

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

The following table provides a reference to the data fields provided in the Program 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.

The program itinerary import is intended for importing legacy itinerary information only. For current programs, it is recommended to create new program itinerary records directly in the program builder, using the [Program Date Management Utility](#) to help identify the programs that don't already have itineraries.

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.

Program Itinerary Data Template

Column Header	Importing NEW program itineraries	Updating EXISTING program itineraries	Value Type	Additional Information
Program Itinerary ID#	NO	REQUIRED	Numeric	When provided, ID must represent a valid, existing program itinerary record.
Program Date Record ID#	REQUIRED	REQUIRED	Numeric	Value must represent a valid, existing program date record.
Program ID#	REQUIRED	REQUIRED	Numeric	Value must represent a valid, existing program.
Location	REQUIRED	REQUIRED	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 a program itinerary record. Example: Barcelona;Spain;Europe

Start Date	REQUIRED	REQUIRED	Date (MM-DD-YYYY format)	Cannot be a date later than the end date.
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End Date	REQUIRED	REQUIRED	Date (MM-DD-YYYY format)	Can be the same as the start date.
Dual-year flag	Optional	Optional	Numeric (0 for 'Single-Year'; 1 for 'Dual-Year')	The dual-year flag makes application cycles appear in the format of 'Academic Year 2015-2016' instead of 'Academic Year 2015'. If the term is a dual-year term, this column should have a value of 1.