

IndustrySafe Monthly Statistics Import Specifications

Revision 5 – 12/17/2018

1 Client Tasks

Field Requirements

- The client will create a Tab Delimited file containing all of the following fields:

Order	IndustrySafe Label	Data Type	Required	Data Requirements
1	Facility	Text	Yes	Must match either a Facility Name (SYSC_FACILITY) or Facility System ID Number (SYSC_ID_PK)
2	Section	Text	No	Must match a Section Name from the drop down menu (SL_SECTION), Section System ID Number (SL_ID_PK) or be blank.
3	Location	Text	No	Must match a Location Name from the drop down menu (LL_LOCATION), Section System ID Number (LL_ID_PK), or be blank.
4	Year	Integer	Yes	[ANY 4 Digit Year] ex: 1998
5	Month	Integer	Yes	[ANY 2 Digit Month]
6	Worker Type	Text	See Data Requirements	<p>If the worker type field has been enabled on the new incident form, a worker type must be specified for each record, otherwise this field should be left blank.</p> <p>If a worker type is specified, it must match a Worker Type Value from the drop down menu (WLT_WORKER_TYPE) or a Worker Type System ID Number (WWL_ID_PK).</p>
7	Number of Hours Worked	Number	No	[ANY]
8	Number of Employees	Number	No	[ANY]
9	Number of Miles Driven	Number	No	[ANY]

Order	IndustrySafe Label	Data Type	Required	Data Requirements
10	Department	Text	No	<p>Value must match the Department Name or Department Client ID for a department record in IndustrySafe. Records with a value that does not match an existing department will be rejected.</p> <p>When checking IndustrySafe for a matching Department or Department Client ID, the check will ignore leading and trailing spaces and not be case sensitive.</p>
11	Contractor	Text	No	<p>Value must match a Company Name or Company ID for a contractor record in IndustrySafe. Records with a value that does not match an existing department will be rejected.</p> <p>When checking IndustrySafe for a matching Company Name or ID, the check will ignore leading and trailing spaces and not be case sensitive.</p>

File Requirements

- The file name must match a predefined value as agreed upon by the client and IndustrySafe.
- The file must contain all fields identified in the table above in the order specified.
- Any non-required field which the client does not want to import must be either blank or null.
- All blank or null fields in the import file will be set to null in the database.
- All text fields are limited to 255 Characters.
- Column headings should **NOT** be included with the file.
- The client will transfer this file via Secure File Transfer Protocol (sFTP or SSH File Transfer Protocol) to the IndustrySafe server (Server Address, User Name and Password to be provided by IndustrySafe).
 - Re: sFTP, see RFC 4253 (<https://tools.ietf.org/html/rfc4253>)
 - There are many sFTP clients to perform the task of transferring the file to the IndustrySafe server. One client application that we recommend is FileZilla (<http://filezilla-project.org>). This client is simple to use, free, and allows command prompt access to fully automate the process on a scheduled basis.
 - A file can only be uploaded after the previous file has been processed by IndustrySafe.

2 IndustrySafe Tasks

- IndustrySafe will setup a sFTP site server folder. This site will utilize the standards for file security according to sFTP (see RFC 4253 <https://tools.ietf.org/html/rfc4253>)
- IndustrySafe will automatically monitor the sFTP site server folder for new files. When a new file is found, the server will automatically begin processing the file.
- Each record in the client-supplied file will be processed as follows:
 1. Data will be validated for proper format (such as dates in date format)
 - a. Any records that fail the data validation will not be imported and display as a failed record in the data import log.
 2. The system will then check for an existing annual statistics record for the specified facility/section/location/year/worker type.
 - a. If a match is found, the existing record will be updated with the data from the import file.

b. If a match is not found, a new record will be inserted with the data from the import file.

- IndustrySafe has provided a data import log report in system functions for the client to view the results of each import, including the number of employees added, the number of existing employees updated, and the number of employee records that failed. The report will also list all records that failed and the error message, all new records inserted, and all records that were disabled.
- IndustrySafe will archive up to 10 completed files. Archived files will be deleted on a rolling basis.

Data import specifications for location and other data is available upon request.