

## Team 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
Team Number	This field contains the unique Number/Code of a Team	Must be unique for non-deleted teams (can use the same teamNumber as a deleted team). 1-20 characters.	If the records data exceeds 20 characters, the record will NOT be imported.	N/A	If the fields value is either blank or "NEW" then the number will be generated from the relevant team sequence which can be setup in the admin module.	Variable Character (20)
Name	This field contains the name of the team	Names cannot be duplicated. Names can contain alphanumeric characters.	Workstream names cannot be duplicated. Workstream names must be unique in order for the workstream to be imported.	N/A	N/A	Variable Character (200)
Description	This field contains the description of the team	Can contain alphanumeric characters	The description for the workstream does not have to be captured for import to occur	N/A	N/A	Variable Character (1000)
Workstream Number	The workstream that is the parent of this team	Must be a program number that already exists in the system, or is contained in the program sheet in this workbook	This is a required field. If it is not supplied the record will not be imported	N/A	N/A	Variable Character (20)
Owner	This field contains the owner of the workstream	The users need to be created on the system in order to be identified as owners of an workstream	This field can be blank, the record will be imported.	User	First user on the list of the system	Lookup (Users)

**Samples.**

Team Number	Name	Description	Workstream Number	Owner
	TeamImport	Imported	5065	admin