

# 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.

Objec	GlobalID	NYINAH	Farmer Firstna	Farmer Lastna	1.7 Farmer Sta	Farmer	I	J	K	L
1	0c332080-b661-4819-9546-4bd9b92a6611	JAMES	AMISA	old	004	AS13-06-46	AS13-06-46-004	Nyinahin	Nkyensenkrom (AS13-06-46)	
2	297d71c4-e0de-4b11-8333-59096e51c139	DORA	TAABEA	old	004	AS13-06-46	AS13-06-46-004	Nyinahin	Nkyensenkrom (AS13-06-46)	
3	af1a11fb-e526-40e2-ac44-8aafcaad58dc	OPPPONG	DAVID	old	001	AS13-06-46	AS13-06-46-001	Nyinahin	Nkyensenkrom (AS13-06-46)	
4	6170b268-3025-404a-e33c-71883670bc02	ANKOMA	JOSHUA	old	015	AS13-06-46	AS13-06-46-015	Nyinahin	Nkyensenkrom (AS13-06-46)	
5	4ad49921-a7b0-4017-8a3b-020ffca3045	AKWASI	ADDAI	old	022	AS13-06-46	AS13-06-46-022	Nyinahin	Nkyensenkrom (AS13-06-46)	
6	62f818181-7b79-44e9-9d9c-13a04790c752	AKOSUA	KOMENA	old	002	AS13-06-46	AS13-06-46-002	Nyinahin	Nkyensenkrom (AS13-06-46)	
7	74d7d5d1-c0a1-4500-b4f5-b002ca4bdcd4	AKUA	TURUYAANO	old	023	AS13-06-46	AS13-06-46-023	Nyinahin	Nkyensenkrom (AS13-06-46)	
8	f1caaa60-7a65-4d4e-9812-373c5c362c0d	KWADWO	AYISI	old	019	AS13-06-46	AS13-06-46-019	Nyinahin	Nkyensenkrom (AS13-06-46)	
9	4a98a118-38f7-4414-a7ab-11f43e77b08e	KWADWO	YOMBOR	old	013	AS13-06-46	AS13-06-46-013	Nyinahin	Nkyensenkrom (AS13-06-46)	
10	829aee0b-4d19-4017-a54a-f802a896dec	MERCY	AGYEWAA	old	006	AS13-06-46	AS13-06-46-006	Nyinahin	Nkyensenkrom (AS13-06-46)	
11	259186cb-def8-4f34-bd3b-9eb2f849e2f4	STEPHEN	BEA	old	007	AS13-06-46	AS13-06-46-007	Nyinahin	Nkyensenkrom (AS13-06-46)	
12	8c54470c-8854-4992-9749-d5ea88e2f424	YAW	BOAHEN	old	003	AS13-06-46	AS13-06-46-003	Nyinahin	Nkyensenkrom (AS13-06-46)	
13	e15a0a84-293d-42c3-a4aa-d0be9997a6d	KOJO	LAAR	old	107	AS13-06-20	AS13-06-20-107	Nyinahin	Boboso (AS13-06-20)	
14	1a84849d-d3ac-438f-b69f-9f0c5e313ee	PAUL	OBENG	old	070	AS13-06-20	AS13-06-20-070	Nyinahin	Boboso (AS13-06-20)	
15	52a6e025-43e5-43ec-922e-0b5a4a40f205	MENU	LAAR	old	004	AS13-06-20	AS13-06-20-004	Nyinahin	Boboso (AS13-06-20)	
16	b555e293-0214-4770-b2b9-b92e0e11f3f3	AMOAKO	LAAR	old	015	AS13-06-20	AS13-06-20-015	Nyinahin	Boboso (AS13-06-20)	
17	ae582b7c-77f9-4dec-842f-4e994a4b0f17	AGNES	AWUA	old	050	AS13-06-20	AS13-06-20-050	Nyinahin	Boboso (AS13-06-20)	
18	73ca80af-d6a8-405d-a808-d1cc1e5a8eef	SAMUEL	MENSAH	old	018	AS13-06-20	AS13-06-20-018	Nyinahin	Boboso (AS13-06-20)	
19	82278783-01e8-4106-86c1-9ea8a0d833a2	MARY	DONKOR	old	043	AS13-06-20	AS13-06-20-043	Nyinahin	Boboso (AS13-06-20)	
20	af0c9607-b5af-4c35-9f6b-7cfc0e6b0f60	KWILAN	MDKTOKA	old	064	AS13-06-20	AS13-06-20-064	Nyinahin	Boboso (AS13-06-20)	
21	22c259f931-4312-4933-9549-319f8b9369b3	AMANKWA	JOE	old	079	AS13-06-20	AS13-06-20-079	Nyinahin	Boboso (AS13-06-20)	
22	f30365a3-0845-4963-9363-13321cf6600c	MENU	FAUSTINA AFIA	old	108	AS13-06-20	AS13-06-20-108	Nyinahin	Boboso (AS13-06-20)	
23	0d20e2d3-dfa3-40bf-ac54-f8f0be519a6e	SUSUANA	DWUMAAH	old	064	AS13-06-20	AS13-06-20-064	Nyinahin	Boboso (AS13-06-20)	
24	1455857c-310a-4408-82fa-5f25d668e51d	ACHEAMPONG	GEORGINA	old	029	AS13-06-20	AS13-06-20-029	Nyinahin	Boboso (AS13-06-20)	
25	0993820c-2e6d-470f-aa04-7ee0b0e5b19b	ALICE	DUFIE	old	013	AS13-06-20	AS13-06-20-013	Nyinahin	Boboso (AS13-06-20)	
26	161774e4-40f1-4e0f-92a8-1e11630e5d5d	KWAKU	ALFRED	old	009	AS13-06-20	AS13-06-20-009	Nyinahin	Boboso (AS13-06-20)	
27	7f4f4dc6-478c-4781-b88c-36d5e187491	ANANF	DWIMAAH	old	109	AS13-06-20	AS13-06-20-109	Nyinahin	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	8a273892-0048-4e38-aa08-2d2d0003001		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	R2h7fr5R-671r-df9d-8757-5c36920e0951		YAA

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.

AGIS Data sheets

A	B	C	D	E
bjectID	GlobalID	Hidden Zone	Hidden Farmer	1.17 Total Farm Acreage
1	1	598596e-f7fe-4131-89fa-f7ce05eab24e	Nkyensenkrom (AS13-06-06)	JAMES AMISA
2	2	3f4554b3-e6b8-4d28-8900-e1f5705d0628	Nkyensenkrom (AS13-06-06)	DORA TAABEA
3	3	4e8783dc-6231-4d23-98cf-231fcd641fb	Nkyensenkrom (AS13-06-06)	OPPONG DAVID
4	4	c904d7cd-5883-4574-a59d-d5541e24361f	Nkyensenkrom (AS13-06-06)	ANKOMA JOSHUA
5	5	48d19eff-18f3-4d4f-b5e1-4e30d0ac5481	Nkyensenkrom (AS13-06-06)	AKWASI ADDAI
6	6	5a9d82e1-6af3-4d4f-b5e1-4e30d0ac5481	Nkyensenkrom (AS13-06-06)	AKOSUA KOMENA
7	7	2a99f4f8-9e9e-4545-a85e-f41e3ff37b7e	Nkyensenkrom (AS13-06-06)	AKUA TUROYAANO
8	8	254ec0de-d671-d661-9901-28bc1d32fb82	Nkyensenkrom (AS13-06-06)	KWADWO AYISI
9	9	df8a45db-cba3-482c-a506-d8ca6a288e61	Nkyensenkrom (AS13-06-06)	KWADWO YOMBOR
10	10	1825c63d-e055-49b5-8ef0-23a719f06588	Nkyensenkrom (AS13-06-06)	MERCY AGYEIWA
11	11	d9abb436-70ff-4f34-84d0-a4a11b28e6c0	Nkyensenkrom (AS13-06-06)	STEPHEN BEA
12	12	285d013e-dd96-44f4-8cae-eb047bc92d66	Nkyensenkrom (AS13-06-06)	YAW BOAHEN
13	13	75a9d5d6-092b-4920-b2f2-1b8a53d75611	Boboso (AS13-06-20)	KOJO LAAR
14	14	06dfdafd-5228-4176-8c15-cb556b56fbfb	Boboso (AS13-06-20)	KOJO LAAR
15	15	39e2f39d-2447-4266-bc19-05990d13072d	Boboso (AS13-06-20)	KOJO LAAR
16	16	940d8d6d-0565-4d68-a980-dc2603c19ac3	Boboso (AS13-06-20)	PAUL OBENG AGYEMAN
17	17	c2147903-e9f7-4c55-bf94-cd44c76b79e	Boboso (AS13-06-20)	MENU LAAR
18	18	18038358-eedd-4ec5-8e61-78097dd2f202	Boboso (AS13-06-20)	MENU LAAR
19	19	ec162fb7-306d-4b0e-990a-d62948a69b06	Boboso (AS13-06-20)	AMOAKO LAAR
20	20	5114c862-6abe-49aa-8cb2-1e4235a718d4	Boboso (AS13-06-20)	AMOAKO LAAR
21	21	84a8506e-5faa-44c7-88e5-41e9173ba597	Boboso (AS13-06-20)	AMOAKO LAAR
22	22	6496fd9b-9172-4ac7-826e-96bc52955757	Boboso (AS13-06-20)	AGNES AWIJA
23	23	e87e576-9b19-4fa9-a86b-b0db2dbdded	Boboso (AS13-06-20)	SAMUEL MENSAH
24	24	e4f3b105-87f1-45c0-b028-d22a49c5dd5d	Boboso (AS13-06-20)	SAMUEL MENSAH
25	25	adff4987-bf1c-4633-926f-f9a5b1ec9b05	Boboso (AS13-06-20)	SAMUEL MENSAH
26	26	de5c6b1a-c9fb-4f99-9f16-2b0f87645121	Boboso (AS13-06-20)	SAMUEL MENSAH
27	27	aa5c4bd-c0e51-4d95-aa06-fe5d9776da87	Boboso (AS13-06-20)	MARY DONKOR
28	28	04c9e786-95d8-4d2d-a92b-b2fc67f8f312	Boboso (AS13-06-20)	AMA ATTAA
29	29	2ba9a8a4-d985-484d-bfa7-5bf04669641f	Boboso (AS13-06-20)	KONLAN MOKTOKA
30	30	1eb3e79f-221b-4d63-8ca4-9cb59e15a419	Boboso (AS13-06-20)	KONLAN MOKTOKA
31	31	99f15bc4-1c1c-401e-98ad-12b725ce3c81	Boboso (AS13-06-20)	AMANKWAA JOE
32	32	be494e6-750a-4185-a8da-969c40df75ea	Boboso (AS13-06-20)	MENU FAUSTINA AFIA
33	33	d38b5efd-c385-4905-89df-892bd28d49a0	Boboso (AS13-06-20)	SUSUANA DWUMAAH
34	34	8f65f5db-9f7a-4629-bc0a-fda5f8cc8c5	Boboso (AS13-06-20)	ACHEAMPONG GEORGINA
35	35	6ca136bb-31b2-47a8-98f5-ab4c4e5ae1dd	Boboso (AS13-06-20)	ALICE DUFIE
36	36	dd6edf5b-2fcb-450e-8d03-3141d9c60b52	Boboso (AS13-06-20)	KWAKU ALFRED
37	37	53471ce8-b491-451f-a531-638080defd29	Boboso (AS13-06-20)	ANANE DWUMAAH
38	38	008f257a-31e4-48fa-94d1-75c4d7318576	Boboso (AS13-06-20)	APPIAH TWUMAAH

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

Farm-Details Sheet

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.

B	C	D	H
31-89fa-f7ce05eab24e	Hidden Zone	Hidden Farmer	Reason
128-8900-e1f5705d0628	Nyansenkrom (AS13-06-46)	JAMES AMISA	kilo ParentGlobalID
123-98cf-2321fcd641fb	Nyansenkrom (AS13-06-46)	DORA TAABEA	117.5 0c32680-b661-4819-9546-4bcb952a6611
74-a93d-db541e2436f1	Nyansenkrom (AS13-06-46)	OPPONG DAVID	200 97d741c4-e0de-4b11-8333-59069ec51c19
4f-b5e1-4e390ac5481	Nyansenkrom (AS13-06-46)	ANKOMA JOSHUA	15 3.5 af1a41fb-e526-40e2-ac44-8aafccad58dc
175-a9e6-36717809923	Nyansenkrom (AS13-06-46)	AKWASI ADDAI	350 617d6268-3025-464a-a53c-71885867dcd2
45-885e-f41e3ff7377e	Nyansenkrom (AS13-06-46)	AKOSUA KOMENA	250 4ad4d921-a74b-4017-8a3a-62dffa03cf45
361-9901-288c1d3278a2	Nyansenkrom (AS13-06-46)	AKUA TUROYAANO	90.5 2f814181-7bf9-44e9-b9c8-13a04790c752
12c-a506-d8cafa288e61	Nyansenkrom (AS13-06-46)	KWADWO AYISI	140.5 47d075dd-c0a1-4500-b4f5-b002caa4bcd4
1b5-8ef0-23a719f06588	Nyansenkrom (AS13-06-46)	KWADWO YOMBOR	140 f1caaa60-7a65-4d4e-9812-373c5c3625c0
34-84d0-a4a11b28e6d0	Nyansenkrom (AS13-06-46)	MERCY AGYEIWAA	200 4af8a118-38f7-4414-a7ab-11f43e77bc8e
4f4-8cae-eb047bc92d6c	Nyansenkrom (AS13-06-46)	STEPHEN BEA	450 839eee89-4df9-4017-a64a-f862ab96decc
320-b82f-1b8a53d75611	Boboso (AS13-06-20)	YAW BOAHEN	1125 259166cb-def8-4f34-bd3b-9eb2fb49e2f5
76-8c15-cb56b656bfbf	Boboso (AS13-06-20)	KOJO LAAR	400 e55407c0-8854-4992-9749-d5ea89c2f424
366-bc19-05990d130720	Boboso (AS13-06-20)	KOJO LAAR	250 e15a0a84-293d-42c3-a4aa-d0beb9997a6d
368-a980-dc2603c19ac3	Boboso (AS13-06-20)	PAUL OBENG AGYEMAN	375 e15a0a84-293d-42c3-a4aa-d0beb9997a6d
55-bf94-cdb44c76b79e	Boboso (AS13-06-20)	MENU LAAR	117.5 e15a0a84-293d-42c3-a4aa-d0beb9997a6d
ec5-8e61-7897fd027202	Boboso (AS13-06-20)	MENU LAAR	100 18484b9d-da3c-438f-b69f-9fcf5ce313ee
40e-990a-62548a6906	Boboso (AS13-06-20)	AMOAKO LAAR	15 92e062f5-43ed-42ec-922e-6b5ab440f205
aa-8cb2-1e4235a718d4	Boboso (AS13-06-20)	AMOAKO LAAR	750 92e062f5-43ed-42ec-922e-6b5ab440f205
c7-a8e5-41e9173ba597	Boboso (AS13-06-20)	AMOAKO LAAR	750 b565c093-6b14-477d-a2cb-b92e06e11f35
ic7-826e-96bc52955757	Boboso (AS13-06-20)	AGNES AWUA	375 b565c093-6b14-477d-a2cb-b92e06e11f35
a9-a86b-b0db2bdddelt	Boboso (AS13-06-20)	SAMUEL MENSAH	250 ec658c2b-77f9-4dec-842f-4e994e4b0f17
c0-b028-d22a9c5dd5d	Boboso (AS13-06-20)	SAMUEL MENSAH	875 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
33-926f-f9a5b1ec59b5	Boboso (AS13-06-20)	SAMUEL MENSAH	1375 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
99-9f16-2b0f87645121	Boboso (AS13-06-20)	SAMUEL MENSAH	1250 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
395-a806-fe5d9776da87	Boboso (AS13-06-20)	MARY DONKOR	812.5 73ca80af-d6a8-405d-a808-d1cc91ea5e6f
3dd-a92b-b2fc67f8f312	Boboso (AS13-06-20)	AMA ATTAA	2187.5 82278783-01e8-4106-86c1-9ea8a0d833a2
34d-bfa7-5bf0469941f	Boboso (AS13-06-20)	KONLAN MOKTOKA	1000 8ecb60ba-52cb-4398-b86e-6008f4661ca
463-8c44-9d59e15a419	Boboso (AS13-06-20)	KONLAN MOKTOKA	375 afcb3607-b5af-4c35-9fe8-7cf6ceb0fe0
1e-98ad-12b725c3e381	Boboso (AS13-06-20)	AMANKWAA JOE	437.5 afcb3607-b5af-4c35-9fe8-7cf6ceb0fe0
85-a4da-959c40df75ea	Boboso (AS13-06-20)	MENU FAUSTINA AFIA	375 cc2d9031-6372-4033-9da4-319f3bb36063
805-86df-892bd28d49a0	Boboso (AS13-06-20)	SUSUANA DWUMAAH	562.5 fd30e5a5-c845-49b3-9611-1321cfa6600c
29-b0a-fda5fccc8c5	Boboso (AS13-06-20)	ACHEAMPONG GEORGINA	1375 0520eda7-dfa3-4dbf-ac54-df0b0e519a6e
7a8-98f5-ab4c4e5ae1dd	Boboso (AS13-06-20)	ALICE DUFIE	500 1455857c-310a-44b8-82fa-5f25d668e51d
0e-80d3-314d9c60b52	Boboso (AS13-06-20)	KWAKU ALFRED	937.5 0993826c-2eed-47bf-aa4d-7ee6b5e5b19b
1f-a531-638080defd29	Boboso (AS13-06-20)	ANANE DWUMAAH	1625 1fc77e4c-4df7-4e9f-92a8-1e11d28ed2c6
fa-a0ad-75ca47718576	Boboso (AS13-06-20)	APPIAH TWUMASI	1062.5 7f4f4adc-a578-4793-b88c-c36dce187a91
section_0	farm_details_1	caretaker_info_2	500 ad7687b9-73ea-428f-98c8-8b6f059f37b9

Farm-Details Sheet GlobalID

A	B	C	D	E	F
1	Objec	GlobalID	to	NY	Farmer Lastnam
2	1	0c332680-b661-4819-9546-4bcb952a6611			AMISA
3	2	97d741c4-e0de-4b11-8333-59069ec51c19			TAABEA
4	3	af1a41fb-e526-40e2-ac44-8aafccad58dc			DAVID
5	4	617d6268-3025-464a-a53c-71885867dcd2			JOSHUA
6	5	4ad4d921-a74b-4017-8a3a-62dffa03cf45			ADDAI
7	6	2f814181-7bf9-44e9-b9c8-13a04790c752			KOMENA
8	7	47d075dd-c0a1-4500-b4f5-b002caa4bcd4			TUROYAANO
9	8	f1caaa60-7a65-4d4e-9812-373c5c3625c0			AYISI
10	9	4af8a118-38f7-4414-a7ab-11f43e77bc8e			YOMBOR
11	10	839eee89-4df9-4017-a64a-f862ab96decc			AGYEIWAA
12	11	259166cb-def8-4f34-bd3b-9eb2fb49e2f5			BEA
13	12	e55407c0-8854-4992-9749-d5ea89c2f424			BOAHEN
14	13	e15a0a84-293d-42c3-a4aa-d0beb9997a6d			LAAR
15	14	18484b9d-da3c-438f-b69f-9fcf5ce313ee			AGYEMAN
16	15	92e062f5-43ed-42ec-922e-6b5ab440f205			MENU LAAR
17	16	b565c093-6b14-477d-a2cb-b92e06e11f35			AMOAKO LAAR
18	17	ec658c2b-77f9-4dec-842f-4e994e4b0f17			AGNES AWUA
19	18	73ca80af-d6a8-405d-a808-d1cc91ea5e6f			SAMUEL MENSAH
20	19	82278783-01e8-4106-86c1-9ea8a0d833a2			MARY DONKOR
21	20	afcb3607-b5af-4c35-9fe8-7cf6ceb0fe0			KONLAN MOKTOKA
22	21	cc2d9031-6372-4033-9da4-319f3bb36063			AMANKWAA JOE
23	22	fd30e5a5-c845-49b3-9611-1321cfa6600c			MENU FAUSTINA AFIA
24	23	0520eda7-dfa3-4dbf-ac54-df0b0e519a6e			SUSUANA DWUMAAH
25	24	1455857c-310a-44b8-82fa-5f25d668e51d			ACHEAMPONG GEORGINA
26	25	0993826c-2eed-47bf-aa4d-7ee6b5e5b19b			ALICE DUFIE
27	26	1fc77e4c-4df7-4e9f-92a8-1e11d28ed2c6			KWAKU ALFRED
28	27	7f4f4adc-a578-4793-b88c-c36dce187a91			ANANE DWUMAAH
29	28	ad7687b9-73ea-428f-98c8-8b6f059f37b9			APPIAH TWUMASI
30	29	048dfd9a-62a8-47ad-86e4-dda8b49af236			KONLAAN CICELIA

Deleting un-needed Columns in Excel

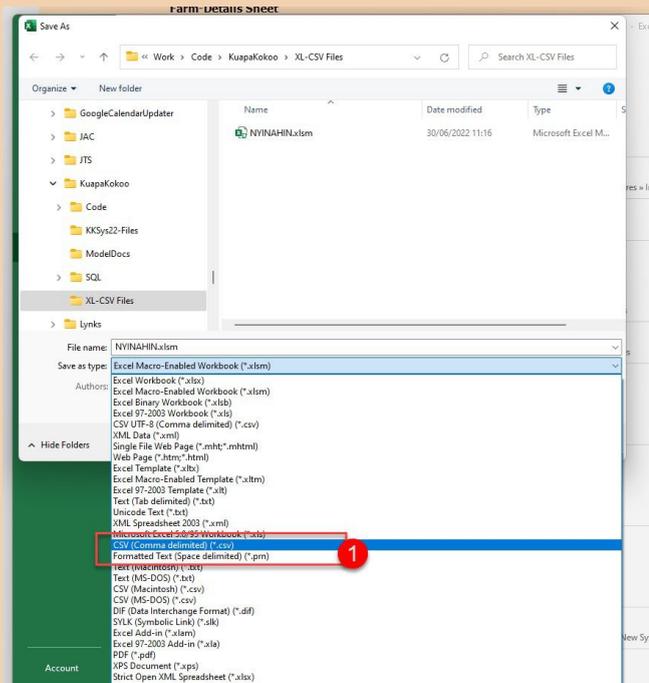
The user should delete rows which are not needed, and then save each sheet.

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.

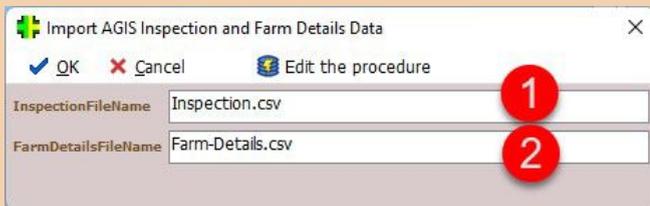
## Using the "Import AGIS Inspection and Farm Details Data" Action in KKSys

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.