

# Department of Industrial Relations



## eCPR XML Guidelines

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Version 1.10

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## 1. Introduction

This guide will provide guidelines for contractors familiar with using XML files to upload Certified Payroll Records in XML format.

## 2. Release Notes(1.5)

- New element
  1. <CPR:ProjectInfo> element now contained <CPR:contractAgencyID> element to distinguish multiple contractors under a single project. The Contract Agency ID serves as a placeholder only, and the value must be empty. For example,

```
<CPR:projectInfo>
  <CPR:awardingBody></CPR:awardingBody>
  <CPR:contractAgencyID></CPR:contractAgencyID>
  <CPR:contractAgency>CA-DIR</CPR:contractAgency>
  <CPR:projectName></CPR:projectName>
  <CPR:projectID>9</CPR:projectID>
  <CPR:awardingBodyID></CPR:awardingBodyID>
  <CPR:projectNum></CPR:projectNum>
  <CPR:contractID></CPR:contractID>
  <CPR:projectLocation>
    <CPR:description></CPR:description>
    <CPR:street></CPR:street>
    <CPR:city></CPR:city>
    <CPR:county></CPR:county>
    <CPR:state></CPR:state>
    <CPR:zip></CPR:zip>
  </CPR:projectLocation>
```

## 3. System Requirements

XML files can be created and edited with any standard text editor such as Notepad (PC) or Textedit (Mac). We highly recommend Notepad++ or XML Notepad for editing and validating XML files against a schema file.

### 3. XML File Validation

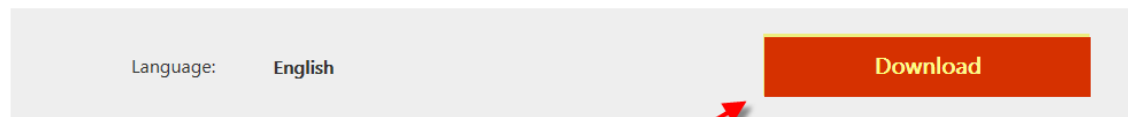
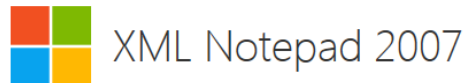
#### 3.1 Software Installation

- There are several freeware, and commercial products to validate XML files against a schema. Following software is a free XML editor from Microsoft:

##### 1. XML Notepad

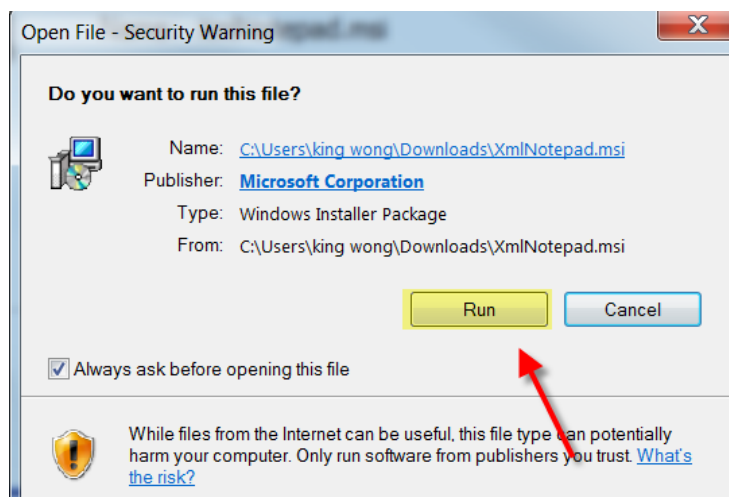
- To download:

1. Go to this Webpage: <http://www.microsoft.com/en-us/download/details.aspx?id=7973>
2. Click “Download”.

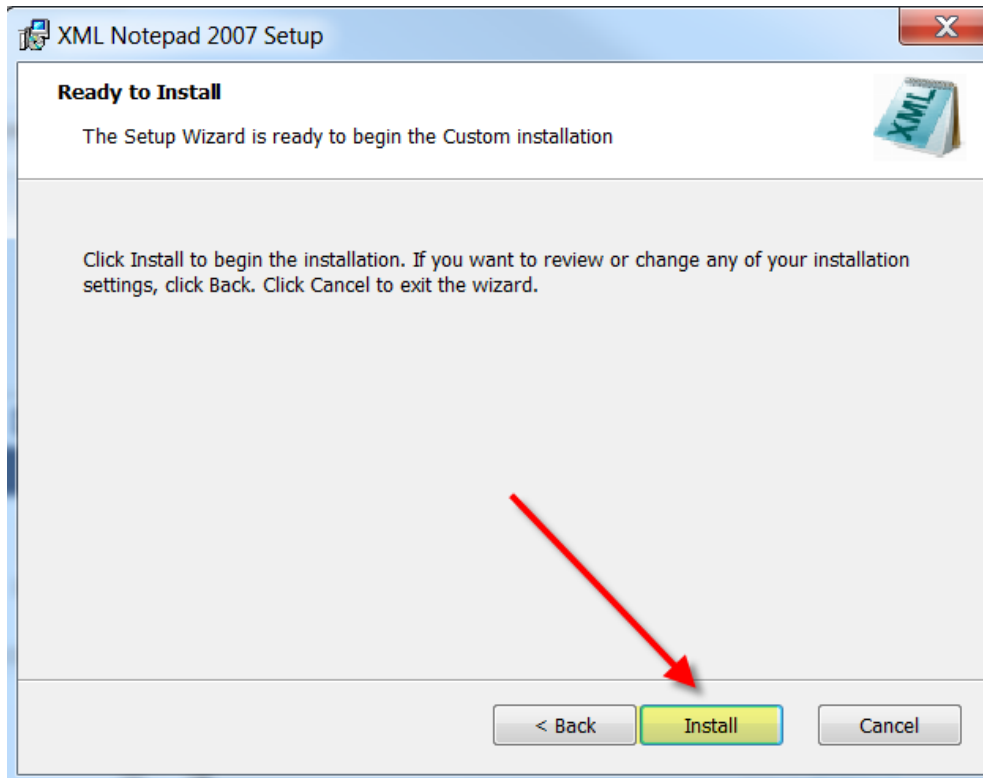


XML Notepad 2007 provides a simple intuitive user interface for browsing and editing XML documents.

3. After the download is done, Click “Run” to start the installation process.



4. Go through the installation wizard and click “Install” to complete the installation.



5. A following page with additional links to XML is shown after a successful installation:

## Welcome to XML Notepad 2007

Version 2.5

XML Notepad has been downloaded over a million times! In this version we've fixed more bugs and added a few new features including support for formatting options, accessibility for test automation and proxy server authentication. See help content for details. Please keep the great feedback and bug reports coming!



Launch [XML Notepad](#)

Open [Sample XML folder](#).

(You can drag the samples and drop them on XML Notepad to open them).

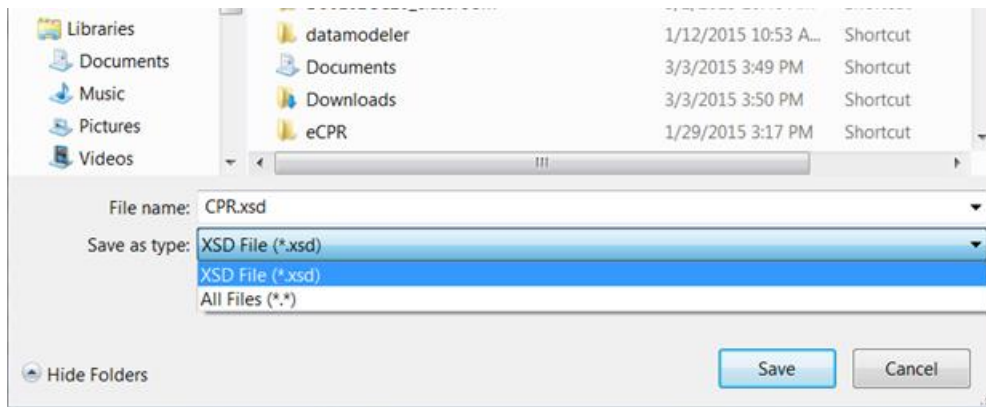
Open [Help Content](#) for information on how to use XML Notepad.

Open the [XML Notepad 2007 Design](#) article on MSDN describing how the app is built.

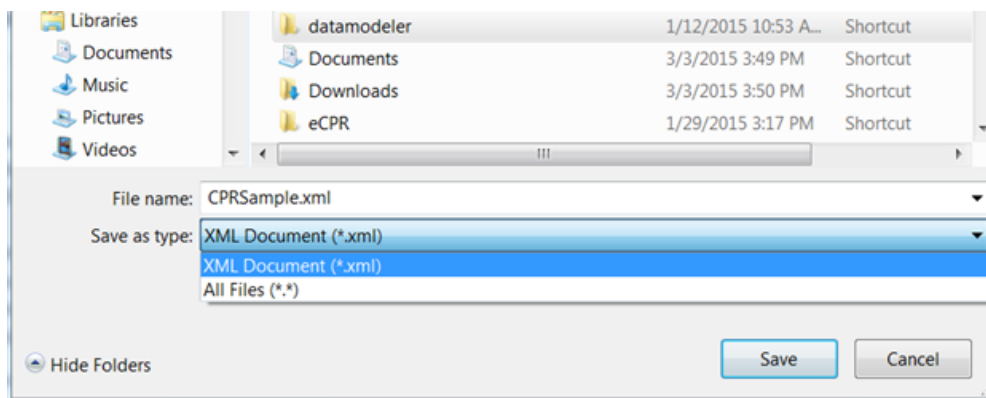
See [Change History](#) for list of new features and bug fixes.

### 3.2 How to Validate an XML file against the eCPR schema file using XML Notepad

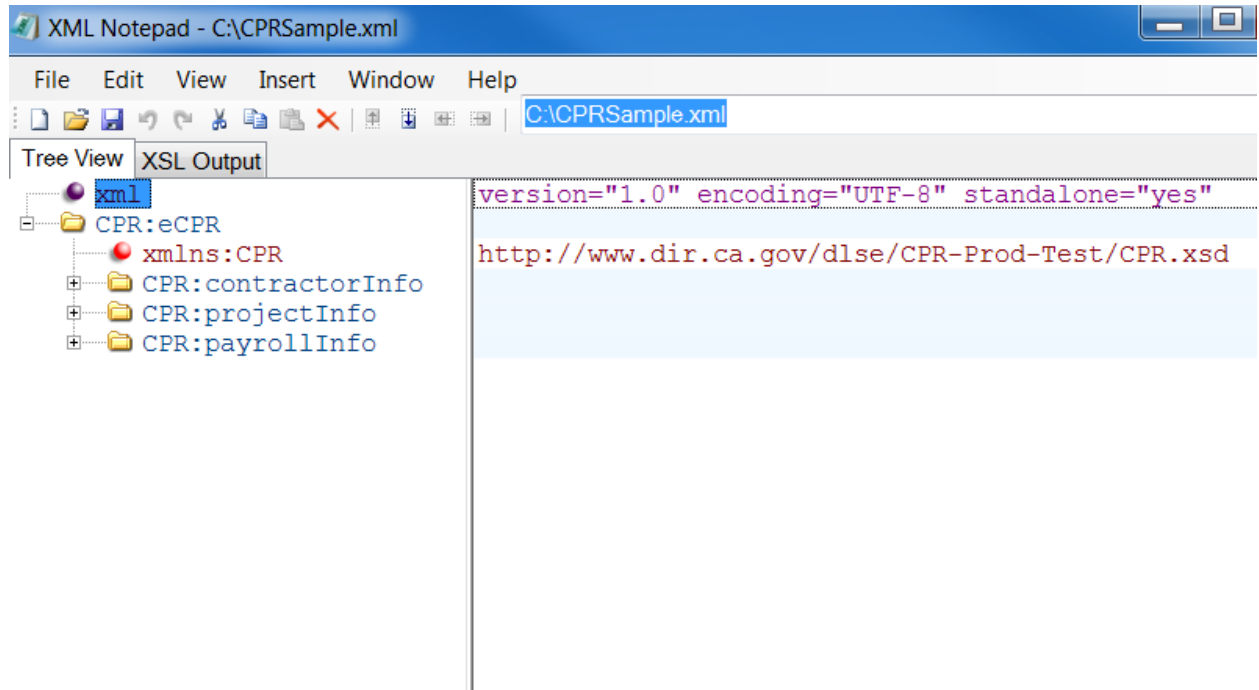
- The following files are available to help you follow eCPR XML guideline:
  1. **CPRSample.xml (XML with sample data)**
  2. **CPR.xsd (eCPR Schema)**
- To save the **CPRSample.xml** and **CPR.xsd** files to a local drive:
  1. Go to eCPR Home Page.
  2. Right-click on the “**eCPR schema CPR.xsd**” link and choose “**Save target as.**” Change the file extension to **.xsd** and save as type “**XSD File**” or “**All Files(\*.\*)**” to a local drive.



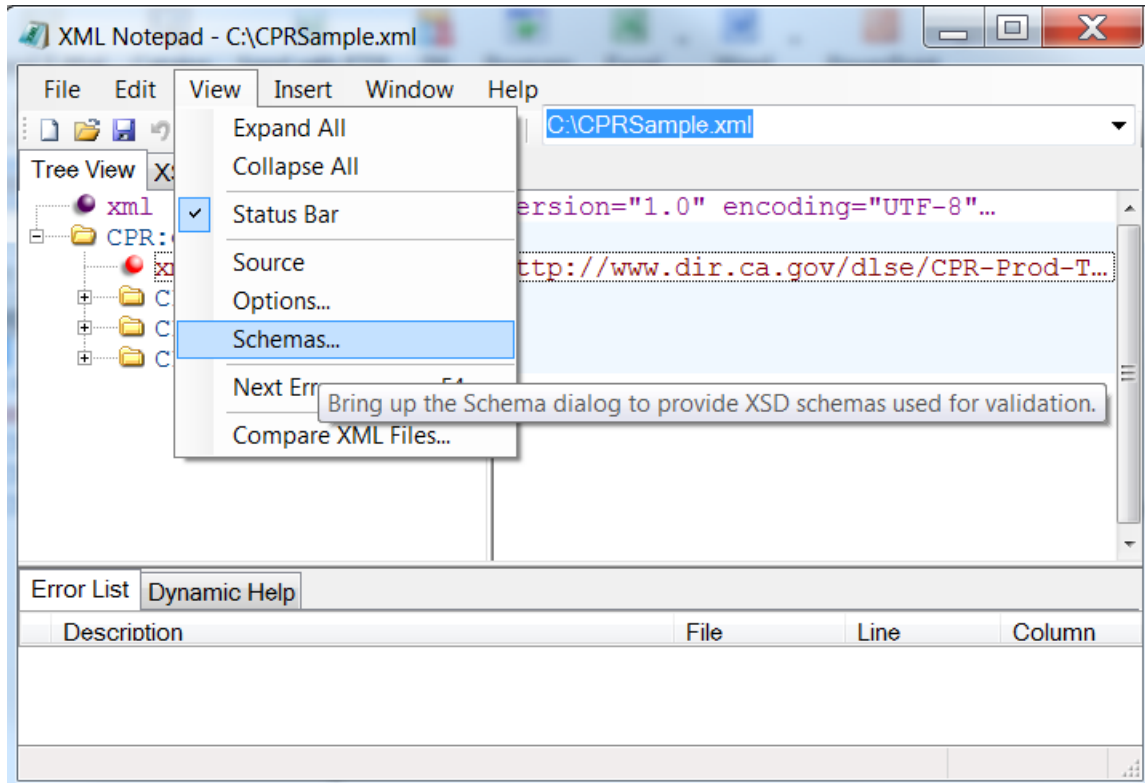
3. Right-click on the “**CPRSample.xml**” and choose “**Save target as.**” Change the file extension to **.xml** and save as type “**XML File**” or “**All Files(\*.\*)**” to a local drive.



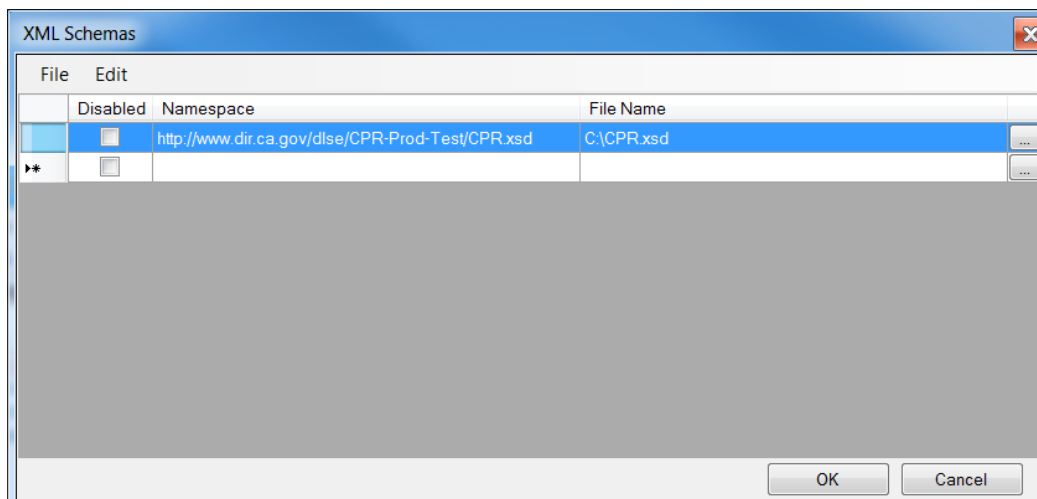
- To validate XML files against the eCPR Schema:
  1. Launch **XML Notepad**
  2. Click “**File**” from the menu bar, and select “**Open**” and browse to **CPRSample.XML** location to open the file. The file will open with a vertically split window of “**Tree View**” on the left and the texts of values on the right.



3. After the **CPRSample.xml** is open in the XML Notepad, Click **“View”** from the menu bar and select **“Schemas”**.



4. The XML Schemas dialog box will pop up. If there are any schemas listed in the XML schemas dialog box, click **“Clear”**. This will erase any schemas that have been previously loaded.
5. Click **“Add schemas”** and browse to the location of saved **CPR.xsd (eCPR schema)**. Click **“OK”** to load the schema.





- After the CPR.xsd is loaded, any errors that occur while editing the XML file will show up in the “**Error List tab**”, at the bottom of the XML Notepad.

Error List		Dynamic Help		
	Description	File	Line	Column
✖	The 'http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd:contra...	CPRSample.xml	9	6
✖	The 'http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.xsd:contra...	CPRSample.xml	10	6

- When you double click on the error, the record with the error will be opened on the right side with the value enclosed in a box.

The screenshot shows the XML Notepad application with the following components:

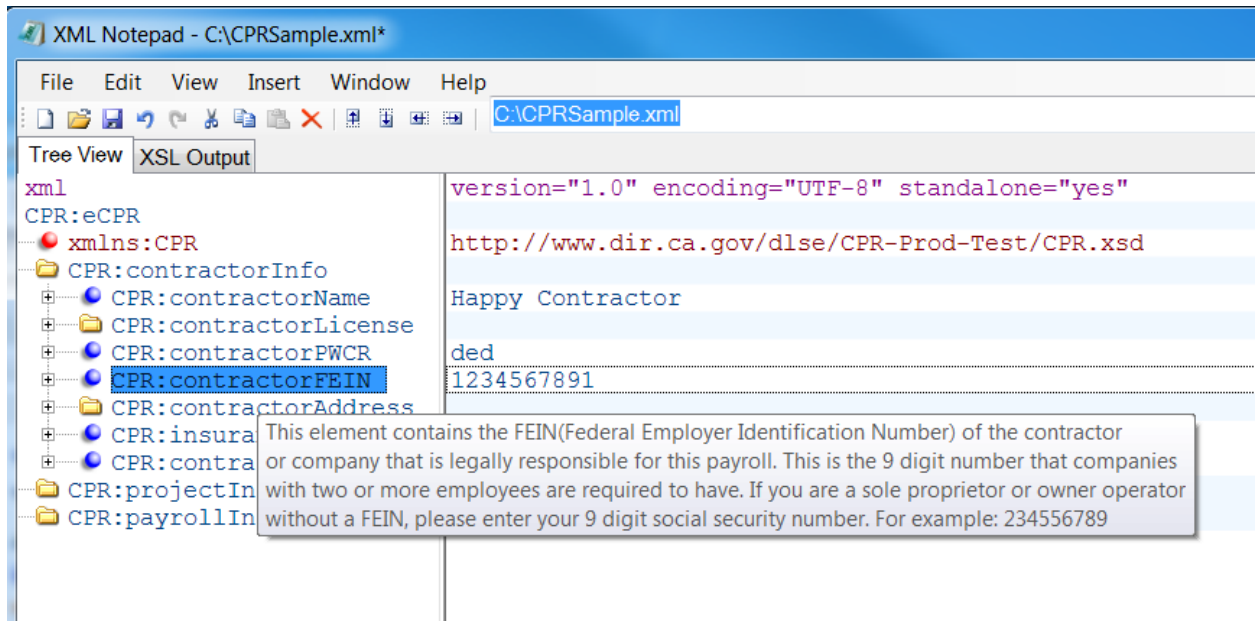
- Title Bar:** XML Notepad - C:\CPRSample.xml\*
- Menu Bar:** File, Edit, View, Insert, Window, Help
- Toolbar:** Standard editing and navigation icons.
- Tree View:**
  - xml
  - CPR:eCPR
  - xmlns:CPR
  - CPR:contractorInfo
    - CPR:contractorName
    - CPR:contractorLicense
    - CPR:contractorPWCR
    - CPR:contractorFEIN (highlighted)
    - CPR:contractorFEIN
    - CPR:contractorEmail
  - CPR:projectInfo
  - CPR:payrollInfo
- XSL Output:**

```

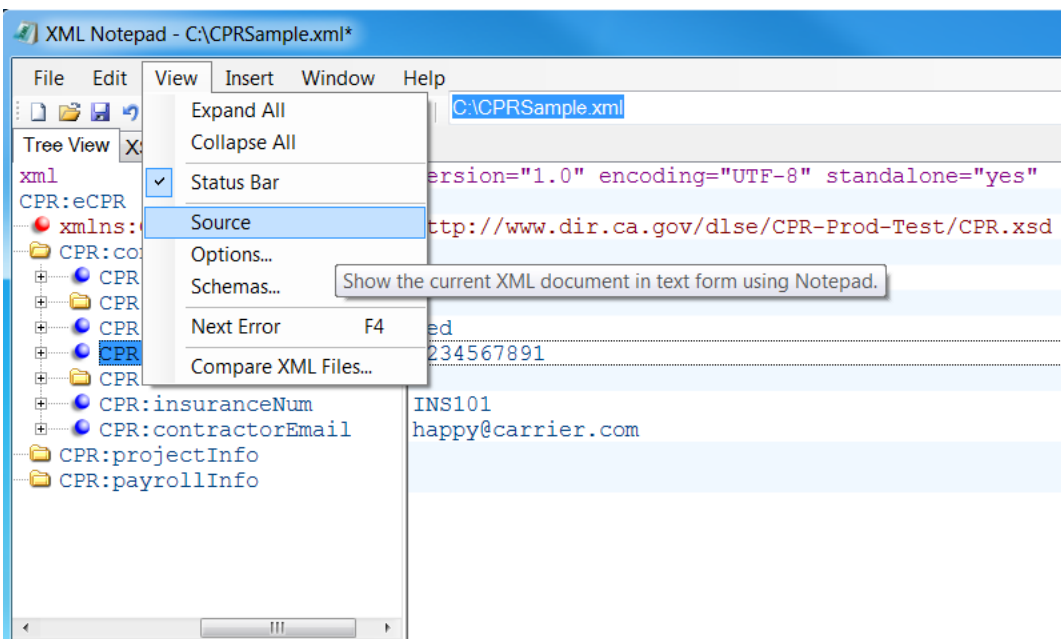
version="1.0" encoding="UTF-8" standalone="yes"
http://www.dir.ca.gov/dlse/CPR-Prod-Test/CPR.x...
Happy Contractor
ded
1234567891
INS101
happy@carrier.com

```

8. Select or hover over the corresponding element to display the xsd: annotations.



9. Fix the value and save the file.
- To view the source XML document:
    1. Click “**View**” on the menu bar.
    2. Select “**Source**”.



#### 4. Create an XML file using CPRSample.xml as a template

- The following files are available to help you follow eCPR XML guideline:
  1. CPRSample.xml (XML with sample data)
  2. CPR.xsd (eCPR Schema)
- Save the CPRSample.xml and CPR.xsd files to a local or network drive.
- Open CPR.xsd with any standard text editor or XML editor. The file will open and display the existing code.
- Review the CPR.xsd file, and know the acceptable values of each element.

```
6 <!--XML SCHEMA for electronic California Payroll Records version Pre-development-->
7 <!--day element changed according to iform-->
8 <xs:include schemaLocation=""></xs:include>
9 <xs:element name="eCPR">
10 <xs:complexType>
11 <xs:sequence>
12 <xs:element name="contractorInfo">
13 <xs:annotation>
14 <xs:documentation>
15 This element contains information of the
16 contractor or company that is legally
17 responsible for this payroll.
18 </xs:documentation>
19 </xs:annotation>
20 <xs:complexType>
21 <xs:sequence>
22 <xs:element name="contractorName">
23 <xs:annotation>
24 <xs:documentation>
25 This element contains the name
26 of the contractor or company
27 that is legally responsible for
28 this payroll.
29 </xs:documentation>
30 </xs:annotation>
31 <xs:simpleType>
32 <xs:restriction base="xs:string">
33 <xs:minLength value="1" />
34 <xs:maxLength value="56" />
35 </xs:restriction>
36 </xs:simpleType>
```

element definition

acceptable values

- Open **CPRSample.xml** with any standard text editor or XML editor.

```

3  <CPR:contractorInfo>
4    <CPR:contractorName>Happy Carrier</CPR:contractorName>
5    <CPR:contractorLicense>
6      <CPR:licenseType>OTHER</CPR:licenseType>
7      <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
8    </CPR:contractorLicense>
9    <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10   <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11  <CPR:contractorAddress>
12    <CPR:street>999 Carrier Rd</CPR:street>
13    <CPR:city>Oakland</CPR:city>
14    <CPR:state>CA</CPR:state>
15    <CPR:zip>94612</CPR:zip>
16  </CPR:contractorAddress>
17  <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18  <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>

```

- **Edit the file:**

1. Enter the appropriate values for all fields under <CPR:contractorInfo> element:

```

3  <CPR:contractorInfo>
4    <CPR:contractorName>Happy Carrier</CPR:contractorName>
5    <CPR:contractorLicense>
6      <CPR:licenseType>OTHER</CPR:licenseType>
7      <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
8    </CPR:contractorLicense>
9    <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10   <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11  <CPR:contractorAddress>
12    <CPR:street>999 Carrier Rd</CPR:street>
13    <CPR:city>Oakland</CPR:city>
14    <CPR:state>CA</CPR:state>
15    <CPR:zip>94612</CPR:zip>
16  </CPR:contractorAddress>
17  <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18  <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>

```

2. For the “License Type” field, enter “CSLB”, “PL”, or “OTHER”.

```
3  <CPR:contractorInfo>
4  <CPR:contractorName>Happy Carrier</CPR:contractorName>
5  <CPR:contractorLicense>
6    <CPR:licenseType>OTHER</CPR:licenseType>
7    <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
8  </CPR:contractorLicense>
9  <CPR:contractorPWCR>1234567890</CPR:contractorPWCR>
10 <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11 <CPR:contractorAddress>
12   <CPR:street>999 Carrier Rd</CPR:street>
13   <CPR:city>Oakland</CPR:city>
14   <CPR:state>CA</CPR:state>
15   <CPR:zip>94612</CPR:zip>
16 </CPR:contractorAddress>
17 <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18 <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>
```

3. For the “PWCR” field, enter “NA” if you have not registered for the PWCR. If you wish to apply for PWCR, please follow this link: <https://efiling.dir.ca.gov/PWCR/>

```
3  <CPR:contractorInfo>
4  <CPR:contractorName>Happy Carrier</CPR:contractorName>
5  <CPR:contractorLicense>
6    <CPR:licenseType>OTHER</CPR:licenseType>
7    <CPR:licenseNum>California Motor Carrier Permit: 0123456</CPR:licenseNum>
8  </CPR:contractorLicense>
9  <CPR:contractorPWCR>NA</CPR:contractorPWCR>
10 <CPR:contractorFEIN>123456789</CPR:contractorFEIN>
11 <CPR:contractorAddress>
12   <CPR:street>999 Carrier Rd</CPR:street>
13   <CPR:city>Oakland</CPR:city>
14   <CPR:state>CA</CPR:state>
15   <CPR:zip>94612</CPR:zip>
16 </CPR:contractorAddress>
17 <CPR:insuranceNum>Insurance101</CPR:insuranceNum>
18 <CPR:contractorEmail>happy@carrier.com</CPR:contractorEmail>
19 </CPR:contractorInfo>
```

4. Under <CPR: ProjectInfo> element, the mandatory fields to be filled out are Contract Agency, and Project ID.

```
20 <CPR:projectInfo>
21   <CPR:awardingBody></CPR:awardingBody>
22   <CPR:contractAgencyID></CPR:contractAgencyID>
23   <CPR:contractAgency>CA-DIR</CPR:contractAgency>
24   <CPR:projectName></CPR:projectName>
25   <CPR:projectID>7</CPR:projectID>
26   <CPR:awardingBodyID></CPR:awardingBodyID>
27   <CPR:projectNum></CPR:projectNum>
28   <CPR:contractID></CPR:contractID>
29   <CPR:projectLocation>
30     <CPR:description></CPR:description>
31     <CPR:street></CPR:street>
32     <CPR:city></CPR:city>
33     <CPR:county></CPR:county>
34     <CPR:state></CPR:state>
35     <CPR:zip></CPR:zip>
36   </CPR:projectLocation>
37 </CPR:projectInfo>
```

If you need to look up Project ID, please follow this link:

<https://www.dir.ca.gov/pwc100ext/ExternalLookup.aspx>

5. All other fields must be empty under <CPR: ProjectInfo> element.

```
20 <CPR:projectInfo>
21   <CPR:awardingBody></CPR:awardingBody>
22   <CPR:contractAgencyID></CPR:contractAgencyID>
23   <CPR:contractAgency>CA-DIR</CPR:contractAgency>
24   <CPR:projectName></CPR:projectName>
25   <CPR:projectID>7</CPR:projectID>
26   <CPR:awardingBodyID></CPR:awardingBodyID>
27   <CPR:projectNum></CPR:projectNum>
28   <CPR:contractID></CPR:contractID>
29   <CPR:projectLocation>
30     <CPR:description></CPR:description>
31     <CPR:street></CPR:street>
32     <CPR:city></CPR:city>
33     <CPR:county></CPR:county>
34     <CPR:state></CPR:state>
35     <CPR:zip></CPR:zip>
36   </CPR:projectLocation>
37 </CPR:projectInfo>
```

6. Enter the appropriate values for the all fields under <CPR: payrollInfo> element:

```
3⊕ <CPR:contractorInfo>␣
20⊕ <CPR:projectInfo>␣
37⊖ <CPR:payrollInfo>
38   <CPR:statementOfNP>false</CPR:statementOfNP>
39   <CPR:payrollNum></CPR:payrollNum>
40   <CPR:amendmentNum></CPR:amendmentNum>
41   <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42⊖ <CPR:employees>
43⊕   <CPR:employee>␣
133⊕   <CPR:employee>␣
223 </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>
```

7. If the submitting payroll week isn't a statement of non-peformance, enter "false" for <statementOfNP> element. The values for <CPR:payrollNum> and <CPR:amendmentNum> elements are automatically assigned by the eCPR system and must be empty.

```
3⊕ <CPR:contractorInfo>␣
20⊕ <CPR:projectInfo>␣
37⊖ <CPR:payrollInfo>
38   <CPR:statementOfNP>false</CPR:statementOfNP>
39   <CPR:payrollNum></CPR:payrollNum>
40   <CPR:amendmentNum></CPR:amendmentNum>
41   <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42⊖ <CPR:employees>
43⊕   <CPR:employee>␣
133⊕   <CPR:employee>␣
223 </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>
```

8. For the <CPR:forWeekEnding> element, enter the ending date of payroll week in following date format: yyyy-mm-dd.

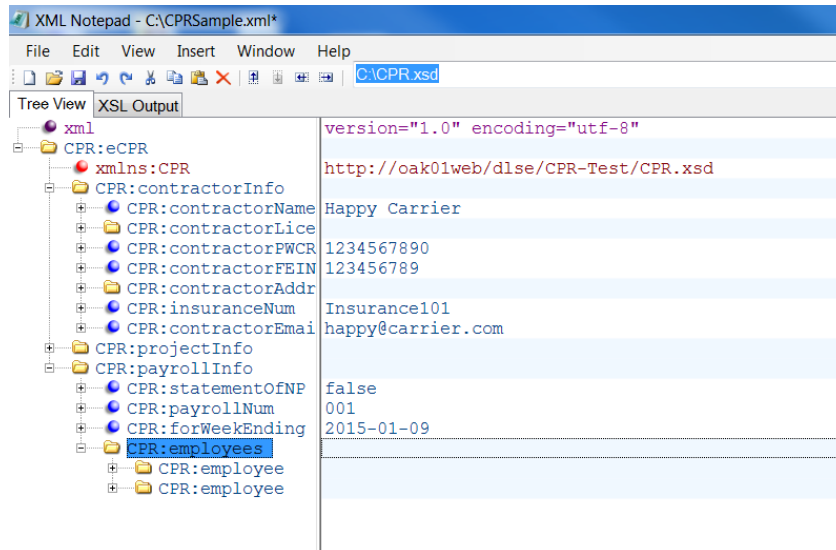
```
3⊕ <CPR:contractorInfo>⋮
20⊕ <CPR:projectInfo>⋮
37⊖ <CPR:payrollInfo>
38   <CPR:statementOfNP>false</CPR:statementOfNP>
39   <CPR:payrollNum></CPR:payrollNum>
40   <CPR:amendmentNum></CPR:amendmentNum>
41   <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42⊖ <CPR:employees>
43⊕   <CPR:employee>⋮
133⊕   <CPR:employee>⋮
223   </CPR:employees>
224 </CPR:payrollInfo>
225 </CPR:eCPR>
```

9. Each worker's information is enclosed in each <CPR:employee> element. To add new workers to the Payroll Information, add <CPR: employee> elements contained within the parent element < CPR: employees>.

```
37⊖ <CPR:payrollInfo>
38   <CPR:statementOfNP>false</CPR:statementOfNP>
39   <CPR:payrollNum></CPR:payrollNum>
40   <CPR:amendmentNum></CPR:amendmentNum>
41   <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42⊖   <CPR:employees>
43⊕     <CPR:employee>⋮
133⊕     <CPR:employee>⋮
223   </CPR:employees>
224 </CPR:payrollInfo>
```



- If you are using XML Notepad, right click the “CPR:employee” and click “Copy” to copy the node. Select “CPR:employees” and click “Paste” to add a new employee.



- Each employee <CPR:name> element needs to have an “id” attribute that contains the SSN::Name of the employee. The “Name” must be all upper-case.

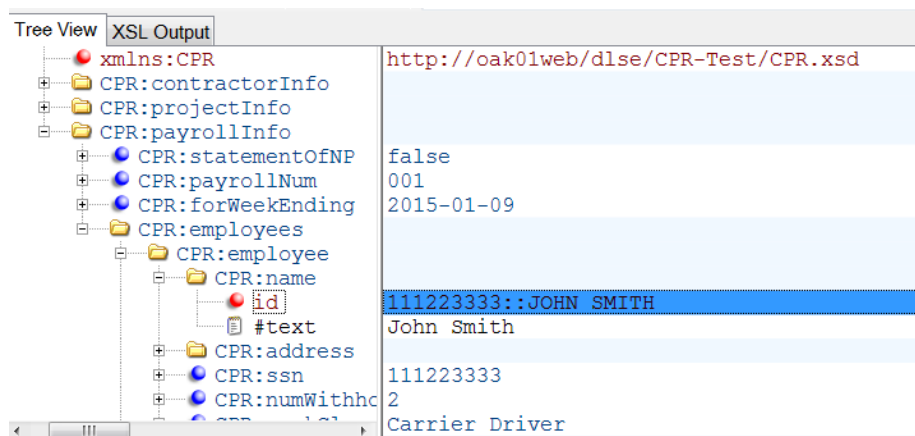
```

37< <CPR:employees>
38< <CPR:employee>
39< <CPR:name id="111223333::JOHN SMITH">John Smith</CPR:name>
40< <CPR:address>
41< <CPR:street>33 Elm Ave</CPR:street>
42< <CPR:city>Oakland</CPR:city>
43< <CPR:state>CA</CPR:state>
44< <CPR:zip>94612</CPR:zip>
45< </CPR:address>
46< <CPR:ssn>111223333</CPR:ssn>

```

**upper-case only**

In XML Notepad



12. Fill out Payroll Record for each employee(All fields under employee are mandatory except "<CPR:notes>"):

```
37< <CPR:employees>
38< <CPR:employee>
39< <CPR:name id="111223333::JOHN SMITH">John Smith</CPR:name>
40< <CPR:address>
41< <CPR:street>33 Elm Ave</CPR:street>
42< <CPR:city>Oakland</CPR:city>
43< <CPR:state>CA</CPR:state>
44< <CPR:zip>94612</CPR:zip>
45< </CPR:address>
46< <CPR:ssn>111223333</CPR:ssn>
47< <CPR:numWithholdingExemp>2</CPR:numWithholdingExemp>
48< <CPR:workClass>Carrier Driver</CPR:workClass>
49< <CPR:payroll>
50< <CPR:hrsWorkedEachDay>
51< <CPR:day id="1">
52< <CPR:date>2015-01-03</CPR:date>
53< <CPR:straightTime>8</CPR:straightTime>
54< <CPR:overtime>1</CPR:overtime>
55< <CPR:doubletime>0</CPR:doubletime>
56< </CPR:day>
57< <CPR:day id="2">
58< <CPR:date>2015-01-04</CPR:date>
59< <CPR:straightTime>8</CPR:straightTime>
60< <CPR:overtime>0</CPR:overtime>
61< <CPR:doubletime>0</CPR:doubletime>
62< </CPR:day>
63< <CPR:day id="3">
64< <CPR:date>2015-01-05</CPR:date>
65< <CPR:straightTime>8</CPR:straightTime>
66< <CPR:overtime>1</CPR:overtime>
67< <CPR:doubletime>0</CPR:doubletime>
68< </CPR:day>
69< <CPR:day id="4">
70< <CPR:date>2015-01-06</CPR:date>
71< <CPR:straightTime>8</CPR:straightTime>
72< <CPR:overtime>0</CPR:overtime>
73< <CPR:doubletime>0</CPR:doubletime>
74< </CPR:day>
```

```

75 <CPR:day id="5">
76   <CPR:date>2015-01-07</CPR:date>
77   <CPR:straightTime>8</CPR:straightTime>
78   <CPR:overtime>0</CPR:overtime>
79   <CPR:doubletime>0</CPR:doubletime>
80 </CPR:day>
81 <CPR:day id="6">
82   <CPR:date>2015-01-08</CPR:date>
83   <CPR:straightTime>8</CPR:straightTime>
84   <CPR:overtime>1</CPR:overtime>
85   <CPR:doubletime>0</CPR:doubletime>
86 </CPR:day>
87 <CPR:day id="7">
88   <CPR:date>2015-01-09</CPR:date>
89   <CPR:straightTime>8</CPR:straightTime>
90   <CPR:overtime>0</CPR:overtime>
91   <CPR:doubletime>0</CPR:doubletime>
92 </CPR:day>
93 </CPR:hrsWorkedEachDay>
94 <CPR:totHrs>
95   <CPR:totHrsStraightTime>56</CPR:totHrsStraightTime>
96   <CPR:totHrsOvertime>3</CPR:totHrsOvertime>
97   <CPR:totHrsDoubletime>0</CPR:totHrsDoubletime>
98 </CPR:totHrs>
99 <CPR:hrlyPayRate>
00   <CPR:hrlyPayRateStraightTime>50.00</CPR:hrlyPayRateStraightTime>
01   <CPR:hrlyPayRateOvertime>60.00</CPR:hrlyPayRateOvertime>
02   <CPR:hrlyPayRateDoubletime>70.00</CPR:hrlyPayRateDoubletime>
03 </CPR:hrlyPayRate>
04 <CPR:grossAmountEarned>
05   <CPR:thisProject>2000</CPR:thisProject>
06   <CPR:allWork>3000</CPR:allWork>
07 </CPR:grossAmountEarned>

203 <CPR:deductionsContribPay>
204   <CPR:fedTax>100.00</CPR:fedTax>
205   <CPR:FICA>50.00</CPR:FICA>
206   <CPR:stateTax>20.00</CPR:stateTax>
207   <CPR:SDI>10.00</CPR:SDI>
208   <CPR:vacationHoliday>10</CPR:vacationHoliday>
209   <CPR:healthWelfare>10</CPR:healthWelfare>
210   <CPR:pension>10</CPR:pension>
211   <CPR:training>10</CPR:training>
212   <CPR:fundAdmin>20</CPR:fundAdmin>
213   <CPR:dues>30</CPR:dues>
214   <CPR:travelSubs>30</CPR:travelSubs>
215   <CPR:savings>0.0</CPR:savings>
216   <CPR:other>0.0</CPR:other>
217   <CPR:total>200</CPR:total>
218   <CPR:notes>This is a a sample</CPR:notes>
219 </CPR:deductionsContribPay>

```

13. <CPR:notes> element can be used to add a free form supplemental descriptive information for each employee's payroll, but it isn't mandatory and can be left blank.

```
203 <CPR:deductionsContribPay>
204   <CPR:fedTax>100.00</CPR:fedTax>
205   <CPR:FICA>50.00</CPR:FICA>
206   <CPR:stateTax>20.00</CPR:stateTax>
207   <CPR:SDI>10.00</CPR:SDI>
208   <CPR:vacationHoliday>10</CPR:vacationHoliday>
209   <CPR:healthWelfare>10</CPR:healthWelfare>
210   <CPR:pension>10</CPR:pension>
211   <CPR:training>10</CPR:training>
212   <CPR:fundAdmin>20</CPR:fundAdmin>
213   <CPR:dues>30</CPR:dues>
214   <CPR:travelSubs>30</CPR:travelSubs>
215   <CPR:savings>0.0</CPR:savings>
216   <CPR:other>0.0</CPR:other>
217   <CPR:total>200</CPR:total>
218   <CPR:notes>This is a a sample</CPR:notes>
219 </CPR:deductionsContribPay>
```

14. If the submitting payroll week is a statement of non-performance, enter "true" for <statementOfNP> element. All <CPR:employee> elements contained within the <CPR: employees> element aren't included.

```
37 <CPR:payrollInfo>
38   <CPR:statementOfNP>true</CPR:statementOfNP>
39   <CPR:payrollNum></CPR:payrollNum>
40   <CPR:amendmentNum></CPR:amendmentNum>
41   <CPR:forWeekEnding>2015-01-09</CPR:forWeekEnding>
42 <CPR:employees>
43 </CPR:employees>
44 </CPR:payrollInfo>
45 </CPR:eCPR>
```

- Review and save your XML file.

## 5. XML File Naming Convention for eCPR

- Please follow the example given below when naming XML files for submission:
  1. 6789\_DIR001\_010915.xml
- This naming convention can be broken down into following sections: [last 4 digits of FEIN number]\_[Project ID]\_[week ending date].xml
  1. 6789 = last 4 digits of FEIN number
  2. DIR001 = Project ID
  3. 010915 = Week ending date
- The xml file must end with the extension “.xml”.