

User Data Additional Field	Acceptable CSV Values for the Field and Examples	Notes about Field
Do Not Import	No Value	Use this field if you want to "skip" the column in your cvs file
Username	String or numeric (Example: john.smith)	<p>This field is not case-sensitive.</p> <p>This field and the <i>User ID</i> or <i>UUID</i> fields cannot be in the same CSV, or you will receive an importing error.</p> <p>You can use this field to change usernames of user profiles via CSV. See more information in the <i>New Username</i> row of this spreadsheet.</p>
First Name	String (Example: John)	
Last Name	String (Example: Smith)	
Email	Most valid email addresses are accepted. (Example: john.smith@example.com)	<p>45-character limit preceding the '@' character.</p> <p>45-character limit following the '@' character.</p>
New Password	String (Example: aptSvTrWIY452L6)	<p>Passwords specified here must match the complexity criteria specified in the <i>Advanced Settings</i> area of the platform.</p> <p>A password is auto-generated when a user is created without a password.</p> <p>This field and the <i>Hashed Password</i> field cannot be in the same CSV, or you will receive an importing error.</p>
New Username for Existing User	String or numeric (Example: john.smith)	<p>This field is not case-sensitive.</p> <p>You can use this field to change usernames of user profiles via CSV. Map the column in your CSV with the current usernames that you want to change to the <i>Username</i> or <i>User ID</i> Docebo field, and map the column in your CSV with the new usernames to the <i>New Username</i> Docebo field.</p>
Force Password Change	0/1 no/yes false/true	<p>Force user to change password upon next login = 1, yes, true</p> <p>Do not force user to change password upon next login = 0, no, false</p>

Language	Example: English	<p>Must match how the language name is written in the platform. Find the full list in the <i>Advanced Settings</i> area or in your <i>Localization Tool</i>.</p> <p>This field is not case-sensitive.</p>
Timezone	Region/Locale	<p>Must match how the timezone name is written (just the name without GMT + XX:XX) in the platform. Find the full list in the <i>Advanced Settings</i> area in the <i>Date and Time</i> tab.</p> <p>For example, Jerusalem should be written as "Asia/Jerusalem", while Prague should be input as "Europe/Prague".</p> <p>This field is not case-sensitive.</p>
Date Format	YYYY-MM-DD DD-MM-YYYY MM/DD/YYYY YYYY/MM/DD	This field is not case-sensitive.
Active	0/1	<p>User will be Active = 1, yes, true</p> <p>User will be Inactive = 0, no, false</p>
Expire On	YYYY-MM-DD DD-MM-YYYY MM/DD/YYYY YYYY/MM/DD	
Password Hash	String	<p>Password must be pre-encrypted using Blowfish algorithm with 13 passes.</p> <p>This field and the <i>Password</i> field cannot be in the same CSV, or you will receive an importing error.</p>
Is Manager	no/yes	When this field is set to <i>Yes</i> , the user is created as a manager, and can manage team members.

Level	<p>user</p> <p>poweruser</p> <p>superadmin</p>	<p>“user” = This user account will be a User.</p> <p>“poweruser” = This user account will be a Power User.</p> <p>“superadmin” = This user account will be a Superadmin.</p> <p>This field is not case-sensitive.</p>
Power User Profile	Name of an existing Power User Profile as a string.	
Branch	Name of an existing Branch Name as a string.	<p>This field is case-sensitive.</p> <p>Please note that you cannot add a user to more than one branch during this type of import.</p>
Branch-Code	Code of an existing Branch as a string.	<p>This field is case-sensitive.</p> <p>Please note that you cannot add a user to more than one branch during this type of import.</p>
Branch Name Path	Example: “Root/ParentBranch1/ChildBranch1”	<p>This field is case sensitive.</p> <p>This represents the full path of branches where the user needs to be placed; any non-existing branch will be created automatically. The full path must be specified also when creating a sub-branch of an existing branch (which is not the root branch).</p> <p>Note that when this field is specified, the <i>Branch Code Path</i> field must be specified along with branch codes matching the specified names.</p>
Branch Code Path	Example: “R/PB1/CB2”	<p>This field is case sensitive.</p> <p>This represents the full path of branches where the user needs to be placed; any non-existing branch will be created automatically. The full path must be specified also when creating a sub-branch of an existing branch (which is not the root branch).</p> <p>Note that when this field is specified, the <i>Branch Name Path</i> must be specified as well with branch names matching the codes specified.</p>

Manager	Username of the Manager you want to assign user to.	This field is not case sensitive. This field represents the <i>Direct manager</i> field in the Manage Manager Type Screen. If you change the name of Direct Manager Title, you can still use this field to import the username of the manager of the user.
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