

Preparing a File of Registration or Examination Entry Data

File Formats

Each file to be transferred must be:

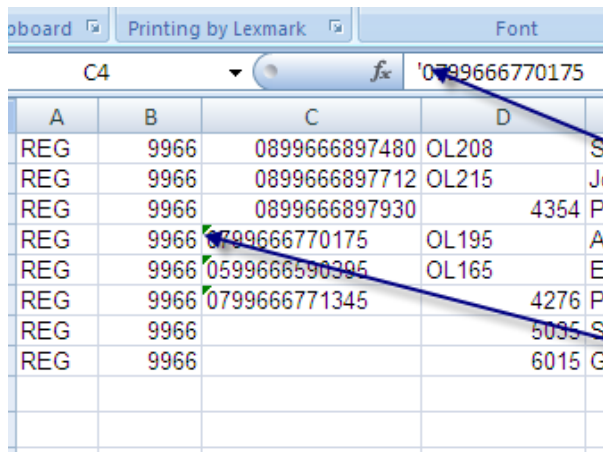
- An Excel spreadsheet
- Contain only one worksheet
- May not have a Header row
- May not contain blank rows
- Must contain the required columns
- Must not contain any subtotalling rows

Each file to be transferred may optionally also

- have a name for the worksheet (i.e. may be other than the default 'Sheet1')
- have additional columns after the required columns

Common Errors

1. Number formatted as text



A	B	C	D
REG	9966	0899666897480	OL208
REG	9966	0899666897712	OL215
REG	9966	0899666897930	4354
REG	9966	'0799666770175	OL195
REG	9966	0599666590395	OL165
REG	9966	0799666771345	4276
REG	9966		5035
REG	9966		6015

Number formatted as text

This can be seen because there is a ' character at the start of the number or a green triangle in the cell

2. Date format incorrect

G	
27 April 1967	← Date should be in the format DD/MM/YYYY
14/10/1967	
1989-11-20	← Date should be in the format DD/MM/YYYY
15/06/1973	
26/03/1985	
02/09/1978	
8/28/87	← Date should be in English-UK format not
03/03/1988	

3. Email Addresses

S	
Ćiñctx@mycollege.edu	← accented characters not permitted in email addresses
Jones@mycollege.edu	
Peacock@mycollege.edu	
Armitage@mycollege.edu	
Ericson@mycollege.edu	
Patel@mycollege.edu	
Simpson@mycollege.edu	
George@mycollege.edu	

4. Punctuation in fields

No punctuation should be added to the following columns:

- H (Gender)
- I (Title)
- N (Mode of study)
- (Enrolment status)
- P (Disability)

So please use MR not MR. and MRS not MRS. and PROF not PROF. so on

Column Formats

Column formats may be applied using Excel using the following steps:

Select the whole column to be formatted and then select Format from the menu bar and then Cells. In the pop-up window, select the Number tab and then apply the formats shown below:

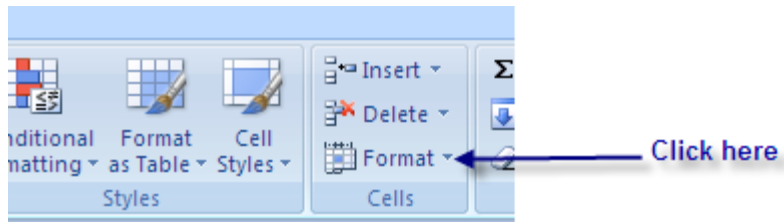
Column	Description	
B	Institution Identifier	Select Number and then Custom, then in Type: enter 0000
C	University Student Number	Select Number and then Custom, then in Type: enter 00000000000000
G	Date of Birth	Select Date, select DD/MM/YYYY from Type
M	Start Date	Select Date, select DD/MM/YYYY from Type

Here is an example for Column B : Institution Identifier:

Step 1 : Select Column B

A	B	C	D	E	F	G	H	I	J	K	L	M
REG	9966	0899666897480	OL208	SMith	Janet Mary	27/04/1967	F	Mrs	RXC-BA/AT	1	4	01/09/2008
REG	9966	0899666897712	OL215	Jones	Sue Jane	14/10/1967	F	Mrs	RXC-BA/AT	1	4	01/09/2008
REG	9966	0899666897930		4354 Peacock	Rebecca	20/11/1989	F	Miss	RXC-BA/AT	2	4	01/09/2008
REG	9966	0799666770175	OL195	Armitage	Patricia Anne	15/06/1973	F	Miss	RXC-BA/AT	2	4	20/09/2007
REG	9966	0599666590395	OL165	Ericson	Ian Peter	26/03/1985	M	Mr	RXC-BA/AT	4	4	14/09/2005
REG	9966	0799666771345		4276 Patel	Paul	02/09/1978	M	Mr	RXC-BA/AT	3	4	03/09/2007
REG	9966			5035 Simpson	Laurance	28/08/1987	M	Mr	RXC-BA/AT	1	4	02/09/2009
REG	9966			6015 George	Gareth	03/03/1988	M	Mr	RXC-BA/AT	1	4	02/09/2009

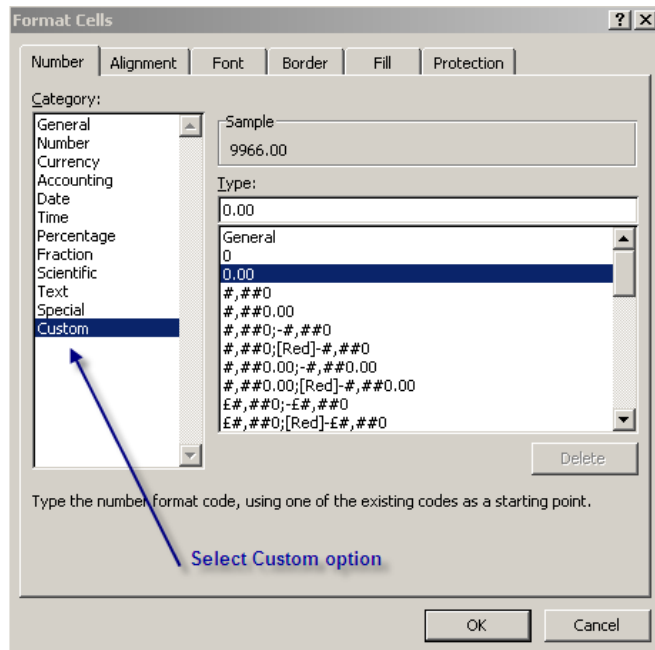
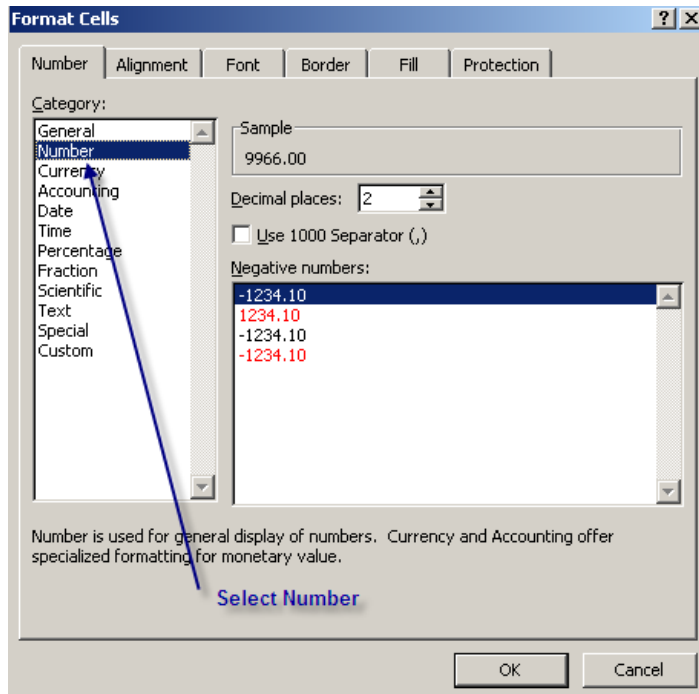
Step 2 : Select Format Cells



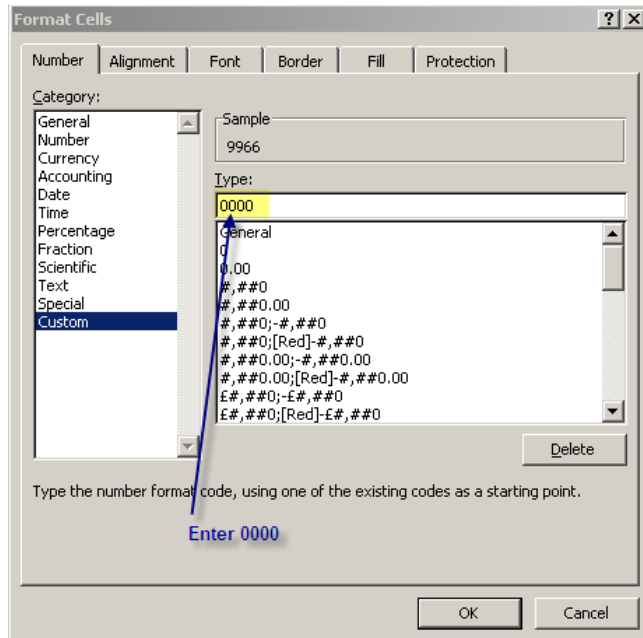
And then



Step 3 : Select Number and then Custom:



Enter 0000 as the **Type** field:



And then click **OK** to return.