CSV: Expected Data Entry Per Field Type

When creating or updating user information with a CSV the system will expect data to be entered differently depending on the type of field.

You can check your field's type in Admin > People > Configure profile fields

Use the table below to assist you in entering the expected formatting per field type.

If a field type is not listed, it cannot be updated via CSV.

The system will give errors on import if the CSV data is not recognised, so check any instances against the below to rectify in your file before attempting import again.

Field Type	Example user data	Expected data entry in the CSV	Example data entry in the CSV
String	Location	Text or numbers allowed	UK
Long text	An 'About me' section	Text or numbers allowed, larger character limit	Passage of text as typed or copy/pasted
Integer	Employee Number	Numerical or special values only	24327901
Checkbox	'Available for weekend work?'	Yes or No Yes means the checkbox is selected, No is deselected	Yes or No per user
Date time	Date of Qualification	Numerical, no spaces or special characters YYYYMMDDHMS year, month, day, hour, minutes, seconds Use the 24-hour clock	e.g. 01-12-2021 16:00 becomes 20211201160000

Type	Field	Description	Example
Date	Date started	Numerical, no spaces or special characters YYYYMMDD	e.g. 27th June 2005 becomes 20050627
Date(no year)	Date of birth (no year)	Numerical, no spaces or special characters MMDD	e.g. 7th February becomes 0207
Select	Company car model	Exact text of the option chosen	VW Golf
Multi-Select	Which offices can you work at?	Exact text of options chosen, separated by commas	London, Essex, Brighton
Hyperlink	Online Portfolio	URL of contents location (Title will need to be manually added in later if applicable)	https://domainname.com
User Select	Alternative contact	The numerical ID of the user	217
Indicator (Smileys or Stars)	Work Satisfaction	Exact text to match the option chosen	Medium
Address	Work Address	Text or numbers allowed, will adhere to spaces used to separate parts visually if desired.	6th Floor Vantage Point, Brighton, BN1 4GW