

Import Users

Use this feature to easily import a list of users with custom fields from a CSV file.

The CSV file doesn't require a specific structure, the import schema can be set manually for each file upon import.

File Options

CSV file

import_user.csv
(Max. 100 Mb)

Fields separator

☒ Auto-detect

☐ ,

☐ ;

Manual:

☐

☒ Consider first row as header

File charset

UTF-8

Import Options

Import users

☐ Send new login credentials to users

Node

(root)

Action on users

☐ Create and update

☒ Create only

☐ Update only

Require a change of password upon the next login

☒ No

☐ Yes

☐ Server configuration

Set password

☒ Load password from file

☐ Insert for all

Password to insert

☒ Automatic password

Manual password:

☐

Import schema				
Do not import	Do not import	Do not import	Do not import	Do not import
username	password	nome	cognome	email
utente1	12345	nome1	cognome1	utente1@email.xx
utente2	12345	nome2	cognome2	utente2@email.xx
utente3	12345	nome3	cognome3	utente3@email.xx
utente4	12345	nome4	cognome4	utente4@email.xx
utente5	12345	nome5	cognome5	utente5@email.xx
utente6	12345	nome6	cognome6	utente6@email.xx

Send new login credentials to users

If flagged, the registration email with user credentials is sent to each imported user

Node

All the imported users will be added to the selected node. You can still import users to different nodes at a time, check the schema options below.

Action on users

Define what to do if a user is already present or not: create new and update existing, just create new users ignoring existing ones, just update existing while ignoring the new ones.

Require password change upon next login

Define if the user should be prompted to change password on next login. They will need anyway to know a default password.

Set password

Choose if you want to load the password from the imported file, or set it with the following method

(automatic or manual).

Note: If “load from file” is chosen and the password field in the imported file is left empty, the password creation method will be used instead

Password create

Automatically sets a different random password for each user,

Manual password: this will be the default password for all users

Import Schema

Select the forma field in which import each file column

Folder Name: you can use this value in the import schema to insert users in different org-chart nodes. Add a column to your import file to specify the folder wher you want the user to be inserted. Field values must correspond to existing org-chart node names

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