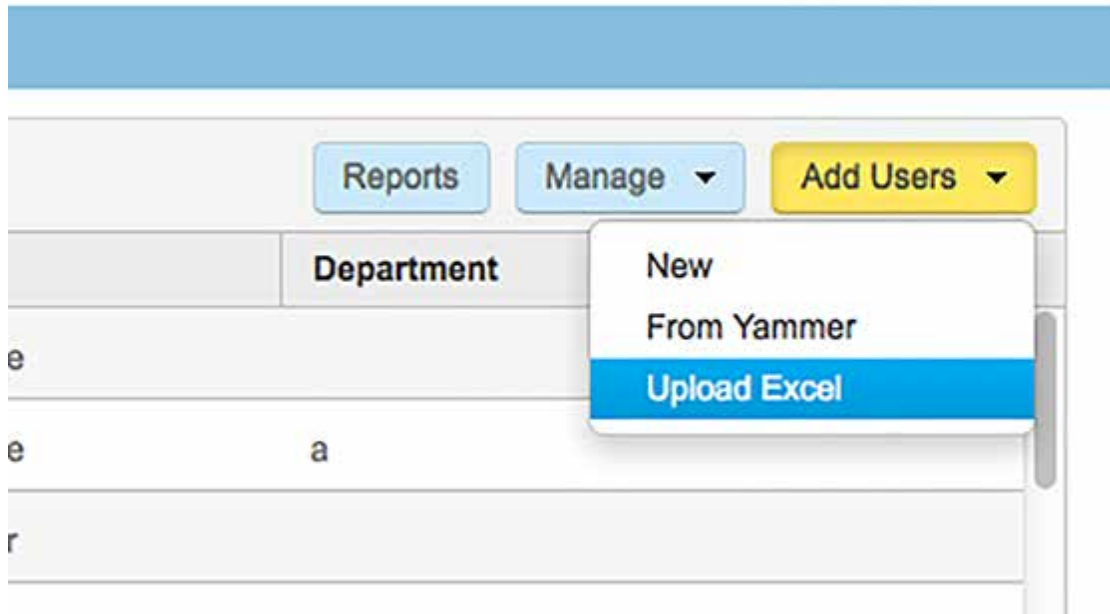
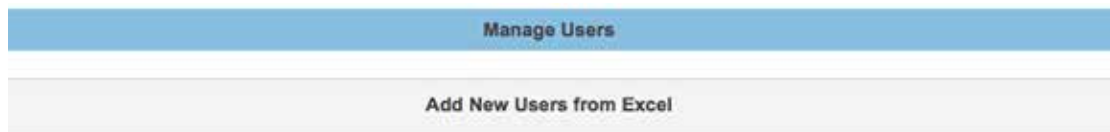


Excel Bulk Upload of Trainees

You can perform a bulk upload of trainees from Manage Users page by clicking "Add Users" or from the Course or Series Add Trainees page by clicking on "Add Trainees" and selecting "Upload Excel"



You can download a sample Excel file by clicking on "Download a sample Excel file". Once downloaded, you can follow the format for entering your trainee's information. If your account has the ability to have additional custom fields, you may add more trainee information here as well. Once you have finished creating the Excel file, save it and click upload to upload it to Mindflash.



Once uploaded, you can drag and drop your fields in the right Mindflash fields to map the fields accordingly. This will ensure the correct columns are associated with the correct fields you have setup in Mindflash. Once you have the fields mapped, click Continue.

Manage Users

Map Fields from Excel File

Excel fields	Mindflash fields
occupation	First Name * First Name
address	Last Name * Last Name
city	Email Email
state	Username Username
zip code	Password Password
home phone	Department department
Hire Date	
Manager	
T shirt size	

* Required fields.

Double-check to make sure the fields are mapped correctly. [Continue](#)

Once your fields are mapped, you can verify that the information is correct. Click "Remap fields" if there is an error and you can correct it before accepting it into Mindflash. This page also allows you to add the trainees to groups and even invite them to courses and series. Click "Add" to complete the upload into Mindflash.

Manage Users

Trainees Ready to Import

Row	First Name	Last Name	Email	Username	Password	Department
2	Alex	Winders	A.Winders@mindflash.com	AlexW	alexwinders	Marketing
3	Jerry	Foster	Jerry@mindflash.com			Engineering
4	Michael	Johnson		mj234	mikejohnson	HR
5	Francis	Sawyer		F.sawyer	frank1	Engineering
6	Susan	Brown	susan.brown@mindflash.com			HR

Groups Clear all

Add user to groups...

Courses and Series Clear all

Add user to courses or series...

Courses required

Re-Map Fields
Add