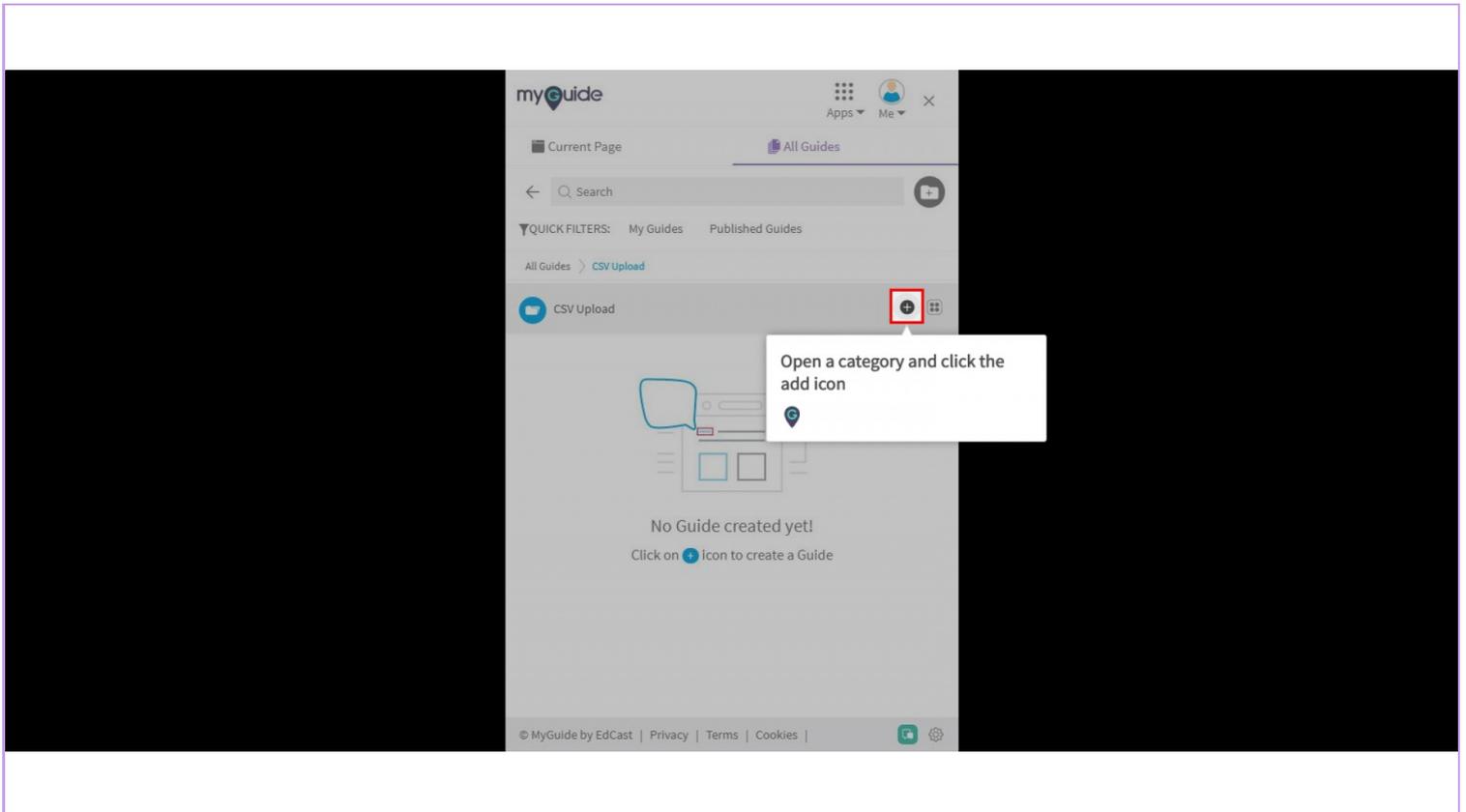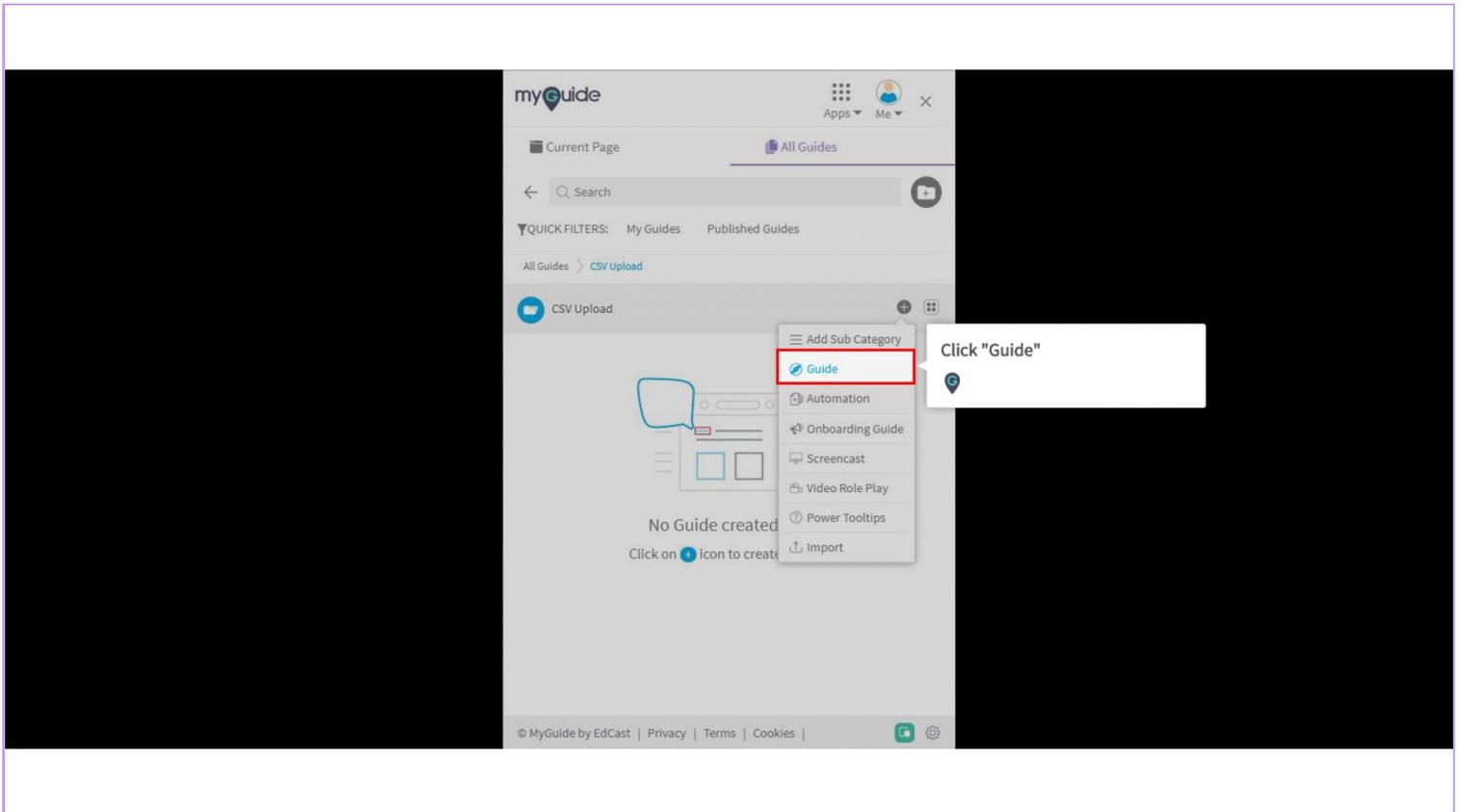# myGuide

How to Add Multiple Users in a Single Go

Step: 01

Open a category and click the add icon
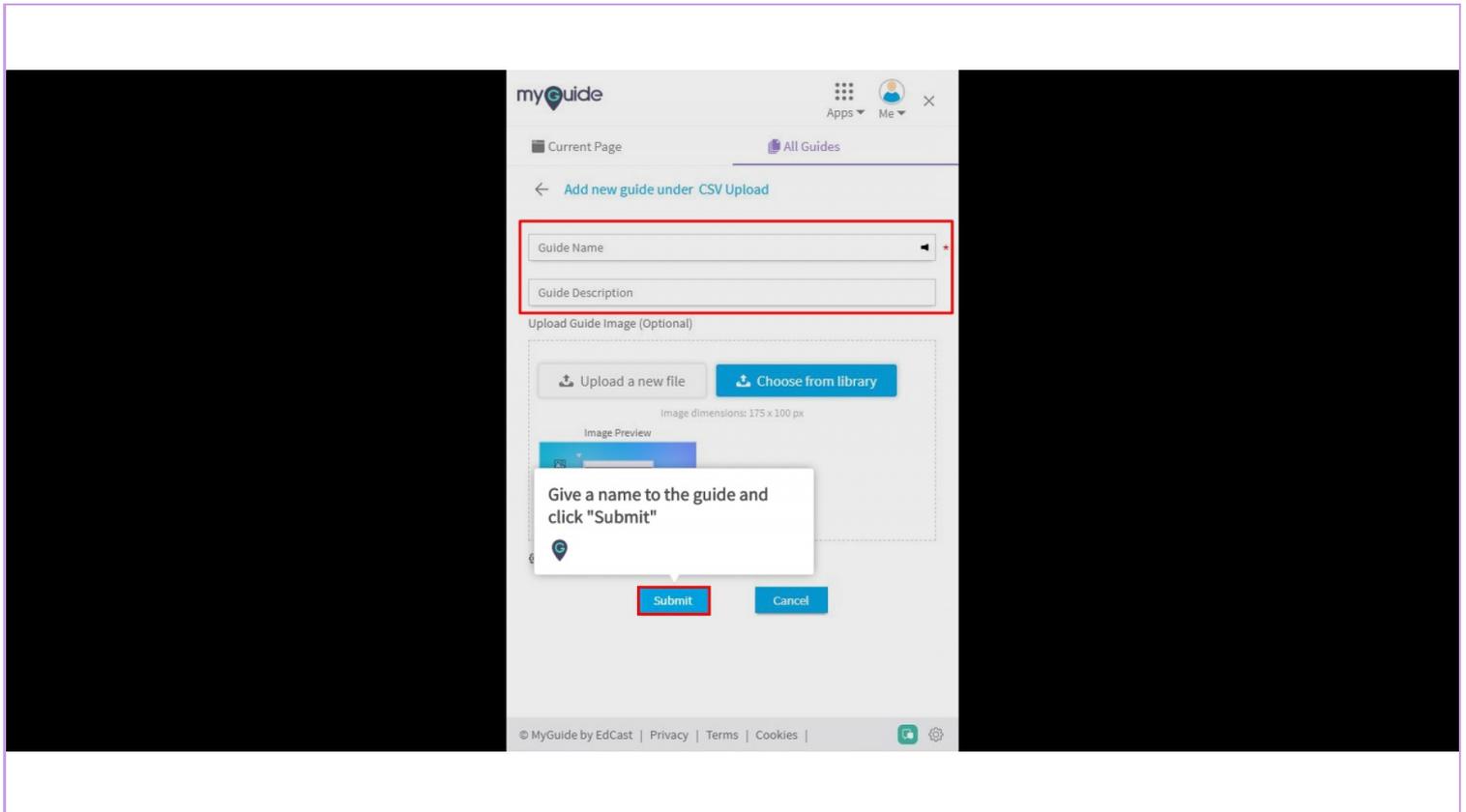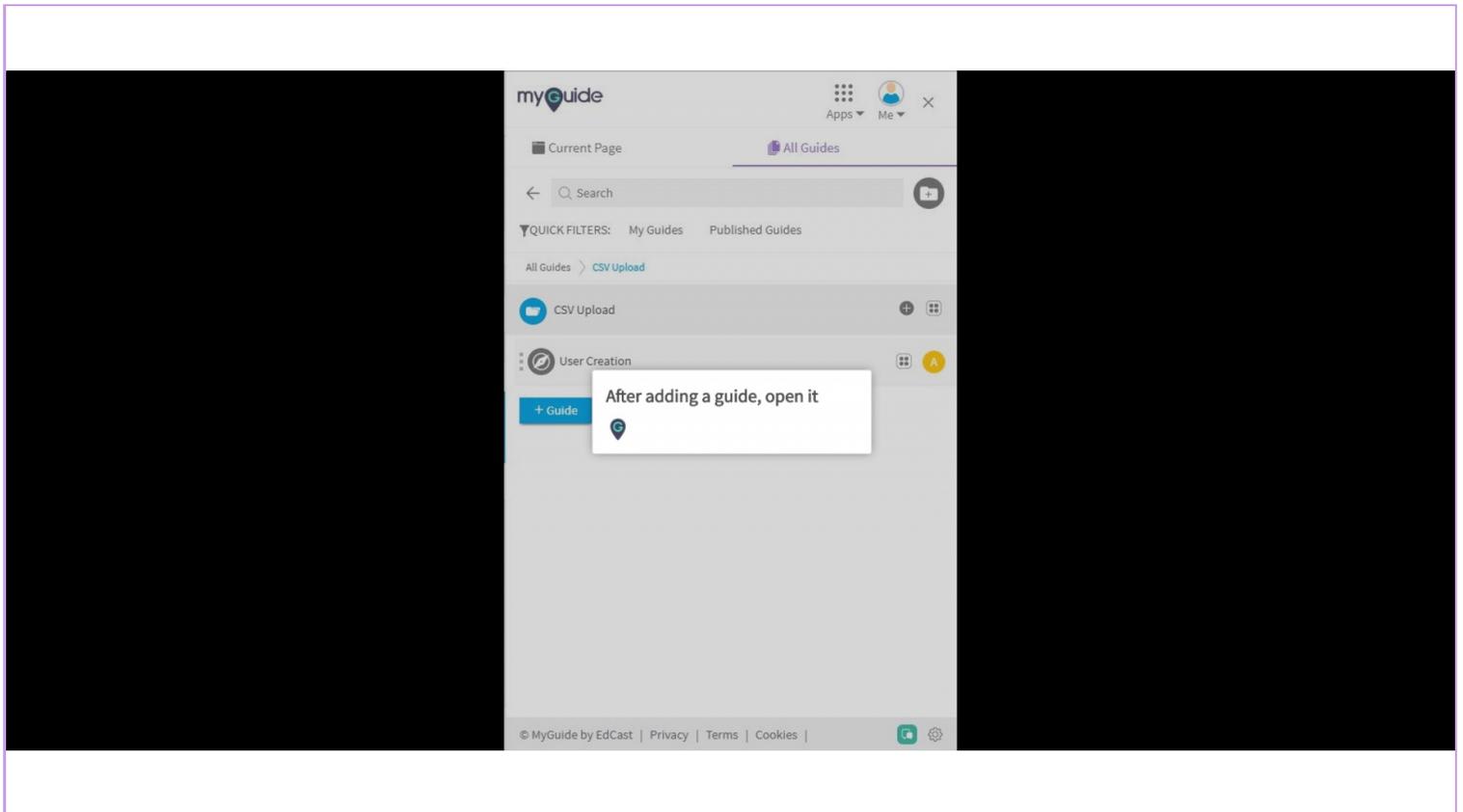
Step: 02

Click "Guide"

Step: 03

Give a name to the guide and click "Submit"

Step: 04

After adding a guide, open it

Step: 05

Now we need to add the necessary steps which complete the process of adding a user

Go to the Automation section and select the "Enable default data entry" checkbox

Select the CSV radio button

Note that the column name entered here should match the column name of the csv file which we will export later

Enter column name

Step: 08

Save the step.
Similarly, add all the required steps

Step: 09

When you are done with the guide, click the four dots
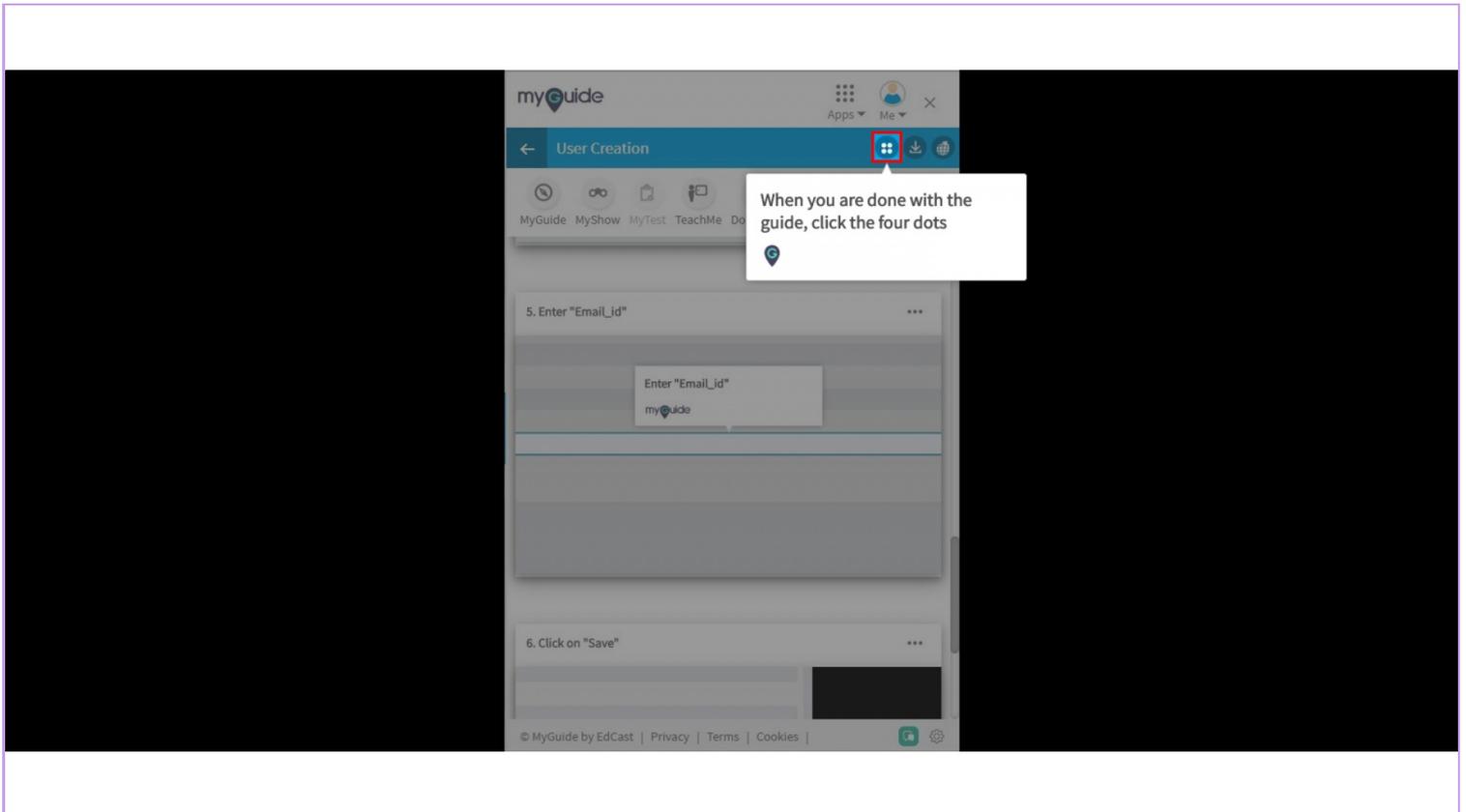
Step: 10

Click "Export to CSV"

Step: 11

The file has been downloaded, click to open it
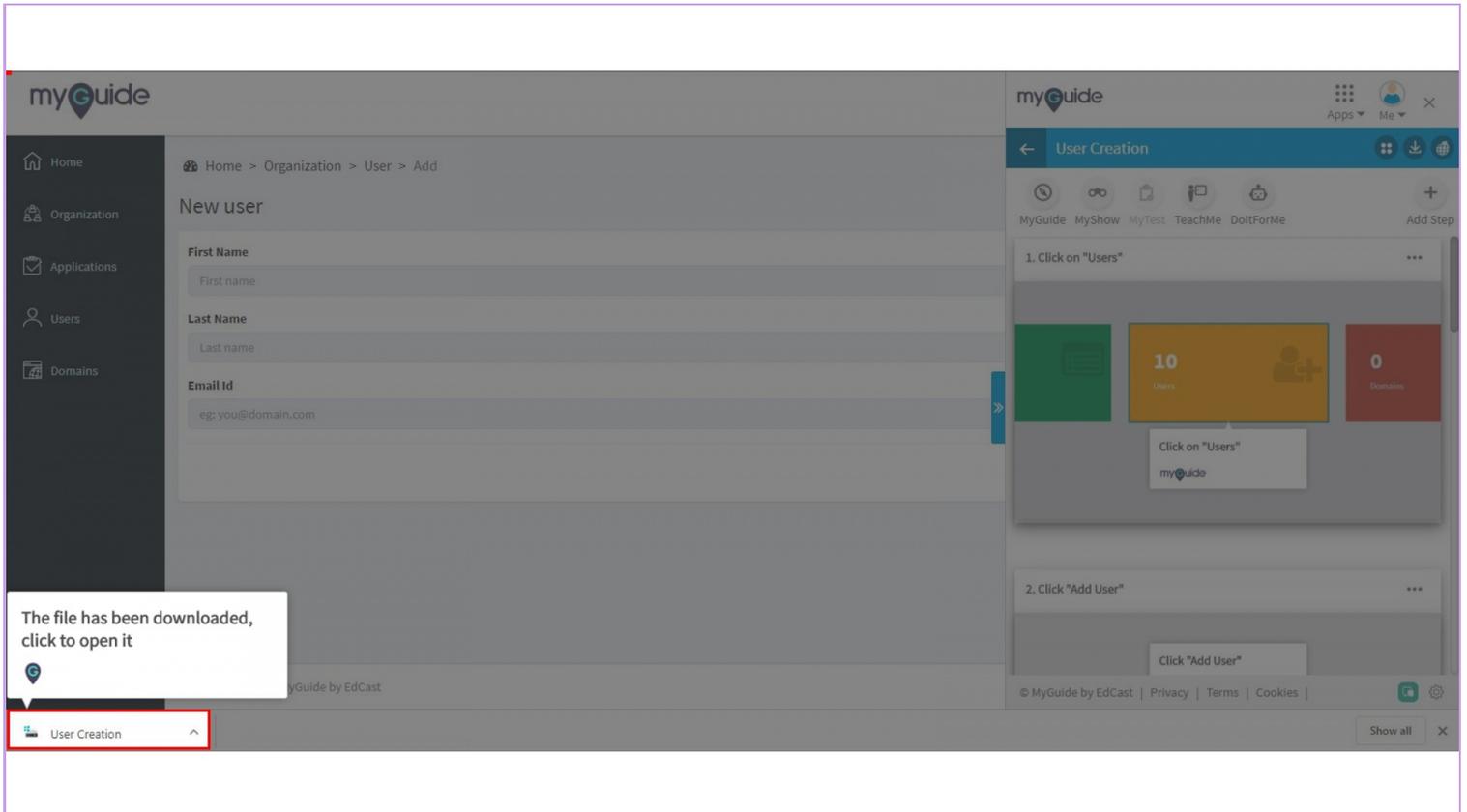
Step: 12

Open the file with Notepad

myGuide
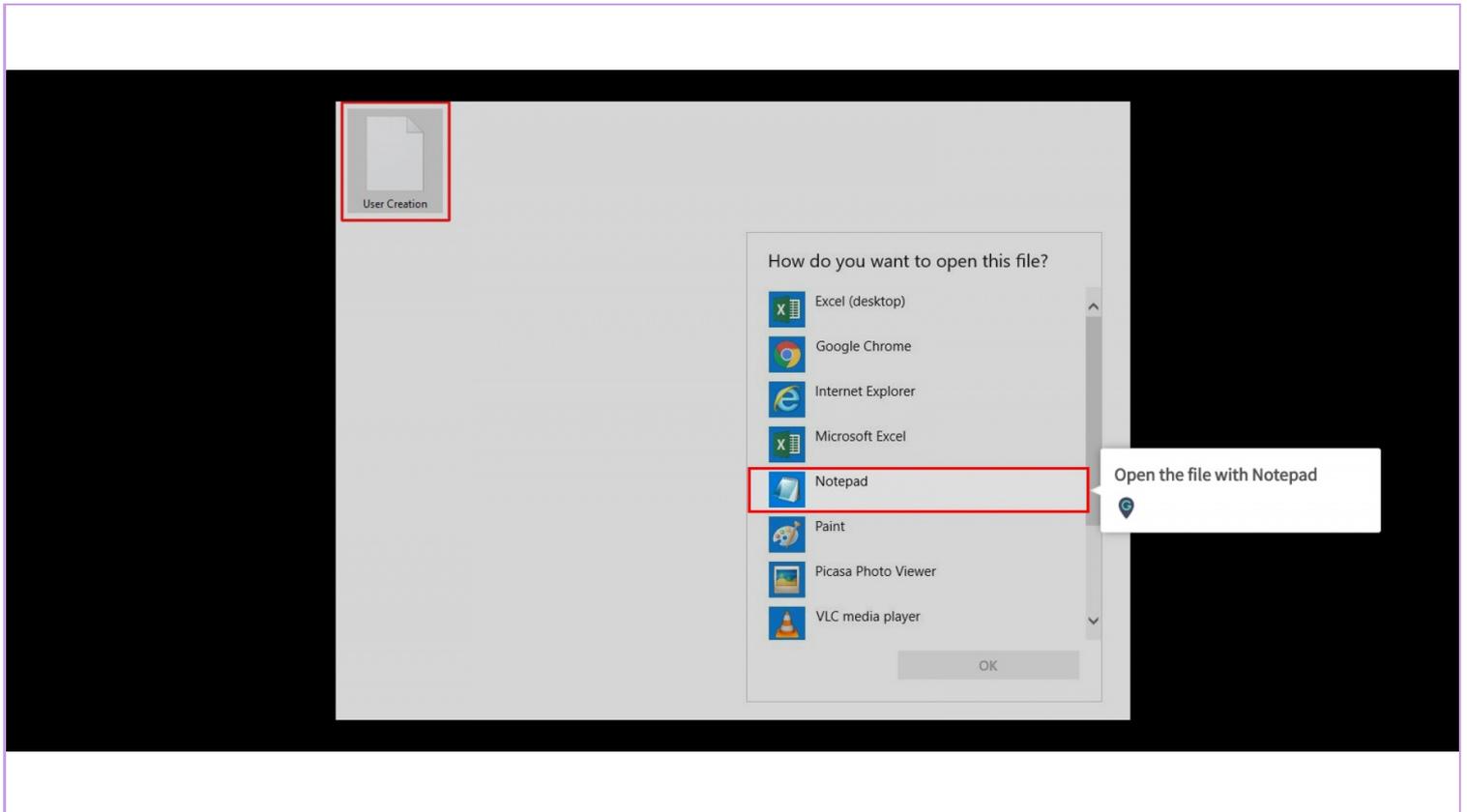
Step: 13

Click "File"

Step: 14

Click "Save As"

Add .csv after the file name and select "All Files" as the file type
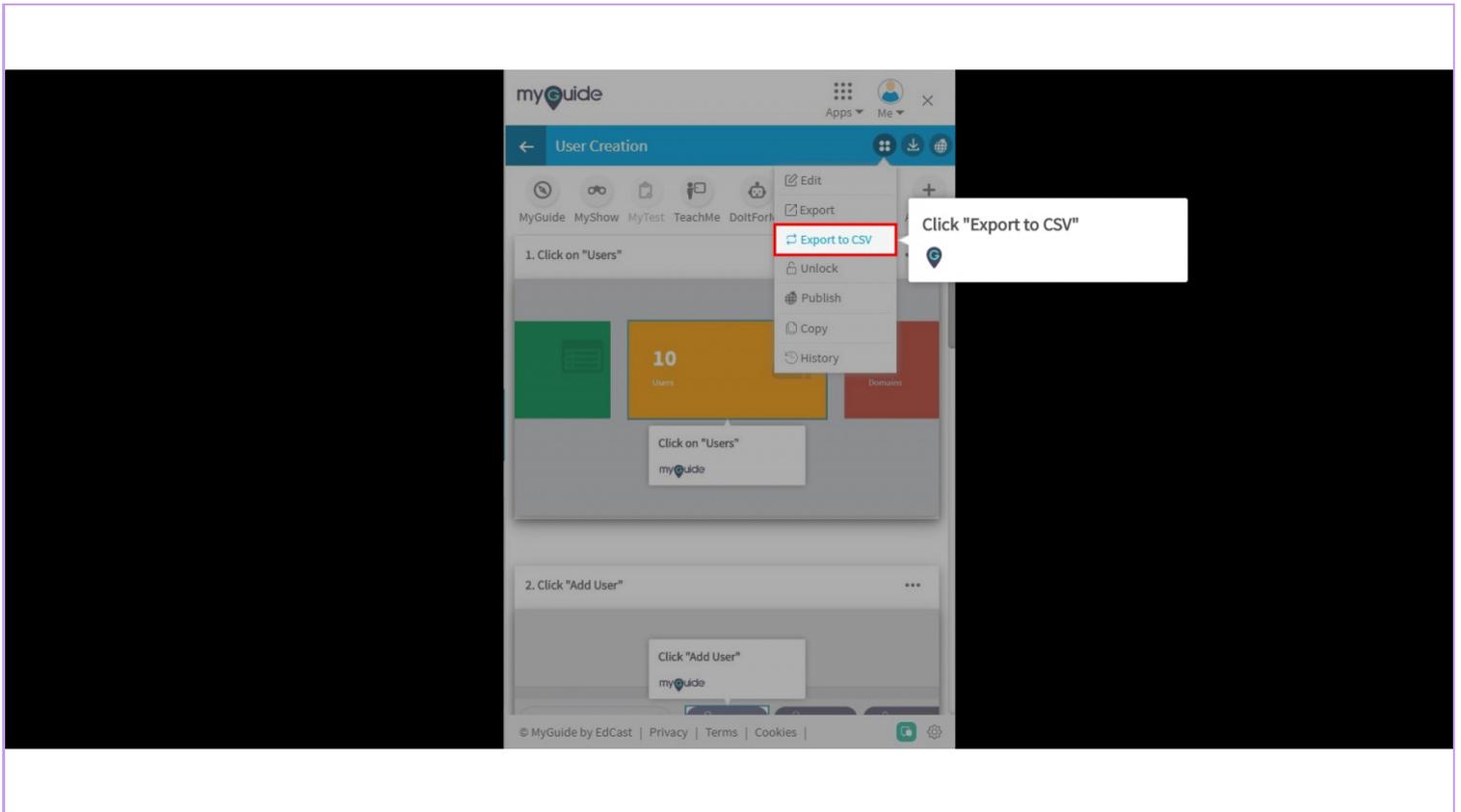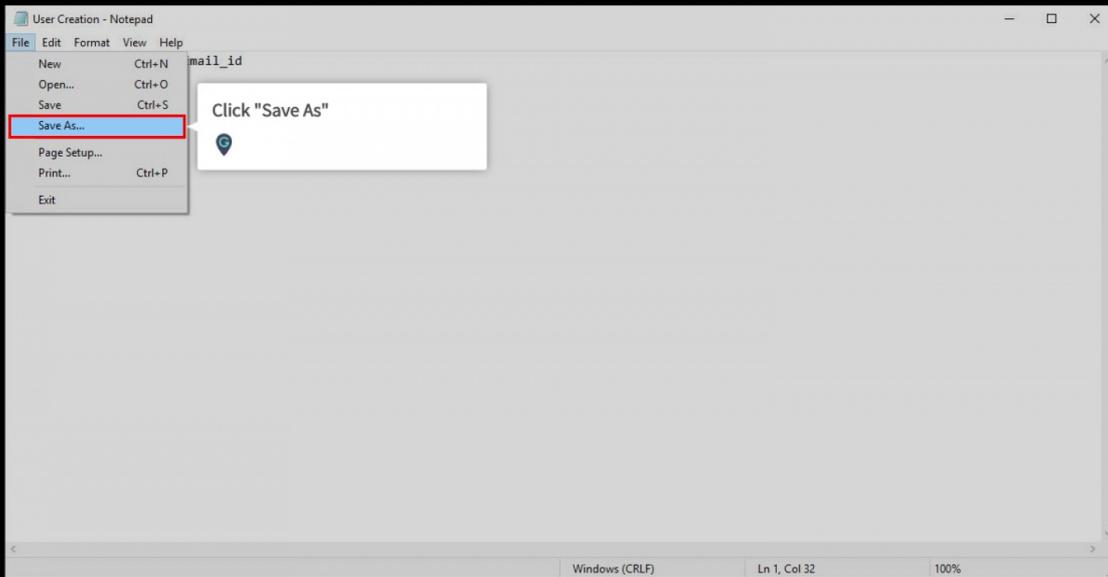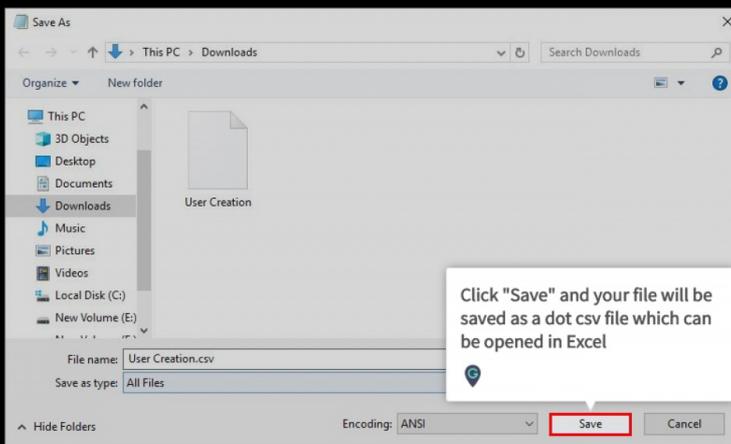

Add .csv after the file name and
select "All Files" as the file type

my Guide
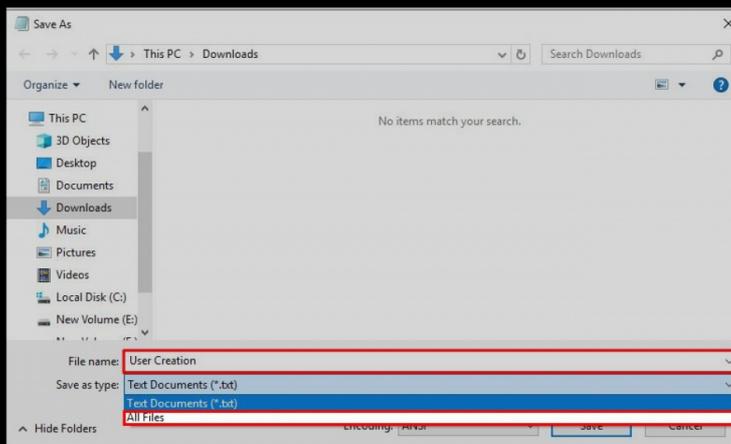
Step: 16

Click "Save" and your file will be saved as a dot csv file which can be opened in Excel

Automation will run and all the users in the sheet will be added

For e.g. here we have four users so the automation will run four times

Open the newly saved file and fill the columns with as many user details as you want to add and again save it
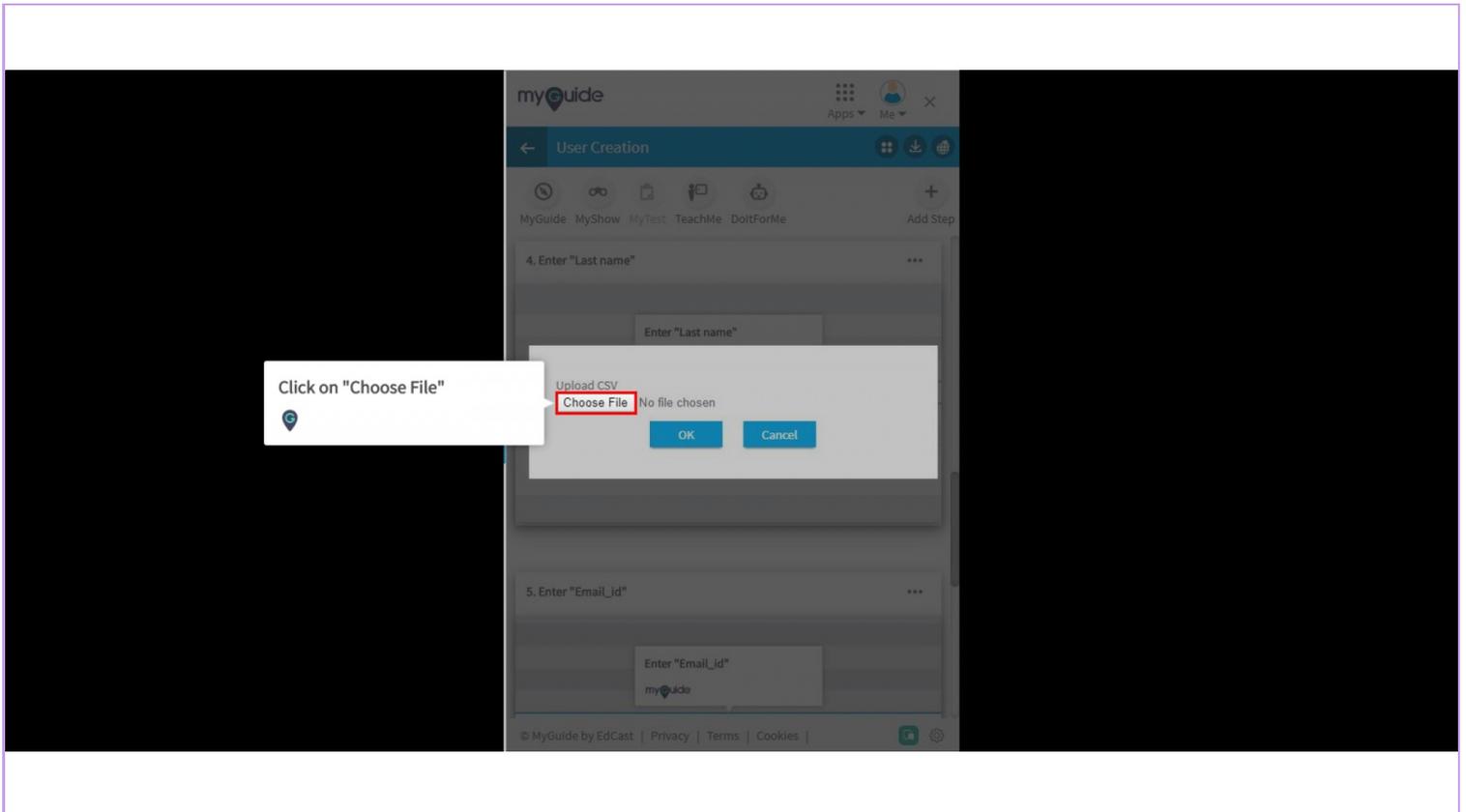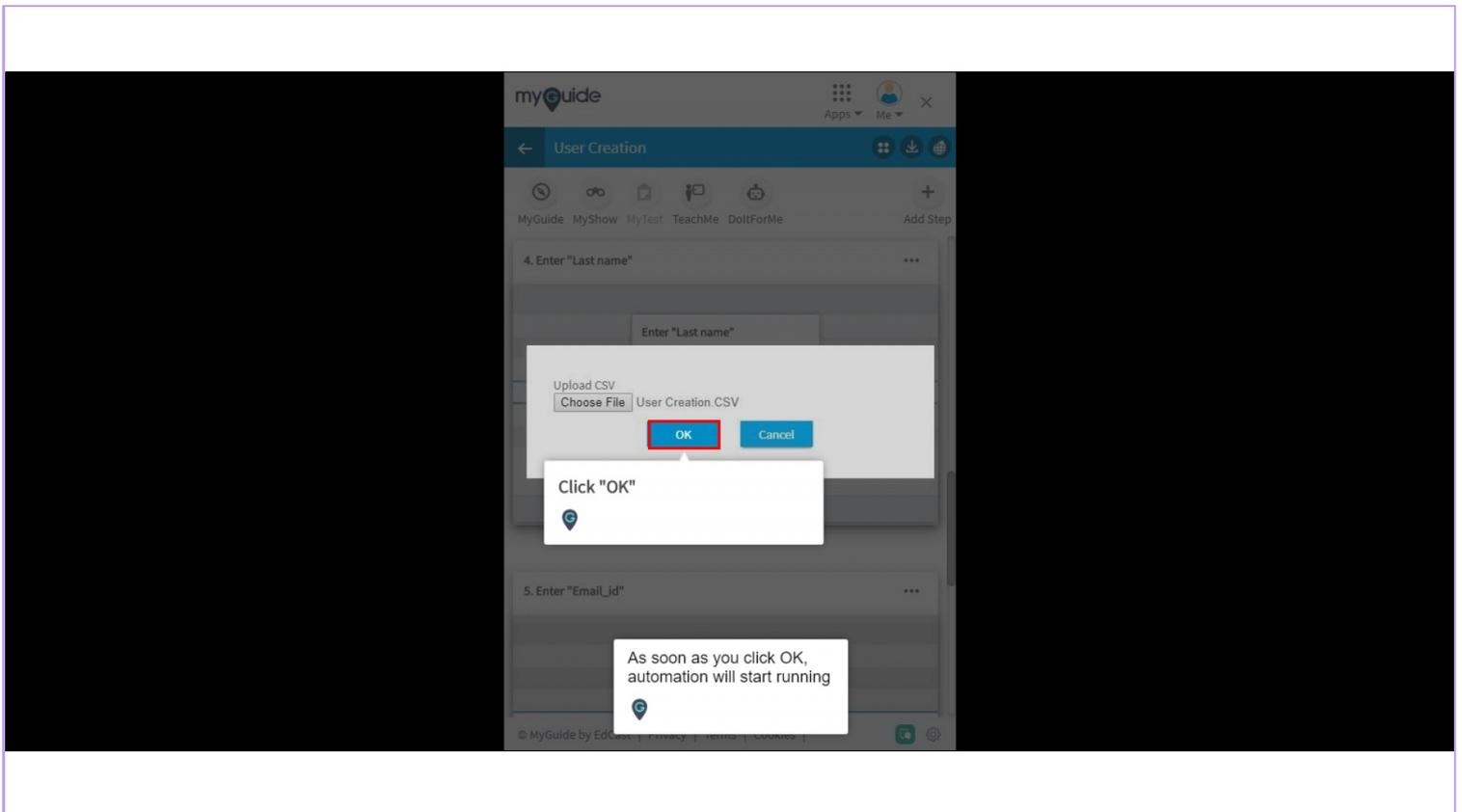
Step: 18

Click "DoItForMe"
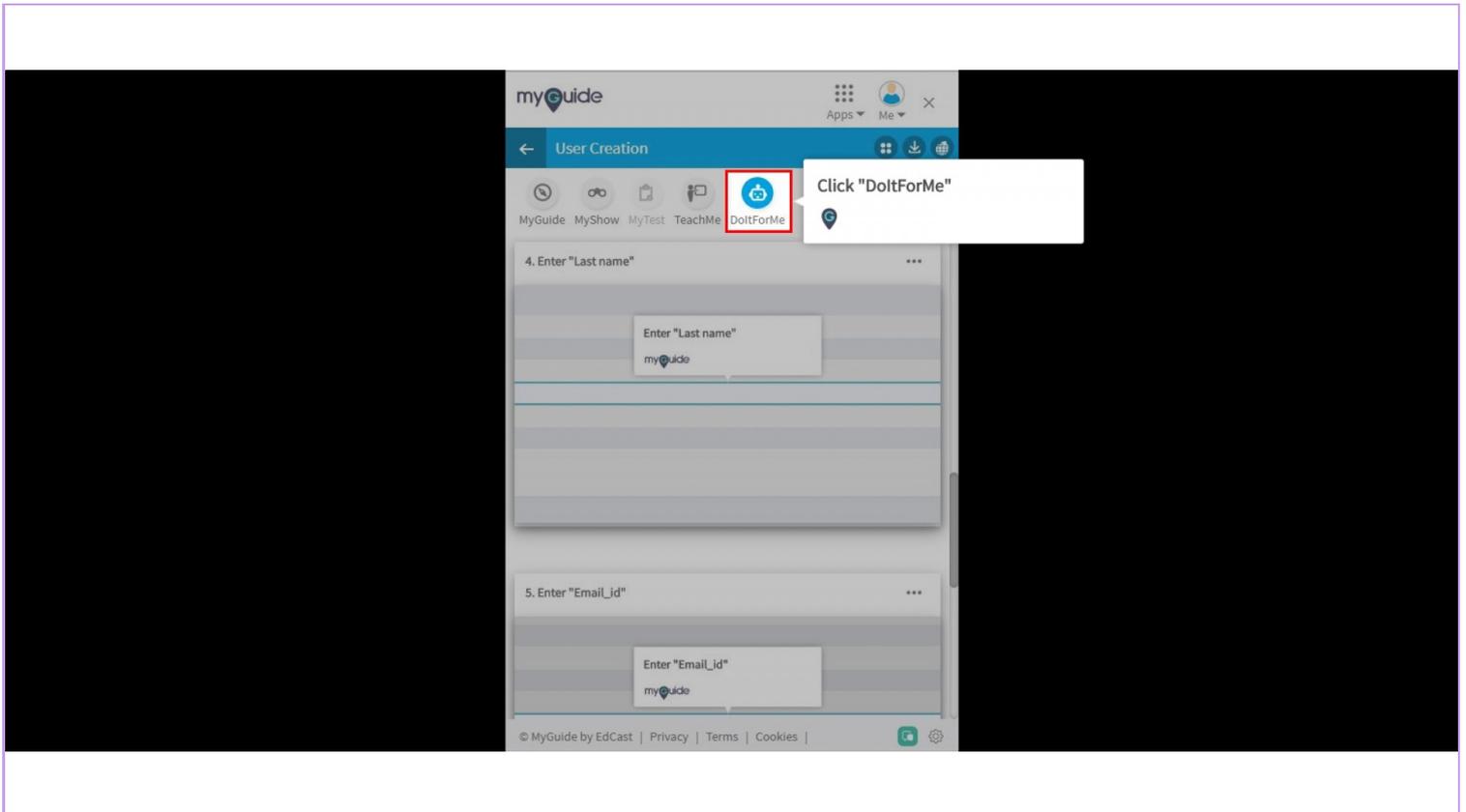
Click on "Choose File"

Step: 20
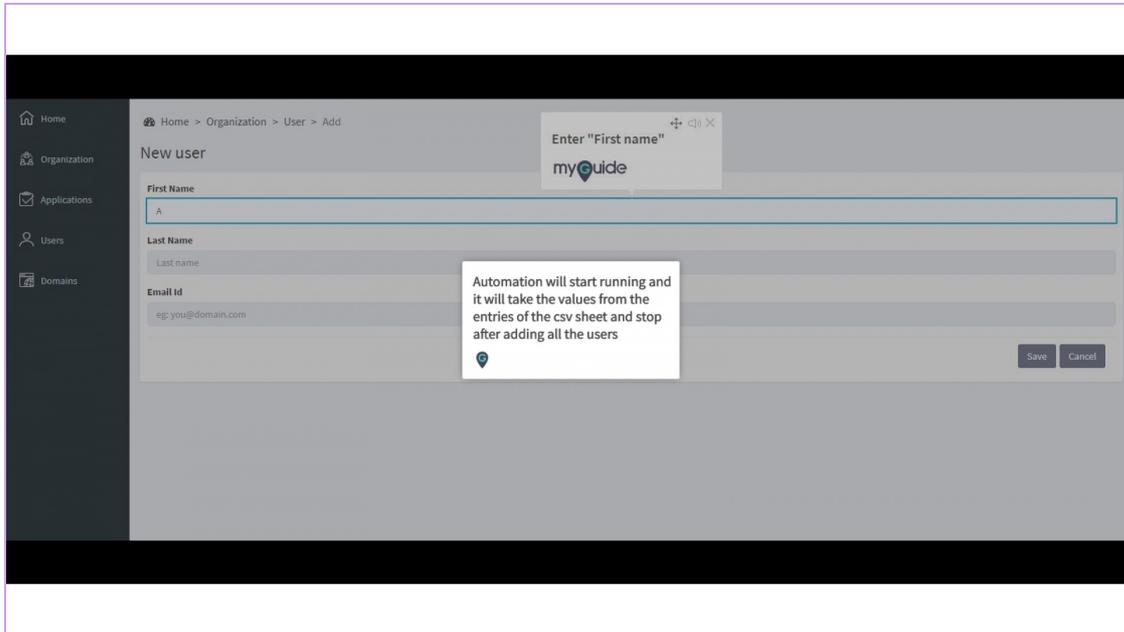
As soon as you click OK, automation will start running

Click "OK"

Step: 21

Automation will start running and it will take the values from the entries of the csv sheet a

Thank You!

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