

## Data Import Format Specification for Coordinator Level Records

Field #	Field Name	Data Type	Maximum Length	Required Field?
1	Coordinator Level Code	Text	20	Y
2	Parent Coordinator Level Code <sup>A</sup>	Text	20	N <sup>1</sup>
3	Coordinator Level Name	Text	50	Y
4	Coordinator Level Total Donation Goal	Currency	10	N
5	Coordinator Level Total Donation Adjustment	Currency	10	N
6	Coordinator Level Total Respondent Goal Type	Numeric	1	N <sup>2</sup>
7	Coordinator Level Total Respondent Goal	Numeric	10	N
8	Coordinator Level Total Respondent Adjustment	Numeric	10	N
9	Coordinator Level Classification Code	Text	10	N
10	Prior Total Donation Goal	Currency	10	N
11	Prior Total Respondent Goal	Numeric	10	N
12	Prior Total Respondent Goal Type	Numeric	1	N <sup>2</sup>
13	Coordinator Level Corporate Gift	Currency	10	N

<sup>1</sup> Required if the Coordinator level is not a "root" level within the Coordinator.

<sup>2</sup> Coordinator Level Total Respondent Goal Type valid values:

- 1 – Count
- 2 – Percentage

<sup>A</sup> The Parent Coordinator Level Code is the Coordinator Level Code of the Coordinator level "above" the current Coordinator level in the Coordinator's hierarchy. For example, if the "California" region with a code of "CA" is grouped under the "West" region with a code of "W", then the Parent Coordinator Level Code for Coordinator Level "CA" would be "W". If the Coordinator Level is the "root" level within the Coordinator, then this value should be empty. *The file must include the Coordinator levels in an appropriate order, i.e., a parent Coordinator level must appear in the file before any Coordinator level that uses it as a parent Coordinator level.*

### 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.

RedRiver