

THE MADZI ALIPO MANAGEMENT SYSTEM

IMPORTING VISITS

Like importing new locations, the Importing of visit information 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 Visit Data Preparation

Visit Information is imported using the 'Visit' form type. This data must be organized into four different csv files, **visit staff**, **parts used**, **comments** and **photos**. Blank CSV templates for all four files can be downloaded from the import data screen with the headers displayed in the correct order. Additionally each file must be saved with the number of the file as a prefix to the file name, ie.

1. VisitStaff-MadziAlipo-TASomba
2. PartsUsed-MadziAlipo-TASomba

Etc. The filenames can be anything as long as the number of the document is at the start. In some cases, you will be asked for the unique ID of the part used or visit staff. To obtain these click on the view ID's button and tables will be displayed of the relevant ID numbers.

VISITS STAFF

The data be organized in a CSV under the following headings:

AgencyRecordId	This is the unique ID assigned to the water point by the organization during the upload of the new water source.
VisitDate	The date is ideally the date the data was collected in the field. 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.
StaffId	This relates to the members of staff who were present at the repair. A unique ID is given to each user in the Madzi Alipo system and can be obtained by clicking on the view ID button on the import data screen.

AgencyRecordId	VisitDate	StaffId
MA01234	20160219	0ce78884-6b6a-4b3d-a26a-0567fa9f7b38

Ensure the headings are exactly named in your CSV. 'AgencyRecordId', 'VisitDate' and 'StaffId' in that order.

PARTS USED

The data be organized in a CSV under the following headings:

- AgencyRecordId** This is the unique ID assigned to the water point by the organization during the upload of the new water source.
- VisitDate** The date is ideally the date the data was collected in the field. 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.
- PartId** This relates to the new parts added to the borehole during the repair. A unique ID has been assigned to each part in the Madzi Alipo system and can be obtained by clicking on the view ID button on the import data screen.
- Quantity** This is the record of how many of each part were used during the repair.

AgencyRecordId	VisitDate	PartId	Quantity
MA01234	20160219	36	1

Ensure the headings are exactly named in your CSV. 'AgencyRecordId', 'VisitDate', 'PartId' and 'Quantity' in that order.

If the visit was purely a survey visit and no repair took place, then there is no need to upload this csv form. Move onto the next comment form and the system will record the visit accordingly.

COMMENTS

The data be organized in a CSV under the following headings:

- AgencyRecordId** This is the unique ID assigned to the water point by the organization during the upload of the new water source.
- VisitDate** The date is ideally the date the data was collected in the field. 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.
- Comment** This can be any comment made during the visit about the state, history or community of a borehole. It adds depth to the story behind the repair.
- Status** This is the state of the location at the end of 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.

AgencyRecordId	VisitDate	Comment	Status
MA01234	20160219	It is working well without any pr	Working

Ensure the headings are exactly named in your CSV. 'AgencyRecordId', 'VisitDate', 'PartId' and 'Quantity' in that order.

PHOTOS

The data be organized in a CSV under the following headings:

- AgencyRecordId** This is the unique ID assigned to the water point by the organization during the upload of the new water source.
- VisitDate** The date is ideally the date the data was collected in the field. 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.
- PhotoFileName** This field refers to the location on your computer in which your photo of the pump is saved.

AgencyRecordId	VisitDate	PhotoFileName
MA01234	20160219	/Documents/Fishermas Rest/Pump Photos/Nthantha

Ensure the headings are exactly named in your CSV. 'AgencyRecordId', 'VisitDate' and 'PhotoFileName' 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 Visit	Select CSV File Choose Files 3 files	Blank CSV Template Download From Here
Agency Madzi Alipo	Water Source Hand Pumps	Country Malawi
Region Southern Region	District Mwanza	Traditional Authority T/A Nthache

[Import](#)

Carefully select 'Visit', upload the appropriate CSV (-the four csv documents can be uploaded together), 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.