Deltek

Deltek Costpoint® 8.0

Manage Employee Import User-Defined Format Preprocessor

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Manage Employee Import User-Defined Format

You can use this screen to specify the number of fields to include and the position of the fields in each record of the ASCII file you are uploading.

For example, if employee records you want to upload contain four fields, such as a Record Code, Employee ID, Notes, and Effective Date, for each record you can choose to select all four fields to upload, or upload a subset of the four.

Note: This is a separately licensed product for the current release of Deltek Costpoint.

Display the Manage Employee Import User-Defined Format Screen

You access the Manage Employee Import User-Defined Format screen from the People domain.

Click **People** » **Employee** » **Employee Interfaces** » **Manage Employee Import User-Defined Format**.

Contents of the Manage Employee Import User-Defined Format Screen

Use the fields and options to configure the Manage Employee Import User-Defined Format screen.

Identification

Field	Description
Record	From the drop-down list, select a layout file record number (1-5). The field to the right displays the **Record** description.
Autoload	After making a selection in the Record field, click this button to load the available fields into the **Fields** table window.

Fields

Field	Description
Field Description	This column displays each field that can be included in the file upload. Highlight the fields that you want to include. Then click the **Select** button.
Field Number	This column displays the incremental position of the field in the layout file.

Selected Fields

Field	Description
Field Description	This column displays all fields you have chosen to upload from all available fields in the selected record. The fields listed will be included in the upload.
Field Number	This column displays the incremental position of the fields in the layout file.
Select	After highlighting rows in the **Fields** table window, click this button to move the highlighted rows from the **Fields** table window to the **Selected Fields** table window.
File Layout	**Note:** The position of fields and the number of fields in the file you create is customized by you. The resulting format of the file is CSV.
Processing Details	**Note:** Processing details for this file are the same as those for the file created from the Import Employee Data Interface preprocessor.

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