MGM21 Record Extractor (v1_2) – User's Guide – December 13, 2021

Introduction

The MGM Record Extractor workbook converts MGM Records (i.e. long-form MGM outputs) into a tabular format for data analysis.

Notes
- The MGM Record Extractor is designed to help users that execute crop plans using MGM's Graphical User Interface (GUI).
- Users of the MGM Batch Macro do not need the MGM Record Extractor. The MGM Batch Macro automatically converts MGM Records into a tabular format.

Using the MGM Record Extractor Workbook

1. Download and install MGM on your computer using the links and installation instructions on the MGM website. Follow the instructions carefully and verify that MGM runs on your system. Please note the "working directory" where you installed MGM (e.g. "C:\Users\YourProfile\Desktop\MGM21").
2. In "MGM - My Working Copy.xlsm", run your desired crop plan(s) in the "Crop Plans" worksheet, and allow the projections to complete. <u>Note the "CropPlansID" (i.e. the name or title for all of your crop plans) in Cell "E3" of the "Crop Plans" worksheet.</u>
3. Activate the "Records" worksheet. Select the "MGM" tab on the Excel Ribbon. Then, click "Save Worksheet" to save the active "Records" worksheet to the "MGM Records.xlsx" workbook. A new worksheet will be created in the "MGM Records.xlsx" workbook using the "CropPlansID" name (i.e. "Crop Plans Worksheet Name") in Cell "C2" of the "Records" worksheet.
   a. A warning message will appear if the "MGM Records.xlsx" workbook already contains a worksheet with the same name. Use a unique "CropPlansID" name to avoid this warning, or allow MGM overwrite the pre-existing worksheet in "MGM Records.xlsx" worksheet.
   b. <u>Note the name of the new worksheet in the "MGM Records.xlsx" workbook.</u>
4. Save and close "MGM - My Working Copy.xlsm".
5. Download "MGM21_Record_Extractor_v1_2.xlsm". Note: Steps 5 through 6 assume that you received a copy of the MGM Record Extractor in an email or a download from the MGM website. Please ignore Steps 5 through 6 if you already have a copy of the MGM21 Record Extractor (v1_2).

6. In your download directory, right-click on "MGM21_Record_Extractor_v1_2.xlsm", and select "Properties". In the new dialog (Figure 6.1), go to the "General" tab. If visible, check "Unblock" in the lower-right corner. Then, click "OK" (Figure 6.1). The MGM Record Extractor will not run if "MGM21_Record_Extractor_v1_2.xlsm" is "Blocked" by Windows.
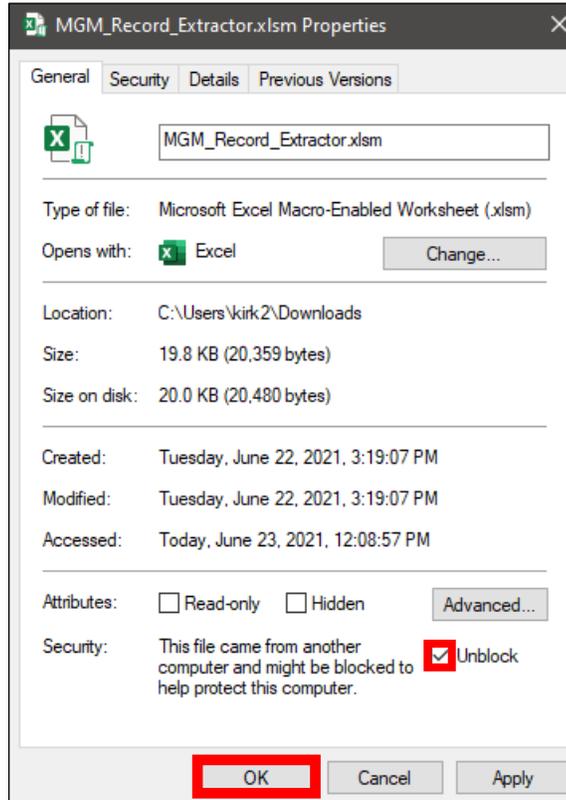

Figure 6.1. Unblock "MGM21_Record_Extractor_v1_2.xlsm".

7. Cut and paste "MGM21_Record_Extractor_v1_2.xlsm" from your download directory into your MGM working directory (e.g. "C:\Users\YourProfile\Desktop\MGM21").
8. Open "MGM21_Record_Extractor_v1_2.xlsm". If security warning(s) appear, click "Enable Content" under the Excel Ribbon (Figure 8.1).
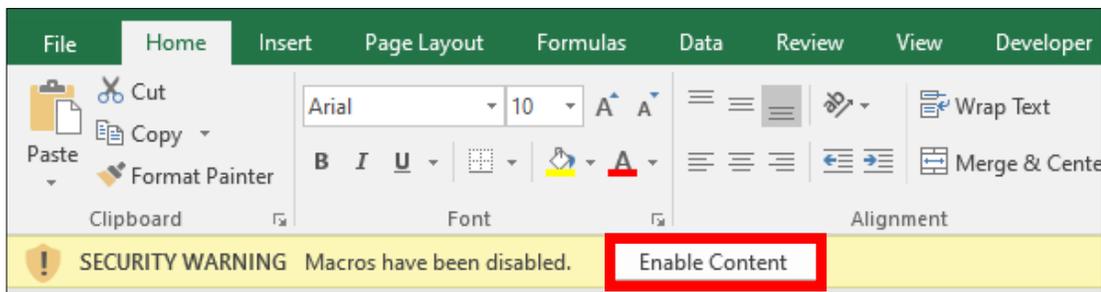

Figure 8.1. "Enable Content" under the Excel Ribbon.

9. In your MGM working directory, open the "MGM Records.xlsx" workbook, and activate the Records worksheet from Step 3.
10. Copy the entire Records worksheet (Ctrl+A / Ctrl+C).
11. Activate the "MGM21_Record_Extractor_v1_2.xlsm" workbook, and select the "MGM_Records" worksheet. Select Cell "A1", and paste the records. Column "A" from the Records worksheet in "MGM Records.xlsx" must match Column "A" in

the extractor's "MGM_Records" worksheet.

12. Close the "MGM Records.xlsx" workbook.
13. Reactivate the "MGM21_Record_Extractor_v1_2.xlsm" workbook, and select "View" on the Excel Ribbon. Then, select "Macros" and "View Macros" (Figure 13.1).
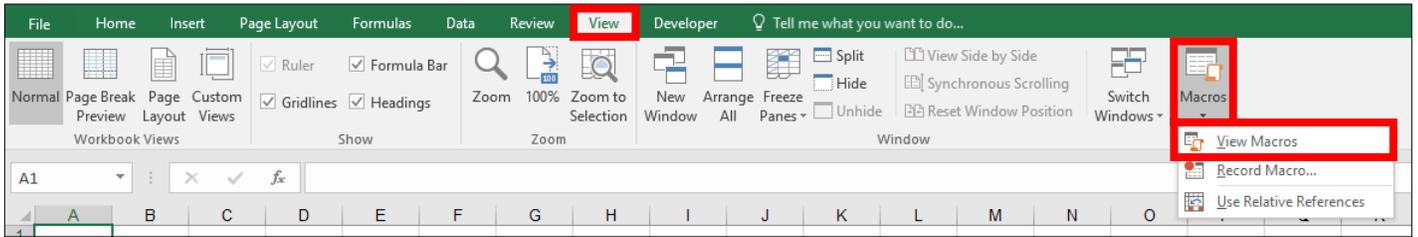

Figure 13.1. View Macros.

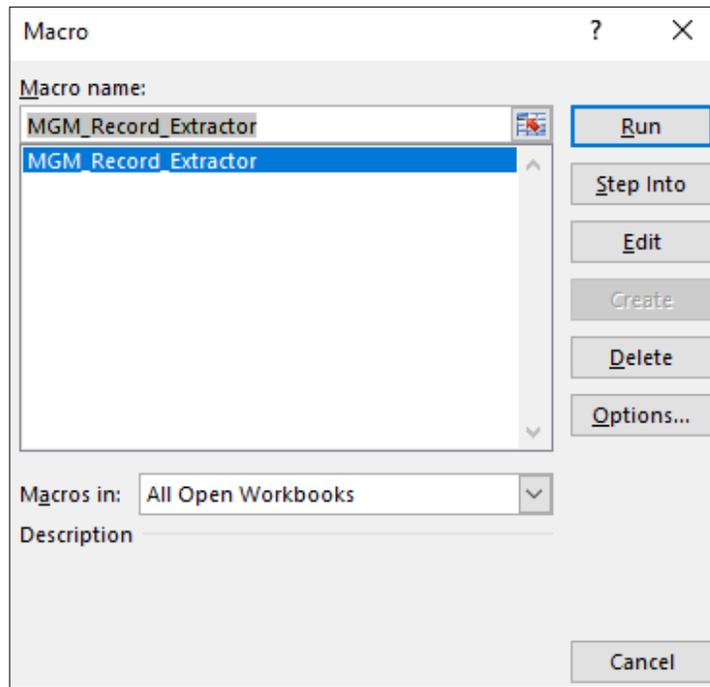14. A "Macro" dialog will appear (Figure 14.1). Under "Macro name", run "MGM_Record_Extractor_v1_2" (Figure 14.1).

Figure 14.1. Macro dialog. Note: This image includes a generic name for the "MGM_Record_Extractor" macro.

15. If the "MGM_Record_Extractor_v1_2" macro is successful, a "MGM Record Extract Complete" message will appear (Figure 15.1). Three new worksheets should appear: "Out_Yields", "Out_Stand_Summaries", and "Out_Trees".
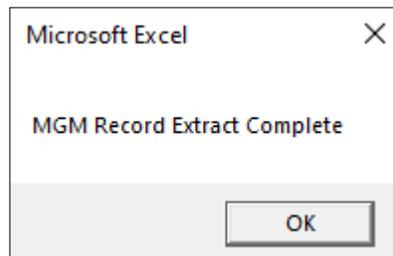

Figure 15.1. MGM Record Extract Complete message.

12/13/2021

16. Go to "File", "Save As", and save the "MGM_Record_Extractor_v1_2.xlsm" workbook in your MGM working directory (e.g. "C:\Users\YourProfile\Desktop\MGM21").
    a. The "MGM_Record_Extractor_v1_2.xlsm" workbook should be renamed (e.g. "My_Agency_Extracted_MGM_Records") to avoid confusion when working with multiple datasets.
    b. The "MGM_Record_Extractor_v1_2.xlsm" workbook may be saved as a macro-free ".xlsx" file. Macro-free ".xlsx" files will not contain the "MGM_Record_Extractor_v1_2" macro.
17. To re-run a macro-enabled "MGM_Record_Extractor_v1_2.xlsm" workbook, delete all records from the "MGM_Records" worksheet (Ctrl+A / Delete). Then, delete the "Out_Yields", "Out_Stand_Summaries", and "Out_Trees" worksheets. Repeat Steps 9 through 16 using your data in "MGM Records.xlsx".