

How to Complete an FPET Run with Custom Data

FPET includes pre-loaded data, but if you want to add to, edit or exclude data for your FPET run, follow the steps below to complete an FPET run with custom data.

Click on Prepare data tab. There will be 3 tabs within this page – Survey data, Population data, and Service statistics.

Survey data

1. Choose database to load default data (either Track20 2021 or UNPD2021)
2. Select country from dropdown menu
3. Click “Load Existing Data”
4. Review data
 - a. Click “Start year” to sort data
 - b. Scroll down and to the left to review data
5. Edit data: If you want to change information in a cell:
 - a. Click on the cell
 - b. Type new information in cell
 - c. Click out of the cell
6. Delete row: If you do not want to include a survey in your run:
 - a. Click on any cell in the row
 - b. Click “Delete Selected Row”
 - c. Remember, some surveys have data in two rows: married and unmarried women; make sure to delete both
7. Add row: If you want to add a survey not already included in default data:
 - a. Click “Add New Record” (it will appear at the bottom of the rows)
 - b. Edit data
 - i. Some information you click on a cell to type
 - ii. Some information comes from a dropdown menu
 - iii. You will not need to fill in all pieces of data. Note: You will not have the SE log-ratio data (this is different from the standard errors provided in survey reports). Do not worry about leaving this data blank.
8. Save dataset
 - a. Enter a name for your dataset, something that will inform you about what you have included/excluded in your survey dataset

Population Data

1. Choose database to load default data (UNPD2021)
2. Select country from dropdown menu
3. Click “Load Existing Data”
4. Review data- data is presented annually, separately for married and unmarried women
5. Edit data: If you want to change information in a cell:
 - a. Click on the cell
 - b. Type new information in cell
 - c. Click out of the cell

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6. Delete row: If you do not want to include a year in your run:
 - a. Click on any cell in the row
 - b. Click “Delete Selected Row”
 - c. Remember, each year has 2 rows: one for married and one for unmarried. Make sure to delete both
7. Add row: If you want to add a survey not already included in your default data:
 - a. Click “Add New Record” (it will appear at the bottom of the rows)
 - b. Edit data
 - c. Remember, each year has 2 rows: one for married and one for unmarried. Make sure to add both
8. Save dataset
 - a. Enter a name for your population dataset, something that will inform you about what you have included/excluded

Service statistics

1. Database should display “None”
2. Select country from dropdown menu
3. There will be no existing data, thus “Load Existing Data” will be grey
4. For each EMU year, click “Add New Record”
5. Edit data:
 - a. You do not need to add a Region code
 - b. Edit year cells
 - i. Click on the cell
 - ii. Type new information in cell
 - iii. Click out of the cell
 - c. Enter EMU data
 - d. Change Service statistic type
 - i. Double click to show dropdown menu
 - ii. Select and click EMU type (clients, facilities, users, visits)
6. Save dataset
 - a. Enter a name for your dataset, something that will inform you about what you have included in your service statistics dataset

Start Run

1. Go to Start Run
 - a. If using custom survey dataset: Select survey database
 - i. Make sure “Custom” is clicked. Choose your survey database from dropdown menu.
 - b. If using custom survey dataset: Select population database
 - i. Make sure “Custom” is clicked. Choose your population database from dropdown menu.
 - ii. Note: you can have custom survey or service statistics, without having a custom population dataset. If you are using default population data, you do not need to prep this file. Instead, make sure “Default” is clicked. Choose UNPD 2021.

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- c. Select service statistics
 - i. Make sure "Custom" is clicked. Choose your survey database from dropdown menu.
 - ii. Note: you do not have to include service statistics if you do not have any to input, simply do not choose anything from the dropdown menu
 - d. Select country/population
 - i. Choose your country
 - e. Input run name- create a name for your run file that you will recognize.
 - f. Change years of projections if selected range is not what you want
 - g. Click Review Data- make sure all the data you want is in the survey data tab, population data tab, and/or service statistics data tab.
 - h. Click start run
2. Run History tab will load
 - a. When hourglass turns green, run has succeeded; if run turns red, run failed. The run will take 5-15 minutes. Change to green is the only way you will see that it is complete.
 3. Go to View Run tab
 - a. Select existing run
 - i. Choose the name of the run you just completed (it will be at the bottom of the dropdown list)
 - b. Select country/population to view
 - i. Country should pre-populate itself after you selected your run
 - c. Click view run
 - i. Input data are available on tabs "Survey data," "Population data," and "Service statistics"
 - ii. Output data are available on "Results" and "Charts" tab
 1. You can view results online or download to view offline and store for your records