



Summary of *databox* requirements and preferences

1. Send comma-delimited text files, with column labels in row 1.
2. Include the job number and a PO number or other file identifier in the file name. Alternatively, adopt some other naming convention and use it consistently.
3. ZIP together the data file and any supporting files (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 attachment on an email directed to databox@comreginc.com. See additional details in this document for information on other options.



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 subject line 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](mailto:mpadmin@comreginc.com) email address should be used for general communications but not for data transmission.

5b. File transmission via FTP. 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.

databox Additional Details																									
File format & data structure	<ul style="list-style-type: none"> 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: <i>John Doe, "123 Main St, Apt 1", Anytown, NJ, 07432</i> 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 databox	<ul style="list-style-type: none"> The databox 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 must appear in the email body; it may also appear in the subject line. You may trigger a receipt reply by including “databox receipt: yes” in your email to databox. To have the receipt sent to an alternate address (rather than to the sender), specify: databox receipt: notify@youreemail.com To notify multiple people, separate the email addresses with a comma: databox receipt: notify1@youreemail.com, notify2@youreemail.com When sending multiple data files attached to a single email, include a table in the body of the email. For example: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>JobID</th> <th>PO</th> <th>List</th> <th>Key</th> <th>Quantity</th> <th>Filename</th> </tr> </thead> <tbody> <tr> <td>ABC1305</td> <td>1234567</td> <td>American Diabetes</td> <td>XYZ</td> <td>25,000</td> <td>ABC1305-1234567.csv</td> </tr> <tr> <td>ABC1305</td> <td>1234568</td> <td>Canadian Diabetes</td> <td>XYZ2</td> <td>30,000</td> <td>ABC1305-1234568.csv</td> </tr> <tr> <td>ABC1305</td> <td>1234569</td> <td>Canadian Diabetes</td> <td>XYZ3</td> <td>40,000</td> <td>ABC1305-1234569.csv</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 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). 	JobID	PO	List	Key	Quantity	Filename	ABC1305	1234567	American Diabetes	XYZ	25,000	ABC1305-1234567.csv	ABC1305	1234568	Canadian Diabetes	XYZ2	30,000	ABC1305-1234568.csv	ABC1305	1234569	Canadian Diabetes	XYZ3	40,000	ABC1305-1234569.csv
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