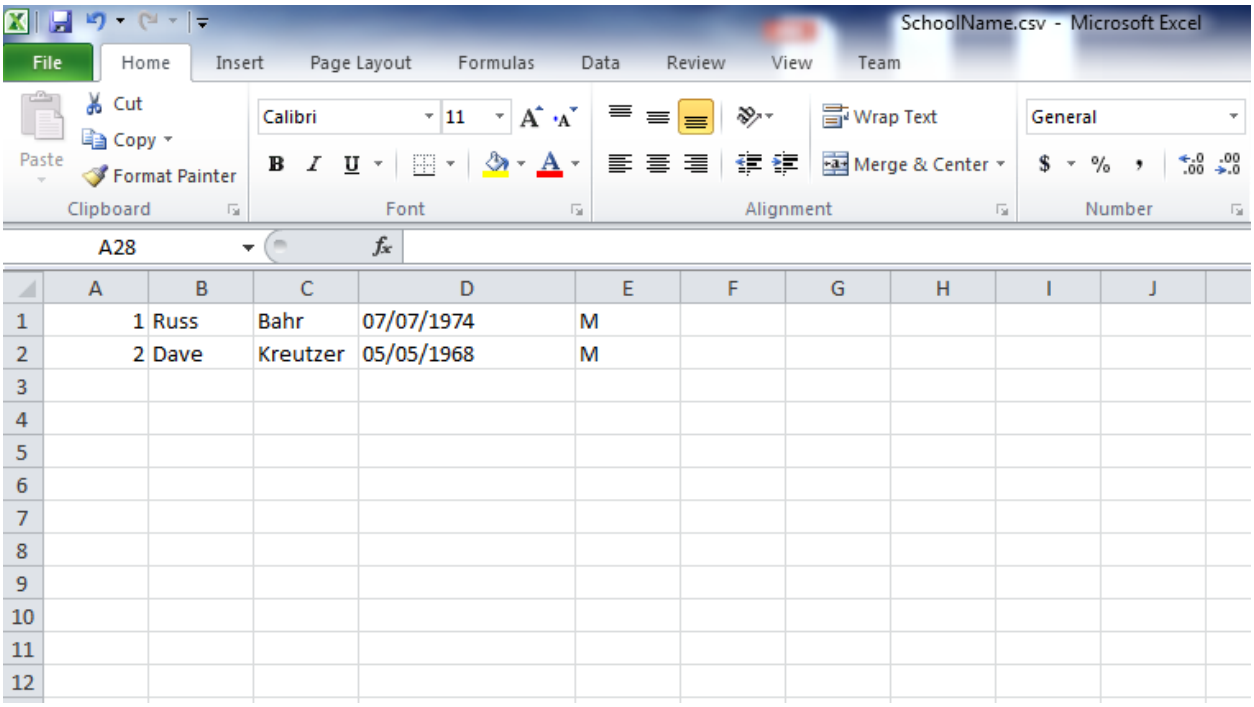
Spot Screening Camera Data Criteria

1. The file used to import subject names must be in CSV format.
2. The file name should be **SchoolName.CSV** where SchoolName is replaced with the name of your school or daycare facility. **No spaces** should be in the file name. The file cannot be a .XLS or .XLSX. **The file must end in .CSV to be recognized by the camera.**
3. A sample CSV can be provided. That will contain all of the necessary columns to create an import list. (see below)
4. The CSV must contain 5 columns. The columns are **subject number**, **subject first name**, **subject last name**, **subject birthdate** and **subject gender**. The columns must be listed in the order above to be imported to the camera correctly.
5. Hyphenated names are not allowed. Two word names are not allowed (Mary Anne). Apostrophes are not allowed. The name must be all letters with no spaces.
6. The CSV MUST not contain any column headers. The first row must start with student data.
7. The screen shot below is a sample of the CSV that will be used to import subject data into the SPOT camera.
8. All birthdates must use 8 digits. (see example below)



	A	B	C	D	E	F	G	H	I	J
1	1	Russ	Bahr	07/07/1974	M					
2	2	Dave	Kreutzer	05/05/1968	M					
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										