Instructions for creating a CSV file for use in the Driver Authorisation Public Register

This guide has been developed to assist operators and general users to undertake a search of multiple Driver Authorisation (DA) numbers to be undertaken at one time by creating a comma separated values (CSV) file format for upload on the Driver Authorisation Public Register.

Creating a CSV file in a new excel spreadsheet with currently employed driver authorisation (DA) numbers

1. Open a new excel workbook by selecting 'file' then select 'new' then select 'blank workbook'
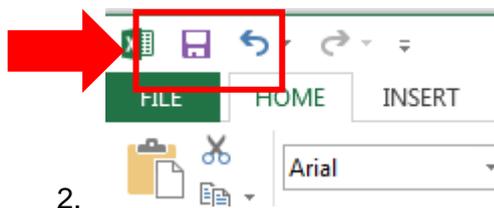
2.
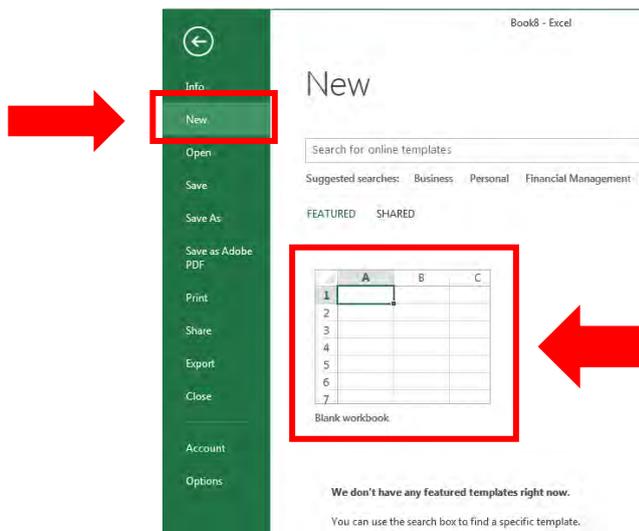
3. In cell A1 of the new workbook begin entering your DA numbers. NOTE: Column A must contain DA numbers only. Zeros at the beginning of the number will be removed by the spreadsheet. Please ensure that each number is at least 8 digits long.

	A	B
1	93683210	
2	17054492	
3	10344938	
4	18243137	
5	18984712	
6	19921567	
7	93486098	
8	33232488	
9	32035953	
10	40253755	
11	76049585	

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4. Column B is optional and users may choose to include the drivers name to assist them matching the DA number back to the driver.

Note: the DA register can only verify the DA number in column A, not the driver name details in column B. If you decide you don't need to include the driver name details go to 'Saving your CSV file'. The file must be a maximum of two columns and contain no headings or commas.

	A	B	C
1	93683210	Adaline Dunbar	
2	17054492	Alan Kimes	
3	10344938	Arnette Tatom	
4	18243137	Benjamin Regnier	
5	18984712	Billy Waldroup	
6	19921567	Baxter John	
7	93486098	Carter Carner	
8	33232488	Charlene Boller	
9	32035953	Claudie Stotler	
10	40253755	Debbra Erben	
11	76049585	Denver San	
12	78894310	Elias Williamson	
13	1.05E+08	Erik Ascher	

Saving your CSV file.

1. Now that your workbook is complete you need to save it in the CSV file format.

2. Select Save As

Creating CSV file for DA register
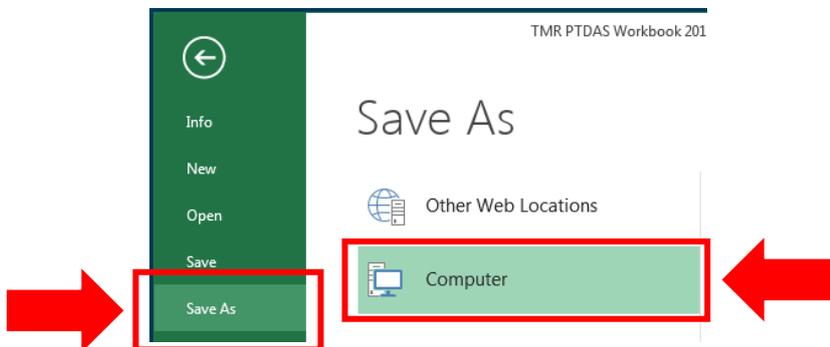
3. Select where you wish to save your upload file and create a file name (you will need to locate this file each time you undertake a check in the future).

    Change the 'Save as type' from 'Excel Workbook' to 'CSV (Comma delimited)'
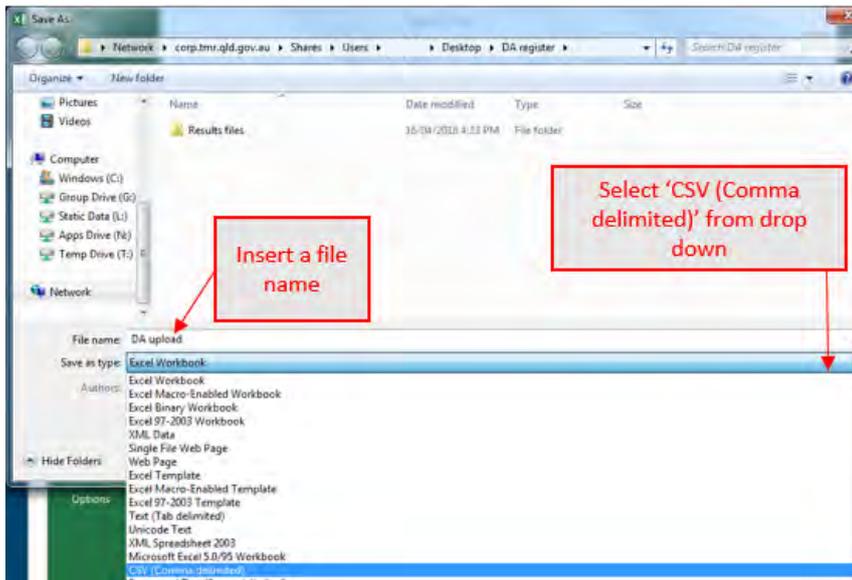
4. Once you have selected 'CSV (Comma delimited)' select 'Save'
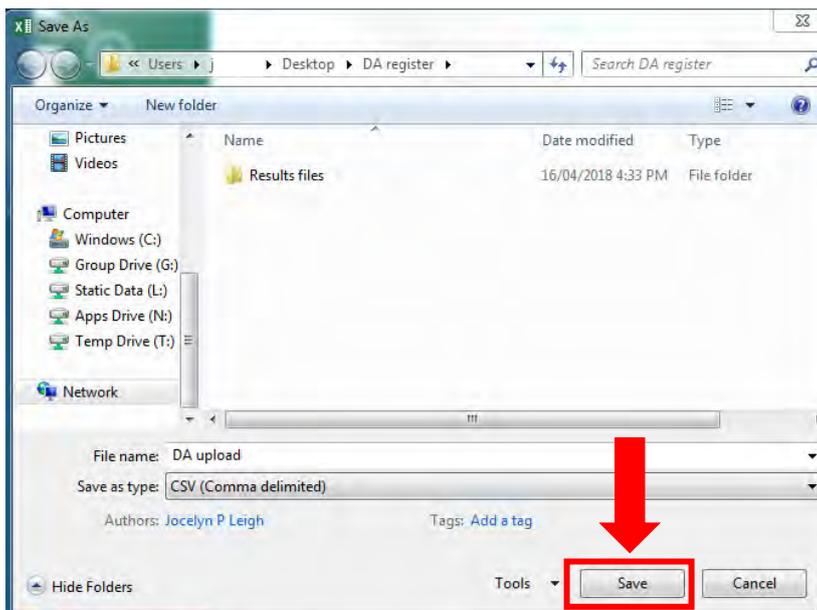
5. If prompted with 'Do you want to keep using that format?' Select 'Yes'
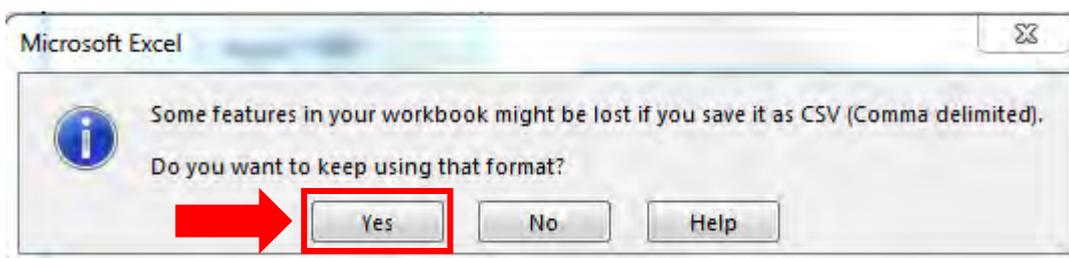
6. Your CSV file is now ready to upload in the Driver Authorisation Public Register. Follow the prompts on the register to upload your file.

Saving your results from DA register.

1. Once you have uploaded your file onto the DA register the results will be displayed as a link on the webpage labelled 'Click here to export results to file'. Click on this link to download your results. This will generate the pop-up box asking if you wish to open or save the document. Select Open.

2. When the excel spreadsheet opens you will need to save a copy. It is recommended that you save the results each time you perform the check, and save it under the date the check was completed. **Please do not save over the top of your upload CSV file as this will corrupt your results.**
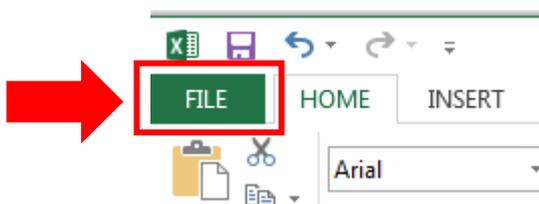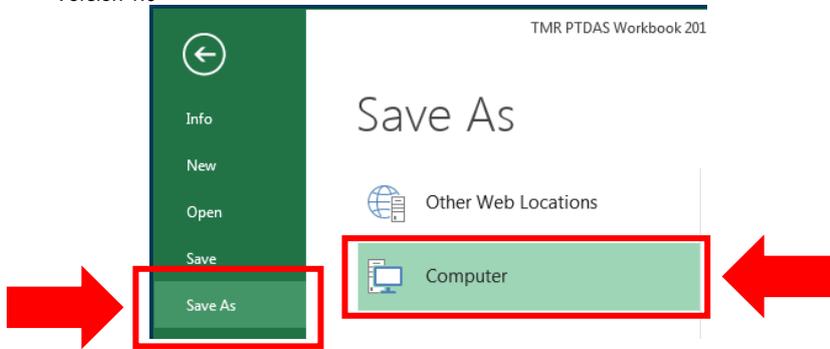
   a. Select Save As

b. Select where you wish to save your file and create a file name (it is recommended that you name the file after the date the check was undertaken).

Change the 'Save as type' from 'Unicode Text' to 'Excel Workbook'
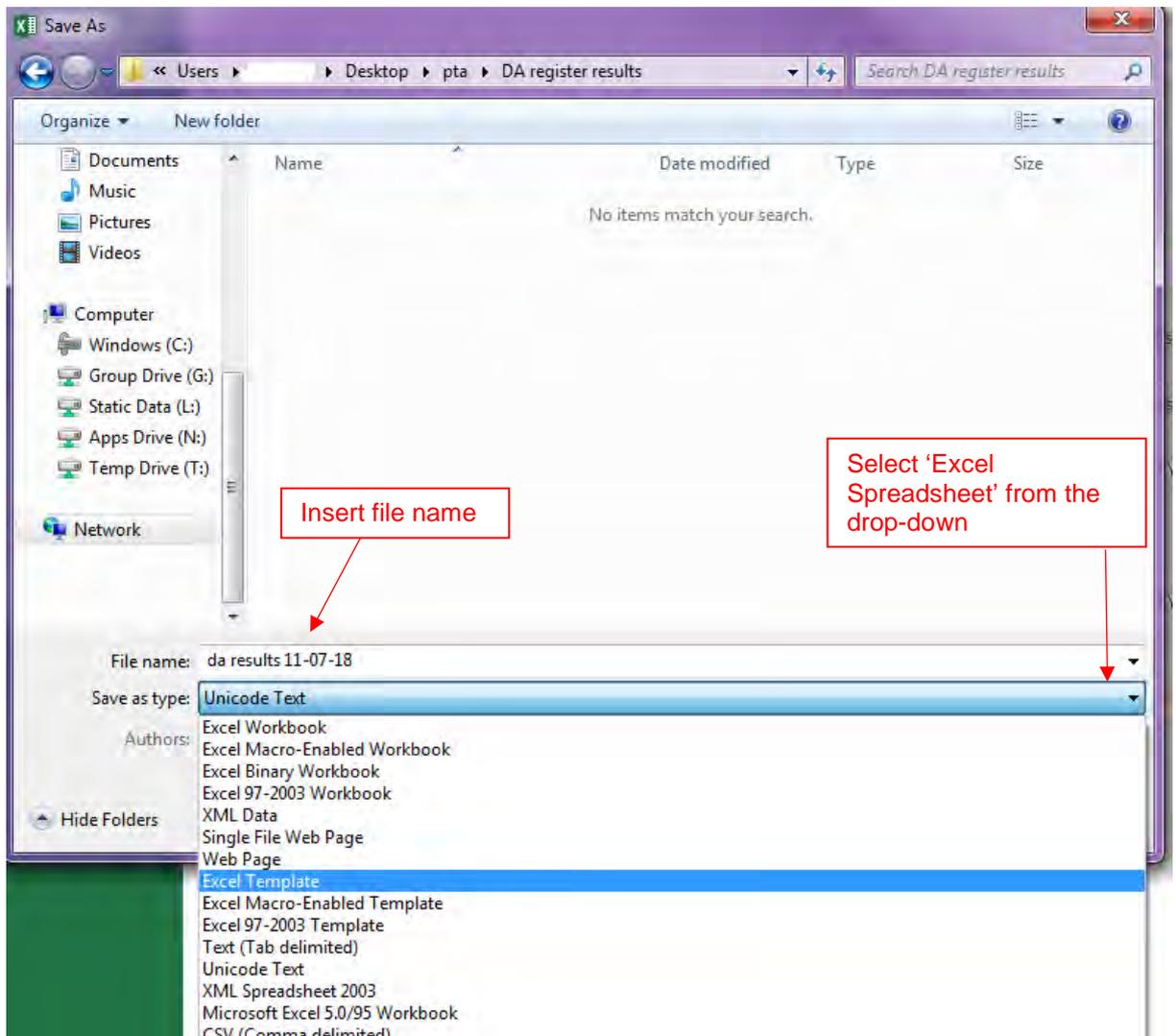
3. Your file is now saved and ready for review. Please ensure that you check the file for any DA that is not current.