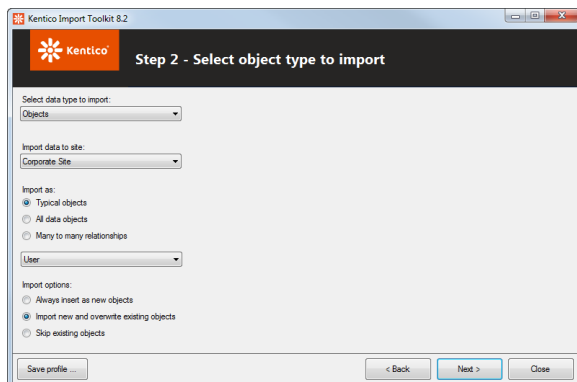
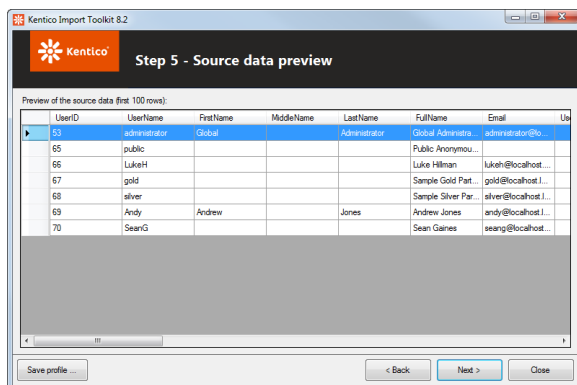


The following example demonstrates how to import users from one Kentico instance to another using the Import Toolkit.

1. Run the utility from **Windows Start -> All Programs -> Kentico <version> -> Utilities -> Kentico Import Toolkit**.
2. Choose **Start new import session**.
3. Click **Next**.
4. Choose the folder of a project into which the data will be imported.
5. Backup your data and select the check box.
6. Click **Next**.
7. Choose **Objects** from the **Select data type to import** drop-down list.
8. Select a site you want the users to be imported to in the **Import data to site** drop-down list.
9. Choose **User** in the **Import as** drop-down list.
10. Select **Import new and overwrite existing objects** option under the Import options group.



11. Click **Next**.
12. Select the database from which you want to import the data and fill in the authentication details.
13. Click **Next**.
14. Choose **CMS_User** option from the **Table** drop-down list.
15. Click **Next**.
 - Check whether the displayed data matches your import requirements.



16. Click **Next**.
17. Check whether the target and source fields are mapped correctly.



Target field	Required	Source field or expression	Default value	FK mapping file
UserId	<input checked="" type="checkbox"/>	UserName		
FirstName	<input type="checkbox"/>	FirstName		
MiddleName	<input type="checkbox"/>	MiddleName		
LastName	<input type="checkbox"/>	LastName		
FullName	<input type="checkbox"/>	FullName		
Email	<input type="checkbox"/>	Email		
UserPassword	<input checked="" type="checkbox"/>	UserPassword		
UserEnabled	<input checked="" type="checkbox"/>	UserEnabled	false	
UserIsEditor	<input checked="" type="checkbox"/>	UserIsEditor	false	

WHERE condition to find existing items based on source data. If empty, they are found automatically by GUID or code name of the object:

☐ Save the old ID to new ID mappings to file:

Buttons: Save profile..., < Back, Next >, Close

18. Click **Next**.

- Now you can check what the data will look like in the target database after the import.

19. Click **Import data**. The utility displays a log showing a progress of the import and after that the result of the import.

The utility has imported your data into the target project. You can click the **Save profile...** button to save the settings for a later reuse. **Close** the dialog.