



# **Nesstar WebView User Guide**

Version 3.5

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# Contents

1	Introduction .....	3
1.1	Using Nesstar WebView .....	3
1.2	Metadata .....	5
1.2.1	Study Description .....	5
1.2.2	Data Files Description .....	6
1.2.3	Other Documentation .....	6
1.3	Variable Description .....	6
1.4	Bookmarks .....	6
2	WebView functionality .....	6
2.1	Description .....	6
2.2	Tabulation .....	7
2.3	Analysis .....	7
2.4	Additional Functionality .....	7
2.4.1	Table view .....	8
2.4.2	Barchart .....	8
2.4.3	Mapping .....	8
2.4.4	Weights .....	8
2.4.5	Subset .....	8
2.4.6	Download .....	9
2.4.7	Export PDF .....	9
2.4.8	Help .....	9
2.4.9	Bookmarks .....	9
3	Manipulating tables .....	10
3.1	Variables .....	10
3.1.1	Choose categories .....	11
3.1.2	Type box .....	11
3.1.3	Measure box .....	11
3.2	Moving variables in and out of a table .....	12
3.2.1	Move a variable into a table .....	12
3.2.2	Move a variable from the table to layers .....	12
3.2.3	Move a variable to column or row .....	12
3.2.4	Remove a variable from a table .....	13
4	New Functionality .....	13
4.1	Computing new variables .....	13
4.1.1	Add .....	14
4.1.2	Subtract .....	15
4.1.3	Multiply .....	16
4.1.4	Divide .....	17
4.1.5	Percent .....	18
4.1.6	Average .....	19
4.1.7	Percent of growth .....	20
4.1.8	Recode .....	21
4.2	Insert Calculation .....	22
5	Further information .....	24
5.1	On-line Help .....	24
5.2	Multi-lingual WebView .....	24

# 1 Introduction

This guide provides a brief introduction to Nesstar WebView and contains information about each of the main features and how to use them.

WebView enables users to:

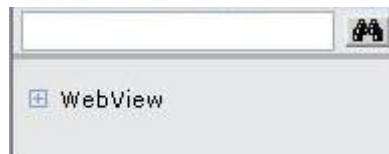
1. View survey and tabular data
2. Browse metadata
3. Create cross-tabulations of variables
4. Run correlation and regression analyses
5. Produce graphical representations of data
6. Create new variables
7. Recode existing variables
8. Map information

## 1.1 Using Nesstar WebView

The following information describes how to navigate around the Nesstar system. Data and metadata published to a Nesstar Server are available within WebView, the user friendly interface to the Nesstar Server.

Survey data, tabular data (cubes) or other resources, e.g. reports, can be published to a Nesstar server and then usable within Nesstar. Published datasets and resources are associated with catalogues. There can be as many, or as few, catalogues as required.

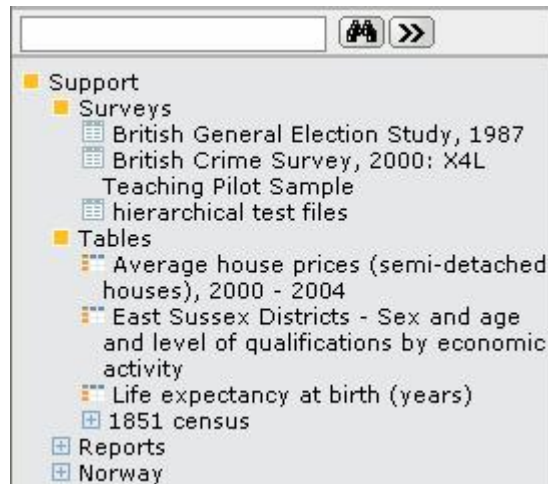
The left side of the screen contains the 'browse list'. This contains a list of all catalogues and published resources available within Nesstar.



A  represents a Nesstar catalogue in the browse list.

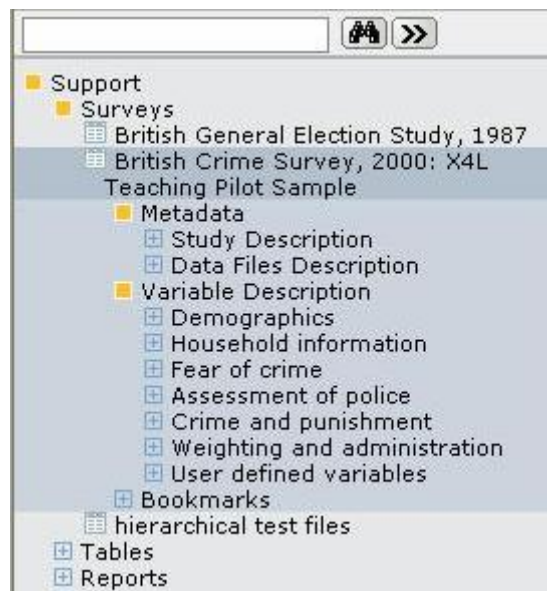
**Fig. 1 (below) - Click on + to expand the catalogue.**

Catalogues can hold any number of Nesstar resources. Further catalogues can be created as required using the Nesstar Publisher.



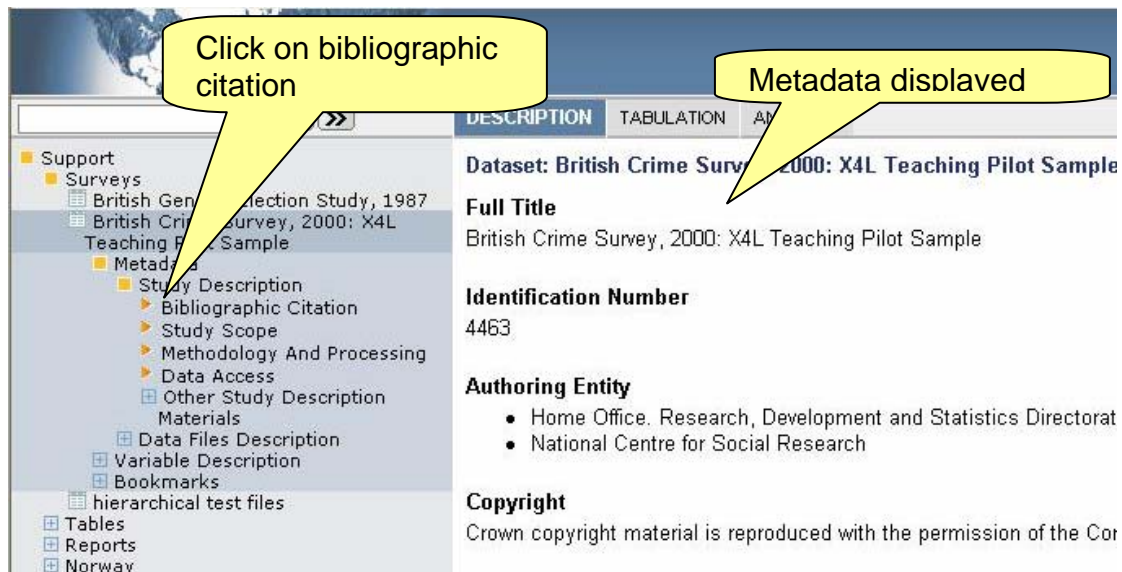
Clicking on a title will display the abstract text on the right side of the screen.

**Fig. 2 - Click on the dataset icon to display further information about that dataset.**



Clicking on + will open further levels of information.

Information related to the objects selected from the browse list will display in the right frame, see below.



## 1.2 Metadata

Metadata relating to the chosen resource can be viewed in this section. Information selected in the browse list will display corresponding information in the main frame on the right.

To view information about published data:

1. Click on a dataset title to view its associated abstract.
2. Select the dataset icon to open a list of directories associated with that dataset.
3. Click on Metadata and the following options will be available depending on the information added when the study was published:
  - Study Description
  - Data Files Description
  - Other Documentation

### 1.2.1 Study Description

Select **'Study Description'** to view information under the following headings:

1. Bibliographic Citation
2. Study Scope
3. Methodology and Processing
4. Data Access
5. Other Study Description Materials

Select each of the above in turn to view further information relating to the study.

### 1.2.2 Data Files Description

Select this section to view information about each of the data files associated with the selected study.

### 1.2.3 Other Documentation

Other documentation can include any other related information that has not been included elsewhere. Examples are: links to actual questionnaires, interviewer/project instructions and details of related publications.

## 1.3 Variable Description

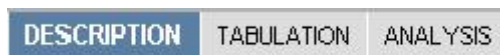
All the variables contained in a dataset will be found in this folder. The Nesstar Publisher is used to group variables and separate them into different sections. Variables that are not assigned a group by the data publisher will be found within a group called '...'.  
  
Further information about the use of the Publisher can be found in the Publisher User Guide.

## 1.4 Bookmarks

Users with appropriate permissions can create bookmarks that are stored with a particular study on the Server. Any such bookmarks will be found in this section. Please note, these can only be made and viewed by users with appropriate privileges.

## 2 WebView functionality

The Tabulation and Analysis tabs will only be available once a dataset is opened. For tabular (cube) datasets, the Analysis tab is never available. The active selection has a blue background and white font.

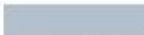





- Description** – displays only metadata.
- Tabulation** – select to perform tabular analyses on the data
- Analysis** – select for correlation or regression analyses.

### 2.1 Description

The description section displays descriptive text about the data. Select a variable from the browse list to display information about that variable in the right frame. The data displays value listings, categories and the number of responses for the selected variable. Further information, e.g. question text, may also be available and this will also be displayed on this screen.

### Variable MARGRP : Marital status

Values	Categories	N	
1	Married or de facto	11230	 57.9%
2	Single	3569	 18.4%
3	Widowed	2415	 12.4%
4	Separated or divorced	2185	 11.3%
Sysmiss		12	

#### Summary statistics

Valid cases	19399
Missing cases	12
This variable is numeric	

A summary of the statistics may include: valid cases, minimum, maximum and mean.

## 2.2 Tabulation

This option enables you to create a frequency distribution for one variable. or cross-tabulations for multiple variables.

To create a table containing one or more of the variables from a survey dataset:

1. Click on the Tabulation tab.
2. Select a variable from the browse list on the left.  
A list of variables is available once you open a survey by clicking on the study icon and selecting Variable Description.
3. Click on the variable name and select one of the four options that will then become available.
4. Repeat this process to select other variables that you wish to add to the table.

## 2.3 Analysis

This tab enables a correlation or regression analysis to be performed. Once selected following the instructions on the screen to add variables.

## 2.4 Additional Functionality

There are a number of icons in the top right-hand corner of the screen. Depending on the characteristics of the dataset that is currently open, certain icons will be available. The icons represent:



Table view



Bar chart












Time series graph



Scatterplot



Map

-  Clear
-  Weight (survey data only)
-  Subset (survey data only)
-  Compute (survey data only)
-  Download dataset (survey data only)
-  Export table to spreadsheet
-  Export pdf
-  Print preview (and print)
-  Create bookmark


### 2.4.1 Table view

This option will show a table view and enables you to display tables as raw numbers, column percentage, row percentage or row and column percentage.

### 2.4.2 Barchart


A number of graphical representations are available depending on the type of analysis performed. For example, a cross-tabulation will produce simple and stacked bar and pie charts.

### 2.4.3 Mapping

If the data currently being displayed has a map attached to it, the 'Map' icon  will be available.


### 2.4.4 Weights

Some datasets may include weighting variables. Other datasets may have been pre-weighted. If a weight variable is defined, or other variables are required for weighting, then:

1. Select the 'weight' icon  and any predefined weighting variables will be displayed in the Weight Variables box.
2. Click on a variable.
3. Click on the arrow between the boxes to move it to the 'Selected variables' box.
4. Click on 'OK' to apply the weight(s).

### 2.4.5 Subset


The subset option enables you to produce an analysis, or a graph, using only a subset of the variables or cases.

1. Open a dataset.
2. Click on the Subset icon .

3. Select a variable from the browse list.
4. Click on the variable name and select 'Add to subset' from the box that becomes available.
5. From the 'Categories' box, select the category that you wish to include in the analysis. If a variable has a high number of categories you will be given the option of adding a value manually, or loading the complete category list.
6. Select an appropriate operand, e.g. '=', '<'.>
7. Click 'Add' to add it to the subset.
8. Use 'More' to add a category from a different variable to the subset.
9. Select 'OK'.

## 2.4.6 Download


### 2.4.6.1 To download a dataset:

1. Select a study from the browse list.
2. Click on the 'Download' icon .
3. Select the format of the dataset in the drop-down menu. The options are: SPSS, SPSS portable, NSDStat, Statistica, StatA, DIF, Dbase and SAS.
4. Click on 'download' and choose to save.


### 2.4.6.2 To download documentation:

1. Follow the steps above.
2. Select the format of the documentation (html or xml)
3. Click on 'Download'.

## 2.4.7 Export PDF


Tables and charts can now be exported to PDF format. When the required information is displayed in the right hand frame, click on the 'Export to pdf' icon . A 'File download' window will then be displayed from which you can select to 'Save' the file to a selected directory.

## 2.4.8 Help

Click on the 'Help' icon  to open a new browser window. This provides a link to the WebView User guide that is available from the Nesstar Server.

## 2.4.9 Bookmarks

The bookmark option can be used to create a particular view of a dataset or analyses and two options are available - Browser bookmark or Server bookmark.

To create a bookmark, click on the 'Bookmark' icon  and the two options are displayed.

### **'Browser' bookmarks:**

To create a 'Browser' bookmark:

1. Select the 'Browser bookmark' option. Your web browser's bookmark dialogue window will then open.
2. Rename the 'Bookmark' and save as required.
3. Press 'OK'.

### **'Server' bookmarks (when available):**

To create a 'Server' bookmark:

1. Select the 'Server bookmark' option. A 'Label' and 'Comment' box will then be displayed.
2. Enter a 'Label' for your bookmark. This will be displayed within the browse list on the left in the 'Bookmarks' section.
3. Enter text as required in the 'Comments' box to describe the bookmark that has been created.
4. Press 'Add bookmark' and the bookmark will be added.

When Server bookmarks are then selected a dialogue box appears with the following options: 'Open bookmark', 'Comment' and 'Remove bookmark'. 'Open bookmark' will open the bookmark, 'Comment' will display the information added to the 'comment' box when the bookmark was created, and 'Remove bookmark' will delete a bookmark from the server.

## **3 Manipulating tables**

Above a table there are a number of drop-down boxes. For each variable there is a Variable box. In addition, there may also be a 'Type' box or a 'Measure' box.

### **3.1 Variables**

Chosen variables appear above a table or graph and include further options within drop-down boxes. The following options are available:

1. Display a different 'level' of a variable within the table. For example, you may choose to look at the value for the combined categories ('All') or the categories individually ('categories'), for survey data.

For tabular (cube) datasets, 'level' names are typically associated with hierarchical variables, e.g. spatial variables containing different levels of geography - County, District, Ward.

2. Move a variable from column to row or vice versa.
3. Move a variable into the table, using either 'Move to row' or 'Move to column'. This applies to variables that are in layers. They have their name highlighted above the variable box.
4. Move a variable to layers – this takes the variable out of the table and only information for one category is then displayed in the table. The name of the selected category is then displayed.
5. Choose a different category for a variable in layers. For instance, you may want the table to display just Male or Female respondents, for the Gender variable.
6. Choose to display certain categories in the table, using 'Choose categories' (see below).

### 3.1.1 Choose categories

To specify which categories to display in a table, or cross-tabulation:

1. Click 'Choose categories'. This opens a new window, with a list of categories for the chosen variable.
2. Select the required categories by checking or unchecking the required selection(s). The 'Deselect all' and 'Select all' button facilitate this process.
3. Open any subcategories that have a '+' sign before the category name. You can view the categories as a hierarchical tree or an alphabetical list.
4. Click on the 'Update' button to update the table.

### 3.1.2 Type box

When no measure variable is used in a survey-based table, the data view is by default the percentage of cases. Use the '**Type**' drop-down box to choose a different data view: Column Percentage, Row Percentage, Raw Numbers, and Row and Columns Percentage.

### 3.1.3 Measure box

A variable can be added to a table as a 'measure' variable. A measure drop-down box will then be available which provides the following options:

- average
- count
- min
- max

- standard deviation
- sum

**Note** - For cubes, a measure is always present in the table.

## **3.2 Moving variables in and out of a table**

Variables can be moved in and out of the table by a 'drag and drop' method.

### **3.2.1 Move a variable into a table**

If a variable is chosen from the browse list, but has then been either moved to layers or taken out of the table, its blue variable name will be highlighted above the variable box.

To move a variable into the table:

Hold the mouse button down over the variable name and drag it to either the column (dark blue) or row (orange) rectangles at the top-left of the table, which will be outlined in red.

Align the centre of the arrows with the rectangle and release the mouse button to redraw the table.

### **3.2.2 Move a variable from the table to layers**

To remove a variable from the table and put to layers:

Select a variable name from the column (dark-blue) or row (orange) cells at the top-left of the table and click and hold the mouse button.

Hold the mouse button down and move the mouse pointer into the large (red-outlined) rectangle above the table that contains the variables.

Release the mouse button to redraw the table.

Alternatively, use the drop down box and select 'Move to layers'.

### **3.2.3 Move a variable to column or row**

To move a variable to a column or to a row:

Select the variable name from the column (dark-blue) or row (orange) cells at the top-left of the table and click and hold the mouse button.

Hold the mouse button down and drag the variable name to one of the other rectangles (dark blue for column or orange for row) and release the mouse button.

Alternatively, use the drop down box and select 'Move to row', or 'Move to column'.

### 3.2.4 Remove a variable from a table

To remove a variable, click and hold the variable name and drag the variable out of the table.


Alternatively, for survey data, use the drop down box and select 'Remove from table'.

## 4 New Functionality

The two functions 'Compute' and 'Insert Calculations' are now available with version 3.5 of Nesstar.

### 4.1 Computing new variables

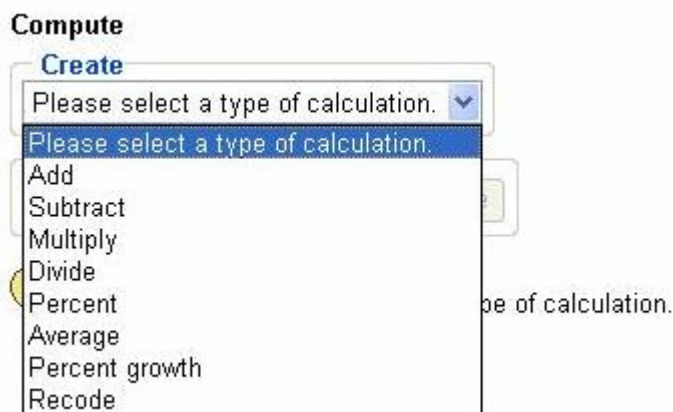
'Compute' enables you to create user-defined variables according to certain pre-defined mathematical and statistical operations. A 'recode' function reassigns the values of existing variables into new values for a new variable.

Select the toolbox in WebView  to open the computing interface for compute and recode. Note: the icon is disabled when no study is open or if a study has no data.

Click on the icon and log in if prompted. Once your details are verified the system retrieves your previously generated.

If you have no previously generated variables you are presented with a list from which to choose a type of calculation in order to proceed.

Select a predefined formula for your calculation from the 'Create' drop down list.



If user defined variables already exist you have the option to delete them from the 'Delete' menu.

## Compute

**Create**


Please select a type of calculation.

**Delete**

Choose a variable to delete

Choose a variable to delete

marStat

 To create a new variable select a type of calculation.

**Note:** When creating new variables, the variable name must be unique, while the label is free text. If you enter a variable name that is not unique an error message will be displayed and a new name can be added.

The following predefined formulas are available:

### 4.1.1 Add

Use 'Add' to add variables together or to add a constant if required:

1. Select the variables from the browse list.
2. Choose to 'Add variable to compute'.
3. Add more variables, or a constant, as required.
4. Add a variable name and label.
5. Click ok.


**Compute**

**Add**

Constant

Label

Name

 Choose variables from the browse list. Add a constant, if required, and a name and label for the new variable. Press 'Ok' to apply.

### 4.1.2 Subtract

Subtract provides the following options:

- Subtract a variable from a variable.
- Subtract a variable from a constant
- Subtract a constant from a variable.

**Note:** Subtracting a constant from a constant is not allowed.

To use:

1. Select 'Subtract' from the 'Compute' options.
2. Click either 'Variable' or 'Number' in the Compute box.
3. If 'Variable' is selected, click on a variable in the browse list (a menu will appear)
4. Choose whether to add as first or second variable.
5. If 'Number' is selected, add a number into the appropriate field.
6. Add a variable name and label.
7. Click Ok.

**Compute**

**Subtract**

Variable:  
 Number:

**Minus:**

Variable:  
 Number:

Label

Name

### 4.1.3 Multiply

Use 'Multiply' to multiply variables together or with a constant.

1. Select the variables from the browse list.
2. Choose to 'Add variable to compute'.
3. Add more variables, or a constant, as required.
4. Add a variable name and label.
5. Click Ok.

**Compute**

**Multiply**

Constant

Label

Name



Choose variables from the browse list. Add a constant, if required, and a name and label for the new variable. Press 'Ok' to apply.

#### 4.1.4 Divide

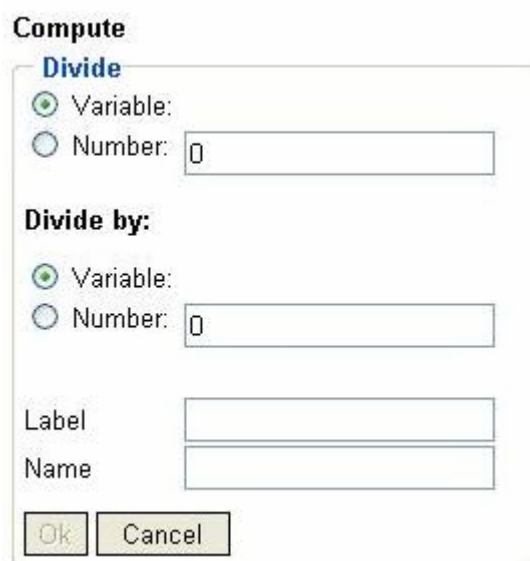
The 'Divide' operation provides the following options:

- Divide a variable by a variable.
- Divide a variable by a constant OR divide a constant by a variable.

**Note:** Division of a constant by a constant is not permitted.

To use:

1. Select 'Divide' from the 'Compute' options.
2. Click either 'Variable' or 'Number' in the Compute box.
3. If 'Variable' is selected, click on a variable in the browse list (a menu will appear)
4. Choose whether to add as first or second variable.
5. If 'Number' is selected, add a number into the appropriate field.
6. Add a variable name and label.
7. Click 'OK'.



The image shows a dialog box titled "Compute" with a sub-tab "Divide". It contains two sections for selecting variables or numbers to divide. The first section, "Divide", has a radio button selected for "Variable:" and an empty text box for "Number:". The second section, "Divide by:", also has a radio button selected for "Variable:" and an empty text box for "Number:". Below these are two empty text boxes labeled "Label" and "Name". At the bottom are "Ok" and "Cancel" buttons.

### 4.1.5 Percent

'Percent' provides the percentage of a variable relative to another variable or of a variable relative to a constant. 'Percent' also provides the percentage of a constant as a percentage of a variable.

1. Select 'Percent' from the 'Compute' options.
2. Click either 'Variable' or 'Number' in the Compute box.
3. If 'Variable' is selected, click on a variable in the browse list (a menu will appear)
4. Choose whether to add as first or second variable.
5. If 'Number' is selected, add a number into the appropriate field.
6. Add a variable name and label.
7. Click Ok.

The image shows a screenshot of the 'Compute' dialog box in a software application, specifically the 'Percentage' tab. The dialog box is titled 'Compute' and has a sub-title 'Percentage'. It contains two sections, each with radio buttons for 'Variable' and 'Number'. The first section has 'Variable' selected. Below these sections are two text boxes for 'Label' and 'Name'. At the bottom are 'Ok' and 'Cancel' buttons.

**Compute**  
**Percentage**

Variable:  
 Number:

**As % of:**

Variable:  
 Number:

Label   
Name

#### 4.1.6 Average

Choose 'Average' to calculate the average across variables. Select the variables from the browse list on the left in the same manner as for an analysis.

1. Select the variables from the browse list.
2. Choose to 'Add variable to compute'.
3. Add more variables, or a constant, as required.
4. Add a variable name and label.
5. Click Ok.

#### Compute

Average

Label	<input type="text"/>
Name	<input type="text"/>
<input type="button" value="Ok"/>	<input type="button" value="Cancel"/>



Choose variables from the browse list and add a name and label for the new variable. Press 'Ok' to apply.

#### 4.1.7 Percent of growth

Choose 'Percent growth' to calculate a variable as a percentage of growth of another variable.

1. Select 'Percent growth' from the 'Compute' options.
2. From the browse list select variables and choose whether to add as first or second variable.
3. Add a variable name and label.
4. Click Ok.

**Compute**

**Percentage growth**

Variable:

**As % growth of:**

Variable:

Label

Name



Choose variables from the browse list and add a name and label for the new variable. Press 'Ok' to apply.

#### 4.1.8 Recode

'Recode' reassigns the values of existing variables into new values for a new variable. You can use 'Recode' to group existing categories into a new category with a new value.

##### Compute

**Recode**

**Old value**

Value

Range:  through

Range: Lowest through

Range:  through highest

**New value**

Value

Label

As missing

Add Delete

**All other values**

Keep as original values

Recode to Sysmis

Recode to:

Value

Label

As missing

**Added**

**New variable**

Name

Label

Ok Cancel



Choose a variable from the browse list.

The following options are available to recode a variable:

**Value** – Recode a value to new value (this will soon support a comma separated list).

**Range: .. through** – Select a range of values and recode to a new value.

**Range: Lowest through** – Select the range beginning at lowest value up to a specified value.

**Range: .. through highest** – Select a range that begins with the specified value and ends at the highest value available.

In the 'New value' section, add the new value and a label. If the new value is to be treated as a missing value, check the 'As missing' box. Neither value nor missing need be unique and you can recode a number of values into the same new value.

If you choose to recode more than one value into one new value the first label and missing information for the code is used for all recodes to that value.

**For example:**

1 -> 2 with label Test

4 -> 2 with label Tested2 (missing)

The new value '2' for both entries will have the label 'Test' and will not be set to missing.

When you have finished recoding all your required values, add this recode to the list of finished recodes by pressing **Add**. The recoded value will then appear in the **'Added'** box.

To delete any 'Added' recodes, check the box before each recode and press **Delete**.

All values that are not listed are recoded into a new value with the given label. The new value does not need to be added to the list of recodes, but will be applied when clicking **"Ok"** to add the variable.

## 4.2 Insert Calculation

Insert calculation adds a new category to a variable within a table.

To use:

1. Select a variable and open the drop down list.
2. Select **'Insert Calculation'** – see below.

Note: You may have to scroll down the list of available options.

The screenshot shows a software interface with a menu bar containing 'DESCRIPTION', 'TABULATION', and 'ANALYSIS'. Below the menu bar, the dataset is identified as 'British General Election Study, 1987'. Three dropdown menus are visible: 'Respondent's marital status' (set to 'Respondent's marital status'), 'Resp's race/ethnicity' (set to 'Resp's race/ethnicity'), and 'Type' (set to 'Column percentage'). A table is displayed with columns 'WHITE/EURO', 'W IND', 'OTHER', 'NOT ANSWERED', and 'Total'. The table rows include 'Resp's race/ethnicity', 'Respondent's marital status', 'MARRIED', 'LIVING AS MARRIED', 'WIDOWED', 'DIVORCED/SEPARATED', 'NOT MARRIED', 'NOT ANSWERED', 'Total', and 'N='. A dropdown menu is open over the 'Resp's race/ethnicity' column, listing options: 'All', 'Categories', 'Move to row', 'Move to layers', 'Remove from table', 'Choose categories', and 'Insert calculation' (which is highlighted in blue).

	WHITE/EURO	W IND	OTHER	NOT ANSWERED	Total
Resp's race/ethnicity					
Respondent's marital status					
MARRIED		51.0	55.6	100.0	65.3
LIVING AS MARRIED		3.9	0.0	0.0	2.8
WIDOWED		0.0	0.0	0.0	9.0
DIVORCED/SEPARATED		7.8	22.2	0.0	4.9
NOT MARRIED		37.3	22.2	0.0	17.9
NOT ANSWERED		0.0	0.0	0.0	0.1
Total		100.0	100.0	100.0	100.0
N=		51	9	8	3,826

3. Select the type of calculation you wish to perform, e.g. Add, and then use the options presented to add further information as necessary.

The screenshot shows a dialog box with two tabs: 'ADD' (selected) and 'EDIT'. Below the tabs is a 'Select type' dropdown menu with 'Add' selected. Underneath is a 'Select categories' section with 'Deselect all' and 'Select all' buttons. A list of categories follows: 'All' (unchecked), 'WHITE/EUROPEAN' (checked), 'ASIAN' (checked), 'BLACK/AFR/W IND' (checked), and 'OTHER' (checked). At the bottom of the dialog are three input fields: 'Constant' (empty), 'Decimals' (set to '1'), and 'Label' (empty). 'Ok' and 'Cancel' buttons are located at the bottom of the dialog.

4. Select the number of decimals to be included, or enter '0' if none are required.
5. Add a Label to identify this new category in your table.
6. Select 'OK' to add the new calculation into your table.

The following types of calculation are available:

- **Add** – adds categories together
- **Aggregate** – to aggregate across categories. The formula used is sum/count instead of add
- **Subtract** – to subtract one category from another
- **Multiply** – to multiply one category by another
- **Divide** – to divide one category by another
- **Percent** – calculates one category as a percentage of another
- **Percent of total** – calculates one category as a percentage of the total value of categories for the selected variable

- **Average** – calculates the average of two or more categories
- **Percent growth** – calculates the percentage change between two categories
- **Divide** – to divide one category by another

**Note:** Calculations that include missing values will result in cells with only missing values.

Constant values can also be used in the above calculations.

## 5 Further information

### 5.1 On-line Help

Further information about WebView functionality can be found in the on-line help.

### 5.2 Multi-lingual WebView

It is possible to view Nesstar WebView in different languages. However, this is dependent on the appropriate language files being available on the Nesstar Server you are viewing.

Your browser will probably be set to your local language and this is the language that will be used initially. However, it is possible to add other languages to your browser and if that language is supported by the host Nesstar Server, you will be able to view Nesstar in your selected language.

To add other languages to Internet Explorer:

1. Go to **Tools | Internet options | General tab**
2. Select Languages and then use '**Add**' to add the language you require
3. Move your selected language to the top of the list and if this is available from the host Nesstar Server, Nesstar WebView headings will be shown in this language.

**Note:** If you have a language listed that is not supported, the system will look for the next best exact match.

**Example:**

In my Internet Explorer browser I have the following languages listed – fr, en, no.

The Nesstar server I am accessing supports French, English and Norwegian.

As I have 'fr' as the first language listed in my browser I can see the Nesstar headings, e.g. Documentation, Tabulation, Analysis, in French.

If I change the order in my browser to en, fr, no then Nesstar will appear in English.

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