

QUICK GUIDE TO USING THE SPREADSHEET TOOL

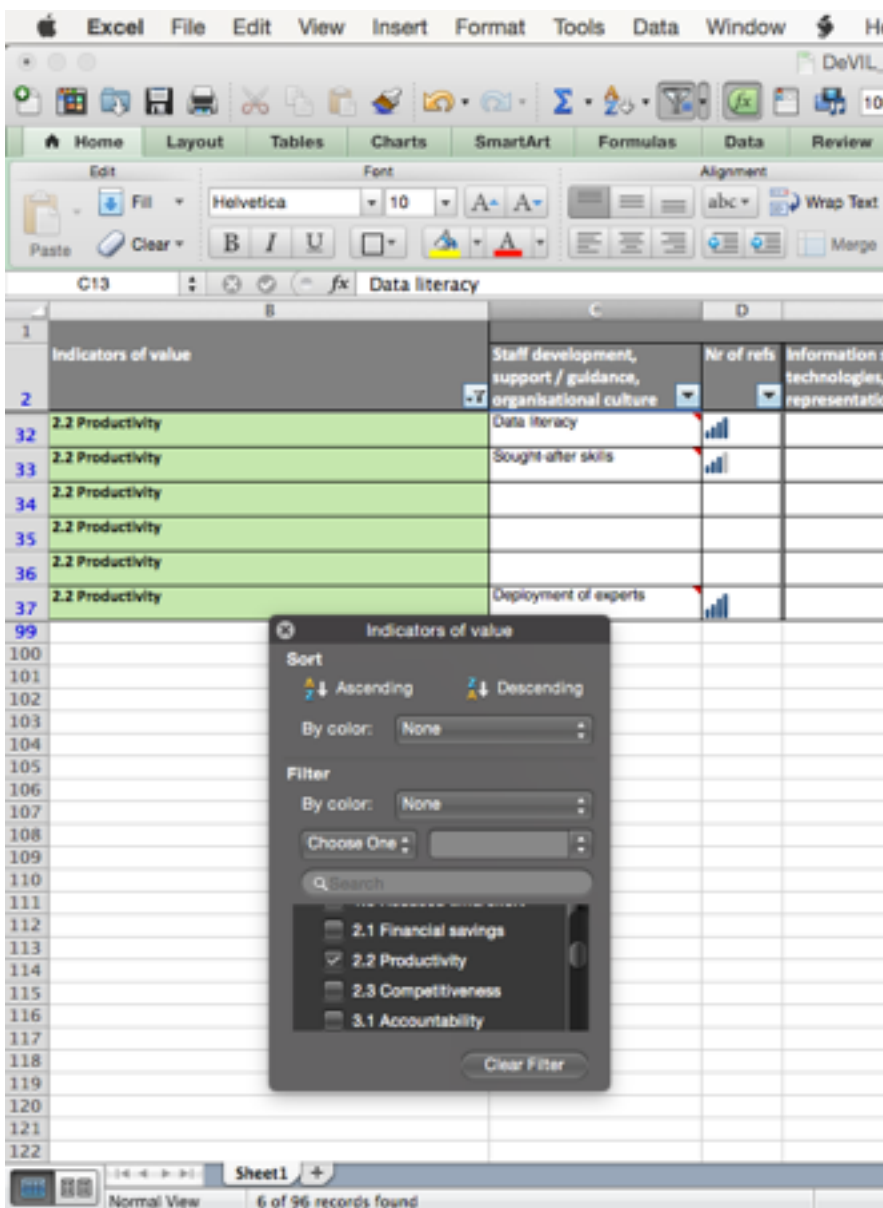
(In the end this could be presented as a Camtasia recording with a spoken commentary on the web – a 60-second video should be enough)

Filters on the spreadsheet can be used in one of three ways:

- * to filter the spreadsheet by *value factor*;
- * to filter it by *broad area of investment*;
- * and to filter it by *specific area of investment*.

All three are done with the drop-down menus accessed by clicking on the arrows in row 2.

Filter by value factor: Use the arrows in either column A or B. Unclick 'Select All' then select the factor you are interested in. For example, this screen shot shows the selection of all areas of investment which our interviewees said were relevant to the value factor, "Productivity".



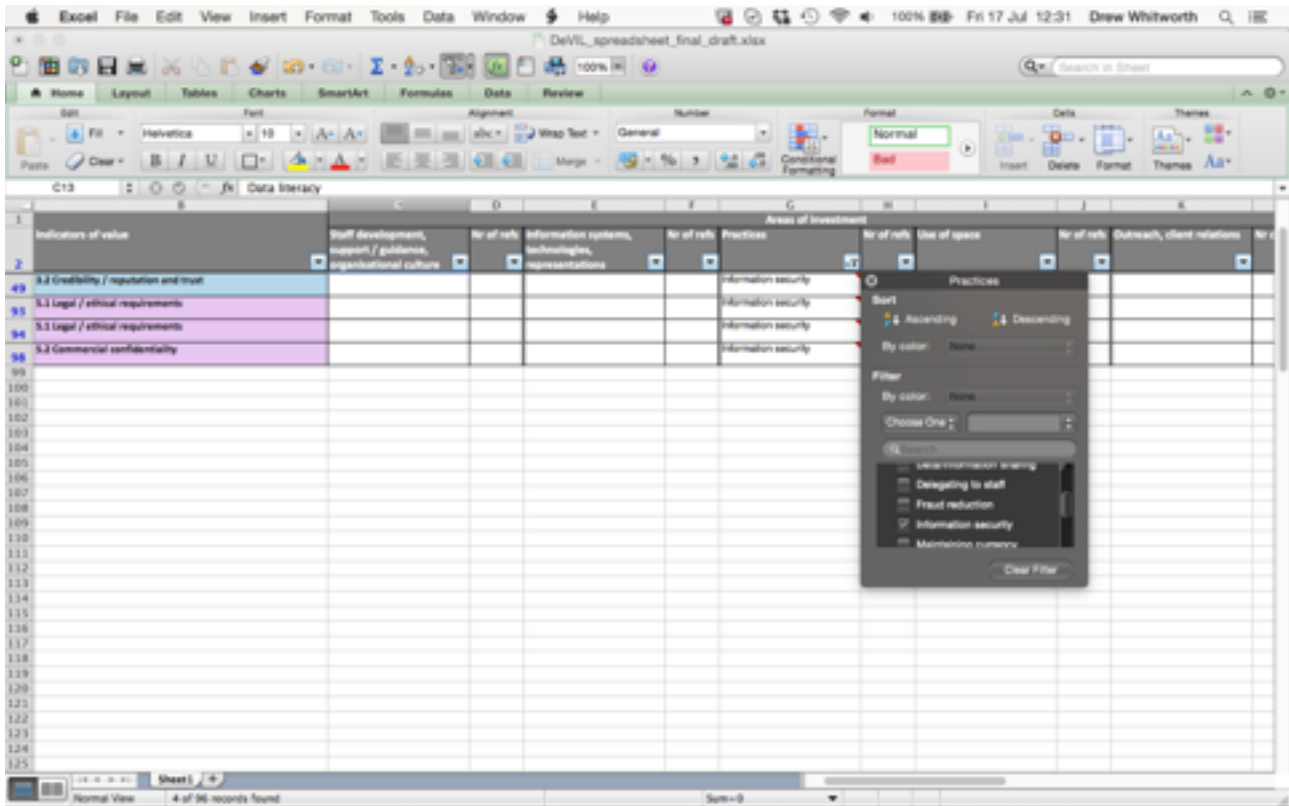
The screenshot shows the Microsoft Excel interface. The spreadsheet has columns B, C, and D. Column B is titled 'Indicators of value' and contains a list of items, including '2.2 Productivity' which is highlighted in green. Column C contains text descriptions like 'Staff development, support / guidance, organisational culture' and 'Data literacy'. Column D contains small bar charts. A filter menu is open over the 'Indicators of value' column, showing a list of categories: '2.1 Financial savings', '2.2 Productivity' (checked), '2.3 Competitiveness', and '3.1 Accountability'. The status bar at the bottom indicates '6 of 96 records found'.

To return to showing all factors again scroll back up the menu in the grey box and click to "Select All".




Filter by broad area of investment: Use the drop-down menus in columns C to L. To filter by the broad area of investment and thus show only those value factors which were related to it, unclick the “Blanks” box in any one of these columns. For example, this screen shot is of all value factors influenced by investments in information systems, technologies and representations (column E).

	B	C	D	E	F	G	H
	Indicators of value	Staff development, support / guidance, organisational culture	Nr of refs	Information systems, technologies, representations	Nr of refs	Practices	Nr of refs
15	3.3 Reporting /monitoring			Accounting systems			
16	3.3 Reporting /monitoring			Data analytics			
22	3.5 Reduced time/effort			Data analytics			
40	3.1 Accountability			Data analytics			
41	3.1 Accountability			Infographics			
47	3.2 Credibility / reputation and trust			Infographics			
57	3.4 Capability-building			Data management			
64	3.5 Economic growth of customer / client base			Open data			
66	4.1 Information control			Data analytics			
69	4.2 Flexible / agile working			Communication systems			
70	4.2 Flexible / agile working			Social networking			
75	4.3 Transparency			Open data			
76	4.3 Transparency			Social networking			
77	4.3 Transparency			Data analytics			
78	4.3 Transparency			Social networking			
82	4.4 Collaborative / open culture			Open data			
83	4.4 Collaborative / open culture			Corporate guidance			

Filter by specific area of investment: Use the same menus, but this time, unclick “Select All” then select only the specific area of investment you are interested in. For example, this screen shot shows the selection of only those factors which were related, by our interviewees, to investment in data security.



Show comments: For fuller detail on any box, hover over it to bring up a comment box. References such as [A6] refer to the list of interviewees detailed in the project report.

1.3 Reporting /monitoring	Data literacy	   Training in the handling of data at different levels, for instance to: <ul style="list-style-type: none"> - meet statutory obligations on data protection; - collecting and interpreting data for performance monitoring; - make advanced use of financial spreadsheets in order to derive consistent data from different / overlapping systems [A1] [A5] [A6] [A7]
1.3 Reporting /monitoring	Deployment of experts	
1.3 Reporting /monitoring		
1.3 Reporting /monitoring		
1.3 Reporting /monitoring		
1.3 Reporting/monitoring	Data literacy	
1.3 Reporting/monitoring		
1.4 Timely interventions		
1.4 Timely interventions		
1.5 Reduced time/effort		