

## Data Integrator Upload File Specification.

### **A file to be loaded by the Data Integrator...**

MUST be a comma-delimited ASCII text file.

SHOULD have a “.csv” extension, but MAY have any extension, such as .txt or .rpt, so long as the data contained remains comma-delimited ASCII text.

MUST correspond to a single list in the List Center (specified during configuration).

MUST NOT be open in another application while the Data Integrator is running.

MUST contain one record per phone-number, though a person with multiple phone-numbers MAY have multiple records (one for each person/number combination).

MAY contain a header row.

MUST be stored in a directory to which the user who runs the Data Integrator has read access on a mounted volume.

MUST NOT contain more than 15,000 records, not including a header row if one is present.

### **Records within the file...**

MUST have a phone-number in the first field of each record (see below for specifics of phone number formatting) in order for the record to be loaded.

SHOULD contain additional information in each record in additional fields. If so the first five fields MUST be in the following order:

PHONE NUMBER ,EXTENSION,FIRST NAME,LAST NAME,EMAIL

MAY have up to five additional fields, enabled upon request to your specification, for the purpose of sorting or searching through the list once it is loaded . These optional fields MAY NOT be used for additional phone numbers to be called. Where present, any additional fields MUST follow in fields 6 through 10:

PHONE\_NUMBER,EXTENSION,FIRST\_NAME,LAST\_NAME,EMAIL,Optional1,Optional2,...Optional5

MUST contain an empty field as a placeholder for any missing data if any successive fields within the same record do contain data.

### **The PHONE NUMBER field (1) ...**

MUST contain a single phone number of exactly ten digits (both the three-digit area-code and phone number).

MUST NOT contain leading ones, zeros, country codes, or other prefix.

MUST NOT contain extensions, though extensions MAY be dialed if placed in their own field.

MAY contain spaces, dashes, parenthesis, the letter “x”, or slashes.

MUST NOT contain other characters or symbols.

**The EXTENSION field (2) ...**

MUST be present, even if empty, if any later fields within the record contain data.  
MUST contain only numerals, \*, or #. (i.e. they keys on the telephone).  
MUST be 16 characters or less in length.

**The NAME fields (FIRST 3, LAST 4) ...**

MUST be 64 characters or less in length.  
MUST be present, even if empty, if any later fields within the record contain data.  
MAY contain any alpha-numeric character.  
MUST have value surrounded by double quotes if there are any commas within the text.  
SHOULD contain students' names, rather than parents' names, where possible.  
NOTE: These are the only fields other than Phone and Extension that will be returned in a post-broadcast call detail report. If you wish to have another searchable criteria in a call report, consider loading "Last Name, First Name" into the LAST NAME field (field 4) and the criterion by which you wish to search your broadcast results into the FIRST NAME field (field 3)

**The EMAIL field (5) ...**

MUST be present, even if empty, if any later fields within the record contain data.  
MUST values must be in the form of an email address.  
MUST contain only a single email address per record, if populated.

**Additional configurable fields (6-10) ...**

MAY be activated and labeled to client's specification upon request.  
MUST be 64 characters or less in length.  
MUST be present, even if empty, if any later fields within the record contain data.  
MAY contain any alpha-numeric character.  
MUST have value surrounded by double quotes if there are any commas within the text.