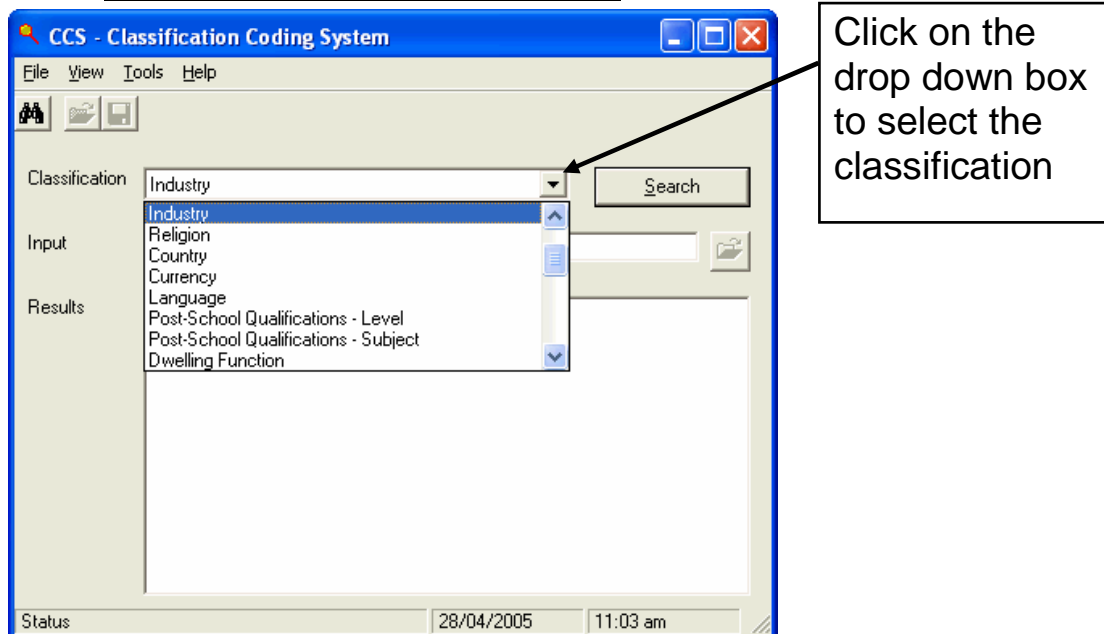


Statistics New Zealand  
Classification Coding System (CCS)

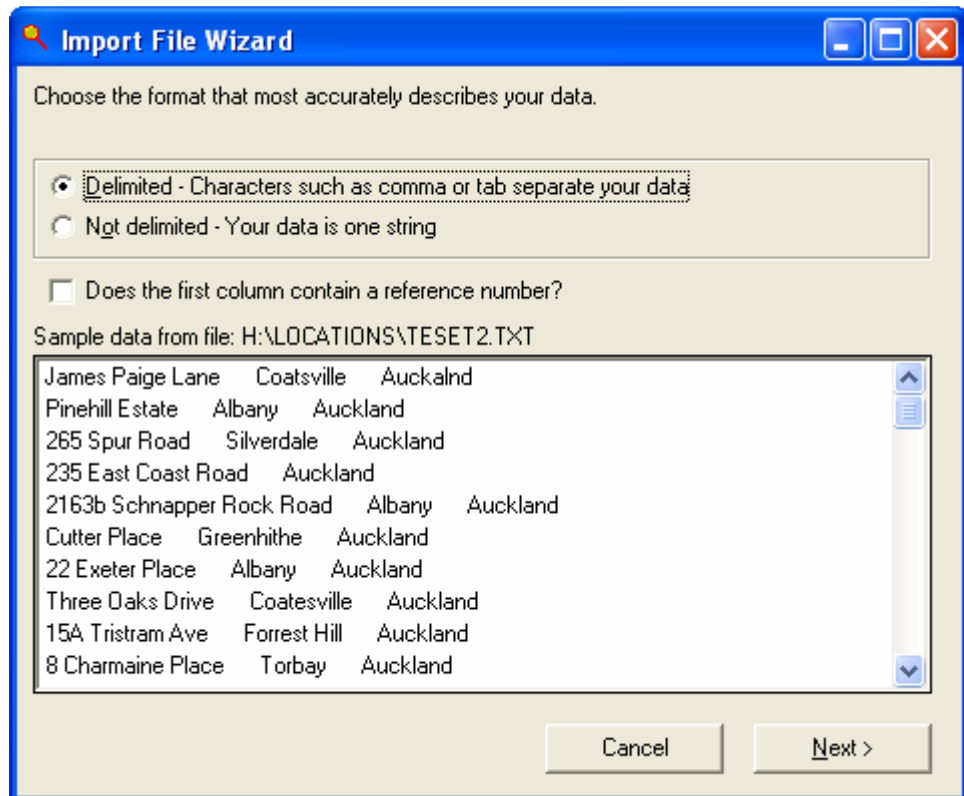
An example of how to use CCS

1. Double click on the CCS Icon and you should be presented with the following panel:

CCS Classification Selection Screen



2. In the classification drop down box there will be a number of options, including Industry (ANZSIC96) and Streets.
3. If you wish to autocode using a text file:
  - a. Go to the Tools menu and select Batch.
  - b. This will activate the Input dialog box, where you enter a filepath to the file you wish to have automatically coded.
  - c. Once selected, click on the Search button.
  - d. Autocoding may ask if you have a delimited file



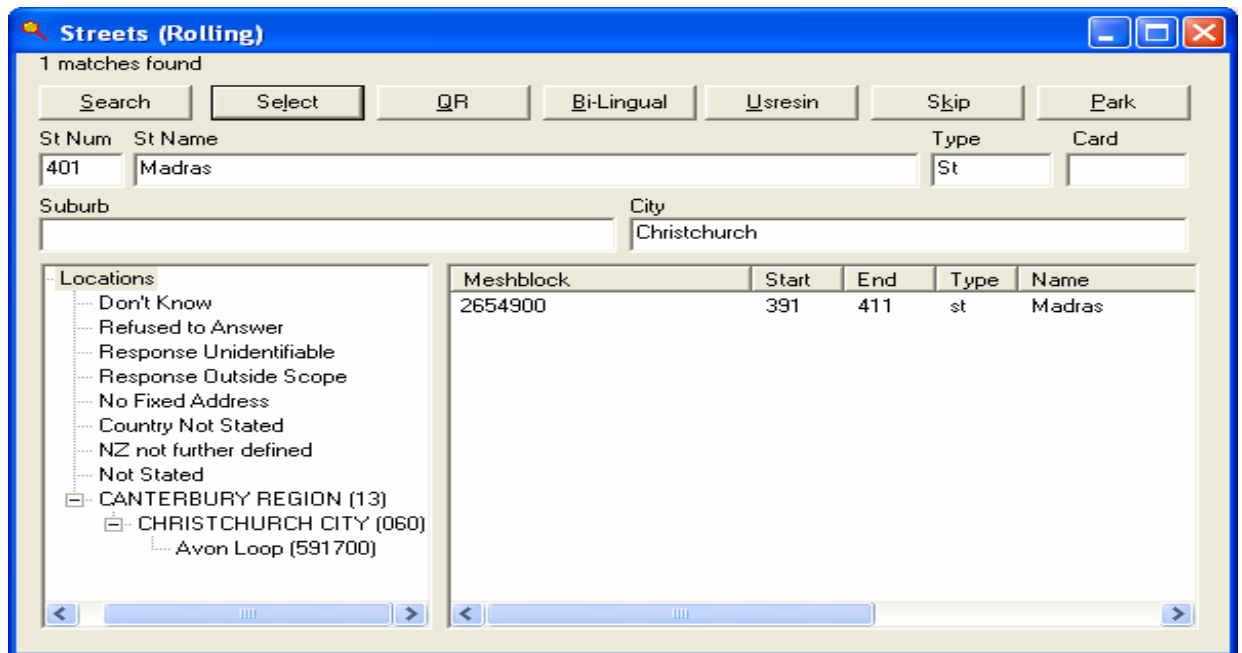
- e. Follow the steps advised. The autocoding will then delimit the file, usually only for addresses, and then match what it can.
  - f. When it is finished autocoding, you can view the results from the View menu.
4. If you wish to manually code:
    - a. Select the classification from the drop down box and click on the Search button. This will take you to a second screen on which you can enter the information (see Selection screenshot).

### CCS Selection Screen

Results are displayed here →

You can re-enter text here and use the search button for new searches

There are several different views, depending on which classification has been selected. One alternate view is for geographic coding:



5. The results can be exported to file -> File menu, Export to File

### Results View

