Infoshare

Help guide

Document information

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Audience: Infoshare users

Infoshare

Contents

1 Getting started

1.1 About Infoshare

Purpose | Infoshare provides you with online access to a wide range of time series data. This powerful but simple web-based tool can be used to access, view, and download the most up-to-date information from the largest directly accessible database of New Zealand official statistics, and select data specific to your needs or interests.

Infoshare is free to use.

Navigation | The main navigation menu allows you to access 'Browse', 'Search', 'Load query', 'Export direct', 'Help', and the 'Glossary' as shown in figure 1.1.

Figure 1.1

Main navigation menu

| Browse | Search | Load query | Export direct | Help | Glossary |

Page example | The 'Browse' page is your main access point to Infoshare.

**Figure 1.1.2**

Infoshare browse page

Technical information

Infoshare uses temporary cookies (files that a website transfers to your computer) to hold information related to the tables you are currently viewing and to maintain some of the formatting options you have selected. This is designed to enhance your experience and avoid having to repeatedly apply formatting options, for example 'Show status flags'.

Infoshare stores a large amount of data and depending on your selections may take some time to process a request. If your request is being processed a progress indicator will be displayed as shown in figure 1.1.3. Please be patient and avoid clicking any buttons during this time.

Figure 1.1.3

Infoshare progress indicator

Please wait while your request is being processed.
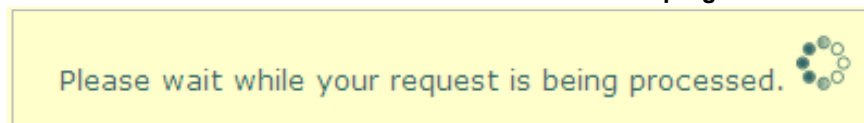
A timeout may occur with the Infoshare application after a period of inactivity. This is to maintain security and avoid issues by enforcing a re-run of any queries that might have been processed. Press 'F5' on your keyboard to refresh the browser, or close the browser window and open a new browser window to start again.

1.2 How to use help

Purpose

Help is available both online and as a downloadable file to aid your use of Infoshare. The main 'Help' page can be accessed from anywhere by clicking the tab in the main navigation menu or the 'Help' icon ①. Other 'Help' links will give you easy and direct access to the relevant information. When you click 'Help' a new window will open, as shown in figure 1.2.1. To close the window click the 'Close' button at the top of the window.
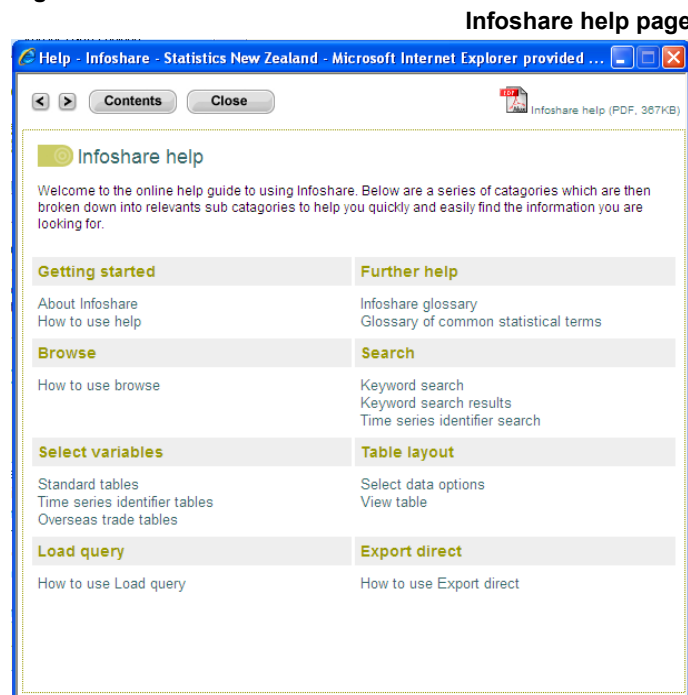
Navigation

Access the online help by clicking the 'Help' tab on the main navigation menu. The main navigation links for 'Help' are shown in figure 1.2.

Figure 1.2

Help navigation

Page example

The 'Help' is your main access point to Infoshare online help.

Figure 1.2.1

Infoshare help page

Descriptions   The 'Help' page functions and their descriptions are listed below.

Option / Text	Description
◄ Back	Click to return to the last page in the browser history.
► Next	Click to go to the next page in the browser history.
Contents Contents	Click to return to the main 'Help' menu.
PDF PDF version	Click to open PDF help guide.
Close Close	Click to close 'Help' window.
▲ top Back to top buttons	Click to go back to the top of the page.

Steps   To access a help topic:

1.   Click on the 'Help' tab in the main navigation menu.

2.   Click on a heading, for example 'Getting started'.

3.   A new window will open with a sub list showing the following

- About Infoshare
- How to use help
- Getting further help
- Accessibility
- Glossary

4.   Click a sub heading to go to the related content.

Technical information

Download help

A downloadable version of help has been provided which can be accessed by clicking the link Infoshare help guide (PDF) (347KB) or the [PDF icon] icon at the top of the 'Help' window. The downloadable file is in Adobe Acrobat format. If you do not have the Adobe Acrobat Reader you can download the reader to view or print the contents of the files.

Getting further help

If you cannot find what you are looking for then you can contact our Information Centre.

Telephone 0508 525 525 (toll free in New Zealand)
+64 4 931 4600 (outside of New Zealand)
or email info@stats.govt.nz

Hours: 8am to 5pm, Monday to Friday (excluding public holidays)

If you have a query about a particular table then please make note of the table reference. This will help us deal with your query more efficiently. The table reference can be found below the table, as shown in figure 1.2.2 below.

Figure 1.2.2
Table reference example


```
Table information:
Units:
$, Magnitude = 1,000,000s

Footnotes:
Symbol: .. figure not available
C: Confidential
E: Early Estimate
P: Provisional
R: Revised
S: Suppressed

Status flags are not displayed

Table reference:
BAI015AA

Last updated:
24 March 2009 10:45am

Source: Statistics New Zealand
Contact: Information Centre
Telephone: 0508 525 525
Email:info@stats.govt.nz
```

Accessibility

Statistics New Zealand follows the Government Web Standards, which aim to ensure that government websites are accessible to all users. This means we also follow the W3C standards for HTML 4.01, CSS2, and Web Content Accessibility Guidelines 1.0.

Access keys

Access keys help you navigate Infoshare by using keyboard shortcuts to get to important pages. To use an access key listed below, hold the Alt key down and press the corresponding access key, then press Enter. The use of access keys may vary depending on your browser and operating system.

Key	Description
0	List of access keys (this page)
1	Infoshare homepage
2	'Help' page
3	Search box
9	Contact details
[	Beginning of main content
\	Go to stats.govt.nz
/	Go to govt.nz

Cascading style sheets

Statistics New Zealand uses cascading style sheets (CSS) throughout Infoshare to style web pages. The use of CSS means that web pages are smaller in size, and accessible to more browsers, especially less common browsers like screen readers (often used by visually impaired people) and handheld devices with small screens.

To view the site with CSS, you will need a browser that supports CSS level 2 or greater.

JavaScript

Infoshare relies on the use of JavaScript to perform many of the functions so please enable JavaScript in your browser to utilise all of the functions.

Font size

Follow the instructions below that relate to the Internet browser you use.

- **Internet Explorer 6 or higher**: Go to the 'View' menu and select 'text size'. Some sites may ignore your size setting. If this happens, you will also need to:

  1. Go to the 'Tools' menu.

  2. Select 'Internet Options'.

  3. Click the 'Accessibility' button.

  4. Check the 'Ignore font size specified on webpages' box.

  You can also force the site to use your default font by ticking the 'Ignore font styles specified on webpage's box.

- **Firefox 2 or higher**: Go to 'View' menu and select 'Text Size'.

- **Safari 3 or higher**: Go to 'View' menu and select 'Make Text Bigger' to increase font size or select 'Make Text Smaller' to decrease font size.

Microsoft Excel (.xls) files

If you do not have Microsoft Excel on your computer, you can download the Excel Viewer from Microsoft for free. Excel Viewer lets you view, print and copy tables downloaded in Excel format. You may use this to export these files to another spreadsheet application.

Tips

The 'Help' window can remain open while you use Infoshare. If a help link is clicked then it will navigate you to the relevant content within the same window.

2 Browse

2.1 How to use Browse

Purpose

The 'Browse' page of Infoshare provides you with easy access to time series data by drilling down through a folder hierarchy or tree structure. Figure 2.1 shows the 'Browse' page expanded to table level.

To use browse, click on the **Browse** menu tab, and then click on the subject category you want to browse, for example **Population**.

The tables in Infoshare are categorised by data source into group folders, then the group folders are clustered into 'Subject category' folders. By default all category and group folders are closed, and discontinued tables are not shown. This makes it easier to read on screen.

Navigation

The Browse page is available on the **Browse** main menu tab.

Figure 2.1

Browse navigation

Page example

Figure 2.1.1

Infoshare browse page

Descriptions The Browse page functions and their descriptions are listed below.

Option / Text	Description
Show discontinued	Infoshare contains some tables that are no longer updated. These are referred to as discontinued tables or series.
	By default discontinued series are not displayed in the browse tree. If you want to display discontinued series click the link 'Show discontinued'.
📁 folder icon	Click on this icon to expand or collapse a folder.
⊞ expand icon	Click on this icon to expand a category, group or table.
⊟ collapse icon	Click on this icon to collapse a category, group or table.
table icon	Denotes a table and will open the 'Select variables' page if clicked.

Steps To browse to a table:

1. Expand a category by either clicking the ⊞ expand icon, 📁 folder icon or the category name (for example **Businesses**). The list of groups within the category will be displayed.

2. Expand a group by clicking the ⊞ expand icon, 📁 folder icon or group name (for example **Business Activity Indicator**) to display the list of tables in that group.

3. To display the metadata for a table, click on the ⊞ expand icon next to the table name, (for example 'Net Sales by ANZSIC Division (Annual–Dec)').

4. To collapse a list of tables, group or category, click the ⊟ collapse icon or 📁 folder icon next to the relevant item in the list.

5. To customise a table click the table name, or the 'Select variables' link in the table metadata. (See section 4: Select variables for more information.)

Technical information

Metadata - The metadata shows when the table was last updated, (for example, 'Last updated: 12 February 2009 10:45am').

You can customise and format a table by clicking the table name or clicking the **Select variables** link in the table metadata. The 'Select variables' page will then be displayed. (See section 4: Select variables for more information.)

Categories - the browse list has been designed to make it as easy as possible to find the information you need efficiently. There are eight subject categories that relate to a particular topic or subject, for example 'Population' or 'Tourism'.

Figure 2.1.2

Subject category list

Subject categories

Show discontinued

- Businesses
- Economic indicators
- Government finance
- Imports and exports
- Industry sectors
- Population
- Tourism
- Work income and spending

Groups - Within each category are groups that represent the different data sources or surveys the tables are derived from.

Figure 2.1.3
Businesses subject category expanded to show group list

- Businesses
  - Business Activity Indicator
  - Business Demographic Statistics
- Economic indicators
- Government finance
- Imports and exports
- Industry sectors
- Population
- Tourism
- Work income and spending

Discontinued - To display the tables that are no longer updated click the 'Show discontinued' link. These tables are denoted by a (Disc) or (Discontinued) within the group or table name, as shown in figure 2.1.4.

Figure 2.1.4

Expanded list with 'Show discontinued' selected

Click the **Hide discontinued** link to no longer show discontinued tables or groups in the list.

View table - from the 'Browse' page the 'Select variables' option is available by expanding the table name.

You can format / customise a table by clicking the table name or clicking the **Select variables** link in the table metadata. The 'Select variables' page will then be displayed. (See section 4: Select variables for more information.)

3 Search

3.1 Keyword search

Purpose   Infoshare offers a search engine which provides fast and simple access to time series data by returning results relevant to the search term entered in the search box.

Search can be accessed from any point within Infoshare by clicking on **Search** in the main navigation menu.

Navigation   The Search page is available on the **Search** main menu tab.

Figure 3.1

Search navigation
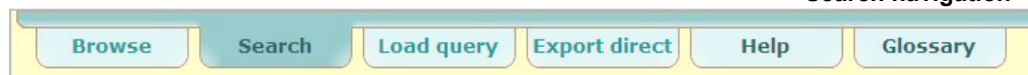
Page example   **Figure 3.1.1**

Infoshare search page

Descriptions The 'Search' page functions and their descriptions are listed below.

Option / Text	Description
[input field]	This input field allows you to type in your search criteria. Minimum 3 characters.
Search ⊙	This button starts the search for all tables that match the search criteria.
Overseas trade select variables screen	This link opens the overseas trade select variables page. (See section 4.3: Overseas trade tables for more information.)
⊘ Hide search options Show/Hide search options	This link shows and hides the search options (described below) from view.
Include at least one of the keywords	Performs a search for all of the words in the search box and will return results that contain one or more of the keywords.
Include all the keywords	Performs a search for all words entered into the search box and will only return results that contain all words.
Look for the exact phrase	Performs a search for the exact word or words entered in the search box.
Look for time series identifier	Performs a search for time series identifiers.
Include discontinued series	Infoshare contains some tables that are no longer updated. These are referred to as discontinued tables. By default discontinued tables are omitted from the search results. If you want to include discontinued series in your search tick the box 'Include discontinued series'.

Steps To perform a search:

1. On the 'Search' page type in the words you wish to search for in the search box.

2. Click the **Search** button. The 'Search results' page will be displayed.

3. To customise a table click the table name or the **Select variables** link in the table metadata. (See section 4: Select variables for more information.)
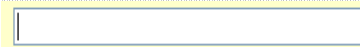
Infoshare

Tips

Type in your most important words (keywords) - the search engine looks for the words you type in the search box and will return results that have all those words included in the table. You do not need to put in whole sentences or ask a whole question. The search engine only needs the keywords you are looking for. For example, if want to find information for 'total New Zealand imports of tea' you can just enter 'tea imports'.

Complete words are better - the more specific you can be, the better the search result. Accommodation will return results relevant to accommodation only whereas 'acc' could potentially return other non relevant information.

Capitals do not matter - Infoshare search ignores capital letters. 'IMPORTS' produces the same result as 'imports'.

Special characters - if special characters (such as #, @, !) are entered in the search box for keyword searches then the 'Your search did not return any results' message will be displayed.

Finding information - if you cannot find the information you were looking for using 'Search', then try 'Browse'.

Too many results returned - if you get too many results, refining your search will reduce the number of results.

Search in last search results - to refine your search you can search within the results from the initial search.

3.2 Keyword search results

Purpose

The search results return the most relevant tables that match the keyword(s) or phrase that you entered in the search box. Up to 20 results will be displayed per page.

Page example   **Figure 3.2**

Infoshare search results page

Descriptions

The 'Search results' page functions and their descriptions are listed below.

Option / Text	Description
[input field]	This input field allows you to type in your search criteria.
Search	This function searches for all records that match the search criteria.
Overseas trade select variables screen link	This link opens the overseas trade select variables page. (See section 4.3: Overseas trade tables for more information.)

⊘ Hide search options Show / Hide Search Options	This link either displays or hides the search options. **Note:** By selecting the 'Look for time series identifier' option, 'Include discontinued series' and 'Search in last search results' options are disabled.
Search in last search results	Performs a new search within the current results only.
Relevance	Sorts the results in order of relevance against search criteria.
Last updated	Sorts by last updated date with the latest first.
Name	Sorts by table name.
Group	Sorts by group name. (The groups represent the different data sources or surveys from which the database tables are derived).
Descending	Variables are sorted in descending order from Z to A, or highest to lowest, or latest to earliest.
Ascending	Variables are sorted in ascending order from A to Z, or lowest to highest, or earliest to latest.
Previous	Click to display the previous page of results.
Page: 1 2 3 4 ……	Click to view a specific result page.
Next	Click to display the next page of results.

Technical information

Metadata - the returned results include metadata that provides information for when the series was last updated, (for example 'Last updated: 12 February 2009 10:45am') and browse path of the same table, (for example Table path: **Tourism\Accommodation Survey\)**.

You can customise or format a table by clicking the table name or clicking the **Select variables** link in the table metadata. The 'Select variables' page will then be displayed. (See section 4: Select variables for more information.)

How results are ranked - the search tool has been designed to return the most relevant results in relation to the keywords or phrase entered in the search box. Ranking is based on the following:

1. table name contains the keyword.

2. group name contains the keyword.

3. variable title contains the keyword.

4. values for variables contain the keyword.

5. other metadata (for example footnotes) contain the keyword.

For example, when searching for the keyword 'accommodation', a table with the keyword in the table name will rank higher than a table with the keyword in the group name.

1.   Table name

Figure 3.2.1
Search results page (example of #1 ranking for table name 'accommodation')

1	Actual by Accommodation by Type by Particulars (Qrtly-Mar/Jun/Sep/Dec) *Last updated: 12 February 2009 10:45am* *Table path: Tourism\Accommodation Survey* Select variables
2	Actual by Accommodation by Type by Particulars (Monthly) *Last updated: 12 March 2009 10:45am* *Table path: Tourism\Accommodation Survey* Select variables
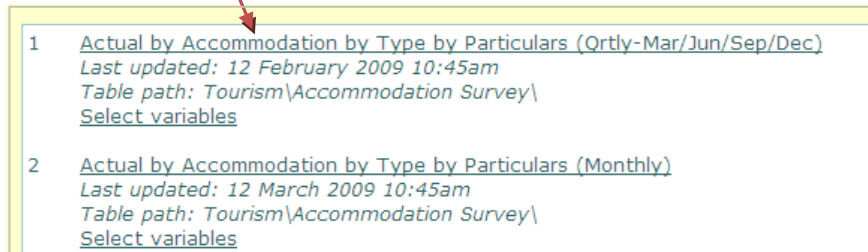
2.   Group name

Figure 3.2.2
 Select variables page (example of #1 ranking for group name 'accommodation')

Group: Accommodation Survey

Table: Actual by Accommodation by Type by Particulars (Qrtly-Mar/Jun/Sep/Dec)

Mark your selections and choose between table on screen and file format. ⑦Help
For variables marked ⊙ you need to select at least one value.

Accommodation Survey Actual by Accommodation Type ⊙	Observations ⊙
Select all	Clear selection	⊗ ⊗ Total: 7. Selected: 0	Select all	Clear selection	⊗ ⊗ Total: 5. Selected: 0
Total Hotels Motels Hosted ~~Backpackers/Hostels~~	Number of Establishments Capacity (Stay Unit Nights) Number of Guest Nights Occupancy Rate (Percent) Average Length of Stay (Nights)

3.	Variable title

Figure 3.2.3
Select variables page (example of #1 ranking for variable title 'accommodation')

4.	Variables

Figure 3.2.4
Select variables page(example of #11 ranking for within variables 'accommodation'

5.	Other metadata

Figure 3.2.5
View table page (example of #4 ranking for other metadata 'Guest nights')

3.3 Time series identifier search

Purpose

The 'Search' page allows you to search using various criteria including using a time series identifier.

When using the 'Look for time series identifier' option on the 'Search' page the results are returned with the option to 'Select time series identifiers' as well as 'Select variables'.

Navigation

To perform a search for a time series identifier, select the **Look for time series identifier** radio button on the main 'Search' page. In the 'Search' field type at least the first three characters of your time series identifier followed by an '*'; or type in the full series identifier with a '+' replacing a single character within the identifier and click **search**.

Figure 3.3

Search for time series identifier
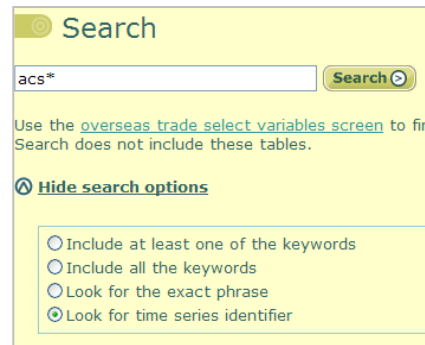
Page example

Figure 3.3.1

Search results for time series identifier page

Descriptions

The Search for time series identifier page functions and their descriptions are the same as those listed for the 'Search' page in section 3.1.
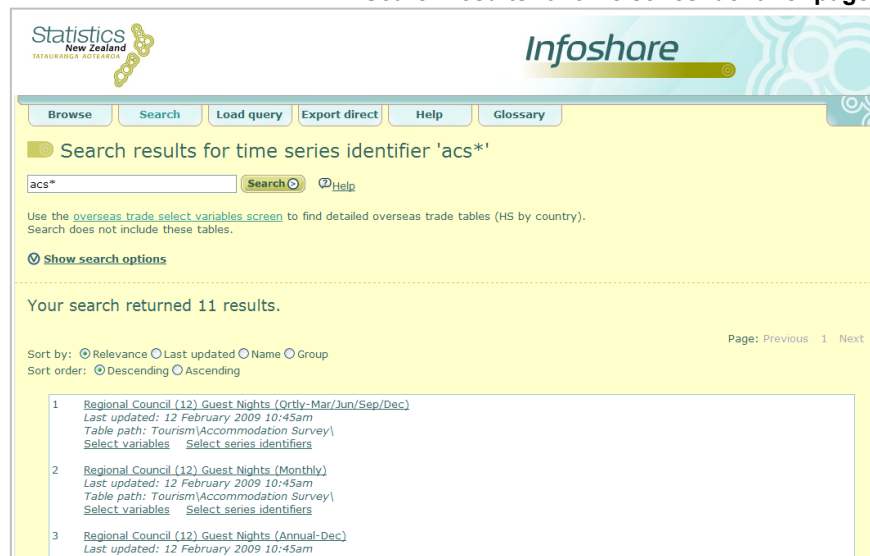
Steps   To search using a time series identifier:

1.   On the 'Search' page, select the **Look for time series identifier** radio
                         button.

2.   In the search box type in

                         ⊕ the series identifier you want to search for,

                         ⊕ the series identifier with a '+' wildcard replacing one of the characters,
                             or

                         ⊕ at least the first three characters of the series identifier followed by a
                             '*' wildcard.

3.   Click the **Search** button.

                         ⊕ If you use a '+'wildcard, all tables with series identifiers that meet the
                             search criteria will be returned, with any single character replacing the
                             '+'.

                         ⊕ If you use a '*' wildcard, all tables with series identifiers that begin
                             with the characters you entered will be returned.

4.   To customise or format a table using the standard variables and values,
                         click the table name or the 'Select variables' link in the table metadata. To
                         customise or format a table using the series identifiers click the 'Select
                         series identifiers' link in the table metadata.

                         Note: Only series identifiers that match your search criteria will be listed.
                         (See section 4: Select variables for more information).

5.   Alternatively:

                         ⊕ sort your returned results by selecting the relevant Sort radio button.

                         ⊕ perform a new search using another time series identifier in the
                             Search field and select the search option button. You may type in a
                             minimum of the first three characters of the identifier, followed by an
                             (*) and this will return all identifiers starting with these characters.

                         ⊕ search within the last search results by clicking on the associated
                             checkbox, and enter one or more keywords or phrase in the Search
                             field and select the search option button.

Tips

Finding information - if you cannot find the information you were looking for using 'Search', then try 'Browse'.

Too many results returned - if you get too many results, refining your search will reduce the number of results.

Search in last search results - to refine your search you can search within the results from the initial search.

4 Select variables

4.1 Standard tables

Purpose

The 'Select variables' page allows you to customise the table so that you get only the data you need.

Each table contains up to six variables that can be selected. The one constant is 'time'. Other variables depend on the table and can range from 'regions' for demographic data, 'industry type' for business data and 'sex' for population data.

Navigation

To access the 'Select variables' page, click the table name or the **Select variables** link in the table metadata on the Search results or Browse page.

Figure 4.1

Search result

Page example

Figure 4.1.1

Example of Infoshare select variables page

Descriptions

The 'Select variables' page functions and their descriptions are listed below.

Option / Text	Description
⊙	Denotes that at least one value from the list must be selected for that variable.
Select all	Selects and highlights all values in the variable list.
Clear selection	Un-selects all values in the variable list.
⊙	Click to sort by descending order from Z to A, or highest to lowest or latest to earliest.
⊙	Click to sort by ascending order from A to Z, or lowest to highest or earliest to latest.
Total:	Total number of values in the variable list.
Selected: ⬚ 6	Shows the number of values that have been selected.
◄I►	Click and drag on this button to expand and reduce the size of the variable box.
Search	Allows you to search for a particular value. Enter a word or the start of a word and click 'Find'.
☑ Text start	Tick the box to find all values starting with the text entered in the search box.
Number of selected data rows	Shows the total number of rows selected.
Number of selected data columns	Shows the total number of columns selected.
Number of selected cells	Shows the total number of cells selected.
Options ⊙	Opens the data options page. (See section 5: Table layout for more information.)
Table on screen ▼ / Table on screen / Excel file (.xls) / Comma delimted (.csv) / Table Query (.tqx)	Dropdown menu for output options.
Go ⊙	Output to format chosen in dropdown menu.

Steps	To customise your table:
1.	Select values from each required variable list
2.	Click **Options** button to change the layout of the table before outputting (optional).
3.	Use the dropdown menu to select the output format. The output options include:

- Table on screen – displays a table on screen from the chosen values. (See section 5.2: View table for more information.)

- Excel file (.xls) – downloads the chosen values as an Excel file. (See section 5.2: View table for more information.)

- Table query (.tqx) – downloads the chosen values as a Table query file for re running using 'Load query'. (See section 6: Load query for more information.)

4.	Click **Go** to output the table in the format chosen in the dropdown menu.

Tips	**Select a continuous range of values -** using your keyboard press the 'Tab' key until you reach the relevant variable box, then hold the 'Shift' key and use the arrow key to move to the next value. Continue to move down the list, holding the 'Shift' key until all the relevant values have been selected.

Select all variables - a quick way to select all variables is by clicking **Select all**. Clicking **Clear selection** will unselect all values in the list.

You can select values from a variable list by:

- clicking on the **Select all** link to select all the values

- clicking on one value then holding down SHIFT and clicking on another value to select a continuous range of values

- clicking on one value then holding down CTRL and clicking on another value to select non-adjacent values

- clicking on one value then dragging in the variable list to highlight a continuous range of values.

To quickly find a value, type part of, or a complete word in the search box and click 'Find'. The word or words that match your search criteria will be highlighted. To perform a new search first clear the selections to un-select the highlighted values.

4.2 Time series identifier tables

Purpose   The 'Select series identifiers' page allows you to refine your time series identifier search by selecting specific identifiers and time periods. Additional selection criteria may be specified by selecting the 'Options' button.

Navigation   To access the 'Select series identifier' page, click on the link **Select series identifiers** in the table metadata on the 'Search results for time series identifier' page. This option will only be shown if a time series identifier search is performed. (See section 3.3: Time series identifier search for more information.)

Figure 4.2

Time series identifiers search result

Your search returned 11 results.

Sort by: ● Relevance ○ Last updated ○ Name ○ Group
Sort order: ● Descending ○ Ascending

1   Regional Council (12) Guest Nights (Qrtly-Mar/Jun/Sep/Dec)
Last updated: 12 February 2009 10:45am
Table path: Tourism\Accommodation Survey
Select variables   Select series identifiers

Page example

Figure 4.2.1

Select time series identifiers page

Descriptions   Functions are the same as for standard tables. (See section 4.1: Standard tables for more information.) The only addition is the output option 'Search file (.sch)' in the dropdown menu. (See section 7: Export direct for more information.)

Steps	To customise your table:
1.	Select a value or number of values from the 'Time series identifiers' list
2.	Select a value or number of values from the 'Time' list
3.	Click the **Options** button to change the layout of the table before outputting (optional)
4.	Use the dropdown menu to select the output format, for example 'Table on screen'
5.	Click **Go** to output the table in the format chosen in the dropdown menu
	Note: Only the series identifiers that match your search criteria will be listed.

Technical information

Time series identifiers - a Statistics New Zealand time series identifier is a database identifier for a type of statistic produced by Statistics New Zealand and includes the time frequency for which this statistic is produced.

Series identifiers may have up to 20 characters - for example, **TIMM.SCXBR0901110000Q.** Characters in the identifier are:

- ⊚ **1–3:** Data type (e.g. **TIM**=Imports)
- ⊚ **4:** Frequency (e.g. **M**=monthly)
- ⊚ **5:** Delimiter ("**.**")
- ⊚ **6:** Separator
- ⊚ **7–8:** Code level identifier (e.g. **CX**=10 digit)
- ⊚ **9-10:** Country code (e.g. **BR**=Brazil)
- ⊚ **11-20:** 10 digit item code (This could be 2, 4, 6, **10** or none)
- ⊚ **21:** Observation (e.g. **Q**=Quantity)

Time - a time period with the year denoted by the first four characters. The suffix M01–M12 after the year denotes months 1–12 of the year. The suffix Q1–Q4 after the year denotes quarters 1–4 of the year.

Warning message - a warning message may appear to warn you have selected too many columns or rows as shown in figure 4.2.2. Tables on screen are limited to 50,000 cells and downloaded tables are limited to 100,000 cells.

Figure 4.2.2
Warning message for too many columns selected

Microsoft Internet Explorer

⚠ You have selected too many columns. Please deselect some columns to continue.

OK
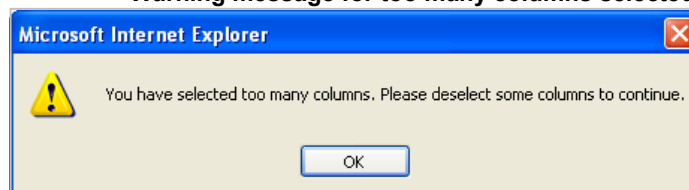
4.3 Overseas trade tables

Purpose

The Select variables - Harmonised Trade page allows you to customise a detailed overseas trade table. On this page you can select data type, observation, countries or country groups, and harmonised system codes (HS codes).

Navigation

To access the 'Select variables - Harmonised Trade' page, select the link for the **overseas trade select variables page** on the 'Search' page which is available from the **Search** tab, or, expand the browse tree from the 'Browse' page and select from one of the following table in the list:

1. Export + re-exports – Commodities by country
2. Exports - Commodities by country
3. Imports - Commodities by country
4. Re-exports - Commodities by country

Figure 4.3

Search page
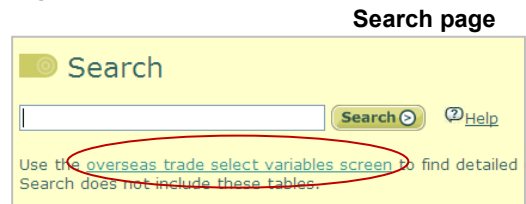
Figure 4.3.1

Browse tree showing overseas trade

Page example

Figure 4.3.2

Descriptions

The 'Select variables - Harmonised Trade' functions and their descriptions are listed below.

Option / Text	Description
Data types	Describes the type of trade data to retrieve for the country(s) selected. **Imports** include commodities brought into New Zealand from a foreign country. **Exports** include commodities sent from New Zealand to another country.

Descriptions   The 'Select variables - Harmonised Trade' functions and their descriptions are listed below.

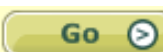|	
	Re-exports are exports of commodities that have been imported and have had no further processing or transformation since being imported. **Exports + re-exports** combines the totals of these two options into one value total exports.
Observations	**Quantity** – number weight or volume of commodities. **Cost including insurance and freight (CIF)** – is the cost of goods, insurance and freight to the importer. **Value for duty (VFD)** – is the cost of goods exclusive of any associated incidental costs. This is approximately equal to the free on board (FOB) value for exported goods. **Free on board (FOB)** – is the price paid by the overseas purchaser. It excludes the cost of insurance and freight. All values are recorded in New Zealand dollars.
Countries	List of countries the commodities were imported from or exported to.
Groups	A country group to which specified countries belong. Hold the cursor over the group name to see a list of countries within the group.
Selected countries	Countries or country groups to be included in the table.
Search	Enter a word or the start of a word and click 'Find'.
Text start	Tick the box to find all values starting with the text entered in the search box.
HS Code	Harmonised system codes. A hierarchy of codes that belong to an internationally standardised system for classifying traded products, developed and maintained by the World Customs Organisation (WCO). Maximum allowed 150.

Descriptions | The 'Select variables - Harmonised Trade' functions and their descriptions are listed below.

Selected HS codes	HS Codes to be used as selection criteria for data retrieval.
Show codes	Displays country code in addition to the country name.
Add ⊙	Adds the highlighted value(s) to the selected list.
⊙**Remove**	Removes the highlighted value(s) from the selected list.
Total number of data columns selected	Total number of observation, country and HS code combinations selected.
Go ⊙	Click to open the data options page to select time periods and change the table layout prior to output.

Steps | To customise a detailed trade table:

1. Select a Data type by clicking on the radio button.

2. Select one or more observations by clicking the checkbox(es). (Only the observations relevant to the selected data type can be chosen.)

3. Select a country or country group by clicking on the relevant tab.

4. Select one or more countries or country groups.

5. Click **Add** to add your highlighted values to the Selected countries list box. You may repeat steps 3 and 4 until you have selected all the countries you require for your table.

6. Select one or more HS Codes by clicking on the relevant checkbox.

   ⊙ If you wish to select an HS Code at the HS2 level, then tick the checkbox at the 2 digit code level.

   ⊙ If you wish to select an HS Code at the HS4 level click ⊞ to expand level 2 and then select the checkbox at the 4 digit code level.

   ⊙ If you wish to select an HS Code at the HS6 level click ⊞ to expand level 4 and then select the checkbox at the 6 digit code level.

   ⊙ If you wish to select an HS Code at the HS10 level click ⊞ to expand level 6 and then select the checkbox at the 10 digit code level.

Steps	To customise a detailed trade table:
7.	If you wish to search for one or more HS codes, you may select the Search tab on the HS codes box and:

- ⊙ Type the HS code or description required in the 'Search' field and click the **Find** function, then select the required code by clicking and highlighting it.

- ⊙ Type the first few numbers of the HS Code you wish to search for and select the **Text start** checkbox, then click the **Find** function. All HS codes starting with those numbers will be returned. You can then select one or more codes by clicking and highlighting them. '+' or '++' can be used to replace a number(s) within the HS Code.

8.	Click **Add** to add your checked values to the Selected HS codes list box. You may repeat steps 5–7 until you have selected all the HS codes you require for your table.
9.	Click **Go**.
10.	The Select data options page will be displayed, allowing you to select time periods and layout options for your table.
11.	If you have clicked the 'Go' button without selecting any country or HS codes then totals for all countries and HS codes will be displayed when you view or download the table.
12.	If you have selected over 100,000 cells then the following message will be displayed

Windows Internet Explorer

⚠ You have selected more data than can be processed. Please reduce your selection.

OK
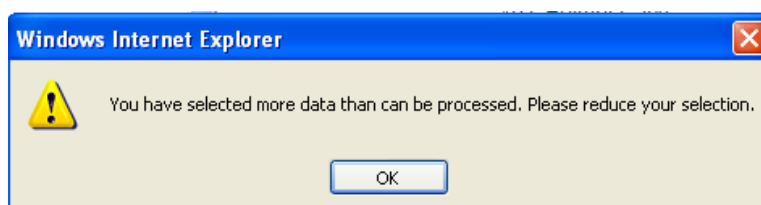
Click 'OK' and reduce your selections.

13.	If you have selected over 50,000 cells then the following message will be displayed

Windows Internet Explorer

? You have selected more data than can be displayed. You will only be able to download this data. Would you like to continue?
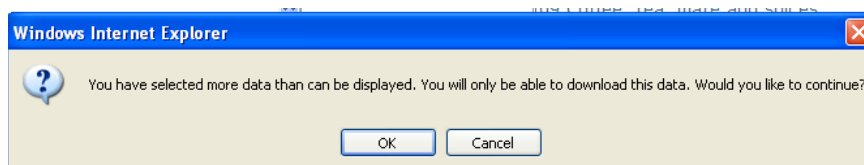
OK   Cancel

14.	Click 'OK' to continue or 'Cancel' to reduce your selections.
15.	Clicking 'OK' will display the Select data options page, allowing you to select time periods and layout options for your table.

Tips   Select one or more countries or country groups by either:

⊙ Holding down the Ctrl key on your keyboard and clicking on and highlighting the relevant country/countries or group(s) by scrolling up or down the country list.

⊙ Type the country required in the 'Search' field and click **Find**, then select the country by clicking on it.

Type the first few letters of the country you wish to search for and select the **Text start** checkbox, then click **Find**, then select the country by clicking on it.

To scroll down the list to a country starting with a particular letter click within the list then type this letter on your keyboard to highlight the country. Continue to type this letter to move through the countries starting with this letter.

5 Table layout

5.1 Select data options

Purpose

The 'Select data options' page allows you to select time periods and change the layout of your table.

Navigation

For trade data, the Select data options page is displayed when you click the **Go** button on the Select variables page.
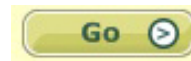
For non trade data, the Select data options page is displayed when you click the **Options** button at the bottom of the Select variables page.

Page example

Figure 5.1

Select data options page

Descriptions | The Select data options page functions and their descriptions are listed below.

Option / Text	Description
Select time periods	Allows you to select time period(s) to include in your table.
Select all	Selects and highlights all values in the variable list.
Clear selection	Un-selects all values in the variable list.
Search	Enter a word or the start of a word and click 'Find'.
Text start	Tick the box to find all words starting with the letters or word entered in the search box.
Select aggregation option	This function allows you to set the time period aggregation. The options are: ⊘ Monthly ⊘ Quarterly ⊘ Annual This option is available for trade data only.
Select year end	This drop down list allows you to change from calendar years by selecting a different month for the year end. This option is available for trade data only.
Select other options	Show zero rows – displays rows that have all zero values Show status flags – shows status code of the data. Valid values are: ⊘ C: Confidential ⊘ E: Early estimate ⊘ P: Provisional ⊘ R: Revised ⊘ N: No applicable data can be displayed Expand country groups – lists all member countries of a country group and their relevant data separately. This option is available for trade data only. Decimal places – number of decimal places displayed up to a maximum of 6.
Scaling	Values can be scaled to 'Thousands' or

	'Millions'. Select 'None' to not scale at all. The scaling option used will be displayed in the table footnotes. For example, Magnitude = Units (in 1s, 1000s or 1000000s)
	This option is not available for non trade data.
Trade totals	Show country totals adds a total column to the end of the table to show totals across all countries selected.
	Show HS code totals adds a total column to each country to show totals across all HS codes selected.
Click and drag variables to rearrange your table	The variables you have selected are displayed in this section as rows or columns. You can rearrange the layout of your table by clicking on and dragging the variable to a new position, in either a row or column indicated by the red bulls eye. Please note that the red bulls eye will only display in Internet Explorer browsers.
Number of previously selected data cells	Number of data cells selected in the Select variables page.
Total number of data cells	Total number of data cells selected for query. This is calculated by multiplying the number of selected data cells by the number of selected time periods.
Table on screen ▾ Table on screen Excel file (.xls) Comma delimited (.csv) Table Query (.tqx)	Dropdown menu for output format options.
Go ⊙	Output to format chosen in dropdown menu.
⊙ Cancel	Return to the previous page and do not apply selections.

Steps   To specify time periods or layout options on the Select data options page:

1.   Select one or more time periods by either:

    - Holding down either the SHIFT or CTRL key on your keyboard and highlighting the relevant time periods by scrolling up or down the time period list.

    - Type the time period required in the 'Search' field and click **Find**.

2.   If you wish to select all time periods, click <u>Select all</u>.

    If you wish to clear your selections, click <u>Clear selection</u>.

3.   Select a time period aggregation by selecting the relevant aggregation radio button.

4.   Select a month for the 'year end' by selecting one from the month dropdown menu.

5.   Select output formatting options by clicking on the relevant checkbox under the 'Select other options' list. Format options are:

    - display zero rows
    - show status flags
    - expand country groups
    - decimal places

6.   Select scaling option by clicking on the relevant radio button. The default value is no scaling.

7.   Select show country totals and HS code totals by clicking the relevant checkbox under the trade totals heading.

8.   The variables you have selected are displayed in this section as rows or columns. You can rearrange the display of your output by clicking on and dragging the variable to a new position, in either a row or column.

9.   Select how you wish to have your data displayed by selecting an output format option in the dropdown list. Options are :

    - Table on screen
    - Excel file (.xls)
    - Comma delimited (.csv)
    - Table query (.tqx)

10.   Click **Go**.

11.   If you have not selected any time periods for your table and click 'Go', the system displays the following message, indicating you have not selected a value for the time variable.
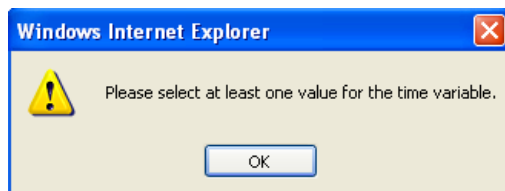
12.   If you have selected more than 50,000 cells for 'Table on screen' or 'Table query (.tqx)' download and click 'Go', the system displays the following message, indicating that you have selected too many cells.
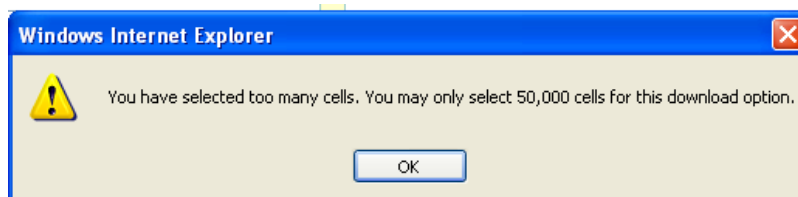
If you have selected more than 100,000 cells for 'Excel file (.xls)' or 'Comma delimited (.csv)' and click 'Go' the system displays the following message, indicating that you have selected too many cells.
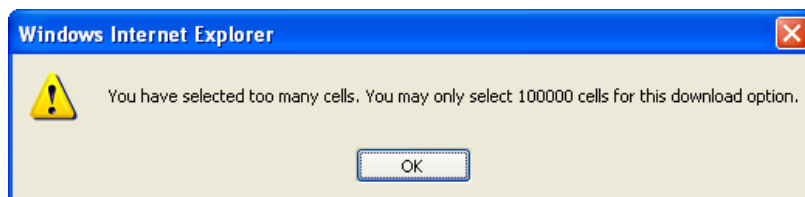
Click **OK** to acknowledge the message and return to the Data options page. To reduce the number of selected cells, you may need to de-select some time periods or use a larger time period aggregation. Alternatively you may return to the Select variables page by selecting the back arrow of your browser's menu bar and reduce the number of values selected.

Click **Go**.

13.   The View table page displays the data for your table.

5.2 View table

Purpose
The 'View table' page (see figure 5.2) displays on screen the data from the variables you have selected and allows you to further customise the data and format the table to your requirements before downloading or printing.

Navigation
The 'View table' page is displayed when the 'Table on screen' format option is chosen from the dropdown menu and you click the 'Go' button.

Go ⊙

Page example

Figure 5.2

View table page

Descriptions
View table functions and their descriptions are listed below.

Option / Text	Description
Edit table	This dropdown menu provides the following formatting options:
	Remove zero rows – removes rows that contain only zeroes.
	Show status flags – displays the status flags within the table. See footnotes for definitions.
	Remove status flags – remove status flags from the table. Please note status flags are not display as default.
	Pivot clockwise – rotates the variables

	clockwise.
	Pivot anticlockwise – rotates the variables anticlockwise.
	Change layout – the variables you have selected are displayed in this section as rows or columns. You can rearrange the display of your output by clicking on and dragging the variable to a new position, in either a row or column.
	Change text/code presentation –allows you to choose to display codes or text or both.
	Change decimal places – allows you to change the number of decimal places shown in the table, up to a maximum of 6 decimal places.
	Each of the above options can be confirmed by clicking the 'Go' button or rejected by clicking the 'Cancel' button.
Save table	Excel file (.xls) – allows you to open or save the table in Excel format.
	Comma delimited (.csv) – allows you to open or save the table as a comma separated variable file.
	Table query (.tqx) – allows you to save the table as an Infoshare table query file.
Footnotes	This link takes you to the footnotes which includes status flag definitions and when the table was last updated.
Information	This link takes you to the information related to the table including source, contact information, unit of measure and the unique table reference.
Print table	Allows you to print the current table.
Status flags	Displays the 'Help' page for status flag information.

Steps

Figure 5.2.1

Edit table dropdown list
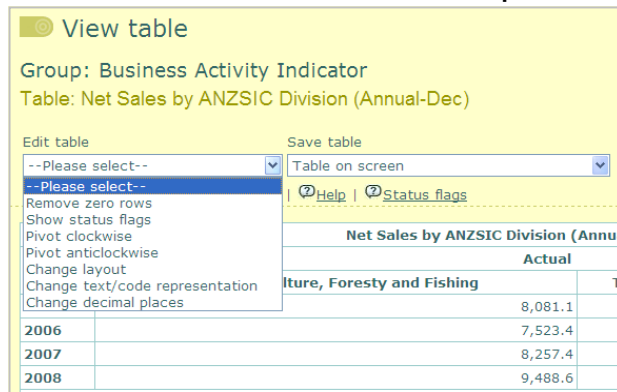
1. To remove zero rows and reduce the number of cells displayed select 'Remove zero rows' from the 'Edit table' dropdown list.

   To move variables clockwise select 'Pivot clockwise' from the 'Edit table' dropdown list.

   To move variables anticlockwise select 'Pivot anticlockwise' from the 'Edit table' dropdown list.

   To show status flags select 'Show status flags' from the 'Edit table' dropdown list. They can be removed by selecting 'Remove status flags'.

2. To change the layout manually select **Change layout** from the 'Edit table' dropdown list. This will open the 'Change layout' dialog box as shown in figure 5.2.2

   Figure 5.2.2

   Change layout dialog box
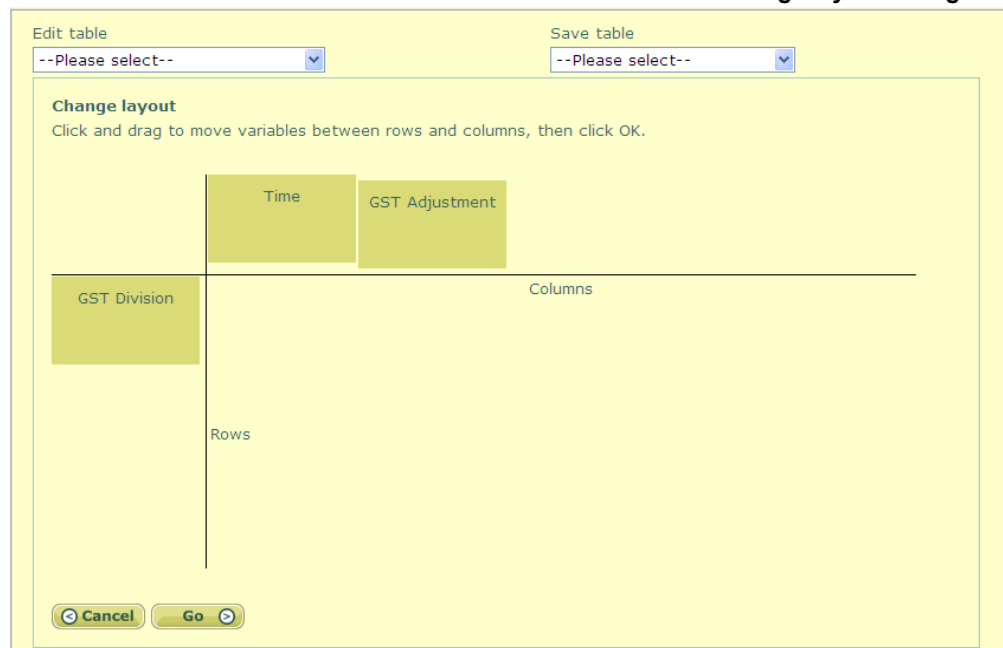
   Rearrange the layout of your table by clicking on and dragging a variable to a new position, in either a row or column.

Section 5: Table layout

3. To change the text/code representation select **Change text/code representation** from the 'Edit table' dropdown list. This will open the dialog box as shown in figure 5.2.3

Figure 5.2.3

Change text/ code representation dialog box
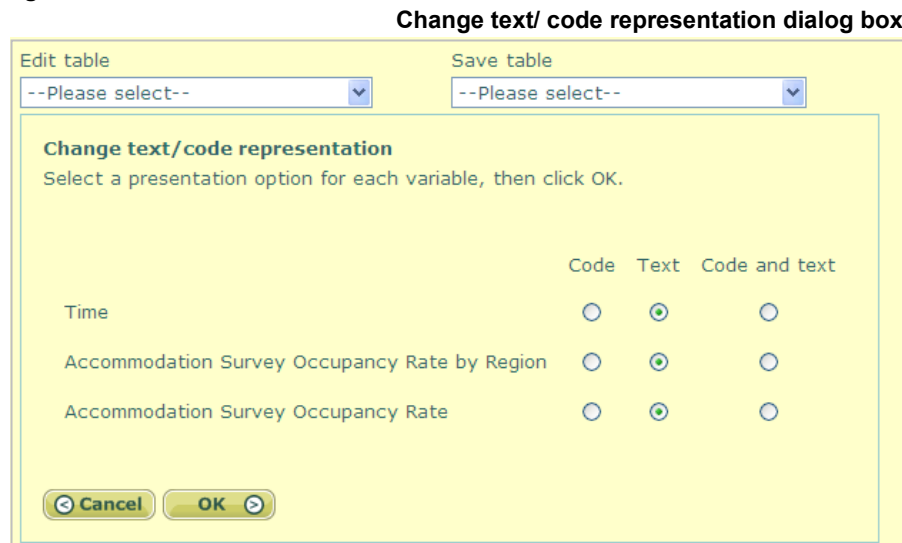
Click **OK** to apply the selections or **Cancel** to reject the selections. The selections will remain until a new query is run or changed.

4. To change the number of decimal places displayed select **Change decimal places** from the 'Edit table' dropdown list. This will open the dialog box as shown in figure 5.2.4

Figure 5.2.4

Change number of decimal places dialog box
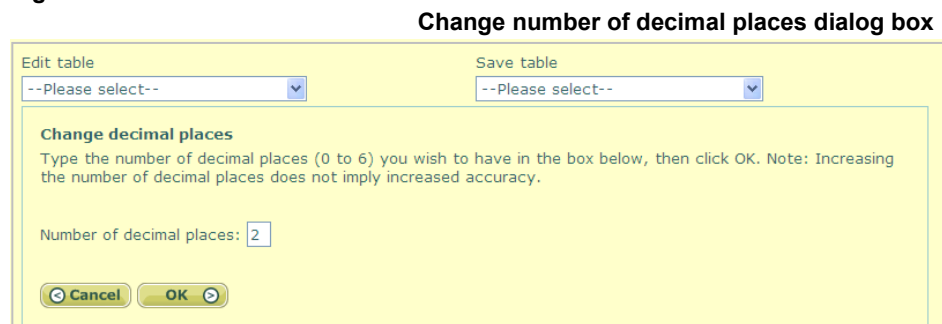
Enter the number of decimal places up to a maximum of 6 and click **OK** to confirm or **Cancel** to reject the change.

5.   Output options are available from the 'Save table' dropdown list.

Figure 5.2.6

<div align="right">**Save table dropdown menu**</div>

To save or open as an Excel file, select **Excel file (.xls)** option from the dropdown menu. This will open the window as shown in figure 5.2.7

Figure 5.2.7

<div align="center">**Window open or save as an Excel file**</div>
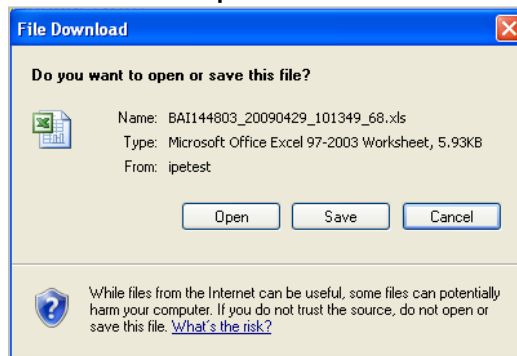
Click **Open** to open the file in your Microsoft Excel application. The file can then be saved and further analysed offline. If you do not have Excel you will be prompted for an application to use. You can download the Excel Viewer from Microsoft for free.

Click **Save** to select the folder on your computer you want to save the file into. You can save the file as the default name or enter in your own file name. Clicking on **OK** will save the file on your computer. See figure 5.2.8 below.

Click **Cancel** to close the window without performing any actions.

Figure 5.2.8

Save window for Excel download
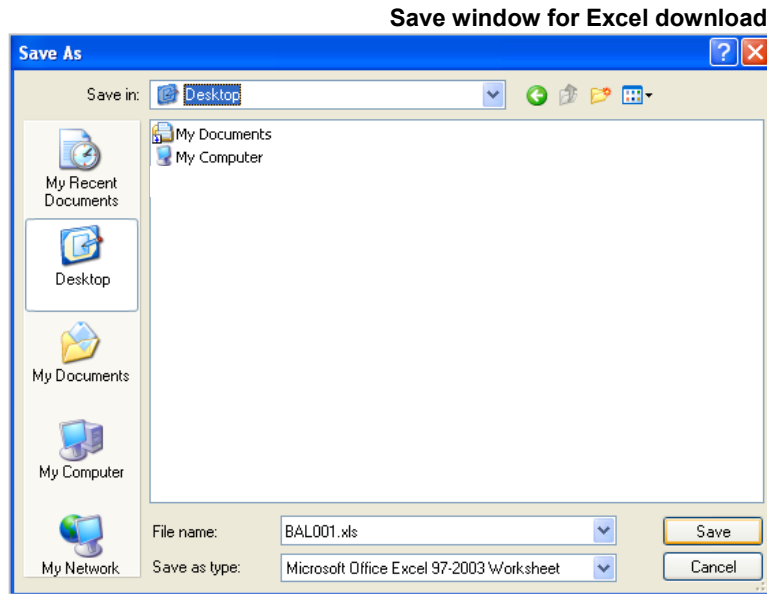
The other options available that follow the same steps as described are:

- ⊙ Excel file from screen (.xls)
- ⊙ Comma delimited (.csv)
- ⊙ Table query (.tqx)

7. If your table contains a large number of cells and you select 'Excel file (.xls)', 'Comma delimited (.csv)' or 'Table query (.tqx)' from the 'Save table' dropdown list, the system displays the following message, indicating that you have selected a large amount of cells.
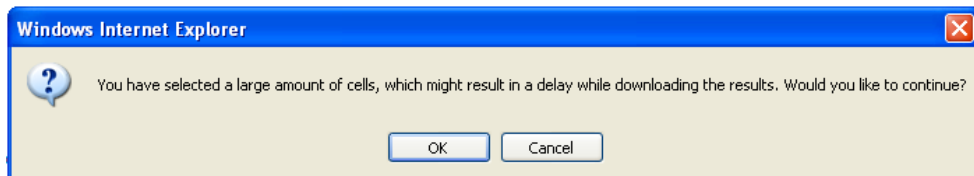
Click **OK** to acknowledge the message and continue with the download or **Cancel** to display the 'View table' page.

If you select 'Excel file (.xls)' a second message will be displayed indicating that the table contains more than 256 columns which pre-2007 versions of Excel cannot display.
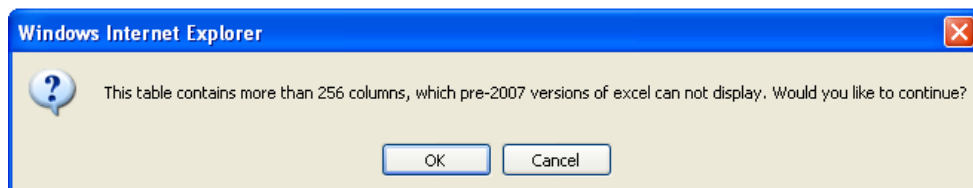
Click **OK** to acknowledge the message and continue with the download or **Cancel** to display the 'View table' page.

6. To print the table on screen click the **Print table** link as shown in figure 5.2.9

Figure 5.2.9

<p align="right">**Print table option**</p>
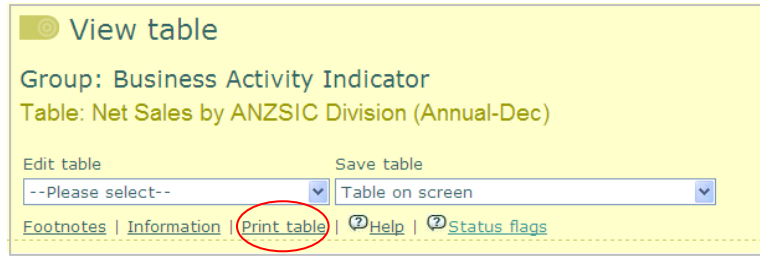
A new window will open with a printable version of the table along with the print dialog box. This has been specially formatted to print in the best possible way to avoid heavy use of ink and ensure that all data is within the print margins. See figure 5.2.10.

Figure 5.2.10

<p align="center">**Print table view and dialog box**</p>
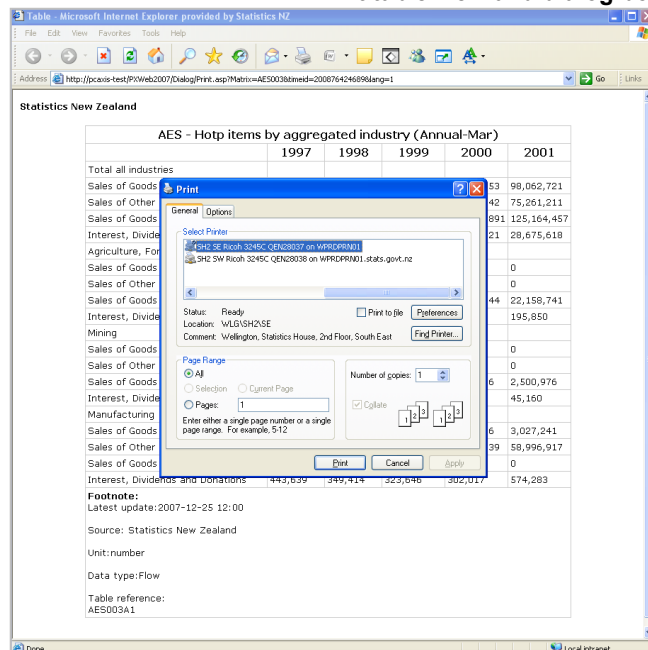
Technical information

If you are using Microsoft Office Excel 2007 you will be prompted with the warning as shown in figure 5.2.11 when using the 'Excel file (.xls)' option. This is a security feature of Excel 2007 and is not a problem with Infoshare. By clicking **Yes** it will continue to open the Excel file without any issues. Read more on this issue here.

Figure 5.2.11

<p align="right">**Excel 2007 warning prompt window**</p>
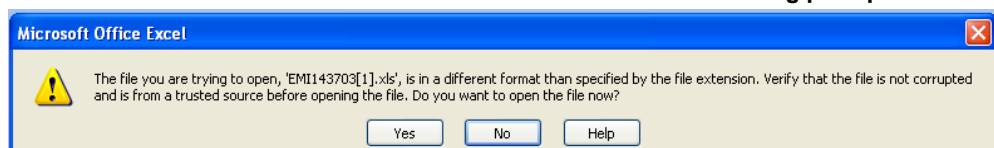
Table information provides useful information, including the table reference. This should be quoted when contacting Statistics New Zealand in regards to a particular table. Contact information is also listed, along with unit of measure, as shown in figure 5.2.12.

Figure 5.2.12

<div align="center">

Table information

</div>

```
Table information:
Units:
Number, Magnitude = Units
Capacity (Stay Unit Nights): Nights, Magnitude = Units
Number of Guest Nights: Number, Magnitude = Units
Average Length of Stay (Nights): Number, Magnitude = Units
```

Footnote describe the definitions for the status flag displayed within the cells. and when the table was last updated (as shown in figure 5.2.13).

Figure 5.2.13

<div align="center">

Footnote

</div>

```
Footnotes:
Symbol: .. figure not available
C: Confidential
E: Early Estimate
P: Provisional
R: Revised

Status flags are not displayed

Table reference:
ACS002AA
```

Tips

If you are using pre-2007 versions of excel and get the 256 columns prompt then click **Cancel** and change layout so time is in the columns and all other variables are displayed in rows. This only applies if you have less than 256 time periods.

Always use the **Print table** option, as printing using the Internet Explorer file print option will not remove the images and navigation.

If the table viewed on screen contains many rows the 'Footnotes' and 'Table information' will not be visible unless you scroll to the bottom of the browser window. A quick way to access this information is to click either the **Footnotes** or **Information** links.

Changing the decimal places does not imply increased accuracy. If the data is stored to 2 decimal places, increasing the number of decimal places to 6 will not give you more accurate data, only more zeroes at the end.

6 Load query

6.1 How to use Load query

Purpose

The 'Load query' function allows you to retrieve data from Infoshare by loading and running a previously saved query stored on your computer and displays it on the screen.

Navigation

The 'Load query' page is available on the **Load query** main menu tab.

Figure 6.1

Load query navigation

Page example

Figure 6.1.1

Load query page

Descriptions

The 'Load query' functions and their descriptions are listed below.

Option / Text	Description
Table query location	This is the location on your computer where the query is stored. To find the location click the Browse button.
Browse button	Opens a Windows Explorer window that allows you to browse and select a previously saved query file with a .tqx suffix.
Add recent time periods checkbox	Ticking this checkbox allows you to update your table with recent time periods that have been loaded to Infoshare since your query was last saved.

Steps   To load and run a query:

1.   On the 'Load query' page, click the **Browse** button to open a Windows
               Explorer window. The 'Choose file' window will be displayed.

Figure 6.1.2

Choose file window
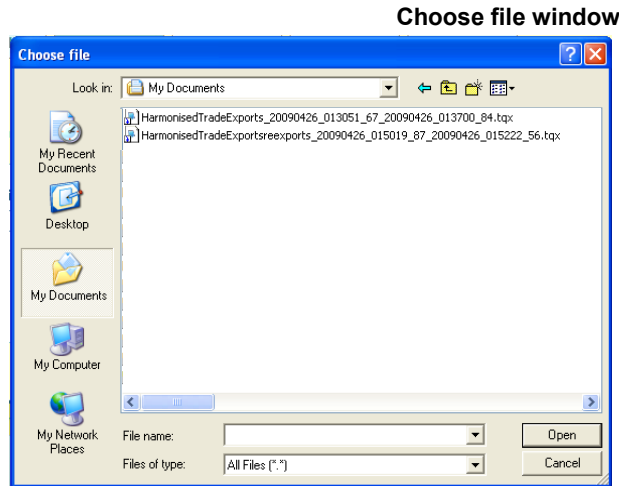
2.   Browse the directory structure to find the query you wish to use. Query files
               have the suffix .tqx

3.   Click on the query file you wish to use and click **Open**. The 'Load query' page
               will display with the query file you have just selected shown in the Table
               query location box.

4.   If you wish to update your table since your query was last saved, click on the
               checkbox **Add recent time periods**.

5.   Click **Go**.

6.   If you have clicked **Go** without selecting a query file, the system displays the
               following message, indicating that you have not selected a query file to
               upload.

Figure 6.1.3

Windows prompt select file
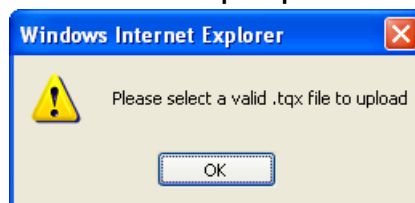
               Click **OK** to acknowledge the message. Repeat steps 1–4 and click **Go**.

7.   The 'View table' page will display a table containing the data retrieved for
               your query. (See section 5: Table layout for more information.)

               The limit is restricted to 50,000 cells for viewing on screen.

---

7 Export direct

7.1 How to use Export direct

Purpose
The 'Export direct' function allows you to download time series identifier data from Infoshare in csv file format, by running a time series identifier search file stored on your computer.

Navigation
The 'Export direct' page is available on the **Export direct** main menu tab.

Figure 7.1

Export direct navigation

Page example

Figure 7.1.1

Export direct page
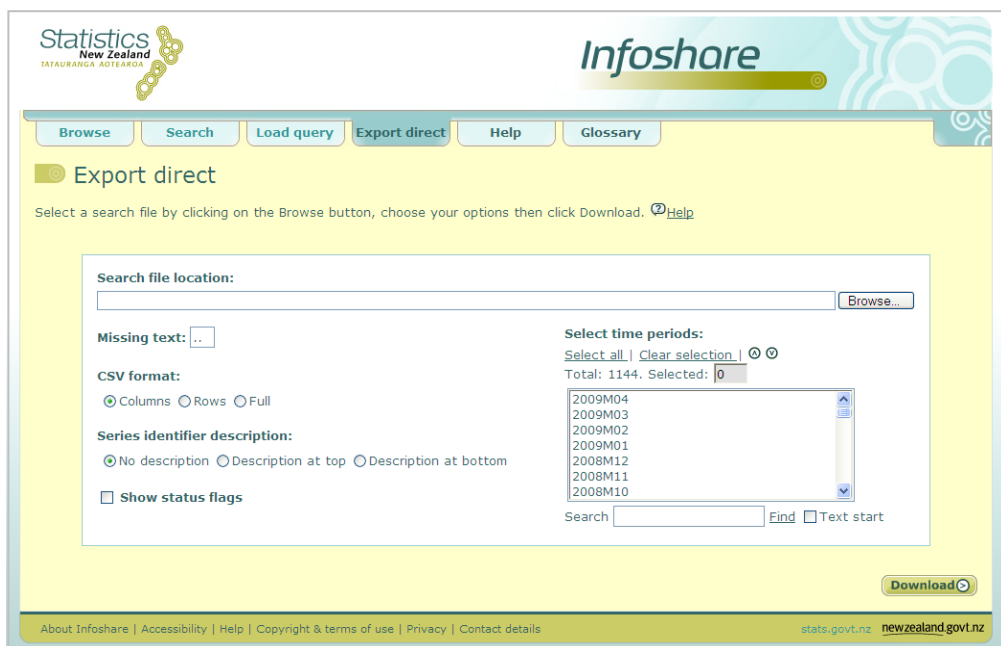
Descriptions
The 'Export direct' page components and their descriptions are listed below.

Option / Text	Description
Search file (.sch)	A file containing a list of series identifiers that allows you to retrieve the same information on a regular basis. A new search file can be created when searching using 'Look for time

Descriptions

The 'Export direct' page components and their descriptions are listed below.

	series identifier' option and then selecting the 'Search file (.sch)' download option from the dropdown list. Existing search files created using INFOS can also be used. Please note: Search files should not contain wildcard characters for example '*' or '+'. Maximum allowed 100.
Search file location	This is the location on your computer where the search file you wish to run is stored.
Browse button	Opens a Windows Explorer window that allows you to browse and select the file you wish to run. Only files with a .sch suffix may be selected.
Missing text	Missing, suppressed or confidential data in the output is indicated by the text shown in this box.
CSV Format	If you select: Columns – series are in separate columns across the table. Rows – series are in separate rows down the table. Full – years are placed in a column down the page and months or quarters are placed in a row across the page. Each series is displayed as a separate table.
Series Identifier Description	If you select: No description – no description for the series identifier is displayed Description at top – both the series identifiers and descriptions are displayed above the table. Description at bottom – both series identifiers and descriptions are displayed below the table.
Show status flags checkbox	Ticking this checkbox will display the data status flags in separate columns in your table.
Select time periods	Time periods available for selection. At least one time period must be selected.
Clear selection	Un-selects any selected time periods in the list.

Descriptions   The 'Export direct' page components and their descriptions are listed below.

Select all	Selects and highlights all time periods in the list.
Search	Enter the text you wish to search for then click 'Find'.
Text start checkbox	Tick the box to find all time periods with the text entered in the search box.
Total	This field displays the total number of time periods available.
Selected	This field displays the number of time periods you have selected.

Steps   To download data using a search file and the 'Export direct' function:

1.   On the 'Export direct' page, click the **Browse** button to open a Windows Explorer window. The 'Choose file' window will display as shown below.

Figure 7.1.2

Choose file window
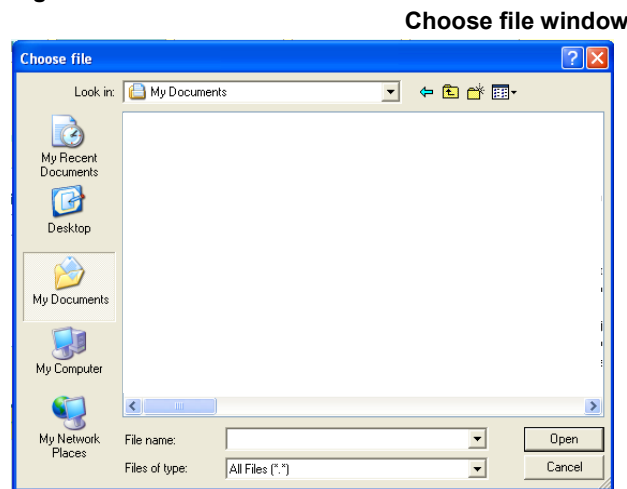
2.   Browse the directory structure to find the search file you wish to use. Search files have the suffix .sch.

3.   Highlight the search file you wish to use and click **Open**. The 'Export direct' page will show the search file you have just selected in the search file location field.

4.   Select the format you want for the csv file.

5.   Select the 'Series identifier description' option you want.

6.   If you wish to include status flags, click on the **Show status flags** checkbox.

7.   Select one or more time periods by either:

        ⊙   Click 'Select all' to select all time periods in the list.
        ⊙   Holding down either the SHIFT or CTRL key on your keyboard and highlighting the relevant time periods by scrolling up or down the time period list.
        ⊙   Type the time period required in the 'Search' field and click the **Find** link.

8.   If you wish to clear your selections, click the **Clear selection** link.

9.   Click **Download** to download the time series included in your search file.

10.   If you have clicked **Download** without selecting a search file the following message will be displayed indicating that you have not selected a search file.

        Figure 7.1.3
             Prompt window to select file

        Click **OK** to acknowledge the message. Repeat steps 1–8 and click **Download**.

11.   A Windows 'File Download' window will be displayed.

        Figure 7.1.4
                 Download window
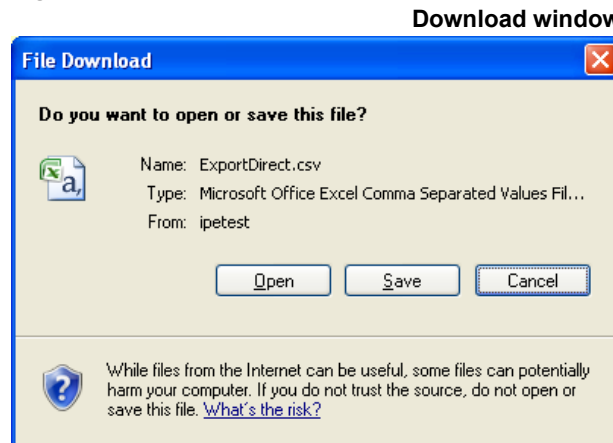
12.   Click:
        ⊙   **Open** if you wish to display your data in an Excel worksheet.
        ⊙   **Save** if you wish to save your data to your computer.
        ⊙   **Cancel** to return to the Export direct page.

13.   If you have selected the Windows 'Open' button, a new window opens in Excel displaying the Infoshare data for the time series identifiers in the search file and the time periods selected on the Export direct page.

14.   You can save the Excel spreadsheet and associated data to your computer using the Excel functions available.

8 Glossary

To help you understand the various terms used within Infoshare we have provided an alphabetical list of terms and their definitions.

A&L	Assets and liabilities.
AES	The Annual Enterprise Survey (AES) is an annual overview of the economy that provides data for financial performance and financial position by broad industry groups.
ANZIND	ANZIND is an ANZSIC-based classification used to group industries for publication.
ANZSIC	The Australian and New Zealand Standard Industrial Classification (ANZSIC) is a hierarchical four-level classification for industries, comprising divisions (the broadest level), subdivisions, groups and classes.
ANZSCO	The Australian and New Zealand Standard Classification of Occupations (ANZSCO) is a hierarchical classification with five levels (major group, sub–major group, minor group, unit group and group).
A/S/T	Actual/Seasonally adjusted/Trend.
	Actual series contain the survey results before seasonal and irregular components are removed.
	Seasonal adjustment aims to eliminate the impact of regular seasonal events (such as annual cycles in agricultural production, winter, or annual holidays) on time series. This makes the data for adjacent months more comparable.
	Trend series have had both seasonal and irregular components removed. Trend series reveal the underlying direction of movement in a series, and are likely to indicate turning points more accurately than are seasonally adjusted series.
BPM5, BPM4	The balance of payments is a statistical statement that records the transactions of one country with the rest of the world. New Zealand's balance of payments statistics are compiled using principles laid down in the fifth edition of the International Monetary Fund's (IMF) Balance of Payments Manual (BPM5). BPM4 refers to the fourth edition of the Balance of Payments Manual.
CIF	Cost including Insurance and Freight (CIF) is the value declared by the importer to Customs. It represents the Free on Board (FOB) cost at foreign ports, plus shipping and insurance.
	Imports are all material goods which enter New Zealand from abroad and are valued 'CIF' (cost, insurance and freight) and 'VFD' (value for duty). The CIF value is the cost to the importer of buying the goods and bringing them to the wharfside in New

	Zealand.
CLPR	The country of last permanent residence (CLPR) is the country where a person last lived for 12 months or more.
CNPR	The country of next permanent residence (CNPR) is the country where a person next intends to live for 12 months or more.
CPI	The Consumers Price Index (CPI) is used to measure the changes in the prices of goods and services purchased by New Zealand households over a period of time. This change in prices is sometimes referred to as inflation.
CSV	Comma separated variable (CSV) refers to a comma delimited text file format.
DF	The de facto (DF) population estimates the number of people in a given area at a particular time. It includes overseas visitors and excludes those that normally live there, but were away at that time.
Discontinued series (DISC)	Discontinued series are tables or time series that are no longer updated.
FOB	Exports are all material goods which leave New Zealand for other countries and are valued free on board (FOB). The FOB value is the current market value of goods in the country of origin, including all costs necessary to get them on board the ship or aircraft. It excludes freight, insurance and other costs involved in transporting goods between countries.
FTE	The term full time equivalent employees (FTE) is defined as the number of full time employees plus half the number of part time employees, where full time is defined as working 30 hours or more per week.
GDE	Gross domestic expenditure (GDE) is the total value of spending on goods and services within New Zealand. To calculate GDE, spending on exports must be subtracted from GDP (since such spending occurs in the rest of the world); and spending on imports must be added to GDP (since such spending occurs within New Zealand, but is not included in GDP).
GDP	Gross domestic product (GDP) represents the country's income earned from production in New Zealand. It includes income from production carried out by New Zealanders and by foreign firms operating within New Zealand.
Geographic unit (GEO)	In the business survey context, a geographic unit (GEO) is a separate operating unit engaged in New Zealand in one, or predominately one, kind of economic activity from a single physical location or base.
GFCF	Gross fixed capital formation (GFCF) is a measure of the net new

	investment by producers on durable real assets, such as buildings, motor vehicles, plant and machinery, roading, and improvements to land. In measuring the outlays, sales of similar goods are deducted. Land is excluded from gross fixed capital formation.
GNP	Gross national product (GNP) is the income accruing within a given period to New Zealand residents from their services in supplying factors of production in New Zealand and overseas, plus net indirect taxes, and before the deduction of allowances for the consumption of fixed capital.
GST	The Goods and Services Tax (GST) was introduced on 1 October 1986 and is imposed on all goods and services supplied in New Zealand, other than exempt supply.
HOTP	The Statistics New Zealand Hot Off The Press (HOTP) publications provide commentary and statistical data on almost every topic that Statistics New Zealand collects information on. These information releases provide the first release of the latest statistics.
HS	The Harmonised System is a hierarchical classification for imported and exported commodities. Goods are assigned a numeric HS code according to their end use, for example, shoes are classified as 'footwear' rather than 'items made of leather'. The same HS codes are used for both imports and exports. The classification comprises 98 chapters (2 digit), 1228 headings (4 digit), 5,059 sub–headings (6 digit) and approximately 13,500 items (10 digit).
IIP	International investment position (IIP) is a statistical statement of: (i) the value and composition of the stock of an economy's financial assets, or the economy's claims on the rest of the world, and (ii) the value and composition of the stock of an economy's liabilities to the rest of the world.
Index	An index is a measure of changes in prices, volumes or money values over time. More specifically, an index is a weighted average of the price ratios of selected goods, services, commodities or financial assets measured over time.
IPD	Internal public debt (IPD) is the level of internal New Zealand public debt.
LF	The labour force (LF) includes people aged 15 years and over who regularly work for one or more hours per week for financial gain, work without pay in a family business, or are unemployed and actively seeking part-time or full-time work.

LFS	Labour Force Status classifies people aged 15 years and over according to their inclusion or exclusion from the labour force and includes employed, unemployed and not in the labour force.
NZSCO	The New Zealand Standard Classification of Occupations is a hierarchical classification with five levels (major group, sub–major group, minor group, unit group and occupation). This classification has been superseded by ANZSCO.
NZSIC	The New Zealand Standard Industrial Classification was replaced by ANZSIC, the Australia New Zealand Standard Industry Classification, in 1993.
Re-exports	Re-exports record goods brought into New Zealand and exported without a 'substantial transformation'. The yardstick for measuring 'substantial transformation' is '50 percent value added' and above that level, the goods are classified as domestic exports. Trans-shipment goods are not included. Goods that are re-exported will have previously figured in some form in the import statistics.
Regional council	Established in 1989, regional councils cover every territorial authority in New Zealand with the exception of the Chatham Islands Territory. There are 16 regions. The geographical boundaries of regions conform as far as possible to one or more water catchments. The seaward boundary of the regions is the 12-mile (19.3km) New Zealand territorial limit. In determining regions, consideration was also given to regional communities of interest, natural resource management, land use planning, and environmental matters.
Search file (.sch)	A file containing a list of series identifiers that allows you to retrieve the same information on a regular basis. A new search file can be created when searching using 'Look for time series identifier' option and then selecting the 'Search file (.sch)' download option from the dropdown list. Existing search files created using INFOS can also be used. Please note: Search files should not contain wildcard characters for example '*' or '+'. Maximum allowed 100.
Series, Time series	A time series is a sequence of data points, measured typically at successive times, spaced at (often uniform) time intervals.
SITC	The Standard International Trade Classification (SITC) is an output classification (using HS codes at the 6-digit level as building blocks), designed by the United Nations as an analytical tool for economic analysis.
SNA	The System of National Accounts (SNA) is an international standard for an accounting framework to analyse and compare important economic variables over time.
Table	A table is a set of data arranged in rows and columns.

Table query file (.tqx)	A saved Infoshare table that can be re run using 'Load query'.
Territorial authority (TA)	There are a total of 73 territorial authorities (15 cities and 58 districts) in New Zealand. In determining territorial authorities, consideration was given to the 'community of interest', the size of the community, the relevance of the components of the community to each other and the capacity of the unit to service the community in an efficient manner.
TFJ	Total filled jobs (TFJ) is a survey estimate of all full-time and part-time paid employees, plus working proprietors in businesses that have paid employees.
Time series identifier	A Statistics New Zealand time series identifier is a database identifier for a type of statistic produced by Statistics New Zealand and includes the time frequency at which the statistic is produced.
	Series identifiers may have up to 20 characters - for example, **TIMM.SCXBR0901110000Q.** Characters in the identifier are:
	◉ **1–3:** Data type (e.g. **TIM**=Imports)
	◉ **4:** Frequency (e.g. **M**=monthly)
	◉ **5:** Delimiter ("**.**")
	◉ **6:** Separator
	◉ **7–8:** Code level identifier (e.g. **CX**=10 digit)
	◉ **9-10:** Country code (e.g. **BR**=Brazil)
	◉ **11-20:** 10 digit item code (This could be 2, 4, 6, **10** or none)
	◉ **21:** Observation (e.g. **Q**=Quantity)
Urban area (UA)	Urban areas are statistically defined areas with no administrative or legal basis, and are divided into main, secondary and minor urban areas. Main and secondary urban areas are centred on a major city or borough and include neighbouring boroughs, town districts and parts of counties which are regarded as suburban and belonging to that centre of population.
	Together, the populations in main, secondary and minor urban areas comprise the statistically defined 'urban' population of New Zealand. The urban area classification is designed to identify concentrated urban or semi-urban settlements without the distortions of administrative boundaries.
VFD	Imports are all material goods which enter New Zealand from abroad and are valued 'VFD' (value for duty) and 'CIF' (cost, insurance and freight). VFD is the value on which customs duty is based. It equates approximately with the free on board (FOB) cost of the goods in the exporting country.

Section 8: Glossary