Instructions for using the spreadsheet tool

Scope: The spreadsheets in the tool contain equations for the scores and indexes in Chapter 7, 'Stream condition and habitat monitoring methods'. They have been specifically designed to calculate the indexes for the Chapter 7 methods. There is one spreadsheet for each method.

Data entry: Enter data from your field record sheets into the relevant white cells, in the spreadsheet corresponding to the monitoring method you are using. Make sure that the correct units of measurement are used. Only enter data into the white cells; the yellow cells contain formulas used to calculate the index results.

Results: The spreadsheets will automatically calculate the result for each index. This outputs a numerical value, which then needs to be matched to the corresponding condition rating category for that index. For an example of these condition bands, see Table 1.

Table 1 Condition rating categories

Stream habitat condition	Condition bands
Very poor	0–20
Poor	21–40
Moderate	41–60
Good	61–80
Very good	81–100

Storage: It is important to note that these spreadsheets should not be used for data storage. Your data must be stored in a designated database, with all data pertaining to your project kept in the same database. You should copy the index results from these spreadsheets into your database and save them there.

Limits: Each spreadsheet is limited to a maximum of 100 rows of data. If you wish to process more than 100 data instances, you will need to break your data up into lots of 100 or less and process each lot one at a time.

Hidden data: Some columns of data have been hidden in these spreadsheets. These hidden columns contain equations used as intermediate steps to calculate the final result. The outputs of these equations do not need to be shown, so they have been hidden to prevent confusion. The only equation result needed is the index result in the far right column.

Protection: The Excel 'protect sheet' function has been applied to these spreadsheets, locking the spreadsheet from changes being made to all but the data entry fields. This ensures that the equations calculating the indexes cannot accidentally be changed or deleted. If you need to access these locked fields, you will have to unlock the spreadsheet. The password to unlock the spreadsheets has been left blank to allow this, but be very careful when using unlocked sheets and do not save the unlocked version over the original file.

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