

I hope that this will clarify any questions regarding spreadsheet format for the import. I think it will be easiest if we go column by column.

Column A should contain the letters FI, for each filefolder, both capital letters with no space between them. *This column of information is required for each container.*

Column B should contain the 7-digit barcode number corresponding with the appropriate filefolder. *This column of information is required for each container.*

Column C should contain your account number. *This column of information is required for each container.*

Column D should remain blank.

Column E should contain the 6-digit barcode on the box the file belongs in. *This column of information is required for each container.*

Column F should remain blank.

Column G should remain blank.

Column H is the column for permanence. Enter **No** for any filefolder with a destroy date. Enter **Yes** for any box that must be kept indefinitely. *This column of information is required for each container.*

Column I is the column for Alternate Codes. Alternate Codes are container specific and cannot be shared by multiple containers. *This column has a 12 digit alphanumeric limit.*

Column J is the column for the filefolder description. *This column has a 40 digit alphanumeric limit.*

Column K should remain blank

Column L is the column for Category Code. Category Codes can be used to group multiple boxes together by type (A/R, A/P, H/R, etc...). *This column has a 8 digit alphanumeric limit.*

Column M is the column for destroy date. This column has a 10 digit numeric limit and should be set up like: MM/DD/YYYY (01/01/2001).