# IES – Persons Import

This document will help anyone who is preparing to use our Information Exchange System (IES) to import Records into ARMS. The IES person import allows you to import a name record into ARMS. These records contain information about a given individual, such as name, address, phone number, etc. Typically, these imports are run by universities twice a year to add new students from their student management software into ARMS.

To setup the Person import:

1. Select the Person link on the left side of the Settings window and check the Enable Import box. This will allow you to designate folders involved with importing records into the Master Name File.
2. The Monitoring folder is where CSV or XML files will be placed prior to being imported into the ARMS System by IES.
3. The Success folder is where the CSV or XML files will be placed if IES is able to import the records into the Master Name File.
4. The Fail folder is where the CSV or XML files will be placed along with error messages if IES is unable to import the records into the Master Name File.
5. To see what fields can be imported into the Master Name File through IES click the Modify Import Mapping Schema link.
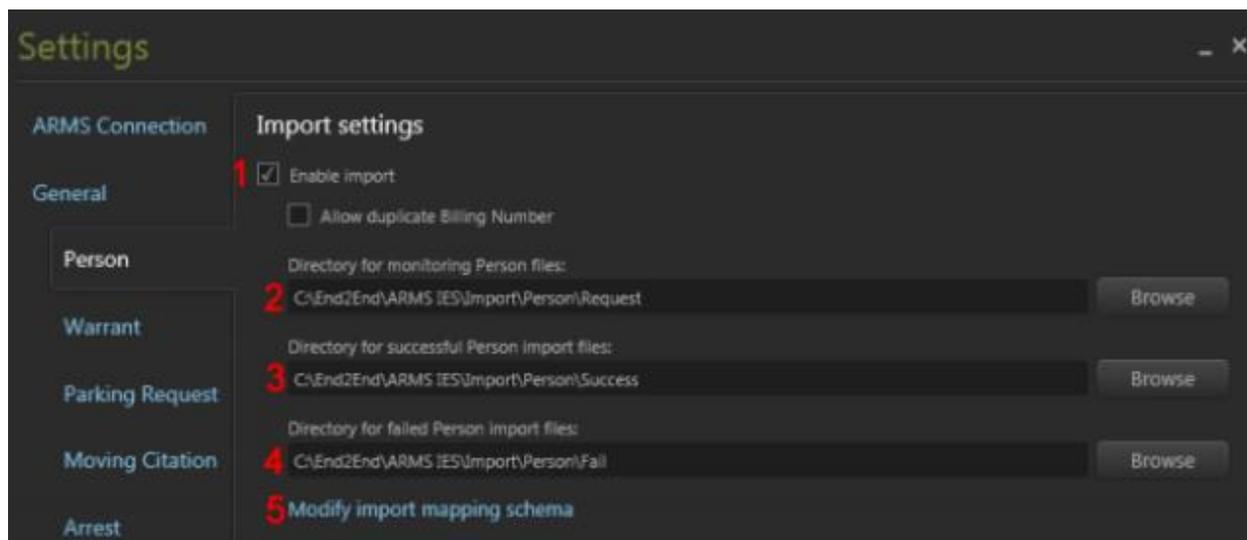
Before the import, you will need to go into the Modify Import Mapping Schema section and make sure that the following fields are correct:

The Campus Address code and the Home Address code need to be set to the same code that is in your Address type codes in the code list.
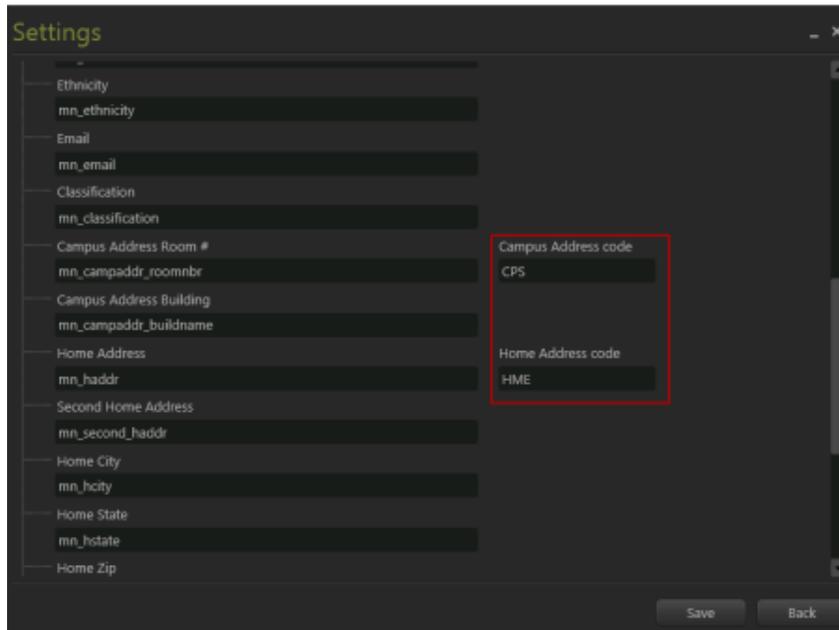
The Campus Phone code, Home Phone code, and Cell Phone code need to be set to the same code that is in your Phone type codes in the code list.
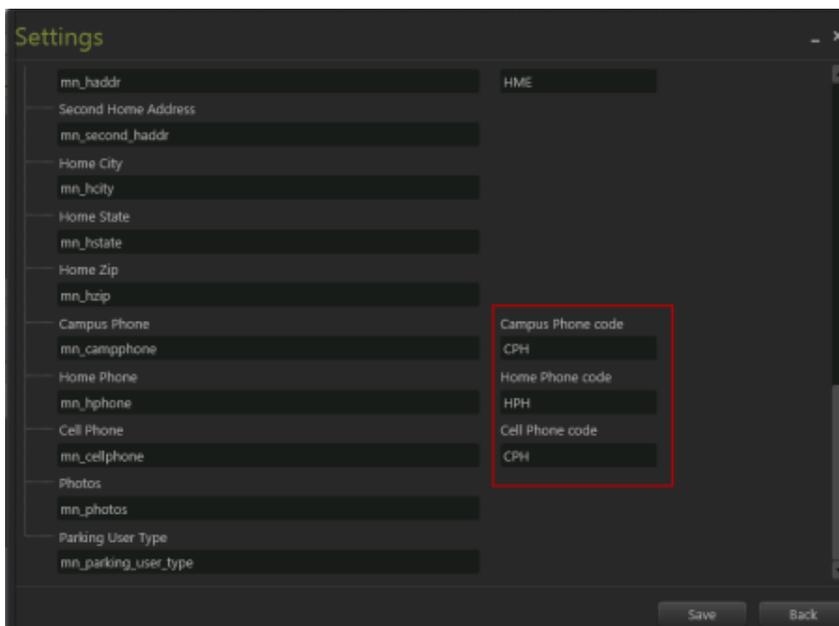
The importable field options are as follows:

- **Billing Number** – Does Not Update – This field is for the Person's Billing/ID number. This field can be any combination of letters, numbers, and symbols.

- **Last Name** – Does Not Update – This field is for the Person's last name. This field can be any combination of letters.

- **First Name** – Does Not Update – This field is for the Person's first name. This field can be any combination of letters.

- **Middle Name** – Does Not Update – This field is for the Person's middle name. This field can be any combination of up to 15 letters.

- **DOB** – Does Not Update – This field is for the Person's date of birth. This field can be numbers in the form of a date.

- **SSN** – Does Not Update – This field is for the Person's Social Security Number. This field can be numbers in the form of a Social Security Number.

- **Driver License Number** – Does Not Update – This field is for the Person's Driver's License Number. This field can be any nine-digit number.

- **Driver License State** – Does Not Update – This field is for the Person's State on their Driver's License. This field must be a state code found in your ARMS system.

- **Race** – Does Not Update – This field is for the Person's race. This field must be a race code found in your ARMS system.

- **Sex** – Does Not Update – This field is for the Person's sex. This field must be a sex code found in your ARMS system.

- **Ethnicity** – Does Not Update – This field is for the Person's ethnicity. This field must be an ethnicity code found in your ARMS system.

- **Email** – Does Not Update – This field is for the Person's email address. This field can be letters, numbers and symbols in the form of an email address.

- **Classification** – Updates – This field is for the Person's classification. This field must be a classification code found in your ARMS system. The classification is generally for freshman, sophomore, etc.

- **Campus Address** – Creates New Item – This field is for the Person's campus address. This field can be any combination of letters, numbers, and symbols.

- **Second Campus Address** – Creates New Item – This field is for the Person's optional second campus address. This field can be any combination of letters, numbers, and symbols.

- **Campus Address Room #** – Creates New Item – This field is for the Person's room number at their campus address. This field can be any combination of up to 10 letters, numbers, and symbols.

- **Campus Address Details/Building** – Creates New Item – This field is for the Person's details/building at their campus address. This field can be any combination of letters, numbers, and symbols.

- **Home Address** – Creates New Item – This field is for the Person's home address. This field can be any combination of letters, numbers, and symbols.

- **Second Home Address** – Creates New Item – This field is for the Person's optional second home address. This field can be any combination of letters, numbers, and symbols.

- **Home City** – Creates New Item – This field is for the Person's city of their home address. This field can be any city name.

- **Home State** – Creates New Item – This field is for the Person's state of their home address. This field must be a state code found in your ARMS system.

- **Home Zip** – Creates New Item – This field is for the Person's ZIP code of their home address. This field can be up to 10 numbers in the form of a ZIP code.

- **Campus Phone** – Creates New Item – This field is for the Person's campus phone number. This field can be numbers in the form of a phone number.

- **Home Phone** – Creates New Item – This field is for the Person's home phone number. This field can be numbers in the form of a phone number.

- **Cell Phone** – Creates New Item – This field is for the Person's cell phone number. This field can be numbers in the form of a phone number.

- **Photos** – Does Not Update – This field is for any photo that needs to be associated to someone. This will be a file path to the photo for that student. It is usually recommended that the file be named the student's ID/Billing number.

- **Parking User Type** – Updates – This field is for the Parking user type that this person is associated with. This field must be a User Type code in the ARMS Parking System.

Below are some images of an example of the CSV file that must be created for the import:

A	B	C	D	E
mn.mn_billing_number	mn.mn_lastname	mn.mn_firstname	mn.mn_midname	mn.mn_dob
0088456ST	Jones	Jill	Pamela	10/18/1993

F	G	H	I	J	K
mn.mn_ssn	mn.mn_dl_number	mn.mn_dl_state	mn.mn_race	mn.mn_sex	mn.mn_ethnicity
123-45-6789	109876543	MS	W	F	NH

L	M	N
mn.mn_email	mn.mn_classification	mn.mn_campaddr_roomnbr
jjones@test.edu	SOPH	304C

O	P	Q	R
mn.mn_campaddr_buildname	mn.mn_haddr	mn.mn_hcity	mn.mn_hstate
Johnson Hall	1234 Common Street	Oxford	MS

S	T	U	V
mn.mn_hzip	mn.mn_campphone	mn.mn_hphone	mn.mn_cellphone
38655	432-432-4321	123-123-1234	789-879-7890

W	X
mn.mn_photos	mn.mn_parking_user_type
C:\Program Files (x86)\StudentPhotos\0088456ST.png	STU