Importing Events in Active Data Calendar 3.10.x

The new ability to schedule multiple facilities per event occurrence within Active Data Calendar 3.8 necessitated the creation of a new comprehensive "enterprise" XML and CSV import and export formats (Note: the iCal format remains supported and unchanged in 3.9.). Backward compatibility with the previous XML and CSV import formats supported in Active Data Calendar 3.7 and 3.8 will be maintained in 3.9 & 3.10. Please refer to the existing 3.7 or 3.8 tip sheet to review the details on importing events in the older formats.

XML and CSV exports of events from Active Data Calendar 3.10 will solely consist of data in the new enterprise formats regardless of what calendar modules are installed. This change will require any processes which had been designed to leverage the old (3.8 and earlier) XML and CSV export formats to be revised to accept the new format.

The Import Events feature continues to allow you to import events into the calendar as either a one-time event import or as a persistent event feed. The files used for import remain either a CSV, iCal or XML file format. There are differences in how each file type must be formatted and they are identified below. Additionally, the event "purge" functionality of Active Data Calendar was enhanced in the 3.10 release to allow events to be deleted by import file or persistent feed. This new feature will allow iterative testing of import files as they are developed.

Note on Large Import Files

When importing large files which contain more than 1000 event occurrences, it is required that the persistent event feed process be used in a "one-time" fashion instead of the usual one-time upload process. Importing large files in this way will ensure that a long running import cannot time out and be incomplete.

To create a one-time import, using the persistent import interface, you can select the same start and end date and setup your start and end time and interval so that the import only occurs/runs once. An example of this would be:

- Start Date: 05/21/2009
- End Date: 05/21/2009
- Time to Being Retrieving: 10:00 AM
- Time to End Retrieving: 10:15 AM
- Import Interval: 30 minutes

Since there is only one interval of 15 minutes that can be run within the time period identified, this import would run only once. It is important to make sure this import will run so if there are other active imports then make the beginning time, ending time and interval big enough to make sure it will run.

- Start Date: 05/21/2009
- End Date: 05/21/2009
- Time to Being Retrieving: 9:00 AM
- Time to End Retrieving: 5:00 PM
- Import Interval: 900 minutes

Setting an Import Update Schedule
The import process of Active Data Calendar 3.10 is a single threaded process. As such, this should be taken into consideration when creating your import update schedule. The add persistent import screen requires that you enter a start time and end time for the Calendar application to poll the URL specified in order to look for updates.

The interval entered within this area will tell the Calendar application how long after the last import was successfully performed and completed, should the application kick off a new process to look for updates.

Please NOTE: The interval entered does not set a hard time schedule. As such, if you set the following schedule:

Start Time: 8:00 AM
End Time: 9:00 AM
Interval: 5 minutes

The system does not set a schedule of updates to automatically run at:
8:00 AM, 8:05 AM, 8:10 AM, 8:15 AM, 8:20 AM Etc.

The schedule is not predetermined by the start time, end time and interval selection, it is a dynamic process that kicks off the next update at the interval entered at the finalization of the previous import cycle.

Example:
Start Time: 8:00 AM
End Time: 9:00 AM
Interval: 5 minutes
Import takes 2 minutes to complete process.

Start Time 8:00 AM
First import cycle: 8:00 AM – 8:02 AM
System waits until 5 minutes following 8:02 AM to kick off next update.
Second import cycle: 8:07 AM – 8:09 AM (if the second cycle also takes 2 minutes to complete)

IMPORTANT: If you have created more than one persistent import, then the import updates are performed in a queue. They do not occur concurrently.

For example: 2 Imports are added into Active Data Calendar.

Import 1
Start Time: 8:00 AM
End Time: 8:30 AM
Interval: 5 minutes
Import Time to Complete: 5 minutes per update

Import 2
Start Time: 8:00 AM
End Time: 9:00 AM
Interval: 10 minutes
Import Time to Complete: 6 minutes per update

Sample Calendar Thread Schedule/Process Times
8:00 AM: Import 1 kicks off (Import 1 has priority based on it being setup first.)
8:05 AM: Import 1 complete
8:05 AM: Import 2 kicks off
8:11 AM: Import 2 complete
8:11 AM: Import 1 kicks off
8:16 AM: Import 1 complete
8:21 AM: Import 1 kicks off (Import 1 has priority based on it being setup first.)
8:26 AM: Import 1 complete
8:26 AM: Import 2 kicks off
8:32 AM: Import 2 complete
8:42 AM: Import 2 kicks off
8:48 AM: Import 2 complete
8:58 AM: Import 2 kicks off (Import 1 was set to only poll until 8:30AM, so Import 2 will continue in
             its own cycle until the end time for that import – 9:00 AM)

Please NOTE: Clients who do not have the Facilities Module will notice that in the 3.9 new requirements have fields included that you will not need to populate since your installs do not include these fields. However, if you have data and would like to include them in your import for future use (if you intend to purchase/upgrade the Facilities Module at a later date), then you can do so. These fields will stay populated in the database but the data will not be used anywhere in your install until the Facilities Module is enabled:

> Room Setup Name
> Room Setup Time
> Room Tear Down Time
> Room Capacity
> Setup Notes
> User Setup Time
> User Tear Down Time
> User Setup Count
> User Setup Notes
> Resources – CatSubcat
> Resources – Resource
> Resource – Quantity
> Resource - Notes

Importing CSV Enterprise

The format for a CSV file is very specific, and it must be followed exactly for the events to import properly. The following is a list of all of the fields that need to be provided and some guidelines to make the import process easier. Each field must contain a value that properly handles embedded commas and quotes according to the CSV standard in order to be imported properly. In order to skip (omit) a value for a given field, your CSV file must still supply a comma as a field place holder. All lines must be terminated by a carriage return/line feed or the line will not be recognized as a valid record. There must be a header row supplied that matches the following text exactly:

"Event Name,Event Description,Contact Name,Contact Phone,Contact Email,Department Name,Categorization,Private Flag,Highlight,Facilities,Room Link,Internal Comments,ExternalField1,ExternalField2,ExternalField3,ExternalField4,All Day Flag,Start Date,Start Time,End Date,End Time,Recur Type,Recur Days,Recurring End Date,Address 1,Address 2,City,State,Zipcode,Phone,Location Url,Import Series Id,Import Occurrence Id,Created On,Modified On,Room Setup Name,Room Setup Time,Room Tear Down Time,Room Capacity,Information Status,Setup Notes,User Setup Time,User Tear Down Time,User Setup Count,User Setup Notes,Internal Custom 1,Internal Custom 2,Internal Custom 3,Internal Custom 4,County,Country,Registration - Enabled,Registration - Max Registrants,Registration - Display Available,Registration - Type,Registration - Template,Resources - CatSubcat,Resources - Resource,Resource - Quantity,Resource - Notes,External Series Id,External Occurrence Id,Event Owner,External Import ID,Event Owner Name"

Importing XML Enterprise

The elements in the XML file also include the same fields as specified for the CSV (organized into a slightly different node and name structure) plus two additional fields for image and attachment data. A detailed example XML file is included later in this document for reference purposes.

NOTE: All values imported by the user must be within the allowable field lengths set in the database as indicated in the table below. Also, the CSV field and XML element names are case sensitive and must be entered as listed below.

CSV Field Name	XML Element / Attribute Name	Length	Possible Values	Required
Event Name	Name	100	Alpha numeric	Y
Event Description	Description	6000	Alpha numeric	Y (If excluded, then the event name will become the event description)
Contact Name	ContactName	255	Alpha numeric	N
Contact Phone	ContactPhone	50	Alpha numeric	N
Contact Email	ContactEmail	255	Alpha numeric	N
Department Name(*)	Department	50	Alpha numeric	Y*
Categorization (*)	Categorization	50	Alpha numeric	Y*
Private Flag (*)	PrivateFlag	1	"Y", "N", "B"	Y
Highlight (*)	Highlight	1	"Y", "N"	Y
Facilities (*)	*Locations Location, Building, Room, RoomDivision (See example XML document for format and extra attributes)	*75	Alpha numeric	N
Room Link	In Locations attribute	265	Alpha numeric	N
Internal Comments	InternalComments	1000	Alpha numeric	N
ExternalField1	ExternalField1	500	Alpha numeric	N
ExternalField2	ExternalField2	500	Alpha numeric	N
ExternalField3	ExternalField3	500	Alpha numeric	N
ExternalField4	ExternalField4	500	Alpha numeric	N
All Day Flag	AllDay	1	"Y", "N"	Y
Start Date	StartDate	N/A	Valid date in "m/dd/yyyy" format	Y
Start Time	StartTime	N/A	Valid time in "h:mi AM"or "h:mi PM"format	Y
End Date	EndDate	N/A	Valid date in "m/dd/yyyy" format	Y
End Time	EndTime	N/A	Valid time in "h:mi AM"or "h:mi PM" format	Y
Recur Type (*)	RecurType	N/A	See below	Y
Recur Days (*)	RecurDays	N/A	See below	N*
Recurring End Date	RecurEndDate	N/A	See below	N*
Address 1	Address1	50	Alpha numeric	N
Address 2	Address2	50	Alpha numeric	N
City	City	30	Alpha numeric	N
State	State	2	Alpha numeric	N
Zipcode	Zipcode	10	Alpha numeric	N
Phone	Phone	25	Alpha numeric	N
Location Url	InternetAddress	110	Alpha numeric	N
Import Series Id	ImportSeriesId	N/A	Alpha numeric	Y
Import Occurrence Id	ImportOccurrenceId	N/A	Alpha numeric	Y
Created On	CreatedOn	N/A	Valid date in "m/dd/yyyy" format (single space) Valid time in "h:mi AM"or "h:mi PM"format "h:mi AM"or "h:mi PM"format	N*

Modified On	ModifiedOn	N/A	Valid date in "m/dd/yyyy" format (single space) Valid time in "h:mi AM"or "h:mi PM"format	N*(Modified date must be greater than last import date/time when updating events)
Room Setup Name	In Locations attribute	50	Alpha numeric	N
Room Setup Time	In Locations attribute	N/A	Numeric Integer. Must be positive.	N
Room Tear Down Time	In Locations attribute	N/A	Numeric Integer. Must be positive.	N
Room Capacity	In Locations attribute	N/A	Numeric Integer. Must be positive.	N
Information Status	InformationStatus	1	Character A (or blank) – Approved R – Rescheduled C – Cancelled D – Deleted	N
Setup Notes	SetupNotes	255	Alpha numeric (This gets linked to the lowest level of the facility.)	N
User Setup Time	In Locations attribute	N/A	Numeric Integer. Must be positive.	N
User Tear Down Time	In Locations attribute	N/A	Numeric Integer. Must be positive.	N
User Setup Count	In Locations attribute	N/A	Numeric Integer. Must be positive.	N
User Setup Notes	In Locations attribute	255	Alpha numeric	N
Internal Custom 1	InternalCustom1	1000	Alpha numeric	N
Internal Custom 2	InternalCustom2	1000	Alpha numeric	N
Internal Custom 3	InternalCustom3	1000	Alpha numeric	N
Internal Custom 4	InternalCustom4	1000	Alpha numeric	N
County	County	255	Alpha numeric	N
Country	Country	255	Alpha numeric	N
Registration – Enabled	RegistrationEnabled	1	"Y", "N"	Y
Registration – Max Registrants	RegistrationMaxReg	N/A	Integer (Required if Registration is enabled)	N*
Registration – Display Available	RegistrationDisplaySpaceAvail	N/A	"Y", "N" (Required if Registration is enabled)	N*
Registration – Type	RegistrationType	N/A	(May be "Single", "Partial" or "Series") - (Required if Registration is enabled)	N*
Registration – Template	RegistrationTemplate	N/A	Required if Registration is enabled. Alpha numeric (Valid Form Name or form ID). This field is validated against the forms table.	N*
Resources – CatSubcat	ResourceCat / ResourceSubcat	50	Alpha numeric (50 allowed for Category and 50 for Subcategory)	N*
Resources – Resource	ResourceName	100	Alpha numeric	N
Resource – Quantity	ResourceQuantity	N/A	Numeric Integer Greater Than 0	N*
Resource - Notes	ResourceNotes	1000	Alpha numeric	N*
Event Owner	EventOwner	NA	Integer (Validated against the account table.)	N
External Import ID	ExternalImportID	255	Alpha numeric	N
Event Owner Name	EventOwnerName	62	Alpha numeric (Not used in import file.)	N
Images (XML Only)	ImageBinary	N/A	Binary or Reference Link	N
Attachments (XML Only)	AttachmentBinary	N/A	Binary or Reference Link	N

Department: This is the department that the event is being posted to. If the value provided is not already in the Calendar database, a new department will be created. Rules are in place to use a default department if it's missing or to use a single department on a global scale. These options are setup during the creation of the import.

NOTE ON DEPARTMENTS: Department selections cannot be modified for occurrences of a series in the application or in data coming in from an import.

Category: This is the category and subcategory that an event is being posted to. If the value provided is not in the calendar database, a new category will be created. If you wish to specify subcategory, place a double colon (::) between the category name and subcategory name. If you wish to specify multiple category/subcategory pairs, place double bar (||) between them. Please note that a subcategory is not required. See the examples below.

> To specify an event to the category "Alumni" and the "Upcoming Events" subcategory…
> "Alumni::Upcoming Events"

> To specify an event to the category "Alumni" and the "Upcoming Events" subcategory and also to the category "Student Events" and the "Future Events" subcategory…
> "Alumni::Upcoming Events||Student Events::Future Events"

> To specify an event to the category "Sporting Events" and the category "Fall Activities"…
> "Sporting Events||Fall Activities"

Rules are in place to use a default category(s)/subcategory(s) if it's missing or to use selected category(s)/subcategory(s) on a global scale. These options are setup during the creation of the import.

NOTE ON CATEGORIES: Category/Subcategory selections cannot be modified for occurrences of a series in the application or in data coming in from an import.

Private Flag: This determines whether the event is displayed on the private calendar ("Y"), public calendar ("N"), or both ("B"). If you have not purchased the private calendar module, then use "N" for this field.

Highlight: This determines whether the event is to be highlighted. Highlighted events are displayed first when using the "Event List" view for a specific day or month. Use "Y" to highlight an event or "N" for a normal event.

Facilities:
Facilities information is not required. If it is supplied, any locations, buildings, rooms, and room divisions which are specified, the name is validated against the proper facility table (location, building, room or division). If this facility is not found, a new record gets created for it.

The facility information is linked within the system. If you provide a building, you must provide a location. If you provide a room, you must provide both a building and location for that room. If you provide a room division, then you need a room, building and location for that room division. If you do not provide one of the other required pieces, the system will produce an error for that import record.

In order to support the concept of multiple facilities per event occurrence, both the CSV and XML enterprise import formats have been modified. In the XML file format the exact tree structure of the multiple facilities is broken down into elements under a node named "Locations" similar to the XML snippet listed below:

```
<Locations type="group">
    <Location type="group">
        <LocationName type="text">Rouses Point</LocationName>
        <SetupNotes>Facility Notes</SetupNotes>
        <Building type="group">
            <BuildingName type="text">RP-IT</BuildingName>
            <Room type="group" roomsetupname="Double Conference Table" roomsetuptime="0" roomteardowntime="0"
                roomcapacity="1000" roomlink="" usersetuptime="0" userteardowntime="0" usersetupcount="1000"
                usersetupnotes="">
                <RoomName type="text">101</RoomName>
            </Room>
        </Building>
    </Location>
    <Location type="group">
        <LocationName type="text">Bethlehem</LocationName>
        <SetupNotes>Facility Notes</SetupNotes>
        <Building type="group">
            <BuildingName type="text">Hotel</BuildingName>
            <Room type="group" roomsetupname="" roomsetuptime="0" roomteardowntime="0" roomcapacity="0"
                roomlink="" usersetuptime="0" userteardowntime="0" usersetupcount="0" usersetupnotes="">
                <RoomName type="text">200</RoomName>
            </Room>
        </Building>
    </Location>
</Locations>
```

The attributes type, roomsetupname, roomsetuptime, roomteardowntime, roomcapacity, roomlink, usersetuptime, userteardowntime, usersetupcount, usersetupnotes are displayed either under the <Room> or the <RoomDivision> node depending on which node is the lowest level for that facility. In the example above the <Room> node is the lowest level for each of the facilities listed.

In the CSV file format, the location, building and room column have been collapsed into a single "Facilities" column which contains a delimited list of the exact facilities associated with the event occurrence. For example, if an event occurrence was assigned to the location "Bethlehem", the building "Hotel", and the room "100" and also the room "202" in room division "202B", the supplied CSV Facilities column would be as follows:

Bethlehem::Hotel::100||Bethlehem::Hotel::202::202B

Room Setup Name, Room Setup Time, Room Tear Down Time, Room Capacity, Setup Notes

These fields define the parameters for a room setup type and time to setup & teardown. You can also define the number of attendees to prepare for. In an XML file, these are attributes in the <Room> or <RoomDivision> node depending on what the lowest level is for that facility record. In a CSV file, they have split into their own fields. Each field can contain multiple values by separating them with a two pipes ("||"). If this information is provided in a CSV file, there cannot be more values than rooms provided. There can however be less and those values will be linked to the rooms in order until there are no more setup values.

User Setup Time, User Tear Down Time, User Setup Count, User Setup Notes

These fields define the parameters for user setup & teardown times. You can also define the number of attendees for which the facility should be prepared. . In an XML file, these are attributes in the <Room> or <RoomDivision> node depending on what the lowest level is for that facility record. In a CSV file, they have split into their own fields. Each field can contain multiple values by separating them with a two pipes ("||"). If this information is provided in a CSV file, there cannot be more values than rooms provided. There can however be less and those values will be linked to the rooms in order until there are no more setup values. The setup time, teardown time and setup count all need to be positive integers.

Event Start and End Dates and Times

Every event must have a start date. The Start Time, End Date and End Time however are not required. If a start time is provided, it will be used and must be in a valid time format ("h:mm AM" or "h:mm PM"). If an end date/end time is specified, then it must be after the start date/start time. All dates must be in a proper date format ("m/d/yyyy") and all time must be in a proper time format ("h:mm AM" or "h:mm PM"). A start time is required if an end time is provided. Both start time and end time must be set to "12:00 AM" or left blank for all day events.

Recur Type:
One Time, Custom, Interval#, Monthly by Date#, Monthly by Position#, Weekly#, Yearly by Date (The # must be replaced by a number).

- Custom would be a custom series that does not have regular intervals.
- Interval1 would be every day, Interval2 would be every 2 days, Interval# would be every # days…
- Monthly by Date1 would be every month on the date, Monthly by Date2 would be every 2 months on the date, Monthly by Date# would be every # months on the date…
- Monthly by Position1 would be every month at a certain position, Monthly by Position2 would be every 2 months at a certain position, Monthly by Position# would be every # months at a certain position…
- Weekly1 would be every week, Weekly2 would be every 2 weeks, Weekly# would be every # weeks…
- Yearly by Date would be every year on a certain date.

Recur Days:
Recur days can be Monday, Tuesday, Wednesday, Thursday, Friday, Saturday or Sunday. They can be a comma separated list. These values are only used when the Recur Type is Weekly#. If the start date and end date of an event are not on the same day, this value must be blank as this does not apply to multi day recurring weekly events.

Recurring End Date: This date is used with recurring events. The event will show up on the calendar up to and including the date specified. In other words, it is the "repeat until" date for a recurring event. All events in a series must have the same recurring end date and it must be the last date in the series.

Information Status

This field allows for the import process to designate whether or not the event in question should be marked as cancelled "C" or rescheduled "R" or deleted "D" from the system entirely. A status of "A" or blank is considered to be the default value for approved events. In order for the "C" or "D" to update a current record, the External Series ID, External Occurrence ID, External Import ID and the Modified On will be checked to see if this records has been updated since the last time the import was run and to if there is an event occurrence that match the criteria. If it finds a matching record it will be updated properly. If no matching record is found, then a new record with a status of "C" will be added to show the cancelled event, or the record will be skipped if the status is "D" since the event has been deleted and should not be in the calendar.

*IMPORTANT INFORMATION ABOUT THIS FIELD: This field constitutes the overall Marketing Status of an event. Within installs where the Facilities Module is enabled, the status of associated resource and facility requests are also based off this status. For example: if the "Information Status" field has a status of "A", then all facilities and resources associated with the event are considered to be imported as approved as well.

Internal Custom Fields

These fields allow the importing process to specify event information which can be used for internal filtering only and will not be displayed to visitors of the calendar.

Registration Fields

These fields specify whether or not the imported event should have registration enabled. If registration is enabled (Y) the other registration fields noted with an asterisk (*) above are required.

Registration – Max Registrants

Max registrants is required if registration is enabled. This field must be a positive integer. If there is no limit on the number of registrants, then this field should be zero.

Registration – Display Available

Display Available Registrants is required if registration is enabled. This field should be set to "Y" if available registration spots are to be displayed or "N" if they are not.

Registration - Type

Registration type is required if registration is enabled. This field should be set to "Single", "Partial" or "Series". "Single" is the only valid registration type for a one time event. If this field is left blank, then the registration type is set to "Multiple Occurrence Registration Allowed".

Registration - Template

Registration template is required if registration is enabled. This field can be the form id or the form name. If blank or 0 then the standard registration form is used. The form id or the form name is validated against the registration forms table. If the form id or form name is not valid then the import produces an error.

Resource Fields

These fields are not required. If they are provided then for every resource there needs to be a quantity, category/subcategory and note. The quantity must be an integer greater than zero. The notes can be blank but must be accounted for. Multiple resources are delimited by two pipes ("||"). Every field must have the same number of delimited values or the import will throw an error for that record. The notes field is the only exception. If the notes field does not have the same number of values, then the notes are left blank for that resource. If there is a need for a single resource to have a blank note, then there still needs to be a place holder for it. For example, if there are three resources and resources 1 and 3 have notes then the notes field should be ("Notes1||||Notes3").

Resources – CatSubcat
This is the categories and subcategories for which a resource can be classified. If the value provided is not in the calendar database, a new category will be created. Each resource category must have a resource subcategory in order to add resource items. Please place a double colon (::) between the category name and subcategory name. If you wish to specify multiple category/subcategory pairs, place two pipes (||) between them. Please note that a subcategory is required. See the examples below.

 "AV Equipment::Televisions"

To specify multiple category and subcategory combinations:
"AV Equipment::Televisions||AV Equipment::DVDs"

Event Owner
This is the ID of owner of the event. This field is an integer field that is linked to the Account table. It is not required but if its populated, it must be a valid Account ID.

External Series ID and External Occurrence ID
These two fields are the ids that identify an event in the external system. These would be set during an import so that if these events are exported to update that external system, there would be a link. The External Series ID is the overall event identifier and the External Occurrence ID identifies single occurrences within that event series. These fields are also used in conjunction with the External Import ID to link records during import from external systems which allows updates to be processed.

External Import ID
This is a user set import id that will link this import to other imports. When used in conjunction with the External Series ID and External Occurrence ID, it will form a link between records that will allow for updates of existing event records.

Created On and Modified On Fields:
These two fields (created on and modified on) both require a date and time element. Between the date and time there can be only one single space separating the two values. (Ex: 4/5/2009 10:24:29 PM)

While these two fields are not mandatory for a CSV import to work correctly, they are required to update events that were previously imported and to group events in a series. Used in conjunction with the External Series ID, External Occurrence ID and the External Import ID, events can be updated on a regular basis. The Modified On date is checked against the last time the import was run to see if this record needs to be updated. If the Modified On is greater than the last import run date, the External Series ID, External Occurrence ID and the External Import ID get checked to see if a record needs to be updated. If an event occurrence is found that matches these criteria, the event gets updated with the information in the current import. If there are no event occurrences that match, then a new event is created. Also, when these are populated, the import will be able to group events in a series instead of just adding events that follow a reoccurrence pattern.

Event Owner Name
This is a text field that is used during the export process. In order to allow calendar exports to be re-imported into the same calendar or a central calendar, this field is required to be included. It is not required to be populated with data.

AttachmentBinary and ImageBinary Fields (XML Only):
These fields contain base64 encoded image and attachment data if the event has an associated image and/or attachment(s).   Please note that only an example of an image binary is included in the sample XML below.   An example of an attachment binary would be too large for this document.

Example of Enterprise XML and CSV Import Files
The links to sample files are provided in your client's only area.

Importing iCal

The format for an iCal file is much more forgiving than the above CSV or XML formats, but it must be followed exactly for the events to import properly. The following is a list of all of the fields that need to be provided and some guidelines to make the import process easier. Please note that iCal event files do not contain a "department" field. Therefore, during the import of any iCal file, a destination department within calendar under which the events will be placed must be specified during the import setup.

All **iCal** events must contain a "SUMMARY" value, a Start Date "DTSTART" value and an End Date "DTEND" value. These values will determine the name of the event and when it starts and ends.

NOTE: All values imported by the user must be within the allowable field limits set in the database.

Field Name	Length	Possible Values	Required
SUMMARY	100	Alpha numeric	Y
DTSTART	N/A	Valid date in "yyyymmddThhmmssZ"	Y
DTEND	N/A	Valid date in "yyyymmddThhmmssZ"	Y
DESCRIPTION	6000	Alpha numeric	N
RESOURCES	255	Alpha numeric	N
LOCATION	75	Alpha numeric	N
CATEGORIES	50	Alpha numeric	N
RRULE	N/A	Alpha numeric	N
UID	255	GUID	N
CREATED	N/A	Valid date in "yyyymmddThhmmssZ"	N
LAST-MODIFIED	N/A	Valid date in "yyyymmddThhmmssZ"	N

SUMMARY: This is the Event Name that is being posted in the Calendar. This field is required or the event will not be processed.

DTSTART: This is the start date of the event. This field is required or the event will not be processed.

DTEND: This is the end date of the event. This field is required or the event will not be processed.

DESCRIPTION: This is the event description for the event. If this is not in the file or if it is blank, then the SUMMARY is used.

RESOURCES: This is a list of resources for an event. The resources do not get processed as resources in the system, but get added to the other details field for the event for display purposes only.

LOCATION: This is the location for the event. It should only include a location name and not building, room or division information.

CATEGORIES: This is a comma separated list of categories for the event.   If this property is not in the file or it is blank, then the default category(s) selected during the setup of the import will be used, or an error will be displayed if a default category(s) was not setup.

RRULE: This is the reoccurrence rule for the event. See http://tools.ietf.org/html/rfc5545#section-3.8.5.3 for more information about reoccurrence rules.

UID: This is a unique identifier for the VEVENT record. This is used to link records.

CREATED: This is the creation date for this event.

LAST-MODIFIED: This is the date the event was last modified. This will be used to check if a record should be processed or not.

The following is a sample iCal file. This file contains some of the properties listed above along with a properly formatted header and footer. In order for the file to be processed the SUMMARY, DTSTART and DTEND must be in the file. All other fields are optional. Each line in an iCal file should be 80 characters or less. If there are more than 80 characters, a new line should be created and each line after the first should be indented one space (See the DESCRIPTION property in the sample).

```
BEGIN:VCALENDAR
PRODID:-//ActiveDataExchange/Calendar V3.9.1//EN
BEGIN:VEVENT
DTSTAMP:20100505T165400
DTSTART:20100511T020000Z
DTEND:20100511T030000Z
LOCATION:Location Name
SUMMARY:This is the event name
DESCRIPTION:Event Description:\ntest\n\nContact Information:\nEmail: email@actived
 atax.com\n\nLocation Information:\n \n\n
CATEGORIES:Category1 - SubCategory1,Category2 - SubCategory2
RESOURCES:Text listed here will display in the Other Details field
UID:Unique identifier goes here.
END:VEVENT
END:VCALENDAR
```