Client Defined (CL) screen mass update

The Client Defined (CL) screen in QCC can be used to track any information needed that is not captured in other Personnel or Payroll screens. TDSD provides a process that updates values on the CL screen based on a csv file with defined and formatted columns. Districts can create csv files and have an Authorized Signer request for TDSD to upload into a sandbox testing environment for district review. Once the CL screen values have been district verified and TDSD has updated in Production, the result is final and ***cannot be un-done***. Care should be given when analyzing the data on the csv file prior to requesting CL values be updated.

To request TDSD mass updates to the Client Defined (CL) screen:
1. Submit a request to support.sccoe.org under the QSS Authorized Signer's name or provide approval documentation.
   a. Enter request under Catalog Items/Enterprise System-Data Import/QCC Data Import
   b. Read and click OK on criteria screen, then fill in form items.
   c. Download the .csv file template from the form after selecting Data Import type.
   d. Only csv files will be accepted.
2. Please follow the formatting of the csv file, do not remove or change any columns.
3. Complete and return csv file to the service request ticket.
   a. Data provided is the responsibility of the submitter. TDSD will not edit/modify the file provided. If the file provided does not meet the requirements, you will need to resubmit.
4. The request will only be completed when payroll is not being processed.
   a. TDSD will not process the request the day before payroll is locked and after the payroll pay date. Please refer to the published Payroll Calendar for this information.
5. The file will be uploaded to the sandbox initially.
   a. Districts can then validate the data that was successfully uploaded. TDSD will let you know as soon as the data on the sandbox is ready for validation.
6. After district data validation on the sandbox, submitter will need to let us know to proceed with the data upload to Production by entering a comment on the ticket.

To fill out the csv file:
1. Determine field on CL screen to be mass populated.

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2. Enter data on csv file in corresponding column.
   a. Enter district number
   b. Enter employee ID
   c. Locate corresponding column on csv file that matches field on CL table and enter data.

For Example:

To populate the 4-1 column on the CL screen as shown below, you will populate the **field_4_1** column of the csv file.