



# BatchCalcs File Specifications

The specifications described in this document apply to the data file provided to PG Calc for processing by PG Calc's BatchCalcs service.

## Format

The data file must be in one of the formats listed below. We prefer Excel format, as we will need to manipulate the data file in Excel as part of the processing procedure.

- Excel file (\*.xls) -- preferred
- Comma-separated values text file (\*.csv)
- Tab-separated values text file (\*.txt)

## Data

Each record in the data file must include:

- 1-2 ages (e.g., 77), 1-2 birthdates (e.g., 2/3/1937), or a term of years (e.g., 15). Do not mix ages and birthdates in the same record.
- A numeric ID for each record (e.g., 654). If not assigned in the data file, PG Calc will assign numeric IDs in record order, starting with 1, 2, 3 etc. In this case, you must include another identifier in the file, such as last name.
- An additional value for each optional field identified as "In file" on the *BatchCalcs Service Client Data Form*.
- To avoid sending multiple messages to the same prospect, eliminate all duplicate records prior to sending the data file to PG Calc. Contact PG Calc if you want help filtering out duplicate records.
- If providing data in an Excel spreadsheet, **do not** hide any rows. Also, eliminate any blank rows.
- Contact PG Calc if you want help extracting the data from a GiftWrap database.

## First record in file should contain field names

The first record of the data file should contain the name of each field contained in the file. The names can be whatever you wish, as long as they make the content of each field clear.

## Sample files

### Excel (\*.xls)

	A	B	C
1	ID#	Birthdate1	Birthdate2
2	1	01/02/1934	05/23/1944
3	2	02/03/1941	
4	3	06/22/1950	

### Comma-separated values (\*.csv)

```
ID#,Birthdate1,Birthdate2  
1,1/2/1934,5/23/1944  
2,2/3/1941  
3,6/22/1950
```

### Tab-separated values (\*.txt)

```
ID# Birthdate1 Birthdate2  
1 1/2/1934 5/23/1944  
2 2/3/1941  
3 6/22/1950
```