

IndustrySafe Data Import Specifications for the Section and Location Fields

Revision 2 – 1/1/2018

1 Client Tasks

Field Requirements

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

Order	Default IndustrySafe Label	Data Type	Required	Data Requirements
1	Business Group	Text		See note on Hierarchy
2	Region	Text		See note on Hierarchy
3	Division	Text		See note on Hierarchy
4	Facility	Text		See note on Hierarchy
5	Section	Text		[Any] - VALUE MUST BE UNIQUE. See note on Hierarchy
6	Section Client ID	Text		[Any]
7	Section Longitude	Number		Any decimal based Longitude value up to 7 decimal places. The value cannot be greater than 180 or less than -180.
8	Section Latitude	Number		Any decimal based Latitude value up to 7 decimal places. The value cannot be greater than 90 or less than -90.
9	Section Status	Integer		0=Available; 1=Archived. If the field is left blank the value will default to 0 (Available).
10	Location	Text		If the section field is left blank or set to 0 or All, a location value must be specified. [Any] - VALUE MUST BE UNIQUE.
11	Location Client ID	Text		[Any]
12	Location Longitude	Number		Any decimal based Longitude value up to 7 decimal places. The value cannot be greater than 180 or less than -180.
13	Location Latitude	Number		Any decimal based Latitude value up to 7 decimal places. The value cannot be greater than 90 or less than -90.
14	Location Status	Integer		0=Available; 1=Archived. If the field is left blank the value will default to Available.

Note on Hierarchy

- When specifying a specific Business Group, Region, Division, or Facility (columns 1 through 4), you can use either the Name that appears in IndustrySafe, or the Client ID specified in the Hierarchy Import. If a matching name or Client ID is not found in IndustrySafe, the record will be rejected (The values 0, All, and blanks are also allowed).

- If the value for Business Group, Region, Division, or Facility (columns 1 through 4) is 0, ALL, or left blank, the Section will be displayed for all values at that layer. Otherwise, the Section will only be displayed when the designated value is selected.
- If the value for Section is either 0, ALL, or left blank, the Location value will be display for all Sections. Otherwise, the Location will only be displayed when the designated section is selected.
- Note that Location values (column 8) may either be linked on a single section or all sections. The Business Group, Region, Division, and Facility fields only apply to the section field.
- The process for setting the Hierarchy for a section is:
 - Starting with the lowest level (Facility), check the value provided
 - If the value is either 0, ALL or blank, move up one level
 - Otherwise verify that the value is valid
 - If the value is valid, set the hierarchy for the Section using this value and do not look at the higher level hierarchy values.
 - If the value is not valid, reject the record.

File Requirements

- The file name must be in a Tab-Delimited ASCII format.
- 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 Import Process

- 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 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 file will be processed as follows:
 - Data will be validated for proper format (such as dates in date format). Any records that fail the data validation will not be imported and display as a failed record in the audit report.
 - 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 records added, the number of existing records updated, and the number of 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.