

# Where to get duty and activity file formats

This document will show you where you can get the duty and activity file formats from.

## Duty file format and specification

You can find the format for the duty file across our documentation site and also within the SAFE web application. Alternatively, you can also view the file formats from the SAFE web application. You can try the following ways:

1. Download the duty file from the [bulk upload section in How to load data into SAFE](#).
2. See [Duty file specification](#) to view the file formats from within this documentation site
3. To download an example duty file, click **Example duty upload** link.
4. Click on the **Duty upload specification** link. You will be re-directed to a new page that shows the duty file format and specification.
5. Click to expand the **Upload Specification and File Format** dropdown. The duty file format and specification will be shown.

The screenshot displays the 'Create Roster' workflow. Step 1, 'Upload roster', offers two construction methods: 'Construct with duties only' and 'Construct with duty and activities'. The 'Duty upload specification' link is highlighted with a red circle 3, and the 'Upload Specification and File Format' dropdown is highlighted with a red circle 5. A 'Construct manually' button is located at the bottom right of the main panel.

## Activity file format and specification

You can find the format for the activity file across our documentation site and also within the SAFE web application. Alternatively, you can also view the file formats from the SAFE web application. You can try the following ways:

1. Download the activity file from the [bulk upload section in How to load data into SAFE](#).
2. See [Activity file specification](#) to view the file formats from within this documentation site
3. To download an example duty file, click **Example activity upload** link.
4. Click on the **Activity upload specification** link. You will be re-directed to a new page that shows the activity file format and specification.
5. Click to expand the **Activity File Format** dropdown. The activity file format and specification will be shown.

+ Create roster

### Create Roster

- 1 Upload roster
- 2 Roster details
- 3 Process roster

#### Upload roster

##### Construct with duties only

Construct your roster by uploading duty details. You can still add activities to the roster manually

- Example duty upload
- Duty upload specification

##### Construct with duty and activities

Construct your roster by uploading duty and activity details for a more detailed analysis

- Example activity upload
- Activity upload specification

Construct manually

Upload Specification and File Format

Activity File Format