Skills DB Pro©
Skills Management Made Easy

Import <u>Skills and Category</u> Instructions & Specifications

This Skills DB Pro .csv file inserts your new Categories and Skills records into your instance of Skills DB Pro. Please see validation logic to see how the inserts are defined.

The process is actually really simple once you get your file setup. Most systems will export directly to a .csv file and if you setup your report fields similar to the downloadable template, importing records is easy.

Quick Start:

1. Download the .csv file and populate it. It must be imported as a .csv file as well.
2. Rules:
   a. File Type-Must be a comma separated value file .csv
   b. Field Names - <u>Do not change any of the field names</u>. Any field names changed won't be imported.
   c. Field Lengths - Any fields with lengths longer than those listed below will be truncated(shortened to the maximum length of the field)
   d. Required Fields - Make sure all required fields are being used.
3. Double check your file. <u>Once updated the process cannot be undone.</u>
4. Click Choose File – Select your file from your computer.
5. Click Import. After the import is run you will get a line by line report as to the status of the import.

Field Definitions:
Please note you **cannot change the field names** on the template or they will not be read in. Furthermore, data types must match up.   Though, you can change the order of the columns to make it easier you if necessary. Any fields over the maximum length **will be truncated** to the Max Length. All white spaces at the beginning or end of a string are removed as well.

Field Name	Type	Max Length	Required	Inserted	Notes
CategoryMain1(max length 40)	nvarchar	40	Yes	Yes	A category holds a skill. You can segment a category into 3 levels. This is the 1st level.
CategorySub2(30)	nvarchar	30	No	Yes	2nd Category level
CategorySub3(20)	nvarchar	20	No	Yes	3rd Category Level
IsAttribute(0=Skill, 1=Attributel)	Integer	1	Yes	Yes	Defines whether this represents a skill(Scored on a scale i.e. 1 to 5) or is it a qualification(is this answered true or false i.e. am I a Microsoft Certified Professional)
Skill(100)	nvarchar	100	Yes	Yes	Description for the skill or qualifictaion you are uploading. What the user selects.
Skill Description(1000)	nvarchar	1000	No	Yes	A more extensive description of the skill that a user can look up.

Validation Logic and Errors:

Inserting:

The Category and Skills must be unique to your instance of the Skills DB Pro System.

1. If both the skills and category are unique they will both be inserted.
    a. The skill category and skills are created
2. If the category is already in the system and the skill is not. The skill will be inserted.
    a. The given category is existing in the system. The skill has been created
3. If both the skill and category are already in the system.
    a. Both This skill and category are already in the system