

▲ IMPORTANT REMINDERS

1. To be able to add multiple users in the system, you must first [Download the template.](#)
2. This file includes a sample entry as your basis for adding users in the file
3. This file also includes all the Departments currently in the system, as your basis in indicating privileges for each user.
4. Make sure to indicate the Department Code, Department Name and Company Name (Department details) that you would want the user to access.
5. If the user should have access to multiple Departments, just repeat all the details of the user and change the Department details and privileges assignment in each line for the user.
6. Take note of the following Application Abbreviations, to be indicated in the Application and Default Application (default_app) column of the CSV file:
 - 6.1. **RMS** is Resource Management System
 - 6.2. **CMS** is Change Request Management System
 - 6.3. **AMS** is Asset Management System
7. The template is in CSV format, after filling up the details, make sure that the file is still saved in CSV format before uploading in the system.