

Activity file specification

This document shows you a list of columns that the activity file (CSV and XLSX formats) can contain. The file can contain activities (one per row) for multiple schedules. You can see the mandatory columns together with the optional columns in the table below. See [Where to get formats](#) to learn how to download an example activity file.

ColumnName (⁺ required)	Format	Description
Reference ⁺	Text	A free-text field usually used to indicate a Activity. Use staff's name or ID. Ensure that the name of the staff matches the names in the duty file.
ActivityStartDate ⁺	Date (DD/MM/YYYY)	The activity start date.
ActivityStartTime ⁺	Time (hh:mm)	The activity start time.
ActivityEndDate ⁺	Date (DD/MM/YYYY)	The activity end date.
ActivityEndTime ⁺	Time (hh:mm)	The activity end time.
ActivityType ⁺	Text	Send one of the following • Briefing • Debriefing • Handover • Admin • Monitoring • Transportation • Documentation • Inspection • Dispatching • Maintenance

• Driving • Training • Clinical • Operations • Planning • Flight Co-ordination • Extraction • Medical • Office		
Description	Text	A free text field to explain the activity.