

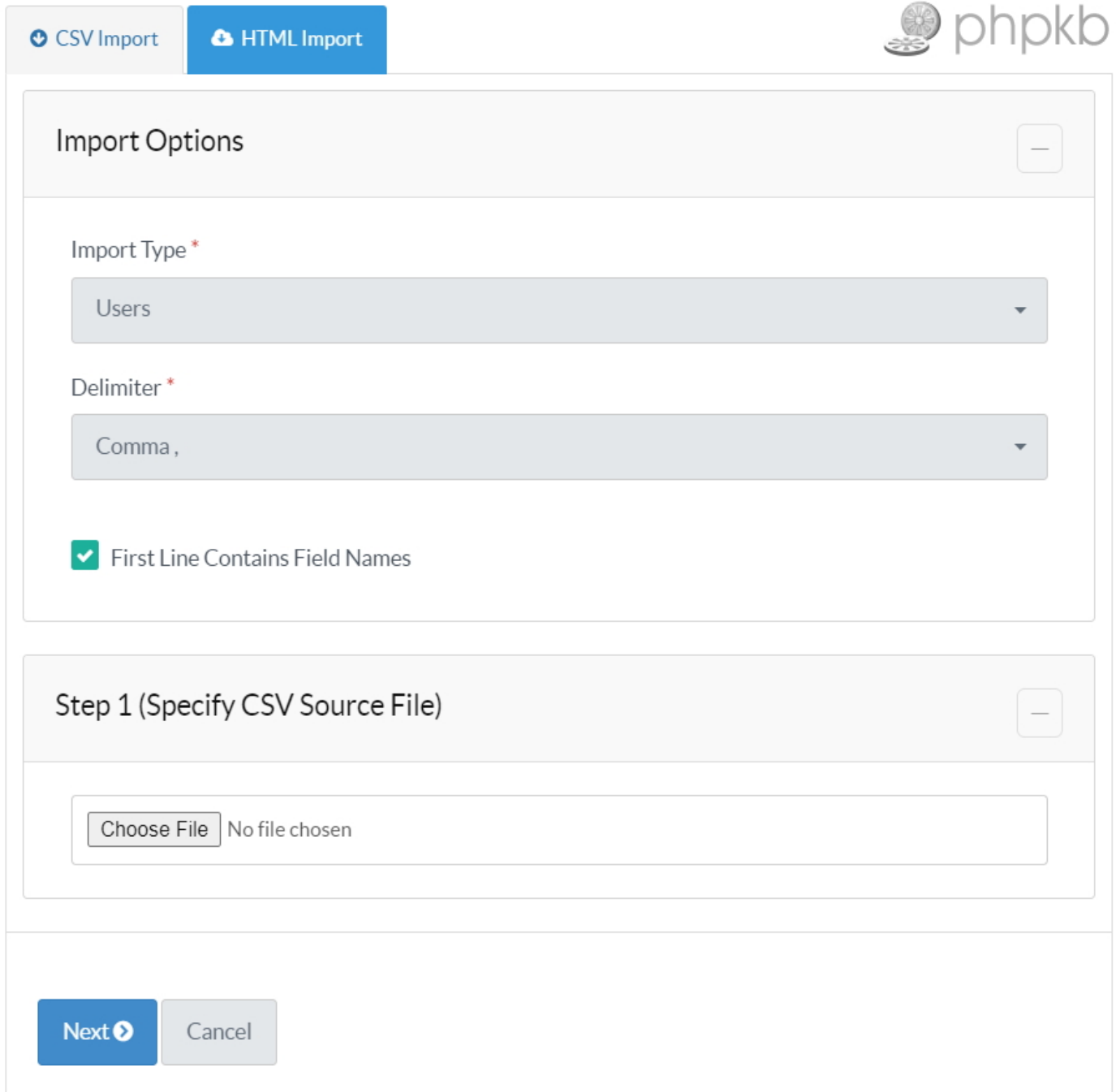
How to bulk load users into the knowledge base?

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There is a facility to bulk load (import) users in your knowledge base powered by PHPKB Software. You can bulk import users into PHPKB through the **CSV Import** section that can be accessed via:

Admin Dashboard > Tools > Import Data > CSV Import tab and select **Import Type** to be **Users** as shown in the screenshot below.



The screenshot displays the 'CSV Import' interface. At the top, there are two tabs: 'CSV Import' (active) and 'HTML Import'. The 'phpkb' logo is visible in the top right corner. The main content area is divided into two sections. The first section, 'Import Options', contains three fields: 'Import Type' (dropdown menu set to 'Users'), 'Delimiter' (dropdown menu set to 'Comma ,'), and a checked checkbox labeled 'First Line Contains Field Names'. The second section, 'Step 1 (Specify CSV Source File)', features a 'Choose File' button and the text 'No file chosen'. At the bottom of the interface, there are two buttons: 'Next' (with a right arrow) and 'Cancel'.

Then follow the onscreen instructions to load/import users.

Online URL: <https://www.phpkb.com/kb/article/how-to-bulk-load-users-into-the-knowledge-base-264.html>