



Rival Learn Supported Import Fields

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About this guide

This guide describes the supported fields that can be used when doing various types of data importing into SilkRoad Learning. Each field name is further described with any limitations and notes specific to its use. Use this as a guideline when preparing your import configuration.

Pre-defined Importer supported fields

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
EmpID	String	255	unique employee ID REQUIRED		yes	no	
FirstName	String	50	user First name		yes	no	
LastName	String	50	user Last name		yes	no	
MiddleName	String	50	user Middle name				
FullName	String	255	user Full name				
Title	String	50	user title (Mr.,Mrs, etc.)				
TitleDescription	String	255	title description				
Email	String	255	email address				
Gender	String		Male or Female	NOTE: This field is case sensitive.			
Birthdate	Date		user Birthdate	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			
Address	String	255	user Address				
City	String	50	user City				
State	String	50	user State				
Country	String	50	user Country				
PostalCode	String	50	user Postal Code				
Pager	String	50	user Pager				
Cellular	String	50	user Cellular				
Fax	String	50	user Fax				
MailDrop	String	50	user Maildrop				
ContactCompany	String	255	user Contact Company				
Phone	String	50	Phone				
WorkPhone	String	50	Work Phone				
LoginCode	String	50	user system Login ID		yes	no	
LoginPassword	String	500	user Login Password			no	
LanguagePref	String		ISO language code mapped to configured languages	Currently supported languages/codes: English: en			

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
				French Canadian: fr-CA French: fr Flemish: nl-be Brazilian Portuguese: pt-br German: de Japanese: ja Italian: it Russian: ru Simplified Chinese: zh-cn Spanish: es			
StartDate	Date		user hire date or creation date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			
TerminationDate	Date		user termination date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			
QualEffectiveDate	Date		Qual Effective Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			
Status	String		1 - Active 0 - Inactive	NOTE: If this field isn't mapped then the default is ACTIVE. If it is mapped then the following values set it to active (not case sensitive): 1, a, y, true, active. Everything else (including an empty string) sets it to INACTIVE.			
StatusComment	String	1000	user Status Comment				
PositionRef	String	50	ref ID for Position title				
PositionTitle	String	255	Position Title				
ReportsToPositionRef	string	50	Position title of immediate				
EmpCostCenter	String	50	employee cost center				
ExternalAuthenticationKey	String	50	External Authentication Key	NOTE: External Authentication must be configured on the site before this field can be Imported.		If the UseExternalAuthentication field is set to true, then this field	

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
						cannot be null or an empty string.	
UseExternalAuthentication	Boolean		1 – Yes – True – On 0 – No – False – Off	NOTE: External Authentication must be configured on the site before this field can be Imported.			
CanEditProfile	Boolean		1 – Yes – True – On 0 – No – False – Off				
UserIsAdmin	Boolean		A, 1, y, active, true 0, No, false	Turns setting On Turns setting Off			
UserIsInstructor	Boolean		A, 1, y, active, true 0, No, false	Turns setting On Turns setting Off			
UserIsExpert	Boolean		A, 1, y, active, true 0, No, false	Turns setting On Turns setting Off			
JobCode	String	255	Job Code			Yes. If Job Code & Title are null, user is removed from Job	Job Title
JobTitle	String	255	Job Title				Job Code
UserMembershipDate	Date		Job User Membership Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			Job Title, Job Code
JobCostCenter	String	50	Job Cost center				Job Title, Job Code
JobExternalKey	String	50	Job External Key				Job Title, Job Code
ReportsToJob	String	255	Position reference of immediate supervisor				
JobCategory	String	500	job category name	NOTE: multiple categories can be added			Job Title, Job Code
CategoryName	String	500	user category name				
OrgLevel 1 Title	String	100	Org Structure Level 1 Title	NOTE: HR Import supports ALL Org Structures Defined for the Organization		Yes. If all Org fields null, user is removed from Org Unit	
OrgLevel 1 Ref	String	100	Org Structure Level 1 Reference				OrgLevel1 Title
OrgLevel 1 CostCenter	String	50	Org Structure Level 1 Cost Center				OrgLevel1 Title
OrgLevel 1 External Key	String	100	Org Structure Level 1 External Key			NULL allowed if the Importer config key <OrgUnitExternalKe	OrgLevel1 Title

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
						yRequired> is false.	
OrgLevel 1 UserMembershipDate	Date		Organization User Membership Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			OrgLevel1 Title
GroupName	String	100	Student Group Name	NOTE: HR Import supports up to 10 Group Names defined in separate fields.			
GroupCostCenter	String	50	Student Group Cost Center				
UserRegistrationDate	Date		Group User Registration Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			GroupName
Admin Workgroup Name	String	100	Administrator Workgroup GroupName	NOTE: HR Import supports up to 10 Group Names defined in separate fields.			
Instructor Workgroup Name	String	100	Instructor Workgroup GroupName	NOTE: HR Import supports up to 10 Group Names defined in separate fields.			
SupervisorEmpID1	String	255	Supervisor EmpID	Will be the Primary Supervisor. Supervisor EmpID must map to an existing User			
SupervisorEmpID2	String	255	Supervisor EmpID	Supervisor EmpID must map to an existing User			
SupervisorEmpID3	String	255	Supervisor EmpID	Supervisor EmpID must map to an existing User			
SupervisorEmpID4	String	255	Supervisor EmpID	Supervisor EmpID must map to an existing User			
SupervisorEmpID5	String	255	Supervisor EmpID	Supervisor EmpID must map to an existing User			

NOTE: Additional custom fields can also be supported. Contact SilkRoad for specific information on supported custom fields.

NOTE: If importing a user to a Student Group and the Config key <DeleteExistingGroupUsers> is set to true, all other Group records for the user will be removed unless the Student Group has "Prevent Import from Removing Members" set to ON.

User-defined Importer supported fields

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
Student.Title	String	50	user title (Mr.,Mrs, etc.)				
Student.TitleDescription	String	255	user title description				
Student.FirstName	String	50	user First name		yes	no	
Student.LastName	String	50	user Last name		yes	no	
Student.MiddleName	String	50	user Middle name				
Student.FullName	String	255	user Full name				
Student.Birthdate	Date		user Birthdate	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			
Student.Address	String	255	user Address				
Student.City	String	50	user City				
Student.Province	String	50	user Province				
Student.Country	String	50	user Country				
Student.Email	String	255	user email address				
Student.Phone	String	50	user Phone				
Student.PostalCode	String	50	user Postal Code				
Student.WorkPhone	String	50	user Work Phone				
Student.Fax	String	50	user Fax				
Student.Cellular	String	50	user cellular				
Student.Pager	String	50	user pager				
Student.Gender	String		Male/Female			must be valid gender	
Student.ContactCompany	String	255	user Contact Company				
Student.Maildrop	String	50	user Maildrop				
Student.EmplID	String	255	unique employee ID		yes	no	
Student.LoginCode	String	50	user system Login ID		yes	no	
Student.LoginPassword	String	500	user Login Password			no	
Student.StartDate	Date		user hire date or creation date	NOTE: All imported dates must match the custom date format configured.			

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
				See help document for details on possible date formats.			
Student.TerminationDate	Date		user termination date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			
Student.QualEffectiveDate	Date		Qual Effective Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			
Student.Status	String		user status	NOTE: If this field isn't mapped then the default is ACTIVE. If it is mapped then the following values set it to active (not case sensitive): 1, a, y, true, active. Everything else (including an empty string) sets it to INACTIVE.		must be valid status	
Student.StatusComment	String	1000	user Status Comment (reference)				
Student.LanguagePref	String		ISO language code mapped to configured languages	Currently supported languages/codes: English: en French Canadian: fr-CA French: fr Flemish: nl-be Brazilian Portuguese: pt-br German: de Japanese: ja Italian: it Russian: ru Simplified Chinese: zh-cn Spanish: es		must be valid lang pref	
Student.PositionRef	String	50	ref ID for Position title				
Student.PositionTitle	String	255	Position Title				
Student.ReportsToPositionRef	String	50	Position title of immediate supervisor				
Student.CostCenter	String	50	employee cost center			no	

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
Student.ExternalAuthenticationKey	String	50	External Authentication Key	NOTE: External Authentication must be configured on the site before this field can be Imported.		If the Student.UseExternalAuthentication field is set to true, then this field cannot be null or an empty string.	
Student.UseExternalAuthentication	Boolean		1 – Yes – True – On 0 – No – False – Off	NOTE: External Authentication must be configured on the site before this field can be Imported.			
Student.CanEditProfile	Boolean		1 – Yes – True – On 0 – No – False – Off				
Student.UserIsAdmin	Boolean		A, 1, y, active, true 0, No, false	Turns setting On Turns setting Off			
Student.UserIsInstructor	Boolean		A, 1, y, active, true 0, No, false	Turns setting On Turns setting Off			
Student.UserIsExpert	Boolean		A, 1, y, active, true 0, No, false	Turns setting On Turns setting Off			
Job.JobCode	String	255	Job Code			no	Job Title
Job.JobTitle	String	255	Job Title			no	Job Code
Job.ExternalKey	String	50	Job External Key			NULL allowed if the Importer config key <JobExternalKeyRequired> is false.	Job Title, Job Code
Job.CostCenter	String	50	Job Cost center			no	Job Title, Job Code
Job.Category	String	500	Job Category	NOTE: Client-Side Importer supports 1 and only 1 Job Category for each import record		no	Job Title, Job Code
Job.UserMembershipDate	Date		Job User Membership Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			Job Title, Job Code
Job.ReportsToJob	String	255	Position reference of immediate supervisor				
Group_1.GroupName	String	100	Group Name	NOTE: Client-Side Importer supports up to 10 Group Names defined in separate fields.		no	

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
Group_1.CostCenter	String	50	Group Cost Center			no	
Group_1.UserRegistrationDate	Date		Group User Registration Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			Group_1.GroupName
AdminWorkgroup_1.GroupName	String	100	Group Name	NOTE: Client-Side Importer supports up to 10 Group Names defined in separate fields.			
InstructorWorkgroup_1.GroupName	String	100	Group Name	NOTE: Client-Side Importer supports up to 10 Group Names defined in separate fields.			
OrgLevel 1 Title	String	100	Org Structure Level 1 Title			Yes. If all Org fields null, user is removed from Org Unit	
OrgLevel 1 Ref	String	100	Org Structure Level 1 Reference				OrgLevel1 Title
OrgLevel 1 External Key	String	100	Org Structure Level 1 External Key			NULL allowed if the Importer config key <OrgUnitExternalKeyRequired> is false.	OrgLevel1 Title
OrgLevel 1 CostCenter	String	50	Org Structure Level 1 Cost Center				OrgLevel1 Title
OrgLevel 1 UserMembershipDate	Date		Org Structure Level 1 User Membership Date	NOTE: All imported dates must match the custom date format configured. See help document for details on possible date formats.			OrgLevel1 Title
Supervisor_1.EmplID	String	255	Supervisor EmplID	Will be the Primary Supervisor. Supervisor EmplID must map to an existing User			
Supervisor_2.EmplID	String	255	Supervisor EmplID	Supervisor EmplID must map to an existing User			
Supervisor_3.EmplID	String	255	Supervisor EmplID	Supervisor EmplID must map to an existing User			
Supervisor_4.EmplID	String	255	Supervisor EmplID	Supervisor EmplID must map to an existing User			
Supervisor_5.EmplID	String	255	Supervisor EmplID	Supervisor EmplID must map to an existing User			

NOTE: Org Units over level one can only be imported if the previous level is also being imported.

NOTE: Additional custom fields can also be supported. Contact SilkRoad for specific information on supported custom fields.

NOTE: Client-Side Importer supports ALL Org Structures defined for the Organization.

NOTE: Enum fields that require true or false values (such as Student.UseExternalAuthentication) must not be empty. Empty strings are not valid values for these fields.

User-defined Importer supported fields – Training Activity

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
TrainingActv.StartDate	Date				yes	no	
TrainingActv.LastDate	Date			NOTE: If the LastDate is not included, or is blank, then it is set to the MasteryDate.			
TrainingActv.MasteryDate	Date						
TrainingActv.FinalMark	Decimal					FinalMark is a decimal number between 0 and 100	
TrainingActv.Comment	String	1000					
TrainingActv.CourseName	String	1000			yes	no	
TrainingActv.CourseReference	String	50		To update an existing Training Activity both the CourseName and CourseReference must be the same as the CourseName and CourseReference in SilkRoad Learning. If the CourseReference is blank or not included in the mapping, then the Importer will look for an existing Training Activity with a blank CourseReference.			
TrainingActv.Description	String	2000					
TrainingActv.Version	String	50		To update an existing Training Activity, the CourseName, CourseReference, and Version must be the same as the CourseName, CourseReference, and Version in SilkRoad Learning. If the Version is blank or not included in the mapping, then the Importer looks for an existing Training Activity with a blank Version.			
TrainingActv.Objectives	String	1000					
TrainingActv.Outline	String	1000					
TrainingActv.CancellationPolicy	String	1000					
TrainingActv.Audience	String	50					
TrainingActv.Duration	Int			NOTE: This is the duration in minutes.		must be an integer	

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
TrainingActv.GradingType	Enum					must be a valid grading type (Percentage - 1, p, percentage; Complete/Incomplete - 2, c/i, ci, complete/incomplete)	
TrainingActv.Status	Enum					must be a valid course status	
TrainingActv.CostCenter	String	50					
TrainingActv.Category	String	50					

User-defined Importer supported fields – eCourse

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
eCourse.StartDate	Date				yes	no	
eCourse.LastDate	Date			NOTE: If the LastDate is not included, or is blank, then it is set to the MasteryDate			
eCourse.MasteryDate	Date						
eCourse.FinalMark	Decimal					must be a number	
eCourse.Comment	String	1000					
eCourse.CourseName	String	1000			yes	no	
eCourse.CourseReference	String	50		To update an existing eCourse both the CourseName and CourseReference must be the same as the CourseName and CourseReference in SilkRoad Learning. If the CourseReference is blank or not included in the mapping, then the Importer will look for an existing eCourse with a blank CourseReference.			
eCourse.Description	String	2000					
eCourse.Version	String	50		To update an existing Training eCourse the CourseName, CourseReference, and Version must be the same as the CourseName, CourseReference and Version in SilkRoad Learning. If the Version is blank or not included in the mapping, then the Importer looks for an existing Training Activity with a blank Version.			
eCourse.Objectives	String	1000					
eCourse.Outline	String	1000					
eCourse.CancellationPolicy	String	1000					
eCourse.Audience	String	50					
eCourse.GradingType	Enum					must be a valid grading type	
eCourse.Status	Enum					must be a valid course status	
eCourse.CostCenter	String	50					

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
eCourse.Category	String	50					

User-defined Importer supported fields – Exam

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
Exam.StartDate	Date				yes	no	
Exam.LastDate	Date			NOTE: If the LastDate is not included, or is blank, then it is set to the MasteryDate			
Exam.MasteryDate	Date						
Exam.Mark	Decimal				yes	must be a number	
Exam.Comment	String	1000					
Exam.ExamName	String	255			yes	no	
Exam.ExamReference	String	50		To update an existing Exam both the ExamName and ExamReference must be the same as the ExamName and ExamReference in SilkRoad Learning. If the ExamReference is blank or not included in the mapping, then the Importer will look for an existing Exam with a blank ExamReference.			
Exam.Category	String	50					

User-defined Importer supported fields – Assignment

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
Assignment.DateCompleted	Date				yes	no	
Assignment.MasteryDate	Date						
Assignment.Mark	Decimal					must be a number	
Assignment.Comment	String	50					
Assignment.Title	String	255			yes	no	
Assignment.Description	String	1000					
Assignment.Category	String	50					

User-defined Importer supported fields – Requirement

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
Requirement.MasteryDate	Date				yes	no	
Requirement.CertificationType	String	255					
Requirement.Comment	String	1000					
Requirement.Title	String	100			yes	no	
Requirement.Reference	String	50		To update an existing Requirement both the Title and Reference must be the same as the Title and Reference in SilkRoad Learning. If the Reference is blank or not included in the mapping, then the Importer will look for an existing Requirement with a blank			
Requirement.Category	String	50					

User-defined Importer supported fields – Competency

Field Name	Type	Size	Description	Notes	Required in Mapping File?	Allow NULL?	Dependencies
Competency.MasteryDate	Date				yes	no	
Competency.CertificationType	String	255					
Competency.Comment	String	1000					
Competency.Title	String	100			yes	no	
Competency.Reference	String	50		To update an existing Competency both the Title and Reference must be the same as the Title and Reference in SilkRoad Learning. If the Reference is blank or not included in the mapping, then the Importer will look for an existing Competency with a blank			
Competency.EvaluationCriteria	String	2000					
Competency.MeasurementCriteria	String	2000					
Competency.Description	String	1000					
Competency.URL	String	300					
Competency.Category	String	50					