How to Create a File for Import - Opt-Out=NO, Inactive=YES

idM
identiMetrics™
Cheat Sheet

The following are instructions to create a file for import into identiMetrics when the Properties setting are set to the Default: **Opt-Out=NO, Inactive=YES.**

*Refer to the **Quick Reference Guide for Opt-out and Inactive Data Fields***

for complete information about setting Properties options to optimize use in your organization.

- In order for identiMetrics to import the data successfully, the data must be in a standard ASCII text file (.csv or .txt) and must be in the correct format.
- The file can only contain enrollment records (i.e. not header records) and there can only be one person's record per line.
- Each line must contain the fields: **Last Name, First Name, Middle Name, ID, Level 1, Level 2, Active/ Inactive** and **Biometric Engine Name**.
    - The user 'ID' field must be the same number that **the host application** is expecting for that person's record.
    - Level 1 and Level 2 create organization and/or hierarchy in the database. We recommend using one level as a Location or School Name and the other level as the student's grade or the word Staff for faculty.
    - Every record in the Active/Inactive field must have a value; Active or Inactive. Active/ Inactive can be added with any capitalization and will be adjusted when the changes are saved.
    - Use school number for Biometric Engine Name.
- The **Middle Name** field can be blank, but you **MUST** include the delimiter for that field to act as a placeholder.
- The fields must be separated from each other by either a single **tab** or a **space**.
- If you use the **comma and space** as a delimiter, there can be NO commas in the fields themselves.
- Each field may be surrounded by **double-quotes**. Use these when you are using the **comma and space** delimiter, and one or more of the fields might contain a comma. Without the **double-quotes**, identiMetrics will get confused by the extra commas.
- If you choose to put **double-quotes** around each field then there can be NO **doublequotes** in the fields

Sample import file format:

Last Name	First Name	Middle Name	ID	Level 1	Level 2	Inactive	Biometric Engine Name
Smith	Will		333724	Franklin Elementary	02	Active	115
Henderson	Courtney	A	888124	Franklin Elementary	05	Active	115
Jones	Henry	Scott	712548	District Office	Staff	Active	210
Jackson	Sarah	Emily	215783	Jefferson High School	Staff	Inactive	210

Need assistance? It's easy to get in touch with one of our Biometric Experts!

www.GOidM.com   support@identimetrics.net   215-836-5640