

GroundsOpsStaff-JustDoNext Data Import Wizard

Updated 3/10/2011

(Recommend you print this file)

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GroundsOpsStaff-JustDoNext Data Import Wizard Concept:

GroundsOpsStaff-JustDoNext Data Import Wizard is an upgrade that allows you to import grounds inventory data from existing Excel spreadsheets and automatically assign standard grounds area types to your local area names or descriptions. It is called **JustDoNext Wizard** because in most cases all you need to do to import your data is to click **Next**. **JustDoNext Wizard** also provides greater flexibility in handling **GroundsOpsStaff** inventory files.

Using GroundsOpsStaff-JustDoNext Data Import Wizard

- Many organizations already have landscape or grounds inventory data electronically either in some type of data base such as Microsoft Access, or a Facilities Management Information system, or Excel spreadsheets, or many other possible formats. As long as the data can be moved into an Excel spreadsheet (**external file**) with columns representing the inventory data fields (columns) required by **GroundsOpsStaff**, the **JustDoNext Wizard** can import the data and automatically put it in **GroundsOpsStaff** layout.
- While some data cleanup can be done during the data import process, it is best to do make a copy of the original data file and use the copy as the external file and do as much cleanup as needed directly in Excel prior to starting the data import process.
- The columns required by **GroundsOpsStaff** are listed below. However, the external file you want to import does not have to contain all the columns and the order of the columns in the external file does not matter as long as all the data is in the same worksheet (tab).
 - **Grounds Area ID** – this should be a unique identifier. It can be a number or name or alphanumeric. If your organization does not already assign unique identifier to your grounds areas, you can decide on a consistent scheme and assign the unique identifier in the external file before you import or you can assign the unique identifier during the data import process.
 - **Description (Optional)** – this is an option column for **GroundsOpsStaff**; however, it is recommended that you provide a description for all ground areas. Typically, the external file will contain descriptions or names for grounds areas. If the descriptions or names follow some type of consistent protocol, the **JustDoNext Wizard** can allow you to quickly create a conversion

table to convert the descriptions or names to standards grounds types.

- **Grounds Type** – the external file does not have to contain **Grounds Type**. Any column in the external file that describes the grounds area (such as description or name) can be automatically converted to standard grounds types by the **JustDoNext Wizard** conversion table.
- **Units of Measure** – the external file does not have to contain unit of measure. Units of measures (such as Ft, Acres, Yards, etc.) will be added by the **JustDoNext Wizard** conversion table. However, unit of measures in the external file can be used to help you create the conversion table.
- **Size** – the external file will typically contain the size of the grounds area in the appropriate unit of measure. The **JustDoNext Wizard** will import this size data.

GroundsOpsStaff-JustDoNext Data Import Wizard Components

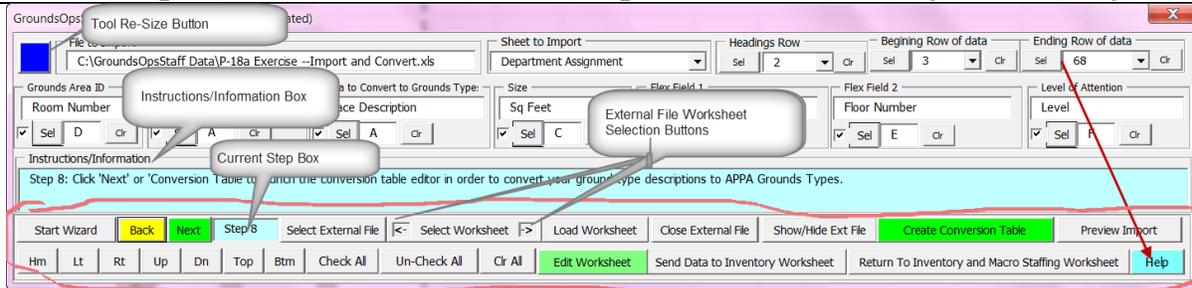
- The **JustDoNext Wizard** is made up of the following components:
 - **JustDoNext Wizard Tool** – the tool or user interface containing input boxes and command buttons (see screenshot and additional details later in this manual).
 - **External Data Temp Area worksheet** – a worksheet in **GroundsOpsStaff** where the external data is copied into. This serve as a temporary work area allowing you to perform limited edit and cleanup to the data before you import it. You will work in the **External Data Temp Area** to assign the external data columns to the **GroundsOpsStaff** columns.
 - **Conversion Table worksheet**– a worksheet in **GroundsOpsStaff** where a list of unique descriptions or names from the **External Data Temp Area** is generated so you can create the **Conversion Table** to convert external file descriptions or names to standard **Grounds Types**.
 - **Import Preview worksheet** – a worksheet in **GroundsOpsStaff** which provide a preview of what would be sent to the GroundsOpsStaff inventory worksheet when you complete the import process.
 - **Import to Inventory Worksheet Tool** – this tool provides you four options on how you import the external data into the inventory worksheet
 - **Replace current data file in memory**
 - **Append to end of current data in memory**
 - **Overwrite data beginning at current row**
 - **Insert data above current row**

GroundsOpsStaff-JustDoNext Data Import Wizard Tool

- **File to Import** – the path name of the external file (excel workbook) to be imported
- **Sheet to Import** – the worksheet within the external file being imported
- **Heading Row** – the row in the worksheet containing the column headings
- **Beginning Row of data** – the row where the data you want to import begins (default is the row after the headings row). This allows you to import part of the worksheet instead of the entire worksheet if you wish.
- **Ending Row of data** – the row where the data you want to import ends (default is the last row in the worksheet). This allows you to import part of the worksheet instead of the entire worksheet if you wish.

- **Sel Buttons** – click inside the column in the **External Data Temp Area** then click this button to assign the column to this **GroundsOpsStaff** data column by automatically filling the **Headings Name Box** and **Column Assignment Box**.
- **Clr Buttons** – click to clear the respective **Headings Name Box** and **Column Assignment Box**.
 - **Grounds Area ID Headings Name Box** – the column heading of the column to be assigned to and imported into the **GroundsOpsStaff Grounds Area ID** column.
 - **Grounds Area ID Column Assignment Box** –column letter(s) of the column to be assigned to and imported into the **GroundsOpsStaff Grounds Area ID** column.
 - **Description (Optional) Name Box** – the column heading of the column to be assigned to and imported into the **GroundsOpsStaff Description (Optional)** column.
 - **Description (Optional) Column Assignment Box** –column letter(s) of the column to be assigned to and imported into the **Description (Optional)** column.
 - **Data to Convert To Grounds Types Name Box** – the column heading of the column to be assigned to and imported into the **Data to Convert To Grounds Types** column.
 - **Data to Convert To Grounds Types Column Assignment Box** – column letter(s) of the column to be assigned to and imported into the **Data to Convert To Grounds Types** column. This column should contain consistent descriptions or names from the external file that will be used in the **Conversion Table** to automatically convert local descriptions or names to standard grounds types.
 - **Size Name Box** – the column heading of the column to be assigned to and imported into the **Size** column.
 - **Size Column Assignment Box** –column letter(s) of the column to be assigned to and imported into the **Size** column.
 - **Flex Field 1 Name Box** – the column heading of the column to be assigned to and imported into the **Flex Field 1** column.
 - **Flex Field 1 Column Assignment Box** –column letter(s) of the column to be assigned to and imported into the **Flex Field 1** column. This is optional but the more information you import the more accurate your inventory might be.
 - **Flex Field 2 Name Box** – the column heading of the column to be assigned to and imported into the **Flex Field 2** column.
 - **Flex Field 2 Column Assignment Box** –column letter(s) of the column to be assigned to and imported into the **Flex Field 2** column. This is optional but the more information you import the more accurate your inventory might be.
 - **Level of Attention Name Box** – the column heading of the column to be assigned to and imported into the **Level of Attention** column.
 - **Level of Attention Column Assignment Box** –column letter(s) of the column to be assigned to and imported into the **Level of Attention** column. This column is optional and can easily be filled in after the import is complete. If it is to be included in the import it must contain only **Level 1; Level 2; Level 3, Level 4, or Level 5** exactly as in this sentence.

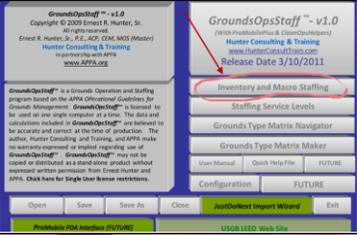
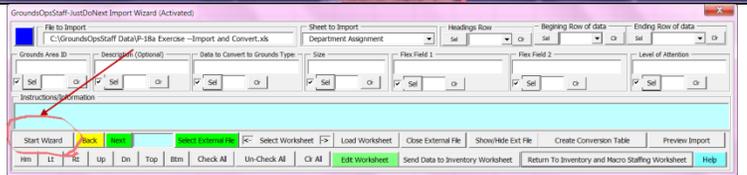
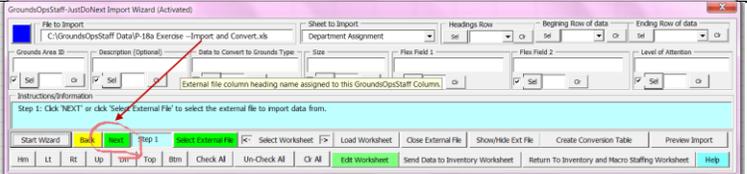
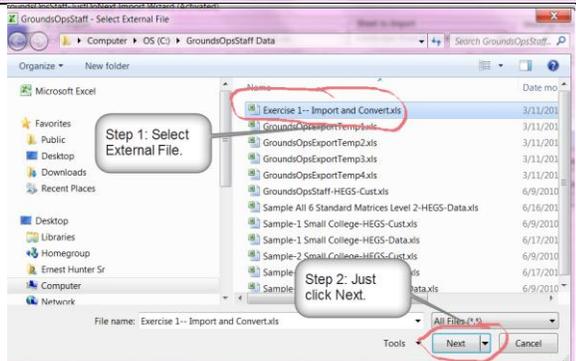
GroundsOpsStaff-JustDoNext Data Import Wizard Tool (Continued)



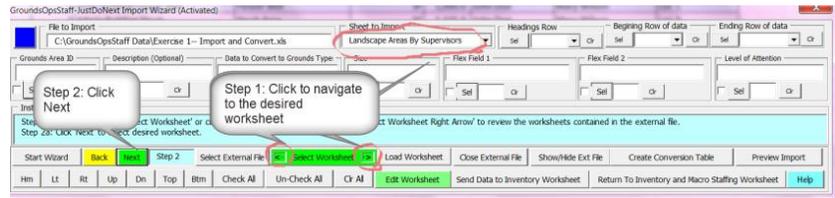
- **Instructions/Information Box (Next Step Instruction Box)** – this provides instructions on what to do next as you import data. Most of the time you will just click the Next button.
- **Start Wizard button** – Click this button to start the **JustDoNext Wizard** in automatic mode. After click this button, you will read the **Next Step Instruction Box** and then just click the **Next** button.
- **Back button** – Click this button to go back to the previous **JustDoNext Wizard** data import step.
- **Next button** – Click this button to go to the next **JustDoNext Wizard** data import step.
- **NOTE:** Throughout the automatic process command buttons will become **green** and **yellow**. Green is a hint that you should either click the Next button or the green button. Yellow mean that you can optionally click the yellow button.
- **Current Step box** – indicate the current step of the import process you are in.
- **Select External File** – manually launch the file open dialog box so you can select the external file you intend to import. Most of the time you will simply click the **Next** button instead of clicking this button.
- **External File Worksheet Selection Buttons** – click these buttons to navigate to the previous and next worksheet in the external file. The **Sheet to Import** box will reflect the current active worksheet in the external file. This is the worksheet that will be copied to the **External Data Temp Area worksheet** when you click the **Next** button or the **Load Worksheet** button.
- **Load Worksheet button** – indicate
- **Current Step box** – manually copy the external file active worksheet into the **External Data Temp Area worksheet**. Most of the time you will simply click the **Next** button instead of clicking this button.
- **Close External File button** – manually close the external file that has been opened in the background when you have selected and loaded the desired worksheet or after you have decided that the external does not contain data you want to import. Most of the time you will simply click the **Next** button instead of clicking this button.
- **Show/hide External File button** – show or hide the external file that has been opened in the background so you can see more or less of the **External Data Temp Area worksheet**.
- **Create Conversion Table button** – manually activate the **Conversion Table worksheet** and launch the **Assign APPA Grounds Types** tool so that you can assign a standard grounds type to each of your unique ground area description or name. Most of the time you will simply click the **Next** button instead of clicking this button.
- **Preview Import button** – manually activate the **Import Preview worksheet** so you can see what will be sent to the **GroundsOpsStaff** inventory worksheet. Most of the time you will simply click the **Next** button instead of clicking this button.
- **Worksheet Navigation Buttons (Hm, Lt, rt, Up, Dn, Top, and Btm)**– move the insert point within the current active worksheet.
- **Check All buttons** – check all checkboxes in the tool.
- **Un-Check All button** – un-check all checkboxes in the tool
- **Clr All button** – clear all the boxes in the tool

- **Edit Worksheet button**– click to turn on edit mode for the **External Data Temp Area worksheet**. If you are attempting to perform limited editing in the **External Data Temp Area worksheet** and are having trouble, click this button.
- **Send Data to Inventory Worksheet** – activate the **Inventory and Macro Staffing Worksheet** and launch the **Import to Inventory Worksheet Tool** – this tool provides you four options on how you import the external data into the inventory worksheet
 - **Replace current data file in memory**
 - **Append to end of current data in memory**
 - **Overwrite data beginning at current row**
 - **Insert data above current row**
- **Return To Inventory and Macro Staffing Worksheet** – close the tool and activate the **Inventory and Macro Staffing Worksheet**.
- **Help button** – open this **JustDoNext Wizard** help file.

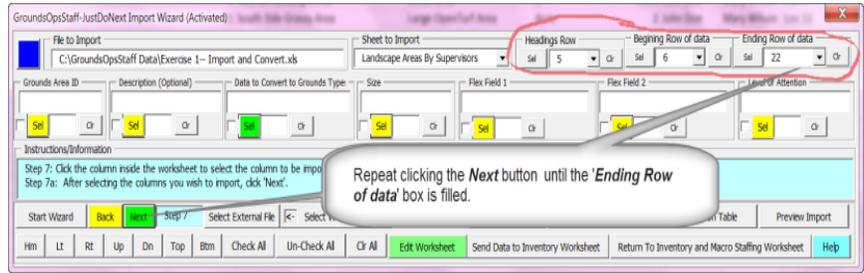
Steps by Example

<ul style="list-style-type: none"> • Go to inventory worksheet. 	
<ul style="list-style-type: none"> • Click File button 	
<ul style="list-style-type: none"> • Click JustDoNext Import Wizard button 	
<ul style="list-style-type: none"> • Click Start Wizard button 	
<ul style="list-style-type: none"> • Click Next 	
<ul style="list-style-type: none"> • Select the external file (Exercise 1-- Import and Convert.xls) • Click Next button 	

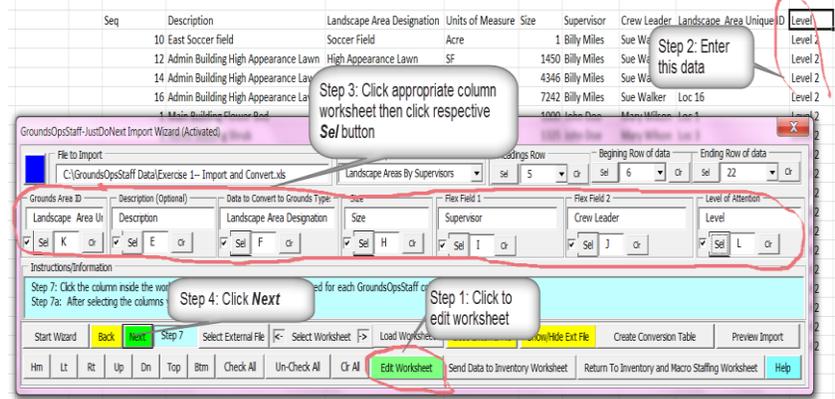
- Click the worksheet navigation button to navigate to the **Landscape Areas By Supervisor** worksheet
- Click **Next**



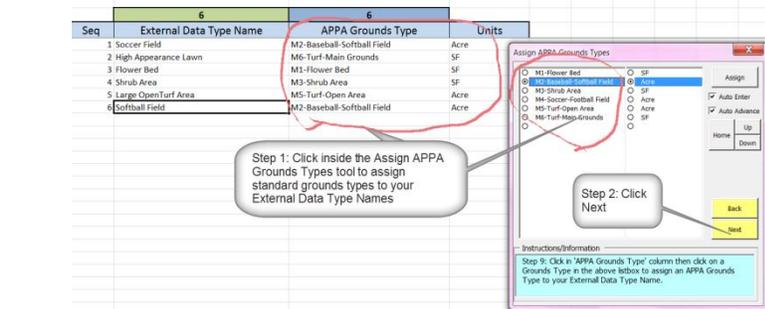
- Repeat clicking the **Next** button until the **Headings box**, **Beginning Row of data** and the **Ending Row data** boxes are filled and the **Data to Convert to grounds Type Sel** button is **green**.



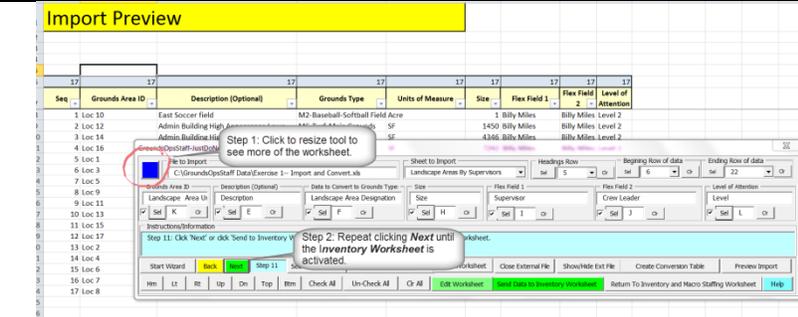
- Click the Edit Worksheet button and enter the **Level** data
- Click inside of the worksheet to select the appropriate column then click the respective **Sel** button to assign the external file column to the **GroundsOpsStaff** columns
- Click the **Next** button when all desired columns are assigned.



- Click the APPA ground type in the **Assign APPA Grounds Types** tool to assign a type to each **External Data Type Name** in the **Conversion Table**.
- Click the **Next** button when you have completed the conversion table.



- Click the Resize button to see more of the worksheet
- Repeat clicking the **Next** button until the **Inventory Worksheet** is activated and **Import to Inventory Worksheet** tool is activated.



- Click one of the buttons in the **Import to Inventory Worksheet** tool to send the data from the **Import Preview** worksheet to the **Inventory Worksheet**.

Seq	Grounds Area ID	Description (Optional)	Grounds Type	Units of Measure	Size	Flex Field 1	Flex Field 2	Level of Attention	Weeks in Season	Units Per Worker	Workers Per Week	FTEs	Seq
1	Loc 10	East Soccer field			1.00	Billy Miles	Billy Miles	Level 2	30	2.88	0.33	0.19	1
2	Loc 12	Admin Building High Appearance			1,450.00	Billy Miles	Billy Miles	Level 2	30	83,916.08	0.02	0.01	2
3	Loc 14	Admin Building High Appearance			4,346.00	Billy Miles	Billy Miles	Level 2	30	83,916.08	0.05	0.03	3
4	Loc 16	Admin Building High Appearance			7,247.00	Billy Miles	Billy Miles	Level 2	30	83,916.08	0.08	0.05	4
5	Loc 1	Main Building Flower Bed			1,000.00			Level 2	30	9,782.61	0.10	0.06	5
6	Loc 3	Admin Building Shrub	M3-Shrub Area	SF	5,525.00			Level 2	30	36,486.49	0.03	0.02	6
7	Loc 5	North Side Grassy Area	M5-Turf-Open Area	Acre	7.43			Level 2	30	26.81	0.15	0.09	7
8	Loc 9	Science Building Shrub	M3-Shrub Area	SF	3,500.00			Level 2	30	36,486.49	0.04	0.02	8
9	Loc 11	South Side Grassy Area	M5-Turf-Open Area	Acre	2.2			Level 2	30	26.81	0.07	0.04	9
10	Loc 13	South Side Grassy Area	M5-Turf-Open Area	Acre	2,298.00			Level 2	30	26.81	0.07	0.04	10
11	Loc 15	South Side Grassy Area	M5-Turf-Open Area	Acre	4.0			Level 2	30	26.81	0.07	0.04	11
12	Loc 17	South Side Grassy Area	M5-Turf-Open Area	Acre	6.0			Level 2	30	26.81	0.07	0.04	12
13	Loc 2	East Softball Field	M2-Baseball-Softball Field	Acre	1.0			Level 2	30	26.81	0.07	0.04	13
14	Loc 4	East Soccer field	M2-Baseball-Softball Field	Acre	1.0			Level 2	30	26.81	0.07	0.04	14
15	Loc 6	Main Building High Appearance Lawn	M6-Turf-Main Grounds	SF	1,125.00	Robert Jones	Robert Jones	Level 2	30	83,916.08	0.01	0.01	15
16	Loc 7	Main Building Flower Bed	M1-Flower Bed	SF	1,200.00	Robert Jones	Robert Jones	Level 2	30	9,782.61	0.12	0.07	16

NOTES:

- Throughout the import process the **JustDoNext Wizard** does things automatically. After you become familiar with the concept, you can do some or all of the steps manually.
- The **JustDoNext Wizard** analyzes the external worksheet and assume you want to import the entire worksheet. If you do not wish to import the entire worksheet, you can manually change the **Heading Row**, the **Beginning Row of data**, and the **Ending Row of data** just prior to going to the conversion table. To change these boxes from the value that the **JustDoNext Wizard** filled them with, click inside the worksheet on the appropriate row then click the respective **Sel** button.
- Any time during the import process you can click the **Back** button to go to the previous steps.

Importing GroundsOpsStaff Inventory Data Files

- Importing ordinary external files with the **JustDoNext Wizard** is a 12 step process. However, when importing a **GroundsOpsStaff Inventory Data Files** (files ending with **-HEGS-Data.xls**), steps 1-10 are automatically processed in the background since it is assumed that the conversion table does not require any work from you.
- If you decide that you would like to go back to previous steps to edit the conversion table, you can click the **Back** button to go all the way back to step 1 if you wish.
- Use the **JustDoNext Wizard** to import **Sample-2 Small College-HEGS-Data.xls** to demonstrate how **GroundsOpsStaff** inventory data files are handled.

NOTES:

- Importing **GroundsOpsStaff** inventory data files containing local custom Grounds Types that have not already been loaded into **GroundsOpsStaff** will produce error in the inventory worksheet.
- To demonstrate this use the **JustDoNext Wizard** to import **Sample-3 Medium University-HEGS-Data.xls** observe the errors in the inventory worksheet because the data contains local custom grounds types M7 through M20 and these matrices for these custom grounds type are not loaded in memory.
- Now use the **Open** command to load **Sample-3 Medium University-HEGS-Data.xls**.
- Delete all the rows 11 through 306. Using the **Records** and **Delete Row** commands
- Use the **JustDoNext Wizard** to import **Sample-3 Medium University-HEGS-Data.xls** again and observe that there are no longer errors in the inventory worksheet because the local matrices were loaded into memory when you use the **Open** command to open **Sample-3 Medium University-HEGS-Data.xls**.

Using JustDoNext Wizard to Collect Inventory Data

- The **JustDoNext Wizard** can be used to not only import existing electronic, but it can also be used to simplify collecting data. You can have staff enter grounds inventory data into an ordinary spreadsheet without having to train them to use **GroundsOpsStaff**. Then you can use the **JustDoNext Wizard** to import the newly collected data.