

Editing data for territories

Once you have territories added as a layer to your project you can use the **Territories Panel** to control the appearance of the layer, as well as the data associated with it. The following instructions will give you a step by step guide on how to edit data within SKiN.

Before you begin

Before you start editing data associated with your territories make sure that you have the data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:

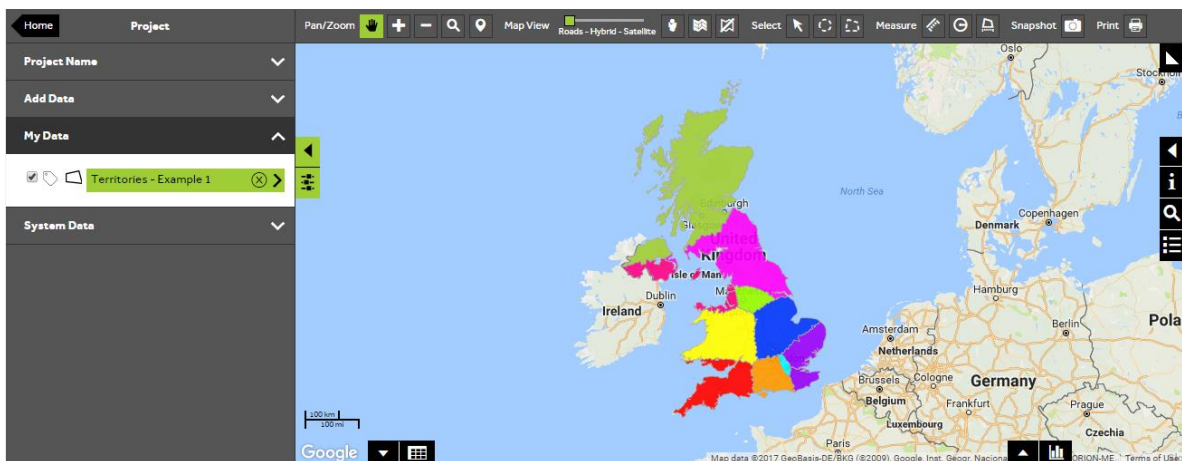
- Territories Steps - Create a Project
- Territories Steps – Import Data



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Edit data in a territory layer

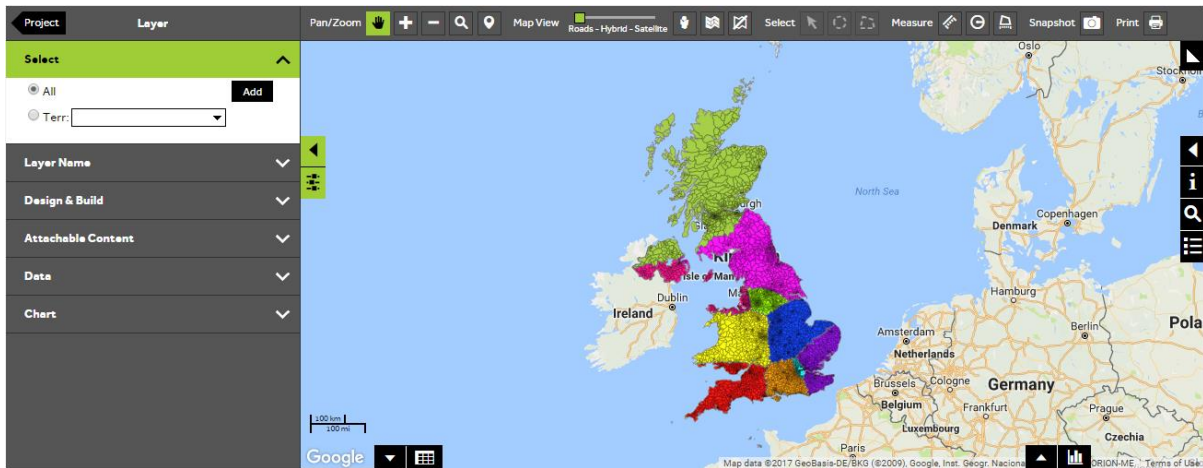
- To edit your own data, **Open an existing project** and then select **My Data**. Click on the layer you wish to change.



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Select all territories

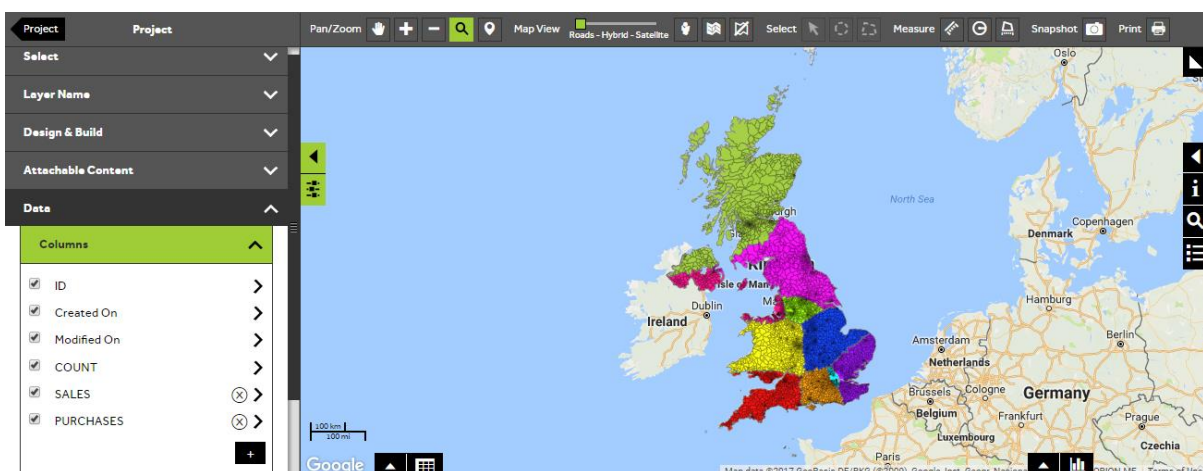
- To edit data columns you need to firstly make sure that all territories are selected. Open the **Select** section of the panel and click on the **All** button if this is not currently selected.



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Edit the data

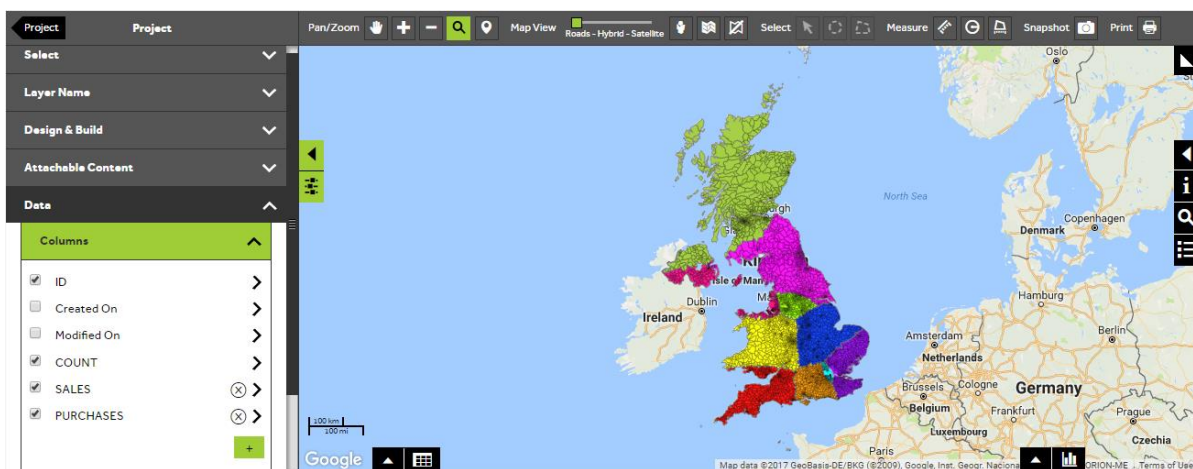
- Within the layer editor panel select **Data**, from here you can control the data associated with your territories, expand the **Columns** selection panel.



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Change which columns are displayed

- You can control the columns that are displayed in the **Data View** by ticking/un-ticking the boxes next to each column name. You can delete a column by clicking the **X**. A message will be displayed warning you that the layer will automatically be saved if you make this change, select **Yes** when asked 'Do you wish to continue with this change?'. Some columns, like the **ID**, cannot be deleted. You can add a column by clicking the **+** button found at the bottom right of the **Columns** panel.

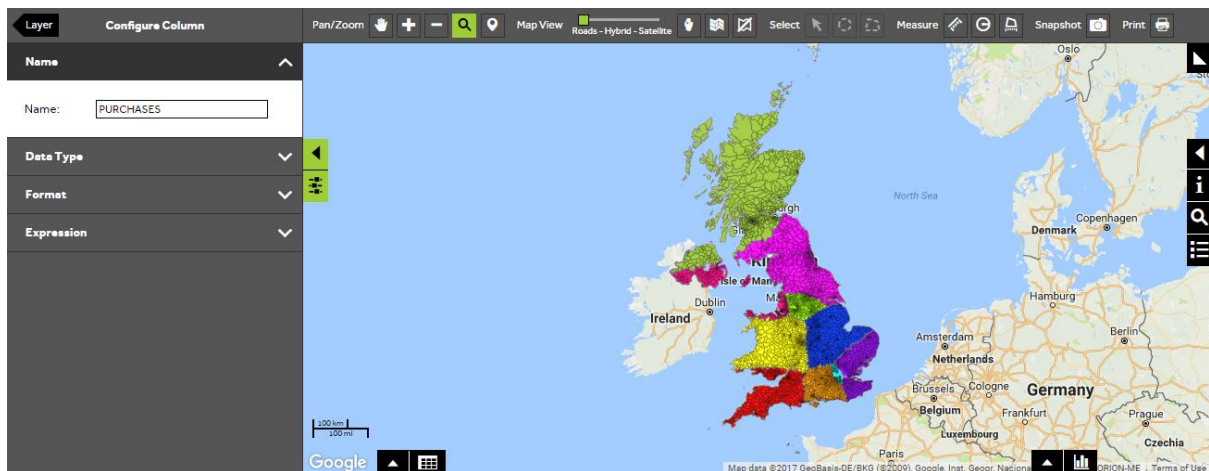


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Column Configuration

- To edit a column, click on the column name and select **Yes** when asked 'Do you wish to continue with this change?'. The panel will update to show the **Column Configuration Panel**. You can change the name of the column by clicking in the **name** box and typing.
- You can change the **Data Type** of the column by selecting from the dropdown box.
- For numeric columns, you can set the data **Format**, e.g. the number of decimal places or special formats such as time or date.
- You can also populate a column using an **Expression** to automatically generate the values. You can select an **expression type** from the first dropdown box and then use the other dropdown boxes to build your calculation. Press **Calculate** to run the calculation.

Note that the **Expression** section is not available for data type **time** or **date**.



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Create a new data column

- To create a new column with a calculation, click on the **+** button, select **Yes** when asked 'Do you wish to continue with this change?'.
- Enter a name for your new column in the **Name** text box
- Open the **Data Type** section to select a **Category** for your new column from the dropdown list.
- Depending on the data type that you selected, there may be a **Format** section. Open this section and select the required format for your new column.
- Depending on the data type that you selected, there may be an **Expression** section. Open this and select an expression type from the first dropdown box, then use the other dropdown boxes to build your calculation: The type of expressions you can choose from are:

Simple Calculations – Allows you to add, subtract, multiply or divide existing columns in your layer.

Aggregation Calculations – Allows you to calculate the Sum, Average, Variance or Standard Deviation of an existing column in your layer.

Cartographic Calculations – Allows you to calculate the X/Y co-ordinates of each feature, and for areas, the surface area in square kilometres, miles, metres or yards.

Percentage Calculations - Allows you to identify a percentage value of an existing column in your layer.

- Click **Calculate**, the values will appear in the column in **Data View**.

The screenshot shows the Geoplan software interface. On the left, a 'Calculate' dialog box is open, showing a dropdown menu for 'Simple Calculations', a dropdown for 'SALES', a dropdown for '+', and a 'Direct Value' field set to '2.5'. A 'Calculate' button is at the bottom. The main window shows a map of Europe with territories highlighted in various colors. Below the map is a data table with the following columns: #, ID, COUNT, SALES, PURCHASES, and EXAMPLE CALCULATION. The table contains 10 rows of data.

#	ID	COUNT	SALES	PURCHASES	EXAMPLE CALCULATION
1	948	72568.28	659.71	181420.70	
8	948	39539.03	359.45	98847.58	
3	949	30862.82	280.57	77157.05	
6	948	25395.88	230.87	63489.70	
10	948	23359.34	212.56	58398.35	

What do you want to do next?

You may wish to create a report for your territories or export your territory data to a file, please refer to the following sections for further assistance:

- Refer to: **Territories Steps – Create Output - Report**
- Refer to: **Territories Steps – Create Output - Export**
- Contact: **Geoplan Support**