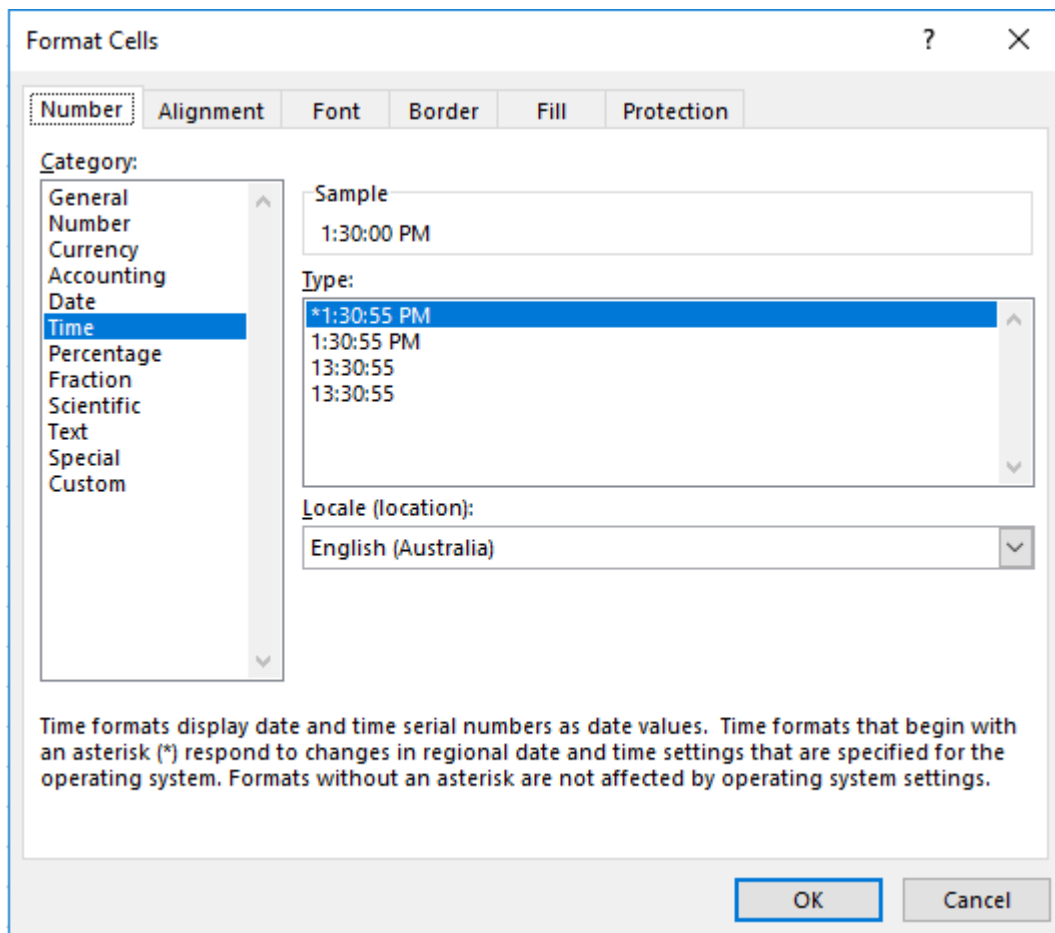


TROUBLESHOOTING CPD UPLOADS

1. If there is a tab in the spreadsheet called "Usage guide" then remove this
2. Rows 1 and 2 are deleted
3. Field header row exists
4. All mandatory fields exist
5. There are no strange entries in any field outside the main area
6. The sheet tab is labelled Data Upload
7. Date fields = dd/mm/yy
8. Times should be in time format. Right click the field > format cell.



9. No missing IDs
10. If one of the errors is ID doesn't exist then they have entered the incorrect ID number and they need to contact the practitioner. In addition is it a good idea to reach out to the practitioner and advise them that they have provided the wrong ID.
11. If they are inputting events, then the publication fields should be blank
12. CA field that are not applicable should be blank.