



How can I import persons in CLIQ Web Manager?

For the import of persons, the employee import is available.

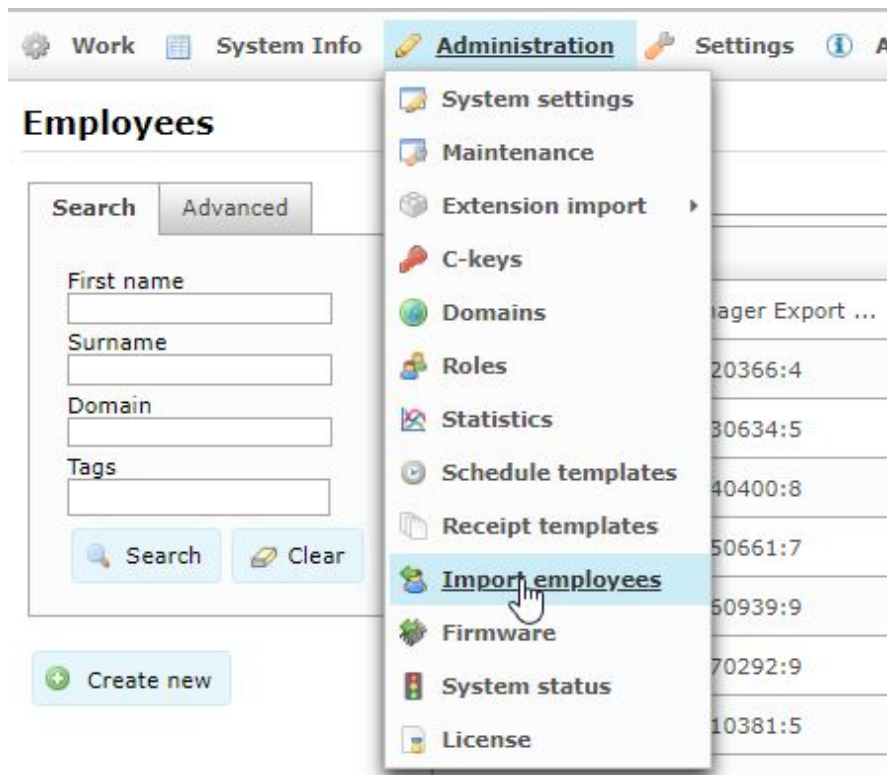
The easiest way to do this is to use the file that is offered to you when exporting the employee data in the CLIQ Web Manager (CWM). This contains all columns in the correct order.

Here is the description for editing & importing the data:

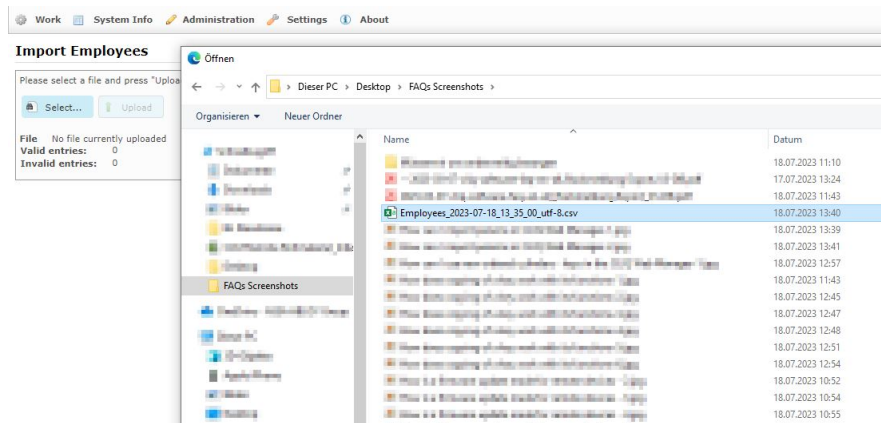
1. Export file in Web Manager
2. When opening in Excel, please also ensure that the columns are formatted correctly
 - All columns containing numbers should be formatted as "text" so that the number starting with a 0 is not cut
 - This could otherwise result in that you do not updating existing employees but creating completely new ones (employee number is the unique feature in CWM)
3. Insert your data into the table accordingly
 - Make sure that no line breaks are inserted in the lines
 - Mandatory fields are the first name and the last name
4. Save this file once as an Excel table
 - This file serves you as a template and for correction
5. Then save it as "CSV hyphen separated"
6. Then open this file in the editor
7. And then save it again with "Save as" and select the "Encoding UTF-8".

	A	B	C	D	E	F	G	H	I	J	K	L
	Identifier	Title	First name	Surname	Domain	Email	Phone	Organisation	Department	Street	Postcode	Language
1			Steve	O'Neal	default							
2			Kobe	Smith	default							
3			Hans	Peter	default							
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												

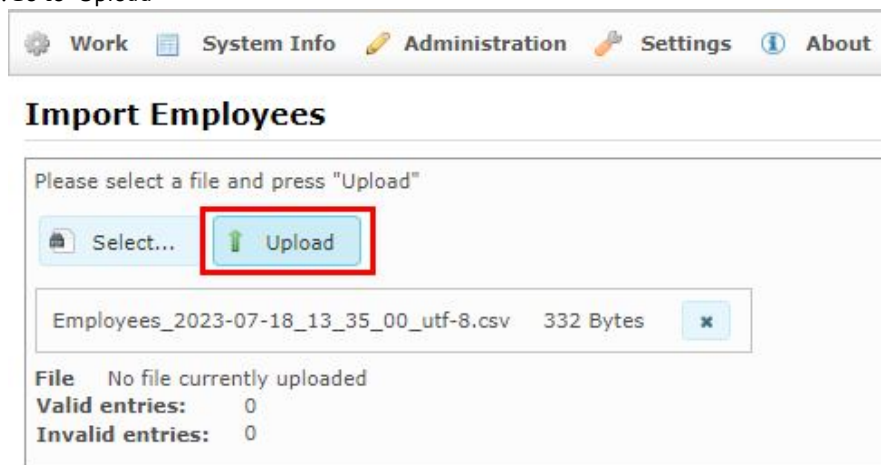
8. In the Web Manager, go to "Administration" and then "Import Employees"



9.CSV file "Select"



10.Go to "Upload"



11.Under "Valid entries" the desired number of persons to be imported should be displayed

Import Employees


Please select a file and press "Upload"

 Select...  Upload

File Employees_2023-07-18_15_57_49_utf-8.csv

Valid entries: 8

Invalid entries: 0

 Import

12. Then go to "Import"

13. Confirmation is displayed

Import Employees

 8 employees have been saved (0 new, 8 updated).

Please select a file and press "Upload"

 Select...  Upload

File No file currently uploaded

Valid entries: 0

Invalid entries: 0

You will also find further details on employee import in the current [Manual](#) under point 6.8 and a precise specification in point 9.9.

[Link zum FAQ-Eintrag](#) | Status as of: 20.01.2021 | SNE