

Keyholder Import Specifications

Create in ASCII Comma Delimited or CSV Format

<u>Header File Name</u>	<u>Type</u>	<u>Max Char.</u>	<u>Description of File</u>
PERSONAL_NUM	Alphanumeric	12	Personal/Keyholder number
FIRST_NAME	Alphanumeric	20	Keyholder First Name
MIDDLE_INITIAL	Alphanumeric	1	Keyholder Middle Initial
LAST_NAME	Alphanumeric	20	Keyholder Last Name
ADDRESS	Alphanumeric	30	Keyholder Address
ADDRESS2	Alphanumeric	30	Keyholder Additional Address
CITY	Alphanumeric	20	Keyholder City
STATE	Alphanumeric	3	Keyholder State
ZIP	Alphanumeric	11	Keyholder Zipcode or Postal Code
HOME_PHONE	Alphanumeric	25	Keyholder Home Phone
OFFICE_PHONE	Alphanumeric	25	Keyholder Office Phone
FAX_NUM	Alphanumeric	25	Keyholder Fax Number
PAGER_NUM	Alphanumeric	25	Keyholder Pager Number
MOBILE_PHONE	Alphanumeric	25	Keyholder Mobile Phone
EMAIL_ADDRESS	Alphanumeric	60	Keyholder Email address
DEPT	Alphanumeric	30	Keyholder Department
SALUTATION	Alphanumeric	8	Mr. Mrs. Ms. Dr. (Etc)
TITLE	Alphanumeric	35	Employment Title