Idea Actions import template Rules and Samples

Rules. (*Required fields are marked with a Red background colour***)**

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Field Type
Id	This is a unique identifier for the action. This Can be retrieved from the Actions Export	If no value specified then a new Action will be created, otherwise the action will be updated	Must be a valid GUID (32 hexidecimal digits in chunks of 8-4-4-4-12) xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx i.e. 191139dc-b0c5-4224-b4bd-7296d191d766	32 hexidecimal digits in chunks of 8-4-4-4-12	N/A	GUID
IdeaNumber	This field contains the idea number of the idea Action.	The User will have to select form a pre-determined list of ideas that already exist in the system	The Idea Number must exist. If the Idea Number does not exist it will not get imported	This will be determined by the users and the idea numbers they associate the idea to.	N/A	Variable Character (20)
ActionName	This field contains the text of the action that needs to be performed.	Action can contain alphanumeric characters.	If the field is blank it will not be imported.	Text that describes the action that needs to be performed	N/A	Variable Character (1024)
OwnerName	The name of the person that is responsible for the action. Owner of the action	The User will have to enter the persons name as created in the system.	If there is a spelling mistake, or the user selected on the import does not meet the users saved on the system, the record will still be allowed to be imported onto the system. However the user field will use the text given.	This will be determined by the users that are either on the system or the text specified of users that are not on the system.	N/A	Variable Character (1024)
StartDate	Start date of the Idea Action	Calendar date, which states when the idea action will begin.	The start Date cannot be greater than the Due Date	Any date.	N/A	Date time (YYYY-MM-DD)
DueDate	Due Date of the Idea Action	Calendar date, which states when the idea action stage will end.	N/A	Any date.	N/A	Date time (YYYY-MM-DD)
RevisedDate	Revised Due Date of the Idea Action	Calendar date, which states a revised date when the idea action stage will end.	N/A	Any date.	N/A	Date time (YYYY-MM-DD)
Comments	This field contains the comments of an action	Can alphanumeric characters	N/A	N/A	N/A	Variable Character (MAX)
Tags	This field contains the tags of an action	Can alphanumeric characters	N/A	Text that describes the tags and it's are comma separated list	N/A	Variable Character (255)

Sample.

Id	IdeaNumber	ActionName	OwnerName	StartDate	DueDate	RevisedDate	Comments	Tags
	1001	Drill hole	John Smith	2016/04/19	2016/05/19		action should be added	Tag 1
191139dc-b0c5-4224-b4bd-7296d191d766	1003	Drill hole again		2016/04/19	2016/05/19		action should be updated	Tag1,Tag2