

## Guidance Note

### How to use the Guidance Material

The guidance notes for the Nexus Environmental Assessment Tool (NEAT+) are structured into seven parts:

#### 01 What is the NEAT+?

#### 02 How to use the NEAT+ offline, with MS Excel only

This guidance note contains the step-by-step process to generate an offline environmental assessment using the NEAT+ by entering data directly into MS Excel.

- Use the '**07.04 NEAT+ Excel Data Entry**' file

#### 03 How to use the NEAT+ with KoBo Toolbox

This guidance note provides detailed information on how to test and use the NEAT+ with the open source [KoBo Toolbox](#) data collection software.

- **03.01** This specific guidance note is an annex intended for users collecting data on mobile devices and tablets.
- **03.02 NEAT+ images:** These images are to be uploaded onto KoBo Toolbox so that users can include them into their own NEAT+ forms.
- **07.01 / 07.02 / 07.03** Use the MS Excel files according to the instructions

#### 04 Considerations when using the NEAT+

This guidance note describes the different operational, strategic and advocacy purposes NEAT+ serves and how it can be incorporated into a humanitarian organization's procedures. Note that a separate NEAT+ process document is available on the [NEAT+ homepage](#) and in this guidance package.

#### 05 How to adapt the NEAT+ for specific organizational needs

This guidance note provides a technical explanation of the NEAT+ backend and describes how humanitarian organizations can modify the tool to adapt it to their specific needs and requirements.

#### 06 Geospatial guidance notes

These guidance notes provide information on how to use Geographic (or Geospatial) Information Systems (GIS) to obtain information when completing a NEAT assessment. Guidance note 06.01 details the collection of spatial data using MapX and guidance note 06.02 focuses on collecting spatial data using Google Earth Pro.

#### 07 Excel xlsx files

NEAT+ is available in three languages: English, French and Spanish. For each of the languages, the following Excel files are available:

- **07.01 NEAT+ Sensitivity Module** file for KoBoToolbox (used to create a project form on KoBoToolbox)
- **07.02 NEAT+ Activity Module** file for KoBoToolbox (used to create a project form on KoBoToolbox)
- **07.03 NEAT+ KoBo Data Entry** sheet for generating the results – with KoBoToolbox Data collection option
- **07.04 NEAT+ Excel Data Entry** sheet for generating the results – with Excel only

Use the files as described in the instructions or click on the following link to watch the video on How to use the NEAT+, which demonstrates the individual steps for users in detail:

<https://youtu.be/vRzjh9eQUTA>