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 <u>Driver Authorisation Public</u> <u>Register</u>.

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'



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Account	

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.

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



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.

	А	В	C
1	93683210	Adaline D	unbar
2	17054492	Alan Kime	s
3	10344938	Arnette Ta	itom
4	18243137	Benjamin	Regnier
5	18984712	Billy Wald	roup
6	19921567	Baxter Joł	n
7	93486098	Carter Car	ner
8	33232488	Charlene	Boller
9	32035953	Claudie St	otler
10	40253755	Debbra Er	pen
11	76049585	Denver Sa	n
12	78894310	Elias Willi	amson
13	1.05E+08	Erik Asche	r

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



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)'

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Computer		Select 'CSV (Comma delimited)' from drop down
File name DA upland Sive is type: Excel Workbook		

4. Once you have selected 'CSV (Comma delimited)' select 'Save'

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Authors: Jocely	n P Leigh Tag	gs: Add a tag		
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5. If prompted with 'Do you want to keep using that format?' Select 'Yes'

Aicrosoft	Excel	25
i	Some features in your workbook might be lost if you s Do you want to keep using that format?	ave it as CSV (Comma delimited).
	Yes No He	elp

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.

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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.

Accreditations	Driver authorisation public register				
> Driver authorisation public register	View results				
1 About this service	To obtain your results report select 'Click here to export results to file'. It	f you are			
2 Terms of use	unable to export the results file you may need to go into your web brows settings and disable pop up blockers.	er			
3 Enter search details	Search results are current as at the date and time shown in your results report.				
4 View results	Where a class of driver authorisation is displayed in the report the driver is an authorised driver and can provide services for the classes shown. For more information go to the <u>about passenger transport driver authorisations page</u> \oplus .				
	A 'no current DA' result in the report means that either there is no driver authorisation associated with this customer reference number (CRN) or authorisation is not current or the driver authorisation number entered correct.	the driver was not			
	Where 'no current DA' is displayed it is recommended that you conduct a 'real time' search by clicking 'search again' and selecting 'manually enter driver authorisation numbers'.	a manual up to 5			
	A 'DA number not valid' result in the report means that the driver author number in the CSV file was in an incorrect format or contained invalid ch	isation aracters.			
	<u>Click here to export results to file</u>				
	Search Again Cancel Select another service				
Do you want to open or save d	la_results.csv (3.35 KB) from service.transport.qld.gov.au?	Open	Save	•	

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.

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FILE	HOME	INSERT
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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.

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