

## Health Facility CSV Upload Guide

### 1. CSV Template

Your CSV file must follow this header format exactly:

Id,Name,x,y,Admin1,Admin2,Admin3

Column	Description	Example	Required?
<b>Id</b>	Unique facility identifier for <b>user reference only</b> . This lets you link the app output back to your own records. The app does <b>not validate or process it</b> .	FAC-00123	Optional
<b>Name</b>	Facility name	St. Mary's Hospital	Yes
<b>x</b>	Longitude in decimal degrees	34.3015	Yes
<b>y</b>	Latitude in decimal degrees	-13.2543	Yes
<b>Admin1</b>	First-level subnational unit (state, province, region)	Rift Valley	Yes
<b>Admin2</b>	Second-level unit (county, district)	Nakuru	Optional
<b>Admin3</b>	Third-level unit (sub-county, sub-location)	Molo	Optional

### 2. Administrative Boundaries

Administrative boundaries define location hierarchy:

- **Admin0 = Country** (not in CSV, selected in app) – highest-level boundary.
- **Admin1** → largest subnational unit (province, state, region). **Required.**
- **Admin2** → smaller than Admin1 (district, county). Optional.
- **Admin3** → smaller than Admin2 (sub-location, sub-district). Optional.

#### Tips for Admin fields:

- Use **official names**, no abbreviations.
- Only letters, numbers, and spaces; avoid @ # \$ %.
- Admin1 must match the official dataset for validation.
- Admin2 and Admin3 improve accuracy but are not required.

### Common issues:

Issue	Cause	Solution
<b>Admin1 mismatch</b>	Typo or unofficial name	Use official Admin1 name from OpenStreetMap/Nominatim
<b>Admin2/3 mismatch</b>	Optional, may not exist	Leave blank if unknown
<b>Country mismatch</b>	Admin0 internally differs from selected country	Ensure coordinates are within selected country

### 3. GPS Coordinates

Coordinates must be in **decimal degrees**, not degrees-minutes-seconds.

Field	Format	Example	Compulsory?
<b>x</b>	Longitude	34.3015	Yes
<b>y</b>	Latitude	-13.2543	Yes

#### Guidelines:

- Positive longitude = east of Greenwich, negative = west.
- Positive latitude = north of equator, negative = south.
- Use **dot .** as the decimal separator.
- Avoid commas, spaces, or other characters.

#### Example valid coordinates:

Facility	x	y
<b>Hospital A</b>	34.3015	-13.2543
<b>Clinic B</b>	-0.1278	51.5074

### 4. Facility ID

- **For user reference only.**
- Must be unique in your dataset to link app output back to your records.

- App does **not validate or process this field**.
- Can contain letters, numbers, hyphens \_ or underscores -.
- **Compulsory.**
- Example: FAC-00123

⚠ The ID is how you will connect the results the app provides with your own system.

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## 5. General Rules / Forbidden Characters

- Use only **letters, numbers, spaces, hyphens, and underscores**.
  - Avoid: @ # \$ % ^ & \* ( ) + = { } [ ] ; : < > , ? / \ | ~
  - Avoid leading/trailing spaces.
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## 6. Example CSV

Id,Name,x,y,Admin1,Admin2,Admin3

FAC-001,St. Mary's Hospital,34.3015,-13.2543,Rift Valley,Nakuru,Molo

FAC-002,Hope Clinic,36.8219,-1.2921,Nairobi,Nairobi,Nairobi West

FAC-003,Green Health Center,31.5678,-17.8234,Central,Machakos,

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## 8. Tips for Successful Upload

1. Ensure **Admin1 matches official boundaries**.
  2. Coordinates must be **inside the selected country**.
  3. Do not exceed **20 facilities per upload**.
  4. Verify **unique IDs** for linking output back to your data.
  5. Avoid special characters in any field.
  6. Leave optional Admin fields blank if unknown.
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