

# Data File Requirements Guide

## Quick Checklist for New Data Files

### ☐ File Format

- Must be either CSV or JSON files
- File names should start with 'y\_' (e.g., y\_01.01.csv)

### ☐ Column Requirements

- Each column must have a unique name
- No duplicate column names allowed
- Column names should match exactly with the requirements file

### ☐ Yes/No Fields

- Fields marked as Yes/No type must contain only:
  - "Yes" or "No" (case sensitive)
  - No other values are allowed

## Common Issues to Avoid

### ☐ Don't Use These Formats

- Excel files (.xlsx, .xls)
- Text files (.txt)
- Other file formats

### ☐ Don't Use These Values in Yes/No Fields

- "yes" or "no" (lowercase)
- "Y" or "N"
- "True" or "False"
- "1" or "0"
- Any other variations

## How to Check Your Files

### 1. Before Sending Files

- Open your CSV file in Excel or a text editor
- Check that all Yes/No fields contain only "Yes" or "No"
- Verify that column names are unique
- Save as CSV format

## 2. File Naming

- Rename your files to start with 'y\_'
- Example: `y_01.01.csv`, `y_02.01.csv`

## 3. Testing Your Files

- Place your files in the `files` directory
- Run the validation script
- Check the HTML report in the `evidence` folder

# Need Help?

If your files don't meet these requirements, you can:

1. Contact the technical team for assistance
2. Use the provided Excel template in the `requirements` folder
3. Request a data validation check before sending the final files

# Example of Correct Format

```
Column1,Column2,YesNoField1,YesNoField2  
value1,value2,Yes,No  
value3,value4,Yes,Yes
```

# Example of Incorrect Format

```
Column1,Column1,YesNoField1,YesNoField2  
value1,value2,yes,NO  
value3,value4,Y,True
```

Remember: Following these guidelines will ensure your data files pass validation and can be processed successfully.