

## Importing Map Pins to the map

To add multiple Map Pins 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 points 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, the 4 main checks to get help on setting up your data Please refer to the following sections:

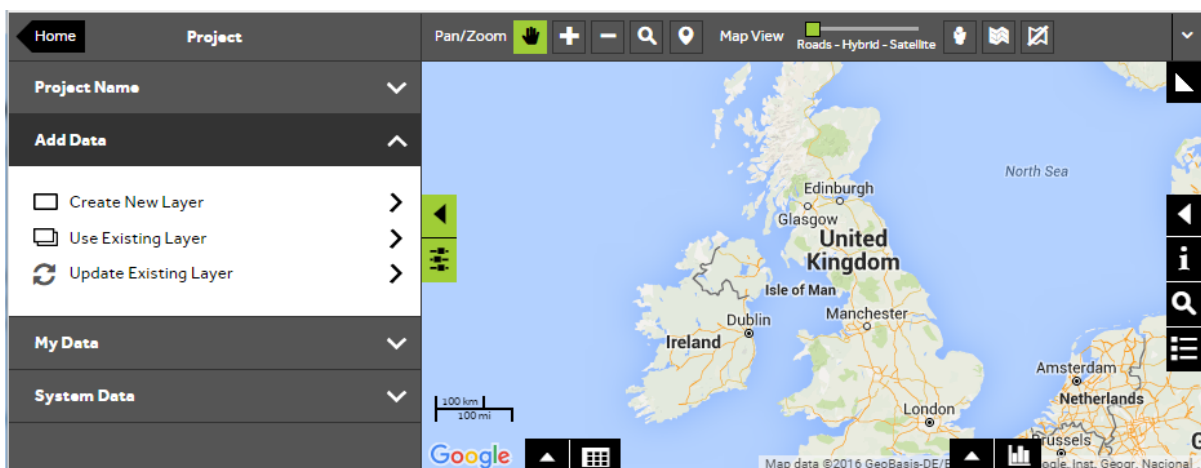
- File Format
- Geographical Reference
- Data Size
- Format



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### Create new layer

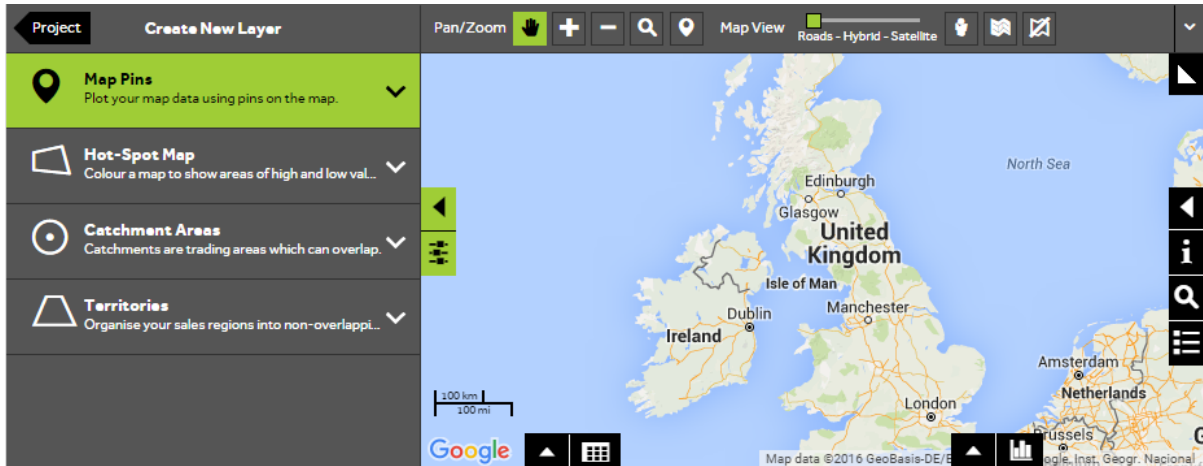
- To add your own data, **Open or Create a new project** and then choose **Add Data, Create New Layer**.



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## Choose which type of layer to create

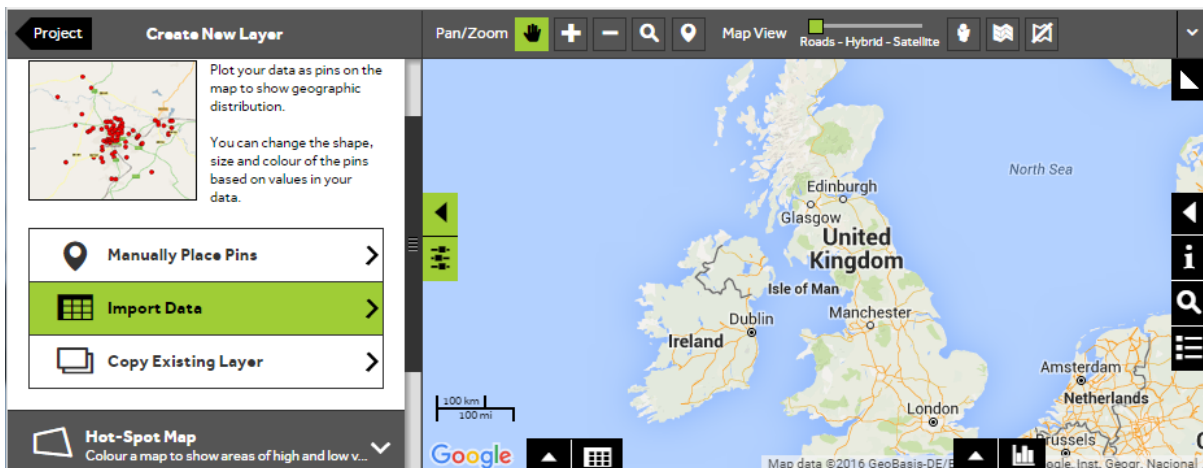
- Select **Map Pins** to add each of the rows in your data as points on the map.



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## Import your data

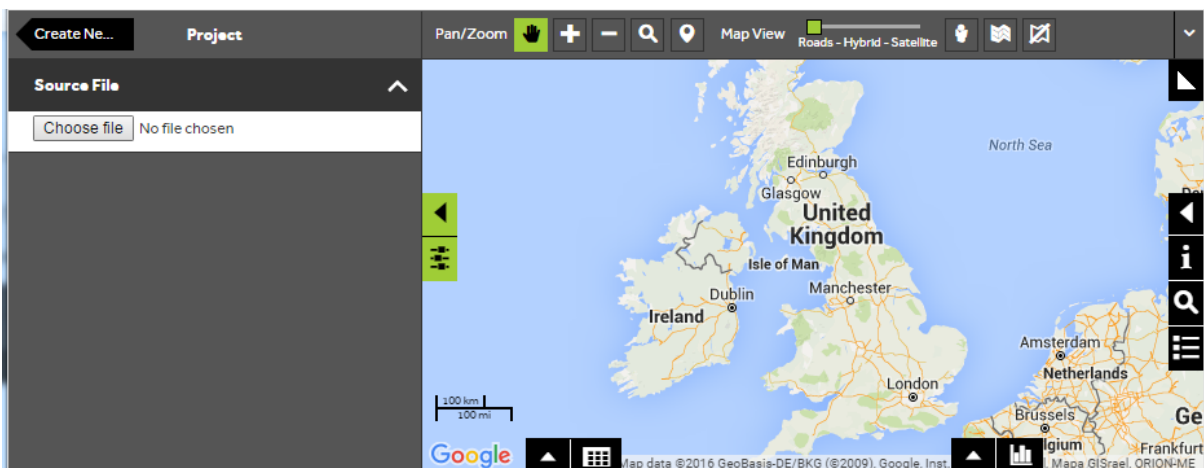
- To add multiple Map Pins to the map, you can import data from an external source such as Microsoft Excel. Select **Import Data** to add your data to the map.



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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 points on the map.



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## Check that the location method is correct

- The system will 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 Geoplan software interface. On the left, there is a sidebar with 'Source File' (Client Data.xls) and 'Location Method' (UKNATGRID). The main area features a map of the United Kingdom with several location pins. Below the map is a data table with the following columns: Location Match, ID, Postcode, Product, Sales Value, Purchases, Eastings, and Northings. The table contains five rows of data, all marked as 'Matched'. At the bottom of the interface, there are 'Confirm Preview' and 'Cancel' buttons.

Location Match	ID	Postcode	Product	Sales Value	Purchases	Eastings	Northings
Matched	1006580	BT6 9HR	C	897.88	9	148547	5272
Matched	1007277	HP15 6QG	C	264.46	3	490400	1967
Matched	1063870	W6 9RJ	C	433.96	8	523110	1781
Matched	1135287	SG13 7NN	C	145.88	4	533789	2124
Matched	129252	HG1 4HX	D	763.94	2	430513	456814

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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. Any Records that could not be matched will have **'Unmatched'** in the **Location Match** column in the **Data View** below. 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.

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## What do you want to do next?

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

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