

The following requirements apply to all types of import files:

- Import files must use the comma-separated value (CSV) format.
- The first line of the import file contains header fields that specify the order in which data appears in all subsequent lines. The header fields may be in any order.

All subsequent lines of the import file contain the actual data. The data must appear in the order specified in the first line of the import file.

- Each import file must contain the required headers, which are specified in [Table: Required Headers in Import Files](#).

Table: Required Headers in Import Files

| Type of Import File | Purpose | Required Header Fields |
|---------------------|-------------------------|--|
| User groups | Adding or deleting | <ul style="list-style-type: none"> • <u>grpnum</u> • <u>Name</u> |
| User profiles | Adding | <ul style="list-style-type: none"> • <u>EncryptedProfilePWD</u> or <u>prfpwd</u> • <u>EncryptedUserPWD</u> or <u>upwd*</u> <u>prfnum</u> • <u>uid</u> |
| User profiles | Deleting | <ul style="list-style-type: none"> • <u>prfnum</u> • <u>uid</u> |
| Meetings | Scheduling or canceling | <ul style="list-style-type: none"> • <u>DialableConfID</u> • <u>ReqLengthOfConf*</u> • <u>StartDateTimeOfConf</u> |

For all optional header fields that are *not* included in the import file, the system uses the default value for the import data. For descriptions and values of available import fields, see the following sections:

- [Output Fields of the Group Information Page-Used for Importing User Groups](#)
- [Output Fields of the Profile Information Page-Used for Importing User Profiles](#)
- [Output Fields of the Meeting Information Page-Used for Importing Meetings](#)

The following notes apply to the import file:

- Any spaces placed at the beginning or end of a value are deleted during the import process unless the value and the leading or ending spaces are enclosed in double quotation marks (" "). Spaces within a value, for example in *Tech Support* for a billing code, are imported without being deleted.
- Any commas used in a value must be enclosed in double quotation marks, such as using "Smith, John" for a user ID.
- All text is case insensitive.