

Import Data

This procedure applies to **Individual Vaults** and **Shared Vaults**.

From the **Tools Menu**, click **Import data link**. The **Import data screen** is displayed.

TOOLS

- Generator
- Import data**
- Export vault

Import data

Import destination (required)

My vault

Folder

-- Select a folder --

Select this option if you want the imported file contents moved to a folder

File format (required)

Chrome (csv)

CHROME (CSV) INSTRUCTIONS

See detailed instructions on our help site at <https://wallix.com/help/import-from-chrome/>

Select the import file

Choose File names.csv

or copy/paste the import file contents

Import data

From the **Import Destination dropdown**, choose a Vault into which to import the data. This field is **mandatory**.

From the **Folder dropdown**, choose the folder into which to import the data. This field is **optional**.

*For **Shared Vaults**, the **Collection dropdown** is displayed **instead** of the **Folder dropdown**.*

From the **File format dropdown**, choose the file format of the file to import. **Instructions** are displayed relative to the file format chosen. This field is **mandatory**.

From the **Select the import file field**, locate and choose the file to import.

Alternatively, **copy/paste the import file contents** to the large text field provided.

Click **Import data** to start the import. The data is imported.

If the **import file** is **password protected**, you will be prompted to **enter the Password** before the import can start.

A **Confirmation Screen** is displayed, **summarizing** the **data imported**.

Click **Ok** to return to the **Item List Screen**.

The screenshot shows a web application interface for managing vaults. The top navigation bar includes 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. A user profile icon 'PD' is in the top right. The main content area is titled 'All vaults' and features a 'New' button. A table lists vaults with columns for 'All', 'Name', and 'Owner'. The table contains entries for 'Alarm Code' (MyShared), 'anne' (Me), 'joe' (Me), 'john' (Me), 'mark' (Me), and 'mary' (Me). A confirmation dialog is overlaid on the table, titled 'Data successfully imported'. The dialog text reads: 'Data successfully imported', 'A total of 9 items were imported.', and a table with the following data:

Type	Total
Login	9
Folders	1

The dialog also includes an 'Ok' button.

Attachments, Password History, Sends and Trash **cannot be imported** using this feature. They need to be entered manually.

The Data Import feature **does not verify** if **items** imported are **already in your vault**. If an Item is imported and already exists in the Vault, a **duplicate** item is created.

When the import has finished, it is recommended that you **delete the import file** from your **computer**, for security reasons.

Revision #7

Created 28 November 2023 13:00:24 by WALLIX Admin

Updated 23 February 2024 09:59:31 by WALLIX Admin