



CourseWhere Registrant Import Specifications / File Definition

Friday, November 18, 2005

CourseWhere allows administrators to import registrant information obtained from other applications (i.e. an organization's Human Resource System). If data pulled from those systems is to be imported into CourseWhere, the file and its elements must be converted into a format matching the following requirements:

- ASCII text file in the CSV (Comma Separated Values) convention.
- Lines **MUST** be separated by a carriage return (CR) or carriage return line feed (CRLF).
- First row **MUST** be field headers.
- Field headers **MAY** be in any order, but each **MUST** match a field name shown in Table A below.
- Field headers **MUST** be delimited by a single comma.
- The number of data elements in each row **MUST** match exactly the number of field headers.
- Data elements **MUST** be delimited by a single comma.
- Data elements which contain a comma (,) **MUST** be enclosed in double quotes (" ").
- Data elements which do not contain a comma **MAY** also be enclosed in double quotes as well, if desired.
- If any data element field value has a "leading zero", it **MUST** be enclosed in double quotes ("0545"), in order to not have the import drop the leading zero (i.e. SSN, Phone Numbers, etc.).
- Data elements which contain double quotes, as in a quoted phrase, within the enclosing double quotes **MUST** have each inner double quote character annotated/replaced with two double quotes characters (see sample file at Table B of this document).
- Fields marked *Required* in Table A **MUST** be included in the data and **MUST** be non-null.

Note: Many database and spreadsheet applications, including Microsoft Excel, support exporting CSV formats.

All data elements must adhere to the maximum length requirements shown in Table A below.

If any of the following OPTIONAL FIELDS are used, they **MUST meet the following prerequisites or formatting requirements:**

- SSN (Social Security Number) **MUST** contain 9 alpha-numeric digits after all non-numeric (i.e. "-") characters are removed. (Please see note above re. enclosing in quotes for leading zeroes)
- District **MUST** match exactly a district name in the District Maintenance.
- Building **MUST** match exactly a building name in the Building Maintenance, and it **MUST** exist within the District.
- Position **MUST** match exactly a position name in the Position Maintenance.
- Subposition **MUST** match exactly a subposition name in the Subposition Maintenance, and it **MUST** exist within the Position.
- Grade **MUST** match exactly a grade name in the Grade Maintenance.
- Level **MUST** match exactly a level name in the Level Maintenance.
- HireDate, LicenseExpirationDate, CycleBeginDate and CycleEndDate **MUST** be any valid month/day/year date format, such as "09/30/1978" or "10/3/76".

Table B shows an example of a valid file. To protect the integrity of your registrant data, **no records from a file are imported if there are any errors within the file.** The errors must first be corrected by the user doing the import before the file can be resubmitted.

Note:

The importer will give you a choice regarding blank (null) data elements. You may *Leave field unchanged* (leaving the existing value alone) or *Overwrite with blank* (replace existing value in CourseWhere with null). Set to *Leave field unchanged* to avoid overwriting data that registrants have entered themselves.

TABLE A: FIELDS ACCEPTED BY REGISTRANT IMPORT

Field	Max Length	Required
OldRegistrantID	20	
NewRegistrantID	20	X
Password	20	
SSN (Social Security Number)	9	
DOB (Date of Birth) YYYYMMDD	8	
FirstName	30	X
MiddleName	30	
LastName	30	X
HomePhoneAreaCode	3	
HomePhonePrefix	3	
HomePhoneSuffix	4	
WorkPhoneAreaCode	3	
WorkPhonePrefix	3	
WorkPhoneSuffix	4	
WorkPhoneExt	5	
FaxAreaCode	3	
FaxPrefix	3	
FaxSuffix	4	
Address	50	
Address2	50	
City	50	
State	3	
Zip	10	
Email	75	
District	50	
Building	50	
Position	50	
SubPosition	50	
Grade	50	
Level	50	
YearsOfService	2	
Gender	1	
Ethnicity	50	
HireDate	Date	
LicenseExpirationDate	Date	
CycleBeginDate	Date	
CycleEndDate	Date	
PositionDescription	200	

TABLE B: EXAMPLE OF A VALID FILE

OldRegistrantID,NewRegistrantID>Password,SSN,DOB,FirstName,LastName,Address,City,State,PositionDescription
 12345,12346,xyz,555761234,19500112,John,Doe,99 Computer Rd.,Springfield,MO,Senior Developer
 33333,44444,abc,765231234,19600528,John,Smith,123 Apple St.,Traverse City,MI,"Because this has a comma, it must
 be quoted"
 45678,54321,def,888907654,19800607,"Susan","Jones","2020 Cherry Ln.,"New York","NY","If you ""quote something""
 use two double quotes to surround the quote"