

1. Creating a file to import

It is necessary to create a .csv or .txt file with table format:

- first row: column names, e.g. "Login", "First name", "Surname"
- next rows: user data which is related to column names, e.g. "login1", "name1", "surname1"

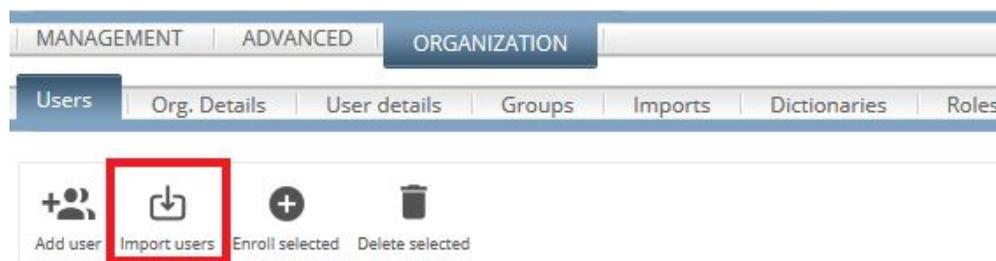
Every user should be specified in a new line. Exemplary file should look like:

```
"Login", "First Name", "Email address", "Surname", "Mobile number"
"user1l", "u", "u1@test.com", "1", "48123456789"
"user2l", "u", "u2@test.com", "2", "48987654321"
```

It isn't required to use comma as a data separator, you can use e.g. semicolon or tab character.

2. Import users from a file

To import users from a file navigate to **MANAGEMENT -> ORGANIZATION -> Users** and press the **Import users** button.



Browse your PC for a prepared before file and select separator from **file format** field. It is necessary to fill a **description** field as well. Press **Next**.

The image shows a 'New import' form. It has the following fields: 'Description' with the value 'test'; 'Select file' with a file browser button 'Przełóżaj...' and the selected file 'import.txt'; 'File format' with a dropdown menu set to 'Comma'; 'Import type' with a dropdown menu set to 'Users import'; and 'Schema' with a dropdown menu set to '...:Create new schema'. At the bottom, there are 'Back' and 'Next' buttons.

In next step you will be prompted to create a new schema if you didn't select one. Fit column names from file with column names that exists in FAMOC. Press **Save**.

New schema	
Import type:	Users
Schema map name:	<input type="text" value="schema1"/>

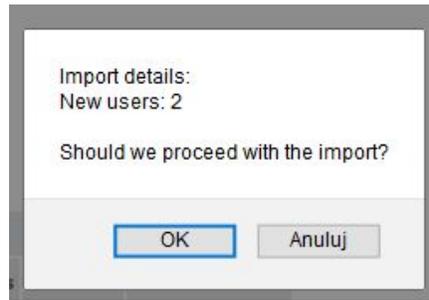
Select fields for mapping	
Fields from file	FAMOC fields
Login	<input type="text" value="FAMOC login"/> Field format: 1-50 chars.
First Name	<input type="text" value="Name"/> Field format: 0-50 chars.
Email address	<input type="text" value="Email"/> Valid email address.
Surname	<input type="text" value="Surname"/> Field format: 0-50 chars.
Mobile number	<input type="text" value="Mobile number"/> Field format: {country prefix}{phone number} eg: 48601601601

Summary page will show up, check if records are going to upload correctly by using **Validate data**. If yes, press **Import**.

Import data	
Description	test
Import type	Users
Created on	2019-05-07 10:39:54
Schema name	schema1 <input type="text"/>
File name	import.txt <input type="text"/>

Import records					
Field from file:	Login	First Name	Email address	Surname	Mobile number
Famoc field:	FAMOC login	Name	Email	Surname	Mobile number
1.	user1l	u	u1@test.com	1	48123456789
2.	user2l	u	u2@test.com	2	48987654321

Confirm an operation by pressing **OK**.



Information that operation ended successfully and a new list of users will be shown as a result of this import.

MANAGEMENT ADVANCED ORGANIZATION Wizard Logout

Users Org. Details User details Groups Imports Dictionaries Roles 3.31.5

Add user Import users Enroll selected Delete selected Export

<< | < | 1 | all (19) | > | >> | 25 items per page

Login First Name Surname Search Clean Advanced search

<input type="checkbox"/>	Login	Name	Surname	Department	SLA	AD/LDAP	Server	Can login	Created on	Created by	Last modification	Default organization	Groups	Certificates
<input type="checkbox"/>	user11	u	1					+	2019-05-07 10:41:07			Santa Monica		
<input type="checkbox"/>	user21	u	2					+	2019-05-07 10:41:07			Santa Monica		