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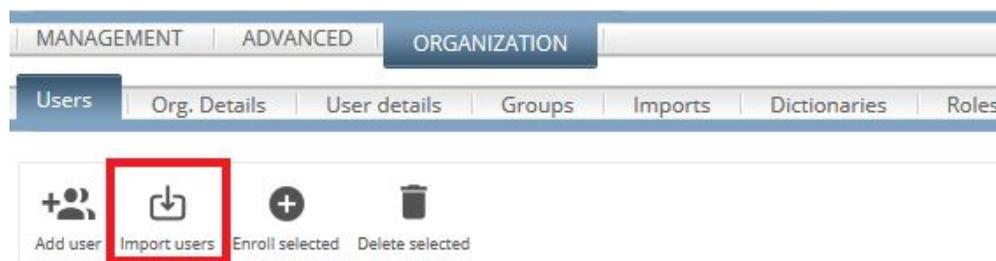
Every user should be specified in a new line. Exemplary file should look like:

```
"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.**

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.**
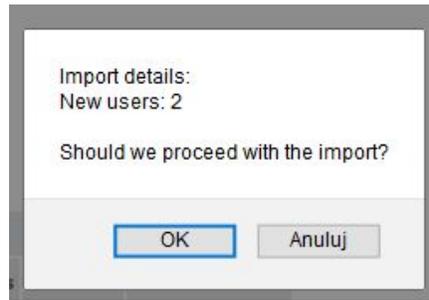
Cancel   Save

New schema	
Import type:	**Users**
Schema map name:	schema1

Select fields for mapping		
Fields from file	**FAMOC fields**	
Login	FAMOC login ⌄	Field format: 1-50 chars.
First Name	Name ⌄	Field format: 0-50 chars.
Email address	Email ⌄	Valid email address.
Surname	Surname ⌄	Field format: 0-50 chars.
Mobile number	Mobile number ⌄	Field format: {country prefix}{phone number} eg: 48601601601

Cancel   Save

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

Back   Import   Validate data   Delete

Import data	
Description	**test**
Import type	**Users**
Created on	**2019-05-07 10:39:54**
Schema name	**schema1** 🔍
File name	**import.txt** 🔍

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

Back   Import   Validate data   Delete

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.