



How to Format Full Import Files

Overview

A Full Import loads all poles into Alden ONE. Files must be tab-delimited text files and placed in the correct GIS folder.

Template Rules

Alden provides the Full Import template. Follow these rules:

1. Do Not copy the first row

- Row 1 = instructions
- Row 2 = actual column headers (must be first row in your file)

2. Required Fields

Shaded “Required” cells must be filled for every pole:

- LegacyPoleID
- Latitude
- Longitude

3. Dependent Fields

Blue-shaded fields depend on the operation:

- Example: PoleOwner not required for Update, but required for Add/Delete/Replace
- Custodian only used in joint-ownership scenarios

4. Standard Fields

If you have the data, include it. If not, leave blank.