

Data Portal. Port Management Association of Eastern and Southern Africa

USER GUIDE

Table of contents

Using the Data Portal	5
About the Data Portal.....	6
System requirements	7
Data Search	8
About Data Search.....	9
Searching the data	10
Navigating the results.....	10
Previewing and viewing the data.....	11
Exporting results.....	13
Maps	14
About Maps.....	15
Using the map.....	16
Visualizing a source and an indicator on the map.....	16
Searching an indicator in the indicators list	16
Viewing territory details.....	16
Using the legend.....	17
Configuring the legend.....	18
Exporting the map.....	21
Dashboards.....	22
About Dashboards	23
Working with dashboard visualizations.....	24
Printing and exporting the dashboard document.....	25
Printing the results.....	25
Exporting the results	25
Data Analysis.....	27
About Data Analysis	28
Selecting elements from the dimensions	28
Changing the position of the dimensions.....	30
Undoing and redoing actions.....	31

Working in Table view.....	32
Sorting the table.....	32
Filtering data from the table.....	32
Adding conditional formatting to the table.....	34
Adding columns and rows for totals.....	35
Applying a table style.....	37
Setting the data format.....	37
Working in Chart view.....	39
Changing the chart type.....	39
Customizing the chart.....	39
Viewing the indicators information.....	40
Changing the range of data displayed on the chart in Table-Chart mode.....	41
Hiding the table in Table-Chart mode.....	41
Printing and exporting the results.....	42
Printing the results.....	42
Exporting the results.....	42
Bulk Download.....	43
About Bulk Download.....	44
Selecting the source.....	45
Selecting the elements.....	46
Selecting elements from the dimension.....	46
Searching for elements in a dimension.....	47
Using a dimension's list context menu.....	47
Downloading the results.....	48
Documents.....	50
Documents.....	51

About the Data Portal

The Data Portal provides many advanced features for analyzing, visualizing, and reporting statistical data for PMAESA and its participants. The portal's functionality works entirely in a Web browser such as Microsoft Internet Explorer.

This user guide describes the portal's features and provides step-by-step instructions for using them.

System requirements

To ensure trouble-free operation of the Data Portal, please check that your computer meets the following requirements.

Operating system	Any
Browser	Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 18 or higher, Google Chrome 24 or higher, or Apple Safari 4 or higher
Additional software	Microsoft Word, Microsoft Excel, and Adobe Acrobat Reader are recommended for opening certain types of downloadable content

2

Data Search

About Data Search

The Data Search page of the portal enables you to search any indicator data in any of the data sources of PMAESA Data Portal.


The screenshot displays the PMAESA Data Portal interface. At the top, there is a blue navigation bar with the PMAESA logo and 'DATA PORTAL' text. Below the logo, there are language options for 'English' and 'Français'. The navigation bar includes several icons: a magnifying glass for 'Data Search', a globe for 'Map', a dashboard icon for 'Dashboards', a bar chart for 'Data Analysis', a download icon for 'Bulk Download', and a document icon for 'Documents'. Below the navigation bar is a search input field containing the text 'volume'. To the right of the search field are icons for help and search. Below the search field, the results are displayed under the heading 'Found 46 Time Series'. A list of 20 results is shown, each starting with a number and a link to a specific time series, such as 'CARGO TRAFFIC, ANNUAL GROWTH (Volume), BEIRA/BEIRA (2009)'. Below the list, there is a pagination control showing '<< Previous Page 1 of 3 Next >>' and a set of buttons for 'First', '1', '2', '3', and 'Last'. At the bottom of the page, there is a footer with the text 'In partnership with the African Development Bank' and 'Powered by Prognoz'.

- **To browse to the Data Search page, choose Data Search from the navigation bar.**

Searching the data

To search the data according to any criteria, do the following:

1. Type the search criteria in the search field. The portal starts the searching process automatically.

A search input field with the placeholder text "Search criteria". To the right of the input field are two icons: a question mark and a magnifying glass.

TIP Search string may contain the logical operators AND and OR and the operands () and “. AND searches for both words and phrases, while OR searches for one or the other. If the search string uses AND and OR at the same time, the AND operation takes priority, unless you enclose the OR operation in parentheses, as in (A or B) and C. To find an exact phrase, such as “inflation rates,” enclose the phrase in quotes.

2. After the search finishes, the list of data series found will be displayed under the search field.

Navigating the results

If the search returns a large number of data series, use the navigation bar under the list of results:

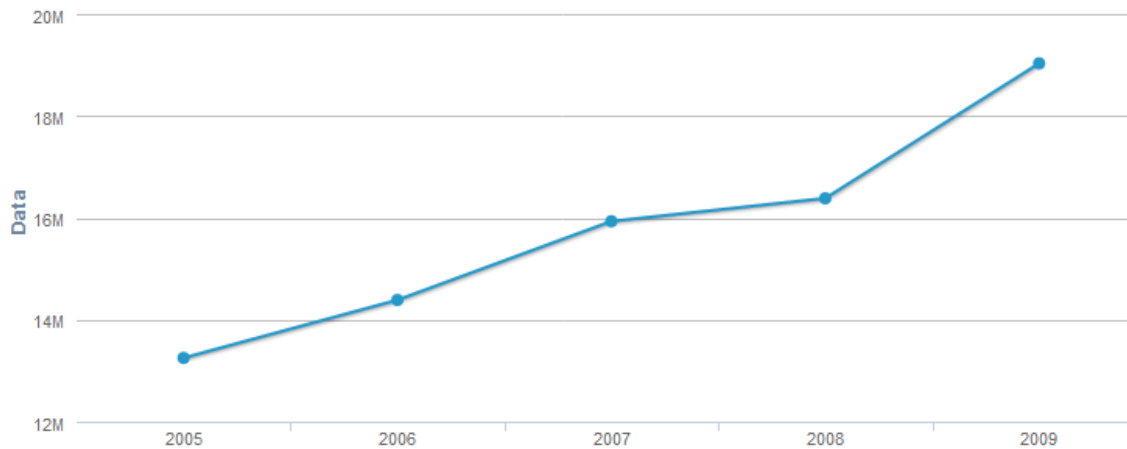
- **To go to a results page**, click its number button.
- **To go to the subsequent results page**, click the Next button.
- **To go to the previous results page**, click the Previous button.
- **To go to the first page of the results**, click the First button.
- **To go to the last page of the results**, click the Last button.




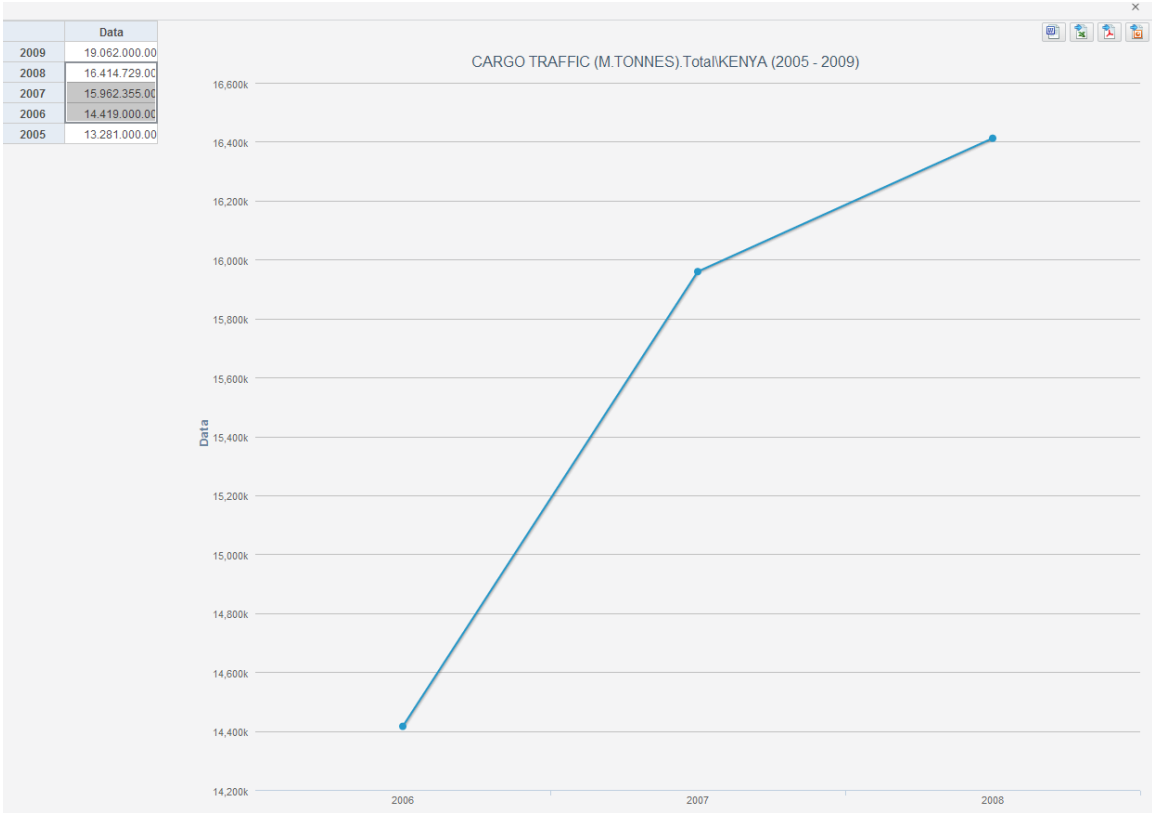
Previewing and viewing the data

The Data Search tool enables you to preview the data of the found data series.

1. [CARGO TRAFFIC \(M.TONNES\).Total\KENYA \(2005 - 2009\)](#)





- **To preview the data of the data series**, click the desired data series name in the results list. The preview chart opens under the data series name.
- **To view the full data of the data series in Table-Chart mode**, follow these steps:
 1. Preview the data.
 2. Click the Browse button  [Browse...](#) under the preview chart. A window opens, offering you the ability to select data for representation and exporting.
- **To select the data for representation and exporting**, select the desired data in the table.



Exporting results

The portal enables you export the table and chart to one of two external file formats.

To export the results to an external file format, follow these steps:

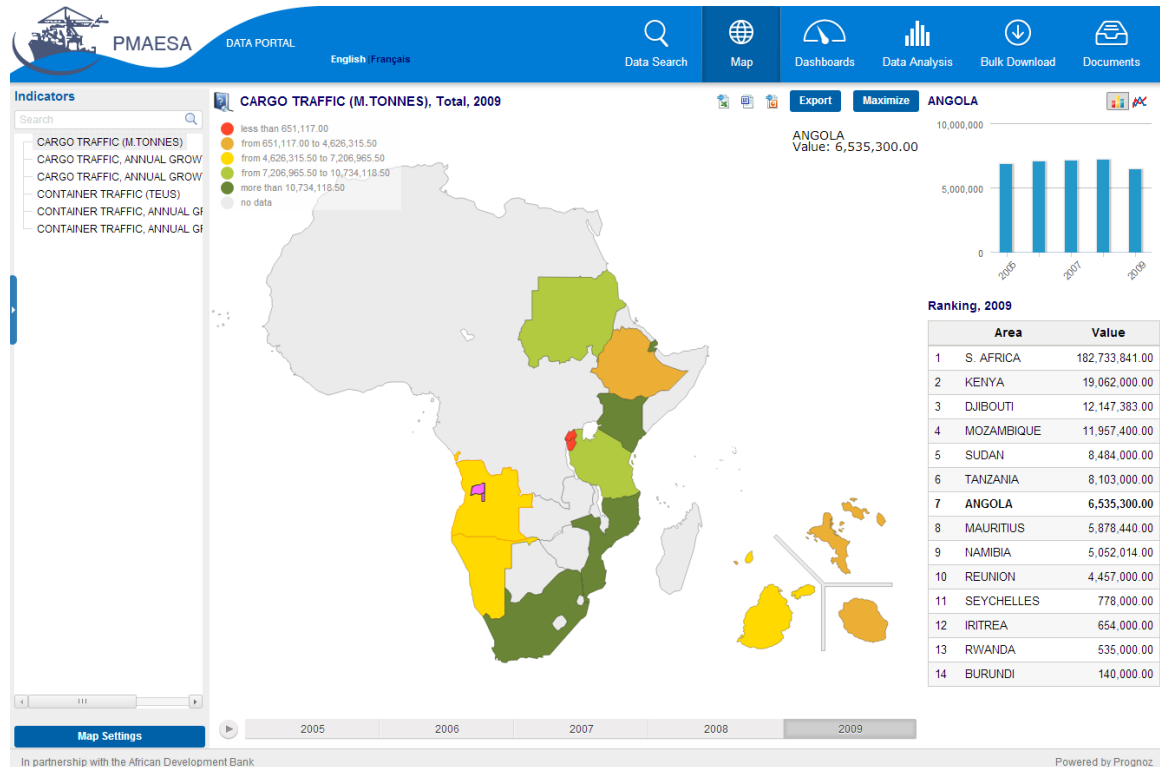
1. Open the data series in the table-chart mode modal window.
2. In the toolbar, click the button corresponding to the file type to which you want to export the results:
 - **Export to XLS** . This format opens in Microsoft Excel.
 - **Export to PDF** . This format opens in Adobe Acrobat.
3. The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.

3

Maps

About Maps

The Maps page of the portal enables you to visualize any indicator in any of several preset years on an interactive map of PMAESA participants.



- To browse to the **Maps** page, choose Maps from the navigation bar.

Using the map

The map offers several convenient functions, all of which you can activate with one or two mouse clicks.

Visualizing a source and an indicator on the map

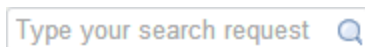
To visualize an indicator on the map, click the desired indicator in the list on the left. The portal visualizes the selected elements on the map.

- **To change the year**, click the year point directly below the map or the desired bar column in the chart in the top right corner of the browser window.



Searching an indicator in the indicators list

To find an indicator quickly, use the Search tool above the indicators list.



Type the text to find and either press Enter or click the magnifying-glass icon, and the portal displays all indicators names that contain this sequence of characters in the indicators list.

Viewing territory details

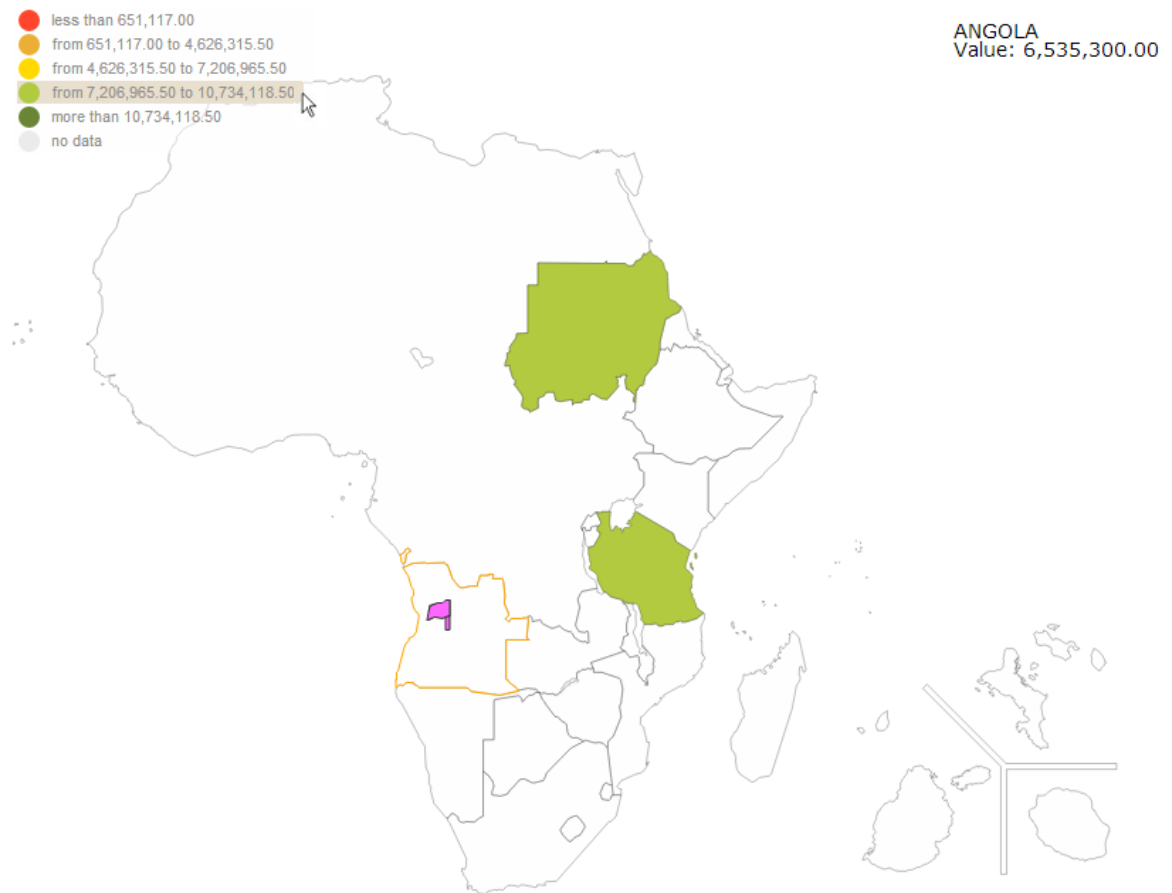
The details for the currently selected territory include a chart comparing the territory's data over all years and a list giving the territory's rank in this particular source and indicator.

- **To view details for a particular territory**, click this territory on the map or its name in the table on the right.

- **To view details for districts included in a particular province,** double-click the desired province.
- **To revert to province representation,** click the Back button above the map.

Using the legend

The map's legend enables you to highlight only those provinces that belong to a specific range of data. To do so, hover over the desired range with the mouse pointer. You do not need to click the mouse button to see this effect.

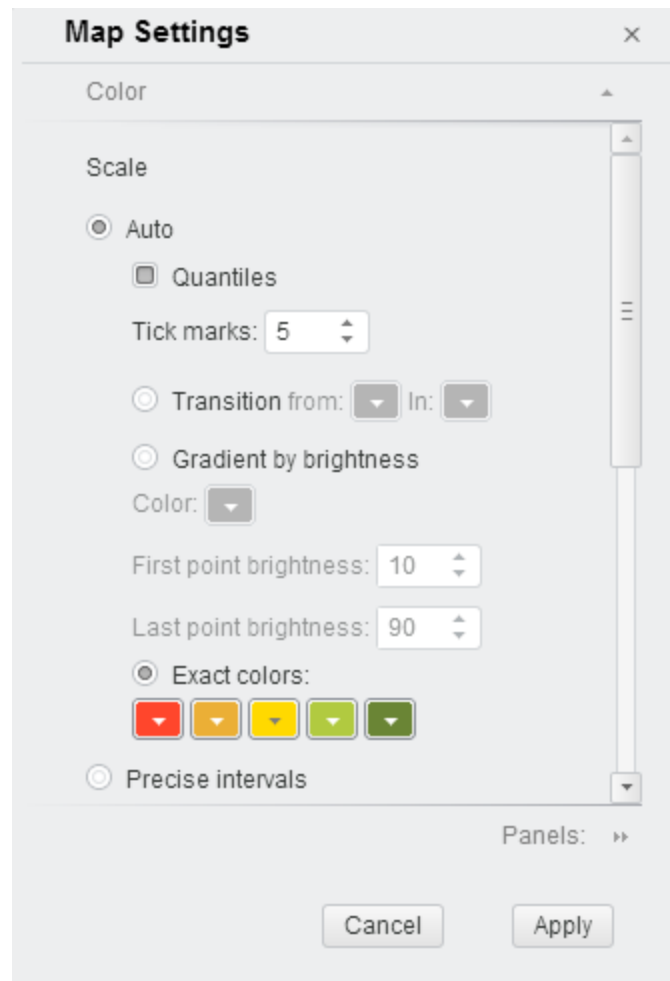


Configuring the legend

The Map Settings tool enables you to edit the map legend relative to your needs. To edit the map legend, click the Map Settings button under the Indicators panel on the left side of the browser window. The Map Settings dialog box appears.


To change the legend, do any of the following:

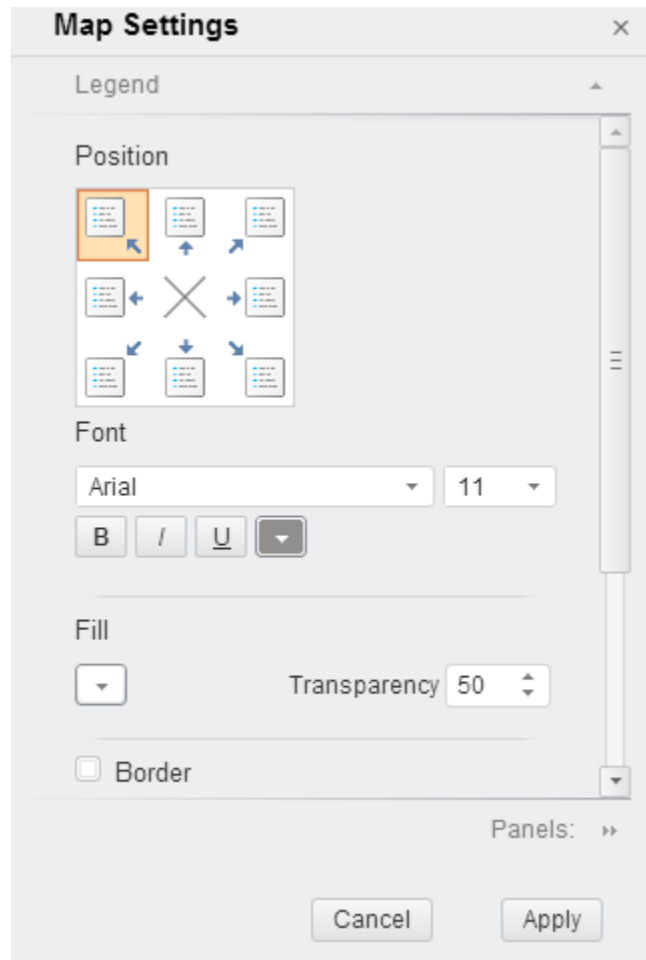
- **To configure the group settings,** go to the Color panel:



Then do any of the following:

- Change the number of groups in the Number Of Groups control.
- Change the grouping type by selecting the desired type in the Group By drop-down menu.
- Change the fill type by selecting the desired type in the Fill Type drop-down menu.

- Set up the colors of the groups by clicking the color edit buttons .
 - Automatically determine the appropriate intermediate colors between your first and last color choices by clicking Calculate Gradient.
- **To configure the legend settings, go to the Legend panel:**




Then do any of the following:

- Change the legend placement.
- Set up the font style, color and size of the legend.
- Change the background color and transparency under Fill.
- Customize the border of the legend if necessary.
- Uncheck the Locate With Intersection checkbox if necessary.
- Add the title to the legend by checking the Title checkbox.

TIP The legend title contains the name of the selected indicator that is visualized on the map.

Exporting the map

The Maps page of the portal enables you to export any indicator in any of several preset years to the PNG graphics file format.

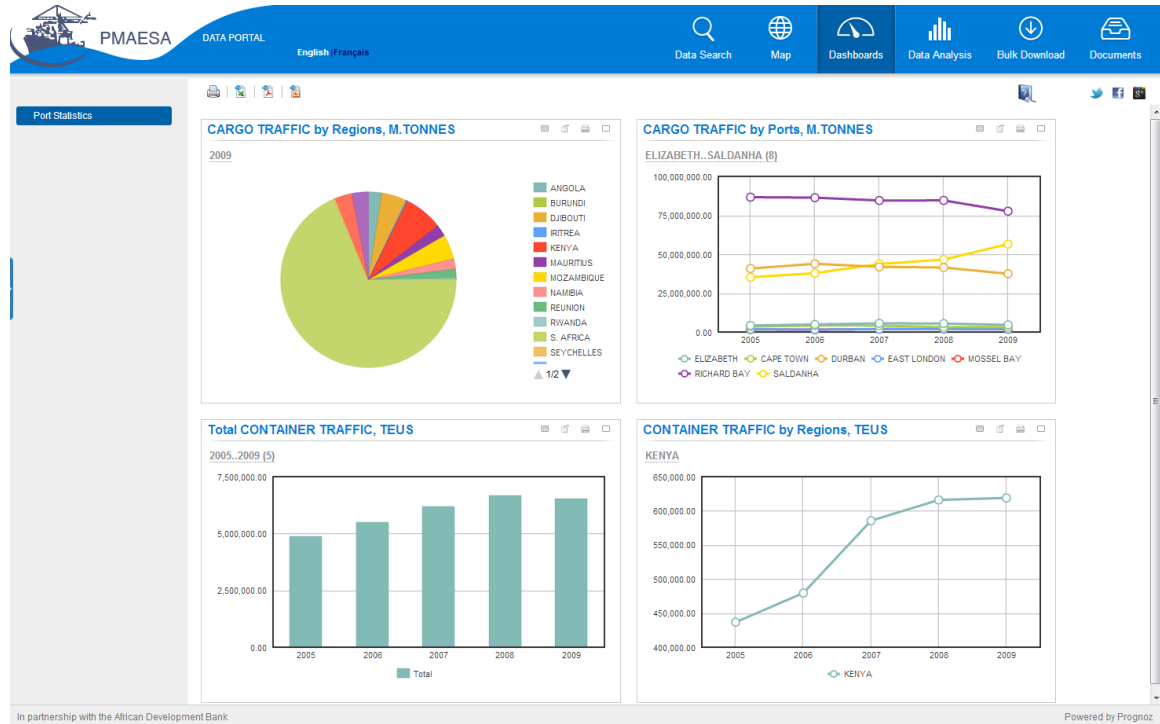
- **To export map to a PNG file**, click the Export button  above the map.

4

Dashboards

About Dashboards





The Dashboards page of the portal shows tables, charts, and maps for various indicators. The visualizations that you get for any given indicator are built into the portal; you cannot modify these preset types directly, although, for your convenience, you can change any chart or map into a table and back again with a simple mouse click.



- To browse to the **Dashboards** page, choose Dashboards from the navigation bar.

Working with dashboard visualizations

To view the dashboards for a group of indicators, click on the desired dashboard document on the left side of the browser window. The portal displays this indicator's preset dashboard visualizations in the results area. Each dashboard appears in its own frame.

- **To maximize or minimize a dashboard frame**, click the Maximize/Minimize icon  in the upper right corner of the dashboard frame. A maximized dashboard frame expands to fill more of the screen, while a minimized one sits comfortably beside its neighbor.
- **To view a chart or map in table form**, click the Data button  just above the chart or map.
- **To view a table in its designated graphical form, whether chart or map**, click the As Chart button  or As Map button  as applicable. This button appears just above the table.


TIP The map dashboard includes Legend, just like the large map in the Maps page. For instructions on how to use these controls, see “Using the map” in Chapter 3. Please note that clicking an individual country on the map dashboard does *not* show individual country details.


Printing and exporting the dashboard document

The portal enables you to print the dashboard document on your printer or export them to one of two external file formats.

Printing the results




To print the dashboard document, follow these steps:


1. Click the Print Preview button  in the toolbar. The portal opens a new browser window containing a printer-friendly version of the results.
2. Click the browser's Print button. Your browser sends the printer-friendly version of the results to your printer.

TIP Use the Print button  in the top right corner of the separate dashboard toolbar to print the dashboard.

Exporting the results

To export the dashboard document to an external file format, follow these steps:

1. In the toolbar, click the button corresponding to the file type to which you want to export the results:
 - **Export to XLSX** . This format opens in Microsoft Excel.
 - **Export to PDF** . This format opens in Adobe Acrobat.
 - **Export to PPTX** . This format opens in Microsoft Power Point.
2. The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.

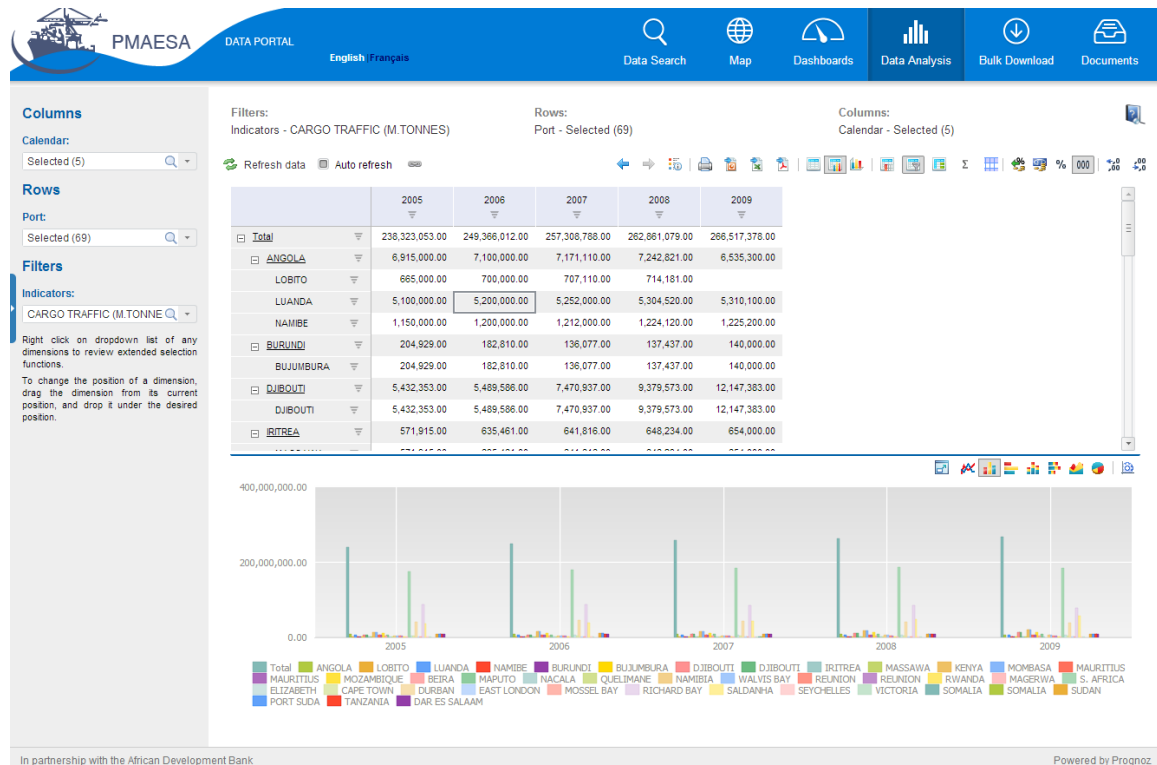
TIP Use the Export to Excel button  in the top right corner of the separate dashboard toolbar to export the dashboard to XLS document.

5

Data Analysis

About Data Analysis

The Data Analysis page of the portal offers a powerful tool for slicing and visualizing the data. The data is provided in several dimensions, such as Calendar, Port, and Indicators.



- To browse to the Data Analysis page, choose Data Analysis from the navigation bar.

Selecting elements from the dimensions

The data dimensions appear in dimension boxes on the left side of the interface. These dimension boxes contain selectable elements or items, which represent the data that appears in the results area.

- To open a dimension box, click the inverted triangle on its right side. A drop-down menu of selectable elements appears.
- To close the dimension box, click anywhere outside it.

- **To expand a parent element in the Indicators dimension,** click the triangle icon to the left of the parent element’s name. The child elements for this parent appear.
- **To view more elements in the dimension box,** scroll to the bottom of the drop-down menu (or the bottom of the list of child elements under a parent element) and click Next. If you do not see a Next choice, there are no more elements to display.
- **To resize the dimension box,** drag the handle in the upper right corner of the drop-down menu.
- **To select or deselect an element from the dimension box,** click the element in the drop-down menu.

NOTE The dimensions in the Columns and Rows positions accept multiple element selections, while the dimension in the Fixed position accepts a single selection only. (See “Changing the position of the dimensions” later in this chapter for more information.)

Using the dimension box’s context menu

You can also right-click any element in the open dimension box for a context menu of time-saving commands:

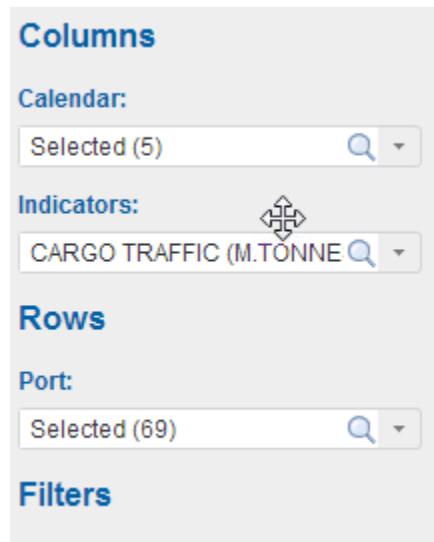
- **Select All.** The portal selects all the elements in the dimension.
- **Deselect All.** The portal deselects all the elements in the dimension.
- **Select Level.** The portal selects all the elements at the same level in the hierarchy as current element.
- **Deselect Level.** The portal deselects all the elements at the same level in the hierarchy as the current element.
- **Select Dependent.** The portal selects all the child elements of the current parent.
- **Deselect Dependent.** The portal deselects all the child elements of the current parent.
- **Expand entire hierarchy.** The portal expands all parent elements.
- **Collapse all hierarchy.** The portal collapses all parent elements.

- **Level Names.** The portal presents the dimension elements list with the selected level name.
- **Sorting.** The portal sorts dimension elements according to the selected sorting rule.

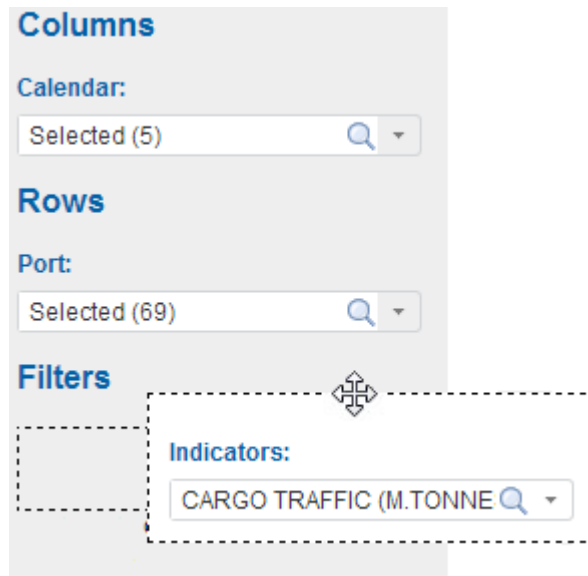
NOTE Not all context menu commands are available in every dimension box.

Changing the position of the dimensions


The dimensions appear under three positions: Columns, Rows, and Fixed. The Columns and Rows represent the columns and rows of the table in the results area, while the Fixed position represents the values in the cells of the table. By default, the Calendar dimension and Indicators dimension are in the Columns position, the Port dimension is in the Rows position.





- **To change the position of a dimension,** drag the dimension from its current position, and drop it under the desired position. The portal displays a blue cursor to show you where the dragged dimension will go.



NOTE If you wish to construct the table and select the data before table will be updated, uncheck the Autoupdate checkbox in the toolbar. Select the data and set up the position of the dimensions. Click the Refresh Data button to update the table.




- **To invert the dimensions in rows and columns quickly**, click the Rotate Table button  in the toolbar above the Table view (see “Working in Table view” later in this chapter for more information).


Undoing and redoing actions

To undo the most recent change to the data dimensions or the results area, click the Back button  in the toolbar above Table view. To redo an action that you previously undid, click the Forward button .

NOTE Not all actions are undoable.




Working in Table view

Table view shows data in table form. This view appears by default in Data Analysis. You can also show the table by clicking the Table Mode button , the Chart Mode button , or the Table-Chart Mode button  in the toolbar.

TIP Click the Refresh button  in the toolbar to refresh the current table values.


This section covers the portal's various commands and options for working with data in Table view.

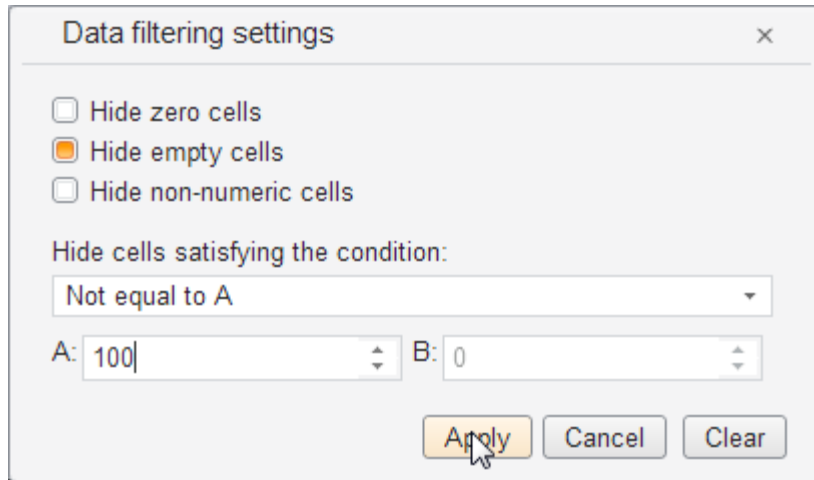
Sorting the table

To sort the table, click the grey inverted triangle  of the column by which you want to sort. The icon changes to a dark-grey inverted triangle , meaning that the table is sorted in descending order according to the values in this column. Click the icon a second time, and it changes to a dark-grey triangle , meaning that the table is sorted in ascending order according to the values in this column. Click the icon a third time to revert it to the grey inverted triangle and turn off table sorting.

Filtering data from the table

The portal enables you to hide or *filter* data from the table when this data matches a specific type or meets a certain condition. To filter data from the table, follow these steps:

1. Click the Filter button  in the toolbar above Table view. The Data Filtering Settings dialog box appears:




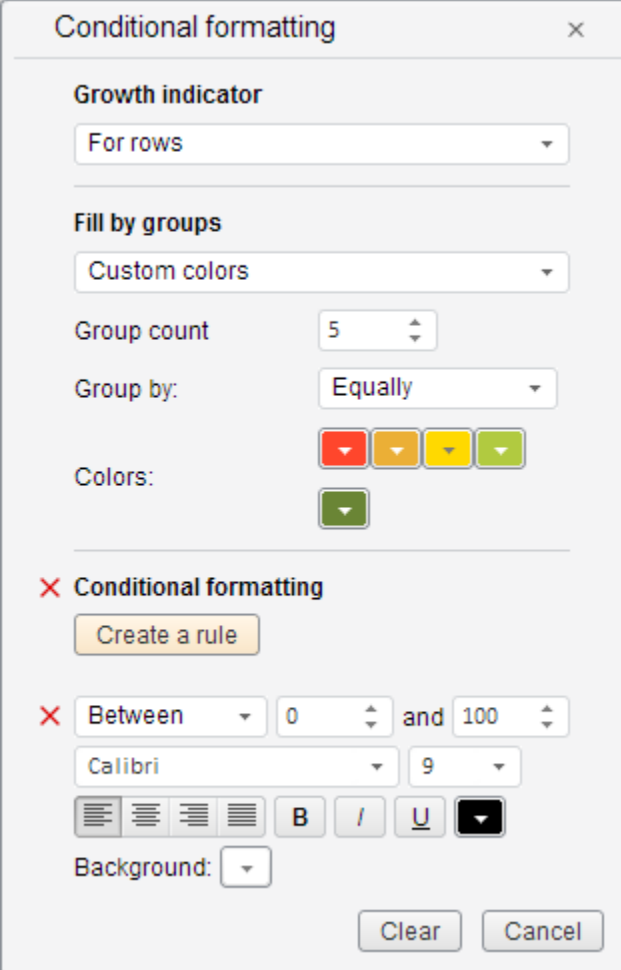
2. Check or uncheck general filtering options:
 - **Hide zero cells.** Check this option to hide table cells containing the value 0.
 - **Hide empty cells.** Check this option to hide table cells containing no value whatsoever. This option does *not* filter table cells whose value is equal to 0.
 - **Hide non-numeric cells.** Check this option to hide table cells containing letters or symbols but no numbers.
3. Choose a filtering condition from the Hide Cells Satisfying The Condition drop-down menu, and then type values in the A and B fields as required. The A and B values correspond to the variables A and B in the condition statement. If your filtering condition does not require a B value, then this field remains uneditable.
4. Click Apply. The Data Filtering Settings dialog box closes, and the portal applies the filter to the table.

TIP To remove the filter from the table, choose None from the Hide Cells Satisfying The Condition drop-down menu and then click Apply, or simply click Clear at the bottom of the Data Filtering Settings dialog box.

Adding conditional formatting to the table

Conditional formatting uses a color gradient or a graphical icon to indicate the relative value in any given table cell. To add conditional formatting, follow these steps:

- I. Click the Conditional Formatting button  in the toolbar above Table view. The Conditional Formatting dialog box appears:



Conditional formatting

Growth indicator
For rows

Fill by groups
Custom colors

Group count 5

Group by: Equally

Colors:
[Color selection buttons]


Conditional formatting
Create a rule



Between 0 and 100
Calibri 9

Background:

Clear Cancel


NOTE The portal applies the default conditional formatting rule while you set your preferences for this feature.

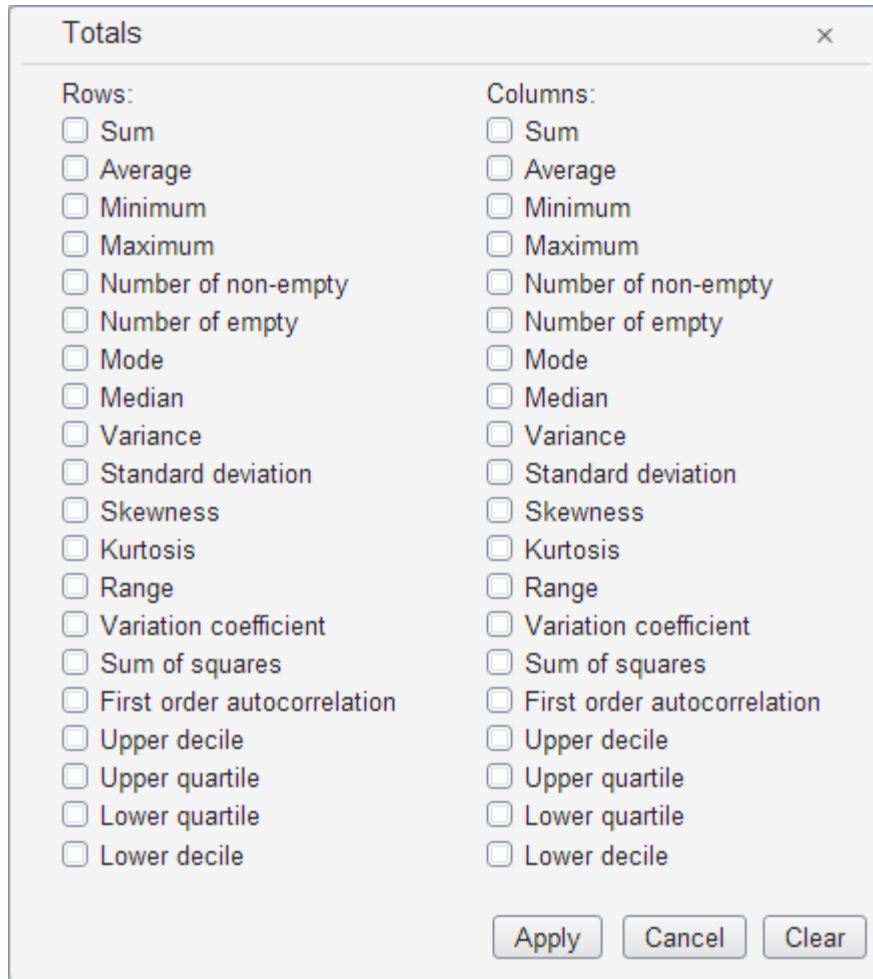
2. Choose rows or columns growth indication in the Growth Indicator drop-down menu if necessary.
3. Configure the Fill By Groups rule by selecting the desired group from the Fill By Groups drop-down menu. Then do any of the following:
 4. Select the number of groups in the Number Of Groups control.
 5. Select how to group the results from the Group By drop-down menu.
 6. Choose the colors of the groups by clicking the color edit buttons .
 7. To configure your own formatting rule, click the Create A Rule button, and then do any of the following:
 - Choose a formatting condition from the Condition drop-down menu, and then type values in the A and B fields as required. The A and B values correspond to the variables A and B in the condition statement. If your filtering condition does not require a B value, then this field is hidden.
 - Set up the font style, size, and color.
 - Select the background color.

TIP To remove conditional formatting from the table, click the Conditional Formatting button  and then either select None in the Growth Indicator and Fill By Groups drop-down menus or click the red-cross button  to delete a particular conditional formatting rule or click the Clear button to remove all the rules simultaneously.

Adding columns and rows for totals

The portal enables you to add *totals columns* or *totals rows*, which are columns or rows of the table containing sums, averages, or other common mathematical functions. To add totals to the table, follow these steps:

1. Click the Totals button  in the toolbar above Table view. The Totals Settings dialog box appears:




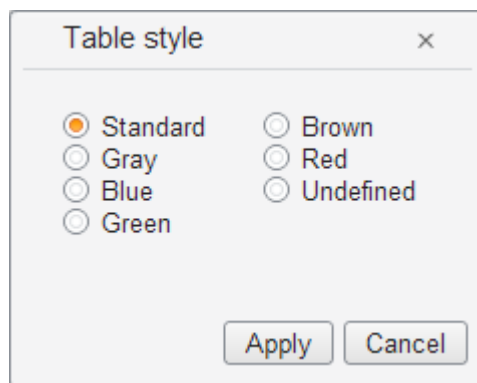
2. Check the total types under Rows or Columns that you would like to add. Checking items under Rows adds the designated rows to the table, while checking items under Columns adds the designated columns. You may add as many of each as you like.
3. Check the Treat Empty Values As Zeroes option to make the portal assume the value of 0 for table cells that do not have any value. Doing so can affect the results of certain totals types, or it can have no effect at all.
4. Click Apply. The Totals Settings dialog box closes, and the portal adds the appropriate rows and columns to the table.

TIP To remove totals from the table, uncheck the totals to remove, or simply click Clear at the bottom of the Totals Settings dialog box. Please note that clicking the Clear button removes all totals from the table.

Applying a table style

A *table style* is a collection of appearance attributes for the table. Applying a table style does not change the values in the table, but it does change the colors that the portal uses to display the table. To apply a table style, follow these steps:

1. Click the Table Style button  in the toolbar above Table view. The Table Style dialog box appears:










2. Choose a table style by clicking its radio button.
3. Click Apply. The Table Style dialog box closes, and the portal applies the desired table style to the table.

TIP To revert to the default appearance of the table, select the Standard style in the Table Style dialog box.



Setting the data format

The *data format* determines how the portal displays the values in the table cells. There are four data formats, each of which applies to all the values in the table:

- **General format.** The portal displays all data values exactly as they appear in the data source, with  rounding. To apply this data format, click the General Format button  in the toolbar above Table view.
- **Currency format.** The portal displays all data values with a currency symbol and rounds to nearest hundredths by default. To apply this data format, click the Currency Format button  in the toolbar above Table view.
- **Percentage format.** The portal displays all data values with a percent symbol and rounds to nearest hundredths by default. To apply this data format, click the Percentage Format button  in the toolbar above Table view.
- **Delimiter format.** The portal rounds all data values to nearest hundredths by default. To apply this data format, click the Delimiter Format button  in the toolbar above Table view.

TIP To increase the decimal precision of rounded table values in Currency, Percentage, or Delimiter format, click the Increase Decimal button  in the toolbar above Table view. To decrease the decimal precision of rounded table values, click the Decrease Decimal button . Please note that these buttons do not appear in the toolbar when the table is in General format.

Working in Chart view








Chart view visualizes data in chart form. You can also show Chart view by clicking the Chart Mode button  or the Table-Chart Mode button  in the toolbar.

TIP The toolbar buttons for Chart view appear either in the toolbar above the results area when Chart Mode or Table-Chart Mode is active or in the special toolbar above Chart view when Table-Chart Mode is active.


This section covers the portal's various commands and options for working with data in Chart view.

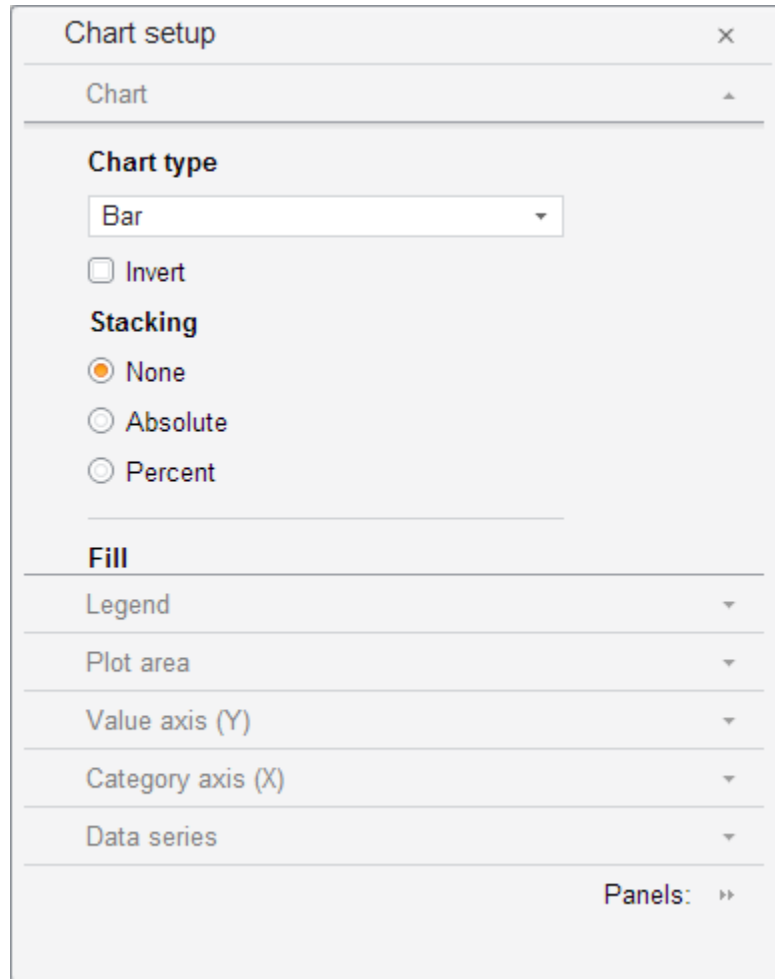
Changing the chart type

The portal provides various chart types. To change the chart type, click any of the following toolbar buttons:

- **Line.** To apply this type of chart, click the Line button .
- **Column.** To apply this type of chart, click the Column button .
- **Bar bottom-up.** To apply this type of chart, click the Bar Bottom-Up button .
- **Stacked column.** To apply this type of chart, click the Stacked Column button .
- **Stacked bar bottom-up.** To apply this type of chart, click the Stacked Bar Bottom-Up button .
- **Area.** To apply this type of chart, click the Area button .
- **Pie.** To apply this type of chart, click the Pie button .


Customizing the chart

To customize the chart in Table-Chart mode or Chart mode, click the Customize chart button . The chart setup dialog box appears.



Viewing the indicators information

The application provides information about an indicator's description and source. To view the indicators information, do either of the following:

- Select the desired indicators in Indicators dimension, and then click the Indicators Information button  in the top right corner of the browser window.
- Click the hyperlink Indicators Information in the top right corner of the browser window, open the drop-down menu in the top right corner of this window, and choose the indicators whose information you wish to see.




Changing the range of data displayed on the chart in Table-Chart mode

To change the range of data displayed on the chart in Table-Chart mode, drag to select the cell or range of cells in Table view that you wish to display in Chart view. The portal redraws the chart to include only the data from the selected cells.

You can also select table elements with a single click:

- **To select an entire column of the table**, click the header cell at the top of the column.
- **To select an entire row of the table**, click the header cell at the left of the row.
- **To select the entire table**, click the cell in the upper-left corner of the table, where the header column and the header row intersect.

Hiding the table in Table-Chart mode

To hide Table view when Table-Chart mode is active, click the Hide Table button  in the toolbar above Chart view. The portal reverts to simple Chart mode. To restore the view of the table, click either the Table Mode button  or the Table-Chart Mode button .


Printing and exporting the results

The portal enables you to print the table and chart on your printer or export them to one of three external file formats.

Please note that the current mode of the results area—Table mode, Chart mode, or Table-Chart mode—determines exactly what the portal prints or exports. For example, if Table view is currently hidden because you have enabled Chart mode, then the portal ignores the table and prints or exports the chart only.




Printing the results

To print the results, follow these steps:

1. Click the Print Preview button  in the toolbar. The portal opens a new browser window containing a printer-friendly version of the results.
2. Click the browser's Print button. Your browser sends the printer-friendly version of the results to your printer.

Exporting the results

To export the results to an external file format, follow these steps:

1. In the toolbar, click the button corresponding to the file type to which you want to export the results:
 - **Export to XLS** . This format opens in Microsoft Excel.
 - **Export to PDF** . This format opens in Adobe Acrobat.
 - **Export to PPTX** . This format opens in Microsoft Power Point.
2. The portal opens a new browser window, prepares the external file, and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the exported file to your computer.

6

Bulk Download

About Bulk Download

The Bulk Download page of the portal provides you the ability to export data to TXT, CSV, XLS, MDB, and DBF formats for further use in different statistical applications.

The screenshot shows the PMAESA Data Portal interface. At the top, there is a navigation bar with the PMAESA logo, "DATA PORTAL", and language options "English" and "Français". The navigation bar includes icons for "Data Search", "Map", "Dashboards", "Data Analysis", "Bulk Download", and "Documents". Below the navigation bar, there is a progress bar with three steps: "1 Select Database", "2 Select Elements", and "3 Download Results". The current step is "2 Select Elements", which is titled "Select export format". Below this, there are five file format icons: ".txt", ".csv", ".xls" (which is highlighted with a blue shield), ".mdb", and ".dbf". A "Download" button is located below the icons. At the bottom right of the interface, there are "Back" and "Get link" buttons. At the very bottom, there is a footer with the text "In partnership with the African Development Bank" and "Powered by Prognoz".

- **To browse to the Bulk Download page**, choose Bulk Download from the navigation bar.

Selecting the source

Start by choosing Source from the Sources list on Select Database page. Scroll down to see the whole list of the sources.

PMAESA DATA PORTAL English Français

Data Search Map Dashboards Data Analysis Bulk Download Documents

1 Select Database 2 Select Elements 3 Download Results

Port Statistics

✓ Database owner: PMAESA
Data span: 2005 - 2009
Description: No description available

Get link Next

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- **To select the desired source**, click the preset with its title.
- **To go to the next step of the wizard**, click Next.

Selecting the elements

In this step of the wizard, you select the data to be downloaded in the last step of the wizard.

The screenshot displays the 'Select Elements' step of the PMAESA Data Portal wizard. The interface is divided into several sections:

- Navigation Bar:** Includes the PMAESA logo, 'DATA PORTAL', language options ('English', 'Français'), and icons for 'Data Search', 'Map', 'Dashboards', 'Data Analysis', 'Bulk Download', and 'Documents'.
- Progress Indicators:** Shows three steps: '1 Select Database', '2 Select Elements' (current step), and '3 Download Results'.
- Left Panel:**
 - Indicators:** Shows 'Selected: 2'.
 - Port:** Shows 'Selected: 3' with a list: Total (checked), IRITREA (checked), MTC (checked), MASSAWA (checked), and KENYA (checked).
 - Calendar:** Shows 'Selected: 5'.
- Main Content Area:** A tree view under the heading 'Port'. It lists various countries and regions with checkboxes:
 - Total (checked)
 - ANGOLA
 - BURUNDI
 - DJIBOUTI
 - IRITREA
 - MTC
 - MASSAWA (checked)
 - KENYA
 - KPA
 - MOMBASA
 - MAURITIUS
 - MOZAMBIQUE
 - NAMIBIA
 - REUNION
 - RWANDA
 - S. AFRICA
 - SEYCHELLES
 - SOMALIA
 - SUDAN
- Buttons:** 'Select all' and 'Deselect all' buttons are located in the top right of the main content area. 'Back', 'Get link', and 'Next' buttons are at the bottom right.
- Footer:** 'In partnership with the African Development Bank' and 'Powered by Prognoz'.

- To go to the next step of the wizard, click Next.
- To change the data source, click Back.

Selecting elements from the dimension

To select the elements from the dimension, do either of the following:

- Select the dimension by clicking its title in the list on the left side of the browser window, and check the checkboxes near the desired elements.
- Use the Select All and Deselect All buttons to select or deselect all elements in the list.

Searching for elements in a dimension

To find an element quickly, use the Search tool above the dimensions elements field. Type the text to find, and the portal displays all element names that contain this sequence of characters in the dimension box's drop-down menu.

Using a dimension's list context menu

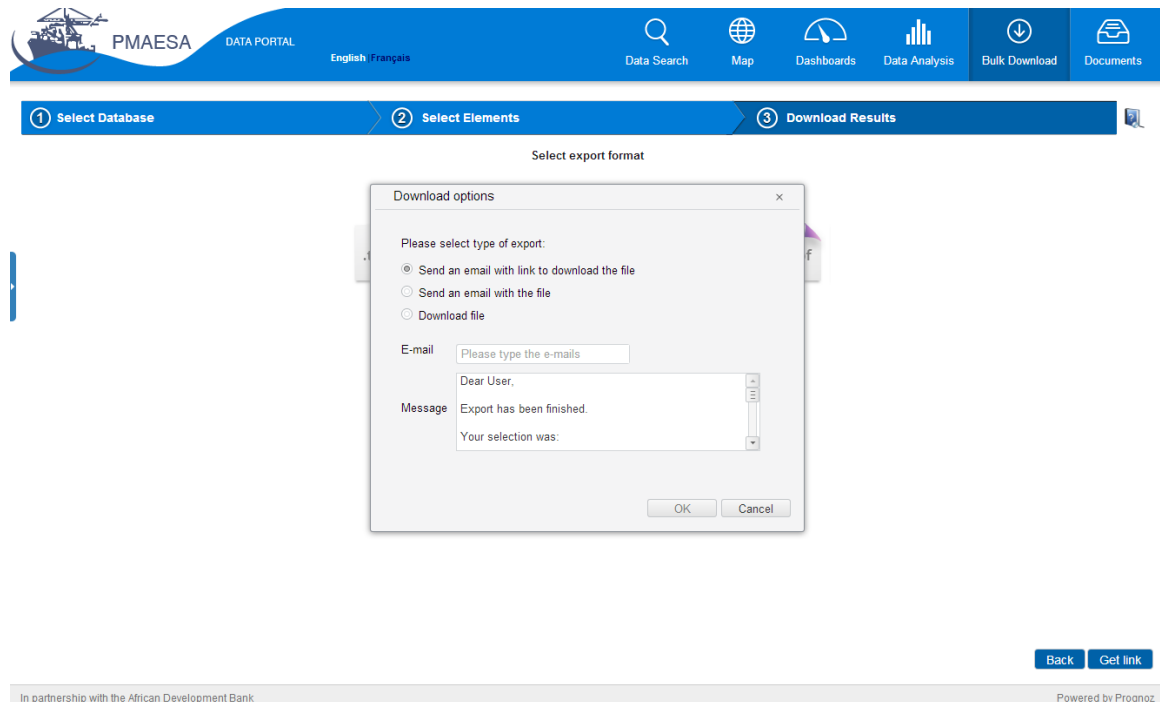
You can also right-click any element in the open dimension box for a context menu of time-saving commands:

- **Select/Deselect.** The tool selects or deselects the element.
- **Select All.** The tool selects all the elements in the dimension.
- **Deselect All.** The tool deselects all the elements in the dimension.
- **Select Level.** The tool selects all the elements at the same level in the hierarchy as current element.
- **Deselect Level.** The tool deselects all the elements at the same level in the hierarchy as the current element.
- **Select Children.** The tool selects all the child elements of the current parent.
- **Deselect Children.** The tool deselects all the child elements of the current parent.
- **Expand All.** The tool expands all parent elements.
- **Collapse All.** The tool collapses all parent elements.

NOTE Not all context menu commands are available in every dimension box.

Downloading the results

In this step of the wizard, you select the file format to be downloaded in the last step of the wizard.



The screenshot shows the PMAESA Data Portal interface. The top navigation bar includes the PMAESA logo, 'DATA PORTAL', and language options (English, Français). The main navigation bar contains icons for Data Search, Map, Dashboards, Data Analysis, Bulk Download, and Documents. The wizard progress bar shows three steps: 1. Select Database, 2. Select Elements, and 3. Download Results. The 'Download Results' step is active. A 'Download options' dialog box is open, titled 'Select export format'. The dialog asks the user to 'Please select type of export:' and provides three radio button options: 'Send an email with link to download the file' (selected), 'Send an email with the file', and 'Download file'. Below the options, there is an 'E-mail' field with the placeholder 'Please type the e-mails', a 'Message' text area containing 'Dear User,' and 'Export has been finished. Your selection was:', and 'OK' and 'Cancel' buttons. At the bottom right of the page, there are 'Back' and 'Get link' buttons. The footer contains the text 'In partnership with the African Development Bank' and 'Powered by Prognos'.

- **To change the data selection, click Back.**
- **To request a file with the selected data, follow these steps:**
 1. Click the file type icon in the list of file formats.
 2. Click Download. The application opens the Download Options form, where you can select the way to receive the file with data.
 - Select the Download file option to receive the file directly from the application. Click Ok to start the file downloading.
 - Select the Send an email with link to download the file option to receive the link to download file by email. Type the email address to which you wish to send the link. Add some message if necessary. Click Ok and the application will send a letter with the link to the email address you have provided.
 - Select the Send an email with the file option to receive the file by email. Type the email address to which you wish to send the file.

Add some message if necessary. Click Ok and the application will send a letter with the file to the email address you have provided.

7

Documents

Documents

The Documents page of the portal enables you to browse and download various documents and publications.

Publication name	Source	Description	Date	Operations
ePMAESA Newsletter	PMAESA		October 2012	
ePMAESA Newsletter	PMAESA		August_September 201	

- **To browse to the Documents page**, choose Documents from the navigation bar.
- **To navigate the list of resources**, do either of the following:
 - Scroll down.
 - Type a search term in the Search field, and click Search. The list shows all matching resources.
- **To download a resource**, double-click its publication name or click the **Download publication button** . The portal opens a new browser window and initiates your browser's procedure for downloading files. For example, in Microsoft Internet Explorer, the File Download dialog box appears; click Save to save the file to your computer.