

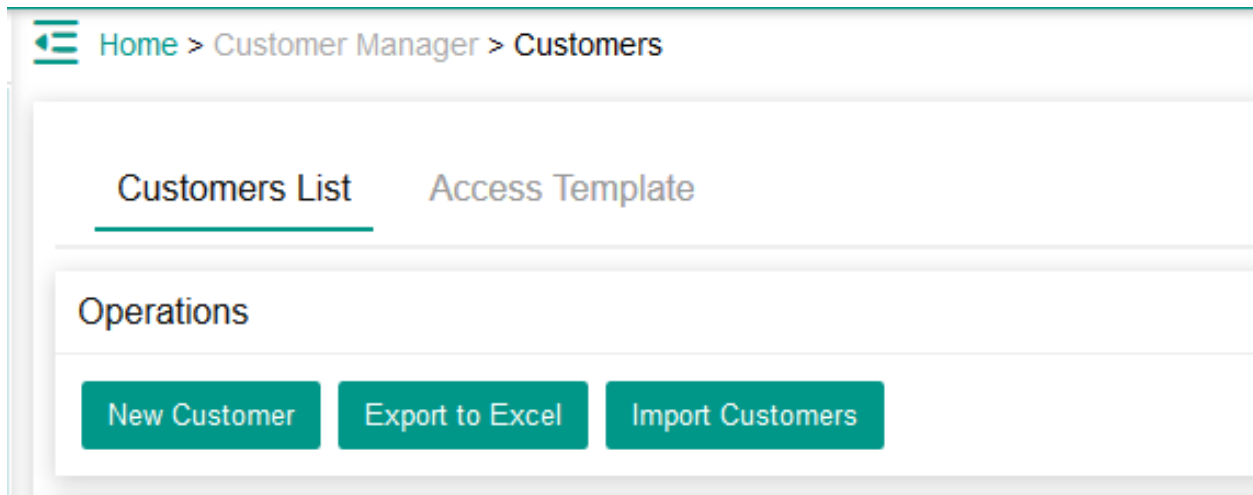
Import customers or Bulk Customer Creation

Summary

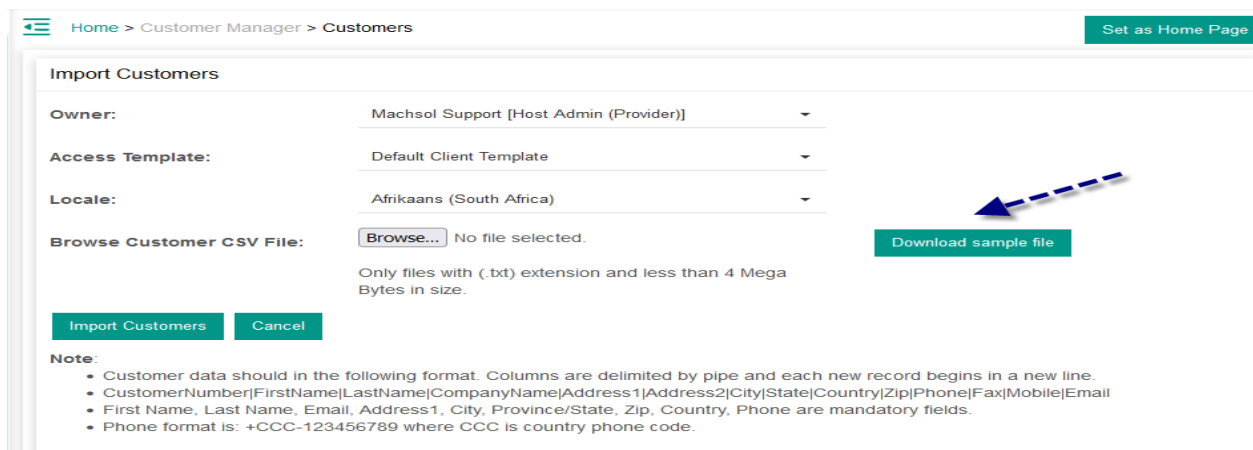
This article provides information regarding **how to import customers by bulk option** in MachPanel Control server.

Procedure

Navigate to **Home >> Customer Manager >> Customers**. Click on **Import Customers** button shown below.



Provide the below details on next page:



Home > Customer Manager > Customers Set as Home Page

Import Customers

Owner: Machsol Support [Host Admin (Provider)]

Access Template: Default Client Template

Locale: Afrikaans (South Africa)

Browse Customer CSV File: No file selected.

Only files with (.txt) extension and less than 4 Mega Bytes in size.

Note:

- Customer data should in the following format. Columns are delimited by pipe and each new record begins in a new line.
- CustomerNumber|FirstName|LastName|CompanyName|Address1|Address2|City|State|Country|Zip|Phone|Fax|Mobile|Email
- First Name, Last Name, Email, Address1, City, Province/State, Zip, Country, Phone are mandatory fields.
- Phone format is: +CCC-123456789 where CCC is country phone code.

Import customers or Bulk Customer Creation

1. **Owner:** New customers will be imported in the selected provider/reseller
2. **Access Template:** Access template will assign required permissions to all customers imported using bulk import file.
3. **Locale:** Select Locale for all the customers which will be imported using the csv file.
4. **Browse for CSV file.** You can also download sample csv file by clicking on the button "**Download sample file**". Populate this file with your desired data. Ensure that the format is "absolutely the same". Once file is ready, click on "Browse" button and locate your updated file for importing all the customers in MachPanel by bulk option.
5. Click on "**Import Customers**" button to start customer creation process.

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/50297/Import-customers-or-Bulk-Custome...>