

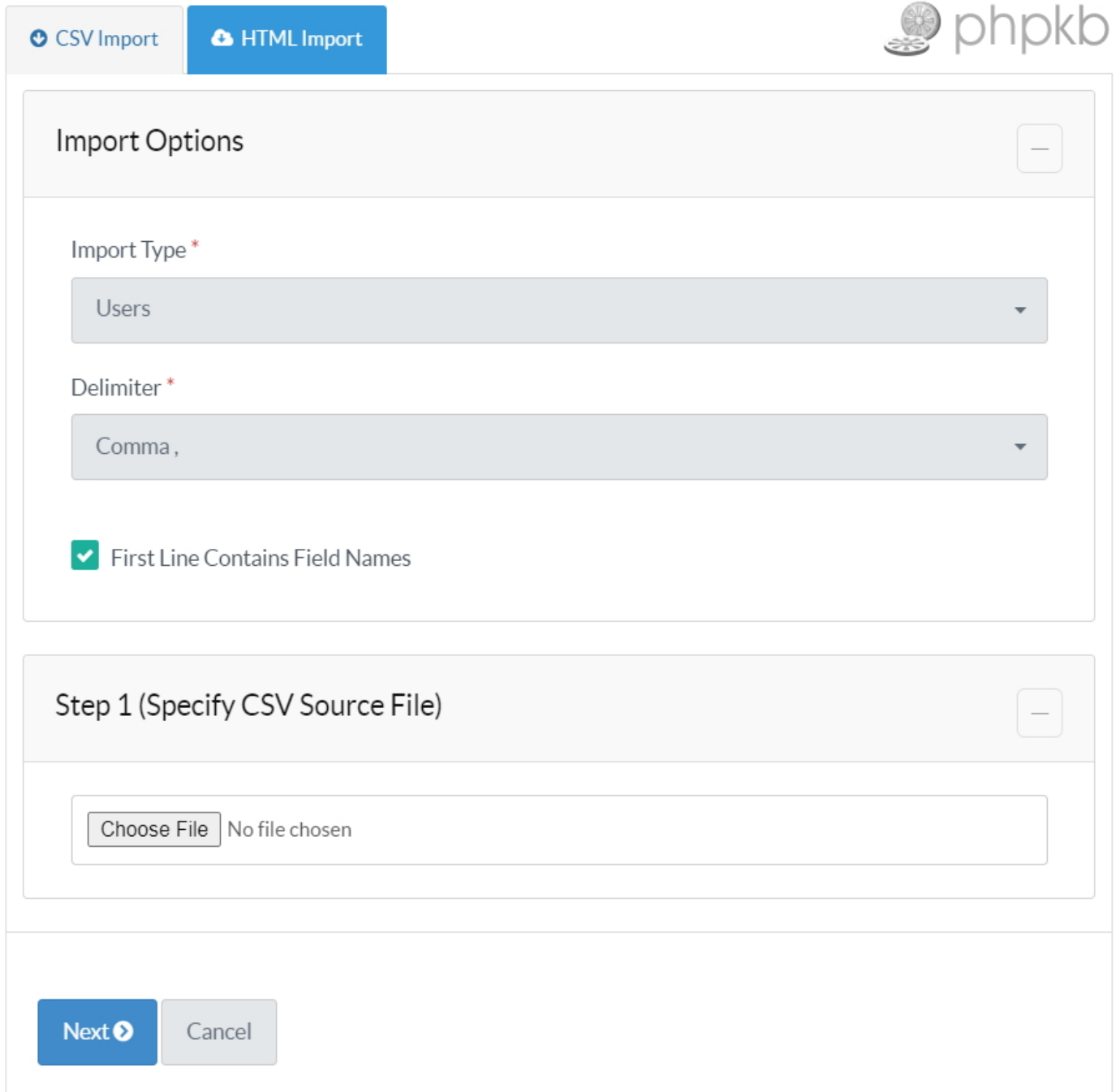
# How to bulk load users into the knowledge base?

264 Palwinder Singh March 5, 2021 Documentation

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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: 'Import Options' and 'Step 1 (Specify CSV Source File)'. In the 'Import Options' section, the 'Import Type' dropdown is set to 'Users', the 'Delimiter' dropdown is set to 'Comma,', and the 'First Line Contains Field Names' checkbox is checked. The 'Step 1 (Specify CSV Source File)' section shows a 'Choose File' button and the text 'No file chosen'. At the bottom, there are 'Next' and 'Cancel' buttons.

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>