



User Manual

for the Ethiopian Statistical Service (ESS) Data Sphere Web Portal

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Executive Summary

Welcome to the User Manual for the Ethiopian Statistical Service (ESS) Data Sphere Web Portal. This guide is designed to help public users, researchers, students, organizations, and other interested parties effectively navigate and utilize the resources available on this platform. The ESS Data Sphere portal serves as the primary public gateway to a wide range of statistical data, official publications, and services offered by ESS.

This manual provides clear, step-by-step instructions on how to:

- **Access and Customize Data:** Locate specific datasets within the "Data Portal," apply filters (e.g., by period, region, indicators), view data in tabular or chart formats, and export customized datasets for further analysis. Users can also save or share their customized data views.
- **Find and Download Official Publications:** Browse and download pre-compiled official reports and statistical publications released by ESS, typically available in formats like PDF.
- **Request Specific Data (Publication Requests):** For data not readily available through the Data Portal or standard Publications, users can submit a formal "Publication Request." This includes:
 - Creating a user account on the portal.
 - Logging in and submitting a detailed request form.
 - Tracking the status of submitted requests through their user profile.
 - Handling payment procedures if the requested data incurs a fee.
 - Downloading the prepared data once the request is approved and fulfilled by ESS.

The aim of this manual is to empower users to independently find, customize, and retrieve the statistical information they need from the ESS Data Sphere portal efficiently. By following the guidance provided, users can maximize the utility of the rich data resources made available by the Ethiopian Statistical Service.

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1. Introduction

1.1. Purpose of this Manual

Welcome to the Ethiopian Statistical Service (ESS) Data Sphere Web Portal! This User Manual is your comprehensive guide to effectively navigating and utilizing the features and resources available on this platform. Our goal is to empower you to easily find, access, customize, and download the statistical data and official publications you need for your research, analysis, decision-making, or general information.

1.2. Overview of the ESS Data Sphere Portal

The ESS Data Sphere Web Portal is the primary online platform provided by the Ethiopian Statistical Service for disseminating a wide array of statistical information to the public. The portal is designed to be user-friendly and provides access to:

- **Interactive Data Portal:** A section where users can explore datasets, apply filters to customize data views (e.g., by specific indicators, time periods, geographical regions), visualize data in tables and charts, and export customized data extracts.
- **Official Publications:** A repository of pre-compiled reports, statistical yearbooks, bulletins, and other official documents published by ESS, typically available for direct download.
- **Publication Request Service:** A facility for users to request specific data or tabulations that are not readily available through the interactive Data Portal or standard Publications. This involves submitting a request form and an internal ESS process to fulfill it.

1.3. Intended Audience

This manual is intended for all users of the public-facing ESS Data Sphere Web Portal, including:

- Researchers and Academics
- Students
- Government Officials and Policymakers
- Businesses and Private Sector Analysts
- Non-Governmental Organizations (NGOs)
- Journalists and Media Professionals
- The General Public is interested in Ethiopian statistics.

Whether you are looking for specific data points, comprehensive reports, or need to request tailored datasets, this guide will help you make the most of the portal.

1.4. How This Manual is Organized

This manual is structured to guide you progressively through the portal's functionalities:

- Module 1: Getting Started: (This Chapter) Provides this introduction, outlines system requirements, and explains how to navigate the portal and this manual.
- Module 2: Accessing Information: Details how to find and customize data through the "Data Portal" and how to locate and download "Official Publications."
- Module 3: Requesting Specific Data (Publication Requests): Explains how to create a user account (if needed), submit a detailed data request, track its status, handle potential payments, and download your fulfilled request.
- Module 4: Support and Additional Resources (Example): May include information on how to get help, FAQs, and a glossary of terms. *(Adjust as needed)*

1.5. Navigating This Manual

- Table of Contents: Use the Table of Contents (located at the beginning of the manual) to quickly find specific topics.
- Headings and Subheadings: Sections are clearly marked to help you locate information.
- Bold Text: Indicates clickable buttons, menu items, links, or important terms within the portal interface.
- Screenshots: Illustrative images from the portal are included to help you recognize interface elements.

2. Glossary of Terms

The following table defines key terms you may encounter while using the ESS Data Sphere Web Portal and this user manual.

Term	Definition
Account	A personal user profile on the portal, typically required for submitting Publication Requests and tracking their status.
Chart View	An option within the Data Portal to visualize filtered data as a graph (e.g., bar chart, line chart, pie chart).
Coverage	Refers to the geographical scope of the data (e.g., National, Regional, specific Woreda). A filter option or a field in a Publication Request.
CSV (Comma Separated Values)	A common file format for tabular data that can be opened with spreadsheet software like Microsoft Excel. An export option in the Data Portal.
Customized Data / View	Data that you have refined by applying specific filters (e.g., by period, region, indicators) in the Data Portal.
Dataset	A collection of related data, typically organized in a structured format, available for exploration in the Data Portal.
Dimension	A characteristic or category used to filter or break down data within the Data Portal (e.g., "Region," "Year," "Crop Type," "Gender").
Export	The process of extracting data from the Data Portal, after applying filters, into a downloadable file format (e.g., Excel, CSV).
Filter	A tool or option that allows you to narrow down or select specific data based on certain criteria (e.g., selecting a specific year, region, or category).
Format (Data/File)	The structure or type of a data file (e.g., Excel, CSV, PDF). Specified when requesting data or exporting from the Data Portal.
Metadata	Information about the data itself, such as definitions of terms, data sources, collection methodology, and period of coverage. Viewable in the Data Portal.
Portal	Refers to the ESS Data Sphere Web Portal itself – the public-facing website.
Profile (User Profile)	The section of the portal where registered users can view their account details and track the status of their submitted Publication Requests.
Publication	An official, pre-compiled report, bulletin, yearbook, or other document released by ESS, typically available for download as a complete file (e.g., PDF).

Publication Request	A formal submission made by a user through the portal to request specific data or tabulations that are not readily available through the Data Portal or as a Publication.
Query (Saved Query)	A specific combination of a selected dataset and applied filters in the Data Portal. Users with accounts can often save these queries for quick access later.
Report (in Data Portal context)	Used interchangeably with "Dataset" in the Data Portal – a collection of data that can be filtered and customized.
Signup / Register	The process of creating a new user account on the portal.
Status (Request Status)	The current stage of your Publication Request in the ESS internal processing workflow (e.g., Pending, Awaiting Payment, Approved, Completed).
Table View	An option within the Data Portal to display filtered data in a structured grid of rows and columns.
Terms and Conditions	Rules and guidelines for using the data provided, which users must typically agree to before submitting a Publication Request.
XLSX (Excel File)	A file format used by Microsoft Excel. A common export option for data from the Data Portal.

3. How to use a specific feature

3.1. Finding and Customizing Data Reports

Overview: ESS Stat Bank Portal provides access to a wide range of statistical reports and datasets. You can locate the information you need by browsing the organized structure, searching, or filtering the available reports. Once you select a specific report or dataset, you can then customize the view by applying filters to its content (e.g., selecting specific periods, regions, or categories) before viewing it as a table or chart, saving your configuration, or exporting the data.

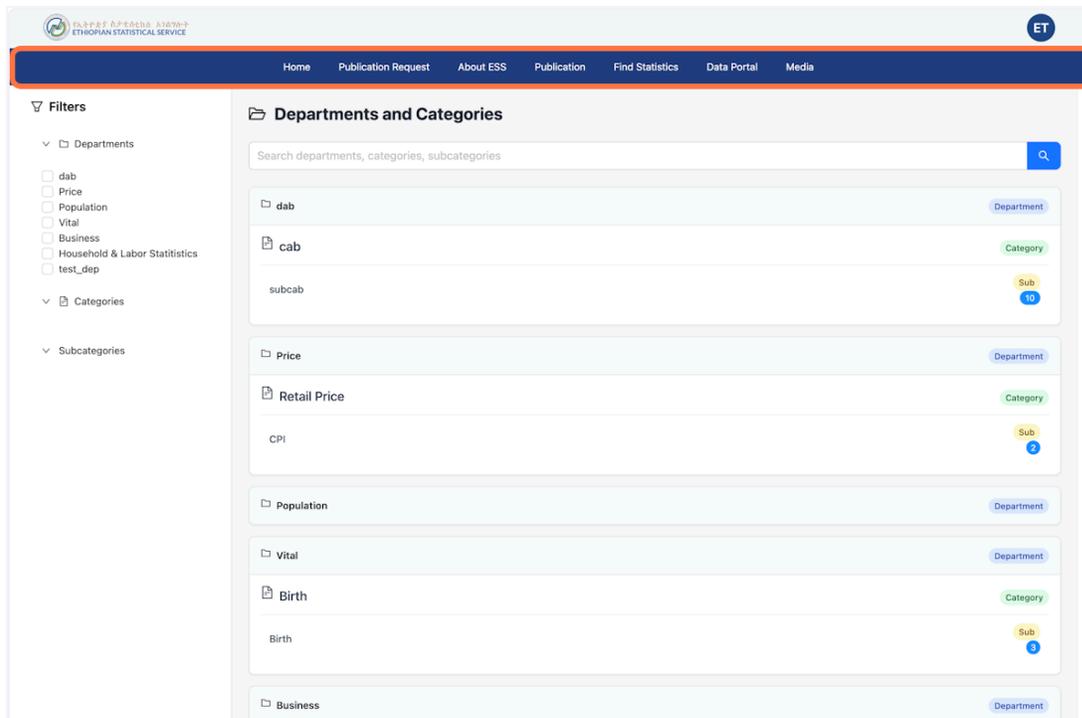
Prerequisites:

- Access to the ESS Stat Bank Public Portal.
- A general idea of the topic, department, or report name you are looking for.

3.1.1. Phase 1: Finding the Right Report/Dataset

Follow these steps to locate the specific report or dataset you want to work with:

1. **Navigate to the Data Portal Area:**
 - *Instruction:* From the main portal menu, click on the primary data navigation link (e.g., "Data Portal").



- *Narration:* Access the main section where all reports and datasets are listed and organized.

2. Explore Available Reports:

- *Instruction:* You will typically see a list of reports/datasets organized by the ESS structure (e.g., listed under **Department**, **Category**, and **Sub-category** headings). You have several ways to find the one you need:
 - **A) Browse the Hierarchy:** Expand the Department, Category, and Sub-category levels listed on the page to navigate to the relevant area and find the report title.
 - **B) Search the List:** Use the search bar provided on this page to type keywords related to the report title or the Department/Category/Sub-category name (e.g., price, CPI, Retail Price). The list will update to show matching items.
 - **C) Filter the List (Sidebar Filters):** Use the filter options available in the sidebar. These filters allow you to narrow down the *list* of reports shown by selecting specific Departments, Categories, or Sub-categories (e.g., show only reports under the "Price" Department). Apply these list filters to shorten the list you need to browse.

Departments and Categories

Search departments, categories, subcategories

- dab Department
 - cab Category
 - subcab Sub 10
- Price Department
 - Retail Price Category
 - CPI Sub 2
- Population Department
- Vital Department
 - Birth Category
 - Birth Sub 3
- Business Department

Created with Tango.u

Home Publication Request About ESS Publication Find Statistics Data Portal Media

Departments and Categories

price

- Price Department
 - Retail Price Category
 - CPI Sub 2

< 1 >

Department

Category

Sub 2

- Business
- dab
- Household & Labor Statistics
- Population
- Price
- test_dep
- Vital

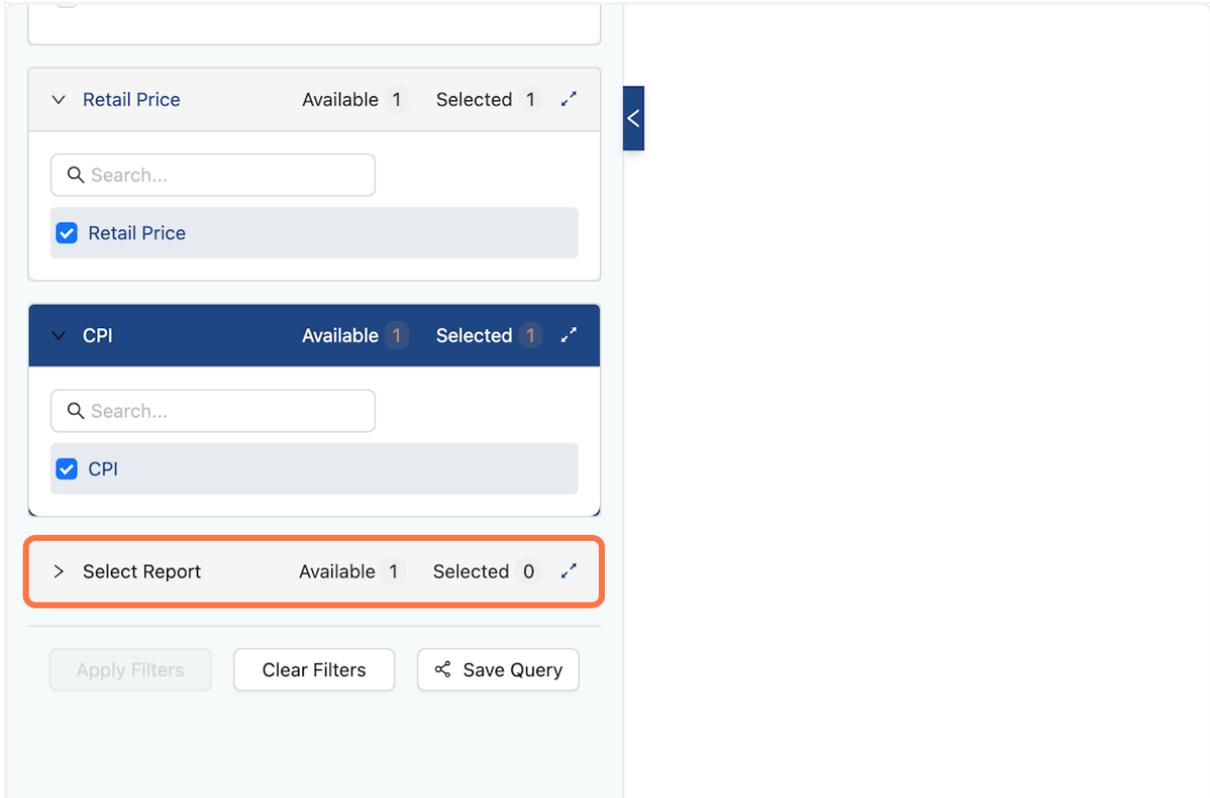
> Retail Price Available 1 Selected 1 ↗

▼ CPI Available 1 Selected 1 ↗

🔍 Search...

- CPI

> Select Report Available 1 Selected 0 ↗



- *Narration:* Use browsing, searching, or the sidebar filters to locate the specific report or dataset (e.g., "Retail Price Report") within the portal's structure.
3. **Select the Report/Dataset:**
- *Instruction:* Once you have located the desired report/dataset in the list, filter the report filters and click the **Apply Filter** button to open it in the data exploration interface.

StatBank
Price / Retail Price / CPI

> Price Available 7 Selected 1 ↗

> Retail Price Available 1 Selected 1 ↗

▼ CPI Available 1 Selected 1 ↗

Search...

CPI

> Select Report Available 1 Selected 0 ↗

Apply Filters Clear Filters Save Query

Select a report to view its data.

▼ Select Report Available 1 Selected 0 ↗

Search...

Consumer Price Index(CPI) 3

Apply Filters Clear Filters Save Query

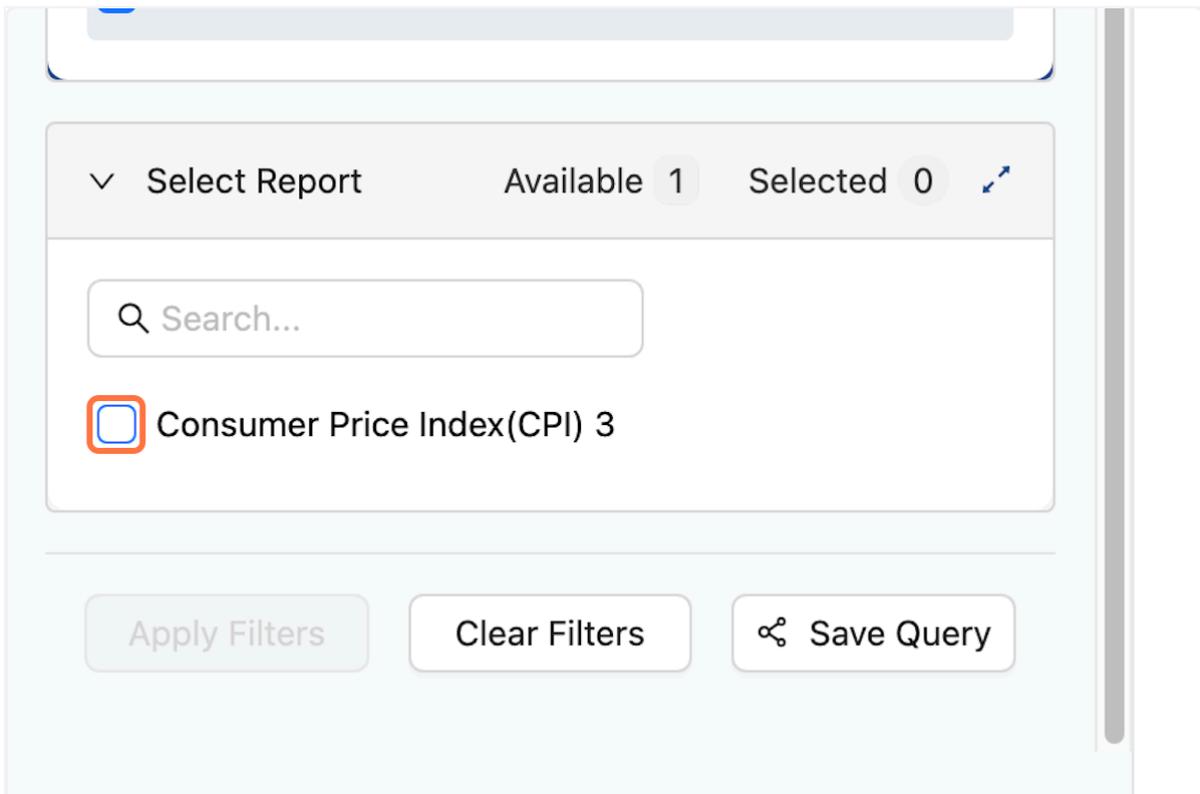
- *Narration:* Open the specific report/dataset you want to view and customize.

3.1.2. Phase 2: Filtering and Viewing Report Content

Now that you have selected a specific report/dataset, you can customize the data displayed:

1. Apply Content Filters:

- *Instruction:* Locate the **Filter Panel** specifically for the report content. This panel will show dimensions relevant to the *selected* report (e.g., **Crop, Period, Region**, etc.).
 - Click on a dimension name (e.g., **Crop**) to see its available values.
 - Choose the specific items you want to include:
 - Check "**Select All**" to include everything for that dimension.
 - *Or*, uncheck "Select All" and individually check the desired values (e.g., check **Teff White, Wheat White** under Crop; check **Jul-21, Apr-22** under Period).
 - Repeat for all dimensions you wish to filter.
 - Click the **Apply Filters** button within this panel to update the data view based on your content selections.



Consumer Price Index(CPI) 3 Available 1 Selected 1

Search...

Consumer Price Index(CPI) 3

Report Filters

Crop ☐

Period ☐

Apply Filters Clear Filters Save Query

Report Filters

Crop ☐

Select All

Search Crop

<input type="checkbox"/> Teff White	<input type="checkbox"/> Teff Mixed	<input type="checkbox"/> Teff Black
<input type="checkbox"/> Wheat White	<input type="checkbox"/> Wheat Mixed	<input type="checkbox"/> Wheat Black

Q Search Crop

<input checked="" type="checkbox"/> Teff White	<input checked="" type="checkbox"/> Teff Mixed	<input checked="" type="checkbox"/> Teff Black
<input checked="" type="checkbox"/> Wheat White	<input checked="" type="checkbox"/> Wheat Mixed	<input checked="" type="checkbox"/> Wheat Black
<input checked="" type="checkbox"/> Barley White	<input checked="" type="checkbox"/> Barley Mixed	<input checked="" type="checkbox"/> Barley Black
<input checked="" type="checkbox"/> Barley forBeer	<input checked="" type="checkbox"/> SenefKoloGebis	<input checked="" type="checkbox"/> Maize
<input checked="" type="checkbox"/> Durrah	<input checked="" type="checkbox"/> African Millet	<input checked="" type="checkbox"/> Sorghum Yellow

[Show More](#)

▼ Period ⌵

[Apply Filters](#) [Clear Filters](#) [Save Query](#)

Select All

Q Search Crop

<input checked="" type="checkbox"/> Teff White	<input type="checkbox"/> Teff Mixed	<input type="checkbox"/> Teff Black
<input type="checkbox"/> Wheat White	<input type="checkbox"/> Wheat Mixed	<input type="checkbox"/> Wheat Black
<input type="checkbox"/> Barley White	<input type="checkbox"/> Barley Mixed	<input type="checkbox"/> Barley Black
<input type="checkbox"/> Barley	<input type="checkbox"/> SenefKoloGebis	<input type="checkbox"/> Maize

Report Filters

▼ Crop



▲ Period



Select All

🔍 Search Period

Jul-21

Aug-21

Sep-21

Oct-21

Nov-21

Dec-21

Period



Select All

🔍 Search Period

Jul-21

Aug-21

Sep-21

Oct-21

Nov-21

Dec-21

Jan-22

Feb-22

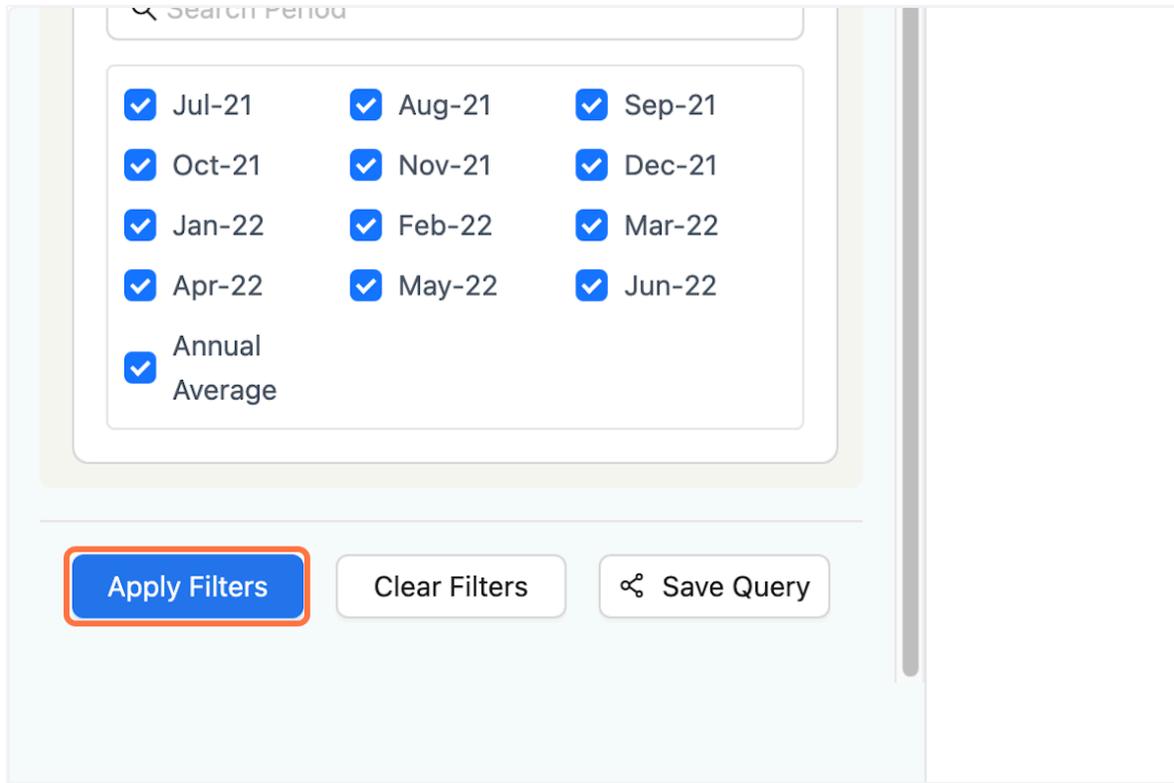
Mar-22

Apr-22

May-22

Jun-22

Annual
Average



- *Narration:* Use the content filters to precisely define the data rows you want to see within the selected report (e.g., specific crops for specific periods). Click 'Apply Filters'.
2. **View the Filtered Data:**
- *Instruction:* The main area will now display the data matching your filter criteria. You can switch between different views:
 - **Table View (Default):** See the filtered data in a grid format.
 - **Chart View:** Click the **Chart** tab/button. Select from available chart types (**Bar, Line, Pie**, etc.) to visualize the filtered data.
 - **Metadata View:** Click the **Metadata** tab/button to view information about the data source, definitions, and methodology related to the report you are viewing.

Preview

[Table](#) [Chart](#) [Metadata](#)

Search in table

Rows per page 50

Export in [XLSX](#) [CSV](#) [Print](#)

Consumer Price Index(CPI) 2

No.	Crop	Period	Price
1	Teff White	Jul-21	42.14
2	Teff White	Aug-21	43.33
3	Teff White	Sep-21	41.22
4	Teff White	Oct-21	42.45
5	Teff White	Nov-21	39.82
6	Teff White	Dec-21	38.94
7	Teff White	Jan-22	39.5
8	Teff White	Feb-22	39.9
9	Teff White	Mar-22	39.87

Preview

[Table](#) [Chart](#) [Metadata](#)

Report Metadata

Name: Consumer Price Index(CPI) 3

Description: Consumer Price Index(CPI) 2

Start Date: 4/9/2024

End Date: 3/31/2025

Coverage: National

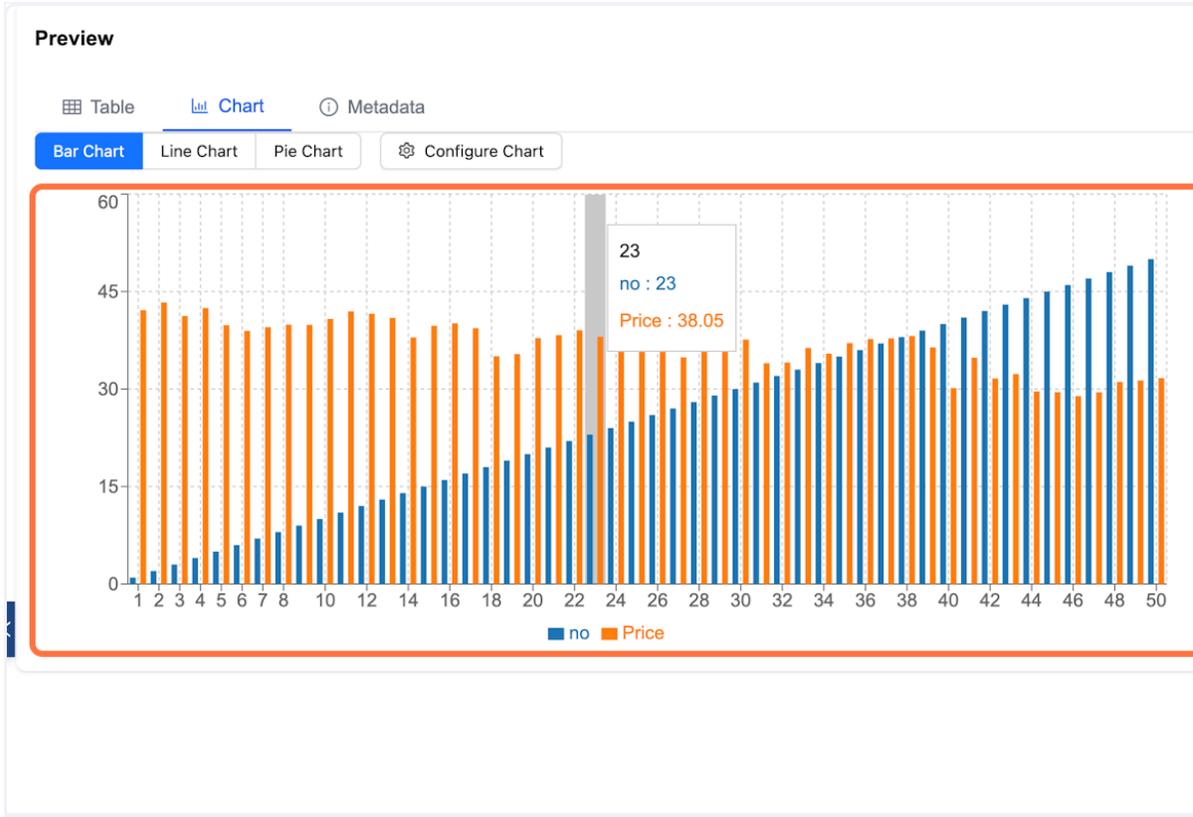
Frequency: Annual

Status: published

Data Status: pending

Fields

- **Crop:** Crop (string)
- **Period:** Period (string)
- **Price:** Price (number)



- *Narration:* Explore your customized data view as a table or various charts, and check the metadata for context.

3. Save Your Query :

- *Instruction:*
 1. Locate the Save Query button. Click this button.
 2. A dialog or panel will appear offering several options:
 - Copy Link: Click this option to copy a unique web link (URL) to your clipboard. This link, when opened by anyone (or by you later), will load the Stat Bank portal with this specific report and all your currently applied filters automatically selected.
 - Share via Email: Click this option. It opens your default email client with a new email pre-filled with the link, or it provides a way to enter an email address to send the link directly from the portal.

Preview

Table Chart Metadata

Search in table Rows per page 50 Export in XLSX CSV Print

Consumer Price Index(CPI) 2

No.	Crop	Period	Price
1	Teff White	Jul-21	42.14
2	Teff White	Oct-21	42.45
3	Teff White	Jan-22	39.5
4	Teff White	Apr-22	40.8
5	Wheat White	Jul-21	30.16
6	Wheat White	Oct-21	32.31
7	Wheat White	Jan-22	28.9
8	Wheat White	Apr-22	31.31
9	Barley White	Jul-21	28.37
10	Barley White	Oct-21	28.02
11	Barley White	Jan-22	30.4
12	Barley White	Apr-22	32.76
13	Barley forBeer	Jul-21	34.39
14	Barley forBeer	Oct-21	1
15	Barley forBeer	Jan-22	35.23
16	Barley forBeer	Apr-22	39.74

1-16 of 16 items

Report Filters

Crop

Period

Select All

Search Period

Jul-21
 Aug-21
 Sep-21
 Oct-21
 Nov-21
 Dec-21
 Jan-22
 Feb-22
 Mar-22
 Apr-22
 May-22
 Jun-22
 Annual Average

Apply Filters Clear Filters **Save Query**

Preview

Table Chart Metadata

Save and Share Query

http://196.188.175.246:4001/filter?departmentId=671 Copy

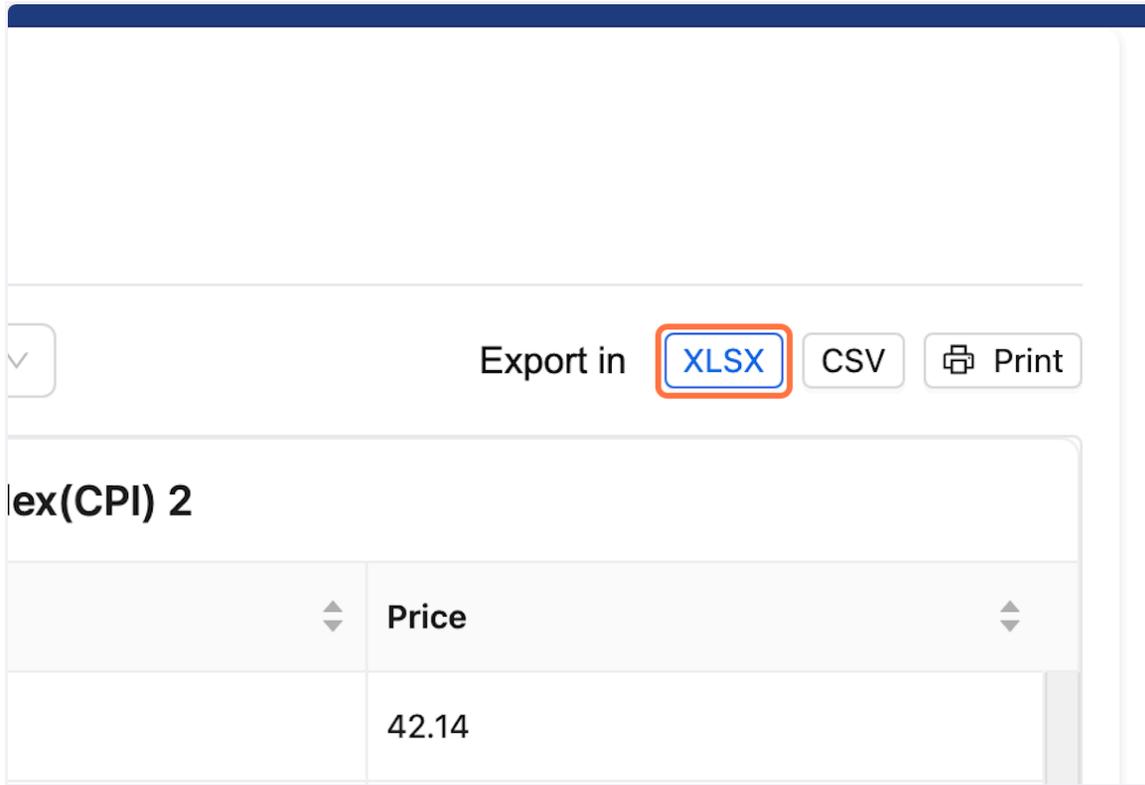
Send via Email

Consumer Price Index(CPI) 2

No.	Crop	Period	Price
1	Teff White	Jul-21	42.14
2	Teff White	Oct-21	42.45
3	Teff White	Jan-22	39.5
4	Teff White	Apr-22	40.8
5	Wheat White	Jul-21	30.16
6	Wheat White	Oct-21	32.31
7	Wheat White	Jan-22	28.9
8	Wheat White	Apr-22	31.31
9	Barley White	Jul-21	28.37

3. Export/Download the Filtered Data:

- *Instruction:* To download the data currently displayed in the **Table View**, click the **Export** or **Download** button.
- Select your preferred file format, such as **XLSX** (Excel) or **CSV** (Comma Separated Values). The file containing only the filtered data you are viewing will download to your computer.



- *Narration:* Download the customized data table you created to your computer for offline use.

4. Clear Content Filters:

- *Instruction:* To remove the content filters you applied, click the **Clear Filters** button within the content filter pane.
- *Narration:* Reset the view for the currently selected report by clearing all applied content filters.

Search Period

<input checked="" type="checkbox"/> Jul-21	<input checked="" type="checkbox"/> Aug-21	<input checked="" type="checkbox"/> Sep-21
<input checked="" type="checkbox"/> Oct-21	<input checked="" type="checkbox"/> Nov-21	<input checked="" type="checkbox"/> Dec-21
<input checked="" type="checkbox"/> Jan-22	<input checked="" type="checkbox"/> Feb-22	<input checked="" type="checkbox"/> Mar-22
<input checked="" type="checkbox"/> Apr-22	<input checked="" type="checkbox"/> May-22	<input checked="" type="checkbox"/> Jun-22
<input checked="" type="checkbox"/> Annual Average		

Apply Filters **Clear Filters** Save Query

3.2. Finding and Downloading Publications

- Overview:** The ESS Stat Bank Portal provides access to official statistical publications released by the Ethiopian Statistical Service. These publications are typically complete reports, in PDF format, covering various topics and periods. This section guides you on how to locate and download these publications for your use.
- Prerequisites:**
 - Access to the ESS Stat Bank Public Portal (e.g., <http://196.188.175.246:4001>).
 - A general idea of the topic or type of publication you are looking for.
- Steps:**
 - Navigate to the Publications Section:**
 - Instruction:* From the main portal homepage or navigation menu, click on the Publication link.

ESS contains detailed tables with time series. You can create your own selections and save these in different file formats. We also offer an API for ESS. Our release time for all statistics is 08:00 CET. At 05:00 and 11:30 ESS's metadata are updated, and the tables can be temporarily unavailable for up to five minutes. Published figures which are being revised are shown as '0' or '-' between 05:00 and 08:00.

Choose Topic And Table

- dab
- Price
- Population
- Vital
- Business
- Household & Labor Statistics
- test_dep

me series. You can create your own selections and save these in different file fo
ase time for all statistics is 08:00 CET. At 05:00 and 11:30 ESS's metadata are up
ailable for up to five minutes. Published figures which are being revised are show

- *Narration:* Start by going to the dedicated section of the portal where all official publications are listed.

2. Browse or Filter Publications:

- *Instruction:* On the Publications page, you will see publications organized by the ESS structure. Use the provided browsing options to locate the specific publication you need:
 - Select the relevant Department (e.g., "Price").
 - Select the relevant Category from the next level (e.g., "Retail Price").
 - Select the relevant Sub-category from the next level (e.g., "CPI").

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AN STATISTICAL SERVICE

Home Publication Request About ESS Publication Find Statistics Data Portal Media

ESS contains detailed tables with time series. You can create your own selections and save these in different file formats. We also offer an API for ESS. Our release time for all statistics is 08:00 CET. At 05:00 and 11:30 ESS's metadata are updated, and the tables can be temporarily unavailable for up to five minutes. Published figures which are being revised are shown as '0' or '.' between 05:00 and 08:00.

Choose Topic And Table

- dab
- Price
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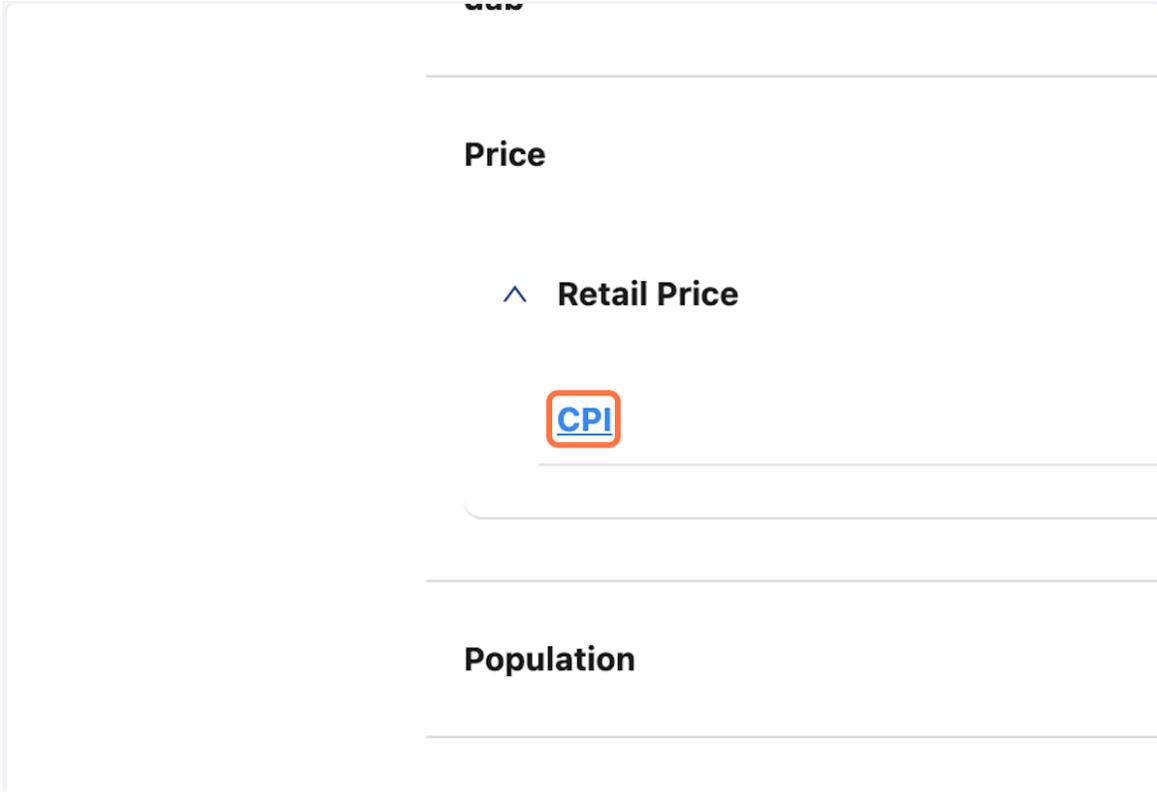
Choose Topic And Table

- dab
- Price**
- Population
- Vital
- Business
- Household & Labor Statistics
- test_dep

ESS contains detailed tables with time series. You can create your own selections and save these in different file formats. We also offer an API for ESS. Our release time for all statistics is 08:00 CET. At 05:00 and 11:30 ESS's metadata are updated, and the tables can be temporarily unavailable for up to five minutes. Published figures which are being revised are shown as '0' or '.' between 05:00 and 08:00.

Choose Topic And Table

- dab
- Price
- ▼ Retail Price**
- Population
- Vital
- Business
- Household & Labor Statistics
- test_dep



- *Narration:* Use the hierarchical filters to narrow down the list of publications by selecting the appropriate Department, Category, and then the specific Sub-category you are interested in.
- 3. Select the Specific Publication Instance:**
- *Instruction:* After applying the filters, a list of matching publication instances will appear. (e.g., "CPI_May_2024"). Click on the title of the exact publication instance you wish to access.

Home Publication Request About ESS Publication Find Statistics Data Portal

ESS contains detailed tables with time series. You can create your own selections and save these in different file formats. We also offer an API for ESS. Our release time for all statistics is 08:00 CET. At 05:00 and 11:30 ESS's metadata are updated and the tables can be temporarily unavailable for up to five minutes. Published figures which are being revised are shown with a 'beta' label between 05:00 and 08:00.

Title	Type
CPI_May_2024	pdf

- *Narration:* From the filtered list, choose the specific release or version of the publication you want to download.
- 4. Access the Publication Detail Page:**
- *Instruction:* Clicking the publication title will take you to a detail page for that publication. This page shows a summary, metadata, and the download link. The breadcrumb navigation (e.g., "Home / Retail Price / Consumer Price Index- may 2024") confirms your location.

የኢትዮጵያ ሪፐብሊክ ስታቲስቲክ አገልግሎት
ETHIOPIAN STATISTICAL SERVICE

Home Publication Request About ESS Publication Find Statistics Data Portal Media

Home / Retail Price / Consumer Price Index- may 2024

Consumer Price Index- may 2024

Published Date: 29 April 2025



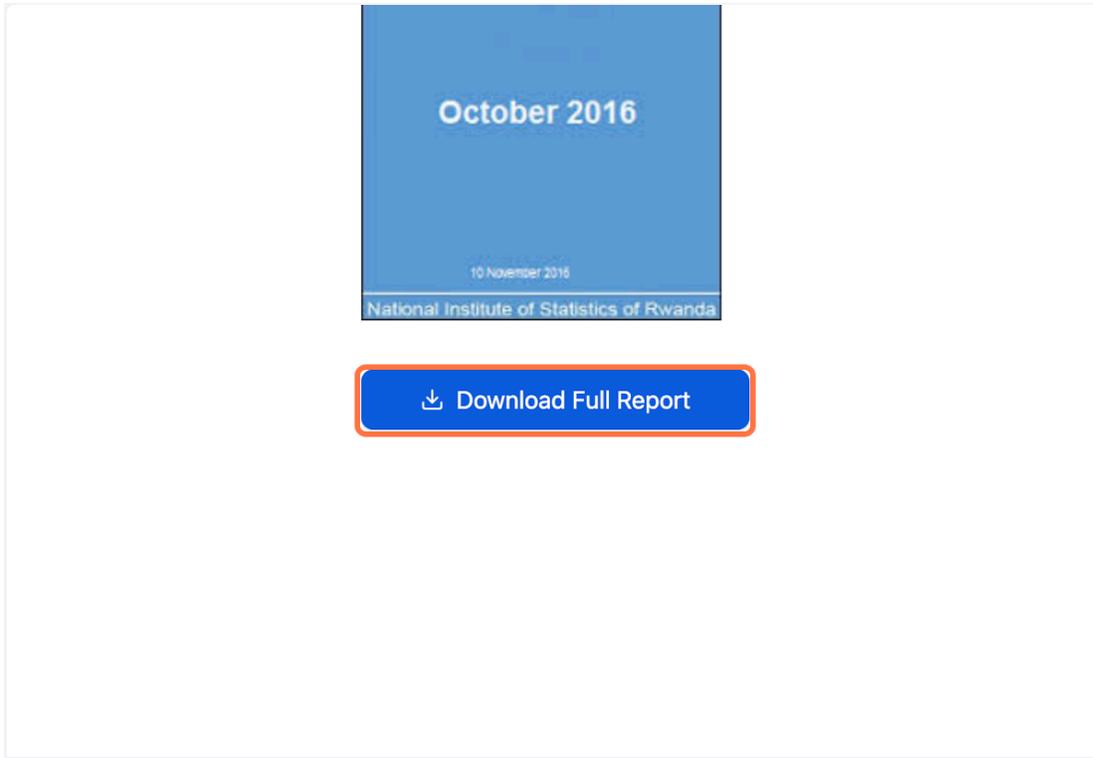
Description
Consumer Price Index- may 2024
Consumer Price Index- may 2024

[Download Full Report](#)

- *Narration:* You are now on the page dedicated to your selected publication, where you can find more information and the download option.

5. Download the Publication:

- *Instruction:* On the publication detail page, locate and click the Download button



- *Narration:* Click the download button to save the complete publication file (a PDF) to your computer.

6. Open the File:

- *Instruction:* Your browser will prompt you to download it automatically to your default downloads folder. Once downloaded, you can open it with a compatible application.
- *Narration:* The publication is now downloaded to your device for viewing and offline use.

3.3. Requesting Specific Data (Publication Requests)

Overview: If you cannot find the specific data you need in our standard "Data Portal" or "Publications" sections, you can submit a "Publication Request" for ad-hoc data. This allows you to describe your specific data requirements, and ESS staff will review your request, prepare the data if feasible, and make it available to you.

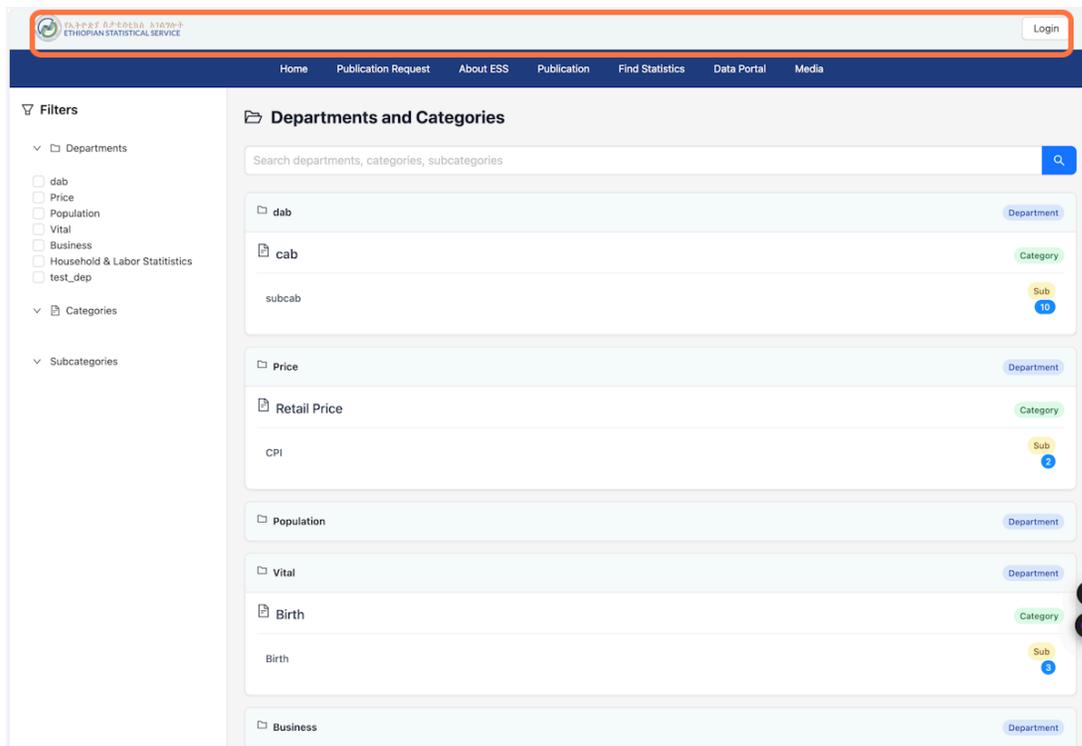
This module covers:

- Creating an account on the portal (required for submitting and tracking requests).
- Logging into your account.
- Submitting a new Publication Request.
- Tracking the status of your submitted requests.

- Handling payment if your request incurs a fee.
- Downloading your requested data once it's approved and ready.

3.3.1. Creating a Portal Account (First-Time Users)

- **Overview:** To submit and track publication requests, you first need to create a user account on the ESS Stat Bank Portal.
- **Prerequisites:** A valid email address.
- **Steps:**
 1. **Navigate to Signup:**
 - *Instruction:* From any page on the portal, click the **Login** button (in the top navigation area). This will take you to the login page. *clicking Signup.*



Portal Media

Login

Search

Department

Category

ESS Data Portal

Unlock trusted Ethiopian statistics effortlessly. Dive into rich data insights for informed decision-making.

Sign In [No Account? Signup](#)

Email or Username

Enter your email or usern...

Password

Enter your password

[Forgot Password?](#)

Sign In

Ethiopian statistics effortlessly. Dive into rich data sights for informed decision-making.

Sign In [No Account? Signup](#)

Email or Username

✉ Enter your email or usern...

Password

- *Narration:* Begin the account creation process by accessing the registration form.
2. **Complete the Registration Form:**
- *Instruction:* Fill in the required fields on the "Sign up" form:
 - **Full Name:** Type your full name.
 - **Phone Number:** Type your phone number.
 - **User Type:** Click the **User Type** dropdown and select the option that best describes you.
 - **Organization Name (if applicable):** If you selected an organization type, type your organization's name
 - **Email Address:** Type your valid email address, This will be your username.
 - **Password:** Create and type a secure password for your account



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ETHIOPIAN STATISTICAL SERVICE

Welcome to Ethiopian Statistics Agency Data Portal!

Create your account to access and request official data publications.

Sign up now and start your journey with us. [Already have an account? Sign in](#)

Full Name

* User Type

Email

Phone Number

Mobile Number

* Password

Sign up



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ETHIOPIAN STATISTICAL SERVICE

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Full Name

* User Type

Organization Name

Email

Phone Number

Mobile Number

* Password

Sign up

- *Narration:* Provide your personal and contact details, and choose a secure password for your new account.

3. **Submit Registration:**

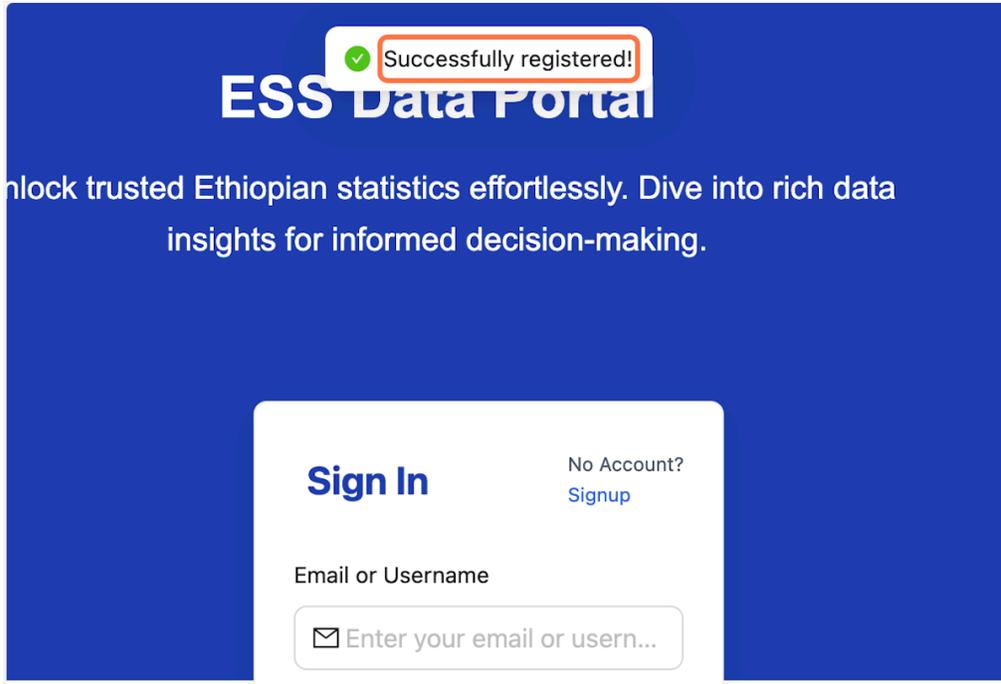
- *Instruction:* Once all fields are completed, click the **Sign up** button.

The image shows a registration form for the Ethiopian Statistical Service. On the left, a blue banner contains the agency's logo and the text: "Welcome to Ethiopian Statistics Agency Data Portall" and "Create your account to access and request official data publications." On the right, a white registration form is displayed with the following fields and values: "Full Name" (Eskedar Tesfaye), "User Type" (Private Organization), "Organization Name" (360Ground), "Email" (eskedar@360ground.com), "Phone Number" (0940917241), "Mobile Number" (empty), and "Password" (masked with dots). A "Sign up" button is located at the bottom of the form.

- *Narration:* Finalize your account creation.

4. **Confirmation:**

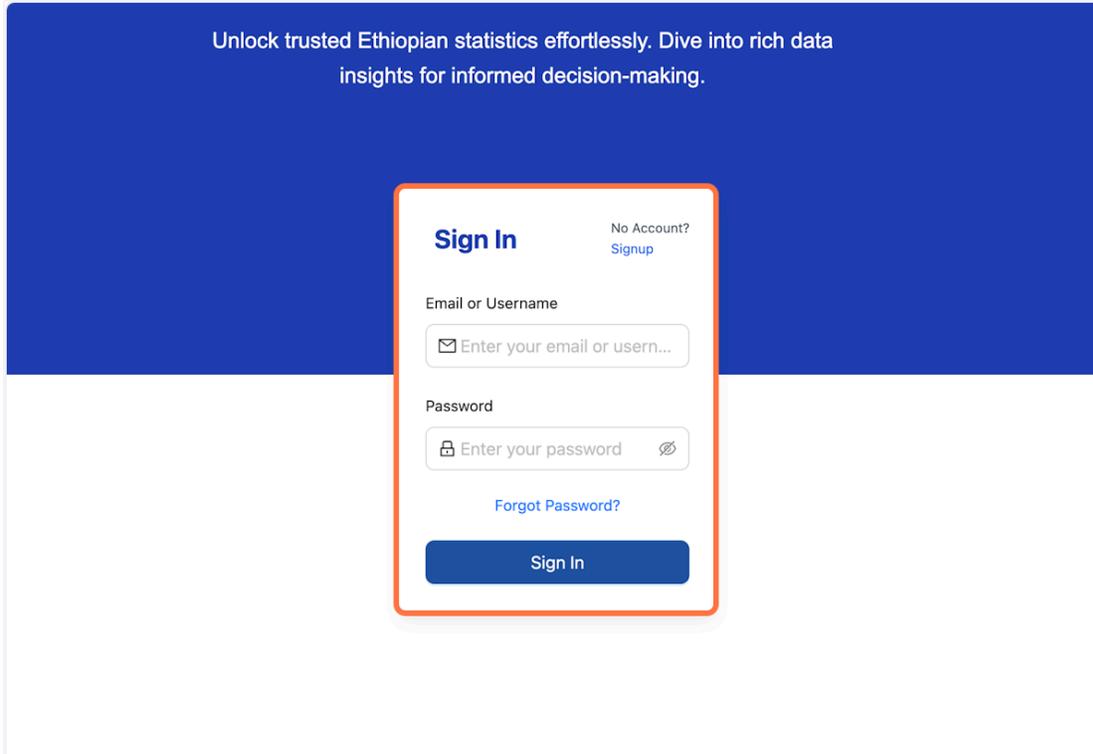
- *Instruction:* You should see a success message like "Successfully registered!"



- *Narration:* Your account is now created. You can proceed to log in.

3.3.2. Logging into Your Portal Account

- **Overview:** Once you have an account, you can log in to submit new requests or manage existing ones.
- **Prerequisites:** Your registered email address and password.
- **Steps:**
 1. **Navigate to Login:**
 - *Instruction:* From any page on the portal, click the **Login** button.



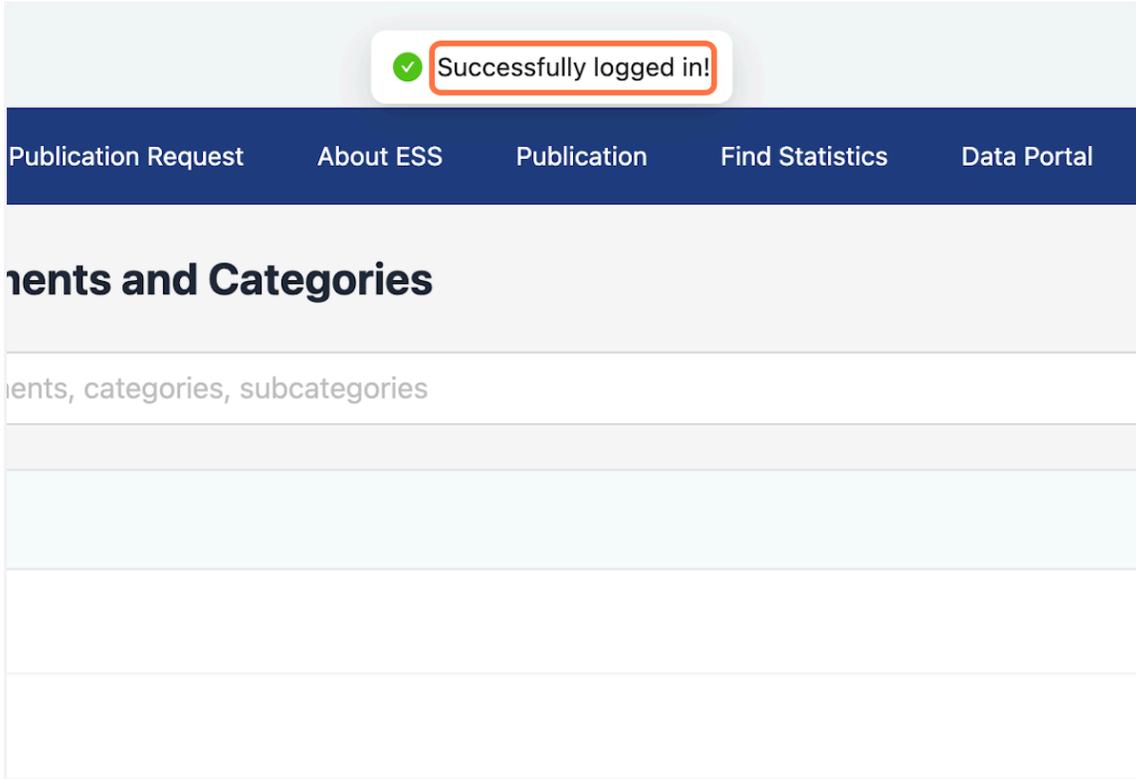
- *Narration:* Access the login page.
2. **Enter Credentials:**
- *Instruction:*
 - Type your registered email address into the **Email Address** field
 - Type your password into the **Password** field.

The image shows a login form centered on a white background with blue header and footer bars. The form contains the following elements: a label 'Email or Username' above a text input field containing 'eskedar@360ground.com'; a label 'Password' above a password input field with a lock icon and a toggle icon; a blue link 'Forgot Password?'; and a blue button with a white border and orange shadow labeled 'Sign In'.

- *Narration:* Provide your account email and password.
3. **Submit Login:**
- *Instruction:* Click the **Sign In** button.

This image is identical to the one above, showing a login form with the 'Sign In' button highlighted with a red border and orange shadow.

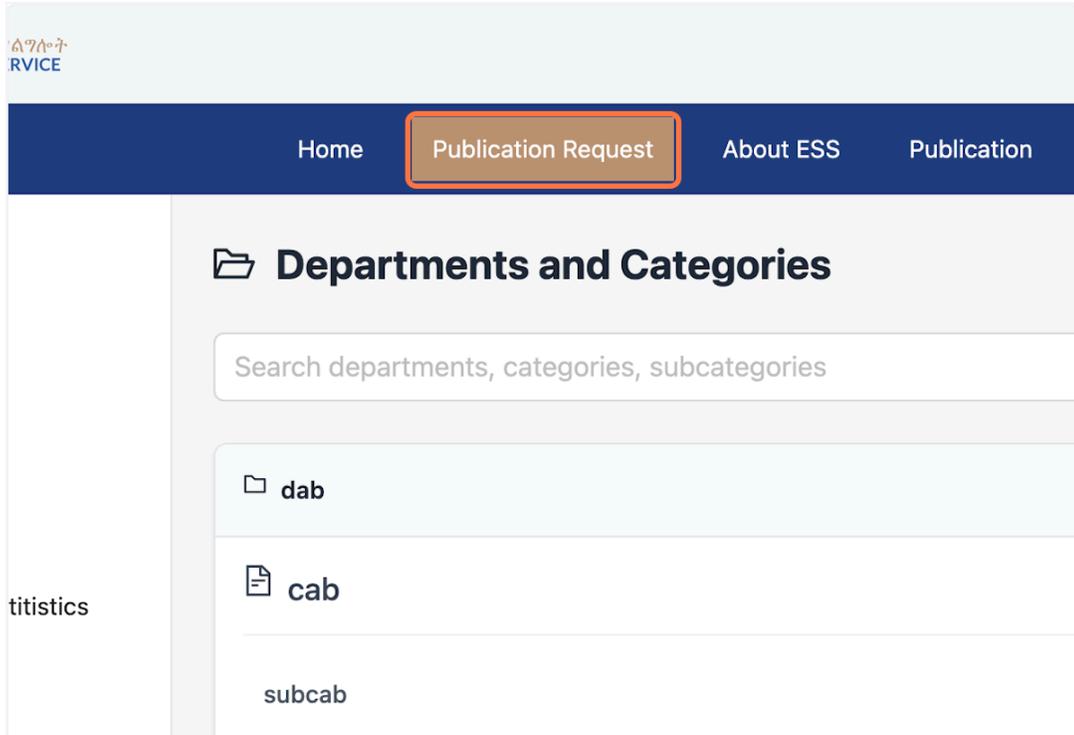
- *Narration:* Access the the portal homepage.
4. **Confirmation:**
- *Instruction:* You should see a success message like "Successfully logged in!" and be redirected to the portal homepage.



- *Narration:* You are now logged into the ESS Stat Bank Portal.

3.3.3. Submitting a New Publication Request

- **Overview:** If you need specific data not available through standard reports or the data portal, you can submit a detailed request.
- **Prerequisites:** You must be logged into your ESS Stat Bank Portal account.
- **Steps:**
 1. **Navigate to the Publication Request Section:**
 - *Instruction:* From the main portal menu, click on **Publication Request**.



- *Narration:* Go to the section dedicated to requesting specific data.
2. **Complete the Request Form:**
- *Instruction:* Fill in the fields accurately and with as much detail as possible:
 - **Purpose of the data:** Type a clear description of why you need the data and how you intend to use it
 - **Description of the data needed (Name):** Provide a specific name or clear description for the data you are requesting
 - **Desired Format:** Specify your preferred file format (e.g., Excel
 - **Period/Year:** Enter the specific time period or year for the data (e.g., 2025).
 - **Coverage:** Select the geographical coverage (e.g., click **National** or **Regional**).

Create a Publication Request

* For What purpose do you need the raw data?

Explain the purpose for research

* Name of the census or sample survey

Explain the purpose for research

* Preferred Data Format

e.g., CSV, JSON, Excel

* Year of Data

e.g., 2022

* Administrative Unit

National

I acknowledge that the Ethiopia Statistics Service (ESS) bears no responsibility for any misuse or misinterpretation of the data. I agree to abide by any additional terms and conditions established by the data provider. Furthermore, I understand that the data is strictly prohibited from being used for any commercial purposes.

Submit Request

Create a Publication Request

* For What purpose do you need the raw data?

I need the CPI data to support economic analysis and reporting purposes as part of my research/project.

* Name of the census or sample survey

Consumer Price Index - month of Feb- 2025

* Preferred Data Format

Excel

* Year of Data

2005

* Administrative Unit

Regional

I acknowledge that the Ethiopia Statistics Service (ESS) bears no responsibility for any misuse or misinterpretation of the data. I agree to abide by any additional terms and conditions established by the data provider. Furthermore, I understand that the data is strictly prohibited from being used for any commercial purposes.

Submit Request

- *Narration:* Clearly describe the data you are looking for, including its purpose, desired format, time period, and geographical scope.

3. Agree to Terms and Conditions:

- *Instruction:* Read the terms and conditions carefully. If you agree, check the box next to the acknowledgement statement (e.g., "I acknowledge that the Ethiopia Statistics Service (ESS) bears no responsibility...").

The screenshot shows the 'Create a Publication Request' form on the Ethiopian Statistical Service website. The form is titled 'Create a Publication Request' and contains the following fields and sections:

- * For What purpose do you need the raw data?**: A text area containing the text: "I need the CPI data to support economic analysis and reporting purposes as part of my research/project."
- * Name of the census or sample survey**: A text area containing the text: "Consumer Price Index - month of Feb- 2025"
- * Preferred Data Format**: A dropdown menu with 'Excel' selected.
- * Year of Data**: A text area containing the text: "2005"
- * Administrative Unit**: A dropdown menu with 'Regional' selected.
- Terms and Conditions Agreement**: A section with the text: "I acknowledge that the Ethiopia Statistics Service (ESS) bears no responsibility for any misuse or misinterpretation of the data. I agree to abide by any additional terms and conditions established by the data provider. Furthermore, I understand that the data is strictly prohibited from being used for any commercial purposes." There is a checkbox next to this text.
- Submit Request**: A blue button at the bottom of the form.

- *Narration:* You must agree to the terms of use before submitting your request.

4. Submit Your Request:

- *Instruction:* Click the **Submit Request** button.

ETHIOPIAN STATISTICAL SERVICE

Home Publication Request About ESS Publication Find Statistics Data Portal Media

Create a Publication Request

* For What purpose do you need the raw data?

I need the CPI data to support economic analysis and reporting purposes as part of my research/project.

* Name of the census or sample survey

Consumer Price Index - month of Feb- 2025

* Preferred Data Format

Excel

* Year of Data

2005

* Administrative Unit

Regional

I acknowledge that the Ethiopia Statistics Service (ESS) bears no responsibility for any misuse or misinterpretation of the data. I agree to abide by any additional terms and conditions established by the data provider. Furthermore, I understand that the data is strictly prohibited from being used for any commercial purposes.

Submit Request

- *Narration:* Send your completed request form to ESS for review.
5. **Confirmation:**
- *Instruction:* You should see a confirmation message indicating your request has been submitted successfully. Your request will now appear in your list of submitted requests, typically with an initial status like "**Pending department assignmen**".

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ETHIOPIAN STATISTICAL SERVICE

ET

Data Request Profile

+ New Request

Admin Units	Status	Action
Regional	Pending department assignment	

< 1 >

88

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Data Request Profile

+ New Request

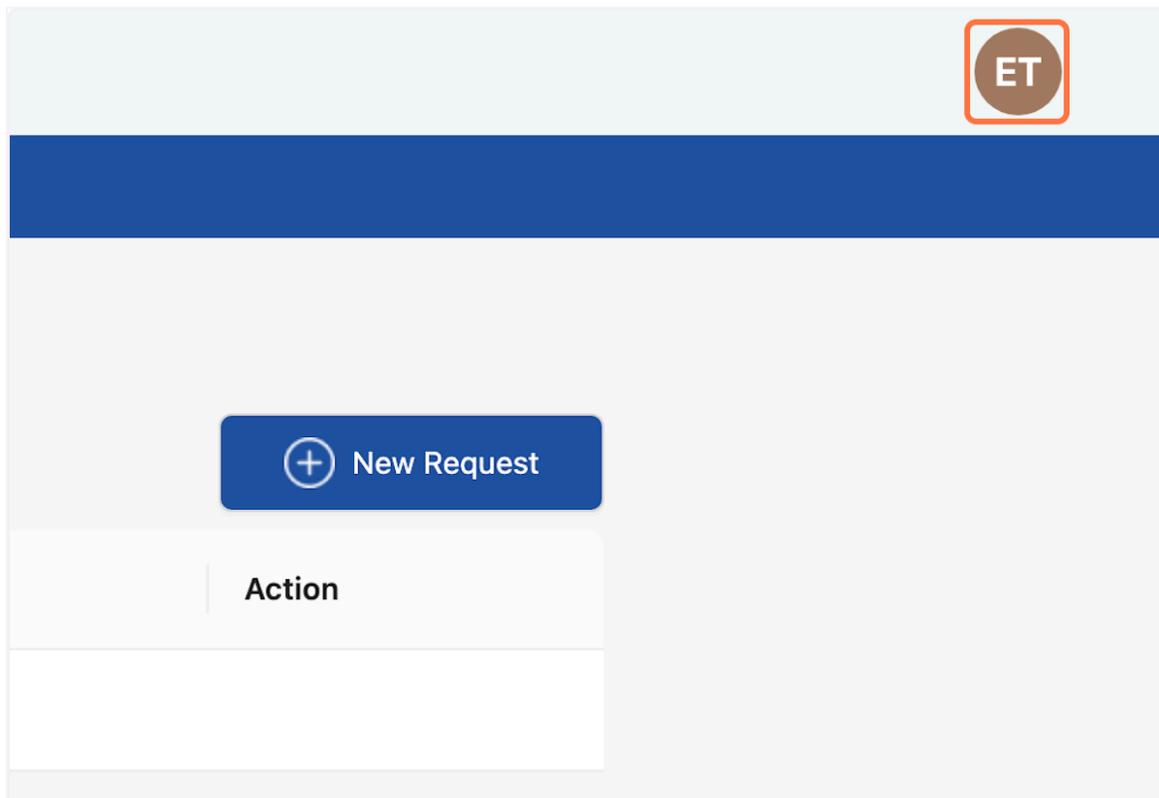
Admin Units	Status	Action
Regional	Pending department assignment	

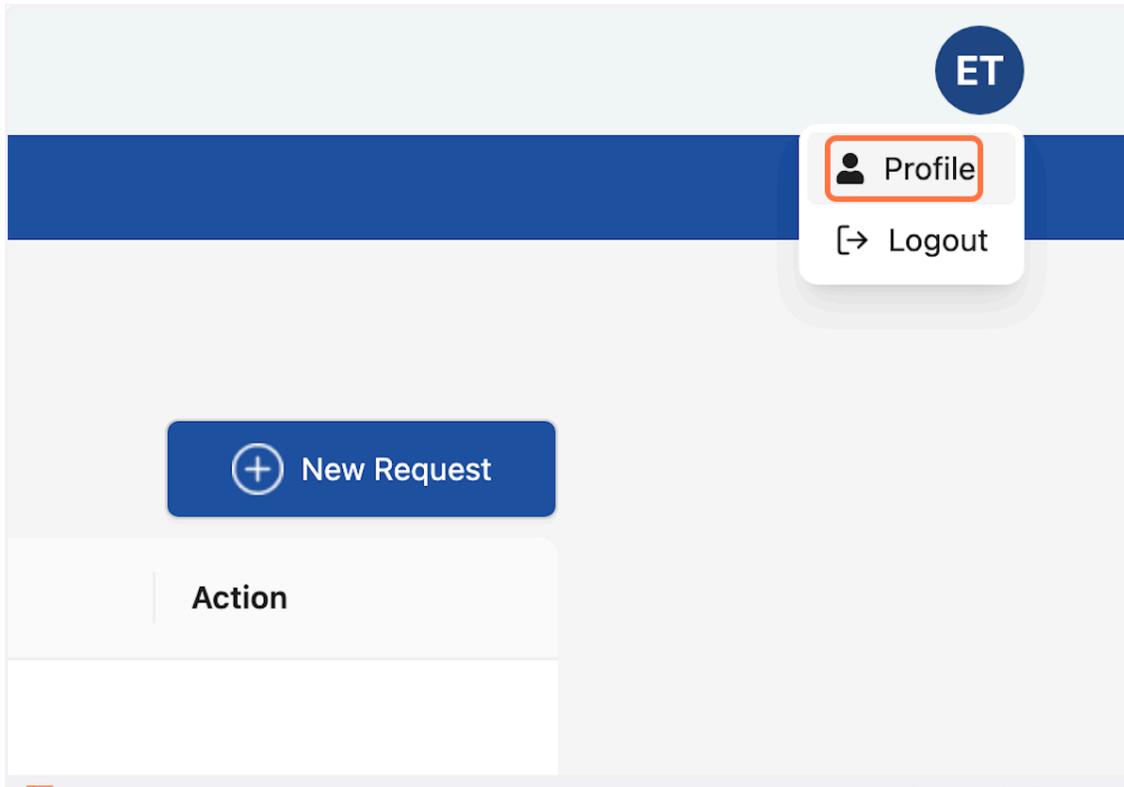
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- *Narration:* Your request has been received by ESS and will be processed internally. You can track its status.

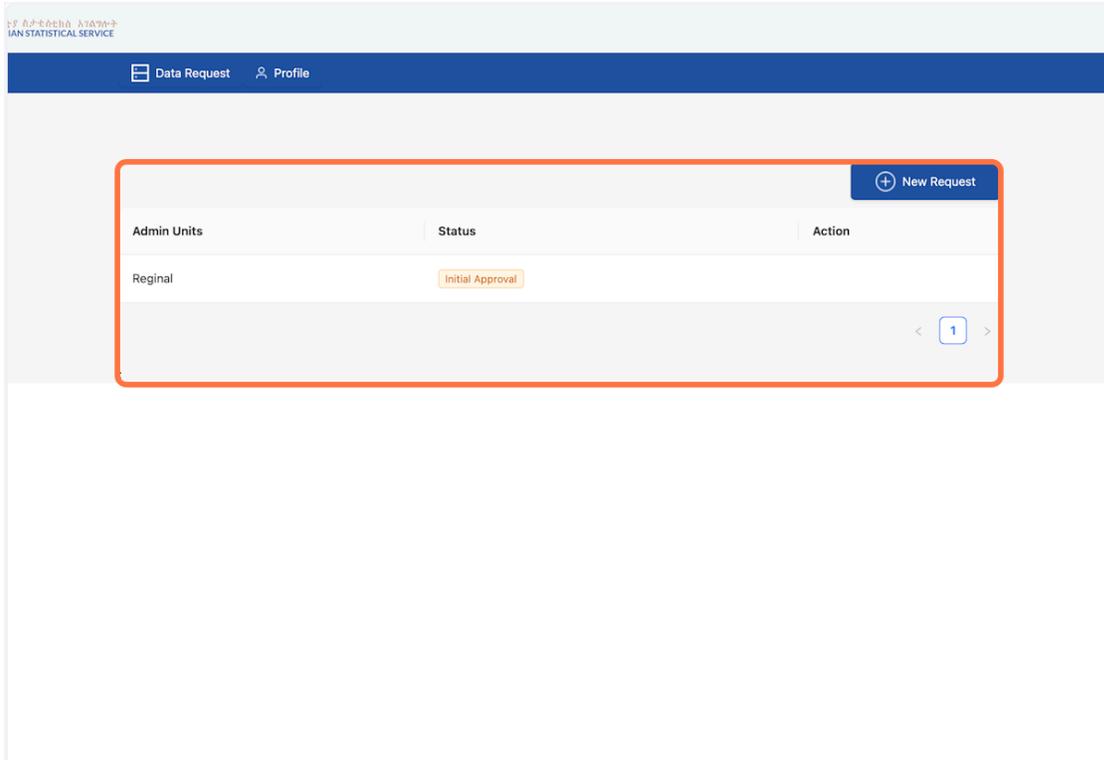
3.3.4. Tracking Your Publication Request Status

- **Overview:** After submitting a request, you can monitor its progress through the internal ESS review and processing stages.
- **Prerequisites:** You must be logged into your ESS Stat Bank Portal account and have submitted at least one request.
- **Steps:**
 1. **Navigate to Your Profile/Requests:**
 - *Instruction:* Click on your profile icon or name (e.g., "ET") in the top navigation bar, then select **Profile**.





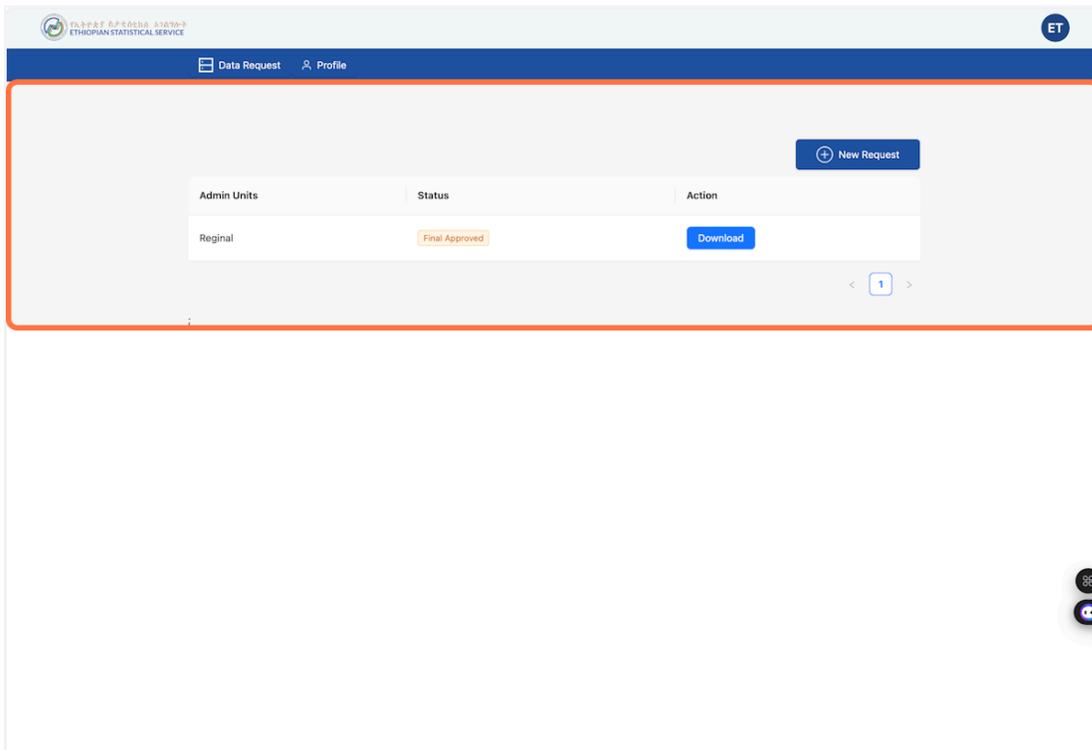
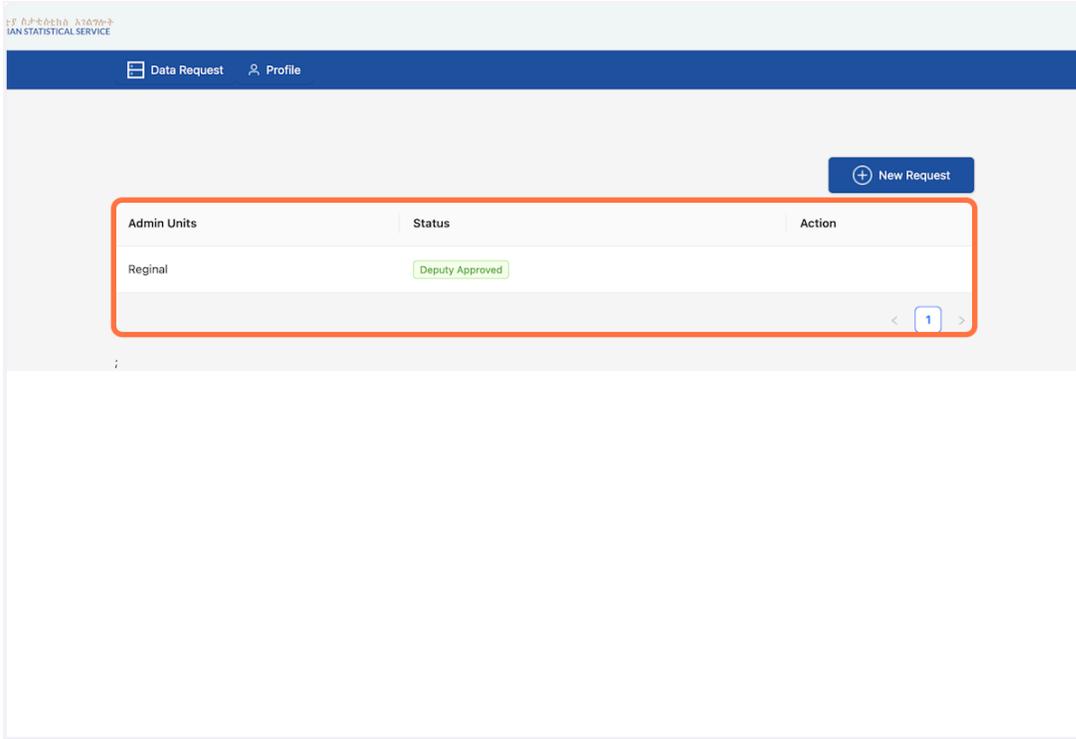
- *Narration:* Access your personal account area where your submitted requests are listed.
2. **View Request List:**
- *Instruction:* Your profile page will display a list of all your submitted Publication Requests. Each request will show its current status (e.g., "**Pending department assignment**," "Pending approval," "Awaiting Payment," "Final Approval").



- *Narration:* Review the list to see the current stage of each of your requests. Statuses will update as ESS staff process them.

3. Check for Updates:

- *Instruction:* Periodically check this section for status updates.



- *Narration:* Keep an eye on your request status for communications from ESS.

3.3.5. Handling Payment (If Applicable)

- **Overview:** Some data requests may require a fee. If ESS determines your request requires payment, you will be notified, and the status of your request will update accordingly.
- **Prerequisites:** Your request status indicates "Awaiting Payment," and ESS has provided payment instructions and the amount.
- **Steps:**
 1. **Receive Payment Notification:**
 - *Instruction:* Check your request status in your profile. If it changes to "**Awaiting Payment**," ESS has determined a fee is required. You will likely receive an email with the payment amount and instructions on how to make the payment (e.g., bank transfer details, online payment link if available).
 - *Narration:* If your request requires a fee, ESS will inform you of the amount and how to pay.
 2. **Make Payment:**
 - *Instruction:* Follow the payment instructions provided by ESS to complete the payment through the specified channels.
 - *Narration:* Complete the payment process as instructed.
 3. **Await Payment Confirmation:**
 - *Instruction:* After making the payment, ESS Finance will need to verify it. Once confirmed by ESS, the status of your request in the portal will update (e.g., to "**Payment Received, Pending Final Approval**").
 - *Narration:* Allow time for ESS to confirm your payment. Your request will then proceed to the final approval stage.

3.3.6. Downloading Your Approved Data

- **Overview:** Once your Publication Request has been fully processed, approved by ESS, and any applicable payments confirmed, the requested data file(s) will be made available for you to download.
- **Prerequisites:** Your request status must be "Final Approval," indicating the data is ready.
- **Steps:**
 1. **Receive Notification (Email):**
 - *Instruction:* You will typically receive an email notification when your requested data is ready for download. You can also check the status of your request in your **Profile** area on the portal.

Dear Eskedar Tesfaye,

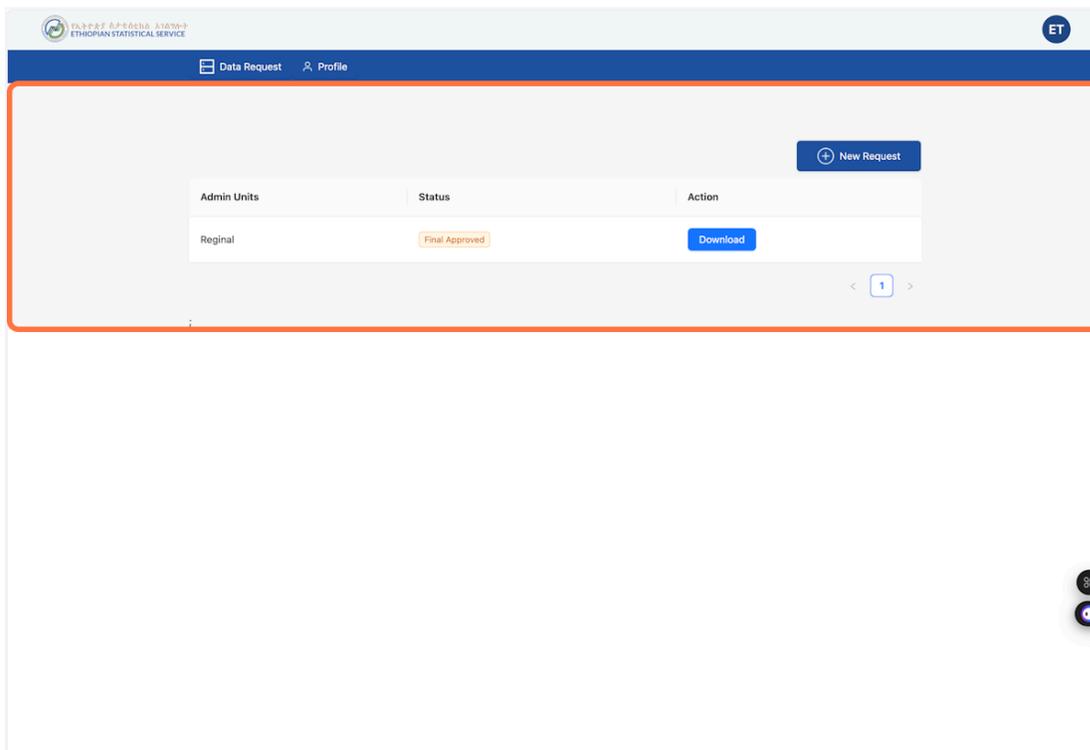
Thank you for your interest in our publication. Please find your download link below:

196.188.175.246:9000/mybucket/price/CPI_May_2024.pdf

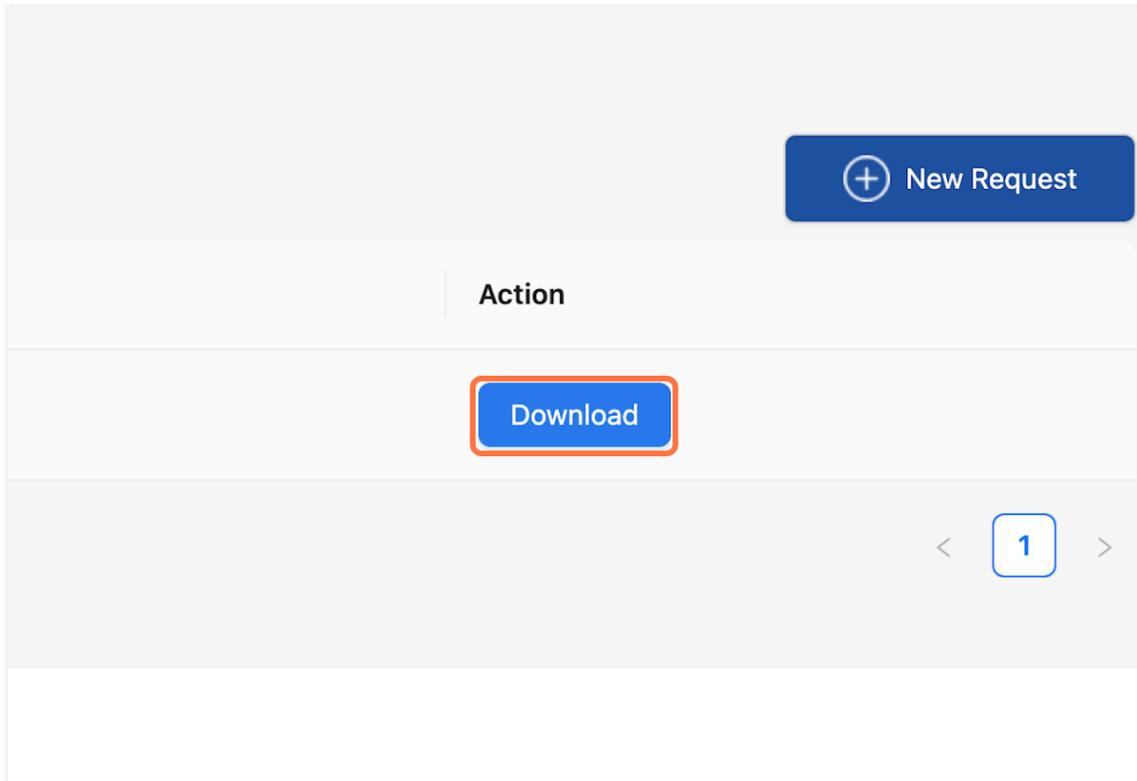
Should you have any questions or require further assistance, please do not hesitate to contact us.

Best regards,
ESS

- *Narration:* ESS will inform you once your data is ready.
2. **Locate Your Approved Request:**
 - *Instruction:* Log into your portal account and navigate to your **Profile** section. Find the completed request in the list.



- *Narration:* Go to your list of submitted requests to find the one that is now approved and ready for download.
3. **Download the Data:**
 - *Instruction:* For the approved request, a **Download** button or link will now be active. Click this button to download the data file(s) to your computer.



- *Narration:* Click the download link to save the prepared data file(s) to your device.
4. **Open the File:**
- *Instruction:* Your browser will prompt you to download it automatically. Once downloaded, open it with a compatible application.
 - *Narration:* Your requested data is now downloaded and ready for your use.