



How to Clean Fallout Reports & Prepare a Delta File

Step 1 – Review the Fallout Report

Look for:

- Missing required fields
- Invalid values
- Incorrect formats
- Data that violates business rules

Each “Fail” row represents a record that failed to import.

Step 2 – Correct the Data

For each fallout row:

- Fix missing or incorrect values
- Validate coordinates (Latitude/Longitude)
- Ensure required fields match the operation type
- Confirm column headers are unchanged and case-sensitive

Step 3 – Build a Delta File

Use the Delta template provided by Alden.

Include:

- Only the successful and corrected records
 - a. If saving the Exception file as the Delta, remove columns A, B, and C.
- Correct Operation value (Add, Update, Delete, Replace)
- Required fields based on the operation
- Standard fields when available
- Dependent fields when applicable



Step 4 – Save and Upload

1. Save as **tab-delimited (.txt)**
2. Name the file using the Delta naming convention:
3. Upload to the **Delta** folder in:
 - a. **Test** (for UAT)
 - b. **Production** (for live data)

Step 5 – Verify Results

After upload:

- Check the **Exceptions** folder for new fallout
- Confirm successful records were processed
- Repeat cleanup if needed