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

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=YES, Inactive=NO.**

*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, Opt-out/Opt-in** 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 Opt-out field must have a value; Opt-out or Opt-in. Opt-out/Opt-in can be added with any capitalization and will be adjusted when the changes are saved. Opt-out/Opt-in requires a hyphen. Your first import should contain all Opt-in.

  - 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 themselves (e.g. "O"Malley" would be incorrect).

Sample import file format:

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

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

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