

DutyMan Upload Files

You can upload lists of duties and/or members' contact details to DutyMan in files created on your computer. This document defines the structure of these files.

The files must be in Comma-Separated Value (CSV) format. CSV is a simple file format widely used for transferring data between computers. Information in CSV files is organised in rows and columns, much like a spreadsheet, in fact using a spreadsheet is a good way to create a CSV file. The [DutyMan Roster Spreadsheet \(.xls, approx 600Kb\)](#) provides a starting point for creating your own file of duties, or you may prefer to use a database. If you are not familiar with CSV files then visit http://en.wikipedia.org/wiki/Comma-separated_values

The first row of each file is a header row followed by one or more data rows.

The Header Row

The first row of your CSV file must contain column headings for the subsequent data rows. Some columns are mandatory; others can be omitted. Column headings that are not recognised by DutyMan are ignored.

Columns need not appear in the sequence shown in the table below because the column heading dictates the column contents.

The Data Rows

Row 2 and all subsequent rows list duties and/or member details with one duty or member per row.

Column Heading	Mem	Req	Column Data	Max Chrs
Duty Date		D	The date of the duty in dd/mm/yy or mm/dd/yy format	10
Duty Time			Either a time as hh:mm, or up to 5 chars, eg 10:00, p.m, or blank	5
Event		D	A description of what is taking place	45
Duty Type		D	A brief description of the duty, eg <i>Race Officer, Results, Bar</i>	20
Swappable			<i>No</i> if you do not want this duty to be swapped, otherwise <i>Yes</i> or blank. If omitted <i>Yes</i> is assumed.	3
Reminders			<i>No</i> if you do not want reminders to be sent, otherwise <i>Yes</i> or blank. If omitted <i>Yes</i> is assumed.	3
Duty Notify			One or more email addresses of a people associated with this duty to be notified when a member swaps this duty. Multiple email addresses must be separated by semi-colons, eg. <i>john@xxx.com; sue@yyy.org</i>	255
Duty Instructions			Instructions to be included in reminder emails for this duty.	255
First Name	Y	D,M	Either Last Name, with or without First Name, or Member Name.	30
Last Name			Each member must be identified by either a unique Member Name or a unique First Name/Last Name combination.	60
Member Name				60
Password	Y		Used in conjunction with member's name when logging in to DutyMan on the web. You can omit this column and tell DutyMan to generate passwords either at upload time or via the GenPswd Upload Option column (see below).	12
Email Address	Y		The member's email address if known. Members without email addresses will not receive reminders and cannot use DutyMan to swap duties.	80

Phone	Y		The member's telephone numbers. The first number is displayed adjacent to the member's name on the duty roster but only after a member has logged in.	30
Phone 2				
Address 1	Y		The member's postal address. If uploaded, postal addresses are visible to and can be amended by the corresponding member and the DutyMan Administrator. Optionally they are visible to logged in members via the DutyMan Directory when the Directory feature is enabled.	50
Address 2				50
Address 3				50
Address 4				50
Postal Code				12
Country				25
Member DBID	Y		The database identification or key of this member in your organisation's database. Downloaded member rows, containing any updates to member profiles, also include Member DBID. Member DBID can then be used to locate and update member records in your organisation's database. The Profile Updated column in the downloaded rows gives the date when each member last updated their profile.	20
Notes			Any additional information. Notes do not appear on the web.	255

Key to columns in the table above

Column Heading

The text to appear in the first row of your CSV file. It identifies the contents of the cells in the rows immediately below. Columns can appear in any order.

Mem

Y indicates that this column contains member-related information. A CSV file of duties must contain member name column(s); it can also contain member-related columns. A CSV file of members can contain only member-related columns.

Req

D means that the corresponding column is required when the CSV file contains duties with or without member details.

M means that the column is required when the CSV file contains member details only.

Column Data

Describes the contents of each column.

Max chrs

The maximum number of characters (letters, numbers, punctuation marks and spaces) that DutyMan will accept in this column for any one row. For example in the Duty Time column, with a maximum of 5 characters, *10:00* or *~1000* are both acceptable but *about 10* is too long (8 characters).

At upload time DutyMan decides what information – duties, member details, or both – is being uploaded on the basis of the columns present in the file:

Duty Date and Member Name(s)

but no Email Address: Uploading duties only
rows with blank duty dates are ignored
blank member names are set to *tba* (to be allocated).

Member Names(s) and Email Address

but no Duty Date: Uploading member details only
rows with blank member names are ignored.

Duty Date, Member Names(s) and Email Address:

Uploading both duties and member details
rows with blank duty dates are ignored,

blank member names are set to *tba* (to be allocated).

Upload Option Columns

These columns are optional but can be used to pre-set the corresponding radio-button options on the Upload Page in Admin Pages. You might want to do this in order to restrict choices at upload time. If upload option columns are present with valid values then the corresponding upload options on the Upload Page are disabled and cannot be changed by the user. If the values in the file are invalid or omitted then options on the Upload Page are enabled. The option values must be in row 2.

Column Heading	App	Column Data	Max Chrs
Mode	D	<i>Add or Replace.</i> <i>Add</i> appends the information in the file to existing duties. <i>Replace</i> replaces all existing duties with the information in the file.	7
GenPswd	D,M	<i>Yes</i> to tell DutyMan to generate passwords for new members without passwords	3
Date Format	D	The format of dates in the CSV file. <i>dmy</i> for dd/mm/yy or <i>mdy</i> for mm/dd/yy.	3
TBA Swap Wanted	D	<i>Yes</i> to tell DutyMan to set all duties not assigned to a member to <i>Swap Wanted</i>	3

Duty Order

When creating a file of duties the rows need not necessarily appear in date order. Your file can, if you wish, contain all the duties of one type with their dates and events followed by all the duties of another type with their dates and events. After uploading DutyMan sorts them into ascending duty date and event order. Duties with the same date and event stay in the order in which they occur in the upload file.

For example, if your upload file contains

Duty Date	Event	Duty Type	Member Name
01/02/09	High Jump	Boss	A White
01/02/09	Long Jump	Boss	B Green
01/03/09	High Jump	Boss	C Blue
01/02/09	High Jump	Minion	D Brown
01/02/09	Long Jump	Minion	E Black
01/03/09	High Jump	Minion	F Red

After uploading these duties will be shown on the web as

Duty Date	Event	Duty Type	Member Name
01/02/09	High Jump	Boss	A White
		Minion	D Brown
01/02/09	Long Jump	Boss	B Green
		Minion	E Black
01/03/09	High Jump	Boss	C Blue
		Minion	F Red

Sample Upload Files

Three sample CSV files (max 6Kb) are available to download from the web. You can use them as templates for creating your own upload files.

[Member Details Only](#)

[Duties Only](#)

[Duties and Member Details](#)