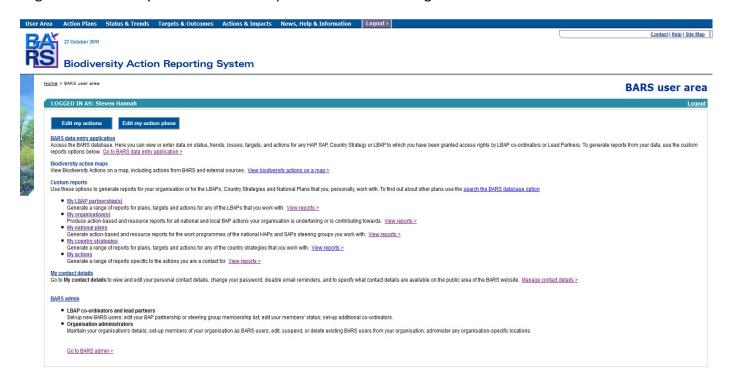
BARS Workshop

15th November 2011

Guidelines for users

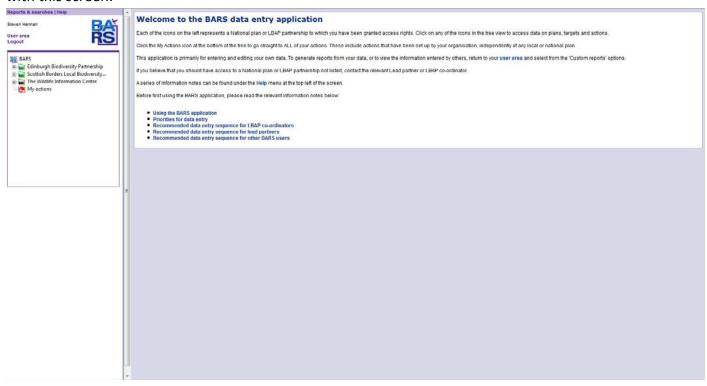
Progress Reports

Login to BARS with your username and password. You will be greeted with this screen:



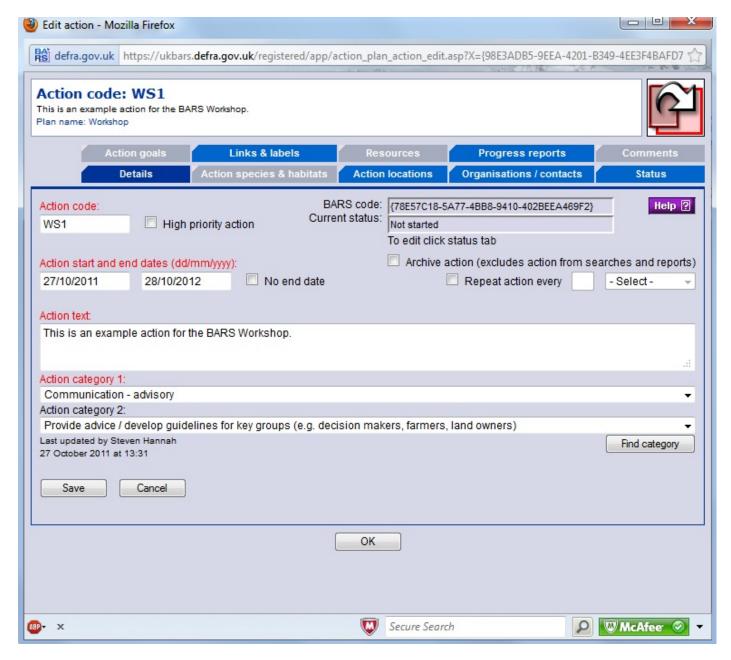
From here you can access any plans that you are a named contact on, as well as start to produce various reports for these plans.

To view the Scottish Borders LBAP click on <u>Go to BARS data entry application</u> >. You will then be presented with this screen:



This is the main screen of the data entry application. LBAP Co-ordinators can edit the main plan from here, but most users will use this screen to create progress reports on actions for each Habitat Action Plan (HAP).

Click on <u>My actions</u> in the toolbar on the left hand side. This will then open a list containing all actions which have been assigned to you. Click on an action and you will see a window similar to this:



Action code: The code assigned to this particular action. In the Borders LBAP the code is an abbreviation of the HAP name followed by a number.

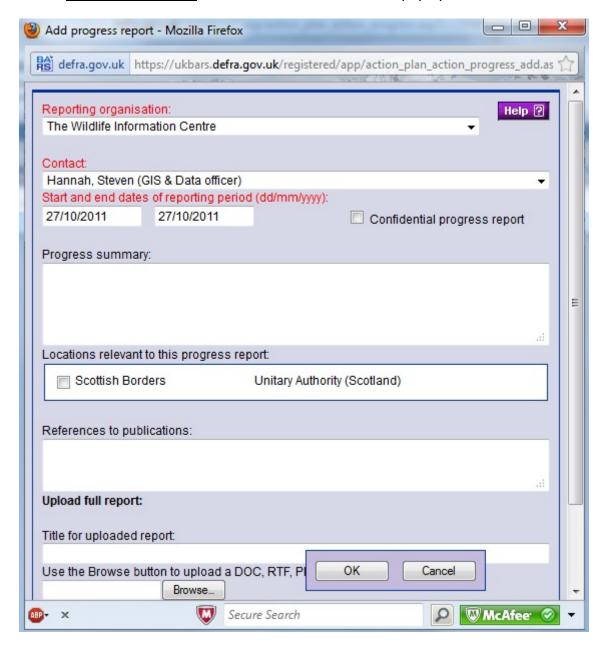
Start and End date: This is when the action started and when it is expected to/when it did end. Some actions are marked with no end date where an action is continuous or has no listed end date as yet.

Action text: A description of the action.

Action Category 1: BARS categorises all actions into 1 of 13 possible broad categories. Each action must fall into one of these categories.

Action Category 2: A further sub-category to help classify the action. Not necessary if the action does not fall into any of these headings.

The actions for the Borders LBAP have already been entered into the system and so data entry for these will be unnecessary. To create a progress report click on the <u>Progress Reports</u> tab at the top of that screen, then click on the <u>Add progress report</u> button. This window will then pop up:



Reporting organisation: The name of the organisation for this report. This will automatically be filled in with your organisations name, but can be changed if you are entering the data on behalf of someone else.

Contact: The name of the contact for this report. This will automatically be filled in with your organisations name, but can be changed if you are entering the data on behalf of someone else.

Start and end dates of reporting period: The period for which the progress report covers. This is not necessarily the same as the start and end dates of the action.

Progress summary: A brief summary of the progress made so far. Does not need to be overly detailed, especially if you are attaching a document to this report.

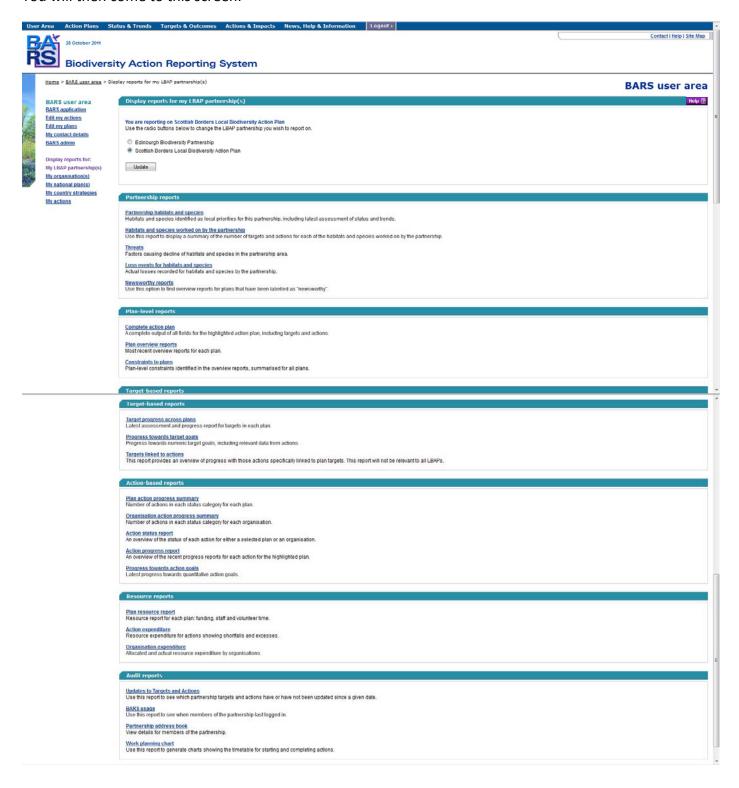
References to publications: Any publications referenced in this progress report.

Upload full report: You can upload word documents, excel spreadsheets, PDFs and powerpoint presentations as part of the progress report. Give the uploaded document a title, then click browse to navigate to the files location on your computer. Double click the file you wish to upload.

Once these fields have been entered, click OK to submit the progress report. If the report is to mark the completion of an action, the status of the action will be updated by one of the LBAP co-ordinators.

Additional Reporting

BARS has a powerful reporting facility which allows the user to create various kinds of reports. This guide will illustrate how to create a report detailing the actions assigned to an organisation as an example. Returning to the main page, click on My LBAP Partnerships, then select Scottish Borders LBAP Partnership. You will then come to this screen:



Under the heading of Action-based reports, click on <u>Action Status Report</u>. Select <u>Organisation Report</u> and press the Select options button. Choose the organisation you wish to report on, and a location if you wish, and then press the View report button. You will be taken to a screen similar to this:



You can then export the report into Word or Excel for further manipulation.