

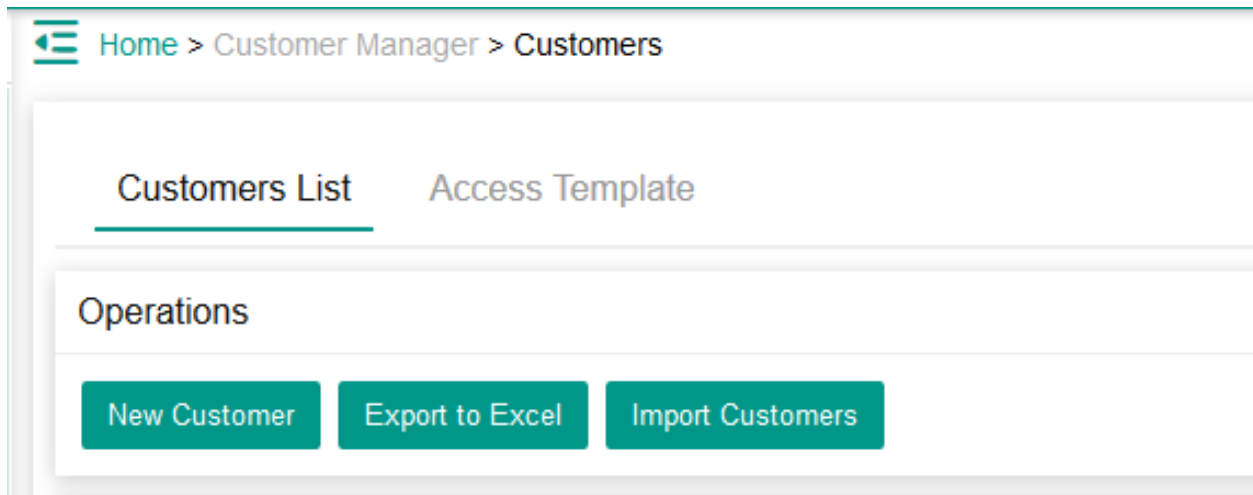
# Import customers or Bulk Customer Creation

## Summary

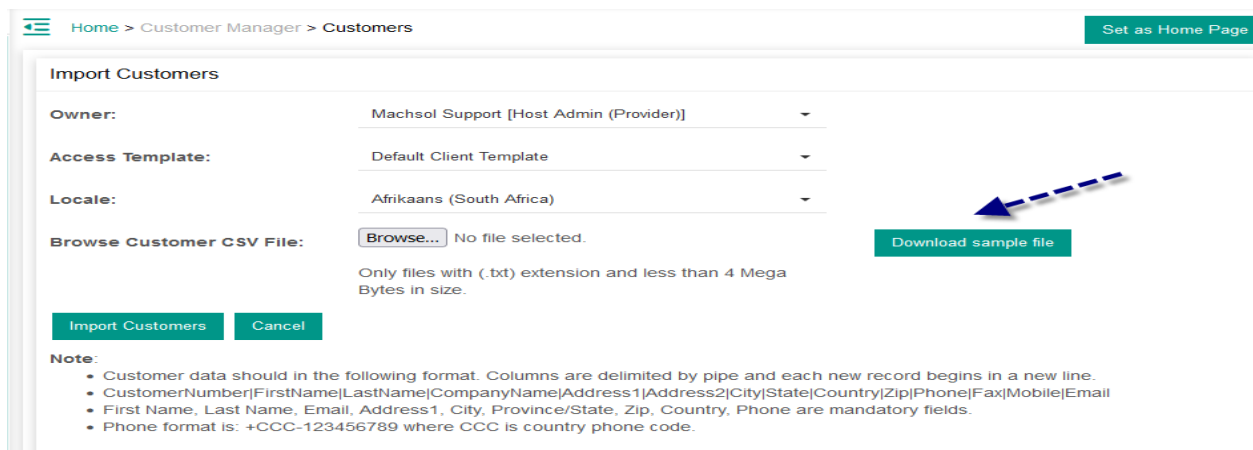
This article provides information regarding **how to import customers by bulk option** in MachPanel Control server.

## Procedure

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



Provide the below details on next page:

A screenshot of the 'Import Customers' form in the MachPanel Control server interface. The breadcrumb navigation at the top reads 'Home > Customer Manager > Customers'. In the top right corner, there is a 'Set as Home Page' button. The form has the following fields:

- Owner:** A dropdown menu with 'Machsol Support [Host Admin (Provider)]' selected.
- Access Template:** A dropdown menu with 'Default Client Template' selected.
- Locale:** A dropdown menu with 'Afrikaans (South Africa)' selected.
- Browse Customer CSV File:** A 'Browse...' button followed by the text 'No file selected.' Below this, a note states: 'Only files with (.txt) extension and less than 4 Mega Bytes in size.'

At the bottom of the form, there are two buttons: 'Import Customers' and 'Cancel'. To the right of the 'Browse...' button, there is a 'Download sample file' button, which is highlighted by a blue dashed arrow pointing towards it.

## 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...>