

## Bulk person upload

All column names must be identical. If any value fails then the row number and error will be return and no records will be uploaded

Make one spreadsheet per facility, then we can add the facility ID before we upload it.

If they want certain users to show up in all facilities they SHOULD NOT ADD THEM MULTIPLE TIMES, and instead should make a separate spreadsheet for all users.

All fields:

- trailing/leading white space will be removed
- Max length 500 characters

**LastName**

**FirstName**

**MiddleName**

**Suffix**

**Race**

**Accepted values:** "native", "asian", "black", "pacific", "white", "unknown", "refused"

**Note:** values in CSV will be cast to lowercase

**DOB**

Must be in the format M/d/yyyy

Examples:

07/01/1993

7/1/1993

**Gender**

**Accepted values:** "male", "female", "other"

**Note:** values in CSV will be cast to lowercase

**Ethnicity**

**Accepted values:** "hispanic", "not\_hispanic"

**Note:** values in CSV will be cast to lowercase

**Street**

**Street2**

**City**

**County**

**State**

**Accepted values:** "AK", "AL", "AR", "AS", "AZ", "CA", "CO", "CT", "DC", "DE", "FL", "GA", "GU", "HI", "IA", "ID", "IL", "IN", "KS", "KY", "LA", "MA", "MD", "ME", "MI", "MN", "MO", "MS", "MT", "NC", "ND", "NE",

"NH", "NJ", "NM", "NV", "NY", "OH", "OK", "OR", "PA", "PR", "RI", "SC", "SD", "TN", "TX", "UT", "VA", "VI", "VT", "WA", "WI", "WV", "WY"

**Note:** values in CSV will be cast to uppercase

### ZipCode

### PhoneNumber

National 10 digit format. `.` `/` `( )` and whitespace characters will be removed

### employedInHealthcare

**Accepted values:** "y", "yes", "n", "no"

**Note:** values in CSV will be cast to lowercase

### residentCongregateSetting

**Accepted values:** "y", "yes", "n", "no"

**Note:** values in CSV will be cast to lowercase

### Role

**Accepted values:** "STAFF", "RESIDENT", "STUDENT", "VISITOR", "UNKNOWN"

**Note:** values in CSV will be cast to uppercase

### Email

Must contain a "@" symbol

### facilityId

Must be a valid UUID of the organization the user is currently logged into. If the FacilityId is empty then the person will belong to all facilities at the organization

**Example:** If i am logged on to <https://dev.simplereport.gov/app/patients/?facility=2ac2c8b6-5a29-434d-a24e-d549fbd5efd1> then the facility ID is "2ac2c8b6-5a29-434d-a24e-d549fbd5efd1"

## Example Valid CSV

```
LastName,FirstName,MiddleName,Suffix,Race,DOB,Gender,Ethnicity,Street,Street2,City
,County,State,ZipCode,PhoneNumber,employedInHealthcare,residentCongregateSetting,Role,Email,facilityId
Best,Tim,,,White,5/11/1933,Male,not_hispanic,123 Main
Street,,Washington,,DC,20008,5656667777,Yes,No,StAfF,foo@example.com,2ac2c8b6-5a29-434d-a24e-d549fbd5efd1
```