

## **HOBOS** tutorial

#### Structure of the tutorial

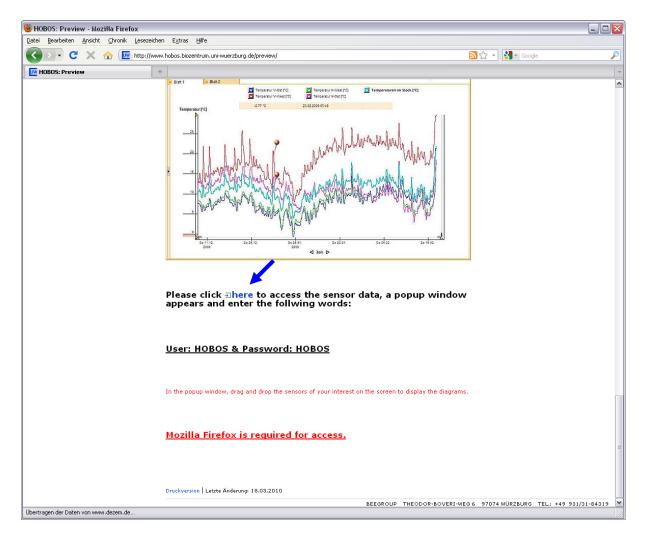
- 1. Accessing the HOBOS data
- 2. Selecting the span of time
- 3. Displaying key data and further functions
- 4. Exporting data and the print function
- 5. Importing data into a spreadsheet program
  - OpenOffice.org 3.1
  - Microsoft® Excel 2002 and Excel 2007
  - Finishing the import process

## 1. Accessing the HOBOS data

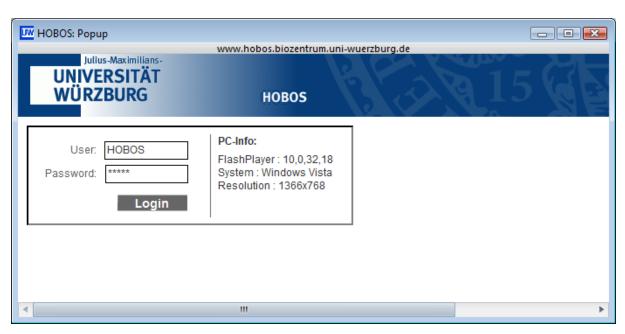
You can access the HOBOS data by activating the Link [Preview / Vorschau] on the front page of HOBOS:



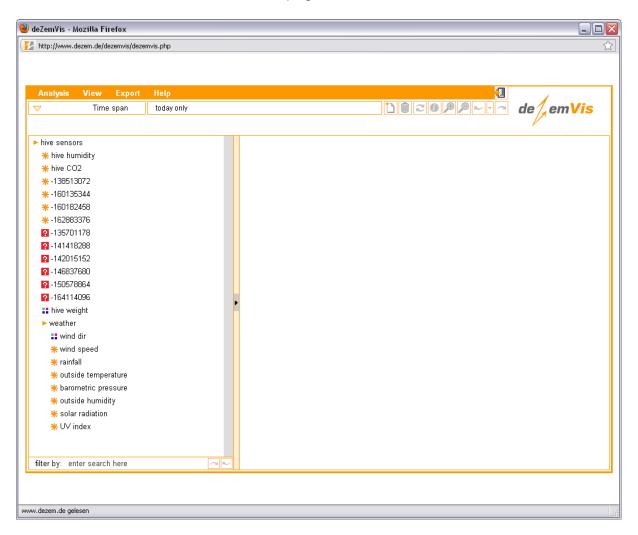
On this page you can see the data from the meteorological station indicating the weather conditions near the hive, as well as from the webcams. By scrolling down this page, you will find this link **[here]**, which will allow you access to the HOBOS data:



A pop-up-window will open. Enter "HOBOS" (in capitals) in both fields "user" and "password":

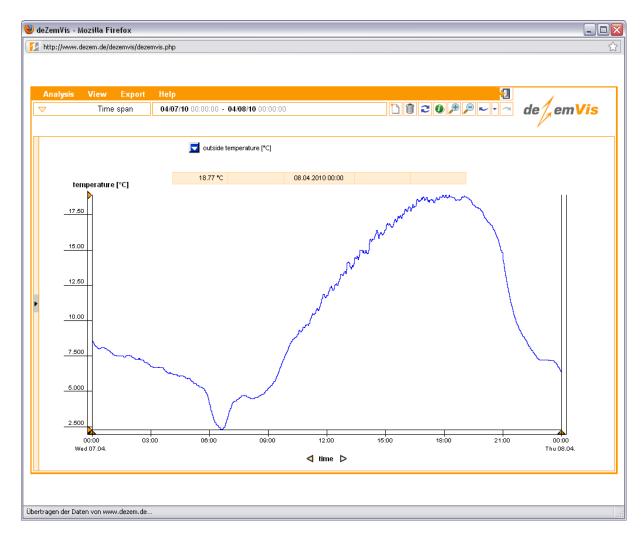


You will then have access to the front page of the HOBOS data:



In the following, you will find a more detailed description of this user interface.

The available data is listed on the left side of the window. To view a chosen data track, use the drag & drop function: click on it with the left mouse key, and, with the key still pressed, drag it to the free field on the right. An example of this process is shown with the "outside temperature" data track:



Using this interface, it is possible to display several data tracks in the same graph simultaneously. The maximum number of simultaneously displayed parameters is six.

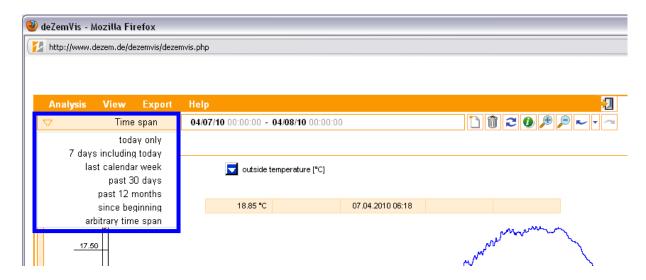


Only two scales can be shown simultaneously on the ordinate. Using the appropriate buttons, you can switch between the available axis captions:

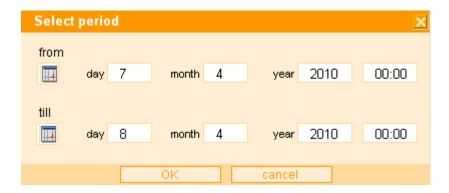


# 2. Selecting the span of time

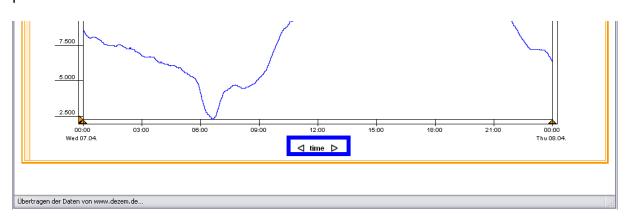
All HOBOS data is plotted against time. The default setting is the current day, which means a time period of 24 hours. To choose another time period, use the button on the upper left marked [Time span]:



Apart from various preset spans of time, you can also set any time period you like up to the minute, using the **[arbitrary time span]** button:



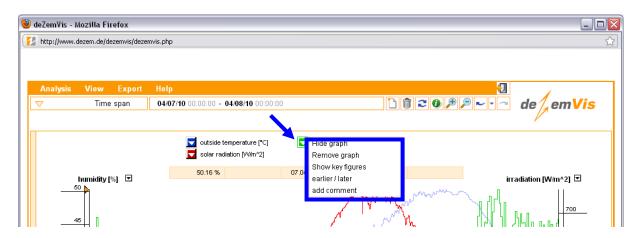
The arrows on the axis caption "time" offer yet another means of changing the time period:



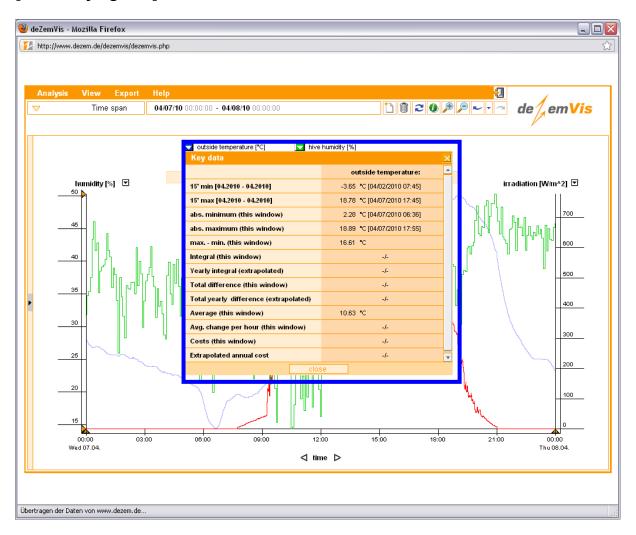
By using the arrows, you can include data from a block of time directly adjacent to (before or after) the currently chosen time period, while keeping the total viewed time period unchanged.

# 3. Displaying key data and further functions

For data tracks already included in the graph, clicking on an appropriately colored button will reveal various selection modes.



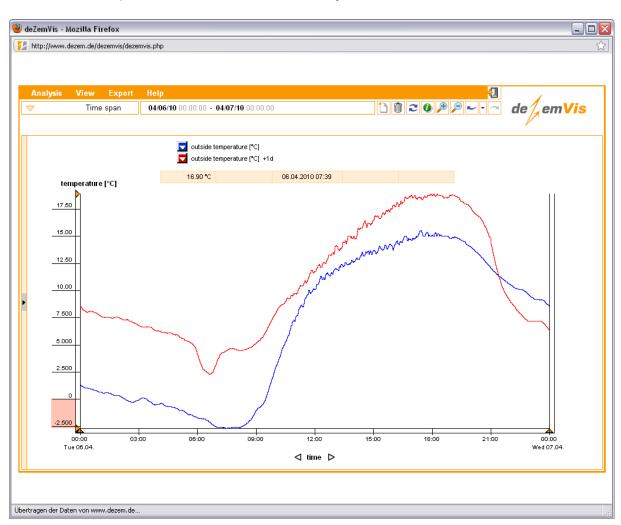
You can hide or delete the selected curve, or call up various characteristics using the **[Show key figures]** button:



Note: The button top right allows you to display the characteristics of all selected data tracks:

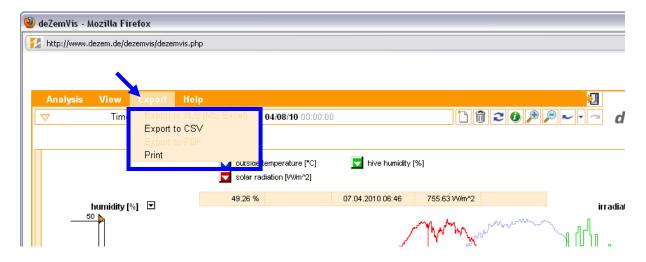


Using the **[earlier / later]** button, you also have the ability to display simultaneously in one graph the time span of a chosen data track shifted to any time period you like. As an example, you can see in the following screenshot the simultaneous display of the outside temperature on two successive days:

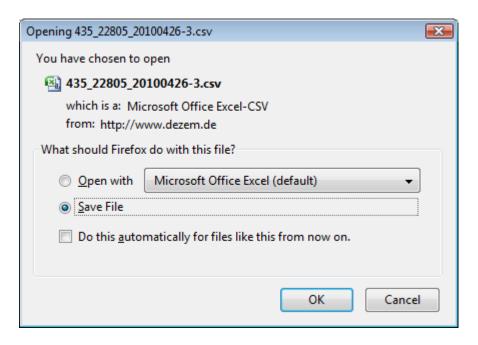


## 4. Exporting data and the print function

An export function is available for further use of the data with, for instance, a spreadsheet program. You can also print the graphs generated in the interface. For both functions, use the button **[Export]** in the menu bar:



[Print] will print the actual sheet as well as the characteristics of the visible graphs. The button [Export to CSV] allows an export of the selected data in CSV format. In the following window, select "Save File":



You can then choose the name and location of the file to be saved. We strongly recommend that you carefully choose a filename that will allow fast and easy identification of the data at a later date.

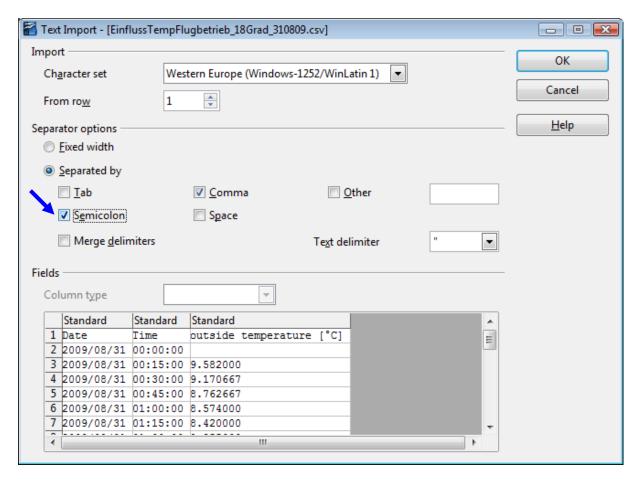
You can now open the file using a spreadsheet program.

## 5. Importing data into a spreadsheet program

To open the exported HOBOS data with a spreadsheet program, it is necessary to import it correctly. In the following you will find examples for this process for the three most popular programs: OpenOffice.org 3.1, and Microsoft® Excel 2002 and 2007.

### OpenOffice.org 3.1

You can open the exported file directly with this program. A text import window will pop up. Look at the following picture to see which entries are necessary. Most important is the check in the "semicolon" box (arrow):

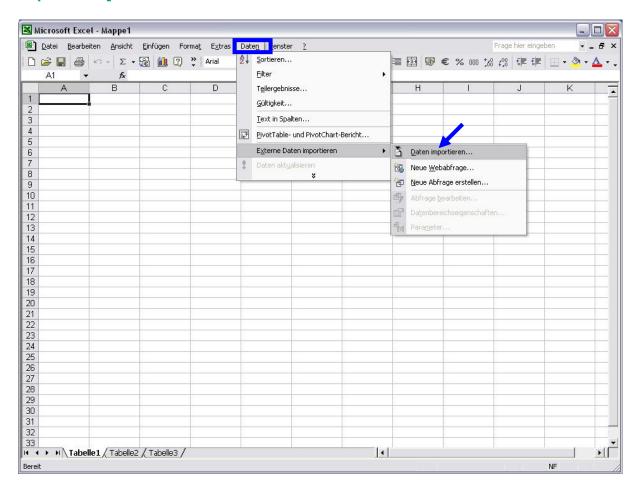


Click **[OK]** to conclude the import process.

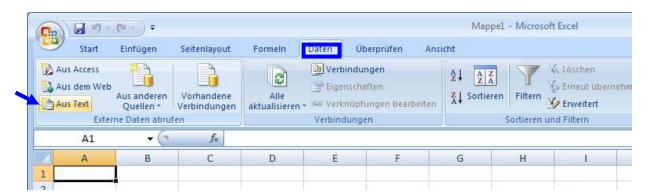
#### Microsoft® Excel 2002 and Excel 2007

Import the data using the "Textkonvertierungs-Assistent". First, start Microsoft® Excel 2002 or 2007 respectively.

In Microsoft® Excel 2002, you will find the **Textkonvertierungs-Assistent** in the menu bar under [Daten]. Then select [Externe Daten importieren] and [Daten importieren]:

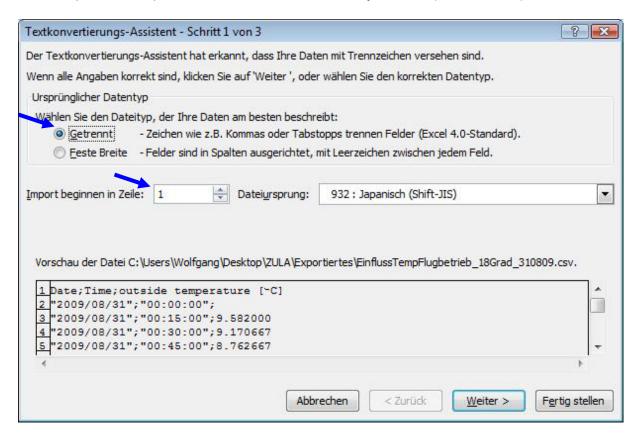


In Microsoft® Excel 2007, you will also find the **Textkonvertierungs-Assistent** in the menu bar under **[Daten]**. Then press **[Aus Text]** in the field "Externe Daten abrufen":



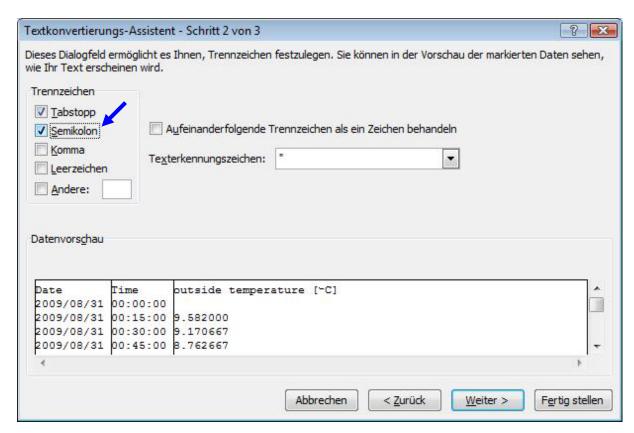
The **Textkonvertierungs-Assistent** works in a very similar way in both versions of Microsoft® Excel. It is a three-step process:

First step: See the picture below for the necessary entries (blue arrows).

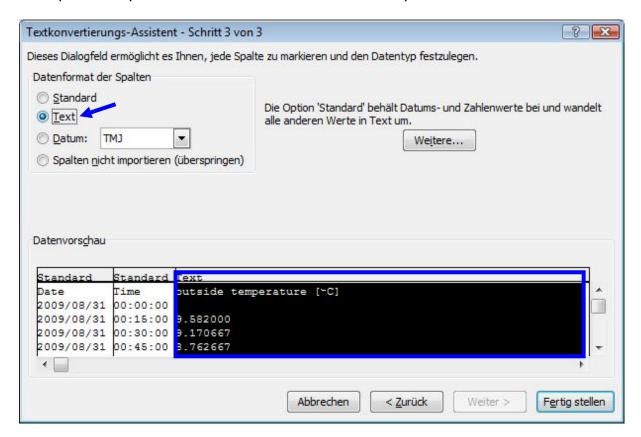


Press [Next] to continue to the second step.

Second step: Make sure you check the "semicolon" box:



Third step: The field "Datenvorschau" appears next. It shows the data of the columns that will be displayed in Excel. You can select the individual sections by clicking on them with the mouse. The columns "Date" and "Time" stay unchanged. All the other columns must be converted to text format, which is crucial for the correct display of decimal places. Highlight these columns one after the other and select in the field "Datenformat der Spalten" the entry "Text". In the following picture, an example of the process is shown with the "outside temperature" data:



Conclude the process by pressing the button [Fertig stellen]. A small window will open where you can choose the place on the spreadsheet for the insertion of the new data. Finish the import process using the [OK] button.

#### Finishing the import process

This is what your spreadsheet should look like after a successful data import:

