

THE MADZI ALIPO MANAGEMENT SYSTEM

IMPORTING NEW LOCATIONS

Importing new locations to the Madzi Alipo system is fairly simple but requires the data to be prepared carefully. If the data is not setup correctly, the import will fail.

Process for New Borehole Data Preparation

New locations are imported using the 'New' form type. The data be organized in a CSV under the following headings:

AgencyRecordId	This is the unique ID used by the organization sending the data to the system.
Name	This is the friendly location name the organization. If unknown, repeat the AgencyRecordId information.
PumpType	There are many pump types but the names must match the subtypes listed for the appropriate category e.g. A Malda Pump would be Malda , an India Mark II would be India . Check the dashboard before import.
Date	The date is ideally the date the data was collected in the field. If unknown, use todays date. The format must be text format arranged in YYYYMMDD. Simply formatting in excel will not work as the CSV file will be updated by Excel to give additional time information that will cause the import to fail.
Latitude	This is the latitude for the locations being imported.
Longitude	This is the longitude for the locations being imported.
Status	This is the state of the location during a visit. The five options are: Working , RequireService , NotWorking , Condemned or StatusUnknown . Data in this field must be typed as shown with no spaces and capitals.

Blank CSV templates can be downloaded from the import data screen with the headers displayed in the correct order.

AgencyRecordID	Name	PumpType	Date	Latitude	Longitude	Status
325501	325501	Afridev	20040101	-16.0012	35.4472	Working
MA00043	Juma	Malda	20150203	-15.8765	34.8903	NotWorking

Ensure the headings are exactly named in your CSV. 'AgencyRecordId', 'Name', 'PumpType', 'Date', 'Latitude', 'Longitude' and 'Status' in that order.

Once your data is arranged correctly, separate the data first into categories and then into zones creating csv files using the save as option ready to import. A quick method is to use excel filters to highlight the data for a zone and category, copy and then paste values into a blank spreadsheet that you then name appropriately ready for import.

Remember! When you import, you can only import one category into one zone at a time.

Import Data

CSV Type New	Select CSV File Choose Files No file chosen	Blank CSV Template Download From Here
Agency Madzi Alipo	Water Source Hand Pumps	Country Malawi
Region Southern Region	District Blantyre	Traditional Authority T/A Somba

Import

Carefully select 'New', upload the appropriate CSV, select your Agency, the type of water source you are adding and the country and zones in which the water point lies. It is important to upload your csv files to their correct region, district and local zone.

Once you have double checked, press import. If your data is formatted correctly, it should save successfully! If not an error message will appear. Please check your file is in the required format as outlined above. Any problems please do not hesitate to fill in a 'report a problem' form.