MINISTRY OF HEALTH



ZANZIBAR MALARIA ELIMINATION PROGRAM

Malaria Surveillance in Zanzibar:

Data Analysis and Interpretation

September 2016



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List of Abbreviations

DMSO	District Malaria Surveillance Officer
FAQ	Frequently Asked Questions
MCN	Malaria MCN
MCR	Malaria Case Register
MEEDS	Malaria Epidemic Early Detection System
USSD	Unstructured Supplementary Service Data
WHO	World Health Organization
ZAMEP	Zanzibar Malaria Elimination Programme

1. Chapter 1: Introduction

1.1. Definition of Malaria Surveillance Data Analysis

Data analysis is the process of inspecting, cleaning, and transforming data to derive useful information, whereas **surveillance** is the ongoing systematic collection, analysis, and interpretation of outcome-specific data for use in the planning, implementation, and evaluation of public health practices.¹

The seventh report of the World Health Organization (WHO) Expert Committee on malaria stated that <u>malaria surveillance</u> is "designed to discover evidence of any continuation of transmission, to establish its nature and causes, to eliminate residual foci, to prevent or cure such residual or imported malaria infections in man as would delay the ending of transmission or threaten its resumption in a given area, and, finally, to substantiate the fact that *elimination* has been achieved".

1.2. Importance of Malaria Surveillance Data Analysis in the Elimination Phase

Increased surveillance is one of the greatest differences between malaria control and malaria elimination programs. During control, programs focus on population-wide interventions and are, therefore, interested in broad measures of morbidity that can be captured monthly or even less frequently in a (possibly) limited geographical area (sentinel sites). As programs move forward to the elimination phase, their interest eventually turns to each individual case reported via daily or weekly data reporting systems. This shift is important for disrupting ongoing transmission. The persistence of endemic malaria transmission in surrounding areas leaves the islands of Zanzibar vulnerable to sudden outbreaks of malaria and the re-establishment of perennial malaria transmission. Reliable and improved malaria surveillance and epidemic response capacity are required to maintain control and prevent malaria resurgence in Zanzibar².

1.3. Aims and Objectives

The purpose of this manual is to outline how data analysis can be performed using the malaria MCN (MCN) system implemented in Zanzibar. The details of each step involved in each system are explained to provide a malaria surveillance data analysis manual for surveillance officers, the District Malaria Response Team, and Zanzibar Malaria Elimination Programme (ZAMEP) staff. This manual also describes the features of the web portal that was designed to manage the data and perform basic analysis. This web portal enables data dissemination to stakeholders through weekly reports and facilitates identifying sudden increases in malaria cases. When such an increase is detected, an outbreak response plan is initiated by the District Malaria Response Teams, as shown in the flow diagram (*Figure 1*) on the next page.

¹ Thacker, SB & Berkelman RL. Public Health Surveillance In The United States. 1988. Epidemiological reviews 10:(164-190).

² Zanzibar Malaria Elimination Programme. 2013. Malaria Strategic Plan III 2013/14-2017/18.

1.4. The Zanzibar Experience

In 2005, malaria prevalence exceeded 20% in many parts of Zanzibar. After almost 5 years of malaria intervention scale-up in Zanzibar, malaria-related illness and childhood mortality have been impacted^{3,4}. Increased malaria prevention interventions, including universal coverage with insecticidetreated bed nets and indoor residual spraying (since 2007), have resulted in a dramatic decline in malaria prevalence in Zanzibar. In 2008, the Zanzibar Malaria Elimination Programme, in collaboration with the U.S. President's Malaria Initiative, developed and implemented the Malaria Epidemic Early Detection System⁵ (MEEDS). MEEDS relies on mobile phone-based weekly reporting of malaria indicators from government primary health care units in Zanzibar. Each week, malaria surveillance data are forwarded to a secure website for review by ZAMEP. These real-time surveillance data allow ZAMEP to make data-driven



decisions regarding when and where to investigate sudden increases in transmission, initiate active case detection, and provide more comprehensive coverage with malaria interventions.

2. Chapter 2: Overview of Malaria Surveillance in Zanzibar

Figure 1 summarizes the two main surveillance systems established in Zanzibar: MEEDS and MCN.

2.1. MEEDS

MEEDS helps to identify abnormal increases in malaria cases based on weekly reported data. Since this system was established, remarkable achievements have been made in successfully controlling malaria in Zanzibar. However, to ensure that these gains are sustained over time, proper monitoring systems should be in place.

³ Tanzania Commission for AIDS, Zanzibar AIDS Commission, National Bureau of Statistics, Office of the Chief Government Statistician, and MacroInternational Inc. 2008. *Tanzania HIV/AIDS and Malaria Indicator Survey 2007-08.* Dar es Salaam, Tanzania.

⁴ Bhattarai A, Ali AS, Kachur SP. Impact of artemisinin based combination therapy and insecticidetreated nets on malaria burden in Zanzibar. Plos Med (4 (11):e309.doi:10.1371/journal.pmed.0040309. 5 Zanzibar Malaria Control Programme.*Zanzibar Malaria Epidemic Early Detection System Biannual Report*, Year - End 2010; 2 (No.2); 2011.

MEEDS is based on weekly reporting of three malaria health indictors by health facilities via mobile phones using the Unstructured Supplementary Service Data (USSD) system. The three indicators are the number of all-cause outpatient visits and the numbers of positive test results for malaria and negative test results for malaria stratified by age group (<5 years and \geq 5 years).

2.2. MCN

MCN, which is also known as the Coconut Surveillance system, was established in 2012 to build on the success of MEEDS. This system allows District Malaria Surveillance Officers (DMSOs) to actively monitor new malaria cases reported through MEEDS and respond to individual cases. These two surveillance systems facilitate identifying malaria outbreaks and responding to them quickly. Timely and accurate surveillance is extremely important to ensure that Zanzibar moves towards malaria elimination.

The MCN system uses the Malaria Case Register (MCR) to record detailed information about confirmed malaria cases that are individually followed up by the DMSO. This register provides quick information about malaria cases when required. The following procedures detail how data from the MCR are reported to the server via the Short Message Service (SMS) system and how they are reported via the Coconut Surveillance application using tablets.

1. When a case is detected at a health facility in a certain *shehia*, the patient's details are recorded in the MCR booklet, as shown below:

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- 2. The health facility then sends the MCN via mobile phone text message to the central server with the patient's first name and location of the *shehia* (found in the highlighted columns in the booklet).
- 3. The DMSO then receives the MCN from the server on his/her phone and in the Coconut Surveillance application on his/her tablet.
- 4. If the DMSO can go to the health facility to collect the data, he/she will accept the MCN on the tablet. However, if the DMSO is unable to follow up the case, he/she will reject the MCN and contact the second DMSO in that district to follow up on the case. For the step-by-step instructions for using the Coconut

Surveillance application on the tablet, please refer to the surveillance field manual.

- 5. The DMSO will then visit the health facility in that *shehia* to verify the reported case and collect additional information using the tablet from the MCR booklet at the health facility.
- 6. After the information at the health facility has been entered into the tablet, the DMSO will visit the patient's house and collect data at the household level. The medical officer will provide additional patient information to the DMSO, such as the phone number and address where he/she can reach the patient. Each DMSO is provided with a backpack containing rapid diagnostic tests and medical supplies, such as gloves, syringes, alcohol swabs, malaria medications, net coupons, and a thermometer. The DMSO must ensure that he/she has sufficient stocks of all these supplies.
- 7. The DMSO will then collect individual data from all household members. Every member of the household needs to be tested for malaria infection using rapid diagnostic tests. In addition, their temperatures must be checked to determine the presence of fever. If any members test positive, the DMSO should give them medication.
- 8. The data are then sent to the server so that the stakeholders can access them.

3. Chapter 3: Malaria Case Detection

3.1 Using MCNMCN Data

The national-level surveillance, monitoring, and evaluation team is responsible for reviewing the data for the past week on a daily basis to detect any abrupt increase in malaria cases. *Shehias* with 10 or more cases and villages with 5 or more cases are identified, and response activities are promptly conducted. Once the *shehias*/villages are identified, the respective District Medical Officers are invited for a meeting at the ZAMEP offices where planning and logistic arrangements are discussed and finalized. The response activities are fully conducted by the district malaria response team and led by the District Medical Officer, who is supported by a team from the national level. These activities involve several interventions, such as behavior change communication/long-lasting insecticide-treated nets, entomological activities, case management, and diagnostics. The procedures for detecting malaria cases at the *shehia*/village level using MCN data are detailed below.

3.2 Access to Web Portal

Steps for accessing the web portal:

- 1. Double click the short-cut to the web browser installed in your computer (for example, Mozilla Firefox or Google Chrome).
- 2. Type the following URL into the address bar and press the '**Enter**' key or click the '**GO**' button to the right of the address bar:

http://coconut.zmcp.org/zanzibar/ design/zanzibar/index.html#

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After the webpage has loaded, it will appear as shown below.

Press the Login button

Note: You will only be able to login if you have been registered and granted access to the system

3. Specify the time interval for which you are interested in viewing the data.

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- 7. Once you press '**Save**', the downloaded data will automatically be saved in the '**Downloads**' folder. Copy/cut the downloaded data and paste them in your preferred location.
- 8. Open the zipped file and copy all the files to the selected folder, as shown below.

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- 9. Six .csv files will appear. Each file contains a different level of patient information, as follows:
 - The '**USSDNotification**' file contains all of the malaria cases that have been reported in the specified period.
 - The '**MCN**' file includes all of the notified cases.
 - The '**Facility**' file contains all the cases that have been followed-up to the facility level.
 - The '**Household**' file comprises all the individual cases (index cases) that have been followed-up to the household level.
 - The '**Household Members**' file contains information on all household members (secondary cases) living in the index cases' households.
 - The 'Summary' file includes information on all of the above files.
 - Note that all the files are compatible with Microsoft Excel.

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10. To detect malaria cases, we use the '**Facility**' file because it contains all of the required patient demographics and location (*shehia*/village) information. Because this file is in .csv format, it must be converted to an .xls or .xlsx file to be compatible with formulas.

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3.2 Data Manipulation

The data downloaded from the system might not meet the end-user's needs or conform to his/her preferred format or arrangement. Thus, they may require some cleaning before further analysis can be done. For example, the downloaded data may not include the week number or you may want to link several data sets (e.g., Data set A might contain cases and *shehias*, whereas Data set B might contain health facilities, *shehias*, and districts). Eventually, you must have a complete data set that merges Data sets A and B. This can be achieved via data manipulation.

Opening a 'Facility' File

1. As in step (10) above, double click the '**Facility**' file in Microsoft Excel. A window will open as shown below.

4 "	- (x - 1+			Facility-2015-01-01	-2015-02-09-20150209-2416-(jr	ące.alus - Microsoft Excel				
File .	Home Its	ert Page Layout	Formulas Data Review View							≙ 🕗 ⇔ ∯
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23	Years	VISIT	6t/o4v9r+i 1/1/2015 BUBUBU #4j/t	Crisis filtering is lumed on, click	GO SeNrU7EEQODq36at	106242 KeT21xX+(PF	11 Female	Bvedals/FBUBUBU Yes ou	tsic DUO KV	A SHOL754b9dbf:1
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22	Vears		g+1tgLBAI 1/1/2015 MNAZI MI 52z	a control a control or control	TVcQp0OhR6OBrVW	106244 Cz/YPDTM PF	1 Male	225GOuxTCNYERERE Yes ou	SIC ARTEMETI KV	AWAZ c73bd1c122
7	Vears		a20yV215r memory MNAZI MI 3Xa	Press F1 for more help.	A /TZIOI2114r85WKEsp	106223 K4jgk+nM PF	234 Male	P+2gFT7ul KIKWAJUF Yes ou	tsic ARTEMETI KI	WAJUP BOceB1a222
-7-	Years		ppbGJpXG 1/2/2015 BEIT RAIS EOI	tr/Gknf No rH9GDTLWUKJH	NZhc 4/GwBE6/WWfc64Rh	106248 io46rkTPK PF	12 Female	4/GWBE6/1 GHANA NO	DUO NO	AGAA 18c90fd592
-5"	Years	VISIT	Qv669Axr: 1/2/2015 BUBUBU #2xP	dQYqp No WgA0YUh MOR	OROX 225GOuxtCaVI91HDY	106255 E2pEmiOr PF	115 Male	egtD/eZP: FUONI KIE Yes ou	tsic DUO FU	ONI PO 35c3d6e112
"15"	Months		R81YhDM+ 1/2/2015 SHAKANI 09F	Qcl3+4 No E7SygXrwibiesV	/Lyfi-diCudYDz/sPoZW+ik	106252 fQRW76U PF	8 Female	SUSROUW SHAKANE NO	ACT M	ONGE 7/140d216
14	Years		CSIG5pap: 1/2/2015 MICHEWE 201	hildle No ImcSENOIMAF	A 20Ehi34IzxPimfQ6OI	106246 6/y8/TCU/PF	12 Male	XRMyc2T# MICHEWE Yes with	thir ACT M	CHEWE #0423604/3
"35"	Vears		GXCskieC 1/2/2015 KIVUNGE \$70	SFGfs: No KSO4e3799vf50	M4(tCptk9eWkVII9v+y/9	106245 nlsAmugYPF	9999 Female	#8d7kJI2N PITANAZA NO	act m	unge ff61758dd
ingu	Vears		PUR2eTv2: 1/2/2015 KIVUNGE r8z	alviTrC No DdY+d0o80v951	mor #RPvgv75K looiKdrP.	106250 IM2+44/TIPE	9999 Female	OFUN/HAVURENIA NO	Act kin	andoni Miti 758dd
33	Vears		w/wr/TIIK 1/1/2015 SDA MEYA4U	OKERENO 67m00nRIDARI	5 SA v4lv+cAlvrrGU254Cil	106247 HOENIALE PE	9999 Male	UPRVG4ZIT URCA Yes ou	THE ARTEMED NO	ANIE c73bd1c12
11	Vears		vmakSER+ memory FUONI gas	Stoule No EH9rva34(KIGO	MA RH9rva34VnOG70NF	106249 xwHHnW9 PF	6 Male	soPtotkKe FLIONI KIE Ves ou	tsic DLIO FU	ONI BIE 18:901:059
"8"	Vears		WGRITCHU REPRESENT SHAKANI 900	KMNEND RV+0VP2XMKU	ANCSSD01Dd5+Ex05k2VC	106161 K0/7F6VULPF	1/5 Female	WILLIGHT SHAKANE YES ON	THE DUD COTE KI	IONGO 666667/85 1
30	Years		KIOTsboat 1/3/2015 KIVUNGE +Bo	OdSKK No elibatrial from	shin hn3QTGGmiAaQkUH	106256 27PC5dc8i PF	9999 Female	OUQTICIC DONGE K/ Yes ou	tsic act fu	sini %ebda0c
"18"	Vears		BR12/6Cog 1/4/2015 MICHEWE UCI	UKIICT No (ZIMIE368 MAF)	A ZP4PdykR/Mzf/B4BC	106258 E2pEmiOr PF	35 Male	XRMvc2T# MICHEWE Yes ou	tsic ACT CH	AMBOF a0423b04
"10"	Years		K70crKvFY 1/5/2015 TUMBE LIA	bOQzo No StirrZbiFExHoHy	[Qc/+HYkt5UpUbeCFYall]	106260 081cp3C# PF	38 Female	NdGDaAXI TUMBE My No	ACT M	INI TUN 215a4adcd
"10"	Vears		k70crKvFY 1/5/2015 MICHEWE 21A	bDQzoNo 98rrZbiFExHoHy	EQc/+HVksSUpUheCFYa8	106263 o81pp3Cx PF	53 Female	NdG0aAXI TUMBE My No	ACT M	INI TUN a0423b04/
"33"	Vears		r81+o7H95 1/5/2015 SELEM 8ED	xU/But No 6DRY/B#550eQ	VX9 YEddy30(ZoQ)rG1FW	106266 YIEQEVEN PF	27 Male	+XCN2VX2 MWAKAJE No	999 KI	AONI L 35c3d6e11
141	Vears		(81+oTH96 1/5/2015 MWERA 9uc	KmNS No aZ9mveTeMTW	ARA UAMZUINITIoo1192	106262 V6/6YG931PF	62 Female	+AeZfcalo MTUFAAN Yes ou	taic ACT KV	A KUA/05a366186
-13*	Vears		TENTINUE 1/5/2015 NUNGWI MI	WIFTE'NO OCCT2+IS+Cw0rg	Zinli 2mirhwhN0vKaCE11	106265 2OeMm7t PE	9999 Female	nsnh0H1/NUNGWI No	Act kie	imani b0103d01r
727	Years		VEANE IN 1/5/2015 BUARWIN I VE	PatiOn Monandi VI MAZI	INI offorbCxerAi0UBX	106301 XV/0+001 PE	14 Male	Delfillubby MAKOBA, Yes with	thir ACT M	ALUNC 425-24928
1290	Vears		b67ePAEC memory Absence [will	Vornak No. 1953 vGill Dar e	sal wWinmaMolf07:Bits	106257 CM78V8vi PE	9999 Male	part/DH1/NUNGWI Yes on	tait Duo cotes m	blue add765a3f
12	Years		OXCSKIEC 1/5/2015 KIBOJE 2EL	825821No IAm596No3VGc	04of 1+b4G8r0k4GDc15/K)	106259 (Olghm6z) PF	6 Male	inZURKe1E KIBOJE MI No	DUO COTE KY	AMRA ee4e82a4
14	Valars		momenta sussess MORA En	VZVZII No 1kEZodbBsv/ar5	E for Adhenium at BX/82	106261 ZillineBort PE	192 Eemale	OZIMINTCH MULICA M NO	ACT KH	HAWIS of STAT
			MACHER	and a second sec	and the second se	106264		MACHUI		eode82ad
4	Vears	VISIT	Yenho7(Tr 1/6/2015 BUBUBU # 0br	WIMESEVEND WIMESEVENTW	ARA ocEX4vmSTzm8dbf5c	106278 Edidd27toc PF	180 Female	7n99YicP9 MFENESIN Yes ou	taic DUO KV	A DAR Stradfell
26	Vears		G/SHTEMI 1/6/2015 UPENIA IOC	62HGX No /eLovuBEJ BUVU	DUT xa50inl2aNoVDdJK/y	106271 YwiiUbzBJ PF	26 Male	VLtb2CFCI KISONGOI Ves pu	THE DUD COTT KI	ON60(36513925)
31	Vears		(\$1+0THSE 1/6/2015 KITOPE 18/	VVVA/No IVPao306W11va	uXX IOn62HGXdUOzXe0A	106220 AvroyupRi PF	48 Female	Fánnik7M9 MBALENI No	ATC M	ALENI 355339254
"28"	Years		TIMBATCH 1/6/2015 TUMBE Br2	EC6k71No BLKOw0279530	20W 2EL825821YT28/2Mm	106269 UCJUKIICT PF	11 Female	NGGDaAXI TUMBE M. NO	ACT M	INI TUB 50ra62473
1507	Years		solOkosei 1/6/2015 SHAKANI ORI	Lon3Cx No HaVo63us TANG	A ošlop3CsepAi0URX	106272 26L825821 PF	28 Male	Eb5h7ul7/KISAUNI Ves.ou	taic ACT UN	ANIA 17/140/216
"24"	Years		BENTAHO 1/6/2015 BUMBIASS 201	\$25821No DEmilitor BUEL	uHtleCRYvLikdgi id 7m	106279 A2V4KVVc PF	15 Male	Yet/BWVC MANGAPI Ver on	TSICACT N	A MBIL (2) 749781
1481	Vears		VERYTHIN 1/4/2015 BUSABWAS CH	VDDTM No malk/34 Testing	VIE CORRASSONS OF THE	106300 1801ExAELDE	41 Male	Telletts Or MEENESIA No.	ACT UN	(ANIA) 426 249 281
15	Years	106213 106214	Nieleston 1/4/2015 704/2015 704/2015	E25B71Ver Mak66/2/VAM	MA rish004w/0Missu	106314 /V/4770/00 PE	7 Male	Veh/BAAr MANGAD Ver nu	THE DUD COTE N	A MADII (12)-749/7811
	Facility-2015	01-01-2015-02-09	Participation and and and and and and and and and an	Menore (199	The second of the second secon	and a second second	/ mare	in the second se	COTTAL	

In this example, you want to see which facility did not fill in the patients' genders.

1. Click on any cell in the '**Facility**' data set. Then, click on the '**Data**' tab and click the button shown here:



2. Once you do so, an arrow will appear on the right side of each heading.

	Н		G		F	
•	District	•	ShehiaMjumbe	۳	x	Sex

3. To identify those cases for which no gender was specified, go to the '**Gender**' field and click the arrow. A dropdown menu will appear, as shown below. Uncheck '**Male**' and '**Female**' but leave '**blank**' checked. This will display all the cases that are missing gender information.

NOTE:

- Using the same dropdown menu, you can sort the data in ascending/descending order or by color, depending on your preference.
- Using filtering, you can review all fields to determine whether all of the rows are completely filled out.

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A1		• (*)	f. Ago																				
A	8	ç	D	E	E.	G	н		J K		1	м	N	0	P .		Q	8	\$ T	U	V	W	x
Age -	- AgeinN -	CaseID -	Commi *	Contact +	Dateofi -	Facility =	FirstNa = 8	lasson - H	eadol - ifYESIi	s - La	istNai + Lo	istTol = A	Aalarid - 🛛	Middle -	Parasit	- Re	lerei - Sex	- She	shat - Shehi	a - Travel	- Treat	n - Village	- idn
1 "23"	Years		VISIT	6t/o4v9r+	1/1/2015	BUBUBU	(4)/1)/P19021	io fy	abEnFfC MORO	GOI Se	NrU7EEQC	Dq36xt	106242	CaT21xX+	(PF	24 2	ort A to Z			Yesou	tsic DUO	KWA SH	OI 754b9dbf; 18
-						MICHEWE	NI						106243			11 1	grt Z to A			NI			2f5a4adcd1-t
22	Years			q+1tqLBAI	1/1/2015	MNAZIM	S2zRRvED'N	io Fi	2xTMbze TANG	A YV	/cQp00hR8	508rVW	106244	Cz/YPDTH	/ PF	1	iont by Color			+ Yes ou	tsic ARTER	NETH KWAWA	2) c73bd1c1222
• *7*	Years			a20yv215	ACCOUNTS OF	MNAZIM	3XatPsyYE	io h	zvcfJ0J1g KIGON	AA /T.	21012114rB	SWKEsp	106223	K4jgk+nA	1 PF	8.0	Sear Filter Fri	n Teatre	pener'	Ves ou	tsic ARTER	NETH KIKWAJ	UT 80ce81a2220
T	Years			ppbGJpXG	1/2/2015	BEIT RAIS	Eo1r/Gknf #	io n	HODTLWUKJHN	(Znc 4)(GwBE6nWV	Vfcd4Rh	106248	io46rkTPI	CPF	111	that he Color			NO	DUO	NDAGA	A 18c90fd5921-
1 "5"	Years		VISIT	Qv669Axr.	1/2/2015	BUBUBUS	JxPdQYqp M	10 W	rgA0YUh MORO	ROY2Z	SGOUXTCAN	/191HDY)	106255	E2pEmiO	PF		and Differen			I Yes ou	tsic DUO	FUONIF	O 35c3d6e1124
15	Months			R81YhDM	1/2/2015	SHAKANI	09R2c53+4 5	10 E	75yqXrwjbjgsW	Lvfi dje	CudYD2/sP	oZW+ik	106252	QRW76L	r P#		or form			No	ACT	MSONG	E 7f140d21619
14	Years			C\$iG3pqp	1/2/2015	MICHEWE	20Ehj3412.9	it al	ncSENO1MAFIA	4 20	DEhj34ltxP)	mfQ60i	106246	s/yBJTCU	+ PF	8	learch			P Yes wi	thir ACT	MICHEV	/E a0423504/ 20
0 .32.	Years			Oxcanic	1/2/2015	KIVUNGE	\$7Q\$FGts;1	10 K	SO4e3799v1508	MACCO	ptk9eWkV	119147/9	106245	nisAmuq	Y PF		K (Select	45		NO	act	muange	ff61758dd 22
1 .2.	Years			PUs2nTv2	1/2/2015	KIVUNGE	r8zalyiTrC *	io D	dx+d0n8Qy95Ti	mog 48	PARVZ3K3	ppikdrP/	106250	MZ+4Ac1	IPF.		-UM			NO	Act	kipando	niff61758dd 19
2 "33"	Years			w/wzJTIIK	1/1/2015	SDA MEYA	4UYHXEB9	0 6	7mQ0nRIDAR E	S SA v4	lly+oMyzrG	RU254CH	106247	rOEhj340	PF		Unino	n		Yesou	tsic ARTER	AETI NYANJE	c73bd1c1;23
1 .11.	rears			VITTAKSER+		FUONI	dw3ltons+1	10 K	H9PV2541 KIGON	AA ROS	rervasevne	2020N9	100249	миннам	199		- D @lanka			ryes ou	0000042	FUONIE	IF 180901059 21
6 0 ·	Tears			WGINTCSHU	a la facta	SHAKANI	SUCKIMNS F	10 n	V +OYP ZK MIKUR	ANCOS	opsudo+a	KIQSK2TC	100101	LD THONL	197					resou	CSIC DUO (OTE KIDONG	U 60600/05 18
5 30	Tears			NOLPOOL	1/3/2015	KIYUNGE	+BCQCOKK P	10 e	sbarreqt from s	inin ne	13QTGGmu	ABORDH	100256	27PCS0C						r ves ou	tsic act	ruasini	76e5da0c.19
5 18	Tears			Bettiocdi	1/4/2015	TURANT	UCJURDET F	10 J4	IMILIOB MAPS	29	APBYOUM	UT/BADC	106258	Lapernio						Yes ou	LICALT	CHAMD	0F #0423504/19
10	rears			R JUCIKUPT	1/3/2015	TUMBE	ZIADOUTO P	0 3	BITLDIFEXMENVE	CLCS ***	erksSupun	econas:	100200	patppaci	C PP					PNO	ACT	MURNE II	JA 275848000 19
1 10	Tears			R/UCIAVIT	1/5/2015	MILHEWE	DADUU201	10. 9	BITZDIFEAMPHVE	CUCA TH	intrasoupun	ecrtas:	100203	osippsu	OFF.					PNO	ALT	MURNI II	N 80423004 18
5 33	Venue			raite Third	1/5/2015	SELEM	SEDCU/SU P	10 01	Diamagesouque	VAS TR	DOT SUIZOU	Dro1093	100200	Joneshua	100			OK	Cancel	Neo		999 KIBAUN	10350300001118
****	Tears			TB-dT-d-d	1/5/2015	NUVERA	AUDA PTC A	io a	compete Milwa	tiol la	control poor	Addreas	100202	Voiorig93	197		-			ares ou	CSICALI Act	KYVA KU	A/07330010019
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a 19	Vestor			OXCOMMEN	1/5/2015	KIRCUE	1010000000	0 0	militie heres	Mak Fel	Pacanterol	Dyte/co	106257	Clabore	1.05		5555 Ma	e por	intertexterne	E Malifice	0000	TOTE VIALENCE	Augustat 18
5 710 ⁴	Vears			memorial	1/3/2013	MELICA	Ren Whith	10 10	TothBoylarta	Apr 14	Overander	LEX/B7	106255	diaster	- 24		163 Ees	e jqr	Dispie sieur	A AA Mo	ACT	CIT KWANE	A 00400284 15
6 m	10.01.5					MACHUR	nines raja v		CLOHOUT IN ST	1110	as a manual second	contra in	106364	custrupe				and car	MACH		HL.	ALC: NOT	entel?at 1.3
7 *4*	Vears		VISIT	VenhoTiTr	1/6/2015	BUBUBU	(holds The	in in	MedVI MTWO	ILA or	EVAumSTr.	aling.	106778	Eddda 70e	01		100 Ees	ale Tot	HVL-DS MITN	FUN Ves or	00034	KWA DA	8115-146+1120
9 *26*	Vears		*****	G/SHTAN	1/6/2015	HOENIA	10r628GX 3	in la	I WIRE RING	DUTXa	SflielDaNe	AD40KA	106271	Facil Herb	105		26 Ma	a Vit	NOCECURISON	GOIVes ou	taie DUO (OTEKISONG	0135533925/45
4 "35"	Years			r8l+oTH9f	1/6/2015	KITOPE	ISWAYA/ S	10 3	Pan 306W11 va	UXX IO	c62HGXdU	Orxella	106270	ExcasuoR	1 DE		d8 Fed	vale Fár	INK7M9 MRAI	ENI NO	ATC	MRALEN	1 35533925-34
6 *28*	Vears			TZHRAFON	1/6/2015	TUMBE	Br3FC6k718	io B	KOw0226307	OW 25	182582191	2B/7MW	106269	CluKiiC	. PF		31 Fed	ale Nd	GORAXITUME	EMINO	ACT	MUNIT	18.50ca634f3 27
1 "50°	Vears			shi Okosel	1/6/2015	SHAKANI	office if	IO H	aVo63uv TANG	A 08	tion3Cxen	AIDURY	106272	FLR2SR2	105		28 Ma	a Dd	B TUT KISAU	NI Ves ou	TANK	UWANI	17/140/21619
2 "24"	Vears			JexNTakin	1/6/2015	BUMRWIT	2618258718	10 13	EmiCHot RUFUI	uk	ett+CRVvLik	det162m	106279	A PULKUV	295		15 Ma	e Yel	/RMAC MANO	API Yes ou	Nic ACT	NILA MR	il d2b74978i 20
3 "48"	Years			V9Ew9zHis	1/6/2015	BUMBWIN	C2/YPDTM P	10 11	x3ly2H7mpion3	(96, 63	RigASoxSI	KFEhLHc	106300	1801ExAl	PF		41 Ma	e 3ei	lettSOr MFEN	ESIN NO	ACT	UWANI	41d2b74978i19
4 "15"	Years	106313, 1	06314	NigHk32P	1/6/2015	ZINGWEZ	2EL8258211	es N	MAA612/KAHA	MA zie	eb004vv/	OMiosu	106314	Kd47YIp	9.04		7 Ma	e Ygi	BWYC MANO	API Yes ou	tsic DUO d	OTE NUA ME	IL d2b74978i 21
1.1.1.52	acility-2015	5-01-01-20	15-02-09	10										1341		_							•

Creating a new variable

Sometimes, a new field column that does not exist in the data downloaded from the system will be needed.

For example, you may wish to create a new variable called '**Week Number**' using the '**date of submission**' column. The details of how this can be done are provided below.

- 1. Depending on which side of the 'date of submission' column you want the new variable to appear, select a cell to the right or left.
- 2. Right click on the cell, and a menu will appear as shown below. Click '**Insert**'. A new menu will appear. Select '**Entire column**' and then click '**OK**'.

* 2	Cut Copy Paste Optic Paste Speci	
	Insert Delete Clear Co <u>n</u> ti Filt <u>e</u> r Sort	Insert Insert Shift cells right Shift cells gown Entire (ow Entire golumn OK Cancel

- 3. A new column will appear. Type 'Week Number' into its heading.
- 4. In the cell immediately below the heading, type "=WEEKNUM()", clicking on a cell with a date while the cursor is between the parentheses.

5. Press the 'Enter' key. A week number will appear (in this case, '36').

Date	Week Number	-					
9/1/201	5 =WEEKNUM(D2)	-					
9/2/201	5	-					
9/2/201	6						
5/5/201	-						
9/4/201	5						
9/5/201	5						
9/6/201	5						
9/7/201	5		E				
9/8/201	5	Date	Week Number				
9/0/201	-	9/1/2015	36				
9/9/201	5	9/2/2015					
9/10/201	5	9/3/2015					
9/11/201	5	9/4/2015					
9/12/201	5	9/5/2015					
0/10/201	-	9/6/2015					
9/13/201	2	9/7/2015		0	6		
9/14/201	5	9/8/2015		Date	Week Number		
9/15/201	5	9/9/2015		9/1/2015	36		
9/16/201	5	9/10/2015		9/2/2015			
0/17/201		9/11/2015		9/3/2015			
9/17/201	0	9/12/2015		9/4/2015		D	E
9/18/201	5	9/13/2015		9/5/2015		Date	Week Number
		9/14/2015		9/6/2015		9/1/2015	36
		9/15/2015		9/8/2015		9/2/2015	36
		9/16/2015		9/9/2015		9/3/2015	36
		9/17/2015		9/10/2015		9/4/2015	36
		9/18/2015		9/11/2015		9/5/2015	36
		57 207 2025		9/12/2015		9/6/2015	37
				9/13/2015		9/7/2015	37
				9/14/2015		9/8/2015	37
				9/16/2015		9/9/2015	37
				9/17/2015		9/10/2015	37
				9/18/2015		9/11/2015	37
						9/12/2015	37
						9/13/2015	38
						9/14/2015	38
						9/16/2015	38
						9/17/2015	38
						9/18/2015	38

- 6. Highlight the cell containing the week number (in this case, '36'). Then, point to the right, bottom corner of the cell with the cursor until it changes and appears as a cross.
- 7. Double click the entire column to fill with week numbers according to the specified dates.

To create another new variable called 'Year'

To create a variable called '**Year**' using the same variable and date of submission, apply the same steps as above.

 Instead of using the WEEKNUM function, use the YEAR function by typing "=YEAR ()" and specifying a cell containing a date within the parentheses (e.g., "=Year (D2)").

D	E	F
Date	Week Number	YEAR
9/1/2015	36	=YEAR(D2)
9/2/2015	36	
9/3/2015	36	
9/4/2015	36	
9/5/2015	36	
9/6/2015	37	
9/7/2015	37	
9/8/2015	37	

2. Below is a screenshot showing an example of the formula.

104	Home Incert Page Lavoid Formulas	Data Revenue View							
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NO	REVERSIGENA /TERORESP	106223 K4/gk+NM PF	234 Male	P+2g+1 /ULKIKWAJU/ Tes OUTSIC ARTEM	ETH KIKWAJUF BODES	8182/20-0c2004 result	TRUE	25 2014	12/30/2014 10:57 2014-12-31+3010
NO	rH9GDTLWUKJHNZhC4IGWBE6IWW1c04Rh	106248 IO46rkTPK PF	12 Female	4 4 GWBEBA GHANA NO DUO	NDAGAA 18090	20039 21-308766 result	TRUE	2 2015	1/6/2015 11:10 2015-01-0 Facili
NO	WEADTON MONOHOLIZISODUXTCAVIIITHDI	106255 E2pEmilOr PF	115 Male	egzo/ezp/FUONI kie tes outsic DUO	FUONI PO 35C30	00e1124-4c2191 /esult	TRUE	2 2015	1/1/2015 10:07 2015-01-0(#acit
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NO	JINCSENO2MAPIA ZOENJS4UXPJINTQBOI	106246 6/YBJTCUFPF	12 Male	XRMyc214 MICHEWE Yes within ACT	MICHEWE a0423	3004/20-66747Fresult	TRUE	2 2015	1/6/2015 11:35 2015-01-0(Facili
NO	KSO4e3799v150BM4LtCptx9eWkVII9v+y/9	106245 nlsAmuqY PF	5555 Female	abd7kij2N PITANAZANO act	muange ff617	5888 22-ab9104 result	TRUE	1 2015	1/2/2015 15:40 2015-01-0.Facili
NO	Dav+donaciy951moc48Pxgv25K3ppikarPj	106250 IM2+4ACTIPF	9999 Female	E UPWY/HWUPENIA NO AC	kipandoni ffe1/	5800 19-ca385mresult	THUE	1 2015	1/2/2015 17:06 2015-01-0. Facili
NO	67mQ0nR DAR ES SA v4iy+oMyzrGU254CII	106247 20Ehj34t2: PF	9999 Male	ugRyd42m UROA Yes outsic ARTEM	ETI NYANJE C7350	d1c1223-a2fc67(result	TRUE	2 2015	1/5/2015 9:27 2015-01-0: Facili
NO	RH9rva34\KIGOMA_RH9rva34VnQG20NF	106249 vwHeidWirPf	6 Male	spPtotkKe FUONI KIE Yes outsid DUO	FUONI BIF 18c90	ofd59 21-c1eb6t result	TRUE	2 2015	1/6/2015 11:24 2015-01-0 Facily
NO	nV+oyP2X MKURANC55DpsDd5+8xq5k2YC	106161 KpjYF6VUI PF	175 Female	WtQtj92K'SHAKANI Yes outsid DUO CO	TE KIDONGO 6d6d	d7d5 18-269086 result	TRUE	1 2015	1/2/2015 12:07 2015-01-0: Facili
NO	eilbaYr4qt from shinr hn3Q1GGmiAaQkUH	106256 27PC5dd8 PF	9999 >email	eugricic DONGE Kryes outsidadt	fuasini /bebi	daloc 19-bf4ffcc result	TRUE	2 2015	1/5/2015 8:51 2015-01-0: Facily
NO	J2IMIE368 MAFIA ZP4PdykR/Mzf/B48C	106258 E2pEmiOr PF	35 Male	XRMycZT#MICHEWE Yes outsic ACT	CHAMBOT a0423	3b64/19-9e8d18 result	TRUE	2 2015	1/6/2015 11:36 2015-01-0 Facili
No	58rrZbiFExHpHvEQc/+HYksSUpUheCFYa8:	106260 081pp3Cx PF	38 Female	NdGOaAXITUMBE My No ACT	MJINI TUA 2f5a4	laded 19-9a2988 result	TRUE	2 2015	1/5/2015 13:41 2015-01-0 Facili
NO	98rrZbiFExHpHvEQcJ +HYks5UpUheCFYa8:	106263 o81pp3Cx PF	53 Female	NdG0aAXITUMBE MrNo ACT	MJINI TUA a0423	3b04/18-265cce result	TRUE	2 2015	1/6/2015 11:37 2015-01-0 Facili
No	6DR/YBg55QqQZVX9 Yf6dY3OlZoQJrG1FW	106266 YJ6QEYRIA PF	27 Male	+XCN2vXZMWAKAJENo 9	99 KIBAONI L 35c3d	d6e1118-970a89 result	TRUE	2 2015	1/8/2015 11:07 2015-01-0(Facili
No	a29myeTeMTWARA uAMZUjN4T9qq1E92	106262 V6i6YG931PF	62 Female	+AeZfcalq MTUFAAN Yes outsic ACT	KWA KUA16fa36	56186 19-40bbdt result	TRUE	2 2015	1/8/2015 11:17 2015-01-0(Facili
L No	qcsT2+Ls+Cw0rgZjnJr2gnjzhwhN0yKaOE11	106265 2QeMm7LPF	9999 Female	psnhDH1/NUNGWI No Act	kisimani b010	3d01r18-07ff34(result	TRUE	2 2015	1/6/2015 10:20 2015-01-0 Facili
No	mpasGJV1MA2IZINI o81pp3CxepAl0Ul8X	106301 YVcQp000 PF	34 Male	DH6Buhhc MAKOBA Yes within ACT	MBALUNG d2b7	4978i 24-991bb7 result	TRUE	3 2015	1/13/2013 11:00 2015-01-1 Facili
No	895XvGIIIEDar es sal: wWgrn+MojfD7j8H5	106257 CMZRVBy: PF	9999 Male	psnhDH1/ NUNGWI Yes outsic Duo cot	exmyblue a4670	68e3f24-5b1bc8result	TRUE	2 2015	1/7/2015 8:30 2015-01-1 Facili
NO	IAm596No3VGcO4p1 f+b4G8r0k4GDc15/KV	106259 jOlghm6z1PF	6 Male	jąZUIXp1E KIBOJE MI No DUO CO	TE KWAMBA ee4e	82a4 19-9daeauresult	TRUE	3 2015	1/13/2015 13:54 2015-01-2 Facili
No	1kEZo4bBsv/ar5zF/mA6btowjwmxLBX/B7i	106261 ZdEn+8pcl PF	192 Female	QZIt9bTc+ MSUKA M.No ACT	KICHAWIT e6b83	5340; 18-5fa3d7 result	TRUE	2 2015	1/5/2015 12:13 2015-01-0:Facili
No	w3Mxs8YEMTWARA gcEX4vm5Tzm8dbf5i	106278 Edddz7Inc PF	180 Female	7n99YicP9 MFENESIN Yes outsid DUO	KWA DARI 35c3d	d6e1120-2cc61flresult	TRUE	2 2015	1/8/2015 10:14 2015-01-0(Facily
NO	/eLzvuBE2RUVU DU1 xa50inl2aNoYDdJK/h	106271 YwiiUb2BJ PF	26 Male	VLtb7CFCI KISONGOI Yes outsid DUO CO	TE KISONGOI 3b533	3925/45-f8cf80t result	TRUE	2 2015	1/6/2015 10:45 2015-01-0 Facily
No	3VPao306W1LyauXX IOc62HGXdUQzXe0A	106270 AyowuqR+PF	48 Female	E4gn8ZM1MBALENI No ATC	MBALENI 3553	3925: 34-4635c7 result	TRUE	2 2015	1/6/2015 11:42 2015-03-0 Facili
No	BLKQw0271030ZOW 2EL825B21YT2B/7Mw	106269 UCJUKICT PF	31 Female	NdGOAAXITUMBE M/No ACT	MJINI TUN SOcal	124f3 27-b48826 result	TRUE	2 2015	1/7/2015 10:22 2015-01-0 Facily
No	HaVa63avTANGA office3CxeoAi0UltX	106272 2EL825871.PF	28 Male	Eb5h7ut2/KISAUNI Yes outsic ACT	UWANIA 177140	1d216 19-9bc660 result	TRUE	3 2015	1/14/2015 15:50 2015-01-1-Facily
NO	DEmotion RUFUI unitieCityUldeU62m	106279 A2V4KyV/ PF	15 Male	Yeh/EWVC MANGAPI Yes outsid ACT	NIIA MBIL d2b7	978i 20-c1d892 result	TRUE	3 2015	1/13/2015 10:40 2015-02-1 Facily
No	mx3lv2H7mzignX9ELGXRIgASgxSXFEhLHc	106300 18o1ExAFIPF	41 Male	LeRettSOr MFENESIA No ACT	UWANJA 1d2b7	4978i 19-13a67b result	TRUE	3 2015	1/13/2015 11:10 2015-01-1 Facili
Veis	MaAA612/KAHAMA ziebOObw//OMiosu	106314 /Kd47Vin3 PF	7 Male	Yet/EW/CMANGAPI Yes outsid DUO CO	TENIA MBR d2b7	#978121-e7d3r2result	TRUE	3 2015	1/13/2015 12:04 2015-01-1 Facili
No	nWW03mCr52kAe3 Xi60Ev@WDCv0keVE	106367 C+/VRCTM RE	182 Eamals	IIIAPoste IENDELE No. ARTE O	UNINE VACE SUIST	S2rbit 14-456a73 result	TRUE	2 2015	1/7/2015 12-23 2015-01-1 Eacily
5 No	Isdiffrom of TUNDUBU ab utility where a function	106368 AMEN-TAIDE	192 Famale	ISTITUTE INTERNET	19 Sector 50151	Debt 23. aabab ' result	TRUE	2 2015	1/7/2015 12-29 2015-01-1 Facily
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NOTE: Use the 'Facility' file to create the week number and year columns.

Merging data sets

The '**Facility**' file includes no column for the variable '**District**'. Therefore, this variable must be added to the file. The image below outlines the concept of data set merging.

	Data SET	Α		Data	SET B			Merged	Set A &	В
Date	Facilty	Shehia		District	Shehia		Date	Facilty	Shehia	District
			4			\implies				
			-							

The procedure for adding '**District**' to the '**Facility**' file is detailed below. Use an updated file named '**ShehiaNames**' that has been updated with the correct *shehia* and district names. To practice merging, this file will be combined with the '**Facility**' file.

1. Update the file containing the shehia names whenever you have downloaded

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AMBIAN		KUSN																
4 MWACHALALE		KATI																
5 KIBONDE MAJI		KATI																
E CHUNGA		MAGHARBI																
7 AMANI	AMAN	MJN																
I Z/TUWE	AMAN	MJN																
3 ZIWATUE	AMAN	MJPA																
10 ZIWATUWE	AMAN	MJPA																
11 KILMAHEWA	AMAN	MAN																
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ZZ DAVIUANAJ	DAVE AND A	MASNALINE A																
23 BAYEJAMAJI	BARUAMAN	NASNACRE A																
24 BP/GUN	BROURE	NAII																
25 BINGUNI	BNGUN	NAH																
28 BOPWE	BOPWE	WETE																
27 BOPWE	BOPWE	WETE																
28 BUBUBU	BUBUBU	MAGHARIBI																
29 KUICH	BUBUBU	MAGHARIBI																
30 AKUICHI	BUBUBU	MAGHARIBI																
11 BUBUBU	BUBUBU	MAGHARIBI																
12 BUMBWESUDI	BUMBWISUDI	MAGHARIBI																
11 BUMBWI SUDI	BUMBWISUDI	MAGHARIBI																
14 BUMEWISUDI	BUMBWISUDI	MAGHARIBI																
33 BISUDI	BUMBWISUDI	MAGHARIBI																
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the data.

 Move/copy the worksheet above to the 'Facility' file and right click the sheet name. A menu will appear. Click 'Move' or 'Copy'. Another box will appear. From the list of books, select the file name where you want to copy the data ('ShehiaNames'). Then select 'Facility' and click 'OK'.

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→ → She	hiaName	25	Select All	Sheets	Book1 Before sheet:		-
					Sheet2 Sheet3 (move to end)		*
					Create a copy	ОК	Cancel

- 3. Note that the 'ShehiaNames' worksheet will appear in the 'Facility' workbook.
- 4. Click on the '**Facility**' worksheet, which will appear as below. Insert a new column to the right of the '**Shehia**' column and name it '**District**'.

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No	Ser7biEstiniteOn/ HWktSini he/EtaE	106363 o81co30x 85	53 Female	NdSOaAYONaTy/ES7/RefCrGerMax	TIMEC MACHAGINI	No	ACT MUNITUR add73b04 15-365cra rasult	TRU
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No	standination of the standard stands	106255 iOlehméri Di	6 Male	in71/071ElExernMrkkwOhtDOiwrr	KIRCUS MCWAILING	No.	DUD COTLEWAMEN and all and 19-bit and read	TRU
No	1kF2rdbRcv/arSrE/m_L6htroviwmat RX/R7	106363 7dEn+Royt DE	192 Female	O7It9bTr+tieE3cVRxGXEOdbabla	MSUWA MAGHARIRI	No	A/T B/HAWN eth/Statt 15.5fa3rl7 result	TRU
No	without MTMARA or Manstrumber	106776 Edddr?tor DE	180 female	3w9th-Datt77stienudtcine-	MERCEN	Test outs	in this man and the second state of the second	TRU
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No	BLK0w02203020W3EL825821VT2B/2Mw	106365 uchableT PF	31 Female	NdSOabXOHeTv(ES2)Bol(25Geb/sz	TIMBE MASHARIKI	No	ACT MUNITUR Straftard 27-h48826 result	TRU
No	National and a strend weak the	106272 26182582126	28 Male	Fhis Tuttas washing to the William	KISAUNI	Tel cuto	Invania 17 tabite 19 styles result	TRU
No	INFINISHINE RUFUL UHTLECEVIC Information	106279 A2V4K/Wr PF	15 Male	Yzh/BWyCERio+V4pOGK4X0++57V+	MANGAPWANI	Ver oute	ic ACT NIA MBI d2b38978120-r14883 result	TRU
No	mally2H2mcionXHs GXBa4So+SyTEMile	106300 1801FxAFIPF	41 Male	1eBettSOnF5YzaKDCeK00Y9RXn=	METNESIN	No	ACT UWANIA 1d7b34978i 19-33-67b result	TRU
Yes	Ma&A&I/KAHAMA zieb008w/i0Miotu	106314 /Kd47Vic) PF	7 Male	Yzh/RWuCERo+V4oOGK4KiszSCVz	MANGAPWANI	Tes outs	ic DUO COTENIIA MBII d2b7a978121-e7d3c7result	TRUE
No	nW0v02mCr52kAe3 Y60Ev8WPCv0krVF	106367 C2/YPOTN PF	182 Female	BiAPwidd 00+C4+8600000	IENDELE	No	ARTE OUK NIIA YACK SOTSTOCK 34-456a71 result	TRU
No.	Ref France TUBIDU BULLES (ASSociaLA Frances	SACHE AUEV-14-DE	101 Female	Bellow Allthough Tendelle Velle	INDO F	Records	LART AUX FULL BALLAND ALLAND	TRUE

- 5. To insert the '**District**' column into the '**Facility**' worksheet from the '**ShehiaNames**' worksheet, we will use a function called '<u>VLOOKUP()</u>'. This function allows searching for a specific district in the '**ShehiaNames**' worksheet and matching it with a *shehia* in the '**Facility**' worksheet.
- 6. In the '**District**' column, type an equals (=) sign followed by 'VLOOKUP()'. Click the first *shehia* name in the '**Shehia**' column while your cursor is between the parentheses.

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				KIKWAJUNI	=VLOOKU	P(H2,				
				NYERERE	VLOOKU	P(lookup_va	lue, table_a	ray, col_ind	ex_num, [rar	ige_lookup])
				BUBUBU						
				GHANA						
				SHAKANI						
				BWEJUU						
				UPENJA						

7. Type a comma and then click on the '**ShehiaNames**' sheet on the worksheet tab.



8. Highlight all of the data in the worksheet, as shown below.

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CHUNGA		MAGHARIBI													
ANAN	AIAN	MAN													
ZTUWE	AUAN	MJN													
ZWATUE	ABAN	MAN													
ZWATUWE	AUNI	MJN													
XILMAFEWA	AIAN	MJN :													
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BINGUN	BNGUN	KATI													
ROPWE	BOPWE	WETE													
SOPWE	BOPWE	WETE													
ARRI	RRR	MAGARE													
KUICH	BUBLIBU	MAGHARBI													
AKIACH	BUBUBU	MACHARE													
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WW shehistanes Fich	b-20154141-20154245 /F3							14							

- 9. Then, press F4 on the keyboard. A dollar sign will appear on the selected ranges. Type a comma.
- 10. Type '3' to specify the '**District**' column, which is the third column from the left, as shown in the screenshot above.
- 11. Type another comma. Then, you type either '0' or 'FALSE' and a parenthesis to close the formula. (Note: Typing 'FALSE' or '0' will match the exact district name for each shehia.)
- 12. Press the 'Enter' key. The result will appear as below.

2 4 7	• () • () =		Facility-20	5-01-01-2015-02-09-20150209-2416-rjrqc#.vlov	- Microsoft Escel		00	0 2
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1 Hasso	n + Headof + IfYESIis + LastNai + LostToF + I	Malaria • Middle • Parasiti J	Refere * Sex *	ShehaMjumbe	Shehia 💌	district * Travelli * Tr	reatm • Village • _id • _rev • collect(•	* comp
2 NO	fyabEnFfCMOROGOISeNrU7EEQODq36xt	106242 KaT21xX+I PF	11 Female	BvedaJs/F1xF6sNaRGOuw38M25M=	BUBUBU	MAGHARIBI Yes outsic D	UO KWA SHOI 754b9dbf; 18-6dd9f5 result	TRL
4 No	F2xTMbzeTANGA VVcQp0OhR6OBrVW	106244 Cz/YPOTN/PF	1 Male	zZSGDuxtCaVI91HDYpZ859DOdMM=	NYERERE	Yes outsic A	RTEMETI KWAWA2i c73bd1c1222-0sa750 result	TRL
5 NO	hzvcfJ0j1gKJGOMA /TZI0i2114rBSWKEsp	106223 K4jgk+nM PF	234 Male	P+2gFT7uE4C0limEUNxadDJOuME=	KIKWAJUNI JUU	Yes outsic A	RTEMETH KIKWAJUP 80ce81a22 20-bc2054 result	TRI,
6 No	rH9GDTLWUKJHNZnc 4IGw8E6iWWfed4Rh	106248 Io46rkTPK PF	12 Female	4IGwBE6rWWfcd4RhGrLlq5WzAig=	GRANA	No D	UO NDAGAA 18c90fd59 21-3d8f66 result	TRL
7 NO	WgA0YUh MORDROI zZ5G0uxtCaVI91HDY)	106255 E2pEmiOr PF	115 Male	egzD/eZPtFC2HYBoULusX8rkwUI=	FUONI KIBONDENI	Yes outsid D	UO FUONI PO 35c3d6e1124-4c2191 result	TRL
No	E7SyqXrwjbjgsWLvfi djCudYDz/sPoZW+ik	106252 fQRW76U/ PF	8 Female	SU9RquuxMP4K+WD+FLT3D/9yMtU+	SHAKANI	No A	CT MSONGE 7f140d21619-356b4aresult	TRL
9 NO	imcSENO1MAFIA zOEhj34izxPjmfQ6Oi	106246 6/yBJTCUH PF	12 Male	xRMycZTARJCmbVd6+PNYaRgZLgg=	MICHEWENI	Yes withir A	CT MICHEWE a0423b04/ 20-6e747f result	TRL
10 No	KSO4e3799vf50BM4(tCptk9eWkVII9v+y/9	106245 nlsAmuqY PF	9999 Female	aBd7kij2NTF2yBy5FMOD8bE9G4Q#	PITANAZAKO	No a	ct muange ff61758dd 22-ab9104 result	TRL
11 NO	DdY+d0n8Qy95Tmop48Pxgv25K3ppiKdrP/	106250 IMZ+4AcTI PF	9999 Female	QFuY/+HW9X30m2Q91/8CMurcA5E=	UPENJA	No A	ct kipandoni ff61758dd 19-ca385ft result	TRL
12 No	67mQ0nR DAR ES SA v4ly+oMyzrGU2S4Cil	106247 zOEh/34lz: PF	9999 Male	ugRyd42mW3XJ4qE9p6a959k72YA=	UROA	Yes outsic A	RTEMETI NYANJE c73bd1c1223-a2fc67/result	TRL
13 NO	RH9rva34\KIGOMA RH9rva34VnQG20NF	106249 vwHHqWFPF	6 Male	spPtotkKeEQ5nvXgNnK1TMle588=	FUONI KIBONDENI	Yes outsic D	UO FUONI BIR 18c901d59 21-c1eb6t result	TRL
14 No	nV+oyP2X MKURANC55DpsDd5+8xq5k2YC	106161 Kp/YF6VUI PF	175 Female	WtQtj92KVW12yYj13p6R25+UQwY=	SHAKANI	Yes outsic D	UD COTE KIDONGO 6d6dd7d5 18-269086 result	TRL
15 NO	e8baYr4qt from shini hn3QTGGmiAaQkUH	106256 27PCSdc8I PF	9999 Female	oUQ2TCJC/M8pi6T/S+G7f9yE010=	DONGE KARANGE	Yes outsic a	ct fuasini 76ebda0c 19-bf4ffcc result	TRL
16 No	j2IMIE368 MAFIA ZP4PdyKR/Mzf/B48C	106258 E2pEmiOr PF	35 Male	XRMycZTARJCmbVd6+PNYaRgZLgg=	MICHEWENI	Yes outsic A	CT CHAMBO! a0423b04/ 19-9e8d1Eresult	TRL
17 No	98rrZbiFExHpHvEQc/+HYksSUpUheCFYa83	106260 081pp3Cx PF	38 Female	NdG0aAXOHeTy0E5ZCBp0CzGxgMs=	TUMBE MASHARIKI	NO A	CT MUINI TUN 2/5a4adcd 19-9a2988 result	TRL
15 No	98rrZbiFExHpHvEQc/+HYks5UpUheCFYa8:	106263 o81pp3Cx PF	53 Female	NdG0aAXOHeTy0E52CBp0CzGxgMs=	TUMBE MASHARIKI	No A	CT MUINI TUN a0423b04/ 18-265cce result	TRI.
19 NO	6DRrYBg55QqQZVX9 YfddY3OlZoQJrG1FW	106266 Y)6QEYRW PF	27 Male	+XCNZvXZp55i0OfRioiKKyn3q+Y=	MWAKAJE	No	999 KIBAONI L 35c3d6e1118-970a89 result	TRL
20 No	a29myeTeMTWARA uAMZUjN4T9qq1E92	106262 V6/6//G931PF	62 Female	+AeZfcalqYMvnsLFZdM0IPinKn4=	MTUFAANI	Yes outsic A	CT KWA KUA/6fa366186 19-40bbdt result	TRL
21 NO	qcsT2+Ls+Cw0rgZjnJr 2gnjzhwhN0yKaOE11	106265 2QeMm7LPF	9999 Female	psnhDH1/qb+m/F/uxhWu7hqtk40=	NUNGWI	NO. A	ct kisimani b0103d01i 18-07ff348 result	TRL
22 No	mpasGJV1 MAZIZINI oBIpp3CxepAi0UIBX	106301 YVcQp00it PF	34 Male	DH6BuhhqQ/b1yMk4r42n0xW9L7w=	MAKOBA	Yes withir A	CT MBALUNG d2b74978l 24-991bb7 result	TRL
23 No	895XvGtillEDar es sall wWgm+MojfD7)8HS	106257 CM2RVByLPF	9999 Male	psnhDH1/gb+m/F/uxhWu7hgtk40=	NUNGWI	Yes outsic D	uo cotex my blue a46768e3f 24-5b1bc8 result	TRL
24 No	IAm596No3VGcO4pFf+b4G8r0k4GDc15/K1	106259 (Olghmázi PF	6 Male	jqZUIXp1EIFsgwMckkwOhtD0jwc=	KIBOJE MKWAJUNI	No D	UD COTE KWAMBAI ee4e82a4 19-9daeau result	TRL
25 No	1kEZo4bBsv/ar5zF/mA6btcw)wmxLBX/B7	106261 ZdEn+8pci PF	192 Female	Q2lt9bTc+zieF3oYBvGXEQdbgbI+	MSUKA MAGHARIBI	No A	CT KICHAWI1 e6b85340(18-5fa3d7 result	TRL
27 No	w3Mxs8YFMTWARA gcEX4vm5Tzm8dbf5i	106278 Edddz7Inc PF	150 Female	7n99YicP94TZZKEf6t8syf5Sfgg=	MFENESINI	Yes outsic D	UD KWA DAR 35c3d6e1120-2cc61firesult	TRL
28 No	/eLzvuBE2RUVU DUT Xa50jnl2aNoYDdJK/h	106271 YwjiUbzBJPF	26 Male	VLtb7CFCUv1FhaoWdy28sUGqLqo+	KISONGONI	Yes outsid D	UD COTE KISONGOI 36533925: 45-f8cf80k result	TRL
25 NO	3VPao306W1LyauXX IOc62HGXdUQzXe0A	106270 4yowuqRi PF	45 Female	E4qn8ZMYtrPsEltxw9Kwlf1W07g=	MBALENI	NO A	TC MBALENI 30533925r 34-4635c7 result	TRL
30 No	BLKQw027t030ZOW 2EL8258Z1YT28(7Mw	106269 uCJUKIICT PF	31 Female	NdG0aAXOHeTy0E52C8p0CzGxgMs=	TUMBE MASHARIKI	No A	CT MUINI TUN 50ca624f3 27-b48826 result	TR ₃
31 NO	HaVq63iwTANGA 081pp3CxepAl0UIBX	106272 2EL825821 PF	28 Male	Eb5h7uJZasVna9dE3UG0X1VeWMo=	KISAUNI	Yes outsic A	CT UWANIA 17/140d216 19-9bc660 result	TRL
12 No	I3FmXHptRUFUI uHtl+C8YyUldgU62m	106279 A2V4KvVc PF	15 Male	Ygh/8WyCEfkq+V4pQGKAKIszSCY=	MANGAPWANI	Yes outsic A	CT NJIA MBIL d2b74978i 20-c1d892 result	TRL
33 No	mx3ly2H7mzjqnX9Ex GXRIgASpx5XFEhLHc	106300 18o1ExAFI PF	41 Male	1eRgttSOnF5jYzaKDCgK80Y9BXo=	MFENESINI	No A	CT UWANJA 1 d2b74978i 19-13a67b result	TRL
34 Yes	MaAA6J2/KAHAMA ziebOD4vy/iOMiosu	106314 /Kd47YJp> PF	7 Male	Ygh/8WyCEfkq+V4pQGKAKIsz5CY=	MANGAPWANI	Yes outsic D	UD COTE NJIA MBIL d2b74978i 21-e7d3c2 result	TRL
35 No	nWXvQ2mCz52kAe3 Yj6QEyRWPCw0kgVF	106267 Cz/YPDTN P#	182 Female	IBiAPvyj4clLQD+C4eR6dJiXx0Q=	JENDELE	NO A	RTE QUK NJIA YACH 501532cbt 34-456a73 result	TRL
36 No	ISdJFpwul TUNDURU +PuWYvoHnAFwgqn	106268 AHdYw3ArPF	192 Female	ISdJFpwu5jI8502d67gqQaHCX+Y=	JENDELE	Yes outsic A	ATE QUK SKULI 501532cbł 23-aeb8b1result	TRL-
	shehianames Facility-2015-01-01-2015-02-4	19- 22			1		· · · · · · · · · · · · · · · · · · ·	• 0

13. Then, highlight the cell as above and place the cursor over the bottom, right corner of the cell; the cursor will become a cross. Double click to fill the entire '**District**' column. The results will be displayed as shown below.

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No	eVUKG2PUfgirlv79sJ SxGjjBRfnaK2HsrMM 3	106277 mt		m9uTC27Mu1+NIb2aNLS8R2vtP/c=	WARA	СНАКЕСНАХ	No Atigic	Kiumbe m	e2e71c44:43-0ffc53i resul	8 1
No	So2p8hdfn8Gr8SotD ccxMt8GHTmX95Y8o 1	106347 PL Press F1 for more he	ts. ie	L+1MLGHEQLNcR+ILY5o+Kmoilo=	MGELEMA	СНАКЕСНАК	No Act Price	et Kangale	1f0f1ce59/20-bc0c7d result	8 1
No	m99g/bAX Dar es sals Vo9h6xYKYofDa86os 3	106383 IhCmH6Tg PF	675 Female	SigDf+ZiWooR45PE4VLSIngsLwc=	CHONGA	CHARECHAR	Yes outsic Act	Melitano	944dc8f46 21-1c2d6e resul	8 1
No	foKVjp9W Shinyanga RW28gRTy7/Va2GLag 1	106391 EJ20(1+Nr PF	31 Female	L+1MLG/IEQLNcR+ILY5q+Kmg/lo=	MGELEMA	CHAKECHAK	Yes outsic Artequi	k Ngomeni	bb9a1333(22-bf91aff.resul	8 1
No	SATrRIADI+2US8V8X o81pp3CxepAi0U8X 1	106398 gAQIFST/1PF	420 Female	leigpRswWPoa80h0PgmHS3ETAjg=	MBUDINI	CHARECHAR	NO ALU	8T	3fca43eb118-efa230 resul	8 1
No	telhYBuCk Dar es sali k/Cg2BSL/LkShXoeq/ 1	106397 MGqxDNI PF	100 Male	+RqW0BQ/KMY2LDzkjZVX3w2Tc5g=	VITONGOJI	CHAKECHAK	Yes outsic Act	Vumbe	d711522dt 25-022c4o resul	8 1
90	J+V00JShr Shinyangi vqoTrTyLixXyHdPWI 1	106425 w91QvwUPF	1448 Female	5jqDf+Z/WooR45PE4VL3.tzqxLwc=	CHONGA	CHARECHAR	Yes outsic Antimet	h-Chonga Sc	47509brkt 23-5aa015 resul	8 1
No	FUg8D6et Tanga (1WD4W12vGJL2)UHF 1	106562 sQl2L9hy7.PF	215 Male	+V1PGRrgGwvN+4bcxAf08mVifzi+	WARA	CHARECHAR	Yes outsic Act	Machoma	6b0c7dc8c22-6a6a8c resul	8 3
No	K5O4e3799vf508M4(1Cptk5e/WkVII9v+y/9 1	106245 nlsAmuqY PF	9999 Female	a8d7kuj2NTF2y8y5FM0D8bE9G4Q+	PITANAZAKO	KASKAZINI A	No act	muarge	ff61758dd 22-ab9104 resul	8 3
io.	gcsT2+Ls+Cw0rgZjnJi 2gnjzhwhN0yKaOE11 1	106265 2QeMm7LPF	9999 Female	psnhDH1/gb+m/F/uxhWu7hgtk40=	NUNGWI	KASKAZINI A	No Act	kisimani	b0103d01r18-07ff34Lresul	8 1
90	895XvGtill Dar es sali wWgrn+MojfD7j8HS 3	106257 CM2RVBy:PF	9999 Male	psnhDH1/qb+m/F/uxhWu7hqtk40e	NUNGWI	KASKAZINI /	Yes outsic Duo cob	ex my blue	a46768e3f24-5b1bc8resul	8 1
No	/eLovuBE2 RUVU DUT Xa50jni2aNoVDdIK/Y 3	106271 YwjiUbzłu PF	26 Male	VLtb7CFCUv1FhaoWdy28sUGqLqo+	KISONGONI	KASKAZINI /	Yes outsic DUO CO	TE KISONGOT	3b533925(45-f8cf80E resul	R 1
NO	XVXwiEvEJ68U3Cpt7 th229YvMiaHL2LL7r5 1	106294 TCptk9eW PF	9999 Male	GaleRyISSFhS763Imd8KUmrNg8A+	MATEMWE	KASKAZINI A	No act	kimiani	ac3144ec5 18-9960ae resul	R 1
No	ABxskDI/FTanga via G/Nwx3DHC13wUUF	106332 2N7XU8b5 PF	9999 Male	psnhDH1/qb+m/F/uxhWu7hqtk40+	NUNGW1	KASKAZINI /	Yes outsic duo cote	ex uwanja w.	3b043ba0:19-51ead5resul	R 1
No	UGNcgqAsaZkmp/TatW1HxXr85dXFoBOds 1	106311 +0N8x018 PF	9999 Female	JP/GujjDgpTht8THDueR6+00JA4+	KIBENI	KASKAZINI A	No Act	changani	9b128ac2724-b5fc4a-resul	8 7
¥0	6DK2rED6yAni/01f9C IOc62HGXdUQ2Xe0A	106342 Cz/YPDTN PF	107 Male	GzqkXPWkZoKfXqyXc62uf3FtnFs=	KIKOBWENI	KASKAZINI J	No DUD CO	TE KIBOKWA	1c6158acc 20-199da3 resul	8 1
ŵ0	PWIS108a Dar es sali +M8t2/WPr0XyK2yN 1	106340 +0N8xc18 PF	9999 Female	psnhDH1/qb+m/F/uxhWu7hqtk40+	NUNGWI	KASKAZINI /	Yes outsic Act	Banda kus	2128b6f6c 20-c9a164 resul	8 1
¥0	tNa87q20(Tanga 48Pxgv25K3ppiKdrP) 1	106360 2PmD2Cec PF	9999 Female	A4r+ip+YzwysNOpHVXGC8afjg80=	MKOKOTONI	KASKAZINI J	Yes outsic Duo Cot	er Tondoo	2128b6f6c 34-5f7026 resul	R .1
No	Ogk+BRNbgR7fdapigNnZmmZu0/ODjkCpi 1	106367 o81pp3Cx PF	133 Male	imn3rLnwQHENIPJ/YEBp5m/9iVw+	KINYASINI	KASKAZINI A	No ATC	KIBOKWA	2f0aff1de 19-10bdd! resul	8 7
NO	LkMye2WLSEu0w29105X2N5pTH/64bXHX 1	106392 6UX5nT84 PF	9999 Female	JdDvM46zMnGDfPDso4bh8MeIOsc=	CHAANI KUBWA	KASKAZINI A	No Act	kibokwa	38ddocd8;18-e8b5c8 resul	8 3
NO	iyubMDRXiliotcKWu k/Cg285L/Lk5hXoeqi 1	106378 +0N8x018 PF	9999 Female	hOviQLT063QczL1P8554Jo5LYoU+	MKOKOTONI	KASKAZINI A	No act	Tondoo	503ec677i 18-456181 resul	8 3
NO	Niqdsg8H Dar pxP1HcpV/0/+Xn2jH 1	106385 Lb7n+3epi PF	9999 Male	pxgWtXfeyHS7vNknZLD7K477s+0=	FUKUCHANI	KASKAZINI A	Yes outsic Act	mrgoni	03bb5c11:21-e43717 resul	8 7
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NO	SonUP2m mafia KQ8TjDdvKh4BizbUc 1	106415 tCptkSeW PF	9999 Male	DQTX4qD2i3qiR2q6ieBf+UUWGII=	UVIVINI	KASKAZINI	Yes outsic act	sihiari	d879ccd4213-25ebb;resul	8 7
NO	ISiOeOdsHpijVANCb'2f0j7qieOANg2cNILJ 1	106423 Byrk/UD/cPF	9999 Male	IDS0MQ3RAfaqKMALvnrTg1hCK4M=	KENDWA	KASKAZINI /	No act	jonoweni	ac3144ec5 18-99ddc3 resul	8 7
No	sMg07c9U5h5/zaZxe RxdynxPU8dfhNysig 1	106452 InmU5sC6 PF	9999 Female	RxdynxPU8dfhNysigM10eNu3bpo=	PITANAZAKO	KASKAZINI	No act	kişimbani	d/582c9e6 18-120a97 resul	8 7
¥0	cd1Hi0dFi, shinyanga H7R17Y4LNW6/RW0K 1	106457 3UF060EFPF	9999 Female	hOviQLT063QczL1P8554Jo5LYoU+	MKOKOTONI	KASKAZINI	Yes outsic act	Rulu	d?582c9e6 22-c06496 resul	d 3
No	n4Y0/AYm shinyanga 48PxgvZ5K3ppiKdrPy	106468 jkr751FBd: PF	9999 Female	hOviQLT063Qrzt1P8554Jo5LYoU=	MKOKOTONI	KASKAZINI	Yes outsic act	kicheche	df582c9e8 13-e6ab3f resul	R 1
No	IP4bwO15 UNGUIA U ZP4PdyKR/Mzf/B48C 1HF	FSV7WLf0rHsc0SPLPF	235 Female	kSVJuvG/WZbG81FfZWhjrDo5WKc=	MATEMWE	KASKAZINI J	Yes withir ATC	TUNDANG	06bf5e63f24-4606b8 resul	A 1
No	N62PA6cil bagamoyc 6A6Ysdi1/WQiL2F25C 1	106464 MilzPA6cil PF	9999 Male	dsECiAxLM1olaQKypIAlkG7mShA=	MATEMWE	CASICAZINI /	Yes outsic act	jugakuu	d444506dt 13-5e3380 resul	e 1
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No	UswQqfqi MUSOMA wk8P3npothG3iVNkj 1	106322 GSP04zidF PF	9999 Female	gQMA3sZa4l9HKn42wcmVct0igh0+	KUMANI	KASKAZINI A	Yes outsic ARTEQU	IC KUMANI	e554c481e20-49108eresui	4 1

- 14. To cross check any *shehias* that do not match with districts, highlight the entire sheet above, sort it by clicking on the '**Data**' tab, and then click the icon shown here:
- 15. A dialog box corresponding to '**Sort by**' will appear. Choose '**District**', and for the '**Order**', select '**A to Z**'. Then, click '**OK**'.

[⊕] _≩ j <u>A</u> dd	Level X Delete Lev	el	Copy Level	_ Options	My data has heade
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16. If some entries do not match, you will observe that some districts are marked as '#N/A'. If this occurs, check the correct names of the *shehias* by reviewing the spelling. If you make a revision and the district marked '#N/A' is matched, it will change to the corresponding district. The screenshot below shows four *shehias* with incorrect names.

No. No. <th>D. 20</th> <th>(D) (D)</th> <th>17h</th> <th>in the</th> <th>144</th> <th></th> <th>-</th> <th>18. mm</th> <th>1222</th> <th></th> <th>1941</th> <th></th> <th>1 #1 ····</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	D. 20	(D) (D)	17h	in the	144		-	18. mm	1222		1941		1 #1 ····						
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120 Perfunction goldspin=block Month Month <td>No</td> <td>18YeaW5EUNDI</td> <td>VICENEWS</td> <td>Cuthervi</td> <td>106549</td> <td>INTAOVKK PF</td> <td></td> <td>41 Male</td> <td></td> <td>7R4RdvKR/Mtf/B48CwMXO</td> <td>+b/sVara</td> <td>KWAHANI</td> <td>MUNI</td> <td>Yes</td> <td>outsic ARTS</td> <td>IMPTO KWAHA</td> <td>NI 6787006af</td> <td>19-callb6 result</td> <td>TRI</td>	No	18YeaW5EUNDI	VICENEWS	Cuthervi	106549	INTAOVKK PF		41 Male		7R4RdvKR/Mtf/B48CwMXO	+b/sVara	KWAHANI	MUNI	Yes	outsic ARTS	IMPTO KWAHA	NI 6787006af	19-callb6 result	TRI
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Start Start <t< td=""><td>No</td><td>/EJEMINE2OULT/W</td><td>e xtGMANTS</td><td>WORK</td><td>106290</td><td>SQ/FBIDS(PF</td><td></td><td>18 Fem</td><td>ale</td><td>dBukOC38ar70g3ID+8Amm</td><td>7984201</td><td>MTAMELE</td><td>MKOAN</td><td>I NO</td><td>Act</td><td>Mikindu</td><td>n 4eilfibhfbi</td><td>18-4cbcbe result</td><td>IR</td></t<>	No	/EJEMINE2OULT/W	e xtGMANTS	WORK	106290	SQ/FBIDS(PF		18 Fem	ale	dBukOC38ar70g3ID+8Amm	7984201	MTAMELE	MKOAN	I NO	Act	Mikindu	n 4eilfibhfbi	18-4cbcbe result	IR
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22 No MicroDoRelationScience/JupakaroSciP 100 Female 100 Female Number Science Number Science <td>No</td> <td>urbXFUH4UUVWt</td> <td>TwePTvUVT</td> <td>abokDi.</td> <td>106135</td> <td>OFMOLING PF</td> <td></td> <td>25 Mal</td> <td></td> <td>LOVBruz\$9G\$Wb6FK95o2Mz</td> <td>nikksivu:</td> <td>WAMREE</td> <td>MKOAN</td> <td>i No</td> <td>Act</td> <td>Kwaata</td> <td>i 697dbb72</td> <td>18-4eSdf7 result</td> <td>TR</td>	No	urbXFUH4UUVWt	TwePTvUVT	abokDi.	106135	OFMOLING PF		25 Mal		LOVBruz\$9G\$Wb6FK95o2Mz	nikksivu:	WAMREE	MKOAN	i No	Act	Kwaata	i 697dbb72	18-4eSdf7 result	TR
22 06 B+GenBulls/Frid_Undby/TM-DUT_T MADS & SIX-STEET # 115 Male XX_GenTB+GenCXX_VALUEM MADAM MADAM MADAM No Act Heads SXIII/HEI 15 Male XX_GenTB+GenCXX_VALUEM MADAM No Act Heads KX_GenTB+GenCXX_VALUEM MADAM No Act Heads KX_GenTB+GENCX_VALUEM MADAM MADAM MADAM No Act Heads KX_GenTB+GENCX_VALUEM MADAM MADA MADAM	No	N4F2GDD4RkrkFsC	IC DHIT IN AAN	ddifeuT.	106373	F3/563ttin PF		192 Fem	ale	zium Pi6XddyR6oll+6FV/Re	10154	WAMBAA	MKOAN	I NO	Act	K/Azani	caf575d15	18-50/957 result	TR
B21 No. 99/332/2014/L/MGV/20233/L/MORAGE B0233 107/MUREP 13 Female sext0/mor2/03/m/FMK45/SIMMA MOCANN MOCAN MO	No	(5+)GmlLhsUb2V/o	LeDulNbeW71	SwGuFT	106435	GUNSOTEA PF		155 Mal		X1iGc9Td9w60KX2P8wWe4	«EdNU»	KANGANI	MKOAN	No.	Act	Jemela	534432e9	18-d70b5cresult	TR
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227 No Friskling Taylor Hubberg 1, 2013 Statistics 1, 2013 Stat	No	69ide/kB) TANGA	DH6Buhha0	MANUTIC	106349	26182582195		15 Male		LK4VRytVfFeOKZeX1aNKPx	6GeAn	PIKI	WETE	TPL	outsic ACT	P(K)	21955070	20-09ae56 result	TRI
OvergetConfigure2014/04/Configure2014/Configure2	No	FISRG/Ter MAFIA	DV 14+5785dT	nFxd7LM	106381	hF05WaCz PF		98 Fam	ala	SYaCh/dykPsetBcGoWIBW	1775dks	PANDANI	WETE	Yes	outsic ACT	MUNDO	f68146.d74	20-778857 result	TR
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121 やo nd/Wtiel/SetV1AK 63-66(1)(1)との)(Wr1K) 20580 DM/1463 PF 295 Female d55/2780-24-0)(445)(1)263/45	No	vtBwlzQx1Eg22Kvt	SE 2EL825821V	T28(7Mw	106507	oB1003Cx PF		767 Mal		DBNAhDUektdRv9NkE6VxD	1224+	KIPANGANI	WETE	NO	ACT	ADIDA	3a72614f1	20-851920 result	TR
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3.3 Data Analysis

After cleaning up the raw data, you will be able to summarize the data by combining more than one variable (for example, the number of cases by district, by *shehia*, or in a specific time period). '**Pivot Table**' is a tool embedded in spreadsheets that can summarize data in different forms in both tables and graphics.

Using 'Pivot table':

- 1. Click any cell in the 'Facility' worksheet.
- 2. Click 'Insert Tab' on the Toolbar.
- 3. Go to the 'Pivot Table' icon and click 'Pivot Table'.

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4. The '**Create Pivot Table**' dialog box will appear, and 'Table/Range' can be used to show the entire data set.

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5. The 'Pivot Table Field List' will appear on the right side of the window. The top part of this list comprises all the variables in the 'Facility' sheet, and the bottom part consists of four components: 'Report Filter' (enables selecting specific categorical features), 'Column Labels' (arranges variables vertically), 'Row Labels' (arranges variables horizontally), and 'Values' (enables the user to specify any numerical value).

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- 6. To detect cases, drag the variable 'year' to the 'Report Filter' component.
- 7. Then, drag the variable '**week**' to the '**Column Labels**' component. This will vertically list the week numbers in that particular year.
- 8. Drag the variable '**shehia**' to the '**Row Labels**' component. This will list all the *shehias* horizontally.
- 9. Drag the variable '**village**' to the '**Row Labels**' component. This variable should be under the '**shehia**' level. In other words, this section will show all the villages that are in a specific *shehia* that has reported malaria cases.

10. Drag the variable '**_id**' to the '**Values'** component. This section will display the number of malaria cases reported in a certain village/*shehia* in a certain week of the year.

After completing all of the steps listed above (6–10), your window will look like that shown below.

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- You can practice summarizing several variables by dragging variables to either columns or rows depending on how you want to summarize the data. Make sure that numerical variables are dragged to the '**Values**' box.
- More than one variable can be placed in a column or row. However, if you do so, you must consider how to relate these variables to each other.

3.4 Data Interpretation and Use

Once you generate the pivot table, all which is left is to review the information in the summarized table and determine what it means and how you are going to use it.

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For example, in the screenshot above, the row highlighted in red shows the total number of malaria cases reported in Miwani *Shehia* in different weeks in 2015; the highest number of cases was reported in week 4. Similarly, the row highlighted in yellow shows the number of cases reported in Kitembweni village in Miwani *Shehia*, with 1 and 2 cases been reported in weeks 3 and 4, respectively. Note that the threshold for malaria cases at the *shehia* level is 10 or more cases, and that at the village level is 5 or more cases. Hence, none of the above exceeds the specified limit. Note: This type of analysis is performed on a weekly basis to ensure that outbreaks are detected in a timely manner.

4. Chapter 4: Frequently Asked Questions (FAQ) and Exercise

4.1 FAQ

- **Q**: Is the threshold value the same for all districts, *shehias,* and health facilities?
- A: No, each level has its own threshold value.
- **Q**: What is the threshold value?
- A: The threshold value is the level that must be reached for an effect to be produced.

Exercise

1. Download the MCN data for the period of May 1–August 31, 2014, and identify all the villages and *shehias* exceeding their respective thresholds.

- 2. As a team, describe how you would conduct the response activities from the planning stage to the reporting stage.
- 3. Present your results and describe all the challenges you encountered during the exercise.