

This chart describes the AAP2.csv layout, which imports into AAP2 Specemp.dbf

#	Description	Type	Width	Purpose
1	Last Name	Character	15	Corresponds to Last Name. If wider than 15 characters it will cut off.
2	First Name	Character	1	Corresponds to First Name Initial. If wider will cut off.
3	Job Category	Character	30	Use # as placeholder. This field is populated by Globalw2 with field #12 the driver.
4	From Title	Character	20	Use only for PROMOTION otherwise insert a # as a placeholder.
5	To Title	Character	20	Use only for PROMOTION otherwise insert a # as a placeholder
6	Sex	Character	1	Use F for Females or M for Males. Do not spell the Sex word.
7	Race	Character	2	Fixed race codes are C=Caucasian H=Hispanic, B=Black, AA=Asian P= Pacific Islander, AI=American Indian. The Interface replaces these numbers with letters. 1=C, 2=B, 3=H 4=AA, 5=AI, 6=P
8	Transaction Date	Character	10	Use mm/dd/yyyy format including leading 0's for months and days. i.e. 01/04/2011
9	Transaction Type	Character	12	AAP2 recognizes these transactions ONLY in UPPERCASE letters APPLICANT, INTERVIEW, OFFER, HIRE, LAYOFF, PROMOTION, TRAINEE, TERMINATION, TRANSFER IN, TRANSFER OUT, RECALL
10	Job Title	Character	20	Corresponds to the Job Title.
11	Job Group	Character	30	Use # as a placeholder. This field is populated by Globalw2 with field #12 the driver.
12	EEO Job Group Number	Character	2	Corresponds to the Job Category and Job Group Number in Job Category Group Table in AAP2. (Must match AAP1's Job Group Number.)
13	Source	Character	25	Corresponds to the Source of the Transaction.
14	Source number	Character	2	Corresponds to the Source Number field in Source Table in AAP2. (You can omit this column and your AAP2 Reports will run fine.)
15	Individual W Disability	Character	1	Y= Yes, N=No
16	Protected Veteran	Character	1	Y=Yes, N=No

AAP2.csv is comma delimited. There may not be any (") quotation marks surrounding the data fields and **no commas** can be embedded in the fields. If a field has a comma such as **SALES,MGR** your interface imports SALES into one field and MGR in the field to the right and the rest of that record is incorrect. You correct this by removing the comma and leaving a space between Sales MGR. Often if a person is a Jr the last name field usually has a comma. Perform a **Find** , and **Replace** to remove all commas.

Make sure you have #'s holding the proper places, all the dates are mm/dd/yyyy, the race codes are accurate, as well as making sure you have no hidden columns. If you notice your columns go from **G then I, J**, that means the H column is hidden and you need to unhide. If you notice your rows go from 10 to 20 you need to unhide those rows because the data will show as entries in AAP2.