

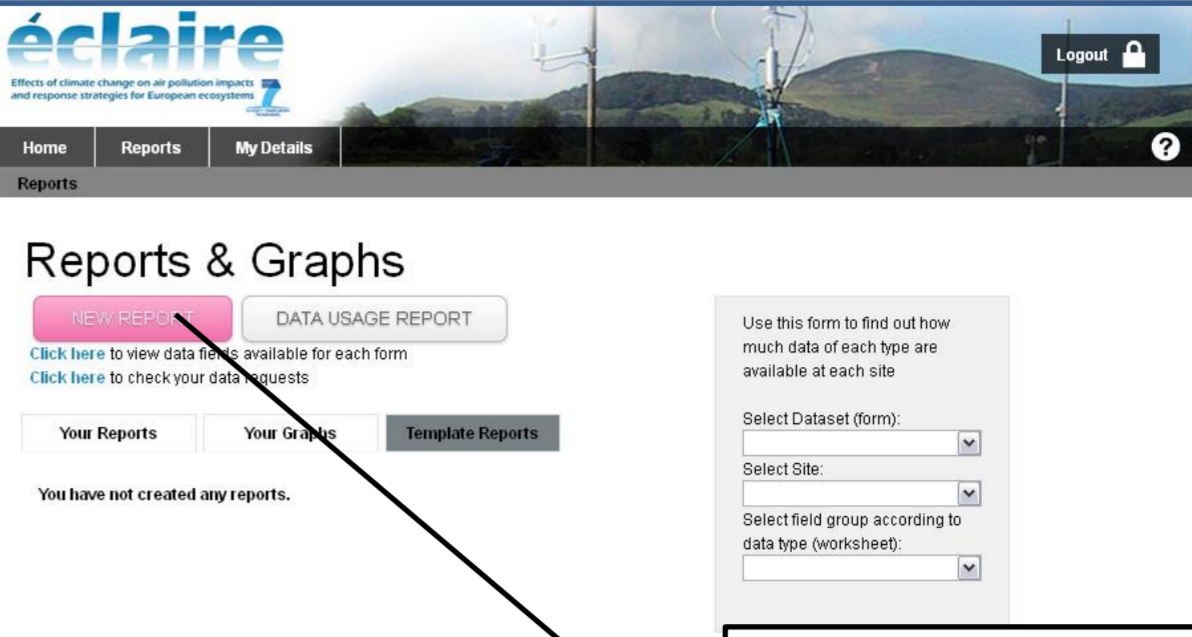
Good Afternoon, Sue!
What would you like to do today?
VIEW REPORTS

© Copyright 2012 CEH (v: 0.3.3.0)

1

-Log into the database
<http://eclairadata.ceh.ac.uk/page/login.aspx>

-Select "Reports" or "View Reports"



Reports & Graphs

NEW REPORT DATA USAGE REPORT

Click here to view data types available for each form
Click here to check your data requests

Your Reports Your Graphs Template Reports

You have not created any reports.

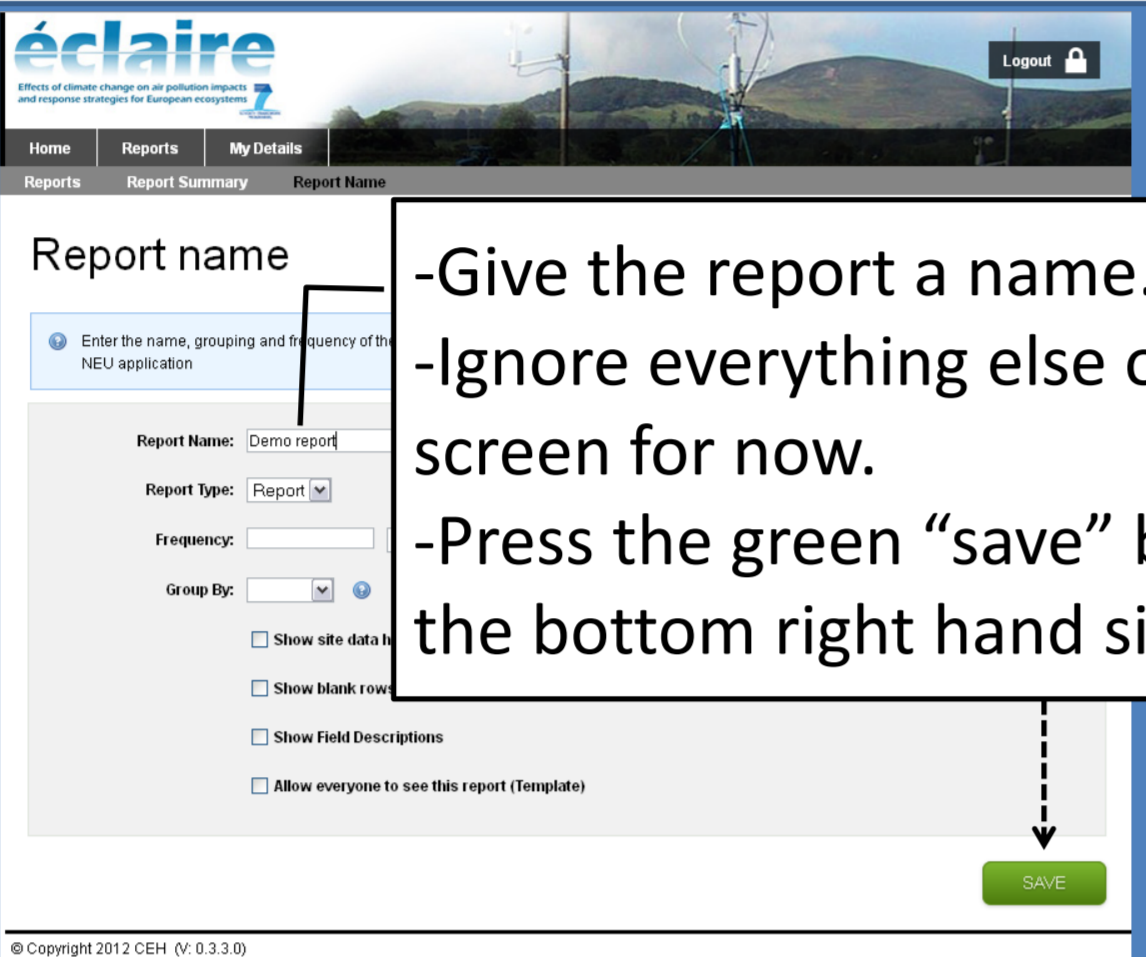
Use this form to find out how much data of each type are available at each site

Select Dataset (form):
Select Site:
Select field group according to data type (worksheet):

© Copyright 2012 CEH (v: 0.3.3.0)

2

Select "New Report"



Report name

Enter the name, grouping and frequency of the NEU application

Report Name: Demo report

Report Type: Report

Frequency: [dropdown]

Group By: [dropdown]

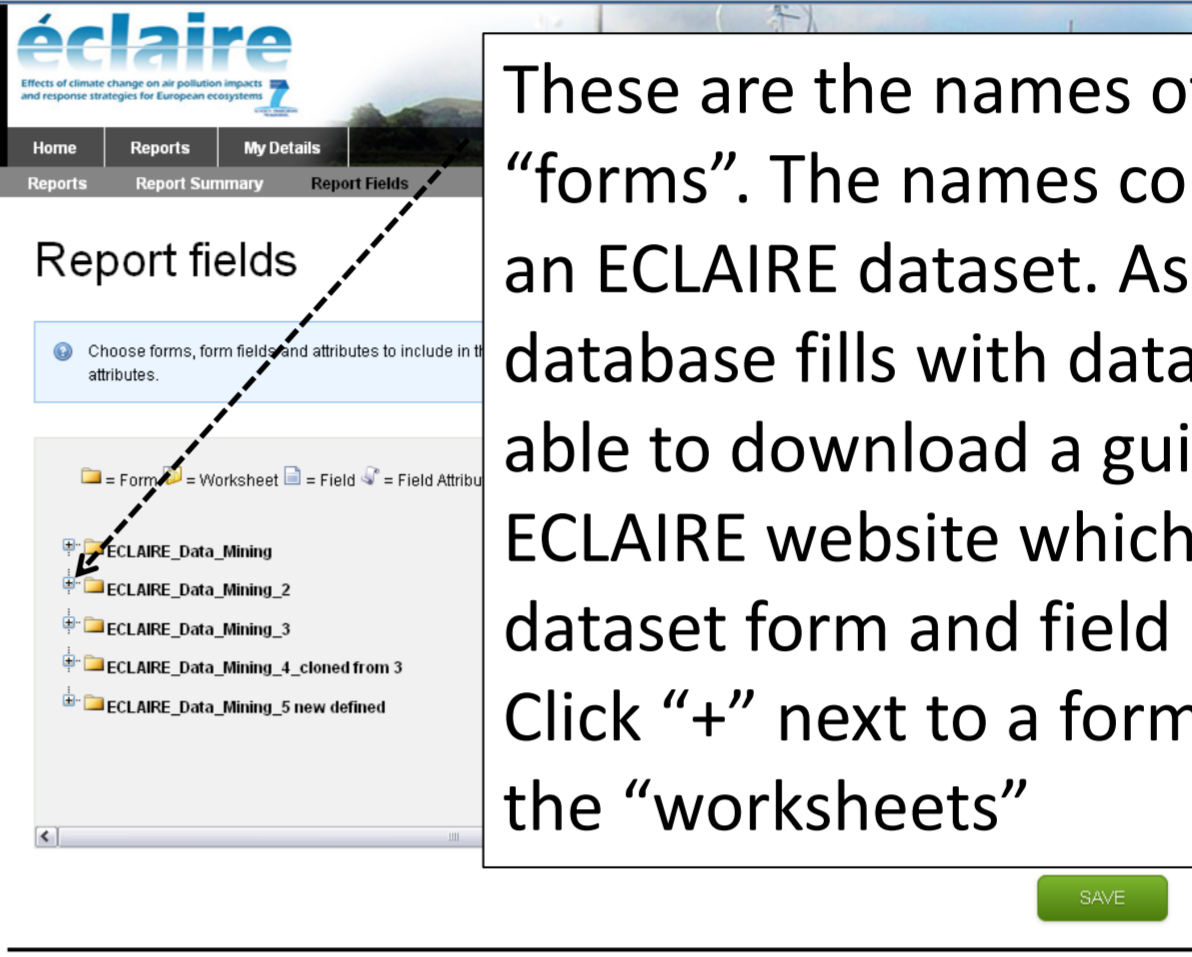
Show site data
 Show blank rows
 Show Field Descriptions
 Allow everyone to see this report (Template)

SAVE

© Copyright 2012 CEH (v: 0.3.3.0)

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



Report fields

Choose forms, form fields and attributes to include in the report

Form Worksheet Field Field Attribute

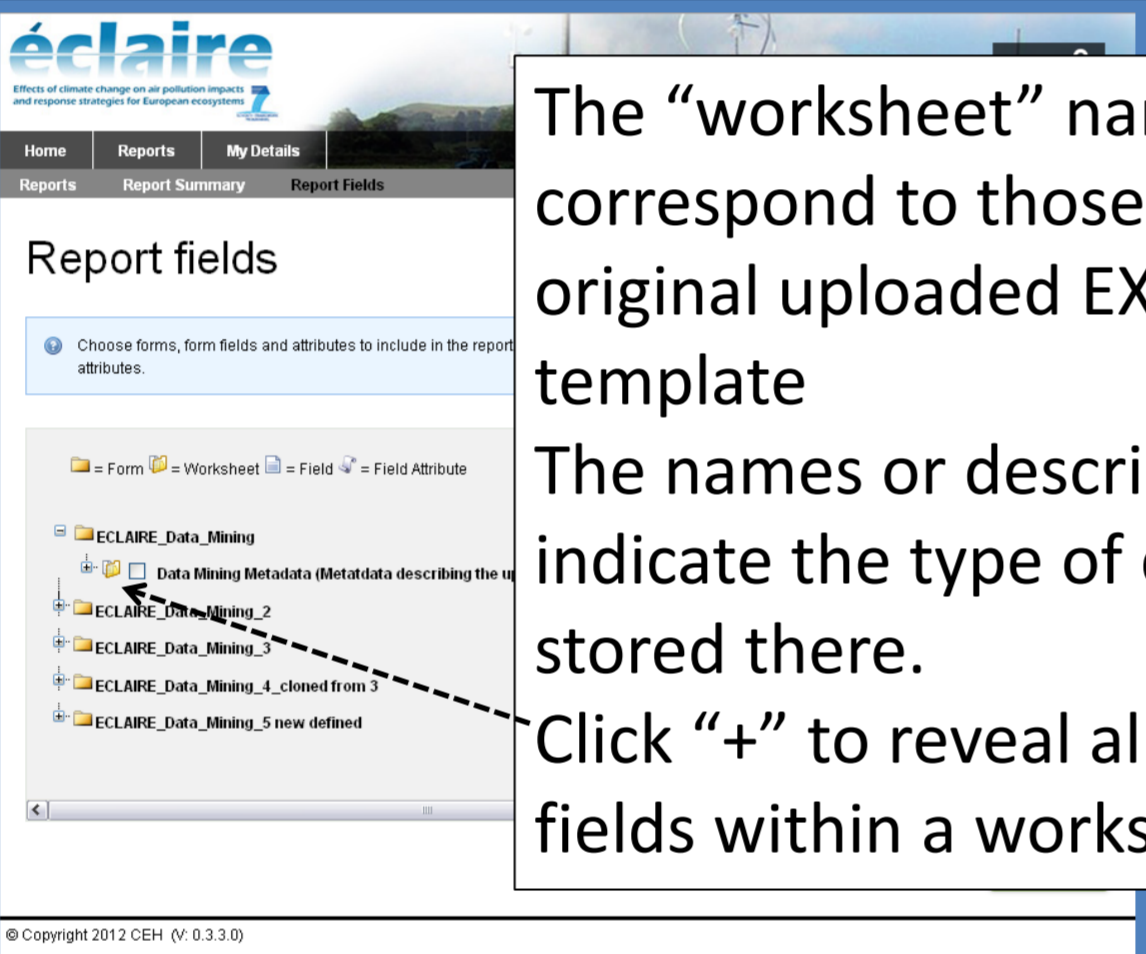
- ECLAIRE_Data_Mining
- ECLAIRE_Data_Mining_2
- ECLAIRE_Data_Mining_3
- ECLAIRE_Data_Mining_4_cloned from 3
- ECLAIRE_Data_Mining_5_new defined

SAVE

© Copyright 2012 CEH (v: 0.3.3.0)

4

These are the names of database "forms". The names correspond to an ECLAIRE dataset. As the ECLAIRE database fills with data, you will be able to download a guide from the ECLAIRE website which explains dataset form and field names. Click "+" next to a form, to reveal the "worksheets"



Report fields

Choose forms, form fields and attributes to include in the report

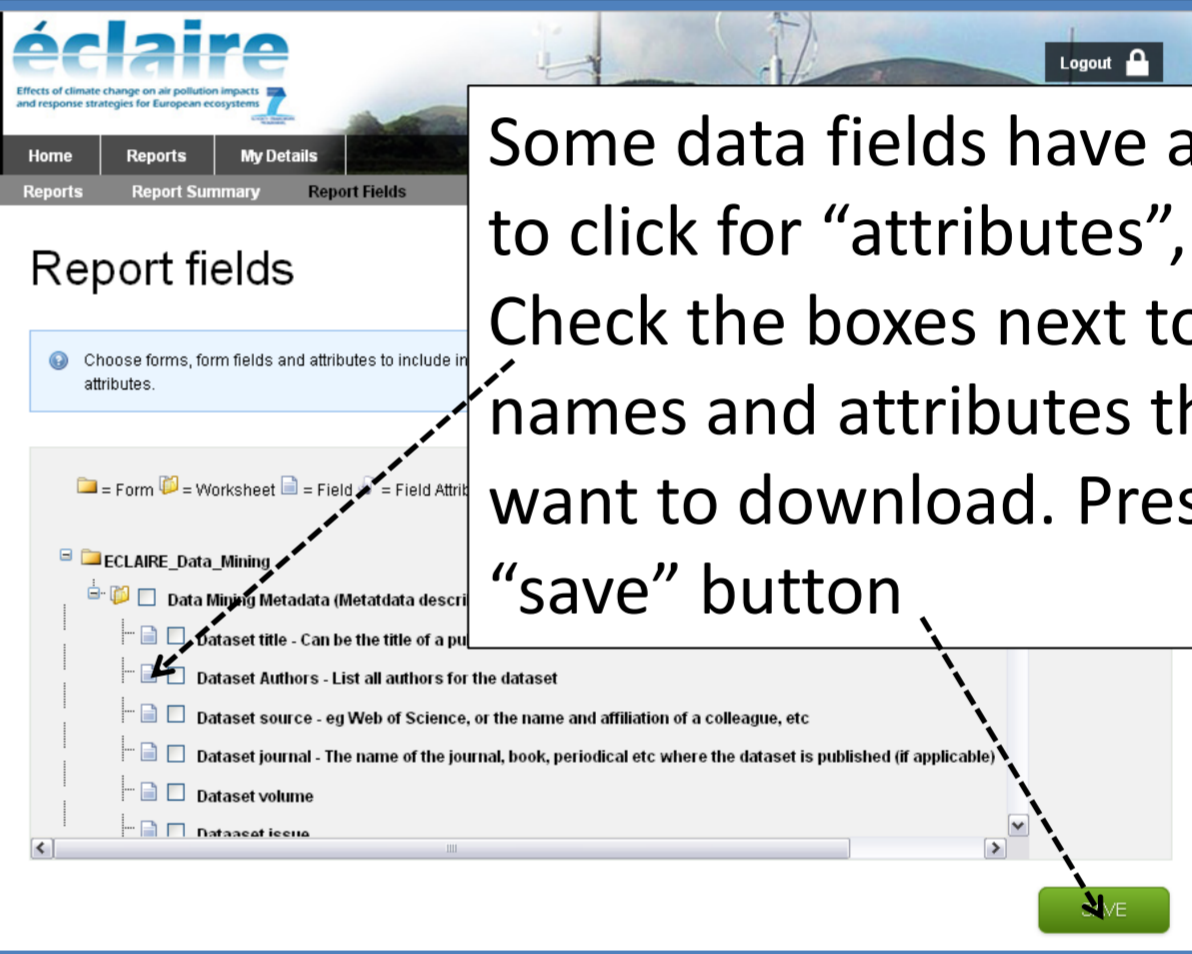
Form Worksheet Field Field Attribute

- ECLAIRE_Data_Mining
- Data Mining Metadata (Metadata describing the data)
- ECLAIRE_Data_Mining_2
- ECLAIRE_Data_Mining_3
- ECLAIRE_Data_Mining_4_cloned from 3
- ECLAIRE_Data_Mining_5_new defined

© Copyright 2012 CEH (v: 0.3.3.0)

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.



Report fields

Choose forms, form fields and attributes to include in the report

Form Worksheet Field Field Attribute

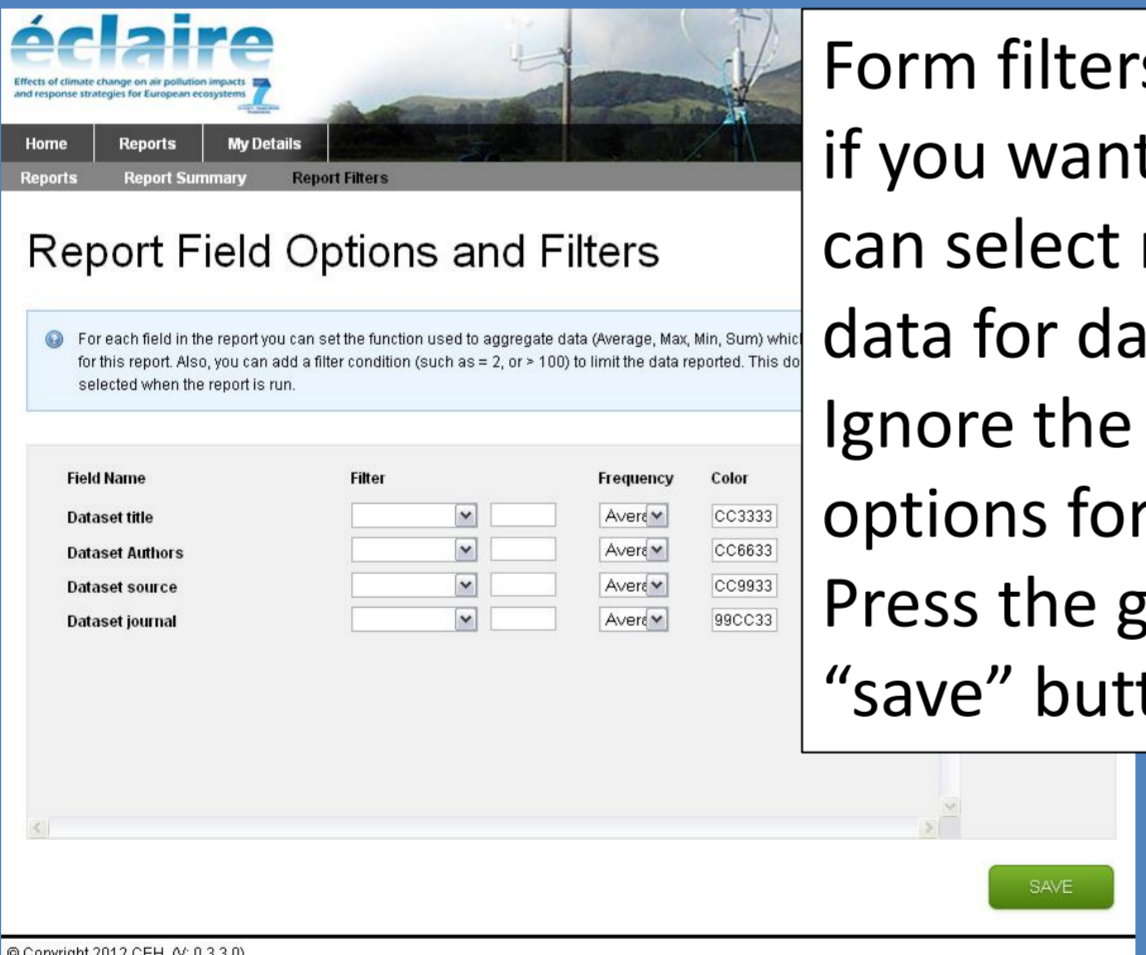
- ECLAIRE_Data_Mining
- Data Mining Metadata (Metadata describing the data)
- Dataset title - Can be the title of a project
- Dataset Authors - List all authors for the dataset
- Dataset source - eg Web of Science, or the name and affiliation of a colleague, etc
- Dataset journal - The name of the journal, book, periodical etc where the dataset is published (if applicable)
- Dataset volume
- Dataset issue

SAVE

© Copyright 2012 CEH (v: 0.3.3.0)

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



Report Field Options and Filters

For each field in the report you can set the function used to aggregate data (Average, Max, Min, Sum) which for this report. Also, you can add a filter condition (such as =, >, <, >=, <=) to limit the data reported. This is selected when the report is run.

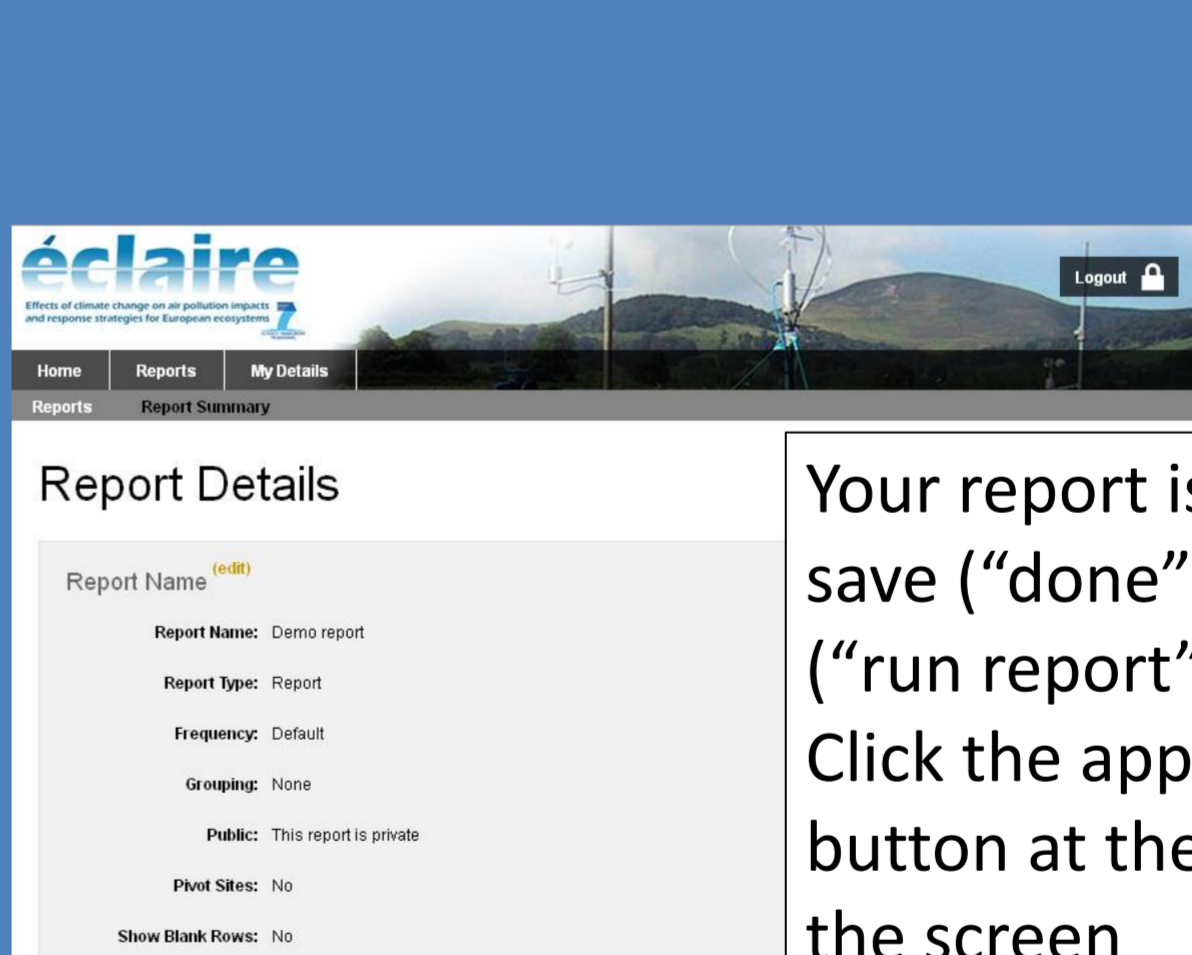
| Field Name | Filter | Frequency | Color |
|-----------------|------------|-----------|----------|
| Dataset title | [dropdown] | Average | (CC3223) |
| Dataset Authors | [dropdown] | Average | (C06633) |
| Dataset source | [dropdown] | Average | (C09933) |
| Dataset journal | [dropdown] | Average | (99CC33) |

SAVE

© Copyright 2012 CEH (v: 0.3.3.0)

7

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



Report Details

Report Name: Demo report

Report Type: Report

Frequency: Default

Grouping: None

Public: This report is private

Pivot Slices: No

Show Blank Rows: No

Show Field Descriptions: No

Report Fields

| Form Name | Function | Worksheet | Field Name | Attribute |
|---------------------|----------|----------------------|-----------------|-----------|
| ECLAIRE_Data_Mining | Avg | Data Mining Metadata | Dataset title | |
| ECLAIRE_Data_Mining | Avg | Data Mining Metadata | Dataset Authors | |
| ECLAIRE_Data_Mining | Avg | Data Mining Metadata | Dataset source | |

Report Filters

This report has no filters.

CLONE DONE RUN REPORT

© Copyright 2012 CEH (v: 0.3.3.0)

8

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



Run Demo report

Date Range: From: 31/07/2012 To: 28/07/2012

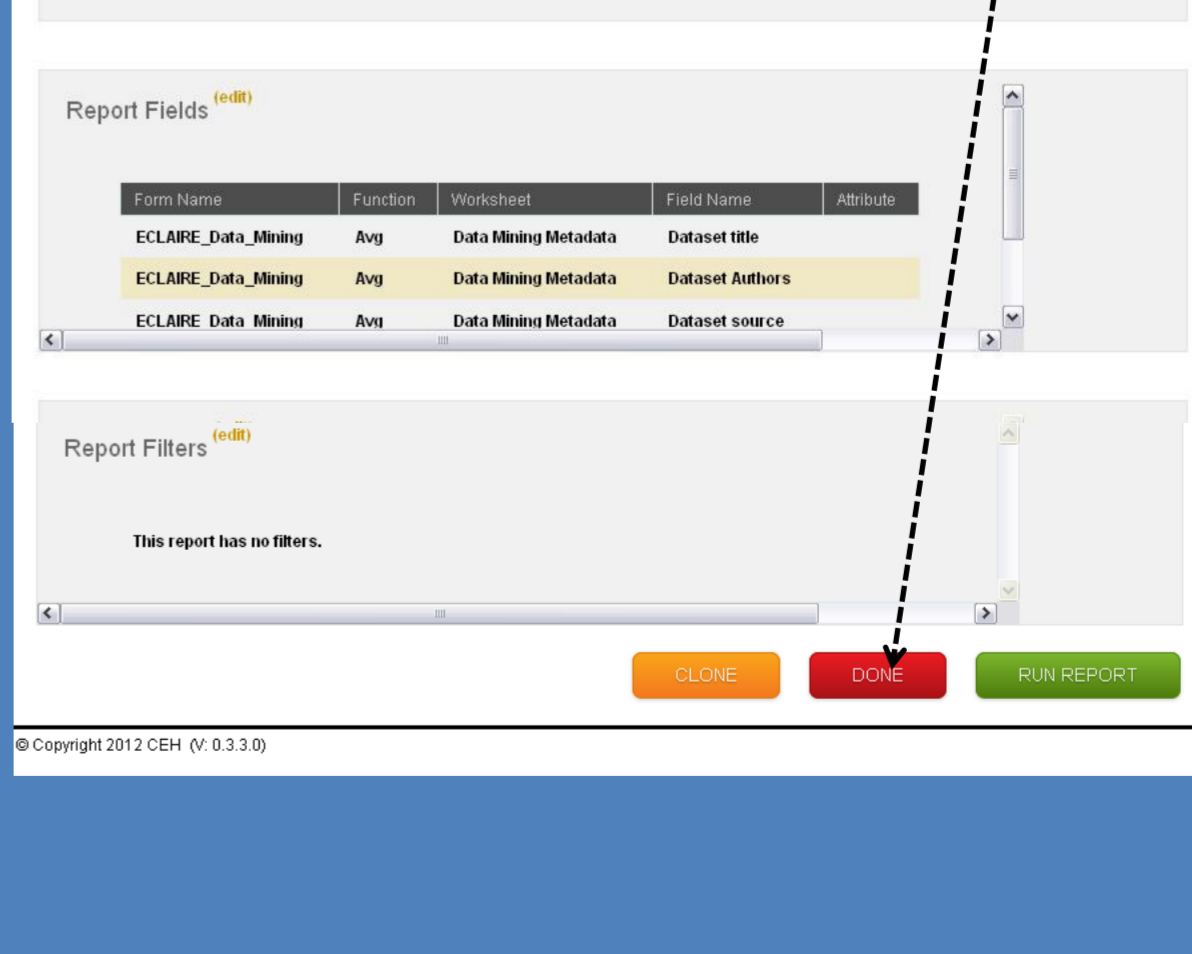
Site: [dropdown]
Type: [dropdown]

Run Report

© Copyright 2012 CEH (v: 0.3.3.0)

9

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



Report Fields

| Form Name | Function | Worksheet | Field Name | Attribute |
|---------------------|----------|----------------------|-----------------|-----------|
| ECLAIRE_Data_Mining | Avg | Data Mining Metadata | Dataset title | |
| ECLAIRE_Data_Mining | Avg | Data Mining Metadata | Dataset Authors | |
| ECLAIRE_Data_Mining | Avg | Data Mining Metadata | Dataset source | |

Report Filters

This report has no filters.

CLONE DONE RUN REPORT

© Copyright 2012 CEH (v: 0.3.3.0)

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 ECLAIRE database?

BECAUSE: you get easy access to ECLAIRE data across work-packages, activities and sites