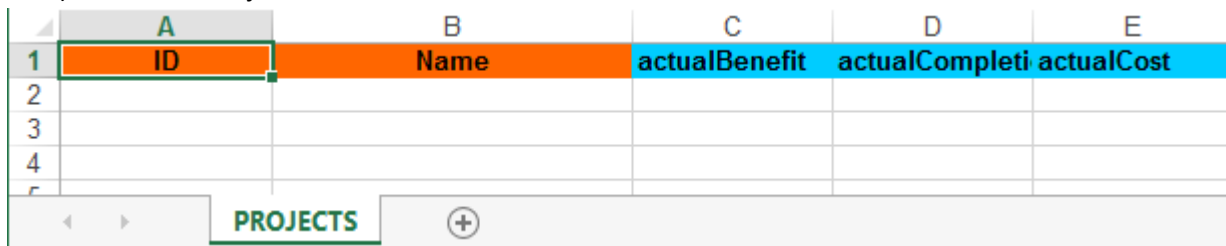## Tutorial 03. Unique Keys

Single-column keys

Each row in an Easy Dataload spreadsheet should match with exactly one Workfront item (Project, Task, Issue, etc). Easy Dataload needs instructions for how to uniquely identify a Workfront item so that it can be compared to the values on any given row of the spreadsheet. This is what we refer to as the KEY column.

By default, Easy Dataload will take the first column of the spreadsheet and use the values in that column to uniquely identify each Workfront item.

The unique identifier used internally by Workfront is the field named "ID". This is a very large alpha-numeric value, 32 characters long. For example, "54467b3e000075a49375c15d72acd52f".

In the example below, the first column heading is "ID", and will be used to uniquely identify each (in this case) Workfront Project.

ID	Name	actualBenefit	actualCompleti	actualCost

PROJECTS

While you can certainly use ID numbers, they can be unwieldy, and are not very human friendly.

Easy Dataload lets you put any field in the first column of the spreadsheet, as long as the values in that column will uniquely identify a Workfront item. If you happen to have a corporate standard that your project names are unique, you could make the first column heading be "Name". As an example, if you happen to have a Custom Form field that is attached to each project named "Oracle Project Number", you could put that into the first column heading.

Multi-column keys (composite keys)

Sometimes a single column is not sufficient to identify an individual item in Workfront. For example, let's consider an Hour item. If somebody worked 4 hours, we need to specify which Project, which Task on the Project, the Workfront User who performed the work, and the Date on which the hours were performed. Optionally, we could also specify the Hour Type, but Workfront has a default for that.

As you can see, in the above case, four (or five) pieces of information are required to correctly identify the unique data item in Workfront. This cannot be handled by having only a single column.

Easy Dataload supports multi-column keys. To indicate multiple columns that comprise a combined key, use the "KEY~" prefix at the beginning of the relevant column headings.