

## Changing excel from US format to NZ format

### What's the issue?

Some providers are using Microsoft products, such as Excel, with the US formatting.

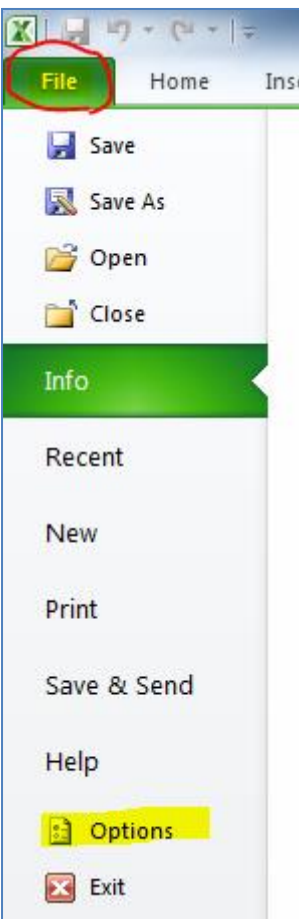
The main thing that this affects is how the date format works, as the US date format is mm/dd/yyyy and the NZ format is dd/mm/yyyy.

The reason that this becomes an issue is because the Workspace 2 system only understands dates in NZ formatting. This is especially important as when a provider submits their data collection document, it goes through “technical validation” which checks for formatting errors. If the date is in the US format, then Workspace 2 effectively sees this as an error.

For example, if a provider has excel set up in US format, when they enter 02/11/2015, the cell switches to 11/02/2015. When a provider enters 25/02/2015, the US excel does not read it as a date as does not recognise ‘25’ as a month and therefore it formats as a text cell, which again won’t pass validation.

### How can I fix it?

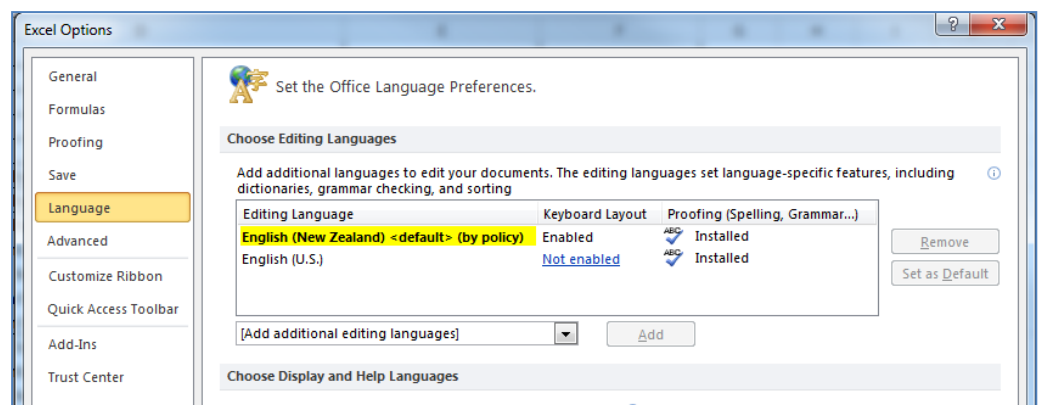
#### Checking your excel settings



It might be that a provider’s excel is set up as US format. To check this and potentially change it, go into an excel document.

Click on “File” and select “options” from the menu (see left):

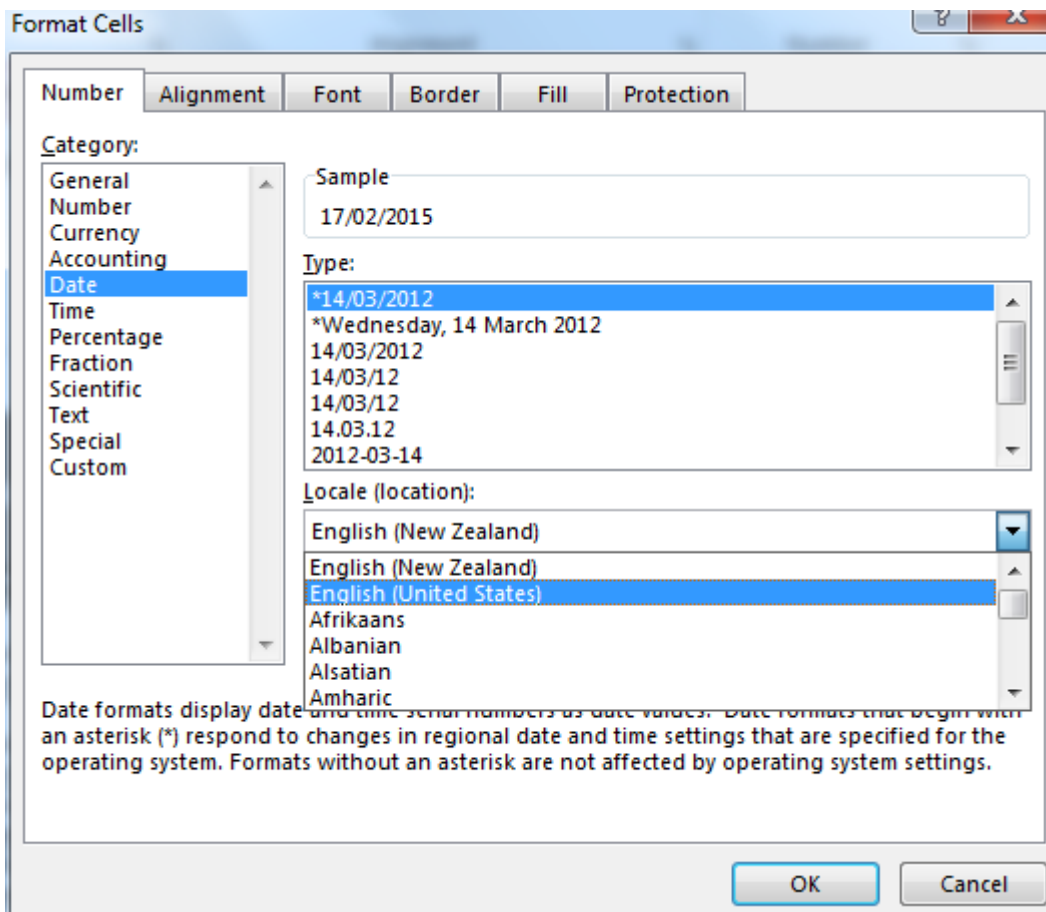
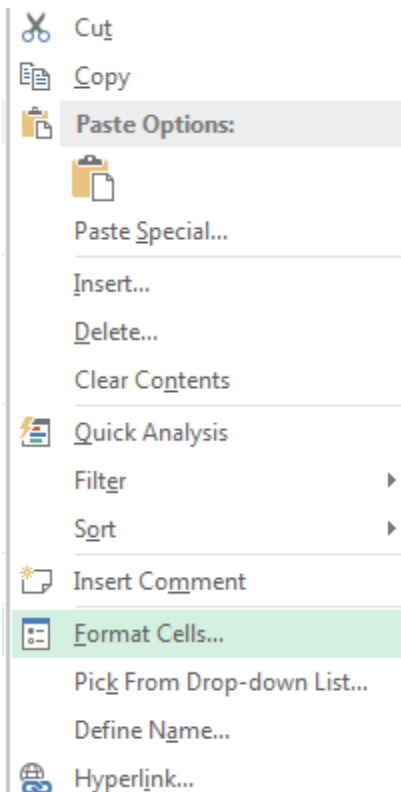
This will bring up a window. Select “language” on the left side and check if it says English (NZ) or English (US). Enable English (New Zealand) if possible:



Updated 11/03/15

### Checking an individual cell in excel

You can also check a single cell on the excel spreadsheet by right-clicking on the cell, selecting “format cells” and checking that it is the correct date format of dd/mm/yyyy: English (New Zealand):



Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date**
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample  
17/02/2015

Type:

- \*14/03/2012**
- \*Wednesday, 14 March 2012
- 14/03/2012
- 14/03/12
- 14/03/12
- 14.03.12
- 2012-03-14

Locale (location):  
English (New Zealand)

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (\*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

OK Cancel

Updated 11/03/15

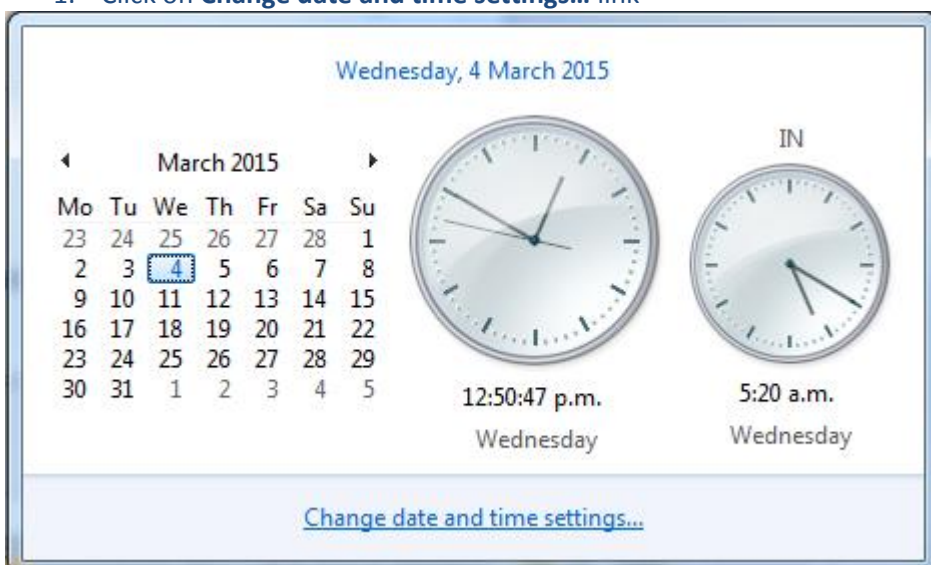
## Checking your whole system

It might be that a provider's whole system is set up using US format. To check whether your whole system is using US format:

1. Click on the date/time area on the bottom right of your screen:



1. Click on **Change date and time settings...** link



2. Check to see if your timezone is Auckland, Wellington.

