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.

Home > Customer Manager > Customers		
Customers List Access Template		
Operations		
New Customer Ex	xport to Excel Import Customers	

Provide the below details on next page:

Home > Customer Manager > C	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:	Browse No file selected.	Download sample file
	Only files with (.txt) extension and less than 4 Mega Bytes in size.	a
Import Customers Cancel		
Note:		
Customer data should in th CustomerNumber FirstNam First Name, Last Name, Em Phone format is: +CCC-123	e following format. Columns are delimited by pipe and e LastName CompanyName Address1 Address2 City St all, Address1, City, Province/State, Zip, Country, Phon 8456789 where CCC is country phone code.	each new record begins in a new line. tate Country Zip Phone Fax Mobile Email e are mandatory fields.

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