USER MANUAL
EASY COMEXT
2.7.0.

HTTP://EPP.EUROSTAT.EC.EUROPA.EU/NEWXTWEB/
PREFACE ............................................................................................... 4
THE USER MANUAL .................................................................................... 4
Welcome to EASY COMEXT ................................................................. 4
What will you learn from this Manual? .................................................. 4
What’s new in Easy Comext 2.7.0? ....................................................... 4
Prerequisites .......................................................................................... 5
REQUIREMENTS .................................................................................... 5
Architecture .......................................................................................... 5
Connection ............................................................................................ 6
STARTING WITH EASY COMEXT ......................................................... 6
Login ..................................................................................................... 6
EASY COMEXT HOME PAGE ............................................................... 9
User profile under Easy Comext .......................................................... 14
Available functions depending on profile (Non Register users/Register users) ........................................... 14
METADATA - ATTACHMENTS ............................................................. 20
MAKE AN EXTRACTION ....................................................................... 21
Introduction .......................................................................................... 21
Step 1: Extraction query definition: method 1 ...................................... 23
Dimension selection window: ............................................................. 24
Specific codes selection panel: ........................................................... 26
Generation of the last system default query update date/time ................. 39
Existing query options: .................................................................... 40
Import / Export of query: ................................................................. 40
Enable multiple query selection for deletion ...................................... 45
Step 1: Extraction query definition: method 2 ...................................... 48
Query Definition: ............................................................................. 49
Mandatory Parameters: .................................................................... 50
Optional Parameters: ..................................................................... 50
Step 2: Extraction Layout definition .................................................... 53
Step 3: Extraction Option /Submission ............................................... 54
Display the result of an extraction: .................................................... 57
Basic StatisticsReporting ................................................................. 58
Update the spreadsheet .................................................................. 60
Add the formula to the spreadsheet ................................................... 60
Make a new selection in the Header dimensions (Product, Indicators,..) ......................................................... 60
Change Interactive Chart Type ....................................................... 69
Save Interactive Chart ................................................................... 70
Print Interactive Chart ................................................................... 71
Generation of Treemap dynamic chart ............................................. 72
Generation of geographic map ....................................................... 72
Perform post computations on the extraction .................................... 74
Average .............................................................................................. 74
Count ................................................................................................. 75
Sum .................................................................................................... 75
Percentage ........................................................................................ 75
Growth Rate ...................................................................................... 75
Linear Regression ........................................................................... 75
Indices ................................................................................................ 75
Decimals format: ............................................................................. 75
Report ................................................................................................. 76
PREFACE

The User Manual

Welcome to EASY COMEXT

EASY COMEXT is an HTML based interface giving to the public at Eurostat’s External Trade database.

The access to Easy Comext interface is done through the Eurostat’s internet site:

http://ec.europa.eu/eurostat

What will you learn from this Manual?

In preparing this manual, we have made every effort to avoid technical terminology and computing jargon. This manual, therefore, explains how to work with EASY COMEXT using easy, non-technical language.

It shows the different steps to follow in order to prepare requests for Foreign Trade data in various formats.

What’s new in Easy Comext 2.7.0.?

The latest version of Easy Comext has been improved with a consequent list of new functions, such as:
- The new button Next in Dimension definition window which moves the user directly to the next Dimension;
- DMP output was introduced;
- SDMX output was upgraded to the latest Eurostat standards;
- Introduced the option to add MSA (Minimum Stable Aggregate) and SP (Successors or Predecessors) codes related to all selected codes;
- Added the option to update aggregates and formulas;
- For each query the user can define extraction calendar service;
- Added the option to move or copy selected queries from one directory (and sub-directories) to another;
- Introduced the option Massive Extraction – the user can launch in batch all the queries that belong to a certain directory or subdirectory;
- Added function dimension overwriting during the Massive Extraction – the user can define the output types and redefine (temporarily or permanently) the selected elements of one dimension. The new selection will apply to all queries containing this dimension (time for example);
- Introduced the option to remove empty lines and columns from the visualised table;
- Introduced the option to create the compact output (remove empty lines, columns and tables) for HTML, HTML_TOC, PDF, RTF2 and Excel.
- Introduced the automatic refresh of the spreadsheet when the user modifies the selection or the viewable page of the table or the graphic type;
- Added a small description button for each node in the application.

**Prerequisites**

To use the system fully, you must have adobe Flash installed for the Dynamic Charts functionality.

**Requirements**

**Architecture**

Data stored in the EASY COMEXT database resides at a central site that can be remotely accessed by your PC via Eurostat machines.
Connection

Starting with EASY COMEXT

Login
http://epp.eurostat.ec.europa.eu/portal/page/portal/eurostat/home/

![Fig. 1: Eurostat’s site home page](image)

Click on the link ‘Complete Database’ to reach the following page:
Fig. 2: Eurostat Database Tree

To start Easy Comext, select the « Database » / External Trade / « External Trade Detailed data (detail) » to open the following content:

Fig. 3: International Trade content
General information:
Eurostat data is available free of charge and can be explored via the tree below. If you wish to use enhanced functionalities (EVA Java, HTML, file in csv format, increased number of cells from 10000 to 300000) in order to download the data of interest to you or if you want to save your query for further use, please register.

Registered users and Commission users can access by using their usual login and password.

Legend:
The dataset Selection enable users to select the requested level of data (Aggregated or Detailed).

To start Easy COMEXT, click on the following icon:

Note: When the window of Easy COMEXT is open, the user can add the address into “favourites” addresses. This address permitting a direct access to “Easy COMEXT” corresponds to

http://epp.eurostat.ec.europa.eu/newxtweb/
EASY COMEXT home page:

On the Top Right of the home page, the **main toolbar** displays the available options. This main toolbar is the default one and will be displayed for non register users. Registered users will have access to an expanded toolbar.

Language selection:  
Enable users to change the language

International trade metadata:  
Open the main page for External trade metadata with the following links:
Fig. 6: International Metadata home page

- **Codes**
  - **Country codes**

- **Doc**
  - **ETSEC documentation** (pdf)
  - **Foreign Trade statistics – Quality report**: Quality report on external trade statistics (pdf)
  - **User Guide**: Statistics on the trading of goods - user guide (pdf)

- **METHODOLOGY NOTES**

**International trade Help & FAQ:**

The International trade Help and FAQ will enable access to open the user guide (PDF-format)
Please click on the following links to download the corresponding file:

- Easy Comma user guide (pdf)
  (4919303 Bytes) - Last updated date: 2011-03-17
- Easy Comma user guide (exe)
  (4317482 Bytes) - Last updated date: 2011-03-17
- Easy Comma FAQ (pdf)
  (192944 Bytes) - Last updated date: 2010-02-02

Fig. 7: Help & FAQ page

Login: Press Login to access the system as a registered user.

Fig. 8: Login window
**Main Page:** The main page will open the home page of Easy COMEXT.

**Analytical Client:** Available for registered users only, this will switch to Comext Analytical client. Analytical client facilities will become available from extractions and extraction’s queries, previously built (extracted) with Easy Comext.

The Analytical client option will only be available from the following page of Easy Comext:

- The main page
- The Saved Query page
- The Extraction page
- The Completed Works page

**Note:** No re-login will be required for the Analytical Comext Client Interface. Current open session’s extractions, saved queries and completed works will be available for the users switching to the Analytical Comext interface.
In case you are not a registered user, but you would wish to register, simply click on the register option at main menu. It will directly redirect you to the ECAS registration form where you can create an external account.

Note: If you are an existing Commission User you should already have an ECAS account.
**User profile under Easy Comext**

It is possible to extract data with Easy COMEXT without being registered. Most of the functions are available but the size of the authorised extraction is smaller than for the registered users. In addition, registered users will have access to the full set of functions.

**The registration procedure is easy and free.**

**Available functions depending on profile (Non Register users/Register users)**

**Non registered users or registered and not logged in**

- **Dataset selection**
  - Select the appropriate dataset from a hierarchy
  - Search for a dataset

- **Query definition**
  - Define an extraction (new query)
  - Open a default query
  - Choose from a list of prepared queries
  - Define aggregates based on groups of elements
  - Define formulas based on elements (stored in browser session)
  - Browse through a hierarchy of codes
  - Search for codes

- **Layout selection**
  - Choose the dimensions on each axis of the layout
  - Choose the format of each axis

- **Extraction operations**
  - Extract interactively data according to an extraction definition
  - Visualise and download extracted data
  - Perform post computations on extracted data
  - Show footnotes attached on extracted data

- **Metadata**
  - View new information
  - Visualise and download Metadata (Methodology, classifications etc.)
  - Access to contextual help
Registered users (logged in)

The system allows users carrying out all operations of a not logged in user, plus:

User operations

- Create query in Text Query Editor
- Save and retrieve a query
- Save and retrieved formulas at the extraction plans
- Display a list of terminated work during the last 48 hours
- Display and download extraction results
- Be informed by e-mail when an extraction has finished
- Be able to switch to the Analytical Comext Client interface for more advance functions.
- See notifications generated by Metadata Editor

Extraction operations

- Extract more data than a not registered user
- Extract in batch mode. In this case, the job is submitted to the system for later execution (when system resources are available). Extraction results are stored at the server for 48 hours and the user can display or download them during this period.
- Get information on the status of a batch extraction (waiting, running, finished)
- Enable the auto extract mode when the related dataset is updated

Note: Registration has to be done only once (ECAS). To register, a user must select "login" and then click on the Register link.
On the home page, the toolbar displays the following options:

**Fig. 10: Main Toolbar**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notifications</strong></td>
<td>Display Notifications list</td>
</tr>
<tr>
<td><strong>Context Help</strong></td>
<td>EASY Comext Help</td>
</tr>
<tr>
<td><strong>Logout</strong></td>
<td>To close current session</td>
</tr>
<tr>
<td><strong>Existing Query</strong></td>
<td>View and Manage saved queries</td>
</tr>
<tr>
<td><strong>Batch jobs</strong></td>
<td>View the status of the batch jobs</td>
</tr>
<tr>
<td><strong>Completed Works</strong></td>
<td>View and carry operations with extractions</td>
</tr>
<tr>
<td><strong>Tools</strong></td>
<td>Download (standalone COMEXT)</td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td>Modify registration information</td>
</tr>
</tbody>
</table>

The centre of the home page displays the list of the available datasets. To start the extraction process, users will have to select a dataset.
Fig. 11: Available Datasets

The Available links are below the available datasets and available relations.

The user can select the link and the system will navigate to the requested link in the new tab or download the source if it is the case.
On the left of the list of the datasets, all Easy COMEXT news is also displayed:

Fig. 12: Easy Comext News

The news will provide information on topics mentioned under the “Headline” column. In order to get the full information, users will click on the “View details” link.

Fig. 13: Notifications list

Press icon in the top right corner to filter existing notifications by creation date, last modification date, subject, and status (‘unseen’ only or all).
The user can check on uncheck the option boxes according to the filter he wants to implement.
In order to display the notification’s content, the user must double click on the notification.

An opened notification is marked as ‘seen’ when user presses to close it.

**Note:** Users cannot generate notifications. They can only receive them. Notifications are created by the Metadata Editor administrators. Whenever user has ‘unseen’ notifications the Notifications link on the main page has red colour.
**Metadata - Attachments**

A number of metadata regarding International Trade can be found by going to the link at the top right corner menu.

![International Trade Metadata](image)

**Fig. 15: International Trade Metadata**

The user can select which type of attachments he wants to see (All, Codes, Doc, Methodological notes, Relation). An attachment can be viewed or saved a local PC.

To see the metadata attachments attached to the specific datasets press Metadata icon behind the dataset.

![Attachments related to the dataset](image)

**Fig. 16: Attachments related to the dataset**

The user can select the dimension (at the left) and type of the attachment (All, Codes, Doc, Methodologies notes, Relation) which he wants to see.

**Note:** Users cannot generate or update the attachments in the system, a date/timestamp is available next to each one to depict the date/time last update.
To see the short description of dataset (or nomenclature, relations etc.) select the small icon. The system will show a small tooltip.

**MAKE AN EXTRACTION**

**Introduction**

When the user left clicks on the name of a dataset, Easy COMEXT will display a floating menu with a number of available options depending on the user type.

![Non Registered user menu](image1.png)

![Registered user menu](image2.png)

**Fig. 17: Non Registered user menu**

**Fig. 18: Registered user menu**

The floating menu contains the links to the several options of Easy COMEXT. The “Query” options will enable users to define query or to use existing query. The menu is extended to support the additional options related to the default query (user or system):

- **Execute Default Query**
- **Open Default Query**
- **Open System Default Query**

Extract the default query and to display results in a predefined structure.

Open the default query and display the content of the dimensions.

Opens the system’s default query. If the system’s default query is not available, this option will not be displayed. Executes the system default query. If the system’s default
query is not available, this option will not be displayed.

Opens the default data-the MTX extraction data pre-prepared by the Easy administrators.

Open the query definition window.

Open Text query editor to define the new text query.

**Registered user only**

To open a previously defined extraction Query (Query defined by the user). **Registered user only**

To open predefined extraction Query (predefined by Eurostat). These Queries contain extraction by “Type” of Products, i.e. TEXTILE, etc.).

To download files containing information links to the selected dataset.

Display the status of extraction launch in Batch mode.

**Registered user only**

Display the window containing the list of the extractions (and output files) produced in Batch mode extractions.

**Registered user only**

Open the metadata associated to the dataset.

Enable to define a default layout for the selected dataset.

User preferences can be set for Labels, Sort Orders and Indicators on specific datasets, **Registered user only**

Selecting one of the “Query” options (Default Query, New Query, Existing Query or Prepared Queries), will bring the user to the first step of the extraction procedure.

---

Fig. 19: Step 1 (Default query)
Step 1: Extraction query definition: method 1

The windows enabling the query definition is composed of dimension boxes. The number and the name of the dimensions are linked to the dataset selected during the previous phase.

In the example, the dataset “EU27 TRADE SINCE 1995 BY CN8” is composed of the following dimensions:

**REPORTER**

**PARTNER**

**PRODUCT**

**FLOW**

**PERIOD**

**INDICATORS**

During the query definition, you can select, for each dimension a code or a list of code for the extraction.

To define the content of a specific dimension, you will have to **click** on the name of the dimension. This action will open the Dimension selection window. To add all available elements you can press the plus sign. It is not necessary to open the dimension in this case.
**Dimension selection window:**

![Image of dimension selection window]

The two options will open the dataset/dimension metadata available.

Addition or removal of selected Codes to the dimension element.

Addition of all Codes to the dimension element.

Removal of all Codes from the dimension element.

The user can either create a new aggregate under a specific directory, or call an existing one from a specific directory and edit it.

Creation or editing of formulas to be applied during the extraction.

**Group details** button allows individual selections of a code or codes from a group of codes.

**Note:** The advanced options for Codes selection of: [By Search], [By Codes], [By Function], are explained further in this section.

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**Fig. 21: Dimension definition window**

![Image of dimension definition window]
Each time the user clicks on a dimension, the system opens a form that enables the selection of codes, groups or aggregates (groups and aggregates are not available for all dimension). The user can select dimension elements with the mouse (more facilities with mouse and shift and or ctrl).

By pressing on key the selection moves to the next code beginning with this letter.

Example: With the partner dimension, United States is selected by pressing four times “U”. When a button group detail is clicked, all the codes that are included in the selected group will be displayed for individual selection.

The user may select a group as a whole or he can open the group and select individual items. Groups are used by the system to facilitate the access to large classifications and the selection of classification items. When a group is selected as a whole, it appears in red colour. However, in the extraction only the contents of the group are shown.

Example: If a group contains 200 items, the user will dispose in the extraction all the 200 items and no indication of the group.

Groups may also be added as aggregates to the query. In this case, the aggregation of all elements that belong to the group is shown in the extraction.

Example: If a group contains 200 items and is added as aggregate to the query, the user will dispose only one item in the extraction.

Simple dimension elements can be selected from a list, from the results of a dimension search or from a hierarchy (hierarchies are not available for all dimensions).

It is possible to define a query containing for one or more dimensions, groups, parts of groups, aggregates based on groups, formulas and simple dimension elements.

**Note:** An estimated number of cells is displayed at the bottom left of the screen. If you select a group, your extraction will contain one row for each code member of the group. Be aware that some groups may contain many codes and therefore drastically increase the size of your extraction. Unless you really need details for all codes inside a group, it is recommended not to use groups, and rather select individual codes (visible by clicking on the 'Group Details' button).
Specific codes selection panel:

With this function, the user will be able to mark for extraction an individual or a specific number of codes from a group of products.

To better understand the Specific Codes Panel an example is fitting.

For instance, if you require extracting in dimension PRODUCT only the yogurt codes and since the yogurt is only part of the G: G_04: DAIRY PRODUCE group, adding the whole group will not accomplish your goal.

Having pressed the Group Details you will open all the Code details of the dairy products. From the following panel you will have all available options as per the previous screen at the Group level with the addition of the Add/Edit Formula.

Fig. 22: Group details window (Specific Codes Selection)

Add/Edit Aggregate: to create a new aggregate or edit an existing one.

Add as Aggregate: only available when the codes are organised in groups

The use of Aggregate permits the inclusion of aggregation of codes or groups of codes in the extraction. As display above, two options can be available, depending of the content of the dimension (having groups or not).

When the dimension will display groups, the Add as aggregate will enable the creation of an aggregate containing the sum of the group contents.
When the dimension will display codes, the [Add/Edit Aggregate] will enable the creation of aggregates which will contain the codes (and/or users/system existing aggregates).

**Add as Aggregate Process:**
Activate Add/Edit Formula will select the group in the 'Selected' area. The group will be displayed in blue:

Selected
2 group(s), 0 aggregate(s), 0 formula(s), 0 implicit user list(s), 0 individual(s)

**Add/Edit Aggregate Process:**
Activating this option will open a new dialog for the aggregate generation.
If some codes have been selected prior to the activation of the button, the new dialog will contain the selected codes as definition of the aggregate.
If no codes have been selected, a dialog will be opened with the list of existing aggregates (user and system) which will be available for selection, edition and deletion.
This dialog will enable the new aggregates.

**Fig. 23: List of Aggregates**

*Add Aggregate:* Select the aggregate from the list and press the button

*Delete Aggregate:* Select the aggregate from the list and press the delete button

*Edit Aggregate:* Select the aggregate from the list and press the edit button

*Add New Aggregate:* Press the add button

**Note:** The options “*Edit Aggregate*” and “*Add New Aggregate*” will open a new dialog enabling the definition of the aggregate to be created / Edited.
From the Aggregate definition Panel, you can select Codes, or Aggregates to be included, using the radio button. System aggregates are on the yellow line.

Once define, click on **Save Aggregate** to create (or Edit) the aggregate.

### Add/Edit Formula:

In addition to the previous available options for the User to add codes to the extraction plan, a newly introduced option has been added at the Code level, the formula addition.

With this option the User can invoke predefined system formulas for selected Codes or create new ones for each specific Dimension Element.

The user can select the radio button Formulas and all available formulas for the selected dimension will be displayed.

### Add/Edit Formula Process:

The use of Formulas permits the inclusion of calculated fields in the extraction, much in the same way as spreadsheet programs, like Excel.

Because of this our dependency on spreadsheets can be reduced, allowing us to easily obtain answers to familiar problems like:
1. What is the growth rate of trade between years 1998 and 1999 for a given country? Using the formula;  
\[
\text{rate} = \frac{\text{total1999} - \text{total1998}}{\text{total1998}} \text{ in the “period” dimension}
\]

2. For a given product and a given declarant country, what is the percentage of exports to partner country x in comparison with the total of exports? Using the formula;  
\[
XW = \left( \frac{x}{\text{world}} \right) \times 100 \text{ in the “partner” dimension}
\]

3. For a given product, what is the price of the Ton? Using the formula;  
\[
\text{UnitPrice} = \frac{\text{val}}{\text{quantity}}
\]

Activate Add/Edit Formula: The formula selection panel is open. All existing/saved formulas can be selected and/or edited.

Fig. 25: Formula selection panel

To add the desired formula to the plan select this formula and press the button select.  
To add the new formula press the button Add New.  
To edit an existing formula select the formula and click on .  
To delete an existing formula select the formula and click on delete.

Numeric and String formulas:

These types of formulas are available only for Indicators. String formula allows the user to define a text formula.  
For Numeric type of formula the user can select the Precision (number of decimal digits) and the Scale.
When defining a formula the following Formula Panel Definition will appear:

**Fig. 26: Formula Definition Panel**

**A formula can be composed of:**
- Codes from the Nomenclature
- Aggregates (under development)
- Formulas

**Templates can be used:**
- IF – THEN
- IF – THEN – ELSE
- IF – THEN – ELSEIF

**Note:** The syntax of the formula will be checked against the system expected values. If the syntax is incorrect a message will appear to avoid syntax errors. Additionally, the system checks the formula text for embedded aggregates or formulas. If found, the system does an extra check that the embedded aggregates/formulas exist. The system will not check for mathematical errors. For common mathematical issues (division by 0) the system will not fetch any information at the extraction (Step 3) for the dimension/formula affected.
Show Code history:

Show Code History button, found in Group Details screen, will be available when changes occur over the time in the classification of codes. This button will display the code history in the following dialog:

Fig. 27: Code History dialog

The code history dialog will display the list of **all codes involved in the evolution** of the selected code as well as its property (Successor or Predecessor) and the validity period of the codes. The selection buttons remains available.

The Successors / Predecessors codes are hyperlinks, clicking on them the system will scroll and highlight the code at the first column.

**Available Codes**

(3 individuals)

<table>
<thead>
<tr>
<th>Code</th>
<th>Successor</th>
<th>Predecessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01012090/01/01</td>
<td>01012090/01/01 (1988-31/12/2001)</td>
<td>01012090/01/01/2012</td>
</tr>
<tr>
<td>01010060/01/01</td>
<td>01010060/01/01 (2002-31/12/2011)</td>
<td>01010060/01/01/2012</td>
</tr>
<tr>
<td>01010060/01/01/2012</td>
<td>01010060/01/01/2012</td>
<td>01010060/01/01/2012</td>
</tr>
</tbody>
</table>

Hovering the mouse over a Successor / Predecessor code will display the code label as a tool tip:
‘Show Code History’ can be used as an alternative for code selection, adding or remove them; window presents all the selection tools as the Dimension selection window. The check box on the first row allows select or deselect all the available codes from the Available Codes List.

In addition all the displayed information can be printed using the button.

The visualisation of the successor-predecessors referring to the dimension element is extended to allow graphical representation with the options to add all as the list or as the aggregate.

Clicking the button “Show Graphical View” allows you to see the same information, but in a graphical view and for the successor-predecessor information. It is possible to select one or more codes by clicking (CTRL+Left mouse click) for multiple selections on the corresponding codes.

Clicking the button “Add All” allows you to add all selected codes to the selected codes list and it closes the graphical view screen.

Clicking the button “Add selected codes” allows you to add the selected codes to the selected codes that are on the list and closes the graphical view screen.

Clicking the button “Add/Edit aggregate” enables the display of the standard Add/Edit aggregate screen allowing you to define a new aggregate from the selected codes.

Clicking the button “Save” enables you to save locally the graphical representation of the successor-predecessor in a PNG format file.

Clicking the “Cancel” button enables you to close the screen.

**Browsing the Hierarchy:**

When the button “**By hierarchy**” is clicked, a hierarchy of single codes is displayed.
The Show Code History, accessed from “Advance Selection: By Hierarchy”, has the same functionality as the one accessed through Group Details button.

Note: The hierarchy option will be available only if the dimension contains multiple levels of codes and if there is a relation available for browsing the hierarchy from one level of the classification to another. When not available the button will be greyed out.
Add successors or predecessors or MSA (minimal stable aggregate)
When the user selects the element and press the right mouse button the contextual menu will appear.

Add Successors: will add all successors of the selected code to the selected elements area.
Add Predecessors: will add all predecessors of the selected code to the selected elements area.
Add Predecessors/Successors: will add all predecessors and successors of the selected code to the selected elements area.

Add MSA will add Minimum stable aggregate to the selected elements area.

The user can also select the option Add as new aggregate using Successors, Predecessors, Successors/Predecessors or MSA. In this case the aggregate definition panel will be opened and system will suggest the name for the new aggregate.
By Search facilities:

**By Search:** When this button is clicked, the Advanced Selection option will be expanded and allows searching for codes according to the following criteria's:

**Search by Labels:** User can Search according to the Label. 3 options are available:
- Finding a code by the exact label
- Finding a code containing all the word entered by the user
- Finding a code having in the Label, any of the word entered by the user

---

**Fig. 30: Selection by search**
**Free Text**: User can type free text.

**Search by Codes**: User can Search according to the Code. The user will have to enter a pattern with the following wild characters:
- `?`: representing any characters at the given position
  - For example, `01??` Will select of the 4 digits codes of chapter 01
- `*`: Representing any number of characters at the given position
  - For example, `01*` Will select of codes of chapter 01 (without any distinction of the number of digits)

Once the selection has been done, the button will confirm the selection in the adequate dimension of the query.

**By Code facilities**:

When the button “By Code” is clicked, the Advanced Selection section will be expanded and allows the users to enter the code. Only individual codes are accepted, group codes cannot be added with this function. The sub window is located under the “Search Buttons”.

![Advanced selection: By Search, By Codes, By Function](image)

Fig. 31: Advanced search

**By Function facilities**:

When the button “By Function” is clicked, the Advanced Selection section will be expanded and allows users to enter a function (last code, from to codes, containing a specified string, all codes). The selected function will then be considered as an Implicit User list.

![Advanced selection: By Search, By Codes, By Function](image)

Fig. 32: Filter by function
When the advanced searching function has been used, the “Select” Button will confirm the selection.

Re-ordering the selected elements list:

The system provides the option to the user to re-order the selected elements of your plan by moving within the selection panel. The change applies either to single or to multiple selections (continuous or not).

The following options are available:

- Order ascending or descending
- Move up or move down one position
- Move to Top
- Move to Bottom

Fig 33: Rearrange the order of selected dimension elements in query definition screen buttons

- Clicking on the image buttons 🔧 or 🔧, will sort elements with ascending or descending order respectively.
- Clicking on the image button 🔧 will move the selection up by one element
- Clicking on the image button 🔧 will move the selection down by one element
- Clicking on the image button 🔧 will move the selection to the top.
- Clicking on the image button 🔧 will move the selection to the bottom.

This button ➡️ will navigate the user directly to the next dimension and ⬅️ to the previous one.
When the content of each dimension has been defined, a click on the button will proceed to Step 2 of the extraction process. Alternatively you can continue directly to the selection of outputs by pressing the button.

![Diagram of Eurostat interface](image)

**Fig. 34: Summary of extraction query**

**Note:** The compress button enables the system to check the data availability and when possible, reduce automatically the “unused codes”. This will reduce the number of cells of your extraction. Please be aware that the compressed extraction may contain no data.

**Generation of the last system default query update date/time**

Every time the default query is updated, the system will stamp the dataset with the latest update time stamp.

![Diagram of dataset update](image)

**Fig. 35: Dataset last update date**
**Existing query options**

As mentioned above in this user manual, the ‘Existing query’ options have been enhanced in order to provide users with additional functionalities, such as:

- Import / Export of query definition (including user and system aggregates and formulas)
- Enable the multiple query selection (for deletion)
- Set Auto Extract option on some existing queries

![Existing query window](image)

**Folder management**

Queries can be stored in different folders which the user can create and delete. To create a new folder press button add new folder, to delete the folder select it and press delete button of the “Action” section, corresponding to the query to be deleted.

**Note:** Only an empty folder can be deleted.

**Import / Export of query:**

Easy Comext offers the option of saving files containing queries or user lists at defined locations and transferring them back to the system when necessary. This option is very useful for exchanging queries (and user lists) between users. The output format is a XML file.

**Execute the query:**

To extract the query without any change select the execute button of the “Action” section, corresponding to the query to be extracted.

**Modify the query:**

To modify the query select the modify button of the “Action” section, corresponding to the query to be modified.

**Delete the query:**

To delete the query select the delete button of the “Action” section, corresponding to the query to be deleted.

**Move or copy the query:**
To move or copy the query select the move/copy button of the “Action” section, corresponding to the query to be moved or copied. Move/Copy dialog will be opened.

The user can select the radio button if to move or copy the query and select the desired destination by the button.

**Note:** Move action allows renaming of the Query, i.e. the existing query will be “moved” into the specified folder under the new name.

**Export query:**

To export a query, select the export button of the “Action” section, corresponding to the query to be exported.

This action will open a dialog to specify the folder in which the XML file will be saved:

Click on save button.

**Display aggregates:**
To display the aggregates select the aggregate button. The new window will be opened.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Dimension</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate</td>
<td>User</td>
<td>REPORTER</td>
<td>2013/06/12 15:24:32</td>
<td></td>
</tr>
<tr>
<td>agg_pph</td>
<td>System</td>
<td>REPORTER</td>
<td>2010/02/23 13:27:10</td>
<td></td>
</tr>
<tr>
<td>Eva_system</td>
<td>System</td>
<td>REPORTER</td>
<td>2016/02/23 11:47:17</td>
<td></td>
</tr>
<tr>
<td>Test_AGG_Syst</td>
<td>System</td>
<td>REPORTER</td>
<td>2016/02/23 13:34:03</td>
<td></td>
</tr>
</tbody>
</table>

Select the icon to edit the corresponding aggregate. The new window will be opened.

Select the icon to convert the system aggregate to the user aggregate. The logic is the same as for system formulas.

**Display formulas**

To display the formulas select the formula button. The new window will be opened.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Dimension</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>constants</td>
<td>User</td>
<td>REPORTER</td>
<td>2016/02/29 11:08:21</td>
<td></td>
</tr>
<tr>
<td>F1</td>
<td>User</td>
<td>REPORTER</td>
<td>2017/01/30 11:20:07</td>
<td></td>
</tr>
<tr>
<td>system_formula</td>
<td>System</td>
<td>REPORTER</td>
<td>2016/08/25 10:14:47</td>
<td></td>
</tr>
<tr>
<td>Xi</td>
<td>User</td>
<td>REPORTER</td>
<td>2014/12/03 10:18:55</td>
<td></td>
</tr>
</tbody>
</table>

Select the icon to edit the corresponding formula. The new window will be opened.

Select the icon to convert the system formula to the user formula. The system will ask the confirmation.
When the user confirms it the system formula will be replaced by the user formula in the corresponding query.

**Note:** The system formula will not be changed, only removed from the query.

**Extraction Calendar**

To open the Extraction Calendar select the extraction calendar button. The system will open the new window where the user can plan the execution of the query.

Select **Add** to add the new calendar entry. The system will open the new menu.
Select the date, hours, minutes, frequency and the number of repetitions and press Save. The new entry will be added. The user can also Edit or Delete entries previously saved.

**Note:** The extraction will be done in batch mode and the results will be sent by email if the size allows it.

**Import query:**

A query, previously exported from Easy Comext can be imported. To launch an importation process, use the following option:

![Import File (xml):](image)

*Fig. 37: Import Plan*

The **Browse...** button will enable the selection of the XML file to be imported. The **Import** button will start the import procedure.

**Note:** If the XML file to import contains already existing information (query, user objects such as aggregates or formulas, Easy Comext will ask for a confirmation to overwrite the existing information:

*Fig. 38: Warning for overwriting query or user objects*
Enable multiple query selection for deletion

This feature will enable the selection of one or several queries for deletion. The query selection can be done by a click on the check box available on the “Selected” column or by the following buttons: Select All, Deselect All.

Once the selection has been done, the button Delete Selected will remove the query from your Easy Comext query repository.

Massive extraction:

Select the folder (or Existing query folder at the top of the tree) and press the massive extraction button at the top of the Action area. The new window will be opened with the 1st step of the Massive extraction wizard.

Select the desired output and press the button Next to continue to the second step. The user can redefine the selected elements for one or more dimensions. Press the button Next to
continue to the step 3.

**Step 2 of 3 (Massive Extractions for folder: New folder)**

1. Step 2/3: Select the output options for the selected queries to be extracted.
2. Step 2/3: Select the elements to override the dimensions in the selected queries to be extracted.
3. Step 3/3: Launch the batch extractions for the selected queries.

**Step 3 of 3 (Massive Extractions for folder: New folder)**

1. Step 3/3: Select the output options for the selected queries to be extracted.
2. Step 3/3: Select the elements to override the dimensions in the selected queries to be extracted.
3. Step 3/3: Launch the batch extractions for the selected queries.

The system will show the summary. Press the button Submit to confirm the Massive Extraction. **Note:** The Massive Extraction will process only queries based on the same dataset. The user will be informed about the queries which will not be extracted below the each step. Limit of 100 plans cannot be exceeded.
**Note:** The Massive Extraction is applied only to the selected folder and not to queries inside the subfolders.
Step 1: Extraction query definition: method 2

Selecting the option New Text Query a Text query editor will open and allow to create a text based query.

Fig. 39: Text Query editor

The following rules will be applicable for the correct definition of the syntax of the text query properties file:

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>ItalicText</em></td>
<td>Keyword</td>
</tr>
<tr>
<td>[...]</td>
<td>Optional element</td>
</tr>
<tr>
<td>[...]*</td>
<td>Optional repeatable element</td>
</tr>
<tr>
<td>[...]+</td>
<td>Repeatable element with at least one occurrence</td>
</tr>
<tr>
<td>[ItalicText]</td>
<td>Optional Keyword</td>
</tr>
<tr>
<td>[ItalicText ...]+</td>
<td>Repeatable keywords, see also repeatable parameters. Elements in the enumeration will not be separated by any special character.</td>
</tr>
<tr>
<td>[ItalicText1 ...</td>
<td>ItalicText2 ...</td>
</tr>
<tr>
<td>[ItalicText1 ...</td>
<td>ItalicText2 ...</td>
</tr>
<tr>
<td>&lt;Text&gt;</td>
<td>Parameter</td>
</tr>
<tr>
<td>Optional Parameter</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>[&lt;Text&gt;]</td>
<td></td>
</tr>
</tbody>
</table>

Optional Parameter

- Repeatable parameters. The elements in the enumeration will be separated by comma. Ex: Key1, Key2, Key3

**Note:** The EASY Comext application offers the possibility to store the definition of queries in text files. The text files are simple plain text .properties files, where values are stored in KEY=VALUE pairs. The .properties files allow the user to define a query which contains various types of fields and outputs. For consistency purposes the users are advised to use “.properties” for the extension of the files in which they store the query definitions.

**Query Definition**

Each line has a KEY = VALUE entry and **must** be terminated by ENTER.

Example: DATASET_NAME=DS-045513

**Note:** Incorrect example: DATASET_NAME=DS-045513; The last character ‘;’ in such case, the dataset name will be considered as ‘DS-045513;’ and it will fail on validation.

The KEY **must** contain only letters, numbers and underscores ‘_’ and be uppercase.

The VALUE format is CSV (comma separated values), where multiple values (if the case) are separated by commas ‘,’. The value can have zero, one or many entries.

The allowed format for VALUE is:

- VALUE1 or “VALUE 1” (using double quotes)
  Multiple values are specified like:
  - VALUE1,VALUE2,VALUE3 or “VALUE1”,”VALUE2”,”VALUE3” (using double quotes)

**Note:** If the VALUE is not quoted, only letters, numbers and underscores ‘_’ are allowed.

Example: REPORTER=EU25

**Note:** Incorrect example: REPORTER=FR,EU 25 (EU 25 is incorrect, no spaces without quotes)

If the VALUE is quoted, value can contain spaces and other characters.

Example: REPORTER= “EU 25”, “FR” (spaces and other characters are allowed between quotes.)

**Note:** Incorrect example: REPORTER=”FR”,EU 25 (EU 25 is incorrect, no spaces without quotes)
The following syntax is used to define a Query:

```
DATASET_NAME = <DATA_SET_NAME>
QUERY_NAME = <"QUERY_NAME">, [<"QUERY_DESCRIPTION">]
<DIMENSION_NAME> = <CODE_1>+, <A:AGGREGATE>+, <F:FORMULA>+, <S:AGGREGATE_GROUP>+, <G:GROUP>+
IN_LINES = <DIMENSION_NAME_1>+
IN_COLUMNS = <DIMENSION_NAME_1>+
ELIMINATE_ZEROES = <[ON|OFF]>
OUTPUT_FORMAT = <OUTPUT_FORMAT_TYPE>
BATCH = <[ON|OFF]>
BATCH_OUTPUT_FORMAT = <[BATCH_OUTPUT_FORMAT_TYPE]>
BATCH_OUTPUT_LABELS_TYPE = <[L|B|C]>
```

**Mandatory Parameters:**

- **DATASET_NAME = <DATA_SET_NAME>** -> The dataset name. Mandatory.
- **QUERY_NAME = <"QUERY_NAME">, [<"QUERY_DESCRIPTION">]** -> The name of the query (mandatory). Can be simple as in <"MY_QUERY"> or preceded my folder definition as in: <"/folder1/MY_QUERY">, followed by the optional Query description;
- **<DIMENSION_NAME> = <DIMENSION_ELEMENT>**+ -> the name of the dimension, followed by one or more dimension elements (mandatory), where dimension elements can be:
  - <CODE_1>+ -> One or more dimension code;
  - <A:AGGREGATE>+ -> One or more aggregate of the current dimension;
  - <F:FORMULA>+ -> One or more formula of the current dimension;
  - <S:AGGREGATE_GROUP>+ -> One or more aggregate groups of the current dimension;
  - <G:GROUP>+ -> One or more groups of the current dimension;
- **IN_LINES = <DIMENSION_NAME_1>**+ -> Specifies which dimensions (one or more) will be displayed as LINES of the result. Mandatory.
- **IN_COLUMNS = <DIMENSION_NAME_1>**+ -> Specifies which dimensions (one or more) will be displayed as COLUMNS of the result. Mandatory.

**Optional Parameters:**

- **ELIMINATE_ZEROES = <[ON|OFF]>** -> Include/Eliminate zeroes in results [ON|OFF]. Default is OFF;
- **OUTPUT_FORMAT = <OUTPUT_FORMAT_TYPE>** -> The type of the desired output (EXCEL, CSV, PDF, etc);
- **BATCH = <[ON|OFF]>** -> Activate/Deactivate batch mode [ON|OFF]. Default is OFF;
- **BATCH_OUTPUT_FORMAT = <[BATCH_OUTPUT_FORMAT_TYPE]>** -> Specify batch output format (CSV, EXCEL, etc)
- **BATCH_OUTPUT_LABELS_TYPE = <[BATCH_OUTPUT_LABELS_TYPE]>** -> Batch output codes, labels or both: [L|C|B]. Default is B
NOTIFY_ON_UPDATE = <[ON|OFF]> - Activate/Deactivate dataset updated notification [ON|OFF]. Default is OFF.

Below is a full query example:

```plaintext
# Sample text query generated on: 2013-11-14 13:22:43.077
#-----------------------------------------------
# MANDATORY PARAMETERS
#-----------------------------------------------
# Data Set EU TRADE SINCE 1995 BY CN8
DATASET_NAME=DS-045513
# Query name and description
QUERY_NAME=DS-045513_BATCH

# Data Set dimensions
# REPORTER
REPORTER=EU25
# PARTNER
PARTNER=US
# PRODUCT
PRODUCT=G:G_TOTAL
# FLOW
FLOW=1,2
# PERIOD
PERIOD=200310,200311
# INDICATORS
INDICATORS=QUANTITY_IN_100KG,SUPPLEMENTARY_QUANTITY,VALUE_IN_EUROS
# The dimensions to be displayed as Lines.
IN_LINES=REPORTER
# The dimensions to be displayed as Columns.
IN_COLUMNS=PARTNER

# OPTIONAL PARAMETERS
#------------------------
# Include/Eliminate zeroes in results [ON|OFF]. Default is OFF
ELIMINATE_ZEROES=OFF
# Specify output format [CSV, TSV, SDMX, SSS, TCSV, TFIX, HTML, HTML TOC, LINE, BAR, COLUMN, PIE, MAP, PC_AXIS, EXCEL, GESMES, DSPL]
OUTPUT_FORMAT=
# Activate/Deactivate batch mode [ON|OFF]. Default is OFF
BATCH=ON
# Specify batch output format [CSV, TSV, SDMX, SSS, TCSV, TFIX, HTML, HTML TOC, PC_AXIS, EXCEL, GESMES, DSPL]
BATCH_OUTPUT_FORMAT=CSV,EXCEL
# Batch output codes, labels or both: [L|C|B]. Default is B
BATCH_OUTPUT_LABELS_TYPE=B
# Activate/Deactivate dataset updated notification [ON|OFF]. Default is OFF
NOTIFY_ON_UPDATE=OFF
```

Note: The user can insert comments inside the text query properties file. A line from the file will be marked as a comment line by using sharp character ("#") in the beginning of the line.

EX: #This is a comment line
Displays the system open dialog allowing the user to open an existing text query file (only .properties files can be opened). If the current query is modified and unsaved, asks for confirmation.

Creates a new empty text query. If the current text query is modified and unsaved, asks for confirmation.

Verifies the text query syntax. In case of errors, provide error messages indicating the user where to perform corrections.

Saves the current text query into a .properties file. The user will be prompted for the new file name.

Saves and submits the text query. Performs systematic syntactic checks before query submission and in case of errors, provide error messages indicating the user where to perform corrections.

Opens Select Object window with all the available aggregates for the current user and dataset and the dimension selected in the box at the top of the text query editor. Selected aggregate is added on the position of cursor.

Opens Select Object window with all the available formulas for the current user and dataset and the dimension selected in the box at the top of the text query editor. Selected formula is added on the position of cursor.

Allows the user to display an estimated number of cells for the current text query. The query must be valid for this button to perform. If the query is not valid, displays -1 in red.

If checked (default is off), when saving a text query to file, the query is saved disregarding the errors, allowing the user to save an incorrect text query to file for later editing.

If checked (default is off), allows the user to display the results (by clicking the Finish button) in a new window instead of the current one.

Note: If the number of estimated cells exceeds 120 000 extraction will be sent in batch regardless the definition of Batch value in the text query. If the number of estimated cells exceed 1 800 000 extraction will be blocked and user will be prompted to reduce number of elements.
Step 2: Extraction Layout definition

The user can define the layout of the display/presentation of the extracted data. **Up to five header columns and five header rows** can be defined.

For each line or column the user selects to display **codes, labels or both**
For the remaining dimensions (which have not been put in the table), select the output format in the **SLICE** sub window

When the output table has been defined, users have to click on the **3. Output Selection** button to access the Step 3 (Last step of the extraction process).

**Note:** The option “**Eliminate Zeros**” will remove the “codes” not in use in the extraction. The **Number of rows and columns to display** must be lower or equal to 100.
Step 3: Extraction Option / Submission

This last step of the extraction will be different according to the status of the user. A non-registered user will only have the possibility to launch the extraction in Interactive mode. While a registered user will be able to specify if the extraction is to be launched in Interactive mode or in Batch mode, a non-registered user will only be able to submit Interactive extractions.

If the submission is interactive, the user should wait until Easy COMEXT has extracted and prepared the data for display.

The submission is launched through the following screen (not logged in users)

Fig. 41: Submit an extraction (not registered users)

As mentioned here above, a logged-in user will have access to several options reaching step 3:
- Execute a remote extraction and visualise the results or download formatted files later
- Be informed by mail when the dataset used for the extraction is updated
- Save the extraction query in the specified folder and enable the Auto Extraction when the dataset will be updated
- Define the format of the file to be generated with the extraction’s results

When the registered user requests a batch extraction, the notification message will be sent via email. This email will contain also the selected output(s) and is sent up to 5mb. In the case of larger size the email message will prompt the user to login into the system for retrieving it.

When the user selects the “interactive extraction” (not batch), the result of the extraction will be displayed, but the user can also generate the output file(s) in one (or several) available formats (Excel, CSV, SDMX, Text, PDF, RTF2 etc.).
A new check box is added in the Save Query screen, on Step 3, Re-extract this query when this dataset is updated” in order to allow the users to receive automatically the notification/data when the dataset is updated. When the users have multiple queries on a dataset which is subject to notification, only one notification is sent.

Fig. 43: Re-extract this query when this dataset is updated check-box
When a **batch** job is launched the user can visualise the processing status through the link “Batch Jobs” on the main Toolbar. The Refresh button renews the state status of the extractions.

The following window is displayed:

![Batch Jobs](image.png)

**Fig. 44: Batch Jobs**

When the submitted batch job’s State is **completed**, it’s added to the list of “Completed works”.

To access the following window, displaying the extractions submitted in Batch mode and saved under the user account, user have to click on the link “**Completed work**” from the main Toolbar.

![Completed Works](image.png)

**Fig. 45: Completed Works window**

**Note:** According to the selection made under the step 3 (Extraction options), users will be able to display the extraction or to download the output file (EXCEL, CSV, etc.).

Multiple selections of completed extractions can be done via the check box or using the buttons. The delete option is available via the button.

**Note:** For some types of the outputs (EXCEL, HTML, HTML_TOC, PDF and RTF2) the option Compact output is available. The user can select the options remove empty rows, remove empty columns and remove empty tables. Only for EXCEL output the user can select the option All tables in the same worksheet.
Display the result of an extraction:

An extraction can be displayed either after an interactive extraction or after clicking on the “Display” button associated to the extraction list in the completed work window.

![Display of an Extraction](image)

**Fig. 46: Display of an Extraction**

At this stage, the user is given the following options:

- Make new selection in the Header dimensions (Product, Indicators...)
- Print Slice
- Pivot the Slice
- Modify Query (a new extraction will be done)
- Change Layout
- Save query (only for registered users)
- Perform Post computations on the resulted extraction (Sum, Average, Count, Percentages, Growth Rate, Linear Regression, Indices)
- Save table or Extraction: download the data (view or all) in the requested format (Excel, CSV, HTML, etc.).
- View dataset or Dimension metadata
- Interactively browse the dimension elements.
- Generate Graphics (Lines, Pies, Bar charts, Column charts etc)
- Generate and browse interactive charts
- Generate Treemap
- Generate Maps
- Show or hide footnotes
Perform computations on the extraction
Obtain a report on the extraction including data, graphs etc.
Sort the results ascending/descending order.
Update elements in the dimension via Plus sign
Add formulas from the spreadsheet
Obtain the basic statistics report information

Basic Statistics Reporting

The user through the button at the bottom of the main spreadsheet triggers the pop-up text box which contains the statistics based on the data table at the moment of viewing:

![Basic Statistic Report button](image)

**Note:** In case when there is a string table content, only the number of cells and values will be displayed. The new statistics will be calculated for each indicator separately.

The Basic Statistics Reports screen is generated as seen below:

![Basic Statistic Report Screen](image)
Indicator displays the current indicator selected in the Z axis. If the indicator is selected on x/y axis, it displays the “All” string.

Decimals spinner: \( \text{Decimal(s): } \) 2 allows the user to change the number of decimals that are displayed in the statistics table. Default value is 2, MIN is 0 and MAX is 10.

The Basic Statistics information table is in a tabular format with the following calculations performed on the currently visualised cells:

- Sum column displays the sum of the cells;
- Average column displays the average value of the cells;
- Cells column displays the number of cells visualised and taken into account;
- Values column displays the number of cells with non-empty values;
- Variance column displays the variance of the current cells;
- Standard Deviation column displays the standard deviation of the current cells;
- MAX column displays the maximum value found within the current cells;
- MIN column displays the minimum value found within the current cells.

**Note:** Refresh button: \( \text{Refresh} \) allows the user to change the number of decimals displayed in the statistics table.

Close window: \( \text{Close window} \) button closes the Basic Statistics Reporting screen.
Update the spreadsheet

The user can update the elements in the dimension by pressing plus sign . This button is available behind the each dimension. New window is opened and contains elements available for the selected dimension.

![Spreadsheet interface](image)

**Fig. 49:** Display of an Extraction

Buttons Select All and Deselect All are available. User can check or uncheck boxes and . To compress the extraction check the box . When the selection is ready press button and spreadsheet will be updated according to the selection, press button to cancel the spreadsheet update.

Add the formula to the spreadsheet

To add the formula to the dimension press formula icon available behind the each dimension . Formula definition screen is opened but formula can be based only on elements available in the current extraction. In order to compute the formulas, the new extraction will be based on the available data, i.e. data will not be extracted from the database. Define the formula and press button to add the formula to the spreadsheet.

Make a new selection in the Header dimensions (Product, Indicators,..)

The Dimension which has not been put into the table remains as Headers. Consequently, only one code of each header’s dimension can be used to present the table.
Users can change the code selection by clicking on the Dimension drop down selection box and select another code in the list displayed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>IMPORT</td>
<td></td>
</tr>
<tr>
<td>Jan-Dec 2004</td>
<td></td>
</tr>
<tr>
<td>Jan 2005</td>
<td></td>
</tr>
<tr>
<td>Feb 2005</td>
<td></td>
</tr>
<tr>
<td>Mar 2005</td>
<td></td>
</tr>
<tr>
<td>Apr 2005</td>
<td></td>
</tr>
<tr>
<td>May 2005</td>
<td></td>
</tr>
<tr>
<td>Jun 2005</td>
<td></td>
</tr>
<tr>
<td>Jul 2005</td>
<td></td>
</tr>
<tr>
<td>Aug 2005</td>
<td></td>
</tr>
<tr>
<td>Sep 2005</td>
<td></td>
</tr>
<tr>
<td>Oct 2005</td>
<td></td>
</tr>
<tr>
<td>Nov 2005</td>
<td></td>
</tr>
<tr>
<td>Dec 2005</td>
<td></td>
</tr>
<tr>
<td>Jan-Dec 2004</td>
<td></td>
</tr>
</tbody>
</table>

Fig. 50: Selection of another code in a Header dimension

Change layout of the table

Select the Details tab from the left panel. Details will be shown.

The modify query button will enable you to change the definition of your extraction. This selection will enable you to proceed to a new extraction with the new defined query.
To change the layout of the table, users have to use the \textit{Change Layout} button. This option will bring user to the window where the table presentation is to be defined.

This window is similar to the step 2 of the extraction procedure. Once the presentation has been defined, the \textit{Refresh} button will display the table accordingly.

Select the Output tab from the left panel and the options to create the output from the Spreadsheet will be available.

\textbf{Print screen}

The print screen button \textit{Print screen} will provide a print preview of the data displayed on the screen (which may be only a part of the table).

\textbf{Print slice}

The print screen button \textit{Print slice} will provide a print preview of whole extraction, cut in slice.

The Slice of the extraction can be displayed on the screen using the following icon:

The following “slide selection” sub window appears: Enabling users to display a selected slide:
Save table / Save Extraction

The Save table or Save Extraction buttons will enable you to save the displayed Table or the entire table. The output format is to be defined before clicking on the “Save” buttons. The following options are available:

- CSV
- TSV
- HTML
- HTML_TOC (Table of Contents)
- SDMX
- Triple S (2.0)
- Tabular CSV
- Tabular Fixed
- Line chart
- Bar chart
- Column chart
- PC_AXIS
- GESMES
- EXCEL
- DSPL
- PDF
- RTF2

View dataset or Dimension metadata

Metadata can be accessed at three levels:

- From the main toolbar the user can have a **global metadata covering** all datasets
- From each dataset the user may access **metadata related to the specific dataset**
- From each dimension the user can access **metadata related to this dimension**

All files can be downloaded or opened.

In general the user can find metadata related to methodology, classification, quality, timeliness information and update information, important notices and software. The available metadata information will increase and improve continuously.
Select the Static Charts tab from the left panel of the Spreadsheet. The panel will be expanded and will allow the user to select the Graph type, Map or to generate the Report.

The user can generate 4 static graphic types:

- Line
- Pie
- Bar
  - Horizontal
  - vertical
- Map

**Note:** The Line & Bar graphics require that less than 10 rows are displayed in the table. The Pie and the Map graphic only permit one row.

Example of Line Graph:
Fig. 51: Static Line graph
Example of Pie Graph:

Map parameters:
To generate a Map with easy COMEXT, users must give a name to the Map (Title) and can also define colours according to the range of values. These selections are to be done under the following window:
Once the Map specifications have been given, click on **Continue** to obtain the Map.

Example of a map:

![Map Diagram]

**Fig. 54: Map**

**Show or hide footnotes**

The button enables users to show or hide footnotes when necessary. This option is available in the Post Computation tab.
Generation of interactive Charts

The user can generate 8 interactive Chart types by selecting the “Chart button” at Step 3 of the extraction:

The available Chart options for the users are:

- Pie
- Line
- Bar
  - Horizontal
  - Vertical
  - Stacked
- Area
- Scatter
- Radar

Example of an Interactive Line Chart:

![Interactive Line Chart](image)

Fig. 55: Interactive Line Chart

The values can be interactively browsed just hovering the mouse over the graphs. A tooltip will appear along with the corresponding value hovered over the mouse, which will include the dimension and specific values information.
Example of Interactive Pie Chart:

![Interactive Pie Chart](image)

**Change Interactive Chart Type**

The user can select by clicking on the radio buttons any available type of Chart based on the extracted spreadsheet.

![Interactive Graph Selection](image)

The button ![Refresh](image) will trigger the generation of the newly selected chart type and the new chart will be displayed to the user's screen.

**Note:** The **Stacked Bar** Chart needs at least **two rows** to be selected to be displayed. The **Pie** Chart only permits **one row** to be displayed. If the above conditions are not met, the corresponding buttons will be disabled for selection.
Save Interactive Chart

The user has the option to save any Chart currently displayed on the screen.

To do so, click on the Save to File button. A dialog will open to save the chart as a PNG image:

![Save Interactive Line Chart](image)

Fig. 57: Save Interactive Line Chart

Save the chart on your preferred location. The Chart’s image is available for display:

![Interactive Line Chart](image)

**Note:** The Chart can be resized from the bottom right corner. Any size modification will be also reflected at the saved image.
Print Interactive Chart

The user has the option to print any Chart **currently displayed** on the screen. To do so, click on the button. A new tab will open generating the print preview.

Print the chart on your preferred printer.
**Generation of Treemap dynamic chart**

The treemap visualization contains only data from the current slice as the rest of the interactive charts. The maximum number of elements to display is the same as in the spreadsheet (a configured parameter with default value of 50, max value of 100). The treemap Chart can be saved and printed by button Save to file and Print as other graphs. The options Strip and Squarified are available on the right panel.

Note: If the selection is not suitable for the Treemap visualization or exceeds the limits (maximum number of elements allowed) the user is informed via a proper message and no Treemap is rendered.

**Generation of geographic map**

Select tab "Map" to generate the Geo map.

Example of a Map:
**Note 1:** If you have selected multiple rows in the Spreadsheet and the dimension is a Country, the system will automatically preselect the first row only (and deselect the other) and displays the geographical map normally.

**Note 2:** You can change the current reporting country (either Z or X axis) by clicking directly on the new country in the map. When the country that you clicked on is on the Z axis list, the system will automatically change the slice and refresh the map. When the country that you clicked on is on the X axis, select it and deselect all the others and refresh the map. When the country does not exist originally in any axis, your selection will be ignored.

The size of the map can be increased by the button in the top left corner. Press button to show the default map size.

The user can change the map type in Interactive Graph Selection Panel. Three types are available. The user can also check or uncheck boxes and . Press to save the map and press to print it. The colors can be updated by clicking to the colored areas and .
Perform post computations on the extraction

Select the Post Computations tab at the right panel. Panel will be expanded.

Post computations option enables users to perform processing on the results of the extraction:

The post computation operations are available at Step 3 through the top options on the screen as shown below:

**Fig. 61: Post computation selection**

Triggering the post computations button, the system will display the post computation screen:

**Fig. 62: Post computation Screen**

The calculation operations available for the user are:

**Average**

The average will be processed on the dimension(s) selected in the table. A variable name will be proposed, but can be edited from the user.
Count
The count will be processed on the dimension(s) selected in the table. A variable name will be proposed, but can be edited from the user.

Sum
The sum will be processed on the dimension(s) selected dimension(s) selected in the table. A variable name will be proposed, but can be edited from the user.

Percentage
When clicking on the computations button (processing type: percentage the percentage is computed and the name for the new indicator(s) that is (are) created (PERCENT_DIMENSION NAME)

Growth Rate
User can select the only Period dimension and axis selection is disabled. The basic Growth rate computation will be performed.

Linear Regression
The Linear Regression will be processed on the dimension(s) selected in the table. A variable name will be proposed, but can be edited from the user.

Indices
The Indices will be processed on the dimension(s) selected in the table. A variable name will be proposed, but can be edited from the user.

Decimals format: 0.00
When clicking on the Decimal button, (percentage), the following form allows specifying the decimal format for each indicator of the table:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>User format</th>
</tr>
</thead>
<tbody>
<tr>
<td>VALUE_IN_EUROS</td>
<td>0[decimal(s)]</td>
</tr>
<tr>
<td>QUANTITY_IN_100KG</td>
<td>0[decimal(s)]</td>
</tr>
</tbody>
</table>

Fig. 63: Indicator selection for User format

Click on ‘continue’ to validate the selection.
The Report is available in the Static Charts tab. This option enables the production of report including (according to user selections, the table, and/or graphs and Map). The content selection is done via the following dialog:

Report formats PDF, RTF and HTML are available. The user can select the options Remove empty rows, Remove empty columns and Remove empty tables. Extraction Slices radio buttons allow either all the extraction slices to be generated in the report or only the current displayed slice (default selected).

**Note:** The list of available elements to be included in the selection in the report is subject to the same limitation as for the charts:

The Line & Bar graphics require that less than 10 rows are displayed in the table
The Pie and the Map graphic only permit one row.

If E-mail Report is selected the report will be send by e-mail (zip attached archive) to the user’s email address after the report is generated. If the size of the report is too big for email system user will receive email without attachment and have to login to retrieve it in Completed Works.

**Note:** If the selection exceeds the limits of the current extraction (number of cells/rows) the Report will not be presented directly to the user and will be executed in Batch mode. If the user is anonymous, the ‘All’ radio button and ‘E-mail Report’ checkbox will be disabled.
**NOMENCLATURES and RELATIONS**

**Introduction**

On the main page, Easy COMEXT displays the list of Available Nomenclatures and Relations between nomenclatures:

![Available nomenclatures and Relations](#)

When selecting a nomenclature / relation, a floating menu will enable user to open or download the nomenclature/relation.

---

*Fig. 65: Available nomenclatures and Relations*
Open a nomenclature

Selecting **Open nomenclature** in the floating menu will open the following dialog:

![Open nomenclature dialog](image)

Fig. 66: Nomenclatures

When a Nomenclature is open, Easy Comext display the codes, the validity period (when relevant) and the Labels. On the top of the dialog, several options are available to enable users to change the display or (and) to perform a search.

The available options can be split in two categories, display and filter

**Display options:**

**Label:**
This drop down menu will display the list of the available labels

![Label dropdown](image)
Sort order:
This drop down menu will enable users to select the sort order (ascending / descending) according to the codes or Labels

Print Preview:
A nomenclature or a relation can also be printed. The command button Print Preview will open a dedicated window

Fig. 68: Sort order options

Fig. 69: Print preview
**View Thesaurus, Successors / Predecessors:**

The view option will give access to the Thesaurus or Successors / Predecessors information related to codes (when relevant).

To display the information’s user must select one of the view options (Thesaurus or S/P) and click on the icon located in front of the code. The information will be displayed in a new window, showing the following information:

**Thesaurus View**

Thesaurus displays the evolution of the concerned code with its direct and indirect successors/predecessors in all levels.

**Fig. 70: Thesaurus View**

Double click on a related code (a link from column Codes), will be displayed the thesaurus for the selected code.

**Fig. 71: Thesaurus View Navigation**

Double click again on the same code to return.
Successors / Predecessors:

Specific Codes evolution can be seen in this screen. A code can be changed over time and this screen will show the current code (Code column), the previous code (Successor column) and the following code after the previous code (Predecessor column). Along with the codes numbers the validity period is displayed.

![Successors / Predecessors View](image1)

Fig. 72: Successors / Predecessors View

The successors and predecessors are hyperlinks. Click on each of them and the system will scroll and highlight the code at the first column.

![Successors / Predecessors View hyperlinks](image2)

Fig. 73: Successors / Predecessors View hyperlinks

Put the mouse over a code, the label is displayed as a tooltip:

![Successors / Predecessors View tooltips](image3)

Fig. 74: Successors / Predecessors View tooltips

Note: Only the codes that have data inside the column “Label” will have a tooltip for a code.

Within the Nomenclatures, you also have the option to see the successor-predecessor relationship using a graphical view.
Fig. 75: Successor/Predecessor dialog for a Nomenclature

Fig. 76: Graphical View Representation of the successor-predecessor screen for Nomenclature

Clicking the button “Save” enables you to save the graphical representation of the successor-predecessor in a PNG file.

Clicking the “Cancel” button enables you to close the screen.

Clicking the “Print” button allows you to print the successor-predecessor nomenclature codes in graphical visualisation.
Filter options:

Validity period:

Two fields are available to define the list of codes according to the validity period (Start date - End date). According to the “dates” entered in these fields, the list of code will be reduced.

Start date: ________  End date: ________

Filter by Code:

User can search a specific code by typing it in the available text box.

Filter by code: ________

Label Search:

User can search a specific code by typing it in the available text box.

Search by Labels: ○ The phrase ○ All the words ○ Any of the words

The search can be done either by label or by typing words and selecting one of the options:
- The phrase
- All the words
- Any of the words

The Free Text option is also available from the following text box:

Free Text: ________

Navigation buttons:

User can navigate in the nomenclature via the command button located at the bottom of the window.

User can select the first code to display, using the text box and the Go button, navigate in the nomenclature’s pages or go directly to a specific page number.
Select among decimal separators

The option has been added permitting the user to select another decimal separator for all textual outputs. The default option is the point ("."). This option is enabled for each user in their profiles section. Select the Extraction Preferences tab.

Fig. 77: Extraction Preferences-Preferred Decimal Separator

Extraction checksum Completed Works

Each extraction performed in the system has a checksum computed. The checksum is based on the data contents of the extraction. The two extractions with the same checksum will have identical data.

The checksum is visible and enabled for copy at visualisation. It is also present in all outputs in order to permit the user to compare if the contents are identical to the previous extraction.

Fig. 78: Completed Works Screen-Checksum column

The checksum column displays for each extraction a hyperlink allowing the user to click on it and display the associated checksum.

Note: To enable the checksum calculation please login, go to your profile and enable the option.

Extraction checksum Step 3
The checksum calculation is also available during the visualisation of the extraction at Step 3. An example is shown below:

Fig. 79: Result Extraction Screen-Checksum information

**Excel output – All tables in the same worksheet**

The user can check the box in the Extraction preferences of his profile. The system will generate the Excell output according to the user’s preferences.

**Tabular output – Compact Mode**

The user can check his preferences for Tabular output as well.
User Satisfaction Form

Please be aware that a user satisfaction form has been introduced in the system for the registered users and is displayed after a pre-determined amount of system wide extractions. The form will be available to your local language selected and will take less than 1 minute to complete and provide to Eurostat. The feedback will help Eurostat to make Easy Comext even better.

How would you rate the overall experience with Easy Comext?

Your feedback will help us make Easy Comext better

![Star Rating]

Enter your comments (optional)

Submit

Fig. 80: User Satisfaction Form

You can choose to specify the satisfaction level by clicking on the corresponding star (1 to 5) You can use the “Comments” text area to enter any additional optional comments about Easy Comext.

Notes: Clicking the button “Skip” will submit the feedback and close the dialog. The system will store the information that you have chosen to “skip” the survey. Clicking the “Submit” button will submit the feedback and close the dialog. The system will store the selected satisfaction value (1-5) as well as the comment you have optionally entered. The system will validate that you have selected the rating before submitting the form.