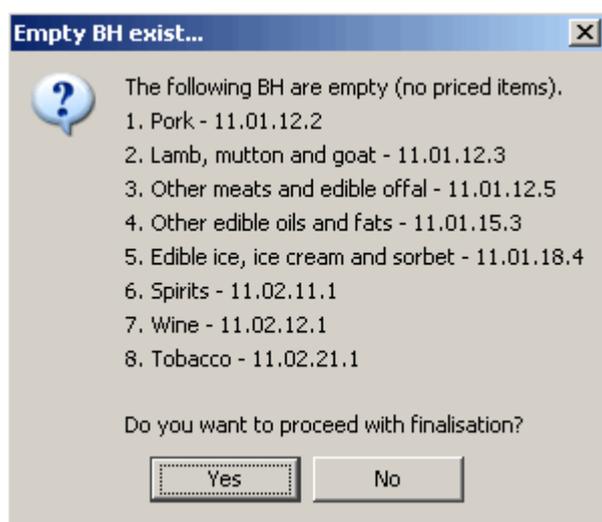
5.4. Preparation of submission

Please check if the representativity is defined for all priced items. You need at least one representative item in every BH. Otherwise you will get an error message during the finalisation.

Here you can start the finalisation.

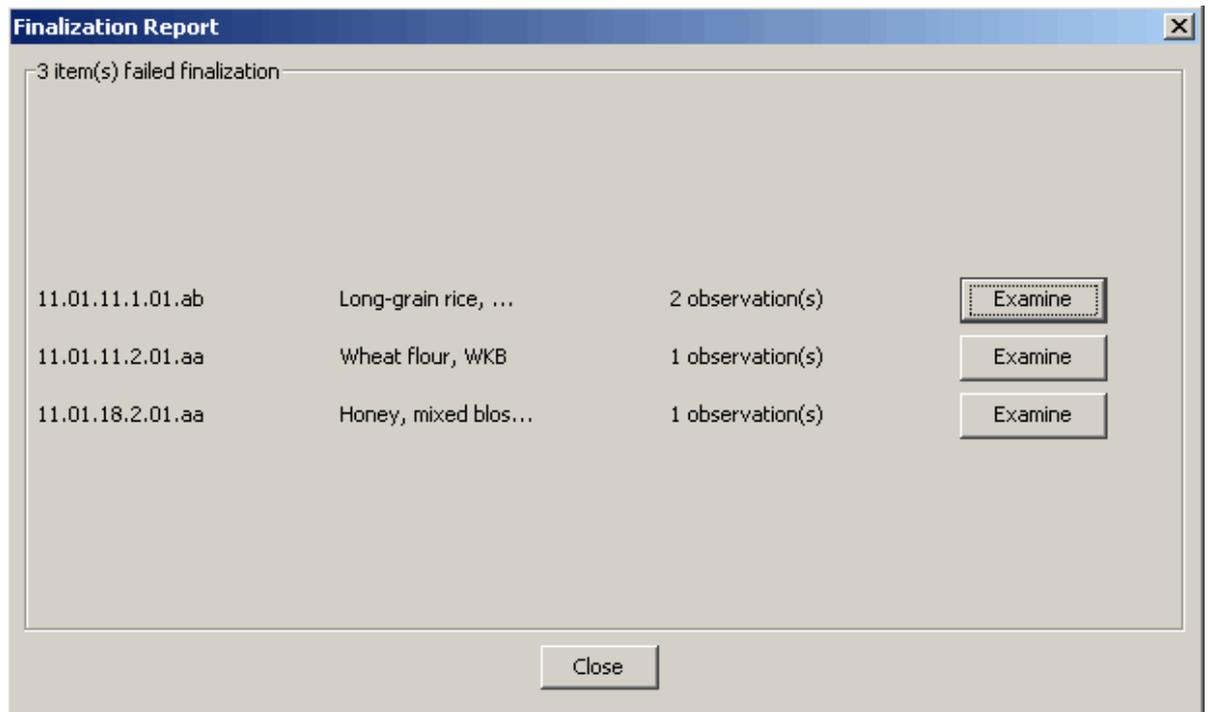


If your dataset contains BHs without priced items you will see a warning message.



You should only continue with the finalisation, if you are sure, that no prices are available for the listed BHs. **Please check carefully if your dataset contains all collected prices.**

During the next step you might get a warning message about failed finalisations.

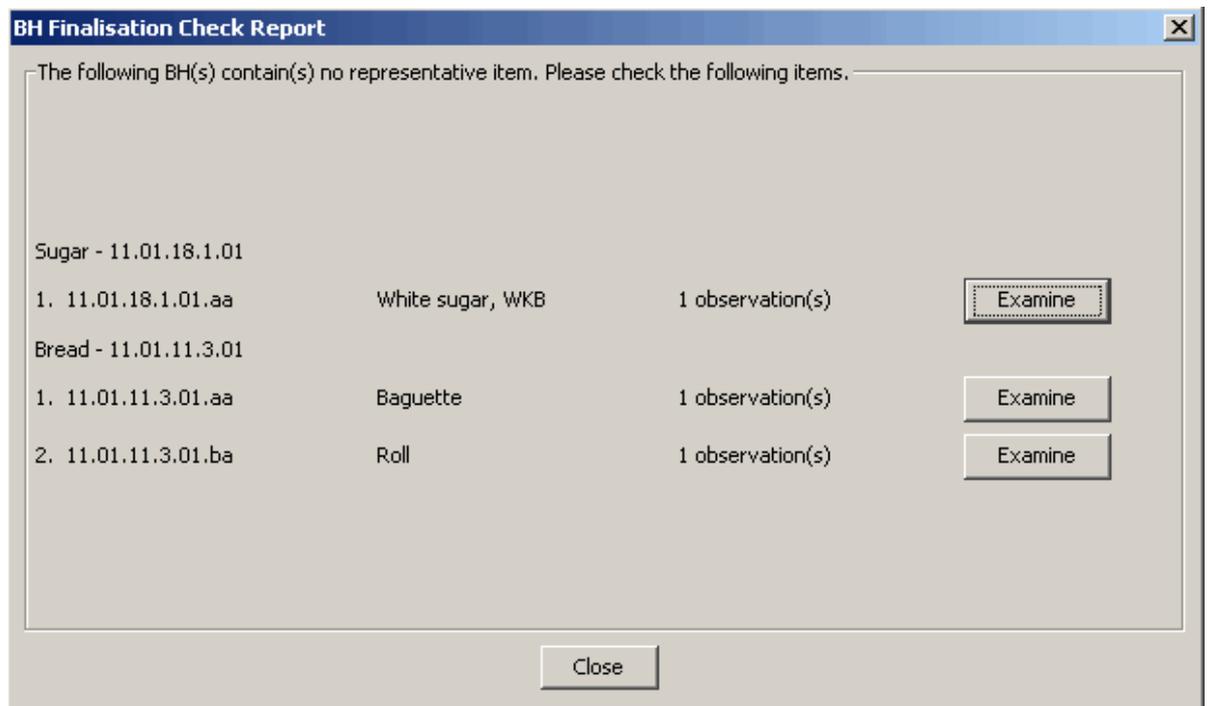


You can open one of the items by clicking on .

Are the representativity and all requested parameters specified?

Please correct the mistakes and start the finalisation again.

If your dataset contains priced BHs that contain priced items, but none of them is representative you get the next error message.

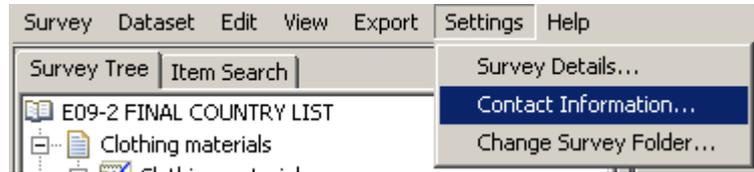


Please check the listed BHs and define at least one representative item per BH.

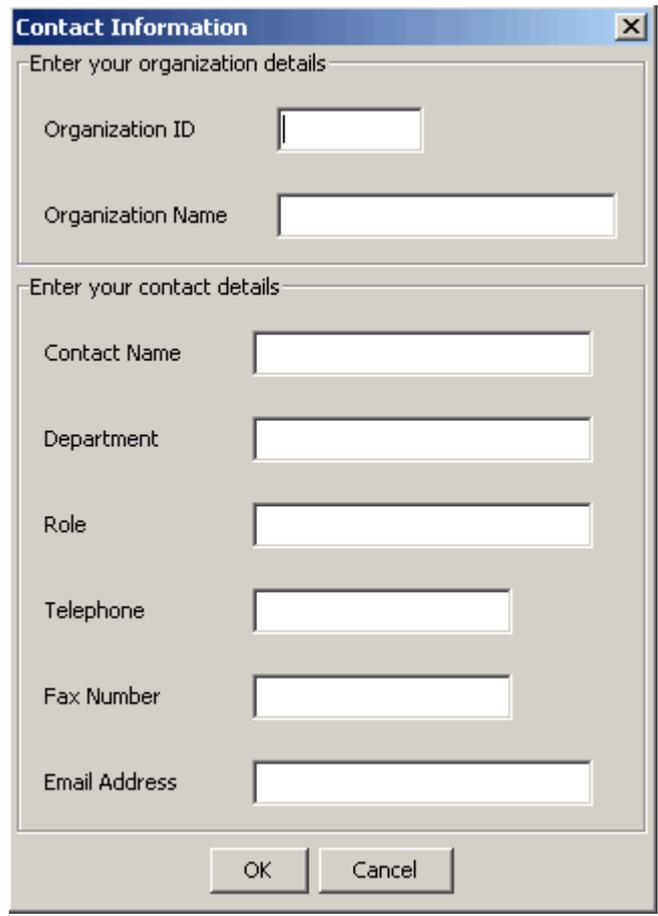
You can open finalised items with the button



Don't forget to check your contact information!

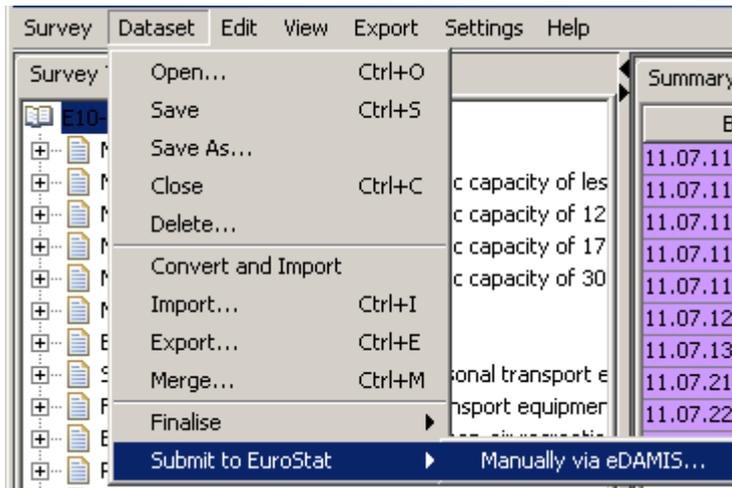


Please enter or update your organisation and contact details in the dialogue box below.

A dialog box titled "Contact Information" with a close button (X) in the top right corner. It is divided into two sections: "Enter your organization details" and "Enter your contact details". The first section contains two text input fields: "Organization ID" and "Organization Name". The second section contains six text input fields: "Contact Name", "Department", "Role", "Telephone", "Fax Number", and "Email Address". At the bottom of the dialog are "OK" and "Cancel" buttons.

You **must** fill in the field Organisation ID with the EDAMIS Code of your organisation to avoid problems during the transmission of your price data via EDAMIS. You will find a list with the codes for the Organisation ID in the annex of this manual. Please be aware, that the codes are not unique.

After you corrected all mistakes and finalised successfully the whole dataset you can start the submission process.



First of all the DET will check if you entered the necessary information in contact details. You will get a warning message if it is missing.

If your dataset contains empty BHs the DET will warn you again.

Choose in the next dialogue box the place where you want to store the dataset that should be submitted to Eurostat.

The transmission itself will be done with EDAMIS.

Annex

Country	Organisation ID	Organisation
AL	AIS	Instituti i Statistikave - Institute of Statistics
AT	STAT	Statistik Austria
BA	BHAS	Agency for Statistics of Bosnia and Herzegovina (Agencija za statistiku Bosne i Hercegovine)
BE	INS	National Institute of Statistics (Institut National de Statistique)
BG	BNSI	National Statistical Institute
CH	OFS	Office Federal de la Statistique
CY	CYSTAT	Statistical Service of Cyprus
CZ	CSO	Czech Statistical Office
DE	DESTATIS	Federal Statistical Office (Statistisches Bundesamt)
DK	DS	Danmark Statistics
EE	SE	Statistics Estonia
EL	NSSG	National Statistical Service of Greece
ES	INE	Instituto Nacional de Estadística
FI	STFI	Statistics Finland
FR	INSEE	Institut National de la Statistique et des Études Économiques.
HR	DZSHR	Central Bureau of Statistics
HU	HCSO	Hungarian Central Statistical Office
IE	CSO	Central Statistics Office
IS	STATICE	Statistics Iceland (Hagstofa Íslands)
IT	ISTAT	Istituto Nazionale di Statistica
LT	SL	Statistics Lithuania
LU	STATEC	Service central de la statistique et des études économiques
LV	CSBL	Central Statistical Bureau of Latvia
ME	MONSTAT	Statistical Office of the Republic of Montenegro
MK	SSOM	State Statistical Office
MT	NSO	National Statistics Office
NL	CBS	Central Bureau of Statistics
NO	SSB	Statistics Norway
PL	PCSO	Central Statistical Office (Główny Urząd Statystyczny)
PT	INE	Instituto Nacional de Estatística
RO	INS	Institut National de Statistique
RS	SORS	Statistical Office of the Republic of Serbia
SE	SCB	Statistiska centralbyrån (Statistics Sweden)
SI	SURS	Statistical Office of the Republic of Slovenia
SK	SKSO	Statistical Office
TR	TURKSTAT	Turkish Statistical Institute (Türkiye İstatistik Kurumu)
UK	ONS	Office for National Statistics
XK	SOK	Statistical Office of Kosovo