

**Data Import Format Specification for
Donor Group Records**

Field #	Field Name	Data Type	Maximum Length	Required Field?
1	Donor Group Name	Text	100	Y ¹
2	Donor Group Description	Text	255	Y
3	Donor Group Label	Text	50	N
4	Website Name	Text	100	N
5	Option Package Code	Text	10	N
6	Gift Amount Alert Threshold	Currency	10	N
7	Total Donation Goal	Currency	10	N
8	Total Donation Adjustment	Currency	10	N
9	Total Respondent Goal	Numeric	10	N
10	Total Respondent Goal Type	Numeric	1	N ⁴
11	Total Respondent Adjustment	Numeric	10	N
12	Estimated Potential Donor Count	Numeric	10	N
13	Private	Text	1	N ⁶
14	Organization Primary Contact First Name	Text	50	Y
15	Organization Primary Contact Last Name	Text	50	Y
16	Company Primary Contact First Name	Text	50	N
17	Company Primary Contact Last Name	Text	50	N
18	Contact Title	Text	50	N ²
19	Contact First Name	Text	50	N ²
20	Contact Last Name	Text	50	N ²
21	Contact Description	Text	255	N ²
22	Contact Email Address	Text	80	N ²
23	Contact Address Line 1	Text	100	N ³
24	Contact Address Line 2	Text	100	N ³
25	Contact City	Text	50	N ³
26	Contact State/Province	Text/Text	2/200	N ³
27	Contact ZIP Code/Postal Code	Numeric/Text	5/10	N ³

Field #	Field Name	Data Type	Maximum Length	Required Field?
28	Contact ZIP Code Extension	Numeric	4	N ³
29	Contact Country	Text	2	N ³
30	Contact Phone Number 1	Numeric	15	N ²
31	Contact Phone Number 2	Numeric	15	N ²
32	Contact Fax Number	Numeric	15	N ²
33	Contact Preference Mail	Text	1	Y ⁵
34	Contact Preference Email	Text	1	Y ⁵
35	Contact Preference Phone	Text	1	Y ⁵
36	Tag1	Text	50	N
37	Tag2	Text	50	N
38	Tag3	Text	50	N
39	Active	Text	1	N ⁷
40	Summation Tag	Numeric	1	N ⁸

¹ This value must be unique. Once created the donor group name can not be modified.

² If any of this group is provided, Contact First Name, Contact Last Name and Contact Email Address are required.

³ If any of this group is provided, Contact Address Line 1, Contact Address Line 2, Contact City, Contact State, Contact Country and Contact ZIP Code are required.

⁴ Total Respondent Goal Type valid values:

- 1 – Count
- 2 – Percentage

⁵ Contact Preference valid values:

Y or N - Default is "N"

⁶ Private valid values:

Y or N - Default is "N"

⁷ Active valid values:

Y or N - Default is "N"

⁸ Summation valid values:

blank – None

1 – Tag1

2 – Tag2

Other Notes

- The file format is “tab delimited”, indicating that all fields should be separated by a tab character.
- Field names may be included as the first row of the file, the first row of the file is optional.
- DO NOT include any formatting characters (for example, (999)555-1212 should be written as 9995551212).
- Fields are not required, unless specified in the Required Field column or in the footnotes.