OCI GIMS - Staff Adjuster File Upload Assistance

This is a quick guide to assist with troubleshooting difficulties with importing a .csv file to a company, specifically when running into the Upload a List error seen in the screenshot below.

Screenshots of the issue:

the list	
aı	× Upload a list
	Your upload request can not be processed now. Please check your file and try again.
ac	Download Sample Template Download
1	
	Upload three.csv 🗙
	Please use .CSV file format to upload the list.
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When this error message is received, the csv file may not be in a supported CSV format. Below are steps to convert/format to a supported CSV format.

For Windows Microsoft Excel

- 1. Open file with Excel
- 2. Click 'File' in the top left corner
- 3. Click 'Save As'
- 4. Select '**CSV**' in the file type dropdown
- 5. The default setting should be text encoding Unicode (UTF-8)
- 6. Rename the file so you do not override your original file and click 'Save'
- 7. Return to the Staff Adjuster portal and upload the new file
- 8. If you encounter the same problem, change the Text Encoding from step 5/6 or try a different application to format the file such as Excel, Google Sheets, or Numbers

For Google Drive

- 1. Open Google Drive
- 2. Upload the file to a folder
- 3. Open the file in Google Sheets

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- 4. Click 'File' in the top left corner
- 5. Hover over 'Download'

6. Click 'Comma Separated Values'

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For Apple MacOS Numbers

- 1. Open file with Numbers app
- 2. Click 'File' in the top left corner
- 3. Hover over 'Export to'
- 4. Click 'CSV'



	Exp	oort Your Spre	eadsheet					
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✓ Advanced Options								
Text Encoding: Unicode (UTF-8)			0					
?				Cancel Next				

- 5. The default setting should be text encoding Unicode (UTF-8) and click 'Next'
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