

## Converting CSV to DAT – For Import into Personal Data

### Introduction:

The following are the instructions on the layout required to convert a CSV file into a DAT file for purpose of importing demographic information into Parklane. For full instructions on the Data Transfer, consult the Data Transfer [Guide](#).

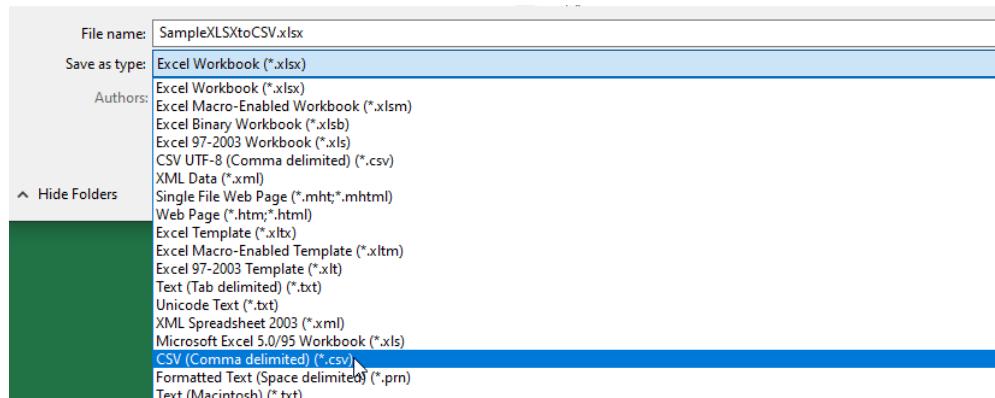
### File Requirements:

The following criteria must be met to successfully convert a file:

1. The file must be a comma separated value (CSV) file (this can be creating using Excel)
2. If importing Badge ID into Personal Data, and it is above 11 characters, this field must be text formatted.
3. For those with multiple companies, one file must be created for each company.
4. The first line can have headings, but if so, the Lastname field must contain, "Lastname", and then the header will be skipped. OR, delete header before converting.
5. Click [here](#) for a CSV file with headings.

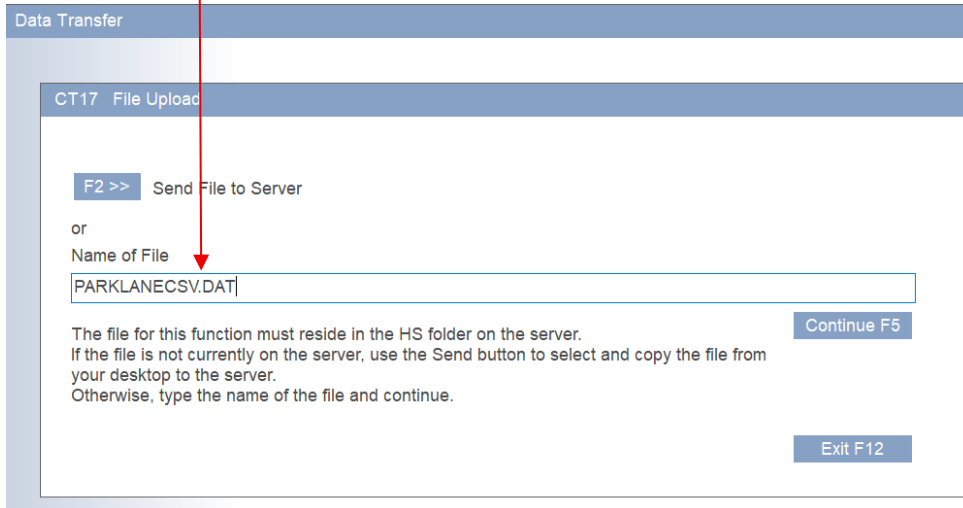
### Instructions to convert Excel file to CSV

1. Once data is populated and formatted in the Excel file according to the layout, select File, then Save As
2. Under Save as type, select: CSV (comma delimited)(\*.csv) - see image below



3. Once complete, go to Maintenance, select Data Transfer > Convert CSV to DAT
4. When File Upload panel appears, select F2 to search and select CSV file
5. System will prompt: Ready to Run File Conversion? Select Yes.
6. When complete, select OK.

7. System will place the converted file, now named ParklaneCSV.DAT in the appropriate system folder (HS)
8. **IMPORTANT:** Run the Data Transfer as outlined in the [Data Transfer Guide](#) – First, be sure to do a **Trial Run** before updating.
9. When running, you can access the ParklaneCSV.DAT file by changing name of file in field to ParklaneCSV.DAT, then Continue.



Data Transfer

CT17 File Upload

F2 >> Send File to Server

or

Name of File

PARKLANECSV.DAT

The file for this function must reside in the HS folder on the server.  
If the file is not currently on the server, use the Send button to select and copy the file from your desktop to the server.  
Otherwise, type the name of the file and continue.

Continue F5

Exit F12

10. Should you require assistance, contact [Parklane Support](#).

Column to [Data Transfer Layout](#) field reference. For sample CSV with headings [click here](#).

Column	Data Transfer Layout Field	Column	Data Transfer Layout Field	Column	Data Transfer Layout Field	Column	Data Transfer Layout Field	Column	Data Transfer Layout Field
A	1	Q	17	AG	33	AW	49	BM	65
B	2	R	18	AH	34	AX	50	BN	66
C	3	S	19	AI	35	AY	51	BO	67
D	4	T	20	AJ	36	AZ	52	BP	68
E	5	U	21	AK	37	BA	53	BQ	69
F	6	V	22	AL	38	BB	54	BR	70
G	7	W	23	AM	39	BC	55	BS	71
H	8	X	24	AN	40	BD	56	BT	72
I	9	Y	25	AO	41	BE	57	...	...
J	10	Z	26	AP	42	BF	58		
K	11	AA	27	AQ	43	BG	59		
L	12	AB	28	AR	44	BH	60		
M	13	AC	29	AS	45	BI	61		
N	14	AD	30	AT	46	BJ	62		
O	15	AE	31	AU	47	BK	63		
P	16	AF	32	AV	48	BL	64		