

How to import the administrative arrangement of a country to the Pharmadex 2 database?

Motivation

The administrative arrangement of a country is a hierarchy of administrative units. The first unit in this hierarchy is the country itself. The rest are administrative sub-division units like provinces, districts, etc.

The number of administrative units may be big. To simplify the country adaptation process, Pharmadex 2 provides a feature to import administrative arrangement data from Microsoft Excel (xlsx) format.

This feature consists of:

- The Microsoft Excel template allows collecting the data
- Data import feature for a Supervisor user

Microsoft Excel Template

Where to find

The template is a file with the name “TemplateExample.xlsx”. This file is stored inside Pharmadex 2 software, thus assumed always to be actual, database independent, and can’t be changed.

[Administrate](#) [Authorities and Users](#) [Processes](#) [Configurations](#) [System Data](#) [System Monitoring](#) [Change Admin Password](#)

[Read me first](#) [Upload the template](#)

System Data

File Name	Name ↓	Additional information
Mozambique-GIS coordinatesTemplate.xlsxOut.xlsx	XLSX file contains data import errors	
Mozambique-GIS coordinatesTemplate.xlsx	XLSX file contains data to import	

 10 ▼

dataimport_result

end Import. Date 11/02/2023 20:7:35

Figure 1 The Data Import-Admin units feature allows downloading this manual and the template

How to use

A	B	C	D	E	F
name_country_eng	name_country_national	description_country_eng	description_country_national	x_coordinate	y_coordinate
Republic of Madagascar	République de Madagascar			46,43798	-19,042177

Figure 2 The first sheet should be "country" coordinate is longitude, y_coordinate is latitude. The coordinates should be in a center of the country

A		B		C		D		E		F		G		H		I		J		K		L		M	
SN	name_province_eng	name_province_national	name_district_eng	name_district_national	name_community_eng	name_community_national	name_communa_eng	name_communa_national	website	email	x.coordinate	y.coordinate													
1	Province 1	Province 1	District 1		Community 1		Communa 1				46.43798	-19.04217													
2	Province 1	Province 1	District 1		Community 1		Communa 2		www.xpoc.ir	ddddd@gmail.com	46.43798	-19.04217													
3	Province 1	Province 1	District 1		Community 1		Communa 3				46.43798	-19.04217													
4	Province 1	Province 1	District 1		Community 1		Communa 4				46.43798	-19.04217													
5	Province 1	Province 1	District 2		Community 2		Communa 5				46.43798	-19.04217													
6	Province 1	Province 1	District 2		Community 4		Communa 6				46.43798	-19.04217													

Figure 3 Following sheets are administrative arrangements for all first-level administrative units. Duplicate them, for the rest units.

1. Default parameter Zoom may be not optimal for a particular country. To make this parameter optimal:
 - 1.1. Make the first import with the default parameter
 - 1.2. Check the map after the import
 - 1.3. Recognize the optimal zoom values manually
 - 1.4. Put the optimized values into the template
 - 1.5. Repeat the import
2. The name of the first level unit (usually province) in two languages
3. The name of the second level unit (usually district) in two languages
4. The name of the third level unit (usually community) in two languages
5. The name of the fourth level unit (usually commune) in two languages
6. The coordinates (longitude, latitude) should be the exact center of the smallest administrative unit. You can take them directly from Google Maps or any other reliable source.
7. Create a separate sheet for each province

A	B	C	D	E	F	G
SN	name_province_eng	name_province_national	name_district_eng	name_district_national	name_community_eng	name_community_national
1	Cabo Delgado	Cabo Delgado	Ancuabe	Ancuabe	Ancuabe	Ancuabe
28	Cabo Delgado	Cabo Delgado	Ancuabe	Ancuabe	Mesa	Mesa
29	Cabo Delgado	Cabo Delgado	Ancuabe	Ancuabe	Metoro	Metoro
2	Cabo Delgado	Cabo Delgado	Balama	Balama	Balama	Balama
14	Cabo Delgado	Cabo Delgado	Balama	Balama	Impiri	Impiri
16	Cabo Delgado	Cabo Delgado	Balama	Balama	Kuekue	Kuekue
22	Cabo Delgado	Cabo Delgado	Balama	Balama	Mavala	Mavala
7	Cabo Delgado	Cabo Delgado	Chiure	Chiure	Chiure	Chiure
8	Cabo Delgado	Cabo Delgado	Chiure	Chiure	Chiure Velho	Chiure Velho
15	Cabo Delgado	Cabo Delgado	Chiure	Chiure	Katapua	Katapua
23	Cabo Delgado	Cabo Delgado	Chiure	Chiure	Mazeze	Mazeze
45	Cabo Delgado	Cabo Delgado	Chiure	Chiure	Namogelia	Namogelia
49	Cabo Delgado	Cabo Delgado	Chiure	Chiure	Ocuca	Ocuca
9	Cabo Delgado	Cabo Delgado	Cidade De Pemba	Cidade De Pemba	Cidade De Pemba	Cidade De Pemba
12	Cabo Delgado	Cabo Delgado	Ibo	Ibo	Ibo	Ibo
55	Cabo Delgado	Cabo Delgado	Ibo	Ibo	Quirimba	Quirimba
4	Cabo Delgado	Cabo Delgado	Macomia	Macomia	Chai	Chai
19	Cabo Delgado	Cabo Delgado	Macomia	Macomia	Macomia	Macomia
37	Cabo Delgado	Cabo Delgado	Macomia	Macomia	Mucojo	Mucojo
57	Cabo Delgado	Cabo Delgado	Macomia	Macomia	Quiterajo	Quiterajo
25	Cabo Delgado	Cabo Delgado	Mecufi	Mecufi	Mecufi	Mecufi
40	Cabo Delgado	Cabo Delgado	Mecufi	Mecufi	Murrebue	Murrebue
27	Cabo Delgado	Cabo Delgado	Meluco	Meluco	Meluco	Meluco
36	Cabo Delgado	Cabo Delgado	Meluco	Meluco	Meluco	Meluco

Figure 4 The same districts should be arranged

The template supports a four-level administrative arrangement. In case of three or two levels – remove the respective column from the sheet.

In the case of more than four levels, the import using this template is impossible. Ask the support team to resolve it.

Data Import Feature

Administrative > Authorities and Users > Processes > Configurations > dataimport > actuatorMonitoring > Exit

1 readmefirst 2 templateupload

dataimport

File Name	Name	Additional information
Upload a file	7	XLSX file contains data import errors
Bangladesh-GIS coordinatesTemplate.xlsx	3	XLSX file contains data to import

dataimport_address

Nepal

Name	Additional information
<input type="checkbox"/> Bagmati Province	
<input type="checkbox"/> Gandaki Province	
<input type="checkbox"/> Karnali Province	
<input type="checkbox"/> Lumbini Province	
<input type="checkbox"/> Madhesh Province	
<input type="checkbox"/> Province 1	
<input type="checkbox"/> Sudurpaschim Province	

GIS Location (Please click here)

4 Save 5 Reload Cancel

6 Save Reload Cancel

Figure 5 Administrative-Data Import - Administrative Units

1. Download this manual
2. Download the template
3. Upload data created using the template
4. Press “Save” to run data upload. The data upload will be in the background. Thus, you can use Pharmadex 2 while the importing
5. Alternatively, stay on this screen and press “Reload” periodically.
6. When the import is completed, the new administrative units will appear.

7. Upload this file to check import errors. In case of errors, please fix them and repeat the importing.

It is possible to import administrative units many times, e.g., when the administrative arrangement will be changed in the country.