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NATURAL ENGLAND

Defra project code: WC 1061

Monitoring and Evaluation of Nature Improvement Areas: Phase 2

Online Reporting Tool User Documentation and Manual

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Version 2.0

Collingwood Environmental Planning Limited

in partnership with GeoData Institute and Cascade Consulting

Collingwood Environmental Planning

CASCADE

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List of figures and tables

Abbreviations

BARS	Biodiversity Action Reporting System
BSBI	Botanical Society of Britain and Ireland (
Defra	Department for Environment, Food and Rural Affairs
HTML	HyperText Markup Language
LLU	Local Level User
M&E	Monitoring and evaluation
NHM	Natural History Museum
NIA	Nature Improvement Area
NLU	National Level User
PLU	Project Level User
PROW	Public Rights of Way
SLU	Super User
SSSI	Site of Special Scientific Interest

- Each page has context sensitive help at the head of the page or as labels where you are entering data to provide help in interpreting the actions required on the page.

- In this manual Click options are shown as *'Save'* and specific pages are shown in **bold** text. Text appearing in the dialogs is shown as *italic* text.

Figure 3: Overview of the Online Reporting Tool functionality

Essentially the tool fulfils 10 main functions related to the NIA M&E:

1. Registration

2. Login

3. Selection of core and optional indicators that the NIA will complete within the four evaluation themes, creation of new local indicators and submission of the indicator profile

4. Creation of the features to be recorded within the Indicators

5. Administration of LLU and NLU within their NIA

6. Input or data, caveats and narrative

7. Review of data from LLU / NLU entry + option to edit data (PLU)
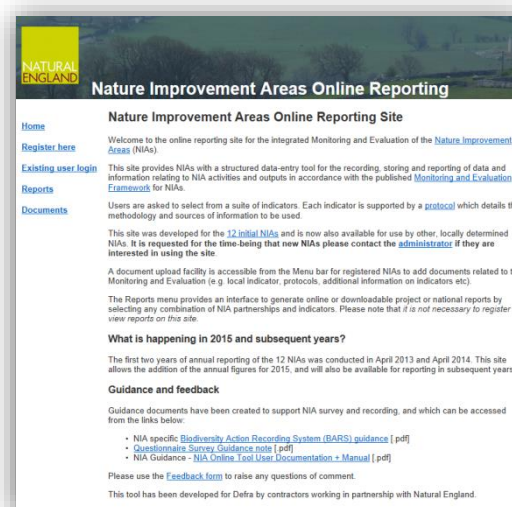
8. Save and submission

9. Reporting (within the NIA and across the NIAs and for all NIAs)

10. Export of data and queried data

In addition, the system supports users through the access to guidance notes and feedback.

1.2 Indicators

Indicators are a main component of the M&E Framework.

The indicators are organised as **themes** and **sub-themes (**e.g. Biodiversity theme / Habitat sub-theme).

The user has to select indicators from each theme (i.e. Biodiversity; Ecosystem Services; Social and economic benefits and contributions to wellbeing; and Partnership working).

The user has to select a defined number of indicators from each **sub-theme.** These requirements are set out in the **M&E Framework** document.

Indicators may be **Core, Optional** or **Local.**

Table 1: Description of the core, optional and local indicators from the M&E framework

Core indicators are those indicators that all NIAs *must* select and report on. Core indicators have a protocol description which sets out **fixed data sourcing and indicator calculation methods** (i.e. all NIAs should use the same source/s of data and calculate indicator values using the same method). In recognition of the distinctive nature of each NIA, there is some flexibility to select NIA-specific features, for example in relation to habitat types or species.

Core indicators are comparable at the data level, meaning it is intended that it should be possible to combine and analyse data in a consistent manner across all NIAs.

Optional indicators Optional indicators recognise the diversity of the NIAs and the need to provide flexibility in the number and scope of the indicators. NIAs can choose those Optional indicators they feel will best help them measure progress against and report on the priorities and objectives in their own Business Plan (as long as the minimum number and different themes of Optional indicators are selected). All Optional indicators have a protocol, which describes the indicator purpose (i.e. what is being measured / indicated) and provides guidance on the data sources and calculation methods that should be used. NIAs must ensure that they record progress against the indicator purpose / outcome defined in the protocol. The protocols for Optional indicators provide guidance on methods, references and links to recommended data sources. However, there is some scope for NIAs to adapt the protocols to local circumstances.

Optional indicators are intended to be comparable across NIAs at the outcome level, meaning it is possible to report on the achievements of NIAs against a common indicator outcome (e.g. increased levels of outdoor recreation). Although standardised methods are strongly encouraged it is recognised that the available data will not necessarily be suitable for combination and analysis across all NIAs. The protocols seek to facilitate the use of common data collection and calculation methods and the aim is for data comparability where possible, particularly where it is an indicator being used by several of the NIAs.

Local indicators are indicators that are defined and developed by individual NIA partnerships. NIA partnerships may wish to develop Local indicators within particular sub-theme which are locally dependant and/or methods are not necessarily well developed, such as Ecosystem Services. Some potential local indicators already have protocols to guide the NIA partnerships and are therefore included in the indicator diagram in Appendix 1. However, the **NIA partnerships are also free to develop their own Local indicator even where the indicator diagram does not propose one using their own measures, data sourcing and calculation methods**. Local indicators reflect the research and innovation focus of the NIAs, and provide an opportunity for NIA partnerships to develop and explore their own measures to monitor their respective outcomes. The sharing of experience in developing local indicators is encouraged.

> **Local indicators are not intended to be comparable across NIAs as they reflect NIA-specific interests**, although comparison will be possible where more than one NIA partnership collaborates to develop a local indicator. Where local indicators are used, NIA partnerships are requested to develop and submit protocols that describe the data, processing and analysis using the template protocol (see below and Appendix 2) to assist other NIA partnerships who may wish to adopt or adapt for similar indicators.

Seven Core indicators must be adopted by all the NIAs and these have standard protocols describing them to ensure for these indicators some compatible results that can be summarised nationally.

The NIAs need to monitor a selection of the Optional indicators to ensure integrated monitoring across the four themes.

A minimum of **14 indicators** in total covering all four themes should be selected by all NIAs, as detailed in Table 2.

NIAs are also encouraged to propose and use **additional Optional or Local indicators**. They are especially encouraged to do so in relation to ecosystem services, where NIAs may contribute to the development of new, practical approaches to monitoring and evaluation.

Table 2: NIA indicator selection requirements

Themes	Sub-themes	Indicator minimum selection requirements
Biodiversity	Habitat	A minimum of **five indicators** must be selected for this theme:
	Species	• **Three CORE habitat indicators** ('Extent of habitat managed to improve its condition'; 'Extent of areas managed to restore/create habitat' and 'Total extent of priority habitat').
	Connectivity	• **One species indicator** (not including invasive non-native species). • **One CORE habitat connectivity indicator**.
Ecosystem Services	Cultural services	A minimum of **three indicators** must be selected for this theme: • **One indicator of cultural services**.
	Supporting services	• **One indicator of regulating services**. • **One indicator of provisioning services**.
	Regulating services	In addition, an indicator(s) of supporting services can be selected / developed if an NIA wishes.
	Provisioning services	Ecosystem services are very location-dependent and methods for monitoring are not well-developed. NIAs therefore are encouraged to identify locally-specific issues and test approaches to examine their own local indicators.
Social & economic benefits & contributions to wellbeing	Social impacts and wellbeing	A minimum of **two indicators** must be selected for this theme: • **One CORE indicator on social impacts and well-being** ('Number of volunteer hours on NIA activities'). • **One indicator of economic values and impacts**.
	Economic values and impacts	Social and economic issues and priorities vary between NIAs and they may wish to explore a range of different options in this theme. NIAs may also wish to collect qualitative evidence and case studies, alongside the more quantitative data, to assist them in assessing issues and benefits such as: health; social cohesion; symbolic/spiritual/aesthetic; recreation; education and ecological knowledge; and business and investment.
Partnership working	Mobilisation of resources	A minimum of **four indicators** must be selected for this theme: • **Two CORE indicators of mobilisation of resources**.
	Efficient and effective delivery	• **One indicator of efficient and effective delivery**. • **One indicator of leadership and influence**.
	Leadership and influence	

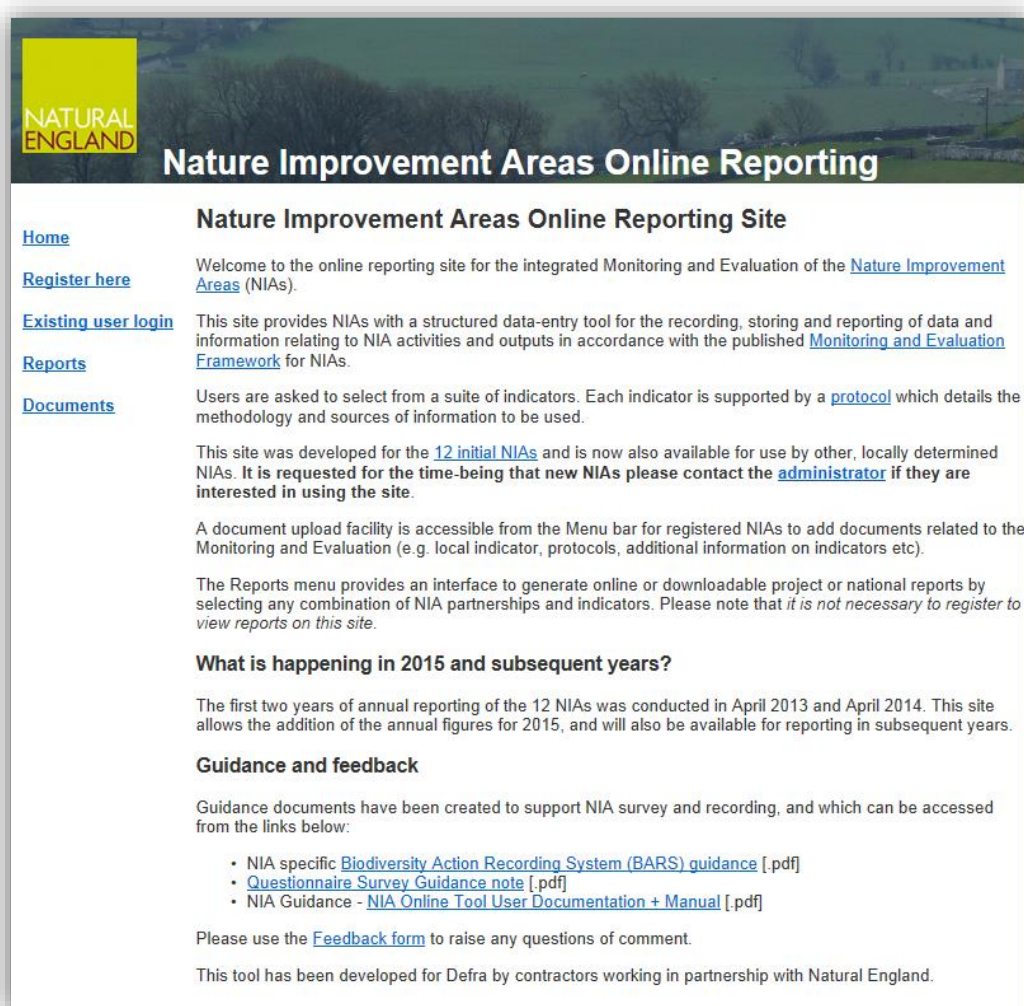## 1.3 User classes

There are four user classes:

- **Project Level User (PLU)** - the PLU is the lead for the NIA project in relation to M&E. There can be only one PLU per NIA. The PLU has user management roles and accepts registrations from LLU to their NIA, accepts LLU nominations to edit individual indicators.

  The PLU also establishes the Profile (the list of indicators to be entered).

  If there is already a PLU assigned to an NIA it is not possible to register another and a request will be made to the SLU.

- **Local Level User (LLU)** - the LLU is typically assigned to individual indicators within a single NIA to enable the data entry caveat and narrative recording.

- **National Level User (NLU)** - the NLU is a national level data contributor. The NLU can register for one or many NIAs, and can request edit rights from the PLU of any NIA.

- **Super Level User (SLU)** - the super level user maintains the systems and registers the PLU.

1.4 Home page

Figure 4: Home page online reporting tool

1.5 Feedback and Support

A **Feedback Form** allows the user to post any questions and comments.

Support is also available related to the indicators themselves, either through the feedback form or by contract with the administrator or administrator, or Rebecca Jackson-Pitt.

The indicator protocols are posted from the home page of the website. Each indicator falls within one of four themes. The full description of the protocols and M&E Framework are accessible on the home page and from the Natural England NIA website.

Additional guidance notes which support specific indicators are also available from the home page:

- BARS (Biodiversity Action Recording System) – guidance on the NIA specific operation of the BARS recording and a FAQs style document for using BARS.

- Questionnaire Survey Guidance – support on the approaches to operating a questionnaire for partnership and socio-economic indicators.

Anyone can provide feedback – you do not need to be registered

You must enter your email address as a minimum – you will see warning text

Figure 5: Feedback form - from Home page

1.6 Menu

There are separate menus for the different levels of users that reflect the functions of these groups.

SLU menu

Home

Project Home

Edit user profile

Add new project

Manage requests

User management

Reports

Documents

PLU menu

Home

Project Home

Edit user profile

Add new project

Manage requests

Reports

Documents

Public menu

Home

Register here

Existing user login

Reports

Documents

LLU menu

Home

Session Home

Edit user profile

Assign to new project

Reports

Documents

Figure 6: The menus for different levels of users

2.   Registration, Login and User Management

2.1 Registration

As a **PLU** register for the existing NIA project.

PLUs have the option to also enter a new Project (i.e. a new Nature Improvement Area project).

Figure 7: Registration panel

Entries are case sensitive.

As an **LLU** register for the existing NIA project.

Submit the registration by clicking the 'register' button.

Registration requests will be sent (by email notification) to the super user for the PLU.

Registration as a LLU will be sent to the PLU.

Figure 8: Registration email request to PLU

2.2 Login

Login to access the data management tools, by adding your Username and Password and clicking *'Login'*.

If you have forgotten your password click <u>Have you forgotten your password?</u>

Enter your Username (email address) and '*Send'*.

You will be sent a new secure link to re-enter a new password.

Figure 9: Existing user login

Once you are logged in a trail is sown on the top right hand side of the website, Click '*Logout'* to log out of this session.

2.3 Manage Requests

PLUs and SLU can manage requests for new:

i) Registrations

ii) Project Access – grants access to the NIA 'project' within the online tool

iii) Indicators – selections by LLU / NLU to be assigned to selected indicators on selected NIA projects

iv) Project acceptance – only visible when there is a new Project assigned to a PLU

v) SLU also gets to accept projects proposed by the PLU

Local-level and national-level users can make requests to manage individual indicators, which PLUs can approve or reject by going to '*Manage requests'*. These will show up in the Indicators bar.

Figure 10: Manage request dialog (SLU)

The Action column can be clicked and opens an **Indicators request** page.

PLUs can tick those requests posted by NLUs or LLU to manage indicators. '*Approve selection'* or '*Decline*' the requests.

2.4 User management

Figure 11: Super Level User, User Management page (SLU)

The super level user can 'Activate' and 'Deactivate' the users who have requested registration from the **User management** page.

2.5 User Profile

Once you are registered and logged in you can **Edit User Profile.**

This allows you to update your profile held on the database and specifically to change the password. Enter the required fields within the dialog box and Click *Change your password.*

Figure 12: Edit profile dialog

2.6 LLU registration / assignment to projects and indicators

LLUs register in the same way as PLUs, they:

- Re-register as a LLU / NLU

- Enter details   (please use your initials and (e.g. **username / password)**

- Select 'LLU' as the level of registrant

- Request a NIA project to register to (*choose the NIA project listed in the interface*)

- Click 'Submit'

An email will be sent to the PLU of that NIA project (as shown below)

New registered user

NIA [staging] <root@debra12.geodata.co.uk>

Sent: Wed 02/04/2014 12:04

To: jezaustin@gmail.com; Hill C.T.; Waldock I.C.

Cc: Sadler J.D.; Sadler J.D.; Sadler J.D.

A new national-level user registration has been submitted by of .

Please login to the NIA reporting tool at http://niadev.geodata.co.uk/project/viewrequests/ and approve or reject the request.

Figure 13: Email informing PLU of an LLU application (open in an email client)

The PLU will then go to 'Manage Users' to **accept** or **reject** the requests from the LLU.

PLU selects the options to new registrations the LLU to the project access: '*Accept'* or *'Reject'* - to grant or deny project access.

[cth Logout]

Manage requests

The tables below list potential local-level users (LLU) and national-level users (NLU) who have registered to your project(s) and wish to be assigned management of specific indicators. Please approve, as appropriate.

Home

Project Home

Edit user profile

Add new project

Manage requests

Reports

New registrations

Firstname	Lastname	Role	Email	Action	Time Requested

Project access

Project	User	Action	Time Requested
Test project, created by jezaustin (superadmin)	(icw2)	Approve | Reject	2014-04-02 12:04:26

Indicators

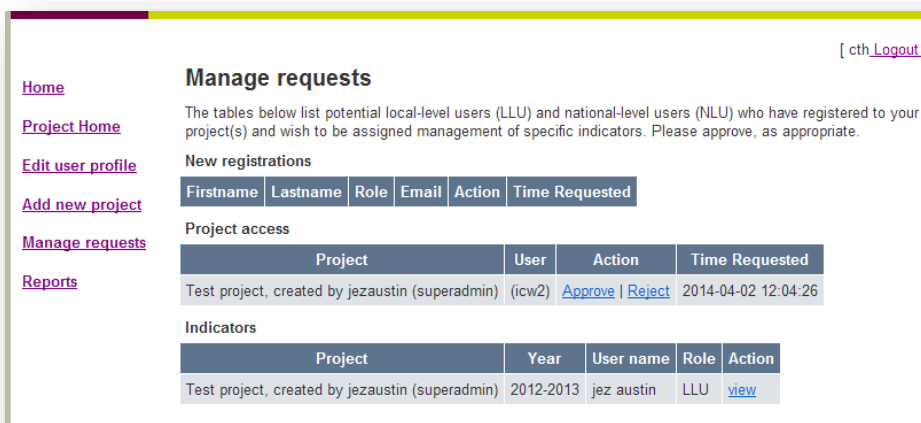| Project	Year	User name	Role	Action
Test project, created by jezaustin (superadmin)	2012-2013	jez austin	LLU	view

Figure 14: Manage requests for the PLU to accept or reject LLU requests

Following registration, once the LLU logs in again the home page (**Session Home**) gives them options to **Register indicators** within the projects that they are accepted onto and allows them to **Enter data.**

Figure 15: Local level user home page - for registration to indicators

The '*Register indicators'* page opens to the **Indicator selection page** that allows the LLU to tick the indicators that they wish to register for. *'Submit',* submits the request to the PLU who will process these requests (via and email notification).
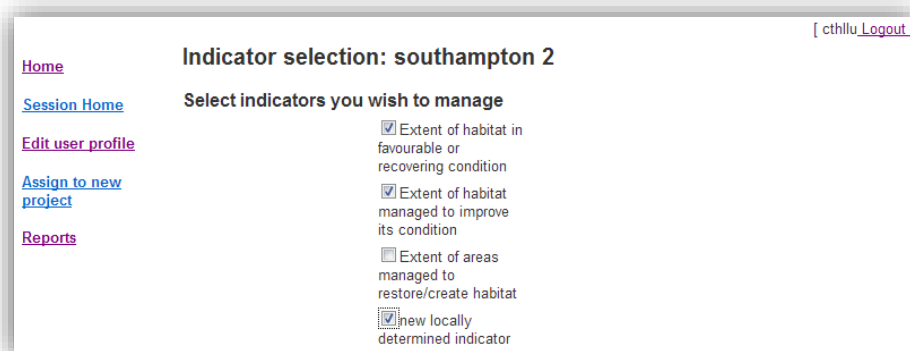

Figure 16: LLU selection of indicators page

PLU follows the context sensitive help in this dialog to 'Approve selection' or 'Decline'. More than one indicator may be requested by the LLU/NLU.

For the indicators that LLU have asked to be assigned – the PLU should click *'View'*. This launches a new page that shows which indicators the LLU has requested permission from the PLU to enter the data and caveats and narrative.
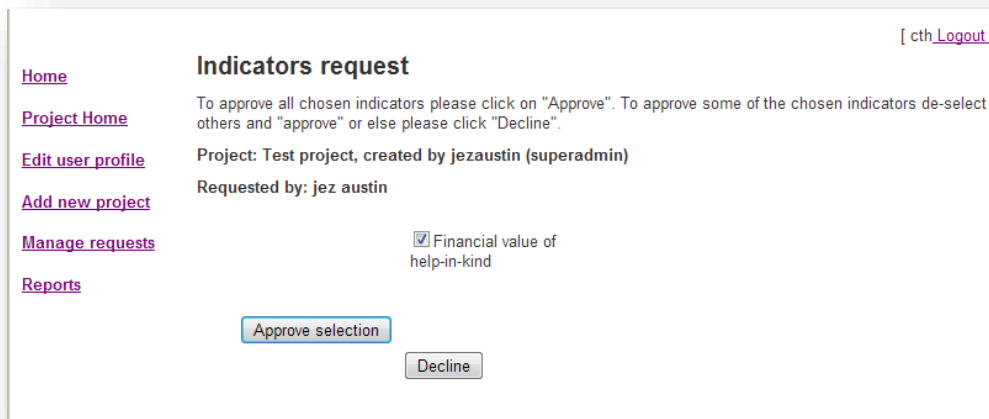
Figure 17: PLU view of the LLU request to access an indicator - which the PLU Approves or Declines

'Tick' or 'untick' the requested indicators to accept or decline the entries and click '*Approve selection*' or '*Decline*' accordingly.

Once these permissions are granted the LLU can login and return to the **Session Home** and select '*Enter data*'. The selected indicators will show, but only if the PLU has accepted these.

3. Creating a Profile

This function allows you to ascribe the indicators that your NIA project wants to fill in. The profile recognises the rules for the minimum number of indicators in each of the core and optional themes and subthemes. See Table 2 section 1.2. The rules are also set out diagrammatically in section X.
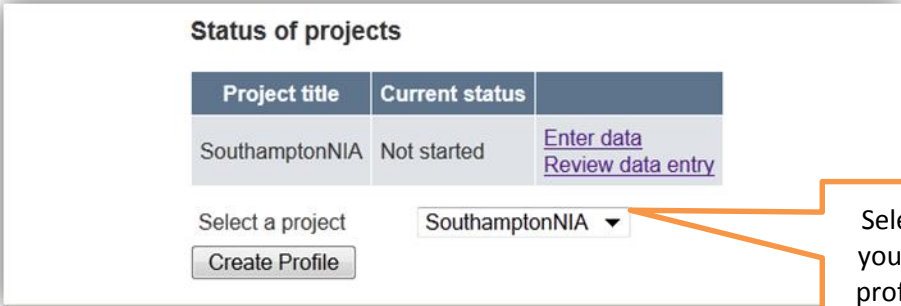
The process allows the user (PLU) to:

- Select Project

- Select a theme

- then select the sub-theme and

- then select the indicators

- create local indicators

Profiles are created by PLUs only.

- From the **Home page for Project level users** select the project from the dropdown.

- Select a project (if you have created more than one project select from the dropdown list). If there is just one project than that will be the default project for which the profile will be created.

- Click the 'Create Profile'.

Select Project

Figure 18: Creation of Profile (choosing indicators for your project)

- Select a theme using the radio buttons – e.g. Biodiversity
- Click 'continue' you are returned to the **Theme selection** page

Select Theme

Figure 19: Select theme from the create profile sequence

Select a sub-theme from the next page. If the subthemes are required they are already greyed out.

The optional sub-themes can be selected (e.g. invasive species in this case).


Figure 20: Select optional sub-theme from the create profile sequence

- Click 'continue', you are taken to the subtheme page. There is a breadcrumb trail at the top of the page that indicates on which page you are located. Use these links to navigate backwards. You can navigate backwards at any time.

Select Sub-theme

Figure 21: Select sub-theme from the create profile sequence

- Select a sub-theme using the radio buttons – e.g. Habitat
- Click 'continue' you are returned to the **Select indicators** page
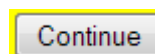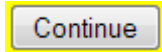
Select indicators

Figure 22: Select indicators for each sub-theme from the create profile sequence

This screen allows you to select the indicators. In this instance we selected the habitat subtheme and therefore this screen shows the two Core indicators greyed out as these are preselected. The optional

indicators can be included in the profile by clicking the tick boxes; in this instance the 'Extent of habitat in favourable or recovering condition' has been selected.

- Click 'Continue' commits the selection of the indicator

- You are returned to the **Select indicators** page where you can add a user defined indicator.

If you are creating **Local indicators you can select from a drop down** that includes the indicators that other NIAs have created – this is included so that NIAs can learn from each other and share effective indicators and protocols.

Figure 23: Adding a local indicator to the sub-theme within the create profile

This shows the already selected indicators at the bottom (two core indicators and one optional). The context sensitive help indicates that there is a fuzzy search available – thus for example typing 'low' will bring up a list of indicators with the word 'low' in – e.g. lowland heathland, lowland calcareous grassland etc from which you can select. This works in all local indicator dialog boxes.

- Select an 'Add indicator' to add the locally determined indicator to the list of selected indicators that then appears at the bottom as a selected new indicator

Figure 24: Listing of the selected indicators

You can only enter a new indicator where local indicators are permitted by the M&E Framework.

Having selected all the indicators or added a local indicator you can use the breadcrumb trail to link back to add a new sub-theme.

Figure 25: Breadcrumb trail used to navigate within the Create Profile pages

The result shows that the habitat sub-theme has been completed and that the habitat sub-theme shows a green tick against it to indicate that the sub-theme indicators have all been selected. Continue the same sequence of sub-theme / indicator selection until all the sub-themes are ticked.
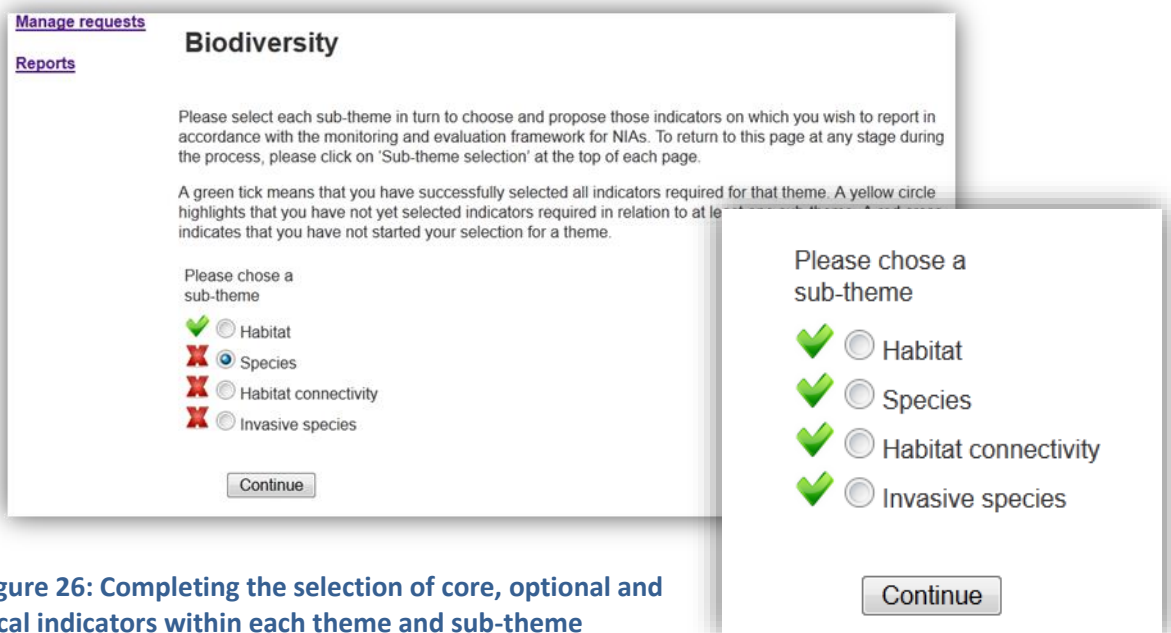
Figure 26: Completing the selection of core, optional and local indicators within each theme and sub-theme

Continue this process with each of the Themes till all the themes also have a green tick against them.

Once all the Themes are ticked select the 'Submit profile' button to save the profile.
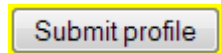
Once you have selected an indicator you cannot select it – even before submissions, although you can add new indicators or local indicators to the sub-themes. You can also add an optional theme if you did not add this first time prior to submission.

You are not able to edit the profile once submitted.

Figure 27: Submit the indicator profile

Having submitted the profile you are asked to confirm the submission.

Figure 28: Confirmation of the intention to submit the indicator profile

If you need to make changes please email the administrator or enter a feedback form request.

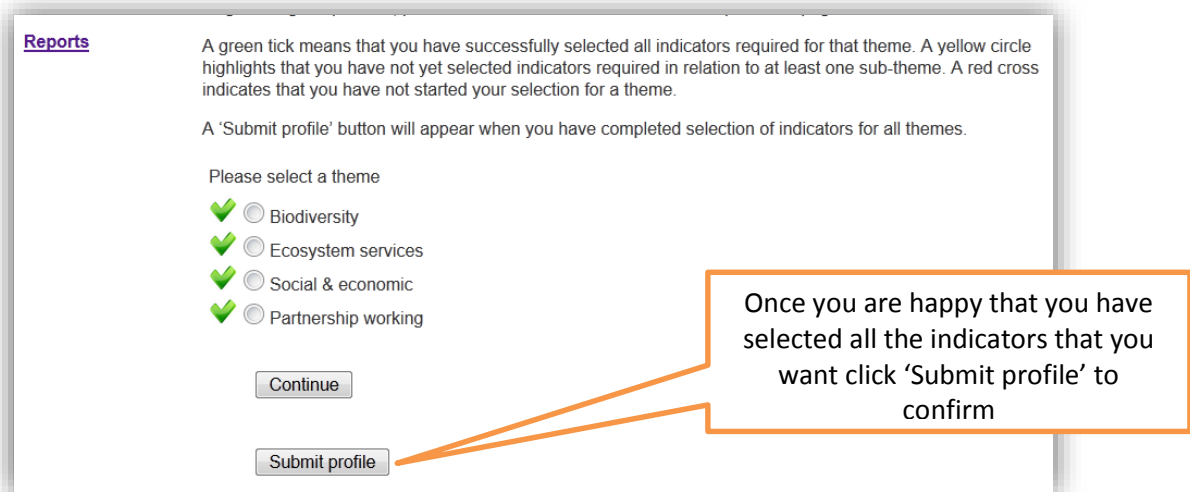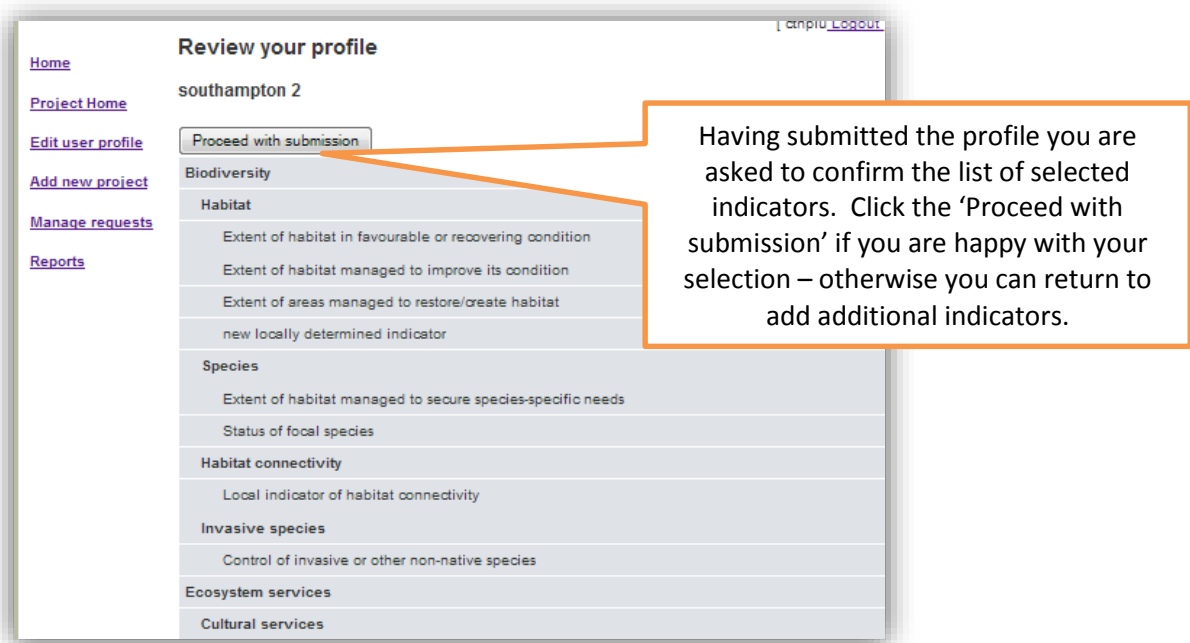Select the Project Home from the menu bar to start adding data to your newly created listings.

4.   Enter data, caveats and narrative and review

4.1 Creation of the features to be recorded within the Indicators

Go back to the home page, **Project Home.**

Select 'Enter data' for an indicator you have created.

For Core Indicators there are pre-set (for some Core indicators) but in the case of Habitat Core indicators you get to choose the Priority Habitats that you enter data against.

For species level indicators you are asked to record the species of relevance to your NIA. You can ensure that the species names are consistent by accessing the NHM website.

Theme Biodiversity; Species sub-theme

Uses a link to the Natural History Museum (<u>NHM) species dictionary</u> to identify the species names from the checklists.

You can type in a name (in Latin or in English). If you don't know the name you are directed to the NHM checklists which can be used to find consistent naming. Select the most appropriate species lists for the Group that you want to record (e.g. Botanical Society of Britain and Ireland (BSBI) vascular plants and stoneworts).

For example: Theme Biodiversity; Species sub-theme

Uses a link to the <u>NHM species dictionary</u> to identify the species names from the checklists.
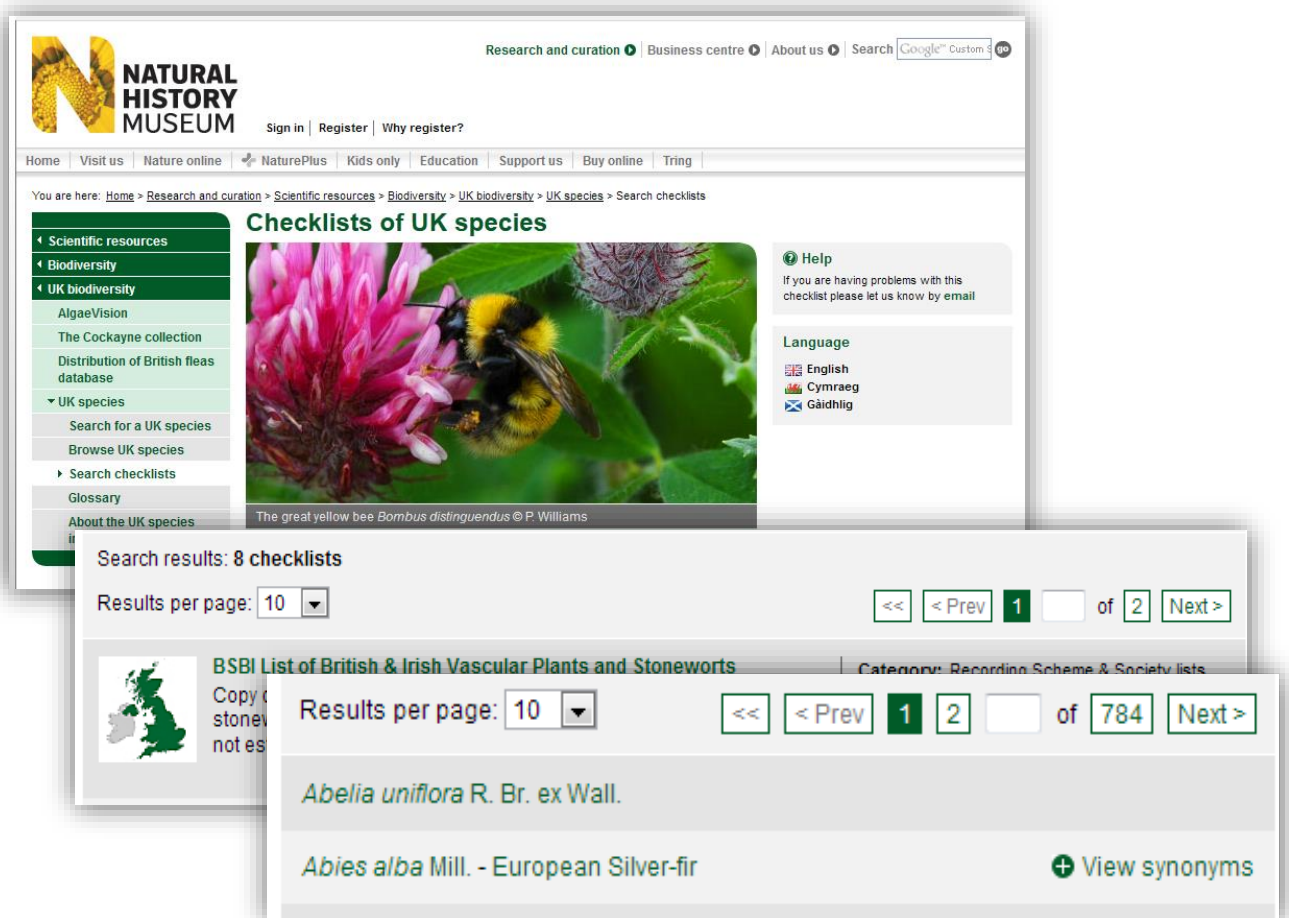

Figure 29: Selecting species names within features by using dictionaries

The PLU is assigned to all the indicators not assigned elsewhere. Enter data, caveats and narrative for each of the indicators, which PLU have not assigned to local-level or national-level users.

LLU / NLUs can only enter the records, caveats and narrative for which they have been assigned. PLUs cannot enter indicator records that they have assigned to the LLU/NLU, but can review the data entries made by these levels.

From the home page for project-level users select the *'Enter data'*

Figure 30: Entering data / review data navigation

This brings up the list of indicators selected by the NIA.

Here you have option to *Enter data, Enter caveats* or *Enter narrative.*

Figure 31: Enter data dialog

This interface describes:

- the Status (of submission),
- whom (LLU) assigned (by the PLU) to enter the data (i.e. where indicators are assigned to a LLU for entry)
- indicator name and the numbering

For example, enter data for the indicator with a status of No Features:

'Extent of habitat in favourable or recovering condition'

Click *'Enter Data'*

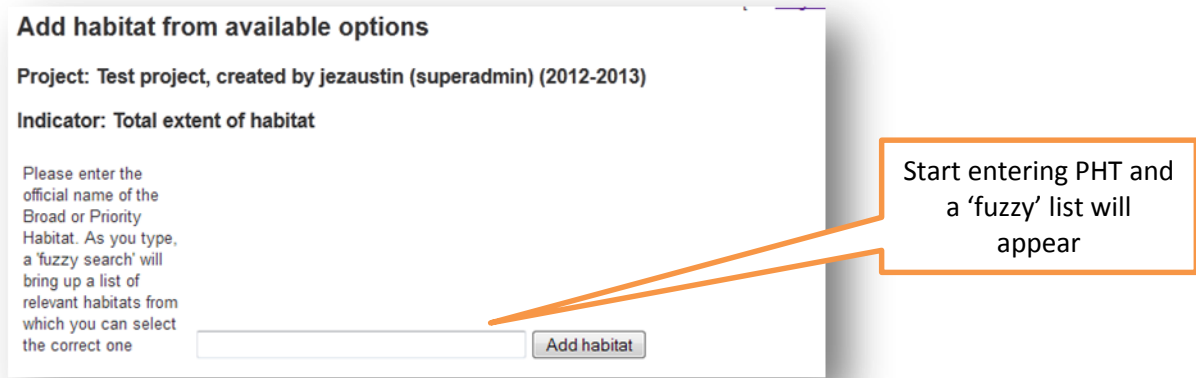This brings up a dialog that allows you to enter priority habitat names.

Start entering PHT and a 'fuzzy' list will appear

Figure 32: Entering the names of features within the indicator

A fuzzy search is available: Start typing a habitat type and this will start to list the PHTs available with those letters/words as a dropdown. Select from the dropdown. E.g. 'Lowland' brings up lowland calcareous grassland, lowland heathland etc – that allows you to then select the appropriate habitat name.

You are allowed to enter your own text if you want (i.e. if the habitat is not a PHT) – e.g. 'other habitat', but be aware that the protocol may call for the habitat to be PHT.
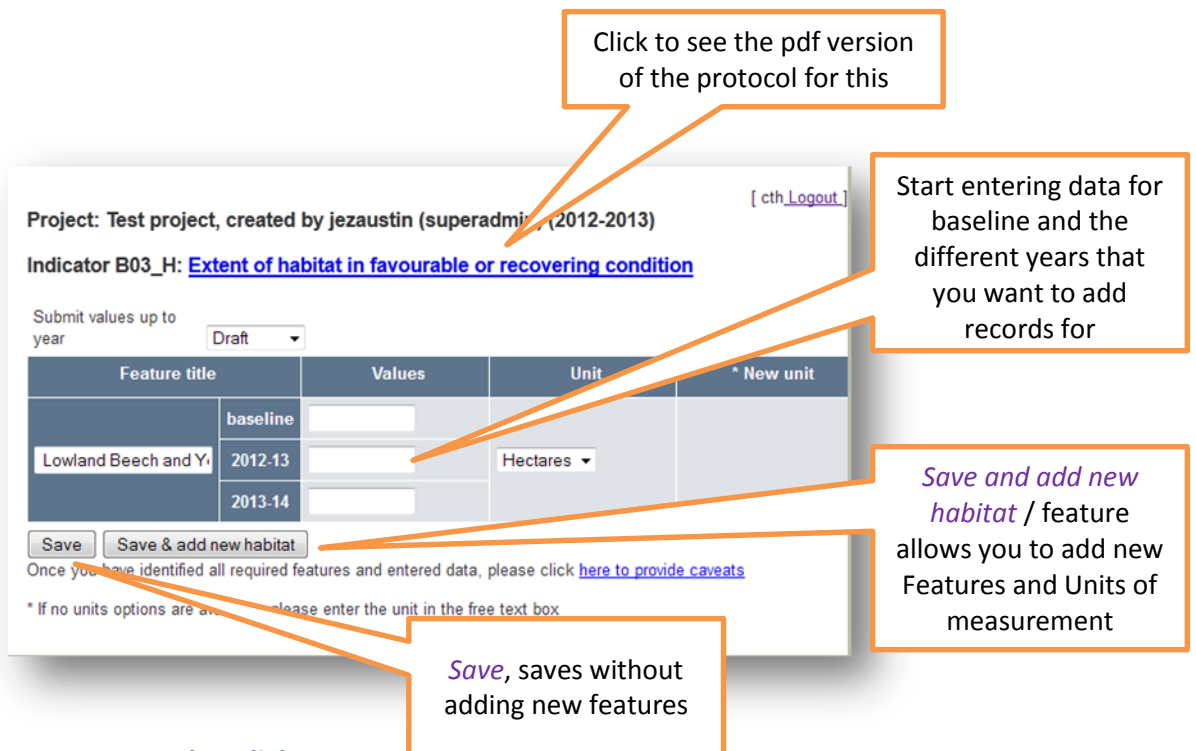

Click to see the pdf version of the protocol for this

Start entering data for baseline and the different years that you want to add records for

Save and add new habitat / feature allows you to add new Features and Units of measurement

Save, saves without adding new features

Figure: 33 Enter data dialog

At this point you either start data entry – for baseline or year on year record or you can *'Save'* or *'Save & add new habitat'* if there are more features to record.

For some indicators you can also select the indicator units, and can add one or more units by separating by a comma (e.g. km, metres). Use the context sensitive help to enter these values.

Some of the biodiversity indicators take an "action status", which allows you to specify whether a data series is "planned", "underway" or "completed." Typically you might list a habitat three times (one for each action status), or fewer if you don't need all of them.
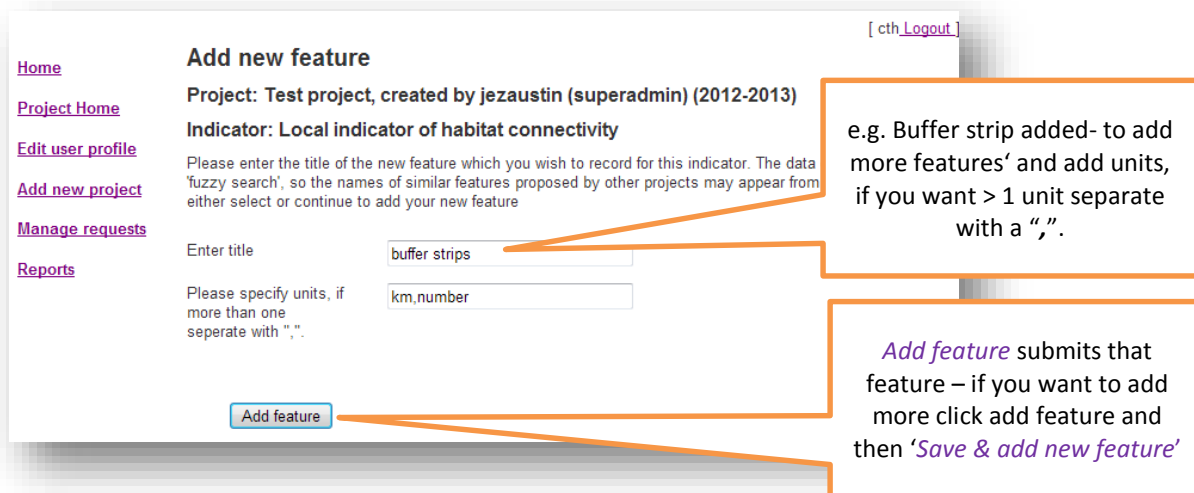

Figure 34: Dialog for entering additional features from the data entry page

Once you have entered all the features that you need enter the baseline and / or annual records.

You can select from the dropdown **Submit vales up to year from the list.** This function locks the records and submits these (in order to prevent changes to annual figures). If you leave this as draft the records are still recorded in the database.

4.2 Caveat Entry

The NIAs are encouraged to enter '**Caveats**' (that describe the baseline, data and model uncertainty) and a '**Narrative**' (that can be used by the NIA to describe and interpret the monitoring results and to enter qualitative indicators).

Caveat entry can be selected from the **data entry page** or at the end of entering records for an individual indicator.

Please click here to provide caveats.

Figure 35: Entering the Caveats

Click 'Enter caveat'.

Caveat entry

Project: Test project, created by jezaustin (superadmin) (2012-2013)

Indicator: No. of enquiries

Please note that you are limited to entering 500 characters in each of these fields.

Submit values up to year: Draft

Baseline: bb

Data collection:

Model uncertainty:

Other:

Save

Select from the dropdown the year up to which you want the values to be considered submitted, or "Draft" if none are ready for submission

Enter caveat data on the quality of data, modelling and other limitations of the indicator

Click 'SAVE' to save the record

Figure 36: Enter caveats page

Submit values up to: allows you to record that the records have been submitted up to a particular year. This does not lock the record and you can go back and enter caveats (and narrative) records year on year. There is no new Caveat record each year, but you can add to the existing record.

Submit values up to year: Draft

Figure 37: Submission of variables

Save the record by clicking the '*Save'* button at the bottom of the page.

4.3 Enter Narrative

Select the enter narrative from the project data entry page.

Figure 38: Entering the Narrative

Click 'Enter narrative'

Entering records into the Narrative box creates HTML – that can go into website descriptions / reporting.
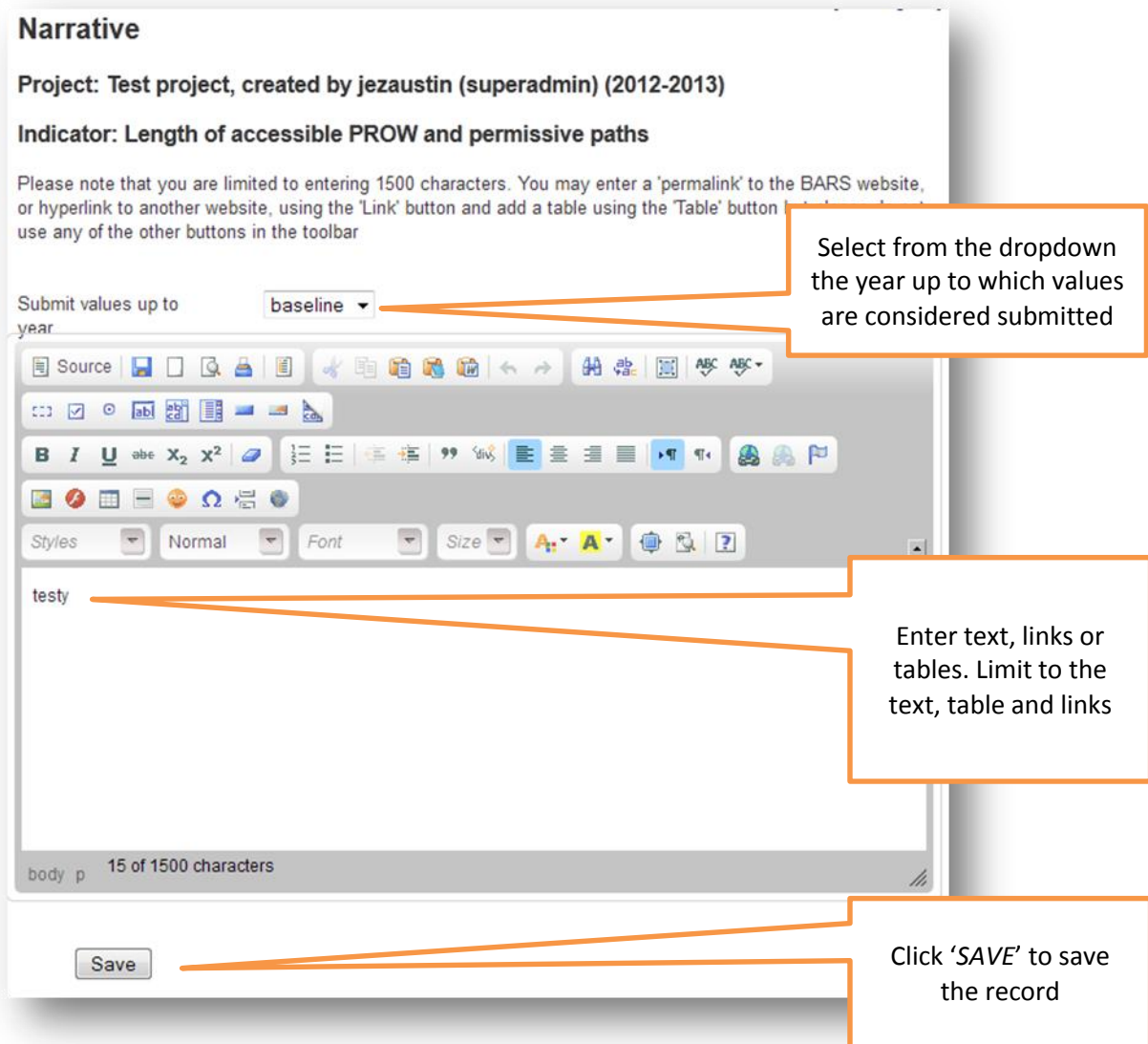
Figure 39: Narrative data entry screen

The data entry allows you to enter a record. You can enter a 'permalink' to the BARS website or hyperlink to another website, using the 'Link' button and add a table using the 'Table' button but please do not use any of the other buttons in the toolbar.

The user is limited to 1500 characters. The narrative can be updated to reflect changes from the subsequent years of data entry.
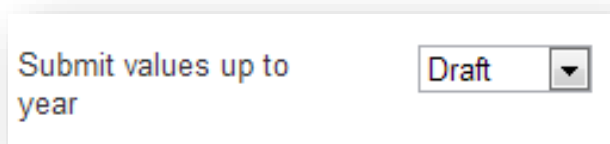
Submit values up to year: once the data entered against a given year and is considered final, the PLU should advance the "Submit values up to year" drop-down to the year in question. Values for later years will remain open to LLU edits, but earlier values are read-only (though still editable by the PLU or SLU). The dropdown is available while entering data, caveats or narrative.

'*Save'* the record by clicking the button at the bottom of the page.

4.4 LLU data entry and Review

Data entry by the LLU is based on the registration and acceptance of the LLU onto the NIA project, administered by the PLU.

Once the LLU has input the data the PLU can review the data. Access this from the Project home page.

From the Home page for the project level user select the **Review data entry.**

Figure 40: Review data entry access from the NIA project home page

Review the records from the LLU entered data, caveats and narrative. You will be able to see all the indicators and their records within this view – whereas within the Enter data the PLU can only see the unassigned indicators.

5. Reporting and data download

5.1 Reporting

Users (all levels) can query the data for reporting and download – and all have access to the same functionality. Queries are based on a cascading selection and can be based on:

- Project – the Nature Improvement Area project

- Year - reporting year

- Themes – the four themes (Biodiversity; Ecosystem Services; Social and economic benefits and contributions to wellbeing; and Partnership working)

- Subthemes

- Indicators

Reporting can be for one or many projects, years, themes and subthemes but at least one indicator must be selected. Reporting will only produce a table of results if there are records within the selected indicators. You can *Select all* or *Unselect all* to include or exclude all the items.

Selecting the NIA Project will tailor the reports interface by the specific indicators selected within the Project profile. The record form is dynamic so you will only see records if records exist / have been entered for the indicator / caveat or narrative.

The report is presented as a table which is dynamically structured based on the records within the database. Thus if the baseline and Year 1 is reported with no Caveat and Narrative then the report will be limited to these records.

Figure 41: Report view and data download

Click **View report** to see the results of the query.

Figure 42: View report screen - showing access to the caveat and narrative records

5.2 Download

Click '*Download'* to see the results of the query as an Excel spreadsheet.

Download – view as an Excel spreadsheet - click 'Open' – to open the file or 'Save' – to save to a user-defined file location.
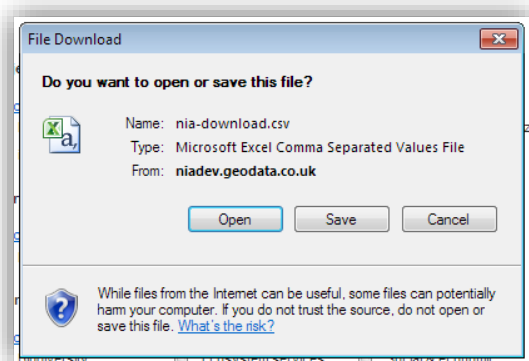

Figure 43: Download dialog box - allowing you to open or save the spreadsheet created from the query

'Open' opens up and Excel file – alternatively you can 'Save' to store the file locally.

Figure 44: Download of the Excel spreadsheet from the query

Appendix: M&E Indicator Table

Sub-theme	Indicator category	Indicator code	Indicator title
Theme: Biodiversity			
Habitat	**Core**	**B01**	**Extent of existing priority habitat managed to maintain and/or improve its condition**
	Core	**B02**	**Extent of areas managed to restore / create habitat**
	Optional	B03	Proportion of SSSIs in favourable or recovering condition
	Core	**B04**	**Total extent of existing priority habitat**
Species	Optional	B05	Extent of habitat managed to secure species-specific needs
	Optional	B06	Status of widespread species
	Optional	B07	Status of focal species
	Optional	B08	Control of invasive non-native species
Connectivity	Optional	B09	Optional indicator of habitat connectivity
	Core	**B10**	**Comparative indicator of habitat connectivity**
Theme: Ecosystem Services			
Cultural	Optional	ES01	Measure of extent of land managed to maintain and/or enhance landscape character
	Optional	ES02	Length of Public Rights of Way (PROW) and permissive paths created and/or improved
	Optional	ES03	Condition of historic environment features
	Optional	ES04	Access to natural greenspace and/or woodland
Supporting	Optional	ES05	Area of habitat supporting pollinators
Regulating	Optional	ES06	Contribution of water quality
	Optional	ES07	Contribution to carbon storage and sequestration
Provisioning	Optional	ES08	Area of more sustainable agricultural production
	Optional	ES09	Percentage of woodland in active management
Theme: Social and Economic			
Social impacts and well-being	Optional	S&E01	Attitudes of local communities to the natural environment and environmental behaviours
	Optional	S&E02	Number of people participating in educational visits
	Optional	S&E03	Number and social mix of visitors to NIA sites
	Optional	S&E04	Number and social mix of people attending NIA activities and events
	Optional	S&E05	Level of outdoor recreation in the local community
	Core	**S&E06**	**Number of volunteer hours on NIA activities**
Economic values and impacts	Optional	S&E07	Estimated value of visitor expenditure to the local economy
	Optional	S&E08	Number of people employed in the NIA activities
	Optional	S&E09	Estimated value of ecosystem services in the NIA
Theme: Partnership Working			
Mobilisation of resources	**Core**	**PW01**	**Project income**
	Core	**PW02**	**Financial value of help in-kind**
Efficient and effective delivery	Optional	PW03	Fulfilment of identified skills needs
	Optional	PW04	Attitudes of local community to NIA
	Optional	PW05	Assessment of partnership working

Sub-theme	Indicator category	Indicator code	Indicator title
Leadership and influence	Optional	PW06	Audience reach
	Optional	PW07	Level of awareness of NIA in the local community
	Optional	PW08	Number of enquiries