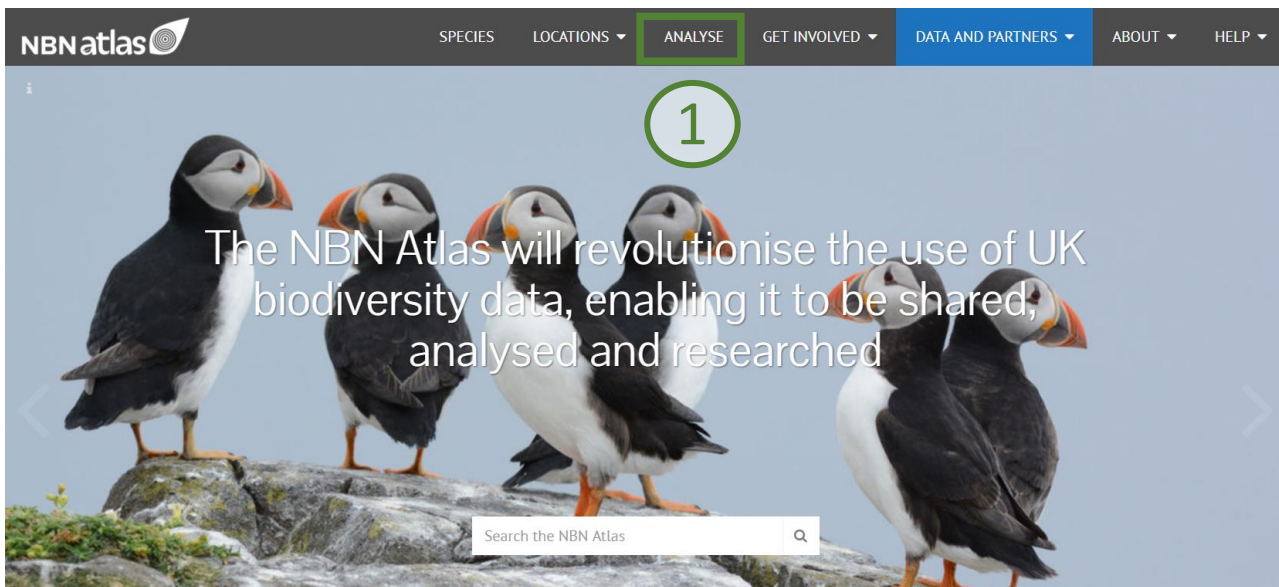


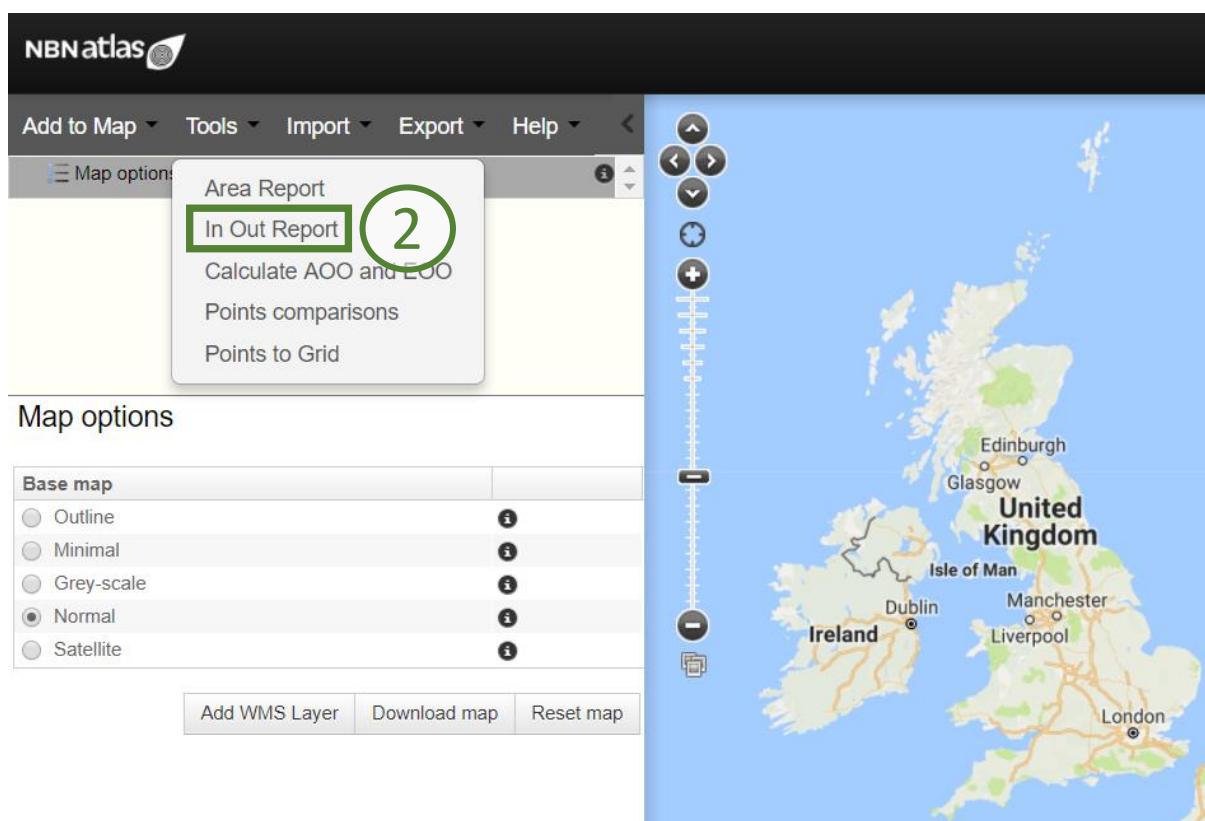
NBN Atlas – Spatial Portal: In-Out Reports

-In-Out Reports are spreadsheets produced by the Spatial Portal which compare which species are shared across two areas.

-Navigate to the Spatial Portal from the NBN Atlas homepage by clicking 'Analyse' at the top of the screen (1).



-Click 'Tools' in the top left of the screen, and select 'In-Out Report' (2).



-Select the species you want to compare. You can choose to compare all species in the NBN Atlas, pick a species group (Mammals, Birds etc.) by clicking **'Lifeform'**, create a new species list, or use an existing one **(3)**. Click **'Next'**.

-Select two areas to compare. You can select the currently displayed extent or any areas you have already defined **(4)**.

-If you select **'(2 areas) In/Out of a contextual layer'**, the two areas will be counted as inside and outside of a chosen layer **(5)** (See **'Layers'**). Select a layer from the menu **(7)**, then click **'Next'**.

-You can define a new area, by selecting **'Define new area'** **(6)** and clicking **'Next'**. You will be presented with the drawing tools menu **(8)**. Repeat this step if you wish to define a second new area.

-You will be prompted to download a **.csv** spreadsheet containing the report.

-Upon opening the report, you will find a summary at the top, giving the size of each area, and the number of species and species occurrences **(9)**.

-Below this, you will be shown the number of species found only in each of the areas, then the number of species found in both **(10)**.

-The final section lists all species found during the report with information on taxonomic classification **(11)**. The final two columns tell you whether they are found in each of the two areas **(12)**.

	A	B	C	D	E	F	G	H	I	J	
1	Species	Area name	Sq km	Occurrences	Species						
2	All species	Area 1	4629.8	3794179	12271	9					
3	All species	Area 2 (Area 2)	3423.45	5501101	13017						
4											
5											
6	Species found only in Area 1	4005									
7	Species found only in Area 2	4795									
8	Species found in both areas	8207									
9											
10	Species Name	Scientific Name	Authorship	Kingdom	Phylum	Class	Order	Family	Genus	Area 1	Area 2
11	Clinopodium vulgare	L.		Plantae	Tracheophyta	Magnoliopsida	Lamiales	Lamiaceae	Clinopodium	found	found
12										found	found
13	Celaena haworthii	(Curtis, 1829)		Animalia	Arthropoda	Insecta	Lepidoptera	Noctuidae	Celaena	found	found
14	Lepidium coronopus	(L.) Al-Shehbaz		Plantae	Tracheophyta	Magnoliopsida	Brassicales	Brassicaceae	Lepidium	found	found
15	Hymenoscyphus imberbis	(Bull.) Dennis		Fungi	Ascomycota	Leotiomycetes	Helotiales	Helotiaceae	Hymenoscyphus	found	found
16	Macroglossum stellatarum	(Linnaeus, 1758)		Animalia	Arthropoda	Insecta	Lepidoptera	Sphingidae	Macroglossum	found	found
17	Arcyria cinerea	(Bull.) Pers.		Protozoa	Myxogastrea		Trichiida	Arcyriaceae	Arcyria	found	found
18	Callitriche platycarpa	KÄtz.		Plantae	Tracheophyta	Magnoliopsida	Lamiales	Plantaginaceae	Callitriche	found	found
19	Descurainia sophia	(L.) Webb ex Prantl		Plantae	Tracheophyta	Magnoliopsida	Brassicales	Brassicaceae	Descurainia	found	found
20	Acanthis flammea subsp. flammea	(Linnaeus, 1758)		Animalia	Chordata	Aves	Passeriformes	Fringillidae	Acanthis	found	found
21	Delichon urbicum	(Linnaeus, 1758)		Animalia	Chordata	Aves	Passeriformes	Hirundinidae	Delichon	found	found
22	Venturia rumicis	(Desm.) G. Winter		Fungi	Ascomycota	Dothideomycetes	Venturiales	Venturiaceae	Venturia	found	found
23	Polyploca ridens	(Fabricius, 1787)		Animalia	Arthropoda	Insecta	Lepidoptera	Drepanidae	Polyploca	found	found
24	Naucoria salicis	P.D. Orton		Fungi	Basidiomycota	Agaricomycetes	Agaricales	Strophariaceae	Naucoria	found	found
25	Plagiomnium cuspidatum	(Hedw.) T.J.Kop.		Plantae	Bryophyta	Bryopsida	Bryales	Plagiomniaceae	Plagiomnium	found	found
26	Psallus (Mesopsallus) ambiguus	(FallÄn, 1807)		Animalia	Arthropoda	Insecta	Hemiptera	Miridae	Psallus	found	found
27	Alisma lanceolatum	With.		Plantae	Tracheophyta	Magnoliopsida	Alismatales	Alismataceae	Alisma	found	found
28	Resupinatus applicatus	(Batsch) Gray		Fungi	Basidiomycota	Agaricomycetes	Agaricales	Tricholomataceae	Resupinatus	found	found