

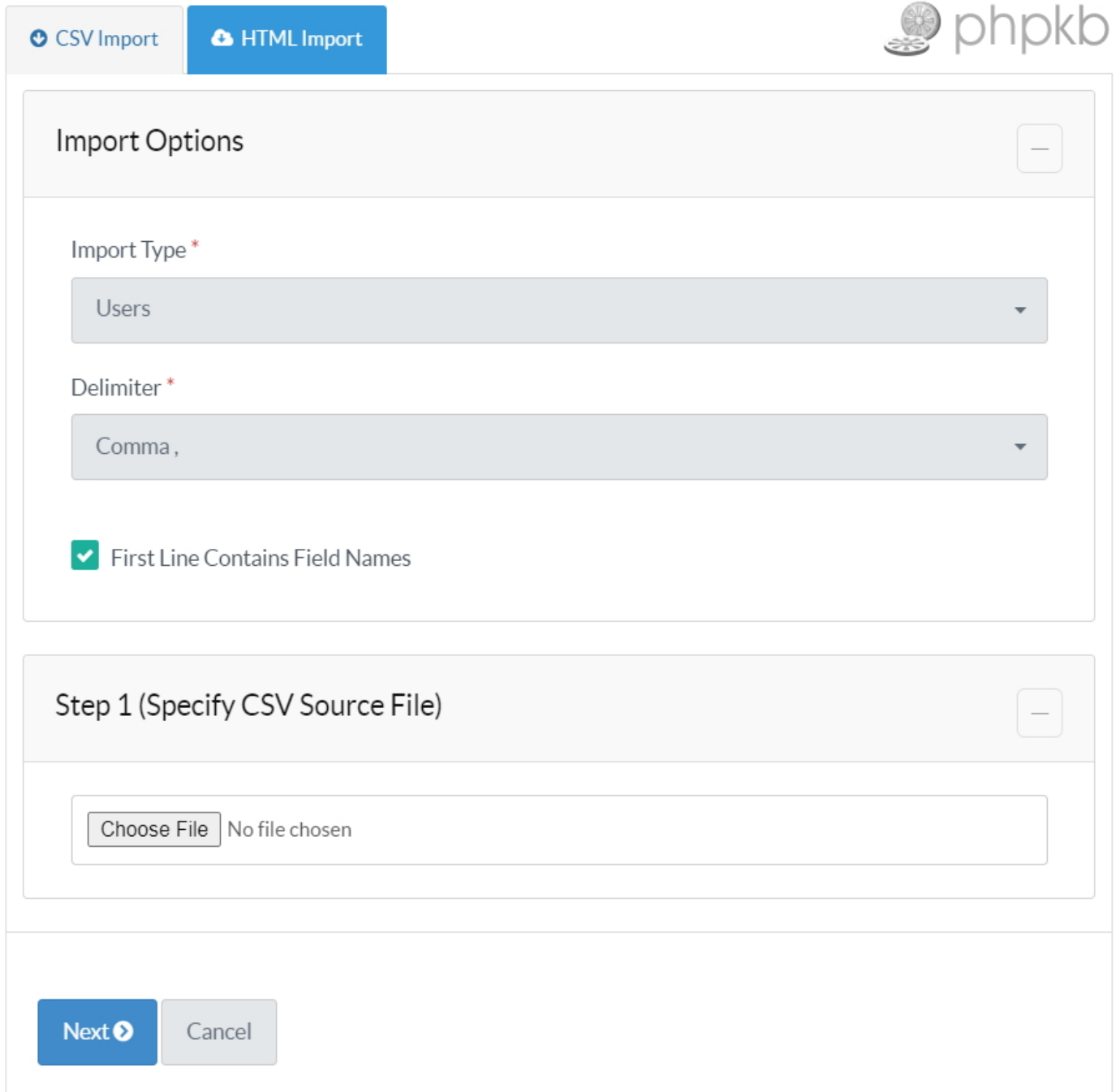
How to bulk load users into the knowledge base?

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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 in the PHPKB software. At the top, there are two tabs: 'CSV Import' (selected) and 'HTML Import'. The 'phpkb' logo is visible in the top right corner. The main content area is divided into two sections: 'Import Options' and 'Step 1 (Specify CSV Source File)'. In the 'Import Options' section, the 'Import Type' dropdown is set to 'Users', and the 'Delimiter' dropdown is set to 'Comma ,'. A checkbox labeled 'First Line Contains Field Names' is checked. The 'Step 1 (Specify CSV Source File)' section contains 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>