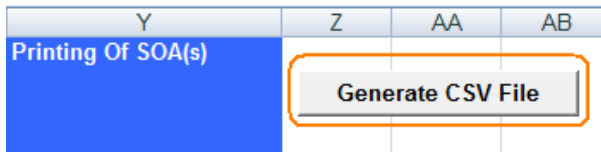


7.3 Convert File from Microsoft Excel to CSV Format

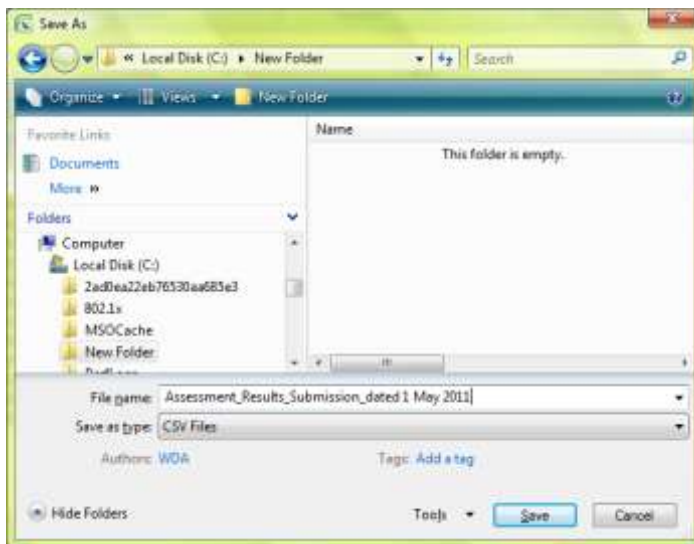
1. Click the [Generate CSV File], example:



2. Please type a file name.

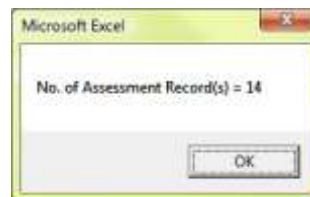
Note:

- a. File directory where you saved the file.
- b. Save as type: **CSV Files**

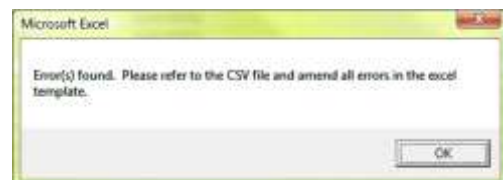


3. Excel will generate **3 possible results**:-

4. CSV file generated without error



- a. CSV file generated with error



- i. Open the (saved) CSV file and rectify the error according to the error message.

A	B
HEADER AND BODY ERRORS	ERROR MESSAGES
Body Template Error at cell F2	Date of Birth is Invalid Format
Body Template Error at cell K6	Designation is Mandatory

- ii. Any changes need to be amended in the EXCEL file **NOT** CSV file.
- iii. Re-generate the CSV file again.



b. Run-time error

- i. Use a new assessment result submission template.