

Creating Reports for use with the PowerPivot Tools

With the release of the new version of Commissioner Tools, it may be helpful to learn how to create best reports to work with the PowerPivot Tools.

- 1) Always create your reports to run from January through December. An annual report is simply created by not entering a date range at the top of the report page.
- 2) Reports that do not include the entire year will not work and will cause an error in processing which will stop the import process.
- 3) Reports that run for 12 months across year boundaries will work but will give you erroneous results. We take no responsibility for this error.
- 4) If you are creating a Roundtable Attendance report for the previous year (used in the Roundtable Program- Year Analysis Tool) make sure you name the report appropriately (i.e., Roundtable_Attendance_2018.csv, Roundtable_Attendance_2019.csv).
- 5) Ensure you have all the appropriate reports for the PowerPivot Tool:
 - a. Visual Analysis:
 - i. District_Contact_Stats.csv
 - b. Unit Contact Analysis:
 - i. District_Contact_Stats.csv
 - ii. Assigned_Units.csv
 - c. Units Needing Assistance
 - i. Assigned_Units.csv
 - ii. Priority_Needs_Units.csv
 - iii. Roundtable_Attendance.csv
 - d. Roundtable Program-Year Analysis
 - i. Roundtable_Attendance_2018.csv (named by you)
 - ii. Roundtable_Attendance_2019.csv (named by you)
 - e. Once you have all the necessary reports
 - i. Create a new folder
 - ii. Put the reports in that folder (original .csv format only)
 - iii. Put the PowerPivot tool in that same folder
 - iv. Open the PowerPivot tool in Excel (data should load and be analyzed automatically)
 1. If it does not autoloading, click on the "Data" tab, and click "Refresh All."
 - v. Analysis reports ready to print or be created as PDF
- 6) If you need assistance, email commissioner.support@scouting.org