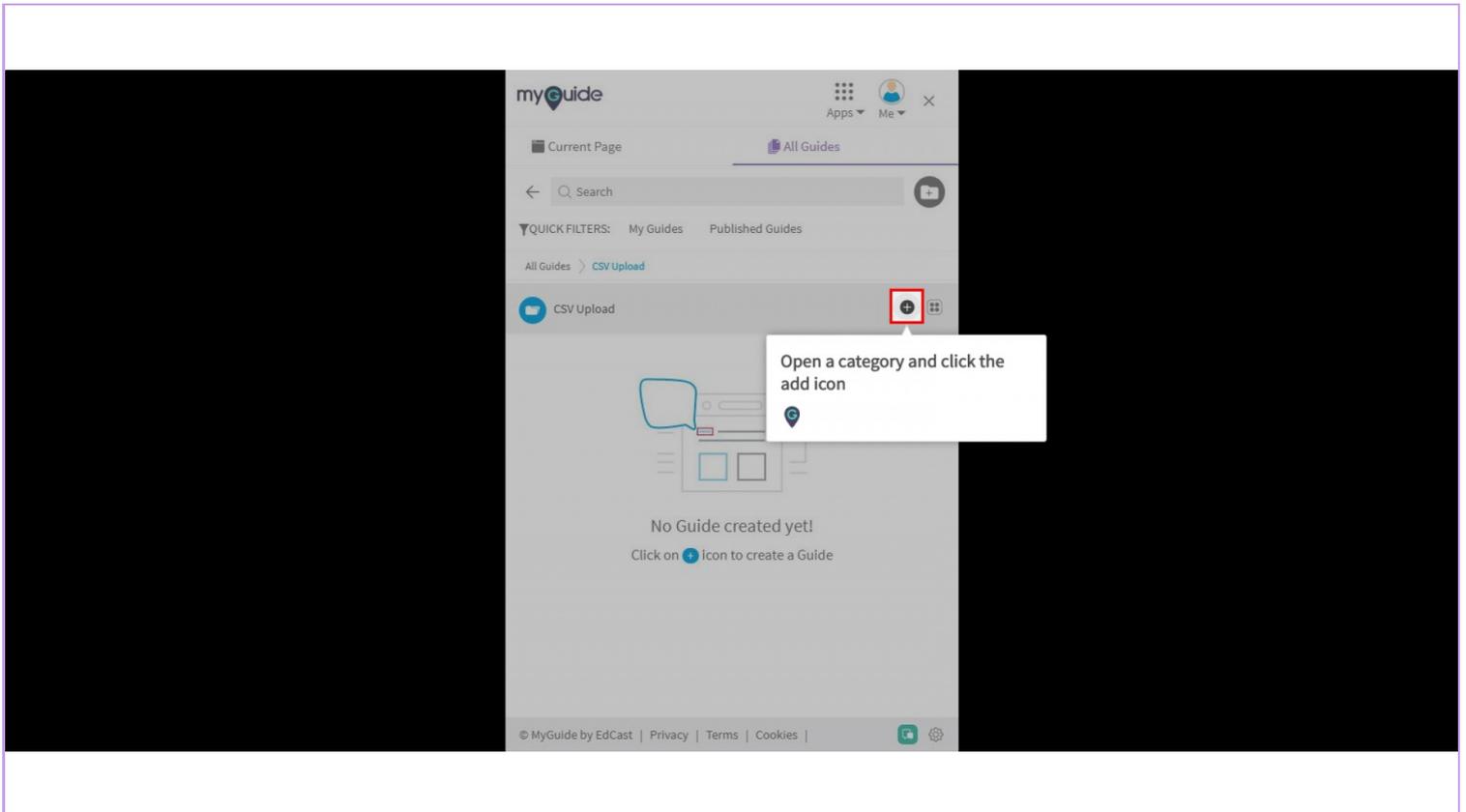




## How to Add Multiple Users in a Single Go

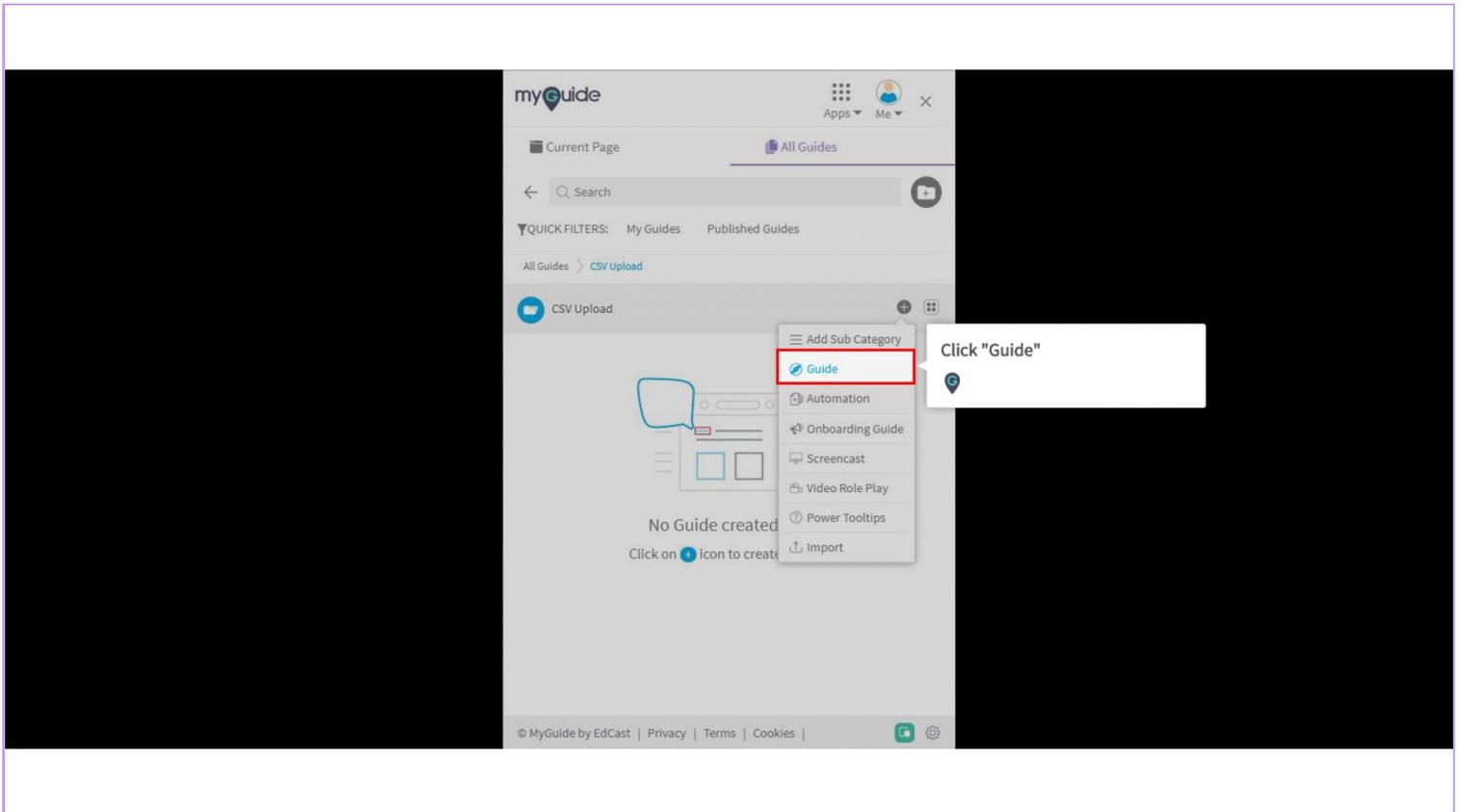
# Step: 01

Open a category and click the add icon



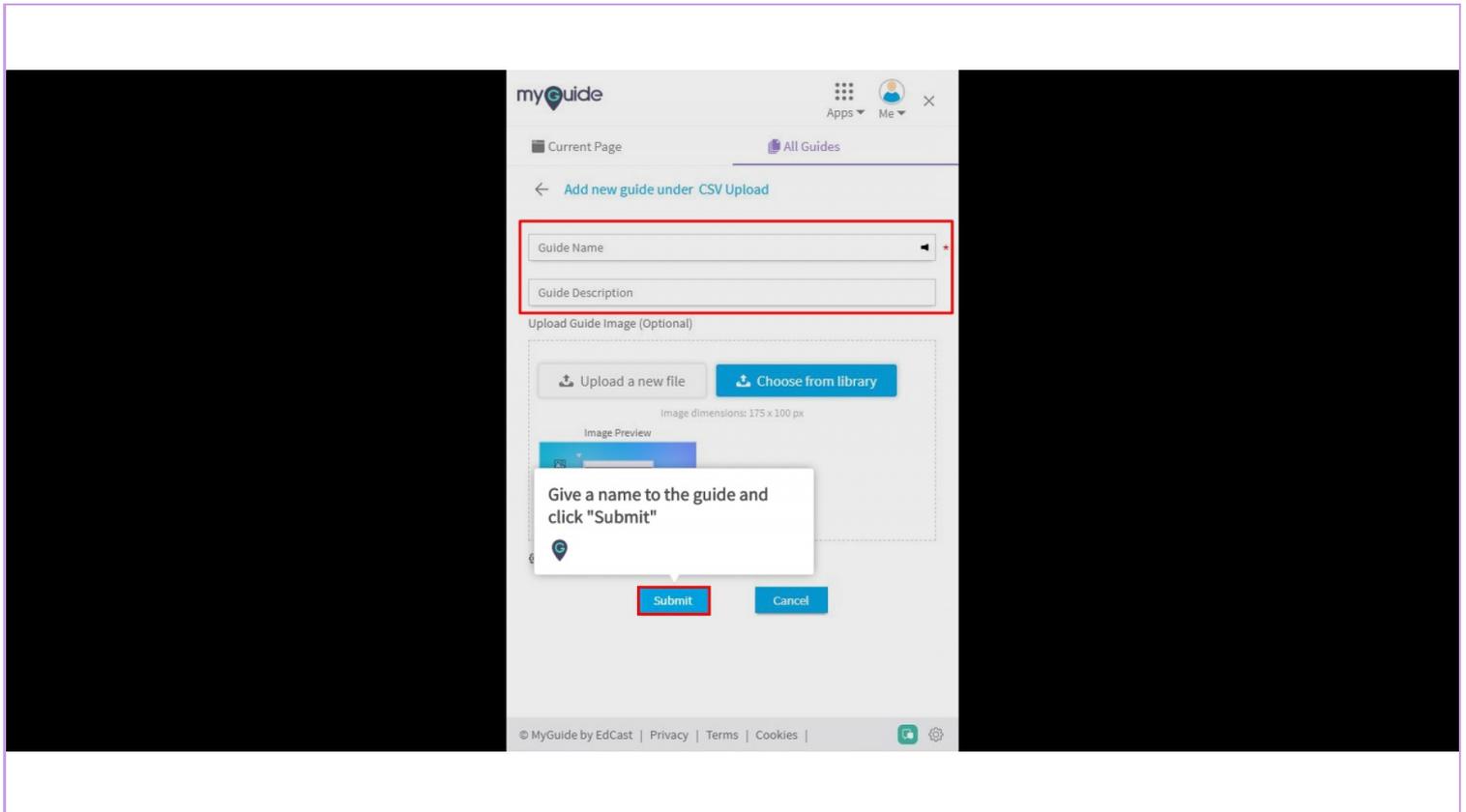
## Step: 02

Click "Guide"



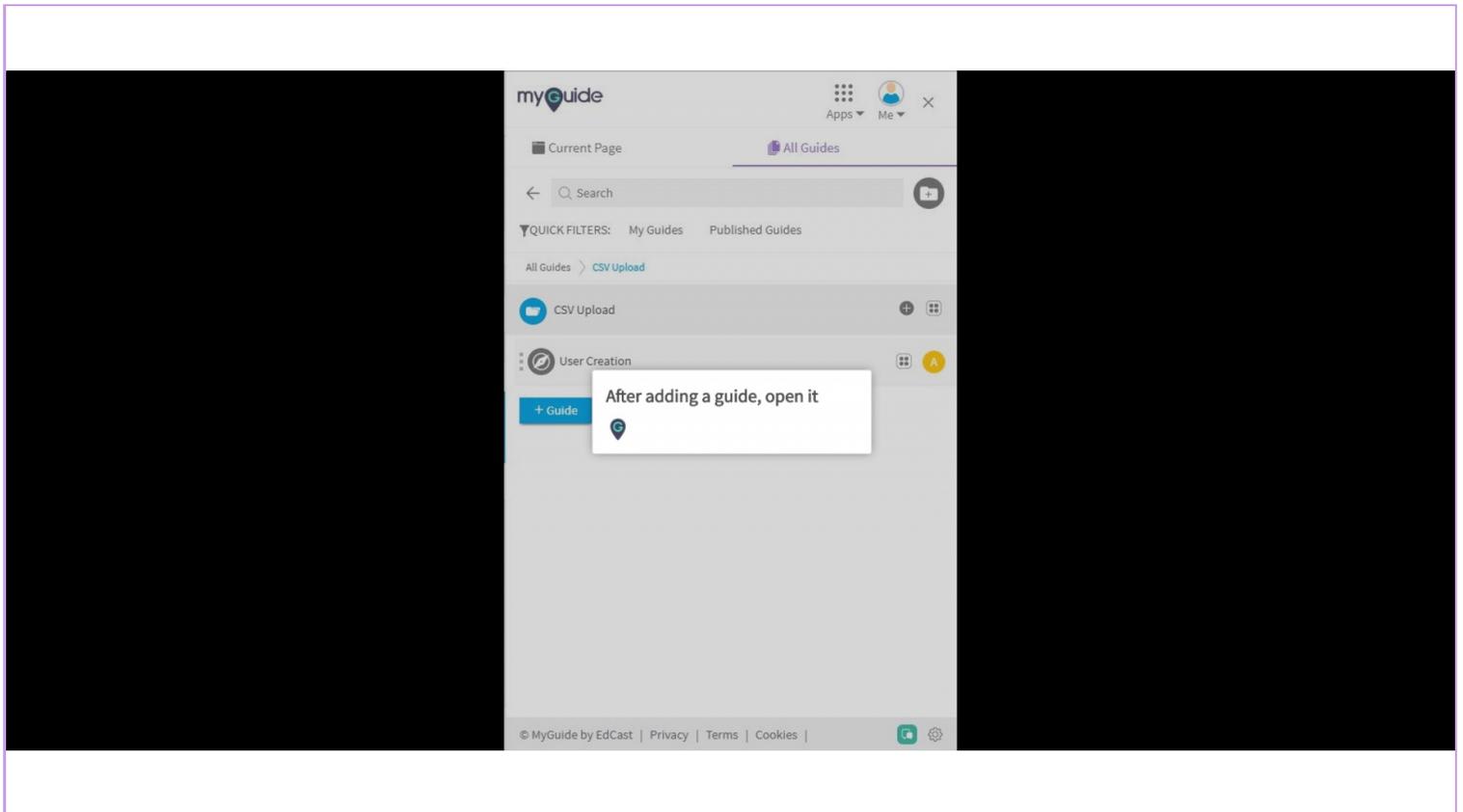
## Step: 03

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

The screenshot displays the myGuide automation configuration interface. On the left sidebar, the 'Automation' section is expanded, and the 'Enable default data entry' checkbox is highlighted with a red border. A callout box points to this checkbox with the text: "Go to the Automation section and select the 'Enable default data entry' checkbox". Another callout box points to the main automation step area with the text: "Now we need to add the necessary steps which complete the process of adding a user". The main area shows a step configuration for "Enter 'First name'" with a "myGuide" logo and a "Save" button. The interface also includes a "Settings" section with various options like "This step is optional", "Do not hide step popup", and "Requires human interaction".

## Step: 06

Select the CSV radio button

The screenshot displays the configuration interface for a step in the myGuide system. The left sidebar contains various settings:

- Triggers:** On change of value (for select field), On click anywhere on the page, On click in a page, pause this guide, On typing text (for text boxes), After 4 seconds.
- Settings:** This step is optional, Do not hide step popup, when step element gets hidden, Hide previous button.
- Automation:** Enable default data entry (checked), Custom, **CSV** (highlighted with a red box), Column N.
- Other options:** Requires human interaction, Requires screen capture.
- Delay step playback (in seconds):** Select (dropdown).
- Reselect Element:** Button.
- Select any sensitive area to hide from screen:** Input field.

The main area shows a preview of the step: "User > Add" with a "myGuide" logo and a text input field. A tooltip above the input field says "Enter 'First name'". The interface includes "Save" and "Cancel" buttons at the bottom right of the preview area and "Cancel" and "Save" buttons at the bottom of the sidebar. The user's name "Aishwarya" and a "DOWNLOAD" link are visible in the top right corner.

## Step: 07

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

Enter column name

The screenshot displays the myGuide automation tool interface. On the left, a settings panel is visible with the following options:

- On change of value (for select field)**
- Note that the column name entered here should match the column name of the csv file which we will export later** (highlighted in a white box)
- Settings**
  - This step is optional
  - Do not hide step popup, when step element gets hidden.
  - Hide previous button
- Automation**
  - Enable default data entry
    - Custom Input
    - CSV
      - (highlighted with a red border)
  - Requires human interaction
  - Requires screen capture
- Delay step playback (in seconds) (Useful if host app is taking long to load page) [Select ▼]
- Reselect Element [button]
- Select any sensitive area to hide from screen [input type="text"]
- [Cancel] [Save]

The main interface shows a step configuration for a page titled "User > Add". A popup dialog prompts the user to "Enter 'First name'" with a myGuide logo. Below this, another popup dialog prompts the user to "Enter column name" with a myGuide logo. The background interface includes a "myGuide" logo, a "DOWNLOAD" button, and a user profile "Aishwarya". At the bottom right, there is a footer: "Need any help, please mail us at support@edcast.com".

## Step: 08

Save the step.

Similarly, add all the required steps

The screenshot displays the configuration interface for a step in the myGuide application. On the left, a settings panel is visible with the following sections:

- Triggers:** A list of trigger options including "On change of value (for select field)", "On click anywhere on the page", "On click in a page, pause this guide", "On typing text (for text boxes)", and "After 4 seconds".
- Settings:** A section with checkboxes for "This step is optional", "Do not hide step popup, when step element gets hidden.", and "Hide previous button".
- Automation:** A section where "Enable default data entry" is checked. Under this, "Custom Input" and "CSV" are radio button options. A text input field contains "First Name".
- Other options:** Checkboxes for "Requires human interaction" and "Requires screen capture".
- Delay step playback (in seconds):** A dropdown menu set to "Select".
- Reselect Element:** A button with a magnifying glass icon.
- Select any sensitive area to hide from:** A section with a location pin icon.

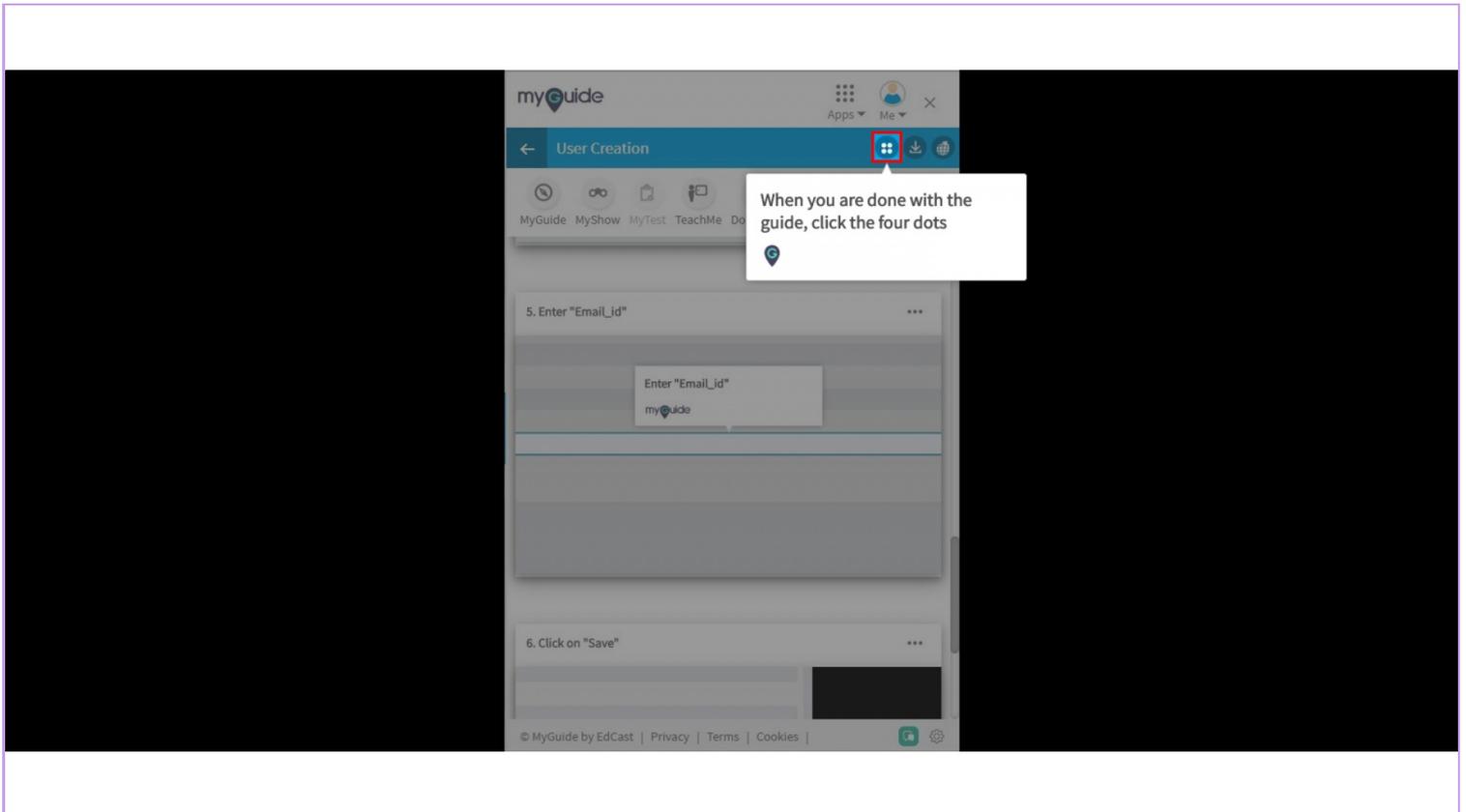
At the bottom of the settings panel, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red border. A white callout box with a location pin icon points to the "Save" button, containing the text: "Save the step. Similarly, add all the required steps".

The main area of the interface shows a preview of the step being configured. It features a "myGuide" logo, a "User > Add" header, and a text input field with a blue border. A white callout box with a location pin icon points to the input field, containing the text: "Enter 'First name'".

At the bottom right of the preview area, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red border. At the bottom right of the entire interface, there is a footer text: "Need any help, please mail us at support@edcast.com".

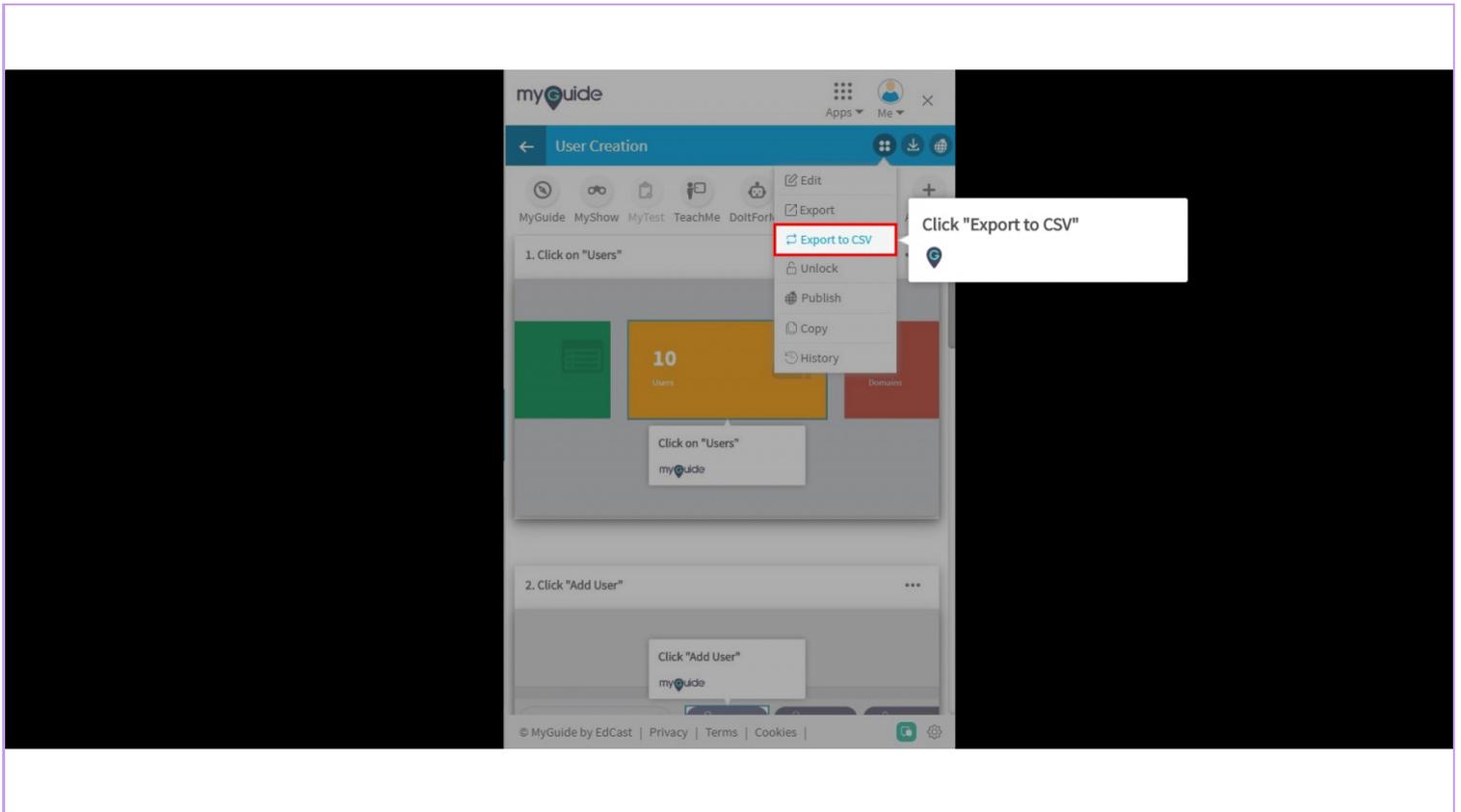
## Step: 09

When you are done with the guide, click the four dots



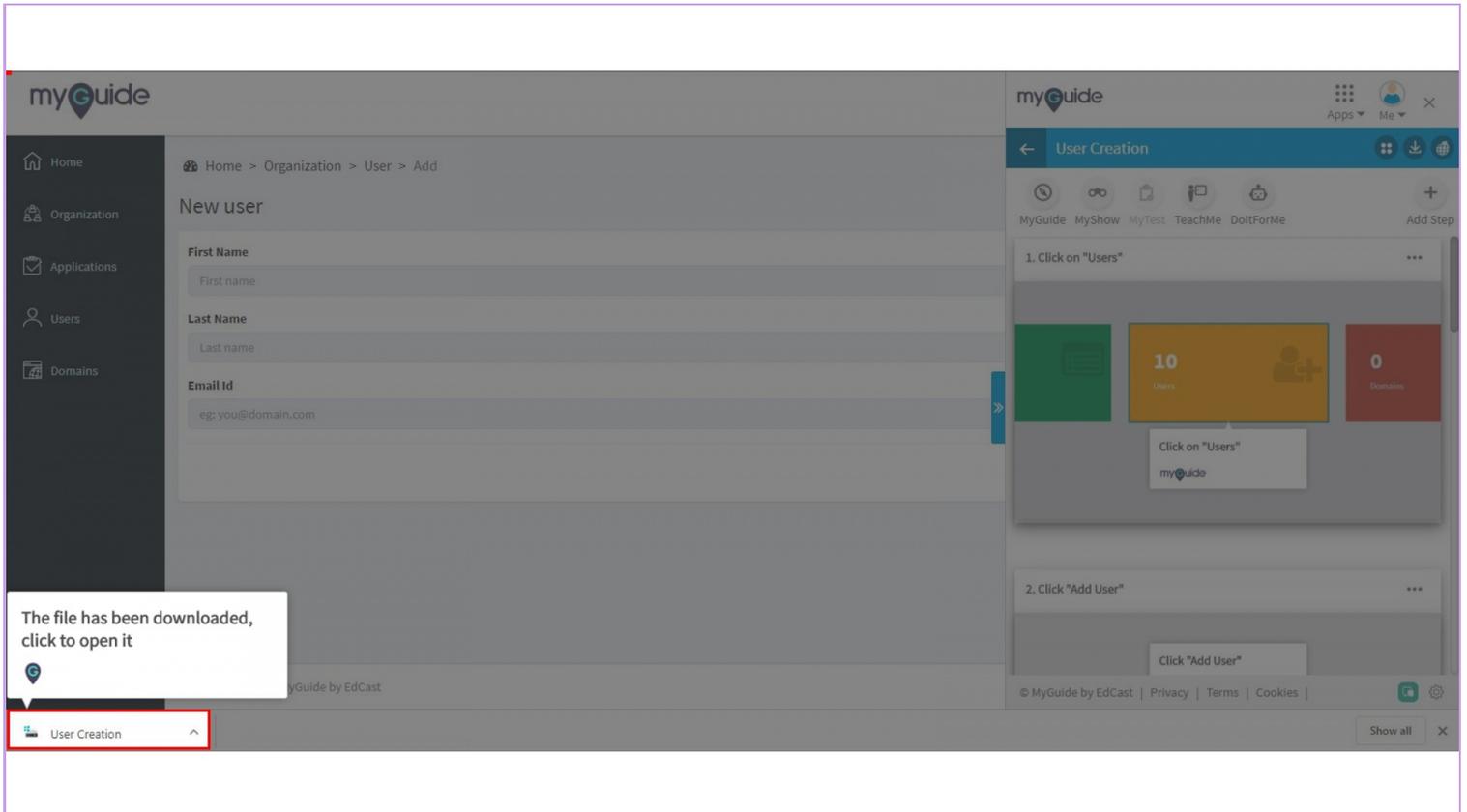
## Step: 10

Click "Export to CSV"



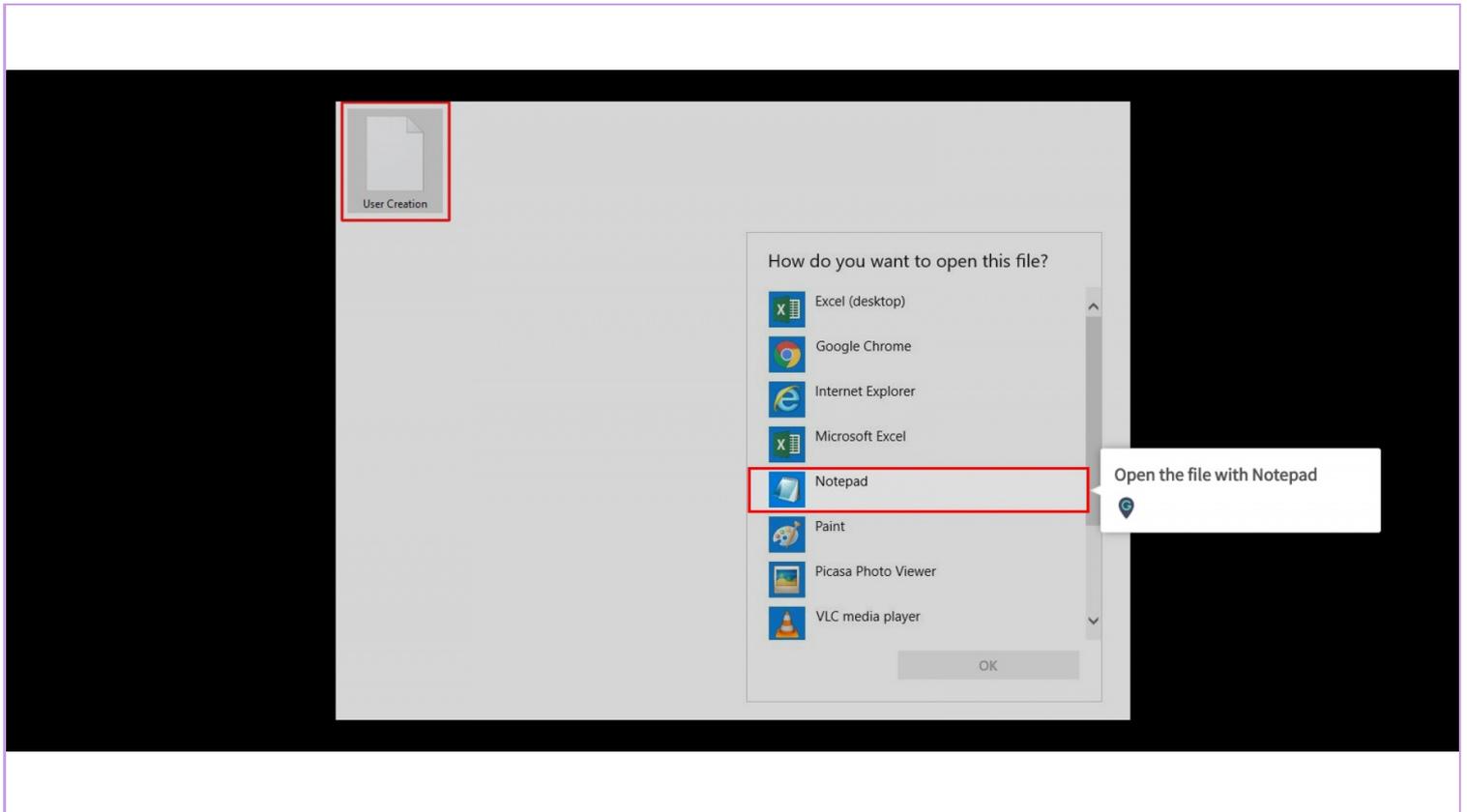
# Step: 11

The file has been downloaded, click to open it



## Step: 12

Open the file with Notepad



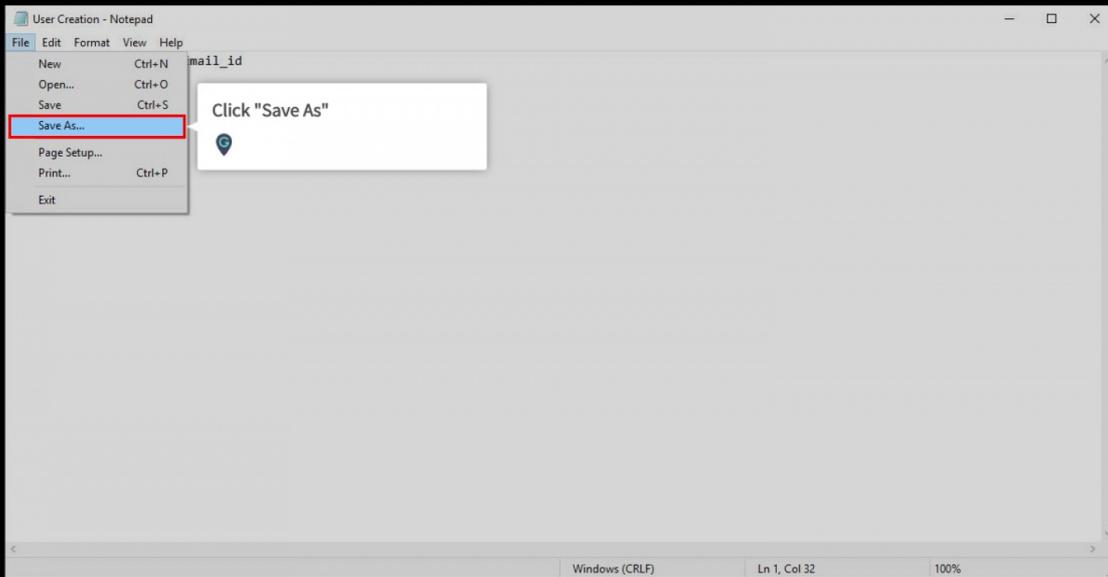
## Step: 13

Click "File"



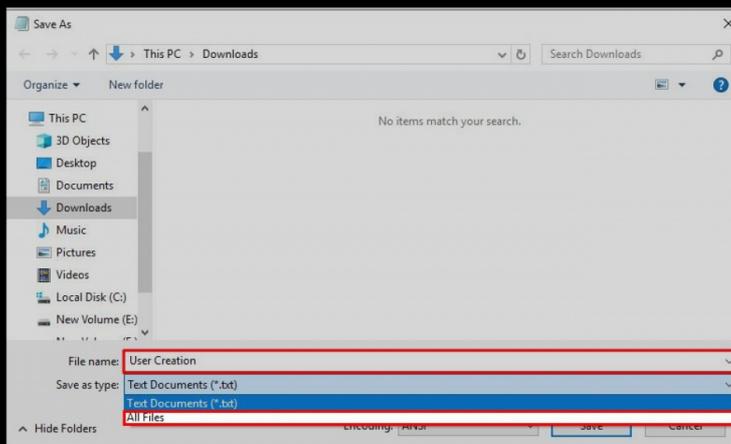
## Step: 14

Click "Save As"



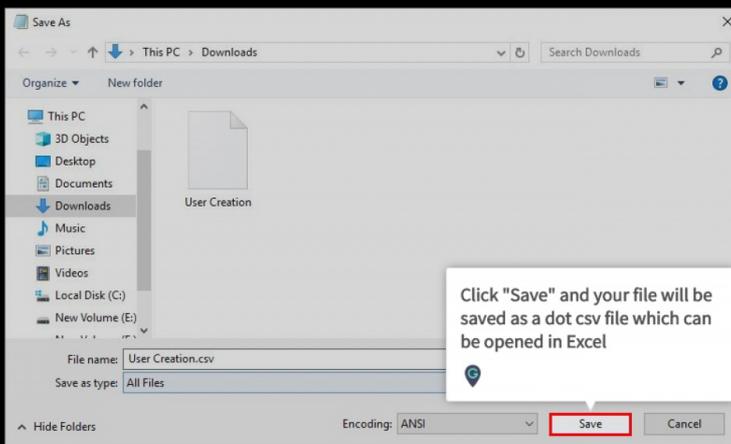
## Step: 15

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



## Step: 16

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



## Step: 17

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

The screenshot shows an Excel spreadsheet with the following table:

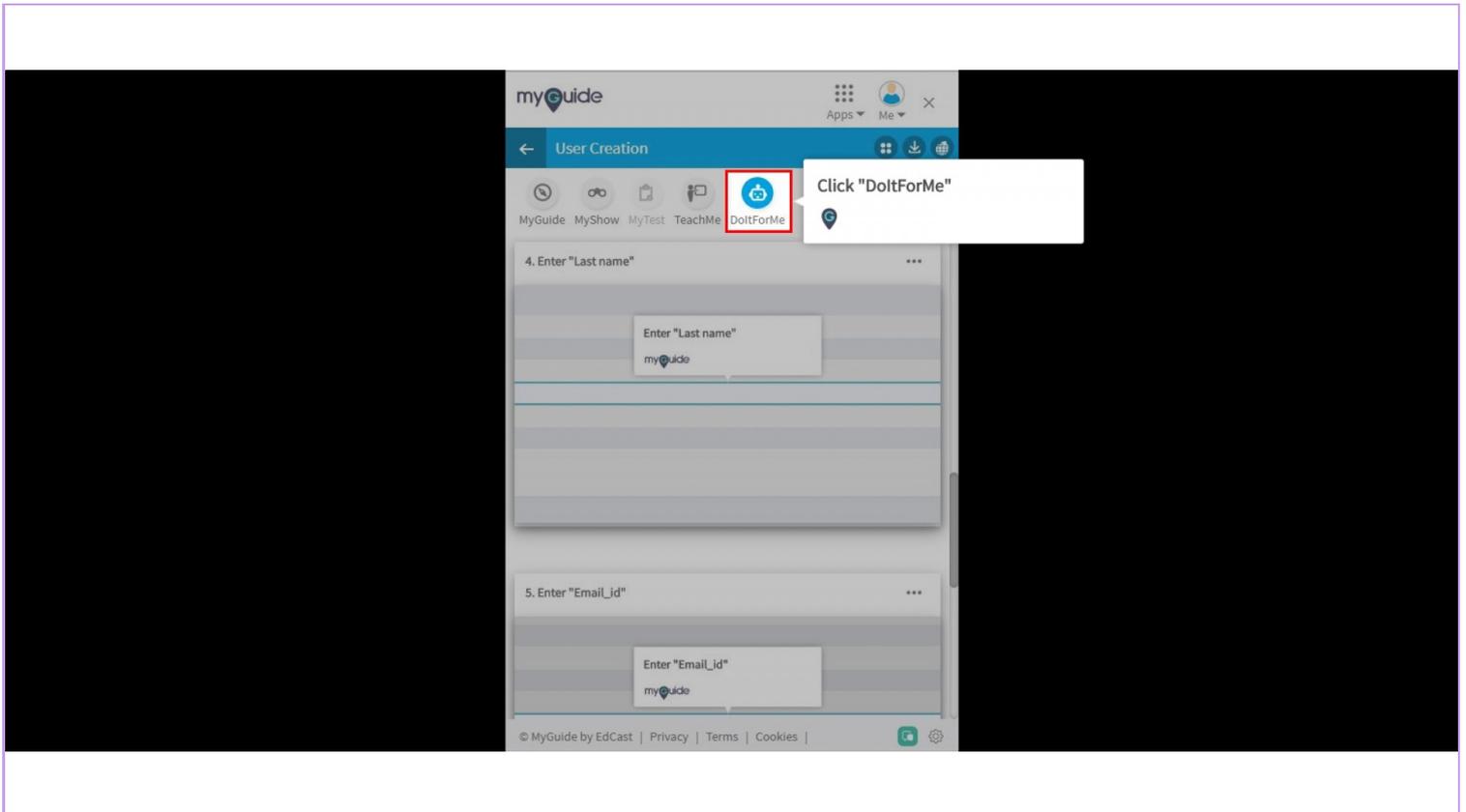
	A	B	C
1	First Name	Last Name	Email ID
2	A	A	1
3	B	A	1
4	C	A	1
5	D	A	1

Two callout boxes are present:

- Top callout: "Open the newly saved file and fill the columns with as many user details as you want to add and again save it"
- Bottom callout: "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"

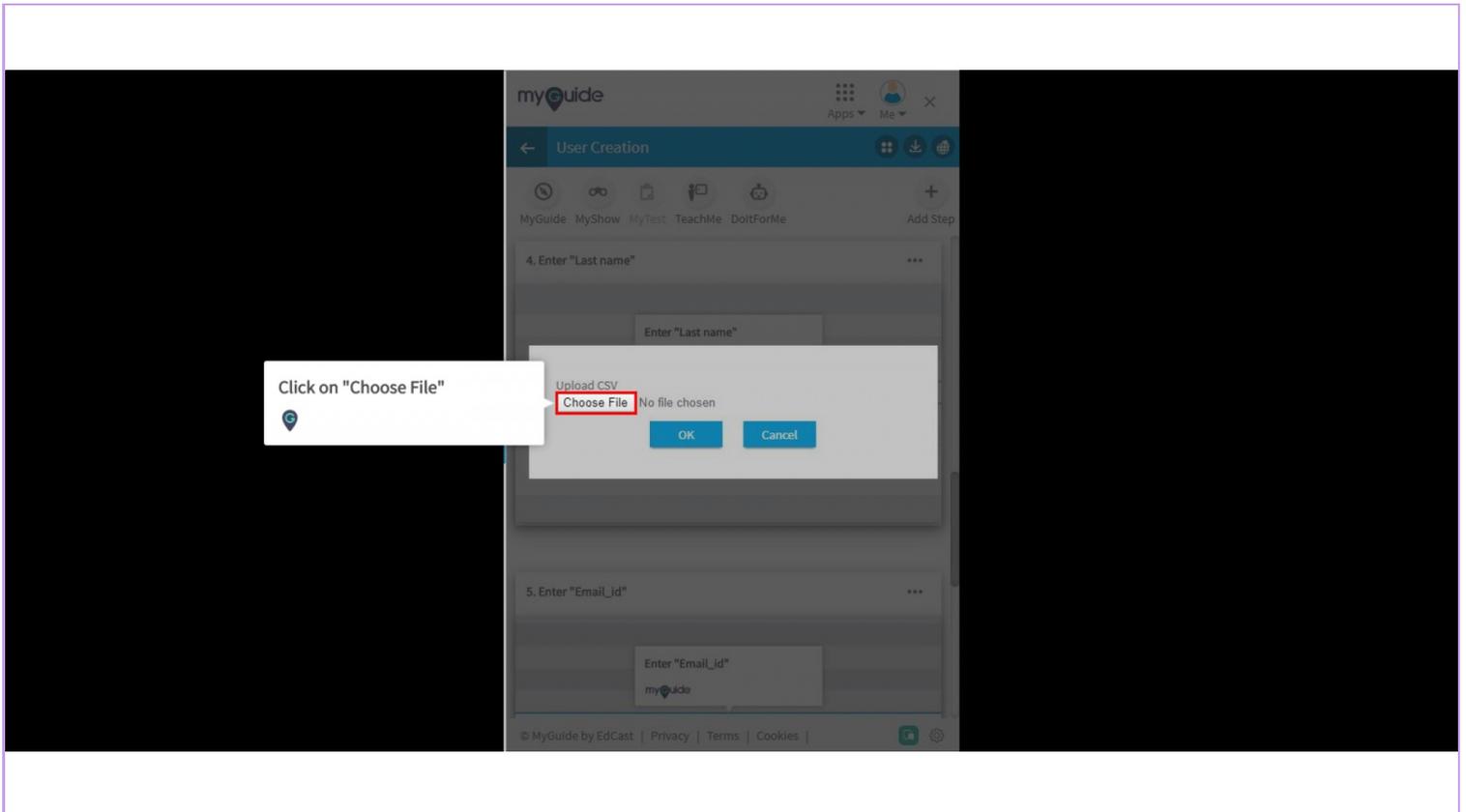
## Step: 18

Click "DoltForMe"



## Step: 19

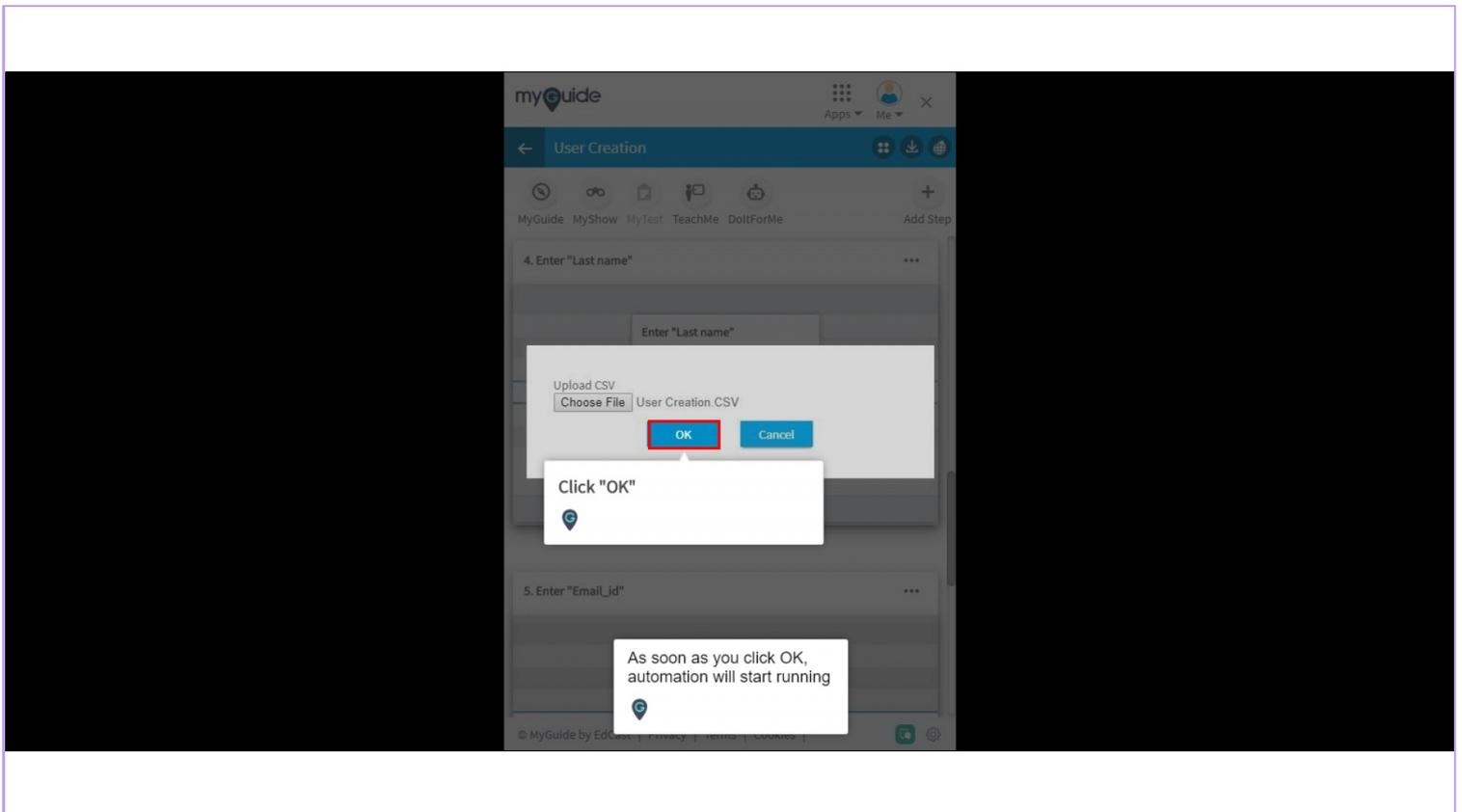
Click on "Choose File"



## Step: 20

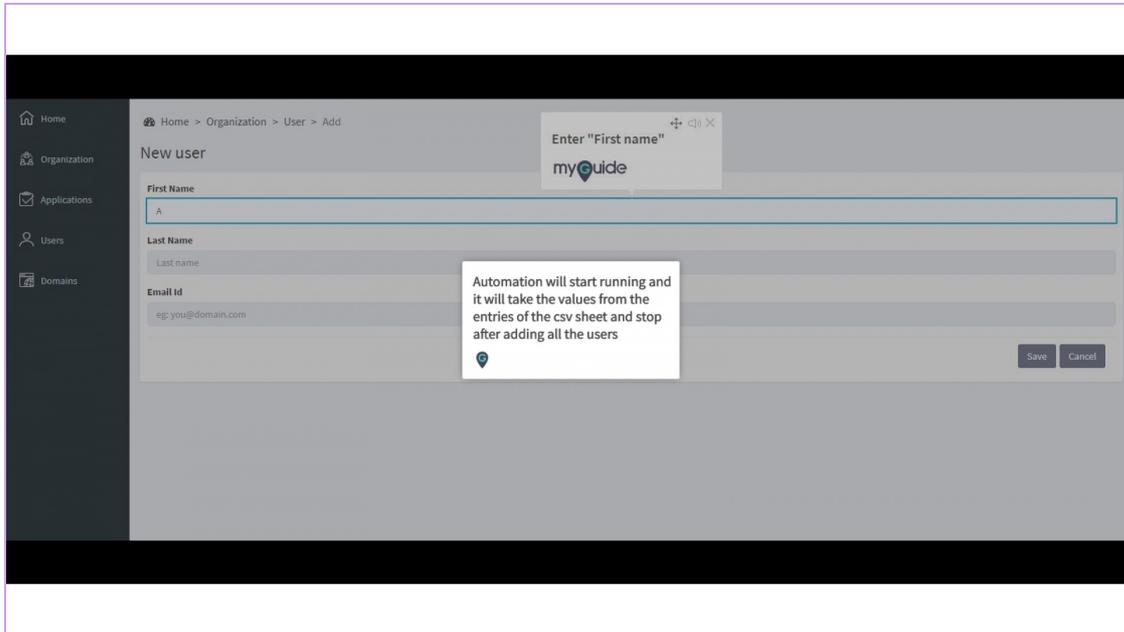
As soon as you click OK, automation will start running

Click "OK"



## Step: 21

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



# Thank You!

[myguide.org](https://myguide.org)