User Import through a CSV file can be very helpful when adding many new users to a site.

Will need to be logged on to the Web Portal, instructions can be found in the "AirAllow Basic Web Portal Quick Start Guide".

1. Create a .CSV file
   a. Have the following headings listed here: **"name"**, **"email"**, **"agAll"**, **"ag1_door"**, **"ag1_sch"**, **"ag2_door"**, **"ag2_sch"**, **"ag3_door"**, **"ag3_sch"**, **"ag4_door"**, **"ag4_sch"**

	A	B	C	D	E	F	G
1	name	email	role	agAll	ag1_door	ag1_sch	ag2_do
2	Mike Smith	msmith@cozyhome.com	guest	TRUE	Front Door	morning	Back Do
3	Chuck Sweeney	chuch@cozyhome.com	user	FALSE	Front Door	Cleaning	
4	Tom Joseph	tj_owner@cozyhome.com	admin	TRUE	Front Door	night shift	

Name and email or only required headers

   b. **Name**, enter the user's names
   c. **Email**, enter each users email, this can be used to send an invitation to the Enclave
   d. Enter the new user's role. Enter **"Guest"** if you would like for them to strictly use the Virtual Keypad screen to unlock doors and have no other permissions. Enter **"User"** if you want to give the user the option to use the Mobile Credential Unlock or the Virtual Keypad. Enter **"Admin"** if you would like for them to have User and Door Management capabilities. Role defaults to **"User"**
   e. **"agAll"** means access to all doors in the site (can unlock all doors using the Mobile Credential Unlock screen) enter **True** to have access to all doors and **False** otherwise.
   f. for the **"ag#_doors"** enter the door you want to assign the user access to, then in the **"ag#_sch"** add the schedule (times they can unlock that door) to their permissions. Schedule times and names correspond to the schedules already made in the site.
2. Select the **Cloud with an Arrow**
3. Upload the newly created file
4. Send email invitations to the Enclave by selecting the **Edit Button** next to the desired user and select the **Envelope**, will send an email to the email listed.