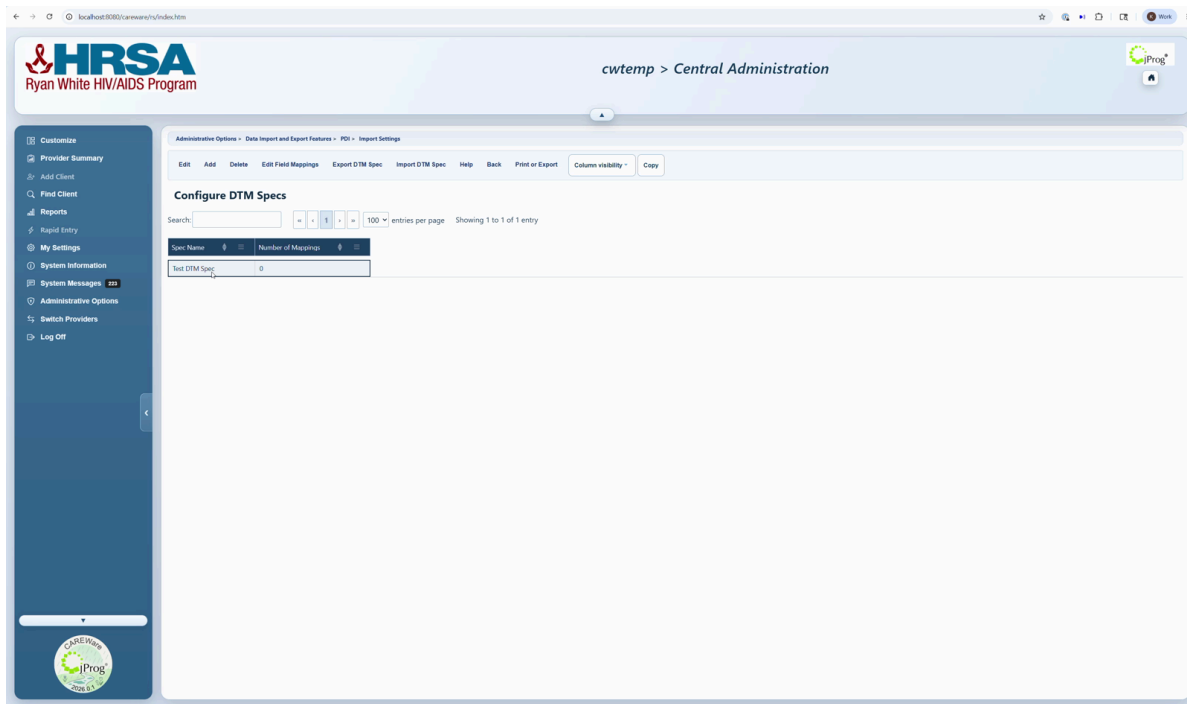


Configure DTM Specs

Purpose	Create DTM specifications that tell CAREWare which incoming files belong to a DTM import setting and how they should be handled.
Who should do this	CAREWare administrators or data managers who maintain DTM file formats.
Use this guide when	A DTM import setting exists and you need to define a file format, search string, source folder, or mapping workspace.
Main warning	A DTM Spec is format-specific. If the incoming file headers or column order change, upload a new sample file and redo the field mappings.

Quick path

[Import Settings](#) > select DTM setting > Edit > [Configure DTM Specs](#) > Add > enter Spec Name and Search String > Save > [Edit Field Mappings](#).



Before you begin

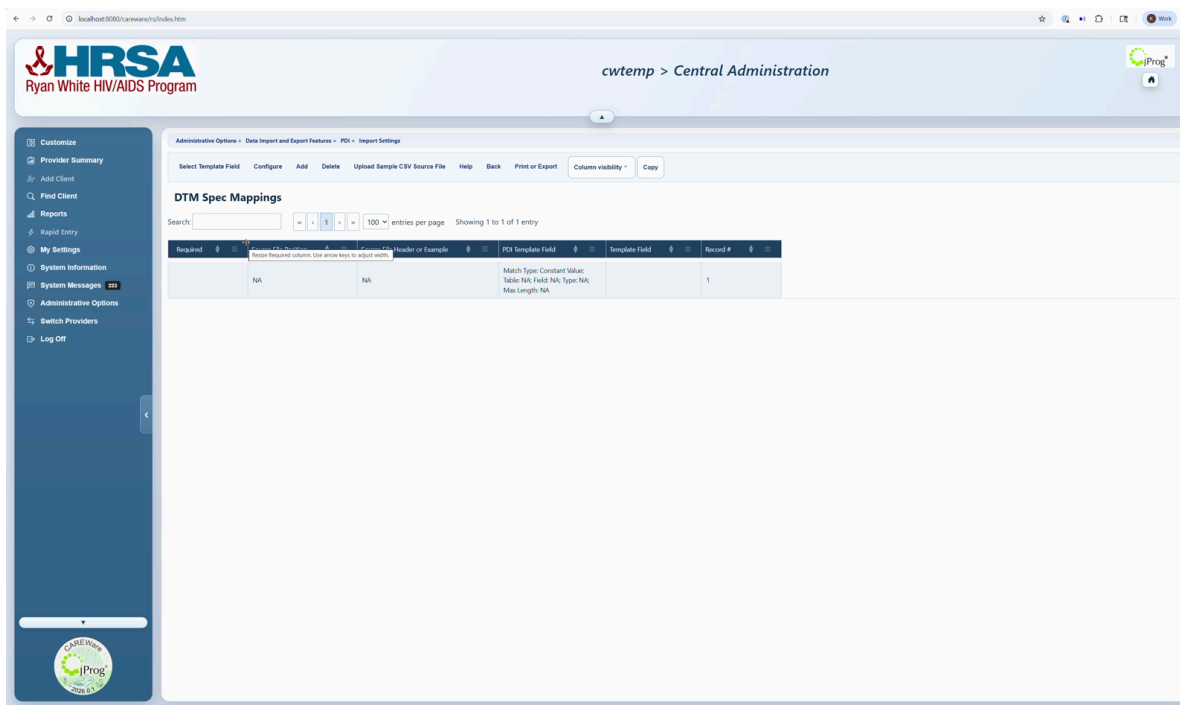
- Create the DTM import setting first.
- Know whether the incoming file has a header row. If the top row contains column headers, Uses Header should be checked.
- Choose a Search String that appears as a separate word in the file name.
- If using folder import, confirm the complete source folder path exists on the CAREWare server.

Tip: Create distinct DTM Specs for different data types, such as labs, services, or medications. Separate specs make errors easier to identify and troubleshoot.

Add a DTM Spec

1. Click [Configure DTM Specs](#) from the DTM import setting.
2. Click Add.
3. Enter the Spec Name.
4. Check Uses Header if the first row of the file contains headers.

5. Enter the Search String.
6. Enter the Source Folder only if the file will be dropped into a monitored folder on the CAREWare server.
7. Click Save.
8. Select the new Spec Name and click [Edit Field Mappings](#).



Field meanings

- Spec Name: the name of this DTM Spec.
- Uses Header: check this when the source file first row contains column headers.
- Search String: the word CAREWare uses to match an incoming file to this DTM Spec.
- Source Folder: the complete CAREWare server path used for automated file-drop imports.
- Number of Mappings: the count of source columns already mapped to CAREWare CSV template fields.

Warning: The Search String must be separated from other text in the file name. If the search string is Lab, then Lab First Quarter 2024.csv works; LabFirstQuarter2024.csv does not.

Warning: A source folder path must exist on the CAREWare server. A local path on a user workstation will not work.

DTM Spec buttons

- Edit: update the Spec name, Uses Header setting, Search String, or Source Folder.
- Add: create another DTM Spec.
- Delete: remove the selected DTM Spec.
- [Edit Field Mappings](#): upload a sample source file and map source columns to CAREWare fields.
- Export DTM Spec: save the selected DTM Spec so it can be imported elsewhere.
- Import DTM Spec: import a previously exported DTM Spec.

How to confirm it worked

1. Verify the DTM Spec appears in the list.
2. Verify Number of Mappings matches the columns that are mapped.
3. Verify the column order of the mappings matches the column order in the source file.
4. Import the file with the correct search string value to confirm the settings are recognized.

Related CAREWare guides

[Data Translation Module Import Settings](#) | [Edit Field Mappings](#) | [Importing DTM Files](#) | [Import DTM Specs](#) | [CAREWare CSV Specifications](#)