

How do you add Multiple users to Bsharp Converse?

To add multiple users to Bsharp Converse, the admin can use the bulk invite feature by entering the necessary information through the user management section, ensuring efficient team onboarding.

To add Multiple users,

1. Head over to [Bsharp Converse](#) and navigate to the "Invite Users" section in the left menu.

From

Home

- Channels
- Creator Mode
- Feedback
- Events
- Setup

Account Settings

User Management

- Invite User**
- Logout

Invite user

Invite multiple users

First Name
Type here *

Last Name
Type here *

Mobile Number
+91 74104 10123

Date of Birth
Choose a date

Email Address
Type here *

Hired on
Choose a date

Country
India

Designation
Type here

Manager Email Address
Type here

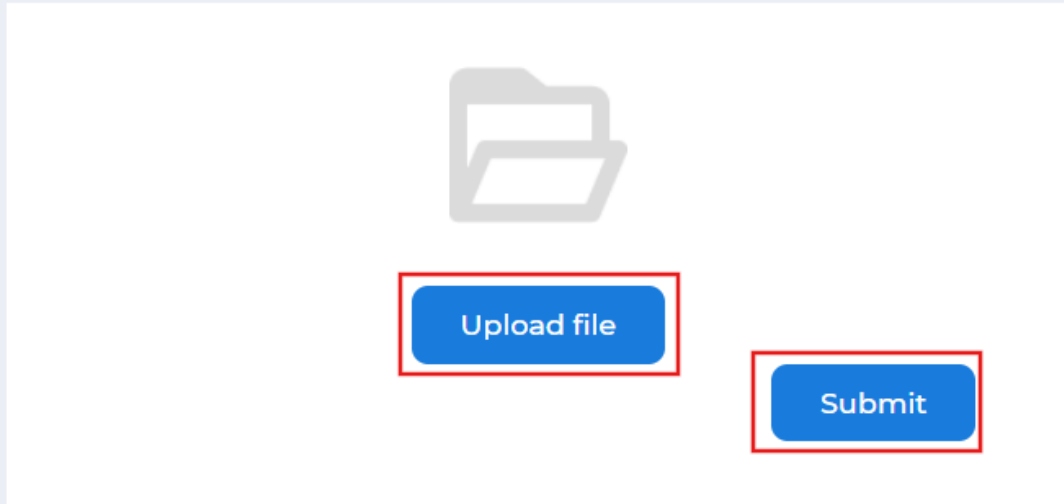
Invite user

2. You will be redirected to the bulk upload section where you can add users by downloading the provided sample template.

4. Upload

Bulk Upload

[Download sample format](#)



The image shows a user interface for bulk uploading. At the top, there is a header with the text "Bulk Upload" and a blue button labeled "Download sample format". Below the header is a large white area containing a grey folder icon. Underneath the icon are two blue buttons: "Upload file" and "Submit". Both buttons are highlighted with a red rectangular border.

Thus, the users will be added to Bsharp Converse and will receive an invitation.

Revision #4

Created 23 June 2024 15:35:17 by Kavya Rajkumar

Updated 11 September 2024 12:22:58 by Kavya Rajkumar