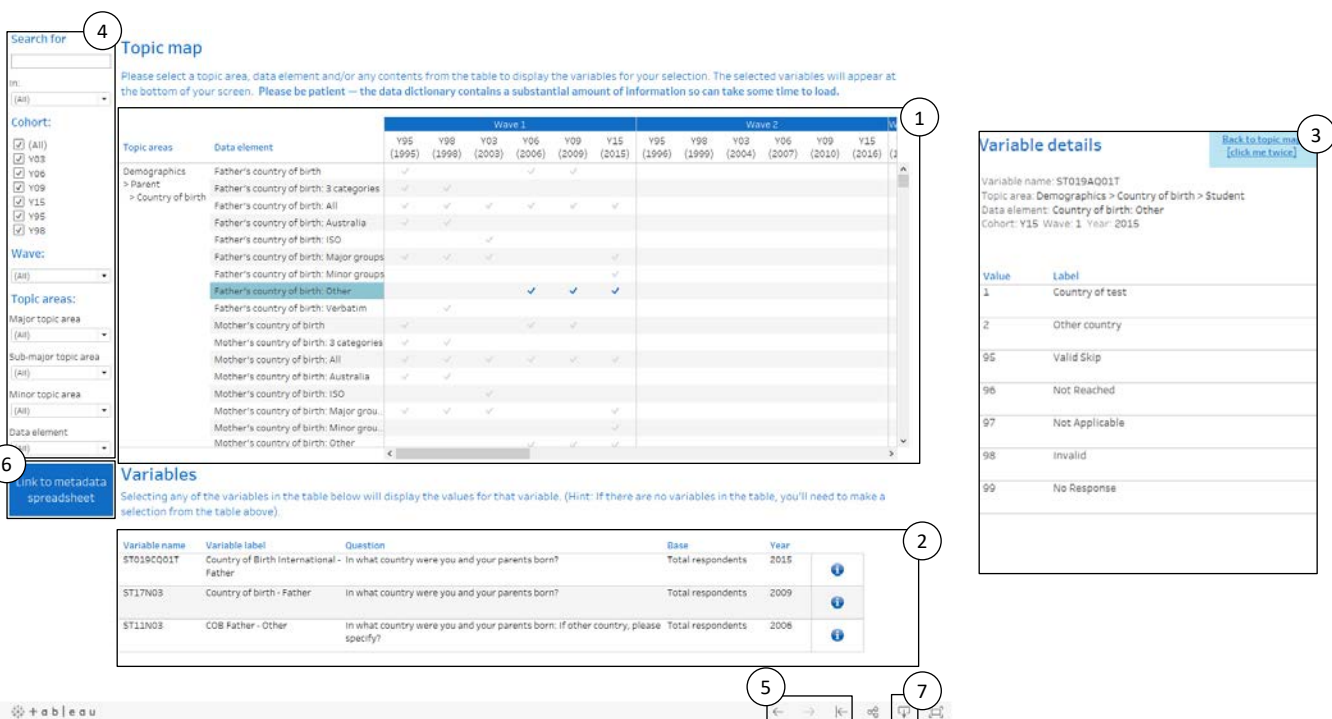


## LSAY online data dictionary 'how to' guide

### Overview

The LSAY online data dictionary is a digital platform for exploring information captured across the LSAY surveys. Information is presented using three tables: a 'Topic map'; a 'Variables' table; and a 'Variable details' table (1, 2 and 3 in the diagram below). The online data dictionary allows you to display selected information using search fields and filters (4) which can be reset using the reset and back/forward arrows (5). Information can be output using the 'Link to metadata spreadsheet' (6) and 'Download' button (7).

The online data dictionary can also be used offline using the Tableau reader [free download](#). For a faster more responsive version we recommend using the data dictionary offline.



The screenshot shows the LSAY online data dictionary interface. It is divided into three main sections:

- Topic map (1):** A table showing data elements across waves and cohorts. Blue tick marks indicate data collection. A search bar and filters are on the left (4).
- Variables (2):** A table listing selected variables with their names, labels, questions, base populations, and years. Information buttons are on the right.
- Variable details (3):** A window showing the values and value labels for a specific variable.

Navigation and utility elements include a 'Link to metadata spreadsheet' button (6), back/forward arrows (5), and a 'Download' button (7).

① **Topic map** displays the topic areas and data elements collected across waves and cohorts. Blue tick marks (✓) highlight the cohort and wave where data elements have been collected. Hover over a tick mark ✓ to display a count of the variables listed under that data item. Clicking on items within the topic map (i.e. topic areas, data elements, waves, cohorts or tick marks) will populate the Variables table ② with the selected variables.

*Tip: Hold down shift or CTRL to select multiple data items at once.*

② **Variables** lists the variables selected from the above topic map. The table displays the variable name, variable label, question, base population and year. Hover over the information button ⓘ to quickly display the topic area, wave, cohort, year as well as notes for each variable. Selecting any of the items in the 'Variables' table will display the 'Variable details' window that contains the values and value labels for that variable ③.

③ **Variable details** window will open by clicking on a variable within the 'Variables' table ②. This window displays the values and value labels for that variable and details the topic area, data element, cohort, wave and year.

*Tip: If a label has been truncated (e.g., [immigration status: Australian defini...]), hover over it to display the full text.*

④ **Search** and filters allow you to find and display data elements by searching on keywords and filtering by cohort, wave, and topic area.

- **Keyword search** allows you to search by keyword. This searches across topic areas, data elements, question text, base population, variable name, variable label and values. For a more refined search use the **In:** dropdown menu to search from within these categories.

Search for

In:

- (All)
- (All)
- Topic area
- Data element
- Question text
- Base population
- Variable name
- Variable label
- Values

- **Cohort filter** allows you to display different cohorts. Check the tick boxes to select the cohort/s of interest. Select **(all)** to redisplay all cohorts.

Cohort:

- (All)
- Y95
- Y98
- Y03
- Y06
- Y09
- Y15

- **Wave filter** allows you to select different waves. Use the drop down menu to select the waves of interest from the list. Select **(all)** to redisplay all waves.

Wave:

- (All)
- Wave 1
- Wave 2
- Wave 3
- Wave 4
- Wave 5
- Wave 6
- Wave 7
- Wave 8
- Wave 9
- Wave 10
- Wave 11
- Wave 12

- **Topic area filters** allow you to filter down through major, sub-major, minor topic areas and data elements. Click the drop down menu and select categories from the list, select **(all)** to redisplay all topics. For an overview of the topic areas go to the online [data dictionary intro page](#).

Topic areas:

Major topic area

5. Employment

Sub-major topic area

Current



Minor topic area

Job satisfaction

Data element


(All)

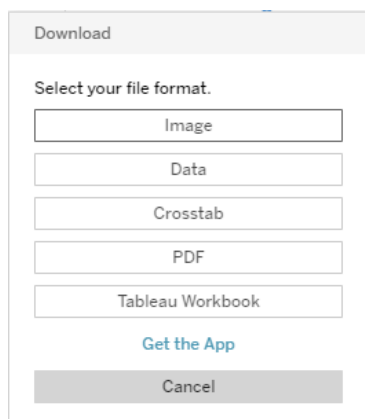
Tip: Click anywhere on the screen to hide the dropdown menu.


⑤ **Back and Forward** arrows  located on the button ribbon allows users to undo and redo filter selections and searches. The **Reset** arrow  will reset all filters, including the search bar and 'In:' field, back to the original table.

⑥ **Link to metadata spreadsheet** will take you to the LSAY variable listing and metadata workbook which contains all the information contained in the online data dictionary in Excel format.

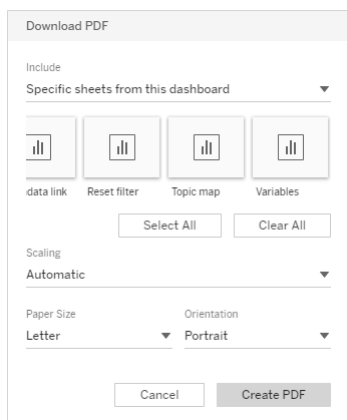
Tip: If the link to metadata spreadsheet button is highlighted light blue click to unhighlight and then again to link to metadata.

⑦ **Download**  located on the bottom right corner can be used to download the data dictionary for offline use and generate PDFs, cross tabulations (CSV) and outputs of the underlying data.

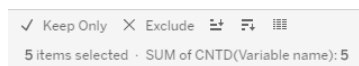



- **Download the LSAY data dictionary** to use offline.
  - I. To use the data dictionary offline, users must have Tableau reader (or Tableau desktop) installed ([download here](#)).
  - II. Select 'Tableau Workbook' from the  menu.
  - III. Open .twbx file within tableau reader.

- **Generate pdfs** of the topic map, selected variables or variable details





- I. To generate a pdf of the **Topic map**:
  1. Customise the topic map using the search and filter bars or left click on a data items (i.e. topic areas, data elements, waves, cohorts or tick marks) to exclude or keep.



2. Select *pdf* from the  menu
3. Click on the 'Include' dropdown menu and select 'Specific sheets in this dashboard' and then 'Topic map'.
4. Generate and download the PDF.

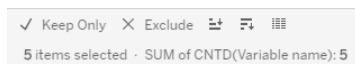
*Tip: To output the complete topic map, ensure the search bar is empty and reset filters prior to generating the pdf.*


- II. To generate a pdf of the **Variables** table:
  1. Select data items from the topic map to display the required variables in the 'Variables' table

2. Select *pdf* from the  menu
  3. Click on the 'Include' dropdown menu and select 'Specific sheets in this dashboard' and then 'Variables'
  4. Generate and download PDF.
- III. To generate a pdf of the **Variable details** table:
1. Select the variable of interest from the 'Variables' table to open up the variable details window
  2. Select *pdf* from the  menu
  3. Click on the 'Include' dropdown menu and select 'Specific sheets in this dashboard' and then 'Values' and 'Variable details'.
  4. Generate and download PDF.

- **Generate cross tabulations** of topic maps.


- I. Use the search bar and/or filter bars to display data elements of interest within the topic map or left click on a data items (i.e. topic areas, data elements, waves, cohorts or tick marks) to exclude or keep.

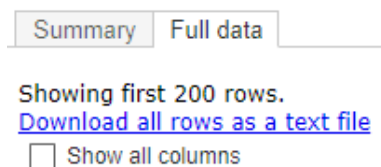


- II. Select crosstab from the  menu. This will generate a text file(.csv) cross tabulation of the selected data elements by wave/cohort.

*Tip: To output all data elements, reset all the filters and ensure the search bar is empty prior to outputting a cross tabulation.*

- **Output data**

- I. Use the search bar and/or filters to display data elements of interest and select items within the topic map (i.e., topic areas, data elements, waves, cohorts or tick marks) to populate the variables table.
- II. Select 'Data' from the  menu. This will generate an html file with two tabs: 1) Summary (summary of the topic map) and 2) Full data (all available data, incl. value labels) for the first 200 rows.
- III. Select the tab of interest before downloading all rows as a text file (.csv). On the full data tab you may need to select 'Show all columns' to view hidden columns, but beware this adds a lot of redundant info variables.



*Tip: To output all data, ensure the search bar is empty and reset filters prior to outputting, you will need to navigate to the full data table and select show all columns . Alternatively data can be downloaded via the 'Link to metadata spreadsheet' button.*