



CSV File Submission

PRESENTER

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Date: 2021/07/14

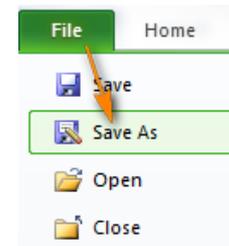


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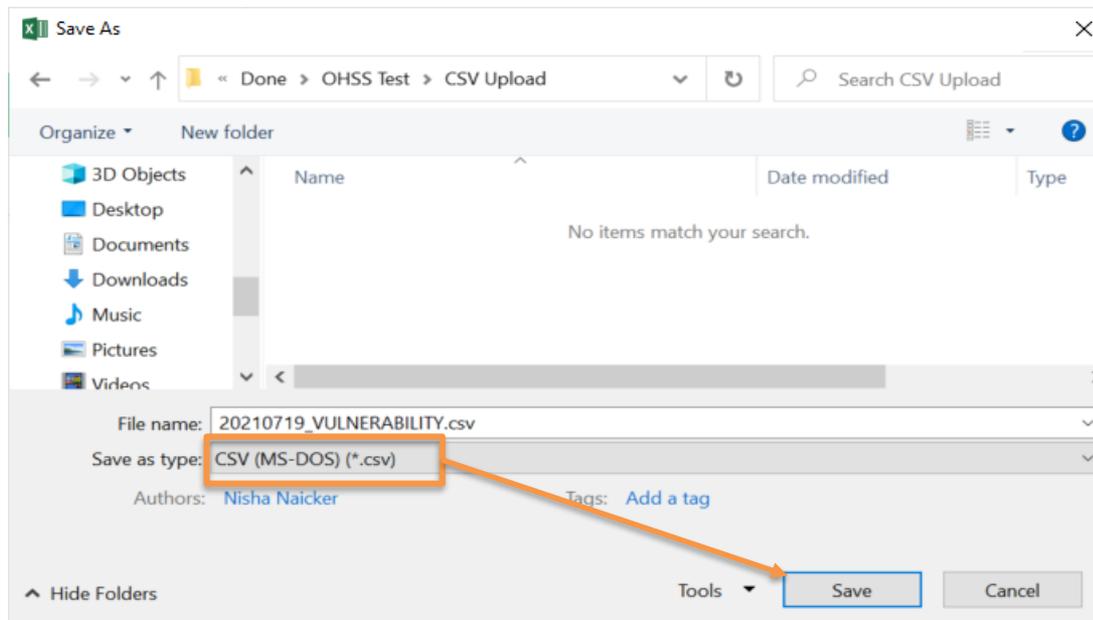
Division of the National Health Laboratory Service

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

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

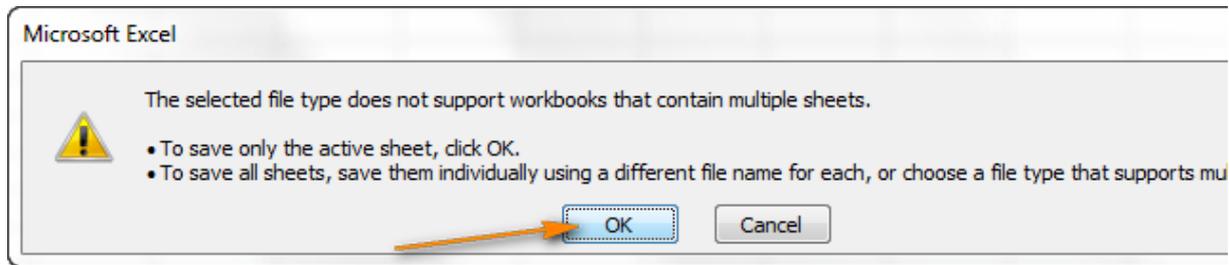


1. In the **Save as type** box, choose to save your Excel file as **CSV (MS-DOS)(*.csv)**.

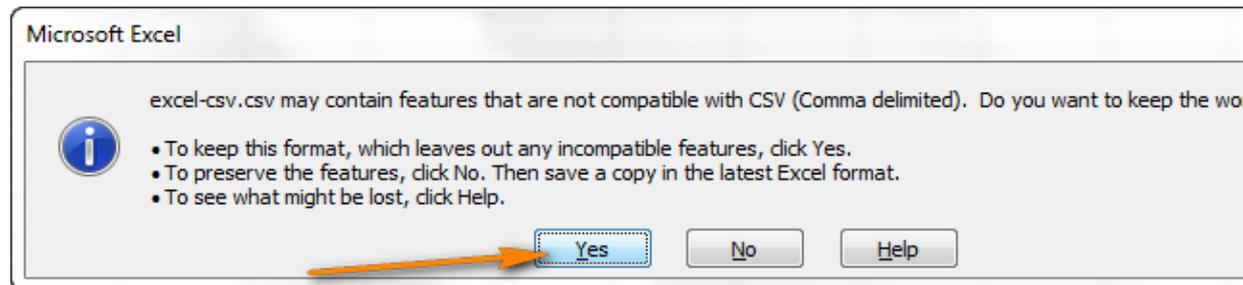


CSV Platform : CSV file upload process

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*.

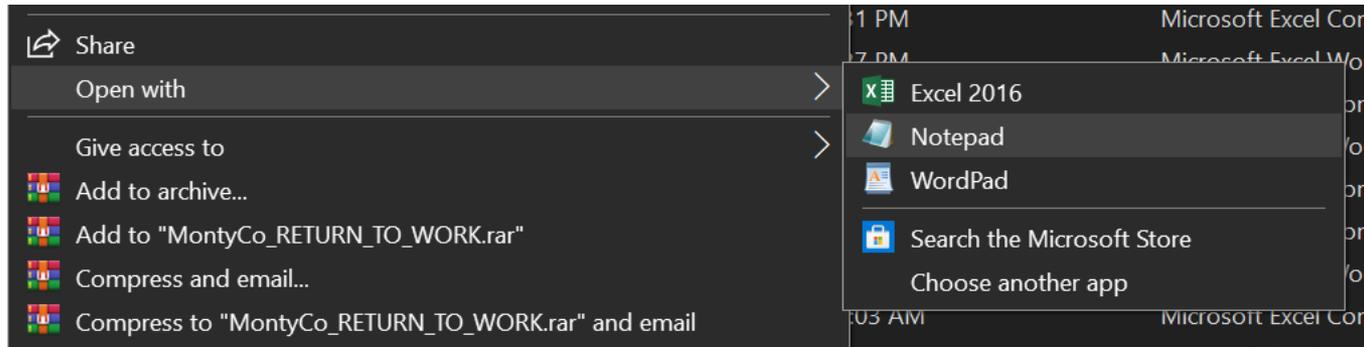


5. Clicking **OK** in the first dialog will display a second message informing you that your worksheet may contain features unsupported by the CSV encoding. This is Okay, so simply click *Yes*.

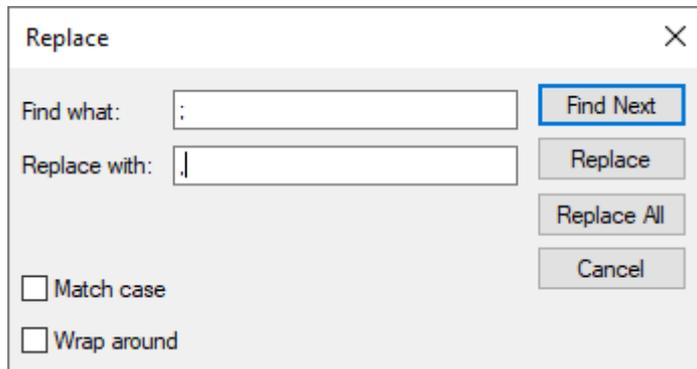


CSV Platform : CSV file with semiColon delimiter

1, Open your csv(semicolon) file with Notepad



2. Open your csv(semicolon) file with Notepad



3. Save and close file.

4. Try submitting the file again on our system

CSV Platform : Common errors

File Upload

23502: null value in column "BusinessID" violates not-null constraint

👍 Okay

File Upload

23514: new row for relation "returntowork" violates check constraint "idchk"

👍 Okay

OHSS Submission Rules

- Only CSV files permitted
- 36 digit business ID's must be filled for every records
- 13 digit ID numbers are required
 - Append zero to passport numbers in order to get a 13 digit number
- All date field must use the following format YYYY-MM-DD (e.g 2021-08-19)

CSV Platform : ID number formatting

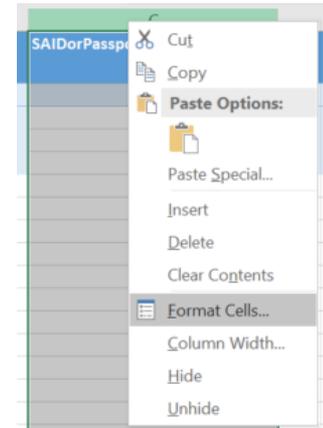
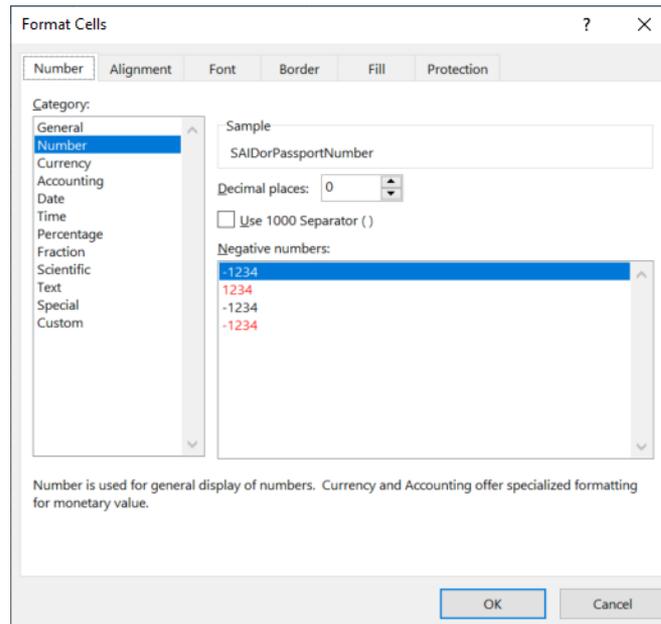
C
SAIDorPassportNumber
8.10512E+12
6.60511E+12
8.80315E+12
7.20304E+12
Incorrect Format

C
SAIDorPassportNumber
8105115800087
6605114800089
8803154800089
7203044800087
Correct Format

Excel will sometimes treat SA id numbers as exponential math number hence the math format (8,10512E+12). In order to ensure that your CSV file get processed successfully , will be required to change the column format

CSV Platform : How to change column format

1. Select the SAIDorPassportNumber column
2. Right Click on the column and select Format Cells
3. In the format cell window, select Number option in the Category window
4. Set Decimal places to 0
5. Click Ok





Thank you



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