RECIPIENT IMPORT FILE (NO ROUTING)

Recipient Import File Setup

Importing Recipients and Locations to WTS/WTS-P is so the customer does not have to rely on manual entry of data. It is done using the .csv (comma delimited) file format. Essentially, a character determined by the user (most commonly the comma ",") is used to separate values. The .csv file can be opened as a text file using a text editor, or imported into a spreadsheet editor and displayed in a cell structured format for easier manipulation of data.

CSV File Rules

- The first row in any .csv file needs to contain the header values allowed for WTS/WTS-P
- .csv files take every entry or value verbatim
- If there is a space or character present when it should not be, the unexpected character can lead to improperly named entries within WTS/WTS-P
- If an entry contains a comma it will need to be removed
- If any of the required headers are missing, the import will not import
- An importer reads imports from the top down

WTS/WTS-P CSV File Rules

- WTS-P requires that .csv files use the UTF-8 Western character set encoding
- WTS-P uses commas only to separate values
- WTS-P accepts entries encapsulated using double quotations ""
- WTS-P requires an import to contain one of the approved header values for recipient name(s)
- **Duplication Abilities:** Duplicate entries within the same subject column will be processed in order vertically from top of page downward
    - The first entry will be overwritten by the second and so on
    - Assigning a unique Id to a recipient, using the Recipient Id header title, will negate duplicate recipient names in WTS-P
    - Assigning an Id to a location using the LocID header title would negate location duplicates
- **Identifiers:** There are two types of Id's which can be assigned to a recipient for WTS/WTS-P
    - An internal Id, using the Id header, which is purely internal and used only to negate duplicates (RECOMMENDED)
    - The second is a Badge Id (aka - Employee Id, Work Id etc) using the BadgeID header. (USE MSR THIS WAY)
    - Badge Id's are displayed in the recipient Id field and used for retrieving packages and identification of the recipient by users
    - The Id and Badge Id may match, but are not required to.

- Headers must be formatted exactly as they appear in the list of accepted headers for WTS/WTS-P
- In WTS/WTS-P, multiple recipients may be assigned to a single location, but a single recipient may not be assigned to more than one location.

Recipient Import without Routing

The following Example will show how to setup a Recipient Import without using Routing. When there are no routes the Location and LocCode are the only fields needed for the Recipient to have a location. The LocCode is the identifier for each location.

Example of a non routing .csv file in text format acceptable to used to import into WTS-P:

HEADERS: **Lastname,Firstname,ID,BadgeID,Location,LocCode,Mailboxno,Email,Cell,Classification**
DATA: Doe,John,12345,12345,Accounting,A1,jdoe@accounting.com,MB01,555-555-5555,Employee
            Doe,John F.,13579,13579,Accounting,A2,jdoe2@accounting.com,MB03,666-666-6666,Employee
            Doe,Jane Tammy,67890,678909,Logistics,L1,jdoe@logistics.com,MB02,777-777-7777,Employee
            Anderson,Mike,24680,24680,Human Resources,HR1,MB04,manderson@hr.com,,Manager