

# Appointment Reminder - CSV Format

When creating a CSV file for import into Appointment reminder, the format of the file must be this:

```
"Display Name ", "+1-234-555-1234", "2015-01-01 01:02:03"  
"Display Name 2", "+1-234-555-1235", "2015-01-01 01:02:03"  
"Display Name 3", "+1-234-555-1236", "2015-01-01 01:02:03"
```

There is an optional 4th column:

```
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:03", "delete"  
"Display Name 5", "+1-234-555-1237", "2015-01-01 01:02:03", "add"  
"Display Name 6", "+1-234-555-1238", "2015-01-01 01:02:03", "update"
```

## Delete

This removes appointments that **exactly match** the Name, Number and Date. If you specify "\*" for the date, it will remove **all appointments** that match the name and number

```
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:03", "delete"  
"Display Name 5", "+1-234-555-1237", "*", "delete"
```

## Update

This updates an existing name/number with a new appointment time, removing any previous appointments with the same name and number. The following csv will result in **one** appointment for "Display Name 4" at 2015-01-01 01:02:05.

```
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:03", "update"  
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:04", "update"  
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:05", "update"
```

## Add

This inserts a new appointment, but will not create an exact duplicate. The following csv will result in **three** appointments, as the last two are duplicates of each other.

```
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:03", "add"  
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:04", "add"  
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:05", "add"  
"Display Name 4", "+1-234-555-1236", "2015-01-01 01:02:05", "add"
```