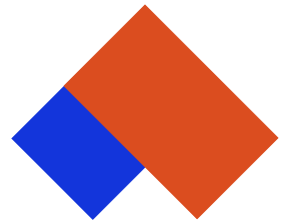


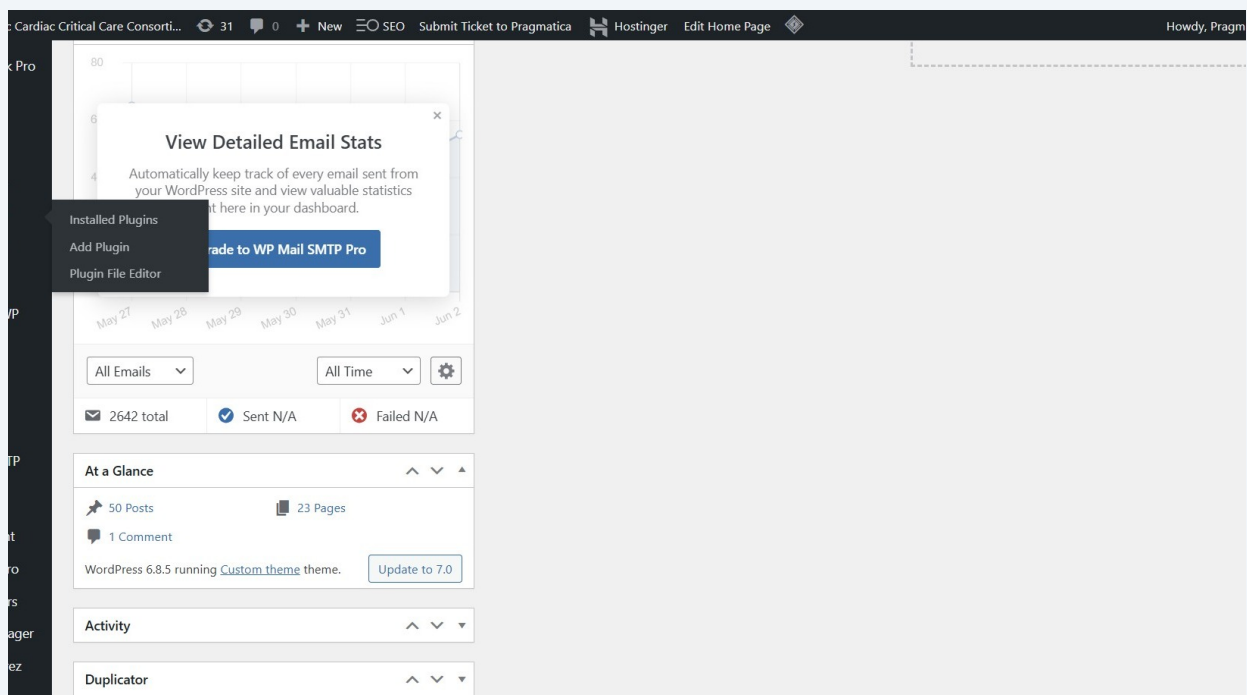
How to Import Users via CSV on PC4 Website



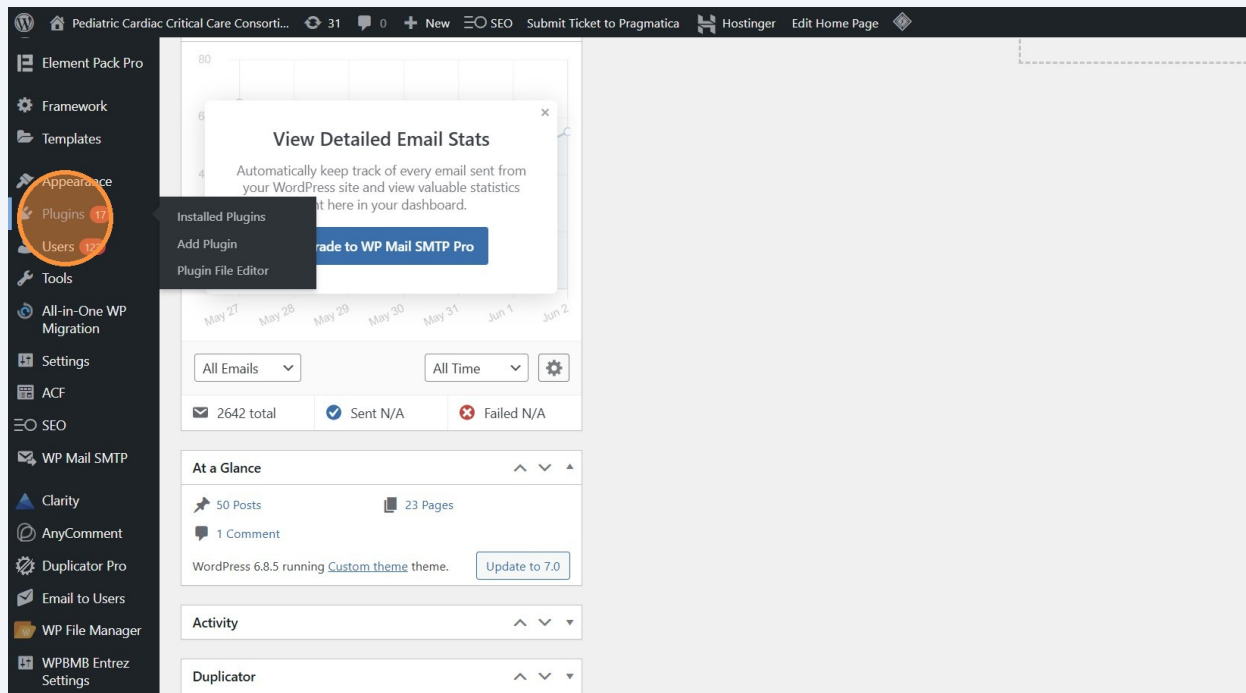
Learn how to efficiently manage your user database by importing member information using a CSV file within the WordPress dashboard. This guide provides a straightforward process for uploading user roles and updating existing accounts to keep your site organized.

Navigation

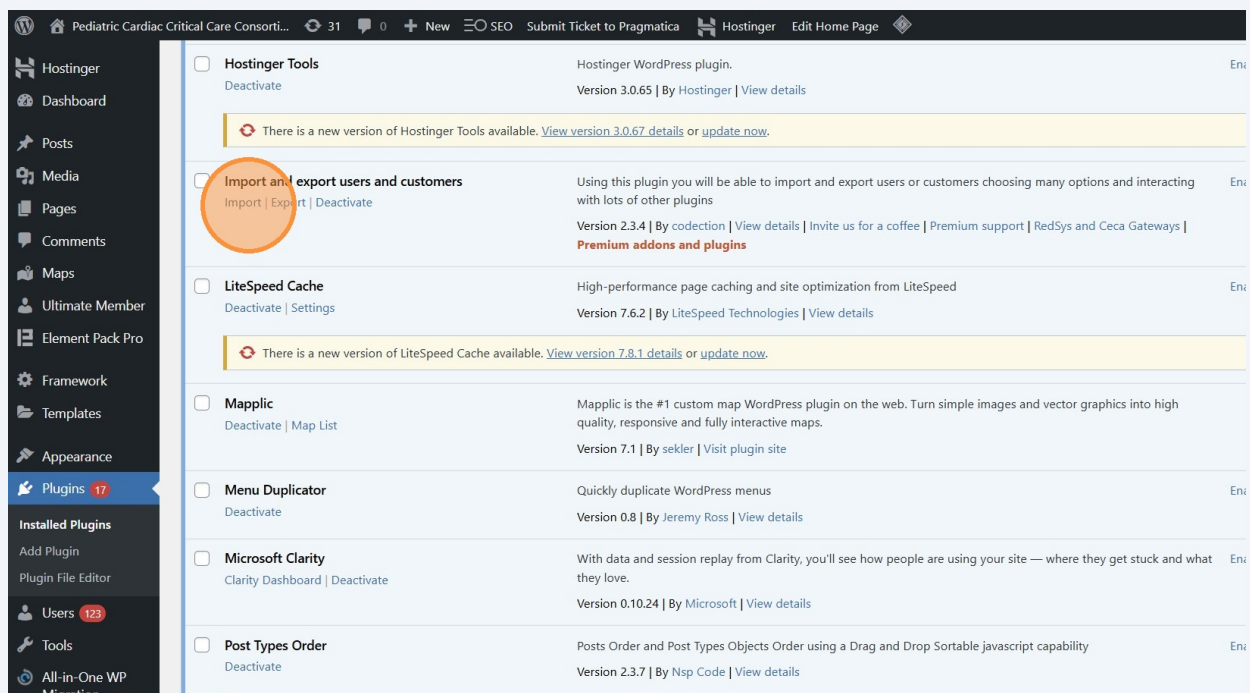
1 Navigate to <https://pc4quality.org/wp-admin/index.php>



2 Click "Plugins"



3 Find "Import and export users and customers" plugin and click "Import"



Import Configuration

4

Click "Choose File" and upload your CSV file. Your CSV File must contain following fields:

Username (can be the same as email OR a combination of the first and last name)

Email

First Name

Last Name

WordPress 7.0 is available! [Please update now.](#)

Import Export Settings Log Documentation More...

Backend Frontend Recurring Execution log

File

CSV file (required) **Choose File** No file chosen or you can choose directly a file from your host or from an external URL [click here](#).
You can also import XLSX, XLS or ODS files with the [File Formats](#) addon.

Roles

Default role

You can also import roles from a CSV column. Please read the Documentation tab to see how this can be done. WordPress core allows assigning multiple roles to a user; however, the default interface only displays one role, although some plugins solve this limitation.

Options

Update users

Users not present in CSV file

Available Tools

- Import
- Export
- Site Health
- Export Personal Data

Having trouble?

- You can [submit a ticket](#)

5

Select the most appropriate role from the role dropdown.
FYI: Approved to the members dashboard are ARMember

WordPress 7.0 is available! [Please update now.](#)

Import Export Settings Log Documentation More...

Backend Frontend Recurring Execution log

File

CSV file (required) [Choose File](#) jabra_dummy_users.csv or you can choose directly a file from your host or from an external URL [click here](#).
You can also import XLSX, XLS or ODS files with the [File Formats add-on](#).

Roles

Default role [x](#) Subscriber

You can also import roles from a CSV column. Please read the Documentation tab to see how this can be done. WordPress core allows assigning multiple roles to a user; however, the default interface only displays one role, although some plugins solve this limitation.

Options

Update users

Users not present in CSV file

Actions

The CSV must have at least columns: username and email in that order. Extra columns are ignored. Both fields are required and must be matched by their header in the CSV. Read the documentation for more details. [the Allow No Email add-on](#) plugin is case sensitive.

Having issues?

- You can create a ticket on [support forum](#)
- You can ask for premium support at contacto@codection.com
- [Buy me a coffee](#) · [Become a sponsor](#)

6

Expand the "Options" section.

Backend Frontend Recurring Execution log

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Actions

[Start importing](#)

[Save Settings](#)

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PREMIUM ADD-ONS

Having issues?

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7

You can send an email to uploaded users to invite them to visit PC4 website (need to click the checkmark on the right. Email template must be edited before sending, but it is self explanatory as it is.

Howdy, Pragmatica-admin

Actions

Start importing

Save Settings

The CSV must have at least 2 columns: **username** and **email**, in that order. Extra columns are matched by their header name. Both fields are required unless you use [the Allow No Email addon](#). Read the documentation on how **passwords are managed**. This plugin is **case sensitive**.

PREMIUM ADDONS

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[Buy me a coffee](#) - [Become a patron](#)

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ons

What should the plugin do with empty cells?

Send email

Do you wish to send an email from this plugin with credentials and other data? ([email template found here](#)) ☐

Do you wish to send this mail also to users that are being updated? (not just to the one which are being created) ☐

Force users to reset their passwords?

If a password is set to a user and you activate this option, the user will be forced to reset their password at their first login ☐

Please, [read the documentation](#) before activating this option

Update users

Users not present in CSV file

8

Expand the "Update users" section.

Users 123

Tools

- Available Tools
- Import
- Export
- Site Health
- Export Personal Data
- Erase Personal Data
- Menu Duplicator
- Import and export users and customers
- All-in-One WP Migration
- Settings
- ACF
- SEO
- WP Mail SMTP
- Clarity
- AnyComment
- Duplicator Pro
- Email to Users
- WP File Manager

Options

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PREMIUM ADDONS

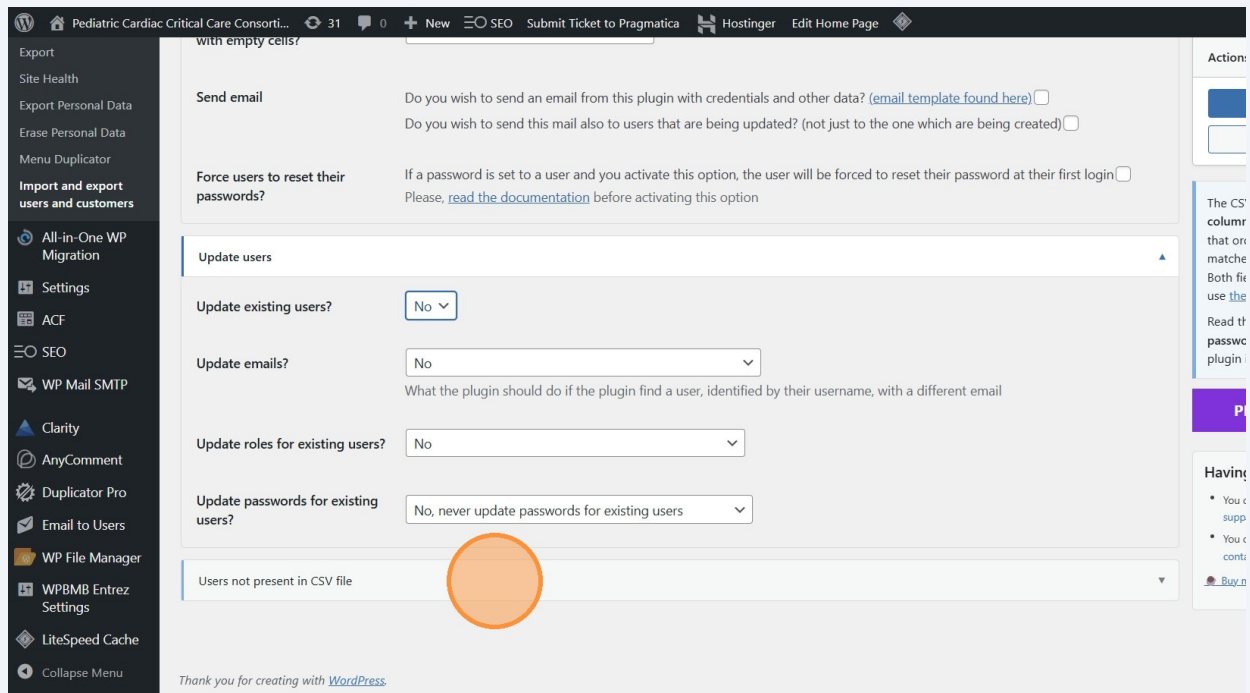
Having issues?

- You c supp
- You c conti

[Buy n](#)

9

Expand the "Users not present in CSV file" section to make changes to the process. It is recommended to keep default values here



The screenshot shows the 'Import and export users and customers' settings page. The 'Update users' section is expanded, showing options for updating existing users, emails, roles, and passwords. The 'Users not present in CSV file' section is highlighted with an orange circle. The sidebar on the left contains various WordPress plugins and settings. The right sidebar contains links to documentation and support.

Send email: Do you wish to send an email from this plugin with credentials and other data? (email template found here) ☐
Do you wish to send this mail also to users that are being updated? (not just to the one which are being created) ☐

Force users to reset their passwords?: If a password is set to a user and you activate this option, the user will be forced to reset their password at their first login ☐
Please, [read the documentation](#) before activating this option

Update users

Update existing users? No

Update emails? No
What the plugin should do if the plugin find a user, identified by their username, with a different email

Update roles for existing users? No

Update passwords for existing users? No, never update passwords for existing users

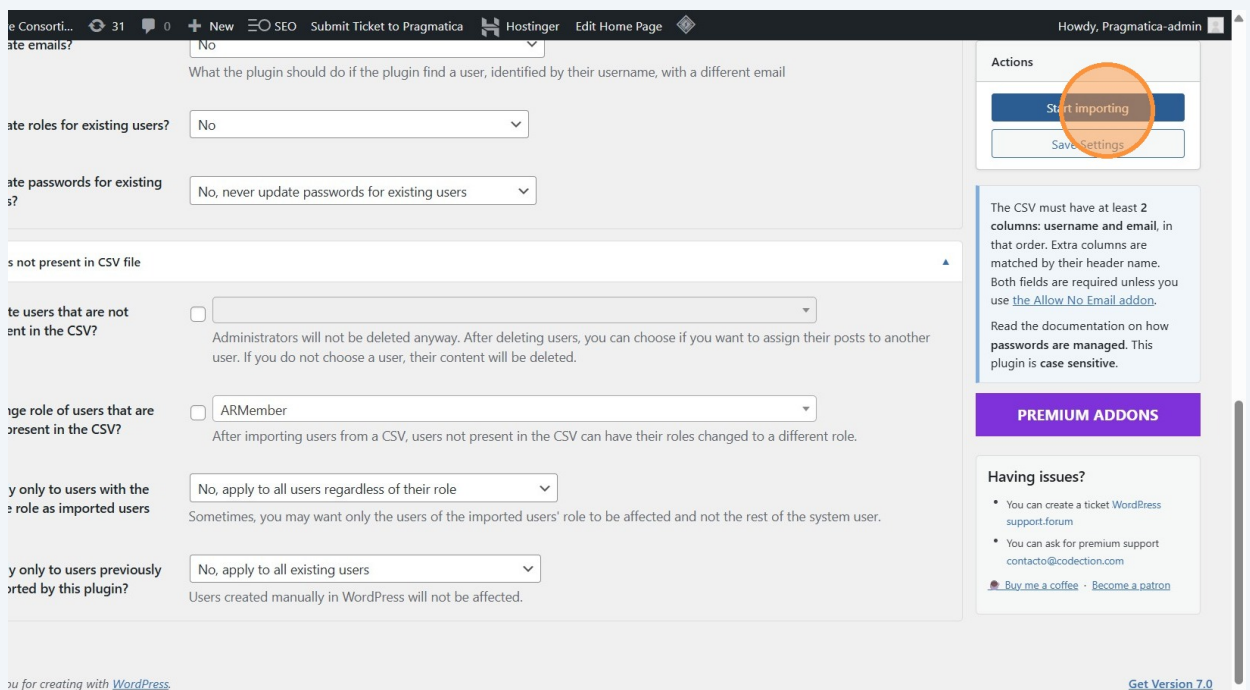
Users not present in CSV file

Thank you for creating with [WordPress](#)

Import Execution

10

Click "Start importing" to begin the user import.



The screenshot shows the 'Import and export users and customers' settings page. The 'Start importing' button is highlighted with an orange circle. The 'Users not present in CSV file' section is expanded, showing options for deleting users, assigning roles, and applying settings. The sidebar on the left contains various WordPress plugins and settings. The right sidebar contains links to documentation and support.

Start importing
Save Settings

The CSV must have at least 2 columns: **username and email**, in that order. Extra columns are matched by their header name. Both fields are required unless you use [the Allow No Email add-on](#).
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PREMIUM ADDONS

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11

Click this field to verify imported records. For the purpose of this test we used a csv file with dummy user names, dummy users were removed from the website database after.

critical Care Consorti... 31 0 + New SEO Submit Ticket to Pragmatica Hostinger Edit Home Page Howdy, Pragmatica-admin

Importing users

Ready to registers

First row represents the format of the sheet

Inserting and updating data

18 entries per page Search:

Row	username	email	first_name	last_name	user_role
1	jabra1	jabra1@example.com	Jabra	One	subscriber
2	jabra2	jabra2@example.com	Jabra	Two	subscriber
3	jabra3	jabra3@example.com	Jabra	Three	subscriber

Showing 1 to 3 of 3 entries

« < 1 > »

Results

Users processed	3
Users created	3