

Employee import

If this is necessary to add a list of employees to the system, the client can use an importation function - selects an appropriate file format and uploads employees. The next formats of import file are available in the system:

- XLS(X)
- XML

Description and general information for each format are provided below.

General description of employee import feature:

- Allows to create a new external employee or to add an account to already existing one, provided that entered account number belongs to another bank
- Allows to add an account to already existing internal employee and indicate this employee as combination, provided that entered account number belongs to Credit Agricole Bank
- Allows to simultaneously add employees and accounts both for specific companies and for all companies accessible to the user (depending on the import parameters applied by the user)
- Import does not perform if the company already has more than one specified employee. This action must be performed manually
- Import does not perform if you want to create an external employee, but the company already has the specified internal employee. This action must be performed manually

Excel file format

- Extension – xls, xlsx
- The first row contains column names and doesn't process by the system
- Column names must match the names described below, column order is arbitrary

Fields description

No	Field name	Format	Mandatory	Description
1	Surname	VARCHAR(38)	No	Employee surname. Mandatory when creating a new employee
2	Name	VARCHAR(38)	No	Employee name. Mandatory when creating a new employee
3	Patronymic	VARCHAR(38)	No	Employee patronymic. Mandatory when creating a new employee
4	ID	VARCHAR(25)	Yes	Identification code (RNRCT or passport)
5	Residency	NUMBER(1)	No	Residency of the employee: <ul style="list-style-type: none">- Resident: 1- Non-resident: 2 Mandatory when creating a new employee
6	Country	VARCHAR(3)	No	Country of residency of the employee. Mandatory when creating a new employee
7	Account	VARCHAR(34)	Yes	Card account number of the employee in IBAN format

Example

Surname	Name	Patronymic	ID	Residency	Country	Account
Петренко	Іван	Васильович	3233124590	1	804	UA493209840000026201234567890

XML file format

- Extension – xml
- Data should be present under root node records, one node record for each certain employee
- Column (tag) names must match the names described below

Fields description

№	Field name	Format	Mandatory	Description
1	SURNAME	VARCHAR(38)	No	Employee surname. Mandatory when creating a new employee
2	NAME	VARCHAR(38)	No	Employee name. Mandatory when creating a new employee
3	PATRONYMIC	VARCHAR(38)	No	Employee patronymic. Mandatory when creating a new employee
4	ID	VARCHAR(25)	Yes	Identification code (RNRCT or passport)
5	RESIDENCY	NUMBER(1)	No	Residency of the employee: - Resident: 1 - Non-resident: 2 Mandatory when creating a new employee
6	CNTRYOFRESIDENCE	VARCHAR(3)	No	Country of residency of the employee. Mandatory when creating a new employee
7	ACCOUNTID	VARCHAR(34)	Yes	Card account number of the employee in IBAN format

Example

```
<?xml version="1.0" encoding="UTF-16"?>
<records>
  <record index="1">
    <SURNAME>Петренко</SURNAME>
    <NAME>Іван</NAME>
    <PATRONYMIC>Васильович</PATRONYMIC>
    <ID>3233124590</ID>
    <RESIDENCY>1</RESIDENCY>
    <CNTRYOFRESIDENCE>804</CNTRYOFRESIDENCE>
    <ACCOUNTID>UA493209840000026201234567890</ACCOUNTID>
  </record>
</records>
```