

Import Field Mapping



Field mapping and conversion information has been moved to <https://support.keepntrack.com/keepntrack-makeover/>

If the tab-delimited file you choose to import doesn't have a recognizable header, it will require manual field mapping. Selecting Next from the Selected Import Pane section will open the Field Mapping dialog, allowing you to match KeepnTrack data fields to information in your tab-delimited import files.

The data from the import file is shown on the left-hand side of the dialog. KeepnTrack field names are contained in the drop-down menus on the right-hand side. Use these menus to match the contents of the import file. If you want to skip or ignore some of the information in the import file, you can change the drop-down menu to None.

Use Field Mapping to match data elements in the file to specific KeepnTrack fields. If your import file doesn't have a recognizable content header, be sure to check the **Ignore First Record** box first.

RowId	None
PersonId	None
Name_First	None
Name_Last	None
StudentId	None
Homeroom	None
Teacher	None
Grade	None
EmailAddress	None
Sex	None
BirthDate	None
OnlineAppRecord	None

Ignore First Record ☐

Cancel **Import**

If you find that there are blank or unmatched sections in the principle record of the import file, you may select None to ignore that entry throughout all remaining file records; be aware, however, that sometimes one person record will lack information that others contain.

Ignore First Record

If the first record in your tab-delimited import file contains an invalid header or a list of column headings rather than importable data, make sure that this box is checked—that way, this column will not be interpreted as legitimate person data.

Cancel

Closes the Field Mapping dialog and returns you to the People import interface.

Import

Once the proper fields have been aligned, click the Import button to send the import to the Operations Management queue.

Person Field Codes



A backslash (\) in any field is converted into a carriage return. Repeat two (\\) to make new a paragraph.

Field	Code	Notes
Person ID	1000	The Person ID must be between 4 and 15 characters in length, alpha-numeric only.
First Name	1007	
Middle Name	1008	Appends to the First Name data fields with a <space>.
Last Name	1006	
Suffix	1101	
Organization (Address)	1102	
Address Line One / Two	1011	Supports two Address lines for import. It breaks apart the address at the \ into two different address fields.
City	1012	
State	1013	
Postal Code	1014	
Country	1016	Country Code is two-digit code from ISO list.
Is Volunteer	1110	Blank=No, Yes=Yes, No=No, Volunteer=Yes
Is Student	1111	Blank=No, Yes=Yes, No=No, Student=Yes
Is Staff	1112	Blank=No, Yes=Yes, No=No, Staff=Yes
Is Vendor	1113	Blank=No, Yes=Yes, No=No, Vendor=Yes
Is Volunteer Type	1120	Blank=Blank, No Match=Blank, Exact Match=Type
Home Phone	1017	
Work Phone	1130	
Mobile Phone	1131	

Email Address	1019																																																																																																																																																																										
Facility	1027	Each facility in your import file will require its own column, meaning you'll have to repeat the 1027 tag in the import header. In other words, facility IDs in the record must be tab-delimited (e.g. StudentID#<tab>FacilityID01<tab>FacilityID02<tab>FacilityID03...). Additionally, you can use %%%ALL to assign the person to ALL facilities <table><tr><th>A1</th><th>▼</th><th>fx</th><th colspan="6">Person ID</th></tr><tr><th></th><th>A</th><th></th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th></tr><tr><td>1</td><td>Person ID</td><td></td><td>First Name</td><td>Last Name</td><td>Is Student</td><td>IF ALL FACILITIES</td><td>Facilities</td><td>Facilities</td><td>Facilities</td></tr><tr><td>2</td><td>3056</td><td></td><td>Laura</td><td>Aguilar</td><td></td><td>%%%ALL</td><td></td><td></td><td></td></tr><tr><td>3</td><td>3190</td><td></td><td>Quon</td><td>Albert</td><td></td><td>%%%ALL</td><td></td><td></td><td></td></tr><tr><td>4</td><td>3185</td><td></td><td>Xerxes</td><td>Alford</td><td></td><td>%%%ALL</td><td></td><td></td><td></td></tr><tr><td>5</td><td>1148</td><td></td><td>Dylan</td><td>Allen</td><td>Yes</td><td></td><td>WHS</td><td></td><td></td></tr><tr><td>6</td><td>1142</td><td></td><td>May</td><td>Alton</td><td>Yes</td><td></td><td>WHS</td><td></td><td></td></tr><tr><td>7</td><td>1088</td><td></td><td>Lonnie Ann</td><td>Amstead</td><td>Yes</td><td></td><td></td><td>AMS</td><td>JES</td></tr><tr><td>8</td><td>1182</td><td></td><td>Spencer</td><td>Anders</td><td>No</td><td></td><td></td><td>AMS</td><td></td></tr><tr><td>9</td><td>1001</td><td></td><td>Darla</td><td>Anderson</td><td></td><td></td><td>WHS</td><td>AMS</td><td>JES</td></tr><tr><td>10</td><td>1116</td><td></td><td>Wilda</td><td>Anthony</td><td>Yes</td><td></td><td></td><td>AMS</td><td></td></tr><tr><td>11</td><td>1091</td><td></td><td>Sunny Ralph</td><td>Arches</td><td>Yes</td><td></td><td></td><td></td><td>JES</td></tr><tr><td>12</td><td>1002</td><td></td><td>Mark</td><td>Arias</td><td>Student</td><td></td><td></td><td></td><td>JES</td></tr><tr><td>13</td><td>1003</td><td></td><td>Camille</td><td>Arnold</td><td>Student</td><td></td><td></td><td></td><td>JES</td></tr><tr><td>14</td><td>1164</td><td></td><td>Colby</td><td>Arreola</td><td>Student</td><td></td><td>WHS</td><td>AMS</td><td></td></tr><tr><td>15</td><td>2138</td><td></td><td>Clay</td><td>Asher</td><td>Student</td><td></td><td></td><td></td><td>JES</td></tr></table>	A1	▼	fx	Person ID							A		B	C	D	E	F	G	H	1	Person ID		First Name	Last Name	Is Student	IF ALL FACILITIES	Facilities	Facilities	Facilities	2	3056		Laura	Aguilar		%%%ALL				3	3190		Quon	Albert		%%%ALL				4	3185		Xerxes	Alford		%%%ALL				5	1148		Dylan	Allen	Yes		WHS			6	1142		May	Alton	Yes		WHS			7	1088		Lonnie Ann	Amstead	Yes			AMS	JES	8	1182		Spencer	Anders	No			AMS		9	1001		Darla	Anderson			WHS	AMS	JES	10	1116		Wilda	Anthony	Yes			AMS		11	1091		Sunny Ralph	Arches	Yes				JES	12	1002		Mark	Arias	Student				JES	13	1003		Camille	Arnold	Student				JES	14	1164		Colby	Arreola	Student		WHS	AMS		15	2138		Clay	Asher	Student				JES
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Gender	1032	Male=1(or M), Female=2 (or F).																																																																																																																																																																									
Birthdate	1045																																																																																																																																																																										
Emergency Contact	1133																																																																																																																																																																										
Medical Conditions	1134																																																																																																																																																																										
Social Security Number	1002																																																																																																																																																																										
Driver License Number	1140																																																																																																																																																																										

Driver Licens e State	1141	
Licens e Plate Number	1142	
Vehicle Registr ation State	1143	
Vehicle Descri ption	1144	
Teacher	1150	
Grade	1010	
Bus #1	1151	
Bus #2	1155	
Homer oom	1004	
Studen t ID	1001	
Family ID	1152	
Block Studen t Checko ut	1153	Yes=Yes, No=No, Blank=No
Authori zed to Check Out	1154	Names of people who are authorized to check a student out of school. A backslash (" \ ") in any field is converted into a carriage return. Repeating - append together with two backslash (" \ ") to make new a paragraph.
Staff Type	1160	
Staff Hire Date	1161	MM/DD/YYYY for staff hire date.
Staff ID	1162	
Employ er	1170	
Securit y Approv ed	1176	Yes=Yes, No=No, Blank=No

Criminal Conviction	1172	Yes=Yes, No=No, Blank=No
Last Background Check Date	1173	
Login ID	1052	
Password	1003	
Personal Message	1174	
URL Code	1999	Determines that file is being imported into correct account.
Status	4500	1=Active, 2=Inactive, 3=Pending, 4=Access Denied
Effective Date	4501	MM/DD/YYYY for person start date.
Expiration Date	4502	MM/DD/YYYY for person end date.
	1009	
	1025	
	1175	