

## DutyMan Member Upload File Format

Column Heading	Req	Column Data	Max Chrs
First Name	Yes	Either First Name/Last Name or Member Name.	30
Last Name		Each member must be identified by either a unique First Name/Last Name combination or a unique Member Name.	60
Member Name			60
Name Qualifier		Optional text to make duplicate names unique.	20
Email Address		The member's email address if known. Members without email addresses will not receive reminders and cannot use DutyMan to swap duties.	80
Phone		The member's telephone numbers. The first number is displayed adjacent to the member's name on the duty roster but only after a member has logged in.	30
Phone 2			
Address 1		The member's postal address.	50
Address 2		If uploaded, postal addresses are visible to and can be amended by the corresponding member and the DutyMan Administrator.	50
Address 3			50
Address 4		Optionally they are visible to logged in members via the DutyMan Directory when the Directory feature is enabled.	50
Address 5			50
Postal Code			12
Country		25	
Member		<p><i>Yes</i> or <i>No</i> to indicate whether or not this person is a member of your club or organisation. It can be useful to include non-members in DutyMan, for example a guest official or trainer. <i>Member = No</i> lets you easily identify them, for example in queries.</p> <p>Member is solely for documentation; DutyMan itself does not use this field. The default value is <i>Yes</i>.</p>	3
Number of Duties		<p>Used during duty allocation to determine the number of duties each member is expected to perform</p> <p>Possible values are  <i>none</i> – the member is not required to do duties  <i>default</i> – the member can be allocated up to the default maximum number of duties as set in <i>&gt;Allocation &gt;Set Up &gt;General</i>  <i>no limit</i> – there is no maximum number of duties for this member  <i>0 to 99</i> – actual number of duties (0 duties is functionally equivalent to none)</p> <p>If omitted <i>default</i> is assumed.</p>	8
Optimum Duty Type		One of the duty types specified in the duty schedule. Duty types must match exactly in spelling, capitalisation and punctuation to be effective. See <i>&gt;Allocation &gt;Optimum Duty Types</i> for more information.	25
Member DBID		The database identification or key of this member in your organisation's database. Downloaded member rows, containing any updates to member profiles, also include Member DBID. Member DBID can then be used to locate and update member records in your organisation's database. The Profile Updated column in the downloaded rows gives the date when each member last updated their profile.	20
~InfoName		<p>Additional member information. There can be multiple additional member information columns. See Set Up <i>&gt;Additional Member Information</i> for details.</p> <p>Note: the name of the info in the column header must be prefixed with a tilde (~) in order to prevent potential conflict with standard column names.</p>	