

IndustrySafe Asset Data Import Specifications

Revision 2 – 1/1/2018

1 Client Tasks

Field Requirements

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

Order	IndustrySafe Label	IndustrySafe Column Name	Data Type	Required	Data Requirements
1	Unit Number		Text		<p>Only letters, numbers, dashes, underscores, and periods are allowed. No spaces or other special characters are allowed.</p> <p>If the field is not blank and the value is does not match the requirements above, the record will be rejected.</p> <p>This value must be unique. If an asset with the Unit Number listed in the import file is found in IndustrySafe, that asset will be updated with the information from the import file.</p>
2	Business Group		Text		Blank, All, or a valid Business Group (Name or Client ID) - See note on Hierarchy
3	Region		Text		Blank, All, or a valid Region (Name or Client ID) - See note on Hierarchy
4	Division		Text		Blank, All, or a valid Division (Name or Client ID) - See note on Hierarchy
5	Facility		Text		Blank, All, or a valid Facility (Name or Client ID) - See note on Hierarchy
6	Category		Text	Yes	If a matching category value is not found in IndustrySafe, a new one will be created.
7	Vehicle / Equipment Type		Text		If a matching vehicle/equipment type value is not found in IndustrySafe, a new one will be created.
8	Make / Manufacturer		Text		
9	Model		Text		
10	Year		Text		

11	License Plate Number		Text		
12	License Plate State		Text		Must be a valid two-character State/Province abbreviation.
13	Vehicle Identification Number / Serial Number		Text		
14	Vehicle Weight Class		Text		
15	Date of Last DOT Vehicle Inspection		Date		MM/DD/YYYY
16	RFID Tag		Text		
17	Factory Calibration Date		Date		MM/DD/YYYY
18	Calibration Due Date		Date		MM/DD/YYYY
19	Latitude		Number		Any decimal based Latitude value up to 7 decimal places. The value cannot be greater than 90 or less than -90.
20	Longitude		Number		Any decimal based Longitude value up to 7 decimal places. The value cannot be greater than 180 or less than -180.
21	Incidents		Text		Yes or No. Defaults to Yes. If the value in this column is not set to No, the field will be set to Yes (and the asset will be displayed when searching for assets in the incidents module).
22	Industrial Hygiene		Text		Yes or No. Defaults to No. If the value in this column is not set to Yes, the field will be set to No (and the asset will NOT be listed in the Equipment drop down on the IH Sampling form).
23	Status		Text		Available or Archived. Defaults to Available. If value in this column is not set to Archived, the Status will be set to Available

Notes on Hierarchy

- When specifying a Business Group, Region, Division, or Facility, you can use either the client id or the name.
- If the value for Business Group, Region, Division, or Facility is either 0, ALL, or left blank, the import routine will interpret that to mean the ALL case on the asset form.

- The Hierarchy fields are Business Group (level 1), Region (level 2), Division (level 3) and Facility (level 4).
- When the import services processes the hierarchy fields, it will start with the lowest level first and do the following:
 1. If the value is either 0, ALL or blank, move up one level
 2. Otherwise verify the value is valid
 - a) If the value is valid, set the asset hierarchy to this level and do not look at the higher level hierarchy values
 - b) If the value is not valid, reject the data record and log in as a failure.

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.
- All blank or null fields in the import file will be set to 0 and processed as if a 0 had been entered.
- All text fields are limited to 255 Characters.
- All date fields must be in the format 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 supply a report with valid User Level codes and valid Facility Codes.
- 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 updates. When an update is found, the server will automatically begin processing the file.
- When an update is found, each record in the client-supplied file will be processed as follows:
 1. The Data will be validated for proper format (such as the hierarchy is valid). Any records that fail the data validation will not be imported and display as a failed record in the audit report.
 2. If a Unit Number is specified, it will be checked against the existing database.
 - a. If a match is found, the existing record will updated with the user data from the import file.
 - b. If a match is not found (or if the Unit Number is left blank), a new record will be created with the user 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 users added, the number of existing users updated, and the number of user 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.