

Ecsite Stats FAQ

What information do I need to prepare to record my data ?

Ten pieces of data for 2011 and/or 2012

		2011	2012
1	Total public space* <i>Please include all space, outdoor and indoor, to which visitors have access. If you do not have a public space for visitors, please enter 0.</i>	_____m ²	_____m ²
2	Total indoor exhibit space* <i>Please include only indoor space used for exhibits. If you do not have an exhibit space, please enter 0.</i>	_____m ²	_____m ²
3	Total outdoor experiential space <i>Please include all outdoor space used for exhibits and activities (botanical garden, science playground, outdoor exhibition, roof garden, but not parking space etc).</i>	_____m ²	_____m ²
4	Total number of visitors on-site in the year* <i>Please enter the total number of all profiles of visitor, including schoolchildren.</i>	_____	_____
5	Number of schoolchildren (visiting on-site in school groups) in the year	_____	_____
6	Number of participants in off-site activities (outreach) in the year <i>Please include all participants in outreach activities, for example, touring science shows or workshops held outside the institution.</i>	_____	_____
7	Number of unique visitors to the institution website in the year	_____	_____
8	Number of paid employees in the year* <i>Paid employees as Full Time Equivalent. Please include employees subcontracted through external companies.</i>	_____FTE	_____FTE
9	Total operating expenses in the year*	_____€	_____€
10	Earned income in the year <i>Earned income as percentage of the total operating expenses.</i>	_____%	_____%

* Items with an asterisk are obligatory.

Your Ecsite institutional username and password.

You are ready!

It's my first time on Ecsite Stats, how do I start?

-Log in first using your institutional user name.

-Choose "Ecsite Stats" on the left side of your screen.

-Fill out the data entry form with your contact details and your data for **2012**.

->Save the form and come back to it later, or submit it.

! Please check your figures carefully, as once they are validated by the Ecsite office, they will be added to the database as they are.

->Within maximum 48h, you will receive an email notification from Ecsite: either your data has been validated, or there is a problem with your data that you need to double check (the Ecsite office check data only to make sure there are not big mistakes in the database).

-Please submit also your data for any previous open year(s) in the system (currently **2011**).

! We strongly encourage you and all Ecsite members to feed the tool: bear in mind that when you are using data from Ecsite Stats, the more sources entered, the more reliable the data is.

-Click on "Create new data visualization set" to generate graphs with the data from all participating Ecsite institutions.

! Please note that your data are not integrated in the visualization sets before you receive a notification of validation by email.

-Enjoy the tool! And come back as soon as you want by using your institutional user name and password.

Why doesn't the form accept my data?

Please check that you have:

- completed all the obligatory lines in the form marked with an asterisk (*)
- put numbers only in each line (NO letters, spaces, or punctuation marks)

Why can I not get access to Ecsite Stats ?

I am logged in but can't access Ecsite Stats

! Only Ecsite member institutions are allowed to enter data in the tool. You are logged in as a Conference user, not as a Member.

->Your institution is member of Ecsite?

Login with your institutional user name and password.

->Your institution is not an Ecsite member yet?

Send a message to info@ecsite.eu

I don't know my institutional user name and password

Ask the Ecsite contact person in your institution.

->You can't find him/her on <http://www.ecsite.eu/members/directory> ?

Send a message to info@ecsite.eu

I have forgotten my password

Just enter your institutional user name here: www.ecsite.eu/user/password

A new password will be immediately sent to the email address linked to your member account.

I don't know the email address linked to my member account

Send a message to info@ecsite.eu

How can I create graphs and charts using data from the Ecsite network?

Click on "Create new data visualization set"

-> Give a name to your visualization.

If you're not sure, just enter anything you wish and you can change it later. You can also add an optional description.

-> Press "Submit", and choose your sources:

You want to use data from all Ecsite institutions?

Just leave it as it is and press "Confirm".

You want to narrow your data set?

You can specify this in the fields on this page.

You want to select more than one option?

Hold down CTRL and click. Press "Confirm" when you're done. You will see the number of sources you have selected just above the "Confirm" button.

DATA SOURCES

You can select an institution to use it as single source below.:

No specific institution

Country:

Belgium
Denmark
Estonia
Finland
Norway

Institution types:

Science Centre/Museum

Total indoor exhibit space:

1,000 - ∞ m² (Large)

Total operating expenses:

1,000,000 - 4,999,999 € (Medium lar
5,000,000 - ∞ € (Large)

CONFIRM

Number of sources in 2011:

7

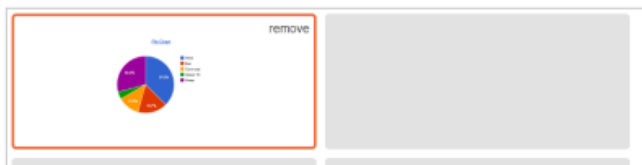
Go to "Select Visuals":

Select visuals

Your sources have been updated successfully.

Change Name | Change Sources

Choose the format (or formats) of visualisation that you would like to use to display data. Drag your chosen formats into the grey boxes and move down the page to configure them.



-> Select a chart type by dragging a chart icon onto one of the grey boxes.

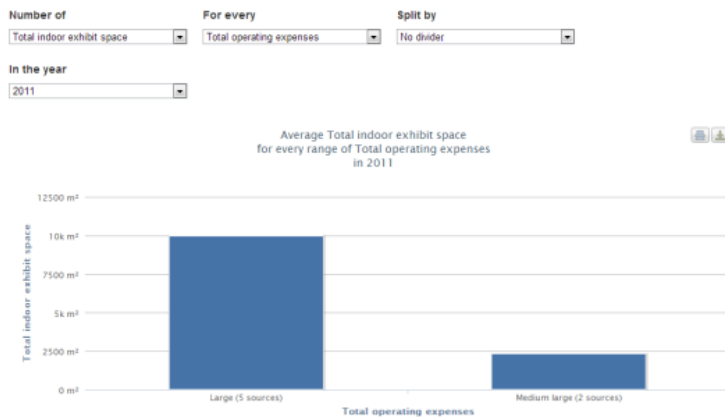
-> Scroll down the page, and you see your chart appear.

-> Try changing the fields in the drop-down menus and you see changes appear on the chart automatically.

-> Add new chart(s) to your set by dragging another chart icon to another of the grey boxes.

How can I add a legend to any chart with the average figures?

Try adding a table (the first chart icon) to your visualization set and simply set the same parameters as the chart for which you wish to add a legend.



How can I print or export individual charts?

By clicking one of these icons at the top right of each chart:



How can I print or export my full data visualization?

Once you are happy with your selection of visuals, click "View data visualization set" at the foot of the page. You can then print or export your set by clicking the appropriate icons or make any further changes using the options provided.

When I make a visualization, why don't I see data for every category / country?

The tool is designed to protect the data of members. If a selection is made which includes fewer than three institutions, it is not possible to visualize this data. So for example, if you want to see data about Estonian museums, but only two museums in Estonia have uploaded information, you will be told there are "not enough sources". The tool relies on more than two institutions per category uploading data (also to provide more useful results).

How can I add the actual average figures to my graph?

Try creating a table using the same data. It's the first option on the Select Visuals page. Just drag the table icon to one of the grey boxes and set the parameters to the same as the graph for which you want to show the average figures – it can work as a kind of legend.

How should I make sure the data I use is reliable?

Ecsite Stats data always use the latest data entered by members. This data may change as more and more members add their latest information, but the graphs you export on Ecsite Stats will always mention the number of sources for each figure. Of course, the more sources you use, the more reliable the data is. Please bear this in mind when you are using data from Ecsite Stats.