

## How to Create a File for Import - Opt-Out=No, Inactive=No (Default)



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=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, and Level 2**.
  - The user 'ID' field must be the same number that **the host application** is expecting for that person's record. The ID number must be unique.
  - 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.
- 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	ID	Level 1	Level 2
Smith	Will		333724	Franklin Elementary	02
Henderson	Courtney	A	888124	Franklin Elementary	05
Jones	Henry	Scott	712548	District Office	Staff
Jackson	Sarah	Emily	215783	Jefferson High School	Staff

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