

Importing Catchments to the Map

To add multiple Catchments to the map, you can import data from an external source such as **Microsoft Excel**. The following instructions will give you a step-by-step guide on how to import your data from Microsoft Excel into SKiN and display them as Catchments on a map.

Before you Begin

Before you start using SKiN you need to ensure you have data setup and ready to use within SKiN. To get help on setting up your data please refer to the following:

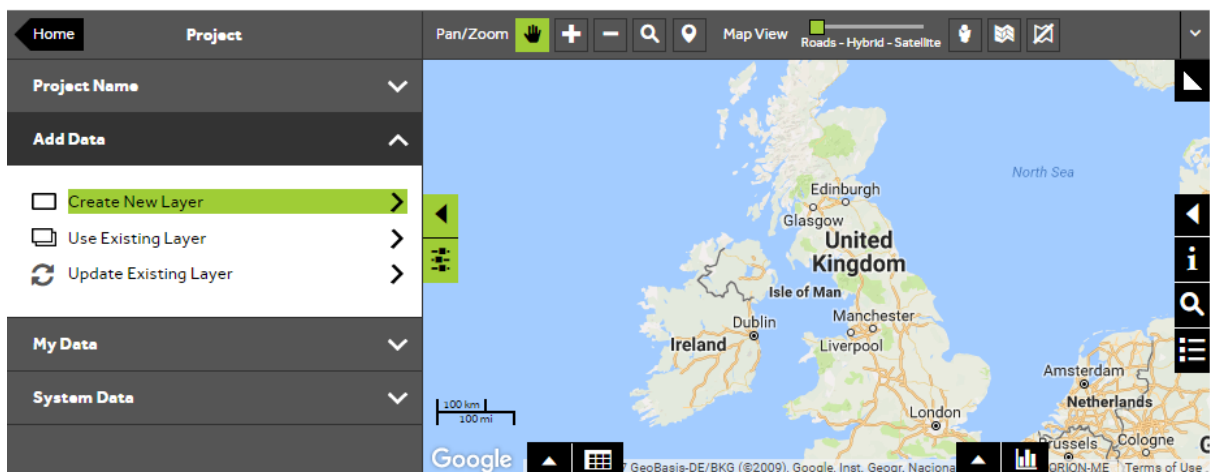
- Import data guidelines (help guide)



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Create new layer

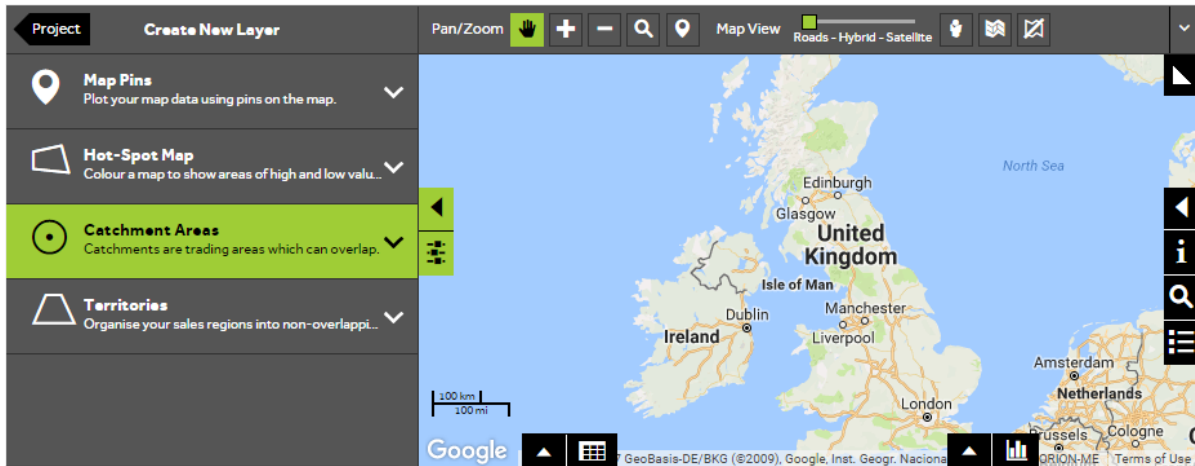
- To add your own data, **Open or Create a new project** and then choose **Add Data, Create New Layer**.



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Choose which type of layer to create

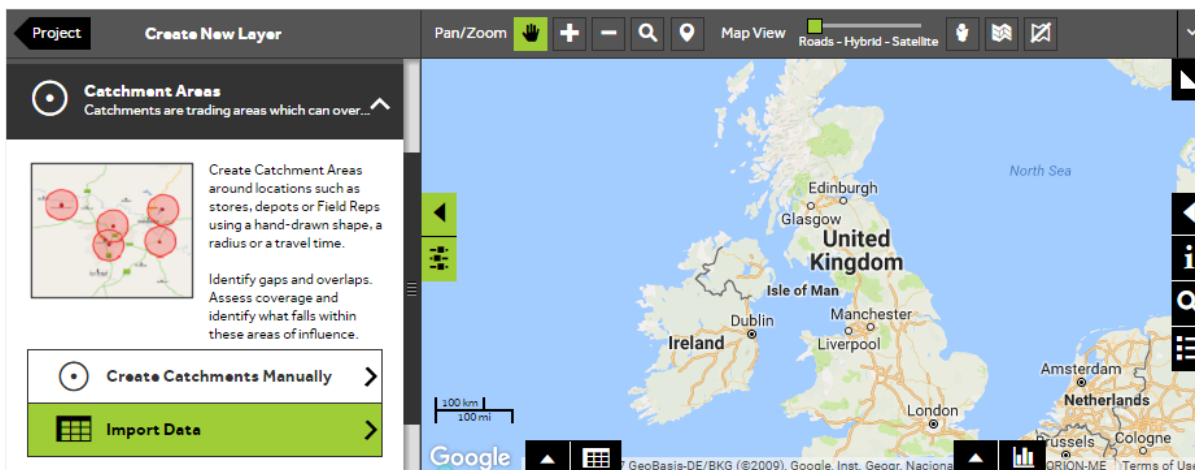
- Select **Catchment Areas** to add each of the rows in your data as Catchments on the map.



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Import your Data

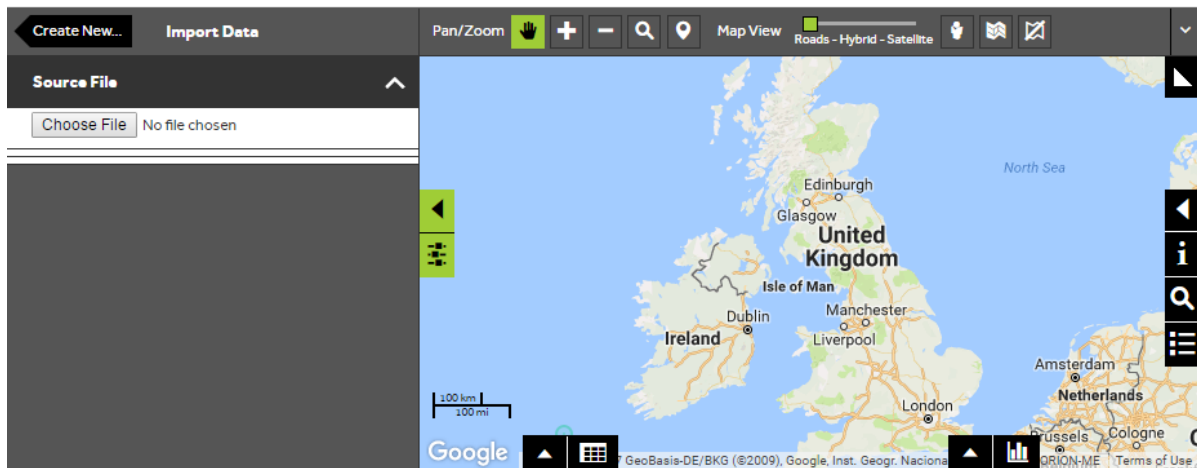
- To add multiple Catchments to the map, you can import data from an external source such as Microsoft Excel. Select **Import Data** to add your data to the map.



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Choose the file that you want to display

- In order to map the locations automatically, your data needs to contain columns with either a **Postcode** or an **Address** or **X/Y Coordinates**.
- Press **Choose file** and locate the file that contains the records that you would like to display as Catchments on the map.



Check that the Record Identifier is correct

- The system will review the first 10 records in your file and look for a column with unique entries that it can use to identify each record. If the system finds one of these columns, it will highlight the column it is using in the **Data View**. If the system cannot find a suitable column automatically, it will create a column called **ID** with a unique identifier for each row in your data.
- If you would like to change the selected record identifier to be a different column you can do this by opening **Advanced Options**. In the Advanced Options panel open the **Import Advanced Options** section and select the required **ID Column** from the dropdown list. If you choose **Generate**, a unique Identifier will be created for you.
- Once you have selected your Identifier, press the **Import Data** arrow to return to the main import panel.

The screenshot shows the 'Import Data' panel in the Geoplan software. The panel is divided into several sections:

- Source File:** Document: Client Data.xlsx, Sheet: Client Data, Type: Postcode, Columns: Postcode.
- Location Method:** (Expanded section)
- Advanced Options:** (Expanded section with a right-pointing arrow)
- Confirmation:** "Once you have confirmed your settings use confirm below to view full import." with "Confirm Preview" and "Cancel" buttons.

The main window displays a map of the United Kingdom and a data table with the following columns: Location Match, Location Type, ID, Postcode, Product, Sales Value, Purchases, and Rep. The table contains 10 rows of data, with the first row highlighted in green.

Location Match	Location Type	ID	Postcode	Product	Sales Value	Purchases	Rep
Partial	BT6	1006580	BT6 9HR	B	897.88	10	Rep 1
Matched	HP15 6QG	1007277	HP15 6QG	C	264.46	3	Rep 1
Partial	W6	1063870	W6 9RJ	C	433.96	8	Rep 1
Matched	SG13 7NN	1135287	SG13 7NN	C	145.88	4	Rep 1
Matched	HG1 4HX	129252	HG1 4HX	D	763.94	2	Rep 1

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Check that the Location Method is correct

- The system will also review the first 10 records in your file and look for a column it can use to locate each record on the map (i.e. Postcode, Address, X and Y).
- If the system finds one of these columns, it will show you the first 10 locations on the map and highlight the column it is using in the **Data View**.
- If the system cannot find a suitable column automatically, you will be re-directed to the **Advanced Options** for importing. In the **Import Advanced Options, Location Settings** section you can specify both the method used to map each location and the column that contains this information. Return to the preview screen by clicking the **Import Data back arrow** button.
- Once you are happy with your Location Method, press **Confirm Preview** to import the remaining records.

The screenshot shows the 'Import Data' screen in the Geoplan software. On the left, there is a sidebar with 'Source File' (Client Data.xlsx), 'Location Method' (Postcode), and 'Advanced Options'. The main area features a map of Europe with several locations marked. Below the map is a data table with the following content:

Location Match	Location Type	ID	Postcode	Product	Sales Value	Purchases	Rep
Partial	BT6	1006580	BT6 9HR	B	897.88	10	Rep 1
Matched	HP15 6QG	1007277	HP15 6QG	C	264.46	3	Rep 1
Partial	W6	1063870	W6 9RJ	C	433.96	8	Rep 1
Matched	SG13 7NN	1135287	SG13 7NN	C	145.88	4	Rep 1
Matched	HG1 4HX	129252	HG1 4HX	D	763.94	2	Rep 1

At the bottom of the table, it says 'Page 1 of 2 (10 items)'.

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Check how many of your records can be displayed

- The **Matched Records** figure here shows how many of your records could be located on the map.
- The **Unmatched Records** figure shows how many records could not be located on the map. You will need to update the column in the import file and start the import process again if you wish to include the unmatched records.
- Once you are happy with the **Matching Results**, press **Create Layer** and wait until the processing is complete. Your layer will then be created and ready for use.

The screenshot shows the Geoplan software interface. On the left, there is a sidebar with a 'Location Matching Results' section. Below this section is a summary table:

Total Records	30 (100%)
Matched Records	30 (100%)
Unmatched Records	0 (0%)

Below the summary table are two buttons: 'Create Layer' and 'Cancel'.

The main area of the interface shows a map of the United Kingdom with several green dots representing matched records. Below the map is a data table with the following columns: Location Match, Location Type, ID, Postcode, Product, Sales Value, Purchases, and Rep. The table contains five rows of data:

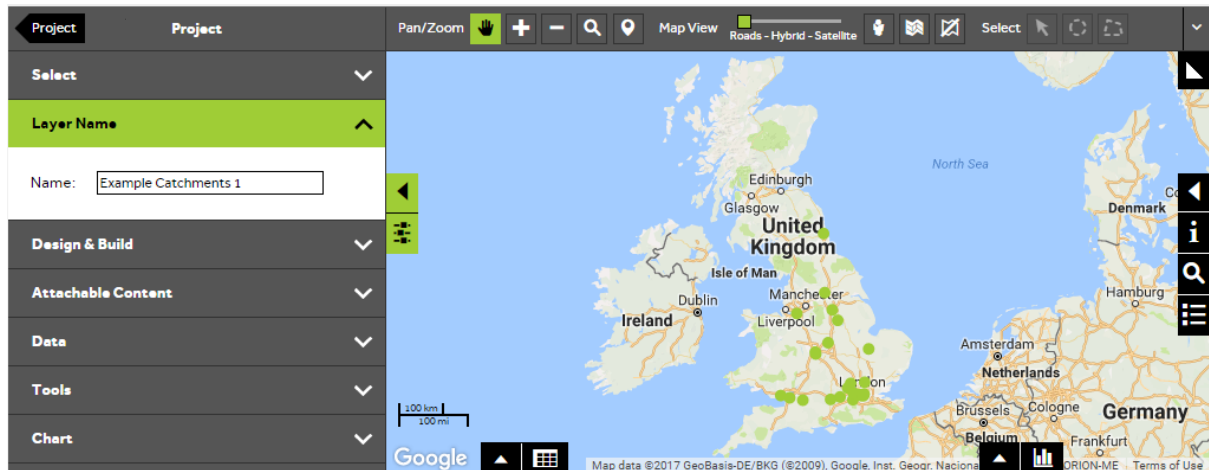
Location Match	Location Type	ID	Postcode	Product	Sales Value	Purchases	Rep
Matched	BT6 9HL	1006580	BT6 9HL	B	897.88	10	Rep 1
Matched	HP15 6QG	1007277	HP15 6QG	C	264.46	3	Rep 1
Matched	CH5 3DH	1063870	CH5 3DH	C	433.96	8	Rep 1
Matched	SG13 7NN	1135287	SG13 7NN	C	145.88	4	Rep 1
Matched	HG1 4HX	129252	HG1 4HX	D	763.94	2	Rep 1

At the bottom of the table, it says 'Page 1 of 6 (30 items)' and includes navigation arrows.

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Name your catchment layer

- It is a good idea to change the name of your Catchment layer to a memorable name for future use. To do this open the **Layer Name** section and type a name in the text box.



What do you want to do next?

If you don't see the Catchments on the map or you would like further assistance, please review the following information:

- Watch a video on: **Import a Catchments layer** from the training videos section of the help guide
- Refer to: **Data Formatting** (help guide)
- Contact: **Geoplan Support**