The Contacts Bulk Loader has been designed to load new Contacts into caDSR system via spreadsheet.

There are 2 steps for a caDSR curator to upload new Contacts:

Step 1. Create *Contacts.csv* file.

Step 2. Make request for Bulk Load with attached *Contacts.csv* file.

**Step 1 in details:**

In order to create *Contacts.csv* file you should fill out template *Sample\_Contacts\_Upload.csv* following the instructions in *data\_upload\_instuctions.txt*.

Files locations are placed below.

The sample of required template is located at:

<https://github.com/CBIIT/cadsr-db/blob/master/bulk-data-load/data-owners/CONTACTS/Sample_Contacts_Upload.csv>

Instructions how to create a spreadsheet for Contacts are located at:

<https://github.com/CBIIT/cadsr-db/blob/master/bulk-data-load/data-owners/CONTACTS/data_upload_instuctions.txt>

- First row consists of columns names:

Public\_ID, VERSION, RANK\_ORDER, LNAME, FNAME, CROLE, CTL\_NAME, ORGANISATION, CYBER\_ADDRESS

All other rows have to contain corresponding data.

- Names and order the columns must remain as given.

- All Columns must be populated otherwise a record will be rejected.

- Name the created file as *Contacts.csv*

**Step 2 in details.**

Every time when Curators make request on bulk data loading to caDSR system it has to include 5 attached files:

1. Newly created *Contacts.csv*

2. *DBA\_Upload\_Instructions.txt*

3. *CONTACTS\_DBA.ctl*

4. *DELETE\_TEMP\_CONTACTS.sql*

5. *UPLOAD\_CONTACTS.sql*

Files 2,3,4,5 can be found at <https://github.com/CBIIT/cadsr-db/tree/master/bulk-data-load/dba/CONTACTS>

Please copy them and make sure to attach to the request.

The Original request to design bulk load Contacts from all sources is located at: <https://tracker.nci.nih.gov/browse/CADSRMETA-618>

DB script for bulk load Contacts is located at:

<https://github.com/CBIIT/cadsr-db/blob/master/bulk-data-load/dba/CONTACTS/META_UPLOAD_CONTACT_SP.sql>