Terra Dotta: Maintenance > Data Import/Export
Program Dates Data Template

The following table provides a reference to the data fields provided in the Program Dates Data Template, the required data types, default values (if any), whether or not each field is required, and a short description of what each field represents.

IMPORTANT REMINDERS:

- The program dates template does not result in the creation of program or application itineraries. A separate import may be required for itinerary data.
- <u>Always</u> run a test import with a small sample set of rows before importing a large file.
- Do not double-click the 'Import/Update Data' button or your request may be processed twice.
- Completely remove any columns labeled 'Optional' if you do not intend to use them. Required Columns must be included even if no changes are being made to those values.
- Use 'clean' text, meaning no extraneous pipe characters, tab characters, return carriages, etc.
- Do not alter the name of the columns; they must remain exactly as they are in the data template.
- Files should be saved as tab delimited .txt -- OS X(Mac) users should save import files from Excel as 'Windows Formatted Text (txt).'
- Enable Import/Export permissions only for qualified, experienced administrative users who have read and understood the documentation.

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Program Dates Data Template

Column Header	Importing NEW program dates	Updating EXISTING program dates	Value Type	Additional Information
Program ID	REQUIRED	REQUIRED	Numeric	Must represent a valid, existing program for which dates are being imported or updated.
Program Name	Optional	Optional	String (255 characters max)	The program name is provided in the template to make the import easier to use, but is not a necessary column in the import file. It is not possible to change the name of a program through the program dates import.
Program Term	REQUIRED	REQUIRED	String (20 characters max)	If the term in the import file is not a term that applies to the program, the term tab of the program will be updated during the import to include this term. If the term imported is not an exact match to a term that already exists on the site, a new term will be created under System Settings -> Terms.

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Program Year	REQUIRED	REQUIRED	Numeric (exactly 4 digits)	The year of the application cycle. If there is not currently a program date record for this app cycle and program combination, a new one will be created. If one already exists, it will be updated. If dates are imported for an app cycle that doesn't exist on the site, a new, inactive app cycle will be created under Process Admin -> App Cycles regardless of whether this date record is active or inactive.
Deadline Date	REQUIRED	REQUIRED	Date (MM-DD-YYYY format)	
Decision Date	REQUIRED	REQUIRED	Date (MM-DD-YYYY format)	
Start Date	Optional *Required if End Date is provided*	Optional *Required if End Date is provided*	Date (MM-DD-YYYY format)	
End Date	Optional *Required if Start Date is provided*	Optional *Required if Start Date is provided*	Date (MM-DD-YYYY format)	
Term Active	Optional *Default: Inactive*	Optional	Numeric (0 or null for 'inactive'; 1 for 'active')	Indicates whether or not the app cycle is open for applications for this program.

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Dual Year	Optional *Default: Single Year*	Optional	Numeric (0 or null for 'Single Year'; 1 for 'Dual Year')	Dual Year will display the date record as 'Academic Year 20152016' while Single Year will display it as 'Academic Year 2015'
Notes	Optional	Optional	String (4000 characters max)	Term notes for the program date record.
Display Notes	Optional *Default: Do not display*	Optional	Numeric (0 or null for 'Do not display'; 1 for 'Display')	Indicates whether term notes should be displayed to non-admin users.

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