Index

Creation of a Query

In order to query the Population and Housing Censuses 2011 system, it is necessary to take the following steps:

1.1 Action selection

This action enables choosing what to do: "Create tables", in other words, generate a query via a wizard, or "Personal Area", which enables the recovery of queries, filters or customized aggregates which you may have saved beforehand.
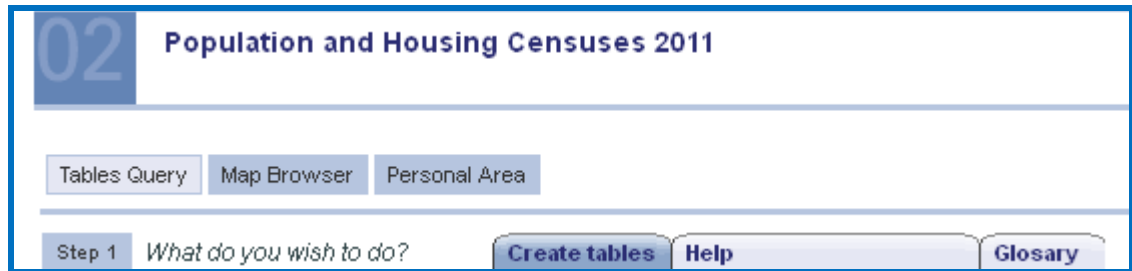
1.2 Selection of the geographical scope
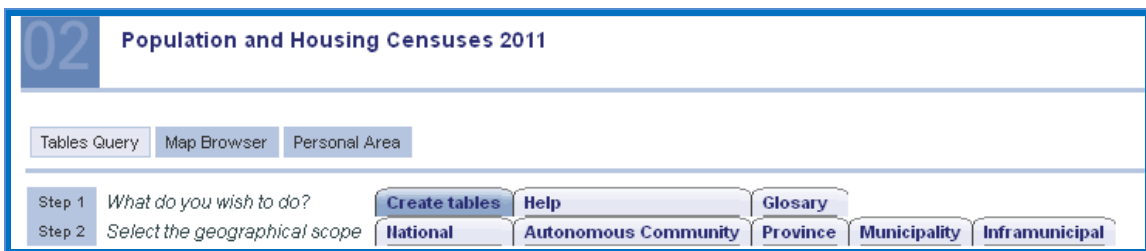
1.2.1. Selection of the National geographical scope

In order to activate this case, please select the tab National . Performing this action will display the query for all the data on a national level.

1.2.2 Selection of the Autonomous Community geographical scope

In order to activate this case, please select the tab Autonomous Community. Within the window, there is an "**Autonomous Communities Available**" selector, showing the Autonomous Communities currently register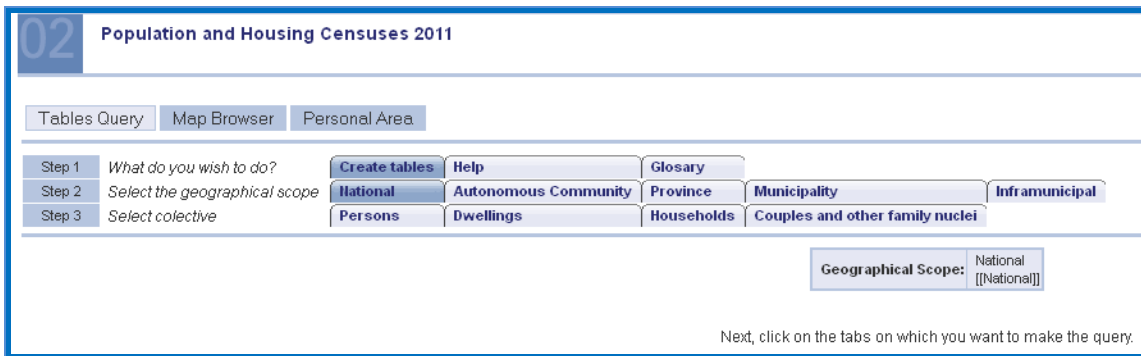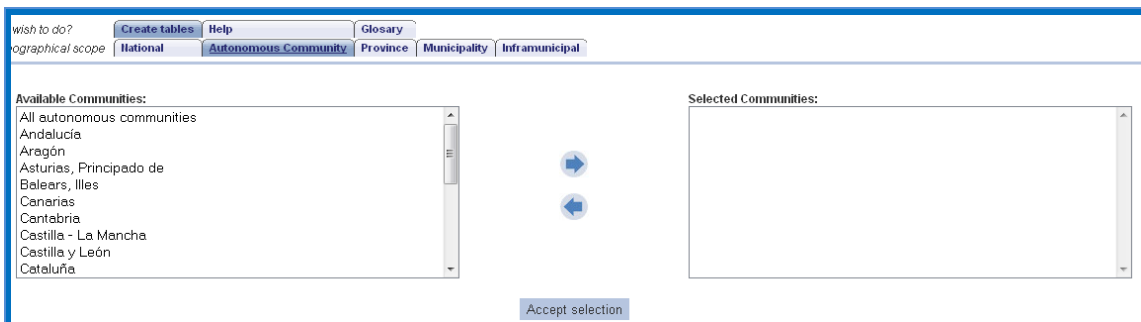ed, and another called "**Autonomous Communities Selected**", with those chosen by the user. Moving Autonomous Communities from one selector to another is done using arrows: ←, in order to remove elements selected from "Autonomous Communities Selected", and → in order to move elements selected from "Autonomous Communities Available" to "Autonomous Communities Selected".

Once the desired Autonomous Communities have been chosen, you need only click on "**Accept Selection**" to continue.

1.2.3 Selection of the Province geographical scope

In order to activate this case, please select the tab Province. Within the new window there is an "Autonomous Communities" selector, showing the Autonomous Communities currently selected, another "Provinces Available" selector, displaying the available provinces according to the Autonomous Community selected, and another called "Provinces Selected", with the provinces chosen by the user. Moving provinces from one selector to another is done using arrows: ←, in order to remove elements selected from "Provinces Selected",

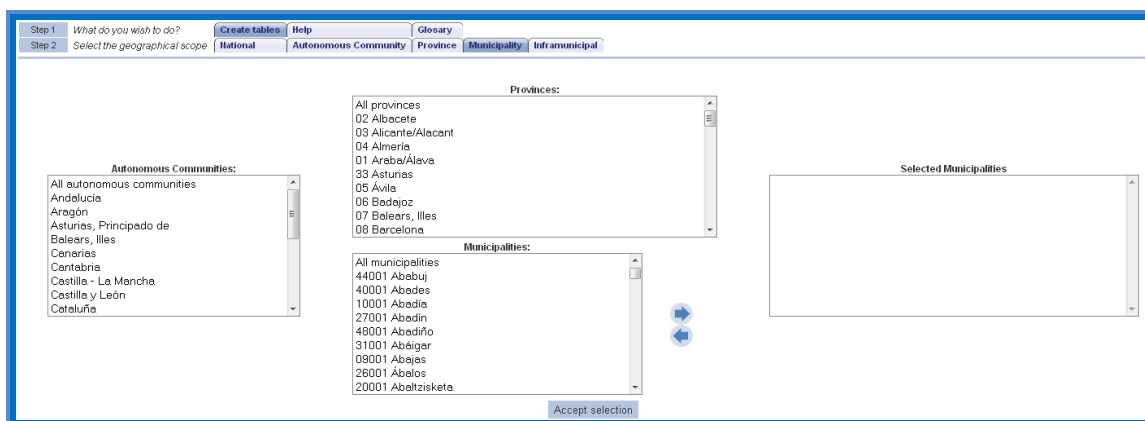and in order to move the elements from "Provinces Available" to "Provinces Selected".
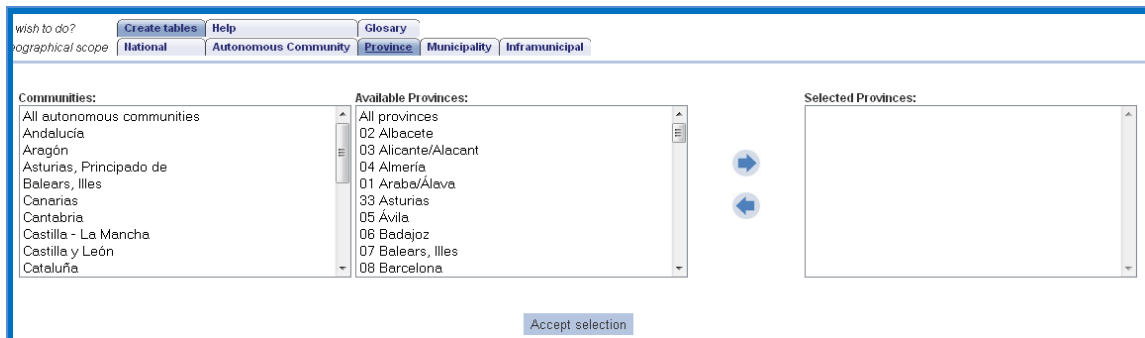
Once the desired provinces have been chosen, you need only click on "**Accept Selection**" in order to apply the changes.

1.2.4 Selection of the Municipality geographical scope

In order to activate this case, please select the tab . There a new window appears in which there is a selector called "**Autonomous Communities**", which displays the Autonomous Communities currently registered, another "**Provinces**" selector, displaying the available provinces depending on the selection of Autonomous Community, another "**Municipalities**" selector displaying the municipalities available depending on the province selected, and another called "**Municipalities Selected**", with those which the user has selected. Moving municipalities from one selector to another is done using arrows: , in order to remove elements selected from "Municipalities Selected", and in order to move the elements from "Municipalities Available" to "Municipalities Selected".

Once the desired municipalities have been chosen, you need only click on "Accept Selection" to apply the changes.

1.2.5 Selection of the Infra-municipality geographical scope

1.2.5.1 Step 2.1
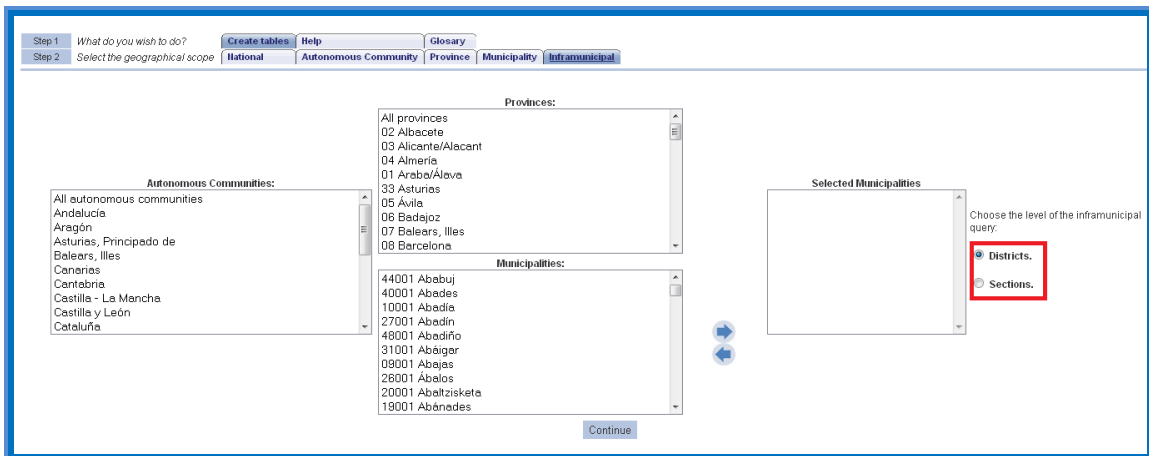
In order to activate this case, please select the tab Inframunicipal . There is a selector called "**Autonomous Communities**", which displays the Autonomous Communities currently registered, another "**Provinces**" selector, displaying the available provinces depending on the selection of Autonomous Community, another "**Municipalities**" selector displaying the municipalities available depending on the province selected, and another called "**Selected Municipalities**", with those which the user has selected. Moving municipalities from one selector to another is done using arrows: ←, in order to remove elements selected from " Selected Municipalities", and → in order to move the elements from "Municipalities" to " Selected Municipalities".

Please select the infra-municipality level for which you wish to query information, and then click on "**Continue**" to choose the options depending on the steps taken.

1.2.5.2 Step 2.2 Districts

Once the municipalities have been selected and the view on a District level option chosen, please proceed to the selection of districts. There is a selector called "Districts Available", which displays the districts registered, depending on the municipalities, and another called "Districts Selected", with those which the user has selected. Moving districts from one selector to another is done using arrows: ←, in order to remove elements selected from "Districts Selected", and → in order to move the elements from "Districts Available" to "Districts Selected".
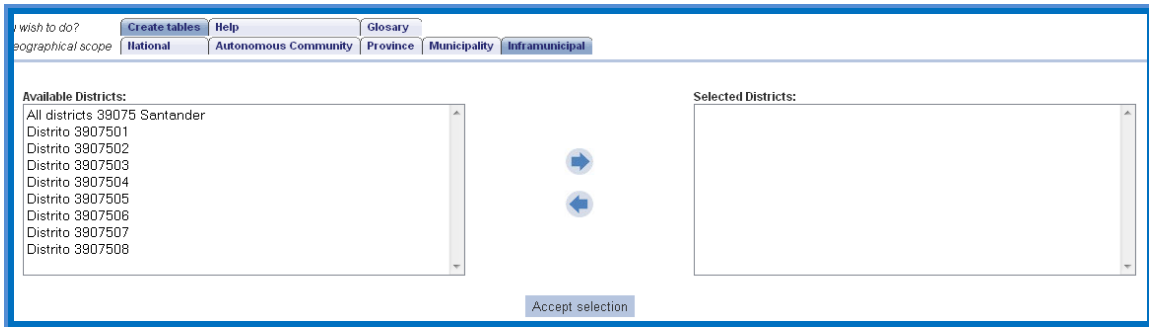
Click on "**Accept Selection**" to confirm the selection of districts and go to select the "**Design table**".

1.2.5.3 Step 2.3 Census Sections

Once the municipalities have been selected and the view of census section level option chosen, please proceed to the selection of the census sections. There is a selector called "Districts Available", which displays the districts registered according to the municipalities previously selected, another "Census Sections Available" selector, showing the available census sections according to the district selected, and another called "Census Sections Selected", with those which the user has chosen. Moving census sections from one selector to another is done using arrows: ◄, in order to remove elements selected from "Census Sections Selected", and ► in order to move the elements from "Census Sections Available" to "Census Sections Selected".
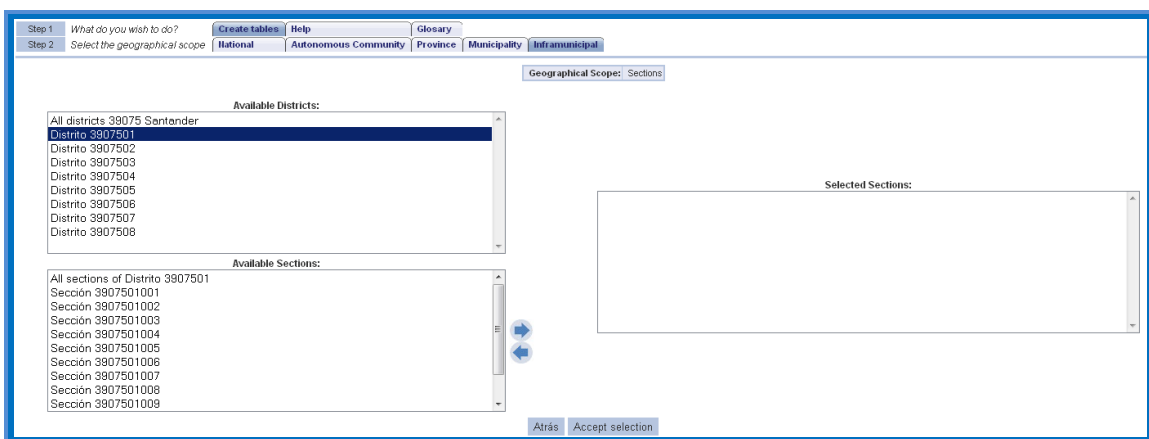
Click on "**Accept Selection**" to confirm the selection of sections and go to select the "**Design table**".

1.3 Collective information

After selecting the geographic scope for which you are making the query, you must select the field or domain of the information on which you want to query.

Select one from the options available on the tabs displayed:
1. Persons: when you click on persons you must choose one of the following domains of information:

    a. Resident in main dwellings

    b. Employed 16 and over

    c. Students 16 and over who do not work

2. Dwellings:

    a. Main and non-main dwellings

    b. Main dwellings

3. Households

4. Couple and other family nuclei

1.4 Design table

The function of this window is to select the group of variables to be displayed in the query, their position and to what extent they will be used in order to display the data.

There are three settings on this page that the system will automatically display depending on the selection you made in the geographical scope:

1. Select available table:

For sensitive geographical areas where there is special protection of confidentiality of information, the system will enable the possibility to consult certain tables from the available full list. In these tables you will not have the possibility of altering the design of the table, modifying the variables that are queried or its position, or filtering the information accessed or modifying the measure displayed as it is possible and explained below for the option Design table.

To display the available table you must select one of the enabled tables (in the example of the previous image, the available table "Total Population") and select the "See Table" button.

2. Available tables and Design table

Depending on the protection of confidentiality of information for the geographical area you selected, the system will enable the possibility to consult certain tables from the available full list, and additionally, you can use the option "Design table" with the same functionality as detailed in the following section "Design Table".

3. Design table

This is the option that allows you to set up your query with more freedom. There are different areas within this window:

- Tree with the whole group of available variables for displaying the query, organised by demographic variables and geographic variables.
- Row Selector, containing the group of variables arranged as rows in the query to be made. In order to insert new variables in rows, select a variable from the tree and then use the arrow ➡ to include it in rows. In order to remove a variable from the row position, use the arrow ⬅. To arrange variables in rows, you may use the up and down arrows if you wish.

- Column Selector, containing the group of variables arranged as columns in the query to be made. In order to insert new variables in columns, select a variable from the tree and then use the arrow ➡ to include it in columns. In order to remove a variable from the column position, use the arrow ⬅. To arrange variables in rows, you may use the up and down arrows if you wish.
- Selector of Measurement Units, which contains the group of units of measurement available with which data will be displayed. One or more measurement units may be selected.

Please bear in mind:

- There must be at least one variable in rows or one variable in columns.
- The maximum number of rows and columns is limited.
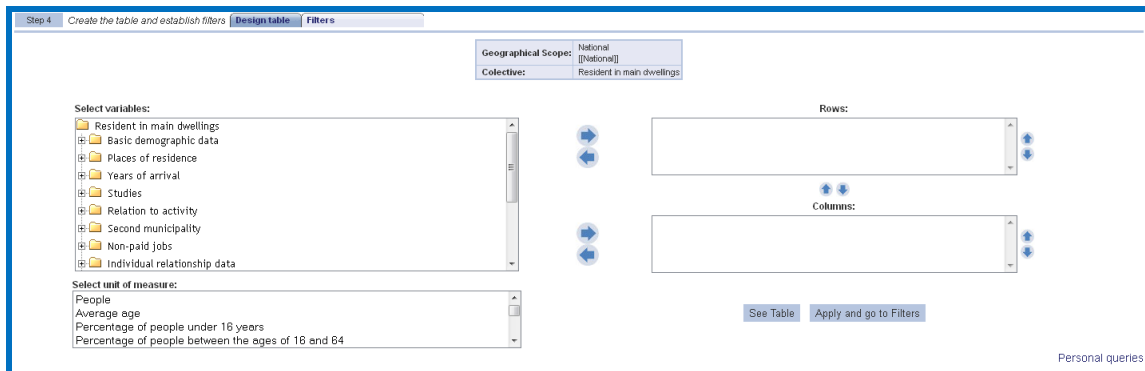
In order to run the query and display the data, click on "See table".

In the event that you cannot get the query that you need, you can click the personal queries link and fill out the form below with the details of your request:

INE information services will contact you.

1.5 Filters

The functionality of this window is the establishing of filters to be applied to the query.

There are different areas within this window:

- Tree with the whole group of available variables for filtering the information.
- Available Filtering Selector, which displays the values contained in the variable selected in the tree. Those values are the ones available for filtering the query for each of the variables. Please bear in mind that in some cases you can go in depth or go higher in the variable hierarchy, by selecting one of the values and clicking on ◼ to go up in the variable hierarchy or on ✚ to go in depth in it.
- Current Filtering Selector, which displays the values contained in the variables from the tree selected as a filter. It is possible to enter new values in the filter by clicking on ➡, or to remove values from the filter by clicking on ⬅.
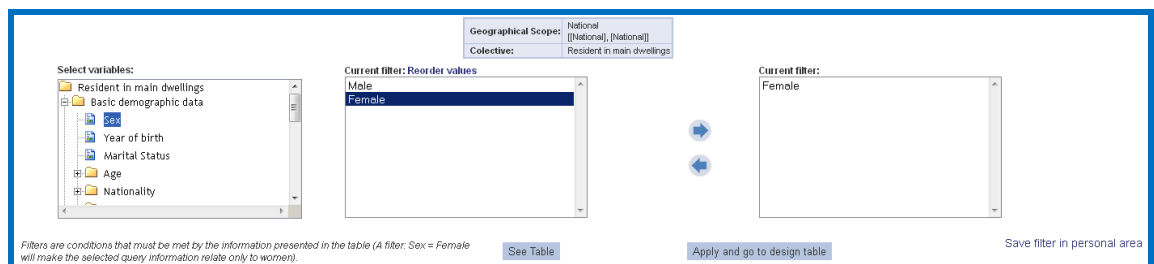
Once the desired filters have been chosen, you need only click on "See table" in order to apply them to the query.

1.6 Query

This window presents the query formed via the preceding steps. A data table will be displayed with all of the filtering conditions. Above this, there is a panel with the different options to apply to the current query. In order to find out more about the functionality of this panel, go to "Graphs and Exporting". In turn, the different possibilities for interacting with the table are described in "Query Possibilities".

Additionally, the option is available to "Paginate Results", which will display the results of the table on different pages rather than on a single page. This option will be useful when there is a large number of rows and columns to display.

Likewise the option "Modify table" is available, which makes it possible to return to the design table window, keeping the values already selected in rows, columns and filters, in order to optionally change some variables, some filter or any unit of measure.

1.7 Statistical Secrecy

Under certain circumstances, the query data will not be displayed, in compliance with the commitment to statistical secrecy, showing in this case an indicative message.

1.8 Contextual information

In the different "Design Table" and "Filters" windows, and in the query display window, there are a number of boxes showing the selections made.

The table contains:

- Colective – it is the scope or domain of the information being queried.
- Geographical scope - Indicate the geographical scope (Autonomous Communities, Provinces, Municipalities, Census Districts, Census Sections, etc.).
- Rows - Variables selected within the design table window as rows.
- Columns - Variables selected within the design table window as columns.
- Filters - Summary of the filters selected in the Filters window.
- Measurement Units - Indicate which measurement units are being used in this query.

1.9 Help and glossary

There are two tabs present in all application windows, which help with browsing around the application and describe the most important terms used in the application, these being help and glossary.

Query Possibilities

Once the query has been constructed and the results have been viewed, it is possible to proceed with the following:

2.1 Drill down

In order to carry out this action characteristic of online analysis (OLAP[1]), please click on the contextual *Drill down* menu item for each value in the row or column header.

In the following example, "Drill down" regarding Aragón ...

Will show the provinces of Aragón, replacing the Autonomous Community:

2.2 Drill up

In order to carry out this action characteristic of online analysis (OLAP), please click on the contextual *Drill up* menu item for each value in the row or column header.

In the following example, "Drill up" regarding Huesca ...

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[1] On-Line Analytical Processing

... the Autonomous Community will appear, replacing the provinces:

2.3 Expand

The carrying out of this action characteristic of online analysis (OLAP) has two possible scopes: if you click on the contextual Expand menu item of the data row or column header, the result of expanding that particular member is displayed on the screen.
Or by clicking Expand on the header containing the name of the row and column header variables. The result in this case would be to expand each of the values present in rows or columns.

In the following example, on "**Expanding**" on **Aragón** ...

... the Autonomous Communities that were being displayed along with the provinces of the expanded Autonomous Community will appear:

Autonomous Community of residence	Province of residence	People
Total	Total	9,674,845
Andalucía		8,343,655
Aragón	22 Huesca	223,240
	44 Teruel	141,010
	50 Zaragoza	966,940

In the following example, when "**Expanding**" on the **Autonomous Community ....** column

Autonomous Community of residence		People
Total	Expand	9,674,845
	Glossary	
Andalucía	Back	8,343,655
Aragón		1,331,190

... the Autonomous Communities that were being displayed along with their provinces ...

Autonomous Community of residence	Province of residence	People
Total	Total	9,674,845
Andalucía	Total	8,343,655
	04 Almería	686,985
	11 Cádiz	1,241,595
	14 Córdoba	798,305
	18 Granada	917,810
	21 Huelva	518,170
	23 Jaén	664,775
	29 Málaga	1,590,340
	41 Sevilla	1,925,675
Aragón	Total	1,331,190
	22 Huesca	223,240
	44 Teruel	141,010
	50 Zaragoza	966,940

2.4 Collapse

The carrying out of this action characteristic of online analysis (OLAP) has two possible scopes: if you click on the contextual Collapse menu item of the data row or column header, the result of contracting that particular member is displayed on the screen.

Or by clicking <u>Collapse</u> on the header containing the name of the row and column header variables. The result in this case would be to contract each of the values present in rows or columns.

In the following example, when "**Collapsing**" on **Aragón** ...

Autonomous Community of residence	Province of residence	People
Total	Total	9,674,845
Andalucía		8,343,655
	22 Huesca	223,240
Aragón	44 Teruel	141,010
	50 Zaragoza	966,940

Collapse
Expand
Drill down by-->
Sort-->
Back

... The contracted Autonomous Community will be displayed without the provinces:

Autonomous Community of residence	People
Total	9,674,845
Andalucía	8,343,655
Aragón	1,331,190

In the following example, when "**Collapsing**" on the "**Autonomous Community** ..." column:

... The Autonomous Communities will appear without the provinces:

2.5 Drill down by

In order to carry out this action characteristic of online analysis (OLAP), please click on the contextual Drill down by--> menu item for each value in the row or column header.

In the following example, when choosing "**Detailed information**" on **Aragón** ...

... You browse through the variable tree ...

... Until selecting the desired variable, for example, marital status …

... So that the data on Aragón, by marital status, will appear:

Marital Status	People
Total	1,331,190
Single	553,085
Married	635,410
Separated	16,425
Divorced	35,310
Widow	90,955

2.6 Rotate

In order to execute this action characteristic of online (OLAP) analysis, you need only click on the Rotate ⊞ link on the toolbar,

located above the table of query data. The result will be the position change between rows and columns.

In the following example, upon "Rotating" ...

... The marital status variable goes from rows to columns, and the age in large groups variable from columns to rows:

2.7 Totals and Subtotals

In order to execute this action, you need only click on the Add/Remove subtotals Σ link on the toolbar, located above the table of query data.
In the following example, on "Adding/Subtracting subtotals" ...

... The data by Autonomous Community, without subtotals, will be displayed.

Autonomous Community of residence	Province of residence	People
Total	Total	9,674,845
Andalucía	04 Almería	686,985
	11 Cádiz	1,241,595
	14 Córdoba	798,305
	18 Granada	917,810
	21 Huelva	518,170
	23 Jaén	664,775
	29 Málaga	1,590,340
	41 Sevilla	1,925,675
Aragón	22 Huesca	223,240
	44 Teruel	141,010
	50 Zaragoza	966,940

2.8 Sort and Sort by

The execution of this action has two possible scopes: if you click on the contextual *Sort-->* menu item of the data row or column header, the result of sorting by the selected criterion for that particular member is displayed on the screen.

Or by clicking on the *Sort by* link on the toolbar, located above the table of query data.

Where as when using the first scope, the sorting is established depending on the values of that row or column, in the second scope, the sorting is established depending on the subtotals of the variable.

In the following example, when "**Sorting**" by **Córdoba** …

Age in large groups		Total	Less than 16	16-64	65 or more
Autonomous Community of residence	Province of residence	People	People	People	People
Total	Total	9,674,845	1,672,780	6,481,025	1,521,040
Andalucía	Total	8,343,655	1,473,710	5,608,910	1,261,030
	04 Almería	686,985	125,840	471,090	90,055
	11 Cádiz	1,241,595	225,695	843,860	172,035
	14 Córdoba	798,305	133,515	526,005	138,785
		917,810	159,870	610,030	147,910
		518,170	89,865	351,335	76,970
		664,775	109,815	437,585	117,370
		1,590,340	276,540	1,072,725	241,075
	41 Sevilla	1,925,675	352,570	1,296,275	276,825
Aragón	Total	1,331,190	199,065	872,115	260,005
	22 Huesca	223,240	32,145	144,285	46,810
	44 Teruel	141,010	19,565	89,455	31,995
	50 Zaragoza	966,940	147,360	638,375	181,200

(Context menu shown: Drill up / Drill down / Expand / Drill down by--> / **Sort-->** / Back)

… Descending …

Age in large groups		Total	Less than 16	16-64	65 or more
Autonomous Community of residence	Province of residence	People	People	People	People
Total	Total	9,674,845	1,672,780	6,481,025	1,521,040
Andalucía	Total	8,343,655	1,473,710	5,608,910	1,261,030
	04 Almería	686,985	125,840	471,090	90,055
	11 Cádiz	1,241,595	225,695	843,860	172,035
	14 Córdoba	798,305	133,515	526,005	138,785
		917,810	159,870	610,030	147,910
		518,170	89,865	351,335	76,970
	23 Jaén	664,775	109,815	437,585	117,370
	29 Málaga	1,590,340	276,540	1,072,725	241,075
	41 Sevilla	1,925,675	352,570	1,296,275	276,825
Aragón	Total	1,331,190	199,065	872,115	260,005
	22 Huesca	223,240	32,145	144,285	46,810
	44 Teruel	141,010	19,565	89,455	31,995
	50 Zaragoza	966,940	147,360	638,375	181,200

(Context menu shown: Ascending / **Descending**)

… This results in the exchange of age in large groups:

Age in large groups		Total	16-64	65 or more	Less than 16
Autonomous Community of residence	Province of residence	People	People	People	People
Total	Total	9,674,845	6,481,025	1,521,040	1,672,780
Andalucía	Total	8,343,655	5,608,910	1,261,030	1,473,710
	04 Almería	686,985	471,090	90,055	125,840
	11 Cádiz	1,241,595	843,860	172,035	225,695
	14 Córdoba	798,305	526,005	138,785	133,515
	18 Granada	917,810	610,030	147,910	159,870
	21 Huelva	518,170	351,335	76,970	89,865
	23 Jaén	664,775	437,585	117,370	109,815
	29 Málaga	1,590,340	1,072,725	241,075	276,540
	41 Sevilla	1,925,675	1,296,275	276,825	352,570
Aragón	Total	1,331,190	872,115	260,005	199,065
	22 Huesca	223,240	144,285	46,810	32,145
	44 Teruel	141,010	89,455	31,995	19,565
	50 Zaragoza	966,940	638,375	181,200	147,360

In the following example, when "Sorting" by 65 or more …

Age in large groups		Total	Less than 16	16-64	65 or more
Autonomous Community of residence	Province of residence	People	People	People	Drill down by--> Sort--> Back
Total	Total	9,674,845	1,672,780	6,481,025	
Andalucía	Total	8,343,655	1,473,710	5,608,910	1,261,030
	04 Almería	686,985	125,840	471,090	90,055
	11 Cádiz	1,241,595	225,695	843,860	172,035
	14 Córdoba	798,305	133,515	526,005	138,785
	18 Granada	917,810	159,870	610,030	147,910
	21 Huelva	518,170	89,865	351,335	76,970
	23 Jaén	664,775	109,815	437,585	117,370
	29 Málaga	1,590,340	276,540	1,072,725	241,075
	41 Sevilla	1,925,675	352,570	1,296,275	276,825
Aragón	Total	1,331,190	199,065	872,115	260,005
	22 Huesca	223,240	32,145	144,285	46,810
	44 Teruel	141,010	19,565	89,455	31,995
	50 Zaragoza	966,940	147,360	638,375	181,200

… Descending People …

Age in large groups		Total	Less than 16	16-64	65 or more
Autonomous Community of residence	Province of residence	People	People	People	People
Total	Total	9,674,845	1,672,780	6,481,025	1,52...
Andalucía	Total	8,343,655	1,473,710	5,608,910	1,261,030
	04 Almería	686,985	125,840	471,090	90,055
	11 Cádiz	1,241,595	225,695	843,860	172,035
	14 Córdoba	798,305	133,515	526,005	138,785
	18 Granada	917,810	159,870	610,030	147,910
	21 Huelva	518,170	89,865	351,335	76,970
	23 Jaén	664,775	109,815	437,585	117,370
	29 Málaga	1,590,340	276,540	1,072,725	241,075
	41 Sevilla	1,925,675	352,570	1,296,275	276,825
Aragón	Total	1,331,190	199,065	872,115	260,005
	22 Huesca	223,240	32,145	144,285	46,810
	44 Teruel	141,010	19,565	89,455	31,995
	50 Zaragoza	966,940	147,360	638,375	181,200

(Ascending People / Descending People menu shown)

… This results in the provinces being displayed in descending order, depending on their value within the Autonomous Community. Please observe how the order of Huesca, Teruel and Zaragoza changes to Zaragoza, Huesca and Teruel …

Age in large groups		Total	Less than 16	16-64	65 or more
Autonomous Community of residence	Province of residence	People	People	People	People
Total	Total	9,674,845	1,672,780	6,481,025	1,521,040
Andalucía	Total	8,343,655	1,473,710	5,608,910	1,261,030
	41 Sevilla	1,925,675	352,570	1,296,275	276,825
	29 Málaga	1,590,340	276,540	1,072,725	241,075
	11 Cádiz	1,241,595	225,695	843,860	172,035
	18 Granada	917,810	159,870	610,030	147,910
	14 Córdoba	798,305	133,515	526,005	138,785
	23 Jaén	664,775	109,815	437,585	117,370
	04 Almería	686,985	125,840	471,090	90,055
	21 Huelva	518,170	89,865	351,335	76,970
Aragón	Total	1,331,190	199,065	872,115	260,005
	50 Zaragoza	966,940	147,360	638,375	181,200
	22 Huesca	223,240	32,145	144,285	46,810
	44 Teruel	141,010	19,565	89,455	31,995

… Whereas if "Sort by" is used, on the toolbar located above the table of query data, and "Province … Descending …" is selected …

… The sorting is by the total column with the following result (observe how the order of ... Jaén, Almería y Huelva changes to ... Almería, Jaén y Huelva):

Age in large groups		Total	Less than 16	16-64	65 or more
Autonomous Community of residence	Province of residence	People	People	People	People
Total	Total	9,674,845	1,672,780	6,481,025	1,521,040
Andalucía	41 Sevilla	1,925,675	352,570	1,296,275	276,825
	29 Málaga	1,590,340	276,540	1,072,725	241,075
	11 Cádiz	1,241,595	225,695	843,860	172,035
	18 Granada	917,810	159,870	610,030	147,910
	14 Córdoba	798,305	133,515	526,005	138,785
	04 Almería	686,985	125,840	471,090	90,055
	23 Jaén	664,775	109,815	437,585	117,370
	21 Huelva	518,170	89,865	351,335	76,970
Aragón	50 Zaragoza	966,940	147,360	638,375	181,200
	22 Huesca	223,240	32,145	144,285	46,810
	44 Teruel	141,010	19,565	89,455	31,995

Graphs and exporting

Once the query has been constructed and the results have been viewed, it is possible to proceed with the following graphs and exports.

3.1 Bar Chart

Clicking on the **Graph** icon opens a new window where options available for creating the graph are displayed.

The options to select are:

- Main variable: This necessary variable will be positioned on axis X.

- Group variable: This optional variable groups the values of the variable on axis X, and must be different from the variable selected as the main variable.

- Measurement Variable: This variable is necessary with the statistical variable to be used in the graph.

- Type of graph: This is the necessary variable for presenting the graph in ActiveX or GIF format.

Once these parameters have been selected, please click on "**See bar chart**" in order to represent the graph.

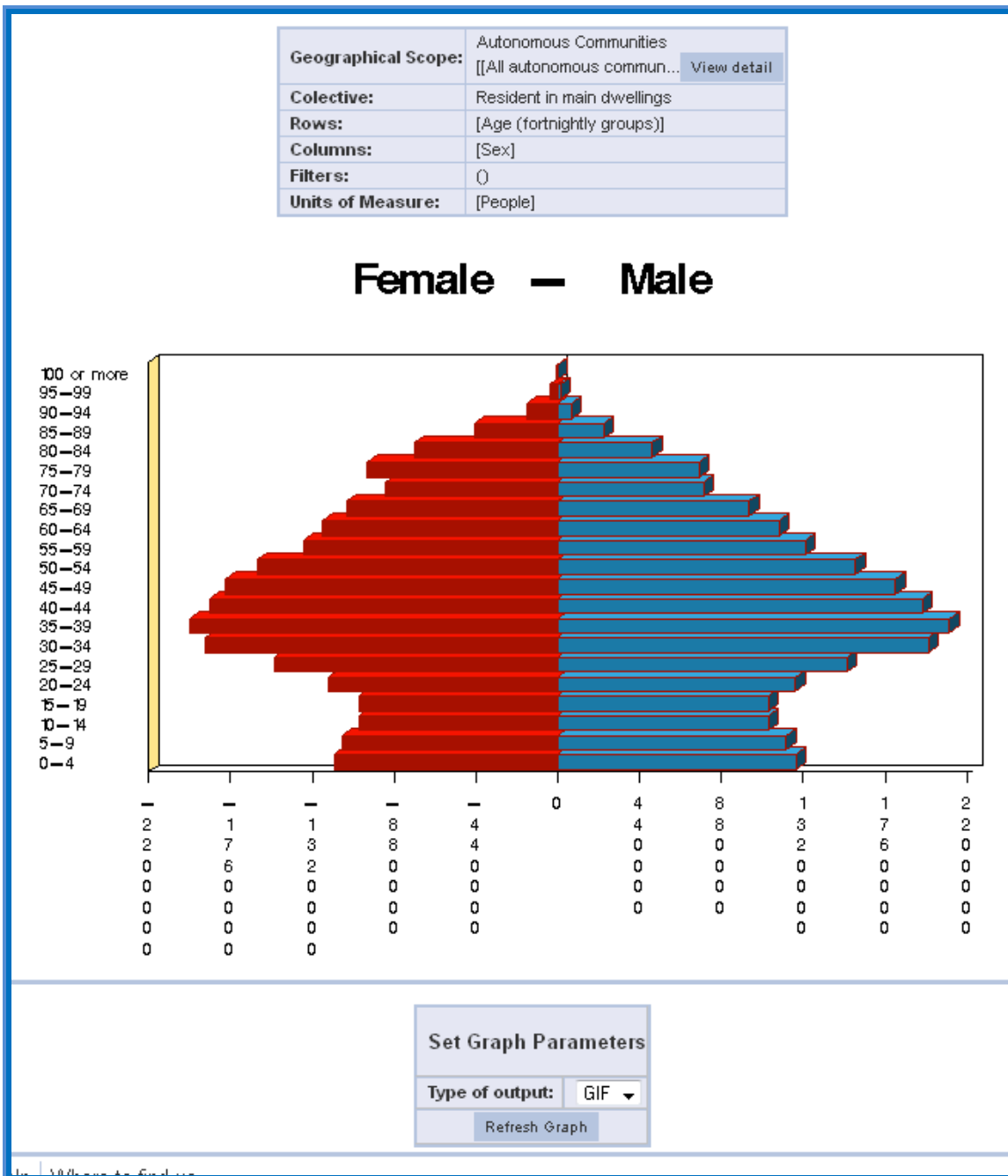| Geographical Scope: | Autonomous Communities |
	[[All autonomous commun... View detail
Colective:	Resident in main dwellings
Filters:	()
Units of Measure:	[People]
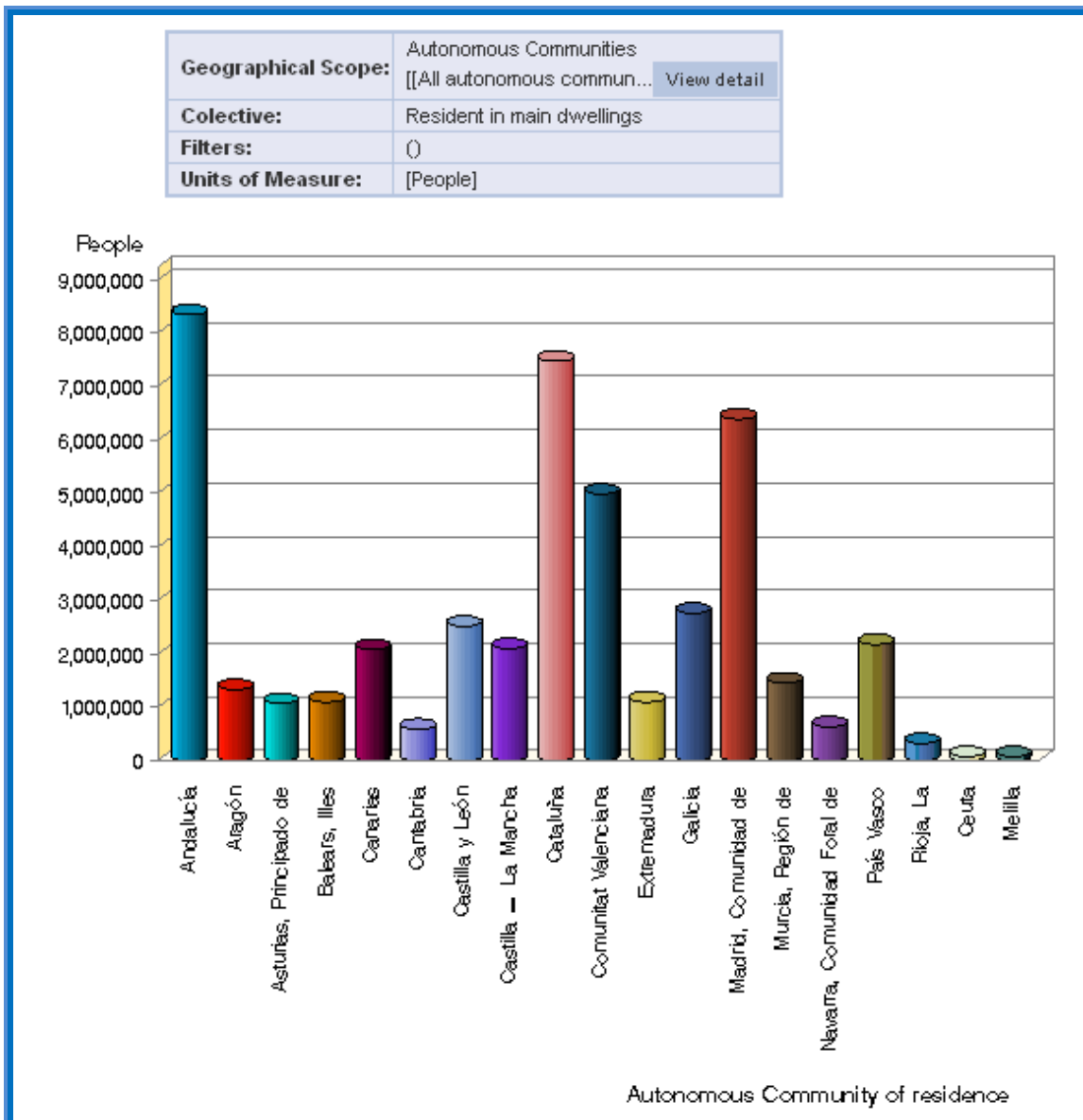
The bar chart is shown by default in ActiveX format, although ActiveX or GIF may be chosen via the screen prior to selection.

3.2 Pyramid Graph

Clicking on the Pyramid Graph icon opens a new window in which the pyramid graph is displayed. The conditions for displaying this graph are:

- Selecting **only** one of the age group variables (Five-yearly or Large Groups or Year-on-Year Age)
- Selecting Sex.

At first, the graph is shown in ActiveX format. The drop-down menu "Type of exit" enables selecting ActiveX or GIF.

Geographical Scope:	Autonomous Communities [[All autonomous commun... View detail
Colective:	Resident in main dwellings
Rows:	[Age (fortnightly groups)]
Columns:	[Sex]
Filters:	()
Units of Measure:	[People]

Once the correct option is selected, you must click on Refresh Graph in order to show the map with the new options.

3.3 Maps

Clicking on the Maps icon opens a new window where the selection options for creating the map are displayed, that is, to represent the data existing in the query, but located on the map. The conditions for displaying this map are:

- Selecting **only** one of the <u>national geographic variables</u> (for example, Autonomous Community, Province, Municipality, District or Section).

The options to select are:

Geographical Scope:	Autonomous Communities [[All autonomous commun... View detail
Colective:	Resident in main dwellings
Filters:	()
Units of Measure:	[People]

Select the primary variable — Autonomous Community of residence

Select the Measure — People

See Map

- Main variable: This necessary variable will be positioned on axis X.
- Measurement variable: This variable is necessary with the statistical variable to be used in the graph.
- Type of graph: This is the necessary value for presenting the graph in ActiveX or GIF format.

Once these parameters have been selected, please click on "See map" in order to represent the map.

The map is shown by default in ActiveX format, although ActiveX or GIF may be chosen via the screen prior to selection.

Geographical Scope:	Autonomous Communities
	[All autonomous commu... View detail
Colective:	Resident in main dwellings
Filters:	0
Units of Measure:	[People]

Legend:
- 80655-1331189
- 1331190-2759889
- 2759890-4990344
- 4990345-6387249
- 6387250-8343654
- 8343655-8343655
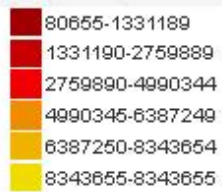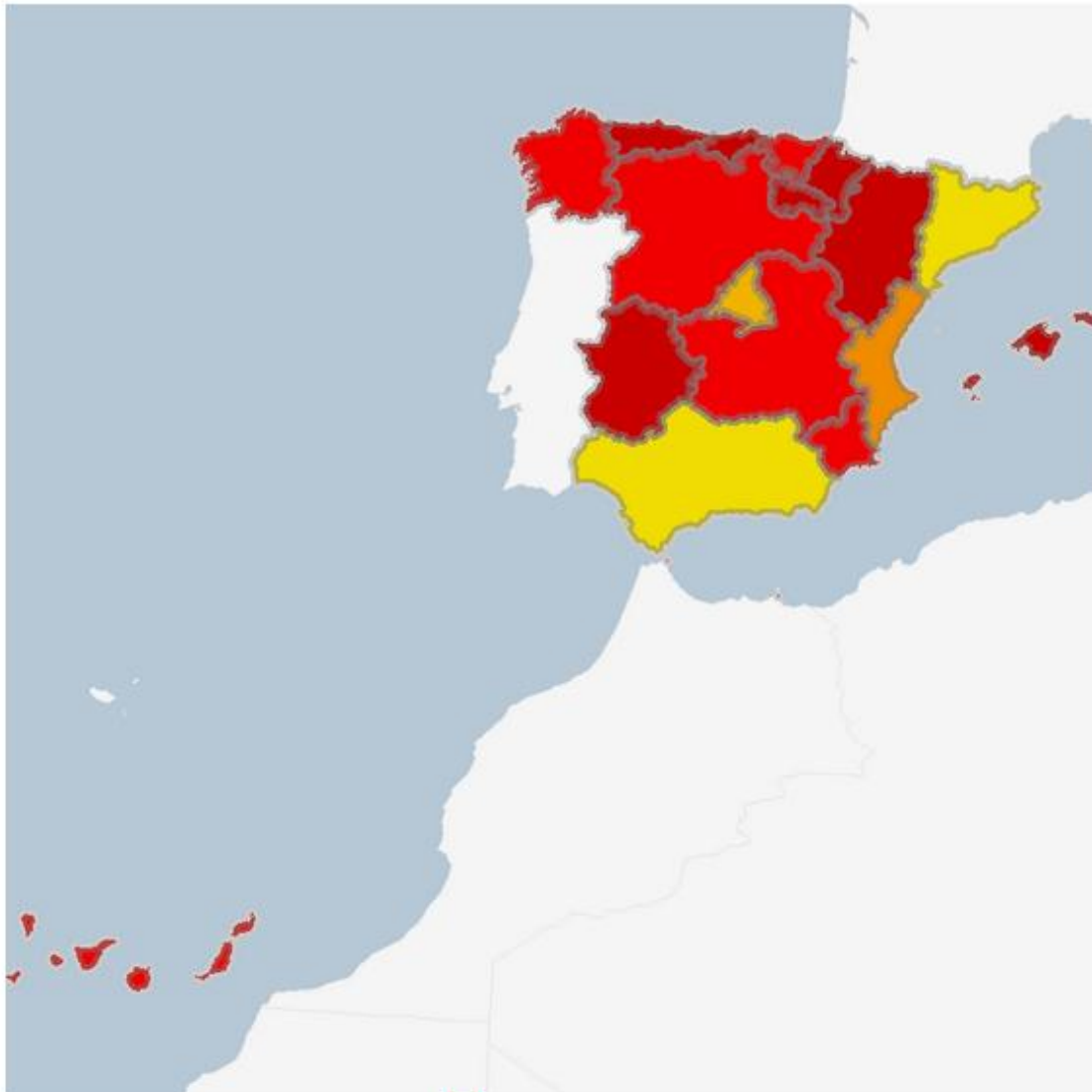
3.4 PC-Axis

Clicking on the PCAxis📊 icon opens a browser dialogue asking to open or download a file with a px extension, containing the data shown on the screen, but in PC-Axis format. If choosing "open", it is necessary to have the appropriate PC-Axis tool installed in order to display the file correctly.
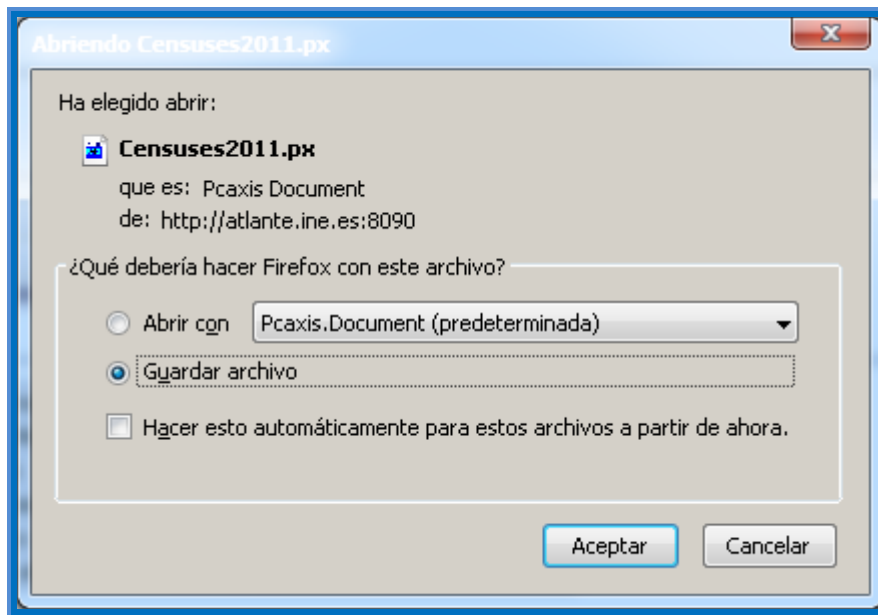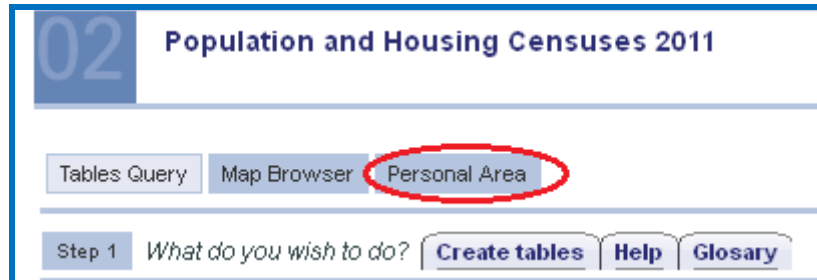

For further information about PC-Axis or downloading this program, use the following link from the INE website:

http://www.ine.es/ss/Satellite?c=Page&p=1254735116596&pagename=ProductosYServicios%2FPYSLayout&cid=12547351165996&L=1

3.5 Excel

Clicking on the Excel📄 icon opens a browser dialogue, requesting that a file with an xls extension be opened or downloaded, containing the data shown on the screen, but in Excel format. If choosing "open", a spreadsheet is displayed within Microsoft Excel.
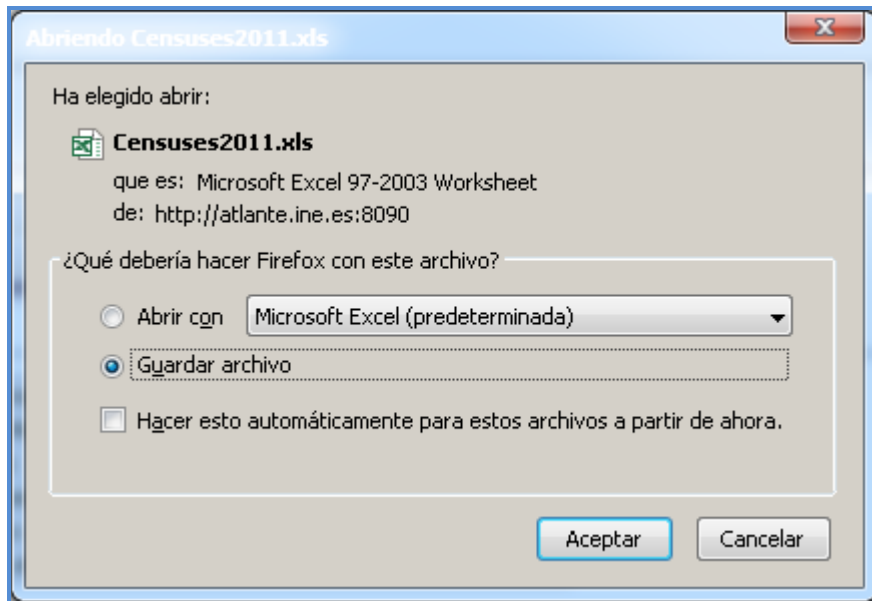
Note that the exported Excel file does not support more than 256 columns and 65,536 rows.

3.6 Xml

Clicking on the XML icon opens a browser dialogue requesting that a file with an xml extension be opened or downloaded, containing the data displayed on the screen, but in XML format. If choosing "open", the xml is displayed on the web browser.
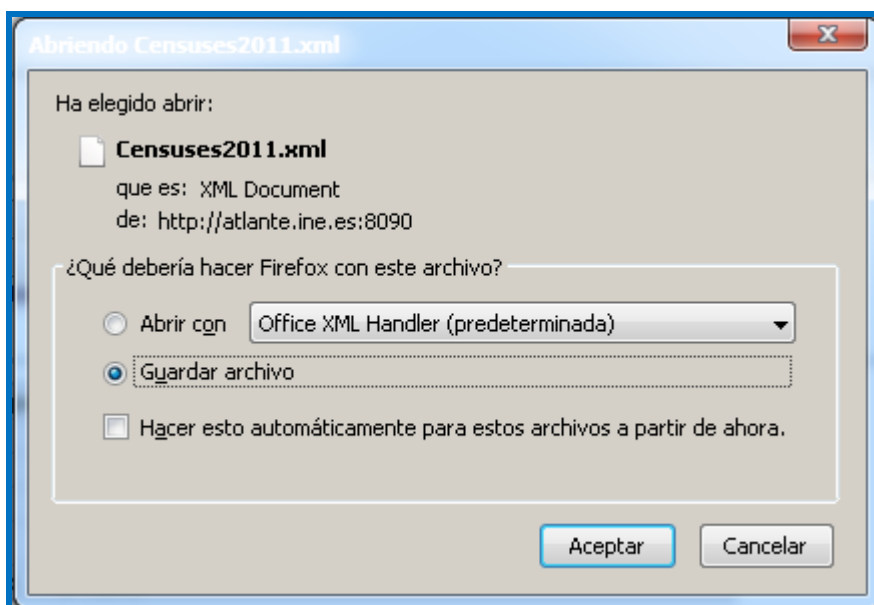
3.7 Print

Clicking on the Print icon opens a browser dialogue requesting that a file with a pdf extension be opened or downloaded, containing the

data displayed on the screen, but in pdf format. If choosing "open", the file is displayed in Acrobat Reader, from where it may be printed.
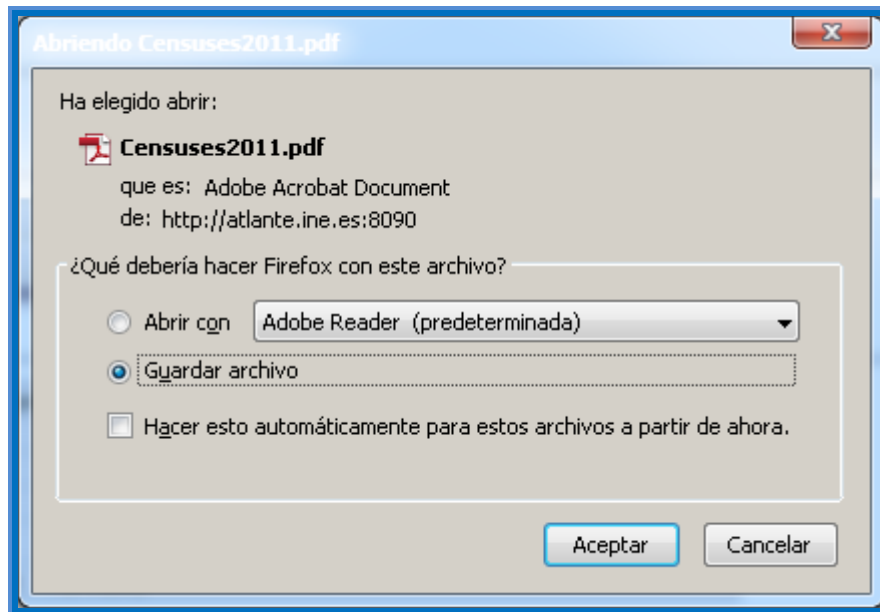
For further information about pdf files or downloading a program that can read them, use the following link from the INE website:
http://www.ine.es/explica/explica_quees.htm
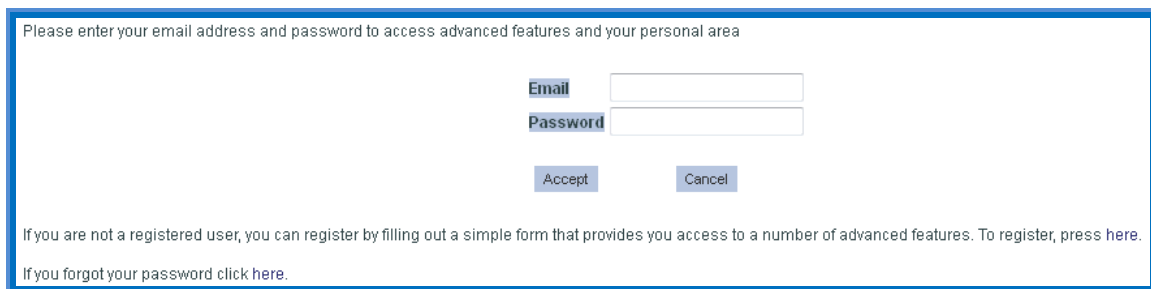
Personal Area

4.1 Access

The user's personal area is accessed by clicking on the "Personal Area" tab

Which will bring up the user validation window

With the fields:

- Email – Email of the registered user.
- Access key – User password.

In order to access the system once the previous fields have been filled out, please click on Accept .

4.2 Register

If the user is not registered in the system, it is necessary to complete an entry form, which is accessed via the access window, but clicking on the here. link below:

Please enter your email address and password to access advanced features and your personal area

Email
Password

Accept   Cancel

If you are not a registered user, you can register by filling out a simple form that provides you access to a number of advanced features. To register, press here.

If you forgot your password click here.

This action brings up the following form

In order to access Table Query or Map Browser it is not required any prior registration. Registered users are allowed to store query tables, filters, and geographical areas created by the user for use in subsequent sessions.
To register for the service it is required to fill the form below (all fields are required):

Email
Password
Repeat your password
User Type   1.Private user

Accept   Cancel

The fields are:

- **Email** – Valid email address for identifying the user
- **Desired access key** – Desired password for accessing the service
- **Please repeat the access key** – the password must be re-entered in order to check that it is the desired password and ensure correct user registration.
- **User Type**:
  1- Private user
  2- Commercial company / enterprise
  3- Public Administration / Government
  4- Political organisation
  5- International organisation
  6- Press and other media
  7- Researcher / Academic / Student
  8- Others

In order to register the user, please click on Accept. Once the user has been created, an acceptance message for the service is sent to the email address

4.3 *Password reminder*

If the user cannot remember the password for accessing the system, this may be sent to his or her email inbox by clicking on the link here below:

After clicking on the link, a form appears where the email address registered with the system must be entered

After clicking on Accept, the user receives an email message in his or her email inbox, with the access key in the system at that point in time.

4.4 *Queries*

Once viewing the start window for this area, please click on the My queries tab to access the query list stored in the system.
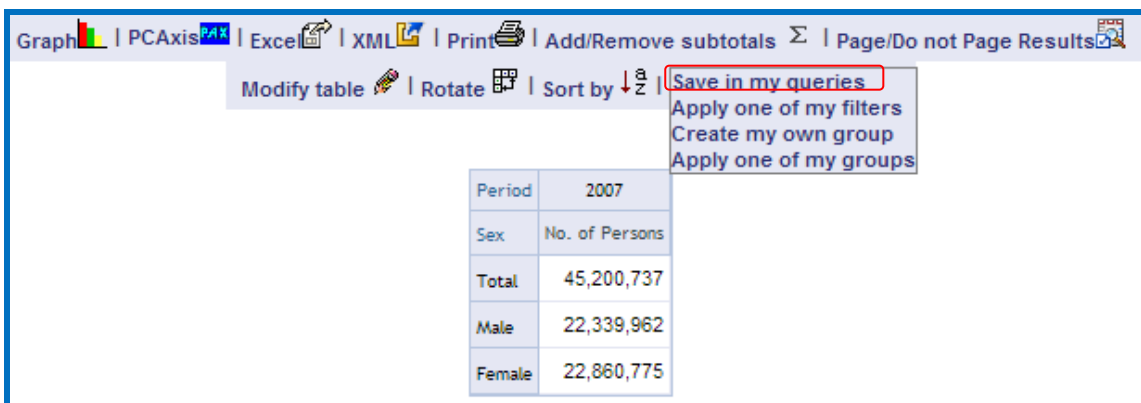
For each entry on this list, there are the following options:

- Delete ✕: Clicking on this option deletes the query.

- Apply : Clicking on this option, the system executes the stored query.
- Description: Descriptive text for the query shown at the time of creation.
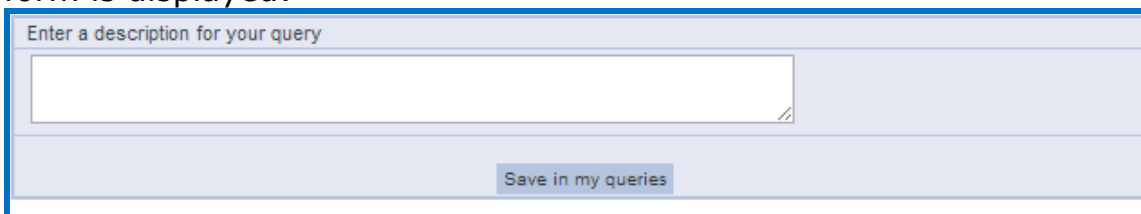
4.5 *Save query*

In order to store a new query, the user must first execute the query, and once the results are displayed

Please click on "**Save in my queries**" within the submenu of "Advanced functionalities". Once this option has been clicked on, a form is displayed:

In this window, there is a text field for entering the description of the query. Once the text has been entered, please click on "**Save in my queries**" in order to save the query.

4.6 *Filters*

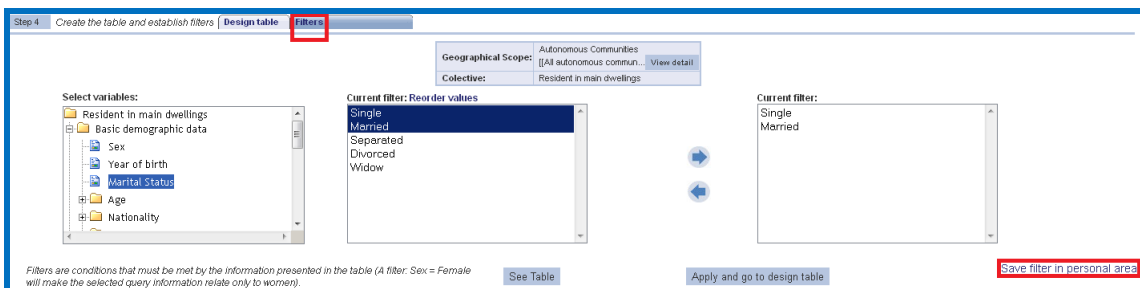Once viewing the start window for this area, please click on the tab to access the query list stored in the system.

In each entry on this list, there are the following options:

- Delete ✕: Clicking on this option deletes the filter.
- Show 🔍: By clicking on this option, the system displays the content of the stored filter.
- Description: Descriptive text for the filter shown at the time of creation.

4.7 New Filters

In order to store a new filter, the user must first create the filter during the construction of a query, selecting the elements to be contained in the filter in the "Filters" tab, and

clicking on "Save in my personal area" within the filtering window. Once this link has been clicked on, the following form appears:
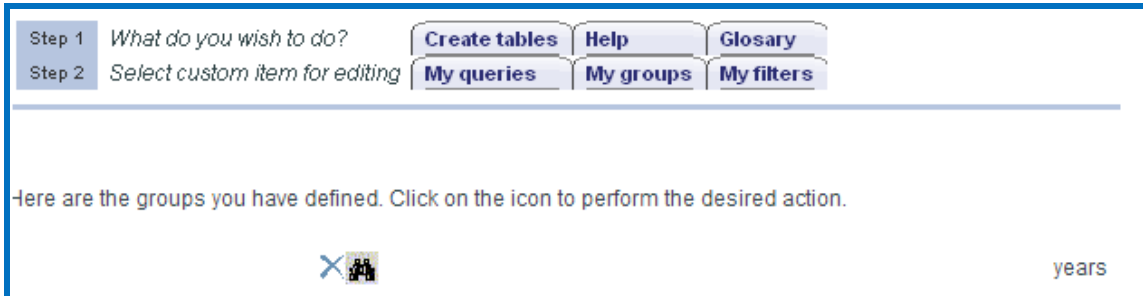

In this window, there is a text field for entering the description of the filter. Once the text has been entered, please click on "**Save in my personal area**" to save the filter.

4.8 Groups

Once the start window for this area is displayed, please click on the My groups tab for access to the query list stored in the system.


In each entry on this list, there are the following options:

- Delete ✕: By clicking on this option, the group is deleted.
- Show 🔍: By clicking this option, the system shows a summary of the values stored for the group
- Description : Descriptive text for the group shown at the time of creation.

4.9 New Groups

In order to create a new group, the user must click on "Create my own group" within the query result window.
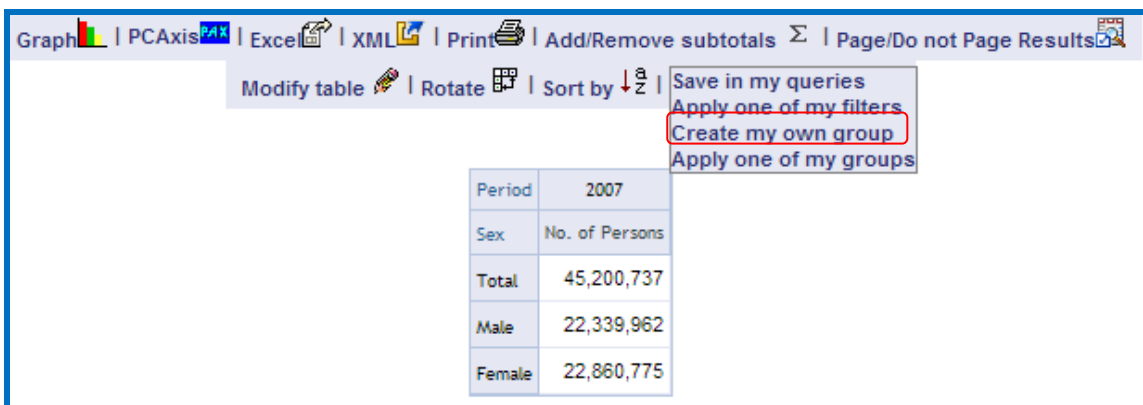
Once this link has been clicked on, an initial form appears:

There are two fields in this window:

- Please Introduce a description for the group – Please enter the identifying text for the group and which will be displayed in the query.

- Please select a group variable – Please select the variable regarding which the members composing the group will be selected.

Once these two fields have been completed, please click on to go to the next form to select the member values composing the group