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Import to an Organization Vault



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Import data directly to your organization for easy migration to Bitwarden from any password management solution. For a full list of supported import formats, refer to this FAQ. There are two methods for importing data directly to your organization:

- Organization owners, admins, and custom role users with the correct permission can import items with the organization Admin Console using the instructions in this article.
- Organization members with the Manage collection permission can import data directly to any collection for which they have that permission by following this process.

Import to an organization vault

Data can only be imported to an organization from the web app. Data is encrypted locally before being sent to the server for storage.

① Note

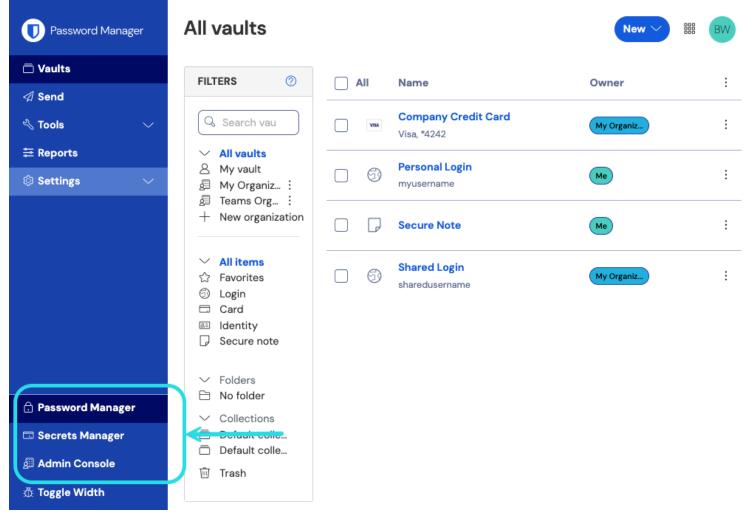
While some item types cannot be imported, you can still add them to a vault:

- · Upload file attachments to the new vault individually.
- Re-create Sends in the new vault.

To import data to an organization:

1. Log in to the Bitwarden web app and open the Admin Console:

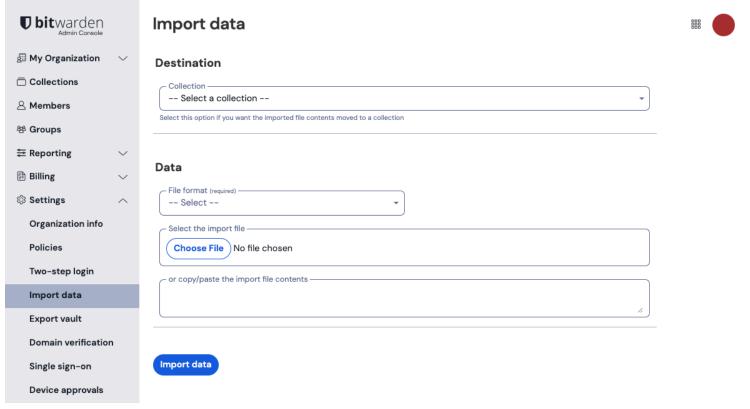




Product switcher

2. Go to Settings → Import data:





Admin Console import

3. Within **Data**, select the file format you want to import. If you're importing an encrypted export, note that there is no separate option. Select **.json** and a handler will determine that the file is encrypted and attempt to decrypt the file using either your account's encryption key or encrypted export password.



If you want the contents of your import file placed directly into a specific collection, use the **Collection** dropdown in the **Destination** section to choose a collection. This is typically most useful when importing chunks of data for use by a specific user population as opposed to importing all of your organization's data.

4. Select **Choose file** and add the file to import, or copy/paste the contents of your file into the input box.

△ Warning

Importing does not check for duplicates. If you import the same file more than once or import items already in your vault, duplicate items will be created.



5. Select **Import data** to trigger the import. If you are importing a password protected .json file, enter the password into the **Confirm Vault Import** window that appears.

Troubleshoot import errors

If an "Import error" message appears, no data was added to your vault. Fix the import file issue and try again.

Some import errors are specific to organizations:

• File contains unassigned items: Ensure all items are assigned to at least one collection before trying to upload the file again.



To minimize this error, prevent users from creating collections by turning on the Restrict collection creation to owners and admins setting.

• **Organization can only have a maximum of two collections**: Free organizations support up to two collections. If your import file exceeds this limit, reduce the number of collections in the file or upgrade to import more.