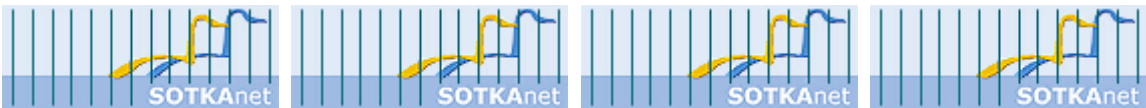


SOTKAnet

Site guide



General instructions

This is a how-to guide to configure your user settings in Internet Explorer 7 and Firefox 3 to use the SOTKANet Statistics and Indicator Bank. SOTKANet also works with other web browsers, for example with older IE and Firefox versions.

When pages refresh and update in SOTKANet, there may occur problems in all browser environments. Sometimes you will need to click on your browser's refresh button or function key F5 to get pages in SOTKANet to display properly.

Refresh problems can occur especially when users navigate the site by clicking the Back and Forward buttons on the browser toolbar. It is therefore recommended that you use the link trail under the menu bar. This navigational trail will always show your current location in relation to the front page. You can also click on the SOTKANet logo to go straight to the front page.

Certain SOTKANet features require that your browser has particular settings. You should, for example, enable the following settings:

- Enable JavaScript
- Print background colours and images (to be able to print tables and graphics)
- Allow cookies (to be able to save searches)
- Enable file download (to be able to export results to Excel or CSV format)

Please note that SOTKANet uses the decimal comma (as in 1,5) rather than the decimal point (1.5) as the standard decimal symbol.

Home

The front page of the SOTKAnet service gives you an overview of the data content and the most popular indicators. The front page is where you start your search. It is also where you find news and bulletins with information about indicators within different SOTKAnet topics.

Search for statistics and indicators

The front page gives you four ways to look for statistics and indicators. You can specify your search in more detail on the search page.

1. Go straight to the search page

You can access the search page from the front page by clicking the link in the top menu or the corresponding link under the heading How to search in SOTKAnet. These links will not start any searches but take you straight to the search page.

By default, the search page has pre-selected the three most recent years and both men and women.

Any selections made will be stored on the search page, unless they are deleted one by one.

2. Free text search

The free-text search box allows you to use a word or phrase to search for indicators. The search box gives suggestions on keywords used in SOTKAnet, but you may also use other search terms.

The free text search can also be used with indicator numbers, or IDs. The indicator IDs are located in brackets after each indicator's name. Separate the indicator IDs with commas to search for several indicators. To see a list of indicators with IDs, please click the Data content link in the top menu bar.

The instructions on the search page describe in more detail the kinds of searches you can perform with the free-text search box.

Clicking the Search button takes you to the search page.

3. Selecting indicator group

Below the search box you will find a list of the largest indicator groups, showing the name of the indicator group and the number of indicators in that group.

Select one of the groups to go to the search page. The search page then shows the group you just selected.

4. The most popular indicators

The list of the most popular indicators is located in the side bar in the lower right corner of the screen. The list shows the five most popular indicators for the past month.

You can also access the search page by selecting one of the indicators. The search page then includes the indicator you selected, and you can use it for your search.

What's new

Also in the side bar you will find the section What's new, with the three latest SOTKAnet news items. Open a single news item by clicking its heading. For more SOTKAnet news, please click the link [Show all](#).

Bulletins

The Bulletins heading in the side bar lists the three latest bulletins. Bulletins examine SOTKAnet updates and interpret the meaning of statistical data, for instance. Read all posted bulletins by clicking the link [Bulletins](#).

Search page

On the SOTKAnet search page you can further specify your search according to indicator, area, year and sex. The specified data is retrieved by clicking on the "Start search" button.

Separate tabs on the search page show a list of indicators to choose from, which indicators have already been chosen, and a search box for inputting user-defined search terms. Click on the tabs to switch between them.

Selecting indicators

Section 1 on the search page is where you can select indicators or user-defined search terms for your search. It includes three tabs: the "Select indicators" tab, with indicators organised by groups; the "Show selected indicators" tab; and a tab that includes a search box where user-defined search terms can be used to find specific indicators.

Select indicators tab

The "Select indicators" tab initially shows the groups under which indicators are organised. Expand a group by clicking on the group's name. You will see the expanded group indicated in bold and below it a list of related subgroups where applicable and the actual indicators.

Search selection takes place at the indicator-level, though you can select all indicators in a given group by clicking on "Select entire group" below the name of the group. Each indicator in a group is placed on its own row with a tick box after it. **Select an indicator by ticking the appropriate box. Click the tick box again to cancel your selection.**

You can go back to a previous group by clicking on "Show group". Click on "Show all indicator groups" to go back to the first view.

The blue information button after each indicator and group opens a window with additional information. **The info button provides more detailed metadata on the group or indicator.** The number in parenthesis after each group name shows how many indicators the group includes. The indicator names, in turn, are followed by an indicator ID number. The ID number can also be used as a search term.

Show selected indicators tab

The "Show selected indicators" tab shows the indicators that you have selected. **This tab allows you to delete selected items.** De-select an indicator by clicking the box next to the indicator. De-select all by clicking on the "Delete selected indicators" button.

The number of selected indicators is shown in parenthesis on the tab heading.

Search tab

The third tab contains a search box that allows you to look for indicators using search terms. Enter your search term directly in the text box in the tab heading. Click on the "Search" button to start the indicator search. You can then select the indicators you want by ticking the appropriate boxes.

The search term can be any word or part of a word that is included in the indicator's name, keyword or other metadata. If keywords are found that match the search term, then these are displayed. For example, a search with *social assistance* retrieves all indicators whose keyword description includes the term social assistance.

If you get too many search results, try to **refine your search by adding additional search terms, separated by spaces.** For example, a search with *social assistance euro* retrieves all indicators whose description includes the term social assistance and the word euro.

You can also look for indicators with indicator IDs. If you enter a number in the search box, the search engine will try to find a matching indicator ID. For example, a search with *1259* will retrieve an indicator with the indicator ID 1259.

You can also combine number and text searches by using commas. The results for search terms separated by commas will be presented one after the other. For example, a search with *1259, social assistance* will retrieve an indicator with the ID 1259 as well as any indicators whose descriptions include the term social assistance.

Selecting areas

Geographical criteria for the search can be selected in the same way as the group criteria for indicators. **The areas are selected by ticking the box next to the name of the area.** You can select several areas for the same search.

You can also use the search tab to look for areas by name (e.g. a municipality's name). The search engine also identifies municipality codes.

Selecting years

By default, the three most recent years are pre-selected when you arrive at the search page. Click on a year to select it, click and drag up or down the list of years to select a group of adjacent years and use Ctrl+ click to select a group of non-adjacent years.

Selecting sex

By default, both sexes are pre-selected when you arrive at the search page. Select male, female or combined by clicking the appropriate box.

Search restrictions and limitations

To successfully perform a search,

- select at least one indicator, area, year and sex,
- do not select both European indicators and other indicators for the same search,
- do not select both European and Finnish areas for the same search,
- do not combine European indicators with Finnish areas and vice versa.

If your search does not return any results,

- make sure that there are indicator values for the areas you selected (click on the blue info button),
- make sure that there are indicator values for the sexes you selected (click on the blue info button),
- include more years in you search.

Saving search criteria

You can save your search criteria for later use. Only search criteria that retrieve results directly can be saved.

Save your search criteria by giving your search an identifier in the text box "Save your search" and by clicking on the "Save" button. The identifier can include letters and/or numbers as well as hyphens and spaces.

The search criteria do not always appear among your saved searches immediately after you have clicked on "Save". In this case, try refreshing you browser (F5 in most web browsers).

The saved search criteria are stored in cookies in your web browser. As cookies are stored in the cache specific to the browser and computer you are using, you cannot access your saved searches from another computer terminal or browser. Saved search criteria will be deleted automatically after one year if the searches have not been used. Deleting cookies manually will also remove saved searches.

Accessing saved search criteria

Your saved searches can be accessed by first selecting the identifier from the "Saved searches" drop-down menu and then clicking on the "Open saved search" button.

Deleting saved search criteria

You delete saved search criteria in the same way as you access them. Delete a search criterion by selecting the identifier from the "Saved searches" drop-down menu and by clicking on "Delete saved search".

Problem situations

Problems when selecting groups, switching tabs or selecting indicators and areas

The SOTKANet search page uses JavaScript (a web scripting language) to make your selections run as smoothly as possible. Therefore, you will need to have JavaScript enabled in your web browser. See the Help section of your web browser to get browser-specific instructions for enabling JavaScript if it appears to be disabled. JavaScript works with all major browsers, i.e. Internet Explorer, Firefox, Safari, etc.

My search criteria have disappeared when I return to the search page

You often need to refresh your browser to see the selected search criteria. You can refresh your browser with the F5 function key (works with most browsers) or with the key combination Ctrl + r (with Macs, use option (alt) + r).

Please use the navigation bar and side bar provided by SOTKAnet to move between pages, not the "Back" button on your web browser.

Your session may expire if it is left idle for too long. In this case, your search selections may have disappeared and you will need to start the search again.

My saved search is not on the list

Saved searches appear after a slight delay. Saved searches should appear on the list after you refresh your browser (function key F5 in most browsers).

Results page

The results page in SOTKANet is where you can examine your search results, which you have narrowed down either on the search page or with permanent links. You can switch to view the results either as tables, graphics or maps. Data can be displayed graphically (graphs and maps) when a single indicator is used in the search (on the search page or by selecting a single indicator on the results page). Results can also be saved in Excel or CSV format.













The results page is accessible for a limited time and only from the same browser with which the results were accessed. You can create a permanent link to the results page if you want to share the results with someone else, for example. When you access a results page via a permalink, the page is displayed exactly as it was at the time the permalink was created.

Table view

The table view displays the results in table format. You can modify the structure of the table and the order of the variables by clicking on the appropriate icons.

Order of variables

While in table view, you can rearrange the variables by clicking on the icons provided.

	Transposes the variables in the first row and the first column		Transposes the variables in the second row and the second column
	Transposes the variables in the second row and the first column		Transposes the variables in the second and third column
	Transposes the variables in the third row and the first column		Transposes the variables in the first row and the third column
	Transposes the variables in the first and second column		Transposes the variables in the first and second row
	Transposes the variables in the first and third column		Transposes the variables in the first and third row
	Transposes the variables in the first row and the second column		Transposes the variables in the second and third row

The order of the variables can be restored by clicking on the icon "Restore table". Please note that this will also restore the table to its original form.



Table form

While in table view, you can modify the structure of the table.

Table with multiple indicators



Shows three variables in rows and one in a column



Shows two variables in rows and two in columns



Shows one variable in a row and three in columns

Table with a single indicator



Shows two variables in rows and one in a column



Shows one variable in a row and two in columns

The table form can be restored by clicking on the icon "Restore table". Please note that this will also restore the order of the variables.

Absolute numbers

You can also choose to view indicator values in numerical form (if this data is available).



Show absolute numbers



Show relative proportion

Highlighting values using background colours

One option when viewing table data is to switch on background shading. This uses different colour tones to represent different municipalities. The values in the tables are marked with different colours according to a 20-60-20 division: the highest 20% of the numerical or percentage values are marked by the darkest tone, the next 60% are shaded in a mid-tone, and the lowest 20% are marked by the lightest tone.



Use background colours



Use no background colours

Results page for a single indicator

If you include multiple indicators in your search, you can also choose to view the tables one indicator at a time. **You can switch to view an individual indicator's results table by clicking on the indicator name.** You can then also switch to view any other individual indicators by selecting the indicator from the "Change indicator" list and by clicking on the "Change indicator" button.



Go back to viewing multiple indicators

Saving results

Results tables can be saved in Excel or CSV format.



Export to Excel



Export to csv-file

A results table saved in Excel format is saved as identical as possible to the table shown in your browser. Values are shown either as numerical values or as primary values depending on the selection made on the results page. To make the results easier to process, area codes and indicator IDs are added to the Excel file as separate columns or rows.

Make sure that your results table does not exceed the maximum file size in Excel. Excel cannot process more than 256 columns, for example. If your table is too large for Excel, the system will not display the "Export to Excel" icon.

In CSV format, results will be shown on rows, with the following columns:

1. Indicator name
2. Indicator number (ID)
3. Area name
4. Area code
5. Sex
6. Year
7. Primary value
8. Numerical value

Permanent links

You can create a permanent link to results by clicking on the "Create permalink" button provided. The created permalink replaces the button you clicked. You can copy the permalink and use it later for creating a results page. When you access a results page via a permalink, the page is displayed exactly as it was at the time the permalink was created.

Graph page

You can also choose to view the results as graphs. Graphs can only be made from a single indicator table and only with primary values. An indicator cannot be viewed in graph format if it includes only numerical values.

You can change the indicator shown for each graph if you have included more than one indicator in the search. You cannot select the indicator if it cannot be made into a graph.

Line graph

The line graph shows changes in indicator values in relation to time. In order for a line graph to be made, the results must include more than one year and less than 30 areas.

Vertical bar graph

The vertical bar graph shows the regional values of the indicator through vertical bars. The selection button for the graph is active when the sum of the chosen search regions, years and sex is 30 at most.

Horizontal bar graph

The horizontal bar graph shows the values in order of magnitude. Only one year and one sex can be shown in the graph at a time. The selection button is active when no more than 30 regions have been selected in the search. The graph automatically displays the latest year and one sex.

You can change the sex and year that is displayed if you have included more than one sex and more than one year in your search. The selection is made in the "Show values to be displayed" drop-down menu by clicking on "Show values to be displayed".

Permanent links

You can create a permanent link to results by clicking on the "Create permalink" button provided. The created permalink replaces the button you clicked. You can copy the permalink and use it later for returning to the graph page. When you access a graph page via a permalink, the page is displayed exactly as it was at the time the permalink was created.

Map page

You can also choose to view the results in map format. Maps can only be made from a single indicator table and only with primary values. An indicator cannot be viewed in map format if it includes only numerical values. The map automatically displays the latest year and one sex.

The map (Finland) shows the chosen regions in different colours. The chosen regions are shaded in five different colours based on the indicator's boundary values, that is, each colour accounts for a 20 per cent proportion. The colour is relative whereupon darker colours indicate higher values, and lighter colours indicate smaller values. In all map views concerning the different geographical areas, the colour tones are based on municipal-level values. The values are described in the map legend. A grey tone indicates that an area lacks a value or that the area is not included in the search.

There are also functions with which the presentation can be formatted. **Zoom in** brings the view of the map closer. **Centre view** moves the chosen point of the map view to the centre point. **Zoom out** distances the view of the map. "Restore map to original view" resets the map to the initial view.

The map can be used to display the names and values of the areas. Display the values by clicking on "Show values on map" and hide them by clicking on "Hide values". Click on "Show names on map" to display the names of the areas and click on "Hide names" to hide them. The text will not display if the area is too small to fit the text. The text will appear when you zoom in close enough.

The province borders on the map are indicated in bold to make navigation easier. You can choose between hiding ("Hide province borders") and highlighting ("Show province borders") the borders.

If you have selected several indicators, years and sexes on the search page, the map page allows you to select indicator, year or sex. Select a different indicator by clicking on "Change indicator" in the drop-down menu provided. Select year and sex from the "Show values to be displayed" drop-down menu by clicking on "Show values to be displayed".

Permanent links

You can create a permanent link to the map page by clicking on the "Create permalink" button provided. The created permalink replaces the button you clicked. When you access a map page via a permalink, the page is displayed exactly as it was at the time the permalink was created.

SOTKANet data content

The data content page includes links to SOTKANet's indicator lists (all indicators or indicators by sub-group) as well as the current update status for SOTKANet material. The indicator lists will open in a new window.

Indicator lists

The indicator lists show both indicator-specific and indicator group-specific metadata. Click on the blue info button next to each indicator name to open a window with metadata on that indicator. The indicator lists also allow you to select indicators for your search by clicking on "Add to search". This adds the chosen indicator to your search criteria on the search page.

Indicator description

The indicator descriptions have been drafted by experts at THL and include the following parts:

- Indicator name
- A numerical code that serves as an indicator ID. You can use the ID (or several IDs, separated by commas) to look for indicators using the free-text search on the front page and search page
- Organisation and data source
- Keywords relating to the indicator. Keywords are used to look for indicators with the free-text search on the front page and search page
- Classifications to which the indicator belongs
- Metadata
- Indicator restrictions, such as publishing no municipality level data with less than a certain number of cases for the sake of privacy protection
- Interpretation that governs the use of the indicator
- Legislation relating to the indicator
- Time series: years from which data are available
- Update frequency: how often new data becomes available
- Recommendations relating to the indicator, for example, if the indicator is included in a political action programme
- Possible remarks on using the indicator
- Information on sources of additional data

Description of indicator group

Group-specific indicator descriptions are available mainly from the upper-level groups (main groups and first-level sub-groups). The indicator group descriptions include the following parts:

- Group name
- A numerical code for the group
- Metadata
- Interpretation that governs the use of the indicator group
- Group constituents, either sub-groups or indicators

In accordance with the division below, you can choose to examine or print SOTKANet data content by main indicator group. You can also select all indicators in SOTKANet.

- All indicators in SOTKANet
- Social welfare, health care and population data
- Indicator projects
- European indicators

The indicator lists also allow you to select indicators for your search.

Update status for statistical and indicator data

The SOTKANet update status gives you information on data updates. It contains source registers and data sets as well as their thematic contents. The data are organised by source organisation.

The update status table includes the following information:

- Source: name of source register or data
- Contains: Thematic contents identified from the material
- Reference year: the latest year with available data from the source register or data set. The update frequency of a thematic content can vary even if it belongs to the same source register or data set. For example, the population statistics of Statistics Finland contain population projection indicators that are updated every three years as well as population structure indicators that are updated each year. However, the reference year of population projections is always the same as the reference year of population structure indicators.
- Updated: the date of the last update
- Update frequency: how often the data are updated