

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

The screenshot displays the 'Invite user' interface within the Bsharp Converse application. On the left, a sidebar menu lists various options, with 'Invite User' under the 'User Management' section highlighted by a red rectangular box. The main area of the interface is titled 'Invite user' and contains a form for adding a new user. This form includes several input fields: 'First Name' and 'Last Name' (both with 'Type here *' placeholders), 'Mobile Number' (with a dropdown for country code and a text input for the number), 'Date of Birth' (with a 'Choose a date' placeholder and a calendar icon), 'Email Address' (with a 'Type here *' placeholder), 'Hired on' (with a 'Choose a date' placeholder and a calendar icon), 'Country' (with a dropdown menu showing 'India'), 'Designation' (with a 'Type here' placeholder), and 'Manager Email Address' (with a 'Type here' placeholder). A blue button labeled 'Invite user' is positioned at the bottom center of the form. In the top right corner of the form area, there is a blue button labeled 'Invite multiple users', which is also highlighted by a red rectangular box. The overall interface is clean and modern, with a light blue and white color scheme.

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



Upload file

Submit

3. In the Excel template you downloaded, enter the required information for the users you wish to upload.

First_Name	Last_Name	Mobile_Number	Date_of_Birth	Email_Address	Hired_on	Country	Designation	Manager_Email_Address

4. Upload

Bulk Upload

[Download sample format](#)



Upload file

Submit

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

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