

NDE Staff ID

Import/Upload Batch File Layout

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Import/Upload Batch File Layout

This document will provide the layout of the batch files for uploading or importing into the NDE Staff ID system. Staff may be reported only once to be assigned a NDE Staff ID.

Staff First, Last, and Middle Name

The following guidelines should be followed regarding staff names:

- 1) The names provided should correspond to the name of the person's official name.
- 2) Remove parenthesis.
- 3) Remove all special characters (such as periods, commas, asterisks, exclamation points).

Filenames

Filenames may contain characters, periods, underscores, or hyphens. Spaces and other special characters are not permitted.

File Types and Extensions

Input files must be in one of these formats:

- 1) A comma or tab separated file with file extension of "TXT".
- 2) A comma separated file with file extension of "CSV".
- 3) A tab separated file with file extension of "TAB".

Delimiters

Fields must be delimited by a single tab or comma. The same delimiter must be used throughout the file.

Processing

The Staff ID System allows certain errors found within a Staff Batch File to be repaired by the "Edit" function. However, other problems will result in the entire file being rejected include, but not limited to:

- 1) The number of fields is not correct.
- 2) The file is not tab or comma delimited.
- 3) The file is larger than 5MB.
- 4) The file is taking too long to upload (website timeout error).

Record Layout

Please note: all fields are required except for SSN, Local ID, and Middle Name/Initial.

Field Name	Data Type	Required	Notes/Format Details	Sample Data
SSN	VarChar(9)	No	Allowed format is with or without dashes.	555127890 (or) 555-12-7890 (or) (blank)
Local ID	Varchar(30)	No	Optional identifier	JDoe1
Last Name	Varchar(30)	Yes		Doe
First Name	Varchar(30)	Yes		John
Middle Name/Initial	Varchar(30)	No	Middle name or middle initial	R (or) Roger
Gender Code	Varchar(1)	Yes	Valid values: F- Female M-Male	M
Birth Date	Varchar(10)	Yes	Allowed formats: 'mm/dd/yyyy' or 'mm-dd-yyyy' or 'yyyy/mm/dd' or 'yyyy-mm-dd'	8/25/1993 (or) 1993-8-25

The input file may or may not have the first row contain column headings. Choose yes or no for "First row contains column headers?" when uploading a file. The fields must be in the proper order in the record layout, despite the order of the column headers.

Note: SSN is not a required field. If SSN is provided, searching for near matches is improved and results in better accuracy.