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| --- | --- |
| Company ID (e.g. XYZCo) ): | Test: C0003431823T1, C0003431823T3, C0003431823T4, C0003431823T5  Production: |
| File naming convention (e.g. company\_EMP\_yymmdd.txt.pgp): |  |
| SuccessFactor's FTP server IP address.  Most customers are on prodftp.successfactors.com(U.S) or ftp2.successfactors.eu(E.U). |  |
| Customers FTP Client IP address(es):  (where is the file coming from) |  |
| Notifications Email addresses: |  |
| FTP file location (/incoming for imports or /outgoing for exports/reports) |  |
| Default Password for new users:  Defaults to Random. Can be username, userid or email. |  |
| Send Welcome Message to New Users(True/False).  Note: it is strongly recommended this be set to false until go live. |  |
| Validate Manager and HR fields. (True/False)  (If True, new managers must appear before their employees in the file) |  |
| Process Inactive Employees(True/False) |  |
| Automatic Insertion of New Manager as Next Document Recipient if Not Already(True/False) |  |
| Automatic Inbox Documents Transfer to New Manager (True/False) |  |
| Automatic En Route Documents Transfer to New Manager (True/False) |  |
| Automatic Completed Document Copy to New Manager (True/False) |  |
| Remove Inactive Employees' In Progress Documents (True/False) |  |
| Remove Inactive Employees' Completed Documents (True/False) |  |
| Character Encoding  Western European (Windows/ISO)  Unicode (UTF-8)  Korean (EUC-KR)  Chinese Simplified (GB2312)  Chinese Simplified (HZ)  Chinese Traditional (Big5)  Chinese Traditional (EUC-TW)  Japanese (EUC)  Japanese (Shift-JIS) |  |
| Update Compensation Forms (True/False) |  |
| Update Variable Pay Forms (True/False) |  |
| SuccessFactors login to run Import (A username in the system with import rights.) |  |
| Load schedule. This won't be activated until after testing is complete. |  |

Note: We support FTP, SFTP (SSH) and some SSL transfer methods when the customer is connecting to our server. We support FTP and SFTP(password based) when we connect to customer servers. PGP encryption is required for FTP and optional with the other methods. FTP must be done in BINARY mode to avoid corruption of PGP files.