

Introduction to the Labour Force Survey and Annual Population Survey Workshop

Instructions for accessing data

The workshop involves a practical session where we will explore the following two datasets.

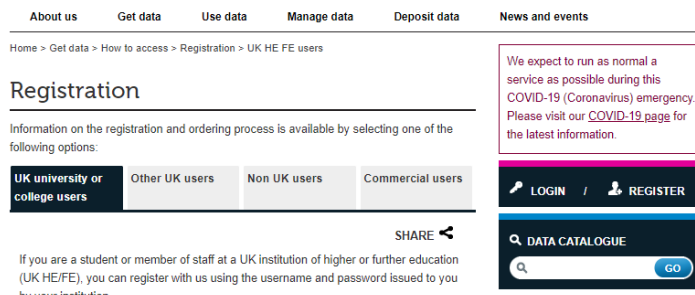
[Quarterly Labour Force Survey, October - December, 2020](#)

[Labour Force Survey Two-Quarter Longitudinal Dataset, July - December, 2020](#)

To access these datasets, you need to be registered with the UK Data Service. You then add the dataset to your account and set up a project to register the use of the data. This document outlines the steps to take.

Register with the UK Data Service

If you are not already registered, visit this [website page for details of how to register](#). There are different instructions depending on your circumstance, use the tabs to select the instructions for you.



The screenshot shows the UK Data Service website navigation bar with links: About us, Get data, Use data, Manage data, Deposit data, and News and events. Below the navigation bar is a breadcrumb trail: Home > Get data > How to access > Registration > UK HE FE users. The main heading is 'Registration'. Below this, a message states: 'Information on the registration and ordering process is available by selecting one of the following options:'. There are four tabs: 'UK university or college users' (selected), 'Other UK users', 'Non UK users', and 'Commercial users'. To the right of the tabs is a 'SHARE' button. Below the tabs, a message states: 'If you are a student or member of staff at a UK institution of higher or further education (UK HE/FE), you can register with us using the username and password issued to you by your institution.' On the right side of the page, there is a pink box with a message: 'We expect to run as normal a service as possible during this COVID-19 (Coronavirus) emergency. Please visit our COVID-19 page for the latest information.' Below this box are 'LOGIN' and 'REGISTER' buttons. At the bottom right, there is a 'DATA CATALOGUE' section with a search bar and a 'GO' button.

Find data in the catalogue

Once you are registered, click on the link to go to the relevant catalogue page:

[Quarterly Labour Force Survey, October - December, 2020](#)

On the catalogue page, click on 'Access data' on the right of the screen (see picture below).



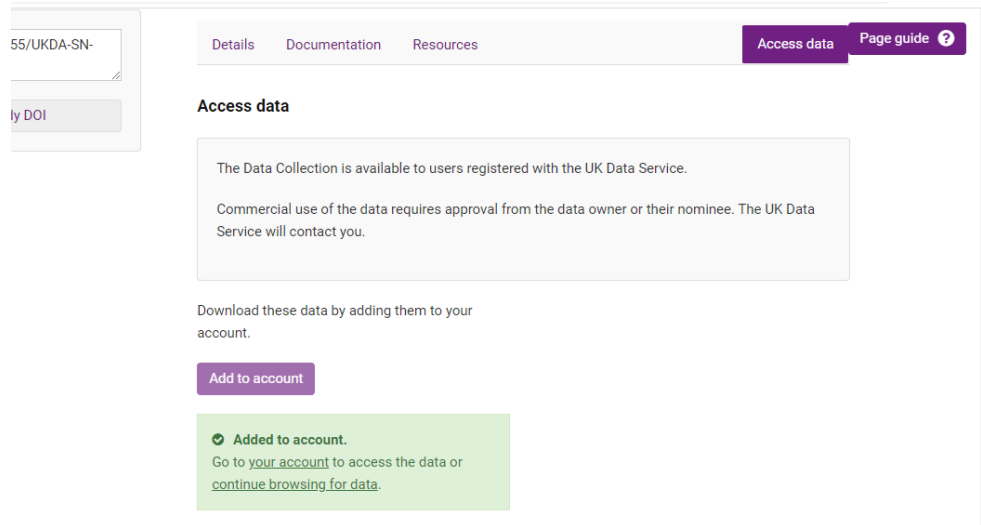
The screenshot shows the UK Data Service catalogue page for the 'Quarterly Labour Force Survey, October - December, 2020'. The page has a sidebar on the left with a search bar and a list of datasets. The main content area has a heading 'Quarterly Labour Force Survey, October - December, 2020'. Below the heading are three tabs: 'Details' (selected), 'Documentation', and 'Resources'. To the right of the tabs is a purple 'Access data' button, which is highlighted by a blue arrow. Below the tabs is a 'Details' section with a dropdown arrow. The details section contains a table with the following information:

Title:	Quarterly Labour Force Survey, October - December, 2020
Alternative title:	QLFS
Study number (SN):	8777
Access:	These data are safeguarded

Access Data

You need to be logged in before you can access the data. On the Access data page, select login if you are not already logged in. Follow the steps on the log-in page.

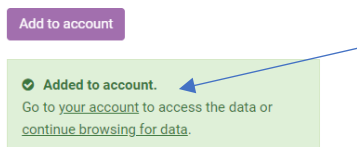
Once logged in you will have the option to add to your account.



The screenshot shows the 'Access data' page for dataset 55/UKDA-SN-ly DOI. The page has a sidebar on the left with the dataset ID and a main content area. The main content area has a navigation bar with 'Details', 'Documentation', 'Resources', 'Access data', and 'Page guide'. The 'Access data' section contains a message: 'The Data Collection is available to users registered with the UK Data Service. Commercial use of the data requires approval from the data owner or their nominee. The UK Data Service will contact you.' Below this, it says 'Download these data by adding them to your account.' and there is a purple 'Add to account' button. A green success message box at the bottom says 'Added to account. Go to [your account](#) to access the data or [continue browsing for data](#).'

Now visit the catalogue page for the other dataset and add this to your account: [Labour Force Survey Two-Quarter Longitudinal Dataset, July - December, 2020](#)

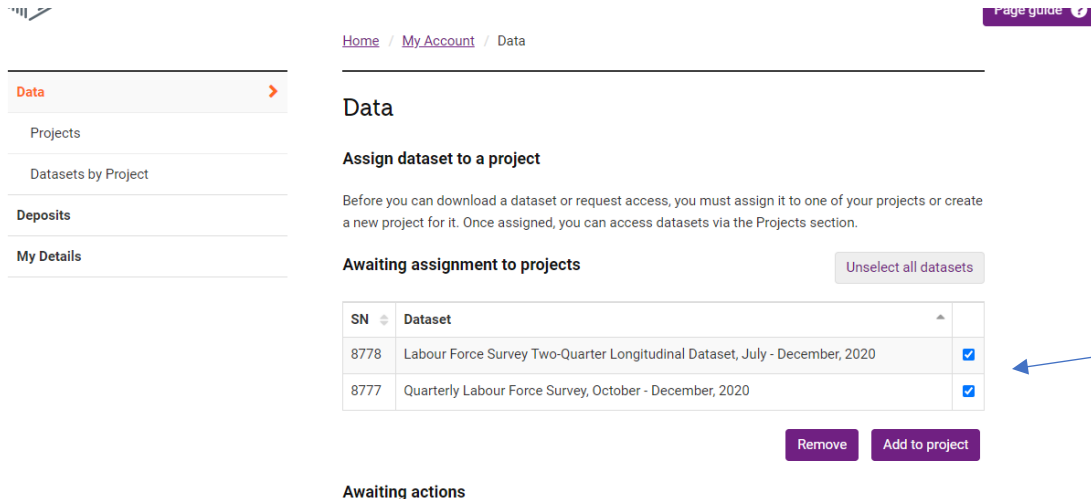
Once you have added the relevant datasets, go to your account by clicking the 'your account' link that appears once you have added the data (You can also click on My account at the top).



This is a close-up of the 'Add to account' button and the success message. The button is purple and says 'Add to account'. Below it is a green box with a checkmark icon and the text 'Added to account. Go to [your account](#) to access the data or [continue browsing for data](#).' A blue arrow points to the 'your account' link.

View your account

Under Data in your account area, you should now have the two data sets Awaiting assignment to projects. Select both using the tick box. Select Add to project.



Home / [My Account](#) / Data

Data

Assign dataset to a project

Before you can download a dataset or request access, you must assign it to one of your projects or create a new project for it. Once assigned, you can access datasets via the Projects section.

Awaiting assignment to projects [Unselect all datasets](#)

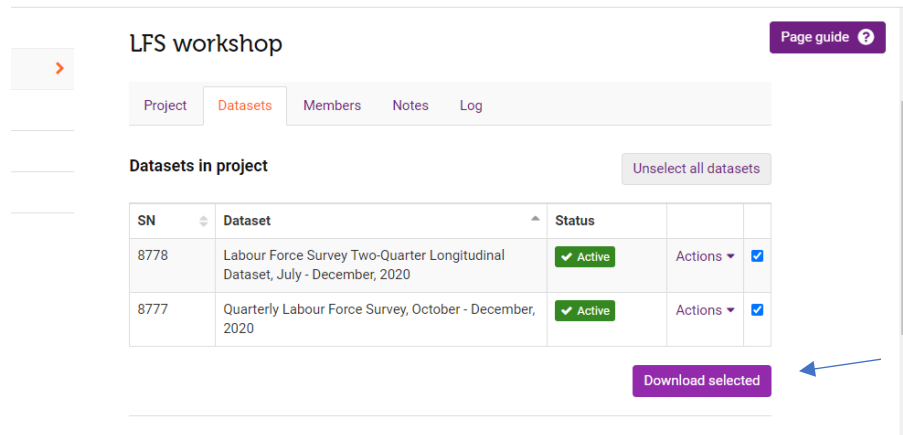
SN	Dataset	
8778	Labour Force Survey Two-Quarter Longitudinal Dataset, July - December, 2020	<input checked="" type="checkbox"/>
8777	Quarterly Labour Force Survey, October - December, 2020	<input checked="" type="checkbox"/>

[Remove](#) [Add to project](#)

Awaiting actions

You create a new project or add to an existing project if relevant. For example, you can create a project called LFS workshop with type as non-commercial use. Add a few sentences to describe that you are downloading the data as part of a training course. You can add the data to the project.

With both datasets added to the project, select both using the tick box and select 'Download selected'. When asked to select the file type, select the SPSS version (or Stata if preferred).



LFS workshop [Page guide ?](#)

[Project](#) [Datasets](#) [Members](#) [Notes](#) [Log](#)

Datasets in project [Unselect all datasets](#)

SN	Dataset	Status	Actions
8778	Labour Force Survey Two-Quarter Longitudinal Dataset, July - December, 2020	✓ Active	Actions <input checked="" type="checkbox"/>
8777	Quarterly Labour Force Survey, October - December, 2020	✓ Active	Actions <input checked="" type="checkbox"/>

[Download selected](#)

You will now have downloaded two zip files. To use in the workshop, you will need to extract and save to a location accessible on the day.