USB Instruction Sheet

Dear Site Coordinator:

Thank you for your assistance in helping to make this Lions screening a success. Please review and follow the following steps to prepare for the Lions vision screening event.

Overview

The most efficient way to screen a group of children with the Spot is to create a file called SpotSubjects.csv that has the data on the children to be screened. This file is then copied onto a USB drive and then loaded into the Spot. To create this file the information for each child can be exported from your sites database into a spreadsheet program (e.g. Excel) that can save the file in CSV (comma delimited) format. The Lions Club will provide a USB drive that in some cases will have a file called SpotSubjects.csv that has the six column headers as described below. If it does you can copy this file to your PC as a starting point to load the information from your sites database, otherwise you will need to create the column headers yourself.

Getting Started

The information that needs to be imported into the spreadsheet is the following.

1. **Subject ID** – Unique ID in each cell of column (e.g. 1, 2, 3, 4, 5, ………..)
2. **First Name** – Any combination of alpha characters. No punctuation e.g. hyphens, apostrophes
3. **Last Name** – Any combination of alpha characters. No punctuation e.g. hyphens, apostrophes
4. **Date of Birth** –The data of birth needs to be in the format MM/DD/YYYY.
5. **Gender** – Enter Male or M, or Female or F. Alpha characters only. Do not leave any field blank.
6. **Eyewear** – Enter None, Glasses, or Contacts. Do not leave any field blank.

Arranging and Labeling Columns

Now that the data has been imported into the spreadsheet you need to make sure the columns are arranged in the order shown below. Remove any data other than the six columns below and label each column as follows.

Subject ID	First Name	Last Name	Date of Birth	Gender	Eyewear

When you save the file on your PC in CSV format:
- You may then receive a warning that "The selected file type does not support workbooks that contain multiple sheets." Choose "OK."
- You may then receive a warning that "SpotSubjects.csv file may contain features that are not compatible with CSV (comma delimited). Do you want to keep the workbook in this format?" Choose "Yes."

Once this has been completed you can now copy the file to the USB drive provided to you.
1. Place the USB drive into your PC USB port.
2. Delete any files on the USB drive as the SpotSubjects.csv needs to be the only file on the USB drive.
3. Copy the SpotSubjects.csv file from your PC to the USB drive.
4. Eject the USB drive from the PC.