

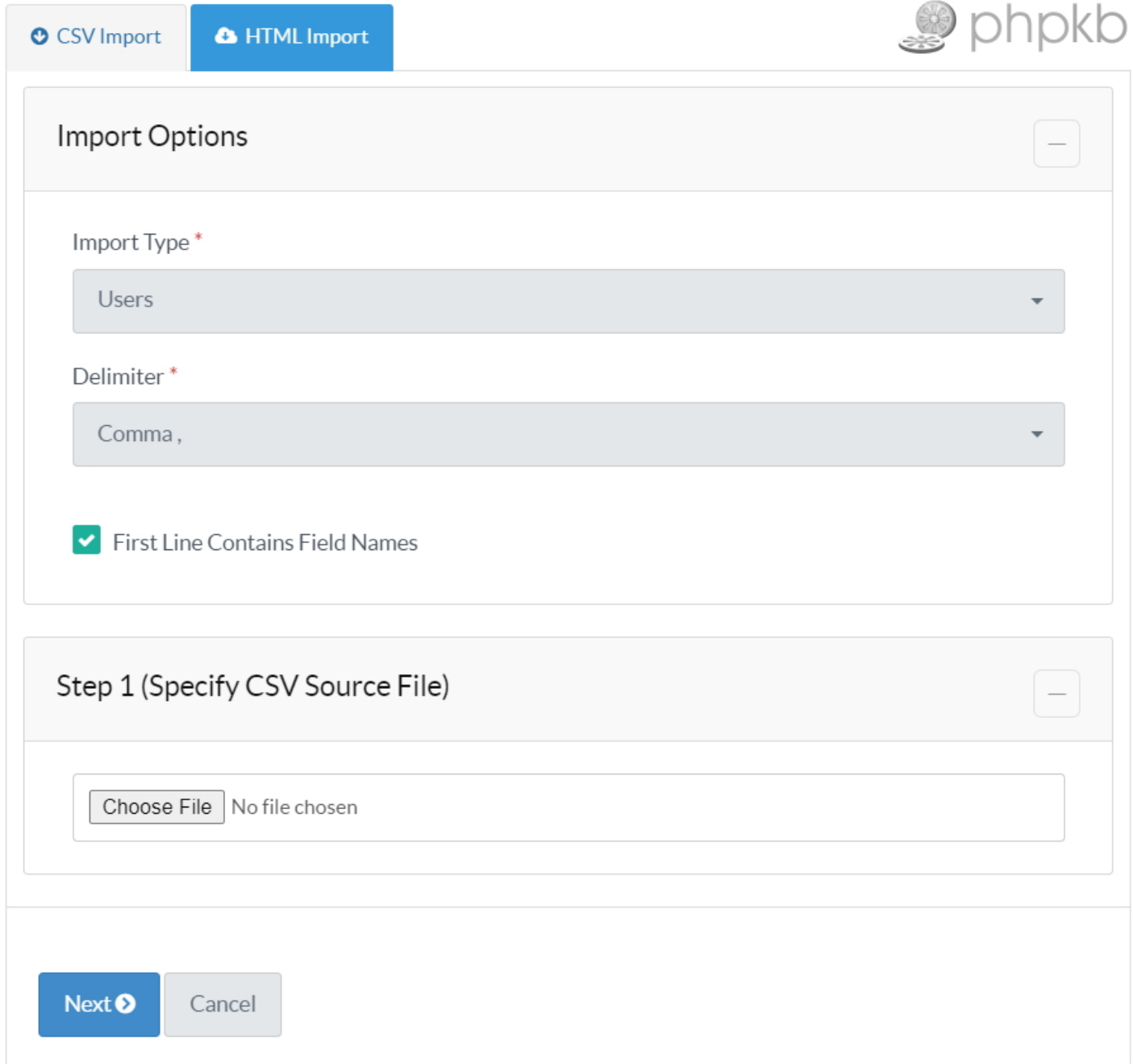
# How to bulk load users into the knowledge base?

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 4.17K  0

There is a facility to bulk load (import) users in your knowledge base powered by PHPKB Software. You can bulk import users into PHPKB through the **CSV Import** section that can be accessed via:

**Admin Dashboard > Tools > Import Data > CSV Import** tab and select **Import Type** to be **Users** as shown in the screenshot below.



The screenshot shows the PHPKB interface for importing data. At the top right is the PHPKB logo. Below it are two tabs: 'CSV Import' (selected) and 'HTML Import'. The main content area is titled 'Import Options' and contains two dropdown menus: 'Import Type' set to 'Users' and 'Delimiter' set to 'Comma ,'. A checkbox labeled 'First Line Contains Field Names' is checked. Below this is a section titled 'Step 1 (Specify CSV Source File)' which contains a file selection area with a 'Choose File' button and the text 'No file chosen'. At the bottom are two buttons: 'Next' (with a right arrow) and 'Cancel'.

Then follow the onscreen instructions to load/import users.

Online URL: <https://www.phpkb.com/kb/article/how-to-bulk-load-users-into-the-knowledge-base-264.html>

## 1Forbidden

You don't have permission to access this resource.

Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.

## 2<sup>nd</sup> Forbidden

You don't have permission to access this resource.

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