Using the Merge Tools

Overview

The merge tools (Merge_DCS, Merge_UH, Merge_AU, and Merge_PN) are four macro-enabled tools that use the Excel ETL (Extract, Transform, and Load) services found in the PowerQuery portion of the application. The tool is designed to be placed into a directory containing one or more data files from Commissioner Tools where it will open those files, clean them of any blank lines, or unused data, and merge them into one single file which can be used in any of the PowerPivot Table tools. As before, these tools are designed to be used on a Windows-based personal computer with Excel 2013 or 2016 only.

How to use

Create a directory for the files you will be downloading from Commissioner Tools. We suggest that this is located in the "Download" directory of your computer, and that it be at the top level of this folder (i.e., d:\downloads\mydata). The second suggestion is that the folder name contain no spaces. If you would like a space, then use an underscore (my_data). It is a limitation of the Windows operating system on how it uses directories with spaces in the name, and this is just a way around that limitation.

Run and download your reports

Run the District Contact Stats, Unit Health, Assigned Units, or Priority Needs Units reports for each of the Councils in your Area or Region. Place these files in the directory you created above. Please do not mix District Contact Stats, Unit Health, Assigned Units, or Priority Needs Units reports together, they should each be in their own directory. Please keep these files in their native CSV format. You do not need to edit the files, however, you can edit the file names if you wish.

Process your downloads

Place the appropriate merge tool in the same directory as the reports you have downloaded. Start Excel, and then open the tool. If you are prompted with any warnings, please "enable" macros and any data connections, or content. Once the tool has loaded you will see a button that says "Load & Save Merged Data". Click this button to start the extract, transform, and load process. The process will merge together one or more .csv files, and will save a new "merged" CSV file in the same directory. The merged file will be named "DCS_Merged", "UH_Merged", "AU_Merged" or "PN_Merged" as appropriate. It will also display a message for you, so you know where your merged file will be saved. You can add additional CSV files to the directory and reprocess them. The system will not load any "merged" files, nor any files that are not in CSV format. You may now use the merged file with the other PowerPivot tools that have been created.

Support

These tools have been developed by volunteers and ARE NOT supported by the BSA or the BSA's Information Delivery Group. For assistance please contact commissioner.support@scouting.org and a volunteer will respond to you.