**Data Dictionary - ‘Access\_data.zip’**

1. When: Time of entry by the individual
2. Profile: Type of access card
   * **0 -** Staff Pass
   * **1 -** Temp Pass
   * **2 -** Visitor Pass
3. Dept: Department of the individual
4. CardNum: Card unique identifier. The length of the card number cannot be less than 8 characters. Currently, if CardNum starts with a/multiple ‘0’, the data captured in system will exclude/remove the “0”.
5. Filename of the csv file with prefix “SiteA” or “SiteB” refers to records at the respective office sites.