

## Notes on Using NESAASA Data on the IIAD Server

by Richard P. Horwitz, August 1, 2014

### To Access Farm Database

1. Go to the [New England SMS project website](#) and click on “Log in for regulatory authorities to [manage data on milk producers, processors, and handlers](#) (IIAD)” which will direct you to <https://sms-assessment.tamu.edu/questionnaire/login.jsp>
2. Log-in with one of your state’s usernames and passwords.
3. You should see a page, leading with “What Data would you like to see?” You now have accessed your state records. That’s all there is to it!

### To view the record of an individual farm

1. Choose “Producers Readiness Assessment” in the “Definition” pull-down menu, and click “Submit”.
2. A new page will open (“Find a record or set of records . . .”), giving you options:
  - a. “View all” to generate an alphabetical list of all farms
  - b. “Search” for farms by key word in various fields (e.g., the name or address or words that it contains)
  - c. “Add a Record”
3. Once you have displayed the record of one or more farms, you can choose to:
  - a. View the record (read only)
  - b. Web Edit (change the record live on-line)
  - c. Download (receive a PDF form of the record in your default download folder)  
Note: You can also click on the “Go to batch download dialog to download several files at once.
  - d. Upload (update a previously downloaded a record. Note: Do not change the name or format of the file that you are updating.)
  - e. Delete (if you are using an administrator log-in)

### To view or download a report on characteristics of dairy farm records

1. Click on “Generate a Report” at the top of the “Find a record or set of records . . .” page.
2. A “Reporting Portal” page will open.
3. Check the box (top, upper left) to get a report on all variables or click specific boxes (in the left column, e.g., by Readiness Rating, business name, contact information, operational details, or biosecurity particulars) to report values of those variables.
4. Set “filters” (boxes in right column) by entering limiting conditions (values of variables that records must share to be included in the report).
5. Click “Submit” on the bottom of the “Reporting Portal.”
6. “Report Results” will open, beginning with a count of cases that met the filter criteria, followed by the variables requested. (You can just go back in the browser to adjust.)
7. **Note:**
  - a. You can also choose to filter by a range of Readiness Ratings – e.g., to generate a list of farms that meet or exceed a minimum (“Greater than or equal to”) that you specify in the column to the right of “Readiness Rating”.
  - b. It may be easiest to delete farms that are no longer in business, by starting with farms for which there is no Readiness Rating (assuming that they are not just awaiting survey).

### To import the data into spreadsheet software, such as Excel

1. Generate a “Report” as above.  
E.g., for a demonstration, pick a few “Fields” (e.g., name of business, town, zip code, phone number, and number of milking cows) and “Filter” by checking Y, P, and N (all possible answers) for “functioning wash station.”
2. Click on “Export.”
3. A “delimited” text version of the data (named “Farm Assessment Report.txt”) will be downloaded to the folder that your computer designates as its default (most likely, your “Desktop” or “Download” folder in your C Drive).
4. Open Excel.
5. In Excel, click on the “Data” Tab.
6. Choose “From text” in the left column of banner.
7. An “Import Text” box will open, giving you the opportunity to specify where that text file from the report can be found.
8. Find the report text file, “Farm Assessment Report.txt.” (As you download more reports, a number will be added to the file name, indicating the order of reports generated.)
9. Click on the name of the file, which will cause it to be highlighted.
10. Click on “Import” on the bottom of the “Import Text” box.
11. A series of 3 “steps” will be presented to you in the “Text Import Wizard.”
12. In this Wizard, click “Next” twice, and then “Finish.”
13. Then, in the “Import Data” window, click “OK” (assuming you have a “worksheet” open; or you can open a new one).
14. The data (specific contact information, operational details, and biosecurity status) will appear in labeled columns, with each farm (or “record”) in its own row, ready to use.  
Done!

### To manipulate the data in Excel

- To **sort** the records within a worksheet (e.g., by farm name or town) or sort them by one variable (e.g., by answer to a question or by “score”/Readiness Rating):
  - a. Highlight the column with the values by which you want all records sorted (i.e., click the cursor in in the cell at the top of the column with the label of the column that will determine the order of records, lowest to highest. The cursor will look like an arrow, and the column will appear highlighted).
  - b. Click on the “Data” tab.
  - c. Choose “A>Z sort, to the left of the word “Sort.”
  - d. A “Sort Warning” will open.
  - e. Check “Sort” in the “Sort Warning” box.

Such sorting may be useful for procedures recommended in the [New England SMS Plan](#)., e.g., to find farms with scores above a proposed minimum Readiness Rating and to identify farms to check because they are slightly above or below that minimum –

- To distinguish eligible from ineligible farms.
 

(**Note:** In an actual emergency, you probably can expect to have GIS support from Incident Command, technical assistance in identifying farms in the Control Zone and their Premises Type. But you may have to or want to add this information to the data downloaded via “Report” from the IIAD server. The following are just some do-it-yourself suggestions that might be good to practice in the exercise.)

  - a. Copy all of the data in the Excel worksheet into a new worksheet (to preserve an original).
  - b. By right-clicking on the worksheet tab on the bottom of the Excel window, appropriately rename the sheets (e.g., “Original” and “Eligible”)
  - c. Identify Farms outside the Control Area.  
E.g., find their names on the alphabetical list or sort by zip code. Try changing the font of that row to Green (select row and click on font color), because they don’t need permits.
  - d. Identify Farms in the Infected Zone or Infected, Contact, and Suspicious Premises.  
E.g., find their names on the alphabetical list or sort by zip code. Try changing the font to Red (select row and click on font color), to indicate they are ineligible for permits.  
E.g., Try cutting and pasting these colored records into separate, new, renamed worksheets, leaving a worksheet with all eligible farms.
  
- To make simple **calculations** (e.g., rough estimate of daily farm production)
  - a. Click on the top cell of a free column (to the right or freshly inserted), and label the result you want in the top cell (e.g., “Estimated Milk per Day”).
  - b. As necessary, click and drag the column width to make the label readable. (Or select and highlight columns, including labels, and click on Home>Cells>Format>Autofit Column Width).
  - c. Click on the first blank cell of that new column (e.g., Estimated Milk per Day).
  - d. Click in the formula box at the top of the Sheet, and enter a formula.
    - E.g., type “=”, click on the first cell with a number of milk cows; type an asterisk (\*) for multiply, and type “56” (or a better estimate of daily production per cow).
    - Hit “Enter”/return, and the result of that calculation will be executed for the farm in that top row.
    - Hover the cursor over the lower right hand corner of that cell (the top of the “Estimated Milk Per Day column), until a plus sign appears for the cursor.
    - Double click, and the same calculation will be repeated for all rows.
    - **Note:** beware copying and pasting or adding cells, rows or columns from now on, since the calculation depends on specific cell locations.

E.g, Try a similar procedure to convert the Readiness Ratings from 0.0-1.0 to 0-100 (i.e., multiply by 100).

E.g., Try generating a suffix for Permit Numbers.

    - Insert a new column and label it “Permit Suffix.”
    - Enter “.0001” in the first cell in that column.
    - By formula add “.0001” to every cell in that column (=CellAbove+.0001).
    - Note: the Permit Number could simply be the PID plus that Permit Suffix.