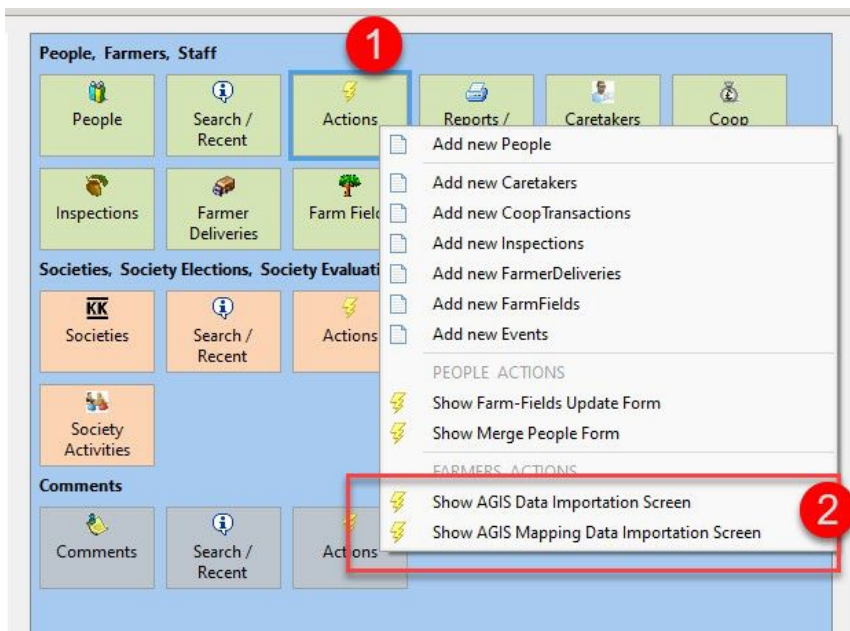# Working with the "Import AGIS Data" Screen

> Once data has been imported from the CSV files into the "importation" data-tables, users can open a Rapid Entry Grid screen to process and import the data into the main database.
> This step is added to allow some cross-checking and updating to be done prior to the importation process.

Accessing the AGIS Importation screen

1. Find the "People, Farmers, Staff" Business Object, and click on the "Actions" tab.

2. In the list that appears, select "Show AGIS Importation Screen" or "Show AGIS Mapping Data Importation Screen".

The AGIS Data Importation Screen (Rapid Entry Grid)

AGIS Data Importation Screen

Note that only data in the Raw-data tables which contain **valid Society-Station-Marks** will be shown in the screen. If data has been imported for farmers and their society is **not yet** imported, they will be left in the Raw-data table, until the next time the Importation process is run.

1. The main grid. This contains **all** records in the "ImportInspections" KKSys data-table which have been imported from AGIS in a "raw data format" and have **not** yet been imported into the KKSys database.

2. As the user selects one farmer from the upper grid, that farmer's farm-fields are displayed. The farm-fields grid draws it's data from the "ImportedFarmFields" KKSys data-able. These records have been imported in a raw data format and have not yet been imported into the KKSys database.

3. The "Post" toolbutton on the main toolbar of the Rapid Entry Grid will iterate through the whole grid and add **all the records.**

Steps in checking the AGIS data

Attempt to locate farmer

When the Rapid Entry Grid opens, KKSys will attempt to link records to existing farmers in KKSys.

If none is found the Grid will show "-Farmer Not Found-" in the "KK-Farmer" column.

When a farmer **is** found, (as at 1., in the image) the grid will show the ID of this farmer, and their name as it is stored in KKSys.

This matching is done using the KKIDNum. If the KKIDNum is entered incorrectly, a farmer may end up entered into KKSys twice, with 2 different KKIDNums.

Checking farmer's names match

There can also be cases where KKSys finds a farmer, but the **names** do not match. This can be due to spelling errors, small changes in how people record names, or because of a mistake.

If the "FarmersMatch" column (shown at 1., in the image) shows a tick, then the KKIDNum **and** name of the farmer are both the same.

At this step, users of KKSys should check that the non-matching farmers have not been entered wrongly. The data in the grid can be edited if needed.

Farmers and Inspections Data Importation

Imported data

The importation process will also import date-of-birth, Ghana ID Card Number, a farmer's mobile phone number and gender. (1., in the image)

The Household Size, count of number of farms and count of number of workers (2., in the image) will be imported into the KKSys "Inspections" data-table, and linked to the current farmer.

Farmer's Acreage and Lat/Long

Farm-field data

If any farm-fields data is present for a given farmer, it will also be imported.

How the importation process works

Once the user has checked and edited the data as needed, they click "post". KKSys then works through the whole list of imported records and adds them to the database.

1. If Imported raw-data includes details of a society which is **not yet present** in KKSys, this data will not be shown during importation. It will be held in the raw-data table and accessed again the next time the importation process is run. Users should review the "Unimported Records" (details below) to assess Societies listed in the raw-data which are not present in KKSys and consider adding them.

2. If no Farmer is found on the KKSys side, a new farmer record will be added into KKSys.
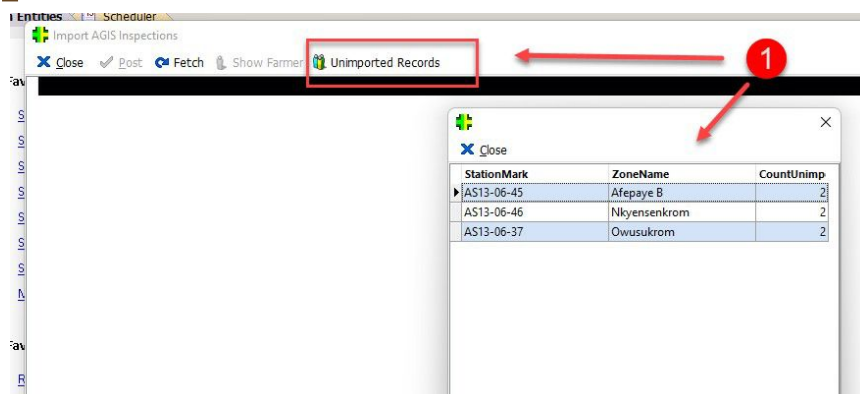
3. For farmer names, date of birth and gender new data always updates old data. For all other fields new data is added as new records. If a farmer already has a phone number in KKSys the data is first checked. If the AGIS number is the same nothing is done, if the AGIS number is different a **new record** is added with the new phone number. This allows farmers to have more than one phone number.

4. For "Inspection" data (Household-size etc.) a new record is always added. This allows KKSys to track a farmer over time and see how their social setting changes and improves.

5. For Farm-fields KKSys checks whether a field with the same latitude and longitude already exists. If it does, the record is **updated** in the database. Otherwise a new field is added.

6. Once a record has been imported, it is marked "Imported" in the ImportInspections and "ImportFarmFields" raw-data tables. Records in this table are not deleted. This ensures that a record of the data is maintained, but it is not repeatedly imported.

Unimported Records

When the list of records to import is displayed, not all records are shown. Only those with a "SocietyStationMark" which matches a Society in KKSys are shown.

This is done to avoid the risk / possibility of importing data and adding farmers who are "orphans" without links to a Society.

KKSys makes it possible to review the list of these Societies, which are present in the raw-data, but not present in KKSys.

AGIS "Unimported Records" Grid

1. In the AGIS Importation screen, click the "Unimported Records" button, a grid will open showing the list of "Zone" societies which are not present in KKSys, but are listed in the raw-data. Note that the "CountUnimported" column shows the **number** of farmers for each of these orphan Societies.

   To Fix this situation, simply ADD NEW societies with the Name and StationMark identical to those listed in the Unimported Records grid. OR edit the data in the raw-data grid to change Station-Marks to match societies which are already present.

AGIS Mapping Importation Screen (Rapid Entry Grid)

As well as the AGIS Inspection Importation Screen, KKSys also has the "Mapping" Importation screen, for times when mapping data is returned without linked Inspections data. This screen is shown below, loaded with test data. Its layout and function are very similar to the operation of the Inspection Importation screen, but it only imports data from the ImportFieldDetails Raw-data table, which contain latitude, longitude and acreages for the farmer's farms.

As with the Inspections importation process, if a row in the Raw-data table does not contain a link to a recognised record, the row will not be imported, but will be left until the farmer's details (KKIDNum) are added to KKSys.

KKSys AGIS Mapping Importation Screen

1. The grid will fill with data from the "ImportationsFieldDetails" raw-data that has been imported into KKSys.

2. Clicking "Post" will automatically transfer the data into the database "FieldDetails" data-table. The data will be linked to the farmer with the KKIDNum laid out in the table.