

INTRODUCTION

When supplying database files, there are a few things to watch out for. So, to make things that little bit easier, we've provided a quick database how to. If your file ticks all the boxes, chances are you're good to go!

Checklist:

- Is the file type one we accept?
- Do you have the required fields?

Suggested Field Headers (columns):

- Organisation Name
- Title/Position
- First Name*
- Surname*
- Address 1*
- Address 2
- Address 3
- Suburb*
- State*
- Postcode*
- Country
- Stream

*Required Fields Database file types Epikon accept:

Database file types Epikon accept:

- Comma Separated Value (.csv)
- Microsoft Excel (.xls)
- Comma delimited text (.txt)

NOTE: All data files will be converted to comma delimited text files. Any filter settings applied with an excel spreadsheet will not be applied.

Please remove any unnecessary fields

Preferred File Types:

- Comma delimited text (.txt)
- Comma Separated Value (.csv)

File Naming Convention:

It is preferred that all database files being supplied to Epikon have the following naming convention:

Company Name_Header_Date.xls

File Submission:

There are a few ways to send your data file over, emailing being just one. Ask your campaign manager for a file submission guide!

Epikon Upload site:

Our Upload site is so easy to use and completely secure, giving you the peace of mind you need when providing your precious client data.

Simply go to:

upload.epikon.com.au

If you have any difficulty, ask your campaign manager for an

Upload How To guide!

Example of Excel Format

Organisation	Title	First Name	Surname	Address 1	Address 2	Address 3	Suburb	State	Postcode	Country	Stream Indicator
Sample Pty Ltd	Mr	John	Sample	Level 1	Building 4	123 Sample St	SAMPLETOWN	VIC	3000	AUSTRALIA	1
Melb Mail Mgt	Mr	George	Koukoulas	68 Lexton Rd			BOX HILL	VIC	3129	AUSTRALIA	2
ABC Pty Ltd	Ms	Jane	Smith	PO Box 123			MELBOURNE	VIC	3000	AUSTRALIA	1