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

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

How to use



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



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

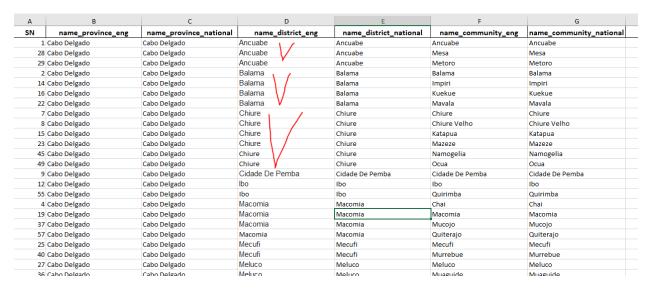


Figure 4 The same districts should be arranged

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

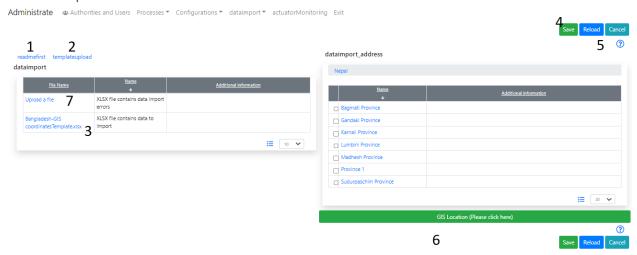


Figure 5 Administrate-Data Import - Administrate Units

- 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.