RECIPIENT IMPORT FILE (ROUTING)

Recipient Import with Routing

In addition to importing single locations, the WTS/WTS-P importer is capable of importing a Location tree if Routing is active on the account. Location tree header titles may be included in standard imports and allow for quick addition of complex routing structures. A few rules govern the structure of location tree import.

Rules for the Routing Tree Import

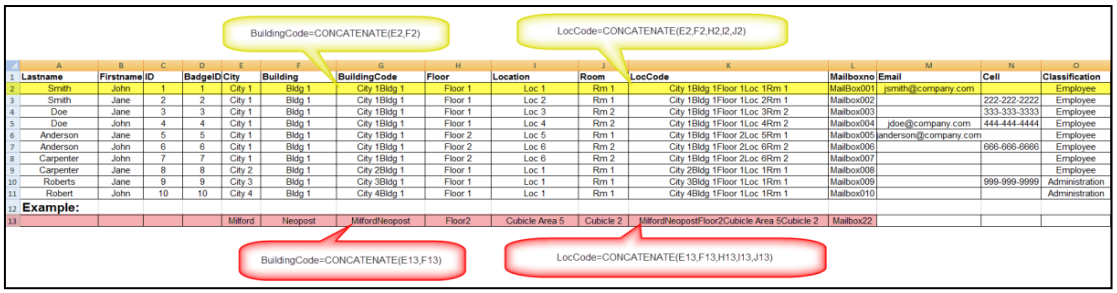
- There are 4 types or tiers of definition in an WTS/WTS-P location tree, with the 4th(fourth) and most definitive, being a combination of the Room and Location.
  - The tiers are labeled as follows:
    Tier 1: City ; Tier 2: Building* ; Tier 3: Floor ; Tier 4: Room # Location**
    * Requires BuildingCode header title in import to display properly in WTS/WTS-P
    ** Requires LocID header title in import to display properly in WTS/WTS-P.
- ID's must be unique

> Note: It is recommended that before Importing a location tree structure, each tier be assigned an icon within the location tree editor. For more information about adding Location Types click here and follow step 1. Do this for all location types being used.

Examples of a .csv file of an import in which a routing tree is constructed and what the example will look like once it is imported in WTS/WTS-P are below.

HEADERS:
Lastname,Firstname,ID,BadgeID,City,Building,BuildingCode,Floor,Room,Location,LocationCode,Mailboxno,Email,Cell,Classification
DATA:
Smith,John,001,001,City 1,Building 1,C1B1,Floor 1,Room 1,Location 1,C1B1F1R1L1,MB001,jsmith@company.com,,Employee
Smith,Jane,002,002,City 1,Building 1,C1B1,Floor 1,Room 1,Location 2,C1B1F1R1L2,MB002,,222-222-2222,Employee
Doe,Jane,003,003,City 1,Building 1,C1B1,Floor 1,Room 2,Location 3,C1B1F1R2L3,MB003,,333-333-3333,Employee
Doe,John,004,004,City 1,Building 1,C1B1,Floor 1,Room 2,Location 4,C1B1F1R2L4,MB004,jdoe@company.com,444-444-4444,Employee

Converted Example in Excel:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Lastname	Firstname	ID	BadgeID	City	Building	BuildingCode	Floor	Location	Room	LocCode	Mailboxno	Email	Cell	Classification
2	Smith	John	1	1	City 1	Bldg 1	City 1Bldg 1	Floor 1	Loc 1	Rm 1	City 1Bldg 1Floor 1Loc 1Rm 1	MailBox001	jsmith@company.com		Employee
3	Smith	Jane	2	2	City 1	Bldg 1	City 1Bldg 1	Floor 1	Loc 2	Rm 1	City 1Bldg 1Floor 1Loc 2Rm 1	Mailbox002		222-222-2222	Employee
4	Doe	Jane	3	3	City 1	Bldg 1	City 1Bldg 1	Floor 1	Loc 3	Rm 2	City 1Bldg 1Floor 1Loc 3Rm 2	Mailbox003		333-333-3333	Employee
5	Doe	John	4	4	City 1	Bldg 1	City 1Bldg 1	Floor 1	Loc 4	Rm 2	City 1Bldg 1Floor 1Loc 4Rm 2	Mailbox004	jdoe@company.com	444-444-4444	Employee
6	Anderson	Jane	5	5	City 1	Bldg 1	City 1Bldg 1	Floor 2	Loc 5	Rm 1	City 1Bldg 1Floor 2Loc 5Rm 1	Mailbox005	janderson@company.com		Employee
7	Anderson	John	6	6	City 1	Bldg 1	City 1Bldg 1	Floor 2	Loc 6	Rm 2	City 1Bldg 1Floor 2Loc 6Rm 2	Mailbox006		666-666-6666	Employee
8	Carpenter	John	7	7	City 1	Bldg 1	City 1Bldg 1	Floor 2	Loc 6	Rm 2	City 1Bldg 1Floor 2Loc 6Rm 2	Mailbox007			Employee
9	Carpenter	Jane	8	8	City 2	Bldg 1	City 2Bldg 1	Floor 1	Loc 1	Rm 1	City 2Bldg 1Floor 1Loc 1Rm 1	Mailbox008			Employee
10	Roberts	Jane	9	9	City 3	Bldg 1	City 3Bldg 1	Floor 1	Loc 1	Rm 1	City 3Bldg 1Floor 1Loc 1Rm 1	Mailbox009		999-999-9999	Administration
11	Robert	John	10	10	City 4	Bldg 1	City 4Bldg 1	Floor 1	Loc 1	Rm 1	City 4Bldg 1Floor 1Loc 1Rm 1	Mailbox010			Administration
12	Example:														
13					Milford	Neopost	MilfordNeopost	Floor2	Cubicle Area 5	Cubicle 2	MilfordNeopostFloor2Cubicle Area 5Cubicle 2	Mailbox22			

> Note: There is a max of 32 Characters for the LocCode and 11 for the BuildingCode. Use Concatenate Formula to bring all columns together for BuildingCode and LocCode. No mater what each location will need a unique LocCode so it will import correctly. Once done in excel make sure to reconvert and save the file as a .csv file for importing.

Field Descriptions for Location Tree

City- Level 1 - needs to be a part of City, Building Code, and LocCode

Building- Level 2- needs to be a part of Building, Building Code, and LocCode

*__Building Code__- (not a level)- consists of City and Building used in the database for identification

Floor- Level 3- needs to be a part of Floor and LocCode

Location- Level 4- needs to be apart of Location and LocCode

Room- Level 5- show on level 4 and adds to the Location- a part of Room and LocCode

***LocCode**- (not a level)-consists of City, Building, Floor, Location and Room- used in the database for identification

*Required when using Routing

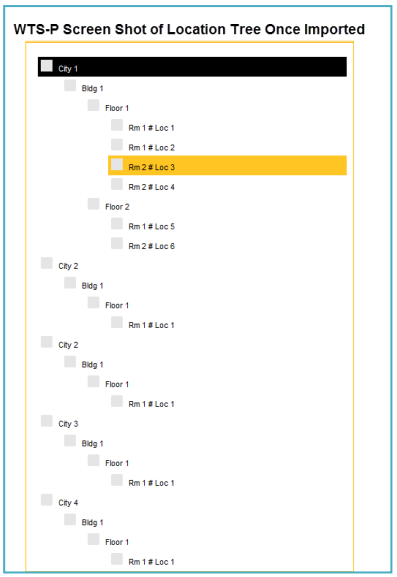
Location Tree produced from above data

City 1
- Building 1
  - Floor 1
    - Room 1 # Location 1
    - Room 1 # Location 2
    - Room 2 # Location 3
    - Room 2 # Location 4
  - Floor 2
    - Room 1 # Location 5
    - Room 1 # Location 6

City 2
- Building 1
  - Floor 1
    - Room 1 # Location 1

City 3
- Building 1
  - Floor 1
    - Room 1 # Location 1

City 4
- Building 1
  - Floor 1
    - Room 1 # Location 1



Notes:
Notice that entries are missing pieces of information, resulting in a comma followed by another comma will result in a blank cell in a spreadsheet editor and is reciprocal when creating an import in a spreadsheet editor. Because of this, it is important to make sure any spreadsheet editor being used is NOT configured to treat consecutive delimiters as one delimiter.
Buildings and Locations with the same name are permitted to exist because they have different ID's. These are not the same types repeated.
Types do not need to follow the City, Building, Floor, Room, naming schema as long as their header titles follow the requirements from the "List of Import Header Titles"