

Instructions for Preparing the Excel Spreadsheet

1. Data Formatting

- Ensure that all data in the spreadsheet adheres to the specified formats and values.
-

2. Example File

- Download and review the example file provided to understand the required structure and format for the data. This file serves as a template to help you fill in your data correctly.
-

3. File Upload

- You need to upload an Excel file (.xlsx) for the bulk import process.
-

Detailed Column Instructions

Provider Type

- Use the values 1 or 0 in the Type column:
 - 1 = Organization
 - 0 = Individual
-

Service Availability

- For the At Store and At Doorstep columns, use the values 1 or 0 to indicate availability:
 - 1 = Yes
 - 0 = No
-

Service Approval

- For the Need Approval for Service column, use the values 1 or 0 to indicate if approval is required:
 - 1 = Yes
 - 0 = No
-

Provider Timing

- For Provider Timing (such as opening and closing times for each day), follow these guidelines:
 - Time Format: Use the HH:MM format (e.g., 09:00:00 for 9 AM).
 - Is Open: Use 1 or 0 to indicate if the provider is open:
 - 1 = Open
 - 0 = Closed
-

Unique Email

- Ensure each Email is unique and valid. Duplicate or invalid email addresses will cause errors.
-

Unique Phone Number

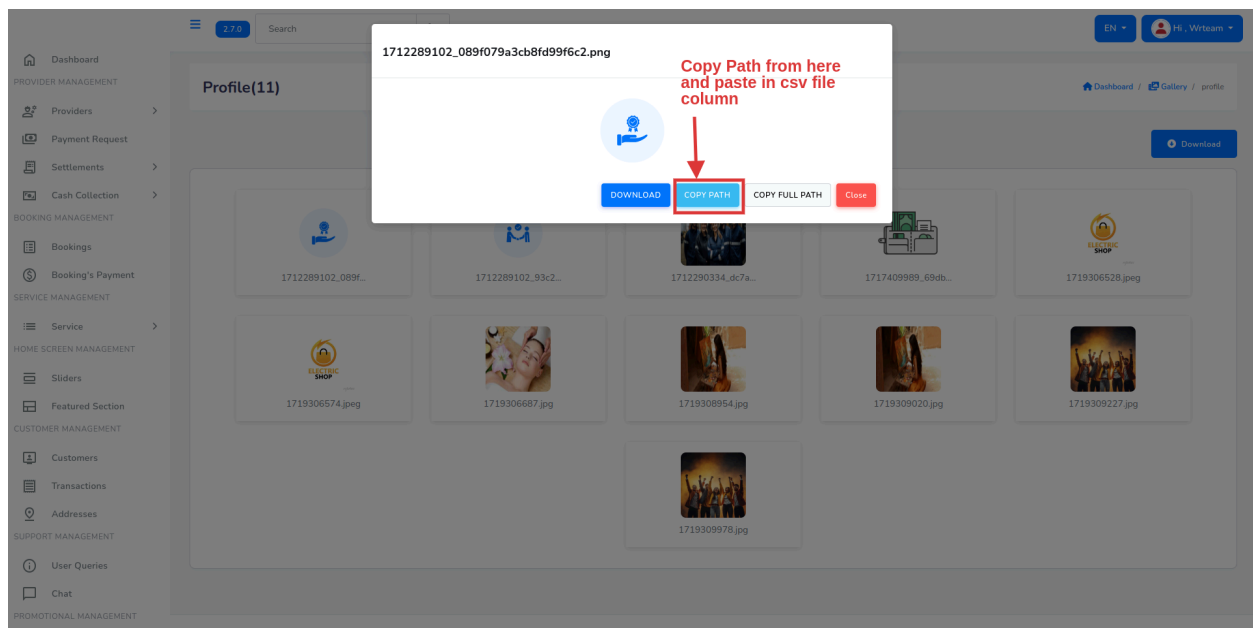
- Ensure each Phone Number is unique and valid. Duplicate or invalid phone numbers will cause errors.
-

Coordinates

- Latitude must be a number between -90 and 90.
- Longitude must be a number between -180 and 180.
- Any values outside these ranges will cause a server error.

Image / Banner Image / Passport / Address ID / National ID

- If want to upload then go to gallery and copy path then paste in column
- If Don't want to update image then leave it as it is



Other Images

- If Don't want to update image then leave it as it is
- Format Other Image using the following pattern:

```
Other Image[1] ="/public/backend/assets/test/test.png"  
Other Image[2] =""/public/backend/assets/test/test.png"
```

Replace "/public/backend/assets/profile/test.png", etc., with your actual path

Example of a Well-Formatted Spreadsheet

Column Headers: Ensure the first row contains the correct headers matching the template.

Data Rows: Each subsequent row should represent one provider's data, filled according to the above guidelines.

Important Notes

- Review and validate your data thoroughly before uploading to avoid errors during the import process.
- Ensure all mandatory fields are filled and follow the specified formats strictly.

By following these instructions, you should be able to prepare an Excel spreadsheet that meets the requirements for the bulk import process.