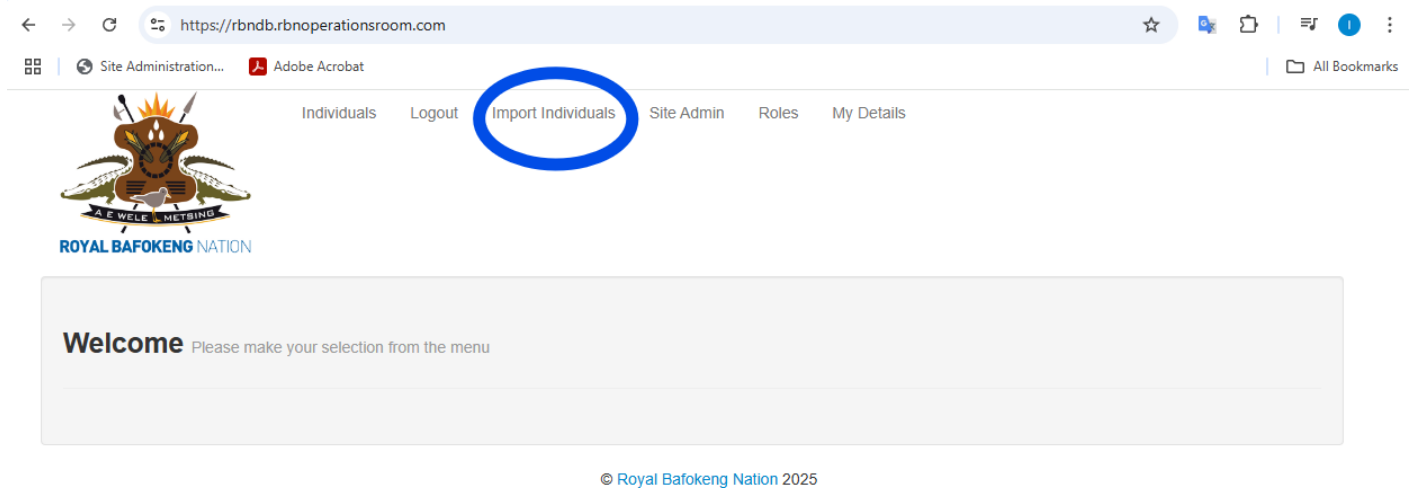


Import Individuals

Once you are logged in navigate to Import Individuals in the top menu:




Download the Example CSV to ensure your Import file is the correct format.

The RBN Database

https://rbndb.rbnoperationsroom.com/individual/import

Site Administration... Adobe Acrobat

Individuals Logout Import Individuals Site Admin Roles My Details



Import Individuals

Upload a CSV file with individual data. Please make sure your file contains all required fields. [Download Example CSV](#)

Choose file to import
 No file chosen

Choose data overwrite mode
 Do not overwrite data Overwrite empty fields only Overwrite all populated fields

Verify the imported users?

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Ensure your Import fields consist of at least a valid ID number, First name and Last name.


Choose your file to import

The RBN Database

https://rbndb.rbnoperationsroom.com/individual/import

Site Administration... Adobe Acrobat

Individuals Logout Import Individuals Site Admin Roles My Details



Import Individuals

Upload a CSV file with individual data. Please make sure your file contains all required fields. [Download Example CSV](#)

Choose file to import
 No file chosen

Choose data overwrite mode
 Do not overwrite data Overwrite empty fields only Overwrite all populated fields

Verify the imported users?

Select one of the three overwrite options:

The screenshot shows a web browser window with the URL <https://rbndb.rbnoperationsroom.com/individual/import>. The page title is "Import Individuals". The form contains the following elements:

- Upload a CSV file with individual data. Please make sure your file contains all required fields. [Download Example CSV](#)
- Choose file to import: No file chosen
- Choose data overwrite mode:
 - Do not overwrite data
 - Overwrite empty fields only
 - Overwrite all populated fields
- Verify the imported users?:
-

Do not overwrite: If the record exists it will not add any information, only adds new records.

Overwrite empty fields only: If the record exists and the he field is empty it will be populated.

Overwrite all populated fields: This will overwrite and add data to all fields.

Select to Verify the imported users:

The RBN Database

https://rbndb.rbnoperationsroom.com/individual/import

Individuals Logout Import Individuals Site Admin Roles My Details

Import Individuals

Upload a CSV file with individual data. Please make sure your file contains all required fields. [Download Example CSV](#)

Choose file to import

[Choose File](#) No file chosen

Choose data overwrite mode

Do not overwrite data Overwrite empty fields only Overwrite all populated fields

Verify the imported users?

Do Not Verify

Do Not Verify

Preliminarily Verify All Imported Users

Fully Verify All Imported Users

Reject All Imported Users

[Import](#) [View Import Reports](#)

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Do Not Verify: This will not verify any of the records.

Preliminarily Verify All Imported Users: All records in the import will be marked as preliminary verified.

Fully Verify All Imported Users: All records in the import will be marked as fully verified.

Reject All Imported Users: This will mark all the record in the import a rejected.

Once happy with the options click on Import:

Import Individuals

Upload a CSV file with individual data. Please make sure your file contains all required fields. [Download Example CSV](#)

Choose file to import

No file chosen

Choose data overwrite mode

Do not overwrite data Overwrite empty fields only Overwrite all populated fields

Verify the imported users?

Revision #3

Created 7 May 2025 10:23:08 by Admin

Updated 7 May 2025 10:53:08 by Admin