

CPT Troubleshooting



Critical Point	Action
Setting up	The CPT is designed as a portal to access downloads to facilitate area/community profiling. Downloads do not open in a new window due to system limitations. It is important therefore to do the following before you attempt any profiling activity: <ul style="list-style-type: none"> • Save downloads, especially instruction downloads, and county level Excel Templates to your computer. This will allow you to switch between views. • It is advised that if you do not have a double screen, to print instructions (ID Data Zones, FTB Step-by-Step) to have a hard copy reference while navigating NISRA Area Explorer, and NISRA Flexible Table Builder (FTB) <i>and</i> have saved instructional downloads open in separate windows to enable interaction with hyperlinks.
Data Zone (DZ) identification (<i>when using Option 2 – Manual of ID Data Zone step-by-step instructions</i>).	Once school DZ has been identified, check school shape and other landmarks, including the road the school is located, to confirm selected DZ. This involves toggling between Google maps, and NISRA’s Area Explorer interactive map.
Refining School Catchment Area	Data Zones are the key building blocks for defining the school catchment area. Once the data zone of the school is identified, the school area can be refined by combining the statistics for each of the DZs surrounding the school DZ. Alternatively, based on local knowledge, DZs can be selected which define the current catchment area, and/or future or potential catchment area.
Copying data from NISRA	Column B in NISRA’s Flexible Table Builder (FTB) Excel spreadsheet shows the geography level of the data. It is useful to check that this matches the selected geography before copying the count data or absolute numbers from Column E to the CPT Excel spreadsheet.
Pasting data into Excel spreadsheet	The number of rows/cells available in the CPT Excel spreadsheet should match the number of rows/cells being copied. If the data copied from NISRA Excel spreadsheet does not match the CPT Excel Template, then either the wrong data has been selected from the NISRA Excel template <i>or</i> the wrong variable tab has been selected in the CPT Excel spreadsheet.
Excel calculations	Errors can occur by not pasting in right cells (see above), pasting over column headings, and deleting formula. It is necessary only to paste numbers/counts from NISRA Excel spreadsheet into the matching cells/spaces in the CPT Excel spreadsheet. Everything else in the CPT Excel spreadsheet will be generated automatically , based on the numbers you pasted, including percentage values, and charts.
Variables	Remember to scroll through the variable tabs at the bottom of the CPT Excel Template to find the right one. There are 12 sheets in the CPT Excel Template with tabs for each sheet labelled with the variable.