

Exporting / Importing Users

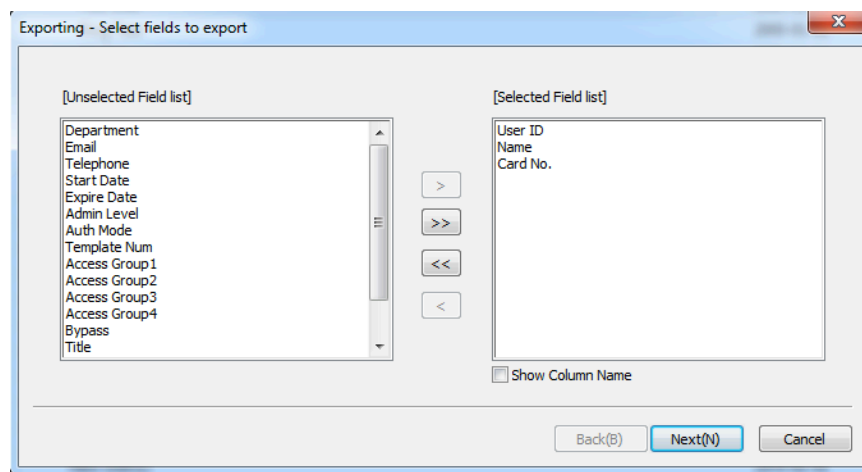
Exporting Overview

To begin exporting users from BioStar, go to **Users >File > Export**
This method will export all users currently in the software to a spreadsheet file.

Note: If you wish to select a specific group / individual user to export, simply right-click on them in the User list and select Export.

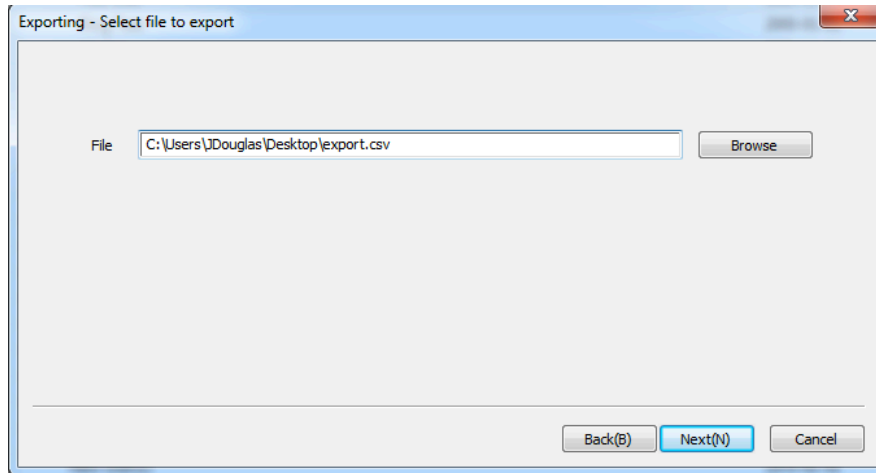
Selecting Fields

Here we will get the option to select which pieces of information from each user's profile we would like to include in the exported file. To add a field to the export file, select it in the left box, and click the single arrow pointing right. The selected field will now be moved from the left to the right box – all fields in the right box will be included in the exported file.



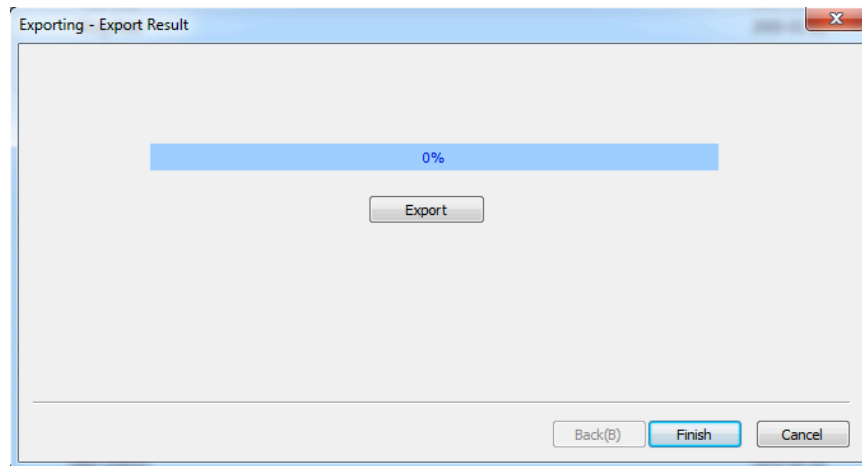
Save File Location

The next step is naming the exported file and determining it will be saved. Click Browse to select the file's location and name.



Begin Export

To complete the export process, click Export and wait for the progress bar to reach 100%.



Importing Overview

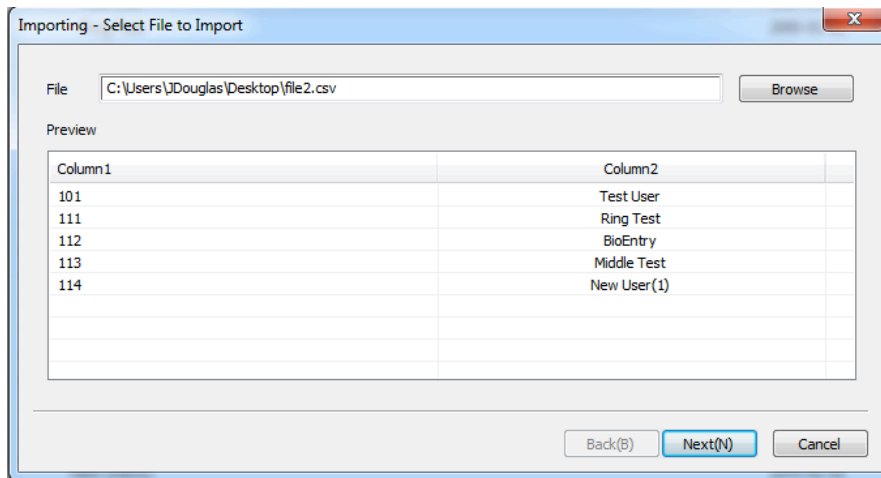
To begin importing users into BioStar, we first need to ensure we have a properly prepared spreadsheet file. BioStar accepts “.csv” (Windows comma separated values) files – column headings should not be included, leaving only the raw user data.

Once the file is ready, go to Users > File > Import in Biostar.

Selecting File to Import

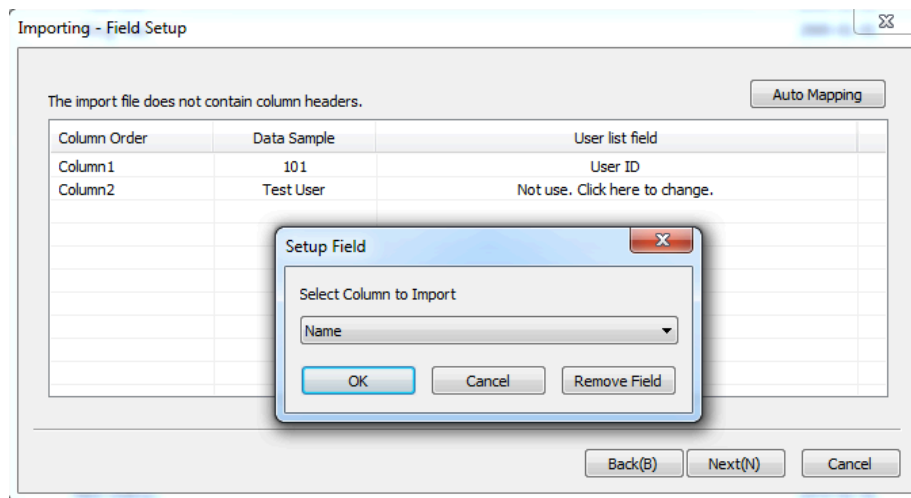
The first step is to locate and select the file you would like to import. Click Browse and choose the file. Once selected, you’ll see a preview of your user data below the file path.





Assign Fields to Your Data

Now that the import data has been selected, we will need to specify in BioStar what each column in the file represents. To do this, click under User List Field for each column, and assign the Column to a category. In the example below, Column 1 has been assigned as User ID, and Column 2 will be assigned Name.



Begin Import



To complete the import process, click Import and wait for the progress bar to reach 100%.

