

# EasyData User Manual

EasyData  
for easy decisions

# EasyData User Manual

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## Welcome to EasyData

*EasyData: A mythical creature once considered extinct and now rediscovered*

EasyData is a free, public-access, web-based data enquiry tool that provides up-to-date indicators at State, Region and Local Government Area levels.

In early 2008, the Department of Trade and Economic Development (DTED) sought funding to solve a problem that had been an on-going challenge for Government – how to get standard data for all State Regions that was reliable, up-to-date and simple to use. With the project underway, DTED found that the Local Government Association of SA (LGA) were working on a similar project for all 68 Councils in South Australia. The two projects were combined, the Australian Bureau of Statistics provided an Outposted Officer, a Project Manager was appointed and the project took off. Six months later (in June 2009), EasyData was launched (and celebrated with style).

EasyData is an application (or tool), not a standard website. So we've provided this handbook to help users understand how it works and how to get the best out of it. Whether you're a first time browser, or someone who wants to download your own data and work on it yourself, EasyData will help.

We've arranged the handbook according to the level of experience and complexity. First time users can take a 'quick tour' of EasyData, users who want to create and save their own region or indicator sets will want to refer to the 'my customised data' section, and users who want to be able to download the data and work on it themselves will find the 'data explorers' section helpful.

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## Overview of EasyData

EasyData is available by following the link on homepage of the South Australia website [www.southaustralia.biz](http://www.southaustralia.biz), where it sits under the Regional SA tab.

EasyData is structured in two parts:

1. Geography: choose the area you want to work with, using map or drop-down Region tab. You can compare regions by choosing an area in the Regions tab, then the comparable area in the Compare tab.
2. Indicators: over 60 data sets are included, grouped into Social, Economic, and Environmental tabs. More will be added as they become available. A full list is available in Appendix 1 and the data sources in Appendix 2.

And can be accessed at three levels:

1. Standard Report: A standard report with 13 key indicators has been pre-set for every geography (State, Region and Local Government Area). All graphs can be copied and pasted into other applications, and the caveats (the information about the source and limitations of the data) will be automatically copied, so you don't need to worry about referencing the source.
2. My Reports: Select your region and your indicator and View Report and a customised report will be generated (note that there are limits on the number of areas and indicators).
3. Download data: If you'd like the full data set for any of the graphs in your reports, the Download Data link will provide that data for all Councils in a .csv (Excel compatible) format. You can save this and work on it at any stage.

Best of all, you can save your favourite regions and indicators, and simply click on them anytime you want the most up-to-date information for your area.

The data is updated monthly (you can subscribe to the southaustralia.biz website's e-mail notifications to be advised about updates) and each time you open EasyData (including one of your saved reports), the most recent data will be displayed (of course if you've downloaded the Excel data set, that won't update automatically).

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## 1. Quick Tour: Standard Reports

The real simplicity of EasyData is in the Standard Report. We've selected 13 of the most important indicators and provided overviews of all of the State Service Regions and Councils so that you can quickly get the most up-to-date data about your area by choosing the geography (State, Region or Local Government Area) you want (either on the map or from the Regions list on the tab) and clicking View Report.

Our example uses the Adelaide City Council's Standard Report, which we obtained by simply selecting the geography (in this example the Adelaide City Council) and clicking on View Report.

Let's look at what we've generated:

### Overview

By clicking on the + you'll see a description of the area at Region and Local Government Area level.

This section may be expanded or minimised by clicking the + or – sign next to the title.



### Web link

Councils have a link to their website.

### Indicators

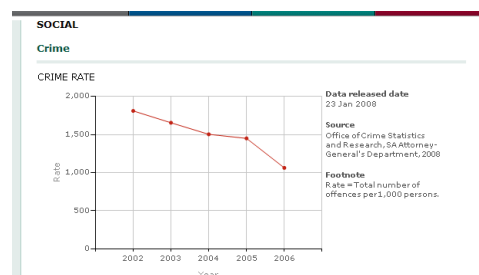
The 13 indicators are:

#### Indicators in Standard Report

Economic (8)	Social (3)	Environmental (2)
Average Net Business Income/loss	Population Projections,	Greenhouse Gas Emissions by Sector
Development Applications	Population Totals	Waste collection
Gross Regional Product	Level of Non qualifications	
30% of Household Income Spend on Mortgage		
30% of Household Income Spend on Rent		
Internet Connection		
Personal Income		
Persons Employed by Industry		

Each one is represented by a graph (which you can copy into your reports).

At the bottom of each graph is a Download button so you can download the data used to compile the report to your own computer (more information about this on the next page).



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The following information is then repeated for each Indicator.

## *Header information*

- The Indicator Category heading shows which indicator Subcategory has been selected
- Indicator Subcategory shows which indicator has been selected
- Indicator Name shows which Indicator is being charted.
- The data is then shown as either a column, bar or line graph, with relevant axes and legends.

## *Useful information shown to the right of the graph includes:*

- The date that the data was released
- The source of the data
- Any footnotes relevant to the report

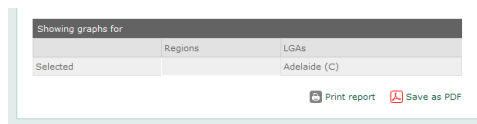
## *Links to download the data or go to the source website*

 [Download Data](#) | [More information on source data](#)

## **At the bottom of the report**

There is a list of the Regions or Local Government Areas in your report and:

- A 'Print this report' button.
- And a 'Save as PDF' button so that you can save the report and access it off line. Of course once it's saved the data no longer updates, so you'll need to come back into EasyData and generate the report again if you want to check the most recent data.



## **Using the Standard Report**

The Standard Report is useful as it is on your screen. But you can also:

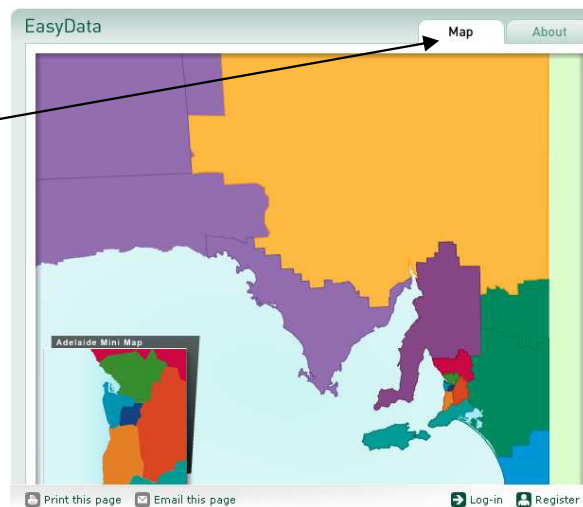
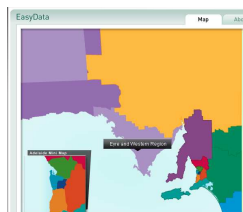
- Print it out and take with you.
- Copy (just right click and Copy) a graph and paste it into a Word file (eg a report you're writing). You'll notice that the pasted graph also brings its caveats. Once in the new application, the graph behaves like any other object, and you can 'wrap text' around it to make it look professional. Remember that once you've copied a graph into another application, it doesn't update automatically. A step-by-step process for copying and pasting is shown below.
- Download the source data for each graph (as a .csv file) and compare the graphed data for every South Australian Council.

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## Choosing a region using the map

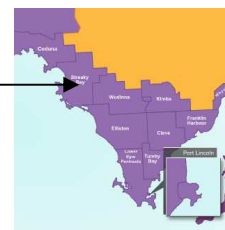
If you're not sure of the name of the area, you can use the map to select your geography. With the map on the screen (click on the Map tab if you can't see it).

When you mouse-over a region you will see its name.



To see the Local Government Areas within each region, just click on the region. To go back to a region view, click on Zoom Out.

To select a local government area so that you can choose either Standard Report or your custom indicators, just click on the Council in the map.



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## **Pasting graphs into documents**

To copy a graph from an EasyData Report and paste it into a document:

1. Place your mouse over the graph and click the right mouse button. You will see a menu appear, click on Copy.
2. Now open your Word document, place your mouse where you want the graph to appear and click Paste.
3. The graph will be pasted in as an object containing the graph and the caveat (date of data release, source, any notes about the data).

To improve the look of the graph in Word:

- Find the Text Wrapping feature (the little doggie on the Draw toolbar in Office 2003 and earlier, and on the Picture Format menu in Office 2007), click on the graph and choose 'Square'. Your text will now flow around the object.
- Size the graph by clicking on a corner of the object, then dragging the black corner handle towards the centre of the picture. (Dragging the handle away from the centre of the picture enlarges the picture.)
- Adding borders or shading.

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## 2. My Customised Data

The next level of EasyData is its ability to choose your own regions and indicators, and compare data from one region (area) to another. But before we do that, let's register and log on, because you can't save your custom Regions/Indicators unless you are registered and logged onto the southaustralia.biz website.

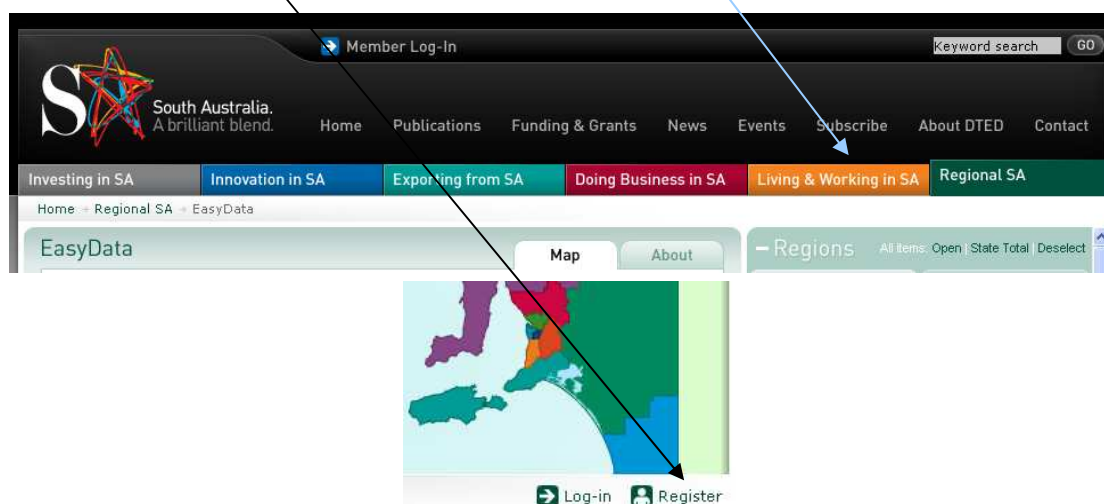
Once you've registered, read on... We've presented the 'My Customised Data' section in two parts:

1. Creating reports with your own regions and indicators
2. Comparing regions

### Registering

You can view data and generate reports without registering or logging in, but if you want to save a report, you will be asked for a logon ID. To get this you will need to register using a valid email address.

To register, you can either go to the subscribe link in the [www.southaustralia.biz](http://www.southaustralia.biz) header, or look at the bottom of the EasyData page to find a Register link.



You will be invited to complete a simple on-line form where you will have to give a valid email address and choose a password. These will become your logon details for future use of the website.

When you have completed and submitted the form, a confirmation email will be sent to the email address you used to register. Follow the instructions in the email to complete your registration.

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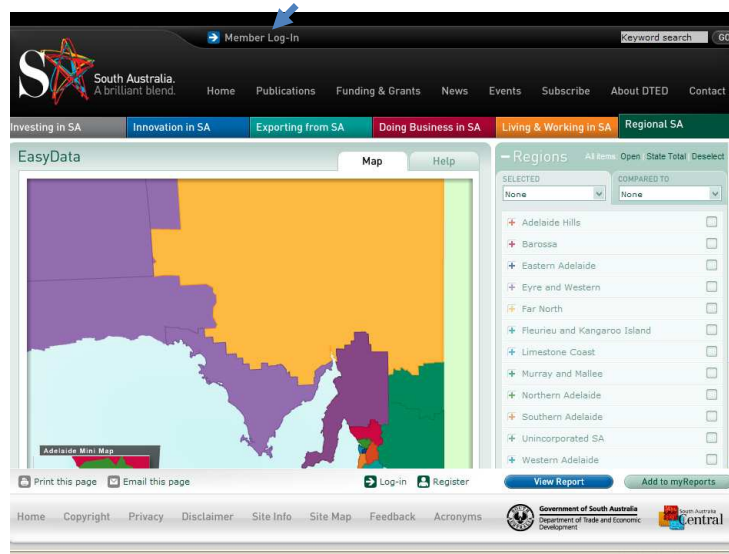
## Logging In

At any time after you have registered, you can log in to the website. When you first see the EasyData screen it may look like this.

Hover your mouse over Member Log in at the top of the screen

Enter your email address and password in the appropriate boxes and click the Login button.

It is not advisable to ask the computer to remember your login details unless you are using your own computer (and no-one else has access). If you forget your password you can request a reminder by clicking the Forgot Password link.



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## 3. Creating reports with your regions and indicators

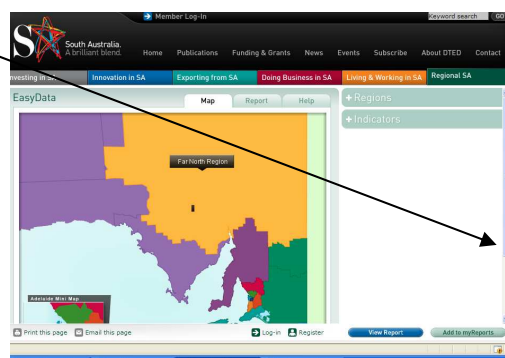
The great flexibility of EasyData is described in this section. We will be looking at how to select the geographies (Regions and/or Local Government Areas) using the menus and maps, and then how to select your indicators. Finally, we'll be looking at how to compare two areas.

### Selecting geographies

When you first open EasyData you will see the map of South Australia, showing the State Service Regions. As you move your cursor over the map, small labels appear to show you which Local Government Area your cursor is pointing to.

You may not see the whole of the map initially but you can use the scroll bar on the right (or your mouse scroll wheel) to move up and down the map.

An expanded map of Adelaide Regions is inset at the bottom left.

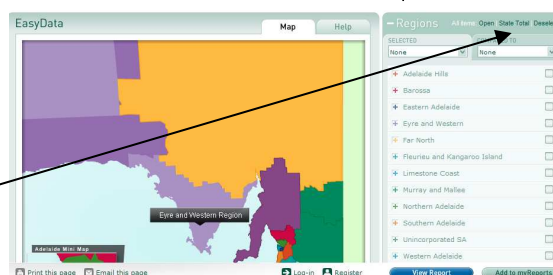
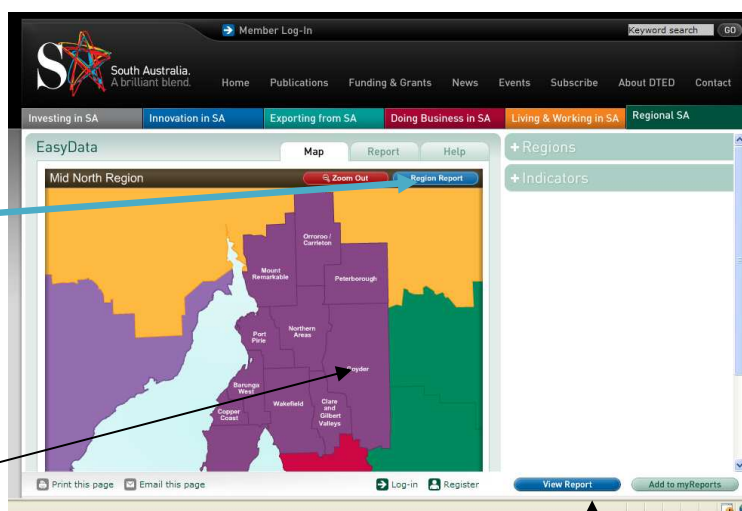


### Creating reports using the map

To generate a Standard Report for a single Region, click once on the Region (which will then show the Local Government Areas within that Region) and then click the Region Report button.

If you want the Standard Report for a Local Government Area, simply click on the Council you're interested in, and a Standard Report will be generated for that Local Government Area.

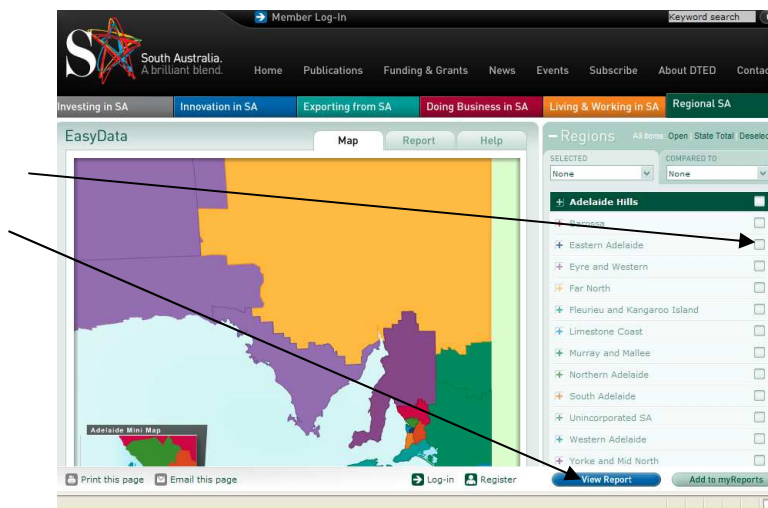
If you want information at State level (ie all of South Australia), click on the State Total button and then on View Report.



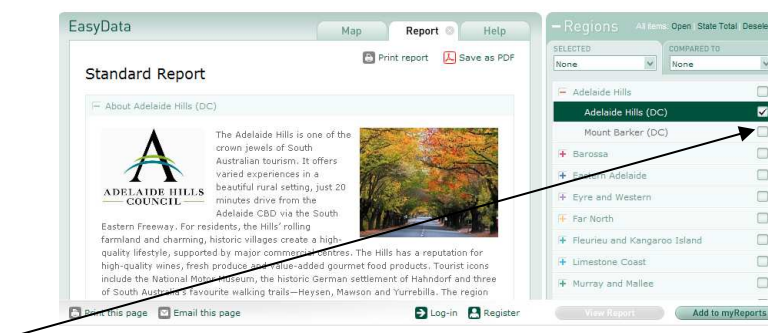
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## Creating a Report using the Regions tab

You can obtain the same report by choosing your geography in the Regions tab on the right hand side of the screen. If you click on the region button, it will automatically select all Local Government Areas within that Region



If you want a Standard Report for a Local Government Area, click on the + on the left hand side of the Region name to expand the region to show all of the Local Government Areas in that region, then select the Council you want.



You can also choose multiple geographies – both local government areas and regions – for example: City of Port Adelaide Enfield *and* Eastern Adelaide Region.

Once you've selected your geographies, click on the View Report button at the bottom of the screen. You will generate the Standard report for that Region.

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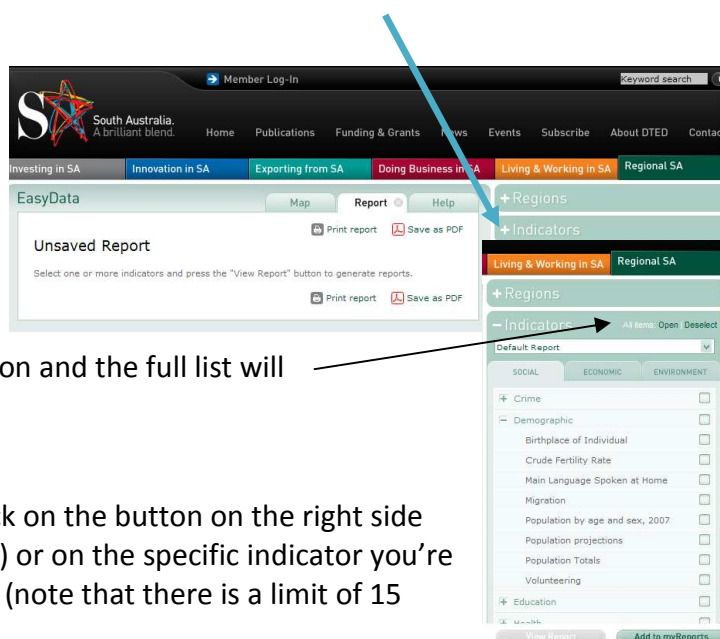
## Selecting Indicators

EasyData indicators are arranged under Social, Economic and Environmental headings. To make the site easier to use, the lists are collapsed, so just click on the + next to the Indicators tab heading to see the three Indicator tabs: Social, Economic and Environment.

There's a one-step way of seeing all indicators, simply click on the All Items: Open button and the full list will open.

To select an indicator, either click on the button on the right side of the heading (eg Demographic) or on the specific indicator you're interested in within that section (note that there is a limit of 15 indicators in any one report).

Once you've selected your region and your indicators, click on View Report to show your customised Report.

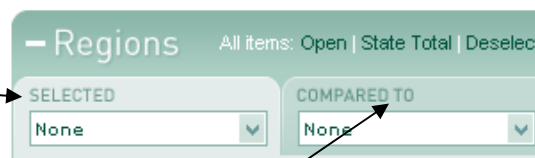


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## 4. Comparing Regions

One of the great features of EasyData is that you can compare two Regions. These can be the 'standard' Regions or Local Government Areas, or any area that you like.

First, make sure you are in the Selected tab.



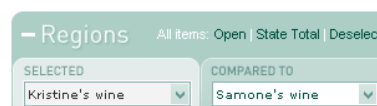
Select your 'reference' Region (ie the one you want to base the comparison on), then click on the *Compared To* tab and select the areas you want to compare.

In either the Selected or Compared To tabs, you can choose:

- Pre-set areas (eg a Region or a Local Government Area)
- New areas you choose for the comparison
- Your Customised region settings (which will show as a list of Reports), where you can compare one customised region to a pre-set region, or customised to customised.

When you've chosen your Regions, you can either select Indicators and generate a report using View Report, or you can go straight to Add to myReports (see below for more information)

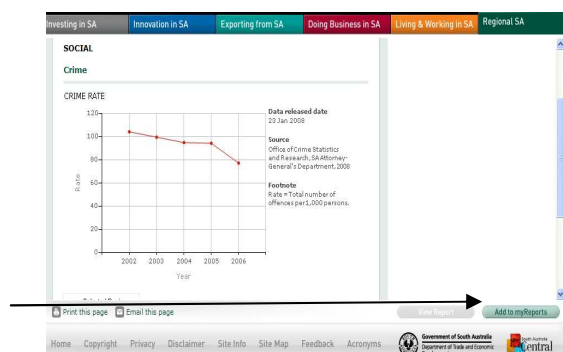
If you want to compare more than two regions, you'll need to download the data and compare them in other applications like Excel or Access.



## Saving your Settings

Once you've selected your own customised region or indicators, you can save them for future reference. This means you don't have to repeat the region/indicator selection process each time you use EasyData.

To be able to save your settings, you will need to have registered (as described earlier) and to be logged in. Then it's Easy!

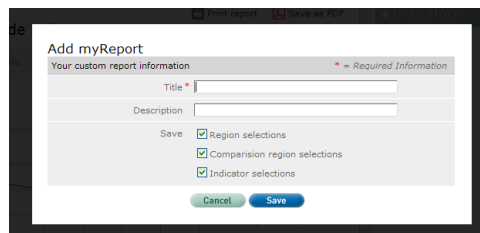


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You can save your Regions (geography) settings, your Indicator settings or a Comparison of the two by clicking on the Add to myReports button.

Give your report a title and a brief description, decide whether you want to save only the Region, only the Indicators or Comparisons of two regions. Click on Save, and every time you log onto EasyData (on any machine), this report will be available – best of all, it will automatically update to include any new data that’s been released since you last used the report. Niiice!



To retrieve that report, click on the myReports tab. Your report will appear on the list of saved reports, just click the report you want and View Report and your report *with updated data* will be displayed. How Easy is that?

## Helpful Hints

EasyData was developed with a limited budget in only six months, so we didn’t have the resources to make it capable of (in the words of an old song) ‘everything, all the time’, so these hints might help:

- If you select multiple Indicators, each indicator will be shown on a separate graph or chart.
- When using the checkboxes to select Regions/Areas or Indicators, a report will not be produced until you click the ‘View Report’ button
- To produce a report including graphs/charts of your data you have to select at least one Indicator.
- If you select a Region and forget to select an Indicator before you click View Report, you will receive a message reminding you to select an indicator, as in the example below.
- If you select an Indicator and forget to select a Region before you click View Report, you will get a report containing data for the whole of the State.
- If you can’t get your region to show in the Compared To tab, make sure you’ve selected ‘Comparison Region’ when you save your report in ‘Add to myReports’.
- If you need more information, don’t forget the About tab.

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## 5. Data Explorers

This section will help those who want to access the full data sets to explore in more detail. Remember, if you want more data than EasyData provides, each graph has a link to the source data or website.

### Download data to your computer

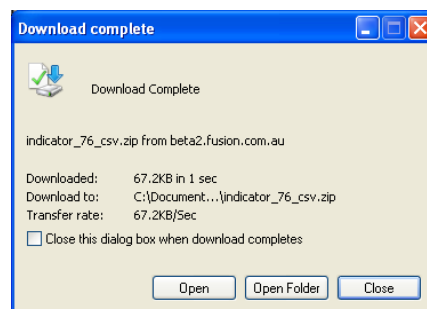
You will need to do this if you want to:

- See all of the data that's sitting behind a graph.
- To compare an Indicator across more than two Regions or Local Government Areas (without aggregation).

The steps are as follows:

1. Create a report (either a Standard or customised report) containing the indicators you need.
2. Click the 'Download data' link at the bottom of the Indicator graph.

You will receive an invitation to open or save a zipped (compressed) file. It's a good idea to save the file, that way you have the ready-made and .csv information together. When the download is complete, click Open and follow the screen prompts to unzip. You will see that at least two files have been downloaded.



- One of these files (readme) is a text file that contains important information about the data – for example:

*Date files downloaded from EasyData: 15 Jun 2009*

*Indicator Name: Crime Rate*

*Date of Publishing: 23 Jan 2008*

*Source: <http://www.ocsar.sa.gov.au/maps.html>*

*Footnotes:*

*Rate = Total number of offences per 1,000 persons.*

It will also contain a disclaimer similar to that found on the EasyData website which explains your responsibilities for the use of the data once it is loaded onto your computer.

- The second and any other files will contain the data. The number of data files will depend on the type of query you have made.

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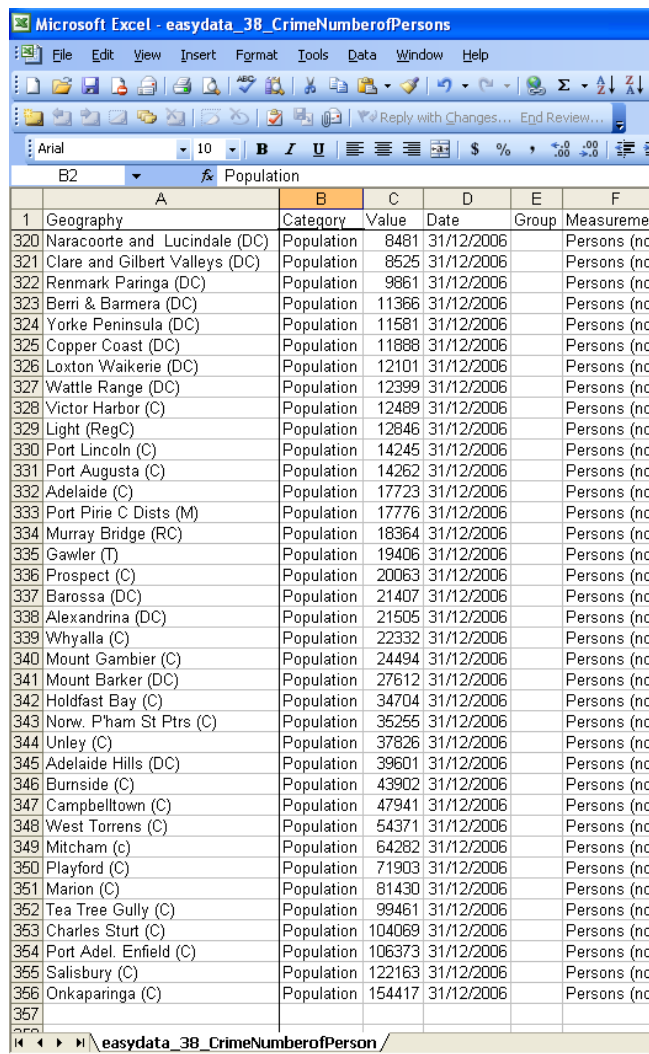
## Opening Data Files in Spreadsheets

If you are using Excel as your default spreadsheet application, when you open CSV file, it will open automatically in Excel. If you see hash signs (####) in any of the columns, simply widen that column. The data will look something like...

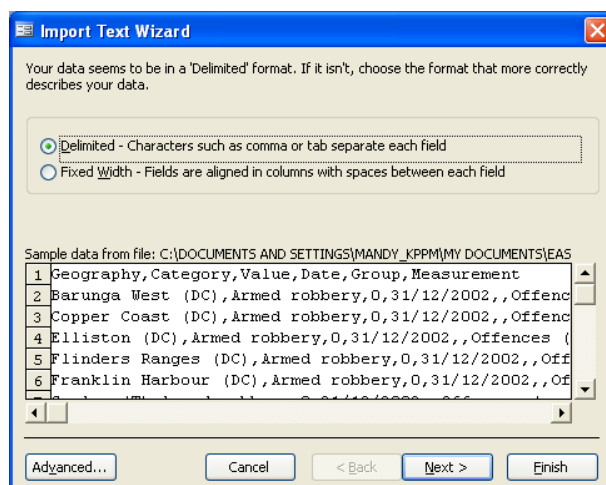
Now that the data is in spreadsheet format, what you can do with it will only be limited by your knowledge of the software. We'd suggest you get to know Excel's graphing tools and Pivot Tables to make analysis easier.

CSV files can also be imported into database software such as MSAccess. The steps to achieve this are:

1. Create a new database file (if importing the data for the first time).
2. Click File, Get External Data, Import.
3. Check that the software identifies the data as 'delimited', and click Next.

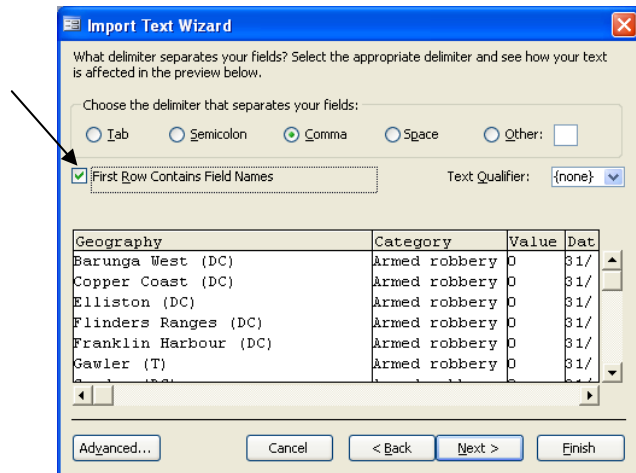


	A	B	C	D	E	F
1	Geography	Category	Value	Date	Group	Measurement
320	Naracoorte and Lucindale (DC)	Population	8481	31/12/2006		Persons (no.)
321	Clare and Gilbert Valleys (DC)	Population	8525	31/12/2006		Persons (no.)
322	Renmark Paringa (DC)	Population	9861	31/12/2006		Persons (no.)
323	Berri & Barmera (DC)	Population	11366	31/12/2006		Persons (no.)
324	Yorke Peninsula (DC)	Population	11581	31/12/2006		Persons (no.)
325	Copper Coast (DC)	Population	11888	31/12/2006		Persons (no.)
326	Loxton Waikerie (DC)	Population	12101	31/12/2006		Persons (no.)
327	Wattle Range (DC)	Population	12399	31/12/2006		Persons (no.)
328	Victor Harbor (C)	Population	12489	31/12/2006		Persons (no.)
329	Light (RegC)	Population	12846	31/12/2006		Persons (no.)
330	Port Lincoln (C)	Population	14245	31/12/2006		Persons (no.)
331	Port Augusta (C)	Population	14262	31/12/2006		Persons (no.)
332	Adelaide (C)	Population	17723	31/12/2006		Persons (no.)
333	Port Pirie C Dist (M)	Population	17776	31/12/2006		Persons (no.)
334	Murray Bridge (RC)	Population	18364	31/12/2006		Persons (no.)
335	Gawler (T)	Population	19406	31/12/2006		Persons (no.)
336	Prospect (C)	Population	20063	31/12/2006		Persons (no.)
337	Barossa (DC)	Population	21407	31/12/2006		Persons (no.)
338	Alexandrina (DC)	Population	21505	31/12/2006		Persons (no.)
339	Whyalla (C)	Population	22332	31/12/2006		Persons (no.)
340	Mount Gambier (C)	Population	24494	31/12/2006		Persons (no.)
341	Mount Barker (DC)	Population	27612	31/12/2006		Persons (no.)
342	Holdfast Bay (C)	Population	34704	31/12/2006		Persons (no.)
343	Norw. Pham St Ptrs (C)	Population	35255	31/12/2006		Persons (no.)
344	Unley (C)	Population	37826	31/12/2006		Persons (no.)
345	Adelaide Hills (DC)	Population	39601	31/12/2006		Persons (no.)
346	Burnside (C)	Population	43902	31/12/2006		Persons (no.)
347	Campbelltown (C)	Population	47941	31/12/2006		Persons (no.)
348	West Torrens (C)	Population	54371	31/12/2006		Persons (no.)
349	Mitcham (c)	Population	64282	31/12/2006		Persons (no.)
350	Playford (C)	Population	71903	31/12/2006		Persons (no.)
351	Marion (C)	Population	81430	31/12/2006		Persons (no.)
352	Tea Tree Gully (C)	Population	99461	31/12/2006		Persons (no.)
353	Charles Sturt (C)	Population	104069	31/12/2006		Persons (no.)
354	Port Adel. Enfield (C)	Population	106373	31/12/2006		Persons (no.)
355	Salisbury (C)	Population	122163	31/12/2006		Persons (no.)
356	Onkaparinga (C)	Population	154417	31/12/2006		Persons (no.)
357						



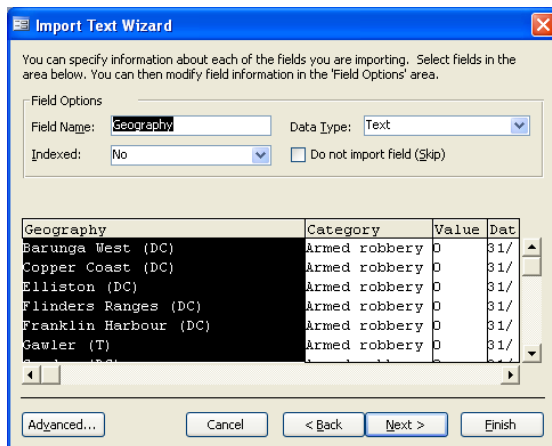
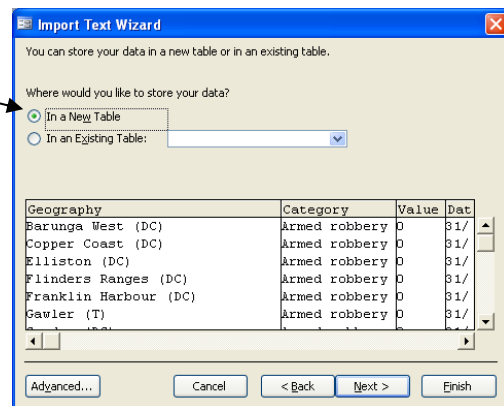
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4. In the next screen, check the box 'First Row Contains Field Names'.

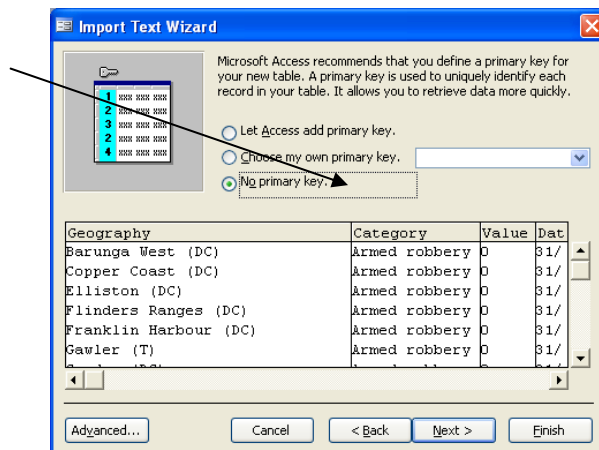


5. and select In a New Table

6. You can specify information about the fields you are importing, but it's common to just press Next at this screen.



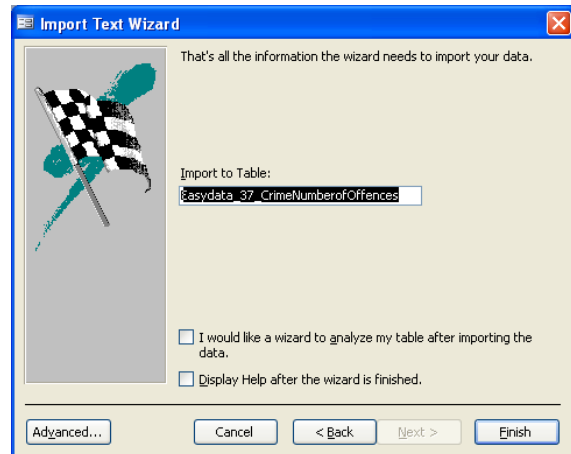
7. Select 'No Primary Key', then Next



# EasyData User Manual

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8. Give your table a name and Click Finish

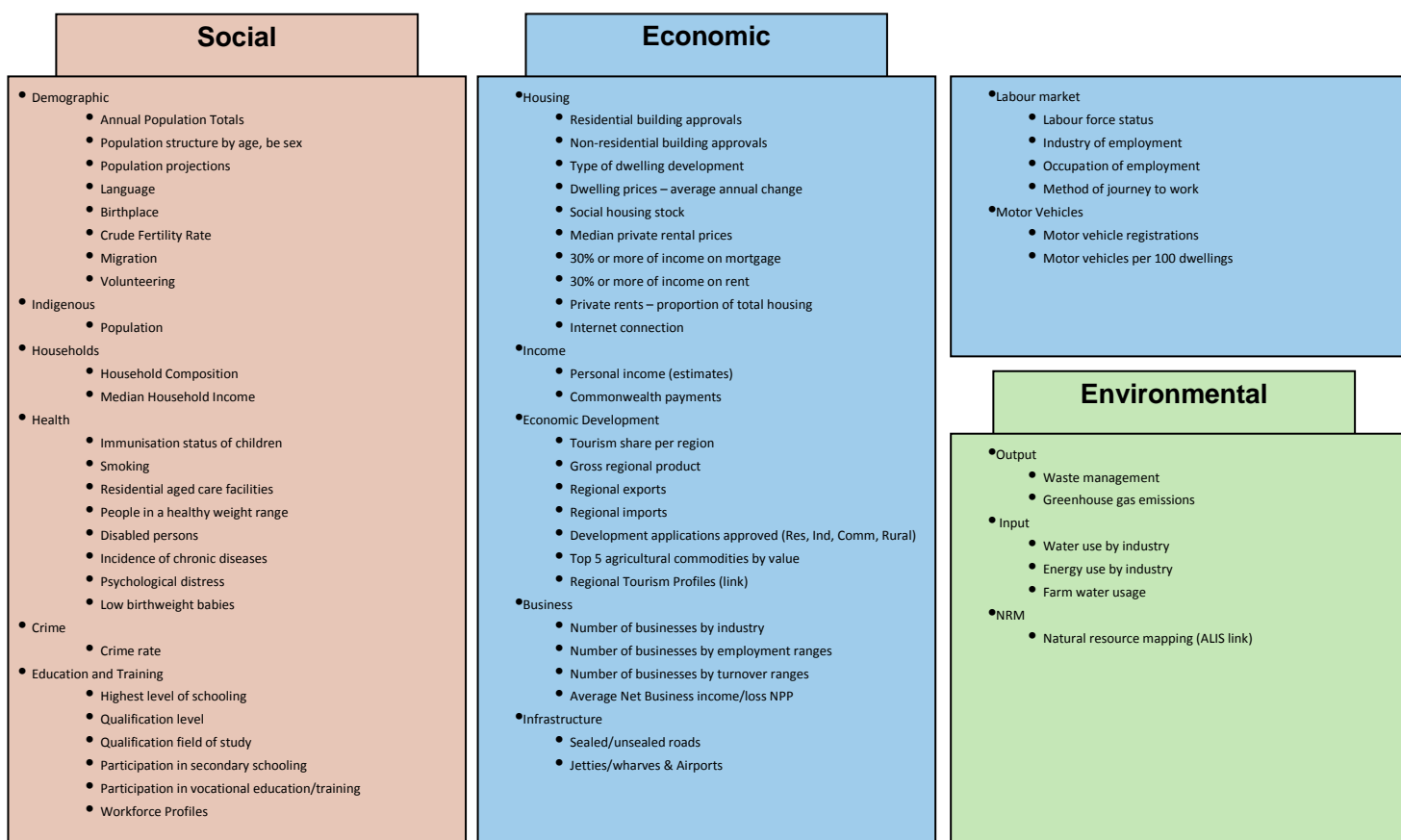


If you have more than one CSV file to import, then repeat Steps 2 to 8 giving each table a new name.

When each table has been created you will see an information box telling you that a certain number of records has been imported into the file you named in Step 8, and your table will have been created. You can now use the database to run reports and queries.

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## Appendix 1 - List of Indicators as at 12/11/2009



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## **Appendix 2 - List of Data Sources as at 12/11/2009**

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ABS	Australian Bureau of Statistics Census of Population and Housing
ATO	Australian Taxation Office
DEEWR	Department of Education, Employment and Workplace Relations
DFC	Department of Families and Communities
DFEEST	Department of Further Education Employment Science and Technology
DTED	Department of Trade and Economic Development
DWLBC	Department of Water, Land and Biodiversity Conservation
LGGC	South Australian Local Government Grants Commission
OCSAR	Office of Crime Statistics and Research
Planning SA	
Public Health Information Development Unit	
SA Department of Health	
Tourism Research Australia	

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## **Appendix 3 - Examples (Office 2003 version)**

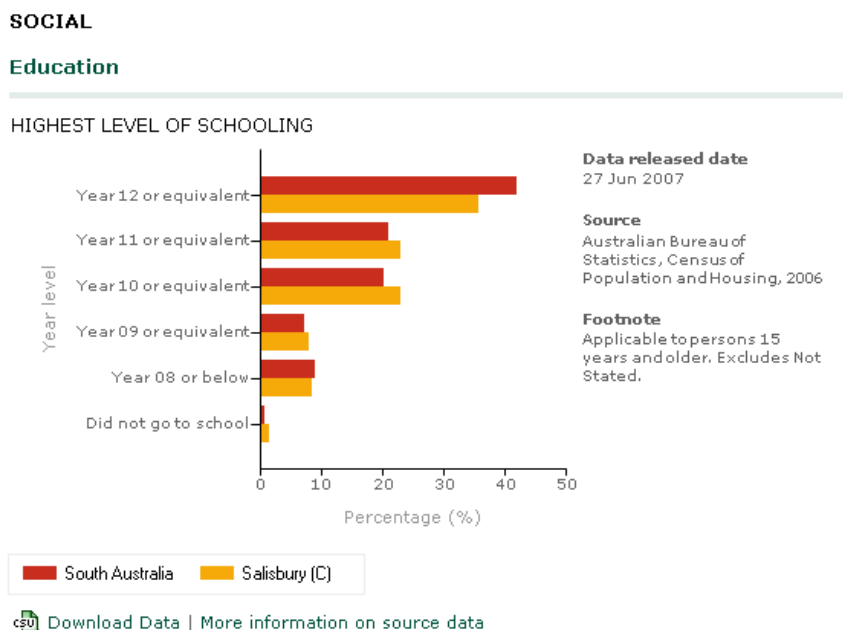
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## Example 1:

Compare the highest level of schooling in Salisbury Council with that of the whole State.

1. On the Indicators Tab select the Indicator group 'Social'
2. Open the Education tab (by clicking on + next to Education)
3. Check the box for 'Highest Level of Schooling'
4. Make sure you have the 'Selected' tab open (at the top of the Regions panel)
5. Click 'State Total'
6. On the 'Compared to' tab (next to Selected), open the Northern Adelaide region and check the box for 'Salisbury'
7. Clicked 'View Report' button

You will see a Report similar to the one below



Scroll to the bottom of the report to find the source of the 'Compared Regions'.

Showing graphs for		
	Regions	LGAs
Selected	All regions in South Australia	
Compared		Salisbury (C)

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## Example 2:

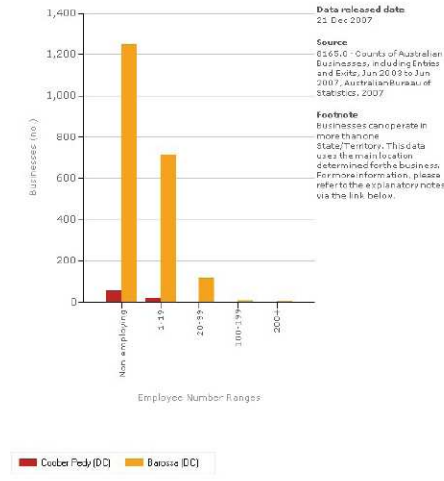
Compare Business by Industry and Employee Ranges in Coober Pedy and Barossa Local Government Areas

1. On the 'Selected' tab check the box for Coober Pedy LGA (in the Far North Region)
2. On the Compare with' tab check the box for the Barossa LGA (in the Barossa region)
3. On the 'Economic Indicators' tab, open the Business heading and check the boxes for Businesses by Industry and Businesses by Employee Range
4. Click View Report button

### Economic

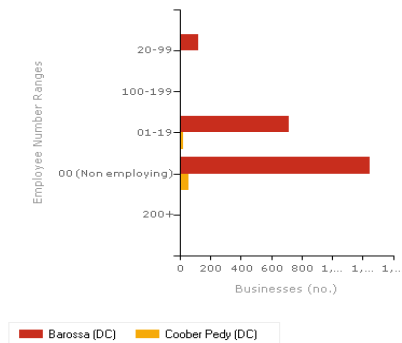
#### Business

NUMBER OF BUSINESSES BY EMPLOYEE RANGES

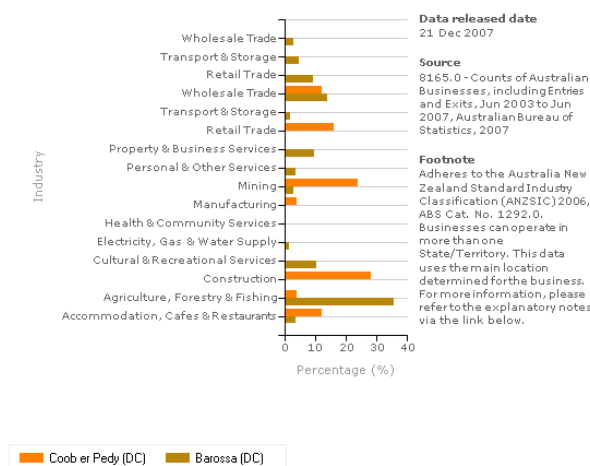


You will see a Report with two graphs:

NUMBER OF BUSINESSES BY EMPLOYEE RANGES



NUMBER OF BUSINESSES BY INDUSTRY



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## Example 3:

Saving Region and Indicator selections

Selected Indicators  
Previously saved as  
'Wider Indicators List'

Add myReport  
Your custom report information \* = Required Information  
Title \* Wider Indicators List  
Description  
Save  
 Region selections  
 Comparison region selections  
 Indicator selections  
Cancel Save

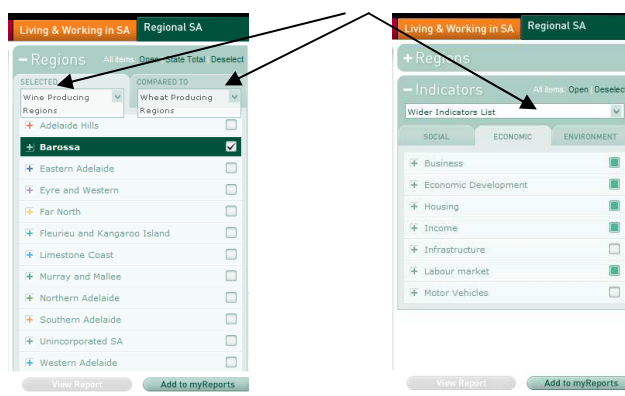
Selected Regions/LGAs  
Previously Saved as  
a Region Selection named  
'Wine Producing Regions'

Add myReport  
Your custom report information \* = Required Information  
Title \* Wine Producing Regions  
Description  
Save  
 Region selections  
 Comparison region selections  
 Indicator selections  
Cancel Save

Selected Regions/LGAs:  
Previously saved as  
a Comparative Region Selection  
named 'Wheat Producing Regions'

Add myReport  
Your custom report information \* = Required Information  
Title \* Wheat Producing Regions  
Description  
Save  
 Region selections  
 Comparison region selections  
 Indicator selections  
Cancel Save

Once saved, these will appear in the appropriate drop down lists



Each saved custom list can be used alongside any other selections to generate reports.

If all three custom lists are used together they will produce a report comparing the list of Indicators for Wine Producing and Wheat producing areas.

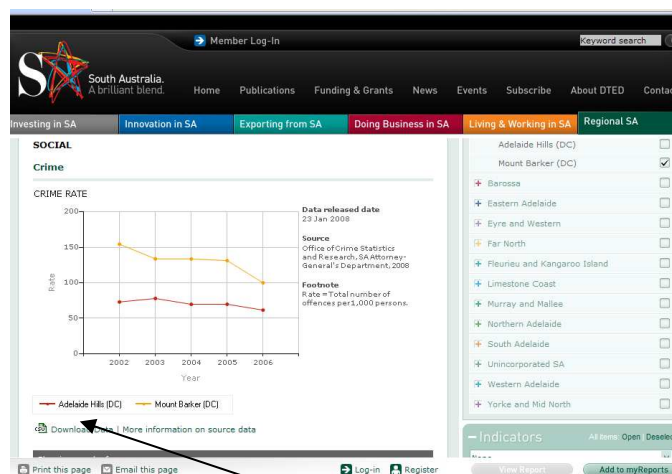
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## Example 4:

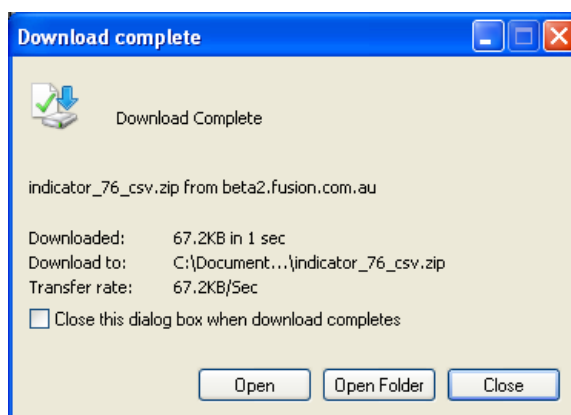
Comparison of detailed categories of crime rates in two Local Government Areas by downloading detailed data to a spreadsheet.

1. On the 'Selected' tab, check the box for the first Region or Area
2. On the 'Compared with', tab, check the second Region/Area
3. On the Economic Indicators tab check the box for the Crime Rate indicator

You will see a generated report showing the comparative accumulated overall rate of crime – see below.



4. Click the 'Download data' link at the bottom of the screen
5. Open or Save the .zip file.
6. Save the files into a named folder
7. You will see the following screen when the download is complete



8. Click 'Open' and follow the screen prompts of your unzipping software. You will see that the data and text files have been downloaded to your specified location.