

# **Importing Custom Data**

### **File Format Requirements**

#### **OVERVIEW**

This document provides the formatting requirements necessary for importing various custom data into Claritas 360:

Customer Address & Location Files

**Geosummary Files** 

Segment Summary Files

Polygon Files

**Geography Files** 

#### **FILE FORMAT REQUIREMENTS**

### **Customer Address and Location Files**

For use in File Enhancement, Profile Builder, Analysis Area Builder & Location Builder

CUSTOMER ADDRESS AND LOCATION FILE FORMAT REQUIREMENTS	
REQUIREMENT	DETAILS
Remove Special Characters	Highlight file using Ctl A  Click Find & Select and then select Replace    File   Home   Insert   Page Layout   Formulas   Data   Review   View   Developer   Help   Acrobat   Endet   Soft   Soft   Endet   Soft   Soft   Endet   Soft   Soft   Endet   Soft   Soft   Soft   Soft   Soft   Soft   Soft   Soft
Remove Extra Spacing in Headers	Make sure there are no extra spaces at the end of each header name.



CUSTOMER ADDRESS AND LOCATION FILE FORMAT REQUIREMENTS	
REQUIREMENT	DETAILS
ZIP Codes: Remove any '+4'	In an empty column to the immediate left of the ZIP Code column type  '=LEFT(D2,5)' in Row 2
ZIP Codes: Display leading zeros	Check that leading zeros (00834) are shown in the ZIP Code column. If they are not (834), select the ZIP Code column.  Right-click and select Format Cells    Right-click and select Format Cells
Confirm File Name Length	In Profile Builder, the file name must be less than 80 characters.
Header Name Length	There is a 45 character limit for each header.
Header Names	• "ID" cannot be used as a field name (all uppercase). "ID" field names must be changed to either "Id" or "id" (e.g., Geography Id or Geography id).
Remove Carriage Returns and Hidden Formatting	If there is continued formatting issues after addressing the above requirements, reach out to the Claritas Solution Center.



# **Segment Summary Files**

### For use in Profile Builder

SEGMENT SUMMARY FILE FORMAT REQUIREMENTS	
REQUIREMENT	DETAILS
Remove Special Characters	Highlight file using Ctl A  Click Find & Select and then select Replace    File   Home   Insert   Page Layout   Formulas   Data   Review   View   Developer   Help   Acrobat   Economic   Second   Second   Economic   Second   Seco
Column Header: Segment Number	The segment number column must include the word 'Segment'
Column Header: Base	The base column(s) must include the word "Base"
Consumption Column(s)	Each consumption value column must have an associated behavior values column
Header Names	"ID" cannot be used as a field name (all uppercase). "ID" field names must be changed to either "Id" or "id" (e.g., Geography Id or Geography id).

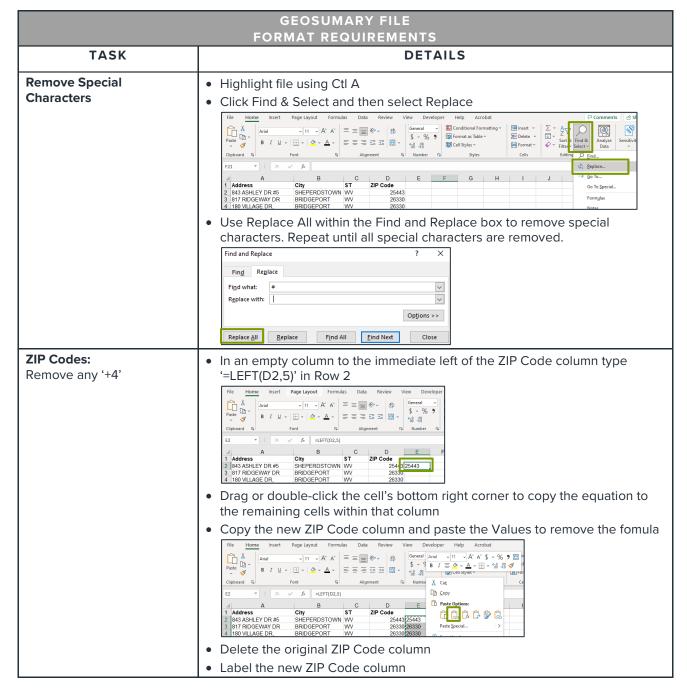


SEGMENT SUMMARY FILE FORMAT REQUIREMENTS		
REQUIREMENT	DETAILS	
File Layout Options	One Profile: Segment Code, Base Count, Profile Count      A	
	Profile Count 1, Base Count 2, Profile Count 2, etc.    A	
Column Heading Length: Customer Counts	The character count of each Customer Count column's heading, combined with the character count of the file name, must be less than 80 characters	
Files with > 100 Columns	Only behavior and/or consumption data can be included beyond the first 100 columns	



### **Geosummary Files**

For use in Custom Data Manager





GEOSUMARY FILE FORMAT REQUIREMENTS			
TASK	DETAILS		
ZIP Codes: Display leading zeros	Check that leading zeros (00834) are shown in the ZIP Code column.  Right-click and select Format Cells    Right-click and select Format Cells		
Geography Level Identifier	For geosummarized files, the Geography Level column must contain the appropriate three-digit geography level:  THREE-DIGIT GEOGRAPHY LEVEL NAME  USA Country  STA State  CTY County  MCD Minor Civil Division  PLA Census Place  TRA Census Place  TRA Census Flace  CSA Combined Statistical Area  CBS Core Based Statistical Area  CBS Core Based Statistical Area  DMA Designated Market Area  TDZ Three-Digit ZIP Code  ZIP ZIP Codes  ZP4 ZIP+4  ZP6 ZIP+6  CBL Claritas Cable - Incumbents  CBM Claritas Cable - Major Overbuilders  CBN Claritas Cable - Minor Overbuilders  MTA Major Trading Areas  BTA Basic Trading Area  BSA Metro/Rural Service Area  LAT Local Access Transport Area  LEC Incumbent Local Exchange Carrier		
Field Names	"ID" cannot be used as a field name (all uppercase). "ID" field names must be changed to either "Id" or "id" (e.g., Geography Id or Geography id).		



## **Polygon Files**

### For use in Analysis Area Builder

POLYGON FILE FORMAT REQUIREMENTS				
TASK	DETAILS			
File Name	The file must be given a unique file name, that has not been used for previously uploaded file	а		
File Size	The imported file must contain no more than 25,000 polygons			
Header Names	<ul> <li>"ID" cannot be used as a field name (all uppercase). "ID" field names n changed to either "Id" or "id" (e.g., Geography Id or Geography id).</li> </ul>	nust be		
File Format	<ul> <li>The imported file must be a ZIP file consisting of tab, shp or mif files</li> <li>Depending on the type of polygon file being imported, certain file type must be included in the ZIP file:</li> </ul>			
	POLYGON FILE TYPE MANDATORY FILES ADDITIONAL INFORMATION			
	ESRI Shapefile (shp)  .shp .shx .dbf  If extraneous files are available, it is recommended to keep in the zipped file as they may contain additional information. However, if your import fails, extract the zipped file and reincluding only the listed mandatory files.	on.		
	MapInfo Interchange .mid Format .mif (mif)			
	tab  MapInfo Table .dat If extraneous files are available, keep them in the zipped fi  (tab) .id they contain certain additional informationmap	ile as		



## **Geography Files**

For use in Analysis Area Builder

GEOGRAPHY FILE FORMAT REQUIREMENTS			
TASK	DETAILS		
Required Columns	Columns that need to be specified are: Geography Level, Geography ID and Analysis Area Name		
Header Names	• "ID" cannot be used as a field name (all uppercase). "ID" field names must be changed to either "Id" or "id" (e.g., Geography Id or Geography id).		
Optional Columns	Additional columns that can be imported are: Analysis Area Group Name and Area ID		
Column Details: Geography ID	If any Geography ID records are missing leading zeros, the system will update those records to include the necessary leading zeros		
Column Details: Geography Level Identifier	The Geography Level column must contain the appropriate three-digit geography level:		
	THREE-DIGIT GEOGRAPHY LEVEL GEOGRAPHY LEVEL NAME		
	USA Country  STA State		
	CTY County		
	MCD Minor Civil Division		
	PLA Census Place		
	TRA Census Tract		
	BGR Census Block Group		
	CSA Combined Statistical Area		
	CBS Core Based Statistical Area		
	DMA Designated Market Area		
	TDZ         Three-Digit ZIP Code           ZIP         ZIP Code		
	AZP All ZIP Codes		
	ZP4 ZIP+4		
	ZP6 ZIP+6		
	Claring Cable Inguishants		
	CBL Claritas Cable - Incumbents  CBM Claritas Cable - Major Overbuilders		
	CBN Claritas Cable - Minor Overbuilders		
	MTA Major Trading Areas		
	BTA Basic Trading Area		
	RSA Metro/Rural Service Area		
	LAT Local Access Transport Area		
	LEC Incumbent Local Exchange Carrier  CTR Wire Center		
	CTR Wire Center		

