



DX XLS Data Capture
User's Guide



Acknowledgement

This database software has been developed with the cooperation of the UN system. The product has been adapted from UNICEF ChildInfo technology.

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INTRODUCTION

The **DX XLS Data Capture** data exchange application enables you to map and import data from an output Microsoft Excel (XLS) file into a DevInfo 6.0 database. This data exchange application is available under the **EmergencyInfo** module in the DevInfo 6.0 Data Administration application.

Content Overview

This guide contains two chapters:

Chapter 1, “**Getting Started**,” outlines the system requirements, starting procedures, and the user interface of this data exchange application.

Chapter 2, “**Using the DX XLS Data Capture Application**,” describes the steps that enable you to use this data exchange application.

CHAPTER 1

Getting Started

This chapter explains the system requirements needed to run the application as well as how to launch it.

System requirements

The recommended minimum hardware requirements to install and run the DevInfo 6.0 application are as follows:

- Pentium IV
- 512 MB of RAM
- 1 GB of free hard disk space
- Display resolution 1024 x 768
- Microsoft Windows XP or above
- Microsoft Internet Explorer
- Microsoft Office XP is recommended but not required



Starting the DX XLS Data Capture application

Follow the steps given below to start this data exchange application:

- Launch the **DevInfo 6.0 Database Administration** application.
- To start, click **DX XLS Data Capture.exe** under the **EmergencyInfo** module (Fig. 1.1).

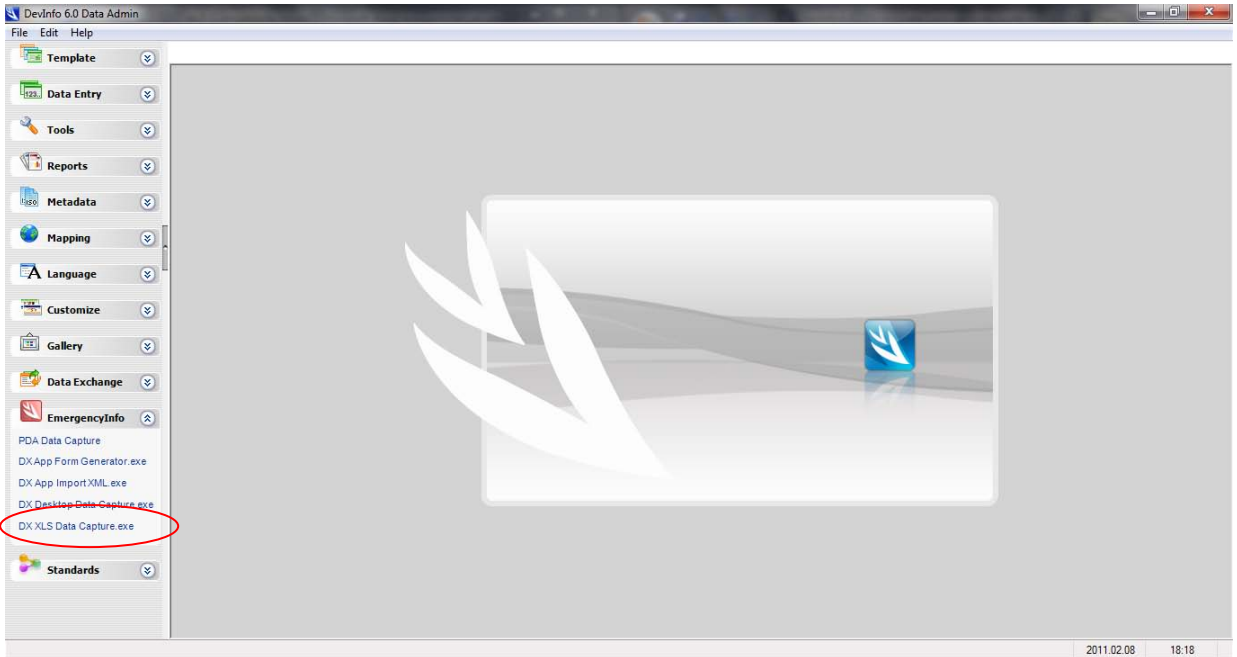


Fig. 1.1 – DevInfo 6.0 Data Admin – DX XLS Data Capture.exe selection

CHAPTER 2

Using the DX XLS Data Capture Application

This chapter explains how to use the DX XLS Data Capture data exchange application to import an XLS file into a DevInfo 6.0 database.

Importing the XLS file

Follow the steps below to import an XLS data file from Microsoft Excel into a DevInfo 6.0 template or database.

Step 1 – Selecting the Excel file

In step 1, select the **MS-Excel** based output file containing the data to be imported into the DevInfo 6.0 database (Fig. 2.1).

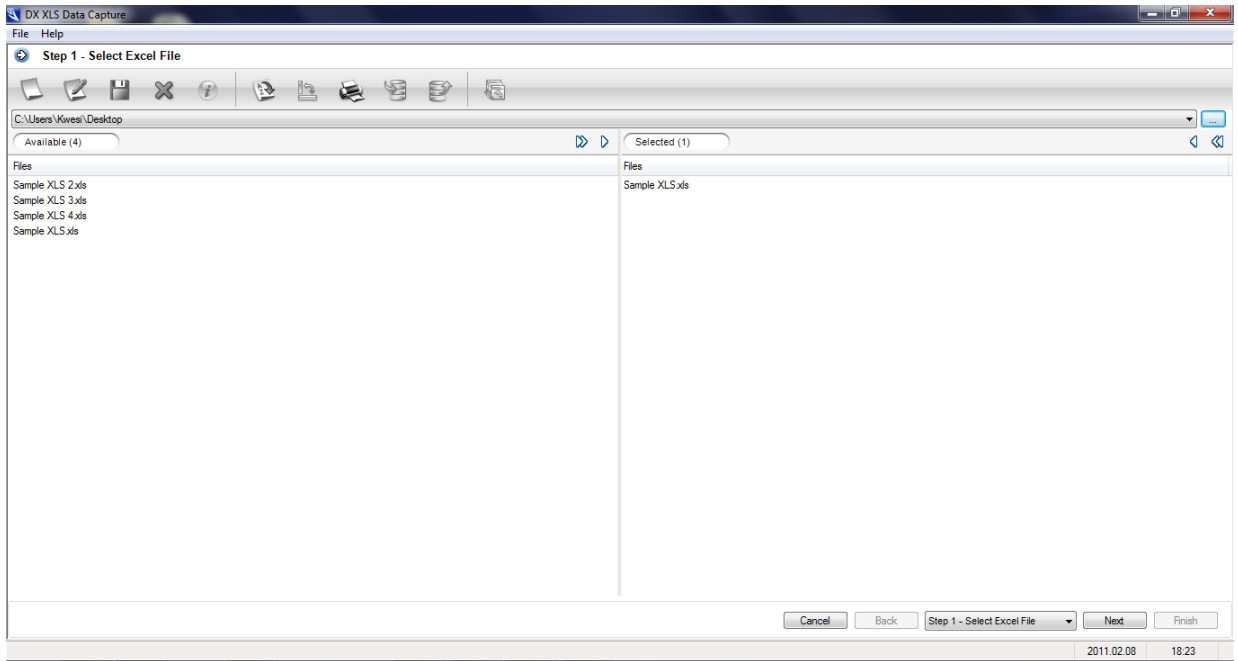


Fig. 2.1 – DX XLS Data Capture– Step 1 – Select Excel File

Click  **Browse** to select the location of the folder containing the XLS file.

Click **Next** to continue to step 2.

Step 2 – Selecting the template file

In step 2, select the template or database into which you wish to import the XLS file (Fig. 2.2).

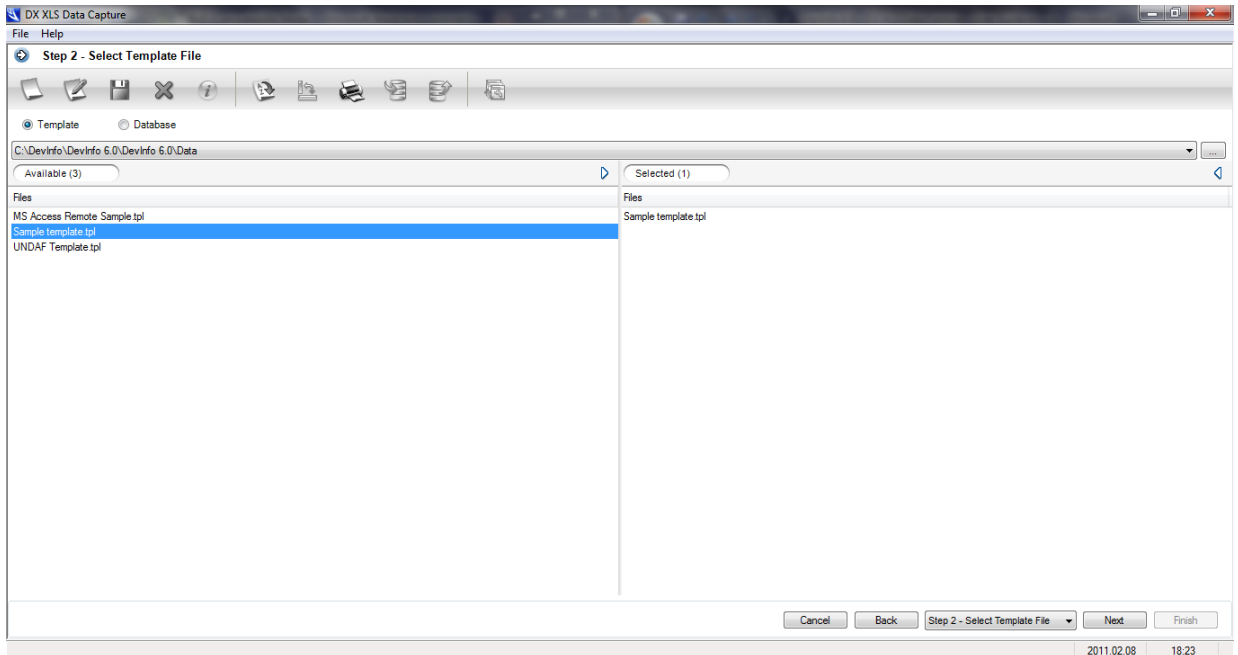


Fig. 2.2 – DX XLS Data Capture– Step 2 – Select Template File

Click  **Browse** to specify a folder containing DevInfo 6.0 databases or templates.

Select the required template or database by either double-clicking it or by dragging it from the **Available** pane to the **Selected** pane.

Click **Next** to continue to step 3.

Step 3 – Linking Information

In step 3, the XLS file is opened. Double-click a data point to display the **Linking Window** dialog box (Fig. 2.3).

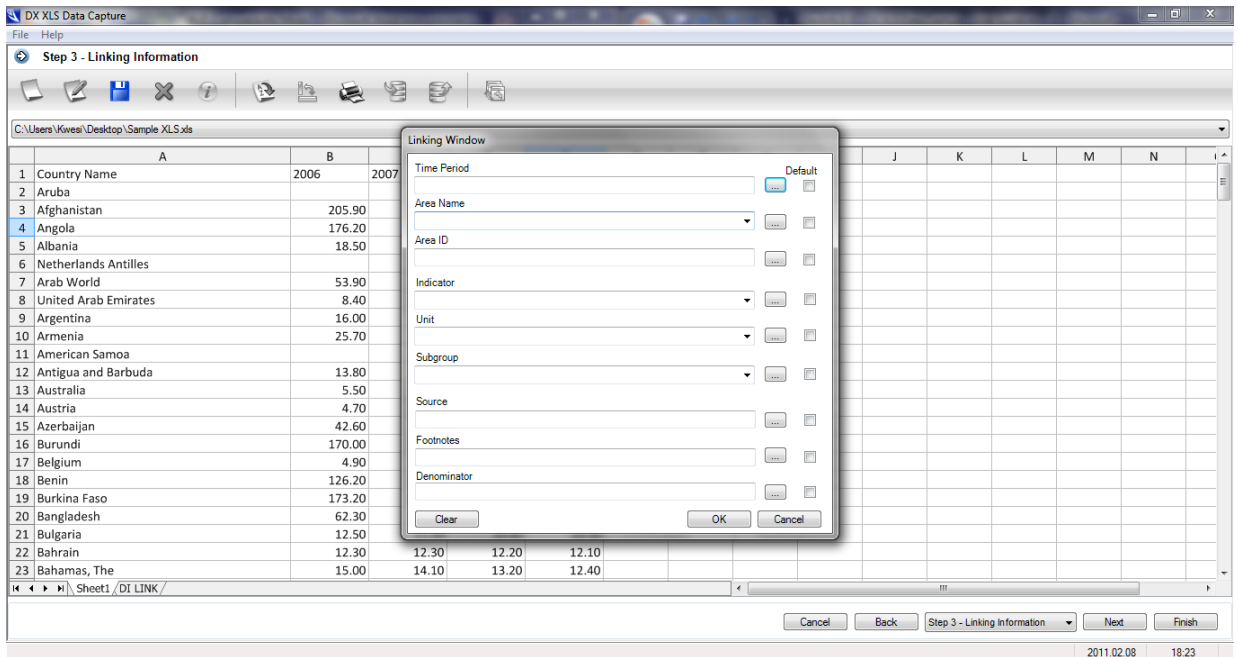


Fig. 2.3 – DX XLS Data Capture– Step 3 –Linking Window dialog box

This step enables you to specify the values for the **Time Period**, **Area Name**, **Area ID**, **Indicator**, **Unit**, **Subgroup**, and **Source** fields. The various fields of the **Linking Window** dialog box are explained below.

Time Period

Click  **Browse** next to the **Time Period** field to open the **Time Period** dialog box (Fig. 2.4).

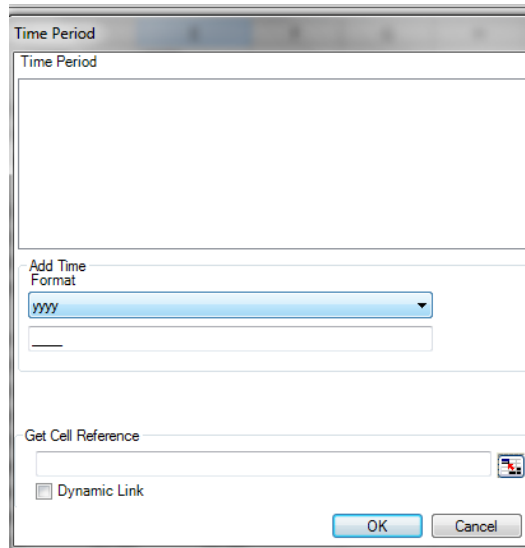



Fig. 2.4 – DX XLS Data Capture– Time Period dialog box

The time period information can be entered by selecting the desired time period format from the **Format** box and entering the desired value in the text box under the **Add Time** section.

The time period information can also be specified by clicking the  button, followed by clicking the XLS sheet for the area to be cell referenced. By clicking the **Dynamic Link** check box, the cell references for the **Time Period** field get auto-incremented as linking information is copied from one data point to another.

Area Name

Click  **Browse** next to the **Area Name** field to open the **Area** dialog box (Fig. 2.5).

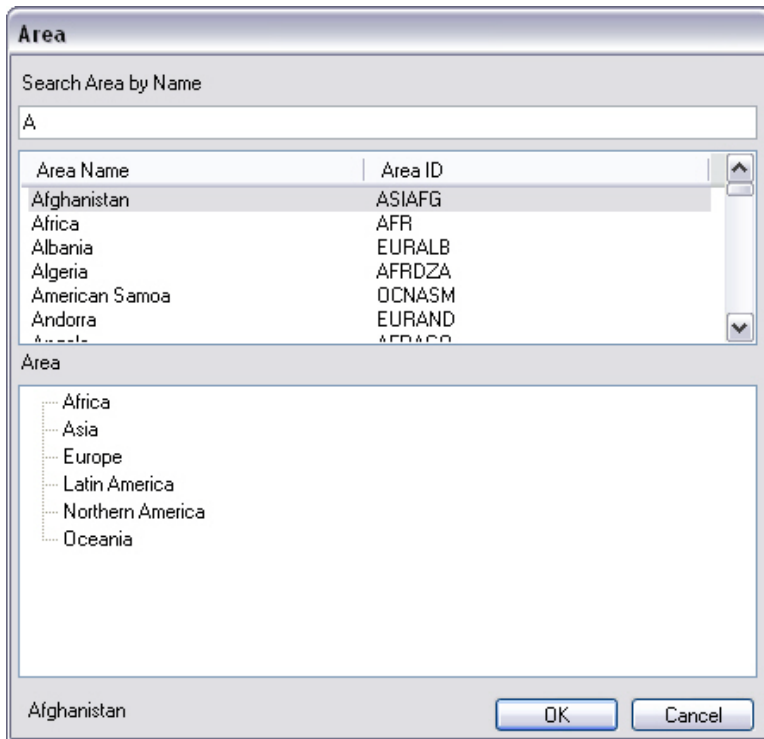


Fig.2.5 – DX XLS Data Capture – Area dialog box

Specify the desired area name and then click **OK** to continue.

Note: Using the Search Area by Name feature



The Search Area by Name box allows you to perform an auto-suggested search of areas by area name and Area ID.

Indicator

Click  **Browse** next to the **Indicator** field to open the **I-U-S** dialog box (Fig. 2.6).

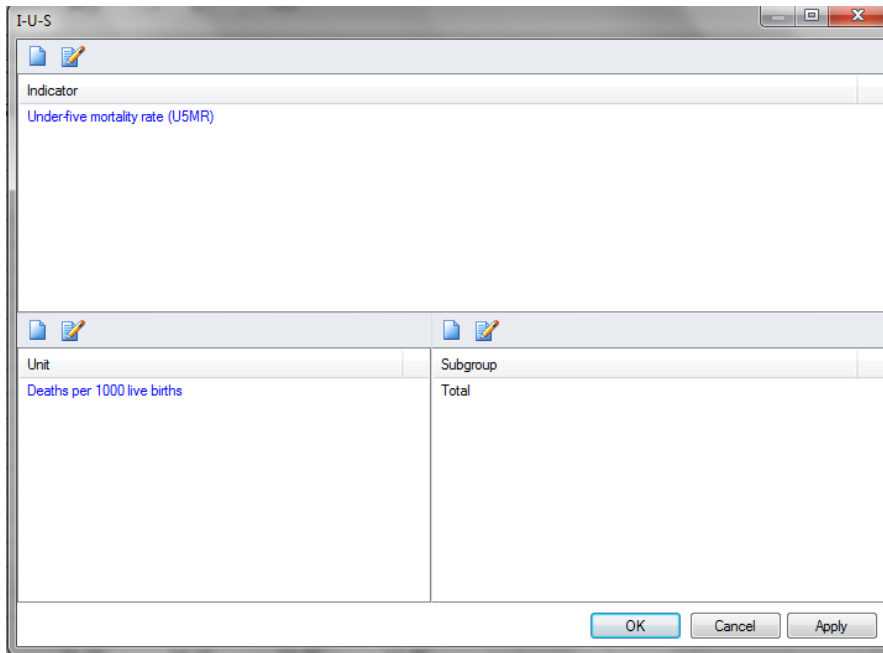


Fig. 2.6 – DX XLS Data Capture– I-U-S dialog box

Specify the desired indicator, unit and subgroup and then click **OK** to continue.

Source

Click  **Browse** next to the **Source** field to open the **Source** dialog box (Fig. 2.7).

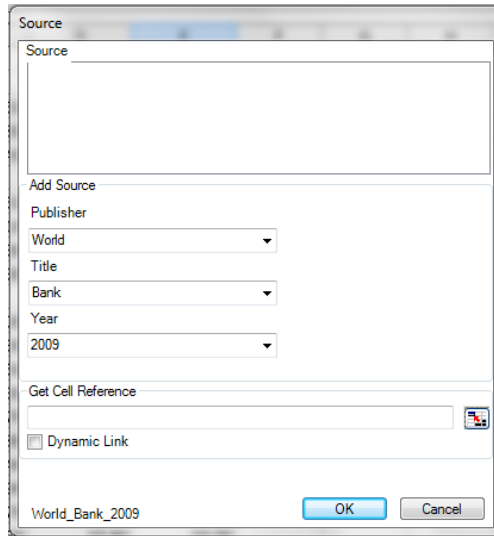



Fig. 2.7 – DX XLS Data Capture– Source dialog box

The **Source** information can be entered by specifying the desired values in the **Publisher**, **Title** and **Year** boxes in the **Add Source** section.

The source information can also be specified by clicking the  button, followed by clicking the XLS sheet for the area to be cell referenced. By clicking the **Dynamic Link** check box, the cell references for the **Source** field get auto-incremented as linking information is copied from one data point to another.

Note: Default check box



The **Default** check box can be selected for any field in the **Linking Window** dialog box, which means that the value will remain as the default selection for all entries in that field.

After you have finished linking all the fields in the first cell, click **OK** to close the **Linking Window** dialog box (Fig. 2.8).

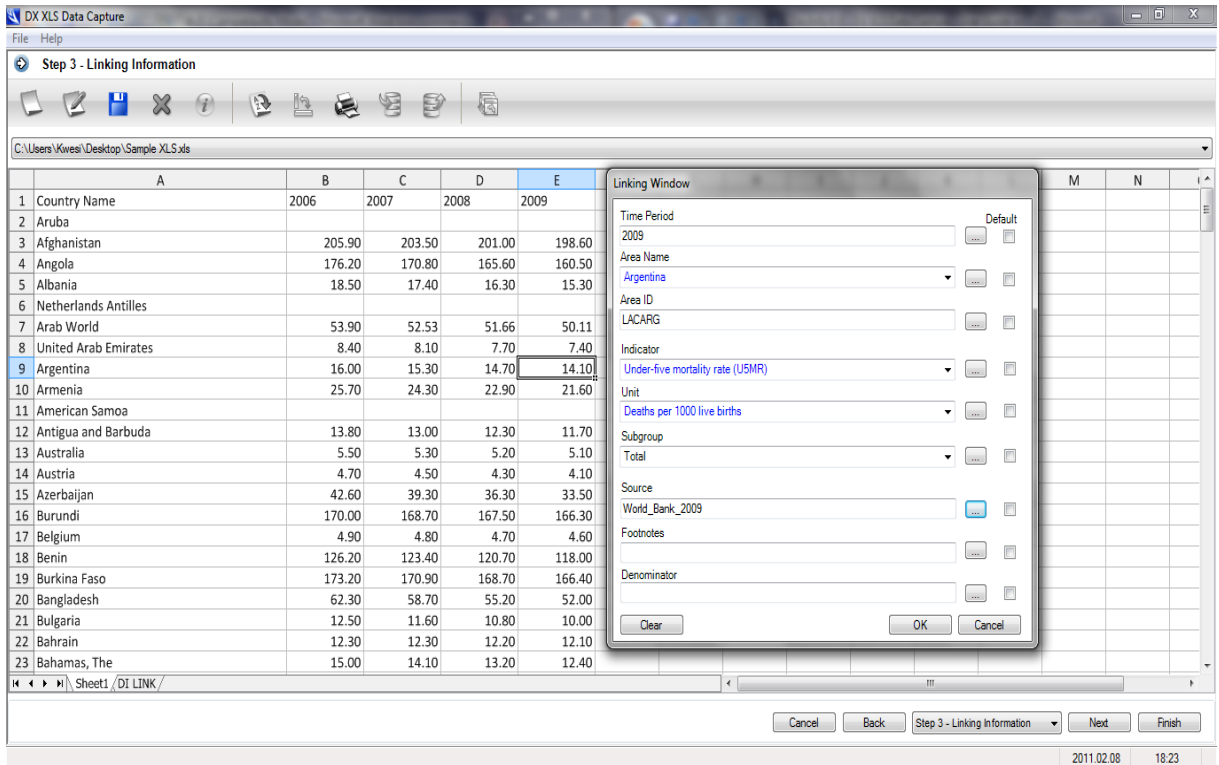


Fig. 2.8 – DX XLS Data Capture – Linking Window dialog box with values

For subsequent data point cells, you can greatly speed up the linking process by right-clicking on the data point and using the four right-click menu commands: **Copy**, **Clear**, **Paste** and **Find and Replace**. These right-click commands save time by copying linking information from previously-linked cells. Note that in each cell, at least one field value will still need to be changed.

The following section explains how to use these various commands on the right-click menu.

Copying a link

Select a data point cell and right-click it to display the options available. Select the **Copy Link** option to copy the link (Fig. 2.9).

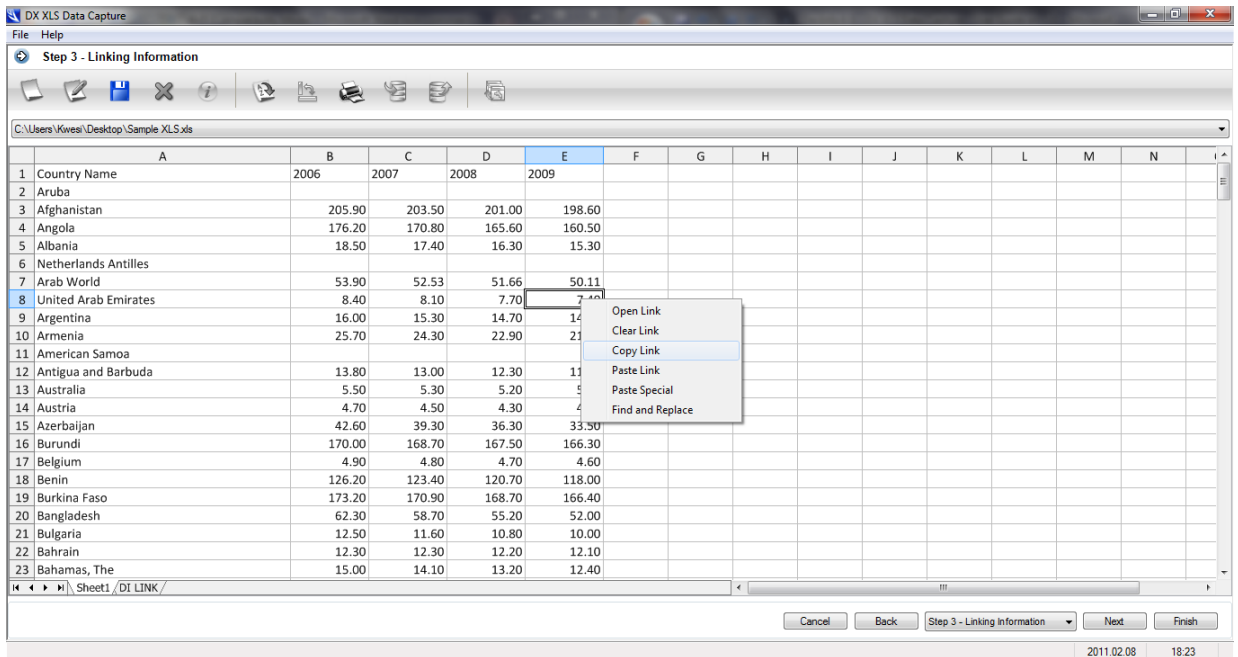


Fig. 2.9 – DX XLS Data Capture – Copy Link option

Pasting a link

There are two pasting options available. The first of these is the **Paste Link** option, which allows the linking information of the selected element to be pasted. The second option, the **Paste Special** option, allows the selected element along with the link attributes to be pasted (Fig. 2.10).

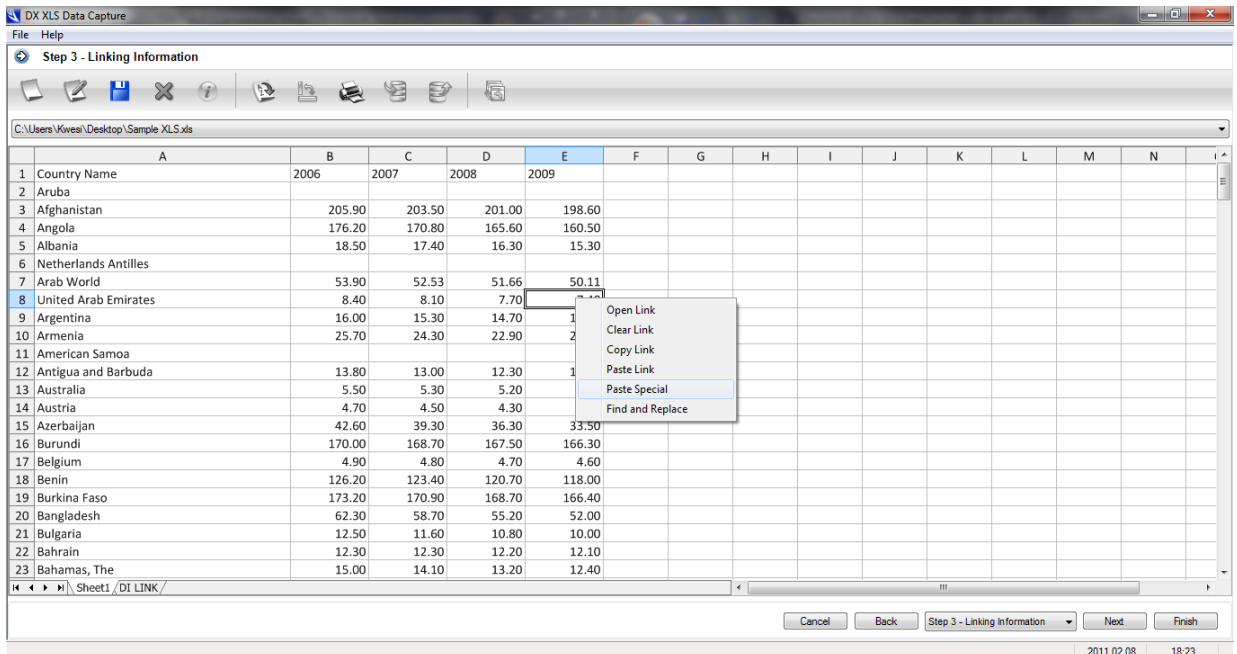


Fig. 2.10 – DX XLS Data Capture– Paste Link option

Find and Replace option

The **Find and Replace** dialog box allows values to be easily found and replaced. Search for a value from any of the fields using the **Find what** drop-down list and replace it with another value by specifying it in the **Replace with** cell. The **Find and Replace** function can be performed for **All files**, **All Cells**, the **Current Row**, the **Current Column** or the **Selected Cell** (Fig. 2.11).

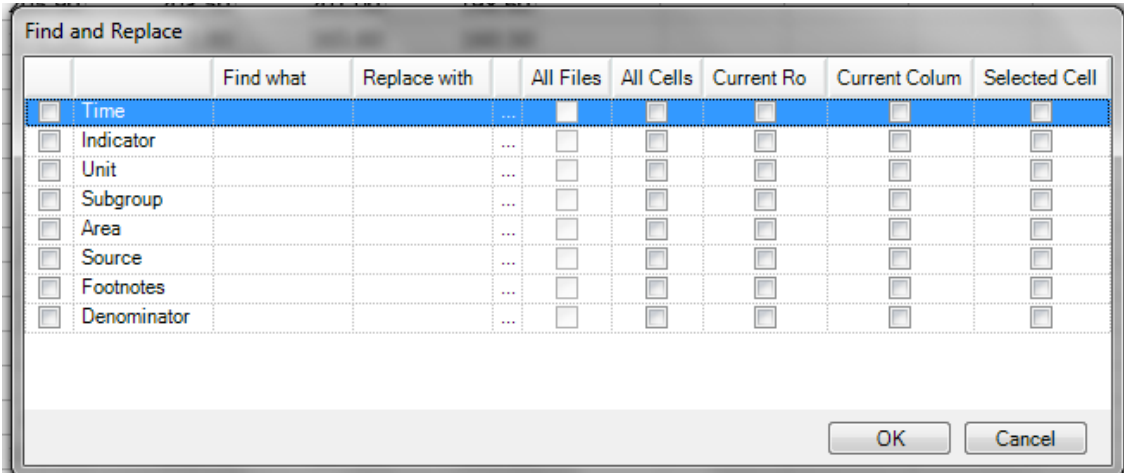



Fig. 2.11 – DX XLS Data Capture – Find and Replace option

Click  **Browse** to specify a folder containing DevInfo 6.0 databases.

Viewing linking information

The linking information can be viewed by switching to the **DI LINK** sheet using the bottom tab (Fig. 2.12).

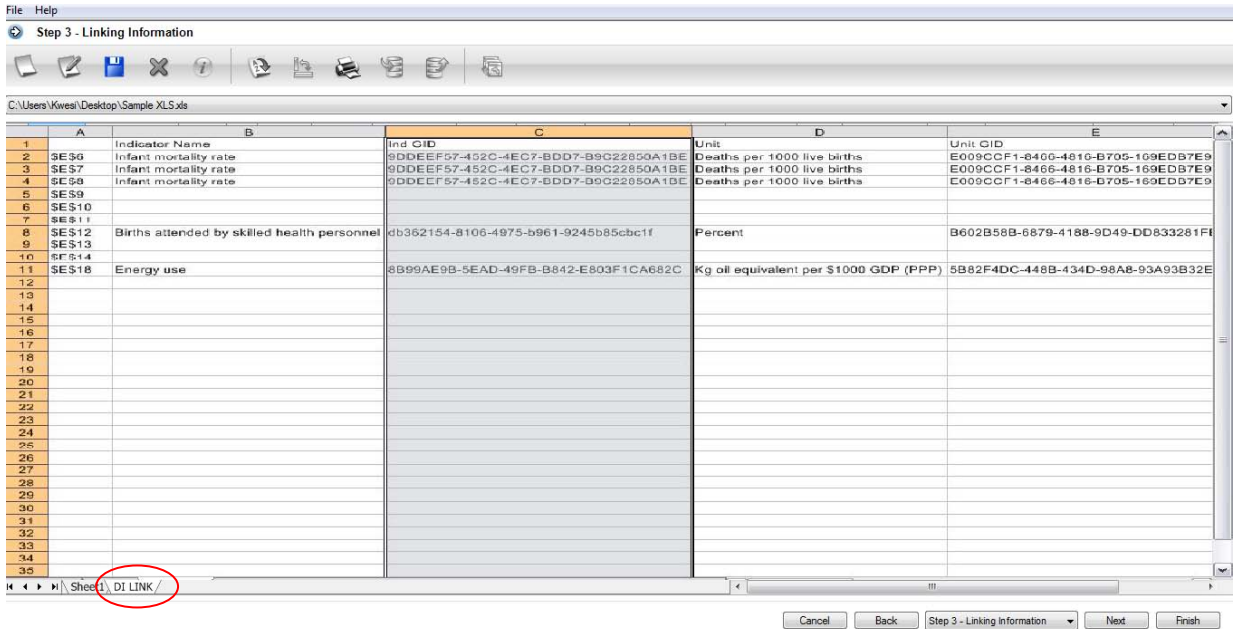


Fig. 2.12 – DX XLS Data Capture– Viewing the Linking Sheet

Step 4 – Process Information

The Process Information step indicates that the XLS file has been imported into a DevInfo 6.0 template or database. Click **OK** to close the dialog box announcing that the conversion has been completed (Fig.2.13).

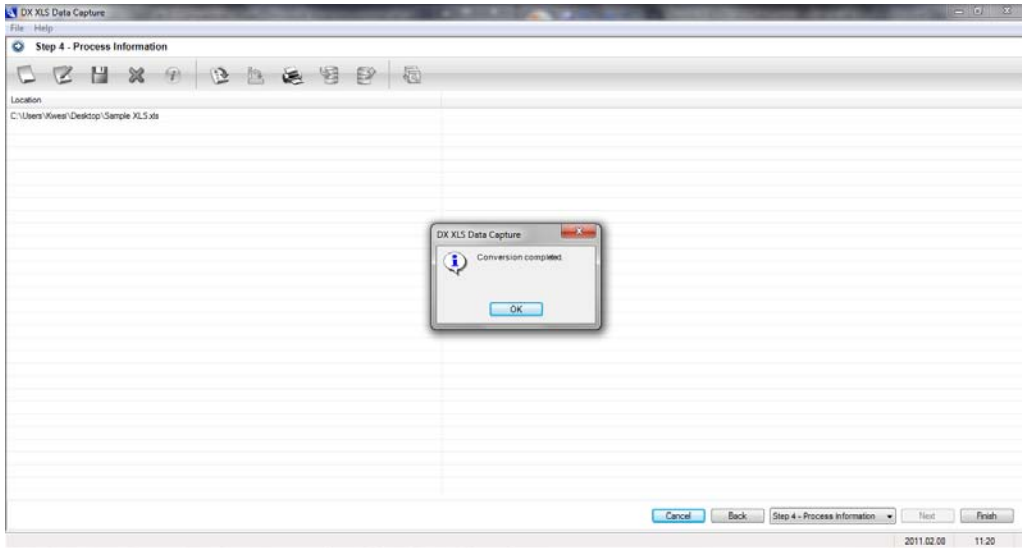


Fig. 2.13 – DX XLS Data Capture– “Conversion Completed” message

Click **Finish** to continue to the **Save As** dialog box (Fig. 2.14).

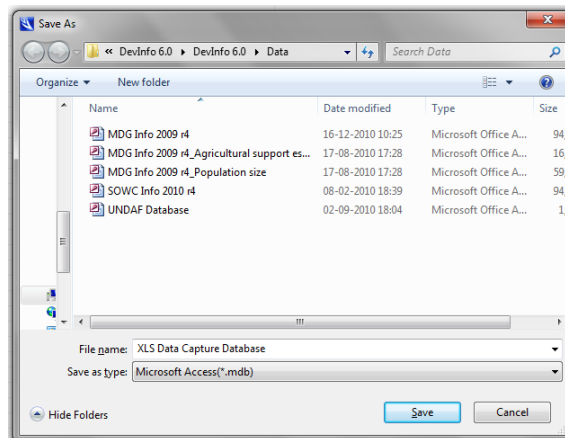
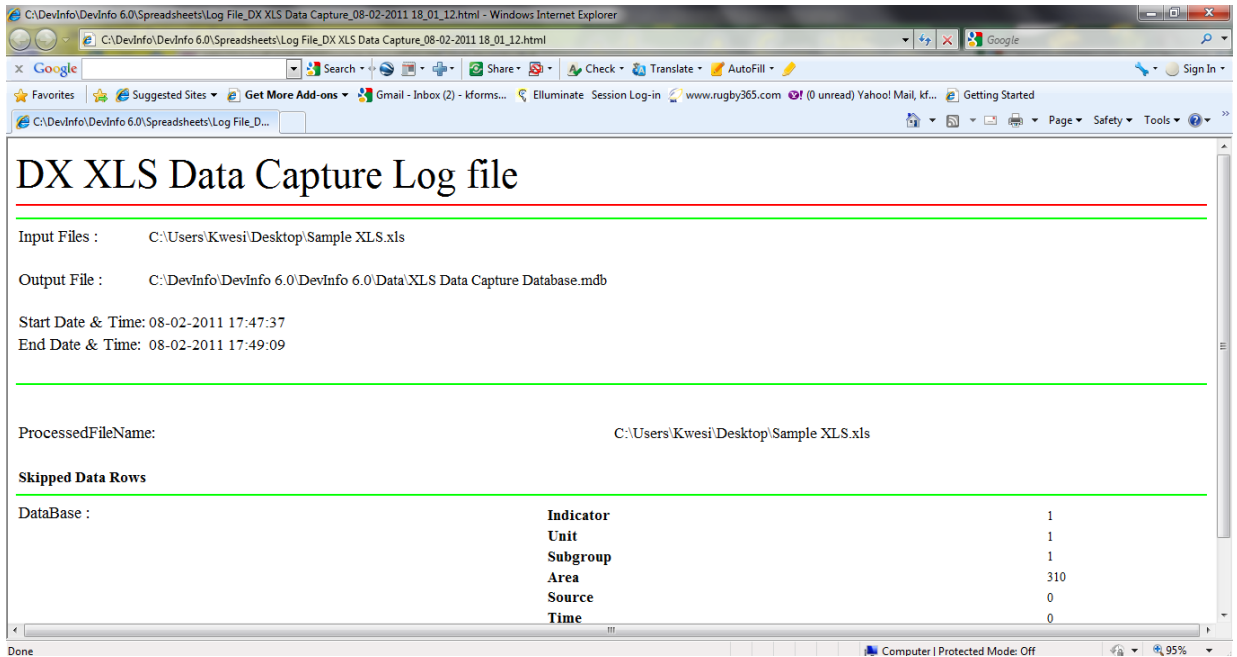


Fig. 2.14 – DX XLS Data Capture– Save As dialog box

In the **Save As** dialog box, specify the desired save name and location of the created database.

XLS Data Capture log file

An XLS Data Capture log file is automatically generated once the database is saved. This log file is generated in HTML format and can be used to keep a record of the imported data (Fig. 2.15).



The screenshot shows a web browser window with the following content:

DX XLS Data Capture Log file

Input Files : C:\Users\Kwesi\Desktop\Sample XLS.xls

Output File : C:\DevInfo\DevInfo 6.0\DevInfo 6.0\Data\XLS Data Capture Database.mdb

Start Date & Time: 08-02-2011 17:47:37
End Date & Time: 08-02-2011 17:49:09

ProcessedFileName: C:\Users\Kwesi\Desktop\Sample XLS.xls

Skipped Data Rows

DataBase :	Indicator	Count
	Unit	1
	Subgroup	1
	Area	310
	Source	0
	Time	0

Fig. 2.15 – DX XLS Data Capture– XLS Data Capture log file