



File import in ZooEasy Online

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Introduction

ZooEasy Online makes it possible for you to import files from external source systems, allowing you to retain your data when transferring to ZooEasy Online. Also manually completed files can later be imported into the ZooEasy Online database. This might come in useful when publishing periodic results from a competition or medical checkup, for example.

1. Creating import files

There are 2 ways to create files:

1. Export as a .csv file from the source system. You will need to format the .csv file according to the file specifications listed below.
2. Use the templates, as specified in the section Templates, and manually complete the fields.

Your preferred method of creating a new file will depend on the technical possibilities that are available to you.

2. Templates

The following templates are available for import:

Nr	Description	File name
1	Contacts	Contacts.csv
2	Extra contact fields	ExtrafieldsContacts.csv
3	Animals	Animals.csv
4	Extra animal fields	ExtrafieldsAnimals.csv
5	Offspring in breeding pairs	AnimalNestnumber.csv
6	Breeding pairs	Breedingpairs.csv
7	Extra breeding pairs fields	ExtrafieldsBreedingpairs.csv
8	Results	Results.csv

3. Step by step

To import files, follow these steps for each file type:

1. Create files

2. Test file import
3. Import files

When importing 2 or more files, you will need to follow the exact steps as described in Section 2.

The following situations will cause an error message:

1. Animals:

- Importing the file Animals.csv, of which the column Breeder and/or Owner contains a reference to a non-existing contact from the file Contacts.csv.
- Importing the file Animals.csv, of which the column Father and/or Mother contains a reference to a non-existing animal reference number from the file Animals.csv.

2. Offspring in breeding pairs

- Importing the file AnimalNestNumber.csv, of which the column Nestnumber contains a nest number that does not appear in the file Breedingpairs.csv.
- When the parents of the animal to be imported from AnimalNestNumber.csv do not match with the father and mother of the breeding pair to which the animal is linked.

3. Breeding pairs

- Importing the file Breedingpairs.csv, when the columns RegistrationNumberMale and/or RegistrationNumberFemale contain a non-existing registration number of an animal from the file Animals.csv.

4. Extra breeding pair fields

- Importing the file ExtraFieldsBreedingpairs.csv when the column BreedingpairId contains a number that does not appear in the file Breedingpairs.csv.

5. Results

- Importing the file Results.csv, of which the column Judge1 and/or Judge2 contains a contact that does not appear in the Contacts.csv file.

6. Other

- Importing the files ExtraFieldsAnimals.csv, Results.csv and/or AnimalNestNumber.csv when the column RegistrationNumber contains a non-existing animal registration number.

3.1 Creating files

The file types that are listed in the Templates section should be filled with data. Once a file has been created and saved as a csv file^[1], several additional actions need to be performed:

1. Use Windows Explorer to locate the folder containing the saved file
2. Right click and select the file

3. Select the option Open With
4. Select Notepad, Textpad, or any other 'simple' text editor
5. Click Save As
6. Select Coding: UTF-8. The standard setting is ANSI, but to correctly import certain characters, you will need to select the UTF-8 coding setting.

Now the file is ready to be imported.

3.2 Testing imported files

Each file in each step should be tested separately before it can be imported. Any outcomes in relation to the file will be displayed during the test import. Please note that the first outcome reported will lead to the rejection of the entire file and an error message will appear. Because the import will stop at the first outcome, it is possible that another message will appear during a second attempt.

Testing an imported file:

1. Log in to ZooEasy Online
2. Select the menu Management
3. Select the tab Import
4. Select the tab Import Files
5. Select the tab that corresponds with the file you wish to import
6. Click Browse to select the desired file
7. If necessary, enter additional configuration items
8. Select Show Columns in the file (*)
9. Select Test Import

(*) For file number 2, 4 and 7, after this step, each column containing extra field data should be matched with an extra field in the application. The extra fields should already exist prior to the import.

3.3 Importing files

Only when each of the outcomes have been resolved, can the file be imported. Prevent remarks by strictly observing the file specifications listed below. Go through the same steps as mentioned in the previous section, with the exception of step 9, for which the Import button should be clicked.

4. File specifications

This section will list the specifications of each file type. A note on the column headers:

- Column: Column number in Excel
- Column header: The header of the column containing the field name

- Required:
 - Yes: No empty cells allowed in this column.
 - No: This column does not need to be completed.
- Unique:
 - Yes: The content of each cell should be unique and cannot match other records in the to-be-imported file or the administration.
 - No: The content of each cell does not need to be unique.
- Max character count: The maximum number of characters allowed per cell.
- Note: A note on the data that should be filled in in the column.

4.1 Contacts

This section contains the basic data of a contact. Information on additional data such as family composition or specific data regarding member administration, will be shared in the next section.

Column	Column header	Required	Unique	Max character count	Comments
A	Number	Yes	Yes	15	Contact's Registration number, such as the member number or breeder number, will be noted in this column. Numbers that are already known to the administration, are verified. If the number is noted in the administration, the file is scanned for a rule beginning with the respective number. If during either of the two controls a duplicate is detected, the entire file will be rejected.
B	Lastname	Yes	No	128	Contact's last name
C	Initials	Yes	No	10	Contact's initials. P.S. Periods separating the initials are not automatically placed and should be added manually.
D	Prefix Lastname	No	No	10	Last name prefix

E	Business name	No	No	50	Business name, such as Kennel name, Stable name, Cattery name or breed combination name.
F	Prefix Business name	No	No	15	Business name prefix
G	Address 1	Yes	No	50	Street name and number
H	Address 2	No	No	50	Secondary street name and number
I	Postalcode	No	No	10	Postal code
J	State	No	No	50	State of residence. Users can choose from one of the values that are already defined in the administration or create a new value.
K	City	Yes	No	50	City of residence. Users can choose from one of the values that are already defined in the administration or create a new value.
L	Country	Yes	No	50	Country of residence. Users can choose from one of the values that are already defined in the administration or create a new value.
M	Phonenumber 1	No	No	25	Phone number
N	Phonenumber 2	No	No	25	Secondary phone number
O	Faxnumber	No	No	25	Fax number
P	Cellphonenumber	No	No	25	Cell phone number
Q	E-Mail	No	No	50	E-mail address
R	Homepage	No	No	50	Home page
S	Remarks	No	No	n/a	Remarks
T	FirstName	No	No	50	First name

The contact import functionality can import contacts and also allows users to update existing contacts. The import file containing the new contacts has a fixed order, as described above. The import file used to adjust existing contacts does not have a fixed order, the only exception being

the position of the Number column, which should appear first in the file. The other columns can occur in different locations, as long as they have the column name as described above. When formatting an update file, note that the empty cells in the file will cause any data already recorded in ZooEasy Online to be deleted. In certain cases it may be wise to format multiple files, with no more than 2 columns: the Number column and the column that needs to be edited. When updating your import file, with the exception of the column requirement, the same conditions and controls apply as when importing new contacts.

4.2 Extra contact fields

This section covers the extra contact data, such as bank information, additional remarks, etc. When importing, each column can be linked to an extra contact field. This file can contain up to 255 columns. When more columns are needed, a separate file can be created and imported.

Column	Column header	Required	Unique	Max character count	Comments
A	Number	Yes	Yes	25	Contact's registration number, such as the member number or breeder number, should be noted in this column.
B	<Example 1>	No	No	n/a	Extra field value of the contact linked to column <Example 1>.
C	<Example 2>	No	No	n/a	Extra field value of the contact linked to column <Example 2>.

4.3 Animals

This section contains the basic data of an animal. Additional information regarding health data will be covered in the next section.

Column	Column header	Required	Unique	Max character count	Comments
A	Registrationnumber	Yes	Yes	25	Animal's registration number, such as the pedigree number, ring number, chip number, or tattoo number will be noted in this column. If the number already occurs in the administration or contains a duplicate in the import file, the entire file will be rejected.
B	Name	No	No	100	Animal's name.

C	GivenName	No	No	25	Animal's given name.
D	Color	Yes	No	50	Animal's color. Users can choose from one of the values that are already defined in the administration or create a new value.
E	Breed	Yes	No	50	Animal breed. Users can choose from one of the values that are already defined in the administration or create a new value.
F	Breeder	No	No	10	Breeder's contact number. This number should occur in the Contacts section administration.
G	Owner	No	No	10	Owner's contact number. This number should occur in the Contacts section administration.
H	TitleInFrontOfName	No	No	50	Title(s) to be used in the pedigree in front of the animal's name. Users can choose from one of the values that are already defined in the administration or create a new value.
I	TitleAfterName	No	No	50	Title(s) to be used in the pedigree after the animal's name. Users can choose from one of the values that are already defined in the administration or create a new value.
J	Father	No	No	25	Father of the animal. If the number does not yet occur in the administration or import file, the entire file will be rejected.
K	Mother	No	No	25	Mother of the animal. If the number does not yet occur in the administration or import file, the entire file will be rejected.

L	Gender	Yes	No	1	Gender of the animal. 0=Male, 1=Female, 2=Unknown, 3=Castrated
M	Born	No	No	10	Date of birth of the animal (1)
N	Deceased	No	No	10	Date of death of the animal (1)
O	Remarks	No	No	N.v.t.	Public remarks regarding the animal.
P	Registered	Yes	No	1	0=Not registered, 1=Registered
Q	NonPublic Remarks	No	No	n/a	Non-public remarks regarding the animal.

(1) A value should be filled in in the format dd-mm-yyyy. Any values not formatted in this manner will cause the file to be rejected. We can suggest to format the date column in Excel as follows:

1. Open the file
2. Select the column containing the date
3. Right click and select Format Cells
4. Select Custom
5. Complete the Type field as follows: dd-mm-yyy
6. Click OK

The animal import functionality can import animals and also allows users to update existing animals. The import file containing the new animals has a fixed order, as described above. The import file used to adjust existing animals does not have a fixed order, the only exception being the position of the Registration Number column, which should appear first in the file. The other columns can occur in different locations, as long as they have the column name as described above.

When formatting an update file, note that the empty cells in the file will cause any data already recorded in ZooEasy Online to be deleted. In certain cases it may be wise to format multiple files, with no more than 2 columns: the Registration Number column and the column that needs to be edited.

When updating your import file, with the exception of the column requirement, the same conditions and controls apply as when importing new animals.

4.4 Extra animal fields

This section covers the extra animal data, such as medical information, health data, etc. When importing, each column can be linked to an extra animal field. This file can contain up to 255 columns. When more columns are needed, a separate file can be created and imported.

Column	Column header	Required	Unique	Max character count	Comments
A	Registrationnumber	Yes	Yes	25	Animal's registration number, such as the pedigree number, life number, ring number, chip number, or tattoo number will be noted in this column.
B (1)	<Example 1>	No	No	n/a	Extra field value of the animal associated with <Example 1>.
B (2)	DATE	Yes	No	10	Date field associated with columns C and further. (3)
C	<Example 2>	No	No	n/a	Extra field value of the animal associated with column <Example 2>

(1) In ZooEasy Online, extra field data is displayed in 2 ways. If there is a field that is linked to a category for which no additional values can be registered per extra field per animal, the import file can be presented containing extra field data and showing the first extra field value in column B.

(2) For extra fields of categories that allow multiple values per extra field per animal to be registered, an additional specification applies: In this case, the header of column B should be DATE, and follow the above mentioned additional specifications. The first extra field value of the animal associated with the date in column B should only appear in column C.

(3) A value should be filled in in the format dd-mm-yyyy. Any values not formatted in this manner will cause the file to be rejected. We can suggest to format the date column in Excel as follows:

1. Open the file
2. Select the column containing the date
3. Right click and select Format Cells
4. Select Custom
5. Complete the Type field as follows: dd-mm-yyyy
6. Click OK

This means that an import file with extra field data cannot also contain data that should be added to fields for which (1) if (2) is applicable. On the screen displaying the columns of the import file that are linked to the fields in ZooEasy Online, this will be intercepted.

4.5 Offspring in breeding pairs

This file can link the animals that appear as offspring in a breeding pair and are imported, to a specific breeding pair. Seeing that more than one breeding pair of a male and female animal

can be established, it is necessary that per offspring not only the parents are recorded, but that also a note is made as to the breeding pair from which the animal originated.

This file can be imported via the tab Extra animal fields. The value from column B is imported into an extra animal field. When importing the breeding pairs, a link is made between this field and the column BreedingpairNumber, which links the offspring to the breeding pair.

Column	Column header	Required	Unique	Max character count	Comments
A	Registrationnumber	Yes	Yes	25	Animal's registration number, such as the pedigree number, life number, ring number, chip number, or tattoo number will be noted in this column.
B	Nestnumber	Yes	No	100	In the case of a breeding pair, this is the number that is recorded in the field BreedingpairNumber.

4.6 Breeding pairs

This section contains the basic data of a breeding pair. Additional data, such as nest inventories, will be covered in the next section.

Column	Column header	Required	Unique	Max character count	Comments
A	RegistrationnumberMale	Yes	No	25	Registration number male animal
B	RegistrationnumberFemale	Yes	No	25	Registration number female animal
C	PairingDate	No	No	10	Pairing date (1)
D	LitterDate	No	No	10	Date of birth (1)
E	Registered	No	No	1	0=Not-registered, 1=Registered
F	BreedingpairNumber	No	No	100	This is the number that should also appear as an extra field for an animal, to be able to link an

					animal to a breeding pair.
G	Remarks	No	No	n/a	Remarks about the breeding pairs

(1) A value should be filled in in the format dd-mm-yyyy. Any values not formatted in this manner will cause the file to be rejected. We can suggest to format the date column in Excel as follows:

1. Open the file
2. Select the column containing the date
3. Right click and select Format Cells
4. Select Custom
5. Complete the Type field as follows: dd-mm-yyyy
6. Click OK

4.7 Extra breeding pair field

This section contains the extra data of a breeding pair, such as data on the expected result, the number of offspring born alive, the number of deceased offspring, etc. This file can contain up to 255 columns. When more columns are needed, a separate file can be created and imported.

Column	Column header	Required	Unique	Max character count	Comments
A	BreedingpairId	Yes	Yes	25	The unique identification number (1) of the breeding pair, as is recorded in the database.
B	<Example 1>	No	No	n/a	Extra field value of the breeding pair associated with column <Example 1>
C	<Example 2>	No	No	n/a	Extra field value of the breeding pair associated with column <Example 2>

(1) The BreedingpairId of a breeding pair is automatically generated by ZooEasy Online. This number is not displayed in a field, but can be identified by selecting the tab Export in the Menu Reports and creating an Export file of all breeding pairs in the administration. In the generated export file, a new column with header Id will be added on.

4.8 Results

This section describes the basic data of a result. These could be results from Exhibitions, Inspections, Shows, Club matches, etc. Per file, columns can only be linked to fields that are linked to the same breeding pairs of a result type and result kind.

Column	Column header	Required	Unique	Max character count	Comments
A	Date	Yes	No	10	Date of the result (1)
B	Name	Yes	No	50	Description of the competition. Example: Regional competition, Club match yyyy, etc.
C	City	Yes	No	50	Location of the competition. Users can choose from one of the values that are already defined in the administration or create a new value.
D	Registrationnumber	Yes	No	25	This number should already occur in the administration. If the number does not yet occur in the administration, the entire file will be rejected.
E	Judge1	No	No	25	The judge number in the Contacts list (contact number). This number should appear in the Contacts list.
F	Judge2	No	No	25	The judge number in the Contacts list (contact number). This number should appear in the Contacts list.
G	Remarks	Yes	No	N.V.T.	The remarks about the results of this animal.
H	<Example 1>	No	No	100	Result criterium value of the animal associated with column <Example 1>
I	<Example 2>	No	No	100	Result criterium value of the animal associated with column <Example 2>

(1) A value should be completed in the format dd-mm-yyyy. Any values not formatted in this manner will cause the file to be rejected. We can suggest to format the date column in Excel as follows:

1. Open the file
2. Select the column containing the date
3. Right click and select Format Cells

4. Select Custom
5. Complete the Type field as follows: dd-mm-yyyy
6. Click OK

5. Glossary

Source system: The system or application where the old system data is stored.

6. Frequently asked questions

1. The zeros in front of a number are deleted in the import file.

To avoid this, adjust the cell properties in Excel. Right click the column header and select the option Format Cells. Under Category, adjust the properties to: Number, Decimal places: 0.

2. Numbers that are too long to be displayed in a cell are abbreviated in the import file.

For example, a number will be displayed as 5,28130E14.

To avoid this, adjust the cell properties. Right click the column header and select the option Format Cells. Under Category, select: Text.

3. Date fields are incorrectly displayed in the import file.

Columns containing a date value should be adjusted: Under Category, select Custom. Then complete with dd-mm-yyyy. See the notes in each section.

4. What happens if I import the same file twice?

Multiple imports of the same file will only cause duplicate data within one result. For the other components, the data will not be imported twice.

5. Despite the conversion to UTF-8, special characters are still displayed incorrectly.

If a source application exports the data into csv and UTF-8 format, Excel will sometimes display special characters incorrectly. Changing the format of the source file to “Unicode Big Endian” will enable Excel to correctly display the special characters.

1. Use Windows Explorer to locate the folder containing the saved file
2. Right click and select the file
3. Select the option Open With
4. Select Notepad, Textpad, or any other ‘simple’ text editor
5. Click Save As
6. Select Coding: Unicode Big Endian
7. Save the file and then open in Excel

^[1] When saving in Excel, select the file format “Comma Separated Values (.csv)”. The list separator should be defined as a semicolon.