

DATA SPECIFICATIONS

Please read the following specifications to get the best possible results on your plastic cards and fulfillment requirements.*

Redegroup will not be responsible for the result of anything that falls outside these specifications.

FILE TYPES ACCEPTED

SOFTWARE	FILE EXTENSION	PLATFORM
MICROSOFT EXCEL	.XLS / .XLSX	WINDOWS/MAC
DELIMITED FILES	.TXT / .CSV	WINDOWS/MAC

WINZIP FILES ARE ACCEPTED

FOR ANY OTHER FIELD DELIMITER TYPE PLEASE SPECIFY WHEN SENDING YOUR DATA

DATA THAT IS EMAILED MUST BE SENT DIRECTLY TO bureau@plasticcard.com.au

FOR DATA THAT IS SENT TO FTP SITES. EMAIL NOTIFICATION MUST BE SENT TO bureau@plasticcard.com.au

FILE TRANSFER

Data can be supplied via email or disc. If you are emailing your data it must be emailed to bureau@plasticcard.com.au Should an FTP upload be required, please contact your account manager to request a log in user name and password.

SECURE DATA TRANSFER

All data received by Redegroup is treated with the highest security and compliance with Australian privacy laws. While we do accept passworded WinZip files, please send the data in one email and the password in a separate email.

FIELD HEADERS

Field headers are critical when supplying your data. Please ensure that the field headers used in your data base clearly relate to what the information in the field is. This will ensure that no errors are made when applying your data to a card, letter, barcode etc.

BARCODES

Please clearly mark the field you want as a barcode with the barcode types. The most common barcode types are as follows

3 of 9 - Alpha Numeric

Code 128 - Alpha Numeric

Interleaved 2 of 5 - Numeric only and must be made from an even number of digits e.g 000000 not 00000

EAN 8 - Numeric only made from a 7 digit number with the eighth digit created automatically as a check digit

EAN 13 - Numeric only made from a 12 digit number with the thirteenth digit created automatically as a check digit

Codabar - Numeric only

MAG STRIPE ENCODING

When requiring your mag stripe to be encoded please state in your email or on the disc which track the information is to be encoded on. This is very important to ensure the plastic card will work correctly on your system. When preparing data to be encoded onto a mag stripe it is important to remember that the tracks of a mag stripe can be encoded using the following spec

Track 1 – Max 76 characters – alpha, numeric and spaces allowed

Track 2 – Max 37 characters – numeric only

Track 3 – Max 103 characters – numeric only

ONGOING DATABASES

When your data is sent to us on an ongoing basis i.e. weekly, fortnightly, monthly etc, it is very important that your ongoing data is supplied to us in the same order with exactly the same field headers as the first time you sent it. This ensures that when your data is linked to your artwork or run through a program developed by Redegroup, no errors occur and all data falls in the correct place.

DATA PROGRAMMING

Redegroup does offer a data programming service. If you wish to have your data programmed by us, a clear and precise brief must be supplied including things like “if” and “then” statements, and very clearly outlined as to what is to be achieved.

DATA REPORTING

Redegroup offers a data reporting service. Should you require a report on your data please clearly specify in a brief what you would like included in this report. e.g Sequential Number reporting.

CONCILIATION

When supplying your data please clearly state in the email, the data filename(s) and how many records in the file you have supplied.

THINGS TO CONSIDER

Unless otherwise instructed Redegroup does not make any physical changes to your data. Please be aware that how you send your data is how it will appear on the card, letter or envelope. e.g If data is sent in CAPS it will appear in CAPS on the card, letter etc.

Another important factor to consider is the space allowed in the artwork for the data to merge with. The number of characters you allow in your data can make the difference in the data appearing correctly or not. If you would like a character count based on the artwork you supplied please contact your Account Manager.