

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.

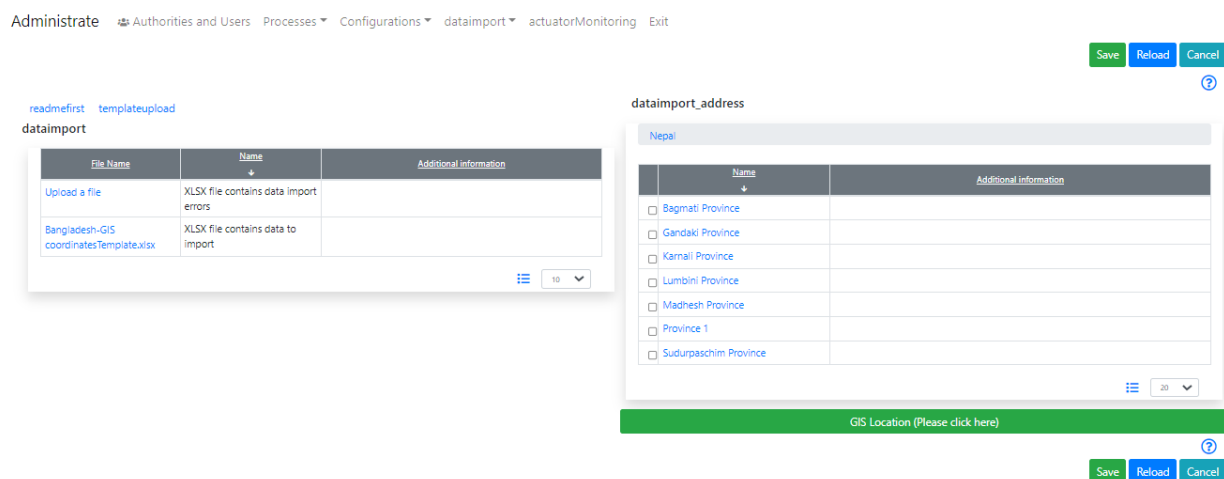


Figure 1 The Data Import-Admin units feature allows downloading this manual and the template

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
>	country	Province 1	Province 2	(+)	:

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

		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_communa_eng		name_communa_national		name_communa_eng		name_communa_national		website		e-mail		x_coordinate		y_coordinate	
1		Province 1		Провинция1		District 1				Community 1				Communa 1								46,43798		-10,042177	
2		Province 1		Провинция1		District 1				Community 1				Communa 2				www.google.com		ddddd@gmail.com		46,43798		-10,042177	
3		Province 1		Провинция1		District 1				Community 1				Communa 3								46,43798		-10,042177	
4		Province 1		Провинция1		District 1				Community 2				Communa 4								46,43798		-10,042177	
5		Province 1		Провинция1		District 1				Community 3				Communa 5								46,43798		-10,042177	
6		Province 1		Провинция1		District 2				Community 4				Communa 6								46,43798		-10,042177	
		1				2				3				4								5			

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country

Province 1

Province 2

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6

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

1. The name of the first level unit (usually province) in two languages
2. The name of the second level unit (usually district) in two languages
3. The name of the third level unit (usually community) in two languages
4. The name of the fourth level unit (usually commune) in two languages
5. The coordinates (longitude, latitude) should be the exact center of the smallest administrative unit
6. Create a separate sheet for each province

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

Administrate Authorities and Users Processes Configurations dataimport actuatorMonitoring Exit

1

2

readmefirst

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

10

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	

20

GIS Location (Please click here)

6

Save

Reload

Cancel

Figure 4 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.