

## FruitLook Training Notes and Instructions

# HOW TO USE PIVOT TABLES AND CHARTS

Compiled by Annaline Smith

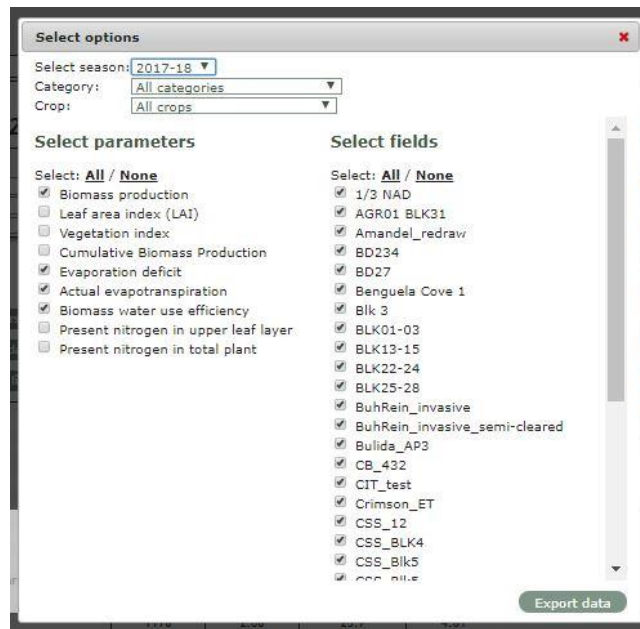
Pivot tables and charts are a great way to easily summarise and compare a large number of fields as well as parameters. The current website only allows for no more than two fields at a time. These pivot charts create reports with four pre-defined parameters.

The charts are set up to compare the four weekly parameters with each and the four instantaneous parameters with each other.

Weekly	Instantaneous
Biomass production	Leaf Area Index (LAI)
Actual Evapotranspiration ( Actual ET)	Vegetation Index (NDVI)
Evapotranspiration Deficit (ET Deficit)	Nitrogen (N) content of upper leaf layer
Biomass Water Use Efficiency	Nitrogen (N) content of total plant

### Step 1: Export data in CSV format.

Click on the *Smart Export Field* button on the top left corner of the MyFields Overview tab. Select the year of data applicable. Make sure you select only instantaneous data or weekly data. You can select as many fields as you want. Export file. Don't put too many blocks at a time as the pivot charts will then be a bit too busy and full.

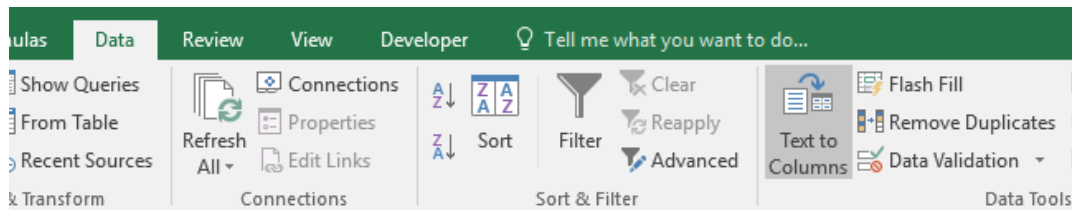


### Step 2: Download *Pivotize.bas* and *FruitLook – Pivot charts.xls* file.

Save these documents in an easily accessible place. **Do not RUN** the *Pivotize.bas* file after downloading. You will be using it at a later stage.

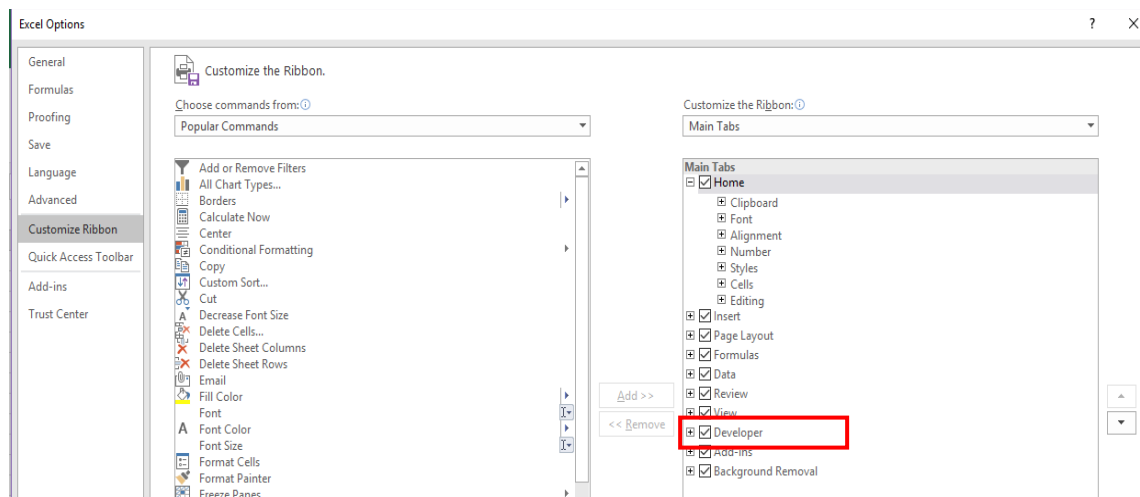
### Step 3: Converting CSV file in easily readable format

If you open your CSV and notice that all your data are separated with commas and all in one column, you have to convert your data. Do this by selecting the first column where all the text is in. Click Data > Text to Columns . Select Delimited and click *Next*. Make sure that *Comma* is selected and click on *Finish*.



### Step 4: Activate Developer in Excel.

Open the CSV you want to convert. Go to File > Excel Options > Customised ribbons > Tick 'Developer' if its not already on. This step is only necessary for the first time you do this, after this step the Developer will be active for future use.

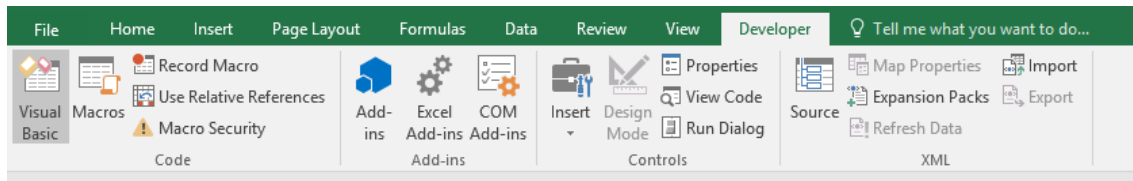


If you have Office 2007 package the process is a little different. Open the CSV you want to convert. Go to File > Excel Options > Popular > Tick 'Developer tab in the ribbon' >



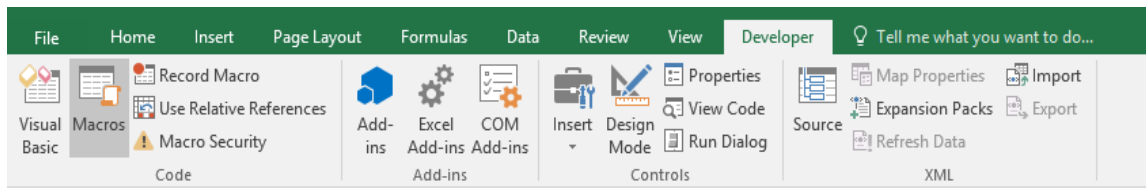
**Step 5: Load script**

Under Developer, open the first icon, Visual Basic. Click on File> Import file and then select the *Pivotize.bas* file. Next click again on File > Close and return to Excel. This step will have to be repeated every use.

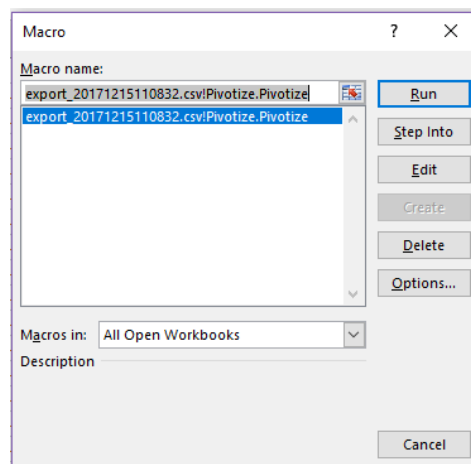


**Step 6: Convert data**

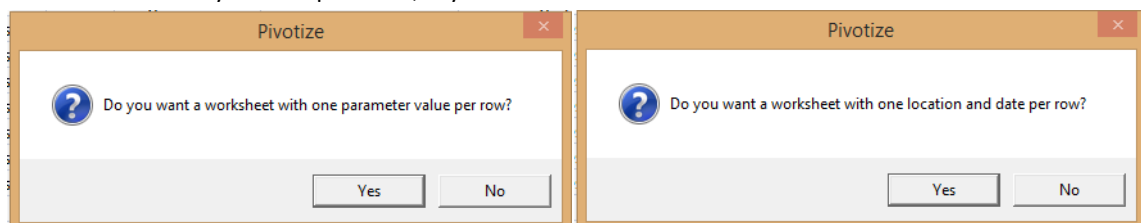
Go to Macros - the second icon under Developer.




If you open this, you will see one macro listed. You then need to run this (Click on the *Run* button) and it will then transform the .csv file.

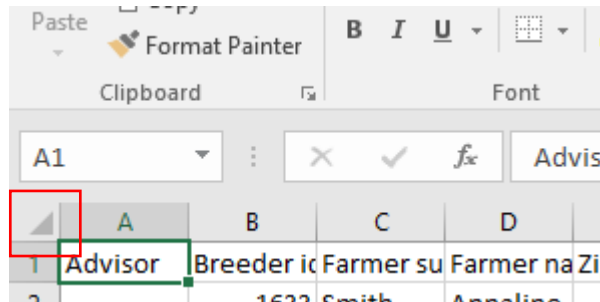


You will see it asks you two questions, say YES to both.



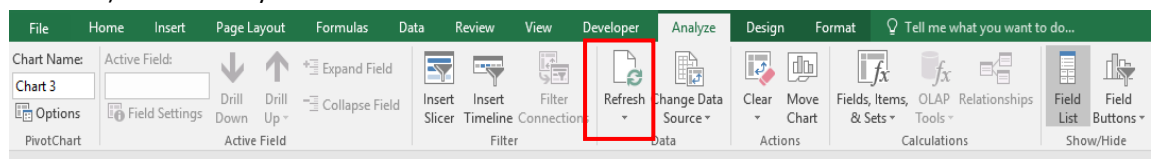
**Step 7: Insert data in Excel file**

Open the *FruitLook – Pivot charts.xls* file. Copy the data from the CSV file that you just converted. Depending on whether you exported instantaneous or weekly data copy the data from the tab *One parameter value per row* into the *One parameter value per row\_wk* for weekly data g, or *One parameter value per row\_ins* for instantaneous data. To select and copy all data, click on the  button found in the top left corner just above cell A1. Press CTRL + C to copy the data. Go the Excel sheet, stand on A1 and press CTRL + V to paste all the data.



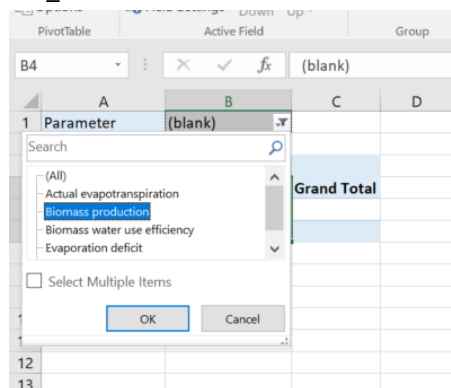
**Step 8: Refreshing pivot tables and charts.**

To refresh the data to upload the newest data that you just pasted. Click on *Block analysis\_wk* or *Block analysis\_instant* on any of the pivot tables of either the weekly or instantaneous data (depending on your selection) click on Analyze > Refresh > Refresh All.



If the data does not want to reflect make sure that the following settings are correct:

- Is the cell content in Number format or Text?
- In the Pivot table sheets, make sure the right parameter is selected in the filter for Parameter in the correct tab. For example, make sure you select *Biomass Production* as the filter for the tab *BM\_Prod Pivot table*.



**Step 9: Pivot tables.**

All the Pivot tables for the charts that are generated in the Block Analysis tabs are under separate tabs. The weekly data is green tabs while the instantaneous are orange.

**Step 10: Print or generate PDF reports**

The first 2 rows of the Block Analysis tabs are for your use to fill in before printing or generating PDF reports. After the information has been filled in stand in any block that is NOT a chart and click on File > Print. You will see that the charts have been set up to print all to one page for convenience. If you want to save it as a PDF, change the printer to *Microsoft Print to PDF*.

**For any further assistance of queries, please contact us at [help@fruitlook.co.za](mailto:help@fruitlook.co.za) or any one of our TechCoaches.**

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