VIPP Preflight Checklist

Ascii Data:

Type: ❑ delimited [1]

delimiter symbol: [2] _____

❑ fixed length

field layout required [3]

Agency:_____

Job Name:_____

Job #:_____

CSR:_____

Planner:_____

Test filename:_____

number of records:_____

record length:_____

beginning record:_____

ending record:_____

Live filename:_____

number of records:_____

record length:_____

beginning record:_____

ending record:_____

Output: (MUST be submitted with this Checklist)

❑ Sample showing placement of field names.[4]

❑ Sample showing the called out data. (Copy of previous printing?)

❑ Fonts indicated? ❑ Font sizes indicated?

❑ Fold sample.

❑ Dummy showing sequence of pages (forms, letters). MUST include envelope size and window placement.

Size of the forms, letters: ❑ 8½ x 11 ❑ 6 x 9 ❑ 11 x 17

❑ Union Bug (show placement)

Format of the forms, letters, etc.:

❑ Preprinted Which pages: _____

❑ Camera ready Which pages: _____

❑ Wordprocessing Which pages: _____ What software:_____

Filename: _____

❑ Other Which pages: _____ What software:_____

Filename: _____

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[1] a. First row of the file must be the header (field names). (Do NOT use spacebands in field names)
b. Data must not have any text qualifiers such as quotes surrounding fields.

[2] The delimiter should be a unique character such as a close curly brace or tab as the delimiter must not be part of the output data.

[3] Layout must show field position and length.

[4] Field names must match first row header in a delimited file or field layout in fixed length file.