

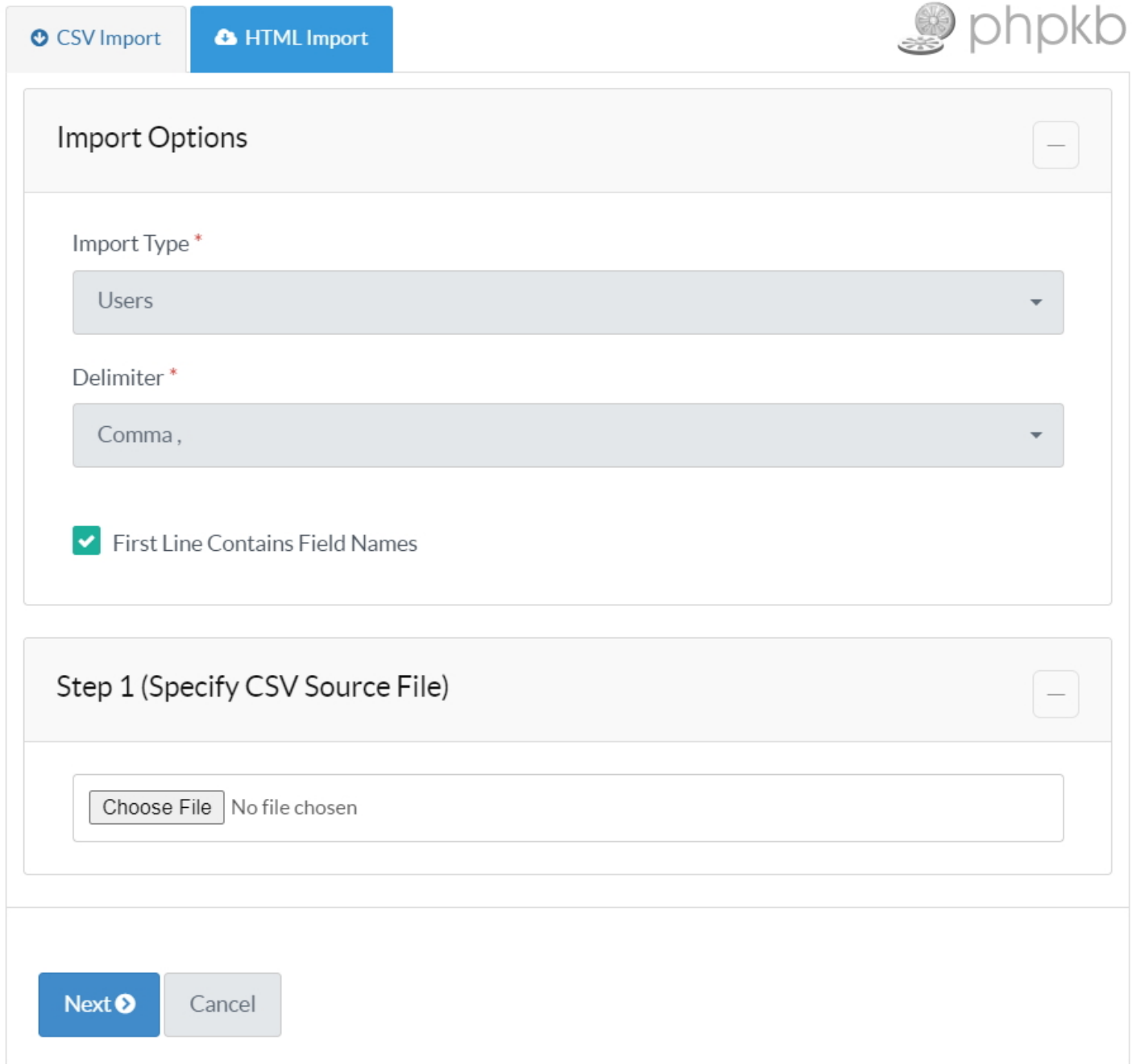
# How to bulk load users into the knowledge base?

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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 displays the 'CSV Import' interface in the PHPKB software. At the top, there are two tabs: 'CSV Import' (active) and 'HTML Import'. The 'Import Options' section contains the following settings:

- Import Type \***: A dropdown menu with 'Users' selected.
- Delimiter \***: A dropdown menu with 'Comma ,' selected.
- First Line Contains Field Names**

The 'Step 1 (Specify CSV Source File)' section features a file selection area with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form, there are two buttons: 'Next' (with a right-pointing 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>

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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.

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