

Overview

Active Data Calendar allows for the import of a full location and building structure in a CSV file and the separate import of a Rooms structure in a txt file into a pre-existing location and building structure. If an event file is imported that contains locations, buildings and/or rooms that do not currently exist in the Calendar they will be automatically created on import.

Importing Locations & Buildings

Locations and buildings can be imported as either separate files or together in one file in either a plain text or CSV format. Go to **Events: Import: Add** and select to upload the desired file type from the drop down menu of choices.

Location & Building Text File

Your plain text file can include Location and/or Building information in the same file or different files. Each combination should be separated by a double colon and entered on a unique line in your text file. Address and additional information cannot be imported through this filetype, only the location and building names.

```
Location One::Building One
Location One::Building Two
Location One::Building Three
Location Two
Location Three::Building One
```

Location & Building CSV File

Your CSV file can include Location and/or Building information in the same file or different files. The optional fields for inclusion in a Location only or Location/Building file are listed below.

Import Domestic Location Details

A location only file will import locations into the Calendar. Buildings and rooms can never be imported using this file structure. Using this file to import locations will allow locations to be setup in the system that have different information than the buildings under them. The header row of this file must match exact spacing, spelling and case sensitivity as to what is shown below or the import will not work correctly.

Location Name,Address 1,Address 2,City,State,Zip,County,Phone,Fax,Internet Address,Internal Notes

- If the **location** specified **exists**; it will not be added to the system.
- If the **location** specified **does not exist**; it will be added to the system along with all the information supplied in the CSV (address, phone, URL, etc.).

Import Domestic Location & Building Details

A building file will import buildings and locations into the Calendar. Rooms can never be imported using this file. Using this file to import locations at the same time as the building will result in the locations and buildings having identical information (address, phone, URL, etc.). The header row of this file must match exact spacing, spelling and case sensitivity as to what is shown below or the import will not work correctly.

Location Name,Building Name,Address 1,Address 2,City,State,Zip,County,Phone,Fax,Internet Address,Internal Notes

- If the **location** specified **exists**; it will not be added to the system.

- If the **location** specified **does not exist**; it will be added to the system along with all the information supplied in the CSV (address, phone, URL, etc.).
- If the **building** specified **exists**; it will not be added to the system.
- If the **building** specified **does not exist**; it will be added to the system along with all the information supplied in the CSV (address, phone, URL, etc.).

Importing Rooms

Rooms are imported separately in the Locations/Facilities tab in the Add Rooms option. Go to **Facilities: Rooms: Add** option and select the Location and Building where you would like to import the rooms. The Add Rooms screen displays a text link that indicates an option to “import rooms”. This navigates the user to a file upload area where a single plain text file of rooms can be imported where each room name should be on its own line.

- If the **room** specified **exists**; it will not be added to the system.
- If the **room** specified **does not exist**; it will be added to the system.

If you wish to specify that the event is in a subdivision (Facilities Module only), place a double colon (::) between the room name and room subdivision name. Please note that a room subdivision is not required.

Room Import File Examples:

```
101
102
103::103a
103::103b
103::103c
```

Support

Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance.