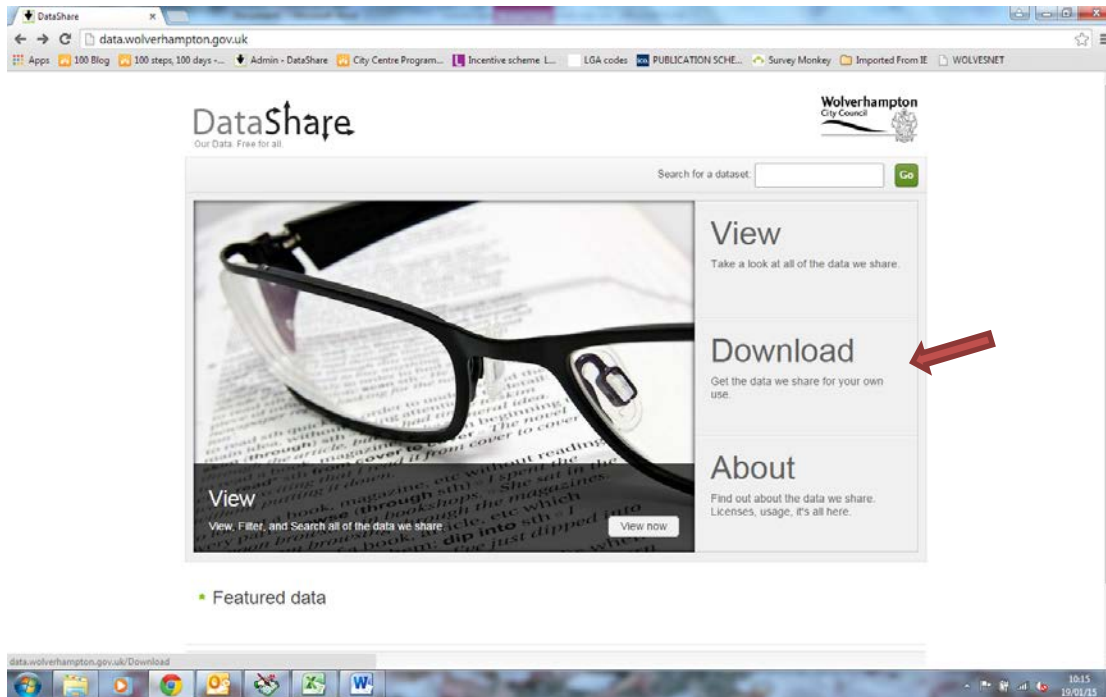
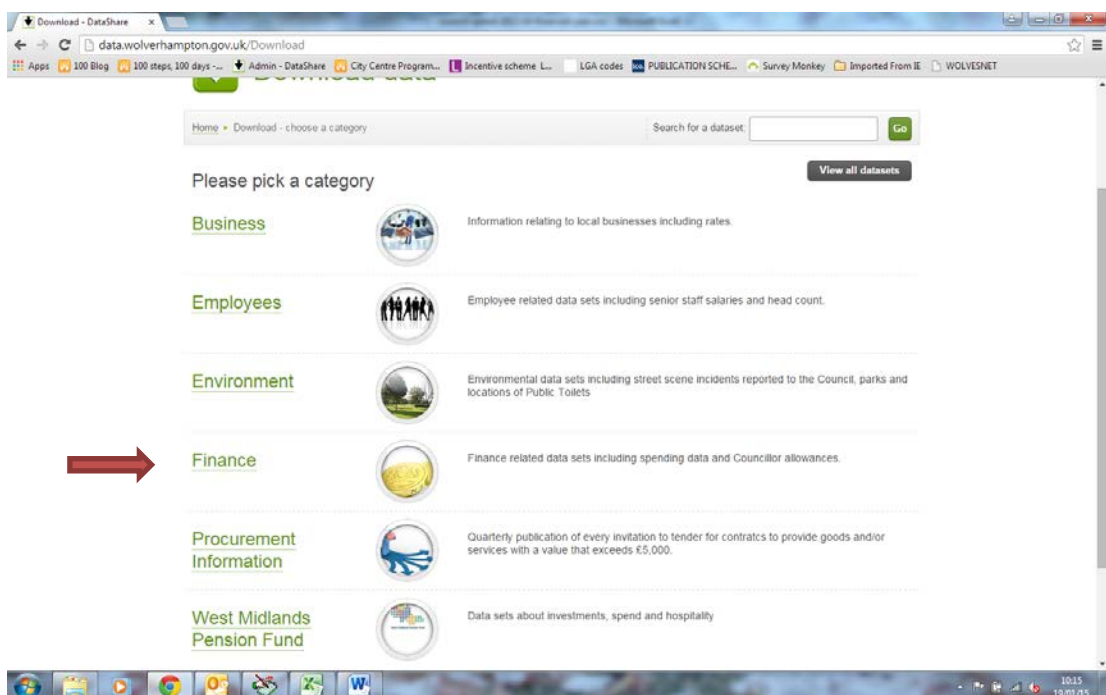


To search for specific information in a data set you need to follow the following steps:

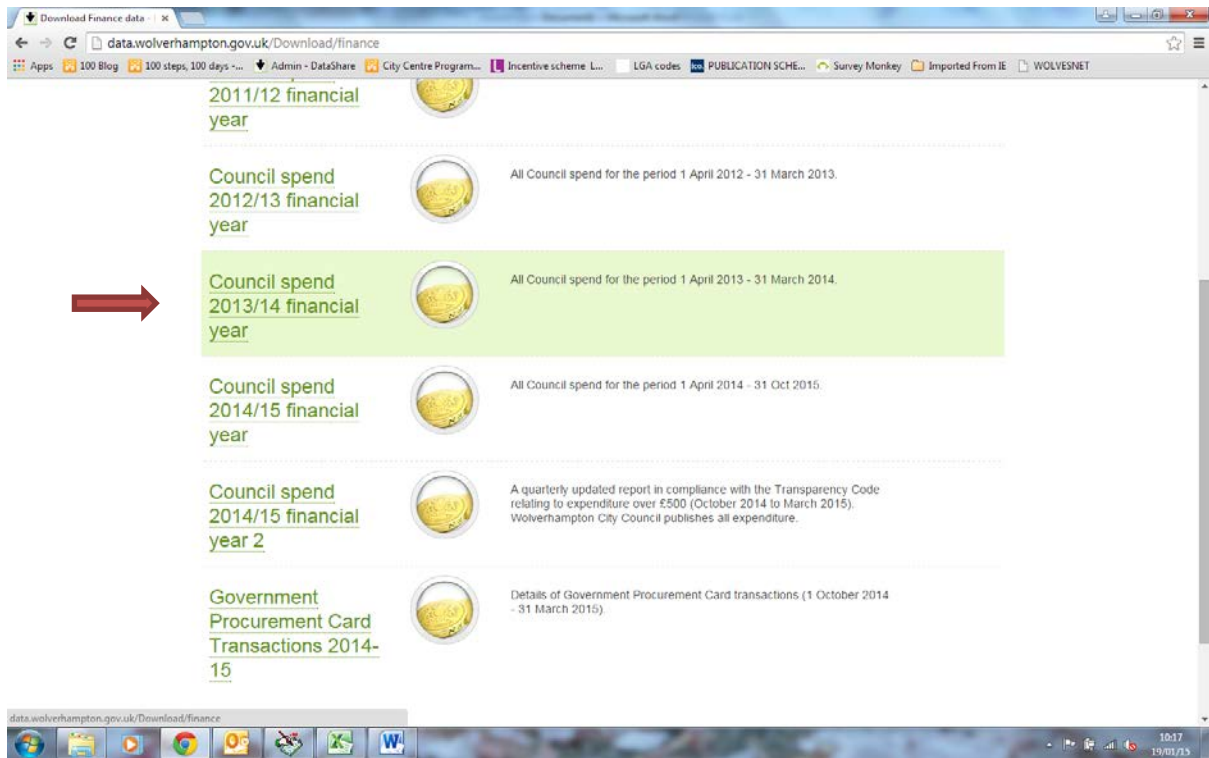
1. Log onto the Data Share homepage : <http://data.wolverhampton.gov.uk/>
2. Click on the Download box on the home page



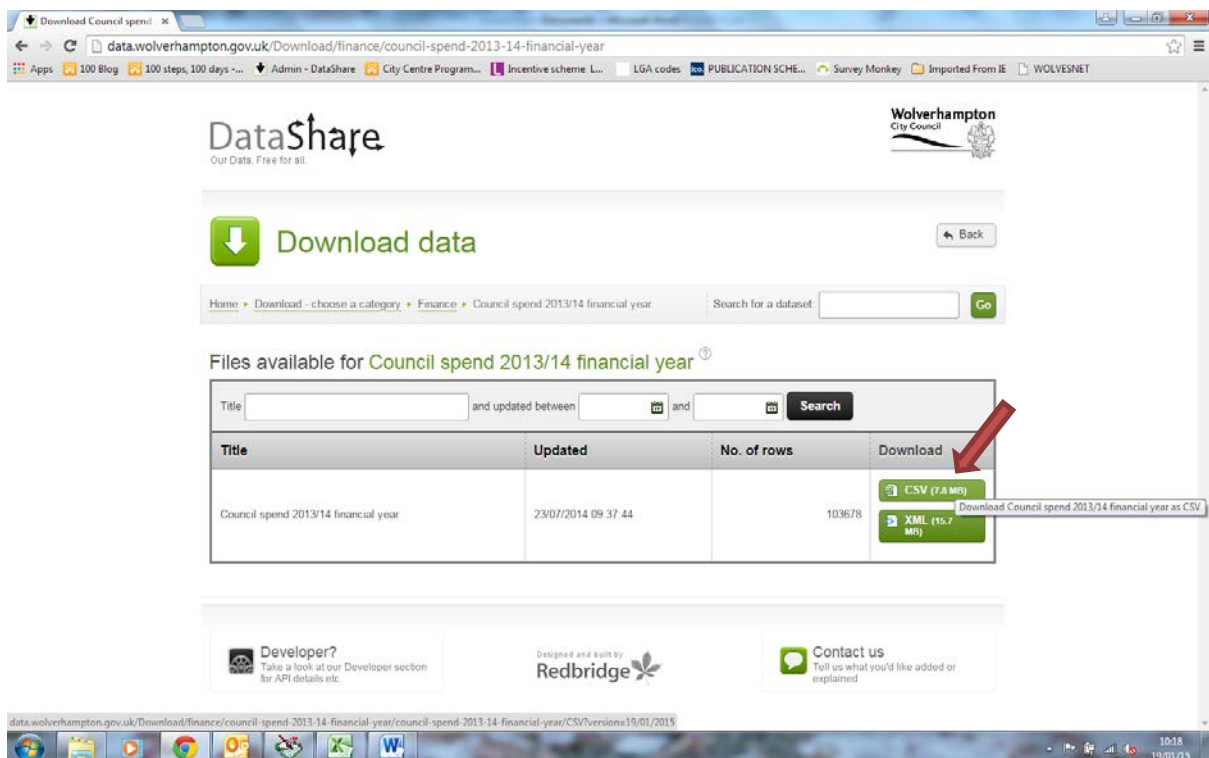
3. Click on the icon of the relevant area you are interested in, e.g. finance.



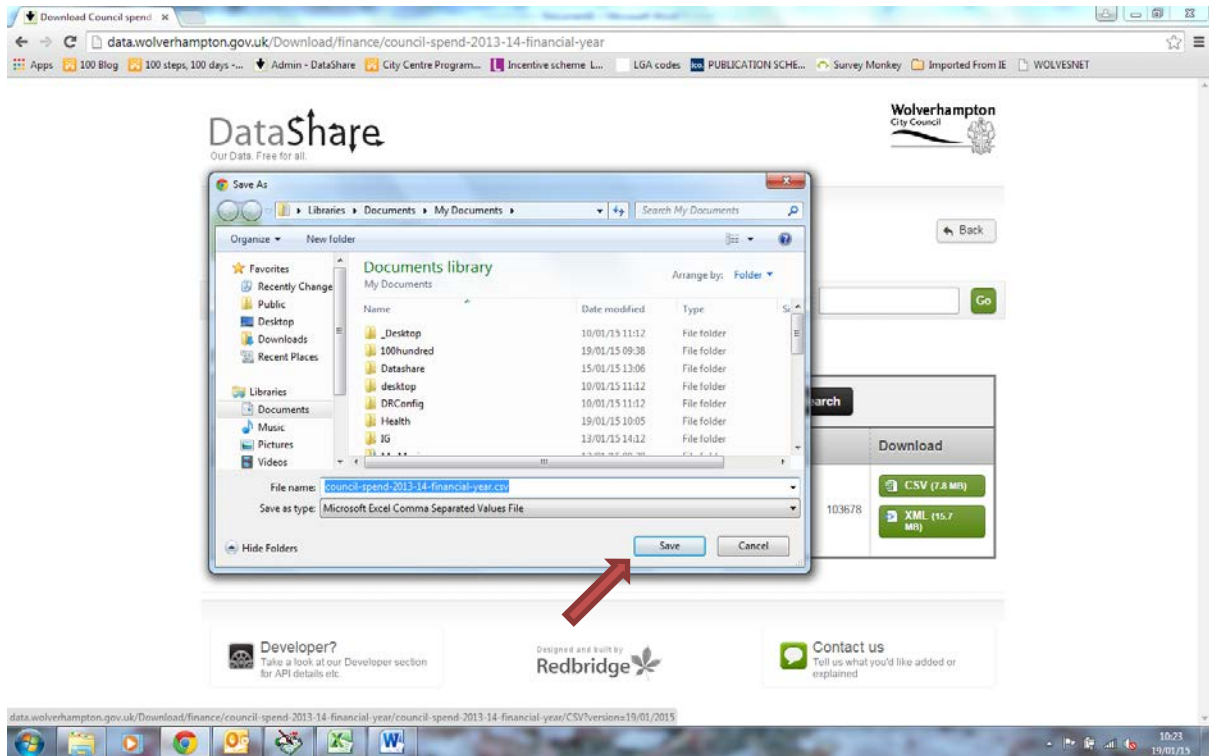
4. Click in the time period or the icon that is most relevant to your search, e.g. Spend 2013/14.



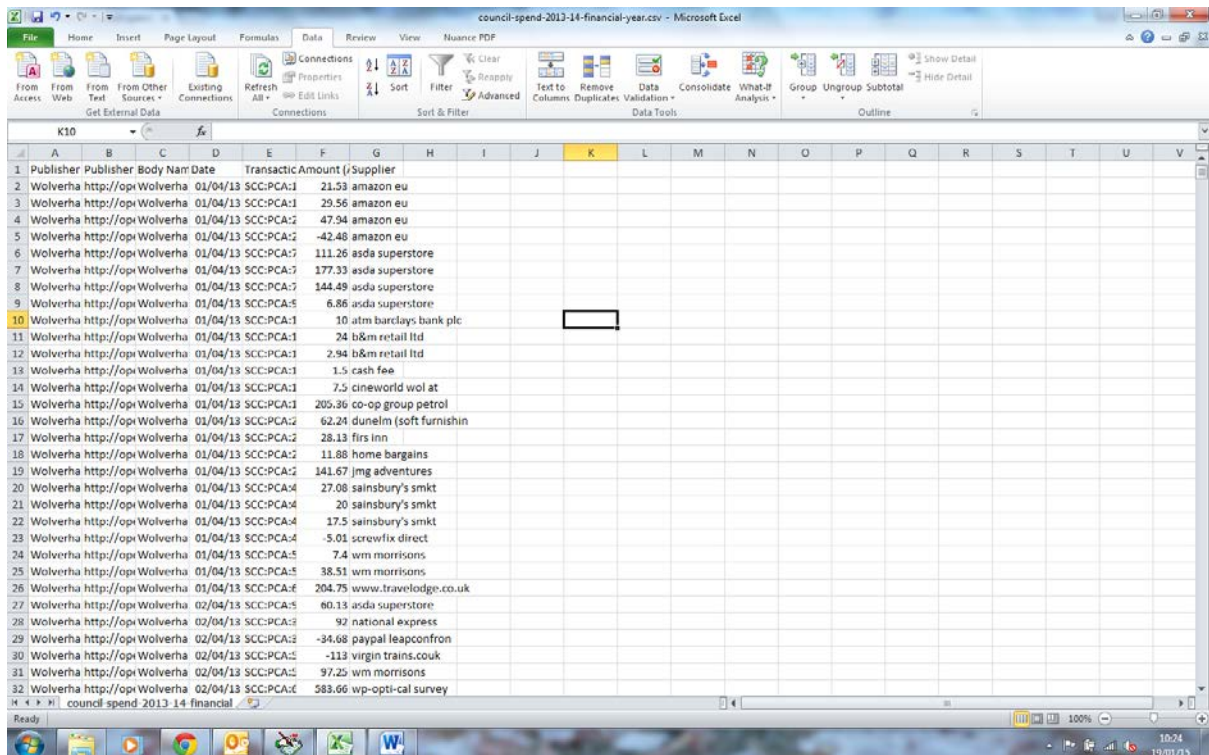
5. You will now be able to download the file containing the information by clicking on the CSV button in the column headed Download.



- You should then save this file to your computer in a convenient place by clicking save when the box opens automatically on your screen.



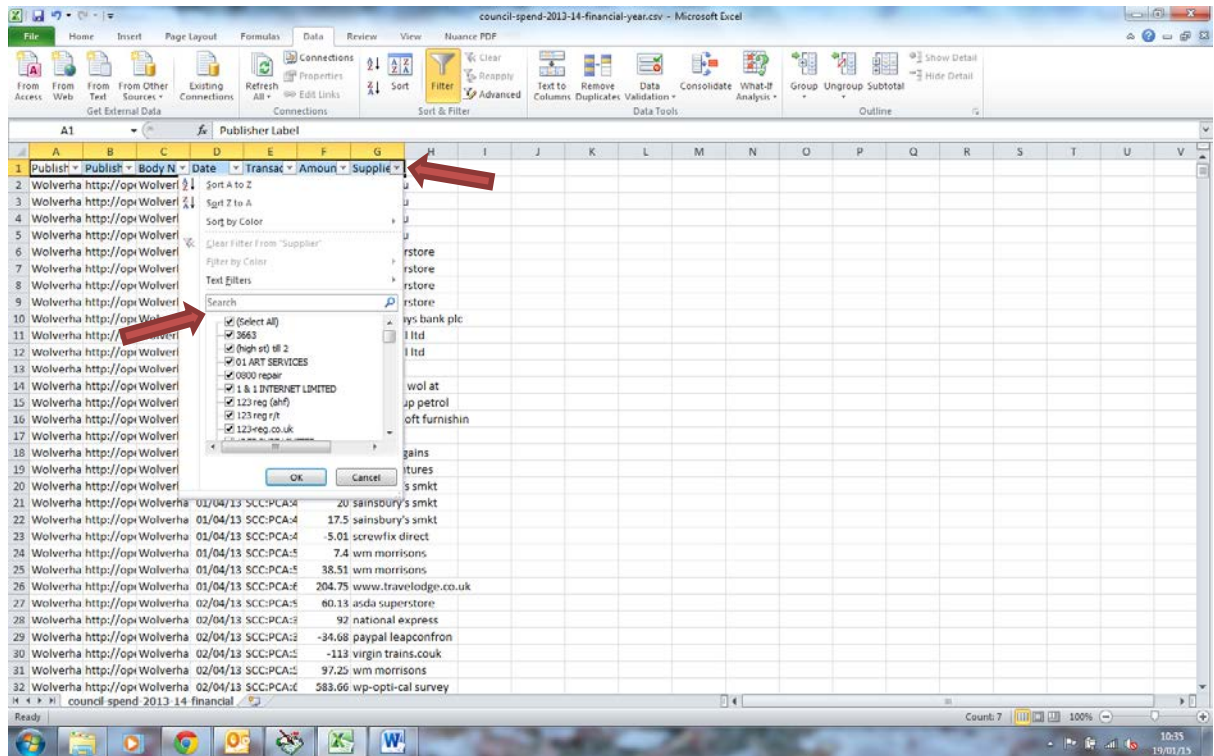
- Open your file in excel. When the file opens the columns will be too narrow for the information – you can widen them if you like by dragging the lines at the top of the columns.







10. Click on the small grey box column most relevant to the information you are searching for, e.g. supplier. You will then be able to type manually the name of the service you want to find out about e.g. amazon eu.



11. You will then have filtered the data to find your specific information.

