

## Completing the Excel Environmental Features Datasheet

No.	Topic	Point
a	Macros	Each time the spreadsheet is opened, a pop up box appears. To ensure that the spreadsheet operates correctly you must select the 'Enable Macro' button (or 'enable this content') and your Excel macro security level should be set to 'medium' for Excel 2003 or 'Disable macros with notification' for Excel 2007.
b	Use of 'ditto'	Do not use ditto (*) in any cells to indicate that the entry is the same as the row above. This will not be accepted as a valid entry by the computer system. Also, it will cause confusion if the data on the spreadsheet is subsequently sorted into a different order.
c	Land parcel numbers	These must be entered as the full RLR parcel reference (e.g. SE12341234). After a field number has been entered once, you can use the 'Pick from list' function to enter it on subsequent rows. (from within a cell, right click on mouse, select 'pick from list' to display all the field numbers already entered). Alternatively, you can add numbers to the Clipboard and paste from there.
d	Drop Down lists	Cells in columns C, D, E, F, J and K contain drop down pick lists and entries here MUST be selected from these lists. Selections in Column C dictate the list in column D which dictates the list in column E, so these must be completed in sequence. These columns are headed: Feature Group; Feature List; Feature Detail; Designation; Feature Unit of Measure & Feature Condition.
e	Grid reference column	Grid reference numbers should ideally be entered as 2 capital letters followed by 8 numbers (4 northings and 4 eastings). If you are able to locate the feature more precisely by using 2 capital letters followed by 10 numbers (5 northings and 5 eastings), then please do so.
f	Notes column	When a cell in the Notes column is selected, a data entry window opens. This will give a count of characters entered and characters remaining from a starting point of 254. Click in the window to start data entry. If this window is cancelled, data copied to the office clipboard (as explained in section i, Pasting data, below) can be pasted into the cell. Do not enter more than 254 characters in each cell in the Notes column. This is the maximum number that can be uploaded into our computer system. The spreadsheet will highlight the cell if more than 254 characters are entered. The number of characters will be displayed in the data entry window if the cell is selected again after pasting data from the clipboard. You should reduce the amount of text to fewer than 254 and exit the cell. The cell will then revert to a white background.
g	Saving data	Ideally you should save the file often to avoid losing data. The file should be saved as an Excel 2003 workbook and you will be prompted to do so. If you are using Excel 2003, accept the default 'save as' file type.
h	Sorting data	The eFEP includes macro sort buttons at the top of the following columns: <ul style="list-style-type: none"> <li>· Land parcel number</li> </ul>

- Feature group
- Feature list
- Notes

Clicking on one of these buttons will sort the data in either ascending or descending order of the column selected.

**Note, once the data has been sorted, it is not possible to reset the data back to the original order.**

i Pasting data

In order to ensure successful upload, various protection levels have been set in the spreadsheet. If you wish to copy data from either a previous version of the eFep template or from another spreadsheet (e.g. HER information), proceed as follows: NOTE. You must have both spreadsheets open and use the 'Window' menu to toggle between them. You must also ensure that none of the data columns are filtered in the source spreadsheet.

For transferring data from another spreadsheet (with the same column format/headings): select complete rows of data in the source spreadsheet by highlighting the row numbers at the left of the sheet; right click on the mouse and select 'Copy' (or use Ctrl & 'c'); Select the row in the eFEP template where you wish the data to be pasted; right click on the mouse and select 'Paste' (or use Ctrl & 'v').

An alternative to the above method uses the Office Clipboard:

With the eFep template open in Excel, go to the Edit menu and select "Office Clipboard". This opens a panel in Excel and allows up to 24 items to be stored for pasting. Copy the data from the source spreadsheet, this will appear on the clipboard; Select the row or cell in the eFEP template where you wish the data to be pasted; click on the item in the clipboard.

NOTE: Due to a peculiarity of the Office Clipboard, this method should not be used to paste 'rows' of data that include entries in the 'Notes' column (column M) of the spreadsheet as this will result in the 'Notes' not being uploaded to the system.

NOTE ALSO that a peculiarity of Excel can cause loss of data in the first row of any copy & paste action and this should be checked for completeness and manually edited if required.

**If you are transferring data from a previous version of the xls into the new ver6.0x template, due to changes in some of the feature drop downs, you should check each entry into these cells for correctness.**