



Summary of databox requirements and preferences

- 1. Send comma-delimited text files, with column labels in row 1.
- 2. Include the <u>job number and a PO number</u> or other file identifier in the file name. Alternatively, adopt some other naming convention and use it consistently.
- 3. <u>ZIP together the data file and any supporting files</u> (i.e., counts, layout and other info). For enhanced security, encrypt the file(s) using the full filename or the PO number as the password.
- 4. Supply descriptive information in the body of the email or in an included "-info.txt" file.
- 5. Transmit data to us as an <u>attachment on an email directed to databox@comreginc.com</u>. See additional details in this document for information on other options.





Information for senders

1. <u>File format and data structure.</u> We prefer to receive comma-delimited text files, commonly known as "CSV" files. The first record (row 1) should contain field (or column) labels, for example:

Row1: name,extra address,primary address,city,state,ZIP, ..., <lf>
Row2: John Doe,,"123 Main St, Apt 1",Anytown,NJ,07432, ..., <lf>

Files should contain only text data; i.e., no binary or packed fields. All numeric fields must be presented as text. Note in Row2 above, the primary address field <u>must be quoted</u> because it contains an embedded comma. Please see "Additional Details" below for special encoding required in certain cases and other technical information.

2. <u>File naming.</u> We suggest the following convention for file naming:

'jobID'-'ponumber'[-type].ext where -type is a description of optional related files (i.e., -counts, -layout, and -info as below)

For example, for job number ABC1305 and PO #1234567:

ABC1305-1234567.csv (the data file)

ABC1305-1234567-layout.txt (required document, unless the data file is a delimited text

file with definitive column headers)

ABC1305-1234567-counts.txt (optional document containing counts)

ABC1305-1234567-info.txt (optional document containing other info, see #4 below)

As long as we receive complete and accurate descriptive information, use of this naming convention is not required. However, we suggest its use in all cases to support more efficient file handling and enhanced quality control.

3. <u>File packaging.</u> Files over about 5 megabytes should be ZIPped to reduce transfer time. In addition to the compression benefit, ZIPping allows related files (e.g., the data file and three additional files above) to be combined into a single package, and allows data to be encrypted before transmission. Using the naming convention and the example files above, the four files would be ZIPped together into ABC1305-1234567.zip.

If you encrypt the ZIP file, we will by default attempt to unzip it using a) the full file name and b) the PO number as passwords. We also support client-specific and other password conventions; please contact us to discuss. Please do not use PGP or other application-specific native (e.g., Excel) encryption.

4. <u>File description.</u> Regardless of whether you are sending the data file as an email attachment or via FTP, we would like to receive complete <u>descriptive information via email</u>. The descriptive information must appear in the body of the email, and should be repeated in the "-info" file (e.g., ABC1305-1234567-info.txt) if one is supplied. For example, the following should appear in the email body (and in the "-info" file ABC1305-1234567-info.txt):





JobID: ABC1305 **PO:** 1234567

Mailer: ABC Association Mailing: May 2013

List: American Diabetes Foundation

Key: XYZ

Quantity: 25,000

Although not required for *databox* processing, including descriptive information in the email <u>subject</u> <u>line</u> enhances human review and handling. So, for example:

Subject: **JobID**: ABC1305 /**PO**: 1234567 /**Mailer**: ABC Association /**Mailing**: May 2013 /**List**: American Diabetes Foundation /**Key**: XYZ /**Quantity**: 25,000 (full version)

or: Subject: **JobID:** ABC1305 **/PO:** 1234567 (shorter version)

We will reply (to the sender) if we have a problem verifying the data, but we do not routinely confirm receipt. If you would like to receive an email confirmation, include the following line in the body of your email to *databox*:

Databox receipt: Yes (we will reply to the sender to confirm receipt)

See "Additional Details" below for guidance on how to describe multiple data files attached to a single email, and how to request a receipt emailed to an alternate address.

- **5a.** File transmission via email (preferred). Files up to about 10 megabytes (compressed size) should be attached to an email message containing descriptive information and sent to databox@comreginc.com. The **databox** address may appear in either the "To:" or "cc:" block of your email, and other recipients may be included, without affecting receipt and processing by the **databox**. Please do not cc mpadmin@comreginc.com on databox emails. The mpadmin email address should be used for general communications but not for data transmission.
- **5b.** <u>File transmission via FTP.</u> For files too large to be sent by email, compose an email message as above containing descriptive information for the file. Instead of attaching the file to the email message, include the following instruction in the body of the email: [DATABOX FTP PICKUP]

The instruction "[DATABOX FTP PICKUP]" should appear on a line by itself, anywhere in the email body (beginning, middle or end). It should be immediately followed by the information we need to access the file, including the ftp address, username, password, and the filepath/filename. For example:

[DATABOX FTP PICKUP]

FTP Address: SFTP.MYDOMAIN.XYZ

*Port: 21

Username: MYNAME Password: MYPASSWORD

*Folder: out/may/

Filename: ABC1305-1234567.zip

*optional FTP parameters:

Port is required only if a non-standard FTP

port is used.

Folder is required only if the file is not in the FTP user's home directory.





If you prefer, FTP passwords may be communicated to us in a separate email (to databox@comreginc.com) or by phone. Note our preference that "we pull" files from your site, rather than "you push" files to our site.

databox pickup supports FTP and SFTP transfers. The **databox** is an automated system and cannot pick up files using an interactive webpage interface (e.g., "http://..." or "https://...").

Please contact us if you have questions or need further assistance.

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File format & data structure	 We accept almost any file format and data structure, but we PREFER delimited text files (tab- or comma-delimited, .TXT or .CSV) with descriptive column headers. We recognize many different headers, but please ensure your column headers are definitive and consistent over time. Any field containing an embedded comma must be delimited with quotation marks, as in: John Doe,,"123 Main St, Apt 1",Anytown,NJ,07432 Each record (row) must end with a LF (line feed) or a CRLF (carriage return/line feed) pair. Special encoding for comma-delimited files containing quotation marks as part of the data: the field must be delimited with quotes, and the quotation mark (data character) must be doubled. For example: "THIS IS A FIELD CONTAINING ONE QUOTATION "" MARK". Alternatively, remove all quotation marks from the data file before converting to CSV. 						
File description emailed to	 The <i>databox</i> is able to understand most of the email formats we receive. It reads and interprets the email, looking in the email body for the required descriptive information. It is (generally) not case sensitive, and knows, for example, that "PO #", "po" and "Broker PO" indicate PO numbers. Whatever syntax you use, please be consistent! The descriptive information <i>must</i> appear in the email body; it <i>may</i> also appear in the subject line. You may trigger a receipt reply by including "databox receipt: yes" in your email to <i>databox</i>. To have the receipt sent to an alternate address (rather than to the sender), specify: databox receipt: notify@youremail.com To notify multiple people, separate the email addresses with a comma: databox receipt: notify1@youremail.com, notify2@youremail.com When sending multiple data files attached to a single email, include a table in the body of the email. For example: 						
databox	JobID	РО	List	Key	Quantity	Filename	1
	ABC1305	1234567	American	XYZ	25,000	ABC1305-	
			Diabetes			1234567.csv	
	ABC1305	1234568	Canadian	XYZ2	30,000	ABC1305-	1
			Diabetes			1234568.csv	
	ABC1305	1234569	Canadian	XYZ3	40,000	ABC1305-	
			Diabetes			1234569.csv	

• The supporting files (-layout, -counts, -info) may be formatted as MS-Office-compatible

documents (i.e., .xls, .xlsx, .doc, .docx), as PDF documents, or as simple text files (.txt).