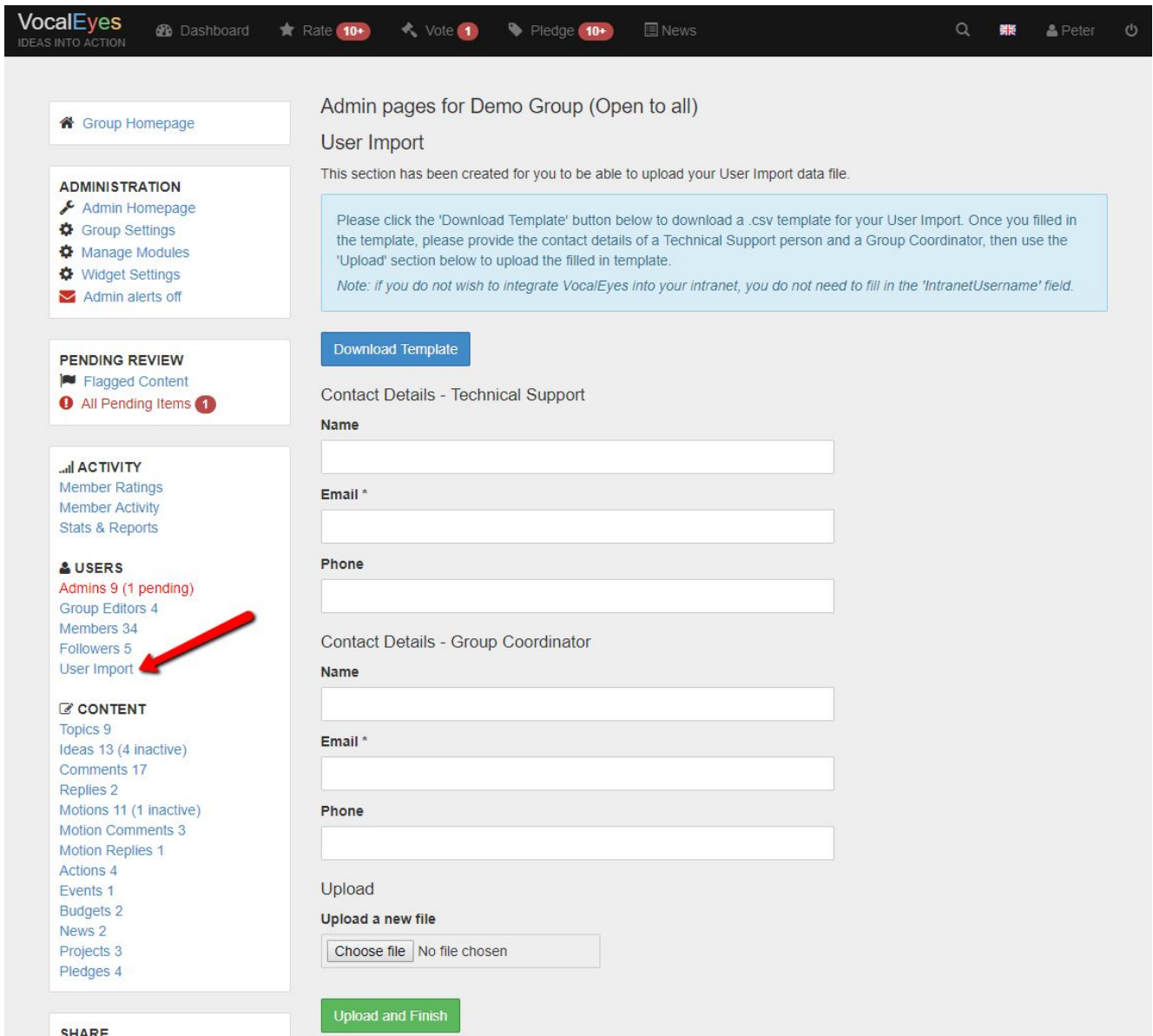


Securely Import User Data

To securely import your user data into VocalEyes, follow these steps:

1. **Navigate to Group Admin > USERS > User Import**
2. **Click Download Template** to view the required fields for your data.
Note: if you wish to integrate VocalEyes with your intranet to enable Single Sign On at some stage in the future, you will need to include intranet usernames. This should significantly increase engagement.
3. **Fill in the Contact Details** for Technical Support and Group Coordinator.
4. **Upload your file > Click UPLOAD & FINISH.**
5. **You will then be notified** via email once the import is complete.



The screenshot shows the VocalEyes Group Admin interface. The top navigation bar includes 'VocalEyes IDEAS INTO ACTION', 'Dashboard', 'Rate 10+', 'Vote 1', 'Pledge 10+', and 'News'. The user profile 'Peter' is visible in the top right.

The main content area is titled 'Admin pages for Demo Group (Open to all)' and 'User Import'. A blue box contains instructions: 'Please click the 'Download Template' button below to download a .csv template for your User Import. Once you filled in the template, please provide the contact details of a Technical Support person and a Group Coordinator, then use the 'Upload' section below to upload the filled in template. Note: if you do not wish to integrate VocalEyes into your intranet, you do not need to fill in the 'IntranetUsername' field.'

The left sidebar contains several sections:

- ADMINISTRATION**: Admin Homepage, Group Settings, Manage Modules, Widget Settings, Admin alerts off.
- PENDING REVIEW**: Flagged Content, All Pending Items (1).
- ACTIVITY**: Member Ratings, Member Activity, Stats & Reports.
- USERS**: Admins 9 (1 pending), Group Editors 4, Members 34, Followers 5, User Import (highlighted with a red arrow).
- CONTENT**: Topics 9, Ideas 13 (4 inactive), Comments 17, Replies 2, Motions 11 (1 inactive), Motion Comments 3, Motion Replies 1, Actions 4, Events 1, Budgets 2, News 2, Projects 3, Pledges 4.

The main form area includes:

- Download Template** button.
- Contact Details - Technical Support** form with fields for Name, Email *, and Phone.
- Contact Details - Group Coordinator** form with fields for Name, Email *, and Phone.
- Upload** section with 'Upload a new file' and a 'Choose file' button (No file chosen).
- Upload and Finish** button.