**Innovation Central User Upload Format: Direct SFTP**

Use this file format specification when submitting your own user import files via SFTP. If you do not already have SFTP access, then please contact Support.

**File type:** .TXT

**Frequency:** Updates are made once daily. Files must be received before midnight to be processed on the same day. If an urgent update is required, then please mail a request to Support; we may be able to process a file immediately.

**Upload Types:**

* Full - Add new Profiles, update existing Profiles, and delete Profiles if the import file does not contain a corresponding record.
* Incremental - Add, update and delete Profiles only as specified in the import file. Profiles without a corresponding record in the import file are left unchanged.

**File Requirements:**

1. Use the following naming scheme, where *YY* is the last two digits of the year, *MM*, the month and *DD* the day when the file is uploaded:
* Full imports: idc00*YYMMDD*.txt
* Incremental imports: idci00*YYMMDD*.txt
1. File names must be unique. An existing file with the same name will be overwritten.
2. The file format is CSV (comma-separated), as in the attached templates.
3. Include one row per person to be given access to Innovation Central, without a header row.
4. For incremental uploads, begin each line with a + field to add users, - to remove existing users, as in the attached template.
5. Use UTF-8 encoding for all import files.
6. To identify a blank value, use an empty string in the field ( ,“”, ).
7. To leave an existing value unchanged, leave the field itself blank ( ,, ).
8. Remove leading and trailing spaces in all fields.
9. Name fields may contain alphanumeric characters, including Latin accented letters (0xC0 - 0xFF), as well as: space (0x20), comma (0x2C), hyphen (0x2D), full stop (0x2E) and underscore (0x5F).
10. Other fields may contain any character in the ranges 0x20 - 0x7E and 0xC0 – 0xFF, with the exception of the double-quote (0x22).
11. The use of proper case (mixed upper and lower letters) in the name fields and other descriptive fields is recommended.
12. Each line (including the last) must be terminated with CRLF (0x0A, 0x0D) once. A double CRLF will cause the rest of the file to be ignored.

**Warning:** A file containing only CRLF will remove all profiles.

**Profile Fields:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Content** | **Required?** | **Can be blank?** |
| action | Required for incremental uploads only:+ to add/updated user, - to delete user | Yes/No | No |
| firstname | User’s first name | Yes | Yes |
| middleinitials | String of middle initials with no spaces or periods | Yes | Yes |
| lastname | User’s last name | Yes | No |
| loginname | Unique identifier for user | Yes | No |
| password | Login password | No | No |
| emailaddress | User’s email address | Yes | No |
| info1 . . . info10 | Profile identifiers (e.g., location, department) | No | Yes |
| home portal | If multiple portals are used, name of the portal to be the user’s start page | No | Yes |
| external | Determines if this is an external user | No | Yes |
| external company | User’s external company name; only required when upload contains external users | Yes/No | Yes |