

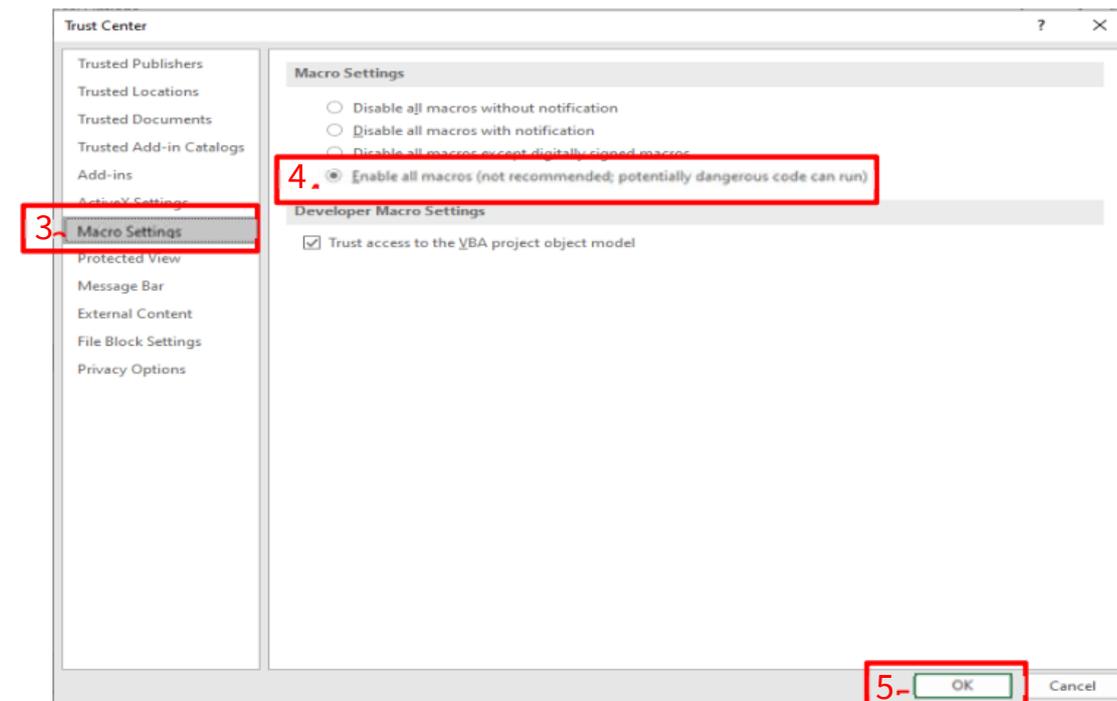
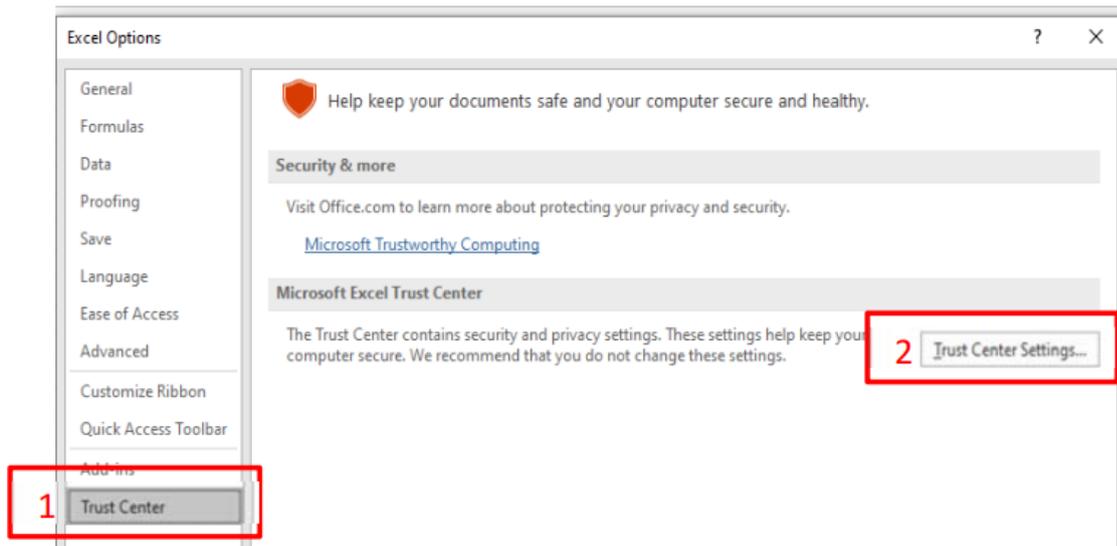
MIMU Pcoder is a tool using Microsoft Excel to help you matching place names (State/Region, District/Self-Administrative Division/Self-Administrative Zone/Township/Town/Village Tract/Village/Ward) and inserting Place codes automatically according to the GAD's Place Names and Codes.

The Pcoder is to be used for place names written in Roman script (called "English") or Burmese Language.

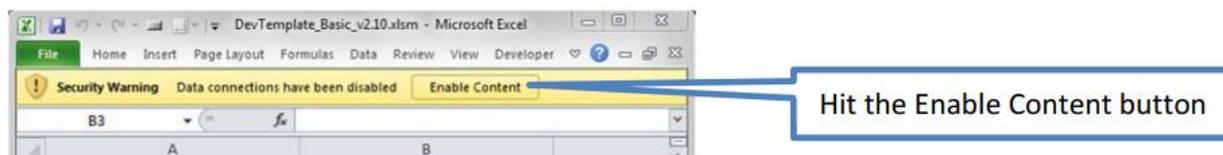
## Installing MIMU Pcoder in Microsoft Excel (version 2007 and higher)

### 1. Enable the Macro.

(File → Options → Trust Center → Trust Center Settings → Macro Settings → Enable all macros)



OR



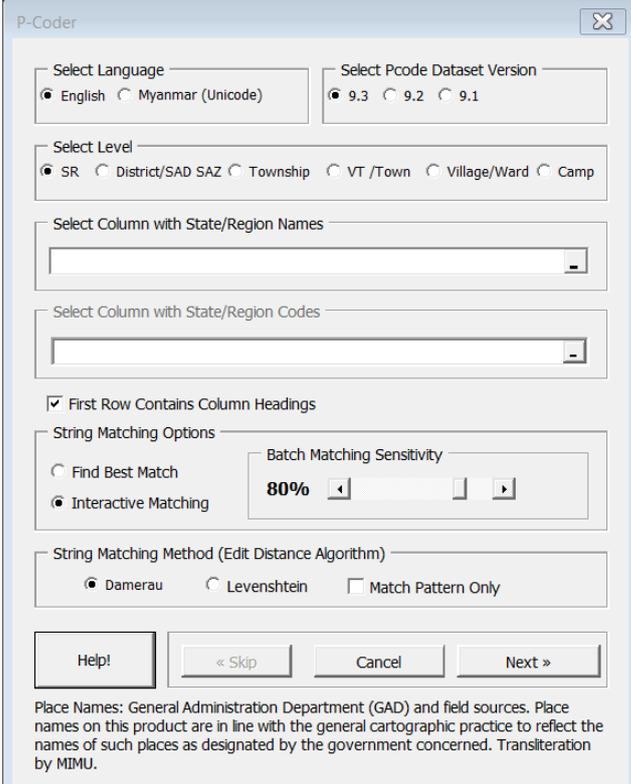
2. Copy the folder of MIMU Pcoder and paste in the "C:\". If you cannot paste it under C:\, paste it under another specific folder.
3. Double click on the file named "Load-P-Coder.xlsm".
4. You can see "P-coder" command button in the "Add-Ins" tab and it is successfully installed.

### Points to be noted before using the MIMU Pcoder

- Your data file must be in the Excel Format. The order of place names should be (1) State/Region, (2) District/SAD/SAZ, (3) Township, (4) Village Tract/Town and (5) Village/Ward and the title row should be at the first row of the sheet (row 1).
- While using the Pcoder, it may indicate "Not responding" if the data rows are too many (more than 1000 records). Please wait and do not close it as it will be successfully done in a few minutes.
- If the data rows have blank fields (e.g., Township name or Township pcode), the matching process could be stopped at this place. So, you should do the data sorting by (Township/Village Tract/Village) before using the Pcoder not to have blank lines between data rows.
- Do not merge any cell.
- If place names do not match with MIMU PCode, it may be because of unlisted or delisted villages in the selected dataset year of the publications of General Administration Department or reported field sources.
- When you match the place names at village tract/ town level, kindly be noted that some village tract and town names are same in some township. If the place names are Towns, choose the code with 7<sup>th</sup> digit starts "7" "MMRxxxxx7xx". Example – Pa La Town (MMR006007703) and Pa La Village Tract (MMR006007012) in Pulaw Township in Tanintharyi Region.

## Using MIMU Pcoder

1. Click on the P-coder which can be found in the “Add-Ins” tab. You can see the form below.

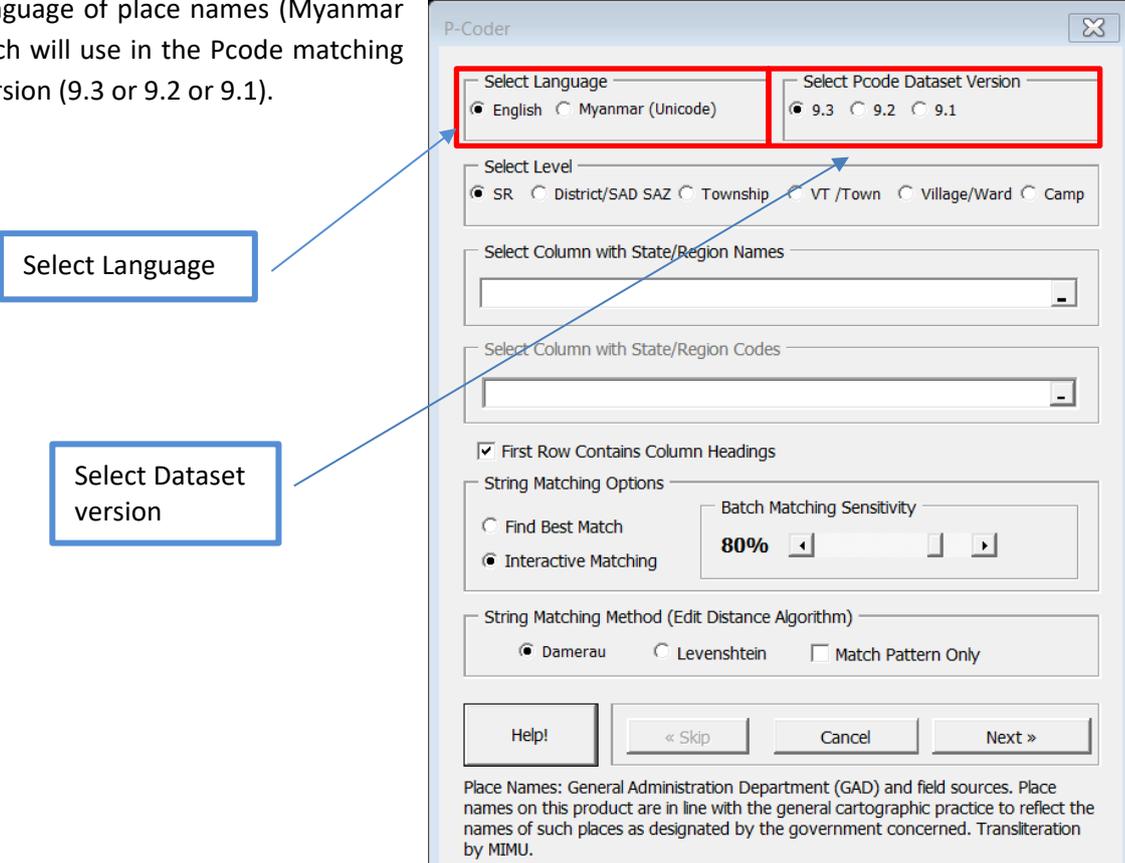


The screenshot shows the P-Coder dialog box with the following settings:

- Select Language:  English  Myanmar (Unicode)
- Select Pcode Dataset Version:  9.3  9.2  9.1
- Select Level:  SR  District/SAD SAZ  Township  VT /Town  Village/Ward  Camp
- Select Column with State/Region Names: [Empty dropdown]
- Select Column with State/Region Codes: [Empty dropdown]
- First Row Contains Column Headings
- String Matching Options:  Find Best Match  Interactive Matching
- Batch Matching Sensitivity: 80%
- String Matching Method (Edit Distance Algorithm):  Damerau  Levenshtein  Match Pattern Only
- Buttons: Help!, << Skip, Cancel, Next >>

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

2. Choose the Language of place names (Myanmar or English) which will use in the Pcode matching and Dataset version (9.3 or 9.2 or 9.1).



The screenshot shows the P-Coder dialog box with annotations:

- A red box highlights the "Select Language" and "Select Pcode Dataset Version" sections.
- A blue box labeled "Select Language" has an arrow pointing to the "English" radio button.
- A blue box labeled "Select Dataset version" has an arrow pointing to the "9.3" radio button.

The dialog box settings are the same as in the first screenshot.

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

### 3. State/Region level matching

First, you have to match the State/Region name. Do the THREE steps as mention in the figure. After processing, you can have the MIMU names and Pcodes with separated columns.

The screenshot shows the 'P-Coder' application window. It contains several configuration sections:

- Select Language:** Radio buttons for 'English' (selected) and 'Myanmar (Unicode)'.
- Select Pcode Dataset Version:** Radio buttons for '9.3' (selected), '9.2', and '9.1'.
- Select Level:** Radio buttons for 'SR' (selected), 'District/SAD SAZ', 'Township', 'VT /Town', 'Village/Ward', and 'Camp'.
- Select Column with State/Region Names:** A dropdown menu with a small arrow on the right.
- Select Column with State/Region Codes:** A dropdown menu with a small arrow on the right.
- First Row Contains Column Headings:** A checked checkbox.
- String Matching Options:** Radio buttons for 'Find Best Match' and 'Interactive Matching' (selected). A 'Batch Matching Sensitivity' slider is set to 80%.
- String Matching Method (Edit Distance Algorithm):** Radio buttons for 'Damerau' (selected), 'Levenshtein', and a checkbox for 'Match Pattern Only'.
- Buttons:** 'Help!', '<< Skip', 'Cancel', and 'Next >>'.

At the bottom, there is a disclaimer: "Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU."

Three callout boxes with blue borders and arrows provide instructions:

1. Click on the radio button with "SR"
2. Click on it and then click on any field of State/Region name.
3. Click on "Next"

#### 4. Matching Names

The Pcoder can automatically match the place names which is 80% match with the MIMU name. For some cases, you have to select the best appropriate name from the list as shown in the figure below.

**Name in the data file**

**Name in the MIMU Pcoder file**

**1. You need to select the appropriate name**

**2. If the appropriate name is not found in the list, click on the "Skip All" and you are not asked again for the same case.**

**2. To skip only for one time, click on the "Skip" and you will be asked again for the same case**

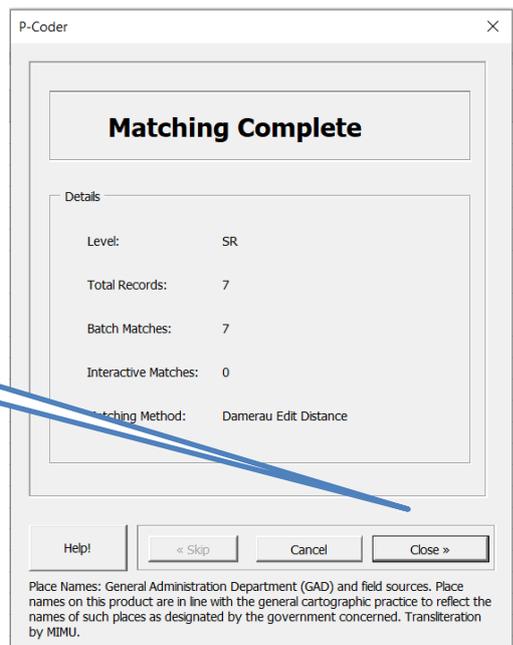
**2. If the appropriate name is found in the list, click on the "Match All" and you are not asked again for the same case.**

**2. To match only for one time, click on the "Match" and you will be asked again for the same case.**

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

5. Completing Matching: Click on the "Close" button.

Click on "Close"



## 6. Matching District/Self-Administrative Division/Self-Administrative Zone

Do the FOUR steps as mention in the figure. After processing, you can have the MIMU names and Pcodes with separated columns. Repeat No. 4 and No. 5.

The screenshot shows the P-Coder software interface with the following settings and callouts:

- 1.** Click on the radio button with "District/SAD/SAZ".
- 2.** Click on it and then click on any field of District/SAD/SAZ name.
- 3.** Click on it and then click on any field of State/Region Code.
- 4.** Click on "Next".

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

## 7. Matching Township

To match the Township by doing 4 steps as mention in the figure. Repeat No. 4 and No. 5.

The screenshot shows the 'P-Coder' dialog box with the following settings and callouts:

- 1. Click on the radio button with "Township"**: Points to the 'Township' radio button in the 'Select Level' section.
- 2. Click on it and then click on any field of Township name**: Points to the dropdown menu for 'Select Column with Township Names'.
- 3. Click on it and then click on any field of State/Region Code**: Points to the dropdown menu for 'Select Column with State/Region Codes'.
- 4. Click on "Next"**: Points to the 'Next >>' button at the bottom of the dialog.

Additional settings visible in the dialog:

- Select Language:  English,  Myanmar (Unicode)
- Select Pcode Dataset Version:  9.3,  9.2,  9.1
- Select Level:  SR,  District/SAD SAZ,  Township,  VI / Town,  Village/Ward,  Camp
- Select Column with Township Names: [Empty dropdown]
- Select Column with State/Region Codes: [Empty dropdown]
- First Row Contains Column Headings
- String Matching Options:  Find Best Match,  Interactive Matching. Batch Matching Sensitivity: 80%
- String Matching Method (Edit Distance Algorithm):  Damerau,  Levenshtein,  Match Pattern Only
- Buttons: Help!, << Skip, Cancel, Next >>

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

## 8. Matching Village Tract/Town

To match the Village Tract/Town by doing 4 steps as mention in the figure. Repeat No. 4 and No. 5.

The screenshot shows the P-Coder software interface with the following settings and callouts:

- 1. Click on the radio button with "VT/Town".** This callout points to the **VT /Town** radio button in the **Select Level** section.
- 2. Click on it and then click on any field of Village Tract/Town name** This callout points to the dropdown menu in the **Select Column with Village Tract or Town Names** section.
- 3. Click on it and then click on any field of Township Code** This callout points to the dropdown menu in the **Select Column with Township Codes** section.
- 4. Click on "Next"** This callout points to the **Next >>** button at the bottom of the window.

Additional interface details include: **Select Language** (English selected), **Select Pcode Dataset Version** (9.3 selected), **Select Level** (SR, District/SAD SAZ, Township, VT /Town, Village/Ward, Camp), **String Matching Options** (Interactive Matching selected, Batch Matching Sensitivity at 80%), and **String Matching Method** (Damerau selected).

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

## 9. Matching Village/Ward

To match the Village/Ward by doing 4 steps as mention in the figure. Repeat No. 4 and No. 5.

The screenshot shows the P-Coder software interface with the following settings and callouts:

- 1. Click on the radio button with "Village/Ward".** This callout points to the "Village/Ward" radio button in the "Select Level" section.
- 2. Click on it and then click on any field of Village/Ward name.** This callout points to the dropdown menu in the "Select Column with Village Names" section.
- 3. Click on it and then click on any field of Village Tract/Town Code.** This callout points to the dropdown menu in the "Select Column with Village Tract Codes" section.
- 4. Click on "Next".** This callout points to the "Next >>" button at the bottom of the interface.

Additional interface details include:

- Select Language:** English (selected), Myanmar (Unicode)
- Select Pcode Dataset Version:** 9.3 (selected), 9.2, 9.1
- Select Level:** SR, District/SAD SAZ, Township, VT /Town, Village/Ward (selected), Camp
- String Matching Options:** Find Best Match, Interactive Matching (selected), Batch Matching Sensitivity: 80%
- String Matching Method (Edit Distance Algorithm):** Damerau (selected), Levenshtein, Match Pattern Only

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

## 10. Matching Camp

To match the camp by doing 4 steps as mention in the figure. Repeat No. 4 and No. 5.

**1.** Click on the radio button with “Camp”

**2.** Click on it and then click on any field of Village/Ward name

**3.** Click on it and then click on any field of Village Tract/Town Code

**4.** Click on “Next”

Place Names: General Administration Department (GAD) and field sources. Place names on this product are in line with the general cartographic practice to reflect the names of such places as designated by the government concerned. Transliteration by MIMU.

## Uninstalling MIMU Pcoder

1. Double click on the file named “Unload-P-Coder.xlsm” in the folder of the Pcoder in the “C:\” drive.
2. “P-coder” command button will be removed from the “Add-Ins” tab and it is successfully uninstalled.