



Reference Sheet – TabGen III

Server / Contact / Hotline

Server: <http://ice.his.de>

User ID: In order to gain access you require a user name and a password that can be provided by HIS.

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Authentication

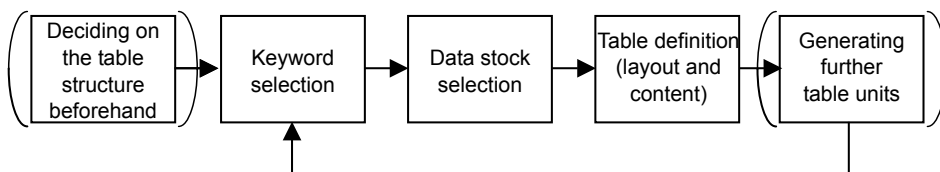
Access to the system is only possible following a successful login. When you get into a section with secure data content, you have to identify yourself (only once per session). To get access authorisation, please get in touch with a contact partner (see above).

On the start window select "**Users and groups**" to change your password.

Steps of Table Generation III

Table creation with TabGen III requires three main steps:




1. **Keyword selection** to find data stocks that fit your needs
2. **Data stock selection** from the resulting repertory
3. Table definition concerning **layout and content**



If you want to generate a table including data from **various data stocks**, you have to repeat the three main steps. You are free to add any number of further table units to the initial one. When running such a **multi data stock table generation**, we highly recommend to plan it well beforehand because of the rather complex table structure resulting from interrelations among the **table units**. So it might really be helpful to put a draft to paper.


Table Definition: Outline

- Preparation of the table structure** Which characteristics do you want to appear in the columns and rows?
- Keyword selection** from the list on the left box to find a suiting data stock. Add marked keywords with [>] or double click to the list **Selected Keywords**. [NEXT] takes you to the **stock selection**. Some stocks contain very similar data (e.g. the data of students is available for years and for semesters, and both options will be shown after using the keyword "students"). The following keywords help to generate a distinct stock:

Study demand	Data referring to lectures and teaching
Study supply	Data referring to college staff
Expenditure/Income	Fields of financial statistics of universities and colleges, annual accounting and finance statistics
Population	Comparable age groups, etc.
Indicators	Relational data, quotas, etc.
Point in time	Data for years or for semesters
Notation	Quantity or average
- Stock selection** On the left box now is a list with the id numbers of the fitting stocks. Click on a number to see the **Stock Information** on the box to the right. There double click on characteristics to learn more about their attached attributes. If a suiting stock is available, mark its number and select [FINISH] to go to the next step of table definition, if not select [BACK] to return to keyword selection.
- Table definition – Selection of characteristics and attributes** With the mouse you can directly put the listed characteristics and attributes into the graphical table structure displayed on the screen ("drag and drop"). Clearly arranged: the **fields you see are adjustable in size** with the mouse. Use the drag and drop method to **rearrange characteristics and attributes** that already are included in the table structure, or put them back into the pool, either single or grouped. Select  to start more table definitions that run simultaneously in other tabs. Go to menu to add another **table unit**: [CUBE DEFINITION]-[TABLE EXTENSION]-[NEW ROWS] or [NEW COLUMNS].
- Optional characteristics** You do not need to select all possible characteristics and attributes, and if you leave out attributes, the system automatically uses "total" (e.g. the total of "male" and "female" for the characteristic "gender").
- Obligatory (!) characteristics** Characteristics marked with an exclamation mark must be selected because obligatory characteristics do not have a sensible "total". So the system cannot take a sensible default (e.g. the total of a characteristic like "point in time" – that means the summation of the number of students for various years - is normally senseless).
- Show and save table** In the menu: [TABLE]-[SHOW]-["select a format"]. Choose among the following formats: **ICEcalc**, **Excel**, **HTML**, and **PDF**. Depending on its configuration, the browser will ask you to save the file, or it will open the file directly, or it will display it in a browser window. In the latter case you can save the table by selecting "File|Save as..." in the menu of the browser. ICEcalc opens the "ICE-Spread Sheet" (see below).
- After **showing** it is possible to save  the table as **standard table** (see page 3).
- If required: **Run calculations in the table** with ICE-Spread Sheet (see page 4).
- You can **print**  overviews of marked **datastocks**.

Generation and Updating of Standard Tables

The flexible table generation allows you to save **ICE-standard tables** permanently in libraries on the ICE server. They can be enabled for other users and for data-recall facility (search with keywords). ICE-standard tables have a special advantage: The **automatical updating**. Procedure:

- **Create a table** using TabGen III.
- **Save**  as standard table.
- The following dialogue "save standard cube" has three tabs. Firstly you might **edit the table title** and include a **header** and **footer**.
- On the next tab you can **define reading and writing permission**,
- and on the last tab you can **define a type of update** (see below). Select [NEXT]
- Now decide to which library you want to save your standard table, either to a existing one, or create a [NEW LIBRARY]. Select [NEXT] to go to the
- **Summary**. Here you can check all chosen settings and [SAVE] the table.

If there is new data available for a table, you can run an update by selecting **"Update"** on the start window:

- **Highlight a library**, and select [>] to move it to the right window of the update-tool (or move several libraries at once). Now select [**Compile tables**].
- **Select a table** and click on [**Start update**] to run the update (Table titles do not change during update process).
- You can highlight **several tables** to update them all at once. If there is no new data available, it will be indicated.

Standard Tables: Types of Updating

Currently the system provides three general types of updating:

1. **Update referring to "one point in time"**
This type replaces all data of the table (e.g. the table was generated for the year 2005) by the newest available data of the system (e.g. for the year 2006).
2. **Supplementation of a time series**
According to the table structure the data in rows and in columns gets supplemented by more current data. By using this type of updating, the table grows in size.
3. **Displacement of a time series**
According to the table structure new data gets implemented in rows and in columns, while old data gets removed (to a corresponding number). The table size does not change.

For all three general types you have to decide, whether you want to use annual data, or data for semesters.

Standard Table Management

Select **"Table management"** on the start window to open the management-tool of the standard tables. You have various options

for libraries:

- create or delete libraries
- change label and description of libraries
- define reading and writing permission

for tables:

- change title
- copy and delete tables
- change type of update

ICE-Spread Sheet: Data Evaluation

ICEcalc allows subsequent data calculations to be carried out, e.g. to display structural coherences between absolute numbers. The system offers:

1. **Percentage calculations** (base value = 100)
2. **Indexing** (fixable base value)
3. **Difference calculations** (absolute value or percentage value)
4. **Quota calculation** (fixable base value)

Example: We want to calculate the gender ratio in percent in a table that contains the number of students in "total", "male", and "female". The procedure is always very similar:

1. Open **Calculations|Value percentage** in the menu bar.
2. **Define** the required **parameters**:
 - Calculations in columns (see example) or rows
 - Define reference (base value = 100%) by directly clicking on a column or row in the table (click on attributes) (example: attribute "total") . Meanwhile the window "value percentage" remains open.
 - Define target :
 - Option a)**: Select [Automatically adopt attributes of one table unit] -> percentage data in the table (for both "male" ("männlich") and female ("weiblich"))
 - Option b)**: Highlight the attribute you want to run calculations on in the table (e.g. "female" ("weiblich") in the example table below).
 - Define table layout (see example: [Show results in new columns]).
3. Select **[OK]** to run the calculations in the table.

Example table:

		Studierende				Studierende		
		2002				2003		
Hochschulart (einfach)	Staatsan- gehörigkeit	insges. Basis=100	männl.	weibl.	Prozent %	insges. Basis=100	männl.	weibl.
Hochsch. insg.	Deutsche	1711785	903218	808567	47.2	1773329	935718	83761
	Ausländer	227026	468921	109821	48.4	246136	125826	120311
Fachhochsch.	Deutsche	468921	286499	182422	28.9	498600	306220	19451

All calculations are executed in one table unit, except for quota formation. This function always calculates with two table units.

Perform more calculations:

If you want to run several calculations: Go to the menu bar. Select "Edit|Initial state". That means that calculations you have done so far are lost. But they can be saved previously. When you export tables to HTML, PDF, or EXCEL the calculations will be transferred, too.

Additional options to edit the table:

- Change labels of rows and columns
- Change the fon- and background color
- Change font
- Connect and separate cells
- Insert and delete rows

This is a special advantage for all tables: Rows and columns that contain no data can selectively be blanked. (Menu bar "View|Blank|Empty rows and columns")

ICE-Key: Generate Keylists

To get an overview of available keys: Select **"Keylists"** on the start window. Then select a format (PDF or RTF) to compile a report of all the available keys of the databank.