

# 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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Revision #2

Created 1 February 2024 14:52:41 by Lorenzo Polizzi

Updated 14 October 2024 19:42:04 by Lorenzo Polizzi