DutyMan Duty Upload File Format

Column Heading	Req	Column Data	Max Chrs
Duty Date	Yes	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	Yes	A description of what is taking place	45
Duty Type	Yes	A brief description of the duty, eg *Race Officer*, *Results*, *Bar*	25
Swappable		*No* if you do not want this duty to be swapped, otherwise *Yes* or blank. If omitted *Yes* is assumed.	3
Reminders		*No* if you do not want reminders to be sent , otherwise *Yes* or blank. If omitted *Yes* is assumed.	3
Confirmed		*Yes* if the duty has been confirmed, otherwise *No* or blank. If omitted *No* is assumed. **Confirmed** is usually used to retain duty confirmed status when downloading, amending and re-uploading duties.	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. *john@xxx.com; sue@yyy.org*	255
Duty Instructions		Instructions to be included in reminder emails for this duty.	255
First Name	Yes	Either First Name/Last Name or Member Name.	30
Last Name		The member must be in the Members List identified by either First Name/Last Name or Member Name in the same way that they were uploaded to the Members List.	60
Member Name			60

Alloc		This column is used only when uploading to the **allocation roster**.
		
		It can have values **Pre**, **Self** and **No** and determines how the duty is handled on the *First Come, First Served Allocation Form*.
		
		    Pre means a member has been pre-allocated to this duty. The duty cannot be deselected on the First Come, First Served Allocation Form.
		
		    Self, in a downloaded CSV file, means a member has allocated themselves to this duty on the First Come, First Served Allocation Form. In an uploaded CSV file, it means the duty has been allocated to a member who can deselect it on the First Come, First Served Allocation Form.
		
		    No means no one is allocated to this duty.
		
		If there is no member name against a duty, any value in the **Alloc** column is ignored and **No** is assumed.
		
		If there is a member name against a duty, **Pre** is assumed unless **Self** is specified in the **Alloc** column.
			4

Notes		Any additional information. Notes do not appear on the web.	255