

How To Import External Users In Unibox

For external users entry, we can import users in unibox

Steps to import users in unibox:-

Step1- First create CSV file

The file format should be like this-

Unique id, Name, Cell phone, Email Id, Department Name, Creation Date,

Unique id - The unique id of user(e.g registration id or MIS no. Of user)

Name - Name of the user

Cell phone - Cell phone number of the user

Email id - Email id of the user

Department Name- Department name of the user(e.g Computer, IT)

Creation Date - User creation date.

Step2- Go to the Authentication-->External services-->External users->Import users

Authentication : External Users

External User Search

Import Export ?

User Group User Attribute Value

Select Select Search Q

External Users

Show 10 entries

#	Unique Id	Name	Cell Phone	Email Id	Department Name	Creation Date	Operations
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

Step3- Click on Import user

Controller - select the specific controller

Group Name - select the specific group name

File to import - select the CSV file

Import Users

Controller Profile *

Group Name *

File to import * No file chosen

Note: Only CSV file extension supported.Header format should be UniqueId,Name,CellPhone,Email

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