

How to...

Populate a List Using a File Upload

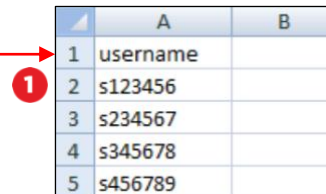
Introduction

This guide will show you how to populate a list in the List Management System (LMS) using a file upload in Comma Separated Value (CSV) format. Microsoft Excel files can be saved as .csv files.

Step 1: Prepare your .CSV file

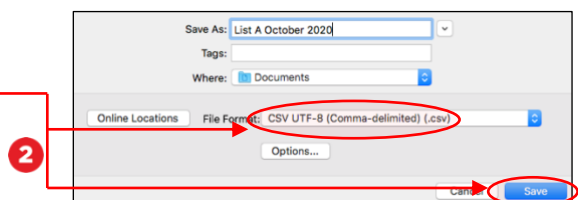
- 1 In Excel, ensure your document includes a column with the first cell value (A1) as 'username'. Subsequent cells in column A should have individual sNumbers as the value.

Please note: Each cell value (sNumber) is treated as an individual member when added to the list. If the cell value is not recognised in the system (e.g. the sNumber is inactive), the individual will not be added to the list.



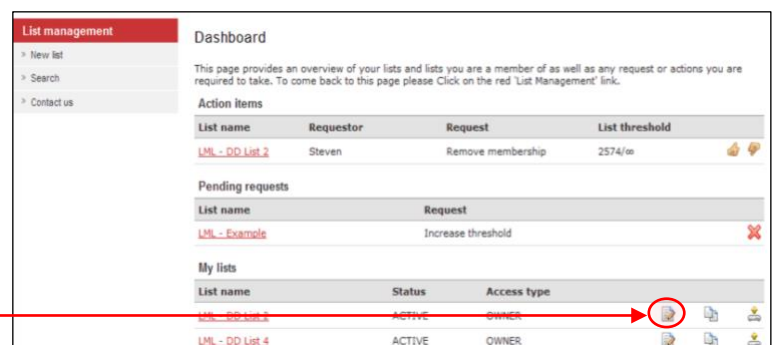
	A	B
1	username	
2	s123456	
3	s234567	
4	s345678	
5	s456789	

- 2 When you have finished adding the data to your document, go to **File > Save As >** give the file a name and ensure the file format is set to **CSV UTF-8 (Comma-delimited) (.CSV) > Save.**



Step 1: Upload your file

- 1 On the Dashboard window, select the **pencil and paper icon** to the right of the list name.



List management			
Dashboard			
This page provides an overview of your lists and lists you are a member of as well as any request or actions you are required to take. To come back to this page please Click on the red 'List Management' link.			
Action Items			
List name	Requestor	Request	List threshold
LMS - DD List 2	Steven	Remove membership	2574/∞
Pending requests			
List name	Request		
LMS - Example	Increase threshold		
My lists			
List name	Status	Access type	
LMS - DD List 2	ACTIVE	OWNER	
LMS - DD List 4	ACTIVE	OWNER	

- 2 Select **File upload** to open the **Bulk upload members in list** page.

Bulk upload members in list LML - GC Infodesk Logged in: | Logout

You have 5 users and can add 95 more for a total of 100 users. [Request a threshold upgrade](#)

[View list members](#) [Return to main edit view](#)

You may upload a file containing multiple list members using the CSV upload facility.

CSV formatting rules

(csv file, first entry to be named "username", all new users as s-numbers on a new line)

The CSV file is a simple text file in the following format:

```
username
s1111
s222
s33423423
s23423423
```

In other words, the first line is "username", followed by a carriage return, then one s-number for each line afterwards.

Submit a CSV-formatted spreadsheet file.

Names file [Browse...](#) [Upload](#)

- 3 Select **Browse** to open the **Choose file** dialog box. Select your required file > **Open** to add to the **Names file** field.
- 4 Select **Upload** to display the list of members to be imported from the upload file.
- 5 Select **Add these members**. An **Add members result** message banner will display at the top of the page to confirm if the addition was successful or not.
- 6 Select **Return to main edit view** to return to the **List properties page** OR **View list members** to view the list of members.