Sharing Data

During the import process, data can be shared to multiple locations (organizations or folders). The shared destination can be determined from the data file, be a static destination, or be dynamically set using a processing rule (see the section on processing rules for more information). In the following scenario, corporate has specified that all employees should be placed in an "Employees" folder, however part time employees should also be placed in a "Part Time Employees" folder. An example header row and data row are included for a data file to perform this import.