

## Marketing Cloud | Data Extension Checklist

Imports > New Import

Save Delete Cancel

Properties

**1** Name (required)  
170901\_INVITE\_RMS VIP\_UCCS

External Key

Description  
Rocky Mountain Showdown VIP Reception

Source

File location (required)  
**2** Salesforce Objects & Reports

**3** Salesforce Data Source Type (required)  
Object Report

Select **4**

Customize DataExtension Generation

Included	Name	Type	Length	Key	Nullable	Default
<input checked="" type="checkbox"/>	Contact ID	Text	255	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Campaign Name	Text	255	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	First Name	Text	255	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Last Name	Text	255	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	UCCS Email	Email Address	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**5** Save Config Cancel

Source

File location (required)  
Salesforce Objects & Reports

Salesforce Data Source Type (required)  
Object Report

08\_UREL\_170901\_INVITE\_RMS VIP\_UCCS Select

Import Action Settings

**6** Update Type (required)  
Overwrite

Data Quality Settings

Skip rows with bad data  
 Respect double quotes ( " ) as a text qualifier

Import Qualifications

Skip import if last import was less than  hours ago.  
 Fail import if file is older than  hours. Allow System Buffer of  hours.

Validation

Date Format: English (United States)  
Example: 11/9/2017 8:59 AM

Import Completion Settings

**7**  Send notification email to melanie.jones@cu.edu

UNIVERSITY OF COLORADO

**eComm**

Better emails. Better events. Better data.

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Full tutorial at: [cu.edu/ecomm/wiki/data-extension](https://cu.edu/ecomm/wiki/data-extension)