

May 11, 2022

Strokesolutions

1. Login with your admin acco...
2. Click on Import
3. Create user data
4. Creating the data in Microso...
5. Creating the data in Microso...
6. Creating the data in Microso...
7. Creating the data in Microso...
8. Creating the data in Number...
9. Creating the data in Number...
10. Creating the data in Number...
11. Creating the data in Number...

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12. Select the .csv file from file ...
13. Click on Preview
14. Check to see which users wi...

1 Login with your admin account

[View Page ↗](#)

2 Click on Import

[View Page ↗](#)

The screenshot shows a dashboard with a top navigation bar containing 'Contact', 'Users', 'Add User', 'Admin Tools', 'My Profile', and 'Logout'. The 'Admin Tools' menu is open, listing 'Dashboard', 'Transactions', 'SMS Tool', 'Reporting', 'Phones', and 'Import' (which is highlighted in blue). Below the menu, there is a search bar labeled 'by Name / Email' with the text 'here to filter users' and a 'Search' button. On the left side of the dashboard, there are buttons for 'EXPORT' and 'USER MAP'. Below the search bar, there is a table with columns: 'Sessions', 'Kickback adjustment', 'Instructor / Status', and 'Account Status'. The table contains one row with the following data:

Sessions	Kickback adjustment	Instructor / Status	Account Status
In-Person 1h 0	£0	Jay Ward Accepted	Account: Active





Welcome back Administrator Stroke Solutions.

CONTACT

Home

Shop

Buy Sessions

About Us

Contact

Users

Add User

Admin Tools

My Profile

Logout

Import

1 item - £ 32.20

Load subscribers from .csv file

- Required fields: email, firstname, lastname. If these are left blank the row will be ignored,
- Columns in order: email, firstname, lastname, user_title
- User titles must match one of the options: Mr, Mrs, Ms, Miss, Dr, Professor,
- Passwords are automatically generated,
- Existing emails will be ignored

Chose one file only

Choose files No file chosen

Preview

About Us

Stroke Solutions facilitates one to one specialist rehabilitation and exercise training UK wide with a fully qualified and insured ARNI Associate Instructor

Visitors/Patient Info

Use your unique login username and password to reach your control panel page to book sessions with discounts and pay for them

Call Us

Tel: 0203 667 6177
Admin Office Hours:
Monday to Friday – 9am to 5pm
If no reply, please leave a message

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3 Create user data

[View Page](#)

Check the instructions on how to structure the file in the import page

You can do this in the Numbers app on macOS or in Microsoft Excel.

Below are covered both scenarios

4 Creating the data in Microsoft Excel - Step 1

Be sure to include the headers (email, firstname, lastname). user_title can be omitted since that was scrapped at some point

	A	B	C	D
1	email	firstname	lastname	user_title
2	caroline-reynolds@hotmail.co.uk	Caroline	Barriff	
3	katie-hoad@hotmail.com	Katie	Hoad	
4	michaelmclaughlin@edinburghleisure.co.uk	Michael	McLaughlin	
5	sharonhatherley@yahoo.co.uk	Sharon	Hatherley	
6	alice@alicinnfc.com	Alice	Linn	
7	r_dougan@yahoo.com	Rob	Dougan	
8	info.livewithoutlimits@yahoo.co.uk	Wanda	Summers	
9	kirstie@albapt.com	Kirstie	Alba	
10	mark@markhaywardpt.com	Mark	Hayward	
11	lauramcauley@hotmail.com	Laura	McAuley	
12	rebeccanicks986@gmail.com	Rebecca	Nicks	



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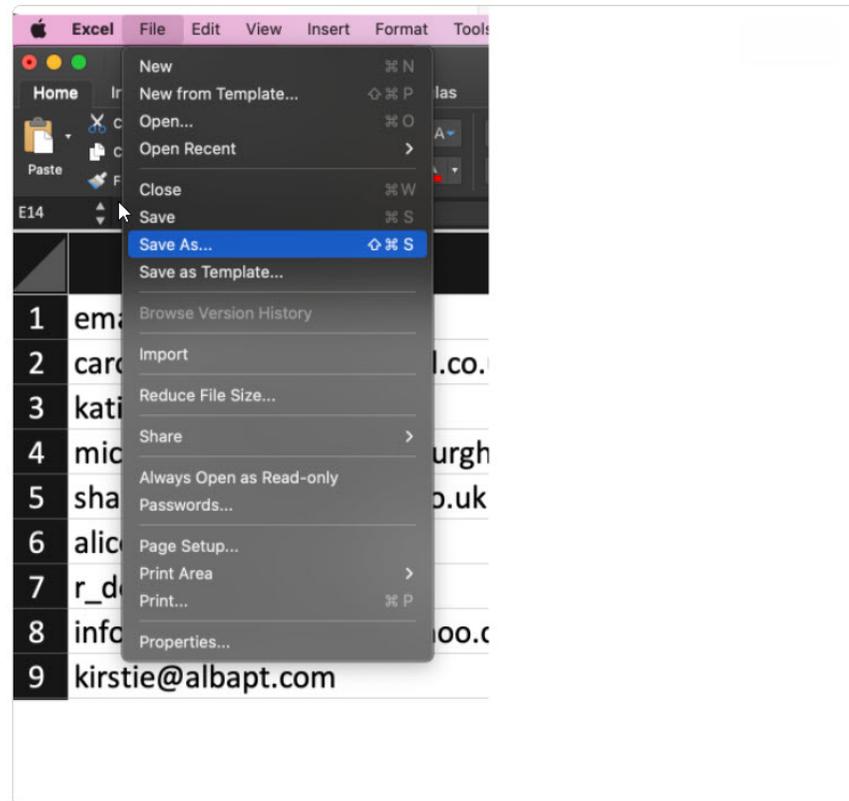
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12. Select the .csv file from file ...
13. Click on Preview
14. Check to see which users wi...
15. Click on the 'Import' button

5 Creating the data in Microsoft Excel - Step 2

Click on File > Save as..



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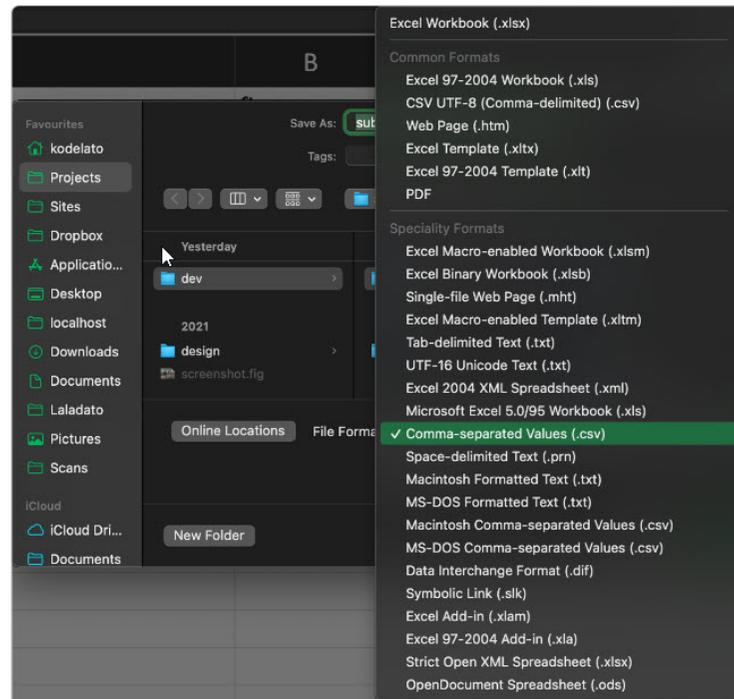
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12. Select the .csv file from file ...
13. Click on Preview
14. Check to see which users wi...
15. Select The Successful Stro...

6 Creating the data in Microsoft Excel - Step 3

Select .csv for file format and save the file somewhere on your machine



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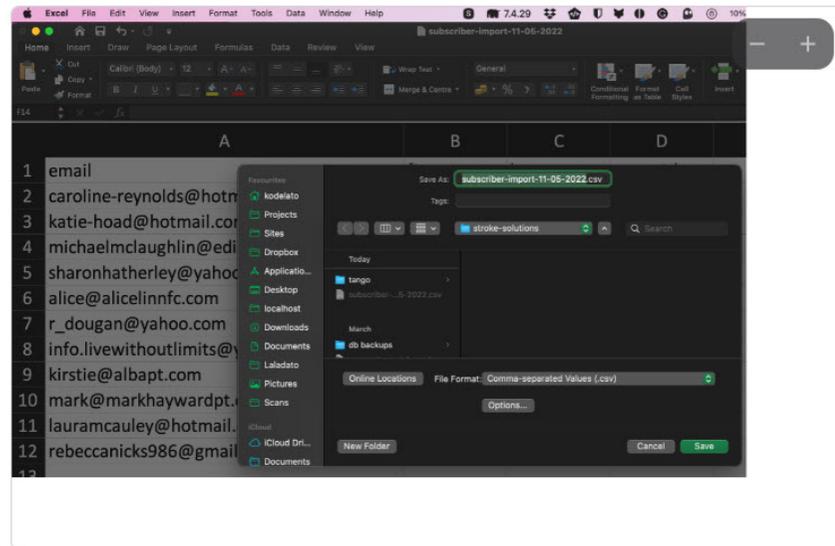
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12. Select the .csv file from file ...
13. Click on Preview
14. Check to see which users wi...

7 Creating the data in Microsoft Excel - Step 4

Name your file and save it somewhere on the machine, be sure not to overwrite the ".csv" file extension



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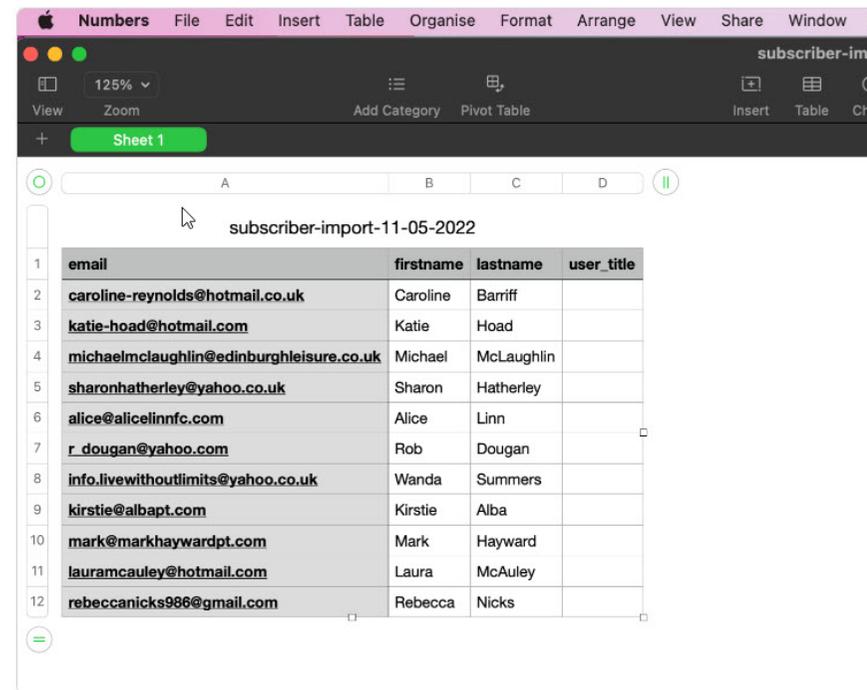
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8 Creating the data in Numbers app - Step 1

Create the user data



The screenshot shows the Numbers app interface with a spreadsheet titled "subscriber-import-11-05-2022". The spreadsheet has four columns: "email", "firstname", "lastname", and "user_title". The data is as follows:

	email	firstname	lastname	user_title
1				
2	caroline-reynolds@hotmail.co.uk	Caroline	Barriff	
3	katie-hoad@hotmail.com	Katie	Hoad	
4	michaelmclaughlin@edinburghleisure.co.uk	Michael	McLaughlin	
5	sharonhatherley@yahoo.co.uk	Sharon	Hatherley	
6	alice@alicelinnfc.com	Alice	Linn	
7	r_dougan@yahoo.com	Rob	Dougan	
8	info.livewithoutlimits@yahoo.co.uk	Wanda	Summers	
9	kirstie@albapt.com	Kirstie	Alba	
10	mark@markhaywardpt.com	Mark	Hayward	
11	lauramcauley@hotmail.com	Laura	McAuley	
12	rebeccanicks986@gmail.com	Rebecca	Nicks	

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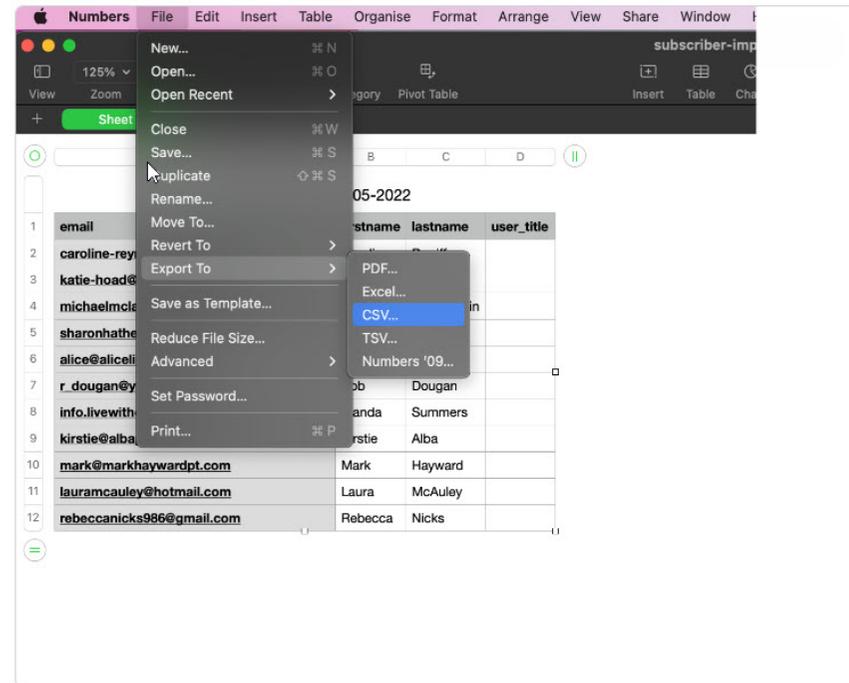
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12. Select the .csv file from file ...
13. Click on Preview
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15. Select The Successful Strok

9 Creating the data in Numbers app - Step 2

Click on the File > Export To > CSV...



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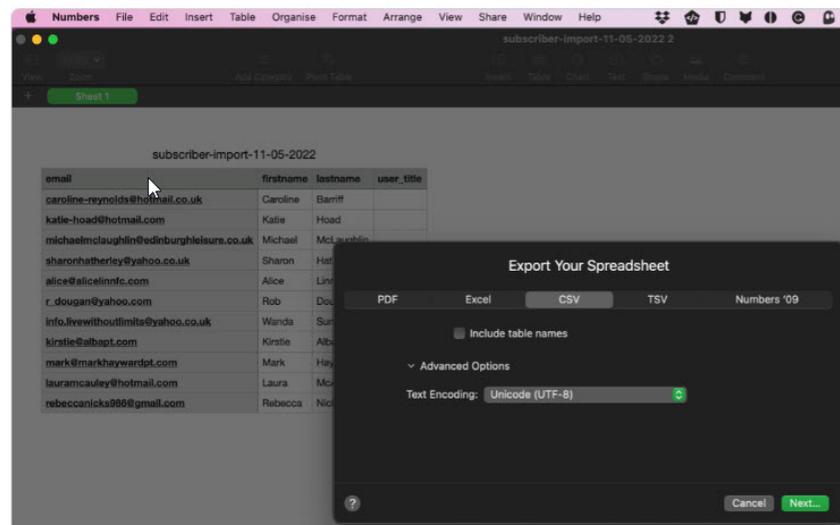
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13. Click on Preview
14. Check to see which users wi...

10 Creating the data in Numbers app - Step 3

Chose "CSV" from the prompt and click "Next..."



11 Creating the data in Numbers app - Step 4

Name your file and save it somewhere on the machine. be sure not to overwrite the ".csv"

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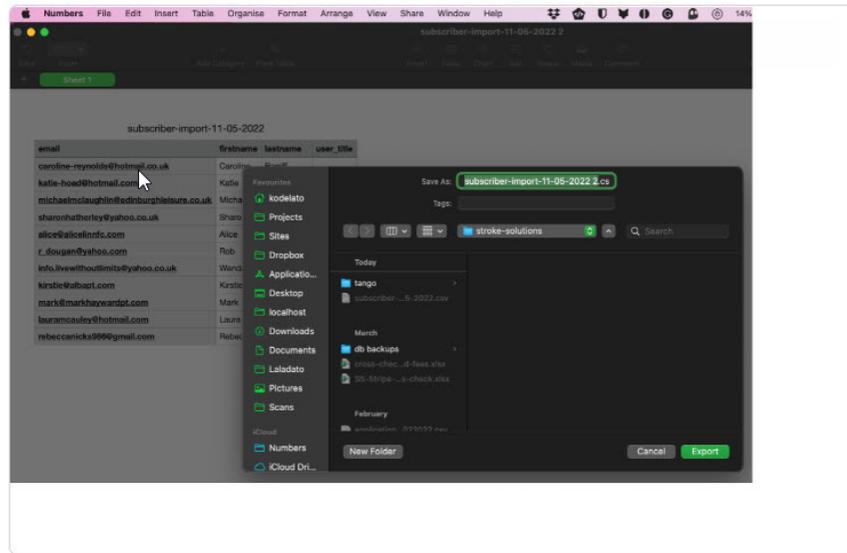
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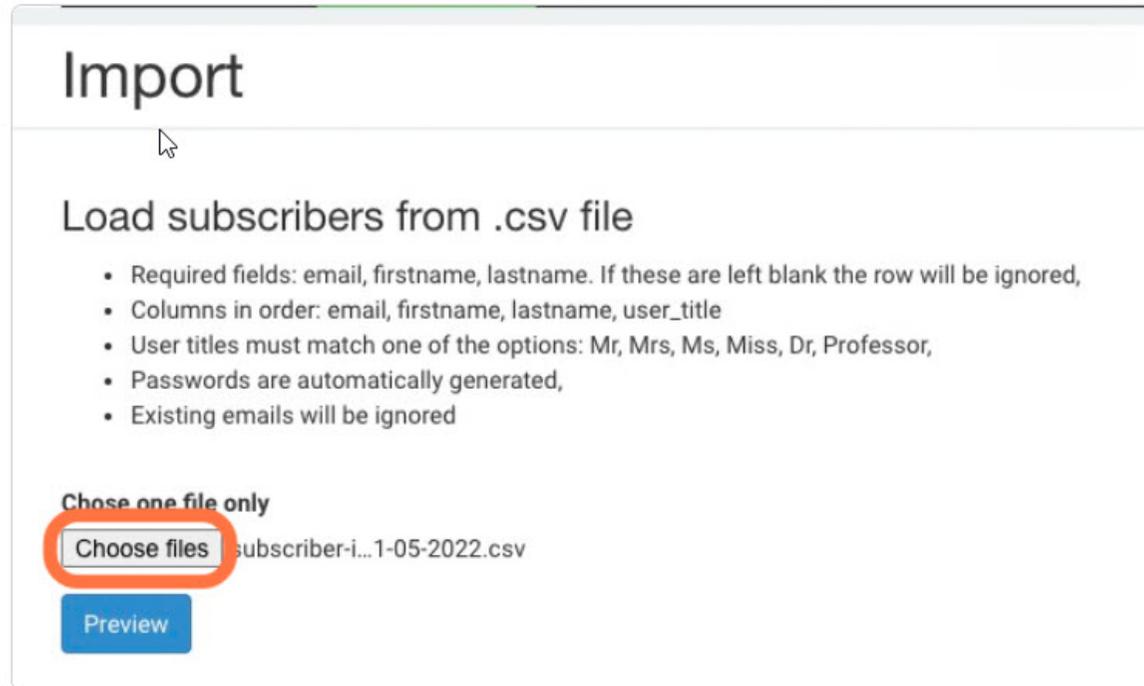
12 Select the .csv file from file upload input

Notice the file name on the right of the button, that file was selected and this screenshot

12 Select the .csv file from file upload input

[View Page](#) 

Notice the file name on the right of the button, that file was selected and this screenshot is taken after the file select prompt.



Import

Load subscribers from .csv file

- Required fields: email, firstname, lastname. If these are left blank the row will be ignored,
- Columns in order: email, firstname, lastname, user_title
- User titles must match one of the options: Mr, Mrs, Ms, Miss, Dr, Professor,
- Passwords are automatically generated,
- Existing emails will be ignored

Chose one file only

Choose files subscriber-i...1-05-2022.csv

Preview

13 Click on Preview

13 Click on Preview

- User titles must match one of the options: Mr, Mrs, M
- Passwords are automatically generated,
- Existing emails will be ignored

Chose one file only

Choose files subscriber-i...1-05-2022.csv

Preview

About Us

Stroke Solutions facilitates one to one specialist rehabilitation and exercise training UK wide with a fully qualified and insured

14 Check to see which users will be imported and click on Import Subscribers

Import preview

#	email	firstname	lastname	user_title
1	subscriber-i...1-05-2022.csv



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12. Select the .csv file from file ...
13. Click on Preview
14. Check to see which users wi...
15. Select The Successful Strok...
16. Click on Assign to assign th...
17. Check in the WooCommerce...

14 Check to see which users will be imported and click on Import Subscribers

Import preview

#	email	firstname	lastname	user_title
1	caroline-reynolds@hotmail.co.uk	Caroline	Barriff	
2	katie-hoad@gmail.com	Katie	Hoad	
3	michaelmcLaughlin@edinburghleisure.co.uk	Michael	McLaughlin	
4	sharonhatherley@yahoo.co.uk	Sharon	Hatherley	
5	alice@alicelinnfc.com	Alice	Linn	
6	r_dougan@yahoo.com	Rob	Dougan	
7	info.livewithoutlimits@yahoo.co.uk	Wanda	Summers	
8	kirstie@albapt.com	Kirstie	Alba	
9	mark@markhaywardpt.com	Mark	Hayward	
10	lauramcauley@hotmail.com	Laura	McAuley	
11	rebeccanicks986@gmail.com	Rebecca	Nicks	

[Import Subscribers](#)

15 Select The Successful Stroke Survivor Full Video Series: 300 minutes anytime online viewing OR 7 DVD set

You can select any streaming item from the dropdown you want. The full DVD set is selected for this instance.

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Import Subscribers

15

Select The Successful Stroke Survivor Full Video Series: 300 minutes anytime online viewing OR 7 DVD set

You can select any streaming item from the dropdown you want. The full DVD set is selected for this instance.

Chose one file only
Choose files No file chosen
Preview

Users have been created, user list will be regenerated shortly and admin will receive an email notification once it is done.

If needed you can select a product below to assign to all imported users.
Please select a streaming product for creating an automatic order:
The Successful Stroke Survivor Full Video Series: 300 minutes anytime online viewing OR 7 DVD set
Assign

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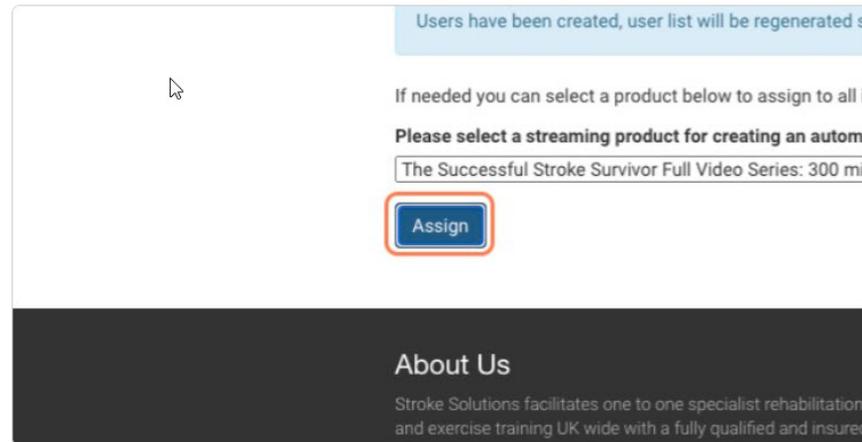
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- 15. Select The Successful Strok...
- 16. Click on Assign to assign th...
- 17. Check in the WooCommerce...

16 Click on Assign to assign the users with streaming videos

Wait a while for the process to complete. At the moment there is a bug that shows a "502 Bad Gateway error" but the import and video assignments are actually done.



17 Check in the WooCommerce page to see if the videos were successfully assigned

View Page



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17. Check in the WooCommerce...

17

Check in the WooCommerce page to see if the videos were successfully assigned

[View Page](#)

Order	Date	Status	Ship to	Total
#239263 Rebecca Hicks	23 mins ago	Completed	-	£ 69.40
#239260 Laura McHaley	23 mins ago	Completed	-	£ 69.40
#239257 Mark Hayward	23 mins ago	Completed	-	£ 69.40
#239254 Kirstie Alba	23 mins ago	Completed	-	£ 69.40
#239261 Wanda Summers	23 mins ago	Completed	-	£ 69.40
#239248 Rob Deegan	23 mins ago	Completed	-	£ 69.40
#239245 Alice Lim	23 mins ago	Completed	-	£ 69.40
#239242 Sharon Hatherley	23 mins ago	Completed	-	£ 69.40
#239239 Michael McLaughlin	23 mins ago	Completed	-	£ 69.40
#239236 Katie Hood	23 mins ago	Completed	-	£ 69.40
#239233 Caroline Bariff	23 mins ago	Completed	-	£ 69.40

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