



CSV File Submission

PRESENTER

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**NATIONAL INSTITUTE FOR
COMMUNICABLE DISEASES**

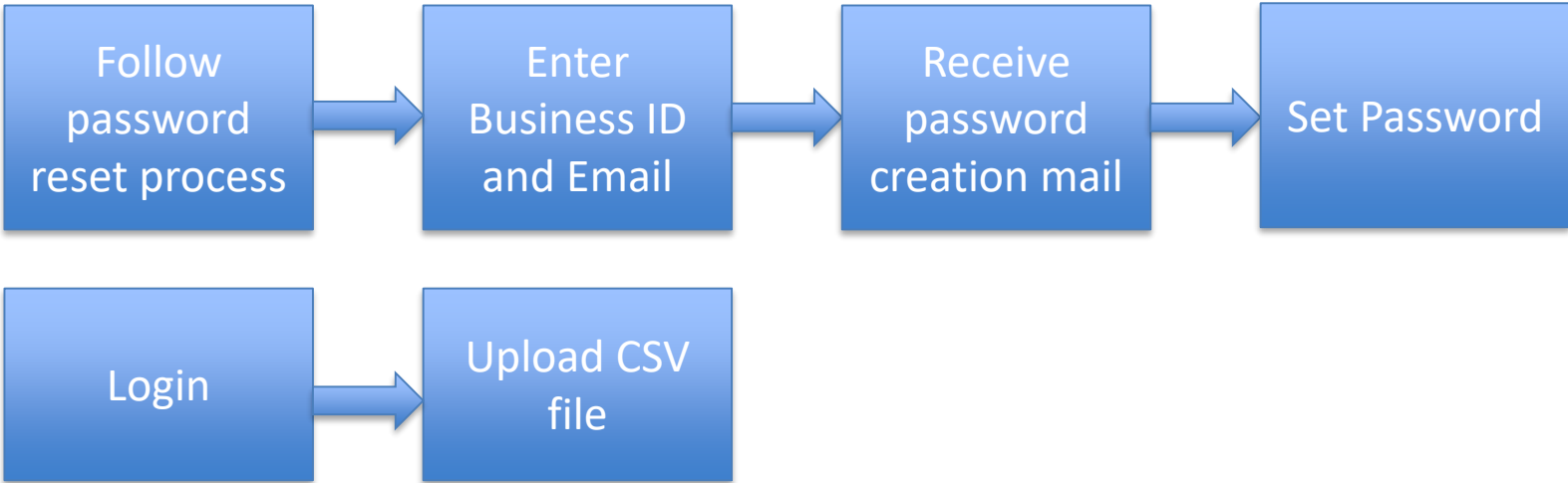
Division of the National Health Laboratory Service

CSV Submission Registration

New business



Existing NextCloud users



New business process : Registration

1. Navigate to the OHSS : URL : <https://ohss.nioh.ac.za>
2. Register Company and select CSV upload submission.
3. Once approved by the OHSS Administrators you will receive an email similar to
4. the one displayed below



The header of the email is a green banner. On the left is a circular logo for the National Institute for Occupational Health, Division of the National Health Laboratory Service. To the right of the logo, the text 'OCCUPATIONAL HEALTH SURVEILLANCE SYSTEM' is written in white capital letters.

Dear OHSS Comapny

Let's set a password for your business

- Business ID : 68BAAD8B-E8FE-43FC-88B2-5415615A9A98
- Please click the link below to set your password
- URL : [Click here](#)
- Note : Please note that the link will only be valid for 24hrs
- User Guide : https://www.nioh.ac.za/wp-content/uploads/2020/12/How-to-submit-data-on-OHSS-platforms_final.pdf

If you have any queries, feel free to email us at ohssupport@nioh.ac.za

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New business process : Password Creation

1. Click on the Password creation link in the email
2. Create a password that meets the OHSS password policy



Occupational Health Surveillance System



OVERVIEW

Workplace occupational health surveillance (WOHS) are of public health importance.

According to the International Health Regulations, rapid detection of public health risks, prompt risk assessment, notification, verification and response are crucial.

WOHS system acquires information from national, regional and local levels to:

- Timeously detect and respond to public health threats in order to prevent disease outbreaks;
- Estimates burden of priority diseases and identify populations at risk;
- Monitor place, person and time trends in priority diseases of public health importance; and
- Direct public health interventions and inform policy decisions.

Contacts

WOHS Hotline: +27 (0) 11 621 3805

Email: WOHSReport@nioh.ac.za

Set Login Password

Set password

Reset Password

Mandatory Password Requirements * ⓘ

- ✗ 8 Characters Long
- ✗ One Lowercase Letter
- ✗ One Uppercase Letter
- ✗ One Number
- ✗ Passwords Match
- ✗ Special Character

New business process : Login Process

1. Navigate to the OHSS : URL : <https://ohss.nioh.ac.za>
2. Click “Click to Upload CSV” button
3. Enter your Business ID and password

Company Registration

 Click to Register Company

 Click to Upload CSV

Business Login



Business ID



Enter business ID

Password



Enter password

[Forgot Password ?](#)



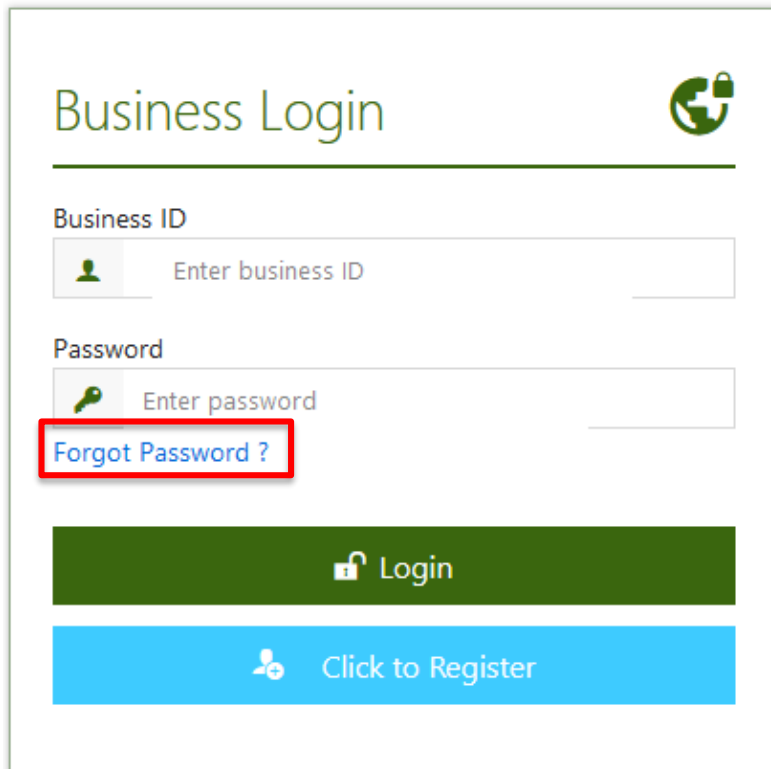
Login



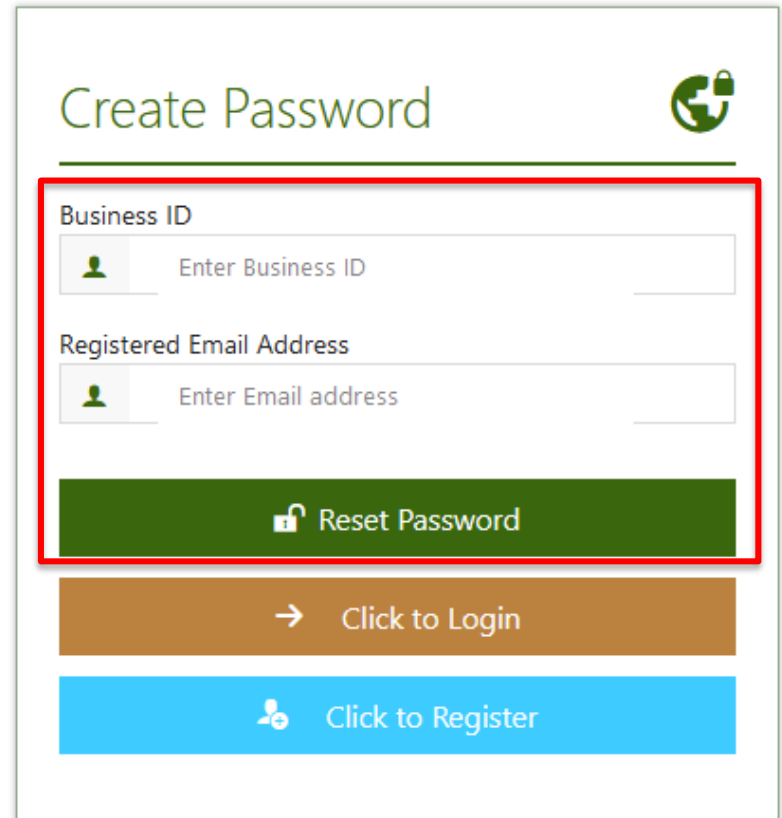
Click to Register

Existing NextCloud Users : Account Creation

1. Navigate to the OHSS : URL : <https://ohss.nioh.ac.za>
2. Click “Click to Upload CSV” button
3. Click “Forgot Password” link
4. Enter Business ID and Email used during registration. Click “Reset Password” button
5. Receive Password Reset email



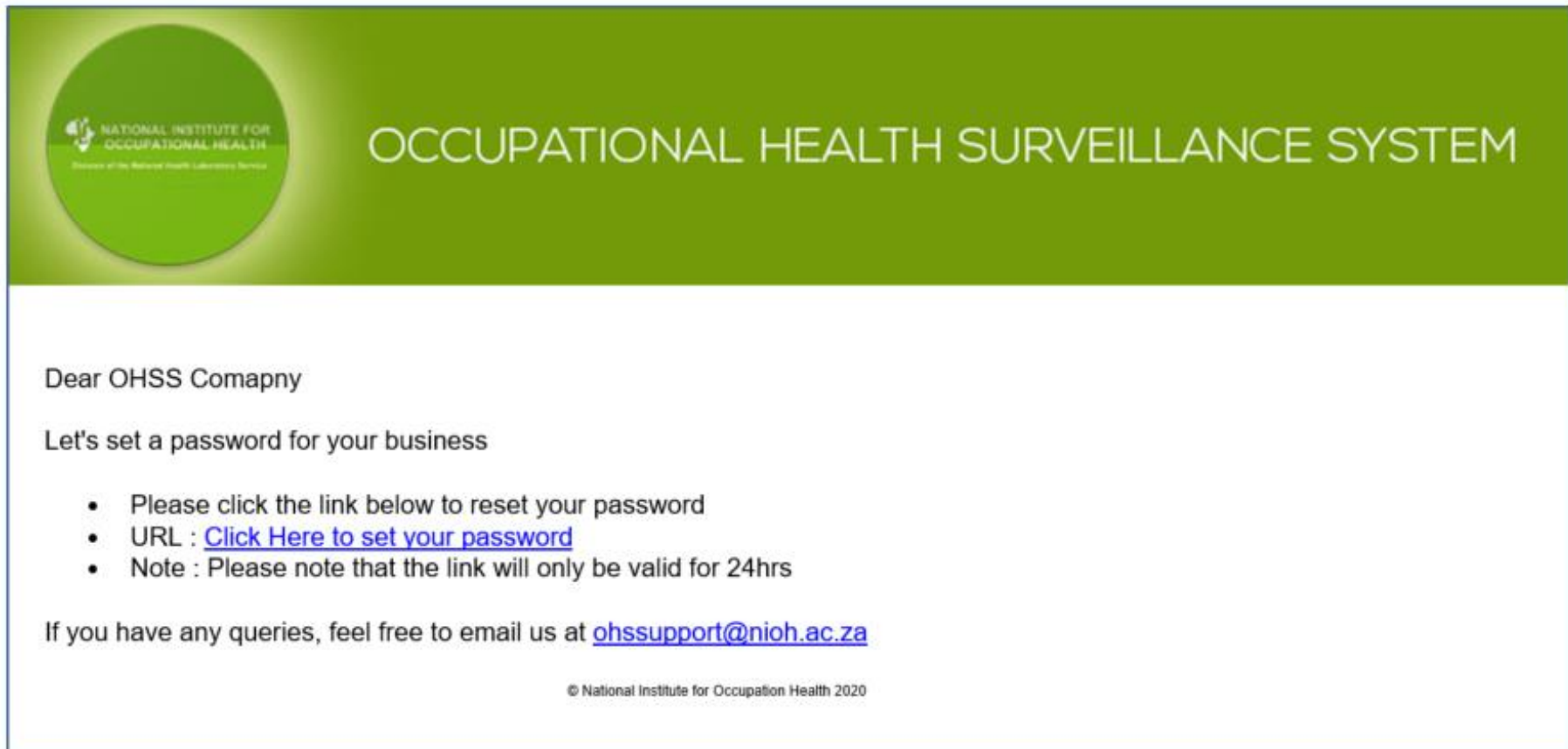
The Business Login form features a header with the text "Business Login" and a globe icon. Below the header, there are two input fields: "Business ID" with a person icon and "Password" with a key icon. A red box highlights the "Forgot Password ?" link located below the password field. At the bottom, there are three buttons: a green "Login" button with a lock icon, a blue "Click to Register" button with a person icon, and a blue "Click to Upload CSV" button with a document icon.



The Create Password form features a header with the text "Create Password" and a globe icon. Below the header, there are two input fields: "Business ID" with a person icon and "Registered Email Address" with a person icon. A red box highlights the "Business ID" and "Registered Email Address" fields, the "Reset Password" button, and the "Click to Login" button. At the bottom, there are three buttons: a green "Reset Password" button with a lock icon, a brown "Click to Login" button with a right arrow icon, and a blue "Click to Register" button with a person icon.

Existing NextCloud Users : Password Reset Email

1. Click on the Password reset link in the email
2. Create a password that meets the OHSS password policy
3. Proceed to Login page. As mentioned in slide 5



CSV Platform : Landing Page



Occupational Health Surveillance System



Company Information



Company Information

Use this link to modify any data entered during company registration



Upload CSV File



Upload CSV File

Use this link to upload template CSV files



Submission History



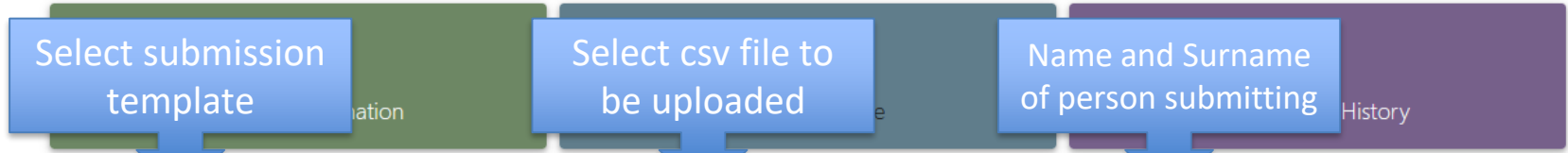
Submission History

Use this link to view all files submitted in this platform

CSV Platform : Upload CSV



Occupational Health Surveillance System



Submission Type

Submission File
 Vulnerability Sample.csv

Name and surname of person submitting

Selected file looks good for processing, please click the **"Upload file for processing"** button to upload your file for final processing

Notification message area

Templates Headers	Template Data Type	Expected data
Age	Number	42
AgeAbove60years	Text	YES / NO
Asthma	Text	YES / NO
BusinessID	Text	22918AA6-FB55-431C-85DA-78001281EC3D
ChronicKidneyDisease	Text	YES / NO
ChronicLiverDisease	Text	YES / NO
ChronicLungDisease	Text	YES / NO
CurrentTuberculosis	Text	YES / NO
Date	Date	2021-03-18
Diabetes	Text	YES / NO
District	Text	City of Johannesburg

Expected column headers and data type and sample

Your Header	Your data
Age	64
AgeAbove60years	Unknown
Asthma	Unknown
BusinessID	aabeeb5-880d-4700-aa23-d8e27204fe82
ChronicKidneyDisease	Yes
ChronicLiverDisease	Yes
ChronicLungDisease	Unknown
CurrentTuberculosis	Unknown
Date	2021-02-08
Diabetes	Unknown
District	Adelaide

Your headers and sample



CSV Platform : CSV file upload process

1. Select a template submission type
2. Browse and select you CSV file to be uploaded
3. Enter name and surname of individual uploading the file
4. Click “Check CSV file” button
5. If there are no errors with your CSV file. The “Upload file for processing” button will appear
6. Click “Upload file for processing” button . Your file will then be processed into the OHSS datalake. You will receive a final message confirming file upload status. If not there will be a message that will indicate any error.

Common file errors

- Incorrect number of column headers
- Incorrect CSV delimiter (separator)
- In correct date format
- Missing data



Thank you



ohssupport@nioh.ac.za