

Instructions of User Import

1. First row in the import file must contain headers as shown in the sample file in the same order.
2. The following fields are mandatory:
 - a. Title
 - b. First Name
 - c. Last Name
 - d. Email Id
 - e. Contact number
 - f. Zip Code
3. Title value must match the value which is in Database
4. Zip Code must match the value which is in database.
5. Email Id must be unique
6. Contact Number must be unique
7. First Name should contain at least 2 characters
8. Valid First name must be entered
9. Valid last name must be entered
10. Valid email id must be entered
11. Valid Contact number must be entered.

NOTE: If any one of the above conditions failed then system throws the exceptions and will not import the file.