Document Import Survey

The goal of this survey is to address and document standard questions prior to quoting and scheduling document import projects. Please fill this information out to the best of your ability. Please provide a sample file if available.

COMPANY INFORMATION	
Company name:	
Contact:	
Telephone:	
Email Address:	

System docs will be extracted from	
Frequency of import	❑ One time ❑ Ongoing
What format or file type are the imports	❑ Images with index file ❑ Files with index data for name of file ❑ Other_____
If file name index data, provide separator for the fields	❑ _ ❑ Other_____
If separate index file, provide type of file	❑ CSV separated by commas ❑ Text file separated by Pipes ❑ XML file ❑ Other_____
Will the files need any special processing	❑ Unzipping ❑ Merging of images ❑ Removal of commas from file names ❑ Other_____
Core lookup required on documents	❑ Yes ❑ No
Location of doc types	❑ Static ❑ Provided with index data and will match Identifi ❑ Provided with index data and will need a mapping
Identifi Applications documents will be imported into	