

# Hosted PBX by Golden West

## Importing Users

A quick way to add users into the system is by importing them. The system accepts users in comma-separated-value (CSV) format. As part of this procedure, you can download a CSV-formatted template that can be opened using Microsoft Excel, populate the template with users, and then import the template.

1. From the Users page, click the **Import** button. The Import Users pop-up window appears.



2. To download a template that you can populate and import into the system:
  - Click the **Download Template** button.
  - Save the template to an area you can access.
  - Open the template, populate it with users, and then save the template.
3. Click the **Browse** button, navigate to the location where the file containing the users to be imported is located, click the file, and then click **Open**.
4. Click **Upload**. The system shows a preview of the data to be imported and allows you to edit the values if needed.