

# Course Directory: Bulk Upload Processing Stages

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## 1. Introduction

### Aim of this document

This document gives an overview of the different stages the Bulk Upload uses for validation when performing an upload. For information on how to prepare and upload your file please refer to the follow documents:

[Provider Data Standards](#)

[Quick guide for Bulk Upload Codes](#)

[Provider Portal Help Guide](#)

[CSV Template for Bulk Upload](#) (auto download)

## 2. Bulk Upload Stages

All Bulk Upload files go through 4 validation stages.

If the file fails during Stage 1 to 3, the entire file will be rejected and no data will be published.

### Stage 1

#### *File Format Checks*

The system checks if:

- A required section is missing (sections are: Provider, Venue, Course and Opportunities)
- A duplicated section
- The sections are in the wrong order (the correct sequence is: Provider, Venue, Course, and Opportunity).
- Incorrect or incorrectly ordered columns (in the header row).
- An incorrect number of columns for a given record type.

**Please note:** *If errors are found, you will receive an email. You will need to correct the errors and reload the file before the system can proceed with Stage 2. If there are no errors found the system will continue processing.*

## Stage 2

### *Basic data checks*

The system checks if:

- An Invalid or duplicate ID (e.g. Venue ID or Course ID have to be unique).
- An Invalid venue ID (venue ID in opportunities section not found in venues section).
- An Invalid course ID (course ID in opportunities section not found in courses section).
- Any field is longer than 4000 characters.

**Please note:** *If errors are found, you will receive an email. You will need to correct the errors and reload the file before the system can proceed with Stage 3. If there are no errors found the system will continue processing.*

## Stage 3

### *Data checks*

The system checks the following:

- All fields are within specified character allowance (varies by field, please refer to the [Data Standards](#) for details)
- All necessary IDs (Course, Venue etc.) are entered and valid
- All start dates are in correct format
- All mandatory fields are completed

**Please note:** *If errors are found, you will receive an email. You will need to correct the errors and reload the file before the system can proceed with Stage 4. If there are no errors found the system will continue processing.*

## Stage 4

Business rules validation where the system checks if the information entered is in accordance with the [Data Standards](#).

**Please note:** *If errors are found, you will receive an email. You will need to correct the errors and reload the file before the system can upload it. If no errors are found the CSV file will be uploaded on the Course Directory Provider Portal and you will receive a confirmation email.*