

# ADVISOR Enterprise Data Collection Worksheets

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## Introductions

To facilitate data collection from subject matter experts that have no access to ADVISOR, 41 Excel spreadsheets are included on the CD. Brief description of the worksheets and how to use are highlighted in this document.

## Spreadsheet Structure

Each spreadsheet is divided into three tabs:

1<sup>st</sup> tab: To be used by Subject Matter Expert for populating data

2<sup>nd</sup> tab: Converts data provided in 1<sup>st</sup> tab into a format that can be imported in ADVISOR

3<sup>rd</sup> tab: Structure to support the population of data

## Minimizing Problems

To ensure that data provided by Subject Matter Experts can be imported with minimal difficulty in ADVISOR (i.e., to prevent individuals from accidentally changing the data format), the 2<sup>nd</sup> and 3<sup>rd</sup> tabs should be protected before the spreadsheet is provided to SMEs. To protect:

- Click on 2<sup>nd</sup> tab
- Office 2003: Select Tools – Protection – Protect Sheet or  
Office 2007: Review – Protect Sheet
- Input password (advisor, for example) and click ok
- Click and protect 3<sup>rd</sup> tab

## Preparing Spreadsheet for Import

Once completed spreadsheets are received from SME:

- Unprotect the 2<sup>nd</sup> tab by selecting Tools – Protection – Unprotect Sheet (Office 2003) or Review – Unprotect Sheet (Office 2007), input the password (advisor, for example) and click ok.
- Delete the headers – i.e., Top 4 rows.
- Delete all empty fields – i.e., empty Tasks, Lessons, Job Profiles, Instructional Goals, etc.
- Save file using Save As Type "Text (Tab delimited)(\* .txt)

Note: If Sub Tasks are included with the Tasks, each group of Sub Tasks should be saved in a separate file and imported under the appropriate Task.

## Import Data

- Click on folder where data should be imported. Cost spreadsheets can only be imported under corresponding Templates under Training Divisions. Tasks, on the other hand, can be imported under Missions or Job Profile by clicking on corresponding Task Analysis folder.
- Click on the Import tab
- Click Browse and select the file
- Select the Tab option under the Delimiter
- Input the column number that corresponds to the data in the Excel spreadsheet (1 to 25 for Task Attributes, for example). In most cases the columns and rows in the spreadsheet correspond to those within ADVISOR. You do not have to import all data. You may skip over columns that are not relevant by keeping the corresponding column # blank.
- Click the "Submit" button to import.