

Manual

For

MEF Database

(Users)

March 2017

Contents

INTRODUCTION	1
WELCOME TO MEFDATABASE!	1
System Requirements.....	1
Installing MEFDatabase	1
CHAPTER 1	2
<i>Starting MEFDatabase</i>	10
<i>Selecting a database</i>	12
<i>Selecting indicators and areas</i>	13
CHAPTER 2	26
SEARCHING FOR DATA	26
<i>Understanding the home page features</i>	27
<i>Selecting a database</i>	30
<i>Selecting data search elements</i>	32
<i>Selecting indicators</i>	33
<i>Selecting areas</i>	39
<i>Selecting time periods</i>	42
<i>Selecting sources</i>	44
<i>Starting over with a new search</i>	44
<i>Using search boxes to speed up your search process</i>	44
CHAPTER 3	46
VIEWING DATA	46 <i>Data</i>
<i>view overview</i>	46
<i>Presentation preview panel overview</i>	47
<i>Right-click menu commands</i>	55
CHAPTER 4	58
TABLES & Graphs	58
<i>Editing overview</i>	58
<i>Editing features on the left panel</i>	61
<i>Wizard</i>	71

Introduction:

Welcome to MEFDATABASE

MEFDATABASE is a database system for compiling and monitoring economic development. It is a powerful tool for organizing, storing and presenting data in a uniform way, allowing data to be easily and quickly shared across government departments, agencies and other development organizations.

System Requirements

The recommended minimum hardware requirements to install and run the MEFDATABASE:

- Pentium IV
- Display resolution 1024 x 768
- Microsoft Internet Explorer
- Microsoft Windows XP or above
- 1 GB of free hard disk space
- 512 MB of RAM
- Windows XP is recommended

Installing MEFDATABASE

To install the MEFDATABASE application on your computer, follow these steps:

- Insert the MEFDATABASE User Interface CD into the CD drive.
- Wait for Auto-run to launch the Setup screen.
- Follow the instructions on the screen to complete setup.

Chapter 1:

Starting MEFDATABASE

To start the application, do one of the following:

Double-click the  **MEFDATABASE** icon on your desktop to start the application. The MEFDATABASE home page will appear on your screen (Fig. 1.1)

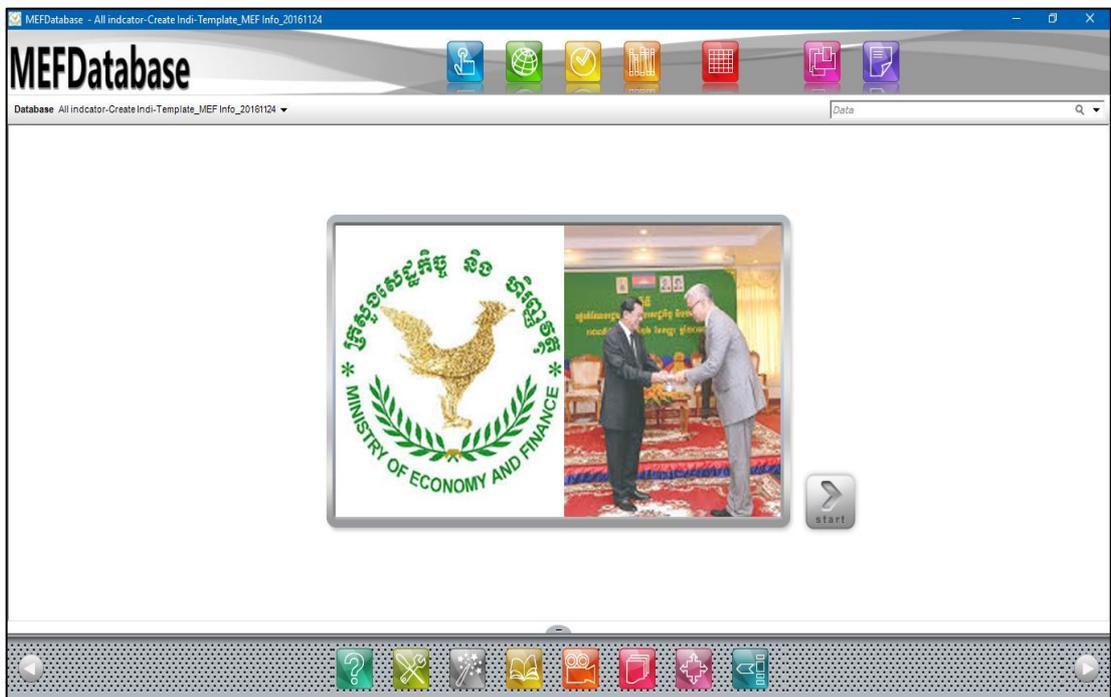


Fig. 1.1 MEFDATABASE home page

Selecting a database

Before searching for data, you must first select a database. To select your own database, click the **Database** box on the upper left to open the **Open** dialog box, which displays a list of all available offline databases in the default location (Fig. 1.3). Scroll down to view the complete list, select the desired database, and click **OK**.

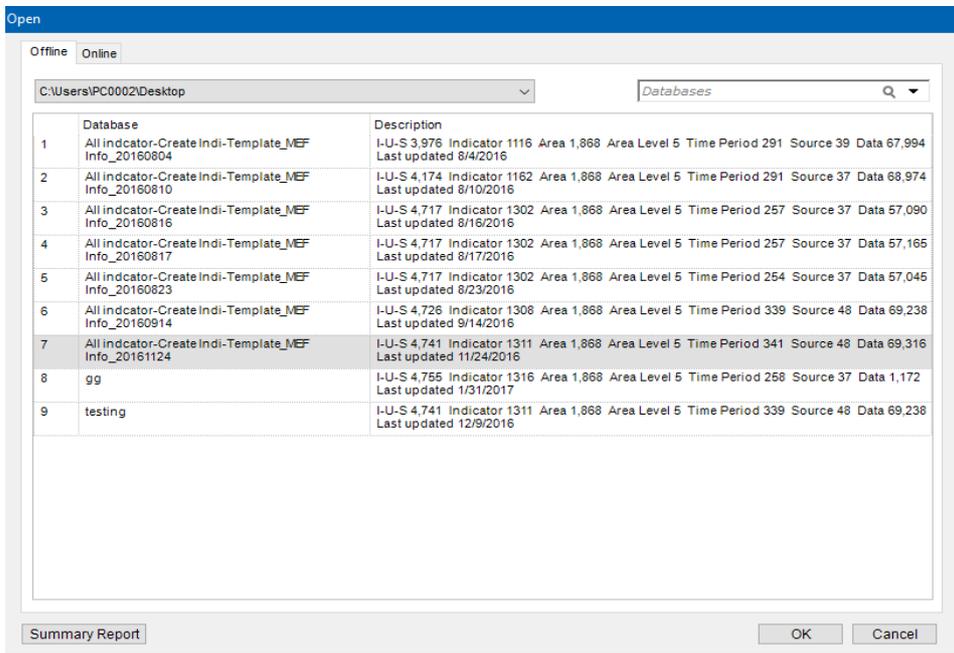


Fig. 1.2 Selecting a database from the Open dialog box

Selecting indicators and areas

After selecting a database, you can begin searching by either selecting indicators or areas. Click  **Select Indicator** to begin searching for data.

Chapter 2:

Searching for Data

Understanding the home page features

When you start the MEFDATABASE application, the MEFDATABASE home page will appear on your screen (Fig 2.1).



Fig. 2.1 MEFDATABASE Home Page

Top panel features

Located on the top panel are the main data search and presentation features of MEFDATABASE:

MEFDATABASE	Home	Takes you back to the MEFDATABASE home page from any window
	Indicators	Opens the indicator window to allow you to view and select indicators
	Area	Opens the area window to allow you to view and select areas
	Time Period	Opens the time period window to allow you to view and select time periods
	Source	Opens the source window to allow you to view and select sources
	Data	Takes you to the data view window to allow you to view data
	Gallery	Opens the Gallery window to allow you to view and edit saved tables, maps and graphs
	Reports	Opens the Reports window to allow you to create and edit reports

“.....Use the **Top Panel** to select the **indicators, time, area & source** according to preference.....”

Bottom panel features

Located on the bottom panel are the following additional data analysis and presentation features as well as administrative options:

“.....The
Bottom Panel
allows for
customization of
the **Database**
UI along with
other
administrative
features.....”



di About

Provides links to important product information about MEFDATABASE, including live updates



di Settings

Allows you to customize the MEFDATABASE user interface settings



di DataWizard

Launches the Data Wizard



di Book

Allows you to create animated flipbooks using MEFDATABASE presentation objects



di Video

Allows you to create videos using MEFDATABASE presentation objects



di Profiles

Allows you to generate uniform profiles for multiple areas using created profile layouts



di Analyzer

Allows you to display and view data in scatter plots to analyze correlations among multiple indicators over time



di Sidebar

Launches a customizable desktop sidebar providing quick access to Gallery objects, RSS feeds, and related facts

Other home page features

Other features located on the home page include the following (Fig. 2.1):

- Database box** Displays the selected database and allows you to view and select other databases
- Data search box** Allows you to search the entire database by keywords

Selecting a database

The first step in searching for data is selecting a database. To do so, click the **Database** box on the top left corner. The **Open** dialog box opens, displaying all available offline databases in the default location (Fig. 2.2).

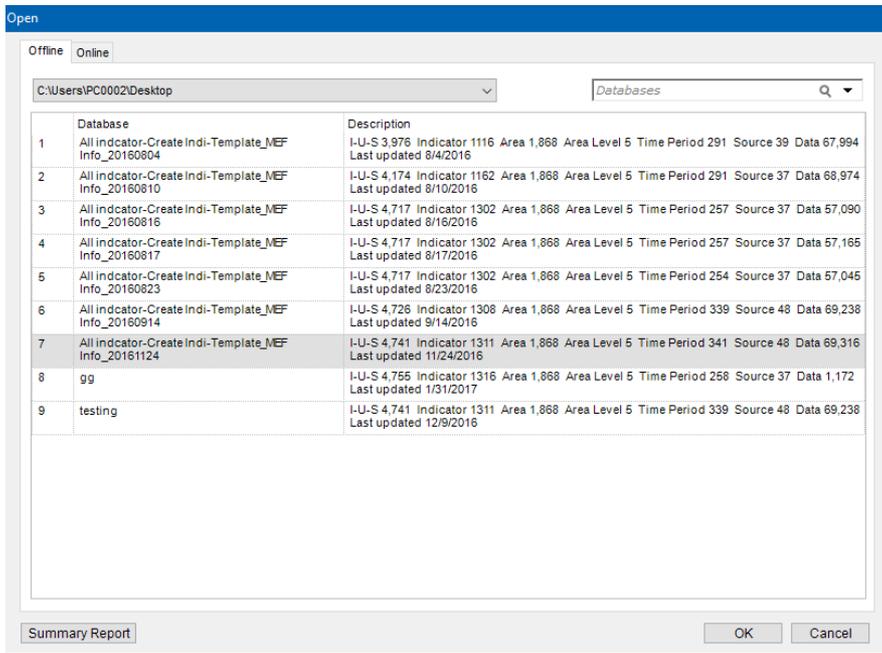


Fig. 2.2 Selecting database

Selecting data search elements

After selecting a database, the next step is to select the data search elements. MEFDatabase allows you to search for data by selecting four major data search elements, all located on the top pane



Selecting indicators



Indicator allows user to open the indicator window then view and select indicators. Note that the indicator window is divided into three panes: left, center and right (Fig. 2.3).

The left pane displays the various classifications under which the available indicators are grouped.

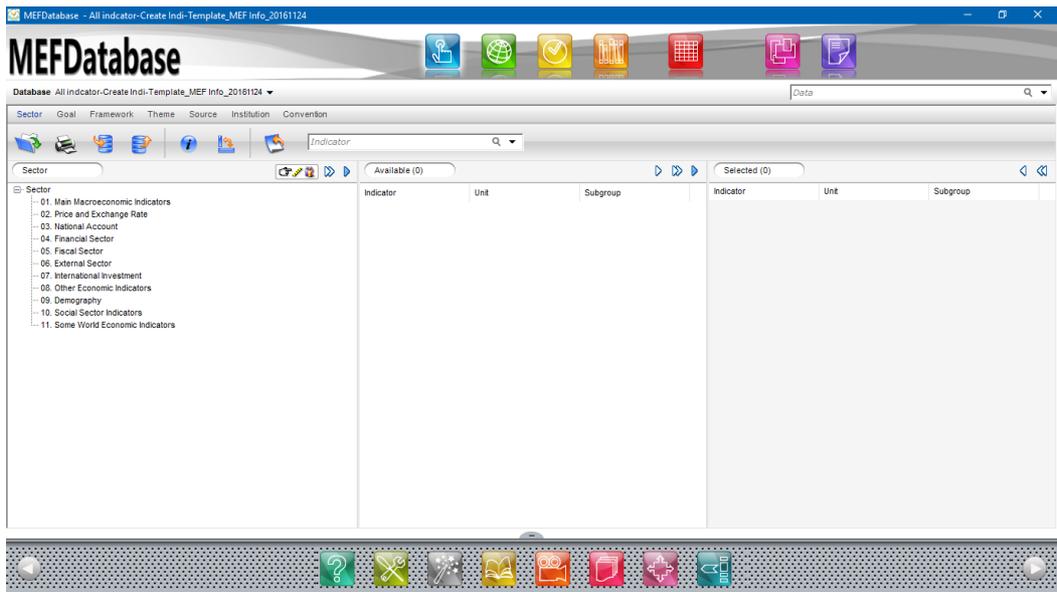


Fig. 2.3 Indicator window

Click any indicator classification in the left pane. Immediately in the center or **Available pane**, you will see a list of all available indicators classified under your selection.

The **Available pane**, the list of indicators is displayed in three columns: **Indicator**, **Unit** and **Subgroup** (Fig. 2.4).

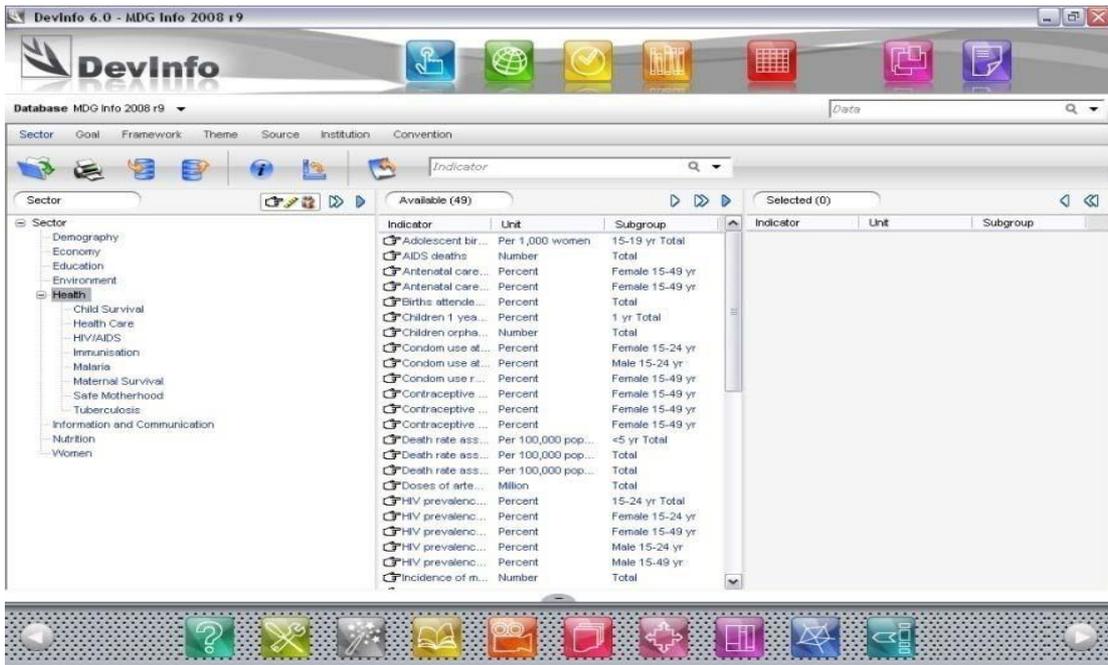


Fig. 2.4 Available pane displaying indicator, unit and subgroup columns

Making your selections

Items are selected only when they appear in the **Selected pane** on the right pane. The process of making and deleting selections is similar for all the data search elements (indicator, area, time period and source).

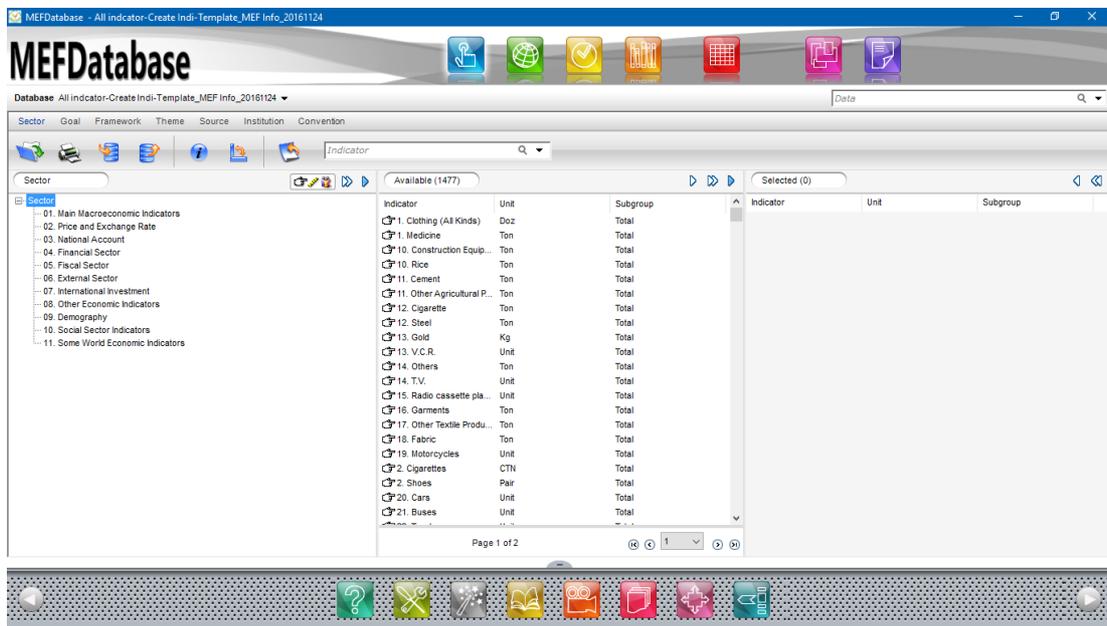


Fig. 2.5 Making your selections

Selecting items

Selecting an item by moving it from the **Available** pane to the **Selected** pane by:

- Double-click the item
- Click and drag the item to the **Selected** pane
- Highlight the item and click  **Select Highlighted** on the **Available** pane header

To select multiple items in the **Available** pane:

- Click an item and hold down the SHIFT key while using the arrow keys or the mouse to highlight a block of items
- Click an item and hold down the CTRL key while using the mouse to highlight multiple scattered items

To select all the items in the **Available** pane, you can:

- Click  **Select All** on the **Available** pane header
- Right-click in the **Available** pane and choose **Select All** from the right-click menu

Deleting selections

To remove one or more items from the **Selected** pane, you can:

- Double-click the item(s)
- Highlight the item(s) and click  **Remove Highlighted** on the **Selected** pane header
- Highlight the item(s) and press the DELETE key

Selecting areas

Click  **Area** to open the area window, in which you can view and select areas (Fig. 2.9). The left pane displays the tree view of all available areas, grouped by area levels - continents, countries, subnational regions, etc.

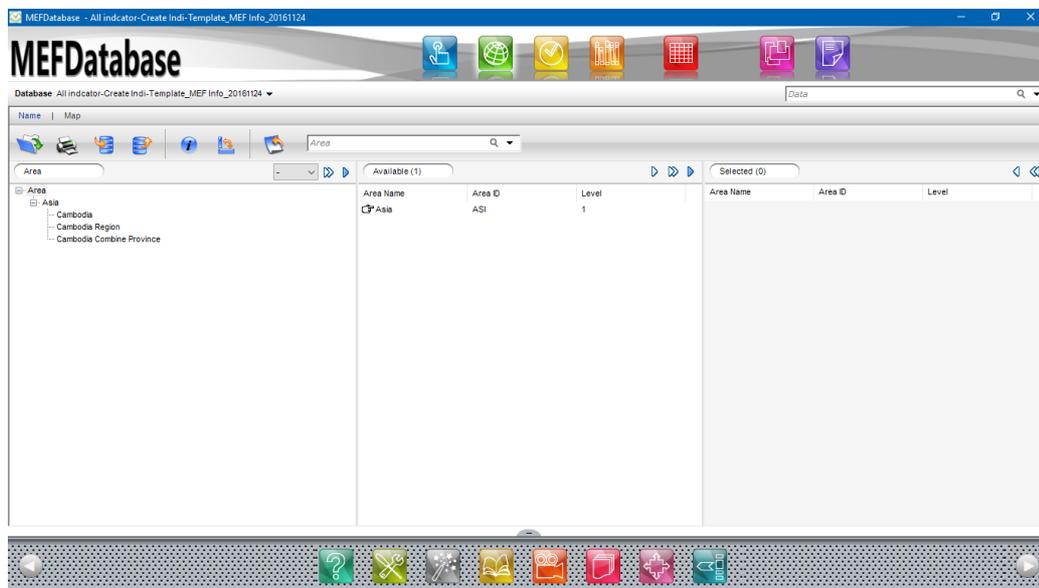


Fig. 2.6 Area window

Note: Area ID

MEFDatabase only contain data on a national level, thus only one Area ID is available for selection (“Cambodia”). The administration team is seeking to incorporate sub-national level data into the database in the near future.

The process for selecting areas is nearly identical to that of selecting indicators. Transfer the desired areas from the **Available** pane to the **Selected** pane using any of the methods previously described. Additionally, you can double-click any area in the left pane to transfer it immediately to the **Selected** pane.

Selecting time periods



Time Period pane allows user to view and select time periods (Fig. 2.12). The left pane displays all available time periods. Note that the time period window only contains two panes, **Available** and **Selected**.

Transfer the desired time periods from the **Available** pane to the **Selected** pane using any of the methods previously described.

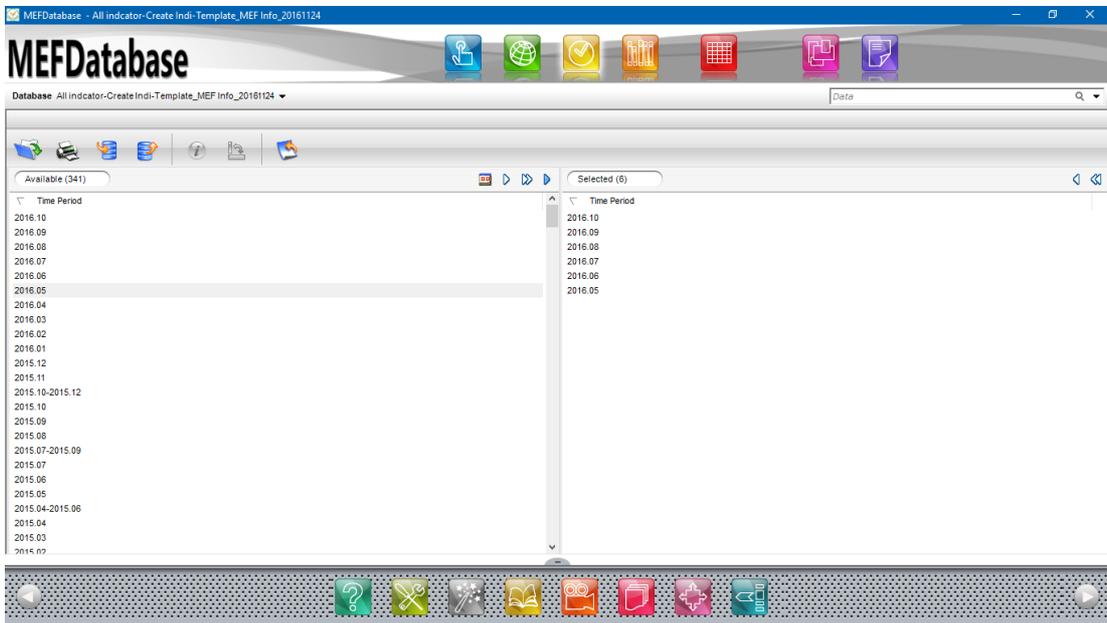


Fig. 2.7 Time period window

Selecting sources

Click  **Source** to open the source window, in which you can select the desired sources for which you wish to view data. If you choose not to select any sources, the application will automatically display data from all available sources.

The process for selecting sources is nearly identical to that of selecting indicators. Transfer the desired sources from the **Available** pane to the **Selected** pane using any of the methods previously described

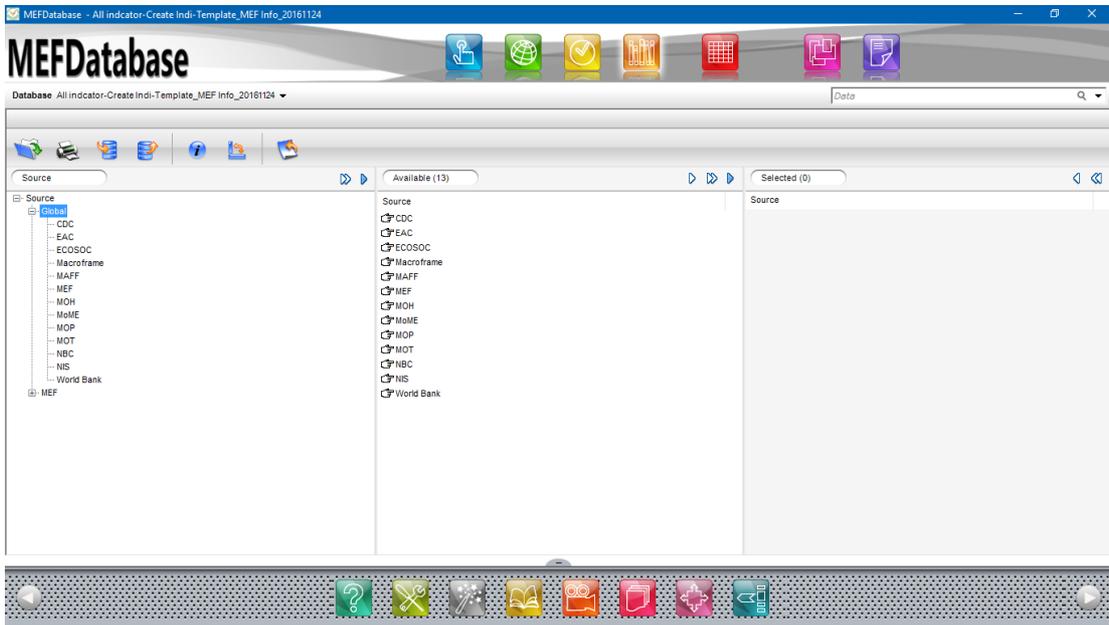


Fig. 2.8 Source window

Starting over with a new search

At any point if you wish to start over with a new search, click  **Start Over** on the toolbar to clear all previous selections for all data search elements.

Using search boxes to speed up your search process

You can greatly speed up your data search by using the various search boxes. There are four search boxes available for your use:

- Indicator
- Area
- Data
- Database

To speed up your indicator search, open the indicator window and use the indicator search box, located at the top right of the toolbar. For example, type keywords such as “education” or “child” to search the database for and view all indicators containing these keywords.

Chapter 3:

Viewing Data

After making your selection, you are now ready to view the data. Click  **Data** to query the database and generate the data view in the data window (Fig 3.1).

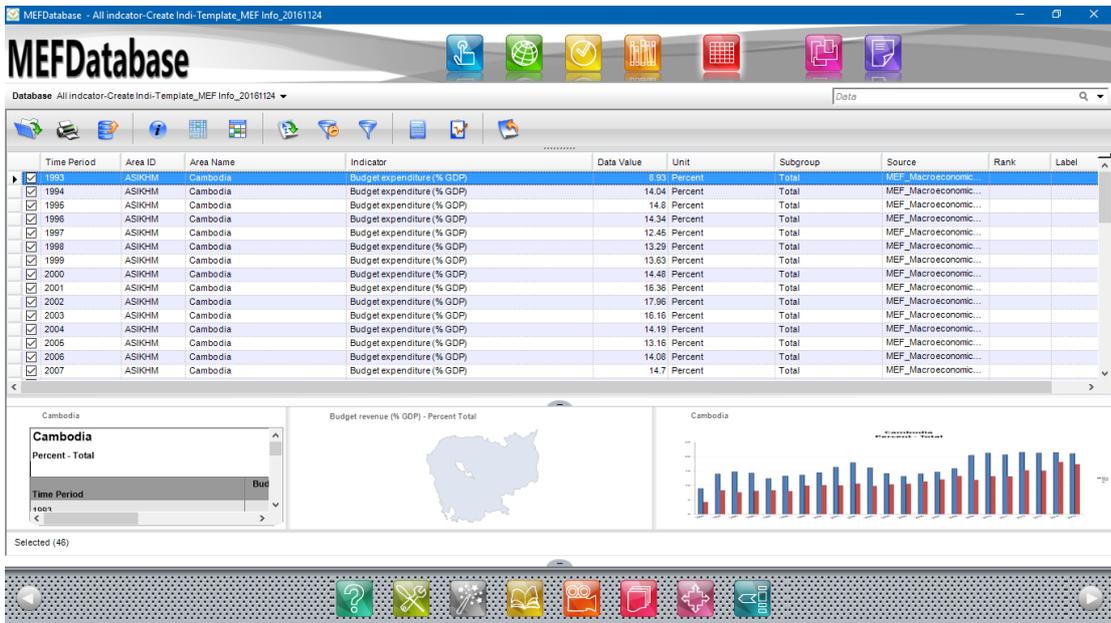


Fig. 3.1 Data window

Note that the data window is divided into two panes. The top pane contains the **data view**, which displays all the data records - the data values along with their associated data elements. The bottom pane contains three presentation **preview panels**, which display data for your selections in table, map and graph preview format.

Data view overview

Click any column header to quickly sort the column items in ascending or descending order. For example, click the **Data Value** column header to sort the records by data value in ascending order. Click it again to sort the records in descending order.

To re-arrange the order of the columns in the data view, drag any of the column headers to the desired location in the column header area.

Presentation preview panel overview

Move the mouse pointer over any of the three presentation preview panels (table, map or graph) to cause its respective toolbar to appear at the left of the preview panel (Fig 3.2).



Fig. 3.2 Moving the mouse pointer over any of the presentation review panels causes its toolbar to appear at left

To enlarge any of the presentation objects (table, map or graph) for better viewing and editing, click  **Click to enlarge** on its toolbar. You will now be able to conveniently view and edit the object.

	Open	the Open dialog box to select a new database
	Print	generate a .pdf file of the data view, which can subsequently be printed
	Export	export your data to another file format, such as .xls or .pdf
	Information	display indicator, area and source information (metadata) about any highlighted record
	Data View	view the data displayed only in the three presentation preview panels. Click it again to return to the default view
	Table	display the data view in table format. Click it again to return to the default view
	Sort	Sort dialog box to sort the data according to various criteria
	Most Recent	filter and display only the most recent data in the data view. Click it again to revert to the original view
	Filters	Apply Filters window to filter the data records according to various criteria.
	Calculate	perform the following calculations on the data values: Percent, 100 Minus, Composite Index, Subtotal, Transform Unit and User Defined Formula
	Statistics	view statistical values (count, minimum, maximum, mean, standard deviation and variance) for each selected indicator
	Start Over	clear all selections for all data search elements and start over with a new search

Right-click menu commands



Right-click anywhere in the data view to display a menu with six data view commands (Fig. 3.3).

Click **Enable Auto Filters** to set up filters (▼) on each of the column headers in the data view (Fig. 3.4).

Fig. 3.3 Right-click menu



Fig. 3.4 Enabling Auto filters on each of the column headers

Click ▼ on any column header to display the **Auto Filter** menu containing various filter options. For example, to view data records for a particular year only, click ▼ on the **Time Period** column header and select the desired year from the **Auto Filter** menu (Fig. 3.14). Click **Custom** to customize your own filter for any column.

Chapter 4:

Tables & Graphs

Tables and graphs which are generated in the preview panel can be edited and formatted as per your requirements and then printed or saved.

Overview

Move the mouse pointer over the table preview panel at lower left in regular mode to cause the table preview toolbar to appear at the left of the panel (Fig 4.1).



Fig. 4.1 Move the mouse pointer over the table presentation preview panel to cause its respective toolbar to appear at left

To enlarge your table for more convenient viewing and editing, click  **Click to enlarge** to open the Table window (Fig. 4.2).

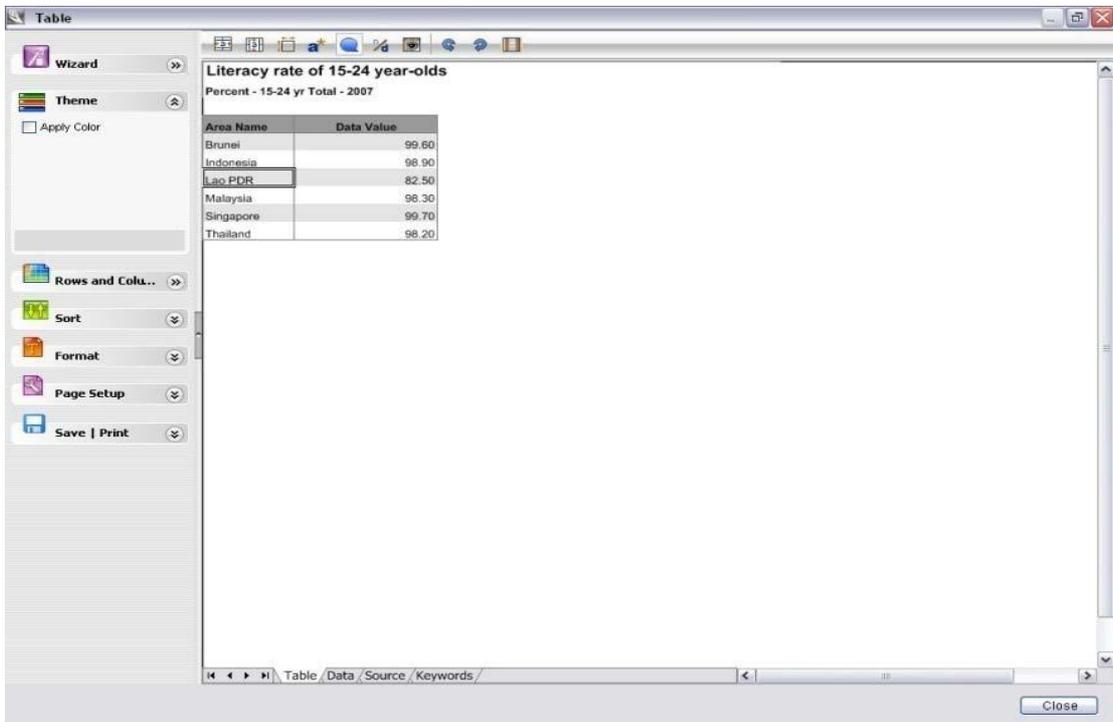


Fig. 4.2 Table window

Editing features on the left panel

The left panel in the Table window contains six features which allow you to edit your table: **Theme**, **Rows and Columns**, **Sort**, **Format**, **Page Setup** and **Save | Print** (Fig. 4.3).



Fig. 4.3 Editing features on the left panel

Theme

The  Theme feature allows you to apply a customizable color theme to the table. Select the **Apply Color** check box to instruct the system to automatically arrange the data into four equal breaks and apply a default color scheme to each break (Fig. 4.5).

To change any of the default colors, click any color in the expanded Theme panel window and select the desired color from the color palette. To remove the color scheme from the table, clear the **Apply Color** check box.

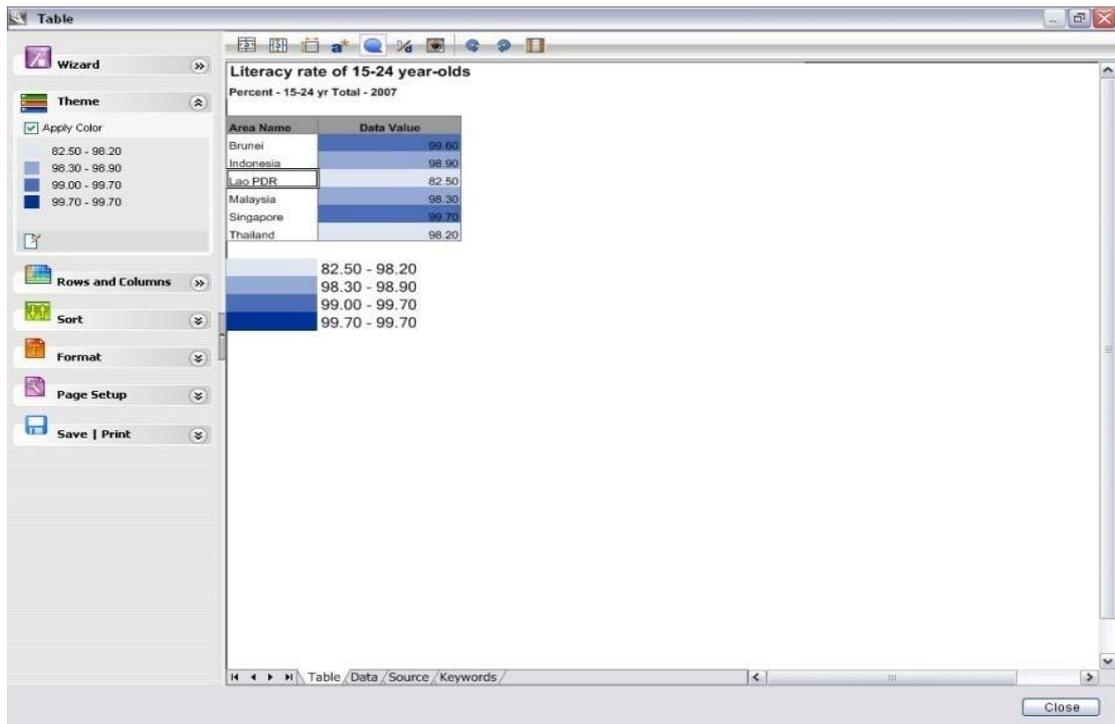


Fig. 4.5 Applying default breaks and a color scheme to the table

To edit the data breaks, click  Theme Edit at the lower left of the panel window to open the Theme window (Fig. 4.6).

Rows and Columns

The  **Rows and Columns** feature allows you to specify the row and column elements that you wish to include in the table. The  **X-Axis & Y-Axis** feature provide the same functionality for the graph pane.

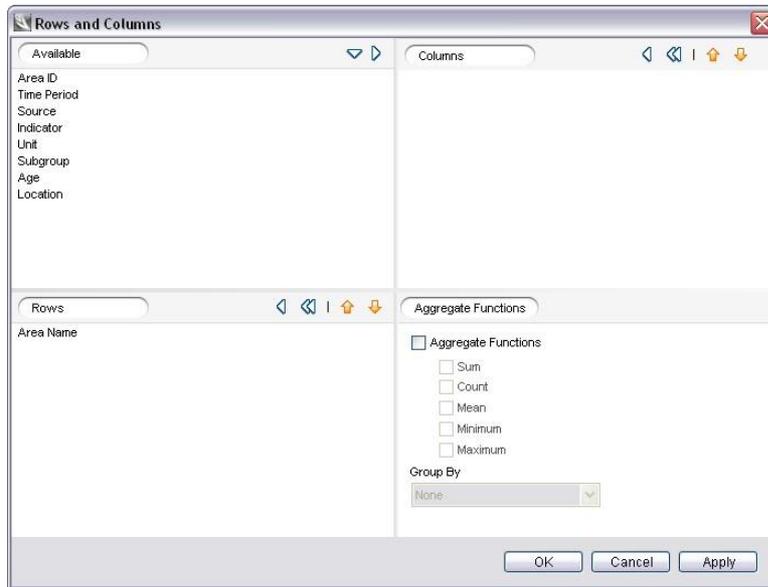


Fig. 4.7 Rows and Columns window

Note that the window is divided into four panes. The **Available** pane displays the list of elements available for selection for the table rows and columns. The **Rows** and **Columns** panes display the default selections for the table rows and columns, respectively. Drag and drop the elements in the **Available** pane to modify the default selections.

The **Aggregate Functions** pane allows you to generate and display aggregate statistics of the selected indicators (Sum, Count, Mean, Min-Max) in your table. Select the **Aggregate Functions** check box and then select the statistical functions you wish to be applied to the table data.

Sort

The  **Sort** feature allows you to specify the sort order for the different row elements and data values in the table. Click the arrow to the right of  **Sort** to expand the panel window (Fig. 4.8).

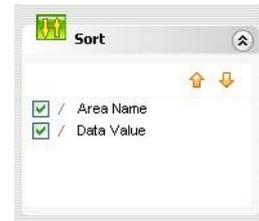


Fig. 4.8 Expanded Sort panel window

To modify the default sort order, highlight any element in the panel window and click  **Move Up** or  **Move Down** to move it to the desired location. Click the  arrow to the left of the element to indicate whether you want the records sorted in  ascending or  descending order. Your sort selections will be automatically reflected in the Table window.

Format

The  **Format** feature allows you to customize fonts, font sizes and font colors for all the items in your table, as well as to automatically apply other previously-saved table formats to your table. Click the arrow to the right of  **Format** to expand the panel window.

Page Setup

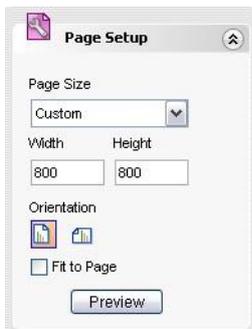


Fig. 4.11 Expanded Page Setup panel window

The  **Page Setup** feature allows you to customize the page setup for printing your table. Click the arrow to the right of  **Page Setup** to expand the panel window (Fig. 4.11).

Here you can change the page size, change the page orientation, and preview your table before printing.

Save | Print

The  **Save | Print** feature allows you to save your table in a variety of file formats and print it.

Click the arrow to the right of  **Save | Print** to expand the panel menu.

Table/Graph Wizard

The **Table/Graph Wizard** feature located at the top of the left panel guides you through a series of steps to help you format your table/graph. Most of these steps are also available as stand-alone editing features on the left panel.