Data Import Files & Data Types

Files

Each data feed should consist of one data file. Each data file should contain all of the necessary (required) fields to maintain a unique record, and each line in the file should represent one record. For instance, a contact data feed should contain one row for each contact, and the row should have all of the contact's information (first name, last name, etc.), as well as the organization they belong to, the folder they are to be placed in, and their contact methods.

In the event that you need to separate data into multiple files, such as Organization data and Contact data in two files, you will need to set up multiple data feeds. In this case it is important to schedule the data feeds so that the data is loaded into Global AlertLink in the proper order (organizations, folders, contacts, contact methods, and then shares). For example, contacts cannot be imported if the organizations they are to be imported into do not exist.

Data Types

Global AlertLink supports importing a variety of data types. These include, but are not limited to:

- Organizations

- Folders

- Contacts

- Contact Methods

- Resources

- User Accounts

- Shares

- Roles

- Relationships

- Custom Fields (Note: For custom field imports, we can only import fields that are not scoped to individual folder(s) in throughout the hierarchy)