



How to Import or Export Lists of Users or Passwords from Think Vault

Overview

This page will guide you through the process to import/export users and/or passwords for ease of initial setup of your Think Vault web portal.

Explanation

The importing users or passwords process is done by downloading a CSV template, entering your information into it and then dragging and dropping the file into the Import window in Think Vault.

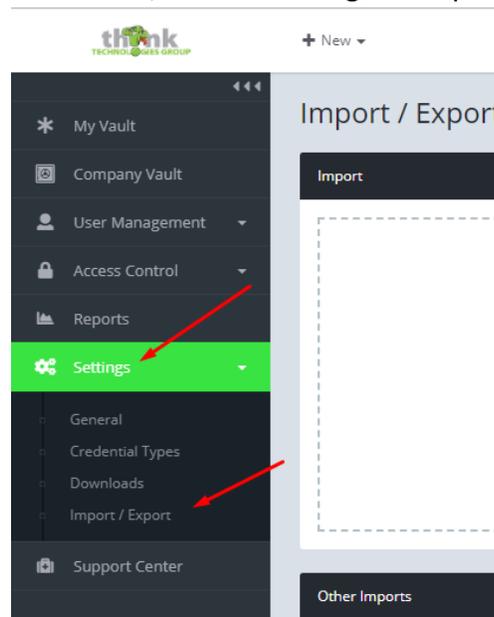
Prerequisites

- You must be a **Site Deluxe Administrator** to perform the following actions

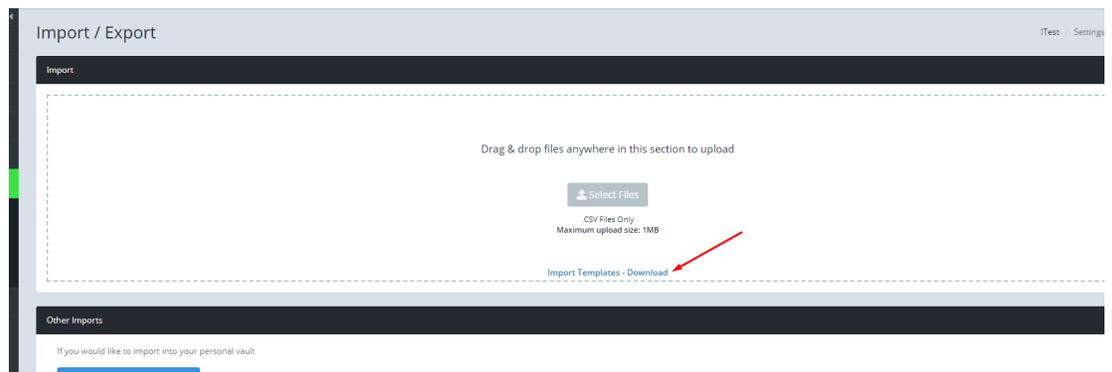
How To

Importing Users or Passwords

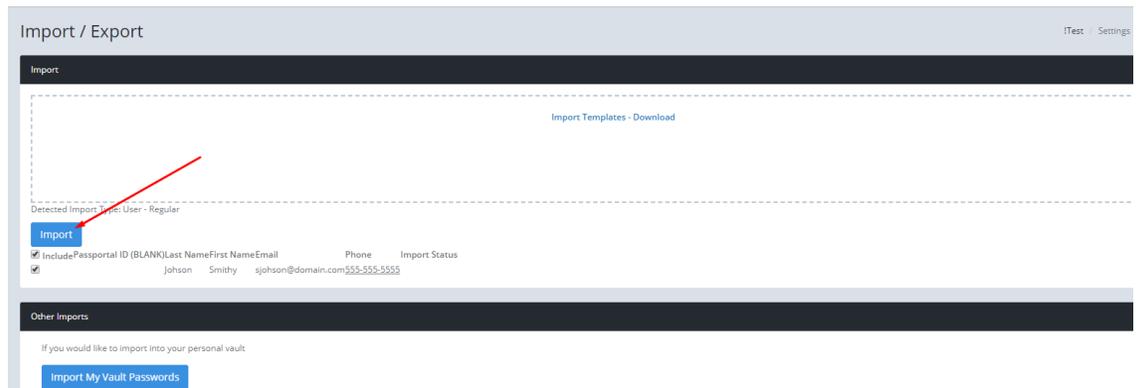
1. Download the Import CSVs
 - a. Login to the Think Vault web portal: <https://thinkvault.mypasswordapp.com>
 - b. On the left, click on Settings → Import / Export



- c. On the right click, the Import Templates – Download button

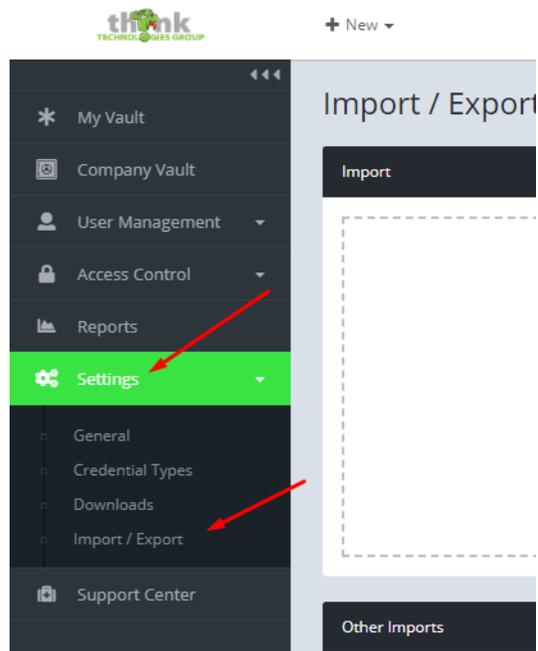


- d. This will download a .zip file to your computer. You will need to extract the .zip file and open the CSV file for either passwords or users as your need is.
2. Fill out the fields on the CSV for either Passwords or Users and save it to a location you can get to
 - a. Tips for the Password Template
 - i. Leave the Passport ID (BLANK) column blank
 - ii. The Description column is the “Name” you will see in the list in Think Vault, so make sure it is filled out properly with what will correctly describe the password.
 - iii. The Folder column is the Password Folder the imported password will be saved to. If this is NOT filled in, all of the passwords will be saved to the root directory and thus available to ALL users.
 - b. Tips for the User Import Template
 - i. Leave the Passport ID (BLANK) column blank
 - ii. You must enter Last Name, First Name and email. The phone is optional, but assists in future password resets and is suggested.
 - iii. Upon completing the import, each user will receive an invitation to their email to sign up for their account.
 - iv. Each user will need to be modified manually to add them to the appropriate **Security Groups** or make them a **Site Deluxe Administrator** if you wish.
3. Import the information into the Think Vault web portal
 - a. Drag and drop the CSV you just saved onto the center area of the Import section.
 - b. After doing so, you will be given an Import button, click it to complete the import.



Export Users or Passwords

1. Login to the Think Vault web portal: <https://thinkvault.mypasswordapp.com>
2. On the left, click on Settings → Import / Export



3. On the right, scroll down to the Export Passwords section
4. Under Type, choose between Users (user lists), Company Vault (company passwords), and My Vault (your personal passwords)
5. Choose Yes if you want to disable items and leave the headers included
6. Click Export

You will automatically download a CSV with your requested data in it.