

# Managing AGIS Inspection Data Importation

KKSys includes tools to import data entered by field-officers using AGIS. This allows large scale importation of inspection data without re-keying. However, it is a technical process and care must be taken to ensure it is done properly. The following document gives a procedural guide to the steps to take in this process.

## Basic Steps in the process

1. Download AGIS spreadsheets, ideally with the correct columns as needed.
2. Prepare the sheets, by removing data which cannot be imported. This simply involves **deleting the top row** from the sheet.
3. Save the edited sheets as **CSV files** into the correct **Server Imports Store** folders on the server computer, where they can be imported.
4. Open KKSys and run the "Import AGIS Inspection Data" Action. This will ask you to enter the file names for the newly created CSV Files, and click "OK".
5. Data to be reviewed will then be added to the "Raw data" import tables in KKSys. Users can run the Rapid Entry systems to display this data on the screen, undertake a review of the uploaded rows, and correct data as needed.
6. Once you are happy with all the data on-screen, click the "Post" button on the Importation screens to import it. This will work through all the data checked in step 5., above and post it to permanent storage in the database's main "People", "Farmer", "Inspections" and "Farm-Fields" data-tables.

## Notes on running VBA in Excel

Many steps in the preparation of a spreadsheet are identical. If the work has to be done many times it can be very worthwhile to create **scripts** to undertake repetitive work.

A brief document explaining how to do this can be found here: [Programmatic manipulation of Excel Files \(www.orixa.co.uk/111799\)](http://www.orixa.co.uk/111799)

## Preparation of data from the downloaded AGIS Spreadsheets if they contain ADDITIONAL COLUMNS

Ignore the following section if the exported AGIS Excel files match your needs.

A	B	C	D	E	F	G	H	I	J	K	L
ObjectID	GlobalID	Farmers Firstname	Farmers Lastname	1.7 Farmer Sta	Farmer	AS13-06-46	AS13-06-46-004	Nynahin	Nkysensikrom (AS13-06-46)	Zone Name	Zone Name
1	0c322080-b661-4819-9546-4bd952a6611	JAMES	AMISA	old	004	AS13-06-46	AS13-06-46-004	Nynahin	Nkysensikrom (AS13-06-46)		
2	297d741c-e0de-4b11-8333-59069c5c1c19	DORA	TAABEA	old	004	AS13-06-46	AS13-06-46-004	Nynahin	Nkysensikrom (AS13-06-46)		
3	af1a11fb-e526-40e2-ac44-8aafcad58dc	OPPONG	DAVID	old	001	AS13-06-46	AS13-06-46-001	Nynahin	Nkysensikrom (AS13-06-46)		
4	617b2688-3025-404a-e335-718836676cd2	ANKOMA	JOSHUA	old	015	AS13-06-46	AS13-06-46-015	Nynahin	Nkysensikrom (AS13-06-46)		
5	4ad4e921-a7b0-4017-8a3a-620ff603e445	AKWASI	ADDAI	old	022	AS13-06-46	AS13-06-46-022	Nynahin	Nkysensikrom (AS13-06-46)		
6	67814181-7b79-44e9-9bcb-13a04790c752	AKUSIA	KOMENA	old	002	AS13-06-46	AS13-06-46-002	Nynahin	Nkysensikrom (AS13-06-46)		
7	74d7d5dd-c0d1-4500-b4f5-b002ca48cd4	AKUA	TUROYAANO	old	023	AS13-06-46	AS13-06-46-023	Nynahin	Nkysensikrom (AS13-06-46)		
8	11caaa60-7a65-4d4e-9812-373c53628cd	KWADWO	AYISI	old	019	AS13-06-46	AS13-06-46-019	Nynahin	Nkysensikrom (AS13-06-46)		
9	4a8f8118-38f7-4414-a7ab-11f43e77b0de	KWADWO	YOMBOR	old	013	AS13-06-46	AS13-06-46-013	Nynahin	Nkysensikrom (AS13-06-46)		
10	039ae0b8-4d79-4017-a54a-f8b2ab96decc	MENCY	AGYEWAA	old	006	AS13-06-46	AS13-06-46-006	Nynahin	Nkysensikrom (AS13-06-46)		
11	259166cb-dcf8-4f34-bd3b-9eb27b94e2f5	STEPHEN	BEA	old	007	AS13-06-46	AS13-06-46-007	Nynahin	Nkysensikrom (AS13-06-46)		
12	e5547c7b-8834-4992-9749-d5ea88c2424	YAW	BOAHEN	old	003	AS13-06-46	AS13-06-46-003	Nynahin	Nkysensikrom (AS13-06-46)		
13	e15a0a84-293d-42c3-a4aa-d0be0b997ad6	KOJO	LAAR	old	107	AS13-06-20	AS13-06-20-107	Nynahin	Boboso (AS13-06-20)		
14	1848489d-da3c-438f-b69f-9f7c5ec133ee	PAUL OBENG	AGYEMAN	old	070	AS13-06-20	AS13-06-20-070	Nynahin	Boboso (AS13-06-20)		
15	52e0a075-43e6-42ec-922a-6b5a4a407205	LAAR	LAAR	old	004	AS13-06-20	AS13-06-20-004	Nynahin	Boboso (AS13-06-20)		
16	b505e293-6b14-4770-a2cb-b92e0e13f35	AMODAKO	LAAR	old	015	AS13-06-20	AS13-06-20-015	Nynahin	Boboso (AS13-06-20)		
17	e58c82b-77f9-4dec-842f-4e994a6b0f17	AGNES	AWUA	old	090	AS13-06-20	AS13-06-20-090	Nynahin	Boboso (AS13-06-20)		
18	73ca80af-d6a8-405d-a808-d1cc51ea5eff	SAMUEL	MENSAH	old	018	AS13-06-20	AS13-06-20-018	Nynahin	Boboso (AS13-06-20)		
19	82278783-01e8-4106-86c1-9ea8a0d833a2	MARY	DONKOR	old	043	AS13-06-20	AS13-06-20-043	Nynahin	Boboso (AS13-06-20)		
20	af03607-304f-4c35-9f6b-7ef6de6b0f60	KONLAN	MOKTOKA	old	064	AS13-06-20	AS13-06-20-064	Nynahin	Boboso (AS13-06-20)		
21	c2c09331-4037-4838-96a9-319f8b360e83	AMANKWA	JOE	old	079	AS13-06-20	AS13-06-20-079	Nynahin	Boboso (AS13-06-20)		
22	f3036e5d-4845-4963-9611-1321cf6600c	MENU	FAUSTINA AFIA	old	108	AS13-06-20	AS13-06-20-108	Nynahin	Boboso (AS13-06-20)		
23	0520e6a7-df3d-4dbf-ac54-df0b0e519a9e	SUSUANA	DWUMAAH	old	064	AS13-06-20	AS13-06-20-064	Nynahin	Boboso (AS13-06-20)		
24	1455587c-310a-4a08-82fa-5f25d668e51d	ACHEAMPONG	GEORGINA	old	029	AS13-06-20	AS13-06-20-029	Nynahin	Boboso (AS13-06-20)		
25	099326c6-2e6d-470f-aad4-7ee0b0e5b19b	ALICE	DUFIE	old	013	AS13-06-20	AS13-06-20-013	Nynahin	Boboso (AS13-06-20)		
26	17177efc-4d7f-4e9f-52ab-1e11630ed2d6	KWAMU	ALPRED	old	009	AS13-06-20	AS13-06-20-009	Nynahin	Boboso (AS13-06-20)		
27	7f4f6ad6-e78f-4793-b88c-c36fde187491	ANANF	DWIMAAH	old	099	AS13-06-20	AS13-06-20-099	Nynahin	Boboso (AS13-06-20)		

AGIS Data in XL format

The image above shows the AGIS spreadsheet. Note that there are a very large number of columns (for all the questionnaire data gathered by field-officers). At present relatively few columns are imported into KKSys, but this may be extended in future.

1. The AGIS data includes a **KKIDNum**. This is the most critical field in the importation process, as it is used to link the AGIS data to a specific farmer in the KKSys database. During the importation process it is vitally important that this is cross-checked to ensure that it matches a value in KKSys. The importation process

1. assists with this, but cannot be fully automated.
2. The AGIS data includes a column "1.7 Farmer Status" which can have a small number of values. These values are used during the data importation process. An "old" farmer **should** already have their details included in KKSys. A "new" farmer **should not**. However it is possible for "old" farmers not to be present, or for "new" farmers to be present in the system. During the importation process KKSys tries to check for this, and match farmers to records in KKSys. Again, this cannot be fully automated and staff using KKSys need to cross-check data well.
3. The AGIS data includes a **GlobalID**. This is used during the importation process to match farmer and farm-field data together.

35	35	8d2/3892-0048-4e38-ad08-2d2c0/003001	BENNAKU
36	36	bf5fde45-404e-4269-9acb-15f1a5f879ae	MENSAH
37	37	7e4d4f0b-8fb6-4123-9113-a70c8be152d5	KUSI
38	38	2ae77f22-0054-4c3a-b4ee-5d16bd93649d	YAA
39	39	82h7f958-671e-4f9d-8757-5c36920e0951	YAA

Ready Accessibility: Good to go

AGIS Data sheets

Note that the Excel file has multiple tabs. You will prepare each one, and then save it separately.

The main Inspection data is on the first sheet. The linked details of each farmer's farm(s) is on the second sheet.

A	B	C	D	E
GlobalID	Hidden Zone	Hidden Farmer	1.17 Total Farm Acreage	
1 f59b596e-f7fe-4131-89fa-f7ce05eab24e	Nkyensenkrom (AS13-06-46)	JAMES AMISA	6	
2 34f54b3c-6eb8-4d28-8900-e1f5705d0628	Nkyensenkrom (AS13-06-46)	DORA TAABEA	15	
3 4e8783dc-6233-4d23-98cf-2321fcd641fb	Nkyensenkrom (AS13-06-46)	OPPONG DAVID	25	
4 c90d47cd-58b3-4574-a59d-d5541e24361f	Nkyensenkrom (AS13-06-46)	ANKOMA JOSHUA	4	
5 48d19eff-18bf-4caf-b5e1-4e30d0ac5481	Nkyensenkrom (AS13-06-46)	AKWASI ADDAI	4	
6 5a9d82e1-6af3-4d75-a9e6-367178096923	Nkyensenkrom (AS13-06-46)	AKOSUA KOMENA	7	
7 2aa9f4f9-9e9e-4545-a85e-f41e3ff37b7e	Nkyensenkrom (AS13-06-46)	AKUA TUROYAANO	4	
8 254ec0e6-d671-4d61-9901-28bc1d32fb82	Nkyensenkrom (AS13-06-46)	KWADWO AYISI	8	
9 df8a45db-cba3-482c-a506-d8ca6a288e61	Nkyensenkrom (AS13-06-46)	KWADWO YOMBOR	4	
10 1825c63d-e055-49b5-8ef0-23a719f06588	Nkyensenkrom (AS13-06-46)	MERCY AGYEIWAA	3	
11 d9abb436-70ff-4f34-84d0-a4a11b28e6c0	Nkyensenkrom (AS13-06-46)	STEPHEN BEA	9	
12 285d013e-dd96-44f4-8cae-eb047bc92dc6	Nkyensenkrom (AS13-06-46)	YAW BOAHEN	6	
13 75a9d5d6-092b-4920-b82f-1b8a53d75611	Boboso (AS13-06-20)	KOJO LAAR	2	
14 06dfdafd-5228-4176-8c15-cb556b56fbfb	Boboso (AS13-06-20)	KOJO LAAR	4	
15 39e2639d-2447-4266-bc19-05990d13072d	Boboso (AS13-06-20)	KOJO LAAR	3	
16 940d8d6b-0565-4d68-a980-dc2603c19ac3	Boboso (AS13-06-20)	PAUL OBENG AGYEMAN	3	
17 c2147903-e9f7-4c55-bf94-cfb44c76b79e	Boboso (AS13-06-20)	MENU LAAR	2	
18 18038358-eedd-4ec5-8e61-78097dd2f202	Boboso (AS13-06-20)	MENU LAAR	2	
19 ec162fb7-306d-4b0e-990a-d62948a69b06	Boboso (AS13-06-20)	AMOAKO LAAR	5	
20 5114c862-6abe-49ac-8cb2-1e4235a718d4	Boboso (AS13-06-20)	AMOAKO LAAR	4	
21 84a8506e-5faa-44c7-a8e5-41e9173ba597	Boboso (AS13-06-20)	AMOAKO LAAR	2	
22 6496fd9b-9172-4ac7-826e-96bc52955757	Boboso (AS13-06-20)	AGNES AWIJA	1	
23 e87e576-9b19-4fa9-a86b-b0db2dbbde61	Boboso (AS13-06-20)	SAMUEL MENSAH	5	
24 e4f3b105-875f-45c0-b028-d22a49c5dd5d	Boboso (AS13-06-20)	SAMUEL MENSAH	5	
25 adf54987-bfcl-4633-926f-f9a5b1ec59b5	Boboso (AS13-06-20)	SAMUEL MENSAH	5	
26 de5c6b1a-c9fb-4f99-9f16-2b0f87645121	Boboso (AS13-06-20)	SAMUEL MENSAH	3	
27 aa5c4bdc-0e51-4d95-aa06-fe5d9776da87	Boboso (AS13-06-20)	MARY DONKOR	3	
28 04c9e786-95d8-4d2d-a92b-b2fc67f8f312	Boboso (AS13-06-20)	AMA ATTAA	4	
29 2ba9a8a4-d985-484d-bfa7-5bf04669641f	Boboso (AS13-06-20)	KONLAN MOKTOKA	2	
30 1eb3e79f-221b-4d63-8ca4-9cb59e15a419	Boboso (AS13-06-20)	KONLAN MOKTOKA	2	
31 99f15b4c-1c1c-401e-98ad-12b25ce3c81	Boboso (AS13-06-20)	AMANKWAA JOE	2	
32 be49f4e6-750a-4185-a6da-969c40df75ea	Boboso (AS13-06-20)	MENU FAUSTINA AFIA	1	
33 d38b5efd-c385-4905-8edf-892bd28d49a0	Boboso (AS13-06-20)	SUSUANA DWUMAAH	5	
34 8f6f5db-9f7a-4629-bc0a-fda5fccc89c5	Boboso (AS13-06-20)	ACHEAMPONG GEORGINA	2	
35 6ca136bb-31b2-47a8-98f5-ab4c4e5ae1dd	Boboso (AS13-06-20)	ALICE DUFIE	3	
36 dd6edf5b-2fcb-450e-8d03-3141d9c60b52	Boboso (AS13-06-20)	KWAKU ALFRED	4	
37 53471ce8-b491-451f-a531-638080defd29	Boboso (AS13-06-20)	ANANE DWUMAAH	4	
38 008f757d-31e4-48fa-940d-75ca47318576	Boboso (AS13-06-20)	APPIAH TWUMASI	1	

Ready Accessibility: Good to go

Farm-Details Sheet

On the second sheet farmer farm-acreages are recorded.

1. Second sheet shows farm-details.
2. The farmer-name is carried over from the first sheet.
3. One farmer can have multiple rows in this sheet, dependent on the number of farms they have

On the farm-details sheet there is a "ParentGlobalID" column.

This column contains a "GUID" (Global Unique ID) which is the same as a GUID on the Inspections sheet.

Orixia will use these 2 UID columns to link the data when it is imported.

Nkyensenkrom (AS13-06-46)			
B	C	D	H
	Hidden Zone	Hidden Farmer	Reason kilo ParentGlobalID
31-89fa-f7ce05eab24e	Nkyensenkrom (AS13-06-46)	JAMES AMISA	117.5 0c32680-b661-4819-9546-4bdb952a6611
128-8900-e1f5705d0628	Nkyensenkrom (AS13-06-46)	DORA TAABEA	200 97d741c4-e0de-4b11-8333-59069ec51c19
123-98cf-2321cd641fb	Nkyensenkrom (AS13-06-46)	OPPONG DAVID	1543.5 af1a41fb-e526-40e2-ac44-8aafccad58dc
74-a59d-db541e2436f1	Nkyensenkrom (AS13-06-46)	ANKOMA JOSHUA	350 617d6268-3025-464a-a53c-71885867dcd2
4f-b5e1-4e30d0ac5481	Nkyensenkrom (AS13-06-46)	AKWASI ADDAI	250 4ad4d921-a74b-4017-8a3a-62dfda03cf45
175-a9eb-367178096923	Nkyensenkrom (AS13-06-46)	AKOSUA KOMENA	940.5 2f814181-7bf9-44e9-b9c8-13a04790c752
45-a80e-141a3ff3767e	Nkyensenkrom (AS13-06-46)	AKUA TUROYAANO	140.5 476d75dd-c0a1-4500-b4f5-b002caa4bcd4
361-9901-288c1d3278a2	Nkyensenkrom (AS13-06-46)	KWADWO AYISI	140 f1caaa60-7a65-4d4e-9812-373c5c3625c0
12c-a506-d8cafa288e61	Nkyensenkrom (AS13-06-46)	KWADWO YOMBOR	200 4af8a118-38f7-4414-a7ab-11f43e77bc8e
1b5-8ef0-23a719f06588	Nkyensenkrom (AS13-06-46)	MERCY AGYEIWAA	450 839eee89-4df9-4017-a64a-f862ab96decc
34-84d0-a4a11b28e6d0	Nkyensenkrom (AS13-06-46)	STEPHEN BEA	1125 259166cb-def8-4f34-bd3b-9eb2fb49e2f5
4f4-8cae-eb047bc92dc6	Nkyensenkrom (AS13-06-46)	YAW BOAHEN	400 e55407c0-8854-4992-9749-5ea89c2f424
320-b82f-1b8a53d75611	Boboso (AS13-06-20)	KOJO LAAR	250 e15a0a84-293d-42c3-a4aa-d0beb9997a6d
76-8c15-cb556b56bfbf	Boboso (AS13-06-20)	KOJO LAAR	375 e15a0a84-293d-42c3-a4aa-d0beb9997a6d
166-bc19-05990d13072d	Boboso (AS13-06-20)	KOJO LAAR	117.5 e15a0a84-293d-42c3-a4aa-d0beb9997a6d
168-a980-dc2603c19a3c	Boboso (AS13-06-20)	PAUL OBENG AGYEMAN	100 18484b9d-da3c-438f-b69f-9fc5ce313ee
55-bf94-cdb44c76b79e	Boboso (AS13-06-20)	MENU LAAR	15 92e062f5-43ed-42ec-922e-6b5ab440f205
ec5-8e61-7807dd27202	Boboso (AS13-06-20)	MENU LAAR	750 92e062f5-43ed-42ec-922e-6b5ab440f205
0ae-990a-d6284ba69b06	Boboso (AS13-06-20)	AMOAKO LAAR	750 b565c093-6b14-477d-a2cb-b92e06e11f35
1aa-8cb2-1e4235a718b4	Boboso (AS13-06-20)	AMOAKO LAAR	750 b565c093-6b14-477d-a2cb-b92e06e11f35
c7-a8e5-41e9173ba597	Boboso (AS13-06-20)	AMOAKO LAAR	375 b565c093-6b14-477d-a2cb-b92e06e11f35
c7-826e-96bc52955757	Boboso (AS13-06-20)	AGNES AWUA	250 ec658c2b-77f9-4dec-842f-4e994e4b0f17
a9-a86b-b0db2dbbddd	Boboso (AS13-06-20)	SAMUEL MENSAH	875 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
c0-b068-d22a9cd5dd5d	Boboso (AS13-06-20)	SAMUEL MENSAH	1375 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
33-926f-f9a5b1e59b5	Boboso (AS13-06-20)	SAMUEL MENSAH	1250 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
99-9f16-2b0f87645121	Boboso (AS13-06-20)	SAMUEL MENSAH	812.5 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
195-a06e-fe5d9776da87	Boboso (AS13-06-20)	MARY DONKOR	2187.5 82278783-01e8-4106-86c1-9ea8a0d833a2
1dd-a92b-b2f67f8f312	Boboso (AS13-06-20)	AMA ATTAA	1000 8ecb60ba-52cb-4398-b86e-6008f4f661ca
94d-bfa7-5bf0469941f	Boboso (AS13-06-20)	KONLAN MOKTOKA	375 afcb3607-b5af-4c35-9fe8-7cf6ceb0fe0
163-8c4d-9db59e15a419	Boboso (AS13-06-20)	KONLAN MOKTOKA	437.5 afcb3607-b5af-4c35-9fe8-7cf6ceb0fe0
1e-98ad-12bf25ce3681	Boboso (AS13-06-20)	AMANKWAA JOE	375 cc2d9031-6372-4033-9da4-319f3bb36063
185-a4da-969c40df75ea	Boboso (AS13-06-20)	MENU FAUSTINA AFIA	562.5 fd30e5a5-c845-49b3-9611-1321cfa6600c
105-86df-892d28d49a0	Boboso (AS13-06-20)	SUSUANA DWUMAAH	1375 0520eda7-dfa3-4dbf-ac54-df0b0e519a6e
29-b0a4-fda5fccc8c5	Boboso (AS13-06-20)	ACHEAMPONG GEORGINA	500 1455857c-310a-44b8-82fa-5f25d668e51d
7a8-98f5-ab4c4e5ae1dd	Boboso (AS13-06-20)	ALICE DUFIE	937.5 0993826c-2eed-47bf-aad4-7ee6b5e5b19b
0e-8d03-3141d9c60b52	Boboso (AS13-06-20)	KWAKU ALFRED	1625 1fc77e4c-4df7-4e9f-92a8-1e11d28ed2c6
11f-a531-638080defd29	Boboso (AS13-06-20)	ANANE DWUMAAH	1062.5 7f4f4adc-a578-4793-b88c-c36dce187a91
fe-a0dd-75ca77181976	Boboso (AS13-06-20)	APPIAH TWUMASI	500 ad7687b9-73ea-428f-98c8-8b6f05f937b9

Farm-Details Sheet GlobalID

A	B	C	D	E	F
Object	GlobalID				Farmer Lastname
1	0c332680-b661-4819-9546-4bdb952a6611				AMISA
2	97d741c4-e0de-4b11-8333-59069ec51c19				TAABEA
3	af1a41fb-e526-40e2-ac44-8aafccad58dc				DAVID
4	617d6268-3025-464a-a53c-71885867dcd2				JOSHUA
5	4ad4d921-a74b-4017-8a3a-62dfda03cf45				ADDAI
6	2f814181-7bf9-44e9-b9c8-13a04790c752				KOMENA
7	47dd75dd-c0a1-4500-b4f5-b002caa4bcd4				TUROYAANO
8	f1caaa60-7a65-4d4e-9812-373c5c3625c0				AYISI
9	4af8a118-38f7-4414-a7ab-11f43e77bc8e				YOMBOR
10	839eee89-4df9-4017-a64a-f862ab96decc				AGYEIWAA
11	259166cb-def8-4f34-bd3b-9eb2fb49e2f5				BEA
12	e55407c0-8854-4992-9749-5ea89c2f424				BOAHEN
13	e15a0a84-293d-42c3-a4aa-d0beb9997a6d				LAAR
14	18484b9d-da3c-438f-b69f-9fc5ce313ee				AGYEMAN
15	92e062f5-43ed-42ec-922e-6b5ab440f205				MENU
16	b565c093-6b14-477d-a2cb-b92e06e11f35				LAAR
17	ec658c2b-77f9-4dec-842f-4e994e4b0f17				AMOAKO
18	73ca80af-d6a8-405d-a808-d1cc91ea5e6f				AGNES
19	82278783-01e8-4106-86c1-9ea8a0d833a2				AWUA
20	afcb3607-b5af-4c35-9fe8-7cf6ceb0fe0				SAMUEL
21	cc2d9031-6372-4033-9da4-319f3bb36063				MENSAH
22	fd30e5a5-c845-49b3-9611-1321cfa6600c				MARY
23	0520eda7-dfa3-4dbf-ac54-df0b0e519a6e				DONKOR
24	1455857c-310a-44b8-82fa-5f25d668e51d				KONLAN
25	0993826c-2eed-47bf-aad4-7ee6b5e5b19b				MOKTOKA
26	1fc77e4c-4df7-4e9f-92a8-1e11d28ed2c6				AMANKWAA
27	7f4f4adc-a578-4793-b88c-c36dce187a91				JOE
28	ad7687b9-73ea-428f-98c8-8b6f05f937b9				MENU
29	048df9a-62a8-47ad-86e4-dda8b49af236				FAUSTINA AFIA
30					SUSUANA
					DWUMAAH
					ACHEAMPONG
					GEORGINA
					ALICE
					DUFIE
					KWAKU
					ALFRED
					ANANE
					DWUMAAH
					APPIAH
					TWUMASI
					KONLAAN
					CICELIA

Deleting un-needed Columns in Excel

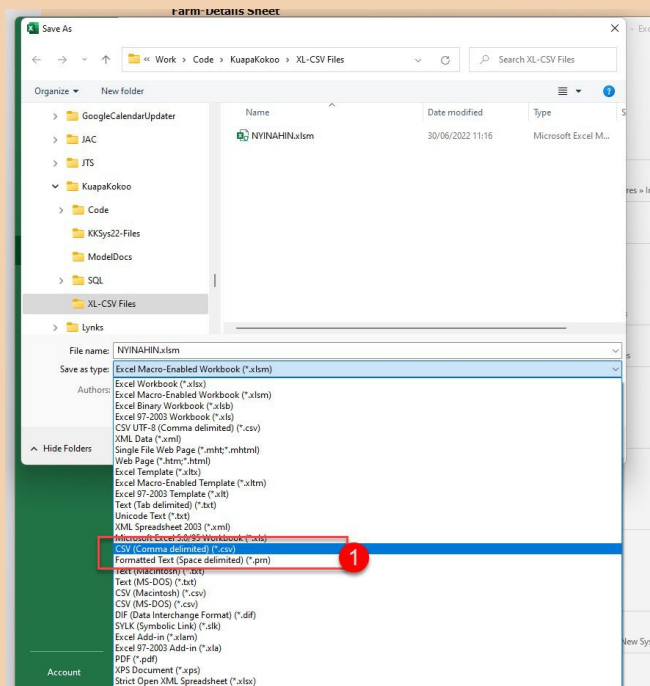
The user should delete rows which are not needed, and then save each sheet.

For simple jobs with just a few spreadsheets this can be done manually.

1. Select one or more column-headings.
2. Right click on the heading and select "Delete"

Then save the edited sheet as a CSV File.

Note that there are several different CSV options. Take care to save as "CSV" not as "CSV UTF-8" or "CSV Apple Mac" etc.



Save as CSV Format

## VBA Scripts to automate preparation of the files with column-removal, row removal and automated saving

For KKSys literally thousands of Excel files will have to be imported. This means that it will be too slow to manually remove the columns for every importation process.

Because of this, it is suggested that a VBA script is used to automate the process.

As mentioned above, a brief document explaining how to do this can be found here: [Programmatic manipulation of Excel Files](#)

### Script to delete the columns and first row and "SaveAs"

```
Sub DeleteColsAndSaveAsCSV( )
    Dim sh As Worksheet
    'deleting should be done "backwards", from right to left
    Set wrk = ActiveWorkbook.ActiveSheet
    wrk.Columns("CJ:CK").Delete
    wrk.Columns("AC:CG").Delete
    wrk.Columns("M:Q").Delete
    wrk.Columns("H").Delete
    wrk.Columns("D").Delete
    wrk.Columns("C").Delete
    wrk.Columns("A").Delete
    wrk.Rows("1").Delete
    ActiveWorkbook.SaveAs Filename:="C:\ServerStorePath\AddFileName-Inspection.csv",
    FileFormat:=xlCSV
End Sub
```

### Script to delete the first row and "SaveAs"

```
Sub DeleteColsAndSaveAsCSV( )
    Dim wrk As Worksheet
    'deleting should be done "backwards", from right to left
    Set sh = ActiveWorkbook.ActiveSheet

    wrk.Rows("1").Delete
    ActiveWorkbook.SaveAs Filename:="C:\ServerStorePath\AddFileName-FD.csv", FileFormat:=xlCSV
End Sub
```



**NOTE:**

Filename(s) must be changed prior to each use of the script.

Also: It is possible to change the script to delete different columns and rows if the column-layout of the source Excel file is updated or changes.

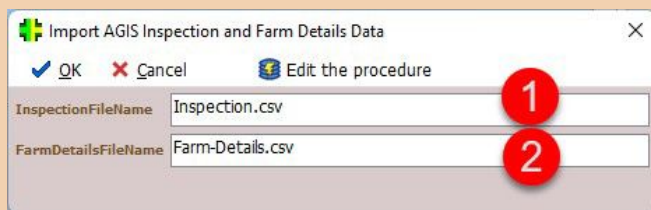
## Using the "Import AGIS Inspection and Farm Details Data" Action in KKSys

A System Procedure has been written to automate the first step of data-importation. In this step CSV file data is imported into temporary "importation" data-tables in KKSys. This allows it to be carefully checked and verified prior to full importation into the main database.



**Import AGIS Inspection and Farm Details Data**

1. On the System Entities Screen, click the "Societies" Actions.
2. In the list that appears click on the "Import AGIS ..." item



**Import Inspection / Farm Details data Procedure**

A form will open in which the name of the CSV files to be imported can be added. **Note that both files should already be saved in the "Imports" store on the server.**

1. Type the file-name of the CSV file for newly imported Inspection data.
2. Type the file-name of the CSL file for newly imported Farm-Details data

**NOTE:** You do not need to import BOTH Inspection and FarmDetails records every time the Import AGIS Data procedure is run. If one of the File-Names is left blank, KKSys will not try to import data for that table.