## Standard Fields

The CSV file will always include the standard fields of Umbrella Faces. Also with specific custom developments (circle) the standard fields are shown. If none configured fields in a circle are uploaded, then the values will be ignored.

## Overview

The attached file is an example of a traveller CSV file containing only standard fields. The file has to be downloaded to be viewed. Each single field is elaborated in the description below.



## **Description**

Column	Description	Values/Actions
metadata.action	Action	• SAVE • DELETE
uuid	Database No.	Blank if new profile
username	Faces Username	
email	E-Mail Address	
language	User language	<ul> <li>cs_CZ = Czech (Czech Republic)</li> <li>nl_BE = Dutch (Belgium)</li> <li>nl_NL = Dutch (Netherlands)</li> <li>en_GB = English (United Kingdom)</li> <li>en_US = English (United States)</li> <li>fr_CH = French (Switzerland)</li> <li>fr_FR = French (France)</li> <li>de_AT = German (Austria)</li> <li>de_DE = German (Germany)</li> <li>de_CH = German (Switzerland)</li> <li>hu_HU = Hungarian (Hungary)</li> <li>it_IT = Italian (Italy)</li> <li>it_CH = Italian (Switzerland)</li> <li>pl_PL = Polish (Poland)</li> <li>pt_PT = Portuguese (Portugal)</li> <li>sk_SK = Slovak (Slovakia)</li> <li>es_ES = Spanish (Spain)</li> </ul>

gender	Gender (Faces field"Greeting")	• MR • MRS • U
title	Title	• DR • PROF
name	Surname	
middlename	Middlename	
firstname	Firstname	
birthdate	Date of birth	Format = dd.mm.yyyy
nationality	Citizenship	2-letter-country-code e.g. CH
additionalFormOfPayment	Other forms of payment	• CASH • INV
hotelGuarantee	Hotel guarantee	<ul> <li>T/00 = 1st Traveller credit card</li> <li>T/01 = 2nd Traveller credit card</li> <li>T/02 = 3rd Traveller credit Card</li> <li>C/00 = 1st Company credit card</li> <li>C/01 = 2nd Company credit card</li> <li>C/02 = 3rd Company credit card</li> </ul>
carGuarantee	Guarantee rental car	<ul> <li>T/00 = 1st Traveller credit card</li> <li>T/01 = 2nd Traveller credit card</li> <li>T/02 = 3rd Traveller credit Card</li> <li>C/00 = 1st Company credit card</li> <li>C/01 = 2nd Company credit card</li> <li>C/02 = 3rd Company credit card</li> </ul>
webPayment	Webcard	<ul> <li>T/00 = 1st Traveller credit card</li> <li>T/01 = 2nd Traveller credit card</li> <li>T/02 = 3rd Traveller credit Card</li> <li>C/00 = 1st Company credit card</li> <li>C/01 = 2nd Company credit card</li> <li>C/02 = 3rd Company credit card</li> </ul>
phoneBusiness	Phone Business	
phonePrivate	Phone private	
phoneMobile	Mobile	
receivedocs	Itinerary / e-ticket (yes/no)	true false
preferredSeat	Seat Request	<ul><li>A = Aisle</li><li>W = Window</li></ul>
preferredFood	Meal Request	e.g. VGML
smoker	Smoker	true false
traveller	Traveller	true false
arranger	Arranger / Assistance	true false
approver	Approver	• true • false
comment	general.comment	
company.recordlocator	Company / Profile no.	
company.uuid	Database No. Company	

	Common / Common Nove	
company.name	Company / Company Name	
railExtension.delivery	Rail information / Delivery	BAHNTIX     ONLINE     PAPERTICKET     BAHNTIX
railExtension.wagonType	Rail information / Wagontype	<ul><li>COMPARTMENT</li><li>PREFER_WIDEBODY</li><li>REQUIRE_WIDEBODY</li><li>SINGLE</li><li>TABLE</li></ul>
railExtension.wagonExtraType	Rail information / Wagon extra	<ul><li>PHONEAREA</li><li>QUIETAREA</li></ul>
railExtension.seatpref	Rail information / Seat	• AISLE • WINDOW
railExtension.railclass	Rail information / Class	• FIRST • SECOND
railExtension.identification	Rail information / Identification	<ul><li>BANKCARD</li><li>PERSONALCARD</li><li>RAILCARD</li></ul>
railExtension.idInfo	Rail information / Bank card	
sortedRailCards0.cardtype	Railcard / Card	Rail: Amadeus_Germany  BAHNBONUS = DB bahn.bonus BONUSCARD = DB Bonuscard Business DB100 = DB BahnCard 100 DB25 = DB BahnCard 25 DB25_BUSINESS = DB BahnCard 25 Business DB50 = DB BahnCard 50 DB50_BUSINESS = DB BahnCard 50 Business SBB_GA = GA Travelcard / Swisspass SBB_HALFPRICE = Halfprice Card (excl. RailPlus) / Swisspass SBB_HALFPRICE_RAILPLUS = Halfprice Card (incl. RailPlus) / Swisspass  Rail: Amadeus_Rail  SNCF_JEUNE SNCF_JEUNE SNCF_CFF50 SNCF_CFF50 SNCF_CFF50 SNCF_CFF50 SNCF_CFF50 SNCF_FAM30 SNCF_FAM30 SNCF_FAM40 SNCF_FAM50 SNCF_FAM50 SNCF_FAM50 SNCF_FAM50 SNCF_FREQ50 SNCF_FR_MILITARY SNCF_FR_MILITARY SNCF_FR_MILITARY THALYS_LYS THALYS_LYS THALYS_LYS THALYS_PASS_BUSINESS THALYS_PASS_WEEKEND SJR_ARSKORT_GOLD SJR_ARSKORT_GOLD SJR_ARSKORT_GOLD SJR_ARSKORT_SILVER_RES

		SJR_ARSKORT_SIL_PL_RES SJR_ARSKORT_SIL_PL_RES SNCF_EUROSTAR SNCF_CLUB SNCF_CLUB SNCF_CLUB SNCF_PLUS SNCF_VOYAGEUR THALYS_CARD TTL_16_25 TTL_ANNUAL_GOLD TTL_CAMBRIAN_LINES TTL_DES TTL_DALES TTL_DEVON_CORNWALL TTL_DISABLED_ADULT TTL_ESK_VALLEY TTL_GROUPSAVE TTL_HEART_OF_WALES TTL_NEGROUPSAVE TTL_NECTWORK TTL_NECTWORK TTL_NECTWORK TTL_NECTWORK TTL_NECTWORK TTL_NECTWORK TTL_NEW_DEAL TTL_PEMBROKESHIRE TTL_SCOTTISH_YOUTH TTL_SENIOR TTL_TWO_TOGETHER TTL_VALLEY_LINES_SENIOR TTL_VALLEY_LINES_SENIOR TTL_VALLEY_LINES_SENIOR DB25 DB25 DB25 DB25_BUSINESS DB25_BUSINESS DB50 DB50 DB50_BUSINESS DB50 DB50_BUSINESS DB50_BUSINESS DB50_BUSINESS DB50_BB50_BUSINESS DB50_BBS0_BUSINESS DB50_BBS0_BBS0_BBS0_BBS0_BBS0_BBS0_BBS0_B
sortedRailCards0.cardnumber	Railcard / Number	
sortedRailCards0.cardExpiration	Railcard / Expiration	Format = dd.mm.yyyy
residentExtension.area	Resident information / Resident Discount	<ul><li>CANARY</li><li>BALEARIC</li><li>CEUTA</li><li>MELILLA</li></ul>
residentExtension.areaCode	Resident information / Area/Post Code	post code (numbers)
residentExtension.cardType	Resident information / National Identity Card type	<ul><li>NATIONAL_ID</li><li>MINOR_RESIDENT</li><li>RESIDENT_CARD</li><li>TEMP_RESIDENT</li></ul>
residentExtension.cardNumber	Resident information / National Identity Card number	

residentExtension.secondSurname	Resident information /	
flightmemberships0.alliance	Frequent flyer / Airline	2-letter-airline-code e.g. SR (Swiss)
flightmemberships0.membernumber	Frequent Flyer / Number	
flightmemberships0.additionalinfo	Frequent Flyer / PIN	
hotelmemberships0.alliance	Hotel Program / Hotel chain	2-letter-hotel-code e.g. RT (Accor Hotel)
hotelmemberships0.membernumber	Hotel Program / Customer Number	
hotelmemberships0.additionalinfo	Hotel Program / Customer Request	
carmemberships0.alliance	Car Program / Company	2-letter-car company-code e.g. ZE (Herz)
carmemberships0.membernumber	Car Program / Customer Number	
carmemberships0.additionalinfo	Car Program / Customer Request	
carmemberships0.specialRequest	Car Program / Special request	
passports0.country	Passport / Country	2-letter-country-code e.g. CH
passports0.number	Passport / Number	
passports0.issuedate	Passport / Issue date	Format = dd.mm.yyyy
passports0.issueplace	Passport / Issue place	
passports0.issueCountry	Passport / Issue country	2-letter-country-code e.g. CH
passports0.expiration	Passport / Expires	Format = dd.mm.yyyy
visa0.country	Visa Information / Country	2-letter-country-code e.g. RU
visa0.number	Visa Information/ Number	
visa0.issuedate	Visa Information / Issue date	Format = dd.mm.yyyy
visa0.issueplace	Not available in the user interface	
visa0.expiration	Visa Information / Expires	Format = dd.mm.yyyy
visa0.multiPurposeString	Visa Information / Entry type	SINGLE     DOUBLE     MULTIPLE
employeecards0.country	Identification cards / Country	2-letter-country-code e.g. CH
employeecards0.number	Identification cards / Number	
employeecards0.issuedate	Not available in the user Interface	
employeecards0.issueplace	Not available in the user Interface	
employeecards0.expiration	Not available in the user Interface	
arrangercontacts0.contact	Administration / Arranger / Assitance	Arrangers email address
arrangercontacts0.receivedocs	Itinerary / e-ticket (yes/no)	true false
approvercontacts0.contact	Administration / Approver	Approvers email address
approvercontacts0.receivedocs	Itinerary / e-ticket (yes/no)	true false
emergencycontacts0.firstname	Emergency Contact / First Name	
emergencycontacts0.lastname	Emergency Contact / Surname	

emergencycontacts0.email	Emergency Contact / E-Mail	
emergencycontacts0.phone	Emergency Contact / Phone	
emergencycontacts0.receivedocs	Itinerary / e-ticket (yes/no)	true false
sortedTravelGroups0.groupId	Travel groups / Main travel group	Cytric:  • Location • Division
sortedTravelGroups0.role	Travel groups / Role	Cytric:  • USER = User • TRAVELER = Booker • PRINCIPAL_TRAVEL_ARRANGER = Travel Arranger (all) • APPOINTEDTRAVEL_ARRANGER = Travel Arranger (restricted) • TRAVEL_ARRANGER = Travel Arranger • TRAVEL_ARRANGER_RESTRICTED_PM = Travel Arranger (restricted with Profile Admin) • TRAVEL_APPROVER = Trip Approver
sortedTravelGroups1.groupId	Travel groups / Further travel group	
sortedPublishStates0.id.publishtarget	Target system	<ul><li>CSX = Amadeus</li><li>GALILEO_WS = Galileo</li><li>CYTRIC = Cytric</li></ul>
sortedPublishStates0.recordlocator	Target system identification number/name	<ul> <li>Amadeus = Profile record locator</li> <li>Galileo = Profile Name</li> <li>if cell is blank, a new profile in the target system will be created</li> <li>if cell contains value, the existing profile in the target system will be synchronised</li> </ul>
sortedPublishStates0.internallocator	Target System additional number/name	
Note: Import of credit cards is not available due to PCI DSS rules. Export will provide masked card information only.		
sortedCreditcards#.type		Credit card vendor (VI, AX, CA etc.)
sortedCreditcards#.numberMasked		Credit card number
sortedCreditcards0.expiration		Credit card expiry
sortedCreditcards0.publishAsFop		TRUE = use as form of payment FALSE = not use as form of payment