**Client Data Feed Check List**

**Purpose:** Ensure consistent delivery of client files and reporting as agreed at program launch and through completion

**Note:** Data feed will be posted only if all Check list boxes are filled and requirements are met.

Filled/Tested By: Data Engineering/ Account Management

QA Date: 2016-12-26

**Internal Prerequisites:** Below information must be supplied and available to test and verify a data feed.

|  |  |
| --- | --- |
| File Interface Agreement (FIA Location) | Saved in PRODAT- |
| FIA Agreement Date | 12/14/2016 |
| FIA Changes Requested Since Last Delivery | yes |
| Target File Information | CL-108 50% list match campaign, then with new list 40%  Effient- no list guarantee  Welchol-no list guarantee |
| Suppressed File Information | n/a |
| Drug List Match Key | CL 108 Date range 8/1/16-11/30/16: 1274  CL 108 Date range 12/1/16-3/31/17: 1690  Effient: Date Range: 7/8/16-3/31/17: 1498  Welchol : Date range 5/13/16-3/31/17: 1377 |
| Internal Support Ticket Number |  |
| Opportunity Id | CL: 108: 0063800000Zf74n  Effient: 0063800000aChZH  Welchol: 0063800000ZfWSO |

**Program and List Elements:**

|  |  |
| --- | --- |
| **Program Name** | *DSI: CL-108, Welchol, Effient* |
| Client Job Code(s) |  |
| Subject Line | *n/a* |
| From Name | *n/a* |
| Email Deployment Date | *n/a* |
|  |  |
| **Target List File Name** | [MPT\_Daiichi\_SankyoCL108\_05062016\_DrugListMatchKey1274](https://na32.salesforce.com/a093800000H3fDu)  mpt\_daiichi\_dsicl108\_segment\_10172016\_DrugListMatchKey1690.zip  [mpt\_daiichisankyo\_effient\_segment\_08022016\_DrugListMatchKey1498.zip](https://na32.salesforce.com/a093800000H3fDL)  [mpt\_daiichisankyo\_welchol\_rematch\_08272015\_DrugListMatchKey1377.zip](https://na32.salesforce.com/a093800000H3fGZ) |
| Date Target List Received |  |
| Target List Expiration |  |
| Client Target List Count |  |
| Partner Match/Created Count |  |
| Requested List Size (Capped Count) | *n/a* |
| Final Record Count (Pre-Launch) | *n/a* |
| Extension of Target List Expiration Received (Yes or No) | No |

**Definitions:**

Client: External firm work is performed for

Partner: Internal information to be provided

Data Services: Partner team consisting of Engineering, QA, Client Program Analytics

**Data Check List Elements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **File** | **Test Type** | **Test Case Description** | **Result** | **Comment** |
| 1 | Control | Format | Check file naming (with DT stamp) convention is as per FIA document | ☐ |  |
| 2 | Control | Format | Check all field names in control file meet FIA document | ☐ |  |
| 3 | Control | Format | Check if control file has right contact/response file names | ☐ |  |
| 4 | Control | Format | Check counts in control file match corresponding contact/response file. | ☐ |  |
| 5 | Control | Format | Check any mandatory fields are blank. | ☐ |  |
| 6 | Contact | Format | Check file naming convention(with DT stamp) is as per FIA document | ☐ | N/A |
| 7 | Contact | Format | Check all column names are populated as per FIA document | ☐ | N/A |
| 8 | Contact | Data Accuracy | Check all records in the feed are from target file provided. | ☐ | N/A |
| 9 | Contact | Data Accuracy | Check data is related to correct campaign, offer. | ☐ | N/A |
| 10 | Contact | Data Accuracy | Check if data is for correct activity dates. | ☐ | N/A |
| 11 | Contact | Data Accuracy | Check if any of the mandatory fields have blank of Null values. | ☐ | N/A |
| 12 | Contact | Data Accuracy | Check all mandatory fields have correct information. | ☐ | N/A |
| 13 | Contact | Data Accuracy | Check disposition codes are populated as per FIA | ☐ | N/A |
| 14 | Contact | Data Accuracy | Check if any records not in target file are in feed. | ☐ | N/A |
| 15 | Contact | Data Accuracy | Check if all records in target file are in feed. | ☐ | N/A |
| 16 | Contact | Data Accuracy | Check if there are any duplicate records. | ☐ | N/A |
| 17 | Contact | Data Accuracy | Check if any records in suppressed file are in feed. | ☐ | N/A |
| 18 | Contact | Data Accuracy | Check if disposition code is correctly mapping to records. | ☐ | N/A |
| 19 | Contact | Data Accuracy | Check if email able list in contact file is correct. | ☐ | N/A |
| 20 | Response | Format | Check all column names are populated as per FIA document | ☐ |  |
| 21 | Response | Format | Check file naming convention(with DT stamp) is as per FIA document | ☐ |  |
| 22 | Response | Data Accuracy | Check all records in the feed are from target file provided. | ☐ |  |
| 23 | Response | Data Accuracy | Check data is related to correct campaign, offer. | ☐ |  |
| 24 | Response | Data Accuracy | Check if data is for correct activity dates. | ☐ |  |
| 25 | Response | Data Accuracy | Check if any of the mandatory fields have blank of Null values. | ☐ |  |
| 26 | Response | Data Accuracy | Check all mandatory fields have correct information. | ☐ |  |
| 27 | Response | Data Accuracy | Check disposition codes are populated as per FIA | ☐ |  |
| 28 | Response | Data Accuracy | Check counts from source match to feed | ☐ |  |
| 29 | Response | Data Accuracy | Check if any records not in target file are in feed. | ☐ |  |
| 30 | Response | Data Accuracy | Check if there are any duplicate records. | ☐ |  |
| 31 | Response | Data Accuracy | Check if disposition code is correctly mapping to records. | ☐ |  |
| 32 | Response | Data Accuracy | Check if any records in suppressed file are in feed. | ☐ |  |
| 33 | Response | Data Accuracy | Check all campaign related links are populated in the feed. | ☐ |  |
| 34 | Response | Data Accuracy | Check response data such as opens, clicks are captured correctly | ☐ |  |

Account Management Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Management Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time File Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**High Level General Process Flow Steps:**

Pre-Launch:

1. FIA agreement in place between Client and Partner
2. Target Files Received for ingestion to Data Services
3. Match Completed by Data Services
4. Suppressions Applied by Data Services

Launch:

1. Account Management Schedules Tactic(s)
2. Account Management Completes Internal Tickets for Response File Delivery

Post-Launch:

1. Data Services Creates Contact and Response Files Per Schedule
2. Data Services QA Performs Data Verification
3. Checklist Delivered to Client Program Analytics and Account Management
4. Approval Received File Deposited Per Agreement, Checklist Sent to Client Within 2 (+ or -) Hours of File Release