Excel Import Sheet – Next of Kin

General Notes:

The Next of kin sheet is only relevant if you have an active Crew License for TM Master V2. The next of kin sheet is connected to the Crew Import sheet and it is necessary to have data in both to be able to import next of kin data successfully. The CrewID column is utilised to connect next of kin to the relevant crew member in the Crew Import Sheet.

Relationship: Enter the code for the relationship between the crew member and the family member (this requires that you define the code in the category codes in the V2 database – Administration – Codes or utilise the codes which already exist in the database(excel import sheet also available for codes)).

FirstName: Enter the First name of the family member

MiddleName: Enter any middle names of the family member

LastName: Enter the last name (surname) of the family member

JobTitle: Enter the job title of the family member

DateOfBirth: Enter the date of birth of the family member

PhoneWork: Enter the Work Phone number for the family member

PhoneHome: Enter the Home Phone number for the family member

CellPhoneWork: Enter the Work Cell (Mobile phone) number for the family member

CellPhoneHome: Enter the Home Cell (Mobile phone) number for the family member

Address: Enter the home address for the family member (if different from the crew member)

SameAddress: Enter “TRUE” if the family member has the same address as the crew member

CrewID: Enter the CrewID number (Crew sheet) for the crew member that this family member belongs to.

Minimum Requirements for Next of Kin Import:

FirstName, MiddleName or LastName

CrewID