



Bulk Uploads for NZ COVID Tracer Posters



SCAN HERE TO SIGN-IN WITH
THE NZ COVID TRACER APP




Test company
Test address, Suburb, City

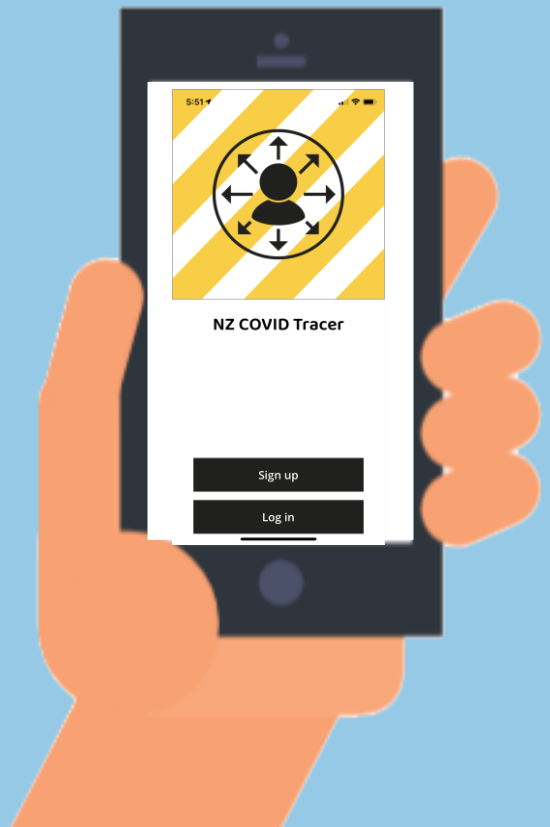
Sign-in. Stop the virus.

Help protect yourself, your whānau, and your community with our contact tracing app.

Search **NZ COVID Tracer** app now :

 **Unite against COVID-19**



1

Step 1

Complete the CSV File and send this to app@tracing.min.health.nz – see the specification next page.

2

Step 2

Health will generate a poster per line and automatically email a link to the named contact to download the poster.

3

Step 3

The recipient prints the poster and places it in their front door or widow.

If you need any more posters for additional locations or need any help;

Call: 0800 800 606 or

Email: app@tracing.min.health.nz



Poster helpline - 0800 800 606



MINISTRY OF
HEALTH

MANATŪ HAUORA

CSV File Specifications



File details		
File name	Required to keep as a CSV	Please use the file name convention organisationnameupload.csv
Declaration in the body of the email when you send the file back	Body text to include in the email	Please in the body of the email declare that you have the permission to be sending us this data on behalf of your organisation and the organisations listed in the file.
Column details		
Column Name	Format	Description
LocationName	*Required Max 35 characters	The name of the location as it would be recognised by a member of the public
LocationAddressLine1	*Required	The first line of the physical address of the location, usually the street number and name
LocationAddressLine2	*Required	The second line of the physical address of the location, usually the suburb
LocationAddressLine3	*Required	The last line of the physical address of the location, usually the city
LocationPostCode	Optional	The postcode of the location
LocationContactNumber	*Required, phone number Max 15 characters	Number of a responsible person to call at this location
LocationContactEmail	*Required, email address	Email address of a responsible person to call at this location
LocationBIC	Optional but *REQUIRED if NO NZBN – the BIC NUMBER	Use this look up to get the code https://businessdescription.co.nz/#/home e.g. P09897
BusinessName	Optional but preferred Max 90 characters	The legal name of the business.
NZBN	Optional but preferred	The NZBN of the business that operates the location, it is preferred we receive this is the business does have a NZBN.
PosterRecipientEmail	*Required, email	The email address to send the generated poster to and who can print the poster i.e. they are physically on site and have access to a printer.



Poster helpline - 0800 800 606



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