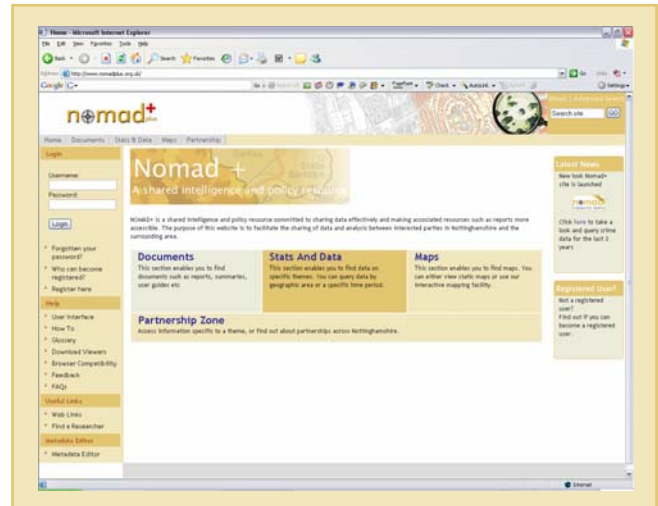


These training notes should enable you to use NOMAD+ to its full potential and act as a reference guide.

At the end of the session you will be able to:

- Login to the Site
- Search for Reports
- Find Information on Facilities
- Query Data
- Download Information in the form of Tables and Reports
- View Maps and Charts of your Data
- Access the NOMAD Mapping Site
- Understand the Partnership Zone
- Access Useful Resources



www.nomadplus.org.uk

LOGIN

This is not necessary for the purposes of this tutorial but obtaining access provides enhanced functionality for the regular user. For example, data/reports can be downloaded and the contact details can be viewed.

For registered users enter your login details...



If you have not logged on before you will need to register. Click on the 'Register here' link and fill in the form. Your request will be verified as soon as possible and you'll be notified by email.

The website comprises of 4 main sections describing the information contained within:

- A. Documents**
- B. Stats and Data**
- C. Maps**
- D. Partnership Zone**

Additional useful resources are also available. All of these sections are described individually below.

A: DOCUMENTS

You can find a report in two ways. You can either navigate the subject folders or perform a search (top right of the screen).

Navigate the folders by clicking on the folder name to reveal the reports that are held within it. The list of reports allows you to see some metadata about each of the reports, which includes the title, a description, the organisation responsible for the resource and the type and size of document.

Economy				
Document type	Document Title	Description	Organisation	Info
1,510 KB	Analysis of Employment Sectors in Greater Nottingham Oct 06	Analysis of historical and projected growth of key local industry sectors.	Nottingham City Council	
88 KB	Enterprise in Greater Nottingham 2004	Summary of enterprise in Greater Nottingham in 2004 using VAT Registration data and the Barclays Small Business Start-ups Survey.	Small Business Service	
139 KB	Enterprise in Nottingham City (local authority) 2004	Summary of enterprise in Nottingham City (local authority) in 2004 using VAT Registration data and the Barclays Small Business Start-ups Survey.	Small Business Service	
151 KB	Gross Value Added (economic output) 2003	GVA (economic output) and GVA per capita (productivity) for Nottingham City and Greater Nottingham. HEADINGS: Local; Change; National Rank.	Office for National Statistics	
1,510 KB	Jobs Report 2004	Official estimates of workplace employee jobs from the Annual Business Inquiry. Figures are broken down by industry sector.	Office for National Statistics	
62 KB	VAT Registered Enterprises 98-04 Summary	Summary of local VAT Registration data from 1998 to 2004. This data gives an indication of business start-ups and closures.	Small Business Service	

Available documents as of 17 November 2006

Documents will appear in the order they were published, descending from most recent. If you want to display by document title, publishing organisation or document type you can change the document order by clicking on the field titles.

TIP: Make sure you look at the size of the document before deciding to download it. Some documents are very big and will take a long time to download.

GOOD PRACTICE: It is good practice to read the information describing the resource (metadata) by pressing the 'Info' icon to abide by any caveats, copyright or limitations.

Perform a Search if you do not know where to find a report, but you know the topic you are interested in. You can search all of the reports based on the keywords relating to the document.

Enter a keyword and click Go.

About | [Advanced Search](#)

Advanced search

Advanced search criteria

Keywords:

Coverage:

Organisation:

Content type:

Task:



- Enter the word 'skills' in the Search Reports section.
- How many reports come back?

Or you can perform an Advanced search, again specifying keywords supplemented by a geographical context, organisation that created the resource and/or the type of resource it is (e.g. report, map, dataset).

B: STATS AND DATA

This part of NOMAD+ allows you to obtain information in the form of tables, charts and maps. You can access information on facilities and also query information such as deprivation or the crime rates of an area.

It is split into three sections:

1. Finding information on facilities 
2. Querying data 
3. Downloading data

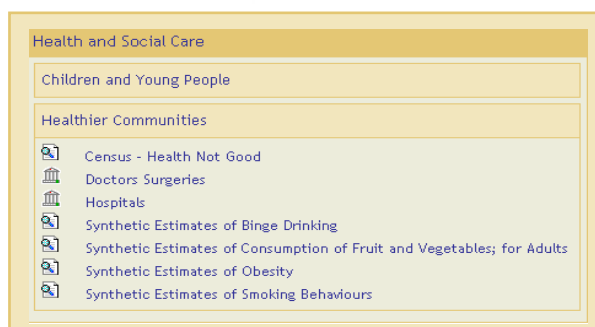
These are subdivided into further sections:



The 'Info' tab describes the data (metadata) whilst the 'Data' tab contains the information requested, the Report tab contains both mapping and charting of the data and the 'Download' tab enables various downloading functions (if you are a registered user).

GOOD PRACTICE: When dealing with sensitive data (e.g. health, crime) it is critical that you read the metadata associated with the data resource ('Info' tab) to ensure you adhere to any usage limitations, restrictions and copyright related to that data.

1: Facilities



Facilities are locations (buildings) offering services e.g. museums denoted on Nomad+ by the building icon. You may want to find information on a particular facility or numerous facilities. This tool enables you to access information on the locations of facilities in Nottingham and contact information for each service.

You find information on facilities in the same way as finding a report by either looking in the folder list by clicking on the folder title or performing a search. From the search results that are returned the building symbol identifies them as being facility datasets.

By clicking on a particular facility resource a list is returned of all those specified facilities with associated metadata, information about each individual facility and a weblink for further information.

Task:

- Find the Schools facilities by either scrolling through the folders or using the search tool.
- What road is Haywood School on?

2: Query Data



This allows you to query datasets by various geographic areas and, where applicable, for different time periods. This data is denoted by the magnifying glass icon.

Select the dataset you want to query and click on the name of the dataset to open up the associated metadata and query window.

Selecting Boundaries

This window allows you to select various boundaries to query the data on. For single boundaries such as the Greater Nottingham Partnership Area select these from the 'Select a Boundary' drop down list. However you may want more detailed information or numerous boundaries. Data can be queried on specific PCTs, Police Divisions, Districts, Wards, Super Output Areas and Output Areas. Choose the upper level geographic area as the initial boundary choice and a new drop down box will appear to allow you to choose further subdivisions of that boundary.

If you want information at the micro level you will have to interrogate by Super Output Area or Output Area. To do this you will need to select a 'District' and then 'Ward'. The geographic level you can interrogate is dependant on your logon access rights and the availability of data at that level of geography. This is why it is important to register as a user to the site. If you are interested in all the SOAs or OAs in a ward there is always an option to choose 'All SOAs or Wards in the County or District'.

Select a boundary:

You will need to make a date selection for the data that you want to display

Start of period:

End of period:

Selecting a Time Period

For some datasets (e.g. crime/fire) it is also possible to specify a time period that you are interested in. Choose the start and end date required.

Getting Results and Downloading the Query

Click on the 'Run Query' button to return your results in a table format.

Info tab contains the metadata about the resource.

Data tab contains the queried information requested. This table can be ordered to help you interpret the data. By clicking on the title of any column it will order the data in descending or ascending order, and an arrow will appear to show you which column you have ordered it by and in what order.

Dwelling Burglary

Displaying District geographic areas for JAN-2006 to DEC-2006

Info	Data	Report	Download												
District	Jan 2006	Feb 2006	Mar 2006	Apr 2006	May 2006	Jun 2006	Jul 2006	Aug 2006	Sep 2006	Oct 2006	Nov 2006	Dec 2006	TOTAL		
Ashfield	62	46	56	80	75	59	67	83	69	82	60	93	832		
Bassetlaw	38	55	37	31	57	54	60	46	44	53	37	47	559		
Broxtowe	81	65	63	46	82	69	65	59	71	82	87	64	834		
Gedling	103	83	76	77	81	86	51	71	82	71	66	113	960		
Mansfield	68	38	54	51	70	66	71	62	66	79	74	48	747		
Newark & Sherwood	27	19	18	50	47	48	36	42	35	37	32	29	420		
Nottingham	570	442	494	459	428	440	422	436	503	455	473	548	5670		
Rushcliffe	60	58	48	36	42	48	71	60	84	62	50	54	673		
Totals	1009	806	846	830	882	870	843	859	954	921	879	996	10695		

Task:

- Choose to query the Criminal Damage information from the Police for all wards in Nottingham. Select the time period to be April 2005 to June 2005.
- How many incidents were there in Sherwood in May? How many incidents were there in St Ann's in the whole quarter period?

Report tab contains the information you have queried in the form of maps and graphs. To use this you need to download the SVG viewer on the website to enable this function. The numerous functions of this tool are described on the following page.

Report

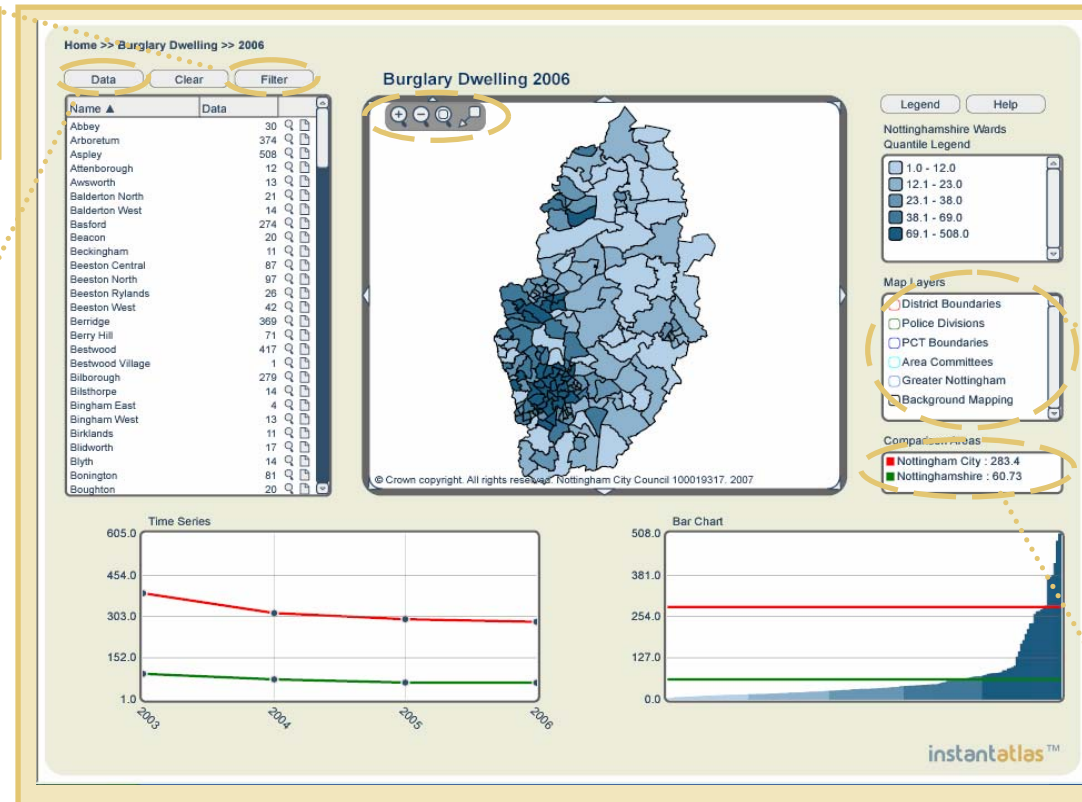
Filter... allows you to select an area of interest list of selectable Districts.

Data... shows the list of datasets available to map. Click on the dataset you are interested in and watch the map and graph update.

Click on an area on the map or a record in the table and highlight it. All other elements within the report will update to reflect the chosen area. Highlighting more than one area or record will give multiple lines on the graph.

Printing:

Currently it is not possible to print the report. To import the report to a document right click on the report and then click Paste Special as bitmap.



Toolbar:



Zoom in
Zoom out
Zoom to full extent
Whole screen map

Boundaries: click to view other boundaries on the map.

Basemap: click to view a basemap in the map window.

Comparative Areas:

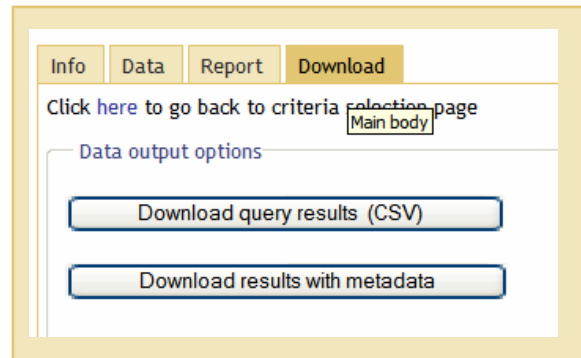
Information on comparator areas is contained within this box, but also displayed on the graph.

Legend:

Clicking on *legend* gives the ability to change the type of classification on the data. This can be equal interval, standard deviation, continuous or quantile. It is also possible to change the number of classes and choose the colour ramps on the map and graph. N.B. You can change the direction of the ramp if higher values represent a positive rather than negative outcome.

Download tab enables the information in the table to be easily downloaded (if you are logged in to the website) in the form of a table or a report or viewed as a graph.

- 'Download query results (CSV)' will open up or save a document in CSV format that can be opened in Excel. From this table you can load the information into any software package you want.
- 'Download results with metadata' will open or save a document in Microsoft Word to include the metadata and the table. This can be printed off easily.



C: MAPS

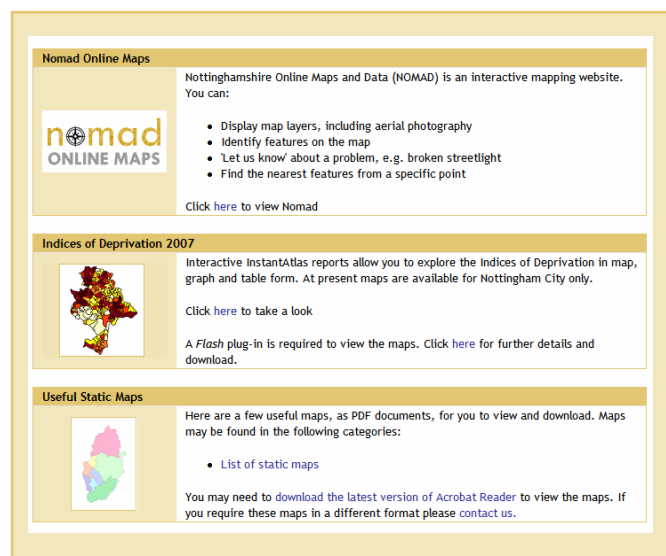
You may wish to view data and statistics available in the previous section in the form of a map. Clicking on the 'Maps' link gives you access to a number of mapping resources.

Nomad Online Mapping

Direct link to the website. There is a separate tutorial sheet to help you get the full benefit from the Nomad site.

Static Maps

A list of useful and commonly requested reference maps (e.g. ward boundaries, output areas by ward etc) can be downloaded and saved or printed.



D: PARTNERSHIP ZONE

Area dedicated to the various partnerships across Nottinghamshire providing a forum for them to explain their aims and objectives and to share access to relevant information. Current partnerships featured include City Health Partnership, Sustainability Appraisal, Crime and Drugs Partnership and Shared Intelligence and Policy Resource.

USEFUL RESOURCES

To access useful resources use the left-hand toolbar below the login area. This currently contains information about the site and how to use it including a help section, terms and conditions of the site, frequently asked questions and useful weblinks/contacts.

Particularly useful is the **Find a Researcher** resource that lists the specialist interests of workers across partner organisations for further information and enquiries about resources.

The **Metadata Editor** is an interface that enables partners to quickly and efficiently make resources available to Nomad+ by the completion of the metadata associated with the resource. Access is dependent upon registration conditions. For those interested in sharing information through Nomad+ and hence requiring access to the Metadata Editor please contact: Laura Denny, Intelligence Co-ordinator laura.denny@nottinghamcity.gov.uk 0115 9155169.

We welcome your feedback, comments and suggestions. Please fill in our feedback form on the site. <http://www.nomadplus.org.uk>

Answers:

- **18 Reports** are contained on the site which discuss skills
- Haywood School is on **EDWARDS LANE**
- There were **35 incidents** in Sherwood and **255 incidents** in St Ann's