

How to Transfer Names From a Spreadsheet into the Spot

I reuse my copy of csv file. Delete all the data, except the header from the .csv file. Your spreadsheet from the nurse needs to be in this order.

- ID number-can be the order you're going to screen, the number of order the nurse send you ie. 123...alphabetical, or their student ID number (which I prefer to use)
- Students first name
- Students last name
- DOB or age-if you use DOB the format is MM/DD/YYYY or MM/DD/YY, if you use age it needs to be "6y" for 6 years or "6m" for 6 months
- Gender M or F

Remove all borders you have in the spreadsheet. Copy and paste the data from your spreadsheet to the csv file. Save as csv file and transfer to a usb drive and then load into your spot.

Do not copy any headers of the columns into the csv file.

Do not change the name of the file. ie spotssubjects.csv

Best to use a usb drive that doesn't have other csv files on it.

Erase any commas in the fields. ie. James Johnson, Jr. You can keep the Jr. Just erase the coma. James Johnson Jr.

This should transfer easily, as long as the information on the nurses' spreadsheet is the correct format. If the data does not want to transfer, go through all fields to make sure the formats are correct.