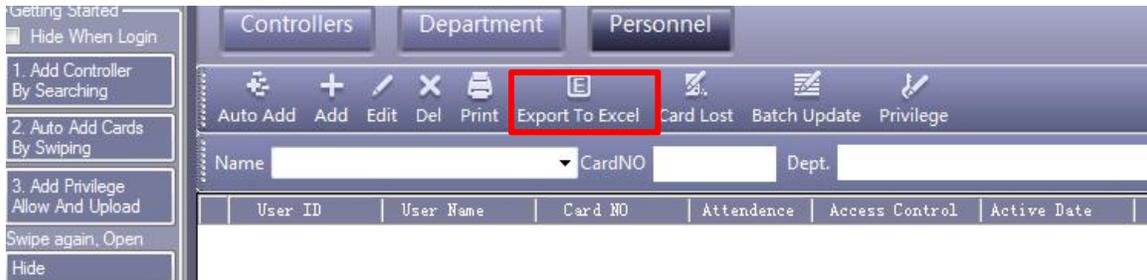


Menu->"Configuration"->"Personnel"

Firstly add one user manually, then click "export to Excel" , so that you can get a **template** excel file



Then based on the **template** excel file, input your other users info, then,

Right click mouse in the area like below, select "import from excel"

