



Layout Users Import

Use ";" (semicolon) as the separator column.

Col	Content	Comments
1	Username	User login
2	Password	User password
3	Name	Full name of user
4	Login type	1- Pop 2- AD 3- Helpdez k
5	Email	User email. If not, leave blank
6	Access Level	user: Normal user operator: Operator
7	Company	Company Name - exactly as it is registered in Helpdez k
8	Department	Department Name - exactly as it is registered in Helpdez k
9	Vip User	0: Normal user 1: Vip User
10	Phone	Phone user. If not, leave blank
11	Extension	User's extension. If not, leave blank
12	Mobile Phone	User's mobile phone. If not, leave blank
13	Status	0: Inactive / 1: Active
14	Gender	M: Male / F: Female
15	Cos Center Name	Cost center name. If not, leave blank. If want use a existing, put the same name (the name and code need is the same)
16	Cost Center Code	Cost center code. If not, leave blank. If want use a existing, put the same name (the name and code need is the same).