

CSV Upload Guide

Uploading reports via CSV

- When incident ID already exists in the database, the entry in the CSV file will be ignored..
- Reports must contain at least an Incident Title and Incident Date.
- Report dates must be in the following format* yyyy-mm-dd hh:mm:ss*
- If no latitude and longitude columns are supplied, the location will be geocoded using the Google Geocoder.

Custom Forms

If importing additional info i.e personal information and/or custom form fields

- At least one of the personal information fields(name, surname,email) entries MUST exist. Empty records will not be imported
- Custom field columns must have their form_id appended to them e.g custom field Test, on the default form, whose id is 1, will be Test-1.

During custom form field import, ensure that

1. Your entries for dropdown fields, radio buttons and checkboxes match the options provided for the custom field on your instance
2. Checkbox options are separated by a comma e.g if your selected choice of fruits is apples,mangoes and grapes, your entry for this should be "apples,mangoes,grapes"
3. Date field values are in the following format: mm/dd/yyyy e.g 3rd October 2012 = 10/03/2012

A Sample CSV Report:

```
"#","INCIDENT TITLE","INCIDENT DATE","LOCATION","DESCRIPTION","CATEGORY","APPROVED","VERIFIED","LATITUDE","LONGITUDE"
```

```
"1","Suspected death in Nairobi","2009-05-15 01:06:00","Nairobi","Three cases have been confirmed in C. del
```

```
Uruguay","DEATHS,CIVILIANS","YES","YES",-1.287,"36.821"
```

```
"2","Looting","2009-03-18 10:10:00","Accra","Looting happening everywhere","RIOTS,DEATHS,PROPERTY LOSS","YES","NO","5.55",-0.216667"
```