



# IMPORT/EXPORT

*Importing and exporting application users  
has never been easier*

## **IMPORT/EXPORT**

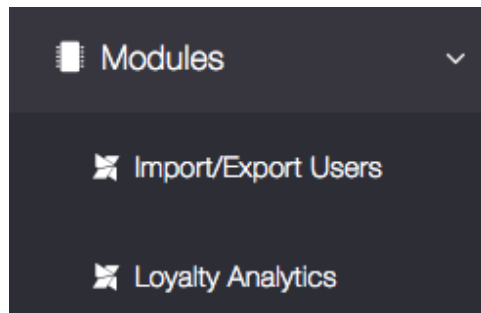
V1.0

## 1. WELCOME

The **Import/Export** Siberian CMS module will allow you to import an existing database of users and generate a welcome email. The module currently supports the import of two file formats: csv and xlsx. This module will also allow you to export your application's users.

## 2. SETUP

Once you've installed the zip file through the Siberian CMS back-office, the **Import/Export** will be available under the Module menu item (figure 2.1). This is the only setup step to get this module to work for you.



### A. IMPORTING

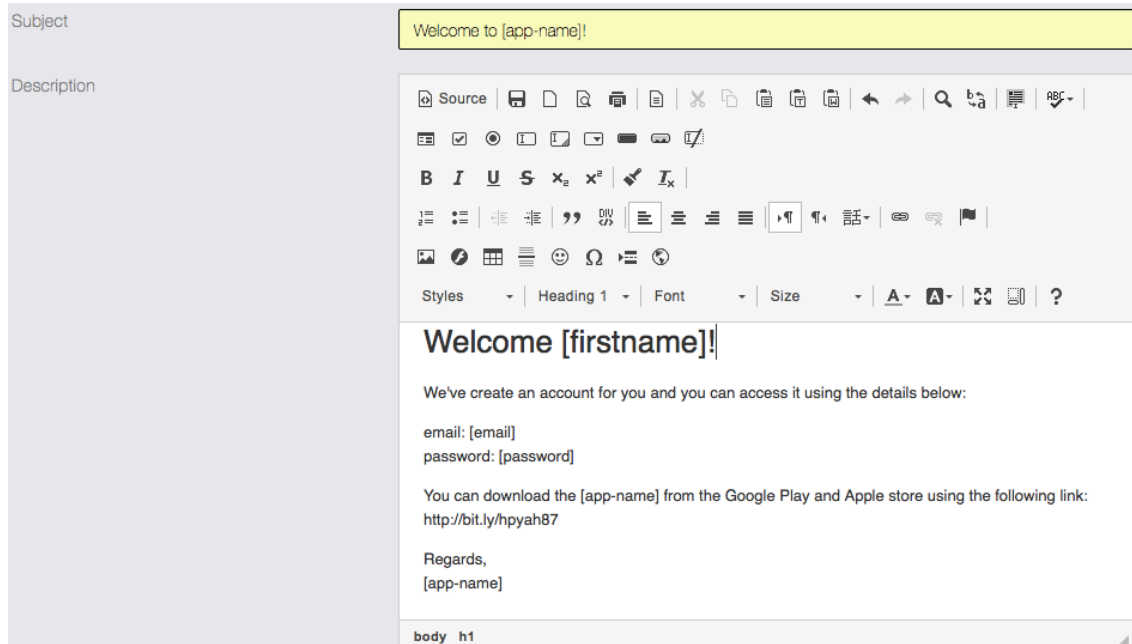
Please make sure you download a sample of the structure of the file before you attempt to import your file. Your user database needs to be properly formatted, namely some fields will have to be added, so that the import can occur successfully. The column order and number need to be respected (figure 2.D.1).

Figure 2.D.1 – Selecting the loyalty card layout

	A	B	C	D	E	F	
1	firstname	lastname	email	nickname	civility	can_access_locked_features	
2	Peter	Pan	peterpan2017@mailinator.com	peter	m		1
3	John	Smith	johnsmith2017@mailinator.com	john	m		0

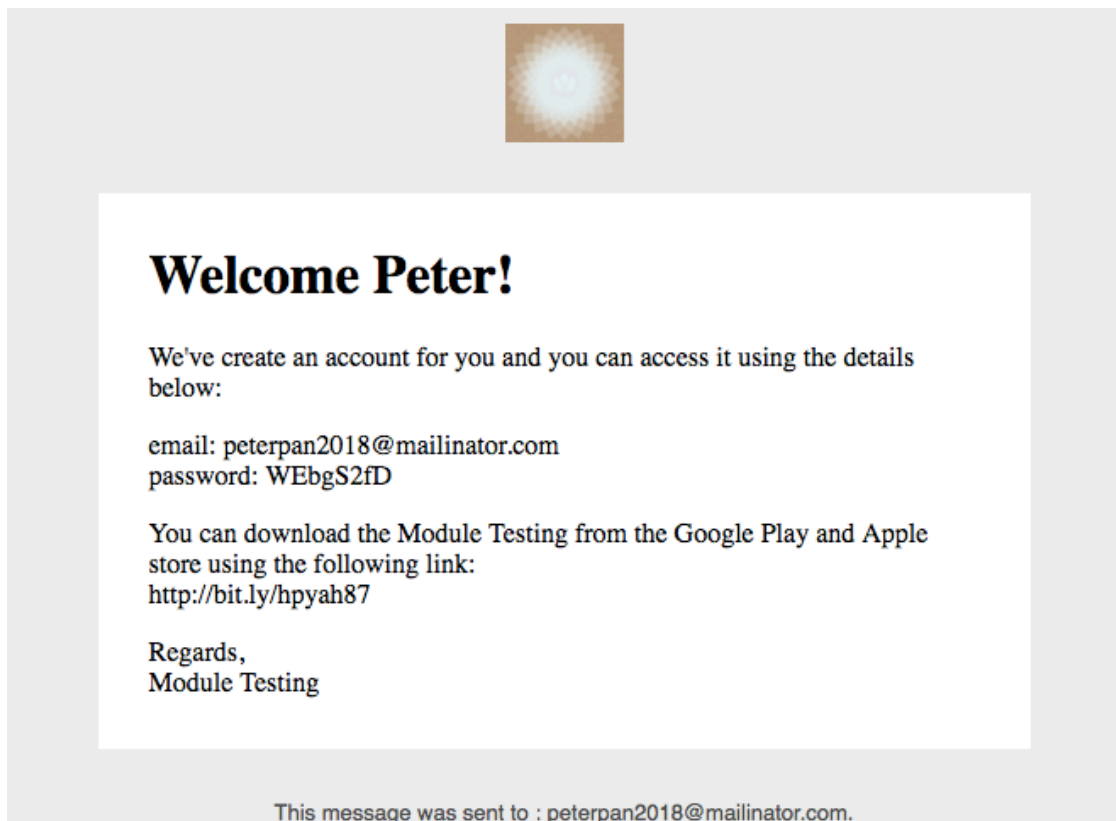
When you import your existing user database, you can choose to send an invitation email to your users. If you choose this option, you'll be able to create an email informing your users that an account has been created for them, letting them know their password and providing the download links to the App. You'll be able to dynamically insert the fields that follow to populate your email Subject and Body: [firstname], [last-name], [app-name], [password], [email] (figure 2.D.2).

Figure 2.D.2 – Welcome Email creation



The users will be sent an invitation email using the template below (figure 2.D.3).The text is completely customizable as seen above in Figure 2.D.2 . As the user database is being imported, emails are being dynamically created and the variable fields populate the email. This is the perfect way to create an account and invite existing users to the App.

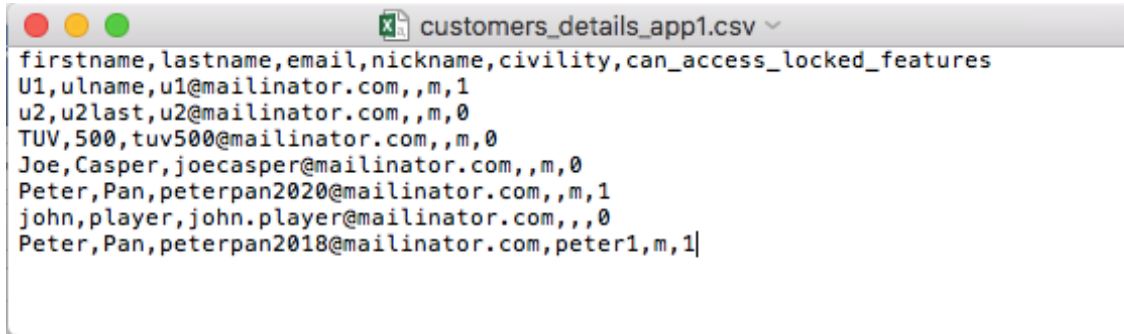
Figure 2.D.3 – Invitation email



## B. EXPORTING

Exporting your application's user database is quite simple. You'll only need to press the export button and a csv file will be generated with all the user information (figure 2.E.1).

Figure 2.E.1 - User export



```
customers_details_app1.csv
firstname,lastname,email,nickname,civility,can_access_locked_features
U1,ulname,u1@mailinator.com,,m,1
u2,u2last,u2@mailinator.com,,m,0
TUV,500,tuv500@mailinator.com,,m,0
Joe,Casper,joecasper@mailinator.com,,m,0
Peter,Pan,peterpan2020@mailinator.com,,m,1
john,player,john.player@mailinator.com,,,0
Peter,Pan,peterpan2018@mailinator.com,peter1,m,1
```