
Download CSV file & Import

Description

On many pages of the Console, you may see the option "Download CSV file", and on a few pages, you may see the "import" button.

Main Menu > Resources > Users



Download CSV file

Soffid allows you to download all data objects displayed in tables in a CSV file with the "**Download CSV file**".

If you require additional attributes, add them first using the "**View**" option.

This CSV file can be very useful for the "**Import**" option, as you can edit its values or add new rows.

Import

Soffid allows you to upload a CSV file with the data list to **add**, **update** or **delete** information to the data table. The operations that can be performed with the data import depend on the table on which the process is being performed.

To "**Import**" data from a CSV file, first of all it will be to pick the file to import. Once the file has been selected, the data will be displayed to check contents. If the content is correct, then it is allowed to set up the mappings for each CSV file column, "Don't load" option is available. Finally it is allowed to perform the import process.

When the import process finishes, Soffid will show a message with the result of the process execution.

Example

Import

Pick a file
The file will be loaded into soffid database

Check contents
You can change the separators and encoding

Select mappings for each
You can select how to map e

Pick a file Cancel

admin	admingroup	Yes	Administrator	Soffid	Soffid Admin
-------	------------	-----	---------------	--------	--------------

Import

soffid database

Check contents
You can change the separators and encoding

Select mappings for each CSV file column
You can select how to map each column in the CSV file

Character set :

UTF-8

Separator :

,

Quote character :

"

Escape character :


\

Contains header row :

Yes

 Reload

User name	Primary group	Enabled	Last Name	First name	Full name	EEmail
admin	admingroup	Yes	Administr...	Soffid	Soffid Ad...	
aeinstein	franchises	Yes	Einstein	Albert	Albert Ei...	
ggalilei	suppliers	Yes	Galilei	Galileo	Galileo G...	ggalilei@...
inewton	consultants	Yes	Newton	Isaac	Isaac Ne...	inewton...
ncopernico	headquar...	Yes	Copérmico	Nicolás	Nicolás C...	
test	world	Yes	test	test	test test	test@soff...
testImport	world	Yes	Rotas Paz	Leo Angel	Leo Ange...	

 Back

Next

Import

soffid database

Check contents

You can change the separators and encoding

Select mappings for each CSV file column

You can select how to map each column in the CSV file

Select mappings for each CSV file column

CSV column	Target object attribute
User name	User name ▼
Primary group	Primary group ▼
Enabled	Enabled ▼
Last Name	Last Name ▼
First name	First name ▼
Full name	Don't load ▼
E-Mail	E-Mail ▼

← Back


Import

Search in Soffid...

Main Menu > Resources > Users

Quick Basic Advanced Add new Download CSV File Import

Notice



Added 0 new rows, 0 rows updated, 0 rows removed and 7 rows without any change

OK

<input type="checkbox"/>	User name ^v						E-Mail
<input type="checkbox"/>	admin						mi...
<input type="checkbox"/>	aeinstein						inst...
<input type="checkbox"/>	ggalilei						Gal... ggalilei@
<input type="checkbox"/>	inewton						ewton inewton
<input type="checkbox"/>	ncopernico	headquarters	Yes	Copérnico	Nicolás	Nicolás Co...	
<input type="checkbox"/>	test	world	Yes	test	test	test test	test@sc
<input type="checkbox"/>	testImport	world	Yes	Rotas Paz	Leo Angel	Leo Angel ...	

Revision #1

Created 26 September 2025 17:11:44 by Sion Vives

Updated 23 October 2025 16:37:05 by Sion Vives