

# IndustrySafe Facility Data Import Specifications

Revision 3 – 12/29/2011

## 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	Business Group	SYSC_BUSINESS_GROUP	Text	Yes	[Any] – If a matching business group value is not found, a new one will be created.
2	Region	SYSC_REGION	Text	Yes	[Any] – If a matching region value is not found within the Business Group specified in the previous field a new one will be created.
3	Division	SYSC_DIVISION3	Text	Yes	[Any] – If a matching division values is not found within the region specified in the previous field a new one will be created.
4	Facility	SYSC_FACILITY	Text	Yes	[Any] - VALUE MUST BE UNIQUE.
5	Corporate Location	SYSC_CORP_LOCATION	Integer		2 = Yes; Blank Otherwise. Only one location may be identified as the corporate location.
6	Facility Type	SYSC_FACILITY_TYPE	Text		[Any] – If a matching facility type value is not found, a new one will be created.
7	Street Address	SYSC_AGENCY_ADDRESS	Text		[Any]
8	Street Address 2	SYSC_AGENCY_ADDRESS2	Text		[Any]
9	Street Address 3	SYSC_AGENCY_ADDRESS3	Text		[Any]
10	City	SYSC_CITY	Text		[Any]
11	County	SYSC_COUNTY	Text		[Any]
12	Country	SYSC_COUNTRY	Text		Must be a valid country name or two-character abbreviation. See ISO 3166 for standard country names and abbreviations.
13	State	SYSC_STATE	Text		Must be a valid two-character State/Province abbreviation for the country listed in the previous field. If the country is left blank only US states will be accepted. See ISO 3166 for standard abbreviations.
14	Zip Code	SYSC_ZIP	Text		[Any]

Order	IndustrySafe Label	IndustrySafe Column Name	Data Type	Required	Data Requirements
15	Phone Number	SYSC_PHONE	Text		[Any]
16	Industry Description	SYSC_INDUSTRY_DESC	Text		[Any]
17	Standard Industry Classification	SYSC_STD_IND_CLASS	Text		[Any]
18	North American Industrial Classification (NAICS)	SYSC_NAICS	Text		[Any]
19	Federal ID	SYSC_FADERAL_ID	Text		[Any]
20	Status	SYSC_ARCHIVE	Integer		1=Available; 2=Disabled. If the field is left blank the value will default to Available.
21	Client Facility ID	SYSC_CLIENT_ID	Text		[Any]
22	Client Business Group ID	BGL_CLIENT_ID	Text		[Any]
23	Client Region ID	RL_CLIENT_ID	Text		[Any]
24	Client Division ID	DL_CLIENT_ID	Text		[Any]
25	Client Facility Type ID	FTL_CLIENT_ID	Text		[Any]
26	Facility Category	SYSC_CATEGORY	Text		[Any] – If a matching facility category value is not found, a new one will be created.
27	Client Facility Category ID	FCL_CLIENT_ID	Text		[Any]

## 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 TRA.
- 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 FTP (over TLS/SSL, also known as FTPS) to the IndustrySafe server (Server Address, User Name and Password to be provided by TRA).
  - Re: FTPS, see RFC 4217 (<http://tools.ietf.org/html/rfc4217>)

- There are many FTPS 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

- TRA will setup a FTPS site server folder. This site will utilize the standards for file security according to FTPS (see RFC 4217 (<http://tools.ietf.org/html/rfc4217>))
- IndustrySafe will monitor the FTPS 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:
  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 audit report.
  2. The system will check the database for a Business Group with a matching Client Business Group ID. If the Client Business Group ID is blank in the file, the Business Group label will be used.
    - a. If a match is found, the existing record will 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.
  3. The system will check the database for a Region with a matching Client Region ID. If the Client Region ID is blank in the file, the Region label will be used.
    - a. If a match is found, the existing record will 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.
  4. The system will check the database for a Division with a matching Client Division ID. If the Client Division ID is blank in the file, the Division label will be used.
    - a. If a match is found, the existing record will 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.

5. The system will check the database for a Facility Type with a matching Client Facility Type ID. If the Client Facility Type ID is blank in the file, the Facility Type label will be used.
    - a. If a match is found, the existing record will be updated with the facility data from the import file.
    - b. If a match is not found, a new record will be inserted with the facility data from the import file.
  6. The system will check the database for a Facility with a matching Client Facility ID. If the Client Facility ID is blank in the file, the Facility label will be used.
    - 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.
- TRA 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.
  - TRA 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.