May 11, 2022

Strokesolutions

1. Login with your admin acco...
2. Click on Import
3. Create user data
4. Creating the data in Microso...
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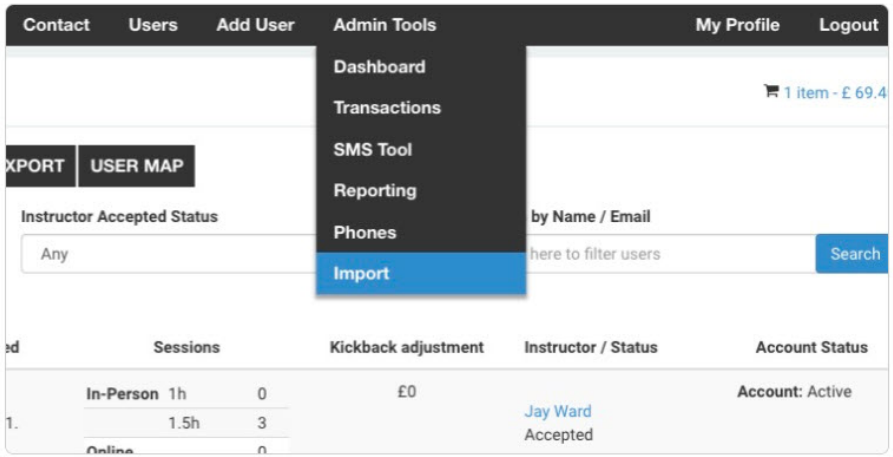
Strokesolutions

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



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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

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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@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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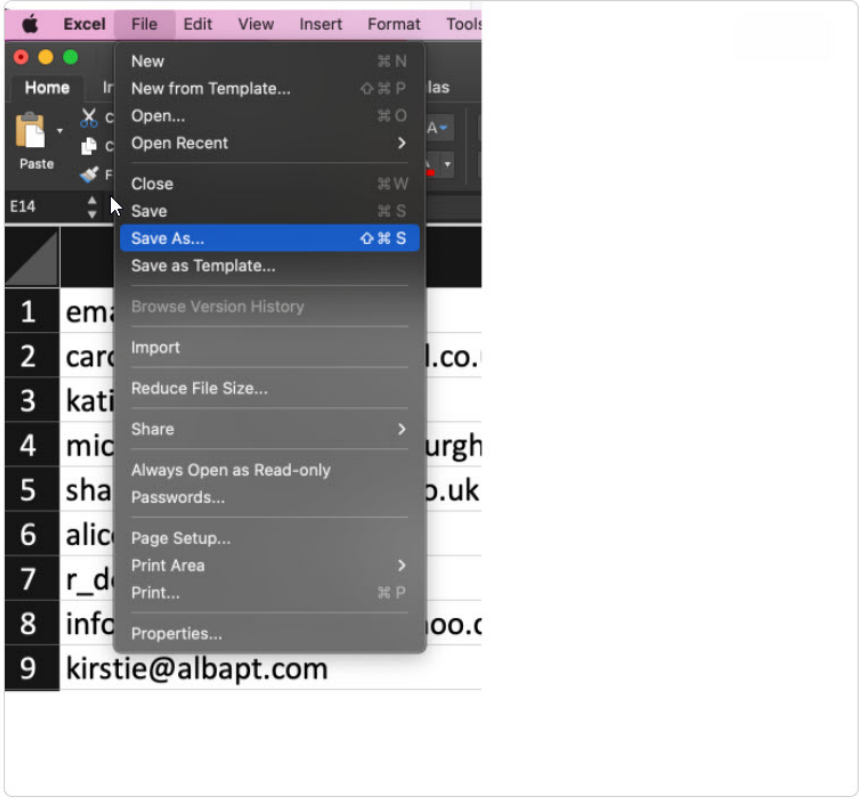
5 Creating the data in Microsoft Excel - Step 2

Click on File > Save as..



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Strokesolutions

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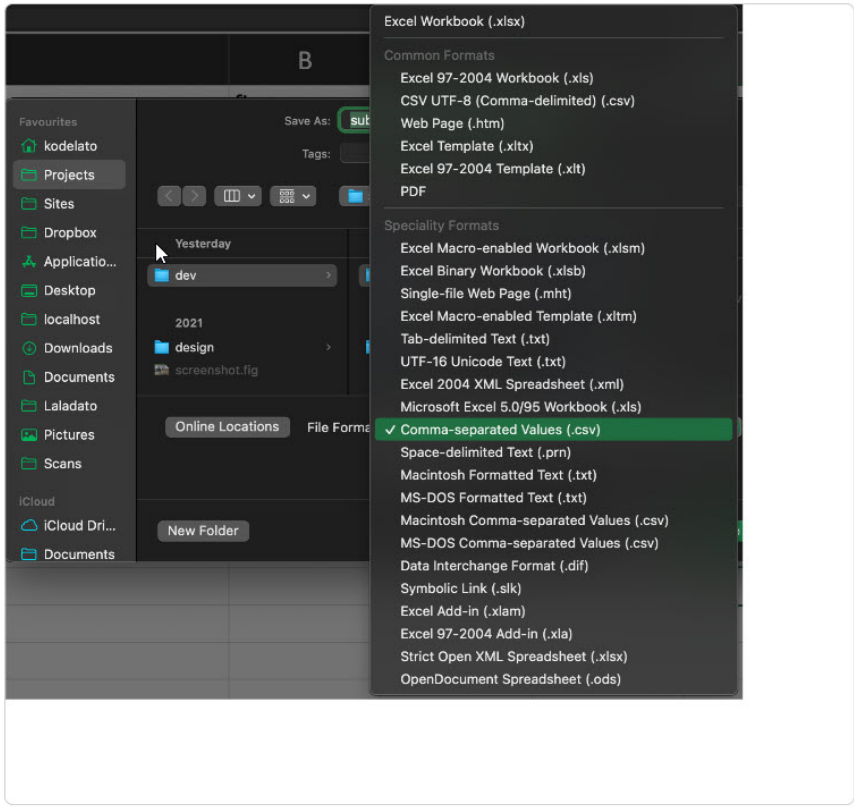
15. Select The Successful Strok...

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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Strokesolutions

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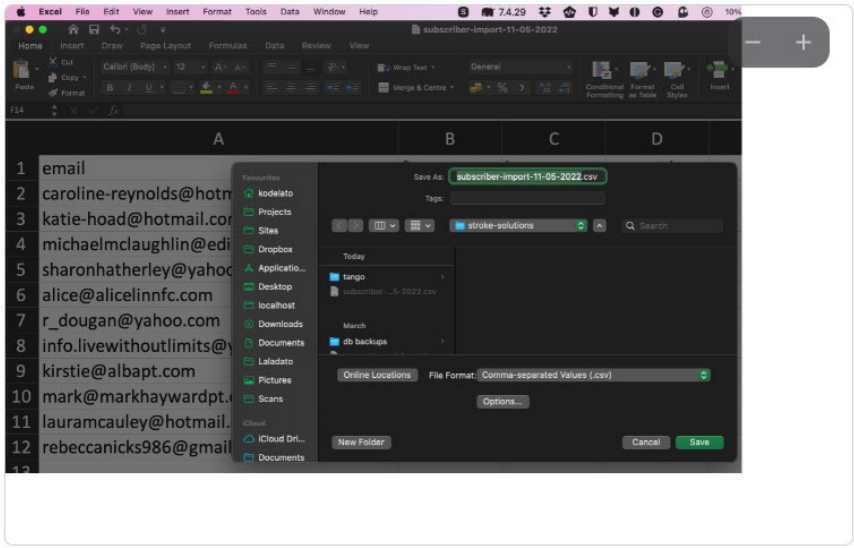
7 Creating the data in Microsoft Excel - Step 4

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



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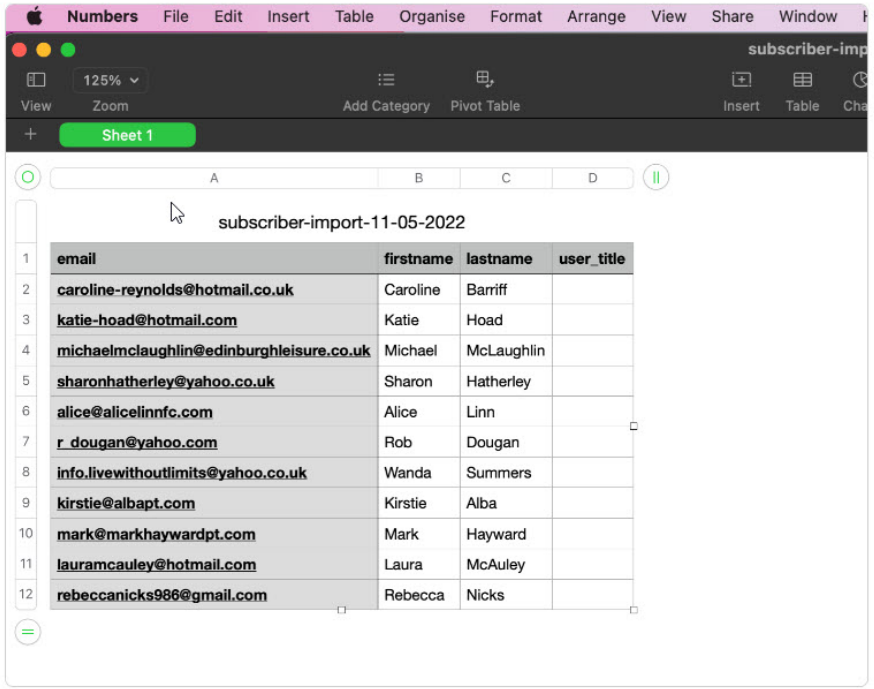
8 Creating the data in Numbers app - Step 1

Create the user data



	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@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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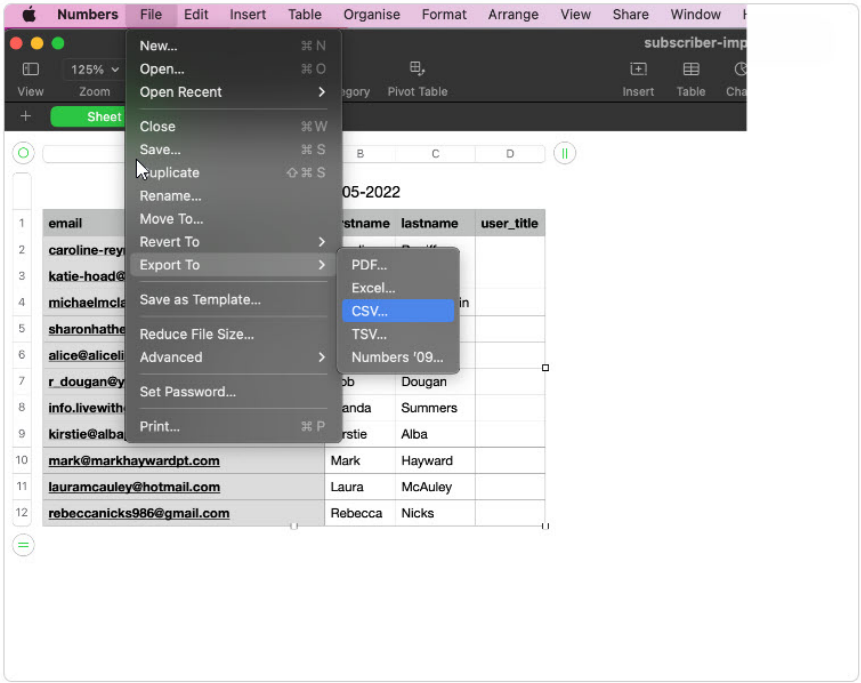
15. Select The Successful Strok

9 Creating the data in Numbers app - Step 2

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



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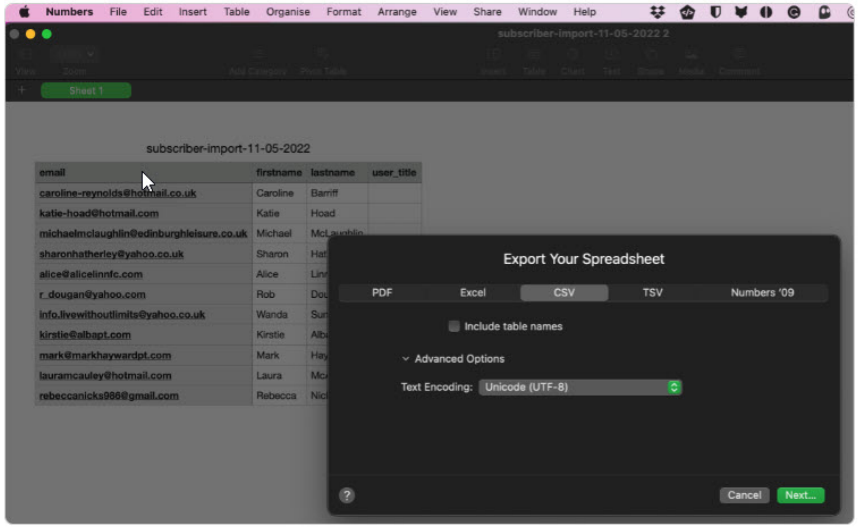
10 Creating the data in Numbers app - Step 3

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"

Strokesolutions

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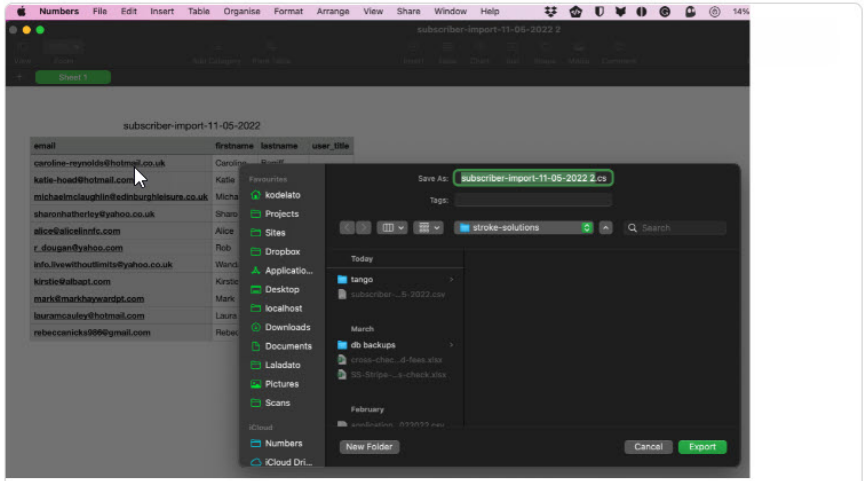


12 Select the .csv file from file upload input

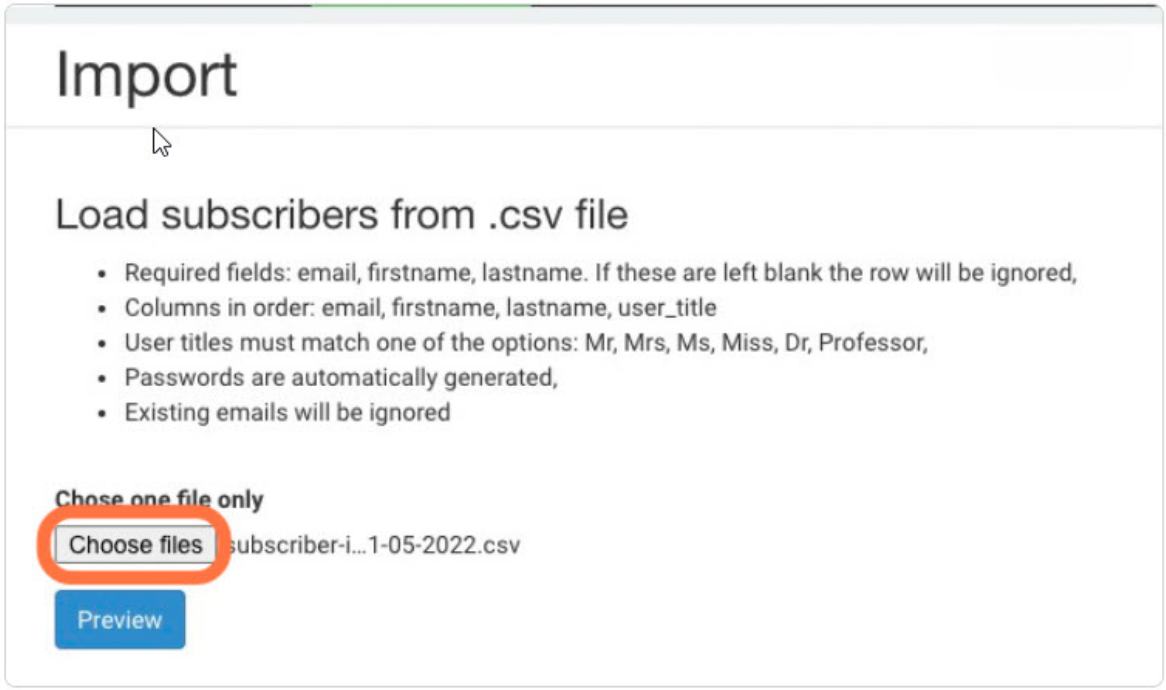
View Page

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

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.



13 Click on Preview

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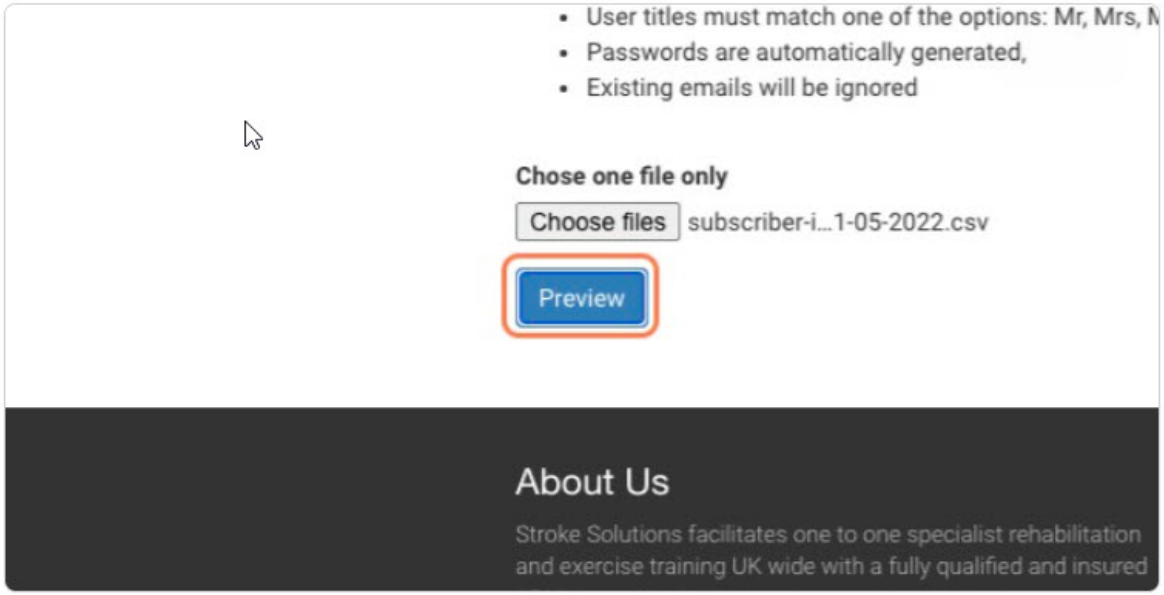
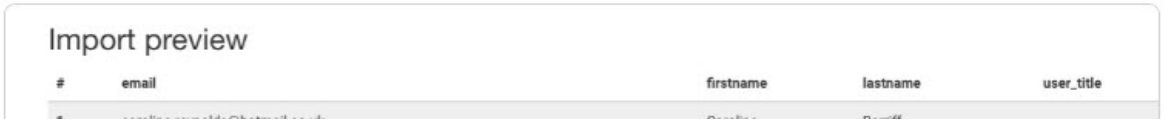
13 Click on Preview



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



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12. Select the .csv file from file ...
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15. Select The Successful Strok...
16. Click on Assign to assign th...
17. Check in the WooCommerce...

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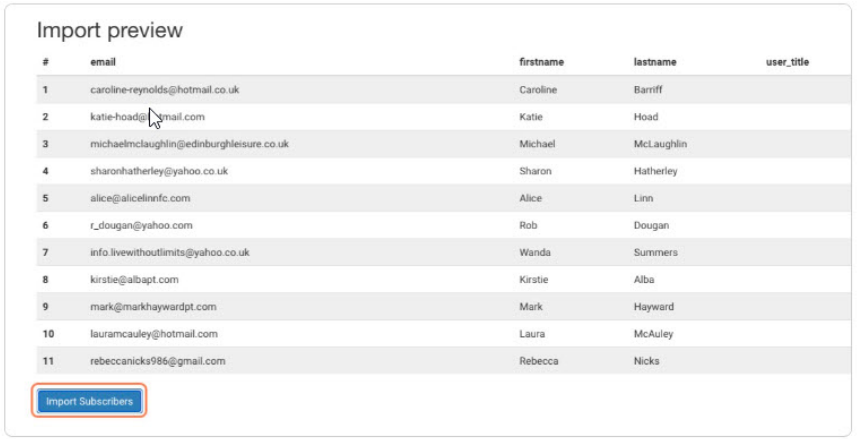

15 Select The Successful Stroke Survivor Full Video Series: 300 minutes anytime online viewing OR 7 DVD set

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

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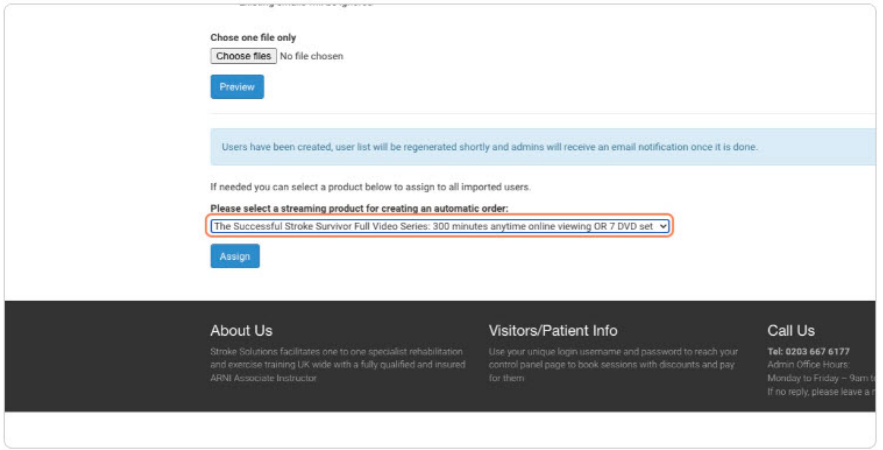

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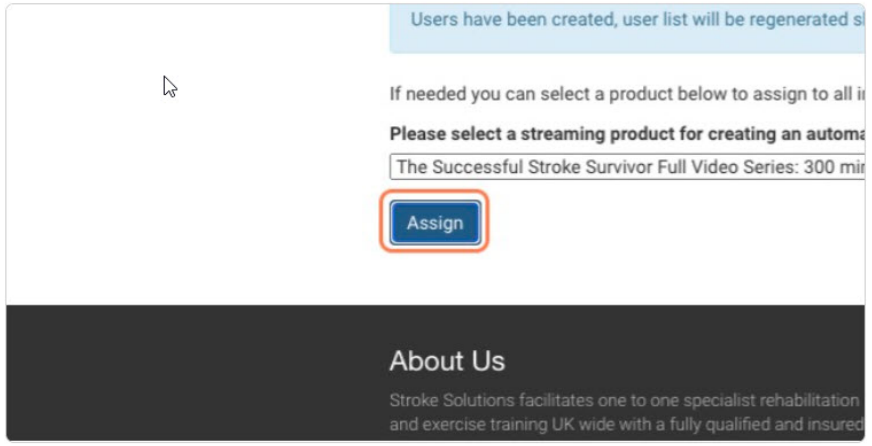
17. Check in the WooCommerce...

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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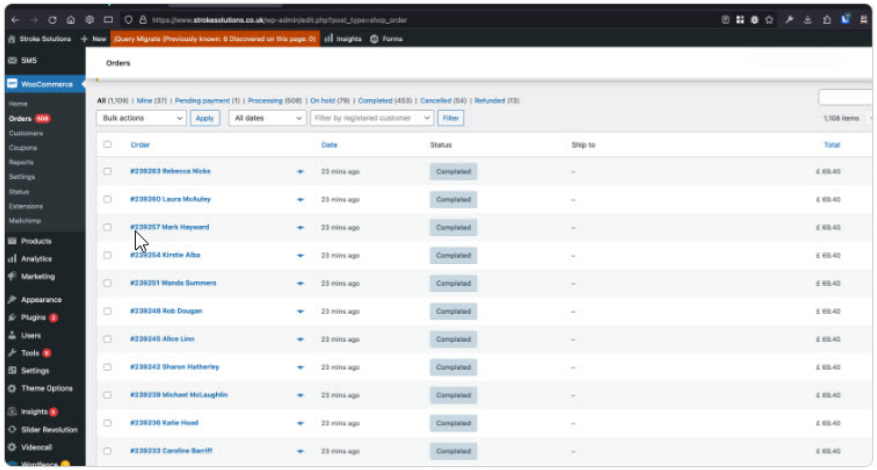

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