

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<br>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'<br>section         | Text or numbers allowed, larger character limit   | Passage of text as typed or copy/pasted            |
| Integer    | Employee<br>Number               | Numerical or special values only  | 24327901   |
| Checkbox   | 'Available for<br>weekend work?' | Yes or No Yes means the checkbox is selected, No is deselected  | Yes or No per user                                 |
| Date time  | Date of<br>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<br>becomes<br>20211201160000 |

| Date                         | Date started                   | Numerical, no spaces or special characters YYYYMMDD  | e.g. 27th June 2005<br>becomes<br>20050627          |
|------------------------------|--------------------------------|--|---|
| Date(no year)                | Date of birth (no<br>year)     | Numerical, no spaces or special characters  MMDD   | e.g. 7th February<br>becomes<br>0207                |
| Select                       | Company car<br>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<br>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<br>Point,<br>Brighton,<br>BN1 4GW |

Created on 25 May 2022 by Hannah Door. Last modified on 1 December 2023 Tags: CSV, data, people, profile, user, data entry