

SHOEBOX Data Import Best Practices

To import data into SHOEBOX we need (at minimum):

- Employee first name
- Employee last name
- Sex
- Birthdate
- Employee ID
- Baselines marked in the data
- Audiogram date
- Audiogram data in labelled columns (see template example below)

Formats of data we accept for import review/assistance:

- .csv or Excel files with each data point in a separate labelled column (see below for examples)
 - Example: .csv export from Benson or Examinetics

	A	B	C	D	E	F	G	H	I	J	K	L
1	ExternalId	LastName	FirstName	MI	Sex	Birthdate	HireDate	EmployeeNumber	Facility	Department	JobPosition	Status
2												

	A	B	C	D	E	F	G	H	I	J	K	L
1	Testguid	ExternalId	TestDate	TestTime	Examiner	LeftBaseline	RightBaseline	LeftThresh250	LeftThresh500	LeftThresh750	LeftThresh1000	LeftThresh1500
2												

Formats of data we don't accept for import review/assistance:

- Locked file formats, such as PDF
 - *These must be manually input by the customer*
- .csv or Excel files that do not have separate columns per data point
 - *These must be manually input by the customer*
- Data without baselines marked
 - *Can be imported, but not used in shift calculations until baselines are marked manually*
- Proprietary data exports in a format that is not a .csv or Excel file
 - *Please contact us if you have been given data in a proprietary format*

What to ask your previous provider for:

.csv or Excel spreadsheet of the previous employee demographics and audiogram thresholds with marked baselines

For assistance, please contact SHOEBOX Support:

877-349-9934 x2 | support@shoebox.md