

# **Data warehouse .STAT User Guide**

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## Introduction

*ISTAT has implemented I.Stat (the corporate statistical data warehouse) starting from a set of statistical software components and services that OECD has developed for the delivery of its statistical data warehouse applications (OECD Stat Product).*

*The activities have been conducted under a Memorandum of Understanding ("MOU") and everything will be carried out in accordance with the respective rules and practices of both Organizations. ISTAT will use the OECD Stat Product for the sole purpose of its statistical data warehouse applications.*

*A series of sub-products on specific themes are connected to I.Stat and used the same technology. In the following guide we report generally "web platform", identifying any product related to the technology used.*

The web platform provides a single online system where users can discover and access statistical databases from the Italian National Institute of Statistics. You will be able to build tables and extract data from across databases as well as work within individual databases. Use Browse Themes or Search to find the statistical information you need.

Each database includes detailed metadata to help you understand the numbers.

The platform offers a number of opportunities for improving data management, in particular in the following areas:

- General data identification, taxonomy and classification
- Data accessibility and security
- Data relevance by the provision of related metadata

- Fostering coherency of statistical data and metadata
- Eliminating duplication of effort by maintaining a single copy of key series.

## ***Main Concepts***

The platform features the following main concepts:

- Catalogues of information on themes, datasets, dimensions, dimension members and reference series
- Storage of metadata at all levels from dataset through to cell level
- Storage of numeric data figures, as well as cell-level flags
- A data warehouse searching mechanism

## **Data Organisation**

### *Datasets*

Within the platform, statistical data are organised in the form of datasets. A **DATASET** is a collection of numerical values and their associated textual information, with all values sharing a common set of dimensions. Each dataset is attached to a specific statistical activity or subactivity.

### *Dimensions*

The **DIMENSIONS** of a dataset are the axes on which the data are described. **TERRITORY** and **YEAR** are two common examples of dimensions. Dimensions can be presented as either a flat list or as a hierarchy.

### *Dimension Members*

Every dimension contains a pre-defined list of items, called **DIMENSION MEMBERS**. In the **TERRITORY** dimension for example, the dimension members are the list of **REGIONS, PROVINCES** etc.

### *Metadata*

Qualitative data, attached to the quantitative data, is called **METADATA**. Metadata can be found at various levels, ranging from an abstract found at the level of an entire dataset, territory- or series-level footnotes which apply to a broad selection of data within a dataset, and down to the level of a single cell.

### *Flags*

When a qualitative note is recurrent in a dataset, and the exact same note can be attached to many individual data figures, this may be stored as a **FLAG**. A flag is a letter, which appears alongside the numerical data in any table cell where it applies. A legend appears beneath the

table, explaining the signification of each flag present in the table. Flags are frequently used to note general data properties such as “confidential”, “provisional” and “estimated”.

## Search

A text-based search facility, which searches through dataset names, dimension names, dimension member names and metadata, can be used to quickly locate relevant datasets and view tables.

## The Web Browser

The **WEB BROWSER** provides the online user environment to access the Italian National Institute of Statistics data. The browser has been designed to allow both experienced and new users to rapidly locate and retrieve statistical data and related metadata.

Main features include:

- Links to frequently requested tables - access the latest versions of the most frequently requested ISTAT data.
- “Table View” – view data, flags and metadata from a table that includes a number of features for customising the layout of the data.
- “Data Basket” - save data queries for later viewing, and share them with others.
- Merged Queries – combine queries to allow cross-dataset comparisons along common dimension(s).
- Metadata access - access all metadata from dataset level down to series footnotes and data flags.
- Full Text Search - rapidly locate series across data sets, data dimensions and metadata.
- Dynamic graphics – visualize data dynamically in a line chart, bar chart or other.

# User Guide

The Web Browser has been designed to be straightforward and intuitive in use. It does, however, contain a number of advanced features, which reflect the diversity of the ISTAT statistical resources. This User Guide has been prepared to help acquaint first-time users with these features, by stepping through them with the aid of selected screen shots.

## Getting Started Page

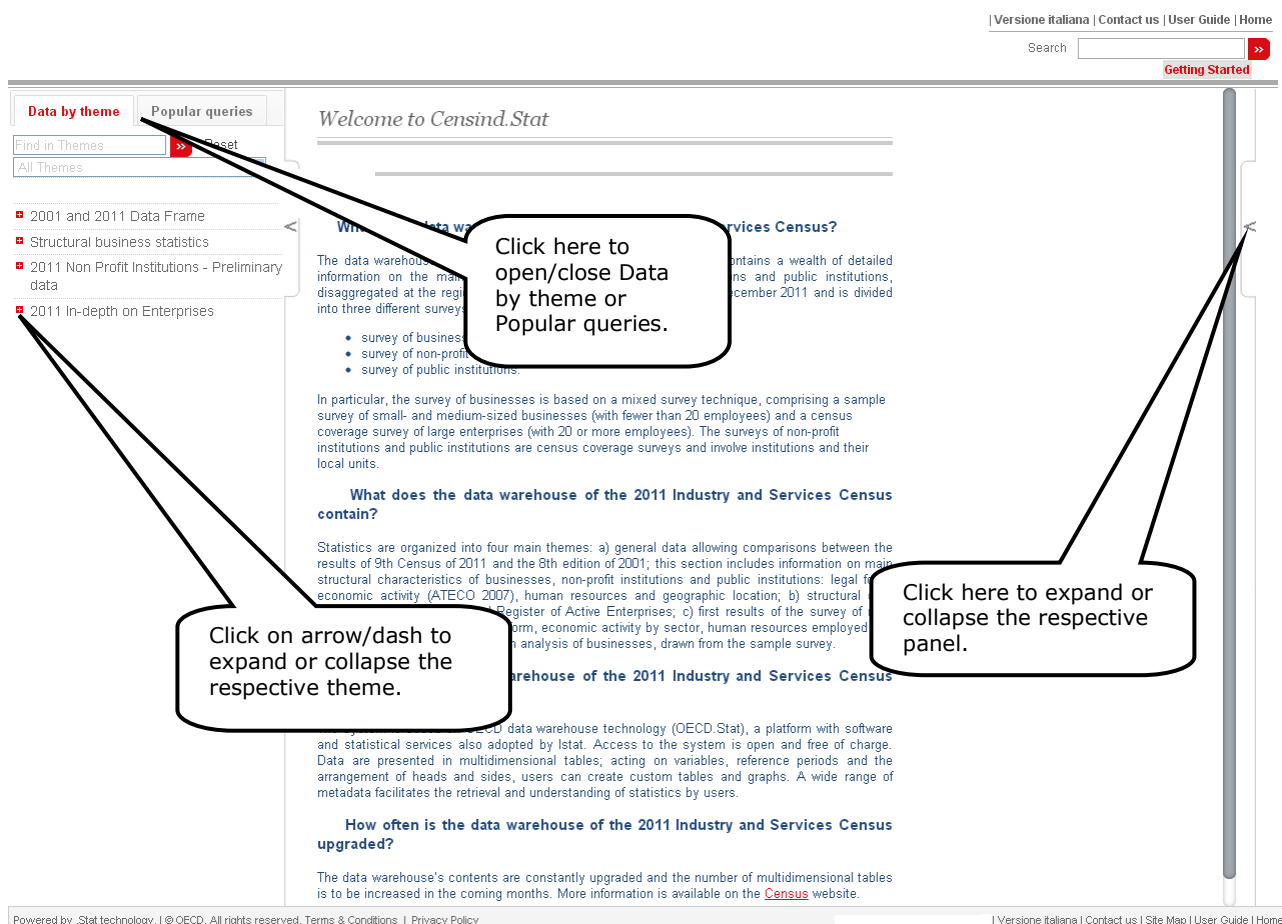
From the *Getting Started* page, the user has the option of finding ISTAT statistical data and metadata through a number of different avenues.

Data can be located in various ways:

- **Search**
- **Browse Themes**
- **Browse Queries**

*Each of these options will be explained in more detail in the remainder of the User Guide.*

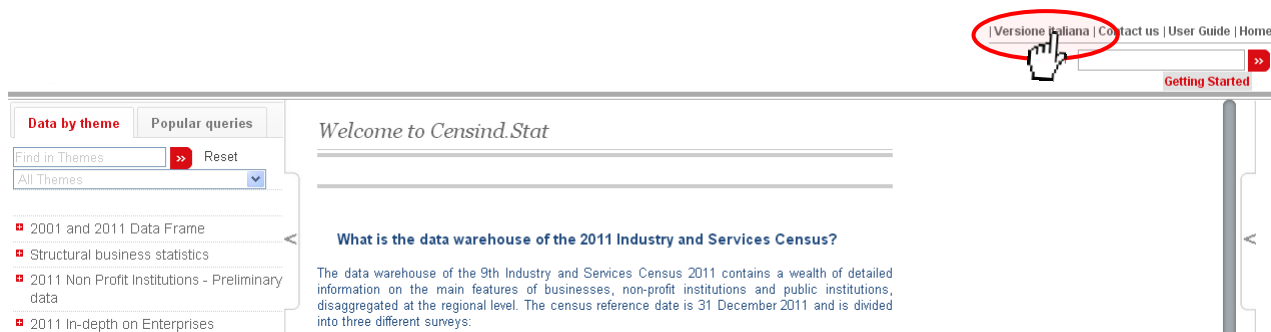
The browser is best used in full-screen view at 1024x768 pixel screen resolution or higher.



**Figure 1: Browser Getting Started page**

## Language Selection

The interface and data can be viewed in Italian or English. The language can be changed by clicking on the language option, located at the top of the screen.



**Figure 2: Changing the language of the browser**

## Locating Data through the Search

Data can be located by entering keywords in the Search box, at the top right of the page. This will return a list of links giving the name of each dataset in which the keywords were found, and providing further details as to where the keywords are present within each dataset. The most relevant links are shown first based on the frequency with which the keywords appear in each dataset, and at which level they were found.

A keyword found in the name of a dataset is considered more relevant than a keyword found only in one of the dimension members of a dimension of the dataset or in the metadata.

Clicking on the link will open the dataset with the default view.

The tables resulting from a search will contain any references to the search keywords entered that could be found in the data.

These tables can be modified and used as a starting point to find data related to the keywords entered.

The screenshot shows the search results for the keyword "enterprise". At the top right, there is a search bar with "enterprise" entered and a magnifying glass icon. Below the search bar, the text "24 results found" is displayed. The results are listed in a table with columns for "Found in:", "datasetname:", "membername:", and "dimensionname:". The results are ranked by relevance, with the most relevant results appearing first. The first result is "Enterprises and human resources - Provincial level", which is found in the dataset "Enterprises and human resources - Provincial level". The second result is "Abruzzo", which is found in the dataset "Enterprise with employees ...". The third result is "Basilicata", which is found in the dataset "Enterprise with employees ...". The fourth result is "Calabria", which is found in the dataset "Enterprise with employees ...". The fifth result is "Campania", which is found in the dataset "Enterprise with employees ...". The sixth result is "Emilia-Romagna", which is found in the dataset "Enterprise with employees ...".

Search

24 results found.

- **Enterprises and human resources - Provincial level**   
Found in: *datasetname*:  
... Enterprises and human resources - Provincial level ...  
Found in: *membername*:  
... number of active enterprises ... , ... number of persons employed of active enterprises ...  
Found in: *dimensionname*:  
... **Enterprise** with employees ... , ... Enterprises belonging to **enterprise** groups ... , ... Enterprises by geographical localization of their local units ...
- **Abruzzo**   
Found in: *dimensionname*:  
... **Enterprise** with employees ... , ... Enterprises belonging to **enterprise** groups ... , ... Enterprises by geographical localization of their local units ...  
Found in: *membername*:  
... number of active enterprises ... , ... number of persons employed of active enterprises ...
- **Basilicata**   
Found in: *dimensionname*:  
... **Enterprise** with employees ... , ... Enterprises belonging to **enterprise** groups ... , ... Enterprises by geographical localization of their local units ...  
Found in: *membername*:  
... number of active enterprises ... , ... number of persons employed of active enterprises ...
- **Calabria**   
Found in: *dimensionname*:  
... **Enterprise** with employees ... , ... Enterprises belonging to **enterprise** groups ... , ... Enterprises by geographical localization of their local units ...  
Found in: *membername*:  
... number of active enterprises ... , ... number of persons employed of active enterprises ...
- **Campania**   
Found in: *dimensionname*:  
... **Enterprise** with employees ... , ... Enterprises belonging to **enterprise** groups ... , ... Enterprises by geographical localization of their local units ...  
Found in: *membername*:  
... number of active enterprises ... , ... number of persons employed of active enterprises ...
- **Emilia-Romagna**   
Found in: *dimensionname*:  
... **Enterprise** with employees ... , ... Enterprises belonging to **enterprise** groups ... , ... Enterprises by geographical localization of their local units ...

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Figure 3: Results from the search ranked in order of relevance



## Locating Data by Browsing Themes

In the BROWSE THEMES panel, click a theme title, click a sub-theme title and so forth, until you can select a dataset. Datasets can be recognised by the table icon in front of their name.

A pre-defined, default view of the table will open. This view can be customized (see next section).

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Search  [Getting Started](#)

**Data by theme** Popular queries

Find in Themes [Reset](#)

All Themes

- 2001 and 2011 Data Frame
  - Economic activity, legal form and size class of persons employed - Provincial level
    - Institutional units and human resources - data on Non Profit Institutions**
    - Institutional units and human resources - data on Enterprises
    - Institutional units and human resources - data on Non Profit Institutions
    - Institutional units and human resources - data on Public Institutions
  - Structural business statistics
  - 2011 Non Profit Institutions - Preliminary data
  - 2011 In-depth on Enterprises

**Economic activity, legal form and size class of persons employed - Provincial level** : *Institutional units and human resources - data on Non Profit Institutions*

Customise Export Draw chart My queries

Territory: Italy  
Type of unit: non profit institution  
Legal form: totale  
Size class of persons employed: total

Data type	number of active units	persons employed	number of external workers	number of temporary workers	number of volunteers	
Year	2001	2011	2001	2011	2001	2011
NACE 2007						
total	235,232	301,191	488,523	680,811	100,525	270,769
agriculture, forestry and fishing	500	244	5,022	304	193	63
manufacturing and construction	488	234	5,013	303	182	63
wholesale and retail trade and repair of motor vehicles and motorcycles	12	3	9	11	1	1
transport and storage	73	13	969	86	56	4
information and communication	1	1	3	1	1	1
other manufacturing	5	3	53	4	1	4
electricity, gas, steam and air conditioning supply	62	2	792	6	50	1
water supply sewerage, waste management and remediation activities	6	1	124	5	5	1
other manufacturing	6	1	73	1	1	1
electricity, gas, steam and air conditioning supply	3	1	1	1	1	1
water supply sewerage, waste management and remediation activities	43	2	2	2	2	2
construction	2	2	2	2	2	2
wholesale and retail trade and repair of motor vehicles and motorcycles	10	13	9	658	378	47
transport and storage	33	38	363	35	40	8
information and communication	24	2	268	9	9	9
other manufacturing	6	6	55	2	2	2
electricity, gas, steam and air conditioning supply	8	19	3	59	11	11
water supply sewerage, waste management and remediation activities	9	193	3	3	3	3

Navigate through themes and sub-themes down to a dataset. Click the dataset title once to open the default view.

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Figure 4: Browsing through themes to view data

## Locating a dataset or a query in the theme list

At the top of the **BROWSE THEMES** panel click the text box and enter a key term to search for within the theme and data set list. Click the ">>" sign or press **ENTER** to execute the search. All found entries will be highlighted in yellow.

To start over, simply click **RESET** to the right of the text box and click the text box again in order to enter a new key term.

The screenshot displays the Istat data portal interface. At the top right, there are links for 'Versione italiana', 'Contact us', 'User Guide', and 'Home'. Below these is a search bar with the text 'enterprise' and a '>>' button. A red box highlights the search bar and the '>>' button. A callout bubble points to the search bar with the text: 'Enter a key term and search among the themes and data sets in the theme panel. Results will be highlighted in the panel.'

The main content area is titled 'Economic activity, legal form and size class of persons employed - Provincial level : Institutional units and human resources - data on Non Profit Institutions'. It features a table with columns for 'Territory' (Italy), 'Type of unit' (non profit institution), 'Legal form' (totale), and 'Size class of persons employed' (total). The table also includes columns for 'Data type' and 'Year' (2001, 2011). The table lists various economic activities and their corresponding data values for 2001 and 2011. The search results are highlighted in yellow.


At the bottom of the page, there is a footer with the text 'Powered by :Stat technology. | © OECD. All rights reserved. Terms & Conditions | Privacy Policy' and links for 'Versione italiana', 'Contact us', 'Site Map', 'User Guide', and 'Home'.

**Figure 5: Find a theme or data set**

This search routine will look for exact matches of the entered text string, including spaces but irrelevant of miniscule or majuscule characters.

This method also allows a quick lookup for well known Istat data sets.

When a dataset is first opened, a table in a default view is presented. This default data selection can be modified using the features found atop the table.

 Customise ▼

Customise ▾

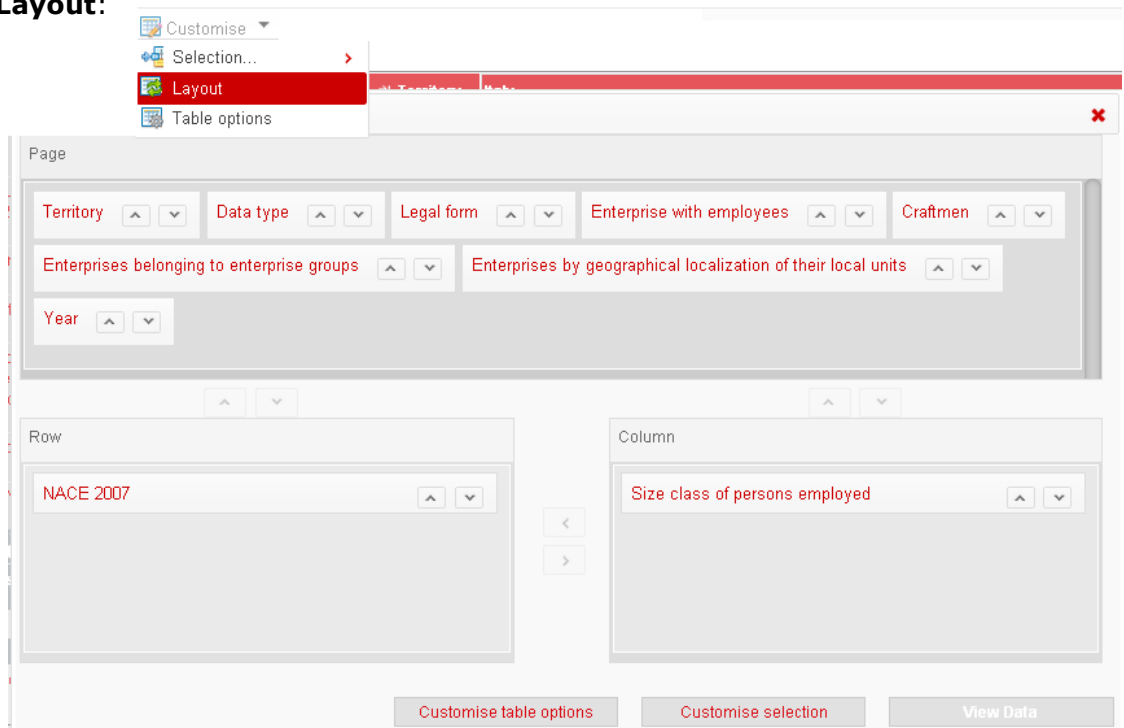
- Selection... ▸
- Layout
- Table options
- 
- 
- 
- 
- 
- 

- Territory [138 / 138]
- Data type [4 / 5]
- Type of unit [1 / 3]
- NACE 2007 [102 / 126]
- Legal form [9 / 28]
- Size class of persons employed [15 / 15]
- Year [2]
- All Dimensions

11

that shows information on the dimensions of the dataset with an indication, in parentheses, of the number of items, or members, selected in each dimension;

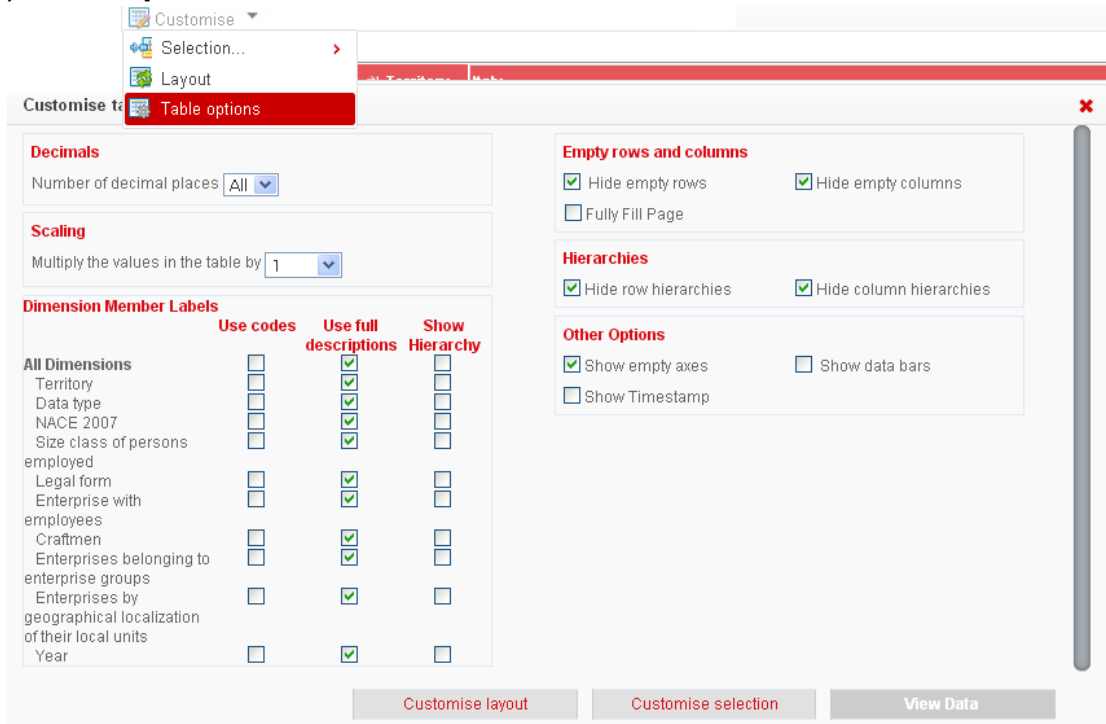
the key **Layout**:



**Figure 8: The Layout key**

where you can filter and customize the size of the table view;

the key **Table Option**:



**Figure 9: The Table Option key**

where you can take a series of steps to better display the information of the selected dataset.

## Selecting Dimensions and their Variables

The items selected for each dimension, often referred to as dimension members, can be modified by clicking on the button to **SELECT DIMENSIONS** at the top of a table.

Figure 10 shows the 'Customise selection' dialog box. The 'Territory' dimension is set to 'Italy'. The 'Data type' is 'NACE 2007 [102/126]'. The 'Type of unit' is 'Legal form[9/28]'. The 'Size class of persons employed' is 'Number of cells currently selected: 15202080'. The 'Find in selection' field is empty. The 'Expand all', 'Collapse all', 'Select all', and 'Unselect all' buttons are visible. The 'View Data' button is at the bottom right.

**Figure 10: Using the Dimension Selector**

To select or deselect an item, click the check box to the left of the item. In hierarchical dimensions, a plus (+) or minus (-) will appear next to parent-level items. Clicking on this symbol will allow you to show or hide the child items.

At the top of the screen, a series of options appear.

To apply your modified selection of items for the current dimension and see a table of data corresponding to this new selection, click **VIEW DATA**. Alternatively, after changing the selection for one dimension, you can click on another dimension to modify, before viewing the new table of data.

For hierarchical dimensions, clicking on **EXPAND BRANCH** or **COLLAPSE BRANCH** will show or hide all the child-level items of the dimension.

*Note: If all members of a hierarchical dimension are selected, the resulting table could contain empty rows or columns corresponding to the higher levels (see below).*

## Dimension Member Colour Coding

The Web Browser uses colour coding to help you identify for which dimension members data exists. This is especially important for sparse datasets where data can be found in only a small proportion of dimension combinations. This function has been provided to save time by avoiding searching for non-existent data.

The colours for each dimension member indicate the following:

Based on the current selection for all other dimensions...

**Dark Blue:** The item has data.

**Blue:** The item has no data but some of its children have data.

**Grey:** The item has no data.

The screenshot displays the 'Economic activity, legal form and size class of persons employed - Data until provincial level' web application. The 'Customise selection' dialog box is open, showing a tree view of dimension members under 'Legal form'. The tree includes categories like 'Imprenditore individuale, libero professionista', 'società di persone', 'società di capitali', 'società cooperativa', and 'società cooperativa esclusa società cooperativa sociale'. Callouts explain the color coding: Blue for items with no data but some children have data, Dark Blue for items with data, and Grey for items with no data. The background shows a table of data for 'number of temporary workers' by territory and year.

	2001	2011
1	100,255	123,237
81	317	23
94	290	22
91	15	..
96	12	1
26	83	179
4	..	..
08	3	116
..	..	..
89	77	30
25	3	33
21	56,383	57,300
14	3,686	5,492
47	637	462
12	216	8
01	2,217	1,239
54	1,472	1,610

**Figure 11: Dimension Member Colour Coding**

*Remember: The colour coding takes into account the current selection for all other members. In other words, the colours indicate the existence of data for the territory, years, etc. currently selected.*

Another option is to search in the dimension selector to display dimension members matching the search criteria.

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Search  **Getting Started**

**Data by theme** Popular queries

Find in Themes  **Reset**

All Themes

**2001 and 2011 Data Frame**

**Economic activity, legal form and size class of persons employed - Data until provincial level**

**Enterprises**

Customise  Export  Draw chart  My queries

**Territory** Italy

**Customise selection**

Other selections: **Territory**[138/138] **Data type**[4/5] **Type of unit**[1/3] **NACE 2007**[102/126] **Legal form**[9/28] **Size class of persons employed**[15/15] **Year**[2] Number of cells currently selected: 15202080

Find in selection  **Exact wording or phrase**

**Legal form**

- ☒ imprenditore individuale, libero professionista e lavoratore autonomo
- ☒ società di persone
  - ☒ società in nome collettivo
  - ☒ società in accomandita semplice
  - ☒ altra società di persone diversa da snc e sas
- ☐ società di capitali
  - ☒ società per azioni, società in accomandita per azioni
  - ☒ società a responsabilità limitata
- ☐ società cooperativa
  - ☐ società cooperativa sociale
  - ☒ società cooperativa esclusa società cooperativa sociale
  - ☒ altra forma d'impresa
- ☐ ente privato con personalità giuridica
- ☐ ente privato senza personalità giuridica
- ☐ altra istituzione non profit
- ☐ nessun istituzionale rilevante istituzionale o amministrativo dello Stato

	2001	2011
number of temporary workers		
1		
29	100,255	123,237
81	317	23
94	290	22
91	15	
96	12	1
26	83	179
4		
08	3	116
89	77	30
25	3	33
21	56,383	57,300
14	3,686	5,492
47	637	462
12	216	8
01	2,217	1,239
54	1,472	1,610

**Figure 12: Searching in the dimension selector**

All matching dimension members will be displayed and automatically selected.

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Search  **Getting Started**

**Data by theme** Popular queries

Find in Themes  **Reset**

All Themes

**2001 and 2011 Data Frame**

**Economic activity, legal form and size class of persons employed - Data until provincial level**

**Enterprises**

Customise  Export  Draw chart  My queries

**Territory** Italy

**Customise selection**

**Territory**[2/138] **Data type**[4/5] **Type of unit**[1/3] **NACE 2007**[102/126] **Legal form**[0/28] **Size class of persons employed**[15/15] **Year**[2]

A full text search is done on dimension member NACE 2007. For your search on [services], 4 results found.

- ☒ remediation activities and other waste management **services**
- ☐ it and other information **services**
- ☒ activities auxiliary to financial **services** and insurance activities
- ☒ **services** to buildings and landscape activities

	2001	2011
number of temporary workers		
1		
29	100,255	123,237
81	317	23
94	290	22
91	15	
96	12	1
26	83	179
4		
08	3	116
89	77	30
25	3	33
21	56,383	57,300
14	3,686	5,492
47	637	462
12	216	8
01	2,217	1,239
54	1,472	1,610

**Figure 13: Results of a Search in the dimension selector**

## Changing the Time Dimension

The options available for changing the selected dates of a time dimension are different from those presented for other dimensions. Dates can be selected either using the **DATE RANGE SELECTION** method or the **TIME PERIOD SELECTION** method.

### Date Range Selection

All frequencies available for the selected dataset are shown on the screen. If the data is only annual, for example, the controls for selecting quarters, semesters and months will not appear.

First tick the boxes next to the frequencies to be included in the selection. Then choose either a specific range of dates (from 1980 to 2000, for example) by clicking **SELECT DATE RANGE**, or indicate that you wish to have the most recent data available (last 5 years, for example) by clicking **SELECT LATEST DATA**.

When selecting a date range, it is possible to select a start year, quarter, month, etc. and automatically include all available data from that date onward by ticking the box next to **LATEST AVAILABLE DATA**.

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Search  >>

Getting Started

Data by theme Popular queries

Find in Themes >> Reset

All Themes

Economic activity, legal form and size class of persons employed - Data until provincial level : Enterprises

Customise Export Draw chart My queries

Territory Italy

Customise selection

Other selections: Territory [138/138] Data type [4/5] Type of unit [1/3] NACE 2007 [102/126] Legal form [9/28] Size class of persons employed [15/15] Year [2] Number of cells currently selected: 15202080

Select time range Select time period

Select date range

From: To: ☐ latest available data

Annual ☒ 2001 2011

Select latest data

Select last: 11 years

Customise layout Customise table options View Data

	2001	2011
1	100,255	123,237
81	317	23
94	290	22
91	15	..
96	12	1
26	83	179
4	..	..
08	3	116
..	..	..
89	77	30
25	3	33
21	56,383	57,300
14	3,686	5,492
47	637	462
12	216	8
01	2,217	1,239
54	1,472	1,610

Figure 14: Date Range Selection

### Time Period Selection

It is also possible to select individual years, quarters, months, etc. by ticking the box next to each item. This is necessary if the selection of dates you wish to include is not a continuous series, but instead contains breaks or time periods outside the main date range.

This works in a manner identical to the general dimension selector described above.

*Note: It is advisable to select a general range of dates using the DATE RANGE SELECTION first, and then include or exclude individual time periods using the TIME PERIOD SELECTION screen.*




The inverse, making changes to a **TIME PERIOD SELECTION** using the **DATE RANGE SELECTION** screen, may result in some of the individual time periods selected being lost, as the **DATE RANGE SELECTION** screen is only able to manage continuous, non-broken series of dates.

## Rotating Dimensions by Adjusting the Dataset View

The different dimensions of a dataset can be displayed on either the horizontal or vertical axis of a table, or in the filter area at the top of the table. To move a dimension from one place to another, click once on the **LAYOUT** entry, under the **CUSTOMISE** menu, above the table. A dialog box will pop up that allows you to visually drag and drop a dimension to the desired location.

The screenshot shows the Basilicata data interface. On the left, a sidebar lists dimensions: employed, Legal form, Enterprise with employees, Craftmen, Enterprises belonging to enterprise groups, Enterprises by geographical localization of their local units, Year, NACE 2007, and Territory. The main area displays a table of data. A 'Customise layout' dialog box is open, showing a 'Page' section with various filters and a 'Data' section with 'Row' and 'Column' axes. The 'Row' axis currently contains 'Territory' and the 'Column' axis contains 'NACE 2007'. A dashed blue arrow indicates the movement of a dimension from the sidebar to the 'Column' axis.

**Basilicata**  Customise

Page: 1 / 2

→ Size class of persons employed  
→ Legal form  
→ Enterprise with employees  
→ Craftmen  
→ Enterprises belonging to enterprise groups  
→ Enterprises by geographical localization of their local units  
→ Year

**Customise layout**

Page

Size class of persons employed   Legal form   Enterprise with employees

Craftmen   Enterprises belonging to enterprise groups

Enterprises by geographical localization of their local units   Year

Row

Territory

Column

NACE 2007

Data type

Customise table options Customise selection View Data

		Total		agriculture, forestry and fishing		mining and quarrying		manufacturing		electricity, gas, steam and air conditioning supply		water supply, sewerage, waste management and remediation activities	
		number of active enterprises	number of persons employed of active enterprises	number of active enterprises	number of persons employed of active enterprises	number of active enterprises	number of persons employed of active enterprises	number of active enterprises	number of persons employed of active enterprises	number of active enterprises	number of persons employed of active enterprises	number of active enterprises	number of persons employed of active enterprises
→ Data type		▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼
→ Territory													
■ Basilicata	(P)	35,101	95,333	316	465	46	262	3,085	19,987	69	186	109	
■ Potenza		23,499	62,268	232	333	34	193	2,032	14,067	45	54	68	
■ Abriola		73	199	1	1	0	0	9	36	0	0	0	
■ Acerenza		175	299	3	2	1	2	20	60	0	0	1	
■ Albano di Lucania		66	93	2	2	0	0	9	10	0	0	0	

**Figure 15: Moving a dimension to rotate the data view**

If a dimension for which more than one item has been selected is placed into the filter area at the top of the page, a drop-down list will become available. To change the filter currently applied to the data, simply select the appropriate value in the drop-down list.

If the dimension in question does not have a drop-down list, then only one item has been selected. To include other items, either click on the dimension name on the left, or select the dimension in **CUSTOMISE -> SELECTION...** submenu and follow the instructions provided above to select more items.

Basilicata

Customise Export Draw chart My queries

→ Data type	number of active enterprises										
→ Size class of persons employed	number of active enterprises number of persons employed of active enterprises										
total											
→ Legal form	totale										
→ Enterprise with employees	total										
→ Craftmen	total										
→ Enterprises belonging to enterprise groups	total										
→ Enterprises by geographical localization of their local units	all territorial distribution										
→ Year	2011										
→ NACE 2007	total	agriculture, forestry and fishing	mining and quarrying	manufacturing	electricity, gas, steam and air conditioning supply	water supply sewerage, waste management and remediation activities	construction	wholesale and retail trade repair of motor vehicles and motorcycles	transportation and storage	accommodation and food service activities	information and communication
	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼
→ Territory											
■ Basilicata	(p) 35,101	316	46	3,085	69	109	4,743	11,097	1,013	2,588	5
■ Potenza	23,499	232	34	2,032	45	68	3,260	7,415	648	1,676	3
■ Abriola	73	1	0	9	0	0	10	17	5	15	
■ Acerenza	175	3	1	20	0	1	20	54	8	16	
■ Albano di Lucania	66	2	0	9	0	0	7	28	2	5	

Figure 17: Changing the view using Territory drop-down list

## Table Options

A set of options is available to allow you to format the view of the displayed table, e.g. you can select the number of digits after the decimal point to be displayed, or select a "scaling", which allows you to display the figures in unit value, hundreds, thousands, hundredths, thousandths, etc.

Customise Export Draw chart My queries

Selection... Layout Table options

→ Territory Italy

Customise table

<b>Decimals</b> Number of decimal places: All			<b>Empty rows and columns</b> <input checked="" type="checkbox"/> Hide empty rows <input type="checkbox"/> Fully Fill Page <input checked="" type="checkbox"/> Hide empty columns	
<b>Scaling</b> Multiply the values in the table by: 1			<b>Hierarchies</b> <input checked="" type="checkbox"/> Hide row hierarchies <input checked="" type="checkbox"/> Hide column hierarchies	
<b>Dimension Member Labels</b>				
	Use codes	Use full descriptions	Show hierarchy	
All Dimensions				
Territory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Data type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Type of unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NACE 2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Size class of persons employed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Year	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Other Options</b> <input checked="" type="checkbox"/> Show empty axes <input type="checkbox"/> Show data bars <input type="checkbox"/> Show Timestamp				

Customise layout Customise selection View Data

**Figure 18: TABLE OPTIONS Panel**

## Showing Codes Instead of Names

All datasets, dimensions and dimension members have short codes as well as names. If it is useful, the codes can be displayed instead of names, by ticking the option **USE CODES** instead of full descriptions.

Figure 18 shows the 'TABLE OPTIONS Panel' for the dataset 'Economic activity, legal form and size class of persons employed - Data until provincial level : Enterprises'. The panel includes a sidebar with a tree view of the data structure and a main table area. The table displays data for various dimensions: Territory (IT), Type of unit (ENT), Legal form (TOT), and Size class of persons employed (TOTAL). The data is organized by Data type (NAU, PE, NEW, NTW) and Year (2001, 2011). The table shows numerical values for each combination of dimensions and years.

**Figure 19: Table showing codes instead of names**

## Hiding Empty Rows or Columns

If a table of data has many rows or columns containing no data, it can be useful to hide such empty spots, in order to condense the table and improve readability.

Figure 19 shows the 'TABLE OPTIONS Panel' for the dataset 'Institutional units and human resources'. The panel includes a sidebar with a tree view of the data structure and a main table area. The table displays data for various dimensions: Type of unit (enterprise), NACE 2007 (total), Legal form (totale), and Size class of persons. The data is organized by Territory (Italy, Lombardy, etc.) and Year (2001, 2011). The table shows numerical values for each combination of dimensions and years.

The 'Empty rows and columns' section in the panel includes the following options:

- ☒ Hide empty rows
- ☒ Hide empty columns
- ☐ Fully Fill Page

The 'Hierarchies' section includes the following options:

- ☒ Hide row hierarchies
- ☒ Hide column hierarchies

The 'Other Options' section includes the following options:

- ☒ Show empty axes
- ☐ Show data bars
- ☐ Show Timestamp

**Institutional units and human resources**

Customise Export Draw chart My queries

Type of unit	enterprise							
NACE 2007	total							
Legal form	totale							
Size class of persons employed	total							
Data type	number of active units		number of persons employed		number of outworkers		number of temporary workers	
Year	2001	2011	2001	2011	2001	2011	2001	2011
Territory	i	i	i	i				
Italy	4,083,966	4,425,950	15,712,908	16,424,086	627,607	421,929	100,255	123,237
Nord-ovest	1,217,478	1,288,500	5,554,860	5,547,867	229,366	149,286	49,290	58,284
Piemonte	329,958	336,338	1,409,120	1,331,000	45,708	28,167	12,937	14,207
Torino	168,948	174,209	797,269	746,974	26,030	17,558	8,959	9,002
Vercelli	13,009	12,657	45,162	42,343	1,385	623	314	358
Novara	25,611	26,632	112,435	100,418	4,084	2,254	772	1,283
Cuneo	45,679	47,408	171,919	185,894	5,408	3,168	1,314	1,853
Asti	15,820	16,370	53,266	52,593	2,005	748	265	481
Alessandria	32,364	32,100	119,846	115,535	3,824	2,229	725	739
Biella	15,893	14,627	68,629	52,417	1,754	895	362	322
Verbano-Cusio-Ossola	12,634	12,335	40,594	34,826	1,218	692	226	169
Valle d'Aosta / Vallée d'Aoste	11,102	11,832	38,613	39,229	1,228	581	151	194
Valle d'Aosta / Vallée d'Aoste	11,102	11,832	38,613	39,229	1,228	581	151	194
Liguria	124,787	128,664	383,571	433,371	14,789	9,913	1,484	1,552
Imperia	17,423	18,134	43,170	44,797	1,438	906	106	76
Savona	24,402	25,327	66,802	68,293	2,103	1,120	135	244
Genova	66,617	67,987	225,941	269,456	8,662	6,434	1,149	1,074
La Spezia	16,345	17,216	47,658	50,825	2,586	1,453	94	158
Lombardia	751,631	811,666	3,723,556	3,744,267	167,641	110,625	34,718	42,331

Figure 20: Using the HIDE EMPTY ROWS AND COLUMNS options

## Exporting to Excel

Click on the **EXPORT** and then to **EXCEL** button to export your data selection to a MS Excel file. You will be prompted to either save the MS Excel file to disk or open it directly. As your computer settings may not allow for the file to be directly opened, it is recommended that you save the file to your desktop and then open it from there.

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2001 and 2011 Data Frame

Economic activity, legal form and size class of persons employed - Data until provincial level

Enterprises

Non Profit Institutions

Public Institutions

Non profit institutions and human resources by Nace, Years 2001-2011

Institutional units and human resources by regions

Data by Nace, enterprise with employees

Enterprise with employees by wholesale and retail trade and motor vehicles and motorcycles Regions, Year 2011

Enterprise with employees by Year 2011

Institutional units by Nace, 2001-2011

Structural business statistics

Economic activity, legal form and size class of persons employed - Data until provincial level : Enterprises

Customise Export Draw chart My queries

Excel

Text file (CSV)

PC-axis

SDMX (XML)

Related files

Export

Excel Text file (CSV) PC-axis SDMX (XML)

Generate Microsoft Excel (XLS) file to export.

- File size up to 100 000 data points

- Preserves current table layout

☐ Include extra columns for flags

Export to XLS file

NTW

	2001	2011
29	100,255	123,237
81	317	23
94	290	22
91	15	..
96	12	1
26	83	179
4	..	..
08	3	116
..	..	..
89	77	30
25	3	33
21	56,383	57,300
14	3,686	5,492
47	637	462
12	216	8
01	2,217	1,239
54	1,472	1,610
61	763	1,658

Data flags saved as Excel footnotes

Figure 21: Using the EXPORT TO EXCEL option to save data in Excel format

## Exporting to a CSV file

Larger tables can be saved to a CSV file; to do so simply click on the **TEXT FILE (CSV)** button above the table.

The screenshot shows the 'Export' dialog box for the dataset 'Economic activity, legal form and size class of persons employed - Data until provincial level : Enterprises'. The dialog box has tabs for 'Excel', 'Text file (CSV)', 'PC-Axis', 'SDMX', and 'Related Files'. The 'Text file (CSV)' tab is selected. It contains the following information:

- Generate Delimited Text (CSV) file to export**
  - File size up to 1 000 000 data points
  - Flattens current table layout – does not preserve multi-dimensional layout
- The file is being generated and a link will be sent via email. This process should take only a few minutes.
- Dimension label format**
  - ☐ Code only
  - ☐ Code column separator english label column separator french label
  - ☐ English label
  - ☐ Code:English label
- Column separator**
  - ☒ Comma (,)
  - ☐ Pipe (|)
  - ☐ Tab
- You may edit your email address here :
- Your email address will remain confidential.
- Export to text file (CSV)** button

The background shows a table with data for 'NTW' for the years 2001 and 2011. The table has columns for '2001' and '2011' and rows for various categories. The data is as follows:

	2001	2011
29	100,255	123,237
81	317	23
94	290	22
91	15	-
96	12	1
26	83	179
4	-	-
08	3	116
89	77	30
25	3	33
21	56,383	57,300
14	3,686	5,492
47	637	462
12	216	8
01	2,217	1,239
54	1,472	1,610
04	769	4,658

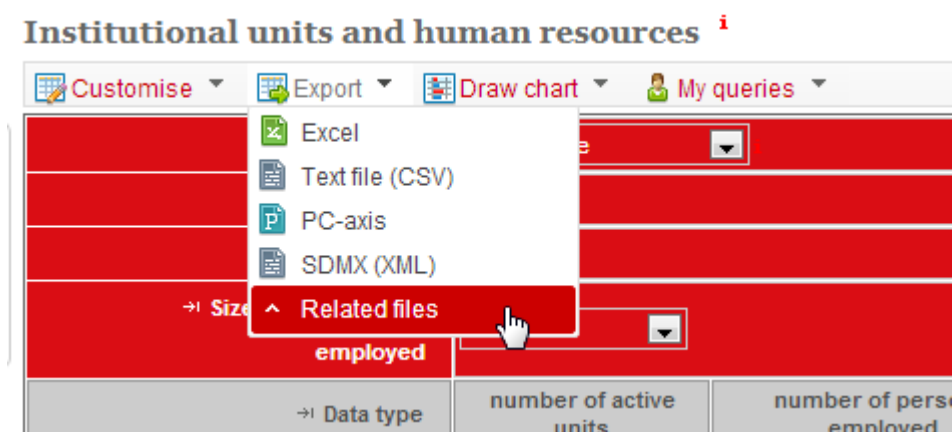
Figure 22: Save data as a CSV file

You will be prompted to select a dimension label format and a column separator. The dimension label format determines what information will be included in your file for each territory, variable, etc. The column separator determines which character will be used to separate columns in the file.

Enter your e-mail address in the box in the middle of the dialog box and click the **EXPORT TO TEXT FILE** button. The file will be created and an e-mail sent to you informing you how to retrieve it. The file will not be included as an attachment to the e-mail, as it could potentially be very large. Instead the e-mail will contain a link allowing you to download the file. The file is in compact format ".gz" and the free SevenZip software is needed to read it. All the instructions are in the mail.

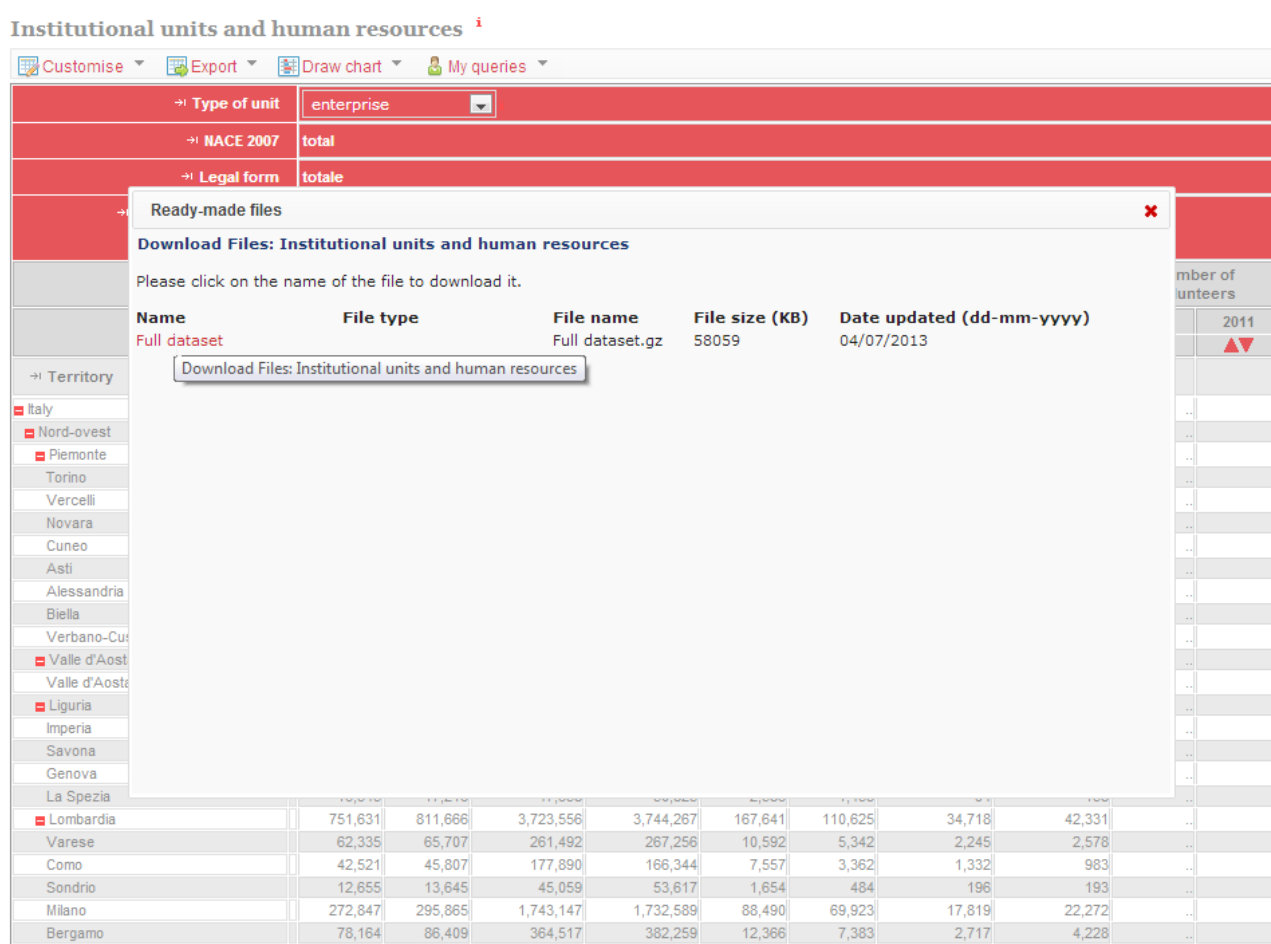
## Downloading related files and large data selections

Any number of documents related to a given dataset may be available for download through the data browser. To view the list of files related to some dataset, choose the **RELATED FILES** entry under the **EXPORT** menu, located at the top of the table.



**Figure 23: Finding files related to a dataset**


A dialog window containing a list of files related to the dataset will be shown up.



**Figure 24: Selecting a file to download**

The list of files may contain documents in any format, or large prepared selections of the data in text format. Click on the name of a file to begin downloading.

## Data charts

The browser platform includes a feature for creating dynamic charts (  ) allowing the visualization and animation of **Time Graph**, **Bar Chart** and **Scatterplot**, according to the current selection data.

The **Time Graph** component is an enhanced line graph that displays the time evolution of a dimension for one or more data items of a second dimension. The x-axis represents the year and the y-axis the indicator chosen, each line represents the trend over the time of the chosen indicator for each data items of the second dimension, allowing the comparison. The indicator displayed can be change from the combo box on the left side.

The navigation options in the dialog box graphic include:





- a button  to animate the graph by regular time intervals;
- a combo box to change the language;
- a window for setting the layout parameters and that can be accessed by clicking the  button;
- icon  to access the online help.

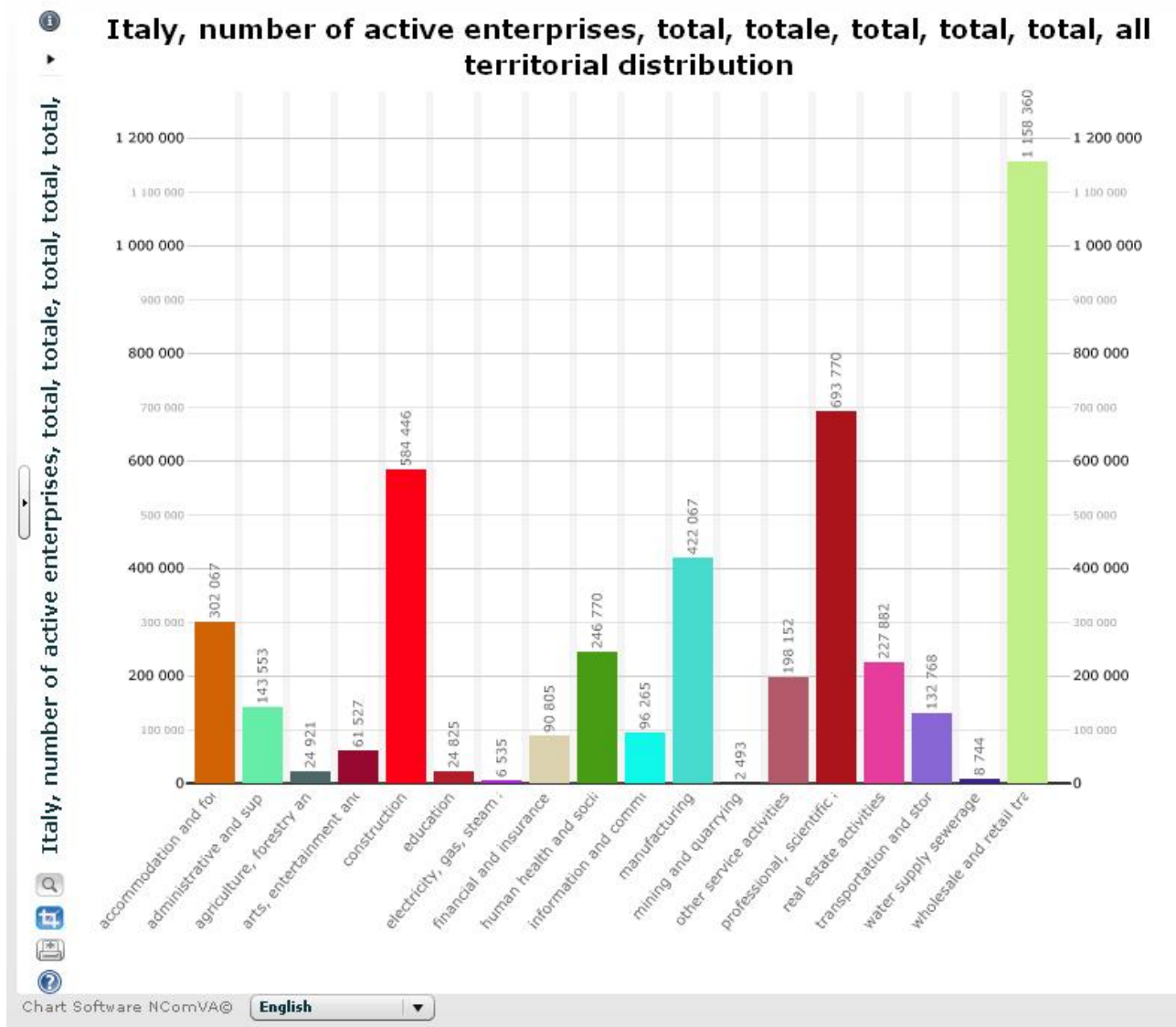


Figure 25.a: Time Graph

The **Bar Chart** component is a good component to display a set of indicators with data sorted and easily comparable. Each indicator for each element of a given size is represented by a bar with a height proportional to its value. This component is enriched by some of the features




(change language, possibility to set parameters of layout, online help) which we have spoken above. Moreover through the icon  the user have the opportunity to export the initial view to jpg or png file format.



**Figure 25.b: Bar Chart**

The **ScatterPlot** component, in its simplest version, shows the relationship between two indicators, positioning them on X and Y axes.

In the advanced version up to four dimensions can be represented. Time dimension is represented activating the animation through the button ; two dimensions are represented on the X and Y axes, as we already said for the basic version, and the fourth is represented by the size of the bubbles. It is activated using the combo box on top of the graph and the maximum size of the bubbles can be adjusted by a slider on the right side.



## Viewing Metadata

Metadata can be viewed at all levels, from the dataset-level abstract down through to cell level footnotes. The presence of metadata is flagged by a small, red "i".

**Institutional units and human resources** i

Customise Export Draw chart My queries

Type of unit: enterprise

NACE 2007: total

Legal form: totale

Size class of persons employed: total

Territory	number of active units		number of persons employed		number of outworkers		number of temporary workers	
	2001	2011	2001	2011	2001	2011	2001	2011
Italy	4,083,958	4,255,950	15,712,908	16,424,086	627,607	421,929	100,255	123,237
Nord-ovest	1,217,478	1,255,500	5,554,860	5,547,867	229,366	149,286	49,290	58,284
Piemonte	329,958	336,250	1,409,120	1,331,000	45,708	28,167	12,937	14,207
Torino	168,948	174,205	752,269	746,974	26,030	17,558	8,959	9,002
Vercelli	13,009	12,657	42,343	42,343	1,385	623	314	358
Novara	25,611	26,632	112,450	100,418	4,084	2,254	772	1,283
Cuneo	45,679	47,408	171,919	159,904	5,408	3,168	1,314	1,853
Asti	15,820	16,370	53,286	53,286	2,005	748	265	481
Alessandria	32,364	32,100	119,846	115,530	1,229	2,229	725	739
Biella	15,893	14,627	68,629	52,417	1,229	895	362	322
Verbano-Cusio-Ossola	12,634	12,335	40,594	34,826	1,229	895	226	169
Valle d'Aosta / Vallée d'Aoste	11,102	11,832	38,613	39,229	1,229	895	151	194
Valle d'Aosta / Vallée d'Aoste	11,102	11,832	38,613	39,229	1,229	895	151	194
Liguria	124,787	128,664	383,571	433,371	14,797	14,797	14,797	14,797
Imperia	17,423	18,134	43,170	44,797	1,229	1,229	1,229	1,229
Savona	24,402	25,327	66,802	68,293	1,229	1,229	1,229	1,229
Genova	66,617	67,987	225,941	269,456	8,000	8,000	8,000	8,000
La Spezia	16,345	17,216	47,658	50,825	2,580	2,580	2,580	2,580
Lombardia	754,224	844,650	3,733,550	3,744,767	467,241	448,500	24,740	43,224

Information

Institutional units and human resources

Source

Data source(s) used

Establishment survey - Business Census: The 2011 Establishment Census - Business survey provides information on enterprises at the 31st of December 2011. The mixed survey technique is based on both a sample survey on small and medium-sized enterprises (with less than 20 persons employed) and a census survey on large-sized enterprises (with 20 persons employed and over). The enterprises sample included in the pre-census list has been selected from the Italian Business Register, namely the Statistical Archive of Active Enterprises (ASIA). The Establishment survey concentrates on factors of competitiveness of enterprises and provides census data. Overall, it is the first multipurpose survey promoted by the National Institute of Statistics in terms of investigated topics, crosswise with respect to other surveys carried out until now, and coverage of surveyed units.

Establishment survey - Non profit Institutions Census: The 2011 Census of the Nonprofit Institutions gathers data on both the nonprofit institutions and their local units at the 31st of December 2011, the reference date of the census. The Nonprofit Institutions are defined as "legal or social entities created for the purpose of producing goods and services, whose status does not permit them to be a source of income, profit, or other financial gain for the units that establish, control or finance them". The 2011 Census involves 474,765 nonprofit institutions within the pre-census list created by the National Institute of Statistics to integrate administrative archives and statistical sources. Istat has created the pre-census list containing 474,765 nonprofit institutions through

Figure 27: Dimension mode-level metadata

Clicking on the red "i" will show the related metadata panel located at the right-hand area of the screen. The panel can thus be newly hidden by clicking the tab on its edge.

## Flags

Certain pieces of metadata, which are recurrent within the dataset, are treated differently by the system and referred to as flags. These flags appear as letters in parentheses in the cell alongside the piece of data to which they correspond. Below any data table containing flags will appear a legend, explaining the meaning of each letter used as a flag in the table.

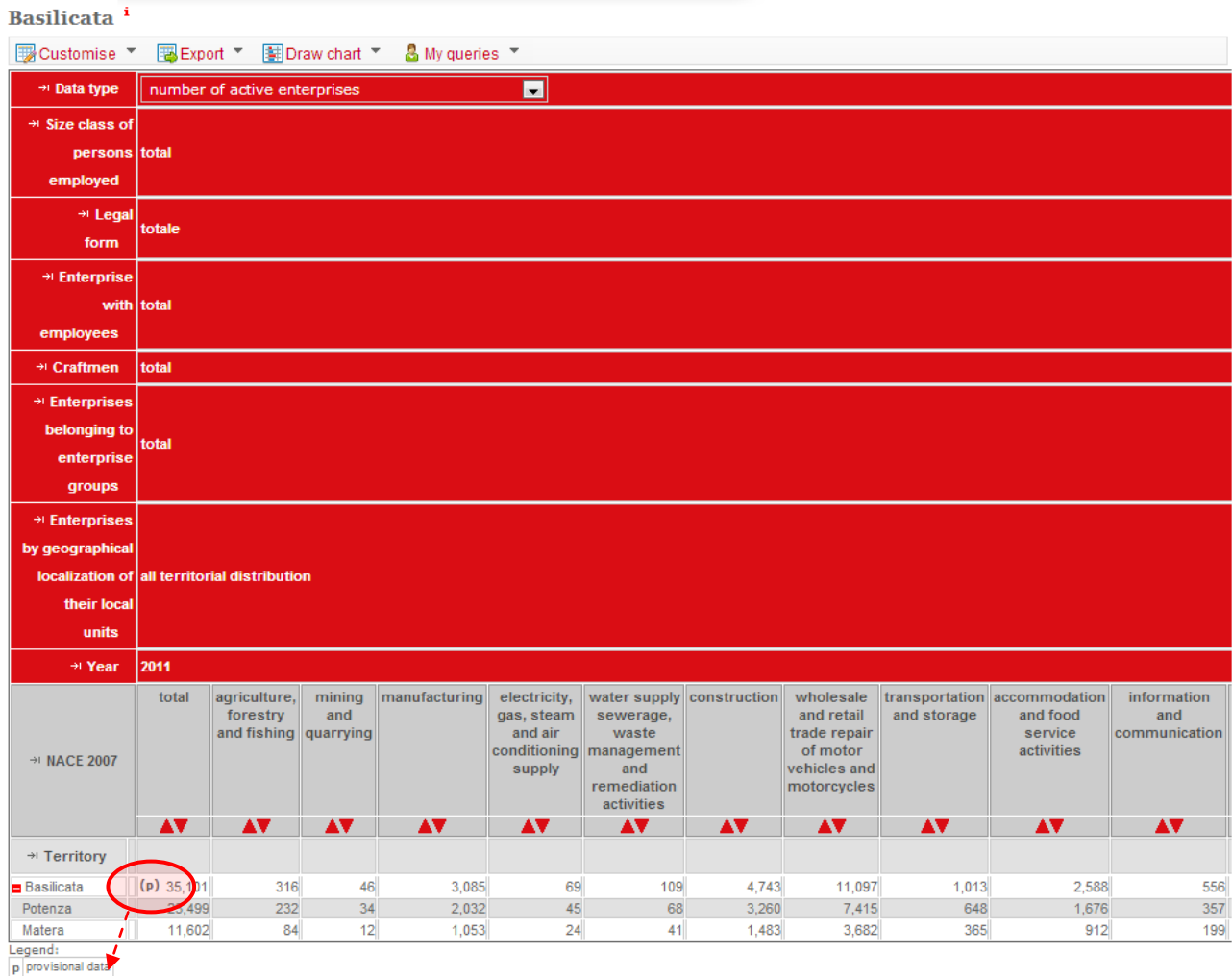


Figure 28: Viewing the Data Flag Legend

## Working with Queries

### Saving a Query

When working with queries most features require you to log in, e.g. the **MY QUERY** -> **SAVE** button is only displayed when you logged in via the **LOGIN** link at the top right of the page. Once logged in your name will be displayed at the top right of the page.

Your data selection, or query, can be saved at any time by clicking **My Query** and then **Save** button above the table. On subsequent visits to the browser, this saved query can be opened to view the latest data available within the selection.

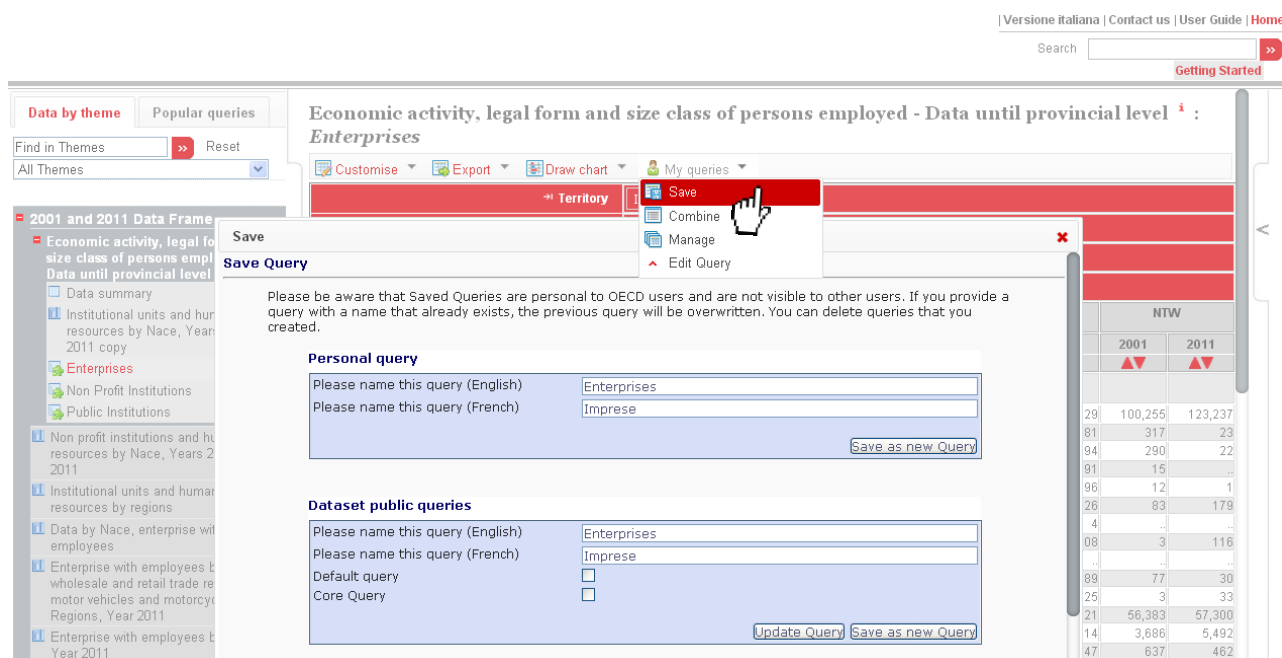


Figure 30: Saving a Query

## Merge Queries

Data from two or more datasets can be viewed in a combined table, using the **MERGED QUERY** function. Any common dimensions between the different datasets should be automatically combined.. Other dimensions will automatically be displayed along the vertical axis, underneath section headings indicating which dataset they come from.

## -Combining Queries

To create a Combined Query, first create a customized view in one dataset. Then click **COMBINE** entry in the **MY QUERIES** menu located above the table to put this query into your "data basket".

**Sector of activity (ICNPO), legal form and size class of persons employed - Data until provincial level**

Customise Export Draw chart My queries

Save

Combine

Manage

Edit Query

Type of unit	non profit insti				
Nonprofit sector of activity- ICNPO	all items				
Legal form	totale				
Size class of persons employed	total				
Year	2011				
Data type	number of active units	number of persons employed	number of outworkers	number of temporary workers	number of volunteers
Territory					
Italy	301,191	680,811	270,769	5,544	4,758,622
Nord-ouest	82,883	245,862	80,664	2,107	1,406,415
Nord-est	74,314	161,408	62,046	1,007	1,311,600
Centro (I)	64,677	147,456	67,959	1,082	1,090,250
Sud	49,855	69,441	37,427	832	584,964
Isole	29,462	56,644	22,673	516	365,393

Data extracted on 08 Jul 2013 09:24 UTC (GMT) from CensStat

Figure 31: Adding a selection of data to a Multi-Dataset Query

Repeat this for each dataset that you wish to include in the multi-dataset query.

## Viewing the Query

When all selections of data have been added, locate the **COMBINE QUERIES** panel in the top left area of the screen and click **VIEW** to see the combined data table.

**Combine Queries**

☐ Institutional units and human resources  
☐ Sector of activity (ICNPO), legal form and size class of persons employed - Data until provincial level

Edit Remove Save **View**

Customise Export

Type of unit		non profit institution				
Legal form		totale				
Size class of persons employed		total				
Data type		number of active units	number of persons employed	number of outworkers	number of temporary workers	number of volunteers
Year		2011				
Territory	NACE 2007	Dataset: Institutional units and human resources				
Italy	total	301,191	680,811	270,769	5,544	4,758,622
Nord-ovest		82,883	245,862	80,664	2,107	1,406,415
Nord-est		74,314	161,408	62,046	1,007	1,311,600
Centro (I)		64,677	147,456	67,959	1,082	1,090,250
Sud		49,855	69,441	37,427	832	584,964
Isole		29,462	56,644	22,673	516	365,393
Territory	Nonprofit sector of activity- ICNPO	Dataset: Sector of activity (ICNPO), legal form and size class of persons employed - Data until provincial level				
Italy	all items	301,191	680,811	270,769	5,544	4,758,622
Nord-ovest		82,883	245,862	80,664	2,107	1,406,415
Nord-est		74,314	161,408	62,046	1,007	1,311,600
Centro (I)		64,677	147,456	67,959	1,082	1,090,250
Sud		49,855	69,441	37,427	832	584,964
Isole		29,462	56,644	22,673	516	365,393

The following dimension(s) is/are not common to all datasets in this table and has/have thus been moved to the vertical axis: ATECO\_2007  
 Data extracted on 08 Jul 2013 09:26 UTC (GMT) from CensStat

Figure 32: Viewing a Combine Query

## Modify a selection

To modify any of the selections of data in the view, click the name of the dataset in the **MERGED QUERIES** panel, and then click **EDIT**. The selection will appear on screen in the same format as a single-dataset query. Make your changes and click once again the **COMBINE** entry under the **MY QUERY** menu. Click **VIEW** in the **COMBINE QUERIES** panel to see the modified query.

## Remove a selection

To remove one of the selections in a Merged Query, click the name of the dataset in the **COMBINE QUERIES** panel, and then click **REMOVE**. Click **VIEW** in **COMBINE QUERIES** panel to see the modified query.

## Saving a Multi-Dataset Query

You can save your Multi-Dataset Query by clicking **SAVE** in the **COMBINE QUERIES** panel; typing a name and then clicking **SAVE** once again.

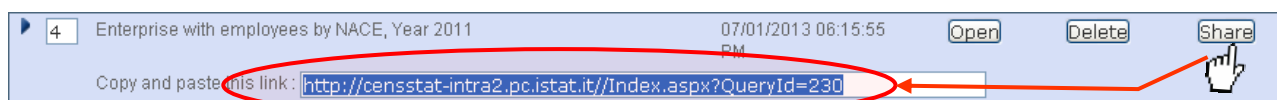
## Viewing Frequently Requested and Saved Queries

Clicking on **MY QUERIES** in the left panel displays the list of all queries which you have personally saved together with a list of recent queries. This feature requires the user to login.

Manage Query					
My Queries Dataset public queries Team Queries					
My Queries					
Order	Name	Date			
0	msp_patti	07/03/2013 11:06:14 AM	Open	Delete	Share
0	msp_messina	07/03/2013 11:00:06 AM	Open	Delete	Share
0	Nace (divisions), size class of persons employed	07/02/2013 12:00:45 PM	Open	Delete	Share
0	msp_abrq0	07/01/2013 06:15:55 PM	Open	Delete	Share
0	msp_tras2011	07/01/2013 06:15:55 PM	Open	Delete	Share
1	Institutional units and human resources	07/01/2013 06:15:55 PM	Open	Delete	Share
2	Data by Nace, enterprise with employees	07/01/2013 06:15:55 PM	Open	Delete	Share
3	Enterprise with employees by wholesale and retail trade repair of motor vehicles and motorcycles, Regions, Year 2011	07/01/2013 06:15:55 PM	Open	Delete	Share
4	Enterprise with employees by NACE, Year 2011	07/01/2013 06:15:55 PM	Open	Delete	Share
5	Institutional units and human resources by NACE, Years 2001-2011	07/01/2013 06:15:55 PM	Open	Delete	Share
6	Institutional units and human resources by NACE, Years 2001 - 2011	07/01/2013 06:15:55 PM	Open	Delete	Share
Save order					
Recent Queries					
Name	Date				
Institutional units and human resources	07/02/2013 02:22:17 PM	Open	Delete	Share	
Data summary	07/02/2013 05:12:47 PM	Open	Delete	Share	
Non Profit Institutions	07/02/2013 02:21:12 PM	Open	Delete	Share	
Nace (categories), size class of persons employed	07/01/2013 03:07:15 PM	Open	Delete	Share	
Nace (categories)	07/01/2013 03:07:15 PM	Open	Delete	Share	
Nace (categories)	07/01/2013 03:07:15 PM	Open	Delete	Share	
Institutional units and human resources	07/01/2013 06:15:55 PM	Open	Delete	Share	
Institutional units and human resources by regions	07/02/2013 02:50:16 PM	Open	Delete	Share	
Data by Nace, enterprise with employees	07/02/2013 02:51:56 PM	Open	Delete	Share	
Non profit institutions and human resources by Nace, Years 2001 - 2011	07/02/2013 02:57:48 PM	Open	Delete	Share	

Figure 33: Viewing saved and recent queries

The **QUERY MANAGER** allows you to re-sort and save the list of queries as well as open and delete any of them.



**Figure 34: Sharing Saved Queries**

Additionally, clicking the **SHARE** button displays a reference URL pointing to your saved query which can be shared with colleagues, e.g. sent via email. Appropriate access rights will be required to view the query.

## Contact us

The user can find Istat contacts using the Contact Us link, at the top of the screen.

You can contact:

- the contact centre: for information on data, publications, certifications, microdata files, cartographies, historical researches and customised elaborations;
- [comunica@istat.it](mailto:comunica@istat.it): to contact the website editorial office;
- [webmaster@istat.it](mailto:webmaster@istat.it): to report technical problems or improvement suggestions

or you can consult the **Organisation chart** for contact details of other offices.



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Data, publications, certifications, microdata files, cartographies, historical researches and customised elaborations as well as information on harmonised European data are available upon request at the **contact centre**.

To contact the website editorial office (not for data or publications), please email **comunica@istat.it**.

Technical problems can be reported and improvements suggested at the following email address **webmaster@istat.it**.

Users in possession of a certified mail box can contact Istat through the **certified email address**.

For contact details of other offices, please see the **Organisation chart**.

level 1 : Institutional

	2001	2011	2001	2011
number of external workers	7,607	421,929	100,255	123,237
	4,011	881	317	23
	3,433	694	290	22
	302	91	15	..
	276	96	12	1
	880	626	83	179
	5	4	..	..
	25	108	3	116
	24	..	..	..
	818	489	77	30
	8	25	3	33
	8,040	60,121	56,383	57,300
	0,571	5,114	3,686	5,492
	1,584	847	637	462
	188	12	216	8
	5,029	2,301	2,217	1,239
	6,944	3,354	1,472	1,610
	3,845	1,681	763	1,950

**Figura 35: Opening the ISTAT contact page**