

Data Hub User Guide

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1 Introduction

Introducing the SEE-IN Data Hub

The SEE-IN Data Hub has been developed as your central access point to regional data. Stakeholders and partners across the region require up to date information and statistics about the South East to support their work. In partnership with the South East England Development Agency and the European Social Fund. SEE-IN worked with Experian and Active Solutions to create a tool that would support the region's evidence base and policy making process. The SEE-IN Data Hub contains over 150 data sets, many of which are available at District level and below. The data contained within the hub can be viewed online as a map, chart or table or can be downloaded for use on your desktop. Additionally, the Data Hub provides the facility for registered users to upload their own data, making use of the analytical tools available and adding the broader understanding of the South East.

- 1.1** The SEE-IN Data Hub has been designed with users in mind. We have tried to make it as easy to use as possible, without compromising on the functionality. This user guide (also available within the Data Hub itself) will take you through the main functions of the Data Hub, from running a query through to loading up your won data.
- 1.2** If you have any further questions that are not answered by this paper, please feel free to contact SEE-IN, we are available to provide remote support to individuals. If you or your team would benefit from a more tailored training session, we are happy to discuss delivering a suitable solution.
- 1.3** Contact SEE-IN directly for assistance on 01483 501 345 or at info@see-in.co.uk.










2 Creating a Data Query

2 Creating a Data Query


2.1 You can access the Data Hub at <http://sdh.sec-in.co.uk>. It is not necessary to register or log in to access the data. However, by doing so you will be able to save your own defined geographies and load your own data into the hub should you wish to do so.

2.2 Each data set is often available at a range of geographic levels, ranging from regional down to lower level super output areas. In addition to the standard administrative boundaries, some data sets are also available at other pre-defined geographies such as Primary Care Trust boundaries

2.3 The starting point for users is the Interactive Table of Contents, or IToC. From the icon bar along the top of the page you have the following choices.

Icon	Name	Description
	IToC	This is where you can select data sets by geography or theme for viewing and downloading.
	Mapping	A map view of the selected indicators with actual counts, percentages, changes over time and comparisons. Allows for the creation of User Defined Study Areas.
	Charting	A chart view of the selected indicators with actual counts, percentages and index of change.
	Tabular Reporting	A table view of the selected indicator with actual counts, percentages and index of change.
	Combination Report	Provides a record of the data using a combination of maps, charts tabular reports and metadata as defined by the user. Available for download, online viewing or printing in either PDF or Word format.
	Data Upload	Uploading of users raw data to the site for use within the Data Hub.
	Data Download	Downloading the selected raw data as a CSV or Excel file.
	Metadata	Detailed information relating to each of the indicators.
	My Profile	This is where registered users can manage their account details, edit their preferences and change their password.

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Icon	Name	Description
	Help	Online support on the SEE-IN Data Hub.

2.4 The IToC enables a user to select one or more data sets, save it as a 'query', which can then be displayed on a map, in a chart, in a table or downloaded. In any one session, a user can have up to 12 queries defined and available to select.

- [Selecting a Study Area](#)
- [Selecting a Theme](#)
- [Searching for a Dataset\(s\)](#)
- [Selecting a Dataset\(s\)](#)
- [Saving your Query](#)
- [Viewing the Data or Adding a New Query](#)

Selecting a Study Area

2.5 The first step is to define the study area level of interest using the drop-down list.

2.6 Study areas can be one of the standard geography levels held within the system (ward, LSC, county), can be a study area previously created and saved, or can be a 'non-mappable/no geography' area. If you select a non-mappable/no geography study area then the Mapping facility will not be available - this data can only be viewed via the Charting and Tabular Reporting facilities.

2.7 You should select the lowest level of geography that you wish to interrogate the data at. It is recommended that you select one of the following to ensure that you can access the largest number of datasets:

- County and Unitary authority 2005
- Local Authority Districts 2005
- CAS Wards
- Lower Tier Super Output Areas 2004

2.8 Once you have selected a level, for example Local Authority Districts, then the option to select single or multiple areas is presented. The study area selected may dictate the level of geography available, but where it does not the you will be able to select one or more levels of geography available for that study area. For example, if you have selected certain Local Area Districts as your study area, then the option will be provided to select from LAD level geography, Ward level geography or SOA level geography – because these are all known to nest within LADs. If you select a study area that contains lower levels

2 Creating a Data Query

of geography then the option to refine the list of potential datasets based on their geographic level is provided.

TIP: To see the total list of indicators for all levels of geography held within the SEE-iN Data Hub, select the 'SE Region' as the study area.

Selecting a Theme

2.9 Once you have defined your study area of interest, you need to select the indicator theme. Each indicator has been allocated to one or more themes when uploaded - this is based on the content of the indicator. There are six themes to select from:

1. Economy
2. Labour Market & Skills
3. Social
4. Environment
5. Infrastructure
6. Health

2.10 This refines the potential list of datasets available to select and add to your query. The default is set to 'Economy'. To select datasets from more than one theme will require the creation of additional queries.

Searching for and selecting a Dataset

2.11 Once you have selected your study area and defined the dataset 'Theme' there may be a substantial number of datasets to choose from. A wildcard search function helps you to locate those datasets of interest quickly.

2.12 You can search for a dataset by entering the whole or part of the dataset name and clicking the 'Search' button. If you were looking for datasets that may contain data on 'employment', then by typing 'employ' into the search box will bring back datasets containing the following words in their name: Employment, Employee, Employer, Unemployment.

TIP: There is no need to enter any wildcard characters (e.g. *, ?, %) as the system automatically adds them to the search.

2.13 Once you have defined the datasets of interest, you can select one or more of them to add to your query. Use the 'Ctrl' key to select multiple datasets - this allows you to select datasets from the same

Creating a Data Query 2

indicator that are available at multiple levels of geography, for example datasets at SOA, ward and LAD level can be selected.

2.14 If you wish to clear and re-start the query selection process again, click the 'Reset' button at the bottom of the page.

Saving your query

2.15 Once you have selected the datasets, you need to give the Query a name. As you can save up to 12 queries in any one session, having a unique name for each query will help when using the Mapping, Charting and Tabular Reporting facilities, as well as downloading the data for use offline. The system will provide a default name of 'Query *n*' which will be used if no alternative is provided. Click on the 'Add' button to add the query to the list.

TIP: When naming the query, it is a good idea to indicate the level(s) of geography that the datasets are available for - this is useful when viewing data on a map should you wish to switch between different geographic levels

Viewing the data or adding a new query

2.16 After you have named and saved your query, it is added to a list that appears at the top of the IToC page. From here links to view the data set(s) on a map, in a chart, in a table, to view the metadata or to remove the query from the list are available.

Map

2.17 This function presents the data in a thematic map. Once the map is displayed be sure to check the menu options down the left of the screen. Here you can alter various settings such as the category being viewed, the year of the data, the data groupings and the map display. Ensure these are set correctly for appropriate analysis.

Chart

2.18 The charting function creates a line or bar chart of the selected data set. As with the map function, ensure the menu options on the left are correct for your analysis. The chart function on; enables you to view a maximum of twelve categories so may not always be suitable.

Tabulate

2.19 The tabulate function will display the selected data in a table format on screen. The table will display the first 1000 rows of data so may not be suitable for large scale, small area analysis. The format of the table is set according to the data query and the user is unable to change this format.

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Metadata

2.20 This option is available for all data sets and displays information about the data set being used. this information includes the source, the owning organisation, the date of the data, the frequency of updates and a short abstract of what the data is.

2.21 The full metadata catalogue is also available to search by selecting the *Metadata* icon from the top menu bar.

2.22 Alternatively, you can select any of the icons from the toolbar to view the data - the system will default to show the first query in the list if more than one has been created.

2.23 If you want to add a new query, then the option to define the study area is available below the query list. Follow the process as detailed above to add additional queries.

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Output Options

2.24 Through the various screens, you will see a number of output options for your data query. The table below shows what output options are available for each presentational option.

Presentation	Save as image file	Add to Combination Report	Download Data (xls or csv)
Map	✓	✓	✓
Chart		✓	✓
Table		✓	✓
Metadata		✓	✓

Combination Report

2.25 The Data Hub enables users to build their own report containing up to 12 queries in an one session. Any output can be added to the combination report, enabling users to build an area profile of their choosing. simply click the *Add to Combination Report* icon in the let hand column. Once you have added all the data you wish to, click the *Combination Report* icon in the top menu bar. The report can be produced either as a Word document or a PDF.

Download Data

2.26 If you wish to interrogate the data on your desktop or through other software, you can download the data set by clicking the *Download Data* icon in the top menu bar. This will produce a CSV or XLS file that you can save to your desktop and open up in Excel, Access and other analytical software.

3 Data Upload

3 Data Upload

3.1 This section relates to help specifically concerning use of the Data Upload. For more general guidance on use of the SEE-iN Data Hub, or for more detailed help relating to the IToC and Metadata Report facilities, please see the earlier chapters.

3.2 The Data Upload facility allows registered users to add their own datasets to the SEE-iN Data Hub. This data can then be viewed in context and compared with other publicly available datasets held on the site or with more of their own data - an important and extremely beneficial tool for all users of the SEE-iN Data Hub. A users own uploaded data can be kept as 'Private' (only visible to them) or it can be made 'Public' which enable all users on the site to query and view. After uploading any dataset, the default setting is 'Private' - only visible to the user who uploaded the data.

3.3 There are a number of processes associated with uploading data to the site and these are covered in more detail below

Designing the dataset

3.4 Before you can upload any data to the site, you will need to define the format of the dataset and how it will be handled by the system. This process is required when you wish to add a new dataset, i.e. one that contains completely different data to any previously created datasets. Once on the Data Upload page, to design the dataset format click on the 'Create' button:

1. Enter the dataset name (this is the name that is should be entered when completing the Metadata Report).
2. Select the theme(s) the dataset is to be associated with (this is used when selecting data via the IToC).
3. If the dataset geography matches those maintained by the system, then the 'Geographic Identifier' checkbox must be checked, and the name of the geography field within the data file entered into the textbox.
4. If the dataset will have a time series component, i.e. the same data for different time periods will be uploaded now or in the future, then this must be selected.
5. The format that the date appears within the file must be entered (this uses the same format at the 'Date' element within the Metadata Report).
6. Enter the name of the field within the data file that contains the date.
7. Click 'Save Changes'.

3.5 You will then need to define the remaining fields within the data file:

8. Click the 'Add New Field' button.
9. Enter a name for the field - this will be used when displaying the data via Mapping, Charting or Tabular Reporting facilities.

10. Enter the name used for the field within the data file to be uploaded - this can be the same. **(The name can contain both characters and numbers but cannot start with a number).**
11. Enter in the 'Show in legend as' a description as to the type of data, e.g. if the values are percentages, then enter '%' **(The '#' symbol must remain and should appear before any other descriptors, e.g. #%).**
12. If you wish the system to show a tooltip when moving over the map, enter the relevant symbol here as well, e.g. #%.
13. If the data can be aggregated - it is possible to add the value for one area to another within the dataset - then select the appropriate aggregation method from the drop-down list.
14. If the dataset has a time series component, then options for how this information can be displayed are available - check the relevant box depending upon your requirements.
15. Click 'OK' to add that field to your dataset definition.

To add additional fields to your dataset, repeat steps 8 to 15 above.

Defining the metadata

3.6 Once the dataset has been defined, and all fields configured, you will need to enter the metadata for the dataset.

3.7 The metadata requirements for data upload within SiDH have been based upon the UK GEMINI* standard (<http://www.gigateway.org.uk>), 17 elements have been identified as forming the basis of the Metadata Reports. Of these 17, six elements have been marked as being mandatory for completion. In addition, a copyright/licensing statement is also required which is used when exporting data from the system.

3 Data Upload

3.8 The table below outlines the different elements, including examples on how to complete them.

Title	Definition	Name given to the indicator. The purpose is to provide a readily recognisable and unique name for the indicator.
	Example	Total Population Count - 2001 Census
	Notes	This IS a mandatory field for completion This is a free-text entry
Abstract	Definition	Brief description of the indicator that enables the reader to understand the content of the datasets.
	Example	Count of total population for the south east region, based upon the 2001 Census, available at super output area, ward, local authority district, unitary authority, county and regional levels.
	Notes	This IS a mandatory field for completion. This is a free-text entry and should include key information relating to the type of data, any time periods that affect the data and should exclude the use of abbreviations and technical jargon.
Subject	Definition	Topic of the content of the indicator.
	Example	Population
	Notes	This IS a mandatory field for completion. This is based on a lookup list available to select when completing the element. A single subject area can be selected that best describes the indicator.
Date	Definition	Date (and time) for the content of the indicator.
	Example	2001; 2006 03; September 2006
	Notes	This IS a mandatory field for completion. This may refer to the period of collection of the data, or the date at which the data is deemed to be current.

Title	Definition	Name given to the indicator. The purpose is to provide a readily recognisable and unique name for the indicator.
Distributor	Definition	Details of the organisation(s) from whom the resources can be obtained.
	Example	Information Officer, SEEDA, etc
	Notes	<p>This IS a mandatory field for completion.</p> <p>This is a free-text entry, and requires completion of the following elements in relation to the distributor:</p> <ol style="list-style-type: none"> 1. Contact name/title (mandatory) 2. Name of the distributor (mandatory) 3. Full postal address 4. Telephone number 5. Fax number 6. Email address 7. Web address
Frequency of update	Definition	Frequency with which modifications and deletions are made to the data after it is first produced.
	Example	008
	Notes	<p>This IS a mandatory field for completion.</p> <p>This is based on a code, as outlined below:</p> <ol style="list-style-type: none"> 1. Continual - 001 2. Daily - 002 3. Weekly - 003 4. Fortnightly - 004 5. Monthly - 005 6. Quarterly - 006 7. Biannually - 007 8. Annually - 008 9. As needed - 009 10. Irregular - 010 11. Not planned - 011 12. Unknown - 012

3 Data Upload

Title	Definition	Name given to the indicator. The purpose is to provide a readily recognisable and unique name for the indicator.
Copyright/licence statement	Definition	Data copyright and licence information associated with use of the data.
	Example	Crown Copyright. All rights reserved. SEEDA License No. 100029140 2006
	Notes	This IS a mandatory field for completion. This information is used when a dataset is downloaded from the site.
Dataset language	Definition	Language used within the datasets - the written language used for any text in the datasets.
	Example	ENG
	Notes	This is not a mandatory field for completion. This is a free-text entry based upon a three-letter code. Commonly used values for the UK are: <ul style="list-style-type: none"> • English - ENG • Welsh - CYM • Gaelic (Irish) - GLE • Gaelic (Scottish) - GLA • Cornish - COR
Topic Category	Definition	Main theme(s) of the indicator.
	Example	016 [Domain code: 016; Name: Society; Definition: characteristics of society and cultures]
	Notes	This is not a mandatory field for completion. This is a code based entry using the MD_TopicCategory Code taken ISO 19115 http://www.gigateway.org.uk/pdf/guidelines/MetadataGuidelines2.pdf One or more categories can be selected depending upon the topic of the indicator.
Dataset reference date	Definition	Reference date for the indicator - a publication date of the indicator.

Title	Definition	Name given to the indicator. The purpose is to provide a readily recognisable and unique name for the indicator.
	Example	2001; 2006 03
	Notes	This is not a mandatory field for completion. This is different from the 'Date' element which is the actual date of the data.
West bounding coordinate	Definition	Western-most limit of the indicator data extent, in longitude in decimal degrees.
	Example	-1.95764342
	Notes	This is not a mandatory field for completion. For mapp able data, this coordinate will remain as entered above, all mapping data falls within the extent of the south east region.
East bounding coordinate	Definition	Eastern-most limit of the indicator data extent, in latitude in decimal degrees.
	Example	1.51152636
	Notes	This is not a mandatory field for completion. For mapp able data, this coordinate will remain as entered above, all mapping data falls within the extent of the south east region.
North bounding coordinate	Definition	Northern-most limit of the indicator data extent, expressed in latitude in decimal degrees.
	Example	52.15138890
	Notes	This is not a mandatory field for completion. For mapp able data, this coordinate will remain as entered above, all mapping data falls within the extent of the south east region.
South bounding coordinate	Definition	Southern-most limit of the indicator data extent, expressed in longitude in decimal degrees

3 Data Upload

Title	Definition	Name given to the indicator. The purpose is to provide a readily recognisable and unique name for the indicator.
	Example	50.57676446
	Notes	This is not a mandatory field for completion. For mapp able data, this coordinate will remain as entered above, all mapping data falls within the extent of the south east region.
Extent	Definition	Extent of the indicator by country or subdivision of country - it defines the geographical extent of coverage of the data resource relative to an administrative hierarchy.
	Example	South East Government Office Region; Hampshire County
	Notes	This is not a mandatory field for completion. This is a free-text entry.
Spatial reference system	Definition	Name or description of the system of spatial referencing, whether by coordinates or geographic identifiers, used in the indicator.
	Example	Ward, County, Health Authority Area
	Notes	This is not a mandatory field for completion. If the indicator contains datasets at a number of different geographic levels, then the lowest geographic level available should be used. If the data is aggregated from this level to higher geographies, then a note should be included within the abstract element noting this and the levels the data is available at.
Date of update of metadata	Definition	Date of update of the metadata record
	Example	2007 01 01
	Notes	This is not a mandatory field for completion.

Title	Definition	Name given to the indicator. The purpose is to provide a readily recognisable and unique name for the indicator.
		This should only be updated whenever metadata is updated due to a change in the dataset. The date should not be in the future.

Uploading the data

3.9 To upload your dataset:

1. Click the 'Upload Data' link from the Metadata page.
2. Click the 'Upload' button.
3. Select the appropriate geography from the drop-down list that matches the geography of your dataset. If your data has no geographic area, then browse to the location of the dataset.
4. Once you have selected your dataset, click the 'Upload' button.
5. As the dataset uploads, a page will be displayed providing you with information as to upload progress together with any issues encountered.

Once the dataset has uploaded, the data will be available to select from the appropriate geography and themes via the IToC.

Dataset management

Make Dataset Public/Private

3.10 The system will allow you to make available to all users any dataset you have uploaded. This is done via the Data Upload page. Select the dataset you wish to make public, click the 'Edit/Upload' button. Select the geographies you want to make available. Click the 'Online' button. On the Data Upload page, select the dataset and click the 'Make Public' button beneath the table. The dataset should now appear in the bottom table. Should you wish to make the dataset only available to yourself, then select the dataset from the bottom table and click the button 'Make Private'. The dataset should now appear in the top table.

Edit Dataset Definition

3.11 Should you wish to edit the dataset definition, then by clicking the 'Edit/Upload' button you can change the configuration. This cannot be altered once data has been uploaded - if you need to alter the configuration, then all uploaded data will need to be removed.

3 Data Upload

Uploading Data to an Existing Dataset

If your dataset has a time series component, then you can upload new data as it becomes available. Click on the 'Edit/Upload' button and then click on the 'Upload' button to add new data.

4 Frequently Asked Questions

General Queries

Do I need to register to use SEE-iN Data Hub?

4.1 No, the SEE-iN Data Hub has been designed to allow everyone access to key indicator data for the south east region. Users who have not registered are known as 'Guest' users and are able to view, create single session-only study areas, as well as download data from the site. However, the benefit of registering to use the site is the added functionality that becomes available, in addition to the standard options - registered users are able to create and save their own study areas as well as upload their own data to the site.

4.2 Users start the register process by clicking on the 'Register' link found in the top left corner on the Home page. Once you have registered you will need to wait until your registration has been approved. You will then be sent your password via email. Once you have your password you will be ready to log onto the site. Select the Login option (top left of Home page) and enter your username and password.

Where can I edit my login details?

4.3 After logging in, there is a 'My Profile' icon on the toolbar. Here you will be given the option to change your name, password and email address. Press the 'Update' button to submit and update your details.

Data Queries

What is the difference between 'Actual', 'Percentage' and 'Index'?

4.4 These terms are referenced when viewing the Charting or Tabular Reporting pages:

4.5 Actual - this is the actual count of data for the selected geography.

4.6 Percentage - this is the percentage (%) change from one time period to the selected geography.

4.7 Index - this is a ratio of the data (Actual) compared to the earliest date point of the dataset for the selected geography.

Can I download the raw data?

4.8 Yes, you can download datasets if you are both a guest or registered user. You can download data by going to the Data Download facility after creating a query through the IToC. The data downloaded is specific to the study area selected, for example it may be limited to a specific selection of LADs made

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through the IToC. When downloading data, certain metadata fields will also be exported including data provenance and copyright statements.

Can I use data from SEE-iN Data Hub in my work?

4.9 The data download facilities on SEE-iN Data Hub have been designed to enable stakeholders to share information on a wide range of indicators, and to use that information for their own business purposes.

4.10 There are two methods for downloading data from SEE-iN Data Hub - either via the Combination Report facility or the Data Download facility. The Combination Reports facility allows the user to select a map, chart or table view of a dataset and add it to a list of other such items. Metadata reports for datasets can also be added to the Combination Report. A maximum of twelve (12) items can be added to the Combination Report in any one session. Any combination of maps, charts, tables and metadata can be downloaded in a report style output in either .PDF or .rtf formats. When downloading data using the Combination Report, outputs will include a statement of data source and date series along with appropriate ownership, copyright and provenance information.

Technical Queries

What internet browsers does SEE-iN Data Hub work in?

4.11 The SEE-iN Data Hub is designed to work in Internet Explorer version 7 and Mozilla Firefox V2 and later.

I am ready to download data, what are CSV, HTML, PDF and RTF files?

4.12 A CSV file is a comma separated value file. This is a commonly supported file type that most spreadsheet and database programs can read. This is a format available when downloading raw data via the Data Download facility. Use a CSV file download if you wish to load the data into a spreadsheet or database where you can perform your own manipulations on the data.

4.13 An HTML file download provides you with a file that you can view in your browser that previews the layout of the Combination Report within your browser.

4.14 A PDF file download provides you with a file that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward offline of SiDH. If you want to have a copy of a map, chart, table etc accessible offline, but do not need to load it into a spreadsheet or database, then an PDF copy is probably the most convenient because you can open and view it easily. Requires Adobe Acrobat reader to open and view files - free to download from www.adobe.com.

4.15 A RTF file is a rich text format file. This is a commonly supported file type that most word processors can read. This is a format available when downloading data via the Combination Report.

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Use a RTF file download if you wish to manipulate the layout of the data or add your own additional text, graphics etc.

5 Glossary

5 Glossary

- **CAS Wards** Census Area Statistics Wards. Used for 2001 Census outputs. Unlike actual electoral wards/divisions they are required to meet certain minimum size thresholds in order to prevent disclosure of Census data.
- **Category** A category is a single column or field from a data set.
- **CSV** Comma Separated Values (file). Can be opened using Microsoft Excel (TM) or any other compatible application.
- **Dataset** A data set is a collection of data across one or more geography levels, with multiple date points if appropriate, that is for a single common theme and subject.
- **Data provenance** Source, type and date point/range of data.
- **Geography** Depending on context either a Geography level or a Study area or both.
- **Geography level** A recognised standard set of bound geographic regions known by the system. The set of boundaries used by the system is to be agreed, but may include SOAs, CAS Wards etc.
- **GEMINI** The UK GEMINI Discovery metadata standard. A copy is viewable online at: www.gigateway.org.uk/metadata/pdf/UK_GEMINI_v1.pdf
- **GOR** Government Office Regions. A spatial unit definition. The nine Government Office Regions (GORs) are the primary statistical subdivisions of England, each GOR covers a number of local authorities.
- **Guest User** A user accessing the site who does not have a registered account. Certain functions are not available at this level.
- **IToC** Interactive Table of Contents
- **LAD** Local Area District. A spatial unit definition. A generic term for any level of local government in the UK. In geographic terms LAs therefore include English counties, non-metropolitan districts, metropolitan districts, unitary authorities and London boroughs; Welsh unitary authorities; Scottish council areas; and Northern Irish district council areas.
- **LSC** Learning and Skills Council.
- **LSOA** Lower Tier Super Output Areas. A spatial unit definition. LSOAs are aggregations of output areas (OAs)
- **Metadata** Data about data (or information about data). Metadata describes the structure and attributes of data.

- **MSOA** Middle Tier Super Output Areas. A spatial unit definition. MSOAs are aggregations of lower super output areas (LSOAs).
- **NUTS** Nomenclature of Units for Territorial Statistics (NUTS). A hierarchical classification of spatial units that provides a breakdown of the European Union's territory for the purposes of producing comparable regional statistics.
- **PCT** Primary Care Trust. The local unit of health administration in England.
- **PDF** Portable Document Format (file). PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it.
- **Public data** Available to all users, no privileges required to view.
- **Registered User** A user who has registered to use the site, and can use all site functionality.
- **RES** Regional Economic Strategy.
- **RTF** Rich Text Format (file). Can be opened using Microsoft Word (TM) or other compatible applications.
- **SEEDA** South East of England Development Agency.
- **SEE-IN** South East of England Intelligence Network.
- **SOA** Super Output Area. A Census level spatial unit made up of aggregations of Output Areas (OAs). Two further aggregations are supported: Middle Tier Super Output Areas (MSOAs) and Lower Tier Super Output Areas (LSOAs)
- **ST Wards** Standard Table Wards. Wards for which the 2001 Census Standard Tables are available. They are a subset of the Census Area Statistics (CAS) wards with the smaller CAS wards merged to prevent data disclosure.
- **Stakeholder** A stakeholder is an organisation that works at a geographic level that falls within the south east region and that will be able to use SiDH to publish some of its data.
- **Study area** A study area is a geographic area of interest. A study area can be defined by either: an established set of geography boundaries, or an area defined by a (user specified) selection of regions within a geography level.
- **SIDH** SEE-IN Data Hub
- **UA** Unitary Authority. A spatial unit definition. Unitary authorities (UAs) are areas with a single tier of local government.

5 Glossary

- **User-defined study area** A user-defined study area is a set of regions that a user has highlighted to be used as a filter when querying and viewing data.
- **W3C** World Wide Web Consortium.