

Terra Dotta: Maintenance > Data Import/Export Application Itinerary Records Data Template

The following table provides a reference to the data fields provided in the Application Itinerary Records 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. Because this template contains minimal data columns, it may be necessary to export applications to function as a lookup table if additional application information is required.

The application itinerary import is intended only for importing legacy itinerary information. For current applications, it is recommended to use the [Program Date Management Utility](#) to facilitate date management as opposed to using this import template.

IMPORTANT REMINDERS:

- Always 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.

Application Itinerary Data Template

Column Header	Importing NEW application itineraries	Updating EXISTING application itineraries	Value Type	Additional Information
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Application Itinerary ID#	NO	REQUIRED	Numeric	When provided, ID must represent a valid, existing application itinerary record.
Program Itinerary ID#	Optional	Optional	Numeric	Identifies the program itinerary record it is connected to in case it changes. Value must represent a valid, existing program itinerary record. Necessary to connect the application itineraries to program itineraries so that future program itinerary changes will cascade to the applications.
Application ID#	REQUIRED	REQUIRED	Numeric	Value must represent a valid, existing application.

Location	Optional	Optional	String	If the location is not an exact match to a location already in the site, a new location will be added under System Settings -> Locations. Locations must include a city, country, and region separated by semicolons. Only one location can be associated with an application itinerary record. Example: Barcelona;Spain;Europe
Start Date	REQUIRED	REQUIRED	Date (MM-DD-YYYY format)	Cannot be a date later than the end date.
End Date	REQUIRED	REQUIRED	Date (MM-DD-YYYY format)	Can be the same as the start date.