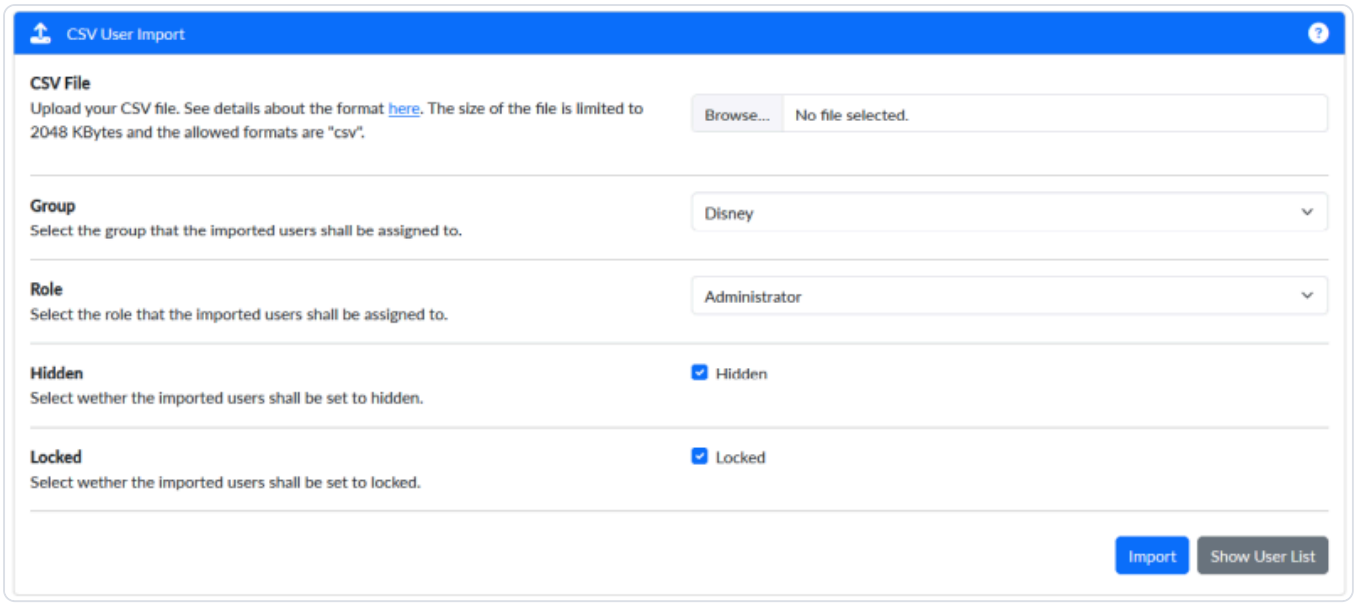
User Import

Via the button “Import” on the User List page you can get to this User Import page.



CSV File

TeamCal Neo allows a bulk user import via a CSV file (CSV = comma separated values). A CSV file is a plain text file, containing one line of text for each user to import. The file extension must be “.csv”.

Each line must contain five values in the following sequence:

1. Username
2. Firstname
3. Lastname
4. E-mail address
5. Gender (male or female)

Each value must be separated by a semicolon “;”.

Each value must be in quotes.

```
"butch";"Butch";"Cassidy";"butch@holeinthewall.com";"male"
"sundance";"Sundance";"Kid";"sundance@holeinthewall.com";"male"
"jdunbar";"John";"Dunbar";"john.dunbar@wolves.com";"male"
"sconnor";"Sarah";"Connor";"sconnor@resistance.com";"female"
"jtkirk";"James T.";"Kirk";"jtkirk@enterprise.com";"male"
"dtargaryen";"Daenerys";"Targaryen";"dtargaryen@got.com";"female"
```

You can find a sample CSV file in the sql folder of the installation directory.

Import Process

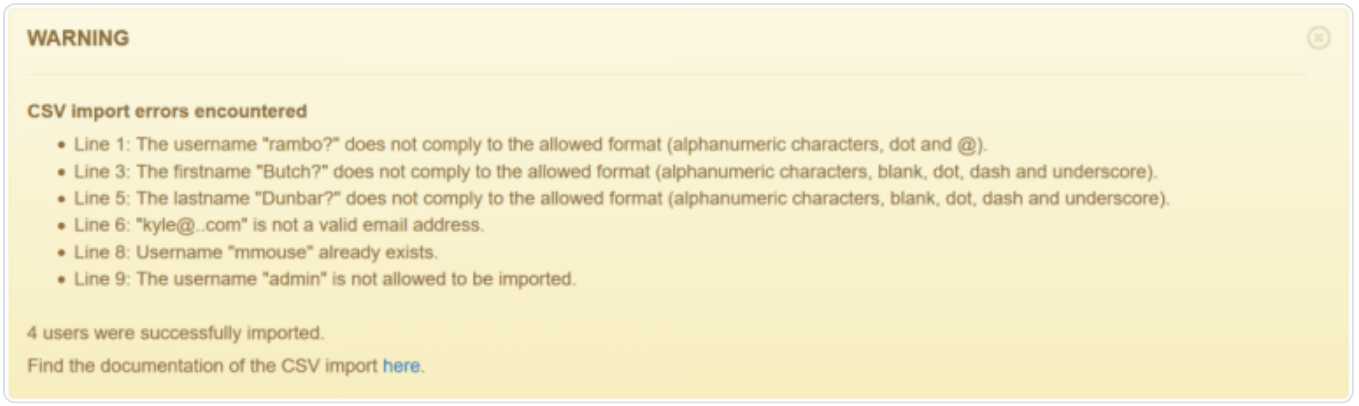
TeamCal Neo will go through each line and check each value. The following errors will be caught:

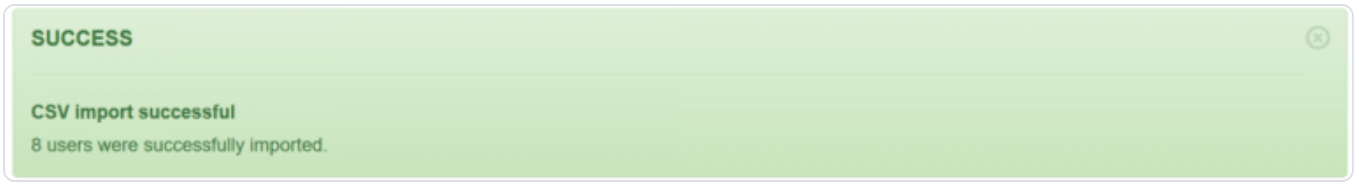
- Less or more than 5 columns
- Incorrect formats of username, lastname, firstname or E-Mail address
- Incorrect gender
- Username already exists
- Username = “admin” (not allowed for import)

Each line where one of these errors exist will be skipped.

Each line that is OK will be imported.

A detailed message at the end of the import will show the result. Here are two examples:





Options

Filter	Function
Group	Select the group that all imported users will be assigned to.
Role	Select the role that all imported users will be assigned to. Default is “User”.
Hidden	With this option selected, all imported users will be set to “hidden”.
Locked	With this option selected, all imported users will be set to “locked”.

Buttons

Button	Function
Import	Will start the import
Show User List	Will go back to the User List page

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