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InstantAtlas™ Server 6

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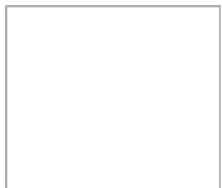
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## InstantAtlas Server Help

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### Home

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#### Accessing the System Modules

Access to the system modules is via the links on the left or the icons in the middle of the page. You may need to login in order to access the modules. In other cases, some or all of the modules will be available without the need to login.

The system modules have different roles.

- Data Views: view pre-defined groupings of indicators using InstantAtlas Flash Dynamic Reports or as tables
- Advanced Data Views: use a wizard to create your own personalised Data View
- Profiles: view profiles that present data about a specific geographic area using text, tables, charts and images
- Advanced Profile: use a wizard to create your own personalised Profile
- Explorer: search the contents of the system using keywords to locate the information you are interested in
- Resources: search for any additional resources the administrator has incorporated into the system

The icons on this page give access to the modules in the same way as the left-hand menu.

#### Quick Profiles

Simply type the name of an area you are interested in into the Quick Profiles box and click the 'Go' button. You will be offered to view a Profile for this area and/or other larger areas it belongs to.

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## Data Views

- [Introduction](#)
- [Displaying the Data View Using a Dynamic Report](#)
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### Introduction

A Data View is an administrator-defined grouping of indicators that can be displayed using InstantAtlas Flash dynamic reports or as tables. You can navigate to a Data View using any of the tabs available:

- By Theme: click in the explorer to expand Themes. Then click a Data View of interest.
- By Geo-Type: click in the explorer to expand a Geo-Type. Then click a Data View of interest.
- As List: use the options below the list to specify the number of items to display. Then click a Data View of interest.
- Search: type in a search term. Any Data Views tagged with this term will be listed.
- Favourites: if you are logged in to the system, you can click on any Data Views that you have added to your Favourites.

Once you have clicked a Data View, the viewing options will appear. A Data View may be available for more than one Geo-Type. For each Geo-Type, a number of viewing and export options will be available.

### Displaying the Data View Using a Dynamic Report

Different Dynamic Reports may be available for displaying the Data View. They all require Adobe Flash Player 9 or later to be installed on your computer. You can download the Flash Player from <http://get.adobe.com/flashplayer/>

Once the Dynamic Report has loaded you will be able to use the interactive functionality to explore the data. If you need help, click the "Help" button within the Dynamic Report.

### Displaying the Data View as a Table

The table may initially show data or may be blank. The data displayed can be changed using the "Available Data" explorer. Use the options directly above the table to add all data, latest dates only, selected dates (ticked in the explorer above), associates (e.g. numerators) or reset the table. You can sort the table by clicking on a column heading. You can view the metadata for an indicator or a geographic feature by clicking the information icon. You can delete indicators from the table by clicking the cross icon. Comparison areas will be displayed at the foot of the table.

You can export the table in CSV, XML or Excel formats using the icons directly above the table. Click the email icon to send an email with a link to the page you are viewing.

Click the Print icon at the top of the page to print the table. If Dynamic Reports are available for viewing the Data View, you can click the icons to see these.

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## Advanced Data Views

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- [Choose Areas](#)
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- [Choose Comparison Areas](#)
- [Displaying the Data View as a Table](#)
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- [Displaying the Data View Using a Dynamic Report](#)

### Introduction

The Advanced Data Views wizard allows you to create personalised Data Views with the Indicators of your choice and for the areas of your choice. These Data Views can be viewed as a table, chart, Dynamic Report or exported.

To start designing your Data View, click a Geo-Type in the list. Alternatively, click the Favourites tab. This will enable you to choose a selection of areas that you have added to your Favourites.

### Choose Areas

Choose one or more areas from the list. It may be possible to filter the list of areas - if this is the case, use the "Filter" drop down lists to first select a Geo-Type and then an area. If you make a new selection of areas, you can add this to your Favourites for future use.

It may also be possible to make your selection of areas using an interactive map (you must have Adobe Flash 9 or later installed on your computer to view this map). Use the map tools to zoom in/out or reset the map. You can hold down the "Shift" button on your keyboard and use the mouse to drag a box to zoom into a specific

region. Hold down the "Ctrl" button on your keyboard and click on areas to select or deselect them.

Once you have made your selection of areas click the "Next" button.

#### **Choose Indicators**

Use the "Theme" drop down list to choose a Theme. The Indicators in the "Available Indicators" box will be updated. Hold down the "Ctrl" button on your keyboard and click Indicator Instances in the list to select/deselect them. Once you have made your selection, click the single arrow button to send them into the "Selected Indicators" box. If you wish to send over all of the Indicator Instances you can click the double arrow button. You can use the reverse buttons to remove a selection or all Indicator Instances from the "Selected Indicators" box. The "Metadata" button beneath the "Available Indicators" allows you to view the metadata for any Indicator selected in the box - this enables you to make an informed choice about whether you should add it to your Data View.

Choose an item from the "Use a Favourite" list if you wish to use a selection of Indicator Instances that you added to your Favourites.

Once you have made your selection of Indicator Instances click the "Next" button.

#### **Choose Comparison Areas**

Comparison areas may be available for adding to the Data View. Hold down the "Ctrl" button on your keyboard and click comparison areas in the list to select/deselect them.

Once you have made your selection of comparison areas click the "Next" button.

#### **Displaying the Data View as a Table**

The Data View is initially displayed as a table. You can sort the table by clicking on a column heading. You can view the metadata for an indicator or a geographic feature by clicking the information icon. Comparison areas will be displayed at the foot of the table. Click the "Add Associates" button to add any associate values (e.g. numerators) to the table. You can subsequently remove these by clicking the "Remove Associates" button.

A series of icons is available above the table:

- Print: print the table
- Chart: chart all areas and Indicator Instances that are selected in the table. Different types of chart are available.
- Report: view this Data View using a Dynamic Report
- Email: send an email with the link to this table
- CSV: export the Data View in CSV format
- XML: export the Data View in XML format
- Excel: export the Data View in Excel format

Click the "Add to favourites" option below the table if you wish to add this Data View to your Favourites.

#### **Displaying the Data View Using a Chart**

You can chart as many of the areas and Indicator Instances in the Data View as you like. You can select/deselect individual areas or Indicator Instances by clicking the checkboxes. You can click the "Use in chart?" checkboxes to select/deselect all areas or Indicator Instances. Once you have made your selection in the table, click the "Chart" button.

Below the chart are the following options:

- Title title: type in a new title for your chart and then click anywhere else on the page to update this.
- Chart type: change the type of chart used to display the data.
- Chart size: change the size of the chart. When there are many areas or indicators to display a large chart can be particularly useful.
- Chart style: change the data shown on each axis.

Once the chart is finished, click on it using your right mouse button - you can save the chart or copy and paste it into another application.

#### **Displaying the Data View Using a Dynamic Report**

Different Dynamic Reports may be available for displaying the Data View. They all require Adobe Flash Player 9 or later to be installed on your computer. You can download the Flash Player from <http://get.adobe.com/flashplayer/>

Once the Dynamic Report has loaded you will be able to use the interactive functionality to explore the data. If you need help, click the "Help" button within the Dynamic Report.

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## **Profiles**

- [Viewing a Profile](#)

### Viewing a Profile

Profiles present data about a specific geographic area using text, tables, charts and images. You can navigate to a Profile using any of the tabs available:

- By Theme: click in the explorer to expand Themes. Then click a Profile of interest.
- By Geo-Type: click in the explorer to expand a Geo-Type. Then click a Profile of interest.
- As List: use the options below the list to specify the number of items to display. Then click a Profile of interest.
- Search: type in a search term. Any Profiles tagged with this term will be listed.
- Favourites: if you are logged in to the system, you can click on any Profiles that you have added to your Favourites.

Click the section headings beneath the title of the Profile to jump to a particular section. Click the information icons to view metadata for the indicators included in the Profile. If charts are present, you can move the mouse pointer over a bar or line in order to display a tooltip with further information.

To export the Profile in Portable Document Format (PDF), click the "PDF" button at the top of the Profile.

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## Advanced Profiles

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- [Choose Areas](#)
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### The Advanced Profiles Wizard

Profiles present data about a specific geographic area (or selection of areas) using text, tables, charts and images. This module allows you to personalise the Profile by making your own selection of areas. You can start by choosing your areas or choosing your data - click the corresponding button to start designing your Profile. Alternatively, click the Favourites tab. This will enable you to choose a selection of areas that you have added to your Favourites.

#### Choose Areas

Choose a Geo-Type from the "Geo-Type" drop down list. You can then choose one or more areas from a list. It may be possible to filter the list of areas - if this is the case, use the "Filter" drop down lists to first select a Geo-Type and then an area. If you make a new selection of areas, you can add this to your Favourites for future use.

It may also be possible to make your selection of areas using an interactive map (you must have Adobe Flash 9 or later installed on your computer to view this map). Use the map tools to zoom in/out or reset the map. You can hold down the "Shift" button on your keyboard and use the mouse to drag a box to zoom into a specific region. Hold down the "Ctrl" button on your keyboard and click on areas to select or deselect them.

Once you have made your selection of areas click the "Next" button.

#### Choose Profile

You can navigate to a Profile using any of the tabs available:

- By Theme: click in the explorer to expand Themes. Then click a Profile of interest.
- By Geo-Type: click in the explorer to expand a Geo-Type. Then click a Profile of interest.
- As List: use the options below the list to specify the number of items to display. Then click a Profile of interest.
- Search: type in a search term. Any Profiles tagged with this term will be listed.
- Favourites: if you are logged in to the system, you can click on any Profiles that you have added to your Favourites.

#### Choose Comparison Areas

Hold down the "Ctrl" button on your keyboard and click on comparison areas to add them to the Profile.

#### Viewing the Profile

Click the section headings beneath the title of the Profile to jump to a particular section. Click the information icons to view metadata for the indicators included in the Profile. If you selected multiple areas for your Profile, the tables and charts will display aggregated values for your selection, values for the individual areas or both. If charts are present, you can move the mouse pointer over a bar or line in order to display a tooltip with further information.

To export the Profile in Portable Document Format (PDF), click the "PDF" button at the top of the Profile.

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## Explorer

- [Exploring the System](#)

### Exploring the System

The Explorer module allows you to explore the contents of the system and locate data of interest using simple search tools. Depending on how the system has been configured you will either be able to type a search term or select from a list of keywords. The results of the search will be displayed under a series of tabs. Click the tab of interest to see the results of the search. Use the options below the list to display more or fewer items. For each item you can view the metadata (or notes). You may also be able to follow links to view the item itself.

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