

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 in Bsharp Converse. On the left, a sidebar menu lists various options, with 'Invite User' under 'User Management' highlighted by a red rectangle. The main area shows a form titled 'Invite user' with a red box around the 'Invite multiple users' button in the top right. The form includes fields for First Name, Last Name, Mobile Number, Date of Birth, Email Address, Hired on, Country, Designation, and Manager Email Address. An 'Invite user' button is located at the bottom center of the form.

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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