

IndustrySafe Training Data Import Specifications

Revision 6 – 1/1/2018

1 Client Tasks

Field Requirements

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

Order	IndustrySafe Label	Data Type	Required	Data Requirements
1	Employee ID or Employee email address	Text	Yes	Must match an existing Employee ID in the Employees table or an existing employee's email address. If no match is found, the record will be rejected.
2	Client Class ID	Text	No	If a value is provided for the Client Class ID and a matching Client Class ID is not found in the Class Catalog in IndustrySafe, the record will be rejected.
3	Class Name	Text	Yes	If a value is NOT provided for the Client Class ID and a matching Class Name is not found in the Class Catalog in IndustrySafe, the record will be rejected. If a value is provided for the Client Class ID, class name is still required for each record, but it will not be referenced in the import.
4	Training Class Category	Text		This field is not required and is only used for testing purposes.
5	Retraining Cycle	Text		This field is not required and is only used for testing purposes.
6	Class Schedule - Facility	Text	Yes	Must match either a Facility Name (SYSC_FACILITY) , Facility System ID Number (SYSC_ID_PK) or Facility Client ID (SYSC_CLIENT_ID)
7	Date Assigned	Date		Any Date: MM/DD/YYYY - Will Default to Start Date if Left Blank.
8	Start Date	Date	Yes	Any Date: MM/DD/YYYY
9	Start Time	Date		Any Time
10	End Date	Date	Yes	Any Date: MM/DD/YYYY
11	Instructor Employee ID	Text		If an instructor with a matching Employee ID is not found a new Instructor will be added.
12	Session Notes	Text		If this field is left blank, the field will not be updated in IndustrySafe. If it is not blank, the value in this field will replace the value in the field on the class schedule form.
13	Attended Class	Text (Drop Down)		No (1) or Yes (2) Will default to Yes if left blank.

Order	IndustrySafe Label	Data Type	Required	Data Requirements
14	Hours Attended	Number		If this field is left blank and Attended Class is set to Yes, then the number of hours will be populated with the sum of the Hours - Field and Hours - Classroom fields in the Class Catalog record for the class.
15	Pass Class	Text (Drop Down)		No (1) or Yes (2) Will default to Yes if left blank.
16	Grade Received	Text (Drop Down)		No (1) or Yes (2)
17	Grade	Text		[Any]
18	Date Attended	Date		Any Date: MM/DD/YYYY
19	Next Required Date	Date		Any Date: MM/DD/YYYY Next Required Dates are automatically calculated in IndustrySafe using the Retraining Cycle. For classes where the Retraining Cycle is set to "As Needed", a Next Required Date may be specified here. If this field is left blank, the Next Required Date in IndustrySafe will not be changed.

File Requirements

- The name of the data file must match a predefined value as agreed upon by the client and IndustrySafe.
- The data 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 data file will be set to null in the IndustrySafe database.
- All text fields are limited to 255 Characters.
- All dates should be formatted as MM/DD/YYYY
- 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 sweep the sFTP site server folder for new data files. When a data file is found, the server will automatically begin processing the file.
- Each record in the data file will be processed as follows:
 1. 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 data import log.
 2. If the Client Class ID value is NOT blank, the value will be used to find a matching Client Class ID in the Class Catalog in IndustrySafe. If a match is NOT found, the record will be rejected.
 3. If the Client Class ID value is blank, the Class Name value in the will be used to find a matching Class Name in the Class Catalog in IndustrySafe. If a match is NOT found, the record will be rejected.
 4. All training records with the same Client Class ID (or Class Name if no ID is provided), Start Date, End Date, and Facility will be assigned to the same class schedule record in IndustrySafe.
- 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 records that failed. The report will list 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.