

## Data Import Format Specification for User Records

Field #	Field Name	Data Type	Maximum Length	Required Field?
1	Username	Text	50	Y
2	Password <sup>A</sup>	Text	15	Y
3	Last Name	Text	50	Y
4	First Name	Text	50	Y
5	Middle Name	Text	50	N
6	Email Address	Text	80	Y
7	Group Permission	Text	50	N
8	Organization Number	Text	15	Y
9	Company Name	Text	50	N
10	Campaign Code	Text	20	N
11	Donor Group Name	Text	100	N
12	Website Name	Text	100	N

<sup>A</sup> Due to security concerns, all passwords must conform to the following:

- Length must be between 6 and 15 characters
- Password must contain at least 1 character from 2 of the following 3 groups:
  1. Alpha (a-z and A-Z)
  2. Numeric (0-9)
  3. Special Characters (" ~ " ' " # " [ " ^ " & " \* " ( " ) " \_ " - " + " = " , " [ " ] " { " } " | " \ " : " ; " < " > " , " > " / " , " ? ")

Basically, any character on the keyboard EXCEPT for the 'double quote' character and the 'percent' character

### 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, \$9.00 should be written as 9.00, social security number 888-88-8888 should be written as 888888888).
- Fields are not required, unless specified in the Required Field column or in the footnotes.
- Username must be unique for the specific campaign.

- If Company Name, Campaign Code, Donor Group or Website is provided it must be associated with the organization number provided. If multiple fields are provided the must be associated to one another.

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