



User Group Import Specification

This specification document is for a user group import file for creation of new user groups. Changing data held for existing user groups is not supported by this file import and any existing user group with the same name will be skipped.

Important Information

Only include an optional data field heading if a data change needs to be made.

The system will not change the existing data saved for an optional data field if it is not included in the CSV import file.

General Rules

- File must be .csv.
- Column headers are required for data fields that need updating. Header names are space and case insensitive.
- If the file does not contain the required data fields, the whole CSV file will be rejected.
- If the file contains any extra headers not recognised, the whole CSV file will be rejected.
- If an existing department is found with the same name, the department will be updated.
- If any data field on a record has an error, the record is skipped, and processing moves onto the next record.
- The maximum number of records/users is 10,000 per CSV file import

Data Field Heading	Required	Data Type	Field Description
Name	Yes	Text	Sets the user group name.

Custom Field Information

User groups do not have custom fields.

Key – Data Type

Text = Data consisting of or using both letters, numbers and special characters.

Boolean = Boolean fields will be treated as true if they contain **true**, **yes** or **1**, and false if they contain **false**, **no** or **0**. These are case insensitive.

List = Where a field allows a list of multiple values, these must be pipe separated (|). They can also be quoted if they contain commas. E.g. Sales|Marketing|"Management, UK".