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Export of Temperature Data from the FLEObs Database	Issued By	
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1. Introduction and scope

This procedure covers the Export of temperature data through Business Objects.

2. Principle of the method

A query is created and run on the Business Objects universe for extracting raw and or corrected data. These produce a report that can be saved or exported to a number of formats for further analysis.

3. Reference materials

N/A

4. Reagents

N/A

5. Equipment

Computer capable of connecting to SCOTS and the OSE and web access to Business Objects software package.

6. Environmental control

N/A

7. Interferences

N/A

8. Sampling and sample preparation

N/A

9. Analytical procedure

9.1 Exporting data via Business Objects.

9.1.1 Business Objects is accessed via SCOT's Intranet. From the Home page go to:

[REDACTED]

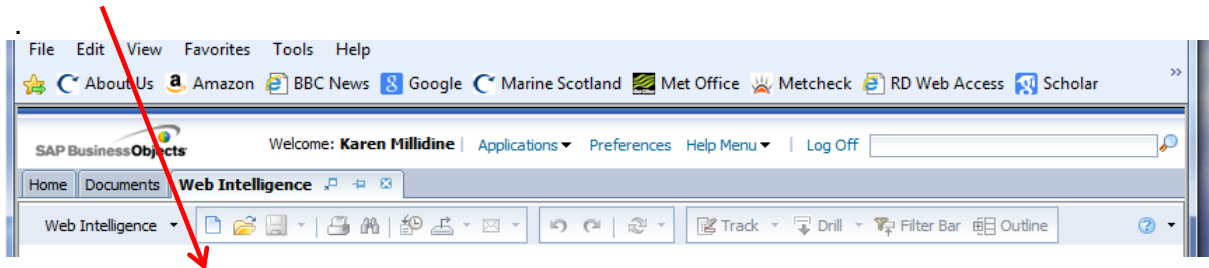
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9.1.2 In order to access Business Objects an individual requires a unique user name and password (obtained from the MS Information Systems Team Leader)

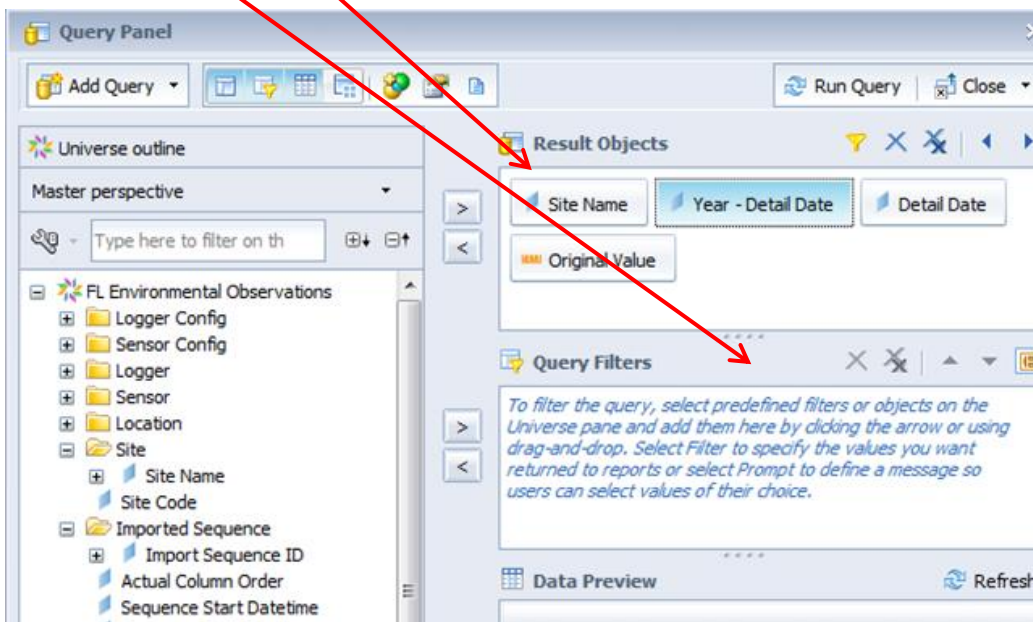
9.1.3 At the right-hand side of the page you will see a column titled 'My Applications'. Click on the symbol.



9.1.4 Click 'new'; 'Universe'; and then 'FL Environmental Observations'.

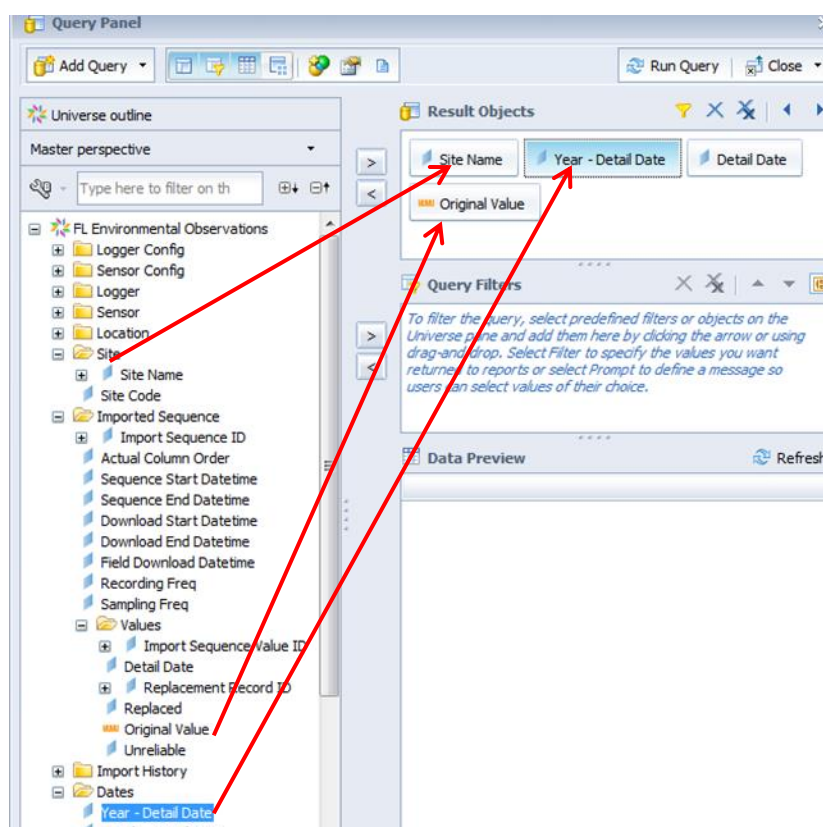


9.1.5 A query Panel tab appears. A query consists of 2 sections. Firstly the information you wish to return (Results Objects) and secondly the parameters you want to use to filter the returned information (Query Filter).



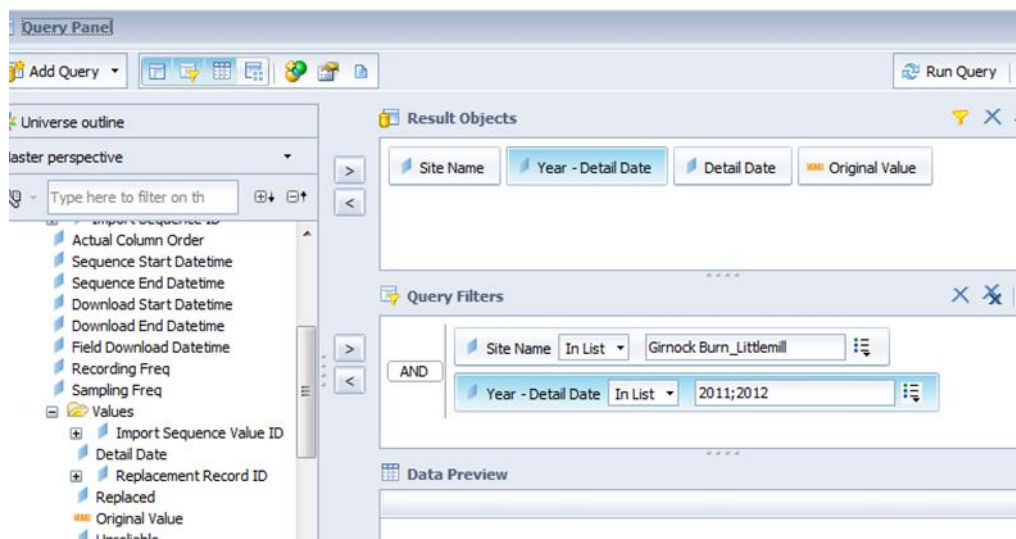
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9.1.6 To start a query, drag the required information from the list at the left-hand side of the screen (Universe outline) over to the panel at the right-hand side of the screen (Results Objects). An example is shown below where Site; Year – Detail Date; Detail Date and Original Value have been dragged into the top panel.



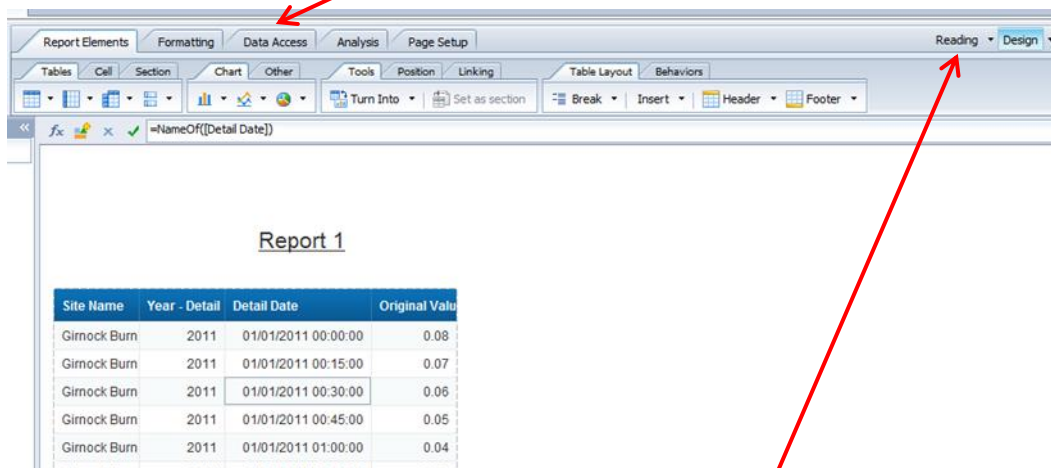
9.1.7 In order to filter any of the queries dragged in to the Results Objects further, drag the box from the Results Objects panel in to the Query Filters Panel. This then gives you an option to specify dates of interest and or sites. An example is shown below where site (Littlemill) and Year – Detail date (2011 & 2012) have been filtered.

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9.1.8 When all fields required have been added and filtered – click **‘Run Query’** at the top right-hand side of the Query Panel.

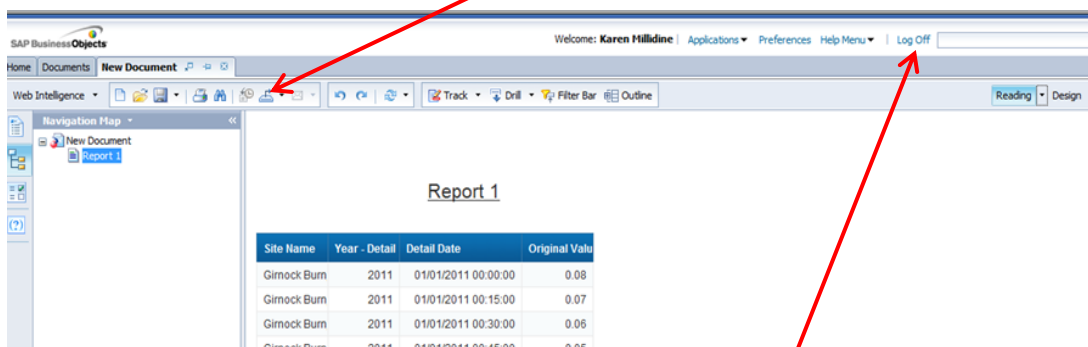
9.1.9 The report is then displayed as shown below. If the report needs editing (i.e. another field needs to be added) then click on the **‘Data Access’** tab and then another tab will be displayed titled **‘edit’**.



9.1.10 When ready to export the report, click on the **‘Reading’** tab on the top right-hand side of the screen.

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9.1.11 This will display other options, including ‘**export document**’ as an excel spreadsheet (symbol highlighted by the red arrow).



9.1.12 Save the document to the required location and then ‘**Log Off**’ the system.

10 Calculation of results

Not applicable.

11 Precision and bias

These are accounted for and quantified through the internal and external calibration of each logger with the appropriate correction applied when exporting data.

12 Reports

Official reports provided to external clients are stored at:



13 Safety

Not applicable.

14 Literature references

Not applicable.