



SACTv3.0 pre-upload checklist for NHS trusts

The following checks should be completed before uploading your first SACTv3 file to ensure successful upload.

Trusts are not required to return a completed checklist to the SACT team; this list is designed to support trusts to generate a SACTv3 compliant submission as easily as possible.

We would advise all trusts to refer to this list while **preparing** their SACTv3 data file and **before uploading** the file to the portal.

Please note, if your SACTv3 file does not meet the following criteria then the file will generate a critical error when uploaded to the SACT portal and you will not be able to submit this file.

Please ensure your SACTv3 file meets the following requirements before uploading to the SACT portal:

☐ The file uses the **standard naming convention**, as follows:

SACT_v3-ccyymmdd-ccyymmdd.csv

☐ The file is in **.CSV** format

☐ The file has **44 data columns**

☐ The header row **exactly matches** the standard header row template

Tip: a CSV SACT file template is available on the SACT website with the required header row format

[SACT Dataset v3.0 Header row](#)



- ☐ All dates are in the required standard format ccyy-mm-dd

Tip: If dates are not automatically set to the standard format, follow these steps:

1. Open CSV file and hold down 'Ctrl' and then select each column that contains a date. (Date columns are F+V+W+Z+AK)
2. Right click and select 'format cells', then select 'custom'. In custom type ccyy-mm-dd and click 'OK'

- ☐ You have confirmed all other hospital sites or specialties within the trust are ready to start uploading SACTv3 in the same month

Tip: This only applies to trusts who upload multiple files, for example:

1. Separate adult / paediatric / haematology files from the same trust
2. Separate files from different hospitals within the same trust

- ☐ You have contacted the helpdesk to inform them that you are ready to upload the **first** SACTv3 file for your trust

Tip: This only applies to the first time you upload a SACT v3 file