

Data Requirements for Historical Training Uploads

Note: The following table describes the required fields for Historical AdHoc Training uploads. You must include all fields as column headers in your upload file whether data is submitted for each record or not. Acceptable file format is tab delimited.

Field	Type / Length	Required	Unique*	Example	Details
empid	char 16	<input checked="" type="checkbox"/>		sam123	serves as the import key and must reliably identify a unique individual
topic	char 64	<input checked="" type="checkbox"/>		Business Practices for Managers	
courseName	char 64	<input checked="" type="checkbox"/>		Leadership Training I	
courseCode	char 16	<input checked="" type="checkbox"/>		LT1	
abstract	char 256			This course is designed as an entry level Leadership training event for new managers.	
assignedDate	date	<input checked="" type="checkbox"/>		05/03/2005	cannot be a future date
startDate	date	<input checked="" type="checkbox"/>		05/04/2005	cannot be a future date
completeDate	date	<input checked="" type="checkbox"/>		05/05/2005	cannot be a future date
competency	decimal			.750	percentages in decimal form
hours	decimal			5.50	
cost	decimal			550.00	