

Ketso Data Recording & Analysis Template

Basic Information About the Workshop - Steps

1. Enter title of the workshop here
2. Enter the themes on the branches here
3. Enter the colour codes for different meanings for leaves here (if different)

Note: you can then hide this information for the data entry by pressing the button [-] here (you can go back to showing the information by pressing this button again)

The screenshot shows the following data in the 'Branch Category' table:

Branch Category	Colour	Meaning	Proportion of all leaves
Economics	Brown	Existing assets	25%
Activities	Green	Future possibilities	25%
Society	Grey	Problems	25%
Environment (built)	Yellow	Goals	25%
Spare6th			
Spare7th			
Spare8th			
Spare9th			
Spare10th			
Spare11th			
Spare12th			
Other			

The 'Leaf Legend' table is as follows:

Colour	Meaning
Brown	Existing assets
Green	Future possibilities
Grey	Problems
Yellow	Goals

The main data entry table (rows 18-22) is:

Group N°	Category on Branch	Leaf Colour	Meaning	Participants' Ideas (written on leaf)	Comments / Questions (white tags)	Importance	Advances Goals
1	Economics	Brown	Existing assets	1st idea from leaf	comment about first leaf (if there is one)		
1	Activities	Green	Future possibilities	2nd idea			
1	Society	Yellow	Goals	3rd idea			
1	Environment (built)	Grey	Problems	4th idea			

Entering the Outcomes of the Workshop - Steps

Note: each row in this data entry area represents a leaf on the felt

4. Enter a number per felt (if there is more than one felt), so you can sort ideas later
5. Use the drop down box to show which themes on the branches you entering data for
6. Use the drop down box to show which colour leaf you are entering data for
7. Write the information on the leaf here
8. If there is an icon/s pointing at the leaf, enter a number here

Note: if the formats and colour codes have problems, you can press the fix formats and formulas button. You need to have macros enabled (medium or low security).