

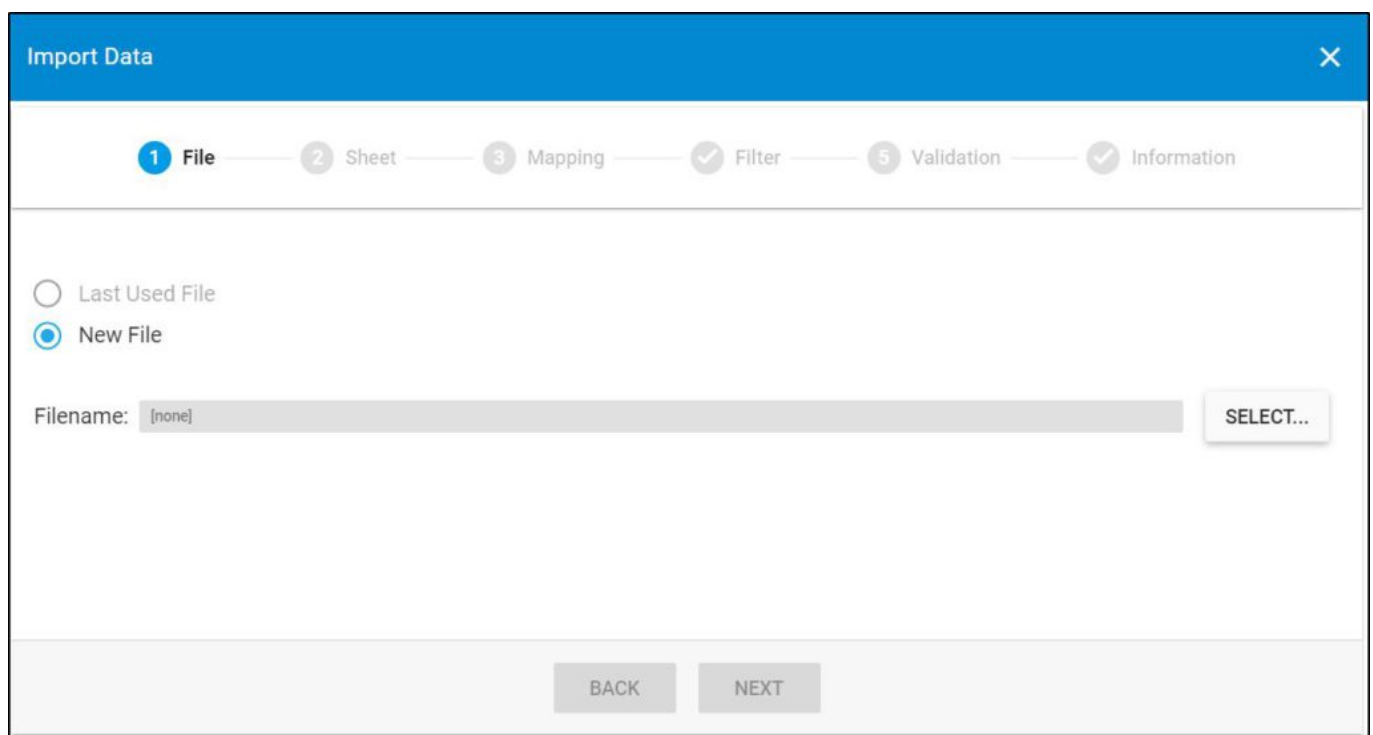
## Import shared folder users

### Note:

- This option is only available for authorized users.

To import a list of folders and users, and specify whether the user is allowed to share the folder or not, follow these steps:

1. Click the **Import Users**, the following window appears:



The screenshot shows a window titled "Import Data" with a blue header bar and a close button (X) in the top right corner. Below the header is a progress bar with six steps: 1. File (active, highlighted with a blue circle), 2. Sheet, 3. Mapping, 4. Filter (checked with a grey checkmark), 5. Validation, and 6. Information (checked with a grey checkmark). The main area of the window contains two radio buttons: "Last Used File" (unselected) and "New File" (selected, highlighted with a blue circle). Below the radio buttons is a text field labeled "Filename:" with the placeholder text "[none]". To the right of the text field is a button labeled "SELECT...". At the bottom of the window are two buttons: "BACK" and "NEXT".

2. Click **Select** to browse for the file you want to import,
3. Select the file then click **Open**, the name of the file you selected appears in its field, click **Next**, the following window appears:

Import Data

✓ File — ✓ Sheet — 3 Mapping — ✓ Filter — 5 Validation — ✓ Information

Please select the sheet that contains the data you wish to import

Shared Folders ▼

BACK NEXT

You can click **Back** to return to the previous window.

4. Select the sheet you want from the dropdown list in case your Excel file contains more than one sheet,
5. Click **Next**, the following window appears:

Import Data

File

Sheet

3

Mapping

Filter

5

Validation

Information

Please select the columns in your sheet that match each of the following fields. All fields marked with a \* are mandatory and must be mapped before continuing.

Search

Folder Name\*

=

Folder Name\*

User Name\*

=

User Name\*

Status

BACK

NEXT

6. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:

Import Data

File

Sheet

Mapping

Filter

5

Validation

Information

Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

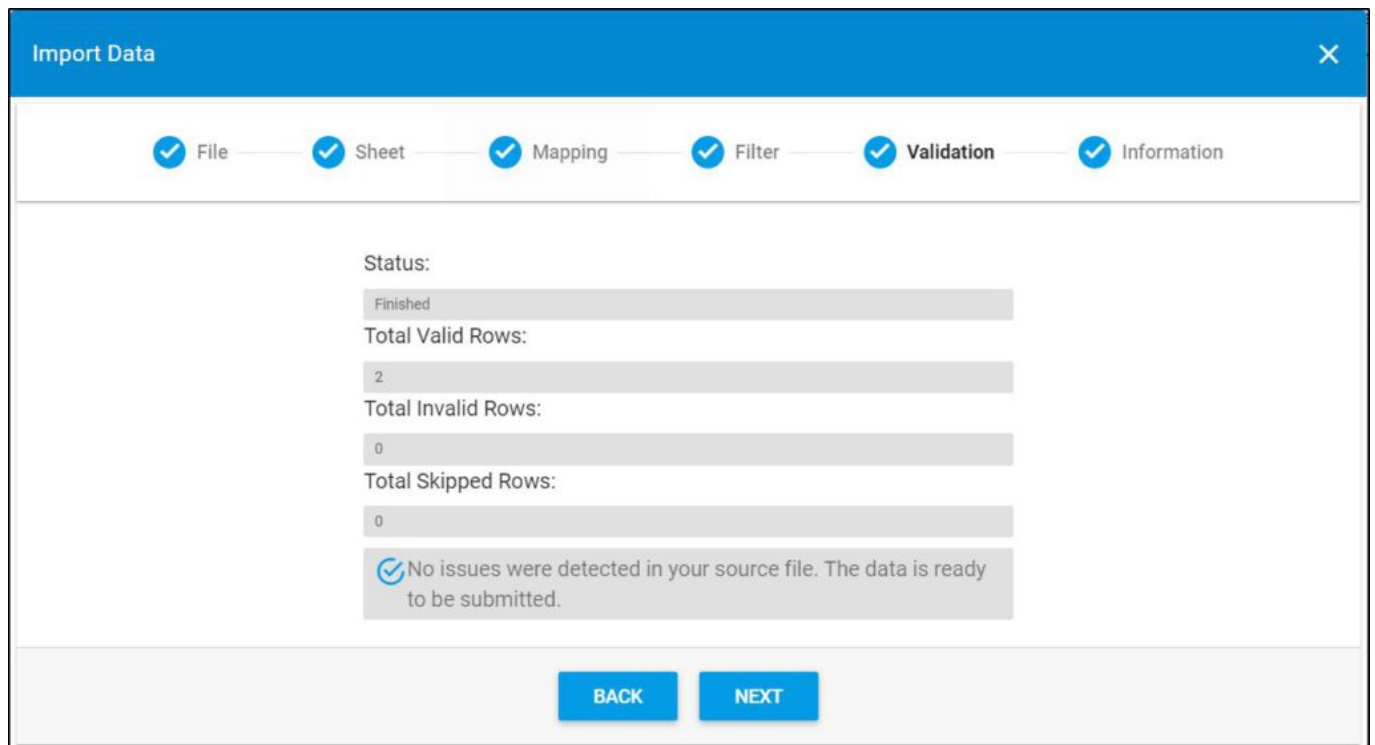
☒ Import All Rows

☐ Import Only the Rows that match the following criteria:

BACK

NEXT

7. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
8. Click **Next**, the following window appears:



The 'Import Data' window displays a progress bar with six steps: File, Sheet, Mapping, Filter, Validation, and Information. The 'Validation' step is currently active and highlighted. Below the progress bar, the status is 'Finished'. The validation results show: Total Valid Rows: 2, Total Invalid Rows: 0, and Total Skipped Rows: 0. A message at the bottom states: 'No issues were detected in your source file. The data is ready to be submitted.' At the bottom of the window are two buttons: 'BACK' and 'NEXT'.

Step	Status
File	Completed
Sheet	Completed
Mapping	Completed
Filter	Completed
Validation	Active
Information	Completed

Status: Finished

Total Valid Rows: 2

Total Invalid Rows: 0

Total Skipped Rows: 0

✓ No issues were detected in your source file. The data is ready to be submitted.

BACK NEXT

9. Click **Next**, the following window appears:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

✓ Validation

✓ Information

Your data is ready to be imported, please click on the Submit button below to submit the request to the server.

BACK

SUBMIT

10. Click **Submit**, the progress is displayed,
11. Wait until the job is finished, then refresh the page, the imported values are listed.

**Notes:**

- If changes are not reflected on the page, refresh the browser by pressing F5.
- If any of the records are invalid, you can skip them by clicking the checkbox next to *Skip invalid rows* as shown in the below example:

Import Data

✓ File

✓ Sheet

✓ Mapping

✓ Filter

5 Validation

✓ Information

2

Total Invalid Rows:

2

Total Skipped Rows:

0

! There are currently some invalid rows, please rectify these issues before continuing.

GET RESULT

☐ Skip invalid rows

BACK

NEXT

The **Next** button is activated, and you can import the valid rows.