USERS IMPORT

Users can be imported into ScheduleInterpreter using CSV file. Use Microsoft Excel or any other table editor to prepare data for import. Columns can be entered in any order. All bold fields are required.

Names of the columns must be exact.

Column	Description	Type
Account or sub-account name	Name of the account or sub-account the user belongs to	string
Last name	User's last name	string
First name	User's first name	string
Occupation	User's tittle or occupation. For example: Interpreting Operations Manager	string
Username	Unique combination of letters and number to identify user in ScheduleInterpreter	string
Password	Combination of letters, numbers, and symbols, (dash "-", underscore "_", dot "."); must be between 8 and 30 characters long	string
E-mail	User's email address	string
Phone number	User's phone number	string
User type	Administrator, manager, user, or accounting manager	string

Use attached users.xlsx template to prepare your data for import.

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