How to Guide

1. Go to http://www.ccr.co.uk/ and click on the ADAM logo

2. Click on the sign up tab and follow the instructions

3. Enter your details making sure your username is your company name

4. Select the file from your network location and upload the file to CCR

5. Complete the upload of the file before exiting, your CCR representative will be in touch with your data audit report.

Supplying data to CCR in the correct format will improve efficiency and accuracy, below is a guide to the desired format and layout.

Please remove any further columns i.e. sensitive information to prevent the file from being rejected by CCR.

CCR can accept almost any file format including but not limited to:

CSV, TEXT and SQL. - Where possible our preferred data format is a CSV file with field headers in the first row with the use of double quotes ("name") as the text qualifier. Text files should consist of ASCII characters and use the western European code page.

The following fields are to be populated and included:

Field	Maximum Length	Required
ID/URN		Yes
Title	40	
Forename or Initial	40	Yes
Surname	80	Yes
Company Name	255	
Address Line 1	255	Yes
Address Line 2	255	
Address Line 3	255	
Town or City	40	Yes
County	40	
Postcode	40	Yes
Telephone Number	40	
Email Address	80	
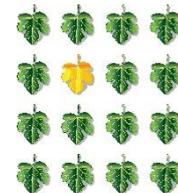
Data security

CCR take data security very seriously and have published a full data security policy which can be found at http://www.ccr.co.uk/documents.

For further information on the audit process or to discuss your requirements in more detail please feel free to contact us on 01980 592999 or info@ccr.co.uk