Define a File Query

A file query copies data from a file, which you can use as a data model. Supported file types are CSV and Open XML.

We'll walk you through the process to define the file query.
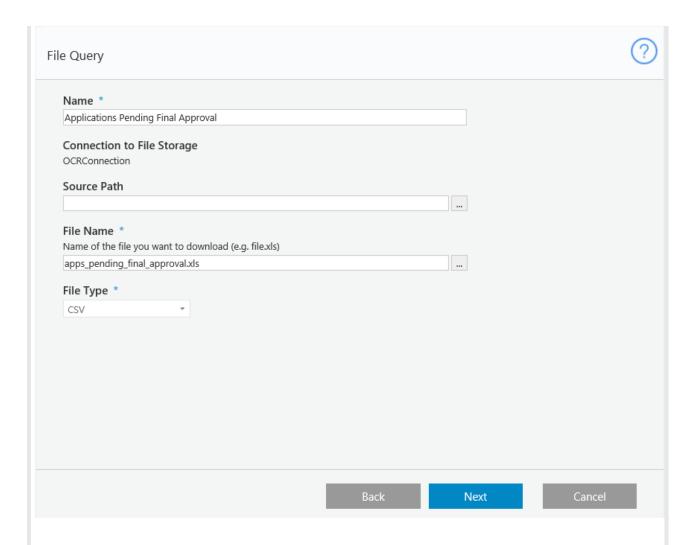
Add a File Query data model

□

Select a connection to file storage.

For more information, see Define a Connection to an External Storage System.

Define the file query and select the file type

CSV Files Configuration Parameters

Parameter	Description
Name	The name you select for the query. This should be a meaningful name so you can easily identify and understand what the query is.
Connection to File Storage	Connection you defined to the external storage system.
Source Path	Path to the folder where you want to import the file from. It is appended to the connection you defined to the external storage system. There are a couple of ways to define the source path. You must use forward slashes (/) when you define the file name. • **Manually**: type a target path in the text box. • **Expression**: define the target path from a previously returned value in the workflow, for example, a path returned from a Web Service Listener Activity. Example: https://{*externalstoragesystem*}/Completed_Applications
File Name	Name of the file you want to use to define the query.
File Type	• CSV • OpenXML

File Query

Name *

Applications Pending Final Approval

Connection to File Storage
OCRConnection

Source Path

[   ] [...]

File Name *
Name of the file you want to download (e.g. file.xls)

apps_pending_final_approval.xls [...]

File Type *

CSV ▾

Back   Next   Cancel

CSV Files

CSV Files Configuration Parameters

Parameter	Description
Encoding	- ASCII - Big-Endian Unicode - Unicode - UTF32 - UTF7 - UTF8
First row contains header	Select if the first row of the source file contains a header. This row is skipped when the file is processed.

Parameter	Description
Has fields enclosed in quotes	Fields contain quotations when they are used to count separator symbols as part of the field value. For example, if a field value is 52,345 and comma is a defined separator, the entire field is wrapped in quotations "52,345". Cases in which a field is wrapped in quotations for other reasons, and the **Has fields enclosed in quotes** checkbox is selected, the quotations are removed from the field.
Trim white spaces	Removes unnecessary spaces in cell values. This option is selected by default.

File Properties

Format *
Defines the language, date and time format (e.g., en-US, M/d/yyyy, h:mm tt)

English (United Kingdom) ▾

Encoding *

UTF8 ▾

Field Type *
○ Delimited (Characters such as comas seperate each field)
◉ Fixed Width (Fields are aligned in columns with spaces between each field)

Field Delimiters *
☑ Comma   ☐ Tabs   ☐ Semicolon   ☐ Space   ☐ Other: [   ]

Comment Tokens
If the line starts with these characters, the line will be considered a comment (e.g. "//")
[   ]

☑ First row contains header

☐ Has fields enclosed in quotes

☑ Trim white spaces

[Back] [Next] [Cancel]

OpenXML Files

OpenXML Files Configuration Parameters

Parameter	Description

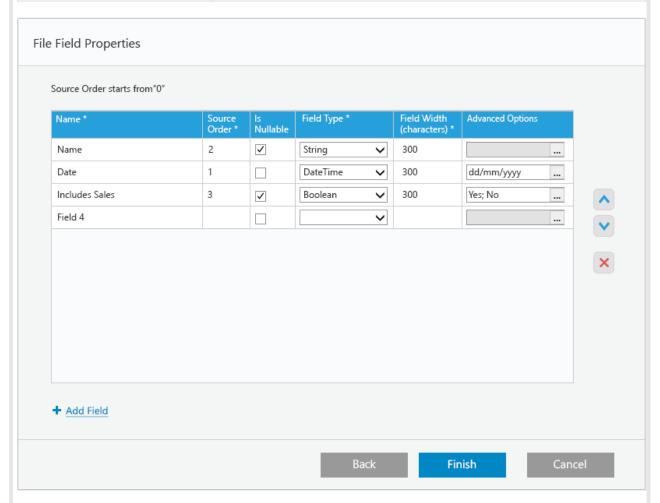| Parameter	Description
Encoding	- ASCII - Big-Endian Unicode - Unicode - UTF32 - UTF7 - UTF8
Sheet Name	If the file contains more than one sheet, specify the sheet name that you want to process. If this field is empty, the first sheet in the file is selected.
First row contains header	Select if the first row of the source file contains a header. This row is skipped when the file is processed.

File Properties

Format *
Defines the language, date and time format (e.g., en-US, M/d/yyyy, h:mm tt)

English (United Kingdom) ▾

Encoding *

UTF8 ▾

Sheet Name
If empty, first sheet will be selected

☐ First row contains header

Back   Next   Cancel

Define Field Properties - All File Types

This window depends on previous configurations. In this example, we selected a CSV file with fixed width.
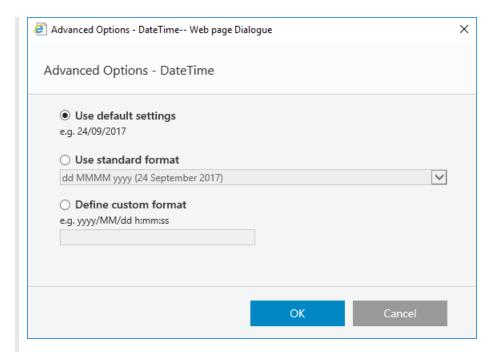
File Field Properties Configuration Parameters

Parameter	Description
Source Order	The property order as it appeared in the source file. In our example, the property order in the source CSV file was: 1. Date 2. Name 3. Includes Sales
Is Nullable	The property value can be null and remain valid.
Field Type	Determines the valid values for the property.
Field Width (characters)	Determines the number of characters allowed in the column.

File Field Properties

Source Order starts from "0"

Name *	Source Order *	Is Nullable	Field Type *	Field Width (characters) *	Advanced Options
Name	2	☑	String ⌄	300	...
Date	1	☐	DateTime ⌄	300	dd/mm/yyyy ...
Includes Sales	3	☑	Boolean ⌄	300	Yes; No ...
Field 4		☐	⌄		...

➕ Add Field

[Back] [Finish] [Cancel]

Define Advanced Options - All Files (optional)

DateTime Configuration

Advanced Options - DateTime

◉ **Use default settings**
e.g. 24/09/2017

◯ **Use standard format**

dd MMMM yyyy (24 September 2017)	⌄

◯ **Define custom format**
e.g. yyyy/MM/dd h:mm:ss

OK	Cancel

Time Configuration

Advanced Options - Time

◉ **Use default settings**
e.g. 16.02:21:20

◯ **Use standard format**

d':'hh':'mm':'ss.fffffff (16:02:21:20.0000000)	⌄

◯ **Define custom format**
e.g. h:mm:ss tt

OK	Cancel