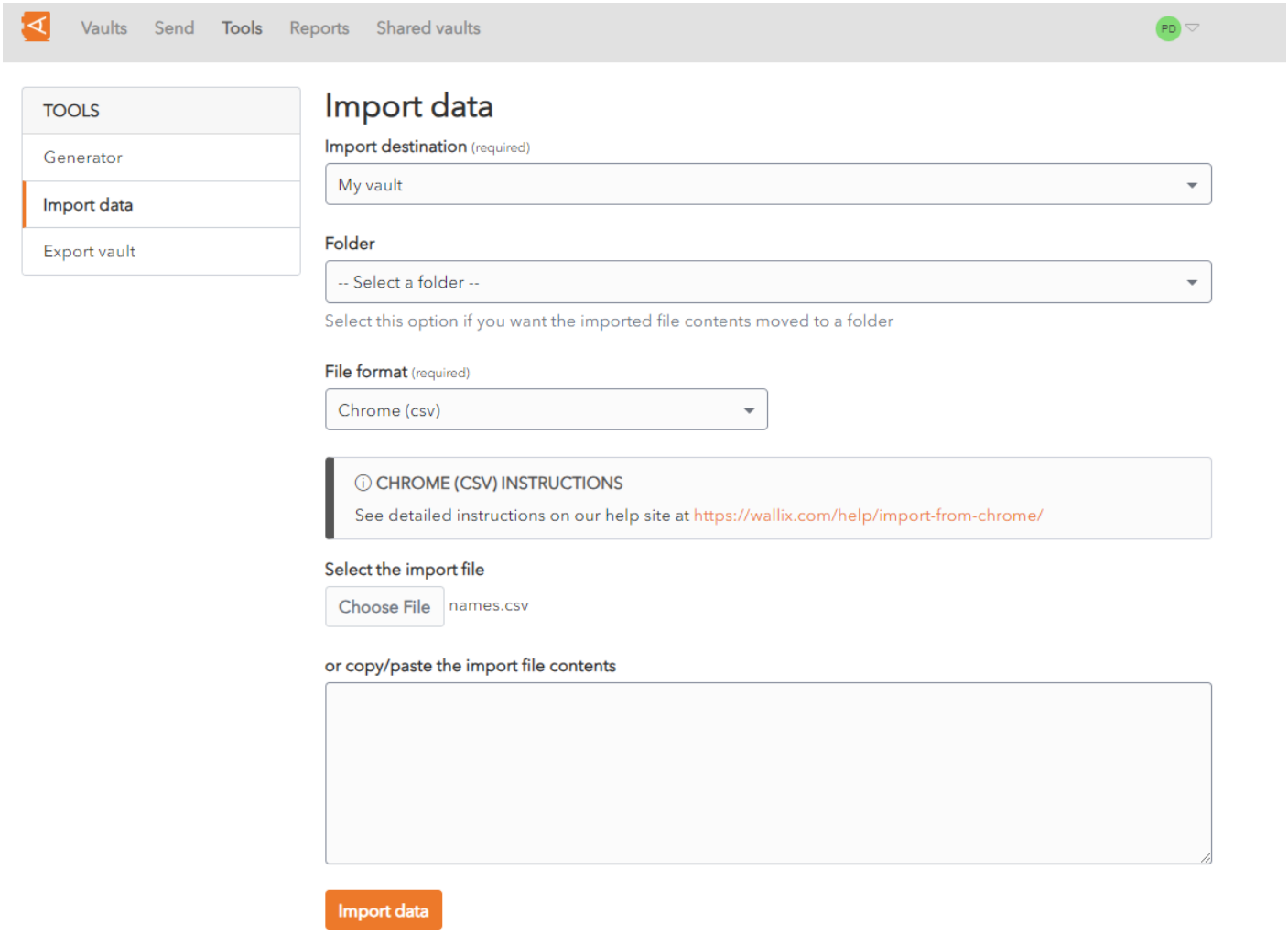
Import Data

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

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



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.

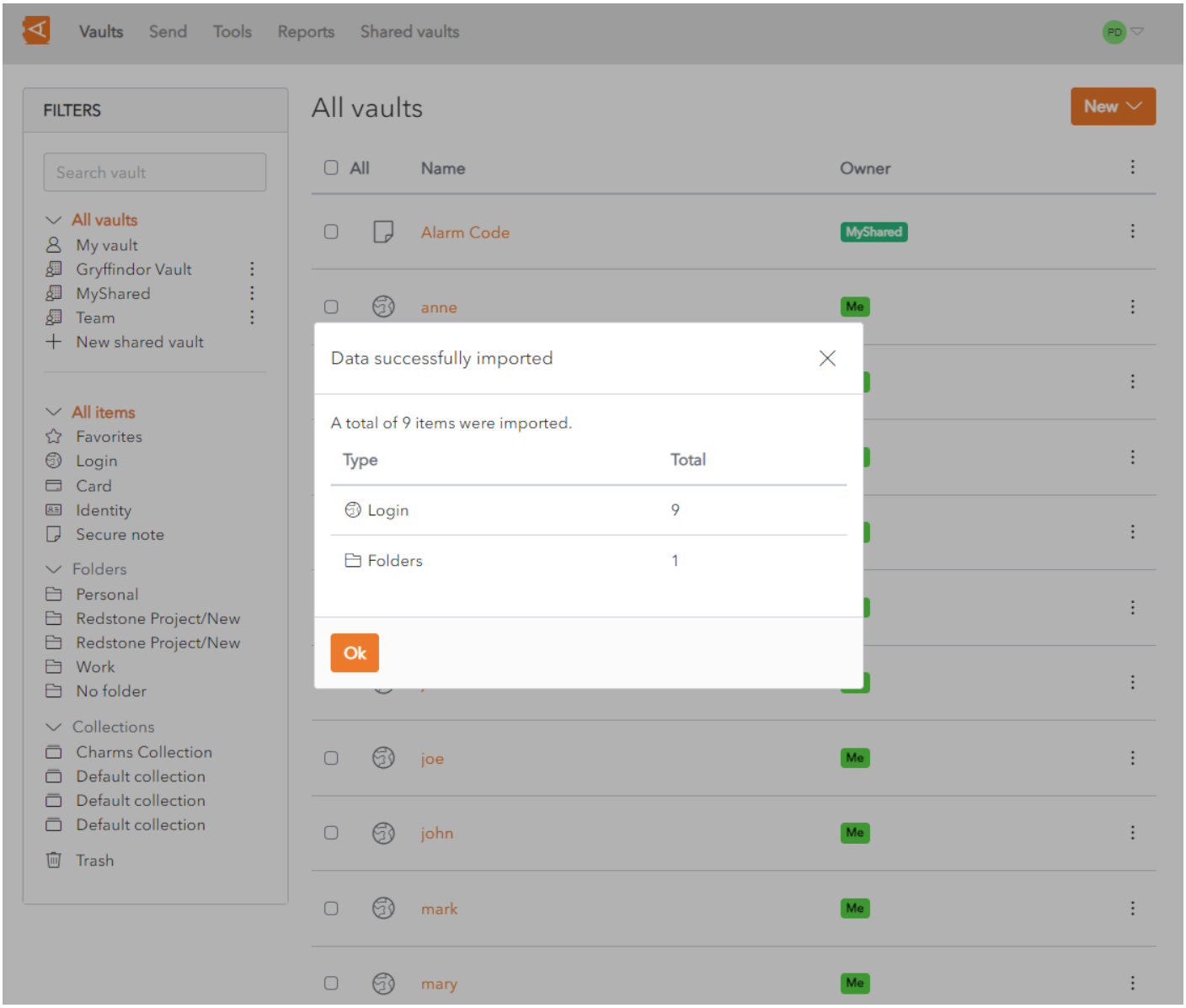
Alternatively, **copy/paste the import file contents** to the large text field provided.

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**.



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.*

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