

Avoid Common DET Mistakes!

(Part 1)

Follow these helpful tips!

Always use the latest version of the DET.

Ensure that you are filling out the latest version of the DETs. Regularly check the notifications tab in the Web Portal to know when to download the new version of DETs.

Follow the required data format.

Ensure that all dates are in mm/dd/yyyy format.

- It is best that your computer or system date be in the mm/dd/yyyy format. See attached *DET How To's*.
- Paste **AS VALUES** data from another file (e.g. Excel, Word) to prevent errors while uploading. See attached *DET How To's*.
- Input numbers in DET fields without commas (,).

Fill out all required fields (*).

Ensure that all fields with (*) are filled out.

Error/s found. Please resubmit a corrected file.

[Download Error Log](#)

*Line(47) Rank and File Amount: Data entry field must be filled out.
*Line(48) Rank and File Amount: Data entry field must be filled out.
*Line(54) Rank and File Amount: Data entry field must be filled out.

Sample Missing Value Error when required field is not filled out

Enter data in continuous rows.

Do not skip rows when filling out DETs.

Select values from dropdown lists.

For dropdown lists, ensure that you select only the values in the list.

Error/s found. Please resubmit a corrected file.

[Download Error Log](#)

*Line(61) Performance Rating of General Manager. Value must be from the LOV dropdown.

Sample Dropdown List Error encountered when value is not in the dropdown list

Enter short and complete remarks and descriptions.

Whenever possible limit your remarks and descriptions to 1-2 sentences. Remarks fields allow maximum of 510 characters.



Error in uploading the file. TraceID:25295872-d00b-4136-b2d1-46acd21ab72c

OK

Sample Trace ID Error encountered when remarks/description is too long

Need more help?
Check out the [DET Manuals](#)
in the [NEA BIT INFOPEDIA!](#)

Click on the image.

Do it right the first time because, "practice makes permanent!" -Irvin Kauffman-