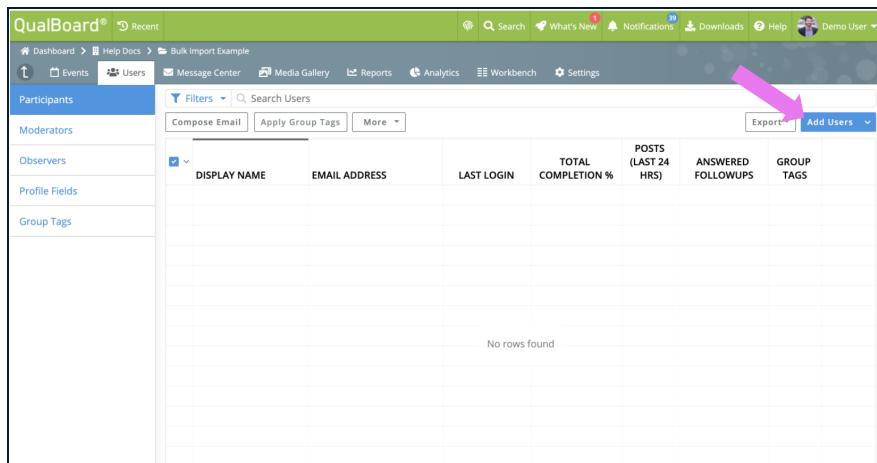


# Bulk Import Profile Fields

Last Modified on 11/09/2020 10:07 am EST

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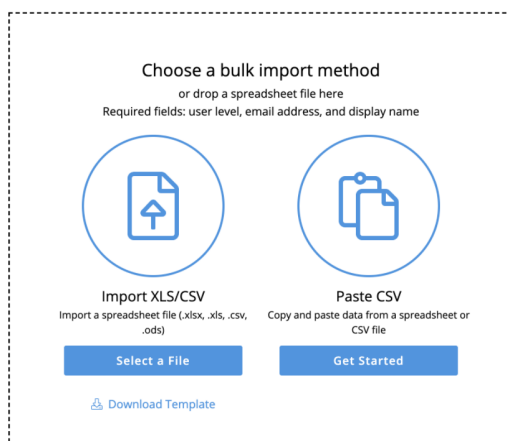
Start by clicking the drop down arrow by the **Add Users** button and select **Bulk Import Users**



You're well on your way! Click **Next** for the next step.

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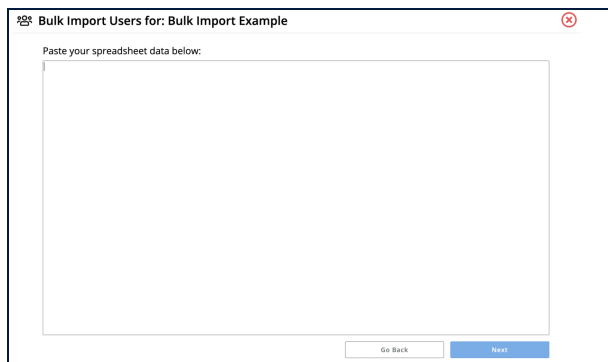
Choose the way that you want to import the data into your project or event. If you choose to import a spreadsheet (accepted file types: .xlsx, .xls, .csv, .ods) from your computer, click **Select a file**. If you are wanting to copy and paste data from a spreadsheet or csv, click **Get Started**. Also note, this is a template available for download.



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Skip if Selecting a File

You will then get this field below. You must have a Display Name, Email, and User Level for your import (optional fields can be found here). Copy and paste the data into the area and then click **Next**.

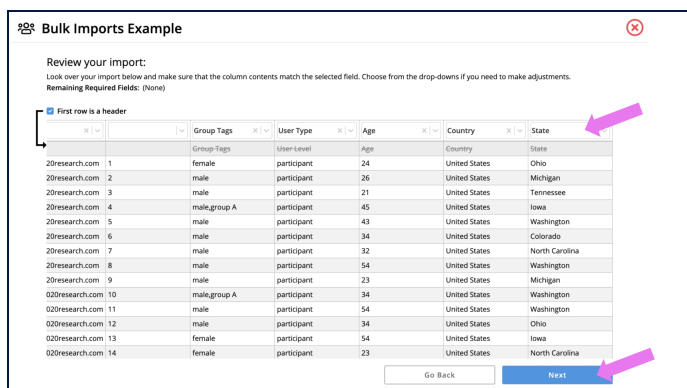


**Bulk Import Users for: Bulk Import Example**

Paste your spreadsheet data below:

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Review the information that you have uploaded. If you have a header row in the imported text, check the box for **"First row is a header"**. Make sure all of the columns are properly labeled. To add your profile fields, type their name into the box at the top of their column. When you are done, click **Next**.



**Bulk Imports Example**

Review your import:  
Look over your import below and make sure that the column contents match the selected field. Choose from the drop-downs if you need to make adjustments.  
Remaining Required Fields: (None)

☒ First row is a header

		Group Tags	User Type	Age	Country	State
20research.com   1	female	participant	24	United States	Ohio	
20research.com   2	male	participant	26	United States	Michigan	
20research.com   3	male	participant	21	United States	Tennessee	
20research.com   4	male,group A	participant	45	United States	Iowa	
20research.com   5	male	participant	43	United States	Washington	
20research.com   6	male	participant	34	United States	Colorado	
20research.com   7	male	participant	32	United States	North Carolina	
20research.com   8	male	participant	54	United States	Washington	
20research.com   9	male	participant	23	United States	Michigan	
020research.com   10	male,group A	participant	34	United States	Washington	
020research.com   11	male	participant	54	United States	Washington	
020research.com   12	male	participant	34	United States	Ohio	
020research.com   13	female	participant	54	United States	Iowa	
020research.com   14	female	participant	23	United States	North Carolina	

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Then select the type of profile field. For example, is it information that will be added as text or a field from a given number of options. You can select which type of field you are adding by using the drop down menu. Once you are finished, click **Next**.

**Bulk Import Users for: Bulk Import Example**

**New Profile Fields**  
New profile fields found. Define below:

Field	Field Type	Field Value
Age	Number	24
Country	Text	United States
State	Text	Ohio

Go Back Next

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Evaluate the summary of your changes and make sure that it appears that your data is correct. If everything looks right, click **Finish**. If there is an issue, please reach out to [support@qualboard.com](mailto:support@qualboard.com)

**Bulk Imports Example**

**Success**  
The profile fields were successfully saved.

**Finalize your import:**

Summary of your changes	
New Project Users:	60
Existing Project Users:	(Your import does not include any existing users)
New Tags:	0

Go Back Finish

Back

Next