Using Reports Tutorial

Eastern United States Fire Performance Plant Selector

(V. 09.21.10)

GETTING STARTED Tab

Using Reports

The **Reports** tab in the upper right of the web page provides you with the option of exporting your personalized searches into a Microsoft EXCEL spreadsheet or as a list in a Microsoft WORD document. This can be useful for field work or for developing more detailed reports related to your searches.

You can also generate an on-line summary page with photos of any plant on the **Plant Search Results** list when it is double-clicked. This feature provides the user with a quick summary of all the Fire Performance Characteristics of the plant. Do not confuse this option with the printable **Factsheets** option.

The **Factsheets** button enables you to select a plant from the **Plant Search Results** list at any time and generate a factsheet that can be saved to your computer hard drive and printed. The **Factsheet** will include your personalized contact information, site information, and the logo you selected in the **Personalize Reports** link under the **Getting Started** tab. Each **Factsheet** provides the homeowners with a one page summary, photos and relevant information about any plant from their search. The factsheets can help the homeowners make informed decisions about any plant selection on their list.

Currently there are only 541 plants in the **Fire Performance Plant Selector Database**. As additional plant material is added searches will return greater number of plants. During The winter and spring of 2011, 500 additional plants will be added.

Getting Started tab Personalizing Reports link:

Before you begin using the **Fire Performance Plant Selector**, select the **Personalize Reports** link under the **Getting Started** tab and fill in the fields with the contact information and location relevant to each search. This will ensure that all the reports you generate are customized before you begin. Your personalized information is automatically saved as long as your cookies are enabled in your browser options.

Selecting a Logo
To select a logo, browse through your computer and download a logo that you have saved on your computer hard drive. The logo will be automatically be added to any plant **Factsheets** that are printed. Be sure when selecting a logo that you only use logos with the following file extensions: .jpg, .jpeg, .png, .gif, .JPG, .PNG and .GIF.