

Merging 2 Excel Sheets with a common column (ie File ID)

Download reports from PC, include opening File ID in outputs.

Example: Opening area details and disturbance complete

Download from All Activities page with data filtered on Disturbance (XLS Disturbance)

Download from Dashboard - Opening Areas (XLS OP Areas)

Set up XLS Disturbance

- 1st column must be File ID
- Sort by File ID
- Move columns you want to merge into XLS OP Areas to be in next columns.
- Once done, copy the 3 columns of data and then Paste into a new worksheet in XLS OP Areas.

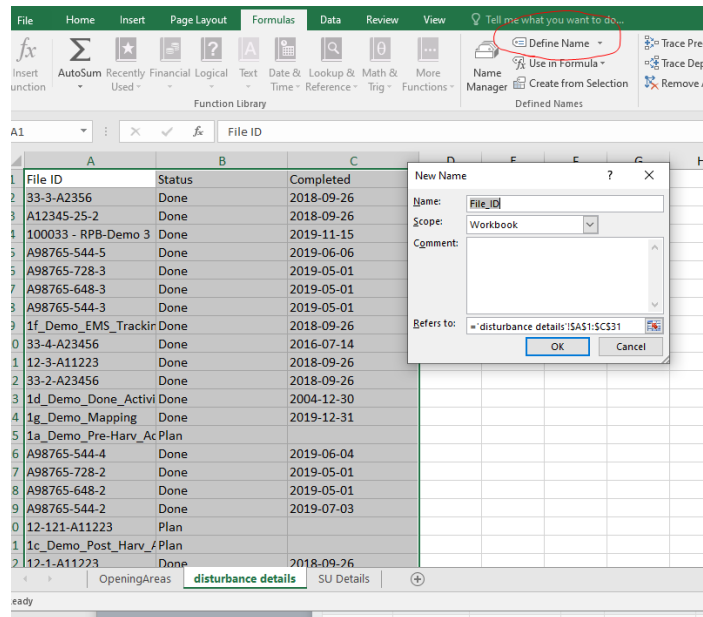
File ID	Status	Completed
33-3-A2356	Done	2018-09-26
A12345-25-2	Done	2018-09-26
100033 - RPB-Demo 3	Done	2019-11-15
A98765-544-5	Done	2019-06-06
A98765-728-3	Done	2019-05-01
A98765-648-3	Done	2019-05-01
A98765-544-3	Done	2019-05-01
1f_Demo_EMS_Tracking	Done	2018-09-26
33-4-A23456	Done	2016-07-14

Set up XLS OP Areas

- Add Column Names that will hold the data we will bring in from XLS Disturbance
- Sort by File ID

File Id	NAR	Perm Roads	Licence	CP	Block	Gross Area	Dist. Status	Completed
1d_Demo_Done_Activities	78	2.5	A12345	25	1	105.1		
A12345-25-2	43	2.2	A12345	25	2	55		
33-1-A23456 - No Activities	16.3	0.2	A23456	33	1	18.1		
33-2-A23456	22	1.7	A23456	33	2	25.6		
33-3-A2356	7.5	0.4	A23456	33	3	9.8		
12-121-A11223	31.9	3	A11223	12	121	45.7		

- Go To worksheet with Disturbance Data, select all the data, Formulas Menu - Define Name option and give the data selected the name 'Disturbance'. (will use this later)



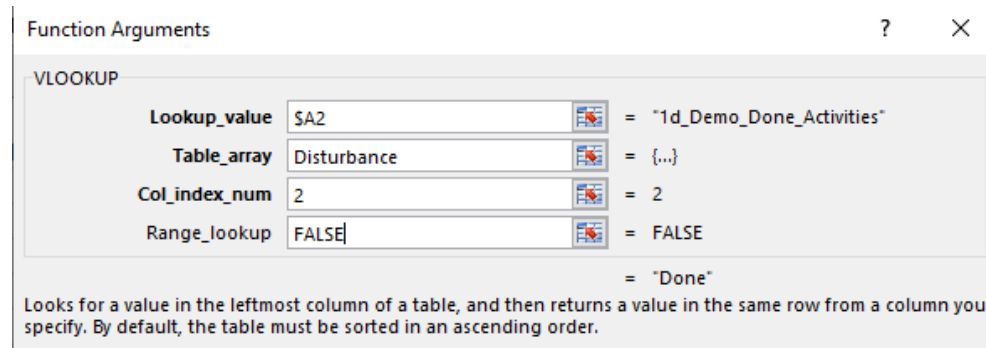
Ready to Merge using VLOOKUP Function

In XLS OP Areas, select the Insert Function item on the Formulas menu, Category = All, Function = VLOOKUP then OK.

Enter formula as follows into Status and Completed column, then double-click to apply formula to each column. Only change the col_index_number for each column to bring in.

Lookup_value \$A2 = FileID, Table_array 'Disturbance' = the name of the data set we created earlier

- Disturb status: col_index_num = 2 (column number in disturbance data)
- Completed: col_index_num = 3 (column number in disturbance data)



	A	B	C	D	E	F	G	H	I
1	File Id	NAR	Perm Roads	Licence	CP	Block	Gross Area	Disturb status	completed
2	1d_Demo_Done_Activities	78	2.5	A12345	25	1	105.1	Done	2004-12-30
3	A12345-25-2	43	2.2	A12345	25	2	55	Done	2018-09-26
4	33-1-A23456 - No Activities	16.3	0.2	A23456	33	1	18.1	Plan	0
5	33-2-A23456	22	1.7	A23456	33	2	25.6	Done	2018-09-26
6	33-3-A2356	7.5	0.4	A23456	33	3	9.8	Done	2018-09-26
7	12-1-A11223	63.3	1.9	A11223	12	1	72	Done	2018-09-26
8	12-3-A11223	50.3	2.9	A11223	12	3	60.7	Done	2018-09-26
9	12-5-A11223	14	0.7	A11223	12	5	17.8	Done	2009-01-06
10	1c_Demo_Post_Harv_Activities	46	1	A12345	25	5	50	Plan	0
11	33-4-A23456	22	1.7	A23456	33	4	25.6	Done	2016-07-14
12	25-21-A12345	48.9	1.3	A12345	25	21	52.7	Done	2018-09-26