



### 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/palojpi/info/data/det/index.html

Or you login on the PPP-Tools (<u>https://webgate.ec.europa.eu/ppp\_tool/</u>) where you will find a link to the DET.

O Price Collection

• Furniture and health - 2008

Price Collection is handled by the PPP Data Entry Tool. You can download it from the <u>DET home page.</u> (Opens in new window).



Commission européenne, L-2920 Luxembourg. Telephone: (352) 43 01-30148.

You see the DET home page in the following picture.

	PPP Database						
	Launch the latest version of PPP Data Entry Tool using WebStart 🚽 Launch						
	PPP Data Entry Tool v3.2 b01 (27/02/09)						
	New Features:						
	1. Items can be finalised at item level.						
	<ol> <li>In order to finalise a Basic Heading that contains priced items, at least one of the items must be representative.</li> </ol>						
	3. A detailed report is displayed in case the finalisation process has failed.						
	<ol> <li>The menu item for selecting NC or PC has been removed from the Settings menu. The DET mode is now defined when creating partial lists.</li> </ol>						
	5. An items tab was added for the Root level.						
	<ol><li>Item comments are displayed in the items tabs.</li></ol>						
	7. All observations of an item can be marked as eliminated.						
	<ol> <li>During the merging procedure the comments for each item of each dataset are appended, instead of being replaced.</li> </ol>						
	9. The = and   characters can now be used in item comments, and the Other or Specify fields.						
	10. The prices in the observations table are now sorted first by status flag and then by price.						
	See the <u>full release notes file</u>						
	If you encounter problems with WebStart you can download the DET for manual installation Download						
	DET extra files (including key family) are also offered in a ZIP file						
Develop	ped by Agilis SA.						

For the web start you just click on the Launch 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 **Download**. 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.

Г <u>э</u> ч	VinZip - D	ET.zip									_ 🗆 ×
File	Actions	View J	lobs Option	ns Help							
- Mile		-	0				. 😔	) (	V	Ť	
	New	Open	Favorite	s Add	Extract	Encrypt	View	C	heckOut	Wizard	View Style
Nan	ne			Туре	Modified		Size	Ratio	Packed	Path	<b></b>
	activation-	1.1.jar		Executable J	17/11/2008	15:54	67,432	8%	61,775	DET\lib\	
	axiom-api-	1.2.5.jar		Executable J	17/11/2008	15:54	151,059	11%	134,	DET\lib\	
🔛 i	axiom-impl·	-1.2.5.jar	r	Executable J	17/11/2008	15:54	123,090	9%	111,	DET\lib\	
🔛 i	axis2-adb-	1.3.jar		Executable J	17/11/2008	15:54	171,717	9%	155,	DET\lib\	
	axis2-kerne	el-1.3.jar		Executable J	17/11/2008	15:54	1,136,718	6%	1,06	DET\lib\	
	hacknort-u	til-concur	rrent-2.2	Executable 1	17/11/2008	15:54	346 745	13%	301	DETYIIY	
<u> </u>											
Selec	ted 0 files,	, 0 bytes			Total 32	2 files, 9,4	84KB				😻 🖯 🔘 🏼 //



Click on the Extract 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.

🗆 🚞 DET 🚞 lib

The folder  $\Box$   $\Box$  DET 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



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.

Survey Folder Selection	×	1
All surveys managed by the PPP Data Entry Tool are stored in a cer	ntral file folder	
Survey Folder: C:\Documents and Settings\bayerol\DET_Data\sur	Browse	
OK Cancel		

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 Browse... 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.

Survey Folder Selection				
All surveys managed by the PPP Data Entry Tool are stored in a central file folder				
Survey Folder: H:\MyDocuments\DET\DET_Surveys Browse				
OK Cancel				

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).

Survey	Dataset	Edit	View	Export	Set	tings	Help
Initia	lise List 🕨	Fet	ch from	ILMT			
Expo	rtList 🕨	Mar	nually fr	rom SUA.			
Exit	1	aterials			•		

Start a new Survey	×
Select Survey Archive	
SUA file:	Browse
Start Cancel	

Click on Browse... 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.

Select Survey Archive SUA file: 09-1_EU_Final_european_list.sua Browse
SUA file: 09-1_EU_Final_european_list.sua
Start Cancel

Click on \_\_\_\_\_\_\_Start

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.

Survey Details	×
Specify details for current Survey	
Country	Austria
Currency	Euro
Exchange Rate	1.0
Default VAT (%)	
Default Month (1-12)	
ок	Cancel

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.

Export Item List	×
Parts to export	
• • • • • • • • • • • • • • • • • • •	
Select DET Mode (NC/PC)	
Select Export Destination	
SUA file: Browse	
Export Cancel	

🖃 🥅 🛅 E09-1 FINAL EUROPEAN LIST
🛱 🗂 🧰 11.01.11.1 - Rice
🖻 🥅 🧰 11.01.11.1.01 - Rice
🗂 🛑 11.01.11.1.01.aa - Long-grain rice, parboiled, UNCLE BEN'S ( BCNS )
🔤 🔲 🌲 11.01.11.1.01.ab - Long-grain rice, parboiled, WKB ( BCNS )
👘 🔲 🌲 11.01.11.1.01.ac - Long-grain rice, parboiled, in cooking bags, WKB ( CNS )
🖳 🛑 11.01.11.1.01.ad - Long-grain rice, not parboiled, BL ( BCNS )
🖳 🛑 11.01.11.1.01.ba - Round-grain rice, WKB ( BCS )
🖳 🛑 11.01.11.1.01.ca - Basmati rice, WKB ( BCNS )
🛄 🏚 11.01.11.1.01.da - Thai rice (Jasmin rice, Pandan rice), WKB ( NS )
💷 🔲 🛅 11.01.11.2 - Other cereals, flour and other cereal products
💬 🗖 🫅 11.01.11.3 - Bread
🕀 🗖 🗁 11-01-11-4 - Other bekerv products

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.

Select DET Mode (NC/PC)		
G	National Coordinator Mode	C Price Collector Mode

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

	Select Export Destination			
	SUA file:		Browse	
(	Confirm your settings and cl	ick 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 <u>Save As...</u>

Survey	Dataset	Edit	View	Export	Settings	Help
Survey	Open		Ctrl+O			
E09-	Save		Ctrl+S			
🛛 🗄 📄 🤇	Save As					
🖶 - 📄 M	Close			Chrland		

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

default already exists 🛛 🗙							
?	Enter Dataset n	iame					
	ОК	Cancel					

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

Survey	Dataset	Edit	View	Export	Settings	Help
Survey	Open		Ctrl+O			
E09-	Save			Ctrl+S		
📗 📩 🕒 🖉	Save	Δ<				

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

5	elect a local Dataset	×
	Available Survey Datasets	
	Survey Name	Foods, Drinks and Tobacco 💌
	Survey Year	2009
	Dataset	default
	1	default
	Open	E 09 1

#### 4.2. Entering data

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

Survey Tree	Item Search						
E09-1 FIN	AL COUNTRY LIST for AT						
🖹 🖳 📄 Rice							
📄 📴 Ric	e						
<b>○</b>	) Long-grain rice, parboiled, UNCLE BEN'S ( BC						
∥ O	) Long-grain rice, parboiled, WKB ( BCNS )						
−O	) Long-grain rice, parboiled, in cooking bags, V						
−O	) Long-grain rice, not parboiled, BL ( BCNS )						
−O	) Round-grain rice, WKB ( BCS )						
∥ O	Basmati rice, WKB ( BCNS )						
🗄 🖷 📄 Other cereals, flour and other cereal products							
🗄 📄 Bread							
🗎 🗄 – 📄 Other	bakery products						
ll 🗄 🕒 na sa s							

or search by entering a keyword.

Survey Tree	Item Search	
Keyword		Search

Click on the item you need and enter your data in the right frame.

🖌 « 🛛 » 🔤	.03.11.1.01.ba - W	ool/syntheti	c blend						
		·							
Hide Item Specs									
Brand Type	Brand not relevant								
Deference Quantity	1 m2								
	e a for dress skirt suit is								
Material	approx 50 % wool 50 % s	othetic							
Weight	beavy (> 400 $\sigma$ /m <sup>2</sup> )	- nenocie							
Width	120 - 150 cm								
Colour	1								
Pattern	- plain								
Exclude	designer products								
Price for	1 running m								
Specify	Width								
+ Clear	r All								
			(	1	-				
Obs No Flag	Month Shop Typ	e Shop	Observed	Observed Quantity	Width	Comments	Price	Other	
		Identifier	Price	IN M²			Collector		
Item comments						Comme	nts for local use	,	

The grey columns are prefilled by the DET and cannot be changed. The survey month is taken from the default value, but it is possible to change it if necessary.

With \_\_\_\_\_\_ you can add or remove rows. Clear All deletes all data in the item. Please be careful!

Click on \_\_\_\_\_ to move to the previous or the next item.

The DET offers also the possibility for copy/paste.

Survey Dataset	Edit	View	Export	Settings	Help
Survey Tree Item	C	ору		Ctrl+C	
E09-2 FINAL EL	Pa	aste		Ctrl+V	
📄 📄 Clothing ma		opy Rov	w N Times	Ctrl+P	

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.

Error while	e pasting at Row: 1 !	×
8	The value for the 'Observed Price' column must be a decimal number. The value you entered contained text.	
	Press 'Cancel' to not paste the value Press 'Abort' to abort pasting altogether	
	Please provide a correct value:	
	Abort Cancel OK	

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.

Survey	Dataset	Edit	View	Export	Settings	Help
Survey	Open.			Ctrl+O		
E10-	Save			Ctrl+S		
🕂 🕂 🕂	Save /	4s				
🕂 ··· 📄 M	Close			Ctrl+C	c capacit	y of le
	Delete	e			c capacit	y of 12
± []   	Conve	ert and	l Import	:	c capacit	:y or 1. :y of 3(
🗎 🕂 🕀 👘	Impor	t		⊂trl+I		
🛛 🕂 📄 E	Export	t		Ctrl+E		

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.

Survey	Dataset	Edit	View	Export	Settings	Help
Survey	Open.			Ctrl+O		
🗊 E10-	Save			Ctrl+S		
÷ 📄 r	Save /	4s				
🖻 📄 P	Close			Ctrl+C	c capacity (	y of le
	Delete	e			c capacit	y of 1:
Convert and Imp			Import		c capacit	yori yof 3i
i 🗄 📄 i	Impor	t		Ctrl+I		

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.

Summary Problematic Items | Items | Observations |

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.

Survey	Data	aset	Edit	View	Export	Settin	ngs	Help
Survey Tree Item Search				Exce	l			

#### 5.3. Merging of datasets

Survey	Dataset	Edit	View	Export	Settings	Help
Survey	Open.			Ctrl+O		
E10-	Save			Ctrl+S		
🛛 🕂 📄 M	Save /	4s				
🕂 ··· 📄 M	Close			Ctrl+C	c capacil	y of le
⊕… 📄 M    ⊕	Delete	e			c capacil	y of 12
∥ ⊕… <u> </u> ⊓    ∲… <mark> </mark> ►	Conve	ert and	l Import		c capaci	.y of 3(
🕂 🛄 I	Impor	t		Ctrl+I		,
📗 🕂 📄 E	Export	t		Ctrl+E		
🖻 – 🗎 S	Merge			Ctrl+M	onal tra	nsport
III (III) III   F					Ebsport e	auinme

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

Merge Surveys		×
Choose a Survey		
Survey Name	Foods, Drinks and To	obacco
Survey Year	2009	•
Select datasets that will be merged.		
In case of data conflicts, the higher listed dataset	in the 'Merged Datasets' list takes preced	dence. A report on each conflict will be created.
Available datasets		Merged Datasets
default	>	
E 09 1 PC 2 E 09 1 PC 1		
	<u> </u>	
	Up	
	Down	
Enter target dataset name		
Merged resu	It will be named:	
	Merge Cancel	

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.

Survey	Dataset	Edit	View	Export	Settings	Help	
Survey	Open.			Ctrl+O			Summary
E10-	Save			Ctrl+S		[	1в
🕂 🔁 P	Save /	As					11.07.11
🕀 ··· 📄 M	Close			Ctrl+C	c capacit	y of les	11.07.11
	Delete				c capacit	y of 12	11.07.11
(±) [] [] []	Conve	rt and	l Import	:	- c capacit	:y of 17	11.07.11
	Impor	t		Ctrl+I		., 01 30	11.07.11
	Export	t		Ctrl+E			11.07.12
l ⊕… 📄 s	Merge			Ctrl+M	ional trar	nsport e	11.07.21
	Finalis	е		Þ	Select	ted item	
	Submi	t to Eu	iroStat	•	Select	ed SPD	
🛛 🕀 … 📄 F	ubs, bars,	cafes	, tea ro	oms and t	Select	ted BH	
🕀 … 📄 🤇	Ianteens				Whole	e Dataset	Ctrl+F
II 🖾 📄 7	\ccommoda	ation e	arvicae				TT

Here you can start the finalisation.

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

Empty Bl	H exist
?	The following BH are empty (no priced items). 1. Pork - 11.01.12.2 2. Lamb, mutton and goat - 11.01.12.3 3. Other meats and edible offal - 11.01.12.5 4. Other edible oils and fats - 11.01.15.3 5. Edible ice, ice cream and sorbet - 11.01.18.4 6. Spirits - 11.02.11.1 7. Wine - 11.02.12.1 8. Tobacco - 11.02.21.1
	Do you want to proceed with finalisation?

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.

Finalization Report			X
-3 item(s) failed finalization	n		
11.01.11.1.01.ab	Long-grain rice,	2 observation(s)	Examine
11.01.11.2.01.aa	Wheat flour, WKB	1 observation(s)	Examine
11.01.18.2.01.aa	Honey, mixed blos	1 observation(s)	Examine
	Clo	se	

Examine

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.

BH Finalisation Check Report			×
The following BH(s) contain(s) no re	epresentative item. Please check	the following items.	
Summer 11 01 10 1 01			
Sugar - 11.01.18.1.01			
1. 11.01.18.1.01.aa	White sugar, WKB	1 observation(s)	Examine
Bread - 11.01.11.3.01			
1. 11.01.11.3.01.aa	Baguette	1 observation(s)	Examine
2. 11.01.11.3.01.ba	Roll	1 observation(s)	Examine
	Close		

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

#### Don't forget to check your contact information!

Survey	Dataset	Edit	View	Export	Settings	Help	
Survey	Tree   Iten	n Searc	Survey Details				
E09-2 FINAL COUNTRY LIST					Contact Information		
Clothing materials					Chang	ge Survey Folder	
II : — C	The second se		· ·			1.0	

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

Contact Information	×
Enter your organization	n details
Organization ID	
Organization Name	
Enter your contact deta	ails
Contact Name	
Department	
Role	
Telephone	
Fax Number	
Email Address	
	OK Cancel

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.

Survey	Dataset	Edit	View	Export	Settings	Help		
Survey	Open.			Ctrl+O				Summary
E10-	Save			Ctrl+S			1	Bł
l 🕂 🖓 🖓	Save /	As						11.07.11.
li ⊕… 📄 M	Close			Ctrl+C	c capacit	y of les		11.07.11.
	Delete				c capacit	y of 12		11.07.11.
	Conve	rt and	Import	:	- ic capacit	:y of 17		11.07.11.
	Import	t		Ctrl+I		.y or 30		11.07.11.
	Export	t		Ctrl+E				11.07.12.
🛛 🗄 📄 s	Merge			Ctrl+M	ional trar	nsport e		11.07.21.
(±) (■) F	Finalis	е		•	hsport ea	quipmer		11.07.22.
	Submi	t to Eu	roStat	•	Manu	ally via e	Di	AMIS

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
СН	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 (Glowny Urzad Statystyczny)
PT	INE	Instituto Nacional de Estatistica
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 Istatistik Kurumu)
UK	ONS	Office for National Statistics
XK	SOK	Statistical Office of Kosovo