



HELLENIC REPUBLIC
Ministry of Labour
and Social Insurance

Unit of Experts in Employment,
Social Insurance, Welfare and
Social Affairs (M.E.K.Y.)



Mechanism
of Labour
Market Diagnosis

USER GUIDE FOR THE DASHBOARD

Occupational guide

ELSTAT DATA



Table of Contents

The website of Mechanism of Labour Market Diagnosis.....	4
General functions of interactive tables (dashboards)	11
Central functions	11
<i>Choose occupation</i>	<i>11</i>
<i>Multiple data selection.....</i>	<i>12</i>
<i>Popup bar of options</i>	<i>12</i>
<i>Tooltip.....</i>	<i>13</i>
Additional functions	13
<i>Home</i>	<i>13</i>
<i>Tableau Options Bar</i>	<i>13</i>
Interactive table overview: Occupational guide.....	15
Occupational guide.....	15



Figure Table

Figure 1. Home Page of Mechanism of Labour Market Diagnosis	4
Figure 2. Main options menu	4
Figure 3. Direct access to a thematic unit from the Home page.....	5
Figure 4. Search field for published analyses	5
Figure 5. Option to type in the Search field	5
Figure 6. Thematic unit Home page: Contents of all categories	6
Figure 7. Search filters.....	6
Figure 8. Navigation bar in the categories of the thematic unit	7
Figure 9. Working environment of Interactive table.....	7
Figure 10. Working environment of Interactive table: User guide and Description of the interactive tables.....	8
Figure 11. Working environment of Interactive table: Table information and direct access to Related data.....	8
Figure 12. Evaluation and comments form of Interactive tables.....	9
Figure 13. Direct access to the Tableau Public repository	9
Figure 14. Members access	10
Figure 15. Select graph.....	11
Figure 16. Option to multi-select data (Shortcut)	12
Figure 17. Pop up bar of options	12
Figure 18. Tooltip.....	13
Figure 19. Home button	13
Figure 20. Options bar Tableau	13
Figure 21. Share pop-up window (Share) dashboard.....	14
Figure 22. Download pop-up window (Download)	14
Figure 23. Occupational guide 2022.....	15
Figure 24. Choose occupation	16
Figure 25. Occupation and Occupational Code (3rd level of analysis).....	16
Figure 26. Occupational dynamism (graph)	16
Figure 27. Percentage (%) of employed persons by gender, age, field of education and level of education (graph)	16
Figure 28. Percentage (%) of employees by occupational status, sector, full-time/part-time status, type of employment contract and extend of overtime work (graphs).....	17
Figure 29. Skills, knowledge and abilities (table)	17
Figure 30. Dynamism and employees by year (graph).....	18
Figure 31. Salary of employees by occupational status (graph).....	18
Figure 32. Percentage (%) of employed persons by region (map).....	19



The website of Mechanism of Labour Market Diagnosis

All the interactive tables are posted on the **Mechanism of Labour Market Diagnosis** website: <https://mdae.gr/> and are accessible to website visitors (Desktop version) through the main options menu and the thematic categories that are being developed.

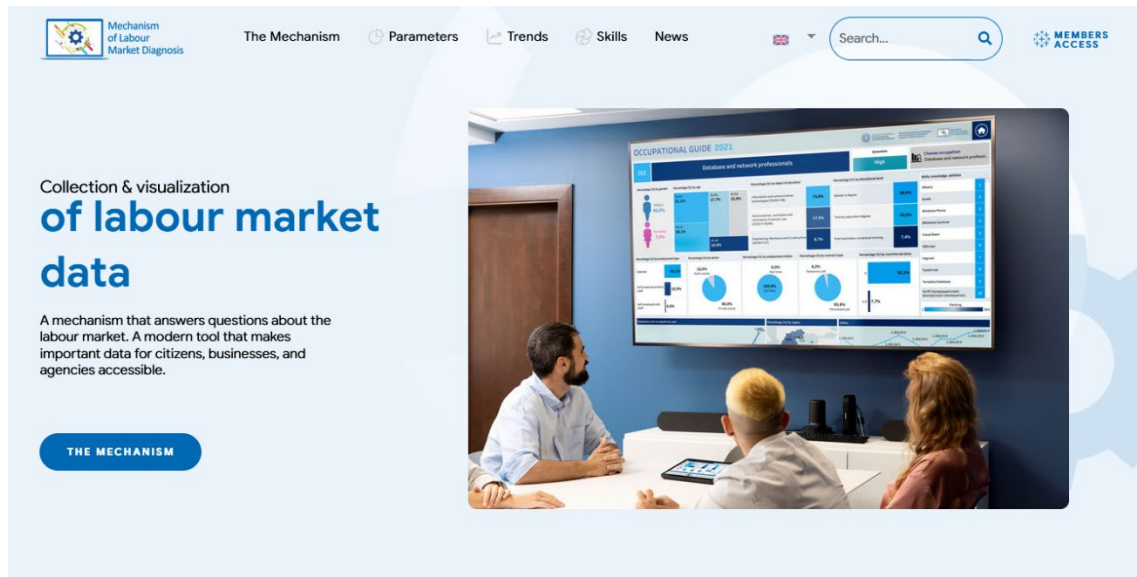


Figure 1. Home Page of Mechanism of Labour Market Diagnosis

The interactive tables, created with ELSTAT data for the **Occupational guide**, are presented in the thematic unit **Trends (labour market)**. The visitor can choose the unit and browse its contents.

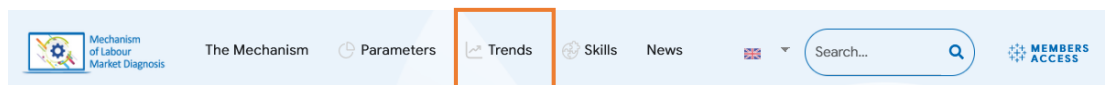


Figure 2. Main options menu

Alternatively, direct access to the thematic unit is also given on the Mechanism of Labour Market Diagnosis Home page.

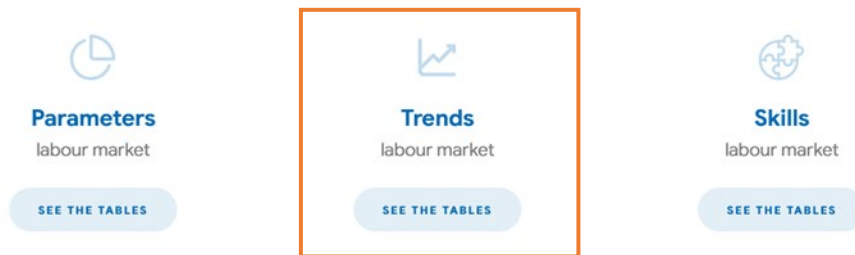


Figure 3. Direct access to a thematic unit from the Home page

In any case, from any point, the user can locate the interactive table he wishes to examine through the **Search** field in the main menu by typing keywords linked to the title of the interactive table.

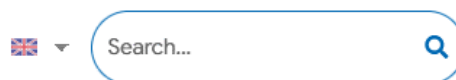


Figure 4. Search field for published analyses

For example, typing even the first letters of the word "gender" displays all the available interactive tables whose analysis refers to the variable "gender."

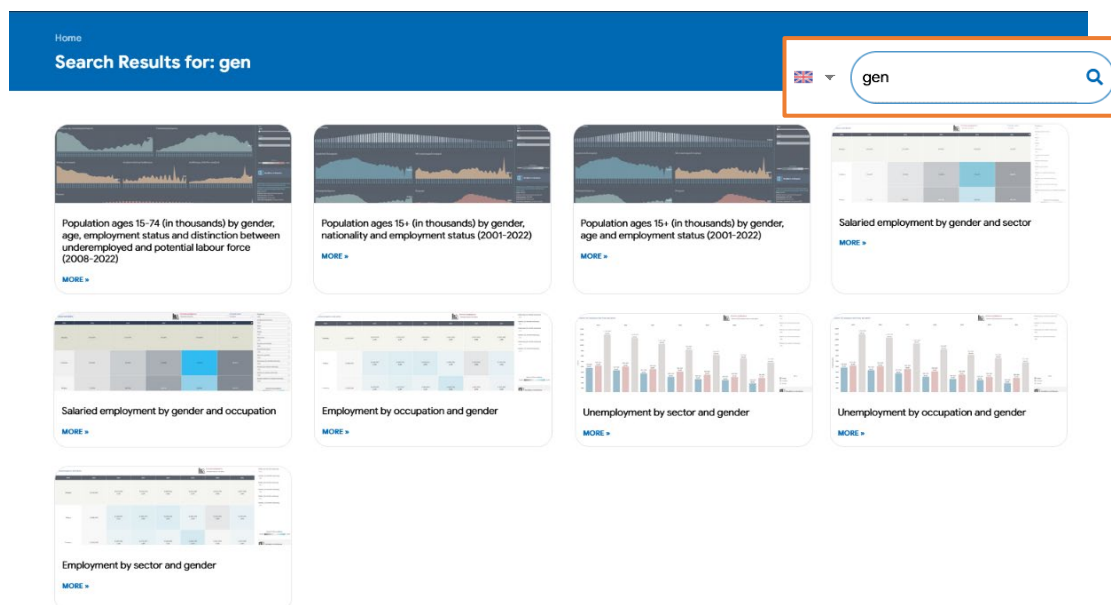


Figure 5. Option to type in the Search field



By opening the Home page of the thematic unit **Labour market trends**, the Contents of all categories are displayed, and with the help of the Scroll bar, the visitor can browse through all published analyses presented as thumbnails and view their interactive tables and visualizations by selecting **MORE** »

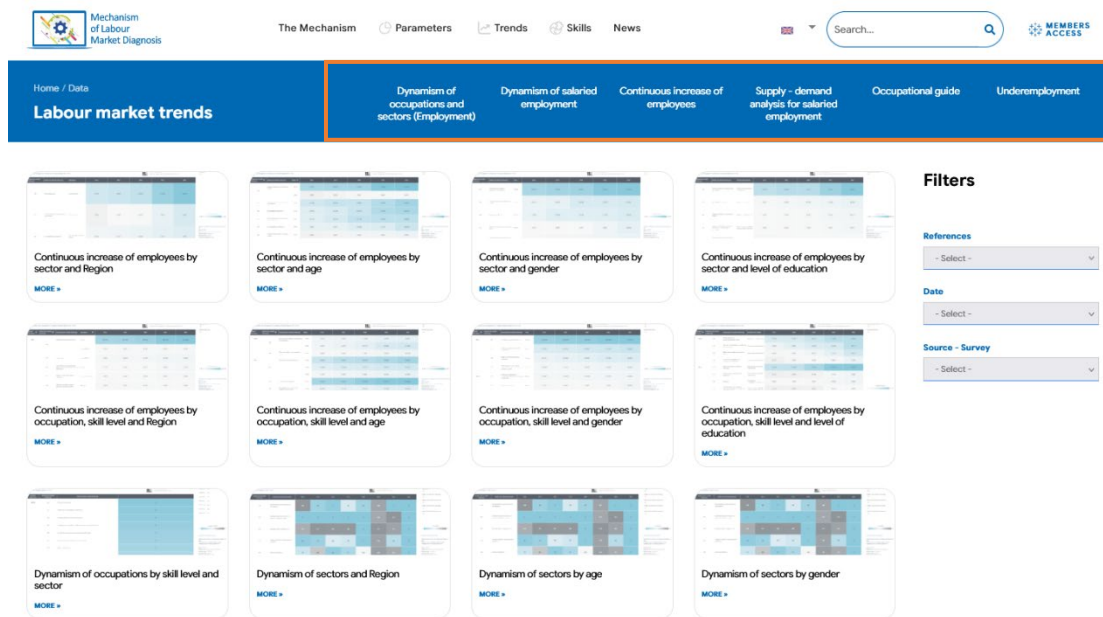


Figure 6. Thematic unit Home page: Contents of all categories

With the help of the **Filters**, the visitor can refine his search criteria and be guided more quickly to his choice based on References, Chronology, and Data Sources.

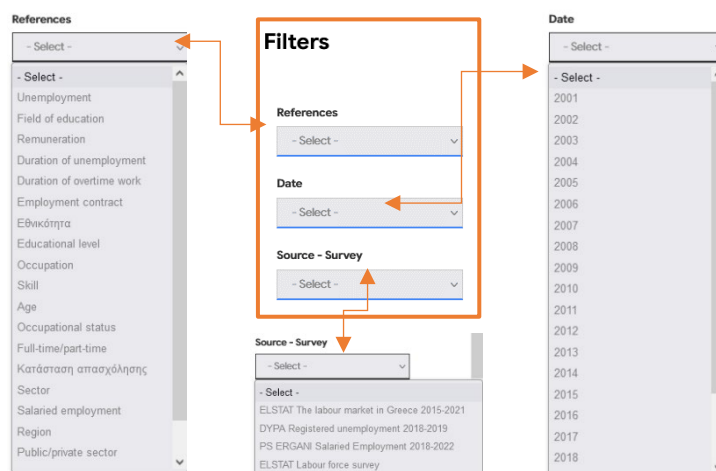


Figure 7. Search filters



In addition, it is possible to navigate at the contents of a specific category through the blue bar at the top of the screen.

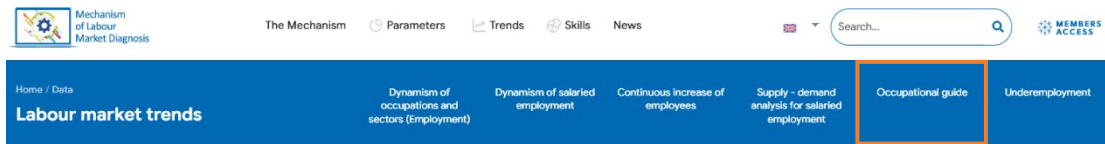


Figure 8. Navigation bar in the categories of the thematic unit

After selecting the interactive table of interest, the visitor is transferred to a new **working environment**, where he can see the results of the analysis and visualization of the data, created using Business Intelligence software (Tableau), based on specific variables and save his current selections in an Image (.png), Acrobat (.pdf) file or Power Point (.ppt) file. Functions discussed in the next section of the manual.

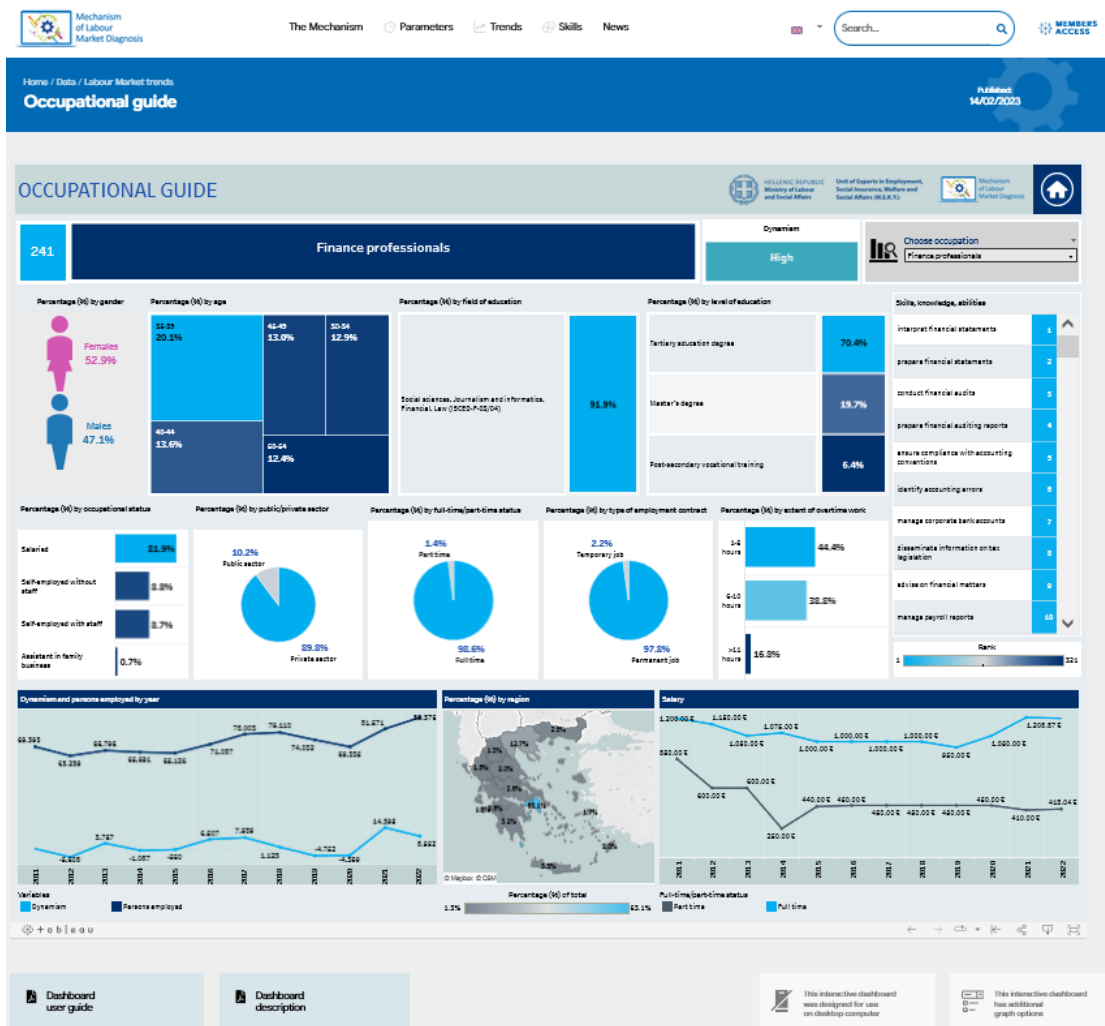


Figure 9. Working environment of Interactive table



The website visitor can also save in an Acrobat file (.pdf) the **Dashboard user guide** and the **Dashboard description**.



Figure 10. Working environment of Interactive table: User guide and Description of the interactive tables

Table **Information** (metadata) and the ability to directly access **Related data** and relevant analyzes are given in the same working environment.

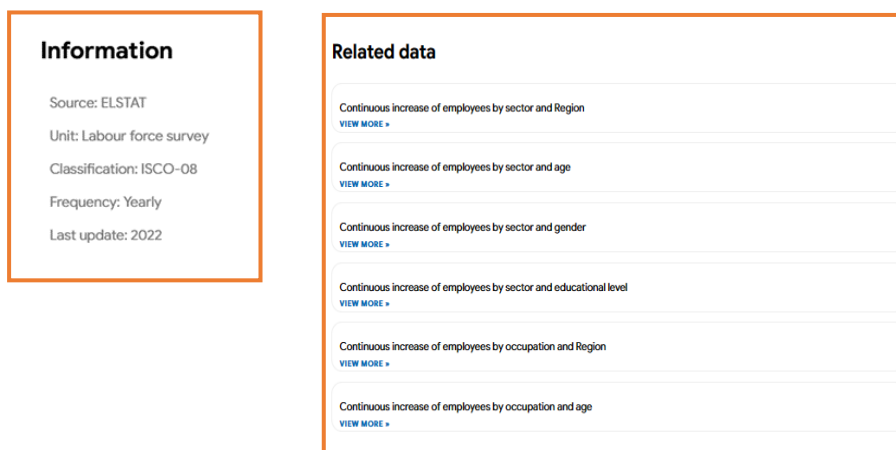


Figure 11. Working environment of Interactive table: Table information and direct access to Related data

Finally, to improve the interactive tables' data display and functionality, the visitor, through an electronic form, can evaluate the usability of the respective interactive table and fill in any comments and observations.



Leave a comment

Fill out the form below to collect comments and observations regarding the specific data. This way we will be able to improve the visualization of the data as well as the overall user experience in the future.

Who are you?
civilian

Email
Your email

How useful was the interactive dashboard for you? (0=not at all, 10=very much)

Rating: 5 out of 10

Comments & remarks
Fill in your comment here

SEND

Figure 12. Evaluation and comments form of Interactive tables

All interactive tables posted on the **Mechanism of Labour Market Diagnosis** website are also accessible in the Tableau Public repository. Furthermore, the visitor can be redirected directly by selecting the corresponding icon in the Tableau toolbar.



Figure 13. Direct access to the Tableau Public repository



Members of the **Mechanism of Labour Market Diagnosis** have the option of direct access to the Server of the Mechanism through the main menu of the website and the corresponding icon on the right by typing the username (e-mail) and the login code (password).



Figure 14. Members access



General functions of interactive tables (dashboards)

Each published interactive table (dashboard) has a set of functions and tools that help to examine and understand the data analyzed each time, based on the visualizations proposed and the filters that specialize the analysis.

Central functions

Choose occupation

The central function of the Occupational guide is the **Choose occupation**, with which the user can select the occupation he is interested in and display on the screen, using the drop-down menu, all relevant labour market data related to the chosen occupation.

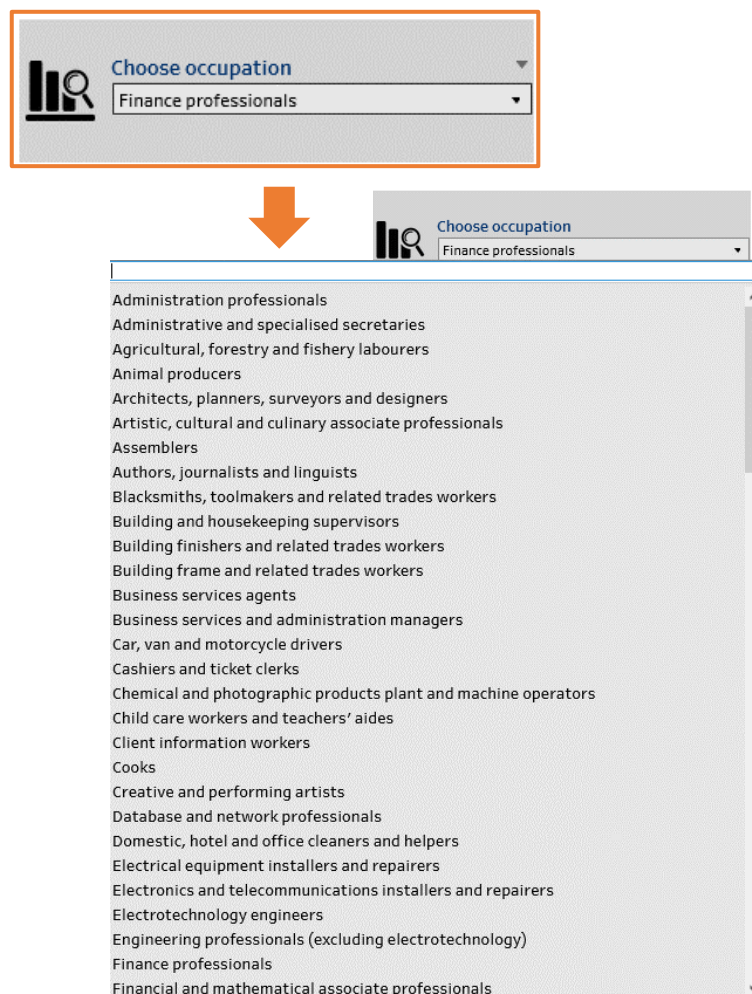


Figure 15. Select graph



Multiple data selection

An additional essential feature available in the individual tables of the dashboards is the possibility of multiple data selections through the combined use of the *Ctrl* key and the *left button* of the mouse.

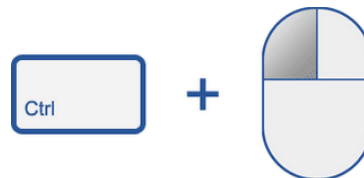


Figure 16. Option to multi-select data (Shortcut)

Popup bar of options

By choosing one or more data from a table, map, or graph, the user can keep it (Keep only) or exclude it (Exclude) from the analysis, change the classification, or group them. In addition, it locates information about the selected data and the values of the specific reports.

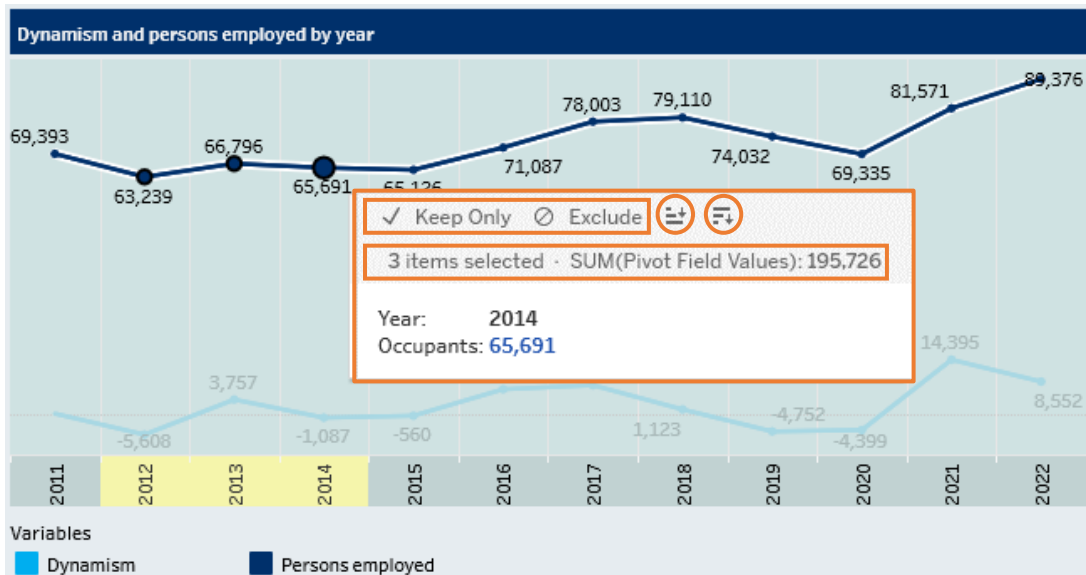


Figure 17. Pop up bar of options



Tooltip

A handy tool of Tableau is the **Tooltip**, which allows the user, by placing the mouse pointer over a value, to immediately see information about all the variables of the specific report.

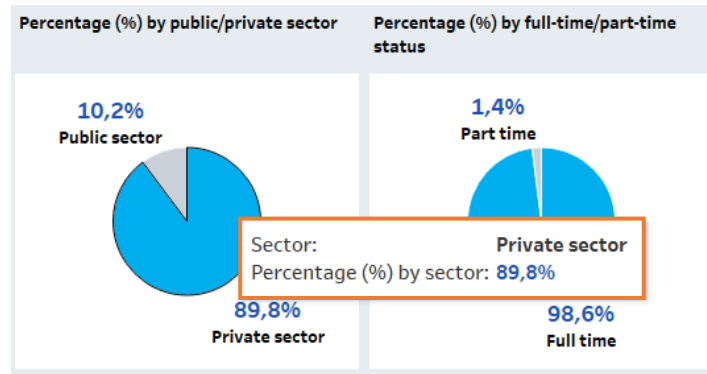


Figure 18. Tooltip

Additional functions

Home



The **Home** option (in initial menu) is available in the version of Tableau Server and is enabled during the unified presentation of the thematic units of all dashboards of the Mechanism for the Diagnosis of Labour Market Needs.

Figure 19. Home button

Tableau Options Bar

After editing the respective dashboard, users can choose from the options bar at the bottom-right of each interactive table: **Undo**, **Redo**, **Reset**, **Share**, **Download**, and **Fullscreen**.



Figure 20. Options bar Tableau



By selecting **Share**, a pop-up window appears that allows, among other things, to copy the link (Link) and embed code (Embed Code) in the current view (Current View) or the original (Original View).



Figure 21. Share pop-up window (Share) dashboard

The dashboard data can be obtained through the **Download** option in the following formats: **Image** (.png image file), **PDF** file, and **PowerPoint** file.

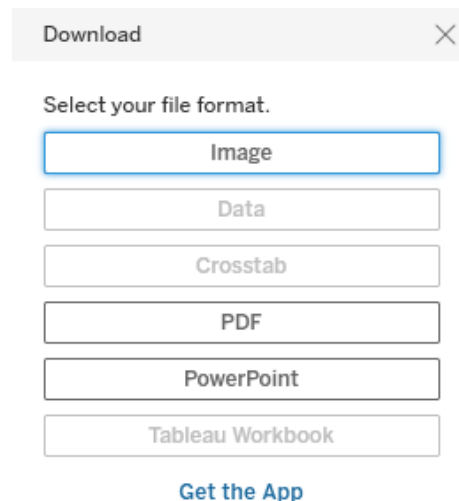


Figure 22. Download pop-up window (Download)



Interactive table overview: Occupational guide

Dashboard link:

<https://mdaae.gr/en/data/odigos-epangelmaton/>

Source: ELSTAT

Occupational guide

This dashboard shows the key labour market figures by occupation in three-digit analysis (ISCO-08 Classification) for the year 2022.

Through this form of presented data, users simultaneously identify for each occupation for the year 2022, the critical figures of the labour market such as: the dynamism of the occupation, the skills, knowledge and abilities (Classification) corresponding to the occupation under study, the percentage (%) of employed persons by gender, age, field of education and level of education, the percentage(%) of employees by occupational status, sector, full-time/part-time status, type of employment contract and extend of overtime work.

In addition, for the occupation under study, the estimates, the percentage (%) of employed persons by Region are displayed in the form of a map, while in the form of a histogram the dynamism and employees per year as well as the remuneration of employees in relation to the occupational status for the period 2011-2022.

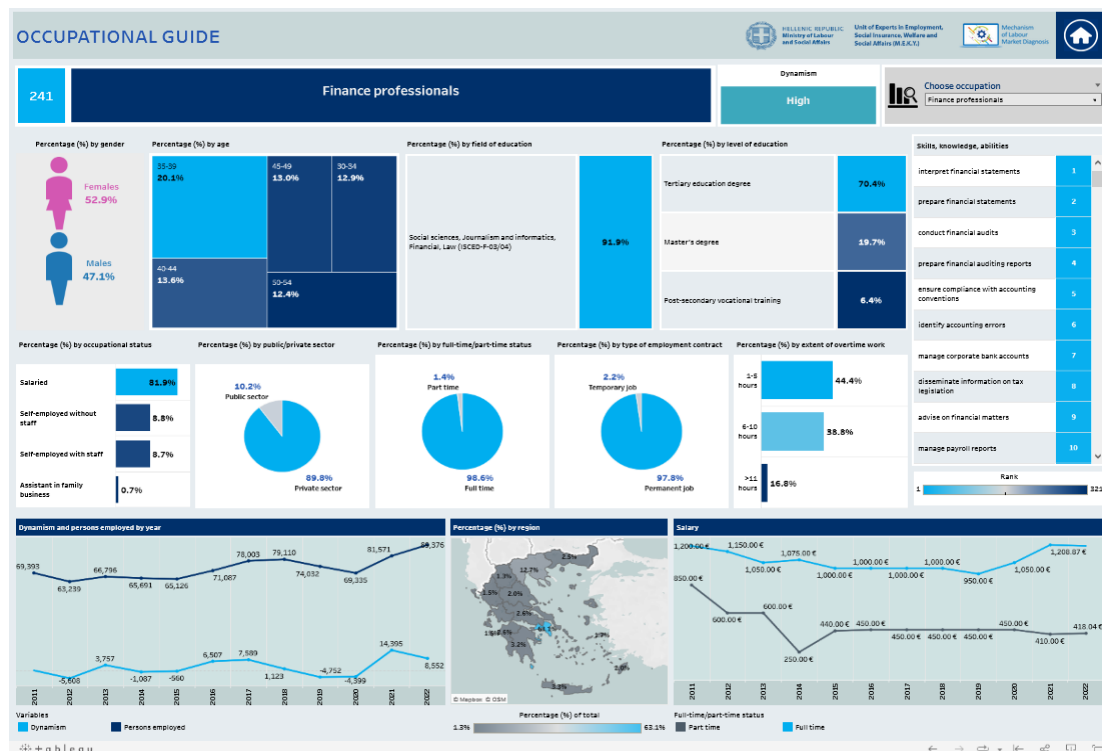


Figure 23. Occupational guide 2022



By selecting an occupation from the pop-up menu of the filter, the dashboard displays all relevant labor market data related to the chosen occupation.

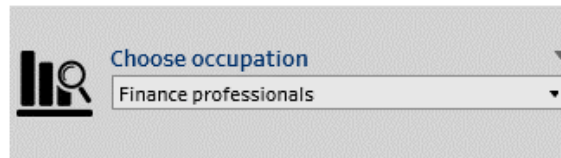


Figure 24. Choose occupation

In the upper section we see the title with the chosen occupation and its code (3rd level of analysis), as well as the dynamism it displays (Very High, High, Medium, Low, Very Low).



Figure 25. Occupation and Occupational Code (3rd level of analysis)



Figure 26. Occupational dynamism (graph)

The first set of graphs shows the percentage (%) of employed persons by gender, by age, by field of education and by level of education.

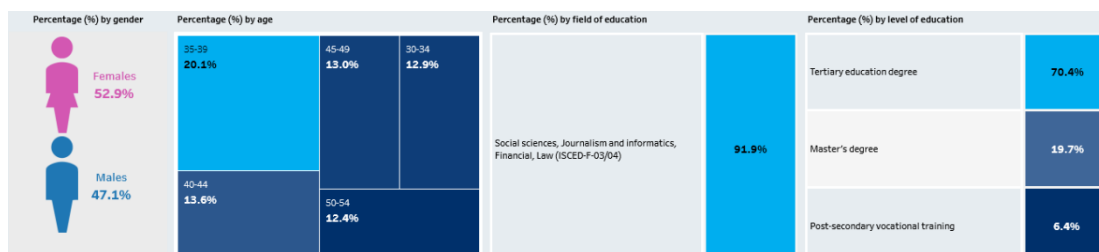


Figure 27. Percentage (%) of employed persons by gender, age, field of education and level of education (graph)



The following is a breakdown through graphs for the percentage (%) of employees by occupational status, sector, full-time/part-time status, type of employment contract and extend of overtime work.

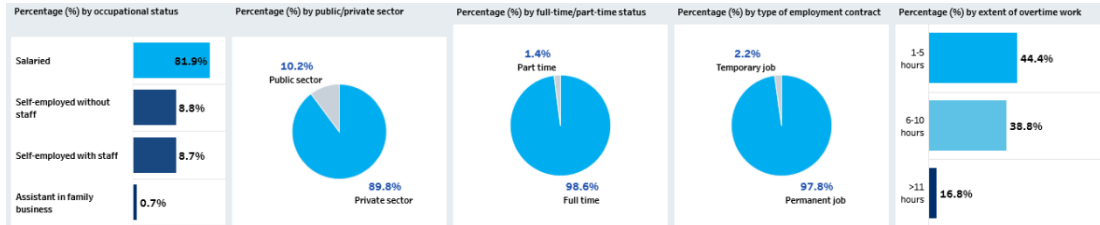


Figure 28. Percentage (%) of employees by occupational status, sector, full-time/part-time status, type of employment contract and extend of overtime work (graphs)

The table below lists in order of ranking the skills, knowledge and abilities related to the occupation under study.

Skills, knowledge, abilities	
interpret financial statements	1
prepare financial statements	2
conduct financial audits	3
prepare financial auditing reports	4
ensure compliance with accounting conventions	5
identify accounting errors	6
manage corporate bank accounts	7
disseminate information on tax legislation	8
advise on financial matters	9
manage payroll reports	10

Rank: 1 to 321

Figure 29. Skills, knowledge and abilities (table)



In the third row of graphs, the Dynamism of the specific occupation and the number of employees per year (2011-2022) are analyzed in the form of a histogram.

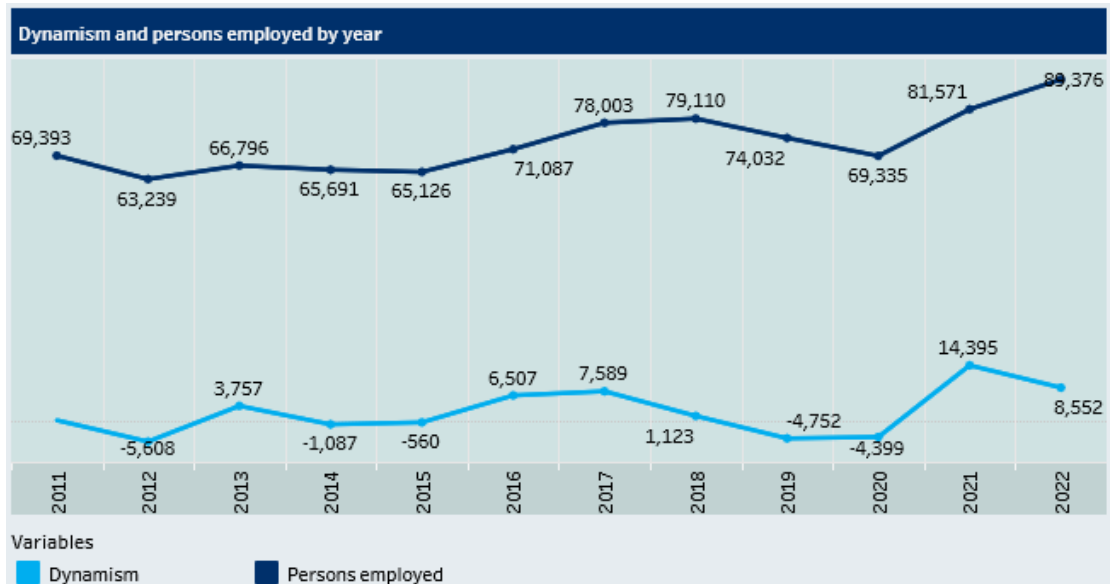


Figure 30. Dynamism and employees by year (graph)

In another graph, the median salary of employees in the chosen occupation is depicted, by occupational status (Full and Part Time) per year (2011-2022).

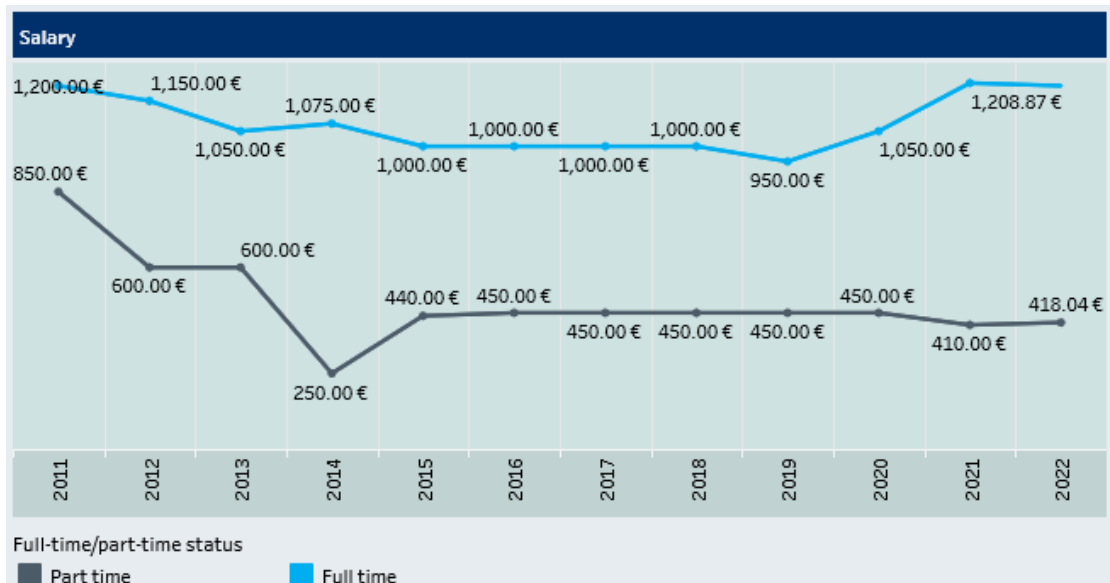


Figure 31. Salary of employees by occupational status (graph)



Finally, in the form of a map, the percentage (%) of the employees of the selected occupation for the year 2022 is showed with color classification at the spatial level of the Region.

Users can select directly on the map one or more municipalities (Ctrl + click) or through the map toolbar to search for elements and areas (Search map), focus (Zoom in/out), return to the original focus (Zoom home) and through the options that emerge from the black arrow to focus in a targeted way (Zoom area) and select in different ways the data they want (pan, select).

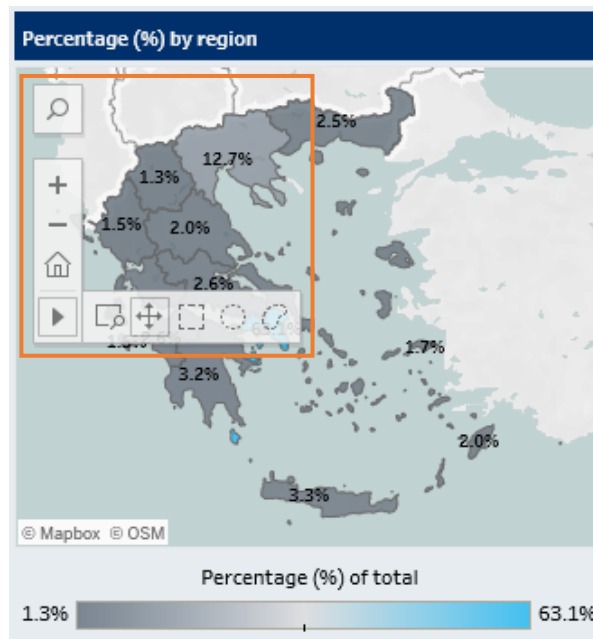


Figure 32. Percentage (%) of employed persons by region (map)