

SHORT GUIDE TO THE REDEVELOPED ILMT

At the moment, two versions of the Item List Management Tool are available in the PPP Database:

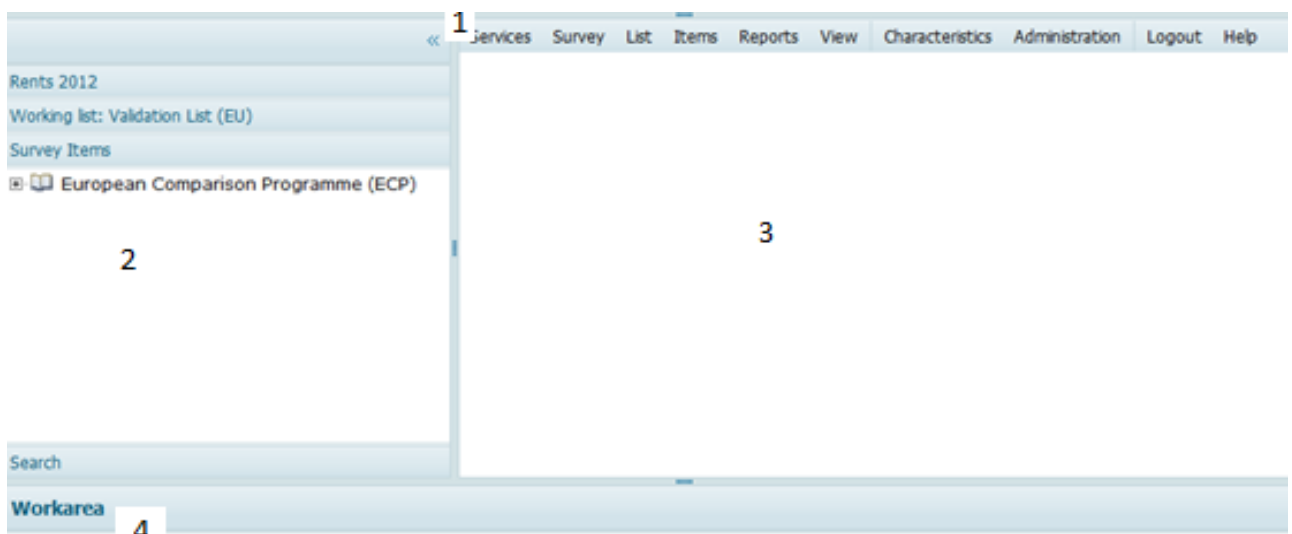


Both versions will remain available during the E14-1 pre-survey.

OVERVIEW OF THE REDEVELOPED ILMT

The ILMT consists of four main areas:

1. The menu area on the top where generic operations can be selected.
2. The selection panes on the left where the survey, the year of the survey, the working list and additional lists to be displayed and can be selected. The item navigation tree is also displayed here.
3. The operation area on the right, where information is displayed according to the selections made in the survey, list and item navigation trees.



4. Work area

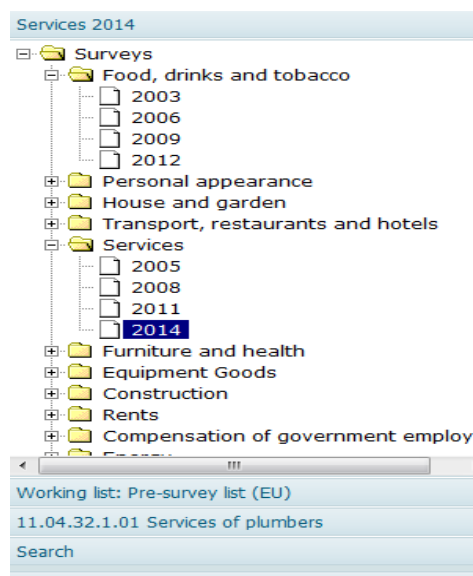
The default position of the 'Work area' window is on the bottom. All the operations like edit an item version, rename an item, export a report (i.e. export the Item list in *.rtf format) will be seen and managed here. The position of the window can be changed, double click on the 'Work area' bar to extend (maximize) it.

SELECTION PANES FOR SURVEYS, LISTS AND ITEMS

The selection panes are placed on the left. The first three panes can be selected (by clicking on them) to show the list of surveys (survey tree), the item lists (different types of lists like pre-survey list, initial list) and the navigation tree (ECP tree) which contains the subset of the ECP classification that is valid for the specific survey instance down to items and items versions in a hierarchical structure. A fourth pane for search is also displayed and will be available in the near future.

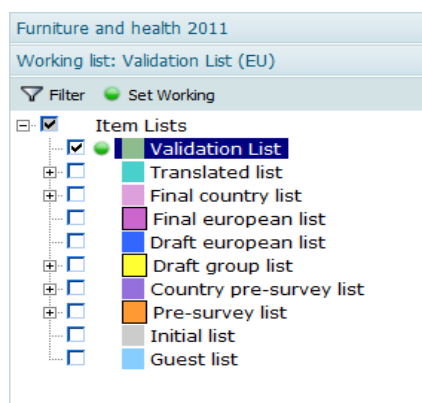
HOW TO SELECT A SURVEY


The first pane allows you to select the survey. Click on it to display all the surveys and click on the node next to the corresponding survey to select the year of the survey.

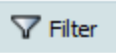


HOW TO SELECT THE WORKING LIST OR ADDITIONAL LISTS

The next step is to select the working list and other lists to be displayed. Click on the "Working list" pane.



A first set of lists (Validation list, Translated list, Final country list etc.) will be displayed. Click on the nodes to expand/collapse them. Locate the list you want to choose as working list, click directly on the name of the list to select it and then click on the **Set Working** button. ( Set Working)

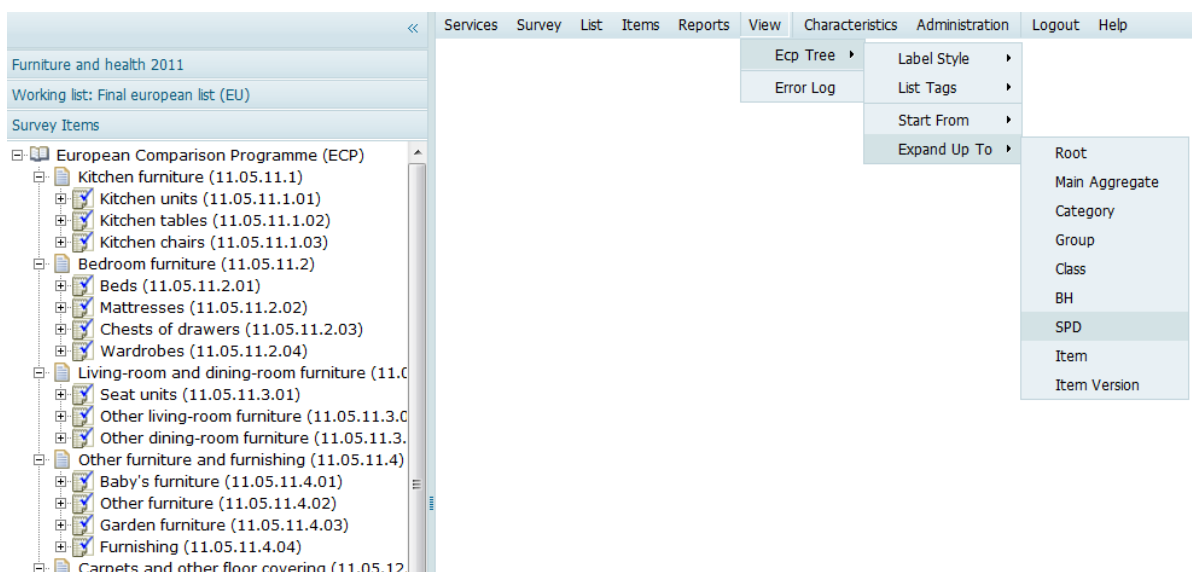
To select additional lists for comparing with the working list or to see the suggestions of other list managers, to copy entire item versions etc. click again on the “Working list”. Locate the list, click on the appropriate check box and then click on **Filter** ().

To select/deselect all the available lists (except the working list), check/uncheck the check box next to Item list (☒ **Item Lists**). Press Filter for your selection to be taken into account.

HOW TO SELECT AN ITEM FROM THE ECP TREE

The Item Navigation Tree (or "ECP" tree), where the target object (i.e. BH, SPD, item, item version) can be selected for further operation upon it, can be displayed by clicking on ‘Survey items’ pane.

You can choose how to display the ECP classification by choosing the base level (the highest visible level) and the lowest level you want the list to expand. For this, in the menu area, under **View, ECP Tree** there are two options: the **Start from** option (choose the base level, e.g. BH level) and the option **Expand Up To** (choose the lowest level you want to be displayed, e.g. SPD level)



Clicking on nodes or double-clicking on names of different objects (a BH, an SPD or others) will allow you to expand/collapse different tree objects individually.

By default, the objects (Groups, Basic Headings, SPDs) are displayed by **label and code** (the code in brackets). You can choose to have the opposite order (codes and labels), also only codes or only labels. For this, in the **Menu bar** go to **View, ECP Tree, Label Style**, all four options are displayed here.

TIP: The tool will remember all your last selections (survey, list, survey tree) upon logout (but only if you click the logout button, not when you let the login expire).

VIEWING ITEMS

Like in the previous tool, there are several ways of viewing items:

- view all the items of a specific item list that belong to a given BH
- view all the items of a specific item list that belong to a given SPD
- view specific items and compare with item versions of other lists
- view specific items versions

BH LEVEL AND SPD LEVEL

You can view items at the basic heading level or SPD level by selecting 'pivot view' or 'column view'.

Pivot View

This option displays the items defined under the BH or SPD according with what was selected (when a BH is selected, SPD codes will be displayed also). They will be displayed in a two-dimensional table, i.e. a table with columns for items and rows for characteristics.

Pivot view is the default view displayed when a BH/SPD is selected.

A filter can be applied in this view for selecting specific characteristics (i.e. type, model) by typing the name in the cell under "Label".

Services	Survey	List	Items	Reports	View	Characteristics	Administration	Logou
Pivot View		Column View	Questions and Answers	Characteristics				
Edit	New SPD	Answer	Notes	Export				
11.04.31.1 - Materials for the maintenance and repair of the dwelling (68)								
Code	11.04.31.1.01.aa	11.04.31.1.01.ab	11.04.31.1.01.ac					
Label	Paint indoor use WKB	Paint indoor use not washable WKB	Paint for kitchen and bathroom WKB					
Brand	(S)	(S)	(S)					
Brand Type	Well Known	Well Known	Well Known					
Colour	white, mat finish	white, mat finish	white, mat finish					
Coverage	approx. 7 m ² / l	10 - 12 m ² / l	approx. 6 m ² / l					
Substrate	interior	interior	interior					

Column View

This option displays the items defined under the BH/SPD selected (in case a BH is selected SPDs codes will also be displayed) as well as their characteristics and the corresponding values in a column layout. You can sort the table by SPD (in case a BH is selected), by item code, item name or by characteristic name by clicking on the corresponding label.

You can also filter the items either by code, by name, and/or by characteristic by typing specific words in the cell below the corresponding labels.


Services	Survey	List	Items	Reports	View	Characteristics	Administration	Logout	Help
Pivot View	Column View	Questions and Answers	Characteristics						
Edit	New SPD	Answer	Notes	Export					
11.04.31.1 - Materials for the maintenance and repair of the dwelling (68)									
Spd	Item Code	Item Name	Characteristic	Value					
		paint	brand						
19868	11.04.31.1.01.aa	Paint indoor use WKB	Brand	(S)					
19868	11.04.31.1.01.aa	Paint indoor use WKB	Brand Type	Well Known					
19868	11.04.31.1.01.ab	Paint indoor use not washable WKB	Brand	(S)					
19868	11.04.31.1.01.ab	Paint indoor use not washable WKB	Brand Type	Well Known					
19868	11.04.31.1.01.ac	Paint for kitchen and bathroom WKB	Brand	(S)					
19868	11.04.31.1.01.ac	Paint for kitchen and bathroom WKB	Brand Type	Well Known					
19868	11.04.31.1.01.ba	Paint outdoor use 2.5 - 5 l WKB	Brand	(S)					
19868	11.04.31.1.01.ba	Paint outdoor use 2.5 - 5 l WKB	Brand Type	Well Known					
19868	11.04.31.1.01.bb	Paint outdoor use 8 - 15 l WKB	Brand	(S)					

Questions and Answers

When a pre-survey list or country pre-survey list is selected as working list, the additional tab "Questions and Answers" will appear. This gives an overview of the questions raised and answers given at BH and SPD level during the pre-survey.

Services	Survey	List	Items	Reports	View	Characteristics	Administration	Logout	Help
Pivot View	Column View	Questions and Answers	Characteristics						
Edit	Delete	re Recode/Rename	Translate	New Item	Answer	Notes	Export		
11.05.61.1.01 - Cleaning and maintenance products (227624)									
Pre-Survey Questions/Answers									
PRE-SURVEY LIST	E		Please read notes of this SPD! No name" fits to which type of deter Gold" 3.6 kg, 45 washings = 80 g						
COUNTRY LIST	AT		OK						
COUNTRY LIST	BA		OK						
COUNTRY LIST	BG		Almost all detergents, powder (1 (80 g for 1 wash) belongs to item						
COUNTRY LIST	HU		ok						
COUNTRY LIST	ME		OK.						
COUNTRY LIST	RO		In our country on the package is						
COUNTRY LIST	RS		OK						
COUNTRY LIST	SI		OK						
PRE-SURVEY LIST	S		Are the doses of powder deterge correspondence between both ur						
COUNTRY LIST	EL		The doses are indicated in ml. For						
COUNTRY LIST	ES		The doses are indicated in ml. For						
COUNTRY LIST	IT		The doses are indicated in ml; 1 v						
COUNTRY LIST	MT		no, we get the package size in gr						

ITEM LEVEL

At the item level, you can view all item versions of the selected lists, including the working list, together in a comparison view. To view an item select an item from the tree (items are indicated with this icon ) If the working list is either of type pre-survey list or country-list, the pre-survey questions and answers, and information about the availability/ importance are additionally displayed.

Services Survey List Items Reports View Characteristics Administration Logout Help

View Discussion

Delete re| Recode/Rename re| Rename Move To SPD New Item Version Question Notes

11.04.32.1.01.ac - Plumber, total service, non-registered service (271178)

Properties

Code 11.04.32.1.01.ac
Name Plumber, total service, non-registered service EU

Avail./Imp.

Characteristics EU

Brand Brand not relevant
Reference Quantity 1 service
Quantity 1
Service replacement of 1 old mixer tap by 1 new in a wash basin
Any changes to the existing pipes no
Price excludes price of the tap

Symbols: (*) Updated (+) Added (-) Deleted (S) Specify

Pre-Survey Questions/Answers

PRE-SURVEY LIST EU NEW PROPOSAL: can you easily report black-market prices for this service?

No Notes found!

Services 2014

Working list: Pre-survey list (EU)

11.04.32.1.01.ac Plumber, total service, non-registered

European Comparison Programme (ECP)

Repair and hire of footwear (11.03.22.1)

Repair & hire of footwear (11.03.22.1.0)

Services for the maintenance and repair of

Services of plumbers (11.04.32.1.01)

Plumber, hourly charge (11.04.32.1.0)

EU EU_ensw 266568

Plumber, total service (11.04.32.1.01)

EU EU_ensw 266567

Plumber, total service, non-registered

EU 271179

Services of electricians (11.04.32.1.02)

Electrician, hourly charge (11.04.32.1.0)

Electrician, total service (11.04.32.1.0)

EU 271183

EU_ens 264896

Electrician, total service, non-registered

Maintenance services for heating system

Services of painters (11.04.32.1.04)

Painter, hourly charge (11.04.32.1.04)

Painter, per m2 (11.04.32.1.04.cb)

EU 271193

EU_ew 264917

Painter, total service (11.04.32.1.04)

Painter, total service, non-registered

Services of carpenters (11.04.32.1.05)

Other services for maintenance and repair

Water supply (11.04.41.1)

ITEM VERSION LEVEL

You can view a specific item version by selecting an item version from the tree.

The name and code of the selected item version are displayed on the top of the screen (below the Item version menu). Next to the name of the item version a text is displayed to highlight if a picture is available ("Image not available" or "Click to zoom in/out"). When an image is associated to the item version, click on the word "Click" to display the picture.

Services Survey List Items Reports View Characteristics Administration Logout Help

Edit Delete Assign Groups Copy To Unmark As Done Translate

11.03.13.1.01.ab - Men's belt classic BL (226901) created by Unknown Click to zoom in/out

Characteristic	Value
Brand	Brandless
Reference Quantity	1 piece
Included in ICP core list	yes
Type	classic, for men
Material	leather
Style	simple buckle
Lining	no
Colour	1
Width	2.5 - 4 cm
Length	95 - 115 cm
Price for	1 piece
Specify	Label, if any

Used By Lists



List	Name	Pre-Survey
FINAL EUROPEAN LIST	EU 11.03.13.1.01.ab - Men's belt, classic, BL	
FINAL COUNTRY LIST	AL 11.03.13.1.01.ab - Men's belt, classic, BL	
FINAL COUNTRY LIST	AT 11.03.13.1.01.ab - Men's belt, classic, BL	
FINAL COUNTRY LIST	BA 11.03.13.1.01.ab - Men's belt, classic, BL	
FINAL COUNTRY LIST	BE 11.03.13.1.01.ab - Men's belt, classic, BL	
FINAL COUNTRY LIST	BG 11.03.13.1.01.ab - Men's belt, classic, BL	
FINAL COUNTRY LIST	CH 11.03.13.1.01.ab - Men's belt, classic, BL	

In all the available views (i.e. pivot view, view at the item level) the width of the columns is adjustable.

WORK AREA

The work area is designed to be used when an action is undertaken in/with the list.


Compared with the previous version of ILMT, the work area is now designed as a separate area and is placed on the bottom of the main window. It can be maximized by a double click





on the 'Work area' pane and minimized by clicking on  (displayed on the up-right corner of the window ).

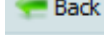
When an operation is started, different options will be displayed in several consecutive steps in the work area letting you to make the appropriate selections.

For example, if you want to export a list (the item list in *.rtf format), click on Reports (from the main Menu) and all the available reports will appear in the Work area.

Workarea		
<div>  Cancel  Next </div>		
<div>  Select the type of the report to be exported </div>		
Add		File Type
<input type="radio"/>		Pre-Survey List (new)
<input type="radio"/>		Item List
<input type="radio"/>		Item List
<input type="radio"/>		Picture Archive
<input type="radio"/>		Item List Output
<input type="radio"/>		Item List Output
<input type="radio"/>		Survey Archive for DET
<input type="radio"/>		Price Input Sheet
<input type="radio"/>		Brand Level Statistics
<input type="radio"/>		Brand Level Statistics

The next step is to select the corresponding list (check the radio button) and to click on  , this will lead you to next window where an appropriate selection has to be made.

Workarea	
<div>  Cancel  Back  Next </div>	
<div>  Select the list to be exported </div>	
	List For Export
<input checked="" type="radio"/>	PRE-SURVEY LIST (Europe)
<input type="radio"/>	INITIAL LIST (Europe)
<input type="radio"/>	GUEST LIST (Europe)

The operation can be cancelled, you can choose to go  to the previous step or go to the next step.

Depending on your action, you might need to change an option (displayed on the value column) like in this example: you can choose to export the full list or not by selecting 'yes' or 'no'. For this double click on the displayed option and make your choice.

Workarea

Cancel Back Next

Define the requested parameters

	Value
Group	-
Export full list?	yes
Include notes?	Yes
Include running number in items?	No
Include ref. quantity in items?	

Finally, in this example, the last window will show all the parameters that were selected and give the possibility to **Export** the list, to **Start Again** from the first step, to go back to the previous one or to cancel the entire action.

Workarea

Cancel Back Start Again Export

Preview of the report parameters

	Export Parameters
List	PRE-SURVEY LIST (Europe)
Group	-
Export full list?	No
Include notes?	Yes
Include running number in items?	Yes
Include ref. quantity in items?	Yes
Selected SPDs	11.03.22.1.01 - Cobbler services