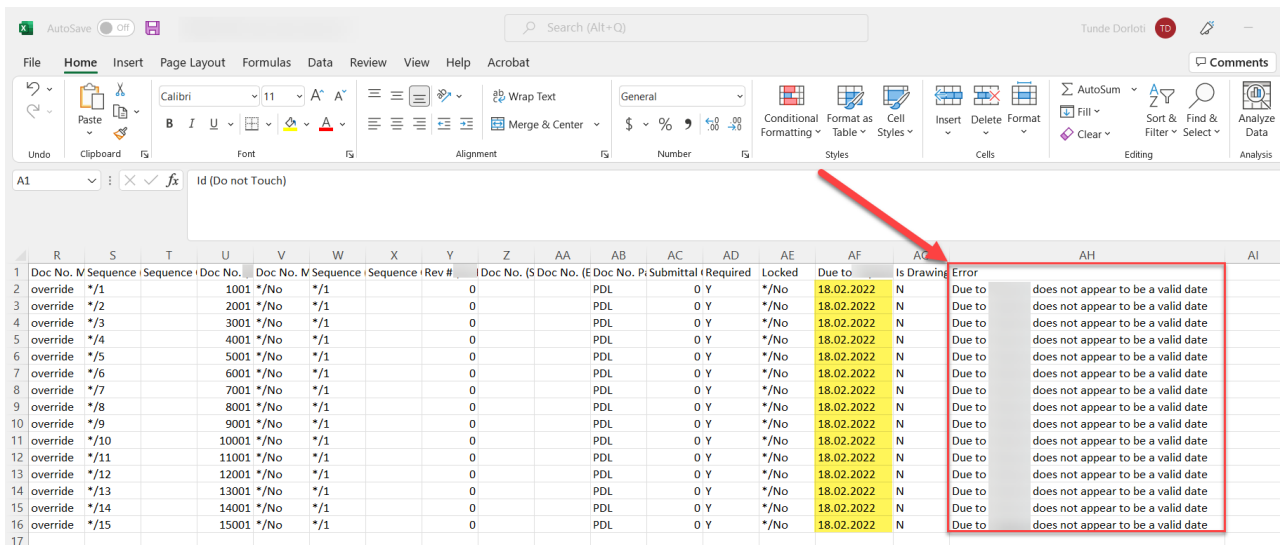


# How can I correct date errors in CSV/Excel import files?

10/02/2025 3:03 pm MDT

If you are getting date format errors when uploading CSV or Excel files into DocBoss, it is likely caused by Excel's regional settings. Opening a CSV in excel automatically converts any dates using excels expected format. If customers have a required format, and your Excel regional setting is different, Excel will apply its settings when you open the CSV file.



	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	Doc No.	M Sequence	Sequence	Doc No.	Doc No.	M Sequence	Sequence	Rev #		Doc No.	(S Doc No.	(E Doc No.	P Submittal	Required	Locked	Due to	Is Drawing	Error
2	override	*/1		1001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
3	override	*/2		2001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
4	override	*/3		3001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
5	override	*/4		4001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
6	override	*/5		5001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
7	override	*/6		6001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
8	override	*/7		7001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
9	override	*/8		8001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
10	override	*/9		9001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
11	override	*/10		10001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
12	override	*/11		11001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
13	override	*/12		12001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
14	override	*/13		13001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
15	override	*/14		14001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
16	override	*/15		15001	*/No	*/1		0			PDL	0	Y	*/No	18.02.2022	N	Due to	does not appear to be a valid date
17																		

## Option 1 - Change local settings

**Option 1** is to change your computer's regional settings based on the project data settings. For detailed information on how to update your computer's regional settings, see our article [here](#). In a default situation (no requirement from customer), you should have your export setting match your excel regional settings so excel doesn't misinterpret the dates.

## Option 2 - Change DocBoss settings

**Option 2** is to change the date format in your DocBoss Project to match your computer's regional settings. This can be defaulted under project templates as well.

If this is not compatible with your customer's required date format pattern, you can add parameters to variables (date\_format) to adjust outputs, while working with your regional settings inside the project.

From the "Main" tab of the **Project Configuration** page (Project Menu > Set Up > Project Configuration), change the date format to match the excel setting. Click to save project and reupload your file.



Set Up

## Project Configuration

Main

Advanced

Fields & Equipment Types

Compilation & Package Presets

Expediting

Info

### Project Profile



#### Project Profile



Project type ☒ Order ☐ Quote

☐ Confidential ⓘ

Affiliate \*

Omega address \*

+ Add

Package number

5678

Project description

Project description (variable testing)

Date format \*

yyyy-mm-dd



End User

+ Add

End User address

Select or type ahead...

Select or type ahead...