Analyzing Commissioner Tools Data

Within Commissioner Tools, commissioners can create analytical reports. Using specific PowerPivot tools will make this data even more useful to a variety of commissioners. These tools can be found at https://www.scouting.org/commissioners/tools/inst-for-creating-advanced-power-pivot-table/. There are PowerPivot tools available for **Unit Contact Analysis**, **Roundtable Analysis-Program Year, Units Needing Assistance (v2), and Trained Commissioners Analysis**.
District Commissioner Visual Analysis is a web app tool that is accessed from a link in Commissioner Tools.

- Always create your reports to run from January through December. A current year's annual report is simply created by not entering a date range at the top of the report page. Reports run for 12 months across year boundaries will give you erroneous results.
- Reports that do not include the entire previous year will **not** work and will cause an error in processing which will stop the import process.
- When you are creating a Roundtable Attendance report for the previous year and current year (used in the Roundtable Program- Year Analysis Tool) make sure you name the reports appropriately (for example, Roundtable_Attendance_2018.csv, Roundtable_Attendance_2019.csv).

1) Ensure you have created all the appropriate reports needed for the PowerPivot Tool:

a. **Visual Analysis**
   i. District_Contact_Stats.csv

b. **Unit Contact Analysis**
   i. District_Contact_Stats.csv
   ii. Assigned_and_unassigned.csv

c. **Units Needing Assistance**
   i. Assigned_and_Unassigned.csv
   ii. Priority_Needs_Units.csv
   iii. Roundtable_Attendance.csv

d. **Roundtable Program-Year Analysis** (requires two reports)
   i. Roundtable_Attendance_2018.csv (named by you)
   ii. Roundtable_Attendance_2019.csv (named by you)

2) 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) If it does not autoload, click on the "Data" tab, and click "Refresh All."
   v. Analysis reports are ready to print or be created as PDF

Note: Microsoft did not port the tools from Windows to Mac so the pivot tables will not run on a Mac. However they will run in a Windows session on a Mac operating system.

If you need assistance, email commissioner.support@scouting.org