

IST

WHERE INTEGRATION MEETS INFORMATION

GETTING STARTED WITH IST: FROM INSTALL TO FIRST RECORD

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1 Introduction

This guide helps you install the IST Platform (LocalDB profile) and use the DemoSurvey application to learn the basics of data entry and validation in IST. You'll complete a full "hello world" run: launch IST, pick the DemoSurvey, enter a primary key, add records (including a subtable), see how rules work (red fields, STOP messages), and save your data.

Who this is for

New IST users (analysts, testers, trainers) who need a safe, self-contained demo to understand how data entry, logical controls, SKIPTO navigation, autocomplete (F4), and GRID summaries behave.

What you'll learn

- Install IST with the provided installer and prerequisites (LocalDB profile).
- Launch **DemoSurvey**, select a time point (month/year), and start data entry.
- Enter the **primary key**, work with **subtables**, use **autocomplete (F4)**, and read **GRID** totals.
- Recognize and resolve **logical control** failures (red fields) and **STOP** messages.

What you need

Windows PC with rights to install software and restart if prompted; installer file ist_install.exe. The demo uses **LocalDB** for convenience and is not intended for production.

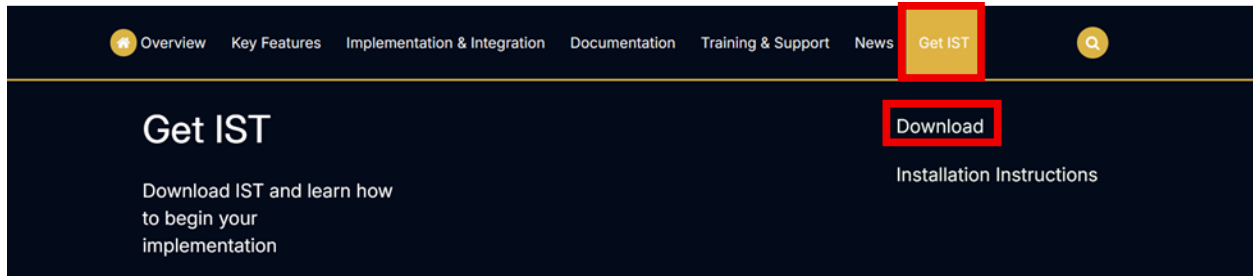
How to use this guide

Follow the numbered steps in order: installation → launch → DemoSurvey selection → data entry → validation checks → saving. Screenshots and short "Expected result" notes accompany each action so you can verify success quickly.

2 Installation of IST Platform

2.1 Download the Installer

Installer file can be downloaded from the page: <Get IST> of the istportal.net (Figure 1):



IST is available as a free software package for national statistical offices (NSOs) and government institutions aiming to modernize their statistical production systems. Built on open standards and proven technologies, IST can be easily downloaded, deployed, and configured for a wide range of survey and census operations.

This section provides access to the latest stable release, along with step-by-step guidance for installation and setup in different IT

Figure 1

2.2 Bypass Windows Security Warning

- After the download is complete, double-click the **Demoist.exe** file.
- A Windows security prompt titled “**Windows protected your PC**” will appear (Figure 2).
- Click “More info”, then select “Run anyway” to proceed.



Figure 2

2.3 Preinstallation Setup

- The **Preinstallation Wizard** will launch.
- Click **Next** on the welcome screen.
- Choose the destination folder where you want the preinstallation files to be stored.
- Click **Install**, then **Finish** once the setup is complete.

2.4 Launch the Main Installer

- Navigate to the folder where you installed the preinstallation files.
- Open the folder and double-click the file named **IST_INSTALL.exe** to begin the main installation.
 - Expected Result: The installation window will open..

2.5 Choose Server and File Location

1. In the installation window (Figure 3), you will be prompted to select the **server** where the data will be installed.
 - **Note:** Only **LocalDB** can be selected for this installation.
2. Next, you will need to choose the **location for the files**.
 - **Action:** Select the appropriate folder location where the installation files will be stored.

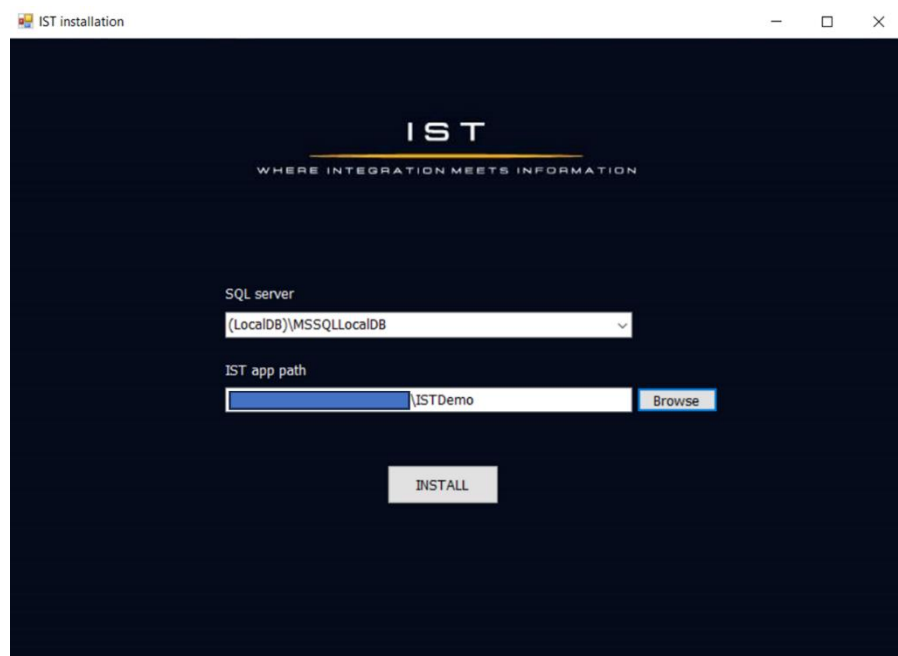


Figure 3

2.6 Begin Installation

Click **Install** to start the installation process.

- **Expected Result:** The application will begin checking for necessary prerequisites.
- If any prerequisites are missing, the system will prompt you to allow the app to make changes to your device. Click Yes.

2.7 Install Prerequisites

1. Depending on which prerequisites are missing, you will be asked multiple times to allow the application to make changes to the device.
2. After all prerequisites are installed, the application will ask you to **restart your PC** and start the installation process again (Figure 4).
 - **Action:** Restart your computer and run the installer again.

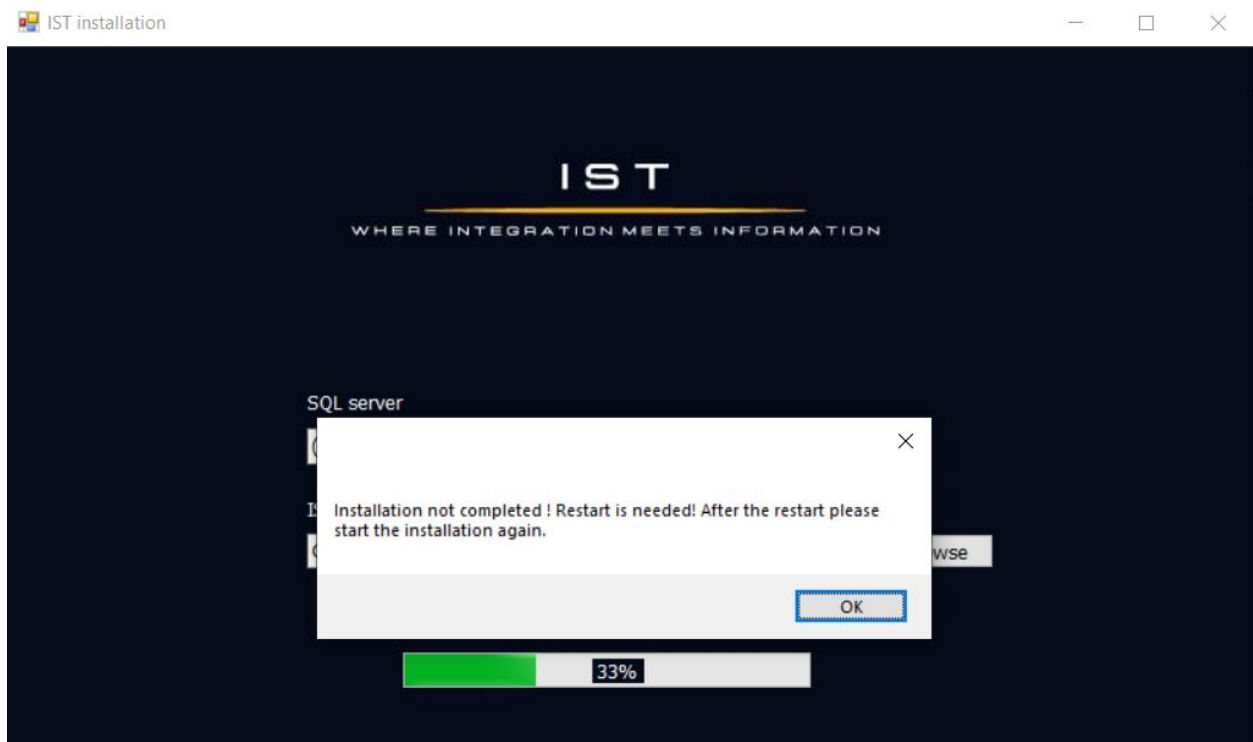


Figure 4

2.8 Restart and Continue Installation

1. Once the PC has restarted and the installer is launched again:
 - Choose the **server** (LocalDB) and **folder location** once more.
2. Click **Install** to continue the installation.
 - **Expected Result:** The progress bar will fill and reach 100% as the installation completes.
3. If the **IST database** is already set up and the installation is started again, the program will prompt the user with a confirmation message asking whether to delete the existing database.

2.9 Completion of Installation

1. After the progress bar reaches 100%, the installation process will be complete.
 - **Message:** You will see a confirmation message on the screen that says: **"Installation is completed!"** (Figure 5).

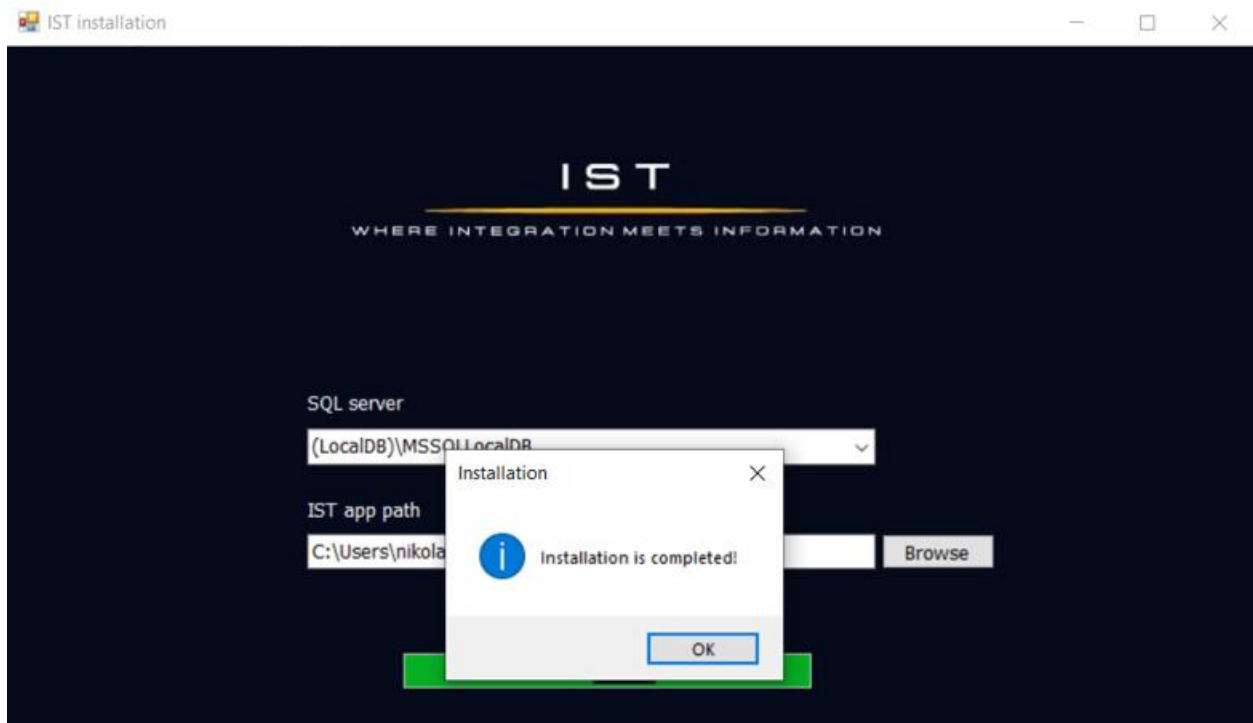


Figure 5

2.10 Run the Application

Once installation is complete, you can run the application.

- **Action:** Launch the application from your desktop.

3 Launching the Demo Application in IST Platform

3.1 Selecting the application

After opening IST, select the DemoSurvey application by choosing it from the dropdown menu or by typing its name (Figure 6).

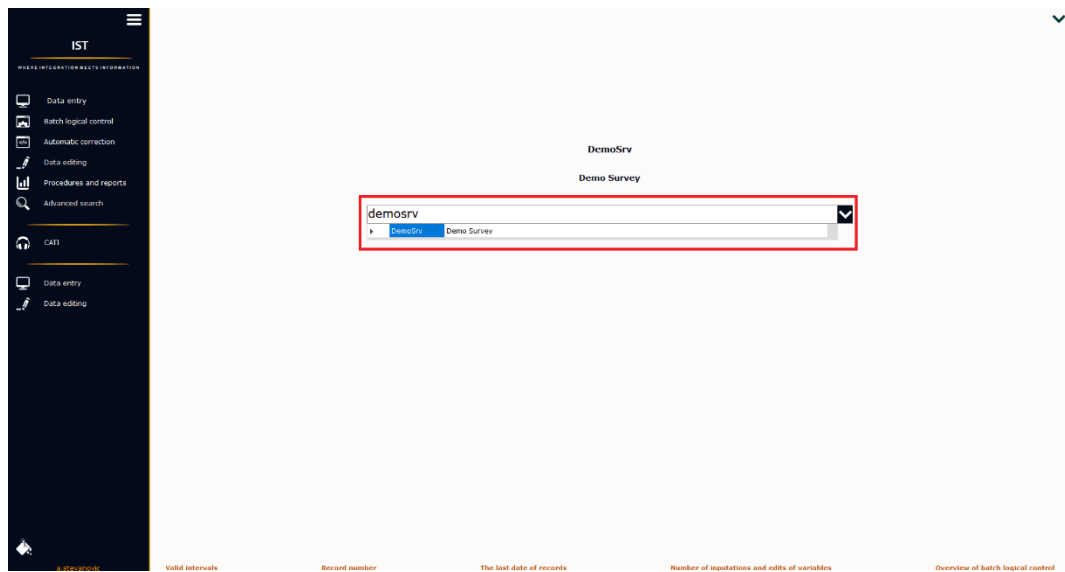


Figure 6

3.2 Selecting the time point and starting the data entry application

Select the time point, i.e. the date (month and year) for which the application is active (Figure 6), then choose the option Data entry (Figure 7).

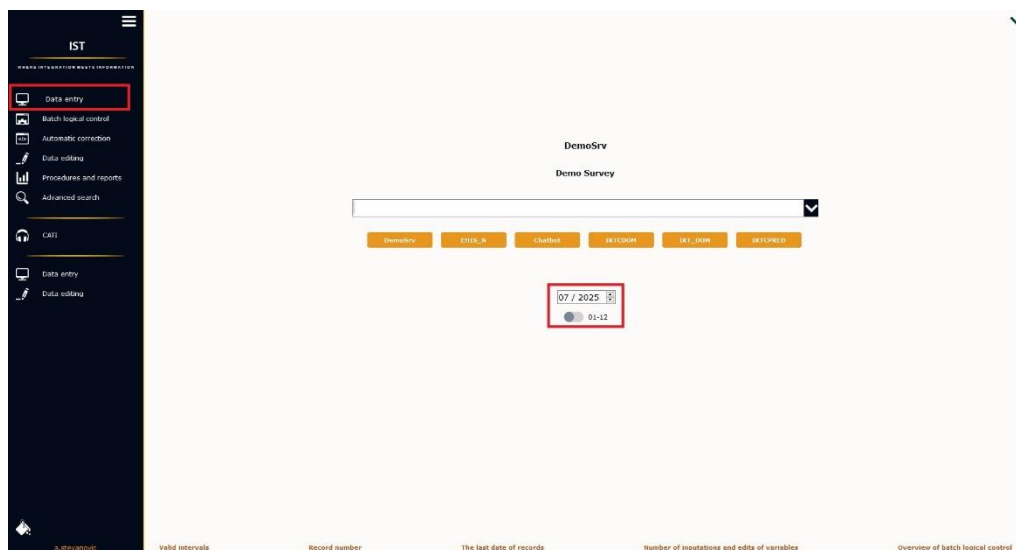


Figure 7

4 Data entry

4.1 Entering the primary key

After you have started the application, you need to enter a unique primary key (Figure 8).

The screenshot shows the 'Data entry - Demo Survey - MAINTABLE' application. At the top, there's a header bar with the application name and a user name 'a.stevanovic'. Below the header, there's a 'Primary Key' field with a red box around it, containing the value '5'. To the right of this field are buttons for 'Error checking', 'Save', and 'Back'. Below the Primary Key field, there's a 'Field description' section with a 'Label text in English' field. Underneath, there's a table with three rows: 'SKIPTO', 'ASSIGNTO', and 'STOPMSG'. The 'SKIPTO' row has a 'SKIPTO' button and a 'TEXT EXAMPLE 2' field. The 'ASSIGNTO' row has a 'TEXT EXAMPLE 4' field. The 'STOPMSG' row has a 'SKIPTO' field. Below this table is a button labeled 'BUTTON FOR ENTERING THE SUBTABLE'. Underneath the button is an 'Autocomplete Field' with a 'SUM' label and a text input field. At the bottom, there's a 'GRID TITLE' section with a table that has columns labeled 'FIELD1', 'FIELD2', 'FIELD3', 'FIELD4', 'FIELD5', and 'FIELD6'.

Figure 8

4.2 Entering data in the application and testing basic IST functions

You have entered the content of the questionnaire (application) - in this case a demo application used to demonstrate IST functionalities. When you move to an input field, a blue window opens to allow you to ask a question or see an additional description (explanation). To test the SKIPTO function, enter 2, 5, or 6. Entering these values will cause the function to skip a designated field (Figure 9).

The screenshot shows the same 'Data entry - Demo Survey - MAINTABLE' application. A blue information window is open on the left side, containing the text: 'If you want to test SKIPTO function, enter number 2, 5 or 6.' Below this text is a list of options: '1. option 1', '2. option 2', '3. option 3', '4. option 4', '5. option 5', '6. option 6', and '-1. option -1'. The 'Primary Key' field at the top now contains the value '5'. The 'Field description' section and the 'Autocomplete Field' are also visible. The 'Autocomplete Field' now shows the value '0'. The 'GRID TITLE' section is at the bottom.

Figure 9

4.3 Logical control

If fields turn red during entry (Figure 9), it means that a rule for those fields is not satisfied and the input value must be corrected. On the left there is a red square with an error marker (Figure 10). Placing the cursor over that square or over the fields with an error, will display a detailed description of the error - that is, the rule that must be satisfied for those fields.

Data entry - Demo Survey - MAINTABLE a.stevanovic

Primary Key: 2025 07 5

Error checking Save Back

5002 - 1

Field description: Label text in English

SKIPTO	TEXT EXAMPLE 2
ASSIGNTO	TEXT EXAMPLE 4
STOPMSG	SKIPTO

BUTTON FOR ENTERING THE SUBTABLE

Autocomplete Field: SUM 10

GRID TITLE

FIELD1	FIELD2	FIELD3	FIELD4	FIELD5	FIELD6
--------	--------	--------	--------	--------	--------

Figure 10

4.4 Error message during entry

In some fields you may see a message indicating that the input value is not allowed (STOP MESSAGE) (Figure 11). In that case, correct the input for that field, i.e. satisfy the field's input conditions.

Data entry - Demo Survey - MAINTABLE a.stevanovic

Primary Key: 2025 07 5

Error checking Save Back

If you want to test STOPMSG function, enter number >3

Field description: Label text in English

SKIPTO	5	TEXT EXAMPLE 2	
ASSIGNTO	2	TEXT EXAMPLE 4	2
STOPMSG	4	SKIPTO	4

BUTTON FOR ENTERING THE SUBTABLE

Autocomplete Field: SUM 13

GRID TITLE

FIELD1	FIELD2	FIELD3	FIELD4	FIELD5	FIELD6
--------	--------	--------	--------	--------	--------

STOP MESSAGE: Error, you must enter a number less than or equal to 3.

Figure 11

4.5 Entering a subtable

Click the button to open the subtable (Figure 12).

The screenshot shows a data entry form with a dark blue header bar. Below the header, there is a 'Field description' section with a text input field containing 'Label text in English'. Below this is a table with three rows: 'SKIPTO', 'ASSIGNTO', and 'STOPMSG'. The 'ASSIGNTO' row has a 'SKIPTO' button next to it. Below the table is a large button labeled 'BUTTON FOR ENTERING THE SUBTABLE'. Below the button is an 'Autocomplete Field' with a text input field containing 'SUM'. At the bottom is a 'GRID TITLE' section with a table with six columns: 'FIELD1', 'FIELD2', 'FIELD3', 'FIELD4', 'FIELD5', and 'FIELD6'.

Field description	Label text in English
SKIPTO	TEXT EXAMPLE 2
ASSIGNTO	TEXT EXAMPLE 4
STOPMSG	SKIPTO

BUTTON FOR ENTERING THE SUBTABLE

Autocomplete Field
SUM

GRID TITLE	FIELD1	FIELD2	FIELD3	FIELD4	FIELD5	FIELD6
------------	--------	--------	--------	--------	--------	--------

Figure 12

4.6 Entering data in a subtable

The subtable is open. Enter the second primary key and then fill in the remaining fields. After data entry, save the data by clicking the SAVE button (Figure 13).

The screenshot shows a data entry form with a dark blue header bar. Below the header, there is a 'Data entry - Demo Survey - SUBTABLE' section. It contains a 'Primary Key' field with a value of '07' and a 'Second Key' field with a value of '1'. Below these fields is a table with four rows: 'TEXT EXAMPLE 1', 'TEXT EXAMPLE 3', 'TEXT EXAMPLE 5', and 'TEXT EXAMPLE 6'. The 'TEXT EXAMPLE 3' row has a value of '5.22' in the second column. Below the table is a 'Save' button. At the bottom is a 'GRID TITLE' section with a table with four columns: 'TEXT EXAMPLE 1', 'TEXT EXAMPLE 2', 'TEXT EXAMPLE 4', and 'TEXT EXAMPLE 6'.

Data entry - Demo Survey - SUBTABLE

Primary Key: 07 Second Key: 1

Error checking Save Back

TEXT EXAMPLE 1	1	TEXT EXAMPLE 2	SOME TEXT
TEXT EXAMPLE 3	5.22	TEXT EXAMPLE 4	500
TEXT EXAMPLE 5	TEXT	TEXT EXAMPLE 6	555

BUTTON FOR ENTERING THE SUBTABLE

Autocomplete Field
SUM

GRID TITLE	FIELD1	FIELD2	FIELD3	FIELD4	FIELD5	FIELD6
------------	--------	--------	--------	--------	--------	--------

Figure 13

4.7 Entering data using autocomplete

There are fields where values are selected from a dropdown menu by pressing F4 (Figure 14). In such fields you can also start typing for example, the first two characters and all options starting with those characters will be displayed.

The screenshot shows the 'Data entry - Demo Survey : MAINTABLE' application. At the top, there's a 'Primary Key' section with '2025' and '07' in dropdowns, and '0' in a text field. To the right are buttons for 'Error checking', 'Save', and 'Back'. A blue box on the left contains the text: 'Press F4 to see a drop-down list of countries, or start typing the country name.' Below this, there's a 'Field description' section with a table:

Field description		Label text in English	
SKIPTO	5	TEXT EXAMPLE 2	
ASSIGNTO	2	TEXT EXAMPLE 4	2
STOPMSG	3	SKIPTO	4

Below the table is a button labeled 'BUTTON FOR ENTERING THE SUBTABLE'. Underneath, there's an 'Autocomplete Field' section. It shows a dropdown menu with the label 'SUM' and a list of countries: Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antigua and Barbuda, Argentina, Armenia, Aruba, and Australia. The 'Argentina' option is highlighted. Below the dropdown is a 'GRID TITLE' section with a table:

GRID TITLE	FIELD1	FIELD2	FIELD3	FIELD4	FIELD5	FIELD6
1	1	SOME TEXT			TEXT	555

Figure 14

4.8 Description of GRID table data

Data entered in the subtable are shown in the GRID table (Figure 15). The figure also shows the sum of all values of the upper table. This is a virtual field that automatically calculates the sum of values from designated fields. Click SAVE to store the data and click BACK to exit the current application.

The screenshot shows the 'Data entry - Demo Survey : MAINTABLE' application. The 'Primary Key' section and buttons are the same as in Figure 14. The blue box on the left is still present. The 'Field description' table is the same. The 'BUTTON FOR ENTERING THE SUBTABLE' is still there. The 'Autocomplete Field' section now shows the 'SUM' field with the value '13' displayed next to it. Below this, the 'GRID TITLE' table is updated:

GRID TITLE	FIELD1	FIELD2	FIELD3	FIELD4	FIELD5	FIELD6
1	1	SOME TEXT	5	500	TEXT	555

Figure 15