

1

Select "Reports"

2

Select "New Report"

3

-Give the report a name.
-Ignore everything else on this screen for now.
-Press the green "save" button at the bottom right hand side

4

These are the names of database "forms". The names correspond to an NEU component and type of data. You can download a guide to form and field names. Click "+" next to a form, to reveal the "worksheets"

5

The "worksheet" names correspond to those of the original uploaded EXCEL data template. The names or descriptions indicate the type of data stored there. Click "+" to reveal all the data fields within a worksheet.

6

Some data fields have another "+" to click for "attributes", (eg stdev). Check the boxes next to field names and attributes that you want to download. Press the green "save" button at the bottom right hand side

7

Form filters – if you want, you can select ranges of data for data fields. Ignore the "frequency" option for now. Press the green "save" button.

8

Your report is ready to save ("done") or run ("run report"). Click the appropriate button at the bottom of the screen

9

RUN THE REPORT
Select a date range. Select sites or ecosystems (press CTRL for multi-select) . Press "run report" below.

Run 110406_30_min_met

8

Your report is ready to save ("done") or run ("run report"). Click the appropriate button at the bottom of the screen

WHY: bother to use the NITROEUROPE database?

BECAUSE: you get easy access to NEU data across activities and sites