Patron Load Profile for Antioch Students

File Name (the name of the file as it will be sent to using encrypted FTP):

Data is sent as an excel text file: ANT_stud_[date].xls (example: ANT_stud_09-09-09.xls)

Protection Settings (the fields that we will protect, and the method of protection):
P BARCODE (Protection Code N – new data will be inserted next to old)
NOTE   (Protection Code N – new data will be inserted next to old)

Data file format (the column of data and the corresponding field it will populate):
In this case, there will be 12 columns of data per row, each row corresponding to one patron record. Antioch will check the file for proper data order, and that there are no rows that are only blanks. Antioch will provide the expiration date in the email.

Data column	=> Data field	Example dat
1. STU.LAST.NAME	=> PATRN NAME	Doe,
2. STU.FIRST.NAME	=> PATRN NAME	John
3. STU.MIDDLE.INITIAL	=> PATRN NAME	X
4. @ID	=>UNIV ID	0341380
5. STU.CMPL.ADDR	=> ADDRESS2	10170 Nowhere St
6. STU.HOME.CITY	=> ADDRESS2	Anytown
7. STU.HOME.STATE	=> ADDRESS2	OH
8. STU.HOME.ZIP	=> ADDRESS2	44141
9. STU.HOME.COUNTRY	=> ADDRESS2	France
10. STU.AE.EMAIL	=> EMAIL ADDR	Doe.John@antiochne.edu
11.STU.CURRENT.HOME.LOCATION	=> ***	020
12. A07.CURR.ANT.CMPL.DATE	=> N/A	

Ohionet will use the contents of columns 6 and 7 to determine final data for the ADDRESS1, EXP DATE, BARCODE, and PTYPE fields, as in this example:

LOCATION	STATE	FIELD	DATA
20		ADDRESS1	Antioch New England – Student
		EXP DATE	12-31-10
		BARCODE	anne+UNIV ID
		PTYPE	55
30		ADDRESS1	Antioch Seattle – Student
		EXP DATE	12-31-10
		BARCODE	anse+UNIV ID
		PTYPE	55
40		ADDRESS1	Antioch PhD Leadership & Change – Student
		EXP DATE	12-31-10
		BARCODE	anne+UNIV ID
		PTYPE	55
40	OH	ADDRESS1	Antioch PhD Leadership & Change – Student

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		EXP DATE	12-31-10
		BARCODE	anne+UNIV ID
		PTYPE	56
61		ADDRESS1	Antioch Los Angeles - Student
		EXP DATE	12-31-10
		BARCODE	anla+UNIV ID
		PTYPE	55
62		ADDRESS1	Antioch New Santa Barbara - Student
		EXP DATE	12-31-10
		BARCODE	ansb+UNIV ID
		PTYPE	55
70		ADDRESS1	Antioch McGregor - Student
		EXP DATE	12-31-10
		BARCODE	anmc+UNIV ID
		PTYPE	55
70	OH	ADDRESS1	Antioch McGregor - Student
		EXP DATE	12-31-10
		BARCODE	anmc+UNIV ID
		PTYPE	56

Post Load Procedures (what we will do after loading the data):
The P BARCODE field in overlaid records will be deduped of redundant data.
A list for each of the newly-created and of the overlaid records will be created.
The contact person at the library (specified in your email) will be sent an email with details.

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Data File Format Change/Correction Form (please use this to make changes or corrections):

Please indicate the column in which the data will be delivered, and the target field. Please make this a COMPLETE description of the data file to be delivered. You can add further rows as needed.

Data column	Corresponding Field	Example data
1	=>	
2	=>	
3	=>	
4	=>	
5	=>	
6	=>	
7	=>	
8	=>	
9	=>	
10	=>	
11	=>	
12	=>	
13	=>	
14	=>	
15	=>	
16	=>	
17	=>	
18	=>	
19	=>	
20	=>	
21	=>	
22	=>	
23	=>	
24	=>	
25	=>	
26	=>	
27	=>	