

# Import - option CSV

## Description

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Upload from CSV | <p>Upload the CSV-file for 'travellers' or 'companies'</p> <ul style="list-style-type: none"><li>• CSV: upload companies or traveller profiles from multiple companies via CSV File. Traveller profiles from a single company profile have to be imported on the specific company Profile!</li></ul>  <ul style="list-style-type: none"><li>• <b>Note:</b> Mandatory columns for travellers CSV upload are: metadata.action, uuid, username, firstname, gender, name, email, company.uuid</li></ul> |
| Upload          | Clicking on "Upload" will upload the company and all associated traveller profiles. A detailed description is found under <a href="#">CSV-File</a>                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Note:

Headers can be use for import but are not part of the export file

| CSV file Header        | Descripton                                         |
|------------------------|----------------------------------------------------|
| sabreTravellerTemplate | Sabre Traveller Template (ID No. must be uploaded) |
| sabreCompanyTemplate   | Sabre Company Template (ID No. must be uploaded)   |