Location Intelligence
Infrastructure Asset Management

Confirm ®

Import Specification

v23.10a.AM

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Table of Contents

Specifications

The following sections outline all the Specifications that exist within the Confirm functionality.

In this section

Import Specification

Introduction

This document is an import file specification for Confirm.

The document should be used in conjunction with training/consultancy in the use of the system's Data Import Facilities.

There are two different formats of import file:

- Tab or comma delimited text files with the first row in the file a header row indicating which columns are present and in what order.
- Tab delimited text files with no header row, where the columns must be present in the same order as in this specification.

The sections below specify which format is used for each type of record that can be imported, and describe which columns should be present in an import file.

Site Specific Files

Sites and related lookups are imported as **Tab or Comma Delimited Files with a Header Row**.

Importing New Site Records

Two tables are populated by the Site import utility - the Central Site Register, and the Site Extension table. The central table contains information that is common to all systems that might maintain Assets on that Site. The Site extension table provides additional details for operational purposes pertinent to the type of asset. Attributes that are stored in the Central Site table are flagged with a "*" below. When importing Sites not applicable for Maintenance Management, it is only necessary to provide data for the Central Site Register (the fields indicated with the * symbol below).

Field	Size	Type	Comment
Code*	10	ASCII / CAPS	Compulsory
Name*	40	ASCII	
Plan number*	15	ASCII	Can be blank
Category *	4	ASCII / CAPS	
Area *	4	ASCII / CAPS	
Ward *	4	ASCII / CAPS	
Extent 1 Easting*	10 (8.2)	Numeric	Can be zero
Extent 1 Northing*	10 (8.2)	Numeric	Can be zero
Extent 1 Altitude*	10 (8.2)	Numeric	Can be zero
Extent 2 Easting*	10 (8.2)	Numeric	Can be zero
Extent 2 Northing*	10 (8.2)	Numeric	Can be zero
Extent 2 Altitude*	10 (8.2)	Numeric	Can be zero

Field	Size	Type	Comment
Centroid Easting*	10 (8.2)	Numeric	Can be zero
Centroid Northing*	10 (8.2)	Numeric	Can be zero
Centroid Altitude*	10 (8.2)	Numeric	Can be zero
Organisation*	8	ASCII / CAPS	
Street Type*	1(1.0)	Numeric	
Locality*	4(4.0)	Numeric	
Version*	4(4.0)	Numeric	Can be zero
Start Date*		Date	Can be blank
End Date*		Date	Can be blank
Central Notes*	Variable	ASCII	Can be blank
Address*	Variable	ASCII	Can be blank
Customer *	4	ASCII / CAPS	
Contract Area	4	ASCII / CAPS	
Classification	4	ASCII / CAPS	
Cost code	15	ASCII / CAPS	
Notes	Variable	ASCII	Can be blank
External Ref	10	ASCII / CAPS	Can be blank

Note: In Confirm versions prior to V11.60a.AM, different names were used for two of the fields depending on the Confirm product being run. For the 'Classification' field, either 'Classification' or 'Network Priority' was used. For the 'External Ref' field, either 'Site External Ref', 'Site Road' or 'Site DOT' was used

Organisation

If the Site File is not generated from a National Street Gazetteer (NSG) then the default Organisation set in the system is AUTHOR

Street Type

If the Site File is not generated from an NSG then a Street Record Type should be set up in the system prior to import and utilised for Non-Gazetteer Sites in the import file. e.g.

Locality

If the Site File is not generated from an NSG then the default Locality set in the system is 9999

Importing Site Record Updates

In order to update an existing Site record, the Site Code needs to be specified, to identify the record, along with any of the fields that require updating. Any data fields that are not specified in the file will remain unchanged in the database.

To update Site name, corresponding Site address must also be provided.

For example, Sturmer Court (Site Code 8121221901) is a Site Record already held within the Confirm database. It falls within the Area of Kings Hill and the Ward of Mereworth.

Suppose the user wishes to correct the extent coordinates of the Site. In order to do this, only the Code and the changing data needs to be specified in the import file, as in this comma delimited example:

Site File

```
Code,Extent 1 Easting,Extent 1 Northing,Extent 2 Easting,Extent 2 Northing
8121221901,340362.22,367888.66,340361.49,367977.31
```

Now suppose the user wishes to change the Ward in which the Site resides due to a local government re-organisation of Ward Boundaries. In order to do this, again only the Code and the changing data needs to be specified in the import file, as in this comma delimited example:

Site File

```
Code,Ward
8121221901,WEML
```

Here the Site code for Sturmer Court has been specified, along with the Code for the new Ward (West Malling). As the other information about the Site (e.g. the Area) has not been specified in the file it will remain unchanged.

Note: In the above example, it is assumed that the new ward of West Malling already exists within the Confirm database. If this is not the case, Confirm would create a new Ward with a code of WEML and a Name of WEML.

In order to provide Confirm with the naming information about the ward via the import procedure, the optional comma delimited Ward file would need to be imported:

Ward File

```
Code,Name
WEML,West Malling
```

These optional files can be used to cross-reference the Codes specified in the main file if they do not already exist within the database.

Site Optional Files

Sites and related lookups are imported as **Tab or Comma Delimited Files with a Header Row**.

Area

Field	Size	Type	Comment
Code	4	ASCII / CAPS	Unique
Name	30	ASCII	

Ward

Field	Size	Type	Comment
Code	4	ASCII / CAPS	Unique
Name	30	ASCII	

Category

Field	Size	Type	Comment
Code	4	ASCII / CAPS	Unique
Name	30	ASCII	

Contract Area

Field	Size	Type	Comment
Code	4	ASCII / CAPS	Unique
Name	30	ASCII	

Customer

Field	Size	Type	Comment
Code	4	ASCII / CAPS	Unique
Name	30	ASCII	

Cost Code

Field	Size	Type	Comment
Cost Code	15	ASCII / CAPS	Unique
Description	30	ASCII	
Budget	15	ASCII / CAPS	Can be same as Code
Category	4	ASCII / CAPS	Can be blank
Site Code	10	ASCII / CAPS	Can be blank
Customer	4	ASCII / CAPS	Can be blank
Dead Flag	1	ASCII / CAPS	Supply "Y" or "Yes" to set to Dead. Any other value to set to Live. New records default to Live if not supplied
External FIS	30	ASCII / CAPS	Defaults to the same as the Code if not supplied for new records

Field	Size	Type	Comment
Send to Device	1	ASCII / CAPS	Supply "N" to set off. Any other to set to on. New records default to on if not supplied

If Category is left blank the default Cost Code Category will be used (this is defined in Site System Defaults). If Site Code is specified it must be the code of a Site already in Confirm, and not one that is in the process of being imported. Category and Customer however, can be either existing Confirm codes or new codes.

Classification

Field	Size	Type	Comment
Code	4	ASCII / CAPS	Unique
Name	30	ASCII	

Schedule Of Rates Items

Schedule of Rates Items and related lookups are imported as **Tab Delimited Files with No Header Row**.

Schedule of Rates Items

Field	Size	Type	Comment
SOR Item code	8	ASCII / CAPS	
SOR Item name	55	ASCII	
SOR Item full description	Variable	ASCII	Optional
Schedule code	4	ASCII / CAPS	
Unit of Measure code	4	ASCII / CAPS	
Estimated quantity	10 (8.2)	Numeric	Can be zero
Pricing quantity	6 (6.0)	Numeric	Cannot be less than one
Target rate	12 (8.4)	Numeric	Can be zero
Parent SOR Code	8	ASCII / CAPS	See note below
Range From Qty	10 (8,2)	Numeric	Can be null
Range To Qty	10 (8,2)	Numeric	Can be null
Perc Item Adj Flag	1	ASCII / CAPS	Optional – defaults to "Yes"
Exclude Job Flag	1	ASCII / CAPS	Optional – defaults to "No"
Dead Flag	1	ASCII / CAPS	Ignored for new records. For existing records, supply "Y" or "Yes" to set to Dead, or any other value to set to Live

This import is primarily for creating new Schedule of Rates Items but can be used for updating the Target Rate and Dead Flag of existing Items. It is not possible to update any other fields.

Note: If the 'Range From Qty' and 'Range To Qty' fields have been specified this will denote that the item is a banded item. For these items, the 'Parent SOR Code' field must also be specified.

For banded Parent items the 'Parent SOR Code' field value supplied must be the same as the 'SOR Item code' field.

For regular unbanded items the 'Parent SOR Code' field value supplied should be the same as the 'SOR Item code' field. If the 'Parent SOR Code' field is not supplied then it will be defaulted to the 'SOR Item code' value.

Schedule (Optional)

Field	Size	Type	Comment
Schedule Code	4	ASCII / CAPS	Unique
Schedule Name	30	ASCII	
Fee Work Category Code	4	ASCII / CAPS	Optional
Work Category Code	4	ASCII / CAPS	Optional – defaults to "MISC"

Unit Of Measure (Optional)

Field	Size	Type	Comment
Unit of Measure code	4	ASCII / CAPS	Unique
Unit of Measure name	15	ASCII	
Rate Uplift	1	ASCII / CAPS	Optional – defaults to "Yes"
Length	1	ASCII / CAPS	Optional – defaults to "No"
Width	1	ASCII / CAPS	Optional – defaults to "No"
Depth	1	ASCII / CAPS	Optional – defaults to "No"

SOR Lookups

SOR Groups and SOR Group Items are imported as **Tab or Comma Delimited Files with a Header Row**.

SOR Groups (Optional)

Field	Size	Type	Comment
SORGRPCODE	4	ASCII / CAPS	Unique
SORGRPNAME	30	ASCII	
NOTES	32000	ASCII	Optional

SOR Group Items (Optional)

Field	Size	Type	Comment
SORGRPCODE	4	ASCII / CAPS	Unique
SORITEMCODE	8	ASCII / CAPS	Unique
ITEMNO	4 (4.0)	Numeric	Optional - needs to be unique within SORGRPCODE if supplied.

Asset Categories

Asset Categories and related lookups are imported as **Tab Delimited Files with No Header Row**.

Asset Categories

Field	Size	Type	Comment
Asset Category code	4	ASCII / CAPS	Unique
Asset Category name	30	ASCII	
Asset Control type	4	ASCII / CAPS	If the Asset Control does not exist and is not being created as part of the import, one will be created using the supplied value as Code and Name.
Function code	4	ASCII / CAPS	If the Asset Function does not exist and is not being created as part of the import, one will be created using the supplied value as Code and Name.
Asset Group code	4	ASCII / CAPS	If the Asset Group does not exist and is not being created as part of the import, one will be created using the supplied value as Code and Name.
Replacement Unit Cost	12 (8.4)	Numeric	
Residual Unit Cost	12 (8.4)	Numeric	
Costing Quantity	6 (6.0)	Numeric	
Costing Unit of Measure	4	ASCII / CAPS	If the Unit does not exist, one will be created using the supplied value as Code and Name.
Useful Life	6 (6.0)	Numeric	Should be supplied in Days.
Initiation Period	6 (6.0)	Numeric	Should be supplied in Days.
External Reference	255	ASCII	

Asset Control Type (Optional)

Field	Size	Type	Comment
Asset Control Code	4	ASCII / CAPS	Unique
Asset Control Name	30	ASCII	
Valuation Flag	1	ASCII	'Y'es or 'N'o only

Asset Function (Optional)

Field	Size	Type	Comment
Asset Function Code	4	ASCII / CAPS	Unique
Asset Function Name	30	ASCII	

Asset Group (Optional)

Field	Size	Type	Comment
Asset Group Code	4	ASCII / CAPS	Unique
Asset Group Name	30	ASCII	

Feature Types

Feature Types and related lookups are imported as **Tab Delimited Files with No Header Row**.

Feature Type

Field	Size	Type	Comment
Feature Type code	4	ASCII / CAPS	Unique
Feature Type name	30	ASCII	
Feature Group code	4	ASCII / CAPS	
Asset Category code	4	ASCII / CAPS	Optional
UKPMS Import Feature	4	ASCII / CAPS	Optional
UKPMS Cons Type	4	ASCII / CAPS	Optional
UKPMS Number of Lanes	8 (8,0)	Numeric	Optional
Feature Type Order	9 (9,0)	Numeric	Optional
UKPMS Number of Nearside Lanes	8 (8,0)	Numeric	Optional

Feature Group (Optional)

Field	Size	Type	Comment
Feature Group code	4	ASCII / CAPS	Unique
Feature Group name	30	ASCII	
Measurement Type code	4	ASCII / CAPS	
UKPMS Group Class	1	ASCII / CAPS	Optional - defaults to "Feature Only"
UKPMS Inventory Type	4	ASCII / CAPS	Optional
UKPMS Inventory Certain	6 (6.0)	ASCII	Optional
UKPMS Allow Obs Trans	1	ASCII / CAPS	Optional – defaults to "No"

Group Measurement (Optional)

Field	Size	Type	Comment
Feature Group code	4	ASCII / CAPS	Unique
Measurement Type code	4	ASCII / CAPS	Unique

Measurement Type (Optional)

Field	Size	Type	Comment
Measurement Type code	4	ASCII / CAPS	Unique
Measurement Type name	30	ASCII	
Unit of Measure code	4	ASCII / CAPS	
Display Order	4 (4.0)	Numeric	Optional

Attribute Types

Attribute Types and related lookups are imported as **Tab or Comma Delimited Files with a Header Row**.

Attribute Types and Values must be imported together, i.e. you cannot import new Attribute Values for an Attribute Type already in the database. Hence although all files are optional it is not valid to supply an Attribute Value file on its own.

Attribute Types (Optional)

Field	Size	Type	Comment
ATTRCODE	4	ASCII / CAPS	Unique
ATTRNAME	30	ASCII	
ORDER	4 (4.0)	Numeric	Optional – defaults to 0

Field	Size	Type	Comment
NAVALUE	4	ASCII / CAPS	
TYPEFLAG	1	ASCII / CAPS	Optional
			'N' or 'Number'
			'A' or 'Date'
			'D' or 'Date Time'
			'P' or 'Pick List' (Default)
			'T' or 'Text'
PROPORTIONAL	1	ASCII / CAPS	Optional
			'Y'
			'N' (Default)
UNITCODE	4	ASCII / CAPS	Optional
NUMDPS	3 (3,0)	Numeric	Optional – defaults to 0
MAXWIDTH	6 (6,0)	Numeric	Optional – defaults to 0
CASE	1	ASCII / CAPS	Optional
			'A' or 'All' (Default)
			'U' or 'Upper'
			'L' or 'Lower'

Attribute Values (Optional)

Field	Size	Type	Comment
ATTRCODE	4	ASCII / CAPS	
VALCODE	4	ASCII / CAPS	Unique within attribute type
VALNAME	30	ASCII	
ORDER	11 (11,0)	Numeric	Optional – defaults to 0
VALMIN	17 (11,6)	Numeric	Optional – defaults to 0
VALMAX	17 (11,6)	Numeric	Optional – defaults to 0
VALNOM	17 (11,6)	Numeric	Optional – defaults to 0
INACTIVE	1	ASCII / CAPS	Optional – 'Y' or 'N' (Default)
WARN	1	ASCII / CAPS	Optional – 'Y' or 'N' (Default)
STATUS UPDATE	1	ASCII / CAPS	Optional – 'Y', 'N' or 'X' (Default)

Group Attributes (Optional)

Field	Size	Type	Comment
FEATGRP	4	ASCII / CAPS	
ATTRCODE	4	ASCII / CAPS	

Field	Size	Type	Comment
ONORDER	1	ASCII / CAPS	Optional – defaults to 'No'

Note: Only Pick List and Text Attribute Types may be linked to a Feature level Feature Group. Any Attribute Type may be linked to an Inventory level Feature Group.

Observation Lookups

Observation lookups are imported as **Tab or Comma Delimited Files with a Header Row**.

Observation Parameters and Observation Parameter Options must be imported together i.e. you cannot import Observation Parameter Options for existing Observation Parameters already in the database.

Impacts (Optional)

Field	Size	Type	Comment
IMPCODE	4	ASCII / CAPS	Unique
IMPNAME	30	ASCII	

Observation Parameters (Optional)

If supplied, Observation Parameter Options must be as well.

Field	Size	Type	Comment
OBSPARAMCODE	4	ASCII / CAPS	Unique
OBSPARAMNAME	30	ASCII	
UNITCODE	4	ASCII / CAPS	Optional
PERCFLAG	1	ASCII	Optional – defaults to "No"
AGGRFLAG	1	ASCII	Optional – defaults to "No"
DESC	32000	ASCII	Optional
DEFFACT	8 (6.2)	Numeric	Optional – defaults to 1
DEFDIM	1	ASCII / CAPS	Optional – defaults to "None"
NAVALUE	4	ASCII / CAPS	

Observation Parameter Options (Optional)

If supplied, Observation Parameters must be as well.

Field	Size	Type	Comment
OBSPARAMCODE	4	ASCII / CAPS	Unique
OPTCODE	4	ASCII / CAPS	
OPTNAME	30	ASCII	Optional

Field	Size	Type	Comment
DESC	32000	ASCII	Optional
DEFVAL	12 (8.4)	Numeric	Optional – defaults to 1
OPTMIN	12 (8.4)	Numeric	Optional – defaults to "None"
OPTMAX	12 (8.4)	Numeric	

Observation Types (Optional)

Field	Size	Type	Comment
OBSCODE	6	ASCII / CAPS	Unique
OBSNAME	30	ASCII	
DESC	32000	ASCII	Mandatory
DEADFLAG	1	ASCII	Optional – defaults to "No"
BRKFLAG	1	ASCII	Optional – defaults to "No"
ZEROFLAG	1	ASCII	Optional – defaults to "Yes"
ORDER	4 (4.0)	Numeric	Optional
AGGMETHOD	1	ASCII	Optional – defaults to "Length Weighted Mean"
CONDASS	1	ASCII	Optional – defaults to "Yes"
OBSPARAMCODE	4	ASCII / CAPS	
IMPCODE	4	ASCII / CAPS	
FAILMODE	1	ASCII	Optional – defaults to "No"

Observation Type Feature Groups (Optional)

Field	Size	Type	Comment
OBSCODE	6	ASCII / CAPS	
FEATGRP	4	ASCII / CAPS	
WEIGHTING	8 (4.4)	Numeric	Optional
DEFCODE	6	ASCII / CAPS	Optional
DEFVER	4 (4.0)	Numeric	Optional
SEVLEVEL	4 (4.0)	Numeric	Optional
SEVDEF	1	ASCII / CAPS	Optional – defaults to "No"

Features

Features and Feature Measurements are imported as **Tab Delimited Files with No Header Row**.

This utility can be used to create new Features but cannot be used to update existing Features.

For each Feature imported, default Attributes, Conditions, Dates, Measures, and Smart Attributes are created. Each default is inherited from the Feature Group of the imported Feature. Measurements are only created where they are not supplied within the optional Measurement file.

For each Feature imported, all applicable Regimes – which do not have a different Classification set from that of the Feature - are allocated from the Feature Type.

Features

Field	Size	Type	Comment
Site code	10	ASCII / CAPS	
Plot number	10 (8.2)	Numeric	Unique within a Site code
Feature Type code	4	ASCII / CAPS	
Site Classification code	4	ASCII / CAPS	
Customer code	4	ASCII / CAPS	
Cost code	15	ASCII / CAPS	
Area code	4	ASCII / CAPS	
Ward code	4	ASCII / CAPS	
Contract Area code	4	ASCII / CAPS	
Extent 1 Easting	10 (8.2)	Numeric	Optional
Extent 1 Northing	10 (8.2)	Numeric	Optional
Extent 1 Altitude	10 (8.2)	Numeric	Optional
Extent 2 Easting	10 (8.2)	Numeric	Optional
Extent 2 Northing	10 (8.2)	Numeric	Optional
Extent 2 Altitude	10 (8.2)	Numeric	Optional
Centroid Easting	10 (8.2)	Numeric	Optional
Centroid Northing	10 (8.2)	Numeric	Optional
Centroid Altitude	10 (8.2)	Numeric	Optional
External Asset Ref.	20	ASCII	Optional
Feature location	Variable	ASCII	Optional
Feature notes	Variable	ASCII	Optional
Survey date		Date	Optional
Primary measurement	10(8.2)	Numeric	Optional
Central Asset ID	20	ASCII / CAPS	Optional
Hierarchy Level Code	2(2.0)	Numeric	Optional, not automatically created
Property ID	20	ASCII / CAPS	Optional
Feature ID	15	ASCII / CAPS	Optional
Asset Category Code	4	ASCII / CAPS	Optional
Asset Control Type	4	ASCII / CAPS	Optional, not automatically created
Function Code	4	ASCII / CAPS	Optional, not automatically created
Active from date		Date	Optional

Field	Size	Type	Comment
Active to date		Date	Optional

The External Asset Ref. allows cross-referencing to another Asset register that is not able to use the same Asset identification technique used by Confirm.

If the Central Asset ID is not supplied, then Confirm will assign a unique ID to the asset on import.

The hierarchy level determines the level of the asset in the hierarchical data model (1 being the top, 99 the bottom). Steps of 10 are recommended.

When a feature being imported is a point feature the spatial geometry will be updated, provided that geometry is also a point.

Feature Measurements (Optional)

Field	Size	Type	Comment
Site code	10	ASCII / CAPS	Unique
Plot number	10 (8.2)	Numeric	Unique
Measurement Type code	4	ASCII / CAPS	Unique
Measurement	10(8.2)	Numeric	

Note: If an unrecognized Measurement Type is encountered, it will be created automatically, with a corresponding Unit of Measure if necessary. Importing Feature Measurements does NOT automatically add Measurement Types to the Feature Group.

Feature Text Attributes

Feature Text Attributes are imported as **Tab Delimited Files with No Header Row**.

Attribute Types and Values must already exist in Confirm, otherwise the import will be rejected.

Field	Size	Type	Comment
Site code	10	ASCII / CAPS	Unique
Plot number	10 (8.2)	Numeric	Unique
Attribute Type Code	4	ASCII / CAPS	Unique
Attribute Value Code	4	ASCII / CAPS	
Attribute Notes	2000	ASCII	

Feature Smart Attributes

Feature Smart Attributes and related lookups are imported as **Tab Delimited Files with No Header Row**.

Feature Smart Attributes

Field	Size	Type	Comment
Site code	10	ASCII / CAPS	Unique
Plot Number	10 (8.2)	Numeric	Unique
Smart Type code	4	ASCII / CAPS	
Smart Value code	10	ASCII / CAPS	

Group Smart Attributes (Optional)

Field	Size	Type	Comment
Feature Group code	4	ASCII / CAPS	Unique
Smart Attribute Type code	4	ASCII / CAPS	Unique

Smart Attribute Types (Optional)

Field	Size	Type	Comment
Smart Type code	4	ASCII / CAPS	Unique
Smart Type name	30	ASCII	Unique
N/A Smart Type	10	ASCII / CAPS	
Smart Attribute Value name	30	ASCII	
Smart Type display order	10 (8.2)	Numeric	
Attribute Type 1	4	ASCII / CAPS	Optional
Attribute Type 2	4	ASCII / CAPS	Optional
Attribute Type 3	4	ASCII / CAPS	Optional
Attribute Type 4	4	ASCII / CAPS	Optional
Attribute Type 5	4	ASCII / CAPS	Optional
Measurement code	4	ASCII / CAPS	Optional

Smart Attribute Values (Optional)

Field	Size	Type	Comment
Smart Type code	4	ASCII / CAPS	Unique
Smart Value code	4	ASCII / CAPS	Unique
Smart Value name	30	ASCII	
Smart Value notes	255	ASCII	
Smart Type name	30	ASCII	
Measurement value	10 (8.2)	Numeric	

Feature Dates

Feature Dates and related lookups are imported as **Tab Delimited Files with No Header Row**.

Feature Dates

Field	Size	Type	Comment
Site code	10	ASCII / CAPS	Unique
Plot Number	10 (8.2)	Numeric	Unique
Date Type Code	4	ASCII / CAPS	Unique
Feature Date		Date	

Group Dates (Optional)

Field	Size	Type	Comment
Feature Group name	30	ASCII	Unique
Feature Group code	4	ASCII / CAPS	Unique
Date Type code	4	ASCII / CAPS	Unique

Date Types (Optional)

Field	Size	Type	Comment
Date Type code	4	ASCII / CAPS	Unique
Date Type name	30	ASCII	Unique

Connection Modes

Connection Modes are imported as **Tab Delimited Files with No Header Row**.

Field	Size	Type	Comment
Connection Mode Code	4	ASCII / CAPS	Unique
Connection Mode Name	30	ASCII	
Opposite Mode Code	4	ASCII / CAPS	Must not be an existing Mode
Opposite Mode Name	30	ASCII	

Asset Connections

Asset Connections are imported as **Tab Delimited Files with No Header Row**.

Note that only one side of the connection should be supplied, the opposite connection will be created automatically.

Field	Size	Type	Comment
Central Asset ID	20	ASCII / CAPS	Unique
Connects to Asset ID	20	ASCII / CAPS	Unique
Connection Mode	4	ASCII / CAPS	

Asset Hierarchy

Asset Hierarchy is imported as **Tab Delimited Files with No Header Row**.

Note that relationships can only be created between assets that have their hierarchy level set.

Field	Size	Type	Comment
Central Asset ID	20	ASCII / CAPS	Unique
Contains Asset ID	20	ASCII / CAPS	Unique

Maintenance Regimes

Maintenance Regimes and related lookups are imported as **Tab Delimited Files with No Header Row**.

Maintenance Regimes

Field	Size	Type	Comment
Regime code	6	ASCII / CAPS	Unique
Regime name	50	ASCII	May be duplicated in the file if a regime has more than one SOR Item
Regime type	1	ASCII / CAPS	W = Routine (default) J = Cyclic **Note:** It is not currently possible to import Repeating Regimes.
SOR Item code	8	ASCII / CAPS	Unique
Factor Flag	1	ASCII / CAPS	Y/N (default = N)
Factor Value	12 (8.4)	Numeric	Can be omitted (default = 1)
Measurement code	4	ASCII / CAPS	
Period 1 Occasions	3 (3.0)	Numeric	Can be zero
Period 2 Occasions	3 (3.0)	Numeric	Can be zero
Period 3 Occasions	3 (3.0)	Numeric	Can be zero
Period 4 Occasions	3 (3.0)	Numeric	Can be zero
Period 5 Occasions	3 (3.0)	Numeric	Can be zero

Field	Size	Type	Comment
Period 6 Occasions	3 (3.0)	Numeric	Can be zero
Period 7 Occasions	3 (3.0)	Numeric	Can be zero
Period 8 Occasions	3 (3.0)	Numeric	Can be zero
Period 9 Occasions	3 (3.0)	Numeric	Can be zero
Period 10 Occasions	3 (3.0)	Numeric	Can be zero
Period 11 Occasions	3 (3.0)	Numeric	Can be zero
Period 12 Occasions	3 (3.0)	Numeric	Can be zero
Period 13 Occasions	3 (3.0)	Numeric	Can be zero

Regime Weeks (Optional)

Field	Size	Type	Comment
Regime code	6	ASCII / CAPS	Unique
SOR Item code	8	ASCII / CAPS	Unique
Week Number	2 (2.0)	Numeric	Unique
Monday	1 (1.0)	Numeric	Can be zero
Tuesday	1 (1.0)	Numeric	Can be zero
Wednesday	1 (1.0)	Numeric	Can be zero
Thursday	1 (1.0)	Numeric	Can be zero
Friday	1 (1.0)	Numeric	Can be zero
Saturday	1 (1.0)	Numeric	Can be zero
Sunday	1 (1.0)	Numeric	Can be zero
Week Total	2 (2.0)	Numeric	Can be zero

Contractors

Contractors are imported as **Tab or Comma Delimited Files with a Header Row**.

Field	Size	Type	Comment
Code	6	Character	Mandatory
Name	50	Character	Mandatory
Notes	2000	Character	
Import Dir	55	Character	
Export Dir	55	Character	
Interface Type	4	Character	
Gang Code	4	Character	
Contractor Parent Code	6	Character	
Work Value Limit	10.2	Numeric	

Field	Size	Type	Comment
Disqualified Flag	1	Character	
Vendor ID	20	Character	
Vendor Division ID	20	Character	
Contact Name	50	Character	Mandatory
Contact Title	8	Character	
Contact Forename	40	Character	
Phone 1	20	Character	
Phone 2	20	Character	
Fax	20	Character	
Email	100	Character	
Contact Reference	20	Character	
Customer Type	4	Character	
Sub-Building	60	Character	
Property	20	Character	
Street	100	Character	
Locality	35	Character	
Town	35	Character	
County	35	Character	
Post Code	10	Character	
Append Address	1	Character	
Tax Status Code	4	Character	Mandatory

Contractor Bids

Contractor Bids are imported as **Tab Delimited Files with No Header Row**.

Field	Size	Type	Comment
Price Factor Code	4	ASCII / CAPS	
Site Code	10	ASCII / CAPS	Optional
SOR Item Code	8	ASCII / CAPS	Unique
Bid Rate	12 (8.4)	Numeric	Can be Zero

Contract BOQ

Contract BOQs are imported as **Tab or Comma Delimited Files with a Header Row**.

Import Contract BOQ allows the importing of BOQ items and prices directly into the Contract Rates library. This may be done for:

- Un-awarded contracts where no bidding contractor is entered on the Bidding Contractors tab of the Contract

• Awarded Contracts

For un-awarded Contracts the BOQ SOR items and rates will be transferred to the Bidding Contractor as Bid Items and Bids when a Bidding Contractor is added.

Where there is no existing BOQ Item, one will be inserted; and where there is an existing BOQ, the rate will be updated.

When a Site BOQ is being imported, a Contract BOQ Item must already exist or be in the import file.

Price Factors which are based on another Price Factor cannot be imported - however, these will be updated in line with changes in rate of the Base Price Factor as a result of the import.

Field	Size	Type	Comment
Price Factor	4	ASCII / CAPS	
Site	10	ASCII / CAPS	Optional
SOR Item	8	ASCII / CAPS	Unique
Rate	12 (8.4)	Numeric	Can be Zero

Jobs

Jobs, Job Items and Job Status Logs are imported as **Tab or Comma Delimited Files with a Header Row**.

The Import Jobs utility can only be used to import new Jobs into Confirm, but not to update existing Jobs.

All imported Jobs will have a uncommitted status and can then be processed as any other manually entered Job.

If historical Jobs are being imported set their current Job Status to a completed one. They can then be archived from within Confirm.

Every Job must have at least one Job Item (and can have up to 9,999 Job Items). If a Job doesn't have any Items it will not be imported.

The current (most recent) status of the Job will be specified in the Job file. In addition an optional Job Status file can be used to document the progression of a Job's status over time.

Jobs

Field	Size	Type	Comment
Job Number	8 (8.0)	Numeric	Compulsory, must be unique (see Note below)
Site Code	10	ASCII / CAPS	Compulsory
Plot Number	10 (8.2)	Numeric	Compulsory
Description	2000	ASCII	
Work Location	2000	ASCII	
Cost Code	15	ASCII / CAPS	
Priority	4	ASCII / CAPS	Compulsory
Price Factor	4	ASCII / CAPS	Compulsory
Customer Ref	20	ASCII / CAPS	

Field	Size	Type	Comment
Customer Code	4	ASCII / CAPS	Compulsory
Contract Code	6	ASCII / CAPS	
Entry Date		DateTime	Compulsory
Start Date		DateTime	
Est Completion Date		DateTime	
Act Completion Date		DateTime	
Easting	10 (8.2)	Numeric	
Northing	10 (8.2)	Numeric	
Altitude	10 (8.2)	Numeric	
From Distance	8 (6.2)	Numeric	
To Distance	8 (6.2)	Numeric	
XSP	6	ASCII / CAPS	
Partial Payments	1	ASCII / CAPS	Compulsory, 'Y' or 'N'
Status Code	4	ASCII / CAPS	Compulsory
Login Name	10	ASCII / CAPS	Compulsory
Allocated Officer	4	ASCII / CAPS	Compulsory
Effective Date		DateTime	Compulsory
Follow Up Code	4	ASCII / CAPS	Can be supplied if the Job Status is an Outstanding one, otherwise will be ignored and a warning shown
Follow Up Date		DateTime	Required if the Job Status is an outstanding one. However can be left blank if a Follow Up Code is supplied, in which case the date will be calculated using the Follow Up Code and Effective Date
Status Desc	2000	ASCII	

Note: The imported Job Number cannot be the same as an existing Job within CONFIRM and cannot be within the range of existing Work Group Asset Maintenance Seed Numbers (Job Seed Numbers).

Note: The Effective Date is the date when the Job Status is effective from.

Job Items

Field	Size	Type	Comment
Job Number	8 (8.0)	Numeric	Compulsory
Job Item Number	4 (4.0)	Numeric	Compulsory, must be unique within the Job
SOR Item Code	8	ASCII / CAPS	Compulsory
Cost Code	15	ASCII / CAPS	Compulsory

Field	Size	Type	Comment
Quantity	10 (8.2)	Numeric	Compulsory
Notes	Variable	ASCII	
Width	8 (6.2)	Numeric	Optional, defaults to zero
Length	8 (6.2)	Numeric	Optional, defaults to zero
Depth	8 (6.2)	Numeric	Optional, defaults to zero

Note: The Job Item Number is usually numbered in increments of ten (i.e. 10, 20, 30, etc...). Note also that Item Number 9999 is reserved by Confirm and so cannot be used here.

Note: For SOR Items whose measurement uses any of these qualities then these fields can be used to give a breakdown of how the Quantity is arrived at. However these fields will not be verified by the import process.

Job Status Logs

Field	Size	Type	Comment
Job Number	8 (8.0)	Numeric	Compulsory
Job Status Log Number	4 (4.0)	Numeric	Compulsory, must be unique within the Job
Status Code	4	ASCII / CAPS	Compulsory
Login Name	10	ASCII / CAPS	Compulsory
Allocated Officer	4	ASCII / CAPS	Compulsory
Effective Date		DateTime	Compulsory
Follow Up Code	4	ASCII	Can be supplied if the Job Status is an Outstanding one, otherwise will be ignored and a warning shown
Follow Up Date		DateTime	Required if the Job Status is an outstanding one. However can be left blank if a Follow Up Code is supplied, in which case the date will be calculated using the Follow Up Code and Effective Date
Status Desc	2000	ASCII	

Note: The Job Status Log Number (as well as being unique for each Job) should be sequenced so that the Job's first status has the lowest number for the Job (1) and the status immediately prior to the most recent status has the highest number for the Job (remembering that the most recent status is that specified in the Job file).

Contacts Import

Contacts are imported as **Tab or Comma Delimited Files with a Header Row**.

Field	Size	Type	Comment
Contact Name	50	ASCII / CAPS	Mandatory
Contact Title	8	ASCII	
Contact Forename	40	ASCII	
Contact Phone 1	20	ASCII / CAPS	
Contact Phone 2	20	ASCII / CAPS	
Contact Fax	20	ASCII / CAPS	
Email Address	40	ASCII	
Property Address	60	ASCII	
Street Description	60	ASCII	
Locality Name	35	ASCII	
Town Name	35	ASCII	
County Name	35	ASCII	
Post Code	8	ASCII	
Append Site	1	ASCII	Y or N (defaults to Y if not supplied). If set to "Y" then the Street Description is appended to the Property Address when displayed (as for a house number)
Contact Reference	20	ASCII	See below
Property Reference	20	ASCII	Must equate to a valid Property in Confirm if supplied
Cust Type Code	4	ASCII / CAPS	Must equate to a valid Customer Type in Confirm if supplied

Note: If the Contact Reference is supplied, this utility will update the details for an existing Contact in the Confirm database where a match is found, and add a new contact where the reference does not currently exist. When updating an existing contact, only those columns supplied in the data file are updated - other columns are left unchanged. If no reference is supplied, then the utility will always generate a new Contact record, even if all of the supplied details match an existing contact in Confirm.

Inventory Lookups

Inventory lookups are imported as **Tab or Comma Delimited Files with a Header Row**.

Inventory Types

Field	Size	Type	Comment
INVTYPE	4	Character	Mandatory
INVNAME	30	Character	Mandatory

Field	Size	Type	Comment
ITEMTYPE	1	Character	Mandatory
			• N – No Distance or Width • X – Point (No Width) • P – Point (Width) • T – Linear (No Width) • L – Linear (Width) • R – Area (One Width) • A – Area (Two Widths)
WIDPRIOR	6.0	Numeric	
LANELOC	1	Character	Mandatory
MULTIMIN	1	Character	Defaults to "N" (No)
MLTALLOW	1	Character	Defaults to "N" (No)
USRMEAS	1	Character	Defaults to "N" (No)
GROUP	4	Character	Mandatory. Must be an existing Feature Group
TAB NAME	50	Character	Mandatory. Can be an existing or new Tab on the Feature Group

Feature Group Transformations

Field	Size	Type	Comment
FEATGRP	4	Character	Mandatory. Must be a Feature Group already in the database
TRANSGRP	4	Character	Mandatory. Must be a Feature Group already in the database
TRANSFLAG	1	Character	Defaults to "X" (Not Allowed)

Inventory Widths

Field	Size	Type	Comment
INVTYPE	4	Character	Mandatory
FEATTYPE	4	Character	Mandatory. Must be a section feature type already in the database
DEFWIDTH	6.2	Numeric	Mandatory

XSPs

Field	Size	Type	Comment
XSPCODE	6	Character	Mandatory
XSPNAME	30	Character	Mandatory

Field	Size	Type	Comment
MODEL	1	Character	Defaults to "F" (Full Model)
TRANSVERSE	1	Character	Defaults to "N" (Not Transverse)
REVERSE	6	Character	Mandatory
OFFSET	6.0	Numeric	Defaults to 0
CWAYFLAG	1	Character	Defaults to 1 (On Carriageway)
MINIMAL	6	Character	Mandatory

Survey Types

Survey Types are imported as **Tab or Comma Delimited Files with a Header Row**.

Survey Type Feature Groups and Survey Type Observation Types are not applicable to Process Types whereas Survey Type Processes are only applicable to Process Types.

Survey Types

If THROBS or THRFEAT are specified then both of them must be. The Threshold Observation Type must be a valid Survey Type Observation and the Threshold Feature Group must be a valid Survey Type Feature Group. These two values must also be compatible i.e. a valid Observation Type Feature Group record exists.

Field	Size	Type	Comment
SURVCODE	6	Character	Mandatory. Unique
VERSION	4.0	Numeric	Mandatory
SURVNAME	30	Character	Mandatory
DETAIL	1	Character	Mandatory
SOURCE	1	Character	Mandatory
DEAD	1	Character	Defaults to "N" (No)
THROBS	6	Character	See note above
THRFEAT	4	Character	See note above
ABSTOL	5.0	Numeric	
PERTOL	5.0	Numeric	
TRIM	1	Character	Defaults to "N" (No)

Survey Type Feature Groups

Field	Size	Type	Comment
SURVCODE	6	Character	Mandatory
EATGRP	4	Character	Mandatory. Must be a feature group already in the database

Survey Type Observations

Field	Size	Type	Comment
SURVCODE	6	Character	Mandatory
OBSCODE	6	Character	Mandatory. Must be an observation type already in the database

Survey Type Processes

Field	Size	Type	Comment
SURVCODE	6	Character	Mandatory
PROCSTAGE	8.0	Numeric	Mandatory. Unique within Survey Type
RSETCODE	4	Character	Must be a rule set already in the database
PROCTYPE	4	Character	Mandatory. If INDX or TREA then RSETCODE must be a specified
CREATEDS	1	Character	Defaults to "N" (No)

Network Translations

Network Translations are imported as **Tab or Comma Delimited Files with a Header Row**.

Network

Should contain codes and names for all new Networks. The base Network record cannot be imported from a file.

Field	Size	Type	Comment
NETCODE	6	Character	Mandatory. Must be unique in file and not exist already
NETNAME	50	Character	Mandatory

Network Section

This can contain Network Sections for new Networks, and also new Network Sections for existing non-base Networks.

The Network Section Code must be unique within a Network, although two Network Sections on different Networks may share the same code.

Field	Size	Type	Comment
NETCODE	6	Character	Mandatory. Must be in the Network file or the database
EXTSECT	20	Character	Mandatory
DESCRIPTION	50	Character	
LENGTH	8.2	Numeric	Mandatory

Network Section Link

The Network and Network Section Code combination must correspond to a record in the Network Section import file. It is not possible to import new Network Section Links to a Network Section already in the database.

The SECTLAB specified must uniquely identify a live Base Network Section within the database. The system checks for overlaps within the import files and in the database if importing to an already existing Network.

Field	Size	Type	Comment
NETCODE	6	Character	Mandatory. Must be in Section file
EXTSECT	20	Character	Mandatory. Must be in Section file
EXTFROM	8.2	Numeric	Mandatory
EXTTO	8.2	Numeric	Mandatory
SECTLAB	15	Character	Mandatory. Must identify an existing section
BASEFROM	8.2	Numeric	Mandatory
BASETO	8.2	Numeric	Mandatory

Data Analysis Rule Sets

Data Analysis Rule Sets are imported as **Tab or Comma Delimited Files with a Header Row**.

Rule Sets

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory
RSETNAME	30	Character	Mandatory
VERSION	4.0	Numeric	Defaults to 1
NOTES	2000	Character	
DEAD	1	Character	Defaults to "N" (No)
CHOP	1	Character	Defaults to "Y" (Yes)
CARRY	1	Character	Defaults to "Y" (Yes)
TYPE	1	Character	Mandatory

Rule Set Constants

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory
CONSTCODE	8	Character	Mandatory
CONSTNAME	30	Character	Mandatory
CONSTVAL	8.4	Numeric	Mandatory

Transforms

Transform and Transform Points must be imported together i.e. you cannot import Transform Points for existing Transforms already in the database.

Field	Size	Type	Comment
TRANSNAME	30	Character	Mandatory
DESC	2000	Character	

Transform Points

Field	Size	Type	Comment
TRANSNAME	6	Character	Mandatory
TRANSPTSEQ	4.0	Numeric	Mandatory
TRANSPTX	8.4	Numeric	Defaults to 0
TRANSPTY	8.4	Numeric	Defaults to 0

Index Rules

Index Rules, Index Calculations and Index Rule Applicability must be imported together.

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory. Must be an Index Rule Set
INDNAME	30	Character	Mandatory. Unique within Rule Set
DESC	2000	Character	
OBSCODE	6	Character	Mandatory. Must be an observation type already in the database
COMBIN	1	Character	Defaults to "M" (Maximum)

Index Calculations

Index Rules, Index Calculations and Index Rule Applicability must be imported together.

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory
INDNAME	30	Character	Mandatory
TRANSNAME	30	Character	
PRIORGRP	1.0	Numeric	Defaults to 1
CALCTXT	255	Character	

Index Rule Applicability

Index Rules, Index Calculations and Index Rule Applicability must be imported together.

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory
INDNAME	30	Character	Mandatory
FEATGRP	4	Character	Mandatory. Must be a feature group already in the database

Treatment Rules

Treatment Rules, Treatment Rule Lines, and Treatment Rule applicability must be imported together.

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory. Must be an Index Rule Set
TRTNAME	30	Character	Mandatory. Unique within Rule Set

Treatment Rule Lines

Treatment Rules, Treatment Rule Lines, and Treatment Rule applicability must be imported together.

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory
TRTNAME	30	Character	Mandatory
SORGRPCODE	4	Character	Mandatory. Must be a SOR Group already in the database
ORDER		Numeric	Mandatory
NOTES	2000	Character	Mandatory
PRIORITY	4	Character	Mandatory
OBSCODE	6	Character	Mandatory. Must be an Observation Type already in the database
TRANSNAME	30	Character	
LINETXT	255	Character	

Treatment Rule Feature Groups

Treatment Rules, Treatment Rule Lines, and Treatment Rule applicability must be imported together.

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory
TRTNAME	30	Character	Mandatory
FEATGRP	4	Character	Mandatory. Must be a feature group already in the database

Treatment Rule Site Classifications

Treatment Rules, Treatment Rule Lines, and Treatment Rule applicability must be imported together.

Field	Size	Type	Comment
RSETCODE	4	Character	Mandatory
TRTNAME	30	Character	Mandatory
SITECLACODE	4	Character	Mandatory. Must be a Site Classification already in the database

Data Analysis Projection Lookups

Projection lookups are imported as **Tab or Comma Delimited Files with a Header Row**.

Effects of Treatment

Field	Size	Type	Comment
RULESET	4	Character	Mandatory. Must be a rule set already in the database
SCHEDULE	4	Character	Mandatory
FEATGRP	4	Character	Mandatory. Must be a feature group already in the database
IMPACT	4	Character	Mandatory
AGE	8.4	Numeric	
ADDEDLIFE	8.4	Numeric	
USEADDEDLIFE	1	Character	Mandatory. Y or N

Feature Group after Treatment

Field	Size	Type	Comment
RULESET	4	Character	Mandatory. Must be a rule set already in the database

Field	Size	Type	Comment
FEATGRP	4	Character	Mandatory. Must be a feature group already in the database
SCHEDULE	4	Character	Mandatory
AFTERGRP	4	Character	Mandatory. Must be a feature group already in the database

Projection Relationships

Field	Size	Type	Comment
RULESET	4	Character	Mandatory. Must be a rule set already in the database
FEATGRP	4	Character	Must be a feature group already in the database
FEATTYPE	4	Character	
OBSTYPE	6	Character	
SITECLASS	4	Character	
TRAFLEVEL	4	Character	
URBAN	4	Character	
FWYTRAF	4	Character	
FWYOPEN	4	Character	
DRAIN	4	Character	
PROJTYPE	1	Character	Mandatory. U for UKPMS projection and I for Interpolation
TRANSFORM	30	Character	Mandatory
AVAL	8.4	Numeric	
BVAL	8.4	Numeric	
CVAL	8.4	Numeric	
DVAL	8.4	Numeric	

Data Analysis Survey Treatments

Survey Treatments are imported as **Tab or Comma Delimited Files with a Header Row**.

Survey Treatments

Field	Size	Type	Comment
SECTLAB	20	Character	Mandatory. Must identify a valid section in the database
FEATGRP	4	Character	Mandatory. Must be a feature group already in the database

Field	Size	Type	Comment
SORGRPCODE	4	Character	Alternatively supply generic treatment, treatment type and treatment and the SORGRP-CODE will be worked out automatically.
GENERIC TREATMENT	10	Character	
TREATMENT TYPE	10	Character	
TREATMENT	10	Character	
START CHAINAGE	8.2	Numeric	
END CHAINAGE	8.2	Numeric	
CROSS SECTION POSI-TION	6	Character	
COSTCODE	15	Character	
WORKS COST	10.2	Numeric	
DATE		Date	
SURVEY	20	Character	Must be a Data Analysis already in the database
DATA SET	8.0	Numeric	Must be a Data Analysis data set already in the database

Tab Delimited Files with No Header Row

Each of the entities specified must have its data supplied in a separate ASCII text file.

Format

The format of the files must be ASCII text, tab delimited at field level with each record delimited by the appropriate new-line character(s).

The order of the fields in each file must match the order in this specification.

The field lengths need not be as shown in the definition tables but any characters in excess of those specified will be truncated. In some cases a warning will be given if this happens.

Text qualifiers ("") may be supplied if the data contains one of the delimiting characters.

Key Fields

Key fields must be unique where specified or the duplicate record will be ignored and an error generated. Generally alpha key fields will be capitalised.

Where fields in a file being imported reference other files as lookups, the appropriate lookup record must exist to maintain database integrity. Where a lookup is referenced that does not already exist, the import process will automatically create it, unless otherwise stated. Any such lookups created will have the appropriate code, with descriptive or other additional fields set to the same text as the code.

Field Details

Where "CAPS" is shown in the definition tables it means that the relevant field will have its contents converted to capitals during the import, regardless of the case of the supplied data.

Multi-valued fields will not be supported and will cause an error if any invalid characters are encountered. They will otherwise be treated as plain text fields. Example fields are given below:

- Numeric fields are specified in the format 6 (4.2), meaning 6 digits in total, 4 to the left of the decimal point, 2 digits to the right. e.g. 1234.56.
- Date fields should be supplied in the format DD/MM/YYYY, e.g. 17/05/2013.
- Date/Time fields should be supplied in the format DD/MM/YYYY HH:MM, e.g. 17/05/2013 18:30.

Variable fields such as Address for a Site or the long description of an SOR Item will be stored in single fields within Confirm. If carriage returns are required within these long fields the "~R" (tilde) character with a capital R should be used. Two consecutive tabs will be interpreted as a blank field.

All fields are compulsory unless otherwise indicated.

Tab or Comma Delimited Files with a Header Row

Each of the entities specified must have its data supplied in a separate ASCII text file.

Format

The format of the files will be ASCII text, tab or comma delimited at field level, with each record delimited by the appropriate new-line character(s).

The first row in each file must be a header row containing the names of the fields being imported, in any order. The order of the fields in subsequent data rows must match the order in the header row.

Only those fields that are to be updated and all mandatory fields need to be included in the import file

The field lengths need not be as shown in the definition tables but any characters in excess of those specified will be truncated. In some cases a warning will be given if this happens.

Text qualifiers ("") may be supplied if the data contains one of the delimiting characters.

Key Fields

Key fields must be unique where specified or the duplicate record will be ignored and an error generated. Generally alpha key fields will be capitalised.

Where fields in a file being imported reference other files as lookups, the appropriate lookup record must exist to maintain database integrity.

Field Details

Where "CAPS" is shown in the definition tables it means that the relevant field will have its contents converted to capitals during the import, regardless of the case of the supplied data.

Multi-valued fields will not be supported and will cause an error if any invalid characters are encountered. They will otherwise be treated as plain text fields. Example fields are given below:

- Numeric fields are specified in the format 6 (4.2), meaning 6 digits in total, 4 to the left of the decimal point, 2 digits to the right. e.g. 1234.56.
- Date fields should be supplied in the format DD/MM/YYYY, e.g. 17/05/2013.
- Date/Time fields should be supplied in the format DD/MM/YYYY HH:MM, e.g. 17/05/2013 18:30.

Variable fields such as Address for a Site or the long description of an SOR Item will be stored in single fields within Confirm. If carriage returns are required within these long fields the "~R" (tilde) character with a capital R should be used. Two consecutive tabs will be interpreted as a blank field.

Fields are optional unless otherwise indicated.