

Instructions for CSV file transfer

The transfer of the CSV file is made in the Labour costs tab under **B) send data according to the template in CSV format.**

- **B) send data according to the template in CSV format** [Record description](#)
 1. [Download template if necessary](#)
 2. Upload the filled Excel-form with "Upload files" -button.

Send data

The variables in the CSV file are described in the record description. If necessary, the template of the CSV file can be downloaded from section 1. Download template if necessary.

When the file is ready to be sent, press the **Send data** button, which opens the Data import window.

✕

Data import

File selection > Validation > Saving

No file selected.

Search the file to be sent under **Browse** and then press **Continue**. The transferred data are checked, that is, validated and after this the number of industries to be updated is reported.

Any problems detected in checking the data are reported with remarks. You can copy the remarks to the clipboard from the icon and move them to Word, for example.

Data import

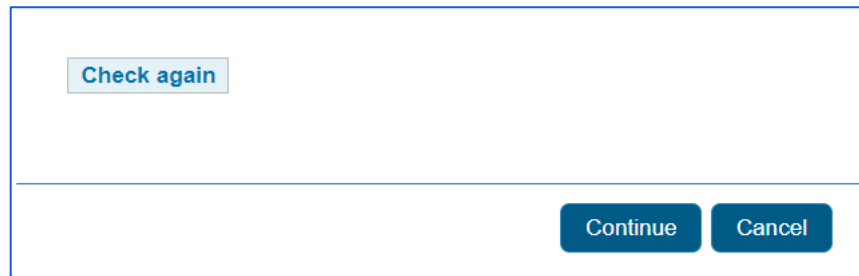
File selection > Validation > Saving

- Updating 14 industries.

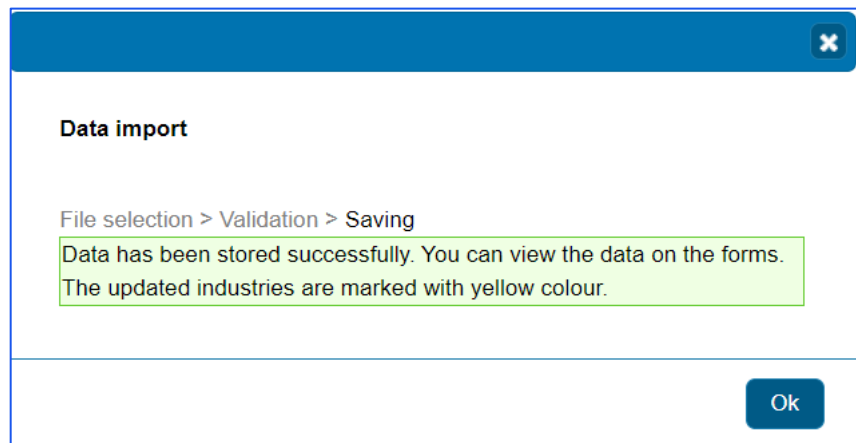
There are 9 comments on data.

- #Row 1, tol 49: Also report reporting period
- #Row 2, tol 56: Part-time monthly paid employees: The pay

Go through the remarks and correct any possible errors in the CSV file. After this, press the **Check again** button.



You can also cancel the sending if you wish by clicking the **Cancel** button. When the data in the file are in order and can be sent, click the **Continue** button. After this, you receive a notification about successful saving.



When you press the **Ok** button, the updated industries are visible in the list with yellow fill colour. You can also view the updated industry-specific data through the **To the form** button. If you wish you can also update the data further on the form page.

Remediation activities and other waste management services	39	To the form
Land transport and transport via pipelines	49	To the form
Warehousing and support activities for transportation	52	To the form
Food and beverage service activities	56	To the form