The Contacts bulk loader has been designed to load new Contacts into caDSR via spreadsheet.

It takes 2 steps for a caDSR curator to upload new Contacts:

1.Create Contacts.csv file.

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

1.In order to create Contacts.csv file you should follow fill out template Sample\_Contacts\_Upload.csv following 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 to 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>

1.When you create Contacts.csv file make sure it has the same format as Sample\_Contacts\_Upload.csv.

2.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.

3.Names and order the columns must remain as given.

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

5.Name the created file Contacts.

6 Convert an Excel worksheet to Contacts.csv file by using the Save As command.

7.Click the File menu, and then click Save As.

8.In the Save as type box, choose CSV (Comma delimited).

2.Every time when Curators make request on bulk data loading to caDSR 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 find at <https://github.com/CBIIT/cadsr-db/tree/master/bulk-data-load/dba/CONTACTS>

Please copy and 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>