

# Importer Field Descriptions

This article provides a comprehensive guide to the fields used within the [OPS-COM Database Importer](#). For each supported table, you'll find a list of column names, their internal system names, their requirement level (Unique ID, Recommended, Optional), data type, and a detailed description, ensuring you can prepare your CSV files accurately for successful data imports.

## Understanding Field Requirements

When preparing your CSV files for import, it's essential to understand the different levels of field requirements:

- **Unique ID Fields:** These fields are **required** and are crucial for identifying a record as a unique entity in the system *before* it's assigned an internal ID. They represent the bare minimum information needed to import a distinct record.
- **Recommended Fields:** While not technically mandatory for a record to be created, these fields contain information that makes the record a genuinely useful entity within the system. Examples include a user's first and last names or the fine value on a violation. A record can exist without them, but its utility will be limited.
- **Optional Fields:** These fields are not required, and a record without them can still function as a useful entity. They contain supplemental information that can be filled in later or isn't essential for the basic functionality of the record, such as a vehicle's manufacturing year.

## Importer Columns

Below is a detailed breakdown of the columns available for each supported import table, including their internal names, requirement levels, types, and descriptions.

### UserProfile Table

| Column Name | Internal Name | Requirement | Type | Description |
|-------------|---------------|-------------|------|-------------|
|-------------|---------------|-------------|------|-------------|

|                       |            |   |   |  |
|-----------------------|------------|---|---|--|
| User Unique ID (UUID) | UserUUID   | Unique ID <ul style="list-style-type: none"> <li>This or Email is Required</li> </ul> | Standard  | <p>The primary identifier. If UUID is not supplied, email will be used as the key identifier instead.</p> <p>This value identifies the user as a unique record and it or the email is required to import a record.</p>   |
| Email Address         | email      | Unique ID <ul style="list-style-type: none"> <li>This or UUID is Required</li> </ul>  | Standard  | <p>The secondary identifier. If UUID is not supplied, email will be used as the key identifier instead.</p> <p>This value identifies the user as a unique record and it or the UUID is required to import a record.</p>  |
| Username              | username   | Recommended   | Standard  | The username of the user.  |
| First Name            | firstName  | Recommended   | Standard  | The first name of the user.  |
| Middle Name           | middleName | Optional  | Standard  | The middle name of the user.   |
| Last Name             | lastName   | Recommended   | Standard  | The last name of the user.   |
| Password              | password   | Optional  | Standard  | The password of the user.  |
| User Type             | UserTypeID | Recommended   | Foreign Key <ul style="list-style-type: none"> <li>UserTypes Table</li> </ul> | <p>The user type of the user. Attaches to the UserTypes table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the TypeName column of the UserTypes table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the TypeName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The UserTypeID from the UserTypes table matching the name will inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p> |
| Street Address        | street     | Optional  | Standard  | The street address of the user.  |
| City                  | city       | Optional  | Standard  | The city of the user.  |

|                        |                |          |                                     |   |
|------------------------|----------------|----------|-------------------------------------|---|
| Province/<br>State     | prov           | Optional | Foreign Key<br>• Provinces<br>Table | <p>The province or state of the user. Attaches to the Provinces table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the ProvName column of the Provinces table, as these are the values that will be matched against. These are the long names of the province and not the abbreviation; as in, Ontario and not ON.</p> <p>The values in the uploaded file must be an exact match to the values in the ProvName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The ProvID from the Provinces table matching the name will be inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p> |
| Postal Code            | postal         | Optional | Standard                            | The postal or ZIP code of the user.   |
| Cellphone Number       | phonecell      | Optional | Standard                            | The cellphone number of the user.   |
| Employee Number        | employNo       | Optional | Standard                            | The employee number of the user.  |
| Student Number         | studentNo      | Optional | Standard                            | The student number of the user.   |
| Secondary Phone Number | sPhone         | Optional | Standard                            | The secondary phone number of the user.   |
| Date of Birth          | DOB            | Optional | Standard                            | The date of birth of the user.  |
| Preferred Name         | preferredname  | Optional | Standard                            | The preferred name of the user.   |
| Public Comment         | publicComment  | Optional | Standard                            | The public comment for the user. Visible to the user.   |
| Private Comment        | privateComment | Optional | Standard                            | The private comment for the user. Not visible to the user.  |
| Login Source           | loginSource    | Optional | Standard                            | <p>The method by which the user logs into the system.</p> <p>If a login source is not supplied for a user, it will be set to OPS-COM by default.</p>  |

## OffenseLocations Table

For additional information on this table, [refer to this wiki article](#).

| Column Name    | Internal Name | Requirement  | Type     | Description   |
|----------------|---------------|--|----------|---|
| Location Name  | LocationName  | Unique ID <ul style="list-style-type: none"><li>Required</li></ul> | Standard | The name of the location being imported. This value identifies the location as a unique record and is required to import a record.  |
| Writer Visible | WriterVisible | Optional   | Standard | Whether the writer of a violation of a ticket made in the location is visible to the user.  |
| GIS Number     | GisNo         | Optional   | Standard | The GIS number is a geographic location code and is only used by certain clients. Associated with GIS maps ( <a href="https://www.gismaps.org/">https://www.gismaps.org/</a> ). |

## Vehicle Table

| Column Name    | Internal Name | Requirement  | Type     | Description   |
|----------------|---------------|--|----------|---|
| Licence Plate  | Plate         | Unique ID <ul style="list-style-type: none"><li>Required</li></ul> | Standard | The license plate number of the vehicle. This value identifies the vehicle as a unique record and is required to import a record. |
| Vehicle Year   | Year          | Optional   | Standard | The year of the vehicle.  |
| Active Vehicle | active        | Optional   | Standard | Indicates whether the vehicle is active or not.<br>If not supplied, vehicles will be set to active by default.                    |

|                 |             |          |  |  |
|-----------------|-------------|----------|--|--|
| Plate Type Name | PlateTypeID | Optional | Foreign Key <ul style="list-style-type: none"> <li>VehiclePlateType Table</li> </ul> | <p>The plate type of the vehicle. Attaches to the VehiclePlateType table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the TypeName column of the VehiclePlateType table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the TypeName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>TheTypeID from the VehiclePlateType table matching the name will inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p>   |
| Province/State  | ProvID      | Optional | Foreign Key <ul style="list-style-type: none"> <li>Provinces Table</li> </ul>        | <p>The province or state of the user. Attaches to the Provinces table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the ProvName column of the Provinces table, as these are the values that will be matched against. These are the long names of the province and not the abbreviation; as in, Ontario and not ON.</p> <p>The values in the uploaded file must be an exact match to the values in the ProvName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The ProvID from the Provinces table matching the name will inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p> |

|                      |        |          |   |   |
|----------------------|--------|----------|---|---|
| Vehicle<br>Make Name | MakeID | Optional | Foreign Key <ul style="list-style-type: none"> <li>VehicleMake Table</li> </ul> | <p>The make of the vehicle. Attaches to the VehicleMake table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the MakeName column of the VehicleMake table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the MakeName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The MakeID from the VehicleMake table matching the name will inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p>        |
| Vehicle<br>Type Name | TypeID | Optional | Foreign Key <ul style="list-style-type: none"> <li>VehicleType Table</li> </ul> | <p>The type of the vehicle. Attaches to the VehicleType table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the TypeName column of the VehicleType table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the TypeName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The TypeID from the VehicleType table matching the name will inserted into the record in the base table.</p> <p>The value will be left blank in the imported record if no matches are found.</p> |

|                     |          |          |  |  |
|---------------------|----------|----------|--|--|
| Vehicle Colour Name | ColourID | Optional | Foreign Key <ul style="list-style-type: none"><li>VehicleColours Table</li></ul> | <p>The colour of the vehicle. Attaches to the VehicleColours table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the ColourName column of the VehicleColours table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the ColourName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The ColourID from the VehicleColours table matching the name will be inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p> |
| VIN Number          | vin      | Optional | Standard   | The Vehicle Identification Number (VIN) of the vehicle.  |

Permits Table

| Column Name   | Internal Name | Requirement  | Type     | Description   |
|---------------|---------------|--|----------|---|
| Permit Number | PermitNo      | Unique ID <ul style="list-style-type: none"><li>Required</li></ul> | Standard | <p>This field is the first primary identifier. Both it and LotNameID must be provided to create a new permit</p> <p>This value identifies the permit as a unique record and is required to import a record.</p> |

|                 |           |  |   |   |
|-----------------|-----------|--|---|---|
| Lot Name (Long) | LotNameID | Unique ID <ul style="list-style-type: none"> <li>Required</li> </ul> | Foreign Key <ul style="list-style-type: none"> <li>LotNames Table</li> </ul>    | <p>The long name of the lot associated with the permit. Attaches to the LotNames table.</p> <p>This field is the second primary identifier. Both it and PermitNo must be provided to create a new permit.</p> <p>This value identifies the permit as a unique record and is required to import a record.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the LotName column of the LotNames table, as these are the values that will be matched against. These are the long form version of the lot name, and not the lot short name.</p> <p>The values in the uploaded file must be an exact match to the values in the LotName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The LotNameID from the LotNames table matching the name will be inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p> |
| Visible         | visible   | Optional   | Standard  | Indicates whether the permit is visible or not.   |
| Permit Status   | status    | Optional   | Standard  | The status of the permit.   |
| Permit State    | StateID   | Optional   | Foreign Key <ul style="list-style-type: none"> <li>PermitState Table</li> </ul> | The state of the permit.  |

## Violations Table

| Column Name   | Internal Name | Requirement  | Type     | Description   |
|---------------|---------------|--|----------|---|
| Ticket Number | Ticket        | Unique ID <ul style="list-style-type: none"> <li>Required</li> </ul> | Standard | <p>The unique identifier for the violation.</p> <p>This value identifies the violation as a unique record and is required to import a record.</p> |



|                  |            |             |  |  |
|------------------|------------|-------------|--|--|
| Licence Plate    | VehicleID  | Recommended | Foreign Key <ul style="list-style-type: none"> <li>Vehicle Table</li> </ul>        | <p>The license plate number of the associated vehicle. Attaches to the Vehicle table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the Plate column of the Vehicle table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the Plate column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The VehicleID from the Vehicle table matching the name will inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p>               |
| Ticket Type Name | TicketType | Recommended | Foreign Key <ul style="list-style-type: none"> <li>TicketCategory Table</li> </ul> | <p>The type of the ticket. Attaches to the TicketCategory table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the TicketTypeName column of the TicketCategory table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the TicketTypeName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The TicketTypeID from the TicketCategory table matching the name will inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p> |
| Fine Amount      | Fine       | Recommended | Standard   | The amount of fine associated with the ticket.   |
| Towing Amount    | Towing     | Optional    | Standard   | The amount of towing charges associated with the ticket.   |
| Tax Amount       | taxAmount  | Optional    | Standard   | The amount of tax associated with the ticket.  |
| Issued Date      | Issued     | Recommended | Standard   | The date the ticket was issued.  |

|                         |            |             |  |  |
|-------------------------|------------|-------------|--|--|
| Due Date                | Due        | Recommended | Standard   | The due date for payment of the ticket.  |
| Ticket Writer           | Writer     | Optional    | Standard   | The admin who wrote the ticket.  |
| Violation Location Name | LocationID | Recommended | Foreign Key <ul style="list-style-type: none"> <li>OffenceLocations Table</li> </ul> | <p>The name of the location where the violation occurred. Attaches to the OffenceLocations table.</p> <p>The values supplied by the user in the uploaded file are expected to be values from the LocationName column of the OffenceLocations table, as these are the values that will be matched against.</p> <p>The values in the uploaded file must be an exact match to the values in the LocationName column, matching the capitalization, spelling, and spacing exactly, or else it won't be counted as a match.</p> <p>The LocationID from the OffenceLocations table matching the name will be inserted into the record in the base table. The value will be left blank in the imported record if no matches are found.</p> |

## Best Practices & Considerations

- **Exact Matches for Foreign Keys:** For all `Foreign Key` type columns, the values in your CSV file **must** be an exact match (including capitalization, spelling, and spacing) to the corresponding `Name` column in the referenced OPS-COM table (e.g., `TypeName`, `ProvName`, `MakeName`, `LocationName`). Any mismatch will result in a blank or `Null` value in the imported record.
- **Prioritize Unique ID and Recommended Fields:** While optional fields offer additional detail, ensure all **Unique ID** fields are present and accurate, and **Recommended** fields are populated for maximum utility of the imported records.
- **Pre-Populate Reference Tables:** Before importing data that relies on foreign keys (e.g., Vehicles relying on Plate Types or Makes), ensure the corresponding reference tables (**VehiclePlateType**, **VehicleMake**, etc.) are already populated in OPS-COM with all the necessary values. This prevents `Null` values in your imported data.
- **Data Consistency:** Maintain consistent formatting for dates, phone numbers, and other standard fields within your CSV to avoid import errors.
- **Test with Small Batches:** For large imports, consider testing with a small batch of records first to verify that your column matching and data formatting are correct before importing the entire dataset.

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