

Occupational Health Surveillance System (OHSS)

Business Registration Portal

Have you registered your business?

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

IT support queries: ohssupport@nioh.ac.za
General queries: OHSworkplace@nioh.ac.za
CALL US ON: 0723215503 | 0713981169

OHSS: How to Upload the CSV file

Login

1. Navigate to the OHSS website <https://ohss.nioh.ac.za>



The screenshot shows the homepage of the Occupational Health Surveillance System. On the left, there is the Department of Health logo for the Republic of South Africa. The main heading is "Occupational Health Surveillance System". On the right, there is the National Institute for Occupational Health logo. Below the heading, there is an "OVERVIEW" section with text about the importance of Occupational Health Surveillance (OHS) and a list of its functions. At the bottom left, there is a "Contacts" section with the email ohssupport@nioh.ac.za. On the right side, there is a "Company Registration" section with two buttons: "Click to Register Company" (blue) and "Click to Upload CSV" (green).

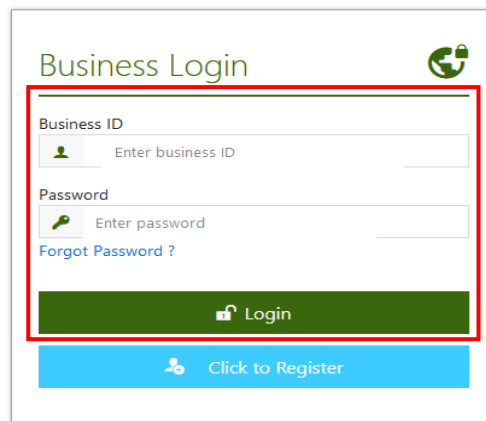
2. Click "Click to Upload CSV" button

Company Registration

 Click to Register Company

 Click to Upload CSV

3. Enter Business ID provided during registration and password in the login fields and click the **“Login”** button

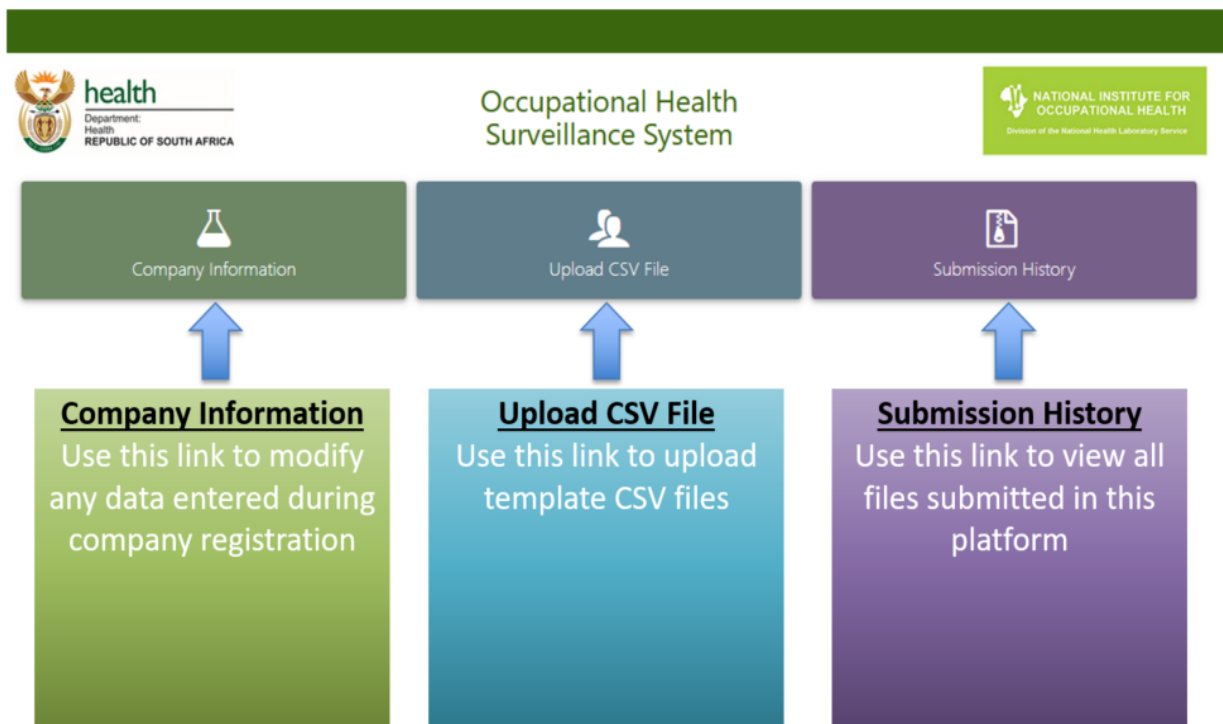


The screenshot shows a 'Business Login' form with the following fields and buttons:

- Business ID:** A text input field with a person icon and the placeholder text 'Enter business ID'.
- Password:** A text input field with a key icon and the placeholder text 'Enter password'.
- Forgot Password ?** A blue link below the password field.
- Login:** A green button with a lock icon and the text 'Login'.
- Click to Register:** A blue button with a plus icon and the text 'Click to Register'.

CSV Dashboard

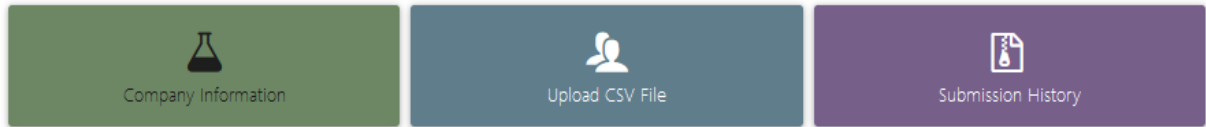
OHSS Submission dashboard summary



Company Information

To update company information that was captured during business registration.

1. Click the **“Company Information”** button. You will see a form pre populated with the data on record about your company as seen below



Business ID : 68BAAD8B-E8FE-43FC-88B2-5415615A9A98 

| | |
|---|---|
| Business Name OHSS Comapny | Industry Health and social work |
| Address Hospital St, Braamfontein, Johannesburg, Gauteng, 2001, ZAF | |
| Province Gauteng | District Johannesburg MM |
| Contact Name OHSS Admin | Contact Email montyr@nioh.ac.za |
| Contact Number 0117126400 | Sector Affiliation None |
| CIPC# (Companies and Intellectual Property Commission) ABC1234 | PAYE# (PAY-AS-YOU-EARN) 123ABC |

| | | |
|---------------------------------|---------------------------------|-------------------------------|
| # Total Employees 100 | # Female Employees 50 | # Male Employees 50 |
|---------------------------------|---------------------------------|-------------------------------|

Please supply the number of employees in the below Job Categories

| | | | |
|--|---------------------------------|--|--|
| # Managers ⓘ 20 | # Professionals ⓘ 20 | # Technicians and Associate Prof. ⓘ 20 | # Clerical Support Workers ⓘ 0 |
| # Service and Sales Workers ⓘ 20 | # Skilled Trades ⓘ 20 | # Plant and Machine ⓘ 0 | # Elementary Occupations ⓘ 0 |

Preferred data submission process

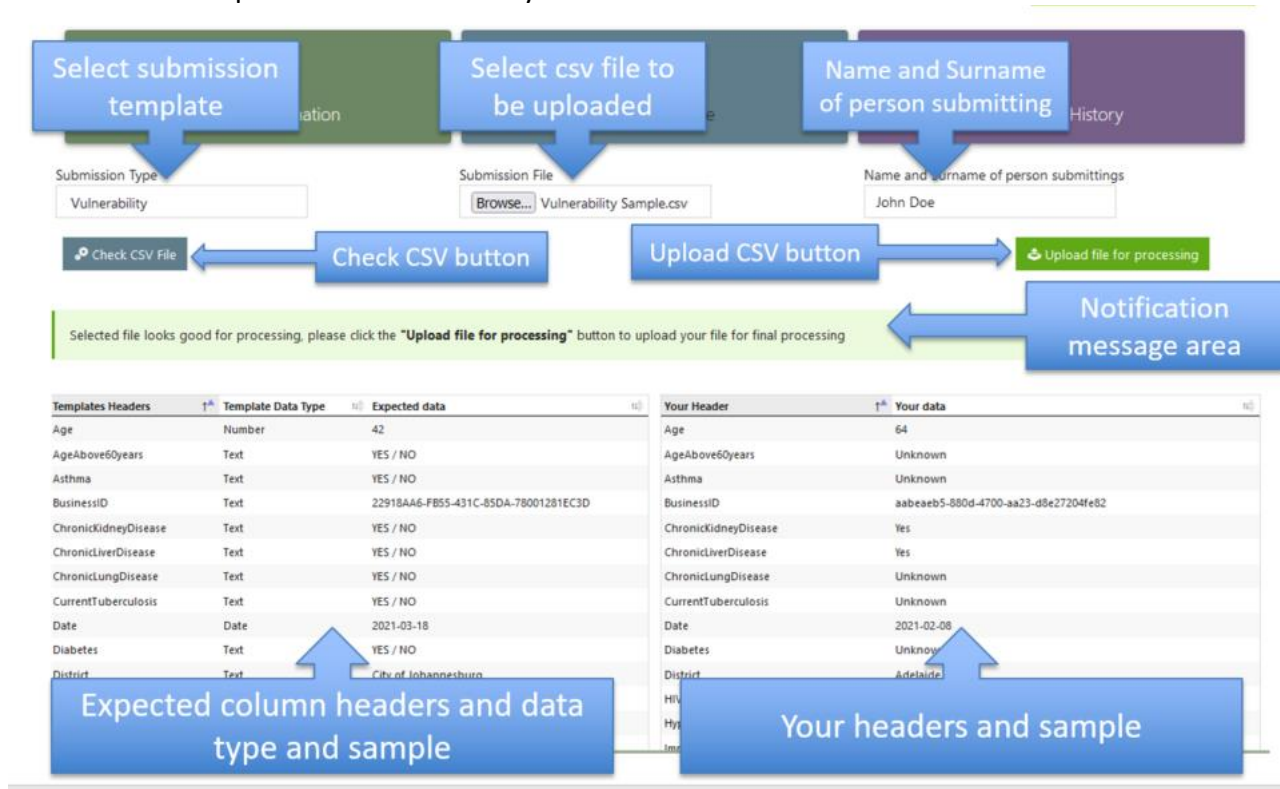
CSV file upload ⓘ
 CMORE platform submission (Free APP from CSIR) ⓘ
 API Integration (Intergration into your own APP) ⓘ

✔ Update

2. Update the required fields and click **“Update”** button when done

CSV File Upload

CSV File Upload section summary



CSV File upload process

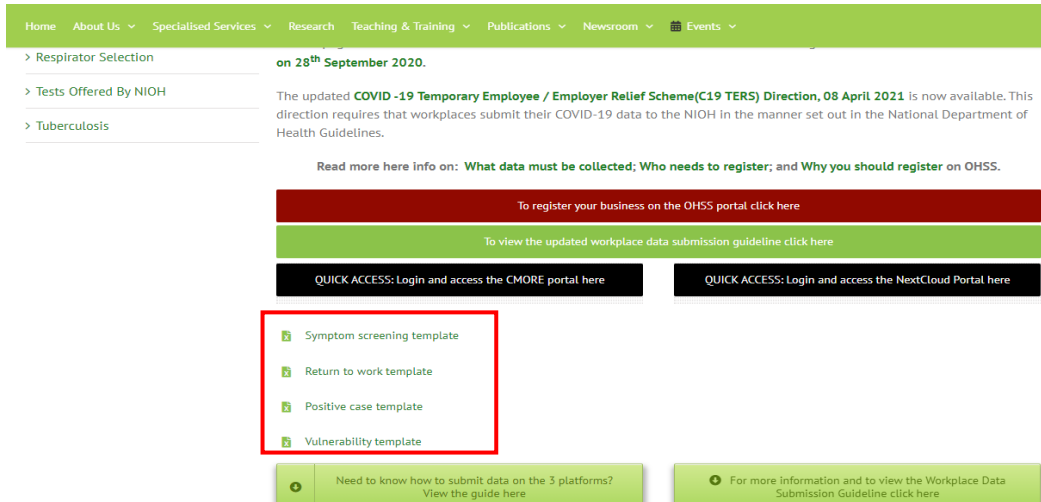
1. Select a template submission type from the “**Submission type**” dropdown menu
2. Browse and select you CSV file to be uploaded using “**Submission File**” option
3. Enter name and surname of individual uploading the file in the “**Name and Surname**” field
4. Click “**Check CSV file**” button
 1. If there are **no errors** with your CSV file. The “**Upload file for processing**” button will appear
 2. If any **errors are detected** they will be displayed in the notification area detailing any issues detected. Possible errors will be displayed later in the document.
5. Click “**Upload file for processing**” button. Your file will then be processed into the OHSS data lake. You will receive a final message confirming file upload status. If the file was not successfully loaded, there will be a message that will indicate an error encountered during the upload such as “**incorrect file format**” – **See next page for resolution.**

Prescribed CSV Templates

Please use below prescribed templates to upload your data at all times

NB: Data submitted by any other template different from the prescribed ones will be automatically rejected by the system and submission of file will not be possible

The prescribed templates are available on the OHSS homepage:
<https://www.nioh.ac.za/covid-19/occupational-health-surveillance-system-ohss-business-portal/>



Possible submission errors

Common file errors

Incorrect number of column headers

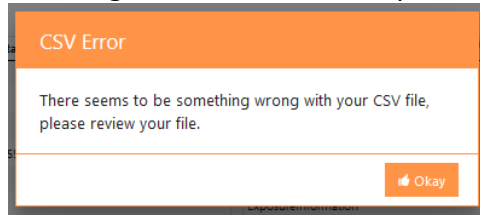
NB: please note that all CSV file column headers must follow the same order as those in the published excel templates.

| | | |
|---|---|---|
| Submission Type <input type="text" value="Vulnerability"/> | Submission File <input type="button" value="Browse..."/> Positive Te...ta type.csv | Name and Surname of person submitting <input type="text" value="John Soap"/> |
| <input type="button" value="Check CSV File"/> | | |

There are less columns in your CSV file than expected. Expected Column Count : 26 , your column counts : 22

Incorrect CSV delimiter (separator).

- Meaning the file values are separated by some other delimiter.



NB: See Appendix A for resolution.

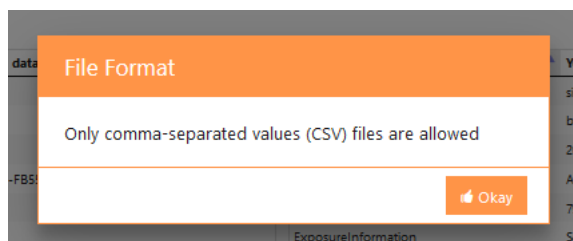
In correct date format

- Expected date format is 2021-07-14 (Year-Month-Day)
- Employee Age must be in digital number e.g. 64

Missing data

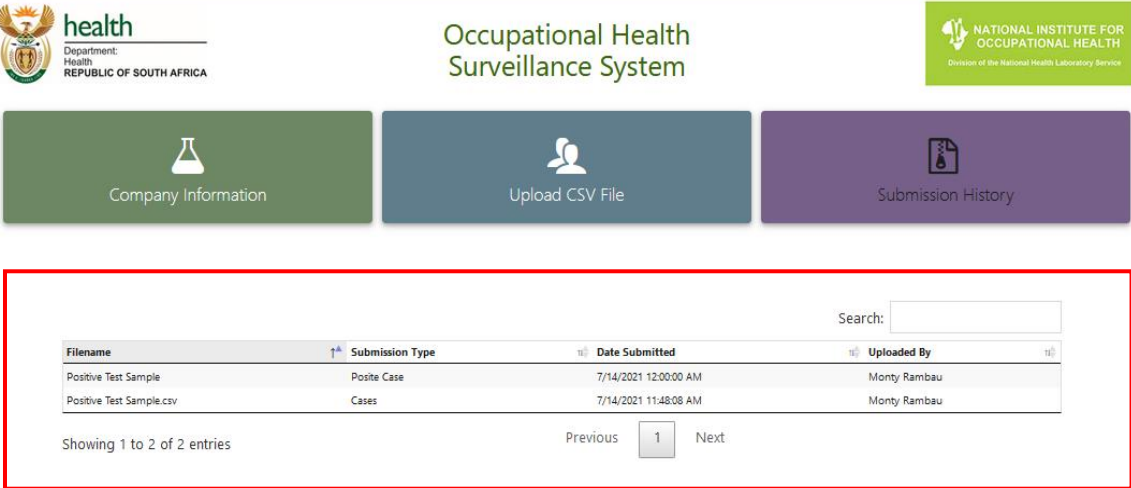
- Please refer to the **submission templates for all required fields and data lists**. Please note that all fields are to be submitted whether the information is available or not. **If data is not available, please fill as “N/A or none” for fields where data is not available**

Incorrect file format



Submission History

In this section you will be able to view all your historical submission



The screenshot shows the Occupational Health Surveillance System interface. At the top left is the South African Department of Health logo. The main header reads "Occupational Health Surveillance System". On the right is the National Institute for Occupational Health logo. Below the header are three main navigation buttons: "Company Information" (green), "Upload CSV File" (blue), and "Submission History" (purple). The "Submission History" button is highlighted with a red box. Below this, a table displays submission records:

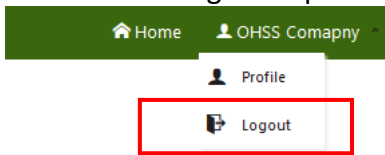
| Filename | Submission Type | Date Submitted | Uploaded By |
|--------------------------|-----------------|-----------------------|--------------|
| Positive Test Sample | Posite Case | 7/14/2021 12:00:00 AM | Monty Rambau |
| Positive Test Sample.csv | Cases | 7/14/2021 11:48:08 AM | Monty Rambau |

Below the table, it says "Showing 1 to 2 of 2 entries" and includes "Previous" and "Next" navigation buttons.

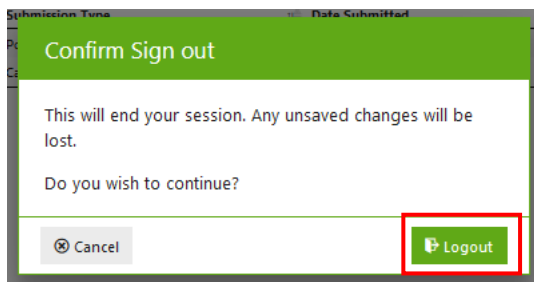
Log out

In order to log out of the OHSS application follow the steps below.

1. Click on your company name displayed on the top right hand side of the screen
2. Click on the "Logout" option in the menu



3. Confirm your logout session by clicking "Logout" button

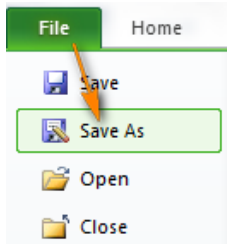


Appendix A

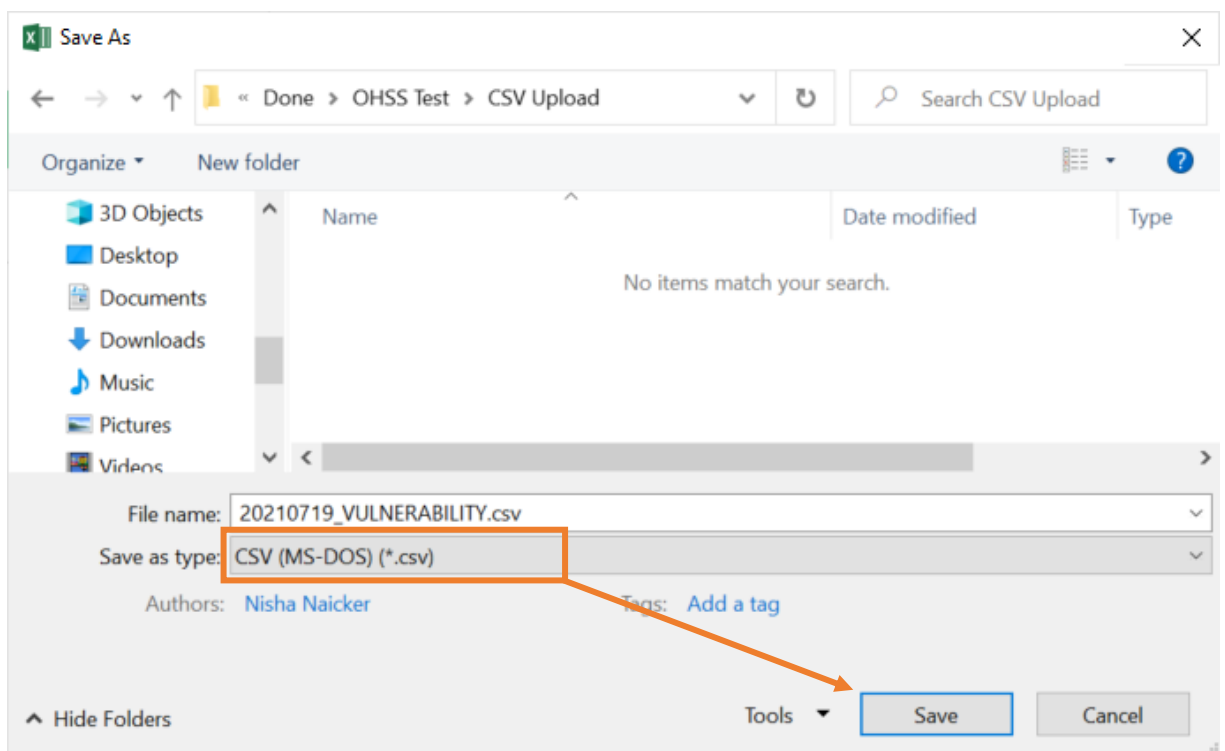
How to convert Excel file to CSV (Comma Separated Values) file

step-by-step instructions to export an Excel workbook to the CSV format by using Excel's **Save As** command.

1. In your Excel workbook, switch to the *File* tab, and then click **Save As**. Alternatively, you can press **F12** to open the same **Save As** dialog.

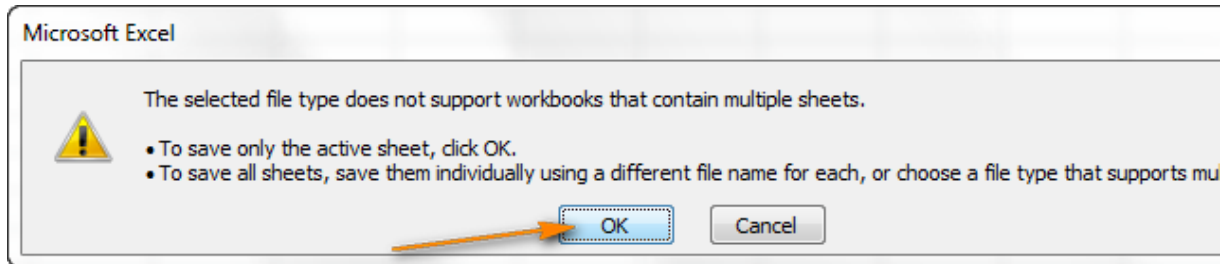


2. In the **Save as type** box, choose to save your Excel file as **CSV (MS-DOS)(*.csv)**.

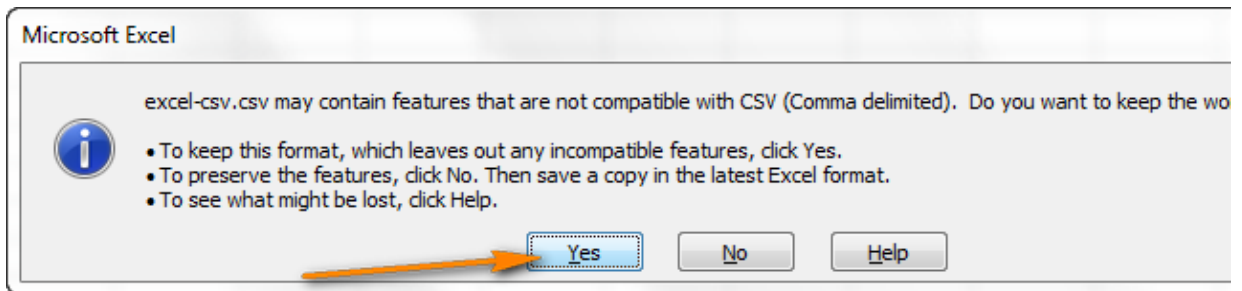


- **CSV (comma delimited)**. This format saves an Excel file as a comma-separated text that is compatible with our CSV Upload system.

3. Choose the destination folder where you want to save your Excel file in the CSV format, and then click **Save**.
4. After you click **Save**, Excel will display two dialogs. Don't worry, these are not error messages and everything is going right.
 - The first dialog reminds you that only **the active Excel spreadsheet** will be saved to the CSV file format. Click **OK**.



5. Clicking **OK** in the first dialog will display a second message informing you that your worksheet may contain features unsupported by the CSV encoding. This is Okay, so simply click **Yes**.



This is how you convert Excel to CSV. The process is quick and straightforward, and you are unlikely to run into any hurdles along the way.

