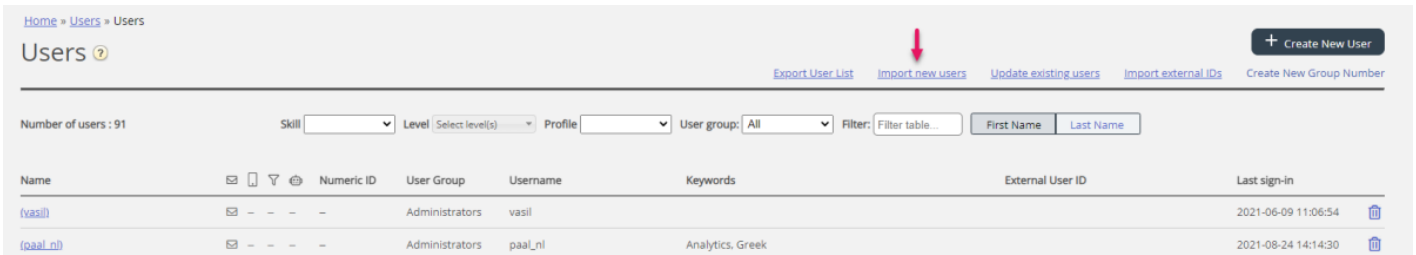


## Import list with new users

You can import a file with several new users as an alternative to creating one user at a time. Click on the [Import User List](#) link on page *Users - Users*

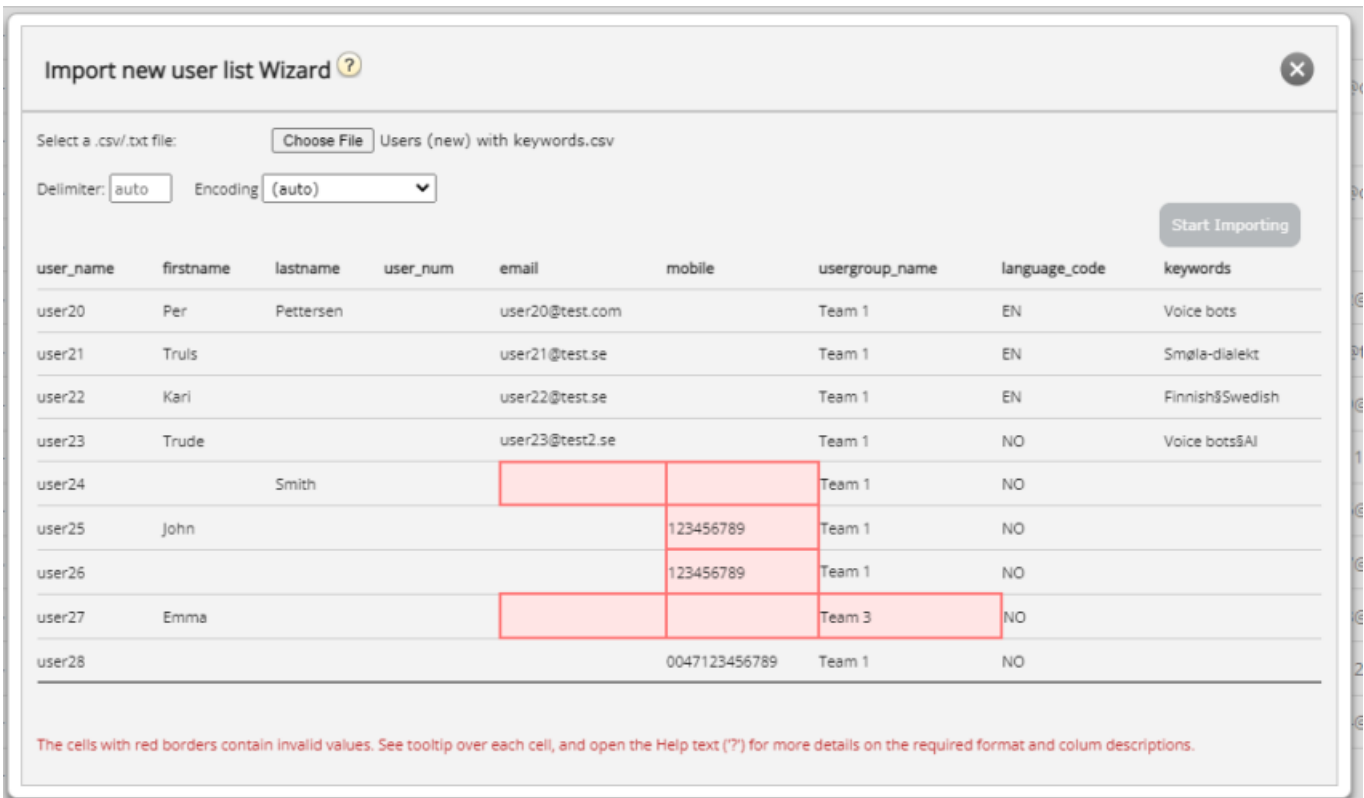


...to open the *Import User List Wizard*:



In the *Import User List Wizard*, select the txt/csv\* file on your computer, preview it, and click *Start importing* if the format is correct. If one or more cells contain invalid values, error messages will be given in tooltips in red cells, and you cannot import the file.

\* We recommend **UTF-8** encoding for the file to make sure characters other than a-z are shown correctly.



The first row in the file must contain these column names:

**user\_name, firstname, lastname, user\_num, email, mobile, usergroup\_name, language\_code, keywords**

Template:

[NewUserList\\_0.csv](#)

Row 2-N contains the new users. We allow max 100 rows in a file.

If the file contains a row with an existing user\_name, the user\_name cell will be red. If a row does not contain email or mobile, or if usergroup\_name does not exist, the the cells will be red. Start importing is enabled only if the validation does not find any errors in the file.

About the columns:

Column	Description
user_name	Required and must be unique within the customer (max 32 characters)
firstname	Optional (max 32 characters)
lastname	Optional (max 32 characters)
user_num	Optional. Must be unique, max 6 digits.
email	Required. On format *@*.*. Must be unique.
mobile	Optional. Must be unique and include 00 and country code, but no spaces or brackets.
usergroup_name	Required. You must use an existing user group name.
language_code	Required. Choose between en, no, dk, se, fi, nl, bg, hu.
keywords	Optional. Max 100 characters. If more than one keyword for a user, use "\$" as separator between keywords.

### What about Puzzel ID?

**Puzzel ID** and **User type** can not be added as columns to this import user file. A new user imported from file is given User type = Person, and the provided Email address is copied into the Puzzel ID field.

### How to save numbers starting with 00 from Microsoft Excel

Format the column as text (select the column, right-click and choose 'Format cells', then choose 'Text'). Or type ' before the digits (004712345678) so that Excel understands this is text and shows the leading zeros. Then save the file as CSV or UTF-8 (txt).