

## **Introduction**

GMS supports a set of special import formats for bringing new and updated people into its data – the Flat File Importer. Only certain information can be brought in: personal information, address, consent form and medical form (any certifications, even custom ones), custom field data, and, optionally, the person can be brought into a games and its events.

Flat File Importer can be used to bring in three different types of files: dBase, Excel, or Tab-delimited. Your choice of file type will depend primarily on the source of your non-GMS data. It can also be launched from two places – outside the games or within the games. When run from within a games, it can be used to import entrants' events and scores in addition to personal data.

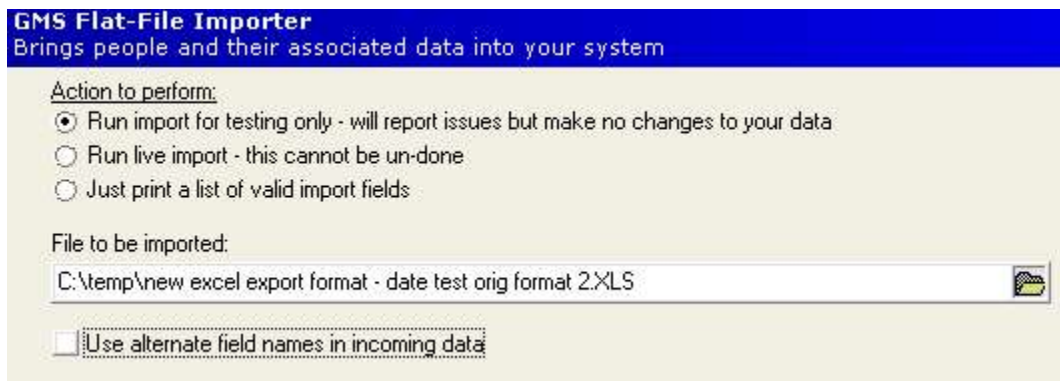
### Note on duplicate people

As in all parts of GMS, people should only be entered into GMS once to avoid duplicate records. When a new person is created, GMS assigns that person a 16-digit alphanumeric code which is used for identification within GMS. For example, “John Brown”, when created, may get the GMS ID “W94R3GH574KS83R4”. If another user in a separate database creates “John Brown”, that person will *not* have the same code.

When you import data into GMS, if that person already exists, use that person's unique ID code in order to update the existing record instead of making a brand-new record.

## **Getting Started**

To import data into a games, first open that games then click on “Import” then “Flat File Importer”. To import data into the system itself, outside a games, from the main system screen click on “Import” then “Flat File Importer”.



*Illustration 1, flat-file options*

*Make a backup of your data.* There is no way to “undo” an import – once you've started the import in live mode, if you don't like what was imported, you'll want the backup available to be able to start again.

Enter the file name of the data to be imported, or click on the little folder icon next to the filename editor for help finding it. The file must have one of three extensions:

- “xls” Microsoft® Excel file
- “dbf” dBase files (a good way to bring in files from Microsoft® Access)
- “txt” Tab-delimited ASCII text files (comma-delimited text files are not supported)

Option 1: run import for testing only – will report issues but make no changes to your data

When executed a results screen will list any problems found with fields, check this over and make sure there are no major issues.

Option 2: Run import live – this cannot be undone

When executed this will perform the same functions as the testing import but will make changes to your data and once made there is no undoing them.

Note: It's always a good idea to run it first in testing mode to make sure that GMS doesn't raise any errors or find unexpected problems.

Option 3: Just print a list of valid import fields

Use this to get a list of all of the fields which can be imported, along with the codes and long and short field names.

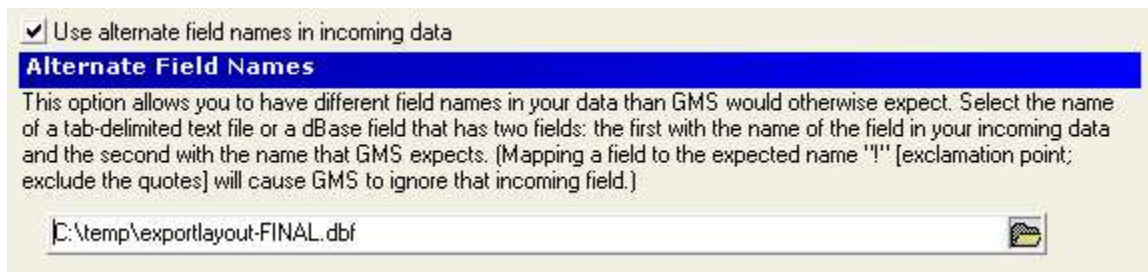
#### Alternate field names

GMS allows you to use field names other than those it normally expects. This is helpful when you regularly import files from another system and their layout is not GMS' standard.

This renaming file must be in dBase format and have at least two columns. The first column is the actual name of the field in your import file, and the second column is the name that GMS expects to have.

Hint: To have GMS ignore an import field altogether, put its name in the first column and an exclamation point in the second column.

Hint: A field whose name is in the first column but doesn't actually exist in the input file will be ignored.



*Illustration 2, alternate field names*

#### **Setting up Data for Import**

Note: you can view a full list of valid import fields by running “ Just print a list of valid import fields” from the Flat File Importer screen. See the importing section for running this feature.

#### **Data Formats**

Each data format – dBase, Excel and tab delimited – has its own rules

##### Excel

1. All data must be in the first sheet of the workbook; any additional sheets beyond the first will be ignored.
2. The first row of the document must have the columns headers – meaning the names of the columns that the data is in (see Illustration 3, sample Excel file). The column names may either be the full field description (e.g. “Name Backwards”) or the dBase field name (“NAMEBACK”). Capitalization is not important.

	A	B	C	D	E	F
1	ExistID	Name	Kind	Sex	DOB	Permanent Delegation
2	024SB23H494SIRS	GERHARDT, KATARINA	Athlete	Female		NA, SO Canada
3	025N16V65YKY4126	KAMAL, KHALEEFA D.	AS	Male	7/1/78	MA, SO UAE
4	040QZPRW6B5908Q	Mironova, Liubov R.	AS	Female	1/27/61	EE, SO Russia
5	M28LK81S76U7CR56	CHEN, CHIEN HONG	Coach	Male	12/14/71	EA, SO Chinese Taipei
6	M28LK81S76U7CR56	Govorun, Viktor V.	Athlete	Male	9/23/81	EE, SO Ukraine
7	04FE40TPU37RPM53	Elkateeb, Abdel hedii	Athlete	Male		MA, SO Syria
8	04IRIBU27EVTLDWI	Krispel, Christine	Athlete	Female	7/27/76	EE, SO Austria
9	04KJDTUQDQI0P52	Shili, Habib	Athlete	Male	3/8/89	MA, SO Tunisia
10	04S4VUHBMF6J1ZZ	Madarani, Ali	Unified Partner	Male	4/15/82	MA, SO Lebanon
11	04SZ2Z25PL6KGHGI	Habulin, Jasmin	Athlete	Male	10/1/89	EE, SO Croatia
12	069GNZANNHZSDVCF	Rubio, Guillermo	Coach	Male	6/25/63	NA, SO Mexico

Illustration 3, sample Excel file

- You can leave out fields that are not relevant, and fields can appear in any order. For example the “Name Full” and “Name Backwards” fields can be omitted if the name is provided in individual pieces (using “Name Prefix”, “Name First”, etc.).
- You cannot leave any column headers blank in the middle of your data. GMS will ignore any data that comes after a blank column header. For example, you can’t have the field “First Name”, then “Last Name”, then blank, then “DOB”.

Note: For very large files, the Excel importer can run very slowly.

After running a live import, if any records had a blank or “IDENTITY” value in the “Existing ID Code” field, GMS will update the source file with the actual ID codes assigned to each individual. (GMS 5.2.0.9 or higher.)

**dBBase**

- Data can be stored in any version of dBBase, and the field names must be exactly as the dBBase field names in the field descriptions.
- You can omit fields that are not relevant, and fields can appear in any order. For example the “Name Full” and “Name Backwards” fields can be omitted if the name is provided in individual pieces (using “Name Prefix”, “Name First”, etc.).
- Because of dBBase's column naming conventions, you cannot name a field “Name Backwards” - both because the name is more than ten characters wide and due to the space in the name. Every field does have a dBBase-compatible name, however; run the “Just print a list of valid import fields” option to see what those names are if you're not sure.

Note: dBBase is the fastest import format to use in terms of processing time, especially for large files with many records.

After running a live import, if any records had a blank or “IDENTITY” value in the “Existing ID Code” field, GMS will update the source file with the actual ID codes assigned to each individual. (GMS 5.2.0.9 or higher.)

**Tab-delimited text**

- Data is stored with each field separated from the next by the tab character and each record from the previous by a CR/LF pair.
- The first row of the document must have the columns headers – meaning the names of the columns that the data is in (see Illustration 4, sample tab-delimited text file). The column names may either be the full field description (e.g. “Name Backwards”) or the dBBase field name (“NAMEBACK”). Capitalization is not important.

Id	Name	Name (Natural)	Kind	Sex	DOB	Age	P-Delegation	SocSec	Inactive	Decea
005PRR5WCK7SGJN9		McAllister, Ronnie	Ronnie	McAllister	Athlete	Male	1988-06-17	15		
0090AFAPJG0Z36BE		Mazariegos, Werner	Werner	Mazariegos	Athlete	Male	1986-09-15	17		
00CYAH6Q25U9DYUM		Watson, Clyde	Clyde	Watson	Unified Partner	Male	1986-09-07	17	Area	
00CZNK6736UFKUIH		Darden, Nagee	Nagee	Darden	Athlete	Male	1989-09-30	14	Area 11	15586
00G1R9CWFJ11I9ZG		Nady, John	John	Nady	Athlete	Male	1947-06-11	56	Area 01	14356
00JZ5URIBC00TLG5		West, James	James	West	Athlete	Female	1959-08-31	44	Area 08	14860
00KZB7T99F55NNSA		Mcgrath, Josephine	Josephine	Mcgrath	Athlete	Female	1953-07-03	50		
00L5Z9222LRO1ATO		Skinker, Chirta	Chirta	Skinker	Coach	Female	0	Area 07	FALSE	
00LM8W4G5HWNZDDW		Barrington, Kirk	Kirk	Barrington	Athlete	Male	1985-04-16	19	Area	
00T03DTSB00VBVGV		Mayan, Jose	Jose	Mayan	Coach	Male	0	Area 13	FALSE	
00WBL4F4S6CASPFL		Nissen, Laura	Laura	Nissen	Athlete	Female	1961-12-23	42	Area 06	14466
00WM8ODMA115MNR		Lowe, Kevan	Kevan	Lowe	Athlete	Male	1979-04-10	25	Area 06	15582
011NA2314S2QZ3CH		Fuller, Richard	Richard	Fuller	Athlete	Male	1985-07-09	18	Area 07	00000

Illustration 4, sample tab-delimited text file

3. You can omit fields that are not relevant, and fields can appear in any order. For example the “Name Full” and “Name Backwards” fields can be omitted if the name is provided in individual pieces (using “Name Prefix”, “Name First”, etc.).
4. Do not bracket any fields with quotation marks: they would be included in the data as if they were part of the data.

### **Custom Fields**

GMS allows you to import data into an entrant’s custom fields. To indicate to GMS that a column should be brought into a custom field, prefix the column name with “cf:” (*cf colon*) or “cf\_” (*cf underscore*), without the quotes; only “cf\_” (*cf underscore*) is valid for dBase files. Make the rest of the column the name of the field. For example, a field called “T-Shirt size” would be imported with the field name “cf:T-Shirt size”.

Note: GMS ignores capitalization, spaces and punctuation other than periods when matching field names. This means that “cf:tshirtsize” would have worked fine in the example above.

### **Note on dBase files**

Because of the limitations on dBase field names, you cannot have a field named “CF\_TShirtSize” - it's thirteen characters wide. GMS makes a very ugly (e.g. “CF\_4L29SWU”) but valid field name for each custom field that is not based on its name. If the field's name is short, you can use it directly. If not, have GMS give you a list of valid import fields to see the field name that GMS assigned to that field.

### **Other notes:**

- If the data in an incoming field is blank, GMS will not attempt to store or change the data for that field
- To set a field to a blank value, put a single exclamation point into the field in the incoming data. This will erase the existing data in that field for that individual in GMS.
- Dates must be done based on the user’s current internationalization settings
- Any bad custom field columns will be reported immediately and processing on the file will stop
- Invalid custom field data (bad dates, invalid list options, etc.) will raise an error in the log but will not stop processing
- Invalid values in a numeric custom field will be imported as zero and not reported in the log
- Custom field type “Group” cannot be imported
- Custom field type “Role” can only be imported if you know the person's GMS ID code. For example, to assign “Doe, Jane” as the coach for an athlete, you'll need to know Jane's GMS ID code and put that into the import file, rather than just her name.
- If importing into a Games and there are one or more games and system custom fields with the same descriptions, GMS may do unpredictable things. (This would also confuse your data entry people.)

### **Field Layout – Non-Games fields**

These are the fields which are valid when importing people into your system; they are always valid, even when importing in to a games.

Field Name	dBase name	Default	Type	Comments
Processed	PROCESSED	blank	True/False	If provided and “TRUE”, GMS will ignore this record as already processed. For import files in Excel or dBase format, after importing a record, GMS will set this field to “TRUE. (GMS 5.2.0.12 or higher)
Existing ID code	EXISTID	blank	String	If provided, will update or create the person with this GMS Id. Must be 16 digits, alphanumeric (0-9, A-Z) with no punctuation. If not provided, a new person will be created. The special value, “IDENTITY” (without quotes) can be used in this column to cause GMS to use the ID code assigned to the last person it created in the Flat File Importer. (GMS 5.2.0.9 or higher)

Action	ACTION	blank	String	If "DELETE" (without quotes), and only when executed outside the context of a games, GMS will completely delete this person and all of his/her attributes from GMS. This action is not reversible and is very dangerous! (GMS 5.2.0.80 or higher)
Date Created	DATECR	Current date	Date	If provided <i>and this is a new person</i> will set the new person's Date Created field to this value. Will be ignored if this person already exists.
Name First	NAMEF	blank	String	Use these to give GMS the name in many pieces; do not mix and match with Name Full or Name Backwards
Name Middle	NAMEM	blank	String	(see <a href="#">Name First</a> )
Name Last	NAMEL	blank	String	(see <a href="#">Name First</a> )
Name Suffix	NAMES	blank	String	(see <a href="#">Name First</a> )
Name Full	NAMEALL	blank	String	Name in form "Johnny A. Smith"
Name Backwards	NAMEBACK	blank	String	Name in form "Smith, Johnny A"
Type	TYPE	Athlete	String	A (athlete), C (coach), P or U (Unified Partner), V (volunteer), S (staff), M (media), I (VIP), F (family member), O (official), D (medical), X (security), "?" (Other)
DOB	DOB	blank	Date	
Gender	GENDER	Unknown	String	M (male), F (female), U (unknown)
SSN	SSN	blank	String	Or other national id #; exclude dashes, must be nine characters or less.
Image	IMAGE	blank	String, Memo or BLOB	Either the entrant's image in JPEG form (raw), a MIME-encoded version of the entrant's image in JPEG form, or a filename pointing to the entrant's image (JPEG) (GMS 5.2.0.6 or higher)
Image Date	IMAGED	blank	Date	If importing an entrant image above, a date here will be associated with the image, otherwise the current date will be used. (GMS 5.2.0.6 or higher)
Alert Wheelchair	ALWC	False	True/False	
Alert Medical	ALMED	blank	String	
Alert Diet	ALDIET	blank	String	
Alert EContact	ALECON	blank	String	Emergency contact information
Primary language	LANGUAGE	blank	String	Will be matched against list of known languages in case-insensitive manner; if invalid will be ignored
Permanent Delegation	PDELEG	blank	String	Will be matched against existing permanent delegations by comparing case-insensitive and without punctuation; if not found, new person will have NO permanent delegation
Addr Overwrite	ADDRROVR	False	True/False	If True, will overwrite the first existing address for this person if <u>Existing ID code</u> is provided, otherwise a new address will be added.
Addr type	ADDRTYPE	blank	String	* (n/a), h (Home), w (Business), a (Agency), g (Guardian/parent), d (Delegation), u (Unknown), o (Other)
Addr line 0	ADDR0	blank	String	NOTE: Importing <i>any</i> of the Addr0, Addr1, or Addr2 fields
Addr line 1	ADDR1	blank	String	updates all of these fields: they are a single field made up of
Addr line 2	ADDR2	blank	String	multiple lines; importing just Addr2 will not change just the last line of the address – it will change the address to just that line.
Addr City	ADDRCITY	blank	String	
Addr State	ADDRST	blank	String	
Addr Postal code	ADDRPOST	blank	String	
Addr Country	ADDRCOUR	blank	String	
Phone Work	PHONWORK	blank	String	will be stored exactly as input, including any punctuation
Phone Home	PHONHOME	blank	String	(see <a href="#">Phone Work above</a> )
Phone Mobile	PHONMOB	blank	String	(see <a href="#">Phone Work above</a> )
Phone Agency	PHONAG	blank	String	(see <a href="#">Phone Work above</a> )
Phone Fax	PHONFAX	blank	String	(see <a href="#">Phone Work above</a> )
Email	EMAIL	blank	String	(see <a href="#">Phone Work above</a> )
Deceased	DECEASED	False	True/False	Use this field to mark a person as deceased instead of deleting him/her. A person with this flag set will not show up on mailing labels, lookups or most reports, but will still be in his/her past events.
Inactive	INACTIVE	False	True/False	

Money Date	MON_DATE	Required	Date	Effective payment date
Money Account	MON_ACCT	Required	String	Must be a valid, defined payment account
Money Seq	MON_SEQ		String	If provided, GMS will update the existing record with this ID, otherwise a new record will be inserted
Money Amount	MON_AMT	Required	Money	Payment amount. This may be any number, including a negative number.
Money Method	MON_METH	Required	String	Must be a valid, defined payment method code
Money Draft Number	MON_DRAFT	Required	String	
Money Comments	MON_COMM		String	

Note: money-related fields are only valid on GMS systems in which money is enabled.

### **Field Layout – Games fields**

These are the fields which are only valid when importing people into a Games. (The non-games fields are also valid at this point.)

Field name	dBase name	Default	Type	Comments
Games delegation	GAM_DEL	REQUIRED	String	Name of delegation person will join. This field must be filled in and valid or the person will be ignored.
Games bib	GAM_BIB	Zero	Integer	Bib number person will be given; they will get this bib number in every event as well.
Games alternate	GAM_ALT	False	True/False	
Games type	GAM_TYP	REQUIRED	String	A (athlete), C (coach), P (Unified Partner), V (volunteer), S (staff), M (media), I (VIP), F (family member), O (official), D (medical), X (security), ? (other person)
Games scratched	GAM_SCR		True/False	Blank for no change, Y for yes, N for no
Games weight	GAM_WEI	Zero	Integer	Entrant's body weight; used for divisioning and Wilke's formula; defaults to units in Kilograms
Games weight units	GAM_WEU	K	String	Sets how GMS interprets the entrant's body weight above; K or k (kilograms), P or p (pounds)
Games sport	GAM_SPO		String	Name or internal code of primary sport for this entrant. This is not normally necessary for athletes – GMS will determine an athlete's sport from his/her events, it's intended primarily for coaches.
Event 1 Code	EVT_1C		String	Shortcut code for event. Must be valid if present, or blank if not used.
Event 1 Team	EVT_1T		String	Name of team in this event or blank. If team does not exist, it will be created.
Event 1 Score	EVT_1S		Score	Qualifying score in this event. Will raise an exception if missing or invalid and event requires a qualifying score.
Event 1 Level	EVT_1L		String	Required to be present and valid if event requires a level; person <b>will</b> be put in event even if level is not provided.
Event 1 Position	EVT_1PO		String	Entrant's team position, if the event is a team event and team positions are defined.
Event 1 Handicap	EVT_1H		Score	Only if event uses manually-specified handicaps; will not raise an error if it's invalid.
Event 1 Prel Div	EVT_1PD		String	Preliminary division in this event. Will raise an exception if this event does not use a preliminary round.
Event 1 Prel Score	EVT_1PS		Score	Preliminary score in this event. Will raise an exception if invalid or this event does not use preliminary round.
Event 1 Fin Div	EVT_1FD		String	Final score in this event.
Event 1 Fin Score	EVT_1FS		Score	Final score in this event. Will raise an exception if invalid.
Event 1 Place	EVT_1P		String	Place in this event (1-8, DSQ, DNF, DNS, P=participation)
Event 1 Comment Action	EVT_1CA	N	String	"A" to append to existing first comment (creates if no existing comment), "N" to make a new comment, "O" to overwrite existing comment (creates if no existing comment)
Event 1 Comment	EVT_1CT		String	Text of comment
Event 1 Scratched	EVT_1SC		True/False	Entrant is scratched from this event (they'll also be scratched if "Games scratched" is true)

All “Event *n*” fields can be repeated up to nine times. This means that “Event 7 Code” is an entrant's seventh event, and “Event 7 Place” is the entrant's place in that event.

### Field types

String	Can have any data in them
Date	Must be a “Date” type field for dBase, or a the field must have a valid date in it for any other format
Integer	Any whole number, without a decimal
Score	An appropriately formatted score for the type of event
True/False	A “Boolean” field in dBase, or any field beginning with “1”, “Y” or “T” for True, or “0”, “N” or “F” for False.

### Problems

When GMS finds a problem with the incoming data, it does its best to *ignore* it.

- A bad “Existing ID Code” (not 16 digits long or having invalid characters) is ignored and considered to be blank instead
- Bad dates are considered blank
- Fields with too much data are truncated

If GMS finds a problem it can’t deal with, it may raise an error and stop processing. You can use its progress indicator to find the record that’s bad and fix it. This is one reason why it’s a good idea to:

1. Make a backup before starting. If you were running in live mode and it stopped halfway, restarting the process would duplicate the people already imported (if they didn't exist already or were provided with blank ID codes)
2. Run in “For analysis” mode first. Find your problems first (if any) then run in live mode.

### Processing Method

This is what GMS will do as it processes your incoming data.

1. Checks for existing person based on provided ID
  - a) If the incoming data has the “Existing ID Code” field filled in properly, attempts to load that person if he/she already exists in GMS. If this person exists, he/she will be updated with the incoming information.
  - b) If “Existing ID Code” was blank or invalid, or the person was not found in GMS based on that ID code, a new person with a new ID will be created.

NOTE: GMS will never attempt to find an existing person based on their name or other personal data. Only this 16-digit ID can be used.

2. Determines person’s name – trying “Name Backwards”, “Name Full” and then the name elements *in that order*. If GMS cannot find a valid name in any of these, and if the person does not already have a name from being loaded using “Existing ID Code”, processing for this record will be aborted and all other data in this record will be ignored.
3. Determines person’s type, date of birth, gender and SSN, Wheelchair, Medical Alert, Diet Alert, and Language
  - a) if none is provided and the person already exists, their old value is kept;
  - b) if none is provided and this is a new person, they will get the “Default” value
4. Determines permanent delegation:

- a) if the permanent delegation given matches one which is valid in GMS, the person will get that new permanent delegation;
  - b) if the permanent delegation is blank or invalid, the person's existing permanent delegation is kept (or if they're a new person, they're put into a temporary permanent delegation created by GMS)
5. Imports address. If any of "Addr Line 0", "Addr Line 1", "City", "State", "Postal", "Country", "Phone Work", "Phone Home", "Phone Mobile", "Phone Agency", "Phone Fax" or "Email" is not blank:
- a) If "Addr Overwrite" is true, and the person already existed, loads modifies the first existing address on this person. Any fields provided will replace existing data, but a blank field will not overwrite a field with data in it. For example, if the existing address had a country and one is not provided here, the existing country would be kept intact.
  - b) If "Addr Overwrite" is false, person is new, or person has no existing address, a new address is attached to the person with all of the data included in the import file.
6. Imports certifications
- a) If "xx Overwrite" is true (where "xx" is the type of certification), and person already exists, and one or more certifications of this type are attached to the person, updates the most recent form on file with the new data, otherwise makes new certification
7. Imports custom fields

### **Games Importing**

This is what GMS will do as it processes your incoming data when importing within the context of a games.

1. Performs all of the actions associated with importing a person outside the context of a games: ID lookup, name, addresses, and other data
2. Checks to see if person is already in this Games with the same ID. If they are, the person will not be re-added to this or any other delegation, but their event codes will be processed.
3. Finds "Games delegation". If it does not exist or is misspelled, person will not be imported.
4. Checks "Games type". If not valid, person will not be imported
5. Adds person to the Games, regardless of event information
6. For each event.
  - a) Checks "Event n Code", if not valid, ignores this event
  - b) Adds person to the event
  - c) If "Event n Team" is required and provided, adds person to the given team
  - d) If "Event n Score" is required, provided and valid, sets person's qualifying score
  - e) If "Event n Level" is required, provided and valid, sets person's level
  - f) If "Event n Position" is required, provided and valid, sets person's position in the team
  - g) If "Event n Handicap" is required, provided and valid, sets person's handicap
  - h) If "Event n Prel Div" is provided and valid, sets person's preliminary division
  - i) If "Event n Prel Score" is provided and valid, sets person's preliminary score
  - j) If "Event n Fin Div" is provided and valid, sets person's final division
  - k) If "Event n Fin Score" is provided and valid, sets person's final score
  - l) If "Event n Place " is provided and valid, sets person's place within their final division
  - m) If "Event n Comment" is provided,
    - If "Event n Comment Action" is "N", blank or not provided, a new comment will be entered associated with this person in this event
    - If "Event n Comment Action" is "A", if an existing comment exists, it is appended to, otherwise a new comment is added
    - If "Event n Comment Action" is "O", if an existing comment exists, it is overwritten, otherwise a new comment is added

### **Notes for team events**

- Setting the level, divisions and place of entrants is ignored since these values come from the team to the entrant.

- Providing the qualifying, preliminary and/or final score for an entrant in a division in which the scores propagate from team to entrant will cause the given score to be ignored
- A value of "!" (exclamation point) alone in any of the team, score, level or place fields will cause that field to be erased. This is provided because a blank value will be ignored and will not change the field.

### **Importing Teams**

Using a special-case version of the basic games import layout, you can change the level, handicap, scratched, alternate, scores, divisions, places and comments for teams which already exist in an event.

You cannot:

- change team addresses
- update team custom field values

How:

1. In the "Existing ID Code" field, enter the value "TEAM:" (without quotes, of course) followed by the team's 16-digit id code.
2. (optionally) change the team's name by entering a value in the "Name Full" field
3. Using the "Event 1 xxx" fields, adjust the level, handicap, scratched, alternate, scores, divisions, place and comment values as described for people.

You cannot use the fields for events 2-9: GMS will ignore values placed there