

# DATA SUBMISSION GUIDELINES FOR THE OHSS PLATFORM

## CSV via NEXT CLOUD

Excel spreadsheets used must follow the same format as the templates on the website.  
Thus the headings and number of columns must be the same

Do not enter employee names in any of  
the templates

Business IDs that you received from the  
NIOH must be entered in full

Templates can be found at <https://www.nioh.ac.za/covid-19/occupational-health-surveillance-system-ohss-business-portal/>

**To create CSV documents**

Complete the excel spreadsheets. Then  
save these as CSV MS DOS documents.

How to upload files on Next Cloud. Navigate to <https://nxtshare.nicd.ac.za> on your  
preferred browser

1. Log in with  
your  
username  
and password  
provided

2. The home  
page will have  
the folders to  
upload the  
data

3. Click on the  
folder that  
you need to  
upload that  
into

4. Click on the  
plus sign and  
select  
"upload file"

5. Navigate to  
the file on  
your  
computer

6. Click on "open" for the  
file you want to upload

7. The upload process will  
start, indicating an  
approximate upload time

8. Log out of the system  
after the successful  
upload

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and sustainable workplaces*



**NATIONAL INSTITUTE FOR  
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Division of the National Health Laboratory Service