CEIC Data manager

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1 Getting Started

This section gives you an introduction of what CEIC Data Manager (CDM) is, and quickly gets you started with using CDM:

- About CDM
- Install & Uninstall
- Quick Tutorials

1.1 About CDM

**Introduction**

CEIC Data Manager (CDM) provides access to the entire CEIC database from within the Microsoft Excel spreadsheet application. Time-series can be directly retrieved from the database and imported into Excel for quick analysis using Microsoft Excel’s many features.

CDM Excel plug-in includes:

- access to over 1,000,000 times-series through our databases:
  1. Regional Economic Databases
  2. Premium China Database
  3. Sector Database
  4. Corporate Database
- a powerful search engine
- user-friendly interface allowing a quick view of each times-series graphical presentation, latest data available, statistics and footnotes
- easy download of data into Excel for further analysis
- impressive charting capacities with over 100 graph types to choose from
- automatic and dynamic update of all the times-series
- customizable workspace for saving your favorite time-series and search results

The combination of CEIC databases and Microsoft Excel provides an unsurpassed tool for monitoring economic, industrial and financial trends worldwide.

CDM helps you:
• achieve significant productivity and efficiency gains with its user-friendly interface and enhanced search engine
• deliver rich visualization both with current and historical views
• stay on top of the latest data available with automatic and dynamic updates
1.2 Install & Uninstall

Before you start

1. Supported Platform:

2. You need to have one of the above supported MS Excel version installed before you can install CDM.

3. CDM requires .Net Framework 1.1. If it is not already installed, it will be downloaded and installed automatically.

4. You need to have Administrator rights in order to install CDM. If you are not sure, please contact your system administrator for assistance.

5. Shut down Excel before you start to install.

What do you want to do?

- Install
- Uninstall

1.2.1 Install

How to Install

1. Go to the folder where you downloaded the CDM setup program.

2. Double click on the setup program to start.

3. Click "Next" to continue.
4. It will take you to the next step which tells you that the program requires .Net framework to be installed in your system. If you don’t have .Net framework installed, it will automatically download and install.

5. Read the license agreement, then select "I accept the terms in the license agreement. Click "Next >" to proceed.
6. Enter the user name and organization information. Choose the usage mode of the application. Then click "Next >" to proceed.

**Usage Mode:**
- 'Anyone who uses this computer (all users)': Any user in this computer can use CDM
- 'Only for me': Only the current windows logged in user can use CDM

7. Click "Install" to start the installation.
8. When the installation completed, click “Finish” to exit the wizard

Window Installer - MSI Engine

If you encounter problem with this engine during installation, you can try to manually download and install the window installer program from our website: http://www.ceicdata.com/client/Downloads.html

After you installed this program, try to install CDM again.
1.2.2 Uninstall

How to Uninstall

1. Open Control Panel and double click on "Add or Remove Programs".

2. Search for CEIC Data Manager in the list of programs and click on it. Then click the 'Remove' button to proceed.
3. Click "Yes" to start uninstall.

Note: If the uninstall is successful, you will not see CDM in the "Add or Remove Programs" program list when it finished.
1.3 Quick Tutorials

This section provides a quick overview on how to use CEIC Data Manager (CDM).

- **Starting CDM** - How to start and log in to CDM
- **CDM Tabs** - What are the different tabs and panes for
- **Download to Excel** - How to download data to Excel
- **Create Chart** - How to create charts
- **Create My Workspace** - How to create workspaces
- **Search Series** - How to do a simple search

1.3.1 Starting CDM

Start CDM

After CDM is successfully installed, you can access it through MS Excel. In your Excel, you can see there is a “CEIC Data Manager” menu item and a CEIC toolbar.

Log in to CDM

1. From the Excel menu bar, select "CEIC Data Manager" -> "Login", OR 
2. From the CEIC toolbar in Excel, click on "CDM"
3. Enter Username and Password. Check the "Remember my username and password" if you want CDM to remember your log-in information and you will not need to re-enter these information next time you log in.

4. Click "Log in" to proceed.

5. If there is problem with the log in, CDM will prompt you with an error message. You can return to the Log in pop-up again to correct the information and connect again.

1.3.2 CDM Tabs

Inside CDM

After logging in successfully, you will see the application window as shown below. The next sections will give you a quick overview of the components in CDM.

The CDM application window is divided into the following areas:

- Left Pane - Displays the selections, functions available in the selected Tab
- Right Pane - Displays series information
- Quick View Pane - Displays sample chart and data of the selected series
- Toolbar - Tools and utilities that are available

CDM consists of three main features and they are divided into "Tabs" (see the bottom of the left pane):

1. Start
You can switch between the Tabs by clicking on the name of the tab at the bottom of the left pane.

Start

This is the starting point of CDM, you can navigate the databases and series through this tab. By default, CDM displays the Start Tab after you logged in. (You can change this through Settings.)

Left Pane - Databases

All the available databases are displayed here. Simply click on a database to display the series tree in the right pane.

Right Pane - Series

The series under a selected database are listed in a tree layout. The series tree consists of 4 levels:

Level 1 - Topics
Level 2 - Sections
Level 3 - Tables
Level 4 - Series

Navigate through the series tree by clicking on the name of an item in the tree. When you click on an item on a level, it will expand and display the details of the next level under it. For example, if you click on a topic, the list of sections under that topic will be shown. If you click on a series name (level 4), sample data, sample chart and series information will be shown in the quick view panel.
Quick View Pane

When a series is clicked, this section will appear and will display the data of the selected series.

By default, this section displays a graph and a quick table which lists: Sample Data, Series Information and Series Statistic. You can configure the settings through Settings.

My CDM

Here is where you manage your customized workspaces. When you navigate through the databases in the Start tab, you can select the series you are interested in and create a workspace to store your selection.

Left Pane - My Workspaces

This pane displays your list of workspace and the actions that you can perform on the workspaces and series in the workspaces. Click on a workspace to display the series that are being saved in this workspace in the right pane.

Right Pane - Series

This pane displays information of the series being saved in the selected workspace. If you click on a series name, sample data and series information will be shown in the quick view panel.

Quick View Pane

When a series is clicked, this section will appear and will display the data of the selected series.

Search

You can use this tool to search for series that are available in the databases.

Left Pane - Search

Specify the search criteria in this pane. There is a simple search and an advanced search.

- Simple search - Enter your search keywords, choose the database to search in click the Search button.
- Advanced search - Apart from keywords and database, specify advanced options such as countries, frequency and so on. To display Advanced Options, click on the small arrow to the right of the Advance Options section.
Right Pane - Series

This pane displays search results. You can scroll to the next or previous search result page by clicking on "Next >>" or "<< Back" or the page number on the bottom of the pane.

If you click on a series name, sample data and series information will be shown in the quick view panel.

Quick View Pane

When a series is clicked, this section will appear and will display the data of the selected series.

1.3.3 Download to Excel

A key feature of CDM is being able to download series data to Excel.

Download series data to Excel

One way to download series data to Excel is from the Start tab.
1. You can get to the series you want by navigating through the series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to download up to 250 series at a time.

3. Click on the Download to Excel button in the Toolbar, to proceed with download. There will be a "Excel Download" popup which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

Below screenshot shows a sample downloaded data file. By default, the 10 most recent observations of a series will be downloaded.
How to interpret the downloaded data using our example above:

- **Cell A1:** This is a special cell used for reloading data. Do not delete or change this field, otherwise the reloading function may not work properly. Go to the topic - After Downloading for more explanation on how to refresh data.
- **Column A:** Headings and titles of series
- **Columns B - G:** When the orientation is "series in columns", one column will represent one series.

The following chapters provide more information on different ways of downloading data to Excel.

### 1.3.4 Create Chart

You can create chart for one or more series using the "Create Chart" tool on the CDM Toolbar.

**Create chart for selected series**

One way to create chart is from the Start tab.

1. You can get to the series you want by navigating through the series
tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to create chart for at most 10 series at a time.

3. Click on the Create Chart button on the Chart Manager Toolbar and the Chart Manager window will be displayed. The chart of the selected series will be plotted using the default settings. By default, the chart will be plotted using 10 observations, you can change the settings through Set Timeframe in the Chart Manager Toolbar.

You can make use of the tools available on the Chart Manager Toolbar to manipulate the chart. Refer to the chapter on Chart Manager for
more details.

1.3.5 Create My Workspace

CDM provides a convenient way to save the series you frequently use through My CDM. You can create your own workspaces with the combination of series you desired.

Create your workspace

1. You can get to the series you want by navigating through the Series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to download up to 250 series at a time.

3. Click on the Add to Workspace button on the Toolbar, and the “Add to Workspace” popup window will be opened.

4. Select New Workspace and then enter the name of the workspace in the input box. Click OK to save the workspace.
5. After the workspace is saved, you will see a confirmation message like the one below. Click OK to proceed.

![Confirmation Message]

Your workspace is now saved in My CDM, you can see it by switching to the My CDM tab. Apart from Download to Excel and Create Chart, you can also perform other actions on your saved workspaces. For example, you can apply functions to transform the series. The chapter on My CDM will discuss more about these operations.

1.3.6 Search Series

You can use this tool to search for series that are available in the databases. Search criteria are specified on the left pane.
Simple Search

1. On the left pane, enter your search keywords. Click on the "Search Tips" link for information on how you can specify your keywords to achieve different ways of searching.

2. Select the database to search from the database drop-down list.

3. Check the “Search by Series ID or Series Tag” option if there is a particular series that you want to look for and you already know the series ID or series tag. Note that this is an exact-match search when you selected this option.

4. After you entered some criteria, the Search button will be enabled. Click the Search button to start the search. Results will be returned in the right pane.
2 Start

By default, this is the first screen you see after you logged in.

This chapter explains in details how to use the different functions and features in the Start tab:

- Working with Databases
- Working with Series
- Using Quick View
- Using Tab Menu

Tab Menu

The bottom part of the left pane is the tab menu where you can switch between the different tabs: Start, My CDM and Search. Go to CDM Tabs for an overview of these tabs.
You can switch to different tabs by clicking on the tab name. There is a small button on the lower right corner which allows you to change how to display this section.

- **Show Fewer Buttons** - click on it to reduce the number of tab being shown in the tab menu by one. Below is an example after one click. If you repeat this action, you can reduce again until no tab is shown.

- **Show More Buttons** - click on it to display one more tab in the tab menu. If you repeat this action, you can increase the displayed tabs until all are shown. If you are already displaying all tabs, this action will be disabled.

- **Add or Remove Buttons** - use it to choose which tabs you want to show in the tab menu. Click on it to see the list of available tabs. Click on the tab in the list to select or deselect.

Your settings will be automatically saved and become your default setting.

## 2.1 Database

You can navigate through the CEIC databases using the left pane and the following explains how to make use of it.

The first section consists of the databases that are available in CDM. You can also customize it to show only the database you subscribed to (refer to the chapter on **Settings**). Click on the database name to load the series tree in the right pane.
The middle sections shows you which database you are viewing and if you have selected any series in that particular database. Note that CDM do not remember your selection after you exited CDM.

Also there are some actions that you can perform on the series navigation:

- Clear Selection - click on it to clear all the series selection in the database you are viewing. (This will not affect the series selection is other database.)
- Expand Topics - click on it to expand all topics to show the sections level. If you are already on sections level or lower, this action will not affect you.
- Expand Sections - click on it to expand all section to show the tables level. If you are already on tables level or lower, this action will not affect you.
- Collapse Topics - click on it to collapse the whole series tree and display topics level only.
- Collapse Sections - click on it to collapse the levels below the sections level. If you are just displaying the sections level or topics level, this action will not affect you.

### 2.2 Series

Series under a selected database are listed in a tree layout in the right pane. The series tree consists of 4 levels:

- Level 1 - Topics
- Level 2 - Sections
- Level 3 - Tables
- Level 4 - Series
You can navigate through the series tree by clicking on the name of an item in the tree.

When you click on an item on a level, it will expand and display the details of the next level under it. For example, if you click on a topic, the list of sections under that topic will be shown.

Apart from the series name, the series list also shows summary information of the series:

- **Unit** - the unit that the observations are reported in
- **Frequency** - how often the observations are captured - daily, quarterly, monthly or yearly
- **# of Obs.** - the number of observations in the series
- **First Obs. Date** - the date of the first observation
- **Last Obs. Date** - the date of the late observation
- **Last Update** - the date when the series is last reviewed or updated

If you click on a series name (level 4), sample data, sample chart and series information will be shown in the Quick View pane.

CDM uses different color or format to indicate different status of a series:

- **Text in black color**: you have subscribed to this topic and have access to the observation data
- **Text in gray color**: you have not subscribed to this topic and will only be able to see the series tree and not the observation data
- **Text in italic**: the series is discontinued, we have not updated it since the Last Update date.

Copy Series Tree Information

You can copy information off the series tree by using the Copy on the pop-up menu when you do a
right-click. It will copy all the items under the same parent level of the selected item. For example. If you select a table and do a Copy, all the tables under the section that this table belongs to will be copied. You can then paste them to another document.

What is new in version 1.2.0?

Key improvements made in 1.2.0:

1. Excel download improved by 50-100%
2. Six new countries released: Belgium, Estonia, Ireland, Iceland, Lithuania, Serbia
3. Location of workspaces can be specified
4. Download limit increased to 250 series in one request
5. Number of workspaces increased to 150

A number of other fixes were made - a full list can be provided on request.

Please feel free to request from our customer service: [http://www.ceicdata.com/contact_us.htm](http://www.ceicdata.com/contact_us.htm)

How to subscribe to more series

When you click on the series you have not subscribed to, the following popup message will appear.
1. Enter any information you might want to communicate to our customer service team. 
2. Click on the Subscribe button to send out the request.

Alternatively, you can click on the link “A list of contact numbers can be found here” will bring you to a page with contact information of all our offices.

Operations on Series

Various operations can be performed on series:

- Download to Excel
- Add to Workspace
- Create Chart

You can access these actions from the Toolbar.

Or do a right-click on a series and select the action from the popup menu.
2.3 Quick View

When you clicked on a series on the right pane (not clicking on the checkbox which will just select a series), the quick view pane will appear and display sample data of the selected series.

By default, this section displays a graph and a quick table:

- Quick Graph
- Sample Data
- Series Information
- Series Statistics

You can customize the display under Settings on the Toolbar.

Operations in Quick View

When you do a right-click on anywhere in the Quick View panel, a pop-up menu will be shown.
2.3.1 Quick Graph

Quick Graph provides a fast way to view series data on a line graph.

You can double click on the graph to invoke Chart Manager. Also, you can customize the number of observations and the format of this graph through the Quick View Settings tab in Settings.

2.3.2 Sample Data

By default, CDM shows Sample Data in Quick View and it displays the latest 10 observations of the selected series. You can change the number of observations being shown and the your default view through the Quick View Settings tab in Settings.
You can click on the title of these small tables to switch among them.

Or right-click on the sample data table to open the pop-up menu, and select the table you want to view.

**Copy Sample Data**

A quick way to series data is to copy the data from the sample data table.

1. Right-click on the sample data table, a pop-up menu will be opened.
2. Select the Copy link.

3. Then use Windows’ Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

2.3.3 Series Information

This table contains information about the selected series:

<table>
<thead>
<tr>
<th>Sample Data</th>
<th>Series Information</th>
<th>Series Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series ID</td>
<td>77422501</td>
<td></td>
</tr>
<tr>
<td>Series Tag</td>
<td>FRKABOZ</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>France</td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td>EUR mn</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Bank of France</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>First Obs. Date</td>
<td>Jan, 1980</td>
<td></td>
</tr>
<tr>
<td>Last Obs. Date</td>
<td>Aug, 2006</td>
<td></td>
</tr>
<tr>
<td>Last Update time</td>
<td>25/10/2006</td>
<td></td>
</tr>
</tbody>
</table>

- Series ID - The unique identifier of each series
- Series Tag - Another identifier but not all series have it
- Country - The country which the series belongs
- Frequency - The reporting frequency of the observations
- Unit - The unit that the series is report on
- Source - The source where the series is obtained from
- Status - Whether the series is active or discontinued
- First Obs. Date - Date of the first observation
- Last Obs. Date - Date of the last observation
- Last Update time - Date when the series is last reviewed or updated
You can click on the title of these small tables to switch among them.

[Sample Data Series Information Series Statistics]

Or right-click on the sample data table to open the pop-up menu, and select the table you want to view.

Copy Series Information

You can make a copy of all the information shown in this table.

1. Right-click on the series information table, a pop-up menu will be opened.

2. Select the Copy link.

3. Then use Windows’ Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

2.3.4 Series Statistics

The Series Statistics table contains statistics data about the selected series and the calculation is done using all the observations in the series.
You can click on the title of these small tables to switch among them.

Or right-click on the Series Statistics table to open the pop-up menu, and select the table you want to view.

**Copy Series Statistics**

You can make a copy of all the information shown in this table.

1. Right-click on the series statistics table, a pop-up menu will be opened.
2. Select the Copy link.

3. Then use Windows' Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.
3 Chart manager

The CDM Chart Manager tool allows you to customize your charts in many different ways - the look & feel, the time period being plotted, and many more.

Open Chart Manager

You can open Chart Manager using the following methods:

- Click on the Create Chart on CDM Toolbar. Chart Manager will plot the chart using the series selected in the right pane.

- Right-click on a series in the right pane and click Draw Chart in the pop-up menu. Chart Manager will plot the chart using the series selected in the right pane.
Right-click on a series in the quick view pane and click Draw Chart in the pop-up menu. Chart Manager will plot the chart using the series being shown in quick view.

Double click on the quick graph on the quick view pane, then click Draw Chart in the pop-up menu. Chart Manager will plot the chart using the series being shown in quick view.

The Chart Manager window is resizable and it will automatically adjust the graph when you change the window size.

Create Chart with Multiple Series

What you need to know:

- You are allowed to create chart for at most 10 series at a time.
- You can only create chart for series in the same database.
- You can create chart for series with different frequency.

Create Chart:

1. When you are at the Series level (level 4), select the series by selecting the checkbox to the left of the series name.

2. Or if you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table.

3. Click on the Create Chart on CDM Toolbar or right-click on the right pane then click Draw Chart in the pop-up menu. Chart Manager will be opened with the chart created using your selection.

Create Chart with One Series

1. When you are at the Series level (level 4), select the series by selecting the checkbox to the left of the series name.

2. Or if you have the series loaded in the Quick View pane, right-click on any where in the quick view pane, then click Draw Chart in the pop-up menu.

3. Or if you have the series loaded in the Quick View pane, double click on the quick graph, then click Draw Chart in the pop-up menu.

4. Chart Manager will be opened with the chart created using your selection.
The Chart

- Observation point - Put your mouse over any where on the data line on graph and CDM will show you the value of the observation closest to that point. (This is called the Mark Tips tools and you can change the settings in Chart Editor.)

![Chart Example]

- Zoom in - Highlight the area you want to zoom in to by hold on to the left mouse button and drag downwards from left to right (you can change the settings in Chart Editor)

- Zoom back to normal - On any where in the graph, hold on to the left mouse button and drag upwards from right to left (you can change the settings in Chart Editor)

Chart Manager Toolbar

Chart manager comes with many tools for you to manipulate the charts. The most popular actions are being added to the chart manager toolbar as a shortcut. The following sections will describe them in details.

- Set Timeframe
- Change Themes
- Change Chart
- View 3D
- Change Axis
- Chart Editor
- Copy Chart
- Save Chart
- Print Chart
- Save Settings
- Reset Settings

If the Chart Manager window can not fit all the buttons in the toolbar (you can resize the window), it will hide the buttons on the right side of the toolbar depending on how many the window can display.
You will see a small drop down arrow at the end of the toolbar. Click on it to see the buttons that are being hidden.

### 3.1 Set Timeframe

This feature allows you to control the data range to use to plot the graph. Click on the Set Timeframe button in the Chart Manager toolbar to show the Timeframe Settings panel. To hide the panel, click on the button again.
You can specify the data range in three ways:

- **Select Timeframe** - specify the date range of the observations and use all observations available in this date range
  
  1. Click on Select Timeframe in the Options panel. The Start Date and End Date fields will be enabled.
  
  2. Change the date by typing over the input fields. Or click on the small arrow to the right of the field to bring out the calendar to choose a date.

- **# of Observations up to End Date** - number of observations up to the last observation point being captured in CDM
  
  1. Click on this option in the Options panel. The input box below it will be enabled.
  
  2. Specify the number of observations to use by typing over the number in the input box. Or click on the up / down arrows to the right of the input box to increase / decrease the number.

- **All Observations** - all the observations available in the series will be used to plot the graph
  
  1. Click on this option in the Options panel.

**Save Setting**

If you want to save the option changes as your default setting, click Save Settings button after you change the options as described above.
Refresh Graph

If you want to apply the option changes to the graph you are viewing, click the Refresh Chart button after you change the options as described above.

3.2 Change Themes

Use this feature to change the theme being used to display the graph.

To change the theme:

1. Click on the small downward arrow on the right end of the Change Themes button.

2. Click on the theme listed on the sub-menu to change. The theme that is currently being used will have a tick marked on the left.

Save Settings

If you want to save the changes as your default setting, click the Save Settings button on toolbar. CDM will return a confirmation message after it saved your changes.

3.3 Change Chart

Use this feature to change the chart style being used to display the graph.
To change the chart style:

1. Click on the small downward arrow on the right end of the Change Chart button.

2. Click on the style listed on the sub-menu to change. The style that is currently being used will have a tick marked on the left.

**Save Settings**

If you want to save the change as your default setting, click the Save Settings button on toolbar. CDM will return a confirmation message after it saved your changes.

### 3.4 View 3D

You can change the view of the graph from a normal view to a 3D view. Click on the View 3D button on the toolbar to change the view from normal to 3D. And click on it again to change back.
Save Settings

If you want to save the change as your default settings, click the Save Settings button on toolbar. CDM will return a confirmation message after it saved your changes.

3.5 Change Axis

By default, CDM put the axis on the left side of the chart. You can change the axis one or more series to be on the right side of the chart. This is particularly useful when you want to compare the trends or pattern of two or more series that are in very different value ranges.

Below is an example:

- When both series are on the same axis, it is hard to view the series in lower value range (blue line).
After you moved one of the series to right axis, you can easily compare their patterns.
Change Axis to Right Side of Chart

1. Click on the Change Axis button on the Chart Manager to open the selection window.
2. Select the series you want to change from the Left list.
3. Click on the > arrow button to move it to Right list
4. Click OK to save the change or Cancel to close the window without saving.

After the changes are saved, the Chart Manager will immediately update the chart.

### 3.6 Chart Editor

Chart Editor allows you to customize the graph you are currently viewing. Note that the display and format changes made in Chart Editor only applies to the current graph and the settings cannot be saved. The changes will immediately be reflected in the chart as you change.

Click on the Chart Editor button on the toolbar to open it.

![CDM Chart Editor](image)

You can manipulate the graph in different ways:

- **Chart** - Customize the overall look and feel
- **Series** - Customize just a particular series on the graph
- **Tools** - Add special tools on the chart to help manipulating it. By default, CDM has added "Mark Tips" tool (mouse over tips) on chart manager.

Switch between these editor tabs by clicking on the title.
Some other frequently used tools/actions

Under Chart > General tab:

- **Zoom** - Define how to do zoom the chart in and out.

In the example below - zoom is allowed, and animated (you can see the zooming), the action is set on the left mouse button and need to drag in both directions (left to right or right to left). With these settings: zoom in - hold left mouse button, drag from left to right; zoom out - hold left mouse button, drag from right to left.

- **Scroll** - Define how to do scrolling on the chart

In the example below - the action is set on the right mouse button and allowed to scroll horizontally and vertically. With these settings: scroll up/down - hold right mouse button, drag up or down; scroll left/right - hold right mouse button, drag to the left or right.
Note: The Reset Settings action does not apply to the settings of the above two tools.

3.7 Copy Chart

You can copy an image of the graph you are viewing and paste it to another document or application. And since this is just an image of the graph, any subsequent changes to the series or graph will not be reflected in this image.

1. Click on the Copy Chart button on the toolbar. After CDM made a copy, it will return a message to notify you.

2. You can then past the image to other documents or application that takes image input.
3.8 Save Chart

You can also directly save a copy of the graph in an image file. CDM supports .bmp, .jpg and .gif file types.

1. Click on the Save Chart button on the toolbar. The Save As pop-up box will be opened.

2. Navigate to the file directory you want to save the file to.

3. In the File Name input box, enter the file name you want to save the image as.

4. In the Save as type drop-down box, select the file type you want.

5. Click the Save button to create the file, or Cancel button to cancel this action.
3.9 Print Chart

You can send the graph to print using this feature and the Print Preview function allows you adjust the layout, paper and printer options before you print.

1. Click on the Print Chart button on the toolbar and the Print Preview pop-up window will be opened.

2. You can adjust the layout, printer selection and printer options.

3. Click the Print button on the top of the pop-up window to print or click Close button to cancel this action.
3.10 Save Settings

If you want to save your settings changes as your default setting, click Save Settings button on the Toolbar after you change the options. CDM will return a confirmation message after it saved your changes. (Save Settings button is also available on the Set Timeframe panel)

3.11 Reset Settings

You can also restore the settings to CDM's default, click on the Reset Settings button on the Toolbar. The reset will take effect immediately. Note that this does not apply to the Set Timeframe settings nor the tools settings in Chart Editor.
4 My CDM

My CDM has these features:

- Let you group series into Workspaces to easier reference
- Has calculation functions that you can apply on your selected series
- Let you download the series (original and transformed) to Excel
- Let you create chart on the series (original and transformed)

Left Pane - My Workspaces

This pane displays your list of workspace and the actions that you can perform on the workspaces and series in the workspaces. Click on a workspace to display the series that are being saved in this workspace in the right pane.

Right Pane - Series

This pane displays information of the series being saved in the selected workspace. If you click on a series name, sample data and series information will be shown in the quick view panel.

Quick View Pane
When a series is clicked, this section will appear and will display the data of the selected series. Refer to the topic Quick View for more details.

4.1 **My Workspaces**

The left pane displays your list of workspace and the actions that you can perform on the workspaces and series in the workspaces. Note that you are limited to a maximum of 150 workspaces in My CDM and a maximum of 500 series in a workspace.

The top part of the left pane is the list of workspace you created. At the end of the workspace name, CDM shows the number of series that are in the workspace in brackets.

The box below the workspace list tells you which workspace you are using and whether you have selected any series in this workspace.
If you have selected one or more series in the right pane, the "Clear Selection" link will be shown. Click on it to clear your selection.

There are a few actions you can perform on a workspace:

- **Rename Workspace**
- **Clone Workspace**
- **Delete Workspace**

These actions are also accessible through the pop-up menu on the left pane. Right-click on a workspace row to show the pop-up menu.

**Show Series in Workspace**

1. Click on the workspace in the My Workspace list in left pane.
2. The series that are being saved in this workspace will be displayed in the right pane.

**4.1.1 Create Workspace**

CDM provides a convenient way to save the series you frequently use in My CDM. You can create your own workspaces with the combination of series you desired.

1. You can get to the series you want by navigating through the Series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to download up to 250 series at a time.

3. Click on the Add to Workspace button on the Toolbar
OR

Do a right-click on the right pane to open the pop-up menu, then select Add to Workspace.

4. The "Add to Workspace" popup window will be opened, select New Workspace and then enter the name of the workspace in the input box. Click OK to save the workspace.

5. After the workspace is saved, you will see a confirmation message like the one below. Click OK to proceed.
Your workspace is now saved in My CDM, you can see it by switching to the My CDM tab. Apart from Download to Excel and Create Chart, you can also perform other actions on your saved workspaces. For example, you can apply functions to transform the series. The chapter on My CDM will discuss more about these operations.

4.1.2 Rename Workspace

You can change the name of a workspace:

1. Select the workspace from the list in left pane

2. Click on "Rename" in the Workspace Actions area

3. The Rename Workspace pop-up will be opened. Enter the new workspace name in the input box.
4. Click the Rename button to save the change or the Cancel button to cancel this action. After you save the change, the name change will immediately take effect.

### 4.1.3 Clone Workspace

You can make a copy of a workspace and save it with a different name:

1. Select the workspace from the list in left pane

2. Click on "Clone" in the Workspace Actions area

3. The Clone Workspace pop-up will be opened. Enter the new workspace name in the input box.

4. Click the Clone button to save the change or the Cancel button to cancel this action.

5. After the new workspace is created, you will see a confirmation message. Click OK to proceed. You will see the new workspace in the workspace list.
4.1.4 Delete Workspace

You can delete a workspace from the list:

1. Select the workspace from the list in left pane

2. Click on "Delete" in the Workspace Actions area

3. You will be asked whether you are sure you want to delete.

4. Click the OK button to proceed or the Cancel button to cancel this action.

5. After you clicked OK, the workspace will be removed immediately and cannot be recovered. Note this will only delete the workspace (it is just a grouping), will not impact the series.
4.1.5 Add New Series

You can add more series to a workspace it is created.

1. You can get to the series you want by navigating through the Series tree in the Start tab. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to download up to 250 series at a time.

3. Click on the Add to Workspace button on the Toolbar

OR

Do a right-click on the right pane to open the pop-up menu, then select Add to Workspace
4. The "Add to Workspace" popup window will be opened. Click on "Select Workspace" (if it is not selected already). Then select the workspace you want to add to by clicking on the corresponding row. Click OK button to proceed or Cancel to cancel this action.

5. After the workspace is saved, you will see a confirmation message like the one below. Click OK to proceed.

6. If the workspace already have the series you selected, you will get a message prompt. And the series will not be added again.
4.1.6 Remove Series

You can remove series from a workspace:

1. Select the workspace from the list in left pane.

2. On the right pane, select the series you want to remove from the workspace.

3. Click on “Remove selected series” in the Workspace Actions area.
3. You will be asked whether you are sure you want to delete.

4. Click the Yes button to proceed or the No button to cancel this action.

5. After you clicked Yes, the series will be removed from the selected workspace immediately and cannot be recovered. Note this will only delete the series selection in workspace (it is just a grouping), will not impact the actual series.
4.2 My Workspace Series

The right pane is used to show the list of series that are in a workspace. You can manipulate how this list is shown. Note that these display settings will be applied to all workspaces in My CDM.

![Workspace Example](image)

4.2.1 Series Grouping

You can group the series by different columns in the list. Drag the column heading to the grouping bar (gray area below the workspace name).
You can change the sort order of the group by clicking on the arrow to the right of the group name.

You can also define sub-group by dragging more column headers to the grouping bar like the example below.

### 4.2.2 Jump to Series Tree

There is a small green arrow to the right of the series name which can bring you to the Table that the series belong to in the Series Tree in Start tab.

The particular series will also be selected on the Series Tree like the example shown below.
4.2.3 Rename Series

You can change the name of the series that are being saved in your workspaces. (Not applicable for series in Start tab)

1. Right-click on the series and select Rename Series on the pop-up menu.

2. Enter the new series name in the pop-up box.

3. Click the Rename button to proceed or the Cancel button to cancel this action.

4.2.4 Change Column Ordering

You can change the order of the columns by dragging the column heading to the position you want.
4.2.5 Show/Hide Column

Some of the columns can be added or removed. Right-click on the grouping bar to open the Field Chooser pop-up box.

The box shows the columns that are being hidden. Double-click on the column to show it in the list.

To hide a column, right-click on the column heading on the list and select Hide this column on the pop-up menu.

Note that only these three columns can be shown/hidden: Database, Category, Unit.

4.2.6 Copy Series List

You can make a copy of all the information shown in the list. Note this only copy the values in the list as text.

1. Right-click any where on the series list, a pop-up menu will be opened.
2. Select the Copy link.

3. Then use Windows’ Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

4.3 Functions

CDM has a number of functions that you can apply on a series to transform it. You can use the transformed series to create chart or download the data to Excel.

You can access the functions from the left pane in My CDM.
By default, the list is hidden, click on the "Functions" heading bar to expand it.

You can also access the Function list from the pop-up menu on the right pane. Right-click on the right pane, select the Functions item, then the function list will be shown.

Apply Functions to Series

Before you use these functions, you need to select the series you want to apply on and it can be done on one or more series at one time. You can only apply up to 3 functions on a series.

1. Select the workspace from the list in left pane.
2. Select one or more series in the right pane.
3. Click on the function you want to use in the Functions list in left pane.
4. Depending on the function, you may be asked to enter parameters and/or select options. The
next sections will explain the different functions in more details.

5. After you entered the required information, click the OK button to transform the series. The transformed series will be added to the end of the series list in the right pane. The name of the function being applied will be appended to the series name to distinguish it from the original series. Also, function information will be shown in a separate row under the transformed series.

Apply Functions to Transformed Series

You can also apply functions on a transformed series. You can only apply up to 3 functions on a series.

1. Select one or more transformed series in the right pane.

2. Click on the function you want to use in the Functions list in left pane.

3. Depending on the function, you may be asked to enter parameters and/or select options. The next sections will explain the different functions in more details.

4. After you entered the required information, click the OK button to transform the series. The transformed series will be added to the end of the series list in the right pane. The name of the function being applied will be appended to the series name to distinguish it from the original series. Also, function information will be shown in a separate row under the series.

In the example below, "Accumulate" is first applied, then is "Period To Date".

The function information row also show what parameters are used to calculate "Period To Date".

4.3.1 Accumulate

This "Accumulate" function is used to calculate the cumulative sum-to-date of a selected series.
4.3.2 Period to Date

The Period To Date function is used to calculate the period-to-date summation, or to derive the period-end difference of a selected series, over intervals corresponding to the designated frequency.

You can only apply a frequency lower than that of the original series. For example, if the original series is Monthly, you can use Period = Quarterly or Yearly.

1. After you have selected the series you want to work on and clicked the "Period to Date" function link, a pop-up box will be opened.

2. In the Period drop-down box, select the frequency

3. Depend on the frequency you chose, the Period End drop-down box will be loaded with different values.

For example, if you selected Weekly for frequency, the Period End box will be loaded with day of week values as shown below.

4. Click on Sum or Difference to choose whether to calculate the sum or difference.

5. Click on the Apply button to proceed or the Cancel button to cancel the operation.
6. If you selected frequency is not applicable for the selected series, you will receive a message prompt which list out the series that it cannot apply on. Click OK button to return to the previous step and change your selection.

Note that if you have selected more than one series but the selected parameters do not work on one of the series, CDM will give you the above prompt and after you clicked OK, it transforms the series that works with the parameters and do not bring you back to the previous step.

4.3.3 Changes

This function is used to calculate the percentage changes, absolute difference or logarithmic difference (exponential growth) of a selected series over a period of time or over a year earlier.

When calculating a “Over a year” change, CDM automatically set the time lag to the number of period within a year for the frequency of the selected series.

“Over period” is to calculate a period-on-period change with user defined time lag. The annualized growth of the defined period can be obtained by checking the “Annualize” checkbox.

1. After you have selected the series you want to work on and clicked the “Changes” function link, a pop-up box will be opened.
2. Select the Change Type

3. Select the parameters - Over a year or Over period. If you select "Over period", then the input box for time lag and the "Annualize" checkbox will be enabled.

4. Click on the Apply button to proceed or the Cancel button to cancel the operation.

After the transformed series is created, you will see it at the bottom of the series list. In the example below, it shows that the change type is "Percentage" and it is "Over a year"

4.3.4 Frequency Transform

This function is used to generate an aggregate figure of a selected series from its original frequency to a new frequency. You can only apply a frequency lower than that of the original series. For example, if the original series is Monthly, you can use Period = Quarterly or
Yearly.

1. After you have selected the series you want to work on and clicked the "Frequency Transform" function link, a pop-up box will be opened.

2. Select the calculation method.

3. Select a frequency from the Frequency drop-down box. Depend on the frequency you chose, the Period End drop-down box will be loaded with different values. For example, if you selected Weekly for frequency, the Period End box will be loaded with day of week values as shown below.

4. Click on Sum or Difference to choose whether to calculate the sum or difference.

5. Click on the Apply button to proceed or the Cancel button to cancel the operation.

6. If you selected frequency is not applicable for the selected series, you will receive a message prompt which list out the series that it cannot apply on. Click OK button to return to the previous step and change your selection.

Note that if you have selected more than one series but the selected parameters do not work on
one of the series, CDM will give you the above prompt and after you clicked OK, it transforms the series that works with the parameters and do not bring you back to the previous step.

4.3.5 Index

The Index function is used to convert a series into a index number using the base period and base value specified.

1. After you have selected the series you want to work on and clicked the "Index" function link, a pop-up box will be opened.

2. In the Base Begin field, type over the value in the input box (by default, it is the current date), or click on the down arrow to the right of the input box and select a date from the pop-up calendar.

3. If you want to specify a time period, check the box beside Base End field and the input box will be enabled. Type over the value in the input box (by default, it is the current date), or click on the down arrow to the right of the input box and select a date from the pop-up calendar. If you do not specify the Base End date, only one base period is use which is the Base Begin date.

4. Enter the Base Value to use. It must be between 1 to 1000 and the default is 100.

5. Click on the Apply button to proceed or the Cancel button to cancel the operation.

6. If you selected dates that do not fall between the first and last observation dates, you will receive a message prompt which list out the series that it cannot apply on. Click OK button to return to the previous step and change your selection.
4.3.6 Moving Average

This function is used to calculate moving average.

There are four functions available:
- Simple Moving Average
- Exponentially Weighted Moving Average
- Geometric Moving Average
- Linearly Weighted Moving Average of selected series

1. After you have selected the series you want to work on and clicked the "Moving Average" function link, a pop-up box will be opened.

2. In the first drop-down box, select the moving average function to use.
3. In the Period input box, type over the value (range: 1 - 36500), or use the up/down arrows besides the input box to increase/decrease the value.

4. If you selected "Exponentially Weighted Moving Average", then the Smoothing Factor field will be enabled. Input the value to use.

5. Click on the Apply button to proceed or the Cancel button to cancel the operation.

4.3.7 Adjustment

This function is used to fill the missing observations in the selected series.

Different methods are available for use to calculate the missing values:

- Fill Gaps - Fill each missing observation with either the previous observation value, the next observation value or a specific value.
- Replace Observation - Replace a specific value in the observations with a new value.

1. After you have selected the series you want to work on and clicked the "Adjustment" function link, a pop-up box will be opened.

2. Select Fill Gaps or Replace Observation. The corresponding parameter fields will be enabled. Select the parameters you want to use.

3. For Replace Observation, you can replace Null values by a new value. Click on the "Replace Null By" checkbox and the value box will be enabled. Input the new value.

4. Click on the Apply button to proceed or the Cancel button to cancel the operation.

4.3.8 Arithmetic Operations

This function allows you to apply simple arithmetic operations on the series by selecting the operation and the value to apply on.

1. After you have selected the series you want to work on and clicked the "Arithmetic Operations"
function link, a pop-up box will be opened.

2. Select the operation to use.

3. In the Constant k field, enter the value to apply the operation with.

4. Click on the Apply button to proceed or the Cancel button to cancel the operation.
5 Excel Download

A key feature of CDM is being able to download series data to Excel for further manipulation. The following topics provide more information on different ways of manipulating data using CDM.

You can download multiple series with different frequency at the same time.
And you can download up to a maximum of 250 series at a time.

Find out more about this feature:
- **How to Download**
- **Download Settings**
- **After Downloading**

5.1 How to Download

Download From Start

One way to download series data to Excel is from the Start tab.

1. You can get to the series you want by navigating through the Series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to download up to 250 series at a time.

3. Click on the Download to Excel button in the Toolbar.

OR

Right-click on the series in the series tree to bring up the pop-up menu. Click on the Download to Excel link.
4. The “Excel Download” pop-up window will be opened which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

**Download From My CDM**

Second way to download series data to Excel is from the My CDM tab.

1. From the My Workspaces list, select the workspace to use.

2. On the right pane, select one or more series by selecting the checkbox to the left of the series name. Note that you are only allowed to download up to 250 series at a time.

3. Click on the Download to Excel button in the Toolbar.

OR

Right-click on the series in the series tree to bring up the pop-up menu. Click on the Download to Excel link.
4. The "Excel Download" pop-up window will be opened which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

Download From Search

Another way to download series data to Excel is from the Search tab.

1. Search for the series you want to you.

2. On the right pane, select one or more series by selecting the checkbox to the left of the series name. Note that you are only allowed to download up to 250 series at a time.

3. Click on the Download to Excel button in the Toolbar.

OR

Right-click on the series in the series tree to bring up the pop-up menu. Click on the Download to Excel link.
4. The "Excel Download" pop-up window will be opened which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

Download Series with Different Frequencies

You can download series with different frequencies. Below is an example of downloading one monthly series and one quarterly series.

<table>
<thead>
<tr>
<th>refresh/reload buttons to update</th>
<th>BCBA: Global Mar Supply</th>
<th>Country</th>
<th>Argentina</th>
<th>Argentina</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Argentina</td>
<td>Frequency</td>
<td>Monthly</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Unit</td>
<td>30Dec1993</td>
<td>Source</td>
<td>Buenos Aires National Statistics</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
<td>Last Obs. Date</td>
<td>1/1/2000</td>
<td>1/1/2006</td>
</tr>
<tr>
<td>0 Mar, 2004</td>
<td>392817</td>
<td>8 Feb, 2006</td>
<td>1374.6</td>
<td></td>
</tr>
<tr>
<td>1 Jun, 2004</td>
<td>474213</td>
<td>9 Mar, 2006</td>
<td>1399.2</td>
<td></td>
</tr>
<tr>
<td>2 Sep, 2004</td>
<td>452080</td>
<td>10 Apr, 2006</td>
<td>1374.4</td>
<td></td>
</tr>
<tr>
<td>3 Dec, 2004</td>
<td>471464</td>
<td>11 May, 2006</td>
<td>1233.8</td>
<td></td>
</tr>
<tr>
<td>4 Mar, 2005</td>
<td>552412</td>
<td>12 Jun, 2006</td>
<td>1233.6</td>
<td></td>
</tr>
<tr>
<td>5 Jun, 2005</td>
<td>544226</td>
<td>13 Jul, 2006</td>
<td>1246.3</td>
<td></td>
</tr>
<tr>
<td>6 Sep, 2005</td>
<td>574351</td>
<td>14 Aug, 2006</td>
<td>1231</td>
<td></td>
</tr>
<tr>
<td>7 Dec, 2005</td>
<td>574351</td>
<td>15 Sep, 2006</td>
<td>1221.8</td>
<td></td>
</tr>
</tbody>
</table>

The download result will merge the time points of both series and sort them in chronological order.
In the above example, you can see that data is only loaded for the time point that applies to the series.

**Have multiple links on a worksheet**

You can ask CDM not to download the data in a new worksheet. And by positioning the active cell the worksheet, you can control where to put the downloaded data and download more than one link on the same worksheet. To do so, uncheck the "Download in a New Sheet" option when you are prompted with the Download Settings window, CDM will load the data on the current worksheet, starting at the position of the active cell.

### 5.2 Download Settings

Before series data is being exported to Excel, you can specify your download options.

![Download Settings Window](image)

- **Date Format** - The format of the observation date that will appear in Excel after downloading the series. By default, CDM set it to "Automatic" which means depending on the frequency of the selected series, CDM will apply a specify format automatically. If the selection has mixed frequencies, then CDM will apply different format to different frequencies. The following table shows samples of the automatic display formats used in CDM.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Value in Cell</th>
<th>Display Format</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>The exact date</td>
<td>DD/MM/YYYY</td>
<td>20/12/2006</td>
</tr>
<tr>
<td>Monthly</td>
<td>First day of the month</td>
<td>MMM, YYYY</td>
<td>Dec, 2006</td>
</tr>
<tr>
<td>Quarterly</td>
<td>First day of the LAST month in quarter</td>
<td>MMM, YYYY</td>
<td>Dec, 2006</td>
</tr>
<tr>
<td>Yearly</td>
<td>First day of the year</td>
<td>YYYY</td>
<td>2006</td>
</tr>
</tbody>
</table>

Note that you may change the "Display Format" but the "Value in Cell" will not be affected.

- **Orientation** - Use it to define whether the data should be put in columns or rows after downloading to Excel.

- **Date Order** - Sort observation data in ascending or descending order
• **Download in a New Sheet** - Check this to download the data in a new worksheet in the current workbook. If this is not checked, CDM will load the data on the current worksheet, starting at the position of the active cell. Therefore, by positioning the active cell, you can control where to put the downloaded data and download more than one link on the same worksheet.

• **Download Series Information** - Check this to download series information as shown in the quick view pane.

<table>
<thead>
<tr>
<th>Country</th>
<th>Russia</th>
<th>Russia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Yearly</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Unit</td>
<td>RUR</td>
<td>RUR bn</td>
</tr>
<tr>
<td>Source</td>
<td>Federal State</td>
<td>Federal St</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>First Obs. Date</td>
<td>1/12/2000</td>
<td>1/3/</td>
</tr>
<tr>
<td>Last Obs. Date</td>
<td>1/12/2004</td>
<td>1/6/</td>
</tr>
</tbody>
</table>

• **Apply CDM Format** - Check this to apply extra layout formatting onto the downloaded data.

• **Filter Blank Observations** - Sometimes some observation data may be missing for certain time points in the time period you defined. Check this to filter out those time point that do not have observation data. By default, CDM checked this option.

• **Make these settings my default settings** - Select this to use these settings every time you download data to Excel. CDM will not show the Excel Download Settings window before it downloads. If you need to change the settings, you can access them from the Settings menu.

• **Ask me about settings every time I download data** - Select this and CDM will prompt you with the Excel Download Settings window every time you download data.

• **Timeframe Settings**: By default, CDM downloads the 10 latest observations of a series.
  1. **Start Date** and **End Date** - Specify the period which you want to get observations from.

  2. **Number of Observations up to End Date** - Specify the number of observations to get, up to the last observation date.

  3. **All Observations** - Select this to download all observations in the selected series.

After you made your selections, click the Download button to proceed with the download.

### 5.3 After Downloading

Below screenshot shows a sample downloaded data file.
How to interpret the downloaded data using our example above:

- **Cell A1**: This is a special link used for reloading data. Do not delete or change this field, otherwise the reloading function may not work properly. By default, this link is on the top left corner of your downloaded data, you are allowed to move it to another cell.

- **Column A**: Headings and titles of series

- **Columns B - G**: When the orientation is "series in columns", one column will represent one series.

Note that the data may be loaded in different positions depending on the position of the active cell on the worksheet. CDM takes the position of the active cell as the starting position of download.

**Refresh Series**

CDM provides an easy way for you to refresh your series data after you download.
On the CEIC Toolbar in Excel, you will see a few Refresh buttons. They are disabled before you log into CDM. After you logged in successfully, they will be enabled automatically.

- Refresh Links
- Refresh Sheet
- Refresh Workbook
- Reload

### 5.3.1 Refresh Links

You can use this function to refresh data of one or more downloads. You can apply it on one or more refresh links on the active worksheet. It refreshes the data based on the download settings that were used when you first downloaded it. If you need to change to the download settings, use the Reload function instead.

1. Select the refresh link of the data set that you to refresh. You can select more than one link to refresh at the same time.

2. Click on the Refresh Links button on the CEIC Toolbar.

3. After data is refreshed, CDM will return a confirmation message.
Note that CDM will take the position of the link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.

5.3.2 Refresh Sheet

Use this function to refresh data of all data sets in the active worksheet. You do not need to select any refresh links. It refreshes the data based on the download settings that were used when you first downloaded it. If you need to change to the download settings, use the Reload function instead.

1. Go to the worksheet that you want to refresh.
2. Click on the Refresh Sheet button on the CEIC Toolbar.
3. After data is refreshed, CDM will return a confirmation message.

Note that CDM will take the position of the link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.

5.3.3 Refresh Workbook

Use this function to refresh data of all data sets in the active workbook. You do not need to select any refresh links. It refreshes the data based on the download settings that were used when you first downloaded them. If you need to change to the download settings, use the Reload function instead.

1. Open the workbook that you want to refresh.
2. Click on the Refresh Workbook button on the CEIC Toolbar.
3. The refresh may take time depending on how many data sets you have on the workbook. Click the Yes button to confirm to proceed.

4. After data is refreshed, CDM will return a confirmation message.

Note that CDM will take the position of the refresh link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.

5.3.4 \textbf{Reload}

You can use this function to change download settings and refresh data of your data sets. You can apply it on only one link on the active worksheet at a time.
1. Select the refresh link of the data set that you to refresh. You can select only one link to refresh at one time.

2. Click on the Reload button on the CEIC Toolbar.

3. The Reload window will be opened. Change the settings (refer to Download Settings for details) and click on the Reload button to proceed.

4. After data is refreshed, CDM will return a confirmation message.
Note that CDM will take the position of the link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.
6 Search

You can use this tool to search for series that are available in the databases.

**Simple Search**

1. On the left pane, enter your search keywords
2. Select the database to search from the database drop-down list
3. Check the “Search by Series ID or Series Tag” option if there is a particular series that you want to look for and you already know the series ID or series tag.
4. After you entered some criteria, the Search button will be enabled. Click the Search button to start the search. Results will be returned in the right pane.

**Advanced Search**
You can refine your search criteria in the Advanced Options section.

1. Click on the small arrow to the right of the Advance Options section.

2. Enter your search keywords

3. Select your criteria.

4. After you entered some criteria, the Search button will be enabled. Click the Search button to start the search. Results will be returned in the right pane. There is also a Search button in the Advanced Options section and it works the same way as the Search button on the top.

### 6.1 Search Criteria

#### Keywords

Different ways of entering keywords will result in different search method.

For example, the keywords "employment" and "population", the different combinations are shown below:

- employment population - returns series with either word, as well as series with both words.
- employment AND population - returns series with both words.
- employment OR population - returns series with either word, as well as series with both words.
- employment NOT population- returns series with the word employment, but not the word population.
- "employment population" - returns series with the exact phrase "employment population".
- employ* - returns series with the root word employ, including employee, employment, employer, etc.

There is a Search Tips links besides the Search button in the left pane. Click on it and it will open the search tips pop-up that explains how to make use of keywords.

By default, CDM use your keyword to search in topic (level 1), section (level 2), table (level 3) and series name (level 4). If they keywords are found at any level, all series under that table will be returned as results. If you only want to search the series name, select the advanced option: "Search in Series Names". CDM will then search your keywords in the series names ONLY.

#### Database

Select the database to search in from the database drop-down list. You must select a database to search in and can only search in one database at a time.

#### Search by Series ID or Series Tag

If this is selected, CDM will use your input keyword to do an exact match search on series ID or series tag. Series ID is an unique identifier that is assigned to a series. Series Tag is another identifier but not all series have it. Note that when this is selected, all Advanced Options selection will be ignored.

#### Advanced Options
These options are hidden by default. Click on the small down arrow on the right side of the Advanced Options panel to show them. Click on it again to hide. There is a Reset Selection link at the bottom of the Advanced Options panel, click on it to clear all option sections and start over.

Topics Selection

You can select one or more topics (level 1) to search in. If no topic is selected, CDM will search in all topics available in the database. When you change the database selection, this list will automatically refresh and load with the topics of the newly selected database.

<table>
<thead>
<tr>
<th>Database</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Database</td>
<td>Country</td>
</tr>
<tr>
<td>China Premium Database</td>
<td>Category</td>
</tr>
<tr>
<td>Sector Database</td>
<td>Sector</td>
</tr>
<tr>
<td>Daily Database</td>
<td>Daily</td>
</tr>
</tbody>
</table>

Below is an example from the China Premium database:

You can use the checkbox besides Category to select all categories.

Frequency

You can select one or more frequency to search in. If no frequency is selected, CDM will search in all frequencies available in the database. When you change the database selection, this list will automatically refresh and load with the frequencies applicable to the newly selected database.

For example, the Daily database only has daily series.

First Observation Before

You can use this to search for series with first observation date before the specified date. By default, this field is disabled, click the checkbox in front of it to enable it. You can type over the field or click on the down arrow on the right side to bring up the pop-up calendar.

Last Observation After

You can use this to search for series with last observation date after the specified date. By default,
this field is disabled, click the checkbox in front of it to enable it. You can type over the field or click on the down arrow on the right side to bring up the pop-up calendar.

**Active Series Only**

Select this to search only in the active series. CDM consists of active and discontinued series. Active series are those currently being maintained and updated. Discontinued series are those no longer being updated after the last observation date.

**Search in Subscribed Products**

Select this search only in the products you have subscribed. By default, CDM shows you all the products even though you may not have subscribed to them all. For unsubscribed products, you will be able to see up to the series information and not the observations.

**Search in Series Names**

You can use this to search for your keywords in the series names only. This will only return the series records that match your keyword criteria. By default, CDM uses your keyword to search in topic (level 1), section (level 2), table (level 3) and series name (level 4). If they keywords are found at any level, all series under that table will be returned as results.

### 6.2 Search Result

Search results are shown at series level in the right pane. You can select series to download to excel, add to workspace or create chart. You can also click on a series to bring out the Quick View pane. Go to Quick View for more information.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Series</th>
<th>Frequency</th>
<th>Unit</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.3.15</td>
<td>Tourism Revenue: International: Tickets of</td>
<td>Yearly</td>
<td>USD wn</td>
<td>Tourism Sector</td>
</tr>
<tr>
<td></td>
<td>Tourism Sector: Tourism Statistics: Provincial: Table CN.01: Tourism Statistics: Traveling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76.35</td>
<td>Tourism Revenue: International</td>
<td>Monthly</td>
<td>USD wn</td>
<td>Tourism Sector</td>
</tr>
<tr>
<td>7.2.6</td>
<td>Tourism Revenue: Int. Taiwan</td>
<td>Yearly</td>
<td>USD wn</td>
<td>Tourism Sector</td>
</tr>
<tr>
<td>70.15</td>
<td>Tourism Revenue: Shanghain</td>
<td>Yearly</td>
<td>RMB wn</td>
<td>Tourism Sector</td>
</tr>
<tr>
<td>70.35</td>
<td>Tourism Revenue: Wuhan</td>
<td>Yearly</td>
<td>USD wn</td>
<td>Tourism Sector</td>
</tr>
<tr>
<td>70.35</td>
<td>Tourism Revenue: Liaoning</td>
<td>Yearly</td>
<td>USD wn</td>
<td>Tourism Sector</td>
</tr>
<tr>
<td>70.35</td>
<td>Tourism Revenue: Jinan</td>
<td>Yearly</td>
<td>USD wn</td>
<td>Tourism Sector</td>
</tr>
<tr>
<td>76.35</td>
<td>Tourism Revenue: Other</td>
<td>Yearly</td>
<td>USD wn</td>
<td>Tourism Sector</td>
</tr>
</tbody>
</table>

By default, a result record shows the relevance, series name, frequency, unit and topic that the series belongs to. The tree path from the database to the series is also listed below the series name.
6.2.1 Result Grouping

You can group the series by different columns in the list. Drag the column heading to the grouping bar (gray area above the result title bar).

You can change the sort order of the group by clicking on the arrow to the right of the group name.

You can also define sub-group by dragging more column header to the grouping bar like the example below.

6.2.2 Jump to Series

There is a small green arrow to the right of the series name which can bring you to the Table that the series belong to in the Series Tree in Start tab.

That particular series will also be selected on the Series Tree like the example shown below.
### 6.2.3 Change Column Ordering

You can change the order of the columns by dragging the column heading to the position you want.

<table>
<thead>
<tr>
<th>Relevance</th>
<th>Frequency</th>
<th>Relevance</th>
</tr>
</thead>
<tbody>
<tr>
<td>76.35</td>
<td>Yearly</td>
<td>RMB mn</td>
</tr>
</tbody>
</table>

### 6.2.4 Show/Hide Column

Some of the columns can be added or removed. Right-click on the grouping bar to open the Field Chooser pop-up box.

The box shows the columns that are being hidden. Double-click on the column to show it in the list. To hide a column, right-click on the column heading on the list and select Hide this column on the pop-up menu.
Note that all columns except for series name can be shown/hidden.

### 6.2.5 Copy Series List

You can make a copy of all the information shown in the list. Note this only copy the values in the list as text.

1. Right-click any where on the series list, a pop-up menu will be opened.

2. Select the Copy link.

3. Then use Windows' Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.
7 Settings

The settings menu is available from the CEIC Toolbar.

Click on the Settings button on toolbar to open the Settings window. You can customize:

- Excel Download Parameters
- Quick View Settings
- General CDM Settings
- CDM Connection Settings

You can switch between these settings panel by clicking on the title bar on the top part of this window.

7.1 Excel Download Settings

You can modify the parameters being used when you download observation data to Excel.

The parameters are the same as what you see when you do a Download to Excel action.
(except when you have selected "Make these settings my default settings). Refer to the topic *Download Settings* for information on how to use these parameters.

**Modify Settings**

1. Made your parameter changes
2. Click on the Apply button to save the changes, or click Cancel to close the Settings window without saving.
3. After the changes is saved, you will receive a confirmation message.

![Confirmation Message]

Your settings were saved successfully.

- Click OK to close the message prompt.
- Click the Close button to close the Settings window.

**Make these settings my default settings**

If you have selected this option, CDM will not open the Excel Download window when you clicked the Download to Excel button. It will use the settings you last saved. If you want CDM to show the Excel Download window again when you clicked the Download to Excel button, you can change the option to "Ask me about settings every time I download data" from the Settings in CEIC Toolbar.

### 7.2 Quick View Settings

You can change the settings of Quick View in this panel. You can specify which quick table to display by default, the formatting of quick graph and also the number of observations to show and plot chart with in Quick View.
Modify Settings

1. Made your parameter changes

2. Click on the Apply button to save the changes, or click Cancel to close the Settings window without saving.

3. After the changes is saved, you will receive a confirmation message.

4. Click OK to close the message prompt and return to the setting window.

5. Click the Close button to close the Settings window.

7.3 General Settings

You can change your options for log in and start up of CDM.
### Connection Settings

**Username and Password** - These are filled with the values you entered when you logged into CDM.

**Ask me username and password every time I login** - If this is selected, CDM will show you the log in prompt every time you start up CDM. This is the default setting, but you can change to "Log me in automatically".

**Log me in automatically** - If this is selected, CDM will not show the log in prompt any more from the next time you start up CDM. CDM will use the log in information in this General Settings panel to log into CDM.

**Open CDM when Excel starts up** - Check this option if you want CDM to start up automatically when you start Excel.

**Show only subscribed products in start tab** - By default, CDM shows you all available products in CDM no matter you have subscribed to them or not. If you do not wish to see the unsubscribed ones, check this option. If this is selected, all unsubscribed databases or series will be hidden.

Note that whenever you check or uncheck this option and then save the changes, CDM will prompt to notify you that it needs to close and restart in order for this change to be effective.
Default Startup Options

**Database** - Select the database to show in the Start tab when CDM is started. By default, it shows the first database in the database list on left pane. If you have previously selected "Show only subscribed products in start tab", then this list will only contain those databases that you have subscribed. Otherwise, you will see both subscribed and unsubscribed databases in this list.

**Tab** - Select the CDM Tab to display when CDM is started. By default, it shows the Start tab.

**Workspace** - Select the database to show in My CDM tab when CDM is started. By default, it shows the first database in the workspace list on the left pane.

**Workspace File Name** - Specify the file name which stores your workspaces information. By default, it is "Workspace.cdm".

**Workspace Dir.** - Specify the directory where your workspaces file (mentioned above) is located. By default, it is under the "My Documents" directory of the logged in windows account.

**Automatically update workspaces upon login** - Select this option to have CDM refreshes the information stored in your workspaces when you start up CDM. For example, if this option is selected, it will automatically refresh the "last observation date" of series contained in your workspaces upon login. Otherwise, you may need to click on the series record in order to see any updates.

Modify settings

1. Made your parameter changes

2. Click on the Apply button to save the changes, or click Cancel to close the Settings window without saving.

3. After the changes is saved, you will receive a confirmation message.

4. Click OK to close the message prompt.

5. Click the Close button to close the Settings window.
7.4 Connection Settings

If you are a first time user, it is recommended that you check the connection setting before logging into CDM and make changes if required. Once the settings are defined, CDM will use the selected setting every time it logs in.

The “Connection Setup” button is also accessible through the CDM toolbar in Excel. The button is active when CDM is not opened and logged in. After you logged into CDM, the button will be dimmed and disabled.

Connection Methods

There are two ways to connect to CDM:

1. **Direct Connection** - The default setting is Direct Connection without Proxy. NO MANUAL CONFIGURATION REQUIRED.

2. **Connection through Proxy Server** - If connecting through a proxy server is required, do the setup through the Connection Setup page.

Setting Options

**Enter URL of Web Services**
- The default setting is https://cdm.ceicdata.com/cdm/CDMWS
- Normally no changes is required

**Use Proxy Setting**
- To use Direct Connection, leave this unchecked
• Check this option to connect through proxy server and then select one of the four ways to look up proxy settings as described below. If none is checked, CDM will try to detect which way works.

1. **Auto Detect (No IE)** - Use the proxy setting of the machine

2. **Auto Detect (With IE)** - Use the proxy setting defined in Internet Explorer

3. **Manual PAC File** - Use the proxy setting defined in the PAC file specified by the user. Enter the path to the PAC file. It is required to be available through HTTP (“http://” is prefixed in the file path input box)

4. **Manual Configuration** - Manually define the proxy configurations
   - **Proxy Address** and **Proxy Port** - Enter the proxy address and port to be used
   - **Use Credentials** - Check this option if a specific set of credentials is to be used. Otherwise, the default credentials of the user logged into the machine will be used. If checked, enter **User**, **Password** and **Domain** to be used.

### Modify Settings

1. Made your parameter changes

2. Click on the Apply button to save the changes, or click Cancel to close the Settings window without saving.

3. After the changes is saved, you will receive a confirmation message.

   ![Confirmation Message]

4. Click OK to close the message prompt.

5. Click the Close button to close the Settings window.

### Test the Connection

After setting the configurations, click on the “Test Connection” button to test whether CDM can connect using the information provided.

The system will return a message indicating the result of the configuration detection, which connection method it used and the results of the test.

For the “Manual PAC File” method, the message will indicate whether the PAC file is set with direct connection or through proxy server.
8 Feedback

You can send feedback and enquiry to CEIC through the Feedback function. It is available on the CDM Toolbar and also on the CEIC Data Manager menu on the Excel menu bar.

When you click on the Feedback button on CDM Toolbar, the Feedback pop-up window will be opened. Enter your message and then click the Send Message button to send. Your message will be sent to customer service and support as email. You will then be contacted by customer service team regarding your feedback.
9 Release Schedule

Release schedule allows you to get information on when the indicators are released or will be released. It is an informational page and you cannot access the series from this interface.

Search Criteria

- **Country** - By default, all countries will be searched. You can select one particular country to search in by selecting from the drop-down list.

- **Source** - You can select one or more Sources to search in by checking the checkbox besides the source. By default, this list shows the sources from all countries. If you have selected a particular country to search in, CDM will automatically reload this list to show the sources from the selected country only. You can also use the checkbox besides "Select Sources" to select or de-selected all sources. If no source is selected, CDM will search in all sources.

- **Status** - You can choose to search for Pending or Released sources by checking the checkbox besides the status. If you leave them unchecked, CDM will search for both status.
• Category - You can select one or more categories to search in by checking the checkbox besides the category. You can also use the checkbox besides "Select Category" to select or de-selected all categories. If no category is selected, CDM will search in all categories.

• Day Range - You can select a day range (such as next 60 days) or enter a specific start and end date. The default is "Next 120 days". If you want to specify a start and end date, click on the radio button besides the input fields, then type over the values or click on the down arrow besides the field to select from the pop-up calendar.

Search for Indicators

1. Make your criteria selection.
2. Click on the Get button to proceed.
3. You can use the Reset button to clear the criteria selection and change back to the CDM defaults.

Search Results

The search result are listed in the right pane. You can use the page links at the bottom of the right pane to go to different result page.

• Print - It is available on the bottom of the right pane and on the pop-up menu when you do a right-click on the right pane. Click on it will open the print preview window, then you can proceed with the printing. Note that only the records on the current page will be printed.

• Copy - Right-click on the right pane to open the pop-up menu. Click on the copy link and then you can paste into another application or document. Note that only the records on the current page will be copied.
10 Footnotes

The Footnotes button on the CDM Toolbar links to the CEIC’s web-based footnotes. These are detailed information about the series and the databases - background about the series, what is the source, and more.

*China: Banking Statistics*

- Banking Statistics
- Central Bank Balance Sheet
- Deposit Money Banks Balance Sheet
- Specific Depository Institutions Balance Sheet

**Banking Statistics**

Source: The People’s Bank of China

**Background**

A sweeping government reorganization in March 2003 led to the separation of the central bank’s banking supervisory responsibilities to create a separate banking regulatory commission, the China Banking Regulatory Commission (CBRC) at ministerial level. The launch of the CBRC in April 2003 divides monetary policy and bank supervision which formerly came under the central bank while helping to strengthen central bank independence. The CBRC is released from its conflicting functions as owner and regulator/supervisor of banks with the creation of the State Asset Supervision and Administration Commission of the State Council (SASAC) which formulates restructuring strategies and to monitor implementation procedure.

**Scope**
11 User Guide

This help document is accessible from the User Guide button on CDM Toolbar and also from the User Guide item on the CEIC Data Manager menu in Excel menu bar.
12 Contact Us

You can send us your questions or feedback through the Feedback utility.

If you need immediate assistance, please contact us by email or call one of our offices. Contact information for our offices can be found in: http://www.ceicdata.com/contact_us.htm.

This link is also available from the Contact Us item on the CEIC Data Manager menu in the Excel menu bar.
13 About CEIC Data Manager

This information window is accessible from the About CEIC Data Manager link on the CEIC Data Manager menu in Excel menu bar.

It shows information about the application version, user and company that the license is registered under, and also the license ID.

The version number is a link which links to a window that describes what is new in the current
version when compared to the previous version.

What is new in version 1.2.0?

Key improvements made in 1.2.0:

1. Excel download improved by 50-100%
2. Six new countries released: Belgium, Estonia, Iceland, Ireland, Lithuania, Serbia
3. Location of workspaces can be specified
4. Download limit increased to 250 series in one request
5. Number of workspaces increased to 150

A number of other fixes were made - a full list can be provided on request.

Please feel free to request from our customer service: http://www.ceicdata.com/contact_us.htm

14 About the Data

For information about CEIC, visit our website: http://www.ceicdata.com.

For information about our database, visit our website: http://www.ceicdata.com/Our_Products.html.
# Shortcut Keys

Below is a list of shortcut keys that you can use in CDM.

## For CDM Toolbar

<table>
<thead>
<tr>
<th>Command</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feedback</td>
<td>Alt + F</td>
</tr>
<tr>
<td>Release Schedule</td>
<td>Alt + R</td>
</tr>
<tr>
<td>Footnotes</td>
<td>Alt + N</td>
</tr>
<tr>
<td>Settings</td>
<td>Alt + S</td>
</tr>
<tr>
<td>User Guide</td>
<td>Alt + U</td>
</tr>
<tr>
<td>Exit</td>
<td>Alt + F4</td>
</tr>
<tr>
<td>Excel Download</td>
<td>Alt + E or Ctrl + E</td>
</tr>
<tr>
<td>Add To Workspace</td>
<td>Alt + W or Ctrl + W</td>
</tr>
<tr>
<td>Chart Manager</td>
<td>Alt + H or Ctrl + H</td>
</tr>
</tbody>
</table>

## For Start tab

<table>
<thead>
<tr>
<th>Command</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Highlight previous (and deselect current) row in the active tree level</td>
<td>Arrow Up</td>
</tr>
<tr>
<td>Highlight next row (deselect current) in the active tree level</td>
<td>Arrow Down</td>
</tr>
<tr>
<td>Expand current level &amp; show quick view for current series</td>
<td>Enter</td>
</tr>
<tr>
<td>Copy selection in current level</td>
<td>Ctrl + C</td>
</tr>
<tr>
<td>Select all series in the active table</td>
<td>Ctrl + A</td>
</tr>
<tr>
<td>Expand Topics</td>
<td>Ctrl + Shift + T</td>
</tr>
<tr>
<td>Expand Sections</td>
<td>Ctrl + Shift + S</td>
</tr>
<tr>
<td>Collapse Topics</td>
<td>Ctrl + Shift + O</td>
</tr>
<tr>
<td>Collapse Sections</td>
<td>Ctrl + Shift + L</td>
</tr>
<tr>
<td>Clear Selection</td>
<td>Ctrl + Shift + C</td>
</tr>
</tbody>
</table>

## For My CDM tab

<table>
<thead>
<tr>
<th>Command</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlight previous (and deselect current) row in the active workspace</td>
<td>Arrow Up</td>
</tr>
<tr>
<td>Highlight next row (deselect current) in the active workspace</td>
<td>Arrow Down</td>
</tr>
<tr>
<td>Show quick view for current series</td>
<td>Enter</td>
</tr>
<tr>
<td>Copy selection in the active workspace</td>
<td>Ctrl + C</td>
</tr>
</tbody>
</table>

© 2007 CEIC Data Co. Ltd.
Select all series in the active workspace  Ctrl + A
Go to Tree for active series  Ctrl + T

For Search tab

<table>
<thead>
<tr>
<th>Command</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlight previous (and deselect current) row in the active search result page</td>
<td>Arrow Up</td>
</tr>
<tr>
<td>Highlight next row (deselect current) in the active search result page</td>
<td>Arrow Down</td>
</tr>
<tr>
<td>Show quick view for current series</td>
<td>Enter</td>
</tr>
<tr>
<td>Copy selection in the active workspace</td>
<td>Ctrl + C</td>
</tr>
<tr>
<td>Select all series in the active workspace</td>
<td>Ctrl + A</td>
</tr>
<tr>
<td>Go to Tree for active series</td>
<td>Ctrl + T</td>
</tr>
<tr>
<td>Next page</td>
<td>F7</td>
</tr>
<tr>
<td>Previous page</td>
<td>Shift + F7</td>
</tr>
</tbody>
</table>

For Release Schedule

<table>
<thead>
<tr>
<th>Command</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next page</td>
<td>F7</td>
</tr>
<tr>
<td>Previous page</td>
<td>Shift + F7</td>
</tr>
<tr>
<td>Print</td>
<td>Ctrl + P</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl + C</td>
</tr>
</tbody>
</table>

For Chart Manager

<table>
<thead>
<tr>
<th>Command</th>
<th>Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set Timeframe</td>
<td>Alt + T</td>
</tr>
<tr>
<td>Change Themes</td>
<td>Alt + H</td>
</tr>
<tr>
<td>Change Chart</td>
<td>Alt + G</td>
</tr>
<tr>
<td>View 3D</td>
<td>Alt + 3</td>
</tr>
<tr>
<td>Chart editor</td>
<td>Alt + E</td>
</tr>
<tr>
<td>Copy Chart</td>
<td>Alt + C or Ctrl + C</td>
</tr>
<tr>
<td>Print Chart</td>
<td>Alt + P or Ctrl + P</td>
</tr>
<tr>
<td>Save Chart</td>
<td>Alt + S or Ctrl + S</td>
</tr>
<tr>
<td>Save Settings</td>
<td>Alt + V</td>
</tr>
<tr>
<td>Reset Settings</td>
<td>Alt + R</td>
</tr>
</tbody>
</table>
16 New CDM Release

When CDM has a new release, you will get a prompt when you access CDM asking you to do an upgrade. You can still work with the version you have but you are recommended to upgrade to the newer version to benefit from the new features and adjustments.

You can simply go to our website to get the latest version: http://www.ceicdata.com/client/Downloads.html
17 Frequently Asked Questions

Below is a list of questions frequently asked by our clients.

1. Why do I see series in different colors?
2. Which excel version is supported?
3. Which operating systems are supported?
4. What are CDM's constraints?
5. How many times data is updated?
6. What language does CDM support?
7. Why do I need administrator right to install CDM?
8. Why does it take time if I download a lot of data?
9. I tried to install but nothing happens, it is as if the installer fails?
10. When I search I can't do so on multiple databases. Why not?
11. Why are there gaps between some series?
12. I have a question. Whom do I ask?
14. How do I see the detail graph?
15. In release schedule what is the difference between Pending and Released.
16. Can I share my workspace with my colleague?
17. Can I share my excel files with CDM link with my colleague?
18. How do I deal with another version or update and what happens to my workspace files?
19. What happens to my feedback?
20. What is the difference between refresh links, refresh sheet, refresh workbook and reload?
21. What's the purpose of 'search in series name' option?
22. How do I subscribe to more data?
23. I installed CDM, but I don’t see CEIC Data Manager. What can be the reason?
24. How come I can only download 256 columns?
25. I launched an Excel file from Outlook but can’t see it.
26. Why do I get these errors about Excel failed to load?
27. How do I save my defaults?
28. Sometimes in chart manager, I can’t see the chart clearly?
29. When I install CDM, during .NET framework installation I receive “The system cannot open the device or file specified”. What is the reason?
30. My antivirus program complains that the file MachineID.dll may contain virus. What should I do?
31. I am in Chart Manager and clicked on the Set Timeframe button on the top. The Timeframe settings panel opened on the left but I don’t know how to close it.
32. Under series information, what does Status stand for?
33. In the Functions under My CDM, what is the difference between “Period to Date” and “Frequency Transform”?.
34. Does CDM work under .NET framework 2.0? My machine already has 2.0 installed.
35. I am trying to install CDM and got an error message relating to windows installer. What should I do?
36. How to delete only 1 series from the workspace?
37. When graphs/chart are exported to excel via 'copy to clipboard', can the exported graph be reload in future to capture new time points. Or we need to export the graphs again?
38. I tried to refresh a link in Excel but the data did not get refreshed. It was fine when I created it and used in an old version of CDM.
39. I got a prompt in CDM telling me there is a newer CDM version and ask me to do an upgrade. What should I do?
Questions & Answers

1. Why do I see series in different colors?

   CDM uses different colors to help differentiate the series:
   • Gray: you are not subscribed to the data
   • Italic: series are discontinued

2. Which excel version is supported?


3. Which operating systems are supported?

   MS Windows 2000 and MS Windows XP

4. What are CDM's constraints?

   • Max number workspaces that can be created: 150
   • Max number of series that can be in a workspace: 500
   • Max number of series that can be downloaded in excel at one time: 250
   • Max number of series that can be put in graph manager at one time: 10
   • Max number of functions that can be added consecutively: 3

5. How many times data is updated?

   Twice a day. Loading times are approximately:
   Session 1: 08:00-09:00 GMT and Session 2: 14:00-16:00 GMT

6. What language does CDM support?

   English only in the current release

7. Why do I need administrator right to install CDM?

   This is needed to do proper install. Although you install the application without problem as a
   normal user, you will have problems later. i.e. you cannot see CEIC data manager in excel menu
   or excel download may not work.

8. Why does it take time if I download a lot of data?

   CDM is a live application and does not rely on local files. This makes it more real-time for you.
   You may want to use Quick View to preview your data before you download it. But typically
   thousands of data points take 30-60 seconds.

9. I tried to install but nothing happens, it is as if the installer fails?

   Go to task manager and if you see multiple msiexec processes running. You need to kill them
   and then start install again.

10. When I search I can't do so on multiple databases. Why not?
In this release, you are limited to one database at a time.

11. Why are there gaps between some series?

This is to assist in visual usability of the data. Series which have different natures than others in the same level are separated with gaps from others.

12. I have a question. Whom do I ask?

Send a feedback using Feedback button or contact the related customer service office from Contact Us. You can get to contact us page from CEIC Data Manager Menu in excel.


CDM automatically downloads and installs .net framework for you. If you encounter problems with this, download .net framework from here: http://www.ceicdata.com/client/Downloads.html

You need to have an active user account in order to access this page.

14. How do I see the detail graph?

Double click on the Quick Graph which appears at the bottom of each page or select Draw Chart option from right click pop-up menu.

15. In release schedule what is the difference between Pending and Released.

Released means Indicator is released and available in CDM. Pending means indicator is either not released from original source or it is not available in CDM yet.

16. Can I share my workspace with my colleague?

Yes, you can. Just pass him/her the workspace.cdm file which you can find in My Documents/CEIC Data Manager/ Settings folder. He/she will need to copy it to same folder on his/her computer. This must be done when CDM is closed. Alternatively, you can change the directory where the workspace file is stored and put it on a shared directory.

17. Can I share my excel files with CDM link with my colleague?

Yes, you can. Just pass these files to your colleague. He can copy it to anywhere he likes on his computer. Refresh/Reload will work on his/her computer without problem.

18. How do I deal with another version or update and what happens to my workspace files?

When a new version is available we will let you know what needs to be done. When you install a new version, your workspaces will not be lost. We will automatically migrate them to the new version for you.

19. What happens to my feedback?

Your feedback goes to related customer service or sales contact as well as related data contact. After your feedback is received, customer services will contact you either by email or by phone.
20. What is the difference between refresh links, refresh sheet, refresh workbook and reload?

Refresh Links - You can use this function to refresh data on one or more links on the active worksheet. It refreshes the data based on the download settings that were used when you first downloaded it. If you need to change to the download settings, use the Reload function instead.

Refresh Sheet - Use this function to refresh data of all data sets in the active worksheet. You do not need to select any refresh links. It refreshes the data based on the download settings that were used when you first downloaded it. If you need to change to the download settings, use the Reload function instead.

Refresh Workbook - Use this function to refresh data of all data sets in the active workbook. You do not need to select any refresh links. It refreshes the data based on the download settings that were used when you first downloaded them. If you need to change to the download settings, use the Reload function instead.

Reload - You can use this function to change download settings and refresh data of your data sets. You can apply it on only one link on the active worksheet at a time.

21. What's the purpose of 'search in series name' option?

By default, CDM search in topic (start tab layout first level), section (second level), table (third level) and series name (fourth level). If keyword is found in any of these levels, all series under these levels are returned in search result. If you want to search only in series name then you need to select ‘search in series name option’.

22. How do I subscribe to more data?

You can send a subscription request message via subscribe window which appears when you client on series that you don’t have access, or you can contact us by phones/emails in contact us page.

23. I installed CDM, but I don’t see CEIC Data Manager. What can be the reason?

You either did not install CDM with Administrator rights or your Excel was running when you installed the application. Make sure that you install CDM with admin rights. If this is not your case, close Excel and open it again, if it is not there yet, contact us.

24. How come I can only download 256 columns?

Excel (all supported versions) has a 256 column limit. We suggest you select ‘series in column’ option when downloading series.

25. I launched an Excel file from Outlook but can’t see it.

You need to minimize CDM or alt+tab to Excel.

26. Why do I get these errors about Excel failed to load?

Go to help, about in Excel and ensure the CDM is enabled. Sometimes if you have multiple add-ins you have to enable all for CDM to work.

27. How do I save my Excel download defaults?
When you change your download settings while you download, make sure you checked "make these settings my default settings". Or you can change these settings from the Settings menu, also need to check "make these settings my default settings" and then click Apply.

28. Sometimes in chart manager, I can't see the chart clearly?

You may have changed the format of the graph. Simply click on reset settings on the tool bar in graph manager (it's the drop down menu right of print chart).

29. When I install CDM, during .NET framework installation I receive “The system cannot open the device or file specified”. What is the reason?

The reason is your temp folder is encrypted. A solution for this is in the below link: http://support.microsoft.com/default.aspx?scid=kb;en-us;318080#appiesto

30. My antivirus program complains that the file MachineID.dll may contain virus. What should I do?

Some antivirus software may complain about this file due to some attributes in this file looks like virus. Please contact our customer service team for assistance.

31. I am in Chart Manager and clicked on the Set Timeframe button on the top. The Timeframe settings panel opened on the left but I don't know how to close it?

Click on the Set Timeframe button on the top again will close the panel.

32. Under series information, what does Status stand for?

Status is either discontinued or active. Discontinued means it is not being updated. Active means it is currently being maintained in CDM.

33. In the Functions under My CDM, what is the difference between “Period to Date” and “Frequency Transform”?

“Period to Date” is used to calculate the period-to-date summation, or to derive the period-end difference of a selected series, over intervals corresponding to the selected frequency.

“Frequency Transform” is used to generate an aggregated figure of a selected series from its original frequency to a new frequency. Note that transformation can only transform from a higher frequency to lower frequency, e.g. monthly to quarterly, weekly to annually, … etc.

34. Does CDM work under .NET framework 2.0? My machine already has 2.0 installed.

CDM does not work with 2.0. It requires 1.1. But it is not a problem to have both 1.1 and 2.0 installed on the same machine. Although you have 2.0 installed, CDM will still download 1.1 and install it.

35. I am trying to install CDM and got an error message relating to window installer. What should I do?
36. How to delete only 1 series from the workspace?

You can do so by selecting the particular series and click “Remove selected series” on the left panel; or right click on the particular series and select “Remove Series”.

37. When graphs/chart are exported to excel via 'copy to clipboard', can the exported graph be reloaded in future to capture new time points. Or we need to export the graphs again?

Graph cannot be reloaded to capture new time points in future. You need to copy the graph again.

38. I tried to refresh a link in Excel but the data did not get refreshed. It was fine when I created it and used in an old version of CDM.

If your link was created with a very old version of CDM, the link may not be compatible with the CDM version you are currently using.

39. I got a prompt in CDM telling me there is a newer CDM version and ask me to do an upgrade. What should I do?

When CDM has a new release, you will get a prompt when you access CDM asking you to do a upgrade. You can still work with the version you have but you are recommended to upgrade to the newer version to benefit from the new features and adjustments.

You can simply go to our website to get the latest version: http://www.ceicdata.com/client/Downloads.html
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