

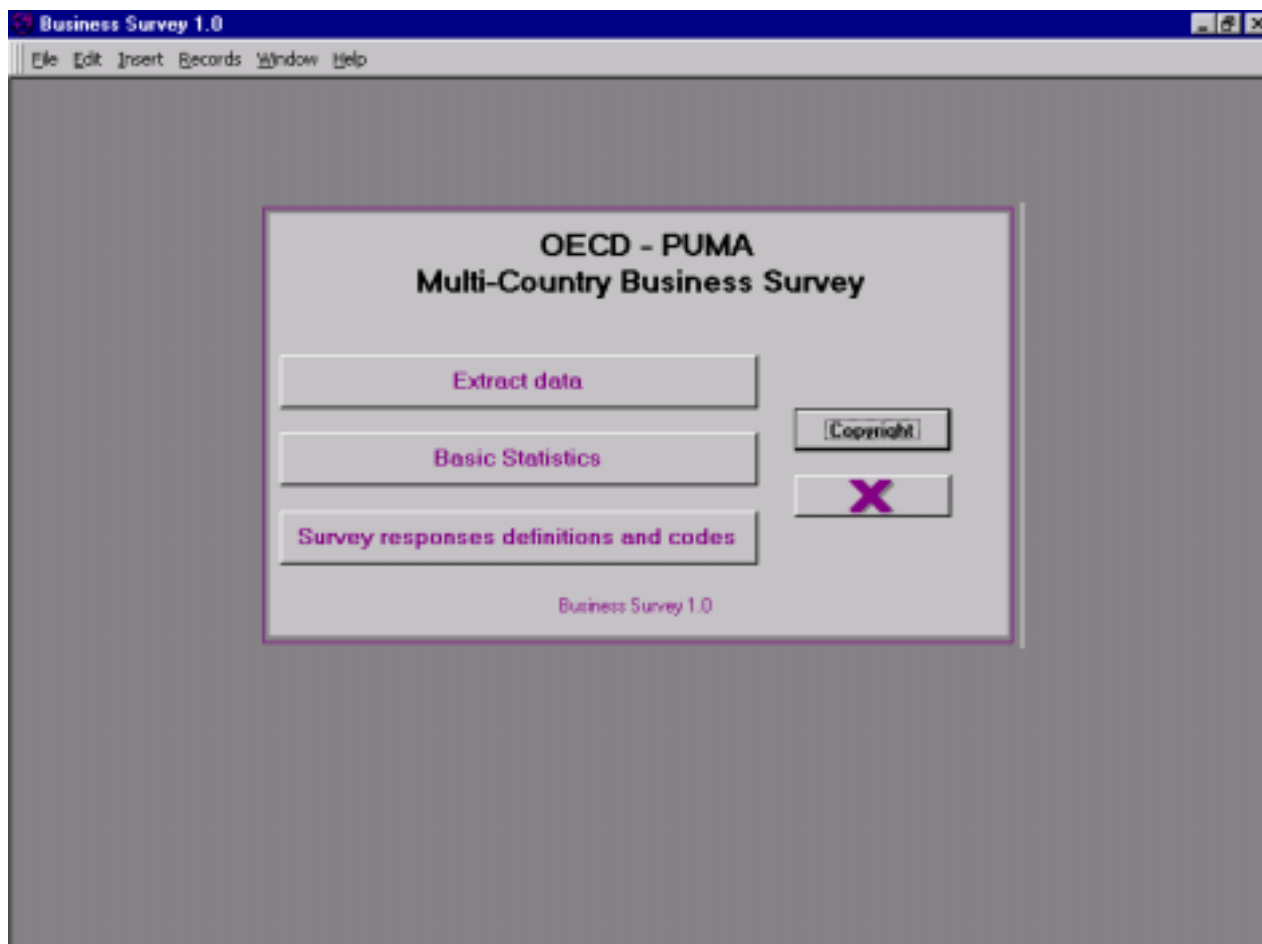
# The OECD PUMA Multi country Business Survey Database

## Database User Guide

### 1 - Opening menu

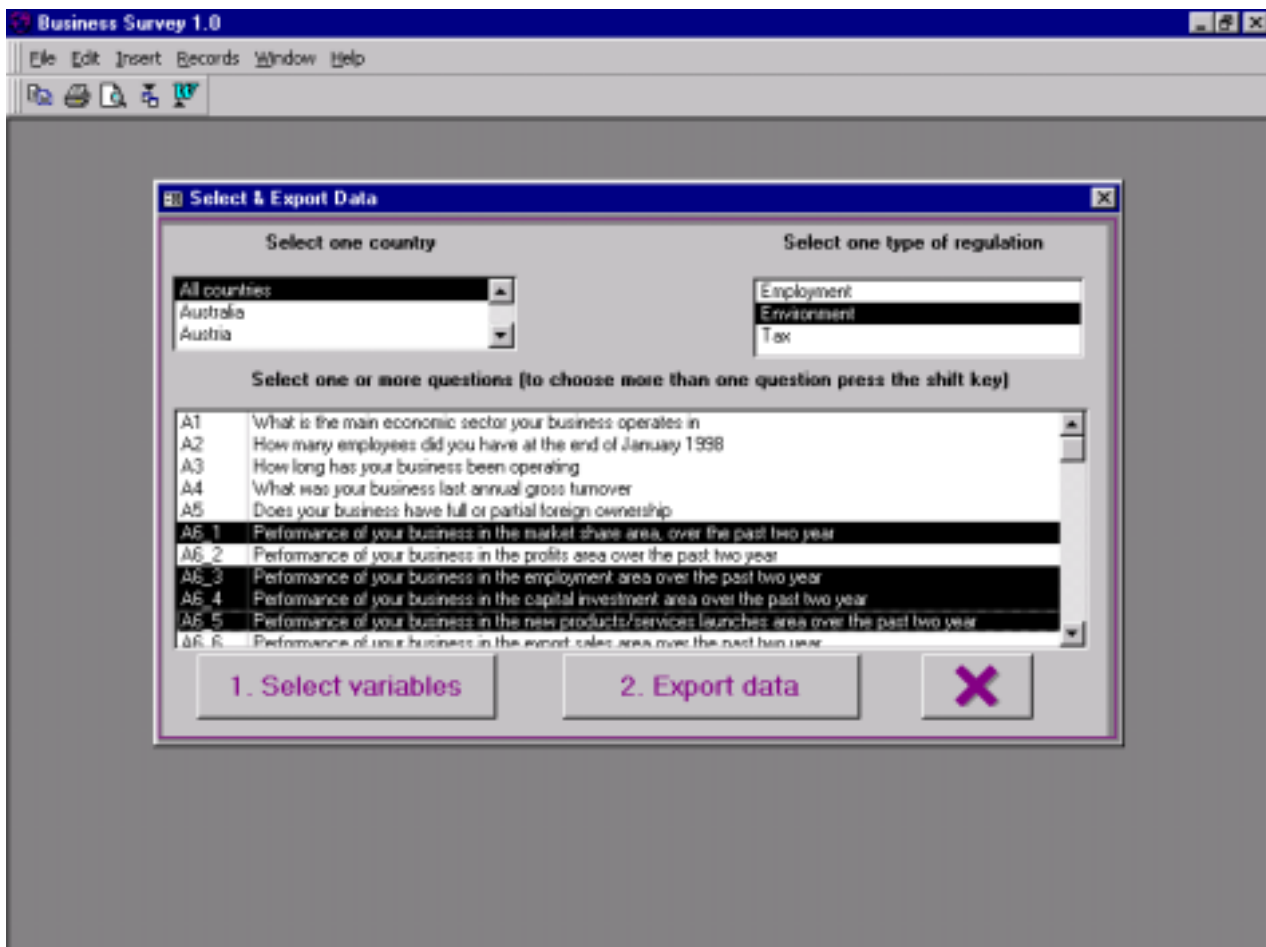
This menu gives three main choices:

1. **Extract data:** after selecting a set of questions you can import the data into an excel file.
2. **Basic statistics:** give the possibility to print the results for one country for a set of questions
3. **Survey responses definitions and codes:** give a list of the answer coding for each question, you must refer to that if you want to do some analysis using the exported excel files.

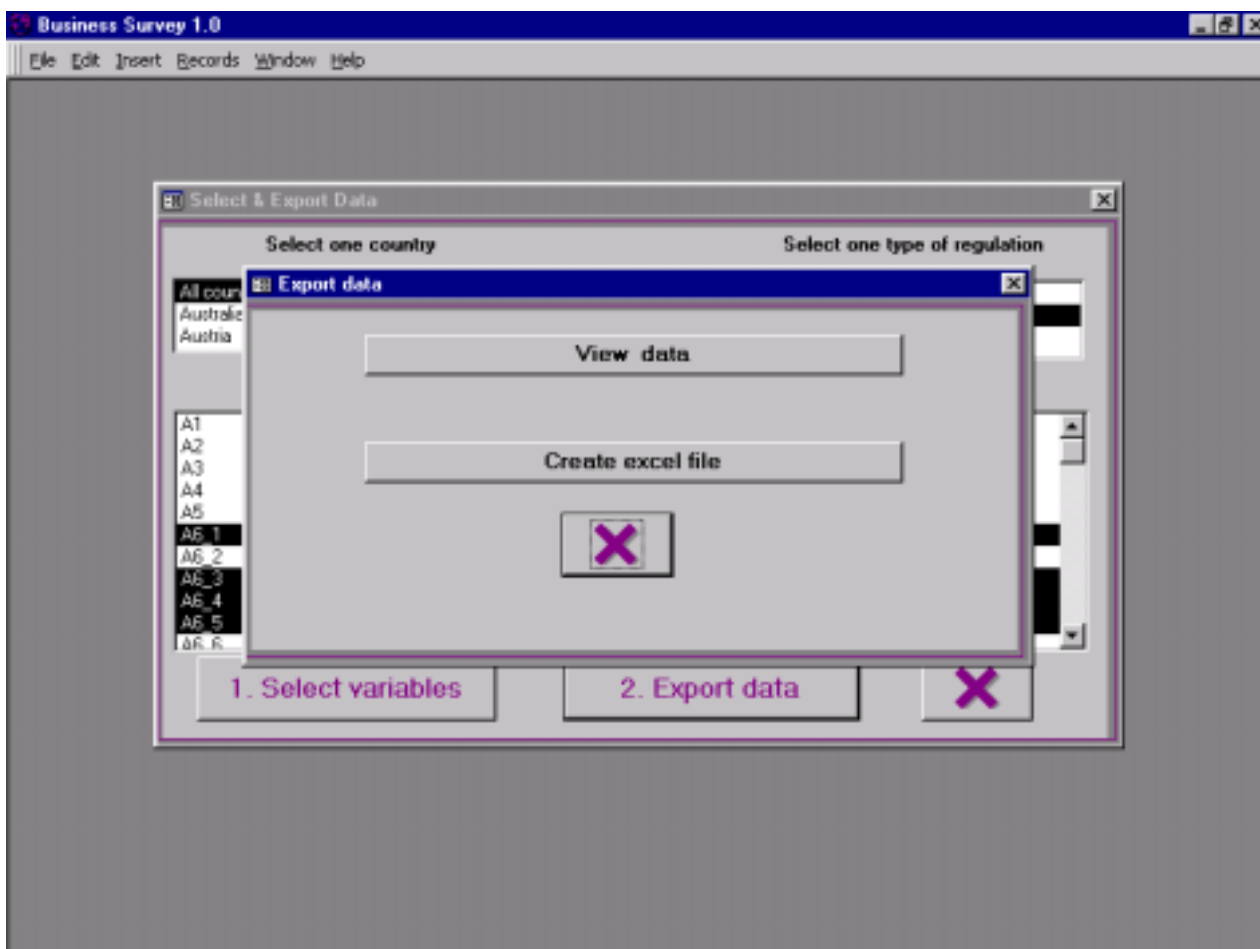


### 2 - Extract data

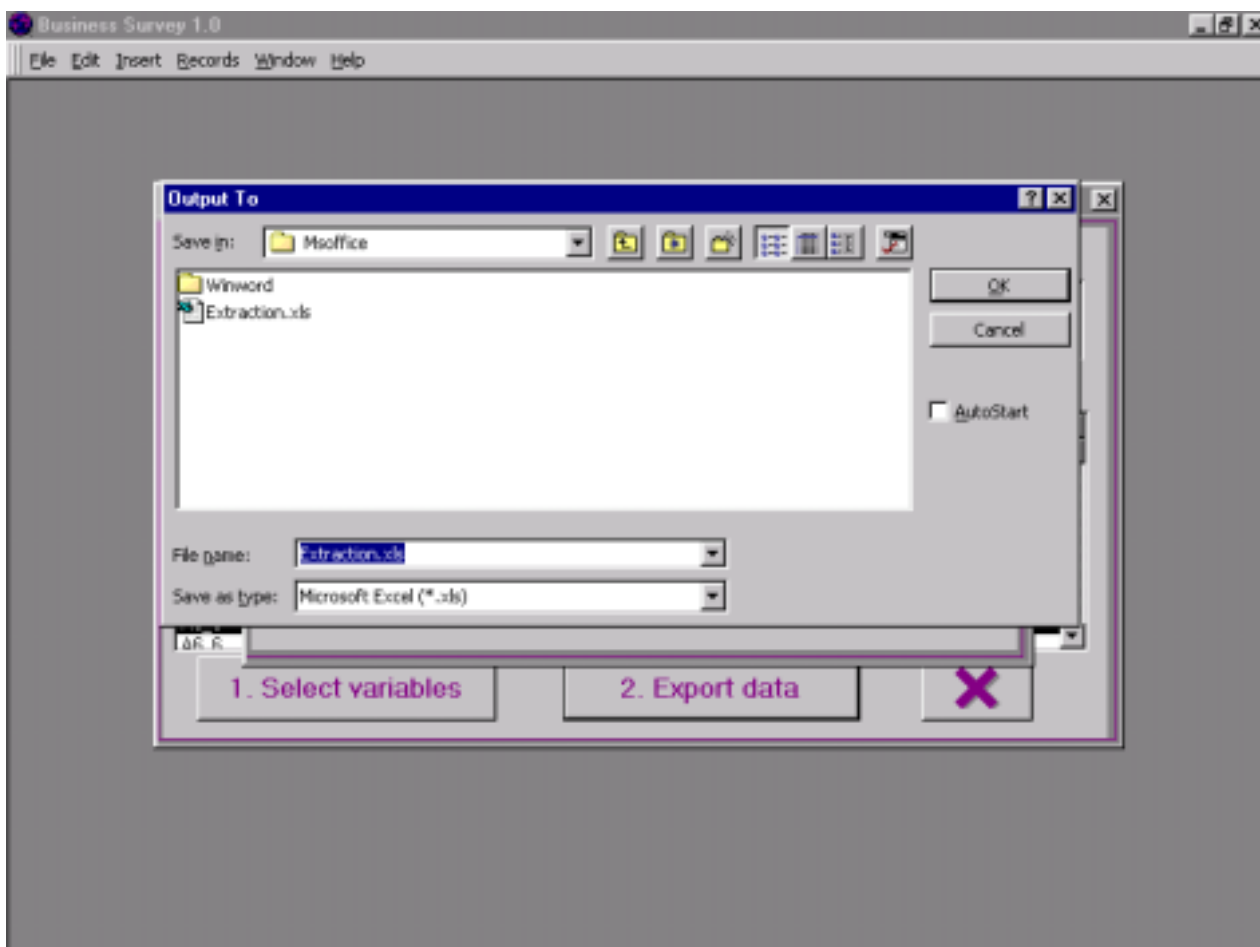
This function must be used if you want to do some analysis on the data. It gives access to all the businesses answers to a set of question for selected country.



You can select one country or all the countries (select All countries in the box), one type of regulations. For questions multi selection is possible by using the shift (for continuous selection) and control key (for non-continuous selection). Then click on Select variables, you will know how many questions you have selected. Finally click on export data.



You will have the choice to view the data or to create an excel file. If you choice Create excel file you will have the following window:



You can create the file where you want and choice its name.

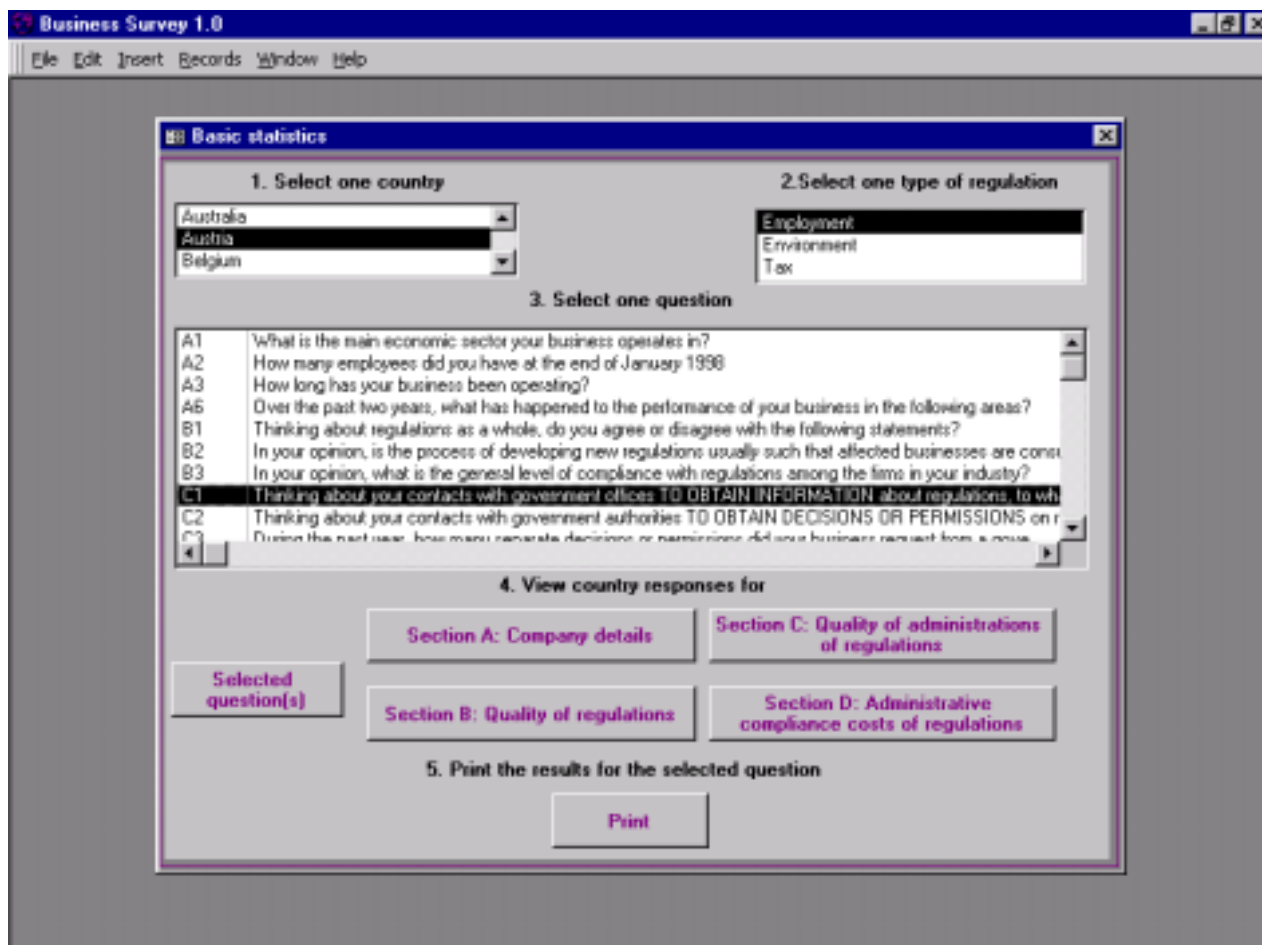
The excel file is presented as follow: on the top there are the name of the variables, country, Sector, and Name of the question. And each line corresponds to one SME response.

Country	Sector	A6_1	A6_3	A6_4	A6_5
aus	env	B	C	B	X
aus	env	X	X	X	X
aus	env	A	D	C	B
swe	env	B	B	A	C
swe	env	C	C	D	C
aus	env	B	C	C	D
aus	env	D	D	C	D
aus	env	D	D	D	D
aus	env	B	C	C	C
aus	env	C	C	C	C

### 3- Basic Statistics

Give the percentage of each type of answers for a selection of questions for a country and a sector selected.

It's also possible to select the results for one section of the questionnaire.



In the above screen, the question C1 for Employment regulations in Austria is selected. After selecting the question, you can view it or print it.

If you want to have the results for all the questions concerning quality of regulations, don't select question in the box, but just click on the corresponding button, you will view the results. In the toolbars you have the possibility to print the results or to send it into a word file. To close use Ctrl F4 or the cross in the top right corner.

Example of the results for Austria, question C1, employment regulations.

Microsoft Access - [questionC1 : Report]

File Edit View Tools Window Help

**Austria**  
 Employment regulations  
 Number of respondents: 104

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**C 1. Thinking about your contacts with government offices to obtain information about Employment regulations, to what extent do you agree or disagree with the following statements?**

	<i>Agree fully</i>	<i>Agree</i>	<i>Disagree mostly</i>	<i>Disagree</i>	<i>No opinion</i>	<i>No answer</i>
1. They are easy to understand	6.7%	43.3%	34.6%	11.5%	2.9%	1.0%
2. They achieve their objectives as simply as possible	5.8%	34.6%	42.3%	12.5%	3.8%	1.0%
3. They are flexible enough to be implemented efficiently by businesses	1.0%	26.9%	44.2%	22.1%	4.8%	1.0%
4. Changes in regulations are predictable	1.0%	45.2%	38.5%	11.5%	2.9%	1.0%

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