

**1** To modify a report - Click "Edit"

Then click "edit" here to change report details, report fields and/or report filters (not shown).

**2** Editing Report Details - you can:

- Select "report" or "graph"
- Select "frequency" to summarise data
- Select "Group by" to aggregate data
- Opt to display site data side by side
- Display field descriptions
- Make your report visible to everyone

**3** Report Field Options and Filters

Editing Report Fields - you can:

- add or delete fields or attributes,
- select fields from different worksheets and forms.

Editing Filters- you can:

- select value ranges (A),
- chose "average, max, min, sum" of data values, IF you selected "Frequency" in report details (B),
- change the colour of graph lines (C)

Graph of same report (3 sites)

Date ranges can be changed on-screen (A)

Click and select area to zoom in (B)

**4** Example of Report output:

Frequency = 1 hour

Grouping = 1 day

3 sites selected, one has no data uploaded

Horizontal display of the sites selected

**5** Graph of long time series first displays data at the beginning of the date range. Scroll the small bar (A) to see more data. Use "reset" (B) or "zoom" (C) to see entire dataset overview.

**6** Graph: only 1 data field, plot for >1 sites, showing zooming

**7** "Switch to pin mode" (A) : copy a section of data (B) and move it to compare with another section (C)

**8** Graph: only 1 site can be selected if several data fields are reported.

Click "Print" to download a pdf file of the data.

**9** Any questions, problems or suggestions? Contact [neudata@ceh.ac.uk](mailto:neudata@ceh.ac.uk)

**WHY:** bother to use the NEU database to get the data I need?

**BECAUSE:**

- you get easy access to NEU data across activities and sites, when you know how
- site managers should not have to keep emailing out submitted data sets