

HOST UPLOAD

HOW TO UPLOAD HOSTS FROM CSV FILE ...

STEP 1

CREATING THE CSV FILE ...

You can upload all hosts in one take by creating and uploading a CSV file in a specific format. Ask your IT-guys to create the file for you with the following format:

```
firstname;lastname;email;phonecountrycode;phone;jobtitle;physicaloffice;primarylocationName
```

EXAMPLE

```
Michael;Skinner;Michael.Skinner@bmyguest.eu;45;70605301;CEO;Office 2.1;BMG Copenhagen
```

```
firstname;lastname;email;phonecountrycode;phone;jobtitle;physicaloffice;primarylocationName
Michael;Skinner;Michael.Skinner@bmyguest.eu;45;70605301;CEO;Office 2.2;BMG Copenhagen
Amy S.;Ince;AmyS.Ince@bmyguest.eu;45;70605301;Founder;Office 2.2;BMG Copenhagen
Cameron;Roberts;Cameron.Roberts@bmyguest.eu;45;70605301;Manager;Office 2.5;BMG Copenhagen
Lillian;Campbell;Lillian.Campbell@bmyguest.eu;45;70605301;Team Leader;Office 2.5;BMG Copenhagen
Audrey;Lambert;Audrey.Lambert@bmyguest.eu;45;70605301;Marketing Coordinator;Office 2.5;BMG Copenhagen
Paul;James;Paul.James@bmyguest.eu;45;70605301;Marketing Coordinator;Office 2.5;BMG Copenhagen
```

STEP 2

CSV FORMAT TIPS ...

REQUIRED FIELDS

- Email
- FirstName
- LastName
- PhoneCountryCode (Only if 'phone' is filled)

PLEASE NOTE

The order in which you create the different fields is not important. You can also leave unrequired fields blank. However ... It is important that you call the fields the exact same names as listed above. If 'PrimaryLocationName' is left blank, location will automatically be set to the company's first location.

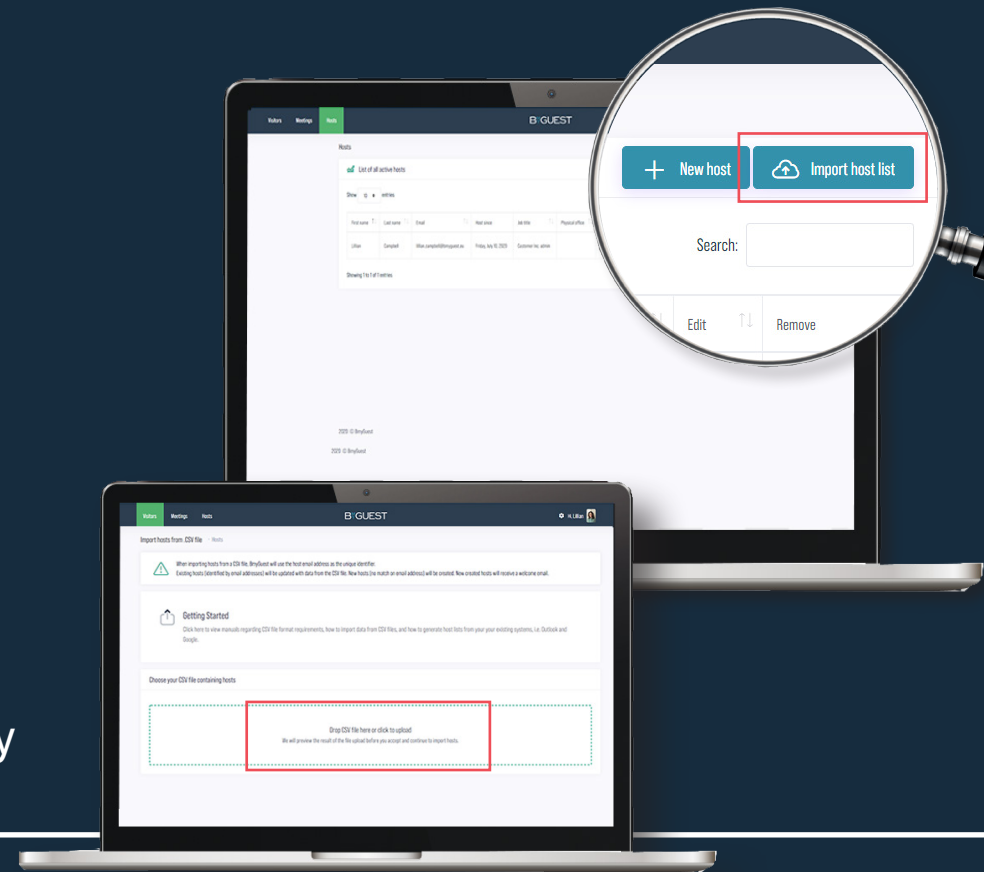


STEP 3

UPLOADING THE CSV FILE ...

GO TO DASHBOARD/HOSTS

- Click 'Import host list'
- Upload your host list/CSV file in BmyGuest
- Check for errors
- Click 'Confirm and start import' when you are ready



QUESTIONS ...

Feel free to contact us if you have any questions.

info@bmyguest.eu

or call us at

+45 70 60 53 01

Support related issues

support@bmyguest.eu