

DATA – Technical Specification

As there are so many different methods of holding and supplying data, here is a rough guide to what is the most cost effective for us to process:

PSC Processing Software: Microsoft ACCESS 2007

Customer Data Supply

Files supplied to Pass Sport Control can be supplied in any of these formats:

Microsoft Access	all releases
Microsoft Excel	all releases
CSV File	Comma Separated Variable length fields
TXT	Delimiter needs to be specified variable length files or File Layout to be supplied if Fixed Length

Other Compatible spreadsheets, workbooks, databases.

Files should be laid out, one record per line with FIELD NAMES as the first record.

UNSUITABLE FORMATS

Microsoft Word

Label Formatted – regardless of Excel/Word

DATA PROTECTION

PSC is registered with the Information Commissioner. All data processing must be approved in writing prior to the commencement of that work. Customers will be asked to approve a sample of the processed data, prior to production commencing. Unless we are instructed otherwise in writing, within 60 days of job completion, all original AND processed data (email attachments, CDs and other media) will be destroyed.