Import your users

Spreadsheet import

Importing your users with a spreadsheet is the fastest way to get started. To manage your users in the future, there are a number of options including Yammer sync, Slack sync, and LDAP/SAML sync. These management solutions may require additional costs.

A sample spreadsheet should have been sent to you to be filled out. In any case, below shows the sample spreadsheet.

Email	First name	Last name	Job title	Team	Start date mm/dd/yyyy

Job title *Optional*

Add the job title to be listed on their user profile. Job titles will become more significant with custom roles. Contact us to learn more.

Team *Optional*

By telling us a team the user is on, we can put them into a specific team in Recognize for further analytics and gamification. If you insert users into

teams you can then assign users as managers within those teams from recognizeapp.com.

Start date *Optional*

Insert the start date for admins to be notified when users are celebrating an anniversary. The admin can recognize those individuals.

Text messaging *USA Customers*

If you want to add text message notification for recognition recipients, add a "Telephone" column to the end of the spreadsheet. If you are outside the USA and interested in this feature, please contact us at support@recognizeapp.com.

Completed the spreadsheet

When you complete the spreadsheet, please email it to **support@recognizeapp.com**. We will verify the information by hand.

Your users will receive an invitation email from you. All the metadata in the spreadsheet will already be added to their profile.

The email content that we send:

The subject line:

"[Admin's full name] invites you to Recognize!"

Invitation to Recognize

[Admin's full name] at [Admin's company] has invited you to Recognize.

Recognize is a social employee appreciation program for your company. Send and receive recognitions with your colleagues today.

Verify your account now