



CSV Instructions

These are the only Column Headings allowed

Child ID	First Name	Last Name	Date of Birth	Gender	Eyewear
1	Robert	Jones	4/23/2014	M	glasses
2	Sarah	Peabody	12/2/2013	F	none
3	John	Smith	8/15/2015	M	contacts
4	Mary	Harper	7/8/2014	F	none
5	Dan	Lipman	10/18/2014	M	none
6	Jennifer	Money	11/20/2015	F	glasses

Entered information

Filling in the CSV File

The CSV File maybe emailed or delivered on a USB stick, and then copied on to the School PC or entered directly to the USB. You can type in the information line by line as shown in the example above, or you can cut and paste from another file.

If it is on the Schools PC, once completed, copy to a USB for importing into the Spot Screener.

The information that needs to be entered into the CSV File is the following.

Child ID – *This column maybe left blank.* Can be any combination of alpha and numeric or just numeric, each entry must be unique.

Note* (some schools use the student ID others just use 1 thru what ever number they have)

First Name – Any combination of alpha characters. **Do not use punctuation in name.**

Last Name – Any combination of alpha characters. **Do not use punctuation in name.**

Date of Birth –The data of birth needs to be in the format **MM/DD/YYYY**.

Gender – Enter Male or M, or Female or F. Alpha characters only. Leaving the field blank will default to Male when importing.

Eyewear – Enter None, Glasses, or Contacts. Leaving the field blank will result in ‘None’

The Spot Screener will import the information from the USB, in Alpha order by Last Name and not by Child ID number.

Note* **The spotsubjects.csv file must be the only file on the USB drive.**