


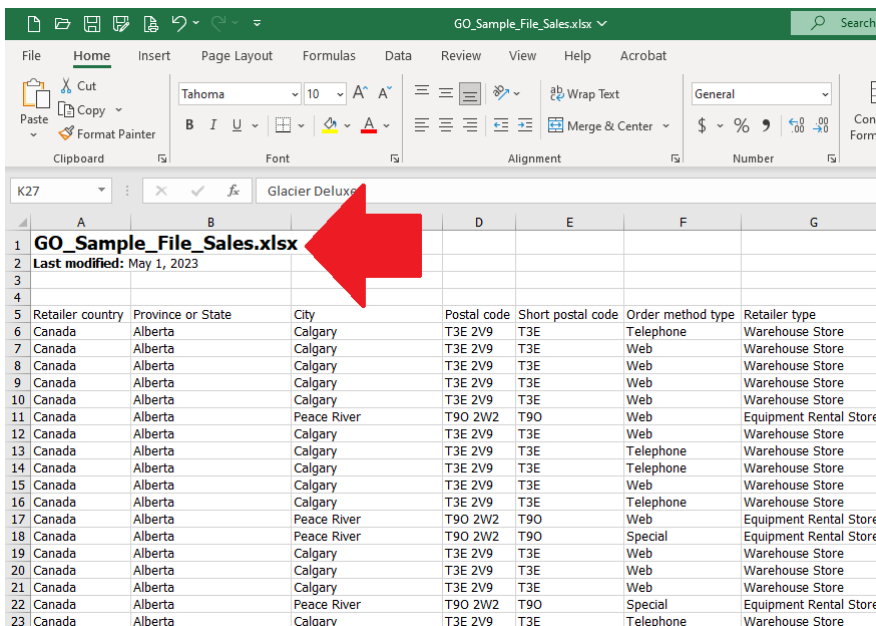
Why didn't my spreadsheet upload correctly?

If you are experiencing *weird* results when uploading files, it is probably due to the following:

 **Warning** Your spreadsheets must contain only **rows and columns**. Comments, titles, and release dates before the first header row are interpreted as column headers. Totals and subtotals at the bottom of the spreadsheet should be removed.

Your spreadsheets must contain only rows and columns. Each row is a data point (e.g. a retail sale, a banking transaction, a customer, etc). Each column is information about that data point (e.g. a date, a time, a location, an attribute, a measure, etc). The first row contains the column headers.

It can be a common practice to add a title to the top of your spreadsheet, and the date that the data was generated, like this:



Retailer country	Province or State	City	Postal code	Short postal code	Order method type	Retailer type
Canada	Alberta	Calgary	T3E 2V9	T3E	Telephone	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Peace River	T90 2W2	T90	Web	Equipment Rental Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Telephone	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Telephone	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Telephone	Warehouse Store
Canada	Alberta	Peace River	T90 2W2	T90	Web	Equipment Rental Store
Canada	Alberta	Peace River	T90 2W2	T90	Special	Equipment Rental Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Web	Warehouse Store
Canada	Alberta	Peace River	T90 2W2	T90	Special	Equipment Rental Store
Canada	Alberta	Calgary	T3E 2V9	T3E	Telephone	Warehouse Store

Do not do this! Before uploading this file to Cognos, you must delete the first four rows so that the column headers start at the top.


Another common practice is to add a line of totals to the bottom of your spreadsheet (or even to add subtotals throughout your spreadsheet), like this:

The screenshot shows an Excel spreadsheet with a total row highlighted in red. The spreadsheet has columns labeled N through V and rows labeled 65509 through 65544. The total row (row 65539) contains the following values:

Row	N	O	P	Q	R	S	T	U	V
65509	Q4	129	14.04	35	22.75	2,934.75	1,811.16	1,123.59	4,515
65510	Q4	166	37.38	67.5	67.5	11,205	6,205.08	4,999.92	11,205
65511	Q4	166	37.38	67.5	67.5	11,205	6,205.08	4,999.92	11,205
65512	Q4	166	37.38	67.5	67.5	11,205	6,205.08	4,999.92	11,205
65513	Q4	166	37.38	67.5	67.5	11,205	6,205.08	4,999.92	11,205
65514	Q4	166	37.38	67.5	67.5	11,205	6,205.08	4,999.92	11,205
65515	Q4	269	25.48	38.3	38.3	10,302.7	6,854.12	3,448.58	10,302.7
65516	Q4	621	25.455	38.3	38.3	23,784.3	15,805.07	7,979.23	23,784.3
65517	Q4	621	25.455	38.3	38.3	23,784.3	15,805.07	7,979.23	23,784.3
65518	Q4	269	25.48	38.3	38.3	10,302.7	6,854.12	3,448.58	10,302.7
65519	Q4	269	25.48	38.3	38.3	10,302.7	6,854.12	3,448.58	10,302.7
65520	Q4	621	25.455	38.3	38.3	23,784.3	15,805.07	7,979.23	23,784.3
65521	Q4	621	25.455	38.3	38.3	23,784.3	15,805.07	7,979.23	23,784.3
65522	Q4	269	25.48	38.3	38.3	10,302.7	6,854.12	3,448.58	10,302.7
65523	Q4	269	25.48	38.3	38.3	10,302.7	6,854.12	3,448.58	10,302.7
65524	Q4	621	25.455	38.3	38.3	23,784.3	15,805.07	7,979.23	23,784.3
65525	Q4	621	25.455	38.3	38.3	23,784.3	15,805.07	7,979.23	23,784.3
65526	Q4	269	25.48	38.3	38.3	10,302.7	6,854.12	3,448.58	10,302.7
65527	Q4	436	18.52	26.8	26.8	11,684.8	8,074.72	3,610.08	11,684.8
65528	Q4	1,331	21.125	31.0625	31.0625	39,848.05	27,210.37	12,637.68	39,848.05
65529	Q4	436	18.52	26.8	26.8	11,684.8	8,074.72	3,610.08	11,684.8
65530	Q4	1,331	21.125	31.0625	31.0625	39,848.05	27,210.37	12,637.68	39,848.05
65531	Q4	436	18.52	26.8	26.8	11,684.8	8,074.72	3,610.08	11,684.8
65532	Q4	1,331	21.125	31.0625	31.0625	39,848.05	27,210.37	12,637.68	39,848.05
65533	Q4	436	18.52	26.8	26.8	11,684.8	8,074.72	3,610.08	11,684.8
65534	Q4	1,331	21.125	31.0625	31.0625	39,848.05	27,210.37	12,637.68	39,848.05
65535	Q4	436	18.52	26.8	26.8	11,684.8	8,074.72	3,610.08	11,684.8
65536	Q4	1,331	21.125	31.0625	31.0625	39,848.05	27,210.37	12,637.68	39,848.05
65537	Q4	436	18.52	26.8	26.8	11,684.8	8,074.72	3,610.08	11,684.8
65538	Q4	1,331	21.125	31.0625	31.0625	39,848.05	27,210.37	12,637.68	39,848.05
65539	Q4	436	18.52	26.8	26.8	11,684.8	8,074.72	3,610.08	11,684.8
65540	Q4	1,331	21.125	31.0625	31.0625	39,848.05	27,210.37	12,637.68	39,848.05
65541		24,063,930	\$ 3,758,501.59	\$ 6,916,062.64	\$ 6,584,047.95	\$ 1,146,159,233.23	\$ 680,698,644.32	\$ 459,403,946.24	\$ 1,199,425,316.43
65542									
65543									
65544									

Again, you must delete these rows prior to uploading the file to Cognos.

Finally, some spreadsheets contain an extra tab that contains detailed descriptions of the data and how it was generated. This extra tab must be deleted prior to uploading.



Tips

If you create a dashboard that connects directly to your uploaded file (which many people do!), then the text of your column headers will be what you see when you go to **drag and drop** your data onto the dashboard. Therefore, it is a good idea to craft your column headers carefully prior to uploading the file. For example, "Retailer country" is much more user friendly than "DB_COL6_RTLLR_CTRY".