



ALICE Import file Column Value Legend

| COLUMN # | COLUMN NAME | WHEN REQUIRED | COLUMN DESCRIPTION | VALUES | REQUIRED FIELDS NOTES |
|----------|-------------------------------|-----------------------------|---|--|---|
| 1 | First Name | ALWAYS | Employee First Name | VarChar | Required for every record |
| 2 | Last Name | NEVER | Employee Last Name | VarChar | Never required |
| 3 | Email Address | NOTIFICATION PREFERENCE | Employee's Email Address | VarChar | This field is only required when Notification Preference has a value |
| 4 | Contact Number | ALWAYS | Employee's Primary Contact Number or Address | VarChar | Required for every record |
| 5 | Secondary Number | CALL TYPE = 3 OR 4 | Employees' Secondary Contact Number | VarChar | This field is only required when Call Type is = 3 or 4 or Notification Preference = 1 |
| | | NOTIFICATION PREFERENCE = 1 | | | |
| 6 | Mobile Number | NOTIFICATION PREFERENCE = 2 | Employees' Mobile Number | VarChar | This field is only required when Notification Preference - 2 |
| 7 | Department | NEVER | Department Name employee belongs too | VarChar | Never required |
| 8 | Title | NEVER | Title Employee holds | VarChar | Never required |
| 9 | User Name | ALWAYS | Unique User Name for employee | VarChar | Required for every record |
| 10 | Card Action | NEVER | Action that should be performed when the card is pressed | BLANK or 0 = Call 1 = Open URL 2 = Show Image 3 = Play Video | Never required * Replace Primary Contact Number with URL address * Replace Primary Contact Number with File name * Replace Primary Contact Number with File name |
| 11 | Call Type | NEVER | The Type of call the card should perform when pressed | BLANK or 1 = Audio 2 = Video Call 3 = One Way Video 4 = Split Call | Never required * Requires Secondary Number * Requires Secondary Number |
| 12 | Card State | NEVER | The state of the Employee Card | BLANK or 0 = Visible 1 = Card Hidden (The card will not show on the Directory) 2 = Name Hidden (The employee name will be hidden) 3 = Static (The card will appear on every page) 4 = Static and Name Hidden | Never required |
| 13 | Notification Preference | NEVER | The preference for how the employees want's to be notified when a visitor checks In using the Visitor Check in feature | BLANK = Not set 0 = SMS Text sent to Primary Contact Number 1 = SMS Text sent to secondary Contact number 2 = SMS Text sent to mobile number 3 = Email sent to Email address | Never required *Requires Secondary Number *Requires Mobile Number *Requires Email Address |
| 14 | Card Position | NEVER | The numeric position the card will show on the directory if the Directory is configured to use card positions instead of alphabetic listing | BLANK = Not Set (Show cards listed alphabetically) numeric (cards will be listed in order from lowest to highest value) | Never required |
| 15 | Show Photos (Planned feature) | NEVER | Show or hide the employees photo | BLANK or 1 = Show Photo 0 = Hide Photo | Never required |