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Introduction

This document has been developed for HPOs to resolve some of the most frequently encountered issues while uploading a CSV file into the Online National Surveillance Mosquito Database.

There are three common error messages you may encounter when uploading a CSV file. These three errors will prevent you from uploading the file to the database until the problems with the sheet are resolved. It is possible to have multiple errors in the sheet, however only one will show at a time and they will appear in the order of columns in the sheet (i.e. Sample officer, collection date, trap type)

Errors which produce an error message

The date is formatted incorrectly

The first and most common error you are likely to encounter while trying to upload samples is shown in Figure 1, and occurs because there is an error with the COLLECTION_DATE field.

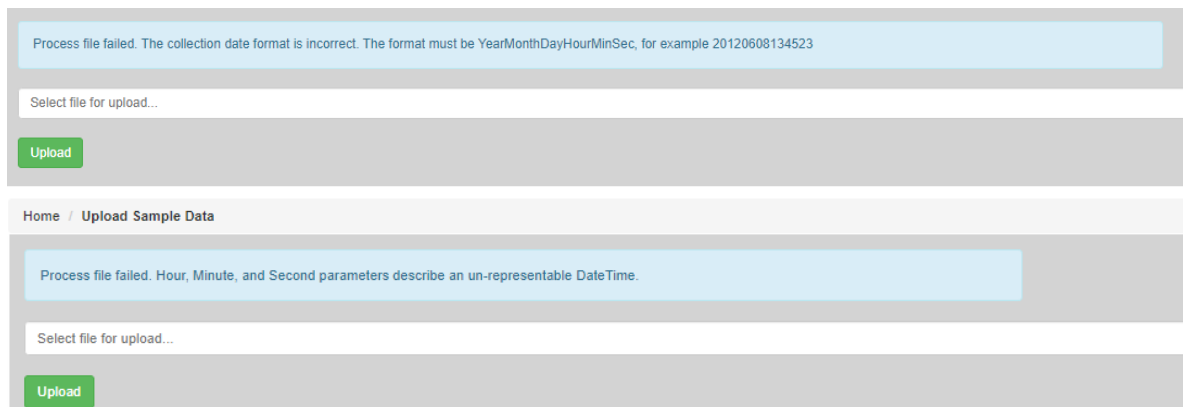


Figure 1: If there is something wrong with the collection date field you will get one of these error messages.

There are two reasons that the database will give you this error, and to determine what the problem is, the following should be checked:

- 1) Is the date entered in correctly?

The date needs to be entered as **YYYYMMDDHHmmss**

For example **03/11/2020 11.50am** would be entered as **20201103115000**

Pro-tip: The HHmmss is in 24 hour time and as long as the first two numbers are between 00 and 23 the four numbers after do not matter (i.e. you can enter them as 123456 or 001122).

- 2) Is the cell in the correct format?

Often excel will change the format of the date from “Number” to “General” or “Scientific” and the date will be formatted as shown in the picture below (Figure 2). If this happens the database is unable to recognise the format and the file will not upload. To fix this, highlight all the cells that contain a date and change the format to number. This can be done in two ways. First, by right clicking on the highlighted cells and selecting format cells and changing the cells to numbers with no decimal places (Figure 3). The second way is by highlighting the cells and using the dropdown menu in the home toolbar, then using the button below to remove the decimal points (Figures 4 & 5). The result be a string of 14 numbers with no decimal places (Figure 6).

A	B	C	D	E	F	G	H	I
SAMPLE_OFFICER	COLLECTION_DATE	LOCATION	SURVEILLANCE_TYPE	SITE_REFERENCE_NO	POSITIVE_NEGATIVE_SAMPLE	SAMPLE_NUMBER	TOTAL_DIPS	POSITIV
Smith John	2.0201E+13	Seaview Port	Routine Surveillance	Tyre Trap 1 - By Fence	Positive	JS001		1
Smith John	2.0201E+13	Seaview Port	Routine Surveillance	Tyre Trap 2 - Near Toilet	Negative	JS002		1
Smith John	2.0201E+13	Seaview Port	Routine Surveillance	BG Trap - In Shed 1	Negative	JS003		
Smith John	2.0201E+13	Seaview Port	Routine Surveillance	Sump A001	Negative	JS004		3
Smith John	2.0201E+13	Seaview Port	Routine Surveillance	Sump A002	Negative	JS005		3
Smith John	2.0201E+13	Seaview Port	Routine Surveillance	Sump A003	Negative	JS006		3

Figure 2: the collection date cells are formatted as general cells and therefore will not be recognised as the date by the database.

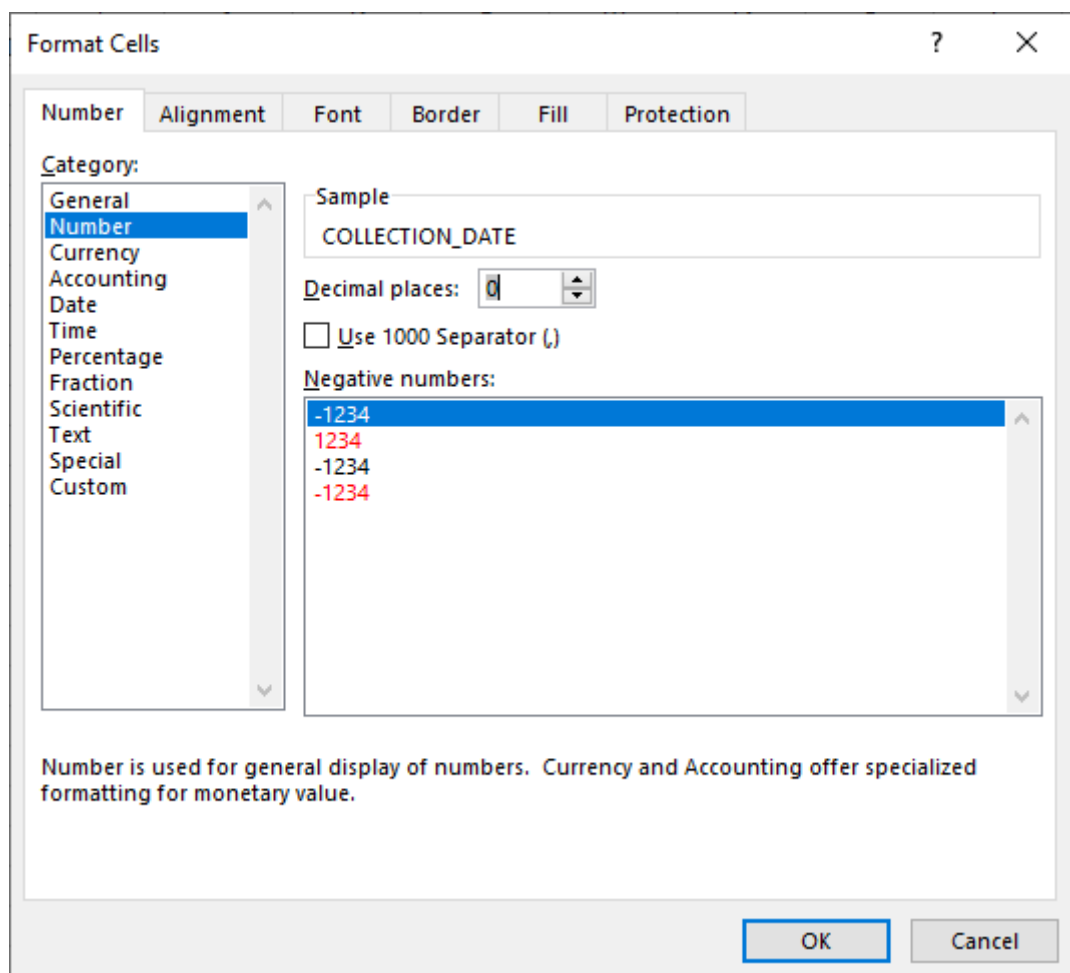


Figure 3: Using the format cell function to change the cells from “General” to “Number” and remove decimal places.

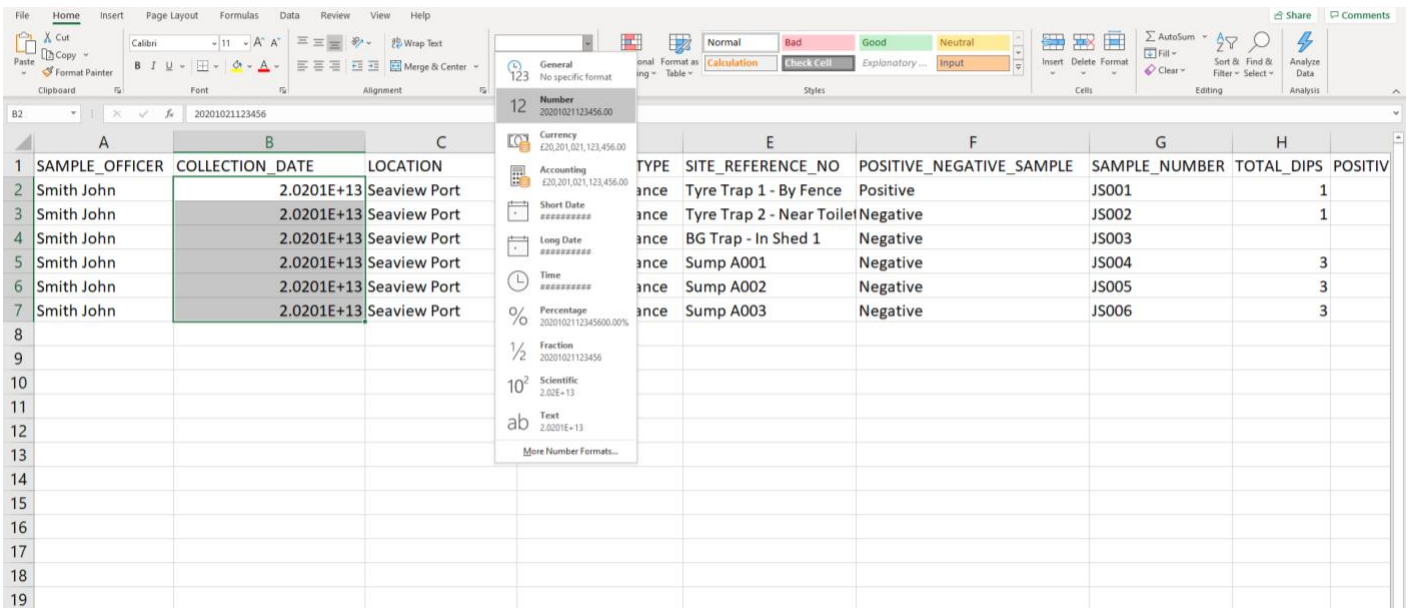


Figure 4: Highlight all the date cells and change the format from general to number.

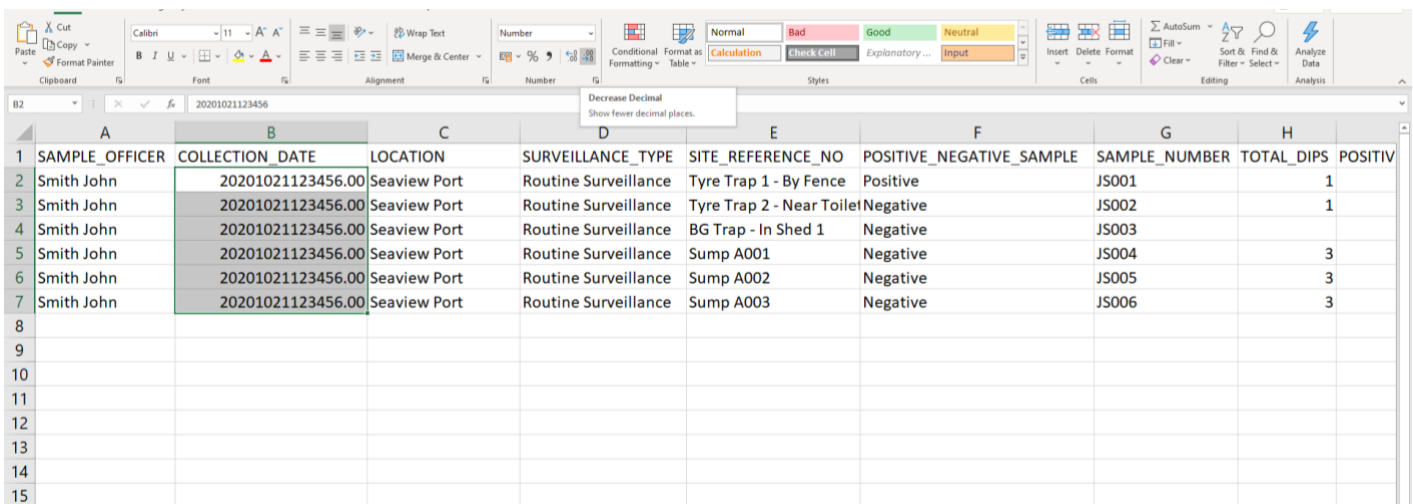


Figure 5: When changed to a number cell, the default is to have two decimal places after the number. These must be removed to upload the samples

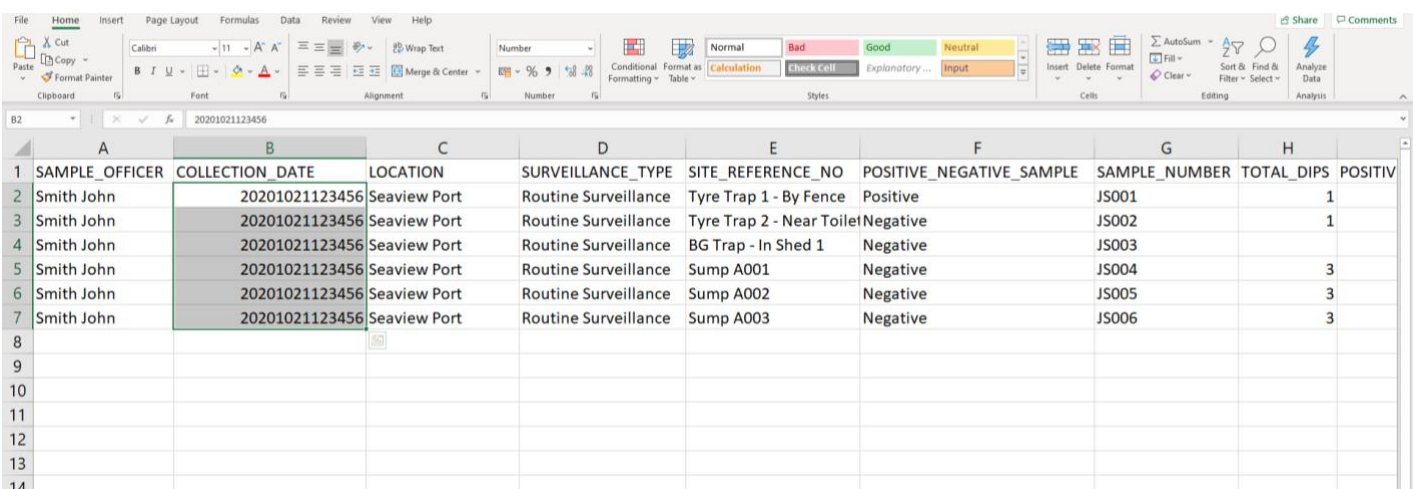


Figure 6: How the date should look when the CSV file is ready to be uploaded.

The sample officer is entered incorrectly

Another common error message that occurs is when the sample officer field is entered incorrectly (Figure 7).



Figure 7: Error message displayed when the sample officer is entered incorrectly

The correct format for this is: Lastname Firstname (Figure 8) with only the first letter capitalised. If it is entered with any other format the database is unable to recognise it and will not be able to upload the sheet. An error message stating that the username is not found will popup. If the Sample Officer field is left blank, the CSV will upload, however this field will be filled as “(Entomologist (All))” and all samples will need to be manually updated.

	A	B
1	SAMPLE_OFFICER	COLLECTION_DATE
2	Smith John	20201021123456
3	Smith John	20201021123456
4	Smith John	20201021123456
5	Smith John	20201021123456
6	Smith John	20201021123456
7	Smith John	20201021123456
8		
9		
10		
11		

Figure 8: How the sample officer field should look

The trap type is entered or spelled incorrectly

The final error message you may see occurs when the trap type is spelled incorrectly or the wrong name for the trap is entered.

- If the trap name has a typo, or does not match how the trap is displayed in the database dropdown menu, you will get this error message (Figure 9). Check through to make sure all of the names of the traps are spelled correctly and that the trap matches how it is written in the database. The options to choose from are: Tyre Trap, CO2 Baited Light Trap, BG Trap - Adult, GAT Trap - Adult, and Not A Trap.

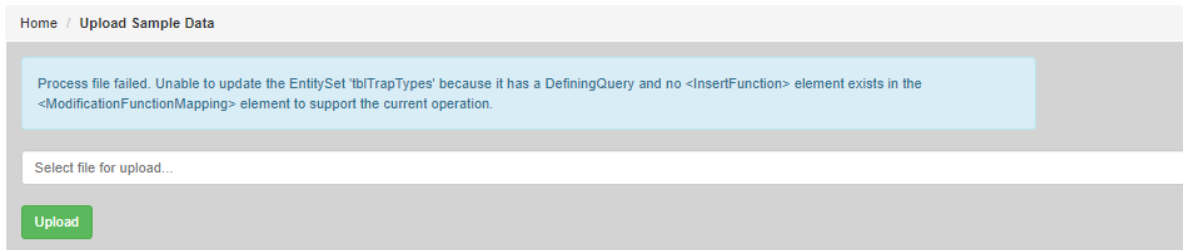


Figure 9: The error message when the trap type is incorrect.

The CSV has gaps between samples

The samples should have no gaps between them when they are entered (Figure 10a & b). The database tries to read the empty cells as a sample and is unable to. This will give you an error message that the collection date is formatted incorrectly. Gaps being added into a CSV seems to occur when a CSV file is sent from a Mac computer.

SAMPLE_OFFICER	COLLECTION_DATE	LOCATION SURVEILL/SITE_REFE POSITIVE	SAMPLE_ID	TOTAL_DI	POSITIVE	CONTROL	TRAP	TRAP_TYP	TRAP_NIG	ROI
John Smith	20210728123456	RNZAF Oh Routine Si NZB_OHA Positive	JS005	3	1	S-Methop	No	Not a Trap		
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS006	3	0	S-Methop	No	Not a Trap		
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS007	3	0	S-Methop	No	Not a Trap		
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS008	3	0	S-Methop	No	Not a Trap		
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS009	3	0	S-Methop	No	Not a Trap		
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS010	1	0	S-Methop	Yes	Tyre Trap	7	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS011	1	0	S-Methop	Yes	Tyre Trap	7	

Figure 10a: A CSV file will not upload if there are spaces between the samples

SAMPLE_OFFICER	COLLECTION_DATE	LOCATION SURVEILL/SITE_REFE POSITIVE	SAMPLE_ID	TOTAL_DI	POSITIVE	CONTR	ROI
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Positive	JS005	3	1	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS006	3	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS007	3	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS008	3	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS009	3	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS010	1	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS011	1	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS012	1	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS013	1	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS014	1	0	S-Meth	
Smith John	20210728123456	RNZAF Oh Routine Si NZB_OHA Negative	JS015	1	0	S-Meth	

Figure 10b: The CSV should look like this, without spaces between the samples

Other common mistakes in CSV files that do not produce an error message

There are a few other things that may occur when you are uploading a CSV, which will not produce an error message, and allow the samples to be uploaded. These won't be noticed unless you or the lab go into the sample later and notice that fields are not complete, or the information is not correct. There are two things that will likely occur when there is a mistake, and these are dependant on which heading they are under. The first is that the field will be left blank and the second is that the field will display the wrong option (e.g., positive instead of negative).

Is the header correct

The first thing to double check is that the headers of each category are correct. The easiest way to do this is to download them from the SMSL website. If there is a spelling mistake or other error in the headings, it will affect all the cells under that category and will leave the field blank. The exception is the POSITIVE_NEGATIVE_SAMPLE category. This will do the same as a spelling mistake or space which is discussed below. E.g., if the header for Habitat category is incorrect, the habitat category field will be left blank in all the samples that were uploaded.

Things to check when creating a new CSV file

Ensure that your CSV hasn't got extra spaces added into cells and that everything is spelt correctly. The effects of this vary depending on which field the space or spelling mistake is in.

- In location: The CSV will upload, however the database will not recognise the location and any samples with this error will not be linked to a location. The location will need to be added

after the sample is uploaded. The sample can either be found using the AdHoc Search function or through searching for the sample number in the quick search box of the List Samples. The same applies if there is a spelling mistake in the location.

- In site reference: The CSV will upload however the database will not recognise the site reference and the information for the site reference (e.g. name and GPS coordinates) will not be filled in. The sample can either be found using the AdHoc Search function or through searching for the sample number in the quick search box of the List Samples. The same applies if there is a spelling mistake.
- In positive_negative_sample:
 - If positive: The sample will show up as negative when searched for using the AdHoc function and is unable to be searched for using the List Samples function. The sample will show up as positive when you select edit and are viewing the full sample details. The sample will show in the AdHoc list as positive if it is resaved. This will also occur if positive is spelled wrong in the CSV.
 - If negative: Similar to what occurs with “positive”, the sample will show up as positive when searched for using the AdHoc function and is unable to be searched for using the List Samples function. The sample will show up as negative when you select edit and are viewing the full sample details and will show in the list as negative if it is resaved. This will also occur if negative is spelled wrong in the CSV.
- Trap: yes or no. The CSV will upload if yes or no is spelled incorrectly or something other than yes or no is put into this cell. Yes and No are not case sensitive.
 - Yes – entered as not a trap.
 - No – enters normally.
 - If anything other than Yes or No is put into the TRAP box, it will be entered into the database as not a trap.
- The habitat category, control/treatment, reason for sampling, attractants or sample type is spelled incorrectly.
 - The CSV will upload however the these categories will be left blank and will need to be filled in at a later time.

Things to check before uploading a CSV file

- Always double check your file has uploaded correctly (i.e. samples are on the correct date, all site refs there, dips are filled correctly).
 - Randomly select one or two samples to check.
- Double check your positives and negatives before upload to make sure they have been updated, especially if you are using “save as” from a previous sheet.
 - Check associated dips where relevant.
- If you cannot find your samples after uploading them, try searching without a sample officer selected and try searching for the dates around your samples or the previous sample date as well.
 - If the sample officer was left blank, it won’t show up when searching under that name.
 - If you are resaving a CVS from the previous sampling run and forgot to change the date, then it would have uploaded with the old date.

If you ever have problems or have found something that is not covered in this document, contact the lab. We are here to help!